Annex IV Partnership Agreements -
Internal reporting on completed IOs
Template 3

# Template 3 Financial and Narrative Reporting Template for on Completed Intellectual Outputs

Partnership Agreements (PA) require in their Annex IV, the use of reporting templates for completing intellectual outputs, scheduled as proposed by Art. 7.3 of the PAs (as noted in the table below).

This document describes procedures for financial reporting for the completed LAWGEM INTELLECTUAL OUTPUTS.

Due dates of the narrative and financial reports for intellectual outputs, according to the Partnership Agreements, Art. 7.3, are specified in the table below: (Note 1: There were errors in announcing deadlines for LLL, Textbook, and GELC reports, and the Steering Committee corrected them, as noted in the table).

|  |  |  |
| --- | --- | --- |
| Type of report | Deadline for submission of the reports by the coordinator to the NA | Deadline for submission of the reports by the beneficiary to the Coordinator |
| Financial and narrative ***Template 2*** report **IO 1 - Curriculum****01/10/2019-01/11/2020** | Nov 20, 2020 | Nov 10, 2020 |
| Financial and narrative ***Template 2*** report **IO 2 - EST****01/11/2019-01/11/2020** | Nov 20, 2020 | Nov 10, 2020 |
| Financial and narrative ***Template 2*** report **IO 3 - LLL****10/01/2021-31/08/2022** | Sept 20, 2022 | Sept 10, 2022 |
| Financial and narrative ***Template 2*** report **IO 4 - Textbook****01/11/2020-01/12/2021** | Dec 20, 2021 | Dec 10, 2021 |
| Financial and narrative ***Template 2*** report **IO 5 - GELC****10/01/2021-10/01/2-22** | Feb 20, 2022 | Feb 10, 2022 |

* Financial reports in Template 3 show the costs for particular intellectual outputs incurred during their full proposed period of completion, in accordance with Annex II of the Grant Agreement.
* The following tables should be filled out within the referred financial reports, and the supporting documents should be sent together with the tables. The narrative reports will be written in the particular table.
* All particular reports of CP related to the completion of a particular intellectual output (IO), will be fused into one complete financial and narrative report on the respective IO.
* **FINANCIAL AND NARRATIVE REPORT FOR IO 1 for** \_\_\_\_\_\_ UNIVERSITY *(write down CP)*
* Duration - **01/10/2019-01/11/2020**, 13 months

*According to Annex II of the Grant Agreement*, for IO 1, duration 13 months, \_\_\_\_\_\_ University has \_\_\_ days for researchers, \_\_\_ days for managers, and \_\_\_\_ days for administrative staff support. *(each CM puts down the No. of days determined for him/her)*

**Table 1 – FINANCIAL REPORT on Intellectual Output No. \_\_\_ (duration \_\_\_\_\_\_\_\_\_\_\_\_)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Participants | Type of activity, number of days, rate per CP |   |
|  |  |  |
|  | Manager - Fee per day per particular CP \_\_\_\_No. of days \_\_\_\_ | Researcher - \_\_\_\_\_\_No. of days \_\_\_\_ | Tehnician - \_\_\_\_\_No. of days \_\_\_\_ | Adm. Support - \_\_\_\_\_\_\_No. of days \_\_\_\_ | Days and Fees in total per person |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  | In total  |
|  | In totalNo. of days x fee per day =\_\_EUR | In total No. of days x fee per day =\_\_EUR | In totalNo. of days x fee per day =\_\_-EUR | In totalNo. of days x fee per day =\_\_EUR |  |
| **Narrative brief report on IO 1***More details to be narrated in the Table 2 below* |  | **Managers** *(who did what, how long and with what results)*  | ***Researchers***  *(who did what, how long and with what results)* |  | **Administrative support staff** *(who did what, how long and with what results)* |  |

**Supporting documentation for staff costs for creating IOs.**

**The CP coordinator fills the Timesheet for each participant for his/her work on intellectual outputs, on a monthly basis, altogether for the period proposed for creating the particular IO (Annex 1 – TIMESHEET, p. 18)**

The Timesheets for all participants involved in completing a particular Intellectual Output (IO) should be attached to the corresponding Financial and Narrative report for the given IO. Timesheets related to the same person – which are presented during the reporting periods which cover the proposed period for the completion of a given IO – should be collected together for the purpose of the Progress Report and Final Report.

Timesheets must be signed by the person performing the activity and signed and stamped by the person responsible (e.g. rector, dean) in the institution of that person. If the same staff person performs different categories of tasks/activities (Manager, RTT, Technical, Administrative) in the process of creating a particular IO, all of his/her activities will be recorded in the same Timesheet.

Narrative report – particular narrative reports of each CP related to the given IO (specified in the table given below) should be collected together into one document for the purpose of the Progress Report and Final Report.

Working agreement/contract for each participant in the creation of an IO should be attached (for the period compatible with Timesheets).

**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).**

 **Table 2. NARRATIVE REPORT on Intellectual Output No. \_\_ (IO1)** *(write down the No of IO)*

|  |  |
| --- | --- |
| **DATES** *(duration)*  | **From (date):………………………… To (date): ……………………………..** |
| **DESCRIPTION OF ACTIVITY(IES) PERFORMED** *(detailed description of the activities performed)*………………………………………………………………………………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………\_\_\_\_\_\_\_\_\_\_\_\_ (*CP to be noted*)Reasearchers \_\_\_\_\_\_\_\_\_\_\_ (*to be listed*)Management\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*to be listed*)Technician\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*to be listed*)Administrative staff \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*to be listed*)…………………………………………………………………………………………………………. |

**I hereby declare that \_\_\_\_\_\_\_\_\_\_Research team has fulfilled the above-mentioned activities for IO\_\_\_\_.**

**Signature and Stamp of the Legal Representative ------ and of the ------ CP coordinator**

Done in ................................................................. Date ...................................................................

Name……………………………………………

Function…………………………………………

Institution ............................................................. Staff member name………….................................

Signature and Stamp of the Institution Signature of the CP Coordinator

Date:………………………………………... Signature: ……………………………………….

*\*The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.*