



Annex 4a to the Contract – model partial report

Partial Report
for the Beneficiaries of the Polish National Agency for Academic Exchange Programme
Welcome to Poland

I. Information about the Project

Project No	
Title of the Project	
Name of the Beneficiary	
Partner's name 1....	
Partner's name	
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

II. Course of the Project implementation

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

Activity:	Task:	Detailed description of the completed task:
<i>drop-down list</i>	1. <i>drop-down list</i>	
	2. <i>drop-down list</i>	
	3. <i>drop-down list</i>	
	4. <i>drop-down list</i>	
	5. <i>drop-down list</i>	
<i>drop-down list</i>	1.	
	2.	
	3.	
	4.	
	5.	
<i>drop-down list</i>	1.	
	2.	
	3.	
	4.	
	5.	

Please describe the modifications and delays in the implementation along with a justification if they affect the correct and timely implementation of the task.

Please describe the way of informing about the Project and the rules of obtaining the participants to the Project (there should also be a description of how the principles of equal opportunities and non-discrimination were applied).

MONITORING THE INDICATOR OF PROJECT PARTICIPANTS

	The number of people indicated in the approved application for funding			The number of people accounted by this Contract			The cumulative number of people from the beginning of the project implementation		
	C	M	O	C	M	O	C	M	O
Number of people who, thanks to the ESF support, improved their competences in institutional capacity in the area of internationalization - result indicator									
Number of people supported by the ESF in the institutional capacity of the university in the area of internationalization - product indicator									

Please describe the project management method, including the application of the principles of equal opportunities and non-discrimination.

Please describe how the cooperation between the partners took place

Please describe the monitoring and evaluation activities undertaken in the reporting period.

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

Other indicators specified in the application for funding

Name of the product/result indicator	Indicator specified in the approved application for funding	The indicator is settled in this report	A cumulative indicator from the beginning of the

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	
6.	The requested amount of the partial payment 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 **
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 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.

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)

I am requesting a pay of a partial payment, in the amount

, representing 40% of the project financing amount.

I declare that from the beginning of the project implementation the amount of eligible expenditure was

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 mentioned in the statement No. I of expenses incurred in the reporting period have been actually 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.