

**PROGRESS REPORT FOR PLANT2FOOD PROJECT´S**

**Guidelines for the Project Manager:**

The progress report forms the basis for a briefing to the steering committee and contributes to Plant2Food´s reporting to the Novo Nordisk Foundation. It is therefore important that the project manager completes all sections.

The completed progress report must be emailed to Plant2Food (plant2food@au.dk) by June 15th or December 15th. The report should be attached as a PDF file, and the email subject line should include the project's activity number and ‘progress report'. If you have any questions, please contact the Plant2Food Secretariat.

If the Plant2Food Secretariat has any additional questions regarding the progress report, the project manager will be contacted.

 **Date: xx-xx-xxx**

1. **Project activity number** (*As stated in the Grant Letter*).
2. **Project title and acronym**
3. **Project period**

|  |  |
| --- | --- |
| **Project start** | **Project end** |
| xx-xx-xxxx | xx-xx-xxxx |

1. **Project Manager**

Name:

University, Institute and Department:

Email:

Project website (*if relevant*):

1. **Project participants** (*Write name of contact person, University/organization, Institute/Department – separate lines for each project partner*).
2. **Reporting period** (*Specify the period covered by this progress report*).

|  |  |
| --- | --- |
| **Start of reporting period** | **End of reporting period** |
| xx-xx-xxxx | xx-xx-xxxx |

1. **Short project description** (*Copy from the project application*).
2. **The project´s overall progress in the reporting period** (*Tick the form (x). If there is a ‘X’ in deviations or abandoned, please provide a brief explanation of the deviations*).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **According to plan** | **Deviations** | **Abandoned** | **Explanation of deviations** |
| **Project activity** |  |  |  |  |
| **Project milestone** |  |  |  |  |
| **Project deliverable** |  |  |  |  |

1. **The project´s overall progress in the reporting period** (*Tick the form (x). If there is a ‘X’ in deviations or abandoned, please provide a brief explanation of the deviations*).
2. **Overall progress of the project and other comments** (*Please provide a short overview of the progress of the project. List any comments or progress relevant to your project - max ½ page).*
3. **Communication and dissemination** (*List the project’s communication and dissemination of the reporting period. Please provide links to the publications, conference, talks, workshops, press material etc.*).