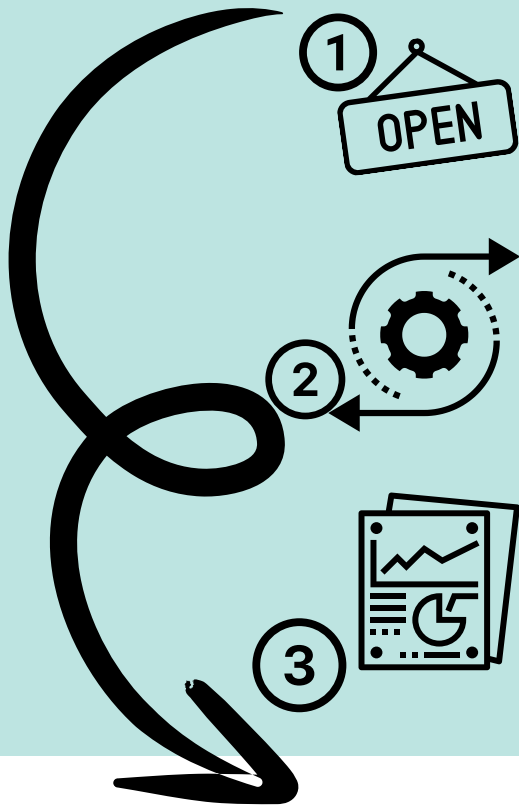


# FINAL ADJUSTMENT CHANGE



1 Your project advisor will open the final reporting round in the Online Monitoring System (OMS)

2 Once the reporting round is open, the project can start working on the **final adjustment change** (if applicable) in the OMS and the final progress report. You can work on both in parallel.

3 You must submit the final adjustment change for approval by the project advisor before any financial reports are sent to the controllers and before the progress report can be submitted in the OMS.

## Remember the following

- Be in touch with your project advisor about the final adjustment change
- **Only** budget can be moved around, **between partners** and/or **between budget lines**
- Before the adjustment is entered in the OMS the lead partner must have a **full financial overview** of all partner spending, in order to avoid mistakes
- The **aim** of the final adjustment change is **to avoid/minimise deductions** due to overspending of a partner's total budget
- The shift of funding must be **justified** and cannot relate to activities not mentioned in the application form.