

**Interreg  
Danube Region**



**Co-funded by  
the European Union**

# **Project Progress Report Guidelines**



# Table of contents

- List of abbreviations ..... 3
- Introduction ..... 4
- PART 1: TECHNICAL GUIDELINES ..... 5
  - 1.1. Accessing and opening a PPR..... 5
  - 1.2. Editing the PPR ..... 6
  - 1.3. Certificates..... 6
  - 1.4. Application for Reimbursement ..... 6
  - 1.5. Attachments..... 7
  - 1.6. Submit ..... 7
  - 1.7. PPR status..... 8
  - 1.8. Automatic notifications to LP and change of password..... 9
- PART 2: CONTENT OF THE PPR .....10
  - 2.1. Project Report Identification .....10
  - 2.2. Work Plan Progress .....10
  - 2.3. Project Results & Horizontal Principles .....12
  - 2.4. List of Partner Certificates .....13
  - 2.5. Project Progress Report Annexes .....14
  - 2.6. Financial overview .....14
  - 2.7. Report Exports.....16
- PART 3: PPR REVISION/ COMPLETION .....17
- PART 4: FINAL REPORT .....18

## List of abbreviations

AF	Application Form
AfR	Application for Reimbursement
Jems	Joint Electronic Monitoring System
LP	Lead Partner
MA/JS	Managing Authority / Joint Secretariat
PP	Project Partner
PPR	Project Progress Report
PR	Partner Report
SC	Subsidy Contract
SO	Specific Objective

# Introduction

This document provides an overview of the structure and content of the Project Progress Report (PPR) and outlines the information that must be provided by the Lead Partner (LP) in each section.

Reporting is one of the key tools used by the Programme to regularly monitor the implementation of the projects both from a financial perspective (e.g. spending, budget reallocations) and a content-related perspective (e.g. progress of activities, delivery of outputs and results, and contribution to Programme output indicators and objectives).

In addition, reporting constitutes the basis for the reimbursement of the EU contribution (Interreg funds) linked to eligible project expenditures incurred.

In accordance with the contractual obligations, the LP is required to submit a PPR on a half-yearly basis. The reporting periods are defined in the Subsidy Contract (SC). The Application for Reimbursement (AfR) forms an integral part of the PPR.

The LP must submit the PPR and the AfR to the Managing Authority/Joint Secretariat (MA/JS) within three (3) months of the end of each reporting period. The PPR is compiled by the LP based on information provided by the Project Partners (PPs) through their Partner Reports<sup>1</sup> (PRs). The PPR must include a detailed description of the activities implemented and the related expenditures for the reporting period concerned.

In the content-related sections of the PPR, the LP is required to provide a comprehensive overview of the overall progress of project activities, as well as the status of deliverables and outputs. All implemented activities must be in line with those described in the approved Application Form (AF) and must adequately justify the reported expenditures.

In the financial sections, the LP must include all expenditures verified by the national Controllers that relate to the reported activities and that have been incurred and paid by the LP and the PPs during the relevant reporting period.

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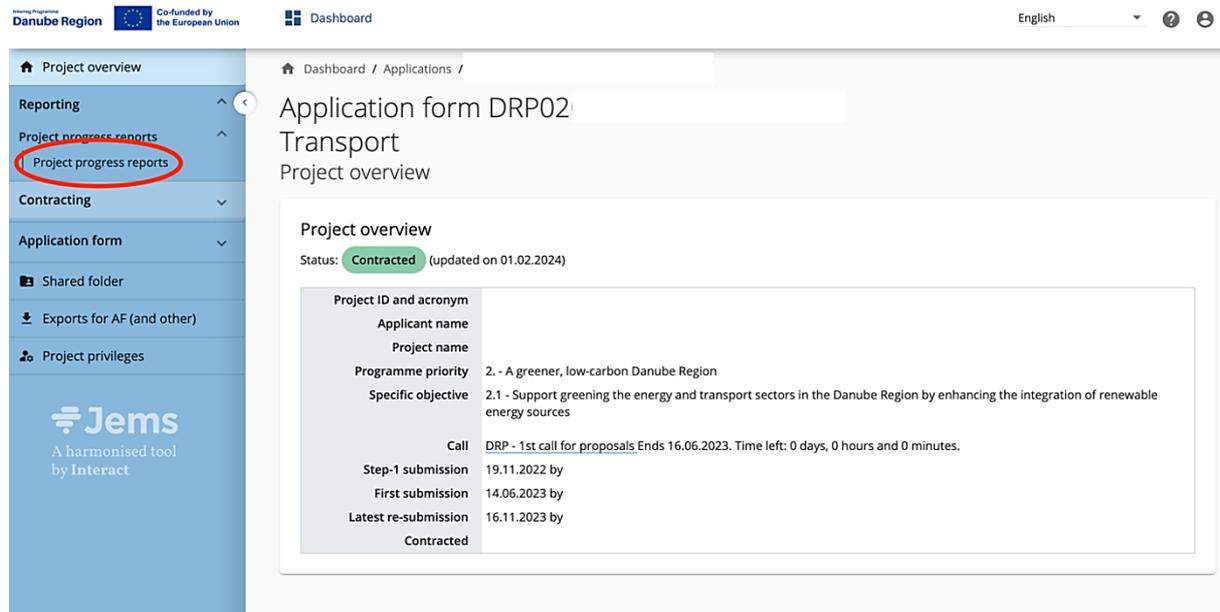
<sup>1</sup> In order to ensure LP's access to the PRs of the PPs, the LP user must be added with „view” rights to each PP in the „Project privileges” section of Jems

# PART 1: TECHNICAL GUIDELINES

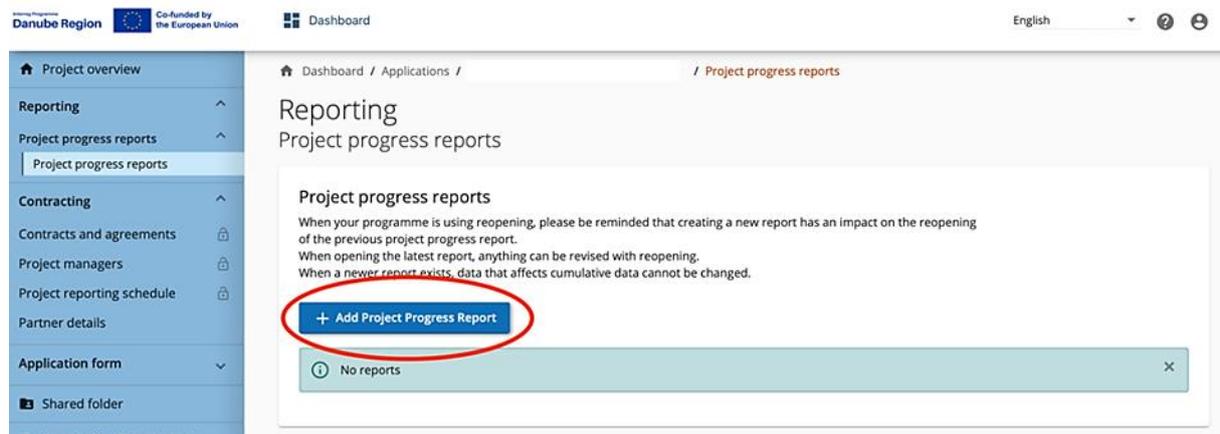
## 1.1. Accessing and opening a PPR

Once a project has been assigned the status “contracted” in Jems, the LP can carry out all reporting-related steps.

After accessing the project, the [Project progress reports](#) section is available in the upper-left menu.



To start a PPR, the LP must click on “Add Project Progress Report”.



The LP must first select the relevant Reporting Period in the “Link to the reporting schedule” field (1) and then select the corresponding “Reporting period starting date” field (2) and

“Reporting period ending date” field (3), making sure that the inserted dates are fully in line with the ones defined in the SC. Further fields are auto-generated.

Once done, the LP must click the “Create” button.

Multiple PPRs can be created at any time. Draft reports (if any) can be deleted from the overview (typically, when such were created accidentally).

It is important to note that, at the moment of creation, each PPR pulls data from the most recently approved version of the AF. Ongoing modifications of the AF will have no impact on the data inserted in the existing reports. LPs must also be aware that, starting with the second PPR, all data entered in the previously submitted PPRs (e.g. spending, achievements, text, etc.) is aggregated.

## 1.2. Editing the PPR

The PPR sections are completed either by inserting text, figures, selecting options from drop-down menus or uploading supporting material.

**LPs are reminded to always press “Save Changes” button before leaving a section!**

Guidance on how to edit each section are provided in Part 2 of these guidelines.

## 1.3. Certificates

Partner certificates are issued by controllers, who verify of the expenditures reported by PPs in their Partner Reports (PRs). The certificates are electronic and they are used by LPs to consolidate and to compile the PPRs.

## 1.4. Application for Reimbursement

The Application for Reimbursement (AfR) is the official document used by LPs to claim the reimbursement of Interreg funds from DRP MA/JS. AfRs are partially automated, meaning that they are generated through Jems (see point 2.7 - Report Exports) but must be signed (either manually or electronically) by the legal representative of the LP. The signed AfRs must then be uploaded in the [Report Annexes](#) section of the PPR.

### 1.5. Attachments

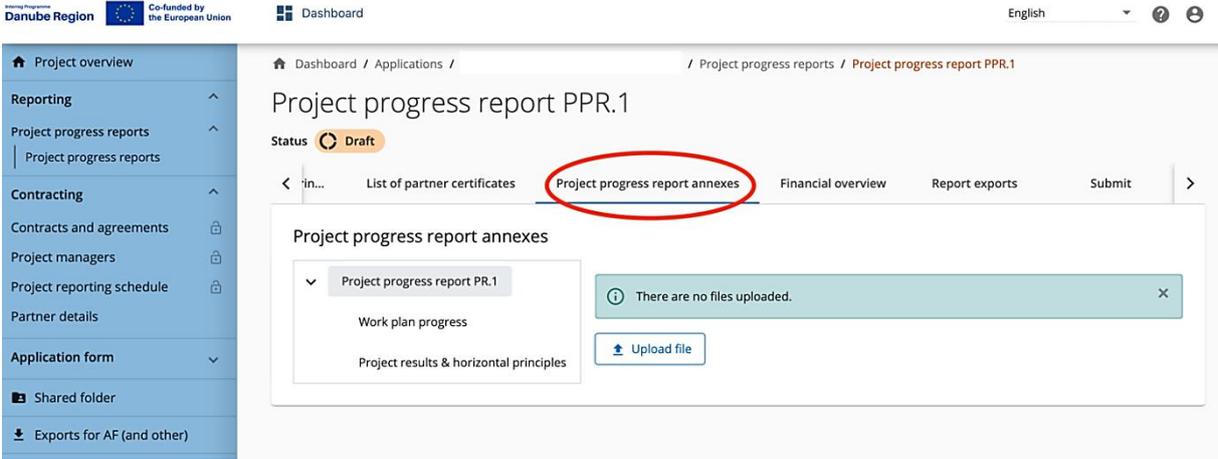
Supporting documents/ materials can be attached to the PPR under Deliverables or Outputs in the [Work Plan Progress](#) section or under Results in the [Project Results and Horizontal Principles](#) section by clicking on the upload symbol.



The attachments uploaded in these sections must specifically relate to particular deliverables, outputs or results (e.g. evidence for a specific deliverable, output or result, output factsheets or quality reports).

**It is to be noted that in the [Work Plan Progress](#) section, only one file can be uploaded. If an output consists of more than one file, they must be saved in a single “zipped” file.**

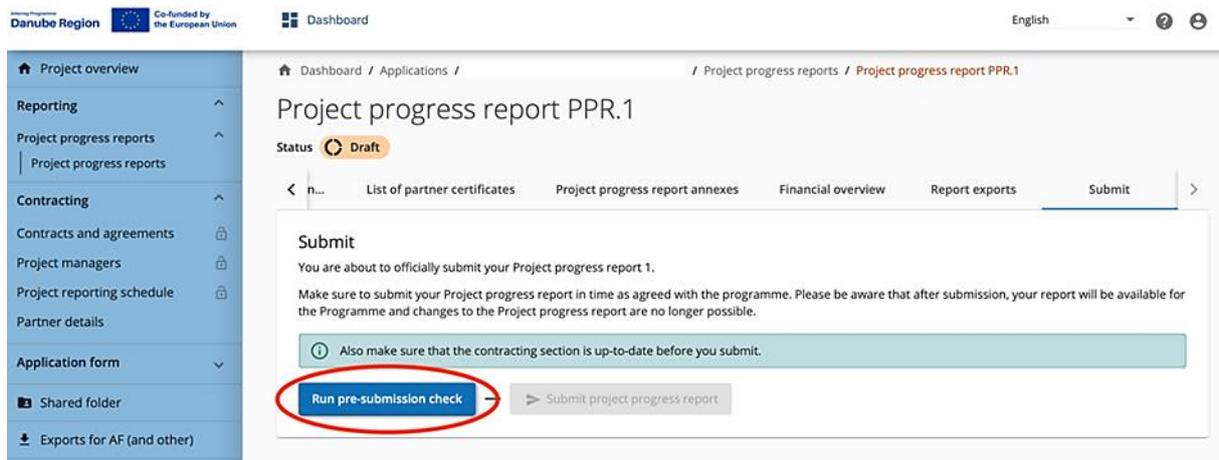
More general material (e.g. press releases, information on additional/unforeseen measures or similar) as well as the AfR can be uploaded under the [Project progress report annexes](#) section. The number of file uploads in this section is not restricted.



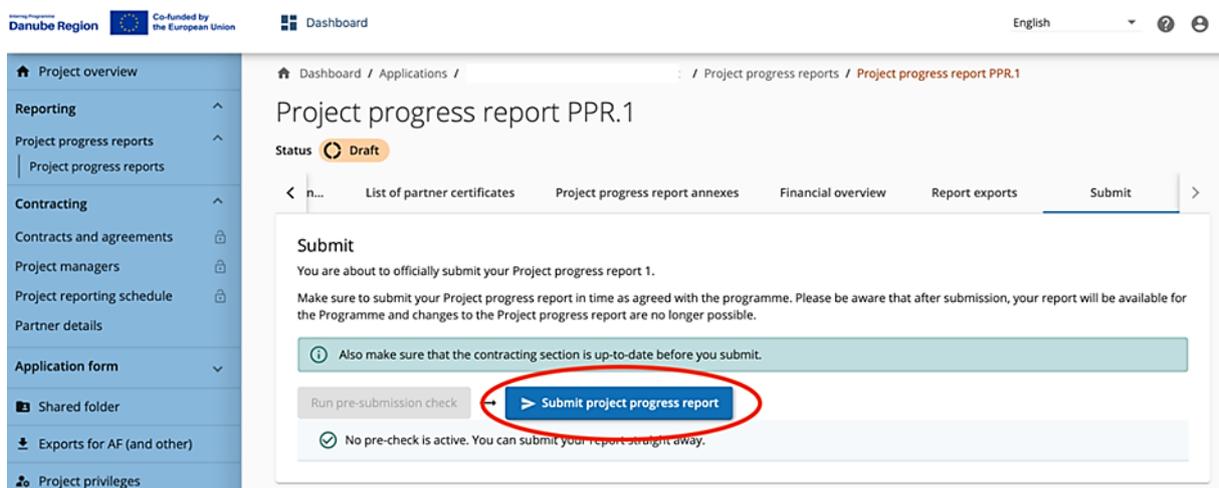
### 1.6. Submit

The [Submit](#) section of the PPR is used to perform a final pre-submission check and to submit the PPR.

LPs are required to click the “Run pre-submission check” button before the final submission of the PPR.



LPs are advised to go through all sections of the PPR and to double check if all sections of the PPR are correctly completed. To finalise the reporting procedure, LPs must click on “Submit project progress report”.



After successful submission, the PPR can no longer be modified and the MA/JS verification process can be started.

## 1.7. PPR status

The status of the PPR reflects the different stages of its processing.

When a PPR is created and while it is being edited, its status is **Draft**. Once a PPR is completed and submitted to MA/JS, its status changes to **Submitted**. During the MA/JS content check, the status of the PPR is **Verification ongoing**. PPRs that have been checked and approved by MA/JS are assigned the status **Verified**.

In case a PPR does not meet all requirements for acceptance and approval, **it is reopened**, meaning that it is returned to the LP for revision/ completion (see PART 3).

## 1.8. Automatic notifications to LP and change of password

Jems sends automatic notifications to LPs when a PPR needs revision/ completion (i.e. it is reopened) or when it has been accepted and approved by MA/JS. Receiving automatic email notifications require LP's expressed consent.

To express consent, the LP must click on the user icon in the upper right corner of the screen (1). In the drop-down menu, the LP must click on the user name, and then tick the checkbox for Notifications (2).

The screenshot displays the 'Your profile' page. At the top right, a user icon is circled in red and labeled '1'. Below the 'User data' section, the 'Notifications' section contains a checkbox labeled 'Send notifications automatically to my email', which is circled in red and labeled '2'. The 'Password' section features a 'Set new password' button, also circled in red and labeled '3'.

On the same page, the LPs can also change their password (3).

# PART 2: CONTENT OF THE PPR

## 2.1. Project Report Identification

In this section the LP must provide general information on the overall progress of the project, focusing on Highlights of main achievements, Partner problems and deviations, as well as Target Groups and their involvement. The LP is asked to provide a concise and authentic snapshot of the project progress, avoiding as far as possible unnecessary duplication of details provided in the other sections of the PPR.

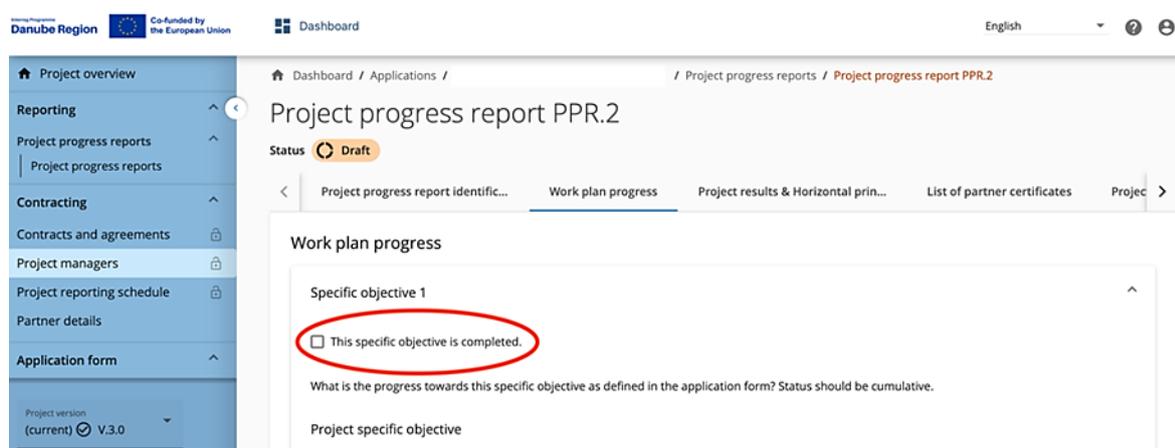
Additionally, this section serves to visualize aggregated features of the PPR. These automatically-generated parts – such as the overview table of the outputs and results – do not require any action from the user.

In the **Target Group** section, the LP is required to describe how each of the target groups were involved during the reporting period, in line with reported activities, deliverables and outputs. LP must name the institutions/ organisations that were reached and how they were involved. Additionally, the LP must indicate the corresponding source of verification (e.g. minutes, pictures, list of participants, etc.).

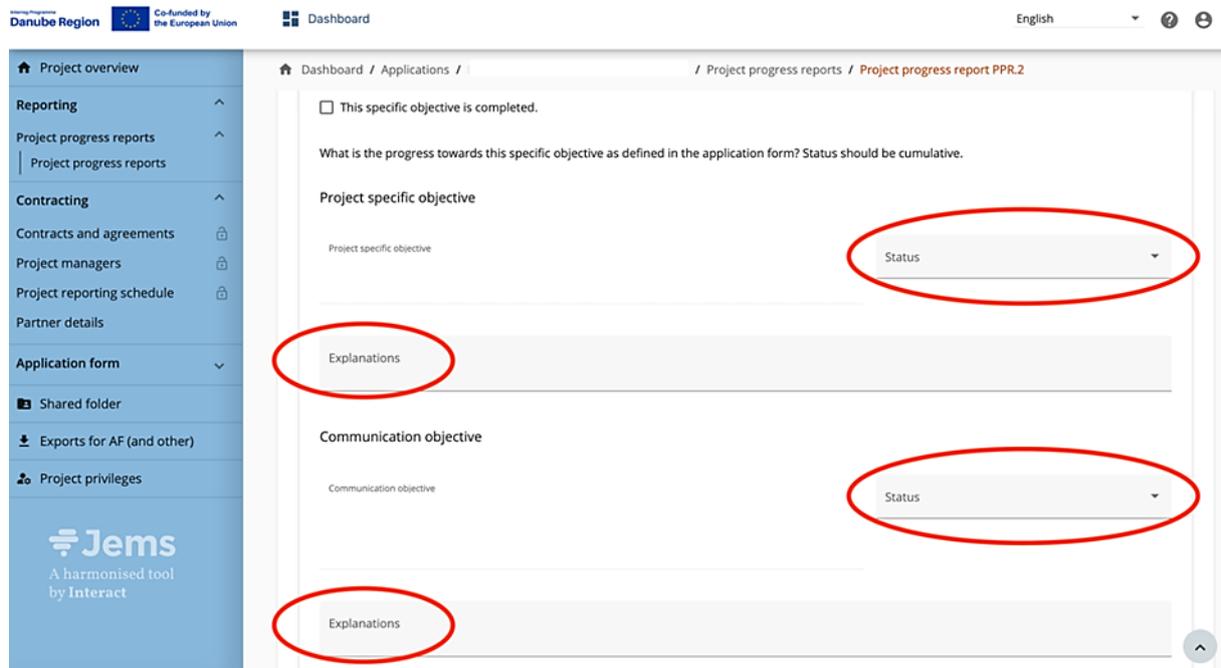
## 2.2. Work Plan Progress

This section is used for detailed descriptions of the progress and status of activities under each Project Specific objective and each Communication objective, as well as for reporting on the progress or completion of Deliverables, Outputs and planned Investments.

At the top of each Specific Objective (SO) form, there is a checkbox to confirm whether “This specific objective is completed”. This box should only be checked once all related activities, deliverables and outputs have been finalised and submitted to MA/JS via Jems, including the Output Factsheet and Output Quality Report.

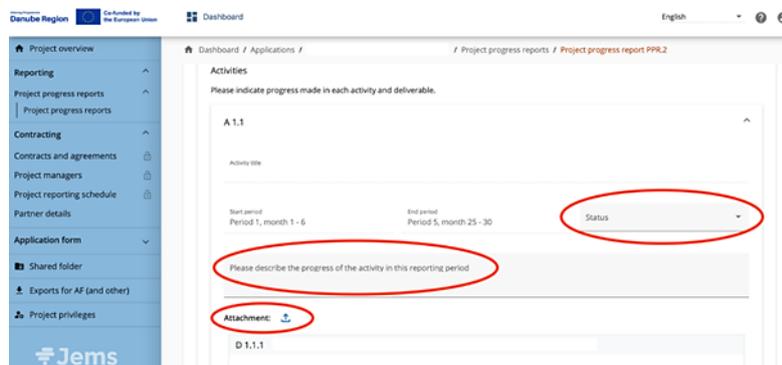


For both the project specific objective and the connected communication objective, the LP should select the status of achievement - “Fully achieved”, “Partly achieved” or “Not achieved” - and summarise the progress made during the reporting period. When the first PPR is created, the Status fields of the project specific objective, the communication objective and Activities are empty. If a previously submitted PPR exists, the Status and related text fields of a newly created report are pre-filled with the information entered in the latest submitted PPR.



In case the project includes planned investments, the LP should also describe their progress during the reporting period.

For each activity, deliverable and output, a dedicated section with text fields is provided to describe the progress during the reporting period. Similar to the objectives, for each activity there is a drop-down menu to select the Status of implementation. The description of the activities should be concrete and precise highlighting who did what, where and how. The LP should avoid generic description such as simply restating the content of outputs and deliverables.



For Deliverables, the LP should indicate the values achieved during the reporting period and provide a brief explanation on the actual progress. Evidence supporting the reported finalised deliverables must be uploaded by clicking the Attachment button. LPs must note that this section allows the upload of one single file. Therefore, if the evidence consists of more files, they must be saved in one zip file.

The screenshot shows a web interface for reporting project progress. On the left is a navigation menu with items like 'Project progress reports', 'Contracting', 'Contracts and agreements', 'Project managers', 'Project reporting schedule', 'Partner details', 'Application form', 'Shared folder', 'Exports for AF (and other)', and 'Project privileges'. The main content area is titled 'D 1.1.1' and contains a form with the following elements:

- 'Deliverable title' field.
- 'Delivery period' field with the value 'Period 5, month 25 - 30'.
- A table with two columns: 'Achieved in this reporting period' (value: 0,00) and 'Cumulative value' (value: 0,00).
- A section titled 'Progress in this report'.
- An 'Attachment' button with a cloud upload icon.

Red circles in the image highlight the 'Achieved in this reporting period' field, the 'Progress in this report' section, and the 'Attachment' button.

Output reporting must be completed for each output belonging to the SO. The LP must indicate the values achieved during the reporting period and provide a brief explanation of the actual progress made in reaching the project targets. Evidence supporting the outputs reported as finalised in the respective period must be uploaded by clicking the Attachment button.

**The Output Factsheet and the Output Quality Report are mandatory for each finalised output. Without them, the MA/ JS will not reimburse the related costs.**

### 2.3. Project Results & Horizontal Principles

Similar to the outputs, the reporting of the results must be completed for each result under a SO. The LP shall indicate the values achieved during the reporting period and provide a brief explanation on the actual progress made in reaching the targeted project results. The LP must upload the documents to support the result reported as reached by clicking the Attachment button.

**In case a result is expected to be achieved after the project implementation period, the LP must provide a detailed description of the concrete measures that will lead to the achievement of the result.**

Regarding the Horizontal principles, the LP must provide a concrete description of how these principles are observed by the project, including references to how they are integrated in the work plan of the project.

Where relevant, the Horizontal principles/ Strategic Environmental Assessment (SEA) section must be used to describe the connection of a project output, deliverable, or investment to a SEA procedure or to a relevant Environmental Impact Assessment (EIA) carried out by the

relevant PP(s).

## 2.4. List of Partner Certificates

Available partner certificates are listed in this section. To include a partner certificate in the PPR, the corresponding checkbox must be ticked. As a general rule, all partner certificates should be included in the PPR, unless duly justified reasons indicate otherwise.

If a reporting period has been configured for content reporting only, the “List of partner certificates” and “Financial overview” sections will not be visible.

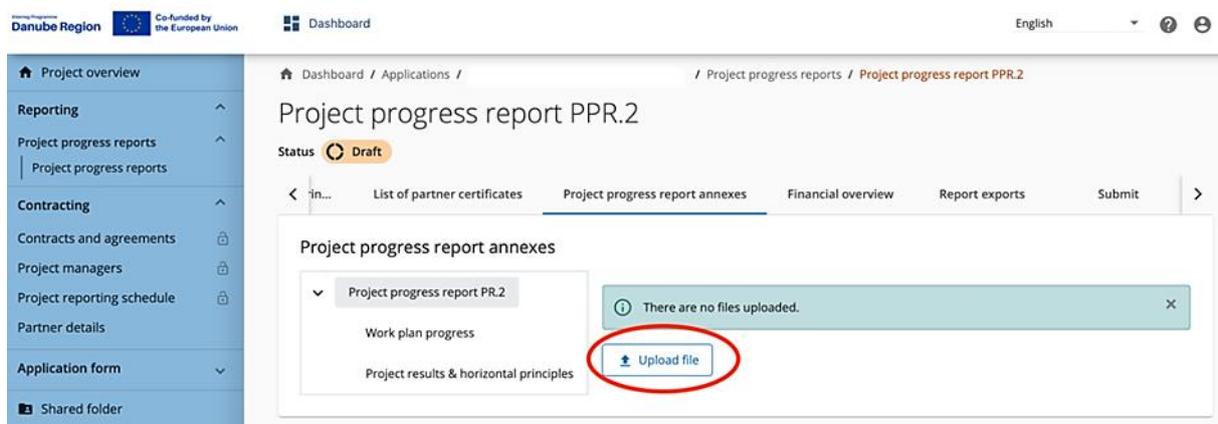
## 2.5. Project Progress Report Annexes

In this section, the LP should upload documents that are relevant to the report but are not evidence connected to outputs, deliverables, or results, which must be attached in the dedicated sections described above. This section is also used to upload the AfR as well as evidence of project achievements not originally planned in the AF, additional justifications, etc.

The tree structure shows all locations within the report where files can be uploaded and displays all uploads from all sections in one list.

Files uploaded in this section can be deleted here, while files uploaded in other sections can only be deleted in their respective sections.

**The AfR and bank statements serving as proof of payments of previously reimbursed Interreg funds must be uploaded in this section to ensure a complete PPR.**



All files can be downloaded at once by clicking on  button in the right down corner.

## 2.6. Financial overview

This section is automatically generated and provides an overview of the projects' financial progress. It reflects the expenditures included in the current report, amounts reported in previous periods, and the remaining project budget.

All tables can be downloaded in Excel format by clicking on  button in the right down corner.

Alternatively, LPs may view aggregated financial data in the [Reporting/ Overview/ Financial Living Tables](#) section.



The financial overview tables contain the data from the AF on one hand and aggregated data from the reports on the other. The data is displayed by fund, cost category and partner. These tables are very useful for the monitoring of the remaining budget, considering that they contain up-to-date data based on submitted/certified/verified amounts.

In this section, the LP can visualise the remaining budget as the system calculates the original budget in the AF against amounts Submitted in Partner Report/ Certified by Control/ Submitted in Project Report/ Verified by MA/JS or Paid. To do this, the LP must simply select one of the options in the drop-down list above the living tables.

Overview  
Financial Living Tables

Project | LP1 Ministry RS | PP2 Bus. Agency HR | PP3 Institute RO | PP4 Institute AT | PP5 Science Park DE | PP6 Association SI | PP7 Foundat

The tables below are inspired by the financial overview tables per fund, per cost category and per partner in the project report. The difference is that the data is always up-to-date based on submitted/certified/verified data. What is important to note is that:

1. In case of FTLS, all columns (except for paid by programme) are automatically updated as soon as you set the FTLS to ready for payment.
2. In case of reopening of Partner reports or Control work, data are cleared from the respective columns in the Financial Living Tables and therefore, there might be differences to the financial overview tables in the latest Partner reports.
3. In case of reopening of Project reports or Verification work, data are cleared from the respective columns in the Financial Living Tables and, therefore, there might be differences to the financial overview tables in the latest Project report.
4. Column Paid: whenever payments are confirmed the funds are updated.
5. Column Contributions received: whenever a partner adds partner contributions to the contributions tab in a submitted partner report the values in the contributions section are updated.

Please choose in the options below on what basis you want to calculate remaining budget. All tables below are directly affected.

Total Submitted in Partner Report

Total Certified by Control

Total Submitted in Project Report

Total Verified by JS/MA

Total Paid funds + Contributions received

		in Euro)						
		Partner report			Project report			
budget		Total Submitted in Partner Report	Of which re-included	Total Deducted by Control	Total Parked by Control	Total Certified by Control	Total Submitted in Project Report	Total Deducted
Interreg Funds	2.312.240,00	879.548,58	26.519,15	21.577,64	85.600,74	586.391,40	519.857,85	
Partner contribution	578.060,00	219.887,24	6.629,83	5.394,37	21.400,23	146.597,92	129.964,51	

All tables can be downloaded in Excel format by clicking on button in the right down corner.

## 2.7. Report Exports

[Report Export](#) section is used to generate the AfR or the PPR. The LP must select the relevant plugin to generate the AfR, or PPR. The generated AfR document must be printed and signed by the legal representative of the LP. **Please note that both pages of the AfR must be signed.** The signature may be manual or electronic, in accordance with the provisions outlined in Annex A2 - Proof of signature. Once signed, the AfR must be uploaded in the [Project Progress Report Annexes](#) section of the PPR.

## PART 3: PPR REVISION/ COMPLETION

When the PPR is reopened by MA/JS for revision/ completion, a notification is displayed on the dashboard of all users registered in [Project/ Project privileges/Application Form users / Project managers](#) section.

Notifications

Time	Related call	Project	Acronym	Partner	Subject
12/23/2025 9:23 AM	18 - DRP - 1st call for proposals - V7 test - with pre-check	<a href="#">DRP1800039</a>	Mira	-	Mira project - PPR no. 9 of period 2 – reopened

Dear lead partner,

Progress report no.9 - period 2 of Mira project has been reopened by MA/JS for completion.

Please find the Request for completion, including MA/JS findings and deadline, in the Verification communication section of the PPR.

An e-mail will also be received if the user chose to receive notifications by e-mail in their user profile (**highly recommended**).

**LPs must make sure that relevant users are registered in the [Project/ Project privileges/ Application Form users/ Project managers](#) section.**

The LP may find the **request for completion** in the [Verification communication](#) section of the relevant PPR by clicking on „Open verification work” button.



Status ☰ Verification ongoing Switch to project progress report

Verification communication

Verification communication

In this section both JS/MA and project user(s) can upload and download documents. This can be used for clarification rounds during verification, if programme rules allow. Attention: Once verification work is finished deletion or editing won't be possible anymore!

File name	Location	Upload date ↓	User	File size
DRP_PPR completion req...	Verification Document	10/07/2024 4:00 PM	mirjana.arsenic.petrovic@danube.eu	45.5 kB

Upload file

Under this section, MA/JS uploads the request for revision/ completion, which contains MA/JS findings concerning the relevant PPR and the deadline for the re-submission of the PPR.

Revision/ completion of the PPR must be done in line with MA/JS request and the PPR must be re-submitted by the indicated deadline.

**Important:**

- In case a Control Certificate included in the PPR needs to be corrected, the LP must first exclude the certificate from the [List of partner certificates](#) section and then inform the assigned Project Officer by email to reopen the Control Certificate for correction by the controller.
- If requested, completion documents or additional justifications must be uploaded in the [Project progress report annexes](#) section.

## PART 4: FINAL REPORT

When creating the Progress Report for the last reporting period, particularly when selecting the last reporting period from the drop-down menu, “Final report” will be automatically indicated.

Project progress report identification

Reporting period start date (D...) Reporting period end date (D...)

Final report  
Yes No

Type of project progress report  
Content Finance Both

\* Link to reporting schedule (contracting)  
5, Period 5 month 25-30

Reporting period  
Period 5, month 25 - 30, 01/01/2026 - 30/06/2026

Submission deadline (DD/MM/YYYY)  
1/10/2026

An additional section, i.e. [Project closure](#), will be displayed.



This section consists of three parts:

- Project story, where the LP is required to provide a summary of the project in line with the given instructions. **As this summary may be used for public promotion of the project, the text should be clear, straightforward and reader-friendly for both specialists and non-specialists.**
- Mentions and prizes, where the LP is required to list the prizes, labels, recognitions etc., the project might have received during its implementation.

- Additional questions, where the LP is required to answer two questions. The first refers to how transnational cooperation benefitted the partner organisations and the second to the project’s concrete contribution to the relevant strategies, including EUSDR. To answer these questions, the LP must first select “Final report – additional questions” checklist from the drop-down menu and then click the “Start new checklist” button, as shown below.

Additional questions to be answered (via checklist)

Select checklist template ▼

Additional questions to be answered (via checklist)

Select checklist template  
Final report - additional questions ▼ + start new checklist

When all information is entered, the LP must complete the checklist by clicking on the Finish checklist button.

Final report - additional questions

Finish checklist

Final report - additional questions

Please describe how the partner organisations benefitted from the transnational cooperation within the consortium but also from the cooperation with other synergic projects during project implementation.

description  
lorem ipsum

Please describe the project’s concrete contributions to the relevant strategies, their objectives, as indicated in the AF in the light of produced outputs and achieved results. Regarding the project’s contribution to EUSDR, please refer to the relevant PA(s) and its actions as defined in the EUSDR Action Plan.

description  
lorem ipsum