

JEMS System User Manual

Partner Report (LP–PP)
and
Request for reimbursement (LP)

INTERREG “VI-A ITALIA-MALTA”

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Introduction

This manual contains technical information on the operation and use of the Joint Electronic Monitoring System (JEMS) of the Interreg VI-A Italia–Malta Programme. It refers to version 12 of the JEMS system and may therefore be updated following the release of a subsequent version. For further information, please refer to the dedicated section on the Programme's official website: <https://www.italia-malta.eu>

1. Authentication

The JEMS URL for the Interreg VI-A Italia–Malta 2021–2027 Programme is: <https://jems.italiamalta.eu/>

It is recommended to use up-to-date web browsers (Google Chrome, Microsoft Edge, Mozilla Firefox). The system's functionality follows common web application standards for data entry and submission.

JEMS Interreg Italia–Malta is available in the two official languages of the Programme: Italian and English.

Figure 1 – Access to JEMS



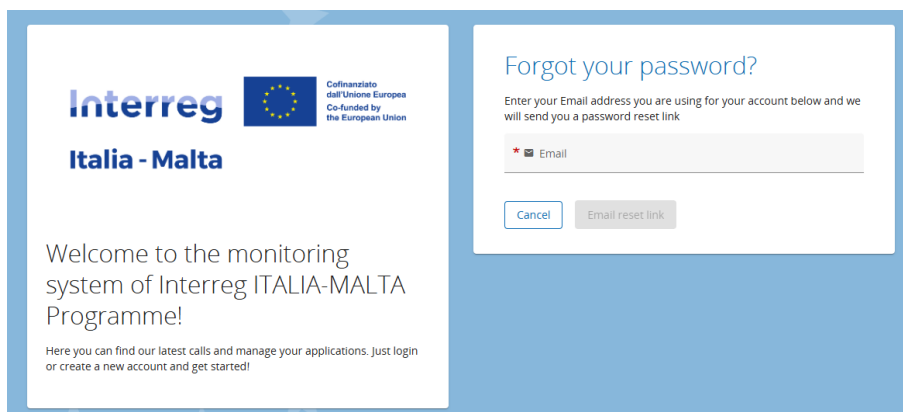
The screenshot shows the JEMS Login page. On the left, there is a welcome message from Interreg Italia - Malta, stating 'Welcome to the monitoring system of Interreg ITALIA-MALTA Programme!' and 'Here you can find our latest calls and manage your applications. Just login or create a new account and get started!'. On the right, the 'Jems - Login' form is displayed. It includes fields for 'Email' and 'Password', both marked with an asterisk (*). Below the password field is a checkbox for 'Remember me'. A 'Login' button is positioned below the password field. Links for 'Create a new account' and 'Forgot password' are located below the login button. At the bottom, there is a footer stating 'Jems is a project of Interact' and 'Co-funded by the European Union'.

To log in, click on “**Login**” after entering your username and password.

⚠ Both fields, marked with “*”, are mandatory. Upon first access, the system will prompt you to change your password.

If you forget your password, select “Forgot Password” to create a new one.

Figure 2 – Forgot Password



The screenshot shows the 'Forgot your password?' page. On the left, there is a welcome message from Interreg Italia - Malta, stating 'Welcome to the monitoring system of Interreg ITALIA-MALTA Programme!' and 'Here you can find our latest calls and manage your applications. Just login or create a new account and get started!'. On the right, the 'Forgot your password?' form is displayed. It includes a field for 'Email', marked with an asterisk (*). Below the email field are two buttons: 'Cancel' and 'Email reset link'.

2. Contracting

To access the **Contracting** section, select the project and open the *Contracting* section from the menu on the left.

Figure 3 – Contracting Section

ProjectID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status
IT_MT0200002	C2-2.2-TEST_1	27/10/2025 11:15		2	RSO2.6	Contracted

The **Lead Partner (LP)** and **Project Partners (PPs)** have access to the following subsections:

- Contracts and Agreements
- Project Managers
- Reporting Schedule
- Partner Details

Contracting

Contract Monitoring
Contracts and Agreements
Project Managers
Schedule
Partner Details

Each PP's access is granted by the LP through the Project Privileges section.

Note: Projects funded under **Call 1/2023** are already in the “*contracted*” status, and the association of beneficiaries with their respective projects has already been completed.

2.1 Contracts and Agreements

After the project has been contracted, the following information is visible in the **Contracts and Agreements** subsection:

- ✓ Project start date
- ✓ Project end date
- ✓ Date of entry into force of the Grant Contract
- ✓ Date of entry into force of the Partnership Agreement
- ✓ Attachments

Figure 4 – Contracts and Agreements

Dashboard / Applications / 00001 - / Contracts and agreements

Contracting

Contracts and agreements

This section is dedicated to the formal uploading of signed contracts and partnership agreements.

Start date (DD/MM/YYYY) 1/10/2025 End date, calculated automatically (DD/MM/YYYY) 31/3/2028

Website

Subsidy Contract Partnership Agreement

Subsidy contract amendment entry into force date (DD/MM/YYYY) 2/10/2025 Date entry in force (DD/MM/YYYY) 2/10/2025

Attachments ⓘ

- Contract & supporting documents
 - Contracts
 - Project

There are no files uploaded.

2.2 Project Managers

In the **Project Managers** section, the LP is responsible for entering the contact information of the persons managing the project, such as:

- ✓ Project Manager
- ✓ Financial Manager
- ✓ Communication Manager

Please remember to save the changes before proceeding to the next section.

Figure 5 – Project Managers

Project overview

Reporting

Contracting

Contracts and agreements

Project managers

Partner details

Application form

Project version
(current) V.1.0

A - Project identification

B - Project partners

C - Project description

D - Project budget

D.1 Project budget per fund

D.2 Overview partner / cost category

E - Project lump sums and unit costs

E.1 - Project lump sums

Application annexes

Exports for AF (and other)

Project privileges

Jems

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Dashboard / Applications / IT_MT0200002 – C2-2.2-TEST_1 / Project managers

Please add contact information for the people who manage the project.

Project manager

Title

First name

Last name

E-mail address

Telephone no.

Finance manager

Title

First name

Last name

E-mail address

Telephone no.

Communication manager

Title

First name

Last name

2.3 Partner Details

Once project privileges have been assigned to each PP, the beneficiary can access their own subsection.

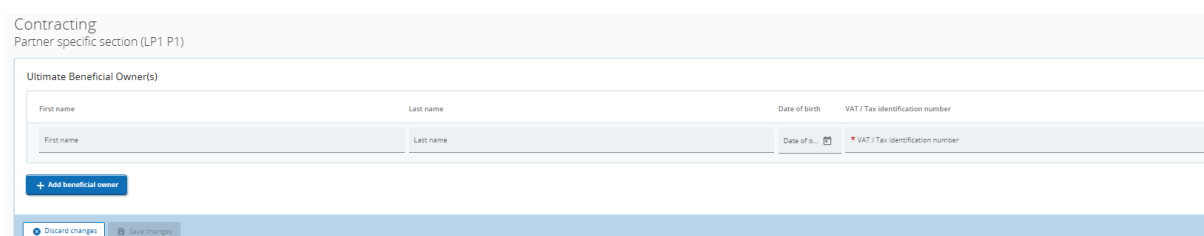
In this section, all LPs/PPs must provide the following information:

- ✓ Final Beneficiary(ies)
- ✓ Partner's Bank Details
- ✓ Document Location
- ✓ Attachments

Final Beneficiary(ies)

This section is not relevant for public partners. However, in line with the CPR (Common Provisions Regulation), private project partners — where applicable (e.g. SMEs, etc.) — must provide information on the final beneficiary(ies) of their organisation.

Figure 6 – Final Beneficiary



The screenshot shows a web interface for 'Contracting' with the subtitle 'Partner specific section (LP1 P1)'. The main section is titled 'Ultimate Beneficial Owners'. It contains a table with four columns: 'First name', 'Last name', 'Date of birth', and 'VAT / Tax identification number'. There are two rows of input fields for these details. Below the table is a blue button labeled '+ Add beneficial owner'. At the bottom of the form, there are two buttons: 'Discard changes' and 'Save changes'.

Partner's Bank Details

Each LP/PP has their own section to keep their bank account information constantly up to date.

Figure 7 – Partner's Bank Details

Dashboard / Applications / 00001 - BIOBIOWA / Partner details

Contracting

Partner specific section (LP1 P1)

Ultimate Beneficial Owner(s)

+ Add beneficial owner

Bank details of lead partner

Account details

Holder of the account

Account number

IBAN

Swift/BIC code

Internal reference nr.

Bank details

Name of the bank

Street

Document Location and Unique Project Code (CUP)

In this section, provide information on the location of the project documents and specify the Unique Project Code (CUP). This information is required for the transmission of data to the National Monitoring System (SNM).

Figure 8 – Document Location

Dashboard / Applications / 00001 - BIOBIOA / Partner det

Location of documents

COR code

First name

Last name

Email address

Telephone no

Institution name

Street

House number

Postal code

City

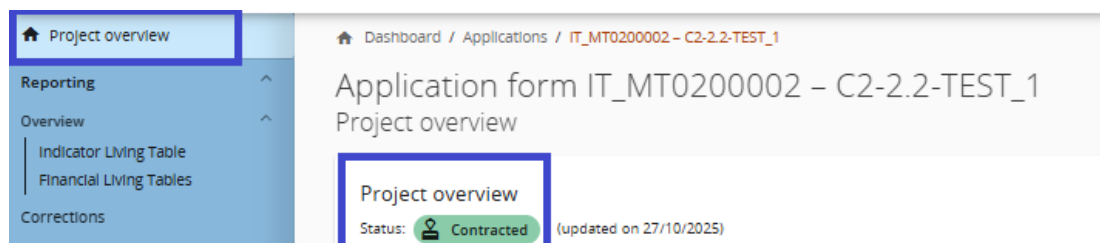
CUP

Country

3. Project Privileges

To access the **Reporting** section, the project must be in the “*Contract Signed*” status. You can check the project status in the **Project Overview** section.

Figure 9 – Project Status



In the menu on the left, at the bottom, you can check the project privileges.

Users assigned to a project partner have, by default, viewing rights on the project report and on the “Partner Reports” subsection.

To make changes within the “Partner Reports” subsection, the user must be granted editing rights.

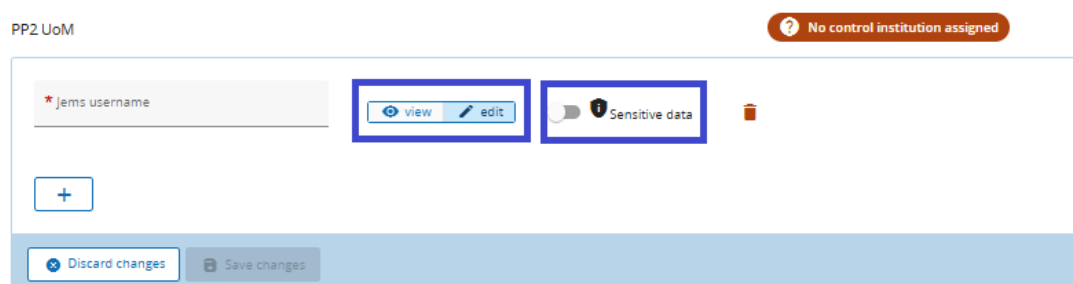
To modify privileges, the partner must contact the Lead Partner (LP) to request the correct assignment.

Note: For projects funded under Call 1/2023, the “edit” privilege referred to in this section has already been assigned to partner users by the Managing Authority.

No action is required from the Lead Partner.

In the same section, it is also possible to configure user access to sensitive data, in compliance with the General Data Protection Regulation (GDPR). In this case as well, the partner must contact the Lead Partner to request any changes to the settings.

Figure 10 – Project Privileges (Partner) and Sensitive Data Access Settings



Points of attention

- The LP user has access to the reports of partner beneficiaries based on the roles defined in the “**Project Privileges**” section. For example, to view the reports of partner PP2, the LP user must be assigned to partner PP2 as a **user with view privileges**.
- **View-only access** to the reports of all project partners allows the LP to fulfil their responsibilities and prepare the technical-administrative report for the project-level reimbursement request.
- When a controller is assigned to a partner, they have **view-only access** to the reports that the partner will submit through Jems.
- If a project modification is approved (i.e. a new version of the project sheet), the modified elements will **only** be visible in the reports created by partners after the approval. The reports of partners that were in “draft” or “submitted” status **at the**

3.1 Access to the Project Privileges Section

From the Dashboard, select the project for which you wish to access the Project Privileges section:

Figure 11 – Project Privileges (partner) and Sensitive Data Access Settings

Rendicontazione ▾
Contrattualizzazione ▾
Scheda progettuale ▸
 Versione del progetto (attuale) V. 1.0
 A - Dati identificativi del progetto ▾
 B - Partner di progetto ▾
 C - Descrizione del progetto ▾
 D - Budget di progetto ▾
 E - Importi forfettari del progetto ▾
 Allegati alla domanda
 Valutazione e decisione
 Modifiche
 Cartella condivisa
 Esporta
 Privilegi del progetto

Scheda progettuale 00001 –
 Privilegi del progetto

⚠ Gli utenti che lavorano allo stesso tempo nella stessa pagina potrebbero provocare una perdita imprevista di dati sovrascrivendo il contenuto degli altri utenti. Assicurarsi che il progetto sia adeguatamente revisionato prima dell'invio.

Beneficiario capofila

Nome utente jems
 admin@jems.eu

vedi modifica gestisci

+

LP1 P1

Nome utente jems

vedi modifica Dati sensibili

+

PP2 UM

Nessun ente di controllo assegnato

Nome utente jems

vedi modifica Dati sensibili

+

Jems
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 by Interact

3.1.1 Partner-Level Privileges – Implementation Phase

From the moment the project is approved for funding (i.e. moves to the “Approved” status), the “Lead Beneficiary” section is activated and displays subsections dedicated to each partner (PP). Access rights at partner level must be defined by the Lead Partner (LP).

The Lead Partner — i.e. the user with the Manage privilege in the “Lead Beneficiary” subsection — proceeds as follows:

- Adds a new user by clicking on the “+” button.
- For each partner (PP), enters at least one user already registered in JEMS (identified by their username, which corresponds to the email used during registration).
- For each user added, one of the following privileges can be assigned:
 - **View:** read-only access at partner level.
 - **Edit:** write access at partner level.

Once the invitation has been successfully accepted, the user will see the corresponding project in their dashboard. In addition to viewing the project sheet, the invited user will have access to the following sections:

- Their own report
- The “Contractualisation” section
- The “Reimbursement Request” section (**view-only mode**)

The Lead Partner (LP), in order to manage their own report, must add their user account in the subsection dedicated to them.

To also view the reports of all project partners, the LP must add their user account in each partner’s subsection as well, assigning themselves view-only privileges.

During the implementation phase, control institutions are assigned to each partner (PP) by the National Authority.

Once a control institution is assigned, its name automatically appears in place of the wording “No control institution assigned.”

The “Sensitive data” flag enables specific protection for personal data in compliance with Regulation (EU) 2016/679 (GDPR).

Users with the **Sensitive data** flag activated can mark data as “sensitive” within the List of expenditures and *Public procurements/procurement procedures* subsections of the partner’s report. Such data will not be visible to unauthorized users.

Note: For projects funded under Call 1/2023, the authorization referred to in this paragraph has already been granted by the Managing Authority.

No action is required from the Lead Partner.

4. Partner Reports

The “*Partner Reports*” section of the JEMS platform becomes available after the Grant Contract has been signed, i.e. when the project status changes to “Contract signed”. Users who have been granted the privilege to complete/modify the partner report are authorized to create, edit, and submit the reports for the partners under their responsibility. This chapter describes the steps to be followed in order to complete all sections related to the partner’s report.

Newly created partner reports take into account the data from the latest approved version of the project sheet. If, during the reporting phase, a modified version of the project sheet is approved, the changes will affect only future reports.

4.1 Access to the Reporting Section

From the “Dashboard” section, select the project for which you want to create the report. In the menu on the left, click on “Reporting” and then on “Partner Reports.” The list of project partners will appear. Click on the name of the organization for which you want to submit the report to open the specific section.

Figure 12 – Selecting the project for which you want to create the report

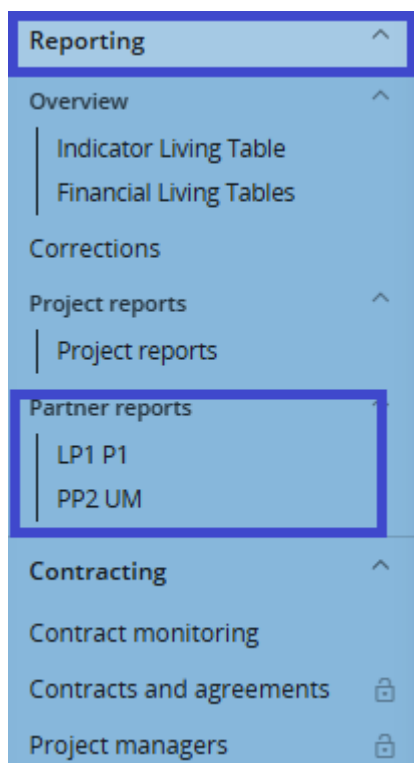
Dashboard

Welcome _____ to the Programme Interreg ITALIA-MALTA!

My applications

ProjectID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status
IT_MT0200002	C2-2.2-TEST_1	27/10/2025 11:15		2	RSO2.6	Contracted

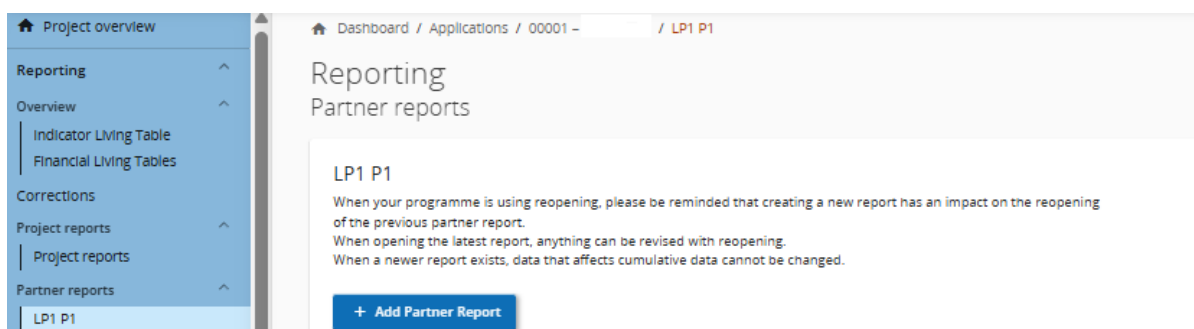
Figure 13 – Reporting Menu



4.2 Creation of the Report

To create a partner report, click on “+ Add Partner Report.”

Figure 14 – Creation of Partner Report



The partner report is created and automatically numbered as R.1 (IDs follow an ascending order: R.1, R.2, R.3, etc.). The partner report ID does not correspond to the reporting period.

The partner report is organized into several sections, each accessible through the tabs:

- ✓ Report Identification
- ✓ Work Plan Progress (**not required for 2025 reporting**)
- ✓ Public Procurements/Procurement Procedures

- ✓ List of Expenditures
- ✓ Contributions
- ✓ Report Attachments
- ✓ Report Export
- ✓ Financial Dashboard
- ✓ Submit

The report summary displays key information, including the partner report ID, the current status (which may be *Draft*, *Submitted*, *Under verification*, or *Validated*), the *reporting period*, the *report creation date*, and the *date of the first submission*.

Figure 15 – Report Sections

Dashboard / Applications / 00001 - / LP1 P1 / Rendiconto partner R.3

Partner report R.3

LP1 P1

Status **Draft**

Report identification | Work plan progress | Public procurements | List of expenditures | Contributions | Report annexes | Report export | Financial overview | Submit

Partner progress report identification

Project ID and acronym	00001 - I
AF Version linked	1.0
Related call	1 - Avviso pubblico 1/2023 per la presentazione di progetti di cooperazione a valere su tutti gli obiettivi specifici del Programma INTERREG VI - A Italia Malta
Partner report ID	R.3
Partner report status	Draft → Submitted → Control ongoing → Certified
Partner number	LP1
Name of the organisation in original language	
Name of the organisation in english	
Legal status	Public
Type of partner	
Partner organisation can recover VAT for project activities	Yes
State aid scheme	
Co-financing source and rate	ERDF 80.00%
Country	Italia (IT)
Local currency (according to InforEuro)	EUR

Once the partner report has been created, to return to the Partner Reports section, click on the partner's name in the list under "Partner Reports" in the left-hand menu.

Figure 16 – List of Reports

Dashboard / Applications / 00001 - / LP1 P1

Reporting

Partner reports

LP1 P1

When your programme is using reopening, please be reminded that creating a new report has an impact on the reopening of the previous partner report.
When opening the latest report, anything can be revised with reopening.
When a newer report exists, data that affects cumulative data cannot be changed.

[+ Add Partner Report](#)

ID	Status	Included in project report	AF version linked	Reporting period	Report creation	First submission	Last submission	Amount submitted	Control end date	Total eligible after control for current report	Control	Delete
R.3	Draft		1.0		17/10/2025 16:41							
R.2	Certified		1.0		01/10/2025 19:52	01/10/2025 19:54		575.00	02/10/2025 18:47	575.00	Open controller work	
R.1	Control ongoing		1.0		30/09/2025 17:52	30/09/2025 17:48		30.359.00			Open controller work	

Items per page: 25 1 - 3 of 3 < >

Points of Attention

- It is not possible to create a new report if a previous report is in the “**Reopened**” status.
- Only the most recent partner report — and only if it is in **draft** status — can be deleted.
- The partner report is created and automatically numbered with IDs “R.1,” “R.2,” “R.3,” and so on. The ID does **not** reflect the reporting period.
- When the partner report is created, data from the most recently approved version of the project sheet is preloaded. Any ongoing modifications will not affect existing reports. If the project is under modification and the partner report must be based on the version of the project sheet prior to the modification, it is important to **create the report before the modification is approved**.

4.3 Report Identification

When a report is created, the user is automatically directed to the first tab called “Report Identification”, which contains an initial summary section.

To proceed with the creation of the report, it is necessary to:

- Enter the start date of the reporting period. The start date of the first report corresponds to the project start date.
- Enter the end date of the reporting period, based on the guidelines provided in the Programme’s Reporting Manual.
- Link the report to a reporting period by selecting it from the drop-down menu.

Figure 17 – Information to be entered in the Report Identification section

Partner progress report identification

Project ID and acronym	00001 -
AF Version linked	1.0
Related call	1 - Avviso pubblico 1/2023 per la presentazione di progetti di cooperazione a valere su tutti gli obiettivi specifici del Programma INTERREG VI - A Italia Malta
Partner report ID	R.4
Partner report status	Draft → Submitted → Control ongoing → Certified
Partner number	LP1
Name of the organisation in original language	Università degli Studi di Messina
Name of the organisation in english	Università degli Studi di Messina
Legal status	Public
Type of partner	
Partner organisation can recover VAT for project activities	Yes
State aid scheme	
Co-financing source and rate	ERDF 80,00%
Country	Italia (IT)
Local currency (according to InforEuro)	EUR

Reporting period start date (DD/MM/YYYY)	Reporting period end date (DD/MM/YYYY)

Reporting period

Provide a summary description of the results achieved by the partner during the reporting period.

In this section, a summary of the activities carried out by the partner during the reference period must be provided, highlighting:

- the **progress made** in relation to the work plan;
- the **contribution of this progress to the project's activities, outputs, and expected results**.

The information entered will be used by the Lead Partner (LP) to prepare the reimbursement request and will be verified by the controllers to ensure consistency between the declared expenditures and the activities carried out.

Figure 18 – Description of Achieved Results

Summary of partner's work in reporting period

Please describe your progress in this reporting period and how this contributes to other partners' activities, outputs and deliverables delivered in this reporting period.

Enter text here

In case of issues, **deviations, or delays compared to the original work plan**, a detailed and reasoned description must be provided, indicating the causes and the measures taken to overcome them.

Figure 19 – Description of Any Discrepancies

Partner problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solutions found.

Enter text here

The **Financial Plan for the Period** provides a summary of the spending targets and the expenditures declared. In the text box below the summary table, it is necessary to **justify any discrepancies** compared to the amounts foreseen in the project sheet.

The amounts in the “Current Report” column are updated automatically.

Figure 20 – Financial Plan

Partner spending profile						
Partner number	Period target	Current report	Cumulative target	Total reported so far	Cumulative target - total report so far	Total report so far / cumulative target
LP1		0.00		30.934.00	0.00	0.00%

Next report forecast: 0.00

If applicable, please explain any deviations in the spending profile compared to the amounts indicated in the Application form.

Enter text here

It is also required to provide **details on the involvement of the target groups**, referring to the categories indicated in the latest approved version of the project sheet.

Figure 21 – Target Groups

Target groups

In the table below you will see a list of target group you indicated in the application form. Please explain which target groups you involved, in what way and to what extent.

Target Group	Description of the target group involvement
SME	Enter text here

4.4 Work Plan Progress

The “Work Plan Progress” section provides data related to the work plan from the latest approved version of the project sheet, broken down by WP (Work Package).

In this section, the partner is required to describe their contribution to each WP during the reference period, illustrating the activities carried out, the outputs achieved, and the tangible results obtained.

Figure 22 – Work Plan Progress

Report identification	Work plan progress	Public procurements	List of expenditures	Contributions	Report annexes	Report export	Financial overview	Submit
Work plan progress								
Work package 1								
Work package 2								
Work package 3								

The report section requires the following:

➤ WP Selection

- Click on the relevant WP to open its details.
- Review the planned activities and complete the required fields.

➤ Description of Activities

- Describe the partner’s **contribution to the activities foreseen in the WP** during the reference period.
- Provide information on the **progress made**, the outputs produced, and the tangible results achieved.
- Highlight any **deviations, challenges, or delays compared to the work plan**, indicating the corrective measures adopted.

➤ Uploading Documentation

- Upload supporting documents related to the activities described.

- If multiple files need to be attached for the same item, group them into a single archive file (.zip or .rar) before uploading.
- **Contribution to Outputs/Results**
 - Tick the checkbox to indicate the contribution to the WP output or tangible result.
 - Attach a document (report, evidence, communication material, etc.) demonstrating the actual achievement of the outputs.
- **Saving**
 - **Save changes** before moving to the next section to avoid losing entered data.

The information provided in this section is **essential** for:

- The **Lead Partner (LP)**, who will use it to **prepare the reimbursement request**;
- The **First Level Controller**, who will verify **its consistency and traceability** in relation to the reported expenditures.

Figure 23 – Work Plan Progress Status

Work plan progress

Work package 1

Please describe your contribution to the activities carried out in this reporting period.

Enter text here

Please indicate how you contributed to project activities in this reporting period and choose deliverables and outputs you contributed to.
Project partners don't need to indicate how much (in numbers) they achieved in this reporting period. This information is required in Project progress report. Explanations by project partners are possible on the activity level.

Activities

A 1.1

Describe how you contributed to the progress made in this activity

Attachment:

D 1.1.1

☐ Contribution Attachment:

⚠ Attention: Beneficiaries of projects funded under *Call 1/2023* are not required to complete this section for the reports to be submitted in the 2025 reporting year

4.5 Public Procurements

The “**Public Procurements / Procurement Procedures**” section is dedicated to procurements or procedures.

Procedures below this amount must instead be documented in the “*List of Expenditures*” section, together with the corresponding invoice.

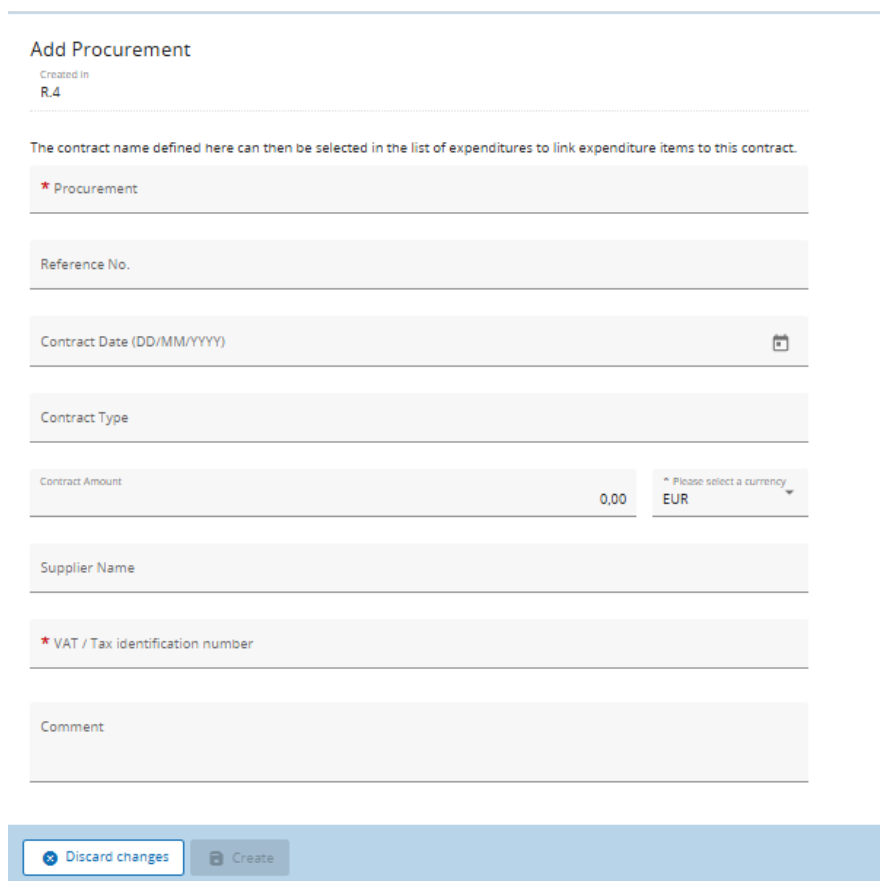
The section includes:

- The “+ **Add Procurement/Procurement Procedure**” button, which allows the creation of a new detailed entry;
- A **summary list** displaying the data of procurements or procedures already entered.

A procurement **can be saved only after all fields marked with an asterisk (*)** have been completed.

⚠ **Attention:** Once the report has been submitted, **it will no longer be possible to modify** the entered

Figure 24 – Add a Procurement



Add Procurement

Created in
R.4

The contract name defined here can then be selected in the list of expenditures to link expenditure items to this contract.

* Procurement

Reference No.

Contract Date (DD/MM/YYYY)

Contract Type

Contract Amount 0,00 * Please select a currency EUR

Supplier Name

* VAT / Tax identification number

Comment

Discard changes Create

The report section requires **the entry of key data** as follows:

- **Fill in the general information** related to the contract.

- **Indicate the type of procurement** by selecting one of the available options: *Supplies / Services / Works*.
- **Enter the contract amount**, excluding VAT.
- **Indicate the supplier's VAT number**.
- Add any **additional information** useful for describing the procurement.
- Click **“Create”** to save the data and continue filling out the form.

Tip: Choose a **clear and representative title** for the contract's subject to facilitate its identification in the *List of Expenditures* section (e.g. *procurement of service XXX, purchase contract for XXX, works for the rehabilitation of area XXX*, etc.).

For procurements above the **EU threshold**, it is mandatory to provide information on the **final beneficiary(ies)** and **subcontractor(s)**. This information is not required for procurements below the EU thresholds.

To add additional entities related to the procedure:

- Click **“+ Add Final Beneficiary”** and/or **“+ Add Subcontractor.”**
- Complete all required fields (those marked with * are mandatory).

In the **“Public Procurements / Procurement Procedures”** section, it is possible to **upload one or more attachments** related to the procedure.

⚠ ATTENTION: Attachments must have short but clear descriptions to ensure that all users can easily identify the uploaded documents (e.g. *RDO MEPA_purchaseXX, request for offers_, economic operator verification XX*, etc.).

The **“Procurement/Procedure Update”** subsection is **available in all reports following** the one in which the procurement was first entered. In the initial report where the procurement is created, it is **fully editable**.

To add an update:

1. Click **“+ Add Procurement/Procedure Update.”**
2. **Complete all mandatory fields** with the required information (e.g. contractual changes, extensions, financial modifications, etc.).

To **delete a procurement**, click the **trash** bin icon on the right side of the summary table.

⚠ Attention:

- A procurement can be **deleted or modified only** in the **report in which it was created**.
- This action is **only possible if the report is in “Draft” status**.

The **report in which the procurement was created is always indicated in the summary** table for easy reference.

After creating/saving a procurement, a summary list of all procurements becomes visible on the main page of the *“Public Procurements”* section.

Click on a procurement in the summary table to open its detailed view.

Figure 25 – Summary Table (Public Procurements Section)

Report identification	Work plan progress	Public procurements	List of expenditures	Contributions	Report annexes	Report export	Financial overview		
Public procurements The partner public procurements included in all previously created partner reports show up here. Be aware, when you delete a procurement in an old draft report, it also gets deleted in new reports and the link with cost items is removed.									
Created in	Last changed	Procurement	Reference No.	Contract Date	Contract Type	Contract Amount	Currency	Supplier Name	VAT / Tax identification number
R.1	30/09/2025 17:44	Acquisto drone	001	02/10/2025	Contratto	30.000,00	EUR	Drem SpA	12345678901234567

Items per page: 35 1 - 1 of 1

4.6 List of Expenditures

The “**List of Expenditures**” section is dedicated to entering the cost items incurred by the partner during the reporting period.

The following must be entered in this section:

- Preparatory costs (where applicable);
- Expenditures reimbursed on a real-cost basis.

Expenditures reimbursed on a flat-rate basis are automatically calculated in the “Financial Dashboard” section of the partner’s report once the reference expenditure (on which the flat rate is applied) has been added to the list.

The identification number of an expenditure is a progressive and specific number for each partner report. The ID is dynamic while the report is in draft status (created reports are numbered consecutively without interruption, even if one report is deleted), but it can no longer be modified once the report is submitted.

Figure 26 – List of Expenditures

Report identification	Work plan progress	Public procurements	List of expenditures	Contributions	Report annexes	Report export	Financial overview	Submit
List of expenditures Currencies and conversion rates are taken from InfoEuro, the European Commission's official monthly accounting rates. The monthly rates are automatically updated until the month when the Partner Report is first submitted for verification. If your Local currency is EUR, your expenditure shall be reported in EUR only. Items highlighted in yellow were edited during last reopening of the partner report.								
+ add expenditure								

The section requires the completion of the fields listed in the table below.

Field / Function	Description
Flag GDPR	Contrassegna la voce di spesa come contenente dati sensibili . Gli utenti senza il privilegio di visualizzazione non potranno accedere ai campi <i>Descrizione, Commento e Allegati</i> .
Expenditure Category	Links the expenditure to the corresponding cost category indicated in the project sheet.
GDPR Flag	Marks the expenditure item as containing sensitive data. Users without viewing privileges will not be able to access the Description, Comment, and Attachments fields.
Investment Number	Field visible only if the project sheet includes investments. If the expenditure is linked to an investment, select the relevant number from

Field / Function	Description
	the drop-down menu.
Subject of Service / Contract	Select the corresponding procurement from the drop-down menu, previously entered in the Public Procurements / Procurement Procedures section. This function is not available for the expenditure item Staff Costs.
Internal Reference Number	Enter the identifying number of the expenditure where applicable (e.g. internal protocol or registration number).
Invoice Number	Enter the number shown on the invoice.
Invoice Date	Enter the date of issue of the invoice.
Payment Date	Enter the date on which the payment was made.
Description	Enter a brief description of the expenditure, required to identify its nature.
Comment	Enter any additional information useful for understanding the expenditure item.
Total Invoice Value	Enter the total value of the invoice, including VAT .
VAT	Enter the VAT amount, if applicable.
Declared Amount	Indicate the amount claimed for reimbursement under the project. This value will be subject to verification by the controller.
Attachments	After creating and saving the expenditure item — in accordance with the provisions of the Expenditure Reporting Manual — it is possible to upload a single attachment file containing: 1. Documents providing a legal basis for expenditure, 2. Supporting documentation of expenditure, 3. Documentation supporting payment. It is recommended to upload a folder in .zip or .rar format containing three subfolders corresponding to points 1, 2, and 3.

⚠ **Attention:** An expenditure item can be deleted only after removing the associated attachment.

Pending Expenditures

In case of requests for clarifications or additional information, the **controller** may mark an expenditure item as “**pending**.”

Such expenditures remain visible in a dedicated subsection below the main list.

In the following report, the partner may:

- **Re-enter the expenditure** by clicking the “*Reinsert*” icon;
- **Delete the expenditure** by clicking the trash bin icon;
- **Keep the expenditure pending** for future use.

By clicking “**Reinsert**,” the expenditure item **will be moved back** to the main list and can be modified, except for the **ID** and **Currency** fields.

4.7 Partner Contributions

This section is pre-filled with information on the partner’s sources of contribution, as provided in the project sheet valid at the time of the creation of the partner’s report.

Figure 27 – Summary of Partner Contributions

Follow-up of partner contribution received by partner (in Euro)

In this section, partner organisations are expected to list the partner contributions as they incur in reality (amounts received by partner). Partner organisations are advised to navigate to the financial overview to see the breakdown of the total reported amounts per contribution source.

Name of organisation / Source of contribution	Legal status	Amount in AF	Previously reported	Current report (Euro)	Total reported so far	Attachments
P1	Public	20.668,85	30.344,00	0,00	30.344,00	

4.8 Report Attachments

The “*Report Attachments*” section displays the complete list of files uploaded in the current report, divided by subsection.

Uploading and Managing Files

- To upload new documentation, click on “*Upload File*.”
- To add or modify the description of an existing file, click on the pencil icon.
- Files uploaded in this section can be deleted directly.
- Other files can only be deleted in the original subsection where they were uploaded.

Figure 28 – Report Attachments

Report identification Work plan progress Public procurements List of expenditures Contributions **Report annexes** Report export Financial overview Submit

Report annexes

ⓘ Sensitive data is hidden to non-privileged users

Partner report R.4

- Work plan progress
- List of expenditures
- Public procurements ⓘ
- Contributions

ⓘ There are no files uploaded.

To view the documents associated with a specific part of the report, **select the relevant subsection** (for example, *Work Plan Progress*): all files uploaded in that section will then be displayed.

4.9 Report Exports

In this section, it is possible to download the report. Proceed as follows:

- Select *Partner Report Export* from the *Export Plugin* drop-down menu;
- Choose the export language and the input language from the corresponding drop-down menus.

The individual expenditure items entered in the *List of Expenditures* can also be downloaded in Excel format by selecting *Partner Report Budget Export* and/or *Global Partner List of Expenditure* from the *Export Plugin* drop-down menu.

Figure 29 – Report Exports

Report identification Work plan progress Public procurements List of expenditures Contributions Report annexes **Report export** Financial overview Submit

Report exports

* Export Plugin

 Export language

 English

 Input language

 English

4.10 Report Sections: Financial Dashboard

The “**Financial Dashboard**” section provides a **detailed financial summary** of the partner through tables that aggregate data from previously submitted reports.

⚠ Important Note: Only the **most recently created partner report** contains the most up-to-date aggregated data. For this reason, a new report relating to a subsequent period should be created **only after the reports for previous periods have been submitted**.

The Financial Dashboard allows **monitoring of the progress of reported expenditures** in relation to the approved budget.

Figure 30 – Partner Expenditure Summary

Report identification	Work plan progress	Public procurements	List of expenditures	Contributions	Report annexes	Report export	Financial overview	Submit
Financial overview The amounts included in tables below represent the aggregation of data from all partner reports submitted, by the date when the current partner report was created. Beware that only the last partner report created has the most up-to-date aggregated data (in case partner reports were not submitted in the same order they were created)								
Partner Expenditure - summary (in Euro)								
	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated	Previously paid
ERDF	82.875,38	24.747,20 parted 0,00	0,00 re-included 0,00	24.747,20	29,93 %	57.928,18	460,00	0,00
Partner contribution	20.668,85	6.186,80 parted 0,00	0,00 re-included 0,00	6.186,80	29,93 %	14.482,05	115,00	N/A
↳ of which Public contribution	20.668,85	6.186,80 parted 0,00	0,00 re-included 0,00	6.186,80	29,93 %	14.482,05	115,00	N/A
↳ of which Automatic public contribution	0,00	0,00 parted 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	0,00	0,00 parted 0,00	0,00 re-included 0,00	0,00		0,00	0,00	N/A
Total	103.544,23	30.934,00 parted 0,00	0,00 re-included 0,00	30.934,00	29,93 %	72.410,23	575,00	0,00

Partner Expenditures – Summary (in Euro)

The summary table shows the partner’s budget broken down by **fund and type of contribution** (public, private, automatic public) and consists of the following columns:

Field	Description
Total Partner Budget	Values defined in the project sheet.
Previous Reports	Total of the reports submitted in previous periods.
Current Report	Total expenditures declared in the current report.
Total Reported So Far	Sum of previous reports and the current report.
Remaining Budget	Difference between the Total Budget and Total Reported. It may be negative if expenditures exceed the financed budget.
Previous Payment	Payments already disbursed by the Programme, updated after confirmation in the system.

Partner Expenditures – Breakdown by Cost Category (in Euro)

The table shows the partner's budget (financed, previously reported, and in the current report) broken down by cost category. It summarizes the amounts in the same way as the other tables, with some additional notes regarding simplified cost options.

In particular, **flat rates** are calculated and displayed in the summary table based on the total amounts declared in the current report. Therefore, rounding differences are smaller in relation to flat rates, since they are calculated on total amounts rather than on each individual cost item.

Figure 31 – Summary Breakdown by Cost Category

Partner Expenditure - breakdown per cost category (in Euro)

Cost category	Flat rate	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
Staff costs		14.080,00	600,00 partially 0,00	re-included 0,00	600,00	4,27 %	13.480,00	600,00
Office and administrative costs	15 %	2.108,00	90,00 partially 0,00	re-included 0,00	90,00	4,27 %	2.018,00	75,00
Travel and accommodation		6.000,00	0,00 partially 0,00	re-included 0,00	0,00	0,00 %	6.000,00	0,00
External expertise and services		56.175,23	244,00 partially 0,00	re-included 0,00	244,00	0,43 %	55.931,23	0,00
Equipment		35.000,00	30.000,00 partially 0,00	re-included 0,00	30.000,00	120,00 %	-5.000,00	0,00
Infrastructure and works		0,00	0,00 partially 0,00	re-included 0,00	0,00		0,00	0,00
Total		103.344,23	30.934,00 partially 0,00	re-included 0,00	30.934,00	29,93 %	72.410,23	575,00

Partner Expenditures – Investment Summary

This table summarizes all cost items related to an investment.

Figure 32 – Investment breakdown summary

Partner Expenditure - breakdown per investment (in Euro)

Investment Nr.	Partner total eligible budget	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously validated
13.1	25.000,00	30.000,00 partially 0,00	0,00 re-included 0,00	30.000,00	120,00 %	-5.000,00	0,00
Total	25.000,00	30.000,00 partially 0,00	0,00 re-included 0,00	30.000,00	120,00 %	-5.000,00	0,00

4.11 Submission of the Partner's Report

Through the “Submit” section, it is possible to submit the partner's report. The Submit button will be accessible only if the report has successfully passed the pre-submission check.

Click on the “Run preliminary check” button. If the check detects an error, go to the relevant section and correct or complete the data. Once the correction has been made, run the preliminary check again.

If all the information has been correctly entered, you can click on “Submit partner report.”

After submission, the report becomes “consolidated.”

Figure 33 – Screen for preliminary check and submission

Report identification Work plan progress Public procurements List of expenditures Contributions Report annexes Report export Financial overview **Submit**

Submit

You are about to officially submit your Partner report: LP1 P1 - Partner report R.4

Make sure to submit your partner report in time as agreed with the Lead Partner. Please be aware that after submission, your report will be available for the controller and changes to the partner report are no longer possible.

Also make sure that the contracting section is up-to-date before you submit.

[Run pre-submission check](#) → [Submit partner report](#)

Once submitted, the report will appear with the status “Submitted” and will be available for first level control.

In the summary table of the partner’s reports, the status and the date of the first submission of the report are displayed.

Figure 34 – Report status (submitted)

+ Add Partner Report											
ID	Status	Included in project report	AP version linked	Reporting period	Report creation	First submission	Last submission	Amount submitted	Control end date	Total eligible after control for current report	Control
R.3	Draft		1.0		17/10/2025 10:41						
R.2	Certified		1.0		01/10/2025 11:21	01/10/2025 11:21		€75.00	02/10/2025 10:41	€75.00	Open controller work
R.1	Control ongoing		1.0		30/09/2025 11:02	30/09/2025 17:48		30.350.00			Open controller work

Items per page: 25 1 - 3 of 3 < >

4.12 Reopening the partner's last report

If necessary, the controller or the MA may “reopen” the partner’s report to allow corrections.

Reopening the last report created results in a full reopening of all sections of the partner’s report.

During the reopening process, no data is deleted and everything can be modified, with the following exceptions in the list of expenditures:

- The ID of an expenditure and the currency are locked from the initial report.
- No expenditure can be deleted (but it can be modified).
- No new expenditure can be added.

The list of “suspended” expenditures is visible, and each item can be deleted or added to the reopened report.

Procurements created in the current report can be further modified. For procurements created in previous reports, only the addition of new final beneficiaries/subcontractors/attachments is allowed.

Files previously uploaded are visible and can be modified, except in the Attachments tab of the partner’s report, where the user can only add new attachments.

Creating a new draft partner report is not possible if the last partner report is in the “Reopened” status.

Documents can be uploaded and downloaded (according to requests from the controller).

To return to your report, click on “Switch to Partner Report.”

4.13 Reopening a report prior to the last one

Reopening a report that is not the last one created for the project partner results in a partial reopening of the partner’s report. No data is deleted, and the following rules apply:

- List of expenditures
 - The following fields can be modified: GDPR Flag, link to procurement, Description, and Comment.
 - No expenditure can be deleted, and no new expenditure can be added.
 - The list of “suspended” expenditures is not visible.
 - Attachments to expenditures can be modified/uploaded.
 - Public procurements: procurements created in the current partner report cannot be deleted but can be modified, except for the procurement name, which is locked.
 - Contributions: only attachments can be modified.
 - Report attachments: the user can add new attachments

4.14 Resubmission of a reopened report

Before a reopened partner report can be re-examined, pre-submission checks must first be successfully completed. When a reopened report is submitted:

- The report returns to the status it had before reopening, i.e. “Submitted” or “Under verification.”

- Financial summaries are updated to reflect the changes made.
- The summary of the partner's report is updated with the new information in the columns "Amount submitted" and "Date of last submission."

5 Reimbursement Request

Lead beneficiary users who have been assigned the "manage" or "edit" privilege in the project's Privileges section are authorized to create, modify, and submit the Reimbursement Request.

5.1 Access to the Reimbursement Request section

From the Dashboard section, select the project for which you wish to create the financial report.

Figure 35 – Selecting the project for which you wish to create the reimbursement request

Dashboard

Welcome [redacted] to the Programme Interreg ITALIA-MALTA!

My applications

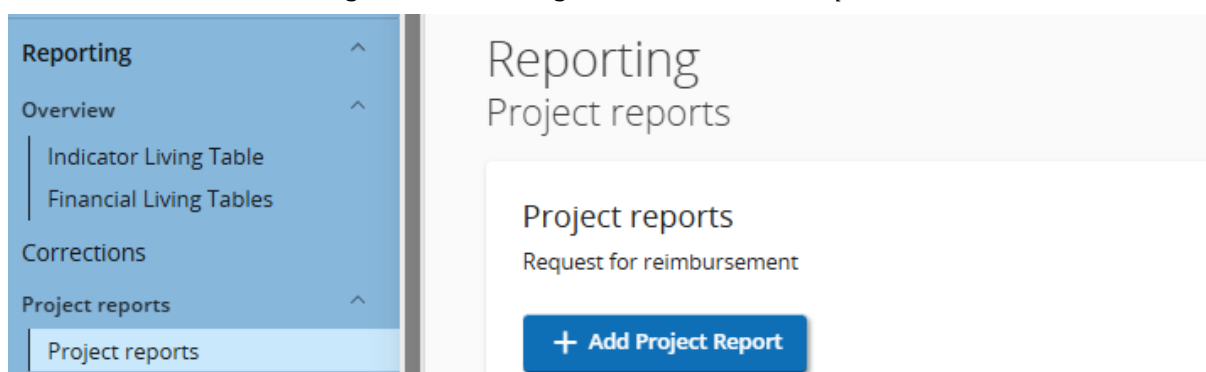
ProjectID	Acronym	First submission	Latest re-submission	Programme priority	Specific objective	Status
IT_MT0200002	C2-2.2-TEST_1	27/10/2025 11:15		2	RSO2.6	Contracted

5.2 Creation of the Reimbursement Request

In the left-hand menu, click on Reporting and then on Reimbursement Request.

To generate a new reimbursement request, click on Reporting in the left-hand menu, then select Reimbursement Request and + Add Reimbursement Request.

Figure 36 – Entering the reimbursement request



The reimbursement request is automatically created and numbered as R.1 (IDs follow a sequential order: R.1, R.2, R.3, etc.).

To proceed, enter the **actual start date** and **end date of the reporting period**. Then, from the drop-down menu, select the semester number to which the reimbursement request refers (for example: “Period 1, months 1–6”) and click the **Create** button.

The start date of the **first** reimbursement request corresponds to the project start date.

Figure 37 – Creation of the reimbursement request

The **Reimbursement Request** is organized into several sections, each accessible through the following tabs:

- ✓ Identification of the Reimbursement Request
- ✓ Progress of the Work Plan (not required to be completed for the 2025 reimbursement request)
- ✓ Project Results & Horizontal Principles
- ✓ Validated Partners' Financial Reports
- ✓ Attachments to the Reimbursement Request
- ✓ Financial Dashboard
- ✓ Reimbursement Request Export
- ✓ Submit

Figure 38 – Sections of the Reimbursement Request

Project report PR.1

Status Verified [Open verification work](#)

Project report identification	List of partner certificates	Project report annexes	Financial overview	Report exports
-------------------------------	------------------------------	------------------------	--------------------	----------------

5.3 Identification of the Reimbursement Request

When creating a reimbursement request, the user is automatically directed to the first tab, called Identification of the Reimbursement Request, which contains an initial summary section.

This section requires a summary of the results achieved during the reference period, describing the project's progress and main outputs, and highlighting the added value of cooperation during the reporting period.

Figure 39 – Description of the results achieved

Highlights of main achievements

Please describe project progress up to now including specific objectives reached and main outputs delivered by highlighting also the added-value of the cooperation. The summary should highlight main achievements, be interesting and understandable for non-specialists.

In case of **issues, deviations, or delays compared to the original work plan**, a detailed and reasoned description must be provided, indicating the causes and the solutions adopted to overcome them.

Figure 40 – Description of any discrepancies

Project problems and deviations

If applicable, please describe and justify any problems and deviations including delays from the work plan presented in the application form and the solution found.

If applicable, please describe any deviations in the spending profile compared to the amounts indicated in the application form.

The summary table **Financial Plan** of the Period summarizes the validated amounts from the partners' financial reports included in the current reimbursement request.

Figure 41 – Financial Plan

Partner spending profile (in Euro)

The calculated amounts in the overview table below are certified amounts, coming from the included partner certificates in this project report. The forecast amount is an input field coming from the partner report.

Partner number	Organisation abbreviation	Country	Total eligible budget	Previously Reported	Current report	Total reported so far	% of Total eligible budget	Remaining budget	Period target	Cumulative target	Cumulative target - total report so far	Total cumu
LP1	UNIPA	N/A	63.500,00	0,00	800,00	800,00	1,26 %	62.700,00	16.500,00	18.500,00	17.700,00	
PP2	ARM	N/A	150.000,00	0,00	0,00	0,00	0,00 %	150.000,00	75.000,00	150.000,00	150.000,00	
Total			213.500,00	0,00	800,00	800,00	0,37 %	212.700,00	91.500,00	168.500,00	167.700,00	

You are also required to provide details on the **involvement of target groups** in the implementation of the project during the reference period of the reimbursement request.

Figure 42 – Target Groups

Target groups

In the table below, you will see a list of the target groups you indicated in the application form. Please explain for each target group in what way and to what extent they were involved in your project in this reporting period.

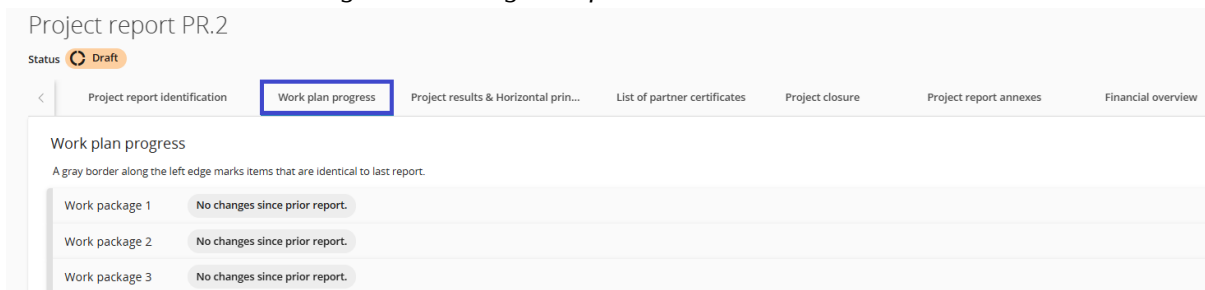
Target Group	Description of the target group involvement
SME	Enter text here

5.4 Progress of the Work Plan

The Progress of the Work Plan section displays the data related to the work plan from the latest approved project sheet, divided by WP (Work Package).

In this section, you are required to describe the contribution for each WP during the reference period, illustrating the activities carried out, the outputs produced, and the tangible results (deliverables) achieved.

Figure 43 – Progress of the Work Plan



Project report PR.2

Status  Draft

Project report identification | **Work plan progress** | Project results & Horizontal prin... | List of partner certificates | Project closure | Project report annexes | Financial overview

Work plan progress

A gray border along the left edge marks items that are identical to last report.

Work package 1	No changes since prior report.
Work package 2	No changes since prior report.
Work package 3	No changes since prior report.

The reporting section requires the following:

- If applicable, select the checkbox **“WP completed.”** Once this box is checked, it will no longer be necessary to report on the progress of that WP in future reports. Even if the option “This WP is completed” is selected, the data can still be reviewed.
- **Project Specific Objective:** from the drop-down menu, select the progress status. The available options are: “Fully achieved,” “Partially achieved,” and “Not achieved.” Then, add a brief description.
- **Communication Objective:** from the drop-down menu, select the progress status. The available options are: “Fully achieved,” “Partially achieved,” and “Not achieved.” Then, add a brief description.
- **Overall Progress Status:** describe the progress made during the reference period and indicate how the partners were involved.

Figure 44 – Progress of the Work Plan – WP

Work plan progress

A gray border along the left edge marks items that are identical to last report.

Work package 1 No changes since prior report.

☐ This work package is completed.

What is the progress towards the objectives in this work package as defined in the application form? Status should be cumulative.

Project specific objective	Status
Project specific objective	
Explanations	

Communication objective	Status
Communication objective	
Explanations	

Progress

Please describe the progress in this reporting period and explain how the partners were involved (who did what).

Enter text here

With regard to activities, tangible results (deliverables), and outputs, proceed as follows for each WP:

- **Activities:** from the drop-down menu, select the progress status. The available options are “Fully achieved,” “Partially achieved,” and “Not achieved.” Then, add a brief description, accounting for the contribution of all beneficiaries involved.
- **Tangible Results:** provide values for the tangible results and describe the progress made toward achieving them.
- Save the changes and proceed with filling in the next WP.

Figure 45 – Progress of the Work Plan – Activities and Deliverables

Activities
Please indicate progress made in each activity and deliverable.

A 1.1

Activity title

Start period: Period 1, month 1 - 6 End period: Period 1, month 1 - 6 Status: ▼

Describe how you contributed to the progress made in this activity

Attachment:

D 1.1.1

Deliverable title

Delivery period: Period 1, month 1 - 6 Achieved in this reporting period: 0,00 Cumulative value: 0,00

Progress in this report

Attachment:

A 1.2

Work package 2 No changes since prior report.

Work package 3 No changes since prior report.

- **Outputs:** provide values for the outputs and describe the progress made toward their achievement.
- **Attachments:** include supporting documentation proving the actual completion of the outputs by uploading it as a single .zip or .rar file.

Figure 46 – Progress of the Work Plan – Outputs

Outputs

Please indicate progress made in each objective.

O 3.1

Output title

Programme output Indicator
RCO84_1.1: Pilot actions developed jointly and implemen

Measurement Unit
pilot actions

Delivery Period
Period 2, month 7 - 12

Target Value	1,00	Achieved in this reporting period	0,00	Cumulative value	0,00
--------------	------	-----------------------------------	------	------------------	------

Progress in this period

Attachment: 

⚠ Attention: Beneficiaries of projects funded under Call 1/2023 are not required to complete this section for reimbursement requests to be submitted in the year 2025.

5.5 Project Results & Horizontal Principles

In the **Project Results & Horizontal Principles** tab, the Lead Partner (LP) must describe the progress of the results achieved during the reference period. In particular, this section requires the following:

- Quantify the results actually achieved during the reference period;
- Provide a description of the progress made;
- Describe the project's contribution to each horizontal principle (if applicable).

Figure 47 – Project Results & Horizontal Principles

Project report identification Work plan progress **Project results & Horizontal prin...** List of partner certificates Project closure Project report annexes Financial overview

Project results
Please indicate progress in achieving Result indicators.

Result 1

Programme result indicator
RCR104_1.1: Solutions taken up or up-scaled by organisations

Measurement Unit solutions	Baseline	0,00	Delivery period After project implementation
Target Value	2,00	Achieved in this reporting period	Cumulative value
		0,00	0,00

Describe progress achieved

Attachment

Horizontal principles
Please indicate which type of contribution to horizontal principles applies to the project and justify your choice.

Cooperation criteria	Type of contribution	Description of contribution
Sustainable development	☒ positive effects ☐ neutral ☐ negative effects	Enter text here
Equal opportunities and non-discrimination	☒ positive effects ☐ neutral ☐ negative effects	Enter text here
Equality between men and women	☒ positive effects ☐ neutral ☐ negative effects	Enter text here

5.6 Validated Partners' Financial Reports

The **Validated Partners' Financial Reports** section contains all validated financial reports from the project partners. A validated financial report can be included in only one reimbursement request. To exclude a report, simply deselect the corresponding checkbox.

Figure 48 – Validated Partners' Financial Reports

Project report PR.2

Status Draft

Project report identification Work plan progress Project results & Horizontal prin... List of partner

List of partner certificates

In this section you can find all partner certificates of this project. Please exclude the partner certificates you would not want to include in this project report. A partner report can only be included once. Once ticked, the certificate is unavailable in other reports.

	Partner	Partner Report	Date of certificate	Included in project report	Amount certificate (in Euro)
☒	LP1	R.1	29/10/2025 16:28	PR.2	30.359,00

Items per page: 25 1 - 1 of 1 < >

Certificates included in other project reports

In this section you can find all partner certificates already included in other reports.

	Partner	Partner Report	Date of certificate	Included in project report	Amount certificate (in Euro)
☒	LP1	R.3	29/10/2025 12:42	PR.1	1.000,00
☒	LP1	R.2	02/10/2025 16:47	PR.1	575,00

5.7 Attachments to the Reimbursement Request

The **Attachments to the Reimbursement Request** section is dedicated to the documents that must be attached to the reimbursement request.

The tree structure represents the relevant sections within which documents can be uploaded.

All documents uploaded in other sections of the reimbursement request will also be visible in the section **Attachments to the Reimbursement Request**.

Note: For projects funded under Call 1/2023, it is required to attach the Technical–Administrative Report of the reimbursement request in the Attachments to the Reimbursement Request section

Figure 49 – Attachments to the Reimbursement Request

Project report PR.2

Status Draft

Project report identification Work plan progress Project results & Horizontal prin... List of partner certificates Project closure **Project report annexes**

Project report annexes

Project report RR.2
 Work plan progress
 Project results & horizontal principles

There are no files uploaded.

[Upload file](#)

5.8 Financial Dashboard

The **Financial Dashboard** section contains summary tables showing the project's financial progress in terms of expenditure. The reported amounts take into account the data from reimbursement requests already submitted as of the creation date of the current request.

Project Expenditures – Summary (in euros)

The summary table displays the project budget broken down by fund and type of contribution (public/private) and consists of the following columns:

Column	Description
Total Project Budget	Values defined in the project sheet.
Previously Reported	Total of validated reports included in previous reimbursement requests.
Current Report	Total of expenditures declared in the current reimbursement request.
Total Reported So Far	Sum of the amounts in the “Previously Reported” and “Current Report” columns.
Remaining Balance	Difference between the total project budget and the total reported amount. This may be negative if the declared expenditures exceed the financed budget.
Previously Verified	Amounts included in previous reimbursement requests that have already been verified.
Previous Payment	Payments already included in previous payment requests.

Figure 50 – Financial Dashboard – Project Expenditures

Financial overview

Amounts in tables below are always in Euro and include Fast track lump sums (if applicable for this project).

Project expenditure - summary (in Euro)

	Project total eligible budget	Previously reported [ⓘ]	Current report	Total reported so far	% of total	Remaining budget [ⓘ]	Previously verified [ⓘ]	Previously paid [ⓘ]
ERDF	136.795,38	0,00	24.287,20	24.287,20	17,75 %	112.508,18	0,00	0,00
Partner contribution [ⓘ]	34.198,85	0,00	6.071,80	6.071,80	17,75 %	28.127,05	0,00	N/A
↳ of which Public contribution	34.198,85	0,00	6.071,80	6.071,80	17,75 %	28.127,05	0,00	N/A
↳ of which Automatic public contribution	0,00	0,00	0,00	0,00		0,00	0,00	N/A
↳ of which Private contribution	0,00	0,00	0,00	0,00		0,00	0,00	N/A
Total	170.994,23	0,00	30.359,00	30.359,00	17,75 %	140.635,23	0,00	0,00

Project Expenditures – Breakdown by Cost Category (in euros)

The table summarizes the validated expenditures broken down by cost category.

Figure 51 – Financial Dashboard – Breakdown by Cost Category

Project expenditure - breakdown per cost category (in Euro)

Cost category	Project total eligible budget	Previously reported [ⓘ]	Current report	Total reported so far	% of total	Remaining budget	Previously verified [ⓘ]
Staff costs	25.060,00	0,00	100,00	100,00	0,40 %	24.960,00	0,00
Office and administrative costs	3.759,00	0,00	15,00	15,00	0,40 %	3.744,00	0,00
Travel and accommodation	11.000,00	0,00	0,00	0,00	0,00 %	11.000,00	0,00
External expertise and services	76.175,23	0,00	244,00	244,00	0,32 %	75.931,23	0,00
Equipment	55.000,00	0,00	30.000,00	30.000,00	54,55 %	25.000,00	0,00
Infrastructure and works	0,00	0,00	0,00	0,00		0,00	0,00
Total	170.994,23	0,00	30.359,00	30.359,00	17,75 %	140.635,23	0,00

Project Expenditures – Summary by Investments

The table summarizes the expenditures distributed by cost items related to an investment.

Figure 52 – Financial Dashboard – Breakdown by Investment

Project expenditure - breakdown per investment (in Euro)

Investment Nr.	Project total eligible budget [ⓘ]	Previously reported	Current report	Total reported so far	% of total	Remaining budget	Previously verified [ⓘ]
IS.1	25.000,00	0,00	30.000,00	30.000,00	120,00 %	-5.000,00	0,00
Total	25.000,00	0,00	30.000,00	30.000,00	120,00 %	-5.000,00	0,00

Project Expenditures – Summary by Partner / by Cost Category – Current Reimbursement Request

The table summarizes the expenditures distributed by beneficiary and cost item included in the current reimbursement request.

Figure 53 – Financial Dashboard – Summary by Partner / by Cost Category

Project expenditure - overview per partner/per cost category - Current report

Partner	Organisation abbreviation	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Total current report
LP1	P1	Italia (IT)	100,00	15,00 Flat Rate % 15	0,00	244,00	30.000,00	0,00	30.359,00
Total			100,00	15,00	0,00	244,00	30.000,00	0,00	30.359,00

Project Expenditures – Summary of Amounts Declared Ineligible after Control – Current Reimbursement Request

The table summarizes the expenditures declared ineligible by the controllers, broken down by partner and cost item, for the current reimbursement request.

Figure 54 – Financial Dashboard – Summary of Amounts Declared Ineligible after Control

Project expenditure - Summary of deducted items by control - Current report

Partner	Organisation abbreviation	Country	Staff costs	Office and administration	Travel and accommodation	External expertise and services	Equipment	Infrastructure and works	Total deduction
LP1	P1	Italia (IT)	0,00	0,00 Flat Rate % 15	0,00	0,00	0,00	0,00	0,00
Total			0,00	0,00	0,00	0,00	0,00	0,00	0,00



5.9 Export of the Reimbursement Request

This section allows you to download the reimbursement request in PDF format. Proceed as follows:

- Select *Project Report Export* from the *Export Plugin* drop-down menu;
- Choose the export language from the corresponding drop-down menu.

Figure 55 – Export of the Reimbursement Request

Project report identification
Work plan progress
Project results & Horizontal prin...
List of partner certificates
Project closure
Project report annexes
Financial overview
Report exports
Submit

Report exports

Export Plugin

Export language
English

Input language
English

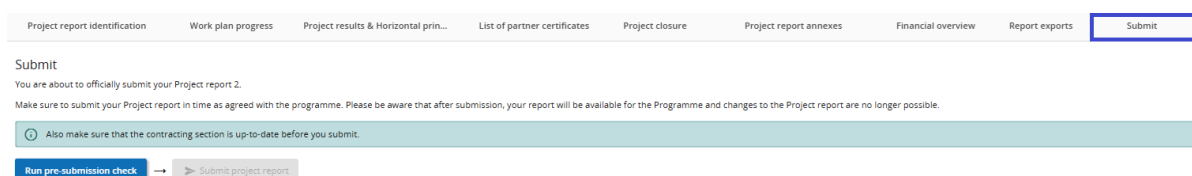
Export

5.10 Submission of the Reimbursement Request

Before submitting the reimbursement request, it is necessary to perform a preliminary check by clicking on *Run Preliminary Check*. Once the preliminary check is successfully completed, the reimbursement request can be submitted by clicking on *Submit Reimbursement Request*.

After submission, the reimbursement request status changes to *Submitted* and becomes available for verification by the Joint Secretariat and the Managing Authority.

Figure 56 – Submission of the Reimbursement Request



The screenshot shows a web interface for submitting a reimbursement request. At the top, there is a horizontal navigation bar with several tabs: "Project report identification", "Work plan progress", "Project results & Horizontal prin...", "List of partner certificates", "Project closure", "Project report annexes", "Financial overview", "Report exports", and "Submit". The "Submit" tab is highlighted with a blue border. Below the navigation bar, the heading "Submit" is followed by the text "You are about to officially submit your Project report 2." and a warning: "Make sure to submit your Project report in time as agreed with the programme. Please be aware that after submission, your report will be available for the Programme and changes to the Project report are no longer possible." A light blue banner contains an information icon and the text "Also make sure that the contracting section is up-to-date before you submit." At the bottom, there are two buttons: "Run pre-submission check" (in blue) and "Submit project report" (in grey), separated by a right-pointing arrow.

6 Shared Folder

In the Shared Folder, the Lead Partner (LP) can upload additional project-related documentation. These documents will be visible and downloadable by all project beneficiaries.

Figure 57 – Shared Folder

