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Most common mistakes in reporting

... and how to avoid them



Missing reporting deadlines
Reporting mistakes
Missing required documents



Missing reporting deadlines

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Defined reporting deadlines are displayed in the project time plan. The “Date” column of the Reporting schedule displays the deadline by which a Project Report must be submitted to the Programme. The report submission deadline is always 3 months from the end of the reporting period (<https://lietuva-polska.eu/wp-content/uploads/2024/06/LTPL-JEMS-Implementation-Manual.v1-Final.pdf> *Reporting schedule*)

- Project overview
- Reporting
 - Overview
 - Indicator Living Table
 - Financial Living Tables
 - Corrections
 - Project reports
 - Project reports
 - Partner reports
- Contracting
 - Contract monitoring
 - Contracts and agreements
 - Project managers
 - Project reporting schedule
 - Partner details
 - Application form

Contracting Project reporting schedule

Project reporting deadlines

In this section, the reporting schedule is defined. For the period, in case the report covers more than one period, please indicate the last one of them. In the date column please set the date when the report shall be delivered.

Start date (MM/DD/YYYY)
04/01/2024

End date, calculated automatically (MM/DD/YYYY)
09/30/2025

Project duration in months
18

ID	Type of report	Period	Date
1	☐ Only Content ☐ Only Finance ☒ Both	Period 1, month 1 - 6, 04/01/2024 - 09/30/2024	Date 12/31/2024
2	☐ Only Content ☐ Only Finance ☒ Both	* Period 2, month 7 - 12, 10/01/2024 - 03/31/2025	* Date 6/30/2025
3	☐ Only Content ☐ Only Finance ☒ Both	* Period 3, month 13 - 18, 04/01/2025 - 09/30/2025	* Date 12/31/2025

Missing reporting deadlines

PPs are responsible to complete and submit their Partner Reports within **5 working days** after the end of respective reporting period to the Controller in JEMS (chapter *REPORTING*, page 12 of JEMS *Implementation Manual* <https://lietuva-polska.eu/wp-content/uploads/2025/09/LTPL-JEMS-Implementation-Manual.v2.pdf>)

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To ensure a good monitoring of the project implementation, projects are expected to submit a Partner Report and a Project Report on a basis of reporting periods. Reporting periods are individual per project and depend on the project's start date and duration.

A **Partner Report** contains both activity and financial information that is necessary to verify individual PP's performance and expenditure. PPs are responsible to complete and submit their Partner Reports **within 5 working days** after the end of respective reporting period to the Controller in JEMS.

Even if PP did not have any expenditures for the reporting period, the Partner Report shall be prepared, indicating involvement in activities and describing the progress of the implementation of the project. The controller would still issue the certificate for zero expenditures report.

A **Project Report** contains both activity and financial information at project level and is necessary to claim grant (ERDF funds) from the Programme. LP is responsible to compile all necessary information from the PPs to complete and submit the Project Report in JEMS within 3 months after the end of respective period, according to schedule specified in section "Contracting"/"Project reporting schedule".

A **Final report** is integrated in the Project Report for the last reporting period and includes questions on the achievement of the project objective, main output(s) and results.

Reporting rules:

- Before submission of Project Report for the 1st period, LP checks if Partnership agreement is uploaded in JEMS (see section "Contracting" of this Guidance) if applicable.
- Do not delay submission of reports; start preparation of reports on time.
- Create and submit the reports in consecutive order (1st period, 2nd period, etc.).
- Report **preparation costs** in Partner Report for the 1st reporting period.
- Report costs and activities according to planned in the AF: specify costs under relevant CC; use the same titles for outputs, activities, and deliverables to link planned vs reported.
- Upload supporting documents to prove reported costs, deliverables and outputs. Upload documents in accurate manner: name a file with reference to the content of the document and in comments' section shortly describe the content of the file.
- Prepare reports in a good quality to spend less time for clarifications and get faster claimed grant amount from the Programme.
- Get approval on project changes till the end of reporting period in which they happened. Changes initiated during checking of reports delay approval of reports.
- It is possible to delete the report as long as it has not yet been submitted to the Control (for Partner Report) and to the JS for (Project Report).

Partner report

Section "Partner reports" appears when the project is set to the status "Contracted".

Users with the project privilege edit for a dedicated PP organisation shall be able to create/edit and submit Partner Reports.

Missing reporting deadlines

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Most common excuses given for delays

- because we didn't know when the deadline for submitting the report was
- because the required documents are just being collected...
- because right now is the vacation season in our institution...
- because the person in charge of the project is sick/on vacation...
- because Interreg VI-A Lithuania – Poland programme it is not the only programme we participate in and we are overloaded...
- ...



Reporting mistakes

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all required supporting documents to the report **must** be attached and visible in the **Report annexes / Project report annexes**

Partner report R.3

Status Certified [Open controller work](#)

[Report identification](#) [Work plan progress](#) [Public procurements](#) [List of expenditures](#) [Contributions](#) **[Report annexes](#)** [Report export](#) [Financial overview](#)

Partner progress report identification

Project ID and acronym	2.0
AF Version linked	
Related call	1 - 1st Call for Proposals for Regular Projects
Partner report ID	R.3
Partner report status	Draft → Submitted → Control ongoing → Certified
Partner number	LP1
Name of the organisation in original language	
Name of the organisation in english	
Legal status	Public
Type of partner	Local public authority
State aid scheme	
Co-financing source and rate	ERDF 80,00%
Country	Polska (PL)
Local currency (according to InforEuro)	PLN

Reporting period start date (MM/DD/YYYY) 4/1/2025

Reporting period end date (MM/DD/YYYY) 9/30/2025

Reporting period
Period 3, month 13 - 18, 04/01/2025 - 09/30/2025

Most common mistakes in reporting

Reporting mistakes

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*or for relevant **deliverables***

Project report PR.3

Status ☒ Verification ongoing [Open verification work](#) [Reopen project report](#)

[Project report identification](#)

[Work plan progress](#)

[Project results & Horizontal prin...](#)

[List of partner certificates](#)

[Project report annexes](#)

[Financial overview](#)

[Report exports](#)

D 2.1.4 Closing Conference

Deliverable title

Closing Conference

Delivery period

Period 4, month 19 - 24

Achieved in this reporting period

0,00

Cumulative value

0,00

Progress in this report

Attachment:

Reporting mistakes

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*the Project Report must be created using the **current version of AF***

Project overview

Reporting

Overview

- Indicator Living Table
- Financial Living Tables

Corrections

Project reports

- Project reports

Partner reports

- LP1
- PP2

Contracting

- Contract monitoring
- Contracts and agreements
- Project managers
- Project reporting schedule
- Partner details

 - LP1
 - PP2

Application form

Project version (current) V.3.0

Dashboard / Applications /

Project report PR.2

Status **Verification ongoing** [Open verification work](#)

Project report identification Work plan progress

Project progress report identification

Project ID and acronym
AF Version linked
Related call
Project report ID
Project report status
Name of the organisation in original language
Name of the organisation in english

Reporting period start date (MM/DD/YYYY) 4/1/2025

Reporting period 7/31/2025

[Link to reporting schedule \(contracting\)](#)
2, Period 2 month 5-8



Reporting mistakes

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information in Project report **must** be coherent with information in Partner' reports

titles of all required supporting documents to the report **must** be in **English**

expenditure incurred **must** be reported in gross amount (if VAT is eligible) not in the amount of ERDF co-financing

the dates and amounts in the *Economic classification* **must** be consistent with the partner's report for relevant reporting period

if the project requires a construction permit, a use permit **must** be obtained after completion of the investment

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Project report PR.1

Status Verified [Open verification work](#)

Project report identification Work plan progress

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.

Any overspendings/underspendings within the same **Cost Category** and the source of coverage (in the case of overspendings) should be described here

All project changes falling into “B” type of modification, i.e. minor adjustments of work plan without impact on objectives and results and / or budget reallocation within one cost category should be reported in JEMS in respective Partner and Project Report (<https://lietuva-polska.eu/wp-content/uploads/2025/04/Projekt-Modification-Procedure-amended-v2.pdf>)



Missing documents

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- *Economic Classification* reporting form from Lithuanian project partners (<https://lietuva-polska.eu/reporting-and-modifications>)
- documents proving the Preparatory costs (part II.4.3. of the Manual for relevant call for proposals) should be submitted in the **1st Project Report** (refers to projects that have applied for preparatory costs: meeting agenda, participant list, photos in jpg/png format, etc.); **these costs must be incurred before SC is signed!**
- proofs that the co-financed products and services have been delivered activities have actually been carried out:
 - a) deed acceptance of the purchased equipment/provided services
 - b) photos of purchased equipment with visible permanent stickers with Programme logo on it
 - c) attendance lists of participants of meetings/workshops/study visits; agenda, presentations, photos (jpg/png format)
 - d) confirmation of registration in the case of joint training schemes (refers to the indicator RCO85)
 - e) certificates of completion of trainings (refers to the indicator RCR81)



Missing documents

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- documents proving the incurred costs where the flat rate was applied:
 - a) existence of cost category **CC1 Staff costs** must be documented by each project partner with at least one employment contract/equivalent document related to the project
 - ✓ contract/invoice with an external service provider **cannot be** a proof of the existence of CC1 *Staff costs*
 - ✓ *Umowa zlecenie, umowa o dzieło* **cannot be** a proof of the existence of CC1 *Staff costs*
 - ✓ project partner institution employee who is on vacation **cannot be** hired as an external expert for the project
 - b) documentation of at least 1 trip per project partner (e.g., mission report, meeting recording, or other similar evidence) confirming that the Project partner realizes a flat rate for **CC3 Travel and accommodation**.
- evidence of obligatory visibility requirements as indicated in **part IV.5** of the *Manual* for relevant call for proposals.



Useful tips

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- the Programme **does not require** a separate bank account for each implemented project
- the Programme **does not require** additional descriptions (on contracts, invoices, any other financial documents) resulting from implementation of the project
- the Programme **does not require** additional addendum to work contract of the employee who is working in the project – the order on assigned employees to work in the project is sufficient

but.....



- the Programme **does require** that expenditures are registered in the project partner's accounts through a separate accounting system or an adequate accounting code set in place specifically for the project (section II.4.1. *General requirements* of Programme Manual)



Useful tips

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- communication should be conducted in English
- all project-related correspondence should be addressed to both, the project manager and the financial manager
- project partners shall inform JS in advance about upcoming events related to the project (chapter IV.5.1. of the Programme Manual)
- any publication on the project partner's website or on its social media (e.g. Facebook) is **not** a press article/release
- amended provisions of Annex 5, *Specific competition rules for the award of contracts by Polish project partners* apply from 25 March 2025; the most substantial change concerns raising the quota threshold for the application of the competitiveness principle, from PLN **50.000,00** net to PLN **80.000,00** net. Information on the above change is available at the link <https://lietuva-polska.eu/news/changes-to-the-competition-rule-for-polish-partners>





Thank you for your attention 😊

