



## LS&H4D ANNUAL PROGRESS REPORT *or* FINAL REPORT

<b>LS&amp;H4D project number:</b>	LSH14/.../...
<b>Applicant:</b>	
<b>Title of project:</b>	
<b>Objective of the project:</b>	
<b>Original project duration:</b>	01-01-2015 – .....
<b>Actual project duration:</b>	01-01-2015 – .....
<b>Achievement date final result:</b>	.....

### **Instructions:**

1. *The Report and all accompanying documents must be in English.*
2. *In case the time span between the Annual Progress Report and the Final Report exceeds twelve (12) months, a second Annual Progress Report, covering the one-year period after the first Annual Progress Report, is requested.*
3. *Send a copy of the report and its annexes to [LSH4D@rvo.nl](mailto:LSH4D@rvo.nl) by e-mail or use wetransfer.com.*
4. *The Agency/LS&H4D should receive the Report according to the dates included in the Administrative Decision.*
5. *The Report should be signed by the Applicant.*

<i>This Report presents a brief summary of the progress of the project and the result(s) achieved in</i>	
Actual reporting period	from ..... until .....
<p><b>Summary</b></p> <p><i>Please summarize (max 500 words) the progress of the project so far, including a description on the cooperation between the partners and qualitative project results.</i></p>	
<b>B. Progress of project and result(s) achieved</b>	
<p><b>Progress in project achieved under Result 1</b></p> <p><i>Please describe the specific activities carried out in order to realise the result(s) and sub results; refer to the corresponding MoVs. in the Administrative Decision.</i></p>	<p><i>Activities carried out in the project period for Result 1?</i></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Result 2 completed?</i></p> <p><input type="checkbox"/> Yes* <input type="checkbox"/> No</p> <p><i>* If completed during reporting period, submit all corresponding MoVs.</i></p>
<p><b>Progress in project achieved under Result 2</b></p> <p><i>Please describe the specific activities carried out in order to realise the result(s) and sub results; refer to the corresponding MoVs. in the Administrative Decision.</i></p>	<p><i>Activities carried out in the project period for Result 2?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Result 2 completed?</i></p> <p><input type="checkbox"/> Yes* <input type="checkbox"/> No</p> <p><i>* If completed during reporting period, submit all corresponding MoVs.</i></p>
<p><b>Progress in project achieved under Result 3</b></p> <p><i>Please describe the specific activities carried out in order to realise the result(s) and sub results; refer to the corresponding MoVs.</i></p>	<p><i>Activities carried out in the project period for Result 3?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Result 3 completed?</i></p> <p><input type="checkbox"/> Yes* <input type="checkbox"/> No</p> <p><i>* If completed during reporting period, submit all corresponding MoVs.</i></p>

<p><b>Progress in project achieved under Result 4</b></p> <p><i>(only if included in Administrative Decision)</i></p>	<p><i>Activities carried out in the project period for Result 4?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Result 4 completed?</i></p> <p><input type="checkbox"/> Yes* <input type="checkbox"/> No</p> <p><i>* If completed during reporting period, submit all corresponding MoVs.</i></p>
<p><b>Progress in project achieved under Result 5</b></p> <p><i>(only if included in Administrative Decision)</i></p>	<p><i>Activities carried out in the project period for Result 5?</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Result 5 completed?</i></p> <p><input type="checkbox"/> Yes* <input type="checkbox"/> No</p> <p><i>* If completed during reporting period, submit all corresponding MoVs.</i></p>
<p><b>Progress achieved in the development of the Business Case</b></p> <p><i>Final result</i></p>	<p><i>Please describe the progress achieved in the development of the Business Case.</i></p> <p><i>Note that the business case should at least include the following:</i></p> <ul style="list-style-type: none"> <li>• <i>Problem- What is the problem you are trying to solve (or what is the business opportunity)?</i></li> <li>• <i>Solution- How can you address the problem (or take advantage of the business opportunity)?</i></li> <li>• <i>Approach- What are the viable options available to implement the solution?</i></li> <li>• <i>Risk Assessment- What are the risks associated with each option? What is the risk of doing nothing?</i></li> <li>• <i>Value Analysis- What (business) value is generated from each option?</i></li> </ul>
<p>Changes in relation to the original <b>project plan</b></p>	<p><i>Please describe all changes in the project in relation to the Administrative Decision.</i></p>
<p>Realisation in relation to the original <b>budget</b></p>	<p><i>Please use the format: "Final project budget" to provide a detailed overview of the actual costs of the project.</i></p> <p><i>Include all invoices for purchased goods and/or equipment and/or license items and/or directly related services during the project period.</i></p>

<b>C. Update work plan and project duration</b>	
Update work plan <i>only to be included in the Annual Progress Report</i>	<i>Please describe the progress (or changes) in the work plan with regard to the remaining project results.</i>
Changes in relation to the original <b>project period</b> <i>only to be included in the Annual Progress Report</i>	<i>Please indicate whether the completion date has to be changed. In case of change please give a detailed motivation.</i>
<b>D. Lessons Learned, external factors,</b>	
External factors and problems	<i>Please describe any external factors and problems affecting the project, and how the problems have been or will be resolved.</i>
Internal learning <i>only to be included in the Final Report</i>	<i>With the knowledge that you have now, what would you have done differently throughout the implementation of the project?</i>
Other entities <i>only to be included in the Final Report</i>	<i>Which other entities (companies, governments, knowledge institutes, associations, etc.) learned from your project? How did they learn from it and how can it improve their performance?</i>
<b>F. Follow-up</b>	
Prospects for external follow-up financing <i>only to be included in the Final Report</i>	<i>Please describe prospects for external follow-up financing after finalising the project and the business case.</i>
Contact with relevant institutions for follow-up financing <i>only to be included in the Final Report</i>	<i>Please describe (further) contact or discussions with International organisations, governments or other institutions that have taken place for follow-up financing of the business case</i>  <i>If no discussions took place, why not?</i>

<b>F. List of annexes</b>
1. ....
2. ....
<i>Etc</i>

<b><u>For Applicant</u></b>
<b>Name:</b> .....
<b>Position:</b> .....
<b>Signature:</b>
<b>Date:</b> .....