**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 EstoniaNov.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 reportALL 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.*