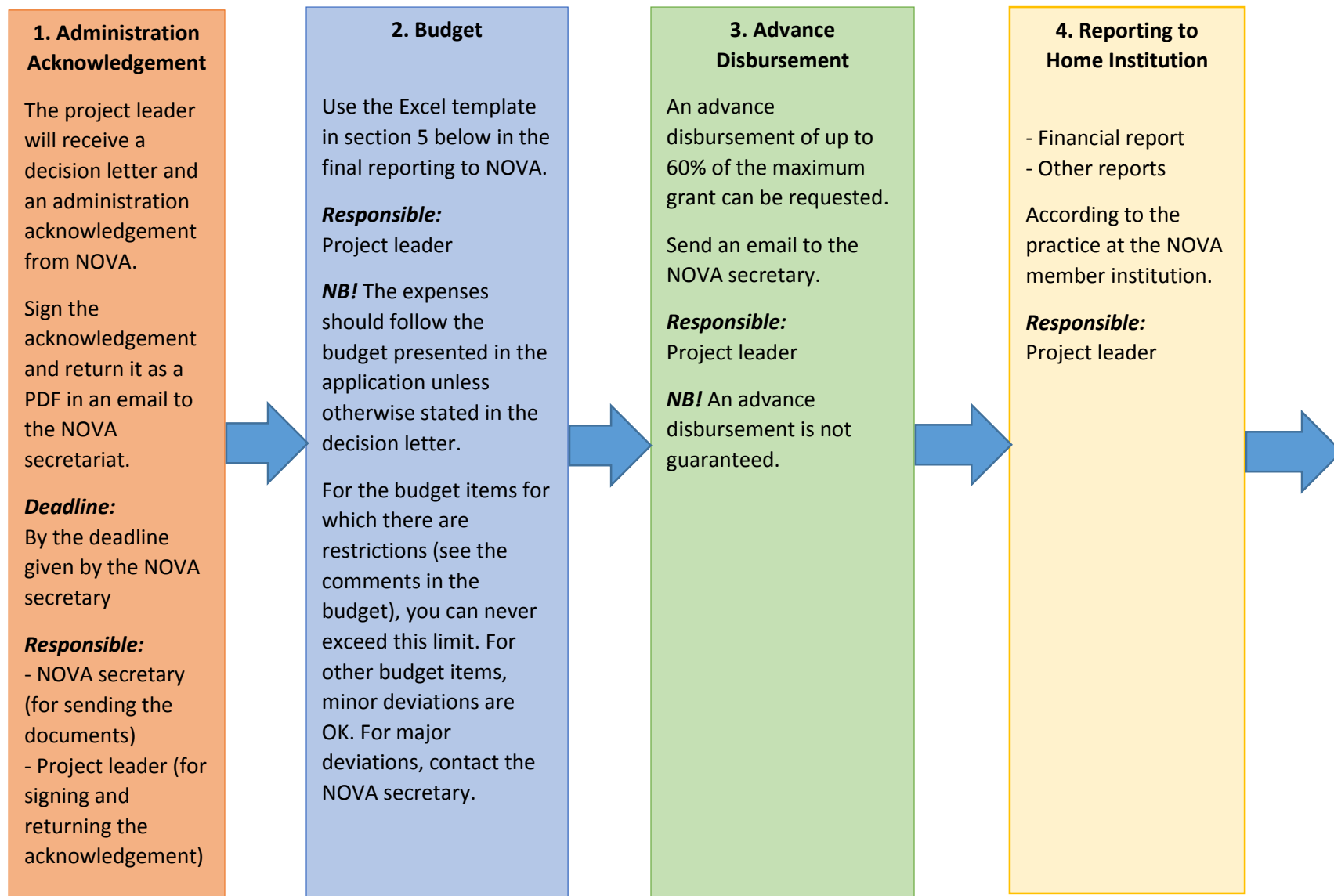


## Administrating and Reporting a NOVA Other Project Grant applied for in 2015



## Administrating and Reporting a NOVA Other Project Grant applied for in 2015

### 5. Reporting to NOVA

Submit the final report to NOVA in the [online reporting system](#). It is required to answer all questions and to use the budget template.

You will be asked for the following information:


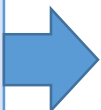
#### 11.1. Financial report - [Template](#)

Upload the financial report as an Excel-file **AND** a PDF of the financial report with your and the head accountant's signatures (select "print", "fit sheet on one page" or "fit all columns on one page").

#### 11.2. Possible external funding

#### 11.3. Self-evaluation

#### 11.4. Bank and account information:

- 
- a) name and address of local NOVA member institution (recipient)
  - b) name and address of local NOVA member institution's bank
  - c) account no, IBAN, SWIFT
  - d) reference
- 

#### 11.5 Updated course project plan if there have been important changes

##### **Deadline:**

By the deadline stated in the decision letter. 3 months after the end of the project. NOVA applies a very strict policy for reporting deadlines. Only in very exceptional cases, grants are paid if the reporting is late.

##### **Responsible:**

Project leader

The local NOVA coordinator must be able to confirm the bank and account information.

## Administrating and Reporting a NOVA Other Project Grant applied for in 2015

