

Manage the final beneficiary report

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Information

The Budget Summary and the Final Report are not available in KA151, KA152, KA153 and KA154 projects of call 2021 & 2022 until 10 August 2023.

For a quick overview of the Final Report in Beneficiary module, please view the [eLearning video](#).

 The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

Submit final beneficiary report

Report Request

The National Agency will request the final beneficiary report. The primary contact of the beneficiary will receive a reminder notification email with the final report submission deadline. As of this moment it is possible for the beneficiary to submit the report.

- [Notifications to project contacts](#)

Reminders to provide the final report will be sent on the end date of the project and one week before the Final report submission deadline. This notification is sent to the beneficiary organisation contact(s) with edit rights in the project that are not the legal representative. If the final report was already submitted before the configured dates, no notification is sent out.

The Final Beneficiary Report can be submitted when the **project** has the status **Project Ongoing**. Once the report is submitted, the project status changes to **Submitted**. It is recommended to check that all project data is up to date before submitting the report.

Filling in the report

The report is filled in using a dedicated functionality from the **Reports** tab of your project. Please consult the page [How to complete and submit the final beneficiary report](#) for details.

Report submission

Once the beneficiary has filled in the report, they must submit it along with all required documents, via the **Reports** tab of the project in Beneficiary module.

After submission the project is locked and no more changes are allowed in the tool. The project status has now changed to **Submitted**.

The National Agency checks the report

The National Agency will now check if all necessary information and required documents have been included in the submitted report.

Report Reception Accepted

If the National Agency accepts the report, the assessment of the report will start. The project status remains **Submitted**.

The National Agency has 60 calendar days from report reception to either:

- Issue the final payment or
- Submit comments to the report that require the beneficiaries attention. If the report is sent back to the beneficiary for corrections, the 60 days counter is paused until a new report is submitted to the National Agency by the beneficiary.

Report Reception not accepted due to additional/missing information required

If the National Agency deems the report to be incomplete, a new report will be requested from the beneficiary. Details of the request for additional clarifications / documentation will be sent in a notification to the beneficiary by the National Agency. The project is reopened for changes by the beneficiary and its status is changed to Project Ongoing.

Reasons for requesting new report may be:

1. missing documentation
2. additional information needed
3. other ... (reason to be specified)

The rejection reason will be visible in the report history.

In such cases, the beneficiary can resubmit an updated beneficiary report, updating the submitted information. All previously submitted documents

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Report cancelled due to submission by mistake

If the report was submitted by a mistake, the National Agency has the option to cancel the submission in their project management system. The project is unlocked and its status changes to Project Ongoing. The cancellation reason will be visible in the report history.

In such scenario, the beneficiary can resubmit the beneficiary report, by either creating a completely new report or reworking the previously prepared report, updating the included information. All previously submitted documents and any new documents must be re-attached to the report before it can be submitted.

Report assessment

After the report is accepted, the National Agency will begin, or send the report to (external) experts for, the **Report Assessment**.

Assessment Accepted

After the assessment of the final report is finished, the National Agency may **accept the assessment**.

The project status of your project remains **Submitted**.

Missing/Additional information required as a result of assessment

If the experts/National Agency require additional information in relation to the report and/or standards have not been met, a new report will be requested. The details of the reasons for requesting a new report will be provided by the National Agency in their notification to the beneficiary. The reasons for requesting a new report may be:

1. insufficient quality of the report or its parts
2. missing/wrong attachments
3. wrong budget
4. other ... (reason to be specified)

At this point the report is unlocked for editing by the beneficiary in the project. The rejection reason will be visible in the report history.

In such cases, the beneficiary can resubmit the beneficiary report, by either creating a new completely new report or regenerating the previous report and update the information. All previously submitted documents and any new documents must be re-attached to the report before it can be submitted.

Project data validation

As a part of the assessment, the National Agency also verifies the project information recorded by the beneficiary in Beneficiary module, including the reported project budget.

The project is finalised

After the National Agency has checked the project and the report assessment has been completed, and no further issues are encountered, the project is finalised. This implies that the National Agency approves the final report budget.

The project status for the beneficiary has now changed to **finalised**.

Project termination with eligible costs

The project may also be terminated with eligible costs. This implies that the project stopped earlier than contractually agreed without any acceptable results, but with eligible costs.

In this case the beneficiary also has to provide project data (such as mobility activities, project results, multiplier events) and all other relevant information in a final report.

The beneficiary can submit the final beneficiary report to terminate the project with eligible costs at any time. The budget summary of the project is automatically updated.



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How to do this in the tools?

- [Final Beneficiary Report templates](#)
- [How to complete and submit the final beneficiary report](#)

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