



Guidelines for project monitoring and evaluation

Maritime and Marine Technologies for a new
Era

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I. Roles

Monitoring secretariat (MS):

- ANR

Responsibilities of monitoring secretariat:

- To be in close contact with the project coordinators;
- Communication with the project coordinators and the MarTERA steering committee;
- Answering questions related to MARTERA reporting;
- Follow the monitoring of all the 19 funded projects until all projects have ended and the last final project report is approved;
- Collect the progress reports;
- Read the progress reports and share the reports with the other funding organisations involved;

Project coordinator (PC): the coordinator (as named in the application) of the funded project in call 2017 who is responsible of reporting to the monitoring secretariat (ANR).

MarTERA steering committee (SC): member will supervise the work and help the monitoring secretariat if needed.

II. Reporting procedure

1. Who is responsible for the reporting?

The reporting has to be done by the project coordinator summarising the results of the entire consortium. The reporting must be sent to the monitoring secretariat: ANR.

2. Oral presentations

The project coordinator of each funded project will be asked to participate in the **mid-term meeting** to present orally the status of the project results to the MarTERA steering committee.

The project coordinator of each funded project will be asked to participate in the **final meeting** to present orally the status of the project results to the MarTERA steering committee and invited stakeholders.

3. How?

The project coordinator will submit the mid-term and final reports via email to the monitoring secretariat: ANR ([claire.saout\[at\]agencerecherche.fr](mailto:claire.saout@agencerecherche.fr)).

For that purpose, the monitoring secretariat will collect the data, compile them in a document and present the results of the review to the MarTERA steering committee. As it is a deliverable, this document will be submitted to the European Commission.

4. Communication

Important information

Only the publishable summary will be published on MarTERA website and used for MarTERA communication activities. The funders and MarTERA steering committee have to respect the confidentiality of the reports content.

III. Review and assessment procedure

The monitoring will be conducted during the lifespan of projects and thus provide the MarTERA consortium with information on the progress of the funded projects. The monitoring will also gather necessary information for the evaluation process. The project coordinators will be obliged to submit the relevant information twice during the lifespan of the project (mid-term and end-term). The monitoring secretariat will produce a mid-term report based on the submitted data by the beneficiaries, which will be presented to the MarTERA steering committee for validation.

1. Who?

- The monitoring secretariat: ANR

2. Review process

At end-term, the monitoring secretariat will conduct a summary of the progress reported by the consortia. Feedback will be agreed by the MarTERA steering committee and provided to the project coordinators by the monitoring secretariat. The results from the individual reports will be used for overall progress monitoring, reporting and evaluation.

The documents to be reviewed should normally include the following:

- The submitted proposal;
- Report for the period under review (midterm and endterm);

3. Access to documents

MarTERA website respect appropriate and secure use of material and data is shared according to the application of common standards, following the guidelines on data management in Horizon 2020. The collected data is protected and secured, in order to avoid a malevolent use of it.

IV. Annex 1: Mid-term report template

PROJECT TITLE

XX

PRIORITY AREA

XX

SUBTOPIC

XX

Project start date

XX

Project mid-term date

XX

Project website

XX

PROJECT DURATION

XX Months

TOTAL REQUESTED FUNDING

XX €

TOTAL COSTS

XX €

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INTERNATIONAL COOPERATION

1. Have there been any change in the consortium composition since the start of the project?

- Yes
- No

2. Does the project still meet the trans nationality requisite as stated within the call rules?

- Yes
- No

If, yes please indicate which partner(s), justification and if the partner was replaced:

3. How was the consortium formed? (Tick all appropriate options)

- Previous connections/collaboration
- Networking events including workshops, seminars, scientific conferences
- The first MarTERA brokage event in Brussels
- Partner search tool
- Web search, social or professional networks
- Other:

4. Previous experience in working together within the consortium (Tick all appropriate options)

None, we are working together for the first time

Yes, with part of the consortium. Indicate which partners collaborated previously:

Yes, with the whole consortium

If your previous answer was "Yes", did that experience include applications to grants for transnational research projects?

Yes

No

If yes, please specify the programme:

PROGRESS REPORT

1. Publishable summary (1/2 page)

2. Main results, conclusions and fulfilment of objectives (1/2 page)

3. Description of work performed and main results achieved in the period concerned:

- WORKPLAN proposal objectives;
- Description of work package;
- Description of tasks;
- Description of the work done;
- Comment on possible changes.

4. List of deliverables

Reproduce the table of deliverables provided at the start of the project. Indicate all the deliverables, including any deliverables deleted or added with respect to the initial list.

Deliverable No.	Month	Deliverable title + description	Nature (report, software, prototype, etc.)	Partners (<u>underline the responsible partner</u>)	Comments

5. Problems in the implementation of the work plan

In case you had any problem with the implementation of the work plan, please select the reason(s) that may explain the problems:

- Difficulties in recruiting personnel
- Poor communication between project partners
- Change of one project partner
- One or more partners underperforming
- Experimental/technical difficulties
- Other, please specify:

Comments (if applicable):

6. Is the progress according to plan?

- Yes
- No

OUTPUT

1. Scientific outputs

Please indicate the publications resulting from the project activities, details on patents licenses corresponding to results from the project, the know-how, any other spin-offs from the project, any partnerships, etc. If the publication is accessible on-line, indicate the DOI or the website address.

List resulting from jointly conducted work					
Type of result	Number	Authors, title, year, issue/editor (if applicable)	Partner(s) involved	Open Access: Yes/,NO (if applicable)	Website address (if applicable)
Peer review papers*		1. 2. n.			

Books or book chapter		1. 2. n.			
Publications co-authored by R&D and industrial partners		1. 2. n.			
Conference proceeding/presentations		1. 2. n.			
Patent applications					
International patent					
EU patent					
National patent					
Licenses					
New collaborative projects					
Other					

2. Innovation oriented results

Improvement of the competitiveness by incorporating any of the following solutions

Please mark with an X the corresponding option, if there is more than one, complete a form for each identified solution.

Development of materials with better performance or lower cost	
Development of supplies with better performance or lower cost	
Development of components with better performance or lower cost	
Development of design strategy with better performance or lower cost	
Development of models with better performance or lower cost	
Development of more modern and efficient equipment at low cost	
Development of electronic components and specific software for its incorporation into the final product and the improvement of its benefits	
Design developments that make the product or its packaging more functional and attractive	
Other:	

Detail for each partner the major development of the project:

Development	Partner (name)	Details
Product		
Method		
Model		
Process		
Service		
Equipment		

Prototype		
New organizational method		
New marketing concept or strategy		

Other, please specify:

Indicate the technical/operational characteristics of the technological development implemented, emphasizing the innovative component thereof:

Specify which are the components or characteristics of the proposed solution that can be considered distinctive/original/innovative with respect to the current technology and specifically, in relation to the state of the art of the marine-maritime sector

It adapts to the productive specificities of the sector at local/regional level (topography, production system -intensive/extensive/to scale-, available resources, etc.)	
Responds to a new productive problem, for with there are no solution implemented at the local/regional level	
Replaces a technology that currently needs to be imported	
Solve a current problem with a new methodology/technology and generate positive effects on the environment	
It allows to use the available resources efficiently	
Other:	

Please indicate which crosscutting sectors would also benefit from the results of the project:

3. Relations with stakeholders

Who are the identified stakeholders of the project?

Have you actively approached or been approached by any companies or stakeholders during the project for exploitation of your project results?

- Yes, we have been actively approached
- Yes, we have been approached
- No

Comments:

Have you invited policymakers/authorities to project related events/networking?

Yes

No

Comments:

4. Further exploitation and dissemination activities of results (workshops, conference to socio-economic actors, lectures...) (if applicable)

5. Outreach activities towards the general public (if applicable)

HUMAN RESOURCES INVOLVED

Academic level	Number of persons involved in project activities	Gender (F/M)
Master degree		
PhD degree		
Post-doc		
Graduation degree		
Undergraduate		

FINANCIAL STATUS

1. Use of resources

Partner	Budget requested	Budget used (in %)	Comment
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2. Describe if there were any deviation and justify:

ADDITIONAL COMMENTS TO THIS REPORTING

1. Free comments from the coordinator

General comments at the coordinator's discretion, on the state of project progress, interaction between partners.

2. Free comments from partners

General comments from the other partners if appropriate.

V. Annex 2: End-term report template

PROJECT TITLE

XX

PRIORITY AREA

XX

SUBTOPIC

XX

PROJECT START DATE

XX

PROJECT MID-TERM DATE

XX

AUTHOR OF THIS REPORT

XX

TITLE, FIRST NAME, SURNAME

XX

TELEPHONE

XX

E-MAIL

XX

DATE OF WRITING

XX

PROJECT WEBSITE

XX

PROJECT DURATION

XX Months

TOTAL REQUESTED FUNDING

XX €

TOTAL COSTS

XX €

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CONSORTIUM

P 1	NAME	Address	Contact details
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INTERNATIONAL COOPERATION

1. Have there been any change in the consortium composition during the second half of the project?
 Yes
 No
2. If your project had not received MarTERA funding would you have undertaken it anyway?
 Yes
 No
3. Do you apply for another grant, additional funding?
 Yes, with the whole consortium.
 Yes, with part of the consortium.
 No

If yes, please specify which program (International, European and/or National) and indicate which partners:

PROGRESS REPORT

1. Main results, conclusions and fulfilment of objectives (1/2 page)

2. Did the project progress according to plan?
 Yes
 No
Comment (if no):

3. If you have marked "No" above, please comment on how you proceeded to improve the efficiency of the project coordination;

4. Were the coordination and organization of the project efficient?
 Yes
 Partially
 No

5. Is the contribution of each partner clearly identifiable?
 Yes
 Partially
 No

6. Was the schedule for completion of the project consistent/realistic?
 Yes
 Partially
 No

7. Was the collaboration between partners effective?
 Yes
 Partially
 No

8. Problems in the implementation of the work plan

In case you had any problem with the implementation of the work plan, please select the reason(s) that may explain the problems:

- Difficulties in recruiting personnel
- Poor communication between project partners
- Change of one project partner
- One or more partners underperforming
- Experimental/technical difficulties
- Other, please specify:

Comments (if applicable):

PROJECT OUTCOMES

Please indicate which crosscutting sectors would also benefit from the results of the project:

1. Scientific outputs

Please indicate the publications resulting from the project activities, details on patents licenses corresponding to results from the project, the know-how, any other spin-offs from the project, any partnerships, etc. If the publication is accessible on-line, indicate the DOI or the website address.

List of results from the jointly conducted work					
Type of result	Number	Authors, title, year, issue/editor (if applicable)	Partner(s) involved	Open Access: Yes/,NO (if applicable)	Website address (if applicable)
Peer review papers*		1. 2. n.			
Books or book chapter		1. 2. n.			
Publications co-authored by R&D and industrial partners		1. 2. n.			
PhDs delivered as part of the project					
Conference proceeding/presentations		1. 2. n.			
Patent applications					
International patent					

EU patent					
National patent					
Licenses					
New collaborative projects					
Other					

2. Innovation oriented results

2.1 Improvement of the competitiveness by incorporating any of the following solutions

Please mark with an X the corresponding option, if there is more than one, add a row to the table below for each identified solution.

Development of materials with better performance or lower cost	
Development of supplies with better performance or lower cost	
Development of components with better performance or lower cost	
Development of design strategy with better performance or lower cost	
Development of models with better performance or lower cost	
Development of more modern and efficient equipment at low cost	
Development of electronic components and specific software for its incorporation into the final product and the improvement of its benefits	

Design developments that make the product or its packaging more functional and attractive	
Other:	

2.2 Detail for each partner the major development(s) of the project:

Development	Partner (name)	Short description
Product		
Method		
Model		
Process		
Service		
Equipment		
Prototype		
New organizational method		
New marketing concept or strategy		

Other, please specify:

2.3 Indicate the technical/operational characteristics of the technological development implemented, emphasizing the innovative component thereof:

2.4 Specify which are the components or characteristics of the proposed solution that can be considered distinctive/original/innovative with respect to the current technology and specifically, in relation to the state of the art of the marine-maritime sector

It adapts to the productive specificities of the sector at local/regional level (topography, production system -intensive/extensive/to scale-, available resources, etc.)	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Responds to a new productive problem, for with there are no solution implemented at the local/regional level	
Replaces a technology that currently needs to be imported	
Solve a current problem with a new methodology/technology and generate positive effects on the environment	
It allows to use the available resources efficiently	
Other:	

3. Relations with stakeholders (end-users, policy makers, authorities etc.)

3.1 Who are the identified stakeholders of the project?

3.2 Have you actively approached or been approached by any companies or stakeholders during the project for exploitation of your project results?

Yes, we have been actively approached

Yes, we have been approached

No

Comment:

3.3 Have you invited policymakers/authorities to project related events/networking?

Yes

No

Comment:

4. Further exploitation and dissemination activities of results (workshops, conference to socio-economic actors, lectures...) (if applicable)

5. Transnational implementation of results

High

Moderate

Minor

Comment:

6. Did you achieve any result that would not have been possible without the consortium?

No

Yes. Please, specify:

7. Outreach activities towards the general public (if applicable)

8. Did your research already have other unexpected impacts?

- High
- Moderate
- Minor
- Not applicable

Comment:

CONTRIBUTION TO OVERALL AIMS OF ERA-NET MarTERA

In this part of the questionnaire, we ask you to assess your contribution to overall aims of this ERA-NET.

The overall goal of the ERA-NET Cofund MarTERA is to strengthen the European Research Area (ERA) in maritime and marine technologies as well as Blue Growth.

The main objective of MarTERA is to address a number of actual challenges that can be identified as follows.

Please, indicate in the bullet list of challenges below your contribution(s) to MarTERA Research Areas:

Contribution of your project in each of the MarTERA Research Areas:

1. **Environmentally friendly maritime technologies:** Reduction of emissions and underwater noise, waste and ballast water management, innovative propulsion systems, advanced technologies for the use of new fuels, detection and response capacities to oil spills and marine pollutions, voyage optimization, on-board power, vessel efficiency and energy management, technologies for sensitive regions etc.

- Substantial
- Moderate
- Minor
- Not at all

Comment:

2. **Development of novel materials and structures:** Novel materials, biofouling and corrosion prevention, development of technologies for economic and environmental sustainable renewable energy from sea; technologies for detection and removal of munition; new vessel design; development, monitoring, maintenance and dismantling of maritime structures etc.

- Substantial
- Moderate
- Minor
- Not at all

Comment:

3. **Sensors, automation, monitoring and observations:** Sensor developments; underwater technologies for inspection, intervention, monitoring and control; development of intelligent and cost efficient systems and devices; path planning, guidance, navigation and control methodologies for marine vessels, including multiple cooperative vehicles (incl. swarm technologies) etc.

- Substantial
- Moderate
- Minor
- Not at all

Comment:

4. **Advanced manufacturing and production:** Top quality, globally competitive and environmentally friendly products; optimization of production; automation of production; intelligent/innovative interacting components; human computer interaction and Augmented Reality etc.

Substantial

Moderate

Minor

Not at all

Comment:

5. **Safety and security:** Individual safety concepts harmonized with navigational requirements; intelligent predictive maintenance systems; ICT tools for monitoring and optimization of maritime operations; hinterland connection to inland waterways ; early warning and accident management systems; evacuation and rescue concepts etc.

Substantial

Moderate

Minor

Not at all

Comment:

HUMAN RESOURCES INVOLVED

Academic level	Number of persons involved in project activities	Gender (F/M)
Master degree		
PhD degree		
Post-doc		
Graduation degree		
Undergraduate		

6. Following the end of the project, do you expect new positions to be linked to the project (hired by one of the partners for example?)

Yes

Partially

No

Comment:

7. Following the end of the project, do you expect new positions to promote the experience gained from the project?

Yes

Partially

No

Comment:

FINANCIAL STATUS

1. Use of resources

Partner	Budget requested	Budget used (in %)	Comment

2. Describe if there were any deviations from the budget and justify:

ADDITIONAL COMMENTS TO THIS REPORTING

1. Free comments from the coordinator

General comments at the coordinator's discretion, on the state of project progress, interaction between partners.

2. Free comments from partners

General comments from the other partners if appropriate.