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Project report



Creating Project Report

Note: The project report uses the data from the approved application form version at the moment the report is created. Ongoing modifications will have no impact on the data in existing reports.

The screenshot displays the 'Reporting' section of a system. On the left, a sidebar menu lists 'Reporting', 'Corrections', 'Project reports', 'Partner reports', 'Contracting', and 'Contract monitoring'. The 'Project reports' item is circled in red. The main content area is titled 'Reporting Project reports' and contains a sub-section 'Project reports' with explanatory text and a red arrow pointing to a blue '+ Add Project Report' button. Below this is a 'Project progress report identification' form. The form includes fields for 'Reporting period start date (MM/DD/YYYY)' (1/1/2024) and 'Reporting period end date (MM/DD/YYYY)' (6/30/2024), a 'Final report' toggle (Yes/No), a dropdown for 'Link to reporting schedule (contracting)' (1, Period 1 month 1-6), and buttons for 'Type of project report' (Content, Finance, Both). At the bottom, it shows the 'Reporting period' (Period 1, month 1 - 6, 10/01/2023 - 03/31/2024) and 'Reporting date (MM/DD/YYYY)' (4/15/2024). The bottom bar contains a 'Discard changes' button and a 'Create' button, which is circled in red.

Reporting
Corrections
Project reports
Project reports
Partner reports
LP1 tfr5e
Contracting
Contract monitoring

Reporting
Project reports

Project reports

When your programme is using reopening, please be reminded that creating a new report has an impact on the reopening of the previous project report.
When opening the latest report, anything can be revised with reopening.
When a newer report exists, data that affects cumulative data cannot be changed.

+ Add Project Report

Project progress report identification

Reporting period start date (MM/DD/YYYY)
1/1/2024

Reporting period end date (MM/DD/YYYY)
6/30/2024

Final report
Yes No

* Link to reporting schedule (contracting)
1, Period 1 month 1-6

Type of project report
Content Finance Both

Reporting period
Period 1, month 1 - 6, 10/01/2023 - 03/31/2024

Reporting date (MM/DD/YYYY)
4/15/2024

Discard changes Create

Sections of the report

Project report PR.1

Status  Verified [Open verification work](#)

Project report identification

Work plan progress

Project results & Horizontal prin...

List of partner certificates

Project report annexes

Financial overview

Report exports

1. **Report identification:** summary information about the report, project highlights and outputs overview, problems encountered and target groups.
2. **Work plan progress:** information on progress of the WP objectives, individual activities carried out in reporting period, deliverables and outputs.
3. **Results & Horizontal principles:** in this section it is possible to add the information on achievement of results and contribution to horizontal principles.
4. **List of partner certificates:** this section contains list of all PP's certificates that could be added to the report.
5. **Project report annexes:** upload area to view the files added in the WP section and attach additional supporting documents.
6. **Financial overview:** financial overview tables show how the project is proceeding in terms of spending.
7. **Report exports:** download data that are part of the Project Report.
8. **Submit:** pre-checks and submission function

Project report identification

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Highlights of main achievements

Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added-value of the cooperation. The summary should highlight main achievements, be interesting and understandable for non-specialists.

Overview of Project outputs and result overview

Programme Result Indicator 1.1:RCR104: Solutions taken up or up-scaled by organisations

Programme Result Indicator: 1.1:RCR104: Solutions taken up or up-scaled by organisations	Measurement Unit solutions	Baseline 0,00	Target Value 1,00	Previously Reported 0,00	Current Report 0,00	Total Reported So Far 0,00
Programme Output...	solutions		1,00	0,00	0,00	0,00
Output 1.1:RCO116...						
Output 1.1:	solutions		1,00	0,00	0,00	0,00



Project report identification

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Partner problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solution found.

If applicable, please any deviations in the spending profile compared to the amounts indicated in the application form.

Issues may regard:

- Objectives, outputs, results (project feasibility, critical path, stakeholder engagement, viability of outputs, dissemination);
- Partnership development, and cooperation dynamics;
- Budget (spending level, eligibility issues, State Aid);
- Other.



Project report identification

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Target groups

In the table below, you will see a list of the target groups you indicated in the application form. Please explain for each target group in what way and to what extent they were involved in your project in this reporting period.

Target Group	Description of the target group involvement
Regional public authority	Enter text here
General public	Enter text here



Work plan progress

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Project report PR.3

Status Draft

< Project report identification Work plan progress Project results & Horizontal prin... List of partner certificates Project report annexes Financial over >

Work plan progress

Work package 1	▼
Work package 2	▼
Work package 3	▼

Discard changes Save changes



Work plan progress

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Select this tick box only when all the work package work has been completed.

Work package 1

☐ This work package is completed.

What is the progress towards the objectives in this work package as defined in the application form? Status should be cumulative.

Project specific objective

Progress of the achievement of project specific objective.

Project specific objective

Status

Explanations

Fully achieved'
Partly achieved,
Not achieved

Communication objective

Communication objective

Describe the progress of the achievement of the project communication objective. Share any relevant success, lessons learnt or materials with a link (e.g. links to Partner's website/social media where information about a project is included) or upload in the Report Annexes tab.

Explanations

Progress

Please describe the progress in this reporting period and explain how the partners were involved (who did what).

Enter text here

Progress in WP, click in the text field and insert the relevant information at project level

Work plan progress

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Investments

I 1.1 Exhibition



Delivery period

Please describe the progress of investment in this reporting period



Work plan progress

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Activities

Please indicate progress made in each activity and deliverable.

A 1.1 Creation of travel route			^
Activity title Creation of travel route			
Start period Period 1, month 1 - 6	End period Period 2, month 7 - 12	Status	
Describe how you contributed to the progress made in this activity			
Attachment:			
D 1.1.1 Booklet			
Deliverable title Booklet			
Delivery period	Achieved in this reporting period	Cumulative value	
	0,00	0,00	
Progress in this report			
Attachment:			

Number of finalised items

The cumulative value achieved is calculated as the sum of all previous Project reports with the status submitted

Note. Negative numbers could be used to correct achievements wrongfully reported in previous Project reports.



Work plan progress

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Outputs

Please indicate progress made in each objective.

Number of finalised items

The cumulative value achieved is
calculated as the sum of all
previous Project reports with the
status submitted

O 1.1

Output title

Programme output indicator
1.1:RCO116: jointly developed solutions

Measurement Unit
solutions

Delivery Period
Period 2, month 7 - 12

Target Value

1,00

Achieved in this reporting period

0,00

Cumulative value

0,00

Progress in this period

Should be filled even if it is not achieved yet.

Attachment:



Results & Horizontal Principles

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Project results

Result 1

Programme result indicator

1.1:RCR104: Solutions taken up or up-scaled by organisations

Measurement Unit solutions	Baseline	0,00	Delivery period Period 2, month 7 - 12
Target Value	Achieved in this reporting period	0,00	Cumulative value
1,00			0,00

Describe progress achieved

Attachment 



Results & Horizontal Principles

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Horizontal principles

Please indicate which type of contribution to horizontal principles applies to the project and justify your choice.

Cooperation criteria	Type of contribution	Description of contribution
Sustainable development	☒ positive effects ☐ neutral ☐ negative effects	Enter text here
Equal opportunities and non-discrimination	☐ positive effects ☒ neutral ☐ negative effects	Enter text here
Equality between men and women	☐ positive effects ☒ neutral ☐ negative effects	Enter text here

In the text field **Description of contribution** please describe:

- a) **Sustainable development** – project's actions to decrease project's carbon footprint, responsible use of resources and cost efficiency of materials, services, equipment, actions to limit the waste, greening principles applied for events
- b) **Equal opportunities and non-discrimination** - accessibility of produced materials and activities, involvement of underrepresented groups at project's activities and events
- c) **Equality between men and women** - concrete actions to help equalise the gender balance in project activities and meetings; concrete actions to help equalise the gender balance in a project leadership; concrete actions towards breaking the gender stereotypes



List of partner certificates

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List of partner certificates

In this section you can find all partner certificates of this project. Please exclude the partner certificates you would not want to include in this project report. A partner report can only be included once. Once ticked, the certificate is unavailable in other reports.

	Partner	Partner Report	Date of certificate	Included in project report	Amount certificate (in Euro)
☐	PP2	R.1	07/18/2024 1:26 PM		68.086,65
☒	LP1	R.8	07/10/2024 10:51 PM	PR.6	13.999,86
☒	LP1	R.5	03/25/2024 5:41 PM	PR.4	25.200,00

Not included in any PR

Included in this PR

Included in another PR

If control work of a Partner report is certified when a Project report is already in draft status they are added to the List of partner certificates unticked and can be manually included in the Project report by **ticking** the **tickbox** in the first column of the table.

Project Report annexes

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Project report annexes

▼ Project report PR.3

Work plan progress

Project results & horizontal principles

test file empty3.docx

Project Report

03/04/2024
12:30 PM

0

Description

Cancel

Save

Download

Delete

Items per page: 25 1 - 1 of 1 < >

Upload file



Financial overview

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Project expenditure - summary (in Euro)

	Project total eligible budget	Previously reported ^①	Current report	Total reported so far	% of total	Remaining budget ^①	Previously verified ^①	Previously paid ^①
ERDF	325.680,00	11.592,00	0,00	11.592,00	3,56 %	314.088,00	11.592,00	0,00
Partner contribution ^①	81.420,00	2.898,00	0,00	2.898,00	3,56 %	78.522,00	2.898,00	N/A
↳ of which Public contribution	61.740,00	2.898,00	0,00	2.898,00	4,69 %	58.842,00	2.898,00	N/A
↳ of which Automatic public contribution	0,00	0,00	0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	19.680,00	0,00	0,00	0,00	0,00 %	19.680,00	0,00	N/A
Total	407.100,00	14.490,00	0,00	14.490,00	3,56 %	392.610,00	14.490,00	0,00

- **Project total eligible budget:** amounts as indicated in the Application form
 - **Previously reported :** sums up amounts from project reports previously verified and included in a previous project report.
 - **Current report:** sum of the partner report certificates included in the current report.
 - **Total reported so far:** sum of columns "Previously reported" and "Current report". That equals to the total amount certified so far by the partnership.
 - **% of total:** ratio of "Total reported so far" over "Total eligible budget".
 - **Remaining budget:** This column indicates the difference between Total reported so far and Total eligible budget from the application form. This value can become negative in case the certified expenditures exceed the budget in approved application form.
- NOTE: these amounts do not take into account deductions made by the Programme at the time of verification.
- **Previously paid:** When a payment is made, the amounts related to funds paid by the programme will be added to this column **in the next created report after payment is confirmed** in the system.

When the project report is **verified by the Programme**, the following two new columns get added:

- **Previously verified:** Upon creation of the report the system checks which other reports are verified and sums up all the verified amounts.
- **Current report after verification:** When the current report is verified the amount after MA/JS deductions will be displayed here.



Financial overview

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Project expenditure - breakdown per cost category (in Euro)

Cost category	Project total eligible budget	Previously reported ⁽ⁱ⁾	Current report	Total reported so far	% of total	Remaining budget	Previously verified ⁽ⁱ⁾
Staff costs	65.000,00	2.300,00	0,00	2.300,00	3,54 %	62.700,00	2.300,00
Office and administrative costs	9.750,00	345,00	0,00	345,00	3,54 %	9.405,00	345,00
Travel and accommodation	7.350,00	345,00	0,00	345,00	4,69 %	7.005,00	345,00
External expertise and services	180.000,00	11.000,00	0,00	11.000,00	6,11 %	169.000,00	11.000,00
Equipment	145.000,00	500,00	0,00	500,00	0,34 %	144.500,00	500,00
Other costs	0,00	0,00	0,00	0,00		0,00	0,00
Lump sum	0,00	0,00	0,00	0,00		0,00	0,00
Total	407.100,00	14.490,00	0,00	14.490,00	3,56 %	392.610,00	14.490,00

- **Project total eligible budget:** amounts as indicated in the Application form
 - **Previously reported :** Sums up amounts from project reports previously verified and included in a previous project report.
 - **Current report:** sum of the partner report certificates included in the current report.
 - **Total reported so far:** sum of columns "Previously reported" and "Current report". That equals to the total amount certified so far by the partnership.
 - **% of total:** ratio of "Total reported so far" over "Total eligible budget".
 - **Remaining budget:** This column indicates the difference between Total reported so far and Total eligible budget from the application form. This value can become negative in case the reported expenditures exceed the budget in approved application form.
- NOTE: these amounts do not take into account deductions made by the Programme.



Financial overview

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Project expenditure - overview per partner/per cost category - Current report

Partner	Organisation abbreviation	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Other costs	Lump sum	Total current report
LP1	Test A		300,00 Flat Rate % 20	45,00 Flat Rate % 15	45,00 Flat Rate % 15	1.000,00	500,00	0,00	0,00	1.890,00

Project expenditure - Summary of deducted items by control - Current report

Partner	Organisation abbreviation	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Other costs	Lump sum	Total deduction
LP1	Test A		0,00 Flat Rate % 20	0,00 Flat Rate % 15	0,00 Flat Rate % 15	0,00	0,00	0,00	0,00	0,00
Total			0,00	0,00	0,00	0,00	0,00	0,00	0,00	0,00



Report export

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Report exports

Project report export - 1.0.3

Export language
English

Input language
English

Export



Submit

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Run pre-submission check



Submit project report

❗ Contracting

2 Issue(s) ^

❗ The Bank details of the Lead Partner are missing. Please complete it in the Contracting/Partner details section.

❗ The Partnership Agreement entry into force date is missing. Please complete it in the Contracting/Contracts and agreements section.

❗ Report identification

4 Issue(s) v

❗ Work plan progress

15 Issue(s) v

❗ Horizontal principles

1 Issue(s) v

⚠ Financial overview

0 Issue(s) v

Submit

You are about to officially submit your Project report 3.

Make sure to submit your Project report in time as agreed with the programme. Please be aware that after submission, your report will be available for the Programme and changes to the Project report are no longer possible.



Also make sure that the contracting section is up-to-date before you submit.

Run pre-submission check



Submit project report

What next?

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Verification communication

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Verification work for: Project report PR.5

Status



Verified

[Switch to project report](#)

[Reopen verification](#)

[Expenditure verification](#)

[Verification communication](#)

[Verification checklists](#)

[Overview](#)

[Finalise](#)

Verification communication

In this section both JS/MA and project user(s) can upload and download documents.
This can be used for clarification rounds during verification, if programme rules allow.
Attention: Once verification work is finished deletion or editing won't be possible anymore!

▼ Project report PR.5

Verification communication



There are no files uploaded.



Upload file



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Thank you!!!

