

Appendix 1 – Plan for using and disseminating the knowledge¹

In the plan for using and disseminating the knowledge the contractors will set out in a detailed and verifiable manner, the terms of use and dissemination of the knowledge arising from the project, which they own, in accordance with their interests (Article II.34.1 of the contract). It is an evolving document which should be regularly updated (annually for IPs and NoEs) to give a cumulative overview of the project’s undertaken and planned activities, and submitted at the end of each reporting period.

The final plan for using and disseminating the knowledge, as required at the end of the project, will therefore provide a complete picture of all activities undertaken and most importantly will provide information on the future route to full use (exploitation or use in further research) and dissemination of the knowledge.

The document should include the following three sections (*Contractors concerned are only expected to fill in sections which are RELEVANT to the project*):

Section 1 - Exploitable knowledge and its Use

This section will only present exploitable results, defined as knowledge having a potential for industrial or commercial application in research activities or for developing, creating or marketing a product or process or for creating or providing a service.

It should provide an overview, **per exploitable result**, of how the knowledge could be exploited or used in further research (if relevant). This should be created by the project coordinator obtaining input from each contractor that owns the knowledge and has an active role in its exploitation.

Both past and planned future activities should be included.

Where applicable please also include an explanation of why planned activities mentioned in previous reports have been discontinued or altered.

Overview table

Exploitable Knowledge (description)	Exploitable product(s) or measure(s)	Sector(s) of application	Timetable for commercial use	Patents or other IPR protection	Owner & Other Partner(s) involved
<i>1. New superconductive Nb-Ti alloy</i>	<i>MRI equipment</i>	<i>1. Medical 2. Industrial inspection</i>	<i>2008 2007</i>	<i>A materials patent is planned for 2006</i>	<i>Partic. X (owner) Partic. Y, Partic. Z, Poss. licensing to equipment manuf. xyz</i>

The overview table should be accompanied by a short text per exploitable result, addressing the following issues (only when relevant)²:

- What the exploitable result is (functionality, purpose, innovation etc.);
- Partner(s) involved in the exploitation, role and activities
- How the result might be exploited (products, processes) - directly (spin offs etc) or indirectly (licensing) – on an individual basis or as a consortium/group of partners;

¹ **Knowledge:** means the results, including information, whether or not they can be protected, arising from the *project* governed by this *contract*, as well as copyrights or rights pertaining to such results following applications for, or the issue of patents, designs, plant varieties, supplementary protection certificates or similar forms of protection (Article II.1.14 of the contract)

² If exceptionally a contractor does not wish to disclose the text to the other contractors due to its commercial sensitivity, then they are asked to send the information directly to the Project Officer.

- any technical and economic market considerations – commercial and technical thresholds etc.
 - any obstacles identified which might prove to be barriers to commercialization
 - the existence or development of similar or competing technologies / solution elsewhere
 - third party rights (eg patents belonging to competitors), standards,...
 - analysis of any (potential) non-technical obstacles
 - any form of non-commercial use or impact, relating e.g. to the development of new standards or policies
- Further additional research and development work, including need for further collaboration and who they may be;
 - Intellectual Property Rights protection measures (patents, design rights, database rights, plant varieties, etc – include references and details);
 - Any commercial contacts already taken, demonstrations given to potential licensees and/or investors and any comments received (market requirements, potential etc.);
 - Where possible, also include any other potential impact from the exploitation of the result (socio-economic impact).

Section 2 – Dissemination of knowledge

The dissemination activities section should include past and future activities and will normally be in the form of a table maintained by the coordinator or any other person charged with controlling the dissemination activities.

Overview table

Planned /actual Dates	Type	Type of audience	Countries addressed	Size of audience	Partner responsible /involved
	<i>Press release(press/radio/TV)</i>	<i>General public</i>			
	<i>Media briefing</i>	<i>Higher education</i>			
	<i>Conference</i>	<i>Research</i>			
	<i>Exhibition</i>	<i>Industry (sector x)</i>			
	<i>Publications</i>				
	<i>Project web-site</i>				
	<i>Posters</i>				
	<i>Flyers</i>				
	<i>Direct e-mailing</i>				
	<i>Film/video</i>				

The overview table should be accompanied by a short description for each major activity (conference, exhibition, etc.) having taken place or planned since the last report.

Relevant details, such as references of journal publications and conferences, website addresses, dates, quantitative data, etc. should be explicitly mentioned.

Completed as well as future activities should be mentioned with their actual or planned date.

Useful guidance on how to disseminate the knowledge generated under the project can be found in the Commission publication entitled [A guide to successful communications](http://europa.eu.int/comm/research/conferences/2004/cer2004/pdf/rtd_2004_guide_success_communication.pdf)³.

Section 3 - Publishable results

This section provides a publishable summary of **each exploitable result** the project has generated, and should therefore be included **only when** the consortium is ready to publicise and have taken the appropriate measures to protect their IPR⁴.

³ http://europa.eu.int/comm/research/conferences/2004/cer2004/pdf/rtd_2004_guide_success_communication.pdf

⁴ Please beware that only information which is readily available in the public domain should be included as this might affect the owner's right to seek protection (eg patent) the results.

For each exploitable result, this section should indicate:

- Result description (product(s) envisaged, functional description, main advantages, innovations)
- Possible market applications (sectors, type of use ..) or how they might be used in further research (including expected timings)
- Stage of development (laboratory prototype, demonstrator, industrial product...)
- Collaboration sought or offered (manufacturing agreement, financial support or investment, information exchange, training, consultancy, other)
- Collaborator details (type of partner sought and task to be performed)
- Intellectual property rights *granted* or published
- Contact details

These data will be entered in the CORDIS Results database which is open to the public and may be used by the Commission in its own promotional material. CORDIS will provide a template to collect the data and ensure that the required fields are filled (see <http://www.cordis.lu/marketplace/about.htm#summ>).

By the end of the project, this section of the final Plan for using and disseminating the knowledge will include a complete set of all publishable exploitable knowledge.

Appendix 2 – Standard reporting templates

The following templates may be employed if appropriate in summarising information for the activity and management reports.

Table 1: Deliverables List

List all deliverables, giving date of submission and any proposed revision to plans.

Del. no.	Deliverable name	Workpackage no.	Date due	Actual/Forecast delivery date	Estimated indicative person-months *)	Used indicative person-months *)	Lead contractor

*) if available

Table 2: Milestones List

List all milestones, giving date of achievement and any proposed revision to plans.

Milestone no.	Milestone name	Workpackage no.	Date due	Actual/Forecast delivery date	Lead contractor

Table 3: Budget vs. Actual Costs

Cost Budget Follow-up Table							*) total budget figures - not EC funding		
Contract N°:	Acronym:					Date:			
PARTICIPANTS	TYPE of EXPENDITURE (as defined by participants)	BUDGET	ACTUAL COSTS (EUR)				Pct. spent	Remaining Budget (EUR)	
			Period 1	Period 2	Period 3	Period 4	Total		
		e	a1	b1	c1	d1	e1	a1+b1+c1+d1/e	e-e1
Part. 1.....	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Major cost item 'x'						0	0%	0
	Major cost item 'y'						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs	0	0	0	0	0	0	0%	0
Part. 2.....	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Major cost item 'x'						0	0%	0
	Major cost item 'y'						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs	0	0	0	0	0	0	0%	0
Part. 3.....	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Major cost item 'x'						0	0%	0
	Major cost item 'y'						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs	0	0	0	0	0	0	0%	0
Part. x.....	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Major cost item 'x'						0	0%	0
	Major cost item 'y'						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs	0	0	0	0	0	0	0%	0
TOTAL	Total Person-month						0	0%	0
	Personnel costs						0	0%	0
	Major cost item 'x'						0	0%	0
	Major cost item 'y'						0	0%	0
	Other costs ('the rest')						0	0%	0
	Total Costs	0	0	0	0	0	0	0%	0

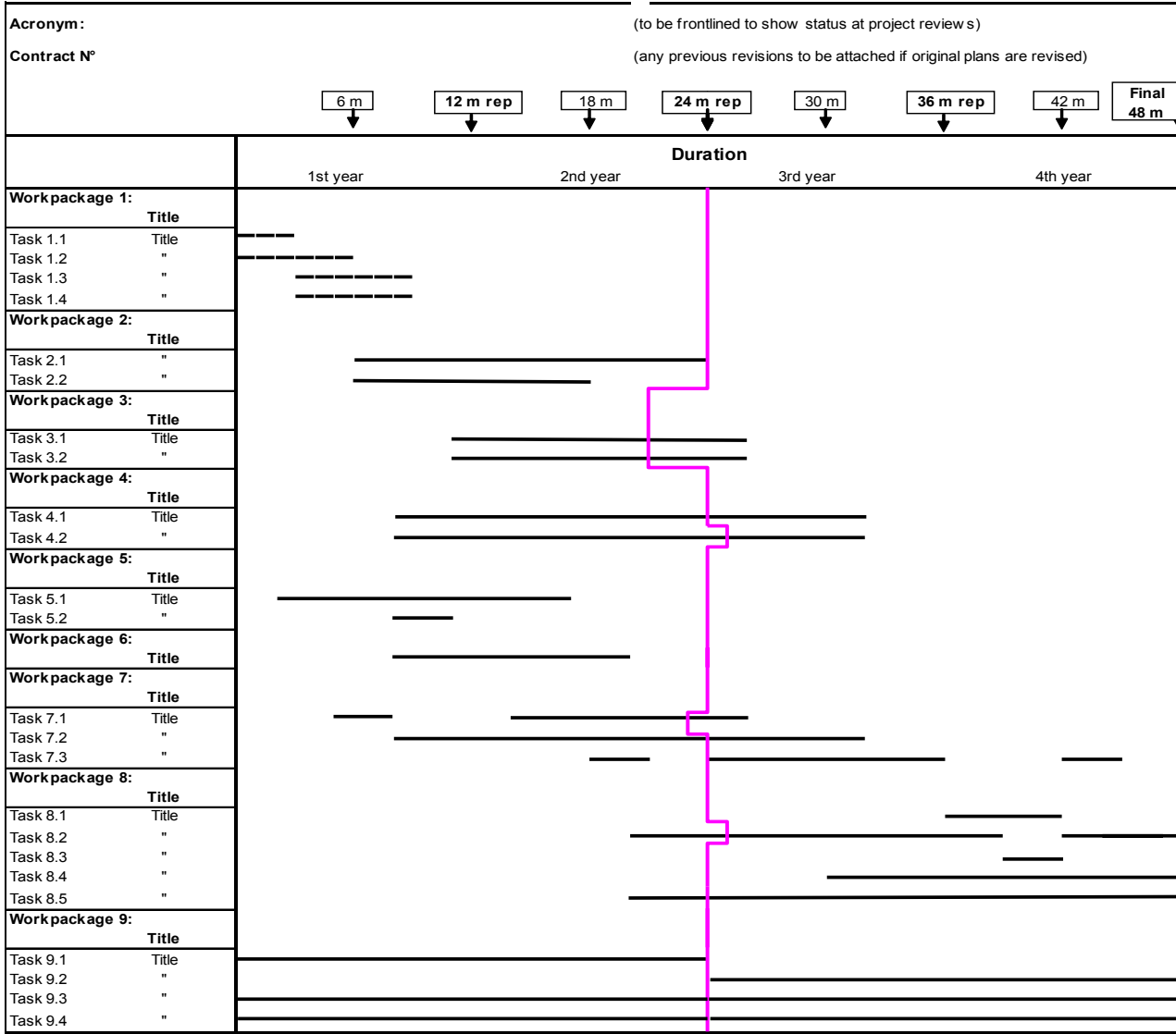
Table 4: Person-Months Status Table⁵

Person-Month Status Table																	
CONTRACT N°:		Partner - Person-month per Workpackage										AC - own staff					
ACRONYM:																	
PERIOD:																	
		TOTALS	Coord.	Partic. 1	Partic. 2	Partic. 3	etc...					AC TOTALS	AC partic. x	AC partic. y			
Workpackage 1:	Title	Actual WP total:	0	Update with end of period WP totals										0			
		Planned WP total:	0											0			
Workpackage 2:	Title	Actual WP total:	0											0			
		Planned WP total:	0											0			
Workpackage 3:	Title	Actual WP total:	0											0			
		Planned WP total:	0											0			
Workpackage 4:	Title	Actual WP total:	0											0			
		Planned WP total:	0											0			
Workpackage 5:	Title	Actual WP total:	0											0			
		Planned WP total:	0											0			
Workpackage 6:	Title	Actual WP total:	0											0			
		Planned WP total:	0											0			
Workpackage 7:	Title	Actual WP total:	0											0			
		Planned WP total:	0											0			
Workpackage 8:	Title	Actual WP total:	0											0			
		Planned WP total:	0											0			
Workpackage 9:	Title	Actual WP total:	0											0			
		Planned WP total:	0											0			
		Actual total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Project Person-month		Planned total:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

⁵ For AC contractors, a tabular overview of all resources employed on the project and a global estimate of all costs

Table 5: Workpackages - Plan and Status Barchart

PROJECT BARCHART and STATUS



Appendix 3 – Front page for reports

Project logo (optional)

Priority logo (or FP6 General logo⁶ if none)

Project no.

Project acronym

Project title

Instrument

Thematic Priority

Title of report

Period covered: from to

Date of preparation:

Start date of project:

Duration:

Project coordinator name

Project coordinator organisation name

Revision [draft, 1, 2, ...]

⁶ The FP6 logo can be found at http://europa.eu.int/comm/research/fp6/images/imgsite/fp6-home_01.gif

Appendix 4 – Front page for deliverables

Project logo (optional)

Priority logo (or FP6 General logo⁷ if none)

Project no.

Project acronym

Project title

Instrument

Thematic Priority

Deliverable reference number and title

Due date of deliverable:

Actual submission date:

Start date of project:

Duration:

Organisation name of lead contractor for this deliverable

Revision [draft, 1, 2, ...]

Project co-funded by the European Commission within the Sixth Framework Programme (2002-2006)		
Dissemination Level		
PU	Public	
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

⁷ The FP6 logo can be found at http://europa.eu.int/comm/research/fp6/images/imgsite/fp6-home_01.gif