

TIPS FOR REPORTING

Guidance documents	<ul style="list-style-type: none"> • Programme Manual - be well familiar with general reporting procedure, rules for project implementation and cost eligibility described in this document. • Guide for Project Implementation - use the most up to date version of the document when filling Partner Report or Project Report. The document gives you specific information about reporting requirements, practical advice on what kind of information and documentation is needed in different parts of the reports etc.
Coherence	<ul style="list-style-type: none"> • Follow closely the Application Form (AF) when preparing Partner Report and Project Report. AF is the basis for comparing project achievements towards set objectives, results, outputs, activities and deliverables. • Link the reported activities and achievements with reported cost. • Information in Partner Reports and Project Reports must be in line with each other and should reflect the Application Form. • Preferably use the same (similar) terminology or titles for outputs, activities, and deliverables to ensure that person checking report easily could link planned (AF) vs reported. If it not possible, provide clear references. • Make sure that figures are coherent in different report parts. • Report the cost only during the period when they were paid out. Remember to add the payment date for all costs in 'List of expenditure'.
Information and communication requirements	<ul style="list-style-type: none"> • Information and Communication requirements are described in the Programme Manual and Guide for Project Communication. • All project activities, outputs and deliverables have to meet information and communication requirements (e.g. regarding the correct use of references). • Be proactive and verify correctness of the necessary references during the implementation of project or latest during the preparation of the report with the JS.
Evidences	<ul style="list-style-type: none"> • Do not forget to attach relevant evidence about each reported project output, activity or deliverable. • Information on activities, attachments and proves of activities provided in the Partner Reports are not checked by the JS during project monitoring. Please include relevant information and attach necessary evidences to Project Report. • Attach all relevant documents to prove cost (list of them is provided for each budget line separately in the Guide for Project Implementation).
Paper document to be submitted with Project Report	<ul style="list-style-type: none"> • Remember to submit the Confirmation Letter to the Project Report for the JS via regular mail. • The amounts in the Confirmation Letter should coincide with amounts indicated in the eMS (section of the Project Report: 'Project Report tables' /1st table from the top: 'Project Report expenditure summary' /column 'Total amount certified by FLC/ERDF). • Advance payment for the project is done only after the JS has received the Confirmation Letter.