

## **INTERIM REPORT**

### **for Beneficiaries**

PROGRAMME:

Polish National Agency for Academic Exchange  
Strategic Partnerships

1. BENEFICIARY DATA AND REPORT INFORMATION		
1.1.	Agreement No.	
1.2.	Project Title	
1.3.	Beneficiary name	
1.4.	NIP number	
1.5.	Granted funding in accordance with the Agreement or an Annex to the Agreement	
1.6.	Project implementation period (from ..... to .....)	
1.7.	Report no.	
1.8.	Purpose of the form	<input type="checkbox"/> Submission of an interim report <input type="checkbox"/> Correction of an interim report
1.9.	Report for the period of...	
1.10.	Costs indicated in the interim report	

## 2. PROJECT IMPLEMENTATION

2.1.	Has the Beneficiary completed the actions/tasks planned for the reporting period? <input type="checkbox"/> yes, all of them <input type="checkbox"/> yes, but not all of them <input type="checkbox"/> no				
2.2.	Summary of the most important actions and tasks carried out in the reporting period.				
2.3.	<i>Action</i>	<i>Task</i>	<i>Description of the completed task</i>		
2.4.	Please describe the method of informing about the Project and financing obtained from the Polish National Agency for Academic Exchange:				
2.5.	Please justify non-performance or incomplete performance of actions/tasks in the reporting period:				
2.6.	<b>Achieved results and products of the Project</b>				
<b>No.</b>	<b>Name of the result/product</b>	<b>Number/unit of measurement planned in the application</b>	<b>Number/unit of measurement achieved during the reporting period</b>	<b>Achieved number/unit of measurement cumulatively since the beginning of the Project</b>	<b>Beneficiary's comment (especially if the results achieved are different than planned)</b>
1.					
2.					

2.7.	<b>Project management, monitoring and evaluation of actions</b>
2.7.1.	Please describe whether (and what) changes and delays occurred in the implementation of the Project and what impact they had on the Project, including the planned dates for achieving outputs and results:
2.7.2.	Please describe whether (and which) risk factors (listed in the Application or unforeseen earlier) occurred in the reporting period and how they influenced the implementation of the Project:
2.7.3.	Please describe actions in the field of Project management, including the application of the principle of equal opportunities and non-discrimination, monitoring and assessment of the achieved project goals and progress in Project implementation:
2.8.	Additional information and comments from the Beneficiary (in this section you can also include comments and recommendations regarding future calls for applications in the Programme, administrative procedures, etc.): (optional field).

### 3. FINANCIAL REPORT

☐ not applicable

#### 3.1 Summary of expenses incurred during the reporting period

No.	Name of the Beneficiary/Partner
Type and number of accounting document [i]	Accounting record number [i]
Date of issue of the accounting document [i]	Date of payment of the accounting document

Description of the expense incurred [i]	
Gross amount of the accounting document [i]	Task number
Budget item number	
Category (type) of eligible cost [i]	Eligible amount [i]

[+]

Total eligible costs

No.	Name of the Beneficiary/ Partner	Type and number of accounting document	Accounting record number	Date of issue of the accounting document	Date of payment of the accounting document	Description of the expense incurred	Gross amount of the accounting document	Task number	Budget item number	Category (type) of eligible cost	Eligible amount
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
1.											
Total eligible costs											

### 3.2. Financial progress of the Project implementation

3.2.1. Total Project budget by tasks					
No.	Task number and name	Amount of expenses for a given task according to the Project budget (approved changes in the Project budget must be taken into account)	Amounts settled in the report	Amounts cumulative from the beginning of the Project implementation	Percentage of completion
1.	2.	3.	4.	5.	6.
1.					
TOTAL					

3.2.2. Total Project budget by cost category					
No.	Category of eligible cost according to the Project budget	Amount of expenses for a given cost category according to the Project budget (approved changes in the Project budget must be taken into account)	Amounts settled in the report	Amounts cumulative from the beginning of the Project implementation	Percentage of completion
1.	2.	3.	4.	5.	6.
1.	Remuneration costs of people directly involved in the implementation of actions in the Project				
2.	Travel and subsistence costs – incurred in connection with the implementation of the Project				
3.	Costs of organizing or participating in meetings, conferences, fairs and other events in the country or abroad, including online				

4.	Costs of purchasing other goods and services necessary for the implementation of the Project				
<b>TOTAL</b>					

3.2.3. Were financial resources transferred between budget items in the Project up to 10% of the item with the lower amount?

☐ Yes

☐ No

3.2.3.1. What changes were made in the reporting period?

3.2.4 Have financial resources been transferred within the change cards approved by the Polish National Agency for Academic Exchange?

☐ Yes

☐ No

<b>3.3. Settlement of payments received under the Project</b>		
3.3.1.	Project funding specified in the Agreement or Annex	
3.3.2.	Amount of expenses settled in this report	
3.3.3.	Amount of expenses since the beginning of the Project implementation (including expenses from the report)	
3.3.4.	Amount of funds received since the beginning of the Project implementation	
3.3.5.	Percentage of settlement of received funds (payments) received since the beginning of the Project implementation	

3.3.6.	Does the Beneficiary apply for another interim payment?  (note for the field: Applying for an interim payment is only possible if 80% of the funds (payments) received from the beginning of the Project implementation have been settled.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3.7.	Requested interim payment amount	[...] PLN
3.3.8	Beneficiary's declaration	I declare that the conditions for payment of another interim payment under the Project have been met, i.e.:  - the amount of eligible expenses from the beginning of the Project implementation (including the amount of eligible expenses settled in the report) is not less than 80% of the funds (payments) received from the beginning of the Project implementation under agreement no. ...  <input type="checkbox"/> YES

4. PAYMENT SCHEDULE				
Year	Quarter	Month	Planned expenses	Co-financing - advance payment, interim payment, balancing payment
2024	III	July		
		August		
		September		
	IV	October		
		November		
		December		



TOTAL:				
Year	Quarter	Month	Planned expenses	Co-financing - advance payment, interim payment, balance payment
2025	I	January		
		February		
		March		
	II	April		
		May		
		June		
	III	July		
		August		
		September		
	IV	October		
		November		
		December		
TOTAL:				
Year	Quarter	Month	Planned expenses	Co-financing - advance payment, interim payment, balance payment
2026	I	January		
		February		
		March		

	II	April		
		May		
		June		
	III	July		
		August		
		September		
	IV	October		
		November		
		December		
TOTAL:				
Total planned expenses for all years:				
Planned expenses*				
Co-financing - advance payment**				
Co-financing - interim payment**				
Co-financing – balance payment**				

## 5. BENEFICIARY'S DECLARATION

I declare, that:

1. the data provided in the report is consistent with the current legal and factual status;
2. all expenditure amounts listed in part 3.1 of the Report. *A statement of expenses incurred during the reporting period* for those that were actually incurred;
3. the accounting evidence related to the implementation of the Project has been described in accordance with the requirements specified in the Regulations;
4. all the presented costs were included in separate financial and accounting records of funds received for the implementation of the Project, in accordance with the Accounting Act, in a manner enabling the identification of individual accounting operations;
5. financial operations related to the implementation of the Project from the Polish National Agency for Academic Exchange funds are carried out on a bank account consistent with the requirements set out in the Agreement;
6. none of the expenditure presented was double-financed;
7. the financing granted from the Polish National Agency for Academic Exchange was not used to generate profit;
8. I am aware of criminal liability under Art. 271 of the Penal Code, regarding the certification of untruths regarding circumstances of legal significance.

First name and last name:

Date of the report: