

**INTERIM SUBSTANTIVE REPORT No.....**  
to Financial Agreement No.....  
for the period from ..... to.....

**Scholarship and Training Fund**  
**Action: Development of Polish HEIs**

## PROJECT IDENTIFICATION

Project title:
Project Promoter's name (official name):

The deadline for submitting Interim Report No. ... is on or before **dd-mm-yyyy** (the postmark date is decisive).

## GENERAL INFORMATION

Prior to filling in the *Interim Report*, please read *the Administrative and Financial Guide for Project Promoters* and the information below.

The Report is to be filled in online (<http://online.frse.org.pl>), registered through sending online, printed out, completed with all required signatures and stamps and posted or lodged at the Administrative Support Centre of the Foundation for the Development of the Education System – FRSE Operator.

**IMPORTANT:** please make sure you are sending the final version of the *Report*, containing no “Draft” watermark.

Full documentation for the report (*Interim Substantive Report, Interim Financial Report and, if applicable, a Payment Application*) is to be sent or delivered in one envelope to the address:

Fundacja Rozwoju Systemu Edukacji  
Fundusz Stypendialny i Szkoleniowy  
ul. Mokotowska 43  
00-551 Warszawa

quoting the *Grant Agreement* number on the envelope.

## INTERIM REPORT – the substantive part

The purpose of the *Interim Report* is to monitor the progress of activities related to the implementation of the project by the Project Promoter and Project Partner/Partners (for projects implemented by partnerships).

The *Interim Report* should contain a description of activities implemented only and exclusively during a given reporting period, in particular a summary of main project elements at the current implementation stage, together with a detailed description of prospective amendments to the project implementation schedule compared against activities planned in the application.

### 3.1 Description of project activities in a given reporting period – a summary

Please provide a brief summary of activities undertaken in a given reporting period as part of the project being implemented and a description of achieved results **in Polish**:

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and in English:

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**3.2 Please specify to what extent (%) the project activities planned for a given reporting period have been achieved:**

- 0- 20%
- 20-40%
- 40-60%
- 60-80%
- 80-100%

**3.2.1 How do you justify this rating?**

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**3.3 Mobilities**

Were any mobilities planned in the project?

- Yes
- No

3.3.1 Please briefly describe the mobilities that were carried out in a given reporting period. Please describe the following issues among other things: what was the purpose of the mobility? how many persons participated in the mobilities? what are the results of the mobilities effected? etc.

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3.3.2 Please describe in detail the mobilities effected:

Institution funding the mobility	Country - departure	Country - arrival	Mobility type	Number of mobilities

Number of mobilities effected in a given reporting period	<b>[total number of mobilities]</b>
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3.3.3 Were all the planned mobilities carried out in a given reporting period? Please describe possible reasons for changes to the number of effected mobilities.

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**3.4 Difficulties/Changes to the schedule**

Please describe whether or not the project is being implemented in accordance with the schedule planned in the application. Were there any difficulties resulting in changes to the initial project objectives? If so, please explain their reasons and describe the remedial actions undertaken.

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### 3.5 Risk management

Did the risks specified in your application form materialise during a given reporting period? What was the influence of that risk/those risks on the implementation of the project in a given reporting period? Which risk preventive measures did you take? Were there any new risks not foreseen at the stage of planning the application? If you encountered no risk stipulated in the application– please describe how you carried out the risk management process in a given reporting period.

### 3.6 Monitoring/Evaluation

Please describe activities linked to the ongoing monitoring and evaluation of project implementation progress. Please describe both external and internal assessment and/or evaluation forms. How does the project group take daily care of the correct implementation of project activities?

### 3.7 Dissemination and exploitation of project results/outcomes

3.7.1 Which results/outcomes were achieved in a given reporting period?

3.7.2 Please describe the activities taken in order to disseminate the project results in a given reporting period. Who took advantage of materials developed in a given reporting period (please indicate end recipients).

### 3.8 Forthcoming project events

Please briefly describe (event/initiative nature, date, place) the important/interesting/innovative activities/events (e.g.: conference, seminar, workshops, launch of a specialisation/field of study, promotional meeting with the authors of scientific publications developed as part of the project etc.) that you are planning to hold during the next reporting period. Would you like the STF office to get involved in the promotion of this event/initiative? If so, how?

### 3.9 Additional information and comments

Please give us any information here for which no slot is provided in the remaining sections of the Report. In this part you can write your comments and recommendations aimed at the improvement of future activities, administrative procedures, ways of funding, etc., under the action *Development of Polish HEIs*:

## 1. FINAL DECLARATION

*I, the undersigned, hereby declare that the information given in this Interim Report is true and fully and truly reflects the legal and actual status as at the moment of submitting this Report.*

*I undertake to immediately provide written information to the Operator of the Scholarship and Training Fund Programme about any changes to the statements, data and information mentioned above and to submit at his request appropriate documents confirming the performance of the changes in the implementation of the project.*

Name and surname of the project promoter's

Project promoter's stamp:

legal representative:

Signature of the Project Promoter's

Project Promoter's stamp:

legal representative:

Place and date:

## 2. FINANCIAL PART

IMPORTANT: A statement of expenses incurred under individual budgetary items in a given reporting period should be provided in a separate document – an *Interim Financial Report*.