

In this briefing sheet, we consider those parts of the **report form** that need to be considered when assessing a KA2 Strategic Partnership final application, irrespective of the targeted field.

Section of the Final Report Form:	Core Content:	RELEVANCE	IMPLEMENTATION	CONSORTIUM	IMPACT-DISSEMINATION
1. Context	Programme-Key Action-Action-Action Type-Call-Report Type-Language Used; Project ID; Title; Acronym; Start-End Dates-Project Duration; Beneficiary of the NA.	<input checked="" type="checkbox"/>			
2. Project Summary	Project Context and Background; Objectives; Number and Profile of Participating Organisations; Description of Main Activities Undertaken; Results and Impact; Longer-term Benefits (where relevant); Summary of Participating Partners (including associated partners)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Description of the Project	Objectives (achieved/not achieved); Achievements (beyond Intellectual Outputs, Multiplier Events and Learning, Teaching and Training Activities); Innovation and Complementarity; Priorities Addressed; Topics Addressed (new and existing).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
4. Project Management	Activities; Indicators (quantitative and qualitative) and Measures; Monitoring and Evaluation (and involved staff); Difficulties Encountered (and solutions introduced); Risk Management and Conflict Resolution Measures and Tools.		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Implementation	Core Project Stages and Delivery of Activities (including participant profiles and dissemination); Partner Contributions; Cooperation and Communication; Target Groups Addressed; Involvement of Participants with Fewer Opportunities; Transnational Partner Meetings; Intellectual Outputs; Multiplier Events; Learning, Teaching and Training Activities;		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Follow-up	Impact on Partners and Participating Organisations; Impact on Wider Stakeholders; Impact on Selected Priorities; Impact at Different Levels (local, regional, national, European); Dissemination (audiences; scope; activities; channels); Open Access; Transfer; Sustainability (beyond the project lifetime).		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
7. Budget	Budget Summary plus tables for different budget headings).		<input checked="" type="checkbox"/>		

Note: for partners participating in a Strategic Partnership for “schools only”, a shorter and less detailed report form is used with only the “project coordinator” required to submit a full Final Report.



Key Action 2:  
Strategic Partnerships  
Final Report Assessment

WHERE TO LOOK

Assessment Criteria

Briefing Sheet