Mobility Grants 2023 – 6th call

Final report

*In order to have a feedback of your exchange, thanks to fill in this final report within 1 month following the end of the mobility period, under penalty of refunding the grant. Please note that some information can be used by the Network of European Royal Residences to promote the program of Mobility Grants (i.e: testimony on our website, etc), unless you tell us.*

1. Surname / Given Name:
2. Function of the Applicant:
3. “Sending” Institution:
4. Host Institution of the Mobility:
5. Date of Mobility:

**WRITEN REPORT**

*Thanks to provide below a detailed report of your stay, day by day, from both a personal and professional point of view. This report must be at least 2 pages and includes pictures. You will find below a sample of structure.*

1. Introduction

2. Host and sending institution: differences and similarities

3. Program of the stay

* DAY 1/ Activities, people met, interest of the day, practices applicable to the sending institution, etc
* DAY2/ Activities, people met, interest of the day, practices applicable to the sending institution, etc
* DAY X/ Activities, people met, interest of the day, practices applicable to the sending institution, etc

4. Organization of the trip
Short paragraph about logistical aspects: Accommodation (how did you find it (addresses of sites or contact details of organizations), trip (flight, cars, trains), level of expenses, etc. The aim is to help the future grantee.

5. Conclusion: added values, new competences, working methods, new vision, etc

**PROCEDURE AND STATISTICS**

*Thanks to answer to the questions you will find below.*

1. Before the mobility
	1. How have you been informed about this program (i.e on the website, from the network’s contact person in your residence, etc)?
	2. Do you think that the procedure to follow to applicate was easy to understand?
	*[Note from 1 to 5. 1= No, not at all. Very complicate / 5 = Yes, totally. Very easy]*

[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5

* 1. Would you have any changes to suggest concerning the procedure?
1. During the mobility
	1. Concerning the relationship with the host institution (communication, organization of the exchange, supervision, etc), how satisfied were you?

*[Note from 1 to 5. 1= Not satisfied at all / 5 = Totally satisfied]*

 [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5

* 1. How much your experience answered to your expectations? Thanks to explain in a few sentences the given note.
	*[Note from 1 to 5. 1= Not at all / 5 = Totally]*

[ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5

1. After the mobility
	1. Do you think that your exchange can be the starting point for a cooperation between the Host institution and your institution? If yes, explain in some words.
	2. Will you recommend this program to your colleagues?
	3. If you have any additional comments concerning the organization, your exchange, your host institution, etc, please indicate them below.

In order to complete the Final Report, we would ask you to send us also pictures via an online platform (wetransfer, cloud, etc), illustrating your mobility exchange. (Minimum 10 pictures). Please be sure to have all the necessary authorization for publication.

Thanks also to send us all the documents that can complete your Final Report: program of the stay, working document, PPP, etc.