

# Final report

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For the final reporting period, the coordinator must submit, in addition to the periodic report, the final report **within 60 days** of the end of the final reporting period.

The final report covers the whole project and is composed of a final technical and a final financial part:

- **Final technical report is a publishable summary of the entire project**
  - overview of the results and their exploitation and dissemination
  - conclusions on the project
  - its socio-economic impact of the project
  - an up-to-date link to the project website
  - project logos, diagrams, photographs and videos illustrating its work (if available).

Like the summaries for the periodic reports, the final summary must be written in a **understandable style for a non-specialist audience**.

The coordinator must ensure that none of the material submitted for publication includes confidential or 'EU classified' information.

- **Final financial report**
  - **final summary financial statement** that is automatically created by the system (consolidating the data from all individual financial statements for all beneficiaries and linked third parties, for all reporting periods) and that constitutes the **request for payment of the balance**
  - in some cases (and for some beneficiaries/linked third parties) it must be accompanied by a **certificate on the financial statements - CFS** (one certificate per beneficiary/linked third party).

## **Certificates on the financial statements (CFS)**

**Coordinator** - submit these as a scanned copy (PDF) together with the financial statement for the final reporting period of each partner concerned.

**Beneficiary** - keep the signed original in your files.

The certificate must be issued by an external auditor, using the [template in Annex 5](#). It is required if a beneficiary/linked third party requests a total financial contribution of EUR 325 000 or more, as the reimbursement of actual and unit costs calculated on the basis of its usual cost accounting practices

(i.e. 'average personnel costs', see more in [Certification](#) section).

**Costs based on lump sums, flat-rates** (e.g. indirect costs) or unit costs (other than those for personnel costs calculated according to the beneficiary's usual cost accounting practices) are not counted for the EUR 325 000 limit (and do not need to be covered by the certificate).

*Example*

'A' is a beneficiary in a H2020 project who declared the following total eligible costs for the action:

- average personnel costs = EUR 250 000
- subcontracting costs = EUR 40 000
- depreciation costs of equipment used to carry out the project = EUR 60 000
- indirect costs (25 % flat rate) = EUR 77 500
- total eligible costs claimed by A = EUR 427 500

The reimbursement rate is 100%.

As the amount of eligible actual costs and average personnel costs incurred by A (and hence the corresponding EU contribution) is above EUR 325 000, A must submit a CFS for the following costs:

Type of cost	Direct personnel costs	Subcontracting costs	Other direct costs	Indirect costs	Total costs covered by the CFS
Costs covered by the CFS	250 000	40 000	60 000	0	350 000