



NORTH ATLANTIC TREATY ORGANIZATION
ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD



NATO SPS Programme Instructions on Progress Reporting

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Emerging Security Challenges Division/ Science for Peace and Security (SPS) Programme



NORTH ATLANTIC TREATY ORGANIZATION
ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD

Progress Reporting

Effective start date
(15th June 2023)

Project Close-out
(15th June 2026)

Milestone 1

Milestone 2

Milestone 3

Technical

Progress Report Template is available on our website (<https://www.nato.int/cps/en/natolive/88007.htm>). Please always check the web site in order that the most recent template is used.

Financial

MYP Budget Excel Workbook is used throughout the lifetime of the project. Please use only the latest version you receive back from the SPS Office
(see detailed instructions sent to you recently)

Both Reports (financial and technical) need to be approved by the SPS Office, before proceeding to the following milestone.



NORTH ATLANTIC TREATY ORGANIZATION
ORGANISATION DU TRAITÉ DE L'ATLANTIQUE NORD

Financial Report





Financial Record – “FR” Tab

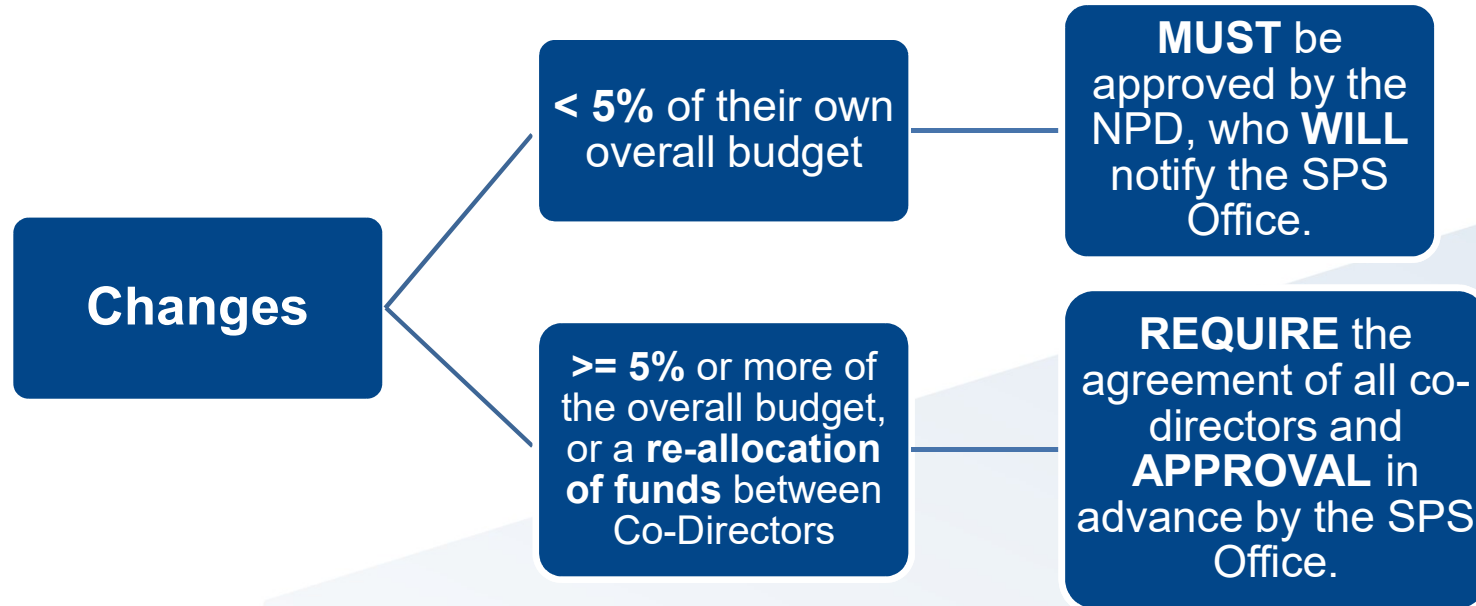
SPS Ref. No.		Project Title			NPD Name		Date Updated		
G6002		3D Metamaterial fo Energy Harvesting and Electromagnetic Sc			Žilvinas Kancleris		<i>Please add a payment</i>		
<p>I hereby certify that the expenses as described here were incurred for this SPS Project in accordance with SPS rules, that this form includes all expenses charged to to this SPS Project, and that all related back-up documents remain on file with me.</p>									
NATO Funds Received		Account Balance		Project Balance					
124,700		124,700		225,300					
Event		Report Date		Payment					
Kickoff		15/06/2023		124,700					
Milestone 1		15/01/2024							
Milestone 2		15/01/2025							
Milestone 3		15/11/2025							
Final		15/06/2026							
ENTER DATES WHICH FALL WITHIN THE REPORTING PERIOD AND NOT PREVIOUS OR FUTURE MILESTONES									
No.	Date	Co Director	Category	Item Description	Paid To	Amount Paid	Currency Paid	Amount in Euro	cumSpend
001									



How to revise the Budget – M1 Tab

SPS Ref. No.		Approved Budget	Project Title			Short Title					SPS Ref. No.	Approved Budget	To Grant
G6002		€ 350,000	3D Metamaterial fo Energy Harvesting and Electromagnetic			MYP-RECTENNA					G6002	€ 350,000	€ 22,590
Initial Budget						Budget as of Milestone 1							
Category	Milestone 1	Milestone 2	Milestone 3	Final	Total	Category	Milestone 1	Milestone 2	Milestone 3	Final	Total		
Equipment	97,700	73,100			170,800	Equipment		73,100			73,100		
Training		2,400	1,200		3,600	Training		2,400	1,200		3,600		
Communication & Publication	2,000	3,000	6,000		11,000	Communication & Publication		3,000	6,000		9,000		
Travel	4,100	13,100	15,500	10,000	42,700	Travel		13,100	15,500	10,000	38,600		
Consumables	5,500	10,500	11,500		27,500	Consumables		10,500	11,500		22,000		
Other	1,000	3,000	3,000	1,000	8,000	Other		3,000	3,000	1,000	7,000		
Stipends	14,400	28,800	28,800	14,400	86,400	Stipends		28,800	28,800	14,400	72,000		
Total	124,700	133,900	66,000	25,400	350,000	Total		133,900	66,000	25,400	225,300		
Category	Milestone 1	Milestone 2	Milestone 3	Final	Total	Category	Milestone 1	Milestone 2	Milestone 3	Final	Total		
Kancleris / Lithuania						Kancleris / Lithuania							
Equipment	60,000	8,000			68,000	Equipment		8,000			8,000		
Training						Training							
Communication & Publication			3,000		3,000	Communication & Publication			3,000		3,000		
Travel	2,100	8,600	9,000	5,000	24,700	Travel		8,600	9,000	5,000	22,600		
Consumables	3,500	7,500	8,500		19,500	Consumables		7,500	8,500		16,000		
Other	1,000	2,000	2,000	1,000	6,000	Other		2,000	2,000	1,000	5,000		
Stipends	4,800	9,600	9,600	4,800	28,800	Stipends		9,600	9,600	4,800	24,000		
Subtotal Kancleris	71,400	35,700	32,100	10,800	150,000	Subtotal Kancleris		35,700	32,100	10,800	78,600		

Changes to the project budget



- Changes to the project budget should be **within the overall budget ceiling**
- All approved changes will be reflected in the Excel Budget Workbook and indicated with the next Progress Report.



Property Tab

- To be updated with equipment purchased with a **value of 2,500 EUR or more**
- **SPS equipment inventory label** will be provided upon request. Please specify the number of labels required and to whom they should be sent.

INVENTORY RECORD							
Label Number	Description	Manufacturer	Model	Serial Number	Date of Purchase	Cost	Location (Country/Institute/Room, etc)



Competitive Bidding Form

Competitive Bidding Form

Bid Number:	Awarded Vendor:
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Complete this form for purchases of equipment or services over 20,000 EUR:

1. Three competitive bids required for purchases over 20,000 EUR.
2. This form must contain: bid number, name of the awarded vendor, description of purchase, quote number and total amount for each quote obtained.
3. Payment schedule to be negotiated with the vendor (≤ 50% in advance, the remainder upon delivery and successful installation)
4. If vendor submitting the lowest bid is not chosen, please provide a justification for the decision in the space indicated below.
5. Form must be signed by NPD and emailed to the SPS Office at sps.admin@hq.nato.int.
6. Electronic copies of vendor quotes must be attached to the email.
7. Forms submitted without proper documentation will be returned.

Description of Items to be purchased:

Vendor Name and Quote Number:	Vendor Name and Quote Number:	Vendor Name and Quote Number:
Total Amount:	Total Amount:	Total Amount:

Justification for vendor selection if lowest bidder is not selected (see #4 above):

I certify that competition has been solicited and quotations obtained prior to placing orders and requisition in accordance with Project Management Handbook

NPD's signature & date:

Co-Director's signature & date:

- For equipment purchase or services **above 20,000 EUR** 3 competitive bids are required.
- A justification will need to be provided if the vendor with the lowest bid is not chosen.



NORTH ATLANTIC TREATY ORGANIZATION
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Curriculum Vitae - Stipends



Emerging Security Challenges Division
Science for Peace and Security Programme
Curriculum Vitae

Family Name	First Name	Title	Job Title
Institution		Address	Country
Telephone	Fax	Email	Nationality

Education *degrees, universities, and dates*

█

Employment *employers, positions, and dates*

█

Research *brief description of past and current research and the field(s) of specialization*

█

Current Research Activities *titles of ongoing activities; please give the names and institutions of any international collaborators*

█

Publications *up to three recent publications relevant to this project plan*

- █
- █
- █

Honours *awards, fellowships, professional societies, etc.*

█

- Require **prior** approval from the SPS Office (use CV template).
- Once approved payments may be made.



NORTH ATLANTIC TREATY ORGANIZATION
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Payment Declaration - Stipends



Emerging Security Challenges Division
Science for Peace and Security Programme
Receipt for Stipends

Payment declaration

This receipt certifies that I, *stipend recipient name*, have received a stipend payment of *payment amount and currency* for my work on the NATO Science for Peace Multi-Year Project *SPS reference number*, *project title* for the period *dates* under the supervision of *project co-director name*.

signed and dated

Maximum stipends for young scientists are:

- **€400/month** for researchers without a Ph.D., including Ph.D. students
- **€500/month** for researchers with a Ph.D.



Technical Report

SPS [redacted] Multi-Year Project Progress Report

Progress Report Received: [redacted] SPS Reference: [redacted]

**Emerging Security Challenges Division
 Science for Peace and Security Programme
 Multi-Year Project Progress Report**

submit completed report in Microsoft Word format to spc_admin@the.nato.int

Kickoff Date: [redacted] Project Duration: [redacted] Date of this Report: [redacted]

Project Co-Directors			
Title and Name	Institution	Country	email
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]

Abstract & Current Status provide an abstract of the project and its current status (no more than one-half page)

[redacted]

Goals and Obstacles summarise the major goals and objectives of the project. highlight any changes from the project plan or previous reports (this is unusual)

[redacted]

Summary of Accomplishments summarise accomplishments under these goals to date, highlighting those that have taken place since the past report

[redacted]

Accomplishments detail accomplishments and progress since the last report for each work package

[redacted]

Obstacles detail any obstacles, technical, administrative, or other encountered since the last report and how they were or are being dealt with; highlight ongoing issues

[redacted]

Collaboration detail the collaboration and consultation among co-directors and their groups since the last report

[redacted]

Milestones & Deliverables list milestones and deliverables due since the last report and their current status. if they are not complete, explain and detail plans and timelines for their completion

[redacted]

Training & Professional Development detail training and professional development activities since the last report

[redacted]

Impact describe the impact of the project on the scientific community or the public since the last report. if nothing significant to report, write None

[redacted]

Looking forward detail your plans for advancing project goals in the next reporting period including upcoming milestones and deliverables

[redacted]

SPS [redacted] Multi-Year Project Progress Report

Project Participants and Roles list the participants in the project and the rough fraction of their time spent on it since the last report; describe briefly how each person contributed to the project; add or subtract rows as needed

Name	Affiliation	Position/Title	% Time	Role
[redacted]	[redacted]	[redacted]	%	[redacted]
[redacted]	[redacted]	[redacted]	%	[redacted]
[redacted]	[redacted]	[redacted]	%	[redacted]
[redacted]	[redacted]	[redacted]	%	[redacted]
[redacted]	[redacted]	[redacted]	%	[redacted]
[redacted]	[redacted]	[redacted]	%	[redacted]
[redacted]	[redacted]	[redacted]	%	[redacted]
[redacted]	[redacted]	[redacted]	%	[redacted]
[redacted]	[redacted]	[redacted]	%	[redacted]
[redacted]	[redacted]	[redacted]	%	[redacted]

Criteria for Success list the Criteria for Success established in the Project Plan and your estimate as to their current state of completion

Criterion	Relative Weight	Complete	Comments
[redacted]	%	%	[redacted]
[redacted]	%	%	[redacted]
[redacted]	%	%	[redacted]
[redacted]	%	%	[redacted]
[redacted]	%	%	[redacted]
[redacted]	%	%	[redacted]
[redacted]	%	%	[redacted]
[redacted]	%	%	[redacted]
[redacted]	%	%	[redacted]
[redacted]	%	%	[redacted]

Products & Dissemination please list all products and outcomes of the project since the last report

Journal articles, conference papers, book chapters, and other publications (please do not attach copies)

[redacted]

Conference presentations and public lectures

[redacted]

Inventions, Patents, & Licenses

[redacted]

Other products such as web sites, databases, etc. released to the scientific community or the public

[redacted]

Project publicity (please attach copies of articles or reports about the project)

[redacted]

Schedule provide a revised project schedule, including an updated Gantt or other suitable Chart, indicating the current position and highlighting changes to the original schedule in the Project Plan

[redacted]

Grantee Account Form



GRANTEE ACCOUNT REQUEST FORM

Reserved for the NATO SPS Grant Holder

Project Code:

Project code:
G6002

This form should be completed with full and accurate data and submitted with each financial report.

A) BANK DETAILS

1. Name of the account (all letters capitalized, including legal form abbreviation) (*):

2. IBAN/Account Number:

3. Currency: 4. ABA CODE:

5. BIC/SWIFT Code:

6. Bank name

ADDRESS OF BANK

7. Street& Number:

8. Town/City/State:

9. Country: 10. Postcode:

B) ACCOUNT HOLDER'S DATA (Grantee) (as declared to the bank):

Account holder (*):

Street and number(*):

Town/City/State:

Postcode: Country:

Remark:

BANK STAMP: Please attach an account receipt certifying the account details. Thank you.

DATE (Obligatory)

SIGNATURE OF ACCOUNT HOLDER (GRANTEE) (Obligatory)

The current date and signature

- The Grantee Account Form should be duly completed and signed by the NPD with each financial report.
- Its date may not be older than **six months**



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QUESTIONS?



NORTH ATLANTIC TREATY ORGANIZATION
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Contact SPS

Email: sps.admin@nato.int

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