



Version 10 | 9 Oct. 2018

Draft Template Mid-Term Report

Deadline Mid-Term Report: DD MM YYYY | HH:MM

Attention Please !!!
This is a preliminary draft in progress which will be implemented in an online tool (PT-Monitoring).
This document is technically not for reporting purposes.
You will be informed soonest about the final structure of your reports.

Project	
ID	
Acronym	
Full Project Title	
Run Time	[Number of month]
Starting Date - End Date	Month, Year – Month, Year
Reporting Period	[MM.YYYY] to [MM.YYYY]

Coordinating Institution	
Abbreviation	
Full Name	
Legal representative	
Country	

Project Coordinator	
Project Coordinator (PC)	[Ms/Mr Title FAMILY NAME PRE-NAME OTHER NAMES]
Phone PC	[Country code + phone number]
Mobile PC	[Country code + mobile number]
E-Mail PC	
Project Website	[Address]

Principal Investigator	
Principal Investigator (PI)	[Ms/Mr Title FAMILY NAME PRE-NAME OTHER NAMES]
Phone PI	[Country code + phone number]
Mobile PI	[Country code + mobile number]
E-Mail PI	
Project Website	[Address]

Project Partner			
Institution [Abbreviation & Full Name]	Country	Funder [Abbreviation & Full Name]	Funder's Country



1. General information

	Yes/No	Further Information
Has the Consortium Agreement been finalized and signed?		Month/Year
Has the Umbrella Agreement been signed?		Month/Year
Have all project partners received funding contracts from their national funding party for the starting expected date of the project?		Comments, if No: (Please cite the main obstacles and your suggestions to solve the problem if not solved yet.)
Have all project partners been granted the expected funds from their national funding party?		Comments, if No:
Have all project partners started with their work according to the work plan?		Comments, if No:
How are you addressing gender issues in the project and with the intended output?		
How are you addressing the inclusion of women in the project related activities?		
How are you addressing women with the project output?		

2. Update Publishable Summary in Progress [max. 400 Words]

A

This section must be of suitable quality to enable direct publication by the common call management.

The publishable summary should be based on the projects summary that has been prepared for the kick-off and mid-term meeting and should include updates of all the distinct parts described below:

- A summary description of project context and objectives,
- A description of the work performed since the beginning of the project and the main results achieved so far ,
- The expected final results and their potential impact and use (including the socio-economic , environmental and political impact and the wider societal implications of the project so far), in relation with the Theory of Change and Impact Pathway Strategy,
- The address of the project public website, if applicable.
- Relevant contact details and list of partners

B

Upload of a project poster to include diagrams or photographs illustrating and promoting the work of the project, as well as relevant contact details and list of partners.



3. Preliminary Results and Progress towards Outcomes [max. 700 words]

Please report on all progress that has been achieved during the past project period. The Research Impact Pathway (IP) and Theory of Change (ToC), in particular the underlying assumptions, need to be specified and revisited with respect to the current context and/or status of the project.

3 a. Progress [max. 1050 words]

- Describe what progress has been achieved (400 words):
 - Provide a narrative elaboration on preliminary research findings, towards the specific objectives of your proposal and the – for your research relevant – foci of the call;
 - Please report on progress on findings with regard to answering the central research question(s);
 - Elaborate on adjustments to the original set-up of activities if needed;
 - Reflect on the most important successes, setbacks and lessons learned.
- Please give a general outline on how activities for Research Uptake as well as co-creation processes have contributed to increased output, outcome and impact. Please refer to the four strands of Research Uptake as presented during the kick-off meeting: i. Stakeholder Engagement; ii. Capacity Building; iii. Communication; iv. Monitoring & Evaluating of Uptake. (400 words)
- Reflect on successes and challenges in research uptake as well as co-creation processes. What are the most important lessons learned? (250 words)



3 b. Impact Pathway and Project's Indicators

Please provide a short elaboration on the progress that has been achieved for each indicator. Please highlight changes or additions to your Impact Pathway diagram (compared to the version in your application) and motivate in the main report.

Problem to be addressed	Working hypothesis for a solution	Preliminary Research Outputs	Link to publication	Indicators	Preliminary Progress (per indicator)	Preliminary Research Outcomes	Indicators	Preliminary Progress (per indicator)



4. Further Topics

	Max 200 words each
How do you refer to the National Development Plans of the countries involved in your research?	
Which policy relevance is embedded in your research?	
How would you like to see your results being communicated to policy makers and which policy makers?	
How did you develop interactions with other LEAP-Agri projects in relation to the cluster approach.	
How did you develop interactions with other "Non LEAP-Agri" projects related to similar topics in your countries	
How do you perceive the collaboration with your funding agencies	
How do you perceive the collaboration with the LEAP-Agri consortium as a whole?	



5. Dissemination Actions

Please describe and indicate below all the dissemination actions and its type by all the project partners during the reporting period

Dissemination action	Responsibilities & Task(s) & Date	Media	Languages	Type/size of audience	Dissemination level	Intended Outcome
[short description 100 words]	<ol style="list-style-type: none"> Responsible Partner(s) [Ms/Mr Title FAMILY NAME PRE-NAME OTHER NAMES] Task(s) [No. and Title] Date 	<p>Options (Check-Boxes):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project web site <input type="checkbox"/> Partners website <input type="checkbox"/> Social media <input type="checkbox"/> Leaflet <input type="checkbox"/> Newsletter/ Brochure <input type="checkbox"/> Press-release <input type="checkbox"/> Poster <input type="checkbox"/> Data bases <input type="checkbox"/> Conference/ seminars / workshops <input type="checkbox"/> Radio and/or television <input type="checkbox"/> Farmers field sessions <input type="checkbox"/> Focus groups discussions <input type="checkbox"/> Institutionalisation of communication [please describe; 100 words] <input type="checkbox"/> Other/Comments: [please describe; 100 words] 		<p>Options (Check - Boxes):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Farmers <input type="checkbox"/> Researchers <input type="checkbox"/> Private sector <input type="checkbox"/> NGOs <input type="checkbox"/> Government actors <p>Number of the audience per category [Number]</p>	<p>Options (Check - Boxes):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Local <input type="checkbox"/> National <input type="checkbox"/> Sub-Regional <input type="checkbox"/> Bi-regional (Africa-Europe) <input type="checkbox"/> Global 	



6. Dissemination of Scientific/Technical Literature

Please list publications derived from your project, including those in preparation, in review and in press.

Authors (Ms/Mr FAMILY NAME, Pre-Name, Other Names)	Date of Submission	Date of Publication	Name of the Journal	Title of Publication	Indicate whether non-refereed or peer-reviewed	Open access yes/no (if yes provide link)	Indicate if the journal features impact factor, indexing or abstracts

Note: A copies of the published papers should be attached to the reports and letters of acceptance for publication should be attached for the manuscripts under publication (in press). In addition, all publications should include acknowledgement for the LEAP-Agri funding agencies and the individual funding agencies of your project in particular.



7. Dissemination of Scientific and Innovation Products

Please indicate significant external interactions in the project, technology transfer and other outcomes in the project.

Exploitable knowledge, Innovation and/or Inventions	Sectors of Application / Beneficiaries	Timetable for Commercial Use	Patents or other IPR Protection	Owner & other Partners involved

8. Budget

Totals of the Project Budget:	[Name Funder 1 from drop-down menu] €	[Name Funder 2] €	[Name Funder 3] €	[Name Funder 4] €	[Name Funder 5] €
1. Employment costs					
2. Research costs					
3. Travel and meeting costs					
4. LEAP-Agri kick-off, mid-term and final meetings					
5. Knowledge Sharing and Research Uptake costs					
6. Overheads					
7. Other costs					
8. Total project costs					