

PREPARATION COST REPORT

European Territorial Cooperation Objective
CENTRAL EUROPE Programme

**Don't remove the Excel protection. You risk that the form will
be damaged and become NOT RECEIVABLE**

Title of the project:

IMP_testTitel

Acronym:

IMP_testAcro

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Lead Partner (official name of the institution in English):

IMP_LPName

Form has to be filled in and returned by post as printed version and by e-mail to:

CENTRAL EUROPE Programme
Joint Technical Secretariat
Museumstraße 3/A/III
A-1070 Vienna, Austria
Phone +43 (1) 4000 - 76 142
Fax +43 (1) 4000 - 99 76 141
[E-mail: reports@central2013.eu](mailto:reports@central2013.eu)

Instructions for filling in the Preparation Cost Report

Checksum

This Preparation Cost Report must be used by the Lead Partner of the project to confirm that the preparation costs declared in the approved Application Form are eligible and have a direct, demonstrable connection/link to the development of the project. Total eligible preparation costs are subject to the maximum amount approved in the Application Form.

The Report must be submitted to the CENTRAL EUROPE Managing Authority (MA) via the Joint Technical Secretariat (JTS), both in electronic and hard copy version. The hard copy version of the Report shall bear the signature of the legal representative / duly authorized person of the Lead Partner institution.

In addition, the "Confirmation of Control" delivered by the First Level Controllers of every Project Partner having implemented the preparatory activities and being listed in the approved Application Form has to be attached to the hard copy version of the Report. Each "Confirmation of Control" of the Lead Partner and the Project Partners must have the following:

- "Internal Control Report"
- "Control Checklist"

In order to allow the Preparation Cost Report being considered eligible, the Lead Partner has to ensure that all statements listed in the "Checklist for submission" can be answered with a clear "yes".

Technical instructions:

Please activate MACROS and set the Security features to "medium" in order to guarantee the proper functioning of the reporting tool. Please fill in the white fields only. Grey fields are either pre-filled based on the initial information provided in the Application Form or in the previous Report(s), or are interlinked and data will be calculated or transferred automatically.

Please consult the Joint Technical Secretariat whenever having any queries related to the Report.

Table of Content/ ERROR Messages

0. Cover Sheet	INCOMPLETE (line 83)	
1. Confirmation		
2. Activities and Budget	#REF!	#REF!
3. Annexes		

Version 1.0

Checklist for submission

Please make sure that you have fulfilled the listed requirements before submitting the documents.

Yes

- Is the Preparation Cost Report still protected and has the protection never been lifted?
- Is the hard copy version of the Preparation Cost Report complete? Are all relevant Excel-worksheets included?
- Is the hard copy version signed, stamped and dated by the legal representative/authorized person of the Lead Partner institution?
- Are the electronic and hard copy versions of the Preparation Cost Report identical?
- Is the Preparation Cost Report fully and properly filled-in in the English language?
- Are there no ERROR messages in the Preparation Cost Report indicating budget discrepancies in the totals, in the work packages, in the budget lines and in the partner budget?
- Have the country specific control requirements been respected by all project partners (please see the "Country-specific information" section in www.central2013.eu)?
- Have all the "Confirmations of control" for every project partner been attached?
- Have additional Annexes as reported in Section 3 been attached?

Section 1: Confirmation and Payment request

Checksum

CONFIRMATION BY LEAD PARTNER AND REQUEST FOR PAYMENT

For the Preparation Cost Report, I, the undersigned "LP Name" representing the Lead Partner institution "LeadPartner Institution" of the project "Acronym" hereby confirm that:

- ♦ The information in this Preparation Cost Report gives a correct description of the preparation activities implemented;
- ♦ The Preparation Cost Report is based on single partners' reports;
- ♦ The preparation activities implemented within the project correspond to those listed in the latest approved Application Form;
- ♦ Preparation costs refer exclusively to preparation activities carried out between 1 January 2007 and the date on which the Application Form has been submitted;
- ♦ The expenditure declared can be objectively imputed to the project;
- ♦ The expenditure declared have been controlled and validated by the responsible public authorities or private institutions as referred to in Article 16(1) of Regulation (EC) No 1080/2006, selected in accordance with the national control system set up by the Member States of the partners involved in the project;

- ♦ The expenditure declared comply with Community rules and policies including publicity, information, equal opportunities, protection of environment, state aid, competition and public procurement;
- ♦ All supporting documents required for an adequate audit trail regarding expenditure incurred and payments made are recorded and stored in accordance with the stipulations of § 6.5 of the Subsidy Contract.

REQUEST FOR PAYMENT:

Total eligible expenditure:	0,00 €
ERDF request for payment:	0,00 €

Please check section "Activities and Budget".

Signatory

Date

Signature of the legal representative or duly authorized person

Stamp

Section 2: Activities and Budget

Checksum

2.1 Description of activities

Please describe the preparation activities which took place and quantify outputs (Number of meetings, participants etc).

Textbox 1

you have 0 characters

(max. 2.000 characters)

2.2 Summary breakdowns of expenditure

Table 1: Breakdown by Budget line

This table - which is automatically filled in - provides you with an overview on the total eligible expenditure as filled in by you in tables 3 to 7 as well as a comparison with the preparation budget foreseen in table 4 of the approved Application Form.

	ELIGIBLE EXPENDITURE	BUDGET AS IN THE APPROVED APPLICATION FORM
Staff costs		
Administration costs		
External expertise		
Travel / accommodation		
Meetings and events		
TOTAL	0,00 €	0,00 €

Table 2: Breakdown by Partner

Checksum

Please insert under the column („Eligible Expenditure“) the validated eligible costs for EU CENTRAL EUROPE partners (including assimilated partners) according to the amounts stated in the confirmations of control annexed to the report. The total of this column should match with the total eligible expenditure presented in table 1. Overall, please ensure that the input duly corresponds with the partner the expenditure refers to.

Partner	Country code	Cofinancing rate	ERDF	Public cofinancing (EU CE Partners)	Private cofinancing (EU CE Partners)	ELIGIBLE EXPENDITURE	BUDGET AS IN THE APPROVED APPLICATION FORM
LP							
PP 2							
PP 3							
PP 4							
PP 5							
PP 6							
PP 7							
PP 8							
PP 9							
PP 10							
PP 11							
PP 12							
PP 13							
PP 14							
PP 15							
PP 16							
		Subtotal	0,00 €	0,00 €	0,00 €	0,00 €	0,00 €

Budget Consumption

Budget (reference AF)	Total Eligible	Remaining budget	Consumption rate
0,00 €	0,00 €	0,00 €	0,00%

2.3 Breakdown by single budget lines

IMPORTANT NOTICE: the figures in the following tables must exclusively relate to expenditure of EU CENTRAL EUROPE partners, including assimilated partners. For further details please refer to the CENTRAL EUROPE "Implementation Manual" and "Control and Audit Guidelines".

Table 3: Staff Costs

This budget line refers to all personnel costs for staff directly employed by the partner organisations officially listed in the Application Form. The staff can either be already existing or contracted ad hoc for project preparation purposes. Where eligible, this also includes the costs for internal independent controllers. Where not provided for by national eligibility rules, the calculation of staff costs for people working part-time must be based on the following: gross salary + social charges (including salary costs of sickness absence and holidays) divided by the total actual working days or hours (excluding sickness absence and holidays) multiplied by the project worked days or hours. The table is to be filled in by using one line per employee. The columns headed "partner that incurred cost" and "category" have to be filled in through the drop down menu provided. The amount validated and reported per employee is to include the total of the gross salary and the employer's social security. Please fill-in the table in PP order (i.e. LP, PP2, PP3, etc). The grey cells are automatically filled in and calculated.

A) Cost claimed

Partner that incurred cost	First name and Surname of employee	Category	Amount validated & reported (Gross Salary + employer's Social security)
Staff working part-time in the project			
Staff working full-time in the project			
		Subtotal	0,00 €

Checksum

Checksum

Section 3: Annexes

Checksum

3.1. Obligatory Annexes - Confirmations of control and, if necessary, the relevant approbation documents.

No.	LP/PP	Description	Hard copy version

3.2. Additional Annexes - e.g.: agendas, minutes of meetings, list of participants etc.

Checksum

No.	LP/PP	Description	Electronic version	Hard copy version