

Project ID		Project report no.		Reporting period ID	
Project Acronym		Reporting Period (settlement):	From	To	

Aspect / Item to be checked	PM1 (Y/N/Nr)	Decision after compl.1 (Y/N)	Decision after compl.2 (Y/N)	Comment
All DOVEs/PPRs for each partner are selected into the project report for the entire reporting period.				
<b>ACHIEVEMENTS AND OBJECTIVES:</b>				
The Project's progress towards the Main Objective in the reporting period is described sufficiently				
The progress of the project towards the desired outcomes is described clearly				
Summary of achievements in the reporting period is described properly, informative, succinct, and suitable for use in communication purposes				
Impact on target group(s) is clearly described				
The active contribution of the project – if any – towards the Horizontal principles, resiliency and other effects are described				
<b>ACTIVITIES:</b>				
The implementation of activities is in line with the activity plan or the change in time plan (e.g. rescheduling, delay, etc.) is explained and justified				
Reported activities are described clearly and sufficiently				
Submitted supporting documents show the progress and contribution of the activities to the relevant Outcome ( <i>proof of activities</i> )				
Status of activities in the reporting period is in line with the description.				
<b>INDICATORS:</b>				
If progress in any indicators is reported, the progress is justified by a narrative description, which is informative and succinct.				
Uploaded documents are supporting the progress of the indicators				
<b>INFRASTRUCTURE:</b>				
Reported infrastructure related activities are described clearly and sufficiently				
Status of infrastructure related activities in the reporting period is in line with the description.				
Uploaded documents are proving that the infrastructure is put in use				
The ownership status is described clearly and supported by relevant documentation				
<b>INFORMATION AND PUBLICITY ACTIVITIES:</b>				
Reported communication elements are sufficiently described				

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Uploaded documents are supporting the reported communication elements and are in line with the Visibility Manual				
First communication milestone of the selected packages is reached.				
Second communication milestone of the selected packages is reached.				
<b>FINANCIAL ISSUES:</b>				
The expenditures validated in the DOVE(s) are described clearly in the project report, i.e. all costs can be identified in the activity descriptions				
Copy of bank statement(s) is proving the transfer of EU contribution by the LP to all partners (including the advance payment)				
Date and amount of transfers by the LP to the partners are reported and in line with the uploaded bank statement(s)				
<b>OVERALL COMMENT</b>				

	Name	Date
Prepared by:		
Double-checked by:		