

**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 Berlucchi 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