

Report Format IXA UvA Informatics Feasibility Fund

[Name of Initiator]

Final report on the spending of the Funding Money

Name :
Name of contact at IXA :
Report period :
Date of report :

I am hereby submitting a report how the Funding money was spent as awarded under the terms and conditions in a decision dated :

1. SCOPE

[General introduction, which provides an outline and states the unique aspects and functional benefits]

2. ISSUE

The Funding Money will be used for the following purposes:

- A
- B
- C

C. Overview of invoices and payment status

[...]

3. BUSINESS CASE

[...]

D. Relevant information from discussions

[...]

I trust that I have provided you with sufficient information.

Kind regards,

Initiator

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Annexes:

- Expense statements, invoices, copies of payments, transfers.