

Annex 3 - Reports

Article 1 - Cost Statements

1.1. Quarterly cost statements covering each three-month period following the operative commencement date shall be submitted to the Partner and the Center within 20 days after the end of each reporting period. The format for cost statements will be provided by the Center.

1.2 A consolidated cost statement shall be submitted by the recipient to the Partner and the Center within two months of the completion, cessation, or termination of the work financed by the Partner.

If such a statement is not submitted on time, the Center or the Partner may request in writing its submission. If the Center and the Partner do not receive the submission within thirty-days after such a written request, the Center, in consultation with the Partner, may consider the previously claimed costs to be final and determine to make no further reimbursement.

Article 2 - Reports

2.1 The Recipient shall submit the following reports:

(a) Quarterly progress reports covering each three-month period following the operative commencement date shall be submitted to the Center, to the Partner and/or to the Technical Monitor in accordance with Article 4 within one month after the end of each reporting period. The format for progress report will be provided by the Center.

(b) Technical reports, requested by the Partner, containing a description of the significant results according to the deliverables determined in the Annex I – Work Plan, to be submitted to the Partner and/or to the Technical Monitor within one month after significant results are achieved.

(c) A final report covering all the work, the objectives, the results, and the conclusions, including a suitable summary of all these aspects shall be submitted to the Partner and/or to the Technical Monitor within two months of the completion of the Project work plan or termination of the Agreement, or the agreed completion date of the Agreement, whichever is the earliest. A suitable unrestricted summary of the final report shall be submitted to the Center.

2.2 It is the responsibility of the Recipient, in consultation with the Partner and/or with the Technical Monitor/, to indicate clearly what parts of reports contain invention or business confidential information and specify any limitations on circulation. For each report, an unrestricted version shall also be provided. All reports containing invention or business confidential information shall be handled by the Center according to established internal procedures

2.3 The Recipient shall submit any additional reports or any other deliverables requested by the Partner and/or by the Technical Monitor and specified in Annex 1.