M-ERA.NET Call 2021

Tutorial for project coordinators: submission of mid-term /final report

1. Introduction

This document addresses project coordinators of projects funded under the M-ERA.NET Call 2021 and describes the steps for submitting mid-term/final reports.

Since the M-ERA.NET Call 2021 was co-funded by national/regional funding programmes and by the EC, all funded project consortia are obliged to submit reports not only at the national/regional level but also to M-ERA.NET.

2. Project starting and end dates

M-ERA.NET recommends that all projects start no later than June 2022. In any case, the latest possible project starting date (for 36 months projects) is 1 September 2022. It is also highly recommended that all project partners have the same start and end dates.

Projects should not end later than 31 August 2025. In addition, projects must also meet the latest deadline for submission of the final report (30 November 2025).

In general, funded projects cannot be extended unilaterally beyond a 36 months duration. In exceptional cases and only if communicated to and agreed by the M-ERA.NET Call Secretariat an extension could be considered. The use of a central change request form (see chapter 5) is required when applying for an extension.

3 Submission of mid-term reports

Mid-term reports have to be submitted for all projects with a project duration of 24 months or longer. The project coordinator is responsible for the submission of the mid-term report after the first half of the project is completed. The project coordinator will receive an invitation by M-ERA.NET to submit the mid-term report within 1 month. The email contains a link to upload the mid-term report.

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Dear XXX,

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

The mid-term report should cover all activities carried out by all project partners.
You can download the mid-term reporting template from the M-ERA.NET website: https://m-era.net/joint-calls/joint-call-2021

Please upload the mid-term report to the M-ERA.NET website using the following link:
https://m-era.net/monitor/upload-form........

Best regards,
M-ERA.NET
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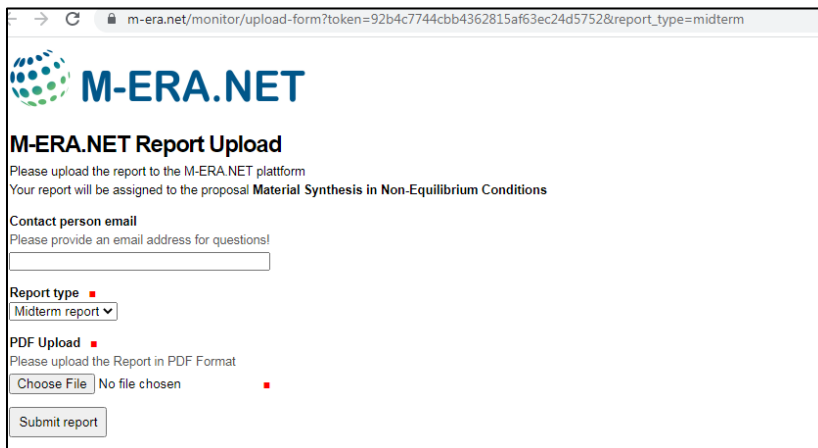Figure 1: Invitation for mid-term report submission.

Figure 2: Upload function for mid-term reports.

4   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.

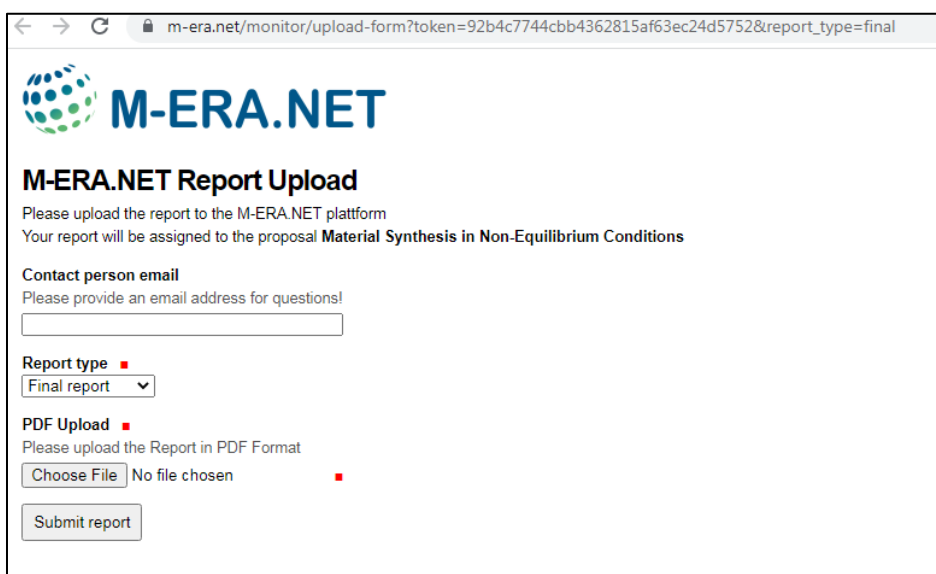
Figure 3: Invitation for final report submission

Figure 4: Upload function for final reports.

5 Change request form

When applying for 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 M-ERA.NET Call Secretariat must approve the change request.

6 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. The [M-ERA.NET logo](#), available on the public website, should be used whenever possible. In addition, a reference to EU funding (i.e. display of the EU emblem and following statement: "*This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 958174.*") should also be included in any exploitation and dissemination of results.

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