

Final Report – Guidance

Version 1.0

09-06-2026



Final report – Guidance

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This guide provides an overview on how to fill in and submit the final report using the dedicated functionality in the RBM-portal, including the mandatory fields to be fulfilled, to submit the report. The Project manager and Project participants associated to the project can edit the report, but only the Project manager can submit the report.

The report form opens

When the reporting period begins, the project manager at the **administrative body** will receive an **automated email notification** requesting a status report.

The email contains important information about the reporting request, including:

- **Project ID**
- **Report type**
- **Report number**
- **Submission deadline**

It also includes contact details for the **Project Advisor** and **Project Coordinator** in case assistance is needed.

To access the report, click the **“Submit Report”** button in the email. This link will take you directly to the **RBM portal**, where you can complete and submit the final report. Make sure to submit the report **before the indicated submission deadline**.



Request for Final Report 2

Dear Project Manager,

This is an automated message from the Nordic Council of Ministers regarding the project: Testtittel (ID:28)

- Project ID: 28
- Report type: Final Report
- Report number: 2
- Submission deadline: 08.08.2025

Please log in to the portal to complete and submit the Report by the submission deadline.

If you have any questions, please contact:

Project Advisor: Pia Hamre (piaham@norden.org)

Project Coordinator: Emma Gullstrand (emmgul@norden.org)

Thank you for your cooperation.

Kind regards,
Nordic Council of Ministers

Please follow the link to submit the Final Report.

[Submit Report](#)



Nordic Council of Ministers

If you experience any issues accessing the portal or completing the report, you can contact the responsible advisor listed in the email.



1. Basic information		
Field	Field title	Guidance to completing the fields
1	Basic Information	<p>The report form opens with the navigation menu (1) to easily access the various report parts to complete.</p> <p>The Basic information section (2) provides a brief overview of the key information from the approved project description.</p> <p>It summarises the main project details, including project identification numbers (RBM ID, project name, and P360 number), information about the administrating organisation (name, country, and registration number), the overall project timeline (decision date, contract signature date, start date, and end date), and the current report number.</p> <p>The purpose of this section is to present the essential project information in one place for reference.</p>

My Projects & Programs > Project 11031 > Reports > Final Report 1 > Submission

1 Basic Information

- 2 Results
 - 2.1 Achieved Results
 - 2.1.1 MR-SAM 1.1
 - 2.1.2 Overall Results
 - 2.2 Nordic Value
 - 2.3 Activities
 - 2.4 Risks
 - 2.4 Cross Sector
 - 2.5 Incurred Expenditure
- 3 Summary

Basic information

Project

Project ID 11031

Project Title Testtittel

Case Number 26-00016

Administrative body

Name Administrative Body

Country Danmark

Reg. No. 12345678

Project dates

NCM Approval Date 08.06.2026

Contract Signature Date 08.06.2026

Project Start Date 02.03.2026

Project Expected End Date 08.06.2026

Finance

Total Budget (DKK) 710

NCM Financing (DKK) 710

Report

Report Number 1

Reporting Period 02.03.2026 - 05.06.2026

Previous Next



How to fill in the report

2. Progress			
Field	Field title	Guidance to completing the fields	
2	Overall Assessment of Project Progress	<p>Details to include:</p> <ul style="list-style-type: none"> Provide a summary of the results of project/programme implementation. The summary should contain information on: <ul style="list-style-type: none"> Delivered objectives Achieved results Deviations from plan or budget <p>Tips:</p> <ul style="list-style-type: none"> Summarise the achievement of objectives and results. Highlight key outcomes and lessons learned. Explain any deviations from the original plan or budget. 	<p>My Projects & Programs > Project 11031 > Reports > Final Report 1 > Submission</p> <p>1 Basic Information</p> <p>2 Results</p> <p>2.1 Achieved Results</p> <p>2.1.1 MR-SAM 1.1</p> <p>2.1.2 Overall Results</p> <p>2.2 Nordic Value</p> <p>2.3 Activities</p> <p>2.4 Risks</p> <p>2.4 Cross Sector</p> <p>2.5 Incurred Expenditure</p> <p>3 Summary</p> <p>Results</p> <p>Summary of project results</p> <p>Provide a summary of the results of project / programme implementation. The summary should contain information on:</p> <ul style="list-style-type: none"> Delivered objectives Achieved results Deviations from plan or budget <p>Note: It is helpful to complete this section after filling out the rest of the final report</p> <p>Summary of the current status of the project implementation</p> <p>Required*</p> <p>Minimum characters: 200</p> <p>Maximum characters: 1500</p> <p>The project has successfully delivered on its overall objectives and expected results. All planned activities have been completed within the project period, and the key outputs have been achieved in line with the agreed work plan. The project contributed to XXX, with measurable improvements documented across the target group/area.</p> <p>Results were achieved as planned, with minor deviations in timeline due to [e.g., one status meeting being delayed], which had limited impact on the overall delivery. The budget was largely utilized as planned, with a slight underspend in [activity/budget line] owing to the scheduling adjustment mentioned above. No significant deviations from the original plan occurred.</p> <p>Overall, the project is considered successfully completed, having met its objectives and delivered the intended results within the approved framework.</p> <p>858/1500</p> <p>Previous Next</p>



		<ul style="list-style-type: none">• Compare planned and actual results, where relevant. <p>Note</p> <ul style="list-style-type: none">• This field is required• Must contain a minimum of 200- and a maximum of 1500 characters	
2.1 Achieved Results			
2.1	Achieved Results	Click "Next" to report on the final achievements and results for each outcome, output, and indicator.	<p>My Projects & Programs > Project 11031 > Reports > Final Report 1 > Submission</p> <p>1 Basic Information</p> <p>2 Results</p> <p>2.1 Achieved Results</p> <p>2.1.1 MR-SAM 1.1</p> <p>2.1.2 Overall Results</p> <p>2.2 Nordic Value</p> <p>2.3 Activities</p> <p>2.4 Risks</p> <p>2.4 Cross Sector</p> <p>2.5 Incurred Expenditure</p> <p>3 Summary</p> <p>Project Progress</p> <p>Achieved Results</p> <p>Previous Next</p>



2.1.1.1	Results	<p>In this section, you are asked to report on the final results of each outcome and output indicator.</p> <p>You must:</p> <ul style="list-style-type: none">• Select an Achieved status (1) <p>You may:</p> <ul style="list-style-type: none">• Enter the indicator value at completion (2)• Add a comment (3) if further explanation is needed	<p>My Projects & Programs > Project 11031 > Reports > Final Report 1 > Submission</p> <p>1 Basic Information 2 Results 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Results 2.2 Nordic Value 2.3 Activities 2.4 Risks 2.4 Cross Sector 2.5 Incurred Expenditure 3 Summary</p> <p>Results Achieved Results</p> <p>Provide information on the indicator values for the projects expected Outcome(s)- and Output(s). Any change in indicator values must be reported as numerical values or percentages, corresponding to the units of measurement used for the Baseline and Target for each indicator, in the table below.</p> <p>MR-SAM 1.1 The Vision is a driving force for the Council's work</p> <p>Outcome 1 Outcome Increased knowledge of how the reporting module in the RBM-portal works. Indicator Successfully created reports. Unit of measurement Quantity</p> <table border="1"><thead><tr><th>Baseline</th><th>Achieved status (1)</th><th>Indicator value at completion (2)</th><th>Target</th></tr></thead><tbody><tr><td>0</td><td>Meeting expectations</td><td>80</td><td>80</td></tr></tbody></table> <p>Comment Maximum characters: 200 The target of 80 was reached, reports were created as planned, confirming the indicator has been fully met (3) 105/200</p>	Baseline	Achieved status (1)	Indicator value at completion (2)	Target	0	Meeting expectations	80	80
Baseline	Achieved status (1)	Indicator value at completion (2)	Target								
0	Meeting expectations	80	80								
	Achieved status	<p>Select the option that best reflects the final status of the outcome or output.</p> <p>Options and definitions:</p> <ol style="list-style-type: none">1. Far below expectations: The outcome/output was not achieved as planned. Significant issues or constraints affected delivery.									



		<p>2. Just Below expectations: The outcome/output was partially achieved, but key targets were not fully met.</p> <p>3. Meeting expectations: The outcome/output was achieved as planned.</p> <p>4. Exceeding expectations: The outcome/output was achieved and surpassed the planned targets.</p> <p>Note:</p> <ul style="list-style-type: none">• Selecting an achieved status is required.	<p>My Projects & Programs > Project 11031 > Reports > Final Report 1 > Submission</p> <p>1 Basic Information 2 Results 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Results 2.2 Nordic Value 2.3 Activities 2.4 Risks 2.4 Cross Sector 2.5 Incurred Expenditure 3 Summary</p> <p>Results Achieved Results</p> <p>Provide information on the indicator values for the projects expected Outcome(s)- and Output(s). Any change in indicator values must be reported as numerical values or percentages, corresponding to the units of measurement used for the Baseline and Target for each indicator, in the table below.</p> <p>MR-SAM 1.1 The Vision is a driving force for the Council's work</p> <p>Outcome 1 Outcome Increased knowledge of how the reporting module in the RBM-portal works. Indicator Successfully created reports. Unit of measurement Quantity</p> <table border="1"><thead><tr><th>Baseline</th><th>Achieved status</th><th>Indicator value at completion</th><th>Target</th></tr></thead><tbody><tr><td>0</td><td>Meeting expectations</td><td>80</td><td>80</td></tr></tbody></table> <p>Comment Maximum characters: 105/200 The target of 80 was confirmed by the indicator.</p> <p>105/200</p>	Baseline	Achieved status	Indicator value at completion	Target	0	Meeting expectations	80	80
Baseline	Achieved status	Indicator value at completion	Target								
0	Meeting expectations	80	80								



	<p>Indicator value at completion</p>	<p>What is the final measured value at the end of the project?</p> <p>If available, enter the final status against the target. This should reflect the actual results achieved at project completion.</p> <p>Example: Baseline: 0 Target: 80 Indicator value completion: 80 reports created</p> <p>Note</p> <ul style="list-style-type: none">This field is not required	<p>The screenshot shows a web-based reporting interface. On the left is a navigation menu with items: 1 Basic Information, 2 Results, 2.1 Achieved Results, 2.1.1 MR-SAM 1.1 (highlighted in yellow), 2.1.2 Overall Results, 2.2 Nordic Value, 2.3 Activities, 2.4 Risks, 2.4 Cross Sector, 2.5 Incurred Expenditure, and 3 Summary. The main content area is titled 'Results' and 'Achieved Results'. It contains a table with the following data:</p> <table border="1"><thead><tr><th>Baseline</th><th>Achieved status</th><th>Indicator value at completion</th><th>Target</th></tr></thead><tbody><tr><td>0</td><td>Meeting expectations</td><td>80</td><td>80</td></tr></tbody></table> <p>Below the table is a 'Comment' field with a character limit of 200. The comment text reads: 'The target of 80 was reached, reports were created as planned, confirming the indicator has been fully met'. The 'Indicator value at completion' field in the table is highlighted with a yellow border in the original image.</p>	Baseline	Achieved status	Indicator value at completion	Target	0	Meeting expectations	80	80
Baseline	Achieved status	Indicator value at completion	Target								
0	Meeting expectations	80	80								



	Comment	<p>Provide a short and factual explanation of the final results, including:</p> <ul style="list-style-type: none">• Deviations from plan or budget• Key risks or challenges• Reasons for differences between planned and achieved results <p>Note</p> <ul style="list-style-type: none">• This field is not required• Maximum 200 characters	<p>My Projects & Programs > Project 11031 > Reports > Final Report 1 > Submission</p> <p>1 Basic Information</p> <p>2 Results</p> <p>2.1 Achieved Results</p> <p>2.1.1 MR-SAM 1.1</p> <p>2.1.2 Overall Results</p> <p>2.2 Nordic Value</p> <p>2.3 Activities</p> <p>2.4 Risks</p> <p>2.4 Cross Sector</p> <p>2.5 Incurred Expenditure</p> <p>3 Summary</p> <p>Results</p> <p>Achieved Results</p> <p>Provide information on the indicator values for the projects expected Outcome(s)- and Output(s).</p> <p>Any change in indicator values must be reported as numerical values or percentages, corresponding to the units of measurement used for the Baseline and Target for each indicator, in the table below.</p> <p>MR-SAM 1.1</p> <p>The Vision is a driving force for the Council's work.</p> <p>Outcome 1</p> <p>Outcome Increased knowledge of how the reporting module in the RBM-portal works.</p> <p>Indicator Successfully created reports.</p> <p>Unit of measurement Quantity</p> <table border="1"><thead><tr><th>Baseline</th><th>Achieved status</th><th>Indicator value at completion</th><th>Target</th></tr></thead><tbody><tr><td>0</td><td>Meeting expectations</td><td>80</td><td>80</td></tr></tbody></table> <p>Comment</p> <p>Maximum characters: 200</p> <p>The target of 80 was reached, reports were created as planned, confirming the indicator has been fully met</p> <p>105/200</p>	Baseline	Achieved status	Indicator value at completion	Target	0	Meeting expectations	80	80
Baseline	Achieved status	Indicator value at completion	Target								
0	Meeting expectations	80	80								



	Overall Results	<p>Provide a final overall assessment of how the project/programme has achieved the expected results (as set out in the table above).</p> <ul style="list-style-type: none">• Describe the achievement of each outcome and output• Explain any deviations, delays, or changes from the original plan• Highlight both achieved and unachieved results, including reasons for differences <p>Note: If expected results were not fully achieved, explain the reasons and any corrective actions taken or no longer required. Also highlight any positive deviations where results exceeded expectations.</p> <p>Note</p> <ul style="list-style-type: none">• This field is required• Minimum 200 characters• Maximum 1500 characters	<p>My Projects & Programs > Project 11031 > Reports > Final Report 1 > Submission</p> <p>Results</p> <p>Achieved Results</p> <p>Provide an overall assessment of how the project / programme has achieved the expected results (as established in the table above).</p> <ul style="list-style-type: none">• Describe the achievement of each Outcome and Output.• If relevant, indicate delays or deviations. <p>Overall assessment of achieved results</p> <p>Required*</p> <p>Minimum characters: 200 Maximum characters: 1500</p> <p>The project has successfully achieved its expected results within the project period. All planned outcomes and outputs have been delivered as agreed.</p> <p>No significant delays or negative deviations occurred during implementation. All outcomes and outputs were achieved in line with, or beyond, the expectations set out in the work plan.</p> <p>335/1500</p> <p>Previous Next</p>
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2.2 Nordic Value		
Field	Field title	Guidance to completing the fields
2.2	Nordic Value	<p>Provide a brief assessment of how the project results contribute to Nordic Added Value in practice.</p> <p>For the purpose of NCM-funded activities, a project is considered to generate Nordic Added Value when:</p> <ul style="list-style-type: none">• The project is implemented through collaboration between actors from multiple Nordic countries• The results create benefits, knowledge, or value that extend beyond a single country and are relevant across the Nordic region <p>Assessment of Contribution to Nordic Added Value:</p> <p>Describe how the project has contributed to strengthening cooperation, sharing knowledge, or developing practices that benefit the Nordic countries collectively.</p>

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 - 2.3 Activities
 - 2.4 Risks
 - 2.4 Cross Sector
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Results

Nordic Added Value

Provide a brief assessment of how achieved project results will (or are likely to) contribute to Nordic Added Value in practice.

As a point of reference, re-visit the approved project description.

Note: For the purposes of NCM funding activities, a project is considered to generate Nordic Value, when:

- The Project is expected to generate added value when implemented through a collaborative effort between actors the Nordic countries, and
- The result of the Project benefits all of the Nordic countries.

Assessment of Contribution to Nordic Added Value

Required*

Minimum characters: 200
Maximum characters: 1500

The project has contributed to Nordic Added Value by bringing together participants and stakeholders across the Nordic countries in a collaborative effort to strengthen knowledge and practice around results-based management and reporting.

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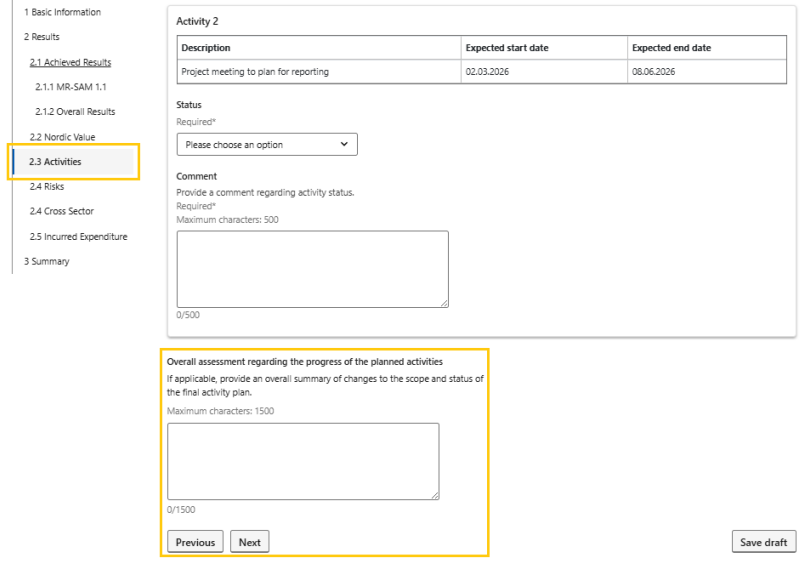


		<p>Focus on concrete results and practical effects of the collaboration across countries.</p> <p>Note</p> <ul style="list-style-type: none"> • This field is required • Minimum 200 characters • Maximum 1500 characters 							
<h2>2.3 Activities</h2>									
Field	Field title	Guidance to completing the fields							
2.3	Activities	<p>Final status of planned activities Select the option that best describes the final implementation status of the activity.</p> <p>Options and definitions:</p> <ol style="list-style-type: none"> Not started <ul style="list-style-type: none"> ○ The activity was not initiated. Partially completed <ul style="list-style-type: none"> ○ The activity was started but not fully completed as planned. Completed 	<p>The screenshot shows the 'Final Status of Planned Activities' section of a submission form. It includes a table for 'Activity 1' and a dropdown menu for selecting the status. The '2.3 Activities' section in the left sidebar is highlighted in yellow.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Expected start date</th> <th>Expected end date</th> </tr> </thead> <tbody> <tr> <td>Creation of the project in the RBM-portal</td> <td>02.03.2026</td> <td>06.06.2026</td> </tr> </tbody> </table> <p>Status Required*</p> <p>Please choose an option</p> <ul style="list-style-type: none"> Not started Partially Completed Completed Cancelled <p>0/500</p>	Description	Expected start date	Expected end date	Creation of the project in the RBM-portal	02.03.2026	06.06.2026
Description	Expected start date	Expected end date							
Creation of the project in the RBM-portal	02.03.2026	06.06.2026							

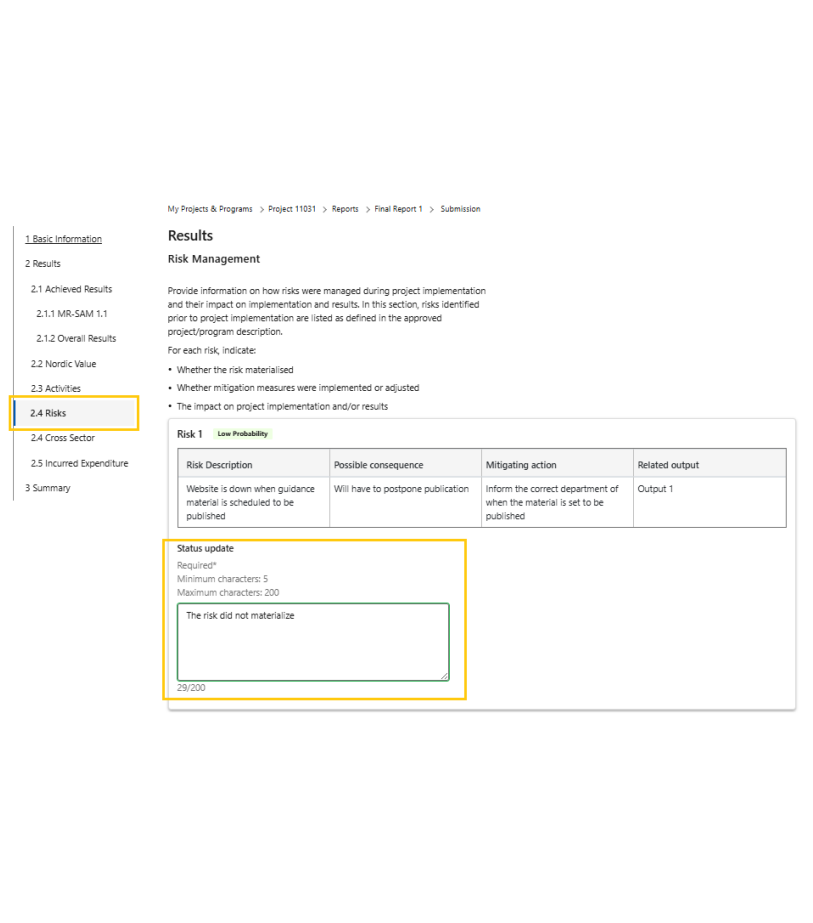


		<ul style="list-style-type: none">○ The activity has been finalized as planned. <p>4. Cancelled</p> <ul style="list-style-type: none">○ The activity will not be carried out. <p>Note</p> <ul style="list-style-type: none">● This field is required							
	Comment	<p>If applicable, provide a comment on any deviations from the plan.</p> <ul style="list-style-type: none">● Keep the explanation short and factual, and use it to describe:● Delays or deviations from the original plan● Risks or challenges encountered during implementation● Reasons why the final outcome differs from the planned approach or timeline <p>Note</p> <ul style="list-style-type: none">● This field is not required● Maximum 500 characters	<p>My Projects & Programs > Project 11031 > Reports > Final Report 1 > Submission</p> <p>Results</p> <p>Final Status of Planned Activities</p> <p>In this section, planned project/programme activities are listed as defined in the last approved description. Please indicate the final status of each activity.</p> <table border="1"><thead><tr><th>Description</th><th>Expected start date</th><th>Expected end date</th></tr></thead><tbody><tr><td>Creation of the project in the RBM-portal</td><td>02.03.2026</td><td>08.06.2026</td></tr></tbody></table> <p>Activity 1</p> <p>Status Required*</p> <p>Completed</p> <p>Comment Provide a comment regarding activity status. Required* Maximum characters: 500</p> <p>The activity was completed as planned.</p> <p>38/500</p>	Description	Expected start date	Expected end date	Creation of the project in the RBM-portal	02.03.2026	08.06.2026
Description	Expected start date	Expected end date							
Creation of the project in the RBM-portal	02.03.2026	08.06.2026							



	Overall assessment	<p>If applicable, provide an overall summary of changes to the scope and status of the final activity plan. Keep the explanation short and factual, and use it to describe:</p> <ul style="list-style-type: none"> • Delays or deviations from the original plan • New activities introduced during implementation • Adjustments to the scope of activities <p>Note</p> <ul style="list-style-type: none"> • This field is not required • Maximum 1500 characters 	
2.4 Risks			
Field	Field title	Guidance to completing the fields	
2.4	Risks	This section follows up on risks identified in the last approved project/program description.	



	<p>Risk management</p>	<p>Provide information on how risks were managed during project implementation and their impact on the implementation process and project results.</p> <p>This section follows up on risks identified prior to project implementation, as defined in the approved project/program description.</p> <p>For each listed risk, indicate whether it materialised during the implementation period and describe any changes in likelihood or impact. Summarise any mitigation actions taken and their effectiveness, and explain any resulting effect on the project (e.g. timeline, budget, scope, or quality). Keep the update concise and factual.</p> <p>Note</p> <ul style="list-style-type: none">• This field is required• Minimum 5 characters• Maximum 200 characters	 <p>My Projects & Programs > Project 11031 > Reports > Final Report 1 > Submission</p> <p>Results</p> <p>Risk Management</p> <p>Provide information on how risks were managed during project implementation and their impact on implementation and results. In this section, risks identified prior to project implementation are listed as defined in the approved project/program description.</p> <p>For each risk, indicate:</p> <ul style="list-style-type: none">• Whether the risk materialised• Whether mitigation measures were implemented or adjusted• The impact on project implementation and/or results <table border="1"><thead><tr><th>Risk Description</th><th>Possible consequence</th><th>Mitigating action</th><th>Related output</th></tr></thead><tbody><tr><td>Website is down when guidance material is scheduled to be published</td><td>Will have to postpone publication</td><td>Inform the correct department of when the material is set to be published</td><td>Output 1</td></tr></tbody></table> <p>Status update</p> <p>Required*</p> <p>Minimum characters: 5</p> <p>Maximum characters: 200</p> <p>The risk did not materialize</p> <p>29/200</p>	Risk Description	Possible consequence	Mitigating action	Related output	Website is down when guidance material is scheduled to be published	Will have to postpone publication	Inform the correct department of when the material is set to be published	Output 1
Risk Description	Possible consequence	Mitigating action	Related output								
Website is down when guidance material is scheduled to be published	Will have to postpone publication	Inform the correct department of when the material is set to be published	Output 1								



	<p>New or emerging risk</p>	<p>If relevant, provide information on any new or emerging risks identified during project implementation that influenced the project/programme results, timeline, budget, scope, or quality.</p> <p>For each risk, include:</p> <ul style="list-style-type: none">• A short description of the risk• Whether the risk materialised and its actual impact on the project• Any mitigation actions implemented and their effectiveness• Any resulting effect on the project's results, timeline, budget, scope, or quality <p>If no new risks were identified during the implementation period, please state: "No new risks identified."</p> <p>Note</p> <ul style="list-style-type: none">• This field is not required.• Maximum 1,500 characters.	<p>1 Basic Information 2 Results 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Results 2.2 Nordic Value 2.3 Activities 2.4 Risks 2.4 Cross Sector 2.5 Incurred Expenditure 3 Summary</p> <p>Risk 2 Low Probability</p> <table border="1"><thead><tr><th>Risk Description</th><th>Possible consequence</th><th>Mitigating action</th><th>Related output</th></tr></thead><tbody><tr><td>Internet connection is down when the webinar is to be held</td><td>Webinar will have to be postponed</td><td></td><td>Output 2</td></tr></tbody></table> <p>Status update Required* Minimum characters: 5 Maximum characters: 200 0/200</p> <p>New or emerging risks If relevant, indicate new or emerging risks that have influenced project/programme results, timeline or budget. Maximum characters: 1500 Only list new or emerging risks that are significant enough to influence project/programme results, timeline or budget. 0/1500</p> <p>Previous Next Save draft</p>	Risk Description	Possible consequence	Mitigating action	Related output	Internet connection is down when the webinar is to be held	Webinar will have to be postponed		Output 2
Risk Description	Possible consequence	Mitigating action	Related output								
Internet connection is down when the webinar is to be held	Webinar will have to be postponed		Output 2								



2.4 Cross Sector		
Field	Field title	Guidance to completing the fields
2.4	Cross Sector	<p>This section you are asked to reflect on how the project has addressed the NCM's three cross-sectoral perspectives during implementation:</p> <ol style="list-style-type: none">(1) Children and young people: Describe how the project has considered or impacted children and young people, either positively or negatively. If not relevant, you may leave this field blank.(2) Sustainable development: Describe how the project has contributed to or considered sustainable development during implementation. If not relevant, you may leave this field blank.(3) Gender equality: Describe how the project has worked to mainstream gender equality, and what results were

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Results

Mainstreaming of cross-sectoral perspectives

Describe how the project has performed (positively or negatively) in relation to the mainstreaming of the NCM three cross-sectoral perspectives; Children and young people, Sustainable development, Gender equality, during project implementation.

With reference to the latest approved project description, reflect on planned actions for mainstreaming the NCM cross-sectoral perspectives in project implementation, and actual achieved results.

Children and young people

Mainstreaming of the cross-sectoral perspectives regarding Children and young people

Maximum characters: 1500

0/1500

1

Sustainable development

Mainstreaming of the cross-sectoral perspectives regarding Sustainable development

Maximum characters: 1500

0/1500

2

Gender equality

Mainstreaming of the cross-sectoral perspectives regarding Gender equality

Maximum characters: 1500

0/1500

3



		<p>achieved in this regard. If not relevant, you may leave this field blank.</p> <p>With reference to the latest approved project description, reflect on both planned actions and actual achieved results for each perspective.</p> <p>Note</p> <ul style="list-style-type: none"> • This field is not required. • Maximum 1,500 characters. 	
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2.5 Incurred Expenditure

2.5	Incurred Expenditure	<p>Introduction</p> <p>In the Incurred expenditure section you can view the Project budget (1), the columns where you must report the Incurred expenditure (2), and a comment filed (3).</p> <p>Only expenditure incurred since the project start date should be included. The figures should be based on the actual incurred</p>	<div style="display: flex; align-items: flex-start;"> <div style="width: 20%; font-size: 0.8em; margin-right: 10px;"> <p>1 Basic Information</p> <p>2 Results</p> <p>2.1 Achieved Results</p> <p>2.1.1 MR-SAM 1.1</p> <p>2.1.2 Overall Results</p> <p>2.2 Nordic Value</p> <p>2.3 Activities</p> <p>2.4 Risks</p> <p>2.4 Cross Sector</p> <p style="border: 1px solid orange; padding: 2px;">2.5 Incurred Expenditure</p> <p>3 Summary</p> </div> <div style="width: 80%;"> <p style="font-size: 0.8em; margin-bottom: 5px;">as incurred after this date are subject to repayment to the NCM.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 0.8em;"> <thead> <tr> <th rowspan="2">Category</th> <th colspan="3">Project Budget 1</th> <th colspan="3">Incurred Incurred 2</th> <th rowspan="2">Comment 3</th> </tr> <tr> <th>NCM</th> <th>Other</th> <th>Total</th> <th>NCM</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1 Direct Project Costs</td> <td style="text-align: center;">350</td> <td style="text-align: center;">0</td> <td style="text-align: center;">350</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>1.1 Salaries</td> <td style="text-align: center;">100</td> <td style="text-align: center;">0</td> <td style="text-align: center;">100</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>1.1.1 Project Manager</td> <td style="text-align: center;">100</td> <td style="text-align: center;">0</td> <td style="text-align: center;">100</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>1.2 Travel Expenses</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>1.3 Living Expenses</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>1.4 Meeting Expenses</td> <td style="text-align: center;">50</td> <td style="text-align: center;">0</td> <td style="text-align: center;">50</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>1.4.1 Status meeting</td> <td style="text-align: center;">50</td> <td style="text-align: center;">0</td> <td style="text-align: center;">50</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>1.5 Other Expenses</td> <td style="text-align: center;">200</td> <td style="text-align: center;">0</td> <td style="text-align: center;">200</td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td style="text-align: center;"><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table> </div> </div>	Category	Project Budget 1			Incurred Incurred 2			Comment 3	NCM	Other	Total	NCM	Other	Total	1 Direct Project Costs	350	0	350	0	0	0		1.1 Salaries	100	0	100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.1.1 Project Manager	100	0	100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.2 Travel Expenses	0	0	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.3 Living Expenses	0	0	0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.4 Meeting Expenses	50	0	50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.4.1 Status meeting	50	0	50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1.5 Other Expenses	200	0	200	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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		<p>expenditure at the time of reporting (e.g. actual costs paid, signed contracts).</p> <p>As a general rule, incurred expenditure must be reported proportionally under the columns NCM and Other, in accordance with the financing structure approved in the project budget.</p>																																																							
	<p>Final Estimated Incurred Costs – NMR</p>	<p>Enter the portion of the incurred expenditure that has been financed by the Nordic Council of Ministers (NCM).</p> <p>This amount must reflect the final share of costs covered by NCM funding in accordance with the approved budget distribution.</p>	<p>2.1.1 MR-SAM 1.1 2.1.2 Overall Results 2.2 Nordic Value 2.3 Activities 2.4 Risks 2.4 Cross Sector 2.5 Incurred Expenditure 3 Summary</p> <p>as incurred after this date are subject to repayment to the NCM.</p> <table border="1"> <thead> <tr> <th rowspan="2">Category</th> <th colspan="3">Project Budget</th> <th colspan="3">Incurred Incurred</th> <th rowspan="2">Comment</th> </tr> <tr> <th>NCM</th> <th>Other</th> <th>Total</th> <th>NCM</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1 Direct Project Costs</td> <td>350</td> <td>0</td> <td>350</td> <td>100</td> <td>0</td> <td>100</td> <td></td> </tr> <tr> <td>1.1 Salaries</td> <td>100</td> <td>0</td> <td>100</td> <td>100</td> <td></td> <td>100</td> <td></td> </tr> <tr> <td>1.1.1 Project Manager</td> <td>100</td> <td>0</td> <td>100</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.2 Travel Expenses</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>1.3 Living Expenses</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td></td> <td>0</td> <td></td> </tr> </tbody> </table>	Category	Project Budget			Incurred Incurred			Comment	NCM	Other	Total	NCM	Other	Total	1 Direct Project Costs	350	0	350	100	0	100		1.1 Salaries	100	0	100	100		100		1.1.1 Project Manager	100	0	100					1.2 Travel Expenses	0	0	0			0		1.3 Living Expenses	0	0	0			0	
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	Comment	<p>Use the comment field to provide clarifications where relevant. This may include:</p> <ul style="list-style-type: none"> • Explanation of significant deviations from the approved budget • Justification for unusually high or low expenditure • Clarification of estimation methods used e.g. exchange rate used for the currency conversion. <p>Comments should be concise and only included where additional explanation is necessary.</p>	<p>2.4 Risks 2.4 Cross Sector 2.5 Incurred Expenditure 3 Summary</p> <table border="1"> <thead> <tr> <th rowspan="2">Category</th> <th colspan="3">Project Budget</th> <th colspan="3">Incurred Incurred</th> <th rowspan="2">Comment</th> </tr> <tr> <th>NCM</th> <th>Other</th> <th>Total</th> <th>NCM</th> <th>Other</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1 Direct Project Costs</td> <td>350</td> <td>0</td> <td>350</td> <td>150</td> <td>0</td> <td>150</td> <td></td> </tr> <tr> <td>1.1 Salaries</td> <td>100</td> <td>0</td> <td>100</td> <td>100</td> <td></td> <td>100</td> <td></td> </tr> <tr> <td>1.1.1 Project Manager</td> <td>100</td> <td>0</td> <td>100</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>1.2 Travel Expenses</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>1.3 Living Expenses</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>1.4 Meeting Expenses</td> <td>50</td> <td>0</td> <td>50</td> <td>50</td> <td></td> <td>50</td> <td>All meetings has been held</td> </tr> <tr> <td>1.4.1 Status meeting</td> <td>50</td> <td>0</td> <td>50</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Category	Project Budget			Incurred Incurred			Comment	NCM	Other	Total	NCM	Other	Total	1 Direct Project Costs	350	0	350	150	0	150		1.1 Salaries	100	0	100	100		100		1.1.1 Project Manager	100	0	100					1.2 Travel Expenses	0	0	0			0		1.3 Living Expenses	0	0	0			0		1.4 Meeting Expenses	50	0	50	50		50	All meetings has been held	1.4.1 Status meeting	50	0	50				
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	Interest income	If applicable: Any interest income accrued on project funds after the funds have been paid out by the Nordic Council of Ministers shall be added to the project funding and, if unspent, returned to the Nordic Council of Ministers.	<p>2 Results 2.1 Achieved Results 2.1.1 MR-SAM 1.1 2.1.2 Overall Results 2.2 Nordic Value 2.3 Activities 2.4 Risks 2.4 Cross Sector 2.5 Incurred Expenditure 3 Summary</p> <table border="1"> <thead> <tr> <th>Uverveaa</th> <th>u</th> <th>u</th> <th>u</th> <th>u</th> <th>u</th> <th>u</th> <th>u</th> </tr> </thead> <tbody> <tr> <td>8 Funds for re-granting and project activities</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>9 Total</td> <td>710</td> <td>0</td> <td>710</td> <td>150</td> <td>0</td> <td>150</td> <td>-</td> </tr> </tbody> </table> <p>Interest Income Interest income from NCM granted funds.</p> <p>Unused Funds Below you can see the amount of unused funds calculated based on the budget total and the total expenditure.</p> <p>560</p>	Uverveaa	u	u	u	u	u	u	u	8 Funds for re-granting and project activities	0	0	0			0		9 Total	710	0	710	150	0	150	-																																														
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		<p>Please enter any interest income generated during the project period.</p> <p>Note</p> <ul style="list-style-type: none"> This field is not required 																									
	<p>Unused funds</p>	<p>Below you can see the amount of unused funds, calculated as the difference between the total budget and the total expenditure. This amount is calculated automatically based on the information you have entered above.</p> <p>Any unused funds must be repaid to the Nordic Council of Ministers. The amount shown below is therefore the amount to be reimbursed. An invoice will be issued and sent to you after the financial report has been reviewed.</p>	<p>The screenshot shows a financial report interface. On the left, there is a list of sections: 2 Results, 2.1 Achieved Results, 2.1.1 MR-SAM 1.1, 2.1.2 Overall Results, 2.2 Nordic Value, 2.3 Activities, 2.4 Risks, 2.4 Cross Sector, 2.5 Incurred Expenditure (highlighted with a yellow box), and 3 Summary. On the right, there is a table with columns for 'U' and 'U' and rows for '8 Funds for re-granting and project activities' and '9 Total'. Below the table, there is a section for 'Interest Income' with a text input field. Below that, there is a section for 'Unused Funds' with a text input field containing the value '560'.</p> <table border="1"> <thead> <tr> <th></th> <th>U</th> <th>U</th> <th>U</th> <th>U</th> <th>U</th> <th>U</th> <th>U</th> </tr> </thead> <tbody> <tr> <td>8 Funds for re-granting and project activities</td> <td>0</td> <td>0</td> <td>0</td> <td></td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>9 Total</td> <td>710</td> <td>0</td> <td>710</td> <td>150</td> <td>0</td> <td>150</td> <td>-</td> </tr> </tbody> </table>		U	U	U	U	U	U	U	8 Funds for re-granting and project activities	0	0	0			0		9 Total	710	0	710	150	0	150	-
	U	U	U	U	U	U	U																				
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<p>Financial statement comment</p>		<p>Please use this field to provide any relevant comments that will help explain and contextualise the project's final financial statement.</p>																									



	<p>In particular, please describe any significant deviations between the reported expenditure and the last approved budget (more than $\pm 10\%$ per budget category or in total), including reasons for under- or overspending and any reallocations between budget categories.</p> <p>You should also report any external funding or co-financing received from third parties that was not included in the approved budget, as well as any other information relevant to the project's financial closure.</p> <p>Provide a clear and concise explanation. If there are no significant deviations, please state: "No significant budget deviations to report."</p> <p>Note</p> <ul style="list-style-type: none">• This field is not required• Maximum 1500 characters	<div data-bbox="1332 491 1422 758"><p>1 Basic Information</p><p>2 Results</p><p>2.1 Achieved Results</p><p>2.1.1 MR-SAM 1.1</p><p>2.1.2 Overall Results</p><p>2.2 Nordic Value</p><p>2.3 Activities</p><p>2.4 Risks</p><p>2.4 Cross Sector</p><p>2.5 Incurred Expenditure</p><p>3 Summary</p></div> <table border="1" data-bbox="1480 491 2101 518"><tr><td>9 Total</td><td>710</td><td>0</td><td>710</td><td>150</td><td>0</td><td>150</td><td>-</td></tr></table> <p>Interest Income Interest income from NCM granted funds.</p> <input data-bbox="1480 571 1659 592" type="text"/> <p>Unused Funds Below you can see the amount of unused funds calculated based on the budget total and the total expenditure.</p> <input data-bbox="1480 655 1659 676" type="text" value="560"/> <p>Financial Statement Comment Provide an overview of any significant deviations or observations related to the project budget and financial statement. This may include:</p> <ul style="list-style-type: none">• Significant deviations between reported incurred expenditure and the last approved budget ($\pm 10\%$ per category or total).• Explanations for under- or overspending, including reasons for reallocations between budget categories.• Any external financing provided by third parties, that were not originally budgeted for. <p>Other relevant comments that would help NCM understand and assess the project's financial closure. Maximum characters: 1500</p> <input data-bbox="1480 906 1749 986" type="text"/> <p>0/1500</p> <p><input data-bbox="1480 1018 1541 1038" type="button" value="Previous"/> <input data-bbox="1547 1018 1585 1038" type="button" value="Next"/></p> <p><input data-bbox="2040 1018 2101 1038" type="button" value="Save draft"/></p>	9 Total	710	0	710	150	0	150	-
9 Total	710	0	710	150	0	150	-			



How to submit the report

3. Summary			
Field	Field title	Guidance to completing the fields	
3	Summary	<p>The summary filed provides an automatic summary of all sections included in the Final report. It consolidates the key details and information from each section into a comprehensive overview for quick reference. All new content added during the status reporting period is highlighted with a blue line. Use the Expand all button (1) to see all sections at once.</p> <p>In addition, you will receive an overview of the fields that must be completed before you can submit the status report.</p> <p>When all the required fields have been completed, the Project Manager may press the Submit button (2)</p>	<p>The screenshot shows a sidebar on the left with a menu containing: 1 Basic Information, 2 Results, 2.1 Achieved Results, 2.1.1 MR-SM 1.1, 2.1.2 Overall Results, 2.2 Nordic Value, 2.3 Activities, 2.4 Risks, 2.4 Cross Sector, 2.5 Incurred Expenditure, and 3 Summary. The '3 Summary' item is highlighted with a yellow box. The main content area shows a 'Summary' section with a 'Results' sub-section. Below this is a table titled 'Achieved results' with columns: Description, Indicator, Baseline, Achieved Status, Indicator Object Completion, Target, Unit, and Comment. The table contains three rows of data. At the bottom of the page, a 'Submit' button is highlighted with a yellow box and a circled '2'. A 'Clear draft' button is also visible.</p>



Report is submitted

Once the report is submitted:

- a success message is displayed
- the report status changes from Submission to Submitted (review). You may need to refresh the page to view the latest status.

Here is an example of the Report screen after successful submission of the report.

My Projects & Programs > Project 11031 > Reports > Final Report 1 > Submission

Summary

Results

Summary of the current status of the project implementation

The project has successfully delivered on its overall objectives and expected results. All planned activities have been completed within the project period, and the key outputs have been achieved in line with the agreed work plan. The project contributed to XXX, with measurable improvements documented across the target group/area.

Results were achieved as planned, with minor deviations in timeline due to [e.g., one status meeting being delayed], which had limited impact on the overall delivery. The budget was largely utilized as planned, with a slight underspend in [activity/budget line] owing to the scheduling adjustment mentioned above. No significant deviations from the original plan occurred.

Overall, the project is considered successfully completed, having met its objectives and delivered the intended results within the approved framework.

+ Expand all

- + Achieved results
- + Nordic Value
- + Activities
- + Risks
- + Cross Sector
- + Incurred Expenditure

Report submitted

The report has been successfully submitted for review.

[Back to the Report overview](#)

Previous Next



View the report after submission

You can still access the report after submission, but you cannot make any further changes.

Click on the **See summary (1)** or **Report details (2)** to view the report on the screen. Unfortunately, it is not possible to print the report.

The screenshot displays the 'Final Report 1' interface. At the top, there is a header 'Final Report 1' with a sub-header 'Overview' and 'Report Details'. A circled '2' is placed over the 'Report Details' link. Below the header, a breadcrumb trail shows 'My Projects & Programs > Project 11031 > Reports > Final Report 1'. A left sidebar contains 'Overview' and 'Administrative Tools'. The main content area is titled 'Project Report Overview' and is divided into two sections: 'Project Metadata' and 'Report Metadata'. The 'Project Metadata' section includes fields for Project ID (11031), Project Title (Testtittel), NCM Approval Date (08.06.2026), Contract Signature Date (08.06.2026), Project Start Date (02.03.2026), and Project Expected End Date (08.06.2026). The 'Report Metadata' section includes Report Id (163), Report Number (1), and Reporting Period (02.03.2026 - 05.06.2026). At the bottom, a box indicates the submission deadline (04.06.2026) and shows the status 'Submitted'. Below this, a message states 'The report has been submitted for review.' and a 'See summary' button is highlighted with a circled '1'.

Project Metadata	
Project ID	11031
Project Title	Testtittel
NCM Approval Date	08.06.2026
Contract Signature Date	08.06.2026
Project Start Date	02.03.2026
Project Expected End Date	08.06.2026

Report Metadata	
Report Id	163
Report Number	1
Reporting Period	02.03.2026 - 05.06.2026

Submission deadline: 04.06.2026
Submission Submitted
The report has been submitted for review.
[See summary](#)