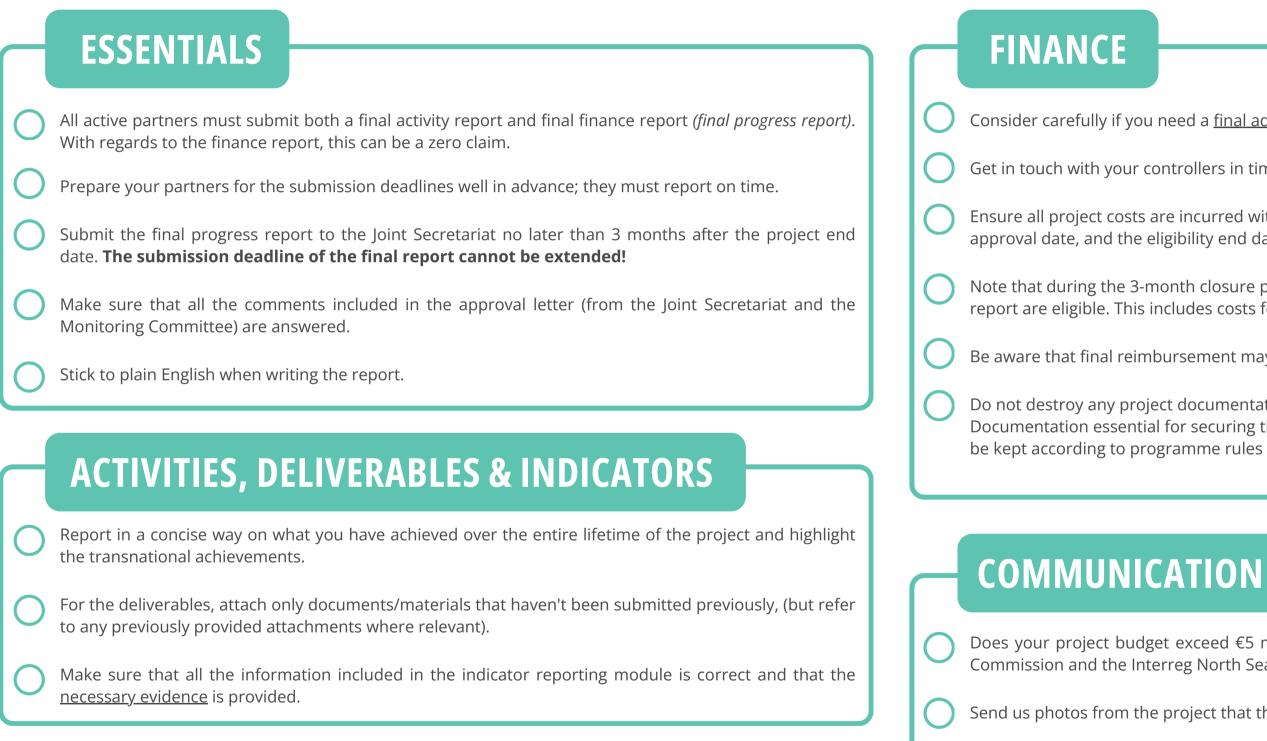# Are you ready for the final report?

Use the **checklist** below to make sure you haven't forgotten anything while preparing your final progress report.
If you have any further questions, contact your project advisor.

## ESSENTIALS

- ○ All active partners must 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.
- ○ Prepare your partners for the submission deadlines well in advance; they must report on time.
- ○ Submit the final progress report to the Joint Secretariat no later than 3 months after the project end date. **The submission deadline of the final report cannot be extended!**
- ○ 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.

## ACTIVITIES, DELIVERABLES & INDICATORS

- ○ Report in a concise way on what you have achieved over the entire lifetime of the project and highlight the transnational achievements.
- ○ For the deliverables, attach only documents/materials that haven't been submitted previously, (but refer to any previously provided attachments where relevant).
- ○ Make sure that all the information included in the indicator reporting module is correct and that the <u>necessary evidence</u> is provided.

- ○ Read carefully the following fact sheets before completing your final report: 1 <u>Eligibility</u>, 13 <u>Documentation and audit trail</u>, 16 State aid (<u>version 1</u> or <u>version 2</u>), 21 <u>Final reporting</u>

## FINANCE

- ○ Consider carefully if you need a <u>final adjustment change.</u>
- ○ Get in touch with your controllers in time to ensure timely control of your expenditures.
- ○ Ensure all project costs are incurred within the eligible period. The eligibility start date is the project approval date, and the eligibility end date is the one specified in the project application.
- ○ Note that during the 3-month closure period, only costs related to the processing of the final progress report are eligible. This includes costs for finance report control.
- ○ Be aware that final reimbursement may take time after the final report is approved and processed.
- ○ Do not destroy any project documentation after the project end (including external digital platforms). Documentation essential for securing the audit trail and providing evidence of key achievements should be kept according to programme rules (retention period).

## COMMUNICATION

- ○ Does your project budget exceed €5 million? You must organise a communication event involving the Commission and the Interreg North Sea Programme in a timely manner.
- ○ 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.
- ○ Have a look at our guide <u>Closing in style</u>

Interreg North Sea — Co-funded by the European Union