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. Depending on the duration of your project, you will submit one or two interim reports, known as Progress and/or Periodic Reports. Each project must also submit a Final Report upon completion. The deadlines that apply to your project can be found in your *Grant Agreement* and in the *Beneficiary Module*. We would like to give you a few tips for to keep in mind while writing these reports.

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

1. Do <u>not</u> assume prior knowledge

The reports are assessed by external experts. They make an assessment based on the information you provide in or attached to the report as well as any other documentation shared with the National Agency (NA). Therefore, it is important to describe the status of the project clearly and refer to relevant appendices in the report. Take the expert by the hand through the report. Be aware that the appendices serve to <u>support</u> your report. Make sure that the most important information is included in your report itself.

2. Show, don't tell

It is important to substantiate claims. This applies, for example, to impact of the project: show concrete evidence that you have achieved certain impact. In doing so, align yourself with the objectives and indicators from your application and/or the indicators developed during in the project's run time. For quantitative indicators, show how many of the intended objectives have actually been achieved. For qualitative indicators, it is important not only to write that a certain change has taken place (e.g. certain visible behaviour or skills acquired), but also to show what evidence there is of this. Explain how you evaluate quality, progress and impact (using your established indicators) during the project.

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

The assessors of your application and previous reports have likely given you feedback or 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 periodic report(s). You will specifically be asked to reflect on this in both the Progress/Periodic Report as the Final Report. In relation to the planning you could, for instance, add a Gantt chart as a supporting document. If you would like to make a substantial change to the project's design and/or results, always contact the NA about the proposed changes.

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 report, also draft-versions

The Progress and/or Periodic Report is an excellent opportunity to get feedback from the expert on your project results. Take advantage of this and send these along, even if they are not yet final. This gives you the chance to further sharpen the results and prevents surprises 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 is evident from...). This assumes that you already have a clear idea of the impact you are aiming to achieve with the project. A helpful resource for this is our Impact Tool. 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 that you include relevant documentation with your reports. You can upload this to your report in the *Beneficiary Module*. Be clear in the document names and references in your report about the contents of each document. This prevents confusion among the assessors and the possibility of documents being overlooked.

9. Window dressing is not necessary

In the Final Report, you will be explicitly asked to assess yourself and rate yourself in the implementation of each Work Package. It is rare for a project to go exactly as expected and planned. Almost every project has room for improvement. Do not hesitate to clearly identify these points and be realistic about your performance.

10. Inform

At the end, it is a good idea to check whether you have clearly stated all relevant information in your report. As a final check, have someone else read through the report.

In the case it is needed to add more annexes than the Beneficiary Module allows, it is a possibility to request a secured SharePoint folder from the National Agency via mail.

We wish you the best of luck in the implementation of your project and in writing your reports!