

D9.1 Quality Assurance Plan

Author: Luisa Perenthaler

Affiliation: ITC-irst

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Abstract: The Quality Assurance Plan described in this report defines the general approach to quality assurance and the procedures to be followed for partner communication, documentation, deliverable production, and software development. The document describes: Communication procedures between participants; procedures for the production of reports, Financial Statements and deliverables; procedures for the review and distribution of the various types of deliverables; reports, prototypes and demonstrations; procedures for risk assessment and contingency strategies; a general approach to software development quality standards.

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<i>Authors</i>	Luisa Perenthaler (ITC-irst)
<i>Other Contributors</i>	Bernardo Magnini (ITC-irst), Mariemma Antoniol (ITC-irst)
<i>Reviewer</i>	
<i>EC Project Officer</i>	Erwin Valentini
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1. Quality Approach

The Quality Assurance Plan described in this report defines the general approach to quality assurance and the procedures to be followed for partner communication, documentation, deliverable production, and software development. In particular it describes:

- Communication procedures between participants;
- Procedures for the production of reports, Financial Statements and deliverables. These procedures include document naming and version numbering protocols as well as formats to be used for various purposes. Templates, where appropriate, are provided in the Annex;
- Procedures for the review and distribution of the various types of deliverables; reports, prototypes and demonstrations;
- Procedures for risk assessment and contingency strategies;
- A general approach to software development quality standards.

The Quality Assurance Plan is designed to provide a common framework for effective communication, documentation, deviation identification and correction, and software development throughout the project. It complements the Consortium Agreement.

The main goals of the Quality Assurance procedures are:

- Establishment of documentation, reporting and communication procedures which will be followed by all partners of the Consortium;
- Documentation of the progress of the project;
- Production of high-quality Deliverables on time and specification, in accordance with the Work Programme;
- Identification of technical and commercial risks, or deviations from the Work Plan at an early stage;
- Taking any necessary remedial actions as soon as possible.

Project Quality Assurance is an important task throughout the QALL-ME project, in order to monitor and report on the achievements of the project objectives. For QALL-ME this means that the project main outputs (i.e. the system prototypes, the QALL-ME benchmark and the shared web-based infrastructure) must be designed in accordance with user validated requirements, they must be in compliance with the specification of the individual modules and they must adhere to broadly acceptable quality standards.

This implies that:

- criteria and standards, by which the quality of both the development process and the resulting outputs will be assessed, must be identified;
- tools, methods and techniques to be employed in order to ensure quality have to be described;
- quality monitoring during the process must be ensured and recording compliance or deviation must be allowed for.

The testing and evaluation of the Demonstrators are the principle means of measuring the quality of the outcomes, with a task devoted to the technical performance and usability of the Demonstrator technologies.

Taking into consideration the overall quality policy, QALL-ME's work plan has been designed to provide basic mechanisms to ensure quality of the Demonstrator(s) as well as the quality of the outcome of specific work packages devoted to:

- User requirement specification (WP 1)
- QALL-ME benchmark (WP 9)
- Roadmap for the development of the QALL-ME showcase (WP 8)
- In-process testing activities (all WPs targeting specific development activities (WP 3–8))
- Evaluation of the Demonstrator in everyday use (WP 9)
- Assessment of the whole project (WP 9)

2. Communication Procedures

2.1 General communication between participants

The coordinating contractor will be responsible for the management of communication within the Consortium.

The majority of day-to-day information (both administrative and technical) will be transferred electronically by e-mail and by the mailing lists. The following mailing lists are available:

- qallme-coord@itc.it: ITC-irst people responsible for the coordination of the project are members of this list;
- qallme-admin@itc.it: People responsible for the administrative work within the project are members of this list;
- qallme-restricted@itc.it: People appointed to the Project Management Board are to be members of this list;
- qallme@itc.it: all people involved in research and scientific issues within the project are members of this list.

In order to reduce the volume of e-mail and ensure the ready availability of electronic documentation, the Project will maintain in the Member Area (<http://qallmemembers.itc.it>) a secure repository of all project documents and deliverables. Rather than circulate project deliverables to the Partners by email, the Project Manager will upload Deliverables on the Member Area and inform the partners of their availability for download.

The document repository will be maintained at <http://qallmemembers.itc.it>

2.2 Deliverables

ITC-irst, as co-ordinating contractor, has administrative responsibility for the transmission of all deliverables to the Commission.

Deliverables must be in *final draft* at least 2 weeks before the deadline, in order to undergo an internal review procedure.

The co-ordinating contractor will upload the deliverable in the Member Area so that all partners can send opinions to the author.

The contact persons at each partner side have to submit the deliverable for the requested work packages within 15 days following the end of the period in question to the project

coordinator (qallme-coord@itc.it), who is responsible for the submission of the final version of the deliverable to the Commission and to make it available in the Member Area.

The co-ordinating contractor will upload the deliverable in the Member Area so that all partners can send opinions. Besides, one partner of the Consortium will be appointed by the Coordinator for internal peer review of the said deliverable three weeks before the due date of the deliverable via e-mail. This partner should not have been involved in the preparation of the said deliverable. The designated partner writes a short report, according to a form that will be made available by the Coordinator. All feedback provided by the internal peer reviewer and the rest of partners is forwarded to the author of the deliverable, who updates and completes it.

2.3 Four-monthly progress reports (Internal Form)

In addition to the annual report (which includes a periodic activity report, a periodic management report and a report on the distribution of the community financial contribution) and the interim progress report, ITC-irst, in order to monitor the project, will ask the partners to fill in an Internal Form (each four months in the first year).

In this Internal Form the partners find only the WP where they are actually involved and the detailed budget they used for the Contract Preparation Forms. The partners have to complete the excel file with personnel, category, worked hours, hourly rate, overhead rate (FC model only), amount for travels, equipments, other costs, sub-contracting for each period of time.

The contact persons at each partner side have to submit the Internal Form within 15 days following the deadline to the coordination mailing list: qallme-coord@itc.it. (see Annex III)

2.4 Financial Statements & Audit Certificate

Audit Certificates

QALL-ME will have a single Audit Certificate covering all the reporting periods, from month 1 to the last month of the project.

This rule is valid if the requested financial contribution does not exceed € 750.000,00 for each reporting period.

Please note that the European Commission will refund 100% of Audit Certificate costs.

Financial Statements

The financial statement summarizes the total amount of expenses incurred by every partners at the end of every reporting period.

The last financial statement will be submitted together with the audit certificate (the latter covering all the reporting periods, from month 1 to the last month of the project).

The time-cycle for the preparation of Financial Statements (Summary Financial Report, Form C, Cost Budget Follow-up Table, Peron-Month Status Table – Annex III) reflects (a) the contractual requirement that complete Financial Statements must be delivered to the Commission within 45 days after the end of the reporting period (Annex II.7); and (b) they are likely to involve the production of Audit Certificates for some partners.

The first draft of partners' completed financial forms are to be sent via email to ITC-irst within 2 weeks of the end of the last month of the reporting period for checking together with any additional justifications required by Annex II of the Contract.

ITC-irst will verify the draft form with the partners, by e-mail, to reach a confirmed draft electronic version within three weeks of the end of the reporting period.

Each partner will send one copy by email and one signed original paper copies by post of the Financial Statements and supporting documentation to ITC-irst including the audit certificate if required to arrive no later than four weeks after the end of the reporting period. On receipt of the complete set of paper originals, ITC-irst will forward the financial statement together with the Annual Report to the Commission to arrive no later than 45 days after the end of the claim period. In the event that any partner fails to respect the deadlines, the Co-ordinating Contractor will submit the Financial Statements on time, without the data from the partner missing the deadlines. The costs not reported as a result will then be reported in the next Financial Statements.

2.5 Meetings

All participants will be reminded of meeting dates 30 days in advance and the meeting Chair will circulate an agenda not later than two weeks before the meeting. All necessary working documents will be uploaded in the Member Area at least five working days in advance of the meeting date.

Minutes will be circulated to the Partners no later than three weeks after the meeting. Minutes shall be deemed to be approved if no objection has been sent to the Co-ordinator within 15 days of the circulation of the minutes.

3. Document Production

3.1 Formats

QALL-ME provides formats with a standard visual image, to assist clear communication and comprehension. The following are the formats specified for use in partner communication, documentation, reporting, and deliverable production.

Reports and Deliverables

- Reports and Deliverables will be produced in Microsoft Word: working drafts and editable working copies will be supplied to partners as Word documents. The Project Co-ordinator will make a final release version as a PDF file. This PDF version will also be made available to partners and will be regarded as the definitive version of the Report or Deliverable.
- Cost reports will use Microsoft Excel.
- Reports and Deliverables should have a consistently styled cover sheet and structure, based on the template contained in this document (available in the Member Area). All pages should be numbered and the document identification number should be included in the footer. The identification number consists of three parts:
 - name of the project,
 - document type, and
 - date of final version.

Example: QALL-ME_D9.1_20061201.

Financial Statements

- Financial Statements (Summary Financial Report, Form C, Cost Budget Follow-up Table, Peron-Month Status Table) will be prepared using Microsoft Excel accordance with the European Commission template.
- Audit certificates (to accompany the Financial Statements for partners with an EC Contribution greater than 750.000€) will be prepared in accordance with the European Commission guidelines and to the standards and formats set out in this document.
- Any other numerical records (such as timesheets) should be prepared using Microsoft Excel and storing.

Logos and acknowledgements

- All reports and deliverables should carry the logos of QALL-ME and the IST Programme (see Annex I)
- All publications and public displays produced by the project must, in addition to the logos, carry the EU logo (available in the Member Area) and a text acknowledgement that “the project is co-funded by the European Union, through the IST Programme, 6 Framework programme”.

Illustrations

- Photographs and illustrative material for print reproductions should be supplied as 360 dpi. Photographs and illustrative material for Web use should be supplied as 72 dpi RGB, JPEG, GIF, PNG or PICT files. Each partner shall be responsible for ensuring all necessary copyright clearances for illustrative materials they use within the project involving third party material.

Timesheets

- In accordance with the terms of the Contract, all partners are required to maintain proper records of time worked on the project. There is no set format for time sheets, which should accord to establish company practice.

Presentations

- ITC-irst provides templates for project presentations in order to facilitate their production as well as to guarantee the consistency and quality of QALL-ME image. (see Annex II, available in the member area)

3.2 Document numbering

In order to have a common understanding when discussing about a special document, all documents have to be assigned with a unique identifier:

The Project: QALL-ME

Document Type:	D	Deliverable
	4MR	4-monthly report
	AC	Audit Certificate
	FS	Financial Statement
	YR	Yearly report
	RM	Review Meeting
	MN	Minutes

TS Time Sheet
WD Working Document, not otherwise classified

Document numbering should conform to the original Contract where applicable.

Version identification should be by date using the format YYYYMMDD.

File type using standard software identifiers.

Name segments should be separated by _ .

The final version should always be in pdf format.

The document reference will be included in the footer of each document.

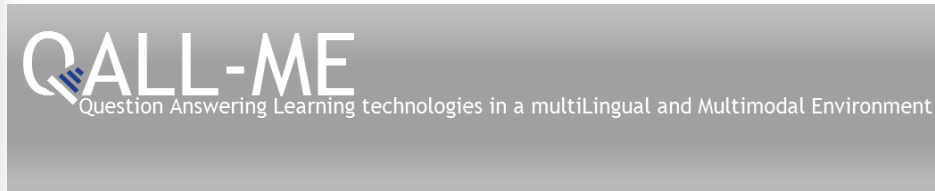
So for example, a draft of Deliverable D1.1, produced on 10 January 2007 would be:

QALL-ME_D1.1_20070110

Annex I: Logos

QALL-ME Project Logo

The QALL-ME Project Logo is shown below. Electronic copies of the logo as well as background images for dissemination material will be placed in the project Member Area for download and use by the project partners.



IST Programme Logo

QALL-ME will use the version of the IST Logo introduced by the European Commission in 2002, as illustrated below (available in the member Area).



Sixth Framework programme Logo

The official logo is shown below and must be included in the front page of all deliverables besides the IST logo (available in the member Area).



EU Logo

The EU logo must be included on cover page of all leaflets, brochure, books, press and audiovisual material, etc., and refer to specific programme on inner page.



“Co-funded by the European Union”

Annex II: Document Templates

Front Page for Deliverables



DOCUMENT TITLE

Document Subtitle

Author: xx

Affiliation: xx

Keywords: xxx

Abstract: xxx

Date: xx

Document Number: QALL-ME_Dx.x.YYYYMMDD

Status/Version: Draft/Approved

Distribution Level: Public/Confidential

Deliverable identification sheet

FP6 IST-033860

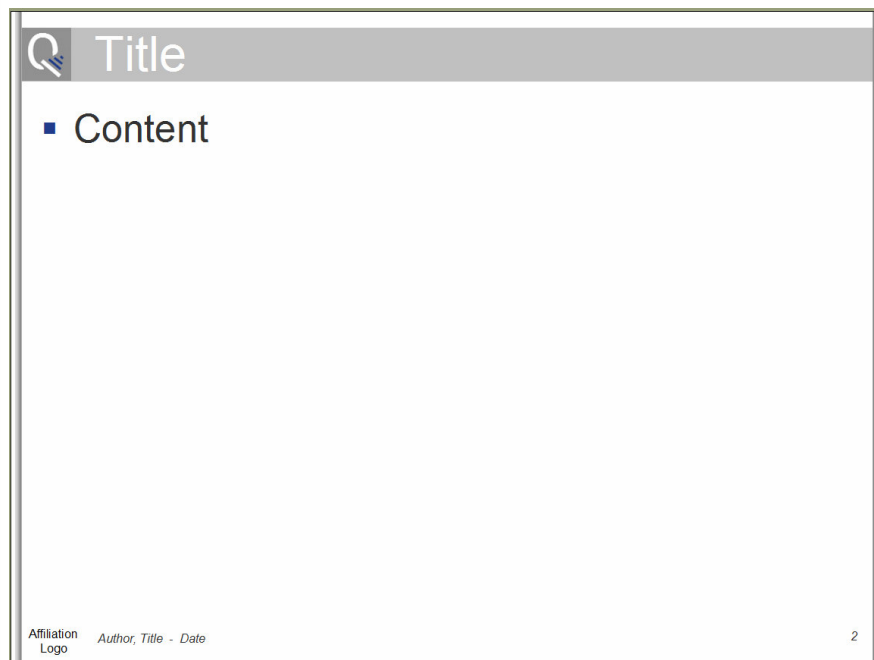
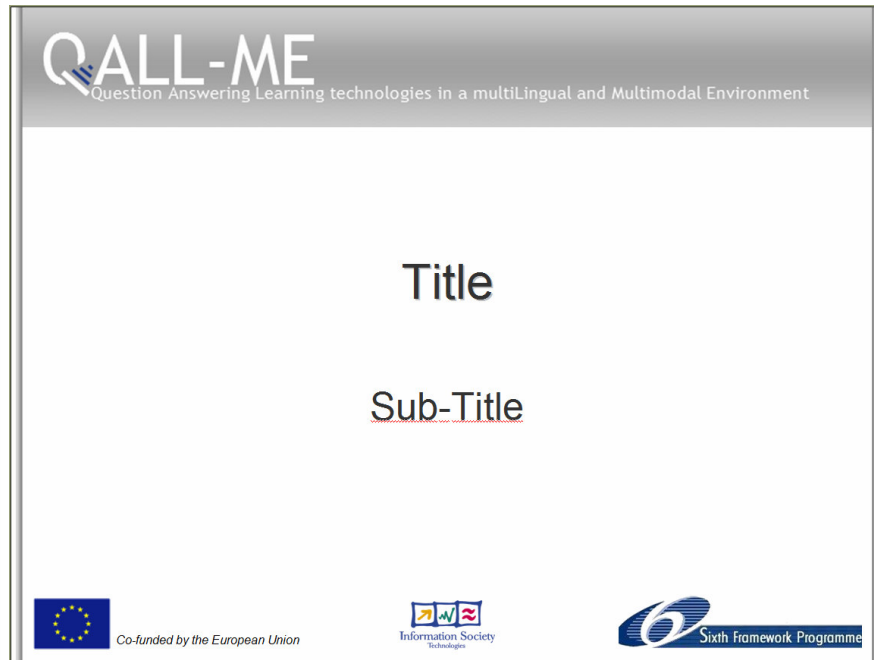
Document Title

Project Reference	FP6 IST-033860
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Project Full Title	Question Answering Learning technologies in a multiLingual and Multimodal Environment
Distribution Level	
Contractual Date of Delivery	
Actual Date of Delivery	
Document Number	QALL-ME_Dx.x_YYYYMMDD
Type	
Status & Version	
Number of Pages	
WP Contributing to the Deliverable	
WP Task responsible	
Authors	
Other Contributors	
Reviewer	
EC Project Officer	
Keywords:	
Abstract:	



Number of Document

ii

Presentation Template

Annex III: Project Monitoring Documents

Internal Forms

ITC-irst, in order to monitor the project, will ask the partners to fill in an Internal Form (each four months in the first year).

The internal-form is made of several sheets:

01.10.06 – 31.01.07 <acronym of the partner>

01.02.07 – 31.05.07 <acronym of the partner>

01.06.07 – 30.09.07 <acronym of the partner>

RTD - <acronym of the partner>

Management - <acronym of the partner>

Demonstration - <acronym of the partner>

The above first three sheets contain Table A, B, C, D, E and F.

Table A, Table B and Table C must be filled in, as follows:

Person (last name, first name)

Category

Worked hours

Hourly rate (direct cost)

Overhead rate (indirect cost): only for partners using FC model

The partners using AC cost model have to fill in Table D as well:

Person (last name, first name)

Worked hours

Table A: RTD – Personnel eligible costs

Participant n°	1					
Organization short name	ITC-irst					
Cost model used	FC					
Start reporting period	01.10.06					
End reporting period	31.01.07					
Table A: RTD - Personnel eligible costs						
Person (last name, first name)	Category	Worked hours	Hourly rate (direct cost)	Overhead rate (indirect cost): FC model only	Personnel direct cost	Personnel indirect cost: FC model only
Magnini Bernardo	R2	1,0	5,00	2,00	5,00	2,00
Matteo Negri	R1	2,0	10,00	2,00	20,00	4,00
Total		3,0			25,00	6,00
Average value						8,33

Table B: Management – Personnel eligible costs

Table B: Management - Personnel eligible costs						
Person (last name, first name)	Category	Worked hours	Hourly rate (direct cost)	Overhead rate (indirect cost): FC model only	Personnel direct cost	Personnel indirect cost: FC model only
Luisa Perenthaler	cons	125,0	6,00	2,00	750,00	250,00
				2,00	-	-
	Total	125,0			750,00	250,00
					Average value	6,00

Once you filled in these tables properly, the Personnel cost and the overhead will be calculated automatically.

You will also get an average value for the Personnel cost which will be used to automatically calculate the WP Personnel cost in the sheets called:

RTD - <acronym of the partner>

Management - <acronym of the partner>

Demonstration - <acronym of the partner>

As for table E the partners have to fill it in with the company conversion rate of the person-hours into person-months.

e.g.: as for ITC a person-month is made of 128 person-hours.

This table permits us to check whether the person-hours filled in in tables A, B, C and D are consistent with the person-months filled in in the table F: Person-months status.

Table E

Table E:		
Hours per person month		128
Check with hours sheet WP effort		1,0
Difference to above sums		0,0

In the table F – Person months status partners have to fill in the worked person-months in the various WP.

Table F: Person month status

Table F: Person months status		
WP effort	Months charged to QALL-ME	Personnel Cost
WP0 - Project Management	0,9	691,2
WP1 - User Requirements		0
WP2 - Design of the System Architecture		-
WP3 - Multilingual Question Interpretation		-
WP4 - Data Access		-
WP5 - Multilingual Answer Extraction		-
WP6 - Multimodal Interaction		-
WP7 - System Integration		-
WP8 - Showcase		-
WP9 - Evaluation		-
WP10 - Dissemination and Exploitation	0,1	106,67
Total	1,0	797,9

After compilation of tables A, B, C, D, E and F referred to the single four-month period partners have to go on and fill in the following sheets:

RTD - acronym of the partner

Management - acronym of the partner

Demonstration - acronym of the partner

The aim of these three sheets is that of comparing the budget values (person months and costs) with the actual person months and costs.

In the sheets: RTD, Management, Demonstration you find:

1. the detailed budget for each WP in which the partner is involved (both person months and related costs). Please note that we used the average cost you indicated in the proposal in order to calculate the activity cost for each single WP.
2. the detail for “other types of expenses” of the whole project not divided into WP.

A section where the data (actual data) come from the right compilation of tables A, B, C, D and F. The only data to be inserted in this section are:

- travel costs;
- equipment;
- other costs.

In the line “of which Subcontracting” partners have to put the amount of expenses for subcontracting.

RTD – ITC-irst

Category	WP	Start date	Budget*	1 st year			Total	Shift between budget and total
				01.10.06 31.01.07	01.02.07 31.05.07	01.06.07 30.09.07		
Personnel month	1	0	4,0	-			-	4,00
Personnel cost	1	0	20.400,00	-			-	20.400,00
Personnel month	2	0	6,0	-			-	6,00
Personnel cost	2	0	30.600,00	-			-	30.600,00
Personnel month	3	3	9,0	-			-	9,00
Personnel cost	3	3	45.900,00	-			-	45.900,00
Personnel month	4	3	8,0	-			-	8,00
Personnel cost	4	3	40.800,00	-			-	40.800,00
Personnel month	5	3	14,0	-			-	14,00
Personnel cost	5	3	71.400,00	-			-	71.400,00
Personnel month	6	3	10,0	-			-	10,00
Personnel cost	6	3	51.000,00	-			-	51.000,00
Personnel month	7	3	6,0	-			-	6,00
Personnel cost	7	3	30.600,00	-			-	30.600,00
Personnel month	8	3	6,0	-			-	6,00
Personnel cost	8	3	30.600,00	-			-	30.600,00
Personnel month	9	1	18,0	-			-	18,00
Personnel cost	9	1	91.800,00	-			-	91.800,00
Personnel month	10	0	6,0	0,10			0,10	5,90
Personnel cost	10	0	30.600,00	106,67			106,67	30.493,33
TOTAL Personnel month			87,00	0,10			0,10	86,90
TOTAL Personnel cost			443.700,00	106,67			106,67	443.593,33
TOTAL Personnel cost			443.700,00	106,67			106,67	443.593,33
TOTAL Travel			26.000,00				-	26.000,00
TOTAL Equipment			12.000,00				-	12.000,00
TOTAL Other cost			70.000,00				-	70.000,00
TOTAL DIRECT COST			551.700,00	106,67			106,67	551.593,33
of which Subcontracting			30.000,00				-	30.000,00
TOTAL INDIRECT COST			187.050,00	6,00	-	-	6,00	187.044,00
GRAND TOTAL			738.750,00	112,67	-	-	112,67	738.637,33
* personnel cost, average value			5.100,00					

Management - ITC-irst

Category	WP	Start date	Budget*	1 st year			Total	Shift between budget and total
				01.10.06 31.01.07	01.02.07 31.05.07	01.06.07 30.09.07		
Personnel month	0	0	12	0,90			0,90	11,10
Personnel cost	0	0	425,00	691,20			691,20	- 266,20
TOTAL Personnel month			12	0,90			0,90	11,10
TOTAL Personnel cost			61.200,00	691,20			691,20	60.508,80
							-	-
TOTAL Personnel cost			61.200,00	691,20			691,20	60.508,80
TOTAL Travel			-				-	-
TOTAL Other cost			8.500,00				-	8.500,00
TOTAL DIRECT COST			69.700,00	691,20			691,20	69.008,80
<i>of which Subcontracting</i>			8.500,00				-	8.500,00
TOTAL INDIRECT COST			25.800,00	250,00	-	-	250,00	25.550,00
								-
GRAND TOTAL			95.500,00	941,20	-	-	941,20	94.558,80
<i>* personnel cost, average value</i>			5.100,00					

When filling in travel costs and other costs please note that you have to consider only the expenses made in that particular period.

When filling in equipment costs please note that you have to consider the whole amount of the depreciation to charge to the project.

At this point, in the last column, you can monitor the availability in terms of person months and expenses.

Financial Statement

A justification of the major costs incurred and resources deployed by each contractor, linking them to activities implemented by each contractor and explaining their necessity. It should include:

A tabular overview of budgeted costs and actual costs, by contractor and by major cost item including personnel

Cost Budget Follow-up Table

Cost Budget Follow-up Table									
*) total budget figures - not EC funding									
Contract N°:		Acronym:				Date:			
PARTICIPANTS	TYPE OF EXPENDITURE (as defined by participants)	BUDGET	ACTUAL COSTS (EUR)				Pct spent	Remaining Budget (EUR)	
			Period 1	Period 2	Period 3	Period 4			
		a	a1	b1	c1	d1	Total	Total	e-e1
							e1	a1+b1+c1+d1	
Part. 1.....	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Major cost item 'x'						0	0%	0
	Major cost item 'y'						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs	0	0	0	0	0	0	0%	0
Part. 2.....	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Major cost item 'x'						0	0%	0
	Major cost item 'y'						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs	0	0	0	0	0	0	0%	0
Part. 3.....	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Major cost item 'x'						0	0%	0
	Major cost item 'y'						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs	0	0	0	0	0	0	0%	0
Part. x.....	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Major cost item 'x'						0	0%	0
	Major cost item 'y'						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs	0	0	0	0	0	0	0%	0
TOTAL	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Major cost item 'x'						0	0%	0
	Major cost item 'y'						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs	0	0	0	0	0	0	0%	0

A tabular overview of budgeted person-months and actual person-months, by contractor and by workpackage. The budgeted person-months should normally be taken from Annex I to the contract. For AC contractors, in addition, estimate the number of person-months of permanent staff working on the project.

Person-Month Status Table

Person-Month Status Table																	
CONTRACT N°:		FP5-028116		Partner - Person-month per										AC - own staff			
ACRONYM:		PATHEXPERT															
PERIOD:																	
				TOTALS	Coord.	CR1-FBM-UP	CR2-USTUTT	CR3-AUTH	CR4-ITC	CR5-ISJB	CR6-FRAUNH	CR7-EPO	CR8-IALE	AC TOTALS	CR2-USTUTT	CR3-AUTH	CR7-EPO
WP	Actual WP total:	0	Update with end of period WP totals														
	Planned WP total:	0															
...	Actual WP total:	0															
	Planned WP total:	0															
...	Actual WP total:	0															
	Planned WP total:	0															
...	Actual WP total:	0															
	Planned WP total:	0															
...	Actual WP total:	0															
	Planned WP total:	0															
...	Actual WP total:	0															
	Planned WP total:	0															
...	Actual WP total:	0															
	Planned WP total:	0															
...	Actual WP total:	0															
	Planned WP total:	0															
...	Actual WP total:	0															
	Planned WP total:	0															
Total Project Person-month		Actual total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		Planned total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

A summary explanation of the impact of major deviations from cost budget and from person-month budget, with reference to Section 2 “Workpackage progress” of the accompanying Periodic activity report where the reasons for deviation from plan have been explained.

N°	Planned Cost	Actual cost	Planned Person-months	Actual Person-months	Impact
*)					Summary of impact

A brief description of the work performed by each contractor during the period. This should be addressed at the workpackage level, and the work specification should be detailed enough to justify the resources employed - “Contributing to workpackage X” or “Contributing YY% to workpackage X” is too unspecific. Rather e.g. “Developed the ... module for...in workpackage X”.

Explanatory note on any other major cost items such as important equipment purchases, major travel costs, large consumable items etc., justifying their necessity to the project.

Partner	WP	Item	Cost	Justification
				An explanatory note

Financial Form

Form C - Model of Financial Statement per Activity (to be filled by each contractor)			
Type of Instrument	Specific Targeted Project	Type of Action (if necessary)	
Project Title (or Acronym)		Contract n°	
Contractor's Legal Name			
Legal Type			
Contact Person		Telephone	
Telecopy		E-mail	
Cost model used (AC/FC or FCF)	FC	Indirect costs (real or Flat Rate of 20% of Direct costs, except subcontracting)	Real indirect cost
		Flat rate	20
Period from		To	

1- Resources (Third party(ies))

Are there any resources made available on the basis of a prior agreement with third parties identified in Annex I of the contract? (Yes / No)

If Yes, please provide the following information

Third Party 1 (Y1) Legal Name		Cost model used	
Third Party 2 (Y2) Legal Name		Cost model used	
Third Party 3 (Y3) Legal Name		Cost model used	
Third Party 4 (Y4) Legal Name		Cost model used	

2- Declaration of eligible costs (in €)

Please complete only the activity covered by the relevant instrument (and type of action) indicated above and as mentioned in Article II.25 and/or in Annexes I and II of the contract.

If you are a contractor using the additional cost model (AC):

- indicate only your additional eligible costs, except for Management of the Consortium Activity for which you may indicate your full eligible costs;

- do not declare eligible direct additional costs specifically covered by contributions from third parties as mentioned in Articles II.20 and II.23 a and b of the contract.

If you are a contractor using a full cost model (FC/FCF), indicate your full eligible costs.

The costs declared should distinguish between direct and indirect costs.

If necessary, adjustments to previous period(s) may be included where appropriate.

	Type of Activity										Total	
	Research and Technological Development / Innovation (A)		Demonstration (B)		Training (C)		Management of the Consortium (D)		Other Specific Activities (E)		(F) = (A)+(B)+(C)+(D)+(E)	
	Contractor	Third Parties	Contractor	Third Parties	Contractor	Third Parties	Contractor	Third Parties	Contractor	Third Parties	Contractor	Third Parties
Direct costs											0.00	0.00
Of which subcontracting											0.00	0.00
Indirect costs											0.00	0.00
Adjustments to previous period(s)											0.00	0.00
Total costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3- Declaration of receipts (in €)

If you are a contractor using the additional cost model (AC), indicate only receipts covered by Article II.23.c of the contract.

If you are a contractor using a full cost model (FC/FCF), indicate receipts covered by Article II.23 of the contract.

If a receipt is not allocated to an activity

	Type of Activity										Total	
	Research and Technological Development / Innovation (A)		Demonstration (B)		Training (C)		Management of the Consortium (D)		Other Specific Activities (E)		(F) = (A)+(B)+(C)+(D)+(E)	
	Contractor	Third Parties	Contractor	Third Parties	Contractor	Third Parties	Contractor	Third Parties	Contractor	Third Parties	Contractor	Third Parties
Total receipts											0.00	0.00

4- Declaration of interest generated by the pre-financing (in €)		
<i>To be completed only by the coordinator</i>		
Did the pre-financing (advance) you received by the Commission for this period earn interest? (Yes / No)		
If yes, please mention the amount (in €)		
5- Request of FP6 Financial contribution (in €)		
For this period, the FP6 Community financial contribution requested is equal to (amount in €)		0.00
6- Audit certificates		
According to the contract, does this Financial Statement need an audit certificate (or several in case of Third party(ies)) delivered by independent auditor(s)? (Yes / No)		
If Yes, does this/those audit certificate(s) cover only this Financial Statement per Activity? (Yes / No)		
If No, what is the period covered by this/those audit certificate(s)?		From-To
What is the total cost of this/those audit certificate(s) (in €) per independent auditor(s)?		
Audit certificate of the contractor (Q)		
Legal name of the audit firm		Cost of the certificate
Audit certificate(s) of the third party(ies) (Ys) (if necessary)		
Y1: Legal name of the audit firm		Cost of the certificate
Y2: Legal name of the audit firm		Cost of the certificate
Y3: Legal name of the audit firm		Cost of the certificate
Y4: Legal name of the audit firm		Cost of the certificate
		Total (Q) = (Q) + (Ys)
		0.00
Reminders: The cost of an audit certificate is included in the costs declared under the activity "Management of the Consortium". The required audit certificate(s) is/are attached to this Financial Statement.		
7- Conversion rates		
Costs incurred in currencies other than EURO shall be reported in EURO.		
Please mention the conversion rate used (only one choice is possible) – Please note that the same principle applies for receipts.		
Contractor		
- Conversion rate of the Date of incurred actual costs?		
- Conversion rate of the first day of the first month following the period covered by this Financial Statement?		
Third Party(ies) (if necessary)		
Third Party 1 (Y1)		
- Conversion rate of the Date of incurred actual costs?		
- Conversion rate of the first day of the first month following the period covered by this Financial Statement?		
Third Party 2 (Y2)		
- Conversion rate of the Date of incurred actual costs?		
- Conversion rate of the first day of the first month following the period covered by this Financial Statement?		
Third Party 3 (Y3)		
- Conversion rate of the Date of incurred actual costs?		
- Conversion rate of the first day of the first month following the period covered by this Financial Statement?		
Third Party 4 (Y4)		
- Conversion rate of the Date of incurred actual costs?		
- Conversion rate of the first day of the first month following the period covered by this Financial Statement?		
8- Contractor's Certificate		
We certify that:		
- the costs declared above are directly related to the resources used to reach the objectives of the project ; - the receipts declared above are directly related to the resources used to reach the objectives of the project ; - the costs declared above fall within the definition of eligible costs specified in Articles II.19, II.20, II.21, II.22 and II.25 of the contract, and, if relevant, in Annex III and Article 9 (special clauses) of the contract ; - the receipts declared above fall within the definition of receipts specified in Article I.23 of the contract ; - the interest generated by the pre-financing declared above falls within the definition of Article I.27 of the contract ; - the necessary adjustments, especially to costs reported in previous Financial Statement(s) per Activity, have been incorporated in the above Statement ; - the above information declared is complete and true ; - there is full supporting documentation to justify the information hereby declared. It will be made available at the request of the Commission and in the event of an audit by the Commission and/or by the Court of Auditors and/or their authorised representatives.		
Contractor's Stamp	Name of the Person responsible of the work	Name of the duly authorised Financial Officer
	Date	Date
	Signature	Signature

Summary Financial Report

Summary Financial Report													
Type of Instrument		STReP	Project Title (or Acronym)										
Reporting period number			From (dd/mm/yyyy)						To (dd/mm/yyyy)				
Contractor n°	Organisation Short Name	Cost model used	Eligible costs (in €)	Type of activities									
				Research and Technological Development / Innovation (A)		Demonstration (B)		Training (C)		Management of the consortium (D)		Other Specific Activities (E)	
				Contractor	Third party(ies)	Contractor	Third party(ies)	Contractor	Third party(ies)	Contractor	Third party(ies)	Contractor	Third party(ies)
0			Direct eligible costs										
			of which direct eligible costs of subcontracting										
			Indirect eligible costs										
			Adjustment on previous period(s)										
			Total eligible costs	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Total eligible costs			0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
Maximum calculated EC contribution for the reporting period (in €) without taking into account receipts			0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00	
Amount of the financial interests generated by the prefinancing													
Requested EC contribution for the reporting period (in €)													