



PRAISE PROJECT
AGREEMENT NUMBER – 2003 – 4724 / 001 -001

ADMINISTRATIVE ASPECTS

- **INTERIM REPORT**
- **FINAL REPORT**



INTERIM REPORT

- **It needs yet to get further documentation from some partners (invoices, coststatement, declaration have not double charged costs).**
- **A list of incomplete documentation will be delivered to the interested partners.**



FINAL REPORT

- The final report must be sent to Commission no later two months after the end of the eligibility period.
- Declaration of expenditure – Section 2
- Description of project activities, products and results – Section 3
- Products and results have to bear the Grant Agreement number
- The final report model is available on the web site of PRAISE project:
- www.comune.torino.it/sfep/praise



Expenditure – Section 2

- **An external audit report have to be attached to this section**
- **Excel tables in annex have to be used:**
 - A. Financial Summary (part I, part III, part IV, part V)**
 - B. Expenditure and revenues**
 - C. List of invoice**
 - D. Signature**