**ANNEX V**

**FINAL NARRATIVE REPORT**

1. This report must be completed and signed by the coordinator.
2. The information provided below must correspond to the financial information that appears in the financial report.
3. Please complete the report using a typewriter or computer.
4. Please expand the paragraphs as necessary.
5. ***Please refer to the special conditions of your grant contract and send one copy of the report to each address mentioned.***
6. The contracting authority will reject any incomplete or badly completed reports.
7. Unless otherwise specified, the answer to all questions must cover the reporting period as specified in point 1.6.
8. **Description**
	1. Name of coordinator of the grant contract:
	2. Title of the action:
	3. Contract number:
	4. Start date and end date of the action:
	5. Country and the institution in which the activities take place:
9. **Assessment of the implementation of action activities and its results**
	1. **Executive summary of the action**

Please give an overview of the action’s implementation for the whole duration of the project.

 Please describe and comment for each level of the result(s) chain their level of achievement Please describe and provide relevant justification for any modification that has been brought to the Action.

* 1. **Results and activities**

**A. RESULTS**

What is your assessment of the results of the action so far? Include observations on the performance and the achievement and whether the action has had any unforeseen positive or negative effects.

Following the above assessment of results, please elaborate on allthe topics/activities covered.

**B. ACTIVITIES**

Please describe *how* the activities implemented throughout the overall implementation period supported the achievement of the output to which they are related to.

**Activity 1. Output 1.**

(…)

<(if applicable) please explain any problems (e.g. delay, cancellation, postponement of activities) which have arisen and how they have been addressed>

*<*Please list any risk that might have jeopardised the realisation of some activities and explain how they have been tackled.*>*

**Activity 2. Output 2**

(…)

Please continue with more Activities and Outputs

* 1. Please describe if the Action is sustainable in any way after the support from the European Union has ended. Are there any follow up activities envisaged?

What are your immediate plans for the coming 12 months?

Please highlight any milestones you expect to achieve with your study, research, or teaching.

* 1. Please list all materials produced (if any) during the action on whatever format (please enclose a copy of each item).

*Please state how the items produced are being distributed and to whom.*

* 1. Where applicable, outline any links and synergies you have developed with other academics and networks.
1. **Visibility**

How is the visibility of the EU contribution being ensured in the action?

**The European Commission may wish to publicise the results (impact, outcomes, outputs)** **of actions. Do you have any objection to this report being published on the EuropeAid website? If so, please state your objections here.**

Name of the coordinator for the action (Fellow): ……………………………………………….

Signature: ………………………………Location: …………………………………………….

Date report due: ……………………..…Date report sent: ……………………………………..

Supervising/inviting person at the host institution:

Name: …………………………………………………………………………………………….

Signature: ……………………………… Location:………………………………………………

Date of the Fellowship completed: ………………………………………………………..............