Erasmus+ Programme (ERASMUS)

Periodic Report

Technical Report (Part A)
Technical Report (Part B)
Financial Report

Version 1.0
01 December 2021

IMPORTANT NOTICE

What is the Periodic Report?

The Periodic Report/Final Report is the pre-condition for receiving payments; it must be submitted through the EU Funding & Tenders Portal Grant Management System by the Coordinator within 60 days after the end of the reporting period.

The Report is divided into a technical and financial report.

The Technical Report consists of 2 parts:
- Part A contains structured tables with project information
- Part B is a narrative description of the work carried out during the reporting period.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Continuous and Periodic Reporting modules.

Part B (+ annexes) must be uploaded on the Technical Report (Part B) screen. The templates to use are available there.

The Financial Report normally consists of:
- the individual financial statements (Annex 4 to the GA) for each Beneficiary
- a summary financial statement
-
- a certificate on the financial statements (CFS) (if threshold reached).

The Financial Report is generated by the IT system on the basis of the financial information entered into the Periodic Reporting module (and any other documents uploaded, e.g. CFS).

How to prepare and submit it?

The Periodic Report must be prepared by the consortium in the Continuous and Periodic Reporting modules and then be submitted by the Coordinator.

The Continuous Reporting module is always open and can be updated at any moment during the project (submit deliverables, report on milestones, etc.). It automatically feeds Part A of the Periodic Report.

The Periodic Reporting module is opened after the end of the reporting period. It allows you to:
- download and upload the Part B of the Technical Report (upload only by the Coordinator)
- complete their financial statements on-line (each Beneficiary for themselves and their Affiliated Entities)
- consolidate the individual financial statements into a summary financial statement (Coordinator)
- submit the Periodic Report (Coordinator).

⚠ Make sure that all the information in the Continuous Reporting module is updated *before* 'locking the periodic report for review'. Updates entered after this step will be included in the Periodic Report of the following period (if any).

⚠ This document is tagged. Be careful not to delete the tags; they are needed for the processing

TECHNICAL REPORT (PART A)

COVER PAGE

Part A of the Technical Report must be completed directly on the Portal Continuous Reporting screens.

PROJECT	
Project number:	[project number]
Project acronym:	[acronym]
Project name:	[project title]
Call:	[call ID]
Topic:	[topic ID]
Type of action:	[ToA ID]
Service:	[responsible unit, e.g. JUST/04]
Project starting date:	[dd/mm/yyyy]
Project duration:	[number of months]

REPORTING PERIOD	
Period covered:	from [dd/mm/yyyy] to [dd/mm/yyyy]
Reporting period number:	*[*1*] [*2*] [*3*] [*4*] […] [*Final*]*
Periodic report date and version:	[dd/mm/yyyy], [version No]

TABLE OF CONTENTS

Project summary
List of participants
List of deliverables
List of milestones (outputs/outcomes)
List of critical risks
Dissemination and communication activities
Events and trainings
Financial support to third parties
Mobility declaration *(ERASMUS UN)*

PROJECT SUMMARY

[OPTION 1 by default (all except OG):

Project summary

Continuous Reporting (Summary for publication screen) — Provide an overall description of your project.

This summary should give readers a clear idea of what the project is about.

It should be written as a stand-alone text to promote the project. It should be structured but descriptive and easy to read. Diagrams or photographs illustrating the work of the project can be included (but only as images).

Note: *We may publish this summary for publication/dissemination purposes. Use only diagrams and photographs for which you have the rights, avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).*

Context and overall objectives

Describe the context and overall objectives of your project.

Insert text

Work performed and main achievements

Describe the activities performed and the main achievements. For the Final Report, include the outcomes of the action.

Insert text

Results and impacts

Describe the results of the project (so far) and (actual and expected) impacts (on target groups, change, procedures, capacities, innovation, etc.). For the Final Report, include an overview of the results.

Insert text

]

[OPTION 2 for Operating Grants:

Project summary

Continuous Reporting (Summary for publication screen) — Provide an overall description of your organisation.

The summary should give readers a clear idea of what your organisation is about.

It should be written as a stand-alone text to promote the project. It should be structured but descriptive and easy to read. Diagrams or photographs illustrating the work of the project can be included (but only as images).

Note: *We may publish this summary for publication/dissemination purposes. Avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).*

Context and overall objectives

Describe your organisation, its mission statement, vision and activities to promote the general EU interest or EU policy objectives targeted by the call.

Insert text

Work performed and main achievements
Describe the activities performed during the period covered by the EU grant and your main achievements.

Insert text

Results and impacts
Describe the results of your activities during the period covered by the EU grant and their impact (on target groups, change, innovation etc.).

Insert text

]

LIST OF PARTICIPANTS

PARTICIPANTS							
Latest Legal Data Beneficiaries screens — Overview of the consortium changes.							
Partner No	**Role**	**Short Name**	**Legal Name**	**Country**	**PIC**	**Entry date**	**Exit date**
1	COO						
2	BEN						
2.1	AE						
3	BEN						
4	AP						

LIST OF DELIVERABLES

Deliverables

Continuous Reporting (Deliverables screen) — Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.

The labels used mean:

Public — fully open (⚠ automatically posted online)

Sensitive — limited under the conditions of the Grant Agreement

EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.

Deliverable No	Deliverable Name	Work package No	Lead Beneficiary	Type	Dissemination Level	Due Date	New Due Date (if delay)	Delivery Date (actual)	Status	Comments
[number]	[name]	[WP number]	[beneficiary short name]	*[*R — Document, report*] [*DEM — Demonstrator, pilot, prototype*] [*DEC — Websites, patent filings, videos, etc*] [*DATA — data sets, microdata, etc*] [*DMP — Data Management Plan*] [*ETHICS*] [*SECURITY*] [*OTHER]*	*[*PU — Public*] [*SEN — Sensitive*] [*R-UE/EU-R — EU Classified*] [*C-UE/EU-C — EU Classified*] [*S-UE/EU-S — EU Classified*]*	[month number]	[dd/mm/yyyy]	[dd/mm/yyyy]	*[*Pending*] [*Draft*] [*Submitted*] [*Rejected*] [*Approved*] [*Removed]*	[insert comments]

LIST OF MILESTONES

Milestones

Continuous Reporting (Milestones screen) — Update the status (and add new due date for late milestones). In the Comments, please indicate if the milestone was achieved as planned or add an explanation for the delay.

Milestone No	Milestone Name	Work Package No	Lead Beneficiary	Means of Verification	Due Date	New Due Date (if delay)	Delivery Date (actual)	Achieved	Comments
[number]	[name]	[WP number]	[beneficiary short name]	[means of verification as in Annex 1 GA]	[dd/mm/yyyy]	[dd/mm/yyyy]	[dd/mm/yyyy]	*[*YES*] [*NO*]*	[insert comment]

LIST OF CRITICAL RISKS

Foreseen risks

Foreseen risks			
The table shows the risks already listed in Annex 1 of the Grant Agreement (read-only).			
Risk No	**Description**	**Work Package No(s)**	**Proposed Mitigation Measures**
[risk number as in Annex 1 GA]	[description as in Annex 1 GA]	[WP numbers]	[mitigation measure as in Annex 1 GA]

Unforeseen risks

Unforeseen risks			
Risk No	**Description**	**Work Package No(s)**	**Proposed Mitigation Measures**
[unforeseen risk number]	[insert description]	[insert WP numbers]	[insert mitigation measure]

State of play

State of play

Continuous Reporting (Critical Risks screen) — Give the state of play of the risks that were identified in Annex 1 of the Grant Agreement (and new risks that materialised during project implementation) and add new mitigation measures, if needed.

Risk No	Reporting Period	Did you apply risk mitigation measures?	Did your risk materialise?	Comments
[risk number]	[RP number]	*[*YES*] [*NO*]*	*[*YES*] [*NO*]*	[insert comment (mandatory if no risk mitigation measures where applied or planned risk mitigation measures were not applied)]

DISSEMINATION AND COMMUNICATION ACTIVITIES

Dissemination activities

Dissemination activities

Continuous Reporting (Dissemination screen) — List the dissemination activities carried out in the context of the project.
Include dissemination activities mentioned in the proposal and new ones.

Dissemination Activity Name	What? Type of dissemination activity	Who? Target audience *(Choose one or more items)*	Why? *(max 200 characters)*	Status
[insert activity name]	*[*Conferences*]* *[*Education and training events*]* *[*Meetings*]* *[*Clustering activities*]* *[*Collaboration with EU-funded projects*]* *[*Other scientific collaboration*]* *[*Other*]*	*[*Industry,business partners*]* *[*Investors*]* *[*EU institutions*]* *[*Policy-makers and authorities, international*]* *[*Policy-makers and authorities, national*]* *[*Policy-makers and authorities, regional or local*]* *[*Civil society,	[insert description of the objective(s) with reference to a specific project output]	*[*Delivered*]* *[*Cancelled*]* *[*Postponed*]* *[*Ongoing*]*

		international] [Civil society,national, regional or local] [Public] [Standardization bodies] [Scientists] [Innovators] [Specific end-user communities] [Education/training organization/learners] [Other]		

Communication activities

Communication activities					
Continuous Reporting (Communication screen) — List the communication activities carried out in the context of the project.					
Communication Activity Name	**Description**	**Who?** Target audience *(Choose one or more items)*	**How?** Communication channel *(Choose one or more items)*	**Outcome**	**Status**
[insert communciation name]	[insert description of implemented communication activity]	[Industry, business partners] [Innovators] [Investors] [EU institutions] [National authorities] [Regional authorities] [Local authorities] [Civil society] [Citizens] [Research communities] [Specific user communities (if applicable)] [International organization (UN body, OECD etc)]	[Website] [Social media] [Print materials (brochure, leaflet, posters, stickers, banners etc)] [Press release] [Media article] [Newsletter] [Interview] [Video] [TV/Radio campaign] [Event (conference, meeting, workshop, internet debate, round table, group discussion etc)] [Exhibition]	[insert key performance indicators]	[Delivered] [Cancelled] [Postponed] [Ongoing]

			*[*Other*]*		

EVENTS AND TRAININGS

Events and trainings (including workshops, conferences, etc.)										
Event No (continuous numbering linked to WP)	Participant	Description					Attendees			
		Name	Type	Area	Location	Duration (days)	Male	Female	Non-binary	Total
[number]	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc]	[city,country]	[number]	[number]	[number]	[number]	[number]
[number]	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc]	[city,country]	[number]	[number]	[number]	[number]	[number]

FINANCIAL SUPPORT TO THIRD PARTIES

Sub-calls							
Continuous Reporting (Financial Support to Third Parties screen) — List the FSTP calls launched under the project.							
Call Reference	Call Budget	Budget Awarded	Call Publication Date	URL to F&T Portal	Call Status	Number of Received	Number of Awarded

				(if applicable)		Proposals	Proposals
[insert call reference number]	[insert amount]	[insert amount]	[insert dd/mm/yyyy]	[insert URL]	[Planned] [Open] [Awarding on-going] [Awarding done]	[insert number]	[insert number]

Awarded recipients

Continuous Reporting (Financial Support to Third Parties screen) — List the recipients of financial support to third parties.

Call Reference	PIC	Legal Name	Organisation Type	Country	Funding Awarded	Funding Paid	Comment
[insert call reference number]	[insert recipient PIC (if any)]	[insert recipient name]	[public][private]	[insert country]	[insert amount]	[insert amount]	[insert comments]

MOBILITY DECLARATION *(ERASMUS UN)*

Students

Number	Person ID	First Name	Family Name	Gender	Nationality	Country of Residence	Special Needs	University of Origin	First Host Institution	Student Profile	Student Category	Total Scholarship Received (months)	Submit Declarat

Mobility declarations											
Number	**Person ID**	**First Name**	**Family Name**	**Sending Organisation**	**Destination Organisation**	**Activity**	**Start Date**	**End Date**	**Duration Study Period** (months)	**Total Scholarship Received** (months)	**Total ECTS to be Acquired**

Example, not to complete

<p align="center">TECHNICAL REPORT (PART B)</p>

COVER PAGE

Part B of the Technical Report must be downloaded from the Portal Technical Report (Part B)/Termination Report screen, completed and then assembled and re-uploaded as PDF on that screen.

PROJECT	
Project number:	[project number]
Project name:	[project title]
Project acronym:	[acronym]

REPORTING PERIOD	
⚠ *Please note that you must report on the entire reporting period.*	
RP number:	*[*1*] [*2*]* [3] [4] *[…] [*Final*]*
Duration:	from [dd/mm/yyyy] to [dd/mm/yyyy]

TABLE OF CONTENTS

#@PER-REP-ERASMUS@#

#@PRO-GRE-PG@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

1. OVERVIEW OF THE PROGRESS

1.1 Summary of work performed and achievements, results and impacts

[OPTION 1 by default (all except OG):

<table>
<tr><td>

Work performed and main achievements

Short summary of progress towards the project objectives. Highlight significant activities and achievements. Provide clear and measureable details.

Analyse the outcome of the project (so far) and its (actual and expected) impact (on target groups, change, innovation etc.), including a description of the European dimension and added value. For the Final Report, include the conclusions of the action.

Report on objectives not fully achieved or not on schedule.

⚠ *Do not simply cut and paste the project summary (filled in online on the Summary for Publication screen). Contrary to the summary, this section is for reporting to the EU and will not be published.*
</td></tr>
<tr><td>

Insert text

</td></tr>
</table>

#§PRO-GRE-PG§# #@CON-SOR-CS@#   *]*

[OPTION 2 for Operating Grants:

<table>
<tr><td>

Work performed and main achievements

Short summary of progress towards the project objectives. Highlight significant activities and achievements. Provide clear and measureable details

Report on objectives not fully achieved or not on schedule (postponed to next year).

Analyse the outcome of the activities during the period covered by the EU grant and their impact (on target groups, change, innovation etc.), including a description of the European dimension and added value of the project.

⚠ *Do not simply cut and paste the project summary (filled in online on the Summary for Publication screen). Contrary to the summary, this section is for reporting to the EU and will not be published.*
</td></tr>
</table>

14

> Insert text

#§PRO-GRE-PG§# #@CON-SOR-CS@#   *]*

1.2 Consortium set-up

Participants

Report on changes in the consortium composition (including structural, legal or management changes, if any).

See Technical Report (Part A).

Consortium cooperation and division of roles (if applicable)

Report on changes in the way the participants work together (Beneficiaries, Affiliated Entities, Associated Partners, etc.).

Insert text

1.3 Project teams, staff and experts

Project teams and staff

Report and explain deviations from Annex 1 of the Grant Agreement regarding the organisation of staff or project teams. Provide CVs of key actors that had to be replaced (if required).

Insert text

1.4 Consortium management and decision-making

Consortium management and decision-making (if applicable)

Report on important changes in the management or decision-making mechanisms.

Insert text

#§CON-SOR-CS§# #@PRJ-MGT-PM@#

1.5 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

Report on changes to the overall project management concept, quality assurance and monitoring and evaluation strategy (if any).

Insert text

#§PRJ-MGT-PM§# #@FIN-MGT-FM@#

1.6 Cost effectiveness and financial management

Cost effectiveness and financial management *(n/a for Lump Sum Grants)*

Inform about significant budget overruns or important changes in the financial management (if any).

Insert text

#§FIN-MGT-FM§# #@RSK-MGT-RM@#

1.7 Risk management

Critical risks and risk management strategy

Report on the state of play concerning the risks and risk mitigation measures (if any).

See Technical Report (Part A).

#§RSK-MGT-RM§# #@IMP-ACT-IA@#

1.8 Impact

Impact

Report on changes in your impact analysis/strategy (if any) and the effects on the project/need for adaptations.

Insert text

#§IMP-ACT-IA§# #@COM-DIS-VIS-CDV@#

1.9 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

Report on the communication and dissemination activities undertaken (to whom, which format, how many, etc.).
Describe how the visibility of EU funding was ensured.
If you described your project on your website(s) and/or social media accounts, please provide the links.

Insert text

See also Technical Report (Part A).

#§COM-DIS-VIS-CDV§# #@SUS-CON-SC@#

1.10 Sustainability and continuation

Sustainability, long-term impact and continuation

Report on changes in your sustainability analysis/strategy (if any).
For the Final Report, describe the follow-up of the project after the end of the EU grant. How will the results be used

> *or further developed. Describe the strategy to ensure sustainability of results and long-term impact. Comment on possible synergies/complementarities with other (EU funded) activities (if any).*
>
> Insert text

#§SUS-CON-SC§# #@FOL-UP-FU@#

1.11 Follow-up to EU recommendations

> **Follow-up to EU recommendations**
>
> *Highlight corrective actions taken as a result of EU monitoring activities (including follow-up to EU project reviews, if any). List each recommendation/comment and explain how they have been followed up.*
>
> Insert text

#§FOL-UP-FU§#

#@WRK-PLA-WP@#

2. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

2.1 Work packages, activities, resources and timing

WORK PACKAGES

Work Package 1

Work Package 1: [Name, e.g. Project management & coordination]			
Activities			
Report on the <u>implementation status</u> of the activities that were to be implemented during the reporting period and explain <u>deviations</u> from Annex 1 of the Grant Agreement. In case an activity was not implemented or a deliverable not produced, please explain why.			
Task No (continuous numbering linked to WP)	Task Name	Implemented? (Yes/No/Partially)	Justification (explain what was done and by whom; explain what was not done and why not; indicate how you intend to handle the situation and new timing; indicate if it was a one-off issue or how you intend to avoid similar issues in the future)
T1.1			
T1.2			
Other issues *Mention and explain unexpected events and adjustments that had to be made. Explain impact on other tasks, available resources and planning/timing.*	Insert text		
Milestones and deliverables (outputs/outcomes)			
See Technical Report (Part A).			

Budget implementation — Use of resources (deviations) *(n/a for Lump Sum Grants) (n/a for Additional Prefinancing Report)*

Explain deviations from the budget planning (i.e. differences between actual and planned use of resources, especially for personnel).
Include explanations on transfers of cost categories in the estimated budget (if applicable)
If needed, add explanations linked to the report on the use of resources filled in online. Ensure consistency with that report.

Insert text	
Other issues	Insert text

Work Package 2 …

To insert additional work packages, copy WP1 as many times as necessary.

Timetable

Timetable (projects up to 2 years)

Report on deviations from Annex 1 of the Grant Agreement.
Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.

Starting date:																								
ACTIVITY	**MONTHS**																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 - …																								
Task 1.2																								

Task …																								

Timetable (projects of more than 2 years)

Report on deviations from Annex 1 of the Grant Agreement.

Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.

Starting date:																								
ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Task 1.1 - …																								
Task 1.2 - …																								
Task …																								

Timetable (projects of only 12 months)

Report on <u>deviations</u> from Annex 1 of the Grant Agreement.

Fill in the planned implementation in beige and the deviations in red. Adapt and repeat lines/columns as necessary.

Starting date:												

ACTIVITY	MONTHS											
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12
Task 1.1 - …												
Task 1.2 - …												
Task …												

#§WRK-PLA-WP§#

#@ETH-ICS-EI@#

3. OTHER

3.1 Ethics

Ethics (if applicable)
If your Application Form contains a section on ethics, report on any <u>changes</u> to ethics issues identified in Annex 1 of the Grant Agreement (if any).
Insert text

#§ETH-ICS-EI§# #@SEC-URI-SU@#

3.2 Security

Security
Not applicable.

#§SEC-URI-SU§# #@DEC-LAR-DL@#

4. DECLARATIONS

[OPTION 1 by default (all except OG):

Double funding	
Information concerning other EU grants for this project ⚠ *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).*	**YES/NO**
We confirm that to our best knowledge neither the project as a whole nor any parts of it benefit/have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc)*. If NO, explain and provide details	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc)*. If NO, explain and provide details.	

#§DEC-LAR-DL§#   *]*

[OPTION 2 for Operating Grants:

Rate of use for the action *(n/a for Lump Sum Grants) (n/a for Additional Prefinancing Report)*	
Declare if there were any <u>changes</u> to the rate of use for the action (i.e. the percentage of your organisation's activities which is eligible under this grant, meaning the percentage of activities that comply with the policy objectives of the call, is inside the geographic area of eligibility, etc as compared to the percentage of activities that are ineligible).	
Rate of use for the action:	[insert rate]%

22

EU Grants: Periodic report/Additional prefinancing report/Beneficiary termination report (ERASMUS): V1.0 – 01.12.2021

Double funding	
Information concerning other EU operating grants ⚠️ *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).*	**YES/NO**
We confirm that to our best knowledge we do not benefit/have not benefitted from any other EU operating grant for the same period. If NO, explain and provide details.	
We confirm that we have not requested any other EU operating grant for the same period. If NO, explain and provide details.	

#§DEC-LAR-DL§#   *]*

Example, not to complete

FINANCIAL REPORT

INDIVIDUAL FINANCIAL STATEMENT

The Financial Statement must be filled out directly on the Portal Financial Statements screen.

CONSOLIDATED FINANCIAL STATEMENT

The consolidated Financial Statement is generated automatically by the system.

ANNEXES

LIST OF ANNEXES

Standard
Use of Resources Report (annex 1 to Part B) *(to be filled out directly on the Financial Statements screen — mandatory (n/a for Lump Sum Grants)*
Certificate on the financial statements (CFS) (annex 2 to Part B) *(template available on [Portal Reference Documents](#))* — *mandatory if threshold reached (n/a for Lump Sum and Unit Grants)*

Special
n/a

REPORT ON THE USE OF RESOURCES — COST EXPLANATIONS

The report must be filled out directly on the Portal Financial Statements screen.

GRANT	
Project number:	[project number]
Project name:	[project title]
Project acronym:	[acronym]

REPORTING PERIOD	
⚠ *Please note that you must report on the entire reporting period.*	
RP number:	*[*1*] [*2*] [*3*] [*4*] […] [*Final*]*
Duration:	from [dd/mm/yyyy] to [dd/mm/yyyy]

PARTICIPANT	
Number:	*[*1*] [*2*] [*2a*] [*3*] [*4*] […]*
Short name:	[name NAME]

Personnel costs	
Financial Statement screen — When you enter the costs, pop-ups will appear to ask you for more details.	
Personnel costs declared as actual costs (if applicable)	

Person-months	Work Package
[insert number person-months]	WP 1
[insert number person-months]	WP 2
[insert number person-months]	WP 3
	…

Personnel costs declared as unit costs (if applicable)	

Person months	Work Package
[insert number person-months]	WP 1

[insert number person-months]	WP 2
[insert number person-months]	WP 3
	…

In-kind contributions provided by third parties (seconded personnel)
Not applicable.
[OPTION for adjustment to previous financial statements **Explanations on adjustments**
[insert comment] *]*

Subcontracting costs
One line per subcontract.
Double-check consistency with the information on subcontracting in the Technical Report (Part B) – Activities and work packages.

Subcontract name (subcontracted action tasks)	**Foreseen in Annex 1?**	**Explanations** (if not in Annex 1)	**Costs for this RP** (EUR)
[insert name]	*[*YES*] [*NO*]*	[insert comment]	[insert amount]
		Total	[insert amount]

[OPTION for adjustment to previous financial statements **Explanations on adjustments**
[insert comment] *]*

Purchase costs (travel and subsistence, equipment and other goods works and services)
Details for major cost items (needed if costs declared under 'purchase costs' are higher than 15% of the claimed personnel costs).
Start with the most expensive cost items, down to the 15% threshold.

Travel and subsistence

Cost item name	**Category**	**WP(s)**	**Foreseen in Annex 1?**	**Explanations** (if not in Annex 1)	**Costs** (EUR)
[insert name]	*[*Travel*] [*Accommodation*] [*Subsistence*]*	[insert WP numbers]	*[*YES*] [*NO*]*	[insert comment]	[insert amount]

				Total	[insert amount]

Equipment

Cost item name	WP(s)	Foreseen in Annex 1?	Explanations (if not in Annex 1)	Costs (EUR)
[insert name]	[insert WP numbers]	[YES] [NO]	[insert comment]	[insert amount]
			Total	[insert amount]

Other goods works and services

Cost item name	WP(s)	Foreseen in Annex 1?	Explanations (if not in Annex 1)	Costs (EUR)
[insert name]	[insert WP numbers]	[YES] [NO]	[insert comment]	[insert amount]
			Total	[insert amount]

In-kind contributions provided by third parties

Not applicable.

[OPTION for adjustment to previous financial statements **Explanations on adjustments**

[insert comment] *]

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.12.2021	Initial version (new MFF).