



Interreg IPA South Adriatic (Italy–Albania–Montenegro 2021-2027)



JEMS MANUAL

PROJECT REPORTING

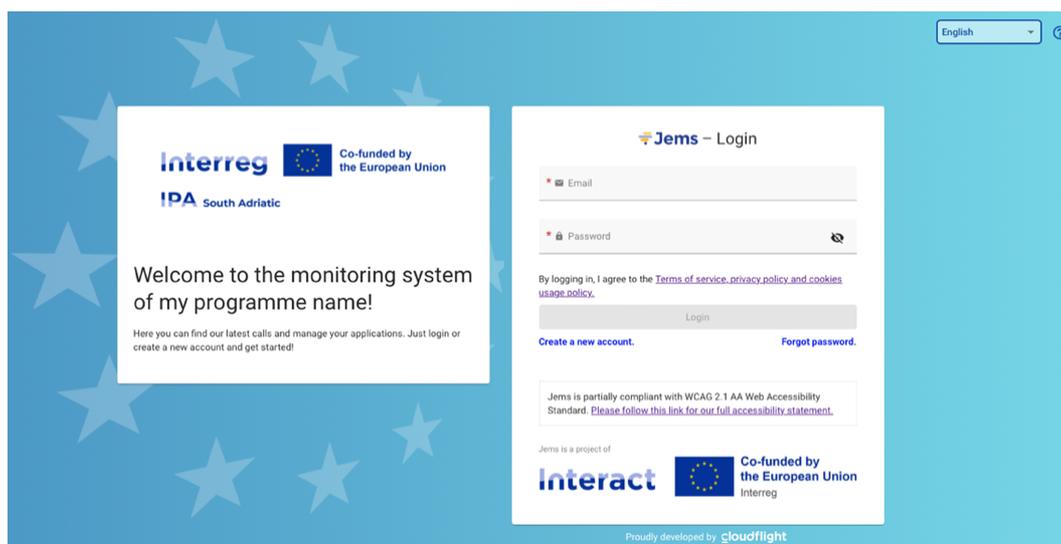
Current version	01
Updated	26.11.2024
Contacts	jems@southadriatic.eu

General Information

This manual provides beneficiaries of projects, approved under Interreg IPA South Adriatic 2021-2027, with practical procedures to be performed in Jems during the implementation phase:

- **Project Reporting**

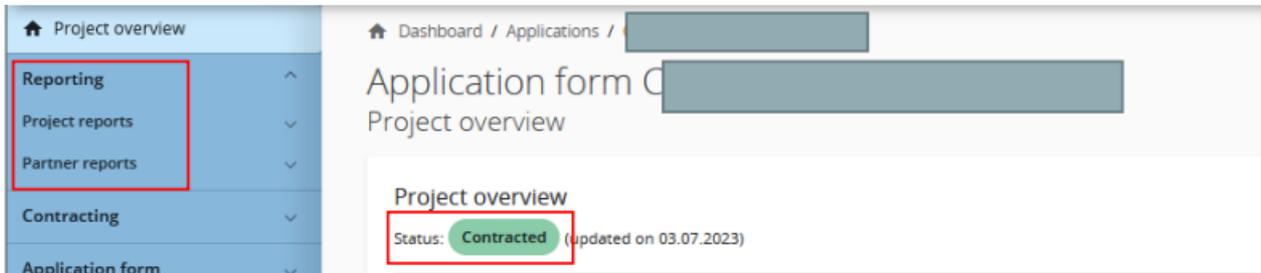
- URL of Interreg IPA South Adriatic Jems: <https://jems.southadriatic.eu/>
- Use your email and password to Log-in;
- In case you forgot your password click on “Forgot password” button or contact: jems@southadriatic.eu



- The usage of up-to-date web browsers (Google Chrome, Microsoft Edge, Mozilla Firefox) is recommended;
- Jems Interreg IPA South Adriatic runs in English language only;

1. Project Reports

The Jems Project Report section is available for approved projects with the status **“Contracted”**.



In order to fill in and submit a report on project level, the **user needs to be assigned under “Lead applicant/ Lead partner (PROJECT level access) with “manage” or “edit” rights** in the Project privileges section.

All project partners can view the Project Report section and can monitor the progress made by the LP. User assigned to a project partner have automatically **“view”** access to the reports on project level (for details see Jems guidance on Project Privileges).

1.1 Access to the Project Report section

When a Lead Partner user has been assigned with edit rights of its partner organisation within the project privileges overview, it can create Project Reports within its own dedicated section.

- From the **“Dashboard”** select the project for which you would like to fill in the Project report and click to open.
- Select **“Reporting/project report”** in the left menu to get to the reports of the dedicated LP.

Project overview

Reporting

Project reports

Partner reports

Contracting

Application form

Shared folder

Export

Project privileges

Jems
A harmonised tool
by Interact

Dashboard / Applications /

Application form SA-01002

Project overview

Project overview

Status: **Contracted** (since 20/02/2024)

Project ID and acronym	
Applicant name	
Project name	
Programme priority	PA 2 - PA 2 - A greener South Adriatic programme area, by promoting clean and fair energy transition risk management
Specific objective	S.O.2.3 - Promoting energy efficiency and reducing greenhouse gas emissions
Call	Capitalisation Small-Scale Projects Ends 07/04/2023. Time left: 0 days, 0 hours and 0 minutes.
First submission	
Latest re-submission	
Funding decision	
Contracted	

ATTENTION!

See factsheet “**Jems Manual Contracting and privileges**”, published on our website, for more details on partner setting procedures.

In order to fulfil the LP tasks and do the reporting on project level, the LP should have view access to the partner reports of all PP.

Please carefully check the settings for access to General Data Protection Regulation (GDPR) sensitive data in the “Project privileges”.

1.2 Create a Project Report

Reports on Project level (PR) **are created by the JS and linked to the “Project reporting schedule” of the “Contracting” section.** This is to ensure a correct aggregation of data from previous reports into a new report and that, in case of major project modification, the report is linked to the correct version of the application form (AF).

Reports on project level are automatically numbered PR.1 (ID in ascending order PR.1, PR.2, PR.3, etc.). The project report ID does **not reflect the reporting period.**

Data from the last approved application form version is taken into the report in the moment of its creation. Ongoing modifications will have no impact on the data in existing reports.

Beware that only the last project report, created after all other project reports were submitted, has the most recent aggregated data (in case project reports were not submitted in the same order they were created)!

- To create a project report, click on “+ Add Project Report”.

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](#)

Then

Create project report

Project progress report identification

Reporting period start date (DD/MM/YYYY)
1/2/2024



Reporting period end date (DD/MM/YYYY)
31/7/2024



* Link to reporting schedule (contracting)
No deadline



* Type of project report



Content



Finance



Both



Both

* Reporting period
Period 1, month 1 - 6



* Reporting date (DD/MM/YYYY)
30/9/2024



[✕ Discard changes](#)

[📄 Create](#)

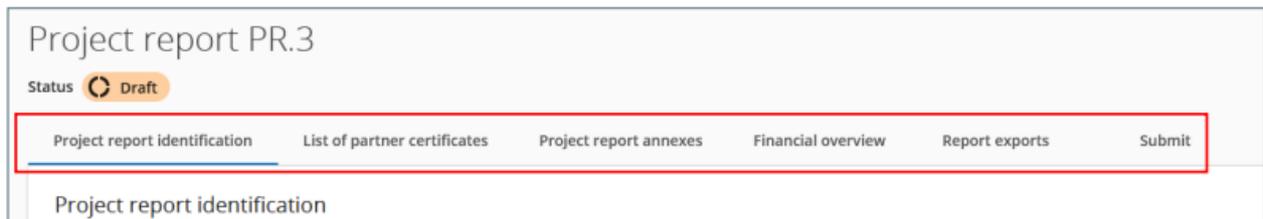
All Project Reports created are shown in the project report overview table:

ID	Status	AF Version linked	Reporting Period	Report Type	Date of report creation	Date of first submission	Date of last submission	Amount requested	Date of JS/MA verification	Total eligible after JS/MA verification	JS/MA Verification	Delete
PR.4	Draft	2.0	Period 2, month 7 - 12	Content	27.02.2024							
PR.3	Draft	2.0	Period 2, month 7 - 12	Finance	27.02.2024			0,00				
PR.2	Resp.	2.0	Period 2, month 7 - 12	Content	13.02.2024	27.02.2024	27.02.2024					Go to JS/MA verification v
PR.1	Verif.	2.0	Period 1, month 1 - 6	Finance	20.10.2023	13.12.2023	14.02	219.620,49	09.01.2024	219.620,49		Go to JS/MA verification v

The project report overview table lists all available reports and indicates the type of report (Finance, Content; Both). It provides information on the project report ID, the current status (Draft – Submitted/Reopened – Verification ongoing – Verified), the report type, the date of report creation and the date when the report was submitted for the first time, the date when the report was submitted for the last time (re-submission), the amount requested, the end date of JS/MA verification and the total eligible amount after JS/MA verification.

1.3 “Report Identification” section

Clicking on the button “+Add Project Report” the first time you will automatically lead to the first tab called “partner progress report identification”.



The PR is divided in different sections accessible through tabs at the top:

- Project report identification
- Workplan Progress
- Project results & Horizontal principles
- Project report annexes
- Financial overview
- Report exports
- Submit

To go back to the project report overview, click on **“Project reports”** in the left menu.

Do NOT delete a PR without prior agreeing with the JS. Only the most recent PR (if in DRAFT) can be deleted from the overview.

The project report identification section gives an overview on the:

- Information on the project and LP organisation (automatically)
- AF version the report is linked to (automatically)
- The project report status (updates automatically)

The reporting period start and end dates should be defined. The dates should **match with those defined in the Subsidy Contract/Application Form**.

Upon the creation of the report, the PR is linked to the reporting schedule in the contracting section by the JS. **This link must NOT be changed**, since it defines the type of report, the reporting period and the reporting deadline (according to the monitoring plan).

Project report PR.3

Status Draft

Project report identification List of partner certificates Project report annexes Financial overview Report exports Submit

Project report identification

Project ID and acronym	
AF Version linked	2.0
Related call	1 - CE Call 1
Project report ID	PR.3
Project report status	Draft → ▶ Submitted → ☑ Verification ongoing → 🔒 Verified
Name of the organisation in original language	
Name of the organisation in English	

Reporting period start date (DD.MM.YYYY) Reporting period end date (DD.MM.YYYY)

* Link to reporting schedule (contracting)

4, Period 2 month 7-12

Type of project report

Content
Finance
Both

Reporting period

Period 2, month 7 - 12

Reporting date (DD.MM.YYYY)

30.4.2024

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 Output Indicators not linked to a Programme Result Indicator

Programme Output Indicators not linked to a Programme Result Indicator	Measurement Unit	Baseline 0,00	Target Value 1,00	Previously Reported 0,00	Current Report 0,00	Total Reported So Far 0,00
Programme Output Indicator:						
Output 2.1-116: Jointly developed solutions	solutions		1,00	0,00	0,00	0,00
Output 1.1: New business models for enabling action to promoting energy efficiency adopted by Organizations operating in different domain in cross border contexts	solutions		1,00	0,00	0,00	0,00

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.

Target groups

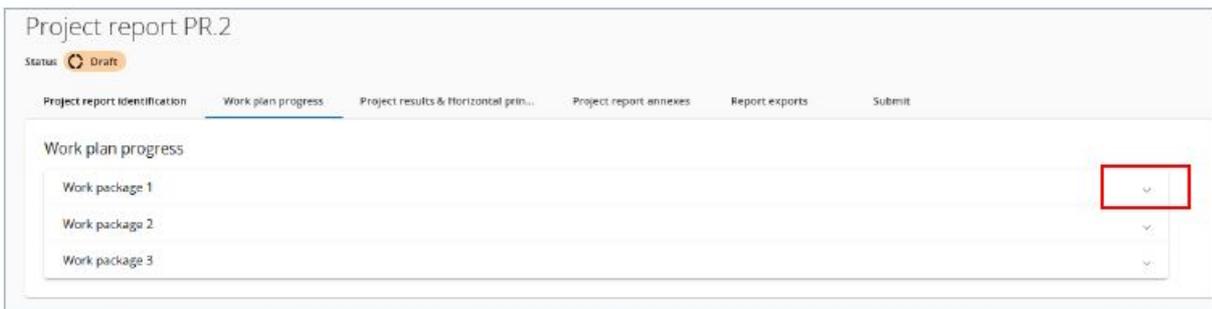
In the table below, you will see a list of the target groups you indicated in the application form. Please explain for each target group in what way and to what extent they were involved in your project in this reporting period.

Target Group	Description of the target group involvement
Local public authority	Enter text here
Regional public authority	Enter text here
Higher education and research organisations	Enter text here
SME	Enter text here

Save changes before moving on to the next section.

1.4 “Work plan progress” section

The second tab “**work plan progress**” takes the work plan related data from the last approved AF, organized per work packages. Describe the global contributions achieved during the reporting period. Click on the work package to unfold it for reporting on activities, deliverables and outputs under this WP. To fold the detailed view again, click on the work package or the “^” icon in the top right corner.



When the first PR is created, the status fields of the project specific objective, the communication objective or the activities are empty. If a prior submitted project report exists, the status fields and related text fields of the subsequent report are pre-filled with the status selected for the respective objective or activity in the latest submitted PR.

Work plan progress

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

Project specific objective
 WP's main objective is to define some useful initiatives to promote new materials, design concept and new business model for building materials derived by waste to promote energy efficiency in Italian, Albanian and Montenegrin Contexts

Status ▼

Explanations

Communication objective

Communication objective
 During this project, new business models will be defined that are useful for the valorisation of the new materials, design concept and their potential in implementing environmental sustainability strategies will be verticalized in different domains. With a series of events like workshops, the main outputs and results obtained will be disseminated and shared with the main territorial and local stakeholders of the Italian, Albanian and Montenegrin Contexts.

Status ▼

Explanations

Only in the “Work plan progress” section information (text) provided in the prior submitted PR is taken over to the newly created PR. For WPs, objectives or activities marked as completed, the taken over information is “frozen” and marked as updated upon changes (see below).

A WP can be marked as completed once implementation of activities is finalized. Marking the work package as “**completed**” means that information is fully taken over into subsequent PR and “**frozen**”

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? The indicated status should be cumulative.

Work plan progress

✔ Work package 1

Completed in this report.

This work package is completed.

In the next PR, the information on WP completion is indicated.

Project report identification
Work plan progress
Project results & Horizontal prin...
Project report annexes
Report exports
Submit

Work plan progress

✔ Work package 1

Completed in prior report. No changes.

Work package 2
▼

Work package 3
▼

In case a WP that was marked as “**completed**” in an earlier report but information is updated in the current PR, the update will be highlighted.

Project report identification
Work plan progress
Project results & Horizontal prin...
Project report annexes
Report exports
Submit

Work plan progress

✔ Work package 1

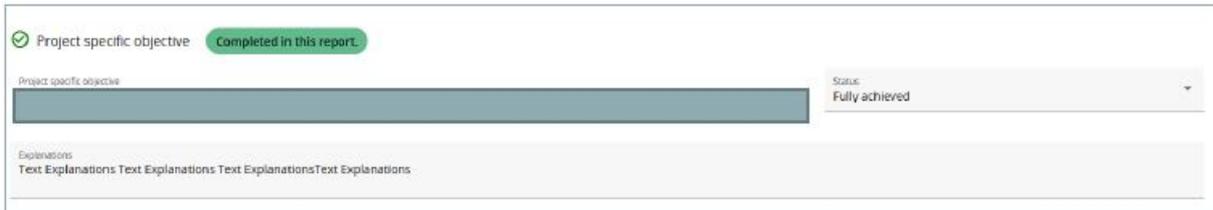
New changes after completion.

Work package 2
▼

Work package 3
▼

The progress made on the **Project specific objective** and the **Communication objective** is to be described and there is a field to select the status of the objectives (“**Fully achieved**”, “**Partly achieved**” or “**Not achieved**”)

Marking a project specific as “**fully achieved**” means that it is labelled as “**Completed in this report**” information is fully taken over into subsequent PRs and “**frozen**”.



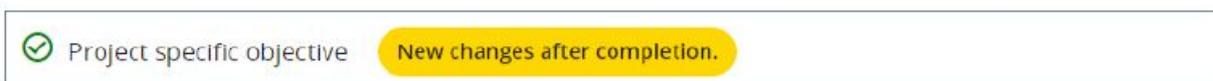
A screenshot of a web form for a project objective. At the top left, there is a green checkmark icon followed by the text 'Project specific objective' and a green pill-shaped button containing the text 'Completed in this report.'. Below this, there is a greyed-out text input field for 'Project specific objective'. To the right of the input field is a dropdown menu with the text 'Status: Fully achieved'. Below the input field is a section for 'Explanations' with a placeholder text 'Text Explanations Text Explanations Text Explanations Text Explanations'.

In the next PR, the information on completion will show up.



A screenshot of a web form for a project objective. At the top left, there is a green checkmark icon followed by the text 'Project specific objective' and a grey pill-shaped button containing the text 'Completed in prior report. No changes.'.

In case an objective that was marked as “**completed**” in an earlier report but information is updated in the current PR, the update will be highlighted.

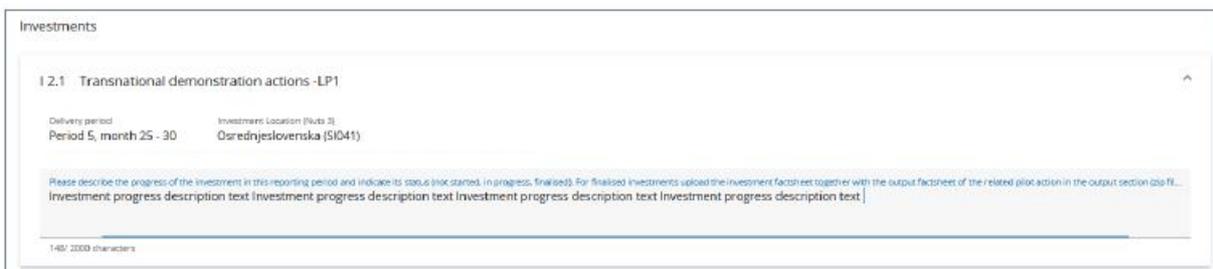


A screenshot of a web form for a project objective. At the top left, there is a green checkmark icon followed by the text 'Project specific objective' and a yellow pill-shaped button containing the text 'New changes after completion.'.

The same behavior applies for the communication objective.

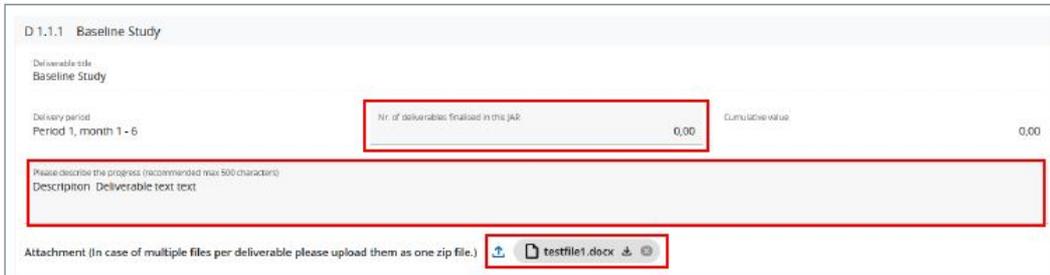
Reporting on Investments

In case of investment(s) under the WP, there is a separate section with a text field to describe the progress in the reporting period. Information is **partly pre-filled from the AF**.



A screenshot of a web form for reporting on investments. The title is 'Investments'. Below it is a section for 'I 2.1 Transnational demonstration actions -LP1'. There are two pre-filled fields: 'Delivery period' with the value 'Period 5, month 25 - 30' and 'Investment Location (Nuts 3)' with the value 'Osrednjeslovenska (SI041)'. Below these fields is a large text area with a placeholder text: 'Please describe the progress of the investment in this reporting period and indicate its status (not started, in progress, finalised). For finalised investments upload the investment factsheet together with the output factsheet of the related pilot action in the output section (2x1 file... Investment progress description text Investment progress description text Investment progress description text Investment progress description text |'. At the bottom left of the text area, it says '140/ 2000 characters'.

For finalized investments **upload the investment documentation** in the workplan progress – deliverable section directly linked to the investment (zip or rar file).

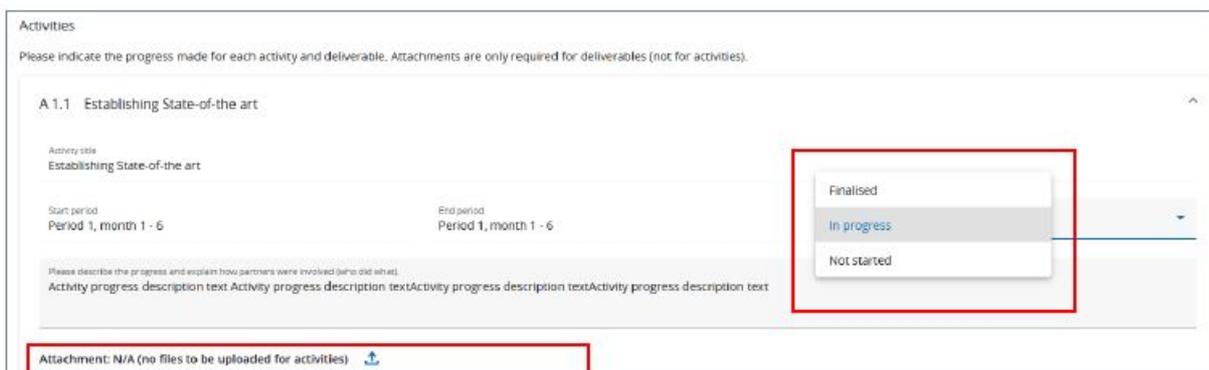


REPORTING ON ACTIVITIES

For each activity, there is a separate section with a text field to describe the progress in the reporting period.

Similar as for objectives, for each activity there is a field to define the Status (“Not started”, “In progress”, “completed”).

No files need to be uploaded for activities. Supporting documents should be uploaded next to the deliverables, outputs and results.



Marking an activity as **“finalized”** means that the activity is fully completed and all related deliverables are finalized and provided. The related information will be taken over into subsequent PRs.



In the next PR, the information on completion will show up. In case an activity was marked as **“finalised”** in an earlier report but information is updated in the current PR, the update will be highlighted.

Reporting on deliverables

For each deliverable, there is a separate section with a text field to describe the progress in the reporting period and an input field to quantify the number of deliverables finalised in this PR. The cumulative value is automatically calculated; the delivery period is pre-filled from the AF.

A supporting document for the finalized deliverable must be uploaded. In case of multiple files, it is recommended to upload a .zip or .rar file. **(only 1 file is allowed – maximum 100 Mb)**

D 1.1.1 Baseline Study

Deliverable title
Baseline Study

Delivery period
Period 1, month 1 - 6

Nr. of deliverables finalised in this PR	0,00	Cumulative value
0,00		

Please describe the progress (recommended max 500 characters)
Description: Deliverable text text

Attachment (In case of multiple files per deliverable please upload them as one zip file.) testfile1.docx

Reporting on outputs

For each output, there is a separate section with a text field to describe the progress in the reporting period and to describe its status (not started, in progress, finalised). In addition, there is an input field to quantify the number of outputs finalised in this PR. The cumulative value is automatically calculated and double-counting of the same output within different PRs has to be avoided. The delivery period and target value are pre-filled from the AF.

For finalized outputs (strategy/action plan, pilot actions, solutions) **output proof of evidence have to be uploaded.**

Outputs

Please indicate the progress made for each output and indicate its status (not started, in progress, finalised). For finalised outputs upload the output factsheet.

O 1.1 Urban-rural cooperation network

Output title
Urban-rural cooperation network

Programme output indicator
RCO120_2.5. Projects supporting cooperation across borders to develop urban-rural linkages

Measurement unit
PROJECTS

Delivery Period Period 1, month 1 - 6	Target Value 1,00	Nr. of outputs finalised in this PR	1,00	Cumulative value
1,00				

Please describe the progress (recommended max 500 characters)
Output description text: Output description text: Output description text: Output description text: Output description text

Attachment (In case of multiple files per output please upload them as one zip file.) testfile2.docx

Save changes before moving on to the next section.

1.5 “Project results & horizontal principles” section

In this section the LP should report on progress made in achieving the expected project results considering the chosen result indicators.

Results are **cumulative**, meaning that when a new PR is created the values from the prior submitted PR are added to the cumulative values. The cumulative value achieved is calculated as the sum of all the figures reported in all PRs with the status submitted. **Double-counting of the same result within different PRs has to be avoided.**

Related supporting documents should be uploaded as attachment next to the result. In case of multiple files, it is recommended to upload a zip or rar file.

Project results

Result 1

Programme result indicator
2.1-104: Solutions taken up or up-scaled by organisations

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

Describe progress achieved

Attachment [📎](#)

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	<input checked="" type="radio"/> positive effects <input type="radio"/> neutral <input type="radio"/> negative effects	Enter text here
Equal opportunities and non-discrimination	<input type="radio"/> positive effects <input checked="" type="radio"/> neutral <input type="radio"/> negative effects	Enter text here
Equality between men and women	<input checked="" type="radio"/> positive effects <input type="radio"/> neutral <input type="radio"/> negative effects	Enter text here

For horizontal principles there is a table to report on the contribution for each of the three cooperation criteria. The **“Type of contribution”** is pre-filled based on the latest approved AF and cannot be changed. There is a text field to describe the contribution made in the respective reporting period.

1.6 “List of partner certificates” section

In this tab, all partner certificates of the project are listed. A certificate can only be included in one project report. **Once ticked, the certificate is unavailable in other project reports.**

Project report PR.2

Status Draft

[Project report identification](#)
[Work plan progress](#)
[Project results & Horizontal prin...](#)
[List of partner certificates](#)
[Project report annexes](#)
[Financial overview](#)
[Report expo](#)

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)
<input checked="" type="checkbox"/>	PP2	R.1	24/07/2024 13:50	PR.1	33.140,00

Items per page: 25 1 - 1 of 1

1.7 “Project Report Annexes” section

The overview table “Project report PR.x” shows all files uploaded.

Project report PR.2

Status Draft

[Project report identification](#)
[Work plan progress](#)
[Project results & Horizontal prin...](#)
[List of partner certificates](#)
[Project report annexes](#)
[Financial overview](#)
[Report expo](#)

Project report annexes

Project report PR.2

Work plan progress

Project results & horizontal principles

There are no files uploaded.

[Upload file](#)

Files uploaded in other sections of the report will also show up here and organised according to the upload structure tree.

Additional files can be up/downloaded here (see picture). However, as a general rule, please upload files next to the respective deliverable, output or result.

If needed, a description can be added to files uploaded in this section by clicking on the pencil. **Files uploaded in this section can be deleted here as long as the delete icon is active.**

Files uploaded in other sections can be deleted in the section where the file was uploaded. A description to the uploaded files can be added here.

1.8 “Financial overview” section

The financial overview tables show how the project is proceeding in terms of spending. The amounts included in the tables represent an aggregation of data from all PR’s submitted **by the date when the current project report was created**.

Project Expenditure – summary (in Euro)

This section shows the project budget – approved in the application form, previously reported, current report, previously validated, previously paid – divided per fund and contribution type (public/private/automatic public) – at the moment of creation of current partner report, and also shows some calculations using figures from the table.

Financial overview

Amounts in tables below are always in Euro and include Fast track lump sums (if applicable for this project).

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
IPA III CBC	157.229,56	26.512,00	0,00	26.512,00	16,86 %	130.717,56	26.512,00	0,00
Partner contribution ^②	32.582,46	6.628,00	0,00	6.628,00	20,34 %	25.954,46	6.628,00	N/A
↳ of which Public contribution	0,00	0,00	0,00	0,00		0,00	0,00	N/A
↳ of which Automatic public contribution	16.442,61	6.628,00	0,00	6.628,00	40,31 %	9.814,61	6.628,00	N/A
↳ of which Private contribution	16.139,85	0,00	0,00	0,00	0,00 %	16.139,85	0,00	N/A
Total	189.812,02	33.140,00	0,00	33.140,00	17,46 %	156.672,02	33.140,00	0,00

Project expenditure - breakdown per cost category (in Euro)

Cost category	Project total eligible budget	Previously reported ^①	Current report	Total reported so far	% of total	Remaining budget	Previously verified ^①
External expertise and services	1.612,02	0,00	0,00	0,00	0,00 %	1.612,02	0,00
Lump sum	188.200,00	33.140,00	0,00	33.140,00	17,61 %	155.060,00	33.140,00
Unit Costs	0,00	0,00	0,00	0,00		0,00	0,00
Total	189.812,02	33.140,00	0,00	33.140,00	17,46 %	156.672,02	33.140,00

Project Expenditure – breakdown per Lump sum (in Euro)

This table shows the preparation and contracting costs lump sum, if used by the project.

Project expenditure - breakdown per Lump sum (in Euro)

Lump sum	Project total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified ⓘ	Previously paid ⓘ
Preparation cost (for Small Scale Projects) ...	5.865,00	0,00	0,00	0,00	0,00 %	5.865,00	0,00	0,00
Workshop, seminars and conferences...	13.464,00	0,00	0,00	0,00	0,00 %	13.464,00	0,00	0,00
Workshop, seminars and conferences (ITAL...	18.819,00	0,00	0,00	0,00	0,00 %	18.819,00	0,00	0,00
Workshops, seminars and conferences (MNE...	12.749,00	0,00	0,00	0,00	0,00 %	12.749,00	0,00	0,00
Action plan/Model/Methods...	9.679,00	0,00	0,00	0,00	0,00 %	9.679,00	0,00	0,00
Action plan/Model/Methods...	14.321,00	14.321,00	0,00	14.321,00	100,00 %	0,00	14.321,00	0,00
Action plan/Model/Methods...	14.321,00	0,00	0,00	0,00	0,00 %	14.321,00	0,00	0,00
Action plan/Model/Methods...	8.243,00	0,00	0,00	0,00	0,00 %	8.243,00	0,00	0,00
Action plan/Model/Methods...	9.679,00	0,00	0,00	0,00	0,00 %	9.679,00	0,00	0,00
Action plan/Model/Methods...	14.321,00	0,00	0,00	0,00	0,00 %	14.321,00	0,00	0,00
Action plan/Model/Methods...	8.243,00	0,00	0,00	0,00	0,00 %	8.243,00	0,00	0,00
Workshop, seminars and conferences...	13.464,00	0,00	0,00	0,00	0,00 %	13.464,00	0,00	0,00

1.9 “Project Report exports” section

Please pay attention that this functionality is not available at the moment, therefore in case you will export the partner report, a blank document will appear.

When this option will be implemented, an export plugin can be selected (PDF or Excel for the budget overview tables). Since the programme language is English, no other language options are available.

1.10 “Submit” section

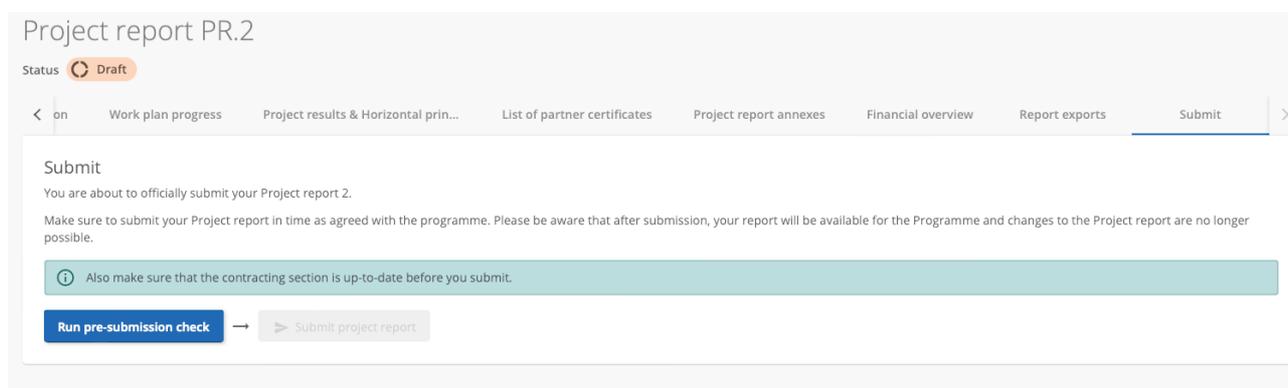
In this section the PR can be submitted.

The submission button turns active only once the PR has successfully passed all pre-submission checks.

After submission, the information in the PR is **“frozen”** and the MA/JS verification starts.

Besides the submission of the report, a general warning is given to the users reminding them to make sure that the contracting section is up to date. This is to make sure that information in the contracting section and the dedicated partner pages stay up to date. In case changes or updates need to be made, the MA/JS should be contacted.

Once submitted, the status of the report changes, which is shown in the report identification tab and in the report overview, where also the submission date is logged.



1.11 Final Project Report

As explained in the beginning of this Chapter, when creating a Project Report the LP is obliged to choose one of the reporting deadlines. If the chosen **reporting deadline is the last one**, the system will **automatically create the Final Project Report**. When Final Project Report is created, an **additional tab called “Project closure” appears**, situated between the “List of partner certificates” and “Project report annexes” tabs.

In this tab, shown in the image below, Project manager must:

1. Describe the project's final achievements in a Project Story format, in compliance with the guidelines provided in the description;
2. List any relevant mentions and prizes that the project achieved and/or feedbacks by the target groups (including any evaluation carried out); and
3. Answer additional questions by filling in a checklist, as described in the **Factsheet 5.1_Project_closure_procedures**. In order to timely collect all the required closure information, LP must involve all other Project Partners at the right time. We recommend planning the closure timetable accordingly.

Project closure

Project story

Please describe the project's final achievements in a Project Story format. The Project Story should be interesting and understandable for non-specialists as it might be used for publications. Please try to touch the following guiding questions in your Project story:

- What are the project's overall challenges (regional and sectoral)?
- What was the specific problem addressed?
- Describe the key solution(s) that the project developed and tested to address the problem
- Describe how the project developed the solution(s) and why cooperation was important in that process
- To what extent has cooperation been important for achieving the project results?
- What benefits did the partner organisations derive from cooperation?
- What did change in the targeted regions and sectors because of the project solutions?
- How did the project change affect the target groups?
- How will the durability of the solutions be ensured?
- Do you still see future possible challenges and opportunities in the field of the content your project was dealing with?

Enter text here

Project's relevant mentions and prizes

Please list any relevant mentions and prizes that you as a project achieved below. Only the name of the prize or mention should be indicated. In case the project did not receive mentions or prizes this section can be left empty.

[+ Add mentions & prizes](#)

Additional questions to be answered (via checklist)

Select checklist template

[+ start new checklist](#)

Image 92. "Project closure" tab

To answer additional questions, as required by point 3. above, LP must first select the checklist template and then click on the button "+ start new checklist" to create it. After the checklist has been created, LP must answer all the questions it contains and save it. The questions can be answered in more than one session, just take care to always save any changes made to the checklist.

After LP has answered all the questions, reviewed the checklist once more, and considers it final, they should set it to "Finished" and save it again.

1.12 - JS/MA verification

During JS/MA verification of the PR, the LP might be asked some clarification and the upload of documents. For this purpose, the JS/MA verification section therefore allows to up/download files.

Once the JS/MA verification starts, the PR moves to status **“Verification ongoing”**.

Click **“Open JS/MA verification work”** to get to the **“JS/MA communication”** section for exchanging clarification related files.

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.

ID	Status	AF Version Linked	Reporting Period	Report Type	Date of report creation	Date of first submission	Amount requested	Date of JS/MA verification end	Total eligible after JS/MA verification	JS/MA Verification	Delete
PR.3	Verification ongoing	2.0	Period 2, month 7 - 12	Finance	17.11.2023 11:50	22.11.2023 07:56	0,00			Open JS/MA verification v	
PR.2	Draft	2.0	Period 2, month 7 - 12	Consent	17.11.2023 11:33						
PR.1	Verified	2.0	Period 1, month 1 - 6	Finance	24.10.2023 14:30	24.10.2023 15:16	50.000,00	17.11.2023 11:30	49.900,00	Open JS/MA verification v	

Items per page: 25 1 - 3 of 3 < >

JS/MA verification work for: Project report PR.3

Status: **Verification ongoing** [Switch to project report](#)

JS/MA verification communication

JS/MA 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 JS/MA verification, if programme rules allow.
Attention: Once verification work is finished deletion or editing won't be possible anymore!

Project report PR.3

JS/MA verification communication

There are no files uploaded.

[Upload file](#)

Once the project report is verified by JS/MA, the section **“JS/MA verification work”** also includes overview tables under the tab **“Overview”**.

JS/MA verification work for: Project report PR.1

Status **Verified** [Switch to project report](#)

JS/MA verification communication **Overview**

Overview of JS/MA verification work for current project report (Euro)

This is the summary of the JS/MA verification work only for current Project report.
The amounts displayed in this table include flat rates calculated on top for each partner, apart from the column included in verification sample.
Total deducted amounts are calculated as: Total eligible after control - Total eligible after JS/MA verification - Parked in current report, thus every potential rounding differences will always go to Total deducted in current report column. In some cases, Total deducted may differ from Deducted JS + Deducted MA, due to rounding.

Partner report ID	Partner	Total eligible after control (in Euro) without flat rates 50.000,00	Included in JS/MA verification sample	% sampled of total without flat rates	Parked in current report	Deducted JS	Deducted MA	Deducted amount in EUR	Total eligible after JS/MA verification	% after JS/MA verification...
R.3	LP1	50.000,00	50.000,00	100,00%	0,00	100,00	0,00	100,00	49.900,00	99,80%
Total		50.000,00	50.000,00	100,00%	0,00	100,00	0,00	100,00	49.900,00	99,80%

Total eligible after JS/MA verification of current report, broken down per financing sources (Euro)

This is the breakdown of amounts eligible after JS/MA verification of current report, broken down per financing sources and per partner report included in this project report.
Totals are used as calculation basis. They are the amounts after JS/MA verification of the project report, including all deductions made in Project expenditure JS/MA verification tab & flat rates, if any.

Partner Report	Partner	ERDF	Partner contribution	Public contribution	Automatic public contribution	Private contribution	Total
R.3	LP1	39.920,00	9.980,00	9.980,00	0,00	0,00	49.900,00
Total		39.920,00	9.980,00	9.980,00	0,00	0,00	49.900,00

JS/MA verification work for: Project report PR.1

Status **Verified** [Switch to project report](#)

JS/MA verification communication **Overview**

Overview of JS/MA verification work for current project report (Euro)

This is the summary of the JS/MA verification work only for current Project report.
The amounts displayed in this table include flat rates calculated on top for each partner, apart from the column included in verification sample.
Total deducted amounts are calculated as: Total eligible after control - Total eligible after JS/MA verification - Parked in current report, thus every potential rounding differences will always go to Total deducted in current report column. In some cases, Total deducted may differ from Deducted JS + Deducted MA, due to rounding.

Partner report ID	Partner	Total eligible after control (in Euro) without flat rates 50.000,00	Included in JS/MA verification sample	% sampled of total without flat rates	Parked in current report	Deducted JS	Deducted MA	Deducted amount in EUR	Total eligible after JS/MA verification	% after JS/MA verification...
R.3	LP1	50.000,00	50.000,00	100,00%	0,00	100,00	0,00	100,00	49.900,00	99,80%
Total		50.000,00	50.000,00	100,00%	0,00	100,00	0,00	100,00	49.900,00	99,80%

Total eligible after JS/MA verification of current report, broken down per financing sources (Euro)

This is the breakdown of amounts eligible after JS/MA verification of current report, broken down per financing sources and per partner report included in this project report.
Totals are used as calculation basis. They are the amounts after JS/MA verification of the project report, including all deductions made in Project expenditure JS/MA verification tab & flat rates, if any.

Partner Report	Partner	ERDF	Partner contribution	Public contribution	Automatic public contribution	Private contribution	Total
R.3	LP1	39.920,00	9.980,00	9.980,00	0,00	0,00	49.900,00
Total		39.920,00	9.980,00	9.980,00	0,00	0,00	49.900,00

1.13 - Reopening of PR

A PR in status **“Submitted”** or **“JS/MA Verification ongoing”** can be reopened for amendments.

The PR will appear in status **“REOPENED”**

The project report overview table indicates the date of report first submission and the date of last submission (re-submission date).

A report can be re-opened and re-submitted several times until all issues are clarified to the JS/MA. Remember 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 re-opening function
- When a newer report exists, data that affects cumulative data cannot be changed.

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](#)

ID	Status	AF Version linked	Reporting Period	Report Type	Date of report creation	Date of first submission	Date of last submission	Amount requested	Date of JS/MA verificatio...
PR.4	Draft	2.0	Period 2, month 7 - 12	Content	27.02.2024 14:33				
PR.3	Reop...	2.0	Period 2, month 7 - 12	Finance	27.02.2024 14:31	27.02.2024 15:51		0,00	
PR.2	Verifi...	2.0	Period 2, month 7 - 12	Content	13.02.2024 11:35	27.02.2024 10:34	27.02.2024 15:52		27.02.2024 15:52
PR.1	Verifi...	2.0	Period 1, month 1 - 6	Finance	20.10.2023 11:47	13.12.2023 14:43		219.620,49	09.01.2024 12:48