General instructions

This report form is to be used by beneficiaries when the report is required as per the respective grant agreement with the NA.

Project Identification

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| Action Type | Cooperation partnerships |
| Project Agreement Number |  |
| Project Title |  |
| Beneficiary Organisation Full Legal Name (Latin characters) |  |
| Contact Person (Title, first name, last name, e-mail address) |  |
| Reporting Period (dd/mm/yyyy – dd/mm-yyyy) |  |

Project Implementation

Please summarise the main developments in the project at this interim stage. Describe the activities already completed, the activities currently in progress and the activities to be organised for the remaining project duration.

Are the initial objectives, planned activities, identified targets and expected results being pursued, carried out and reached as initially planned? So far, have you encountered challenges or problems in implementing the project goals as planned? If so, what challenges or problems have you encountered? Please provide any relevant information considered necessary for a comprehensive overview of the current and further implementation of the project.

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Project Management

How satisfactorily is the ensemble of project partners contributing to the realisation of the project? Has the distribution of tasks been adjusted since the application?

Has any change in the composition of partners been deemed necessary (as already communicated to the NA), or is any change planned at this stage?

Besides the project management activities already described, what other activities have you carried out using the budget awarded for Project Management and Implementation?

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Which monitoring activities have you carried out so far to assess the extent to which your project is reaching its objectives and producing its results? If relevant, how are you measuring the level of success of your project? Have you defined quantitative and qualitative indicators? What measures are being used to handle project risks (e.g., conflict resolution processes, etc.)?

Transnational Project Meetings

Please provide useful information the Transnational Project Meetings organised so far (e.g. number of meetings, topics covered, participants in the meetings, etc.)

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Project results

If you have included Project results in your project, please describe what you have achieved so far.

Are these Project results being realised in line with the initial expectations and plans? If not, please describe why and what you will do to achieve your goals.

If relevant, please attach any supporting documents (work plans, charts, etc.) to illustrate in detail the progress made in the realisation of the Project results so far.

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Multiplier Events

If you have organised Multiplier Events in your project, please identify and describe them, also making the connection with the relevant Project results mentioned above.

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Learning/Teaching/Training Activities

If you have organised learning, teaching, or training activities in your project, please describe in which phase are these activities (organisational planning, programme planning, participant selection, implementation, etc.) Are the activities in line with your plans? If not, please describe why.

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Dissemination and Use of Projects' Results

Which activities have you realized to disseminate project results in the future?

If your project has already achieved some of the expected results, have you started disseminating these results? If so, in what way?

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Other useful information

If relevant, please provide any other relevant information deemed necessary to give a comprehensive overview of the current implementation of the project.

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Budget

Are you requesting a further pre-financing payment?

YES NO

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| --- | --- |
| Financial statement on the EU grant | |
|  | Total amount |
| Grant awarded from the Erasmus+ Programme (as in your Grant Agreement) |  |
| 1st Pre-financing payment: grant already received from the Erasmus+ Programme |  |
| EU grant already used up |  |
| 2nd pre-financing payment claimed by the beneficiary to the National Agency (possible only in case the first pre-financing payment was 40% of the total grant amount and when at least 70% of the amount of first pre-financing payment has been used-up, the interim report shall be considered as a request for a further pre-financing) |  |

Checklist

Before submitting your report form to the National Agency, please check that:

* All parts of the interim report that are relevant to your project are filled-in
* The report is signed *[if the NA accepts the report by email, the section "Beneficiary Signature" should be signed, scanned by the beneficiary and attached to the email together with the report]*
* If, in the context of this interim report, you are also forwarding a request for second prefinancing payment, please attach the Interim report – budget overview, accordingly filled-in.

Beneficiary Signature

I, the undersigned, certify that the information contained in this interim report form is accurate and in accordance with the facts.

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| Place: Date (dd-mm-yyyy):  Name of the beneficiary organisation:  Name of legal representative:  Signature:  Stamp of the beneficiary organisation (if applicable): |