



Submit and Update Interim Financial Report

GrACE User manual for Programme Operators, Fund Operators, National Focal Point and Certifying Authority

Version 5.0, February 2022

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1. Introduction to Interim Financial Report

The purpose of this manual is to help Programme Operators (POs), Fund Operators (FOs), National Focal Points (NFPs) and Certifying Authorities (CAs) to complete and submit Interim Financial Reports (IFRs) in GrACE.

This manual describes the layout of the Interim Financial Reports (IFRs) and how they shall be completed by the PO and the CA or FOs, in the case of directly contracted programmes. Note: In some programmes the NFP acts as the PO, please read the instructions for the PO in this case.

The IFR shall be submitted twice a year, covering the following reporting periods in each calendar year:

- 1 January – 30 June for actual expenditure incurred and 1 November – 30 April for proposed expenditure, with a deadline for submission to the FMO on the 15th of September.
- 1 July – 31 December for actual expenditure incurred and 1 May – 31 October for proposed expenditure, with a deadline for submission to the FMO on the 15th of March.

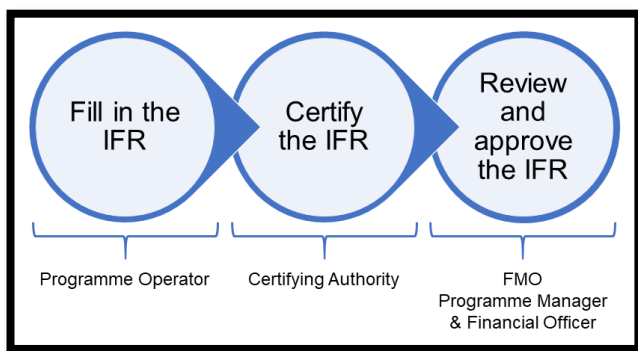
The IFRs received after their due date but on, or before, the following due date will be processed by the FMO as the report would have been received on its following due date¹. If an IFR has not been received within twelve months from the end of the reporting period in which expenditure has been incurred by the PO/FO, the expenditure for that period will be declared ineligible and cancelled.

Please contact the relevant Financial Officer for questions related to the IFR content.

For further help and support, please contact grace.support@efta.int. This user manual and other manuals can be found at our website <https://eeagrants.org/gracemanuals>, be sure to check in sometimes for updated versions.

For Programme Operators, National Focal Point and Certifying Authority

According to the Regulation, the Programme Operator, or in some cases the National Focal Point, is responsible for preparing and submitting the IFR to the Certifying Authority, and the Certifying Authority is responsible for certifying and submitting the IFR to the FMO.



The purpose of the IFRs is to report on incurred eligible expenditure and request interim payment per programme. Each IFR is customised to the specific programme, i.e., the report contains programme specific data, such as financial information from previously submitted reports, applicable exchange rate etc.

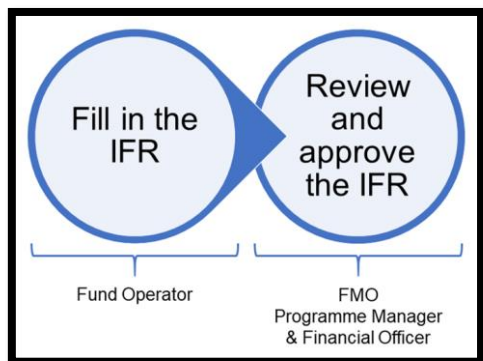
The IFR is composed of the following main sections, of which the first two are also editable by the certifying body.

1. Part A – Incurred expenditure
2. Part B – Proposed expenditure
3. Outcomes (only applicable for the September IFR)
4. Verification by the Program Operator or National Focal Point
5. Certification by the Certifying Authority

Once the IFR has been approved by the FMO, the payment will be processed within a month and transferred to the CA who is responsible for transferring the funds to the PO/NFP.

¹ Reg. Art. 9.3.5.

For Fund Operators



The IFR is composed of the following main sections, of which the first two are also editable by the certifying body.

1. Part A – Incurred expenditure
2. Part B – Proposed expenditure
3. Outcomes (only applicable for the September IFR)
4. Certification by the Fund Operator

Once the IFR has been approved by the FMO, the payment will be processed within a month and transferred to the FO.

2. Submit Interim Financial Report

The task for the preparation of the **Interim Financial Report** is available under the **My tasks** section, located on the top left side of your GrACE dashboard. If there are multiple users in your organisation, the task will be in **My tasks** section for the user registered as primary contact in GrACE.

Provided the previous IFR has been paid, the next IFR will be automatically created on the 1st of January / 1st of July, depending on which IFRs is next to be submitted.

Click on the name of the task to open it. Always access the task by clicking on the task name and not on the document name.

	Task name	Context	Planned end date	Document
<input type="checkbox"/>	IFR			IFR

The task can be acquired by other users from the same organisation under **My team(s) tasks** in the Dashboard, by clicking the checkbox in front of the task (1) and then **Take over** (2).

	Task name	Context	Planned end date	Document	Role/Group
<input checked="" type="checkbox"/>	IFR			IFR	Programme Operator

Reassigning the IFR task to another person within the organisation can be achieved by opened task screen as shown in the image below:



A new window will then open where you can choose which colleague to reassign the task (1). A message can be relayed if you prefer (2) before reassigning (3).



After opening the task, you can view and edit the report. In order to fill in the template, you will edit the Structured Data tab:

The screenshot shows the 'Task: IFR' interface. The 'Details' tab is active, displaying workflow information, assignee, and task description. The 'Main document' section shows the IFR document with a date of 01.01.2022. The 'Structured Data' tab is selected, showing a navigation bar with four sections: 'Incurred (Part A)', 'Proposed (Part B)', 'Outcomes', and 'Verification PO'. The 'Incurred (Part A)' section is expanded, showing the title 'Part A - Statement of actual expenditure incurred' and a 'Show decimals' checkbox.

Navigating between parts of the IFR can be done by clicking on the header titles (1-4):

This screenshot is similar to the previous one but highlights the navigation tabs with red circles numbered 1 to 4. Circle 1 is over 'Incurred (Part A)', circle 2 is over 'Proposed (Part B)', circle 3 is over 'Outcomes', and circle 4 is over 'Verification PO'.



It is important to register projects in GrACE before starting the IFR task, otherwise it will not be possible to report incurred expenditure for those projects. The user manual for Project Level Information can be found [here](#).

This screenshot shows the 'Structured Data' tab with the 'Proposed (Part B)' section selected. The 'Incurred (Part A)' and 'Proposed (Part B)' tabs both have checkmarks next to them, indicating they are completed. A red arrow points to the 'Proposed (Part B)' section, which is titled 'Part B - Statement of proposed expenditure'.

GrACE has a tool for helping you remember to fill in every section of the IFR. Each time you have completed a section you can mark it as done.

When all sections in a tab is marked as done, there will be a checkmark next to the tab header. This is simply an indicator for your own use and has no significant purpose other than a visual reminder, and so it is not required in any way. This is only visible for you when you fill it in, not to the FMO.

2.1. Navigate IFR sections and tabs

2.1.1. Incurred (Part A)

In part A, the user shall report on incurred expenditures² for each of the budget lines approved for the programme. Part A is split into several sections: programme management, one section per outcome and interest earned³. Information can be entered in the respective fields by clicking **Edit** in each of these sections. To start editing, the user clicks **Edit** and once it is done the progress is saved by clicking **Save**.

By ticking the box **Show decimals** you can see the cents and exact figures in the system. This can be turned on and off as you please and is simply a viewing preference. When de-selecting the **Show decimals** button GrACE displays figures on the basis of the conventional rounding method. Whether the **Show decimals** box is ticked or not, the calculations are done on the basis of unrounded figures.

The preview and IFR document itself shows decimals or not depending on what was selected here during the editing.

Show decimals: <input type="checkbox"/>		Show decimals: <input checked="" type="checkbox"/>	
End date of incurred expenditure period 31.12.2021		End date of incurred expenditure period 31.12.2021	
Total Budget	Available balance	Total Budget	Available balance
€ 7,058,824	€ 5,309,115	€ 7,058,823.53	€ 5,309,114.59
€ 6,000,000	€ 4,512,747	€ 6,000,000.00	€ 4,512,747.39
€ 6,000,000	€ 4,512,747	€ 6,000,000.00	€ 4,512,747.39
€ 1,058,824	€ 796,367	€ 1,058,823.53	€ 796,367.20

To edit the IFR:

Incurred (Part A) | Proposed (Part B) | Verification PO

Incurred (Part A) Show decimals

Part A - Statement of actual expenditure incurred and interest earned

Interim financial report number: 6 | Start date of incurred expenditure period: 01.07.2021 | End date of incurred expenditure period: 31.12.2021

To save your work, scroll to the end of the page and click **Save**:

Save the updated information.

Cancel Save

The top part of the section shows IFR information and financial data, including the period covered by the IFR. The summary table shows incurred expenditure previously reported, expenditure reported for this period as well as a total to date and the

² Expenditure reported in the IFR shall be incurred in accordance with Regulation and provisions of the programme agreements.

³ Interest earned shall only be reported in the March IFRs.

available balance for each budget line. The reported expenditure is split in accordance with the allocation of the EEA and Norway Financial Mechanism (FMs) and the co-financing in the programme agreement for each budget heading.



Incurred expenditure reported shall include the programme co-financing in accordance with Annex I to the programme agreement. The reporting period will be in accordance with the Regulation as described above.

Programme management / Management Fee

This section is only applicable for the PO/FO: A summary table with financial information is visible on the top of each budget heading. The summary table provides the grant rate and the co-financing at programme level. The expenditure is automatically calculated pro-rata between the FMs (EEA and Norwegian) according to the allocation as provided in Annex I to the Programme Agreement in case of programmes financed by both FMs.

The column **Previously incurred** indicates the total amount of expenditure incurred to date (as reported and approved within all previous IFRs), followed by the column for the expenditure incurred within the current period. The third column **Total to date** is the sum of the first and the second column. The last column **Available balance** indicates the amount available for this budget heading (**Budget minus Total to date**).

— Programme management					
Norway Grants	Previously incurred	Incurred this period	Total to date	Budget	Available balance
Eligible expenditure	€ 331,496.43	€ 69,772.53	€ 401,268.96	€ 705,882.35	€ 304,613.39
Grant rate (85.00 %)	€ 281,771.97	€ 59,306.65	€ 341,078.62	€ 600,000.00	€ 258,921.38
Norway Grants	€ 281,771.97	€ 59,306.65	€ 341,078.62	€ 600,000.00	€ 258,921.38
Co-financing (15.00 %)	€ 49,724.46	€ 10,465.88	€ 60,190.34	€ 105,882.35	€ 45,692.01

A text box for providing a brief description of the incurred expenditure is presented after the summary of the balances. This description is mandatory. The text shall provide to the FMO a short overview of the main activities and costs incurred by the PO/FO, see example below:

Brief description of actual expenditure incurred
<p>Within the programme management there were expenditures regarding salary for 2 PO employees (from 5804) in the amount of EUR 10,000. Also the assistance for on-the-spot monitoring check was paid in the amount of EUR 2,551 and organization of a seminar on public procurement in the amount of EUR 3,000.</p>

The following table provides a breakdown of the incurred expenditures per month. The incurred expenditure reported shall include the co-financing.

If the reporting currency is euro there will be one input field for **Eligible expenditure**. For expenditure in other currencies, (see example below) the amounts shall be inserted in local currency on a monthly basis. The system automatically converts the amounts to euro using the monthly exchange rate of the European Commission. All fields must be filled, either with an amount or zero, if no expenditure was incurred in that month.

Amounts will have to be inserted without decimals and amounts converted will be rounded to the closest integer.

Eligible expenditure	Month	Eligible expenditure	EUR/	Eligible expenditure (EUR)
	July 2021	305,378	25.477	€ 11,986.42
	August 2021	234,995	25.506	€ 9,213.32
	September 2021	351,190	25.566	€ 13,736.60
	October 2021	320,718	25.457	€ 12,598.42
	November 2021	361,338	25.709	€ 14,054.92
	December 2021	210,062	25.671	€ 8,182.85

The **Adjustments** part allows the Programme Operator / Fund Operator to report corrections of incurred costs reported in the previous IFR's periods, such as corrections due to irregularity cases, recovery of unspent balances or eligible expenditure not previously reported in the IFR.

New adjustments are added by clicking on **Add new adjustment**:

Adjustments	Month	Adjustment type	Description	Adjustment ()	EUR/	Adjustment (EUR)
	July 2021	Irregularity not reported yet	Irregularity regarding reporting	400	25.477	€ 15.70

[Add new adjustment](#)

To add an adjustment the user must first select the month of the adjustment from the drop-down list (only the months since the beginning of the programme expenditure eligibility period are possible to select) and then the type of adjustment. Provide a short description of the adjustment. Enter the amount of the adjustment (in local currency if the reporting currency is not euro). The amount of the adjustment must be a negative value in case of recovery of funds and positive in case of reporting eligible expenditure. Several adjustments can be added if necessary. The adjustment, as well as all other info entered on this form, is saved by clicking **Save** at the end of the page.

The **Total** amount under **Adjustments** is directly deducted from or added to the amount of the incurred expenditures reported for the period.

Eligible expenditure	Month	Eligible expenditure	EUR/	Eligible expenditure (EUR)
	July 2021	305,378.00	25.477	€ 11,986.42
	August 2021	234,995.00	25.506	€ 9,213.32
	September 2021	351,190.00	25.566	€ 13,736.60
	October 2021	320,718.00	25.457	€ 12,598.42
	November 2021	361,338.00	25.709	€ 14,054.92
	December 2021	210,062.00	25.671	€ 8,182.85

Adjustments	Month	Adjustment type	Description	Adjustment ()	EUR/	Adjustment (EUR)
	July 2021	Irregularity not reported yet	Irregularity regarding reporting	400.00	25.477	€ 15.70

Total	Eligible expenditure	EUR/	Adjustment (EUR)
	1,784,081.00	-	€ 69,788.23

Once the information in the programme management section is complete the progress is saved by clicking **Save** at the end of the page. By clicking **Cancel** the information entered will be lost.

Outcomes

On top of each outcome, the name of the outcome is indicated and the Financial Mechanism from which the outcome is financed (EEA or Norwegian).

The following table provides information on the previously incurred amount, incurred in this period, the total to date, available budget and the balance.

— Outcome 1: Enhanced cooperation in the criminal justice and social system (Norway Grants)					
Norway Grants	Previously incurred	Incurred this period	Total to date	Budget	Available balance
Eligible expenditure	€ 13,210.99	€ 36,525.55	€ 49,736.54	€ 802,000.00	€ 752,263.46
Grant rate (85.00 %)	€ 11,229.34	€ 31,046.72	€ 42,276.06	€ 681,700.00	€ 639,423.94
Norway Grants	€ 11,229.34	€ 31,046.72	€ 42,276.06	€ 681,700.00	€ 639,423.94
Co-financing (15.00 %)	€ 1,981.65	€ 5,478.83	€ 7,460.48	€ 120,300.00	€ 112,839.52

A description of the incurred expenditure and activities performed in the period for the given outcomes is to be provided in the text box following the table. The description is mandatory.

Brief description of actual expenditure incurred for the outcome

The payments of EUR 200,000 relate to the advance payment under the first call for 20 projects. Projects were contracted in February 2021. And advance payments up to 30% of the project grant were paid in line with the programme agreement.

The incurred expenditure in the outcomes section is reported per project. Expenditure is considered as incurred at the programme level when payments have been made to project promoters. The amount to be reported is the payments/transfers made to each project indicating the payment date. The amount to be reported includes the programme co-financing.

A project is added by clicking **Add new project eligible expenditure**, see the red box in the picture below.

Eligible expenditures period
July 2021 - December 2021

	Payment to project	Payment Date	Eligible expenditure ()	EUR/	Eligible expenditure (EUR)	
Eligible expenditure		July 2021	488,310	25.477	€ 19,166.70	
		December 2021	445,619	25.671	€ 17,358.85	
	Select project	Select month			€ 0.00	
	Add new project eligible expenditure					
Adjustments	Payment to project	Payment Date	Adjustment type	Description	Adjustment () EUR/	Adjustment (EUR)
	Add new project adjustment					
Total			933,929.00	-	€ 36,525.55	

In the form shown above the project can be selected from the drop-down list, see the green box. Only projects financed under that specific outcome are included in the drop-down list. The month in which the expenditure was incurred is selected next from the drop-down list and the amount is entered in the following field (in local currency if the reporting currency is not euro). Another entry is required if you report expenditure for the same project over more than one month. The project-related expenditure is added by clicking **Save** at the bottom of the page.

The outcomes section also includes adjustments. This part is the same as the adjustments in the programme management section (see program management adjustments). In case of adjustments needed due to any returns of unspent funds from projects and/or recoveries which took place during the reporting period, indicate the amounts with negative values. See example below, click **Add new project adjustment** (red box) and fill in the details in the green box.

Eligible expenditures period July 2021 - December 2021							
Eligible expenditure	Payment to project	Payment Date		Eligible expenditure ()	EUR/	Eligible expenditure (EUR)	
			July 2021		488,310	25.477	€ 19,166.70
		December 2021		445,619	25.671	€ 17,358.85	
<input type="button" value="Add new project eligible expenditure"/>							
Adjustments	Payment to project	Payment Date	Adjustment type	Description	Adjustment ()	EUR/	Adjustment (EUR)
		November 2021	Recovery due to irregularity	Adjusted	30,000	25.709	€ 1,166.91
			Select irregularity case				
Select project		Select month	Select adjustment type				€ 0.00
<input type="button" value="Add new project adjustment"/>							
Total					963,929.00	-	€ 37,692.46

The outcome section is saved by clicking **Save** at the bottom of the page.

Interest earned (only applicable for the March IFR)

This section is only applicable to PO and NFP: The interest generated in the accounts established by the PO/NFP for funds intended for re-granting (Reg. Art. 9.7.b) during the previous year shall be reported in the IFR (e.g., the interest generated during the calendar year 2019 shall be reported in the March 2020 IFR). The interest is reported by the Financial Mechanism.

The interest earned appears on the bottom of the Part A page. These will only appear in the March IFR. The amount of interest earned shall be entered in euro, and further comments shall be provided to describe the nature of the interest. The comment is mandatory, even when no interest has been accumulated.

Interest Earned		Norway Grants	
Interest generated on accounts established by the Programme Operator for funds intended for regranting for 2021	€	100	
Cumulative interest generated on accounts established by the Programme Operator for funds intended for regranting		€ 100.00	
Comments			
<input type="text" value="In the last reporting period EUR 100 of interest was generated on the PO's account."/>			

This section shows two levels of information.

- Interest generated on accounts established by the PO/NFP for funds intended for the reporting year (for manual completion); and
- Interest total to date accumulated for the current and previous years (calculated automatically).

A text box is available for the user to provide relevant additional information relating to the interest.

For Technical Assistance, the interest to be reported is the interest earned (according to Reg. Art. 9.7.1 a.) generated on the bank accounts held in the BS for funds for the FMs 14-21 programmes.

The interest earned reported through the IFRs will be accounted for in the calculation of the final balance referred to in Reg. Art. 9.4.1.

2.1.2. Proposed (Part B)

The PO/FO shall provide a statement for proposed expenditure denominated in euro for the reporting period immediately following the relevant payment date of the report. The proposed expenditure should be consistent with the amounts proposed in the Forecast of Likely Payments submitted to the FMO. Part B follows the same structure as part A, across budget headings, including programme management.

The summary table at the top of the proposed section (see table below) shows previous advance and interim payments, interim payment for the current period as well as a total to date, the budget, and the available balance for each budget line. The proposed expenditure is split by the allocation of the EEA and Norwegian Financial Mechanism and the co-financing in the programme agreement for each budget heading.

	Previous advance and interim payments	Interim payment this period	Total to date	Budget	Available balance
Eligible expenditure	€ 4,679,413	€ -2,939,847	€ 1,739,566	€ 7,058,824	€ 5,319,257
Financial Mechanisms	€ 3,977,501	€ -2,498,870	€ 1,478,631	€ 6,000,000	€ 4,521,369
EEA Grants	€ 3,977,501	€ -2,498,870	€ 1,478,631	€ 6,000,000	€ 4,521,369
Co-financing	€ 701,912	€ -440,977	€ 260,935	€ 1,058,824	€ 797,889

The amount to be paid is equal to the proposed expenditure minus funds left from previous disbursements and the expected cash balance. Following the approval of the IFR, the FMO will disburse the amount to be paid, unless expenditure proposed by the PO/FO is considered unjustified or unrealistic.

Please note that negative amounts are allowed per budget heading. However, in a programme funded by a single financial mechanism, when the total amount to be paid (sum of amount to be paid for all the budget headings), following the calculation above, is negative, the FMO will approve the IFR, setting the amount to be disbursed to zero. Where a programme is funded by both financial mechanisms, the related payments are paid from two different accounts, the adjustments to the disbursements are made at the level of the financial mechanism (i.e., EEA and Norway separately). More details on such modifications where negative amounts are requested in IFRs included in the next section.

The user shall enter the proposed expenditure for each budget heading and provide a justification for the expenditure proposed in the assigned text box (see example below). The euro amounts proposed shall include programme co-financing. In the summary table the system automatically calculates the split of total, grant and co-financing amounts.

Information is entered by editing each of these sections. To start editing the user selects **Edit** at the top right of the page.

The user shall fill in the fields “proposed for period ...”, which is the period covered by the requested proposed expenditure and “expected to be incurred ...”, which is the gap period between the current period of incurred expenditure and the period of the proposed expenditure.

The remaining fields are pre-filled. The **Amount to be paid** at the very bottom of the table for proposed expenditure is calculated by subtracting the expected cash balance at the start of the proposed expenditure period from the proposed expenditure. The expected cash balance is calculated by subtracting the previously incurred expenditure and the expenditure expected to be incurred in up until the next payment date from the total of previous payments.

For each budget line there is a mandatory field where the user shall provide a brief description of the activities to be financed in the proposed expenditure period. The information is required to help the FMO assessing the relevance and realism of the proposed activities and amounts for the period.

EEA Grants		Total	
Proposed for period 01 May 22 - 31 Oct 22		€	63,402.79
Amount paid in previous payments	€ 381,541		
- Reported incurred until 31 Dec 21	€ 298,284		
- Expected to be incurred 01 Jan 22 - 30 Apr 22	€ 35,273		
- Expected cash balance at the start of period for the proposed expenditure	€ 47,984		€ 47,984
= Amount to be paid			€ 15,419

Brief description of activities to be financed

The requested amount will cover the interim payments for call number 2. Expected in June 2022. In total around EUR 200,000 are expected in interim payments in the period. In addition advance payment of EUR 150,000 to PdP1 (BS-PROGRAMME-0002) is expected in September 2022. Total proposed expenditure is EUR 350,000.

Once the information in the section is complete the progress is saved by clicking **Save** at the bottom of the page. By clicking **Cancel** the information entered will be lost.

2.1.3. Outcomes (only applicable for the September IFR)

This step of the IFR shall only be completed in the September IFR and it does not require certification by the CA. It provides information on the progress towards achieving outputs and outcomes. This step is mandatory for the completion of the September IFR.

The user needs to report on the achievements for those indicators which have a frequency of reporting set to “semi-annual” (in Annex I of the Programme Agreement/Programme Implementation Agreement).

The results framework table will be pre-populated by the system, except for the **Achievements** column which shall be filled in by the user. Click on the **Edit** button and fill in the required fields. The achievements should always represent the latest (cumulative) status of a particular indicator – since the start of programme implementation until 30th of June of the year in which the September IFR is being submitted.

For example, if the PO/FO had previously reported an achievement of 200 for the indicator “Number of beneficiaries of services” (period ending 31 December the previous calendar year), and 50 additional beneficiaries received services between 1st of January and 30th of June of the current year, then they would report “250” in the column “Achievements until end of June” in the September IFR.

Document : IFR#3

Preview Structured Data

Incurred (Part A) Proposed (Part B) Outcomes

Outcomes

Report achievements Yes

Objective: Improved correctional system

Outcome 1: Enhanced cooperation in the criminal justice and social system

Indicator	Unit of measurement	Baseline	Achievements until end of previous reporting period	Achievements until end June	Target	Comment
Common educational system for inter-departmental training related to prison and post-prison care set up	Binary	No	No (APR 2019)	Reported Annually (APR)	Yes	-

By clicking on **Edit**, the achievements column becomes editable.

Indicator	Unit of measurement	Baseline	Achievements until end of previous reporting period	Achievements until end June	Target	Comment
Number of municipalities provided with a technical assistance to elaborate Development Plans	0				50	
Number of local professional staff trained in preparing Development Plans	0				150	

2.1.4. (Programme Operator): Verification PO

This section is only applicable for the Programme Operator. This part consists of three sections: Information on the Programme Operator and contact person, a questionnaire, and the signature section.

Programme Operator information

First the Programme Operator is requested to provide information on the contact person. The contact person is selected from a drop-down list. Once done, the section is saved by clicking **Save**.

Programme Operator

Full legal name
[Ministry of Finance](#)

Contact Person
[Drop-down list]

Job Title Programme Financial Manager	Email [Redacted]
Telephone [Redacted]	Mobile [Redacted]

Programme Operator signature
I certify that I am duly authorised to sign this interim financial report and that the proposed expenditure described in Part B from which this interim payment is calculated is a realistic estimate of the expenditure that will actually be required by the Programme in the period referred to in Part B. I have thoroughly reviewed the actual expenditure incurred declared in Part A, and co - financing provided in Part B of this report, and confirm that the information provided is accurate. I confirm that this Programme is carried out as described in the Programme Agreement and that the incurred expenditure is correctly represented.

Questionnaire

In this part the Programme Operator shall:

- 1) comment on the overall implementation status, and
- 2) reply to specific questions regarding the programme.

In commenting on the overall implementation status, the Programme Operator shall assess the progress of implementation, taking into consideration the milestones plan submitted to the FMO prior to signing the Programme Agreement. Programme Operators need to mention and explain deviations from the programme planning. This information will help the FMO review the IFR.

Replies to specific questions are provided by clicking Yes, No or N/A from a drop-down list of each of the questions and providing a comment.

For some of the questions, e.g., no. 1 and 2, the question will have to be answered in each IFR until the reply is positive ("Yes"). When a positive reply has been entered, the questionnaire in subsequent IFRs will be prepopulated with the positive reply. However, you will be able to change later if needed. Also notice that the comment section is mandatory.

Once done, the section is saved by clicking **Save**.

Questionnaire

Overall implementation status (including milestones)

Overall the programme is progressing well. The first call was launched in September 2021. A total number of 15 projects were contracted during the reporting period. Additional calls will be launched in March 2022 from which 8 projects are expected. In addition PdP1 started implementation.

Questions

1. Management and control systems of the Programme Operator set up fulfilling the general principles set out in the Regulation and approved by the National Focal Point (Art 5.7)

Answer	Comment
<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #f2f2f2; padding: 2px;">Select x ▲</div> <div style="border: 1px solid #ccc; height: 20px; margin: 2px;"></div> <div style="background-color: #007bff; color: white; padding: 2px;">Yes</div> <div style="padding: 2px;">No</div> <div style="padding: 2px;">N/A</div> </div>	<div style="background-color: #f2f2f2; height: 20px; margin-bottom: 5px;"></div>

Signatures

In the signature part the PO enters the name, role and organisation of the signing party and includes the place and date of signature. If needed, one or more signatures can be added by clicking +.

Signatures

For the Programme Operator

Signed in	Signed on
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text" value=""/>
Signed by	Role/Organisation
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

+

Once done, the section is saved by clicking **Save**.

2.1.5. (National Focal Point): Verification NFP

This section is only applicable for the National Focal Point for IFRs for Technical Assistance Agreements and Bilateral Fund Agreements. This part consists of three sections: Information on the NFP and contact person, a questionnaire, and the signature section.

National Focal Point information

First the NFP is requested to provide information on the contact person. The contact person is selected from a drop-down list. Once done, the section is saved by clicking **Save**.

National Focal Point

Full legal name
[Text input field]

Contact Person
[Drop-down list]

Job Title [Text input field] Email [Text input field]

Telephone [Text input field] Mobile [Text input field]

National Focal Point signature
I certify that I am duly authorised to sign this interim financial report and that the proposed expenditure described in Part B from which this interim payment is calculated is a realistic estimate of the expenditure that will actually be required by the fund for Bilateral Relations in the period referred to in Part B. I have thoroughly reviewed the actual expenditure incurred declared in Part A and confirm that the information provided is accurate. I confirm that activities under the fund for Bilateral Relations are carried out as described in the Bilateral Fund Agreement and that the incurred expenditure is correctly represented.

Questionnaire

In this part the National Focal Point shall:

- 1) comment on the overall implementation status, and
- 2) reply to specific questions regarding the programme.

In commenting on the overall implementation status, the NFP shall assess the progress of implementation, taking into consideration the milestones plan submitted to the FMO prior to signing the Programme Agreement. The NFP need to mention and explain deviations from the programme planning. This information will help the FMO review the IFR.

Replies to specific questions are provided by clicking Yes, No or N/A from a drop-down list of each of the questions and providing a comment.

For some of the questions, e.g., no. 1 and 2, the question will have to be answered in each IFR until the reply is positive ("Yes"). When a positive reply has been entered, the questionnaire in subsequent IFRs will be prepopulated with the positive reply. However, you will be able to change later if needed. Also notice that the comment section is mandatory.

Once done, the section is saved by clicking **Save**.

Questionnaire

Overall implementation status (including milestones)

Required for submission.

Questions

1. Management and control systems at national level set up fulfilling the general principles set out in the Regulation

Answer	Comment
<div style="border-bottom: 1px solid #ccc; padding: 2px;">Select</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;"> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; background-color: #4a86e8; color: white;">Yes</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">No</div> <div style="border: 1px solid #ccc; padding: 2px;">N/A</div>	<div style="border: 1px solid #ccc; height: 40px; margin-bottom: 5px;"></div> <p style="background-color: #fff9c4; padding: 2px; margin-top: 5px;">Required for submission.</p>

Signatures

In the signature part the NFP enters the name, role and organisation of the signing party and includes the place and date of signature. If needed, one or more signatures can be added by clicking +.

Signatures

For the National Focal Point

Signed in	Signed on
Signed by	Role/Organisation

+

Once done, the section is saved by clicking **Save**.

2.1.6. (Fund Operator): Certification FO

This section is only applicable for Fund Operator for Directly contracted programmes. This part consists of three sections: Information on the Fund Operator and contact person, a questionnaire, and the signature section.

Fund Operator information

First the Fund Operator is requested to provide information on the contact person. The contact person is selected from a drop-down list. Once done, the section is saved by clicking **Save**.

Fund Operator

Full legal name
[Redacted]

Contact Person
[Redacted]

Job Title [Redacted] Email [Redacted]

Telephone [Redacted] Mobile [Redacted]

Fund Operator signature
I certify that I am duly authorised to sign this interim financial report and that the proposed expenditure described in Part B from which this interim payment is calculated is a realistic estimate of the expenditure that will actually be required by the Programme in the period referred to in Part B. I have thoroughly reviewed the actual expenditure incurred declared in Part A of this report, and co-financing provided and confirm that the information provided is accurate. I confirm that this Programme is carried out as described in the Programme Implementation Agreement and that the incurred expenditure is correctly represented.

Questionnaire

In this part the Fund Operator shall:

- 1) comment on the overall implementation status, and
- 2) reply to specific questions regarding the programme.

In commenting on the overall implementation status, the Fund Operator shall assess the progress of implementation, taking into consideration the milestones plan submitted to the FMO prior to signing the Programme Agreement. Fund Operators need to mention and explain deviations from the programme planning. This information will help the FMO review the IFR.

Replies to specific questions are provided by clicking Yes, No or N/A from a drop-down list of each of the questions and providing a comment.

For some of the questions, e.g., no. 1 and 2, the question will have to be answered in each IFR until the reply is positive ("Yes"). When a positive reply has been entered, the questionnaire in subsequent IFRs will be prepopulated with the positive reply. However, you will be able to change later if needed. Also notice that the comment section is mandatory.

Once done, the section is saved by clicking **Save**.

Questionnaire

Overall implementation status (including milestones)

Required for submission.

Questions

1. A detailed description of the management and control systems, accompanied with an audit report and opinion submitted to the FMO within three months from the last signature of PIA PIA Art. 2.1 b)

Answer	Comment
<div style="border: 1px solid #ccc; padding: 2px;"><p>Select ▲</p><div style="border: 1px solid #ccc; height: 15px; width: 100%;"></div><p>Yes</p><p>No</p><p>N/A</p></div>	<div style="border: 1px solid #ccc; padding: 2px; height: 40px;"></div> <p style="background-color: #fff9c4; padding: 2px;">Required for submission.</p>

Signatures

In the signature part the FO enters the name, role and organisation of the signing party and includes the place and date of signature. If needed, one or more signatures can be added by clicking +.

Signatures

For the Fund Operator

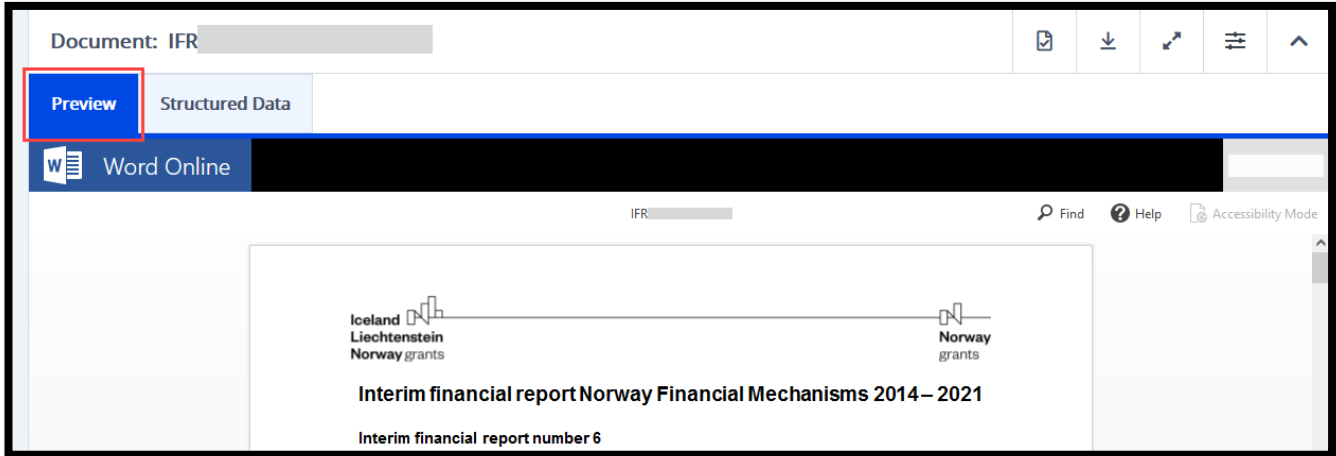
Signed in		Signed on	
Signed by		Role/Organisation	

+

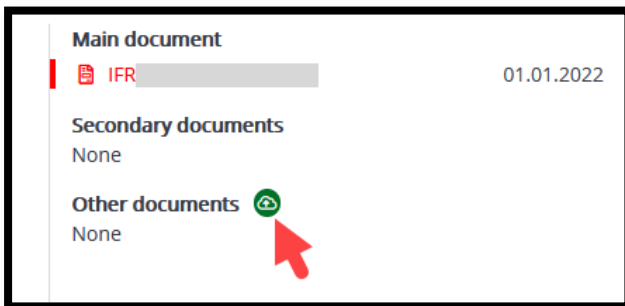
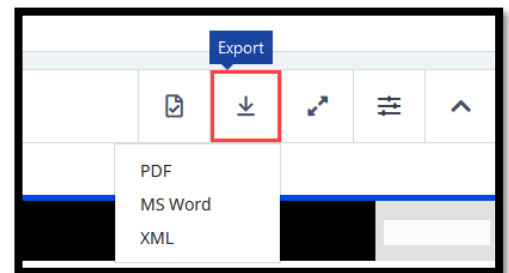
Once done, the section is saved by clicking **Save**.

2.2. Submit the IFR

Once all the information is filled in, the user can see a preview of the IFR by clicking the preview button on top of the IFR page. The structured data can still be edited if needed.

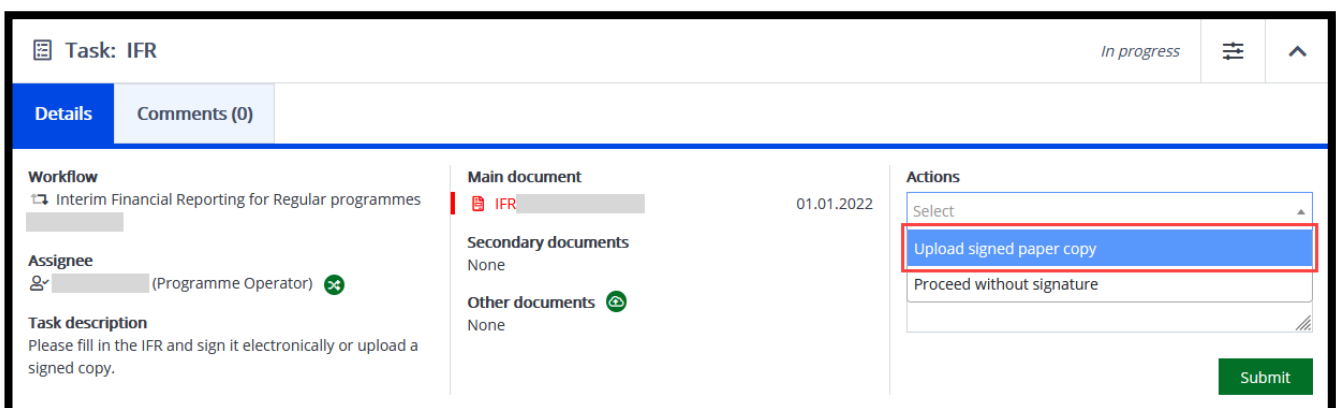


A copy can be downloaded by clicking the **Export** button in the corner.

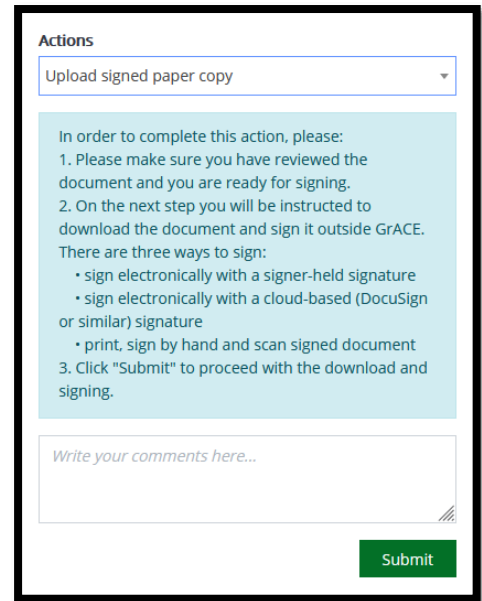


Further documentation can be added if needed by clicking on the green button behind **Other documents**.

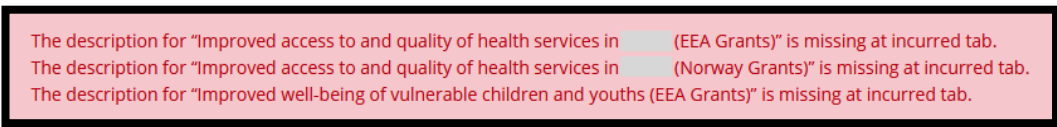
The next step is to upload a signed copy, either a digitally signed PDF or signed by hand. From the dropdown menu, select **Upload signed paper copy** in the actions part of the task. (For information, the proceed without signature is only used in special cases so it can be disregarded for now.)



The user has an option to provide a comment, which will be visible to the Certifying Authority (only if PO) and the FMO. Once the action is selected and comment entered (if any), click **Submit**.

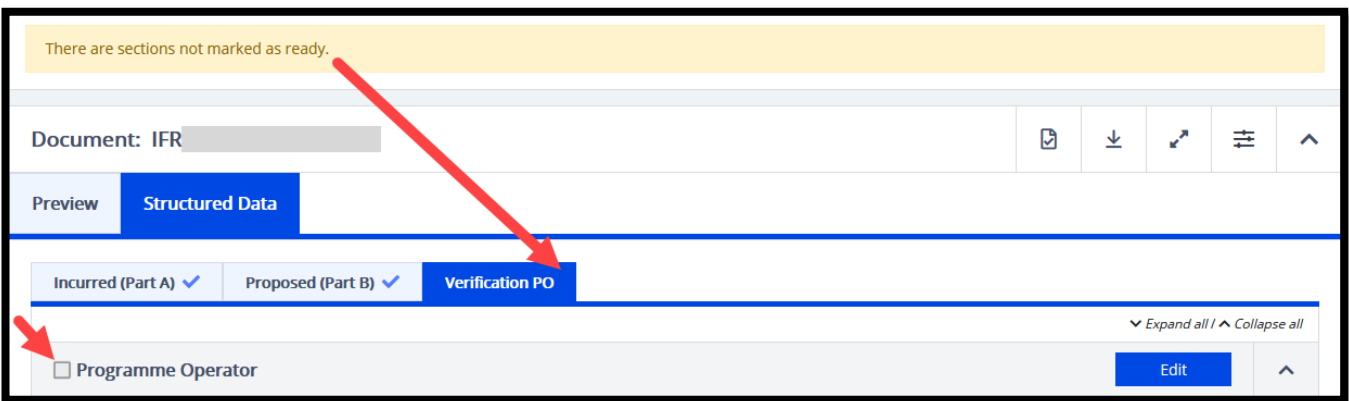


If there required any information missing from the IFR, an error message will appear in a red box, and prevent the submission of the IFR:

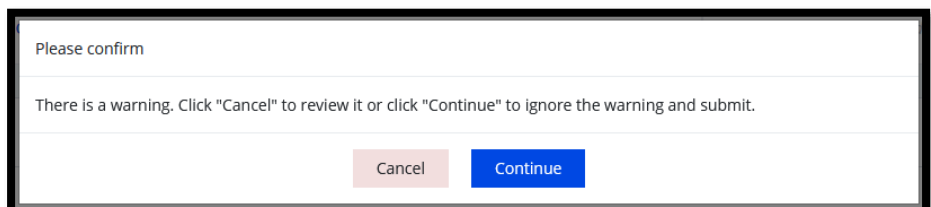


Correct the errors and try to submit the report again. If there are warnings (displayed in a yellow box) a warning pop-up box will appear.

As mentioned in [section 2.1 "Navigate IFR sections and tabs"](#), there are section checkboxes to help the user make sure everything is filled in. If the user has started using these checkboxes but have not marked all, the system alerts that there are sections still not marked as done. Either tick the rest of the checkboxes as completed or ignore the warning and continue. The FMO does not see these checkboxes, they are only there to help the user fill in the IFR.



Click **Cancel** to close the box and view the warning messages or **Continue** if the warnings can be ignored and the IFR will be submitted as it is.



2.2.1. Signing

If everything is correct, a new screen appears, allowing the Programme Operator/Fund Operator to download the document to sign and then upload the signed IFR. Only a PDF version is allowed.

Task: IFR In progress

Details | Comments (0)

Upload signed copy

In order to complete this action, please:

1. Download the document to sign from [here](#)
2. Sign the downloaded document outside GrACE. There are three ways to sign:
 - sign electronically with a signer-held signature
 - sign electronically with a cloud-based (DocuSign or similar) signature
 - print, sign by hand and scan signed document
3. Upload the signed document.

[Upload one file](#)
Or drag and drop a file here

[Cancel](#)

Before the IFR can be submitted to the CA/FMO, the signature entered in the structured data has to be linked to the uploaded copy.

For scanned and non-electronically signed documents: Chose the Signing Party and fill in the fields required. Click **Link Signatures** to sign and submit the document.

Task: IFR In progress

Details | Comments (0)

The document you uploaded is not electronically signed. Please provide the below signature information in order to proceed.

* Signing Party	* Signed by	* Signed on	Signed in	Role/Organisation
<input checked="" type="checkbox"/> For the Programme Operator	GrACE Support	02.02.2022	Brussels	EMO
<input type="checkbox"/> For the Certifying Authority		-		

[Add new signing party](#)

[Cancel](#) [Link Signatures](#)

For digital signatures: Choose the correct Signing Party and fill in the fields. Then click **Link Signature** to sign and submit the document.

Task: IFR In progress

Details | Comments (0)

Document is signed electronically with cloud-based (DocuSign or similar) signature. Please provide additional signing information and link signature to document.

E-signed on 16.02.2022 with DocuSign, Inc., content not automatically validated

* Choose Signing Party	* Signed by	* Signed on	Signed in	Role/Organisation
<input checked="" type="radio"/> For the Programme Operator	GrACE Support	16.02.2022 with DocuSign, Inc.	Brussels	EMO
<input type="radio"/> For the Certifying Authority		-		
<input type="radio"/> Signing party not on the list				

[Cancel](#) [Link Signature](#)

Once this is done, the IFR is submitted to the Certifying Authority, or the FMO in the case of the FO. This step cannot be reversed. You can view a copy of the report you sent in, from your dashboard, under **My recent documents**:

Name	Date modified
IFR	16.02.2022 15:54:42

2.3. Excel import

You can import data through an Excel file for Part A (Incurred), Part B (Proposed) and Outcomes. The Excel file has a sheet per section. You do not need to use the Excel for all the sections, while the first tab is common for all the tabs.

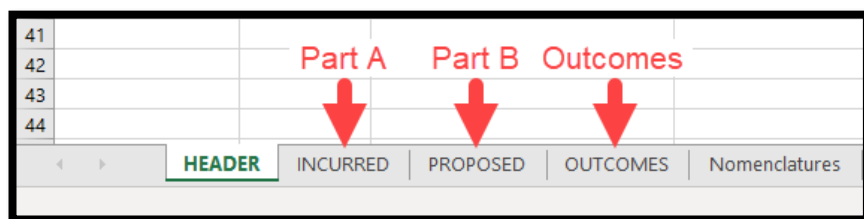
It is possible to only use Excel only for one topic and not the others. For example, you may choose to only use Excel for the Incurred part and manually fill the others directly in GrACE. You can upload the whole Excel book, if uploaded in Part A, GrACE will only look for **Incurred**.

Attached to this PDF, you will find the Excel template. Download this user manual to your computer and you will be able to see that there is an attachment in the PDF. This is the name of it (note, you cannot double click on this image, it is just for illustration):

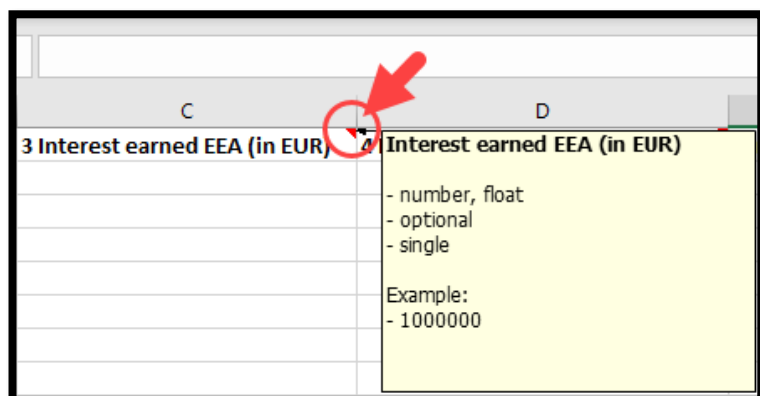


FMO%20Excel%20template%20IFR.xlsx

Instructions



The column headers in the Excel book have red corners where you can hover the mouse pointer in order to receive helpful instructions, see picture below. Therefore, this user manual will not cover the Excel import in detail as this can be found in the template directly.



When the Excel file is ready for import, you can upload it through the relevant part (Part A, Part B, Outcomes) by clicking **Edit** and then **Import**, see example below:

Incurred (Part A)

Part A - Statement of actual expenditure incurred and interest earned Show decimals

Interim financial report number: 6 Start date of incurred expenditure period: 01.07.2021 End date of incurred expenditure period: 31.12.2021

	Previously incurred expenditure	Incurred expenditures this period	Total to date	Total Budget	Available balance
Eligible expenditure	€ 386,496	€ 1,363,229	€ 1,749,724	€ 7,058,824	€ 5,309,099
Financial Mechanisms	€ 328,521	€ 1,158,744	€ 1,487,266	€ 6,000,000	€ 4,512,734
Norway Grants	€ 328,521	€ 1,158,744	€ 1,487,266	€ 6,000,000	€ 4,512,734
Co-financing	€ 57,974	€ 204,484	€ 262,459	€ 1,058,824	€ 796,365

+ Expand all / - Collapse all Import

After the upload, the system will tell you how many rows it imported and if it found any errors to warn you about.

Error

33 rows parsed. There are some parsing warnings. Please review and save.

OK

Any warning messages will be highlighted by yellow sections.

Import row 29: duplicates row 28. Row is skipped.

Note; if there is any error in one of the rows, the whole row will be skipped. Correct the error and upload the Excel file once more. If you chose to use Excel import for the Outcomes section, beware of special characters that might be hidden.

You can review and change the information directly in the system now, as if you edited it all manually. Click **Save** when finished.

3. Certification and submission by CA

Once the PO has completed the IFR task, a task is sent to the **My task** list of the Certification Authority for certification⁴. The task can be acquired by any CA user from the **My team(s) tasks** in the Dashboard. **Please see section 2.1 “Navigate IFR sections and tabs” for detailed instructions on how to acquire or delegate a task between team members.**

3.1. Navigate IFR sections and tabs

The CA can view and edit the information filled in by the PO/NFP by clicking the Structured Data view. The information provided in Part A, Part B, Outcomes and Verification PO/NFP is the same as described in the PO section in this user manual previously.



It is important to note that the history of the changes made by the CA are saved in GrACE. The FMO only receives the final version of the IFR as certified and submitted by the CA.

3.1.1. Certification CA

The Certification CA tab is only available for the CA. At the top of the Certification CA tab, there is a summary of data from the IFR and a certification text. The text is standard and cannot be changed by the CA.

Show decimals ▼ Expand all / ▲ Collapse all

Certification of actual expenditure incurred and co-financing ▲

<p>Interim Financial Report Number 4</p> <p>Start date of incurred expenditure period 01.07.2021</p> <p>Actual expenditure incurred this period € 207,796</p> <p>Start date of proposed expenditure period 01.05.2022</p> <p>Co-financing committed to date € 86,760</p> <p>Co-financing for incurred expenditure paid € 86,760</p> <p>Interest earned 2021 € 0</p>	<p>Document version signed by PO IFR [redacted] (as signed by PO on 30.01.2022)</p> <p>End month of incurred expenditure period 31.12.2021</p> <p>End month of proposed expenditure period 31.10.2022</p>
--	--

The Certifying Authority hereby certifies that:

- (i) the summary of eligible expenditure submitted by the Programme Operator is in full conformity with the supporting documents;
- (ii) the supporting documents have been examined and found to be authentic, correct and accurate;
- (iii) the summary of eligible expenditure is based on verifiable accounting which is in compliance with generally accepted accounting principles and methods;
- (iv) the summary of eligible expenditure falls within eligible expenditure under the Regulation for the implementation of the EEA / Norwegian Financial Mechanisms 2014-2021;
- (v) the summary of expenditure is incurred as part of the implementation of the Programme in accordance with the Programme Agreement;
- (vi) sufficient audit trail exists;
- (vii) co-financing committed to date has been made available;
- (viii) co-financing in relation to incurred expenditure has been paid;
- (ix) when relevant, that the interest earned at PO account is correct.

⁴ The responsibilities of the Certifying Authority are listed in the article 5.4.1 of the Regulations.

At the end of this view the name of the CA staff member certifying and signing the IFR shall be included.

Signatures

For the Certifying Authority

<p>Signed in</p> <input style="width: 90%;" type="text"/>	<p>Signed on</p> <input style="width: 90%;" type="text"/>
<p>Signed by</p> <input style="width: 90%;" type="text"/>	<p>Role/Organisation</p> <input style="width: 90%;" type="text"/>

+

3.2. Submit the IFR

When ready to submit the task, the CA has the option to **Upload signed paper copy** which will lead to submitting the IFR to the FMO after upload of the document. The other option, **Return to Programme Operator** will return the IFR to the PO/NFP. The CA can insert additional comments in the box before doing either selection, but it is mandatory before returning it to the PO/NFP. Click **Submit** when ready.

Task: IFR certification In progress

Details | Comments (2)

<p>Workflow</p> <p>Interim Financial Reporting for Regular programmes</p> <p>Assignee</p> <p>(Certifying Authority)</p> <p>Task description</p> <p>Please review the IFR and either return it back for changes or sign it electronically or upload a signed copy.</p>	<p>Main document</p> <p>IFR 01.01.2022</p> <p>Secondary documents</p> <p>None</p> <p>Other documents</p> <p>None</p>	<p>Actions</p> <p>Select</p> <p>Return to Programme operator</p> <p>Upload signed paper copy</p> <p style="text-align: right;">Submit</p>
--	---	--

The IFR will be assessed by the FMO. In case of errors or incomplete information the IFR could be returned to the FO or CA for correction or clarification.

3.2.1. Signing

The last step is signing the IFR. A signature is mandatory and the IFR cannot be approved without this upload.

For step-by-step instructions on how to upload and sign the IFR, please see [section 2.2.1 "Signing"](#).

3.3. Modification of pre-financing amount

The FMO can make changes to proposed expenditure in the IFR (for example in case the proposed expenditure is judged too high by the FMO). In the event that changes are proposed, the FMO will inform the CA/FO/NFP. Any changes made to the IFRs received can be reviewed by the CA or FO through the read-only view of the IFR accessible through the programme summary.

As mentioned in [section 2.1.2 "Proposed \(Part B\)"](#), negative "amounts to be paid" per budget heading are allowed in section B of the IFR. Nevertheless, to avoid a situation where the FMO must recover funds from the CA/FO due to negative amounts reported in section B, the FMO will approve the IFR, setting the amount to be disbursed to zero. This decision is taken at the level of the financial mechanism (i.e., EEA and Norway separately). For example, in a programme funded by a single financial mechanism, when the total amount to be paid (sum of amount to be paid for all the budget headings) is negative, the FMO will approve the IFR, setting the amount to be disbursed to zero. Where a programme is funded by both financial mechanisms, the related payments are made from two different accounts and the adjustments to the disbursements are made at the level of the financial mechanism.⁵

As shown in the table below as an example, this means it is possible that the total amount reported per financial mechanism in the column "Interim payment this period" can be:

- 1) Negative with negative amounts to be paid reported across all budget headings.
- 2) Negative with positive and negative amounts to be paid reported across budget headings.
- 3) Positive with positive and negative amounts to be paid reported across budget headings.

Example	1	2	3
EEA Grants			
Eligible Expenditure (interim payment this period)	-2,000,000	-2,000,000	2,000,000
Programme Management / Management Fee	-500,000	-1,000,000	-500,000
Outcome 1	-1,000,000	1,000,000	3,000,000
Outcome 2	-500,000	- 2,000,000	-500,000

Depending on the case different actions will be taken by the FMO. The different responses are outlined below:

- 1) The total amount of the "Interim payment this period" reported in the IFR is negative and the amounts requested under each budget heading are negative. In this case the amount to be paid will be set to zero, no matter the type of programme (i.e., applies to regular or directly contracted programmes).
- 2) The total amount of the "Interim payment this period" reported in the IFR is negative and the amounts requested under the budget headings are negative and positive. In this case, the action taken by the FMO will be to set the overall amount requested to zero by adjusting all the 'amounts to be paid'. However, this will be done in the coordination with CA⁶ (i.e., applies to regular programmes and for RF-YOUTH and RF-COOPERATION programmes).

However, it may be the case that the CA/NFP/PO or FO may wish for positive amounts under certain budget headings to be paid while the negative ones are set to zero. This may be the case where a payment from the FMO may be destined to separate bank accounts at programme level e.g., TA and BF. These cases must be notified to the FMO beforehand.

Where a directly contracted programme is concerned, a negative management fee/costs amount requested will systematically be set to zero. If in setting the management fee/costs amount to zero the overall remaining amount of the IFR becomes positive, no further modification will be made to the IFR amounts by the FMO.

- 3) The total amount of the "Interim payment this period" reported is positive and the amounts requested under the budget headings are positive in some cases and negative in other cases. The FMO will not make any modifications to the IFR unless specifically requested by the CA/NFP/PO or FO. However, it may be the case that the CA/NFP/PO or FO may wish for amounts requested under certain budget heading to be paid and others to be set to zero e.g., TA and BF. This may be the case where a payment from the FMO may be

⁵ With the exception of the RF-YOUTH and RF-COOPERATION programmes, directly contracted programmes require a single re-granting account into which funds from both mechanisms are paid.

⁶ Done in coordination with the FO where the RF-YOUTH and RF-COOPERATION programmes are concerned.

destined to separate accounts at programme level (regular programmes and for RF-YOUTH and RF-COOPERATION programmes).

Where a directly contracted programme is concerned the management fee/cost amount requested will systematically be set to zero.

Where modifications as indicated above have been carried out by the FMO they can be viewed by the CA/FO through the payments tab then navigating to the modification of pre-financing tab in the structure data section of the IFR. This information becomes available once the IFR is approved by the FMO.

Version 3.0 (latest final version) ↓ ↗ ^

Signed copy Preview **Structured Data**

Incurred (Part A) Proposed (Part B) Verification PO Certification CA **Modification of pre-financing amount**

General Data ^

Do you wish to adjust the pre-financing request?
Yes

Start date of proposed expenditure: 01.05.2021 End date of proposed expenditure: 31.10.2021

Summary	Previous advance and interim payments	Interim payment this period	Total to date
Eligible expenditure	€ 9,226,301	€ 0	€ 9,226,301
Financial mechanisms	€ 7,842,356	€ 0	€ 7,842,356
EEA Grants	€ 7,842,356	€ 0	€ 7,842,356
Co-financing	€ 1,383,945	€ 0	€ 1,383,945

Budget heading	Requested in IFR	Amount to be approved FMO
Programme management	€ 156,289	€ 0
Outcome 1: Support for children's mental health and well-being enhanced (EEA Grants)	€ -1,632,023	€ 0
Outcome 2: Measures for prevention of diseases strengthened (EEA Grants)	€ -1,274,038	€ 0
Outcome 3: Civil society empowered in the health sector (EEA Grants)	€ -1,144,836	€ 0
Total	€ -3,894,607	€ 0

Reason for adjustment
All amounts in the IFR have been set to zero as requested by the CA.

4. Update the IFR

In case further changes are needed, the CA or FMO might return the IFR to the PO/FO. The IFR will then become editable again for the party required to update it and it can be done as before by following the steps in this user manual.

5. View submitted IFRs

You can view submitted IFRs by going to the programme's main page and click **Payments** under the Finance header. Here you will see advanced payments and IFRs.

Statuses:

- Stub: An IFR that is scheduled to be started in the future.
- Created: The document for the IFR is created but still not submitted to the FMO.
- Submitted: The IFR is under review with the FMO.
- Paid: The IFR has been marked as paid. If the payment amount was 0 it will also be set as Paid.

Legal Framework & Contacts		Finance	Modalities	Results & Reports	Assessment	Documents
MoU Data Programme Agreement Agreement Modifications Agreement Conditions Irregularity Cases Contacts		Payments 1 FMO Audits	Calls Project Level Information Bilateral Initiatives	Results Framework Annual Programme Reports Evaluations	Implementation Status	Documents

Advance payments and IFRs									
Type	Start	Length	End	Status	Bank Transfer Order	Date of payment	Paid	In-house	
<input type="checkbox"/> IFR 2	Sep 2017	22	Jun 2019	Paid		10.12.2019	€		

You can download a copy of the IFR by clicking on the name to open them, see (2) above, then click on the download symbol in the corner and select your preferred file type:

