**CIH project**   

**Agreement nr. 2014-0025-KA202-01 Reporting Periods**

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| **Report #** | **Reporting period/event** | **Type of document** | **Report must reach JKHK in Estonia via post no later than...** |
| Meeting #1 Estonia  Nov.17-19, 2014 | All invoices incurred for Meeting #1 | Transnational meeting  Travel & subsistence report | 19 December 2014 |
| Meeting #2 Denmark  (Jan. 2015) | All invoices incurred for Meeting #2 | Transnational meeting  Travel & subsistence report | 30 days after meeting conclusion |
| Meeting #3 France  (Apr. 2015) | All invoices incurred for Meeting #3 | Transnational meeting  Travel & subsistence report | 30 days after meeting conclusion |
| Interim report  ALL documents | 01.09.2014 -31.03.2015 | Remaining reports for all other budgeting items:   * Project management and implementation receipts/invoices; * Intellectual outputs (staff timesheets); * Project manager salary report * Project staff salary report (admin) | March 31, 2015  (Interim report due date is 30.04.2015)  Financial overview to be provided to partners. |
| Meeting #4 Finland  (Sept.2015) | All invoices incurred for Meeting #4 | Transnational meeting  Travel & subsistence report | 30 days after meeting conclusion |
| Meeting #5 France  (Jan.2016) | All invoices incurred for Meeting #5 | Transnational meeting  Travel & subsistence report | 30 days after meeting conclusion |
| Multiplier event Finland | 01.04.2015 – 31.08.2016 | Multiplier event report\* | 30.09.2016 |
| Multiplier event Denmark | 01.04.2015 – 31.08.2016 | Multiplier event report\* | 30.09.2016 |
| Multiplier event/Final conference Estonia | 01.04.2015 – 31.08.2016 | Multiplier event report\* | 30.09.2016 |
| Final reporting | 01.04.2015 – 31.08.2016 | Remaining reports for all other budgeting items:   * Project management and implementation receipts/invoices; * Intellectual outputs (staff timesheets); * Project manager salary report * Project staff salary report (admin) * Multiplier event reports | 30.09.2016  (Final Report due 31.10.2016) |

*\*Multiplier event reports will be collected at final reporting due no later than 30.09.2016.*