**REPORTING FORM**

**Template summarizing the visiting grants**

**Fill in, sign, save as pdf – send to: ejpsoil@iung.pulawy.pl**

|  |
| --- |
| **Name and surname of the grantee** |
|  |
| **Position** |
|  |
| **Home institution name and address** |
|  |
| **Host institution name and address** |
|  |
| **Host institution main person and her/his position in case of workshop or conference, please describe the title, place, country and duration** |
|  |
| **Duration of the visit** |
|  |
| **Actual budget allocation** |
|  |
| **Brief description of the activity and achievements of the short stay or granted visit (max. 500 words)** |
|  |
| **Define the main output of the visit. Please, provide the references and insert links, if available** |
|  |
| **Define main expected or unexpected benefit from the visit** |
|  |
| **Please, provide any suggestions to improve this staff exchange for EJP SOIL Partners regarding:**  **- process of application and reporting;**  **- duration of the stay;**  **- funding;** |
|  |
| **Place, date and signature of the applicant\*** |
|  |

\*I certify that the above information is correct and I authorize the verification of all the information provided in this form. I also understand that my inclusion of incomplete or inaccurate information in this form may result in a delay of the approval process as well as revocation of the support for visiting scientists.