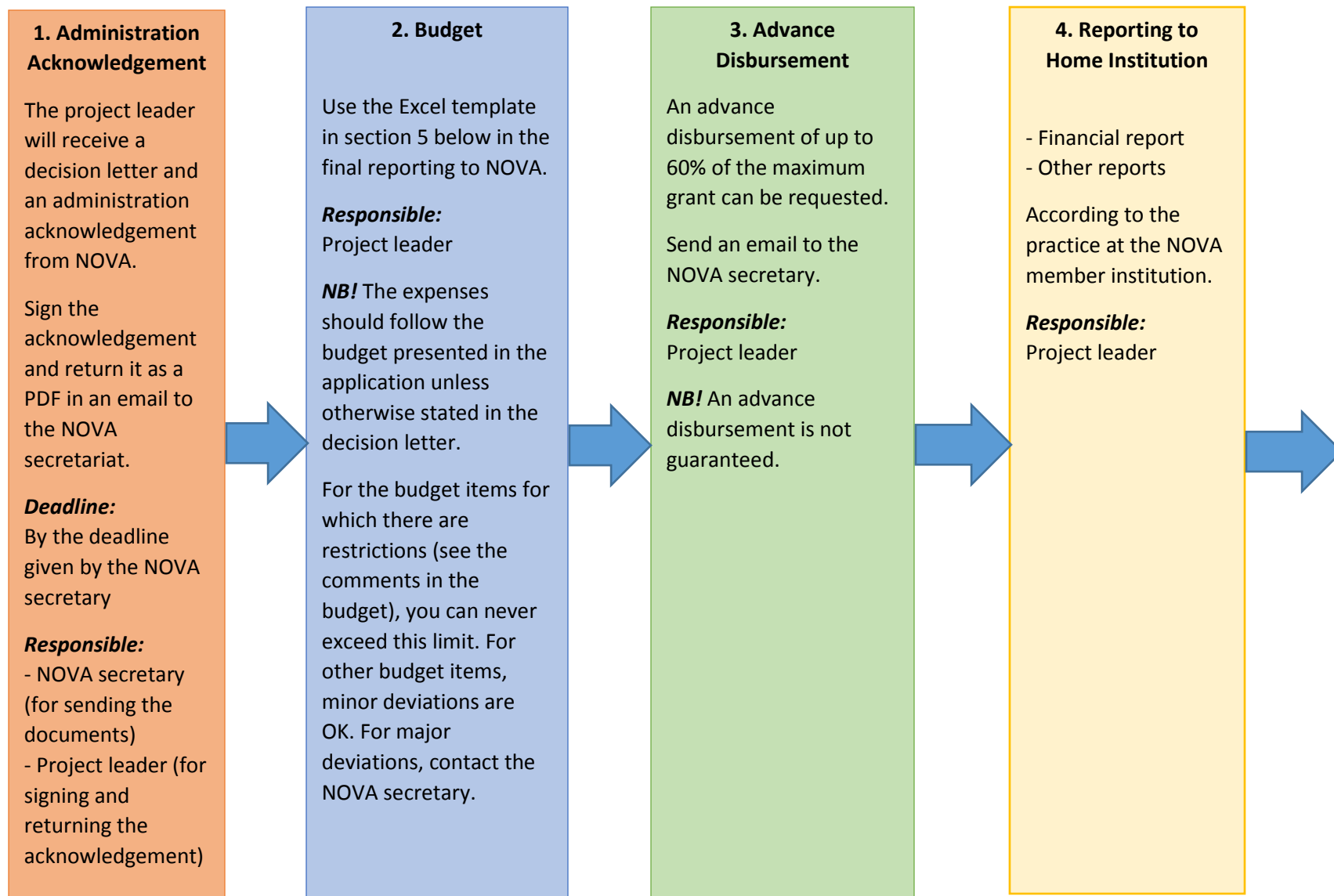


## Adminstrating and Reporting a NOVA Other Project Grant applied for in 2017



## Administrating and Reporting a NOVA Other Project Grant applied for in 2017

### 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 2017

