Health~Holland, also known as the Stichting LSH-TKI, shall make the PPP Allowance available to the project under the terms and conditions set forth in the "PPP Allowance Agreement”. The Project Coordinator is responsible for notifying Stichting LSH-TKI with respect to any event that affects or causes delay in the work of the project. Failure to notify Stichting LSH-TKI of any changes may impact the PPP allowance to be awarded. In addition, failure to notify Stichting LSH-TKI of the aforementioned changes may lead to reclamation of previously received PPP allowance. It is essential both for you and Health~Holland that you ensure that the project is (still) in accordance with the approved project plan.

This progress report will examine aspects:

1. Project overview
2. Project progress & Deviations from original project applications
3. Impact & Output of the project
4. Budget and expenditure (Excel Format)

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| --- |
| **A. Project overview** |

**1. Basic details of the project**

|  |  |
| --- | --- |
| Project number |  |
| Project title |  |
| Start date & End date of the project |  |
| Project duration (in months) |  |
| Reporting period |  |
| Main applicant (project coordinator) |  |
| Overview of consortium partners |  |

**2. Consortium**

*Please elaborate on how the cooperation and communication within the consortium is going so far. Please explain whether any challenges have arisen in this area so far, how the consortium has addressed them, and if there are ways in which Health~Holland can offer support.*

**3. Steering committee meeting(s)**

*Specify the date(s) of the past steering committee meeting(s) and indicate whether a Health~Holland representative was present.[[1]](#footnote-2) If no meeting has taken place yet, explain why not. If already planned, please indicate when the next steering committee meeting(s) will take place.*

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| **B. Project progress** |

**1. Public summary in Dutch of the reporting period (in lay language, max. 250 words)**

*Provide a brief summary of the project, its objectives, the methodology used and the results during this reporting period in Dutch.*

**2. Management summary of the reporting period (max. 800 words)**

*Briefly report the progress of the project in relation to the objective(s), milestones and deliverables (written in an accessible way for academic non-experts).*

**3. Milestones and deliverables: progress in 1st, 2nd, 3rd, or 4th year**

*For each work package, list all milestones and deliverables as outlined in the project application/original schedule and indicate its status and progress. Use the provided weather forecast symbols to indicate the status of the milestone/deliverable. In addition, indicate whether the milestone/deliverable has been realised or when it is expected to be realised. Lastly, if the progress of the milestone/deliverable deviates from the plan, explain why. Do not include the impact of these deviations as this will be addressed in section 3.*

|  |  |  |  |
| --- | --- | --- | --- |
| Vector tekening van kleur weer voorspellingskaart pictogram voor zonnige hemel | Ahead of schedule | Kleur weer voorspellingskaart pictogram voor bewolkte hemel vectorafbeeldingen | Behind schedule – minor issues |
| Vector afbeelding van kleur weer voorspellingskaart pictogram voor zonnige intervallen | According to schedule | Kleur weer voorspellingskaart pictogram voor sneeuw vector afbeelding | Behind schedule– major issues |

|  |  |  |  |
| --- | --- | --- | --- |
| WP #/ milestone/ deliverable # | Vector tekening van kleur weer voorspellingskaart pictogram voor zonnige hemelStatus  Kleur weer voorspellingskaart pictogram voor bewolkte hemel vectorafbeeldingenKleur weer voorspellingskaart pictogram voor sneeuw vector afbeeldingVector afbeelding van kleur weer voorspellingskaart pictogram voor zonnige intervallen | Realised: 1/2/3/4Q 20XX  Expected: 1/2/3/4Q 20XX | According to the schedule: Yes/No  If not, please explain why |
| Description and # milestone/ deliverable:  ... | *Paste appropriate progress status* | *E.g. 4Q2017* | *Yes/No, explanation* |
| Etc. |  |  |  |

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| **B. Deviations from original project application** |

**4. Are the research objectives and approach in line with the original plan?**

Yes  No  (double click on checkbox to activate)

If not, please explain:

**5. Milestones/Deliverables behind schedule (if applicable)**

*For each milestone/deliverable that is behind schedule, please indicate the impact on the project and the proposed solution(s). Additionally, outline the newly identified risks and the corresponding contingency measures.*

|  |  |  |
| --- | --- | --- |
| Impacted WP #/ milestone/ deliverable # | Briefly describe the impact on the project schedule and outcome. In addition, describe the proposed solution(s) to realise the objectives within the project duration | Describe the newly identified risks of not realising the objectives within the original project timeline and the proposed contingency response |
| Description and # milestone/ deliverable:  ... |  |  |
| Etc. |  |  |

**6. Challenges concerning the project’s content and process, and actions taken**

*Briefly indicate whether there are any challenges concerning the project’s content. What is the situation regarding these challenges and how are these challenges handled?*

**7. Staff deployment compared to the original project application**

*Provide an update on the deployment of staff compared to the original project application. Are all (research) positions fulfilled? Are there any changes in the deployment of researchers?*

**8. Other essential project changes**

*If applicable, please state all essential changes of the project regarding the objectives, work plan, time schedule, contact person, partnership and finances.*

**9. If applicable, please state any other information that might be relevant for Stichting LSH-TKI (optional)**

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| **C. Impact** |

**1. Scientific, societal and economic impact**

*Are there changes in the expectations on scientific, societal and economic relevance of the project as proposed in the PPP allowance application form?*

Same as stated in the original application Different as previously stated (double click on checkbox to activate)

If different, please explain:

**2. Dissemination and implementation**

*What activities have you undertaken or do you plan to undertake, and for which target groups, in order to promote the dissemination and implementation of the results (including potential exploitation)? Please also elaborate on the commercial dissemination of the results. Are the dissemination and implementation activities progressing as planned?*

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| **C. Output** |

**3. Provide an overview of the project output in the Excel format on the tab “Output” and “Output DOI’s”**

1. ***Excel completed?***

Yes  No  (double click on checkbox to activate)

*Instructions for completing the Excel format can be found on the “instructions tab in the Excel.*

1. ***Are there other results that could not be entered in Excel?***

Yes  No  (double click on checkbox to activate)

If yes, please provide an overview:

**4. Explanatory information on output**

*A. Please provide a list of all scientific and non-scientific output other than publications and patents listed in the Excel. For example, conference presentations or publications, licenses, theses, etc. Please provide the title, authors/speakers, journal/conference including place/other, date and when available a link of the output.*

*B. In case new projects with the current consortium, other public and/or other industrial partners were initiated, please provide a list and a short description of the project(s).*

*C. In case consortium members have attracted (external) funding and investments, please provide a list and short description.*

*D. Please indicate whether a spin-off company can be created, and if so, describe its purpose and primary activities.*

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| **D. Budget specification** |

**1. Overview**

*Each progress report should include a financial overview of the calendar years covered by the requested progress report. Please fill in the Excel format to report the financial progress of the project. Ensure the financial data is presented in calendar years.*

*This financial overview Excel will be attached to each year's progress report request, every year the realised expenditure of the reporting year should be added. If the progress report is requested mid-year, the data can be provided up to that point in time. In the next progress report, the data for that calendar year can be completed.*

Excel completed? Yes  No  (double click on checkbox to activate)

*Instructions to complete the Excel format can be found on the “Instructions” tab in the Excel. Please use these instructions.*

**2. Financial challenges**

*Briefly indicate whether there are any challenges concerning the project’s finances. Please explain any deviations in the costs compared to the planned budget*

1. According to article 4.2 of the PPP Allowance Agreement, a Steering Committee has to be made up of representatives of all Participants including the Coordinator. The Steering Committee shall convene every 12 (twelve)\* months by teleconference, video-conference or any other technology to discuss the Project. The Coordinator shall inform Stichting LSH-TKI of such meetings in writing at least 30 (thirty)\* days before the day of the meeting, in order for a Stichting LSH-TKI representative to participate in the meeting. Minutes of the meetings of the Steering Committee will be made by the chair of the meeting and sent to each Party and Stichting LSH-TKI after each meeting.

   \*Please note this article of the PPP Allowance Agreement has been updated in 2022. You may, in agreement with the Steering Committee, decide to follow the new regulations regarding article 4.2 of the PPP Allowance Agreement or follow the regulations as set out in the Projects PPP Allowance Agreement. [↑](#footnote-ref-2)