

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

I. Information about the Project

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	
Requested amount of partial payment	
Amount of interest generated on the Project's account	



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## II. Course of the Project implementation

Please describe the activities that were carried out in the reporting period:

No	Activity:	Task:	Description of the activities carried out as part of the task:
I		1.	
		2.	
		3.	
		4.	
		5.	
II		1.	
		2.	
		3.	
		4.	
		5.	
III		1.	
		2.	
		3.	
		4.	
		5.	



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Please describe the changes and delays in the implementation, together with a justification, if they had an impact on the correct and timely implementation of the task.

Please describe the monitoring activities undertaken in the reporting period.

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

### III. Financial Report

- o Partial Reporting Report
- o Partial Reporting Report with payment application No.....

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

#### I. SUMMARY OF EXPENDITURE INCURRED IN THE REPORTING PERIOD

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.



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									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**



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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 expenditure from the beginning of the project implementation (with the expenditure of this report)	
4.	Amount of the advance payment received	
5.	% of settlement of the advance payment received	PLN
6.	Interim payment amount in the case of settlement of 70% of the advance payment received	
7.	Interest accrued from the beginning of the project implementation	

IV. PAYMENT SCHEDULE

Year	Quarter	Month	Planned expenditure*	Co-financing – advance payment, partial payment, balancing payment**
2018	IV	10.2018		
		11.2018		
		12.2018		
2019	I	01.2019		
		02.2019		
		03.2019		



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	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 expenditure\***

Estimated expenditure 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 expenditure

**Co-financing – advance payment\*\***

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



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**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 A PARTIAL PAYMENT (this part is only to be filled in if 70% of the advance payment is used)**

Application for a partial payment, in the amount of  PLN, representing 40% of the project financing amount.

I declare that from the beginning of the project implementation the amount of eligible expenditure was  PLN and constitutes  % of the settlement of the advance payment received

I ask for 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 report are consistent with the current legal and factual situation;
2. All amounts listed in the statement of expenditure incurred under the project have actually been incurred;
3. All accounting documents related to the project implementation were described in accordance with the requirements set out in the Program Regulations;
4. All presented costs have been included in separate financial and accounting records of financial resources received for the Project implementation, in accordance with the Accounting Act, in a way enabling identification of individual accounting operations;
5. Financial operations related to the Project implementation from the funds received are carried out on a bank account dedicated to the project;
6. None of the presented expenditure has been financed twice;
7. The 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, concerning the attestation of untruth regarding the circumstances of legal significance.