

Request for 2nd payment for 2015

Ministry of Education, Youth and Sports
23.9.2015, Trondheim, Norway

Second payment request

Information for project promoters:

<http://www.msmt.cz/vyzkum-a-vyvoj/informace-k-zadosti-o-zaslani-druhe-platby-pro-rok-2015-v>

Periodic Reporting Summary 2014

Ministry of Education, Youth and Sports
23.9.2015, Trondheim, Norway

Reporting

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

Reporting

What reports are in the programme?

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

How often is a periodic report submitted?

- once a year

Who submits the report?

- project promoter for the whole project
- signed by statutory or attorney (letter of attorney as annex)
- original signatures

Reporting

When is the deadline for submitting a periodic report?

31st January 2015/2016/2017

What is a format of report?

- a. paper – mailed via post office by project promoter
- b. electronic upload to OpenKM system by project promoter

What does the report content?

- 2 parts:

A. scientific and management

B. financial – actual incurred expenditure

- Composition: report (text) and annexes

Reporting

What is a reporting period?

- 12 months (from 1st January to 31st December)

Monitoring of reports

- Ministry (MEYS) verifies the formal format of report and its annexes
- Programme Committee monitors scientific and financial contents of reports
- Programme Committee (PC) evaluates the reports and MEYS asks PC for a statement

Summary to periodic reporting

In general

- Templates must not be changed.
- Project promoter fills in every section.

2.1 Summary - Summary describes the realization in the project in the reporting period. It must be publishable! No jargon, please. This is for the public (newsletter, website etc.)

Summary to periodic reporting

2.4.1.10 WP Human resources – fill in work loads, complete data; Personal months are cumulative numbers per person and in total.

2.4.2 Outputs – if no outputs, fill in no outputs so far.

2.5.2 Part-time means not 100% job in the project.

2.5.2 Work load means not 100% time in the project (e.g. 0,3 work load).

There is only one principal investigator (PI) in the project.

The person is written in the project contract.

There is a leader on a Norwegian site.

Summary to periodic reporting

2.6 Monitoring – how is the project controlled internally or externally

2.6.1 Risk management – describe potential or actual risks which can jeopardize the project realization, including prevention and solutions.

2.9 Project promotion – fill in organised venues/events (more in the annex 4 of the Regulation).

2.10 Achievement of Programme outcome(s) – programme supports Ph.D. students, postdocs, female researchers, please fill in numbers.

Summary to periodic reporting

3.1 Explanation of use – explain the (un)utilization of the means according the budget items.

3.4 Indirect costs – do not cross the percentage!; to be stable every year is the best way 😊.

3.5 Procurement – describe small scale contracting, if relevant.

3.6 Fund for bilateral activities – if you got money from this fund, describe the purpose of expenditure (e.g. Proposal preparation, bilateral events, experience or technology sharing etc.).

Summary to periodic reporting

Financial part and annexes

- Every cell/section must be filled in. No expenditure means zero in a cell of the form.
- Actual expenditures are declared in decimals (0.00).
- Write sums approved in the project contract in Annex I of the report.
- **Sums in CZK and NOK must be identical and in the accounting system!**
- **To convert use the exchange rate from the particular bank account statement of a Norwegian partner when the transfer was done.**
- Accounting record must be accurate, clear and understandable.

Summary to periodic reporting

- Percentage of overheads **must not** be crossed!
- Norwegians state **daily exchange rates** (except 7F14208 Hacier).
- Responsible person for accounting is also written in block letters.
- **Independent evaluators** reviewing the project realization follow recommended outline due to comparability of the periodic reports. They are not paid from the project!
- Timesheets, scientific articles etc. are not annexes of the report.

Programme publicity

Official web page of EEA and Norway Grants

About projects (in English)

<http://eeagrants.org/programme/projectoverview/CZ09/PA23>

Programme Operator (Ministry of Education, Youth and Sports)

English

<http://www.msmt.cz/vyzkum-a-vyvoj/czech-norwegian-research-programme>

National Focal Point (Ministry of Finance of the Czech Republic)

About projects (in Czech)

<http://www.eeagrants.cz/cs/programy/norske-fondy-2009-2014/cz09-cesko-norsky-vyzkumny-program/cz09-schvalene-projekty>

Requirements in Annex 4 of Regulation

1. Develop a Publicity plan
2. Carry out 3 events during project realization
3. Make a web page dedicated to the project

The publicity plan is a mandatory annex of the periodic report of the year 2015.

Project publicity II

- Information about programme and projects:
 - 1.) Official EEA and Norway grants portal:
 - <http://eeagrants.org/> (English)
 - Results and Data in section Documents – all important documents
 - **COMMUNICATION AND DESIGN MANUAL**
 - Use templates and tips by Norway Grants – they make your life easier and smoother 😊

Česko-norský výzkumný program CZ09

Tusen takk.

Thank you for your attention.