 ***[Insert Project Logo – Optional]***

**Annex 2**

**PRIMA TRAINING AND MOBILITY AWARD (PTMA)**

**[YEAR]**

**Final Report**

**[Insert Project Title]**

**Project Duration**

**[Insert Month/Year] – [Insert Month/Year]**

**[Insert Name of Project coordinator]**

**[Insert name of entity]**

# Guidelines

*The Final report is to be completed by the Malta-based Award Beneficiary and should be used to give an accurate and detailed account of the project Activities undertaken, and how the Award has been used to achieve the goals set out by the PRIMA TRAINING AND MOBILITY AWARD (PTMA).*

*The report should include details on project activities and outcomes/deliverables highlighting how the following criteria (as described in the initial proposal) were achieved throughout the project’s duration:*

1. *The Quality of the project activities*
2. *Strength of Partnership and Leadership*
3. *Outcomes and Sustainability*

*Project Activity Evidence should include data, results, graphs and tables (where appropriate), photographs, references to project publications and should be annexed in* ***Appendix 1****.*

*Financial Evidence must include copies of all financial documentation proving how the Award was spent and are to be included as evidence in* ***Appendix 2****. The financial documentation should include receipts for flights and accommodation, any single expenditure over € 500 and timesheets (where applicable). These details are to be included in the Financial Report Template, which forms an integral part of this Final Report.*

*All documents are to be kept in a project file held by the Beneficiary and to be made readily available should it be requested for auditing purposes.*

# The Project Activities

*Provide an overview of each Project activity highlighting the quality, innovation and interdisciplinarity of the collaboration activities with the foreign centre/s of academic excellence. Please refer to guidelines regarding appending project activity evidence.*

|  |
| --- |
| 1. **Activity Description** *[150-250 words]*
 |
| brian warrington |
| **Start Date** | **End Date** | **Evidence Appended** *(Yes/No)* |
|  |  |  |

|  |
| --- |
| 1. **Activity Description** *[150-250 words]*
 |
| brian warrington |
| **Start Date** | **End Date** | **Evidence Appended** *(Yes/No)* |
|  |  |  |

|  |
| --- |
| 1. **Activity Description** *[150-250 words]*
 |
| brian warrington |
| **Start Date** | **End Date** | **Evidence Appended** *(Yes/No)* |
|  |  |  |

|  |
| --- |
| 1. **Activity Description** *[150-250 words]*
 |
| brian warrington |
| **Start Date** | **End Date** | **Evidence Appended** *(Yes/No)* |
|  |  |  |

# Breakdown of activity costs

*Provide an accurate account of the costs incurred when carrying out the activities funded by the Award. Please refer to guidelines regarding appending financial evidence.* ***The same actual/associated costs incurred must be included in the Financial Report Template****.*

|  |  |  |
| --- | --- | --- |
| **Cost Title** | **Associated Costs (€)** | **Evidence Appended** *(Yes/No)* |
| 1. Flights (incl. travel insurance)
 |  |  |
| 1. Subsistence allowance (incl. accommodation)
 |  |  |
| 1. Organisation of Meetings/ Seminars/ Workshops/visits in Malta (incl. catering)
 |  |  |
| 1. Information and Promotional materials
 |  |  |
| 1. Conference registration
 |  |  |
| 1. Publication /Media articles
 |  |  |
| 1. Other:
 |  |  |

# the outcomes of the project

*Briefly outline the Project outcomes and deliverables achieved (compared to those originally planned), highlighting any resulting benefits that may lead to longer term international relationships and sustained, successful partnerships. Furthermore, please provide information about any concrete follow-up actions planned as a continuation of those activities funded through the Award.*

*[250-500 words]*

|  |
| --- |
| brian warrington |
| Is there a possibility of having a long lasting collaboration with the foreign partner? |  |
| Which PRIMA-related Call did you apply for or intend to apply for? Kindly specify the title of the proposal, the call and the year.  |  |
| Actual amount of co-financing provided by the foreign entity to complete the proposed activities? |  |

Project Participants

The participants that worked on this particular Project are:

* brian warrington *(To include: Name & Surname, Occupation, Organisation and Role within Project)*
* brian warrington *(To include: Name & Surname, Occupation, Organisation and Role within Project)*
* brian warrington *(To include: Name & Surname, Occupation, Organisation and Role within Project)*
* brian warrington *(To include: Name & Surname, Occupation, Organisation and Role within Project)*
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* brian warrington *(To include: Name & Surname, Occupation, Organisation and Role within Project)*
* brian warrington *(To include: Name & Surname, Occupation, Organisation and Role within Project)*

**Declaration**

|  |
| --- |
| **Declaration by the Beneficiary:** |
| **I confirm that:**The information given in this report is accurate to the best of my knowledge. I understand that if it is later established that I misrepresented any of the information contained herewith I will be required to reimburse the Xjenza Malta for the services received. | I agree |
| I accept and confirm that the project beneficiary and lead contact information, and the project title and abstract content information can be published in Xjenza Malta’s media publications and annual reports. | I agree |
| I accept and confirm that the personal data and project content information can be passed on to third parties i.e. the Partner Organisation/s with whom this project was carried out, solely for use in said project/activities, and that any misuse of the data or provision of data to parties outside this agreement will incur legal action.  | I agree |
| **Signature**: | **Date** |