



ARIMNet2

Kick-off meeting of 2017 Joint Call Research Projects

28 June 2018, Paris, France

Research projects follow-up

ARIMNet2 Call Secretariat

Agence Nationale de la Recherche (ANR)

France



Contacts for project follow-up

Call Secretariat (CS) and **ARIMNet2 Coordination** = your contact points during your project:

- **Call Secretariat (ANR, France):** Audrey ARNAULT (audrey.arnault@agencerecherche.fr) & Maurice HERAL (maurice.herat@agencerecherche.fr)
- **ARIMNet2 Coordination:** Florence Jacquet (florence.jacquet@inra.fr), Fabrice Gouriveau, INRA, France (fabrice.gouriveau@inra.fr)

When to contact them:

- ✓ To send your reports
- ✓ If you have a problem with your project
- ✓ If you need to do some modifications
- ✓ If you want to ask for an extension
- ✓ Or for any questions you could have...

Specific questions about funding rules (e.g. timing, eligibility) must be addressed directly to the relevant funding agency.

What to do in priority?

1. Communicate your **starting date** to the Call Secretariat
2. Send your **signed consortium agreement** asap to the Call Secretariat and the funding agencies involved

The consortium agreement can be mandatory to obtain the 1st payment / to start the project

3. Organise your kick-off meeting with your partners

Role of the project coordinator

Project coordinator = **UNIQUE** contact between ARIMNet2 consortium and the project partners.

(S)he must:

- send the reports on time on behalf of the consortium;
- Inform the Call Secretariat and Coordination of any changes/modifications in the project;
- Provide information to the ARIMNet2 coordination for communication actions.

Reporting

During your project (36 months) you will have to provide 2 “ARIMNet2 Reports” (incremental format; scientific and financial data):

- Mid-term Report, M1-M18, to be sent by the end of M20
- Final Report, M1-M36, to be sent by the end of M38

The ARIMNet2 Report template will be send by ARIMNet2 Coordination **to the project coordinator** who will be in charge of collecting all the necessary information among partners to complete the document.

In addition, each partner should report to its national funding agency as required.

Contents of the report (see template)

1. IDENTIFICATION OF THE PROJECT AND PARTICIPANTS
2. PUBLISHABLE SUMMARY
3. SCIENTIFIC REPORT
 - 3.1 Research context and project objectives
 - 3.2 Scientific approach and schedule
 - 3.3 Work progress/achievements for the reporting period and next steps
 - 3.4 Project's highlights / key achievements
 - 3.5 Deviations from initial research proposal/work plan
 - 3.6 Project coordination and management
 - 3.7 Interactions among research teams and with other stakeholders (
 - 3.8 Project impacts (social, economic and environmental)
 - 3.9 Post-project prospects
4. DELIVERABLES
5. PROJECT OUTPUTS AND IMPACT INDICATORS
 - 5.1 Transnational activity/mobility indicators
 - 5.2 Dissemination actions indicators
 - 5.3 Scientific and technical literature production indicators
 - 5.4 Scientific and innovation products indicators
 - 5.5 Employment indicators
6. FINANCIAL REPORT

Mid-term and Final evaluations

- **Mid-term Meeting** (around M20) & **Final Meeting** (around M38)
- Evaluations of the reports carried out by scientific experts (standard evaluation grid) to evaluate the progress/deviation of the project and give advice to reorient the project if needed.
- Coordinators will present their results (preliminary results at the Mid-term Meeting and final results at the Final Meeting).
- An opportunity to:
 - Obtain scientific feedback
 - Discuss with the funding agencies possible issues
 - Disseminate the findings
 - Build new collaborations...

All the necessary information will be sent in advance by ARIMNet2 Coordination & Call Secretariat

Project extension

When there are **serious problems causing significant delays**, an extension can be requested by the Project Coordinator:

He/She must send a letter to the Call Secretariat and ARIMNet2 coordination explaining/justifying the extension request.

CS & ARIMNet2 coordination will contact the funding agencies involved to obtain their agreement and will answer to the Project Coordinator.

Extension request contents:

- Context; Why the project is delayed? How much delay is expected? Impact on planned activities and deliverables?
- Proposition of a new working plan / distribution of the budget
- How the extension can help finish the project?

For a Project to be extended, all involved funding agencies must agree (some constraints may apply)

**Questions about project
monitoring / reporting?**

**Questions on administrative /
financial aspects ?**

To learn more about ARIMNet2...

www.arimnet2.net



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