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**Checklist for the final report**

| **Check** | **Activity** | **Notes** | **Notes for beneficiary** |
| --- | --- | --- | --- |
|  | All beneficiaries completed their project activities | by **30 April 2024** |  |
|  | All planned project results are achieved | if not, contact TA CR immediately |  |
|  | All project costs are incurred and invoiced by all individual beneficiaries | by **30 April 2024** |  |
|  | All project costs are paid | in 30 days of the project conclusion by the latest |  |
|  | The Project Promoter returned all unspent funding within the whole project | no later than 14 calendar days from the date of submission of the final report |  |
|  | The final report is ready to fill in ISTA | the Principal Investigator and project owner will get an automatic notification via emailthe report will be ready on 18 April at the earliest, on 29 May at the latestcheck that the persons who will be completing the report have access and appropriate rights to ISTA |  |
|  | The Project Promoter is familiar with the document "Guidelines for the interim/final report and/or drafting of the technical report" | Available in ISTA in the "interim/final reports" section |  |
|  | Final report - the section Research Team is filled | in particular, all full-time equivalents and key persons are listed |  |
|  | Final report - the section Objectives/Activities is filled | summary of how the project objectives and results were achieved in the whole project duration perspective |  |
|  | Final report - the section Outcomes/Results is filled | all results shall be achieved and supported by the relevance documents; Agreement/s on Utilisation of Results shall be concluded  |  |
|  | Final report - the section Project Budget is filled | The Project Promoter and all project partners provide the actual use of all cost items.Even project partners outside the Czech Republic shall use CZK when reporting costs in the final report in ISTA. |  |
|  | Final report - the section Plan for Exploitation and Dissemination of Result is filled | A Plan for Exploitation and Dissemination of Result must exist for every result, even if it has no commercial or other use. If some results form a logical unity, there may be one implementation plan for all of them. |  |
|  | The Project Promoter prepared the technical report and all project partners can contribute (1) | This is the mandatory annex of the final report in ISTAWhile completing the technical report, follow the document “Guidelines for the interim/final report and/or drafting of the technical report” in ISTA |  |
|  | All individual beneficiaries prepared the accounting records of the project (2) | This is the mandatory annex of the final report in ISTA |  |
|  | All individual beneficiaries prepared the financial statement (3) | This is the mandatory annex of the final report in ISTA |  |
|  | Norwegian project partners using the unit costs have the certificate issued by the RCN (4) | This is the mandatory annex of the final report in ISTA, if relevant |  |
|  | All attachments and supporting documents to the achieved results are completed (5) | This is the mandatory annex of the final report in ISTA |  |
|  | The Data Management Plan is updated and includes all relevant information linked to the achieved results (6) | This is the mandatory annex of the final report in ISTA |  |
|  | The beneficiary that claims funding of 325 000 EUR and more has an audit certificate to be submitted as a proof of incurred project costs. (7) | You can use a template (annex of the Implementation Guide).This is a mandatory annex of the final report in ISTA, if relevant |  |
|  | Project Promoter concluded theAgreement/s on Utilisation of Results with all relevant project partners and entities (8) | This is the mandatory annex of the final report in ISTA |  |
|  | Project Promoter together with project partners completed a full list of publications related to project results (9) | This is the mandatory annex of the final report in ISTA |  |
|  | Project Promoter together with project partners filled the Socio-economic impact of the project (10) | This is the mandatory annex of the final report in ISTA |  |
|  | All mandatory annexes (1- 10) are uploaded in ISTA in the final report | since ISTA does not have a check on all mandatory annexes, make sure they are all attached |  |
|  | The project owner submitted the final report in ISTA | within 60 calendar days from the date of completion of the project |  |
|  | The project owner generated a PDF confirmation of the report submission in ISTA | after the report was submitted in ISTA |  |
|  | Project Promoter sent the confirmation of the submission of the report via its data box to the TA CR data box | the deadline for submission is the next working day before midnight after the report is submitted to ISTA |  |
|  | **The report and all relevant documents are in English** | or the translation into English is made |  |