

## 7 Administrative points of attention Final Reports KA220 projects Call 2022

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 ([ve@erasmusplus.nl](mailto:ve@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 on Honour

The Declaration on 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. Signing authority of the Legal Representative must be verifiable.

### 3. Attach Declaration Compliance Subcontracting Procurement

The form 'Compliance with subcontracting and award of procurements contracts' must be completed, signed and attached to the final report. Even if you did not use subcontracting, you need to upload this document. This form is sent as an attachment to the 'announcement final report' e-mail and can be found on [our website](#).

### 4. Attach additional documents

It is possible to attach other documents in addition to the mandatory documents as described above. For example, if you want to give the external assessors more insight into something, especially if you have referred to something in your final report or to explain something in more detail.

### 5. Upload a bank statement

A bank statement may 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](#).

### 6. Filling in the budget in the Beneficiary Module

The lump sum budget as approved is described in [Annex II. Estimated budget of the project](#). It is not possible that the budget allocated to each work package differs from what was approved earlier. Any amendments must have been processed in the Beneficiary Module well before the end date of the project. Changes within work packages must be described and corroborated in periodic- and final reports.

### 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](#).