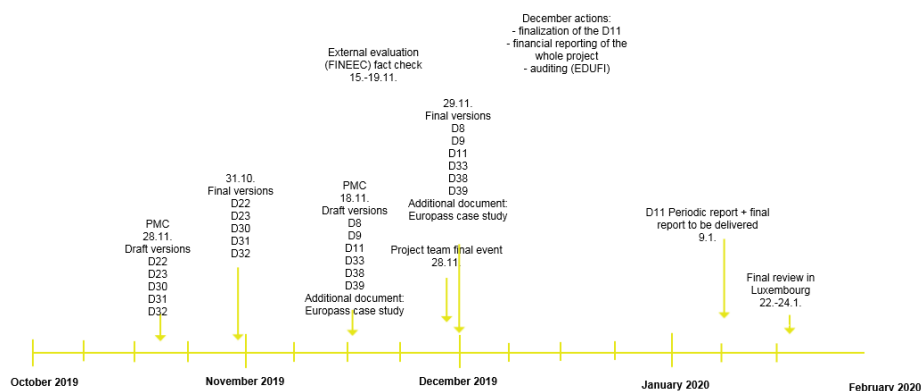


Final review



FINAL REVIEW IN LUXEMBOURG January 23rd 2020

Location: DG Connect building EUROFORUM is: 10, rue Robert Stumper, L-2557 Luxembourg.

Reviewers: The Commission will be assisted by the following independent experts:

- Dr. Stefania Bocconi, National Research Council of Italy (CNR), Institute for Educational Technology (ITD)
- Dr. Georgios IOANNIDIS, IN2 search interfaces development Limited

[Review agenda + shared project team presentation](#)

[Review minutes](#) (to be updated during the review by the project team)

Official feedback from the reviewers / Interim report (to be added after review)

Project team timetable during the review:

Wednesday January 22nd	Thursday January 23rd	Friday January 24th
Arrival to Luxembourg + rehearsal	9-16 Mid-term review in the review location	Flight back to Finland

TIMETABLE AND DOCUMENTS

What?	When?	Status (color coded)
Financial report templates (each partner) updated and sent to coordinator <ul style="list-style-type: none"> • CSC • EDUFI • UOulu • Gradia / JEC • DUO • All partners summary 	by December 20th (if impossible then by January 2nd)	
Review agenda updated by WP leaders	by December 20th	
Periodic (technical) report updated by WP leaders	by December 20th	

Final report updated by the WP leaders	by December 20th	
Coordinator produces financial summary of the financial reports	1st-2nd week of January	
EDUFI auditing - auditing template	December 17th-18th	
All material in Eduuni wiki - informing steering committee to be ready for approval	by December 20th	
Approval (by e-mail) and informing about any needed updates	by January 8th	
Final updates by coordinator	by January 9th	
Reporting documents (financial + technical) to be sent to project officer (PO will forward material to the reviewers after that)	January 9th	
Final updates of the review slides - shared project team presentation	by review	
Signed originals to be sent to project officer	after review	

INSTRUCTIONS FOR FINANCIAL REPORT (instruction document + appendix)

COMPLEAP's second (and final) reporting period has ended at the end of November 2019. We have to report our costs and PM's for the last period **1st December 2018 – 30th November, 2019**.

1. Annex VI - Financial Statement

Please fill the attached [Financial Statement](#) (first page, CSC will fill the summary). Following cells should be filled:

- Beneficiary Legal Name
- Beneficiary Short Name
- Beneficiary Nb (1.CSC, 2.EDUFI, 3.UOulu, 4. JEC, 5.DUO)

1. 1. Declaration of eligible costs (in €) column "This period"

- Personnel costs (no need to detail per WPs) Please see the attachment "Appendix specific conditions for direct personnel cost."
- Subcontracting
- Other specific direct costs (travel costs and other costs)
- Use "**Adjustments**" column if you need to make changes for the first period costs

1. 2. Declaration of receipts

- Choose Yes or No

1. 3. Certificate on the financial statements

- Choose Yes or No (only EDUFI has to submit the certificate on the financial statements, others can choose No)

Remember to date and sign the form. This form should be signed by the person authorized to sign this kind of documents according to your organization (e. g. Financial Director).

Please send the Financial Statement in PDF-format to antti.laitinen@csc.fi and minna.hahl@csc.fi and send **also** the original document with a signature to CSC - IT Center for Science Ltd.

Minna Hahl

P.O. Box 405

FI-02101 Espoo

Finland

or

CSC – Tieteen tietotekniikan keskus Oy

Minna Hahl

PL 405

02101 Espoo

Deadlines:

- Financial Statement in PDF-format by email should be sent no later than December 20th 2019
- Original Financial Statement by mail or by courier should be sent after review. Exact date will be informed later.