

## Report Check list - BENEFCIARY

*TO INCLUDE WITH YOUR REPORT*

<b>Project N° : 2008 – _ _ _ _ _</b>	Yes	No	N/A
Declaration on honour signed in <b>original</b> by the <b>Legal Representative</b> or <b>authorised sub-delegated Legal Representative*</b>			
Correct report template used (published on the Agency's website/provided by the Agency)			
The Mobility list is the template provided by the Agency (properly completed for all the grantees)			
Electronic version of the report is sent to the mail box <a href="mailto:EACEA-EM-PARTNERSHIPS@ec.europa.eu">EACEA-EM-PARTNERSHIPS@ec.europa.eu</a>			
Audit certificate attached			
The Declaration of expenditure is completed (use unit costs and flat rates as defined in the Article 3 – Financing the action of the Specific Grant Agreement)			
The amount of the interest on pre-financing is declared in Part III – Declaration of expenditure of the Final Report			
The report is complete : - Part I – Description of the activities and results - Part II – Mobility scheme - Part III – Declaration of expenditure			
Copy of the report provided			
Supporting documents attached (if applicable)			

\*If the signatory is not the Legal Representative a valid document confirming the authorisation to sign on his/her behalf is added.