

ANNEX III

Technical implementation reports and financial statements to be submitted

Number of the agreement: 144856-TEMPUS-2008-RS-JPGR

The implementation reports, summary reports for publication, financial statements and other documents must be submitted by the beneficiary in the language of the grant agreement in accordance with the instructions provided.:

http://ec.europa.eu/education/programmes/tempus/contractjep_en.html

Reports and Pre-financing		Deadlines
Intermediate Report:	<ul style="list-style-type: none">• report on the action's implementation (IR)• summary report for publication• statement on the costs incurred and request for payment	when 70% of the 1st pre-financing has been disbursed and not later than half way through the eligibility period
Final Report:	<ul style="list-style-type: none">• final report on the action's implementation (FR)• summary report for publication• financial statement and request for payment	two months after the end of the eligibility period

The other documents to be submitted with the statement on the costs incurred respectively with the financial statement are:

- the supporting documents for the staff costs declared (see guidelines and supporting documents in Annex IV);
- the supporting documents for the replacement costs declared (see guidelines and supporting documents in Annex IV);
- the supporting documents for the staff travel costs and costs of stay declared (see guidelines and supporting documents in Annex IV);
- the supporting documents for the equipment declared (see guidelines in Annex IV);
- the supporting documents for the printing and publishing costs declared (see guidelines in Annex IV).

