



European Commission

Community Research

Reporting Guidelines

Reporting Guidelines for Research Training Network contracts which started in 2000

2nd Edition April 2003



**IMPROVING HUMAN RESEARCH POTENTIAL
AND THE SOCIO-ECONOMIC KNOWLEDGE BASE**

TABLE OF CONTENTS

	Page
1. INTRODUCTION.....	3
2. THE INITIAL DATABASE REPORT.....	4
3. PERIODIC REPORTING.....	5
3.1 The Periodic Progress Report	5
3.2 The Updated Database Report.....	9
3.3 The Annual Cost Statements.....	9
4. THE MID-TERM REVIEW REPORT.....	10
5. FINAL REPORTING.....	10
Annex A: Summary Reports by Young Researchers.....	14
Annex B: Discipline codes.....	21
Annex C: Co-ordinator /Scientist-in-charge Questionnaire.....	24

The guidelines in this document complement the general conditions of the contract, notably those in Articles 2, 4 and 17 to 21 of its Annex II. This document (in Word or PDF format) is also available from: <http://www.cordis.lu/improving/networks/reporting.htm> (select For IHP Network contracts which started in 2000).

1. INTRODUCTION

This document provides guidance for the completion of Annual and Final Reports for those Research Training Network contracts which started in 2000 and are funded through the 5th Framework Improving Human Potential Programme.

This document can be downloaded from: <http://www.cordis.lu/improving/networks/preparation.htm> (select For IHP Network contracts which started in 2000). Complementary guidelines for the preparation of the corresponding Cost Statements may be found at <http://www.cordis.lu/improving/networks/reporting.htm> (again select For IHP Network contracts which started in 2000).

For further help or to comment on these guidelines, please contact your responsible Commission Project Officer or send an e-mail to improving@cec.eu.int (Subject: Research Training Networks).

During the lifetime of a Research Training Network, the Co-ordinator¹ will be responsible for the submission of the following documents on behalf of all the members:

- **At the start of the project:**
 - An Initial Database Report
 - The actual date of commencement of the work
- **Each twelve months:**
 - A Periodic Progress Report
 - Cost Statements
 - An Updated Database Report
- **At Mid-Term:**
 - A Mid-Term Review Report
- **At the end of the project:**
 - A Final Report
 - Final Cost Statements
 - A Final Database Report

All Reports and Cost Statements should be sent to the address given at:

<http://www.cordis.lu/improving/networks/reporting.htm>

¹ Following Article 2 of Annex II to the contract the Principal Contractor shall be in charge of the scientific, financial and administrative co-ordination of the Project. The Principal Contractor shall designate a member of his staff as scientific network co-ordinator ("co-ordinator") who will direct and co-ordinate the Project under his/her responsibility.

2. THE INITIAL DATABASE REPORT

Within two months of the project commencement date (see Art 4.1 (a) (i) of Annex II of the contract), the co-ordinator must submit the **Initial Database Report**.

The Database Report comprises a brief overview of the network, including a link to the networks' webpages, and serves as a source of information on Research Training Networks for the general public. It is also possible to advertise network vacancies on the Database Report.

NOTE: The Co-ordinator must ensure that a network web page is set up as soon as possible (at the latest two months after the project commencement date) and inform the Commission of its URL address.

The Database Report is completed **by the co-ordinator**, using the skeleton, which has already been set up by the Commission on the CORDIS server. An access code will be provided. Instructions for completing the report can be found at <http://www.cordis.lu/improving/networks/update.htm>. While the Commission will endeavour to verify the accuracy of the Database Report, the content is the responsibility of the Network co-ordinator. For help with updating the Database Report, please contact the Commission's responsible Project Officer or send an email to: improving@cec.eu.int (Subject: Research Training Networks).

Network vacancies may also be added onto the Database Report and instructions for this may be found at <http://www.cordis.lu/improving/networks/ad.htm>. It is important that networks use all available means, including the Database Report, to advertise its young researcher vacancies.

Either the Commission's responsible Project Officer should be informed when this has been completed or a paper copy of the Database Report should be sent to the Commission in order to fulfil the requirements of Article 2 (1a) of the contract concerning:

- the name of the scientist in charge at each partner.
- the names of the designated scientific network co-ordinator and scientist in charge (if different from the scientific network co-ordinator).

NOTE:

Under Article 2 (1b) of the contract, the co-ordinator is also required to inform the Commission of the actual date of commencement of the work.

We suggest that you submit this information at the same time as the Initial Database Report.

Two images (with titles) representative of the networks' activities should also be sent to the Commission's responsible Project Officer. These images will be used in a publication presenting all Research Training Networks funded through the 5th Framework Improving Human Potential programme. The images should be in either EPS, JPEG or TIFF format and should be between 250 dpi (dots per inch) and 300 dpi resolution.

3. PERIODIC REPORTING

Each twelve months from the project commencement date (i.e. contract start date), the co-ordinator must submit

- a **Periodic Progress Report**
- the corresponding **Cost Statements**
- an updated **Database Report**

NOTE:

- *The reports must be submitted to the Commission (using the address given at <http://www.cordis.lu/improving/networks/reporting.htm>) within two months of the end of the period covered by the report. Two copies should be sent.*
- *Please follow these guidelines for the preparation of the Periodic Progress Report, keeping the text of the report to a minimum and using diagrams and tables wherever possible.*
- *If the duration of your contract is a multiple of 12 months, the Final Report and the last Periodic Progress Report can be submitted as one report.*

3.1 The Periodic Progress Report

The Periodic Progress Report allows the Commission to monitor the contract, to compare the achievements of the network with its stated objectives and to justify the release of periodic payments. To this end, progress should be compared as much as possible with Annex I of the contract.

The Periodic Progress Report should be prepared as follows:

Cover page

Give the Full title, Short title, Contract N^o, Commencement date of contract, Duration of contract (months), Period covered by the report, and the name, organisation, address, telephone, fax and e-mail of the Network co-ordinator.

Part A - Research Results

➤ A.1 Scientific Highlights

- Describe (*in no more than two pages*) the scientific highlights of the network during the reporting period. Indicate, referring to Annex I of the contract, to which Objective(s) and/or Task(s) and/or Milestone(s) these highlights relate to. Indicate also the network teams contributing to these highlights and, referring to A.2 also, add any relevant publication references.

➤ A.2 Joint Publications and Patents

- List, in order of importance, all joint publications (involving at least **two different** network teams) directly resulting from the activities of the network and including an acknowledgement of the financial contribution of the European Community (see

below). Indicate to which Objective(s) and/or Task(s) and/or Milestone(s) these relate to and also which network teams are involved. Indicate (using bold type for example) whenever one of the network's young researchers is named as an author. If the publication (or pre-publication) has been put on the Web, please mention the address. List also any related single institute publications, particularly those involving network young researchers.

- List any patents or patent applications.

NOTE: Publications by the Network Participants

It is very important to note that (under Article 13.3 of Annex II of the contract) any communication or publication concerning the network, including at a conference or seminar, must acknowledge the financial contribution of the Commission through the Human Potential Programme. As an example, the network may wish to use:

"Work supported in part by the European Community's Human Potential Programme under contract HPRN-CT-yyyy-00xxx, [Acronym]."

and for young researchers directly appointed through the network contract:

"[Name] acknowledges the financial support provided through the European Community's Human Potential Programme under contract HPRN-CT-yyyy-00xxx, [Acronym]."

Part B - Comparison with the Joint Programme of Work (Annex I of the contract)

(Keep your answers brief - 4 to 5 pages should be sufficient)

➤ **B.1 Research Objectives**

State whether the research objectives, as set down in Annex I of the contract, are still relevant and achievable. If not, explain why.

➤ **B.2 Research Method**

Has the research method changed from that described in the contract? If so, how?

➤ **B.3 Work Plan**

Provide an update of, and explain any significant differences in, the current work plan in comparison to the original plan in the contract (Annex I of contract), in terms of:

- Breakdown of tasks
- Schedule and Milestones
- Research effort of the participants *(Use a table similar to Annex I of the contract, section 3)*

With regard to Milestones, comment specifically on the status of those expected, from Annex I, to be achieved in the Reporting Period, giving any relevant publication or other references.

➤ B.4 Organisation and Management

B.4.1 Describe, how the network is being organised and managed with reference to the relevant section in Annex I of the contract. Explain any changes which have occurred.

Describe the network's communication strategy, dissemination of information, e.g. presentation at international conferences, including those outside EU Member and Associated States for which prior approval has been obtained. Give the networks' website address and, if relevant, add copies of any Newsletters produced in the Reporting Period.

B.4.2 List all major network meetings, network workshops etc. which have taken place within the reporting period. If an External Expert has been invited, provide more details, i.e. who, from which institute, network event attended and role undertaken.

B.4.3 Describe the networking which has taken place during the reporting period, including, for example, secondments/ visits (who, where, when, how long and for what purpose, preferably in tabular form), bilateral meetings, e-discussions, videoconferencing. It is preferable to also represent secondments/visits between participants and/or collaborations in either graphical and/or tabular form using, for example,

From/ To	Team 1	Team 2	Team 3	Team 4, Etc.
Team 1				
Team 2				
Team 3				
Team 4, Etc.				

with information entered in each box to indicate the type of activity undertaken. Alternatively this information can be represented graphically as a network diagram showing the links, visits, collaborations, etc. between each participant.

➤ B.5 Training

B.5.1 Describe the measures taken to publicise vacant positions.

B.5.2 Using the following table compare the progress in recruitment of young researchers (Pre-Doc and Post-Doc) with the plan in the contract. Explain any changes in the breakdown of pre- and post-docs from the contract. *(Note that columns a and b in the second table must be identical to the figures laid down in Annex I of the contract).* Comment on the progress of recruitment to date and the projection for the next year(s), particularly if the recruitment has fallen behind schedule at any of the participants.

<i>Participant</i>	<i>Contract deliverable of Young Researchers to be financed by the contract (person- months)</i>			<i>Young Researchers financed by the contract so far (person-months)</i>		
	<i>Pre-doc (a)</i>	<i>Post-doc (b)</i>	<i>Total (a+b)</i>	<i>Pre-doc (c)</i>	<i>Post-doc (d)</i>	<i>Total (c+d)</i>
<i>TOTAL</i>						

B.5.3 Describe how the young researchers have been integrated into the research programme.

B.5.4 Describe the special measures being undertaken to train the young researchers, in particular training through visits and secondments, at network meetings, Young Researcher meetings, tutoring by External Experts, training on specialised instruments, presentations at conferences etc. Explain any differences in comparison to the contract.

Describe also any training being provided in complementary skills, such as, for example, language courses, supervision, tutoring, teaching, presentation and other communication skills, project management.

B.5.5 Describe the special measures, if any, which have been taken to promote equal opportunities.

B.5.6 If relevant, describe the measures being taken to exploit multidisciplinary in the training programme.

B.5.7 If relevant, describe how connections to industrial and commercial enterprises have been exploited in the training programme.

➤ B.6 Difficulties

Briefly explain any difficulties, which have been encountered in the implementation of the contract. Describe action being taken/proposed to tackle these difficulties.

Part C - Summary Reports by Young Researchers

The Summary Reports by young researchers are intended to allow the Commission to monitor the training experience of the young researchers funded by the contract and follow-up their subsequent career. They will also be used to assess the overall impact of the programme.

Each participant must ensure that every young researcher, whose salary/grant has been paid from contract funds, completes a questionnaire *at the end of their period of work (see Annex A)*.

The questionnaire should be completed by the young researchers themselves and placed in a sealed envelope. They should then be sent to the co-ordinator so that they can be forwarded to the Commission **with the Periodic Progress (or Final) Report which follows their departure.**

NOTE: *Because it may be difficult to contact the young researchers subsequent to their departure, it is strongly recommended that the reports are completed just before they finally leave the Network.*

3.2 The Updated Database Report

It is essential that the Database Report is kept up-to-date (*particularly the sections on Results & Achievements and Vacancies*). You are therefore requested to update it (using <http://www.cordis.lu/improving/networks/update.htm>). You should also send a paper copy (see “Printable version of this page” on the “Network Details” page you have just updated) along with the report.

3.3 The Annual Cost Statements

A separate guide to the preparation of Cost Statements is available from <http://www.cordis.lu/improving/networks/preparation.htm> (Select IHP networks starting in 2000).

Send two paper copies of the Annual Progress Report (including the corresponding Cost Statements) and the Updated Database Report to the address given at <http://www.cordis.lu/improving/networks/reporting.htm>.

4. THE MID-TERM REVIEW REPORT

All Research Training Networks will undergo a Mid-Term Review involving the Co-ordinator, the scientists-in-charge, currently (and possibly previously) appointed young researchers and the Commission's representative(s).

The Purpose of the Mid-Term Review is to:

- assess the implementation of the contract to date, in particular the training and networking aspects,
- to make recommendations, if necessary, concerning the redefinition of the work programme (Annex I of the contract),
- recommend continuation or discontinuation of the network.

The meeting must take place around mid-term and no later than when two-thirds of the duration of the work to be performed under the contract has elapsed. The date, venue and agenda must be agreed in advance with the Commission's responsible Project Officer and it is recommended to organise this as close as possible to the mid-point of the contract, e.g. Month 24 for a 48 month contract duration. The Mid-Term Review Report forms the basis for discussion at the Mid-Term Review Meeting.

NOTE: Separate guidelines are used for the preparation of this report.

5. FINAL REPORTING

Within two months of the end of the duration of the project, the co-ordinator must submit:

- **a Final Report**
- **the Final Cost Statements**
- **the Final Database Report**

The main purpose of the Final Report is to enable the Commission to make an overall assessment of the project in relation to the objectives of the Human Potential Programme.

The final report should be a consolidated text covering the whole period of the contract and demonstrating the achievements in relation to the initial objectives.

If the duration of your contract is a multiple of 12 months, the Final Report may be submitted as a combined report covering also the last Periodic Reporting Period of the contract, using the format given in Section 3.1. In such cases, progress made in the last Reporting Period should be clearly indicated. Related parts of Section 3.1 (for Periodic Progress Reports) and of the Final Report should, therefore, be combined accordingly, as indicated in the following sub-headings.

The Final Report should be prepared as follows:

Cover page

Give the Full title, Short title, Contract N^o, Commencement date of contract, Duration of contract (months), Period covered by the report, and the name, organisation, address, telephone, fax and e-mail of the Network co-ordinator.

If applicable, list any contract amendments which occurred over the contract period.

Part A – Research results**➤ A.1 Scientific Highlights**

(place after A.1 of Section 3.1 if combined Final and last Periodic Progress Report)

Describe (in no more than five pages), the main scientific highlights of the network. Indicate, referring to Annex I of the contract, to which Objectives and/or Tasks and/or Milestone(s) these highlights relate. Indicate also the network teams which contributed to these highlights and provide relevant publication references.

➤ A.2 Joint Publications and Patents

(place after A.2 of Section 3.1 if combined Final and last Periodic Progress Report)

List the five most significant joint publications which are considered to have had a high impact and provide copies of these. Indicate to which Objective(s) and/or Task(s) and/or Milestone(s) these relate to and also which network teams are involved. Indicate (using bold type for example) whenever one of the network's young researchers is named as an author.

If any patents have arisen from the joint activities of the network, list these also and detail whether these will be developed further.

Part B - Comparison with the Joint Programme of Work (Annex I of the contract)

(5 pages should be sufficient)

➤ B.1 Research achievements

(place after B.3 of Section 3.1 if combined Final and last Periodic Progress Report)

Give an assessment of the research work actually carried out and the scientific results achieved in the course of the contract in comparison with the following aspects of the Joint Programme of Work:

- Research Objectives
- Research Method
- Breakdown of tasks
- Schedule and Milestones
- Research effort of the participants

➤ **B.2 Overall Organisation and management**

(place after B.4 of Section 3.1 if combined Final and last Periodic Progress Report)

With reference to the Joint Programme of Work, give an overall assessment of how the following were implemented and of their effectiveness:

- Organisation, co-ordination and management of the network.
- Communication strategy.
- Dissemination of networks' achievements, including representation of the network at international conferences and any public outreach activities.
- Network meetings, schools, workshops etc. List all such events.
- Networking activities (e.g. secondments, visits, sample exchanges). Use the format given in B.4.3 of Section 3.1.

Give an overall assessment of the networking activities which took place in the course of the contract. How did these contribute to the success of the network in terms of the joint research activities, including transfer of knowledge, of increased mobility and of the training programme?

Give an assessment of the benefits that working together at a Community level has brought to the Participants and to the networks' area of research.

➤ **B.3 Training Overview**

(place after B.5 of Section 3.1 if combined Final and last Periodic Progress Report)

How were the young researchers recruited? Were any difficulties encountered in filling the posts available? If so, what were these and how were they addressed? Was there a change in the balance of Pre-Docs and Post Docs recruited as compared to Annex I of the contract? How did this affect the project?

Using the format given in B.5.3 to B.5.7 inclusive of Section 3.1, give an overall assessment of the contribution made by the network to the training and increased mobility of young researchers. Explain how the training programme was achieved in comparison with that described in the Joint Programme of Work.

Provide information on where young researchers went to after their appointment in the network. Were their network appointments considered beneficial to their future career prospects?

➤ **B.4 Industry connections**

Give a description of the interactions with industry, if relevant, with an indication of how the Participants intend to exploit or commercialise the results of the network.

➤ **B.5 Recommendations**

Comment on how the Research Training Networks activity could be enhanced, including from a contractual implementation point-of-view. As part of this, the Co-ordinator and scientists-

in-charge are requested to complete the questionnaire given in Annex C which is designed to give the Commission some feedback on the overall impact of the network's activity.

ANNEX A

**Improving Human Potential Programme
Research Training Networks**

Young Researcher's Report

(to be completed personally by each young researcher funded under the contract at the end of his/her period of employment/fellowship (i.e. only once for each individual) within the network and returned to the co-ordinator in a sealed envelope)

The purpose of this report is to allow the Commission to monitor the experiences of the young researchers and to assess the impact of the programme as a whole. The information received will be entered into an electronic database and used by the Commission solely for the purpose of impact assessment.

Important Note: In order to respect data protection regulations, each young researcher is requested to give his/her permission to the Commission to use the data for this purpose by signing the following declaration:

I,(the undersigned), hereby authorise the services of the European Commission to use the data I have provided in this report for the purposes of carrying out impact studies on the Improving Human Potential Programme. I understand that this data will be entered in an electronic database and used for this purpose only.

SIGNED:

DATE:

1. Background information concerning the contract and the host institution:

- ◆ Network Title:
- ◆ Contract Number: HPRN-CT-
- ◆ Name of Network Co-ordinator:
- ◆ Name of your host institution:
- ◆ Name, address, telephone, fax and e-mail of the scientist in charge (member of the network) in your host institution:

2. Personal Information relating to the Young Researcher:

- ◆ Family Name:
- ◆ Nationality:
- ◆ Age at start of Appointment:
- ◆ Marital Status:
- ◆ Your scientific speciality on arrival (use codes in Annex B):
- ◆ Scientific speciality of your training in the Network (use codes in Annex B):
- ◆ Start/end dates of employment/fellowship contract within the Network:
- ◆ Type of employment (Stipend or Salary):
- ◆ Contact address (permanent or future):
- ◆ Contact e-mail address (idem):
- ◆ First Name:
- ◆ Gender:
- ◆ Pre- or Post-doc:
- ◆ No. of dependent children:
- ◆ Gross Monthly income:

2. Personal Information relating to the Young Researcher (contd.):

- ◆ Was this appointment your first within a Research Training Network? yes/no
- ◆ If not, give details of other Network appointments (Name of project, Name of Scientist in charge, period of appointment):
- ◆ Give details of appointments funded by other European Union programmes:

3. Your Experience as a Young Researcher in a Research Training Network:
(circle one option). You may send further comments on a separate sheet)**3a. Integration into Research Team:**

- ◆ How would you rate your level of satisfaction with the conditions being offered by your host institution in relation to the following:
(1 = very poor, 2 = fair, 3= average, 4 = good, 5= excellent)

- Pay and related conditions (including rate of pay, taxes, social security)	1	2	3	4	5
- The intellectual environment	1	2	3	4	5
- Research supervision	1	2	3	4	5
- Equipment and research infrastructure	1	2	3	4	5
- Practical help in settling in	1	2	3	4	5
- ◆ Comparing the terms and conditions of your appointment with those of national researchers in the team, do you think they were ...
 - worse
 - as good as
 - better

- If worse or better, comment on the main differences
- ◆ Do you consider that the work you were given to do :

- was appropriate considering your qualifications?	yes/no
- was professionally challenging?	yes/no
- gave adequate opportunity for personal development?	yes/no
- is likely to gain you personal recognition in your field?	yes/no

3b. Integration into the Network*(circle one option)*

- ◆ Were you given sufficient opportunities to interact with the other teams of the network? yes/no
- ◆with other Young Researchers? yes/no
- ◆ Did you travel to meet/work with other teams in their institution? yes/no
- ◆ Did you make new links outside your home and host institutions? yes/no
- ◆ Do you feel you were invited to the network/other events that you believe you should have attended? yes/no
- ◆ Would you have liked to have seen more/more frequent network-events organised? yes/no

4. Networking Activities:

For each of the following types of events, which you attended during your period working with the Network partner, give the title of the meeting, the place (including country) and dates. Indicate whether you made an oral presentation, presented a poster or whether your participation was passive.

Network meetings**Conferences****Workshops****Meetings of Young researchers****Other scientific meetings**

5. Training: (Circle one option)

- ◆ How would you rate your level of satisfaction with the training opportunities offered to you?
- 1 2 3 4 5
- (1 = very poor, 2 = fair, 3= average, 4 = good, 5= excellent; circle as appropriate)
- ◆ Were you offered opportunities in the following?
- | | |
|---|--------|
| - new techniques in your field/other fields | yes/no |
| - complementary/trans-disciplinary techniques | yes/no |
| - industry relevant skills | yes/no |
| - presentation skills | yes/no |
| - teaching/supervisory skills | yes/no |
| - language skills | yes/no |
| - other (e.g. management/organisational skills) | yes/no |
| Specify: | |

6. Publications:

Using the following classification, please provide a full list of the publications (if relevant) resulting from your work undertaken in the network. Indicate clearly, a) when you were the main author b) whenever a publication involved a member of one of the other teams c) if any of the publications were invited papers.

A Peer Reviewed (incl. in press):

- Journals
- Chapters in books
- Articles in conference proceedings
- Books and Monographs

B. Non-Peer Reviewed (all, incl. in press)**C. Submitted (all)****D. Manuscripts in preparation**

7. Patents:

Please list any patents (if relevant), giving their complete reference number and briefly stating the applicability of each one. Indicate which patents are pending.

8. Other results/achievements:

List any other outcome of your period in the network including computer programmes, new techniques, designs, further academic qualifications, prizes, awards, etc.

9. Your further career (*circle one option*)

- ◆ Following this appointment, which is/will be your next career step?
 - as a young researcher with another partner of the same network?
 - established/tenured research position?
 - post-doc research position?
 - research post in industry/commerce?
 - non-research post in industry/commerce

- ◆ Is your next career step
 - in your home country?
 - current country?
 - elsewhere in Europe?
 - outside Europe?

- ◆ Considering your overall experience in the network, how would you describe the impact of your appointment on your career prospects?
 - negative?
 - disappointing with little career benefit?
 - fairly neutral, probably worthwhile?
 - positive, definitely worthwhile?
 - very rewarding, would recommend the experience to others?

10. Describe (*in not more than 20 lines*), your scientific background and your responsibilities in the network.

11. Provide other comments on your experience as a Young Researcher and make any suggestions for further improvements to the programme.

ANNEX B**Sub-Discipline Codes**

Sub-discipline Code	MATHEMATICS AND INFORMATION SCIENCES
M-01	Statistics and Probability
M-02	Algebra and Number Theory
M-03	Geometry and Topology
M-04	Analysis and Partial Differential Equations
M-05	Applied Mathematics and Mathematical Physics
M-06	Discrete Mathematics and Computational Mathematics
M-07	Logic and Semantics
M-08	Algorithms and Complexity
M-09	Signals, Speech and Image Processing
M-10	Computer Graphics, Human Computer Interaction, Multimedia
M-11	Information Systems, Software Development and Databases
M-12	Knowledge Engineering and Artificial Intelligence
M-13	Systems, Control, Modelling and Neural Networks
M-14	Parallel and Distributed Computing, Computer Architecture
M-99	Other Mathematics and Information Sciences
Sub-discipline Code	PHYSICS
P-01	Elementary Particles and Fields
P-02	Nuclear Physics
P-03	Atomic and Molecular Physics
P-04	Optics and Electromagnetism
P-05	Fluids and Gases
P-06	Plasmas and Electric Discharges
P-07	Statistical Physics and Thermodynamics
P-08	Astronomy, Astrophysics and Cosmology
P-09	Condensed Matter- Mechanical and Thermal Properties
P-10	Condensed Matter- Electronic Structures, Electrical and Magnetic Properties
P-11	Condensed Matter- Optical and Dielectric Properties
P-12	Surface Physics
P-13	Physics of Superconductors
P-14	Physical Chemistry, Soft Matter and Polymer Physics
P-15	Biophysics and Medical Physics
P-16	Non Linear Dynamics and Chaos Theory
P-99	Other Physics
Sub-discipline Code	CHEMISTRY
C-01	New Synthesis, Combinatorial Chemistry
C-02	Homogeneous and Heterogeneous Catalysis
C-03	Reaction Mechanisms and Dynamics
C-04	Biological, Pharmaceutical and Medicinal Chemistry
C-05	Instrumental Techniques, Analysis and Sensors
C-06	Theoretical and Computational Chemistry
C-07	Surface Science and Colloids
C-08	Molecular Aspects of New Materials, Macromolecules, Supramolecular Structures, Nanochemistry
C-09	Environmental Chemistry
C-99	Other Chemistry

Sub-discipline Code	LIFE SCIENCES
L-01	Macromolecular Structures and Molecular Biophysics
L-02	Metabolism of Cellular Macromolecules
L-03	Biological Membranes
L-04	Enzymology
L-05	Bioenergetics
L-06	Metabolic Regulation and Signal Transduction
L-07	Genomics and General Genetics
L-08	Computational Biology and Bioinformatics
L-09	Genetic Engineering
L-10	Developmental Biology
L-11	Physiology
L-12	Cell Biology
L-13	Microbiology and Parasitology
L-14	Virology
L-15	Immunology
L-16	Cancer Research
L-17	Pharmacology and Toxicology
L-18	Neurosciences (incl. Psychiatry and Clinical Psychology)
L-19	Biomedicine, Public Health and Epidemiology
L-20	Medical Pathology
L-99	Other Life Sciences
Sub-discipline Code	GEO- AND ENVIRONMENTAL SCIENCES
E-01	Pollution, Waste Disposal and Ecotoxicology
E-02	Ecology and Evolution (incl. Population Biology)
E-03	Biodiversity and Conservation
E-04	Agriculture, Agroindustry and Forestry
E-05	Fisheries and Aquaculture
E-06	Environmental Engineering and Geotechnics
E-07	Natural Resources Exploration and Exploitation
E-08	Soil and Water Processes
E-09	Stratigraphy, Sedimentary Processes and Palaeontology
E-10	Geophysics, Tectonics, Seismology and Volcanology
E-11	Geochemistry and Mineral Sciences
E-12	Marine Sciences
E-13	Climatology, Climate Change, Meteorology and Atmospheric Processes
E-14	Physical Geography, Earth Observation and Remote Sensing
E-99	Other Environment and Geosciences
Sub-discipline Code	ENGINEERING SCIENCES
I-01	Mechanical Engineering
I-02	Transport Engineering
I-03	Civil Engineering
I-04	Electrical Engineering
I-05	Electronics
I-06	Telecommunications
I-07	Automation, Computer Hardware, Robotics
I-08	Chemical Engineering
I-09	Bioengineering
I-10	Materials Engineering
I-99	Other Engineering Sciences

Sub-discipline Code	ECONOMICS, SOCIAL AND HUMAN SCIENCES
S-01	Law
S-02	Political Sciences
S-03	Sociology
S-04	Psychology
S-05	Education and Training
S-06	Linguistics
S-07	Media and Mass Communication
S-08	Philosophy of Science
S-09	Other Social and Human Sciences
S-10	Microeconomics
S-11	Macroeconomics
S-12	International Economics
S-13	Financial Sciences
S-14	Industrial Economics (incl. Technology and Innovation)
S-15	Public Sector Economics
S-16	Urban and Regional Economics (incl. Transport Economics)
S-17	Natural Resources and Environmental Economics
S-19	Labour Economics
S-20	Social Economics
S-21	Management of Enterprises (incl. Marketing)
S-22	Quantitative Methods
S-99	Other Economic Sciences

<p>1. TRAINING BACKGROUND</p> <p>1.1 Prior to this project, had you previously supervised Young Researchers funded by:</p> <p style="padding-left: 40px;">a) EC Research Training Networks b) EC Other Funding (e.g. Marie Curie) c) University fellowships d) National public bodies e) Industry f) Other (specify)</p> <p>1.2 How many network young researchers have you supervised within this project?</p> <p>1.3 Corresponding to how many person months?</p> <p>1.4 Number of publications resulting directly from the research project:</p> <p style="padding-left: 40px;">a) Network young researcher(s) and yourself b) Network young researcher(s) alone c) Network young researcher(s) with authors other than yourself</p> <p>1.5 Number of times network young researchers(s) participated at international conferences:</p>	<p style="text-align: center;">Tick as appropriate</p> <p>Pre-doc....PhD..... Post Doc.... Pre-doc....PhD..... Post Doc.... Pre-doc....PhD..... Post Doc.... Pre-doc....PhD..... Post Doc.... Pre-doc....PhD..... Post Doc....</p> <p>Pre-doc....PhD..... Post Doc.... Pre-doc....PhD..... Post Doc....</p> <p style="text-align: center;">Provide numbers</p> <p style="text-align: center;">.....</p>
--	---

<p>2. How do you rate the overall success of the Research Training Network?</p>	<p style="text-align: center;">Very poor Very good</p> <p style="text-align: center;">1 2 3 4 5</p>
<p>General assessment (please comment):</p>	

<p>3. Rate the level of the Young Researchers integration in the research team and the host organisation with regards to</p> <p>a) participation in meetings/seminars b) discussions of results and project-related topics c) co-operation with other team members d) co-operation with other researchers of the host institution</p>	<p style="text-align: center;">Very poor Very good</p> <p style="text-align: center;">1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5</p>
--	--

4. Rate the following aspects of the network young researcher(s) performance : a) originality of network young researcher(s) approach towards research (initiative /independent thinking) b) capacity to develop new skills and to benefit from training c) productivity (research results/publications/international conference attendance) d) communication skills e) group leader skills (collaboration with other groups, project management) f) training and/or teaching skills Please comment :	Very poor		Very good		
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5

5. Has this project provided new links with other research groups or institutions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, indicate the type of contacts in each case a) Universities b) Research Centres c) industry/private companies d) other ; specify : _____	_____	_____

6. Rate the importance of the following outcomes of the Research Training Network: a) results of the research b) number of publications c) development of research skills d) establishment of international collaboration e) transfer of knowledge/technology f) training of students/researchers g) further academic qualifications (PhD, habilitation, etc.) for fellows Please comment :	Very poor		Very good		
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5

7. Do you have any other comments or suggestions of how to improve the Research Training Networks activity?
--