

Guidelines on Submission of Final Project Report (FPR) in the Czech-Norwegian Research Programme CZ09

Deadline for submission the FPR of the research projects: **within 60 days after the end date of the project, by 30 June 2017 at the latest.** A post stamp as an official submission is allowed.

Number of reports in paper: 1 piece
Formats of report: electronic (uploading to OpenKM) and paper (mail/personally). Both versions must be identical.

The Final Project Report (hereinafter “FPR”) for the research projects supported from the Czech-Norwegian Research Programme CZ09 contains these documents and annexes:

1. **The complete Final Project Report (FPR)** – The FPR is stamped and contains original signatures of the statutory authority (or an attorney) of the project promoter and the principal investigator. The FPR covers the whole implementation period of the project.
2. **Mandatory annexes (also a summary table in the report form):**
 - a) **Annex I – Final Project Financial Report.** Please use the template. This annex applies to **all entities and covers the whole implementation period of the project.** The report is stamped and contains original signatures of the statutory authority (or an attorney) of the project promoter and the principal investigator. The annex is filled in in Czech Crowns (CZK).
 - b) **Annex II - Report on Actual Incurred Expenditure.** No template provided but it is a record in a national currency (CZK) from an accounting system according to the practice of the organization. The record covers the period **between 1 January 2017 and 30 April 2017.** The annex contains a stamp of the organization, a full name and original signature of the authorized person such as a chief accountant/economist/bursar. It applies to the project promoter and all project partners from the Czech Republic only.
 - c) **Annex III – Final Financial Statement by Norwegian Project Partner.** Please use the template. This annex, an analogy of so called form C under 7FP, is filled in in the Norwegian currency (NOK) and **applies to the project partners from Norway only.** It covers the whole implementation period of the project. It is stamped and contains a full name and signature of the person authorized in financial matters of the organization. A copy may be submitted.
 - d) **Annex IV – Letter of Attorney** of the project promoter (if applicable). No template provided. This annex regards the authorization of signing the front page of FPR and annex I. It may be written in Czech and a copy may be submitted.

Timesheets, invoices, receipts, bank statements, publications and articles, etc. are not a part of FPR.

The project promoter delivers the FPR on behalf of the partnership. The paper version of the FPR (including all annexes) with a dedication to the project and the programme is disposed to the Ministry’s mailroom during opening hours, or via mail to the address of the Ministry of Education,

Youth and Sports, the Department of Strategic Programs and Projects – 33, Karmelitska 529/5, 118 12 Prague 1.

At the same time the project promoter uploads FPR electronically to the OpenKM system. The complete and signed FPR is uploaded to OpenKM system according to the Programme’s Operator requirements. For instance, signed title pages are uploaded in PDF format.

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

The front page of FPR and Annex I - Final Project Financial must be stamped, signed by the principal investigator and 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 FPR.

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