



FactSheet

No. 5

Project closure

Factsheet No 5 describes the process and the relevant steps to be taken by the lead partner (LP) once the project has reached the end date of its implementation. In this regard, there are a number of considerations to be made on how to initiate the project closure. These are described in the sections below.

Final report

After the finalisation of the project, together with the last project report (PR), the LP must submit a final report to the joint secretariat (JS) via the e-electronic system (eMS). Its purpose is to provide an overview of the project and partnership achievements at the moment of closure, but also the envisaged long lasting effects.

As specified in the subsidy contract (SC) the final report shall be submitted to the JS within three months after the project closure date.

In the final report, the results and changes of the project should be presented, especially with regard to the contribution to the selected programme specific objective and result indicators. Experiences with transnational co-operation should be described as well as the synergies with other projects and initiatives and the cooperation with EUSALP. The project management and the partnership should be analysed with a critical eye. The project should also detail planned follow-up measures and further steps for utilisation and dissemination of the project outputs to ensure durability.



Besides the closure of the last project report and the implementation of any necessary (financial) correction or follow-up measure due to audits or control, closure of the final report is also one precondition that the final ERDF tranche can be initialised.

Guidance

The **final report** is the last document to be submitted by the project LP. The LP should prepare the final report with all the partners during the closure activity foreseen in the WP Management in order to collect their impressions and information and to possibly discuss the last reporting document in the last partner meeting/steering group.

The information contained in the **last regular PR** complements the final report. The LP shall check the PR guidance available on the programme website, which contains specific indications on how to complete the last regular PR. The last PR should always be a project progress report (even if it should be submitted in autumn when normally status reports are submitted).

The **last reporting period** could be shorter or longer than the 6 months period. Accordingly, the staff costs can also be reported for a reporting period longer or shorter than the normal 6 month basis. Expenditure related to activities foreseen in the approved application form and in line with the programme rules are eligible provided that they have been incurred, invoiced and paid before the project closure date.

If payments are initialised after the closure date, the related expenses can be accepted as long as the activities have been implemented and invoices issued before the project closure date, but respecting the deadline for submission of the final report. (in this case please contact the FLC body responsible as well as the lead partner in advance)

The **last invoice of the first level controller (FLC)** is eligible even if the work performed took place after the project closure, provided that the following procedure is respected:

1. The project partner submits its partner report and the financial documents to the FLC as for previous reports;
2. The FLC performs the eligibility check of the partner report and invoices the partner for its work;
3. The FLC reverts the partner report to the partner in order to include the FLC invoice in an amended list of expenditures in the eMS and the partner pays the FLC's invoice;
4. The FLC verifies the payment and the revised partner documents and issues the certificate.



Further information to be considered

Net revenues after project closure

For further information about net revenues after the project closure, please refer to factsheet 2.4 on “project net revenues”.

Retention of documents

The LP and all other project partners (PP) of the project are obliged to retain for audit purposes all files, documents and data about the project for a three-year period from 31st December following the submission of the accounts in which the final expenditure of the completed project is included. The MA/JS will inform the LP about the beginning of the mentioned three-year period. Other possibly longer document retention periods, according to the applicable national and internal rules of the PP, remain unaffected.

Durability

The project foresees in its application form to contribute to the programme’s result indicators. The changes induced by the project are not limited to the project life time. The project impacts could last long after the project end. In order to support the durability of the impacts, the project has to adopt durability and transferability measures before the project closure. To ensure the sustainability of the outputs and long term impacts, the project should involve its target groups and stakeholders during the project life time and take concrete measure to ensure further development or uptake after the project end.

Final payment

For further information about payments, please refer to factsheet 4.7 on “project reporting”.

Reference documents

- EU Regulation 1303/2013, articles 130(1) and 132(1)
- Subsidy contract

Annexes

- Final report template/guidance