

**Guido Berlucchi Foundation
Mini-Grant Programme**

Progress/Final Report

Report of activities and costs from ____dd/mm/yyyy____ to ____dd/mm/yyyy____
Mx to Mx

Report date ____dd/mm/yyyy____

PART A – ADMINISTRATIVE DATA

A1. RESEARCHER

Name, Surname:

Date of Birth:

Nationality:

Address: (street, postal code, city)

Phone number:

Email:

A2. HOSTING ORGANISATION

Organisation Name:

Institute/Department/Research Unit:

Address: (street, postal code, city)

PART B – REPORT ON ACTIVITIES**B1. PUBLISHABLE SUMMARY**

Summarise the activities done, and results obtained with the Mini-Grant. Use a language comprehensible to the lay-man and avoid acronyms. Maximum 5.000 characters, including spaces.

B2. TECHNICAL REPORT**B2.1 PROJECT TITLE and ACRONYM****B2.2 DURATION**

Start date:

Planned end date:

Effective end date:

B2.3 ACTIVITIES IMPLEMENTED. *Describe the activities done. Evidence any interdisciplinary activities. Evidence any problems or difficulties that might have delayed or modified the activities planned in the proposal. Maximum 10.000 characters, including spaces.*

B2.4 RESULTS. *Describe the results obtained. Maximum 10.000 characters, including spaces.*

B2.5 DELIVERABLES. *List the Deliverable planned in the proposal. Describe the Deliverable reached and justify any Deliverable not reached. Maximum 5.000 characters, including spaces.*

PART C - PUBLICATIONS

List the publications issued from the project and with the acknowledgement to the Guido Berlucci Foundation. For each publication published/submitted/in preparation report the title, full list of authors and journal.

PART D - FINANCIAL REPORT**D1. PROJECT BUDGET***For Progress Report: copy the budget from the Application Form**For Final Report: copy the budget from the Progress Report***D1.1. BUDGET***Insert rows if needed*

COST CATEGORY	ITEM	COST (€)	TOTAL
Consumables			
			Do not fill in
			Do not fill in
Services			
			Do not fill in
			Do not fill in
Missions			
			Do not fill in
			Do not fill in
Publications			
			Do not fill in
			Do not fill in
Total			

D2. REPORT ON EXPENSES*For Progress Report: report the expenses of the first installment**For Final Report: report the expenses of the second installment***D2.1. EXPENSES REPORT***Insert rows if needed*

COST CATEGORY	ITEM	COST (€)	TOTAL
Consumables			
			Do not fill in
			Do not fill in
Services			
			Do not fill in
			Do not fill in
Missions			
			Do not fill in
			Do not fill in
Publications			
			Do not fill in
			Do not fill in
Total			

D2.2. COSTS JUSTIFICATION. *For each cost category, describe the incurred expenses. Justify any difference from the budget planned in the Mini-Grant Application Form. Maximum 3.500 characters, including spaces.*

*For Progress Report: justify the expenses of the first installment**For Final Report: justify the expenses of the second installment*

D3. BUDGET FOR THE SECOND INSTALLMENT*Does not apply for Final Report***D3.1. BUDGET***Insert rows if needed*

COST CATEGORY	ITEM	COST (€)	TOTAL
Consumables			
	<i>Ex. plasticware</i>		Do not fill in
			Do not fill in
Services			
	<i>Ex. Vector provider</i>		Do not fill in
			Do not fill in
Missions			
	<i>Ex. Visit to collaborator</i>		Do not fill in
			Do not fill in
Publications			
	<i>Ex. Translation fees</i>		Do not fill in
			Do not fill in
Total			

D3.2. COST JUSTIFICATION. *For each cost category, justify the planned use of resources. Maximum 2.500 characters, including spaces*

PI's signature _____

The dully filled report should be uploaded, in pdf format, into the personal area of the Guido Berlucci Foundation web portal: www.fondazioneberlucchi.org