

Annual review: FAQ

Questions answered in this document

When are annual reports submitted?	1
Do we use SMILE for the Annual Report?.....	1
How long will it take for us to get feedback on our annual report?	1
Do I need to submit an annual report for the final year of the project?	2
Do I still need to submit a quarterly report if I am submitting an annual report in the same quarter?.....	2
How do we assess outputs for multi-country projects?.....	2
What happens if I have no outcome data at the time of the report?	2
What happens if my milestone is multifaceted and not easily quantifiable?.....	2
What happens if the output score overall is a B or C?	2
Do I need to submit financial information?.....	2
Do I need to submit annual audited accounts?.....	2
Do I need to submit my asset register?	3

When are annual reports submitted?

The annual report should be submitted within a month of the project year coming to an end. For instance, if your project started on the 1 May 2019, you should submit your first annual report by the 1 June 2020, your second on 1 June 2021 and so on.

Do we use SMILE for the Annual Report?

No. Your performance and risk manager will share the necessary templates with you through e-mail and will ask you to submit the reports through e-mail.

How long will it take for us to get feedback on our annual report?

Your performance and risk manager will aim to get detailed feedback to you within three weeks of receiving your report. However, this will only be possible if you submit all required documents on time and if all parts of the document are submitted as requested.

Do I need to submit an annual report for the final year of the project?

The information and data on the final 12 months of your project will be captured in the project completion reports. However, if you are granted a no-cost extension you will be expected to write a report for the final year of the project.

Do I still need to submit a quarterly report if I am submitting an annual report in the same quarter?

The standard quarterly financial claim and progress report must be submitted on SMILE as usual. The quarterly report must still be completed in full, as the annual report reflects more broadly on the full year of implementation.

How do we assess outputs for multi-country projects?

Milestone targets should be disaggregated by country and assessment can be made against this. If the project has significantly overachieved in one country of implementation, whilst underachieved in another country for the same output indicator, a balanced assessment should be given.

What happens if I have no outcome data at the time of the report?

All grant holders are expected to reflect and analyse progress towards project outcomes annually.

What happens if my milestone is multifaceted and not easily quantifiable?

Qualitative milestones and indicators are welcome and can be assessed alongside robust and transparent assessment criteria. Multifaceted milestones should be avoided; however, if assessing a multifaceted indicator, it is important to consider a balanced judgement and provide a robust rationale and evidence of the assessment.

What happens if the output score overall is a B or C?

Following assessment from the performance management team, projects scoring B or C will be put on an action plan which will be discussed in detail during the debrief meeting.

Do I need to submit financial information?

Grant holders are not required to submit additional financial information for the annual review. You should submit the quarterly financial report as per the claims timetable, even when submitting the annual review.

Do I need to submit annual audited accounts?

Annual audited accounts are not a requirement for the annual review. They should be submitted to your performance and review manager no later than six months after the end of the financial year.

Do I need to submit my asset register?

Updated assets registers should be submitted as part of the annual review.