

PARTNER PROGRESS REPORT

for project financed by the ESPON Programme 2013

Filling in instructions

Colour code

White cells	must be filled in.
Orange cells	will be calculated automatically.
Green cells	are pre-filled by the Project Management Database of the programme.
Blue cells	give instructions on how to fill in the forms. Please follow these instructions.
Comments	When filling the financial report you will find help if you move the mouse over the cells containing comments.

- **Please do not remove the Excel protection. Please do not change or delete the structure and pre-filled text of the reporting form! You risk that the report becomes ineligible.**
- Please check sheets for any error messages and clear all error messages before you hand in the report.
- All parts of the report have to be filled in. In case there is no expenditure to report under a certain heading, please include one of the following (N.A or €0,00) in order to avoid any error messages.
- Please read carefully the corresponding chapters of the Programme Manual and the relevant EU regulations (especially Regulations (EC) No. 1080/2006, 1083/2006 and 1828/2006).
- Please remember the information given at the Financial Manager Seminar (available also on www.espon.eu).
- All figures should be rounded to 2 digits after the decimal point, with 0.005 being rounded up.
- The exchange rates must **NOT** be rounded.

The **Partner Progress Report** is composed of a **financial report section** (this Excel document) and an **Activity Report** (separate Word document). These documents have to be filled in by each project partner as well as by the Lead Partner and have to be certified by the national first level financial controller. Once the first level control has been implemented, project partners have to submit the **Partner Progress Report** (including financial report section and Activity Report) together with the first level financial control documents (Control Certificate, Control Checklist, Control Report, Checklist for Designation (if relevant)) **to the Lead Partner**.

FINANCIAL REPORT

- Please start filling in sheets from **E** to **I**. Follow the instructions given in the blue cells and in the comments.
- In sheet **E**, **F**, **G** and **I** preparation costs can also be included only under Work Packages Coordination and Activities. The total preparation cost cannot exceed 5% of the total budget and can be reported only within the first Project Progress Report. For further details please consult with Chapter 8.4.1 of the Programme Manual.
- In sheet **D1** only the white cells related to the revenues have to be filled in. The rest of the sheet will be filled in automatically.
- The only currency to be used for sheet **D1** is EURO. In sheets **E** to **I** you will be asked to report your costs in the currency they incurred and then convert them into EURO.
- In the Cover Page please fill in the white cells only. This page needs to be signed by both the Lead or Project Partner representative and the First Level Controller.

ACTIVITY REPORT

- Please use the Word Template provided by the ESPON CU. Please be concise when you describe your activities

SUBMISSION

- Before submission, please fill in the **Submission Checklist** and have it signed by the Lead or Project Partner representative
- All documents listed in the Submission Checklist **must be sent to the Lead Partner**. Please do not send any additional document, unless requested.
- Please do not send these documents to the ESPON CU.
- Please send all documents in **ORIGINAL** to the Lead Partner.

CONTACT INFORMATION

In case of questions, please do not hesitate to contact the ESPON CU

FINANCIAL REPORT

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ACTIVITY REPORT

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Error Message

INCOMPLETE (line 21)
#VALUE!

INCOMPLETE (line 15)

COVER PAGE - PARTNER FINANCIAL CLAIM

- Please fill in the white cells of the page.
- The representative of the Lead or Project Partner needs to sign and stamp the form before sending it to the First Level Controller.

ESPON 2013 Programme Project number :	#projectnumber#	
Project Acronym:	#acronym#	
Contract Number:	#contractnumber#	
Name of the Lead/Project Partner:	#partnername#	
Lead/Project Partner number:	#partnernumber#	
Progress Report number:	#reportnumber#	
Reporting Period covered:	from	#reportingperiodfrom# to #reportingperiodto#
Contact information	Project manager	Financial manager
Contact person:		
Institution:		
Address:		
ZIP code, city:		
Country:		
Telephone:		
Fax:		
E-mail:		

The Lead/Project Partner representative certifies that all the information provided in the Activity Report and the Financial Report are true and correct.

I confirm that the following amounts in relation to previous financial claims have been received:

Progress Report number	Amount paid by ESPON	Amount received	Date of reception (dd/mm/yyyy)
1st	#pramount2#		
2nd	#pramount2#		
3rd	#pramount3#		
4th	#pramount4#		
5th	#pramount5#		
6th	#pramount6#		
7th	#pramount7#		
8th	#pramount8#		
9th	#pramount9#		
10th	#pramount10#		

INCOMPLETE

Name of Lead/Project Partner representative:	
Signature of the Lead/Project Partner:	
Date:	
Official Stamp of the Lead/Project Partner:	

As the first level controller of the present Lead/Project partner, I certify that I have been chosen according to the provision set by the Member/Partner State where the partner is located and I have performed my controls on the basis of the first level controlling system established in this State.

I validate:

- that the expenditure was incurred by the controlled Lead/Project partner;
- the contents of both the activity and financial component of the report;

I certify that I have drafted the Control Report and the Control Checklist on the control performed, and the Control Certificate is signed

I declare that the following documentation will be submitted to the Lead Partner: the Control Certificate, the Control Checklist, the Control Report, Checklist for designation of the FLC (if relevant) the Activity Report and sheets of the Financial Report.

Name of first level controller:	
Signature of first level controller:	
Date:	
Official Stamp of organisation:	

Total amount of the reimbursement claimed by the Lead/Project Partner (in EURO): € 0,00

D1. SUMMARY OF EXPENDITURE PER PROJECT PARTNER

• Please fill in the cells related to the revenues. The rest of the table will be filled in automatically

ESPON 2013 PROGRAMME

Project number: #projectnumber#
Project acronym: #acronym#
Contract number: #contractnumber#
Project Partner name: #partnername#
Project Partner number: #partnernumber#
Progress Report number: #reportnumber#
Period covered: from #reportingperiodfrom# to #reportingperiodto#

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)	Execution Rate (e/a*100)	Remaining (f=a-e)
1. Staff	#totalbudget_1#	#previouslyreported_1#	#previouslyaccepted_1#	€ 0,00	#VALUE!	#VALUE!	#VALUE!
2. Administration	#totalbudget_2#	#previouslyreported_2#	#previouslyaccepted_2#	€ 0,00	#VALUE!	#VALUE!	#VALUE!
3. Travel and accommodation	#totalbudget_3#	#previouslyreported_3#	#previouslyaccepted_3#	€ 0,00	#VALUE!	#VALUE!	#VALUE!
4. Equipment	#totalbudget_4#	#previouslyreported_4#	#previouslyaccepted_4#	€ 0,00	#VALUE!	#VALUE!	#VALUE!
5. External expertise and services	#totalbudget_5#	#previouslyreported_5#	#previouslyaccepted_5#	€ 0,00	#VALUE!	#VALUE!	#VALUE!
Subtotal	€ 0,00	€ 0,00	€ 0,00	€ 0,00	#VALUE!	#VALUE!	#VALUE!
(-) Revenues				€ 0,00	€ 0,00		
TOTAL	€ 0,00	€ 0,00	€ 0,00	€ 0,00	#VALUE!	#VALUE!	#VALUE!
of which preparation cost				€ 0,00			

WORKPACKAGE CO-ORDINATION

BUDGET CATEGORY		Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)		
1. Staff		#previouslyreported_1#	#previouslyaccepted_1#	€ 0,00	#VALUE!		
2. Administration		#previouslyreported_2#	#previouslyaccepted_2#	€ 0,00	#VALUE!		
3. Travel and accommodation		#previouslyreported_3#	#previouslyaccepted_3#	€ 0,00	#VALUE!		
4. Equipment		#previouslyreported_4#	#previouslyaccepted_4#	€ 0,00	#VALUE!		
5. External expertise and services		#previouslyreported_5#	#previouslyaccepted_5#	€ 0,00	#VALUE!		
Subtotal		€ 0,00	€ 0,00	€ 0,00	#VALUE!		
(-) Revenues					€ 0,00		
TOTAL		€ 0,00	€ 0,00	€ 0,00	#VALUE!		
of which preparation cost				€ 0,00			

Incomplete

WORKPACKAGE ACTIVITIES

BUDGET CATEGORY		Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)		
1. Staff		#previouslyreported_1#	#previouslyaccepted_1#	€ 0,00	#VALUE!		
2. Administration		#previouslyreported_2#	#previouslyaccepted_2#	€ 0,00	#VALUE!		
3. Travel and accommodation		#previouslyreported_3#	#previouslyaccepted_3#	€ 0,00	#VALUE!		
4. Equipment		#previouslyreported_4#	#previouslyaccepted_4#	€ 0,00	#VALUE!		
5. External expertise and services		#previouslyreported_5#	#previouslyaccepted_5#	€ 0,00	#VALUE!		
Subtotal		€ 0,00	€ 0,00	€ 0,00	#VALUE!		
(-) Revenues					€ 0,00		
TOTAL		€ 0,00	€ 0,00	€ 0,00	#VALUE!		
of which preparation cost				€ 0,00			

Incomplete

WORKPACKAGE DISSEMINATION

BUDGET CATEGORY		Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)		
1. Staff		#previouslyreported_1#	#previouslyaccepted_1#	€ 0,00	#VALUE!		
2. Administration		#previouslyreported_2#	#previouslyaccepted_2#	€ 0,00	#VALUE!		
3. Travel and accommodation		#previouslyreported_3#	#previouslyaccepted_3#	€ 0,00	#VALUE!		
4. Equipment		#previouslyreported_4#	#previouslyaccepted_4#	€ 0,00	#VALUE!		
5. External expertise and services		#previouslyreported_5#	#previouslyaccepted_5#	€ 0,00	#VALUE!		
Subtotal		€ 0,00	€ 0,00	€ 0,00	#VALUE!		
(-) Revenues					€ 0,00		
TOTAL		€ 0,00	€ 0,00	€ 0,00	#VALUE!		

Incomplete

- The personnel must be directly employed by the lead/project partner.

Project number:	#projectnumber#
Project acronym:	#acronym#
Contract number:	#contractnumber#
Project Partner name:	#partnername#
Project Partner number:	#partnernumber#
Progress Report number:	#reportnumber#
Period covered:	from #reportingperiodfrom# to #reportingperiodto#

staff name	role in the project	month (mm/yyyy)	total no. of worked hours	hourly rate in national currency	currency	exchange rate	hourly rate EURO	cost in EURO	comments
Subtotal								€ 0,00	
Preparation cost									
Subtotal of Preparation Costs								€ 0,00	
Total eligible costs								€ 0,00	

staff name	role in the project	month (mm/yyyy)	total no. of worked hours	hourly rate in national currency	currency	exchange rate	hourly rate EURO	cost in EURO	comments
Subtotal								€ 0,00	
Preparation cost									
Subtotal of Preparation Costs								€ 0,00	
Total eligible costs								€ 0,00	

staff name	role in the project	month (mm/yyyy)	total no. of worked hours	hourly rate in national currency	currency	exchange rate	hourly rate EURO	cost in EURO	comments
Total eligible costs								€ 0,00	

F. ADMINISTRATION - List of Expenditure

- The administration costs may be:
 - Direct general costs: can be identified as belonging directly to the project;
 - Indirect general costs (also called "overheads"): are calculated on a pro-rata basis.
- Administration costs (the sum of direct general costs and indirect general costs) cannot exceed 25% of the total staff costs (BL 1).
- Administration cost must be calculated on the basis of actual costs and it must be possible to verify them. No lump sums, overall estimations or arbitrary keys are allowed! These costs must show a direct link to the operation's activities and must have been really borne by the partner.
- For the calculation of these costs, please follow carefully the instructions given in Chapter 8.4.2 (page 12-14 of Programme Manual).

Project number:	#projectnumber#
Project acronym:	#acronym#
Contract number:	#contractnumber#
Project Partner name:	#partnername#
Project Partner number:	#partnernumber#
Progress Report number:	#reportnumber#
Period covered:	from #reportingperiodfrom# to #reportingperiodto#

WORKPACKAGE CO-ORDINATION

receipt number	description of expenditure	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in euro	comments
Subtotal								€ 0,00	
Preparation cost									
Subtotal of Preparation Costs								€ 0,00	
Total eligible costs								€ 0,00	

WORKPACKAGE ACTIVITIES

receipt number	description of expenditure	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in euro	comments
Subtotal								€ 0,00	
Preparation cost									
Subtotal of Preparation Costs								€ 0,00	
Total eligible costs								€ 0,00	

WORKPACKAGE DISSEMINATION

receipt number	description of expenditure	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in euro	comments
Total eligible costs								€ 0.00	

- This cost category refers to travel, accommodation and daily allowance costs for employees of the partner. Travel and accommodation costs for non partner organizations travelling to the EU can also be co-financed in the context of the project if the costs are budgeted, paid and definitely borne by the partner. Travels from and outside the Member and Partner States are subject to prior approval of the MA (CU).
- The travel costs of any external experts participating in project activities and to be financed by the project have to be reported under "External expertise and services".
- Proper documentation of travel expenditure has to be kept according to the requirements detailed in Chapter 8.4.2 of Programme Manual
- Please use always one line for each single expenditure. All expenditure has to be reported in the currency it originally incurred. Expenditure incurred in EURO has to be reported as such.
- In case of reimbursements, the date when the reimbursement has been transferred is to be indicated as "date of payments". The exchange rate has to be selected according to this date as well.

Project number:	#projectnumber#
Project acronym:	#acronym#
Contract number:	#contractnumber#
Project Partner name:	#partnername#
Project Partner number:	#partnernumber#
Progress Report number:	#reportnumber#
Period covered:	from #reportingperiodfrom# to #reportingperiodto#

receipt number	name of the traveller	purpose of the travel	dates of travel (dd/mm/yy-dd/mm/yy)	country of destination	description of the expenditure	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in EURO	comments
Subtotal												€ 0,00	
Preparation cost													
Subtotal of Preparation Costs												€ 0,00	
Total eligible costs												€ 0,00	

receipt number	name of the traveller	purpose of the travel	dates of travel (dd/mm/yy-dd/mm/yy)	country of destination	description of the expenditure	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in EURO	comments
Subtotal												€ 0,00	
Preparation cost													
Subtotal of Preparation Costs												€ 0,00	
Total eligible costs												€ 0,00	

receipt number	name of the traveller	purpose of the travel	dates of travel (dd/mm/yy-dd/mm/yy)	country of destination	description of the expenditure	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in EURO	comments
Total eligible costs												€ 0.00	

- You can report here only the equipment which had been listed in the approved Application Form.
- The amount for equipment has to reflect the actual use of these items in the context of the project. If it is not exclusively used for project purposes, only a share of the depreciation quota can be allocated to the project. This share has to be calculated according to a fair, justified and equitable method.
- The documentation of the method for reporting them (depreciation method according to national legislation) has to be kept for accounting, control and audit purposes.

Project number:	#projectnumber#
Project acronym:	#acronym#
Contract number:	#contractnumber#
Project Partner name:	#partnername#
Project Partner number:	#partnernumber#
Progress Report number:	#reportnumber#
Period covered:	from #reportingperiodfrom# to #reportingperiodto#

receipt number	description of the equipment	amount of purchase in national currency	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	depreciation share in national currency	VAT	currency	exchange rate	cost in EURO	comments
Total eligible costs									€ 0.00	

receipt number	description of the equipment	amount of purchase in national currency	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	depreciation share in national currency	VAT	currency	exchange rate	cost in EURO	comments
Total eligible costs									€ 0.00	

receipt number	description of the equipment	amount of purchase in national currency	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	depreciation share in national currency	VAT	currency	exchange rate	cost in EURO	comments
Total eligible costs									€ 0.00	

I. EXTERNAL EXPERTISE AND SERVICES - List of Expenditure

- You can report here only the costs of the external expertise or services which had been budgeted in the approved Application Form.

ESPON 2013 PROGRAMME

Project number: #projectnumber#

Project acronym:	#acronym#
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Contract number:	#contractnumber#
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Project Partner name: #partnername#

Project Partner number: #partnernumber#

Progress Report number: #reportnumber#

```
Period covered: from #reportingperiodfrom# to #reportingperiodto#
```

WORKPACKAGE CO-ORDINATION

receipt number	name of the external expert/supplier	description of tasks according to contract	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in EURO	comments
Subtotal									€ 0,00	
Preparation Cost										
Subtotal of Preparation Costs									€ 0,00	
Total eligible costs									€ 0,00	

WORKPACKAGE ACTIVITIES

receipt number	name of the external expert/supplier	description of tasks according to contract	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in EURO	comments
Subtotal									€ 0,00	
Preparation Cost										
Subtotal of Preparation Costs									€ 0,00	
Total eligible costs									€ 0,00	

WORKPACKAGE DISSEMINATION

receipt number	name of the external expert/supplier	description of tasks according to contract	date of invoice (dd/mm/yyyy)	date of payment (dd/mm/yyyy)	cost in national currency	VAT	currency	exchange rate	cost in EURO	comments
Total eligible costs									€ 0.00	

CHECKLIST FOR SUBMISSION TO THE LEAD PARTNER

- This sheet has to be filled in only after the First Level Control has been implemented and the signed Financial Report together with the control documentation have been received from the First Level Controller.
- Please fill in the checklist, sign and stamp it and send it to the Lead Partner together with the requested documentation.

ESPON 2013 PROGRAMME

Project number:	#projectnumber#
Project acronym:	#acronym#
Contract number:	#contractnumber#
Project Partner name:	#partnername#
Project Partner number:	#partnernumber#
Progress Report number:	#reportnumber#
Period covered:	from #reportingperiodfrom# to #reportingperiodto#

List of all attachments to this report to be sent to the Lead Partner

Attached (Y/N)

Cover Page	
Activity report (separate Word-file)	
Control Report	
Control Checklist	
Control Certificate	
Checklist for designation and designation certificate of the First Level Controller (if relevant)	
Sheet D1	
Sheet E	
Sheet F	
Sheet G	
Sheet H	
Sheet I	
Submission Checklist	

INCOMPLETE

The Lead/Project Partner representative certifies that all the information provided in the Activity Report and the Financial Report is true and correct and the necessary documentation is attached.

Name of Project/Lead Partner representative:

Signature of the Project/Lead Partner:

Date:

Official Stamp of the Project/Lead Partner: