

# Final Reporting

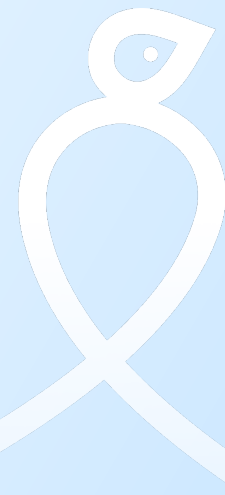
Closure Seminar 2<sup>nd</sup> and 3<sup>rd</sup> Call  
March 19th 2026

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# Tips & Pitfalls from 1<sup>st</sup> Call project

Ms Daisy Silvennoinen, GLOW2.0  
Karelia University of Applied Sciences



# 6th Project Report Financial Claim

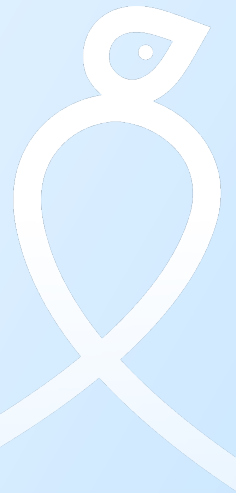
Closure Seminar 2<sup>nd</sup> and 3<sup>rd</sup> Call  
March 19th 2026

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# 6<sup>th</sup> project report - Finance

- Final dates for eligibility and submission.
- How to report external contribution.
- How to handle controller cost.

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# Grant Letter:

Example from the Grant Letter for DACCHE:

Period number	Start Date	End Date	Submission Date
1	2023-07-01	2023-12-31	2024-03-31
2	2024-01-01	2024-06-30	2024-09-30
3	2024-07-01	2024-12-31	2025-03-31
4	2025-01-01	2025-06-30	2025-09-30
5	2025-07-01	2025-12-31	2026-03-31
6	2026-01-01	2026-06-30	2026-09-30

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# Dates for eligibility and submission

## Example DACCHE:

- Activities (also final conferences) planned in good time (costs booked and paid) by 30-06-2026.
- Final report including controller certificates submitted by 30-09-2026



# How to report external contribution

Register in the partner report, Contributions tab

Also add amounts from new contributors (not in the Application form)

If new contribution:

- is received by a partner granted with GBER Article 20 or
- the source of contribution (between public/private) has changed

→ Contact your Desk Officer.

# How to handle controller cost

Potential invoices for the last (6<sup>th</sup>) period needs to be **booked** and **paid** before the final eligibility (project end) date.

Arrangements needs to be in place for the controllers to **invoice** the agreed amounts **in good time** for the cost to be included in the final partner reports.

# Thank You!

Stefan Nyström

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# Reporting Outputs and Results

A guide through the reporting package

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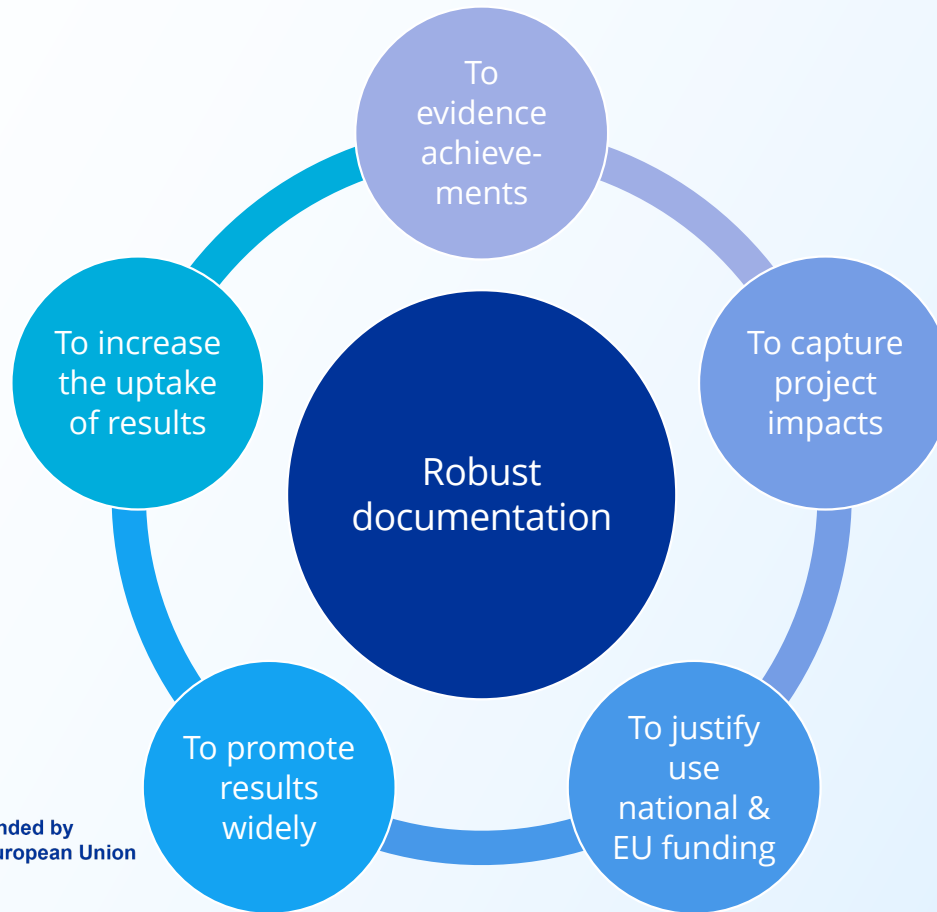


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# Help us share your legacy



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# Expectations for projects

- Report outputs and results **when achieved**.
- Refer to the **Programme Manual** (Chapters 6.1 & 6.2):
  - how to count indicators
  - how to document achievements
- **Additional information** in Final Report

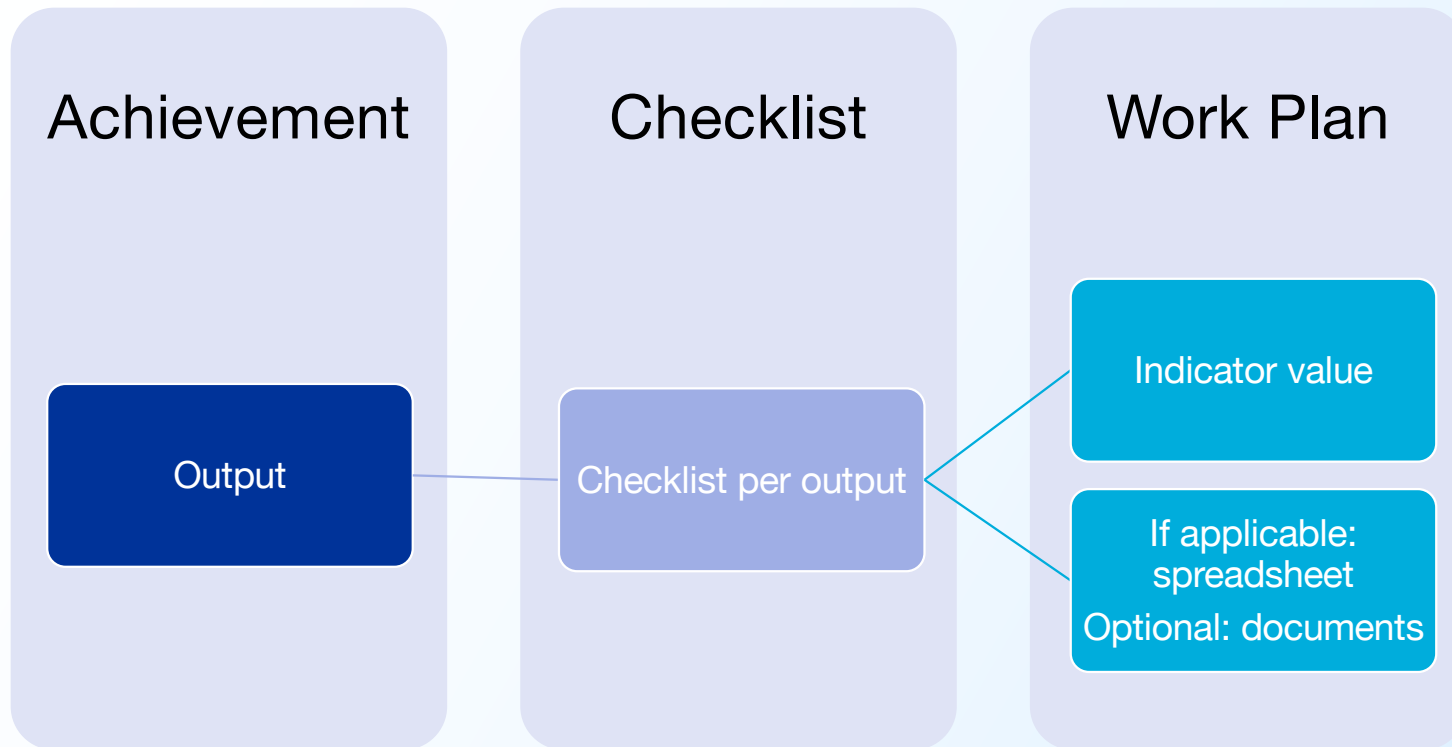
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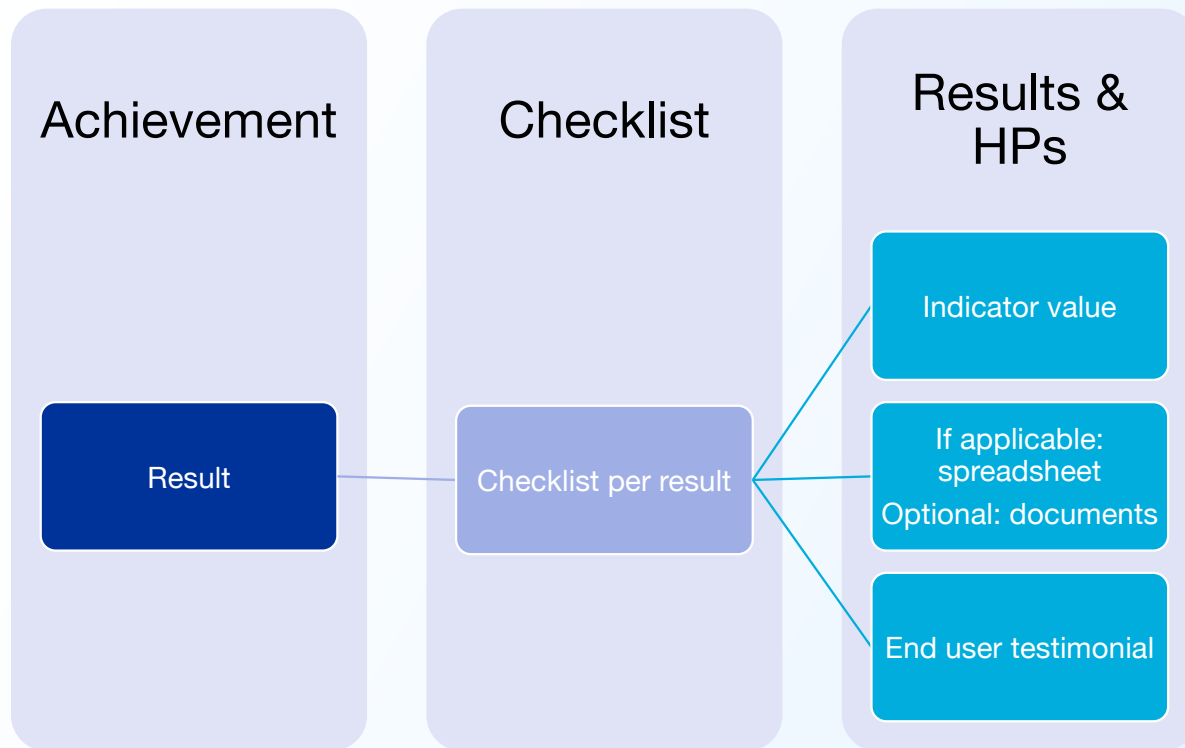
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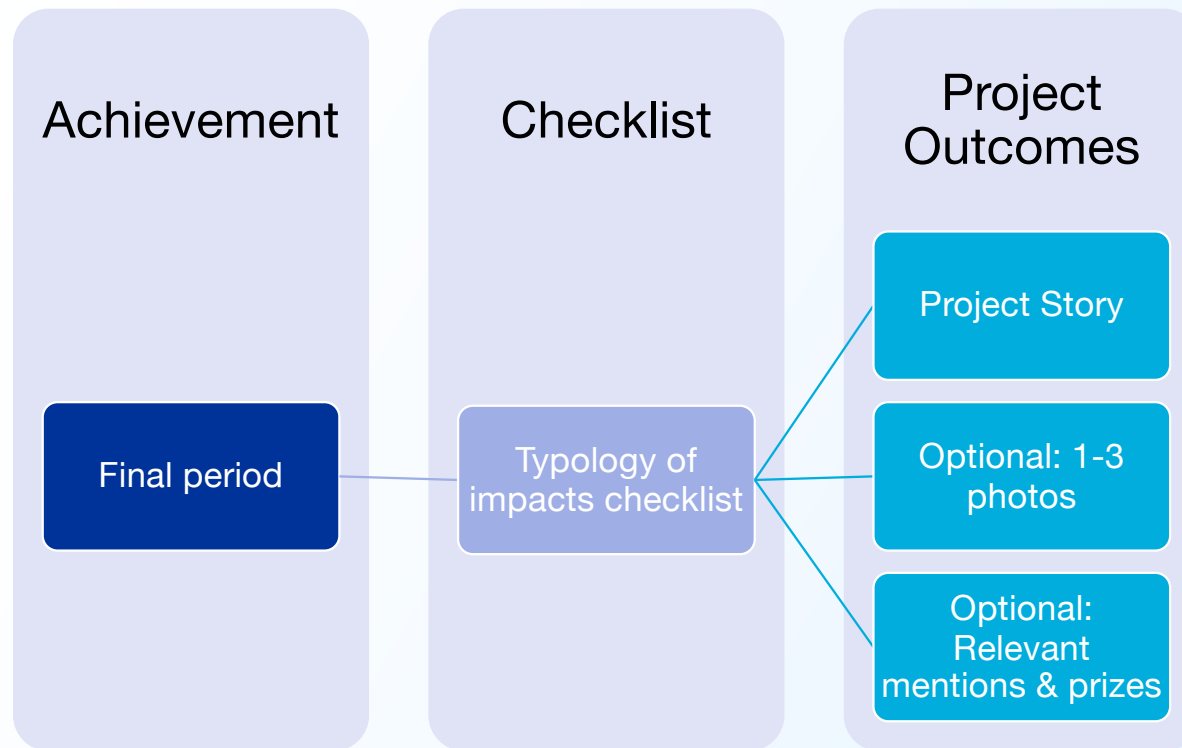
# Output reporting



# Result reporting



# Final reporting



# Optimising your project budget & Preparing Jems for closure



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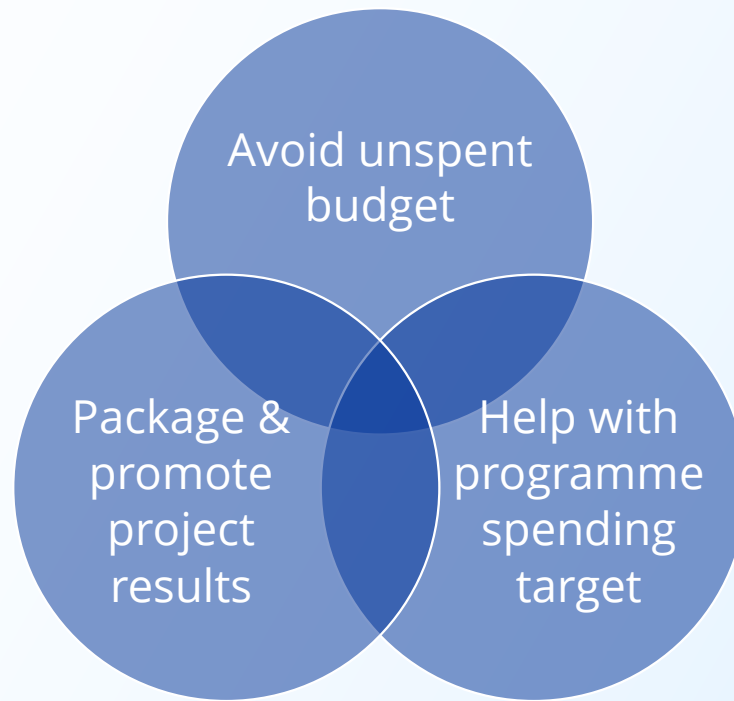


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# Optimising the budget



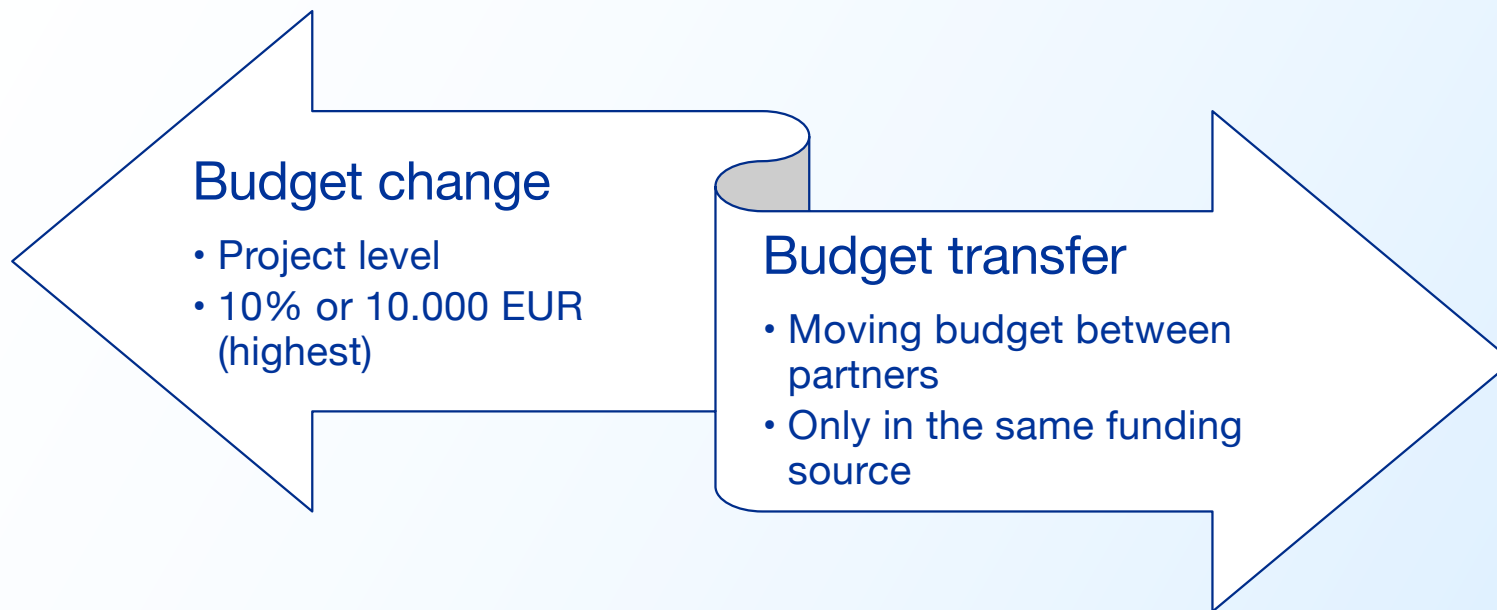
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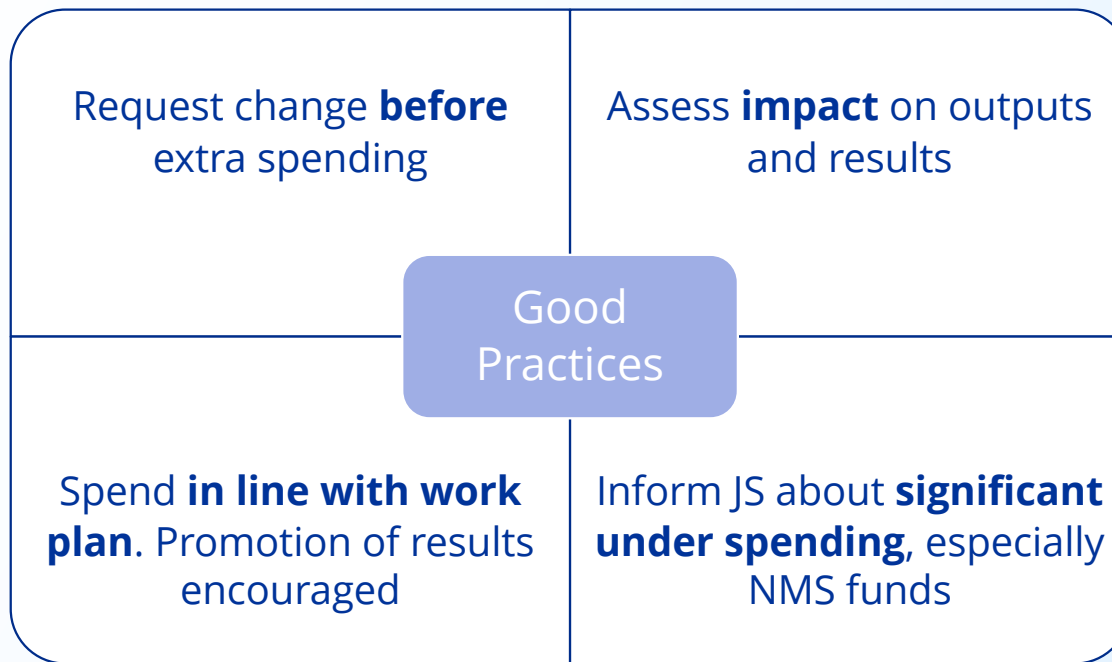
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# How to optimise the budget



# Optimising the budget



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# Preparing Jems for project closure



-  Application
-  Project data NPA website
-  Contracts and agreements  
-  Project Managers  
-  Partner details   

**Note:** before closure, privileges will be set to View, except for the project manager

# THANK YOU!



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# Obligations AFTER the project

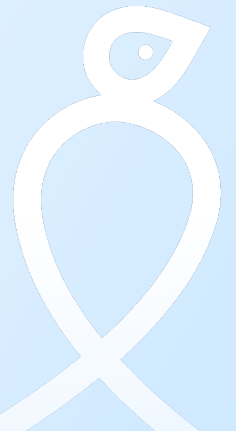
2nd and 3rd Call Lead partner seminar  
19th March 2026

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Auditors

Evaluators

NPA programme administration

# Who will want to know about your project once it has ended?

End-users of  
project results

Project developers

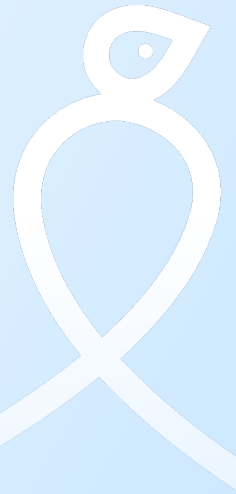
General public

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# What should be kept?

## Anything needed for a proper audit trail

For example: Grant Letter, Partnership agreement, accounting documents, procurement documentation, agendas and other project-related documents.

## Anything related to the legacy and long-term visibility

Consider in particular: EU mandatory communication requirements (such as use of official logo), information about the project on websites and social media, no unresolved copyright issues.

### **GUIDANCE**

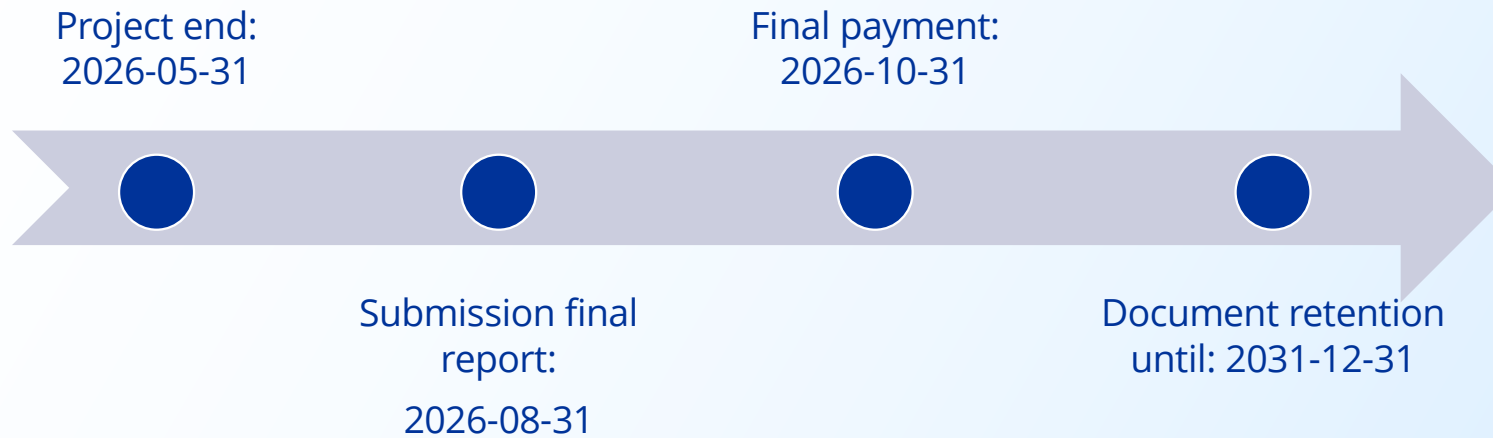
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Grant Letter, Article 6

5 practical [tips](#) to ensure your project remains visible and relevant

# For how long?

**5 years** from 31 December of the year in which the last payment by the MA to the project is made.



## ...or longer if..

- Partners have received aid granted under the **General Block Exemption Regulation** (GBER): 10 years from the date on which the last aid was granted
- Partners have received aid under the **De Minimis** Regulation: 10 fiscal years from the date on which the aid was granted
- **National rules** differ

### **GUIDANCE**

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Grant Letter, Specific  
conditions

# Where?

The screenshot displays the Interreg Northern Periphery and Arctic web application interface. The top navigation bar includes the Interreg logo, the European Union flag, and the text "Co-funded by the European Union". The main navigation menu on the left lists various sections: Project overview, Reporting (with sub-items: Overview, Indicator Living Table, Financial Living Tables), Corrections, Project reports, Partner reports (with sub-items: LP1 UO, PP2 NTNU, PP3 WDC, PP4 NUIG, PP5 MarEco, PP6 SYMBIOS), Contracting, Contract monitoring, Contracts and agreements, Project managers, Project reporting schedule, and Partner details (with sub-item: LP1 UO). The main content area shows the "Location of documents" page for the partner "LP1 UO". The page title is "Location of documents" with an information icon. The form fields are as follows:

Field	Value
Title	Document Administration Manager
First name	Katariina
Last name	Alha
Email address	kirjaamo@oulu.fi
Telephone no	+358294482353
Institution name	registry office and central archives of University of Oulu
Street	Pentti Kaiteran katu
House number	

# Closure letter

The lead partner will receive a closure letter with **reminders about the responsibilities** after project closure.

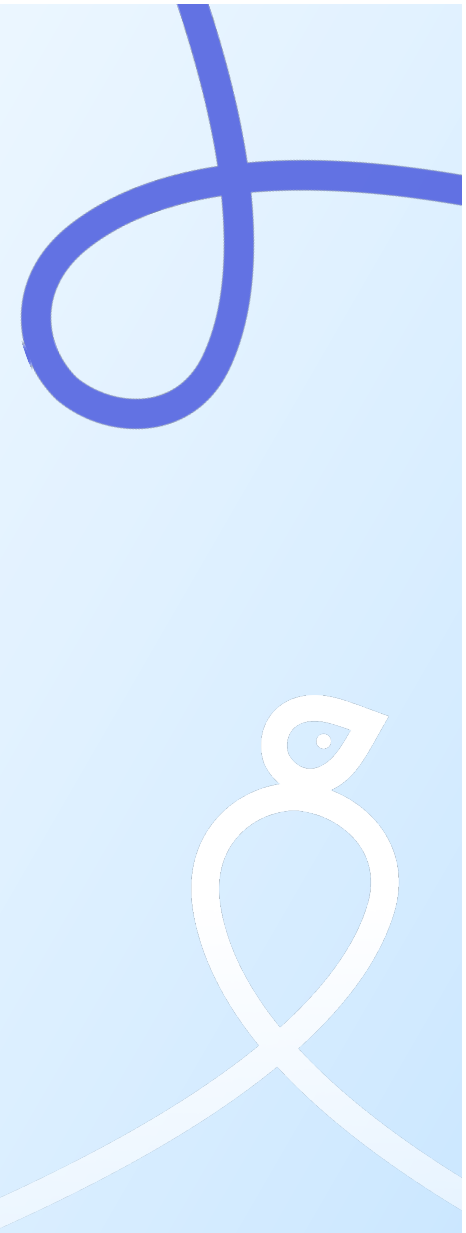
The MA will also inform **about the date** until which documents need to be kept.

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# Thank You!



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# Questions & Answers



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