

M-ERA.NET Call 2022

Tutorial for project coordinators: submission of final report

1 Introduction

This document addresses project coordinators of projects funded under the M-ERA.NET Call 2022 and describes the steps for submitting final reports. Besides submitting the final report to M-ERA.NET, all project partners are also obligated to follow national/regional reporting rules of their respective funding agencies.

2 Submission of final reports

Final reports have to be submitted for all projects. The project coordinator is responsible for the submission of the final report after the end of the project. The project coordinator will receive an invitation by M-ERA.NET to submit the final report within 2 months. The email contains a link to upload the final report.

Email text:

Dear XXX,

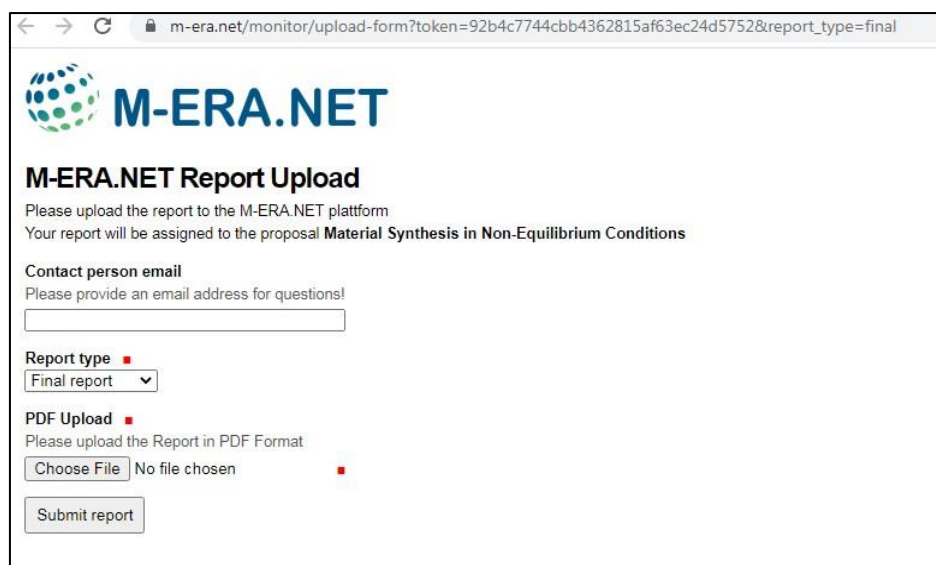
as the coordinator of the XXX project you are requested to submit the final report within 30 days from now.

The final report should cover all activities carried out by all project partners.
You can download the final reporting template from the M-ERA.NET website: <https://www.m-era.net/joint-calls/joint-call-2022>

Please upload the XXX project final report to the M-ERA.NET website using the following link:
https://monitor.m-era.net/upload-form?token=0836d8979f3d49658735b3056adff8749&report_type=final

Best regards,
M-ERA.NET

Figure 1: Invitation for final report submission



The screenshot shows a web browser window with the URL [m-era.net/monitor/upload-form?token=92b4c7744cbb4362815af63ec24d5752&report_type=final](https://monitor.m-era.net/upload-form?token=92b4c7744cbb4362815af63ec24d5752&report_type=final). The page features the M-ERA.NET logo and the heading "M-ERA.NET Report Upload". Below the heading, there is a message: "Please upload the report to the M-ERA.NET platform. Your report will be assigned to the proposal **Material Synthesis in Non-Equilibrium Conditions**".

The form includes the following fields and controls:

- Contact person email:** A text input field with the placeholder "Please provide an email address for questions!".
- Report type:** A dropdown menu currently set to "Final report".
- PDF Upload:** A section with the instruction "Please upload the Report in PDF Format" and a "Choose File" button. The status below the button reads "No file chosen".
- Submit report:** A button at the bottom of the form.

Figure 2: Upload function for final reports

3 Project extension

Project consortia may apply for project extension. Project extension must be agreed upon by all respective funding agencies involved in the project and the M-ERA.NET Call Secretariat. The use of a central change request form (see chapter 4) is required when applying for an extension.

4 Change request form

When requesting any project change (such as project extension), the project coordinator must use the central change request form (available on the [M-ERA.NET web page](#)). All project partners must be aware of the proposed project changes. The respective funding agencies involved in the project and the M-ERA.NET Call Secretariat must approve the change request.

5 Dissemination of project results

Project results and their exploitation and dissemination in publications, exhibitions, lectures, success stories, press information, etc. must refer to M-ERA.NET. Please use the following statement:

“Project [project acronym] was selected in the Joint Transnational Call 2022 of M-ERA.NET 3, which is an EU-funded network of about 49 funding organisations (Horizon 2020 grant agreement No 958174). The project is funded by the [full name or abbreviation of all funding organisations, country/region].”

The M-ERA.NET logo, available on the [public website](#), should be used whenever possible.

For any further information, please contact the M-ERA.NET monitoring task force: monitoring@m-era.net