

Information on Submission of Project Periodic Report (PPR) 2015 within the Czech-Norwegian Research Programme CZ09

Deadline for submission:	paper and electronically, no later than <u>January 31, 2016</u> .
Number of reports in paper:	1 piece.
Formats of report:	paper and electronic. Both versions must be identical.

Project Periodic Report contains these documents and annexes:

1. **Completed Project Periodic Report (PPR)** – It contains the original signature of the statutory authority (or an attorney) and the principal investigator.

2. **Mandatory annexes:**
 - a) **Annex I - Project Interim Financial Report.** Use the template. It contains original signature of the statutory authority (or authorized person) and the principal investigator. Statement in Czech Crowns (CZK).
 - b) **Annex II - Report on Actual Incurred Expenditure.** It applies to the project promoter and all other Norwegian and Czech project partners (Norwegian partners may submit a copy). There is no template but it is a record in a local currency from an accounting system according the practice of the organization. Sums relate to annexes I and/or III. The annex contains a stamp of the organization, the name and original signature of the authorized person - e.g. the chief accountant/economist.
 - c) **Annex III - Financial Statement by Norwegian Partner.** Use the template. Annex III in Norwegian currency (NOK), analogy of so called form C under 7FP. It applies to Norwegian partners only. It contains the name and signature of authorized person. A copy may be submitted.
 - d) **Annex IV - Confidentiality Declaration by Evaluator.** Use the template. It relates to each Annex V and contains evaluator's signature. A copy may be submitted.
 - e) **Annex V – Evaluation Report of the Project.** Use the template. **At least two evaluators' opinions.** To be completed in English only. It contains evaluator's signature. A copy may be submitted.
 - f) **Annex VI – Project Publicity Plan.** Use the template. To be completed in English only.
 - g) **Annex VII – Letter of Attorney** (if applicable). There is no template. To be used for signing the front page of PPR and Annex I. Possibility in Czech language. A copy may be submitted.

3. **Voluntary attachments at promoter's discretion** (Annex VII – e.g. photos).

4. **Project web site that meets the criteria of Annex 4 of the Regulation on the Implementation of the Norwegian Financial Mechanism 2009 - 2014.** Deadline for the fully functional website is January 31, 2016. Reserve projects (7F14045, 7F14122, 7F14155, 7F14392) shall have an existing web page, but it may meet the criteria of Annex 4 of the Regulation partially.

Note: In the first and second year of the project realization, there is no need of Peer Review. The project promoter provides min. 2 evaluation reports by independent evaluators in English. PPR evaluators are approved by the Programme Operator. A composition of evaluators may be international. Expenditures related to evaluation are paid by the project promoter from its own resources, not from institutional support (the grant).

Timesheets, invoices, receipts, bank statements, publications and articles, etc. are not a part of PPR. Timesheets are available for promoter's possible need.

The project promoters deliver PPR. The paper version of the project periodic report (including all annexes) is disposed to the Ministry's mailroom or via mail to the address of the Ministry of Education, Youth and Sports, Karmelitska 7, 118 12 Praha 1.

At the same time the project promoter uploads PPR electronically to the OpenKM system. The completed and signed form of PPR is uploaded to OpenKM system in word format (doc(x)). Annex I is uploaded in xls(x) and pdf format. Other documents are uploaded in pdf format (including the signed title pages).

Storage - electronic storage is used to upload PPR (including all annexes) in electronic form. Please go to: <https://intervesvav.msmt.cz>.

The front page of PPR and Interim Financial Report (Annex I) must be signed by the statutory authority, or an attorney, of the project promoter. An attorney letter, of which basis the person signs the front page, must be annexed to PPR.

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