



1st External Call
„Towards Healthy, Resilient and Sustainable
Agricultural Soils“

Guidelines Mid Term Reporting (MTR)

Deadline mid term reporting: **05 December 2023**

Online submission tool: <https://ejp-soil.ptj.de/call1/monitoring>

History of Changes

Version	Changes
V1.0 02 Nov 2023	▪ Original version



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Introduction

The reporting process consists of two phases and reports, respectively:

- Mid term report (MTR), due in Nov/Dec 2023
- End term report (ETR), due in spring 2025

Both reports are mandatory parts of the EJP SOIL 1st external Call and shall be submitted by the coordinator and partners in due time via our submission tool.

This template hereunder is meant for offline use and information only. The MTR itself will be submitted via submission system.

Contacts

The MTR will be managed by the call office:

Ulrike Ziegler, u.ziegler@fz-juelich.de

Christian Breuer, c.breuer@fz-juelich.de

A technical helpdesk (e-mail) is also provided in case of any technical difficulties with the submission system: ptj-ejp-soil@fz-juelich.de

Purpose

The purpose of the MTR is to get an overview on the project implementation and to monitor the progress of the individual projects. In addition, the requested information will be used for statistical analysis.

Time plan

Item	date
Launch MTR	02 Nov 2023
Submission tool open	02 Nov 2023
Deadline submission MTR	05 Dec 2023

Data protection

The MTR will be shared with the funding agencies providing funds to the project as well as with FACCE-JPI, the Green ERA Hub and follow-up activities for monitoring and statistical analysis. Based on the MTRs of all projects an evaluation report will be submitted to the EJP SOIL consortium and the EU commission. However no sensitive data will be shared but analysed and evaluated data over all MTRs, *e.g. The result of the mid term reporting showed that 20 publications have been published by the external projects. In sum 125 LTEs are used by external projects. In total 25 FTEs are working on all 10 external projects whereas 10 FTEs are PhD students (young researchers).*



Template MTR

General remark: Most of the requested information can be answered via multiply choices or radio buttons incl. short comment on the decision. In case no comment is necessary, please indicate so by writing N/A into the comment field, otherwise the submission system will refuse a submission due to empty comment fields. Only for the part "Work progress and achievements in the period", a brief narrative on major achievements is requested. The term "Factsheet" means the mid term report as shared with the funding agencies. However within the reporting we also ask for additional information which will NOT be part of the mid term report shared with funding agencies but will only be used by us for statistical analysis, e.g. to analyse the number of publications resulted from the projects of the call in total or type of stakeholder involved.



Template COORDINATOR

1 | Coordinator profile I

- 1 Contact Data
- 2 Declaration on Privacy Policy
- 3 Role

Please choose a role for your part in the project according to the following definition:

Project partner: Researchers and investigators, who are part of the project consortium as defined in the full proposal. It includes researchers and investigators who receive funding from funding agencies participated in the EJP SOIL call, from other funding agencies or who contribute in kind. The terminology does not include further collaboration partners.

Collaboration partner: New official partner of the project consortium (not part of the consortium at full proposal stage but consortium agreement signed).

Observer / advisor: No official partner of the project / no active role in the project.

2 | Budget Plan

Requested Funding and Total Costs are imported from the subted full proposal and shall not be changed. Please fill in the actual granted funding for all partners granted from their funding agency. Please enter all values as integers (whole numbers, 0-9) in k€ (1k€ = 1000 €).

Organisation name	Requested funding	Total Costs	Granted Funding
Partner 1			
Partner 2			
Partner XY			

3 | Finance comments

- 4 Have there been significant changes (+/- 20%) in the budget plan as stated in the proposal?

If yes, please give a short explanation in which category (Personnel, Travel, Consumables, Subcontracts, Equipment, Overhead, Other costs) has changed primarily and why (max 400 characters).

Enter "N.A." if there have been no significant changes in the budget plan.

4 | Coordinator profile II

Please note that this section is mandatory. Data gathered will not be included in the factsheet but will be used for evaluation purposes (i.e. statistical analysis).

- 1 Gender
- 2 PIC (Participant Identification Code for H2020)



- 3 Funding agency
- 4 Expertise
- 5 Official start date
- 6 Official end date
- 7 Extension
- 8 Delay of start date?
- 9 Consortium
- 10 Communication
 1. The communication among the project partners went smoothly.
 2. The communication between you and the call office went smoothly.
 3. Have you acknowledged EJP SOIL within all publications?
- 11 Collaboration with other EJP SOIL projects
- 12 Implementation readiness level (IRL) of your project task
- 13 Recipient of your part of the project
- 14 Databases

5 | Work progress

- 1 What is the state of progress of the entire project
- 2 Deviations

6 | Partners

All contact data are imported from the proposal. If any changes are required, e.g. new phone number, please adapt. **For any major changes, e.g. change of coordinator, please contact the call office.**

In addition, the role has to be indicated, which is the term "Project partner" for all partners already listed within the initial proposal (see also detailed explanation below).

- **Project partner:** Organisation, that is part of the project consortium as defined in the proposal.
- **Collaboration partner:** New official partner of the project consortium (not part of the Consortium at proposal stage but consortium agreement signed).
- **Observer/advisor:** Not an official partner of project / no active role in project.

7 | Changes in the consortium

Have you changed the constellation of your consortium by adding or deleting partners? Partner in this case refers to the entire organisation and not to the main contact person of your partner organisation within the project. In case an organisation has left the consortium and/or another organisation has joined as partner, please enter the reasons for this in the text field provided (enter "N.A." if the constellation of your consortium has not changed). **Please be aware that this applies for changes of the organisation NOT of the Principal Investigator (PI) of one organisation.** In case the PI has



changed of one your partners, please contact the call office. We will adapt the E-mail address for this partner.

Note: If you have any changes in your consortium, please do also not forget to add the respective partners in menu PARTNERS and inform the call office in case you have to delete partners. Please be aware the term "partner" means the partner organisation and NOT the single person who is responsible for the project implementation.

8 | Project data Part 1

For information only, it includes Project title and Acronym and cannot be changed.

9 | Project data Part 2

- 1 Official start of the entire project
- 2 Expected end of the entire project
- 3 Project website
- 4 Collaboration
- 5 Partner finding

10 | Human resources: FTEs

1 FTEs

Please indicate the number of Full Time Equivalents (FTEs) working in your organisation on the project. One FTE means hereby 1 person is working one year on your project. Thus, FTEs are calculated by comparing the average working hours of an employee to the average number of hours of a full-time worker within a year. Please see also definition and examples hereunder:

Definition: https://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Full-time_equivalent_%28FTE%29

Examples:

1) one year (12 months) project duration

PhD student working full time on the project: 1 FTE.

A PostDoc working half time for this project and half time for another one: 0.5 FTE

PI working 10 % of his/her time on the project for management/coordination purpose: 0.1 FTE

Total: 1 FTE (PhD) + 0.5 FTE (PostDoc) + 0.1 FTE (PI) = 1.6 FTE for the project in your organisation

2) one and a half year (18 months) project duration

PhD student working full time on the project: 1.5 FTE.

A PostDoc working half time for this project and half time for another one: 0.75 FTE

PI working 10 % of his/her time on the project for management/coordination purpose: 0.15 FTE

Total: 1.5 FTE (PhD) + 0.75 FTE (PostDoc) + 0.15 FTE (PI) = 2.4 FTE for the project in your organisation



11 | Project update / summary

The project summary from the proposal is already included here, adapt if deemed necessary. Please be aware that the project summary will be published on the EJP SOIL website: <https://ejpsoil.eu/>

12 | Work progress and achievements in the period

In this part of the questionnaire, we ask you to provide information concerning the progress of your project during the first half of its duration. The call office as well as the respective funders of your project will use the information to monitor the progress of your project. Those information will not be shared with the EJP SOIL consortium.

Please note: Questions refer to the entire project and not only to your part of the project.

- 1 Objectives
- 2 What are the main results and conclusions?
- 3 Degree of completion objectives (in %)
- 4 Project schedule in general

13 | Part I: Output factsheet

Please upload a pdf file where all relevant publications are listed. The list will be included to your factsheet.

IMPORTANT: avoid artificially increasing the number of publications and results; mention only those that result directly from the project.

14 | Part II: Output monitoring

Please fill in the excel sheet you can find within the download section and which has been also send to you by mail. The excel file has to include all information from all partners on the requested outputs. Thus it is recommended to share the excel file with all partners and ask them to fill the requested information within the sheets. You as coordinator have to merge all the received information into one excel file because because within the system only one excel file on behalf of the entire consortium can be uploaded.

15 | Expected Impacts

- 1 Which of the following EJP SOIL Expected Impacts (EI) will be addressed by your project? Please provide for each EI a brief rationale in the comment field.
- 2 Please name all Long Term Experimental Sites which are used in the project (Name, Country, Link). Write N/A if no LTEs are used in your project.

16 | Comments

Is there any **additional information** you and your consortium would like to let us know? (max. 1000 characters) This information will not be included in the factsheet.



17 | Figures

You have the opportunity to upload up to 1 image. To insert it within the summary, you enter the place marker "[[figureRep1]]" into your text (where the image should appear).

Max file size: 600px x 600px, 2MByte

Allowed formats are jpg, png or gif

2. Template PARTNER

1 | Partner profile I

see Coordinator template for information

2 | Partner profile II

see Coordinator template for information

3 | Human resources: FTEs

see Coordinator template for information

