

Interim Report for Beneficiaries of the NAWA Chair Programme

*Please note that the Interim Report shall be submitted in English.
Parts marked with “*” are mandatory to complete.*

I. General information

Report number	Completed by NAWA			
* Reporting period	* Start	YYYY-MM-DD	* End	YYYY-MM-DD

II. Project information

* Application number	PPN/PRO/2020/1/000XX
* Full legal Beneficiary's name	The same as in point 1.2.2. Application
* Visiting Scientist - first name(s)	The same as in point 1.1.2. Application
* Visiting Scientist - last name(s)	The same as in point 1.1.3. Application
* Total funding (NAWA) (PLN)	X XXX XXX,XX PLN
* Project start date	YYYY-MM-DD
* Project end date	YYYY-MM-DD

III. Project schedule

* A table to be filled in based on the project schedule in the point 6.2 of the Application form. Please duplicate it as many times as needed, depending on the numbers of activities in the project schedule.

No.	1	Activity/Task <i>The title of the activity/task should be adequate to the planned activity/task in the point 6.2 of the Application form.</i>		
Planned start date <i>Date should be adequate to the planned start date in the point 6.2 of the Application form for particular activity/task.</i>		YYYY-MM-DD	Actual start date	YYYY-MM-DD
Planned end date <i>Date should be adequate to the planned end date in the point 6.2 of the Application form for particular activity/task.</i>		YYYY-MM-DD	Actual end date	YYYY-MM-DD
Description of the activities carried out during the reporting period <i>Please describe the activities/tasks carried out during the reporting period with reference to the project schedule in the application [maximum: 1000 words].</i>				
Description and justification of discrepancies and corrective actions <i>If there have been any changes as compared with the application, please describe and justify them [maximum: 1000 words].</i>				

IV. Project implementation

* Project implementation

1. *Please describe the implementation of the project in the reporting period. Please refer to the information provided in the project description in the application. If there have been any changes as compared with the application, please describe and justify them [maximum: 1000 words].*

Applying for research grants to the Polish and foreign funding institutions

2. *According to the Programme Regulations, for the settlement of the 2nd Interim Report, the delivery of confirmation of submitting at least one grant application shall be required (excluding grants from the Beneficiary's institution and the application for the Research component submitted to NCN, if applicable). Please describe applying for grants in the reporting period. Please refer to the application. If there have been any changes as compared with the application, please describe and justify them [maximum: 1000 words].*

V. Financial summary

* V.1. A statement of expenditures incurred in the reporting period

No.	Name of the Beneficiary / Partner	Type and number of the accounting document	Number of the accounting record	Date of issue of the accounting document	Date of payment of the accounting document	Description of the expenditure incurred	Gross amount of the accounting document	Task number	Budget item number	Category of cost	The amount eligible
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
1.				YYYY-MM-DD	YYYY-MM-DD		X XXX XXX,XX PLN				X XXX XXX,XX PLN
...											
Suma kosztów kwalifikowalnych											X XXX XXX,XX PLN

Explains:

- Point 3. Please indicate the type of the accounting document (such as, e.g. invoice, payroll, accounting note, posting order) and the number of the accounting document (as indicated at the document).
- Point 4. The number issued by the internal accounting system.
- Point 5. The date appearing at the accounting document (e.g. invoice, payroll, accounting note, posting order).
- Point 7. Please provide detailed information related to reported expenditures. For example: [a] in case of expenditures related to business trips: please indicate the date and destination of the trip, number of participating person, purpose of the trip; [b] in case of remunerations: please indicate the name of the position of the employee, form of employment, time commitment, month to which the settlement relate; [c] in case of expenditures related to participation in trainings: theme and the date of the training, duration time (days, hours), number of participants included in the settlement; [d] in case of catering services: the name of related event, date of the service and number of persons covered. In case of office and conference materials: please describe what type of materials were purchased, quantities on for what purpose.
- Point 8. Please indicate the gross amount of the accounting document (not the eligible costs related to the document), e.g. the total invoice amount.
- Point 12. The amount which, in the opinion of the Beneficiary, is considered eligible in the project and is included in the application (the eligible amount may not be higher than the gross amount of the accounting document. However, it may be lower, e.g. when only part of the invoice or bill is settled in the Project).

* V.2. Visiting Scientist remuneration

Category of cost	Awarded funding	Costs incurred in the reporting period (PLN)	Costs incurred cumulatively (PLN)
Visiting Scientist remuneration	The same as in point 7.1.2.5 Application.	X XXX XXX,XX PLN	X XXX XXX,XX PLN
2.1. Total (PLN)			X XXX XXX,XX PLN

* V.3. Project Group members remuneration

Category of cost	Awarded funding	Costs incurred in the reporting period (PLN)	Costs incurred cumulatively (PLN)
Project Group member 1	X XXX XXX,XX PLN	X XXX XXX,XX PLN	X XXX XXX,XX PLN
Project Group member 2	X XXX XXX,XX PLN	X XXX XXX,XX PLN	X XXX XXX,XX PLN
Project Group member 3	X XXX XXX,XX PLN	X XXX XXX,XX PLN	X XXX XXX,XX PLN
Project Group member 4	X XXX XXX,XX PLN	X XXX XXX,XX PLN	X XXX XXX,XX PLN
Project Group member ...	X XXX XXX,XX PLN	X XXX XXX,XX PLN	X XXX XXX,XX PLN
3.1. Total (PLN)			X XXX XXX,XX PLN

* V.4. Resettlement costs

Category of cost	Awarded funding
Resettlement costs	The same as in point 7.1.8. Application
3.1. Total (PLN)	XX XXX,XX PLN

* V.5. Total awarded funding (NAWA) (PLN)

X XXX XXX,XX PLN

*** V.6. Total costs incurred in the reporting period (PLN)**

X XXX XXX,XX PLN

*** V.7. Total costs incurred cumulatively (PLN)**

X XXX XXX,XX PLN

V.8. Justification of incurred costs. Please describe any changes and/or discrepancies.

Optional. Maximum: 1000 words.

*** V.9. Funds received cumulatively (PLN) – refers to the funds provided by the Polish National Agency for Academic Exchange**

X XXX XXX,XX PLN

*** V.10. Funds used (in accordance with the budget of the project) – refers to the funds provided by the Polish National Agency for Academic Exchange**

	Value
V.10.1. % of payments	XX %
V.10.2. % of awarded funding	XX %

* V.11. Funds to be paid under the project – refers to the funds provided by the Polish National Agency for Academic Exchange

X XXX XXX,XX PLN

* V.12. Payment schedule – refers to the funds provided by the Polish National Agency for Academic Exchange

Number of advance payments	Amount
V.12.1. 1 st advance payment	X XXX XXX,XX PLN
V.12.2. 2 nd advance payment	X XXX XXX,XX PLN
V.12.3. 3 rd advance payment	X XXX XXX,XX PLN
V.12.4. 4 th advance payment	X XXX XXX,XX PLN
V.12.5. 5 th advance payment	X XXX XXX,XX PLN
12.6. Total (PLN) <i>The sum of advance payments must be equal to the total requested funding indicated in point 4. "Total awarded funding (NAWA) (PLN)"</i>	X XXX XXX,XX PLN

* V.13. Interests returned to the Polish National Agency for Academic Exchange (according to the Agreement) (PLN)

X XXX XXX,XX PLN

VI. Indicators

* VI.1. Please complete following table

Indicator	Value achieved in the reporting period	Value achieved within the project implementation	Target value
Number of project group members			
Subset: women			
Number of peer-reviewed publications			
Subset: international peer-reviewed publications			
Number of submitted applications for research grants			
Subset: number of awarded research grants			

VI.2. List of awarded research grants

Please provide a full list of the awarded research grants containing the title of the project, period of implementation, type of grant, name of the institution financing the research and a short description of the researcher's role in the project [maximum: 1000 words].

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VI.3. List of publications

Please provide a full list of publications published during the reporting period. Include the full reference list incl. date of publication (year) and link to the electronic version (if applicable) and information on the IF (impact factor) of the journal (if applicable).

Authors	Affiliation	Title	Bibliographic data	Information on the impact factor of the journal (if applicable)	The link to the virtual version of publication (if a free access to the full content of the publication is available to the public via the link, if no - please add a scan of publication in section VIII.2.)	Status (e.g. published, in progress)

VI.4. Other project results

Maximum: 1000 words.

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VII. Additional comments *(maximum: 1000 words)*

VIII. Attachments

* VIII.1. A document certifying the authorisation of the person submitting the Interim Report in the ICT system of NAWA to represent the Beneficiary.

VIII.2. Additional attachments - if necessary.

IX. Contact information

* Beneficiary

Full name	
Name(s) and last name(s) of the person authorized to submit the Interim Report in the ICT system of NAWA	
Phone number <i>Contact number to person submitting the Report</i>	
Email address <i>Email address to person submitting the Report</i>	

*** Visiting Scientist**

Name(s)	
Last name(s)	
Phone number	
Email address	

*** X. Declarations**

[POL] Oświadczam, że informacje zawarte w niniejszym Raporcie częściowym są zgodne ze stanem faktycznym. Jestem świadomy/a odpowiedzialności karnej wynikającej z Kodeksu karnego, dotyczącej poświadczania nieprawdy co do okoliczności mającej znaczenie prawne.

[ENG] I certify that all information contained in this Interim Report are consistent with facts. I am aware of criminal liability arising from the Penal Code, relating to certification of untruth as to the facts having legal significance.

Signature