

**PROJECT PROGRESS REPORT** for project financed by the ESPON Programme 2013

**FILLING IN INSTRUCTIONS**

This is the progress report at the **PROJECT** level that the **Lead Partner compiles on the basis of the progress reports provided by each single Project Partner.**

**Colour code**

<b>White cells</b>	must be filled in.
<b>Orange cells</b>	will be calculated automatically.
<b>Green cells</b>	are pre-filled by the Project Management Database of the programme.
<b>Blue cells</b>	give instructions on how to fill in the forms. Please follow these instructions.

**Comments** When filling the financial report you will find help if you move the mouse over the cells containing comments.

- **Please do not remove the Excel protection. Please do not change or delete the structure and pre-filled text of the reporting form! You risk that the report becomes ineligible.**
- Please check sheets for any error messages and clear all error messages before you hand in the report.
- All parts of the report have to be filled in.
- Please read carefully the corresponding chapters of the Programme Manual and the relevant EU regulations (especially Regulations (EC) No. 1080/2006, 1083/2006 and 1828/2006).
- Please remember the information given at the LP seminar (available also on [www.espon.eu](http://www.espon.eu)).
- The only currency to be used for sheet **C** and **D** is EURO.
- All figures should be rounded to 2 digits after the decimal point, with 0.005 being rounded up.
- The exchange rates must **NOT** be rounded.

**FINANCIAL REPORT**

- In order to fill in sheets C and D you need to take into account the expenditure reported by the Project Partners in their progress reports (sheets D1). The amounts there reported will have to be used to fill in sheets C and D of the present file. Please follow the instructions given in the blue cells and in the comments.
- Sheets B and A will be filled in automatically once you complete sheets C and D.
- In the cover sheet (A) the Lead Partner representative has to sign and stamp in the relevant space. This page must be also signed and stamped by the First Level Financial Controller of the Lead Partner.
- All the documents listed in the Submission Checklist must be sent to the ESPON CU. Please do not send any additional document, unless requested to.

**ACTIVITY REPORT**

- Please use the Word Template provided by the ESPON CU. Please be concise.
- The Activity Report is to be compiled by Lead Partner on the basis of the inputs given by the Project Partners. The activity report at the PROJECT level only will have to be sent to the ESPON CU. Please do **NOT** send the activity reports of the Project Partners to the ESPON CU.

**SUBMISSION**

Please send all documents listed in the Submission Checklist **in ORIGINAL** to the ESPON CU. **We do not accept copies.**

**Please return the documents to the following address (both ORIGINAL HARD COPY and DIGITAL VERSION)**

ESPON Coordination Unit  
Postal address:  
CRP HT - P.O. Box 144  
L-4221 Esch-sur-Alzette  
Grand-Duchy of Luxembourg  
E-mail: [progressreport@espon.eu](mailto:progressreport@espon.eu)

**CONTACT INFORMATION**

In case of questions, please do not hesitate to contact the ESPON CU

**FINANCIAL REPORT**  
*Financial Managers*

phone numbers  
fax

**ACTIVITY REPORT**  
*Project Managers*

phone numbers  
fax



**A. FINANCIAL PROGRESS REPORT**

**ESPON 2013 Programme Project number :**

**Contract number:**

**Project Name:**

**Progress Report number:**

**Period covered:** from  to

Contact information	Project co-ordinator	Project manager
Contact person:	<input type="text"/>	<input type="text"/>
Institution:	<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>
ZIP code, city:	<input type="text"/>	<input type="text"/>
Country:	<input type="text"/>	<input type="text"/>
Telephone:	<input type="text"/>	<input type="text"/>
Fax:	<input type="text"/>	<input type="text"/>
E-mail:	<input type="text"/>	<input type="text"/>
Web:	<input type="text"/>	<input type="text"/>

Contact information	Financial manager	Communication manager
Contact person:	<input type="text"/>	<input type="text"/>
Institution:	<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>
ZIP code, city:	<input type="text"/>	<input type="text"/>
Country:	<input type="text"/>	<input type="text"/>
Telephone:	<input type="text"/>	<input type="text"/>
Fax:	<input type="text"/>	<input type="text"/>
E-mail:	<input type="text"/>	<input type="text"/>
Web:	<input type="text"/>	<input type="text"/>

**Details of reimbursement:**

Name of Organisation:

Name of Representative:

Name of Bank:

BIC /SWIFT:

Name of Account holder:

Account reference (if relevant):

IBAN:

Address of the Account holder:

ZIP code, city, country:

**The Lead Partner representative certifies that all the information provided in the activity and the financial report are true and correct and all the necessary CONTROL CERTIFICATES are attached.**

Name of Lead Partner representative:

Signature of Lead Partner:

Date:

Official Stamp of the Lead Partner:

**As first level controller of the Lead Partner I validate the present project progress report at project level: this validation concerns the expenditure declared by the project (refer to Chapter 8.6.3 of the Programme Manual). As a first level controller at the Lead Partner level, I certify and validate the Lead partner expenditure and the LP activities on the basis of the provisions set by the Member/Partner State where the Lead Partner is located. In addition, I have controlled the documents related to the controls performed at the PP level and I have satisfied myself of the soundness of the first level controls performed and I have checked their formal compliance: progress reports, list of expenses incurred at PP level, control certificates, control reports and control checklists, and the further documentation of the case (e.g. public procurement procedures, contracts with the suppliers, invoices, proofs of payments, etc.)**

Name of first level controller:

Signature of first level controller:

Date:

Official Stamp of organisation:

**Total amount of the reimbursement claim (in EUR):**

## B. FINANCIAL REQUEST

ESPON 2013 PROGRAMME

Project number:

Contract number:

Progress Report number:

Period covered:

Partners coming from	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)	Remaining (f=a-e)
Member States					€ 0,00	€ 0,00
Norway					€ 0,00	€ 0,00
Iceland					€ 0,00	€ 0,00
Liechtenstein					€ 0,00	€ 0,00
Switzerland					€ 0,00	€ 0,00
<b>Total</b>				€ 0,00	€ 0,00	€ 0,00

Payment forecast for this claim

Spending rate

#DIV/0!	#DIV/0!

**C. TOTAL PROJECT SUMMARY OF EXPENDITURE**

In this table the Lead Partner should consolidate the expenditures of the project by summing up the amounts reported by the project partners in their respective D1 sheets.

**ESPON 2013 PROGRAMME**

Project number:

Contract number:

Progress Report number:

Period covered:

**SUMMARY BUDGET OF THE PROJECT**

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)	Remaining (f=a-e)
1. Staff				€ 0,00	€ 0,00	€ 0,00
2. Administration				€ 0,00	€ 0,00	€ 0,00
3. Travel and accommodation				€ 0,00	€ 0,00	€ 0,00
4. Equipment (depreciation)				€ 0,00	€ 0,00	€ 0,00
5. External expertise and services				€ 0,00	€ 0,00	€ 0,00
Subtotal				€ 0,00	€ 0,00	€ 0,00
(-)Revenues				€ 0,00	€ 0,00	€ 0,00
<b>TOTAL</b>				<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>

**WORKPACKAGE COORDINATION**

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)	Remaining (f=a-e)
1. Staff					€ 0,00	€ 0,00
2. Administration					€ 0,00	€ 0,00
3. Travel and accommodation					€ 0,00	€ 0,00
4. Equipment (depreciation)					€ 0,00	€ 0,00
5. External expertise and services					€ 0,00	€ 0,00
Subtotal					€ 0,00	€ 0,00
(-)Revenues					€ 0,00	€ 0,00
<b>TOTAL</b>				<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>

**WORKPACKAGE ACTIVITIES**

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)	Remaining (f=a-e)
1. Staff					€ 0,00	€ 0,00
2. Administration					€ 0,00	€ 0,00
3. Travel and accommodation					€ 0,00	€ 0,00
4. Equipment (depreciation)					€ 0,00	€ 0,00
5. External expertise and services					€ 0,00	€ 0,00
Subtotal					€ 0,00	€ 0,00
(-)Revenues					€ 0,00	€ 0,00
<b>TOTAL</b>				<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>

**WORKPACKAGE DISSEMINATION**

BUDGET CATEGORY	Total budget (a)	Previously reported (b)	Previously accepted (c)	Current payment request (d)	Accumulated (e=c+d)	Remaining (f=a-e)
1. Staff					€ 0,00	€ 0,00
2. Administration					€ 0,00	€ 0,00
3. Travel and accommodation					€ 0,00	€ 0,00
4. Equipment (depreciation)					€ 0,00	€ 0,00
5. External expertise and services					€ 0,00	€ 0,00
Subtotal					€ 0,00	€ 0,00
(-)Revenues					€ 0,00	€ 0,00
<b>TOTAL</b>				<b>€ 0,00</b>	<b>€ 0,00</b>	<b>€ 0,00</b>

