***INSTRUCTIONS:***

*Please respond to all questions and complete the fields in grey. The milestone report must present the status of the project activities and, if necessary, the requested project changes in detail. The report must be sent to Innosuisse for evaluation* ***within 10 days*** *of the milestone being reached. All project partners must participate in the consolidation of the report* *prior to submitting to Innosuisse.*

*Please fill in the final milestone report in the same language as the one used in the original funding application.*

*All project partners should be included in the communication with Innosuisse and agree with the content of the report. The report must be sent to the following address:* *innoprojects@innosuisse.ch*

*Innosuisse decides, based on the milestone report’s content, whether a review has to take place with the participation of an Innosuisse expert or not. In either case, Innosuisse decides whether the project is to be continued or terminated.*

**Milestone Report**

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| --- | --- | --- |
| Project no.: | Project startingdate:  | Original project duration(in months):  |
| Title:  |
| Research partner(s):  |
| Implementation partner(s):  |
| Project duration so far (in months):  |

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| 1. Describe the status and progress of the activities in relation to the project plan and indicate to which degree the milestone objectives have been met:(2000 characters max, refer to the measurable and quantified objectives of each milestone and provide data supporting your achievements)
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| 1. Have new risks been identified which could affect the way the project is run in the future?If yes, what are these risks and how can they be mitigated?

(If project changes are necessary, please give the details in section 5 of this report) | [ ]  Yes | [ ]  No |
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| 1. Have scientific papers, inventions or patent applications been made?If yes, please give details regarding the status (e.g., in preparation, submitted, filed, published, etc.)
 | [ ]  Yes | [ ]  No |
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| 1. Describe the financial status of the project, indicate to which extent the budget provided by Innosuisse has been used up and to which extent the implementation partners’ own contributions have been provided:(2000 characters max, refer to the financial plan of the project)
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| * 1. For projects with implementation partner/s: Has the cash contribution been provided yet?If not, please explain why the cash contribution has been delayed.

(According to the funding agreement the implementation partner/s shall transfer the cash contribution to the research partner/s half way through the project at the latest) | [ ]  Yes | [ ]  No |
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| 1. Project changes or adjustments necessary to achieve the milestone objectives should be summarized in the following subsections.
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| * 1. Is a cost neutral project extension needed?If yes, please give reasons why an extension is necessary, justify the request in detail and submit an updated project plan (Gantt chart)
 | [ ]  Yes | [ ]  No |
|  |
| Project extension(in months): | New project duration(in months): | New projectcompletion date: |
| * 1. Have the technical or commercial objectives changed?If yes, please describe the changes and their implications on the project.
 | [ ]  Yes | [ ]  No |
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| * 1. Is a modification of the financial plan needed?If yes, please describe the changes, their implications on the project and send the relevant Excel form together with this milestone report.

(Request for [minor changes](https://www.innosuisse.ch/dam/inno/en/dokumente/innovation-project/gueltig-fuer-alle-jahre/Mitteilungspflichten/xxxxx_x_financial_plan_minor_changes_e.xlsx.download.xlsx/xxxxx_x_financial_plan_minor_changes_e.xlsx) or request for [additional funds](https://www.innosuisse.ch/dam/inno/en/dokumente/innovation-project/gueltig-fuer-alle-jahre/Mitteilungspflichten/xxxxx_x_additional_funds_e.xlsx.download.xlsx/xxxxx_x_additional_funds_e.xlsx)) | [ ]  Yes | [ ]  No |
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| * 1. Have the ownership relationships changed? Are there any plans of partners leaving or joining the project?

If yes, please provide explanatory and justifying reasons. | [ ]  Yes | [ ]  No |
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| 1. Are there any problems with the cooperation between the project partners?If yes, please describe the problems and explain how they can be solved.
 | [ ]  Yes | [ ]  No |
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| 1. Are all project partners in favour of the project continuing without reservations?

If not, please give reasons why the project should be stopped or explain under which conditions it could be continued. | [ ]  Yes | [ ]  No |
|  |
| 1. Is there a need to organize a meeting with an Innosuisse representative in order to discuss the future of the project and to advise on how to proceed?If yes, please provide reasons why a meeting is necessary.

Please suggest 2-3 possible dates for a meeting in any case. | [ ]  Yes | [ ]  No |
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