|  |  |
| --- | --- |
| **Title** | |
| ***Principle Investigator:*** |  |
| ***Date updated:*** | Fill in Status Date |
| ***Planned finish year:*** |  |
| ***R&D Pillar:*** | *Filled by MXL* |
| ***Goal / Deliverable:*** | e.g. prototype, concept, … |
| ***R&D Package:*** | RP-xxx: filled my MXL |

The entire report should stay within 3 pages max!

Planned Achievements in the past year

Give a short and concise description of the activities that were **planned** during the last 12 month according to the R&D proposal or the last status report

Actual Achievements in the past year

Describe the **actually achieved results** and compare them to the planned activities above. Give **reasons for deviation**

If applicable / necessary, redefine the goal / deliverable of this proposal.

Updated Time plan

Based on the milestone list given in the proposal or last status report provide **updates to the milestones or confirm dates**. In case of delays to milestones, a **reason** should be given either in the paragraph above or in here. The last valid milestone table is given here for convenience.

Table 1 Milestone list of this R&D activity

|  |  |  |
| --- | --- | --- |
| **Date / Period** | Milestone Description | New Date/ Period |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

Resources

Update the estimate of the overall resources you need for the project (FTE, Invest, Recurrent, Beam-time) and distribute the resource needs over the project duration from today’s point of view. Indicate purchases (50 k€ and above) actually carried out / FTE already hired.

If new / different items have to be included, mark them in the updated table.

Estimates from last report are given in the back for convenience. Please update in the table from today’s point of view!

### Updated Resource Information

Table 2 Updated list of individual purchase items of > 50 k€

|  |  |  |  |
| --- | --- | --- | --- |
| **Item to be purchased** | **Purchase planned when** | **Value[k€]** | **Info \*)** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

*\*) Mark Info =x for completed and =n for new items*

Update the profile table as well.

Table 3 Updated yearly Resource profile of the R&D activity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **FTE** | **Actual FTE** | **Invest / Recurrent [k€]** | **Actual Cost [k€]** | **Info** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

*Actual FTE and cost available from early 2020 onwards only*