

Project Reporting Summary

Ministry of Education, Youth and Sports
14.4.2015

Reporting

- **Periodic project reports**
- Format
- Deadlines
- Template and annexes (mandatory and optional)
- Submission
- Monitoring
- Information sources
- Central register of project (in Czech [CEP](#))

Reporting

What reports are in the programme?

1. Periodic – a. regular/b. irregular
2. Final

How often is the periodic report submitted?

- once a year

Who submits the report?

Project promoter submits any report for the project

The report is signed by statutory or attorney (letter of attorney as annex is mandatory)

- original signatures of project promoter and Czech project partners
- Norwegian project partners may provide copies of signatures

Reporting

When is the deadline for submitting the periodic report?

31st January 2015/2016/2017

What is a format of report?

- a. Paper version via post office mailed by project promoter;
and
- b. Electronic version uploaded to OpenKM system by project promoter.

Both versions must be identical!

What does the report content?

- 2 parts:
 - A. scientific and management part
 - B. financial part – actual incurred expenditure in the project
- Composition: report and mandatory annexes

Reporting



How long is a reporting period?

12 months

From 1st January to 31st December

How are reports monitored?

The ministry (MEYS) verifies the formal format of reports.

Then Programme Committee monitors scientific and financial contents of reports.

Programme Committee (PC) evaluates the reports and MEYS asks PC for a statement.

Formal check 2014



Uptodate to 23.4.2015 of 18 in total):

The projects in green are formally accepted by PO.

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