# Horizon Europe Top-Up Fund annual and final reporting template

Use this template for the Horizon Europe Top-Up Fund annual and final reports.

This template covers:

* How to enter and submit your report
* The required report content

Your reports tell us the status of your contract, the progress you are making towards delivering your project, and are requirement of the Horizon Europe Top-Up Fund Investment Contract.

### Report completion and submission requirements

* Reports are submitted through [Pītau](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/pitau-investment-management-system-portal) our online Investment Management System.
* Annual reports are due within one month of your 12-month anniversary of your contract start date and cover the project progress for the previous 12 months.
* Final reports should be submitted within one month of your contract end date.

Reporting is a contractual obligation, and scheduled payments may be put on hold until a satisfactory report has been submitted.

### Contact details

General queries: [HorizonEuropeBidRegistration@mbie.govt.nz](mailto:HorizonEuropeBidRegistration@mbie.govt.nz)

## Annual Reporting Template

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| 1.1 **Declaration of a current contract with European Commission - Horizon Europe**  Declare that your contract with the European Commission - Horizon Europe is still active  Yes/No |
| 1.2 **Declaration that the project is on-track**  Declare that the project is on track or progressing as expected and all commitments towards relevant work packages are being met, as assessed by the European Commission.  Yes/No  If you answered No, please explain in 500 words or less:   * Why? * What changes have been made?   Enter your answer here… |
| 1.3 **Declaration of any future potential changes**  Do you anticipate any changes to the work packages within the next 12 months that will change the amount of funding you will receive from the European Commission?  Yes/No  If you answer Yes, please explain the expected changes in 250 words or less.  Enter your answer here… |
| 1.4 **Other information**  Please add any other information you feel is relevant or of interest.  Enter your answer here… |
| 1.5 **Upload your most recent copy of your report submitted to the European Commission**  Please upload a copy of your most recent report submitted to the European Commission. |

## Final Reporting Template

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| 1.1 **Financial reporting**  Provide a high-level breakdown of how you spent the MBIE Top-up funding over the term of the contract, by year and item (noting that for some projects, there may only be one item as ‘project overheads’).   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Item | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |   Add more lines or rows if needed |
| 1.2 **Declaration that the contract was current and in effect for the full duration of your contract with MBIE.**  Declare that the Horizon Europe contract was current and effect for the full duration of your Top-Up Fund contract with MBIE.  Yes/No |
| 1.3 **Declaration that the research and work packages progressed as expected**  Declare that the research progressed as expected and all commitments towards relevant work packages were met as assessed by the European Commission. And if there was a significant departure, that additional commentary was supplied to the European Commission.  Yes/No |
| 1.4 **Other information**  Please add any other information you feel is relevant or of interest.  Enter your answer here… |
| 1.5 **Benefit and impact (1000 words maximum)**  Please describe any ongoing relationships, scientific advancements, and real-world impacts your project created.  Provide relevant links which support your statements and may include:   * webpages * publications * news items * companies   Enter your answer here… |
| 1.6 **Upload your final report submitted to the European Commission**  Please upload a copy of your final report submitted to the European Commission. |