*The checklist can be modified by Lead Partner to serve the needs of the project (delete/add questions). Lead Partner can create own checklist for it’s partners based on this list. You do not need to submit it to the MA. It is used only to help the project to collect all needed documents for Interim/Final reports. If you have comments concerning the Interim Report, please sent them by email to project’s contact person in MA.*

**STANDARD PROJECTS:**

**CHECKLIST FOR INTERIM/FINAL REPORT**

|  |  |
| --- | --- |
| **Project ID** | **KOxxxx** |
| **Project name** |  |
| **Name of partner** |  |
| **Reporting period** |  |
| **Filled in (date)** |  |

**PROMAS**: All uploaded documents have to be in **PDF/JPEG** format with good quality (easy to read). In the file’s name indicate the **name of document** and **name of the partner** (e.g. *Annex 1\_Lapin Liitto*)

|  |  |  |
| --- | --- | --- |
| **Following documents attached** **to the Interim Report in PROMAS** | **Yes, No, N/A** | **Comments** |
| **DOCUMENTS FOR NARRATIVE REPORT** |
| **PQM questionnaire** (pdf) |  |  |
| Photos of produced material, publications, news releases and other documentation of relevant outputs (pdf/jpg) |  |  |
| **ANNEXES OF FINANCIAL REPORT (from each partner)** *scanned signed documents* |
| **Annex 1 Financial Report with General ledger specification** (pdf) |  |  |
| **Annex 2 Personnel cost specification** (pdf) |  |  |
| **Annex 3 List of Purchases** (pdf), *if applicable*  |  |  |
| **Annex 4 Preparatory costs** (to be reported in the first interim report) (pdf), *if applicable*  |  |  |
| **Annex 5 Templates for the last interim report** (pdf) |  |  |
| **Annex 7 Consolidated financial report** (pdf) |  |  |
| **Annex 8 Financial report for Norwegian partners** (pdf)*, if applicable* |  |  |
| **EV DOCUMENTS (from each partner)** *scanned signed documents* |
| **EV2 Service contract for the expenditure and revenue verification** (pdf) |  |  |
| **EV3** **Expenditure and revenue verification report** (pdf) |  |  |
| **EV3/NO** **Expenditure and revenue verification report for Norwegian Lead Partner** (pdf)*, if applicable* |  |  |
| **EV4 Checklist for the expenditure verification** (pdf) |  |  |
| **EV5 List of factual findings** (pdf) |  |  |
|  |  |  |
| **Following documents attached****to the Final Report in PROMAS** | **Yes, No, N/A** | **Comments** |
| **Summary of project implementation** (pdf) |  |  |
| **Indicator specification** (pdf) |  |  |
| **Contact information for each partner** (pdf) |  |  |
| Project final outputs and results published in electronic format, *if applicable* |  |  |
| Any complementary information supporting the Final Report, *if applicable* |  |  |
| For LIPs: Proof of completion of works, such asacceptance certificates |  |  |
|  |
| **Send to the MA following originals, signed by the authorized person** |
| **Interim/Final Report** *(print from PROMAS)*  |  |  |
| **Annex 7 Consolidated Financial report** |  |  |
| **Payment Request** *(print from PROMAS)* |  |  |
|  |  |  |
| **Narrative part of Interim/Final Report** | **Yes, No, N/A** | **Comments** |
| **FORMAL CHECKS** |
| 1. Report is fully filled in
 |  |  |
| 1. **Tab: Summary**; The connection between reported activities and the project plan is clearly described in the summary
 |  |  |
| 1. **Tab: Summary**; The monitoring and evaluation arrangements is described *(how the project implementation and achieving of the results were monitored and evaluated)*
 |  |  |
| 1. **Tab: Work Plan**; “Activity planner” is updated
 |  |  |
| 1. **Tab: Indicators**; realized cumulative values for indicators are filled in
 |  |  |
| 1. Links to produced material or photos are attached
 |  |  |
| 1. The requirements of Programme´s communication and visibility instructions and the Grant Contract are respected (e.g. use of EU-flag) *(Project Implementation Manual, chapter 7 Communication and visibility instructions*)
 |  |  |
| 1. The evidence of the service/work carried out by the service provider is available *(e.g. studies, researches, analysis, brochures, project website, translation of project documents, etc.)*
 |  |  |

|  |  |  |
| --- | --- | --- |
| **Financial part of Interim Report** | **Yes, No, N/A** | **Comments** |
| **FORMAL CHECKS** |
| 1. Appropriate templates of annexes has been used and they filled in in ENGLISH
 |  |  |
| 1. Latest updated versions of templates from [www.kolarctic.info](http://www.kolarctic.info) has been used
 |  |  |
| 1. Annexes filled in in the currency used in the bookkeeping records and converted to EURO if required
 |  |  |
| 1. Financial report’s annexes are accurate and informative (required fields filled in with sufficient details)
 |  |  |
| 1. Amounts of reported costs and reporting period in Financial report’s annexes (**Annexes 1-8**) are consistent and equal with EV documents (**EV3-EV5**)
 |  |  |
| 1. Reporting period in Financial reports is equal with the reporting period indicated in PROMAS
 |  |  |
| 1. All reported costs and revenues have been incurred during the reporting period
 |  |  |
| 1. All reported expenses are directly related to the project’s activities described in the approved Project Plan, necessary for its implementation, and they are in accordance with the approved Project budget.
 |  |  |
| 1. Partners of the same project or its associated entities are not contracted as an external expert or sub-contractor
 |  |  |
| 1. **Annex 1.1. Financial report**; Indirect costs % do not exceed the percentage specified in the approved *Budget by partner*
 |  |  |
| 1. **Annex 1.2. General ledger specification**; description of the items are informative *(answer to the questions: What?, Who?, When?, Why?).*
 |  |  |
| 1. **Annex 1.2. General ledger specification**; auditor marked checked invoices and signed the form
 |  |  |
| 1. Values in **1.1 Financial report** and **1.2. General ledger specification** are equal
 |  |  |
| 1. **Annex 2.1. Personnel list**; all staff working in the project are indicated and up to date
 |  |  |
| 1. The equipment purchased is necessary for the project implementation, and is indicated in the approved budget
 |  |  |
| 1. **Annex 3. List of Purchases;** purchased items with value over 300 EUR/ 21000 RUB/ 3000 SEK/ 3000 NOK are indicated.
 |  |  |
| 1. **Annex 3. List of Purchases;** Filled in only equipment, machines and countable items. *Purchases of services and non-countable materials, which cannot be verified afterwards, are not indicated in the list.*
 |  |  |
| 1. **Annex 7 Consolidated Financial report**; each partners´ costs are included and report is equal with the partners´ Financial reports and EV reports
 |  |  |
| 1. If there were the budget change (less than 15% of the budget line) and the LP hadn’t informed the MA about the change before the submission of the Interim report, the change is informed in the Interim report
 |  |  |
| 1. For the last reporting period, in case if project has costs after the end of the project the **Annex 5, 5.1. Final costs** are filled in and required documents are submitted
 |  |  |
| 1. For the last reporting period, in case the Partner is not a government department or a public body; the interest is reported in the **Annex 5, 5.2. Interest**
 |  |  |
| **EXPENDITURE VERIFICATION DOCUMENTS** |
| 1. Overall Expenditure Coverage Ratio (ECR) is at least 65% and at least 10% per each budget line
 |  |  |
| 1. **EV 3** and **EV5** are equal with **Annex 1. Financial report with General Ledger specification**
 |  |  |