Information about reporting

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Time for reporting?

Some of the project that started in 2008 have received an e-mail saying that it is time to submit a report. The reports should be submitted through the **ARS**. The revised **user guide** for ARS, each step of the reporting is described.

Status reports

Multiannual projects should report annually before **15 June**. If your project is due for reporting 15 June 2009, the coordinator has already received an e-mail. The status report is a simple report, with the purpose of giving the Nordplus administration a picture of how the project is going on. This is also a possibility to report specific challenges or changes in the project.

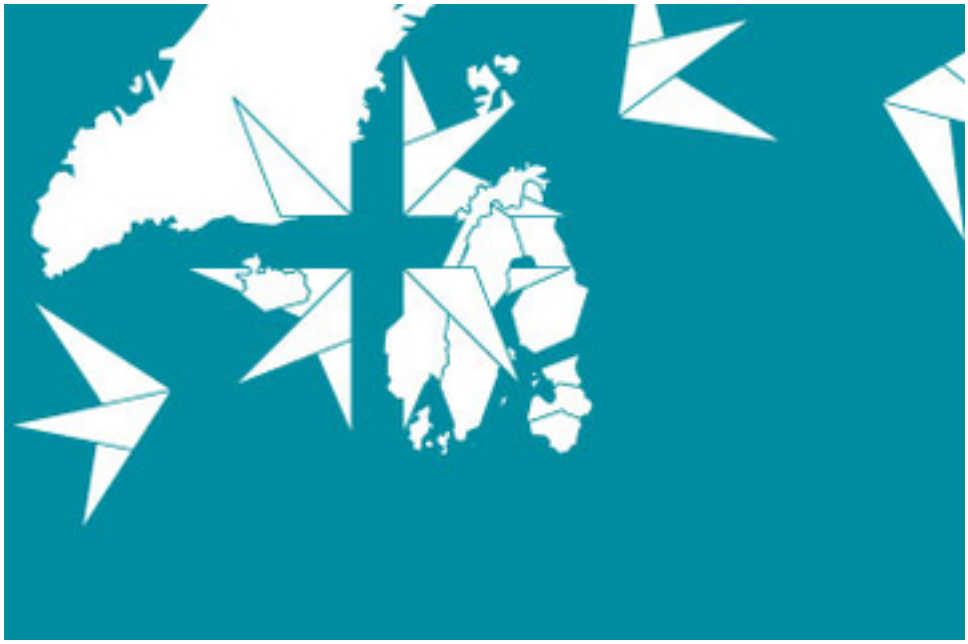
Final reports

All projects should report at latest 30 days after the completion of the project. In 2009, some projects will have to report later, since the report form was ready only in May 2009. The final report should also include statistics on mobility and accounts. The coordinator will receive an auto generated e-mail from ARS when reporting is due.

When you have finished your *Final Report* in ARS, please print the last page of your report in ARS (confirmation page), and sign this. The signed page must be sent by mail to the chief administrator (your contract partner) before the deadline for your report.

Status reports are only to be submitted electronically.

If you have questions regarding reporting, please contact the Chief administrator of the relevant Nordplus programme.



Yes