

## CHECK-LIST FOR SECOND-PREFINANCING VP 2007 003

When asking for the second pre-financing, you should send to the European Commission two documents:

1) a financial statement signed and dated by the legal representative. To generate this financial statement you must proceed via the same SWIM web application used to submit the original grant application (<https://webgate.ec.europa.eu/swim>).

The access credentials to be provided in order to login are the same file number and access code originally provided by the system when the grant application was created. If you have forgotten this code, there is a button "forgotten access code". In that case, you indicate the same e-mail address as the one used when introducing the grant application.

After logging in, you will have two possibilities:

1. Request for a budgetary amendment;
2. Request for new pre-financing.

Choose the second possibility. The request for a new pre-financing can be made by clicking the button "**New request**" under the section "**Statement of the eligible cost**".

The request form to fill in the pre-financing data will then be displayed. This form is the same than the usual budget section filled to submit the application form or to request budget amendments, but without the option to edit the "**Incomes**".

By clicking on the different "Headings" or by using the floating menu located on the top left side of the screen, you can edit the different costs and add comments in the corresponding free text field.

At any time you can save the changes made by clicking on one of the following buttons located at the top of the page: "**Save and go to previous page**", "**Save and go to next page**", "**Save**". In that case the pre-financing request is just saved by the system but not yet submitted.

When you consider that your pre-financing request is ready to be submitted, just click on the button "**Finish Version**" located at the top right side of the screen.

The system creates a PDF copy of the request accessible via the corresponding link (in red, meaning the request is no longer editable). This document must be printed, signed, dated by the legal representative and sent to the Commission by post.

Please be aware that 70 % of first instalment should be spent. If 70 % of the first instalment is not used up, please do not send a request for second-prefinancing.

2) a progress report This report must be sent in the language stated in Article I.5 of your grant agreement. There is no fixed model for it, however the interim progress/ activity report should show the following:

- how far you are in your work programme and use your proposal as a model for this;
- how you went about the tasks, what progress you made etc.

Please send the documents 1) and 2) to the address specified in Art. I.7 of your grant agreement with a signed and dated letter by the legal representative. This letter must clearly indicate "REQUEST FOR SECOND PRE-FINANCING" so as to facilitate the right dispatching of your mail. You do not need to indicate any amount.

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