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| **PERIODIC REPORT (FINANCIAL PART)**  **of project implementation**  **“Programme ‘Applied Research’** | | | | |
| **Report number[[1]](#footnote-1)** |  | | | |
| **Reporting period** | from | DD.MM.YYYY | to | DD.MM.YYYY |

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| 1. **PROJECT INFORMATION** | | | | |
| **Number of project contract** |  | | **Acronym** |  |
| **Duration of project** | from | DD.MM.YYYY | to | DD.MM.YYYY |
| **Project title** |  | | | |

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| **ENTITIES** | | | | |
| **Status in project** | **Name of entity** | **Short name** | **Type of entity[[2]](#footnote-2)** | **Country** |
| **Project Promoter** |  |  |  |  |
| **Project Partner 1** |  |  |  |  |
| **Project Partner 2** |  |  |  |  |
| **Project Partner …** |  |  |  |  |

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| **B1.Principal Investigator** | |
| **First and last name,**  **academic degree/title** |  |
| **Place of employment** |  |
| **Telephone number, e-mail** |  |

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| **C. INDIVIDUAL FINANCIAL STATEMENTS** |

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| **C.1[[3]](#footnote-3)** | | | | | **Name of entity** | | | | | | | | | | |
| **C.1.1** | | **ELIGIBLE COSTS INCURED IN REPORTING PERIOD (in PLN)** | | | | | | | | | | | | | |
| **Nr zadania / WP No.** | **Rodzaj zadania / WP type** | **Podmiot realizujący nazwa skrócona / Entity short name** | **Kategorie kosztów / Cost category** | | | | | | | | | **Całkowity koszt ogółem / Total cost** | **Dofinansowanie z budżetu Centrum / NCBR funding** | **Wkład własny / Own contribution** | **Poziom dofinansowania (%) / Funding rate (%)** |
| **Materiały eksploatacyjne i dostawy (CS) / Consumables and supplies (CS)** | **Wynagrodzenia (W) / Staff (W)** | | **Aparatura/Koszty wiedzy technicznej i patentów (A) / Equipment/Costs of technical knowledge and patents (A)** | **Podróże i diety (T) / Travel and subsistence allowances (T)** | **Podwykonawstwo (E) / Subcontracting (E)** | **Pozostałe koszty operacyjne (Op) / Other direct costs (Op)** | **Całkowite koszty bezpośrednie / Total direct costs** | **Koszty ogólne/Pośrednie (O) / Overheads/Indirect costs (O)** |
| 1 |  | Partner 1 |  |  | |  |  |  |  |  |  |  |  |  |  |
| n |  | Partner n |  |  | |  |  |  |  |  |  |  |  |  |  |
| **Ogółem/total** | | |  |  | |  |  |  |  |  |  |  |  |  |  |

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| **C.1.2** | | **EXPLANATIONS OF THE USE OF RESOURCES AND SUBCONTRACTING[[4]](#footnote-4)** | | | | |
| **No.** | **Costs (in PLN)** | **Short Description** | **Category** | **Associated Work Package** | **Cost planned in budget (from list)[[5]](#footnote-5)** | **Explanation[[6]](#footnote-6)** |
| 1 |  |  |  |  |  |  |
| n |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

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| **C.1.3** | | **USE OF IN KIND CONTRIBUTION FROM THE THIRD PARTY[[7]](#footnote-7)** | | | | | |
| **No.** | **Costs (in PLN)** | **Third Party Name** | **Type[[8]](#footnote-8)** | **Category** | **Associated Work Package** | **Cost planned in budget (from list)** | **Explanation** |
| 1 |  |  |  |  |  |  |  |
| n |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

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| **C.1.4** | **STATEMENTS** |
| The beneficiary hereby confirms that: | |
| * The information provided is complete, reliable and true * The costs declared are eligible * The costs can be substantiated by adequate records and supporting documentation that will be produced upon request or in the context of checks, reviews, audits and investigations * For the last reporting period: that all costs have been declared | |
| **Signature and stamp[[9]](#footnote-9) of the authorized person to represent** **partner**  **Date: DD.MM.YYYY** | |

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| **D. SUMMARY FINANCIAL STATEMENT[[10]](#footnote-10)** | | | | | | | | | | | | | | |
| **ELIGIBLE COSTS INCURED IN REPORTING PERIOD** | | | | | | | | | | | | | | |
| **Nr zadania / WP No.** | **Rodzaj zadania / WP type** | **Podmiot realizujący nazwa skrócona / Entity short name** | **Kategorie kosztów / Cost category** | | | | | | | | **Całkowity koszt ogółem / Total cost** | **Dofinansowanie z budżetu Centrum / NCBR funding** | **Wkład własny / Own contribution** | **Poziom dofinansowania (%) / Funding rate (%)** |
| **Materiały eksploatacyjne i dostawy (CS) / Consumables and supplies (CS)** | **Wynagrodzenia (W) / Staff (W)** | **Aparatura/Koszty wiedzy technicznej i patentów (A) / Equipment/Costs of technical knowledge and patents (A)** | **Podróże i diety (T) / Travel and subsistence allowances (T)** | **Podwykonawstwo (E) / Subcontracting (E)** | **Pozostałe koszty operacyjne (Op) / Other direct costs (Op)** | **Całkowite koszty bezpośrednie / Total direct costs** | **Koszty ogólne/Pośrednie (O) / Overheads/Indirect costs (O)** |
| 1 |  | Partner 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 1 |  | Partner n |  |  |  |  |  |  |  |  |  |  |  |  |
| **Suma dla zadania 1 / Sum (WP 1)** | | |  |  |  |  |  |  |  |  |  |  |  |  |
| n |  | Partner 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| n |  | Partner n |  |  |  |  |  |  |  |  |  |  |  |  |
| **Suma dla zadania n / Sum (WP n)** | | |  |  |  |  |  |  |  |  |  |  |  |  |
| **Ogółem / Total** | | |  |  |  |  |  |  |  |  |  |  |  |  |

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| Person responsible for preparing the periodic report (financial part) | **Name and last name:** |  |
| **Phone number:** |  |
| **e-mail:** |  |

1. The successivenumber of the project report - 1,2,3 etc. [↑](#footnote-ref-1)
2. Choose one: research unit/institution, small /medium/ large enterprise, other [↑](#footnote-ref-2)
3. Each partner launched his individual financial statements in separate C part; each table should be adjust with additional rows if needed. Each filled in C part (points from 1 to 4) should be signed by particular partner [↑](#footnote-ref-3)
4. Table should contain all direct costs incurred in reporting period by particular partner, but cumulatively (in more general way; there is no need to show every single invoice or remuneration). For example: "Principal Investigator", "Reagents", "Conference in Dublin", "Promotion", "Kick off meeting"; "External laboratory analysis …". Each cost have to correspond to particular costs planned in budget (in application form). [↑](#footnote-ref-4)
5. The name of cost position planned in budget in proposal form [↑](#footnote-ref-5)
6. Short explanation about incurred cost and connection with project implementation. [↑](#footnote-ref-6)
7. Third parties (other than the subcontractor) may participate in the project by sharing their resources to project participants to help in project implementation (in-kind contribution provided against payment or free of charge); If there is unforeseen in kind contribution form the third party (no planned in application form) choose in “n/a” in “Cost planned in budget (from list)” [↑](#footnote-ref-7)
8. Options: “free of charge” or “against payment” [↑](#footnote-ref-8)
9. Stamp is not obligatory when the statements will be signed with a qualified electronic signature. [↑](#footnote-ref-9)
10. Table should contain information from all of C parts (individual statements) [↑](#footnote-ref-10)