

Communications related to the Payments of the Action

| WHAT | From – to? | Means | Deadline (= calendar days) | Where? |
|--|---------------------------|--|--|--|
| 1° prefinancing request | Partner -> ECHO | By sending back by post the signed agreement | 30 days from reception signed Specific Grant Agreement | Address mentioned in the Agreement |
| Additional pre-financing request | Partner -> ECHO | Upload in APPEL | 30 days from reception | APPEL |
| Payment of balance | Partner -> ECHO | Payment request in APPEL | 60 days from reception | APPEL |
| Request complementary information | ECHO -> Partner | Email | Any time during the liquidation process | Partner HQ legal representative |
| Complementary information | Partner -> ECHO | APPEL | 30 days from the request | APPEL |
| Notification of a possible reduction of grant | ECHO -> partner | Email | Any time during the assessment of Final Report | Partner HQ legal representative |
| Comments on possible reduction | Partner -> ECHO | Email | 15 days from reception of notification | Address mentioned in the notification. |
| Payment advice, if any | ECHO -> partner | Email | | Partner HQ legal representative |
| Comment on payment advice | Partner -> ECHO | Email | 30 days from reception payment advice | ECHO-FINANCE-LEGAL-AFFAIRS@ec.europa.eu |
| Reply on comments | ECHO -> Partner | Email | 30 days from reception of comments | Partner HQ legal representative |
| Request for late interest ≤ EUR 200 | Partner -> ECHO | Email | 60 days from final payment made by ECHO | ECHO-FINANCE-LEGAL-AFFAIRS@ec.europa.eu |