

Project report offline template

This document transcripts the project report template implemented on Alpine Space JEMS version 7 and is based on the work of Interact group for Harmonised Implementation Tools (HIT).

Warning: some fields of the project report are likely to be slightly modified as the JEMS v.7 is in development. JEMS is currently available in its version 6.

For classic projects, project reports are of two different types, finance report and progress report (finance+activities, called “both” in the project report identification in JEMS). Finance report and progress report have to be submitted alternatively at the end of reporting periods. The first report has to be a finance report. For small-scale projects, the two reports are progress reports. [See ASP Programme manual, Chapter D.7 Project reporting.](#)

All fields presented below exist in the finance reports. The fields that are specific to progress reports will be indicated in the section title.

1. Project progress report identification

1.1. Project progress report identification

Project ID and acronym	<i>Pre-filled from AF</i>
Project report ID	<i>Automatically generated</i>
Project report status	<i>[Draft] → [Submitted] → [Verified] → [Paid]</i>
Name of the lead partner organisation in original language	<i>Pre-filled from AF</i>
Name of the organization in English	<i>Pre-filled from AF</i>
AF version linked	<i>Automatically generated</i>



Reporting period start date	<i>DD.MM.YYYY</i>
Reporting period end date	<i>DD.MM.YYYY</i>
Link to reporting schedule (contracting)	<i>To select in a preset list</i>
Type of partner report	<i>To select in the list. [Content] / [Finance] / [Both]</i>
Reporting period	<i>Automatically generated</i>
Reporting date	<i>Automatically generated</i>

1.2. 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 and interesting accomplishments, in a language that is understandable for non-specialists.

To be filled in, max. 5.000 characters

1.3. Overview of the outputs and results overview

Programme Output Indicators not linked to a Programme Result Indicator

For each output entered in the AF

Project Output	<i>Pre-filled from AF</i>
Measurement Unit	<i>Pre-filled from AF</i>
Baseline	<i>Pre-filled from AF</i>
Target Value	<i>Pre-filled from AF</i>
Previously Reported	<i>Pre-filled from previous reports</i>
Current Report	<i>Aggregation of the partner reports of the current reporting period</i>



Total Reported So Far

Automatically generated

1.4. 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 solutions found.

To be filled in, max. 5.000 characters

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

To be filled in, max. 5.000 characters

1.5. 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 #

The target group involvement has to be described in max. 2.000 characters

2. Work plan progress (progress report only)

2.1. Work package

This work package is completed

Tick for yes

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

Project specific objective

Pre-filled from AF

Status

Select in a preset list : [Fully achieved] / [Partly achieved] / [Not achieved]



Explanations on the project specific objective's progress	To be filled in, max. 2.000 characters
Attachment	To upload
Communication objective	Pre-filled from AF
Communication objective's status	Select in a preset list : [Fully achieved] / [Partly achieved] / [Not achieved]
Explanations on the communication objective's progress	To be filled in, max. 2.000 characters
Please describe the progress in this reporting period and explain how the partners were involved (who did what).	To be filled in, max. 2.000 characters

Please indicate progress made in each activity, deliverable and output.

2.2. Activity

Activity title	Pre-filled from AF
Start period	Pre-filled from AF
End period	Pre-filled from AF
Activity progress' status	Select in a preset list : [Fully achieved] / [Partly achieved] / [Not achieved]
Describe how you contributed to the progress made in this activity	To be described, max. 2.000 characters
Attachment	To upload

2.3. Deliverable

Deliverable title	Pre-filled from AF
Start period	Pre-filled from AF



End period	<i>Pre-filled from AF</i>
Deliverable progress' status	<i>Select in a preset list : [Fully achieved] / [Partly achieved] / [Not achieved]</i>
Describe your contribution to this deliverable	<i>To be described, max. 2.000 characters</i>
Attachment	<i>To upload</i>

2.4. Output

Deliverable title	<i>Pre-filled from AF</i>
Programme output indicator	<i>Pre-filled from AF</i>
Measurement unit	<i>Pre-filled from AF</i>
Delivery period	<i>Pre-filled from AF</i>
Target Value	<i>Pre-filled from AF</i>
Achieved in this reporting period	<i>To be filled in</i>
Cumulative value	<i>Automatically generated</i>
Description of the output's progress in this period	<i>To be described, max. 2.000 characters</i>
Attachment	<i>To upload</i>

3. Project results & horizontal principles (progress report only)

3.1. Project results

Programme result indicator	<i>Pre-filled from AF</i>
Measurement unit	<i>Pre-filled from AF</i>



Baseline	<i>Pre-filled from AF</i>
Target Value	<i>Pre-filled from AF</i>
Achieved in this reporting period	<i>To be filled in</i>
Cumulative value	<i>Pre-filled from AF</i>
Description of the result's progress in this period	<i>To be described, max. 2.000 characters</i>
Attachment	<i>To upload</i>

3.2. Horizontal principles

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

Horizontal principle's title	Sustainable development as set out in Article 11 TFEU, taking into account the UN Sustainable Development Goals, the Paris Agreement and the "Do No Significant Harm" principle	Equal opportunities and non-discrimination based on gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation	Equality between men and women, gender mainstreaming and the integration of a gender perspective
Type of contribution	<i>To select in a preset list: [positive effects] / [neutral] / [negative effects]</i>		
Description of contribution	<i>To be described, max. 2.000 characters</i>		

4. 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 ID, date of certificate, included in project report ID, amount of the certified expenditures in Euro.

Data automatically imported from the partner report certification

Inclusion of one partner report's certified expenditures to the current project report

Tick for yes

5. Report annexes

Summary of all files attached to the report and sorted by section. At this stage, additional files can be uploaded and a description can be added to the files, if deemed relevant.

6. Financial overview

Partner sources of funding, financial performance, expenditures breakdown per cost categories and lump sums.

7. Report export

Report can be exported.

8. Project report submission

At this stage, you need to click on "Run pre-submission check". It allows verifying if any obligatory field has been overlooked. The pre-submission check does not replace a careful proofreading. You can then submit the project report. It will be checked by the JS.