

# M-ERA.NET Call 2023

## Tutorial for project coordinators - project management and submission of final report

### 1. Introduction

This document addresses project coordinators of funded projects under the M-ERA.NET Call 2023. It provides information on changes in active projects, gives an example how to reference to M-ERA.NET and describes the steps for uploading the final reporting documents.

M-ERA.NET projects are funded by national/regional funding organisations. Therefore, all beneficiaries have the obligation to submit the reports not only to M-ERA.NET but also to follow national/regional reporting rules of their respective funding programmes.

### 2. Project starting dates

Funding periods depend on the individual contract negotiations with the respective funding organisations. However, it is highly recommended by M-ERA.NET that all project partners have the same project start and end dates.

### 3. Project extension

Project consortia may apply for project extension. Project extension must be agreed upon by all respective funding agencies involved in the project and the M-ERA.NET call secretariat. The use of a central change request form (see chapter 4) is required when applying for an extension.

### 4. Change request form

When requesting any project change (such as project extension), the project coordinator must use the central change request form (available on the M-ERA.NET web page). All project partners must be aware of the proposed project changes. The respective funding agencies involved in the project and the M-ERA.NET monitoring task force ([monitoring@m-era.net](mailto:monitoring@m-era.net)) must approve the change request.

### 5. Final reporting

Project consortia must provide the final reporting no later than two months after project end. Project coordinators receive an invitation via email to submit final reporting documents. The message contains a link to upload all reporting files, including:

- a) final report (mandatory)
- b) publishable summary report (mandatory)
- c) project related image/photograph (optional)
- d) signed consent to use of photographs and videos (mandatory, if c) applies)

## 6. Dissemination of project results

Project results and their exploitation and dissemination in publications, exhibitions, lectures, success stories, press information, etc. must refer to M-ERA.NET. Please use the following statement:

*“Project [project acronym] was selected in the Joint Transnational Call 2023 of M-ERA.NET 3, which is an EU-funded network of about 49 funding organisations (Horizon 2020 grant agreement No 958174). The project is funded by the [full name or abbreviation of all funding organisations, country/region].”*

The M-ERA.NET logo, available on the [public website](#), should be used whenever possible.

M-ERA.NET provides an online project database called “[Materipedia](#)”. A data sheet (i.e. subpage) of a funded project will be included after the project start. The project coordinator will be invited to actively participate in shaping the project web page. Sending additional information like pictures or lists of publications to the [communication team](#) is highly appreciated.

At project end, the submitted publishable summary report and the submitted picture will be included in [Materipedia](#).

For any further information, please contact the M-ERA.NET monitoring task force: [monitoring@m-era.net](mailto:monitoring@m-era.net)