

TIMELINE

Final Report & Final Adjustment Change

STEP 1

Opening of the final report in the Online Monitoring System (date to be agreed between the Joint Secretariat/project advisor and the project's lead partner).



STEP 2

Preparation, submission and review of the Final Adjustment Change (FAC) - if relevant

- A. Preparation of the Final Adjustment Change, coordinated by the lead partner (please make sure that the change request is sufficiently justified in the Online Monitoring System at the time of submission).
- B. Submission of the Final Adjustment Change (change request) in the Online Monitoring System by the lead partner's Authorised Signatory.
- C. Review of the FAC by the project advisor and approval of the change request by the project advisor if it is sufficiently justified.
- D. Once the FAC is approved, finance reports (project- and partner-levels) are automatically adjusted to reflect the approved changes.



STEP 3

Submission of the finance reports (project- and partner-level) to the controllers.



STEP 4

Submission of the final report (activity + finance) by the lead beneficiary's Authorised Signatory in the Online Monitoring System.



STEP 5

Review of the final report by the project advisor.



STEP 6

Final payment is initiated once the final report is approved (please see following page for more information).



Key elements of the Final Adjustment Change



- The purpose of the FAC is to align partners' budgets according to actual spending.
- Only finance - no changes possible regarding results, outputs and activities.
- No shifts between funding sources (ERDF/Norwegian).
- Finance reports cannot be submitted to the controllers before the Final Adjustment Change is approved.
- No approval from the Monitoring Committee needed **BUT** approval from the Joint Secretariat
- A new Letter of Intent (LoI) must be submitted by partners whose total budgets increase. No new contract is issued.

Are you ready for the final report?

To help you prepare your final progress report, here are some key do's and don'ts to guide you through the process. If you have further questions, please contact your project advisor.



- All active partners should submit both a final activity report and final finance report (*final progress report*). With regards to the finance report, this can be a zero claim.
- Submit the final report to the Joint Secretariat no later than 3 months after the project end. The submission deadline of the final report cannot be extended!
- Prepare your partners for the submission deadlines well in advance; they must report on time.
- Get in touch with your controllers in time to ensure timely control of your expenditures.
- Report in a concise way on what you have achieved over the entire lifetime of the project and highlight the transnational achievements.
- Make sure to update the information provided in the indicator reporting module (outputs/results)
- Make sure that all the comments included in the approval letter (from the Joint Secretariat and the Monitoring Committee) are answered.
- Stick to plain English when writing the report.

- Consider what the project cut-off dates mean, i.e. project implementation cut-off date is the date by which all activities must be finalised (this is the eligibility date of the project activities). Only costs necessary for completing the final report are eligible during the project closure period.
- Understand that during the 3 months of closure, the only eligible costs are those related to the writing of the final report. Controllers costs related to the final report are also eligible.
- Keep in mind that final reimbursement to the project can take some time, even if the final report is approved and processed by the programme. This is related to the 5% retention of programme budget by the Commission until the programme final report is approved.

- Send us photos from the project that the programme can use to capitalise on your achievements!
- Assist us with writing a capitalisation article featuring the main achievements of your project.

- Read carefully the following fact sheets: 1 Eligibility, 13 Documentation and audit trail, 16 State aid, 21 Final reporting,



- Don't assume that the deadline can be extended. If you envisage issues with on-time submission in advance, inform your project advisor to seek support in finding a solution.
- For deliverables: don't attach documents/materials submitted in previous reports (but refer to past achievement, when relevant)
- Don't leave explanations of the achievement of your outputs/results unsubstantiated.

- Don't seek reimbursement of costs incurred after project implementation end (unless they are linked to drafting the final report), as they are not eligible.
- Don't destroy any project documentation after project end! Documentation linked to securing the audit trail and providing evidence of main achievements should be kept in line with programme rules (retention period)