

Final Report
for the Beneficiaries of the Polish National Agency for Academic Exchange Programme
International Academic Partnership

I. Details of the Beneficiary

Project No	
Title of the Project	
Name of the Beneficiary	
Partners within the Project (name, country)	
Amount of financing	
Project implementation period	

Report No	
Report for the period	
Costs incurred as shown in the Partial Report	
Amount of the balancing payment requested	
Amount of interest generated on the Project's account	

II. Course of the project implementation

Summary of the project implementation

Please describe in detail the key area of cooperation that was implemented within the project, with each Partner separately.

No	Partner	Key area of cooperation	Detailed description
1.			
2.			
3.			
4.			
5.			
6.			

Please indicate how the Project implementation contributed to the achievement of the assumed objectives in the context of the analysis of the needs presented in the application for financing and the implemented activities.

Please describe in details the activities in the project:

No	Activity:	Task:	Detailed description of the task:	Description of the effects obtained as a result of the task implementation:
I		1.		
		2.		
		3.		
		4.		
		5.		
II		1.		
		2.		
		3.		
		4.		
		5.		
III.		1.		
		2.		
		3.		
		4.		
		5.		

Changes and delays in the implementation along with justification, if they had an impact on the correct and timely implementation of the task.

Please indicate the mobility of the project participants, including the following information:

No	Country of departure	Country of arrival	Number of persons	Number of days	Category of the participant (student/academic staff/administrative staff)	Purpose of the visit	Type of the visit
.....							

Please describe the project management method.

Partnership in the project

Please describe the method and effects of cooperation between the Partner Institutions:

Did the cooperation proceed as planned in the application for financing and what benefits did the Beneficiary achieve as a result of the project implementation and what did the Partner/ Project Partners achieve?

Is the continuation of cooperation with the Partner planned after the project completion?

Please describe the monitoring and evaluation activities undertaken in the framework of the Project.

Please refer to the risks identified in the application and determine their impact on the Project implementation.

Please describe the added value obtained thanks to the Project implementation (if applicable).

Additional information and comments:

Please provide below all information that could not be provided in other fields of the Report due to lack of space. In this part you can also provide your comments and recommendations to improve future activities, administrative procedures, financing, etc. related to the Programme.

Please fill in, for statistical purposes, the following product and result indicators obtained as a result of the project implementation.

	Name of the indicator created as a result of the Project implementation:	Please indicate the numerical value of the indicator:
1.	Book publication in international circulation	
2.	Article in the journal (<i>with an indication to which group of scientific journals it belongs, in accordance to the list available on the website of the Ministry of Science and Higher Education</i>)	
3.	Conferences/ seminars/ workshops on the international scale	
4.	New didactic materials developed in the Project	

5.	Grant application submitted	
6.	Support for reviewing processes of doctoral, postdoctoral and professional procedures	
7.	Other	

III. Financial Report

o Final Report

Partial settlement for the period from.....until.....

I. SUMMARY OF EXPENDITURE INCURRED DURING THE REPORTING PERIOD
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No	Symbol of the Beneficiary/ Partner	Type and number of the accounting document	Number of the accounting records	Date of issue	Date of payment	Name of product or service	Amount of the accounting document	Task number	Budget category	Eligible amount
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
TOTAL ELIGIBLE AMOUNT									PLN	

II. FINANCIAL PROGRESS OF THE PROJECT

No	Name of the task	Amount of the project budget in the approved application	Amounts settled by this report	Amounts accumulating from the beginning of the project implementation (with the amounts of this report)	Percentage of implementation
1.	2.	3.	4.	5.	6.
1.					
2.					
3.					
4.					
5.					
6.	TOTAL ELIGIBLE COSTS	PLN	PLN	PLN	

III. SETTLEMENT OF ADVANCE PAYMENTS

TO BE FILLED OUT IN THE CASE OF THE FINAL REPORT

1.	Amount of the project financing	
2.	Amounts settled by this report	

3.	Amount of eligible expenditures from the beginning of the project implementation (with the expenditure of this report)	
4.	The amount of the advance payment received	
5.	The amount of the interim payment received	
6.	Balancing payment for withdrawal / refund [2-3-4]	
7.	Interest accrued from the beginning of the project	

IV. PAYMENT SCHEDULE

Year	Quarter	Month	Planned expenses *	Co-financing – advance payment, partial payment, balancing**
2018	IV	10.2018		
		11.2018		
		12.2018		
2019	I	01.2019		
		02.2019		
		03.2019		
	II	04.2019		
		05.2019		
		06.2019		
	III.	07.2019		
		08.2019		
		09.2019		
	IV	10.2019		
		11.2019		

		12.2019		
2020	I	01.2020		
		02.2020		
		03.2020		
	II	04.2020		
		05.2020		
		06.2020		
	III.	07.2020		
		08.2020		
		09.2020		
0	0			

Planned expenses *

Estimated expenses for a given period should be entered in the month in which the Beneficiary plans to submit the partial report, the report must be submitted at least every 6 months, the sum of planned expenses

Co-financing – advance payment**

the amount of the advance payment should be entered in the month in which the Beneficiary received an advance payment

Co-financing - partial payment **

The amount of the partial payment should be entered in the month in which the Beneficiary plans to use 70% of the advance payment received and completes part V of the report – application for partial payment

Co-financing - balancing payment **

the amount of the balancing payment should be entered in the last month of the project implementation

V. APPLICATION OF THE BENEFICIARY FOR BALANCING PAYMENT

I am requesting for the payment of a balancing payment, in the amount of , representing 10% of the project financing amount.

I declare that from the beginning of the project implementation the amount of qualified expenses was and constitutes % settlement of the advance payment received

I am asking for the payment of the above amount to the bank account, in accordance with the signed financial agreement

Bank account number:

Bank name

VI. STATEMENT OF THE BENEFICIARY

I declare that:

1. all data provided in this provided in this report are consistent with the current legal and factual status;
2. all amounts listed in the statement of expenditure incurred in the framework of the project have been actually incurred;
3. all accounting documents related to the implementation of the project were described in accordance with the requirements set out in the Programme Regulations;
4. all presented costs have been included in separate financial and accounting records of financial resources received for the implementation of the Project, in accordance with the Accounting Act, in a way that allows identification of individual accounting operations;



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5. financial operations related to the implementation of the Project from the funds received are carried out on a dedicated bank account project;
6. none of the expenses reported has been financed twice;
7. financing granted from the National Agency of Academic Exchange (NAWA) funds was not used to generate profit;
8. I am aware of criminal liability resulting from Article 271 of the Penal Code, regarding the authentication of untruth as to the circumstances having legal significance.