

8 Administrative points of attention Final Reports KA2 projects Call 2021

Your Erasmus+ Cooperation Partnership project is coming to an end, which means that you will soon have to submit the final report (deadline: 60 days after the end date of your project). For the administrative part of the final report, we would like to provide you with some points of attention.

If you have any other questions, please do not hesitate to contact the National Agency (NA). You can reach us by sending us an email (ka2ho@erasmusplus.nl).

This document only deals with the administrative part of the report. For tips on writing a report we would like to refer you to the other documents on our [website](#).

1. Upload results on the Project Results Platform

The project results, the link to your website, and your project logo must be uploaded on [the Erasmus+ Results Platform](#) before or intime with the submission of the final report. Once the NA has checked and approved the uploaded documents, they will be published online and anyone visiting the website can view the results. If your project receives a high score in the final assessment it will be visible on the Results Platform as a 'Good Practice'.

2. Hand in the Declaration of Honour

The Declaration of Honour can be downloaded from the reporting section in the [Beneficiary Module](#). The document must be signed by the Legal Representative and be attached to the final report.

3. Upload a bank statement

A bank statement must not be older than 1 year. If your institution has a new bank account number that is not yet known to the NA, then the bank statement should be max. 3 months old. You can upload a bank statement under your OID in the [Organisation Registration Platform](#).

4. Filling in the budget in the Beneficiary Module

Make sure you never exceed 100% of the **total** approved budget. If you exceed more than 100% in *one* budget category, please take notice of the budget transfer rules as described in your [Grant Agreement](#) I.17. Special provisions on budget transfers, the [Covid addendum](#) (additional financial and contractual rules only applicable to projects organising virtual activities due to Covid-19) and [Annex I. General Conditions](#) II.22 Budget Transfers.

5. Listing participants in the Beneficiary Module

[Annex III. Financial and Contractual Rules](#) and [Annex IV. Applicable Rates](#) describe which participants are eligible and for which (country) rates. The NA checks if the distance band and applicable rates are correctly written down. Different guidelines apply to Green Travel, so please read Annex III and Annex IV carefully. Be also aware that there are different types of LTTAs ([Programme Guide 2021](#), page 179). In relation to Multiplier Events no participants can be listed in the Beneficiary Module who are part of the consortium.

6. Claiming budget for participants of online activities 'due to Covid'

All 2021 projects have been impacted by the Covid crisis. If you have signed the [Covid addendum](#), your project can apply for a reimbursement of online activities (an exception to the rule is Multiplier Events. An online fee is by default foreseen in Annex IV). However, this is only possible under very specific conditions. So, read the addendum carefully or get in touch with the NA in case anything is unclear. How to enter online participants of activities and hybrid activities/events in the Beneficiary Module can be found on the Erasmus+ website in the [Corona FAQ](#).

7. Be aware of possible checks

After submitting the final report your project may be randomly selected for one of the following checks: a Desk check or a On-the-spot check (after completion of the project). In case of an on-the-spot check, the NA will visit you onsite to carry out a check on all supporting documents, including e.g., timesheets and contracts. For more information see [Annex III. Financial and Contractual Rules](#) VI Checks of grant beneficiaries and provision of supporting documents. The NA will inform you in due course. The supporting documents must be retained for five years after the completion of the project, see [Annex I. General Conditions](#) II.27.2 Duty to keep documents.

8. Supporting documents for exceptional costs

In case of a check the beneficiary should share supporting documents. [Annex III. Financial and Contractual Rules](#) describes which supporting documents regarding exceptional costs have to be provided: (1) invoices and (2) proof of payments. Costs incurred must be stated exclusive of VAT. If the institution/organisation is unable to reclaim VAT, proof must be provided and perhaps an exception can be made.