Simplified "Project Start to End"
- project management -
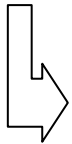
1. management system set-up

| distribute | rolls and tasks to all partners clearly |

| build up | responsibility, decision process and risk management system |

| set up | milestones and deliverables properly |

| check | timetable continually |

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consider the sort and size of the project, also interdisciplinarity and multiculturality

2. the results

| the use of the results | shall be stated in the Grant Agreement usually and Consortium Agreement.

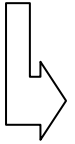* can be published, and/or presented at any scientific conferences, with all partners' agreement.

* can be applied for a patent right and a licence.

3. reports

| reporting requirements |

* the deliverables identified in the Grant Agreement, according to the timetable specified in the deliverables list.

* a periodic report : an overview of the project, an explanation of the use of the resources and Financial Statement.

* Timetables have to be kept by permanent staff working on the project.

4. the end

the end of the project │ is defined in the Grant Agreement.

1. a final report must be sent to the EU :
   * a final publishable summary report
   * a report covering the wider societal implications of the project in the form of a questionnaire

2. after assessing the reports and with approval for them, the final payment will be made.

3. a report on the distribution of the financial contribution among partners must be sent.