



Annex 4b to the Contract – model partial report

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

I. Details of the Beneficiary

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 Report
Amount of the balancing payment requested
Amount of interest generated on the Project's account

II. Course of the Project implementation

Summary of the project implementation

Please indicate how the implementation of the Project contributed to the achievement of the planned activities in the context of the analysis of the needs presented in the application for funding and planned indicators.

Please describe in details the activities in the project:

Activity:	Task:	Detailed description of the completed task:	Description of the effects obtained as a result of the task implementation
<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.		

Changes and delays in the implementation along with justification, if they had an impact on 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 indicate the form of training activities addressed to project participants with the following information:

Participant name and surname	Form of training activities	Type of support provided	Description of the support provided and training goals achieved
.....	<i>drop-down list</i>		
	<i>drop-down list</i>		
	<i>drop-down list</i>		
	<i>drop-down list</i>		
	<i>drop-down list</i>		

Please indicate the mobility of the project participants with the following information:

No	Country of departure	Country of arrival	Number of persons	Number of days	Category of the participant (student/academic staff/ administrative staff)	Reason and purpose of the trip	Type of the visit
.....							

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

Partnership in the project

Please describe the method and effects of cooperation between the Partner Institutions:

Please indicate whether the cooperation proceeded as planned in the application for financing and what benefits the implementation of the project brought to the Beneficiary and the Project Partner(s):

Please describe whether the Beneficiary plans to continue cooperation with the partner after the completion of the project:

Please describe the monitoring and evaluation activities undertaken in the framework of the Project.

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

Please describe the added value obtained by the Beneficiary through the implementation of the Project.

Additional information and comments:

Please provide below all information that could not be provided in other fields of the Report due to lack of space. In this part you can also provide your comments and recommendations to improve future activities, administrative procedures, financing, etc. related to the Programme.

Please fill in, for statistical purposes, the following product and result indicators obtained as a result of the project implementation.

Name of the indicator created as a result of the Project implementation (drop-down list)	Please indicate the numerical value of the indicator
Book publication in international circulation	
Article in the journal (with an indication to which group of scientific journals it belongs according to the list available on the website of the Ministry of Science and Higher Education)	
Conferences/ seminars/ workshops on the international scale	
New didactic materials developed in the Project	
Internal instructions of the Beneficiary	
Persons taking part in the international mobility	
Persons participating in training activities	
Training conducted as part of the Project	
Establishing a Welcome Centre	
Other	

III. Financial Report

I. STATEMENT OF EXPENDITURES INCURRED IN THE REPORTING PERIOD

Item	Symbol of 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	Budget item	Eligible amount
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
TOTAL EXPENDITURE									

II. FINANCIAL PROGRESS FOR PROJECT IMPLEMENTATION

ITEM	COST CATEGORY/ BUDGETARY POSITION	AMOUNT OF THE PROJECT BUDGET IN THE APPROVED APPLICATION	AMOUNTS SETTLED BY THIS REPORT	AMOUNTS CUMULATING FROM THE BEGINNING OF PROJECT IMPLEMENTATION	PERCENTAGE OF IMPLEMENTATION
TOTAL					

III. SETTLEMENT OF ADVANCE PAYMENTS

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.	The amount of the partial payment received	
6.	Balancing payment for withdrawal / refund [1-3-4]	
7.	Interest accrued from the beginning of the project implementation	

IV. 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. financing granted from 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.

