**Large scale project Final Report Checklist**

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| **Check…** | **Yes / No / NA** |
| **Technical performance** | |
| The Final report with all supporting documents submitted electronically and in paper |  |
| Expenditure verification report, list of supporting documents, relevant annexes and request for balance payment submitted with Final report |  |
| Reporting period indicated in the Final report is the last reporting period before the end date of the project |  |
| ALL the boxes of the Final Report are filled in and where no information required “Not applicable” is indicated |  |
| All information in the boxes is seen on the paper copy of FR |  |
| All facts and figures of FR are the same across all relevant sections of report |  |
| Third person who does not know the project easily understands what is written in the FR |  |
| The references to different part of reports and annexes are provided in order to keep the FR understandable for the third persons |  |
| **Quality of content (narrative component)** | |
| The sheets IV-VIII of narrative part of the FR cover the last reporting period |  |
| The sheets III, IX and XIV of narrative part contain information within all implementation period of the project |  |
| The information in FR clearly reflects the type of the project chosen in the AF (simple, integrated, symmetrical) |  |
| Sustainability of project results can be easily spotted across the relevant sections of FR |  |
| Outputs and results are not mixed and do not duplicate each other |  |
| Outputs are reported as products, events, services, materials, actions deliverable, etc., which directly come out of planned activity and implemented action |  |
| Results are described as direct effects of the output, which allowed to achieve these results or led to a certain consequences |  |
| Deviations are reported |  |
| Qualitative indicators are reported in sheet XV (sections 11.1 and 11.2) |  |
| Overall assessment of the project impact and sustainability issues are described in Final conclusions (section 12.4) |  |
| **Quality of content (financial component)** | |
| Auditor`s report (Expenditure verification report) covers all periods which were not previously verified |  |
| 100% of the project expenditure are verified by auditor`s report (Expenditure verification report) |  |
| Each project partner and the Beneficiary has the separate Expenditure verification report for its part of the costs |  |
| Auditor of the Beneficiary produces consolidated Expenditure verification report of the whole project |  |
| List of supporting documents for the final reporting period also includes information of the whole implementation period of the project |  |
| Sheet XI of financial part of final report covers the last reporting period |  |
| Sheet XII reflects on the project level the percentage approved in the Grant Contract |  |
| **Quality of content (visibility component)** | |
| Communication and visibility activities are implemented in accordance with AP2 of the project |  |
| Project information and visibility activities reply to the publicity requirements of the Programme |  |
| All publicity evidences are attached to the Final report |  |