

Periodic Report

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8.2. Periodic report

8.2.1. General information on periodic reports

Periodic reports are required for payment purposes and to report on the work carried out under the project. The report must be submitted by the deadline specified in Section 4.2 'Periodic reporting and payments' of the **Data Sheet** to the **Grant Agreement**.

Project									
Amendments									
Reports									
Communication									
Users									

Periodic reporting and payments									
Reporting, payment and guarantees schedule (art 20, 21, 22):									
Reporting					Payments				
Reporting periods			Type	Date of submission	Type	Amount		Guarantee amount	Guarantee receipt date
RP No	Month from	Month to							
					An initial pre-financing payment	Initial pre-financing	125 402,00	56 899,00	
						Initial pre-financing *	155 236,00	n/a	
1	1	12	Periodic report	04/10/2025 30 days after end of reporting period	A second pre-financing payment	200 000,00		n/a	90 days from receiving periodic report or additional financial guarantee (if required) – whichever is the latest. A second pre-financing (if any) will be made available in full only if the statement on the use of the previous pre-financing payment shows that at least 70% was used. If the statement on the use of the previous pre-financing payment shows that less than 70% was used, this amount will be reduced by the difference

The submission deadline can also be checked in the '**Reports**' tab by clicking '**Periodic reports**'. The user will see the '**Date of submission**' column in the opened window.

Project									
Amendments									
Reports									
Communication									
Users									

Continuous reports									
Periodic reports									
Financing									

Report data									
-------------	--	--	--	--	--	--	--	--	--

Periodic reporting									
RP No	Month from	Month to	Type	Date of submission	Status	Amount	Declared amount	Accepted amount	
1	1	12	A second pre-financing payment	04/10/2025	Pending	200 000,00			
2	13	24	The final payment (payment of the balance)	01/11/2025	Pending	52 167,00			

The user will be able to view and/or edit information in a periodic report only if the appropriate access rights have been granted (reminder: access rights can be granted only by a user who has the '**Manage members**' rights; user rights are managed in the '**Users**' tab of the project):

- **Periodic report preview**: for viewing the periodic report;
- **Periodic report edit**: for editing (completing) the periodic report.

IMPORTANT

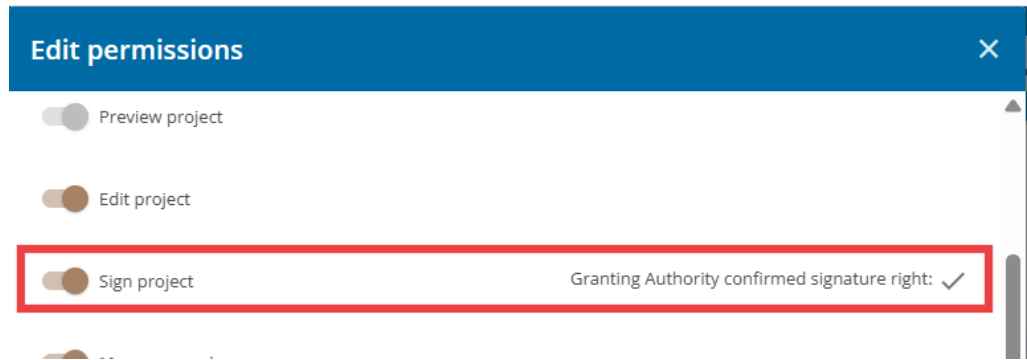
When working with eSInnis, a **person authorised** by the legal representative of the Coordinator **must assign editing rights to users responsibly**. The Coordinator is responsible for the accuracy of all project information.

The screenshot shows a modal window titled "Edit permissions" with a close button (X) in the top right corner. Inside the modal, there is a list of permissions, each with a toggle switch. The permissions are:

- Preview project (toggle off)
- Edit project (toggle on)
- Sign project (toggle off)
- Manage members (toggle off)
- View project communication (toggle off)
- Manage project communication (toggle off)
- Continuous report preview (toggle off)
- Continuous report edit (toggle off)
- Periodic report preview (toggle on)**
- Periodic report edit (toggle on)**
- Financing and additional initial prefinancing request preview (toggle off)
- Additional initial prefinancing request edit (toggle off)

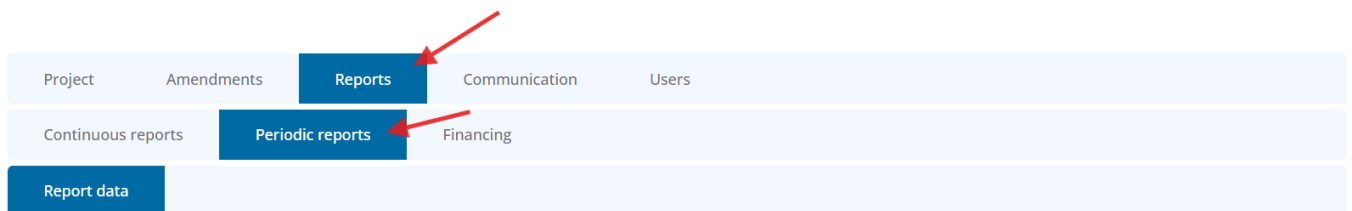
A red rectangular box highlights the "Periodic report preview" and "Periodic report edit" options. At the bottom right of the modal, there are two buttons: "CLOSE" and "SAVE".

Please note that, before it is submitted to the Granting Authority, the periodic report must be signed. The report can be signed only by a user who has been validated (approved) by the Granting Authority and granted signing rights.



When the user clicks the '**Reports**' tab and then '**Periodic reports**', a window opens displaying an overview of the project's periodic reports:

- **RP No** (report number)
- **Month from – to** (reporting period)
- **Type:** *A second pre-financing payment / The final payment (payment of the balance)*
- **Date of submission**
- **Status**
- **Amount** (payment amount planned in the Data Sheet)
- **Declared amount** (amount declared on the basis of work package implementation)
- **Accepted amount** (amount accepted by the Granting Authority on the basis of the declared work package implementation).



Periodic reporting									
RP No	Month from	Month to	Type	Date of submission	Status	Amount	Declared amount	Accepted amount	
1	1	12	A second pre-financing payment	04/10/2025	Pending	200 000,00			
2	13	24	The final payment (payment of the balance)	01/11/2025	Pending	52 167,00			

To view a periodic report, the user must click the eye icon ('Preview') next to the relevant report. If the user sees the pencil icon ('Edit'), this means that the report can already be edited and that the user has been granted the periodic report editing rights; If the user does not have periodic report editing rights, the pencil icon will not be visible and only the eye icon will be displayed.

Project	Amendments	Reports	Communication	Users
Continuous reports	Periodic reports	Financing		
Report data				

Periodic reporting									
RP No	Month from	Month to	Type	Date of submission	Status	Amount	Declared amount	Accepted amount	
1	1	12	A second pre-financing payment	04/10/2025	Pending	200 000,00			
2	13	24	The final payment (payment of the balance)	01/11/2025	Pending	52 167,00			

IMPORTANT

- A periodic report becomes available for editing 30 calendar days before the scheduled **date of submission**. When the report becomes available for editing, the user receives a notification informing them that the report has been opened for filing.

Subject: The Periodic report is open for filing

From:

ESFA (European Competence Center for Social Innovation)

2026-07-01 08:00:02



Dear Coordinator,

Please be informed that the Periodic report is open for filing. You have 30 days to complete and submit the signed Periodic report by the date indicated on the Grant Agreement Data Sheet.

If you are late in submitting the Periodic report, you must inform your project coordinator at the Granting Authority via the Portal message and arrange a new submission deadline.

Please ensure that the Continuous reporting module is fully completed with information from previous reporting period before filling in and confirming the Periodic report.

BACK

REPLY

- If the periodic report status is *Pending* and the submission deadline ('**Date of submission**') has passed, the user will receive a daily system notification reminding them that the report submission is overdue.

Subject: Delay in submitting Periodic report No. 1

From:

ESFA (European Competence Center for Social Innovation)

2026-06-30 08:30:02



Dear Coordinator,

Please be informed that you are late in submitting your Periodic report. The project No 1 Grant Agreement Data sheet specifies a Periodic Report due date of 2026-05-14. Please arrange a new due date for the Periodic Report with the project coordinator of the Granting Authority.

BACK

REPLY

- Until the periodic report is opened for editing, a user with the '**Periodic report edit**' rights will see only the eye icon .
- Once the periodic report has been opened for editing, a user with the '**Periodic report edit**' rights will see only the pencil icon  (i.e. the eye icon  will no longer be displayed).
- If a periodic report is already available for editing (the system allows users to complete periodic reports 30 calendar days before the '**Date of submission**', but a user with the '**Periodic report edit**'

rights cannot see the '**Start Editing**' button, it is recommended to contact the person responsible for the project at the Granting Authority.

As noted above, a periodic report may be edited only by a user with the '**Periodic report edit**' rights. To edit the periodic report, the user must click the pencil icon .

Project	Amendments	Reports	Communication	Users
Continuous reports	Periodic reports	Financing		
Report data				

Periodic reporting									
RP No	Month from	Month to	Type	Date of submission	Status	Amount	Declared amount	Accepted amount	
1	1	12	A second pre-financing payment	04/10/2025	Pending	200 000,00			
2	13	24	The final payment (payment of the balance)	01/11/2025	Pending	52 167,00			

! IMPORTANT

If the pencil icon  ('Edit') is not visible, this may indicate that the reporting period has not yet opened (the system only allows users to complete periodic reports **30 calendar days before the 'Date of submission'**), or the user has not been granted rights to edit the periodic report.

After clicking the pencil icon  ('Edit'), a window opens displaying the full periodic report and the '**START EDITING**' button. The same information is visible when the report is opened in preview mode. It consists of the following sections:

- General information on the project and the reporting period (**Project Information**)

Project	Amendments	Reports	Communication	Users
Continuous reports	Periodic reports	Financing		
Report data				

START EDITING

Project Information

Project number	ESF-SI-JB-01-CALL-0001
Project title	Dar viena bandomoji paraiška
Project acronym	JB-TEST-12/04
Call number 2	ESF-SI-JB-01-CALL
Call title	12-04 naujas bandomasis kvietimas
Project starting date	01/05/2025
Project duration	24 months

Reporting Period

Period covered	from 2025-05-01 to 2026-05-01
Report (request) number	1
Periodic report date and version	
Periodic Report Status	Pending
Payment deadline suspension	None

- **Periodic report structure:**
- **Technical Report (Part A):** Information in this section cannot be edited or entered manually by the user, as the content is populated automatically. The information is imported from the **Continuous report**. Any corrections or updates must therefore be made in the **Continuous report**.

Periodic report structure

Technical Report (Part A)

1. WORK PACKAGES, ACTIVITIES, DELIVERABLES



2. LIST OF CRITICAL RISKS



3. COMMUNICATION, DISSEMINATION AND VISIBILITY



- **Technical report (Part B):** In this section, the user must provide information on the work carried out during the reporting period, the progress of activities and other aspects related to project implementation, in accordance with the provisions of the **Grant Agreement**. Additional information (instruction) appears in italics when a specific field in this section is selected while filling out each item. Users are encouraged to follow this guidance to ensure that the information provided is complete and meets the assessment requirements.

Technical Report (Part B)

4. OVERVIEW OF THE PROGRESS

4.1 Summary of work performed, main achievements, results and impacts



4.2 Project teams, staff and experts



4.3 Project management, quality assurance and monitoring and evaluation strategy



4.4 Impact



4.5 Sustainability and continuation



5. TIMETABLE



6. DECLARATIONS



• **Financial Part:** In this section, the user must complete information on the status of **work package** completion and upload the required supporting documents in the '**STATUS OF WORK PACKAGES COMPLETION**' section. The system automatically generates financial information displayed in the '**FINANCIAL STATEMENT FOR THE PROJECT REPORTING PERIOD**' section based on the **work package** completion information.

Financial Part

7. STATUS OF WORK PACKAGES COMPLETION

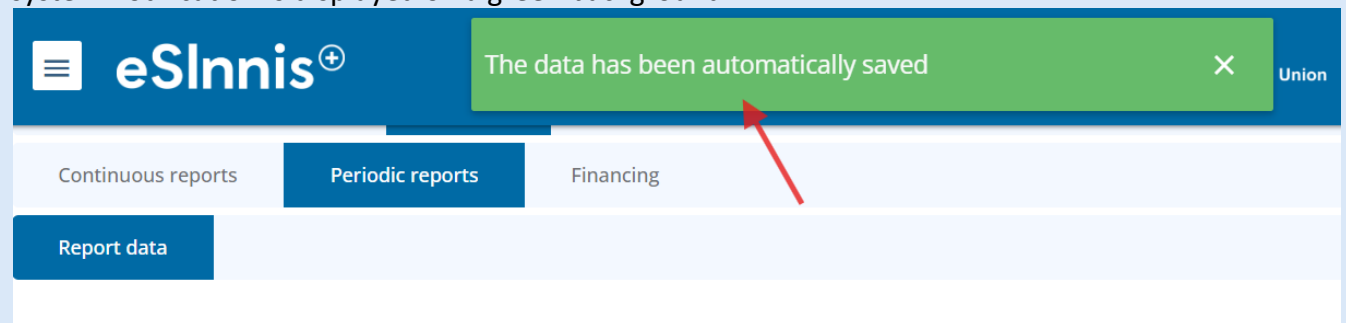


8. FINANCIAL STATEMENT FOR THE PROJECT REPORTING PERIOD



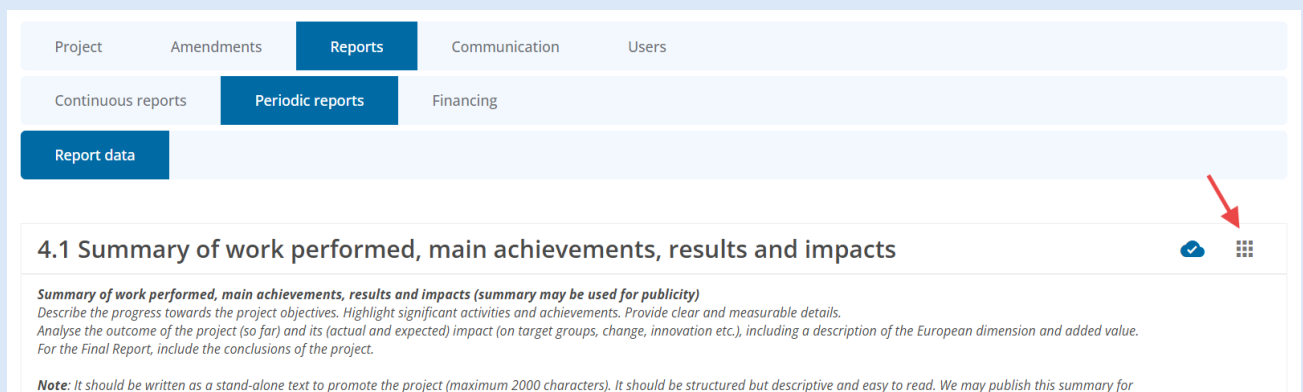
IMPORTANT

- In edit mode, the report uses an **autosave** function. Each time information is saved automatically, a system notification is displayed on a green background.

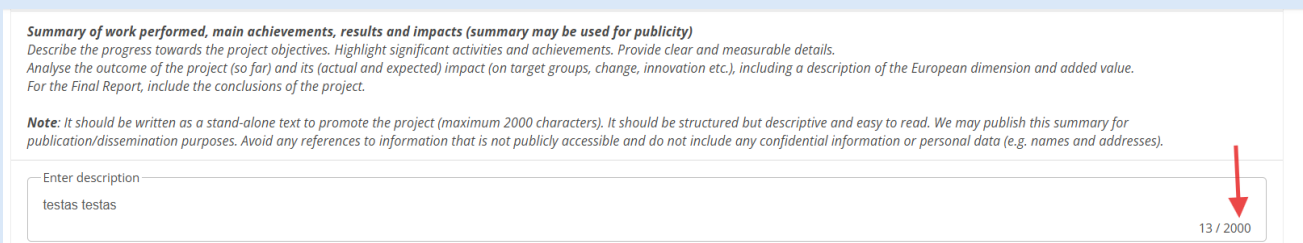


- While completing the report, the user can move freely between sections of the report using the following navigation buttons:
- **NEXT**: opens the next section of the report;
- **PREVIOUS**: returns to the previous section (one step back);
- **BACK**: returns to the initial report window.

The user can also navigate between report sections using the square navigation icon in the top-right corner of the window.

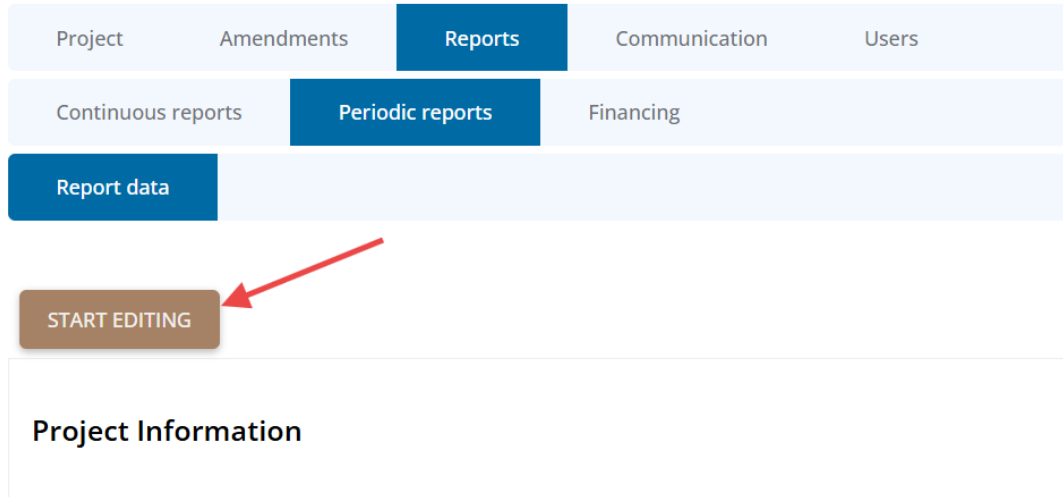


- **Character limits apply** to report fields. In the corner of each field, a counter indicates the maximum number of characters that may be entered. The system will not allow the user to enter more characters than the limit specified for that field.

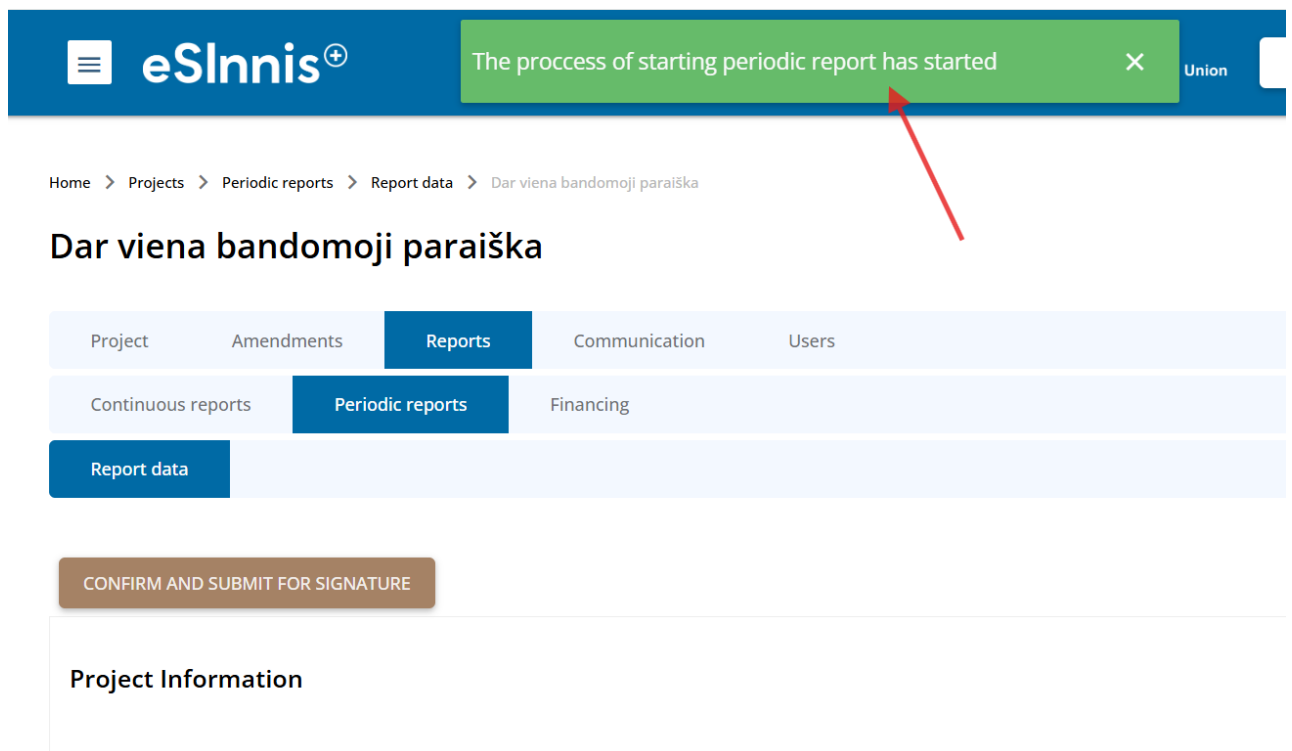


8.2.2. Editing the periodic report: the 'START EDITING' button

In a periodic report, edit mode is activated only when a user with editing rights clicks the '**START EDITING**' button.



A system notification is displayed in the window to inform the user that report edit mode has been successfully activated.



After clicking the '**START EDITING**' button, a user who has both preview and editing rights will see two options: 'Preview' (eye icon ) and Edit (pencil icon ). If a particular section of the periodic report is available for preview only, only the eye icon will be displayed for that section .

Periodic report structure

Technical Report (Part A)

1. WORK PACKAGES, ACTIVITIES, DELIVERABLES

2. LIST OF CRITICAL RISKS

3. COMMUNICATION, DISSEMINATION AND VISIBILITY

Technical Report (Part B)

4. OVERVIEW OF THE PROGRESS

4.1 Summary of work performed, main achievements, results and impacts

4.2 Project teams, staff and experts

4.3 Project management, quality assurance and monitoring and evaluation strategy

4.4 Impact

4.5 Sustainability and continuation

5. TIMETABLE

6. DECLARATIONS

Financial Part

7. STATUS OF WORK PACKAGES COMPLETION

8. FINANCIAL STATEMENT FOR THE PROJECT REPORTING PERIOD

BACK

- **‘Preview’**  : opens the information in preview mode. In this mode, the report cannot be edited or completed; the information is available in read-only.
- **‘Edit’**  : opens the report in editing mode, allowing the user to enter or update the required information.

The following sections describe how to complete each part of the periodic report. As noted above, the user can move between sections using the **‘NEXT’** and **‘PREVIOUS’** buttons, both in preview and in edit mode.

Project	Amendments	Reports	Communication	Users
Continuous reports	Periodic reports	Financing		
Report data				

4.2 Project teams, staff and experts

Project teams and staff
Report and explain deviations from Annex 1 of the Grant Agreement regarding the organisation of staff or project teams. Provide CVs of key actors that had to be replaced (if required).

Description	Uploads

BACK
PREVIOUS
NEXT

8.2.2.1. Completing ‘Summary of work performed, main achievements, results and impacts’

In the ‘**4.1 Summary of work performed, main achievements, results and impacts**’ section of the periodic report, the user must provide information on the work carried out, the main achievements, etc. Documents may also be attached, where applicable.

Guidance in italics is displayed within the window to help the user understand what information should be provided.

4.1 Summary of work performed, main achievements, results and impacts

Summary of work performed, main achievements, results and impacts (summary may be used for publicity)
Describe the progress towards the project objectives. Highlight significant activities and achievements. Provide clear and measurable details. Analyse the outcome of the project (so far) and its (actual and expected) impact (on target groups, change, innovation etc.), including a description of the European dimension and added value. For the Final Report, include the conclusions of the project.

Note: *It should be written as a stand-alone text to promote the project (maximum 2000 characters). It should be structured but descriptive and easy to read. We may publish this summary for publication/dissemination purposes. Avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).*

0 / 2000

Material attached to the summary of work performed (may be used for publicity)
You can upload diagrams, photographs or video material illustrating and promoting your project progress (you must have cleared any rights of third parties advance). Use only diagrams, photographs or video material for which you have the rights, avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).

Attachment title	Description	Upload Document
0 / 2000	0 / 2000	

BACK
PREVIOUS
NEXT

Accordingly, in the ‘**4.1 Summary of work performed, main achievements, results and impacts**’ section, the user must complete the following information:

- **Summary of work performed, main achievements, results and impacts (summary may be used for publicity):** enter the required information in the **‘Enter description’** field,
- **Material attached to the summary of work performed (may be used for publicity):** complete the **‘Attachment title’** and **‘Description’** fields by clicking **‘Enter text’**, and upload the relevant documents, where applicable, using **‘Upload Document’**. Please note that multiple attachments can be uploaded. If an incorrect attachment has been uploaded, it can be removed.

4.1 Summary of work performed, main achievements, results and impacts

Summary of work performed, main achievements, results and impacts (summary may be used for publicity)
Describe the progress towards the project objectives. Highlight significant activities and achievements. Provide clear and measurable details.
Analyse the outcome of the project (so far) and its (actual and expected) impact (on target groups, change, innovation etc.), including a description of the European dimension and added value.
For the Final Report, include the conclusions of the project.

Note: It should be written as a stand-alone text to promote the project (maximum 2000 characters). It should be structured but descriptive and easy to read. We may publish this summary for publication/dissemination purposes. Avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).

Enter description

0 / 2000

Material attached to the summary of work performed (may be used for publicity)
You can upload diagrams, photographs or video material illustrating and promoting your project progress (you must have cleared any rights of third parties advance). Use only diagrams, photographs or video material for which you have the rights, avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses).

Attachment title	Description	Upload Document
Enter text 0 / 2000	Enter text 0 / 2000	Upload Document

BACK

PREVIOUS

NEXT

Report data

File uploaded successfully

4.1 Summary of work performed, main achievements, results and impacts

Files management

Attachment	Uploaded at	Approved	User type	Actions
test jb	03/07/2026 11:43	No	Coordinator	
test	03/07/2026 11:40	No	Coordinator	+ UPLOAD DOCUMENT

CLOSE

0 / 2000

0 / 2000

BACK

PREVIOUS

NEXT

8.2.2.2. Completing 'Project teams, staff and experts'

In the '**4.2 Project teams, staff and experts**' section of the periodic report, the user must provide information on any deviations from the provisions of Annex 1 to the **Grant Agreement** relating to project staff or the organisation of the project team.

If key project team members have been replaced during project implementation, the changes made must be described and, where relevant, CVs of the new key participants must be provided. To determine what information should be provided, the user must follow the guidance displayed in italics within the window.

4.2 Project teams, staff and experts

Project teams and staff
Report and explain deviations from Annex 1 of the Grant Agreement regarding the organisation of staff or project teams. Provide CVs of key actors that had to be replaced (if required).

Description

Enter text

0 / 2000

Upload Document

BACK

PREVIOUS

NEXT

Accordingly, in the '**4.2 Project teams, staff and experts**' section, the user must, where applicable, complete the '**Description**' field by clicking '**Enter text**' and upload the relevant supporting documents using '**Upload Document**'. Please note that multiple attachments may be uploaded. If an incorrect attachment has been uploaded, it can be removed.

4.2 Project teams, staff and experts

Project teams and staff
Report and explain deviations from Annex 1 of the Grant Agreement regarding the organisation of staff or project teams. Provide CVs of key actors that had to be replaced (if required).

Description

Enter text

0 / 2000

Upload Document

BACK

PREVIOUS

NEXT

File uploaded successfully

Union

[Home](#) > [Projects](#) > [Periodic reports](#) > [Report data](#) > [Dar viena bandymoii paraiška](#) > [Project teams, staff and experts](#)

Files management

Attachment	Uploaded at	Approved	User type	Actions
50mb	03/07/2026 13:47	No	Coordinator	
test.jpeg	03/07/2026 13:46	No	Coordinator	
test	03/07/2026 13:46	No	Coordinator	

UPLOAD DOCUMENT

CLOSE

8.2.2.3. Completing ‘Project management, quality assurance and monitoring and evaluation strategy’

In the ‘**4.3 Project management, quality assurance and monitoring and evaluation strategy**’ section of the periodic report, the user must describe any changes to the project management, quality assurance, monitoring and evaluation strategy, as well as any significant changes to management and decision-making mechanisms (if applicable).

Similar to previous sections, this section also provides guidance to the user in italics.

4.3 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy
Report on changes to the overall project management concept, quality assurance and monitoring and evaluation strategy. Report on important changes in the project management or decision-making mechanisms (if any).
Report on important changes in the consortium management or decision-making mechanisms (if applicable).

Enter description

0 / 2000

BACK

PREVIOUS

NEXT

Accordingly, in the ‘**4.3 Project management, quality assurance and monitoring and evaluation strategy**’ section, the user is required to complete only one field: ‘**Enter description**’.

4.3 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy
Report on changes to the overall project management concept, quality assurance and monitoring and evaluation strategy. Report on important changes in the project management or decision-making mechanisms (if any).
*Report on important changes in the **consortium** management or decision-making mechanisms (if applicable).*

Enter description
0 / 2000

BACK

PREVIOUS

NEXT

8.2.2.4. Completing 'Impact'

In the **'4.4 Impact'** section, the user must describe any changes to the impact analysis and strategy and their impact on the project, as well as provide information on the target groups involved in the activities (if applicable).

Guidance in italics is displayed within the window to help the user understand what information should be provided.

4.4 Impact

Impact
Report on changes in your impact analysis/strategy (if any) and the effects on the project/need for adaptations.

Enter description
0 / 2000

Target groups (if applicable)
Report on the target of target groups involved in the implemented activities (if applicable)

Target group type	Description of the activity involving the target group(s)	The number of target group actually participated	Work packages No	Actions
Select from list Select a target group	Enter explanation 0 / 2000	Enter number	Select from list Select work packages	
+				

BACK

PREVIOUS

NEXT

In addition, when the user hovers over the **'Enter explanation'** field in the **'Description of the activity involving the target group(s)'** column and the **'Enter number'** field in the **'The number of target group actually participated'** column, additional guidance on completing these fields is displayed.

4.4 Impact

Impact

Report on changes in your impact analysis/strategy (if any) and the effects on the project/need for adaptations.

Enter description

0 / 2000

Target groups (if applicable)

Report on the target of target groups involved in the implemented activities (if applicable)

Target group type	Explain how the target group was involved in the implementation of the activity and how it benefited.	Group actually participated	Work packages No	Actions
Select from list Select a target group	Enter explanation 0 / 2000	Enter number	Select from list Select work packages	
+				

BACK

PREVIOUS

NEXT

4.4 Impact

Impact

Report on changes in your impact analysis/strategy (if any) and the effects on the project/need for adaptations.

Enter description

0 / 2000

Target groups (if applicable)

Report on the target of target groups involved in the implemented activities (if applicable)

Target group type	Description of the activity involving the target group	Sum up the number of individuals cumulatively.	ted	Work packages No	Actions
Select from list Select a target group	Enter explanation 0 / 2000	Enter number		Select from list Select work packages	
+					

BACK

PREVIOUS

NEXT

Accordingly, in the '4.4 Impact' section, the user must complete:

- the 'Enter description' field in the 'Impact' section;

17

4.4 Impact

Impact

Report on changes in your impact analysis/strategy (if any) and the effects on the project/need for adaptations.

Enter description

0 / 2000

Target groups (if applicable)

Report on the target of target groups involved in the implemented activities (if applicable)

Target group type	Description of the activity involving the target group(s)	The number of target group actually participated	Work packages No	Actions
Select from list Select a target group	Enter explanation 0 / 2000	Enter number	Select from list Select work packages	
+				

BACK

PREVIOUS

NEXT

- the information in the 'Target groups (if applicable)' section:
 - The user must select the relevant **target group type** from the list of target groups available in the system.

Target groups (if applicable)

Report on the target of target groups involved in the implemented activities (if applicable)

Target group type	Description of the activity involving the target group(s)	The number of target group actually participated	Work packages No	Actions
Select from list Select a target group	Enter explanation 0 / 2000	Enter number	Select from list Select work packages	
+				

BACK

Target groups (if applicable)

Report on the target of target groups involved in the implemented activities (if applicable)

Target group type	Description of the activity involving the target group(s)	The number of target group actually participated	Work packages No	Actions
Children Elderly people (3rd age) Homeless Long Term Unemployed (LTU) Marginalised communities	Enter explanation 0 / 2000	Enter number	Select from list Select work packages	

PREVIOUS

NEXT

If the relevant target group is not available in the list, the user must select '**Other, please specify**' and then enter the relevant target group in the '**Custom target group**' field that appears.

Target groups (if applicable)
Report on the target of target groups involved in the implemented activities (if applicable)

Target group type	Description of the activity involving the target group(s)	The number of target group actually participated	Work packages No	Actions
Most deprived		Enter number 0 / 2000	Select from list Select work packages	
Not in Education, Employment or Training (NEETs) / Inactive				
Other 3rd country citizens (not migrants)				
Other, please specify				
People in vulnerable situations				

PREVIOUS NEXT

Target groups (if applicable)
Report on the target of target groups involved in the implemented activities (if applicable)

Target group type	Description of the activity involving the target group(s)	The number of target group actually participated	Work packages No	Actions
Custom target group	Enter explanation 0 / 2000	Enter number	Select from list Select work packages	

+

BACK

PREVIOUS NEXT

After selecting (or entering) the appropriate target group, the user must provide information on the activities in which members of the selected target group participated by completing the **'Enter explanation'** field in the **'Description of the activity involving the target group(s)'** column. The user must also indicate the number of target group members who actually participated in the activities by completing the field in the **'The number of target group actually participated'** column and specify the relevant **'Work packages No'** in which they participated.

Target groups (if applicable)
Report on the target of target groups involved in the implemented activities (if applicable)

Target group type	Description of the activity involving the target group(s)	The number of target group actually participated	Work packages No	Actions
Custom target group	Enter explanation 0 / 2000	Enter number	Select from list Select work packages	

+

BACK

PREVIOUS NEXT

If information on more than one target group needs to be added, the user can click the plus icon  in the window to do so.

Target groups (if applicable)
Report on the target of target groups involved in the implemented activities (if applicable)

Target group type	Description of the activity involving the target group(s)	The number of target group actually participated	Work packages No	Actions
Select from list Children	Enter explanation test 4 / 2000	Enter number 10	Select from list WP 002	
Select from list Select a target group	Enter explanation 0 / 2000	Enter number	Select from list Select work packages	
Select from list Select a target group	Enter explanation 0 / 2000	Enter number	Select from list Select work packages	

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If a target group entry has been added incorrectly or is no longer required, it may be removed by clicking the bin icon .

Target groups (if applicable)
Report on the target of target groups involved in the implemented activities (if applicable)

Target group type	Description of the activity involving the target group(s)	The number of target group actually participated	Work packages No	Actions
Select from list Children	Enter explanation test 4 / 2000	Enter number 10	Select from list WP 002	
Select from list Select a target group	Enter explanation 0 / 2000	Enter number	Select from list Select work packages	
Select from list Select a target group	Enter explanation 0 / 2000	Enter number	Select from list Select work packages	

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For the final periodic report (**‘The final payment (payment of the balance)’**), an additional section titled **‘Gender, accessibility and non-discrimination’** is displayed within the **‘4.4 Impact’** section. This section must also be completed by the user.

Gender, accessibility and non-discrimination

Were the following issues addressed?	Description on how this issue was addressed (justify, describe what was done). If the issue was not addressed, provide reasons
Gender equality	Enter text 0 / 2000
Non-discrimination	Enter text 0 / 2000
Transnational dimension	Enter text 0 / 2000

8.2.2.5. Completing 'Sustainability and continuation'

In the '**4.5 Sustainability and continuation**' section, the user must provide information on any changes to the project's sustainability analysis and/or sustainability strategy (if applicable). In addition, the final periodic report must describe what will happen to the project after EU funding ends, how the project results will be used, and include any other relevant information. Similar to the other sections of the periodic report, this section also displays guidance in italics to help the user understand what information should be provided.

4.5 Sustainability and continuation

Sustainability and continuation
Report on changes in your sustainability analysis/strategy (if any).
For the Final Report, describe the follow-up of the project after the end of the EU grant. How will the results be used or further developed. Describe the strategy to ensure sustainability of results and long-term impact. Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used? Comment on possible synergies/complementarities with other (EU funded) activities (if any).

Enter description

0 / 2000

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NEXT

Accordingly, in the '**4.5 Sustainability and continuation**' section, the user is required to complete only one field: '**Enter description**'.

4.5 Sustainability and continuation

Sustainability and continuation
Report on changes in your sustainability analysis/strategy (if any).
For the Final Report, describe the follow-up of the project after the end of the EU grant. How will the results be used or further developed. Describe the strategy to ensure sustainability of results and long-term impact. Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used? Comment on possible synergies/complementarities with other (EU funded) activities (if any).

Enter description

0 / 2000

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8.2.2.6. Completing 'Timetable'

In the '**5. TIMETABLE**' section of the periodic report, the user must provide information on the actual implementation period of the activities. Similar to the other sections, guidance is displayed in italics to help the user. Each cell corresponds to one month.

5. TIMETABLE

*Report on deviations from Annex 1 of the Grant Agreement.
Planned implementation (in beige) is automatically filled in from the Annex 1 of the Grant Agreement. Please fill in (in light blue) all activities actual execution time.*

How to fill it in?
To mark the actual execution, press and hold the mouse button while moving it across the necessary number of cells. To remove the mark, click on the cell again.

Starting date:	2025-05-01
Work Package/ Activity	Months
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
WP 001 1 bandomas wp	
A1.1 1 activity	
A1.2 2 activity	
WP 002 2 bandomas wp	
A2.1 2.2 activity	

BACK

PREVIOUSNEXT

The system displays the following information:

- the implementation period of the **work package**, as specified in the Grant Agreement, displayed in dark blue;

5. TIMETABLE

*Report on deviations from Annex 1 of the Grant Agreement.
Planned implementation (in beige) is automatically filled in from the Annex 1 of the Grant Agreement. Please fill in (in light blue) all activities actual execution time.*

How to fill it in?
To mark the actual execution, press and hold the mouse button while moving it across the necessary number of cells. To remove the mark, click on the cell again.

Starting date:	2025-05-01
Work Package/ Activity	Months
	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
WP 001 1 bandomas wp	
A1.1 1 activity	
A1.2 2 activity	
WP 002 2 bandomas wp	
A2.1 2.2 activity	

BACK

PREVIOUSNEXT

- the implementation period of the **activity**, as specified in the Grant Agreement, displayed in soft orange;

5. TIMETABLE



Report on deviations from Annex 1 of the Grant Agreement.

Planned implementation (in beige) is automatically filed in from the Annex 1 of the Grant Agreement. Please fill in (in light blue) all activities actual execution time.

How to fill it in?

To mark the actual execution, press and hold the mouse button while moving it across the necessary number of cells. To remove the mark, click on the cell again.

Starting date:	2025-05-01																							
Work Package/ Activity	Months																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP 001 1 bandomas wp																								
A1.1 1 activity																								
A1.2 2 activity																								
WP 002 2 bandomas wp																								
A2.1 2.2 activity																								

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PREVIOUS

NEXT

- sections for marking the actual implementation period of the **activity**, displayed without colour.

5. TIMETABLE



Report on deviations from Annex 1 of the Grant Agreement.

Planned implementation (in beige) is automatically filed in from the Annex 1 of the Grant Agreement. Please fill in (in light blue) all activities actual execution time.

How to fill it in?

To mark the actual execution, press and hold the mouse button while moving it across the necessary number of cells. To remove the mark, click on the cell again.

Starting date:	2025-05-01																							
Work Package/ Activity	Months																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP 001 1 bandomas wp																								
A1.1 1 activity																								
A1.2 2 activity																								
WP 002 2 bandomas wp																								
A2.1 2.2 activity																								

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The user must complete (mark) the actual implementation period of the activities using the uncoloured row. To mark it, the user must click the relevant cell in the uncoloured row for the required activity. Once selected, the cell will turn light blue and a hand icon  will be displayed.

5. TIMETABLE



Report on deviations from Annex 1 of the Grant Agreement.

Planned implementation (in beige) is automatically filled in from the Annex 1 of the Grant Agreement. Please fill in (in light blue) all activities actual execution time.

How to fill it in?

To mark the actual execution, press and hold the mouse button while moving it across the necessary number of cells. To remove the mark, click on the cell again.

Starting date:	2025-05-01																							
Work Package/ Activity	Months																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP 001 1 bandomas wp																								
A1.1 1 activity																								
A1.2 2 activity																								
WP 002 2 bandomas wp																								
A2.1 2.2 activity																								

If the user needs to mark multiple months for an activity, the user must click the first month of the activity and, while holding down the left mouse button, drag the cursor across the required cells, e.g. if an activity takes place from month 3 to month 9, the user should click the cell corresponding to month 3 and, while holding down the left mouse button, drag the cursor to the cell corresponding to month 9.

5. TIMETABLE



Report on deviations from Annex 1 of the Grant Agreement.

Planned implementation (in beige) is automatically filled in from the Annex 1 of the Grant Agreement. Please fill in (in light blue) all activities actual execution time.

How to fill it in?

To mark the actual execution, press and hold the mouse button while moving it across the necessary number of cells. To remove the mark, click on the cell again.

Starting date:	2025-05-01																							
Work Package/ Activity	Months																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
WP 001 1 bandomas wp																								
A1.1 1 activity																								
A1.2 2 activity																								
WP 002 2 bandomas wp																								
A2.1 2.2 activity																								

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Incorrect selections can easily be cleared by double-clicking any cell within the marked activity period (whether white or light blue). This action removes the entire selection.

8.2.2.7. Completing 'Declarations'

In the '6. DECLARATIONS' section of the periodic report, the user must either confirm compliance by selecting the relevant box in the 'Tick to confirm' column or provide an explanation in the 'Comment (If NO, explain and provide details)' column.

6. DECLARATIONS

Double funding

Information concerning other EU grants for this project
Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies as indicated)

Tick to confirm

Comment
(If NO, explain and provide details)

We confirm that to our best knowledge neither the project as a whole nor any parts of it benefit/have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc)).
☐

Enter text
0 / 1000

We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc)).
☐

Enter text
0 / 1000

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Please note that when compliance is confirmed in the **‘Tick to confirm’**, the **‘Comment (If NO, explain and provide details)’** column becomes inactive and cannot be edited, i.e. a comment can only be added if compliance has not been confirmed in the **‘Tick to confirm’** column.

6. DECLARATIONS

Double funding

Information concerning other EU grants for this project
Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies as indicated)

Tick to confirm

Comment
(If NO, explain and provide details)

We confirm that to our best knowledge neither the project as a whole nor any parts of it benefit/have benefitted from any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc)).
☒

Enter text
0 / 1000

We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant (including EU funding managed by authorities in EU Member States or other funding bodies (e.g. EU Regional Funds, EU Agricultural Funds, etc)).
☐

Enter text
I provide details ...
22 / 1000

BACK

PREVIOUS

NEXT

8.2.2.8. Completing ‘Status of work packages completion’

In the **‘7. STATUS OF WORK PACKAGES COMPLETION’** section of the periodic report, the user must indicate the implementation status of each **work package** and attach the required supporting documents. Similar to the other sections of the periodic report, guidance is provided in italics.

7. STATUS OF WORK PACKAGES COMPLETION

Work packages can be declared as 'Completed' or 'Not completed' for Lump sum contributions. For contributions with funding forms Unit costs or FNLC, the status of completion may be 'Partially completed', in which case the percentage of completion must be indicated. At the final reporting period, it is possible to declare work packages with Lump sum contributions as 'Partially completed', indicating the percentage of completion by each beneficiary (if there's more than one).

"Status for work packages completion" should be justified by the technical periodic report. A work package should be declared as completed when the work has been carried out as described in the description of action (Annex 1) and all deliverables are achieved. It can also be declared as completed if some elements are missing, as long as all essential tasks have been completed, and/or equivalent tasks have been carried out, and/or when deviations have been duly justified.

For the last reporting period, as an exception, it is possible to declare partially completed lump-sum contributions for work packages that have not been completed (e.g. due to force majeure or technical difficulties). In this case, the percentage of completion declared should correspond to the share of deliverables/activities that have been carried out. It does not correspond to the share of objectives achieved (i.e., it is independent of a positive or negative outcome of the work).

At the final Periodic report, for Unit cos and FNLC financing type, the percentage of completion of the work package is summarized cumulatively by summing up both project implementation periods.

The percentage of completion declared corresponds to the percentage of payment requested. The payment for the work package concerned will correspond to the percentage of completion accepted by the Granting Authority.

An incomplete work package can be declared as completed in a subsequent periodic report (if any) and paid eventually.

WP no and title	Lead Beneficiary	Forms of funding	Status of completion	Percentage of completion	Details
WP 001 1 bandomas wp	COORD pp	Lump sum	Value Not selected		
WP 002 2 bandomas wp	COORD pp	Lump sum	Value Not selected		

BACK

PREVIOUS

Accordingly, in the '7. STATUS OF WORK PACKAGES COMPLETION' section, the user must indicate the 'Status of completion' for each work package.

WP no and title	Lead Beneficiary	Forms of funding	Status of completion	Percentage of completion	Details
WP 001 1 bandomas wp	COORD pp	Lump sum	Value Not selected		
WP 002 2 bandomas wp	COORD pp	Lump sum	Value Not selected		

BACK

PREVIOUS

At the beginning of the reporting process, all work packages are automatically assigned the status '**Not selected**'. If the '**Not selected**' status remains for at least one work package, an error message will be displayed when the user attempts to confirm the report and send it for signature. The report cannot be confirmed until a value other than '**Not selected**' has been selected in the '**Status of completion**' field for every work package.



At least one work package was left with a completion status of "Not selected" ×

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CONFIRM AND SUBMIT FOR SIGNATURE

The following ‘**Status of completion**’ values are available:

- **Completed:** the work package has been fully implemented and all planned results have been achieved;
- **Not completed:** the work package has not been implemented. This status should also be selected where implementation of the work package has not yet started;
- **Partially completed:** the work package has been partially implemented. This status is available only for the final periodic report.

When the user selects a ‘**Status of completion**’, the system automatically populates the ‘**Percentage of completion**’ field based on the selected value:

- If ‘**Completed**’ is selected, the completion percentage is automatically set to 100% and cannot be modified. This indicates that all work package activities have been fully implemented and all planned results have been achieved.

WP no and title	Lead Beneficiary	Forms of funding	Status of completion	Percentage of completion	Details
WP 001 1 bandomas wp	COORD pp	Lump sum	Value Completed	100	
WP 002 2 bandomas wp	COORD pp	Lump sum	Value Not selected		

- If ‘**Not completed**’ is selected, the completion percentage is automatically set to 0% and cannot be modified. This indicates that implementation of the work package has not yet started or that activities have started but implementation is not yet complete and the planned results have not yet been achieved.

WP no and title	Lead Beneficiary	Forms of funding	Status of completion	Percentage of completion	Details
WP 001 1 bandomas wp	COORD pp	Lump sum	Value Completed	100	
WP 002 2 bandomas wp	COORD pp	Lump sum	Value Not completed	0.0000000000	

- If 'Partially completed' is selected, the completion percentage must be entered by the user. This status indicates that the work package activities and results have been achieved only in part. When this status is selected, additional columns are displayed:
- **Beneficiary/affiliated entity**, which provides information on the project participants for whom a budget has been allocated under the work package;
- **Percentage of completion by beneficiary/affiliated entity**, where the user must indicate the completion percentage attributable to each project participant.

WP no and title	Lead Beneficiary	Forms of funding	Status of completion	Percentage of completion	Details
WP 001 1 bandomas wp	COORD pp	Lump sum	Value Partially completed ?	Beneficiary/affiliated entity COORD pp BET	Percentage of completion by beneficiary/affiliated entity 85.5900000000 80.0000000000
WP 002 2 bandomas wp	COORD pp	Lump sum	Value Not selected		

In addition, when 'Partially completed' is selected, a question mark icon  is displayed next to the field. Hovering over the icon displays further information on the conditions for using this completion status.

WP no and title	Lead	Forms of	Status of completion	Percentage of completion	Details
			Detailed information on 'Partially completed' WPs, completed activities (per Beneficiary), reasons why the Deliverables have not been achieved must be attached to Continuous reporting section 'Deliverables'	Percentage of completion by beneficiary/affiliated entity 0.0000000000 0	
			COORD pp		
			BET		

IMPORTANT

For **lump sum** projects, the 'Partially completed' status is available only in the **final** periodic report ('The final payment (payment of the balance)'). If a report other than the final periodic report is being completed, this status cannot be selected.

At the final Periodic report, for Unit cos and FNLC financing type, the percentage of completion of the work package is summarized cumulatively by summing up both project implementation periods.

The percentage of completion declared corresponds to the percentage of payment requested. The percentage of completion declared will correspond to the percentage of completion accepted by the Granting Authority.

An incomplete work package can be declared as completed in a subsequent periodic report of

WP no and title	Lead Beneficiary	Forms of funding	Status of completion	Percentage of completion	Details
WP 001 1 bandomas wp	COORD pp	Lump sum	Not completed Partially completed Completed Not selected		
WP 002 2 bandomas wp	COORD pp	Lump sum	Value Not completed	0.0000000000	

BACK

Also, in the '**7. STATUS OF WORK PACKAGES COMPLETION**' section, the user must also attach the supporting documents required under the provisions of the **Grant Agreement**, demonstrating the achievement of the work package results. To upload documents, the user must click the paperclip icon next to the relevant **work package**.

WP no and title	Lead Beneficiary	Forms of funding	Status of completion	Percentage of completion	Details
WP 001 1 bandomas wp	COORD pp	Lump sum	Value Completed	100	
WP 002 2 bandomas wp	COORD pp	Lump sum	Value Not completed	0.0000000000	

Clicking the icon opens a window where documents can be uploaded in the usual way. Multiple documents may be uploaded. Uploaded documents can be opened or deleted if necessary.

Files management

×

Attachment	Uploaded at	Approved	User type	Actions
test jb	03/07/2026 23:30	No	Coordinator	
test	03/07/2026 23:30	No	Coordinator	

UPLOAD DOCUMENT

CLOSE

8.2.2.9. Completing 'Financial statement for the project reporting period'

The '**8. FINANCIAL STATEMENT FOR THE PROJECT REPORTING PERIOD**' section provides a summary based on the work package implementation information entered in the '**7. STATUS OF WORK PACKAGES COMPLETION**' section and the corresponding work package budgets set out in the Grant Agreement.

In the '**8. FINANCIAL STATEMENT FOR THE PROJECT REPORTING PERIOD**' section, the user can only view information on the use of the project budget and the implementation of work packages during the reporting period.

8. FINANCIAL STATEMENT FOR THE PROJECT REPORTING PERIOD

Financial statement for the project No. ESF-SI-JB-01-CALL-0001 reporting period (1) - (01/05/2025 – 01/05/2026)

Participant acronym 2	WP 001	WP 002	Maximum Grant amount
Forms of funding	Lump sum	Lump sum	
1. COORD pp	490 550,00	0,00	490 550,00
2. BET	5 000,00	0,00	5 000,00
Total	495 550,00	0,00	495 550,00

Estimated amount of the Second prefinancing payment

*If the financial statement on the use of the a first (initial) prefinancing payment shows that less than 70% was used, the **Second perfinancing amount** set out in the Data Sheet will be reduced by the difference between the 70% threshold and the amount used.*

Estimated amount of the Second prefinancing payment	200 000,00
Consumption percentage	395,17 %

BACK

PREVIOUS

The user can also check the proportion of the previously paid pre-financing that has been used (**Consumption percentage**) and view the estimated amount of the new pre-financing payment (**Estimated amount of the Second prefinancing payment**). Please note that the final amount of the new pre-financing payment (**Estimated amount of the Second prefinancing payment**) will be determined only after the periodic report has been assessed and approved by the Granting Authority.

Estimated amount of the Second prefinancing payment

*If the financial statement on the use of the a first (initial) prefinancing payment shows that less than 70% was used, the **Second perfinancing amount** set out in the Data Sheet will be reduced by the difference between the 70% threshold and the amount used.*

Estimated amount of the Second prefinancing payment	200 000,00
Consumption percentage	395,17 %

The '**Estimated amount of the Second prefinancing payment**' information is not displayed in the final periodic report (**The final payment (payment of the balance)**), as the final project balance is calculated

at that stage. The final balance is determined during the assessment of the periodic report, taking into account all project payments, recoveries and budget reductions (if any).

8. FINANCIAL STATEMENT FOR THE PROJECT REPORTING PERIOD



Financial statement for the project No. ESF-SI-JB-01-CALL-0001 reporting period (2) - (02/05/2026 – 01/05/2027)

Participant acronym 2	WP 001	WP 002	Maximum Grant amount
Forms of funding	Lump sum	Lump sum	
1. COORD pp	0,00	34 952,68	34 952,68
2. BET	0,00	873,95	873,95
Total	0,00	35 826,63	35 826,63

BACK

8.2.3. Confirmation of the periodic report and its submission for signature

Once all required information has been completed in the periodic report (including the continuous report) and all required documents have been attached, the user should ensure that the report is complete and ready for submission. If so, the report can be confirmed and submitted to the responsible signatory. To do so, the user must click the '**CONFIRM AND SUBMIT FOR SIGNATURE**' button.

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CONFIRM AND SUBMIT FOR SIGNATURE

Project Information

Project number	ESF-SI-JB-01-CALL-0001
Project title	Dar viena bandomoji paraiška
Project acronym	JB-TEST-12/04
Call number 2	ESF-SI-JB-01-CALL
Call title	12-04 naujas bandomasis kvietimas

Please note that, after clicking this button, the system will ask the user to confirm the action. To proceed, the user must click '**CONTINUE**'. Alternatively, the user can click '**CANCEL**' to return to edit mode.

Project Amendments Reports Communication Users

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CONFIRM AND SUBMIT FOR SIGNATURE

Project Information

Project number ESF-SI-JB-01-CALL-0001

Project title Dar viena bandomoji paraiška

Periodic report confirmation

Are you sure you want to **confirm** and **submit** the periodic report **for signature**?
If so, click Continue. Otherwise, click Cancel to return to the Periodic report editing stage.

CANCEL CONTINUE

After clicking '**CONTINUE**' a system notification is displayed confirming that the action has been completed successfully.

eSInnis⁺

Form has been confirmed

Union

Home > Projects > Periodic reports > Report data > Dar viena bandomoji paraiška

An email notification is also sent to the user who has signing rights in the project, informing them that the periodic report is ready for signature.

Periodic report completed and ready for signature (Project No. ESF-SI-JB-01-CALL-0001) Inbox x

t@esinnis.eu to me

eSInnis es logo

Dear Legal signatory,
Please be informed that the Periodic report of Project No. ESF-SI-JB-01-CALL-0001 is ready for signature. Please click on the "Sign" button in the Periodic report section of the Portal. Your signed report will be automatically submitted to the Granting Authority for evaluation.

Please click the link to access the project
https://test.esinnis.eu/projects/396/reports/periodic_reporting/1826/edit

The information contained in this message is confidential. If you are not the addressee of this message, any use of this document or any part of it is prohibited.
If you have received this message in error, please delete it.

Please note that if the '**CONFIRM AND SUBMIT FOR SIGNATURE**' button is clicked before a signatory has been approved, no user will receive the email notification with the subject '*Periodic report completed and*

ready for signature (Project No.)’. In such cases, the project team will have to use other means of communication to coordinate the signing of the periodic report.

REMINDER: Only a person validated by the Granting Authority and granted signing rights in the project may sign the periodic report. For more details, please consult the [User guide for user \(signatory\) verification](#).

IMPORTANT

- If the **‘CONFIRM AND SUBMIT FOR SIGNATURE’** button is not visible while editing the report, click the **‘BACK’** button.
- If mandatory information is missing, clicking the **‘CONFIRM AND SUBMIT FOR SIGNATURE’** button will trigger a red error message indicating which information is missing or which required action has not been completed.

The screenshot shows the eSInnis web interface. At the top, there is a blue header with the eSInnis logo and a red notification bar that reads "The Declarations section does not have any comments". Below the header, there is a navigation menu with tabs for Project, Amendments, Reports, Communication, and Users. Under the Reports tab, there are sub-tabs for Continuous reports, Periodic reports, and Financing. The Periodic reports sub-tab is selected. Below the sub-tabs, there is a "Report data" button. At the bottom, there is a "CONFIRM AND SUBMIT FOR SIGNATURE" button.

- If all mandatory information has been completed and the **‘CONFIRM AND SUBMIT FOR SIGNATURE’** button is clicked, the report status changes from *‘Draft’* to *‘Ready to sign’*. The user with signing rights then sees the **‘SIGN’** and **‘REFUSE TO SIGN’** buttons activated in the system.

The screenshot shows the eSInnis web interface after the report status has changed to "Ready to sign". The navigation menu is the same as in the previous screenshot. Below the "Report data" button, there are two buttons: "SIGN" and "REFUSE TO SIGN". Red arrows point to these buttons. Below the buttons, there is a "Project Information" section with two fields: "Project number" (ESF-SI-JB-01-CALL-0001) and "Project title" (Dar viena bandomoji paraiška).

By clicking the link included in the notification email, the signatory will be redirected to the system and will be able to sign the periodic report. When opening a periodic report with the status *'Ready to sign'*, a user with signing rights will see the **'SIGN'** and **'REFUSE TO SIGN'** buttons.

Project	Amendments	Reports	Communication	Users
Continuous reports	Periodic reports	Financing		
Report data				

SIGN **REFUSE TO SIGN**

Project Information

Project number	ESF-SI-JB-01-CALL-0001
Project title	Dar viena bandomoji paraiška

The signing process is the same as for the signing of a Grant Agreement (for more details, please consult the [Grant Agreements \(GA\) user guide](#)).

A user with signing rights can also decide not to sign the report, for example if discrepancies or other issues are identified. In such cases, the user should click the **'REFUSE TO SIGN'** button.

Project	Amendments	Reports	Communication	Users
Continuous reports	Periodic reports	Financing		
Report data				

SIGN **REFUSE TO SIGN**

Project Information

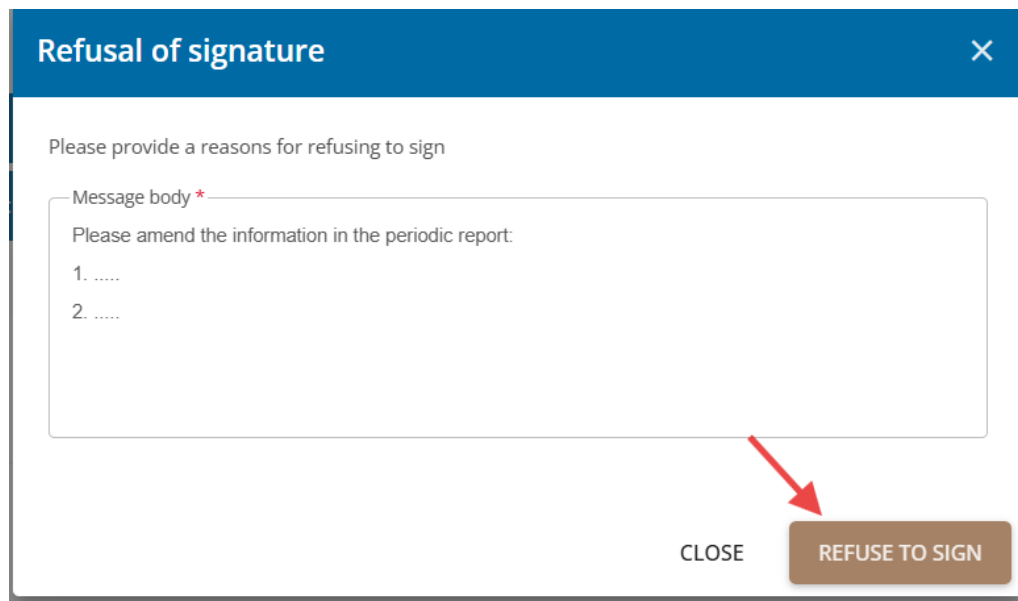
Project number	ESF-SI-JB-01-CALL-0001
Project title	Dar viena bandomoji paraiška

After clicking '**REFUSE TO SIGN**', a window opens in which the reason for refusing to sign the periodic report must be entered in the '**Message body**' field. Completion of this field is mandatory. The '**REFUSE TO SIGN**' button will not become active until a reason has been entered.



The screenshot shows a dialog box titled "Refusal of signature" with a close button (X) in the top right corner. Below the title bar, there is a prompt: "Please provide a reasons for refusing to sign". A red arrow points to the "Message body *" text label, which is positioned above a large, empty text input field. Another red arrow points to the bottom of this input field, where the text "Required field" is displayed in red. At the bottom right of the dialog, there are two buttons: "CLOSE" and "REFUSE TO SIGN". The "REFUSE TO SIGN" button is currently disabled (greyed out), and a red arrow points to it.

Once the reason has been provided, click '**REFUSE TO SIGN**' to confirm the decision not to sign the report.



This screenshot shows the same "Refusal of signature" dialog box, but now the "Message body *" field is populated with the following text: "Please amend the information in the periodic report:", "1.", and "2.". A red arrow points from the bottom of the text area to the "REFUSE TO SIGN" button, which is now active (highlighted in brown). The "CLOSE" button remains visible next to it.

After this action, users who have communication rights in the project will receive a system notification informing them that the periodic report has not been signed.

Subject: Periodic report No. 1 has not been signed and returns to draft status

From:

2026-07-01 12:50:00

Dear Coordinator, Please be informed that the Periodic report No. 1 has not been signed and has been returned to the preparation stage: Please amend the information in the periodic report: 1. 2.

BACK

REPLY

When a user with signing rights refuses to sign the report, its status changes from *'Ready to sign'* back to *'Draft'*, and the report becomes editable again. Once the necessary corrections have been made, the periodic report can be submitted for signature again. The process remains the same as described above.

Once the periodic report has been signed, its status changes from *'Ready to sign'* to *'Signed and Submitted'*. After the report has been signed, the system generates a **PDF** version of the periodic report, which can be downloaded.

Project	Amendments	Reports	Communication	Users
Continuous reports	Periodic reports	Financing		
Report data				

Project Information

Project number	ESF-SI-JB-01-CALL-0001
Project title	Dar viena bandomoji paraiška
Project acronym	JB-TEST-12/04
Call number 2	ESF-SI-JB-01-CALL
Call title	12-04 naujas bandomasis kvietimas
Project starting date	01/05/2025
Project duration	24 months

Download signed report PDF



Reporting Period

Period covered	from 2025-05-01 to 2026-05-01
Report (request) number	1
Periodic report date and version	04/07/2026 V1
Periodic Report Status	Signed and Submitted
Payment deadline suspension	None

The PDF document is also automatically attached to the system message confirming the submission of the periodic report.

Subject: Periodic report No. 1 submitted

From: T

2026-07-05 00:06:07

Dear Coordinator,

Please be informed that Periodic report No. 1 has been submitted.

[Periodic report_2026-07-04-23-06-05.pdf](#)

BACK

REPLY

IMPORTANT

When the status of the periodic report changes to *‘Signed and Submitted’*, the sections **‘7. STATUS OF WORK PACKAGES COMPLETION’** and **‘8. FINANCIAL STATEMENT FOR THE PROJECT REPORTING PERIOD’** are no longer visible to the user. These sections remain visible only to the Granting Authority. They become visible to the user again if the periodic report is returned for correction or after the Granting Authority has completed its assessment (verification) of the periodic report.

8.2.4. Revising the periodic report

Once the periodic report has been signed and submitted (its status changes to *‘Signed and Submitted’*), the Granting Authority begins the assessment of the information provided. After the Granting Authority initiates the review process, the status of the periodic report changes from *‘Signed and Submitted’* to *‘In review’*.

Download signed report for

Reporting Period	
Period covered	from 2025-05-01 to 2026-05-01
Report (request) number	1
Periodic report date and version	04/07/2026 V1
Periodic Report Status	In review
Payment deadline suspension	None

During the assessment process, the Granting Authority can return the periodic report for revision. In such cases, the report status changes from *‘In progress’* to *‘Draft’*.

Reporting Period

Period covered	from 2025-05-01 to 2026-05-01
Report (request) number	1
Periodic report date and version	04/07/2026 V1
Periodic Report Status	Draft
Payment deadline suspension	None

The user will also receive a notification when a periodic report is returned for revision. This notification specifies the submission deadline and details the required corrections.

Project

Amendments

Reports

Communication

Users

Subject: Periodic report No. 1 returned for revision

From: ESFA (European Competence Center for Social Innovation)

2026-07-07 23:09:41

Dear Coordinator,

Please be informed that Periodic report No. 1 has been returned for revision. Please revise and submit the revised Periodic Report by 30/07/2026 in accordance with the observations made by the Project coordinator: Testin testin testing Lorem ipsum dolor sit amet, consectetur adipiscing elit. In in felis odio. Aenean sodales ultrices nibh, at congue ex eleifend vitae. Nulla nec ultricies ligula. Sed in sagittis ligula. Praesent mollis nibh at commodo suscipit. Nam sit amet luctus enim. Phasellus a nisl at dui venenatis suscipit..

BACK

REPLY

The process for revising a periodic report is identical to its initial completion. Once all required corrections are made, the user must sign and submit the revised report to the Granting Authority. Doing so updates the report version from V1 to V2. If it is revised again, the version changes from V2 to V3, and so on.

Reporting Period

Period covered	from 2025-05-01 to 2026-05-01
Report (request) number	1
Periodic report date and version	07/07/2026 <u>V2</u>
Periodic Report Status	Signed and Submitted
Payment deadline suspension	None

Once the revised periodic report is submitted, an automated message is generated in the project communication section to inform the Granting Authority. This message includes the PDF version of the revised report.

[Project](#) [Amendments](#) [Reports](#) **Communication** [Users](#)

Subject: Revised Periodic report No. 1 submitted

From: Testavimo Sumetimais

2026-07-07 23:15:56 

Please be informed that revised Periodic report No. 1 has been submitted.
[Periodic report 2026-07-07-22-15-54.pdf](#) 

BACK

REPLY

The PDF document available under general periodic report information is automatically regenerated to reflect the revised report data.

Project Information

Project number	ESF-SI-JB-01-CALL-0001
Project title	Dar viena bandomoji paraiška
Project acronym	JB-TEST-12/04
Call number 2	ESF-SI-JB-01-CALL
Call title	12-04 naujas bandomasis kvietimas
Project starting date	01/05/2025
Project duration	24 months
Download signed report PDF  	

The PDF version that existed before the revision remains available in the communication message with the subject '*Periodic report No. 1 submitted*'.

Subject: Periodic report No. 1 submitted

From: Testavimo Sumetimais

2026-07-05 00:06:07 

Dear Coordinator,
Please be informed that Periodic report No. 1 has been submitted.
[Periodic report 2026-07-04-23-06-05.pdf](#)

BACK

REPLY

8.2.5. Notification of the assessment results (status 'Open for Observations')

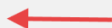
Once the Granting Authority has completed its assessment of the periodic report, the report status changes from 'Reviewed - Pending Approval' to 'Open for Observations'. The user will receive a notification informing them that the periodic report has been assessed. The notification includes information on the planned payment and a '**Financial statement assessment**'.

Subject: Notification of assessed periodic report and planned payment/recovery

From: ESFA (European Competence Center for Social Innovation)

2026-07-07 23:27:21



Dear Coordinator,
Please be informed that project no. ESF-SI-JB-01-CALL-0001 the periodic report no. 1 has been verified.
In the attached document FINANCIAL STATEMENT ASSESSMENT, we send detailed information on the amounts approved and rejected, and the reasons why.
In accordance with article 25 the Coordinator may – within 30 days of receiving this notification – submit observations (and supporting documents if any) if it disagrees with the rejections.
In accordance with point 4.2 of the Grant Agreement data sheet and considering the percentage of usage of the previous per-financing next prefinancing payment of EUR 200,000.00 for your grant will be made in the next few days.
Please be aware that the prefinancing is a float which remains the property of the EU until the final payment.
Please ensure that other project participants (if any) are informed of this notification.
For any questions, please contact us via Portal.
[Financial statement 2026-07-07 22-27-21.doc](#) 

BACK

REPLY

The '**Financial statement assessment**' provides information on the work packages and the costs declared under each work package, indicating which costs have been accepted and which have not. If any costs have not been accepted, comments provided by the Granting Authority are also included, where applicable.

Financial statement assessment

Project		ESF-SI-JB-01-CALL-0001							
Reporting Period		from				until			
1		01-05-2025				01-05-2026			
WP001 – 1 bandomas wp									
No	Beneficiary legal name	Forms of funding	Percentage of completion requested	Accepted percentage of completion	Budget amount (EUR)	Declared grant amount (EUR)	Accepted grant amount (EUR)	Rejected grant amount (EUR)	Reasons for rejection (comments)
1.	TEST12458 PAPILDOMAS	Lump sum	100,00%	100,00%	490 550,00	490 550,00	490 550,00	0,00	
2.	Testuojų toliau	Lump sum	100,00%	100,00%	5 000,00	5 000,00	5 000,00	0,00	
Total:					495 550,00	495 550,00	495 550,00	0,00	

The '**Financial statement assessment**' is also available in the general periodic report information.

Project Information	
Project number	ESF-SI-JB-01-CALL-0001
Project title	Dar viena bandomoji paraiška
Project acronym	JB-TEST-12/04
Call number 2	ESF-SI-JB-01-CALL
Call title	12-04 naujas bandomasis kvietimas
Project starting date	01/05/2025
Project duration	24 months
Download signed report PDF	
<u>Download financial statement assessment</u>	

8.2.6. Submitting (or not submitting) observations

Once the Granting Authority has completed its assessment of the periodic report, the report status changes to *‘Open for Observations’*. This means that the user can review the report and, within **30 calendar days**, take one of the following actions:

- **PROCEED WITHOUT OBSERVATIONS:** submit no observations and agree with the Granting Authority’s assessment;
- **UPLOAD OBSERVATIONS:** disagree with the Granting Authority’s assessment and submit observations.

8.2.6.1. The ‘PROCEED WITHOUT OBSERVATIONS’ button

If the user agrees with the Granting Authority’s decision and has no observations regarding the outcome of the assessment, they can click the **‘PROCEED WITHOUT OBSERVATIONS’** button.

Project
Amendments
Reports
Communication
Users

Continuous reports
Periodic reports
Financing

Report data

UPLOAD OBSERVATIONS



PROCEED WITHOUT OBSERVATIONS

Project Information

Project number	ESF-SI-JB-01-CALL-0001
Project title	Dar viena bandomoji paraiška
Project acronym	JB-TEST-12/04
Call number 2	ESF-SI-JB-01-CALL
Call title	12-04 naujas bandomasis kvietimas

After the button is clicked, the system asks the user to confirm the decision. To proceed, the user must click '**CONTINUE**'. To cancel the action, the user must click '**CANCEL**'.

Project Amendments Reports Communication Users

Continuous reports Periodic reports Financing

Report data

UPLOAD OBSERVATIONS PROCEED WITHOUT OBS

Project Information

Proceed without observations

I confirm that I want to proceed without providing observations

* Once Continue is clicked, the action cannot be undone.

CANCEL CONTINUE

If the user clicks '**CONTINUE**', the action cannot be reversed. This confirms that the user agrees with the Granting Authority's decision, and the Granting Authority is informed accordingly.

Project Amendments Reports Communication Users

Subject: No observations will be made on the Periodic report No. 1

From: Testavimo Sumetimais 2026-07-07 23:43:36

No observations will be made on the Periodic report No. 1 (the Coordinator clicked the "Proceed without observations" button).

BACK REPLY

The status of the periodic report then changes to '*Pending Payment*'.

Reporting Period	
Period covered	from 2025-05-01 to 2026-05-01
Report (request) number	1
Periodic report date and version	07/07/2026 V2
Periodic Report Status	Pending Payment
Payment deadline suspension	None

IMPORTANT

When the status changes to *'Pending Payment'*, the system generates the **final periodic report PDF**, reflecting the information approved following the Granting Authority's assessment.

Project Information

Project number	ESF-SI-JB-01-CALL-0001
Project title	Dar viena bandomoji paraiška
Project acronym	JB-TEST-12/04
Call number 2	ESF-SI-JB-01-CALL
Call title	12-04 naujas bandomasis kvietimas
Project starting date	01/05/2025
Project duration	24 months
Download signed report PDF	
Download financial statement assessment	
Download report PDF after ECCSI approval	

In addition, the system automatically generates a notification informing the user of the final decision on the periodic report.

Project	Amendments	Reports	Communication	Users
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Subject: Notification of approved Periodic report and planned payment/recovery

From: ESFA (European Competence Center for Social Innovation)

2026-07-07 23:43:40



Dear Coordinator,

In the attached document we provide information on the approval of the Periodic Report No. 1 of Project No. ESF-SI-JB-01-CALL-0001.

The amount of the second prefinancing payment, the final payment amount, or the amount to be recovered can be found in the project information on the Portal: Reports > Financing > Payments/Recoveries.

For any questions, please contact us via the Portal.

[Financial statement 2026-07-07_22-43-40.doc](#)

BACK

REPLY

8.2.6.2. The 'UPLOAD OBSERVATIONS' button

If the user does not agree with the Granting Authority's assessment of the periodic report and wishes to submit observations, the **'UPLOAD OBSERVATIONS'** button must be clicked.

Clicking **'UPLOAD OBSERVATIONS'** opens a window in which the user must:

- enter a reasoned explanation of the disagreement with the assessment (submit observations) in the **'Message Text'** field;
- upload supporting documents using **'UPLOAD DOCUMENT'** (if applicable). Uploading supporting documents is mandatory. If no documents are uploaded, or if the **'Message Text'** field is left empty, the **'SEND'** button will not become active.

Upload and submit observations

Message Text

Testing

Title

Actions

UPLOAD DOCUMENT

CLOSE

SEND

- Once the '**Message Text**' field has been completed and the required documents have been uploaded, the '**SEND**' button becomes active. The user must click this button to submit the observations to the Granting Authority or click '**CLOSE**' to cancel the action. If the user clicks '**CLOSE**' without sending, the entered information will not be saved as a draft and must be re-entered upon clicking '**UPLOAD OBSERVATIONS**' again.

Upload and submit observations

Message Text

Testing

Title

test.ppt

Actions

UPLOAD DOCUMENT

CLOSE

SEND

- Clicking '**SEND**' triggers a success message (a notification in green).

Once these actions have been completed, the report status changes to ‘*Observations Received*’.

Reporting Period

Period covered	from 2025-02-01 to 2026-02-01
Report (request) number	1
Periodic report date and version	22/06/2026 V1
Periodic Report Status	Observations Received
Payment deadline suspension	None

The system also automatically sends a notification to the Granting Authority.

Project
Amendments
Reports
Communication
Users

Subject: Submitted observations on the Periodic report No. 1

From: Testavimo Sumetimais
2026-07-08 09:22:27


Observations on the Periodic report No. 1 have been submitted. Reason: testing [test.ppt](#)

BACK

REPLY

Upon receiving the observations, the Granting Authority will either accept or reject them. If the Granting Authority agrees with the observations, a review of the periodic report assessment decision is initiated. If the Granting Authority does not agree with the observations, the assessment decision remains unchanged. The user is informed of the Granting Authority’s decision through a message in the communication section. While the Granting Authority processes the received observations, the report status updates from ‘*Observations Received*’ to ‘*Observations Verification*’.

Reporting Period

Period covered	from 2025-02-01 to 2026-02-01
Report (request) number	1
Periodic report date and version	22/06/2026 V1
<u>Periodic Report Status</u>	<u>Observations Verification</u>
Payment deadline suspension	None

IMPORTANT

If the user takes no action within 30 calendar days (i.e. neither submits observations via **'UPLOAD OBSERVATIONS'** nor selects **'PROCEED WITHOUT OBSERVATIONS'**), the system automatically updates the report status from *'Open for Observations'* to *'Pending Payment'*.

To review the declared amounts against the amounts accepted by the Granting Authority, the user can navigate to 'Reports' → 'Periodic reports'.

Project	Amendments	Reports	Communication	Users
Continuous reports	Periodic reports	Financing		
Report data				

Periodic reporting

RP No	Month from	Month to	Type	Date of submission	Status	Amount	Declared amount	Accepted amount	
1	1	12	A second pre-financing payment	04/10/2025	Paid	200 000,00	495 550,00	495 550,00	
2	13	24	The final payment (payment of the balance)	01/11/2025	Draft	52 167,00			

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