**Tips for reporting**

**General tips**

* Do not delay submission of reports; start preparation of reports in the eMS on time.
* Prepare and submit reports in consequent order (1st, 2nd, 3rd, etc.).
* Use the latest version of the application form for project implementation (old versions are available in section “Project History” on the left-side menu).
* Read sections in the Programme Manual about eligibility of costs and reporting requirements.
* Report costs and activities according to planned in the application form: specify costs under relevant BL and WP; use the same titles for outputs, activities, and deliverables to link planned with reported.
* Prepare reports in a good quality to spend less time for clarifications and get faster money from the Programme.
* Prove reported costs, deliverables and outputs with attached supporting documents.
* Get approval from JS/MA on project changes till the end of reporting period in which they happened. Changes initiated during checking of reports delay approval of reports.
* Always follow information and communication requirements stated in the Programme Communication guidelines.

**Tips for Partner report**

* Report costs under correct BL and WP - according to planned in the application form.
* “Payment date” must be specified from bank statement.
* For each reported amount of costs in “List of expenditure” provide clear link to planned deliverable in the application form.
* Report costs only during the period when they were paid out.
* Provide description of implemented activities/deliverables/outputs per work packages.
* Specify minor changes and deviations occurred during reporting period.
* If costs are partly paid from the project, check whether reported amount has been calculated correctly.
* Attach supporting documents for implemented deliverables, outputs and reported costs according to rules specified in sub-section 11.1 of the Guidance how to implement the project via the eMS.

**Tips for Consolidated progress report**

* Submit the Confirmation Letter to the Consolidated progress report electronically signed attached in section “Attachments” or sent by regular mail to the JS. It is highly recommended to harmonise Confirmation letter with JS responsible Project manager before its submission.
* Specify correct statuses for deliverables/activities/outputs and work packages. For completed activities/deliverables put status “completed” and write in which report they were reported.
* Provide explicit and clear description on implemented deliverables by gathering information from all Partner reports.
* Specify responsible partners for each deliverable.
* Attach supporting documents for implemented deliverables and outputs according to rules specified in sub-section 12.1 of the Guidance how to implement the project via the eMS.

**Main rules on uploading documents to reports**

1. The file name shall contain number of deliverable/main output and topic of the document attached in English (in Consolidated progress report also title of partner), e.g.
* D.M.1.1\_Agenda\_WG\_meeting\_PP2.pdf
* D.I.1.1.\_Restored\_premises\_LP.pdf.
1. Audio-visual materials should be attached as a link to the report where possible. Do not attach files because of their big size.
2. It is recommended that evidences of deliverable are compiled in one pdf document with maximum size of 10 MB for one file.
3. Do not upload the same document several times but specify in which part of the Consolidated progress report or Partner report the document is available, e.g.:
* Supporting documents for the seminar are attached in PP2 report section “List of expenditure”, item I1.D. 3.1.
* Photos of renovated premises are attached under deliverable I1.D.2.1.
1. If corrected version of the document is uploaded to section “Attachments” and it is not possible to delete previous document, please specify in the file name or in comments to section “Attachments” that it is an updated version and for previous version of the document - “version is not valid”.