# Templates for progress reports - TBM projects

**Please fill out and submit to FWO via email (tbm@fwo.be)**

# Template for a TBM progress report

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| The progress report should be submitted by the project supervisor. The report should enable FWO to follow up the progression of a TBM project.  The progress report needs to be as concise as possible. It should, however, allow FWO to evaluate whether the targets that were formulated in the grant proposal were actually met. The progress report should be accompanied by a utilisation report (see template on page 10). |

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| General information |
| **FWO project number:**  **Start date of the TBM project:**  **Your name and organization:**  **For clinical trials, provide database and registry number:**  **Date this report was submitted:** |
| Course of the scientific part of the project |
| **Please tick the box that best reflects the course of your TBM project:**  **The project proceeds largely according to plan and the milestones for the current phase of the project have largely been met**  **The project somewhat deviates from the original plan but no important influence on the final outcomes are expected**  **Important milestones were not timely met and/or there are important changes in the execution of the project with a large impact on the spent budget**  *Please provide an overview (a summary) of the activities conducted in each work package. Use the work programme you provided in the grant application as a basis for this overview and indicate to what extent and with which efforts the goals were realized. This overview should enable FWO to judge whether the allocated funds were actually used and whether they were used for the activities funding was originally provided for.*  *It is not necessary to provide a detailed description of the scientific work that was undertaken. If deemed useful, a more elaborate overview of the activities may be included in addendum.* |

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| Interaction with the advisory committee (if applicable) |
| **Please tick the box that best reflects the interactions with your advisory committee:**  **There is a good interaction with the advisory committee**  **There are changes or delays with respect to the planned interactions with/composition of the advisory committee, however, we do not expect these to impact on the utilisation potential of the project**  **There are issues with respect to the interaction with/composition of the advisory committee which require changes in our approach**  *Please indicate when the yearly meetings of the advisory committee took place, how you evaluate the interactions with the advisory committee and how this impacts on the execution of the project.* |
| Feasibility of the innovation goal |
| **Please tick the box that best reflects the course of your TBM project:**  **The original innovation goal is still feasible**  **It is currently somewhat uncertain whether the original innovation goal is still feasible, however, at present this does not require drastic changes to the project execution**  **It currently seems unfeasible to reach the original innovation goal. This requires important adjustments to the project execution**  *Please indicate which important progress has been made with respect to the realization of the innovation goals and provide an overview of the most important results. Elaborate on important deviations from the original innovation goals and discuss their possible impact on the realization of these innovation goals.* |
| Use of the allocated funding |
| **Please tick the box that best reflects the way the allocated funding was put to use:**  **The allocated funding and respective personpower were used according to plan**  **There have been changes (e.g., delays or a speed up) in the way the allocated funding was used, however, we expect that relative to the entire project their impact on the entire project will be limited**  **There have been important changes in the use of the allocated funding**  *Please indicate which important changes have been made in the use of the allocated funding.* |

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| Information regarding the further course of the project |
| *Please discuss, as concrete as possible, any possible effects of the previously raised issues on the further course of the project. The focus should be on the implementation of the work programme as well as on the use of the allocated funding.* |
| Specific notes (if applicable) |
| *If your funding was awarded with (a) particular condition(s) and its implementation has not yet been discussed above, please provide the necessary information to evaluate the fulfillment of this condition.* |
| Additional comments (not mandatory) |
| If you would like to raise other issues or discuss particular points that have *not yet been discussed elsewhere, please provide the additional information here.* |

# Template for a TBM final report

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| The final report should be submitted by the project supervisor. The report should enable FWO to make a final appraisal of the completed TBM project.  The progress report needs to be as concise as possible. It should, however, allow FWO to evaluate whether the targets that were formulated in the grant proposal were actually met. The progress report should be accompanied by a utilisation report (see template on page 10). |

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| General information |
| **FWO project number:**  **Start date of the TBM project:**  **Your name and organization:**  **Date this report was submitted:** |
| Course of the scientific part of the project |
| *Please provide an overview (a summary) of the activities conducted in each work package. Use the work programme you provided in the grant application as a basis for this overview and indicate to what extent and with which efforts the goals were realized. This overview should enable FWO to judge whether the allocated funds were actually used and whether they were used for the activities funding was originally provided for.*  *It is not necessary to provide a detailed description of the scientific work that was undertaken. If deemed useful, a more elaborate overview of the activities can be included in addendum.*  *If you previously provided information on the course of the project (e.g., in a progress report), you may refer to this information instead of repeating it here.* |
| Reaching the innovation goal |
| *Give an overview of the main results and discuss to what extent the innovation goals were reached. If necessary, make a distinction between various sub-objectives. Elaborate particularly on significant deviations from the original innovation goals and describe their impact.*  *Try to describe the results as much as possible making use of concrete and verifiable data, supported by concrete resources such as product information, patents or abstracts thereof, externally available data, publications, etc.* |
| Additional comments (not mandatory) |
| If you would like to raise other issues or discuss particular points that have *not yet been discussed elsewhere, please provide the additional information here.* |
| Interaction with the advisory committee (if applicable) |
| **Please tick the box that best reflects the interactions with your advisory committee:**  **There was a good interaction with the advisory committee**  **There were changes or delays with respect to the planned interactions with/composition of the advisory committee, however, we do not expect these to impact on the utilisation potential of the project**  **There were issues with respect to the interaction with/composition of the advisory committee which required changes in our approach**  *Please indicate when the yearly meetings of the advisory committee took place, how you evaluate the interactions with the advisory committee and how this impacted on the execution of the project.* |
| Use of the allocated funding |
| **Please tick the box that best reflects the way the allocated funding was put to use:**  **The allocated funding and respective personpower were used according to plan**  **There have been minor changes (e.g., delays or a speed up) in the way the allocated funding was used, however, relative to the entire project their impact was limited**  **There have been important changes in the use of the allocated funding**  *Please indicate which important changes have been made in the use of the allocated funding.* |
| Intellectual output |
| *Please describe which output has been generated during the project, e.g., scientific publications, patent applications, policy guidelines, et cetera. For each output, please indicate how it was used in the ongoing utilisation process or how it will be further used to reach the utilisation goals.* |

# Template for a TBM utilisation report

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| The utilisation report should be submitted by the project supervisor together with each progress report and final report. The utilisation report should enable FWO to review the utilisation outlook of the SBO project.  The report needs to be as concise as possible. It should, however, allow FWO to evaluate whether the targets that were formulated in the original grant proposal remain feasible or were actually met. |

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| General information |
| **FWO project number:**  **Start date of the TBM project:**  **Your name and organization:**  **Date this report was submitted:** |
| Utilisation perspectives, taking into account the results of the project |
| *Based on the outcomes of the project, discuss how the results will be used (utilised). At least elaborate on the following aspects:*  *- the further trajectory with respect to utilisation (risks, planning, costs, etc.);*  *- translation of the results into concrete applications that can provide added value for the targeted patients;*  *- the role of the advisory committee in the further utilisation perspective;*  *- the utilisation perspective of these innovations;*  *- the concrete application of the results (where will these be applied, are there specific risks, etc.).*  *If there are significant deviations (in plus or in minus) relative to the original utilisation perspectives, please treat their consequences explicitly.* |
| Protection of intellectual property (if applicable) |
| *Please provide a brief overview of the actions you have taken or will be taking concerning the protection of the results of the project.* |
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| Additional comments (not mandatory) |
| If you would like to raise other issues or discuss particular points that have *not yet been discussed elsewhere, please provide the additional information here.* |