

Guidance on how to carry out execution reporting of projects falling under the Programme Area “Research” (Call 4)

Blue Growth Programme under the EEA and Norwegian Financial Mechanisms for 2014-2021

In accordance with the Guideline for Research Programmes¹ under EEA and Norwegian Financial Mechanisms for 2014-2021, this document provides explanations on how to complete and submit technical and financial reports, in research projects.

Execution Reports

As established in the Project Contract (Clause 8), the Promoters must present:

- interim execution reports of the project on an **annual basis**, which show progress information on the date of the physical and financial execution to which it reports, and the deviations from the programmed, whose content is defined by the Programme Operator and presented no later than the 15th day of the month following the reporting month;
- present, within **90 days after the end of the project**, the project's final report, in accordance with the submission requirements defined by the Programme Operator.

Project Promoters shall submit the execution Reports, in English, using the Programme Operator templates available in: [Documents \(eeagrants.gov.pt\)](http://eeagrants.gov.pt), and make the submission in the form available in: [DGPM | EEA Grants \(mm.gov.pt\)](http://dgpm.gov.pt)

The Final Report, in addition to what is defined in the technical report template, shall comprise:

- i. an overview of the results and their exploitation and dissemination;

¹ <https://eeagrants.org/resources/2014-2021-guideline-research-programmes>

- ii. the conclusions on the project;
- iii. the socio-economic impact of the project: a report covering the wider societal implications of the project, in the form of a questionnaire, including gender equality actions, ethical issues, efforts to involve other actors and to spread awareness, as well as the plan for the use and dissemination of foreground;
- iv. a summary for publication by the PO.

Reporting on scientific publications

During and after the project, the Project Promoter shall provide references and an abstract of all scientific publications relating to the results of the project at the latest 60 days following publication.

As part of the final project report, the Project Promoter will be required to submit a full list of publications relating to the results of the project.

All publications shall include the following statement to indicate that the results of the project were generated with the assistance of financial support from the EEA/Norwegian Financial Mechanism: **“The research leading to these results has received funding from the [EEA]/ [Norway] Grants 2014-2021”**.

Certificate on financial statements and proof of expenditure

Project Promoter and Partners **of which approved grant amount is less than 325.000€, do not need to present proof of expenditure, when submitting the Financial Reports** (only shall be submitted the financial report template with all the expenses identified, per Promoter and per Partner).

Promoters and Partners **of which approved grant amount is equal to or greater than 325,000 €, do not need to present proof of expenditure with the submission of Interim Financial Reports, however, when submitting the Final Financial Report, proof of all incurred expenditure in the project is required, through:**

- A certificate by an independent auditor (“external auditor”) qualified to carry out statutory audits of accounting documents, certifying that the claimed costs are incurred in accordance with this guideline, the Regulation, the national law and relevant national accounting practices, shall be accepted as sufficient proof of expenditure incurred.

Or,

- A certificate issued by a competent and independent public officer recognised by the relevant national authorities as having a budget and financial control capacity over the entity incurring the costs and who has not been involved in the preparation of the financial statements, certifying that the claimed costs are incurred in accordance with this guideline, this Regulation, the relevant law and national accounting practices, shall also be accepted as sufficient proof of expenditure incurred.

Notwithstanding the obligation to comply with these requirements, the conditions of the contract must be complied with, namely:

- organization of the project process in accordance with defined rules, and keeping that same process, as well as all the technical, accounting and financial supporting documentation, in order to prove the proper physical and financial implementation, as well as its financing, in accordance with the Regulation, for a period of at least five years after the payment of the final balance, as well as,
- provide the competent national authorities and those of the MFEEE 2014-2021 with the conditions required for access to the project's physical implementation, and to make original supporting documents, referred in the previous paragraph, available on request or in the context of checks, reviews or audits, in its material, financial and accounting components.