

Reporting

Application

Deadline: spring / autumn

Content: project description in terms of form, financial aspects and content

Objective: application for funding

Feedback: funding decision and agreement

Tool: myMovetia

Application for payment of 2nd tranche

Deadline: ongoing

Content: budget utilisation min. 28% of max. funding amount

Documents: recorded payments

Objective: disbursement of the 2nd tranche, current status of the mobility project

Feedback: communication of results of the verification of financial aspects

Tool: myMobilities

Interim report

Prerequisite: conditions relevant to the contract (see funding decision)

Deadline: by halfway through the term of the agreement at the latest (12 months: 30.11.xy/24 months: 31.05.xy)

Objective: preparation of the contract-relevant conditions, current status of the project

Feedback: communication of results of the verification of the content

Tool: myMovetia

Final report

Deadline: 60 days after the end of the term of the agreement at the latest:
12 ou 24 months: 31.07.xy/31.12.xy

Content: financial and content-related documentation of the progress of the project

Documents: myMobilities with upload of mobility certificates

Objective: status and completion of the mobility project

Feedback: communication of results of the verification of financial aspects and content

Tool: myMovetia

Key

Red: before mobility project

Green: during mobility project

Purple: after mobility project