This is only a working document and will not be accepted as a period or final report. In order to hand in a report, you must fill in the online form here:   
[www.sass.is/uppbyggingarsjodur/skyrsla](http://www.sass.is/uppbyggingarsjodur/skyrsla/)

# Handing in a final report or period report

**Progress and Final Reports:** A progress or final report should reflect the actual progress of the project. It is advisable to refer to the project agreement when filling out a progress or final report, comparing it against the project plan and outcomes. In the case of grants from the Development Fund, it is also beneficial to consider the fund's allocation rules. Additional documents can be uploaded at the bottom of the form - using the "Choose file" button.

**Final Report:** The final report is fundamentally similar to the progress report. However, final reports generally have higher requirements as they are meant to highlight the total benefits or outcomes of the project. Special attention is given to the success of the project compared to the objectives set at the beginning.

**Request for Contract Modification:** Consultation with SASS is required for changes to projects. If deviations from the project plan or agreement are anticipated, a request/change application should be submitted. The request for modification should be filled out as if it were a progress report. New plans or other documents can be attached as appendices. Deviations from the signed agreement must be specifically explained. Changes to projects are only approved if they are likely to increase the chances of success and meet the original project objectives.

If no payment is requested for the project, enter 0 in the numeric field.

**Heiti verkefnis:** Name of the project

**Skýrsla þessi er:** This report is a

* Lokaskýrsla: Final report
* Áfangaskýrsla nr.1/2/3/4: Period report nr.1/2/3/4/
* Beiðni um breytingu á verkáætlun/samningi: A request to make changes to the project plan or contract

**Tilv nr verkefnis:** A 6-7 digit number of the project. You will find it on the front page of your contract.

**Ráðgjafi á vegum Uppbyggingasjóðs Suðurlands:** Which area in SASS do you

**Upphæð styrkveitingar:** The amount Sass granted for this project. You find this on your contract.

**Verkefnastjóri:** Project manager

**Tölvupóstfang:** Email address

**Sími:** Phone

**Styrkþegi:** Who received the grant? Often it is the same as the project manager but it can also be a company or an organization.

**Kennitala:** Icelandic social security number

**Reikningsnúmer:** Bank account

**Útlagður kostnaður:** Purchases. How much has been spent on the project so far in the form of goods, services or travel expenses? You must attach all invoices at the end of this report.

**Vinnuframlag styrkþega:** Work input. How much work have you put in the project. Each hour is valued at ISK 5700.

**Samtals áfallinn kostnaður:** How much in total has been spent on the project = work input + purchases.

**Óskað er eftir greiðslu að upphæð – ekki slá inn punkta eða kommur:**   
A payment of the following amount is requested – do not enter periods or commas: Here, consideration should be given to the project agreement and any expenses already disbursed, if applicable. Detailed information on eligible expenses can be found in the allocation rules of the Development Fund on www.sass.is

**Lýsing á framgangi verkefnis:** Describe how the project is going. Have you reached your goals?

**Lýsing á næstu skrefum / hvert er framhald verkefnisins:** Describe the next steps of the project.

**Aðrar upplýsingar sem verkefnisstjóri vill koma á framfæri / eða ósk um breytingu á verkáætlun (samningi):** Other information you would like to bring forward / or a request to change the task plan or contract.

**Upplýsingar um fylgiskjöl:** List of attached documents, such as photographs and invoices.

**Óska eftir að fá sent afrit af áfangaskýrslunni á eftirfarandi tölvupóstfang**: Do you wish to get a copy of this report – if so, on what email-address?

**Attachments**