



NARODOWA AGENCJA WYMIANY AKADEMICKIEJ

**Załącznik nr 3 do Umowy: wzór raportu częściowego i raportu końcowego**

*[This report must be submitted in English]*

**Interim Report  
for Beneficiaries of the NAWA Chair 2020**

<b>Report number</b>	<i>[The successive number of the project report – 1,2,3 etc.]</i>
<b>Reporting period</b>	

**I. Project information**

*[Following information is generated automatically based on the NAWA ICT system]*

<b>Application number</b>	
<b>Full legal name of applying institution</b>	
<b>Visiting Scientist - first name(s)</b>	
<b>Visiting Scientist - last name(s)</b>	
<b>Total funding</b>	
<b>Project start date</b>	
<b>Project end date</b>	

**II. Project schedule**

*[A table to be filled in based on the project schedule in the application. Please duplicate it as many times as needed, depending on the numbers of activities in the project schedule]*

No.	Activity/Task:		
Planned start date		Actual start date	
Planned end date		Actual end date	
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]</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.]</i>			

### III. Project implementation

1.	Project implementation
<i>[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.]</i>	

2.	Applying for research grants to the Polish and foreign funding institutions
<i>[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.]</i>	

## IV. Financial summary

### 1. Visiting Scientist remuneration

Category of cost	Awarded funding	Costs incurred in the reporting period (PLN)	Costs incurred cumulatively (PLN)
Visiting Scientist remuneration			

### 2. Project Group members remuneration

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

### 3. Resettlement costs

Category of cost	Awarded funding	Costs incurred in the reporting period (PLN)	Costs incurred cumulatively (PLN)
Total (PLN)			

**Total awarded funding (PLN):**

**Total costs incurred in the reporting period (PLN)**



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**Total costs incurred cumulatively (PLN)**

Justification of incurred costs *[optional]*

*[This part refers to the payments provided by the Polish National Agency for Academic Exchange.]*

**Funds received cumulatively (PLN):**

**Interests returned to the Polish National Agency for Academic Exchange (according to the project contract) (PLN):**

**Funds used (in accordance with the project budget):**

PLN	
% of payments	
% of awarded funding	

**Funds to be paid under the project:**

**Payment schedule (within the next years of the project implementation)**

Year	Amount
Total (PLN)	<i>[The sum of payments must be equal to the total requested funding indicated in point 8.1.]</i>

**VI. Indicators**

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			

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.]*

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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	Bibliometric data	<i>Information on the IF (impact factor) of the journal (if applicable).</i>	The link to the electronic version of publication (where possible)	Status

Other project results:

**VII. Additional comments**

**VIII. Annexes**

- a document certifying the authorisation of the person submitting the partial report in the ICT system of NAWA to represent the Beneficiary.
- Additional attachments - if required.

## IX. Declarations

[POL] Oświadczam, że informacje zawarte w niniejszym raporcie są zgodne ze stanem faktycznym. Jestem świadomy/a odpowiedzialności karnej wynikającej z art. 271 Kodeksu karnego, dotyczącej poświadczania nieprawdy co do okoliczności mającej znaczenie prawne.

[ENG] I certify that all information contained in this report are consistent with facts. I am aware of criminal liability arising from Art. 271 of the Penal Code, relating to certification of untruth as to the facts having legal significance.

Beneficiary	
Full name	
Phone number	
Email address	
Visiting Scientist	
Full name	
Phone number	
Email address	

*[This report must be submitted in English]*

## Final Report for Beneficiaries of the NAWA Chair 2020

Report number:	<i>[The successive number of the project report - 1,2,3 etc.]</i>
Reporting period:	<i>[Final reports covers the whole period of project implementation.]</i>

### I. Project information

*[Following information is generated automatically based on the NAWA ICT system]*

<b>Application number</b>	
<b>Full legal name of applying institution</b>	
<b>Visiting Scientist - first name(s)</b>	
<b>Visiting Scientist - last name(s)</b>	
<b>Total funding</b>	
<b>Project start date</b>	
<b>Project end date</b>	

### II. Project schedule

*[A table to be filled in based on the project schedule in the project proposal. Please duplicate it as many times as needed (depending on the numbers of activities in the project schedule).]*



No.	Activity/Task:		
Planned start date		Actual start date	
Planned end date		Actual end date	
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 project proposal.]</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.]</i>			

### III. Project implementation

1	Project implementation
<i>[Please describe the implementation of the project in the reporting period. Please refer to the information provided in the project description in the project proposal. If there have been any changes as compared with the application, please describe and justify them.]</i>	
2	Applying for research grants to the Polish and foreign funding institutions
<i>[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.]</i>	

## IV. Financial summary

### 1. Visiting Scientist remuneration

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Project Group member 1			
Project Group member 2			
Project Group member 3			
Project Group member 4			
Project Group member...			
Total (PLN)			

### 3. Resettlement costs

Category of cost	Awarded funding	Costs incurred in the reporting period (PLN)	Costs incurred cumulatively (PLN)
Total (PLN)			

**Total awarded funding (PLN):**

**Total costs incurred in the reporting period (PLN)**



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**Total costs incurred cumulatively (PLN)**

Justification of incurred costs *[optional]*

**V. Payment schedule**

*[This part refers to the payments provided by the Polish National Agency for Academic Exchange]*

**Funds received cumulatively (PLN):**

**Interests returned to the Polish National Agency for Academic Exchange (according to the project contract) (PLN):**

**Funds used (in accordance with the project budget):**

PLN	
% of payments	
% of awarded funding	

**Funds unused by the Beneficiary and returned to the Polish National Agency for Academic Exchange:**



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**Interests returned Polish National Agency for Academic Exchange (according to the project contract):**

### VI. Indicators

Indicator	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		

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.]*

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	Bibliometric data	Information on the IF (impact factor) of the journal (if applicable).	The link to the electronic version of publication (where possible)	Status

Other project results:

### VII. Additional comments

### VIII. Annexes

- a document confirming the authorisation of a representative of the Beneficiary to act on its behalf;
- a document certifying the authorisation of the person submitting the final report in the ICT system of NAWA to represent the Beneficiary.

## IX. Declarations

[POL] Oświadczam, że informacje zawarte w niniejszym raporcie są zgodne ze stanem faktycznym. Jestem świadomy/a odpowiedzialności karnej wynikającej z art. 271 Kodeksu karnego, dotyczącej poświadczania nieprawdy co do okoliczności mającej znaczenie prawne.

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Beneficiary	
Full name	
Phone number	
Email address	
Visiting Scientist	
Full name	
Phone number	
Email address	

### Informacja dotycząca oceny raportów:

1. Raporty podlegają ocenie formalnej i ocenie merytorycznej.
2. Ocena formalna jest dokonywana przez pracownika NAWA. W przypadku złożenia nieprawidłowo sporządzonego raportu częściowego lub raportu końcowego bądź złożenia raportu niekompletnego, Beneficjent zobowiązany jest do poprawienia lub uzupełnienia raportu w ciągu 14 dni od dnia wysłania powiadomienia w systemie teleinformatycznym NAWA.
3. W trakcie oceny formalnej przedmiotem weryfikacji są następujące informacje (m. in.):
  - a. Raport został złożony w terminie zgodnym z umową/regulaminem programu;

- b. Informacje zawarte w raporcie odnoszą się do właściwego okresu sprawozdawczego;
  - c. Zakres informacji o projekcie jest zgodny z umową/wnioskiem;
  - d. Raport jest poprawny pod względem finansowym.
  - e. Raport został złożony przez osobę upoważnioną.
4. Ocena merytoryczna raportu jest dokonywana przez zespół oceniający. Jeśli zaistnieje taka potrzeba, zespół oceniający może zasięgnąć opinii recenzenta.
5. W trakcie oceny merytorycznej uwzględniane są m. in. następujące kryteria:
  - a. zgodność zakresu wykonanych zadań z umową,
  - b. wykorzystanie środków finansowych zgodnie z przeznaczeniem,
  - c. zasadność poniesionych kosztów w stosunku do zrealizowanych zadań.
6. Podczas oceny merytorycznej zespół oceniający ocenia zasadność zmian wprowadzonych w projekcie.
7. Ocena merytoryczna raportu częściowego ma na celu ustalenie, czy kontynuacja realizacji projektu prowadzi do osiągnięcia zakładanych wyników i celów projektu. Negatywna ocena raportu częściowego może stanowić podstawę do wezwania Beneficjenta do zwrotu otrzymanych środków lub do rozwiązania umowy.
8. Ocena merytoryczna raportu końcowego ma na celu ustalenie, czy umowę można uznać za:
  - a. wykonaną,
  - b. wykonaną ze stwierdzonymi nieprawidłowościami – ze zwrotem części środków finansowych,
  - c. niewykonaną – ze zwrotem całości środków finansowych.