# Appendix E

**Template for Management Endorsement of Accounts, Mobility Grants**

Ref.: Accounts for project *[project no.+ project title]* for the period *[date-month-year - date-month-year]* showing expenditure of DKK *[total expenditure of the project]*.

On behalf of the *[name of institution]* as the project coordinator and as the institution’s responsible accounting officer we declare that:

The accounts are prepared in conformity with the Application and Reporting Guidelines and the grant framework, as stated in the Letter of Grant (or later submitted and accepted conditions).

Furthermore, we declare:

* The project accounts are correct and accurate, i.e. without significant errors and omissions;
* The expenses are included and accounted for in accordance with the grant framework; and the grant conditions described in the grant framework are fulfilled
* The grant has been spent as specified;
* All expenses included in the accounts are related to the project
* The expenses have been incurred after the starting date of the grant;
* Purchase of equipment, materials, services etc. is in accordance with invoices, and in compliance with the grant framework. Relevant tender and procurement regulations are adhered to
* Thrift and in general due economic considerations have been applied at the implementation of the project;
* All relevant disbursement vouchers relating to the expenditure in the project accounts are available.

Date: Date:

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Project Coordinator Responsible accounting officer of the institution

*[institution/stamp]*

*Signature* *Signature*