

Grant Agreement number:

Annex IV.b

EU/US ATLANTIS Programme
Cooperation in Higher Education and Vocational Training
2008

FINAL REPORT

for a Policy Oriented project

General instructions

1. Overview

The Final Report for the project comprises the following parts:

- Part 1** Checklist for the filling-in of the final report.
Part 2 A description of the project activities, products and results during the whole project period.
Part 3 Declaration of expenditure.

- **Note:** When you will be filling in the Final report, you should use the Progress report as starting point. Add new information to the forms of the progress report where appropriate, clearly showing where new information begins.

2. General guidance

- The Final Report is submitted by the Beneficiary on behalf of all the organisations participating in the project. The declaration at the section 2B and at the end of the report confirms that a process of consultation and approval has been carried out throughout the partnership.
- **Two paper copies of the Report** must be sent no later (as per postmark) than by the deadline specified in the agreement to:

**EDUCATION, AUDIOVISUAL AND CULTURE EXECUTIVE AGENCY
ERASMUS MUNDUS and EXTERNAL COOPERATION**

**MAIL ADDRESS:
Avenue du Bourget n°1 – BOUR 00/38
B – 1140 Brussels**

- Please, send one electronic copy of the report to: EACEA-EU-US@ec.europa.eu
- When applicable, you have to attach to your Report **one copy of outputs** finalised during the reporting period.
- If you refer to web sites, User ID's and Passwords should be given for all private areas.
- You are strongly advised to send your Reports by registered post to ensure a record of postage. Additionally, you are advised to keep a copy of the full report, including any annexes.

Please note that a late submission of the Report may result in penalties or even cancellation of the Financial Agreement, in accordance with the general conditions of the Agreement.


3. Notice

- The Executive Agency reserves the right to modify this form if necessary. Any such change will be notified to Beneficiaries in writing.

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Part 1: Checklist

Checklist

Please check the following points before submitting your Final Report	
There are two complete and securely bound paper copies of the Final Report.	<input type="checkbox"/>
One electronic copy has been sent to EACEA-EU-US@ec.europa.eu	<input type="checkbox"/>
One copy of the products and results is included.	<input type="checkbox"/>
You have answered all the questions in Part 2 of the Report.	<input type="checkbox"/>
Section 2B has been read and approved by both the EU and the US coordinator.	<input type="checkbox"/>
You have completed the summary table in Part 2C of the Report.	<input type="checkbox"/>
Declaration of Expenditure	<input type="checkbox"/>
All expenditure presented in Part 3 of the report is eligible.	<input type="checkbox"/>
The expenditure is consistent with the activities undertaken during the total project eligibility period.	<input type="checkbox"/>
The Declaration of Expenditure has been checked by the accounts or finance department of your institution	<input type="checkbox"/>
The report has been signed by the legal representative (Part 3).	<input type="checkbox"/>

Part 2: Description of project activities, products and results

This section describes the activities of the project. It is divided in three sections.

Section 2A – Summary of the activities undertaken during the reporting period.

Section 2B – An overall description of the project activities, products and results.

Section 2C – A list of products and results.

Section 2A - Summary of the Activities

Please describe clearly and briefly by using the two tables below the activities undertaken. Please divide the work in components as in the work plan of your original application (or as amended). Please include a copy of the original (or amended) work-plan.

Table 2.1. Project Activities undertaken during the reporting period.

Component of the project (start-end dates)	Activities undertaken. Indicate also any major divergence from the original workplan	Lead partner, other partners involved in the activities undertaken	Products and results so far
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

Table 2.2. Partnership Meetings held during the reporting period

Place		Date	Partners attending	Purpose of the meeting	Key results (annex the minutes/ summary of the minutes)
Country (use code)	Town				
....					

Section 2B – Overall Description of the Project

Description of Activities (maximum 20 pages)

Please provide a short description, which gives an account of the project's work during the whole duration of the project period. The report should be drafted with reference to the original proposal on the basis of which EU funding was granted or, if subsequently amended with Executive Agency's approval, to the amended proposal.

- You can annex various documents produced during the project work.
- Add the new information to the progress report where appropriate, clearly showing where the new information begins.
- When targets have not been achieved fully or in part, provide clear and concise explanations for not achieving them;

Policy Oriented Measures Projects reports should cover, as appropriate, the following:

Provide an overview of any difficulties encountered during the reporting period.

For the following points, in no more than 20 pages, you should describe in detail the achievement of the planned activities and results during the total project period:

1. The objectives of the project activities
2. The nature and activities of the project
3. The strategies to achieve the objectives you plan to accomplish in the proposed timeframe
4. The role each partner will play in the project's implementation
5. The innovative elements or strategies of the project
6. The added value of multilateral, transatlantic cooperation in the project
7. The expected results and outcomes of the project
8. The potential impact of the project for a wider group of institutions
9. The realisation of the plans for evaluation, promotion and dissemination of the project results and the impact of these.

The Section 2B of the Policy oriented Measures project report should be signed by the two lead parties:

Signature of the EU Project Leader	Date
Signature of the US Project Leader	Date

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Section 2C –List of Outputs

2.C Summary table relating to project outputs

Please list here all products and results of the project: Materials, publications, modules, courses, conferences, seminars, workshops, reports, studies etc..
Attach to your Report **one copy of the prototypes of the outputs** (book, CD-ROMs, conference/seminar/workshop programme, etc.).

N°	Type of Output	Title (if applicable)	Type of dissemination	Comments
1				
2				
3				
4				
5				
6				

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Part 3 - Declaration of European partners' Expenditure (in €)

Table 3.1 Breakdown of actual expenditure within the partnership (1)

Categories of funding	Partner 1	Partner 2	Partner 3	Total expenditure	Approved budget
1. Staff Costs					
2. Direct Costs					
2.1 Travel and subsistence					
2.2 Equipment and materials					
2.3 Subcontracting, consultancy and other external services					
2.4 Other costs					
Subtotal for Direct Costs					
3. General Costs					
Total (2)					

(1) Expenditure from the complete project period. Add columns for partners if necessary.

Table 3.2 Breakdown of actual income within the partnership

Name of partner	Partner 1	Partner 2	Partner 3	Total income	Approved in the budget
1) Grant from the EU					
2) Contribution from the regular budget of the participating institutions					
3) Support from other European Community programmes provided specifically for this project / network					
4) Support from public (national, regional, etc) sources)					
5) Support from the private sector or foundations, provided specifically for this project / network					
6) Other sources					
TOTAL					

Interest generated on the EC grant: _____ €

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Details for Final Financial Statement

Table 3.3. Staff costs: Distribution of staff costs

(Add extra columns for partners if necessary)

All costs in euro	Total			Partner No. 1 (Coordinating institution)			Partner No. 2 Name of institution			Partner No 3 Name of institution			Partner No Name of institution		
	Total number of days (a)	Actual cost per day (b)	Total staff cost (axb)	Total number of days (a)	Actual cost per day (b)	Total staff cost (axb)	Total number of days (a)	Actual cost per day (b)	Total staff cost (axb)	Total number of days (a)	Actual cost per day (b)	Total staff cost (axb)	Total number of days (a)	Actual cost per day (b)	Total staff cost (axb)
Staff by category (*):															
Staff Category 1(*)															
Staff Category 2(*)															
Staff Category 3(*)															
Staff Category 4(*)															
Total staff costs (=identical to item 1 of table 3.1)															

(*)Please refer to the International Standard Classification of Occupations (ISCO) attached.

Table 3.4. Details for Travel and subsistence

Purpose of journey	Number of return journeys (a)	Actual travel costs per journey(EUR) (b)	Actual subsistence costs per day (EUR) (c)	Number of days' subsistence (d)	Total cost (axb)+(cxd)
Total identical to heading 2.1 in Table 3.1					EUR

Table 3.5. Details for Equipment and materials

In the case of purchase of hardware costing over EUR 1.000 per item, please indicate the depreciation rate.

Description	Number of items	Cost of purchase or rent (EUR)	Usage rate %	Depreciation rate %	Total cost
Total identical to heading 2.2 in Table 3.1					EUR

Table 3.6. Details for Sub-contracting, consultancy and other external services

Subcontract	Task description	Number of person days (a)	Cost per day (EUR) (b)	Other costs (EUR) (c)	Total cost (axb)+c
Subcontract 1					
Subcontract 2					
Subcontract 3					
Total identical to heading 2.3 in Table 3.1					EUR

Table 3.7. Details for Other direct costs

Description	Number of items (a)	Cost per item (EUR) (b)	Total cost (axb)
Total identical to heading 2.4 in Table 3.1			EUR

Table 3.8. List of invoices
See annexed Excel table

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Declaration by the Beneficiary:

I, the undersigned, hereby declare that the information contained in this Report is accurate and in accordance with the facts. In particular the financial data provided in this Report corresponds to the expenditure actually incurred by the project partners for the execution of the project activities. This information has been checked and approved by the partners involved in the activities set out in this Report.

I confirm as well that VAT which can be reclaimed has not been included in these figures

I hereby request payment of any balance due.

Signed in:

on / /

Signature of the Beneficiary's legal representative

Seal/stamp of the organisation

Name and function in capital letters

STAFF CATEGORIES

According to the International Standard Classification of Occupations
(ISCO-88 (COM))

STAFF CATEGORY 1

- 100 Legislators, senior officials and managers**
- 110 Legislators and senior officials**
- 111 Legislators and senior government officials
- 114 Senior officials of special-interest organisations
- 120 Corporate managers**
- 121 Directors and chief executives
- 122 Production and operation managers
- 123 Other specialist managers
- 130 Managers of small enterprises**
- 131 Managers of small enterprises

STAFF CATEGORY 2

- 200 Professionals**
- 210 Physical, mathematical and engineering science professionals**
- 211 Physicists, chemists and related professionals
- 212 Mathematicians, statisticians and related professionals
- 213 Computing professionals
- 214 Architects, engineers and related professionals
- 220 Life science and health professionals**
- 221 Life science professionals
- 222 Health professionals (except nursing)
- 223 Nursing and midwifery professionals
- 230 Teaching professionals**
- 231 College, university and higher education teaching professionals
- 232 Secondary education teaching professionals
- 233 Primary and pre-primary education teaching professionals
- 234 Special education teaching professionals
- 235 Other teaching professionals
- 240 Other professionals**
- 241 Business professionals
- 242 Legal professionals
- 243 Archivists, librarians and related information professionals
- 244 Social science and related professionals
- 245 Writers and creative or performing artists
- 246 Religious professionals
- 247 Public service administrative professionals

STAFF CATEGORY 3

- 300 Technicians and associate professionals**
- 310 Physical and engineering science associate professionals**
- 311 Physical and engineering science technicians
- 312 Computer associate professionals
- 313 Optical and electronic equipment operators
- 314 Ship and aircraft controllers and technicians
- 315 Safety and quality inspectors
- 320 Life science and health associate professionals**
- 321 Life science technicians and related associate professionals
- 322 Health associate professionals (except nursing)
- 323 Nursing and midwifery associate professionals
- 330 Teaching associate professionals**
- 331 Primary education teaching associate professionals
- 332 Pre-primary education teaching associate professionals
- 333 Special education teaching associate professionals
- 334 Other teaching associate professionals
- 340 Other associate professionals**
- 341 Finance and sales associate professionals
- 342 Business services agents and trade brokers
- 343 Administrative associate professionals
- 344 Customs, tax and related government associate professionals
- 345 Police inspectors and detectives
- 346 Social work associate professionals
- 347 Artistic, entertainment and sports associate professionals

STAFF CATEGORY 4

- 400 Clerks**
- 410 Office clerks**
- 411 Secretaries and keyboard-operating clerks
- 412 Numerical clerks
- 413 Material-recording and transport clerks
- 414 Library, mail and related clerks
- 419 Other office clerks
- 420 Customer services clerks**
- 421 Cashiers, tellers and related clerks
- 422 Client information clerks