

## **FINAL 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 a final report <input type="checkbox"/> Correction of a final report
1.9.	Report for the period of...	
1.10.	Costs indicated in the final report	

## 2. PROJECT IMPLEMENTATION

2.1.	Has the Beneficiary completed the actions/tasks planned in the project? <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 ways 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.	Achieved results and products of the Project				
No.	Name of the result/product	Number/unit of measurement planned in the application	Number/unit of measurement achieved during the reporting period	Achieved number/unit of measurement cumulatively since the beginning of the Project	Beneficiary's comment (especially if the results achieved are different than planned)
1.					
2.					
2.7.	Project management, monitoring and evaluation of actions				

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.	Have you arranged any mobilities in the Project? (including mobilities of administrative staff)?* <input type="checkbox"/> YES <input type="checkbox"/> NO							
2.8.1. *	Please indicate the mobilities in the Project							
	No.	Country of departure	Country of arrival	Number of persons	Number of days	Type of participant	Cel wyjazdu/przyjazdu	Mobility type (purpose)
	1.					<i>student, PhD student, academic staff, administrative staff, other</i>		<i>conference, training, workshop, language course, internship, seminar, other</i>
	2.							

2.9.	Please provide information related to products and results of the Project			
	No.	Project or result	Number	If the result is available online, please provide link
	1.			
	2.			
	n			

### 3. FINANCIAL REPORT

☐ not applicable

#### 3.1 List 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			



1.					
<b>TOTAL</b>					

<b>3.2.2. Total Project budget by cost category</b>					
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

3.3. Settlement of payments received under the Project		
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.	The amount of the final payment for the Beneficiary	
3.3.7.	Amount of funds to be paid back by the Beneficiary to the Agency (amount of unused advance)	



#### 4. 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: