|  |  |  |  |
| --- | --- | --- | --- |
| 1 Title of project | | | |
| 2 **Report**  progress report  final report | 3 **Status of the project**  [in progress](#Text1)  [ongoing](#Text2)  [completed](#Text12)  [concluded](#Text21) | 4 **Registration No**: | |
| 5 **Subject field** Wählen Sie ein Element aus. Wählen Sie ein Element aus. | | | |
| 6 **Type of collaboration** Wählen Sie ein Element aus. | | | |
| 6A **In the case of a comparison**  Registered as Key comparison (KC) or Supplementary Comparison (SC) in the KCDB:  no yes If yes: Identifier of KC/SC: | | | |
| 7 **Progress/Final Report** | | | |
| 8 **Coordinator**  Institute/Country:  Name:  Phone:  E-mail: | | | |
| 9 **Participating partners – changes**  Change of projects partners: (Please indicate here any changes of project partners compared to the previous report)  New project partners:  Removed project partners: | | | |
| 10 **Additional documents for upload to the TC projects database** | | | |
| 11 **In the case of a KC/SC, status of the comparison**  Draft A in progress  Draft B in progress  Final report published in KCDB  Other, please specify | | | |
| 12 **Expected completion date (for progress reports)**    **Completion date (for final reports)** | | | 13 **Date** |

EURAMET’s data privacy policy is available online under: <https://www.euramet.org/meta-menu/privacy-policy/>

*Notes for completion of the form overleaf*

**NOTES FOR THE COMPLETION OF THE FORM (numbers refer to boxes overleaf)**

Progress of TC projects should be reported annually.

The project coordinator shall fill the form and send it to the TC Chair who forwards the completed form to the EURAMET Secretariat ([secretariat@euramet.org](mailto:secretariat@euramet.org))

**3 Status of project**

“in progress” when a project was agreed by the respective TC and has started

“ongoing” project with continuous or periodic activities, without a fixed end

“completed” when the work programme has been carried out and results have been achieved

“concluded” when it was terminated without being completed

**4 Registration No:** Please see TC project database on the EURAMET website.

**5 Subject field:** Please take the agreed subject field from Project Form.

**6 Type of collaboration:** The field specified in the EURAMET Project Form.

**7 Progress**

A brief description of the progress and a summary of the achieved results should be provided. Comments on the advantages of undertaking the work collaboratively through EURAMET would be useful.

Completion of this Report is not deemed as publication of the work. Collaborators are encouraged to publish their work through normal channels, mentioning it was undertaken as EURAMET collaboration.

**8 Coordinator:** The full details of the person who is appointed as the contact point for the project.

**9** **Change of projects partners:** Please indicate here any changes of project partners since the project has started/since the last reporting.

**10 Additional documents for upload to the TC project database**

Please list documents and send together with project report.

**12 Expected completion date/Completion date**

In case of a progress report, please provide an updated estimate of the completion date.

If the project has been completed, the actual date of completion should be given in the final report.

**13 Date** of filling the form.