8 Administrative points of attention
Final Reports KA2 projects Call 2020

Your Erasmus+ Strategic 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) by means of mailing to mbo-sector@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. Uploading 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 with the submission of the final report. Once the NA has checked and approved the uploaded documents, they are published 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. Attaching the Declaration of Honour
The Declaration of Honour can be downloaded from the reporting section in the Mobility Tool. The document must be signed by the Legal Representative and be attached to the final report.

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

4. Entering the budget in the Mobility Tool
Make sure you never exceed 100% of the total approved budget. If you enter more than 100% in one budget category, please take notice of the budget transfer rules as described in your Grant Agreement under 1.3.3. budget transfers without amendment and in the Covid addendum, additional financial and contractual rules only applicable to projects organising virtual activities due to Covid-19.

5. Listing participants in the Mobility Tool.
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 is correct and if participants with a distance band of <10 km do not enter any travel expenses ánd individual support for Learning, Teaching & Training Activities. Be also aware that there are different type of LTTA's and therefore different eligibility criteria (Programme Guide 2020, page 109). In relation to Multiplier Events no participants can be entered in MT who are part of the consortium.

6. Claiming participants online activities 'due to Covid'.

All 2020 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. 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 Mobility Tool+ can be found on the Erasmus+ website in the Corona FAQ.

7. Attaching supporting documents exceptional costs

Annex III. Financial and Contractual Rules describes which supporting documents regarding exceptional costs have to be provided when submitting the final report: (1) invoices and (2) proof of payments. Costs incurred must be stated exclusive of VAT. If the institution/organization is unable to reclaim VAT, proof must be provided and perhaps an exception can be made.

8. 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 the latter case, the NA will visit you on-site 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. 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.