Annex IV Partnership Agreements - Internal quarterly reporting on TPM, ME, LTT and IOs  
Template 1

# Template 1 Internal quarterly financial and narrative reporting for reporting on TPM, ME and LTT, and for IOs

The respective reporting will be conducted on a quarterly basis, in accordance with the Art 7.2 of the Partnership Agreements (PAs) and in accordance with Annex 4 of the PAs.

LAWGEM project financial report Template 1 for Quarterly Financial Reports of all Consortium partners (CP) include reporting of all events – meetings as well as IOs that were conducted or completed during the given period, and have to be submitted regularly by all consortium partners, so that they are available for making the sum-up report for the given period.

**Template 1** will be presented in regards of the **1st reporting period – 01.10.2019-31.03.2020.**

Note: Template 1 will be accommodated to the events and IOs planned for the latter reporting periods. If more TPM, ME, IOs are conducted during the forthcoming reporting periods, additional tables/rows should be added.

**First Reporting period – 6 months (No of months**), \_\_\_\_\_\_\_\_\_\_ University\_\_\_\_\_\_\_\_\_\_ (*Reporting period, its duration, and the Consortium partner – CP, should be written down*)

The following tables should be filled out within the financial statement and the supporting documents should be sent together with the tables. The narrative part should also be written within the particular table.

**Table 1. TRANSNATIONAL PROJECT MEETINGS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | TPM No 1 - **Kick-off meeting, BU, December 13-15, 2019** | | | | |  |
| According to Annex II of the Grant Agreement, each CP has 3 paid participants | Participants | Unit costs per person | Place and dates of departure - destination | Place and date of travelling back - destination | Accommodation - place and No. of nights | In total |
|  | 575EUR |  |  |  |  |
|  | 575EUR |  |  |  |
|  | 575EUR |  |  |  |
| In total 1725 EUR | | | | | | |

**Supporting documentation for travel cost and cost of stay (based on unit costs) –** readable copies of travel tickets, invoices, boarding passes, receipts.

**Please, hold on to the additional supporting documents – travel order / decision, Invoices, Bank statements, Tax statement (if applicable), Agendas and Proof of attendance (signed attendance list) which will be needed for the final financial revision of the project.**

**Table 1.1. NARRATIVE PART for the kick-off (– Which \_\_\_ , when \_\_\_\_, who \_\_\_\_what \_\_\_\_)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity during the given reporting period** | **Participants from the CP – listed below** | **Contribution of each participant** | **Description of the result** |
|  |  |  |  |
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Note: \_\_\_\_\_\_\_University had 1 co-financing (non-funded) participant for the Kick-off.

**Table for eventual co-financing**

|  |  |  |
| --- | --- | --- |
| Category (staff, travel, etc.) | Sum (EUR) | period and comments |
|  |  |  |
|  |  |

**Table 2. INTELLECTUAL OUTPUT – CURRICULUM AND SYLLABI – IO 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **According to Annex II of the Grant Agreement, for IO 1, duration 13 months, 01/10/2019-01/11/2020, \_\_\_\_\_\_ University has the following number of days in total per each particular activity: Adm. support staff - \_\_\_ days , Manager - \_\_\_days, Researcher - \_\_\_\_\_\_days** | | | | | | |
| **IO1 – for \_\_\_ months** | Participants | Type of activity, number of days, rate per CP  *put down the number of days determined for him/her in the given activity* row | | | |  |
|  | Manager  \_\_\_\_\_ | Researcher \_\_\_\_\_ | Tehnician –  \_\_\_\_\_\_ | Adm. Support \_\_\_\_\_\_\_ | Fee per person |
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|  |  |  |  |  |  |
|  | In total  No of days\_\_ x \_\_\_ =\_\_\_EUR | In total  No of days\_\_ x \_\_\_=\_\_\_ | In total – NONE | In total  No of days\_\_ x \_\_\_= \_\_\_ |  |
| In total \_\_\_\_  **EUR** | | | | | | |

The narrative part of the Template 1 related to particular IOs should contain a detailed description of activities related to the creation of the given intellectual output/s during the given quarterly period.

**Table 2.1. NARRATIVE PART for IO1 (who \_\_\_ , when \_\_\_\_, which \_\_\_\_what \_\_\_)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Participants from the Faculty of law BU – listed below** | **Month** | **Contribution of each participant – type of activities** | **Activity during the given reporting period, description of the whole result.** |
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**Table 3. INTELLECTUAL OUTPUT – EMPIRICAL SURVEY TOOL (EST) – IO 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **According to Annex II of the Grant Agreement, for IO 2 duration is 12 months, 01/11/2019-01/11/2020 and \_\_\_\_\_\_\_\_ University has the following number of days in total per each of the following activities: Adm. support staff - \_\_\_\_ days, Manager - \_\_\_\_ days, Researcher - \_\_\_\_days** | | | | | | |
| IO2 – for 5 months | Participants | Type of activity and number of days, rate per CP  *put down the number of days determined for him/her in the given activity* *row* | | | |  |
|  | Manager - | Researcher - | Tehnician - | Adm. Support – | Fee in total per person |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  | In total  No of days\_\_ x 164 =\_\_\_EUR | In total  No of days\_\_ x 137=\_\_\_ | In total  NONE | In total  No of days\_\_ x 78= \_\_\_ |  |
|  |  |  |  |  | In total | **\_\_\_\_EUR** |
| Total | **IN TOTAL IO1 + IO 2 + PMI =** | | | | | **\_\_\_\_EUR** |

The narrative part of Template 1 related to IO2 should contain a detailed description of activities related to the creation of the given intellectual output during the given quarterly period.

**Table 3.1. NARRATIVE PART for IO2 (who \_\_\_ , when \_\_\_\_, which \_\_\_\_what \_\_\_\_)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Participants from the CM – listed below** | **Month** | **Contribution of each participant** | **Activity during the given reporting period, description of the whole result** |
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**Supporting documentation for financial (quarterly) reports:**

**1**. Timesheets (Annex 1)

**2**. Working agreement/contract for each participant from each Partner Institution (for the period compatible with Timesheets)

The completed Timesheet form/s should be attached to the corresponding Working contract.

**Please hold on to the proof of payment (from the bank) and also proof of regular salary for this period (which will be needed for the final financial revision of the project).**