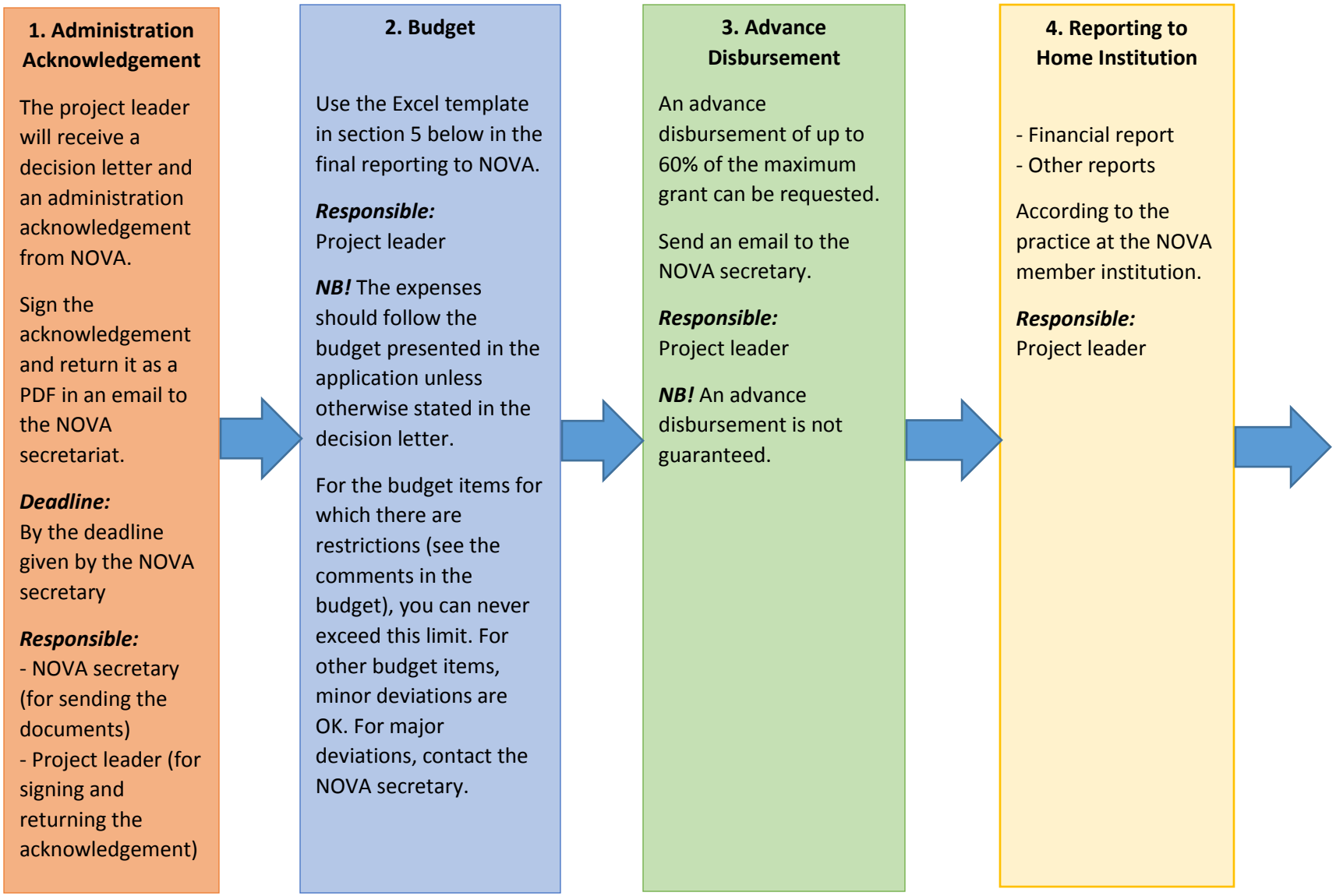
Administrating and Reporting a NOVA Other Project
Grant applied for in 2016



Administrating and Reporting a NOVA Other Project
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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 2016

