

**FINAL REPORT**

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# INTRODUCTION

This document should include comprehensive information about implementation of project from the financial as well as from scientific and technological aspect of project.

**Scientific and technological** part of the Final report **should include information from beginning of project until the end.** The scientific and technological aspect of the project will be assessed by peer reviewers. The peer reviewers shall also assess the financial part of project, i.e. **the relation between the obtained results and funds spent**.

**Financial** part of the Final reportis provided separately and is structured in the same way as six months financial report, but it should comprehend in Annex 2 data **from beginning of project until the end.** In addition, this template includes couple of questions related to financial implementation of your project. **Supporting documents (such as invoices, bank statements, minutes of meeting and etc.) shall not be sent to the UKF if not specifically requested by the UKF**

The Secretariat will also perform the check of financial report as well as fulfilment of Funds’ goals i.e. the goals set by Steering Committee during the negotiations process (application to foreign sources of funding, obtained matching funds from industry etc.).

**Dissemination Activities** part of the Final reportis provided separately and is structured in the same way as six months **Dissemination Activities** report, but it should comprehend data **from beginning of project until end.** This deliverable includes all dissemination activities that took place during first and second year of the project. It reports on all events, conferences, journals and information material that shall ensure that your project is well-known by the research community as well as wider public.

In addition, the information provided in the Final report will also serve to assess the outcome of the UKF program and need for future sustainability of current UKF program as well as creation of new programs. **The last part of Final report is evaluation of UKF programs, project selection process, monitoring of approved projects and suggestion on the type of programs (financial instruments)** that should be created in future to enhance human capital in S&T in Croatia, enable better technology and knowledge transfer, foster innovation and internationalization of research.

**The report should be sent in word and excel format (Annexes), only the last page should be sent in PDF format with signature of Project Leader, legal representative of Administering Organization and Administering Organization’s stamp.**

**If Project Co-leader comes from Administering organization, he/she must sign the Final report too.**

**Annex 3 should also be signed.**

# SCIENTIFIC AND TECHNOLOGICAL PART

## Project info

1. Project title:

|  |
| --- |
|  |

1. Name of the Project leader and Co-leader:

|  |  |
| --- | --- |
|  |  |

1. Date of Contract signature, duration of the project (months) and type of the grant:

|  |  |  |
| --- | --- | --- |
|  |  |  |

1. Administering Organization (full name, address, and contact person details):

|  |
| --- |
|  |

1. Other organizations involved (full name, address, web address):

|  |
| --- |
|  |

1. Web page of the project:

|  |
| --- |
|  |

1. What was the overall aim of the work supported by UKF grant, what has been achieved? (in terms of project results, fund’s goals, how many foreign scientists have been collaborated on your project and etc.) (between 500 and 1000 words - for each version). Please note this part will be made available to wider audience (UKF web site, press release) please provide with us with English and Croatian version of the text?

**Croatian version**

|  |
| --- |
|  |

**English version**

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## Work plan and timetable of the project

 *Word count:*

* + **Milestones** *(please describe milestones realized in detailed way and in compliance to those stated* ***in the original application form.*** *If not all the milestones are realized according to those stated* ***in the original application******form*** *please explain why and what actions have been taken to resolve problems encountered)* ***(use Verdana 11, min 500 words, max 2000 words, add word count).***

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* + **Key performance indicators** *(quantitative development towards key project goals (quarterly achievements). Please show KPI cumulatively, i.e. always add KPI from previous period to new period. e.g. if your KPI in 1st half year is 3 in vivo experiments, in 2nd half-year another 6 in vivo experiments, your KPI in 2nd half-year is 9.*

***Please list ALL KPI-s as stated in original application******form and the planned values.*** *If not all the KPIs are realized according to those stated* ***in the original application******form,*** *please**explain why and how it affects the project results.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key performance indicator** | **1sthalf-year** | **2ndhalf-year** | **3rdhalf-year** | **4thhalf-year** |
| realized | realized | realized | *planned* | realized |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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## Measurable results and their users

 *Word count:*

*(please describe results achieved, if not all the results are realized* ***according to those stated in the original application form*** *please explain why, are there any other results not foreseen in the original application achieved by project, who are potential users of your results. Please provide a summary of the discoveries, achievements and implications of your work).* ***(use Verdana 11, min 500 words, max 1500 words, add word count).***

|  |
| --- |
|  |

## Composition of research group and collaboration

|  |
| --- |
| **Please list the members of the project team (seniors, doctoral students, post docs)** |
| Name of project member | Title and job description within project |
|  |  |
|  |  |
|  |  |
| **Please tell us if research supported by this grant to date has resulted in any of the following types of collaboration.** *Please tick those that apply (and write number of collaborations if applicable).* |
| Collaborations with commercial partners |  |
| Collaborations with academic groups outside of this grant |  |
| Other |  |
| **Please tell us in more detail about these collaborations.** (no more than 500 words) |
|  |

## Research Publications and prizes

*(Please tell us how many accepted* ***(in press/published)*** *original peer-reviewed publications (research papers/books) have resulted directly from your work supported by UKF grant to date. Please detail in the following order; Author(s); Article Title; Journal Name; Year; Volume; Issue Number; Page Numbers and IF: Please remember that any published paper directly associated with your grant must acknowledge, at a prominent place in the publication, support of the UKF in a form acceptable to the UKF.*

|  |
| --- |
| **Research Publications** |
| * **Please tell us how many accepted (in press/published) original peer-reviewed publications (research papers/books/book chapters) have resulted directly from your work supported by this grant to date.**
 |
|  | **Research papers** | **Books/book chapters** |
| Total number of publications (in press and published) |  |  |

|  |
| --- |
| * **Article publications –in press** *Please detail in the following order; Author(s); Article Title; Journal Name; Year; Volume; Issue Number; Page Numbers; IF*
 |
|  |

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| --- |
| * **Article publications –published** *Please detail in the following order; Author(s); Article Title; Journal Name; Year; Volume; Issue Number; Page Numbers; IF*
 |
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| --- |
| * **Books/book chapters (published and in press)**

*Please provide details of all books/book chapters that have arisen as a result of UKF grant. Please indicate whether the book/book chapter has been published or is still in press. Please detail in the following order: Author(s); Title; Publisher; Publication Year* |
|  |

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| --- |
| * **Please tell us if you, or any of the project researchers, have received any prizes, awards or commendations, as a direct result of the research supported by UKF grant to date. Please give details, including the name of the recipient, below.**
 |
|  |

## IPR

*(Please list if any intellectual property activity has resulted directly from the research funded through UKF grant to date i.e. patents filed, licences and etc.- title / description / purpose).*

|  |
| --- |
| **Please tell us if any intellectual property activity has resulted directly from the research funded through this grant to date.** Please tick those that apply and write number if applicable. |
| Software/database development |  |
| Patents filed |  |
| Licensing contracts  |  |
| Other (transfer of the IPR, collaborations with the industry all based upon the UKF project results) |  |
| **Please tell us in more detail about any intellectual property activity and briefly summarize how the data or resource resulting from the research was managed and shared with other researchers.** (no more than 500 words) |
|  |

## Applications to the additional non-budget sources of funding, from the beginning of UKF project

* + **to European and other international source of funding (industry not included)**

|  |  |
| --- | --- |
| Total number of applications |  |
| Number of projects financed/accepted |  |

|  |  |  |
| --- | --- | --- |
| *Application No* | **1** | **2\*** |
| source of funding - European / American / Canadian / |  |  |
| program title |  |  |
| project title |  |  |
| duration of the project |  |  |
| program goal |  |  |
| total value of the project (EUR) |  |  |
| total value of the project allocated to the Croatian partner (EUR) |  |  |
| instruments to be financed (personnel/travel/ equipment/ …) |  |  |
| project status – - in preparation / applied / in the process of evaluation / accepted / rejected/ rejected but threshold passed  |  |  |

\* add columns if applicable

* **for the additional funds from industry (local and international companies)**

|  |  |
| --- | --- |
| Total number of applications |  |
| Number of projects financed/accepted for financing/ received |  |

|  |  |  |
| --- | --- | --- |
| *Application No* | **1** | **2\*** |
| source of funding – international |  |  |
| company name |  |  |
| program title |  |  |
| project title |  |  |
| duration of the project |  |  |
| program goal |  |  |
| total value of the project (EUR) |  |  |
| total value of the project allocated to the Croatian partner (EUR) |  |  |
| instruments to be financed (personnel/travel/equipment/cash…) |  |  |
| status – - in preparation / applied / in the process of evaluation / accepted / rejected/ rejected but threshold passed  |  |  |

\* add columns if applicable

## Technologies transferred from the international to Croatian institutions or new ones developed by Croatian institutions

|  |  |
| --- | --- |
| Number of technologies transferred from the international to Croatian institutions |  |
| Number of technologies developed by Croatian institutions |  |

|  |  |  |
| --- | --- | --- |
| ***Technology transferred to Croatia***  | **1** | **2\*** |
| title of technology |  |  |
| source (from which international institution) |  |  |
| short description - purpose/goal |  |  |

|  |  |  |
| --- | --- | --- |
| ***Technology developed by Croatian institution***  | **1** | **2\*** |
| title of technology |  |  |
| name of the institution |  |  |
| short description - purpose/goal |  |  |

\* add columns if applicable

## Future plans

*What are yours i.e. the project team’s plans upon completion of the UKF project*

 a) Project team future

 b) Planned new Collaborations

 c) Future engagement of the PhD students that have been involved in the project

 d) PhD thesis planned to be achieved

 e) Planned applications to domestic and international sources of funding

 f) Future steps from the scientific point of view

# FINANCIAL PART

## Equipment

*Please list equipment-(value of more 1.500 EUR per item) bought with UKF Funds and/or matching funds*

|  |  |  |
| --- | --- | --- |
| ***Type of equipment***  | ***Value of equipment (HRK)*** | ***UKF Funds and/or matching funds-Please select one option***  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## UKF Funds

*Please indicate the total amount of* ***UKF funds (HRK) contracted (note: from the original Financial plan)****, UKF funds spent, breakdown according to the categories* ***and the percentage of each category – out of the total amount spent****.*

*These figures must match the data provided in your Financial report- Annex 2. (table below is Excel sheet)*

****

## Matching funds

*Please indicate the* ***total amount (HRK) of matching funds contracted (note: from the original Financial plan)****, matching funds spent, breakdown according to the type of contribution* ***and the percentage of each – out of the total amount spent****.*

*These figures must match the data provided in your Financial report- Annex 2. (table below is Excel sheet)*

****

*Please indicate which amount of the matching funds has been spent and on what? (HRK)*

|  |  |  |  |
| --- | --- | --- | --- |
| source of funding (please indicate name of the entity which has provided matching funds) | type of contribution (in kind; human resources, financial contribution) | amount spent HRK | type of cost(on what the matching funds have been spent) |
|  |  |  |  |
|  |  |  |  |
|  | total  |  |  |

# EVALUTION PART

***Assessment of the UKF-Please note that data provided in Evaluation part will not influence the evaluation outcome of Final report***

1. Please assess the UKF evaluation and project selection system (evaluation quality, duration of the process and transparency)

|  |
| --- |
| **Please explain your rating** |
| Poor |  |
| Good |  |
| Excellent  |  |

1. Please assess impact of UKF programs on development of Croatian scientific and innovation system? (e.g. increased presence of Croatian researches in international R&D, competitive financing, etc.).

|  |
| --- |
| **Please explain your rating** |
| Low  |  |
| Medium  |  |
| Substantial |  |

1. Please assess the UKF monitoring of projects and suggest improvements (reporting, payment, etc.)

|  |
| --- |
| **Please explain your rating** |
| Poor |  |
| Good |  |
| Excellent  |  |

1. Please compare the quality UKF programs and procedures with other research programs available in Croatia

|  |
| --- |
| **Please explain your rating** |
| Poor |  |
| Good |  |
| Excellent |  |

1. Please suggest future research programs (financial instruments) needed to enhance human capital in S&T in Croatia, enable better technology and knowledge transfer, and foster innovation and internationalization of research.

|  |
| --- |
|  |

By signing this document, we certify that:

a) costs declared in this report and the Financial Annexes are directly related to the resources used to reach the objectives of the project and

b) we have all receipts, bank statements and other relevant documents to prove above declared costs

c) the information declared in this report, Financial Annexes and Dissemination Annex are accurate and true

d) the costs declared in this report and the Financial Annexes are not charged or reimbursed from any other sources

**Name of Project Leader / Project Co-leader:**

**Signature(s)**

**Date:**

**Name of responsible person from the Administering Organization:**

**Signature**

**Date:**

**Administering Organization Stamp**