

Reporting and Accounting for WWTF projects

General information

As part of its regular reporting requirements, WWTF requests annual reports and a final report at the end of multi-annual projects. For shorter projects, only a final report is required.

Reports serve to monitor (control of expenses and planning of disbursement of funding rates) and evaluate projects, as well as to inform WWTF's PR work together with the site-visits. A site visit is a mid-term monitoring visit, where WWTF employees visit the project team on site .

The PI&C / VRG leader is responsible for preparing the individual reports and is the single point of contact for WWTF in all matters regarding reporting.

Type of reports

Annual reports

Annual reports serve to continuously monitor the project. They contain:

- a brief report on the project's progress
- a list of expenses incurred, and
- a list of results and outputs

As the annual reports build on each other, only information from the most recent project year should be added to each report.

The submission of a report and positive approbation is the prerequisite for the payment of the respective annual installment.

Final reports

Final reports are the summary of the entire course of a project and form the basis for ex-post evaluations. They contain:

- an extensive report on the results of the project
- a list of expenses incurred, and
- a list of results and output

Additional reports

WWTF reserves the right to request additional reports as circumstances require. In these cases, reports must be submitted promptly in accordance with the requirements provided by WWTF.

Proof of costs

In accordance with the funding guideline and the funding contract, the funding recipient must set up a separate account/project account (e.g., SAP internal order) for the funded project, which allows the current status of income and expenditure to be accessed at any time. The same applies to partner organizations involved in the project. On the reporting date of each annual report, a statement of the project account(s) should be made and kept by the project manager. These serve as proof of the information entered in the online platform in case of inquiries from WWTF. Upon request, accounting documents must be submitted to WWTF or made available for audits.

Submission of reports and deadlines

When must I submit my report?

The annual reports must be submitted according to project year rather than calendar years. The annual reports must be submitted to WWTF within one month of the end of the project year. The project start is the date indicated in the funding contract.

WWTF controlling will contact you via e-mail, once your report form is ready to be filled out.

Where should I submit my report?

Submit your report in the online portal where you also submitted your project. All projects that started after May 2023 must be submitted via the WWTF Funding Portal

<https://fundingportal.wwtf.at>.

1. Go to "My projects"
2. Go to "Project Record 1"
3. Click on the "Reports" tab

Projects approved before this date must submit their reports via the WWTF Submission System

<https://funding.wwtf.at/>

How long do I have to submit my report?

Counting from the date WWTF has contacted you, you have:

- one month to submit an annual report

- two months to submit final reports

In case of any delays, contact WWTF.

The report is considered submitted as soon as the “Submit” button on the online platform has been pressed. After that, no further entries/corrections are possible. If entries have been forgotten or the WWTF requests additional information, the form can be reactivated for editing by WWTF at any time.

How long after submission of my report will the next installment be paid?

WWTF checks the reports received for plausibility and completeness. Additional information may be requested if necessary. WWTF reserves the right to conduct audits and look at supporting documents at short notice. The installment will be paid once the report has been approved by WWTF. After the final report, any unused funds must be transferred back to the WWTF.

WWTF may reduce funding rates if the actual expenditure in the previous reporting period is substantially lower than the planned expenditure. This procedure serves the purpose of financial management by the WWTF. This does not invalidate the claims of funding recipients; the funds will simply be paid out at a later date as required.

Further information

Changes of project runtimes

Potential extensions must be requested from WWTF via e-mail.

Extensions beyond the duration specified below can be only granted under extraordinary circumstances and require an extended written justification.

- For projects that run under a “project call” funding scheme (“larger projects with exploitation projects” as per the WWTF funding guideline), a cost neutral extension for up to a maximum of one year can be requested.
- VRG projects can be extended once as a cost neutral extension by up to one sixth of the contractual funding period.
- For extensions of projects funded under the supplementary instruments funding scheme, please contact WWTF controlling directly.

Rules for in-kind contributions

Please check the corresponding section of the Call Specifications. They are provided as annex to your funding contract in the WWTF Funding Portal.

Ex-post evaluation

WWTF conducts ex-post evaluations either on a call-basis or individual project basis. Should your project be subject to ex-post evaluation, you will be informed accordingly in due time. Under some circumstances, further reporting requirements may also apply.

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