|  |  |
| --- | --- |
| Summary information | |
| Project coordinator |  |
| Project title |  |
| Contract number |  |
| Reporting period[[1]](#footnote-2) |  |
| Number of the Project summary submitted |  |
| Project implementation update (short summary) |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Project activities as per the DoA during the reporting period | Progress (delays, cancelations, ect. with reasons) | Problems or potential risks | Main achievements (deliverables, events, ect.) | Documental evidence of the implementation of listed achievements/activities[[2]](#footnote-3) | Achievements of logframe indicators related to the activities | Upcoming (amendments, events, ect.) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| 2.2. |  |  |  |  |  |  |
| 2.3. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 3.1. |  |  |  |  |  |  |
| 3.2. |  |  |  |  |  |  |
| 3.3. |  |  |  |  |  |  |

*Please, indicate the links to public release, interview, ect.*

|  |
| --- |
| Project visibility: dissemination of the project |
|  |

*Please, indicate the part of the used EU contribution.*

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Budget lines | Total budget, € | Actual costs incurred since start of the Action, € |
|  | Human Resources |  |  |
|  | Travel |  |  |
|  | Equipment and supplies |  |  |
|  | Project office |  |  |
|  | Other costs, services |  |  |
|  | Other |  |  |
|  | **Subtotal direct eligible costs of the Action (1-6)** |  |  |
| 8. Percentage of total actual costs incurred since the start of the Action relative to the total budget of the Action, % | |  | |
| 9. Time elapsed from the start of the Action (until end of reporting period for this Report) compared to the total contractual duration of the Action, % | |  | |
| 10. If the difference of percentage of elapsed time (item 9) compared to percentage of total actual costs incurred (item 8) is more than ±15%, please provide comments if expenditure rate is on schedule, any issues foreseen? | |  | |
| 11. For Actions with pre-financing payment scheme: will the balance of received pre-financing be sufficient until the next contractual payment? Will it be used to at least 70% level until submission of the next contractual Interim/Final Report? | |  | |

*Please mark yes or no in the checklist below about the fulfilment of contractual obligations for the reporting period identified in the Summary information table above.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Yes | No | N/A |
|  | Changes in beneficiaries (and affiliated entities if applicable) implementing the project |  |  |  |
|  | Changes in the location of the project |  |  |  |
|  | Changes in target group of the project |  |  |  |
|  | Transfer between main budget headings involving a variation of 25% or more of the amount originally entered |  |  |  |
|  | Transfer between main budget headings within 25% of the amount originally entered |  |  |  |
|  | Changes in justification of the Budget or introduction of new budget line |  |  |  |
|  | Changes to the headings for indirect costs, for in-kind contributions or the amounts or rates of simplified cost options |  |  |  |
|  | Changes in the percentage of distribution key, if applied |  |  |  |
|  | Changes in VAT eligibility |  |  |  |
|  | Changes in criteria and conditions for financial support to third parties |  |  |  |
|  | Changes in the status in the lists of EU restrictive measures |  |  |  |
|  | Changes in audit verification company approved by CPMA |  |  |  |
|  | Changes of the coordinator bank account |  |  |  |
|  | Changes of contact persons, address or other contact information |  |  |  |

Name:

Title:

Signature:

Date:

***\* Template form may be adapted according to the needs of the Parties.***

1. Please identify months this report covers. [↑](#footnote-ref-2)
2. Examples:

   1. Meeting minutes

   2. Photos (events, publicity materials, etc.) / videos

   3. Social media posts

   4. Media articles

   5. Links to webpages

   6. Extract of bank statements or other financial documents (e.g. invoices)

   7. Any document, providing evidence of event held or participation in an event [↑](#footnote-ref-3)