Ten Tips for Reporting on your KA2 Project

During and after the completion of your Cooperation Partnership, you have to report on the progress of your project several times. This may include one or two interim reports (depending on the project duration) and a final report. Deadlines for submitting reports can be found in the Grant Agreement and in the Beneficiary Module (BM). With this document, we would like to give you some tips about how to write interim reports.

This document only deals with how to write a report, not with the to be reported finances.

1. Do not assume prior knowledge

The interim report halfway through the project and the final report are assessed by external experts. They make an assessment on the basis of the information you provide in or attached to the report, as well as any other documents shared with the National Agency (NA). Therefore, it is important to clearly describe the status of the project and refer to relevant appendices in the report. Really take the expert by the hand while describing your project's progress.

2. Show, don't tell

It is important to substantiate claims. This applies, for example, to the project's impact: show concrete evidence that you have achieved certain impact. Connect this to the objectives and indicators from your application, and/or quality indicators developed or further developed in the project. Explain how you evaluate and monitor the project on quality, project's progress and impact (with established indicators).

3. Show what you have done with the feedback on the application

The reviewers of your original application have likely given you some advice. Clearly acknowledge this in your reports by showing what you have done with their feedback.

4. Indicate changes in relation to the application

If anything has changed compared to the application, perhaps in the planning, meetings or activities, do explain this in the interim report(s). In relation to the planning you could, for instance, add a Gantt chart as a supporting document. Would you like to make a substantial change in the project design and/or results? Always contact the NA first.

5. Attach meeting reports

To get a good picture of the project, reports/ minutes of project meetings and other events are very useful for the external expert evaluating the report. Kindly provide these. However, it is not necessary to attach participant lists and timesheets.

6. Attach Project Results to your interim report, also draft-versions

The interim report halfway through the project is a great opportunity to get feedback on your project results. Take advantage of this and send these along, even if they are not yet final. This gives you the opportunity to further sharpen the results and prevents disappointment in the final report.

7. Know what impact you are aiming for

In the report you will be asked about the impact of your project. Focus on the sustainable changes resulting from the products and activities developed in your project. In other words, instead of saying: *teachers use the developed tool*, rather say: *because of the tool teachers have mastered skill X better (and this shows…).* This assumes that you have a clear idea in advance of the impact you are aiming to achieve with the project. A helpful resource for this is our Impact Tool (see Erasmus+ website). Finally, describe not only the impact on individuals and organizations within your partnership, but also what impact you are seeking to achieve outside of the partnership.

8. Structure the documentation to avoid confusion

We strongly recommend sending relevant documentation along with reports. This can be done, for example, by uploading the documents on a secured SharePoint page or providing a login to your own digital environment. Be clear in the folder structure, document names and references in your report what each document means. This prevents confusion among reviewers and the possible overlooking of documents.

9. Window dressing is not necessary

Almost every project has points for improvement. Do not hesitate to clearly identify these points. Evaluators look at the project as a whole per criterion, so a less successful component does not immediately lead to a bad score.

10. Inform

It is good to verify that you have clearly named all relevant information in your report: Relevance, Project Design and Implementation, Partnership and Cooperation Arrangements, Dissemination and Impact.

We wish you the best of luck in the implementation of your project and in writing your interim- and final report.