



International Call

„Managing and mapping agricultural soils for enhancing soil functions and services “

Guidelines Mid Term Reporting (MTR)

Deadline mid term reporting: **06 December 2024**

Online submission tool: <https://ejp-soil.ptj.de/call2>

History of Changes

Version	Changes
V1.0 04 Nov 2024	<ul style="list-style-type: none">▪ Original version



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1 | Introduction

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

- Mid term report (MTR), due in Nov 2024
- End term report (ETR), due in spring 2026

Both reports are mandatory parts of the EJP SOIL International 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.

2 | Contacts

The MTR will be managed by the call office:

Ulrike Ziegler, u.ziegler@ptj.de

Christian Breuer, c.breuer@ptj.de

3 | 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 and to contribute to the overall performance of the EJP SOIL programme.

4 | Time plan

Item	date
Launch MTR	04 Nov 2024
Submission tool open	04 Nov 2024
Deadline submission MTR	06 Dec 2024

5 | 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).*



6 | Template Coordinator

Coordinator profile I

Contact Data

- Title
- Email
- First name
- Family name
- Status of organisation
- Website
- Organisation / Institute (Legal and Short name)
- Research group / Department
- Country
- Postal Address
- Phone
- Declaration on Privacy Policy
- Role in project: Project partner (already listed as partner in consortium)
 Collaboration partner (new partner, not listed in proposal). Observer / advisor:
 associated partner

Budget Plan

Please fill in for all partners the granted funding as provided by the respective funding agency. This might differ from the requested funding as stated in the full proposal. Please enter all values as integers (whole numbers, 0-9) in k€ (1k€ = 1,000 €).

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

Finance comments

Please give a short explanation in case you have significant changes (+/- 20 %) from the original budget plan as submitted in the proposal. This includes information on which partner is affected by those change and why.

Example: P1: Total Personnel has been reduced from 120 k€ to 80 k€ (33 %) because the Technician was declared a non-eligible cost by the funder during national grant negotiations.



Coordinator profile II

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

- Gender
- PIC (Participant Identification Code for HE)
- Funding agency, you received funds from for this project
- Expertise (your expertise)
- Official start and end date of your part of the project (as written in the grant agreement with your funding agency) and potential delays of the starting date
- Extension: Have you been granted an extension? Y/N
- Communication with the call office
- Acknowledgement of EJP SOIL within all publications? Y/N
- Implementation readiness level (IRL) of your project task
- Recipient of your part of the project (enterprises, research groups, ...)
- Do you use any database and which will be the timeline for open access? Y/N

Work progress

- State of progress of the entire project (smoothly/minor problems/significant problems)
- Deviation? Y/N

Partners

The list shows the constellation of your project consortium at proposal submission stage. Information have been imported from your proposal. At this stage you can add and delete partners, please note that the term "partner" refers to an organisation and not to the contact person.

If you add a new partner (organisation!), click on button "+ Add a new partner" and fill in all requested data and then activate this partner by clicking on the mail icon. The new partner will than receive an automatic generated e-mail from our system to register to our submission system. The new partner has to log in and fill in all requested information for the mid term reporting. Please do also instruct to the new partner that this partner needs to define him/herself as "collaboration partner" and or "observer/advisor" within menu PARTNER PROFILE. The term "collaboration partner" means a full partner of the consortium which has signed the consortium agreement but was added to the consortium **AFTER** the proposal submission. This is important to us in order to identify "new" project partners following proposal submission.

If you delete a partner (organisation!), please do also inform the call office before deleting this partner in the list.



New contact person: In case your partner has a new contact person, please write an e-mail to call office and we will change name, e-mail address and reset the password: u.ziegler@ptj.de and c.breuer@ptj.de.

Changes in the consortium

In case the constellation of your consortium has changed, you shall enter the reasons for this in the text field provided in this section.

Project data Part 1

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

Project data Part 2

- Official start and expected end of entire project: it might be that some partners started or end earlier or later than this date.
- Project website
- Collaboration within the consortium
- Collaboration with other projects in EJP SOIL

Ethic statements

In this section, we refer to the ethic report you have received from your projects and ask you to answer the following statements:

- I confirm that I have read the summary ethics report for my project.
- Have post-grant requirements been identified in the summary ethics report?
- Have you responded to the questionnaire you were sent regarding the post-grant requirements?
- For the period concerned, has the project been completed in compliance with all of the post-grant ethics requirements, and all appropriate documents retained on file by the coordinator?

Human resources: FTEs

Please state the amount of full time equivalents (FTEs) spent in the project according to [https://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Full-time equivalent %28FTE%29](https://ec.europa.eu/eurostat/statistics-explained/index.php/Glossary:Full-time_equivalent_%28FTE%29)

Please enter the information according to the following structure: ##.##

Example calculation:

Project duration at time point of reporting: 18 months

Technician: works half time on the project (20 hours/week) = 0.5 FTE

PhD: works full time on the project = 1 FTE

*Principal Investigator: work 2 hours per week on the project = (2 hour/40 hours)*4 weeks = 0.2 PM = 0.2 FTE*

In total: 0.5 (Technician) + 1.0 (PhD) + 0.2 (PI) = 1.7 FTEs



Project update / summary

Please update the summary of your project including major research findings and outputs achieved so far. It is also recommended to add one picture/ figure/diagram (including copyrights) to depict your project.

IMPORTANT: This summary will be published by EJP SOIL.

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. **Except for the subsection *Main results and conclusions*, none of the information will be shared with the EJP SOIL consortium.** Information you enter in this field will be shared with the EJP SOIL consortium in particular with WP7- Syntheseis and knowledge integration in order to fulfil the tasks within the workplan of EJP SOIL.

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

- Objectives: List major project objectives (ca. half a page) in order of priority and per work package, as agreed at the award stage. Add new objectives as needed.
- What are the main results and conclusions?: Briefly describe the activities that have been performed per work package for the past reporting period to meet the objectives set in the proposal (max. 3,000 characters). **IMPORTANT:** Information included here, will be shared with the EJP SOIL consortium. Please make sure, that no sensitive and/or unpublished results are shown here.
- Degree of completion objectives: Estimate the current degree of completion of the objectives (XX %).
- Project schedule in general: What is the state of progress of the project? Please rate in relation to the milestones and deliverables foreseen. Please do also briefly describe any difficulties causing the delay. If you have no delay, please write "NA" within the comment field.

Part I: Output factsheet

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

Part II: Output monitoring

Please fill in the excel sheet you can found within the download section on behalf of all partners and upload the excel file here. It is only possible to upload one excel file. So please coordinate in your consortium that each partner includes its part in the excel file.



Expected Impacts

Here, you have to state which Expected impacts of EJP SOIL are addressed by your project. In addition, it is needed to name all Long Term Experimental Sites which are used in the project by providing the following information: Name, Country and link to LTE. Write N/A if no LTEs are used in your project.

Comments

Here you can place any comments, you wish to share with the call office. This information will not be included in the factsheet.

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



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Partner profile I

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