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# Reporting and other formal requirements

# Consortium Agreement

- A Consortium Agreement (CA) is obligatory for all projects.
- We recommend using as an example the DESCAs model CA. The DESCAs model CA is foreseen for H2020 projects with the EC as the only funder. Thus, several of the paragraphs have to be adapted as the SUGI consortia have different funding agencies for the respective project parts carried out in the different countries.

# Reporting

- **1. Transnational reporting**

- Why?

- will allow the FAs to monitor the projects and get informed about the results
    - will be used by an expert committee that will come up with recommendations for further improvements.

The transnational reporting is independent from the national reporting requirements for each project partner.

- **1. Transnational reporting**
  - What?
    - e.g. project progress
    - project management
    - data management
    - key learnings
    - output (e.g. policy briefs and innovation briefs)
    - outcome
    - impact
  - When?
    - After every project year/after the end of the project

- **1. Transnational reporting**
  - How?
    - The call secretariat will deliver a template in due time before the reporting and the reporting has to be sent by the project coordinators to the call secretariat via e-mail.

# Reporting

- **2. National reporting**
  - The funding obligations on national level are specified in the contracts of the project partners with their respective national/regional funding agencies.

# Data Management

Data management plans are obligatory in the SUGI call.

They should include information on:

- the handling of research data during & after the end of the project
- what data will be collected, processed and/or generated
- which methodology & standards will be applied
- whether data will be shared/made open access and
- how data will be curated & preserved (including after the end of the project).

More information is available on

- webpage of the **Belmont Forum** [www.belmontforum.org](http://www.belmontforum.org) (Open Data Policy and Principles), template was annex in the call
- **European Commission**  
[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-data-management/data-management_en.htm)



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