

**Erasmus+ Programme (ERASMUS)**

**Progress Report**

**Version 1.0**

**25 February 2021**

**IMPORTANT NOTICE**

**What is a progress report?**

Progress reports are deliverables which are sometimes requested at mid-term (or other crucial points in the project) if there is a long time-span without reporting.

The report (+ annexes) must be prepared (by all beneficiaries together) and uploaded on the Funding & Tenders Portal Grant Management System Continuous Reporting Deliverables screen.

 Progress reports should NOT be confused with periodic reports. Periodic reports are linked to payments, progress reports are not.

## COVER PAGE

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| --- | --- |
| **PROJECT** | |
| **Project number:** | [project number] |
| **Project acronym:** | [acronym] |
| **Project name:** | [project title] |
| **Project starting date:** | [dd/mm/yyyy] |
| **Project duration:** | [number of months] |

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| **PERIOD COVERED**  cid:image001.png@01D0B99B.7C10A740 *Please note that this is only a progress report. The information in this report must also be included in the next periodic report/final report.* | |
| **Period covered** *(from last periodic report):* | from [dd/mm/yyyy] to [dd/mm/yyyy] |

**TABLE OF CONTENTS**

[COVER PAGE 3](#_Toc100494772)

[1. MILESTONES, DELIVERABLES AND CRITICAL RISKS 4](#_Toc100494773)

[2. OVERVIEW OF THE PROGRESS and ACTIVITIES 5](#_Toc100494774)

[3. BUDGET IMPLEMENTATION *(n/a for Lump Sum Grants)* 9](#_Toc100494775)

[ANNEXES 10](#_Toc100494776)

## 1. MILESTONES, DELIVERABLES AND CRITICAL RISKS

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| **Deliverables and milestones (outputs/outcomes)** | **YES/NO** |
| We confirm that we updated the following Continuous Reporting screens:   * Deliverables * Milestones |  |

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| **Critical risks** | **YES/NO** |
| We confirm that we updated the following Continuous Reporting screen:   * Critical risks |  |

## 2. OVERVIEW OF THE PROGRESS and ACTIVITIES

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| **WORK PACKAGES** |

#### Work Package 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Work package 1: [Name]** | | | | |
| **Activities**  *Report on the implementation status of the activities that were to be implemented during the period and explain deviations from the description of the action (DoA) in Annex 1 GA.* | | | | |
| Task No  (continuous numbering linked to WP) | Task name | Implemented?  (Yes/No/Partially) | Justification  (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future) | |
| T1.1 |  |  |  | |
| T1.2 |  |  |  | |
| Other issues  *Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.* | |  | | |
| **Milestones and deliverables (outputs/outcomes)** | | | | |
| See Deliverables screen. | | | |

#### Work Package 2 …

*To insert additional work packages, copy WP1 as many times as necessary.*

#### Timetable

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| **Timetable (projects up to 2 years)**  *Report on deviations from the description of the action (DoA) in Annex 1 GA.*  *Fill in the planned implementation in beige and the deviations in red. Repeat lines/columns as necessary.* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Starting date:** |  | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTIVITY** | **MONTHS** | | | | | | | | | | | | | | | | | | | | | | | |
| **M 1** | **M 2** | **M 3** | **M 4** | **M 5** | **M 6** | **M 7** | **M 8** | **M 9** | **M 10** | **M 11** | **M 12** | **M 13** | **M 14** | **M 15** | **M 16** | **M 17** | **M 18** | **M 19** | **M 20** | **M 21** | **M 22** | **M 23** | **M 24** |
| **Task 1.1 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Task 1.2 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Task …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Timetable (projects of more than 2 years)**  *Report on deviations from Annex 1 of the Grant Agreement.*  *Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.* | | | | | | | | | | | | | | | | | | | | | | | | |
| **Starting date:** |  | | | | | | | | | | | | | | | | | | | | | | | |
| **ACTIVITY** | **YEAR 1** | | | | **YEAR 2** | | | | **YEAR 3** | | | | **YEAR 4** | | | | **YEAR 5** | | | | **YEAR 6** | | | |
| **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** | **Q 1** | **Q 2** | **Q 3** | **Q 4** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Task 1.1 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Task 1.2 - …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Task …** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Timetable (projects of only 12 months)**  *Report on deviations from Annex 1 of the Grant Agreement.*  *Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.* | | | | | | | | | | | | |
| **Starting date:** |  | | | | | | | | | | | |
| **ACTIVITY** | **MONTHS** | | | | | | | | | | | |
| **M 1** | **M 2** | **M 3** | **M 4** | **M 5** | **M 6** | **M 7** | **M 8** | **M 9** | **M 10** | **M 11** | **M 12** |
| **Task 1.1 - …** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Task 1.2 - …** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Task …** |  |  |  |  |  |  |  |  |  |  |  |  |
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## 3. BUDGET IMPLEMENTATION *(n/a for Lump Sum Grants)*

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| **Overall budget implementation —****Use of resources** | **YES/NO** |
| We confirm that the overall budget consumption is in line with the advancement of the activities.  *If there are major deviations, identify them and explain the reasons why.* |  |
|  |

## ANNEXES

**LIST OF ANNEXES**

n/a

|  |  |  |
| --- | --- | --- |
| **HISTORY OF CHANGES** | | |
| VERSION | PUBLICATION DATE | CHANGE |
| 1.0 | 25.02.2021 | Initial version (new MFF). |
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