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| **FINAL REPORT (TECHNICAL PART)**  **of project implementation**  **Programme ‘Applied Research’** | | | | |
| **Report number[[1]](#footnote-1)** |  | | | |
| **Reporting period** | from | DD.MM.YYYY | to | DD.MM.YYYY |

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| 1. **PROJECT INFORMATION** | | | | |
| **Number of project contract** |  | | **Acronym** |  |
| **Duration of project** | from | DD.MM.YYYY | to | DD.MM.YYYY |
| **Project title** |  | | | |
| **Key words** |  | | | |
| **Name of the call** | POLNOR 2019 / POLNOR CCS 2019/ The IdeaLab Call for Full Proposals | | | |

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| **ENTITIES** | | | | |
| **Status in project** | **Name of entity** | **Short name** | **Type of entity[[2]](#footnote-2)** | **Country** |
| **Project Promoter** |  |  |  |  |
| **Project Partner 1** |  |  |  |  |
| **Project Partner 2** |  |  |  |  |
| **Project Partner …** |  |  |  |  |

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| **B1.Principal Investigator** | |
| **First and last name,**  **academic degree/title** |  |
| **Place of employment** |  |
| **Telephone number, e-mail** |  |

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| **C. INFORMATION ON THE IMPLEMENTATION PROGRESS IN THE REPORTING PERIOD** |

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| **C1-1.Work Package title and number[[3]](#footnote-3)** | | |  | | | | | | | | | | | |
| **Start date** | | | planned[[4]](#footnote-4) | | DD.MM.YYYY | | | | actual | | | DD.MM.YYYY | |
| **End date** | | | planned | | DD.MM.YYYY | | | | actual | | | DD.MM.YYYY | |
| **Cost of WP (PLN)** | | | planned | |  | | | | actual *(value at the end of the reporting period)* | | |  | |
| **Implementing entities** | | |  | | | | | | | | | | | |
| **An explanation of the work carried out by the implementing entities (min. 300, max. 2500 characters with spaces)** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **An overview of the progress of work towards the objectives of the project, including achievements, milestones and deliverables identified in the project contract**  *No more than 12 000 characters with spaces (and min. 300) for each WP implemented in the reporting period: a description of the results achieved during the reporting period, activities carried out during the reporting period.* | | | | | | | | | | | | | | |
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| **Deliverables[[5]](#footnote-5)**  *For deliverables that are not in writing (e.g. prototype), the PP must submit a short written description.* | | | | | | | | | | | | | | |
| **Deliverable name** | | **Lead entity** | | | | | **Deliverable file**  *(Maximum one file per deliverable, in case of several files, please create a zip and upload that zip)* | | | | **Comment** | | | |
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| **Milestones[[6]](#footnote-6)** | | | | | | | | | | | | | | |
| **Number** | **Description of milestone** | | | **Lead entity** | | **Planned delivery date (according to project proposal)** | | **Achieved (YES/NO)** | | **Actual delivery date** | | | **Comments** | |
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| **Description and justification of discrepancies and corrective actions for each WP**  *If during the reporting period there was a derogation from the contractual provisions (e.g. duration of WP), an explanation should be given: what type of derogation, reasons for the discrepancy, corrective actions taken. (max. 1500 characters with spaces)* | | | | | | | | | | | | | | |
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| **C2. An overview of the results and their exploitation and dissemination**  *A short summary (min. 300, max. 3000 characters with spaces) of the project results for all WPs with putting the results into context, describing the impact of the project* |
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| **C3. The conclusions on the project**  *A short description of the conclusions on the project (min. 300, max. 3000 characters with spaces) for all WPs* |
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| **C4. A publishable summary for publication by the PO: summary of project results**  *A short summary (max. 2500 characters with spaces) of the project results. The information provided here may be published by the PO on the website of the Programme or transferred to the Donors for publication therefore shall be of a suitable quality to enable direct publication without any additional editing.*  *The summary should answer the following questions:*   * *Why was the project needed?*   *• Which activities were implemented, products delivered, services established, etc.). Why*  *were these activities, products and/or services, etc. important?*  *• What was the main results of the project (including any unintended results)?*  *• What diﬀerence has the project made for its end beneﬁciaries?*  *• How has the situation improved as a result of the project?*  *• What was the importance of the project (make sure to consider expected long-term*  *impact)?* |
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| **C5. Bilateral results summary: How did the bilateral partnership contribute to the project’s results?**   1. *How the project benefited from having a Norwegian partner(s)? Were there any shared results? Did the collaboration lead to improved knowledge and understanding?* 2. *Describe the main results from the bilateral level. Has the partnership(s) led to any wider eﬀects?* 3. *Are there any plans to continue the bilateral collaboration with Norwegian partner(s)?*   *(Min. 300, max. 2000 characters with spaces)* |
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| **C6. How did the project contribute to strengthening bilateral relations?**  *Multiple choice, at least one answer shall be selected.* |
| Achieved shared results (e.g. solved a particular issue through sharing experience, knowledge, know - how or working together for joint results)  Improved knowledge and mutual understanding developed between entities involved  The bilateral collaboration generated broader interest in our project from our stakeholders  The bilateral collaboration had wider effects beyond the project (e.g. our results are being used in other contexts, or we are working together on other issues now)  The bilateral collaboration extended to the regional and/or European level (towards EU and its institutions)  The bilateral collaboration led to increased visibility (e.g. media coverage in connection with bilateral activity)  Other. Please specify (*max. 1000 characters with spaces*): ………………………….. |

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| **C7. What level of involvement did the Norwegian partner(s) have in the project?** |
| Attend events in our project  Contribute with presentations and/or input to events  Provide capacity building in our project (in the form of training, etc.)  Work with us to find common solutions to shared challenges in the project  Other. Please specify (*max. 1000 characters with spaces*): ………………………….. |

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| **C8. Will the cooperation with the donor partner(s) continue after the project is completed?**  *Only one answer shall be selected.* |
| * *Yes, a formal cooperation agreement is in place* * *Yes, continued cooperation is planned* * *Contact may continue, but no conctrete plans for cooperation to date* * *No, the cooperation will not continue* |

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| **C8a. Please, describe briefly the plans to continue the cooperation with the donor partner(s)**  *Only if in C8 the answer ‘yes’ had been chosen*  *Min. 300, max. 1000 characters, please refer to the plans of continuing the project, plans of the new projects, etc.* |
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| **C9. The socio-economic impact of the project** | | |
| Gender equality  *Please describe the impact of the project on gender equality, actions taken during the project implementation to provide gender balance and other actions which promote gender equality.*  *(min. 100, max. 1000 characters with spaces)* |  |
| Ethical issues  *(min. 100, max. 1000 characters with spaces)* |  |
| Efforts to involve other actors and to spread awareness  *(min. 100, max. 1000 characters with spaces)* |  |
| The plan for the use and dissemination of foreground  *(min. 100, max. 1000 characters with spaces)* |  |

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| **C10. Did the project support young researchers?**  *Only one answer shall be selected.* |
| * *Yes* * *No* |
| *If yes, please describe measures taken to support young researchers, facilitate and promote their participation in the project (PI was a young researcher, mentorship activities etc.).*  *Please provide a narrative explaining the contribution of the project to strengthening and facilitating the scientific careers of young researchers.*  *Min. 100, max. 2000 characters with spaces.* |

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| **C11. Did the project support female researchers?**  *Only one answer shall be selected.* |
| * *Yes* * *No* |
| *If yes, please describe measures taken to support female researchers, facilitate and promote their participation in the project (PI was a female researcher, female reserchers going abroad etc.).*  *Please provide a narrative explaining the contribution of the project to strengthening and facilitating the scientific careers of female researchers.*  *Min. 100, max. 2000 characters with spaces.* |

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| **C12. INDICATORS OF THE PROGRAMME** | | | | | | | | |  |
| **No.** | **Indicator** | | **Baseline value** | **Target value** | **Value reached from the last reporting period** | **Value reached from the beginning of the project implementation** | **Progress (%)** | **Definition of the indicator** | **Description and justification of discrepancies**  *If there was a derogation from the contractual provisions an explanation should be given (max. 1000 characters with spaces).* |
| *1* | *2* | | *3* | *4* | *5* | *6* | *7=(6/4)\*100* | *8* | *9* |
| 1 | Number of peer-reviewed scientific publications submitted  *(please include information about publications in part D1 of the report)* | |  |  |  |  |  | *Include only scientific publications submitted for publication into a journal, conference, book or other peer-reviewed publication. The publication should be a direct result from the work done within the project. If submitted to several publications, the publication is counted only once.* |  |
| 2 | Number of joint, peer-reviewed scientific publications submitted  *(please include information about publications in part D1 of the report)* | |  |  |  |  | *Include only scientific publications scientific publications submitted with co-authors from the Norway and Poland partners. The publications may be submitted to a peer reviewed journal, conference, book or other peer-reviewed publication. The publication should be a direct result from cooperation between Polish and Norwegian entities within the project. If submitted to several publications, the publication is counted only once.* |
| 3 | Number of new products/technologies developed (incl. number of registered applications for Intellectual Property Protection)  *(please include information about new products/technologies developed in part D3 of the report)* | |  |  |  |  |  | *Include all the new products and technologies which directly result from the project implementation.* |  |
| 4 | Number of registered applications for Intellectual Property Protection  *(please include information about applications in part D4 of the report)* | |  |  |  |  |  | *Include all registered patent applications submitted to the relevant authorities.* |  |
| 5 | Number of Polish researchers supported | all |  |  |  |  |  | *Include each researcher (PhD student, post-doctoral researcher or other person who carries out academic or scientific research) affiliated with Polish entities conducting research and receiving support within the project. The support could be in the form of a scholarship, salary, or grant, and should last for a minimum period of 1 month full time equivalent.* |  |
| female |  |  |  |  |  |  |
| 6 | Number of Norwegian researchers supported | all |  |  |  |  |  | *Include each researcher (PhD student, post-doctoral researcher or other person who carries out academic or scientific research) affiliated with Norwegian entities conducting research and receiving support within the project. The support could be in the form of a scholarship, salary, or grant, and should last for a minimum period of 1 month full time equivalent.* |  |
| female |  |  |  |  |  |  |
| 7 | Number of female researchers going abroad for research | female |  |  |  |  |  | *Include each female researcher (PhD student, post-doctoral researcher or other person who carries out academic or scientific research) going abroad to conduct research, receiving support within the project. The support could be in the form of a scholarship, salary, or grant, and should last for a minimum period of 1 month full time equivalent.* |  |
| 8 | Number of mentor-mentee relationships established for young researchers | |  |  |  |  |  | *Include number of relationships established, as described in – ‘Project proposal form – Impact’ (Annex 3).* |  |
| 9 | Number of joint applications submitted for further funding  *(please include information about applications in part D5 of the report)* | |  |  |  |  |  | *Joint applications for further funding submitted to an alternative source of funding to the EEA and Norway Grants. The submission should be a continuation of existing collaboration supported within the project, including at least 1 researcher from the supported Norwegian partner and 1 researcher from the supported Polish partner. Submissions should take place before May 2024.* |  |

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| **D. DISSEMINATION AND PROMOTION** |

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| **D1. PUBLICATIONS** | | | | | | | | | | |  |  |  |
| No. | Title of publication | Authors (names and surnames of authors) | Joint publication  *publication that is authored by researchers from at least one Polish and one Norwegian entity*  (YES/NO) | Name of journal | IF | Date of submission for publication, year of publication | Status of publication (under preparation/ submitted/ published / rejected) | Language | Open access publication  (YES/NO)  If YES, please select one of the following:  *Gold open access*  *Pending open access*  *Other* | Additional information for open access publication:  - DOI (Digital Object identifier)[[7]](#footnote-7)  - Repository link[[8]](#footnote-8)  - Date of acceptance[[9]](#footnote-9) | Link to publication | Please choose max. 3 the most representative publications that resulted from the project | Abstract  *(max. 1500 characters with spaces)* |
| 1. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |  |  |  |
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If the project doesn't have any scientific publication, please check the box.

🞎 This project does not have any scientific publication

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| **D2. CONFERENCES AND SEMINARS** | | | | | | | |
| No. | Title of presented work | Authors (names and surnames of authors) | Name of the conference/ seminar | Date and place | Type (international/national) | Presentation/ poster/other (specify – *max. 1000 character with spaces*) | Link to the presentation or conference / seminar agenda |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |

If the project doesn't have any work presented, please check the box.

🞎 This project does not have any work presented

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| **D3. NEW PRODUCTS/TECHNOLOGIES DEVELOPED**  **(A single product (good or service) or single technology developed or significantly improved as a result of EEA and Norway Grants 2014‐2021 support)** |

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| --- | --- | --- | --- | --- |
| No. | Name  *(Min. 5, max. 1000 characters with spaces)* | Description  *(Min. 5, max. 1000 characters with spaces)* | Project partners  *(Min. 5, max. 1000 characters with spaces)* | Registered applications for intellectual property protection (IPR)  YES/NO  (If yes, please give details in D4) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| … |  |  |  |  |

If the project doesn't have any new products/technologies developed, please check the box.

🞎 This project does not have any new products/technologies developed

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| **D4. REGISTERED APPLICATIONS FOR INTELLECTUAL PROPERTY PROTECTION (IPR)** | | | | | | | | | | |
| No. | Name | Type of IP Rights; select:  *copyright,*  *industrial design,*  *trademark,*  *patent*  *community design*  *other (specify)* | Application reference/ number | Date of the application | Official title of the application | Patent office | Jointly registered applications for  Intellectual Property Protection  (YES/NO)[[10]](#footnote-10) | Applicant(s) | Has the IPR protection been awarded?  (YES/NO) | If available, official publication number of award of protection |
| 1. |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |

If the project doesn't have any application for IPR, please check the box.

🞎 This project does not have any application for IPR

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| **D5. APPLICATIONS FOR FURTHER FUNDING** |

|  |  |  |  |  |  |  |  |
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| No. | Title of the project | Project partners | Joint application  *a continuation of existing collaboration supported within the project, including at least 1 researcher from the supported Norwegian partner and 1 researcher from the supported Polish partner.*  (YES/NO) | Funding source (applied for), select one:   * *International source (non‐EU)* * *EU source* * *National source* | Funding source (applied for) - name of the programme | Status of the application (under preparation/ submitted/ funded/ rejected) | Project budget (EUR)[[11]](#footnote-11) |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |

If the project doesn't have any application for further funding, please check the box.

🞎 This project does not have any application for further funding

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| **D6. OTHER** |
| D6.1 Link to the project website or social media profile  *(Min. 5, max. 1000 characters with spaces)* |
|  |
| D6.2 Indication of the website featuring the database providing free access to raw research data  *(Min. 5, max. 1000 characters with spaces)* |
|  |
| D6.3 Organization of information events on progress, achievements and results in the project, such as a seminar/workshop or a conference with stakeholders, a press conference or press event, including a launch activity and/or a closing activity for the project  *(Min. 5, max. 2000 characters with spaces)* |
|  |
| D6.4 Media library (links to visuals)  *(Min. 5, max. 1000 characters with spaces)* |
|  |
| D6.5 Media coverage about the project (links)  *(Min. 5, max. 1000 characters with spaces)* |
|  |
| D6.6 Promotional materials  *(Min. 5, max. 1000 characters with spaces)* |
|  |
| D6.7 Training materials, educational materials  *(Min. 5, max. 1000 characters with spaces)* |
|  |
| D6.8 Master thesis, PhD thesis  *(Min. 5, max. 1000 characters with spaces)* |
|  |
| D6.9. Do the project results include free software or software with an open access licence? *(select one)* |
| Yes  No  If yes, please provide link. |

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| **D7. RISK MANAGEMENT IN THE PROJECT**  *(Min. 5, max. 4000 characters with spaces)* |
| **Foreseen Risks**  *Please, refer to the risks described in the Annex 2 to the Proposal Manual: PROJECT PROPOSAL FORM - Implementation and Management (annex to the submitted project proposal). Information about materialised risks and applied risk mitigation measures.* |
|  |
| **Unforeseen Risks**  *Provide description of new risks identified in the project and information about planned risk mitigation measures. Please, include also information about unforeseen risks that have been already mitigated (during the reporting period).* |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | **E. PLAN FOR COMMERCIALIZATION OF RESEARCH RESULTS AFTER PROJECT COMPLETION** | | **E1. DESCRIPTION OF POSSIBILITIES OF COMMERCIALIZATION AND IMPLEMENTATION, APPLICATION, PRACTICAL USAGE OF THE PROJECT RESEARCH RESULTS**  *Please include plans for commercialisation (e.g. using the research results in the business activity of the Project Promoter or partners, sale of research results, licensing, creasing spin-off, transfer of IPR to the enterprise) or implementation, application and practical usage of research results.* | | **Possibilities of commercialization:**  *(Min. 100, max. 1500 characters with spaces)* | | **Possibilities of implementation, application and practical usage:**  *(Min. 100, max 1500 characters with spaces)* | | **E2. MARKET RESEARCH**  *Please describe market analyses of the product/technology/service that is a result of the project. Please include: competitive and substitute products/technologies/services, estimation of production costs, planned sale price, demand for the product/technology service.*  *(Min. 100, max. 1500 characters with spaces)* | |  |  |  | | --- | | **F. PLAN FOR ENSURING THE SUSTAINABILITY OF THE PROJECT RESULTS[[12]](#footnote-12)** | | *Please include plans for continuing the research after the project is concluded (including possible sources of financing the project in the future), using the products/technologies developed in the project after the project end, plans to disseminate the project results in the future. Which factors contributed to the sustainability of results and which worked against sustainability?*  *(Min. 300, max. 3000 characters with spaces)* | | | | | | | | |
|  | | | | | | |
| **G. EQUIPMENT– list of the equipment depreciated and/or produced within the project**  *Please provide information about equipment used within the project implementation by adding it in the appropriate part of the table (depending on the form in which expenditures were considered as eligible (depreciation cost, purchase - in the case of small equipment; payable use of equipment – leasing, rent).* | | | | | | |
| **Equipment purchased within the project** | | | | | | |
| *No.* | | | *Name of the equipment* | *Cost (PLN)* | *Year of purchase* | *How will the equipment be used after completion of the project? (max. 1000 characters with spaces)* |
| 1 | | |  |  |  |  |
|  | | |  |  |  |  |
| **…** | | |  |  |  |  |
| **Equipment produced within the project** | | | | | | |
| *No.* | | | *Name of the equipment* | *Cost (PLN)* | *Year of production* | *How will the equipment be used after completion of the project? (max. 1000 characters with spaces)* |
| 1 | | |  |  |  |  |
| **…** | | |  |  |  |  |
| **Equipment depreciated within the project** | | | | | | |
| *No.* | | | *Name of the equipment* | *Cost (PLN)* | *Year of deprecation* | *How will the equipment be used after completion of the project? (max. 1000 characters with spaces)* |
| 1 | | |  |  |  |  |
| **…** | | |  |  |  |  |
| **Payable use of the equipment within the project** | | | | | | |
| *No.* | | | *Name of the equipment* | *Cost (PLN)* | *Year of usage* | *How will the equipment be used after completion of the project? (max. 1000 characters with spaces)* |
| 1 | | |  |  |  |  |
| **…** | | |  |  |  |  |
| * **Not applicable** | | | | | | |
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| **H. INFORMATION ON AUDITS/ON-THE-SPOT VERIFICATIONS AND IMPLEMENTATION OF AUDIT RECOMMENDATIONS**  *(Min. 5, max 2000 characters with spaces)* | | | | | | |
| **No.** | **Type of audit** | **The entity carrying out the audit** | **Date** | **Recommendations** | **Compliance with the audit recommendations** | **To what extent the audit recommendations have not been applied and reasons for not applying the recommendations** |
| 1. |  |  |  |  |  |  |
| … |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| * **Not applicable** | | | | | | |

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| **I. HAS THE PROJECT CONTRACT BEEN TERMINATED BEFORE The DATE of THE PROJECT COMPLETION SPECIFIED IN THE PROJECT CONTRACT?** | |
| Yes ☐  No ☐ | *If YES, provide the reasons for termination and a description of the current legal situation, including the status of the Consortium Agreement (min. 300, max. 200 characters with spaces).* |

|  |  |  |
| --- | --- | --- |
| Person responsible for preparing the final report (technical part) | **Name and last name:** |  |
| **Phone number:** |  |
| **e-mail:** |  |

1. The successivenumber of the project report - 1,2,3 etc. [↑](#footnote-ref-1)
2. Choose one: research unit/institution, small /medium/ large enterprise, other [↑](#footnote-ref-2)
3. Each launched WP in separate table [↑](#footnote-ref-3)
4. Planned start date, end date and cost of WP according to the project contract or the last amendment to the project contract (if a project contract was amended). [↑](#footnote-ref-4)
5. Please provide basic information about all deliverables produced during the reporting period as they were described in the project proposal (Annex 5 to project contract). [↑](#footnote-ref-5)
6. Please provide basic information about all achieved milestones described in the project proposal (Annex 5 to project contract) including their numbers and names as given in Annex 5. [↑](#footnote-ref-6)
7. This is a unique string of characters allocated to a website, file, or other piece of digital information. [↑](#footnote-ref-7)
8. Link to the Open Access repository or to any other repository where a copy of the published version or the author's accepted manuscript has been deposited, or to a page within that repository providing access to the deposited version (possible after the end of an embargo period, where applicable). This is not a link to the publication on the journal/publisher website, and itis NOT a link to a personal or institutional homepage where the publication may have been posted. [↑](#footnote-ref-8)
9. The date that the Open Access repository has accepted the publication. [↑](#footnote-ref-9)
10. The application should be filed jointly by Project Promoters or project partners, with Donor State project partners. The application should be made to a National Patent Office (of Beneficiary State and/or Donor State), or European Patent Office, or third countries Patent Offices. [↑](#footnote-ref-10)
11. In case of the application having budget in other currency than EUR, please use the exchange rate from the date of submission of proposal. For proposals under preparation, please use the current exchange date (date of preparing the final report). [↑](#footnote-ref-11)
12. OECD DAC definition of sustainability (2019) “the extent to which the net benefits of the intervention continue or are likely to”. [↑](#footnote-ref-12)