***Annex 10b***

**Georgia I2Q - Innovation, Inclusion and Quality**

**Competitive Innovation Fund**

**Progress Report Form**

***PREPARATION INSTRUCTIONS***

*Please enter text in appropriate text boxes, according to the instructions for each section as given in each box. Do not forget to delete these instructions. The questions and statements provided for each section should serve as guidelines.*

*If you choose to include charts, graphs, or references, add them within the appropriate section text boxes.*

*Please use Calibri body font with size of 11.*

***Please insert all sensitive data in brackets and highlight in yellow***

***e.g. [Sensitive data]***

|  |  |
| --- | --- |
| HEI’s name: |  |
| Project title:- |  |
| Grant amount: |  |
| Time framework: |  |
| Disbursement: |  |

1. **Implementation Summery**

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| ***Instructions:*** *provide the project overview of each implemented activity during the reporting period. Refer to the activities listed in the project development plan. Describe the results achieved. Describe any deviations currently observed and likely to occur in the upcoming reporting period. Justify such cases. List any risks that might jeopardize the realization of the activities and explain how you intend to tackle them.* |

1. **IMPLEMENTED AND PLANNED ACTIVITIES**

***Instructions:*** *In the table below, please update the status of each activity, cross reference each completed activity with the respective costs given in the 6 months financial report.*

**Table 1. Project activities and brief description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity № and Name** | **DESCRIPTION** | **STATUS** | **financial report rEF.** | **Comment** |
| **Activity 1**  **(e.g. system testing)** | Write here… |  |  |  |
| Activity 1.1 | Write here… |  |  |  |
| Activity 1.2 |  |  |  |  |
| **Activity 2** |  |  |  |  |
| Activity 2.1 |  |  |  |  |
| Activity 2.2 |  |  |  |  |
| **More** |  |  |  |  |

***Instructions:*** *please provide with an updated timeline*

**Table 2. Project Activities and Timeline**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **Year 1** | | | | | | | | | | | |
| **I** | **II** | **III** | **IV** | **V** | **VI** | **VII** | **VIII** | **IX** | **X** | **XI** | **XII** |
| **Activity 1 (title)** |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 1.1 (title)* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 1.2 (title)* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 1.3 (title)* |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 2 (title)** |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 2.1 (title)* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 2.2 (title)* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 2.3 (title)* |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity 3 (title), etc.** |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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1. **The Team Composition**

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| ***Instructions:***  *If applicable, provide the information on changes in the core team, properly describe the background of these changes;*  *Describe staff capacity enhancement measures and any other measures undertaken by the company in order to acquire the missing competences.* |

1. **PROJECT DELIVERABLES AND Monitoring PLAN**

***Instructions:***

*Please present updated project deliverables and monitoring plan.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Components** | **Deliverable/Output** | **Indicator definition (and unit of measurement)**  *What are the indicators to measure whether and to what extent the project achieves the envisaged results?* | **Indicator value** | **Means of verification** | **Expected Start (month)** | **Expected Completion (month)** | **Additional information** |
| *Example* | *Training of graduates on business management techniques* | *Persons trained (number)* | *50* | *Attendance list* | *M2* | *M7* | *Training lasts*  *5 days\*6h* |
| Component 1 *(name)* |  |  |  |  |  |  |  |
| *1.1.* |  |  |  |  |  |  |  |
| *1.2* |  |  |  |  |  |  |  |
| Component 2 *(name)* |  |  |  |  |  |  |  |
| *2.1* |  |  |  |  |  |  |  |
| *…* |  |  |  |  |  |  |  |

1. **Project Beneficiaries**

***Instructions:*** *please provide with an updated information based on the Citizen Engagement Plan*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **From… – To…** | | | | | | | |
| **Students (class)** | | **Professors/Staff** | | **Researchers** | | **Others** | |
| **Total** | **Female** | **Total** | **Female** | **Total** | **Female** | **Total** | **Female** |
|  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Social Responsibility Plan** | | | | |
| **Indicators** | **Baseline** | **Present conditions** | **Activities, through which to address the improvement of indicators** | **Comments** |
|  |  |  |  |  |
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| --- | --- | --- |
| **Detailed description of the above-mentioned activities** | | |
| **Activity** | **Detailed Description** | **Partners involved** |
| … |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Dissemination of project results**

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| ***Instruction:***   * *List of prepared, initiated or published research - articles, publications, books, etc. (In the case of published studies, indicate the journal/publisher).* * *List of promotional materials distributed within the framework of the project.* * *List of events (conferences / seminars / master classes, etc.) organized by the project.* * *Media appearance.*   *Another, if any...* |

1. **Next steps**

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| ***Instructions:*** *please provide with an updated information* |