**IRREGULARITIES REPORTING FORM**

Should you be aware of a case of irregularities or fraud in the framework of a project funded by ECAS, please inform us by email to anita.marullo@ecas.org attaching this form. The form can be used both to inform us of a new case of suspected fraud or irregularities, and to provide updates on existing cases. When reporting a new case, please provide as much information as possible. Moreover, you can attach any supporting document you consider relevant.

All information provided will be handled confidentially to protect the rights of those involved[[1]](#footnote-1).

1. **Information**
	1. Project(s) impacted by the allegation

|  |  |
| --- | --- |
| Project reference(s) or title of the project |  |
| Organisation |  |
| Country  |  |

* 1. Allegation

|  |  |
| --- | --- |
| When? | *Provide the date when you first detected the suspected fraud or irregularity* |
| *Provide the period during which the suspected fraud or irregularity occurred*  |
| Where? | *Identify the location and the activities possibly impacted*  |
| What? | *Provide a detailed description of the allegation* |
| How? | *Provide a description of how you became aware of the incident* |
| Who? | *Identify the people and/or entities possibly involved; provide your assessment as to whether they might have acted with fraudulent intent* |
| Value at Risk? | *Include:** *(Estimated) amount involved*
* *(Estimated) financial implication for ECAS’ funded project(s)*
 |

1. **Actions already taken**

|  |  |
| --- | --- |
| Informing | *Please let us know if you have already informed anybody else about your observations (local police, the entity subject of the allegation, etc.).* |

1. **Attachments**

|  |  |
| --- | --- |
| I | *Brief description* |
| II | *Brief description* |
| III | *Brief description* |

**Date:**

1. ECAS handles personal data in accordance with Regulation(EU) 2016/679. The data shared with ECAS will be processed in order to ensure the protection of the financial interests of the European Union in compliance in particular with Regulation (EU) 2018/1046 and Regulation (EU, Euratom) 883/2013. In the event of fraud, the matter will be referred to the authorities and bodies designated by the applicable legislation, in particular to the European Commission Anti-fraud Office (OLAF). [↑](#footnote-ref-1)