European Commission

Mobility Tool+ Beneficiary Guide

For the Erasmus+ and European Solidarity Corps programme
08/2021

Education, Youth, Sport and Culture

EUROPEAN COMMISSION

Directorate-General for Education, Youth, Sport and Culture
European Commission
B-1049 Brussels

Please contact your National Agency (Erasmus+/European Solidarity Corps) for any questions.

Mobility Tool - Guide for Beneficiaries

What is Mobility Tool+?

Mobility Tool+ is the system that allows Erasmus+ & European Solidarity Corps beneficiary organisations to access and manage their project information, such as encoding activities and participants, request individual participants' reports and submit final reports to their National Agencies.

National Agencies also use Mobility Tool+ to monitor and validate information entered by beneficiary organisations at any time from anywhere.

Mobility Tool+ is designed, developed and maintained by the European Commission and being used by beneficiary organisations and National Agencies involved in decentralised projects.

What are the different roles involved?

The management of the project and its contents is the responsibility of the Beneficiary Organisation users. Contacts defined in the electronic application form as contact persons and legal representatives for the applicant/beneficiary organisation will automatically have access to their corresponding projects in Mobility Tool+. This happens when the project's data is submitted from the NA's Project Management System. National Agency users can also have access to the Mobility Tool+ for monitoring and validation purposes.

Project Outlines

Key stages of the project development and management process vary between **Erasmus+ Key Actions and European Solidarity Corps.**

Click the images below for more information.

How to do this in MT+?

Mobility Tool+ Guide Index

MT+ Common functionality Index

Select your programme.

Erasmus+

Erasmus+

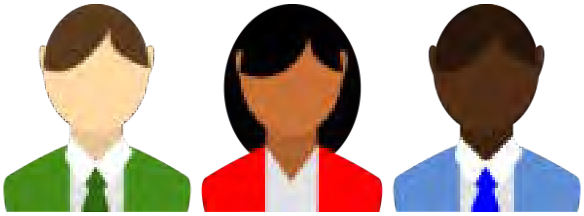
- Copy of MT+ How to get access
- Mobility Tool+ NA User Guide
- MT+ Basics and variations of the mobility screen for KA1
- MT+ EU Login for user
- MT+ How to get access
- MT+ KA1 and KA3 Budget screen
- MT+ List functionality
- MT+ Menu and Navigation
- MT+ NA Home, Menu and Navigation
- MT+ NA How to get access
- MT+ NA Validation and Checks - Content and Funding Status explained
- MT+ Notifications
- MT+ Project Details
- MT+ Update OID or confirm changed organisation details

European Solidarity Corps

European Solidarity Corps

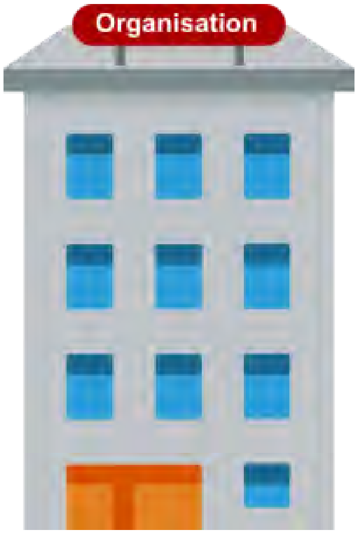
- Copy of MT+ How to get access
- ESC MT+ Menu and Navigation
- ESC MT+ Notifications
- MT+ EU Login for user
- MT+ How to get access
- MT+ List functionality
- MT+ NA Home, Menu and Navigation
- MT+ Project Details
- MT+ Update OID or confirm changed organisation details

MT+ Contacts Index



- ESC MT+ How to manage contacts
- MT+ How to manage contacts
- MT+ Pseudonymisation of persons

MT+ Organisations Index



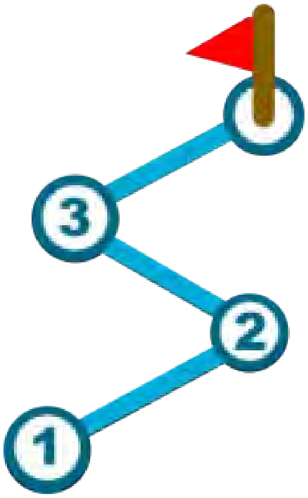
MT+ Reports Index

MT+ Mobilities Index

	• MT+ Travel Grant • MT+ Use of Organisations in Mobilities and Complementary Activities (KA135 /KA125) • MT+ Volunteer from European Solidarity Corps • Related case: How to prevent participant report invitation from sending?

MT+ European Solidarity Corps Index

MT+ Project outline for KA1 and KA3 Index



MT+ Project Outline KA2 Index

	• MT+ NA KA2 Transnational Project Meetings - Validation and check • MT+ Project Outline for KA2 projects • MT+ KA229 School Exchange Partnerships Index

MT+ Budget - Index

MT+ NA Checks of Grant beneficiaries Index

Content by label

There is no content with the specified labels

MT+ KA101 School education staff mobility Index

<table>
<tr><th>KA101 - School education staff mobility</th><th>General</th><th>Specifics</th></tr>
<tr><td>
</td><td>

MT+ Add mobility for KA1 and KA3 projects
MT+ Basics and variations of the mobility screen for KA1
MT+ Copy mobility details
MT+ EU Login for user
MT+ Force majeure guidance due to Coronavirus
MT+ How to add organisations for KA1 and KA3 projects
MT+ How to complete and submit the final beneficiary report
MT+ How to manage organisations for KA1 & KA3 projects
MT+ KA1 and KA2 Project Log
MT+ KA1 and KA3 Budget screen
MT+ KA1 and KA3 Force Majeure
MT+ KA1 and KA3 Overview of virtual and blended mobilities
MT+ KA1 and KA3 Validated and checked versions
MT+ List functionality
MT+ Manage KA1 participant report
MT+ Menu and Navigation
MT+ Mobility list view
MT+ Notifications
MT+ Organisational Support for KA1 and KA3
MT+ Participant with Special Needs (2019)
MT+ Project Outline for KA1 and KA3
MT+ Update OID or confirm changed organisation details

</td><td>

Erasmus+ Participant Report Examples
MT+ "Co-Beneficiary" organisation for KA101 /KA104
MT+ Certifications for mobilities (2017)
MT+ Course from the School education gateway (2019)
MT+ Course from the School education gateway (2020)
MT+ Course Title
MT+ KA101 Mobilities specifics
MT+ Sending organisation (KA101 /KA104)

</td></tr>
</table>

MT+ KA229 School Exchange Partnerships Index

KA229 - School Exchange Partnerships	General	Specifics
	• MT+ KA2 Budget • MT+ KA2 Project Management and Implementation • MT+ Project Outline for KA2 projects • MT+ Update OID or confirm changed organisation details • MT+ How to manage organisations for KA2 projects • MT+ List functionality • MT+ Menu and Navigation • MT+ EU Login for user • MT+ Notifications	• MT+ KA229 School Exchange Partnerships Overview • MT+ KA229 School Exchange Partnerships Index • MT+ KA229 Partnership Dashboard • MT+ KA229 Other Project Events • MT+ KA229 Learning, Teaching and Training Activities

Mobility Tool+ Information

Force Majeure and Coronavirus guidance

- MT+ Force majeure guidance due to Coronavirus
- ESC MT+ Force majeure guidance due to Coronavirus

MT+ Force majeure guidance due to Coronavirus

New flag "COVID-19 affected"

Mobilities having an end date within 2020, the Force Majeure flag checked, and for which Force Majeure Explanations contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set. This flag cannot be changed manually.

Encoding force majeure mobilities in Erasmus+ KA1 & KA3

A. For participants that have terminated the activity and have returned home

- Register the mobility and participant data, completing all the fields so the default grant calculation is properly applied.
- Flag the mobility as **Force Majeure**.
- Fill in Force Majeure comments, explaining the situation and using the keywords "Coronavirus" or "COVID-19".
- Register the mobility with a shorter duration, if necessary.
- The **Travel Grant**(*), **Individual Support** and **Organisational Support** (for youth) are editable and can be used for adjustments.
- Provide **comments** on the additional costs, if needed.

(*) For higher education student activities, the travel grant becomes visible when the mobility is flagged as Force Majeure and in this particular case - if extra costs are necessary - it should be used on the basis of unit cost for the specific distance band. The rates related to the distance bands (if not known) can be found in the Erasmus+ Programme Guide under the section for higher education mobility.

B. For participants that have suspended the activity and decided to stay abroad or are forced to stay abroad

- Register the mobility and participant data, completing all the fields so the default grant calculation is properly applied.
- Flag the mobility as **Force Majeure.**
- Fill in Force Majeure comments, explaining the situation and using the keywords "Coronavirus" or"COVID-19".
- Register the mobility with a possible longer duration than initially foreseen using the fields Interruption duration and Non funded duration for adjustments of the funded duration.
- The **Travel Grant, Individual Support** and **Organisational Support** (for youth) are editable and can be used for adjustments.
- Provide **comments** on the additional costs, if needed.

C. For participants (or organisations) that have decided to cancel the activity before it started

- Register the mobility and participant data, completing all the fields so the default grant calculation is properly applied.
- Flag the mobility as **Force Majeure.**
- Fill in Force Majeure comments, explaining the situation and using the keywords "Coronavirus" or"COVID-19".
- Fill in the same Start Date and End Date => Duration = 1 day.
- Flag the mobility as zero grant, if no costs incurred (*).
- The **Travel Grant, Individual Support** and **Organisational Support** (for youth) are editable and can be used for adjustments.
- Provide **comments** on the additional costs, if needed.

(*) Registering the cancelled mobilities without costs as zero grant will allow you to request the **organisational support** costs that might be necessary for the administration of those mobilities.

Note for statistics: all the mobilities flagged as Force Majeure and with the same start and end date will be excluded from the general statistics.

D. For participants (or organisations) that have decided to cancel the initial activity before it started and postpone it for later, thereby incurring extra costs

- Register the mobility and participant data, completing all the fields so the default grant calculation is properly applied.
- Flag the mobility as **Force Majeure**.
- Fill in Force Majeure comments, explaining the situation and using the keywords "Coronavirus" or "COVID-19".
- Fill in the delayed (real) Start Date and End Date of the mobility.
- The **Travel Grant, Individual Support** and **Organisational Support** (for youth) are **editable** and can be used for adjustments.

- Provide **comments** on the additional costs, if needed.

Additional explanation

For impacted mobilities where the actual implementation period of activities during the stay was shorter than the full mobility duration, the fields Interruption or Non-funded Duration must be used **when the total grant needs to be reduced.**

Youth: Mobilities which had to be suspended have to be flagged as force majeure and interruption must be used. In such cases, the grant will be automatically reduced to cover the actual duration of the mobility, without the interruption period. If the grant for the interruption period is entitled (in accordance with the specific guidelines), the relevant budget items must be edited manually.

All other fields: If the participant is entitled to the total grant in accordance with the guidance from your National Agency, then the mobility duration **must not be altered** so that the grant remains correctly calculated. In this case the mobility must still be flagged as Force Majeure and the force majeure explanation containing “COVID-19” or “Coronavirus” be added. This will enable a complete overview of the total number of impacted participants and their mobilities.

Encoding force majeure activities in Erasmus+ KA2

A. Transnational Project Meetings

- Flag the activity/details as Force Majeure, the field **Total Grant** becomes **editable** and can be used for adjustments.
- Provide **comments** on the additional costs linked to the Force Majeure case.

B. Intellectual Outputs

- Flag the activity/details as Force Majeure, the field **Total Grant** becomes **editable** and can be used for adjustments..
- Provide **comments** on the additional costs linked to the Force Majeure case.

C. Multiplier Events

- Flag the activity/details as Force Majeure, the field **Total Grant** becomes **editable** and can be used for adjustments..
- Provide **comments** on the additional costs linked to the Force Majeure case.

D. Learning, teaching and training activities

- Please follow the guidelines for KA1 and KA3.

Related Articles

- MT+ Force majeure guidance due to Coronavirus
- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA2 Overview of virtual and blended activities

ESC MT+ Force majeure guidance due to Coronavirus

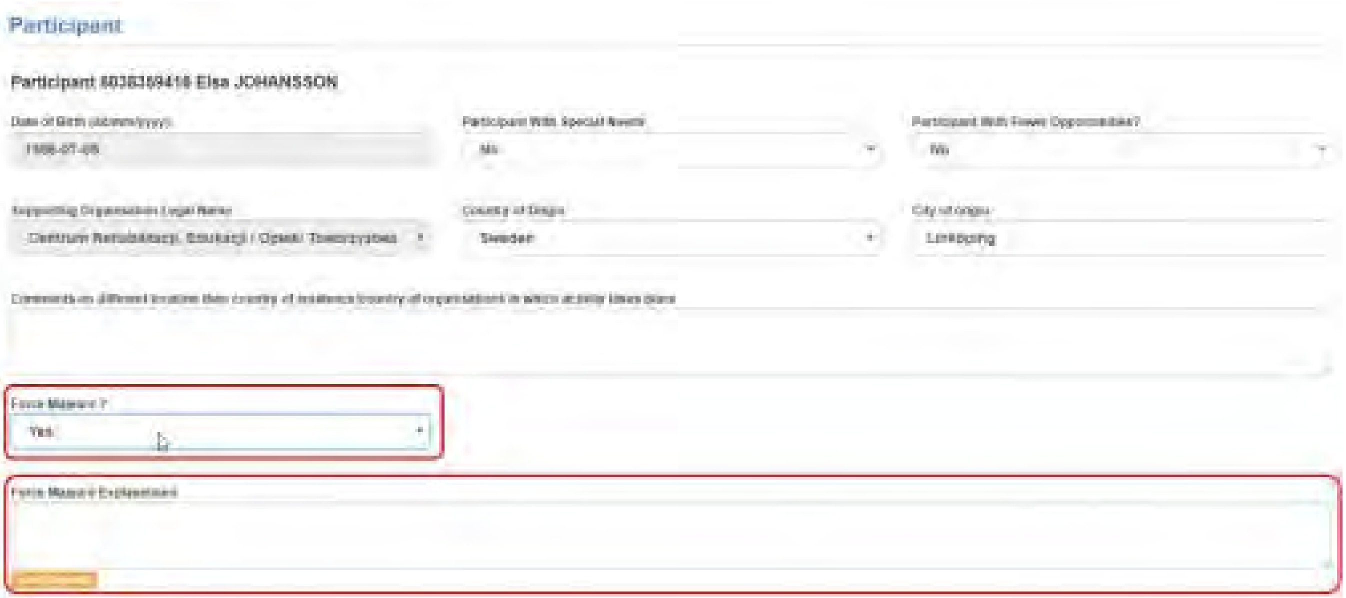
This page explains how to indicate the Participation as Force Majeure due to the Coronavirus.

Indicate the participation as Force Majeure

Force majeure is defined as an unforeseeable exceptional situation or event beyond the individual participant's control. It is not attributed to error nor negligence on their part, but these situations can arise at any time including factors such as sudden disease, accidents, death, earthquakes and other causes.

The **Force Majeure** drop-down is available in the **Participant** section of the participation. If you set it to **Yes**, the comment field **Force Majeure Explanations** must be completed with the justifications for indicating the participation as Force Majeure.

Note: Force Marjeure does not affect the sending of the participant report. The participant, even if unavailable, will receive the system notification regarding the Participant Report to be filled in at the end of the activity.

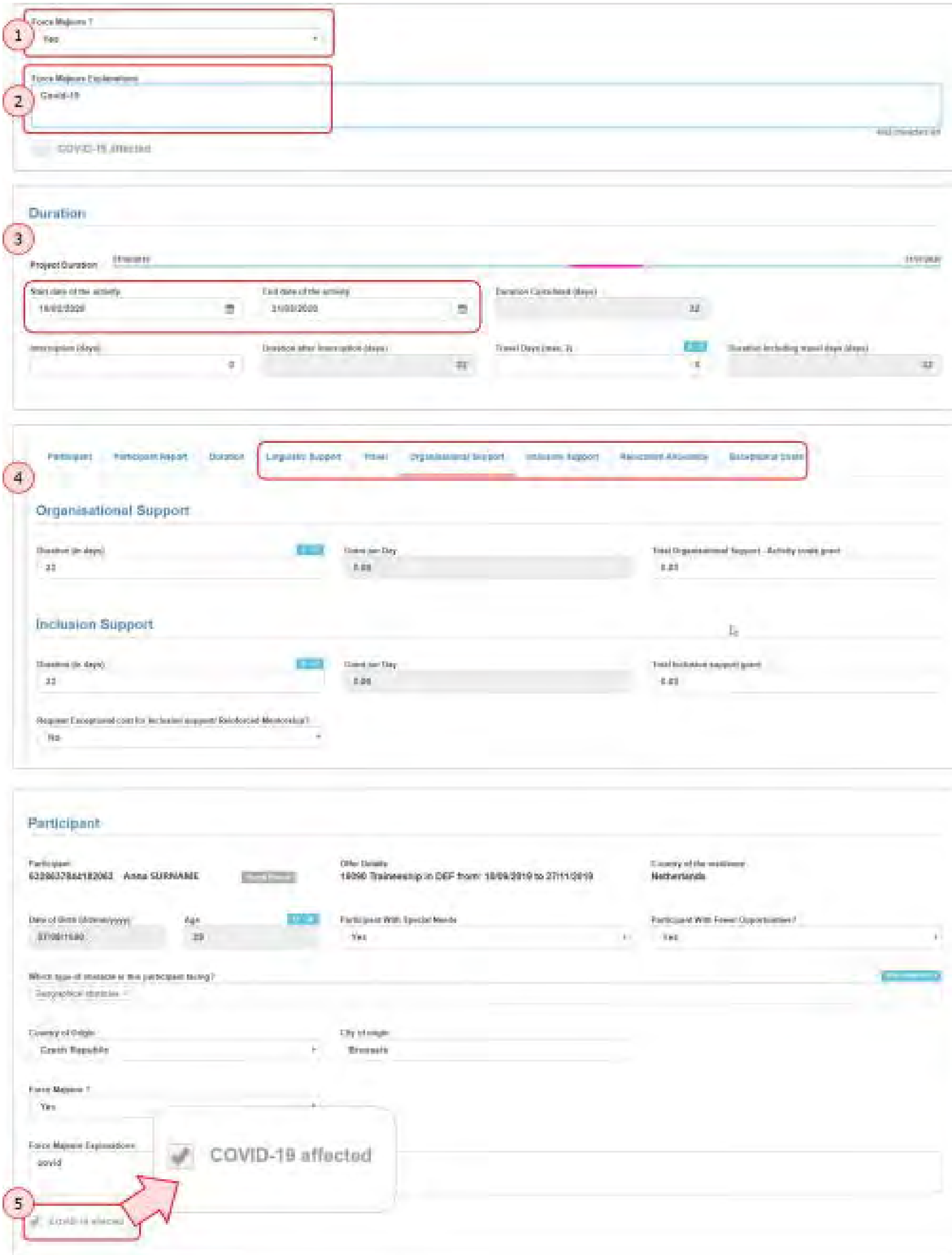


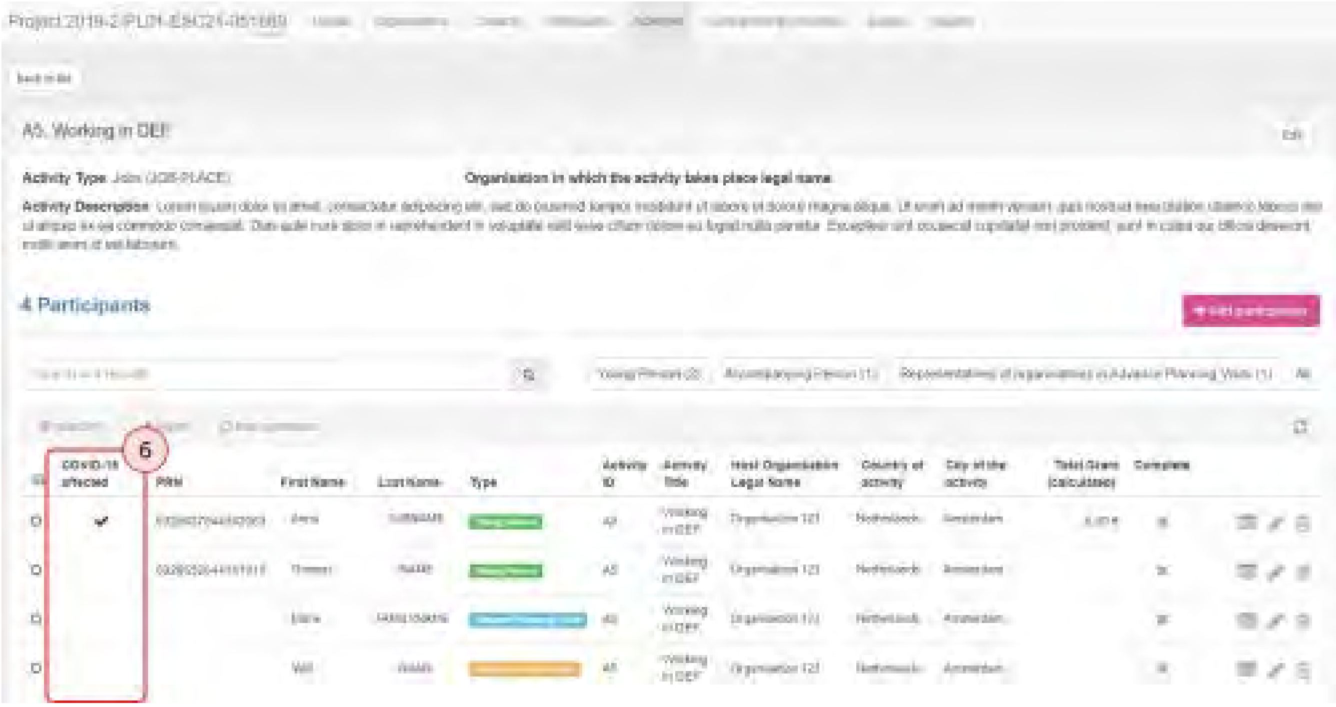
When the **Force Majeure** is checked there is no maximum duration constraint (applicable for call years starting from 2018 except for ESC31) and th e following fields are editable:

- **Total Organisational Support - Activity costs grant**
- **Total Travel Grant**
- **Pocket money** (applicable for ESC11 and ESC13)
- **Relocation allowance** (applicable for ESC21)
- **Inclusion support** (applicable for ESC11, ESC13, ESC21)

2020 "COVID-19 affected" participation

1. Select **Yes** from the **Force Majeure?** field.
2. Add an explanatory comment including the word "covid" or "corona".
3. Set the end date of the participation within 2020.
4. Note that the **Covid-19 affected** flag is checked as conditions 1-3 are fulfilled. Save the participation and return to the participation list for the activity.
5. In the **Covid-19 affected** column a check mark is displayed for the participation.


1
2
3
Duration
4
Organisational Support
Inclusion Support
Participant
Anna SURNAME
Netherlands
COVID-19 affected
5



Force Majeure scenarios:

For most scenario's follow the steps above and indicate the real dates as known or foreseen dates if not yet confirmed. All participations flagged as Force Majeure and with the same start and end date will be excluded from the general statistics on participations.

A. For participants that terminate the activity and return home

- Follow the steps above.
- The **End Date** of the activity has to be in 2020.
- The **Covid-19 affected** flag will be automatically checked.

B. For participants that suspend the activity and decide to stay abroad or are forced to stay abroad

- Follow the steps above.
- Indicate the real or foreseen **End Date**.
- The **Covid-19 affected** flag will be automatically checked if the foreseen end date is within 2020.

C. For participants (or organisations) that have decided to cancel the activity before it started

- Follow the steps above.
- Fill in the same **Start Date** and **End Date**. The duration of the participation will be 1 day.
- The **Covid-19 affected** flag will be automatically checked.

D. For participants (or organisations) that have decided to cancel the initial activity before it started and postpone it for later, thereby incurring extra costs

- Follow the steps above.
- Fill in the delayed (real) **Start Date** and **End Date** of the participation
- The **Covid-19 affected** flag will be automatically checked if the foreseen end date is within 2020.

Additional information

Participations which had to be suspended have to be flagged as force majeure and interruption must be used.

In such cases, the grant will be automatically reduced to cover the actual duration of the participation, without the interruption period. If the grant for the interruption period is entitled (in accordance with the specific guidelines), the relevant budget items must be edited manually.

MT+ How to get access

How to get access to Mobility Tool+

Contact person from the beneficiary or coordinating organisation
Those persons who are indicated as the project contact person of the beneficiary or coordinating organisation in the NA's Project Management System will automatically be given access to Mobility Tool+. These are usually the same details as entered in the application form, unless changed during the selection process. The email address associated with this contact person will receive the notification from the system once the project is created in Mobility Tool+. This contact person will be able to create new contacts with or without access to edit the project details in Mobility Tool+.
Incorrect email address for contact person
If an incorrect email address is used for the project contact person, the National Agency should change the email address in the NA's Project Management System and resend the data to Mobility Tool+. Without a correct email address the project cannot be accessed by the beneficiary organisation. Once at least one beneficiary contact has access to the project in Mobility Tool+, it is the beneficiary's responsibility to manage and update the contacts for the project themselves.

Overview of default access rights

	KA1	KA2	KA219, KA229 Schools only	KA3	ESC
Beneficiaries	Edit + View access	Edit + View access	N/A	Edit + View access	Edit + View access
Co-beneficiaries	View access (Edit access can be given by a Beneficiary contact)	N/A	N/A	View access (Edit access can be given by a Beneficiary contact)	
Partners	KA107: Contacts of partner organisations can be given limited view access to the project. • They only view mobilities that the organisation is either hosting or receiving. • They only view contacts of their own and beneficiary organisation. • The contact can download mobilities, participant reports and surveys on recognition in which its partner organisation is involved. • No access to the budget or dashboard tabs.	View access (Edit access can be given by a Beneficiary contact)	Edit + View in their copies View access in the Coordinator copy No access in other Partners' copies	N/A	View or edit access can be given by a Beneficiary contact.
Coordinators	N/A	N/A	Edit + View access in their copies View access in the Partners copies	N/A	NA

Related articles

- MT+ Menu and Navigation
- MT+ Notifications
- MT+ EU Login for user
- MT+ Basics and variations of the mobility screen for KA1
- MT+ List functionality
- MT+ How to get access
- MT+ Update OID or confirm changed organisation details
- MT+ KA1 and KA3 Budget screen
- Copy of MT+ How to get access
- MT+ Project Details

MT+ Notifications

By default, notifications are sent to the project contact of the beneficiary organisation as indicated in the National Agency Project Management System.

The person who receives notifications can be changed in Mobility Tool+ by indicating another contact from the beneficiary organisation as having view or edit rights to the project. The notification by default is sent out in English and might also be sent out in the language of the National Agency if the Mobility Tool+ interface has been translated into that language. Some notifications are also sent to partners or co-beneficiary contacts with view or edit rights in a project.

The sent notifications can be viewed per project in the KA1 and KA2 Project Log. The **Email tab** in the project log lists all email notification sent to beneficiaries, partners or participants from Mobility Tool+.

Project creation in Mobility Tool+.

When a project is created in Mobility Tool+, a notification is sent to the project contact person of the beneficiary organisation. The e-mail notification provides basic information on the project and instructions on how to log into Mobility Tool+ using EU Login. If you do not have an EU Login (previously ECAS account), follow the instructions to register first. The legal representatives will not be notified.

Subject:

Mobility Tool - Project initiation / 2017-1-PL01-KA102-123456

Message body:

Dear John SMITH,

Your project has been created in the Mobility Tool.

Project details:
EC Project Number: 2017-1-PL01-KA102-123456
National Project ID: [National ID]
Project title: Project Title
Organisation Legal Name: Organisation ABC

Mobility Tool is the system for the management of projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The tool is developed by the European Commission for you, as beneficiaries of these projects.
In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

To access the project, please follow the steps below.
• Go to Mobility Tool website at https://webgate.development.ec.europa.eu/eac/mobility
• If you have no EU Login account associated with this e-mail address yet, please click on "Create an account" and set up your account. During the registration process please use the email address that this message was sent to.
• If you already have an EU Login (formerly called ECAS account) associated with this e-mail address, please use it to log in

You can find the Mobility Tool Guide here: https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Mobility+Tool+-+Guide+for+Beneficiaries

Please contact your National Agency if you need further information or support.
https://ec.europa.eu/programmes/erasmus-plus/contact_en

This is a system generated message from Mobility Tool. Please do not reply.

KA109 project creation in Mobility Tool+.

For KA109, the project creation notification is slightly different. Here is an example:

Subject:

Mobility Tool - Project initiation / 2015-01-FR01-KA109-123456.

Message body:

Dear John SMITH,

You can now enter Mobility Tool+ to report on the progress of your activities under the VET Mobility Charter (Accreditation code: F STRASBO48).

Inside Mobility Tool+ you will be able to submit an interim and eventually the final report for your Charter.

Please contact your National Agency if you need further information or support. The Erasmus+ National Agency responsible for your accreditation is: FR01 - Agence Erasmus+ France/Education Formation.

Contact details to Erasmus+ National Agencies can be found at:

https://ec.europa.eu/programmes/erasmus-plus/contact_en

This is a system generated message. Please do not reply.

Project access for partners and/or co-beneficiaries.

Partners or Co-beneficiaries are also notified once access to the project is granted. There are different e-mails, for users with edit rights in the project and users with view access only.

To recipients with write/edit access:

Subject:

Mobility Tool - Project initiation / 2017-1-PL01-KA102-123456 – Erasmus+ Test Project

Message body:

Dear John SMITH,

You have been granted access to your Erasmus+ project in Mobility Tool.

Project details:
EC Project Number: 2017-1-PL01-KA102-123456
National Project ID: -
Project title: Erasmus+ Test Project
Coordinator Organisation Legal Name: University ABC

Mobility Tool is the system for the management of projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

To access the project, please follow the steps below.

• Go to Mobility Tool website at https://webgate.ec.europa.eu/eac/mobility
• If you have no EU Login account associated with this e-mail address yet, please click on "Create an account" and set up your account. During the registration process please use the e-mail address that this message was sent to.
• If you already have an EU Login (formerly called ECAS account) associated with this e-mail address, please use it to log in

You can find the Mobility Tool Guide here: https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Mobility+Tool+-+Guide+for+Beneficiaries

Please contact your National Agency if you need further information or support. Foundation for the Development of the Education System https://ec.europa.eu/programmes/erasmus-plus/contact_en

This is a system generated message from Mobility Tool. Please do not reply.

To recipients with view (read-only) access:

Subject:

Mobility Tool - Project initiation / 2017-1-PL01-KA102-123456 – Erasmus+ Test Project

Message body:

Dear John SMITH,

You have been granted view access to your Erasmus+ project in Mobility Tool.

Project details:
EC Project Number: 2017-1-PL01-KA102-123456
National Project ID: -
Project title: Erasmus+ Test Project
Coordinator Organisation Legal Name: University ABC

Mobility Tool is the system for the management of projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to view the information about your project.

To access the project, please follow the steps below.

• Go to Mobility Tool website at https://webgate.ec.europa.eu/eac/mobility
• If you have no EU Login account associated with this e-mail address yet, please click on "Create an account" and set up your account. During the registration process please use the e-mail address that this message was sent to.
• If you already have an EU Login (formerly called ECAS account) associated with this e-mail address, please use it to log in

You can find the Mobility Tool Guide here: https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Mobility+Tool+-+Guide+for+Beneficiaries

Please contact your National Agency if you need further information or support. Foundation for the Development of the Education System https://ec.europa.eu/programmes/erasmus-plus/contact_en

This is a system generated message from Mobility Tool. Please do not reply.

Project update.

When project data is updated in Mobility Tool+, a similar message to the one below will be sent to all contacts that have access to the system. The legal representatives will not be notified. The project contact is indicated as the **Preferred contact** in Mobility Tool+ and can be changed to another contact of the beneficiary organisation.

Subject:

Mobility Tool - Project update 2017-1-FR01-KA105-123456 – Erasmus+ Test Project

Message body:

Dear John SMITH,

Your project has been updated in Mobility Tool with new information on 12/06/2017 10:32:55

Project details:
EC Project Number: 2017-1-FR01-KA105-123456
National Project ID: -
Project title: Erasmus+ Test Project
Organisation Legal Name: University ABC

To view all the available updates on the project's changes, use the link below:

Click here [Link to project log details for the update in Mobility Tool+]

Be aware that the changes appear in the Mobility Tool for information only. It is your responsibility to adapt the project information in accordance with these changes, if necessary.

Please contact your National Agency if you need further information or support.
Foundation for the Development of the Education System
https://ec.europa.eu/programmes/erasmus-plus/contact_en

This is a system generated message from Mobility Tool. Please do not reply.

Request for Interim Report.

After the request for an Interim Report is made in the National Agency's management system, an e-mail notification is sent to the project contact person of the beneficiary organisation. Please see an example of the e-mail notification below:

Subject:

Mobility Tool – Interim Report requested / 2016-1-FR01-KA204-123456

Message body:

Dear John SMITH,

Your National Agency has requested a new Interim Report in Mobility Tool+ for you regarding your Erasmus+ project 2016-1-FR01-KA204-123456. Please make sure you fill in and submit your Interim Report on time.

Please contact your National Agency if you need further information or support. Agence Erasmus+ France / Education Formation

http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm

This is a system generated message. Please do not reply.

Request for Interim Report - KA109.

After the request for the KA109 Interim Report has been entered in the National Agency's management system, an e-mail notification is sent to the project contact person of the beneficiary organisation, clearly indicating the **submission deadline** for the report.

Subject:

Mobility Tool+ – Interim Report launched for F STRASBO48.

Message body:

Dear John SMITH,

Your National Agency has launched the interim report exercise for your VET Mobility Charter.

Please access Mobility Tool+ to fill out and submit your Interim report by the submission deadline: 10.10.2019.

Please contact your National Agency if you need further information or support. The Erasmus+ National Agency responsible for your accreditation is: FR01 - Agence Erasmus+ France / Education Formation

Contact details to Erasmus+ National Agencies can be found at:

https://ec.europa.eu/programmes/erasmus-plus/contact_en

This is a system generated message. Please do not reply.

Acceptance of Interim Report.

In case the Interim Report has been accepted by the National Agency, an e-mail notification is sent to the project contact person of the beneficiary organisation. Please see an example of the e-mail notification below:

Subject:

Mobility Tool – Interim Report accepted / 2016-1-FR01-KA204-123456

Message body:

Dear John SMITH,

Many thanks for submitting your Interim Report for Erasmus+ project 2016-1-FR01-KA204-123456. Your National Agency has accepted your Interim Report.

Please contact your National Agency if you need further information or support. Agence Erasmus+ France / Education Formation

http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm

This is a system generated message. Please do not reply.

Rejection of Interim Report.

In case the Interim Report has been rejected by the National Agency, an e-mail notification is sent to the project contact person of the beneficiary organisation. Please see an example of the e-mail notification below:

Subject:

Subject: Mobility Tool – Interim Report rejected / 2016-1-FR01-KA204-035796

Message body:

Dear John SMITH,

Your Interim Report for Erasmus+ project 2016-1-FR01-KA204-123456 has been rejected by your National Agency.

Please amend your Interim Report and submit it once more. If needed you can always contact your National Agency and ask for further clarifications and guidance.

Please contact your National Agency if you need further information or support. Agence Erasmus+ France / Education Formation

http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm

This is a system generated message. Please do not reply.

Request for Final Report - KA109

After the request for the KA109 Final Report has been entered in the National Agency's management system, an e-mail notification is sent to the project contact person of the beneficiary organisation, clearly indicating the **submission deadline** for the final report.

Subject*:*

Mobility Tool+ – Final Report launched for F STRASBO48.

Message body:

Dear John SMITH,

Your National Agency has launched the Final Report Exercise for your VET Mobility Charter.

Please access Mobility Tool+ to fill out and submit your Final Report by the submission deadline: 30.11.2019.

Please contact your National Agency if you need further information or support. The Erasmus+ National Agency responsible for your accreditation is: FR01 - Agence Erasmus+ France / Education Formation

Contact details to Erasmus+ National Agencies can be found at:

https://ec.europa.eu/programmes/erasmus-plus/contact_en

This is a system generated message. Please do not reply.

Beneficiary Report Notification - sending reminders.

Reminders to provide the final report will be sent on the end date of the project and 53 days after the end date of the project. This is the default deadline, and your National Agency may adjust the timing and the content of the message to their needs.
Here an example of the e-mail notification:

Subject:

Mobility Tool - Final Report Expected - 2017-1-FR01-KA105-123456 – Erasmus+ Test Project

Message body:

Dear John SMITH,

Your final report is expected till 22.08.2018 by your National Agency. Please fill in the necessary data and submit your report.

Documentation for final beneficiary report submission can be found at https://webgate.ec.europa.eu/fpfis/wikis/x/mHpSD

EC Project Number: 2017-1-FR01-KA105-123456
National Project ID: -
Project Title: Erasmus+ Test Project
Project Acronym: -
Project Start Date: 01.09.2017
Project End Date: 30.06.2018
Organisation Legal Name: University ABC
Organisation ID: E87654321

Please contact your National Agency if you need further information or support. Foundation for the Development of the Education System
https://ec.europa.eu/programmes/erasmus-plus/contact_en

This is a system generated message from Mobility Tool. Please do not reply.

Rejection of Final Report.

In case the Final Report has been rejected by the National Agency, an e-mail notification is sent to the project contact person of the beneficiary organisation.

Please see an example of the e-mail notification below:

Subject:

Mobility Tool – Final Report Rejected / 2016-1-FR01-KA204-123456 – Erasmus+ Test Project

Message body:

Dear John SMITH,

Your final report has been rejected by your National Agency. You have now full access to your project. Please make the necessary corrections and submit your report again.

Project details:

EC Project Number: 2016-1-FR01-KA204-123456

National Project ID: -

Project title: Erasmus+ Test Project

Organisation Legal Name: University XYZ

Please contact your National Agency if you need further information or support. Foundation for the Development of the Education System

https://ec.europa.eu/programmes/erasmus-plus/contact_en

This is a system generated message from Mobility Tool. Please do not reply.

Partner organisation notification.

All organisations present in the Grant Agreement (excepting the organisations already notified) are notified by e-mail that their organisation has been used in an Erasmus+ project. This e-mail is only sent once to the contact person of the organisation as defined in the Organisation Registration system, when the organisation is created in Mobility Tool+. This can happen on project creation or during a project update. Please see an example of the e-mail notification below:

Subject:

Mobility Tool - Project initiation 2016-1-FR01-KA204-123456 – Erasmus+ Test Project

Message body:

Dear John SMITH,

Your organisation participates in an Erasmus+ project. This e-mail is sent to confirm your participation and provide you with more information about the project, the applicant organisation and contact details in case of further questions.

Should details presented in this e-mail be incorrect, please contact the beneficiary organisation or the Erasmus+ National Agency listed below.

Project details:

EC Project Number: 2016-1-FR01-KA204-123456

National Project ID: -

Project title: Erasmus+ Test Project

Beneficiary Legal Name: University XYZ

Beneficiary Contact: beneficiaryuser@testmail.fr

Erasmus+ National Agency managing the project: FR01 - Agence Erasmus+ France / Education Formation

Contact details to Erasmus+ National Agencies can be found at https://ec.europa.eu/programmes/erasmus-plus/contact_en

This is a system generated message from Mobility Tool+, an IT system created by the European Commission for management of decentralised Erasmus+ projects.

Please do not reply.

Related articles

- MT+ Menu and Navigation
- MT+ Notifications
- MT+ EU Login for user
- MT+ Basics and variations of the mobility screen for KA1
- MT+ List functionality
- MT+ How to get access
- MT+ Update OID or confirm changed organisation details
- MT+ KA1 and KA3 Budget screen
- Copy of MT+ How to get access
- MT+ Project Details

MT+ EU Login for user

This page explains how to log in to MT+ using EU Login. An email notification will be sent to the project contact on creation of the project in the mobility tool.

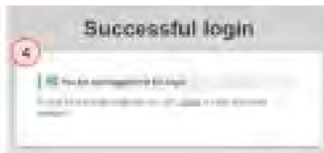
- Sign in to "EU Login" (previously ECAS) account
  - Sign in with e-mail and password - To access tools such as Organisation Registration system, Application Forms, Mobility Tool+ or OEET
- Create a new "EU Login" account
  - Click the "Create an account" hyperlink
  - Fill in the required details and click "Create Account"
  - Click the password creation link in your activation e-mail
  - Create your password and "Proceed" to login

Sign in to "EU Login" (previously ECAS) account

Once your EU Login account is created, you can use it to access a multitude of services. While accessing these services, the EU Login screen will display whenever authentication is needed.

Sign in with e-mail and password - To access tools such as Organisation Registration system, Application Forms, Mobility Tool+ or OEET

1. Enter your **e-mail address** and click **Next**. The e-mail must be the same provided while creating the EU Login account.
2. **Enter** your EU Login **password**. Make sure you select the verification method **Password.**
   Note: If the password option is not available in the drop-down list, the tool requires multi-factor authentication.
3. Click **Sign In**.
4. After successful login, a **Confirmation message** displays.



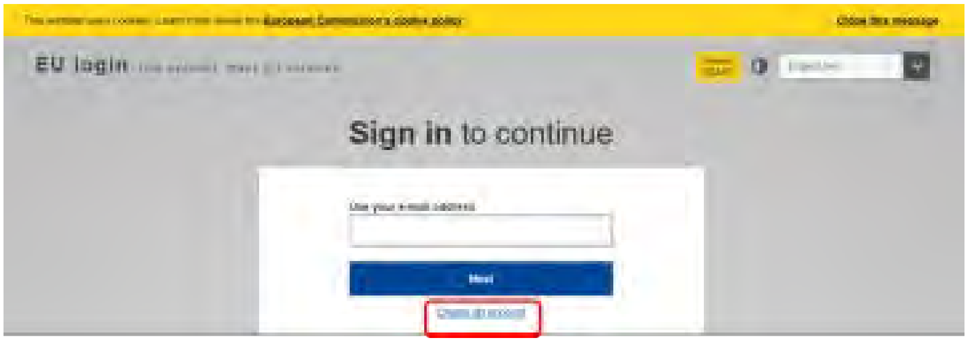
Create a new "EU Login" account

Click the "Create an account" hyperlink

In order to create a new account, click on the **Create an account** hyperlink.

Information

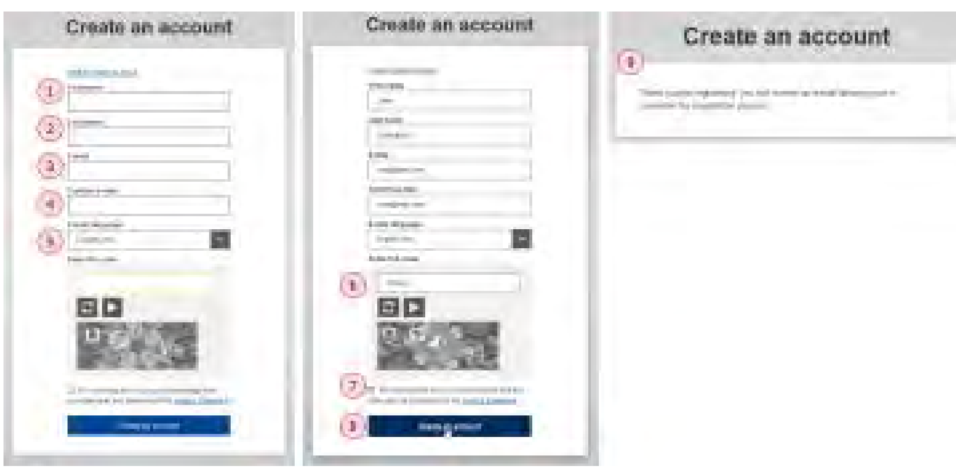
If you already have an ECAS account, you don't have to create a new EU Login account. In EU Login, your credentials and personal data remain unchanged. You can still access the same services and applications as before. You just need to use your e-mail address for logging in.



Fill in the required details and click "Create Account"

1. **First name** - Insert your first name.
2. **Last name** - Insert your last name.
3. **E-mail** - Insert your e-mail address. Please remember this must be the same e-mail address provided to the National Agency or DG EAC (for example in your Project Application Form) and it should be valid and active.
4. **Confirm e-mail** - Confirm with the same e-mail address above.
5. **E-mail language** - Choose the language from the drop-down menu.
6. **Enter the Captcha code** - Enter the Captcha code visible on the screen in the field. If the code is illegible, click the refresh button for another code, or click the play button to listen to an audio version of the code.
7. **Privacy Statement check-box** - This check-box must be clicked before creating an account.
8. **Create account button**: Once you have filled in the details, click on the **Create an account** button.
9. **Confirmation**: A confirmation is displayed, confirming the registration.

If the form is correctly filled in, an e-mail is sent to the address you provided in order to verify that you have access to it. After a couple of seconds, you should receive an e-mail in your mailbox. If you cannot find the e-mail, check your spam or junk folder.



Click the password creation link in your activation e-mail

Once you have registered, you will receive an e-mail with your **username** and a link for creating your **EU Login password.**

Click on the link in your e-mail.

Take note

You have a **maximum of 24 hours**, starting from the time that the message was sent, to create the password. You are advised to do so immediately, if possible. If you do not react within the 24 hours, you can make another request by following the same link; you will need to provide your username again and confirm your request. It may take up to 5 minutes after reception of this mail before the site will recognise your registration.

Create your password and "Proceed" to login

Once you click on the link, a new screen will open, allowing you to create your password.

1. Enter and confirm your password. Select a password as long and as complex as you can in order to make your account more secure.
2. Click on the **Submit** button.
3. Click on the **Proceed** button in order to log in to EU Login. A new screen will open informing you about successful login to EU Login.

Information

Remember that the password:

- must be at least 10 characters long,
- may not contain your username (login) or any part of your full name,
- must be changed every 3 months (a reminder is automatically sent 15 days before the expiry date)
- should never be the same as any of your last 5 passwords.


New password
1
2
New password
3
Proceed
Successful login

Related articles

- MT+ NA How to get access
- Mobility Tool+ NA User Guide
- MT+ NA Validation and Checks - Content and Funding Status explained
- MT+ NA Home, Menu and Navigation

MT+ Menu and Navigation

Relevant for...

Call Year	Programme	Key Action	Actions
All	All	All	All

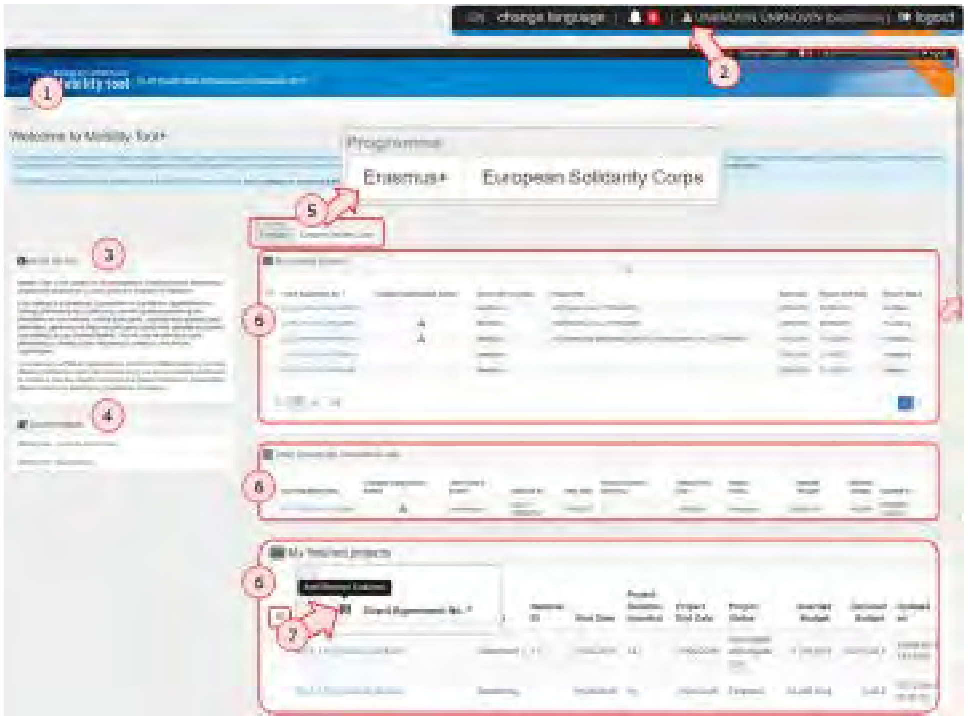
The Home page.

Explanation and illustration

Once you are logged in to Mobility Tool+ the following elements are available:

1. The **Home** page, which is also accessible from all the other pages and includes all the following elements:
2. Quick access to **Language** selector, **Alert** notifications, logged in **User information** and **logout** button.
3. In **About the tool** a brief description of Mobility Tool+ is displayed.
4. The **Documentation** window allows you to quickly consult the Mobility Tool - Guide for Beneficiaries and Mobility Tool+ Data Dictionary.
5. **Programme selector**: Select to display either Erasmus+ or European Solidarity Corps projects. If no selection is made, all projects of both programmes are displayed.
6. **Project lists**: Different sections provide an overview of all projects that your organisation is involved in:
   - **My ongoing projects**,
   - **Other projects for consultation only** (you only have **view** access to these projects) and
   - **My finished projects** relating to Erasmus+, European Solidarity Corps and Lifelong Learning programmes.
7. The **Add/Remove Columns** option is available for all lists in Mobility Tool+. It allows you to customise the columns to display in a list. Some available columns are on the home screen are:
   - The project references are listed by the **Grant Agreement No.** Click on the hyperlinked reference to open a project in the Project Details screen.
   - One column that can be displayed is **Changed Organisation Details**. If an exclamation mark is displayed in this column, action is required. See MT+ Confirm changed organisation details.
   - The **Project Title** also appears in the list of projects.
   - The **Project Status** column displays the current status of your project(s).
   - The **Awarded Budget** and **Declared Budget** columns display the allocated amount(s). Details are available under MT+ KA1 and KA3 Budget screen and MT+ KA2 Budget.

Note: The information displayed in column **User's role in project** varies. Details on the different roles are available under MT+ How to get access.



"Add/Remove Columns" option.

Explanation and illustration
The **Add/Remove Columns** option allows you to select or to deselect columns as well as arrange the order of the columns in the list. 1. Click the **Add/Remove Columns** option. 2. The options appear at the top of the window. Black columns are already selected and displayed in the list view. 3. Click on the black column to remove it from the list view and click the white column to add it tot the list view. Your changes are reflected immediately. 4. You can also **drag and release** a column button to rearrange its position in the list. 5. Click the green **Done** button to close the Add/Remove Columns option. The list columns are updated accordingly.

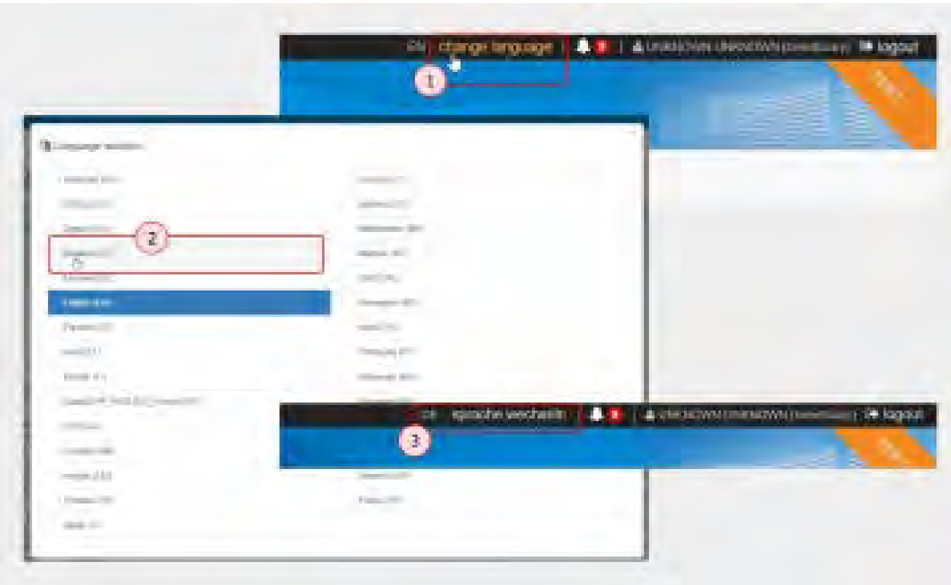
Change the interface language.

Explanation and illustration

The current language is displayed at the top of the window.

1. In our example it is set to **EN** (for **English)**. To change it, click on **change language**.
2. A pop-up window displays the languages catalogue to select from. Click on the desired language.
3. The Mobility Tool+ user interface is now displayed in the selected language, in our example **DE** for German.

When you change the language, the selected option is **preserved** for future sessions.

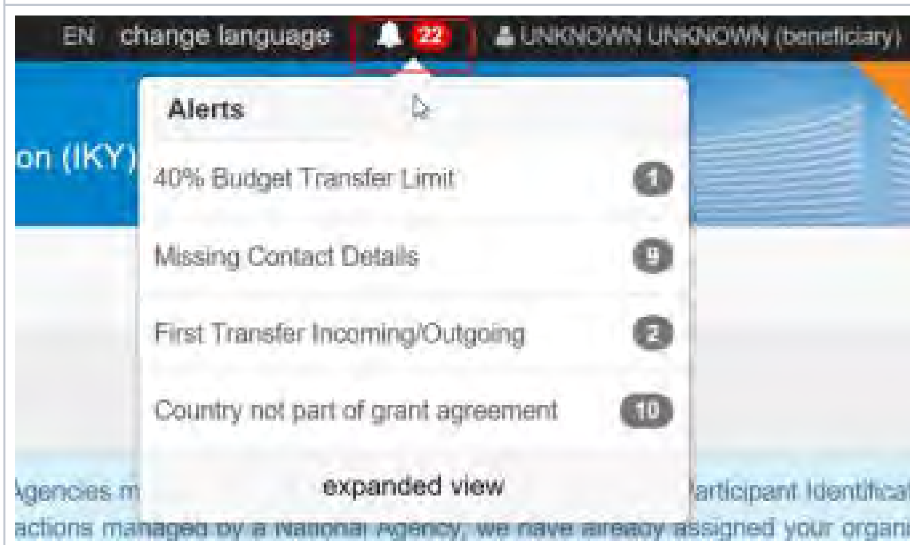


Alerts.

Explanation and illustration

The **Alerts** icon in Mobility Tool+ will notify you about any issues that might impact the implementation of KA107 projects you are involved in.

Details on this feature are available under **MT+ Alerts and Notifications**.

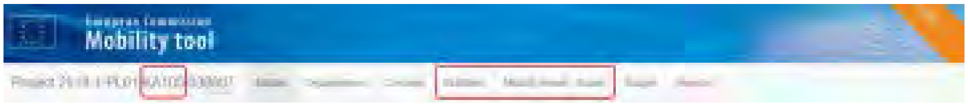


Menu variations for KA1, KA3, KA2 and European Solidarity Corps projects.

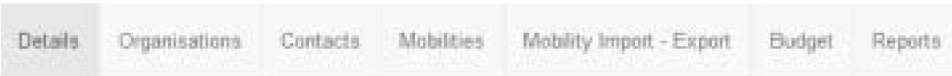
Explanation and illustration

The project tabs are different for KA1/KA3 and KA2 projects.

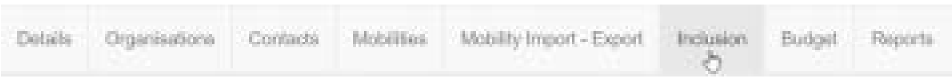
KA1/KA3 projects include specific tabs for managing **Mobilities**. The pages under MT+ Manage KA1 and KA3 mobilities provides details on those features.



Mobility projects under KA1 and KA3 display the tabs **Organisations**, **Contacts**, **Mobilities**, **Mobility Import-Export**, **Budget** and **Reports**.

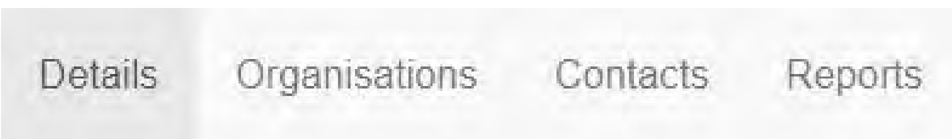


The **Inclusion** tab will be visible for KA1 and KA3 projects from 2019 onwards.

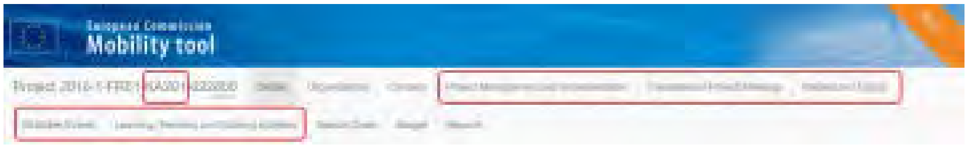


KA103, KA107, KA102 and KA116 projects will additionally display the **Dashboard** tab.

KA109 projects only display the **Details**. **Organisations**, **Contacts** and **Reports** tabs.



KA2 projects display separate tabs for **activities** and **management** options. The pages under MT+ Project Outline for KA2 projects provide details on those features.



The information under **Project Main Objective** in the project details screen for KA2 Strategic Partnerships projects (Call year 2016 onward) indicates the main project objective: **Exchanges of Practices** or **Innovation.**

Projects with the main objective **Exchange of Practices** will not display the tabs **Intellectual Outputs** and **Multiplier Events**. These tabs are only available for projects with the main objective **Innovation.**

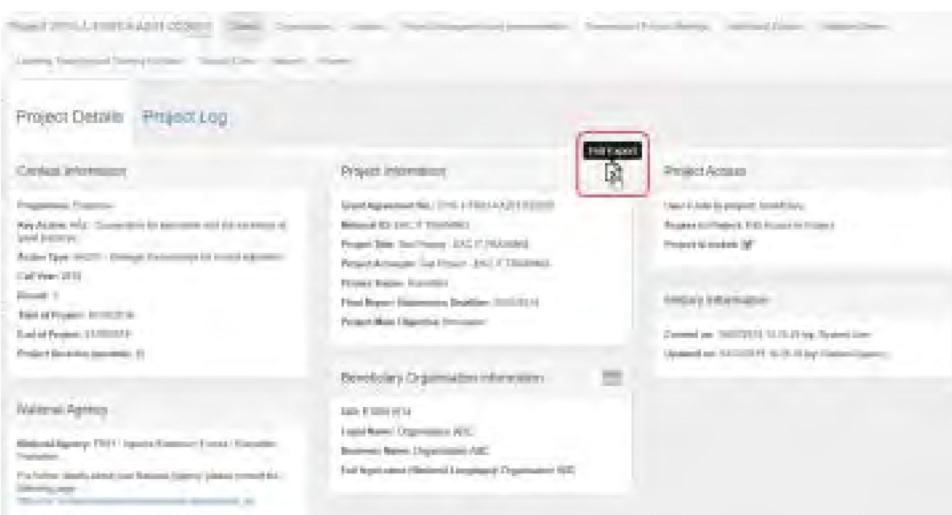
From the Project **Details** screen you have easy access to the project tabs, such as **Organisations**, **Contacts**, **Project Management and Implementation**, **Transnational Project Meetings**, **Intellectual Outputs**, **Multiplier Events**, **Learning Teaching and Training Activities, Special Costs,** **Budget** and **Reports.**

Example: **Project with main objective "Innovation"**

Example: **Project with main objective "Exchanges of Practices"**

Additionally, in **KA229 - School Exchange Partnerships** projects from call year 2018 onward the **Partnership Dashboard** tab is available.

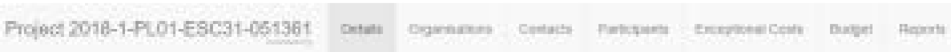
It is possible to export the KA2 projects from the **Project Details** screen. Click on the **Excel** icon for the full export and follow the onscreen instructions to save or immediately open the file.



European Solidarity Corps projects include tabs such as **Details**, **Organisations**, **Contacts**, **Participants**, **Activities**, **Complementary Activities**, **Exceptional Costs**, **Budget**, and **Report**. The availability of these tabs depends on the **Action Type**.

Example: **ESC21 - Traineeship and Job project**

Example: **ESC31 - Solidarity Projects**



Return to the home page.

Explanation and illustration
Return to the home screen by clicking on the **home** icon.


The Messages area.

Explanation and illustration
Messages appear on the Home screen. They contain information on matters such as tool unavailability, maintenance or information of general interest. There are four different types of messages : • **Red** means there has been an unexpected technical failure. • **Yellow** announces a planned technical maintenance. • **Green** informs you about a partial technical intervention. • **Blue** provides new information of general interest.


The Project Status.

Explanation and illustration

The **Project Status** indicates the current status of the project. The different possible statuses are:

- **Follow-up**: The project has been created in Mobility Tool+ and can have mobilities or project sections added.
- **Processing**: The beneficiary report has been generated and is saved as a draft.
- **Submit in progress**: The button **Submit beneficiary report** has been clicked but submission is still in progress.
- **Submitted**: The beneficiary report has been successfully submitted.
- **Finalised**: The project has been finalised.
- **Terminated with eligible costs**: The project has been processed as terminated with eligible costs.
- **Terminated no costs**: The project has been processed as terminated with no costs.
- **Ready to submit**: Only available for KA229 - School Exchange Partnerships projects from 2018 onward. The partner has completed the report and the project is locked. It awaits submission by the coordinator.

Related Articles

- Copy of MT+ How to get access
- Copy of MT+ How to manage final beneficiary report
- ESC MT+ Manage organisations
- ESC MT+ Submit final report
- Mobility Tool - Guide for Beneficiaries
- MT+ Add mobility for KA1 and KA3 projects
- MT+ Alerts and Notifications
- MT+ Certifications for mobilities (2017)
- MT+ Copy mobility details
- MT+ EU Login for user
- MT+ Exceptional costs for expensive travel
- MT+ Expensive Domestic Travels
- MT+ How to add organisations for KA1 and KA3 projects
- MT+ How to bulk send reminders for participant reports
- MT+ How to complete and submit the final beneficiary report

MT+ Project Details

Information

The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

Relevant for...

Call Year	Programme	Key Action	Action
All	**Erasmus+**	KA1 - Mobility of individuals KA2 - Cooperation for innovation and the exchange of good practices KA3 - Support for policy reform	All
All	**European Solidarity Corps**	n/a	All

- "Project Details" screen.
    - KA1 and KA3 projects.
    - KA2 projects.
    - Project Details for projects subject to a claim.
    - Version drop-down for finalised projects.
    - European Solidarity Corps Projects.
- "Project Log" screen.

"Project Details" screen.

Basics.

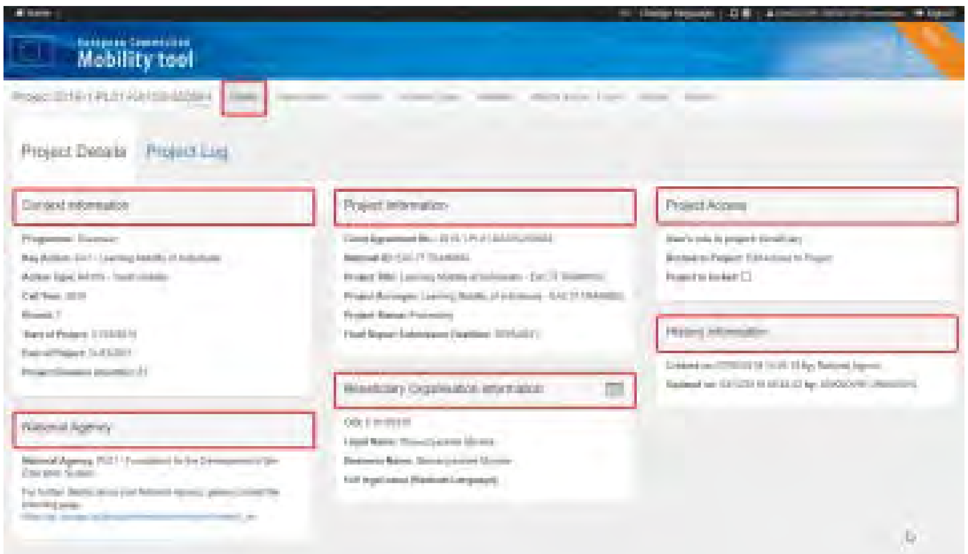
Once you click on the project's **Grant Agreement No** from the Project List, the Project **Details** tab opens which is divided into two screens **Project Details** and **Project Log.**

In the **Project Details** screen, the following key details of the project are displayed:

- **Context information**
- **National Agency**
- **Project information**
- **Beneficiary Organisation information**
- **Project Access**
- **History information**

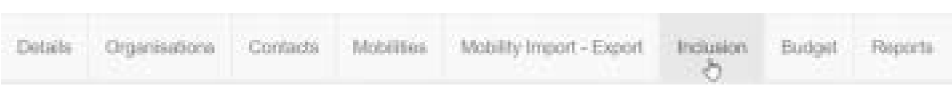
KA1 and KA3 projects.

The Project **Details** screen for **KA1/KA3 projects** looks as follows:



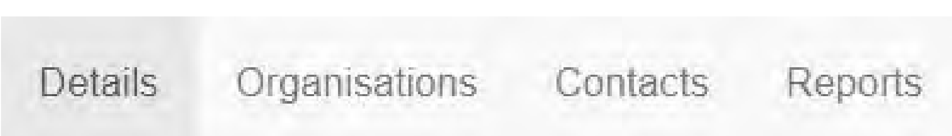
From this screen you have easy access to the various project tabs: **Organisations**, **Contacts**, **Mobilities**, **Mobility Import-Export**, **Budget** and **Reports**.

The **Inclusion** tab will be visible for KA1 and KA3 projects from 2019 onwards.



KA103, KA107, KA102 and KA116 projects will additionally display the **Dashboard** tab.

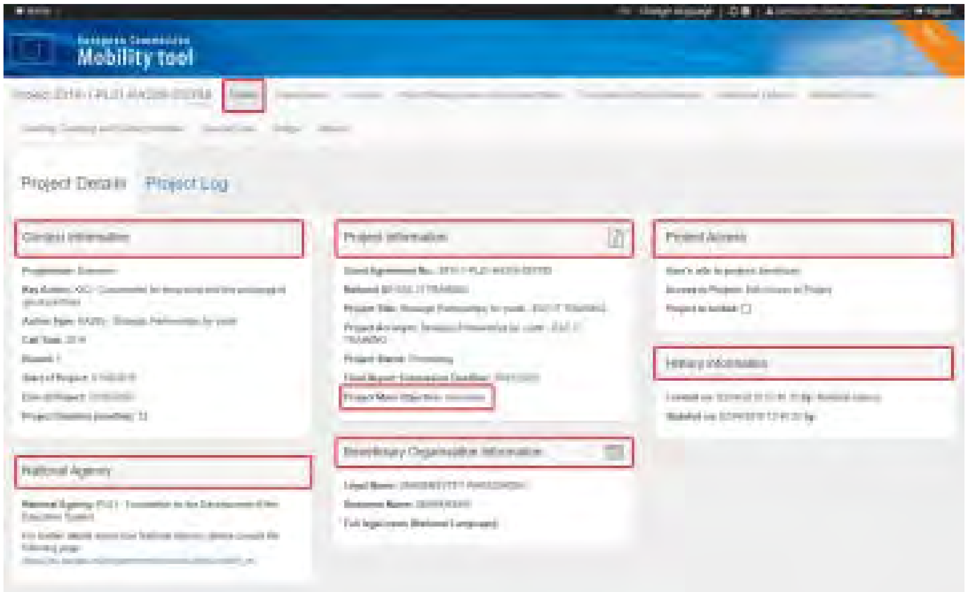
KA109 projects only display the **Details**. **Organisations**, **Contacts** and **Reports** tabs.



The **Beneficiary Organisation information** section in the Project Details screen has additionally the option to quickly access the organisation details screen, using the **VIEW** icon. This is also applicable for KA2 projects.

KA2 projects.

The **Project Details** screen for **KA2 projects** looks as follows:



The information under **Project Main Objective** in the project details screen for KA2 Strategic Partnerships projects (Call year 2016 onward) indicates the main project objective: **Exchanges of Practices** or **Innovation.**

Projects with the main objective **Exchange of Practices** will not display the tabs **Intellectual Outputs** and **Multiplier Events**. These tabs are only available for projects with the main objective **Innovation.**

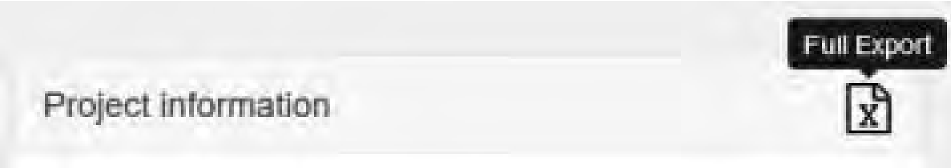
From the Project **Details** screen you have easy access to the project tabs, such as **Organisations**, **Contacts**, **Project Management and Implementation**, **Transnational Project Meetings**, **Intellectual Outputs**, **Multiplier Events**, **Learning Teaching and Training Activities, Special Costs, Budget** and **Reports.**

Example: **Project with main objective "Innovation"**

Example: **Project with main objective "Exchanges of Practices"**

Additionally, in **KA229 - School Exchange Partnerships** projects from call year 2018 onward the **Partnership Dashboard** tab is available.

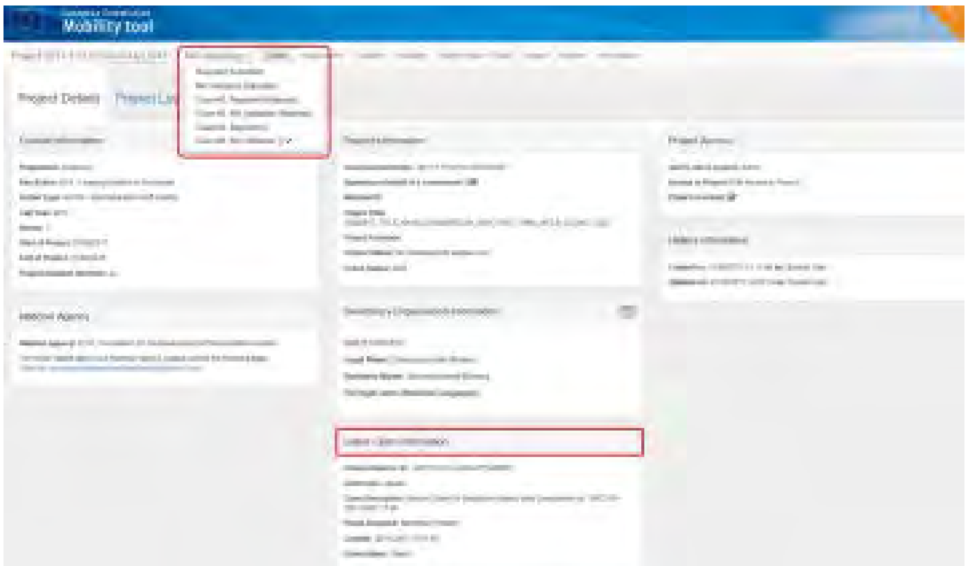
The **Project Information** section in the Project **Details** screen has additionally the option to fully Export the project information into an MS Excel file via the **Full Export** icon.



Project Details for projects subject to a claim.

Projects that were/are subject to a claim/appeal will additionally display the **Latest Claim Information** section in the Project Details screen. A drop-down displaying any claims encoded for a project is available in the project tabs section.

Note: This functionality is currently not available for European Solidarity Corps projects.



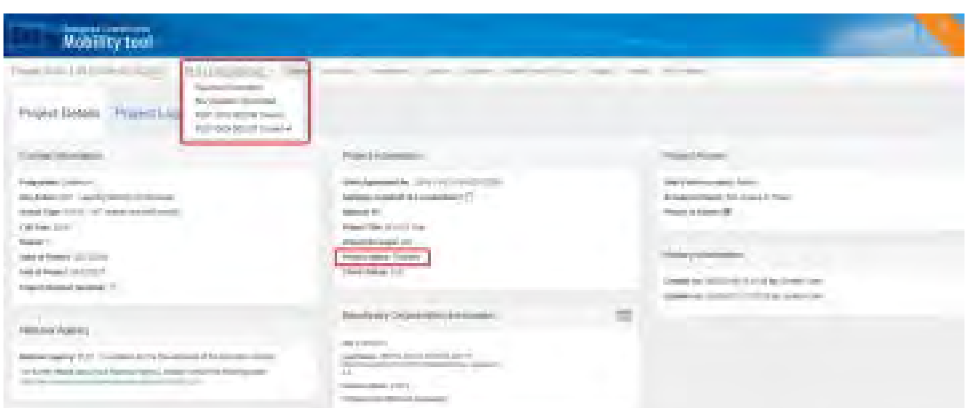
Version drop-down for finalised projects.

Finalised projects will have the **version drop-down** and the additional project tabs **NA Validation** (for KA1/KA3 projects) or **NA Validation/Check Monitoring** (for KA2 projects) displayed.

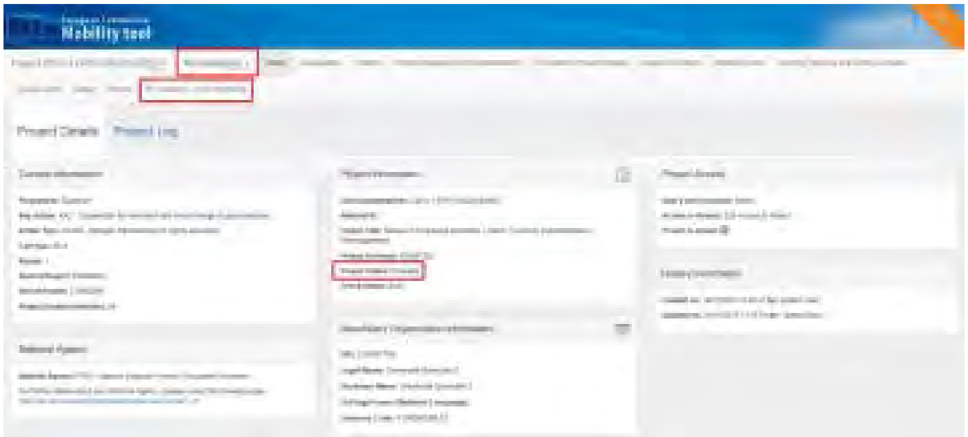
The pages MT+ KA1 and KA3 Validated and checked versions and MT+ KA2 Validated and checked versions provide details on this feature.

Note: This functionality is currently not available for European Solidarity Corps projects.

Example: **Finalised KA1 project**



Example: **Finalised KA2 project**

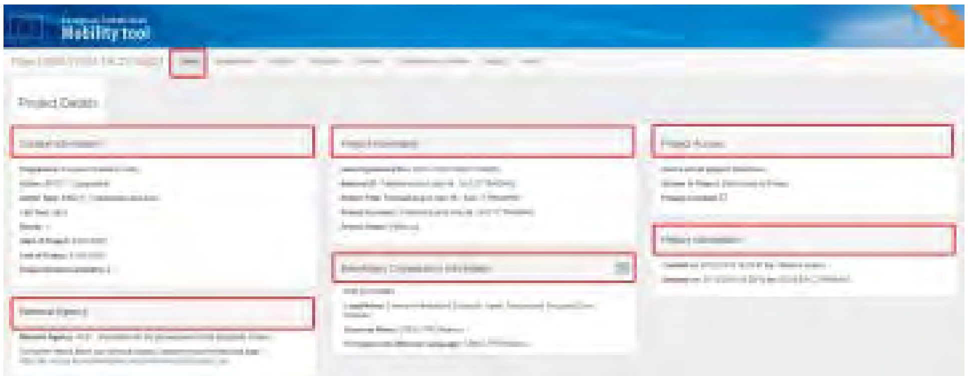


European Solidarity Corps Projects.

For **European Solidarity Corps (ESC)** projects once you click on the project's **Grant Agreement No** from the Project List menu, the Project **Details** tab opens.

In the **Project Details** screen, the following key details of the project are displayed:

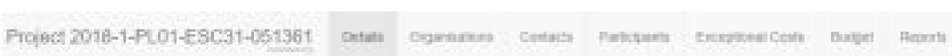
- **Context information**
- **National Agency**
- **Project information**
- **Beneficiary Organisation information**
- **Project Access**
- **History information**



In this screen you have easy access to the various project tabs, such as **Details, Organisations, Contacts, Participants, Activities, Complementary Activities, Exceptional Costs, Budget, and Report**. The availability of these tabs depends on the **Action Type**.

Example: **ESC21 - Traineeship and Job project**

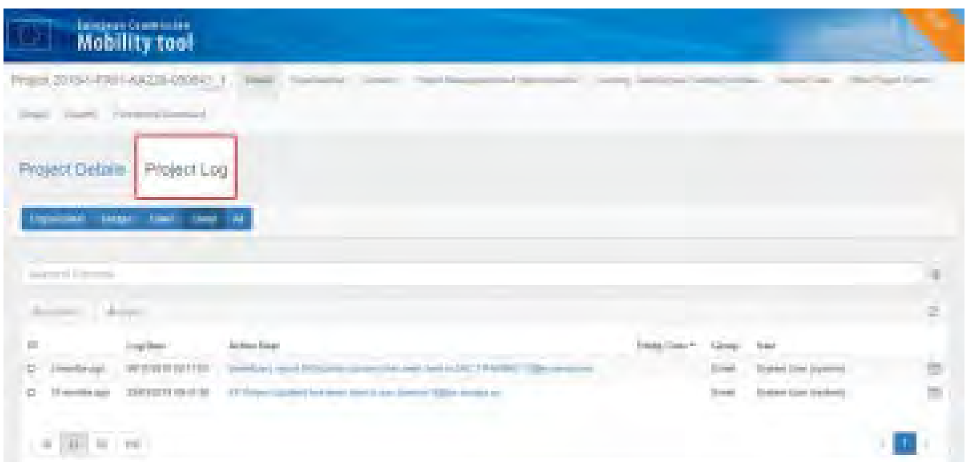
Example: **ESC31 - Solidarity Projects**



Changes to "Project Details".

Explanation and illustration
Project details such as **Project Title**, **National ID**, **Start** and **End of Project** cannot be changed in Mobility Tool+. To request changes for those details contact your National Agency. Other project sections will have to be added, updated or removed during the project life cycle. See more information on those topics in the various **How-to pages of the Mobility Tool+ Guide**.

"Project Log" screen.

Explanation and illustration
The **Project Log** screen allows to view certain project-related events that occur during a project's lifecycle and consists of a single view of the history log of all transactions, notifications, and status changes at project level. This functionality is available for both KA1 and KA2 and shows changes coming from the NAs project management system as well as changes made by the beneficiary in Mobility Tool+. For more information see **MT+ KA1 and KA2 Project Log**. **<u>Note:</u>** This functionality is currently not available for European Solidarity Corps projects.


Related articles

- MT+ NA Validation and Checks - Content and Funding Status explained
- MT+ NA How to get access
- MT+ NA Home, Menu and Navigation
- Mobility Tool+ NA User Guide

MT+ KA1 and KA2 Project Log

Relevant for...

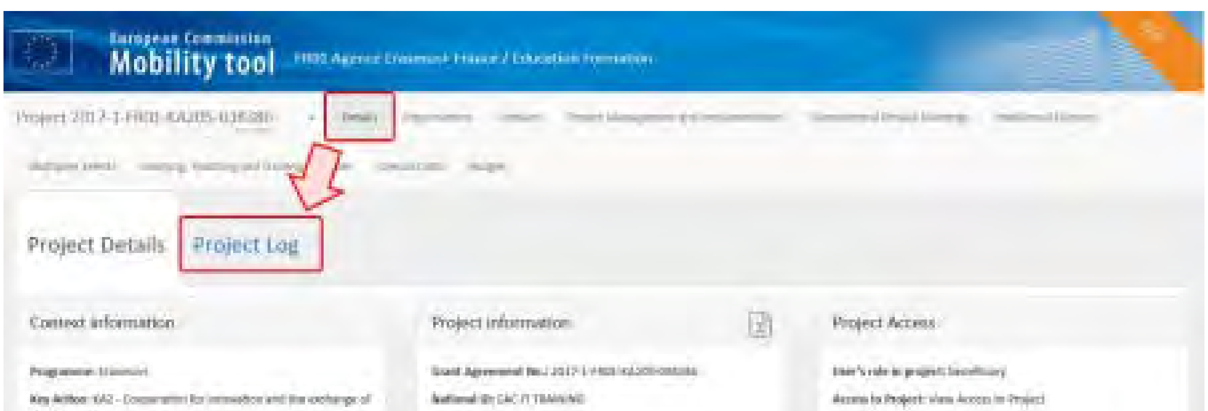
Call Year	Key Action	Action
All	KA1 - Learning Mobility of Individuals KA2 - Cooperation for innovation and the exchange of good practices	All; except KA109 - Vocational Education and Training Mobility Charter

The **Project Log** screen displays certain project-related events that occur during a project's life cycle. It consists of a single view of the history of all transactions, notifications, and status changes at project level.

This functionality is available for both KA1 and KA2 and shows a variety of project-related events which were created, updated, or deleted either by the National Agency, the system or the beneficiary.

> **Information**
>
> The project log only displays such project-related events that have occurred after the implementation of this feature in Mobility Tool+ on 20/06/2018. Information on claims is only displayed as of 02/10/2018 onward,
> the release date of Mobility Tool+ version 4.2.

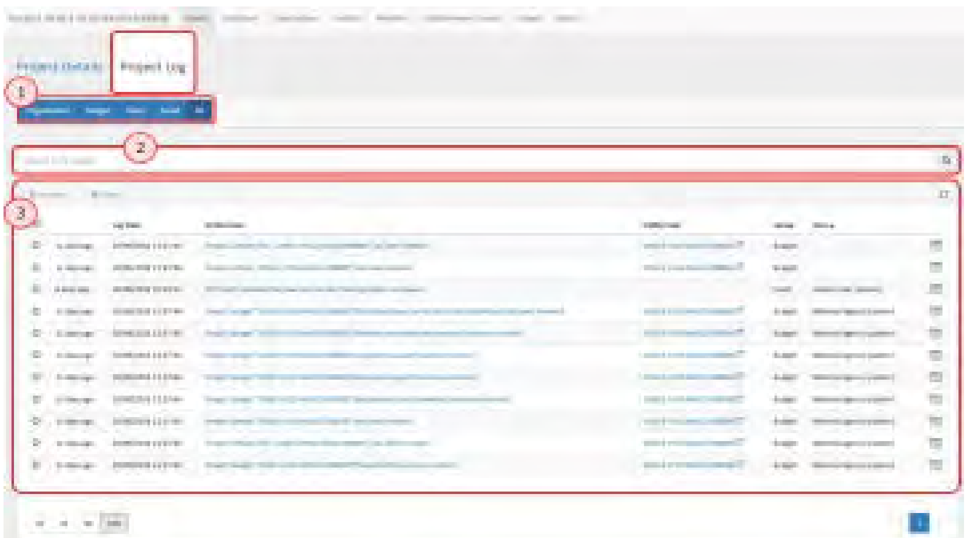
The project log is accessible via the main project page of Mobility Tool+ (**Details** tab).



- The Project Log screen.
- Project log functionalities.
  - The columns in the list of events.
  - "Search" functionality.
  - Add/Remove Columns.
  - Sort option.
  - View option.
  - Export and selection option.
- Organisation tab.
- Budget tab.
- Claim tab.

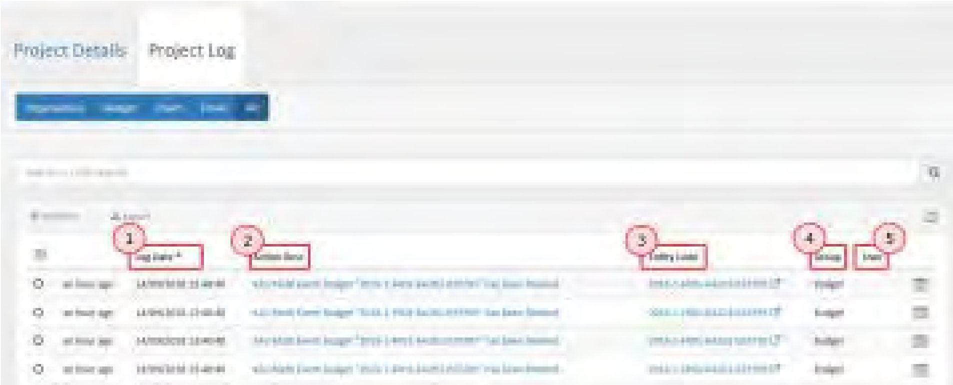
- Email tab.

The Project Log screen.

Explanation and illustration
The **Project log** screen is divided into three sections: 1. The different event groups, displayed as tabs: • **Organisation**: Contact Person and Contact details creation, update and/or deletion information. • **Budget**: Approved Budget coming from the National Agency project management system. • **Claim**: Displays information related to claims. • **Email**: All email notifications (Project creation, Project update, Project update, Final Report reminders,...). • **All:** Shows the details of all the above items and appears by default on the screen. 2. The **Search** functionality 3. The **list of events** By default the **Project Log** opens on the **All** tab. In this view all events recorded in the project are visible.


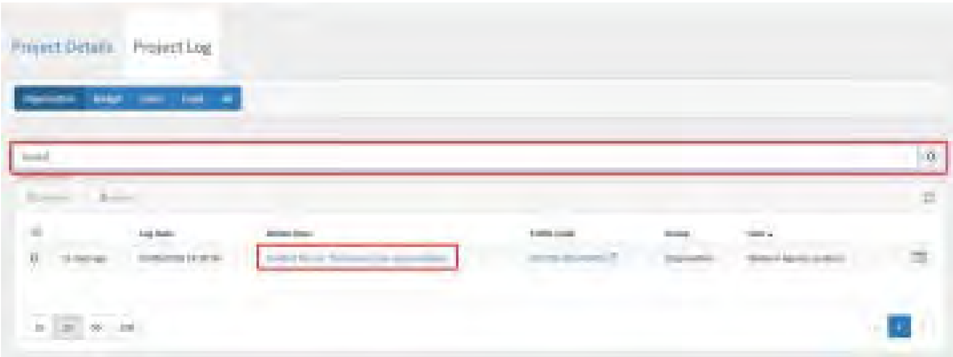
Project log functionalities.

The following functionalities are available on all the tabs (Organisation, Budget, Claim, Email, All) available on the project log.
The columns in the list of events.
The details line contains the following information: 1. **Log Date:** The date and the hour of the update. 2. **Action Description:** Describes the action that was taken in the project. This action can be viewed in details by clicking the hyperlink. 3. **Entity Code:** The reference number of the contact or the organisation. Clicking the link will open the details window. 4. **Group:** The event group the update belongs to. Options available are Budget, Organisation, Claim and Email. 5. **User:** The user that made the changes. Displayed columns can be adjusted. See the next paragraph.


Project Details
Project Log
1
2
3
4
5

"Search" functionality.

The **Search** bar allows you to search for specific items. Type a combination of letters and press the **Enter** button to display matching events.



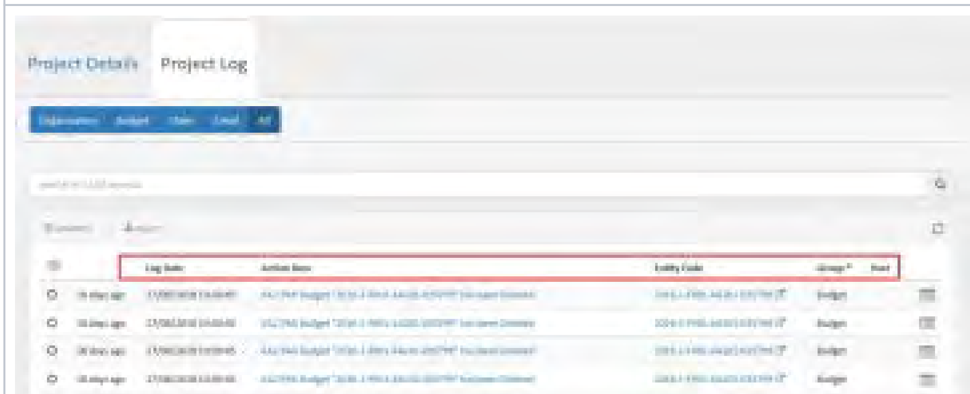
Add/Remove Columns.

As in other lists in Mobility Tool+, it is also possible to add/remove columns in the Project Log. Click the **Add/Remove Columns** icon and make your selection. Click **Done** to save any changes.

By default all options are selected for display.

Sort option.

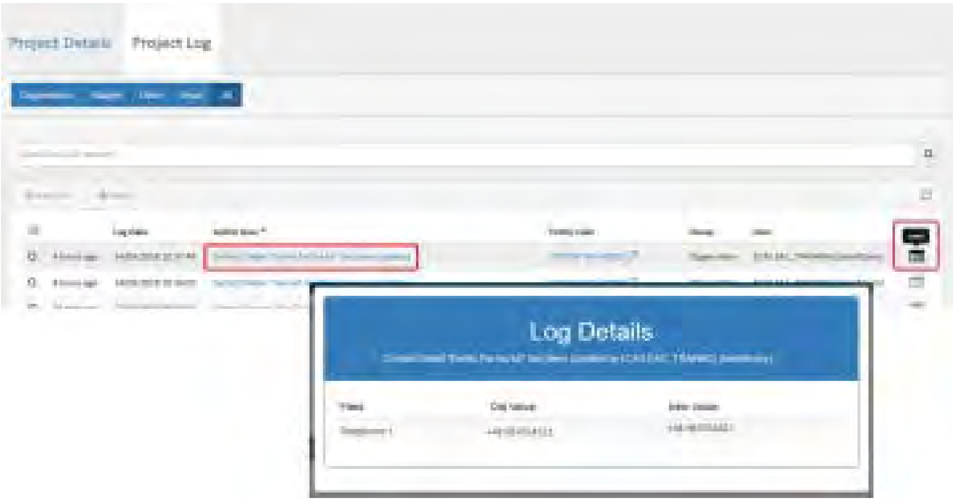
You can sort the list by clicking on the column names - a small arrow is displayed, which allows you to sort items in ascending or descending order. The example below shows the list sorted by **Group** type.



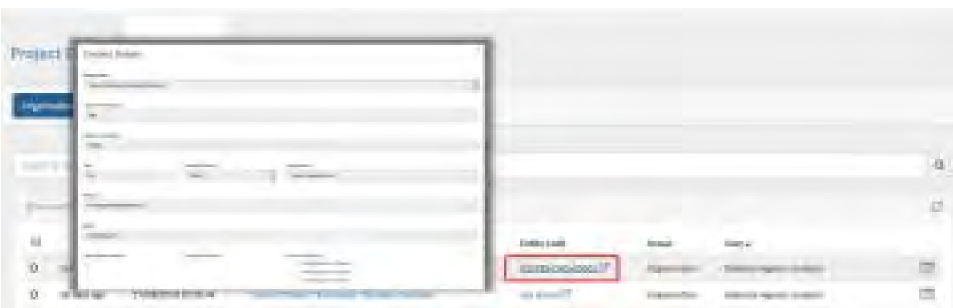
View option.

Clicking the **View** icon next to every event in the list enables users to see the details of the event. The same happens when clicking on the hyperlink in the **Action Description** column. Clicking the hyperlink in the **Entity** column will display the **Log Details** window, with the details of the change.

The example below shows the change of a contact telephone number, made by the beneficiary user.



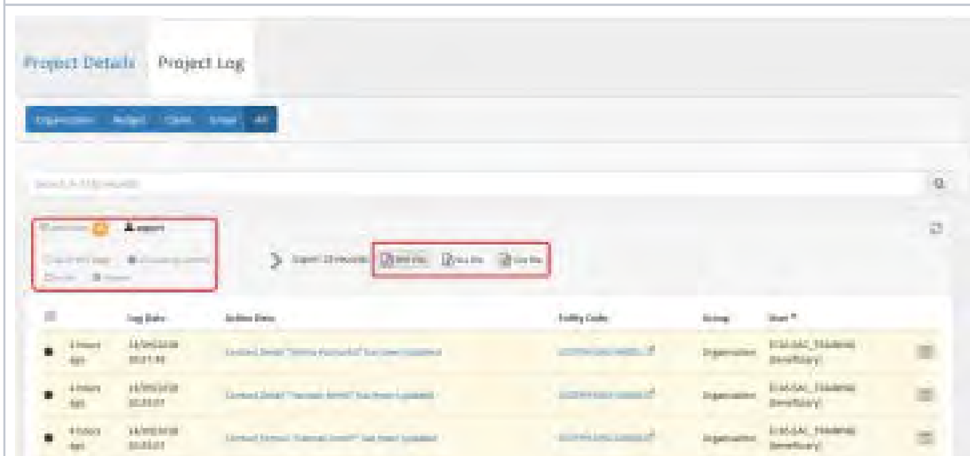
Clicking on the hyperlink in column **Entity** will open, if available, the respective window that event belongs to. In this example the **Contact Details** window opens in view mode when clicking the entity link for a changed organisation event.



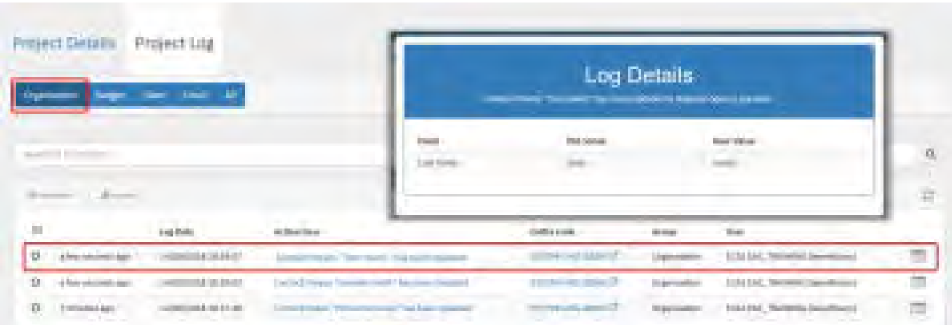
Export and selection option.

The **export** options allows the export of selected records to a PDF, XLS or CSV file. Click the export icon, select the events to be exported (all in this page, all existing records) and the file type to export to.

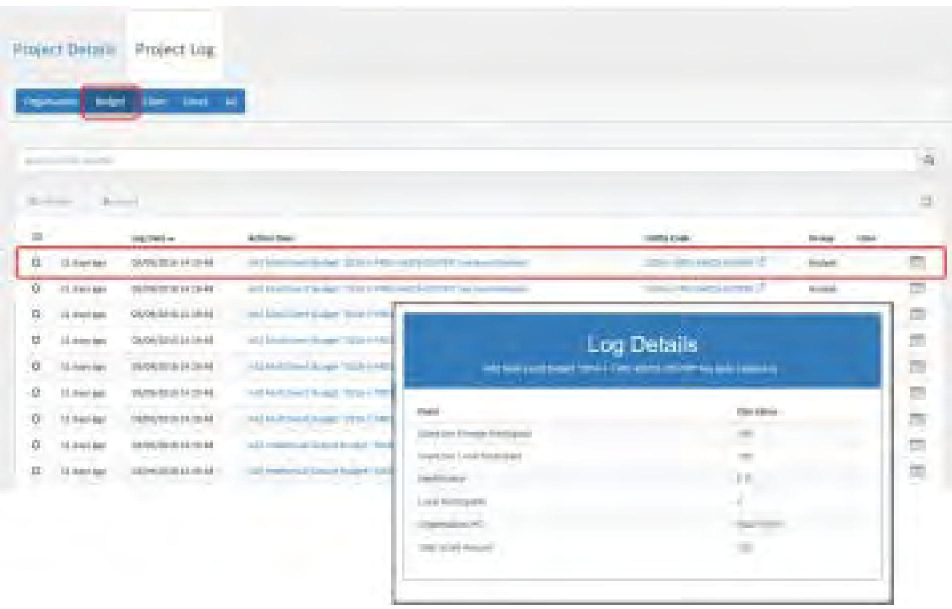
Then follow the screen instructions to either download and save the file or open it immediately.



Organisation tab.

Explanation and illustration
The **Organisation** tab contains the information about the creation, update and deletion of organisation and contact details. The following example shows a change in the user's surname.


Budget tab.

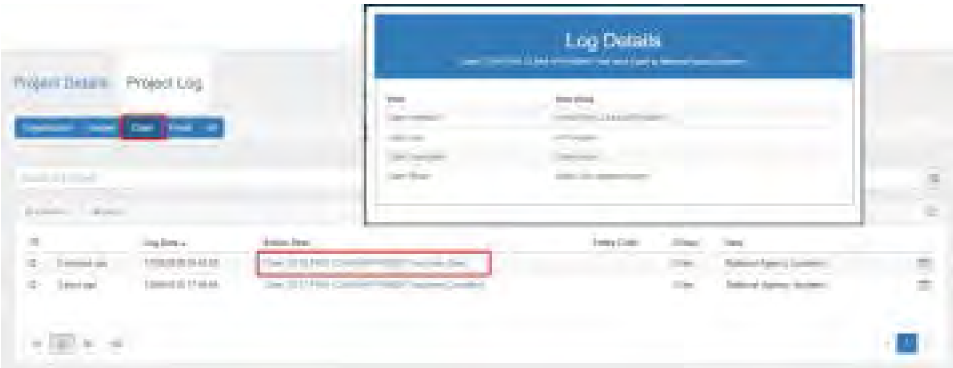
Explanation and illustration
The **Budget** tab shows the list of all items that have been inserted and deleted with regards to the budget. Such events include updates or the deletion of budget items such as Exceptional Cost or Special Needs.
 Clicking on the respective **Entity Code** link will open the specific details window. If the entity was deleted, an orange message at the top of the screen is displayed after clicking on the hyperlink. 

Claim tab.

Explanation and illustration

The **Claim** tab displays all recorded claims for the project. Clicking on the hyperlink under **Action Description** opens the details window.

In our example one claim was cancelled and another one added by the National Agency.

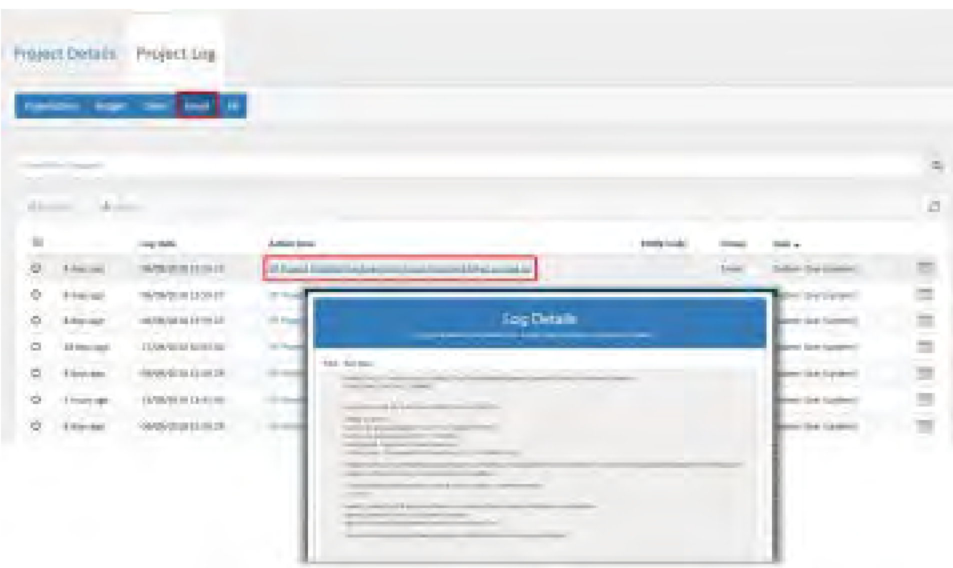


Email tab.

Explanation and illustration

The **Email** tab lists all email notification sent to beneficiaries, partners or participants from Mobility Tool+. Such emails include notifications sent upon project creation, updates on project details, access-granted emails to beneficiaries or partners, final report reminders and more.

Clicking on the hyperlink under **Action Description** opens a copy of the email.



Related Articles

- Copy of MT+ How to get access
- Copy of MT+ How to manage final beneficiary report
- ESC MT+ Manage organisations
- ESC MT+ Submit final report
- Mobility Tool - Guide for Beneficiaries
- MT+ Add mobility for KA1 and KA3 projects
- MT+ Alerts and Notifications
- MT+ Certifications for mobilities (2017)
- MT+ Copy mobility details
- MT+ EU Login for user
- MT+ Exceptional costs for expensive travel
- MT+ Expensive Domestic Travels
- MT+ How to add organisations for KA1 and KA3 projects
- MT+ How to bulk send reminders for participant reports
- MT+ How to complete and submit the final beneficiary report
- MT+ How to edit the mobility import file
- MT+ How to export and import mobilities using xls
- MT+ How to export the inbound participant reports
- MT+ How to get access
- MT+ How to manage contacts

MT + How to read the Project Dashboard (HE and VET projects only)

Relevant for...

Call Year	Key Action	Action
2014 onward	KA1 - Learning Mobility of Individuals	KA103 - Higher education student and staff mobility KA107 - Higher education student and staff mobility within programme countries KA102 - VET learner and staff mobility KA116 - VET learner and staff mobility with VET mobility charter

In order to **monitor a project's status** in terms of:

- Mobilities created,
- Budget consumed,
- Participant reports sent/received, and more,

beneficiaries can use the **Dashboard** available in Mobility Tool+. This Dashboard offers a quick overview of the project, and can quickly indicate potential issues through a quick check of indicators at different levels (project, target group and activity type).

Common functionality of dashboard for all Action types.

Access the dashboard.

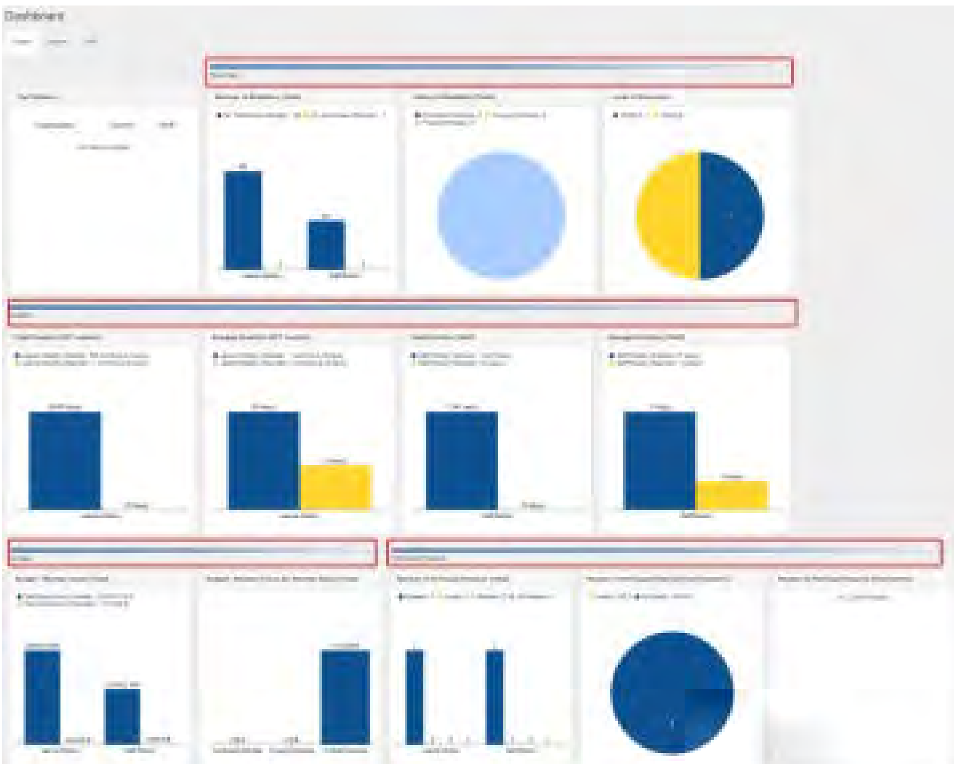
The dashboard can be accessed from inside the project by clicking on the **Dashboard** tab.

Tabs inside the dashboard.

Upon opening, the dashboard will display three tabs: **Project** tab**, Learner** or **Student** tab and **Staff** tab. Note: For 2016, a warning is displayed and only complete mobilities are taken into account.

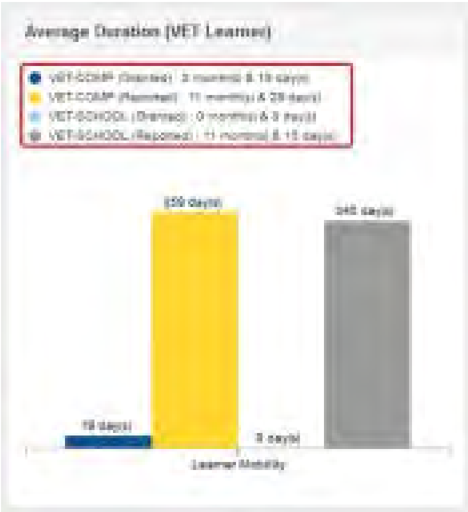
Sections inside the dashboard.

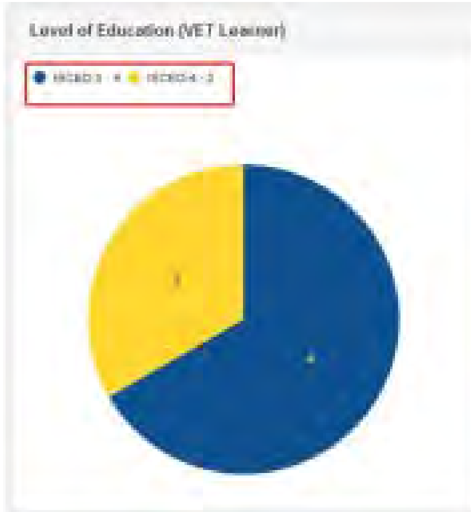
Inside the dashboard you will find under each tab the sections **Mobilities**, **Duration**, **Budget** and **Participant Reports**.



Graphs inside the dashboard.

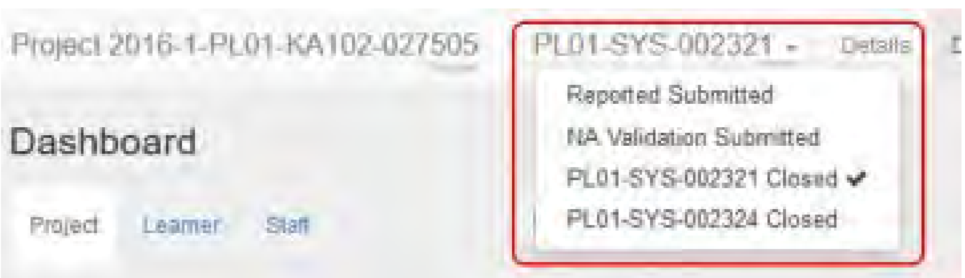
Data inside the dashboard is displayed as **Bar** or **Pie chart**, always with a specific legend.





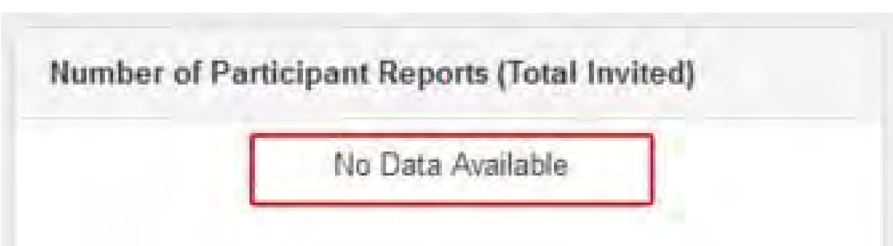
Dashboard in different project versions.

For finalized projects, located in the top navigation is the version drop-down that will allow you to check the dashboard of a different version. By choosing a version in the drop-down, the data will update inside the dashboard accordingly.



No data available display.

Whenever there is no data available to present or to perform necessary calculations, an empty chart will be displayed containing a message - **No Data Available**.



Total Current Grant information.

Important

The Total Current Grant in the dashboard means:

- For call year 2014: Total Current Grant = Total Grant Adjusted.
- For call year 2015 onward: Total Current Grant = Total Grant Calculated.

The dashboard for KA102 and KA116 Projects.

Project tab.

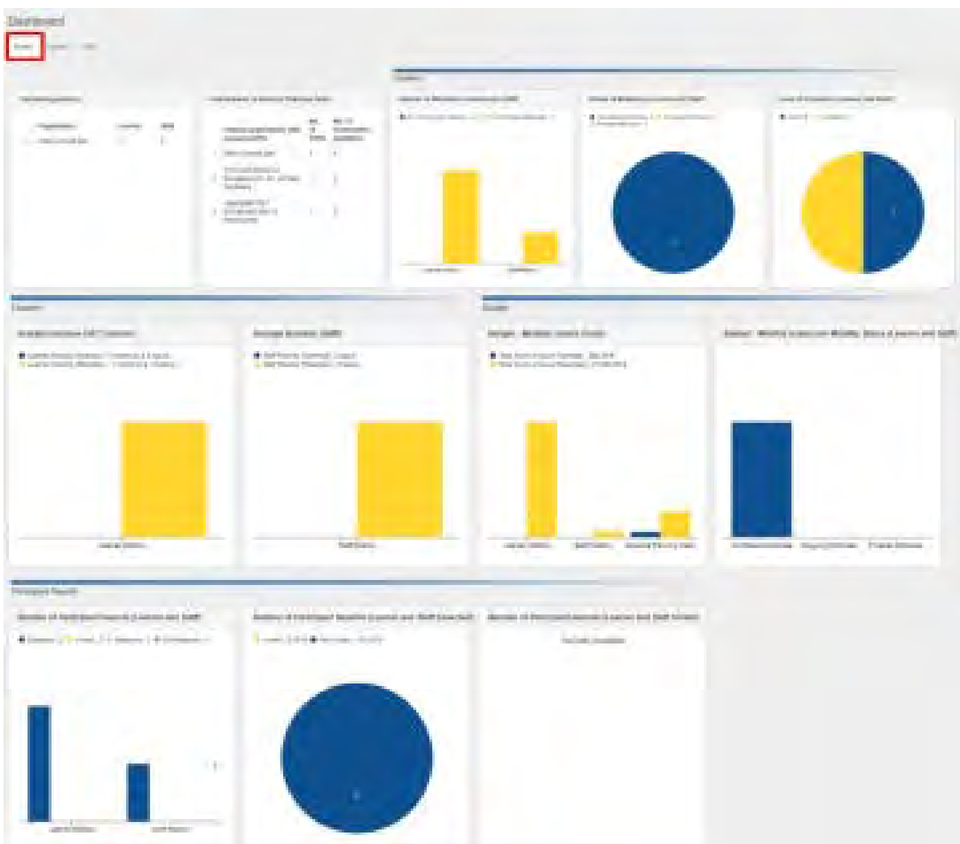
The **Project tab** of the KA102/KA116 dashboard will display information and graphs for:

Projects until call year 2017	**Projects from call year 2018 onward**
• Top Partners • Number of Mobilities (Total) • Status of Mobilities (Total) • Level of Education • Total Duration (VET Learner) • Average Duration (VET Learner) • Total Duration (Staff) • Average Duration (Staff) • Budget - Mobility Grants (Total) • Budget - Mobility Grants per Mobility Status (Total) • Number of Participant Reports (Total) • Number of Participant Reports (Total Expected) • Number of Participant Reports (Total Invited)	• Top hosting partners • Total Number of Advance Planning Visits • Number of Mobilities (Learner and Staff) • Status of Mobilities (Learner and Staff) • Level of Education (Learner and Staff) • Average Duration (VET Learner) • Average Duration (Staff) • Budget - Mobility Grants (Total) • Budget - Mobility Grants per Mobility Status (Learner and Staff) • Number of Participant Reports (Learner and Staff) • Number of Participant Reports (Learner and Staff Expected) • Number of Participant Reports (Learner and Staff Invited)

Take Note

Total Number of **Advance Planning Visits**

- This section is only displayed after mobilities of activity type **A**dvance **P**lanning **V**isit (APV) are encoded in Mobility Tool+.
- It lists the host organisations and details the number of activity types for APV and Erasmus Pro for each host organisation with one APV.
- The number of Erasmus Pro mobilities will only be updated after the mobility end date is reached.
- This dashboard item can be used to check the business rule which are not enforced by system:
  - There should only be one APV per host organisation
  - There should be at least one mobility of activity type Erasmus Pro mobility for that host organisation which has an APV indicated.
  - The APV will usually be performed before the mobility and therefore the dashboard may indicate the APV with Zero Erasmus Pro mobilities as the mobility has not reached it's end date.
  - If the mobility could not be completed for that host organisation and yet the APV was, then this has to be justified in the beneficiary report.



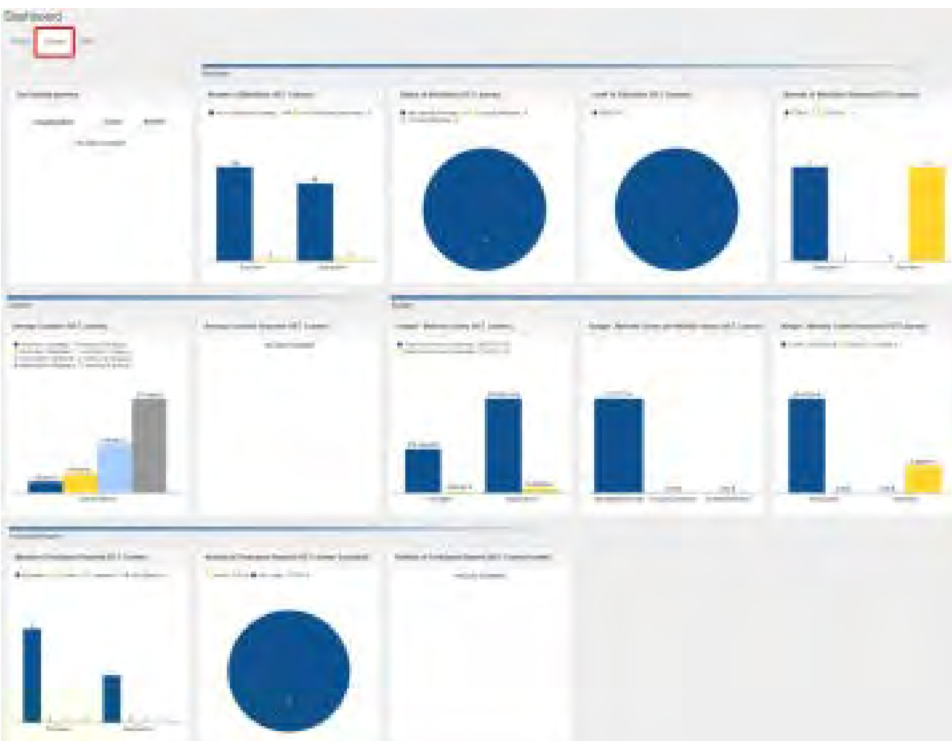
Total Number of Advance Planning Visits

	Hosting organisation with encoded APVs	No. of APVs	No. of ErasmusPro mobilities
1	ITALIATEST01	5	0
2	UNIVERSITEIT GENT	2	0
3	UNIVERSITE BLAISE PASCAL CLERMONT-FERRAND II	1	0

Learner tab.

The **Learner tab** of the KA102/KA116 project dashboard will display information and graphs for:

Projects until call year 2017	Projects from call year 2018 onward
• Top Partners • Number of Mobilities (VET Learner) • Status of Mobilities (VET Learner) • Level of Education (VET Learner) • Total Duration (VET Learner) - Only until 2017 • Average Duration (VET Learner) • Budget - Mobility Grants (VET Learner) • Budget - Mobility Grants per Mobility Status (VET Learner) • Number of Participant Reports (VET Learner) • Number of Participant Reports (VET Learner Expected) • Number of Participant Reports (VET Learner Invited)	• Top hosting partners • Number of Mobilities (VET Learner) • Status of Mobilities (VET Learner) • Level of Education (VET Learner) • Total Duration (VET Learner) - Only until 2017 • Average Duration (VET Learner) • Budget - Mobility Grants (VET Learner) • Budget - Mobility Grants per Mobility Status (VET Learner) • Number of Participant Reports (VET Learner) • Number of Participant Reports (VET Learner Expected) • Number of Participant Reports (VET Learner Invited) • Number of Mobilities Reported (VET Learner) • Average Duration Reported (VET Learner) • Budget - Mobility Grants Reported (VET Learner)



Staff tab.

The **Staff tab** of the KA102/KA116 dashboard will display information and graphs for:

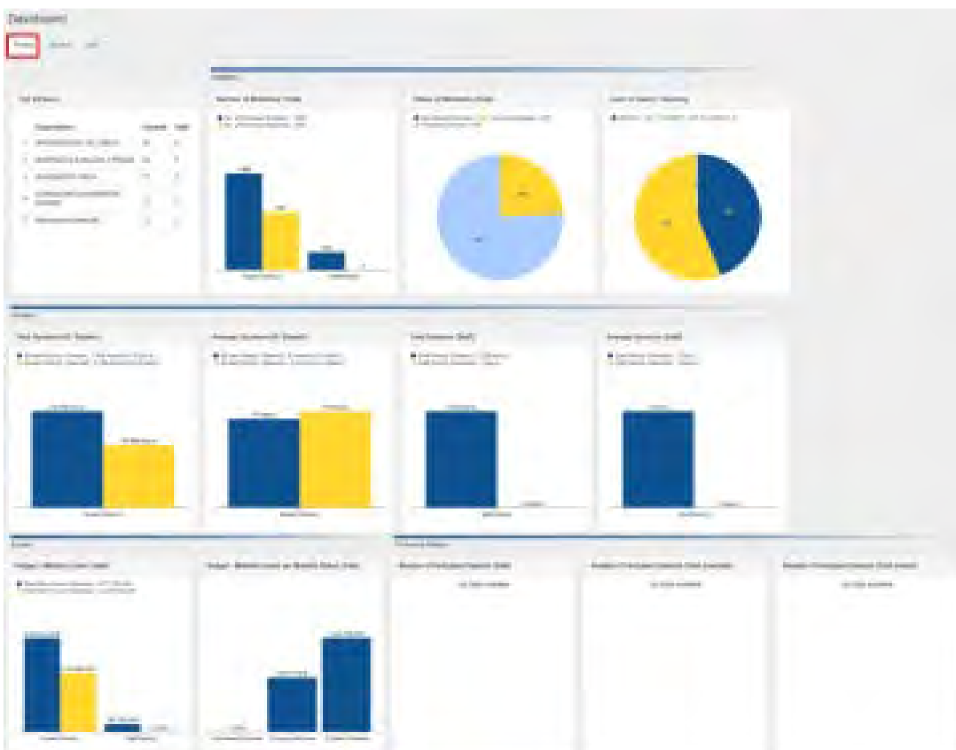
Projects until call year 2017	**Projects from call year 2018 onward**
• Top Partners • Number of Mobilities (Staff) • Status of Mobilities (Staff) • Average Duration (Staff) • Budget - Mobility Grants (Staff) • Budget - Mobility Grants per Mobility Status (Staff) • Number of Participant Reports (Staff) • Number of Participant Reports (Staff Expected) • Number of Participant Reports (Staff Invited)	• Top hosting partners • Number of Mobilities (Staff) • Status of Mobilities (Staff) • Average Duration (Staff) • Budget - Mobility Grants (Staff) • Budget - Mobility Grants per Mobility Status (Staff) • Number of Participant Reports (Staff) • Number of Participant Reports (Staff Expected) • Number of Participant Reports (Staff Invited)

The dashboard for KA103 Projects.

Project tab.

The **Project tab** of the KA103 project dashboard will display information and graphs for:

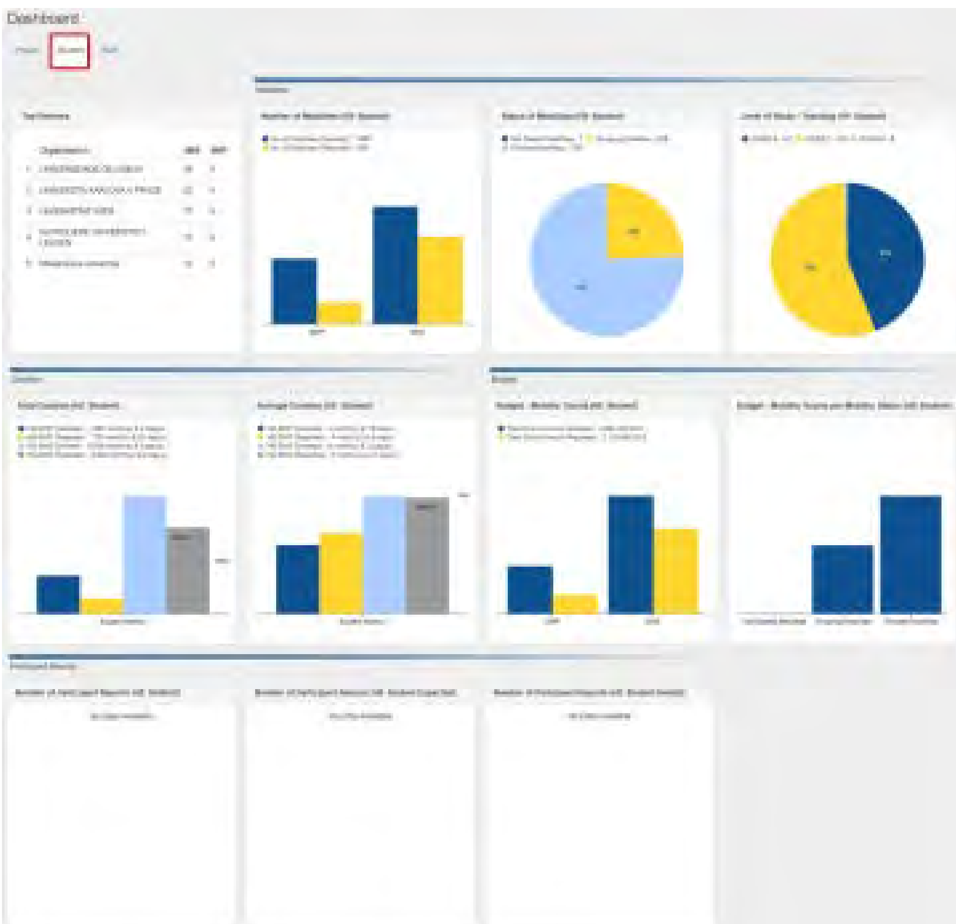
- Top partners
- Number of Mobilities (Total)
- Status of Mobilities (Total)
- Level of Study / Teaching
- Total Duration (HE Student)
- Average Duration (HE Student)
- Total Duration (Staff)
- Average Duration (Staff)
- Budget - Mobility Grants (Total)
- Budget - Mobility Grants per Mobility Status (Total)
- Number of Participant Reports (Total)
- Number of Participant Reports (Total Expected)
- Number of Participant Reports (Total Invited)



Student tab.

The **Student tab** of the KA103 project dashboard will display information and graphs for:

Projects until call year 2017	**Projects from call year 2018 onward**
• Top Partners • Number of Mobilities (HE Student) • Status of Mobilities (HE Student) • Level of Study / Teaching (HE Student) • Total Duration (HE Student) • Average Duration (HE Student) • Budget - Mobility Grants (HE Student) • Budget - Mobility Grants per Mobility Status (HE Student) • Number of Participant Reports (HE Student) • Number of Participant Reports (HE Student Expected) • Number of Participant Reports (HE Student Invited)	• Top Partners • Number of Mobilities (HE Student) • Status of Mobilities (HE Student) • Level of Study / Teaching (HE Student) • Total Duration (HE Student) • Average Duration (HE Student) • Budget - Mobility Grants (HE Student) • Budget - Mobility Grants per Mobility Status (HE Student) • Number of Participant Reports (HE Student) • Number of Participant Reports (HE Student Expected) • Number of Participant Reports (HE Student Invited) • Total of Traineeships in Digital Skills (HE Student) • Traineeships in Digital Skills by Type (HE Student) • Percentage of Traineeships in Digital Skills (HE Student)




Dashboard

Staff tab.

The **Staff tab** of the KA103 dashboard will display information and graphs for:

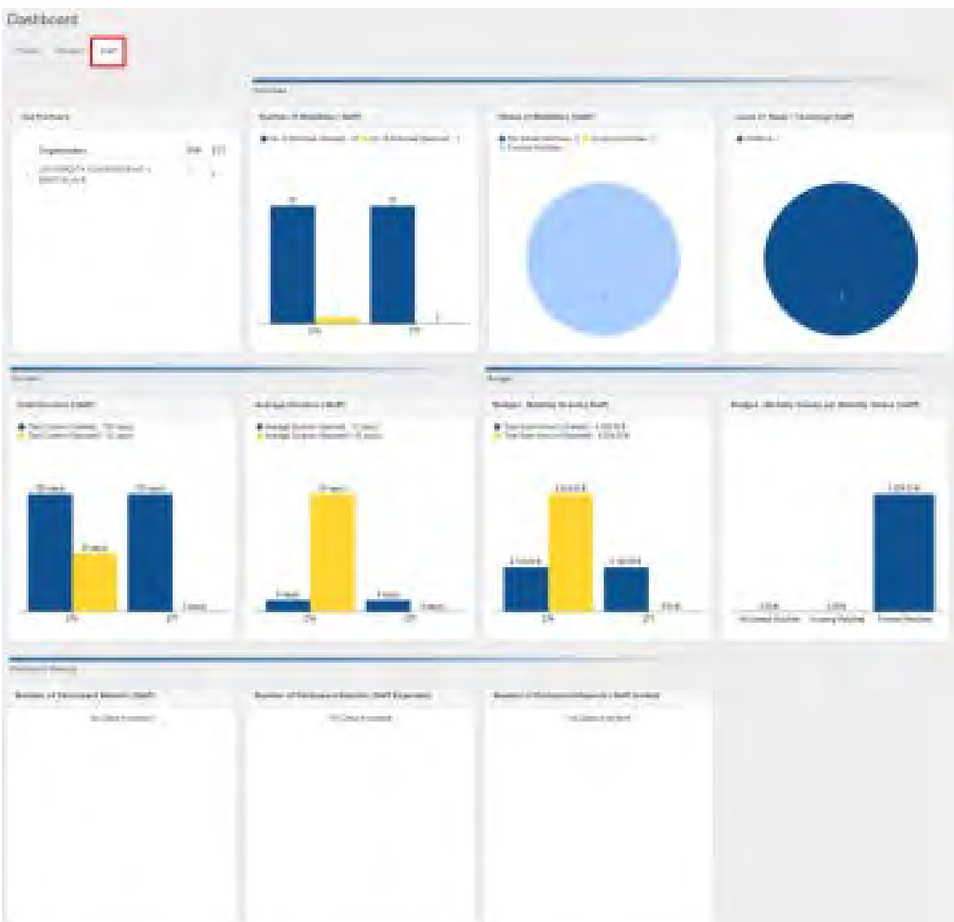
<table>
<tr><th>Projects until call year 2017</th><th>Projects from call year 2018 onward</th></tr>
<tr><td>

Top Partners
Number of Mobilities (Staff)
Status of Mobilities (Staff)
Average Duration (Staff)
Budget - Mobility Grants (Staff)
Budget - Mobility Grants per Mobility Status (Staff)
Number of Participant Reports (Staff)
Number of Participant Reports (Staff Expected)
Number of Participant Reports (Staff Invited)
Total Duration (Staff)

</td><td>

Top Partners
Number of Mobilities (Staff)
Status of Mobilities (Staff)
Average Duration (Staff)
Budget - Mobility Grants (Staff)
Budget - Mobility Grants per Mobility Status (Staff)
Number of Participant Reports (Staff)
Number of Participant Reports (Staff Expected)
Number of Participant Reports (Staff Invited)
Total Duration (Staff)
Level of Study / Teaching (Staff)
Total of Training in Specific Skills (Staff)
Proportion of Training in Specific Skills By Type (Staff)
Percentage of Training in Specific Skills (Staff)

</td></tr>
</table>



The dashboard for KA107 Projects.

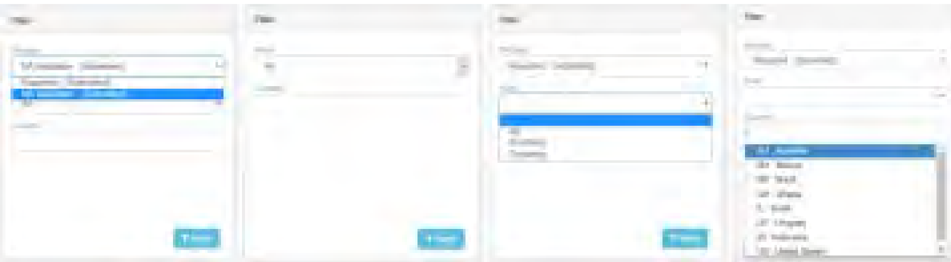
Note: Contacts of partner organisations in KA107 projects with view access to the project will not see the dashboard tab.

Filter option in the KA107 dashboard.

The dashboard in KA107 projects has an additional **Filter** option located on the left of the dashboard, available in all dashboard tabs. This provides you with the option to filter based on:

- **Version:** Only available for finalized projects.
- **Flow**: Choose from **All, Incoming** or **Outgoing.**
- **Country**: Displays countries participating in the project.

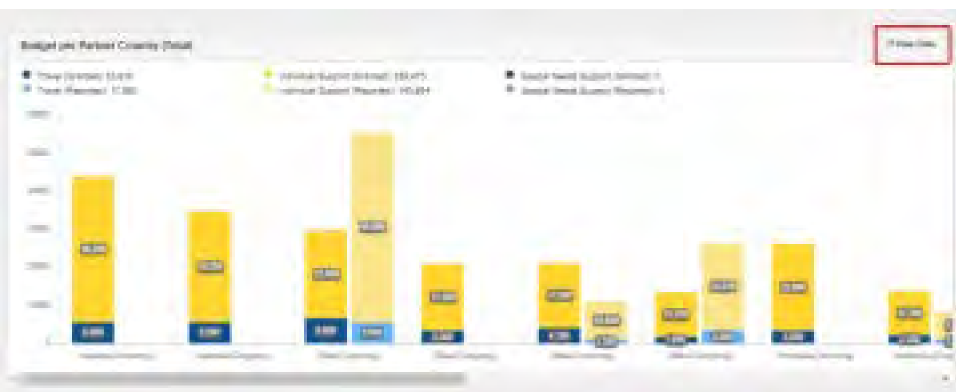
After filters are selected, use the **Apply** button. The dashboard data displayed will be updated accordingly.

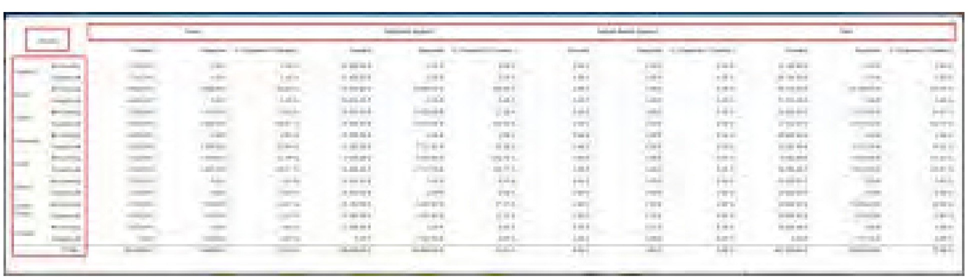


View table feature.

In all three tabs of the KA107 dashboard under **Budget per Partner Country** you have the **View Table** feature available.

Clicking on it will open a detailed table, breaking down the individual **Budget per Partner Country** details for Incoming/Outgoing Mobilities, Travel, Special Needs Support, Individual Support and Totals.

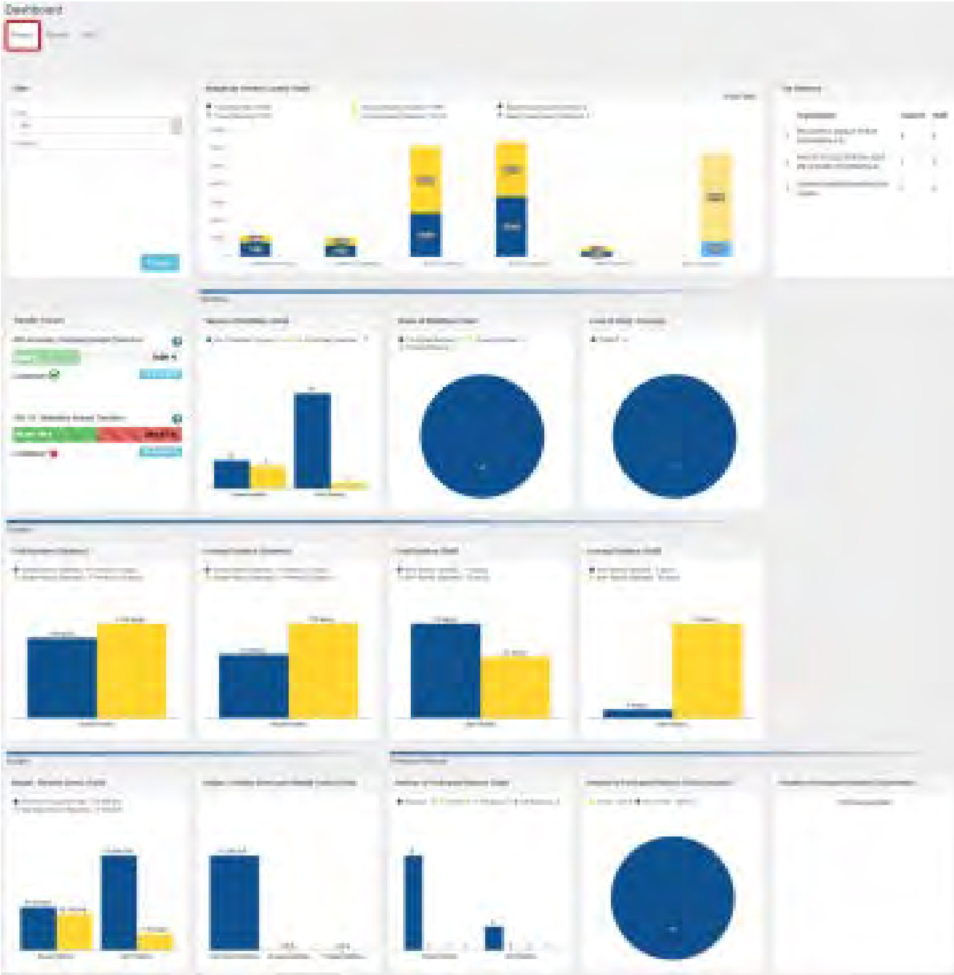




Project tab.

The **Project tab** of the KA107 dashboard will display information and graphs for:

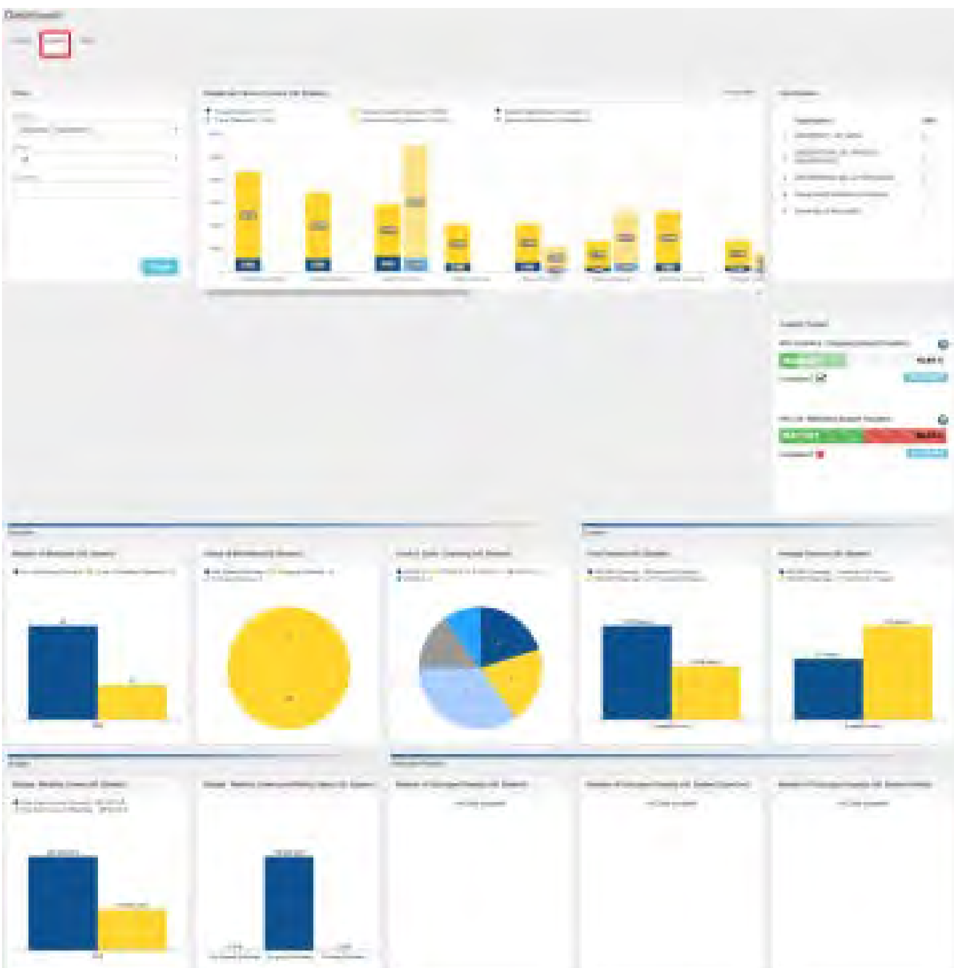
Projects until call year 2017	**Projects from call year 2018 onward**
• Budget per Partner Country (Total) • Top Partners • Transfer Tracker (See MT+ KA107 Budget transfer page for details) • Number of Mobilities (Total) • Status of Mobilities (Total) • Total Duration (HE Student) • Average Duration (HE Student) • Total Duration (Staff) • Average Duration (Staff) • Budget - Mobility Grants (Total) • Budget - Mobility Grants per Mobility Status (Total) • Number of Participant Reports (Total) • Number of Participant Reports (Total Expected) • Number of Participant Reports (Total Invited)	• Budget per Partner Country (Total) • Top Partners • Transfer Tracker (See MT+ KA107 Budget transfer page for details) • Number of Mobilities (Total) • Status of Mobilities (Total) • Total Duration (HE Student) • Average Duration (HE Student) • Total Duration (Staff) • Average Duration (Staff) • Budget - Mobility Grants (Total) • Budget - Mobility Grants per Mobility Status (Total) • Number of Participant Reports (Total) • Number of Participant Reports (Total Expected) • Number of Participant Reports (Total Invited) • Level of Study / Teaching

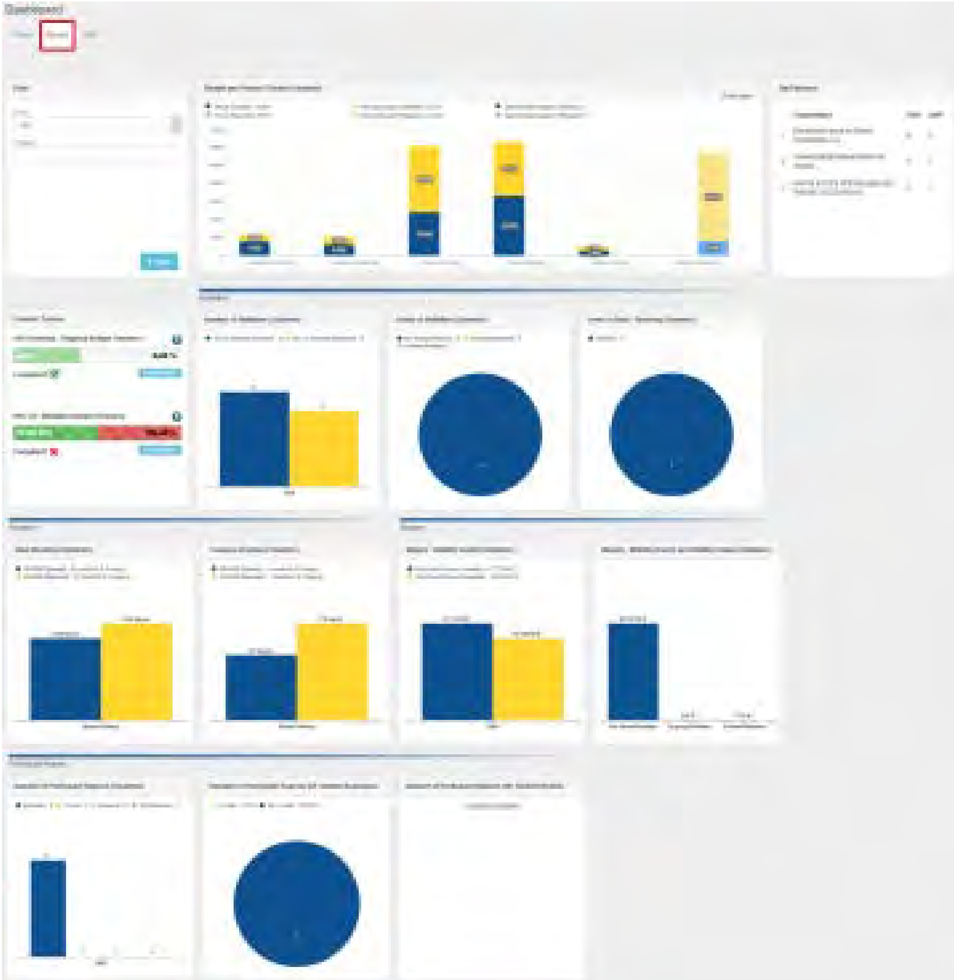


Student tab.

The **Student tab** of the KA107 dashboard will display information and graphs for:

Projects until call year 2017	Projects from call year 2018 onward
• Budget per Partner Country (HE Student) • Top Partners • Transfer Tracker (See MT+ KA107 Budget transfer page for details) • Number of Mobilities (HE Student) • Status of Mobilities (HE Student) • Total Duration (HE Student) • Average Duration (HE Student) • Budget - Mobility Grants (HE Student) • Budget - Mobility Grants per Mobility Status (HE Student) • Number of Participant Reports (HE Student) • Number of Participant Reports (HE Student Expected) • Number of Participant Reports (HE Student Invited)	• Budget per Partner Country (HE Student) • Top Partners • Transfer Tracker (See MT+ KA107 Budget transfer page for details) • Number of Mobilities (HE Student) • Status of Mobilities (HE Student) • Total Duration (HE Student) • Average Duration (HE Student) • Budget - Mobility Grants (HE Student) • Budget - Mobility Grants per Mobility Status (HE Student) • Number of Participant Reports (HE Student) • Number of Participant Reports (HE Student Expected) • Number of Participant Reports (HE Student Invited) • Level of Study / Teaching (HE Student)

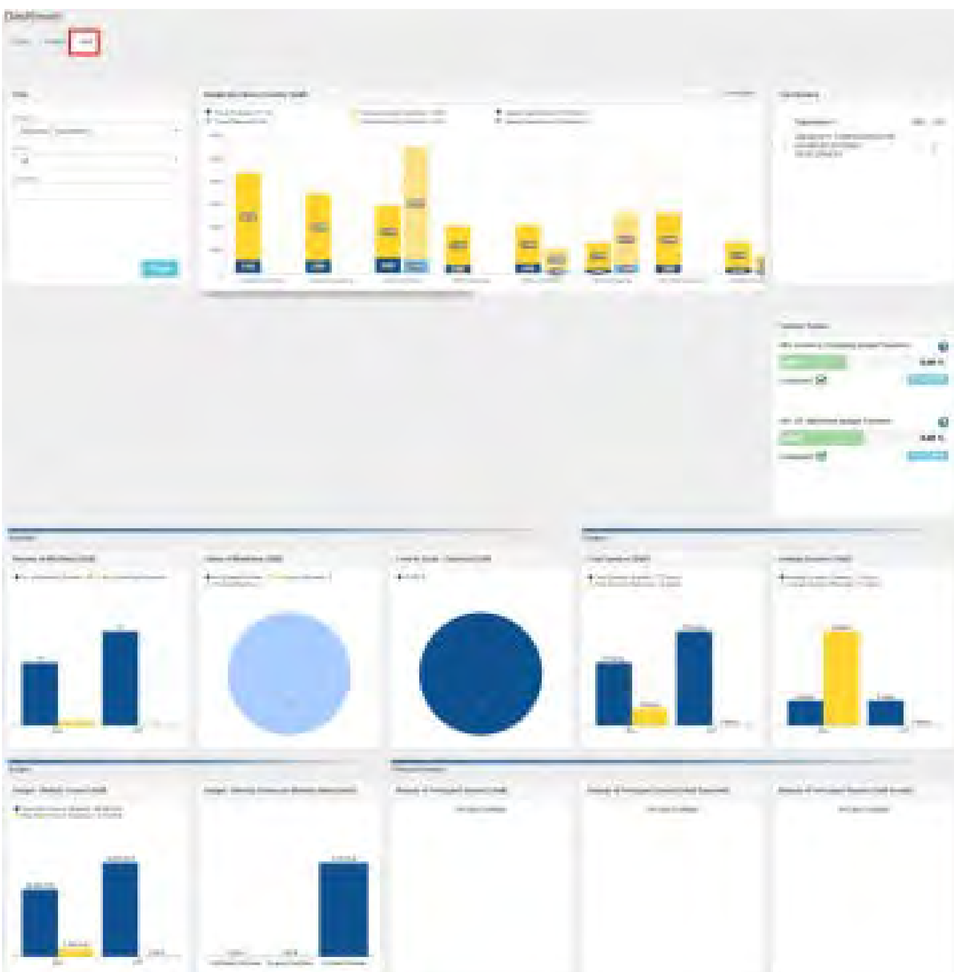


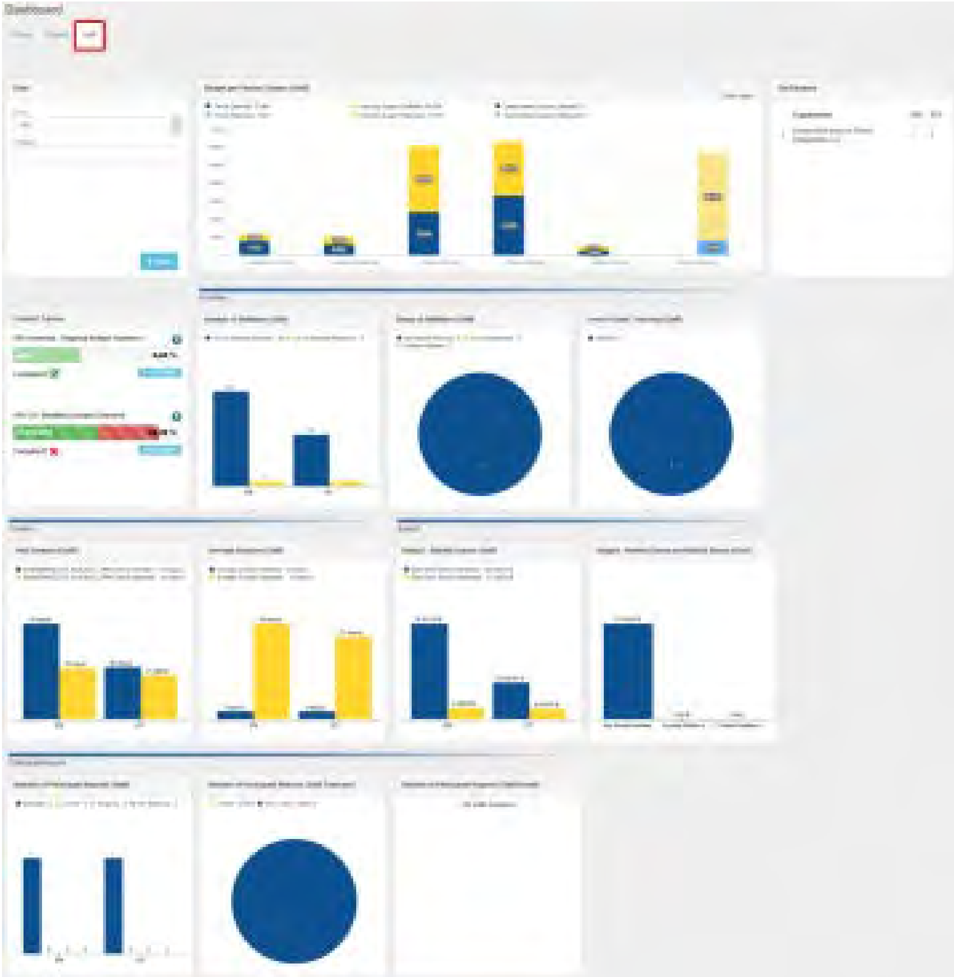


Staff tab.

The **Staff tab** of the KA107 dashboard will display information and graphs for:

Projects until call year 2017	Projects from call year 2018 onward
• Budget per Partner Country (Staff) • Top Partners • Transfer Tracker (See MT+ KA107 Budget transfer page for details) • Number of Mobilities (Staff) • Status of Mobilities (Staff) • Total Duration (Staff) • Average Duration (Staff) • Budget - Mobility Grants (Staff) • Budget - Mobility Grants per Mobility Status (Staff) • Number of Participant Reports (Staff) • Number of Participant Reports (Staff Expected) • Number of Participant Reports (Staff Invited)	• Budget per Partner Country (Staff) • Top Partners • Transfer Tracker (See MT+ KA107 Budget transfer page for details) • Number of Mobilities (Staff) • Status of Mobilities (Staff) • Total Duration (Staff) • Average Duration (Staff) • Budget - Mobility Grants (Staff) • Budget - Mobility Grants per Mobility Status (Staff) • Number of Participant Reports (Staff) • Number of Participant Reports (Staff Expected) • Number of Participant Reports (Staff Invited) • Level of Study / Teaching (Staff)





Related Articles

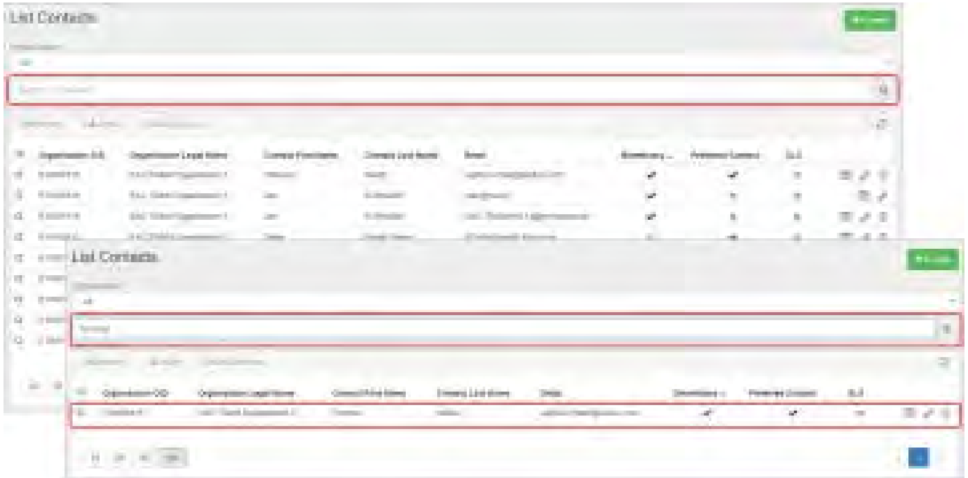
- MT+ Total Number of Teaching Hours
- MT+ Traineeship in Digital Skills
- Erasmus+ Participant Report Examples
- MT+ How to manage Survey on Recognition
- MT + How to read the Project Dashboard (HE and VET projects only)
- MT+ Disadvantaged Background KA107 (2019)
- MT+ KA107 Budget transfer
- MT+ Alerts and Notifications
- MT+ Menu and Navigation
- MT+ Notifications
- MT+ EU Login for user
- MT+ Basics and variations of the mobility screen for KA1
- MT+ List functionality
- MT+ How to get access
- MT+ Update OID or confirm changed organisation details

MT+ List functionality

This page explains the common **list functionalities** available in Mobility Tool+ , for example in the Organisations or Contacts tabs. Icons used to sort or export lists remain the same for each screen as well as the icons to edit, delete and view the various list items.

Search

In order to find information quickly in the various project tabs, type, for example; the surname of a contact in the **Search** field under the contacts tab in Mobility Tool+ and click the magnifying glass. The result(s) will appear in the list.



Selection

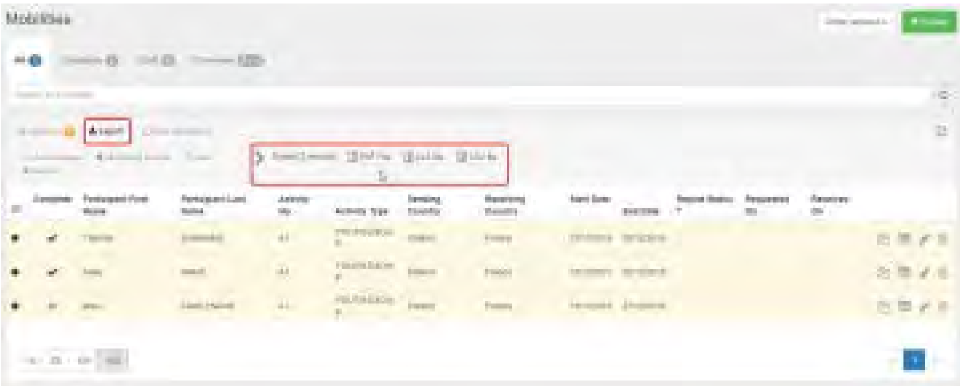
The **Selection** option allows you to select or deselect all available items in a list view. By clicking on the radio button, you can select: **all in this page**, **all existing records**, **none** or **inverse**.

In the example below the option **All existing records** is selected.

Export

The **Export** button allows to export your selection as either a **PDF File**, **XLS file** or **CSV file**.

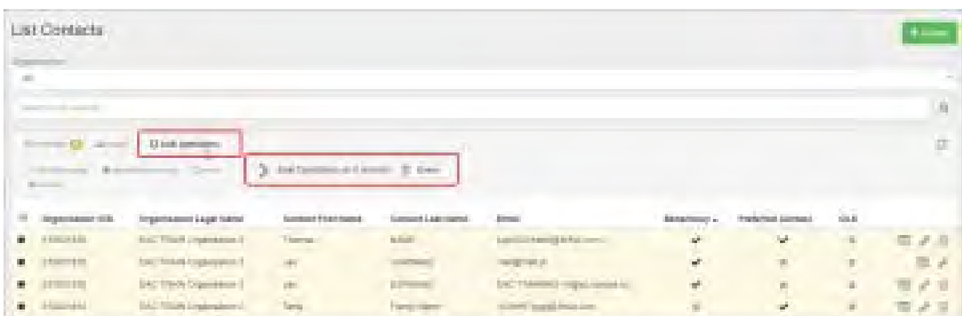
Once an export option has been selected, follow the on screen information to either save or open the file, depending on your settings and the browser used.

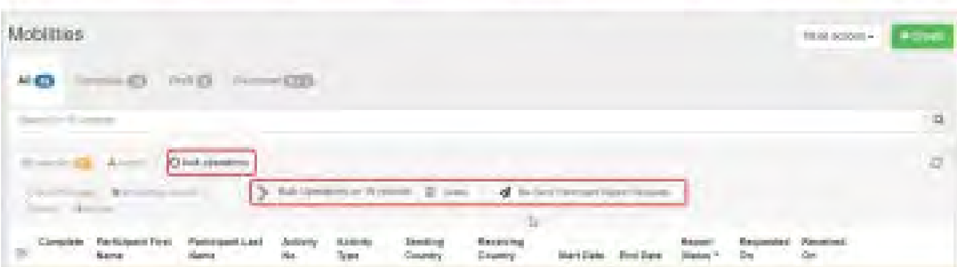


Bulk operations

The **bulk operations** functionality allows to apply a specific operation to multiple list items at once. Depending on the project, the list and your user access, different bulk operations are possible.

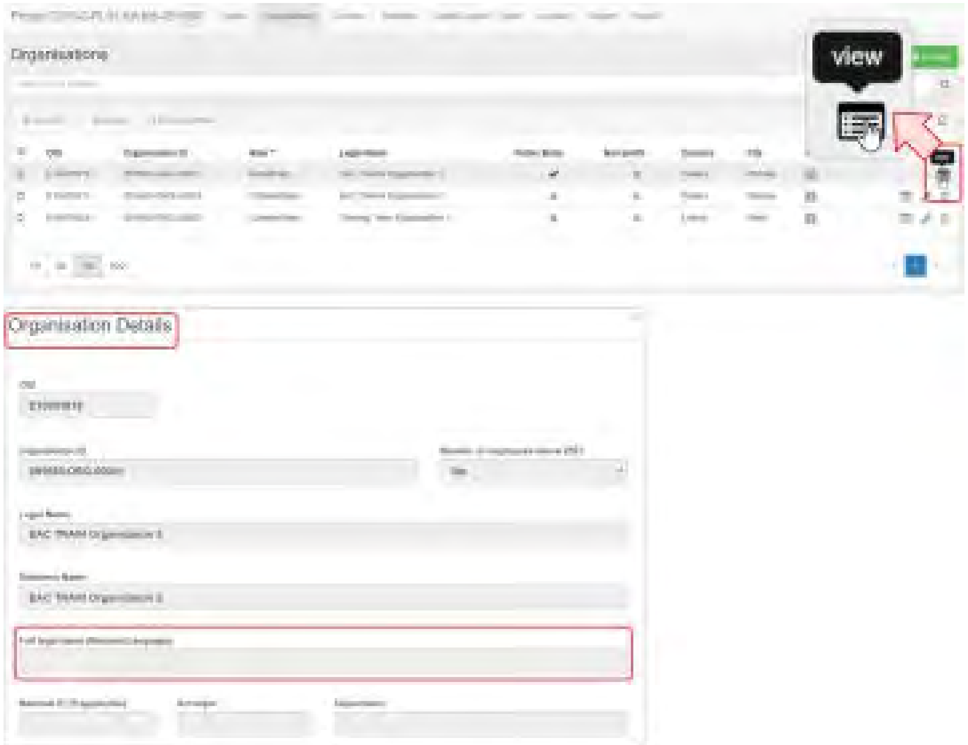
Our example shows the possibility to **Delete** all selected items from the list.





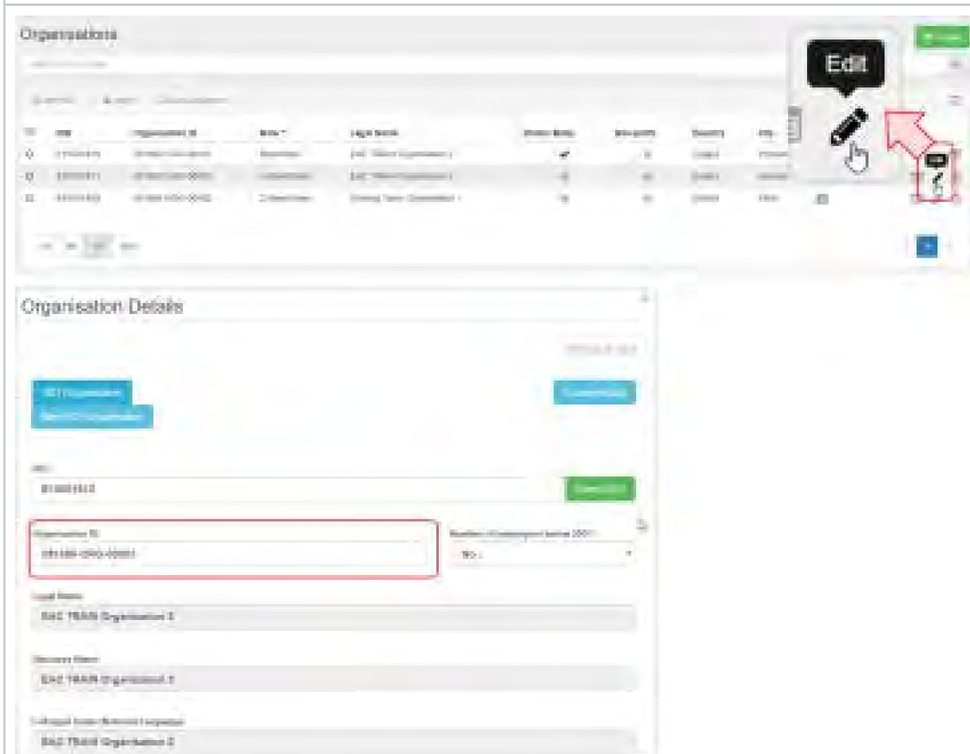
View

To view the details of a specific list item, click the **view** icon. The item opens in read-only mode, all fields are greyed out.



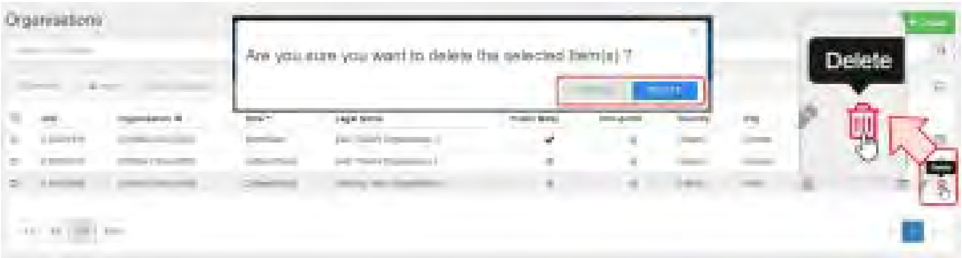
Edit

To edit the details of a specific list item, click the **pencil** icon. The item opens in edit mode and modifications can be made and saved.



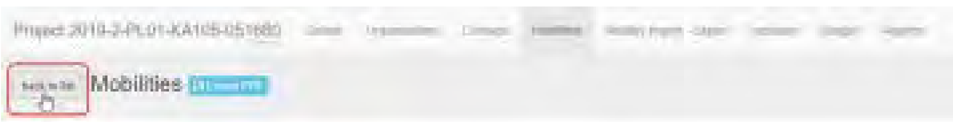
Delete

To delete a specific list item, click the **delete** / bin icon. Confirm the deletion in the pop-up.



Back to list

In order to get back to the list view, click the **back to list** button. You will be redirected to the list view of the specific item.



Add/Remove columns

Most lists have the option to modify the view to your specific requirements. Specific columns which are available but not visible can be added. Columns visible that are not needed can be removed from display.

The **Add/Remove Columns** option allows you to select or to deselect columns as well as arrange the order of the columns in the list.

1. Click the **Add/Remove Columns** option.
2. The options appear at the top of the window. Black columns are already selected and displayed in the list view.
3. Click on the black column to remove it from the list view and click the white column to add it tot the list view. Your changes are reflected immediately.
4. You can also **drag and release** a column button to rearrange its position in the list.
5. Click the green **Done** button to close the Add/Remove Columns option. The list columns are updated accordingly.

Related articles

- Copy of MT+ How to get access
- MT+ Basics and variations of the mobility screen for KA1
- MT+ EU Login for user
- MT+ How to get access
- MT+ KA1 and KA3 Budget screen
- MT+ List functionality
- MT+ Menu and Navigation
- MT+ Notifications
- MT+ Project Details
- MT+ Update OID or confirm changed organisation details

MT+ Alerts and Notifications

Relevant for...

Call Year	Key Action	Action
2016 onward	KA1 - Learning Mobility of Individuals	**KA107 - Higher education student and staff mobility between Programme and Partner Countries**

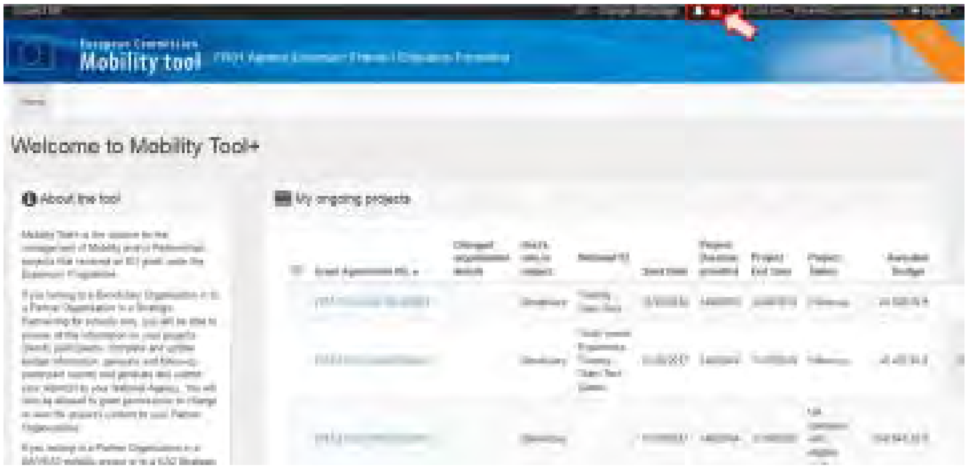
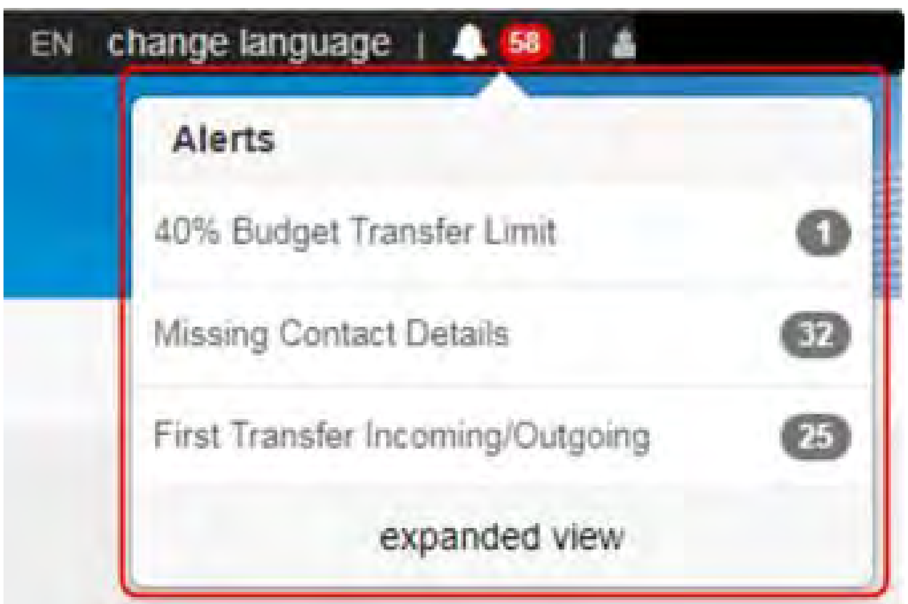
The alerts icon in Mobility Tool+ is a new feature that will notify you about any issues that might impact the good implementation of your project. Alerts will be gathered in an easily accessible and centralised place, which will help you to quickly identify issues and, if necessary, fix them. Some of these alerts might be for information only and therefore will not need any follow-up.

Alerts are currently available for:

- **KA107 Missing Partner Country contacts details**
- **KA107 Budget transfers between incoming and outgoing mobility flows reach 40% limit**
- **KA107 First transfer between incoming and outgoing mobility flows**

The alerts are auto-created by the system and updated once a day. The page here explains the basic functionality of this feature.

The Alert icon.

Explanation and illustration
In Mobility Tool+ the alert icon is displayed in the right top corner of the screen. If there are any open issues in your projects, a number indicating the total number of issues will be displayed next to the icon. In our example you see a total of 58 alerts. 
Clicking on the icon will open a small information window with an overview of the alerts, displaying the total number of issues per alert type. The number of occurrences is sorted by projects where the issues appear. The number of occurrences depends on the user rights (beneficiary, co-beneficiary, NA, LLP Coordinator) for the project(s) concerned. 

Alert types specifics.

Three types of alerts are available.

40% Budget Transfer Limit

- KA107 beneficiaries are allowed to change incoming mobility flows to outgoing, and vice versa, provided the sum total of the changes incurred does not exceed 40% of the total project budget allocated in Annex II, and provided that the type and direction of the mobility is eligible.
- The 40% threshold is set to ensure that the core of the mobility project is respected.
- Once the 40% threshold is reached, the beneficiary will have to request an amendment from his/her National Agency.
- This alert will be displayed when the **sum of transfers between incoming and outgoing mobility flows is equal or above 40% of the total project budget**.
- It should be considered **critical** and beneficiaries and National Agencies will be required to fix this issue.

First Transfer Incoming/Outgoing

- KA107 beneficiaries can transfer funds between incoming and outgoing mobility flows without amendment (up to 40% of the total project budget).
- This alert is displayed when the **total transferred (I->O / O->I) is less than or greater than zero**.
- This alert is for **information only**, so that beneficiaries are aware that they are doing something that was not originally granted and might require an amendment at a later stage.

Missing Contact Details

- This alert is a reminder that beneficiaries should always encode the **contact details of the Partner Country organisation**.
- Contact details are necessary for the good implementation of the project, as they might be useful for monitoring visits by National Agencies, National Erasmus+ Offices, European Commission representatives etc.
- The alert is displayed if for a Partner Country organisation in a particular project no contact person is provided.
- It should be considered as a **warning**.

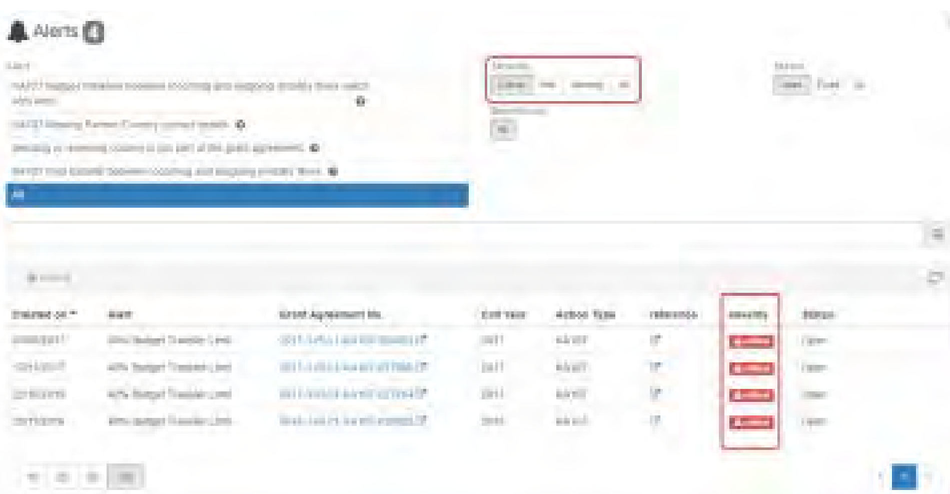
> **Information**
>
> If the project is in the **Checks** or **NA Validation** phase, then only the **Reported (submitted)** version will be considered for the project.

Alert type severities.

Alerts can have one of three severities:

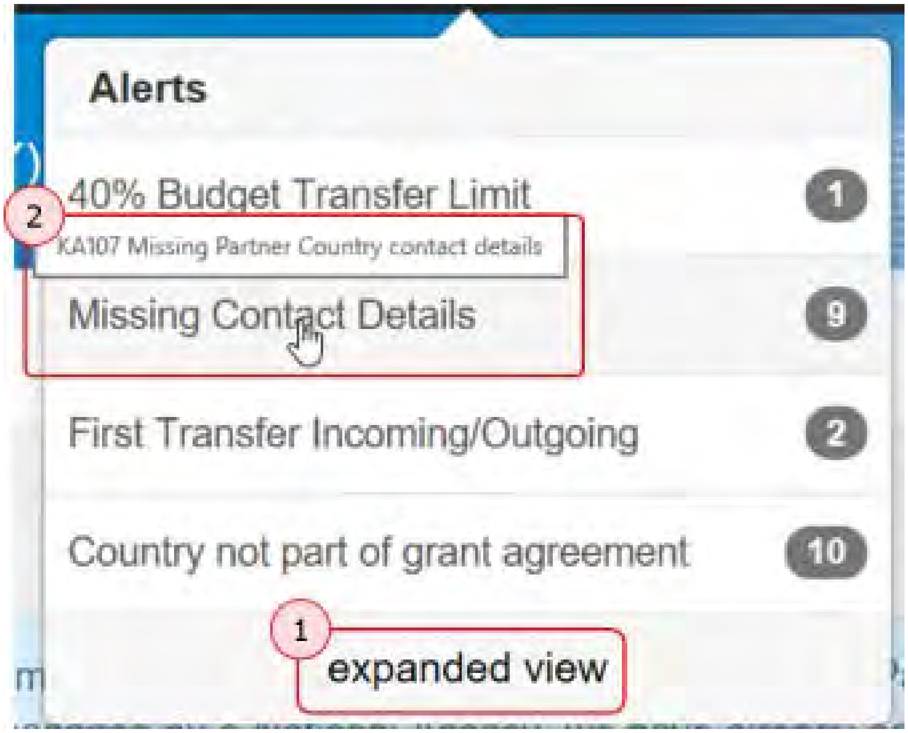
- **info**
- **warning**
- **critical**

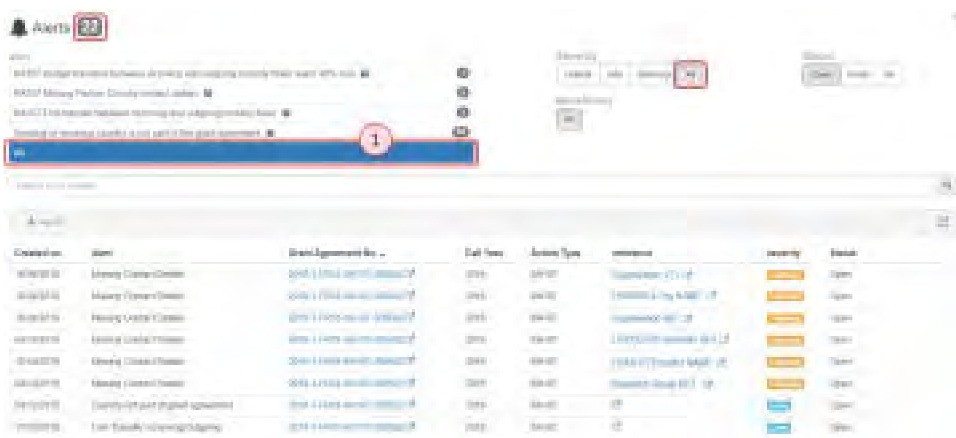
In the list of alerts you can use the **Severity** filter to filter for alerts of a specific severity level.



List of alerts.

Explanation and illustration
To open the list of all alerts for your projects, you have different options available: 1. Click on **expanded view** to open the list with all issues OR 2. Click on the alert type to open the list with all alerts of this specific type. A pop-up will display the list of alerts accordingly.


Alerts
40% Budget Transfer Limit
1
2
KA107 Missing Partner Country contact details
Missing Contact Details
9
First Transfer Incoming/Outgoing
2
Country not part of grant agreement
10
1
expanded view


Alerts
1


Alerts
2

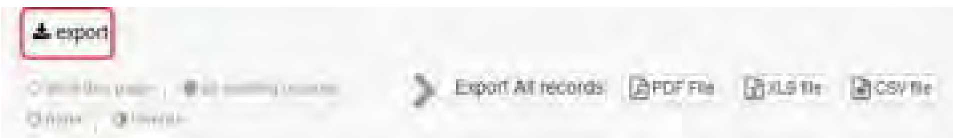
Features in the list of alerts.

Filter and search functionalities available at the top of the window listing the alerts:

- **Alert** displays all alert types available. Clicking on one specific type will only display the alerts of that specific type. Selecting **All** will display all alert types.
- **Severity** will display only alerts with the selected severity (**Info, Warning, Critical**). Selecting **All** will display all alerts, regardless of severity.
- **Status** will display only alerts with the selected status (**Open, Fixed**). Selecting **All** will display all alerts regardless of status.
- The **Search** bar allows you to search for specific keywords, a project, a company etc. by using the complete or parts of the name.

Columns in the list of alerts.

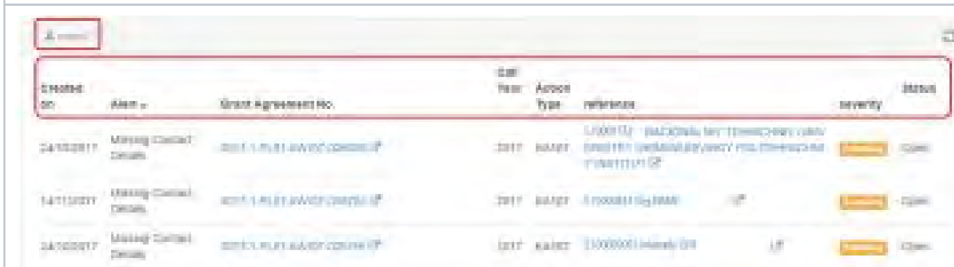
The **export** button on top of the list allows you to export the alerts as either pdf, xls or csv file. You have the possibility to export all records or select specific ones.



The list has following columns available: **Created on, Alert, Grant Agreement No., Call Year, Action Type, reference, severity** and **Status**. You can sort the list by clicking on a column title.

All information displayed in blue within the list is clickable and the links in column **reference** will bring you to the related screen in Mobility Tool+. The screen will be opened in a new window or new tab.

<u>Note:</u> Clicking on the **Grant Agreement No.** will open the Project Details screen and not, for example, the contacts page for a missing contact of an organisation.



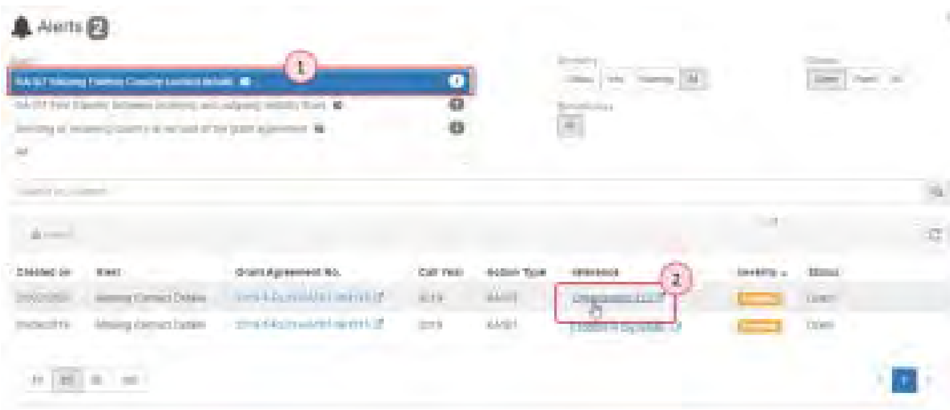
KA107 Missing Partner Country contact details.

Explanation and illustration

To fix missing contact alerts, open the list of alerts.

1. Use the **KA107 Missing Partner Country contact details** filter on top of the list to narrow down the list of displayed results.
2. Click the hyperlink for the first alert you want to view / fix in column **reference** to open the Contacts screen for the specific project.

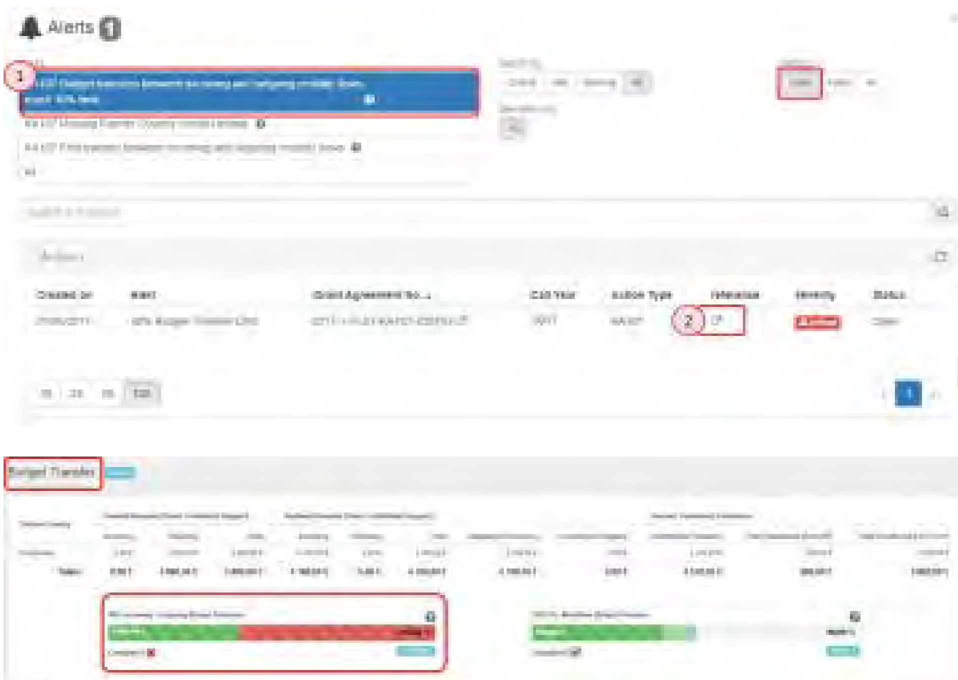
In our example we have a total of 32 alerts for this type. You might also notice that some alerts may refer to the same project, as Mobility Tool+ will create one alert per KA107 Missing Partner Country contact details.



The contact screen for the specific organisation opens. Here you can add the missing contact. Detailed instructions are available under **MT+ How to manage contacts**.

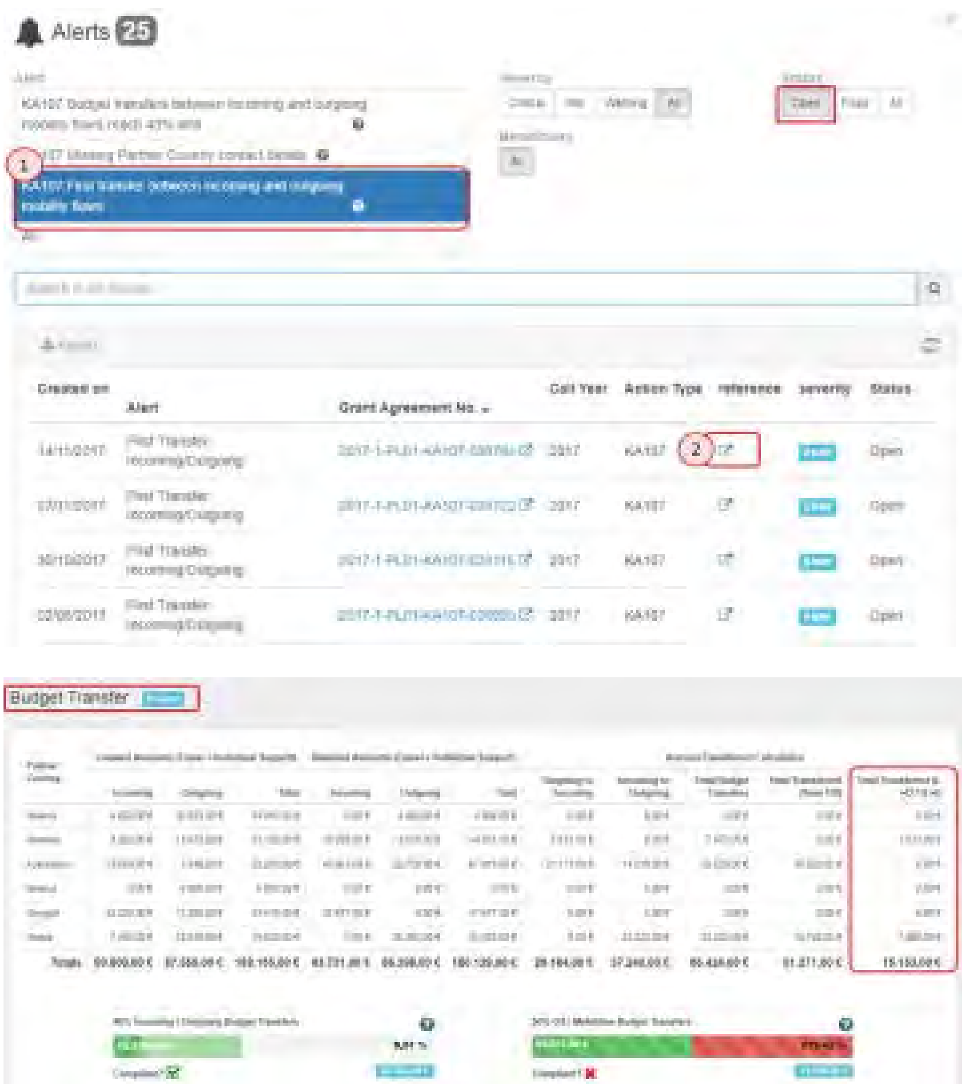
Once the contact is created, the related alerts item will disappear from the list, if the status filter was set to display only **Open** issues, as the issue was fixed. In our example we now only have 31 alerts for missing contacts left. You can easily review the fixed item by changing the status filter to **Fixed**. All fixed items for the selected alert type will be displayed.

KA107 Budget transfers between incoming and outgoing mobility flows reach 40% limit.

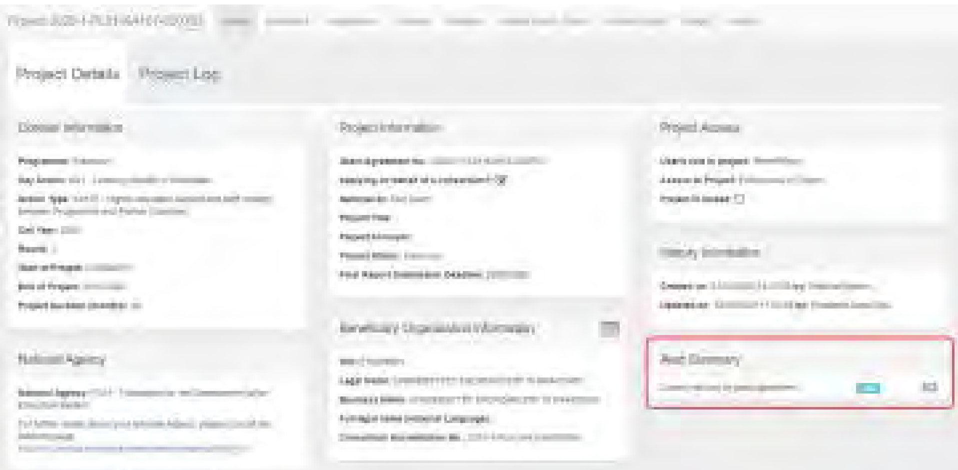
Explanation and illustration
For the alert **KA107 Budget transfers between incoming and outgoing mobility flows reach 40% limit** there is no specific action required to solve the issue, if you have only encoded some mobilities and are not close to the reporting phase. However, if the majority of mobilities have taken place and the project is close to the end date, beneficiaries need to contact their National Agencies to create an amendment. Either an amendment to the grant agreement or a mobility update/creation/deletion could influence the appearance/disappearance of this alert. To view the details of and eventually fix the budget transfer alert, open the list of alerts. 1. Use the **KA107 Budget transfers between incoming and outgoing mobility flows reach 40% limit** filter on top of the list to narrow down the list of displayed results. 2. Click the hyperlink for the first alert you want to view in column **reference**. The **Budget Transfer** screen for the project opens, displaying the overview of the current budget.


KA107 First transfer between incoming and outgoing mobility flows.

Explanation and illustration
For the alert **KA107 First transfer between incoming and outgoing mobility flows** no specific action is required, as those alerts are for informational purpose only. Beneficiaries are doing nothing wrong, but should be aware that an amendment is needed once they reach the 40% limit. A mobility creation /deletion could influence the appearance/disappearance of this alert. To view the details of and eventually fix this alert, open the list of alerts. 1. Use the **KA107 First transfer between incoming and outgoing mobility flows** filter on top of the list to narrow down the list of displayed results. 2. Click the hyperlink for the first alert you want to view in column **reference**. The **Budget Transfer** screen for the project opens, displaying the overview of the current budget.



Alert Summary display inside Project Details.

Explanation and illustration
You will also see a new box entitled **Alert Summary** displayed in the Project Details screen of your KA107 project, if applicable. It displays the **Aler t type**, **severity** and the **amount** of this alert type for the project. This list of issues is for your information only and the details here are not clickable; meaning those will not bring you to the specific screen to view (and fix) those.


Related Articles

- MT+ Disadvantaged Background KA107 (2019)
- MT+ Total Number of Teaching Hours
- MT+ KA107 Budget transfer
- MT+ Traineeship in Digital Skills
- Erasmus+ Participant Report Examples
- MT+ How to manage Survey on Recognition
- MT + How to read the Project Dashboard (HE and VET projects only)
- MT+ Alerts and Notifications
- MT+ Menu and Navigation
- MT+ Notifications
- MT+ EU Login for user
- MT+ Basics and variations of the mobility screen for KA1
- MT+ List functionality
- MT+ How to get access
- MT+ Update OID or confirm changed organisation details

MT+ How to manage contacts

Relevant for...

Call Year	Key Action	Action
2014 onward	All	All

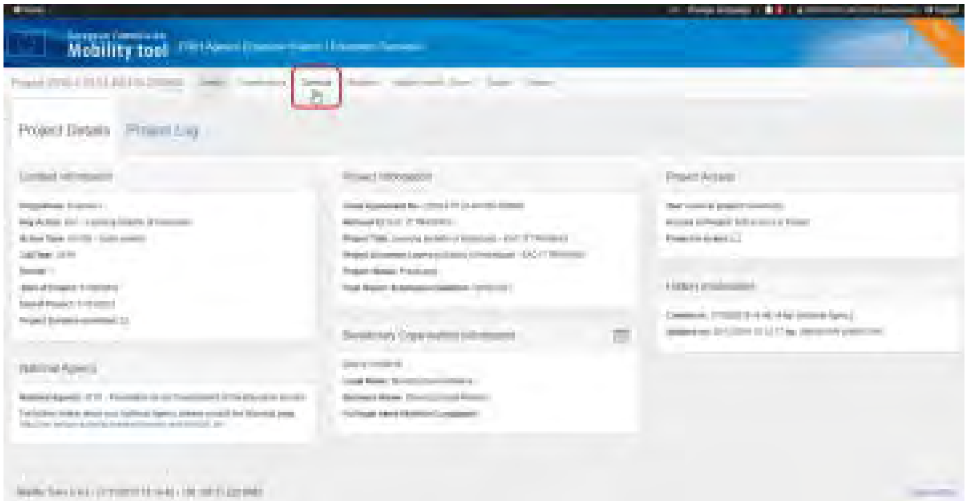
The project contacts as indicated in the grant application form (if not changed during selection process) will automatically receive an email when the project is created in the Mobility Tool+. The project contact can create additional users for the participating organisations.

Edit access can be given to other contacts of the coordinating or beneficiary organisation. View access to the project can also be given for KA2 projects.

For European Solidarity Corps please view the page ESC MT+ How to manage contacts.

Quick steps

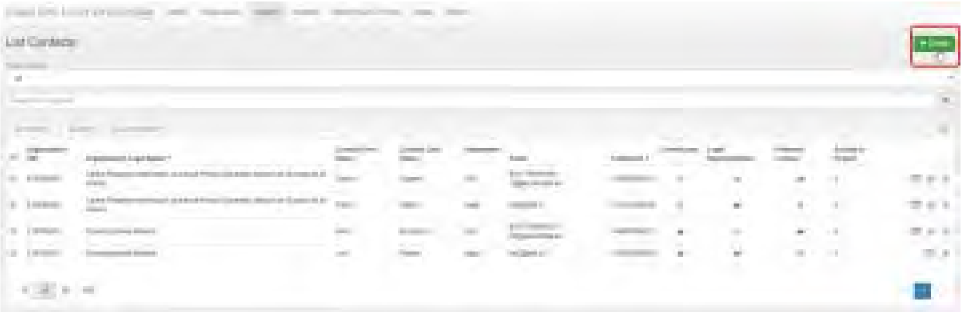
Detailed steps

	Steps
1	**Click the "Contacts" menu item.** In Mobility Tool+, click on the **Contacts** tab.  The list of contacts appears. The full list of project contacts entered in the application form will be visible here. 
2	**Filter per organisation.** On top of the contact list you can filter the contacts by organisation, using the available drop-down. Only contacts for the selected organisation will then be displayed in the list. 

3

Click the "+Create" button.

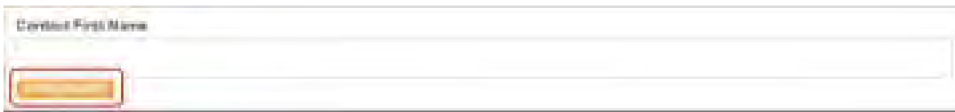
To add a new contact click on the **+Create** button.

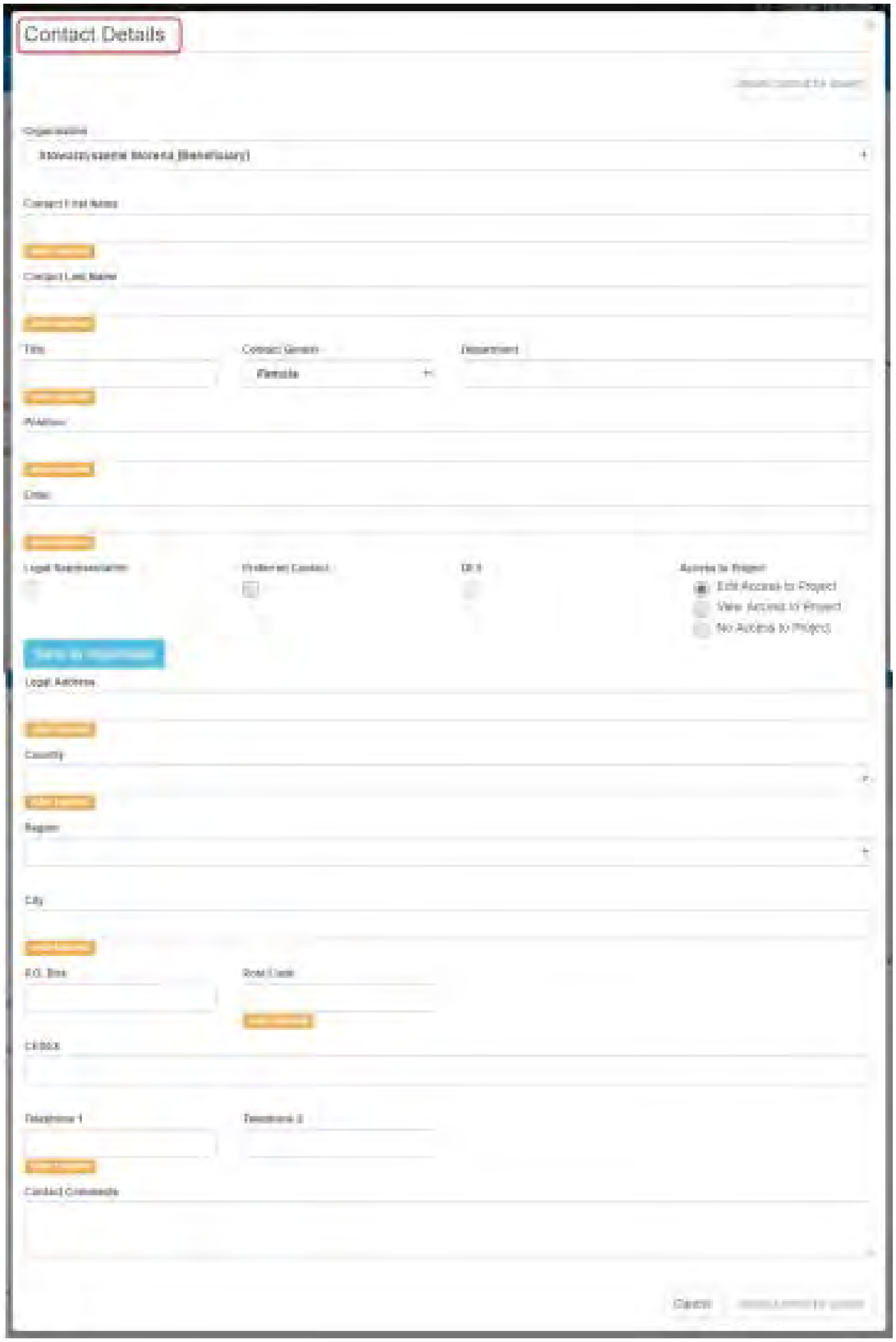


4

Fill in the details.

The **Contact Details** screen opens. All mandatory fields are indicated with the message **value required** in an orange box.




Contact Details
Female
Edit Access to Project
View Access to Project
No Access to Project

Select the organisation.

Select the organisation for which you want to enter the contact details from the drop-down list. This will affect the available active check boxes and the options for access of the contact person to the project.

Enter all mandatory details.

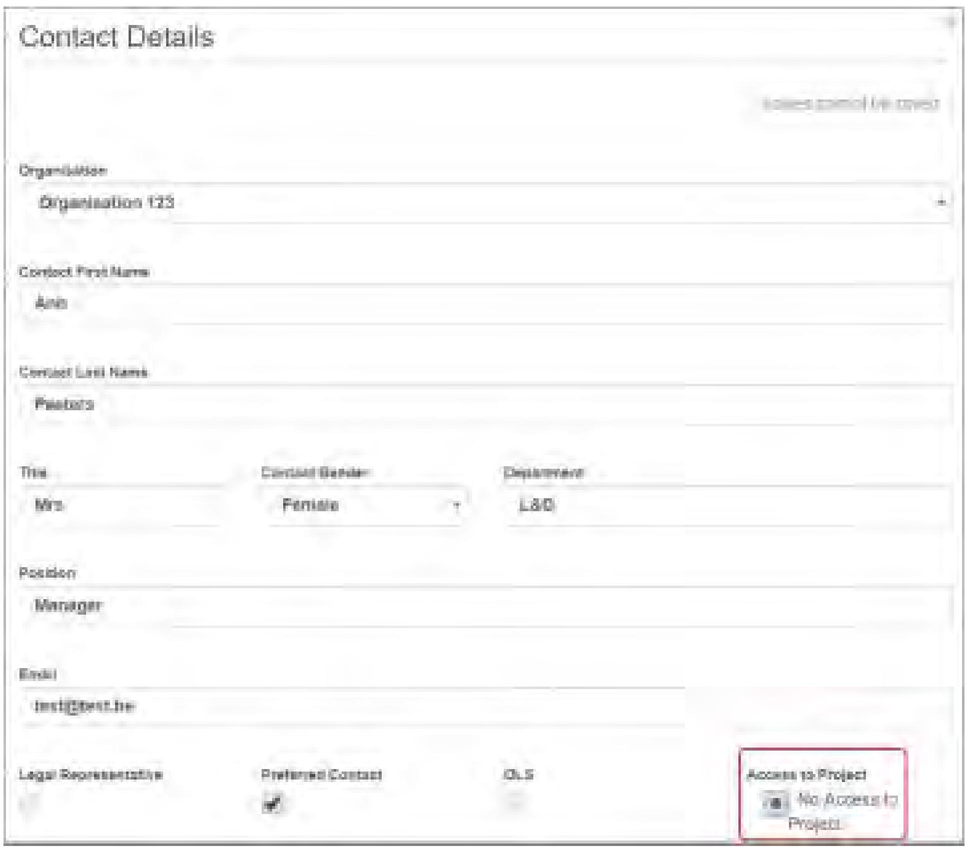
After you selected the organisation, continue to provide all required details.

Allow access to the Project?

Depending on the organisation, you can select the **Access to Project** type for a contact. Click the specific radio button to allow **Edit Access**, **View Access** or **No Access** to the project details in Mobility Tool+.

> **Information**
>
> For **KA1** and **KA3** projects, it is only possible to allow edit access to contacts of the Beneficiary organisations.
>
> For **KA2** projects (excluding those as indicated as schools only) a contact from a participating organisation may be provided access to view the project but will not have access to edit the project details.
>
> For **KA201** indicated as schools only the participant organisations contacts can be given access to view the coordinator's project. The contacts from the coordinating organisation can be given access to view all participating organisations' projects.
>
> A contact person with edit access has all rights to update the project. The beneficiary remains responsible of granting edit access to users.

In our example, **No access to project** is the only available option, which is automatically checked.

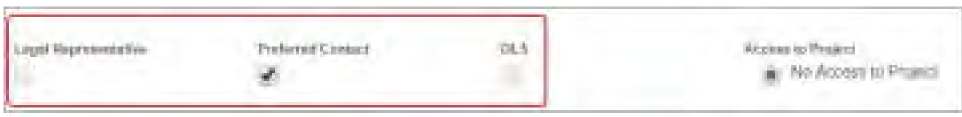


Indicate "Preferred Contact", "OLS" contact and/or "Legal Representative"?

You have three check boxes available to indicate the role of the contact for the specific organisation.

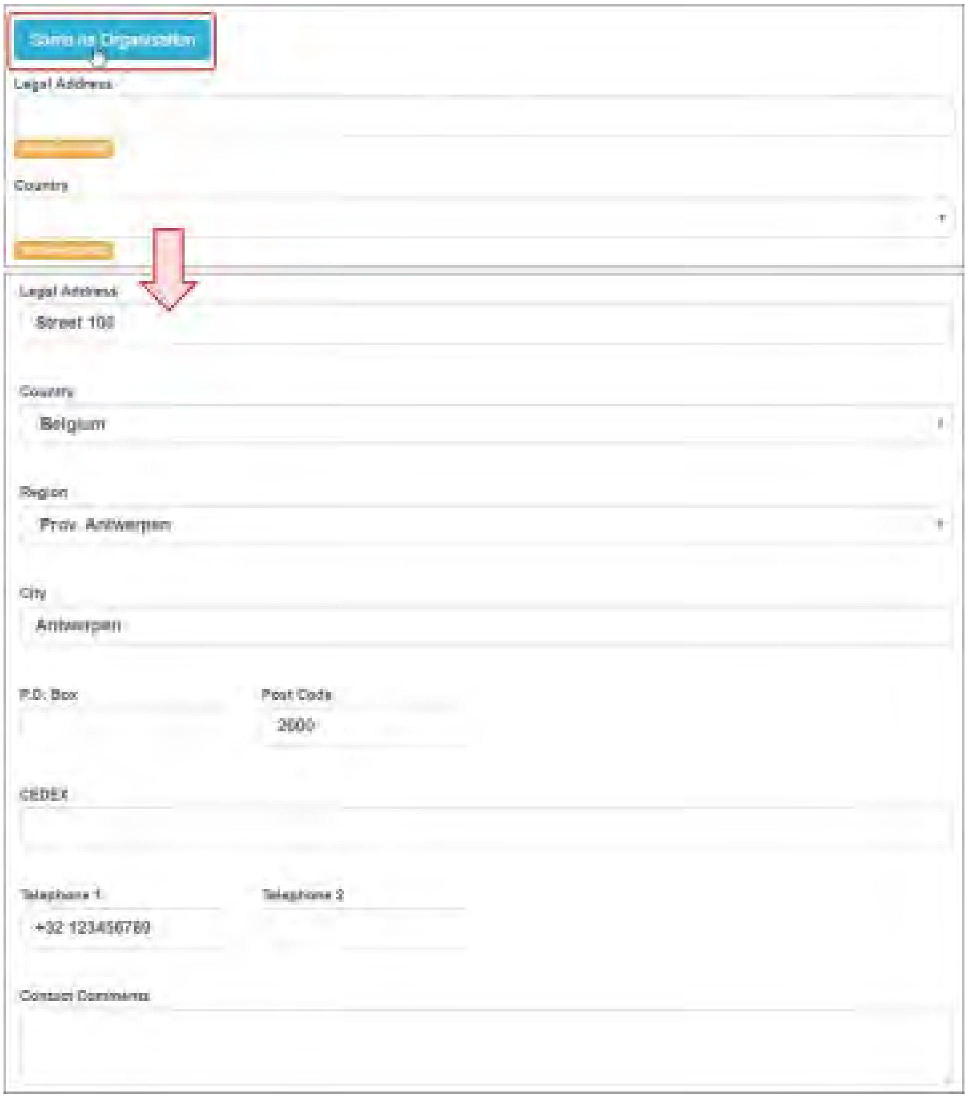
- **Preferred Contact:**
  - If you select this radio button, the contact(s) will be marked as such in the organisation list as the preferred contact person(s) for that organisation.
  - The preferred contact will receive the automatic notifications when the project data is updated in the NA's Project Management System and resubmitted to Mobility Tool+ by the National Agency.
  - By default this is the project contact as outlined in the application form but may be changed to a newly created contact for the beneficiary organisation.
- **OLS Contact**:
  - Is available for information purposes.
  - Only a contact for the beneficiary or coordinating organisation can be indicated as an OLS contact.
- **Legal representative:**
  - This check box is not active.
  - Only once the contact is indicated in the NA's Project Management System as a legal representative, the box will be checked.
  - The legal representative details cannot be adjusted in Mobility Tool+ if from the applicant / coordinating organisation. To adjust the legal representative details please contact your National Agency.

Here two examples of the possible check boxes displayed:



Contact details are the "Same as Organisation"?

Click on **Same as Organisation** to copy the organisation address and phone details to the contact's details. If the address for the contact is different than the organisation one you can fill in the details manually.

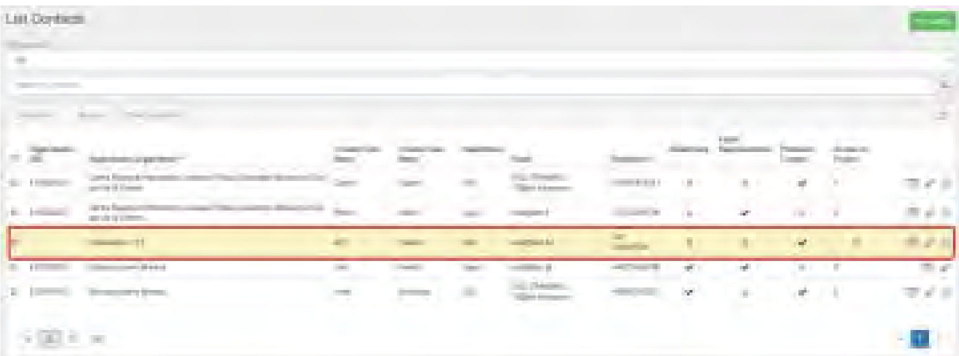

Legal Address
Country
Legal Address
Street 100
Country
Belgium
Region
Prov. Antwerpen
City
Antwerpen
P.O. Box
Post Code
2000
CEDEX
Telephone 1
+32 123456789
Telephone 2
Contact Comments

5

Click on "Save".

Once all information is entered, click the **Save** button to save the newly created contact.

The list of contacts will open again and the new contact is displayed.



6

Editing a contact.

Click on the **pencil** icon to edit a contact.

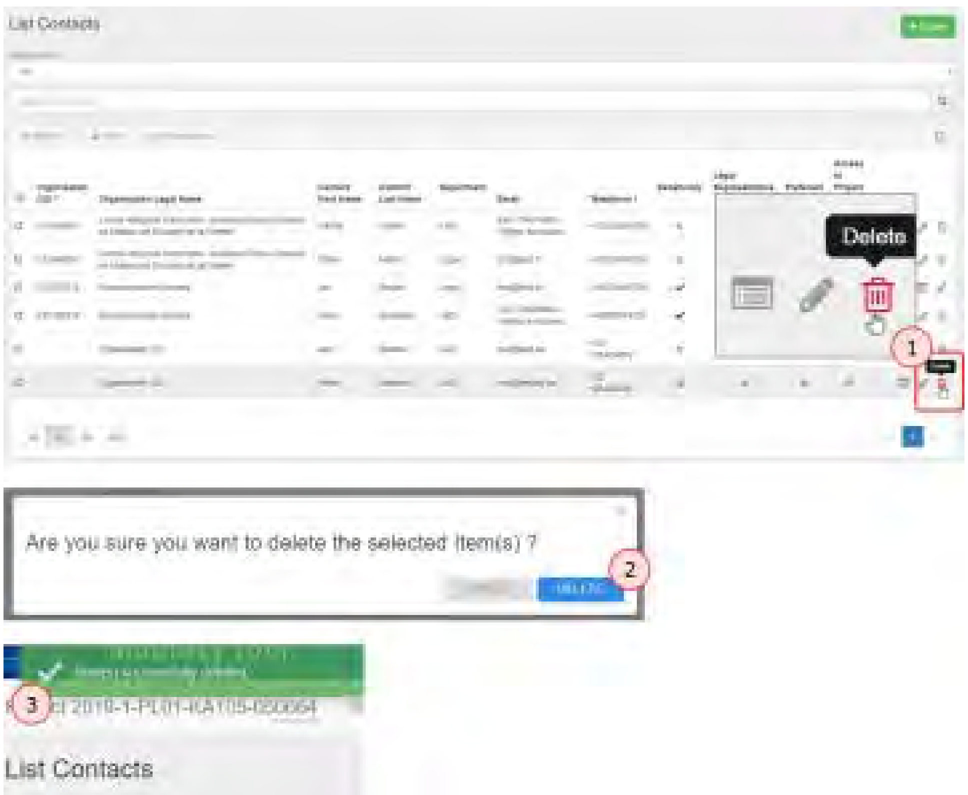
> **Information**
>
> Project contacts can also be updated in Mobility Tool+ **after** project finalisation by the National Agency. The new contact person will be able to view the details of the project.

7

Deleting a contact.

1. Click on the **bin** icon to delete a contact.
2. Confirm the deletion if you want to go ahead.
3. Another success message displays on top of your screen.

> **Take note**
>
> The legal representative cannot be deleted.



8

Contact information in the list of organisations.

In the list of organisations (accessible via the Organisations tab) you have a column available displaying a small icon indicating how many contacts are registered for each organisation.

Clicking on the contacts icon will bring you directly to the contact list for the organisation.

Related articles

- MT+ NA How to get access
- Mobility Tool+ NA User Guide
- MT+ NA Validation and Checks - Content and Funding Status explained
- MT+ NA Home, Menu and Navigation

MT+ How to manage final beneficiary report

Relevant for...

Call Year	Key Action	Action
All	All	All

One of the final stages of the project is the submission of the final beneficiary report. The beneficiary can manage the beneficiary report of a project in the **Reports** tab in Mobility Tool+. This page provides you with an overview on the life cycle for the report, from report request notification until project closure.

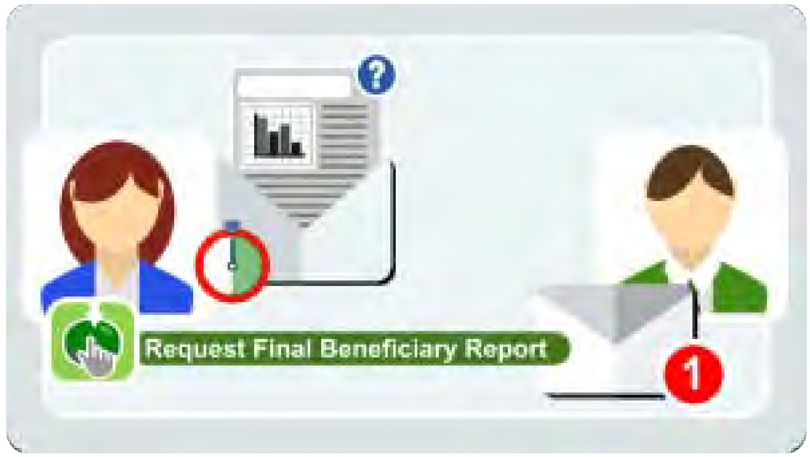
Preparation and (first) submission of the final beneficiary report

Report Request

The NA will request the final beneficiary report and the beneficiary will receive a standard Final Report reminder notification email with the final report submission deadline. As from this moment it is possible for the beneficiary to create and submit the report.

- MT+ Notifications

Eventually the NA will send reminders on the end date of the project and 53 days after the end date of the project. This 53 days is a default and your National Agency may adjust the timing and the content of the message to their needs.



Check project data and generate the report

The Final Beneficiary Report can be created, edited and submitted when the **project** is in status **Follow-up.** Once the Beneficiary report is generated the status of the project will change to **Processing**. It is recommended to check that all project data is up to date before submitting the report.

Check the organisation information is up to date:

- MT+ How to manage organisations for KA1 & KA3 projects
- MT+ How to manage organisations for KA2 projects
- ESC MT+ Manage organisations

Check that the project information is complete and up to date.

- MT+ Manage KA1 and KA3 mobilities
- MT+ Project Outline for KA2 projects
- ESC MT+ Project management overview

Check the budget summary. Additional project costs may be entered under the budget tab depending on the action type. For example the **Exceptional costs - Guarantee** field can be edited for KA105.

- MT+ KA1 and KA3 Budget screen
- MT+ KA2 Budget
- ESC MT+ Budget

The project information can be updated while the project status is in **Follow-up** or **Processing**.

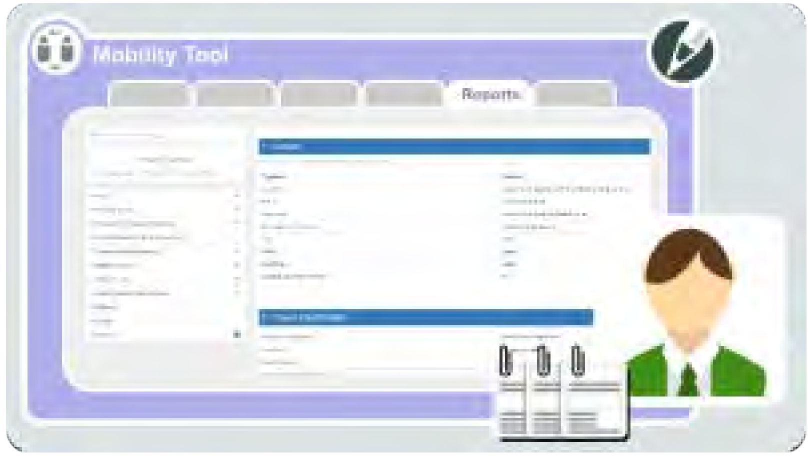
Creating the report

The report is to be created under the Report tab in Mobility Tool+. Navigate through the different sections of the report using the side menu and update, if applicable, according to the information on screen. Once a section is completed a green check appears.

For Erasmus+ mobility projects, at least one re-validation of mobilities is necessary before the final report can be submitted. The draft version of the Final Beneficiary Report will display a warning and the Start Submission Process button is inactive.

- MT+ Re-validation of mobilities - Revalidation of mobilities via the "Reports" tab

Additional documentation can be attached to the report in section Annexes. The Declaration of Honour is mandatory.



Printing and Sharing the beneficiary report

The report, while still in draft, can be printed and previewed from within Mobility Tool+.

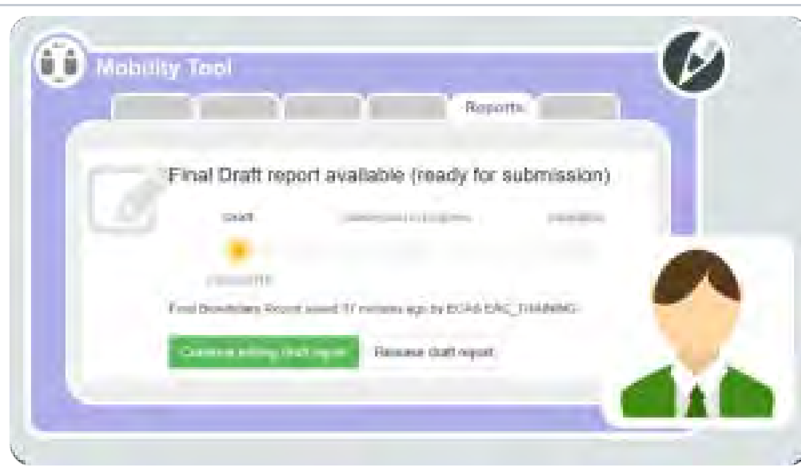
The Preview Draft Report option will export the file as *.pdf, which could be shared.

Releasing a draft report

It is also possible to release a current draft of a final beneficiary report. This option is available in the Mobility Tool+ Reports tab.

Using this functionality will allow other beneficiary contact users to edit the draft report. Those additional beneficiary contacts must have access to the project in MT+.

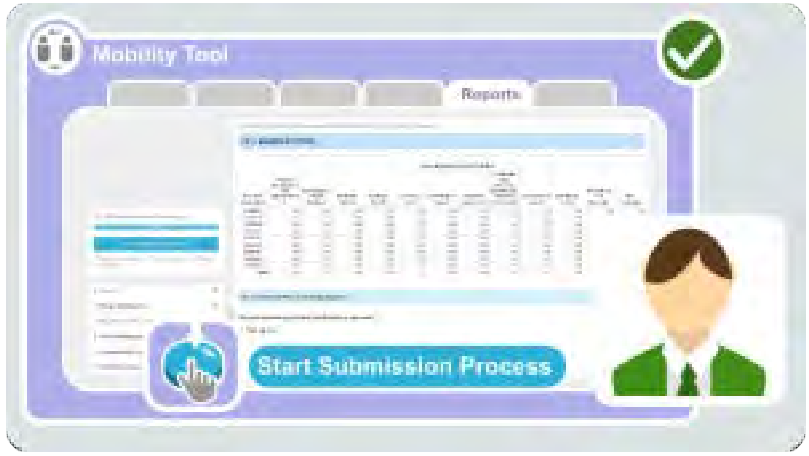
Note: Only one person at the time can edit the report. Releasing it allows others (with the correct access rights) to start editing. If a 3rd person wants to edit, the report must be released again.



Submission of the beneficiary report in Mobility Tool+

Once all sections of the report are complete and the needed documents attached, the report can be **submitted** from Mobility Tool+.

- MT+ How to complete and submit the final beneficiary report (Example for KA105 project)
- MT+ KA2 How to complete and submit the final beneficiary report
- MT+ KA229 Partnership Dashboard
- ESC MT+ Submit final report



Submission Progress

Mobility Tool+ will display the progress of the submission and keep you informed on the **status of the report**.

- MT+ How to complete and submit the beneficiary report

National Agency check of the report.

The National Agency checks if all necessary information and required documents were submitted with the report.

Report Reception by the National Agency

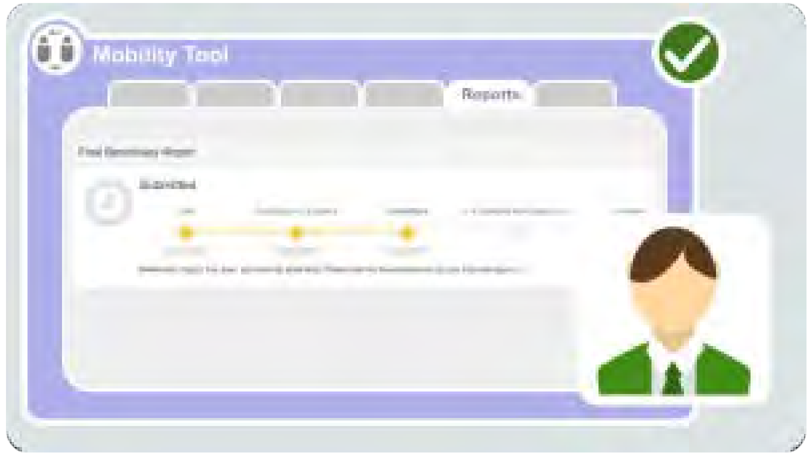
Accepted Report Reception

If the National Agency accepts the report, the assessment of the report will start. The status of the report in Mobility Tool+ will stay **Submitted**.

- MT+ How to complete and submit the beneficiary report

The National Agency has 60 calendar days from report reception to either:

- Issue the final payment or
- Submit comments to the report that require the beneficiaries attention. If the report is sent back to the beneficiary for corrections, the 60 days counter is paused until a new report is submitted by the beneficiary to the National Agency.



Report Reception not accepted due to additional/missing information required

The National Agency will check that all necessary information is available and/or satisfactory. If not, a new report will be requested. Details of the request for additional reasons will be sent in a notification to the beneficiary by the National Agency.

Reasons for requesting new report may be:

1. missing documentation
2. additional information needed
3. other ... (reason to be specified)

The beneficiary can then edit the re-opened beneficiary report and/or add additional documentation or information in Mobility Tool+.

Note: Documents previously attached by the beneficiary have to be attached again, including the Declaration of Honour.

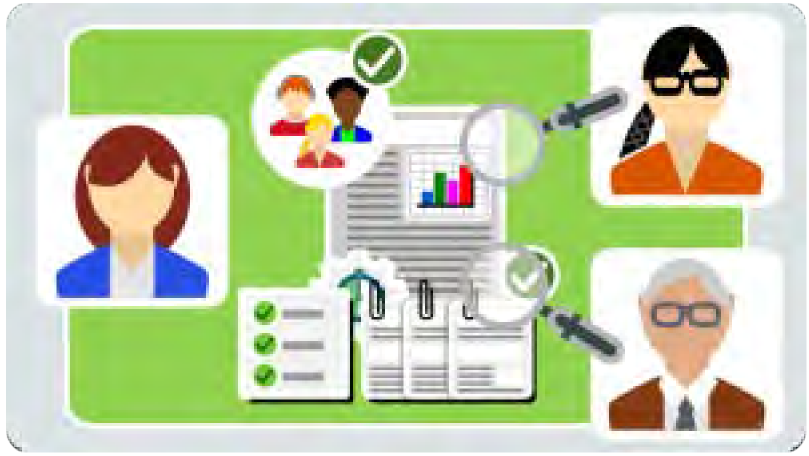
After the changes are done in Mobility Tool+, the beneficiary re-submits the updated report.

- MT+ How to complete and submit the final beneficiary report
- MT+ KA2 How to complete and submit the final beneficiary report
- MT+ KA229 Partnership Dashboard
- ESC MT+ Submit final report

Report Assessment

Sending the report for assessment

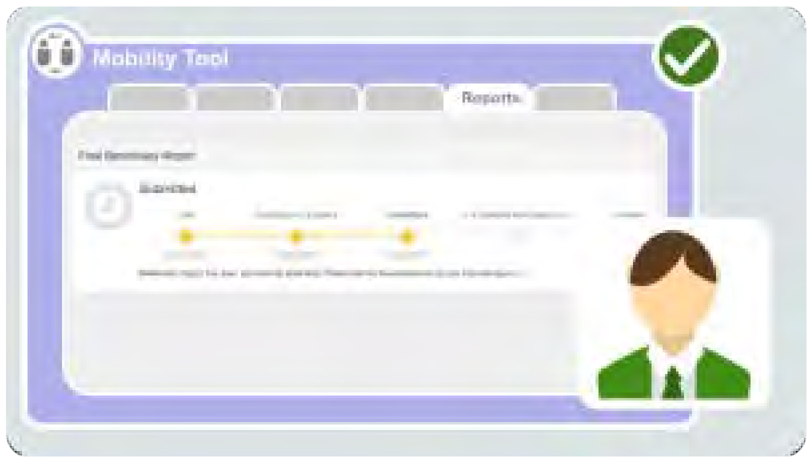
After the report acceptance the National Agency can begin - or send the report to (external) experts for - the **Report Assessment.**



Accepted Assessment

After the assessment of the final report is finished, the National Agency **accepts the assessment**. This triggers the update of data in Mobility Tool+. The project can be finalised by the beneficiary.

The report status in Mobility Tool+ will stay **Submitted**.



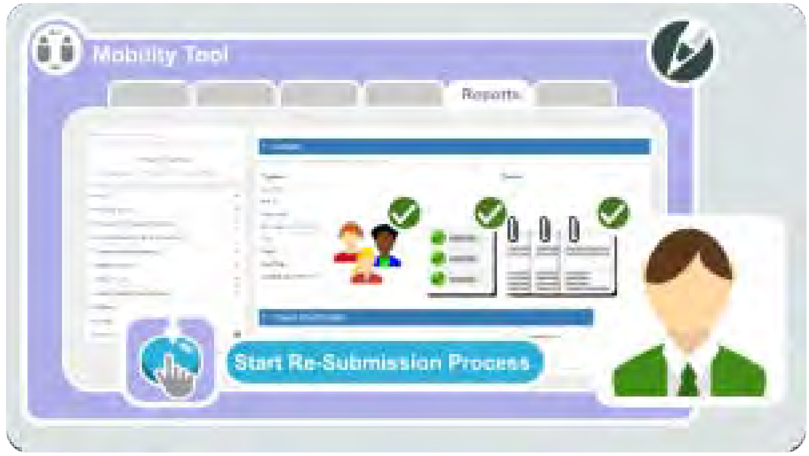
Missing/Additional information required as a result of assessment

After the experts/National Agency reviewed the report and noted missing information or requires additional information in relation to the report and/or standards not been met, a new report will be requested. The details of the reasons for requesting a new report will be provided by the National Agency in their notification to the beneficiary. The reasons for requesting a new report may be:

1. insufficient quality of the report or its parts
2. missing/wrong attachments
3. wrong budget
4. other ... (reason to be specified)

The report will be unlocked in Mobility Tool+. The beneficiary can edit the report and/or add additional documentation or data. As with a report reception, documents that were previously attached by the beneficiary have to be attached again. Once complete, the **beneficiary must re-submit the report** in Mobility Tool+.

- MT+ How to complete and submit the final beneficiary report (Example for KA105 project)
- MT+ KA2 How to complete and submit the final beneficiary report
- ESC MT+ Submit final report



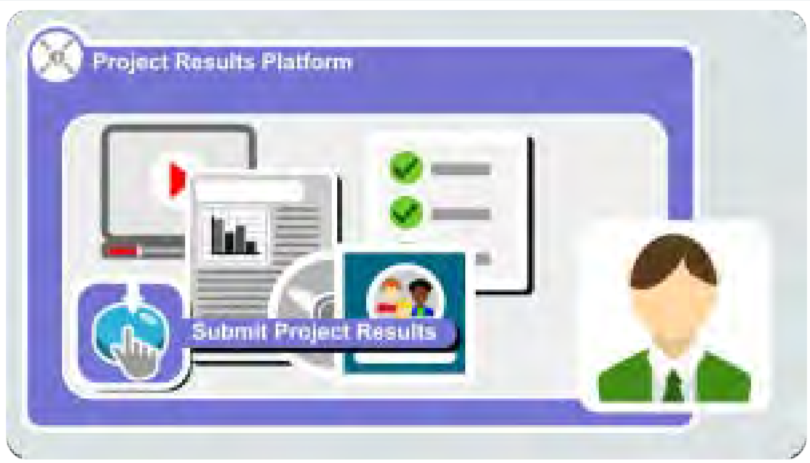
Final report assessment and results management for Erasmus+

The beneficiary can **upload project results** to the Erasmus+ Project Results Platform at any time during the project life cycle; however, the results cannot be **submitted** for review until the **end date of the project**.

Latest at final report stage, it is obligatory to upload the final project results on the Erasmus+ Project Results Platform.

- Project Results Platform

The National Agency will also log into the Project Results Platform to ensure all documentation, information and results are correct and complete. Additionally the information uploaded by the beneficiary to the Project Results Platform is checked by the external experts assessing the Final Beneficiary Report.



After checks and assessment are complete, and no further issues encountered, the project will be finalised; meaning the National Agency approves the final report budget. The National Agency will mark the results in the Project Results platform as **To publish** and this will trigger the publication of the results online.

In Mobility Tool+ the beneficiary now sees the final report status changed to **finalised**.

NA Validation & Checks

At the same time as the assessment takes place, the National Agency can start the **NA Validation** in Mobility Tool+ and submit a **NA Validation Report**.

Eventually your project will be subject to additional checks by the National Agency. The outcome of such checks may have financial implications to the project budget, which is recorded in Mobility Tool+ for KA1 and KA3 projects by the National Agency.

As the beneficiary, you see such updates in Mobility Tool+ only after the project is finalised.

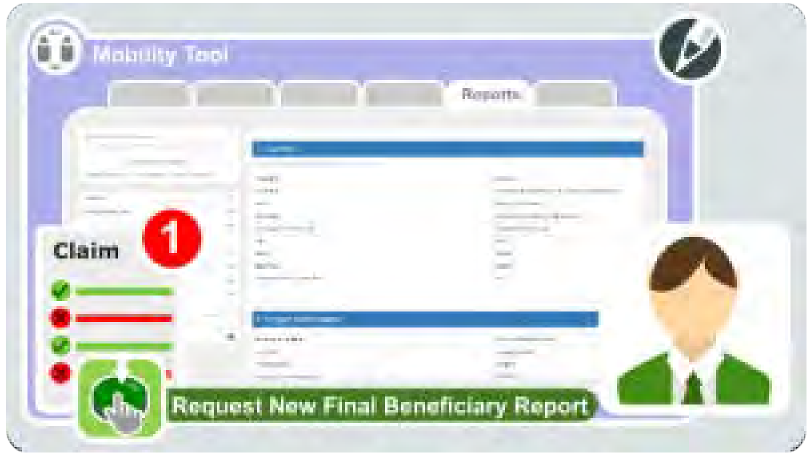
- MT+ KA1 and KA3 Validated and checked versions
- MT+ KA2 Validated and checked versions

Claims/Appeals

It might happen the NA requests another final beneficiary report as a result of an **Appeal/Claim** received, after the first final beneficiary report was submitted.

Depending on the outcome of the claim or an appeal, a new final beneficiary report may have to be drafted and submitted by the beneficiary. In such cases the NA will inform you and the functionality to edit and redraft the project information and beneficiary report will become active.

- MT+ How to complete and submit the final beneficiary report (Example for KA105 project)
- MT+ KA2 How to complete and submit the final beneficiary report

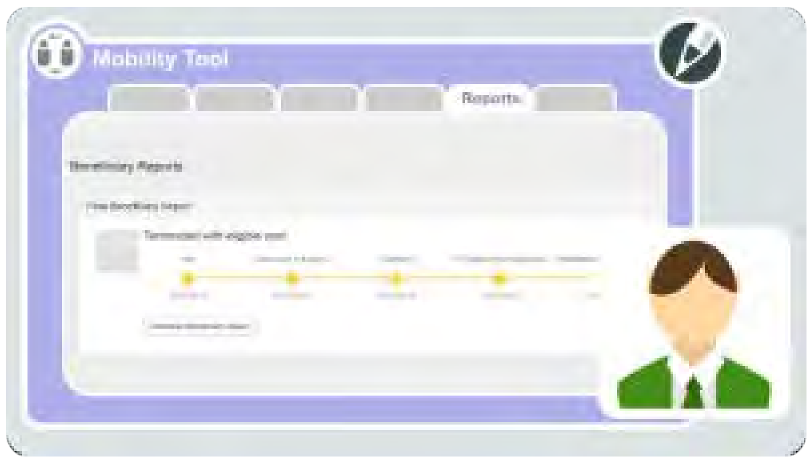


Beneficiary report - Submit Terminate with Eligible Costs

The project may also be terminated with eligible costs, this implies that the project stopped earlier than contractually agreed without any results, but **with eligible costs**.

The beneficiary has to provide project data (such as mobilities, Intellectual Outputs, Multiplier Events) and all other relevant information for a report.

The beneficiary can submit the **final beneficiary report to terminate with eligible costs at any time**. The budget summary of the project in Mobility Tool+ is automatically updated.



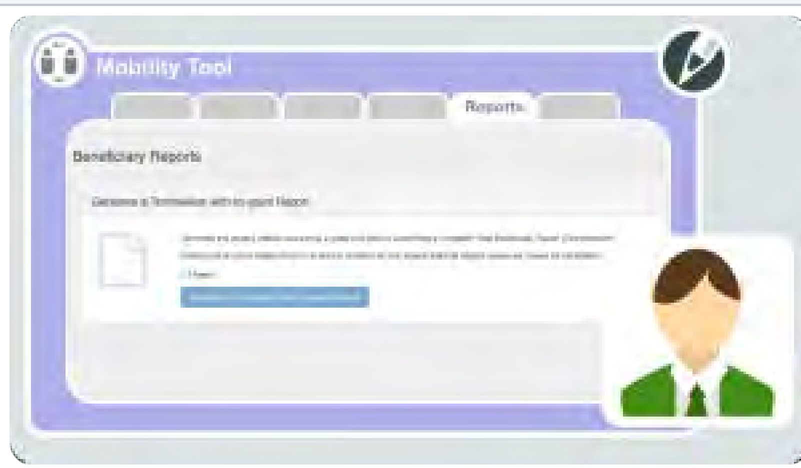
Beneficiary report - Submit Terminate No Grant

Terminate No Grant means a project ended **without any costs** , for example no mobilities took place. In such cases it is possible to **terminate the project with no grant.**

The beneficiary does not provide any project data (such as mobilities, intellectual outputs, multiplier events) once the project is available in Mobility Tool+. The beneficiary can initiate termination by submitting the final beneficiary report at **any time,** under the condition the **declared budget** (under the budget tab) **is 0**.

In the **Reports** tab, the only available option is **Termination with no grant**.

- MT+ Submit Terminate-with-no-grant Report
- MT+ How to stop the terminate-with-no-grant Report
- MT+ How to remove a final report to create a termination report



How to do this in the tools

MT+ How to complete and submit the final beneficiary report

Relevant for...

Call Year	Key Action	Action
2014 onward	KA1 - Mobility of individuals KA3 - Support for policy reform	All

This page describes the steps to be taken to complete and submit the final beneficiary report for Erasmus+ projects. The steps described follow the example of using a project for action type **KA105**.

There may be differences between the beneficiary reports for different key actions but the basic functionality remains the same for each key action.

Quick steps

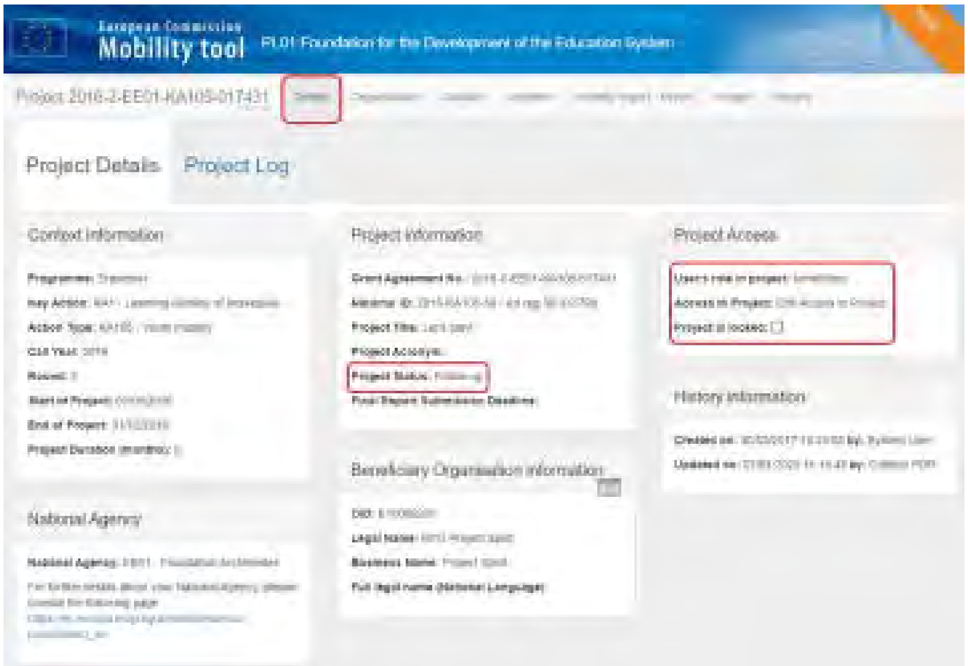
Detailed steps

<table>
<tr><th></th><th>Steps</th></tr>
<tr><td>1</td><td>

Open the project and check that it is up to date.

Check the "Details" tab.

The project must be in **follow-up** status, unlocked and you must have the necessary permissions to modify the project data, in order to complete the Beneficiary Report.



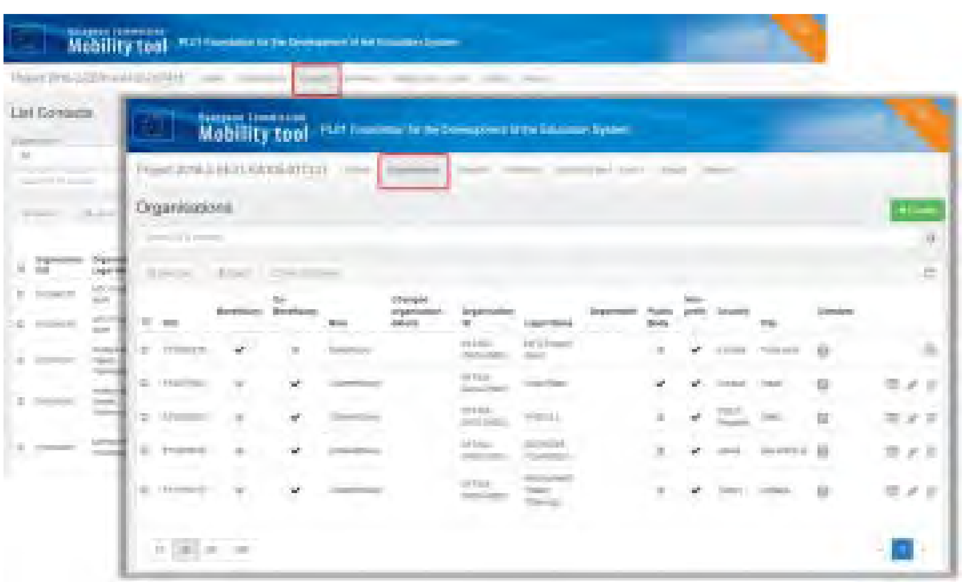
</td></tr>
<tr><td>2</td><td>

Click the "Organisations" and "Contacts" tabs.

Check the organisation details and associated contact persons for all organisations.

If any organisation details need to be updated, the National Agency should first be notified and the details should be updated in the Organisation Registration system. Once the changes are made in the National Agency's project management system, they will be reflected in Mobility Tool+.

This does not apply to certain contact details, such as those of the project co-beneficiaries and partners, which can be updated directly in Mobility Tool+.

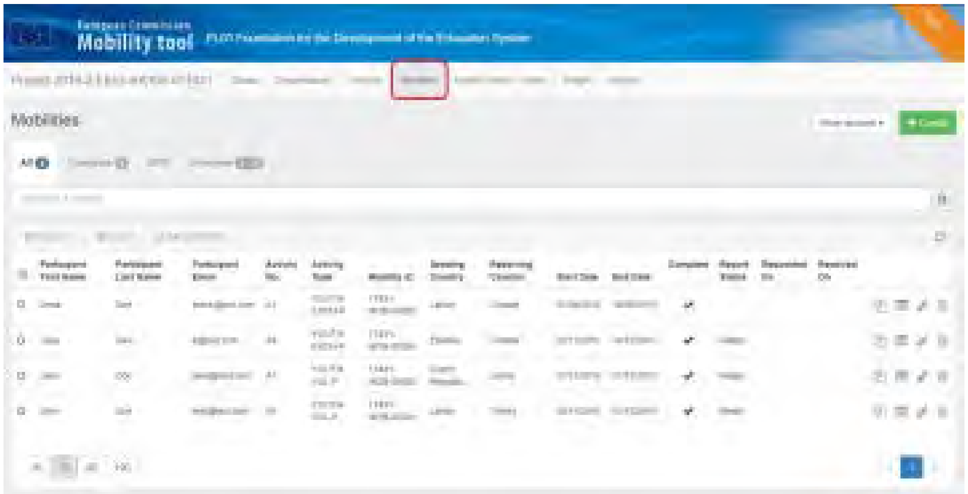


</td></tr>
</table>

3

Click the "Mobilities" tab.

Click the **Mobilities** tab to check that the mobility details are up to date. Any changes made to the mobility details will automatically update the budget summary.

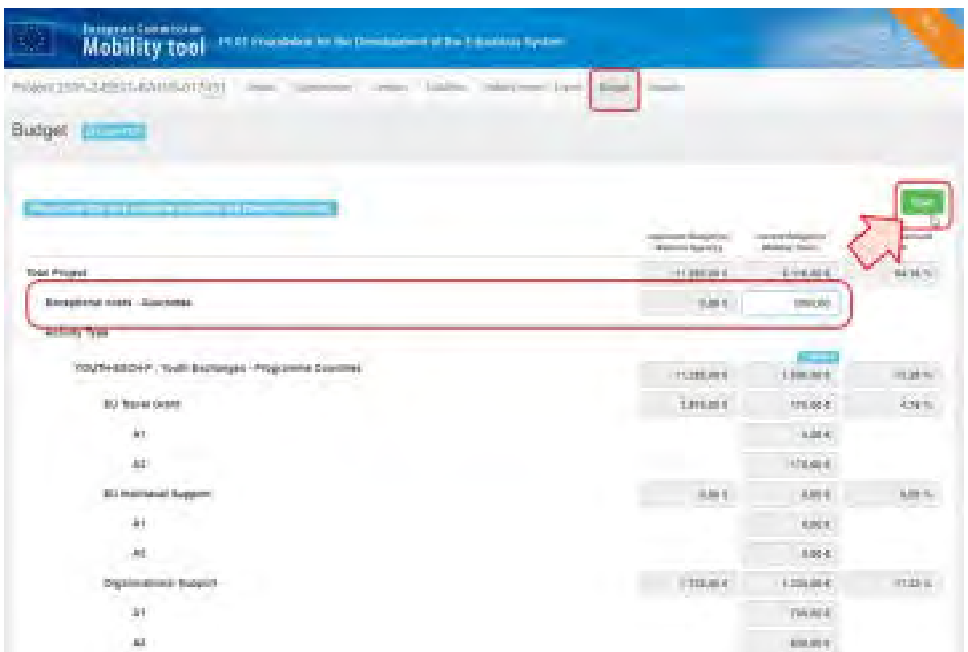


4

Click the "Budget" tab.

Check the **Budget** tab to view the summary of the project budget as entered under each mobility.

Additional project costs may be entered in the budget tab depending on the action type. In the following example the **Exceptional costs - Guarantee** field can be edited. If you record additional costs in the **Budget** tab save the changes by clicking the **Save** button.

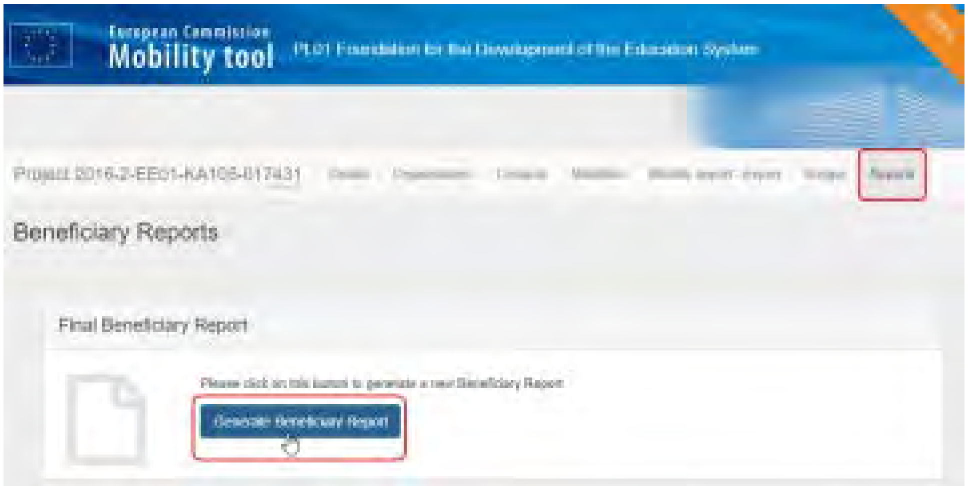


5

"Generate" the Beneficiary Report.

Click the "Reports" tab.

When all the project data is up to date, click the **Reports** tab and create the draft beneficiary report by clicking the **Generate Beneficiary Report** button.



Depending on the key action, you may see this button directly or you may need to navigate to the **Final Beneficiary Report** sub-tab to find the button.

Click on "Edit Draft".

Once you have generated the report, click on **Edit Draft** to access it. You will be directed tot the report screen. Note that the project status has now changed to **processing**.

6

General functionality.

Report options and information.

In the top left corner of the report screen you will see:

1. The time the draft report was last saved.
2. A progress bar indicating the percentage of the report that has been completed to date.
3. When the report is complete, the submission button will also be available in this section.
4. The options to:
    a. Return to report page - this will save the current draft report and redirect you to the **Reports** main page.
    b. Print draft report - this will allow you to print the report on paper.
    c. Preview draft report - this will save the current draft of the report to a PDF file.

7

"Continue editing" or "Release" the draft report for other users.

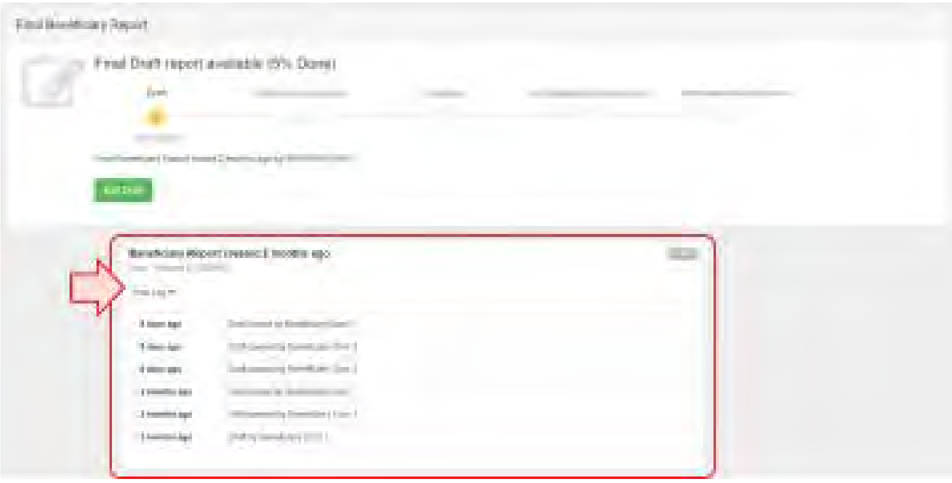
Once you have started to fill in the report, if you leave the report screen you can return to it at any time by clicking on the **Reports** tab. You will have two options:

1. **Continue editing draft report** - click this button if you wish to continue filling in the report yourself.
2. **Release draft report** - click this button if you wish to allow other beneficiary contact users to edit the draft report. Please note that two or more users are not allowed to edit the report at the same time, therefore when you release the report, you will not be able to edit it again unless the person editing it releases it at their turn.

8

Show log.

Click on the **Show log + button** on the **Reports** page to see the main actions performed on the report, and the person who performed each action. Click the **Hide Log-** button to close the log.



9

Fill in the Beneficiary Report.

Check the "Context" section.

You will notice that the **Context** section is already filled in and marked with a green check.

The **Context** section contains the same information that is displayed under the project details (**Details** tab) and it cannot be modified in Mobility Tool+.

If project dates or titles require modifications this should be done by making a formal amendment request to the National Agency. Once this request is processed, the data will be updated in Mobility Tool+.

Navigate to the following sections by scrolling down or by clicking on the desired section in the left column of the report screen. The selected section is highlighted in blue.

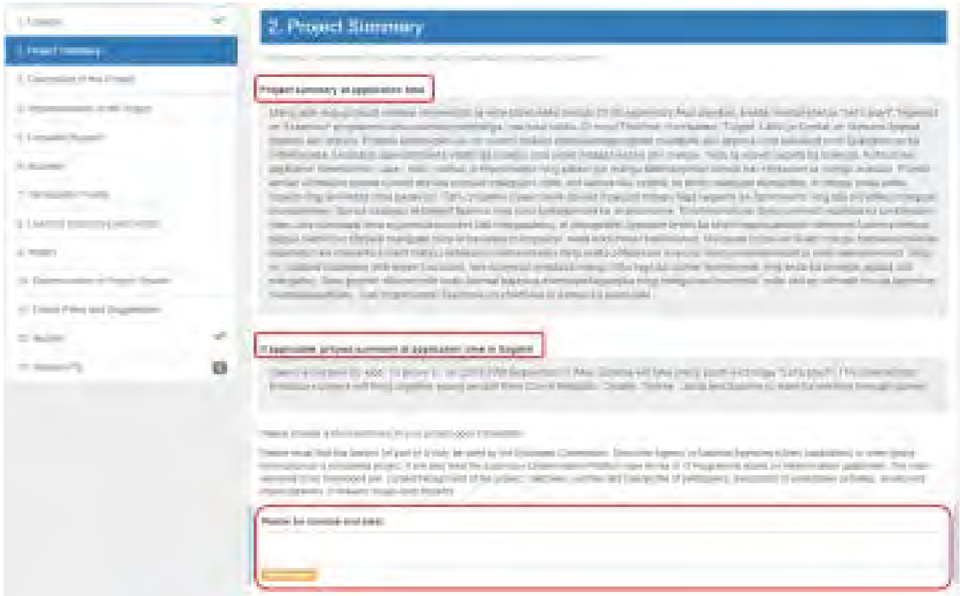
As you fill in each section, it will be marked with a green check.

10

Fill in the "Project Summary".

Click on the **Project Summary** section and add a summary for the project.

Remember that the project summary will be displayed in the **Project Results Platform** once the Final Report is finalised in the National Agency's project management system.



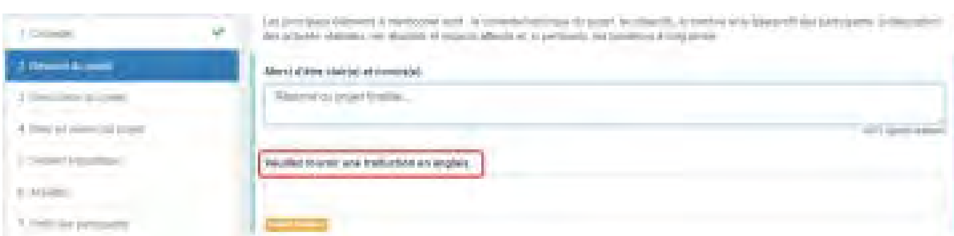
Information

Since 2016, a read-only copy of the summary provided at application stage is also included in the beneficiary report. It should be used as the base for the summary of the finalised project.

The summary is only requested in English, if the English version of the report is being used. For other language versions, the user needs to provide a summary in the language selected for the report and an English translation.

The application stage summary is also provided in both the specific national language and in English if the web application form was completed in a language other than English.

Remember that the project summary will be displayed in the **Project Results Platform** once the Final Report is finalised in the National Agency's project management system.



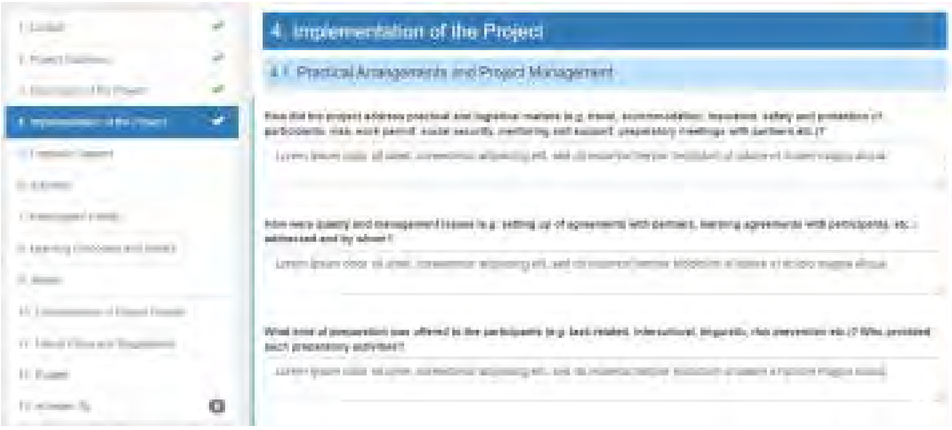
11 **Fill in the "Description of the Project".**

Once the next section **Description of the Project** is clicked, the previous section receives a green check mark, as all fields for that section have been completed.

In a similar way all other sections will be marked as completed.

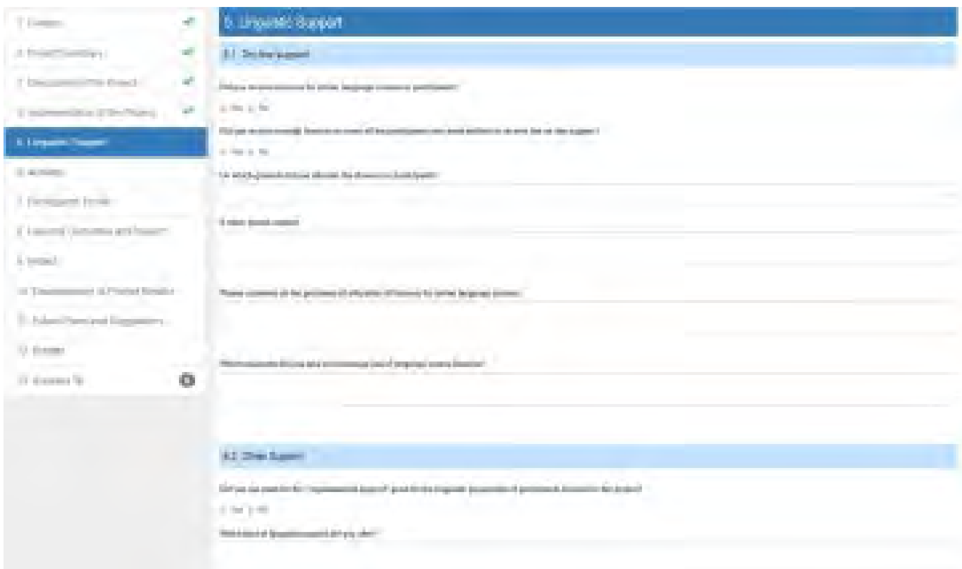
12 **Fill in the "Implementation of the Project".**

Complete the section **Implementation of the Project**, detailing the practical arrangements and project management.



13 **Fill in the "Linguistic Support" (if applicable).**

In the case of a long-term activity, complete the **Linguistic Support** section.

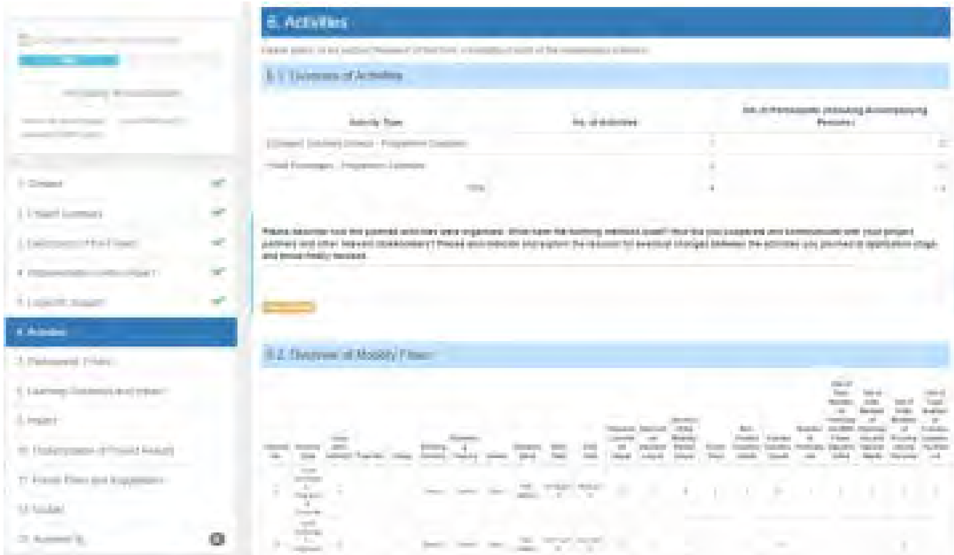


If this section is not applicable to the project, it is already highlighted with a green check or it may not appear at all. For other key actions this section will not appear.

14 **Fill in the "Activities".**

In the **Activities** section, an overview of the activities and mobility flows are automatically inserted based on the budget outline.

You are also prompted to fill in organisational details of the organisation of planned activities.

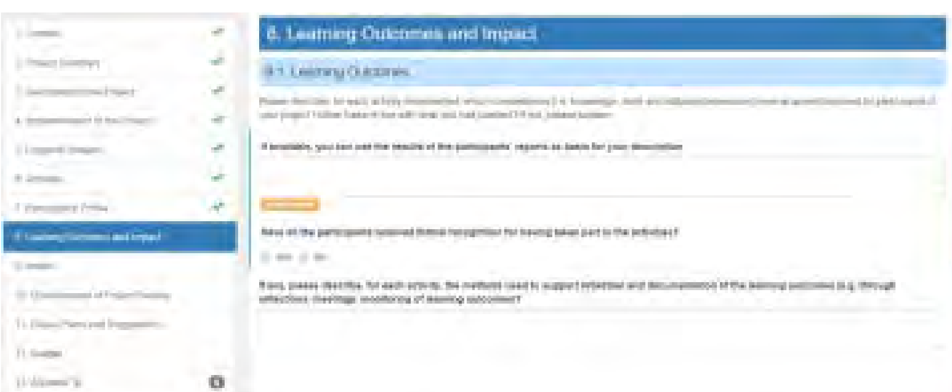


15 **Fill in the "Participants' Profile".**

In the **Participants' Profile** you will see a breakdown of the participants by activity, age, gender, sending organisation, etc. In addition, you are required to fill in details of the background and profile of the participants involved in the project and how they were selected.

16 **Fill in the "Learning Outcomes and Impact".**

The **Learning Outcomes and Impact** section prompts you to fill in details of learning outcomes acquired and/or improved by the participants and the impact of these outcomes.



17 **Fill in the "Impact".**

The **Impact** section is only available for projects as of call year 2016. It requires you to provide further explanations about the impact of your project on the participants, the organisations and other stakeholders.

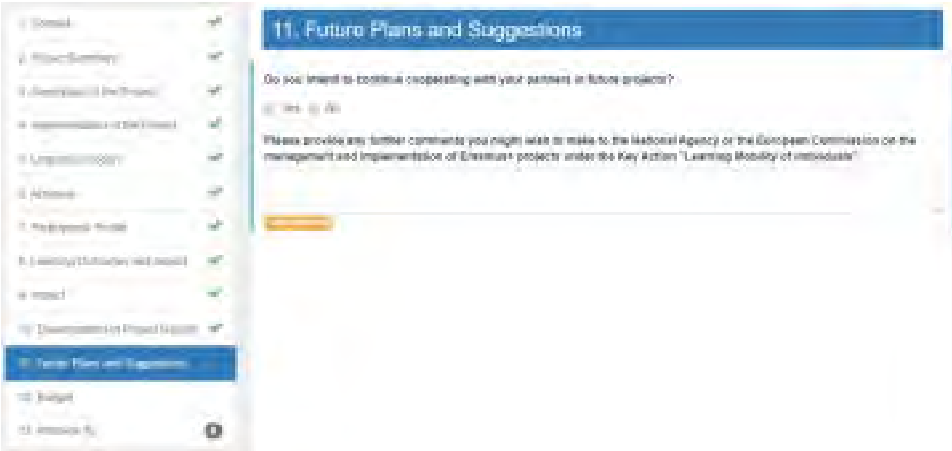
18 **Fill in the "Dissemination of Project Results".**

Provide details of the results of the project you would like to share together with descriptions of the activities carried out and target groups.

19

Fill in the "Future Plans and Suggestions".

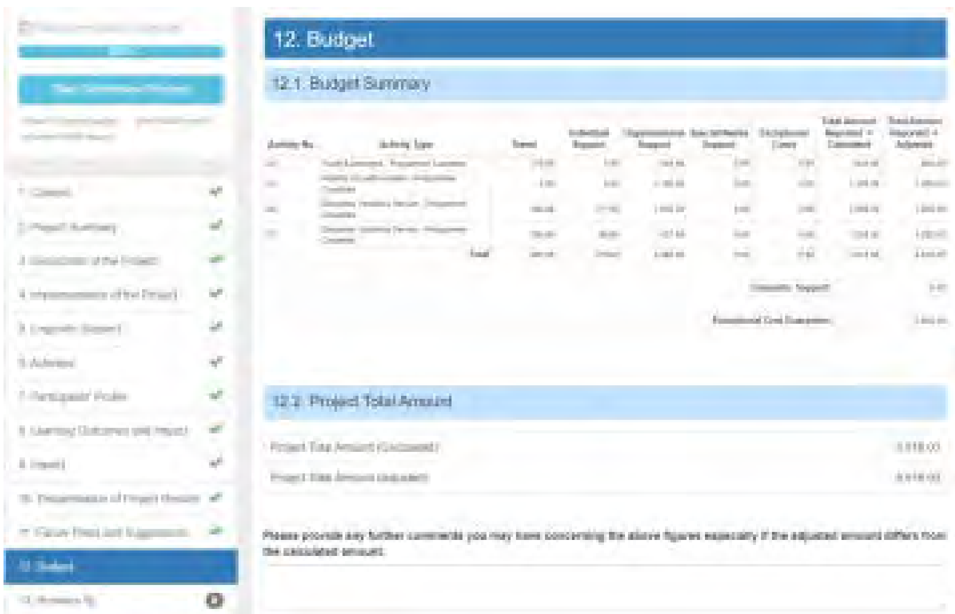
In the **Future Plans and Suggestions** section, indicate if you intend to continue cooperating with partners on future projects and provide further comments regarding this aspect.



20

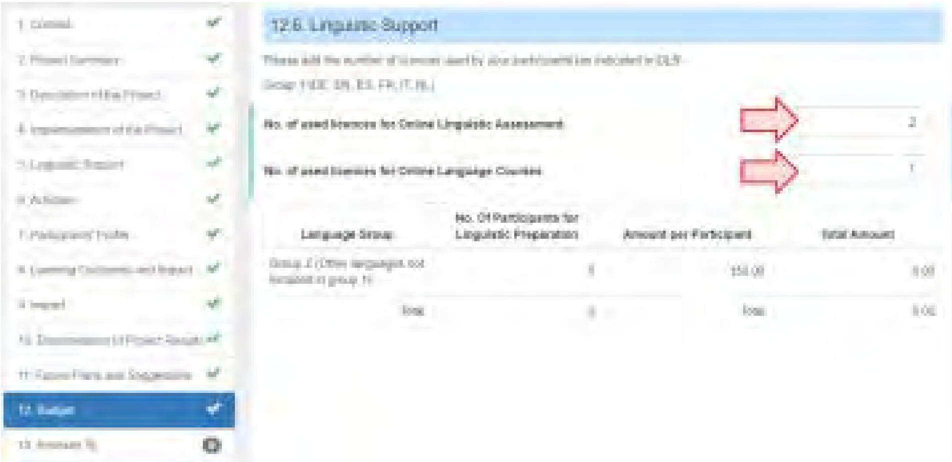
Check the "Budget" section.

The **Budget** section is automatically filled in with the Budget Summary, the Project Total Amount and Travel costs.



In subsection **12.6**, please add the number of licenses for **Online Linguistic Assessment** and **Online Language Courses**.

If the adjusted amount differs from the calculated amount, please provide an explanation.



Note that the **Start Submission Process** button at the top left side of the report screen is now available. This is because supporting documentation (**Annexes**) can also be added after you have started the submission process.

21

Attach the required Annexes.

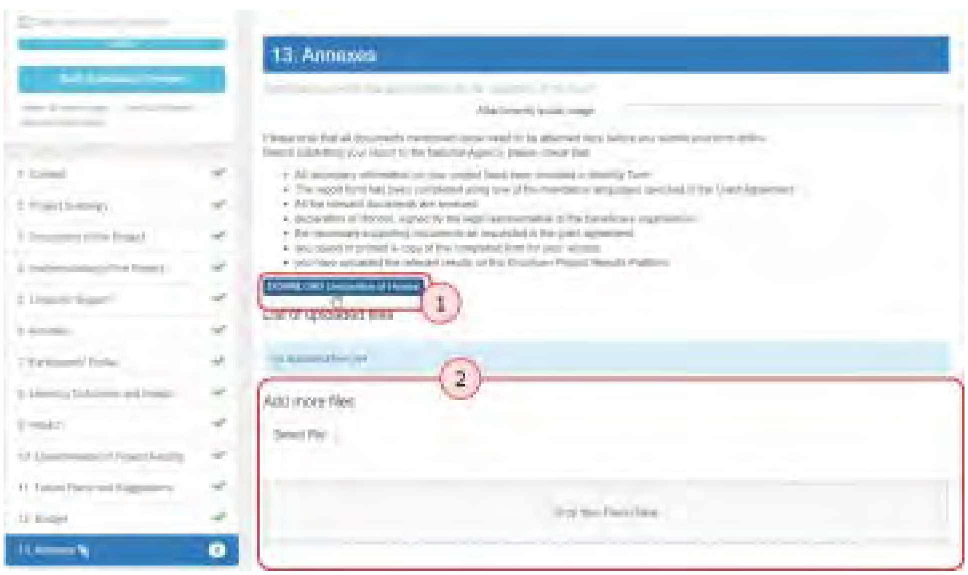
Click on **Annexes** and upload the supporting documentation as required.

The **Declaration of Honour** is mandatory for all projects and you must use the template provided with the report for each project:

1. Click the **DOWNLOAD Declaration of Honour** button and follow the onscreen instructions to save the template locally.
2. Upload the duly signed declaration:
   a. Click on the **Select file** button and follow the onscreen instructions to locate and upload locate the declaration file OR
   b. Locate the file on our computer, then drag and drop it to the **Drop Here Your File(s)** area.

Please note that according to national context, a signature may not suffice and a stamp for the organisation might be needed as well.

Repeat step 2 above to upload any additional required documents.



Mark the "Declaration of honour".

The uploaded files, including the declaration of honour, are listed in the **List of uploaded files** section.

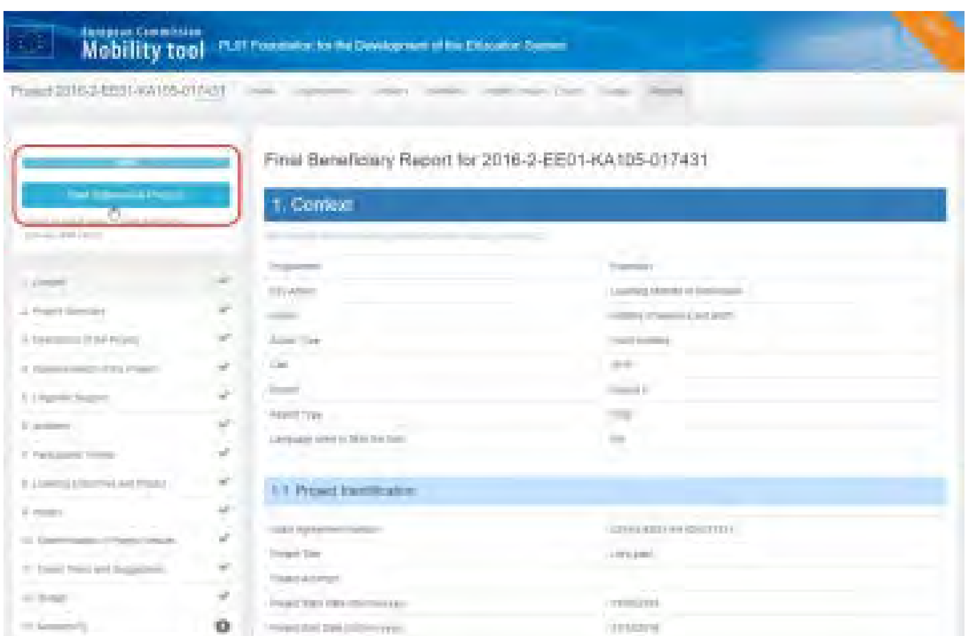
However, you must mark the Declaration of Honour as such by clicking on **Contains declaration of honour** next to the correct file. The declaration is now highlighted in yellow and bears the mention **DOH**.

This is step is mandatory but it can also be performed after you have started the report submission.

22 **Submit the report.**

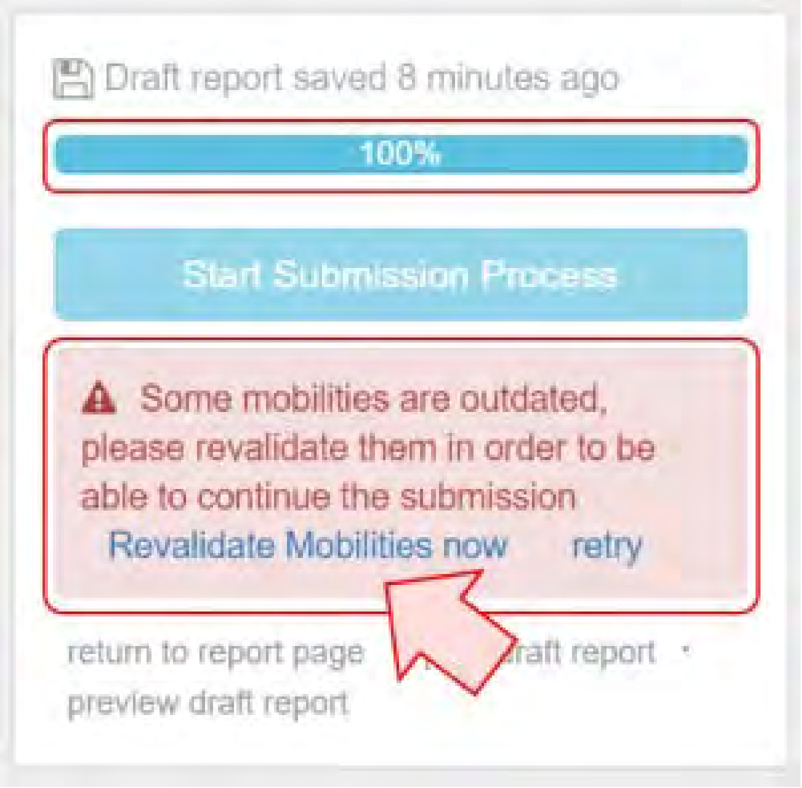
Click on "Start Submission Process".

Once all sections are completed, click on **Start Submission Process**.



Revalidation of outdated mobilities.

Eventually you might not be able to submit the report, even if it is 100% complete. A warning message is displayed under the **Start Submission Process** button, informing you the mobilities are outdated and have to be revalidated. You will not be able to submit the report until this is done. The **Start Submission Process** button is inactive. Click on **Revalidate Mobilities now** to start the revalidation process. See MT+ Re-validation of mobilities for details on this functionality.



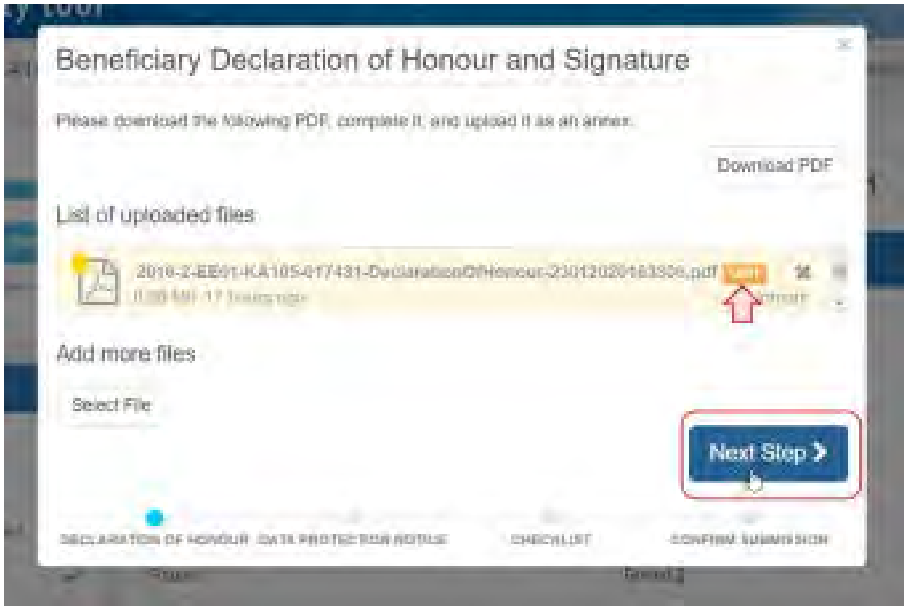
23 **Check the "Beneficiary Declaration of Honour and Signature".**

Once you have started the submission, the **Beneficiary Declaration of Honour and Signature** screen is displayed.

Here you can check that all of the required supporting documentation has been attached and **Add more files** if necessary.

If you did not mark the declaration of honour when you uploaded it, you must mark it at this stage.

Then, click the **Next Step** button to continue.



24

Accept the "Data Protection Notice".

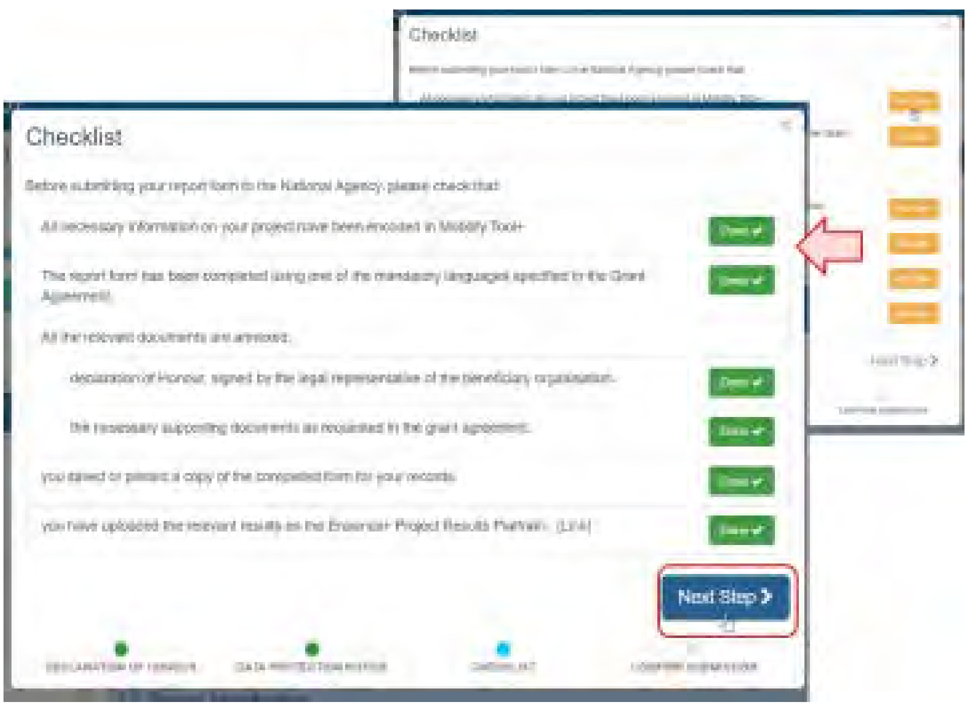
Read the **Data Protection Notice** and click **Accept** to continue.

25

Click the "Not Done" button to "Done" in the Checklist.

A checklist appears prompting you to ensure that all actions have been performed.

As each item is checked, change the **Not Done** button to **Done** by clicking the respective button. Once all items are marked **Done**, click the **Next Step** button to continue.



26	**Click on "Submit Beneficiary Report".**

To finish, click the **Submit Beneficiary Report** button. The project will be locked once the button is clicked.

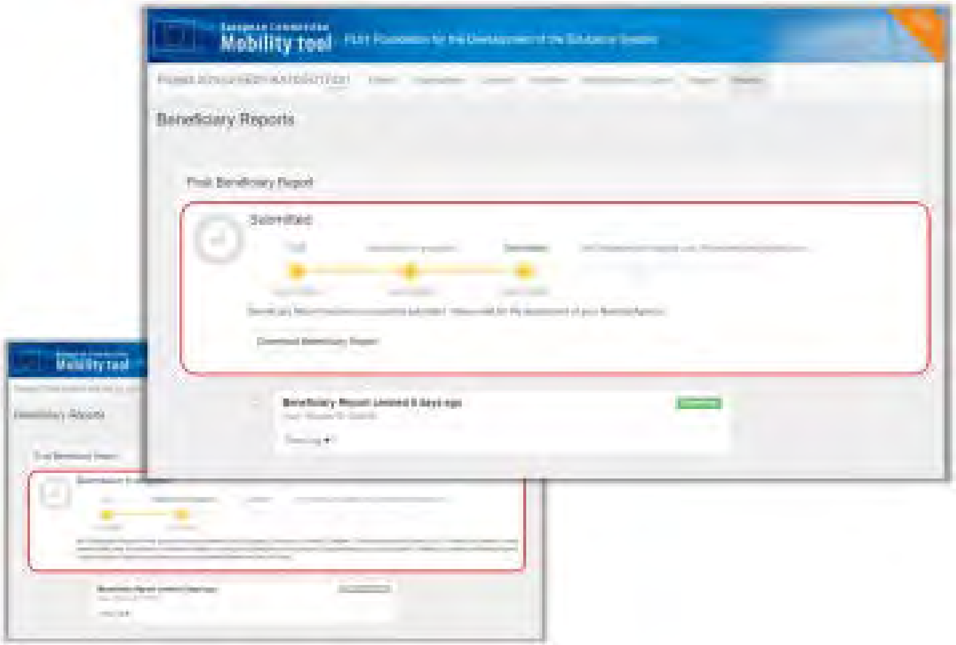
A message is displayed indicating that the submission is in progress. It may take up to 15 minutes before the submission to the National Agency is completed.

27

Check the status of the report.

Back in the **Reports** tab, you will be able to see when the report is successfully **submitted**. The project status displayed under the project number has also changed to **submitted**.

The project is now locked and can no longer be updated.



Related articles

- MT+ KA2 How to complete and submit the final beneficiary report
- MT+ Submit Terminate-with-no-grant Report
- MT+ How to complete and submit the final beneficiary report
- MT+ How to remove a final report to create a termination report
- MT+ How to stop the terminate-with-no-grant Report
- MT+ Manage Interim Report

MT+ KA2 How to complete and submit the final beneficiary report

Relevant for...

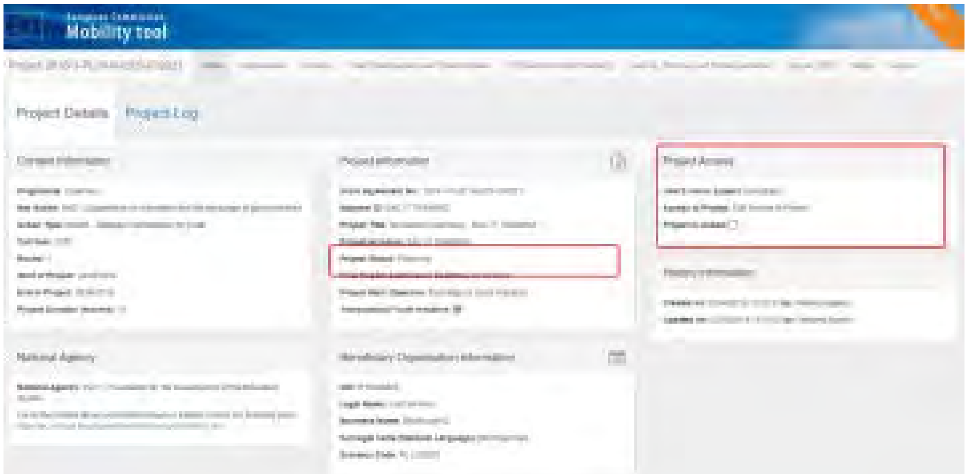
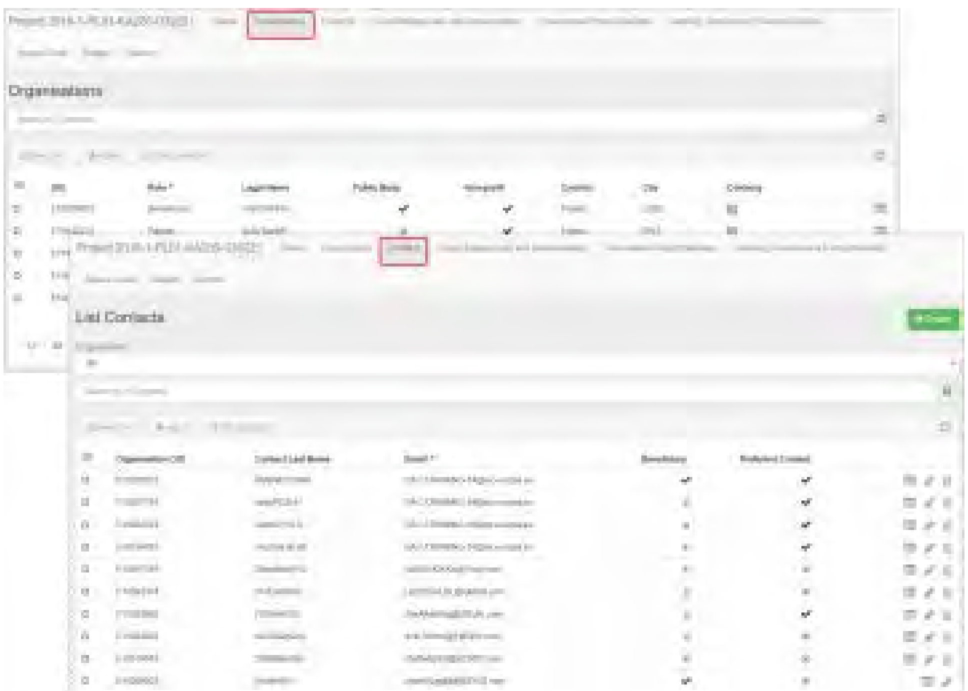
Call Year	Key Action	Action
All	KA2 - Cooperation for innovation and the exchange of good practices	All

This page describes the steps to be taken to complete and submit the final beneficiary report for KA2 Erasmus+ projects. Before submitting the report, please ensure that all of the project data is up to date. While drafting the final report it is still possible to update the project information under the various project tabs in Mobility Tool+.

Please read the onscreen instructions carefully. There may be differences between the beneficiary reports for the different key actions but the basic functionality remains the same. The instruction in this page are based on a **KA205 - Strategic Partnerships for youth** project example.

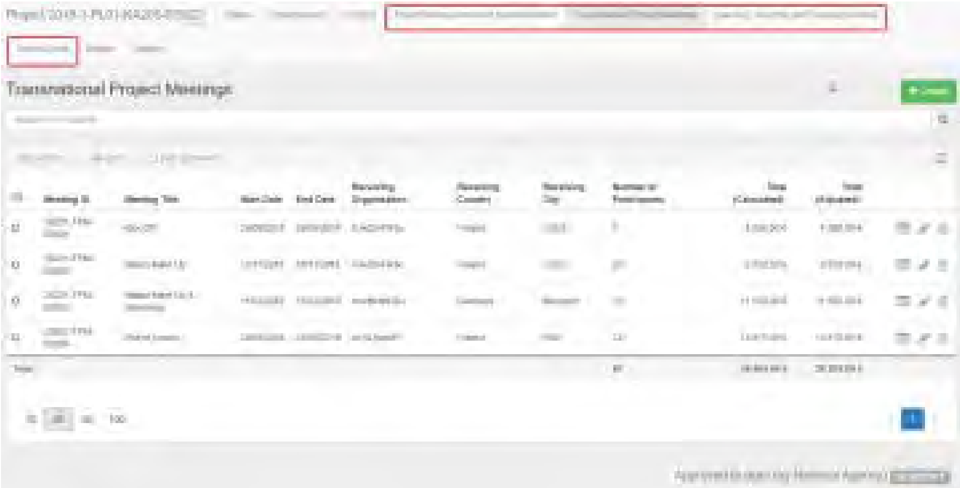
Quick steps

Detailed steps

Steps
Open the project and check that it is up to date. **Check the "Details" tab.** The project must be in **follow-up** status, unlocked and you must have the necessary permissions to modify the project data, in order to complete the Beneficiary Report. 
Check the project "Organisations" and "Contacts". Check the organisation details and associated contact persons for all organisations. If any organisation details need to be updated, the National Agency should first be notified and the details should be updated in the Organisation Registration system. Once the changes are made in the National Agency's project management system, they will be reflected in Mobility Tool+. This does not apply to certain contact details, such as those of the project co-beneficiaries and partners, which can be updated directly in Mobility Tool+. 

Check the other project items.

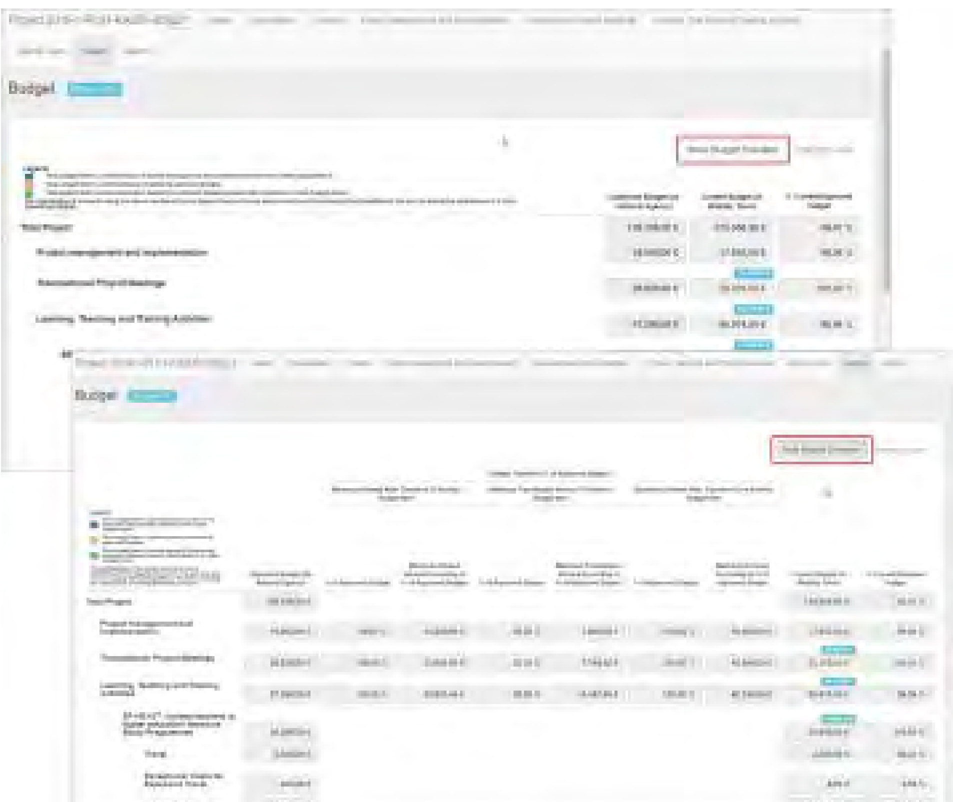
Check all the other projects tab and ensure they are updated with the latest and correct information.



Check the "Budget" tab.

Check the **Budget** tab to view the summary of the project budget as entered under the various project tabs.

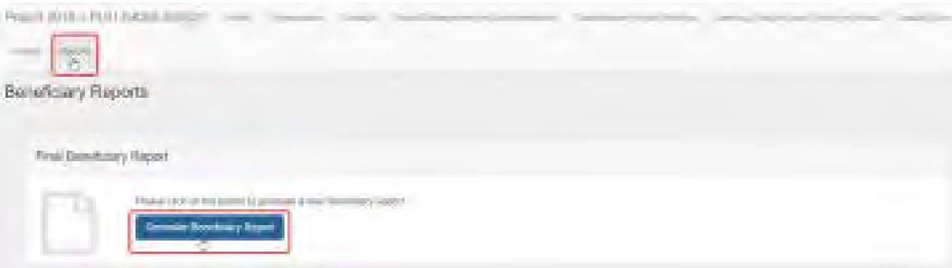
The **Show Budget Transfer** option allows you to view the minimum and maximum allowed budget transfers, which provide more detailed information on the entered budget.



"Generate" the Beneficiary Report.

Click the "Reports" tab.

When all the project data is up to date, click the **Reports** tab and create the draft beneficiary report by clicking the **Generate Beneficiary Report** b utton.



Depending on the key action, you may see this button directly or you may need to navigate to the **Final Beneficiary Report** sub-tab to find the button.

Click on "Edit Draft".

Once you have generated the report, click on **Edit Draft** to access it. You will be directed to the report screen. Note that the project status has now changed to **processing**.

General report functionality.

Report options and information.

In the top left corner of the report screen you will see:

1. The time the draft report was last **saved**.
2. A **progress bar** indicating the percentage of the report that has been completed to date.
3. When the report is complete, the **submission button** will become active.
4. The options to:
   a. **Return to report page** - this will save the current draft report and redirect you to the **Reports** main page.
   b. **Print draft report** - this will allow you to print the report on paper.
   c. **Preview draft report** - this will save the current draft of the report to a PDF file.

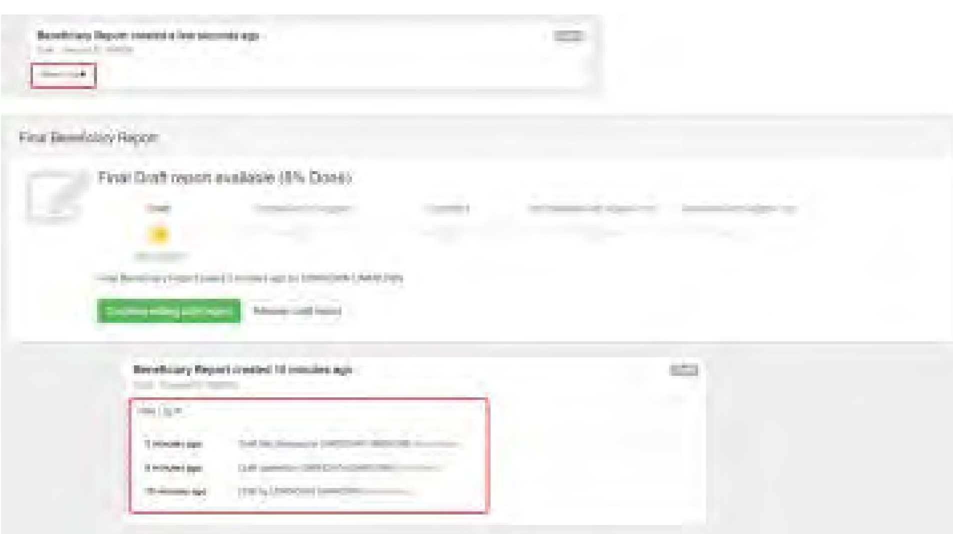
"Continue editing" or "Release" the draft report for other users.

Once you have started to fill in the report, if you leave the report screen you can return to it at any time by clicking on the **Reports** tab. You will have two options:

1. **Continue editing draft report** - click this button if you wish to continue filling in the report yourself.
2. **Release draft report** - click this button if you wish to allow other beneficiary contact users to edit the draft report. Please note that two or more users are not allowed to edit the report at the same time, therefore when you release the report, you will not be able to edit it again unless the person editing it releases it at their turn.

Show log.

Click on the **Show log + button** on the **Reports** page to see the main actions performed on the report, and the person who performed each action. Click the **Hide Log-** button to close the log.

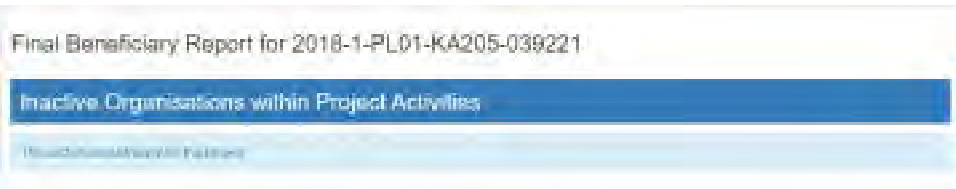


Fill in the Beneficiary Report.

Inactive Organisations within Project Activities.

At the top of the beneficiary report screen there is an overview of the **Inactive Organisations within Project Activities** section. This is for your information only and will not block the submission of the report.

> **Take note**
>
> For **call year 2018 and earlier projects** the PIC of the organisation will still be displayed in report tables. As of **call year 2019** the OID of organisations is displayed in report tables.



Check the "Context" section.

You will notice that the **Context** section is already filled in and marked with a green check. The **Context** section contains the same information that is displayed under the project details (**Details** tab) and it cannot be modified in Mobility Tool+.

If project dates or titles require modifications this should be done by making a formal amendment request to the National Agency. Once this request is processed, the data will be updated in Mobility Tool+.

Navigate to the following sections by scrolling down or by clicking on the desired section in the left column of the report screen. The selected section is highlighted in blue.

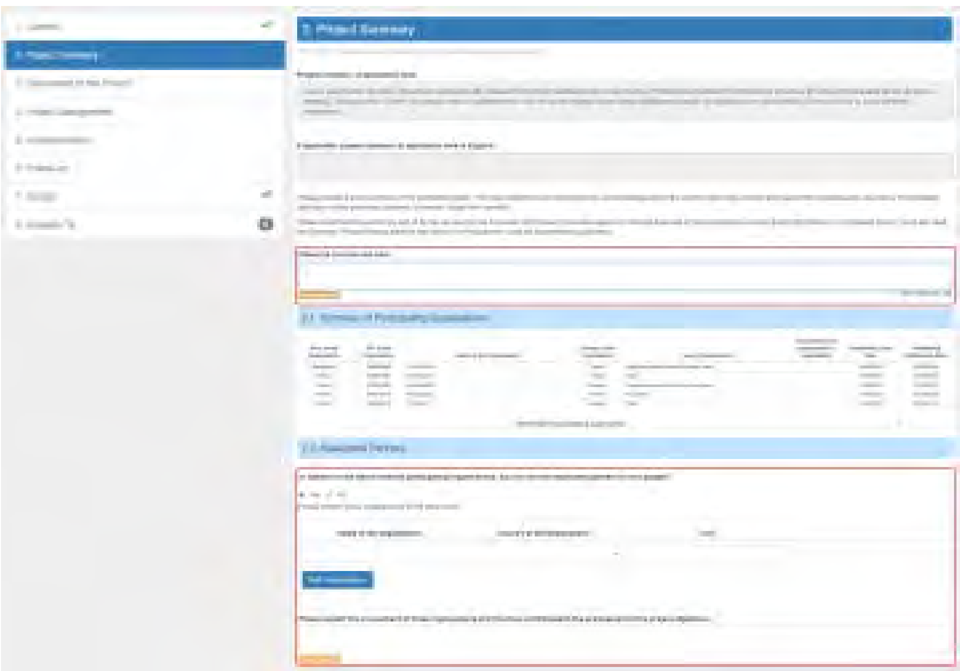
As you fill in each section, it will be marked with a green check.

Fill in the "Project Summary".

Click on the **Project Summary** section, add a summary for the project and provide all other mandatory information in this section.

> **Information**
>
> Since 2016, a read-only copy of the summary provided at application stage is also included in the beneficiary report. It should be used as the base for the summary of the finalised project.
>
> The summary is only requested in English, if the English version of the report is being used. For other language versions, the user needs to provide a summary in the language selected for the report and an English translation.
>
> The application stage summary is also provided in both the specific national language and in English if the web application form was completed in a language other than English.

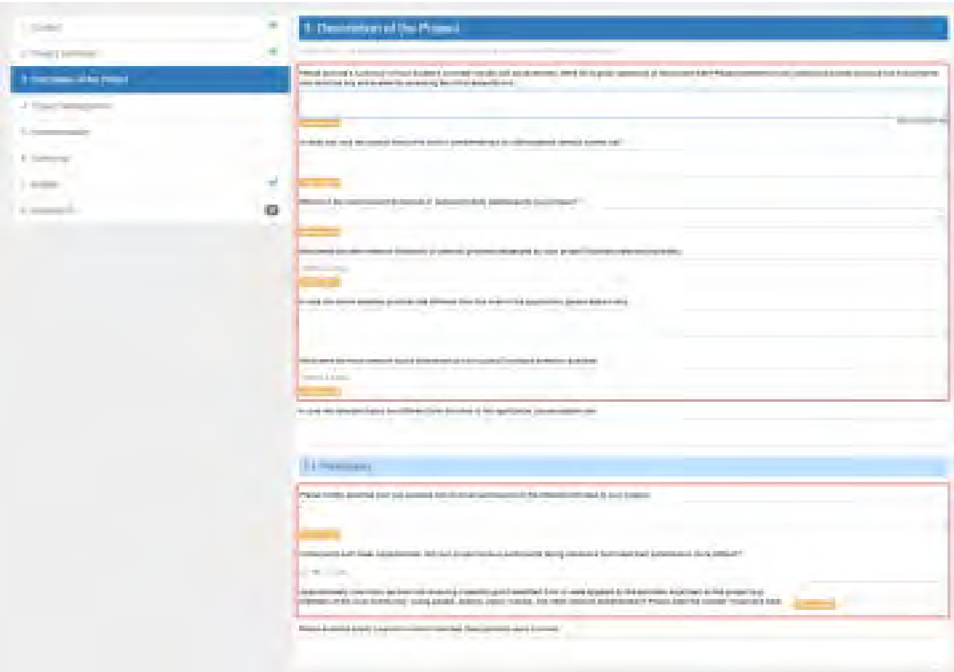
Remember that the project summary will be displayed in the **Project Results Platform** once the Final Report is finalised in the National Agency's project management system.



Fill in the "Description of the Project".

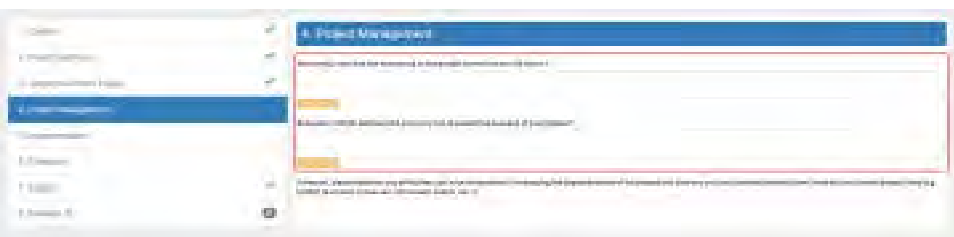
Once the next section **Description of the Project** is clicked, the previous section receives a green check mark, as all fields for that section have been completed.

In a similar way, all other sections will be marked as completed.



Fill in the "Project Management".

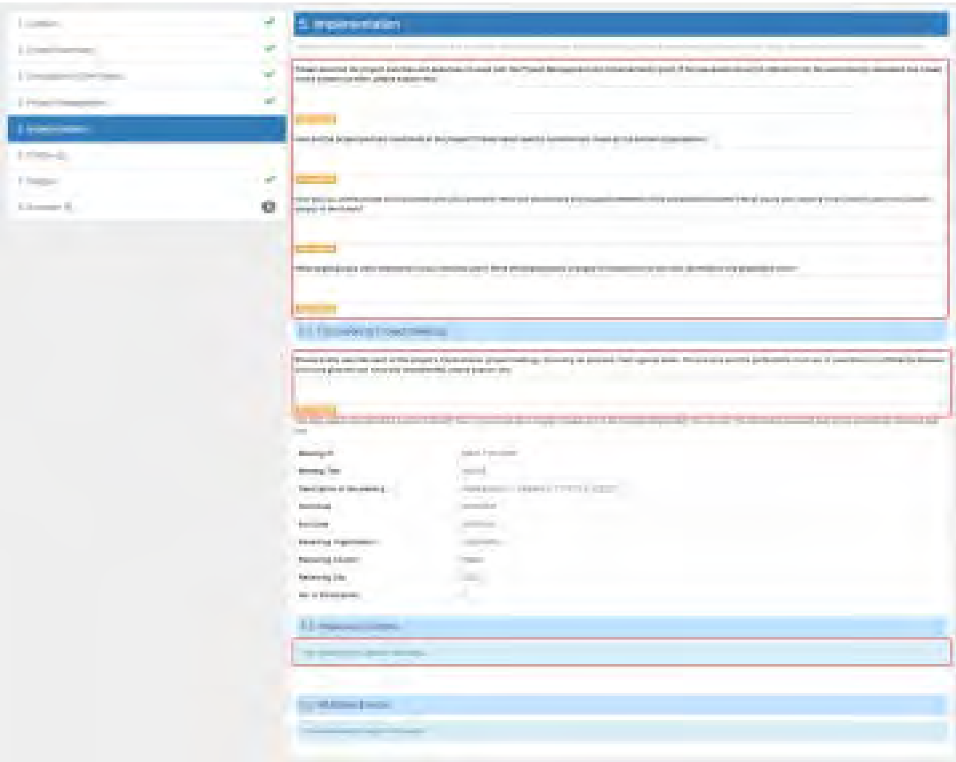
Please provide answers to the questions above each field.



Fill in the "Implementation".

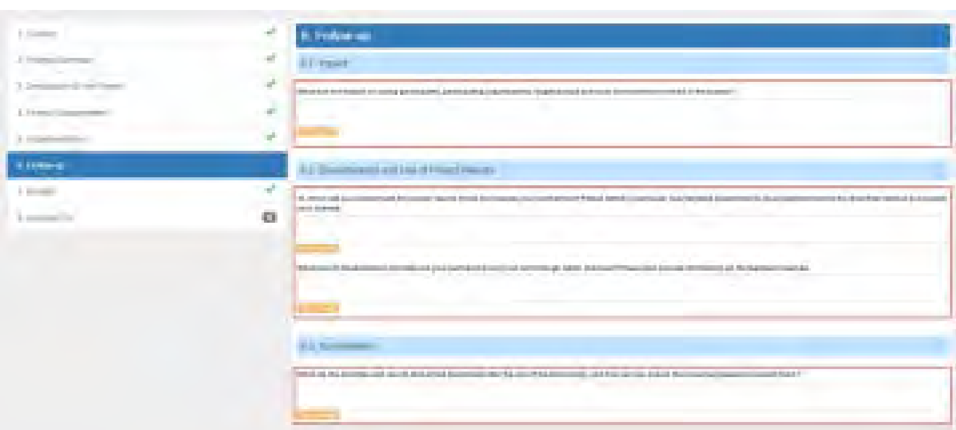
Complete the **Implementation** section, detailing the practical arrangements, participants' profile, impact, dissemination of the results and future plans.

Certain sub-sections may display the information **This section does not apply for this project**. No action is required in these sub-sections.



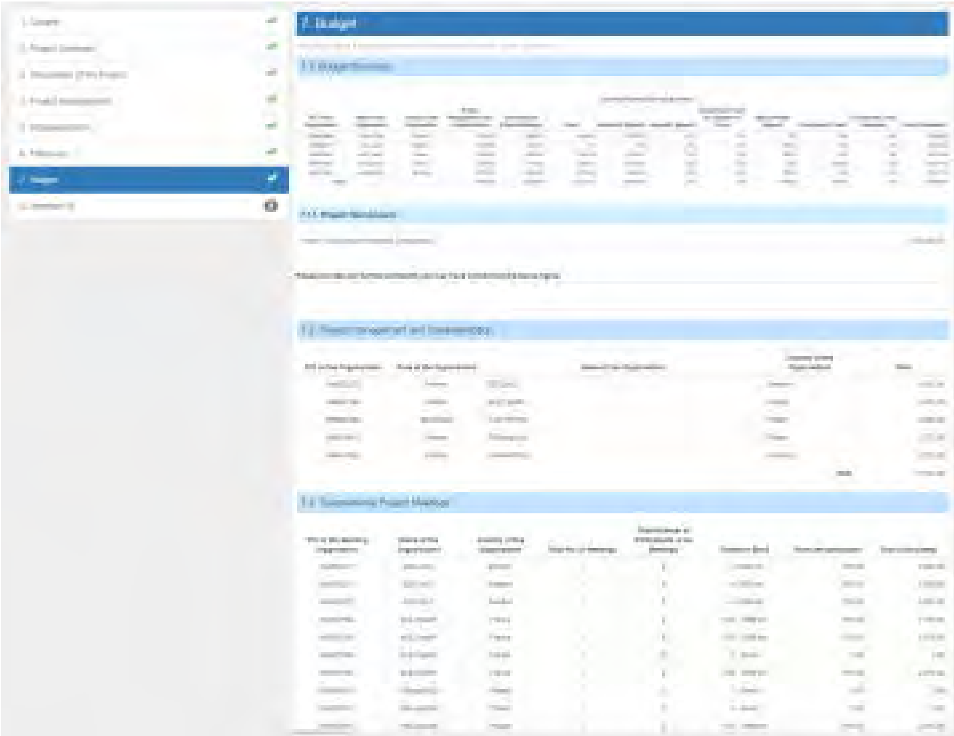
Fill in the "Follow-up".

Please provide answers to the questions above each field to complete the **Follow-up** section and its sub-sections.

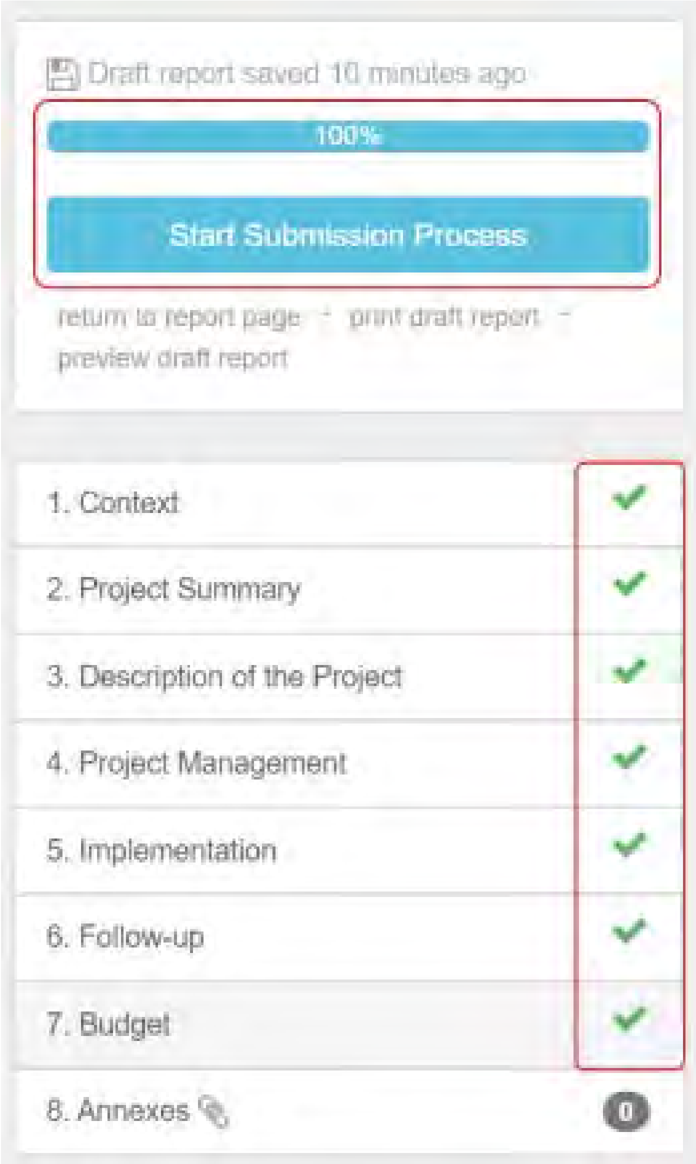


Check the "Budget" section.

The **Budget** section is automatically filled in with the Budget Summary, providing an overview of the budget of the various project items, such as Project Management and Implementation.



Note that the **Start Submission Process** button at the top left side of the report screen is now available. All report sections (except the Annexes) are marked complete. The supporting documentation (**Annexes**) can be added after you have started the submission process.



Attach the required Annexes.

Click on **Annexes** and upload the supporting documentation as required.

The **Declaration of Honour** is mandatory for all projects and you must use the template provided with the report for each project:

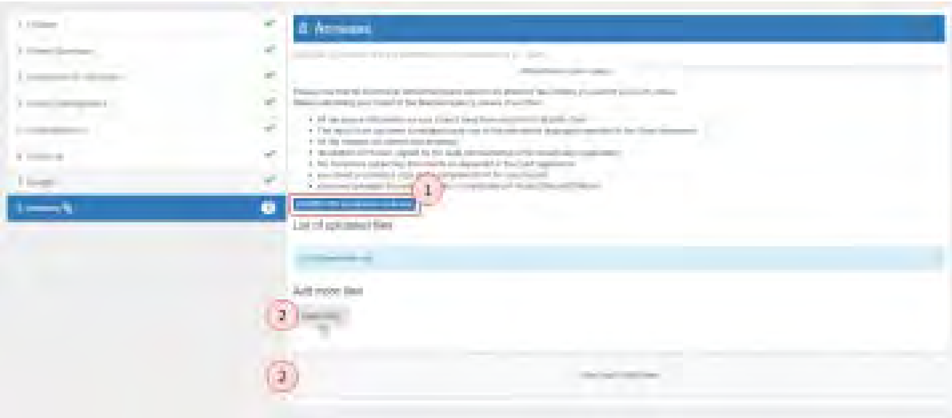
1. Click the **DOWNLOAD Declaration of Honour** button and follow the onscreen instructions to save the template locally.
2. Upload the duly signed declaration:
    a. Click on the **Select file** button and follow the onscreen instructions to locate and upload locate the declaration file OR
    b. Locate the file on our computer, then drag and drop it to the **Drop Here Your File(s)** area.

Please note that according to national context, a signature may not suffice and a stamp for the organisation might be needed as well.

Repeat step 2 above to upload any additional required documents.

Take note

- A maximum of 10 files is allowed.
- The maximum size per file is 10MB.
- The maximum total size of all files combined is 10MB.
- The file types allowed to upload are PDF, DOC, DOCX, XLS, XLSX, JPG, TXT, ODT, ODS.



Mark the "Declaration of honour".

The uploaded files, including the declaration of honour, are listed in the **List of uploaded files** section.

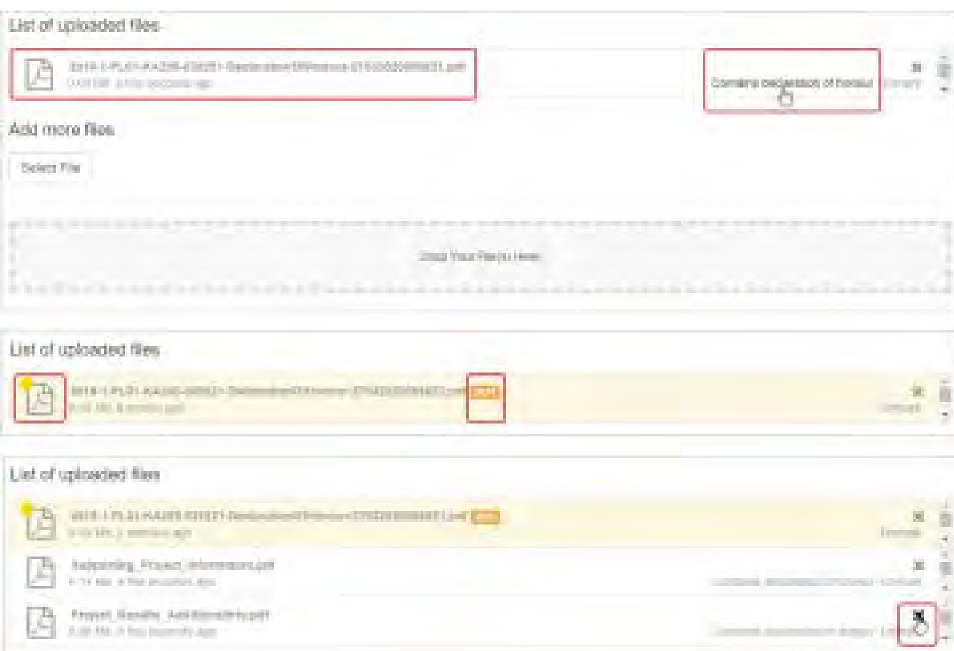
However, you must mark the Declaration of Honour as such by clicking on **Contains declaration of honour** next to the correct file. The declaration is now highlighted in yellow and bears the mention **DOH**.

This is step is mandatory but it can also be performed after you have started the report submission.

Take note

- According to national context, a signature may not suffice and a stamp for the organisation might be needed as well.
- A total of 10mb is allowed to be attached to the report.
- Relevant results for the project should be uploaded on the **Erasmus+ Project Results Platform** (http://ec.europa.eu/programmes/erasmus-plus/projects/).

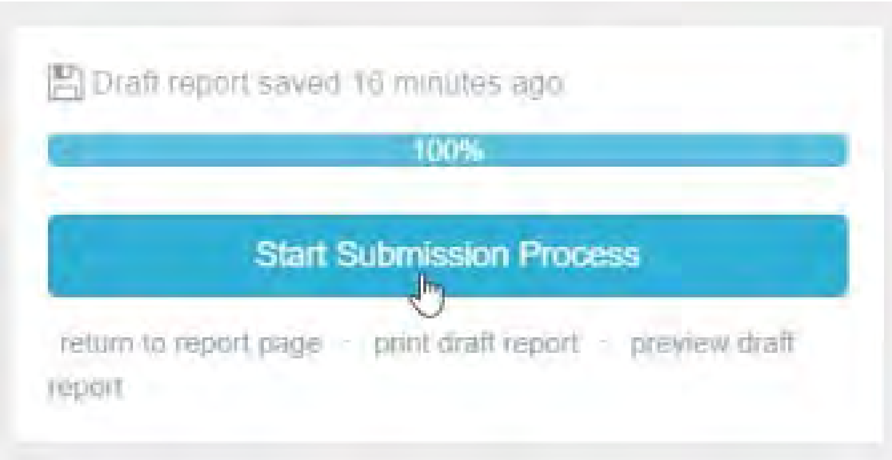
You can delete an already uploaded document by clicking the **X** icon.



Submit the report.

Click on "Start Submission Process".

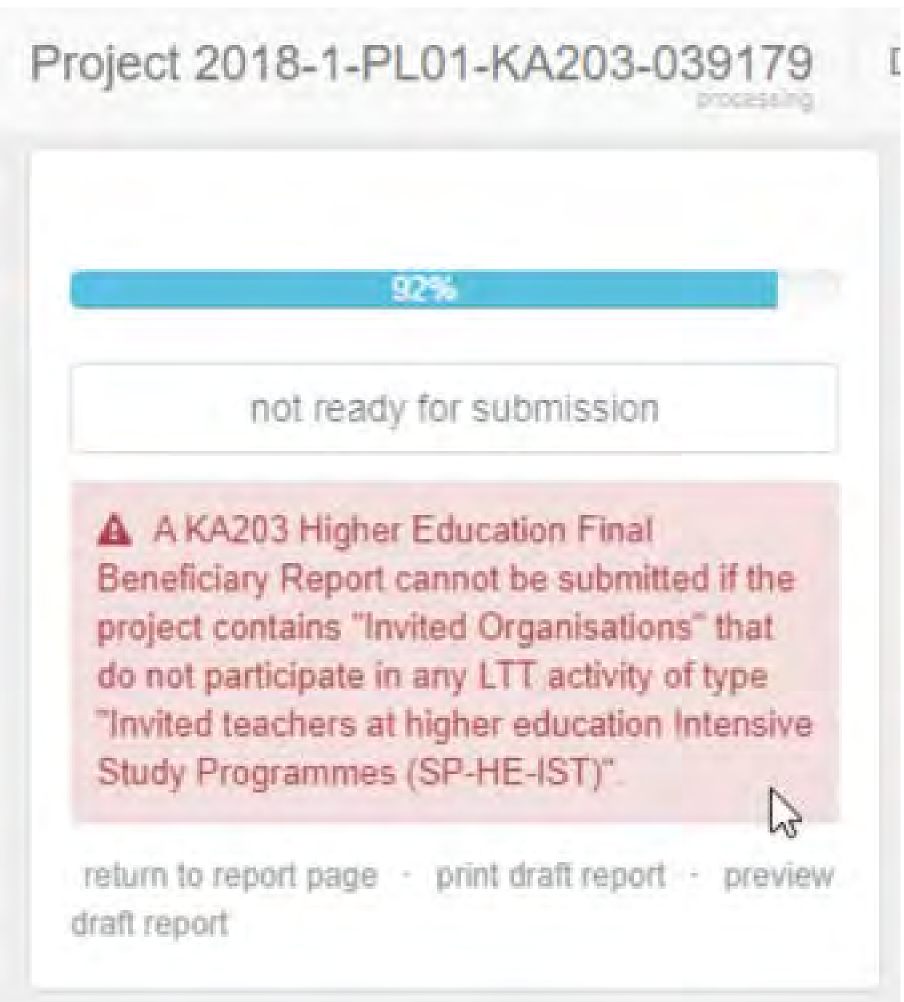
Once all sections are completed, click on the **Start Submission Process** button.



Unable to submit: KA203 - Invited organisations error.

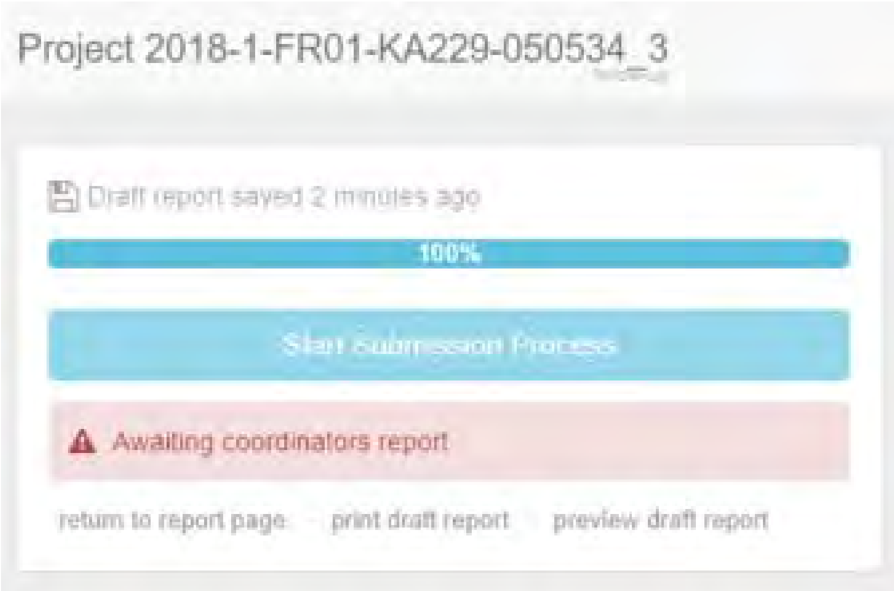
A KA203 Higher Education Final Beneficiary Report cannot be submitted (submission button inactive) if the project contains invited organisations that do not participate in any Learning, Teaching and Training activity of type Invited teachers at higher education Intensive Study Programmes (SP-HE-IST). In such situations an error message is s displayed under the submission button. To submit the report, the beneficiary must delete the invited organisation(s) not participating in any Learning, Teaching and Training Activities from the organisation list in Mobility Tool+.

See MT+ KA203 Invited organisation from enterprise for details.



Unable to submit: KA229 - Warning messages.

For specific information concerning warning messages displayed for KA229 projects, see MT+ KA229 School Exchange Partnerships Overview.



Check the "Beneficiary Declaration of Honour and Signature".

Once you have started the submission, the **Beneficiary Declaration of Honour and Signature** screen is displayed. Here you can check that all of the required supporting documentation has been attached and **Add more files** if necessary.

If you did not mark the declaration of honour when you uploaded it, you must mark it at this stage. Then, click the **Next Step** button to continue.

Accept the "Data Protection Notice".

Read the **Data Protection Notice** and click **Accept** to continue.

Click the "Not Done" buttons to "Done" in the Checklist.

A checklist appears prompting you to ensure that all actions have been performed.

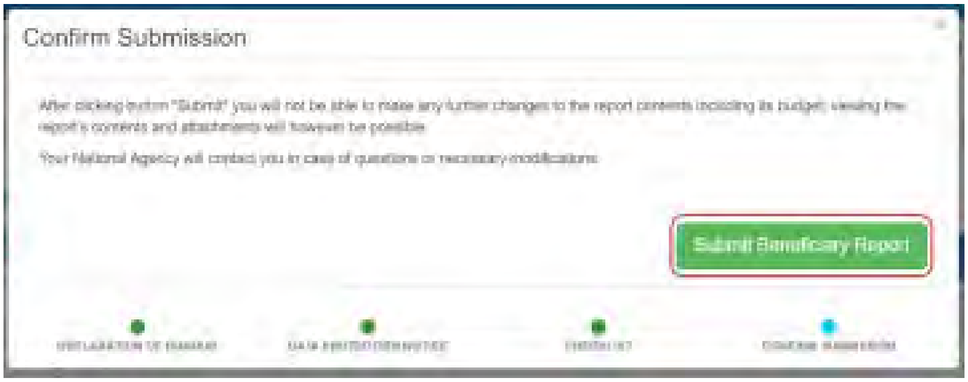
As each item is checked, change the **Not Done** button to **Done** by clicking the respective button. Once all items are marked **Done**, click the **Next Step** button to continue.

Click on "Submit Beneficiary Report".

To finish, click the **Submit Beneficiary Report** button. The project will be locked once the button is clicked and can no longer be updated.

For **KA229** projects the submit button will be replaced by **Ready for Submission**. Additional information available under MT+ KA229 School Exchange Partnerships Overview.

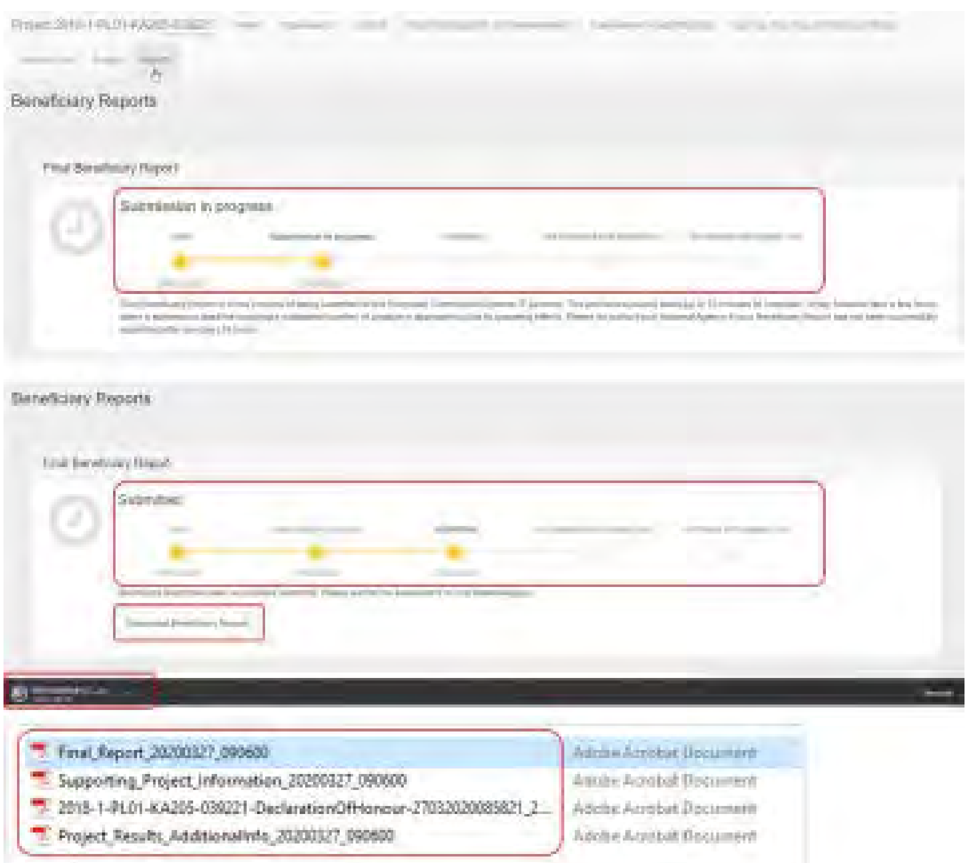
A message is displayed indicating that the submission is in progress. It may take up to 15 minutes before the submission to the National Agency is completed.



Report Status and Report Download.

Back in the **Reports tab**, you will be able to see when the report is successfully submitted - once the report is received, the status of the report submission changes from **Submission in progress** to **Submitted**.

When the status is **Submitted**, you have the option to download the report by clicking on the **Download Beneficiary Report** button. The download will save a *.zip file (compressed file) including the beneficiary report as *.pdf file and all supporting documents submitted with the report.



Related articles

- MT+ How to complete and submit the final beneficiary report
- MT+ How to remove a final report to create a termination report
- MT+ How to stop the terminate-with-no-grant Report
- MT+ KA2 How to complete and submit the final beneficiary report
- MT+ Manage Interim Report
- MT+ Submit Terminate-with-no-grant Report

MT+ How to remove a final report to create a termination report

Relevant for...

Call Year	Key Action	Action
2014 onward	All	All

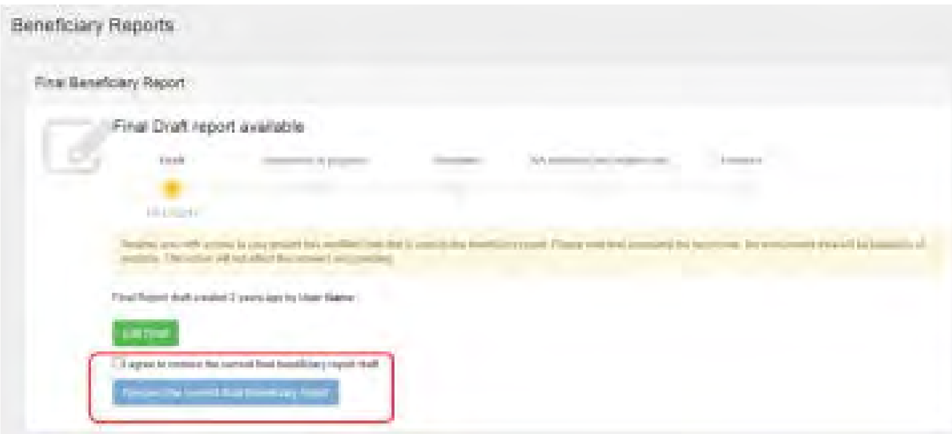
The button to remove the final report will only appear if there are no mobilities. If this button does not appear, it is perhaps due to the fact that there are still mobilities or activities for strategic partnerships added or costs declared under the budget tab. In order for the button to appear, remove all mobilities or activities for strategic partnerships and remove all declared costs.

If the project is to be terminated with eligible costs, the beneficiary report can be submitted as normal without removing the eligible mobilities and costs.

Quick steps

1. If not already done, remove all mobilities/costs and budgetary amounts.
2. Check the box "I agree to remove the current final beneficiary report draft"
3. Click on the button "Remove the current final beneficiary report"

Detailed steps

	Steps
1	**If not already done, remove all mobilities/costs and budgetary amounts.** The button to remove the draft version of the final beneficiary report will only be available if the realised budget is zero and no mobilities /costs are recorded.
2	**Check the box "I agree to remove the current final beneficiary report draft"** In the **Reports** tab, check the box **I agree to remove the current final beneficiary report draft**. 
3	**Click on the button "Remove the current final beneficiary report"** Click on the button **Remove the current final beneficiary report**. The button to **Terminate-with-no-grant Report** will appear.

Related articles

- MT+ How to stop the terminate-with-no-grant Report
- MT+ Submit Terminate-with-no-grant Report
- MT+ How to remove a final report to create a termination report

MT+ How to stop the terminate-with-no-grant Report

Relevant for...

Call Year	Key Action	Action
2014 onward	All	All

This page explains the steps to stop the **Terminate-with-no-grant Report** in MT+ and proceed with the beneficiary report if required. The button to stop the **Terminate-with-no-grant Report** will only appear if the Terminate-with-no-grant report has been generated and at least one mobility is added.

Quick steps

1 Add a mobility
2 Click the "Reports" tab.
3 Click the "Remove termination with no grant report" button.
4 Click the "Generate Beneficiary Report" button.
5 Click the "Edit Draft" button.

Detailed steps

	Steps

1

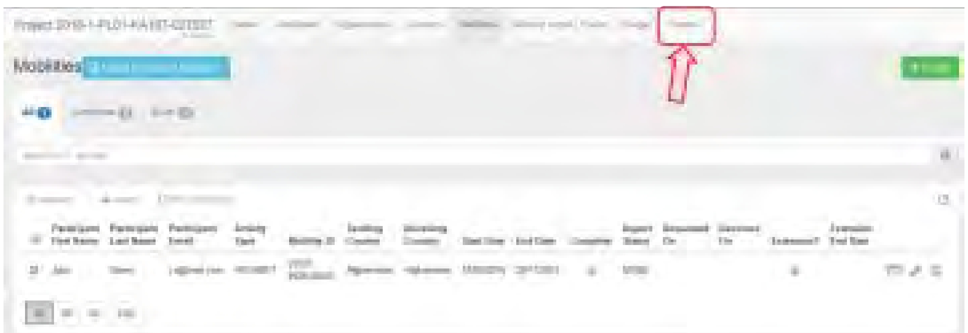
Add a mobility

Adding a mobility at any moment, during the processing of the Terminate-with-no-grant Report will activate a button to stop the termination-with-no-grant report and will allow you to generate a beneficiary report. Click the **Mobilities** tab to add a mobility.

2

Click the "Reports" tab.

Once the mobilities have been added, click the **Reports** tab.

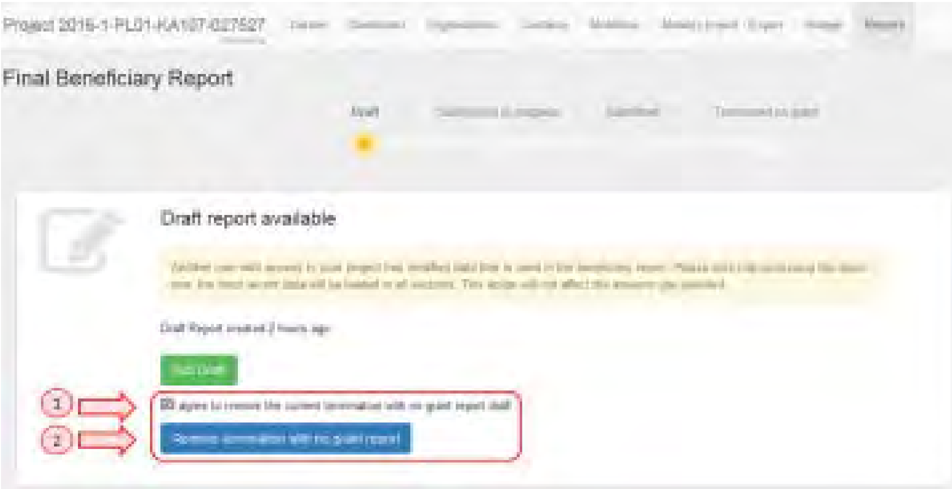


3

Click the "Remove termination with no grant report" button.

In order to remove the termination with no grant report, in the **Reports** tab.

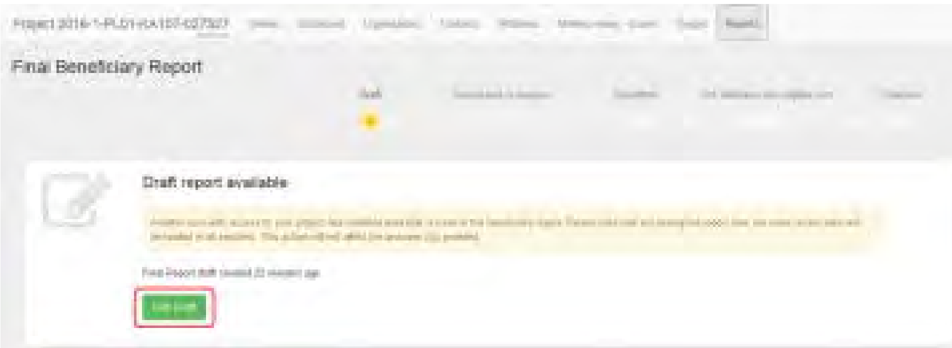
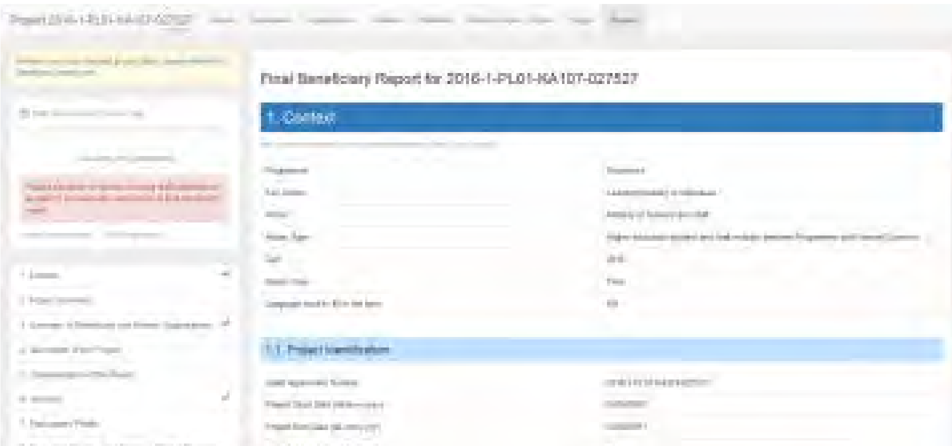
1. Check the box **agree to remove the current termination with no grant report draft**.
2. Then click the **Remove termination with no grant report** button.



4

Click the "Generate Beneficiary Report" button.

The project status is returned to **Follow-up** and the **Generate Beneficiary Report** button appears. Click on it to start a Beneficiary Report.

5	**Click the "Edit Draft" button.** When clicking the **Edit Draft** button, the system will allow you to start filling the Beneficiary Report.  

Related articles

- Copy of MT+ How to manage final beneficiary report
- ESC MT+ Submit final report
- MT+ How to manage final beneficiary report
- MT+ KA229 School Exchange Partnerships Overview

MT+ Submit Terminate-with-no-grant Report

Relevant for...

Call Year	Key Action	Action
2014 onward	All	All

If a project, has ended without any costs, and no mobilities have taken place, then it is possible to terminate the project with no grant. This action can be performed by the National Agency or by the beneficiary/Coordinating organisation.

This scenario below, is performed by a National Agency user and Beneficiary users will not see the tab NA Validation. Otherwise the steps remain the same for both profiles. It is only possible to terminate the project with no grant, if there are no mobilities added and the declared budget has not costs indicated. Check the declared budget under the Budget tab.

See also MT+ How to remove a final report to create a termination report.

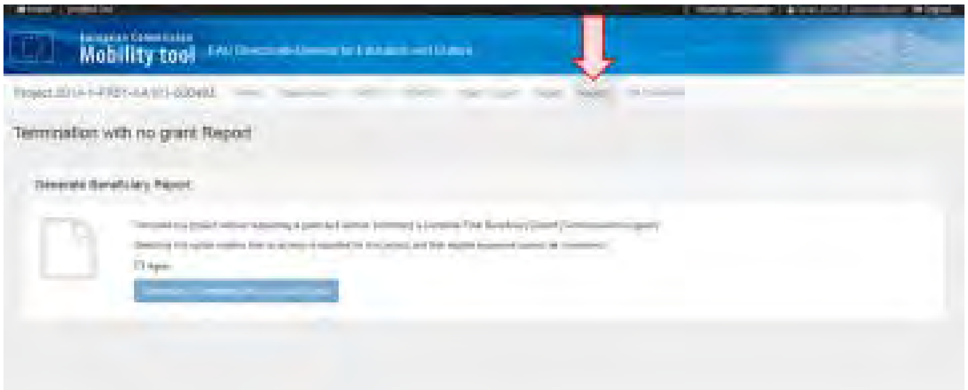
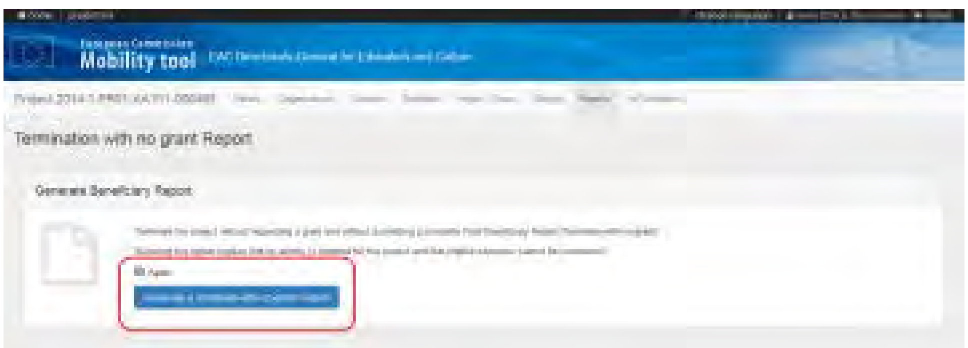
Take note

In KA2 some project data is transferred during project creation for ME, IO and TPM. If a KA2 project does not show the termination screen, even though there is no Budget (0€), these records need to be manually removed.

Quick steps

1 Click the "Reports" tab.
2 Generate a "Terminate-with-no-grant Report".
3 Click on "Edit Draft".
4 Add "Reason of Termination".
5 "Download Declaration of Honour" document.
6 Signing "Declaration of Honour" document.
7 Upload Declaration of Honour document.
8 Click on "Start Submission Process".
9 The checklist wizard appears.
10 "Accept" the "Data Protection Notice".
11 Check the "Submission Process Checklist".
12 Confirm Submission.
13 Submission in progress.
14 Successful submission of report.
15 View termination confirmation.

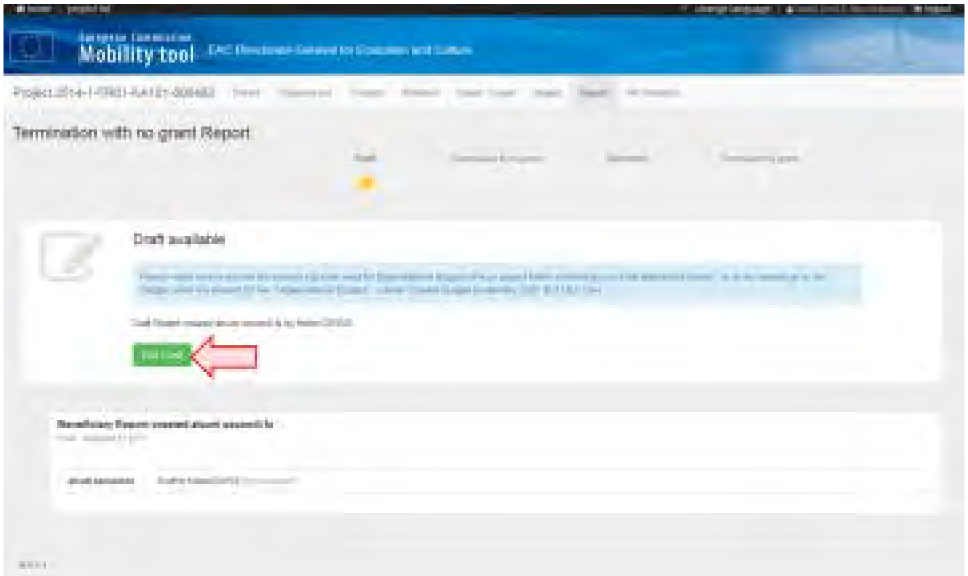
Detailed steps

	Steps
1	**Click the "Reports" tab.** In MT+ click on the **Reports** tab to start the **Termination with no grant Report** procedure.If this button does not appear, it is perhaps due to the fact that there are still mobilities or activities for strategic partnerships added or costs declared under the budget tab. To terminate with no grant, remove all mobilities or activities for strategic partnerships and remove all declared costs.If the project is to be terminated with eligible costs, then the beneficiary report can be submit as normal, without removing the eligible mobilities and costs. 
2	**Generate a "Terminate-with-no-grant Report".** To proceed, click the **Agree** checkbox and click on the **Generate a Terminate-with-no-grant Report** button. 

3

Click on "Edit Draft".

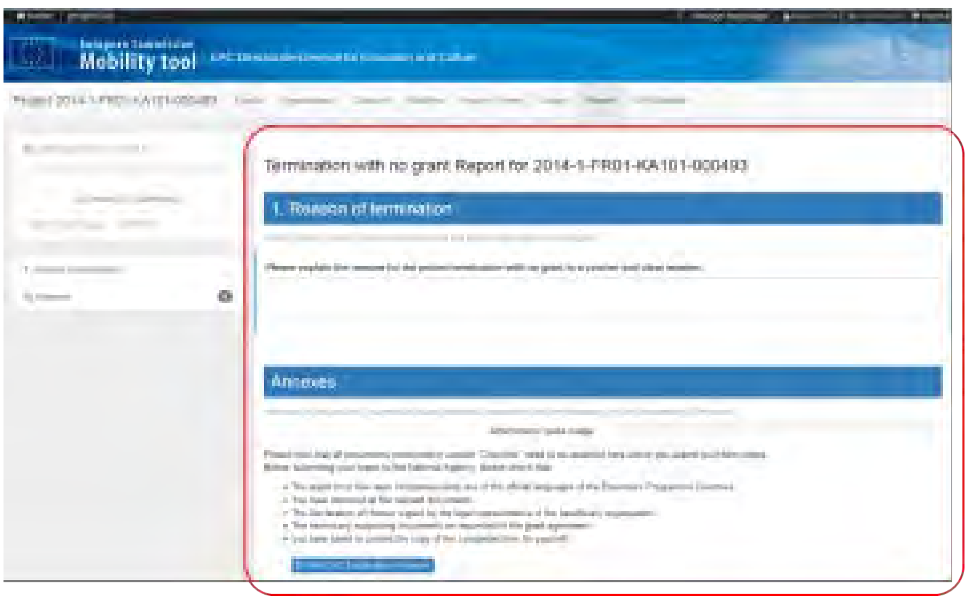
To edit the draft report, click the **Edit Draft** button. Below, you will start to see the history of the procedure.



4

Add "Reason of Termination".

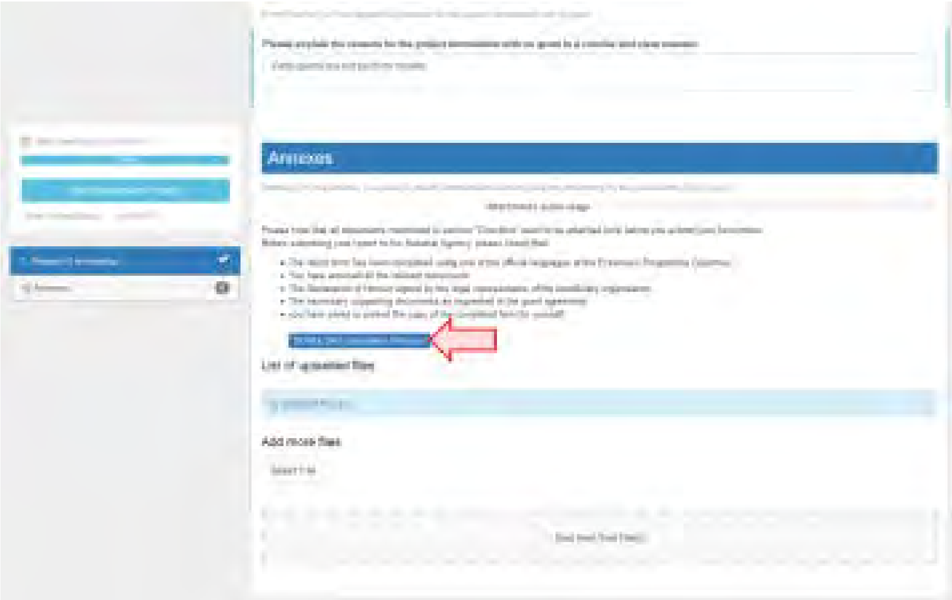
The first field is **1. Reasons of termination**. Explain the reasons for the project termination in concise detail in the field provided.



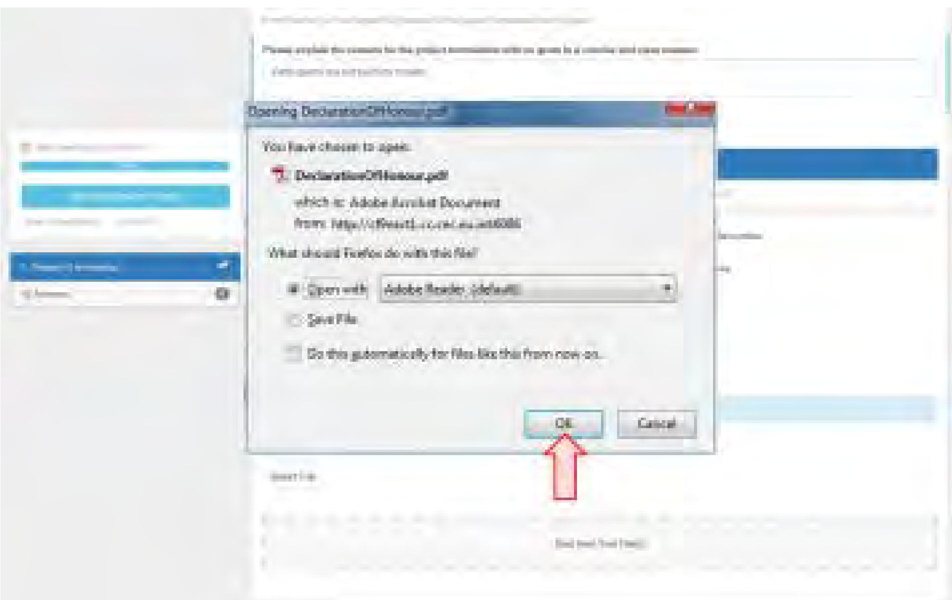
5

"Download Declaration of Honour" document.

In the **Annexes** section, click the **DOWNLOAD Declaration of Honour** button to download the form to be signed.



Once clicked, a dialogue box appears where you can either save or open the document. Click **OK** to proceed.



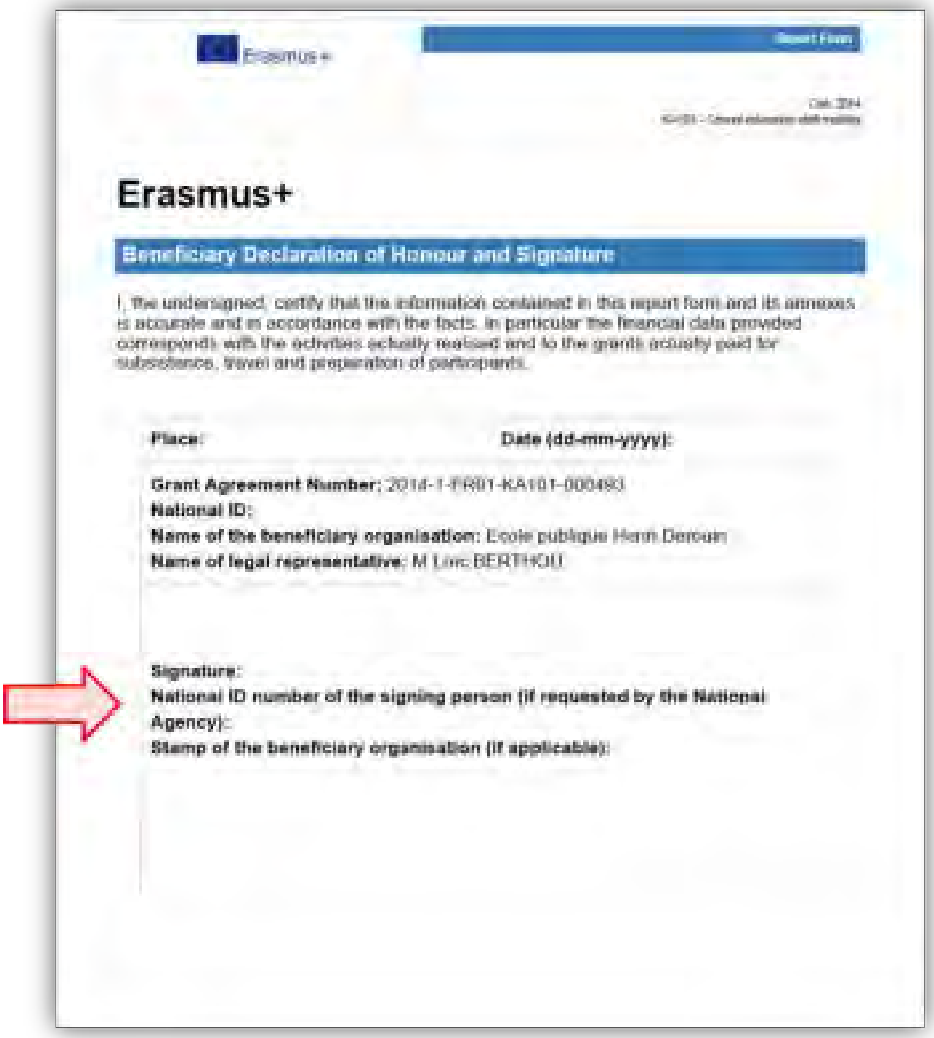
6

Signing "Declaration of Honour" document.

In the **Declaration of Honour** document the **Place** and **Date** details are to be filled in and signed.

Information

If the NA requires the National ID number of the signing person, fill in the details in the area provided. A stamp of the beneficiary organisation may also be required.



Erasmus+

Erasmus+

Beneficiary Declaration of Honour and Signature

I, the undersigned, certify that the information contained in this report form and its annexes is accurate and in accordance with the facts. In particular the financial data provided corresponds with the activities actually realised and to the grants actually paid for subsistence, travel and preparation of participants.

Place: **Date (dd-mm-yyyy):**

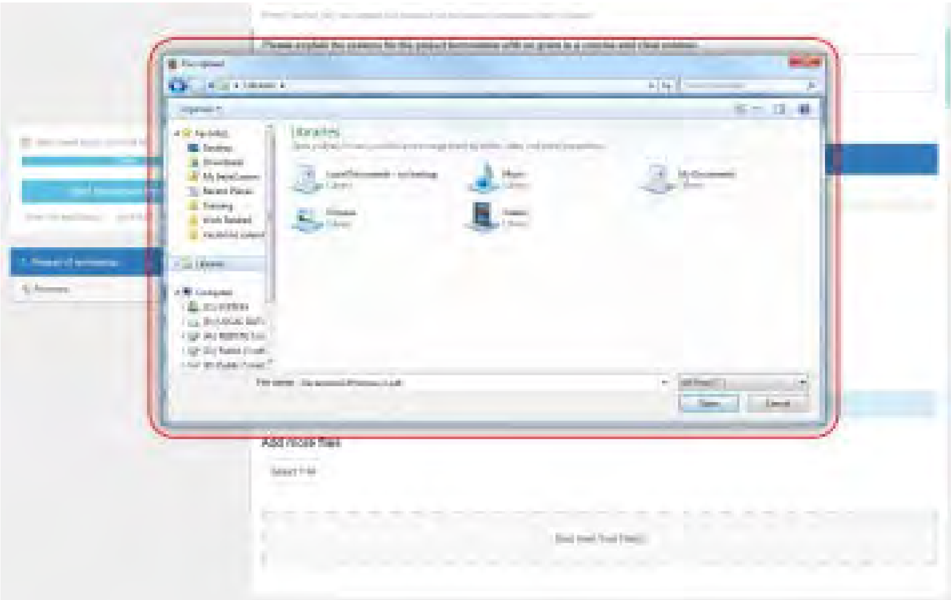
Grant Agreement Number: 2014-1-FR01-KA101-000480
National ID:
Name of the beneficiary organisation: Ecole publique Henri Derouin
Name of legal representative: M Loic BERTHOU

Signature:
National ID number of the signing person (if requested by the National Agency):
Stamp of the beneficiary organisation (if applicable):

7

Upload Declaration of Honour document.

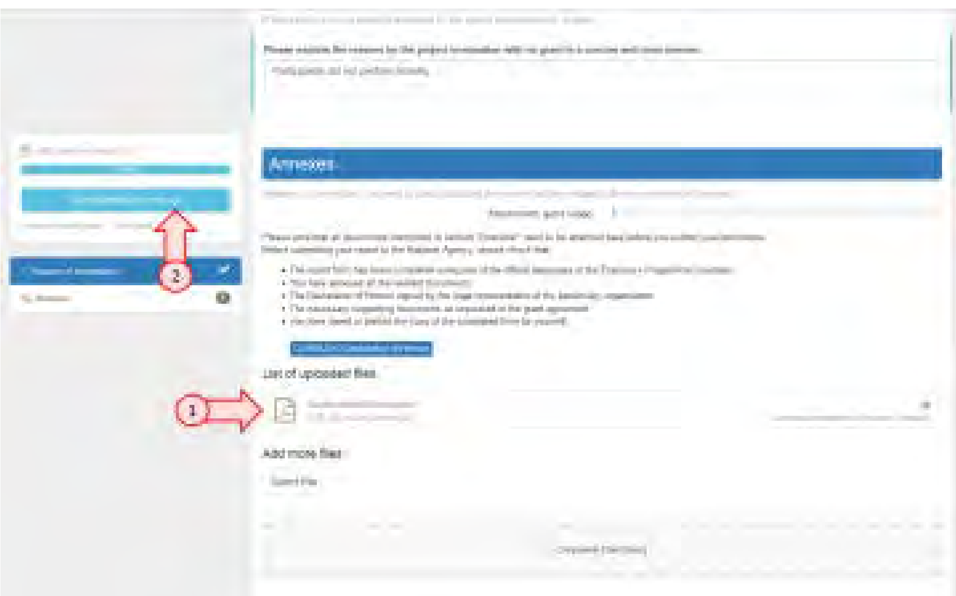
Once signed, the document needs to be scanned and re-uploaded to MT+. To do this, either drag the document from its location in Windows Explorer to the section **Drop Here Your File(s)**, or click the **Select File** button and navigate to the document, and click **Open**.



8

Click on "Start Submission Process".

1. An indication of the successful upload of the **Declaration of Honour** document will be highlighted.
2. Click on the **Start Submission Process** to proceed.



9

The checklist wizard appears.

To ensure that all the necessary steps have been performed, the checklist wizard window appears. The first step is to check that you have added the **Beneficiary Declaration of Honour and Signature**. In this case, it is already added. Click the **Next Step** button to proceed.

10

"Accept" the "Data Protection Notice".

Once you have read the **Data Protection Notice** details, click the **Accept** button to proceed.

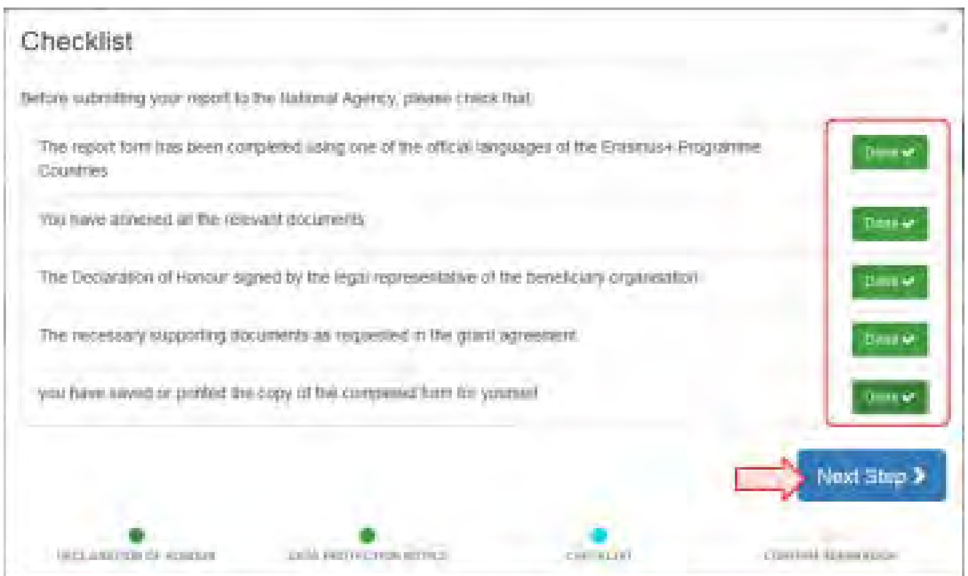
11

Check the "Submission Process Checklist".

To continue submission, you must check the list. The button to proceed to the **Next Step** will not become active until all items in the checklist are marked as **Done**. Change the button **Not Done** to **Done** by clicking on it.

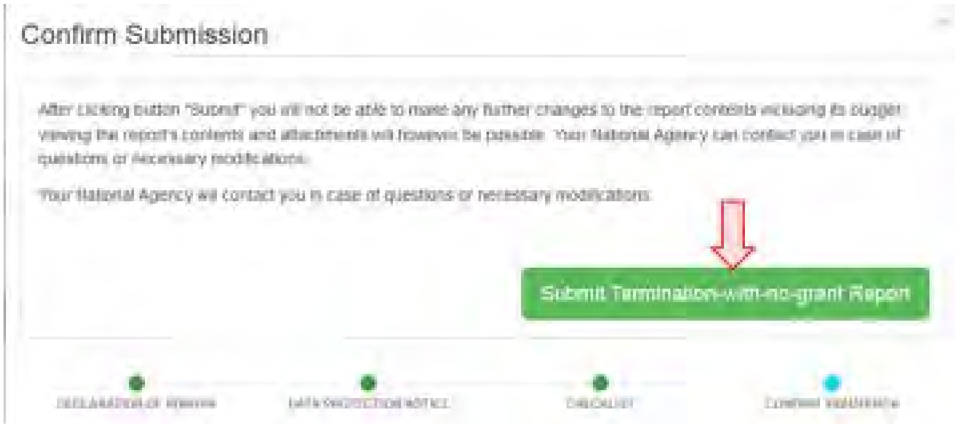
12

Once you are satisfied that everything in the checklist has been done, click on the **Next Step** button to proceed.



13 **Confirm Submission.**

In the final dialogue box **Confirm Submission**, read the text before clicking the **Submit Termination-with-no-grant Report** button.

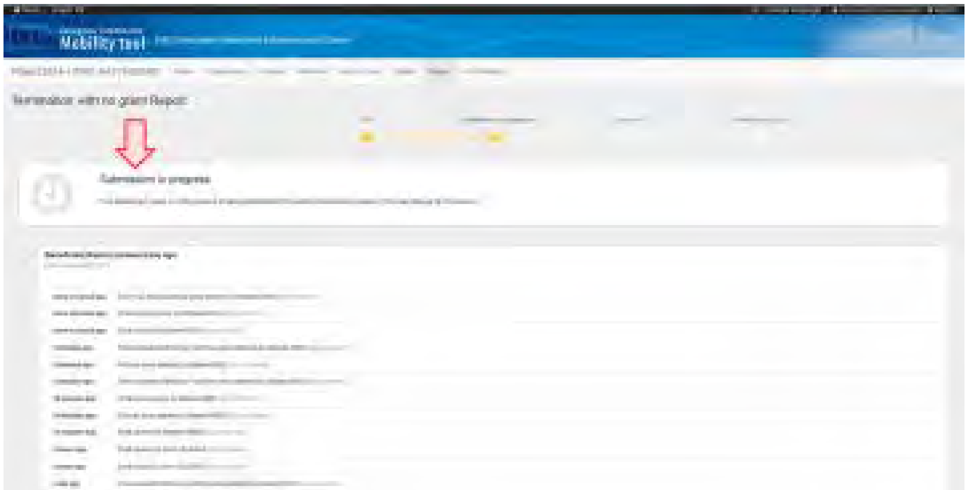


Once clicked, the data will be sent for review by the National Agency. The dialogue box indicates the text **Sending data, please wait**.

14

Submission in progress.

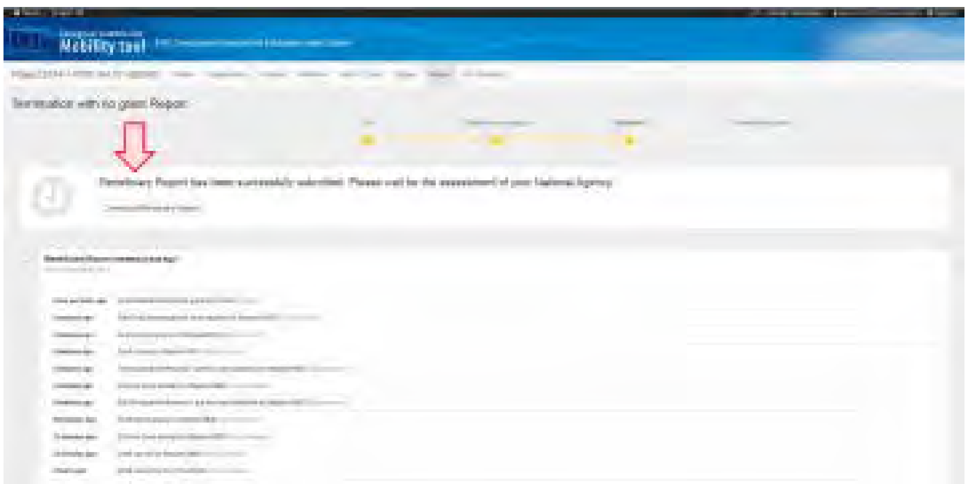
Returning to the **Report** screen you will see the report submission is in process. This can take up to 15 minutes.



15

Successful submission of report.

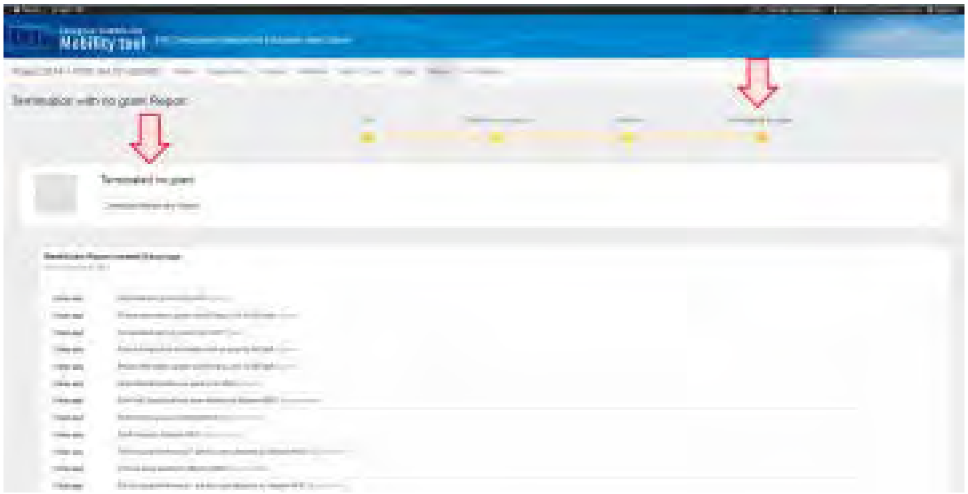
The screen will then change to **Beneficiary Report has been successfully submitted**.



16

View termination confirmation.

Once the termination with no grant report has been accepted and processed by the National Agency, the report and project status will be indicated as **Terminated no grant**.



Related articles

- MT+ How to complete and submit the final beneficiary report
- MT+ How to remove a final report to create a termination report
- MT+ How to stop the terminate-with-no-grant Report
- MT+ KA2 How to complete and submit the final beneficiary report
- MT+ Manage Interim Report
- MT+ Submit Terminate-with-no-grant Report

MT+ Manage Organisation ID

What is the topic about?

The new Organisation Registration system launched on the 22nd of October has introduced a new reference number for your organisation. The 9 digit PIC (Participant Identification code) is now replaced with an **OID** (Organisation Registration system ID) within Mobility Tool+. The OID reference consists of 8 digits prefixed with an E. This **OID** is now displayed in all screens and lists which previously displayed the PIC. For example: Project details screen, Organisations screens and Contacts screen.

Mobility Import-Export.

The PIC can still be used when importing mobilities. The exported mobilities file will only display the OID in place of the PIC. The column headers of the exported mobilities file will still refer to the PIC, for example: "Sending organisation PIC" or "Receiving organisation PIC". Both PIC or OID can be entered under these columns and the system will detect automatically which one is provided.

Take note

The **OID must** be used for organisations that have a PIC but have not participated in any previous accreditation or grant application process or participated in a decentralised project managed by a National Agency.

This also applies for PICs created in the Participant Portal or SEDIA after the 22nd of October 2019 (see also OID Keeping consistent organisation information between systems).

The PIC will not be recognised in the import file nor can be used to add an organisation. These organisations have to register in the Organisation Registration system in order to retrieve an OID.

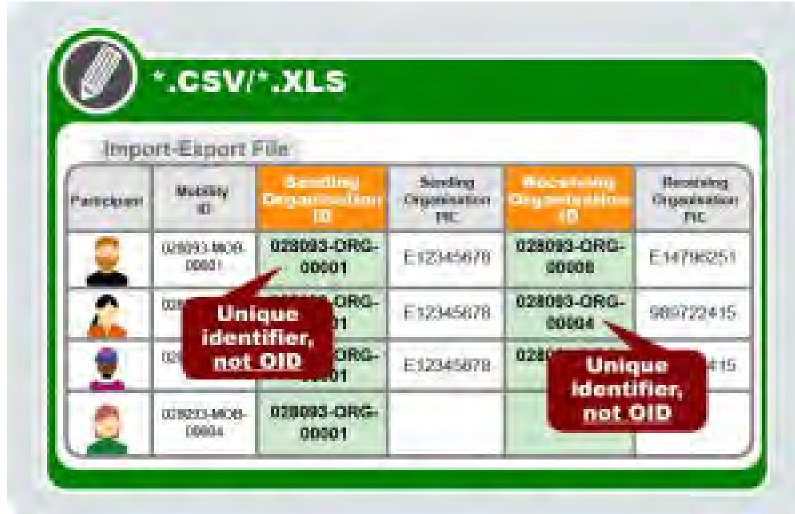
The columns **Sending Organisation ID** and **Receiving Organisation ID** in the import/export file refer to the Mobility Tool+ unique organisation identifier.

Do not confuse the Mobility Tool+ unique organisation identifier with the OID (Organisation Registration system ID). The Mobility Tool+ unique ID is labelled as the Organisation ID, and while the initial alpha-numeric reference generated in the Mobility Tool+ may be kept or changed to any other reference number, it must be unique for the project.

This field allows the unique matching between Mobility Tool+ and third party systems. Please note the following restrictions when importing:

- if the organisation has to be created on importing mobilities, a new Mobility Tool+ unique organisation ID should be used.
- if the organisation is already created in the project, then the Mobility Tool+ unique organisation ID in the import file must match the one assigned in the project.
- if the organisation is already created in the project and the Mobility Tool+ unique organisation ID is different from the one in the import file then the file will return an error.
- if the Mobility Tool+ unique organisation ID and the OID /PIC are replaced for any organisation in an existing mobility then the mobility is updated.

Please note that Mobility Tool+ unique organisation ID will remain the same after the introduction of the new OID. The match with the third party systems, feeding data into Mobility Tool, will not be affected.



Adding organisations to the project.

The PIC can also still be used when adding organisations to a project in Mobility Tool+. The field is now labelled OID instead of PIC. If a PIC is used it is replaced with the OID. After the **Check OID** button is clicked the OID associated to the PIC is displayed.

Take note

The **OID must** be used for organisations that have a PIC but have not participated in any previous accreditation or grant application process or participated in a decentralised project managed by a National Agency.

This also applies for PICs created in the Participant Portal or SEDIA after the 22nd of October 2019 (see also OID Keeping consistent organisation information between systems).

The PIC will not be recognised in the import file nor can be used to add an organisation. These organisations have to register in the Organisation Registration system in order to retrieve an OID.

In order to update your organisation details please go to the Erasmus+ and European Solidarity Corps Platform. If you have access to edit your organisation details, the organisation should be displayed in the My organisations list.

How to do this in the tools

- MT+ Use of Organisations in Mobilities and Complementary Activities (KA135/KA125)
- MT+ Manage Organisation ID
- MT+ Combined Teaching and Training
- MT+ Training in Pedagogical Skills / Curriculum Design Skills
- MT+ Disadvantaged Background KA107 (2019)
- MT+ Participant with Special Needs (2019)
- MT+ Participant With Fewer Opportunities KA105 / KA347 (2019)
- MT+ How to view the error log
- MT+ Total Number of Teaching Hours
- MT+ Sending organisation (KA101/KA104)
- MT+ How to export and import mobilities using xls
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Data Dictionary
- MT+ KA101 Mobilities specifics
- MT+ Re-validation of mobilities

MT+ How to manage organisations for KA1 & KA3 projects

For most Key Actions, the organisation details cannot be changed in Mobility Tool+ but should follow the process of an **amendment.**

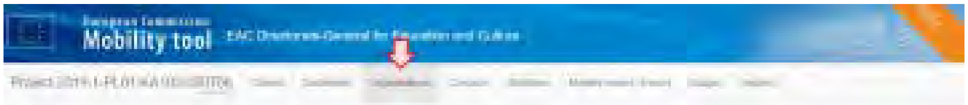
Organisation details that are entered in the Organisation Registration system (Organisation Registration system guide) should be updated there first before the National Agency will be able to adjust any other details in the NA project and financial management system.

Once changes have been applied, the updated data will be sent to Mobility Tool+.

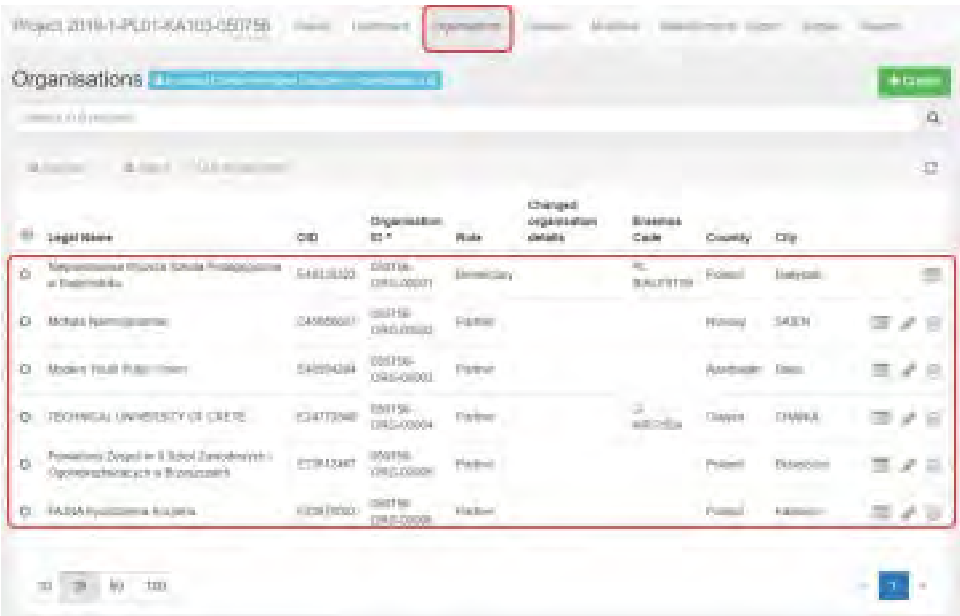
The contact person of the beneficiary (or coordinating organisation) for a particular project will receive a notification once the updated information is sent to Mobility Tool+.

Open the list of "Organisations".

From the list of tabs, click on the **Organisations** menu item.



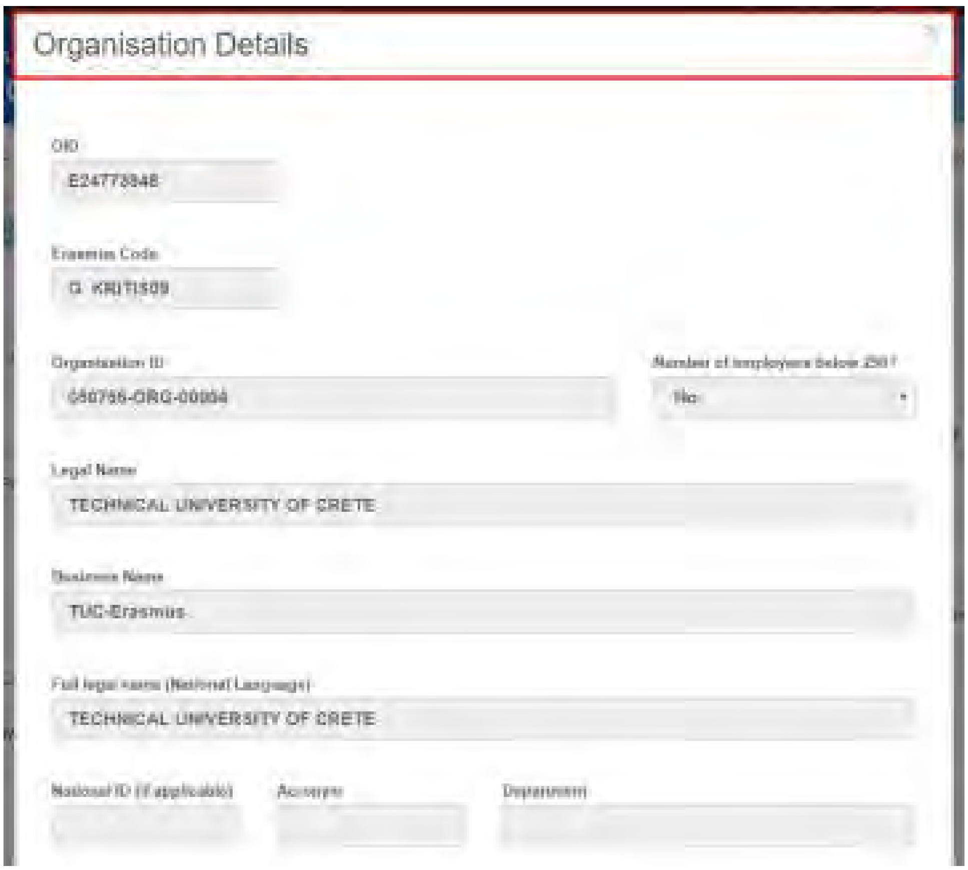
The list of **Organisations** will appear.



View organisation details.

Click on the view icon to open **Organisation Details** window.

The **Organisation Details** window appears. All information in this view is read only and cannot be changed.

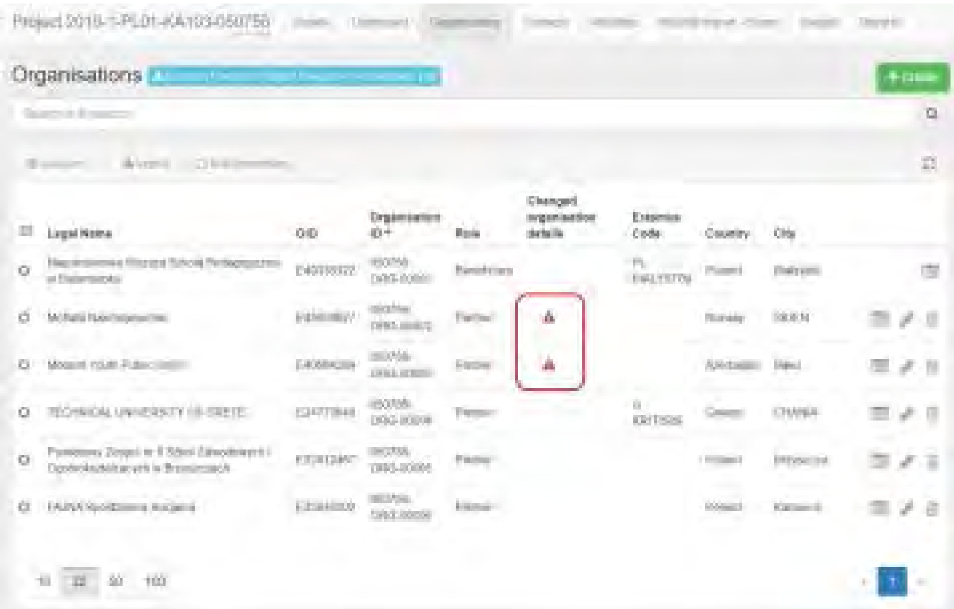


Changed organisation details.

The organisation details are updated as a result of the organisation itself updating the specific core information in the **Organisation Registration system**. Once the change is done in the **Organisation Registration system,** notify your National Agency and then they will update the information in the **NA project and financial management system**.

In **Mobility Tool+,** this is indicated in the **Changed organisation details** column in the organisations list with an exclamation mark. It announces that a change was made in the Organisation Registration system which is not yet applied in Mobility Tool+.

In order to update the change in the project copy, the organisation details have to be updated manually. Detailed instructions on how to do this can be found under MT+ Update OID or confirm changed organisation details.



Adding a participating organisation.

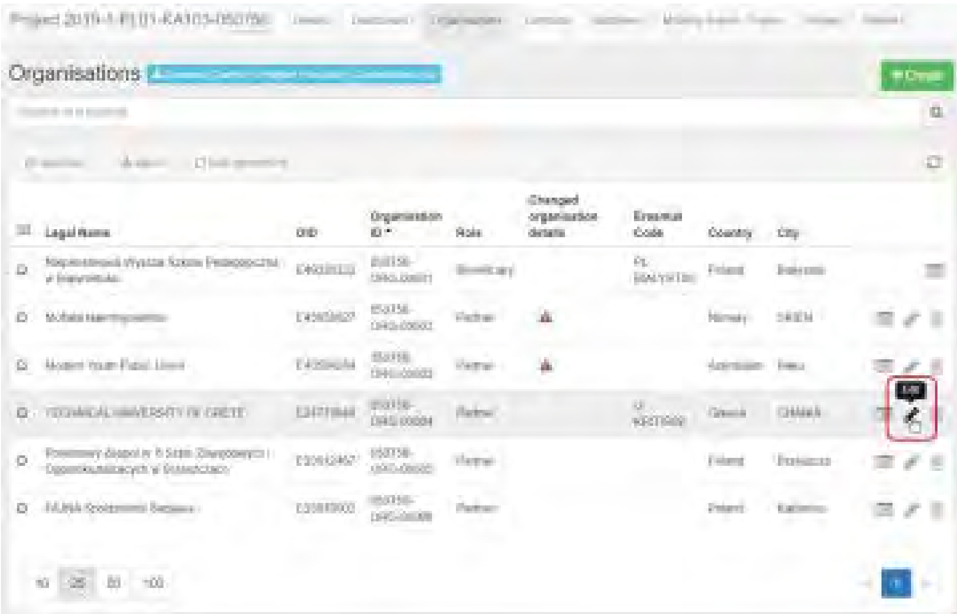
Participating organisations not mentioned in the initial electronic application forms will have to be created in Mobility Tool+.

This can be done via the green **+Create** button. Detailed instructions on how this is done are available under MT+ How to add organisations for KA1 and KA3 projects.

Edit organisation details.

In KA1 and KA3, it is possible to edit organisation details. These organisations can be managed by the beneficiary organisation.

Updates for organisations can be made by clicking the **Edit** icon.

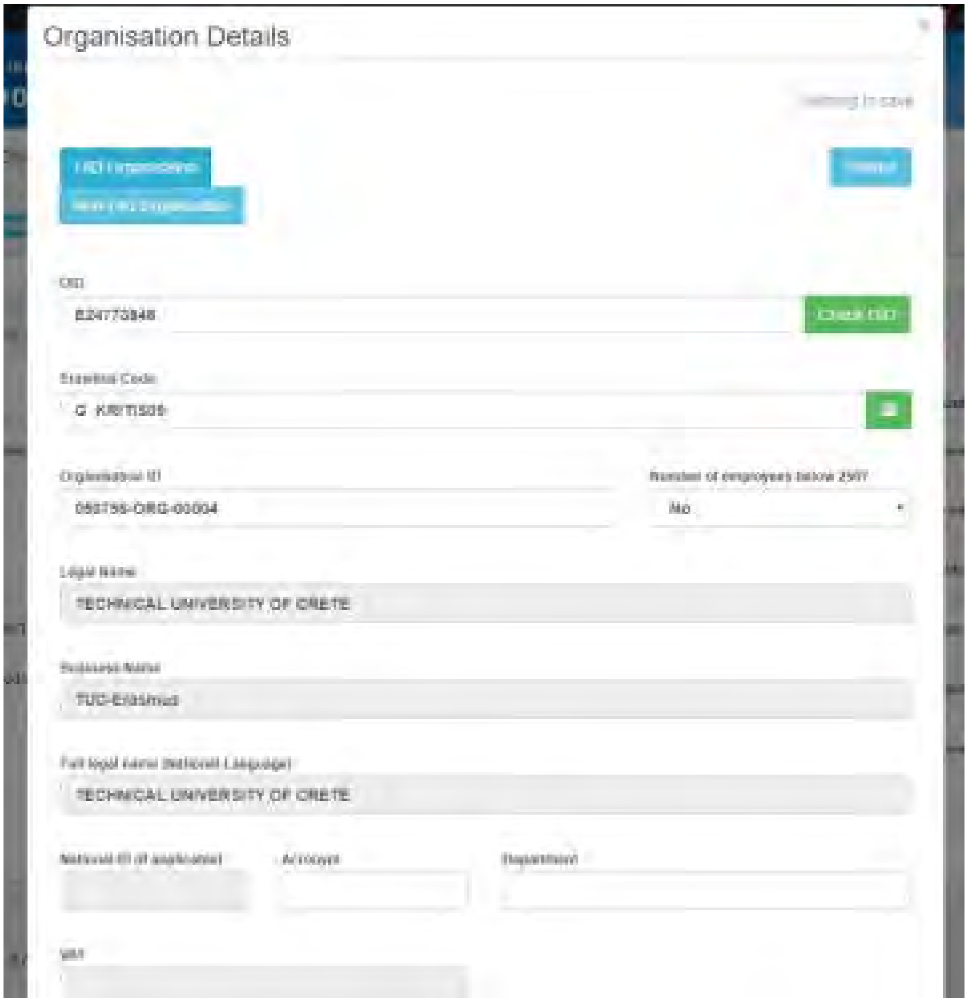


Editable "Organisation Details" window.

When you click on the **Edit** icon, the **Organisation Details** window appears.

Certain fields are not editable (greyed out), as the relevant information must be updated in the Organisation Registration system.

For the other fields, update with information as required. The **OID, Erasmus Code** and **Organisation ID** fields have certain specifics, as described in the following paragraphs. For more information on the use of OID or PIC or Organisation ID see MT+ Manage Organisation ID.



Editable "OID" field.

The OID field is editable when the project status is **Follow-up** or **Processing**.

If your OID has changed, type it in this field and click **Check OID**. The latest organisation information is retrieved from the Organisation Registration system and displayed in the window. For more information on the use of OID or PIC see MT+ Manage Organisation ID.

Editable "Erasmus Code" field.

The **Erasmus Code** field is only editable for **KA103** and **KA107** projects.

It allows the beneficiary to search for the specific Erasmus code related to the organisation. To do this:

1. Click the menu button to open the search window.

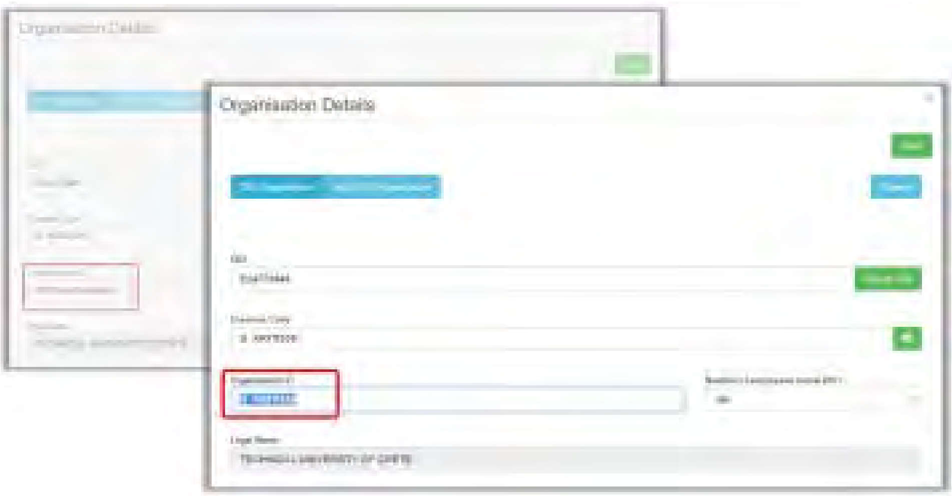
2. In the search bar, type any part of the **OID**, **Legal Name, Business name, Full name (National Language), Country** or **City**, then click the **search icon** to retrieve the matching results.

3. Locate the desired record and click **Select**. The **Erasmus Code** and all associated information will be retrieved into the Organisation Details screen.

Editable "Organisation ID" field.

The **Organisation ID** can be changed but must be unique among all organisations within the project. For more information on the use of OID or PIC see MT+ Manage Organisation ID.

> **Important**
>
> The **Organisation ID** is a unique identifier found only in Mobility Tool+ and it can differ from one project to another for the same organisation. The **OID is the acronym used in Mobility Tool+** for the Organisation ID that is retrieved from the **Organisation Registration system**. The OID is unique and will always stay the same in all projects of the same organisation.



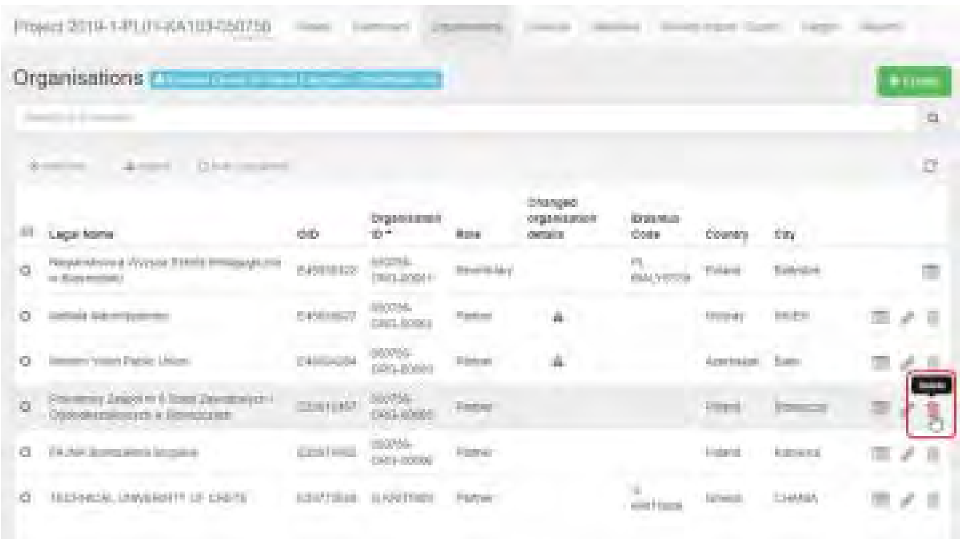
Click the "Save" button.

Click the **Save** button to save changes and close the **Organisation details** window.

Deleting a participating organisation.

To delete an organisation, click the **delete** icon.

> **Information**
>
> You cannot delete an organisation if it is associated to a mobility or activity.



Related articles

- MT+ NA Dashboard
- MT+ NA How to submit NA Validation and Checks (KA1 and KA3)
- MT+ NA How to validate or check one mobility at a time
- MT+ NA KA1/KA3 How to manage NA Validation and Checks of grant beneficiaries in IT Tools
- MT+ NA KA1/KA3 How to perform NA Validation and Checks

MT+ How to add organisations for KA1 and KA3 projects

In Mobility Tool+ the project participating organisations are managed in the Organisations tab. Organisations already entered in the web application forms are created automatically when projects are initially sent to Mobility Tool+. Other participating organisations (namely receiving organisations not mentioned in the initial electronic application forms) will need to be created in Mobility Tool+.

Take note

To allow the users to add organisations to a project in Mobility Tool+, the project has to be in status Processing or Follow-Up.

This page explains how to add organisations for KA1 and KA3 projects.

Quick steps

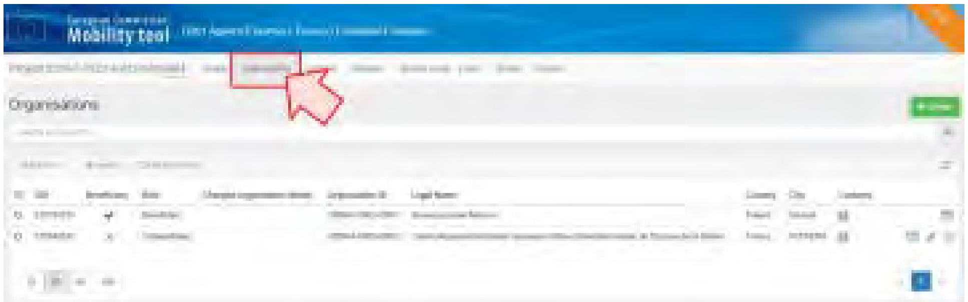
Detailed steps

	Steps

1

Open the organisations list.

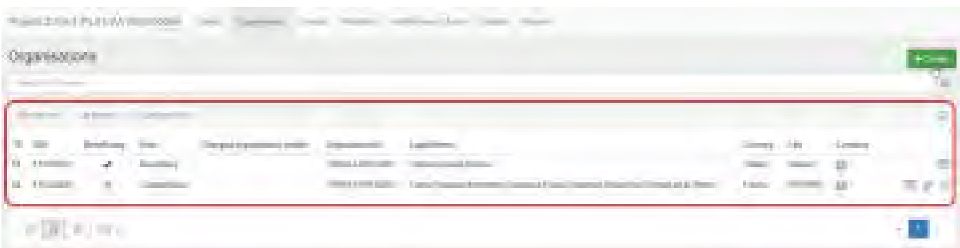
Within your project, open the **Organisations tab**.



2

Click "+Create" button.

The organisations list opens and displays all already registered organisations for your project.

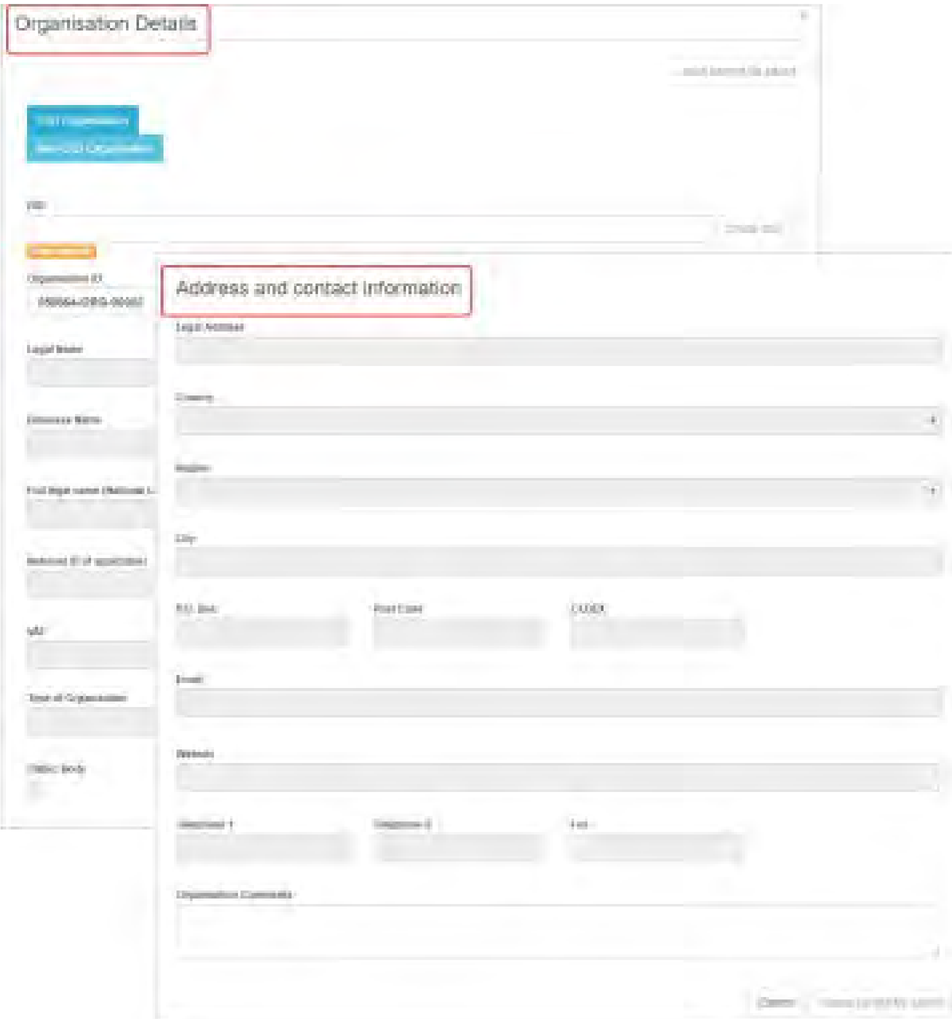


To add a new participating organisation, click the **+Create** button.

3

The organisation details window.

The organisation details window will open. It consists of two parts: **Organisation Details** and **Address and contact information**.



4

OID and Non-OID organisations.

Depending on the key action, you may see the **OID Organisation** and **Non-OID Organisation selector** on top of the organisation details window.

For key actions that display the selector, first select whether the organisation you want to add is one with an OID or without an OID. **OID Organisation** is selected by default.

Mandatory fields in the form are indicated by the orange **value required** box.

The **Organisation ID** field is prefilled, but can be changed manually. The only condition is that it cannot be the same for different organisations within the same project.

Note: This is not the OID coming from the Organisation Registration system , but the auto-generated Organisation ID in Mobility Tool+.

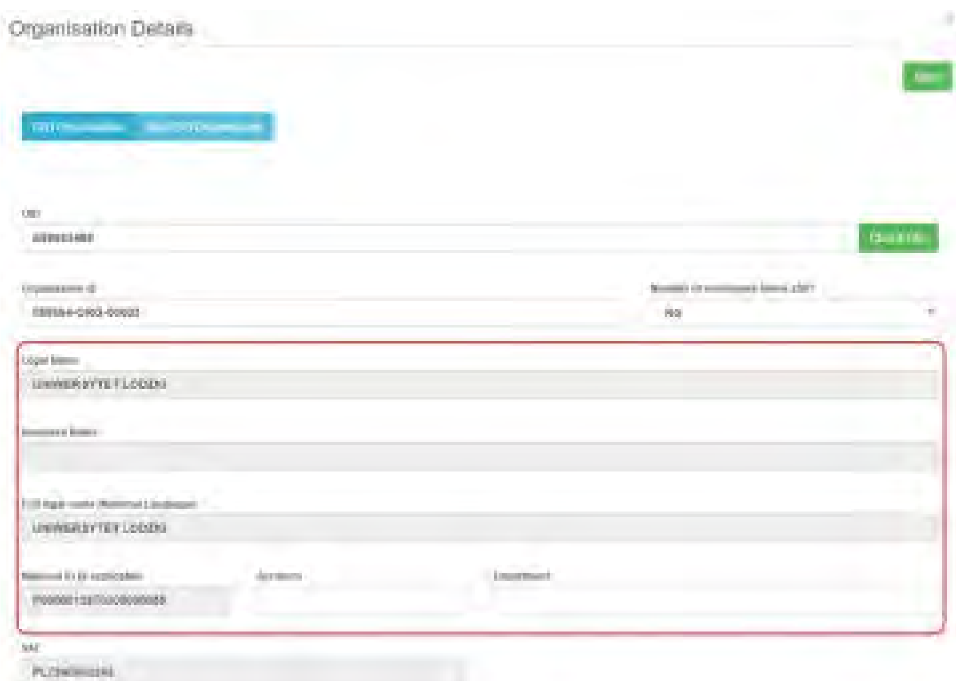
5

Adding OID organisations.

OID Organisation is selected by default. Enter the OID for the organisation in the **OID** field and click on the **Check OID** button.

If the OID is correct, all the organisation information will be automatically filled in in the form. The greyed out fields are read-only, as the data is taken over from the Organisation Registration system.

The remaining fields can be modified, if necessary.



Depending on the action type, different check boxes are displayed such as **Public Body** or **Non-profit**. Check the appropriate one(s) for the organisation you are adding..

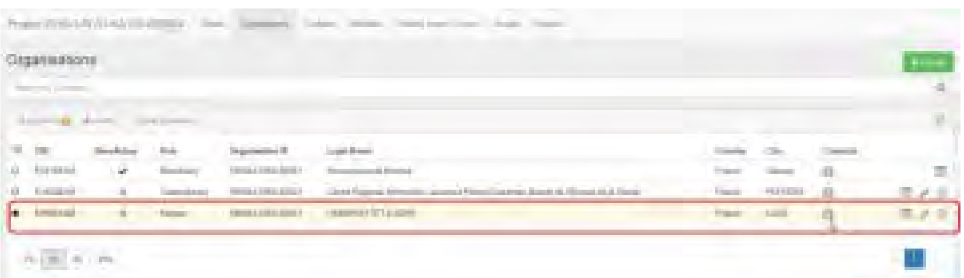
Here are two examples:

Note: If the organisation is already added to the project, an error message under the OID field will be displayed after the OID is checked. You will not be able to add this organisation again.

Save.

Save the organisation details by clicking the **Save** button.

The organisation is now displayed in the list of organisations, highlighted in yellow. In the **Contacts column** you will notice the number set to 0, meaning no contacts have yet been added for the organisation.



6

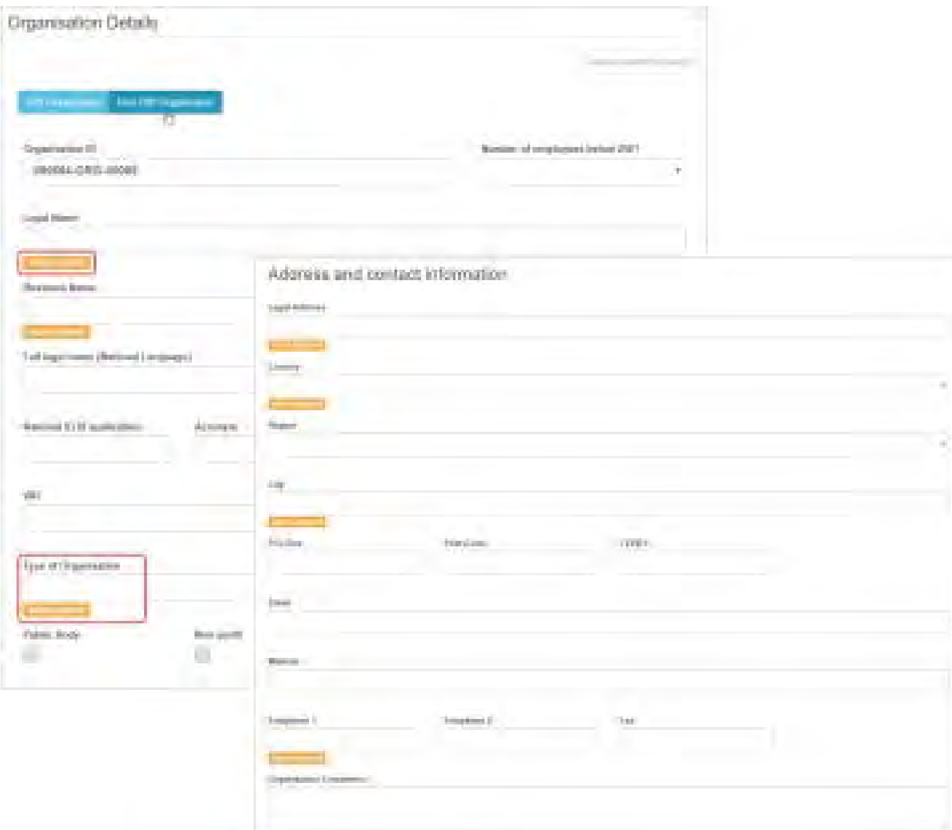
Adding Non-OID organisations.

If a Non-OID organisation has to be added to the project, click the **Non-OID organisation button**.

The window will close and the organisation details window will open. The screen consists of two parts: The **Organisation Details** and the **Ad dress and contact information**.

All mandatory fields are marked with the orange **value required** box.

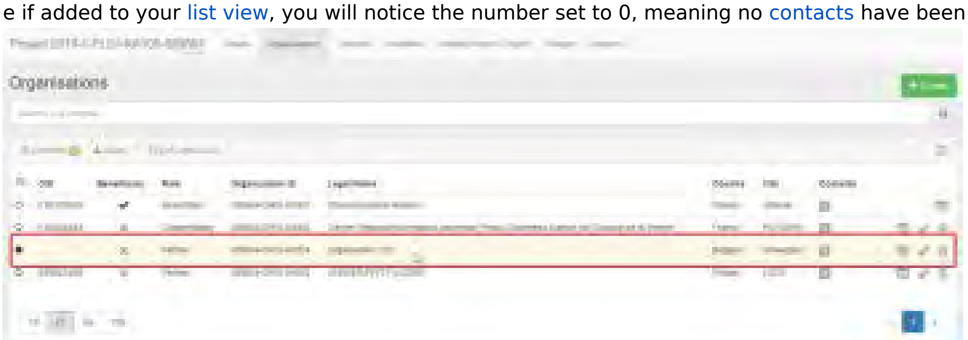
Take note of the **Type of Organisation** drop-down. Select here the appropriate organisation type.

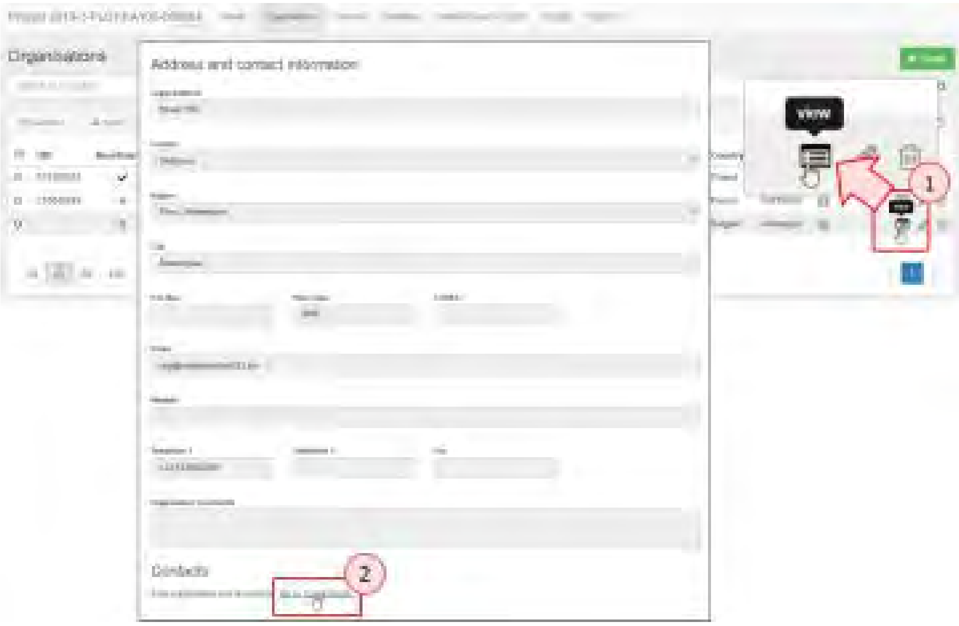


Enter all mandatory details in the form, in both sections: the **Organisation details** and **Address and Contact information**.

Once all information is entered, click the **Save** button.

The window will close and the organisation will be displayed in the list of organisations, highlighted in yellow. In the **Contacts column,** visibl e if added to your list view, you will notice the number set to 0, meaning no contacts have been added yet for the organisation.



7	**View organisation details and quick access to contacts.** 1. You can view all organisation details via the **View icon** next to it in the list of organisations. 2. At the bottom of the **Organisation Details** window you now have a new section available: **Contacts**. Here you will find a summary of how many contacts are added for this organisation and the quick link **Go to Contacts tab,** bringing you to the contacts page for this specific organisation. 

Related articles

- ESC MT+ Manage organisations
- MT+ "Co-Beneficiary" organisation for KA101/KA104
- MT+ How to add organisations for KA1 and KA3 projects
- MT+ How to manage organisations for KA1 & KA3 projects
- MT+ How to manage organisations for KA2 projects
- MT+ KA203 Invited organisation from enterprise
- MT+ Manage Organisation ID
- MT+ Update OID or confirm changed organisation details
- MT+ Use of Organisations in Mobilities and Complementary Activities (KA135/KA125)

MT+ Use of Organisations in Mobilities and Complementary Activities (KA135/KA125)

Relevant for...

Call Year	Key Action	Action
2017	KA1 - Mobility of individuals	KA135 - Strategic EVS
2018		KA125 - Volunteering activities funding

- Organisations as Associated partners used for Complementary Activities.
- Organisations as Coordinating, Sending or Hosting partners used for the Mobilities.

For 20107 KA135 and 2018 KA125 projects an organisation can be added as a co-beneficiary or as an associated partner. Co-beneficiary organisations may not participate in mobilities unless they have an accreditation as Sending and/or Hosting organisation. Associated partners may not participate in mobilities. Organisations may be added to the project with or without a PIC reference.

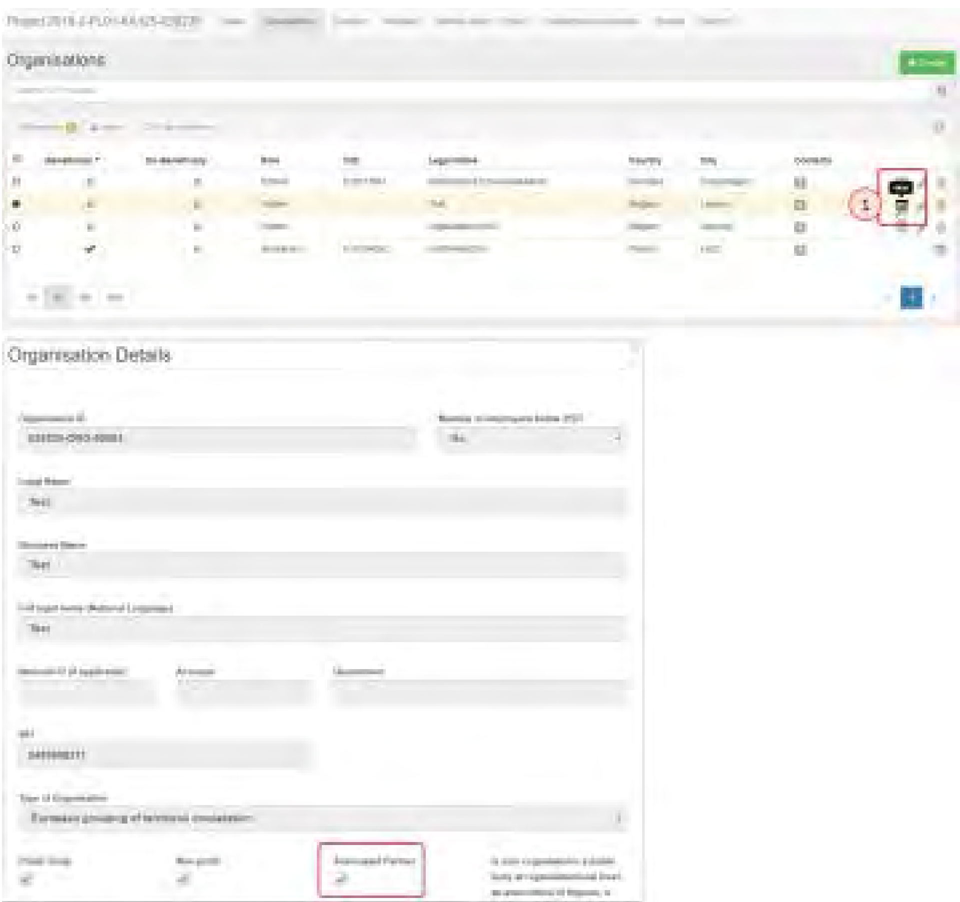
Organisations as Associated partners used for Complementary Activities.

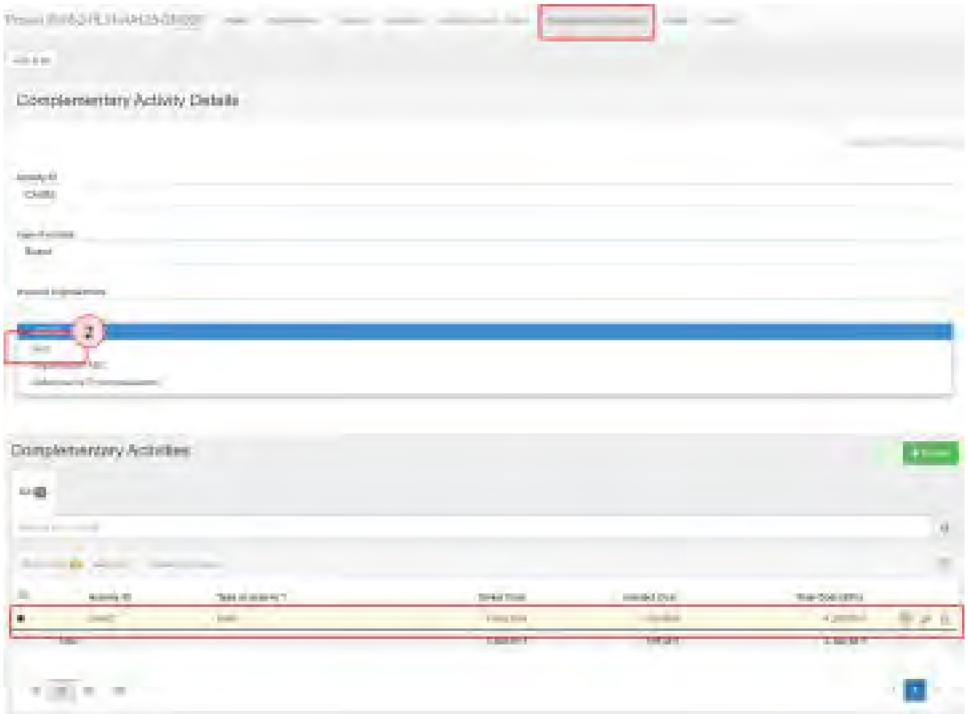
Explanation and illustration

Organisations with or without OID marked as **Associated Partner** can be used in **Complementary Activities**.

In the example below:

1. In the **Organisations** tab we added a non OID organisation named 'Test' and indicated the role as an **Associated Partner.**
2. In the **Complementary Activities** tab the organisation 'Test' appears amongst the list of the **Involved Organisations**.




Complementary Activity Details
Complementary Activities

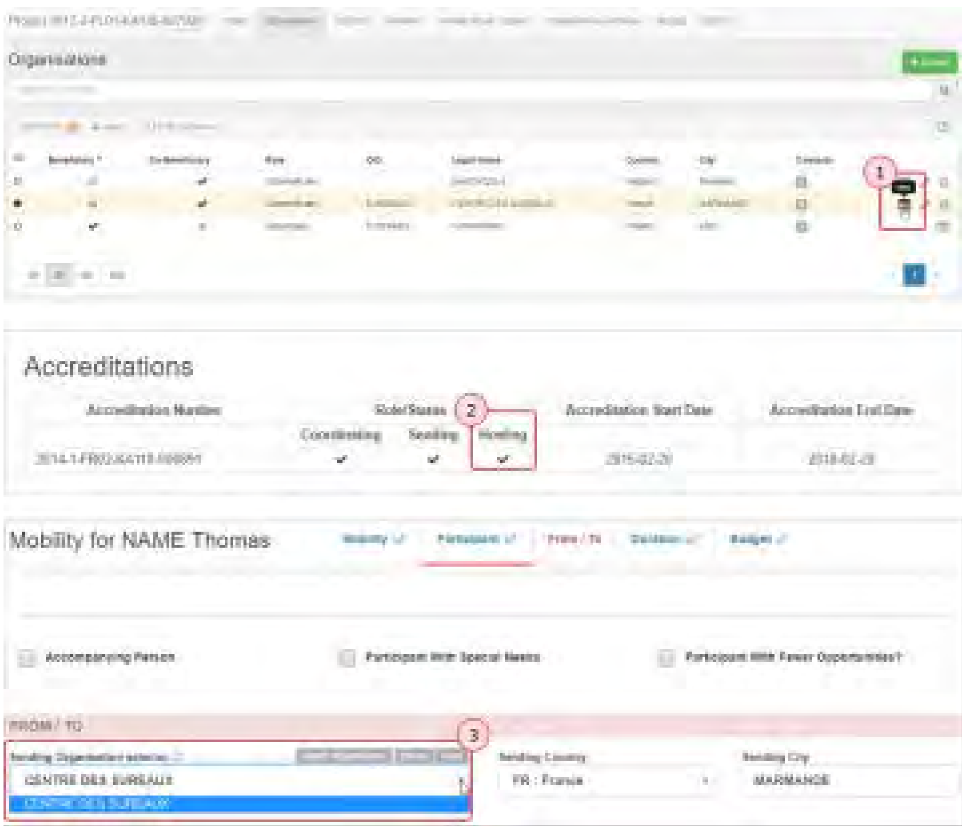
Organisations as Coordinating, Sending or Hosting partners used for the Mobilities.

Explanation and illustration
Organisations that have an active **Accreditation** for one or all of EVS accreditations (**Coordinating, Sending** or **Hosting**) can be used in the **Mobilities**.

> **Information**
>
> **Organisations** with a role as an associated partners can not be used in the Mobilities.

In the example below we added:

1. An Organisation is added as co-beneficiary.
2. From the organisation details (accessible via the **View** option), the accreditation role and status are indicated. The active **Hosting** accreditation is indicated by a check mark and the period for which the accreditation is valid is displayed.
3. When adding a mobility, the organisation can be used as a **Receiving Organisation** as it has a hosting accreditation.



Related Articles

- MT+ Use of Organisations in Mobilities and Complementary Activities (KA135/KA125)
- MT+ How to manage organisations for KA1 & KA3 projects
- ESC MT+ Manage organisations
- MT+ Manage Organisation ID
- MT+ Update OID or confirm changed organisation details
- MT+ KA203 Invited organisation from enterprise
- MT+ How to manage organisations for KA2 projects
- MT+ How to add organisations for KA1 and KA3 projects
- MT+ "Co-Beneficiary" organisation for KA101/KA104

MT+ "Co-Beneficiary" organisation for KA101/KA104

Relevant for...

Call Year	Key Action	Action
2017 onward	**KA1 - Learning Mobility of Individuals**	KA101 - School education staff mobility KA104 - Adult education staff mobility

- Applying on behalf of a consortium.
- Check that an organisation is indicated as a Co-Beneficiary.
- Use Co-Beneficiary as Sending organisation.

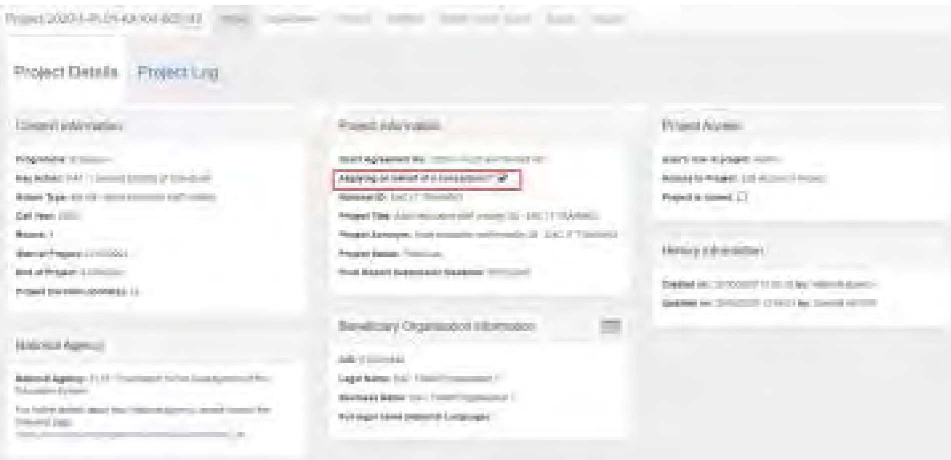
A project will only have organisations indicated as **Co-Beneficiary** if they applied on behalf of a consortium. For KA101 and KA104 projects, only organisations that are indicated as beneficiary or co-beneficiary can be selected as the sending organisation of a mobility.

Applying on behalf of a consortium.

To confirm if your organisation has applied on behalf of a consortium, please check the **Applying on behalf of a consortium** checkbox in **Project Details > Project Information**.

Only if this box is checked will you be able to select an organisation indicated as co-beneficiary.

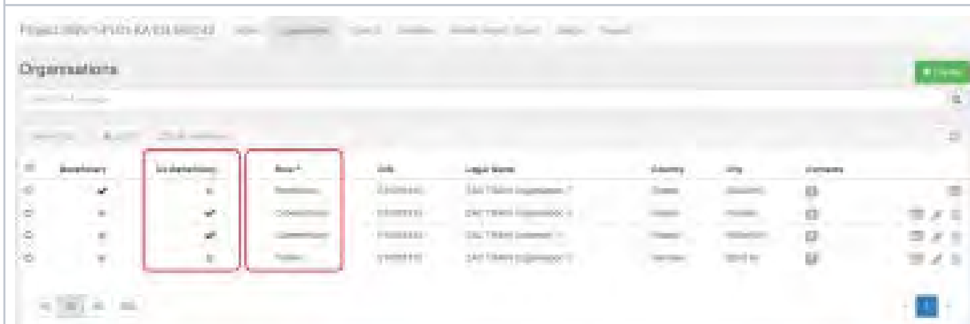
If the project is not indicated as **Applying on behalf of a consortium** and it should be, please contact your National Agency in order to request an amendment to the Grant Agreement.



Check that an organisation is indicated as a Co-Beneficiary.

Organisations indicated as co-beneficiaries will be flagged as such from the organisation list and from the organisation details screen. Co-Beneficiary organisations cannot be created in Mobility Tool+.

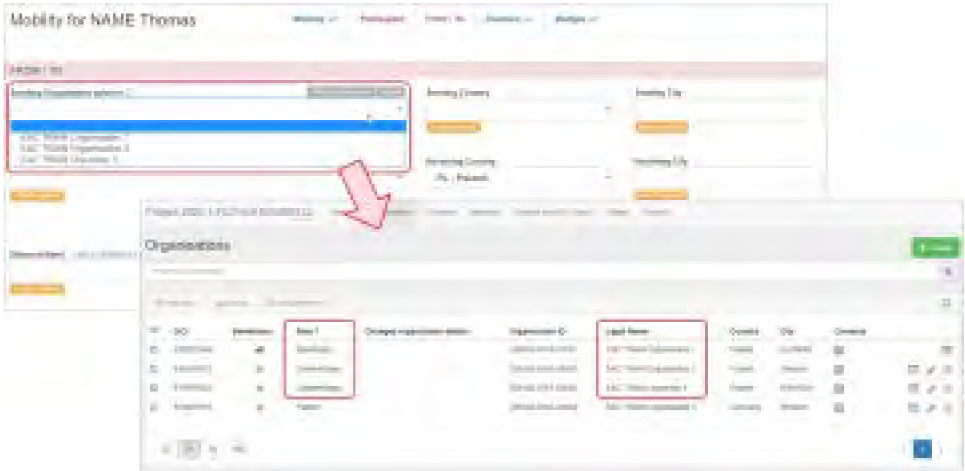
Note: If the Co-Beneficiary or Role columns are not displayed, see MT+ List functionality to adjust the view.



Use Co-Beneficiary as Sending organisation.

An organisation that is indicated as a **Co-Beneficiary** can also be used as a sending organisation for mobilities.

This is only relevant for **KA101** and **KA104** organisations where the organisation is indicated as a Beneficiary or Co-beneficiary.



Related Articles

- ESC MT+ Manage organisations
- MT+ "Co-Beneficiary" organisation for KA101/KA104
- MT+ How to add organisations for KA1 and KA3 projects
- MT+ How to manage organisations for KA1 & KA3 projects
- MT+ How to manage organisations for KA2 projects
- MT+ KA203 Invited organisation from enterprise
- MT+ Manage Organisation ID
- MT+ Update OID or confirm changed organisation details
- MT+ Use of Organisations in Mobilities and Complementary Activities (KA135/KA125)

MT+ How to manage organisations for KA2 projects

The **Organisations** tab in Mobility Tool+ is where the organisations participating in the project are managed. Organisations validated in the National Agency project management tool are created automatically when a project is sent to Mobility Tool+.

For KA2 projects the organisation details cannot be changed in Mobility Tool+, except for KA203 invited organisations.

If any change in organisation details is needed, the beneficiary should request an amendment process with the National Agency**.** Organisation details that are entered in Organisation Registration system (Organisation Registration system guide) should first be updated there before the National Agency will be able to adjust the details in the National Agency project and financial management system. Once the changes have been applied, the updated data will be sent to Mobility Tool+. The contact person of the beneficiary or coordinating organisation will receive a notification once the updated information is sent to Mobility Tool+.

This page provides an overview of organisations for KA2 projects, excluding detailed information on invited organisations in KA203 projects. Information on those specific organisations can be found under KA2 invited organisation from enterprise.

List of participating organisations.

Explanation and illustration

Organisations validated in the National Agency project management system are created automatically when projects are sent to Mobility Tool+.

The **list of participating organisations** in the projects organisations tab is sorted as follows by default:

1. The Beneficiary Organisation is displayed first.
2. Other participating organisations follow, ordered by country.
3. Invited organisations (only for KA203, from 2017 onwards) are shown last in the list.

In the list view you will also see following information:

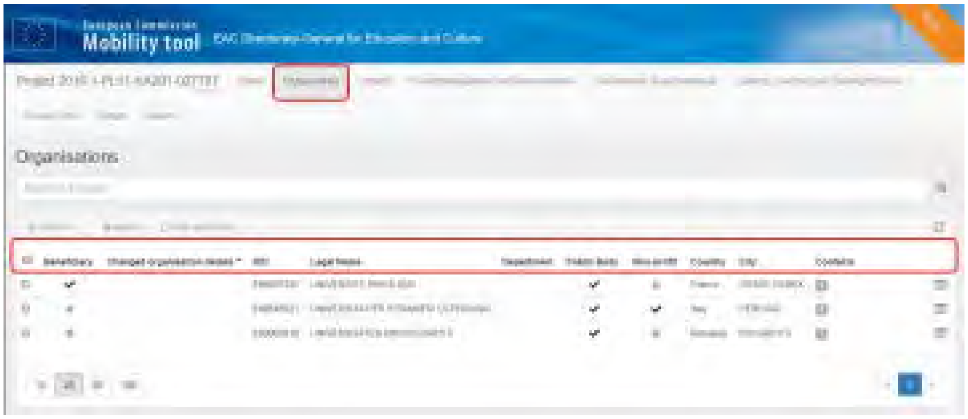
- OID
- Legal Name of the organisation
- Department
- Public Body
- Non-Profit
- Country
- City
- Contacts

Note: The display and displayed columns can be adjusted via the **Add/Remove columns** functionality in the organisation list view. Select and/or deselect columns to be displayed and click **Done**.

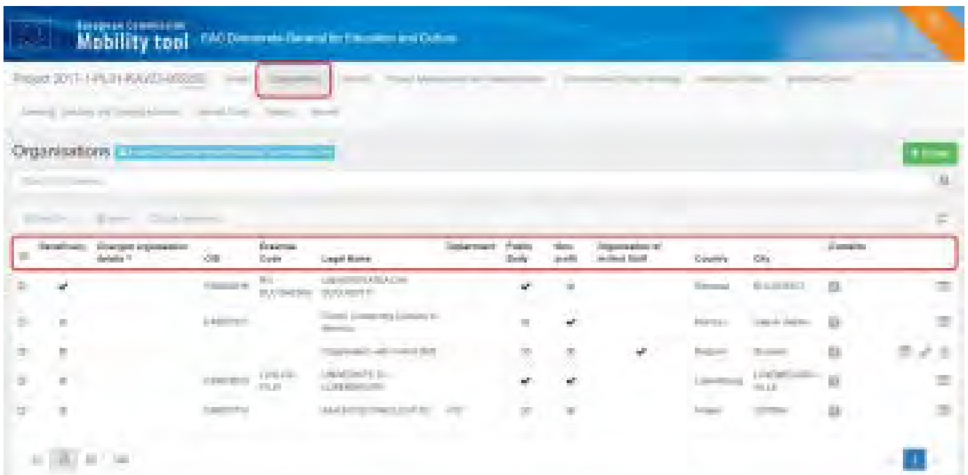
Example for KA201:

Example for KA203 incl. organisations of invited staff:

Example KA201:



Example KA203 incl. organisations of invited staff:



Changed organisation details.

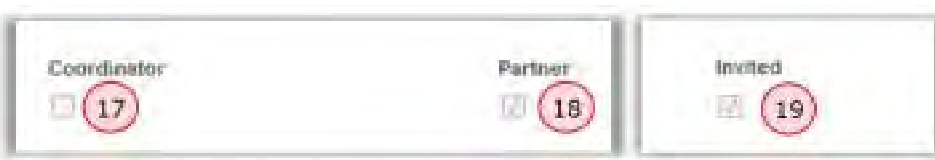
Explanation and illustration
In the list of organisations, the organisations that have had details updated in the National Agency project management system are easily identifiable as they are marked with an exclamation mark in the column: **Changed Organisation Details**. Details on how to update these for KA2 projects can be found here - MT+ Update OID or confirm changed organisation details.


Organisation details.

Explanation and illustration
Clicking on the **View icon**  in the organisation list will open the organisation details window. In this screen you will find all organisation details available. Note: Not all fields or flags are available for all KA2 projects. Slight differences are possible, depending on the specific action and the call year.

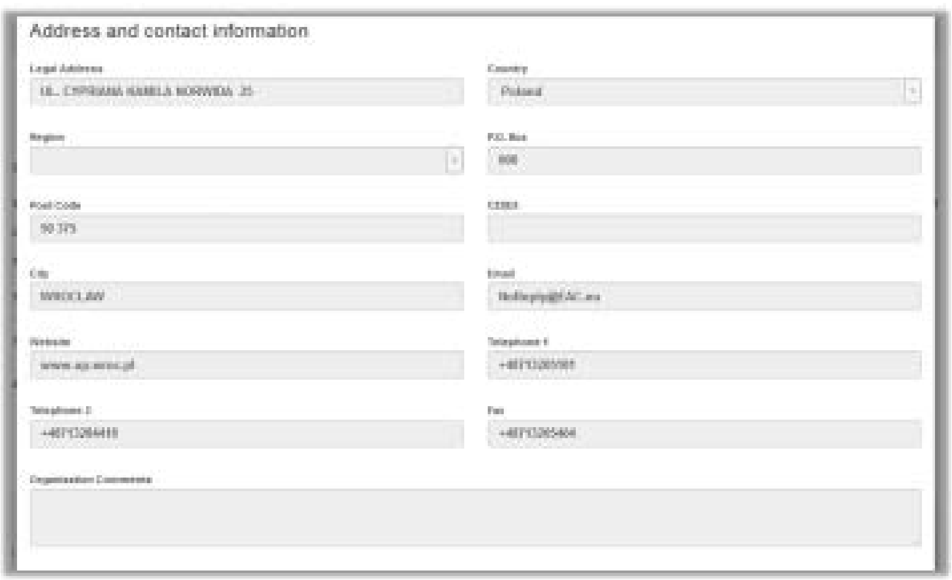
Field Name	Description
Organisation Details Screen	
1. OID	Organisation ID, a unique identifier of the organisation as provided by the Organisation Registration system and used in the National Agency project management system after NA certification.
2. Erasmus Code	Shown whenever a Higher education institution is participating in a KA2 project, irrespective of the action.
3. Partnership Entry Date	Date at which the organisation became active in the project.
4. Partnership Withdrawal Date	Date at which the organisation stopped being active in the project. This field is visible only if its contents are different from the Project End Date, meaning the organisation has withdrawn from the project before its conclusion.
5. Number of employees below 250	Indicates if the organisation's number of employees is below the threshold of 250, considered as a Small-Medium Enterprise (SME).
6. Legal Name	Legal name of the organisation using Latin characters as indicated in the Organisation Registration system.
7. Business Name	Legal name of the organisation using any characters (incl. national language characters) as indicated in the Organisation Registration system.
8. Full legal name (National Language)	Legal name of the organisation entered by the National Agency in its project management system and using any characters (incl. national language characters).
9. National ID	The national identification of an organisation, e.g. registry number given by country's chamber of commerce as indicated in the Organisation Registration system.
10. Acronym	The acronym of the organisation, if existing.

11. Department	If needed, the responsible department within the organisation.
12. Type of organisation	The type of the organisation, e.g. School, Foundation, Research organisation etc.
13. VAT	The Value Added Tax national number of the organisation as specified in the Organisation Registration system.
14. Beneficiary	Indicates if organisation is the project's Beneficiary Organisation.
15. Public Body	Flag indicating if the organisation is public body.
16. Non-profit	Flag indicating if the organisation is a non-profit organisation.
17. Coordinator	Flag indicating if the organisation is the project's coordinator, the initial applicant organisation as indicated in application form.
18. Partner	Flag indicating if the organisation is a project partner.
19. Invited	Flag indicating the organisation is sending invited participants in Learning, Teaching and Training Activities of type "Invited teachers at higher education Intensive Study Programmes (SP-HE-IST)".



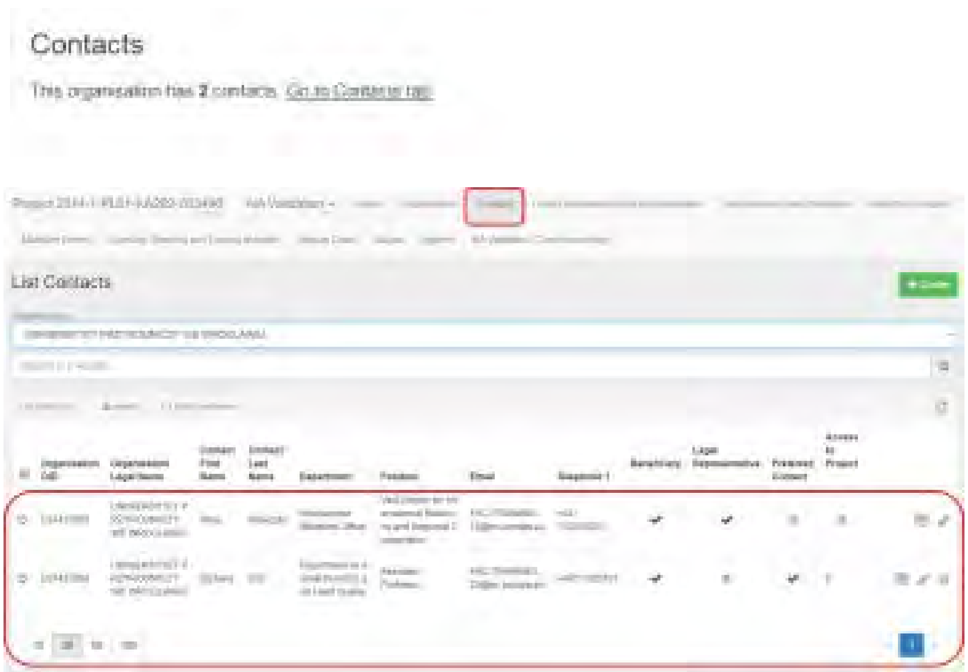
Address and Contact information screen.

In addition to the organisation details, you will find the address and contact information such as: the website, telephone, fax number, the number of contacts linked to the Organisation, etc.



Contacts

You will also find information about the number of contacts linked to the organisation. By clicking on the hyperlink **Go to Contacts tab**, the Contacts tab opens and shows the list of Contacts.



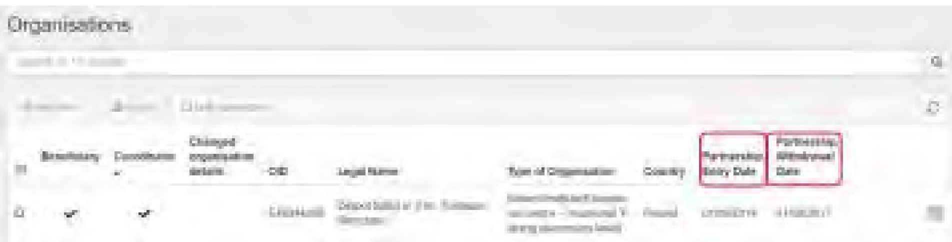
Adding, Editing or Deletion of organisations.

Explanation and illustration
New participating organisations cannot be added by the beneficiary in Mobility Tool+. Existing organisations in the project cannot be updated or deleted. For those situations, please contact your National Agency for an amendment process. Exceptionally, for Invited Organisations in KA203 projects starting call year 2017, it is possible to add, edit or delete those specific organisations.

Entry and Withdrawal dates of Participating Organisations.

Explanation and illustration

Inactive Participating Organisations in the project need to be flagged as such in the National Agency project management system. The period during which a participating organisation is active in a project has to be indicated using a start (**Partnership Entry Date**) and end date (**Partnership Withdrawal Date**).



Partnership Entry Date.

By default the **Start of project** date is used as the **Partnership Entry Date** in Mobility Tool+. If a new participating organisation is added, the date the organisation was added will be used as the **Partnership Entry Date** in Mobility Tool+.

Partnership Withdrawal Date.

By default the **End of Project** date will be used as the **Partnership Withdrawal Date** in Mobility Tool+. If a participating organisation is marked as withdrawn in the National Agency system, Mobility Tool+ will set the **Partnership Withdrawal Date** to the last modified date received.

Organisations that enter the project later or withdraw during the project life cycle must be indicated to the National Agency so that all needed updates can be made and the new information is made available in Mobility Tool+.

Important

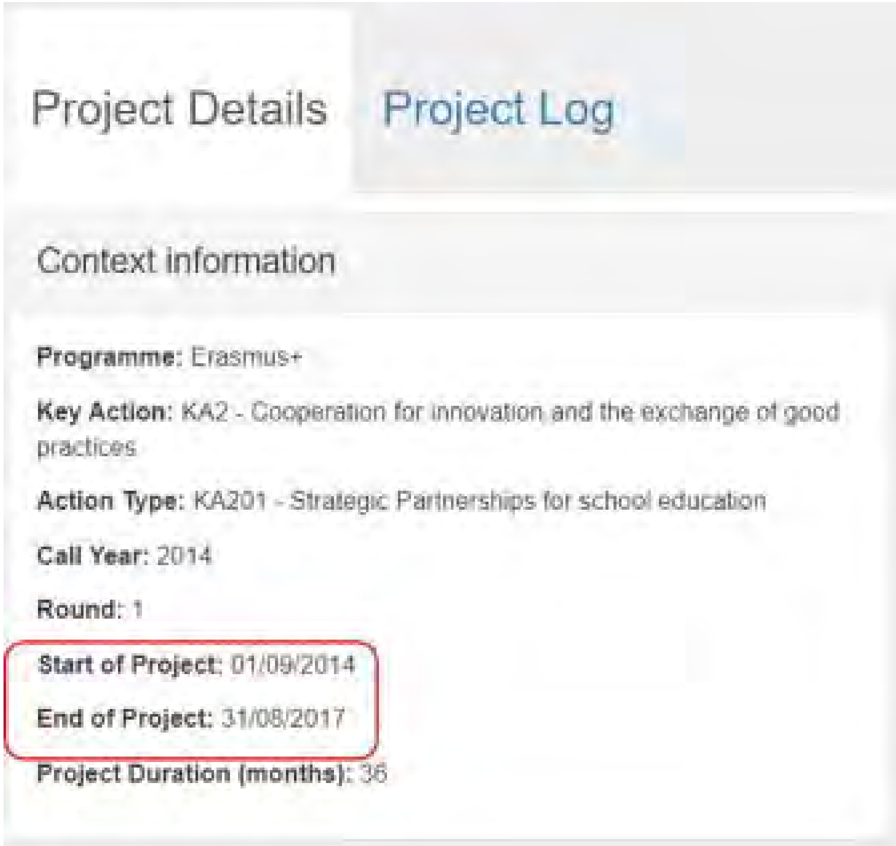
Any updates to the dates will not affect any details where the organisation has already been indicated to be participating in. However, for an activity extending beyond the withdrawal date, this activity has to be updated to indicate the organisation's participation up until the withdrawal date and not beyond.

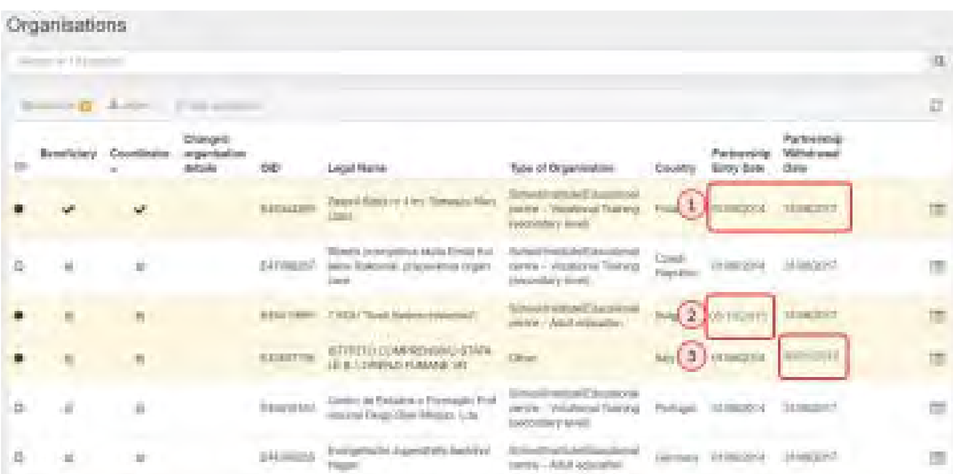
It is the responsibility of the beneficiary to maintain this data in a consistent state at all times.

Example: A new Intellectual Output is created in Mobility Tool+ starting 01/10/2016 and ending 31/10/2016. An organisation whose "Partnership Withdrawal Date" is the 30/09/2016 is not allowed for this particular Intellectual Output.

In our example you see:

1. Organisation with default / project duration dates
2. Organisation with later partnership entry date
3. Organisation with earlier partnership withdrawal date





Related Articles

- ESC MT+ Manage organisations
- MT+ "Co-Beneficiary" organisation for KA101/KA104
- MT+ Force majeure guidance due to Coronavirus
- MT+ How to add organisations for KA1 and KA3 projects
- MT+ How to manage organisations for KA1 & KA3 projects
- MT+ How to manage organisations for KA2 projects
- MT+ KA1 and KA2 Project Log
- MT+ KA2 Budget
- MT+ KA2 Force Majeure
- MT+ KA2 How to complete and submit the final beneficiary report
- MT+ KA2 Intellectual Outputs
- MT+ KA2 Learning, Teaching and Training Activities
- MT+ KA2 Multiplier Events
- MT+ KA2 Overview of virtual and blended activities
- MT+ KA2 Project Management and Implementation

MT+ KA203 Invited organisation from enterprise

Relevant for...

Call Year	Key Action	Action
2017 onward	KA2 - Cooperation for innovation and the exchange of good practices	KA203 - Strategic Partnerships for higher education

Invited organisations are not participating organisations per se, as they are not included in the project contract. Invited organisations are only available in **KA203** projects.

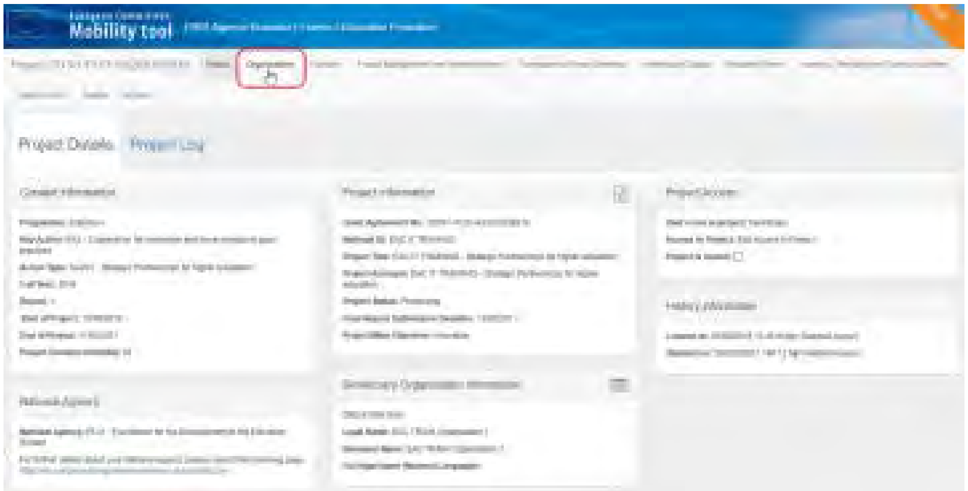
Such organisations send participants in the case of Learning, Teaching and Training activities of the type **Invited teachers at higher education Intensive Study Programmes (SP-HE-IST)** in KA203 projects.

This page provides information on these specific organisations in Mobility Tool+.

Invited Organisations in the participating organisations list

Explanation and illustration

To access the participating organisations within a project, navigate to the **Organisations tab** in your project menu.



The list of participating organisations opens. Within the list of organisations in KA203, invited organisations will be visible once you have added them to the project. At first only the organisations that are part of the grant agreement are displayed in the list.

To easily identify invited organisations within the list it is recommended to adjust your column display settings. To do this:

1. Click the **Add/Remove Columns** icon.
2. All possible column options will be displayed. Select the one stating **Organisation of Invited Staff.**
3. Click **Done**.

Organisation of Invited Staff organisations added in your project will display a check in the **Organisation of Invited Staff** column.

Adding invited organisations to a project

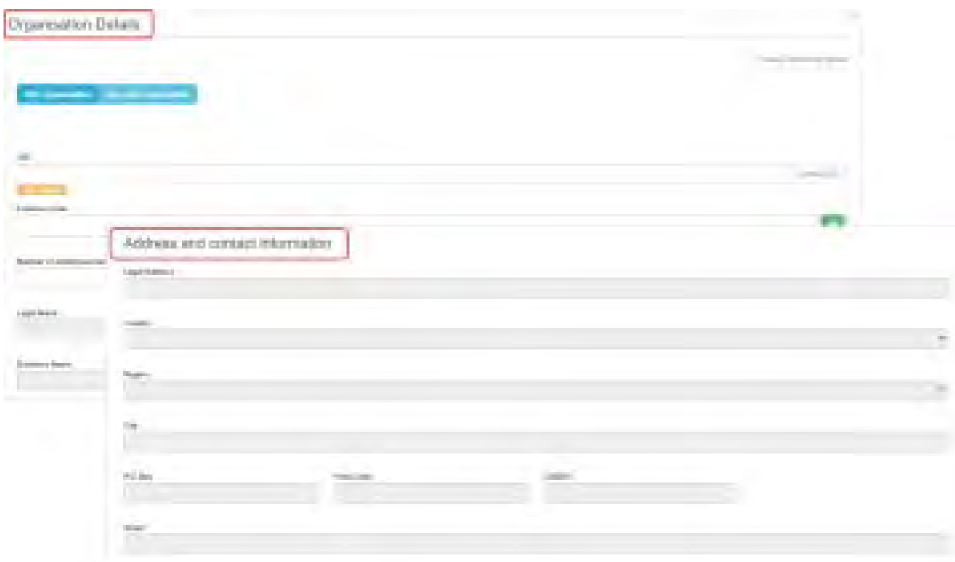
Mobility Tool+ allows the project beneficiary and partners to add invited organisations for KA203 projects. When you create such an organisation in Mobility Tool+ it is immediately flagged as an **Invited Organisation**. This flag cannot be changed or removed.

Invited organisations may or may not have an Organisation ID. If they do not have an Organisation ID, all mandatory fields (indicated in orange, stating **Value required**) must be filled in manually when creating the invited organisation's details.

To add an invited organisation.

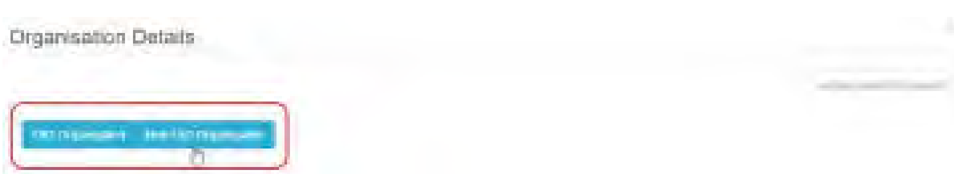
1. From the list of organisations, click on the **+Create** button.

2. The Organisation Details window opens, consisting of two parts:
   a. **Organisation Details**
   b. **Address and contact information**



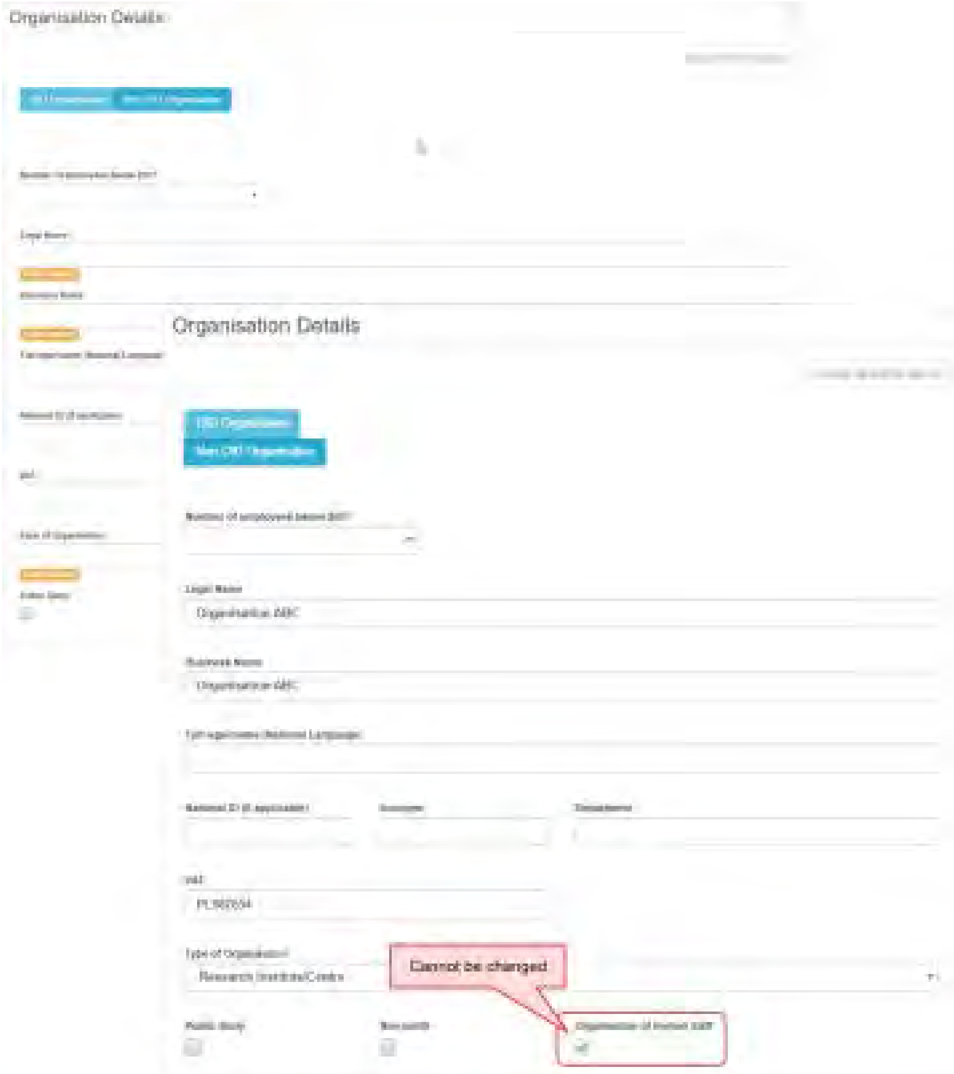
3. Select if the organisation you want to add is an **OID** or **Non-OID** organisation.

   a. Selecting **OID Organisation** will prefill the organisation details as available in the Organisation Registration system.
   b. Selecting **Non-OID Organisation** will require you to manually enter all mandatory data (fields having the orange flag "value required").

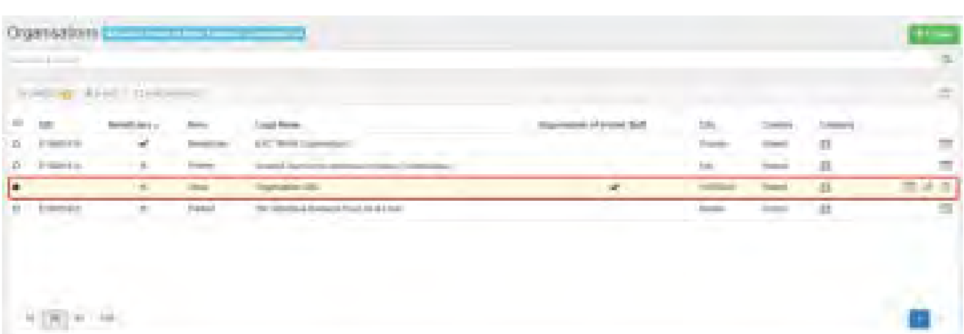


4. Enter the details that are missing (OID Organisation) or marked as mandatory (Non-OID Organisation).

5. The **Save** button becomes active after all mandatory information is provided. Click **Save.**



The added organisation will be displayed in the list of organisations.

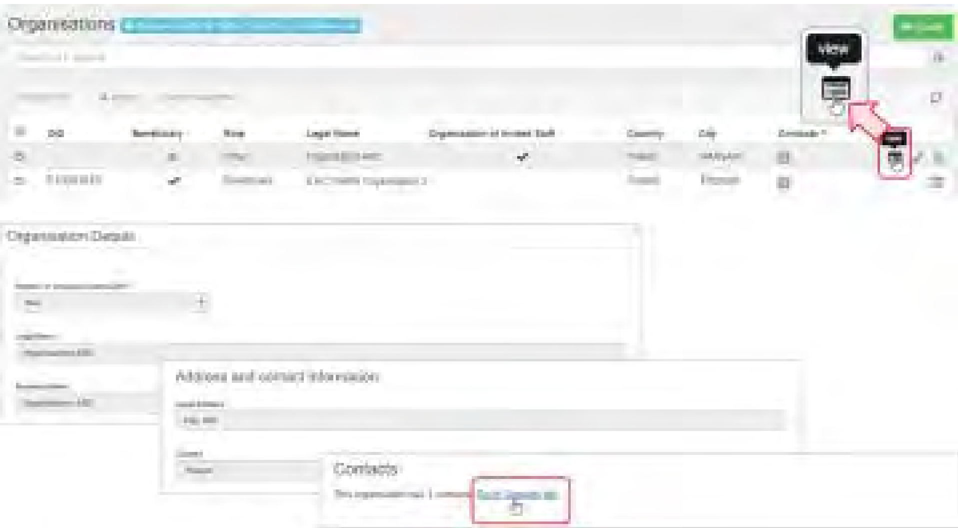


View Organisation Details

Clicking on the **View icon** in the list of organisations will open all details available for the specific organisation. The screen consists of three sections:

1. Organisation Details and
2. Address and contact information
3. Contacts

All information in this screen is read only. Under the **Contacts** section you have a direct link to the contacts screen for the specific organisation.



Updating/Editing details for Invited Organisations

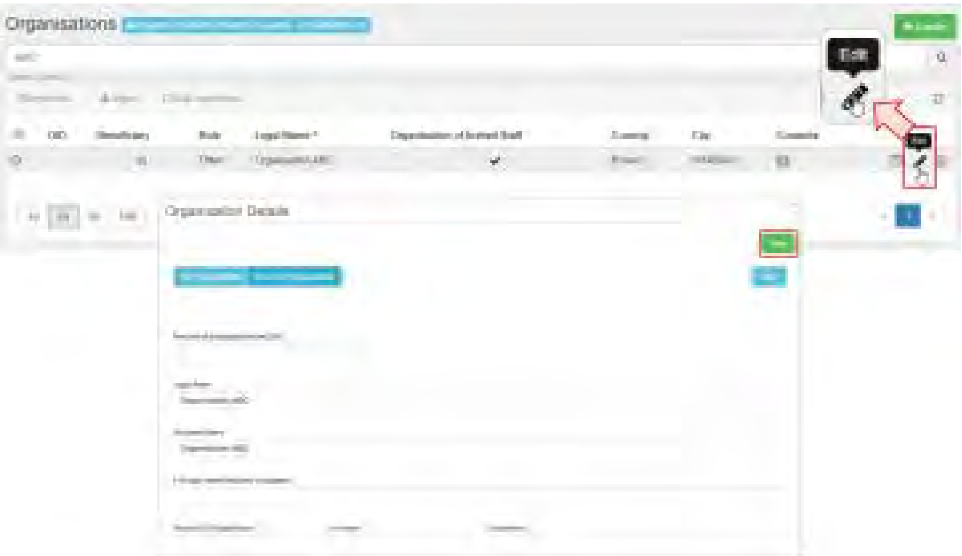
Explanation and illustration

A flag in the organisation view will indicate if the organisation is an **Invited Organisation**. Certain details for such organisations can be modified and most fields in the organisation details screen are editable.

For OID organisations details such as the address, organisation name, etc. cannot be updated in Mobility Tool+. If such changes are required, the organisation details have to be updated in the Organisation Registration system first.

To update organisation information:

1. Click on the **Edit** icon in the list of organisations next to the invited organisation you wish to update.
2. The **Organisation Details** window opens.
3. Update the required information. Note: Some fields may be read-only (greyed out) and cannot be changed, depending if an OID or Non OID organisation was added.
4. The **Save** button only becomes active if you have made changes. Once the updates are made, click the button.

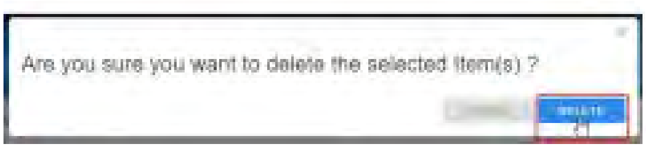


Delete an Invited Organisation

Explanation and illustration
Invited organisations are the only organisations in such projects that can be removed from the project by the beneficiary. Please note that if you want to delete an invited organisation from the project you must first delete it from the relevant Learning, Teaching and Training activity. An error message is displayed otherwise.

To remove an invited organisation from the project:

1. In the organisations list, click the **Delete icon** next to the organisation you want to remove.
2. Confirm the deletion by clicking **DELETE** in the confirmation pop-up.



Contacts of Invited Organisations

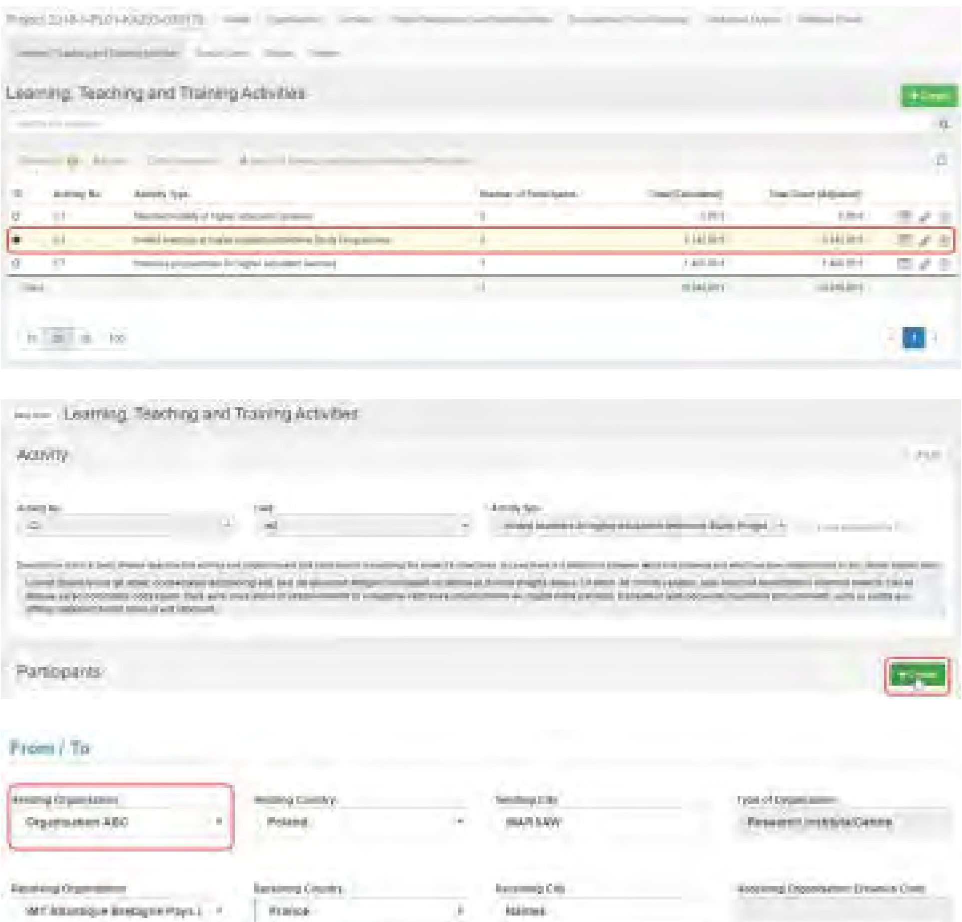
Explanation and illustration
Contacts for invited organisations can also be added in Mobility Tool+ from the **Contacts** tab, using the **+Create** button. As opposed to contacts of participating organisations, these contacts will not have access to the project information in Mobility Tool+. This setting cannot be changed.

Invited Organisations in Learning, Teaching and Training Activities

Explanation and illustration

When entering the participant details for activities of type **Invited teachers at higher education Intensive Study Programmes**, the beneficiary must **indicate** the organisations sending invited teachers/experts as **sending organisations.**

Ideally such invited organisations have already been indicated in the related web application form in the Learning, Teaching and Training Activities section.

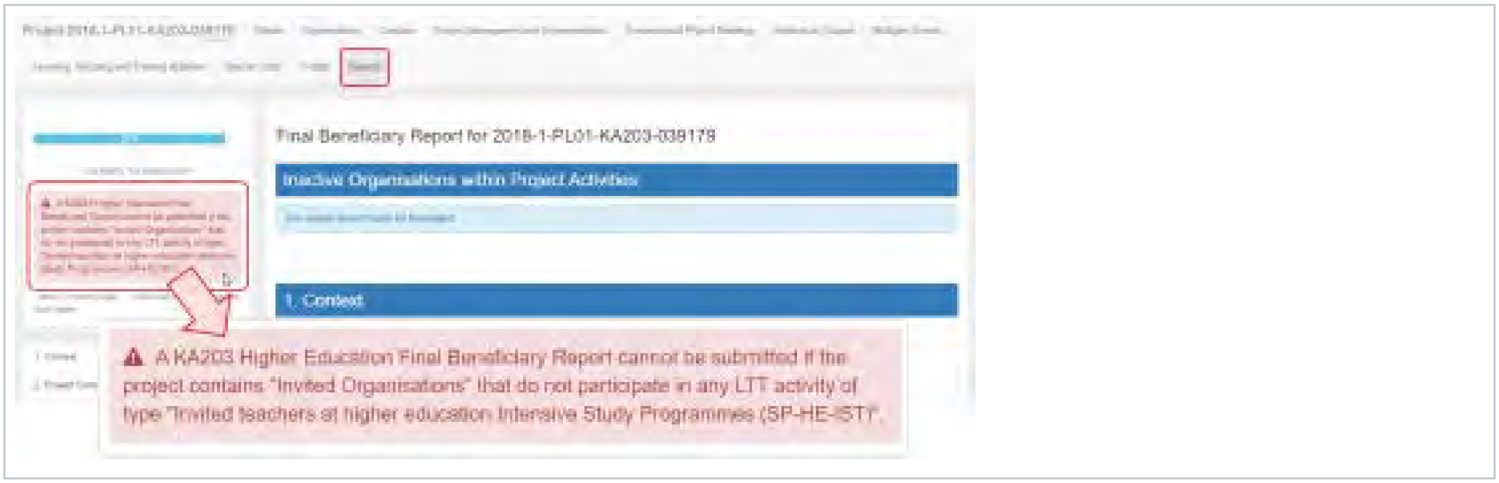


Impact of Invited Organisations on the Beneficiary Report

Explanation and illustration

A KA203 Higher Education Final Beneficiary Report cannot be submitted if the project contains invited organisations that do not participate in any Learning, Teaching and Training activity of type Invited teachers at higher education Intensive Study Programmes (SP-HE-IST).

If this situation occurs, a warning message is displayed in the **Reports** tab when editing the report. To submit the report, the beneficiary must delete the invited organisation(s) not participating in any Learning, Teaching and Training Activities from the organisation list in Mobility Tool+.



Related Articles

- MT+ KA203 Invited organisation from enterprise
- MT+ How to manage organisations for KA2 projects

MT+ Update OID or confirm changed organisation details

Relevant for...

Call Year	Programme	Key Action	Action
All	Erasmus+	**KA1 - Mobility of individuals** **KA3 - Support for policy reform**	All
2018 onward	European Solidarity Corps	n/a	All

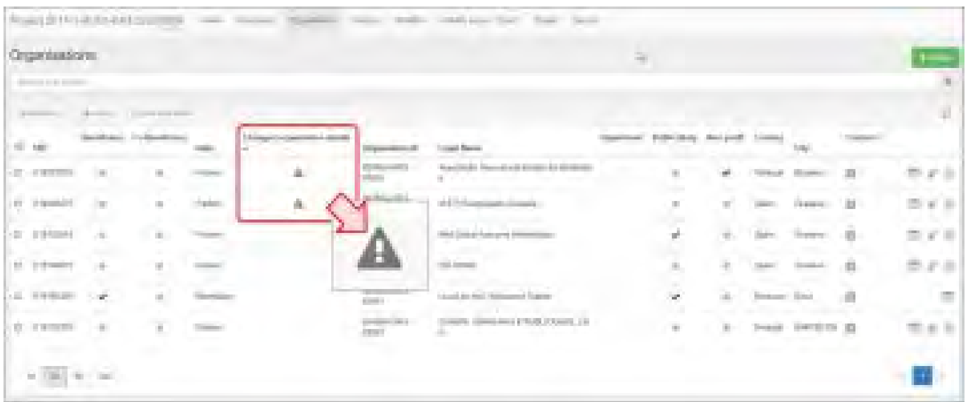
This page explains how to update the Organisation ID (OID) or confirm an update on organisation details in Mobility Tool+ which has been updated in the National Agencies project management system and/or in the Organisation Registration system.

- Acces your project and click the "Organisations" tab.
- The "Changed organisation details" column.
- Updating the Organisation Details.
- The organisation details are updated.
- The "Changed organisation details" column is updated.
- The "Bulk Operations" option.
- The "Changed organisation details" column is updated.

Acces your project and click the "Organisations" tab.

Explanation and illustration
If a project contains an organisation that requires an update, on the Mobility Tool+ home screen a warning icon is displayed in the **Changed organisation details** (1) column , if you have added this column to your list view. Open the project and click the **Organisations** tab (2).


The "Changed organisation details" column.

Explanation and illustration
The **Changed organisation details** column indicates that data of an organisation has changed and needs to be updated. This is indicated by a grey warning icon. **Take note** Note that some information is updated automatically without requiring any confirmation, for example the organisation's telephone number. Changed organisation details can either contain: • **Changed data** - The organisation details such as legal name or address have been updated in the National Agency's project management system. • **Changed OID** - In the case where one organisation is absorbed by or merged into another one. For example, an organisation with OID1 is merged with another organisation with OID2 so OID1 is marked as deprecated and replaced by OID2. • **Changed Erasmus code** - As a result of an expired and/or renewed Erasmus code, the organisation details also require to be updated.


Editing the specific organisation.

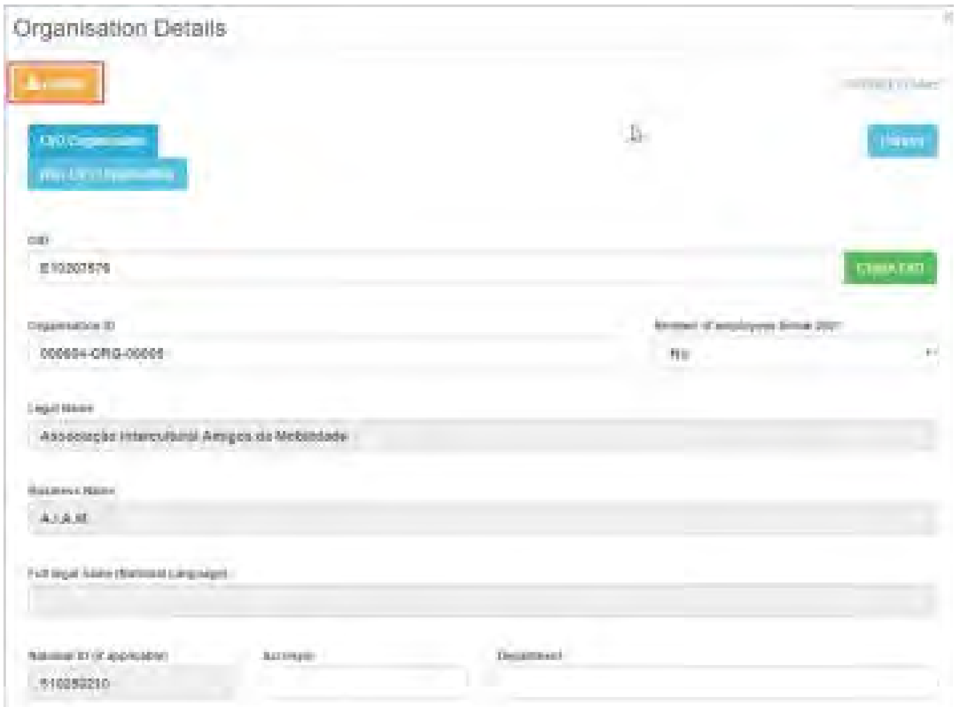
Explanation and illustration
To update the specific organisation details, click the **Pencil** or **Edit** icon.


Updating the Organisation Details.

Explanation and illustration

On top of the **Organisation Details** screen an orange **update** button displays. To confirm the changes and replace the old information with the new details, click on the **update** button.

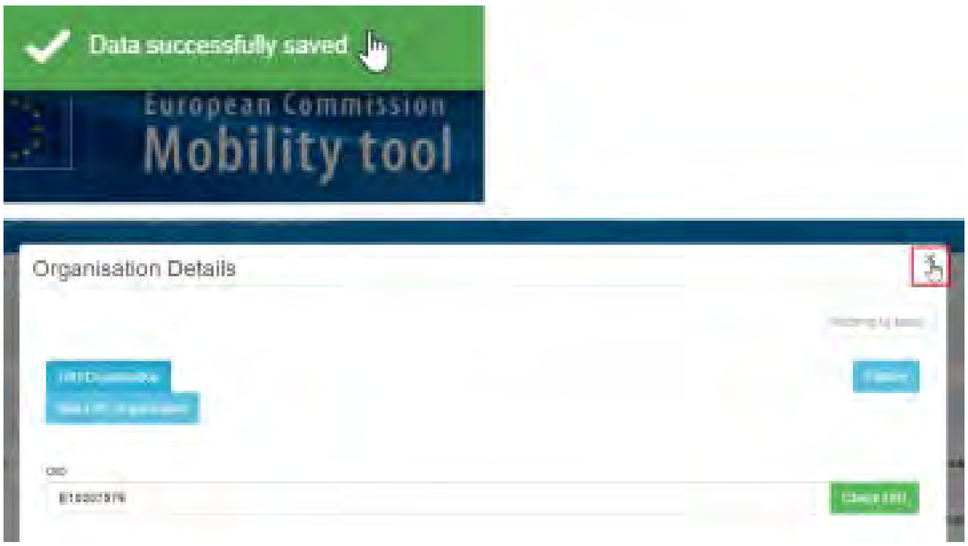
> **Take note**
>
> Note that some information is updated automatically without requiring any confirmation, for example the organisation's telephone number.



The organisation details are updated.

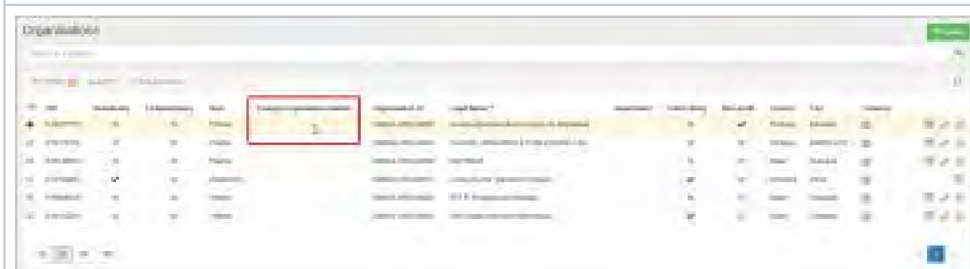
Explanation and illustration
A confirmation message displays. The relevant fields have now been updated with the new details. Click the **X** to close the window and to return to the **Organisations** tab.

> **Take note**
>
> Since there has been no direct editing in the **Organisation Details** screen, the button to save any changes is greyed out and displays **Nothing to save**.
>
> If you make additional manual updates in the Organisation Details, the **Save** button becomes active and has to be used to confirm those changes.



The "Changed organisation details" column is updated.

Explanation and illustration
In the **Changed organisation details** column, the warning symbol disappeared as the data is now up-to-date.



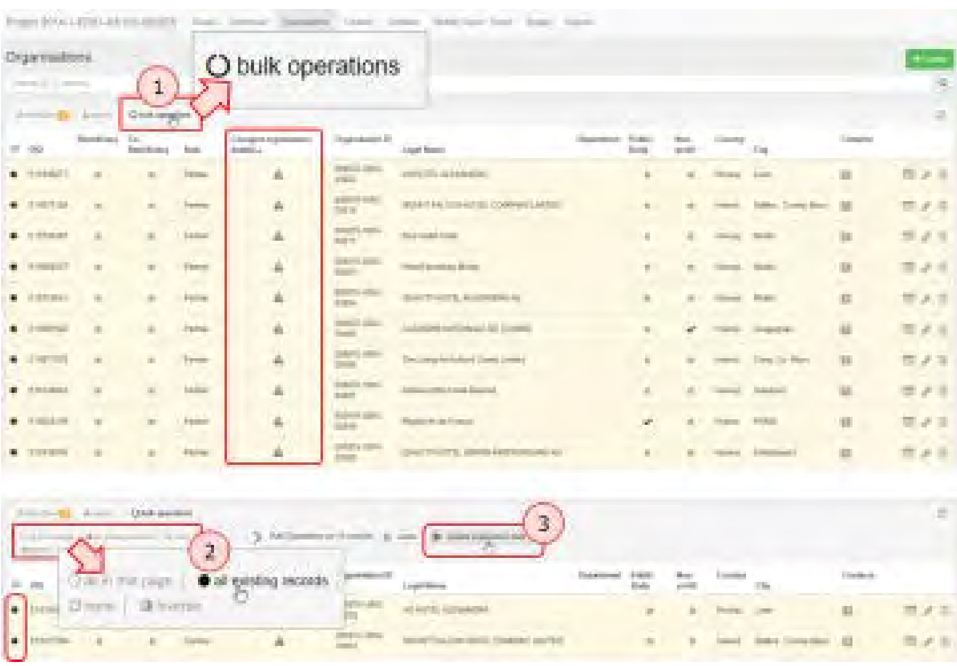
The "Bulk Operations" option.

Explanation and illustration

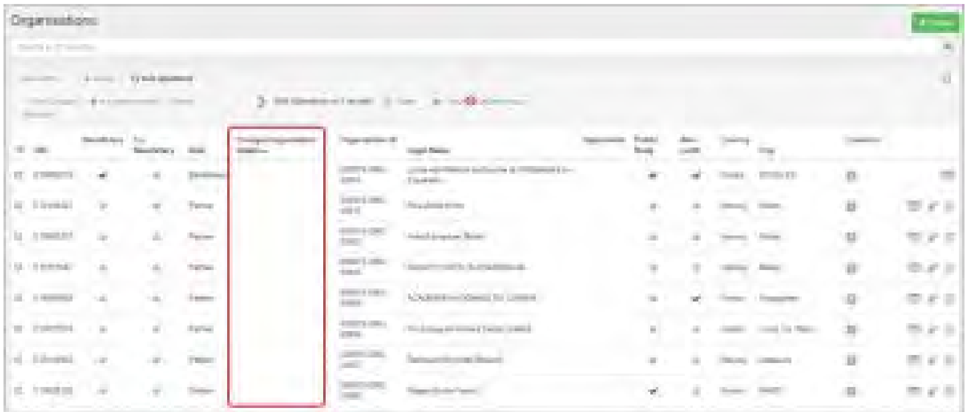
It is possible to confirm changed organisation data for multiple organisations at once:

1. Click the **bulk operations** link at the top of the organisation list.
2. Select the organisations to be updated manually, using the radio buttons before each record. If applicable, click on the relevant option to select **all** existing records or **all** records on the current page.
3. Click the button **Update organisation data**.

> **Important**
>
> Please note that if an error message occurs during the bulk update of organisations, this may be due to the fact that one of the organisations is deprecated or invalidated, yet is still used in the project mobilities and the new OID (i.e the OID it should be replaced by) is also created in the project.
>
> In such a situation, please remove/replace the organisation from the mobilities or project sections. Then the deprecated organisation can be deleted or removed from the project.



The "Changed organisation details" column is updated.

Explanation and illustration
In the **Changed organisation details** column the warning icons have disappeared, meaning that all updates were successful.


Related Articles

Content by label

There is no content with the specified labels

MT+ Manage Interim Report

Relevant for...

Call Year	Key Action	Action
2016 onward	KA1 - Mobility of individuals KA2 - Cooperation for innovation and the exchange of good practices.	KA107 - Higher education student and staff mobility between Programme and Partner Countries KA200 - Strategic Partnerships addressing more than one field. KA201 - Strategic Partnerships for school education. KA202 - Strategic Partnerships for vocational education and training. KA203 - Strategic Partnerships for higher education. KA204 - Strategic Partnerships for adult education. KA205 - Strategic Partnerships for youth. KA219 - Strategic Partnerships for schools only.

Table of Contents

Managing an Interim Report

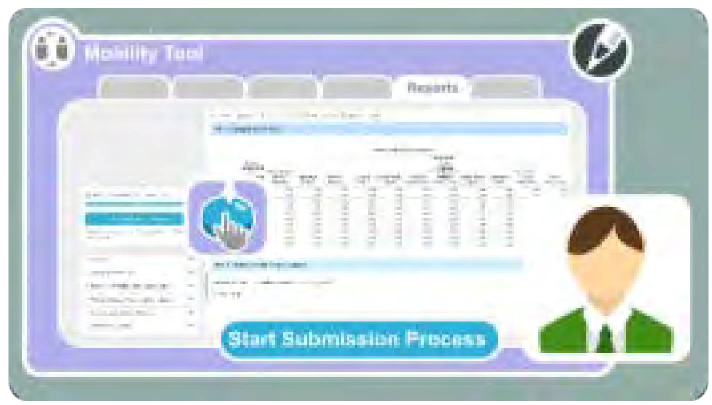
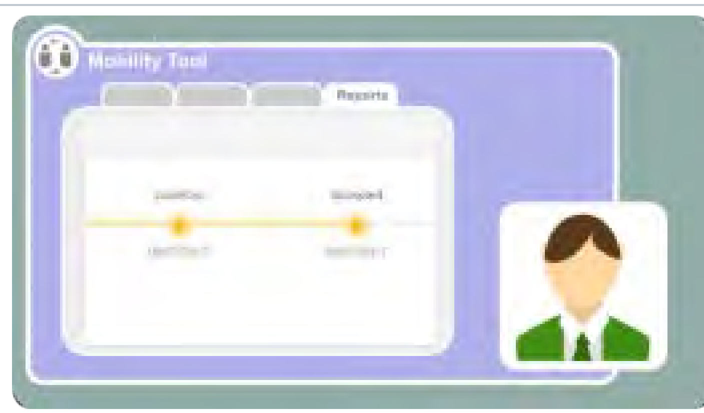
During the project lifecycle and before the submission of the final beneficiary report the NA can request an **Interim Report**.

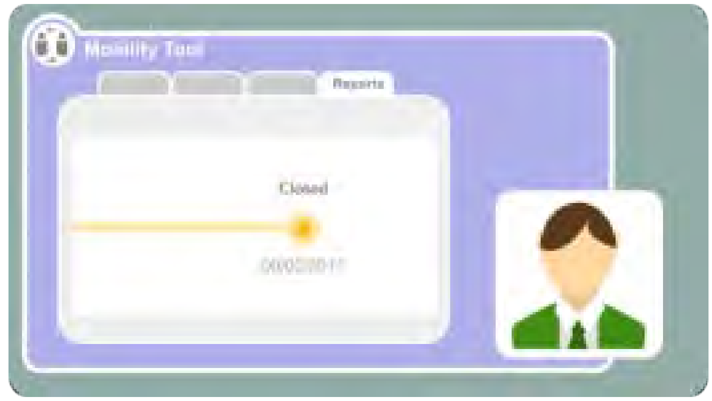
Under **Key Action 2**, beneficiaries will be asked to submit this report together with a progress or technical report informing the NA on the project status and, in some cases, accompanying the request for a further pre-financing payment. The interim and the progress or technical reports must be submitted by the deadline indicated in the grant agreement or grant decision.

Mobility Tool+ behaves as the interface for the beneficiary where data for the report is entered and notifications from the NA are received. The NA requests a new interim report from their project management system which sends a notification to the beneficiary in MT+ prompting them to fill in the interim report. The beneficiary then completes and submits the report in MT+ and submits it back to the NA for review. The NA assesses the report and, in the optimistic scenario, approves it. Mobility Tool+ then receives a notification that the report has been accepted.

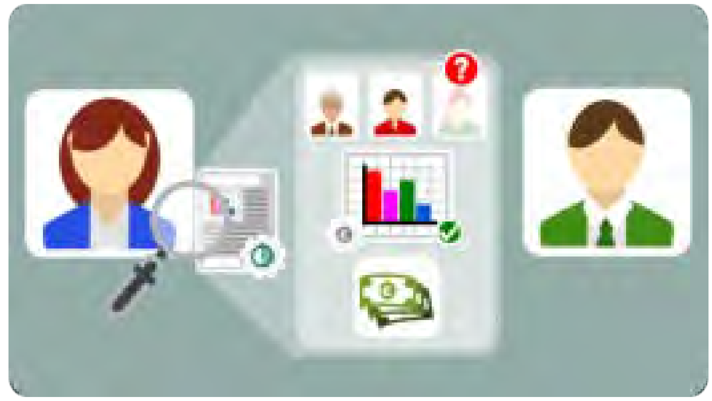
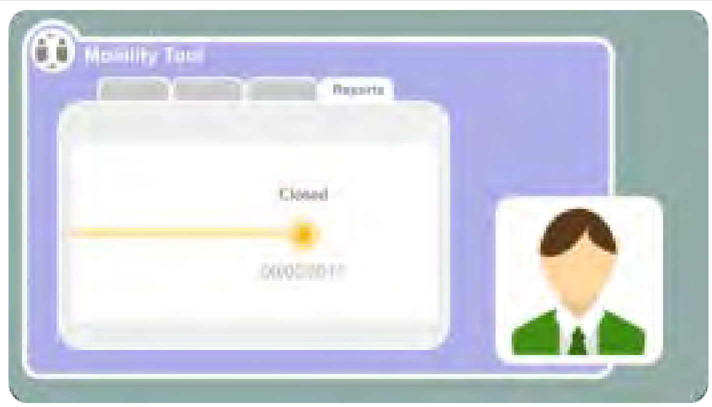
Extension: If necessary, the NA can add a deadline date which is then sent to Mobility Tool+ and communicated to the beneficiary. If the beneficiary does not submit the report in time an automatic reminder will be sent 15 days before the deadline date to the contacts who have access to the project in Mobility Tool+.

Approving an Interim Report

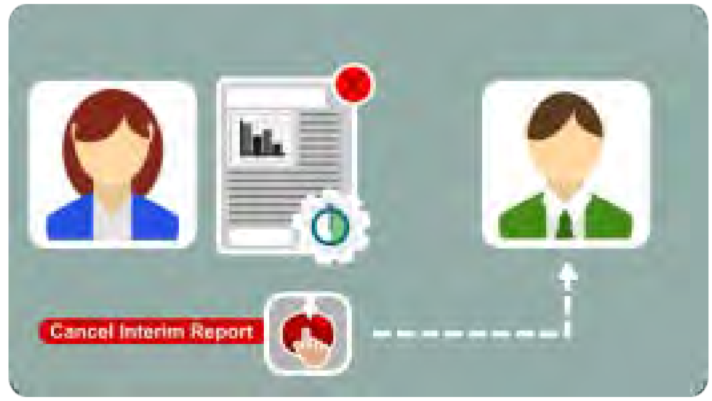
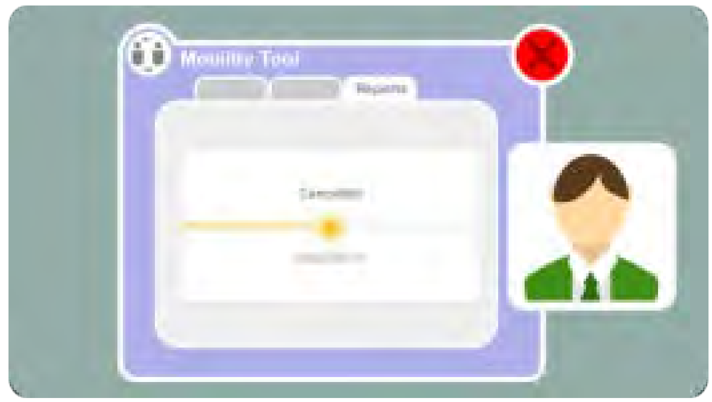
After an **Interim Report** request has been made by the NA, the beneficiary drafts and submits the report via the Mobility Tool.	
When the NA receives the Interim Report, they can acknowledge the receipt in their project management system. The acknowledgement of the submission of the report does not change the status of the interim report in MT+. The next stage is **Report Assessment** where the NA then completes the full review of the interim report and based on their findings, can decide to approve. Once approved, the status is **Accepted** in MT+.	

The interim report status will only appear as **Closed** when the Final Beneficiary report reception is acknowledged by the NA.	

Rejecting of an Interim Report

Situations can arise where the submitted interim report may have missing documentation or minor adjustments are needed to it. For example, if there is missing documentation, the NA can decide to decline the received report or as a result of assessment, they may reject the report. Please note that the automatic notification will read that the report is rejected for both cases. The NA will contact the beneficiary indicating the reason for rejection and how the report should be modified.	
Once modified the beneficiary then submits the updated interim report. If the updates to the new version of the report have been successful, the NA can **Sign (to Accepted)** in EPlusLink and once accepted the beneficiary receives a notification that the report has been **Accepted** in the **Mobility Tool**.	
The NA can then begin the **Report Assessment** and once approved, the beneficiary will receive **Accepted** notification in MT+. The interim report status will only appear as **Closed** when the Final Beneficiary report reception is acknowledged by the NA.	

Cancelling an Interim Report

The **cancellation** of an Interim Report is done by the NA in their project management system and can happen in different situations. For example an additional interim report was submitted by mistake or the project will terminate with no grant and will no longer require the interim report to be submitted.	
When the interim report is cancelled, the beneficiary receives a notification of cancellation from the NA in the Mobility Tool and the report is locked so the beneficiary can no longer edit the report.	

How to do this in the tools

MT+ How to submit an interim report

A notification is sent to the preferred contact of the beneficiary or coordinating organisation, when an interim report request is sent. If there is no notification received by the preferred contact, there is no interim report requested for your project. Before creating or completing your interim report ensure that all project information has been updated correctly, by checking the various project tabs.

Quick steps

1 Click the "Edit Draft" button
2 Complete the report
3 "Start Submission Process"
4 Download and fill in the "Beneficiary Declaration of Honour and Signature"
5 Mark that the attachment "Contains declaration of honour" and proceed
6 "Accept" the "Data Protection Notice"
7 Complete the "Checklist" and proceed
8 "Submit Beneficiary Report"
9 "Submission in progress" status
10 "Submitted" status

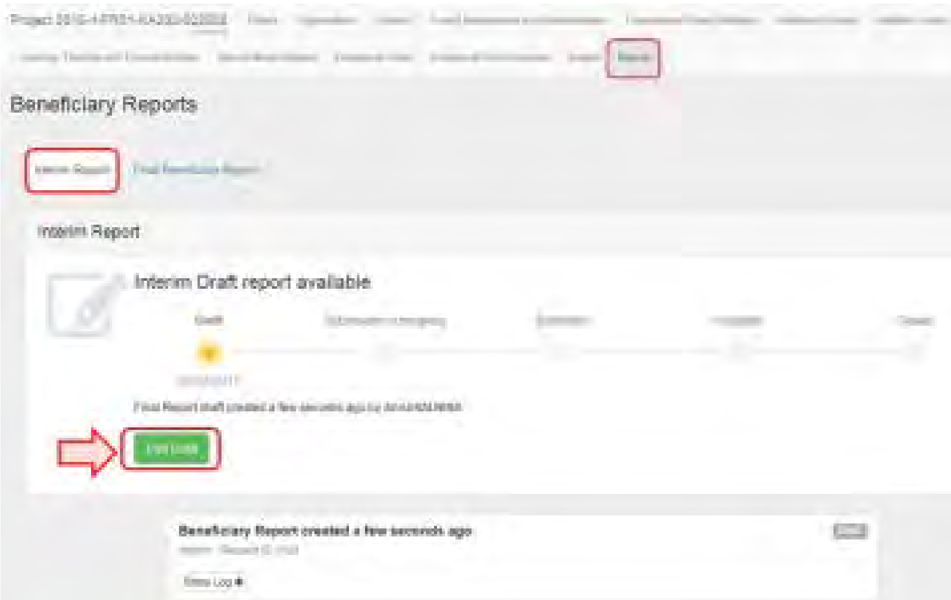
Detailed steps

Steps

1

Click the "Edit Draft" button

In the **Interim Report** menu, click the **Edit Draft** button to open the report.

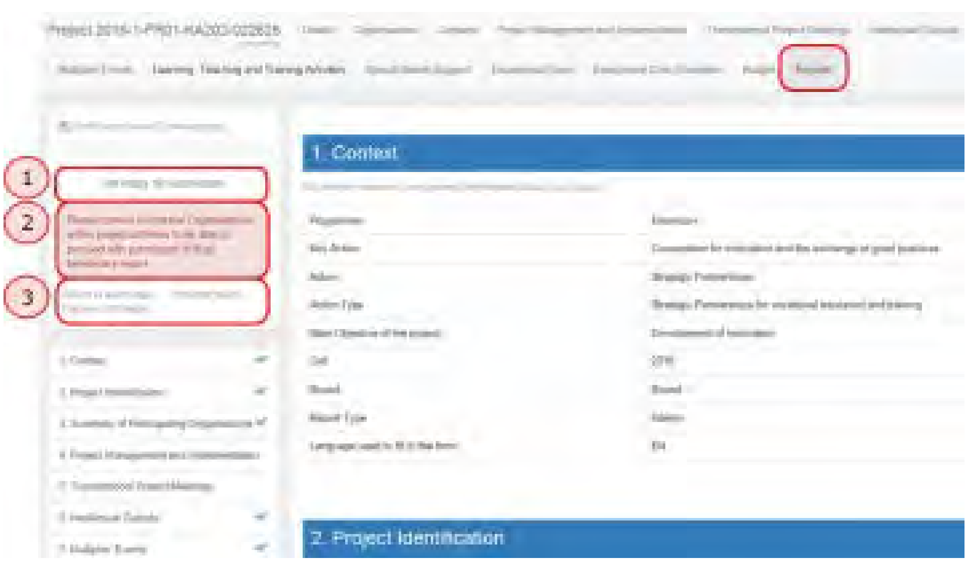


2

Complete the report

Fill in the necessary fields to complete the Interim report. Note:

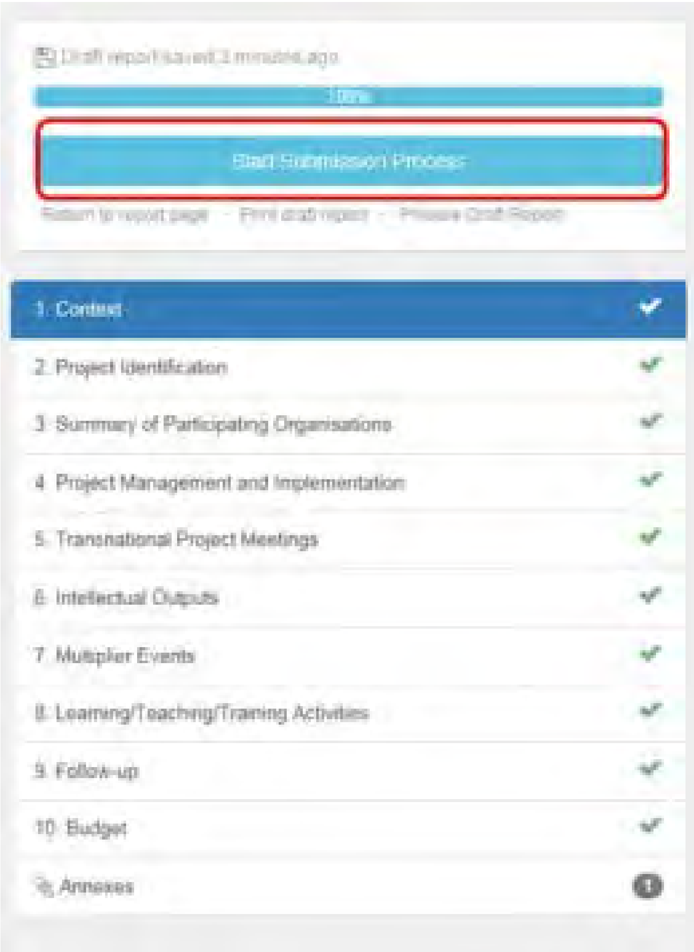
1. The submission button is inactive and greyed out until all necessary information is filled in.
2. Changes can still be done to the project and will be reflected in the draft report. If there is an error message, an informative message will be displayed detailing what has to be done in order to correct the project data. In this case an organisation that was withdrawn before the end date of the project is indicated as active in activities extending beyond the withdrawal date (or likewise start date). Once the dates are corrected in the various project sections, this error message will disappear.
3. From this screen you are also able to **Return to report page**, **Print draft report** and **Preview Draft Report**.



3

"Start Submission Process"

Once you have completed the report and all fields are indicated with a green check-mark, the **Start Submission Process** button becomes active and you are able to proceed.



4

Download and fill in the "Beneficiary Declaration of Honour and Signature"

A pop-up screen will be displayed.

1. Click the **Download PDF** button in order to download and save the **Declaration of Honour**.
2. After the form is filled in and signed, **Select File** in order to attach it to the report.

5

Mark that the attachment "Contains declaration of honour" and proceed

Once the file is attached, click the **Contains declaration of honour** link to mark that the file contains the declaration of honour.

Now you can proceed by clicking the **Next Step** button.

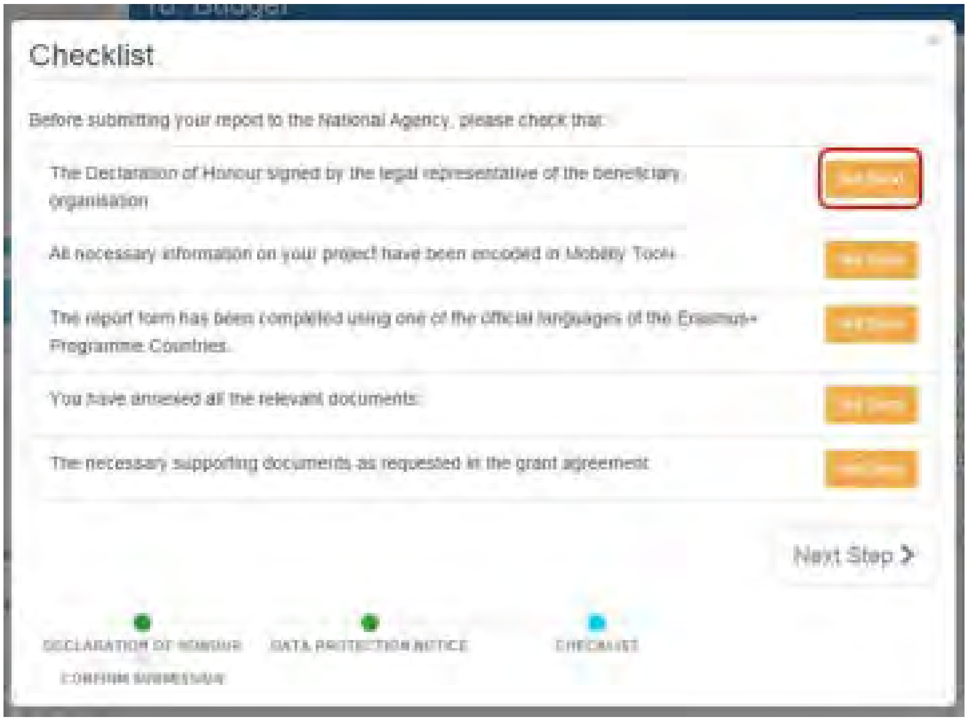
6 **"Accept" the "Data Protection Notice"**

In order to proceed, please read and **Accept** the **Data Protection Notice**.

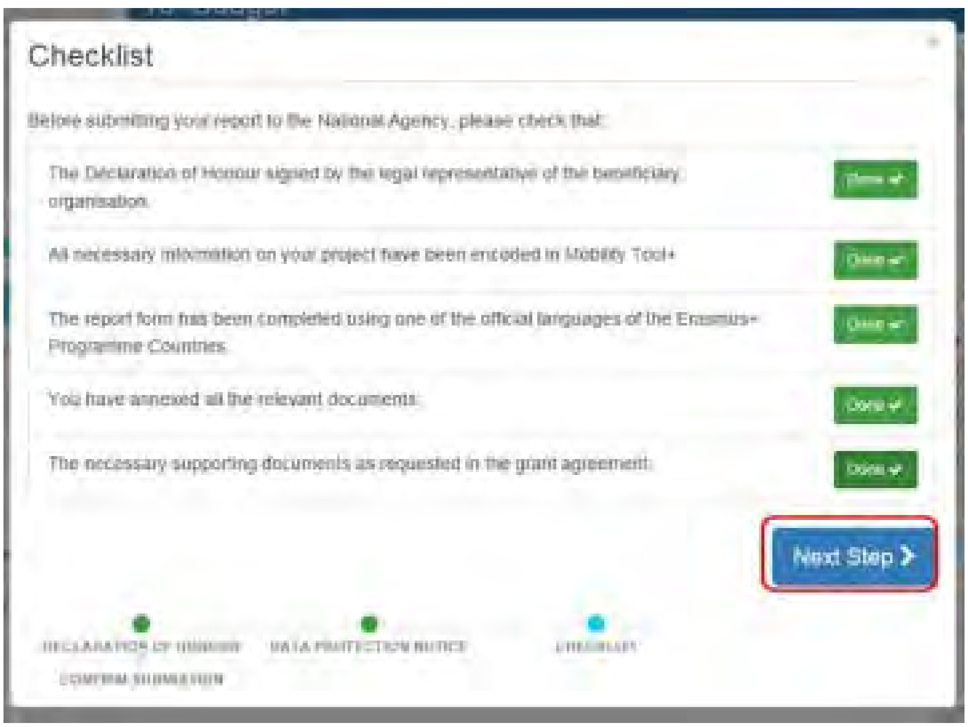
7

Complete the "Checklist" and proceed

Before submitting your report, complete the **Checklist** by clicking the **Not Done** buttons.



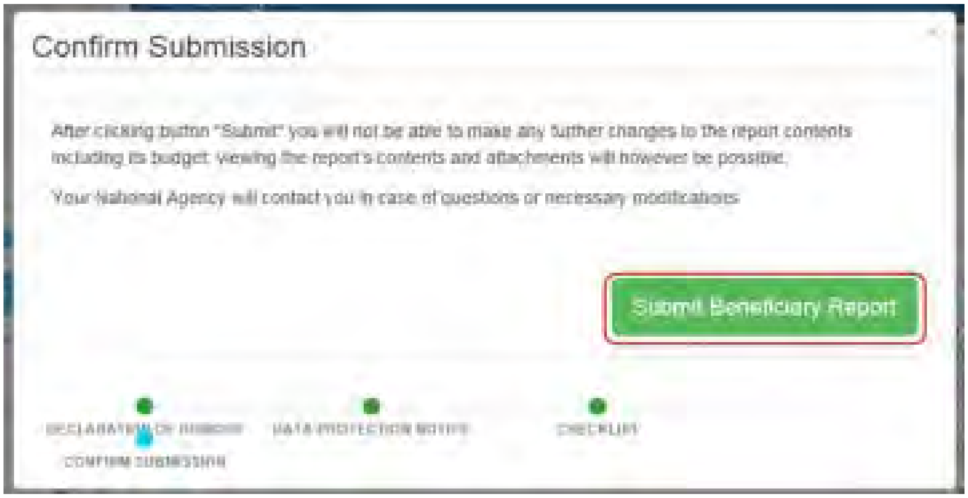
Once checked, the buttons will turn into green **Done** buttons. Now you can proceed to the **Next Step**.



8

"Submit Beneficiary Report"

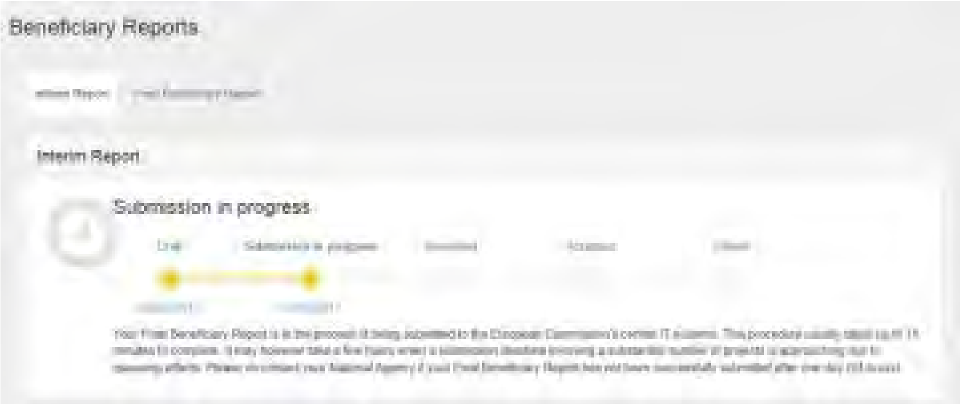
Confirm the submission of the report by clicking the **Submit Beneficiary Report** button.

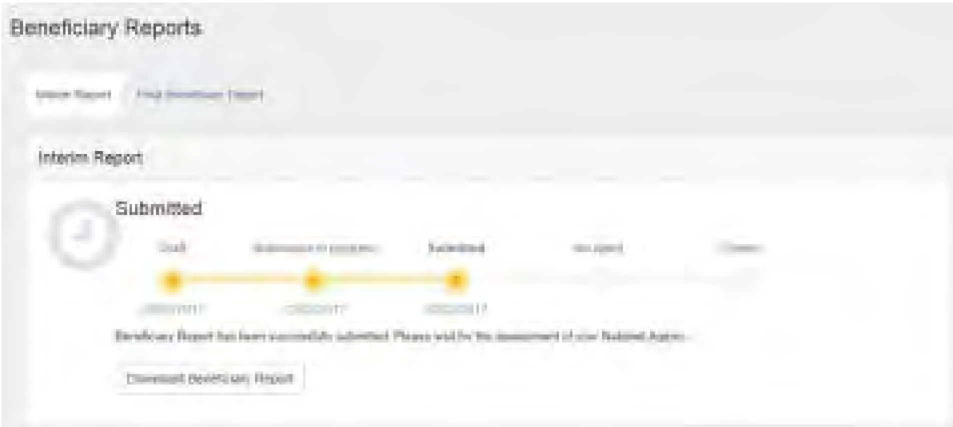


9

"Submission in progress" status

Now your report is in the process of being submitted. The procedure normally may take up to 15 minutes to complete. You are recommended to contact your NA if the report has not been submitted after 24 hours.



10	**"Submitted" status** Once the report is successfully submitted, the status will be changed to **Submitted**. 

Related articles

- EPlusLink - How to batch send interim reports to the Mobility Tool

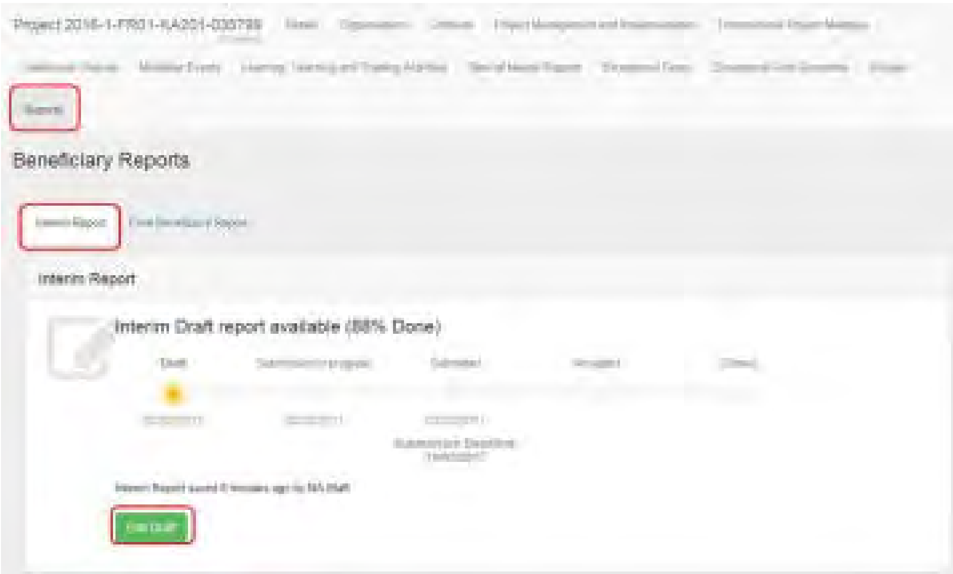
MT+ How to update an interim report

In the case where the report gets rejected by the NA and is requested to be updated, you will see the **Interim Draft report** is returned to the draft status**,** in the **Interim Report** field of the **Reports** tab in Mobility Tool+.

- Click "Edit Draft" of the report.

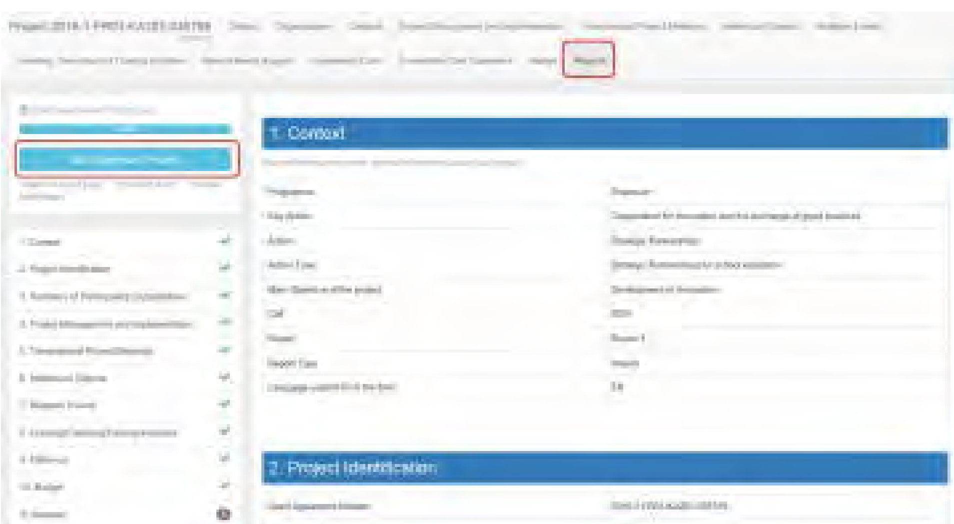
Click "Edit Draft" of the report.

Explanation and illustration
If the report is rejected, the beneficiary will receive an e-mail notification and will be required to contact the NA for more details on the reasons behind the rejection of the report. Once clarified, click the **Edit Draft** button to start updating the report.



Update the report.

Explanation and illustration
Now the report becomes editable. Note that the **Start Submission Process** is already active when you start editing, which is not the case when you first complete the report. Once the report is updated, click on the **Start Submission Process** in order to proceed.



Once you start the submission process, a pop up screen will appear, allowing you to:

1. **Download the PDF** of the Declaration of Honour to be attached or changed.
2. Remove the uploaded files by clicking the **X** icon.
   Clicking **Unmark** or mark indicates that the file is either unlinked or linked to the report.
3. To add more files to the report, click the **Select File** button.

In order to proceed click the **Next Step** button.

The next steps to finalise the submission are the same as described in How to submit an interim report, asking you to:

- **Accept** the **Data Protection Notice** and to
- Complete the **Checklist**.

Once the checklist is completed, you will be able to **Submit Beneficiary Report** and you will see the status screen.

Related Articles

- MT+ How to submit an interim report
- MT+ How to update an interim report
- MT+ Manage Interim and Final reports for KA109 projects
- MT+ Manage Interim Report

MT+ Manage Interim and Final reports for KA109 projects

Relevant for...

Call Year	Key Action	Action
2015 onwards	KA1 - Mobility of individuals	KA109 - Vocational Education and Training Mobility Charter

What is the topic about?

The **Vocational Education and Training Mobility Charter** awarded to consortium members is now also available Mobility Tool+. The coordinator is able to report on the status of the consortium and provide extra comments on the grant projects that the consortium currently is or previously was active in.

Statistical information from the grant project is displayed in the report, for example an overview of the participants' feedback. This statistical information reflects the information from the related grant projects in Mobility Tool+ up until a specified "Cut-off date". The "Cut-off date" is indicated by the National Agency upon requesting the interim/progress/final report. This means that if the grant projects receive additional participant reports after the defined "cut-off date", they will not be reflected in the interim/final report statistics.

Consortium members are automatically provided with view access to the accreditation project in Mobility Tool+.

Process Explained

Interim/Final Report Notification.

The KA109 project is made available in Mobility Tool+ by the National Agency.

The Interim/Progress/Final Report request is submitted to Mobility Tool+ from the National Agency's project management system. In this request the submission deadline and the cut-off date are specified.

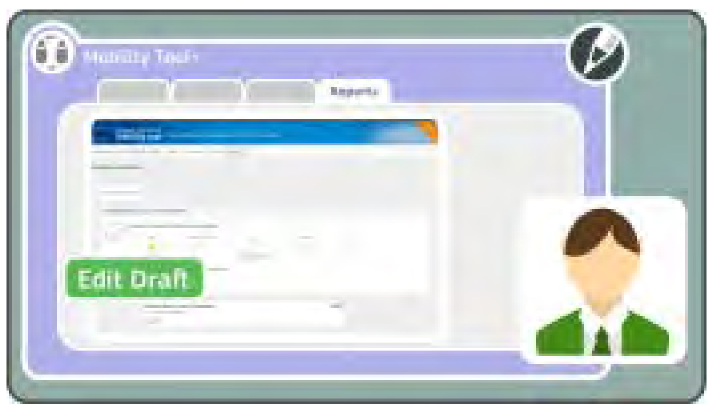
An automatic email notification about the request is sent to the beneficiary at this point, specifying the deadline for the report submission to the National Agency.

- MT+ Notifications

Report in Mobility Tool+.

Ass soon as the request is made by the National Agency, the report becomes available in Mobility Tool+ under the Reports tab, and the beneficiary can start editing the draft report. The **Interim/Final report s ubmission deadline** is clearly stated in the Beneficiary Reports screen.

- MT+ How to submit an interim report



The KA109 Interim/Final Report structure.

The KA109 interim/final report consists of the following sections, most of which are prefilled:

- **Context**
  - Displays the cut-off date and the submission deadline, as well an overview of the grants contracted by the applicant /consortium and the associated budgets (awarded, reported and final grant) for each grant.
- **Statistical Information**
  - Contains a summary of the information about mobilities in all completed and ongoing projects granted under the VET Mobility Charter. Only mobilities completed (end date of mobility reached) by the interim / final report cut-off date are taken into account.
- **Participant Feedback**:
  - Contains a summary of the information retrieved from participant reports submitted by mobility participants in all completed and ongoing projects granted under the VET Mobility Charter. Only participant reports submitted by the interim/final report cut-off date are taken into account.
- **Implementation Progress**
- **Annexes**

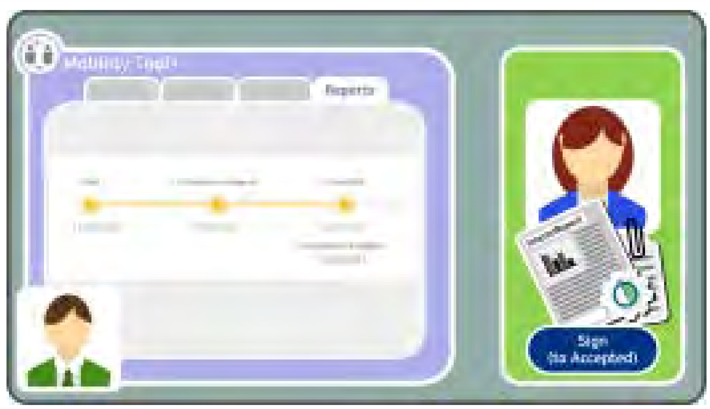
Submission of the Interim/Final Report.

Once the required information is provided and all necessary documents are attached, the beneficiary can submit the interim/final report in Mobility Tool+.

Report Acceptance.

After the interim/final report arrives in the National Agency's project management system the report status in Mobility Tool+ changes to **Sub mitted**.

When the National Agency receives the interim/final report, they acknowledge its receipt in their project management system. Acknowledging the submission of the report does not change the status of the interim/final report in Mobility Tool+.



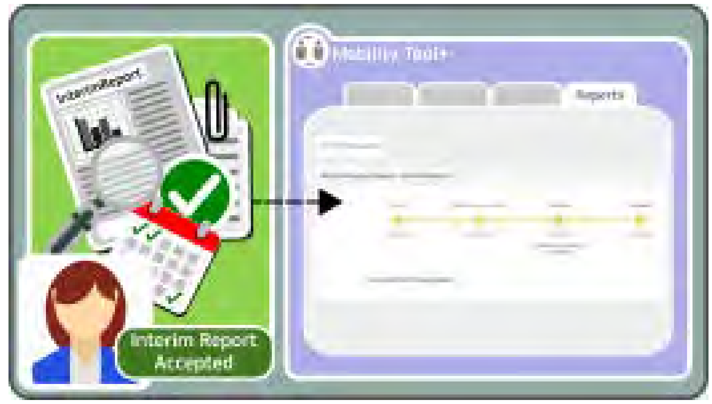
Report Assessment and Notification.

The next stage is the **Report Assessment**, where the National Agency reviews the interim/final report and based on their findings, can decide to **approve** the report or **request a new report**.

Once the report approved, its status in Mobility Tool+ changes to **Accepted**. This status will not change.

If a new report is requested, the earlier submitted interim/final report is set back to draft, allowing the beneficiary to make the required updates /changes. Once the updates are made, the report can be resubmitted.

- MT+ Manage Interim Report
- MT+ How to update an interim report
- MT+ Notifications



Cancellation of an Interim/Final Report.

The Interim Report can be **cancelled** by the National Agency in their project management system, in various situations. When the interim /final report is cancelled, the beneficiary receives a notification of cancellation from the National Agency in Mobility Tool+ and the report is locked therefore the beneficiary can no longer edit the report.

The log on the Beneficiary Reports screen in Mobility Tool+ will state: **C ancelled by National Agency (system)**. The report status will display as **Submitted**.

How to do this in the tools

MT+ Project Outline for KA1 and KA3

KA1 and KA3 mobilities

Each Erasmus+ key action is divided into different action types depending on the intended programmes objectives and target groups. Action types are further divide into activity types of homogeneous groups of participants encoded as mobilities within Mobility Tool+.

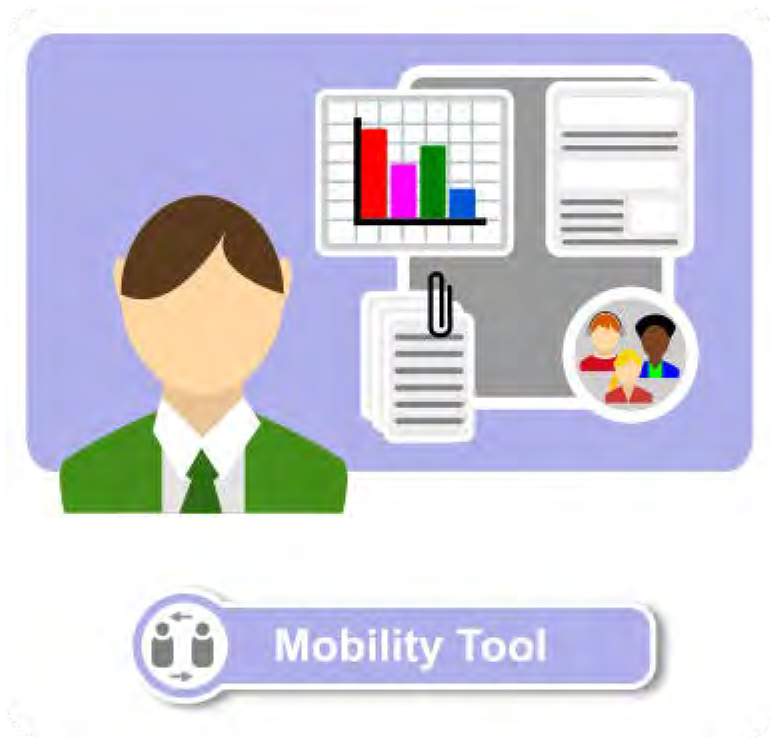
Mobilities represent the sending of a particular individual from an origin country to a destination country, typically within the set of Erasmus+ programme countries. Depending on the activity type concerned each participant in an Erasmus+ mobility is entitled to receive funds for travel, individual support, special needs, exceptional costs, etc. Mobility Tool+ allows Beneficiary Organisations to manage all this information in a coherent and meaningful manner.

The mobility screen and list functionality for **2016 projects and further** functions similarly to that of the organisations and contacts screen and this functionality allows the mobility to be saved as draft with the minimum of details.

These draft mobilities will not be considered in the budget summary. They are easily identified as mobilities that have all details completed are marked with a check mark in the column complete and those that are draft are marked with an X.

Project Outline for KA1 and KA3

For KA1 and KA3 Erasmus+ key actions, the project development and management process is outlined below from the beginning of the project to the final step with key stages of the process.

1	After successful application and once the grant agreement has been signed by the **National Agency**, the beneficiary will be notified that the project has been created in the Mobility Tool. From this time, the beneficiary can start to manage the project information containing **mo bilities**, **budget details** and **reports** in Mobility Tool+.	

2 Individuals that have participated in an Erasmus+ mobility project are requested to submit their feedback on the experience. The participant receives an email with a dedicated link to the participant report. The rules governing the triggering of an automatic reminder to the individual participants inviting them to fill their participant reports are the following:

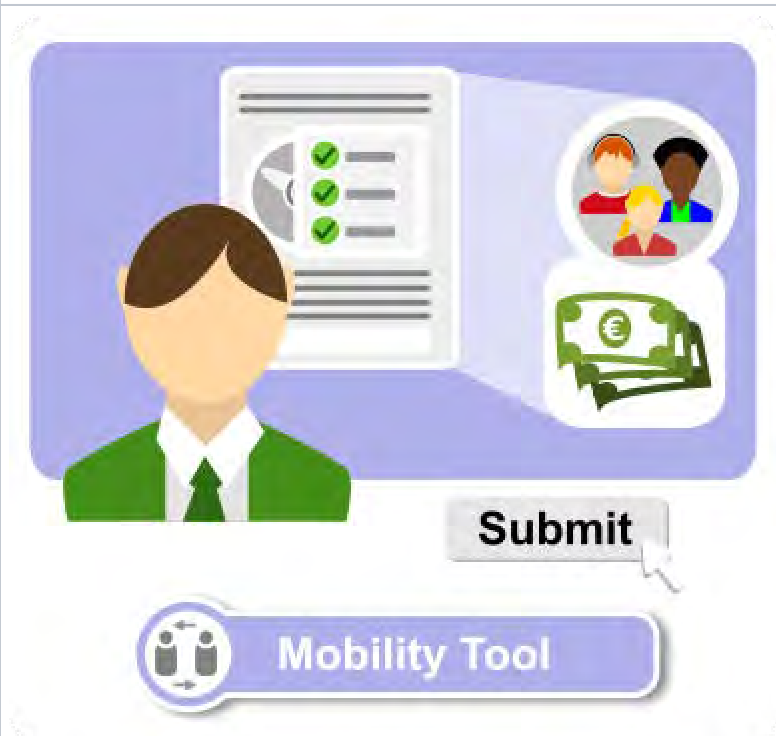
Participant Profile	Reference Date	Invitation Sent
All Action Types and Activity Types, except KA107	Mobility End Date	on the Reference Date
		by 15 calendar days after the Reference Date, if report not submitted.

For KA107, the rules governing the triggering of an automatic email to the individual participants inviting them to fill in a Participant Report in EU Survey are the following:

Participant Profile	Extension Granted?	Reference Date	Invitation Sent
Student	No	Mobility End Date	by 30 calendar days before the Reference Date
Student	Yes	Extension End Date	30 calendar days before the Reference Date
Staff	No	Mobility End Date	at the Reference Date
Staff	Yes	Extension End Date	At the Reference Date

3 One of the final stages of the project lifecycle is the submission of the **final beneficiary report**. This report is completed by the beneficiary and gives updated details of the project including **mobility** or **budgetary** changes. Once sent, the report is locked in the Mobility Tool.

At the same time as submitting the report the beneficiary should also insure that the project information in the **Project Results Platform** is up to date and correct.



4	On the reception of the report the NA user will check that all necessary information, documentation and results are available. The report, annexes to the report, budget information and results are checked to ensure that there is no missing information and if it is completed as expected. If there are missing annexes or budgetary issues or if the quality of the project deliverable is poor, the NA can choose to reject the reception of the report. In doing so the NA unlocks the report so that the beneficiary can edit the beneficiary report and/or add additional documentation or data. After assessment and NA validation of the final beneficiary report has been finalised, the changes performed during the NA validation can be viewed in Mobility Tool+.	

How to do this in Mobility Tool+

MT+ Manage KA1 and KA3 mobilities

UPDATES COMING

This page will be updated shortly to include the changes implemented in Mobility Tool+ Release 6.3 with regards to virtual and blended mobilities.

The current instructions refer to mobilities recorded in Mobility Tool+ before Release 6.3, which will be referred to as *physical mobilities*.

Basic information on virtual/blended activities and mobilities can be found in these pages:

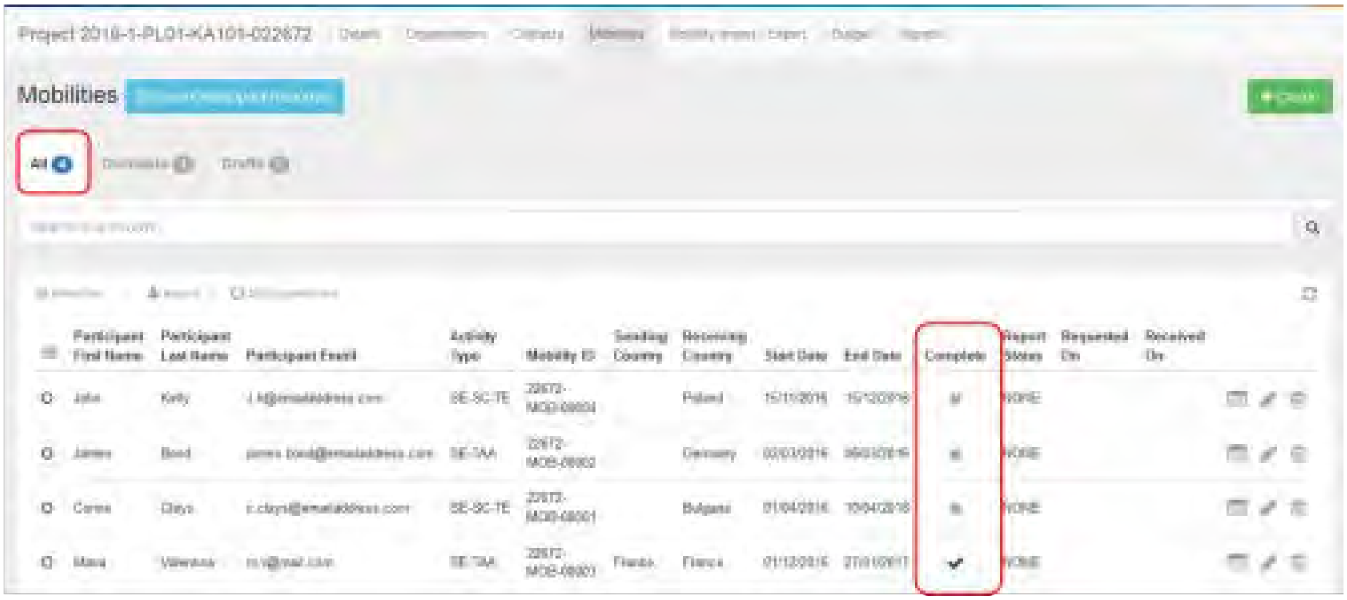
- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA2 Overview of virtual and blended activities

Functionality for 2016, 2017, 2018 and 2019 KA1 and KA3 projects

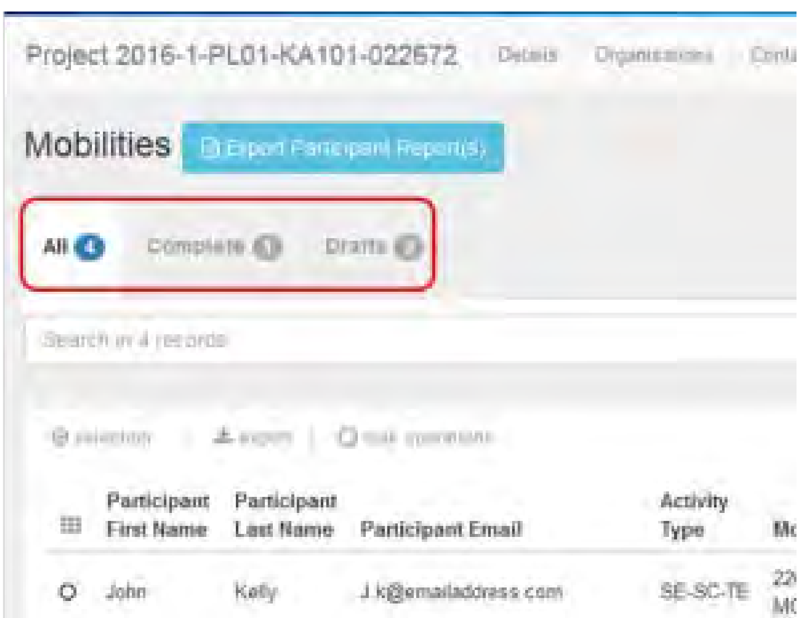
The mobility screen and list functionality for 2016 and further projects now functions similar to that of the organisations and contacts screen. As of Mobility Tool+ 2.4.1 new functionality allows the mobility to be saved as draft with the minimum of details.

These draft mobilities will not be considered in the budget summary.

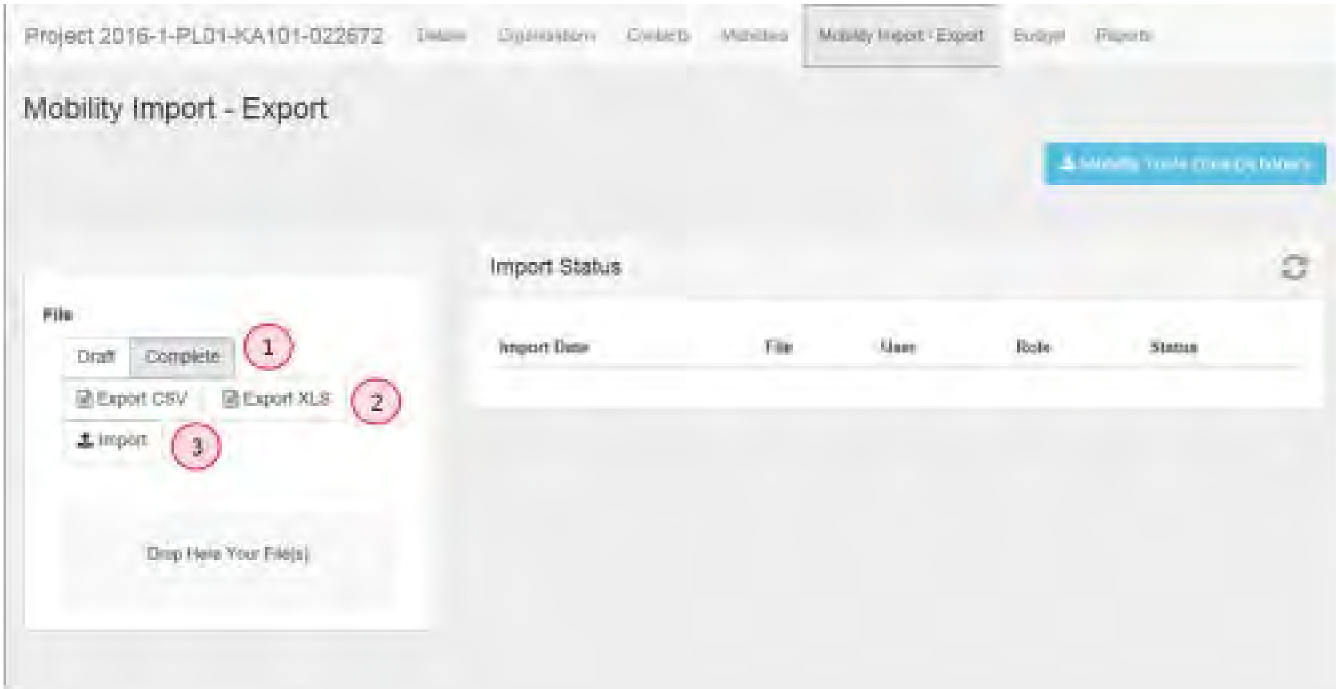
Mobilities with all details completed are marked with a check mark in the column complete and those that are draft are marked with an **X**.



To help to filter the mobilities further the tabs **Complete** and **Draft** are also available.



The import and export functionality is possible for both **Draft** and **Complete** mobilities.



When exporting and importing don't forget to:

1. Select to export either the list of **Complete** mobilities or **Draft** mobilities.
2. Select which file type to export as either **XLS** or **CSV**.
3. If both **Draft** and **Complete** mobilities were exported then both files will have to be imported.

How to do this in the tools

MT+ Mobility list view

Relevant for...

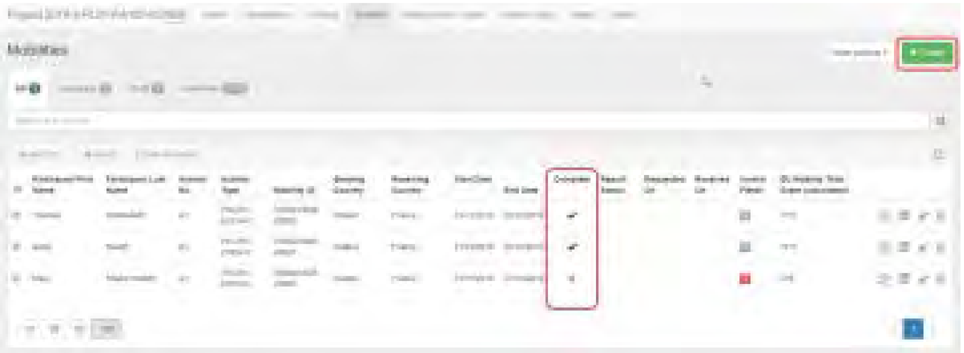
Call Year	Key Action	Action
2016 onward	KA1 - Learning Mobility of Individuals KA3 - Support for policy reform	

This page explains the list functionality for the Mobilities screen in KA1 and KA3 projects. The list functionality is similar to that of **Organisations** or **Contacts.** The specific functionalities and options for mobilities are explained here.

The "+Create" button

The **+Create** button allows you to create a new mobility.

It is possible to fill in the minimum amount of information for a mobility and save it as draft. The mobility is indicated as fully completed by having a tick mark in the **Complete** column. If an **X** is shown in this column, the mobility was saved as a draft and has missing information. After clicking the **+Create** button, the Create Mobility screen opens. See MT+ Add mobility for KA1 and KA3 projects for step-by-step instructions to add mobilities to a project.



Mobilities in different Project Versions

The different project versions only appear for projects that are finalised. Changing the version of the project via the version drop-down displays the list of mobilities for the different stages of reports, NA validation or checks.

A version is displayed with status **Submitted** - the mobilities can no longer be edited, as they are submitted to the National Agency.

Checks are displayed with a unique code, and display the status **Closed.**

Upon opening a project, the **Version** displayed is by default the latest version. The page MT+ KA1 and KA3 Validated and checked versions provides more details on this functionality.

> **Information**
>
> The version drop down will only be visible once the project is finalised. Then you will also notice a new tab: **N A Validation**, which can be used to check any changes made during the NA Validation.

Here is one example. The first screen shows the mobilities after the last closed check. The second one shows the mobilities reported initially.

Projects subject to a claim/appeal will also show those in the version drop down, even if the project is not finalised. A claim can be in status **Repor ted**, meaning it is open, or **Submitted** and might also display differences in the mobility list, if applicable.

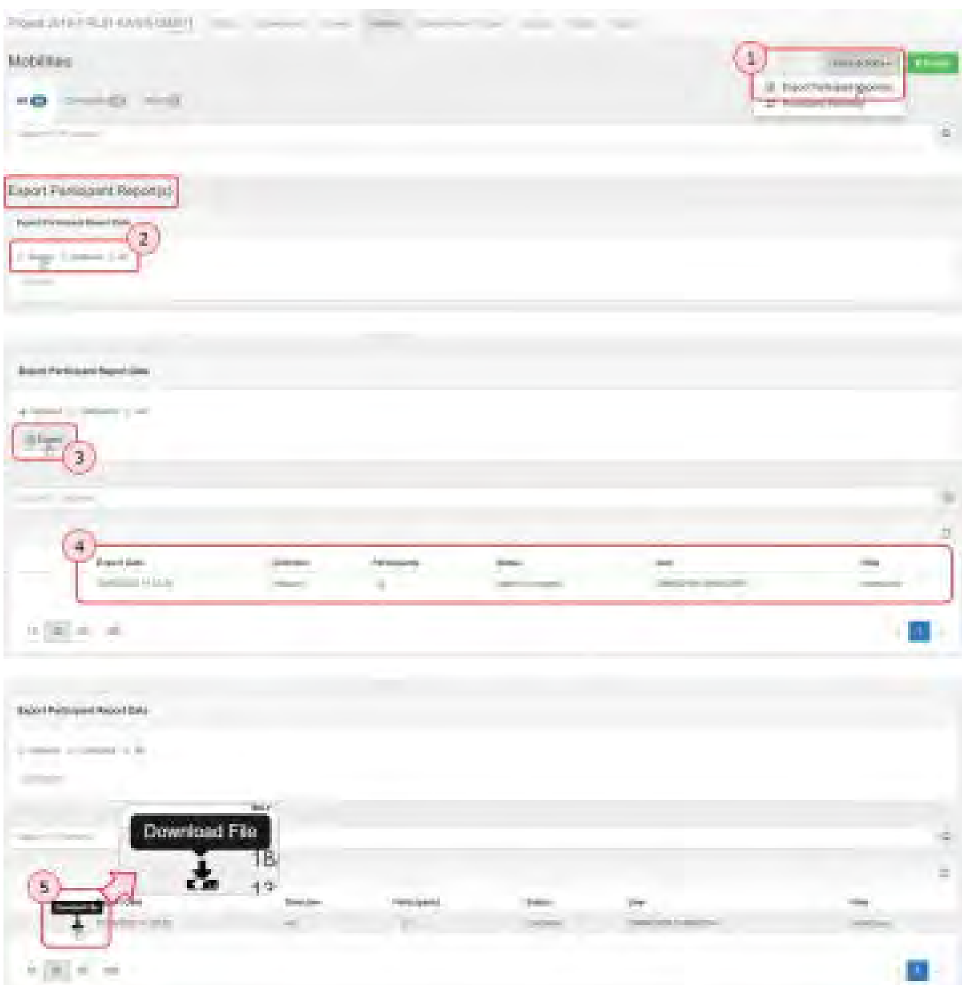
"More Actions" button

The **More Actions** button provides two additional options to export of participant report(s) and revalidate Mobilities (where applicable).

"Export Participant Report(s)" functionality

This feature is available via the **More Actions** button. To export Participant Reports:

1. From the **More actions** button, select **Export Participant Report(s)**.
2. In the **Export Participant Report(s) screen** select the report data to download: **Inbound**, **Outbound** or **All**.
3. Click on the **Export** button.
4. The export table updates. The status of the request is displayed as **Export in Progress**.
5. Once the export is completed the **Download file** icon is now available. Click on it to download the requested participant reports as a *.zip file and follow the on-screen instructions to save or open the file.
   The status of the request is updated to **Complete**.

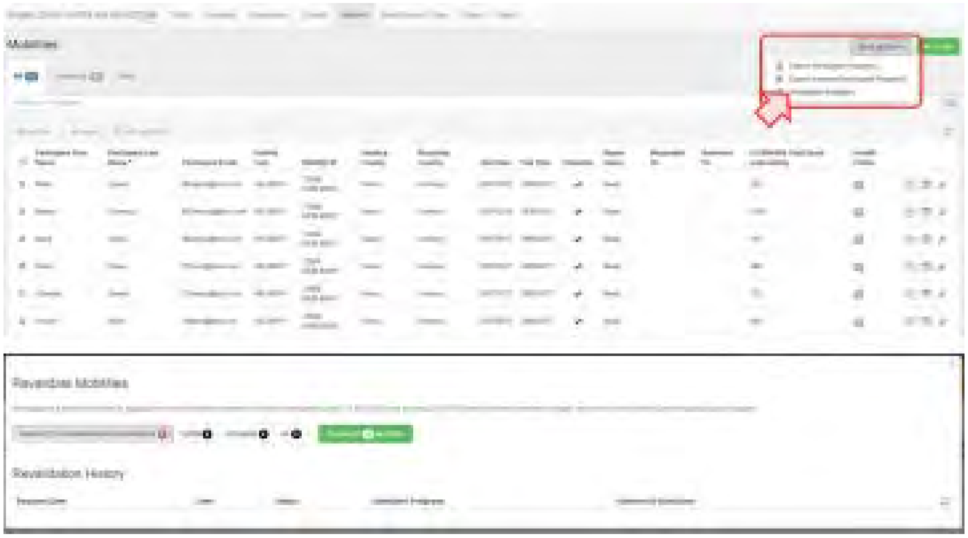


"Revalidate Mobilities" functionality

After every release or hotfix in Mobility Tool+, the mobilities (draft or completed) of a project which were last saved before the said release are **c onsidered outdated and must be revalidated before the beneficiary report can be submitted**. In such mobilities you might not find any invalid fields, but revalidation is required because it is possible that due to an update of the rules, a mobility could be classified as outdated or specific fields marked as invalid.

This implies that mobilities previously completed may not comply to the updated rule(s) enforced or changed after a release. Revalidation is therefore needed, at the latest before submitting the final report.

The **Revalidate Mobilities** feature is also available via the **More Actions** button. The page MT+ Re-validation of mobilities provides further details on this functionality.



Mobility List Tabs

"All" tab

The **All** tab in the mobility list view displays all mobilities, completed and draft as currently available in the project.

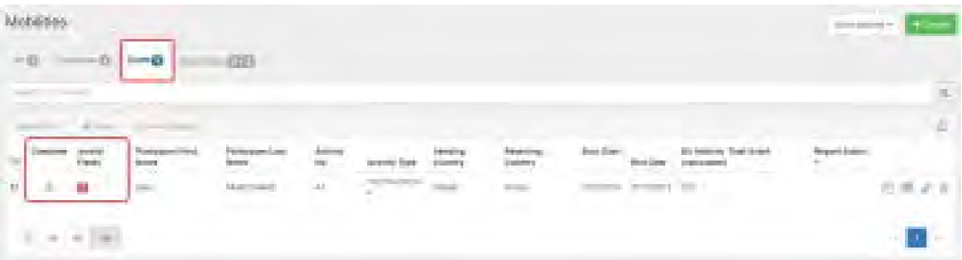
For 2014 and 2015 projects only the **All tab** is available. following The screenshot shows the list of mobilities for a 2019 KA105 - Youth mobility project.

"Complete" tab

The **Complete** tab (available for projects from 2016 onward) shows the entire list of mobilities that are completed, meaning all mandatory mobility details are provided.

"Draft" tab

The **Draft** tab (available for projects from 2016 onward) shows the list of mobilities in draft. Mobilities displayed here missing mandatory information. These mobilities are not considered part of the current budget in the **Budget** tab.

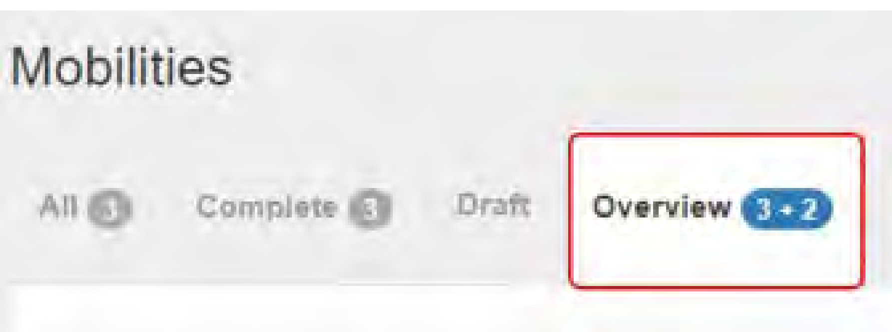


"Overview" tab (KA101, KA102, KA104, KA105 and KA116 only)

For KA101 - School education staff mobility, KA102 - VET learner and staff mobility, KA104 - Adult education staff mobility, KA105 - Youth mobility and KA116 - VET learner and staff mobility with VET mobility charter projects an additional tab is visible in the mobility list view: the **Over view tab**.

The blue label shows two numbers:

- The number on the left indicates the amount of granted (i.e. planned) activity types for this project. This number reflects the **Granted Mobilities** list below.
- The number on the right indicates how many of the granted activity types include completed mobilities recorded in the project. This number reflects the **Completed Mobilities** list below. If no mobilities are recorded, the displayed number is "0"; it updates automatically as you add mobilities for each action type.



Two tables are displayed under the Overview tab: **Granted Mobilities** and **Completed Mobilities.**

- The **Granted Mobilities** table provides an overview of mobility targets per activity type set for your project in your application. The information displayed is received from the National Agencies project management system and cannot be modified.
- The **Completed Mobilities** table provides a summary of the mobilities completed per activity type so far in your project.

The tables are empty if no mobilities are available in the project.

The **Completed mobilities** table updates automatically as **completed** mobilities are recorded in the project.

Information

Please note that it is not required to achieve the exact number of mobilities as estimated at application stage and displayed in the **Granted Mobilities** table. Priority should be given to achieving the project objectives as described in the European Development Plan or Internationalisation Strategy. The values presented in the target numbers can serve as orientation.

Smaller changes in targets can be explained as part of your project's final report and will be taken into account during project evaluation. If you would like to make more significant changes to the project targets, please consider contacting your National Agency to receive their advice on the matter.

The calculations for the values per row in the Granted Mobilities table are as follows:

- **Number of participants requiring a grant =** All mobilities where Travel + Individual Support + Linguistic Support + Exceptional costs for expensive travel + Special Needs Support + Exceptional Costs + Course Fees Grant* is **higher than 0**, excluding accompanying persons and regardless of the zero-grant flag value.
- **Number of participants not requiring a grant =** All mobilities where Travel + Individual Support + Linguistic Support + Exceptional costs for expensive travel + Special Needs Support + Exceptional Costs + Course Fees Grant* **equals 0**, excluding accompanying persons and regardless of the zero-grant flag value
- **Total number of participants =** Number of participants requiring a grant + Number of participants not requiring a grant
- **Average duration per participant (days) =** Average of Duration of Mobility Period (days) for all mobilities where Travel + Individual Support + Linguistic Support + Exceptional costs for expensive travel + Special Needs Support + Exceptional Costs + Course Fees Grant* is **higher than 0**, excluding accompanying persons
- **Number of accompanying persons =** Number of mobilities flagged as Accompanying person.

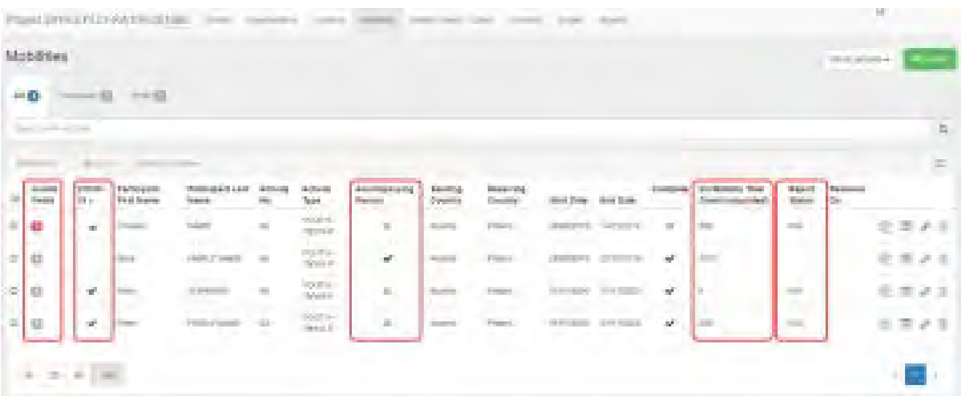
**Course Fees Grant: Only in activities of type AE (Adult education) in KA104 projects and SE (School education) in KA101 projects.*

Specific Mobility list columns

In the mobility list certain specific columns are available for display and may be particularly relevant.

1. **Report Status** and the related options **Requested On, Received On** and **Reminded on** - allows to consult the status of a participant report from the moment the initial invitation email is sent until the participant report is submitted.
2. **Invalid fields** - displays a numeric value in a red box if there any missing mandatory details for a mobility. This occurs either because the mobility is still in draft status or because mobilities previously marked complete do not comply with a new/changed rule after a Mobility Tool+ release and are therefore missing mandatory fields.
3. **Accompanying person** - Mobilities marked with a check in this column are flagged as Accompanying Persons and must not fill in participant reports.
4. **Draft** and **Complete** - a check in this column indicates the mobility as complete, an X indicates it is as draft that requires updates. Draft mobilities are not used in budget calculations.
5. **EU Mobility Total Grant (calculated)** - displays the calculated grant for the mobility by summing up the amounts for EU Travel Grant, Exceptional Cost for Expensive Travel EU Grant, EU Individual Support, Course Fees Grant, Linguistic Preparation Grant, Organisational Support, EU Special Needs Support and Exceptional Costs, where relevant.
6. **COVID-19** - Mobilities having an end date within 2020, the Force Majeure flag checked, and for which Force Majeure Explanations contain keywords such as "corona" or "covid" will automatically have the flag checked in this column. This flag cannot be changed manually.

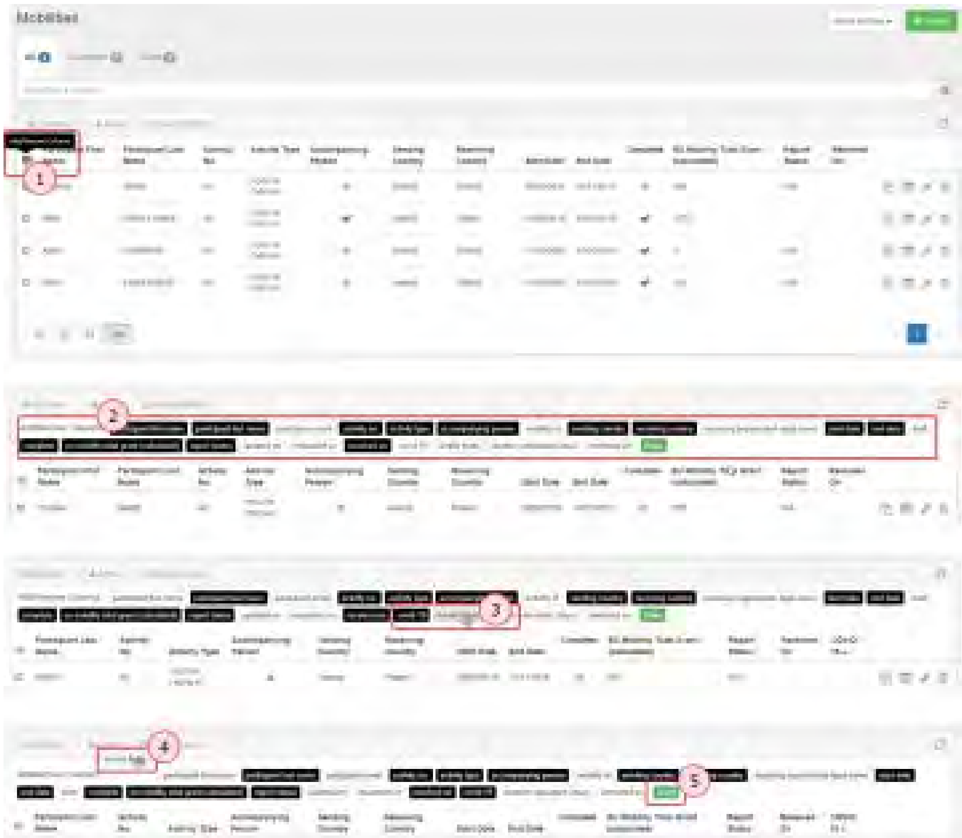
General information on the list functionalities in Mobility Tool+ is available under MT+ List functionality.



"Add/Remove Columns" functionality

The **Add/Remove Columns** option allows you to select or to deselect columns as well as arrange the order of the columns in the list.

1. Click the **Add/Remove Columns** option.
2. The options appear at the top of the window. Black columns are already selected and displayed in the list view.
3. Click on the black column to remove it from the list view and click the white column to add it tot the list view. Your changes are reflected immediately.
4. You can also **drag and release** a column button to rearrange its position in the list.
5. Click the green **Done** button to close the Add/Remove Columns option. The list columns are updated accordingly.



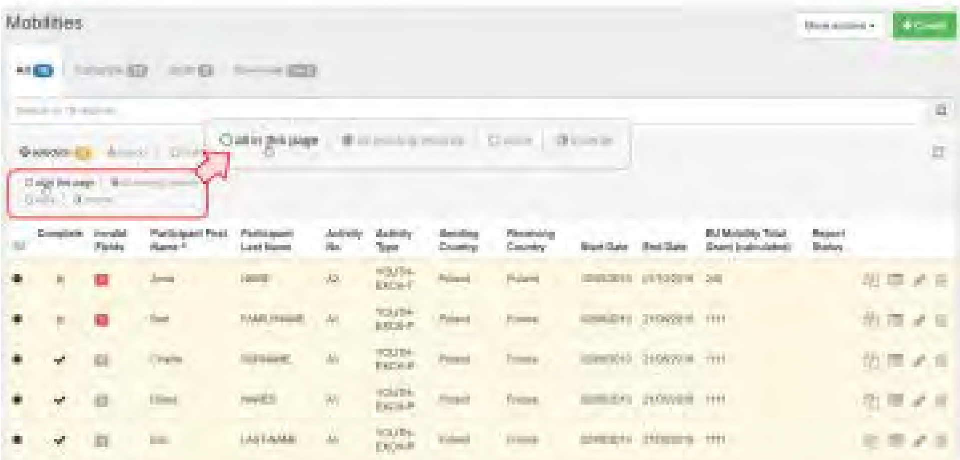
"Search" field

The **Search** field allows you to search for mobilities quickly. If you type the name of the participant in the **Search** field, the result will appear in the list.

"Selection" option

The **Selection** option allows you to select or de-select mobilities. Click on the radio button to select from the following options: **All in this page**, **All existing records**, **None** or **inverse**.

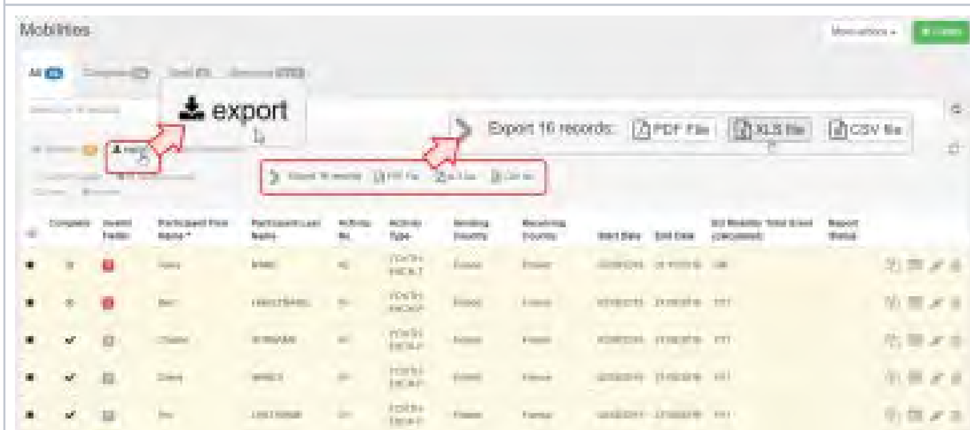
In the example below, the option **All existing records** is selected. All mobilities in the list are highlighted in yellow.



"Export" option

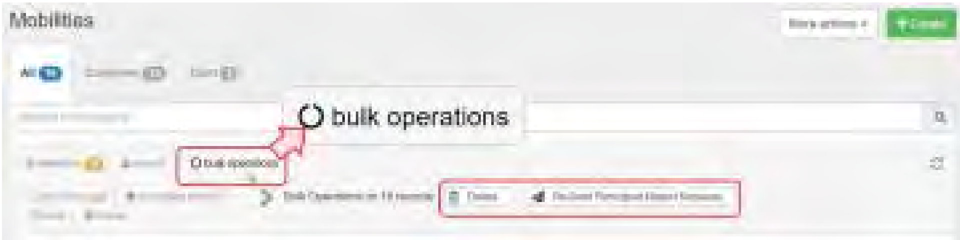
The **Export** button allows you to export your selection. It is possible to export as **PDF file**, **XLS file** or **CSV file**. Select the export option you require and follow the screen instructions to save or open the file.

> **Information**
>
> This export of mobilities is not the same as exporting the list of mobilities for bulk import. That can only be done in the **Mobility Import - Export** tab. The page MT+ Manage export and import of mobilities provides details on this functionality.



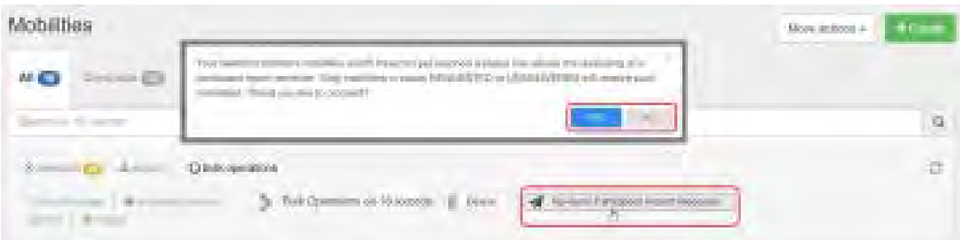
"Bulk operations" option

The **bulk operations** button allows you to **delete** (multiple) records or to **Re-Send Participant Report Requests.**



Bulk option "Re-Send Participant Report Requests"

The **Re-send Participant Report** Requests option allows to send reminders to participants to fill in their Participant Report. It is only possible to resend the participant report if the end date of the mobility is reached.
You can check in column **Requested On** the date the automatic email notification was originally sent.
Click Re-send Participant Report Requests. Confirm that you want to send a reminder message to the participants. The notification(s) will be sent and the Requested On date updated.



Bulk option "Delete"

Click the **Delete** button to remove your selection of mobilities. **Confirm** this action in the pop-up. Select cancel to stop this action.

"View" mobility

To view the details of a mobility, click the **view** icon. The details screen opens, but no information can be edited.

If you would need to edit the opened mobility from this view, click the **Edit icon** in the right hand top corner of the screen.

The **back to list** button in the left hand top corner brings you back to the list of mobilities.

Note: The view screen appears differently for projects from 2016 onward than for 2014/2015 projects.

"Edit" mobility

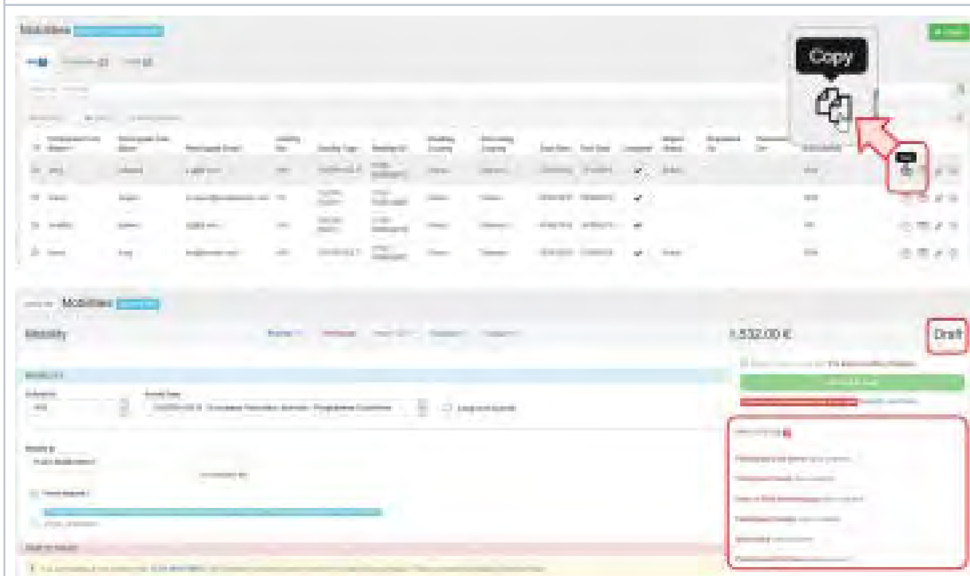
To edit details for a mobility, click the **Edit (pencil) icon**. The mobility detail screen opens and you can make adjustments.

Note: The edit screen appears differently for projects from 2016 onward than for 2014/2015 projects.

"Copy" mobility

The **Copy function** allows you to copy most details from an already existing mobility to create a new mobility. In the newly opened mobility draft screen you will only have to provide the missing information as indicated in the **Invalid Fields** section and save.

See MT+ Copy mobility details for more details.



"Delete" mobility

To delete a mobility, click the **Delete (bin) icon**. Confirm the deletion in the pop up.

Related Articles

- Copy of MT+ How to get access
- Mobility Tool+ NA User Guide
- MT+ Basics and variations of the mobility screen for KA1
- MT+ EU Login for user
- MT+ How to get access
- MT+ KA1 and KA3 Budget screen
- MT+ List functionality
- MT+ Menu and Navigation
- MT+ NA Home, Menu and Navigation
- MT+ NA How to get access
- MT+ NA Validation and Checks - Content and Funding Status explained
- MT+ Notifications
- MT+ Project Details
- MT+ Update OID or confirm changed organisation details

MT+ Basics and variations of the mobility screen for KA1

UPDATES COMING

This page will be updated shortly to include the changes implemented in Mobility Tool+ Release 6.3 with regards to virtual and blended mobilities.

The current instructions refer to mobilities recorded in Mobility Tool+ before Release 6.3, which will be referred to as *physical mobilities*.

Basic information on virtual/blended activities and mobilities can be found in these pages:

- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA2 Overview of virtual and blended activities

Relevant for...

Call Year	Key Action	Action
All	KA1 - Learning Mobility of Individuals	KA101 - School education staff mobility KA102 - VET learner and staff mobility KA103 - Higher education student and staff mobility within programme countries KA104 - Adult education staff mobility KA105 - Youth mobility KA107 - Higher education student and staff mobility between Programme and Partner Countries KA116 - VET learner and staff mobility with VET mobility charter KA135 - Strategic EVS KA125 - Volunteering Projects

This page explains the common functionality for creating a mobility. The screen layout and functions vary between call years.

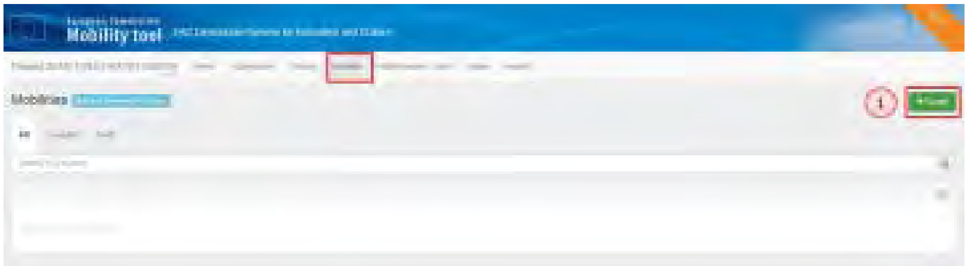
See the page MT+ Add mobility for KA1 and KA3 projects for more details.

- How to "Create" a Mobility.
- How to "Save" a Mobility.
- How to "Copy", "View", "Edit" and "Delete" a Mobility.

How to "Create" a Mobility.

To create a mobility from the **Mobilities** tab:

1. Click the **+ Create** button

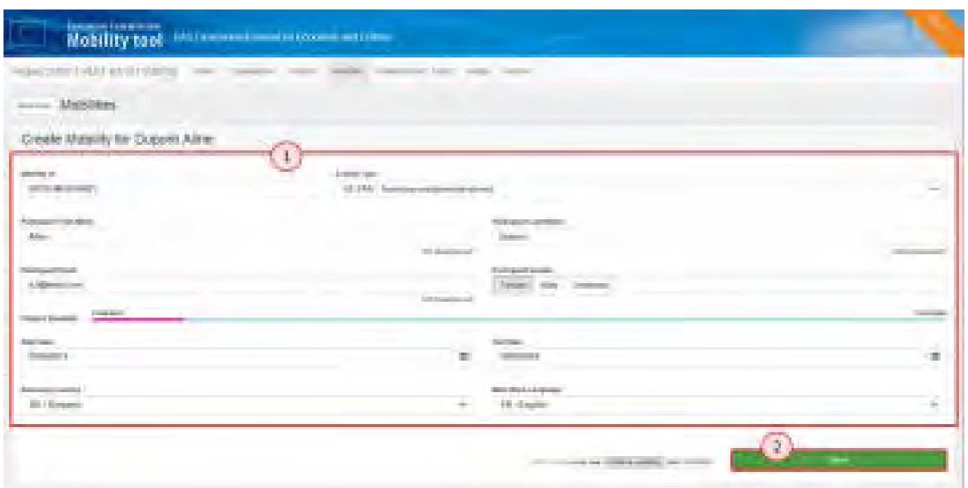


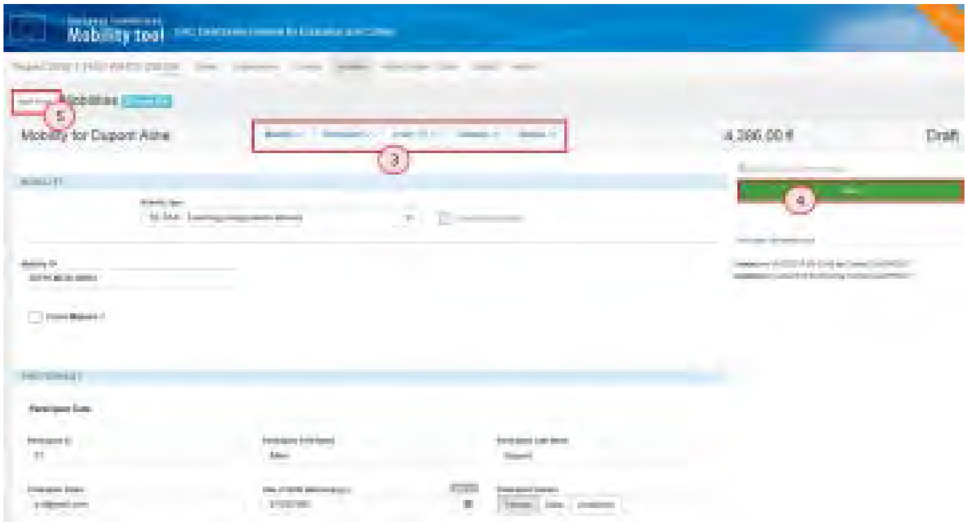
How to "Save" a Mobility.

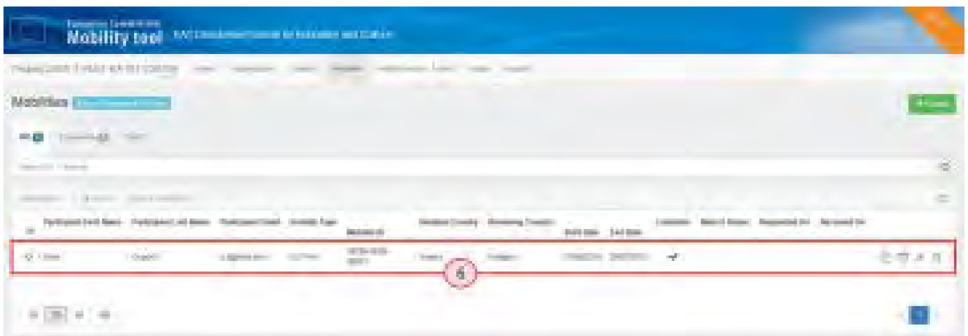
In order to save a mobility:

- Fill in the **Create Mobility** screen
- Click **Save**
- Fill in all the tabs
- Click **Save**
- Click **back to list**
- The mobility detail line is created and appears in the **Mobilities** tab.

> **Information**
>
> In case of a project of call 2016 or later, the process of creating mobilities is done in two steps. More information can be found here: MT+ Add mobility for 2016 and 2017 projects.







How to "Copy", "View", "Edit" and "Delete" a Mobility.

To do so, you can use the **Copy**, **View**, **Edit** or **Delete** icons that are available in the detail line of each mobility. Please note that the copy functionality is available for 2016 projects and further.

Related Articles

- MT+ Add mobility for KA1 and KA3 projects
- MT+ Alerts and Notifications
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Copy mobility details
- MT+ Force majeure guidance due to Coronavirus
- MT+ How to add organisations for KA1 and KA3 projects
- MT+ How to complete and submit the final beneficiary report
- MT+ How to manage organisations for KA1 & KA3 projects
- MT+ KA1 and KA2 Project Log
- MT+ KA1 and KA3 Budget screen
- MT+ KA1 and KA3 Force Majeure
- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA1 and KA3 Validated and checked versions
- MT+ Manage KA1 participant report
- MT+ Mobility list view

MT+ Add mobility for KA1 and KA3 projects

UPDATES COMING

This page will be updated shortly to include the changes implemented in Mobility Tool+ Release 6.3 with regards to virtual and blended mobilities.

The current instructions refer to mobilities recorded in Mobility Tool+ before Release 6.3, which will be referred to as *physical mobilities*.

Basic information on virtual/blended activities and mobilities can be found in these pages:

- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA2 Overview of virtual and blended activities

Relevant for...

Call Year	Key Action	Action
All	**KA1 - Mobility of individuals** **KA3 - Support for policy and reform**	All

This page explains how to add mobilities for a KA1 or KA3 project in Mobility Tool+, using the example of a KA105 - Youth mobility project for call year 2019.

The screens to **input the mobility details** allow you to fill in the basic participant details first, save the information as draft and continue the update later. Draft mobilities must be completed or removed before attempting to submit the beneficiary report, as they will not be considered in the budget summary.

It is also possible to complete all mobilities using the import and export of mobilities function in Mobility Tool+. See MT+ Manage export and import of mobilities for details on this feature.

Important

For purposes of compliance with the **EU General Data Protection Regulation**, as of Call 2019 the field "EU Special Needs Description and Justification" is no longer available for participants flagged as having **special needs**. If you wish to provide additional details about the specific mobility using the other available comment fields, **do not include any sensitive information**, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

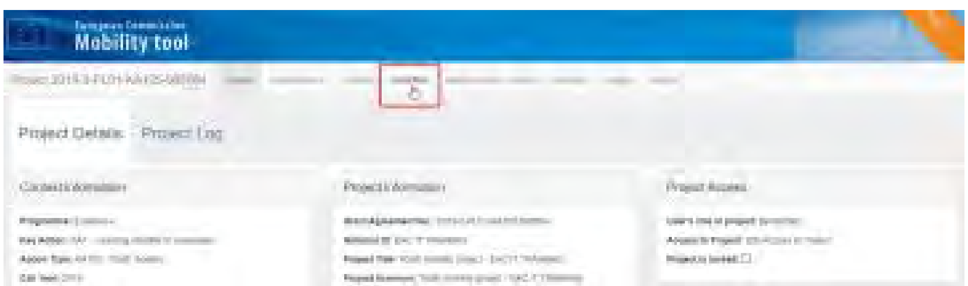
Quick steps

Detailed steps

Steps

Click the "Mobilities" tab

In your project, click the **Mobilities** tab.



Click the "+ Create" button

When the project is created in Mobility Tool+ the **Mobilities** list is empty.

To add the first mobility, click on the "**+Create**" button. This button is only available if the project has the status **follow-up** or **processing**.

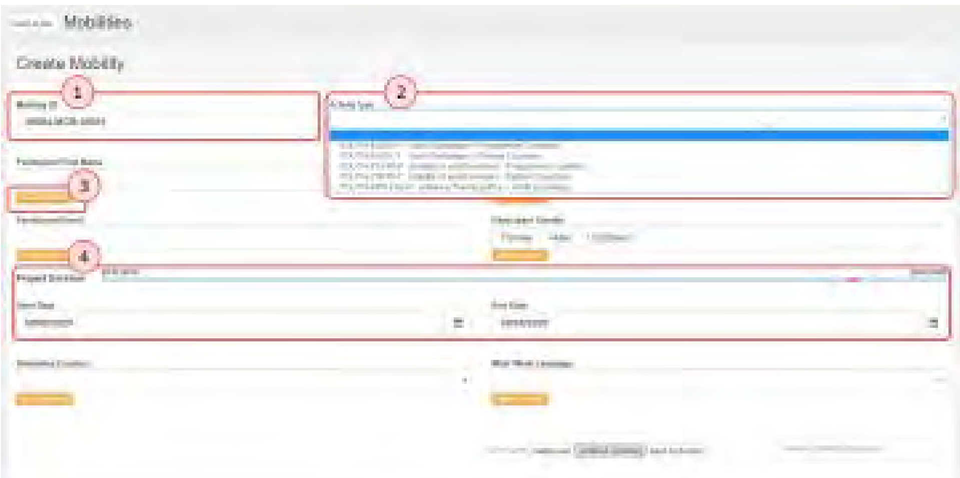
Fill in the "Create Mobility" section

The **Create Mobility** screen opens. This is the first of two sections you must fill in to register the mobility.

In this section you have to provide basic information on the mobility, including the participant's name.

Note the following:

1. The **Mobility ID** field is automatically created by using the last 6 digits of the project reference followed by MOB and then an incremental number. This number can be changed, but it must be unique in the project.
2. The **Activity Type** drop-down values differ according to the action type of your project.
   Note: Once you start filling in the mobility details, it is still possible to change the activity type but you may lose certain activity-specific information.
3. All **mandatory fields** are marked with the orange **value required** label. This label will disappear when the respective fields are filled in.
4. The activity dates displayed under **Start Date** and **End Date** are prefilled. The dates can be adjusted, but they must remain within the **project duration**, which is indicated by the blue timeline.



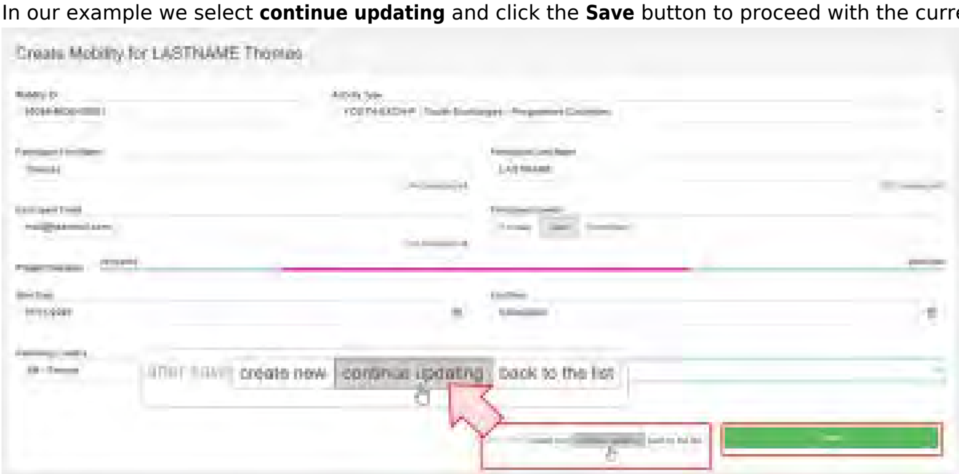
Before clicking on "Save", select an "after save" option

Once all the mandatory information is provided the **Save** button becomes available.

Select one of the following options before clicking on **Save**:

- **create new** - allows you to save this basic information as a draft mobility and create the next mobility, without having to return to the mobility list.
- **continue updating** - allows you to proceed to the next section and complete the details for the current mobility. This is the default selection.
- **back to the list** - allows you to save this basic information as a draft mobility and return to the mobility list.

In our example we select **continue updating** and click the **Save** button to proceed with the current mobility.



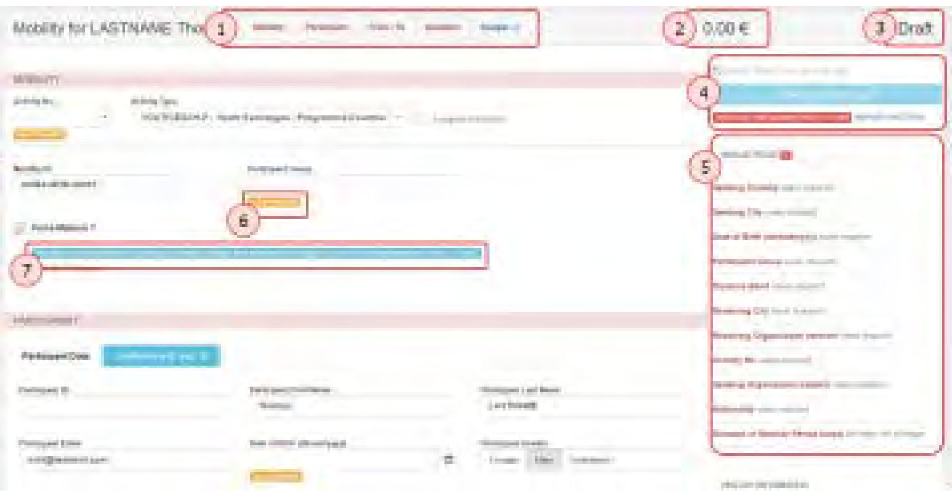
Fill in the "Mobility for..." section

General functionality

Once you have saved the mobility details, a new screen opens, indicating **Mobility for (Participant name).** This is the second section to fill in and requires more detailed information about the participant and the mobility.

Note the following:

1. **Navigation menu** - The **Mobility for...** screen is divided into several smaller sections. Click on a specific tab in the navigation menu to jump to the relevant section. Tabs in red indicate missing information, tabs in blue and with a check indicate a complete section.
   The available tabs differ according to the action type or the mobility. Certain sections may already be indicated as complete after saving the draft.
2. **Calculated EU grant** for the mobility in EUR - will update automatically when the respective fields used for the calculations are filled in.
3. **Status** - for newly created mobility the default status is **Draft.** It changes to **Complete** when all mandatory information is provided and the mobility is saved.
4. **Save button** - initially displays as **Values cannot be saved.** The button changes to **Save** as soon as some mandatory information is provided. Afterwards, you can save the draft mobility as many times as required. The mobility remains in **Draft** status until all mandatory information is completed.
5. **Invalid fields** - this section displays fields which require input, update or have an error. Clicking on an item brings you to the respective field in the mobility screen. The list of invalid fields will automatically shorten as you fill in the mobility information.
6. **Mandatory fields** - marked with the orange **value required** label.
7. **Information messages** - they are highlighted in blue and are available throughout the form to provide guidance on certain fields.



Fill in the "Mobility" details

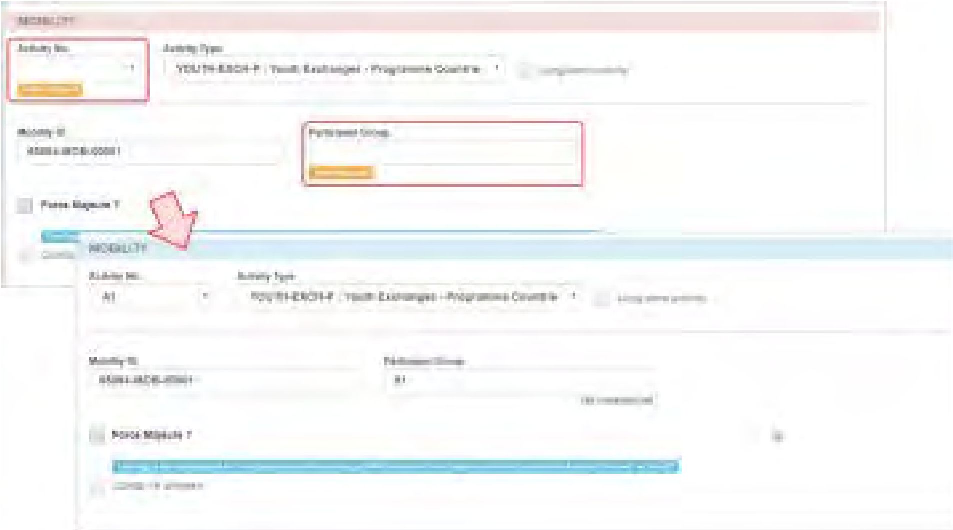
The fields to fill in vary for the different action types. Make sure you read the onscreen information and instructions carefully, to provide the correct details.

In our example we have to select

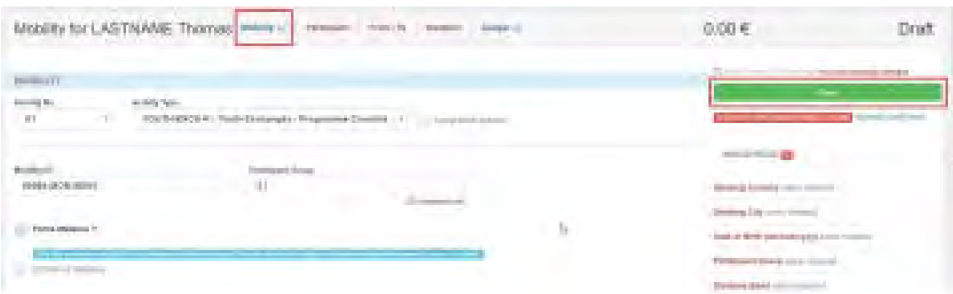
- the **Activity No.** from the available drop-down, which should reflect the number for this activity used in the application or grant agreement.

- the **Participant Group**.

Note: Multiple activities can share the same activity number as long as the activity type is the same.



Once the mandatory details are filled in, the Mobility tab in the navigation menu is checked. The **Save** button also becomes available.

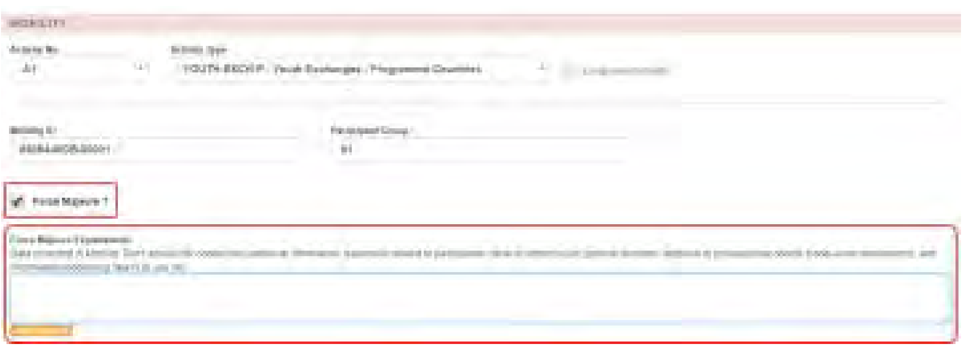


"Force Majeure" flag

The **Force Majeure** check box is also displayed in this part of of the mobility screen.

Mobilities which due to an unforeseeable exceptional situation or event beyond the individual participant's control could not be started or completed have to be marked as Force Majeure. These situations can arise at any time including factors such as sudden disease, accidents, death, earthquakes and other causes beyond the control of the participant.

When the **Force Majeure** checkbox is checked the comment field **Force Majeure Explanations** becomes available and must be completed. The justifications for indicating the activity as **Force Majeure** must be added here.



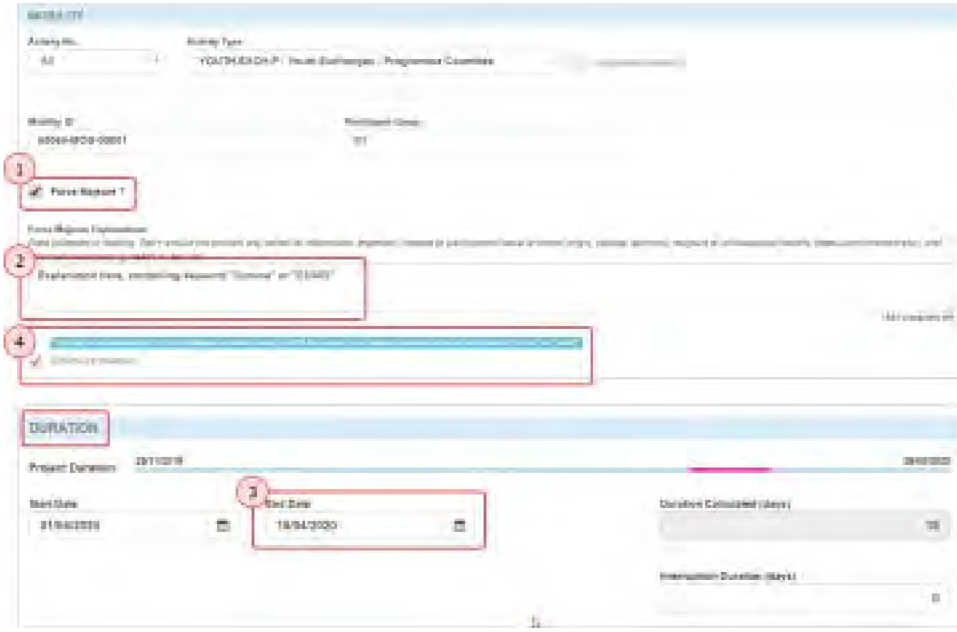
"COVID-19 affected" flag

Mobilities having an end date within 2020, the Force Majeure flag checked, and for which the provided **Force Majeure Explanations** contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set. The same rule applies for importing of mobilities. The same rule applies for the export and import of mobilities: the flag is not visible in the Excel files but is automatically set in Mobility Tool+ on import, if the conditions are met.

To indicate a mobility as **COVID-19 affected:**

1. Tick the **Force Majeure ?** check box.
2. Add an explanatory comment including the word "covid" or "corona".
3. The **end date** of the mobility has to be in 2020 (to be specified in the duration section).
4. Note that the **Covid-19 affected** flag is checked as conditions 1-3 are fulfilled.

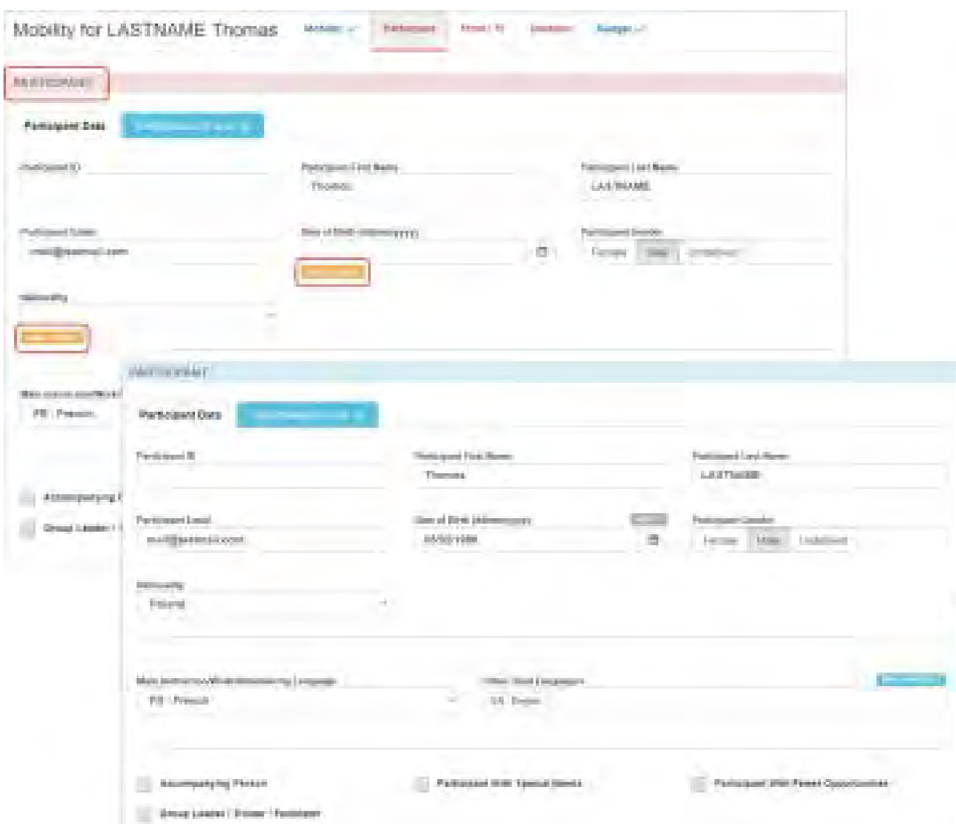
For additional information and guidance on **Force Majeure due to COVID-19**, please see **MT+ Force majeure guidance due to Coronavirus.**



Fill in the "Participant" details

Access the **Participant** section either by scrolling down or by clicking on the **Participant** tab in the navigation menu. The information required here varies per action and activity type. Some details are already filled as they were provided in the first step of creating the mobility.

In our example, we only have to provide the **Date of Birth** and **Nationality** of the mobility. In the **Participant ID** you can provide an alpha-numeric identification code for the participant. It must be unique for the project but it is not mandatory.



For details on how to fill in this section for **Youth EVS** (European Voluntary Service - Programme Countries) mobilities flagged as long term, please see **MT+ Volunteer from European Solidarity Corps.**

Individual Participant Flags

The **Participant** section also displays a variety of flags such as **Accompanying Person** or **Participant with Special Needs.** These check boxes vary depending on the key action, action type and activity type.

They may also affect the budget fields, additional participant tabs in the mobility screen and/or require additional fields to be filled in.

For example:

- A participant indicated as an accompanying person will not have to complete the participant report and the tab for the participant report in the Participant section will not appear.
- If you flag a mobility as **Participant with Special Needs** in a KA105 project, the **EU Special Needs Support section** under the **Budget** section requires to be filled in.

Check the appropriate flags for the mobility.

> **Remember:**
>
> For compliance with the **EU General Data Protection Regulation**, please **do not include any sensitive information about the participant's personal situation** related to special needs, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

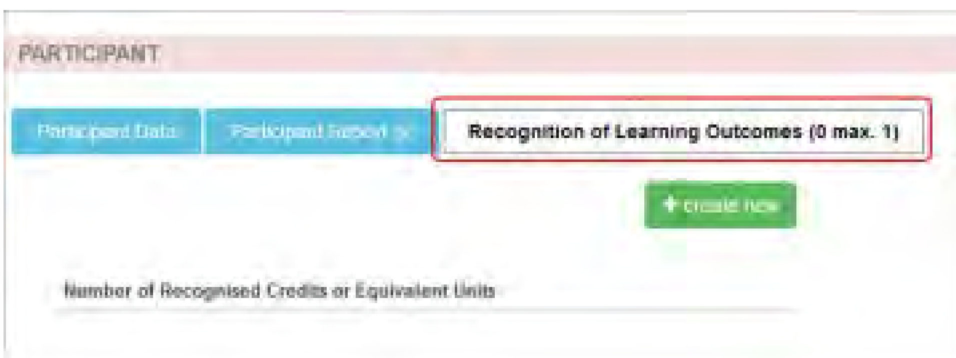
Participant Report, Certification and Recognition tabs

For further details about the Participant Reports, please see **MT+ Manage KA1 participant report.**

The **Certifications** tab is available for all actions, except for KA103 and KA107. Here you have the option to provide information on certifications the participant might receive. To do so:

1. Click the **Certifications** tab.
2. Click **+create new.**
3. Select from the available drop-downs the **Certifying Organisation** and **Certification Type.**
4. Click **Add.**
5. The certification displays, including **Edit** and **Delete** buttons.

The **Recognition** tab will only appear for **HE projects** (**KA103** and **KA107**). The page **MT+ How to manage Survey on Recognition** provides details.

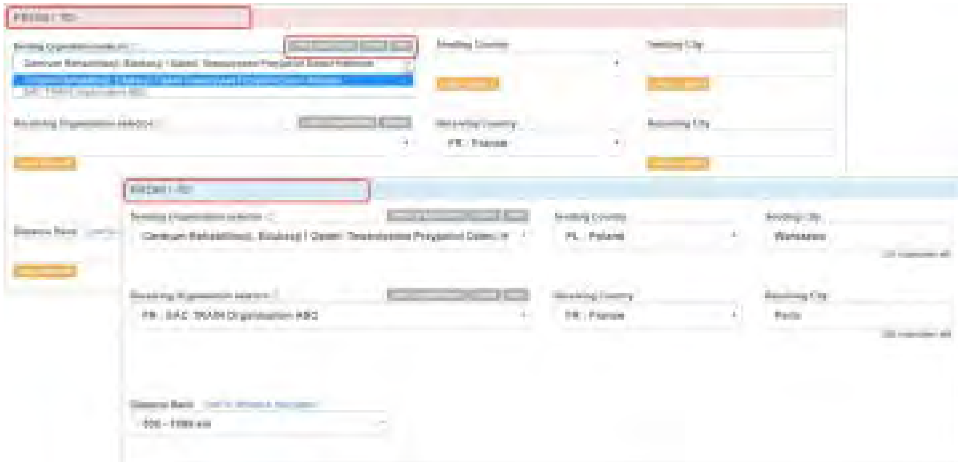


Fill in the "From/To" details

Select the **Sending** and **Receiving Organisation** from the respective drop-downs. The **Sending Country**, **Sending City, Receiving Country** and **Receiving City** are automatically filled in based on your selection.

To confirm the correct **Distance Band**, use the **Link to the distance calculator**. Select the calculated distance from the available drop-down. The distance band will automatically update the budget values with the correct travel grant for that activity type and distance band in the budget section. When the **From/To** section is complete and the mobility saved, the **budget** section is updated accordingly.

Note: If the sending or receiving organisation has not yet been added to the project, for certain action types you can add it at this point via the **create** button at the top of each drop-down box.



Fill in the "Duration" details

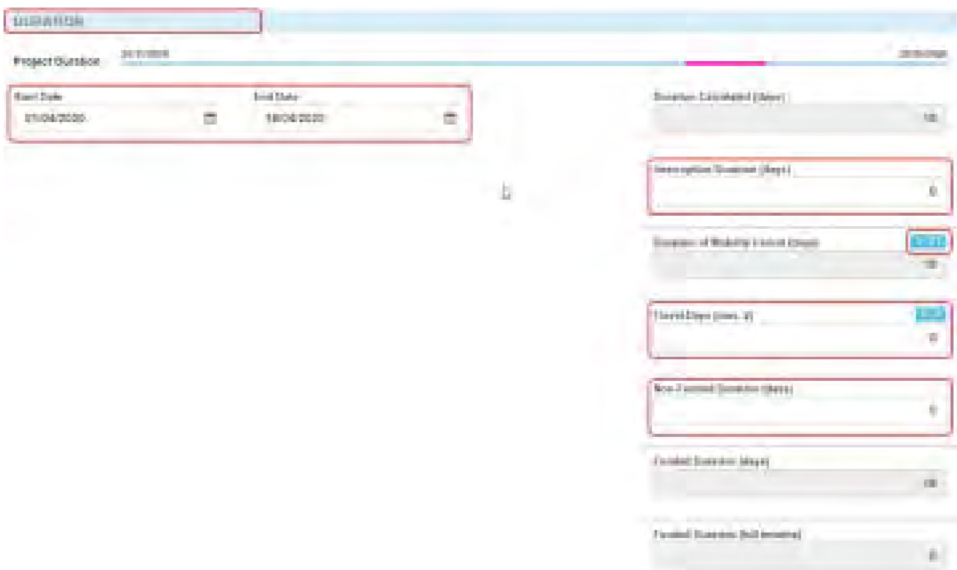
Check and update the start and end dates of the mobility. The minimum and maximum duration in days applicable for the selected activity type is highlighted above the **Duration Calculated (days)** field. If these limits are exceeded, a warning message displays.

If there is a break in the mobility, the **Interruption Duration (days)** field has to be filled in. This duration is subtracted from the total duration of the mobility.

Any **Travel days (max. 2)** you enter are also added to the total duration.

When the **duration** section is complete, the **budget** information is updated again.

> **Take note**
>
> A full month is defined as 30 days. Fields such as **Funded Duration (full months)** use this 30 days base for the automatic calculations.



Once all sections have been updated the mobility status changes from Draft to **Complete**.

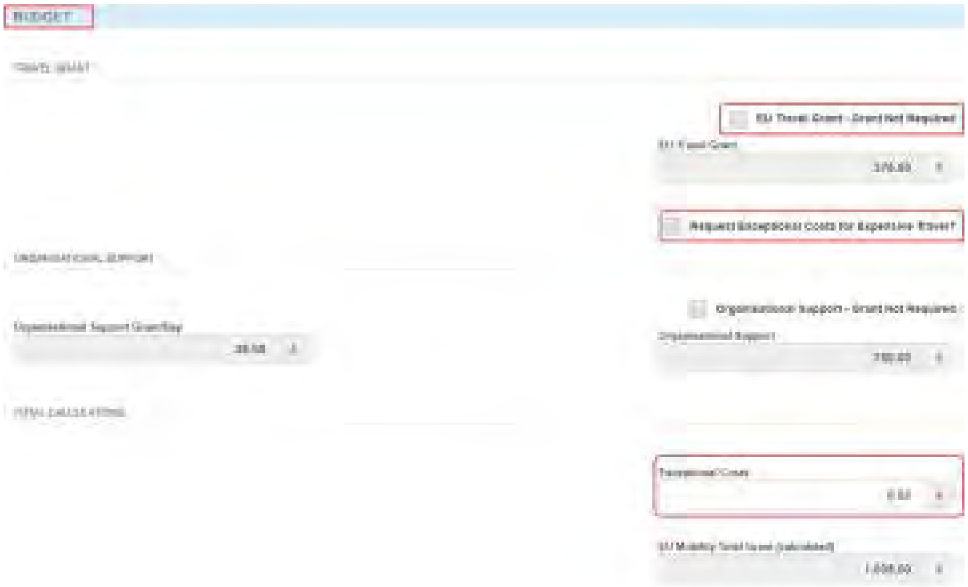
Check the "Budget" details

The **EU Travel Grant** is based on the selected distance band. Additional costs are calculated automatically or can be added here, depending on the action and activity type selected for the mobility.

In the example below the organisational support is indicated as 38.00 € per day. This means that the organisational support amount is automatically calculated based on the **Funded Duration (days)**, as calculated in the **Duration** section, multiplied by the **Organisational Support Grant/Day.**

For further details about the **Exceptional costs for expensive travel check box,** please see **MT+ Exceptional costs for expensive travel.**

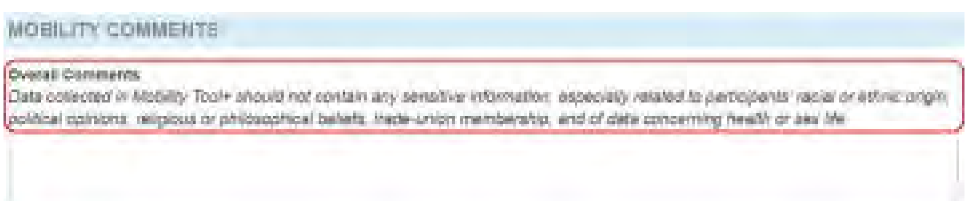
The **EU Mobility Total Grant (calculated)** is the sum of all relevant mobility costs.



Add "Mobility Comments" (optional)

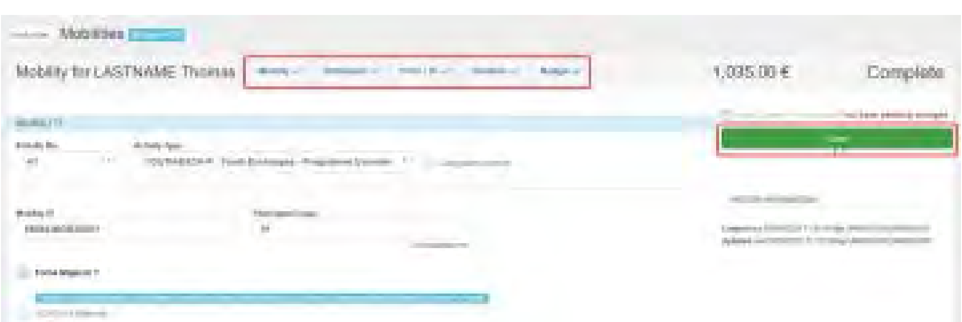
If you wish to provide any additional explanations regarding the mobility, you can do so in the **Mobility Comments** field at the bottom of the mobility screen.

Please make sure you do not reveal any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life, in compliance with the **EU General Data Protection Regulation**.



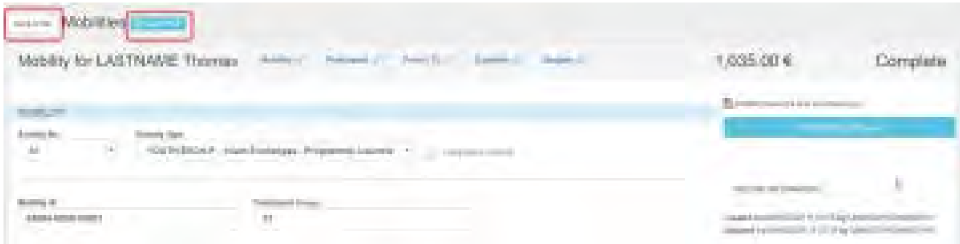
Click on "Save"

Click on **Save**.



Click the "back to list" button

To go back to the list of mobilities, click the **back to list** button at the top left of the screen. Here you also have the option to **Export** the mobility information as a **PDF** file.

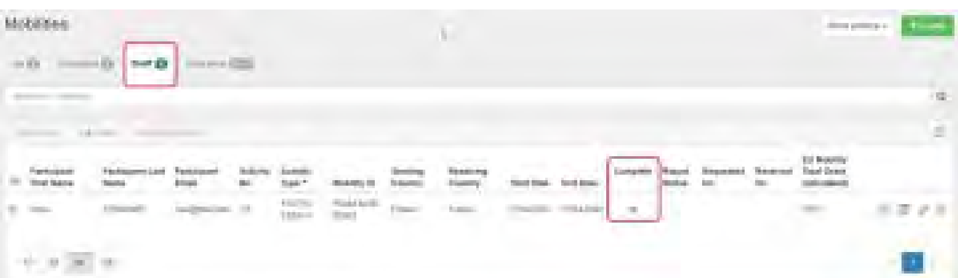


The mobility in the list of mobilities

The mobility in the different list tabs

The added mobility now appears in the list of mobilities, under the **All** tab. Since the mobility has been completed it also appears under the **Comp lete** tab.

Any draft mobilities will be visible under the **All** and the **Draft** tab. Such mobilities have to be completed, via the **Edit** functionality.



The **Overview** tab is available in the list of mobilities for certain action types. See **MT+ Mobility list view - Overview tab (KA101, KA102, KA104, KA105 and KA116 only)** for details.

Additional information on the general list functionalities in Mobility Tool+ is available under **MT+ List functionality**.

"Copy" mobility functionality

The **Copy** function allows you to copy most details from an already existing mobility to create a new mobility. In the newly opened draft mobility screen you will only have to provide the missing information as indicated in the **Invalid Fields** section and save.

See **MT+ Copy mobility details** for more details and step-by-step instructions.

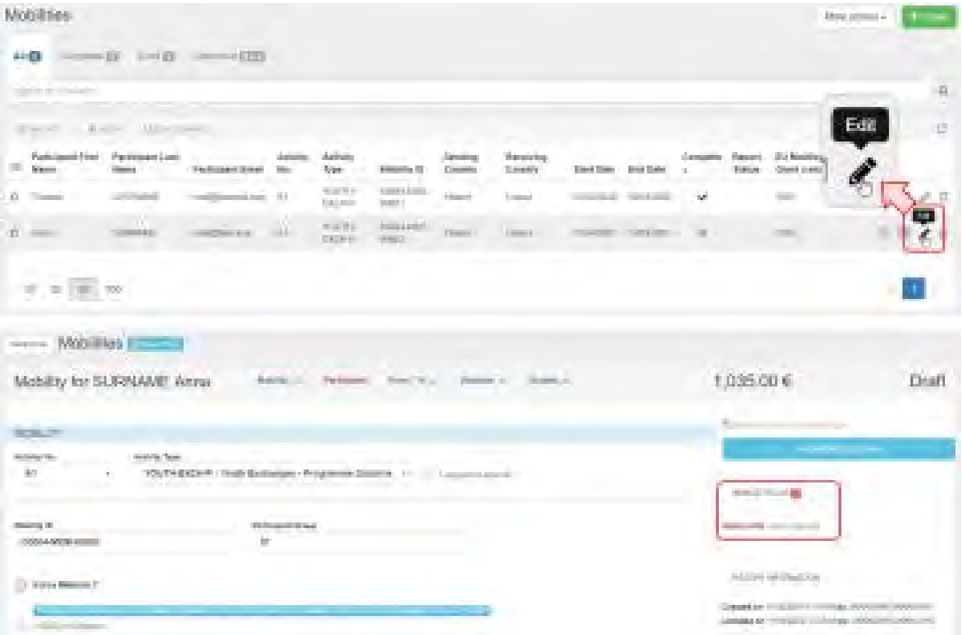
View a mobility

To view the details of a mobility, click the **view** icon. The details screen opens, but no information can be edited. If you would need to edit the viewed mobility from here, click the **Edit icon** in the right hand top corner of the screen.

Edit a mobility

To edit details for a mobility, click the **Edit (pencil) icon**. The mobility details screen opens and you can make the required adjustments.

If there are any invalid fields, they are listed. Clicking on an available item brings you directly to the respective field in the mobility screen.



Delete a mobility

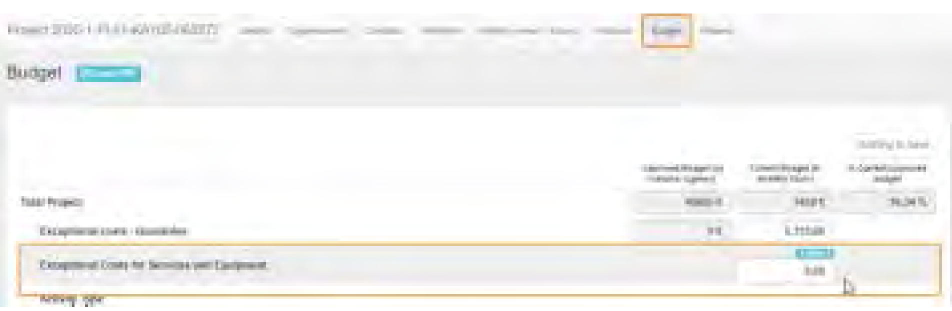
To delete a mobility, click the **Delete (bin) icon**. Confirm the deletion in the pop-up dialog.

Depending on the mobility you are deleting, additional warning messages may display. Read them carefully before you confirm the deletion.

Costs for Covid Tests

As COVID testing has become more and more a pre-requisite for physical mobilities abroad, the costs related to such tests are also eligible for funding under the exceptional costs category. The reimbursement rate is set at 100% of the eligible costs actually incurred.

In **KA1** and **KA3** projects, costs related to Covid tests, if applicable, have to be provided as **Exceptional Costs for Services and Equipment** in the **Budget** screen, and not as part of a mobility, with the exception of KA107 - Higher education student and staff mobility between Programme and Partner Countries projects. For these projects, the Exceptional Costs for Services and Equipment is available in the mobility screen. See MT+ Exceptional costs for services and equipment for details.



Related articles

- MT+ Add mobility for KA1 and KA3 projects
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Certifications for mobilities (2017)
- MT+ Combined Teaching and Training

- MT+ Copy mobility details
- MT+ Data Dictionary
- MT+ Disadvantaged Background KA107 (2019)
- MT+ Expensive Domestic Travels
- MT+ How to edit the mobility import file
- MT+ How to export and import mobilities using xls
- MT+ How to manage Survey on Recognition
- MT+ How to read the error log
- MT+ How to view the error log
- MT+ How to work with CSV
- MT+ KA1 and KA3 Budget screen

MT+ Copy mobility details

Relevant for...

Call Year	Key Action	Action
2016 onward	**KA1 - Mobility of individuals** **KA3 - Support for policy and reform**	All

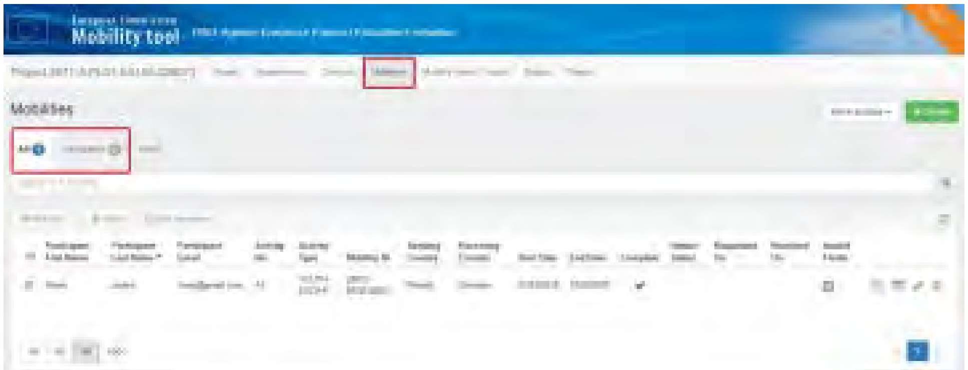
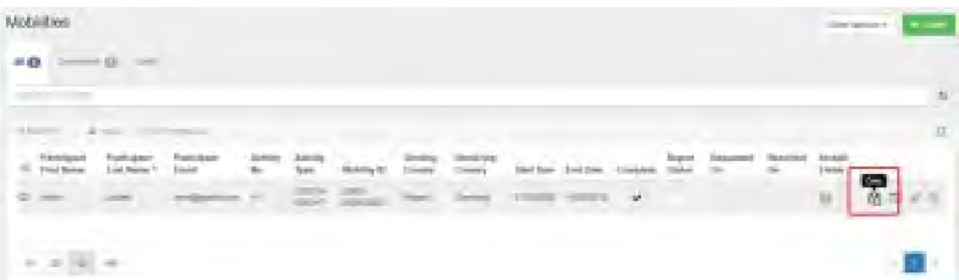
This page describes the steps to **copy a mobility** for quicker encoding of additional mobilities. For this functionality to work, **at least one mobility has to already be available** under the Mobilities tab in Mobility Tool+.

MT+ Add mobility for KA1 and KA3 projects provides information on how to encode a mobility from the beginning.

Quick steps

1 Access the "Mobilities" tab.
2 Click the "Copy" icon.
3 The Mobility template.
4 Update "Participant" section and Save.
5 Edit/Update the remaining sections.
6 Return to the Mobility list.

Detailed steps

	Steps
1	**Access the "Mobilities" tab.** Access the **Mobilities** tab in your project. All already encoded mobilities are displayed in the list, either as Complete or Draft mobility. In our example one complete mobility is present. 
2	**Click the "Copy" icon.** A template of the mobility already available can be created by clicking the **Copy** icon next to an existing mobility in the list. 

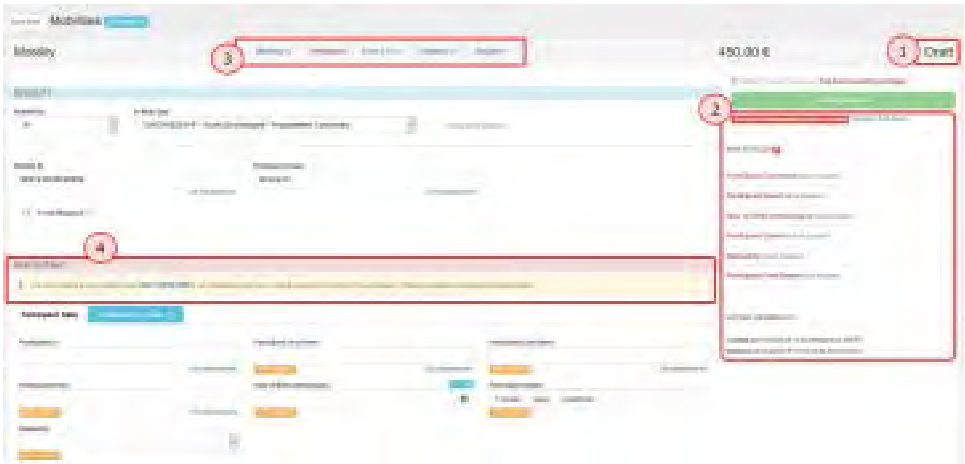
3

The Mobility template.

The partially filled draft mobility screen for the new mobility details to be entered opens. Here you find:

1. **Status of mobility:** Draft or Complete
2. **Invalid Fields notification area:** Displays fields which require input, update or have an error. Clicking on an item displayed here will bring you to the respective field in the mobility screen.
3. **Sections** of the mobility screen: Sections displayed in red need input, sections in blue with a check mark are already complete due to the copy action.
4. **Information message** for the copied mobility

All mandatory fields are marked with the orange message **value required**.



4

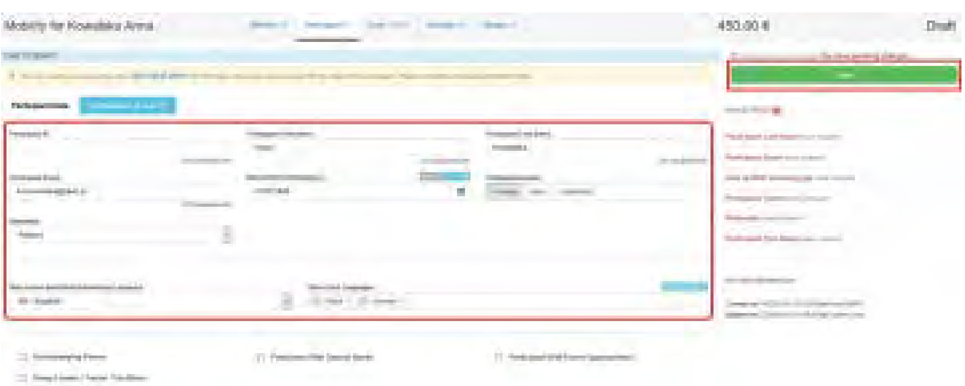
Update "Participant" section and Save.

All participant data from the original mobility was removed during the copy action. Provide all required information.

The fields **Participant First Name, Participant Last Name, Participant Email, Date of Birth, Participant Gender and Nationality** are available for all action and activity types. Other fields available/not available vary.

Click the **Save** button to save the update.

Our example shows the screen for a 2017 KA105 project, Activity type Youth Exchanges - Programme Countries.



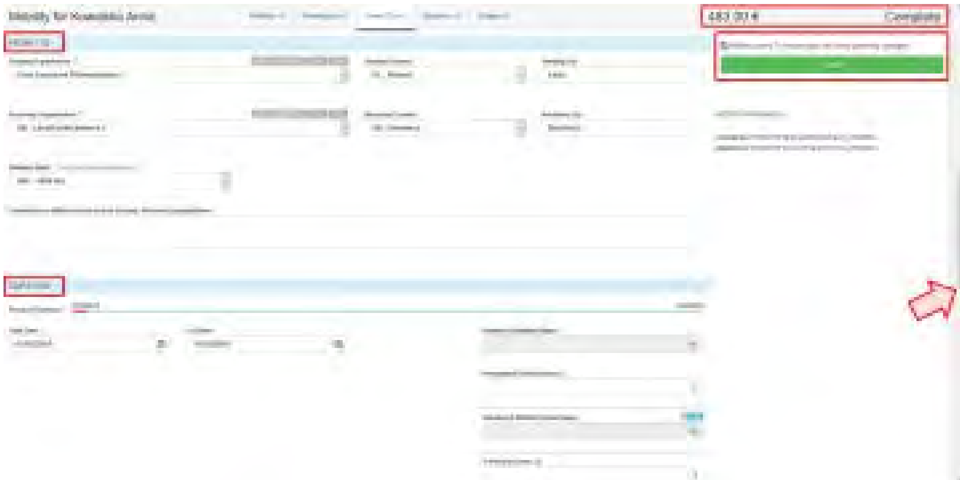
5

Edit/Update the remaining sections.

Other sections within the Mobility template can be edited and some fields may still be mandatory. The sections to check and eventually update are:

- **FROM/TO**
- **DURATION**
- **BUDGET** and
- **MOBILITY COMMENTS**

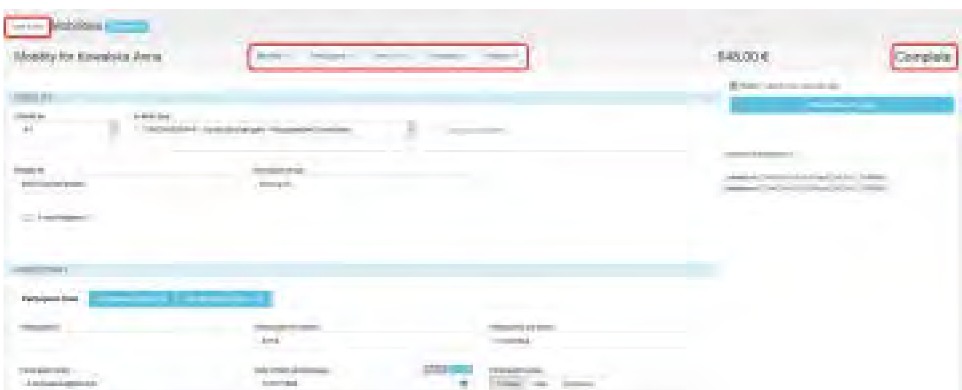
Any changes/updates will re-activate the **Save** button. Click it to save your updates.



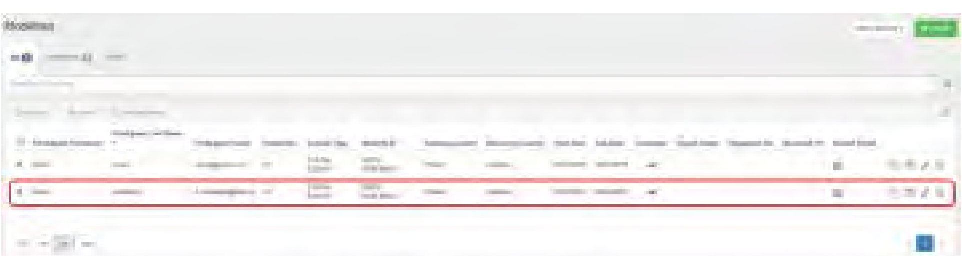
6

Return to the Mobility list.

If all updates are done and the newly copied mobility is complete, return to the Mobilities screen. Click the **back to list** button.



The newly created mobility is displayed in the list.



Related articles

- MT+ Add mobility for KA1 and KA3 projects
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Certifications for mobilities (2017)
- MT+ Combined Teaching and Training
- MT+ Copy mobility details
- MT+ Data Dictionary
- MT+ Disadvantaged Background KA107 (2019)
- MT+ Expensive Domestic Travels
- MT+ How to edit the mobility import file
- MT+ How to export and import mobilities using xls
- MT+ How to manage Survey on Recognition
- MT+ How to read the error log
- MT+ How to view the error log
- MT+ How to work with CSV
- MT+ KA1 and KA3 Budget screen

MT+ KA1 and KA3 Overview of virtual and blended mobilities

- Relevant for call year 2017 and forward.
- For KA1 and KA3, except for KA107 - Higher education student and staff mobility between programme and partner countries.

COVID-19 Measures

In light of the exceptional circumstances created by the COVID-19 pandemic, the Erasmus+ programme is implementing a series of measures for the duration of the exceptional period.

These changes will impact all active projects starting from call year 2017.

Beneficiaries will be allowed to also organise their activities virtually. Where relevant, a blended activity approach is encouraged. A blended mobility has a period of virtual activity which is to be combined with a physical activity abroad, all applying specific rules and budget calculation. All other mobilities, which take place as before in a physical location, must be indicated as physical mobilities. By default all mobilities recorded in Mobility Tool+ before Release 6.3 (September 2020) are marked as physical mobilities and can be changed.

The current page explains the basics of virtual and blended mobilities in KA1 and KA3, except for KA107, which is explained separately in the page MT+ KA107 Budget transfer.

Virtual Mobilities

What is a Virtual Mobility

A virtual mobility is an activity that takes place exclusively online, without the physical presence of the participant. It is indicated in Mobility Tool+ as a **Virtual Mobility** and recorded similarly to a physical mobility, but without the costs that would normally apply to a physical mobility.

If a virtual mobility is to be combined with a physical mobility it should be recorded as a blended mobility.

Important

By virtual activity is meant an online activity taking place in the home country. The virtual activities where the student is physically present in the destination country must be registered as physical. For in-country virtual activities, please use the participant's home town.

All virtual mobilities are automatically flagged as force majeure and the flag cannot be manually removed.

Virtual Mobility Specifics for KA1 and KA3

Duration

- The minimum duration that can be recorded in Mobility Tool+ is of 1 day.
- There are no maximum duration constraints.
  Exception - Youth activities: the maximum duration is the one applicable to physical mobilities as defined in the Programme **Guide.**

Grants

- Any duration-related budget items are not applicable to the virtual activities, therefore no funding is received for such items, except for Youth projects.
- It is possible to request the following grants:
  1. Linguistic Preparation Grant
  2. Exceptional Costs
  3. Organisational Support: 100% of the Organisational Support grant is allocated per participant at project level.
     Exception - Youth projects: 35% of the organisational support grant is allocated per mobility and per day for the entire duration of the virtual activity, for eligible activities.

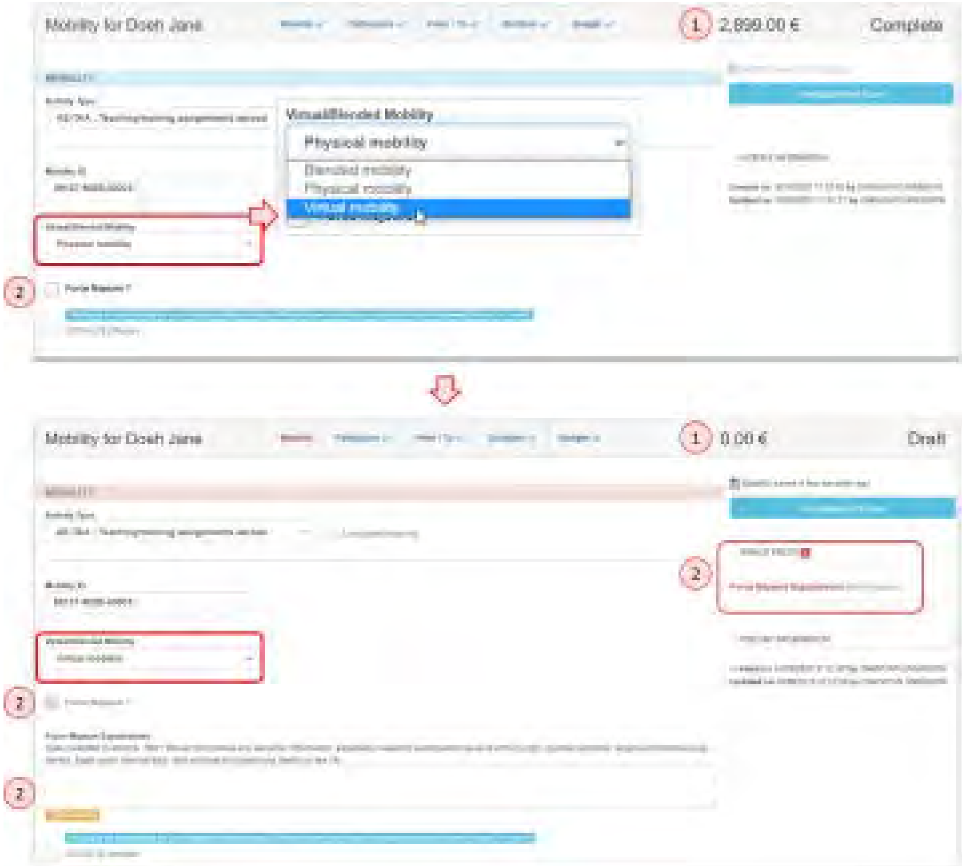
Participant Reports

The usual business rules are applicable to participant reports in the case of virtual mobilities. For the applicable key actions and activities, the first participant report request is submitted automatically on the end date of the virtual mobility, and reminders are submitted accordingly.

Example

The following image shows the basic changes that occur when a mobility is updated from physical to virtual:

1. All grant calculations that previously applied to the physical duration are reset to zero.
2. The Force Majeure field is checked and the Force Majeure Field Explanations are required.



Blended Mobilities

What is a Blended Mobility

A blended mobility combines both virtual and physical activities. It is indicated in Mobility Tool+ as a **Blended mobility** and it includes duration and budget details for both the virtual activity and the physical activity.

Blended mobilities are not flagged as Force Majeure by default.

Blended Mobility Specifics for KA1 and KA3

Duration and Timing

- The virtual and physical activities can be carried out in any order but cannot overlap.
- There can be a time gap between the two activities.
- The blended mobility total duration is the sum of the virtual mobility duration and the physical mobility duration.
- There are no constraints on the minimum or maximum duration of the blended mobility.
  Exception - Youth projects: the minimum and maximum limits of the blended duration are the same as those applicable to physical mobilities as defined in the Programme Guide.
- For the physical part of the blended mobility, the same rules apply as defined before Release 6.3 for physical mobilities.
- There are no limitations regarding the virtual activity duration.
  Exception - Youth projects:
  1. The virtual duration must be adjusted so that the maximum allowed duration of the blended mobility is not exceeded. Otherwise, the blended mobility should be flagged as Force Majeure.
  2. If the maximum duration of the blended mobility is reached and the physical duration is too short, the blended mobility should be flagged as Force Majeure.

Grant

- For the physical part of the blended mobility, the same rules apply as defined before Release 6.3 for only-physical mobilities.
- All grant calculations for the blended mobility are based purely on the physical activity of the blended mobility.
  Exception - Youth projects (eligible activities):

  1. For the entire physical activity duration, 100% of the organisational support is allocated per mobility and per day.
  2. For the entire virtual activity duration, 35% of the organisational support grant is also allocated per mobility and per day.

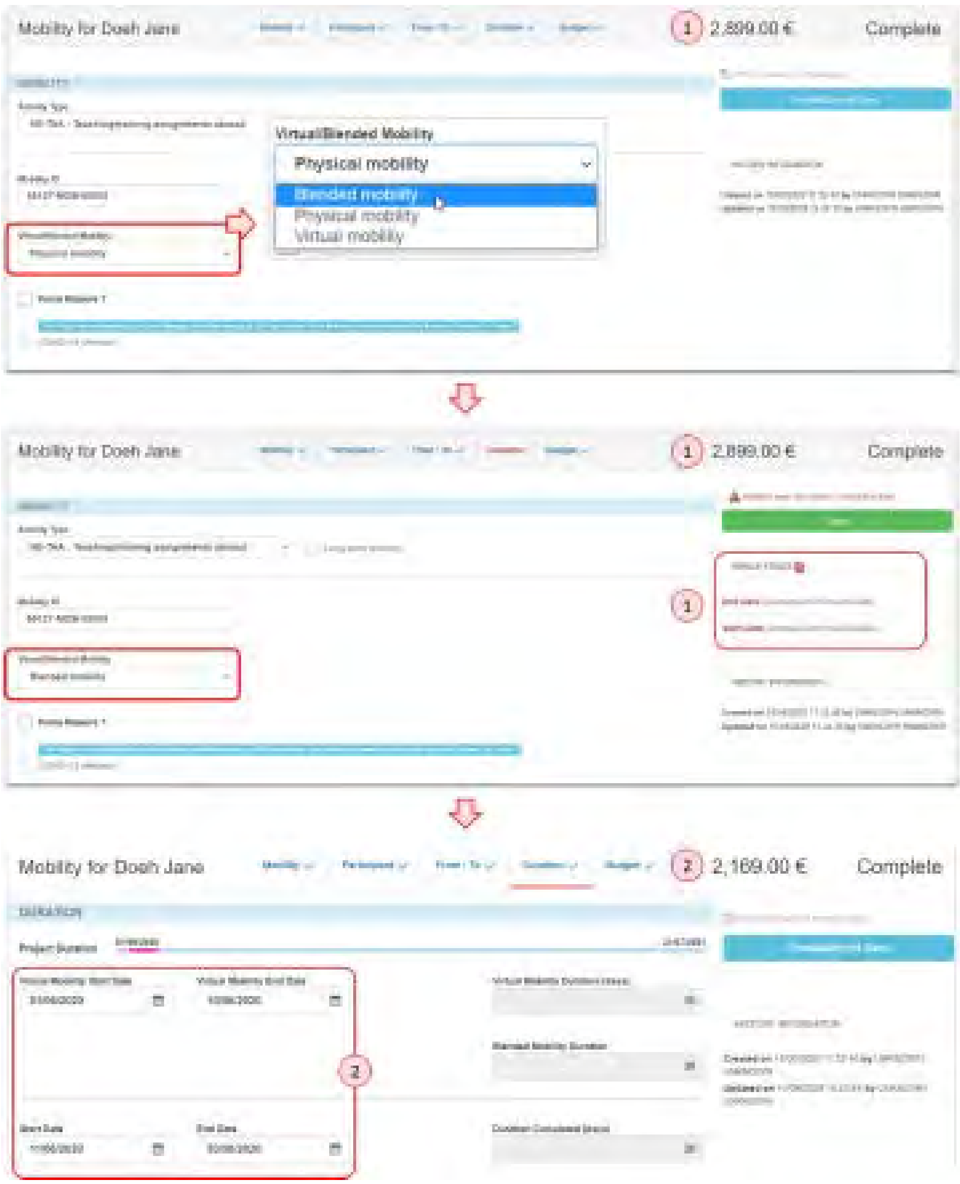
Participant Reports

The first participant report request is submitted automatically on the end date of the physical activity, and subsequent reminders are submitted according to the usual business rules applicable to participant reports for physical mobilities.

Example

The following image shows the basic changes that occur when a mobility is updated from physical to blended:

1. For the blended mobility, the virtual activity start and end dates must also be indicated. No changes occur yet at budget level.
2. Once all dates are correctly indicated, the grant is also updated based on the physical activity duration.



Related articles

Content by label

There is no content with the specified labels

MT+ KA101 Mobilities specifics

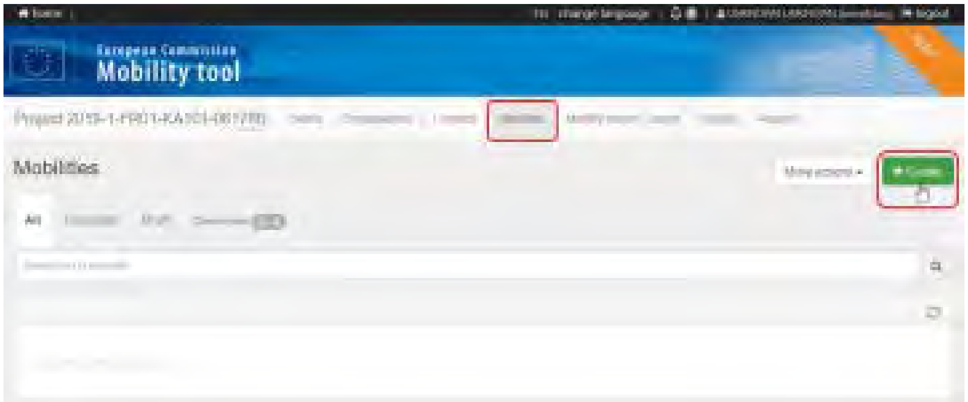
Relevant for...

Call Year	Key Action	Action
2018 onward	KA1 - Mobility of individuals	KA101 - School education staff mobility

General information

Adding mobilities for KA101 projects.

Adding mobilities in KA101 - School education staff mobility projects follows the same basic workflow as explained under **MT+ Add mobility for projects from 2016 onward**.



The mobility list view.

In the list of mobilities four tabs are available in KA101 projects from call year 2018 onward, of which the **Overview tab** is specific for KA101 - School education staff mobility (and also for KA102, KA104 and KA116) projects.

Activity Types.

The following Activity Types are available for mobilities:

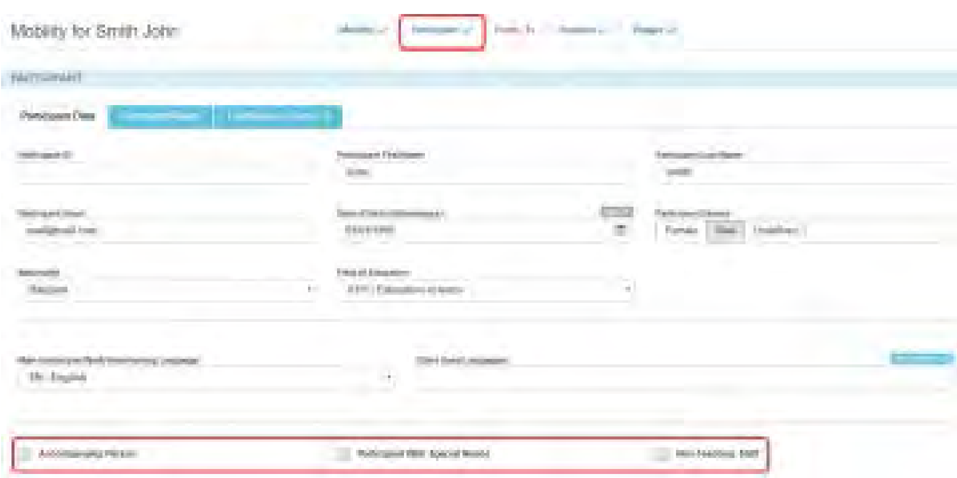
- **SE-TAA: Teaching assignments abroad**
- **SE-SC-TE: Structured Courses/Training Events**
- **SE-JOB-SHDW: Job Shadowing**

None of those is available as a long-term activity.
The duration of the activities is a minimum of 2 days and a maximum of 60 days. Calculations are done automatically in Mobility Tool+.

Individual Participant Flags.

In the **Participant** section of the mobility screen the following individual participants flags check boxes are available in KA101 projects:

- **Accompanying Person**
- **Participant With Special Needs**
- **Non-Teaching Staff**



Organisations in Mobilities.

In the **From/To** section of the mobility screen in KA101 - School education staff mobility projects, the **Sending** and **Receiving organisation** for the mobility have to be selected from the available drop-downs. The Sending and Receiving Organisation must be different within the same mobility.

The following rules apply for the selection of Sending and Receiving organisations:

1. The **Sending Organisation** must be either **Beneficiary** or **Co-Beneficiary**. The drop-down displays only those organisations.
   - Organisations indicated as co-beneficiaries are flagged as such in the organisation list and/or the organisation details screen.
   - Beneficiary or Co-Beneficiary organisations cannot be created in Mobility Tool+.
2. The **Receiving Organisation** drop-down in the mobility screen displays all organisations participating in the project **except** for Beneficiary and Co-Beneficiary Organisation.
   - Those organisations are flagged as **Partner** in the organisation list and/or the organisation details screen.
   - Partner organisations can be created in Mobility Tool+.

List of specific fields for KA101 - School education staff mobilities

This list provides you with detailed information on the specific fields available in the mobility screen for KA101 - School education staff mobility projects from 2018 onward.

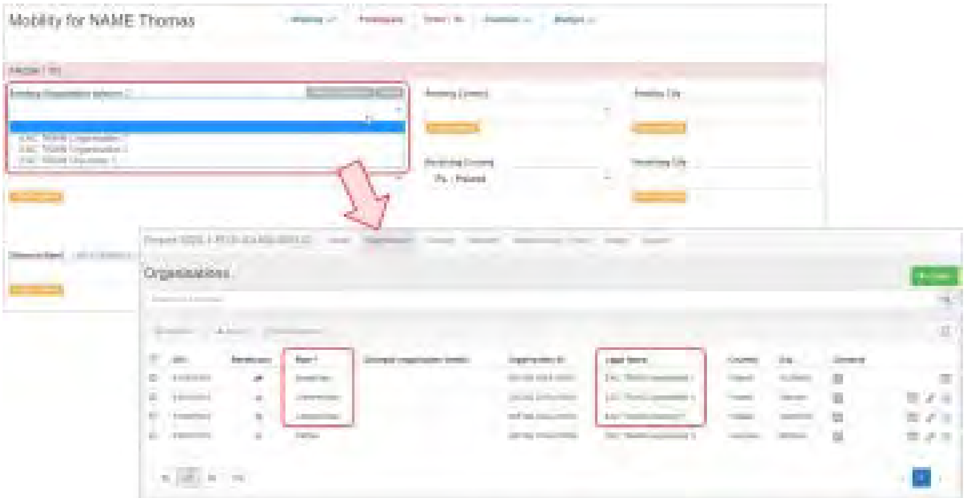
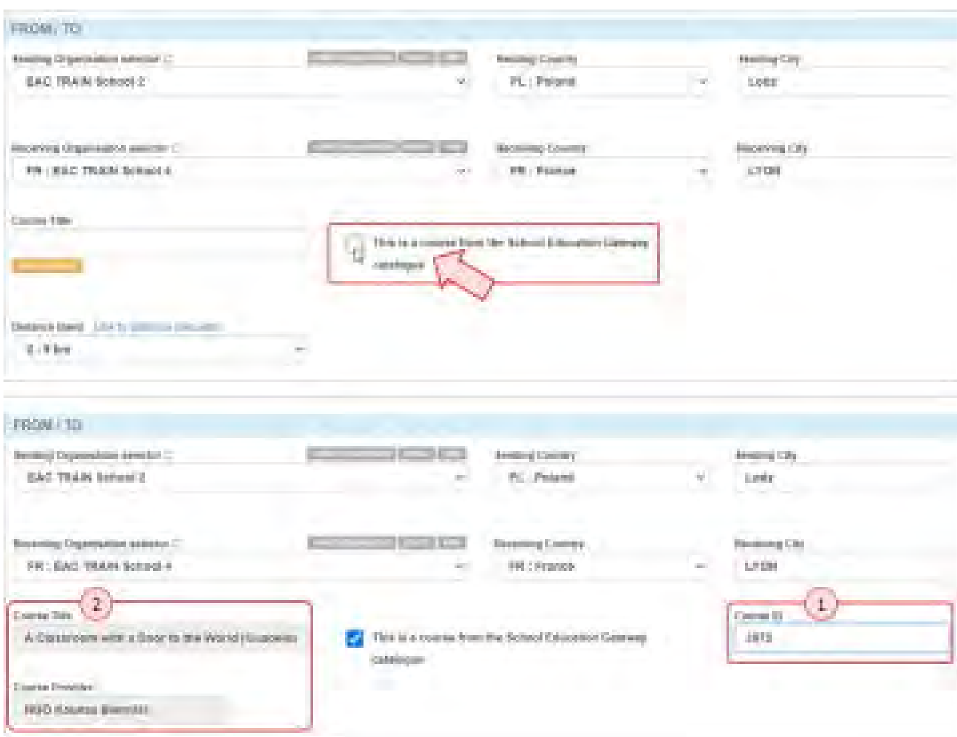
It is not yet complete but regularly updated and new information is added.

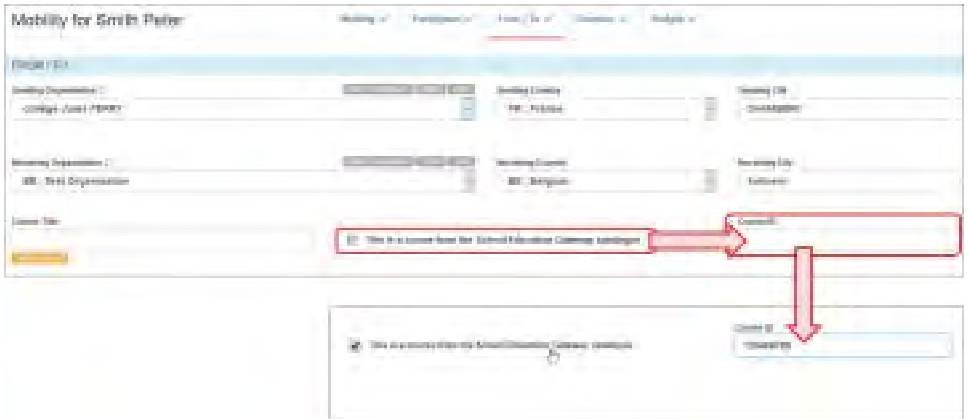
Use the filters to find information quickly.

- **Field Name filter** to search for a specific mobility field
- **Action Type filter** to search for a specific key action
- **Section Filter** to search for fields available in a specific section of the mobility screen or
- **Global Filter** to search in all columns.

Different filters display for the different tabs.

Screen shot

Page	Action Type	Screenshot	Instr to us
MT+ Sending organisation (KA101/KA104)	KA101 KA104	 	Selec Bene or th Bene from **nding Orga** drop- field.
MT+ Course Title	KA101	 	Enter cours in the text f
MT+ Course from the School education gateway (2020)	KA101	 	Chec box i mobi atten cours /trair from hool Educ Gate catal and e the **C ID** in respe field.

MT+ Course from the School education gateway (2019)	KA101		Chec box i atten cours /trair the n was f the S Educ Gate catal and e the C ID of cours the respe field.

Descriptive list

Page	Section	Field Name	Call Year	Action Type	Explanation	Compulsory
MT+ Course from the School education gateway (2019)	From /To	This is a course from the School Education Gateway catalogue.	2019	KA101	A flag indicating that the mobility used the School Education Gateway course catalogue to choose a course.	No
MT+ Course from the School education gateway (2020)	From /To	This is a course from the School Education Gateway catalogue.	2020	KA101	A flag indicating that the mobility used the School Education Gateway course catalogue to choose a course.	No
MT+ Course Title	From /To	Course Title	2019	KA101	A field to enter the name of the by the mobility attended course.	Yes
MT+ Sending organisation (KA101/KA104)	From /To	Sending Organisation	2018 2019 2020	KA101 KA104	Drop-down list to select the organisation sending the participant. The list displays the Legal names of the Beneficiary or the Co-Beneficiary organisations.	Yes

Full Details

Title	Action Type	Action Type (text)	Activity Type Specifics	Additional Rules	Call Year	Compulsory	Consequence if selected	Editable	Explanation	Field Name	Instructio to use
MT + Sending organisation (KA101/KA104)	KA101 KA104	KA101 - School education staff mobility KA104 - Adult education staff mobility	-	-	2018 2019 2020	Yes	The fields **Sending Country** and **Sending City** will automatically be filled in with the respective information for the organisation selected. The information in those fields can however be overwritten.	Yes	Drop-down list to select the organisation sending the participant. The list displays the Legal names of the Beneficiary or the Co-Beneficiary organisations.	Sending Organisation	Select the Beneficiar or the Co- Beneficiar from the S**nding Organisat** drop-dow field.
MT + Course Title	KA101	School education staff mobility	Only applicable for **SE-SC-TE: Structured Courses/Training Events** activity type.	-	2019	Yes	-	Yes	A field to enter the name of the by the mobility attended course.	Course Title	Enter the course tit in the free text field.

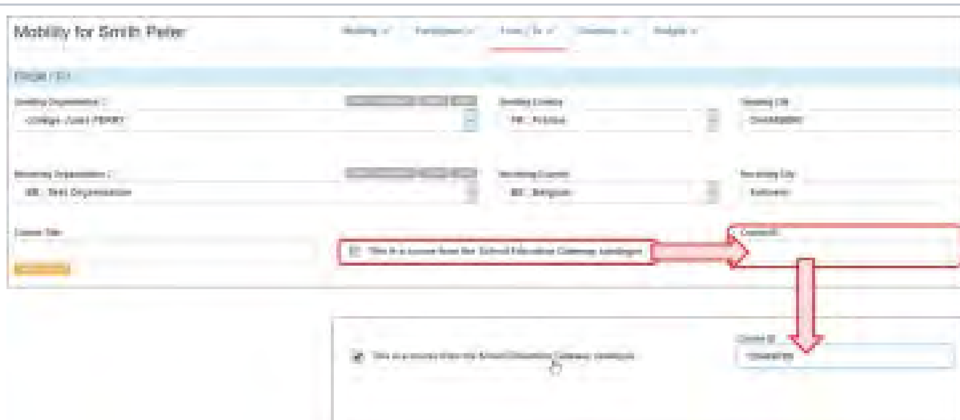
MT+ Course from the School education gateway (2020)	KA101	School education staff mobility	Only applicable for **SE-SC-TE: Structured Courses/Training Events** activity type.	If a mobility is deleted for which: • The check box **This is a course from the School Education Gateway catalogue** is ticked and • The participant's review of the course was published in the School Education Gateway (option 1 or 2 to the **Publication Agreement** question in the participant report) a warning is displayed informing the user that deleting this mobility will also remove their review from the School Education Gateway. If the deletion is confirmed, the published review is deleted.	2020	No		1. If checked, the **Course ID** field becomes available and has to be filled in. This Course ID field is a numeric field. 2. The fields **Course Title** and **Course Provider** will be filled in automatically with the information related to the Course ID.	Yes	A flag indicating that the mobility used the School Education Gateway course catalogue to choose a course.	This is a course from the School Education Gateway catalogue.	Check the box if the mobility attended course/training from the School Education Gateway catalogue and enter the **Course ID** in the respective field.

MT+ Course from the School education gateway (2019)	KA101	School education staff mobility	Only applicable for **SE-SC-TE: Structured Courses/Training Events** activity type.	-	2019	No	If checked, the **Course ID** field becomes available and should be filled in. This Course ID field is a numeric free text field.	Yes	A flag indicating that the mobility used the School Education Gateway course catalogue to choose a course.	This is a course from the School Education Gateway catalogue.	Check the box if the attended course /training o the mobil was from the Schoo Educatior Gateway catalogue and enter the Cours ID of the course in the respectiv field.

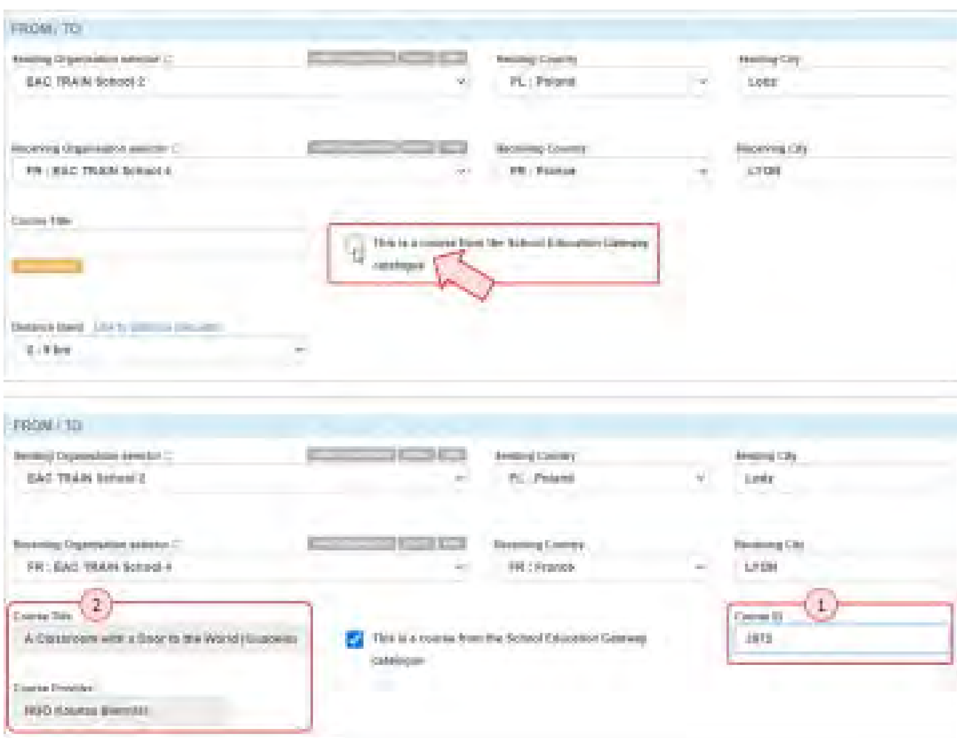
Related Articles

- MT+ Add mobility for KA1 and KA3 projects
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Course from the School education gateway (2019)
- MT+ Course from the School education gateway (2020)
- MT+ Course Title
- MT+ How to work with CSV
- MT+ KA101 Mobilities specifics
- MT+ Project Outline for KA1 and KA3
- MT+ Sending organisation (KA101/KA104)

MT+ Course from the School education gateway (2019)

Field Name	This is a course from the School Education Gateway catalogue.
Explanation	A flag indicating that the mobility used the School Education Gateway course catalogue to choose a course.
Section	From/To
Type	Mobility Field
Programme	Erasmus+
Call Year	2019
Key Action	KA1
Action Type	KA101
Action Type (text)	School education staff mobility
Activity Type Specifics	Only applicable for **SE-SC-TE: Structured Courses/Training Events** activity type.
Editable	Yes
Type of field	Check box
Compulsory	No
Consequence if selected	If checked, the **Course ID** field becomes available and should be filled in. This Course ID field is a numeric free text field.
Screenshot	
Instructions to use	Check the box if the attended course/training of the mobility was from the School Education Gateway catalogue and enter the Course ID of the course in the respective field.
Additional Rules	-
Related questions and answers	-

MT+ Course from the School education gateway (2020)

Field Name	This is a course from the School Education Gateway catalogue.
Explanation	A flag indicating that the mobility used the School Education Gateway course catalogue to choose a course.
Section	From/To
Type	Mobility Field
Programme	Erasmus+
Call Year	2020
Key Action	KA1
Action Type	KA101
Action Type (text)	School education staff mobility
Activity Type Specifics	Only applicable for **SE-SC-TE: Structured Courses/Training Events** activity type.
Editable	Yes
Type of field	Check box
Compulsory	No
Consequence if selected	1. If checked, the **Course ID** field becomes available and has to be filled in. This Course ID field is a numeric field. 2. The fields **Course Title** and **Course Provider** will be filled in automatically with the information related to the Course ID.
Screenshot	
Instructions to use	Check the box if the mobility attended a course/training from the School Education Gateway catalogue and enter the **Course ID** in the respective field.

<table>
<tr>
<td>Additional Rules</td>
<td colspan="2">If a mobility is deleted for which:

• The check box This is a course from the School Education Gateway catalogue is ticked and
• The participant's review of the course was published in the School Education Gateway (option 1 or 2 to the Publication Agreement question in the participant report)

a warning is displayed informing the user that deleting this mobility will also remove their review from the School Education Gateway. If the deletion is confirmed, the published review is deleted.</td>
</tr>
<tr>
<td>Related questions and answers</td>
<td>Where do I find the Course ID on the School Education Gateway?</td>
<td>In the Course Details of a specific course in the School Education Gateway, scroll down to the section Upcoming sessions. You will find the Course ID listed there, for upcoming as well as past sessions.


</td>
</tr>
</table>

MT+ Course Title

Field Name	Course Title
Explanation	A field to enter the name of the by the mobility attended course.
Section	From/To
Type	Mobility Field
Programme	Erasmus+
Call Year	2019
Key Action	KA1
Action Type	KA101
Action Type (text)	School education staff mobility
Activity Type Specifics	Only applicable for **SE-SC-TE: Structured Courses/Training Events** activity type.
Editable	Yes
Type of field	Free text field
Compulsory	Yes
Consequence if selected	-
Screenshot	
Instructions to use	Enter the course title in the free text field.
Additional Rules	-
Related questions and answers	-

MT+ Re-validation of mobilities

After every release or hotfix in Mobility Tool+, the mobilities (draft or completed) of a project which were last saved before the said release are **considered outdated and must be revalidated before the beneficiary report can be submitted**. In such mobilities you might not find any invalid fields, but revalidation is required because it is possible that due to an update of the rules, a mobility could be classified as outdated or specific fields marked as invalid.

This implies that mobilities previously completed may not comply to the updated rule(s) enforced or changed after a release. Revalidation is therefore needed, at the latest before submitting the final report.

- How to identify mobilities that are not compliant with the new rule?
- Edit mobility to update invalid fields and revalidate.
- Revalidation of mobilities in bulk via "More Actions".
- Revalidation of mobilities via the "Reports" tab / Outdated mobilities.
- Revalidation of mobilities via the "Mobility Import - Export" tab.

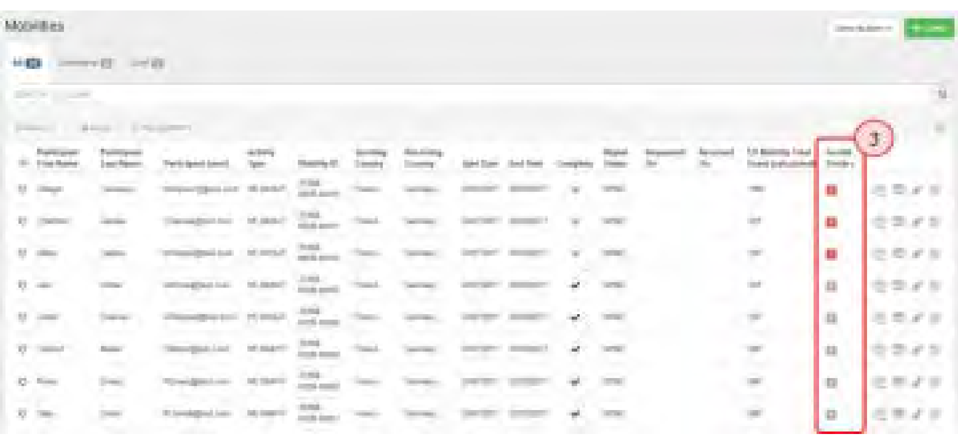
How to identify mobilities that are not compliant with the new rule?

Mobilities that do not comply with a new/changed rule will be marked as Draft and must be updated. To identify such mobilities more easily, the column **Invalid fields** can be added to the mobility list view.

This column will indicate the number of invalid fields for each mobility.

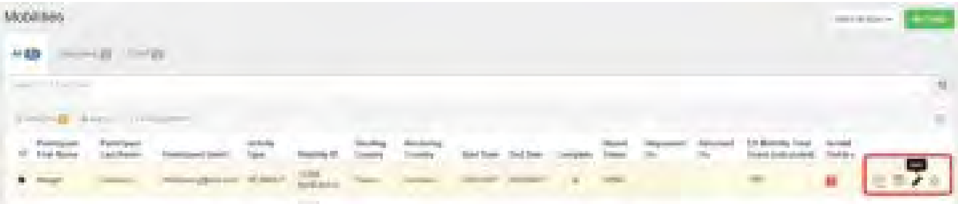
To add the column **Invalid** to the mobility list view:

1. Select the **Add/Remove Columns.**
2. Select **Invalid fields** and click on **Done.** The **Invalid fields** column is displayed.



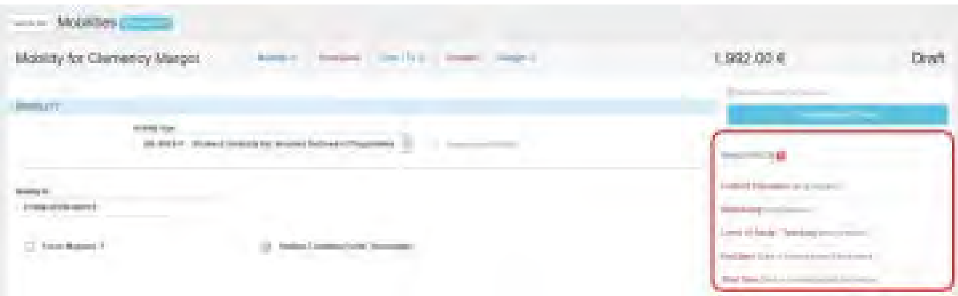
Edit mobility to update invalid fields and revalidate.

From the mobility list view, click on the **Edit** icon next to the mobility with invalid fields.



The mobility screen opens. On the right hand side the **Invalid Fields** section will display details on missing or incorrect entries.

Clicking on any item in this section brings you to the related field in the mobility screen.



After the updates are done, the **Save** button becomes available. Click it to save the changes.

The mobility status changes to **Complete** and the **Revalidate and Save** button becomes available. You can revalidate your mobility at this point or alternatively you can revalidate multiple mobilities at a time via the **More Actions** button (see below).

After completion, use the **back to list** button to go back to the list of mobilities.

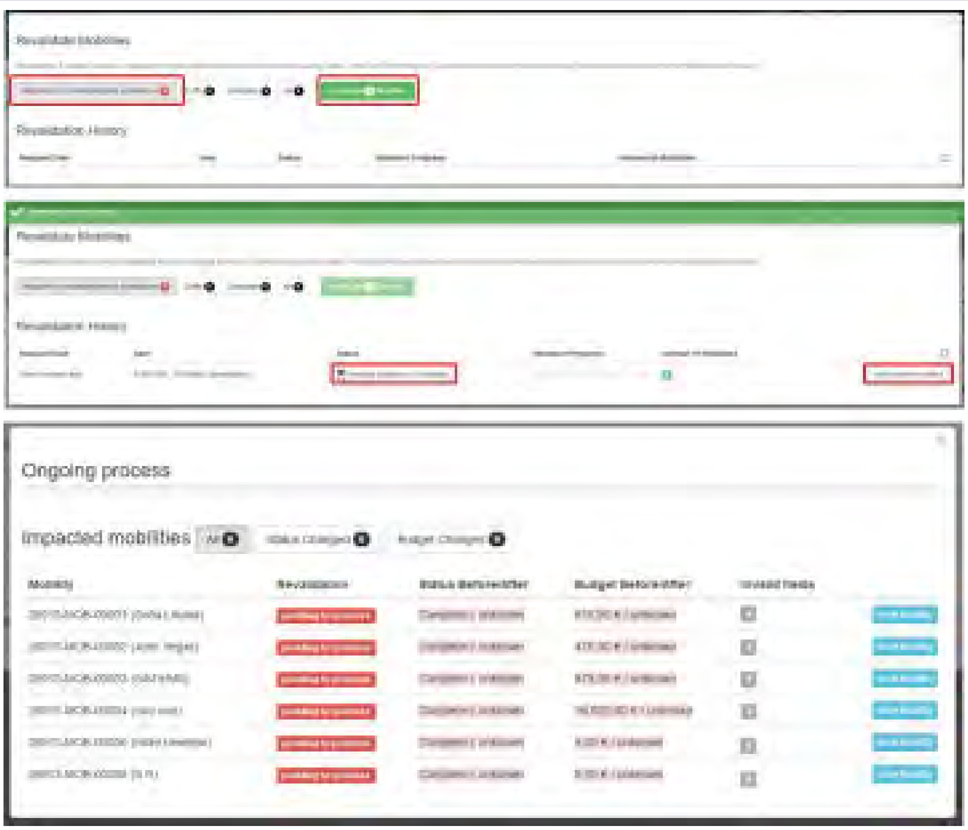
Revalidation of mobilities in bulk via "More Actions".

From the Mobility List view you can revalidate all mobilities of a project in bulk. To do so, click the **More actions** button, then select the option **Revalidate Mobilities**.

The Revalidate Mobilities window opens. The tab **Required to revalidate before submission** indicates the number of mobilities that need to be validated.

To start the process, click the green **Revalidate X Mobilities** button. In the **Revalidation History** section of the screen, the progress is displayed. Via the **see impacted mobilities** button you can view more details on the revalidation process for the affected mobilities.

> **Take note**
>
> At least one revalidation of mobilities is mandatory before the final report submission. If you only want to revalidate mobilities in Draft or Complete status, select the appropriate tab.
>
> The number of mobilities displayed in the **Revalidate X Mobilities** button is updated accordingly.



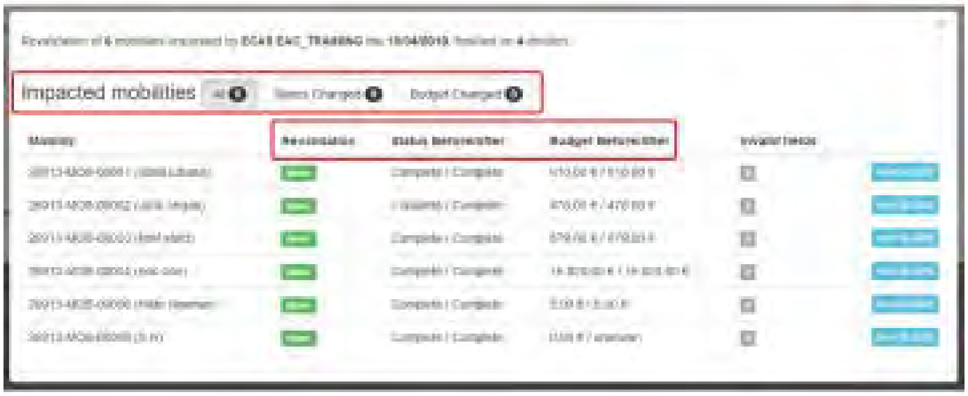
Upon completion of the revalidation process the **Revalidation History** is updated and the **Validation Progress** bar is set to 100%. Click **see impacted mobilities** to view the details.

In the newly opened **Impacted Mobilities** window you can see if the revalidation was done and whether a Status and/or Budget change occurred.

This is indicated in the columns **Status Before/After** and **Budget Before/After**, respectively. Via the specific buttons you have the possibility to view mobilities that contain changes only in Status or only in Budget.

If during the revalidation process any completed mobilities were set back to Draft, a warning message is displayed.

The blue **view Mobility** button will open the mobility details screen for the specific mobility in view mode. If any mobilities were set back to Draft, you must update / correct the invalid fields and complete the said mobilities.

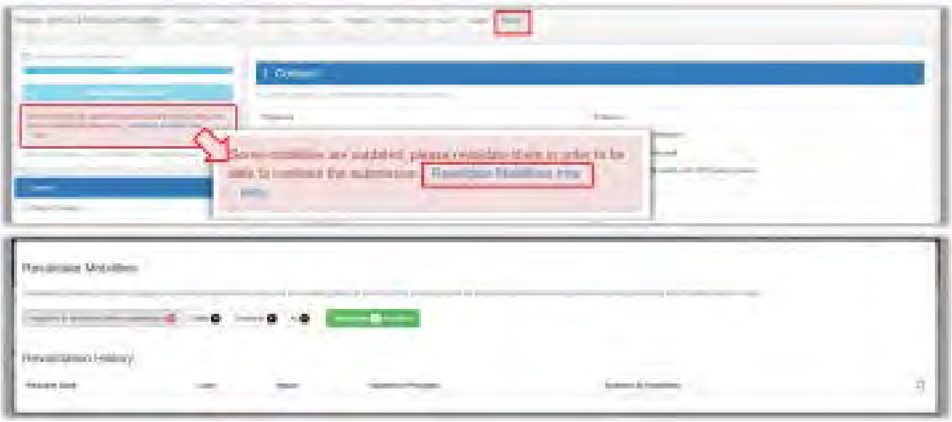


Revalidation of mobilities via the "Reports" tab / Outdated mobilities.

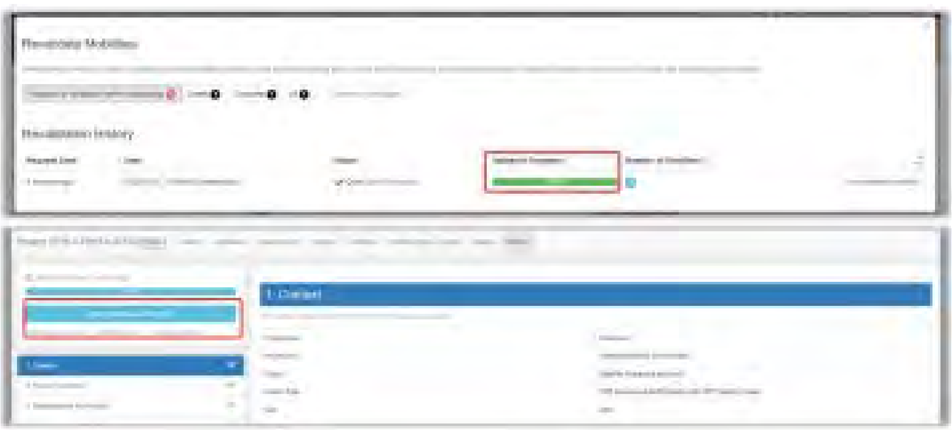
If mobilities in your project require revalidation you will be unable to submit the **Final Beneficiary Report**. The draft version of the **Final Beneficiary Report** will display a warning and the Start Submission Process button is inactive.

Click the link **Revalidate Mobilities now**. The Revalidate Mobilities screen open. Revalidate the mobilities as explained under Revalidation of mobilities in bulk.

> **Take note**
>
> At least one revalidation of mobilities is mandatory before final report submission.



Once **Revalidation** is completed the warning message in the **Final Beneficiary Draft Report** disappears and (if the report is completed) the **Start Submission Process** button becomes available.



Revalidation of mobilities via the "Mobility Import - Export" tab.

The total number of mobilities within a project can be checked for compliance with the new/changed rule using the **Mobilities Import - Export** functionality.

If there are no missing or invalid fields but the mobilities are marked as draft, these mobilities only require revalidation of the content on the affected field (save the mobility again).

The exported mobilities file does not have to be updated or changed. Importing the file is sufficient to revalidate the mobilities and mark them all as completed.

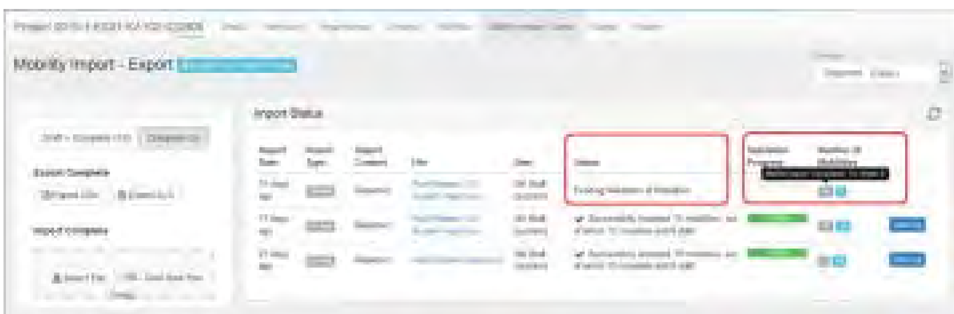
The column **Validation** indicates whether the validation of all mobilities has been done. The column **Number of Mobilities** indicates the total number of completed and draft mobilities before import and after import.

If there are mobilities that remain in draft it could be due to the fact that these mobilities were had the status Draft before the release or there are missing/invalid fields. These fields should be updated in the exported file and imported back.

To ensure you have the latest version of the mobilities, export the the mobilities as before.

The draft mobilities will be indicated in the last column in the file. See **Manage export and import of mobilities** for more details concerning how to update the mobilities list view.

> **Take note**
>
> The Final beneficiary report can not be submitted if mobilities remain in **Draft** status or necessary revalidation of mobilities is not done.



Related Articles

- MT+ Add mobility for KA1 and KA3 projects
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Certifications for mobilities (2017)
- MT+ Combined Teaching and Training
- MT+ Copy mobility details
- MT+ Data Dictionary
- MT+ Disadvantaged Background KA107 (2019)
- MT+ Expensive Domestic Travels
- MT+ How to edit the mobility import file
- MT+ How to export and import mobilities using xls
- MT+ How to manage Survey on Recognition
- MT+ How to read the error log
- MT+ How to view the error log
- MT+ How to work with CSV
- MT+ KA1 and KA3 Budget screen
- MT+ KA1 and KA3 Force Majeure
- MT+ KA1 Zero Grant
- MT+ KA101 Mobilities specifics
- MT+ KA107 Budget transfer
- MT+ Manage export and import of mobilities

MT+ Certifications for mobilities (2017)

Relevant for...

Call Year	Key Action	Action
2017 onward	KA1 - Learning Mobility of Individuals	**KA101 - School education staff mobility** **KA102 - VET learner and staff mobility** **KA104 - Adult education staff mobility** **KA116 - VET learner and staff mobility with VET mobility charter**

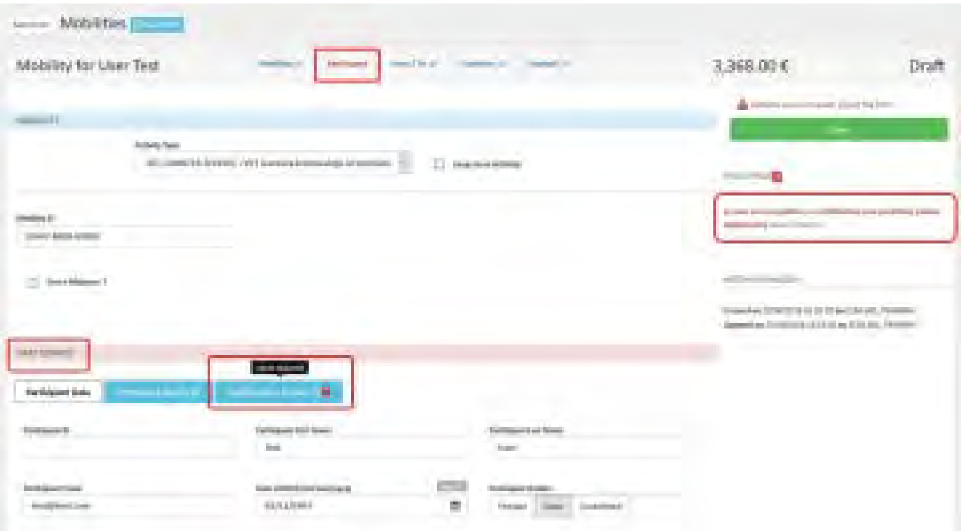
- The "Certifications (0 max.3)" section.
    - Explanation and illustration.
    - Update the "Certifications (0 max.3)" section.

The "Certifications (0 max.3)" section.

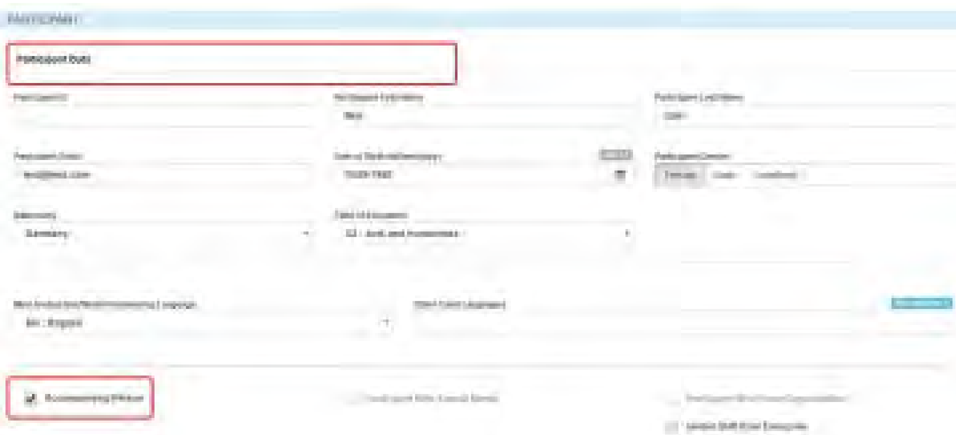
Explanation and illustration.

The **Certifications** tab is part of the **Participants section** for a mobility, unless the mobility is marked as accompanying person.

For certain key actions from call year 2017 this section is mandatory, as indicated in the red exclamation mark on the top of the **Certifications (0 max.3)** tab and/or in the **Invalid Fields** section of the mobility screen when encoding or updating mobility information for a project.



Example screen for mobility marked as **Accompanying Person**. After the mobility is marked as accompanying person and saved, the **Certifications (0 max.3)** tab is no longer visible.



Update the "Certifications (0 max.3)" section.

In the **Certifications (0 max.3)** you can encode certifications via the **+create new** button.

If no certifications are entered it is mandatory to provide an explanation on why no certifications are provided. This is to be done in the available free text field, indicated with the orange warning **value required**.

Once a comment is entered, the **orange warning** below the comment box and the red exclamation mark in the **Certifications (0 max.3)** tab disappear.

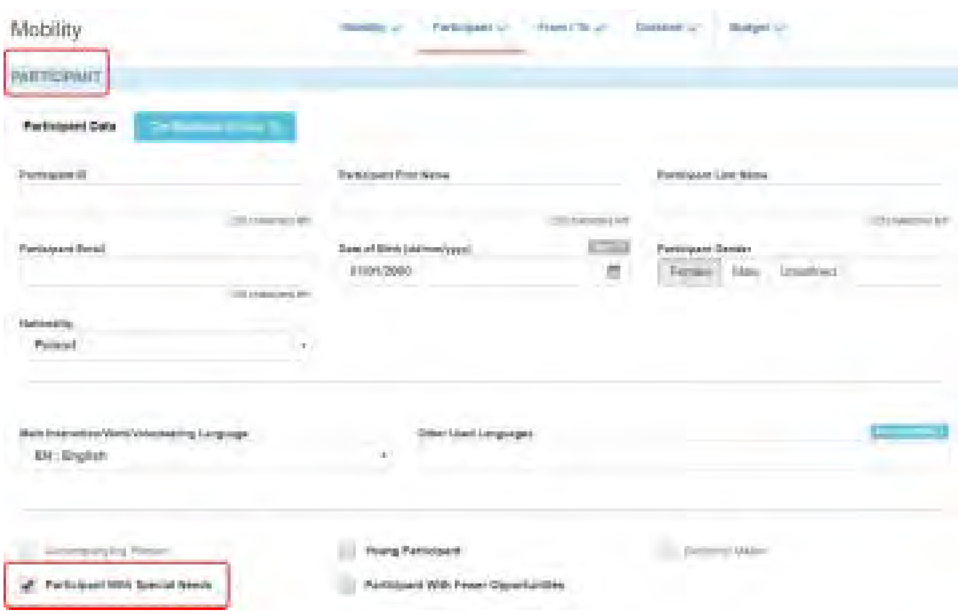
If certifications are entered in this section (via the **+create new** button), the comment field is optional. This information will be verified at the submission of the final beneficiary report.

The tab title will display now the amount of certifications entered, of the maximum 3 allowed. In our example it now displays **Certifications (1 max.3)**.

Related Articles

- MT+ Disadvantaged Background KA107 (2019)
- MT+ Total Number of Teaching Hours
- MT+ KA107 Budget transfer
- MT+ Traineeship in Digital Skills
- MT+ How to manage Survey on Recognition
- MT+ Combined Teaching and Training
- MT+ Training in Pedagogical Skills / Curriculum Design Skills
- MT+ Participant with Special Needs (2019)
- MT+ Participant With Fewer Opportunities KA105 / KA347 (2019)
- MT+ How to view the error log
- MT+ Sending organisation (KA101/KA104)
- MT+ How to export and import mobilities using xls
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Data Dictionary
- MT+ KA101 Mobilities specifics

MT+ Participant with Special Needs (2019)

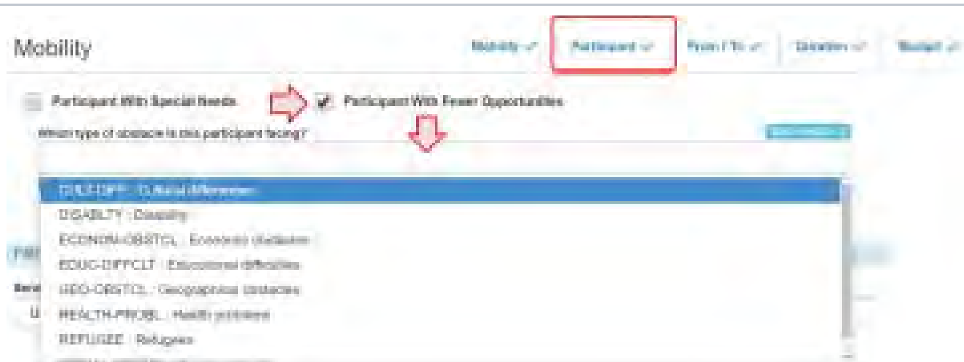
Field Name	Participant With Special Needs
Explanation	A flag indicating if the participant has special needs.
Section	Participant
Type	Mobility Field
Programme	Erasmus+
Call Year	2019
Key Action	KA1 KA3
Action Type	All
Action Type (text)	-
Activity Type Specifics	-
Editable	Yes
Type of field	Check box
Compulsory	No
Consequence if selected	Fill in the **EU Special Needs Support** field in the **Budget** section of the mobility.
Screenshot	
Instructions to use	Tick the check box to indicate the mobility is a participant with special needs.
Additional Rules	Cannot be used in combination with the flag for Accompanying Person or Decision Maker.

Related questions and answers	For purposes of compliance with the **EU General Data Protection Regulation**, the field **EU Special Needs Description and Justification** is no longer available for participants flagged as having **special needs**. **Do not include any sensitive information**, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

Related Articles

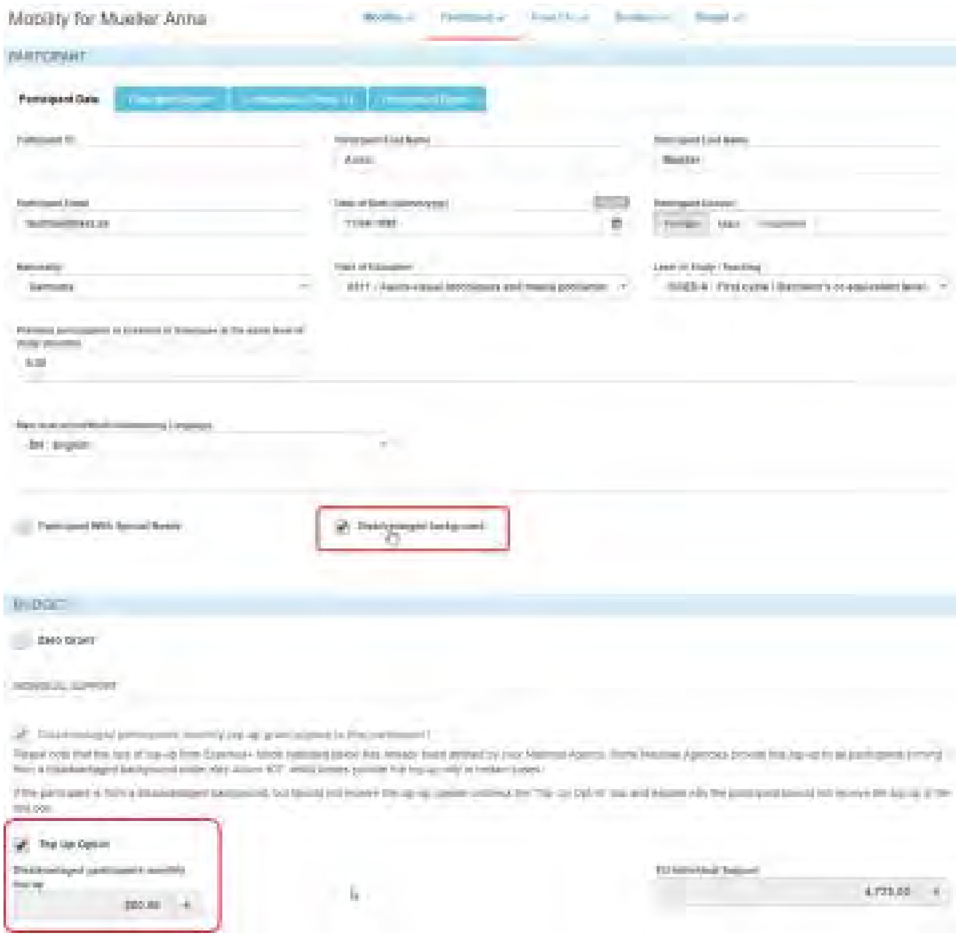
- MT+ Add mobility for KA1 and KA3 projects
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Certifications for mobilities (2017)
- MT+ Combined Teaching and Training
- MT+ Copy mobility details
- MT+ Data Dictionary
- MT+ Disadvantaged Background KA107 (2019)
- MT+ Expensive Domestic Travels
- MT+ How to edit the mobility import file
- MT+ How to export and import mobilities using xls
- MT+ How to manage Survey on Recognition
- MT+ How to read the error log
- MT+ How to view the error log
- MT+ How to work with CSV
- MT+ KA1 and KA3 Budget screen

MT+ Participant With Fewer Opportunities KA105 / KA347 (2019)

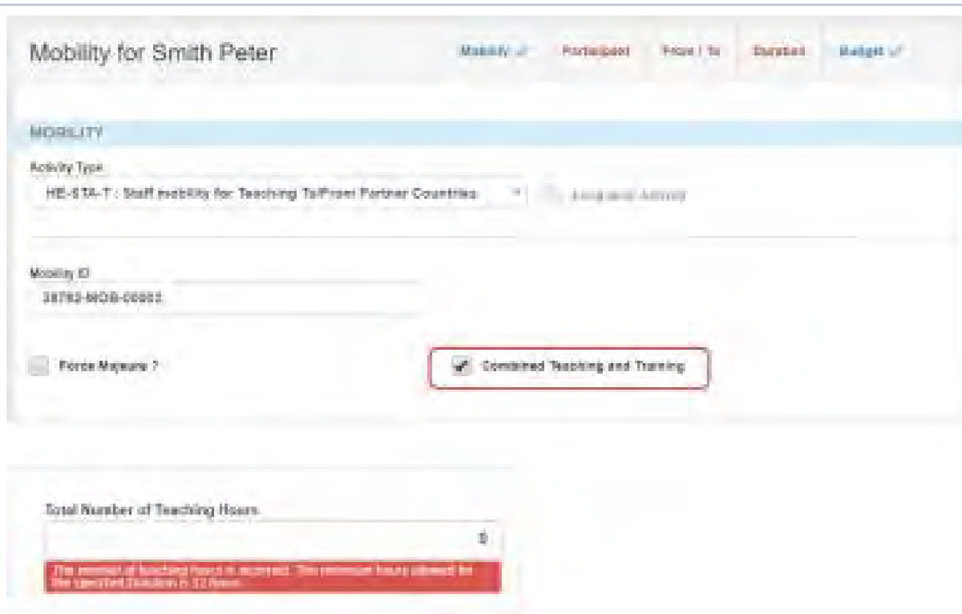
Field Name	Participant With Fewer Opportunities
Explanation	A flag indicating if the participant qualifies as someone with fewer opportunities.
Section	Participant
Type	Mobility Field
Programme	Erasmus+
Call Year	2019
Key Action	KA1 KA3
Action Type	KA105 KA347
Action Type Specifics	-
Editable	Yes
Type of field	Check box
Compulsory	No
Consequence if selected	Checking the flag displays an additional **compulsory** drop-down list: **Which type of obstacles is this participant facing?** Select up to three options.
Screenshot	
Instructions to use	Tick the check box to indicate the mobility is participant with fewer opportunities.
Additional Rules	Cannot be used in combination with flags set for Accompanying Person, Disadvantaged Background or Non-Teaching Staff.
Related questions and answers	-

MT+ Disadvantaged Background KA107 (2019)

Field Name	Disadvantaged background
Explanation	A check box, if ticked, indicates if the participant comes from a disadvantaged background. It is used for statistical purposes. If the National Agency awards the disadvantage top-up for the participant, this will be calculated and displayed under the budget section **Individual Support**. The top-up may be removed, depending on the criteria applied by your National Agency. Please contact your National Agency for further guidance.
Section	Participant
Type	Mobility Field
Programme	Erasmus+
Call Year	2019
Key Action	KA1
Action Type	KA107
Activity Type Specifics	HE-SMS-T Student mobilities for studies to/from partner countries HE-SMP-T Student mobility for traineeships to/from partner countries
Editable	Yes
Type of field	Check box
Compulsory	No
Consequence if selected	If you tick the **Disadvantaged background** check box, scroll down to the **Budget > Individual support** section, where additional check boxes and the rate for **Disadvantaged participants monthly top-up** are displayed: 1. **Disadvantaged participants monthly top-up grant applies to this participant?**: The box is greyed out but if checked, it indicates that your National Agency provides a disadvantage grant top-up. 2. **Top Up Opt-In**: By default, if the National Agency provides a grant for disadvantaged background, the box **Top Up Opt-in** is checked. 3. The field **Disadvantaged participants monthly top-up** is pre-filled with the monthly top-up amount defined by the National Agency and cannot be modified. If the National Agency did not opt in for this type of funding, the value displayed is 0.00 €. The **Top Up Opt-In** box can be unchecked to indicate that the disadvantaged background monthly top-up for a participant is not applicable. In such case, the **Reason for Zero Top Up** comment field becomes available and a justification has to be entered. The **Disadvantaged participants monthly top-up** will be set to 0.00 €.

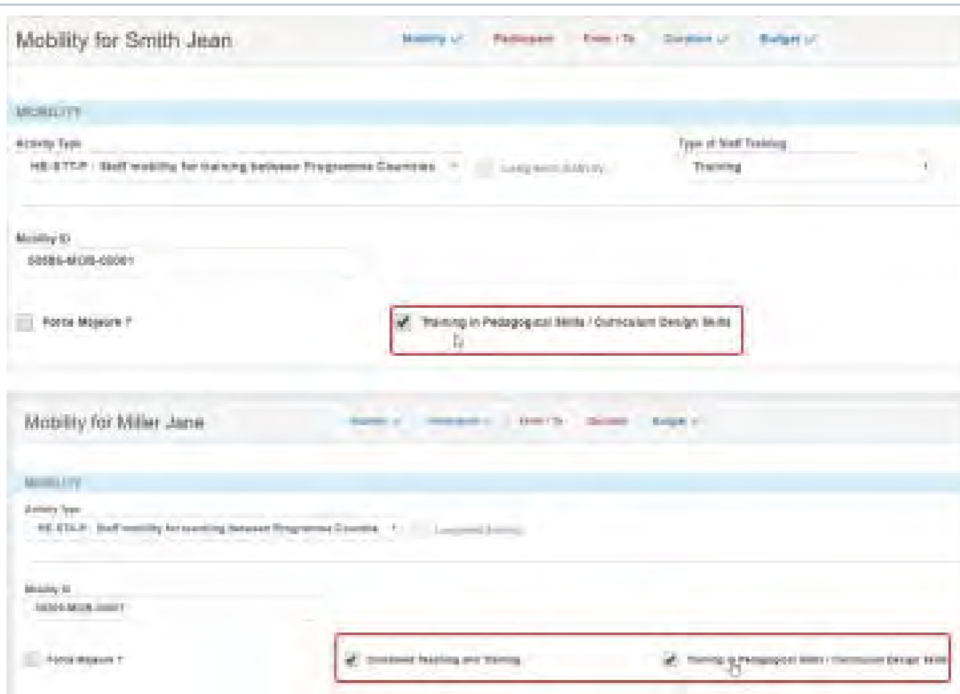
Screenshot	
Instructions to use	Tick the check box to indicate that the participant comes from a disadvantaged background.
Additional Rules	• The **EU Individual Support** field is pre-filled and displays the calculated individual grant according to the Activity Type, National Agency, Funded Duration (days), the mobility direction (incoming or outgoing) and, if available, the Disadvantaged participants monthly top-up. • If the mobility is marked as **Disadvantaged background** and **Zero Grant**, no top-up will be provided. The field **EU Individual Support** will be set to 0.00 €.
Related questions and answers	-

MT+ Combined Teaching and Training

Field Name	Combined Teaching and Training
Explanation	A flag indicating that the teaching mobility is combined with training activities as an overall teaching mobility for the same teaching staff member. This flag plays no role in terms of additional top-ups eligibility.
Section	Mobility
Type	Mobility Field
Programme	Erasmus+
Call Year	2018 2019
Key Action	KA1
Action Type	KA103 KA107
Action Type Specifics	Only available for: • KA103: HE-STA-P Staff mobility for teaching between Programme Countries • KA107: HE-STA-T Staff mobility for teaching to/from Partner Countries
Editable	Yes
Type of field	Check box
Compulsory	No
Consequence if selected	The field **Total Number of Teaching Hours** in the **Duration** section of the mobility screen becomes mandatory. The minimum number to be entered in this field depends on the mobility duration and is indicated on the screen.
Screenshot	
Instructions to use	Check the box.

Additional Rules	-	
Related questions and answers	-	

MT+ Training in Pedagogical Skills / Curriculum Design Skills

Field Name	Training in Pedagogical Skills / Curriculum Design Skills
Explanation	A flag indicating that the staff member developed his or her pedagogical skills and/or curriculum design skills by training during the mobility.
Section	Mobility
Type	Mobility Field
Programme	Erasmus+
Call Year	2018 2019
Key Action	KA1
Action Type	KA103
Action Type Specifics	**HE-STT-P** Staff mobility for training between programme countries. The check box is displayed by default. **HE-STA-P** Staff mobility for teaching between Programme Countries: The check box is only visible if the Combined Teaching and Training flag was checked.
Editable	Yes
Type of field	Check box
Compulsory	No
Consequence if selected	-
Screenshot	
Instructions to use	Check the box if applicable for the mobility.
Additional Rules	-

Related questions and answers	-	

MT+ Volunteer from European Solidarity Corps

Relevant for...

Call Year	Key Action	Action
2017	KA1 - Learning Mobility of Individuals	KA105 - Youth mobility KA135 - Strategic EVS
2018	KA1 - Learning Mobility of Individuals	KA125 - Volunteering Projects

Mobilities that use volunteers from the **European Solidarity Corps** should be flagged as such and the unique **European Solidarity Corps ID Nr** has to be indicated.

Quick Steps

1 Select the "Activity type".
2 Click on "Save".
3 Tick the box "Long-term Activity".
4 Tick the "European Solidarity Corps volunteer" box.
5 Fill in the "European Solidarity Corps ID Nr" field.

Detailed Steps

1 **Select the "Activity type".**

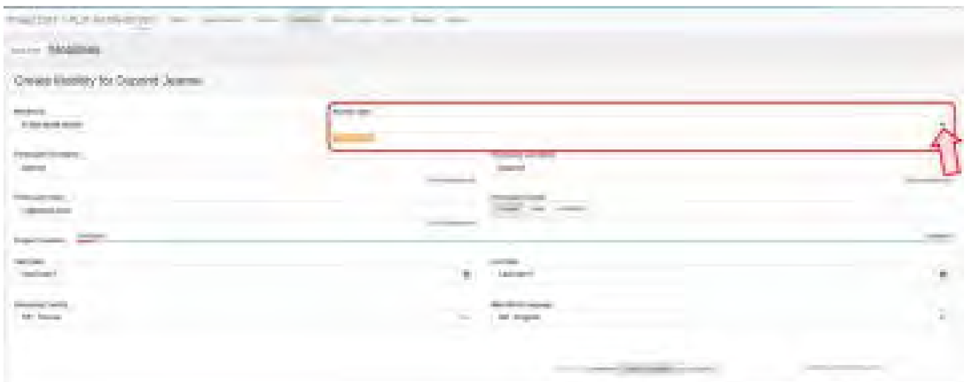
The fields for **European Solidarity Corps volunteer** are not active until, the **Activity Type** and the flag for **Long-term Activity** is checked.

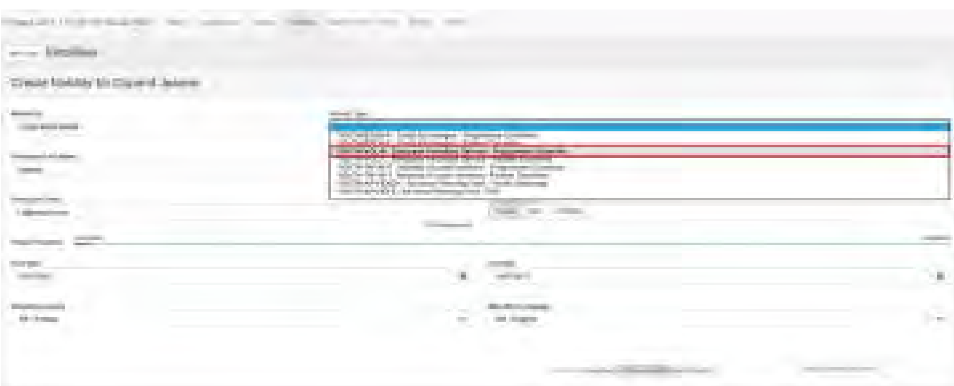
In our example we created a mobility for a 2017 KA105 project. On the first screen we selected the **Activity Type YOUTH-VOL-P: European Voluntary Service - Programme Countries** from the drop down field .

Take note

For 2018 KA125 projects, the options to select in the **Activity Type** field are one the following:

- **AV-IVA : Individual Volunteering Activities** or
- **AV-GVA : Group Volunteering Activities**

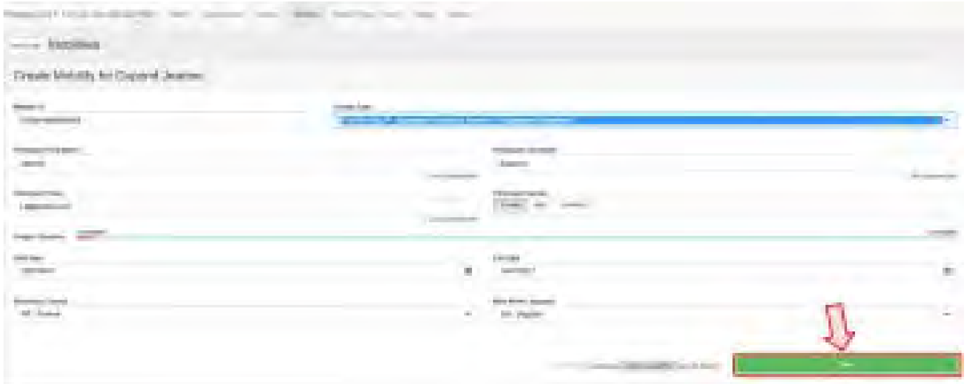




2

Click on "Save".

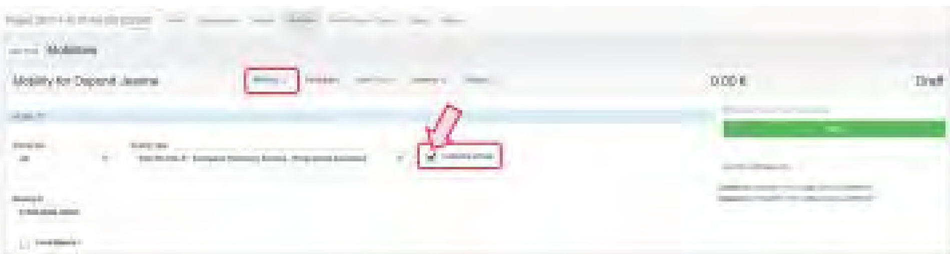
Select to **continue updating** and click the **Save** button.



3

Tick the box "Long-term Activity".

In the **Mobility** section, tick the box **Long-term Activity**.



4

Tick the "European Solidarity Corps volunteer" box.

Only once the activity type is selected and the long-term activity box is checked, does the tick box **European Solidarity Corps volunteer** box appear in the **Participant** section.

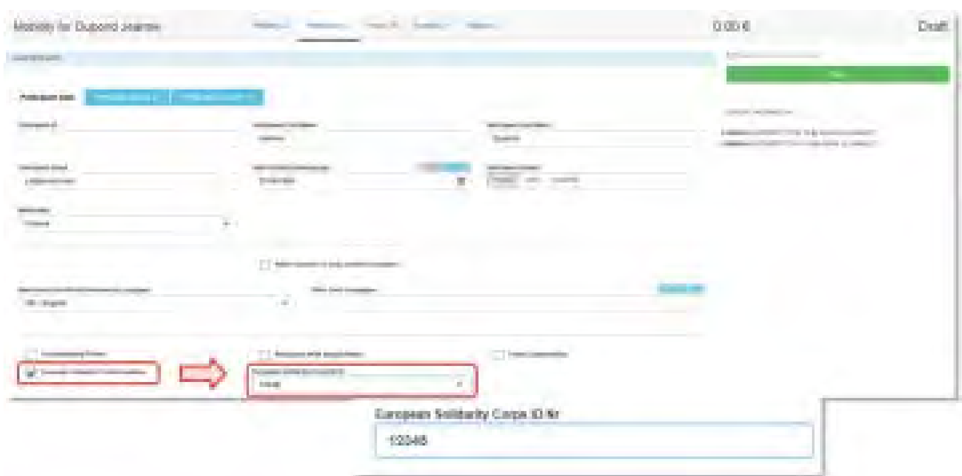
> **Take note**
>
> For 2018 KA125 projects, to make this box visible both the sending country and receiving country must be form Programme Countries, part of OCTs or Gibraltar.

5

Fill in the "European Solidarity Corps ID Nr" field.

Only after checking the box **European Solidarity Corps volunteer** does the **European Solidarity Corps ID Nr** field appear.

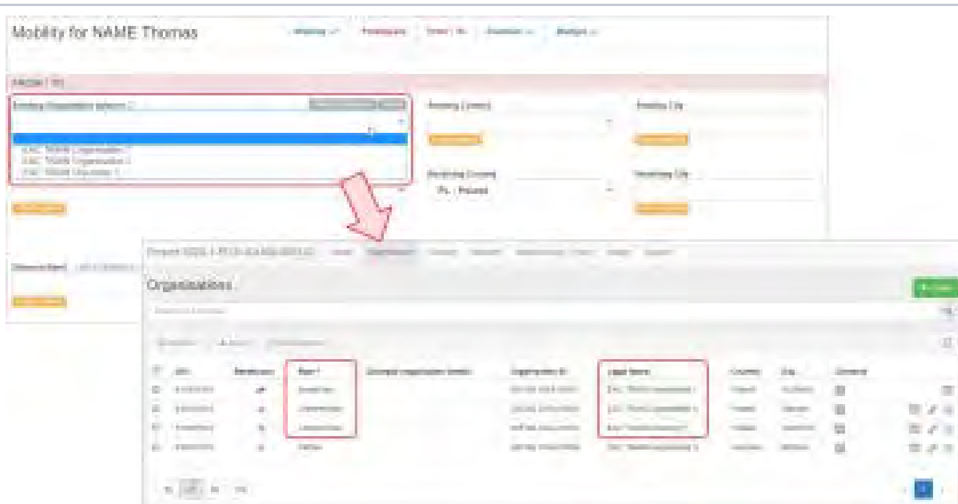
Enter the corresponding ID number provided by the **European Solidarity Corps** system for the volunteer.



Related articles

- MT+ Volunteer from European Solidarity Corps

MT+ Sending organisation (KA101/KA104)

Field Name	Sending Organisation
Explanation	Drop-down list to select the organisation sending the participant. The list displays the Legal names of the Beneficiary or the Co-Beneficiary organisations.
Section	From/To
Type	Mobility
Programme	All
Call Year	2018 2019 2020
Key Action	KA1
Action Type	KA101 KA104
Action Type (text)	KA101 - School education staff mobility KA104 - Adult education staff mobility
Activity Type Specifics	-
Editable	Yes
Type of field	Drop-down
Compulsory	Yes
Consequence if selected	The fields **Sending Country** and **Sending City** will automatically be filled in with the respective information for the organisation selected. The information in those fields can however be overwritten.
Screenshot	
Instructions to use	Select the Beneficiary or the Co-Beneficiary from the **Sending Organisation** drop-down field.

Additional Rules	-	
Related questions and answers	How to indicate an organisation as a co-beneficiary?	A project will only have organisations indicated as co-beneficiary if they **applied on behalf of a consortium**. To confirm if your organisation has applied on behalf of a consortium, please verify the **Applying on behalf of a consortium** checkbox in the **Project Details → Project Information**. Only if this box is checked will you be able to select a co-beneficiary organisation as a sending organisation. If the project is not indicated as **Applying on behalf of a consortium** and it should be, please contact your National Agency in order to request an amendment to the Grant Agreement.

MT+ Traineeship in Digital Skills

Field Name	Traineeship in Digital Skills
Explanation	Checking this box indicates that the student did a traineeship where the student received training or practice using digital skills. A "traineeship in digital skills" is defined as any traineeship where trainees receive training and practice in at least one or more of the following activities: • Digital marketing (e.g. social media management, web analytics); • Digital graphical, mechanical or architectural design; • Development of apps, software, scripts, or websites; • Installation, maintenance and management of IT systems and networks; • Cybersecurity; • Data analytics, mining and visualisation; • Programming and training of robots and artificial intelligence applications. • Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.
Section	Mobility
Type	Mobility Field
Programme	Erasmus+
Call Year	2018 2019
Key Action	KA1
Action Type	KA103 KA107
Action Type (text)	KA103 - Higher education student and staff mobility within Programme Countries KA107 - Higher education student and staff mobility between Programme and Partner Countries
Activity Type Specifics	Only available for student mobility activity types: KA103: • HE-SMP-P: Student mobility for traineeships between Programme Countries • HE-SMS-P: Student Mobility for studies between Programme Countries and if the check box for **Studies combined with traineeship** is checked. KA107 • HE-SMP-T: Student mobility for Traineeships To/From Partner Countries ◦ If the destination country is from region 14 (Faroe Islands and Switzerland), then the flag is automatically checked for traineeship mobilities. • HE-SMS-T: Student mobility for Studies To/From Partner Countries and if the check box for **Studies combined with traineeship** is checked.
Editable	Yes
Type of field	Check box
Compulsory	No
Consequence if selected	-

Screenshot	
Instructions to use	Check the box if applicable for the mobility.
Additional Rules	-
Related questions and answers	-

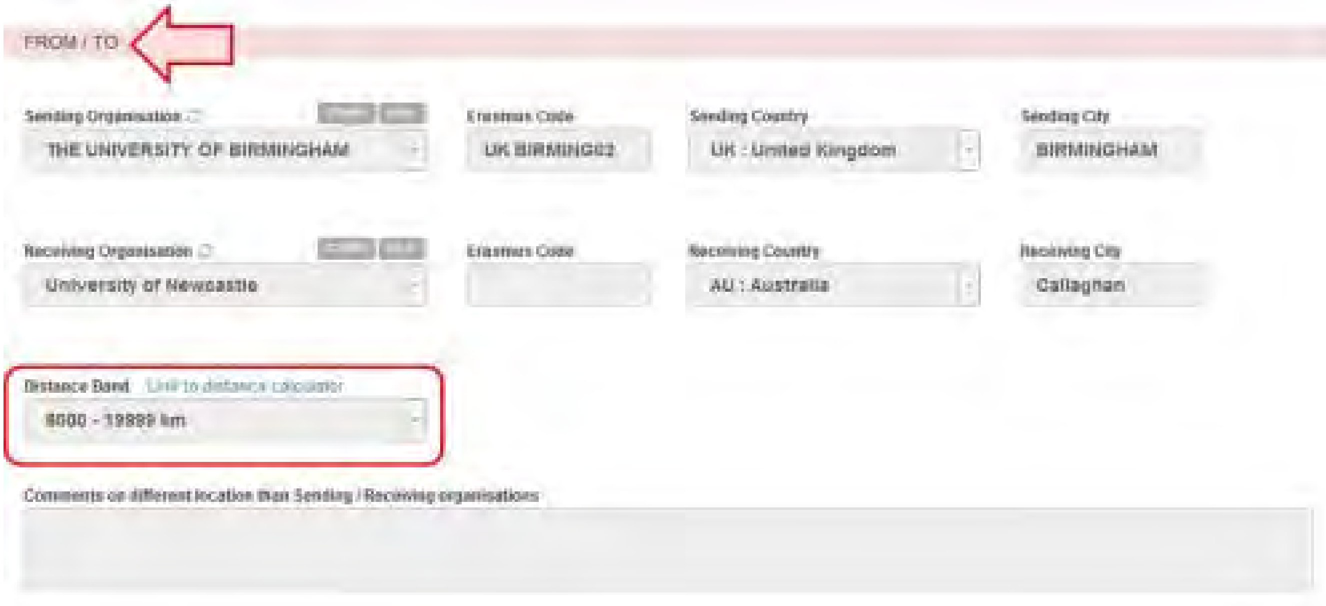
Related Articles

- Erasmus+ Participant Report Examples
- MT + How to read the Project Dashboard (HE and VET projects only)
- MT+ Add mobility for KA1 and KA3 projects
- MT+ Alerts and Notifications
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Course from the School education gateway (2019)
- MT+ Course from the School education gateway (2020)
- MT+ Course Title
- MT+ Disadvantaged Background KA107 (2019)
- MT+ How to manage Survey on Recognition
- MT+ How to work with CSV
- MT+ KA101 Mobilities specifics
- MT+ KA107 Budget transfer
- MT+ NA Dashboard
- MT+ Project Outline for KA1 and KA3

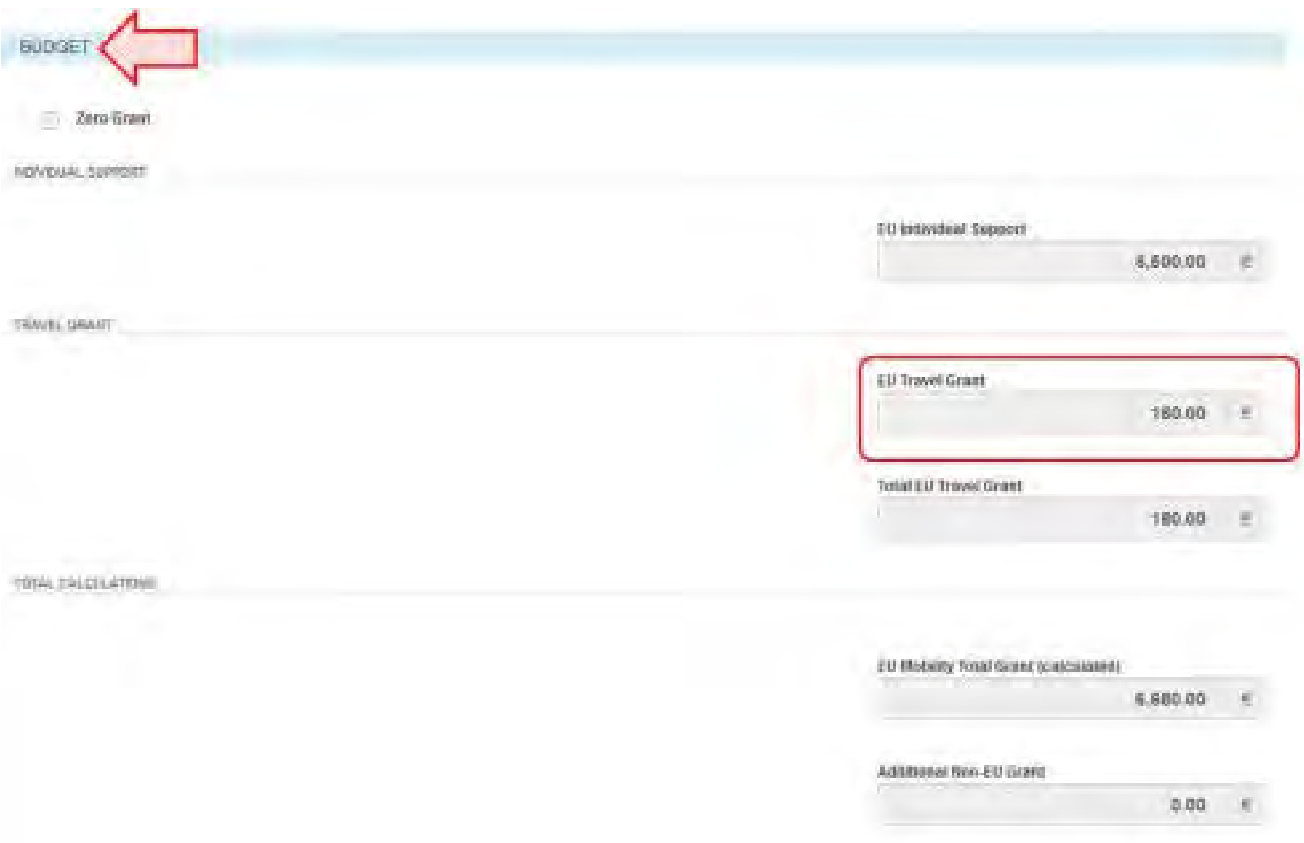
MT+ Travel Grant

In **Mobility Tool**+, transportation expenses are incurred by individual participants when travelling from their place of origin to their venues and back within the context of a learning, teaching or training mobility activity.

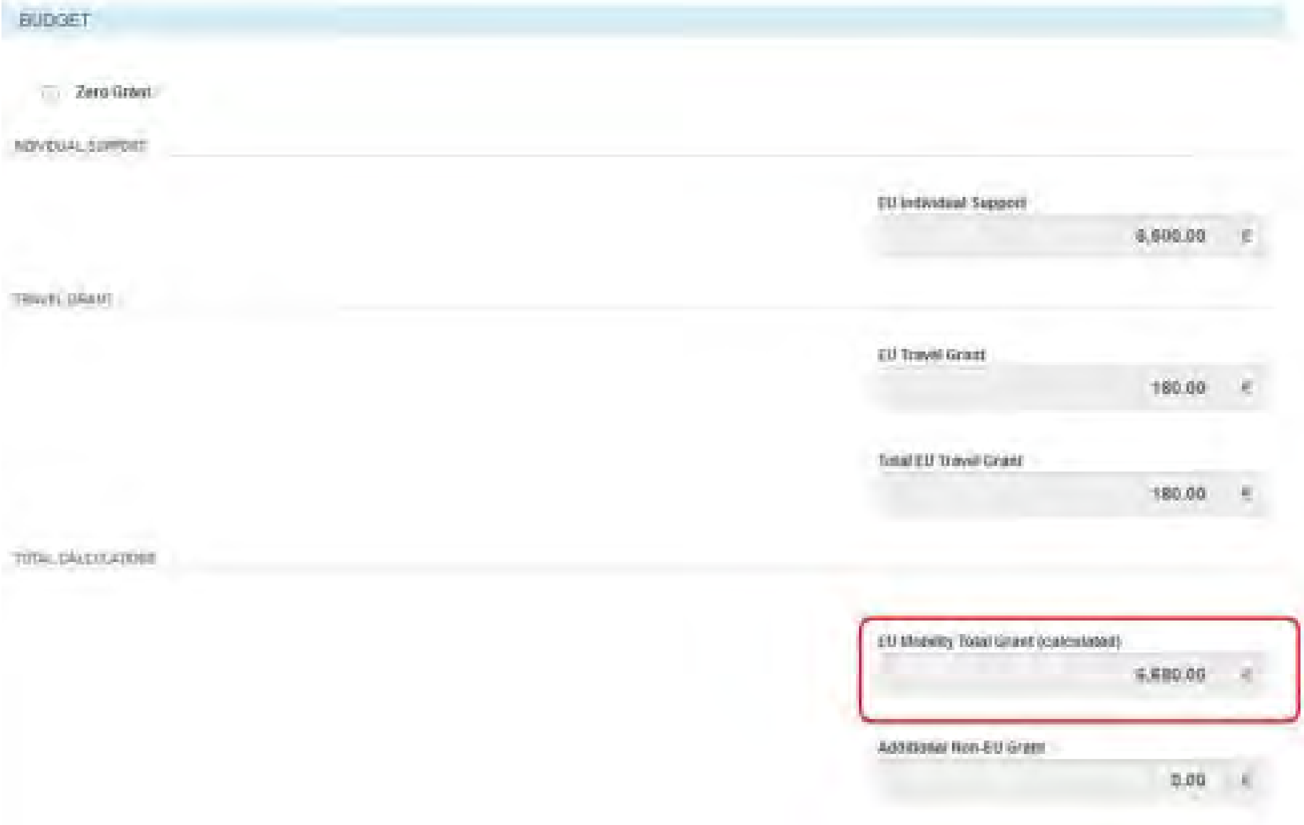
On this basis, the costs for these distances travelled are covered in the **EU Travel Grant** and calculated according to the activity type and **Distance Band** selected. This is indicated in the **From / To** section in the **Mobilities** tab.



Based on the Distance Band selected, the amount for **EU Travel Grant** is populated to the **Budget** section in the **Mobilities** tab.



In the Total Calculations section, the **EU Mobility Total Grant (calculated)** indicates the total granted by combining the EU Travel Grant, EU Individual Support and Linguistic Support Grant amounts.


BUDGET
Zero Grant
INDIVIDUAL SUPPORT
EU Individual Support
TRAVEL GRANT
EU Travel Grant
180.00 €
Total EU Travel Grant
180.00 €
TOTAL CALCULATIONS
EU Mobility Total Grant (calculated)
6,680.00 €
Additional Non-EU Grant
0.00 €

From 2017, an additional option for **Expensive Domestic Travels** is available in the **Budget** section of the **Mobilities** tab for the following action types:

- **KA101** - School education staff mobility
- **KA102** - VET learner and staff mobility
- **KA103** - Staff mobilities only
- **KA104** - Adult education staff mobility
- **KA105** - Youth mobility
- **KA116** - VET learner and staff mobility with VET mobility charter

This consists of an additional travel amount granted to participants that suffer from **remoteness effects**, making it harder and more expensive for them to reach a central transportation hub when travelling from their origin location to their final venue. This gives the participant the option to choose up to a maximum of **2 trips** from or to a remote location that the participant undertook. A default value of **0** is shown. An explanation about the need to have a cost for the expensive domestic travel trips is required and the details are to be filled in the field provided.

The list below outlines the section of the **Expensive Domestic Travels** and how it affects the **Travel Grant**.

1. **No. of Expensive Domestic Travels** - In the drop-down menu, the number of trips of up to a maximum of 2 can be chosen indicating the travel **to** or **from** the remote location that the participant undertook. A default value of **0** is shown.
2. **Top-up for "Expensive Domestic Travel Cost"?** - This amount is automatically calculated based on what is chosen in the **No. of Expensive Domestic Travels** drop-down menu.
3. **Total Top-up for "Expensive Domestic Travel Cost"** - This amount is automatically calculated based on the multiplication of fields **No. of Trips** and **Top-up for "Expensive Domestic Travel Cost"**.
4. **Please explain the nature of the expensive domestic travel costs** - In this field, an explanation about the need to have a cost for the expensive domestic travel trips is inserted. This field becomes visible if the number of trips is higher than **0**.
5. **EU Travel Grant** - The centrally calculated travel grant according to the activity type and distance band selected, indicated in the **To / From** section of the mobility.
6. **Total EU Travel Grant** - The amount is obtained by adding the fields **EU Travel Grant** and **Total Top-up for "Expensive Domestic Travel Cost"** together.
7. **EU Travel Grant - Grant Not Required** - This checkbox is clicked when the mobility has been awarded a specific grant from the National Agency or from the organisation/university and the EU Travel Grant is not required.

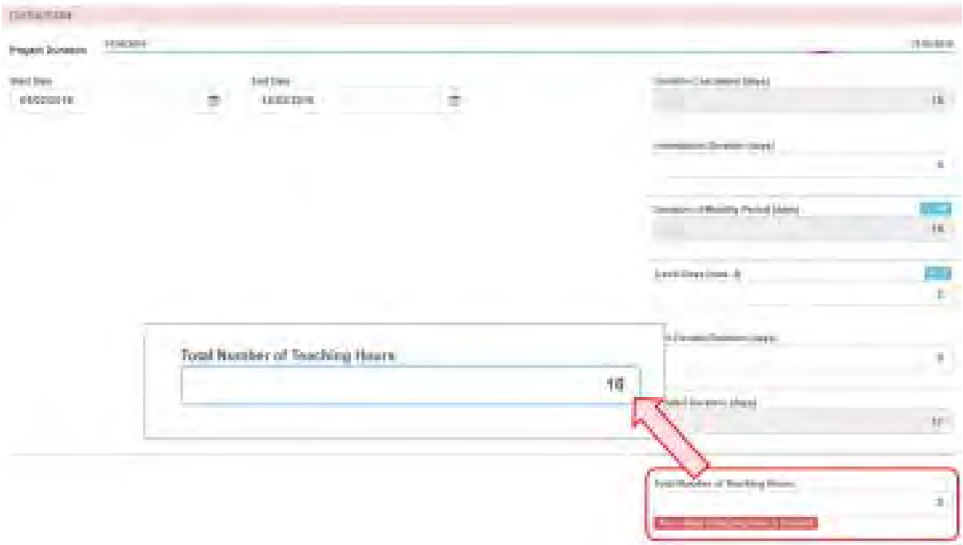
Related Articles

- ESC MT+ Budget
- MT+ KA2 Budget
- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA107 Budget transfer
- MT+ KA1 and KA3 Budget screen
- MT+ Organisational Support for KA1 and KA3
- MT+ Expensive Domestic Travels
- MT+ Travel Grant
- MT+ KA1 Zero Grant

MT+ Total Number of Teaching Hours

Field Name	Total Number of Teaching Hours
Explanation	The number of teaching hours to be delivered by mobile staff on teaching mobility has to comply with the programme rule on the minimum number of teaching hours. The rule states that "**if the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week.**" By definition, a week is seven days long and consists of working days and weekend days. **Mobility Tool+** is able to calculate the duration of the staff mobility for teaching in days but **does not have enough information to know the number of days worked during the incomplete week.** The teaching staff may or may not **work during the weekend** depending on the context, regulations etc. The weekend can be considered as teaching hours in an incomplete week, but only if additional information is provided with the supporting documents. **Mobility Tool+ checks the minimum number of teaching hours**. The safeguard consists of the check of the required workload for each full week, a minimum of eight teaching hours per week. **For incomplete weeks**, the **calculation** of the proportional share of the eight weekly teaching hour minimum **is the responsibility of the beneficiary** who has the complete picture of the situation based on the supporting documents. The information on which days the person has worked during the mobility period as part of the certificate of attendance or the staff mobility agreement could be used as the basis for the calculation. **Note:** There is no minimum duration for Invited Staff from Enterprise.
Section	Duration
Type	Mobility Field
Programme	Erasmus+
Call Year	All
Key Action	KA1
Action Type (code)	KA103 KA107
Activity Type Specifics	Only available for **Staff** activities.
Editable	Yes
Type of field	Free text field
Compulsory	Yes
Consequence if selected	-

Screenshot



Instructions to use

Enter the calculated teaching hours for the mobility duration in the available free text field.

Additional Rules

Calculation rules are as follows:

Duration	Minimum hours accepted in Mobility Tool+
7 days (1 week)	Min 8 hours
7 days (1 week)	Min 4 hours in case of "Combined Teaching and Training" flagged teaching mobilities
8 days (1 week and 1 day)	Min 8 hours
13 days (1 week and 6 days)	Min 8 hours
14 days (2 weeks)	Min 16 hours
15 days (2 weeks and 1 day)	Min 16 hours
20 days (2 weeks and 6 days)	Min 16 hours
21 days (3 weeks)	Min 24 hours
22 days (3 weeks and 1 day)	Min 24 hours
27 days (3 weeks and 6 days)	Min 24 hours

- **No minimum duration for Invited Staff from Enterprise**

Example calculations:

- Mobility of 8 days (1 full week + 1 remaining working day) - Min teaching would be 8hrs + 8/5hrs = 9.6 hours
- Mobility of 9 days (1 full week + 2 remaining working days) - Min teaching would be 8 + 8/5*2 (remaining days) = 11.2 hours
- Mobility of 10 days (1 full week + 3 remaining working days) - Min teaching would be 8 + 8/5*3 (remaining days) = 12.8 hours
- Mobility of 12 days (1 full week + 5 remaining working days) - Min teaching would be 8 + 8/5*5 (remaining days) = 16 hours
  > Beyond this and up to 2 weeks the minimum is 16 hours

Related questions and answers

MT+ KA1 Zero Grant

UPDATES COMING

This page will be updated shortly to include the changes implemented in Mobility Tool+ Release 6.3 with regards to virtual and blended mobilities.

The current instructions refer to mobilities recorded in Mobility Tool+ before Release 6.3, which will be referred to as *physical mobilities*.

Basic information on virtual/blended activities and mobilities can be found in these pages:

- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA2 Overview of virtual and blended activities

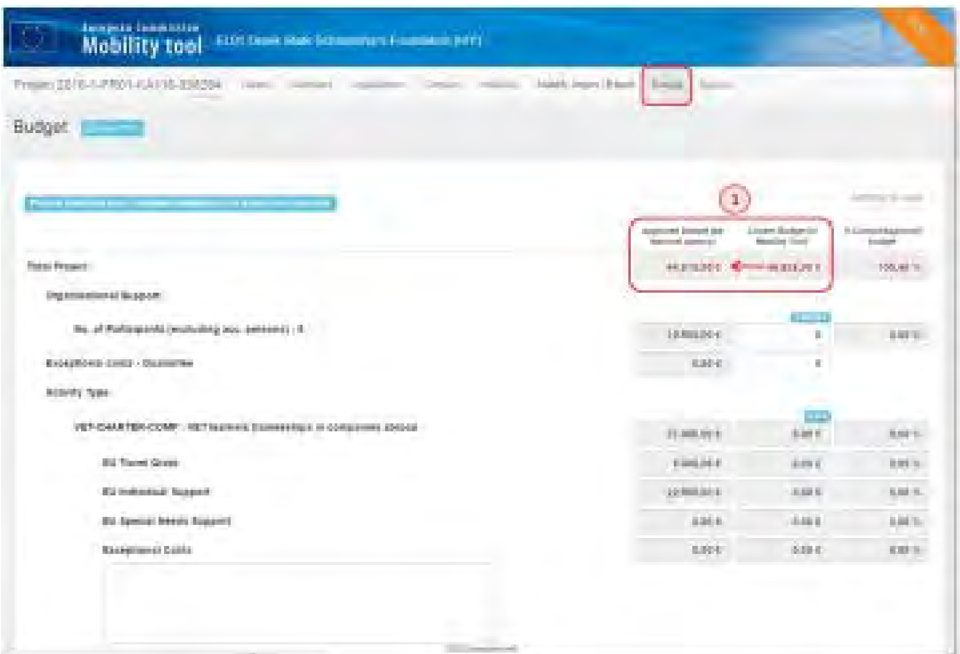
Relevant for...

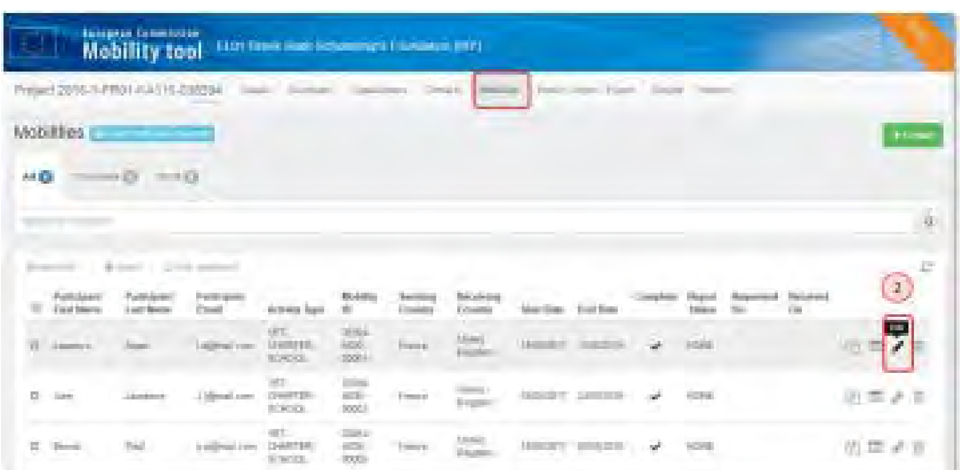
Call Year	Key Action	Action
2015 onwards	KA1	KA102 - VET learner and staff mobility KA103 - Higher education student and staff mobility within Programme Countries KA107 - Higher education student and staff mobility between Programme and Partner Countries KA116 - VET learner and staff mobility with VET mobility charter

- Mobility flagged as Zero Grant.
- Mobility flagged both as "Force Majeure?" and "Zero Grant".

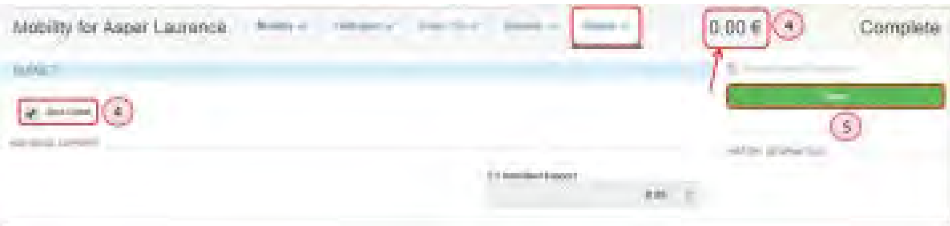
Mobility flagged as Zero Grant.

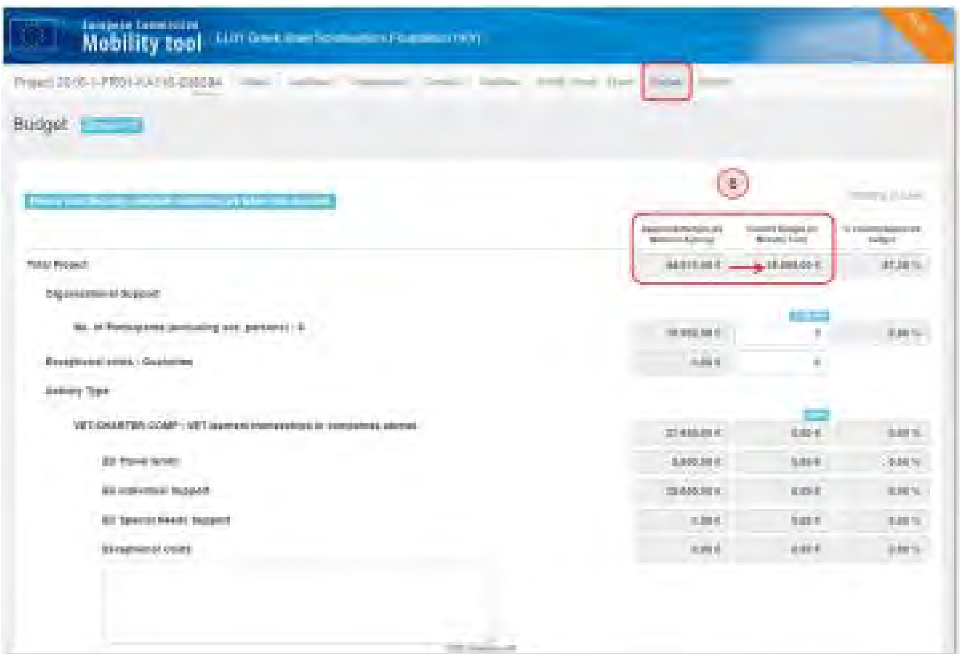
Explanation and illustration
For **KA102, 103, 107, and 116** projects, mobilities can be flagged as full **Zero Grant**. This means that they are not funded by EU funds and therefore need to be properly identified in the system. The applicable budget fields within those mobilities need to be set to zero. The example below shows how to flag a Mobility as full **Zero Grant**: 1. The **Current Budget (in Mobility Tool)** is 46.938,00 € and is higher than the **Approved Budget (by National Agency)** 44.510,00 €. Both are marked in red. 2. Edit the mobility, by clicking the **Edit** icon in the mobilities list. 3. In the **Budget tab**, the amount still appears (8.043,00 €). Tick the box **Zero Grant**. 4. Once the box is ticked, the amount is set to 0 (Zero). 5. Click on **Save**. 6. The **Current Budget (in Mobility Tool)** is decreased in the **Budget tab** of the project. It is now 38.895,00 €.



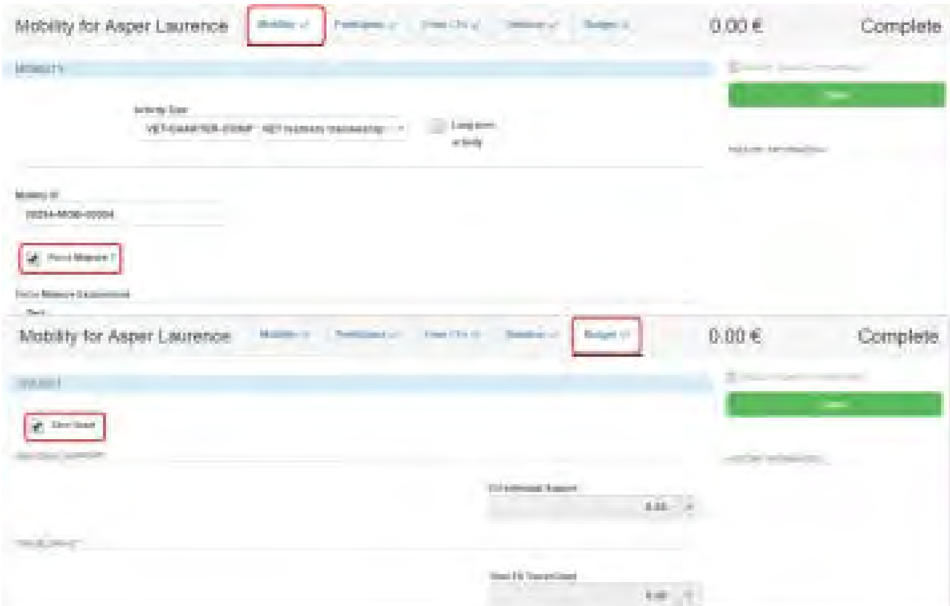



Mobility for Asper Laurence
8,043.00 €
3
Complete
3


Mobility for Asper Laurence
0.00 €
4
Complete
4
5


Mobility tool
Budget
6

Mobility flagged both as "Force Majeure?" and "Zero Grant".

Explanation and illustration
In exceptional circumstances you may need to check both flags "Force-majeure" in the **Mobility** tab and **Zero-grant** in the **Budget** tab. The system allows both to be checked at the same time.


Related Articles

- ESC MT+ Budget
- MT+ KA2 Budget
- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA107 Budget transfer
- MT+ KA1 and KA3 Budget screen
- MT+ Organisational Support for KA1 and KA3
- MT+ Expensive Domestic Travels
- MT+ Travel Grant
- MT+ KA1 Zero Grant

MT+ Expensive Domestic Travels

From 2017, an additional option for **Expensive Domestic Travels** is available in the **Budget** section of the **Mobilities** tab for the following action types:

- **KA101** - School education staff mobility
- **KA102** - VET learner and staff mobility
- **KA103** - Staff mobilities only
- **KA104** - Adult education staff mobility
- **KA105** - Youth mobility
- **KA116** - VET learner and staff mobility with VET mobility charter

This consists of an additional travel amount granted to participants that suffer from **remoteness effects**, making it harder and more expensive for them to reach a central transportation hub when travelling from their origin location to their final venue. This gives the participant the option to choose up to a maximum of **2 trips** from or to a remote location that the participant undertook. A default value of **0** is shown. An explanation about the need to have a cost for the expensive domestic travel trips is required and the details are to be filled in the field provided.

The list below outlines the section of the **Expensive Domestic Travels** and how it affects the **Travel Grant**.

1. **No. of Expensive Domestic Travels** - In the drop-down menu, the number of trips of up to a maximum of 2 can be chosen indicating the travel **to** or **from** the remote location that the participant undertook. A default value of **0** is shown.
2. **Top-up for "Expensive Domestic Travel Cost"?** - This amount is automatically calculated based on what is chosen in the **No. of Expensive Domestic Travels** drop-down menu.
3. **Total Top-up for "Expensive Domestic Travel Cost"** - This amount is automatically calculated based on the multiplication of fields **No. of Trips** and **Top-up for "Expensive Domestic Travel Cost"**.
4. **Please explain the nature of the expensive domestic travel costs** - In this field, an explanation about the need to have a cost for the expensive domestic travel trips is inserted. This field becomes visible if the number of trips is higher than **0**.
5. **EU Travel Grant** - The centrally calculated travel grant according to the activity type and distance band selected, indicated in the **To / From** section of the mobility.
6. **Total EU Travel Grant** - The amount is obtained by adding the fields **EU Travel Grant** and **Total Top-up for "Expensive Domestic Travel Cost"** together.
7. **EU Travel Grant - Grant Not Required** - This checkbox is clicked when the mobility has been awarded a specific grant from the National Agency or from the organisation/university and the EU Travel Grant is not required.

Related Articles

- ESC MT+ Budget
- MT+ KA2 Budget
- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA107 Budget transfer
- MT+ KA1 and KA3 Budget screen
- MT+ Organisational Support for KA1 and KA3
- MT+ Expensive Domestic Travels
- MT+ Travel Grant
- MT+ KA1 Zero Grant

MT+ KA107 Budget transfer

Relevant for...

Call Year	Key Action	Action	Feature
2015 onward	**KA1 - Mobility of individuals**	KA107 - Higher education student and staff mobility between Programme and Partner Countries	All except Exceptional Costs for Services and Equipment
2017 onward	**KA1 - Mobility of individuals**	KA107 - Higher education student and staff mobility between Programme and Partner Countries	Exceptional Costs for Services and Equipment

This page explains the functionalities within the Budget Transfer screen for **KA107** projects.

The screen allows beneficiaries to view the total number of mobilities per Partner Country and can be split further into **incoming (to** the beneficiary) or **outgoing (from** the beneficiary) mobility flows, here again per Partner Country.

According to KA107 rules, up to **40%** of the total project budget allocated in Annex II of the beneficiary grant agreement may be transferred between incoming and outgoing mobility flows without amendment, provided that the type and direction of the mobility is eligible. Exceeding this limit will require an amendment of the grant agreement.

In addition, the beneficiary can transfer up to **50%** of the approved Organisational Support (OS) to Travel and Individual Support, as well as Special Needs Support, in order to undertake longer mobilities or new mobilities.
In case the Organisational Support is used to organise new mobilities, the beneficiary will not receive additional Organisational Support from the National Agency. Therefore the automatically calculated Organisational Support equivalent to those additional mobilities should be deducted from the Adjusted Organisational Support amount in Mobility Tool+.

Moreover, up to **10%** of the approved total grant can be transferred to Exceptional Costs for Services and Equipment at project level. For more details see Exceptional Costs for Services and Equipment below.

The Budget Transfer screen displays **warnings** if either of the 10% Exceptional Costs for Services and Equipment, 40% Incoming/Outgoing or 50% O rganisational Support limits are exceeded. These warnings should help the beneficiary manage the project budget.

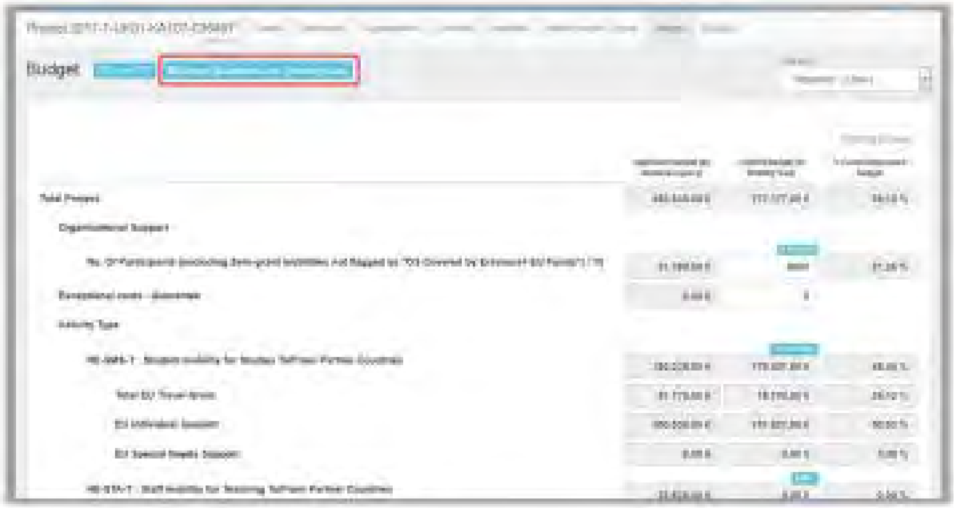
Information

These warning signs in the Budget Transfer screen will **NOT** prevent the beneficiary from submitting the final beneficiary report. However, the amounts exceeding the 10%, 40% and 50% rules will **NOT** be validated by the NA.

In the case of an expected breach of transfer rules, the beneficiary should contact the National Agency in order to establish an amendment to the grant agreement.

How to view Budget Transfers.

Budget transfers can be accessed from the **Budget tab** in your project, clicking on **Budget Breakdown and Transfer Rules**.

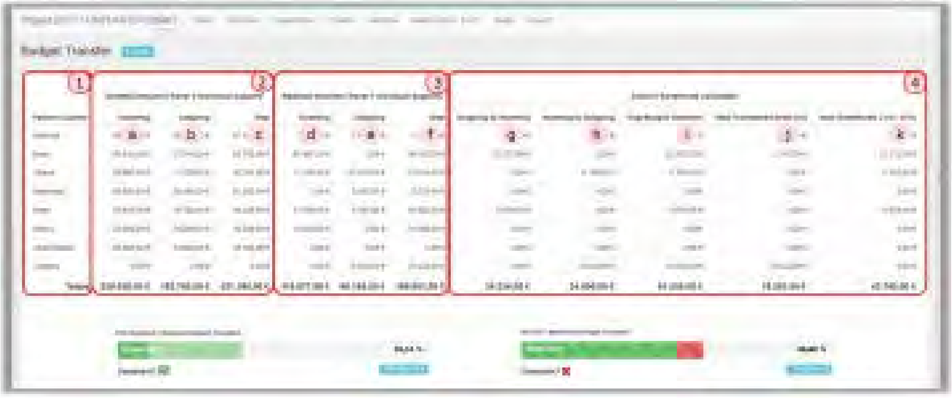


The "Budget Transfer" screen.

The **Budget Transfer** screen consists of a table divided into four main sections. The totals of the transfers are displayed in the bottom row of the table.

The four sections are:

1. The **Partner Country** list.
   - This section indicates all Partner Countries encoded in the project as either receiving or sending countries.
2. The **Granted Amounts (Travel + Individual Support)**.
   - This section is divided into three columns: **Incoming / Outgoing / Total**.
   - Each column shows the **amounts granted by the National Agency** for incoming (to the beneficiary) or outgoing (from the beneficiary) mobility flows with a given Partner Country.
   - Incoming (**column a**) and Outgoing (**column b**) mobility flows are expressed as the Total (**column c**) granted for that country (**a + b = c**).
3. The **Realised Amounts (Travel + Individual Support)**.
   - This section is divided into three columns: **Incoming / Outgoing / Total**.
   - Each column shows the **amounts realised** (the current amount spent) for a given Partner Country, for incoming and/or outgoing mobility flows.
   - Incoming (**column d**) and Outgoing (**column e**) mobility flows are expressed as the Total (**column f**) realised for that country (**d + e = f**).
4. The **Amount Transferred Calculation**.
   - This section is divided into five columns: **Outgoing to Incoming / Incoming to Outgoing / Total Budget Transfers / Total Transferred (from OS) / Total Transferred (I>O / O>I)**.
   - **Outgoing to Incoming** (**column g**) shows the difference between the funds used for realised incoming mobilities (**column d**) and the original approved budget for incoming mobilities (column a) with a given Partner Country. The amount by which the realised incoming mobilities exceed the approved amount is supposed to be transferred from the outgoing budget (**if d > a then d - a = g**).
   - **Incoming to Outgoing** (**column h**) shows the difference between the funds used for realised outgoing mobilities (**column e**) and the original approved budget for outgoing mobilities (column b) with a given Partner Country. The amount by which the realised outgoing mobilities exceed the approved amount is supposed to be transferred from the incoming budget (**if e > b then e - b = h**).
   - **Total Budget Transfers** (**column i**) shows the sum of columns g and h (**g + h = i**).
   - **Total Transferred (from OS)** (**column j**) shows the difference of transfers only if the total realised (**column f**) is greater than the total approved (**column c**) for a given Partner Country (**if f > c then f - c = j**).
   - **Total Transferred (I>O / O>I)** (**column k**) shows the total budget transfers minus the amount taken from Organisational Support funds (**i - j = k**).


Budget Transfer

Information

Please note that for **2015** projects the transfer is only possible from Organisational Support (up to 50%). The column **Total Transferred (from OS)** is displayed instead instead of the column Amount Transferred Calculation and applies the same rule as column J as explained above.

Are the transfers compliant?

When transferring funds from incoming mobility flows to outgoing, and vice versa, the transferred amount is calculated as the difference between the **Total Realised Amount (B)** and the **Total Granted Amount (A)**, minus the amount transferred from **Organisational Support funds (D)**.

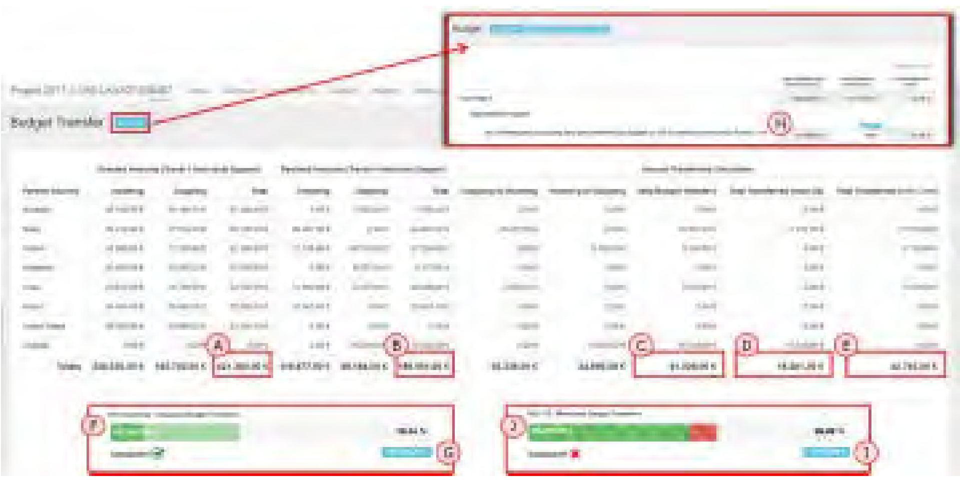
This transferred amount cannot be higher than **40% of the Total Granted Amount: (B - A = C) - D = E**, where the **Total Transferred (E) must be less than or equal to 40% of the Total Granted Amount (A)**.

The 40% limit is displayed visually in the transfer tracker below the budget transfer table, entitled **40% Incoming/Outgoing Budget Transfers**. The number highlighted in blue (G) corresponds to 40% of the Total Granted Amount (A), which can be transferred between incoming and outgoing mobility flows without amendment (40% of A = G).

If this amount (G) is exceeded, a red check mark will indicate that the 40% limit has been breached and that the project is no longer compliant. This will also be illustrated by the bar indicating the percentage by which it has exceeded the 40% limit.

If the realised budget per Partner Country exceeds the granted budget per Partner Country, **up to 50% of the approved Organisational Support funds** can be transferred. The total approved Organisational Support is displayed in the Budget screen (H). The limit of the total approved Organisational Support is displayed in the transfer tracker entitled **50% OS / Mobilities Budget Transfers**, where 50% of H = I (highlighted in blue).

The **Total Transferred (from Organisational Support; D)** is shown in the transfer tracker as a green bar **(J),** where D = J. If this amount exceeds the 50% of the total approved Organisational Support (H), then it will be marked as non-compliant and the percentage by which it exceeds will be highlighted in red on the bar. In short, if D > H then the transfer from Organisational Support funds exceeds the 50% limit and is non-compliant.



Example: Brazil transfer analysis.

In the following example, we can see that the **amount granted** for incoming mobilities from Brazil is **less than the amount realised** for incoming mobilities (from Brazil also); **a > d**.

The additional amount to be transferred from outgoing to incoming mobilities is displayed in column **g**.

In this example, the **total realised amount** with Brazil is **greater than the total granted amount** with Brazil (**f > c**). The amount by which the granted amount is exceeded shall therefore be taken from the Organisational Support funds, displayed in column **j**.

The total amount that can be transferred from outgoing to incoming mobilities (**k**) is equal to the amount granted for outgoing mobilities (**b**) minus the amount realised for outgoing mobilities (**e**).

Zero Grant Flag.

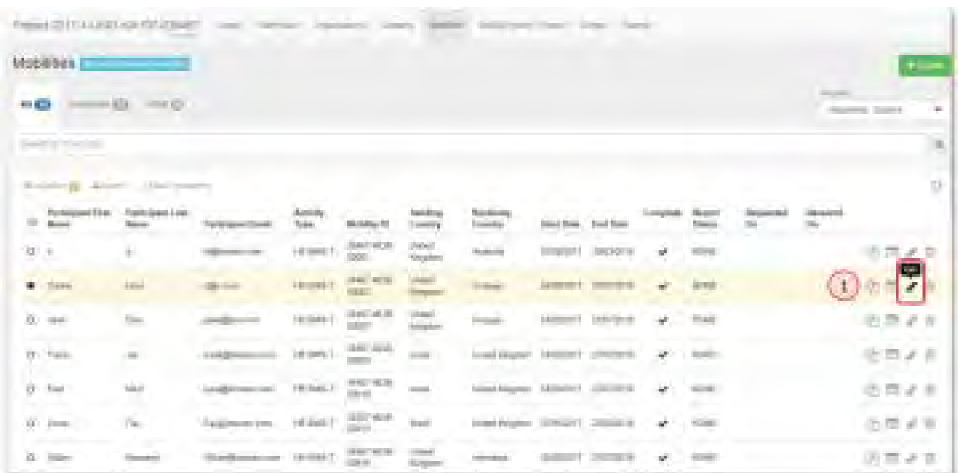
For KA107 projects, mobilities flagged as Zero Grant do not automatically trigger Organisational Support from Erasmus+ EU funds.

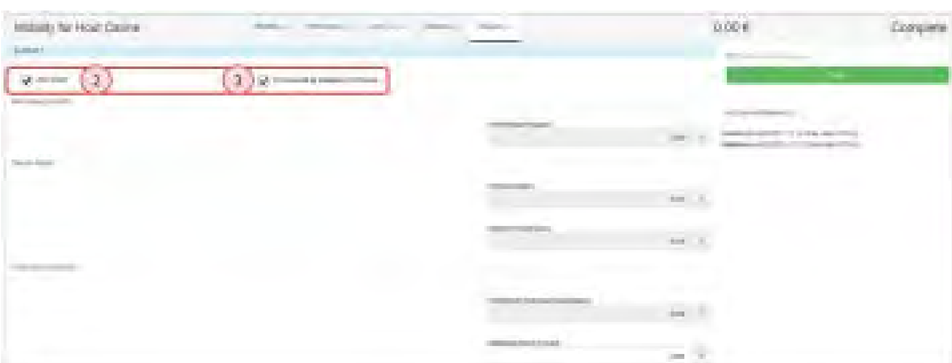
To change this, the flag "**OS Covered by Erasmus+ EU Funds**" becomes available once the **Zero Grant flag** is set to **Yes**. This allows the mobility to be covered by Organisational Support funds, while not including the incurred costs in the realised budget amounts. Additional Organisational Support funds have to be requested to and approved by the National Agency.

In the example below, the beneficiary is organising two additional mobilities to Uruguay. These mobilities have to be funded from transfers from Organisational Support funds, as they were not included in the original granted amount. This results in transfers from Organisational Support, which in our example will exceed the 50% Organisational Support transfer rule. To make the transfer compliant, the beneficiary will mark one of the two mobilities as Zero Grant. This will subtract that mobility from the realised budget amount and therefore reduce the amount transferred from the Organisational Support funds.

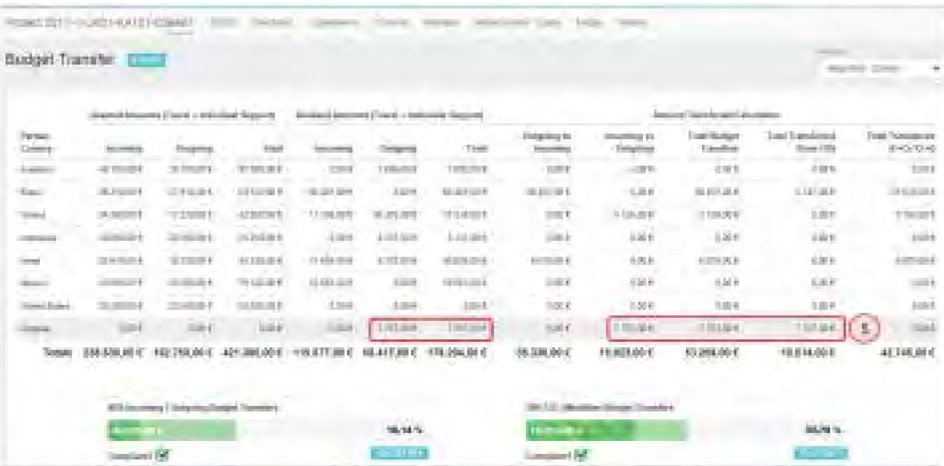
To do this:

1. Select the **edit icon** of the mobility.
2. In the section **Budget**, check the box for **Zero Grant.**
3. The option for **OS Covered by Erasmus+ EU funding** appears. Check the box.
4. On the budget screen the number of mobilities remains the same which calculates the current possible Organisational Support limit (**350€** multiplied by the number of mobilities).
5. In the budget transfer screen, the amount transferred from Organisational Support for outgoing mobilities to Uruguay has been halved.
6. In the section **50% OS / Mobilities Budget Transfers** the transfer from Organisational Support is now compliant.






Budget
4


Budget Transfer
5


Budget Transfer
6

Exceptional Costs for Services and Equipment

The maximum amount allowed for the **Exceptional costs for services and equipment (total)** within a project is 10% of the Approved Budget (by National Agency). In addition, this amount cannot exceed the approved budget per country of mobility **under any circumstances** and must be taken into account in the 40%- and 50%-rule transfers.

If the 10% rule is not observed, the transfer tracker will indicate the transfer as **non-compliant**. Nevertheless, the 10% rule is not a hard constraint on MT+, which means that the Final Report can be still submitted to the National Agency.

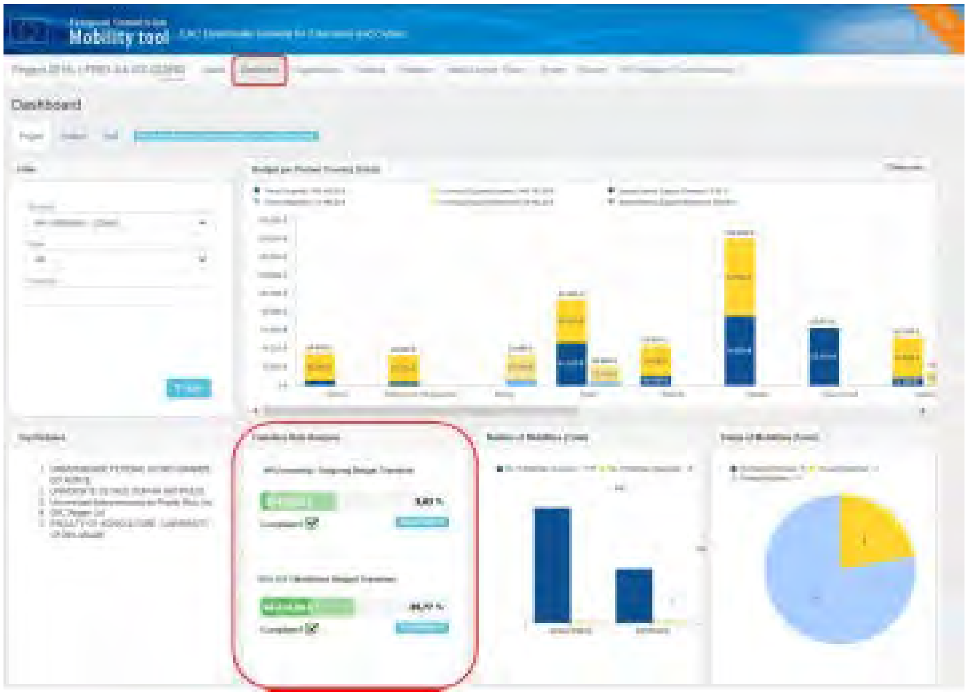
The beneficiary has to first check if there has been a mistake in the encoded amounts at mobility level. If all seems correct, the beneficiary needs to provide justification to the National Agency why the 10% rule could not be respected, which the National Agency can accept or decline.

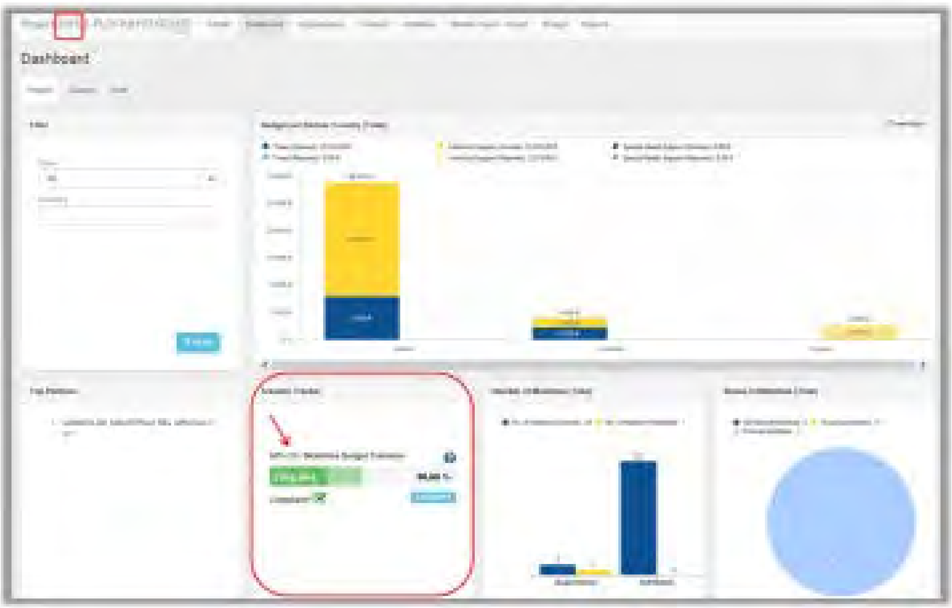
Budget Transfers in the Dashboard.

The **Transfer Tracker** appears in the **Dashboard** tab of the project.

Information

Please note that for **2015** projects the Transfer Tracker only shows the transfer from OS.


Mobility tool
Dashboard


Dashboard

Related Articles

- MT+ Disadvantaged Background KA107 (2019)
- MT+ Total Number of Teaching Hours
- MT+ KA107 Budget transfer
- MT+ Traineeship in Digital Skills
- Erasmus+ Participant Report Examples
- MT+ How to manage Survey on Recognition
- MT + How to read the Project Dashboard (HE and VET projects only)
- MT+ Alerts and Notifications

MT+ KA1 and KA3 Force Majeure

UPDATES COMING

This page will be updated shortly to include the changes implemented in Mobility Tool+ Release 6.3 with regards to virtual and blended mobilities.

The current instructions refer to mobilities recorded in Mobility Tool+ before Release 6.3, which will be referred to as *physical mobilities*.

Basic information on virtual/blended activities and mobilities can be found in these pages:

- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA2 Overview of virtual and blended activities

In Mobility Tool+, **Force majeure** applies to mobilities which could not be started or completed due to an unforeseeable exceptional situation or event beyond the individual participant's control. It is not attributed to error nor negligence on the participant's part. Such situations can arise at any time including factors such as sudden disease, accidents, death, earthquakes and other causes.

While creating or editing a mobility, when the checkbox **Force Majeure** is checked the comment field **Force Majeure Explanations** must be completed. The justifications for indicating the mobility as **Force Majeure** should be added here.

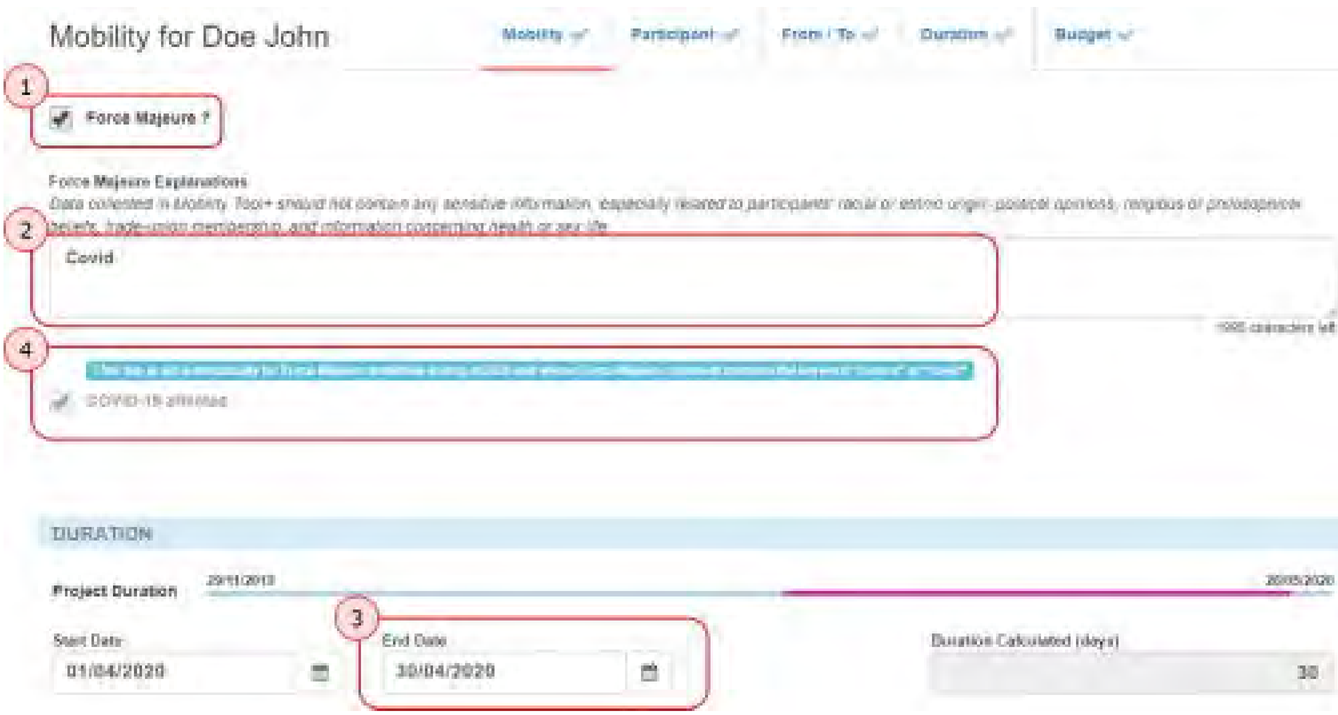
2020 "COVID-19 affected" flag

Mobilities having an end date within 2020, the Force Majeure flag checked, and for which the provided Force Majeure Explanations contain keywords such as "corona" or "covid" will automatically have the new "COVID-19 affected" flag set. This flag cannot be changed manually. The same rule applies for the export and import of mobilities: in the import/export file no specific column for the flag is available, but is automatically set in Mobility Tool+ on import, if the conditions are met.

To indicate a mobility as **COVID-19 affected:**

1. Tick the **Force Majeure?** check box.
2. Add an explanatory comment including the word "covid" or "corona".
3. The **end date** of the mobility has to be in 2020 (to be specified in the duration section).
4. Note that the **Covid-19 affected** flag is checked as conditions 1-3 are fulfilled.

For additional information and guidance on Force Majeure due to COVID-19, please see MT+ Force majeure guidance due to Coronavirus.



KA1 Force Majeure

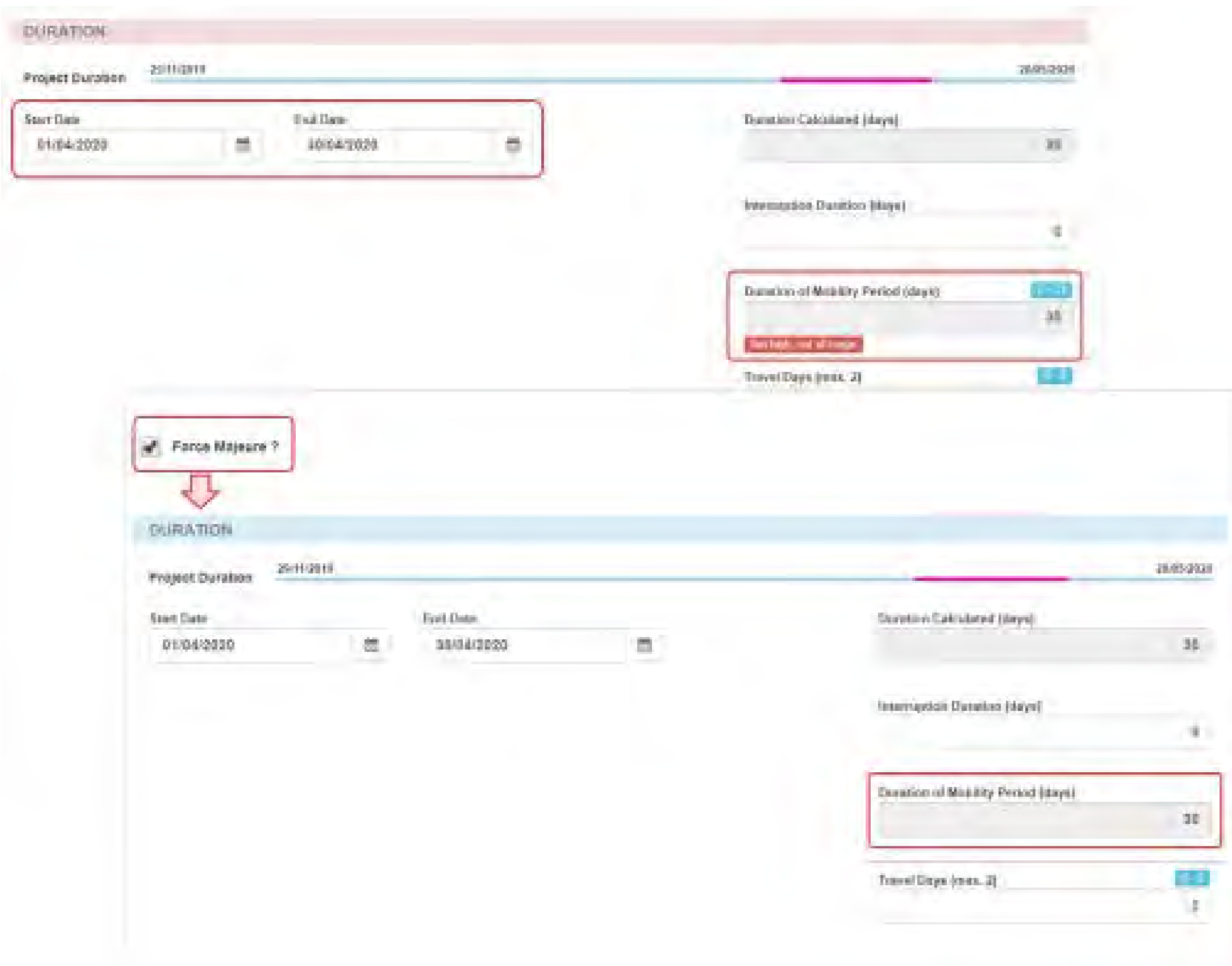
For **Key Action 1** projects, if the Force Majeure flag is set, a number of fields and calculations will be affected in Mobility Tool+ depending on the call year and key action type:

- Duration of the Mobility Period (days)
- Total Number of Teaching Hours
- EU Travel Grant
- EU Individual Support
- Organisational Support
- Linguistic Preparation? and Linguistic Support
- Course Fees Grant

Duration of the Mobility Period (days)

The business rules checking the minimum and maximum duration no longer apply in case of Force Majeure.

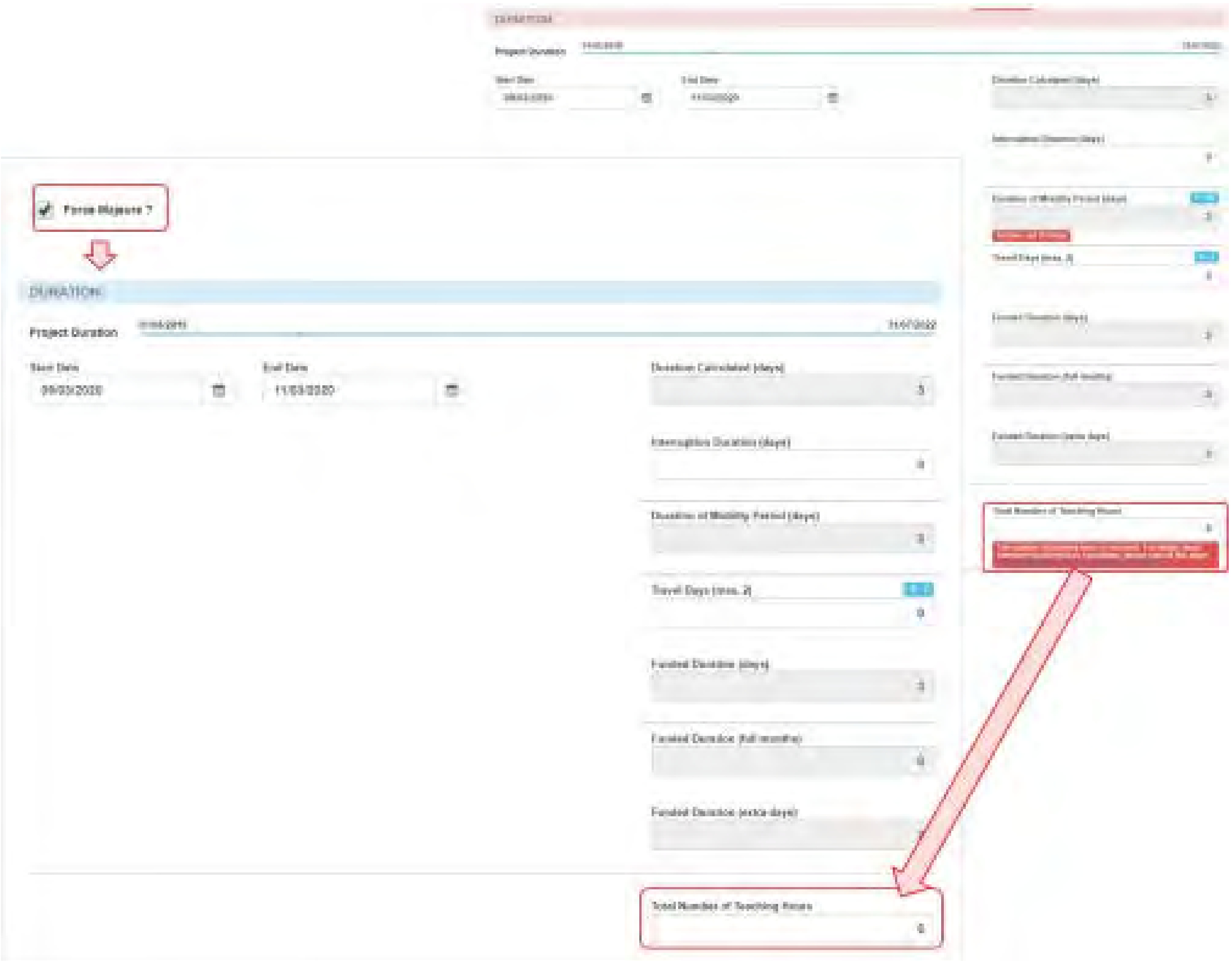
Example: KA105 Call 2019, Youth Exchanges - Programme Countries



Total Number of Teaching Hours

The business rule checking the minimum of 8 hours per week no longer applies in case of Force Majeure.

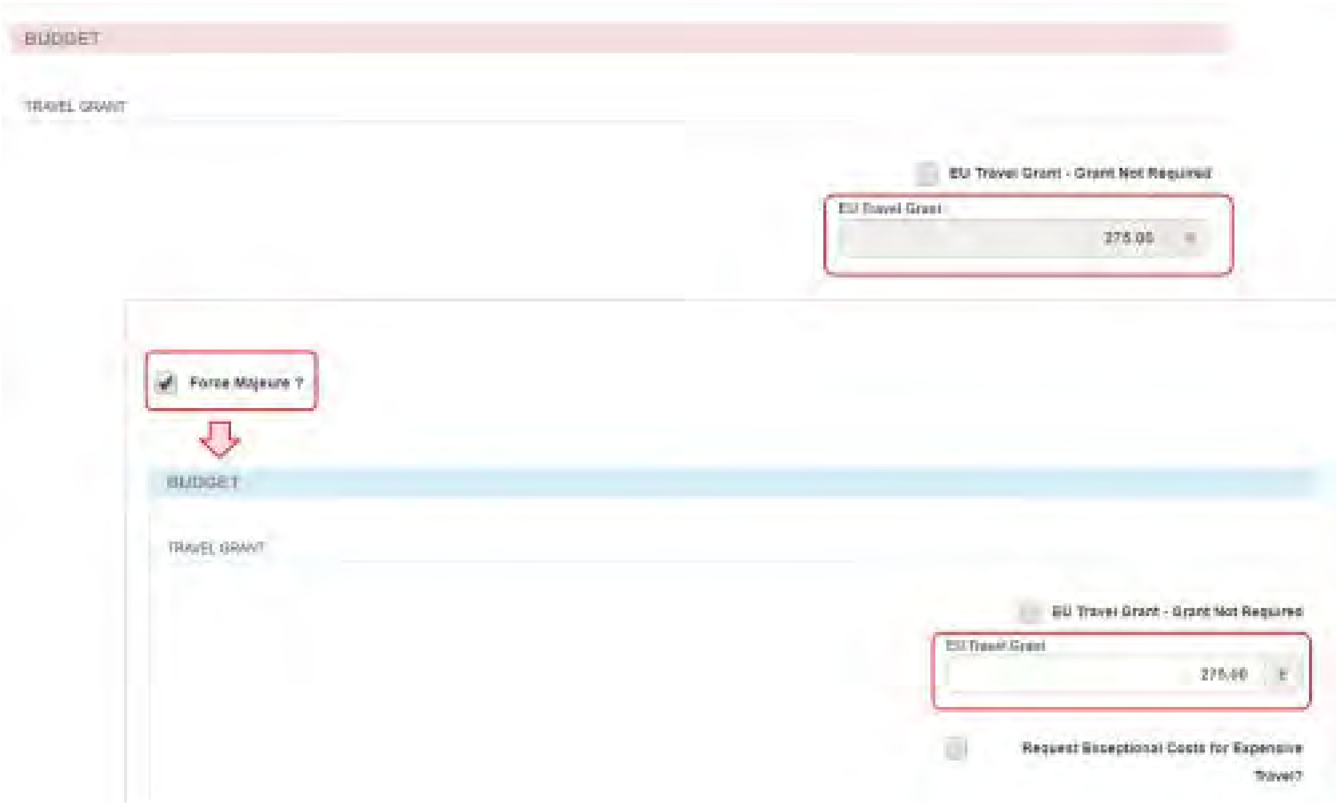
Example: KA107 Call 2019, Staff mobility for Teaching To/From Partner Countries



EU Travel Grant

The field becomes editable. If any values were already present they will remain.

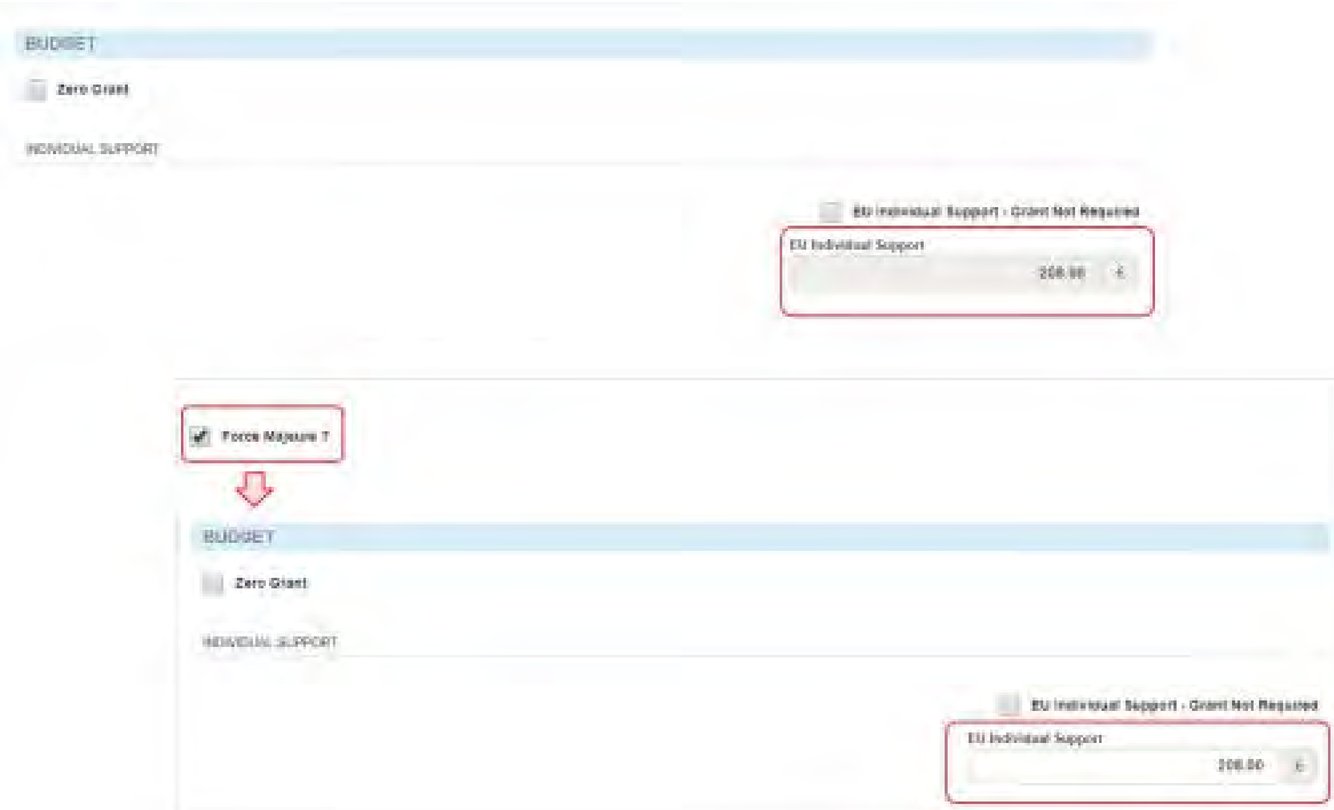
Example: KA105 Call 2019, Youth Exchanges - Programme Countries



EU Individual Support

The field becomes editable. If any values were already present they will remain.

Example: KA 116 Call 2018, Advance Planning Visit - Erasmus PRO



Organisational Support

The field becomes editable. If any values were already present they will remain.

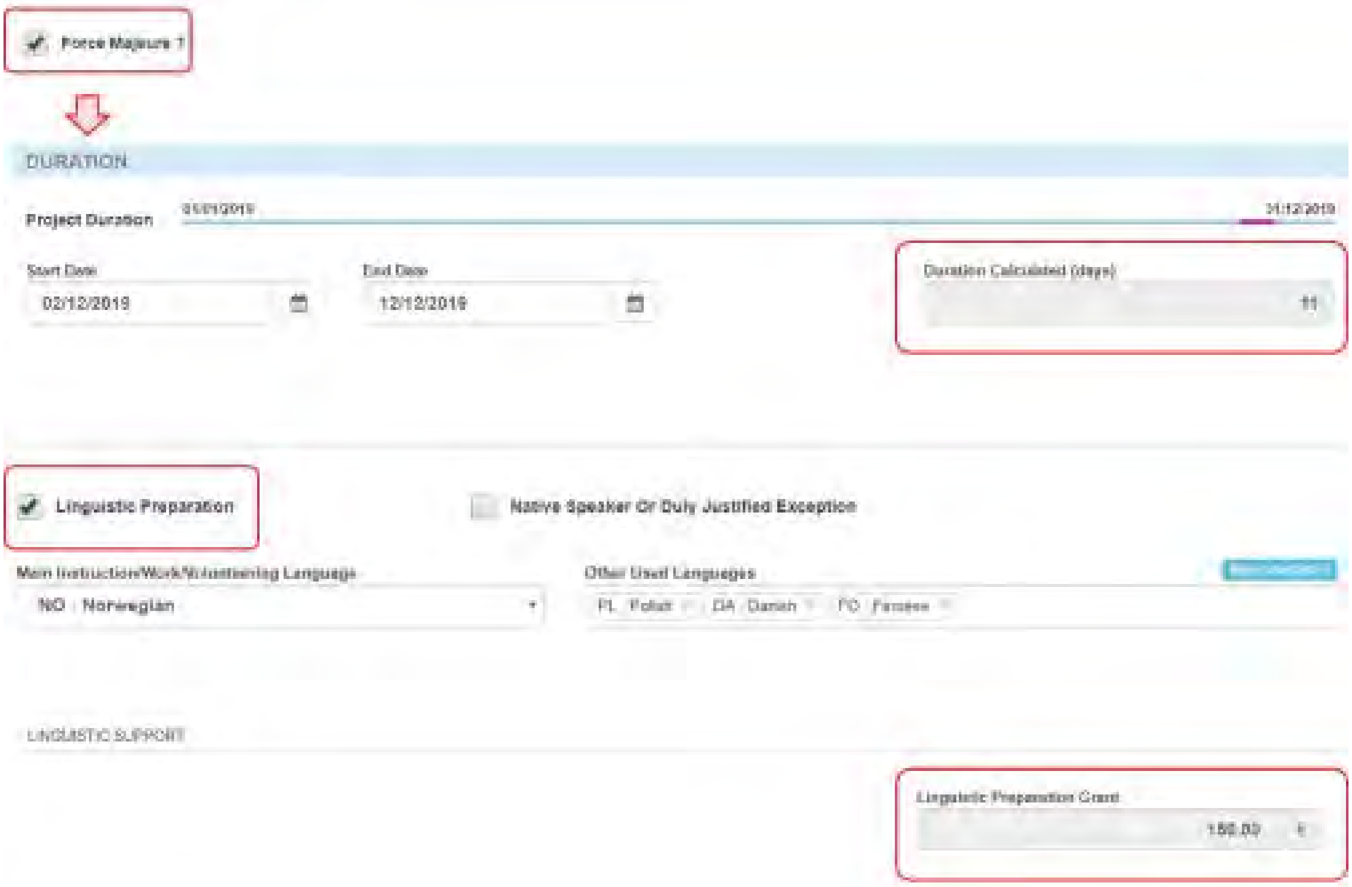
Example: KA105 Call 2019, Youth Exchanges - Programme Countries

Linguistic Preparation? and Linguistic Support

If the mobility was eligible for linguistic support before Force Majeure intervened, the **Linguistic Preparation?** checkbox remains available even if the duration is shortened to less than the minimum required duration (19 days for VET learners and 60 days for long-term Youth-EVS mobilities).

When the checkbox is ticked, the **Linguistic Support** budget field remains available, but the default amount cannot be changed in case of Force Majeure.

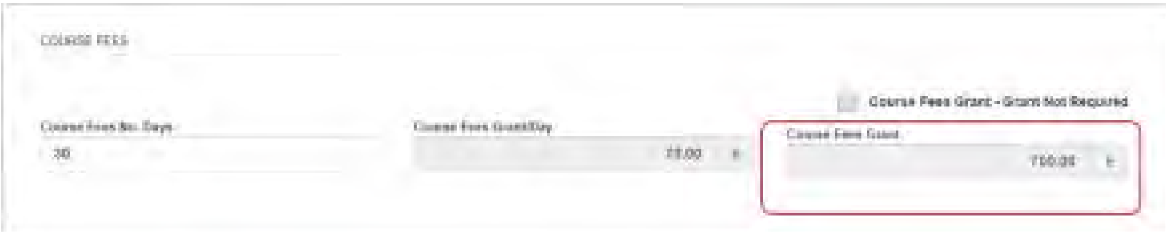
Example: KA116 Call 2018, Short term mobility for VET learners

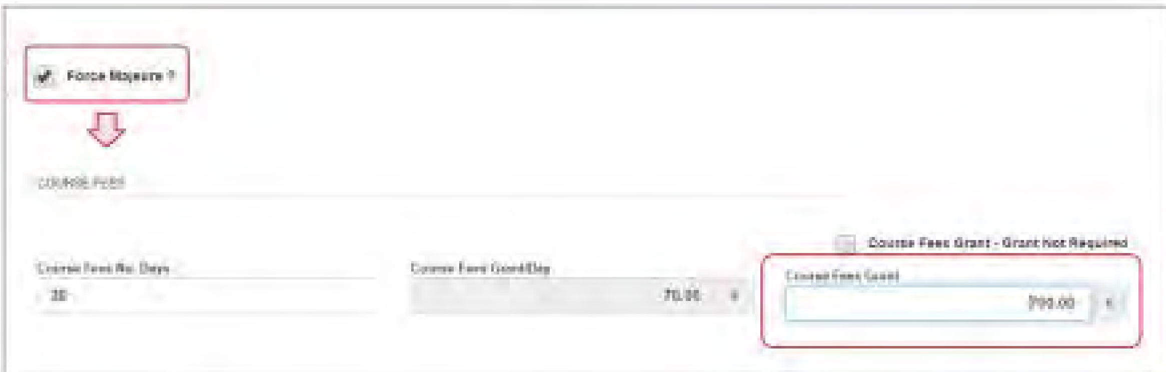


Course Fees Grant

The field becomes editable. If any values were already present they will remain.

Example: KA101 Call 2019, Structured Courses/Training Events





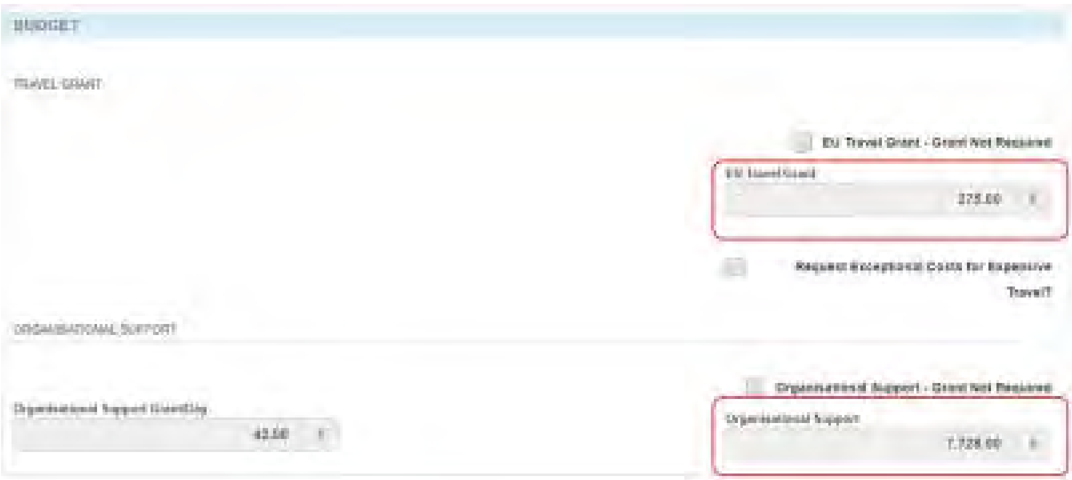
> **Information**
>
> Force Marjeure does not affect the sending of the participant report. The participant, even if unavailable, will receive the system notification regarding the Participant Report to be filled in at the end of the activity.

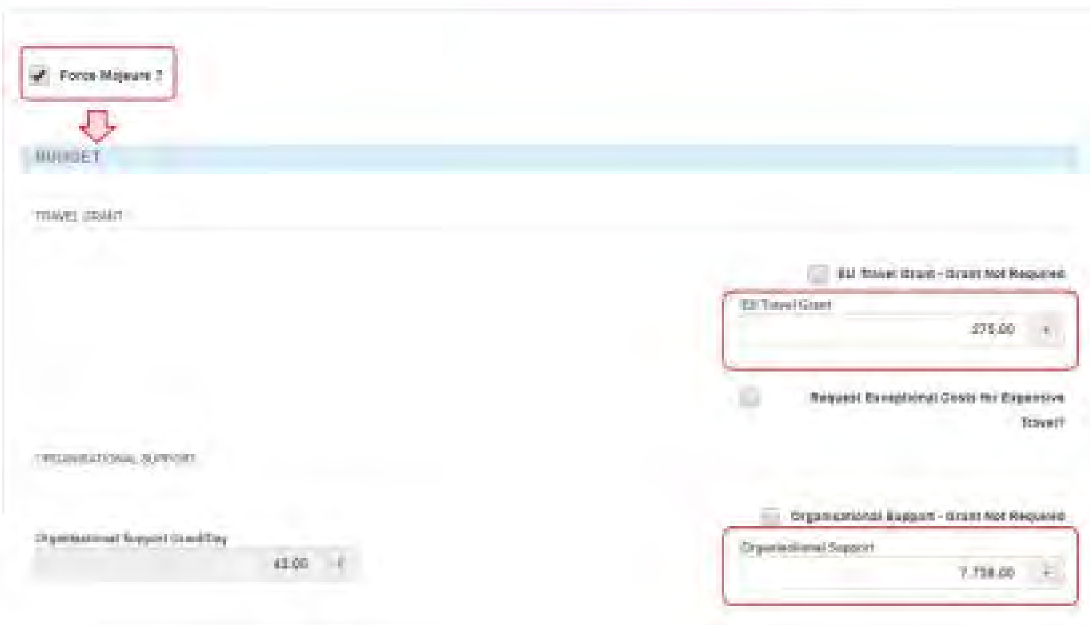
KA3 Force Majeure

For **Key Action 3** projects, if the Force Majeure flag is set, the following fields will be affected:

- **Total EU Travel Grant** - The field becomes editable. If any values were already present they will remain.
- **Organisational Support** - The field becomes editable. If any values were already present they will remain.

Example: KA347 Call 2019, Transnational Activities





Related Articles

- ESC MT+ Budget
- MT+ Add mobility for KA1 and KA3 projects
- MT+ Expensive Domestic Travels
- MT+ Force majeure guidance due to Coronavirus
- MT+ KA1 and KA3 Budget screen
- MT+ KA1 and KA3 Force Majeure
- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA1 Zero Grant
- MT+ KA107 Budget transfer
- MT+ KA2 Budget
- MT+ KA2 Force Majeure
- MT+ KA2 Learning, Teaching and Training Activities
- MT+ KA2 Overview of virtual and blended activities
- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ Organisational Support for KA1 and KA3

MT+ Organisational Support for KA1 and KA3

UPDATES COMING

This page will be updated shortly to include the changes implemented in Mobility Tool+ Release 6.3 with regards to virtual and blended mobilities.

The current instructions refer to mobilities recorded in Mobility Tool+ before Release 6.3, which will be referred to as *physical mobilities*.

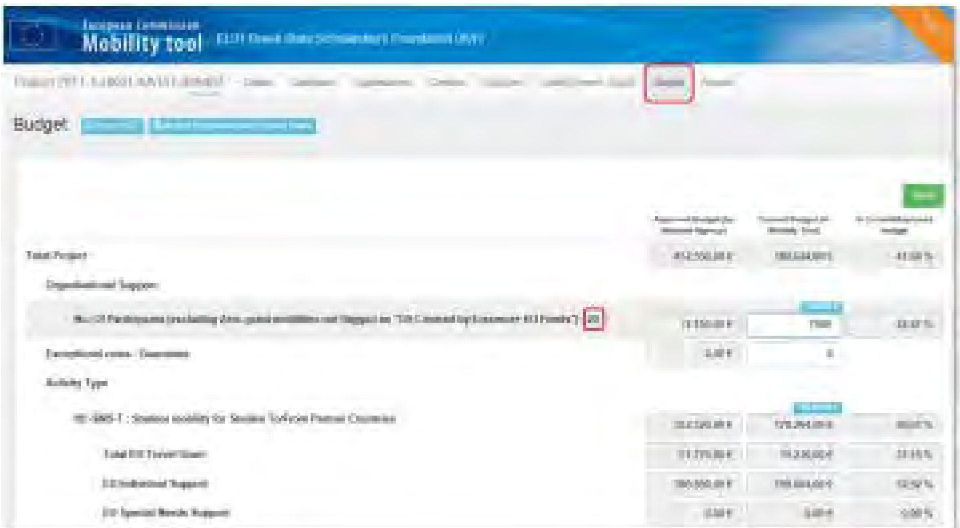
Basic information on virtual/blended activities and mobilities can be found in these pages:

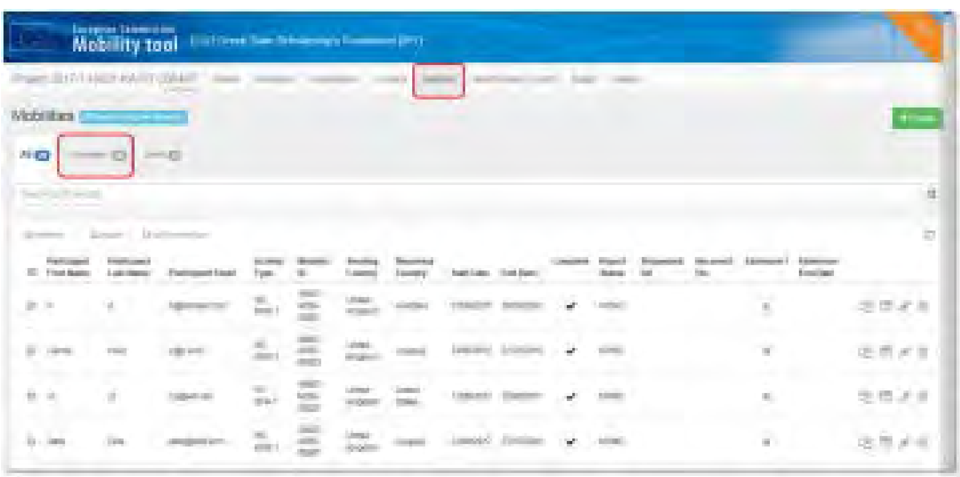
- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA2 Overview of virtual and blended activities

Organisational support outlined in the application form, is awarded as a lump sum for the whole project in the grant agreement. Before or while completing the final report, the beneficiary may add the requested organisational support amount under the **Budget** tab of the project in Mobility Tool+. The amount added may not be greater than the amount granted nor greater than the number of participants multiplied by 350 €. The calculation of this amount is based on the number of participants detailed in the list of completed mobilities in Mobility Tool+ and is highlighted in blue above the text field. If the amount exceeds this calculation, a warning message in red is displayed and the entered amount can not be saved.

Number of participants.

Explanation and illustration
The Organisational Support amount is linked to the number of participants (excluding Zero-grant mobilities that are not flagged as OS Covered by Erasmus + EU Funds).
Information This is **not valid for KA105** projects which excludes the accompanying persons from the number of Participants.
In the example below, 20 participants mobilities are complete in the Mobilities tab. The amount in the Budget tab corresponds to the 20 mobilities.





Calculation of the amount.

Explanation and illustration

Before or while completing the final report, the beneficiary may add the requested organisational support amount under the **Budget** tab of the project in Mobility Tool+.

> **Important**
>
> The Organisational Support must be checked before submitting the Beneficiary report.

The amount added may not be greater than the amount granted nor greater than the number of participants multiplied by 350 €.

The calculation of this amount is based on the number of participants detailed in the list of completed mobilities in Mobility Tool+ and is highlighted in blue above the text field.

If the amount exceeds this calculation, a warning message in red is displayed and the entered amount can not be saved.

In the examples below:

- The entered budget is higher than the amount granted (7.585 € instead of maximum 7.000 €), the system shows the red error message and the values cannot be saved.
- The entered budget is lower than the amount granted (6.215 € instead of maximum 7.000 €) and the system allows the value to be saved.

KA103 and KA107 maximum calculated Organisational Support.

In the case of KA103 and KA107 the **maximum approved/granted** amount for **Organisational Support** can be paid in full if 90% of granted mobilities take place.

For example, an organisation got approved/granted 12 mobilities and is hence entitled to 12 x € 350 = € 4.200 of Organisational Support. If not all mobilities are implemented, the 90% rule is applied.

90% of 12 approved/granted mobilities equals 10.8 (which is rounded down to 10). Since 10 mobilities took place, the originally approved /granted amount for Organisational Support will be used. The organisation is hence entitled to the total maximum approved/granted budget for Organisational Support of € 4.200.

If there are 12, 11 or 10 mobilities entered in Mobility Tool+ then the current budget for Organisational Support will be the maximum approved budget for Organisational Support (€ 4.200).
If there are 9 or fewer mobilities entered in Mobility Tool+ then the current budget for Organisational Support will be based on the number of mobilities (indicated in the Budget page field "No. of Participants (excluding acc. persons)") multiplied by € 350."

Related Articles

- ESC MT+ Budget
- MT+ Expensive Domestic Travels
- MT+ KA1 and KA3 Budget screen
- MT+ KA1 Zero Grant
- MT+ KA107 Budget transfer
- MT+ KA2 Budget
- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ Organisational Support for KA1 and KA3
- MT+ Travel Grant

MT+ KA1 and KA3 Validated and checked versions

For **KA1 and KA3** projects there are different types of checks the NA can conduct:

1. **Final Report Check / NA Validation**
2. **Desk-check**
3. **On-the-spot check during completion of the project**
4. **System Check**
5. **Claim/Observation/Appeal**

All projects, unless terminated with no grant, will be subjected to the **Final Report Check / NA Validation**.

If any additional **check** is required the NA will contact you with details of documentation to provide and further explanation. Once the check(s) are performed and the project receives the status **Finalised**, the information changed or updated during these check(s) can be viewed.

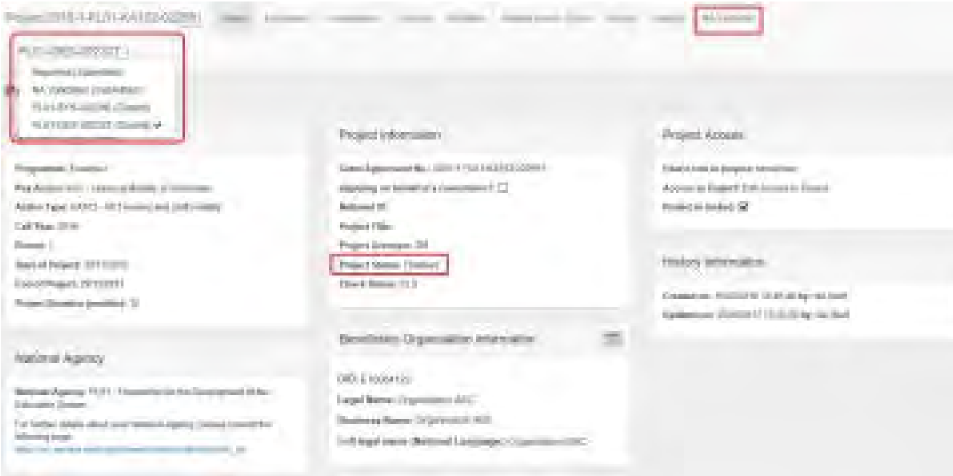
A **claim** is an action triggered by the beneficiary; mainly associated to objections related to the accepted costs and these objections can be expressed in the form of observations or appeals.

The project versions drop-down allows you to view the project details easily at the various stages.

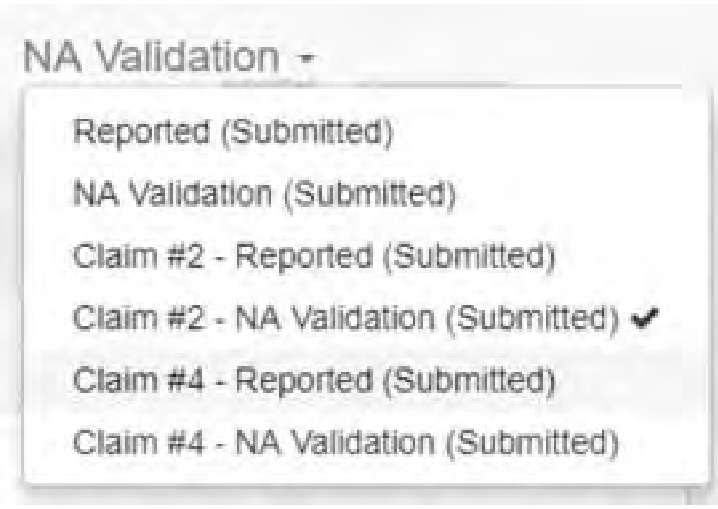
This page provides an overview of how to view the impact of those validations, checks and/or claims on the mobilities and budget of your project.

Project version drop-down.

Explanation and illustration
A project will not display the **project versions tab** until it is signed to **Finalised** in the NA's project management system. Once the project is finalised the project version drop-down is available. This functionality gives you the opportunity to check the different project versions and see what changes (if any) were made by the NA during the various checks, including the impact on budget and mobilities. In our example we have four project versions, including the status of those: • **Reported** (Submitted) - This reflects the project information submitted with the final beneficiary report. • **NA Validation** (Submitted) - This reflects the final report check performed by the NA. • **PL01-SYS-002296** (Closed) - This reflects an additional check performed by the NA. In this case it is a check of type System Check. • **PL01-DES-002327** (Closed) - This reflects an additional check performed by the NA. In this case it is a check of type Desk Check. This version drop-down is useful to easily check differences in the versions of various project sections; mainly budget and mobilities.

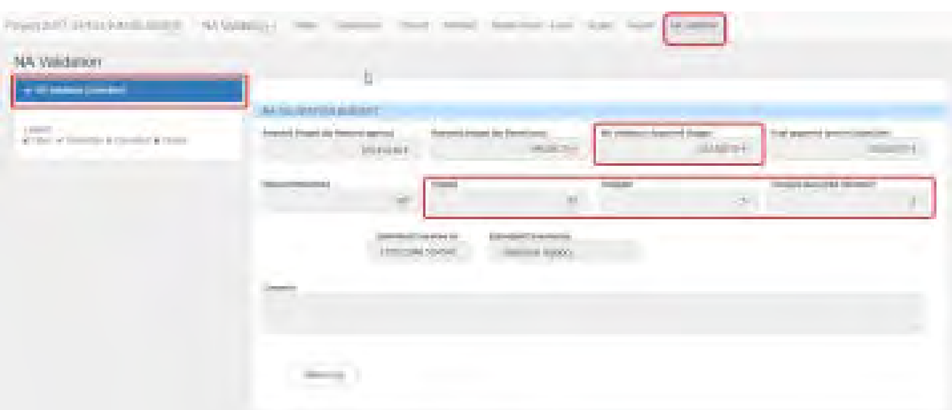


If any claims were registered, you will also see those in the version drop-down.

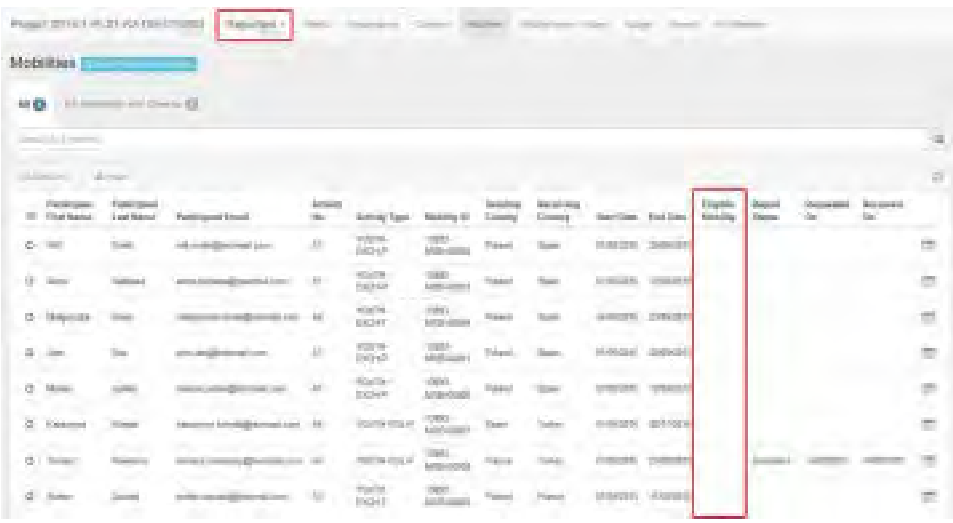


The NA Validation tab.

Once the project is finalised, another tab is visible in the project: **NA Validation**. Under this tab an overview of changes performed during NA Validation is provided.



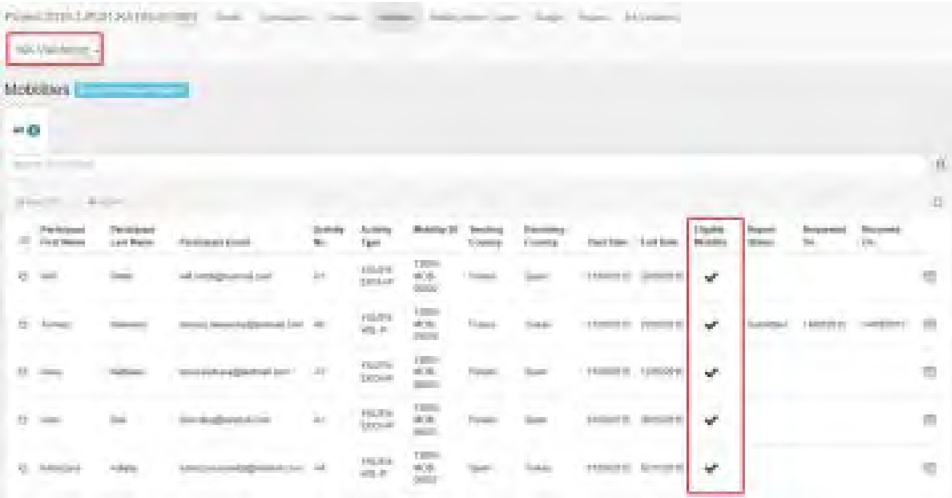
Project Versions and Mobilities.

Explanation and illustration
In the **Mobilities** section of your project, you have the possibility to review changes made during validation or checks by using the version drop-down. 
Reported (Submitted) mobilities. Here you can see in the project version **Reported (Submitted)** that none of the mobilities are marked yet as eligible or ineligible. 

NA Validation (Submitted) mobilities.

When changing the version drop-down to **NA Validation (Submitted)** the list of mobilities now have an updated eligibility status.

In our example, all mobilities were marked eligible and there are five instead of four available in our project in this version.



Check (closed) mobilities.

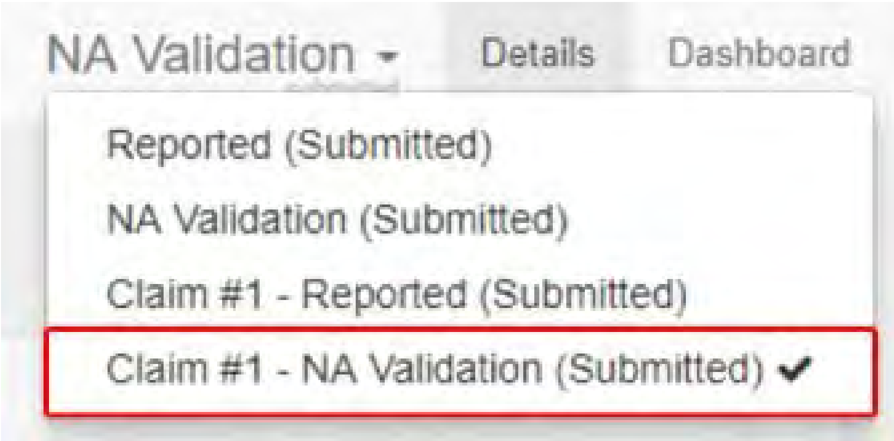
Changing the version drop-down to one of the checks (in this example **PL01-DES-002270**) will display the mobilities list for this version of the project.

One mobility in the example is now marked ineligible.

Claim NA Validation (closed) mobilities.

The new type of check for **Claims, Observations or Appeals** will also be visible, if such request was made to the NA**.** These work in the same way as the other types of checks.

Simply change the version drop-down to a **Claim** to view any changes made.



Project Versions and Budget.

Explanation and illustration
Via the project version drop-down you can also easily review changes made to the budget of the project during validation, checks and/or claims or ap Access the **Budget** tab and use the version drop-down to view the budget in the different versions.

Reported (Submitted) budget.

In our example, we see here the **Reported (Submitted)** budget, which reflects the budget submitted with the final beneficiary report.

Current Budget (in Mobility Tool) is 454.152,10 EUR which equals 97.4% of the **Approved Budget (by National Agency)**.

NA Validated (Submitted) budget.

We change the project version via the drop-down to **NA Validation (submitted)**. We can see a difference in the **Current Budget (in Mobility Tool)** com we looked at previously.

As a result of the **NA Validation**, mobilities are marked as eligible or ineligible which impacts the budget. In our example it is now 432.992,10 EUR wh **oved Budget (by National Agency)**.

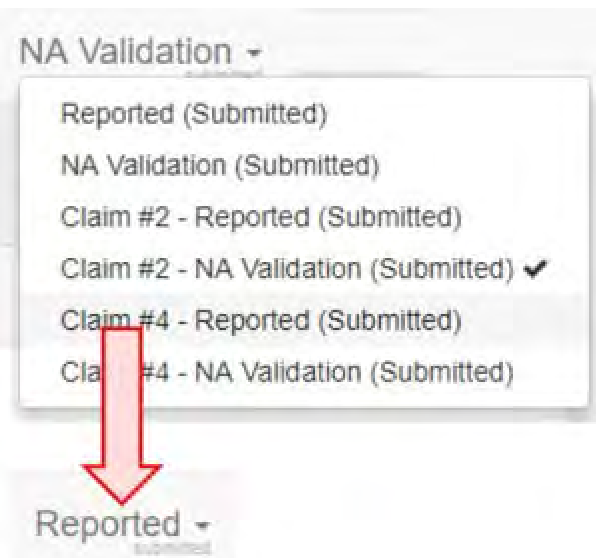
Check (Closed) budget.

We change the version again using the drop-down, this time we look at one of the checks: **PL01-SYS-002324 (Closed)**.

In our example there is a difference in the **Current Budget (in Mobility Tool)** compared to the Reported and NA validated versions. It is now 445.992,
of the **Approved Budget (by National Agency)**.

Claim (Submitted) budget.

We change the version again using the drop-down, this time we look at one of the claims and select **Claim #4 - Reported (Submitted)**.



Once more there is a change in the budget.

Related Articles

- MT+ KA2 Validated and checked versions
- MT+ KA1 and KA3 Validated and checked versions
- MT+ How to edit the mobility import file

MT+ KA1 and KA3 Budget screen

Information

The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

Relevant for...

Call Year	Key Action	Action
All	KA1 - Learning Mobility of Individuals. KA3 - Support for policy and reform.	All

The budget screen in Mobility Tool+ details the project costs, broken down by activity type. The last approved budget by the NA is always visible from the **Budget** screen.

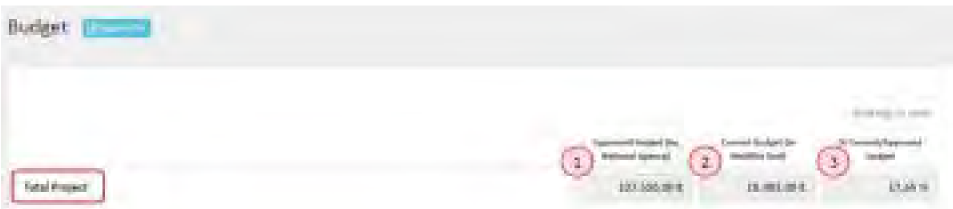
Approved Budget (by National Agency) and Current Budget (in Mobility Tool).

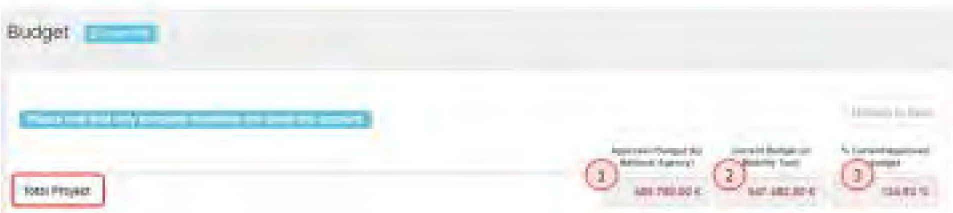
The budget summary screen provides an overview of the **Approved Budget (by National Agency)** and the **Current Budget (in Mobility Tool)**.

Under **Total Project** in the budget screen an overview of the project cost is displayed:

1. The first column - **Approved Budget (by National Agency)** - displays the total grant of the project, as approved by the NA. This amount cannot be changed in Mobility Tool+.
2. The second column - **Current Budget (in Mobility Tool)** - reflects the **Current** total for the project in Mobility Tool+; including the amounts specified for the project, activities and mobilities for travel, individual support, and other budget items.
3. The third column - **% Current/Approved budget** - reflects the percentage difference between the **Approved Budget (by National Agency)** and the **Current Budget (in Mobility Tool+)**.

The total for each amount under the second column can be adjusted by adding/removing or adjusting the individual mobilities. If the amount entered is higher than the amount entered for the same budget item of the **Approved Budget (by National Agency)**, it will be highlighted in bold and dark red. This does not indicate an error and does not inhibit the submission of the beneficiary report, as it is only for information purposes.





Take note

Even though you may be able to submit amounts greater than the amount approved by the National Agency, the final amount approved will never be higher than the last approved amount by the National Agency in the Grant Agreement or in the last amendment, if applicable.

Budget items per activity type

Depending on the key action, project amounts may be entered under the current budget column, as they cannot be entered at the mobility level. Depending on the action, different fields are displayed.

A few examples of these amounts are

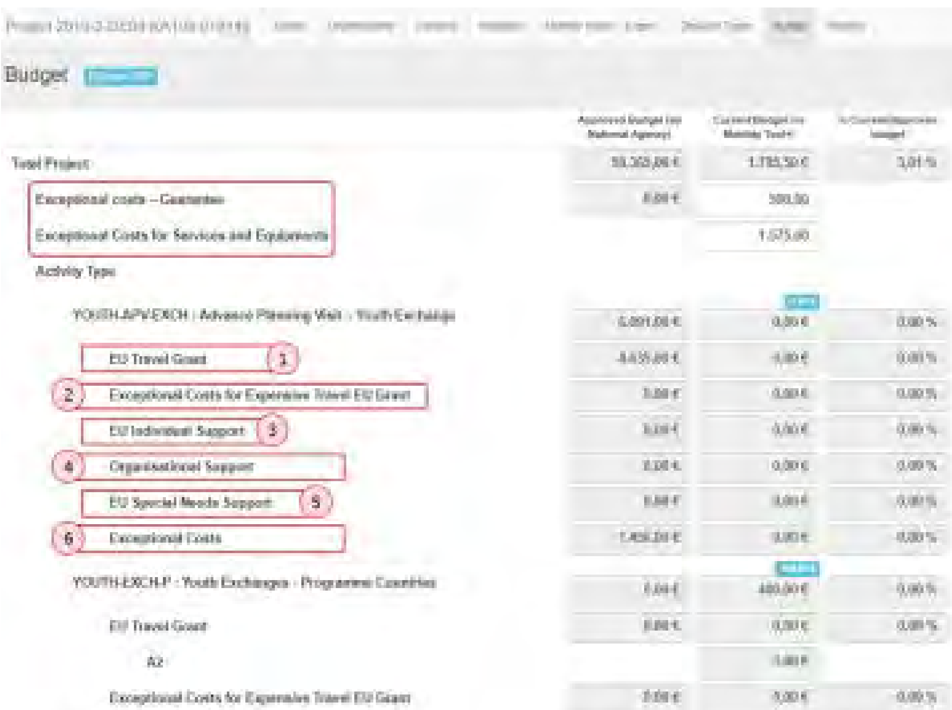
- Exceptional costs - guarantee
- Exceptional Costs for Services and Equipment
- Organisational Support

For example, in a **KA105** project the following budget information is available:

- Exceptional costs - Guarantee; at project level
- Exceptional Costs for Services and Equipment
- Per Activity Type the following sections are displayed:

  1. EU Travel Grant
  2. Exceptional Costs for Expensive Travel EU Grant (from 2017 onward)
  3. EU Individual Support
  4. Organisational Support
  5. EU Special Needs Support
  6. Exceptional Costs

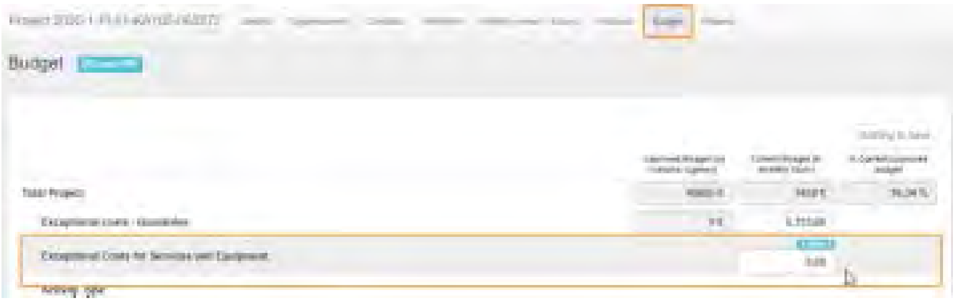
If the realised amount is higher than the approved amount, the realised amount is highlighted in bold and dark red.



Costs for Covid Tests

As COVID testing has become more and more a pre-requisite for physical mobilities abroad, the costs related to such tests are also eligible for funding under the exceptional costs category. The reimbursement rate is set at 100% of the eligible costs actually incurred.

In **KA1** and **KA3** projects, costs related to Covid tests, if applicable, have to be provided as **Exceptional Costs for Services and Equipment** in the **Budget** screen, with the exception of KA107 - Higher education student and staff mobility between Programme and Partner Countries projects. For these projects, the Exceptional Costs for Services and Equipment is available in the mobility screen. See MT+ Exceptional costs for services and equipment for details.



List of Budget Items for KA1 projects, excl. KA107 (all call years)

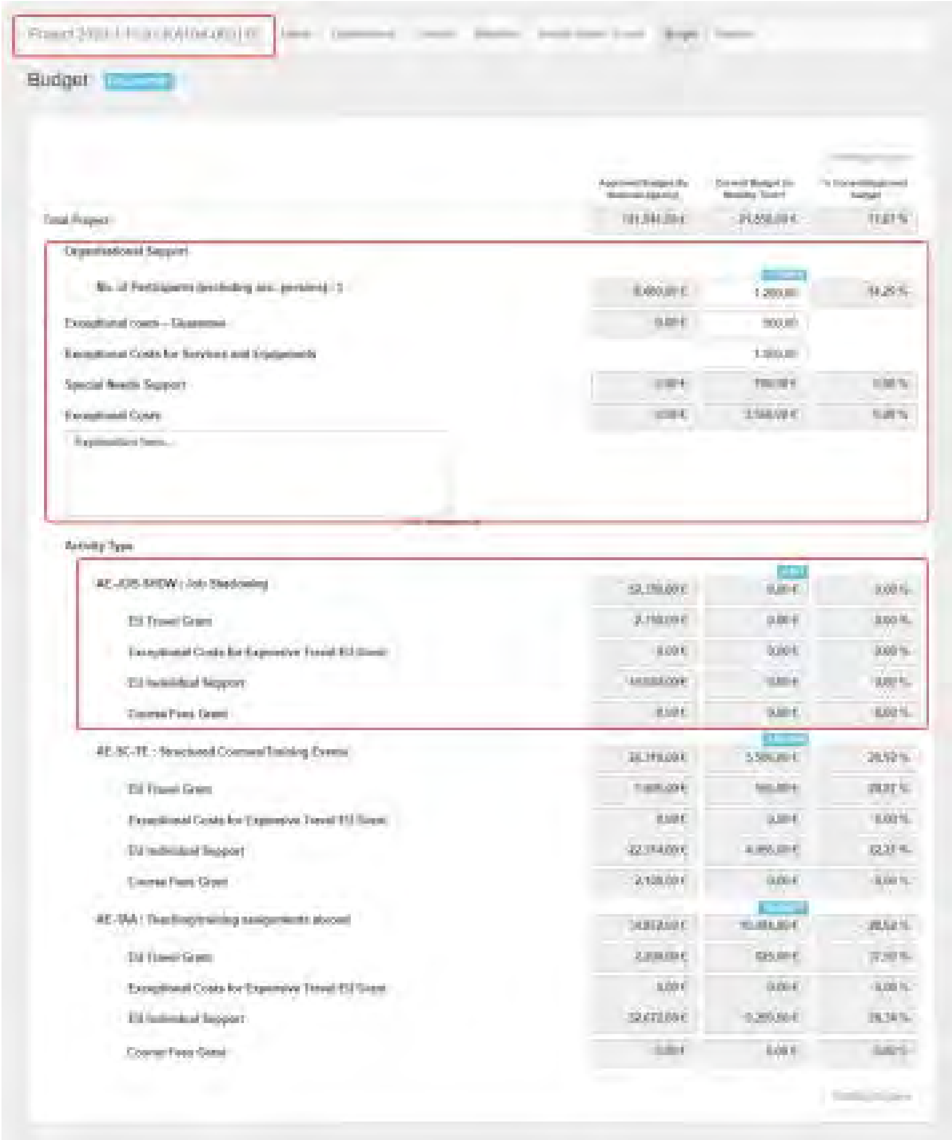
Field	Description	Display in Mobility Tool+	Key Action Specifics
Reduction of EU grant	The reduction to the total current budget at project level applied by the National Agency at NA Validation stage. This reduction takes the form of a positive amount higher or equal to zero and equal or lower than the system calculated total current budget. This field is only editable for National Agency users during NA Validation stage. Only visible after project was finalised.	At project level	Only for Youth
Organisational Support	A contribution to the participating organisations for **any costs incurred in support of the individual participants**. It includes mobility activities flagged as Zero-grant. It does not include mobilities still in draft. For **higher Education**, calculations are based on the number of all supported outbound mobile participants and zero-grants, as well as incoming staff from enterprises. For **VET and VET Charter**, Advanced Planning Visit mobilities are not taken in account for organisational support. MT+ Organisational Support for KA1 and KA3 provides additional information on the calculations.	At project level	All, except Youth
Exceptional Costs for Services and Equipment	**Real costs** incurred by the Beneficiary user for services and equipment. See the page MT+ Exceptional costs for services and equipment for more details.	At project level	All from 2017 onward, except KA107
Exceptional Costs - Guarantee	**Real costs** incurred by the Beneficiary user to cope with any requests for a project guarantee by the National Agency.	At project level	All
Activity Type	The type of an activity as specified in the Erasmus+ programme guide.	Per budget item	All
EU Travel Grant	This budget item accounts for **transportation expenses** incurred by individual participants to travel form their place of origin to their venues and back including top-ups. For Higher Education Students and Staff the percentage of Current / Approved budget is not displayed.	Per activity type	All
Exceptional Cost for Expensive Travel EU Grant	The EU grant for the **exceptional cost for expensive travel**.		All
EU Individual Support	This budget item accounts for accommodation and other subsistence expenses incurred by individual participants during their activity period. For Higher Education Students and Staff the percentage of Current / Approved budget is not shown.	Per activity type	All
Organisational Support	These are **costs** linked to the **implementation of the mobility activities**, excluding travel and individual support.	Per activity type	Only for YOUTH
Course Fees	These are costs directly related to the **payment of courses enrolment fees**.	Per activity type	Only for SE and AE
EU Special Needs Support	These are **additional costs** addressed at **supporting individual participants with disabilities**.	Per activity type	All
Exceptional Costs	These are **real costs** incurred by the project.	Per activity type	Schools, VET, Adult and Youth
Linguistic Preparation	Grant given for **language preparation.**		KA102/KA116 VET Learners (mobility "Duration Calculated (days)" equal /higher than 19 days); KA125 Long-term activities
Complementary Activities	The total cost of the **Complementary Activities**.		KA125

Information

The following comment fields are also displayed in the Budget breakdown tab:

1. **Exceptional Costs** - provide an explanation regarding the exceptional costs incurred.
2. **Exceptional Costs for Services and Equipment justification** - for projects 2017 and onward, this field appears if the specified amount for Exceptional Costs for Services and Equipment is higher than 10% of the Approved Budget (by National Agency). This field is mandatory.

Example Budget screen for a 2020 KA104 - Adult education staff mobility project



List of Budget Items for KA107 projects (all call years)

Field	Description	Display in Mobility Tool+
Organisational Support	A **contribution to the participating organisations** for any **costs incurred in support of the individual participants** (excluding Zero-grant mobilities not flagged as "OS Covered by Erasmus+ EU Funds"). MT+ Organisational Support for KA1 and KA3 provides additional information on the calculations.	At project level
Exceptional Costs - Guarantee	**Real costs** incurred by the Beneficiary user to cope with any requests **for a project guarantee** by the National Agency.	At project level
Activity Type	The type of an activity as specified in the Erasmus+ programme guide.	Per budget item
EU Travel Grant	This budget item accounts for **transportation expenses incurred by individual participants** to travel form their place of origin to their venues and back.	Per activity type
EU Individual Support	This budget item accounts for **accommodation and other subsistence expenses incurred by individual participants** during their activity period.	Per activity type
EU Special Needs Support	These are additional **costs for supporting individual participants with disabilities**.	Per activity type
Exceptional Costs for Services and Equipment (from 2017 onward)	**Real costs** incurred by the Beneficiary user for services and equipment. See the page MT+ Exceptional costs for services and equipment for more details.	Per activity type
Exceptional Costs for Services and Equipment (total)	Sum of the special costs for services and equipment for all concerned activities.	At project level

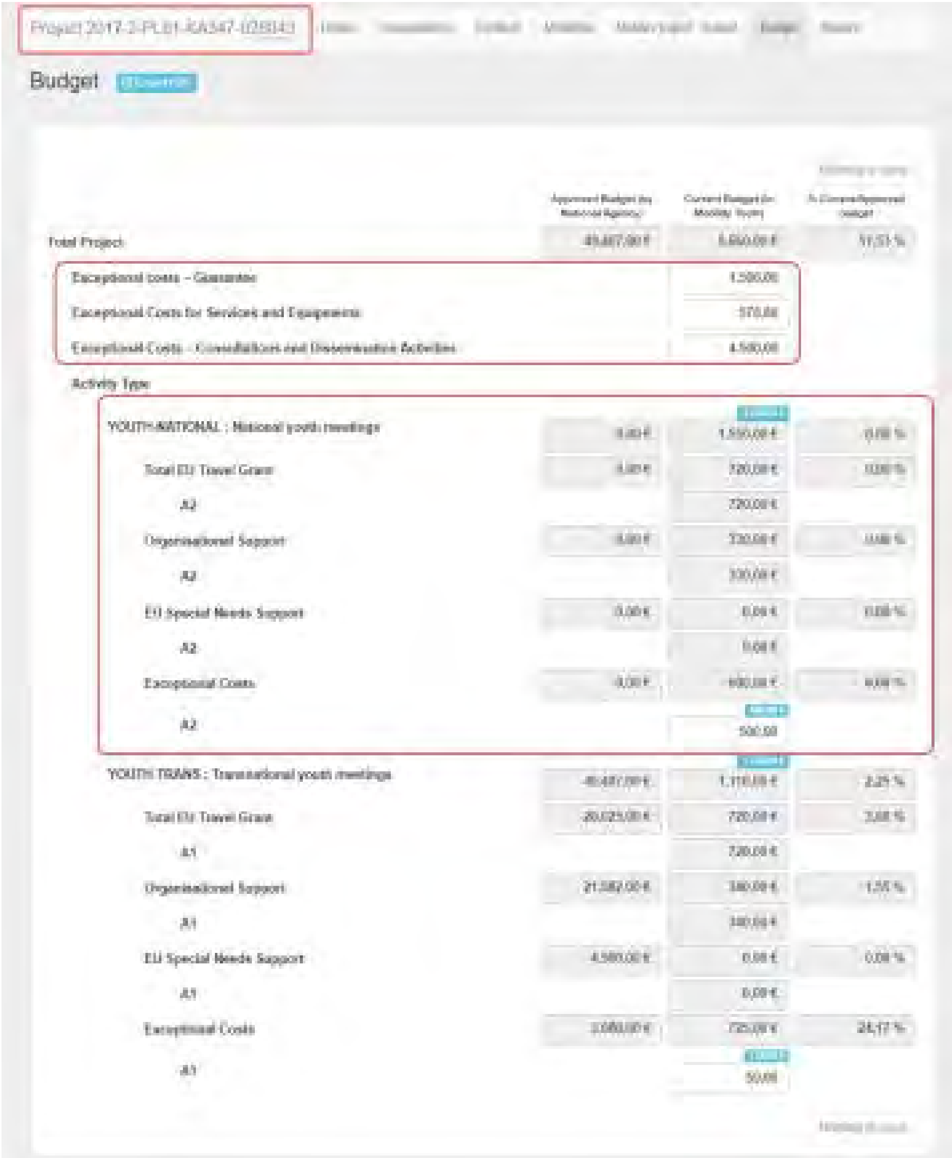
More information on the KA107 Budget in Mobility Tool+ under MT+ KA107 Budget transfer.

Example Budget screen for a 2019 KA107 Project

List of Budget Items for KA3 projects (all call years)

Field	Description	Display in Mobility Tool+ Budget Screen
Reduction of EU grant	The reduction to the total current budget at project level applied by the National Agency at NA Validation stage. This reduction takes the form of a positive amount higher or equal to zero and equal or lower than the system calculated total current budget. This field is only editable for National Agency users during NA Validation stage. Only visible after project was finalised.	At project level
Exceptional Cost – Guarantee	**Real costs** incurred by the Beneficiary user to cope with any requests **for a project guarantee** by the National Agency.	At project level
Exceptional Costs for Services and Equipment (from 2017 onward)	**Real costs** incurred by the Beneficiary user for services and equipment. See the page MT+ Exceptional costs for services and equipment for more details.	At project level
Exceptional Costs – Consultations and Dissemination Activities	**Real costs** incurred by the Beneficiary user **to organise consultations and dissemination activities**.	At project level
Activity Type	The type of an activity as specified in the Erasmus+ programme guide.	
Total EU Travel Grant	This budget item accounts for **transportation expenses incurred by individual participants** to travel form their place of origin to their venues and back.	Per activity type
Exceptional Cost for Expensive Travel	The **exceptional cost for expensive travel**.	
Organisational Support	These are **costs linked to** the **preparation, implementation and follow up of the mobility activities**. MT+ Organisational Support for KA1 and KA3 provides additional information on the calculations.	Per activity type
EU Special Needs Support	These are **additional costs to support individual participants with disabilities**.	Per activity type
Exceptional Costs	**Costs** connected **to support participation of young people with fewer opportunities** and for visa-related costs, residence permits and vaccinations.	Per activity type

Example Budget screen for a 2017 KA347 Project



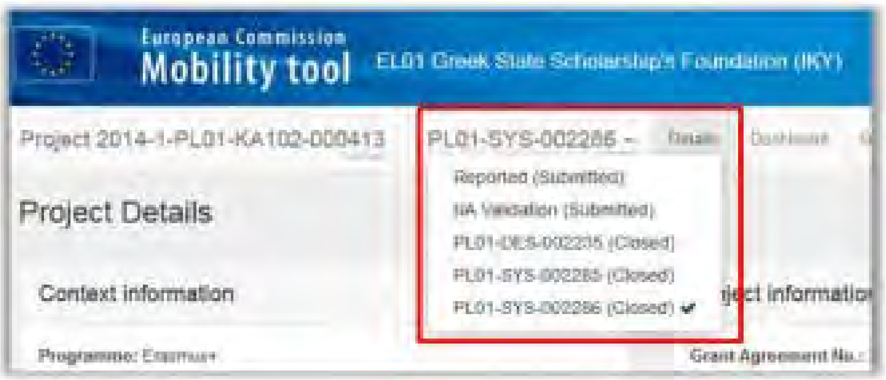
Budget versions

After the project has been finalised, it is possible to view the different versions of the budget.

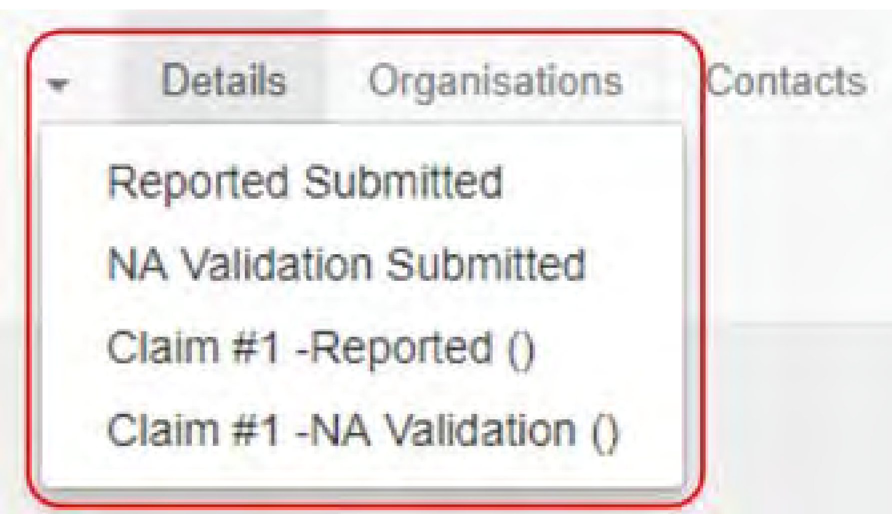
Selecting a budget version will update the current budget column to reflect the amounts submitted for that budget version. In the drop-down you will find for example project versions for NA Validation, Checks and/or Claims.

The version field defaults to the last version submitted or closed. Details on the various budget versions are available under **MT+ KA1 and KA3 Validated and checked versions**.

Example for project version drop-down, including NA Validation and Checks:



Example for project version drop-down, including NA Validation and Claims:



Claims

Should the project be subject to any **Claims/Appeals**, those could also have an impact on the budget. Encoded claims are visible in the drop-down, similar to the project version, even if the project is not yet finalised.

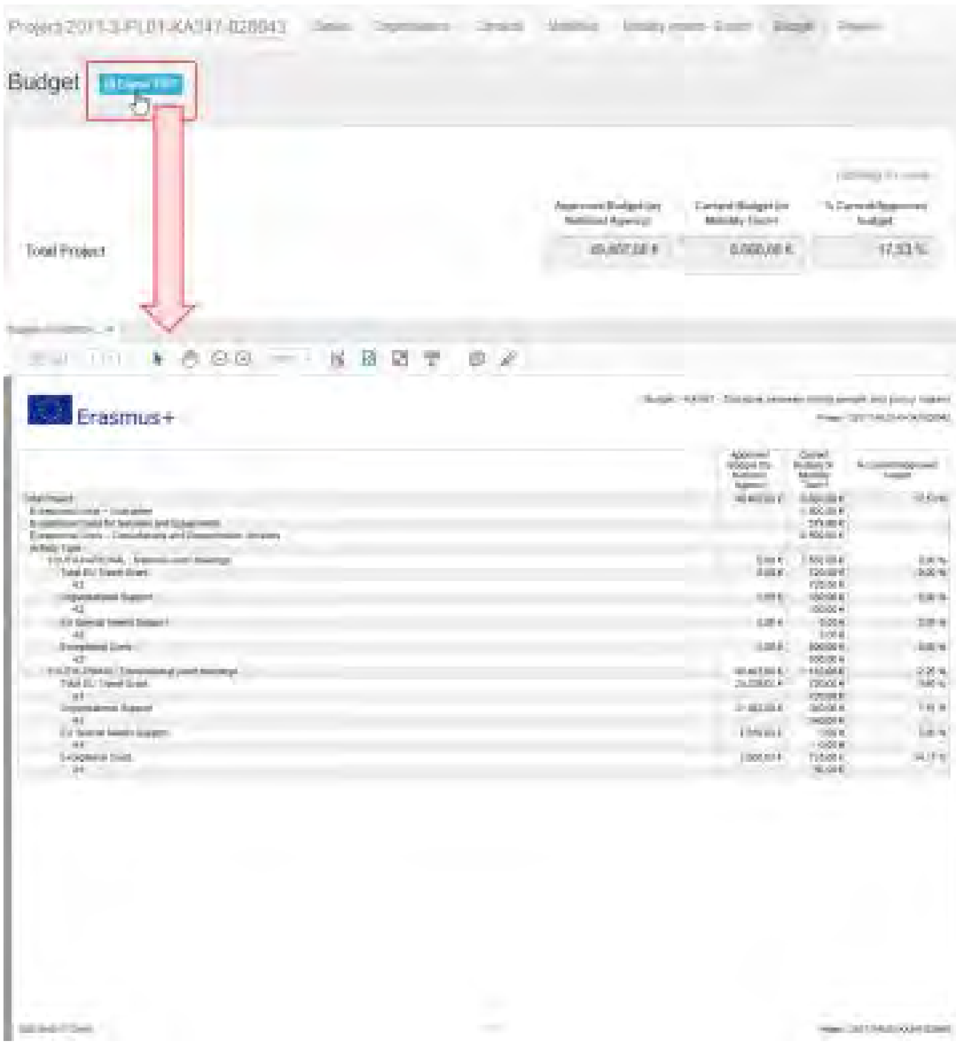
Use the drop-down to compare any changes in the budget that a claim/appeal might have had.

Export the budget overview to PDF

To export the budget overview to a PDF file, click the **Export PDF** button. The download will start.

Depending on your browser, either a pop up will display for you to choose the download option or you will see the download options on the bottom of your screen. Follow the instructions on screen.

Select **Open** to immediately open the file.



Related Articles

- Copy of MT+ How to get access
- MT+ Basics and variations of the mobility screen for KA1
- MT+ EU Login for user
- MT+ How to get access
- MT+ KA1 and KA3 Budget screen
- MT+ List functionality
- MT+ Menu and Navigation
- MT+ Notifications
- MT+ Project Details
- MT+ Update OID or confirm changed organisation details

MT+ Manage export and import of mobilities

Managing the Import and Export of Mobilities

When managing the import and export of mobilities it is important to be aware of the following;

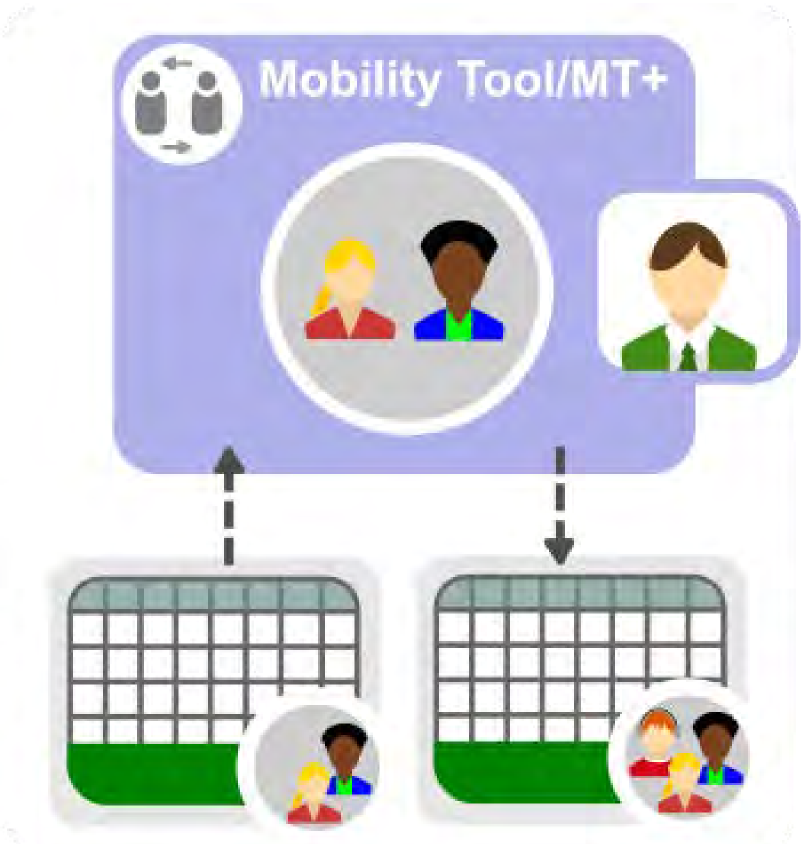
- Importing and Exporting of mobilities.
- Exporting the template from Mobility Tool.
- The Unique Mobility ID.
- Overwriting a Mobility ID.
- Updating Mobility details.
- The mobility and its associated Organisation ID, OID and ECHE code.

Importing and Exporting of mobilities.

Mobility Tool+ enables users to import and export mobility data in bulk. This can be done in the **Mobility Import-Export** tab within a given mobility project. When importing or exporting the bulk list of mobilities for a project, the file extension options available for download are CSV and XLS. Both draft and/or complete mobility details can be used when importing or exporting.

Information

It is advisable to **export the latest file template after each release** to ensure that any changes (e.g. added or removed fields) are also reflected in the file you intend to import.



Exporting the template from Mobility Tool.

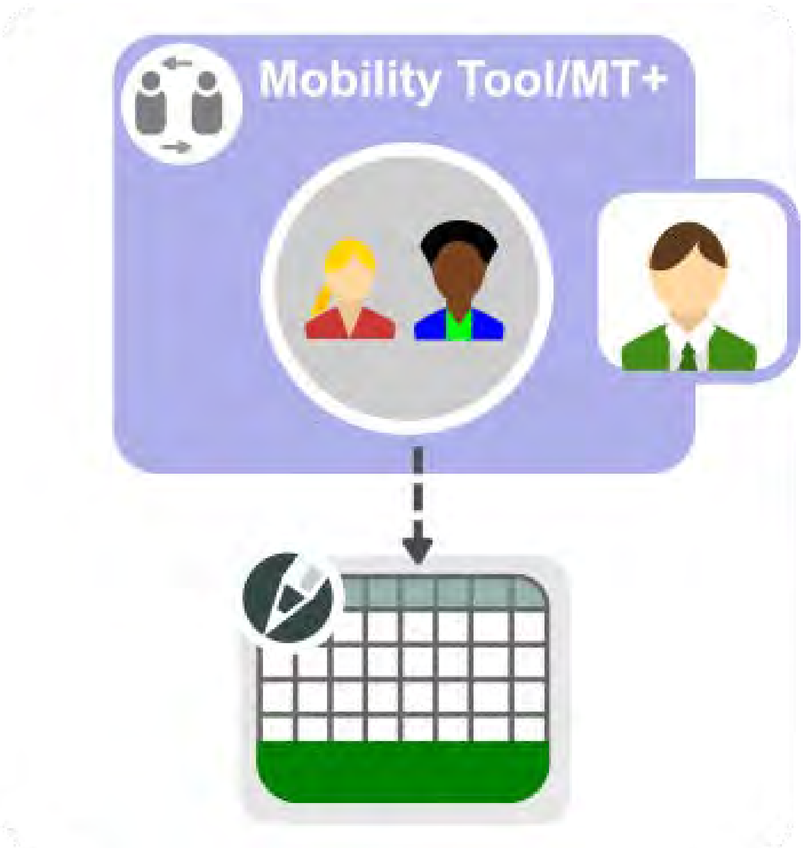
The template to be used for the mobility import can be exported from Mobility Tool+. After the export it is possible to add new data in the specific fields and columns.

To avoid errors when importing, please adhere to the layout of the CSV or XLS templates. If the import does not succeed, a failure status is displayed and an error log is available to view and for download.

The error log allows the beneficiary user to locate the lines or cells with incorrect values. These need to be corrected before the file can be re-imported successfully.

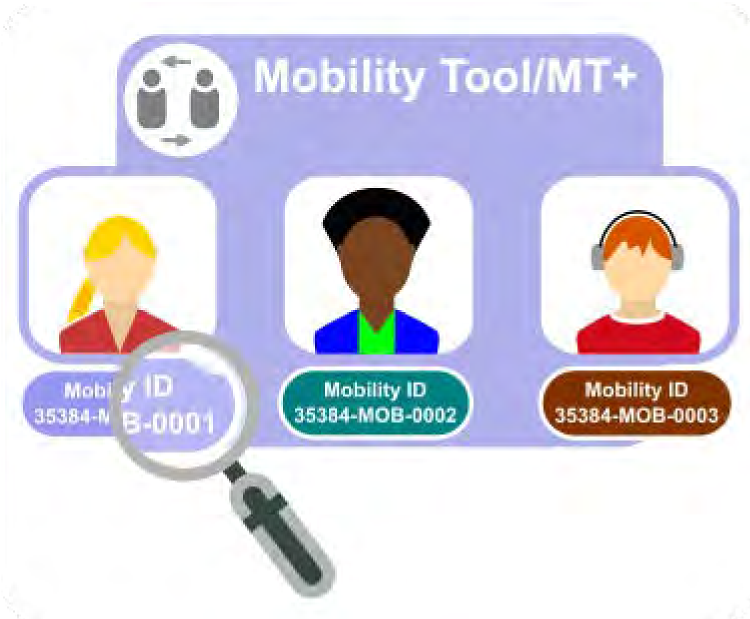
Take note

The import and export of mobilities is allowed only before the final beneficiary report is submitted. After submission, it will not be possible to use the import or export functionality, unless a new report is requested by the National Agency.



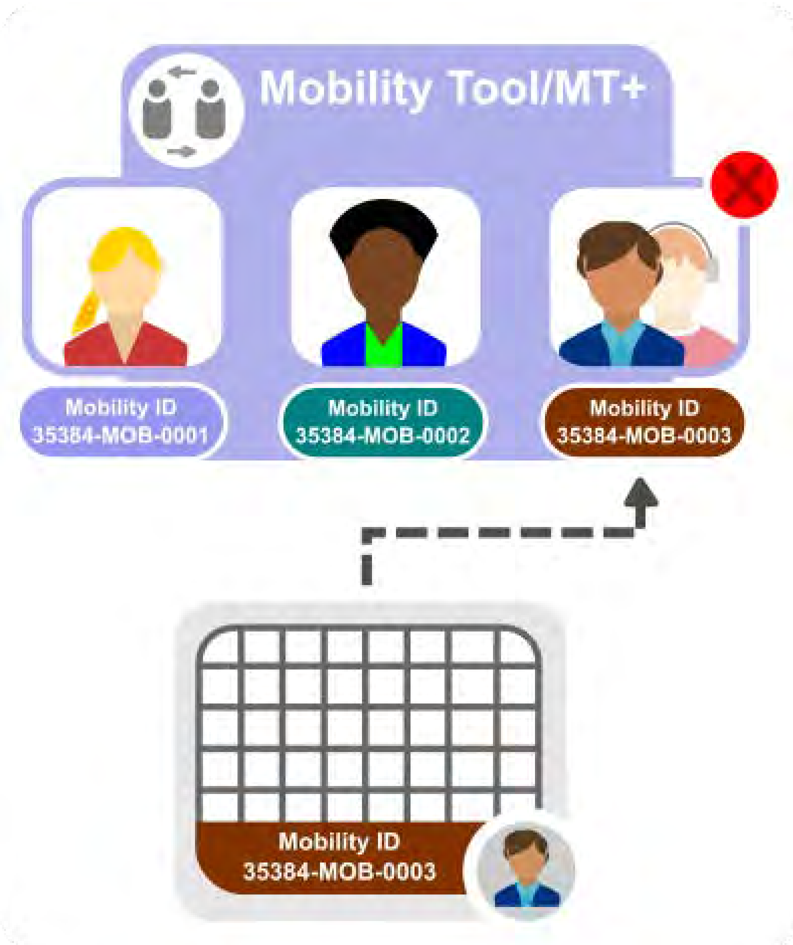
The Unique Mobility ID.

In Mobility Tool+ each mobility has a unique identification code, the **Mobility ID.** The Mobility ID is automatically generated when details are saved.



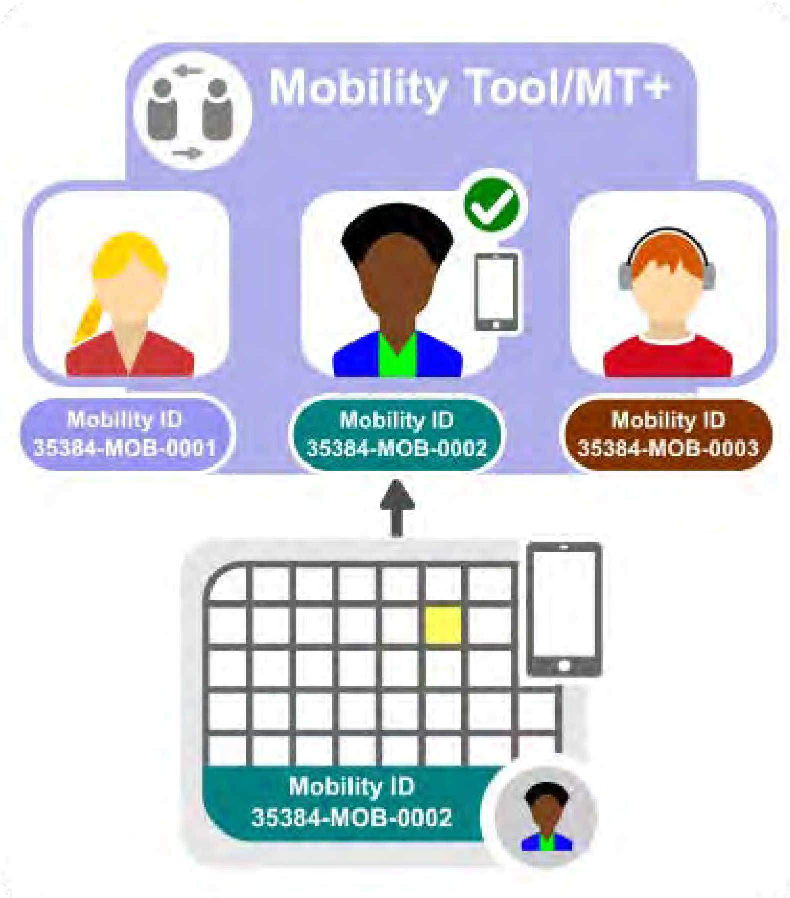
Overwriting a Mobility ID.

Since the Mobility ID field is alpha-numeric and can be overwritten, be careful when importing mobilities: using the same Mobility ID for a different mobility will result in overwriting the original mobility data in Mobility Tool+.



Updating Mobility details.

If there is a need to update mobility details, for example the contact details, this can be done using the import facility. First update the details in the spreadsheet and then import it into Mobility Tool+.



The mobility and its associated Organisation ID, OID and ECHE code.

Each mobility in Mobility Tool+ has an assigned **Organisation ID,** an associated **OID** and an **Erasmus ECHE** code for Higher education. The Organisation ID is alphanumeric, if auto-generated (for example 123456-ORG-0001), but can be overwritten.

Information

Organisation ID and OID

Do not confuse the **Organisation ID** in the import-export file with the Organisation ID retrieved from the Organisation Registration system. In Mobility Tool+ only, the Organisation ID refers to the organisation identifier auto-generated in Mobility Tool+ and can differ from a project to another for the same organisation. The Organisation ID retrieved from the Organisation Registration system (i.e. the unique organisation identifier) is referred to as **OID** and is unique for the same organisation across all Mobility Tool+ projects.

It is not allowed to have multiple organisations with different Organisation IDs associated to the same OID. It is also not allowed to have in the import file the same Organisation ID associated with different OIDs.

OID and PIC

To facilitate the interoperability between Mobility Tool+ and third party systems, the **Sending Organisation PIC** and **Receiving organisation PIC** fields in the export spreadsheet will always contain the OID of the organisation. When importing the file, you can provide either the OID or the PIC in these fields. As of Call 2020, these fields will only accept the OID.

Each of the these identifiers must be associated correctly, can be updated in the spreadsheet, and imported back to Mobility Tool+.

When adding a new mobility, the Organisation ID and Mobility ID are checked. A new Mobility ID creates a new mobility and similarly a new Organisation ID creates a new organisation in the project as long as the associated OID is also unique for that project.


Mobility Tool+
Mobility ID
35384-MOB-00021
OID
ECHE
X ABCDE12
Organisation ID
35384-ORG-0001

How to do this in the tools

MT+ Data Dictionary

The data dictionary explains the format, characteristics and allowed values of mobility data fields and is particularly useful when updating or creating mobilities using the **Mobility Import- Export** function.

Currently the dictionaries are only available for the key actions listed below.

Call Year	Key Action	Action	File
2014	KA1 - Learning Mobility of Individuals	KA103 - Higher Education student and staff mobility	MT+ call 2014 KA103 Higher Education - data dictionary.xlsx
2015	KA1 - Learning Mobility of Individuals	KA103 - Higher Education student and staff mobility	MT+ call 2015 KA103 Higher Education - data dictionary.xlsx
		KA107 - Higher education student and staff mobility between Programme and Partner Countries	MT+ call 2015 KA107 Higher Education International - data dictionary.xlsx
2016	KA1 - Learning Mobility of Individuals	KA103 - Higher Education student and staff mobility	MT+ call 2016 KA103 Higher Education - data dictionary.xlsx
		KA107 - Higher education student and staff mobility between Programme and Partner Countries	MT+ call 2016 KA107 Higher Education International - data dictionary.xlsx
2017	KA1 - Learning Mobility of Individuals	KA103 - Higher Education student and staff mobility	MT+ call 2017 KA103 Higher Education - data dictionary.xlsx
		KA107 - Higher education student and staff mobility between Programme and Partner Countries	MT+ call 2017 KA107 Higher Education International - data dictionary.xlsx
2018	KA1 - Learning Mobility of Individuals	KA103 - Higher Education student and staff mobility	MT+ call 2018 KA103 Higher Education - Data Dictionary.xlsx
		KA107 - Higher education student and staff mobility between Programme and Partner Countries	MT+ call 2018 KA107 Higher Education International - data dictionary.xlsx

2019	KA1 - Learning Mobility of Individuals	KA101 - School education staff mobility	MT+ call 2019 KA101 School education staff mobility - Data Dictionary.xlsx
		KA102 - VET learner and staff mobility	MT+ call 2019 KA102 VET learner and staff mobility - Data Dictionary.xlsx
		KA103 - Higher Education student and staff mobility	MT+ call 2019 KA103 Higher Education - Data Dictionary.xlsx
		KA104 - Adult education staff mobility	MT+ call 2019 KA104 Adult education staff mobility - Data Dictionary.xlsx
		KA105 - Youth mobility	MT+ call 2019 KA105 Youth Mobility - Data Dictionary.xlsx
		KA107 - Higher education student and staff mobility between Programme and Partner Countries	MT+ call 2019 KA107 Higher Education International - data dictionary.xlsx
		KA116 - VET learner and staff mobility with VET mobility charter	MT+ call 2019 KA116 VET learner and staff mobility charter - Data Dictionary.xlsx
	KA3 - Support for policy reform	KA347 - Youth Dialogue Mobility	MT+ call 2019 KA347 Youth Dialog Mobility - Data Dictionary.xlsx
2020	KA1 - Mobility of individuals	KA101 - School education staff mobility	MT+ call 2020 KA101 School education staff mobility - Data Dictionary.xlsx
		KA102 - VET learner and staff mobility	MT+ call 2020 KA102 VET learner and staff mobility - Data Dictionary.xlsx
		KA103 - Higher education student and staff mobility within Programme Countries	MT+ call 2020 KA103 Higher Education - Data Dictionary.xlsx
		KA104 - Adult education staff mobility	MT+ call 2020 KA104 Adult education staff mobility - Data Dictionary.xlsx
		KA105 - Youth mobility	MT+ call 2020 KA105 Youth mobility - Data Dictionary.xlsx
		KA107 - Higher education student and staff mobility between Programme and Partner Countries	MT+ call 2020 KA107 Higher Education International - data dictionary.xlsx
		KA116 - VET learner and staff mobility with VET mobility charter	MT+ call 2020 KA116 VET learner and staff mobility charter - Data Dictionary.xlsx
	KA3 - Support for policy reform	KA347 - Youth Dialogue Projects	MT+ call 2020 KA347 Youth dialog mobility - Data Dictionary.xlsx

MT+ How to edit the mobility import file

This process describes the steps to be performed by a beneficiary user in order to prepare the excel file of mobilities for import to Mobility Tool+.

The scenario used is based on the addition of mobility for a higher education project KA103 for call year 2018. Some fields are only relevant for KA103. Fields which are required for other action types or activity types, will be missing from this scenario. However: The principle remains the same.

Take note

It is advisable to export the latest file template after each release to ensure that any changes (e.g. added or removed fields) are also reflected in the file you intend to import.

Quick steps

1 Open the excel file.
2 Column description.
3 Select the entire row of the mobility and copy.
4 Select the additional lines and paste.
5 Update the mobility information.
6 Save the file.

Detailed steps

Steps

1

Open the excel file.

Within the excel file you find two prefilled in rows.
If you exported the file from your existing project, you might already have some rows filled in with mobility information added for the project at an earlier stage.

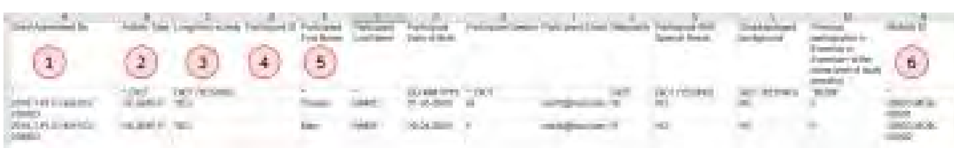
1. The first row details the names of the fields.
2. The second row indicates if the field is mandatory, with an asterisk. It also indicates if a dictionary value (DICT) is required or whether special formatting, such as the format for dates (DD-MM-YYYY) or decimal places, is required.

The detailed field explanations and the dictionary values needed for your specific KA can be found in the Mobility Tool+ Data Dictionary, available for download from within Mobility Tool+.

2

Column description.

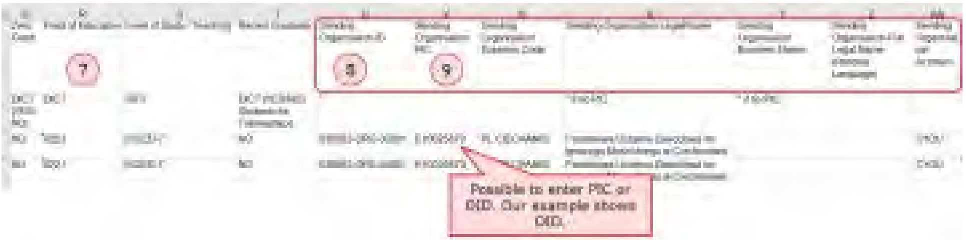
1. Column A shown is the **Project ID**. You can see that this is a mandatory field by the presence of an asterisk in the 2nd row.
2. The second column, **Activity Type**, is also mandatory and must contain a valid dictionary value.
3. The **Long-term activity column** uses the dictionary value (YES/NO). Only YES or NO can be used in this cell to indicate if the mobility is a long term activity or not.
4. The **Participant ID column** is neither mandatory and no dictionary value or special formatting is required.
5. The next columns deal with the participant details, **First Name, Last Name, Date of Birth, Nationality, Special Needs** and so forth. The Date of Birth field indicates that the value must be entered in the format DD-MM-YYYY.
6. The **Mobility ID** is mandatory and must be unique for each mobility entered in the Excel file and for the project.



7. The **Field of Education** has to be entered in column M. This is also a mandatory field, requiring a dictionary value.
8. The next columns deal with the **Organisation ID** details. All organisations that have been created in MT+ will have such ID. The Organisation ID is mandatory and it is used to identify the Organisation with the ones existing in the Project. The Organisation ID must be unique for each organisation in the project.
9. The Organisation ID is linked with both the **Erasmus Code** and the **OID/PIC**.
   When the Organisation ID, and either the OID/PIC or Erasmus Code are entered, the organisation's remaining details are not required to be completed.
   This is true for both the sending and receiving organisations details. The PIC can still be used when importing mobilities.

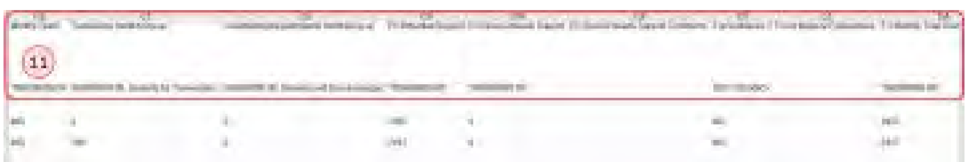
Information

The exported mobilities file will only display the **OID** in place of the PIC. The column headers of the file will however still refer to the PIC, for example: "Sending organisation PIC" or "Receiving organisation PIC". Both PIC or OID can be entered under these columns and the system will detect automatically which one is provided. See MT+ Manage Organisation ID for additional information.



11. Let's move to column **The Start Date of the mobility**. Here you must use the format DD-MM-YYYY, using a dash as separator. The following colums require **The End Date of the mobility, Interruption** and **Effective Duration.**

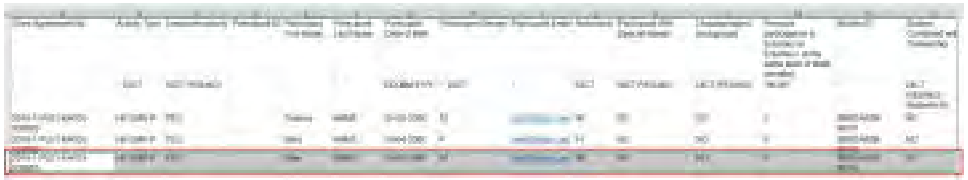
12. Finally let’s look at how the **mobility grant amounts**. The full stop must be used as the decimal separator.



3

Add mobilities.

Provide all mandatory fields in your excel sheet for your first mobility. Keep the information explained above in mind to avoid errors when importing the file to Mobility Tool+.



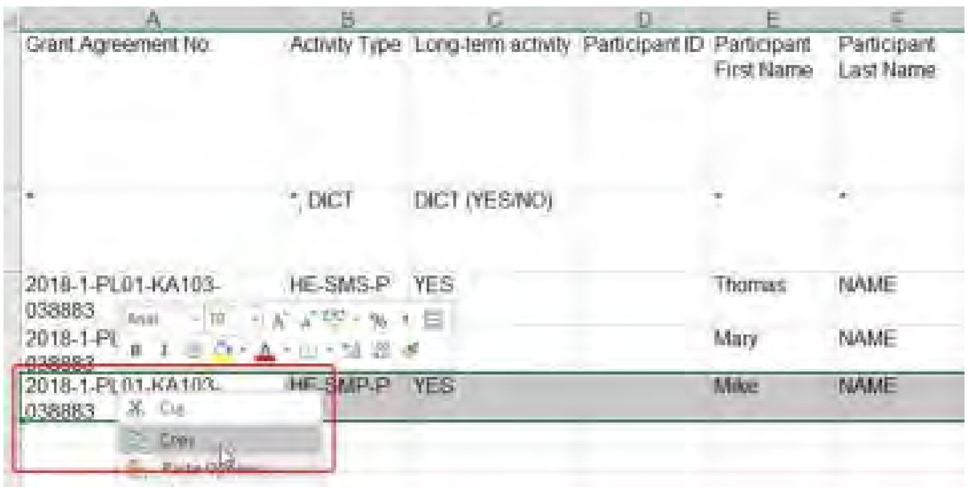
4

Select the entire row of the mobility and copy.

In order to explain how to add new mobilities, we will look at a simple scenario where 2 new mobilities are added.

Each mobility will have a different participant but coming from the same organisation and going to the same location for the same time for the same activity. The mobility budget is also the same for each mobility.

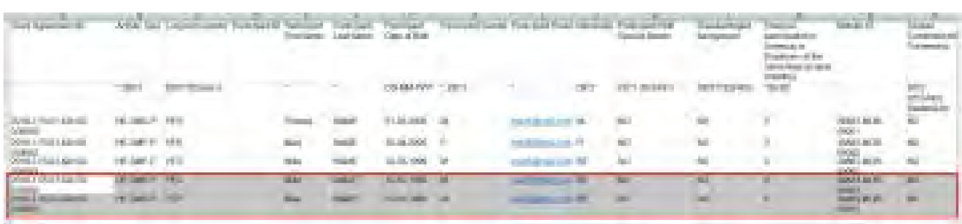
Select the row of an existing mobility and copy.



5

Select the additional lines and paste.

Once you selected the additional lines, hit ENTER or use CTRL+V to paste the information. All earlier selected rows will now have the same information available.



6

Update the mobility information.

Complete the specific details for each participant.

Some things to remember:

- The **Project ID** must be the same for all rows in the CSV file.
- Do not forget to update the **Participant ID** with a unique ID or leave blank.
- Also update the **Mobility ID**. This must be unique for the project. You can not have two the same in the excel file or it will error on upload. If the Mobility ID is the same as an existing Mobility ID, it will overwrite the existing mobility. Any new Mobility ID added to the excel file will result in a new mobility added to the project.

7

Save the file.

Once all information is entered, save your file as *.xls (**Excel 97-2003 workbook**).

Related articles

- MT+ Add mobility for KA1 and KA3 projects
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Certifications for mobilities (2017)
- MT+ Combined Teaching and Training
- MT+ Copy mobility details
- MT+ Data Dictionary
- MT+ Disadvantaged Background KA107 (2019)
- MT+ Expensive Domestic Travels
- MT+ How to edit the mobility import file
- MT+ How to export and import mobilities using xls
- MT+ How to manage Survey on Recognition
- MT+ How to read the error log
- MT+ How to view the error log
- MT+ How to work with CSV
- MT+ KA1 and KA3 Budget screen

MT+ How to export and import mobilities using xls

Important

For purposes of compliance with the **EU General Data Protection Regulation**, the files to import into Mobility Tool+ **should not include any sensitive information on mobilities,** especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

Take note

It is advisable to export the latest file template after each release to ensure that any changes (e.g. added or removed fields) are also reflected in the file you intend to import.

Quick steps

1 Click the "Mobilities" tab.
2 Click the "Export CSV" or the "Export XLS" button.
3 Click the "Save File" radio button.
4 Click on "OK".
5 Enter a name in the "File name" field.
6 Click "Save".
7 Double-click to open the file.
8 Update the list of Mobilities.
9 Click on "Select File".
10 Select your document.
11 Click on "Open".
12 Click the blue hyperlink.

Detailed steps

	Steps

1

Click the "Mobilities" tab.

Click on the **Mobilities Import - Export** tab of the project.

2

Click the "Export CSV" or the "Export XLS" button.

Depending on the Excel file format, click the **Export CSV** or the **Export XLS** button. In this case, we will click the **Export XLS** button.

Important

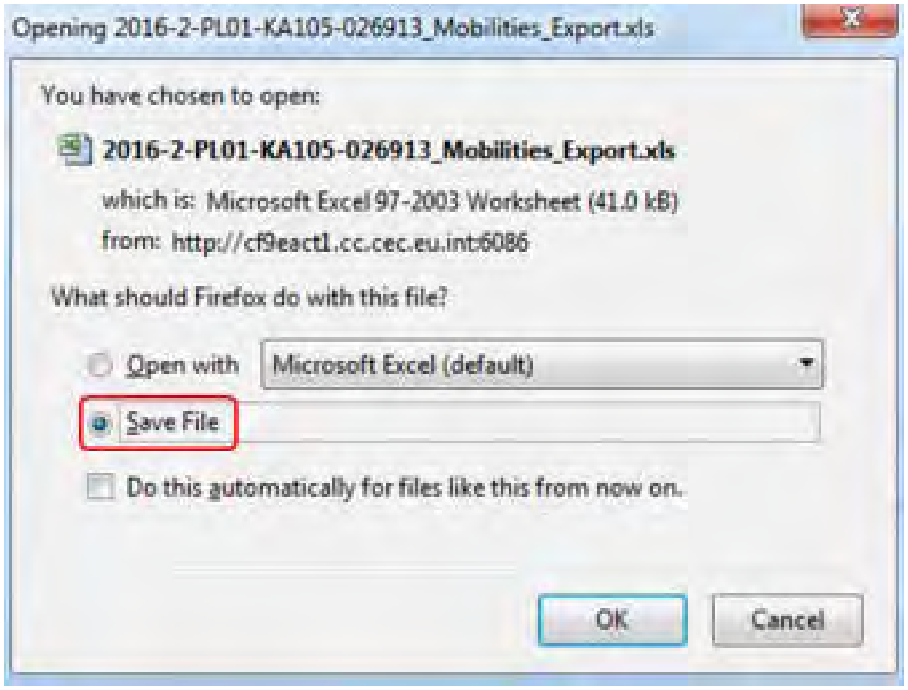
Please note, due to technical constraints for **KA103 projects** it is not possible to export to XLS format from the Mobilities Import – Export tab. Most popular spreadsheet applications allow the conversion from CSV to XLS if required.

As soon as the user clicks on the Export CSV button the Export Status sub-tab becomes active and the newly created export request is displayed at the top of its list.

3

Click the "Save File" radio button.

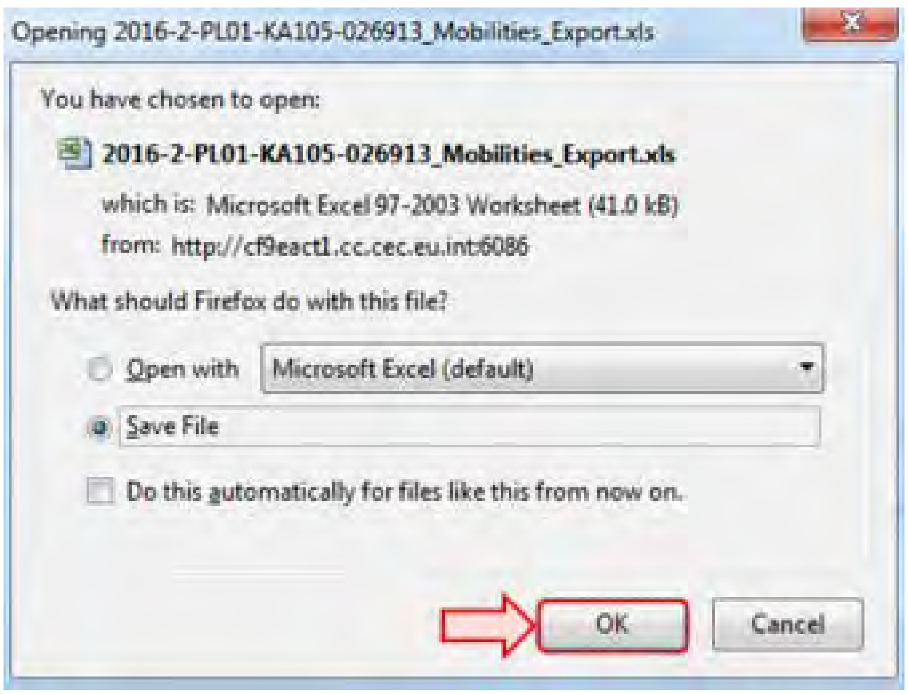
A pop-up window appears. Click the **Save File** radio button.



4

Click on "OK".

Once you have clicked the Save File radio button, click on the **OK** button.



5

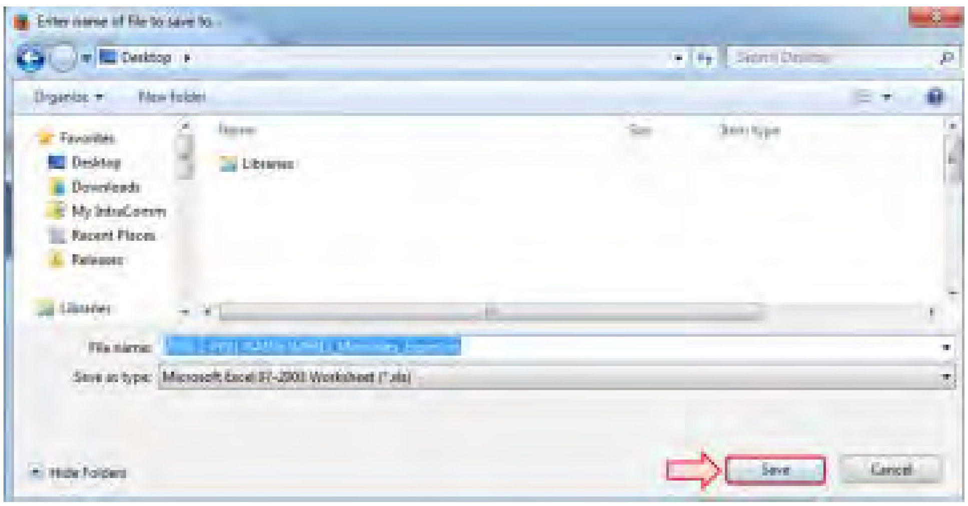
Enter a name in the "File name" field.

Enter the name of the report in the **File name** field.

6

Click "Save".

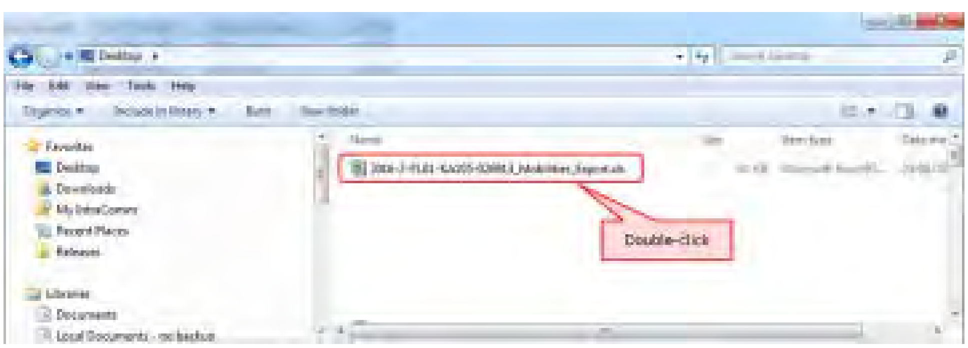
Click the **Save** button.



7

Double-click to open the file.

To open, **double-click** on the file.



8

Update the list of Mobilities.

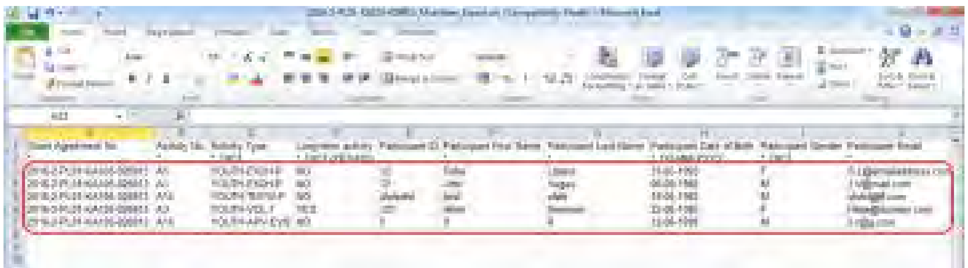
In the Excel spreadsheet, you can update the list of Mobilities if necessary. To understand how to complete the list of mobilities see the How to export and import mobilities with CSV.

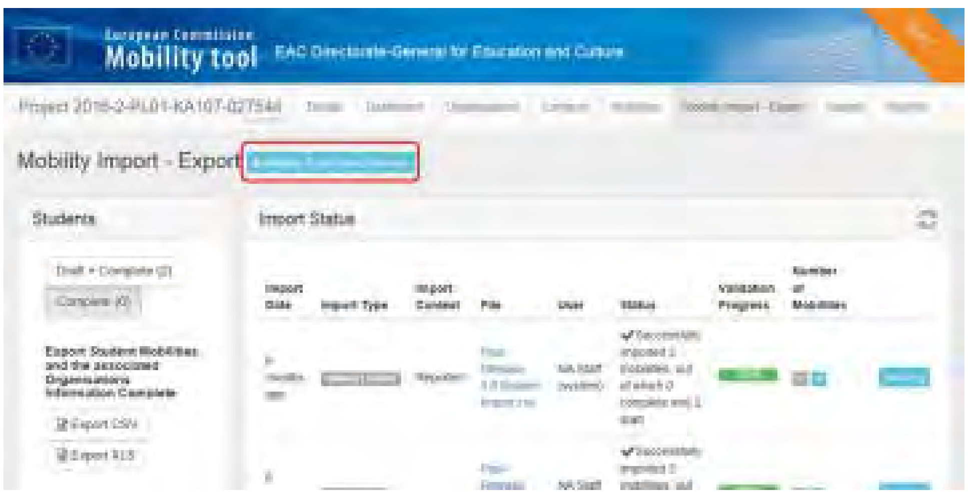
Specific instructions for CSV, such importing the file using the **From text** wizard is not applicable for xls/xlsx nor saving as CSV. If you export as xls the file can be saved as xls.

Take note

For 2016 projects: Both Draft and complete mobilities can be updated with the one import file. Once all necessary criteria are completed in the excel, the mobility will be indicated as completed.

For all projects: **Do not include any sensitive information for mobilities** in the available comment fields.





For some actions, i.e. KA103 and KA107 data dictionaries are provided for a better understanding of the content and the fields displayed in the exported XLS or CSV files.

9

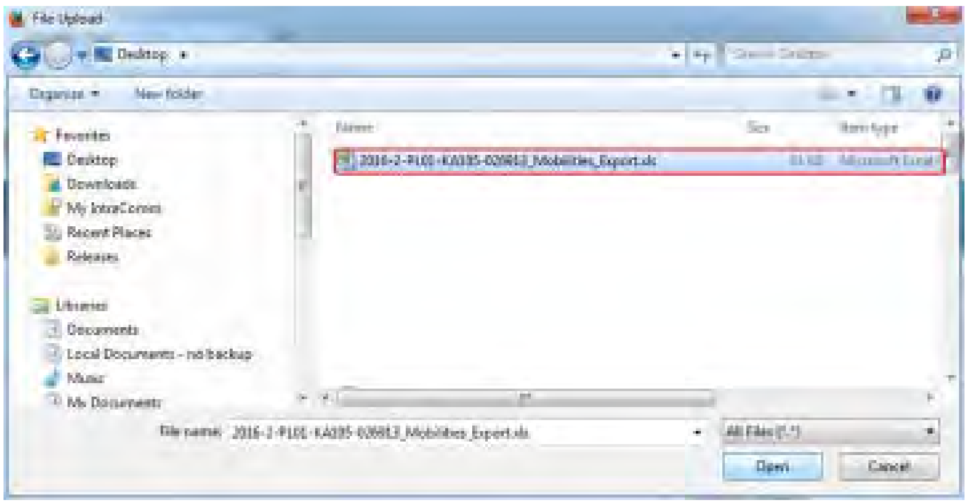
Click on "Select File".

To import your file in MT+, click the **Select File** button.

10

Select your document.

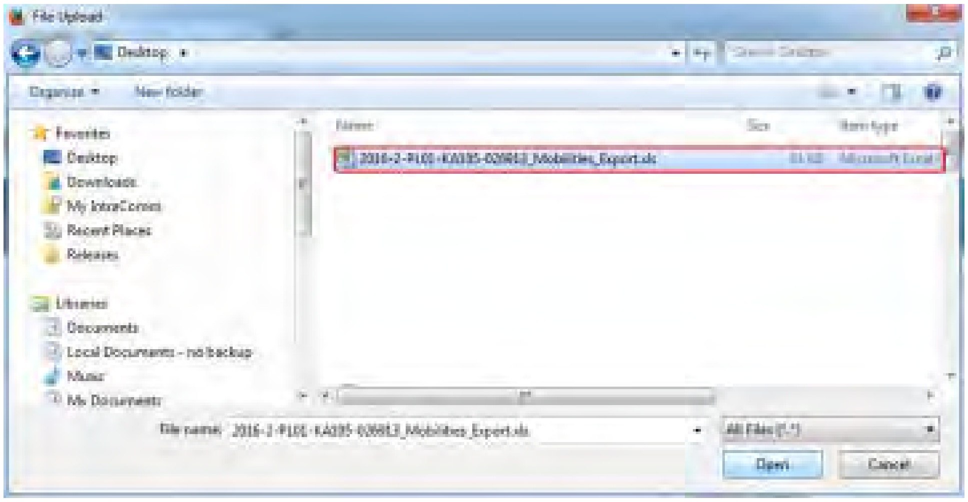
Locate and **select** the Excel file to import.



11

Click on "Open".

Click on the **Open** button.

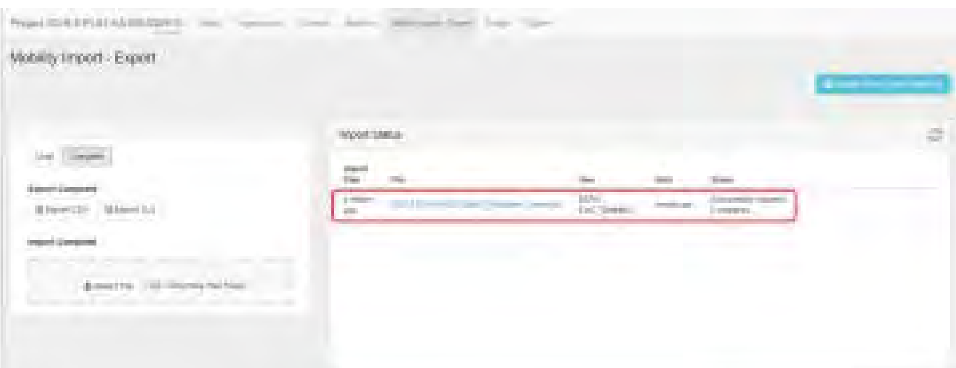


12

Click the blue hyperlink.

The Excel file will be automatically imported. The status details of the import is shown in the **Import Status** section.

When the file is imported, the status is 'Successfully imported X mobilities'. If required, click the blue hyperlink to open the file just imported.



Related articles

- MT+ Add mobility for KA1 and KA3 projects
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Certifications for mobilities (2017)
- MT+ Combined Teaching and Training
- MT+ Copy mobility details
- MT+ Data Dictionary
- MT+ Disadvantaged Background KA107 (2019)
- MT+ Expensive Domestic Travels
- MT+ How to edit the mobility import file
- MT+ How to export and import mobilities using xls
- MT+ How to manage Survey on Recognition
- MT+ How to read the error log
- MT+ How to view the error log
- MT+ How to work with CSV
- MT+ KA1 and KA3 Budget screen

MT+ How to read the error log

This page explains how to read the error log when the import of mobilities fails, how to correct the import file following the instructions of the error log and the most common error log messages. When importing a file, the system first checks if the file type is right, then it checks if the field format and content are correct and finally it checks against the business rules.

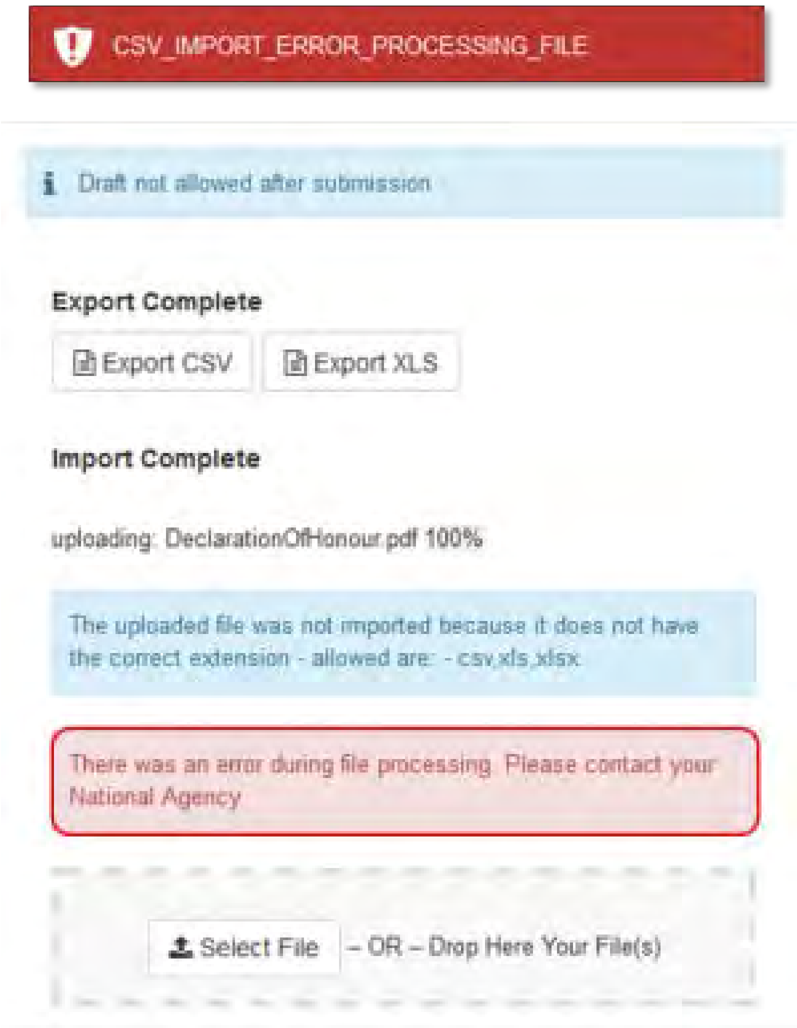
Example of business rules that must be respected:

- it is not allowed to have multiple organisations (different Organisation ID) with the same PIC
- the sending and receiving organisations cannot be the same
- the sending and receiving countries cannot be the same (depending on key action)
- the number of interruption or zero grant days cannot be greater than the duration
- the number of travel days must be 0, 1 or 2 (if applicable for the key action)
- the start date cannot be greater than the end date
- the start date cannot be before the project start date
- the end date cannot be after the project end date
- the duration of Student mobilities cannot be greater than 360 days
- the duration of Staff mobilities cannot be less than 2 days and more than 60 days
- the adjusted budget cannot be greater than the calculated budget

In the following scenario, the import will fail 3 times.

- Import fails due to incorrect file type.
- Import fails due to validation rule for cell format and content.
- Import fails due to business rule that has not been respected.

Import fails due to incorrect file type.

Explanation and illustration
In the case where an incorrect file type (other than CSV or XLS) is selected to import, an error message will appear.


Import fails due to validation rule for cell format and content.

Explanation and illustration

The import will fail due to validation rules for cell format and content, such as:

1. Not using the allowed codes in place of field terms, as specified in the MT+ data dictionary.
2. Mandatory fields are being left blank.
3. Not respecting the accepted decimal separator or date format.

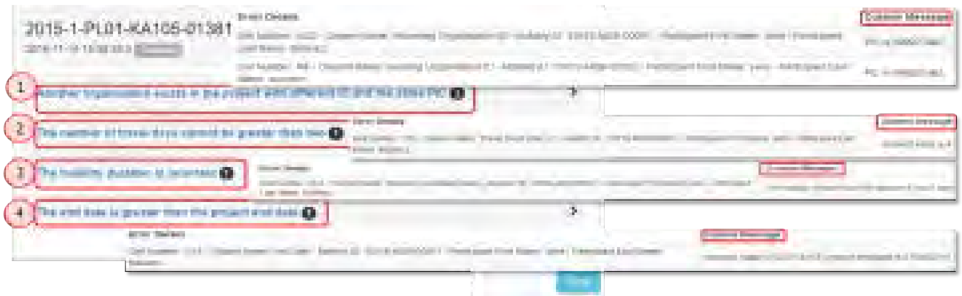
Import fails due to business rule that has not been respected.

Explanation and illustration

The import will fail and a second error log is produced (**Custom Message**), detailing the business rule that has not been respected.

For example:

1. It is not allowed to have multiple organisations (different Organisation ID) with the same PIC.
2. The number of travel days must be 0, 1 or 2 (if applicable for the key action).
3. The duration of Student mobilities cannot be greater than 360 days.
4. The end date cannot be after the project end date.



Related Articles

- MT+ Add mobility for KA1 and KA3 projects
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Certifications for mobilities (2017)
- MT+ Combined Teaching and Training
- MT+ Copy mobility details
- MT+ Course from the School education gateway (2019)
- MT+ Course from the School education gateway (2020)
- MT+ Course Title
- MT+ Data Dictionary
- MT+ Disadvantaged Background KA107 (2019)
- MT+ Expensive Domestic Travels
- MT+ How to edit the mobility import file
- MT+ How to export and import mobilities using xls
- MT+ How to manage Survey on Recognition
- MT+ How to read the error log

MT+ How to view the error log

Quick steps

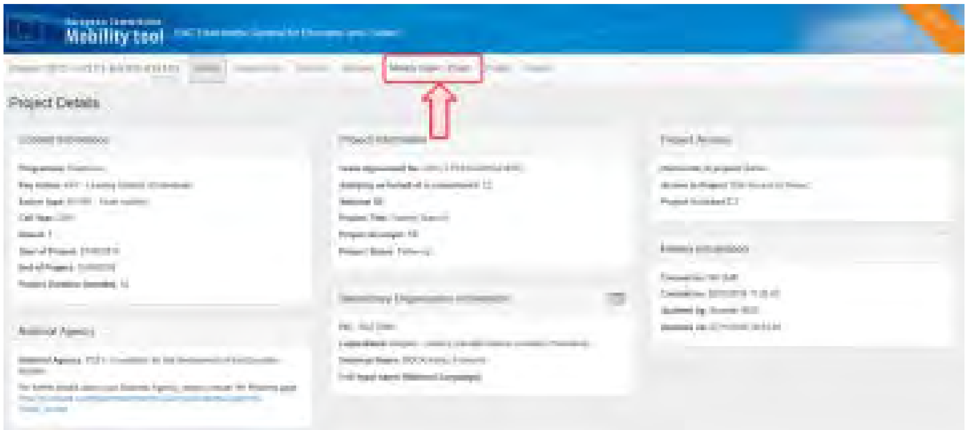
1 Click the "Mobility Import - Export" tab.
2 Click the "view log" button.
3 Click the error lines.
4 Click the "download error log" button.
5 Click "OK" to view the downloaded error log.

Detailed steps

<table>
<tr><th></th><th>Steps</th></tr>
<tr><td>1</td><td>

Click the "Mobility Import - Export" tab.

Click the **Mobility Import - Export** tab.



</td></tr>
<tr><td>2</td><td>

Click the "view log" button.

In the **Import Status** field, click the **view log** button.

A pop-up window will appear showing:

1. The reference number of the project in the header and the total number of errors.
2. The error details lines with the number of the error found.

</td></tr>
</table>

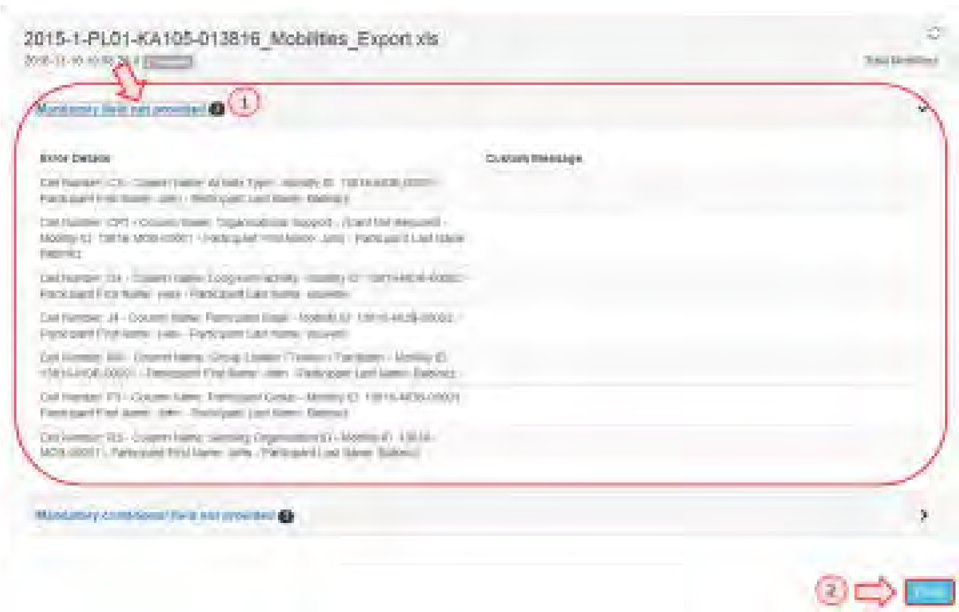
3

Click the error lines.

1. Click on the error line to see the error details and the custom messages, if any. To close the details, click again on the first error line or click the second error line.
2. Click the **Close** button to close the window.

> **Information**
>
> When the first error line is clicked, it is not possible to click the next error line at the same time. You are only allowed to open one at a time.

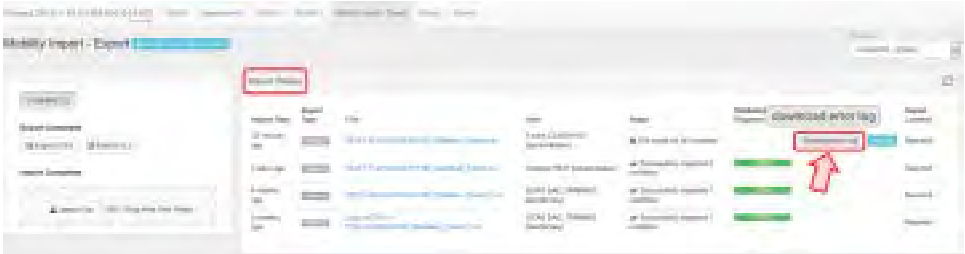
In the example below, two errors have been detected. Mandatory information is missing.



4

Click the "download error log" button.

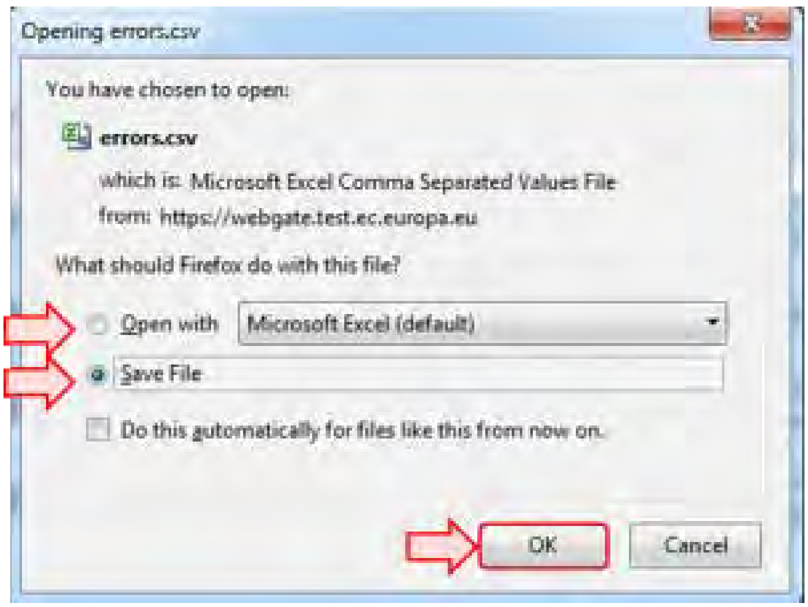
In the **Import Status** field, click the **download error log** button.



5

Click "OK" to view the downloaded error log.

A pop-up window appears. Select the option **Open with** or **Save File** and click **OK** in order to view the downloaded error log.



Related articles

- MT+ How to export and import mobilities using xls
- MT+ How to work with CSV
- MT+ Manage export and import of mobilities
- MT+ How to read the error log
- MT+ How to export the inbound participant reports

MT+ How to work with CSV

Introduction

This process describes the steps to be performed by a beneficiary user in order to add mobility details using a **.CSV file** to the interface of Mobility Tool+.

The scenario is based on the addition of mobilities for a higher education project **KA103** and for activity type **Student mobility for studies between programme countries**.

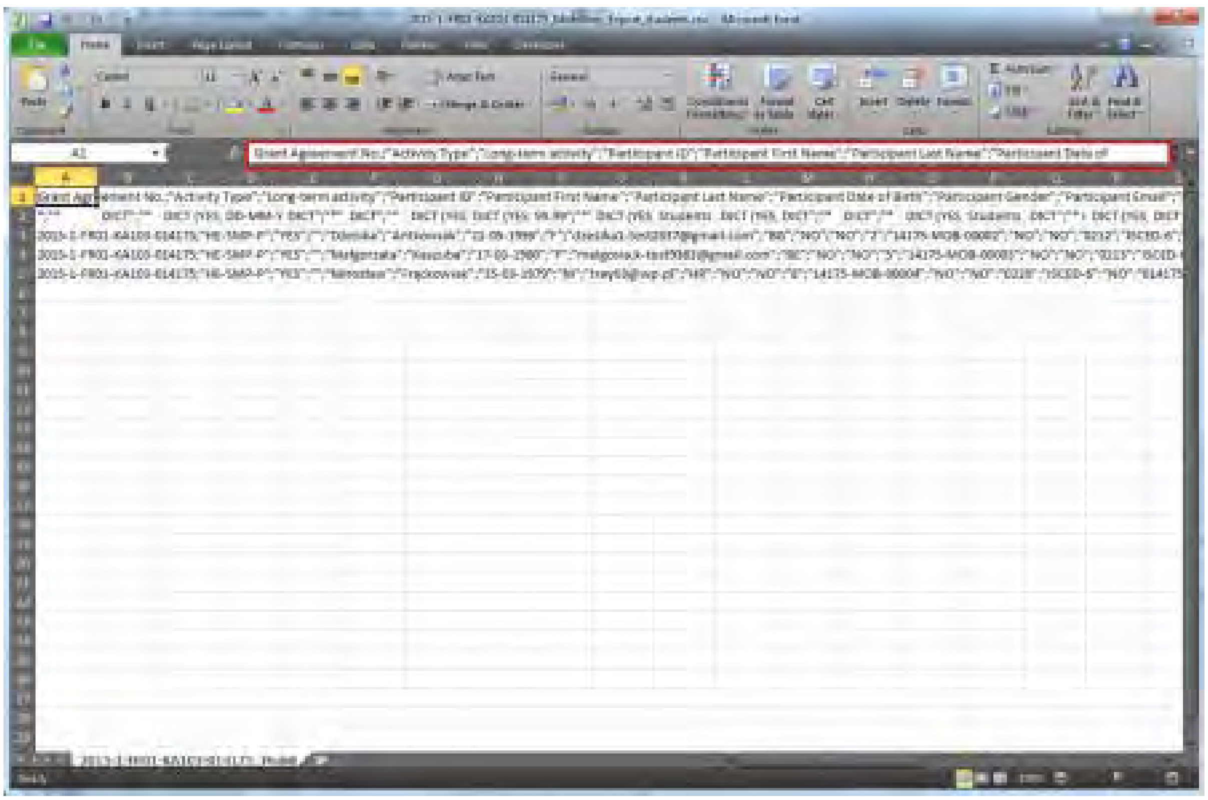
Some fields are only relevant for KA103. Fields which are required for other action types or activity types, will be missing from this scenario.

Basic info on .CSV file

The **.CSV** file downloaded from Mobility Tool+ uses the semi-colon as the list separator. If the same value is not set in the regional settings of your PC, on opening this file, the contents of each row is entered in the first cell.

This makes the content difficult to read and update. If you just open the file, it will not work.

The file cannot be imported back into Mobility Tool+ in this format. You would receive an error message for only the first mobility stating **Not enough elements**. This is the standard message received if the number of columns is not correct.



Quick steps

1 Open Excel and import the file via the "Data" tab.
2 Follow the "Text Import Wizard" Step 1.
3 Follow the "Text Import Wizard" Step 2.
4 Follow the "Text to Columns Wizard" Step 3
5 Import Data
6 Update the file
7 Save the file as *.CSV in Unicode (UTF-8) format

Detailed steps

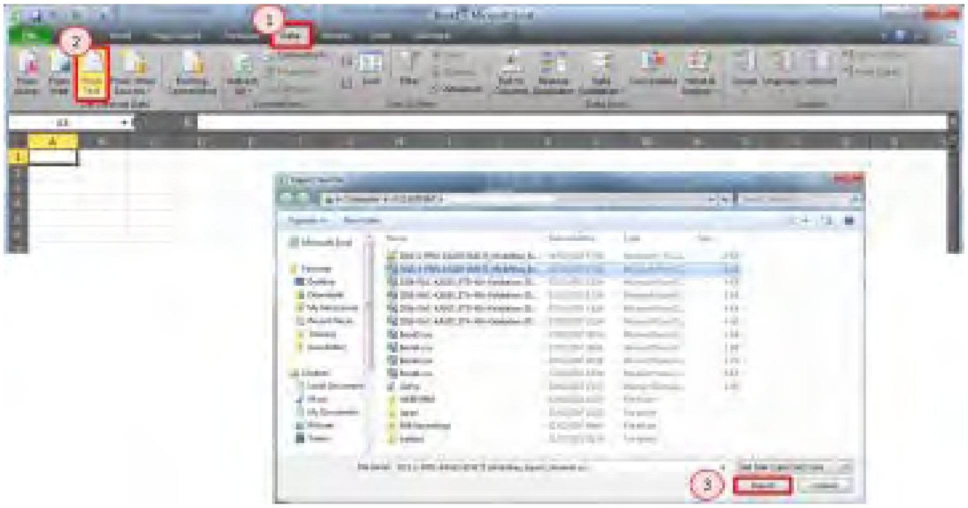
	Steps

1

Open Excel and import the file via the "Data" tab.

In order to use (read, modify) the file, you need to make some adjustments. Open a new worksheet.

1. In Excel, click the **DATA** tab in the title bar.
2. Select the option **From Text.**
3. Select the downloaded **.CSV** file and click the **Import** button.



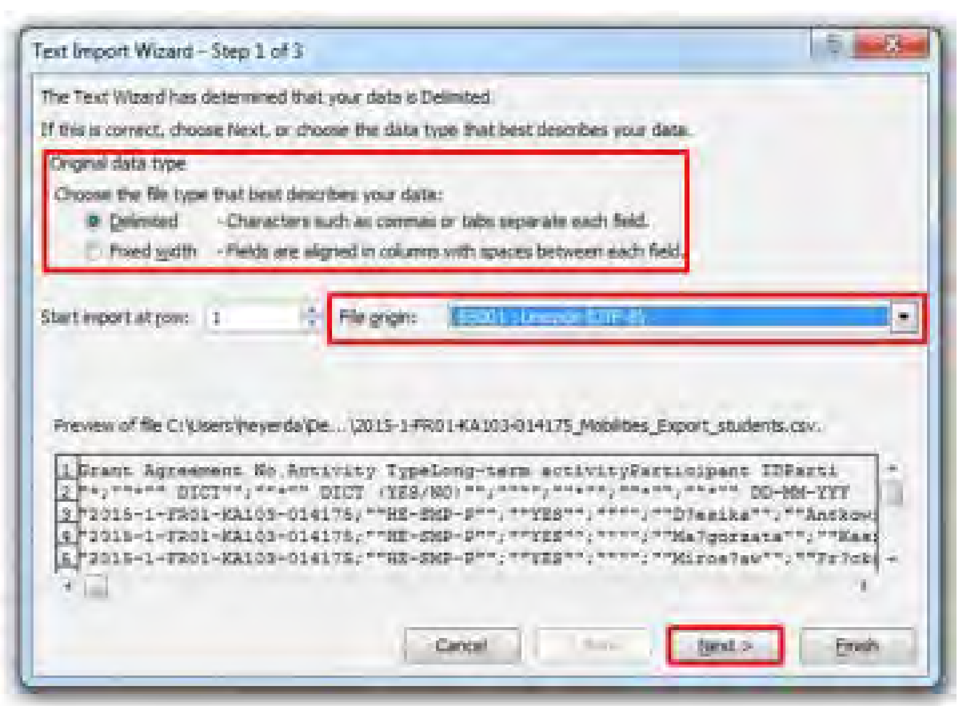
2

Follow the "Text Import Wizard" Step 1.

The **Text Import Wizard** will open and consists of three steps.

In **Step 1**, in the **Original data type** section make sure the **Delimited** radio button is clicked and the **File origin** drop-down menu is set to **650 01: Unicode (UTF-8)**.

Click on **Next.**



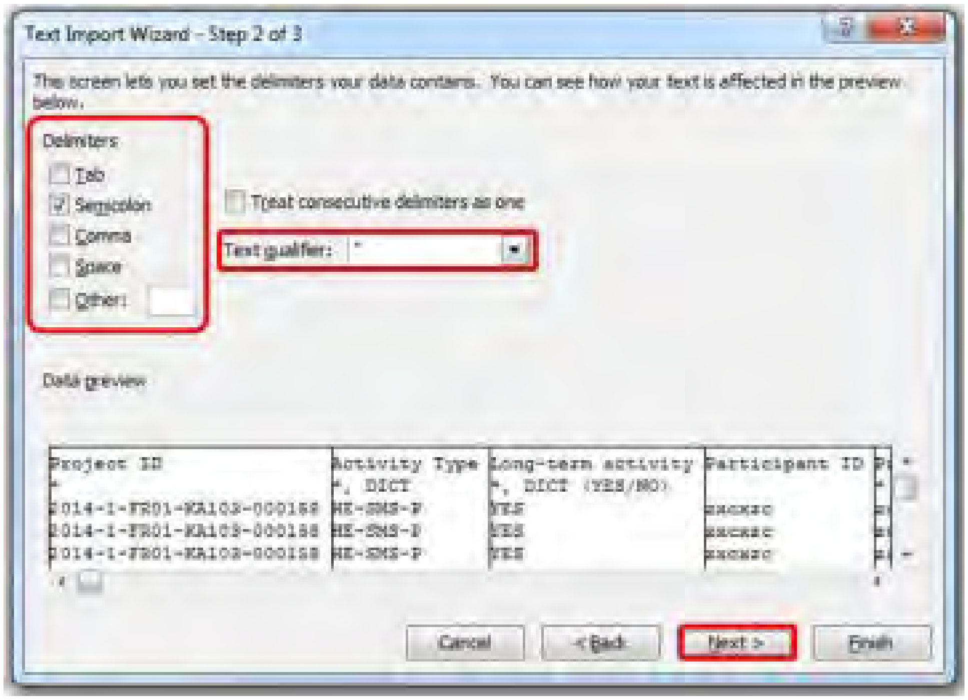
3

Follow the "Text Import Wizard" Step 2.

In **Step 2** under **Delimiters** uncheck the box Tab and check the **Semicolon** option. In the **Data Preview** you will notice now several columns instead of just one.

The **Text Qualifier** should be set as a " quotation mark.

Click on **Next**.

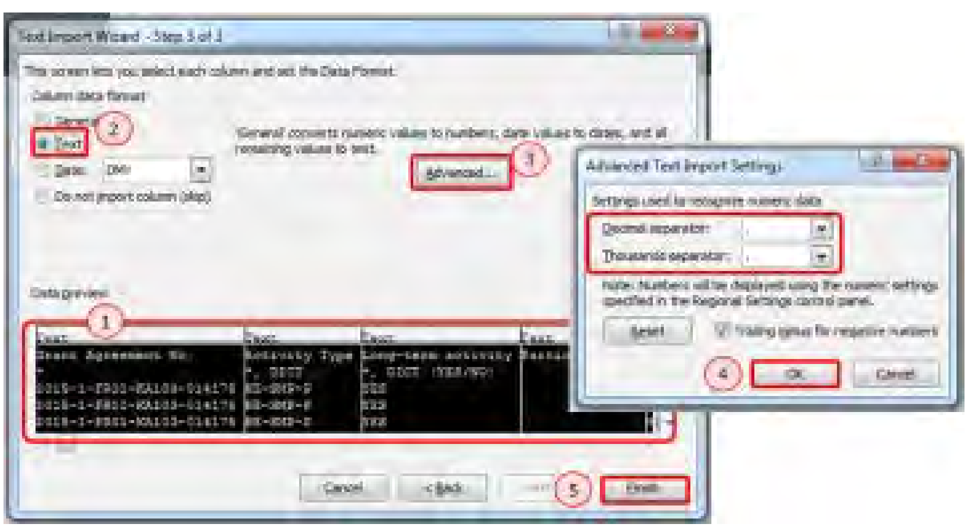


4

Follow the "Text to Columns Wizard" Step 3

In the next step, check the following info:

1. In the **Data preview**, select all columns. Do this by selecting the first column, scrolling to the right and while holding down the shift key, select the last column.
2. Set the Column Data Format to **Text**
3. Check the **Advanced options**. Ensure that the Decimal separator is set as a point and the Thousands separator is set as a comma.
4. Click **OK**
5. Click **Finish**

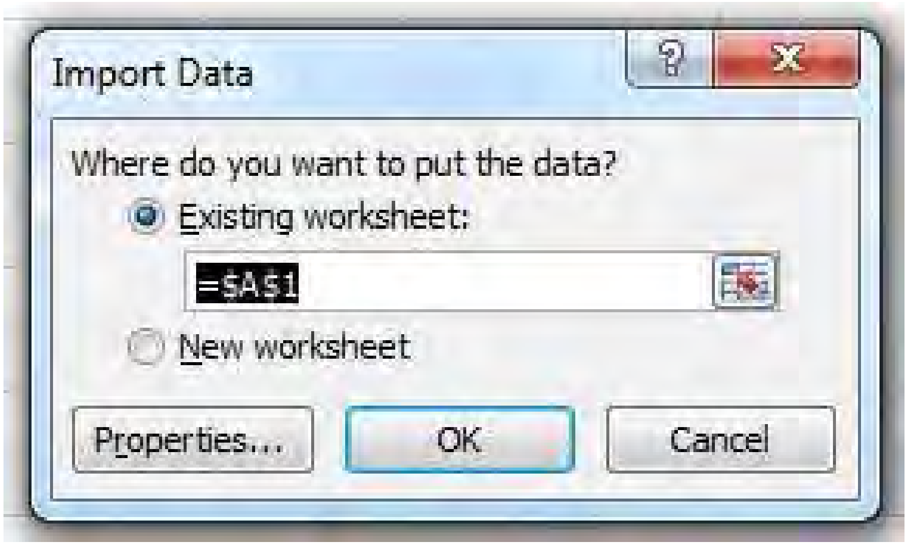


5

Import Data

A new window will pop up. You can select to import the information to the existing worksheet or a new worksheet.

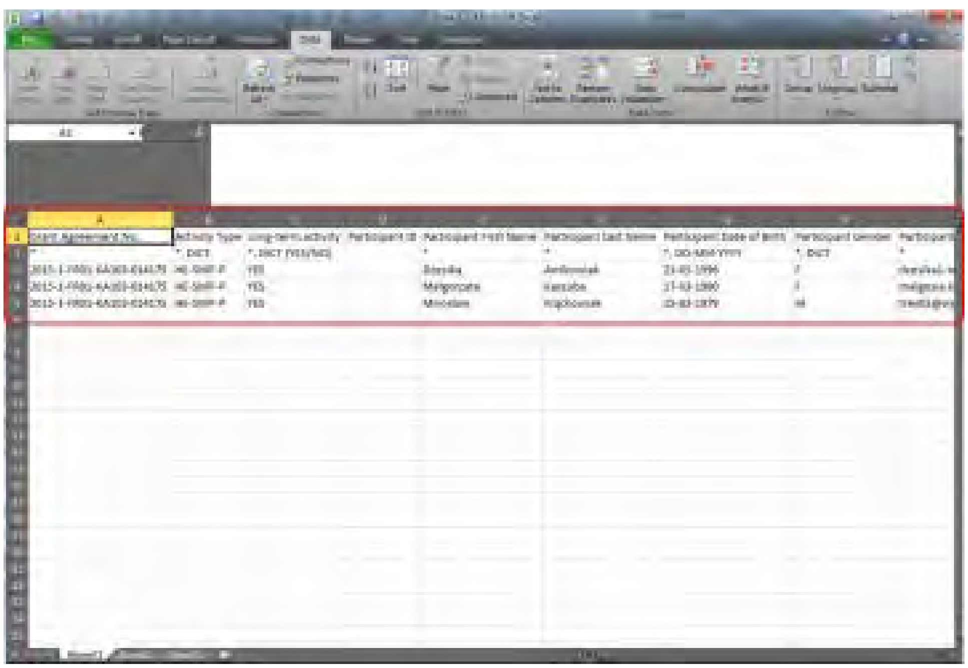
Click **OK** after you selected the option most suitable for you.



6

Update the file

The *.csv file will now look like a standard excel file and information can easily be added, modified or deleted.

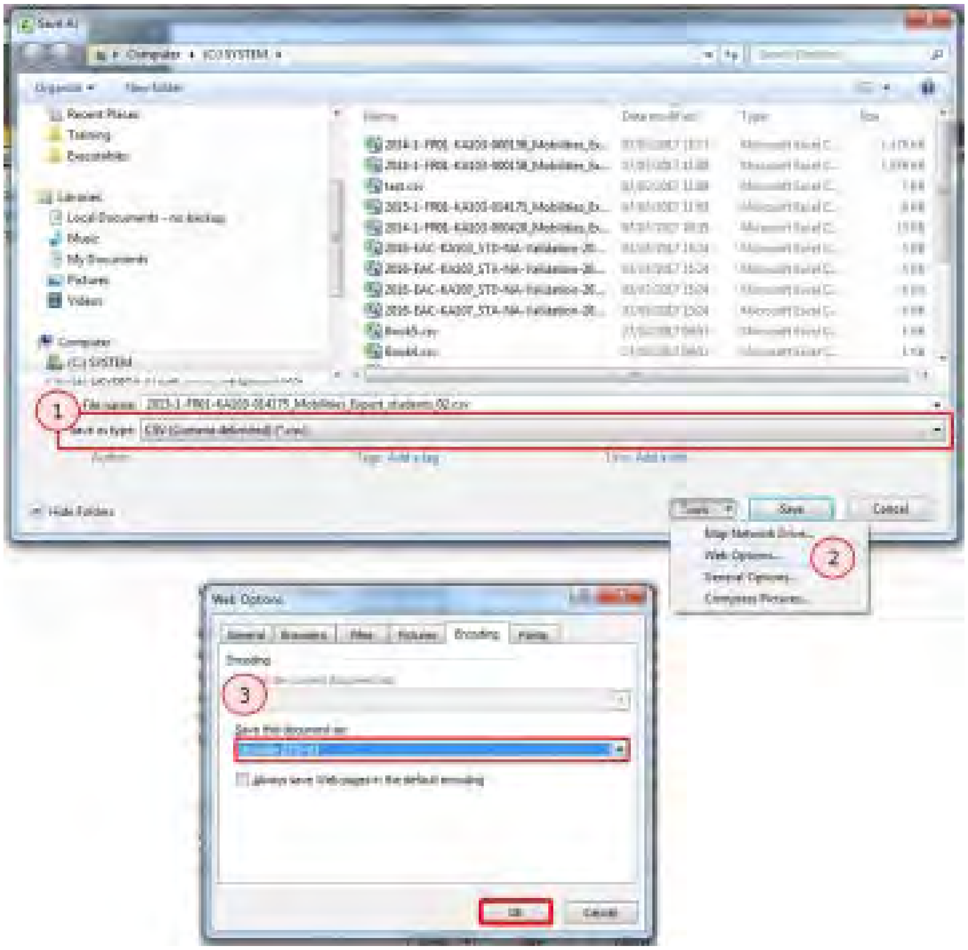


7

Save the file as *.CSV in Unicode (UTF-8) format

After adjustments have been made, you can save the file for re-import.

1. Select under Save as type: ***.CSV**
2. Under Tools, select **Web Options**...
3. In the **Encoding tab** of the newly opened window ensure the Save this document as: is set to **Unicode (UTF-8)**
4. Click **OK**
5. **Save** the file



Upon saving you might receive additional warning messages. Click **OK** and click **YES**.

Related articles

- MT+ NA How to Manage Participant Reports

MT+ Manage KA1 participant report

- Related Case: Unable to delete a participant report to request new one
- Related case: How to prevent participant report invitation from sending?

Relevant for...

Call Year	Key Action	Action
All	KA1	All

What are the participant reports?

Those individuals that have participated in an Erasmus+ mobility project are requested to submit their feedback on the experience. The participant receives an email with a dedicated link to the participant report (this link will not expire). The email request is automatically triggered by Mobility Tool+ when the end date of the mobility is reached. The individual participant report is completed online in an EU Survey and is offered in various languages. The participant can save as draft and submit the form. After submission, the participant may download a PDF version but they can not edit the form again.

Information

Participant reports are not required for mobilities flagged as force majeure and having a duration of 1 day (i.e. cancelled mobilities, for which the start and end date are the same).

However, participant reports are required for virtual mobilities, even though the physical duration is technically set to 1 day. The report request is submitted by Mobility Tool+ on the end date of the virtual mobility. For blended mobilities, the request is submitted on the last day of the physical activity.

In Mobility Tool+, you can view the status of the participant report. The report status can be:

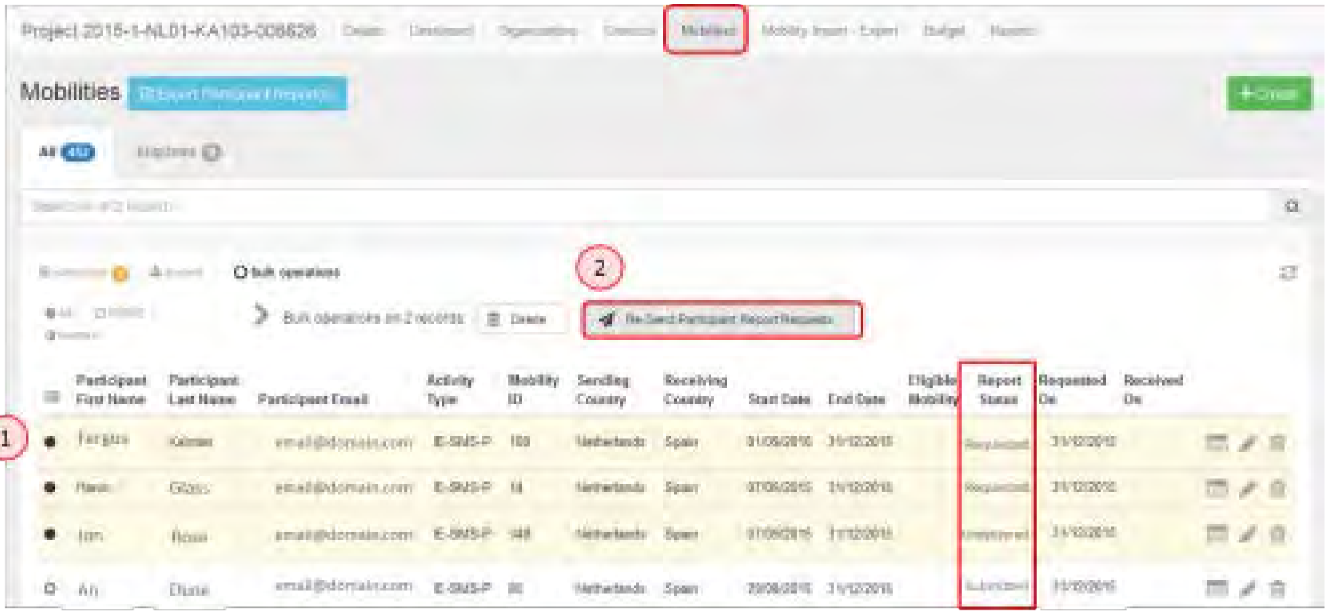
- **Requested**,
- **Prefilling** (is a temporary status, used to distinguish the reports for which the call to set the name and email address in the participant report was not made yet. It usually happens during the night and can be longer (until after mid day) due to the huge amount of reports which have to be processed),
- or **Submitted**.

If the email address is incorrect or there is an issue with sending the email, the status will be **Undelivered.** In this case it is possible to send the email request to the participant again. To do so:

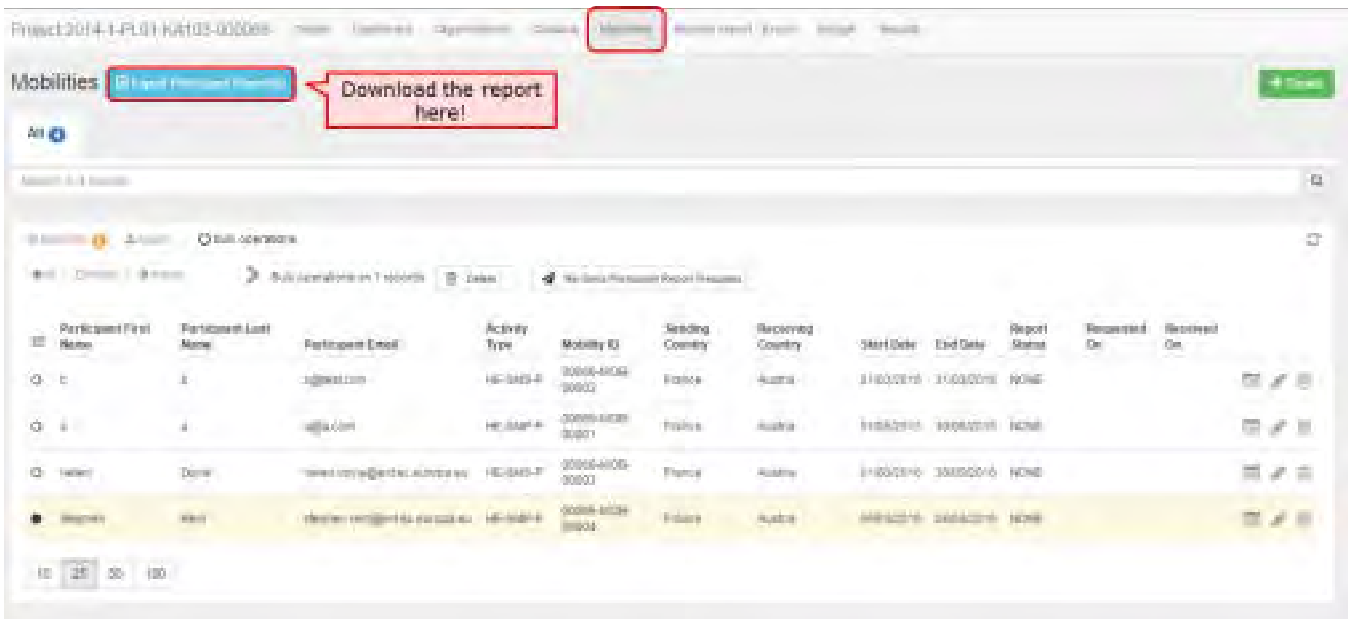
1. Select the participants to which you would like to resend the report request
2. Click on the link **Resend participant report request**

Information

The participant reports will not be sent out if the mobility is in draft (draft mobilities are available starting from call 2016). Please complete the mobility details or revalidate the mobilities.



All participant reports can be downloaded from the **Mobilities** list view.



For those key actions that have more than one activity type, the zip file will contain as many files as there are activity types, as the participant forms differ for each activity type.

The participant reports are not mandatory for all key actions, for example for youth key actions only the group leader may be requested to complete the participant report. For KA2 no participant reports are required.

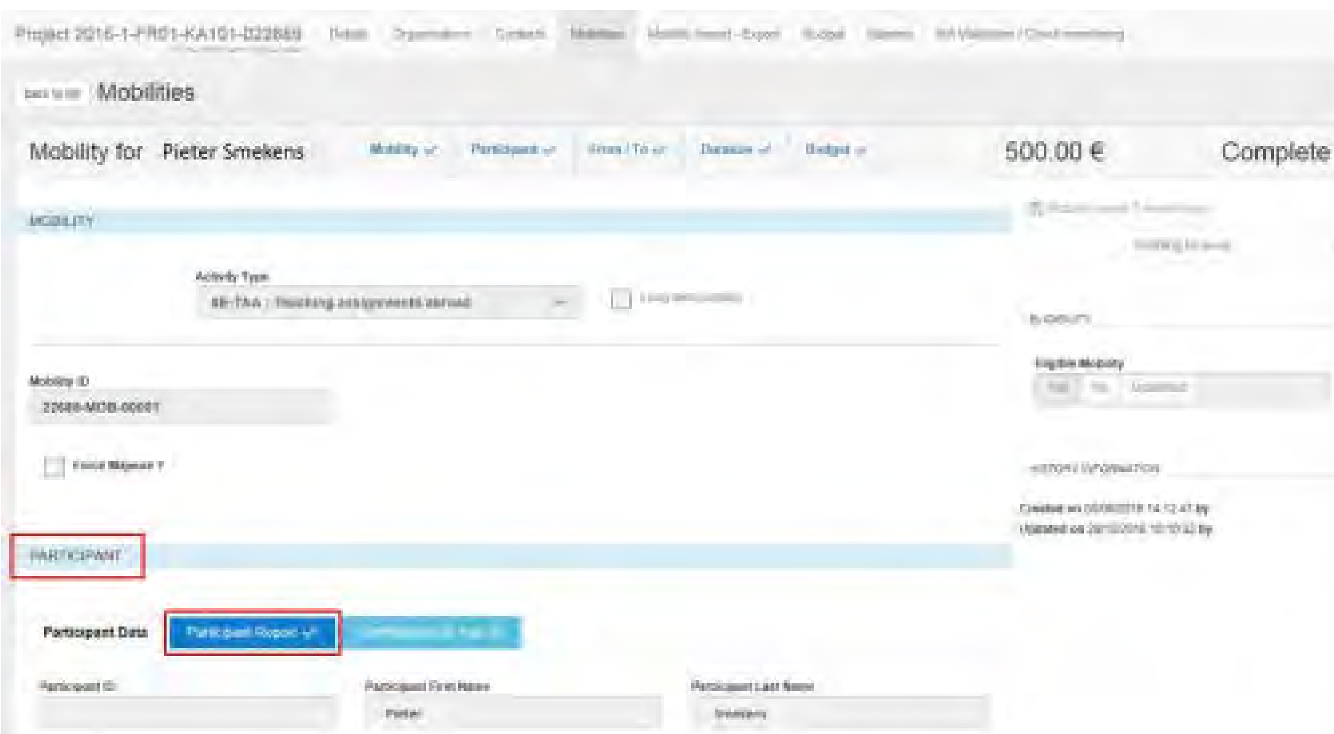
The functionality in MT+ allows for sending of the beneficiary report even if not all participant reports have been submitted.

You also have the possibility to **download the reports individually**.

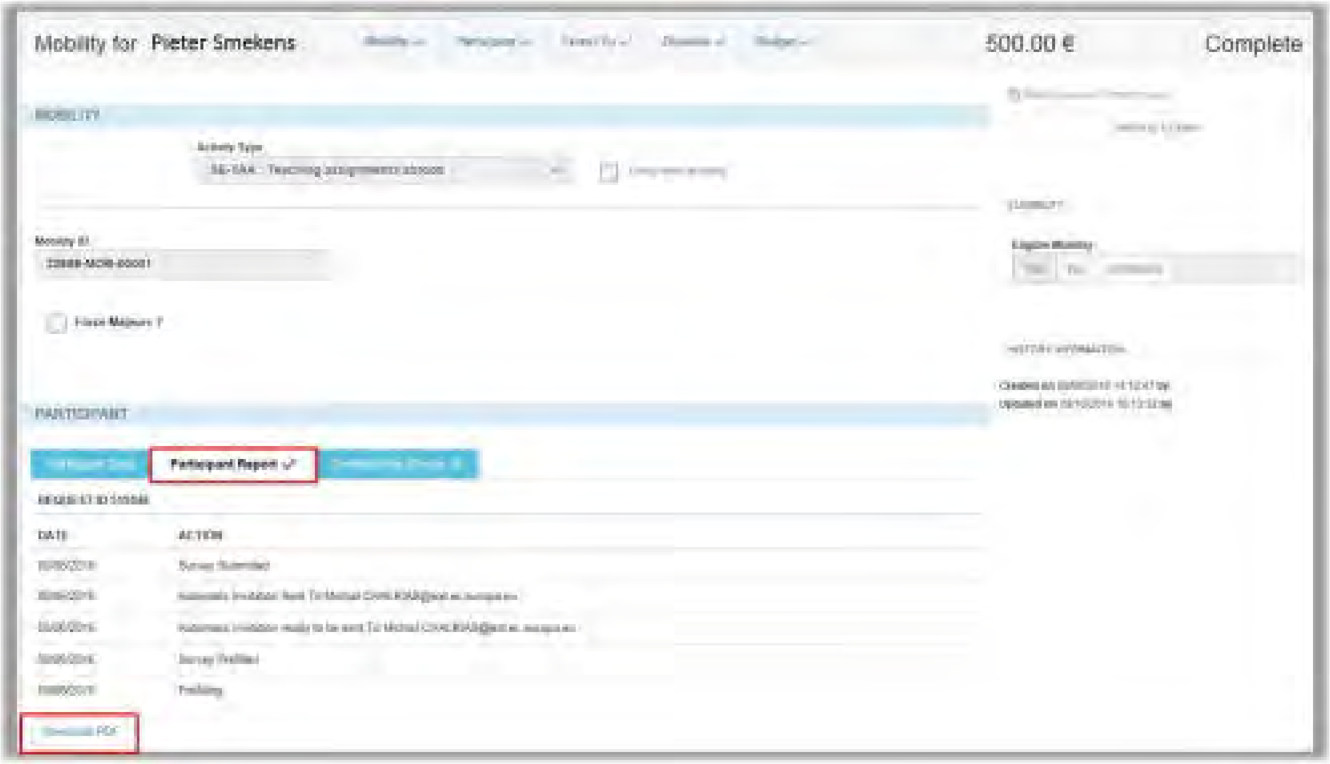
Access the **Mobilities** tab in your project. For mobilities having sent the report, it is declared as **Submitted** in the Report Status column.

Click on **View**.

In the participant details window, access the **Participant Report** tab.



Click the **Download PDF** button.



Automatic Reminders

The rules governing the triggering of an automatic reminder to the individual participants inviting them to fill their participant reports are the following:

Participant Profile	Reference Date	Invitation Sent
All Action Types and Activity Types, except KA107	Mobility End Date	on the Reference Date
		by 15 calendar days after the Reference Date, if report not submitted.

Automatic Reminders for KA107

The rules governing the triggering of an automatic email to the individual participants inviting them to fill in a Participant Report in EU Survey are the following:

Participant Profile	Extension Granted?	Reference Date	Invitation Sent
Student	No	Mobility End Date	30 calendar days before the Reference Date
Student	Yes	Extension End Date	30 calendar days before the Reference Date
Staff	No	Mobility End Date	At the Reference Date
Staff	Yes	Extension End Date	At the Reference Date

Information

The participant reports will not be sent out if the mobility is in draft (draft mobilities are available starting from call 2016). Please complete the mobility details or revalidate the mobilities.

How to do this in the tools

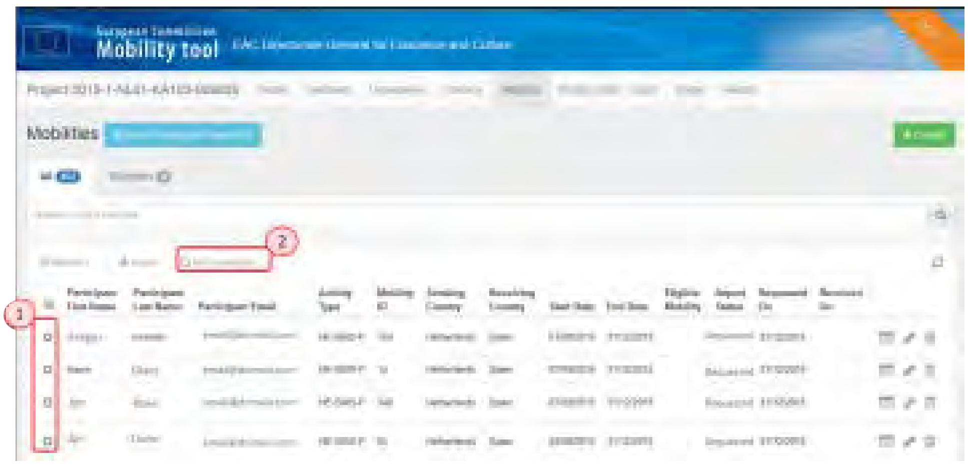
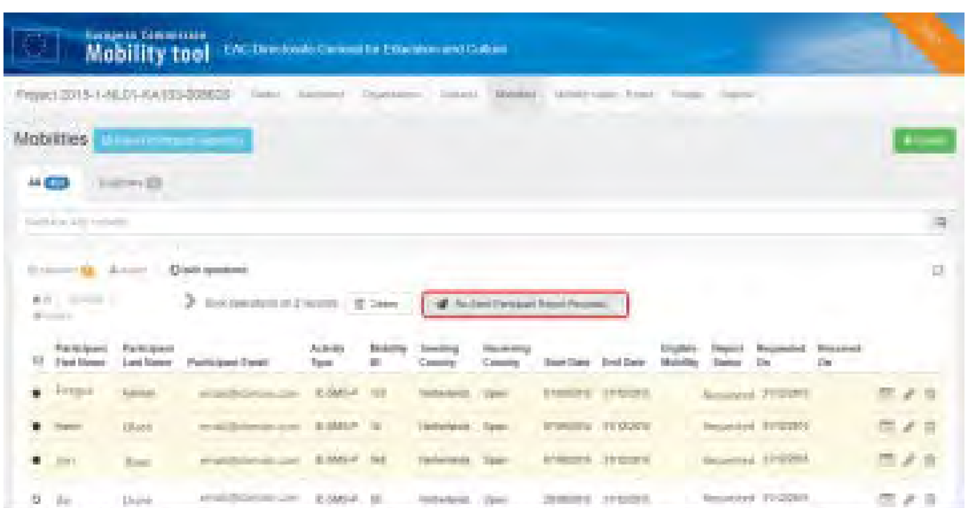
MT+ How to bulk send reminders for participant reports

This section explains the steps to send reminders to one or more participants to submit the participant report. It is also possible to resend the request for participant report from the mobility screen.

Quick steps

1 Open the project.
2 Click on the "Mobilities" tab.
3 Select the mobilities and click on "bulk operations".
4 Click on "Re-Send Participant Report Requests".
5 A confirmation message will be displayed.

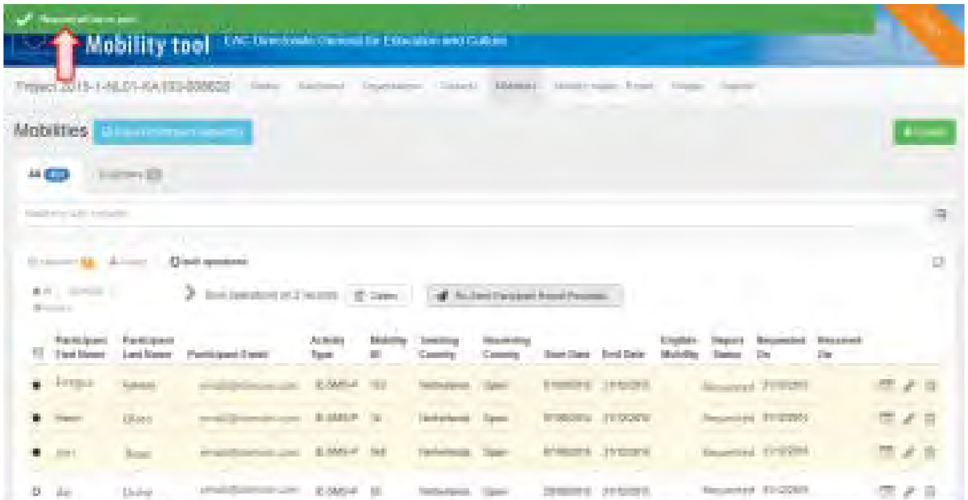
Detailed steps

	Steps
1	**Open the project.**
2	**Click on the "Mobilities" tab.** This will open the list of mobilities. 
3	**Select the mobilities and click on "bulk operations".** This can only be performed if the end date of the mobility has passed. 
4	**Click on "Re-Send Participant Report Requests".** An email reminder will be sent to each of the participants requesting them to submit their participant report. The **Requested On** dates will be updated as a result of this action. 

5

A confirmation message will be displayed.

A confirmation message will be displayed to confirm that the request of resending has been performed. After the resending is performed the dates of **Requested On** will be updated. The resending of the email cannot be repeated within 24 hours of the last request. If the email address is incorrect or the email sending is failed, the report status will be updated to **Undelivered**.



Related articles

- Erasmus+ Participant Report Examples
- MT+ Certifications for mobilities (2017)
- MT+ How to bulk send reminders for participant reports
- MT+ How to export the inbound participant reports
- MT+ How to resend a participant report request from the mobility view page
- MT+ Manage KA1 participant report

MT+ How to export the inbound participant reports

Relevant for...

Call Year	Key Action	Action
All	All	• KA101 - School education staff mobility • KA102 - VET learner and staff mobility • KA103 - Higher education student and staff mobility within programme countries • KA104 - Adult education staff mobility • KA105 - Youth mobility • KA107 - Higher education student and staff mobility between Programme and Partner Countries • KA116 - VET learner and staff mobility with VET mobility charter • KA125 - Volunteering Projects • KA135 - Strategic EVS • KA229 - School Exchange Partnerships • KA347 - Dialogue between young people and policy makers

This functionality allows organisations to **export participant reports of inbound participants** to their organisations. These inbound participant reports are not part of projects that the organisation is a coordinator of, but rather the organisation is indicated as a host or partner organisation of other projects, which it cannot view.

Quick steps

1 Click the "Mobilities" tab.
2 Click the "More Actions" button.
    2.1 Select "Export Inbound Participant Report(s)".
3 Save the file.

Detailed steps

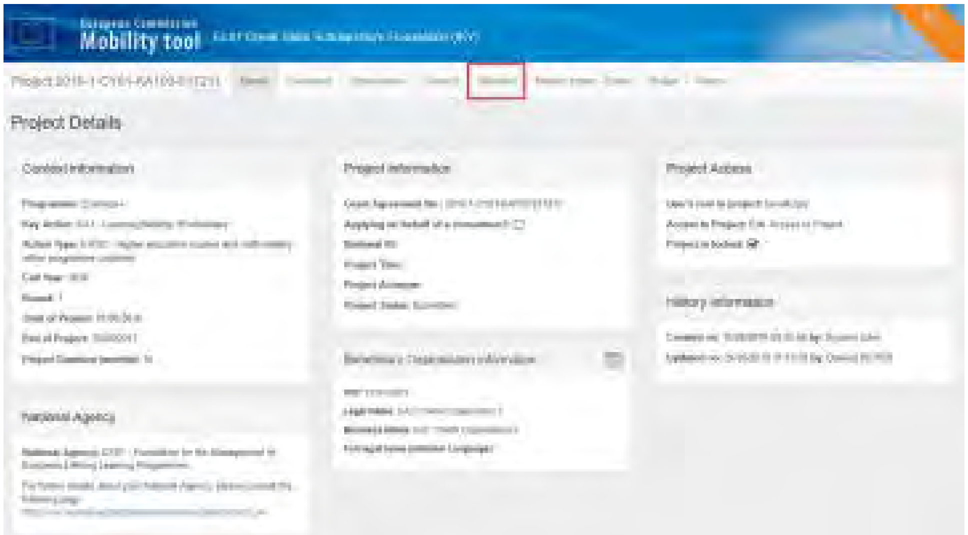
Steps

1

Click the "Mobilities" tab.

Organisations have the functionality to export participant reports involved in mobilities of projects for which they are only a host organisation.

In the project, click the **Mobilities** tab.



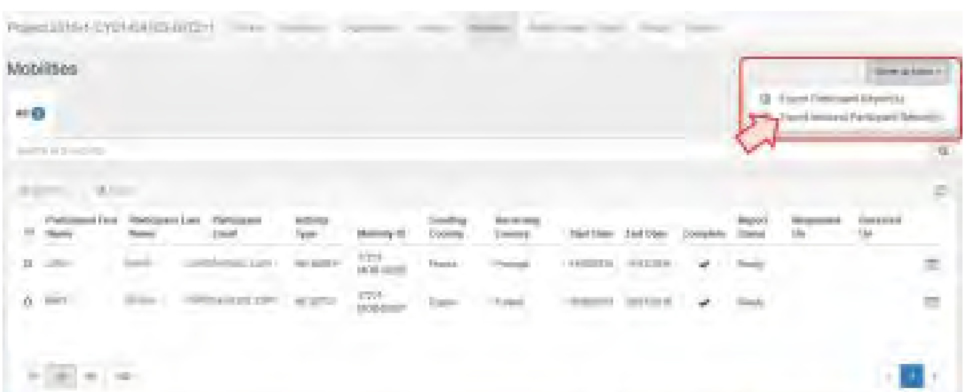
2

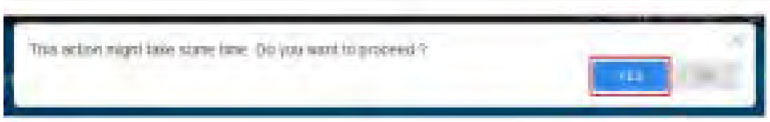
Click the "More Actions" button.

On top of the mobilities list, click the **More Actions** button.

Select "Export Inbound Participant Report(s)".

Select the **Export Inbound Participant Report(s)** option. Click **Yes** in the pop-up dialogue to start the download.





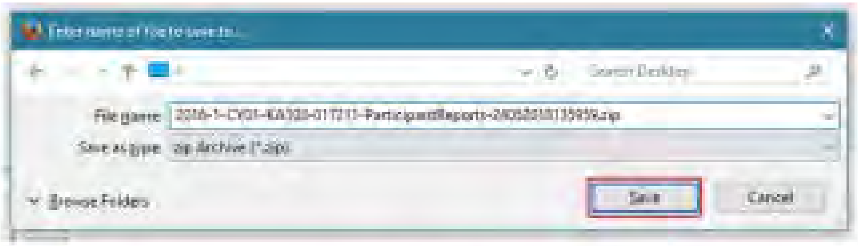
3

Save the file.

Follow the download instructions on screen. These may vary depending on the browser you are using.

Save the file on your computer.

The downloaded ***.zip file** will contain several separate ***.csv files**, one for each activity type.



Open the file using Microsoft Excel or a similar software. In the file each row represents one participant report.

	A	B	C
1	Project ID	Mobility ID	Mobility Type
2	2015-1-FR01-KA107-000775	00775-MOB-00003	Staff mobility for Teaching To/From Partner Countries
3	2015-1-FR01-KA107-000775	00775-MOB-00005	Staff mobility for Teaching To/From Partner Countries
4			
5			

If no inbound report was received, the file(s) will contain the following message:

Related articles

- Erasmus+ Participant Report Examples
- ESC MT+ Manage participant reports
- ESC Participant Reports Examples
- MT+ Certifications for mobilities (2017)
- MT+ ESC How to resend a participant report request
- MT+ How to bulk send reminders for participant reports
- MT+ How to export the inbound participant reports
- MT+ How to resend a participant report request from the mobility view page
- MT+ Manage KA1 participant report

MT+ How to manage Survey on Recognition

Relevant for...

Call Year	Key Action	Action
2016 onward	KA1 - Learning Mobility of Individuals	**KA103** - Only for activities of type HE-SMS-P **KA107 -** Only student Mobility for Traineeships To/From Partner Countries (HE-SMP-T)

Survey on Recognition

Once individuals have participated in an **Erasmus+** mobility project and submitted their feedback on the experience in the participant report, for **KA 107**[1] and **KA103**[2] participants the next step is to fill in the **Survey on Recognition**.

The purpose of the survey is to report on the recognition of the mobility period abroad. The survey assesses the quality of the recognition provided upon their return at the sending institution. The Survey on Recognition is completed online in **EU Survey** and is offered in various languages.

The participant receives an email with a dedicated link to the survey. The email request is automatically triggered by Mobility Tool+ 45 days after the end date of the mobility is reached. It is only relevant for KA107 projects and KA103 for mobilities of activity type HE-SMS-P.

Conditions:

For **KA107**: The mobility's end date must be at least 45 days in the past and the participant report must already be submitted. If both these conditions are met the notification to complete the Survey of Recognition will be sent the next day.

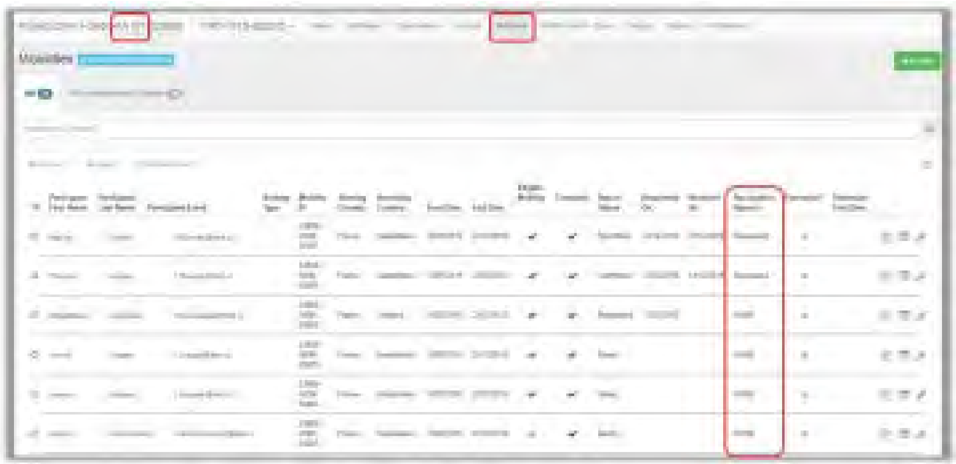
For **KA103** of activity type HE-SMS-P: The mobility's end date must be at least 45 days in the past and the participant report must already be submitted. In addition, if the answer to question 4.8. of the participant report is "No, the recognition process is still on-going", the **Survey of Recognition** will be sent the next day.

Like the participant report, the participant receives an email notification to inform them to complete the Survey on Recognition. The survey can be saved as draft for later submission. After submission, the participant can download a PDF version of the report, but cannot edit the form again.

The final beneficiary report will include a section using answers to questions from the standard Participant Reports and from the **Participant reports on Recognition** that were submitted by the time of the final beneficiary report submission. The participant **Survey on Recognition** can be completed any time after the recognition process is finalised.

Quick steps

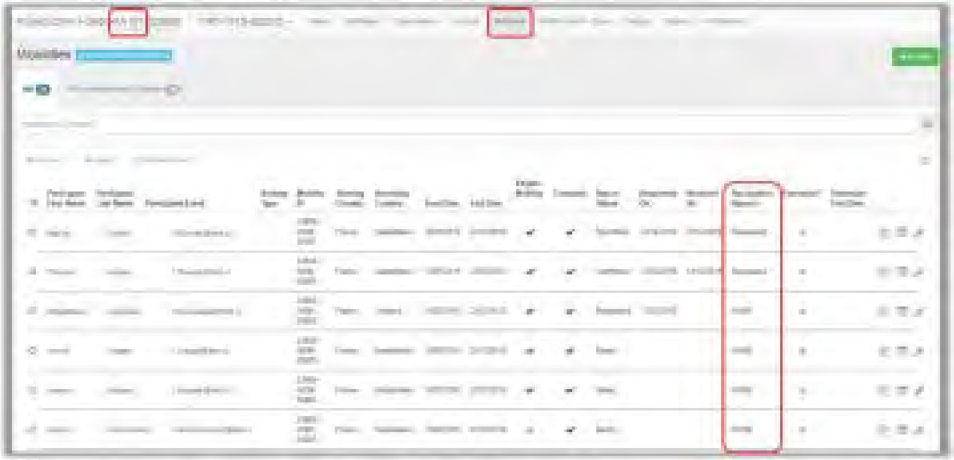
Detailed steps

	Steps
1	**Click on the "Mobilities" Tab of the project.** The list of mobilities is displayed. It is recommended to add the column **Recognition report** for easy identification of mobilities which have submitted the report. (See **MT+ Menu and Navigation** for specific instructions). Once the column is visible, for each mobility a status is displayed in the **Recognition Report column**. • **NONE**: Until all conditions are met (45 days after end of mobility and the participant report submitted) • **Requested**: When the email notification is sent to the participant. • **Submitted**: After the participant has submitted the Survey of Recognition. • **Undelivered**: The report was sent, but could not be delivered to the e-mail address provided. 

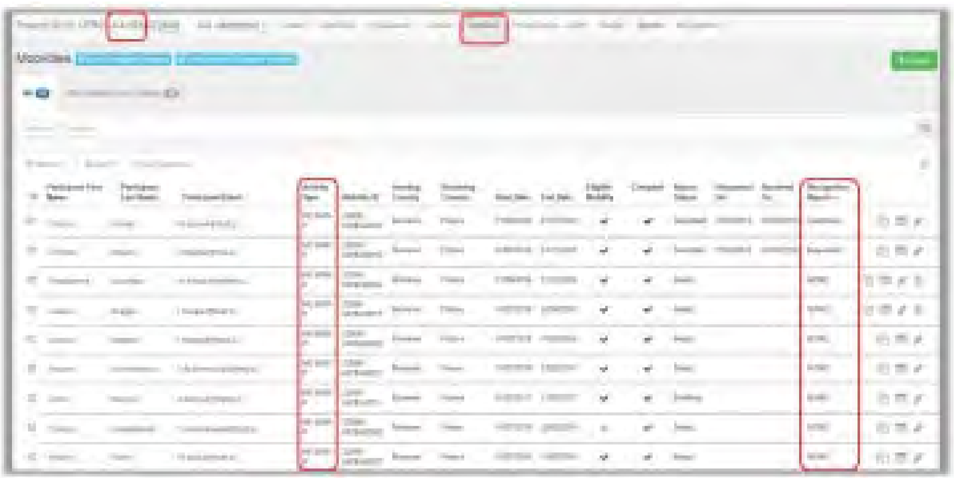
2

Check the recognition report status.

In this KA107 example here, no recognition report has been submitted yet. All mobilities have either status **NONE** or **Requested** in column **R ecognition Report.**



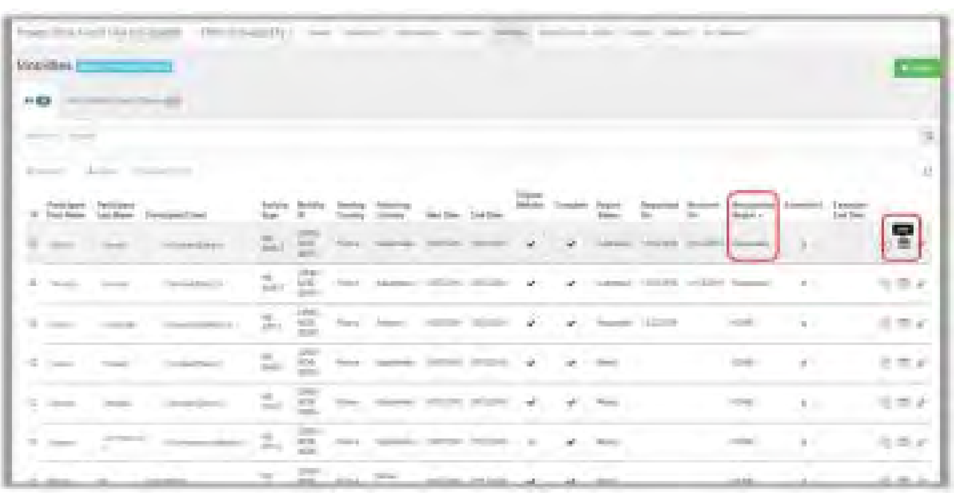
In this KA103 project you find for one mobility the **Submitted** status in the **Recognition Report** column. All other mobilities have either status **NONE** or **Requested.**



3

Participant Details.

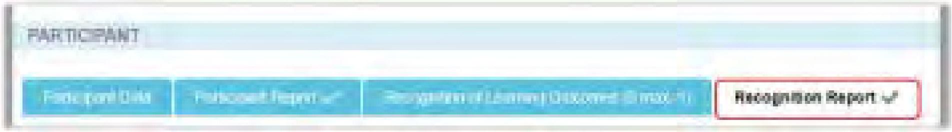
To access the participant details, click **View**.



4

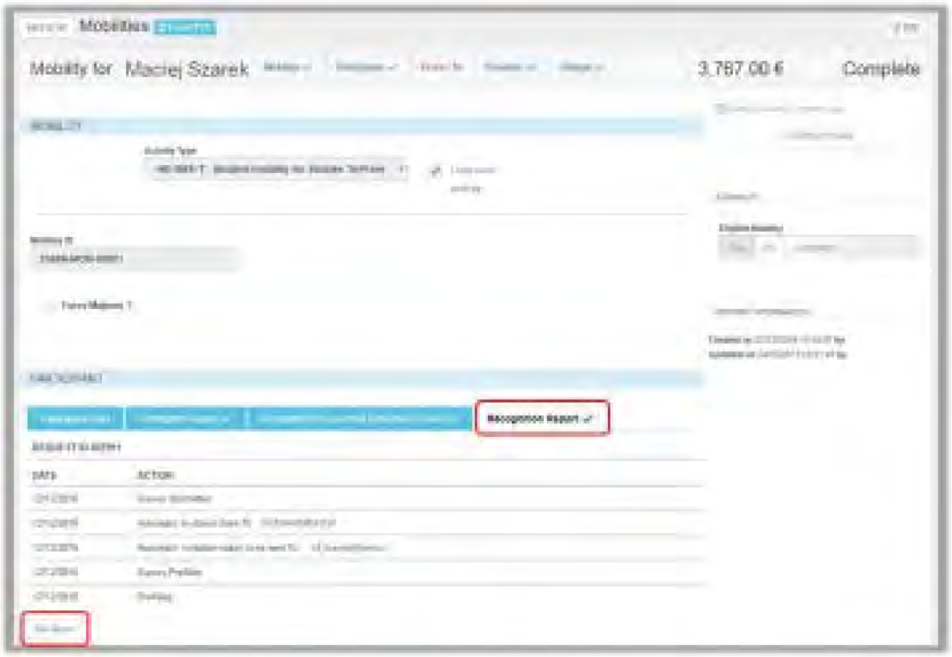
Recognition report tab.

The **Recognition report** tab in the Participant Details section of the mobility screen indicates the status of the report and the date that it was requested which is the same as the send date of the notification.



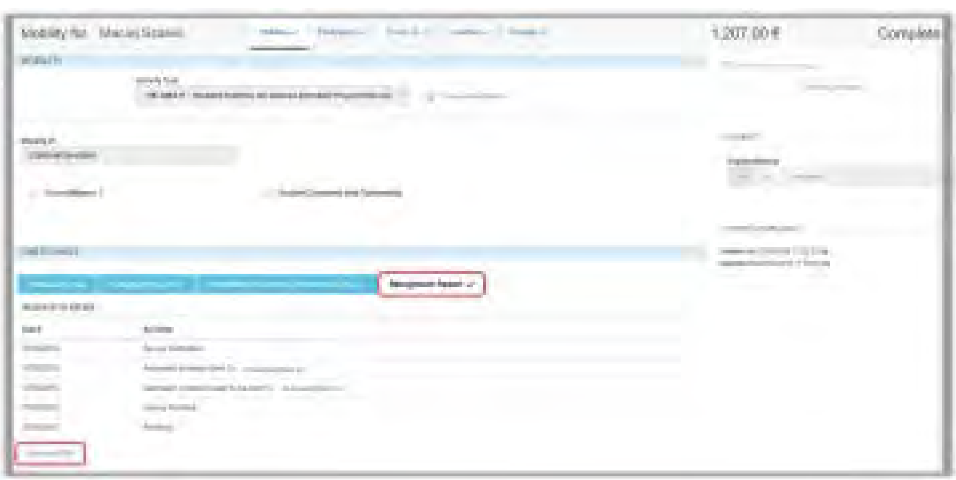
Re-Send the Survey request.

If needed, the survey invitation can be resent to the participant by clicking the **Re-Send** button. This button is only available for recognition report status Requested and Undelivered. If the status is undelivered the email address should be verified before re-sending.



Download the Recognition Report.

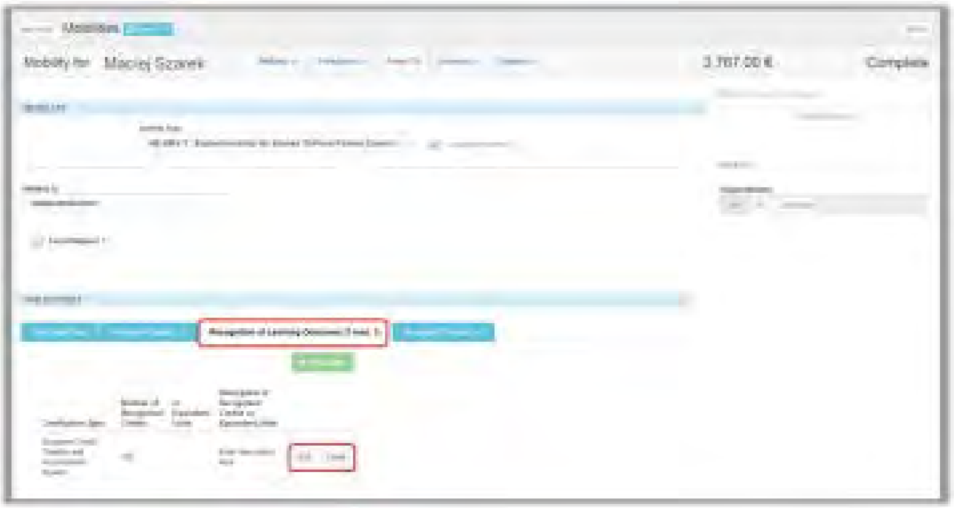
For mobilities that have already completed and submitted the survey it is possible to download the survey as a *.pdf file. Click the **Downloa d PDF** button to do so.

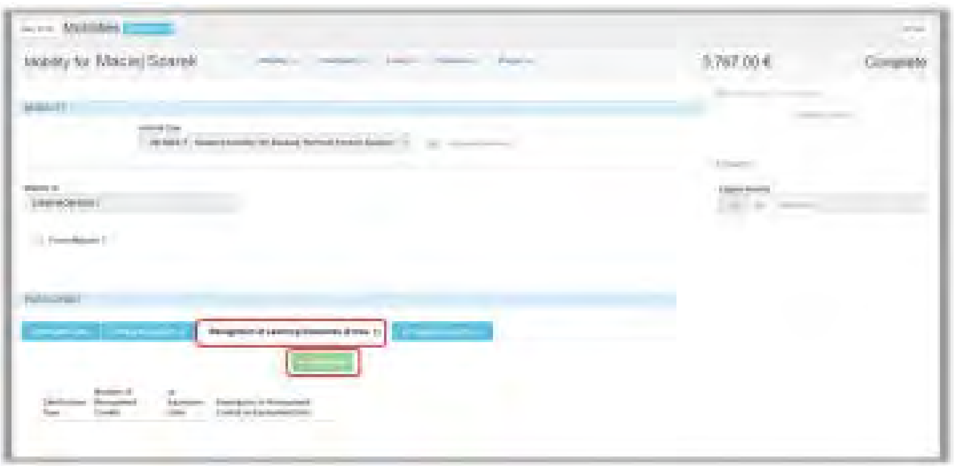


5

Recognition of Learning Outcomes tab.

The **Recognition of Learning Outcomes** tab in the mobility details can be updated to the actual learning bodies, credits and units detailed by the participant from the survey. The information in this section can also be edited and/or deleted at any time.





6

The Survey of Recognition.

Email Link.

If the survey was requested, the participant then receives an email with a link to the **Survey of Recognition.** Each participant receives a unique link to their own survey.

Cher/Chère Enja Kay,

You have taken part in an Erasmus+ mobility project and already submitted feedback on your mobility experience through the participant report. As your recognition process was not finalised at the time of the submission of your first report, you are now asked to fill in the second survey which focuses specifically on recognition.

Your mobility details were the following:
Type de mobilité: Student mobility for Studies To/From Partner Countries
Dates prévues de la mobilité: 01/04/2016 - 28/05/2016
Pays de la mobilité: Armenia

Organisme d'envoi:
Nom: Université Paris-Sud
Ville: Orsay
Country: France

Organisme d'accueil:
Nom: Yerevan State Academy of Fine Arts
Ville: Yerevan
Country: Armenia

Please click on the link below to access the online participant report on recognition and fill it in:
[illegible]

You may save a temporary draft and use the same link to get back to it. Once you have completed it by answering all questions, please submit it by clicking on the "Submit" button. After having submitted the report you will no longer be able to change it.

This is a system generated message from EU Survey. Please do not reply. If you encounter any difficulties in filling the report please contact your beneficiary organisation:
Université Paris-Sud

Should you wish to report on any sensitive issue which you do not want to disclose in this report, you may want to contact the National Agency that has selected your project. Contact details of Erasmus+ National Agencies can be found at Vos données personnelles sont protégées. Plus de détails sur:
[illegible]

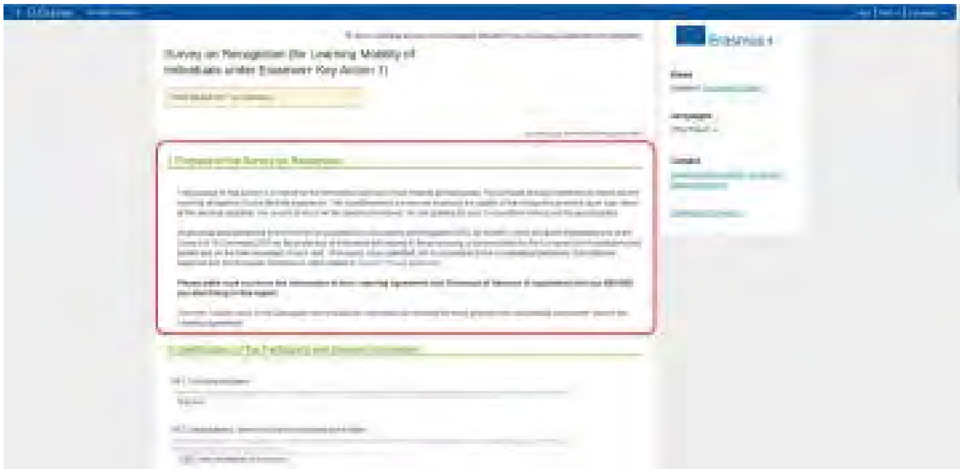
Vos données personnelles sont protégées. Plus de détails sur:
[illegible]

Many thanks for the time dedicated to this Erasmus+ participant report on recognition!

7

Purpose of the Survey on Recognition.

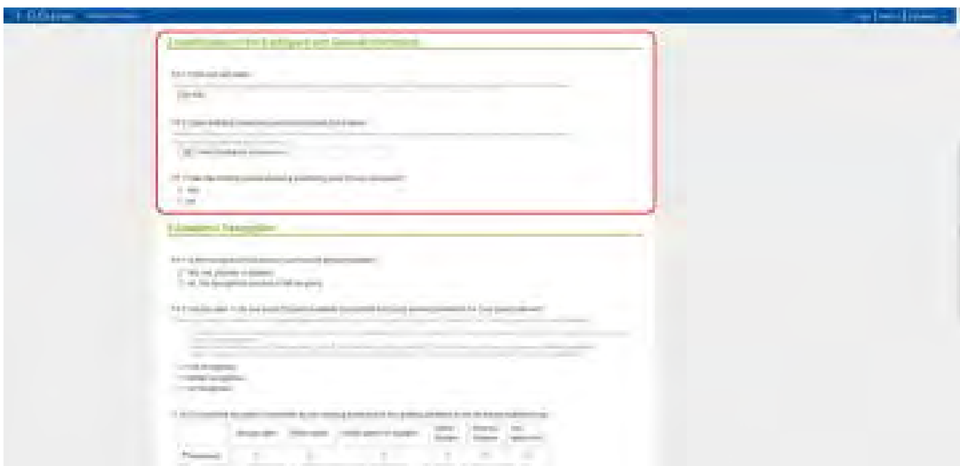
In section **1. Purpose of the Survey on Recognition**, an outline of the survey details and instructions are given.



8

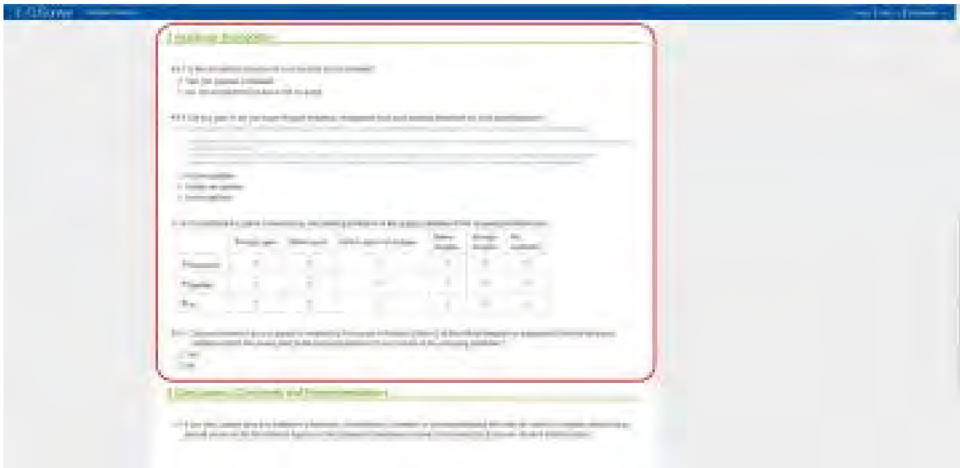
Identification of the Participant and General Information.

In section **2. Identification of the Participant and General Information**, the participant is prompted to fill in details such as name and contact email address details.



9 **Academic Recognition.**

Based on how the questions are answered in section **3. Academic Recognition**, the options will expand asking the participant to fill in more detail of the recognition body and their opinion on the grade conversion.

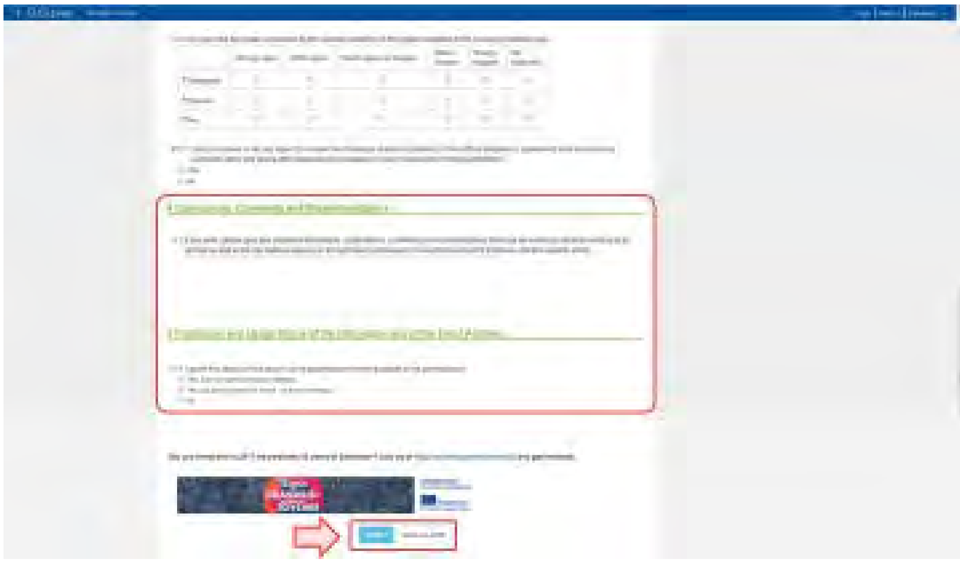


10 **Conclusions and Usage Rights.**

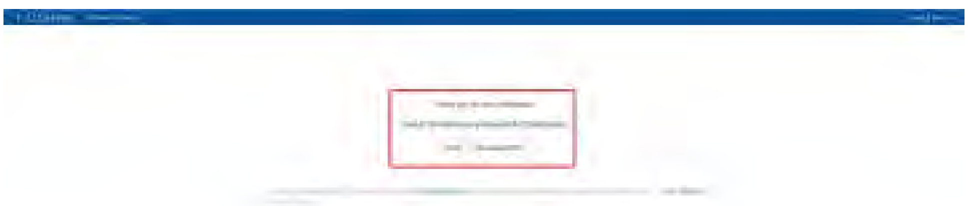
The final part of the survey **4. Conclusions, Comments and Recommendations** and **5. Publication and Usage Rights of the Information and of the Email Address** asks the participant to give additional information regarding their own experience and/or comments on their experiences with the view of assisting in the ongoing improvement of the Erasmus+ programme.

The final radio button gives the participant the option of certain levels of restriction to the publication of their personal contact information.

Once filled in, the **Submit** button should be clicked to send the information. Alternatively, the participant can also click **Save as Draft**, to access at a later stage.



The **Thank You** screen contains the case ID and and option to print or download the survey as a PDF.



Related articles

- Erasmus+ Participant Report Examples
- ESC MT+ Manage participant reports
- ESC Participant Reports Examples
- MT+ Certifications for mobilities (2017)
- MT+ ESC How to resend a participant report request
- MT+ How to bulk send reminders for participant reports
- MT+ How to export the inbound participant reports
- MT+ How to resend a participant report request from the mobility view page
- MT+ Manage KA1 participant report

MT+ How to resend a participant report request from the mobility view page

Relevant for...

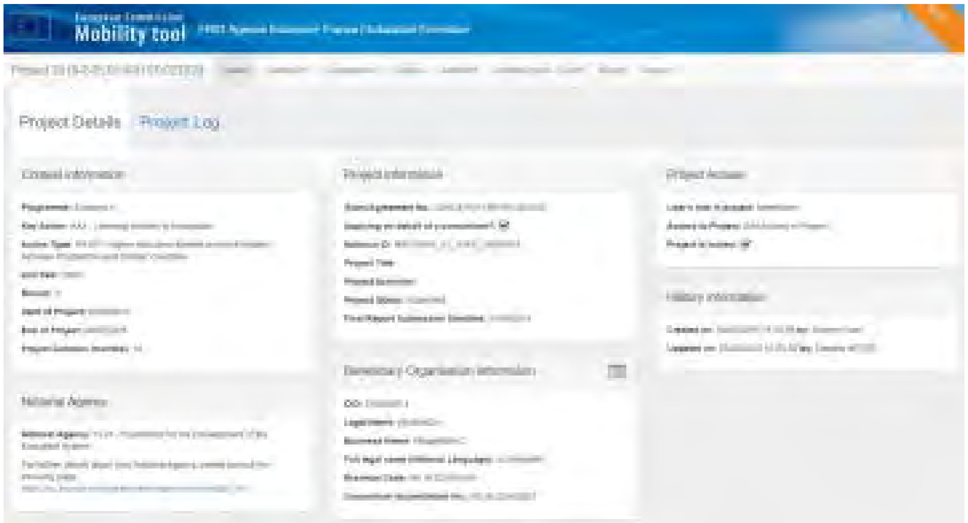
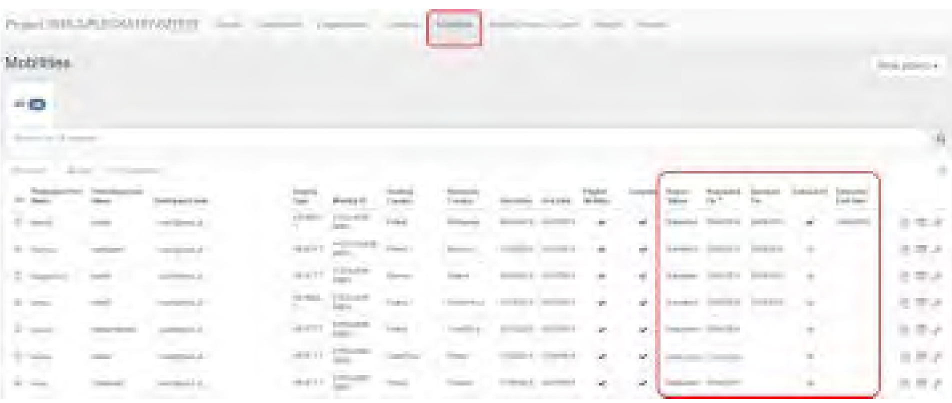
Call Year	Key Action	Action
All	KA1 - Mobility of individuals KA3 - Support for policy reform	All

This page describes the steps to re-send an individual participant report request from within the mobility list view. This resend option only works for mobilities that have a participant report status of **Requested** or **Undelivered**.

Quick steps

1. Open the project.
2. Click on the "Mobilities" tab.
3. In the Mobilities list, click the "View" icon.
4. Click on the "Participant Report" tab.
5. Click the "Re-Send" button.
6. A confirmation message is displayed.
7. Check the date of request has changed.

Detailed Steps

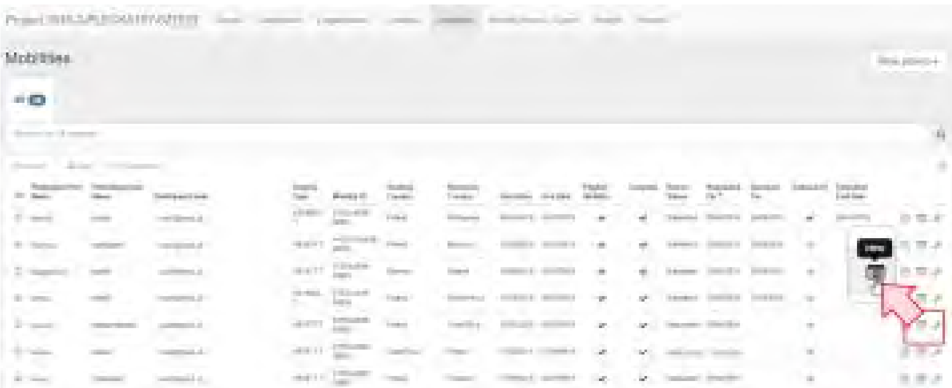
	Steps
1	**Open the project.** 
2	**Click on the "Mobilities" tab.** You will notice the columns related to the participant report. You find information on the **Report Status**, **Requested On**, **Received On** and **Ext ension**. See MT+ Menu and Navigation > Add/Remove Columns option for instructions on how to add the columns to the list view if they are not displayed. 

3

In the Mobilities list, click the "View" icon.

In the mobilities list, click the **View** icon to open details of the specific mobility for which you want to resend the participant report request. Alternatively you can also use the **Edit** icon.

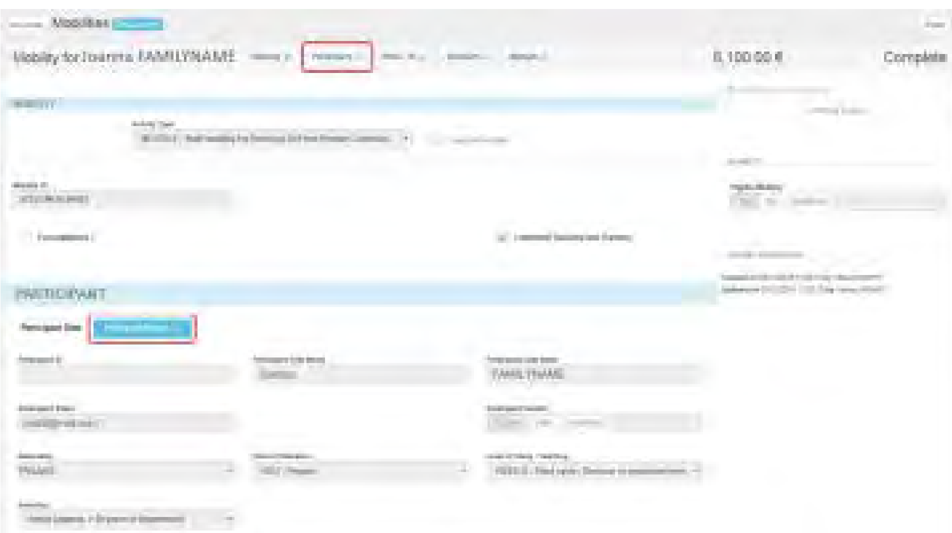
> **Information**
>
> Resending the report request is only possible for mobilities with Report Status **Requested** or **Undelivered.**



4

Click on the "Participant Report" tab.

The mobility details screen opens. In the **Participant** section of the mobility screen, click on the **Participant Report** tab to access details of the report.

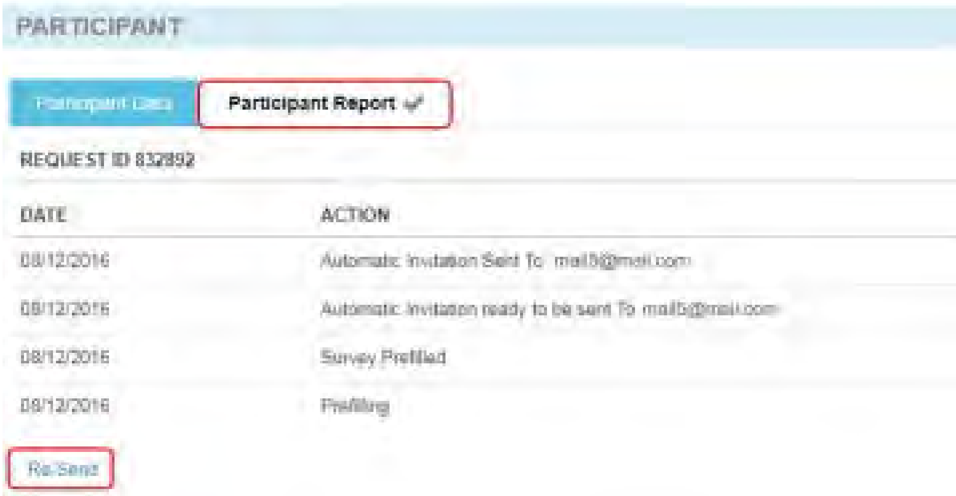


5

Click the "Re-Send" button.

In the **Participant Report** tab you will find detailed information on the report history, like the date the report was requested on.

Click the button **Re-Send** to re-send the participant report request.



e

6

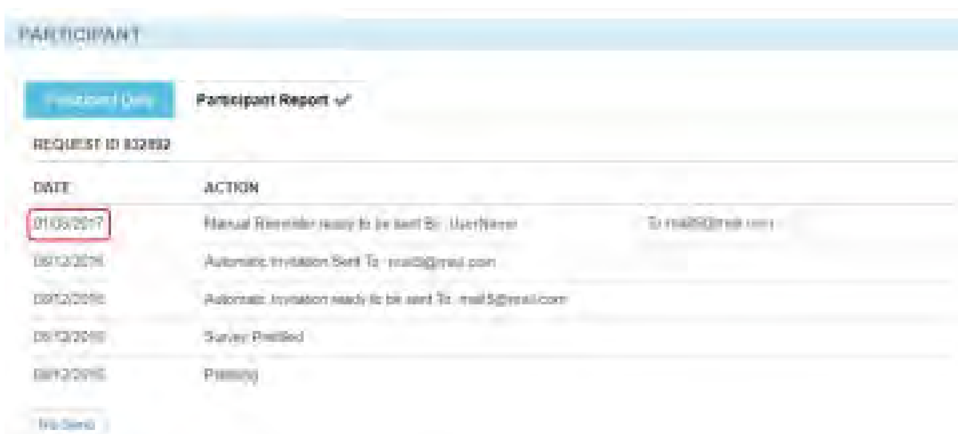
A confirmation message is displayed.

At the top of the screen, a confirmation message indicates that the participant report has been re-sent.

7

Check the date of request has changed.

Back in the **Participant Report** tab the **Request Date** details are updated.



1. Open the project.
2. Click on the "Mobilities" tab.
3. In the Mobilities list, click the "View" icon.
4. Click on the "Participant Report" tab.
5. Click the "Re-Send" button.
6. A confirmation message is displayed.
7. Check the date of request has changed.

Related articles

- Erasmus+ Participant Report Examples
- ESC MT+ Manage participant reports
- ESC Participant Reports Examples
- MT+ Certifications for mobilities (2017)
- MT+ ESC How to resend a participant report request
- MT+ How to bulk send reminders for participant reports
- MT+ How to export the inbound participant reports
- MT+ How to resend a participant report request from the mobility view page
- MT+ Manage KA1 participant report

Erasmus+ Participant Report Examples

Information

The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

This page lists the examples for the **participant reports** received by mobilities of the Erasmus+ programme.

In case of questions from participants regarding the content of the participant reports please use these PDF files as a reference. For details on how to handle the participant reports in the different IT tools see the related pages.

Action Type	Participant Report Examples
KA101	**Staff** mobility in school education
KA102	**Learners** mobility for training in vocational education and training **Staff** mobility in VET
KA103	**Student** mobility for **traineeships** in higher education **Student** mobility for **studies** in higher education **Student** mobility for studies in higher education – **Additional survey on recognition** **Staff** mobility for teaching and training activities
KA104	**Staff** mobility in adult education
KA105	**Youth** Exchanges **Staff** mobility in vocational education and training
KA107	**Student** mobility for **traineeships** between programme and partner countries **Student** mobility for **studies** between programme and partner countries **Student** mobility for studies between programme and partner countries – **Additional survey on recognition** **Staff** mobility for teaching and training activities between programme and partner countries
KA116	**Learners** mobility for training in vocational education and training **Staff** mobility in VET

Action Type	Participant Report Examples
KA101	**Staff** mobility in school education
KA102	**Learners** mobility for training in vocational education and training **Staff** mobility in VET
KA103	**Student** mobility for **traineeships** in higher education **Student** mobility for **studies** in higher education **Student** mobility for studies in higher education – **Additional survey on recognition** **Staff** mobility for teaching and training activities

KA104	**Staff** mobility in adult education
KA105	**Youth** Exchanges **Staff** mobility in vocational education and training
KA107	**Student** mobility for **traineeships** between programme and partner countries **Student** mobility for **studies** between programme and partner countries **Student** mobility for studies between programme and partner countries – **Additional survey on recognition** **Staff** mobility for teaching and training activities between programme and partner countries
KA116	**Learners** mobility for training in vocational education and training **Staff** mobility in VET

Related Pages

- Erasmus+ Participant Report Examples
- MT+ Certifications for mobilities (2017)
- MT+ How to bulk send reminders for participant reports
- MT+ How to export the inbound participant reports
- MT+ How to resend a participant report request from the mobility view page
- MT+ Manage KA1 participant report

MT+ Advance Planning Visits

Relevant for...

Call Year	Key Action	Action
2018	KA1 - Learning Mobility of Individuals	KA102 - VET learner and staff mobility KA116 - VET learner and staff mobility with VET mobility charter

> *In the framework of ErasmusPro activities, short "Advance Planning Visits" (APV) of staff from sending to hosting organisations (VET providers and/or companies) may be funded in order to facilitate interinstitutional cooperation, better prepare the mobilities and ensure their high quality.*
>
> *Erasmus+ Programme Guide*

- Create an activity type of APV
- There will be no participant reports required for mobilities of type APV.
- Monitor APV from the dashboard.

Create an activity type of APV

Explanation and illustration
Maximum one APV may be created per host organisation where an ErasmusPro activity shall also take place. To enter the details of the APV please follow the steps to complete a mobility. Please note that some differences in fields and rules may be displayed in the examples used.
MT+ Basics and variations of the mobility screen for KA1

There will be no participant reports required for mobilities of type APV.

Monitor APV from the dashboard.

Explanation and illustration

The dashboard provides and overview of the APV for the project. The APV section on the dashboard displays:
 	
Total Number of **Advance Planning Visits**
 	
• This section is only displayed after mobilities of activity type **A**dvance **P**lanning **V**isit (APV) are encoded in Mobility Tool+.
• It lists the host organisations and details the number of activity types for APV and Erasmus Pro for each host organisation with one APV.
• The number of Erasmus Pro mobilities will only be updated after the mobility end date is reached.
• This dashboard item can be used to check the business rule which are not enforced by system:
  ◦ There should only be one APV per host organisation
  ◦ There should be at least one mobility of activity type Erasmus Pro mobility for that host organisation which has an APV indicated.
  ◦ The APV will usually be performed before the mobility and therefore the dashboard may indicate the APV with Zero Erasmus Pro mobilities as the mobility has not reached it's end date.
  ◦ If the mobility could not be completed for that host organisation and yet the APV was, then this has to be justified in the beneficiary report.

MT + How to read the Project Dashboard (HE and VET projects only).

Related Articles

- MT+ Total Number of Teaching Hours
- MT+ Traineeship in Digital Skills
- Erasmus+ Participant Report Examples
- MT+ How to manage Survey on Recognition
- MT + How to read the Project Dashboard (HE and VET projects only)
- MT+ Disadvantaged Background KA107 (2019)
- MT+ KA107 Budget transfer
- MT+ Alerts and Notifications

MT+ KA1 & KA3 Inclusion

Relevant for...

Call Year	Key Action	Action
2019 onward	**KA1 - Mobility of individuals** **KA3 - Support for policy reform**	All

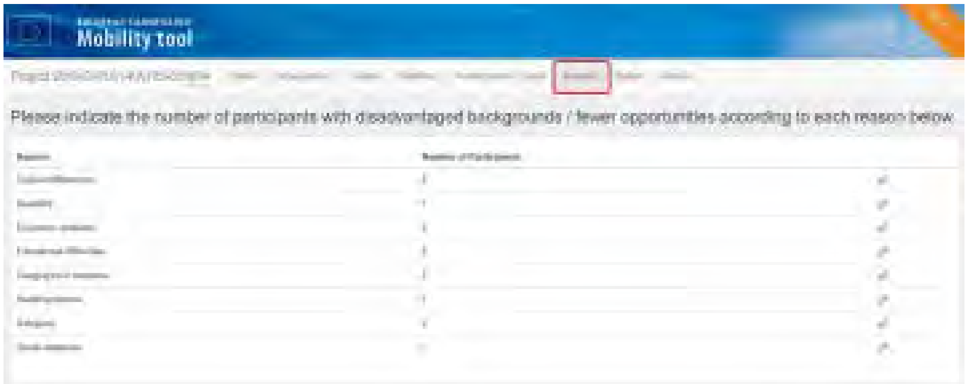
The **Inclusion tab** in Mobility Tool+ displays an overview of the number of participants in a project who encounter difficulties.

Due to data protection issues, the existing data regarding obstacles encountered will be moved automatically from the participant level at project level to the new **Inclusion tab**.
If you are using the import of mobilities, please note that the format of the file will stay the same for the call year 2019 for consistency reasons but the Barrier Type columns will be ignored by the system.

- The Inclusion tab.
- Updating the Inclusion Reasons.

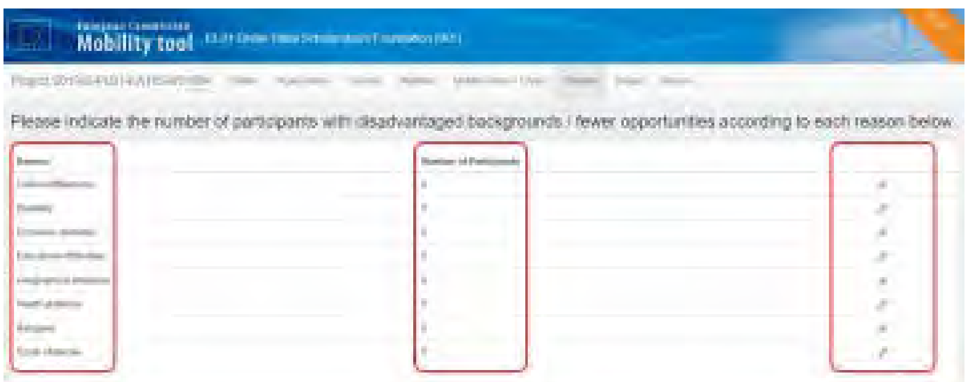
The Inclusion tab.

The **Inclusion** information can be accessed via the Inclusion tab within a project. Click on the tab to open the screen.



This screen displays the list of possible **Reasons** for inclusion faced by the participants with **fewer opportunities/disadvantaged background** and the **I mber of Participants** for each of these reasons. The **Edit (Pencil) icon** is available as long as the project is in follow-up status.

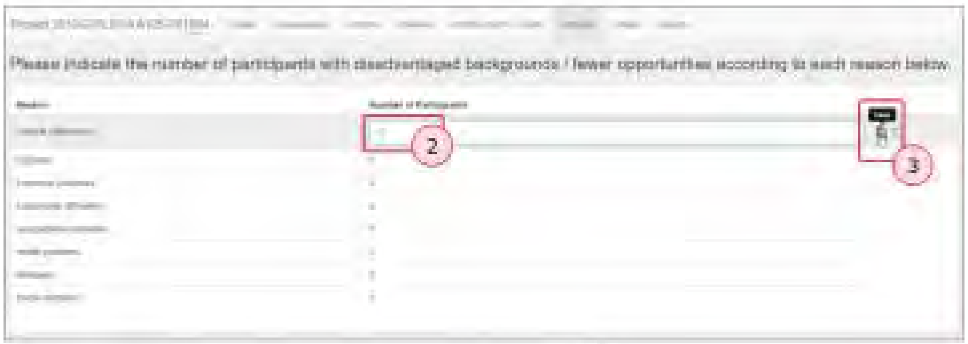
> **Information**
>
> The **Number of Participants** for each specific reason is not automatically calculated based on the information provided in the mobilities. It has to be updated manually by the beneficiary.

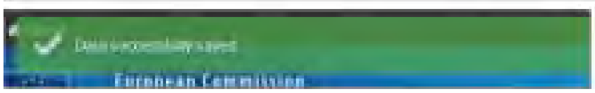


Updating the Inclusion Reasons.

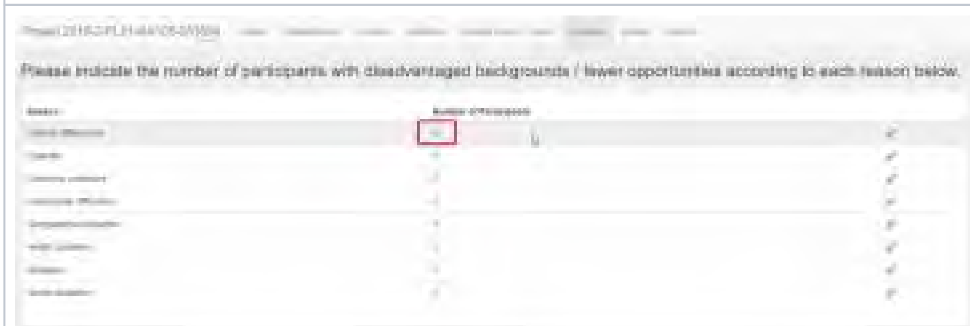
The beneficiary has the option to edit the number of participants facing a specific difficulty.

1. Click on the **Edit** icon in the row of the reason you wish to update.
2. The **Number of Participants** field becomes editable. Update the number as appropriate.
3. Click on the **Save** icon.

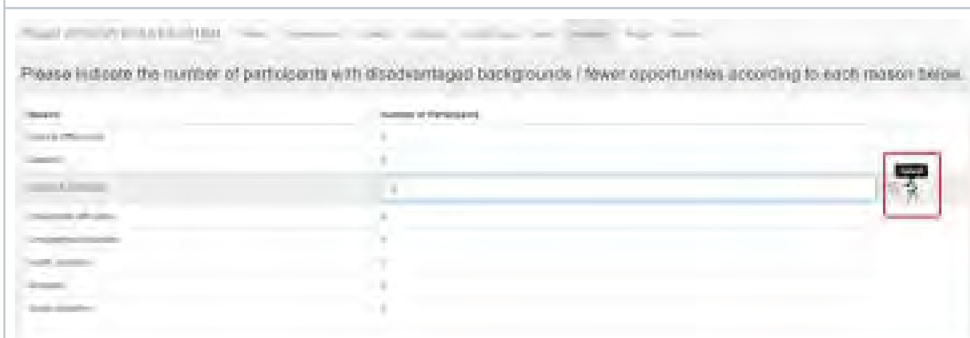




The number of participants is updated for that reason.



It is also possible to cancel an update of the number of participants for a specific reason as long as you have not saved the changes you have made. Instead of clicking on the **Save** icon, click on the **Cancel** icon to revert to the original number.



Related Articles

- MT+ Add mobility for KA1 and KA3 projects
- MT+ Alerts and Notifications
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Copy mobility details
- MT+ Force majeure guidance due to Coronavirus
- MT+ How to add organisations for KA1 and KA3 projects
- MT+ How to complete and submit the final beneficiary report
- MT+ How to manage organisations for KA1 & KA3 projects
- MT+ KA1 and KA2 Project Log
- MT+ KA1 and KA3 Budget screen
- MT+ KA1 and KA3 Force Majeure
- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA1 and KA3 Validated and checked versions
- MT+ Manage KA1 participant report
- MT+ Mobility list view

MT+ Complementary Activities (KA135/KA125)

Relevant for...

Call Year	Key Action	Action
2017 2018	KA1 - Learning Mobility of Individuals	KA125 - Volunteering Projects KA135 - Strategic EVS

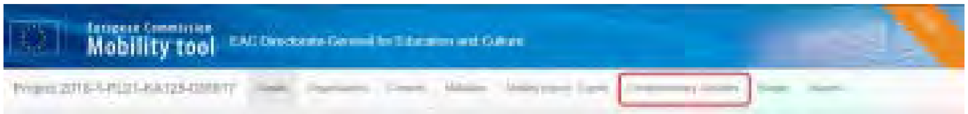
The **Complementary Activities** tab is only relevant for KA125 and KA135 projects and will not appear for any other key action type.

The costs of activities such as seminars, conferences, etc. can be recorded under this tab. The indirect costs cannot be higher than 7% of the direct costs and 80% of the total costs (direct + indirect) will be covered by the grant. The total eligible amount is displayed in the budget tab and is added to the **Final Beneficiary Report**.

- Open the "Complementary Activities" tab.
- Click the "+ Create" button.
- Fill in the fields.
- Click the "Save" button.
- View a Complementary Activity.
- Edit a Complementary Activity.
- Delete a Complementary Activity.
- Budget screen.
- Beneficiary Report.

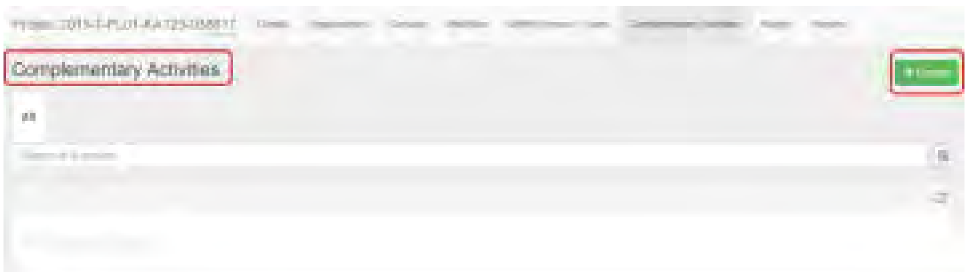
Open the "Complementary Activities" tab.

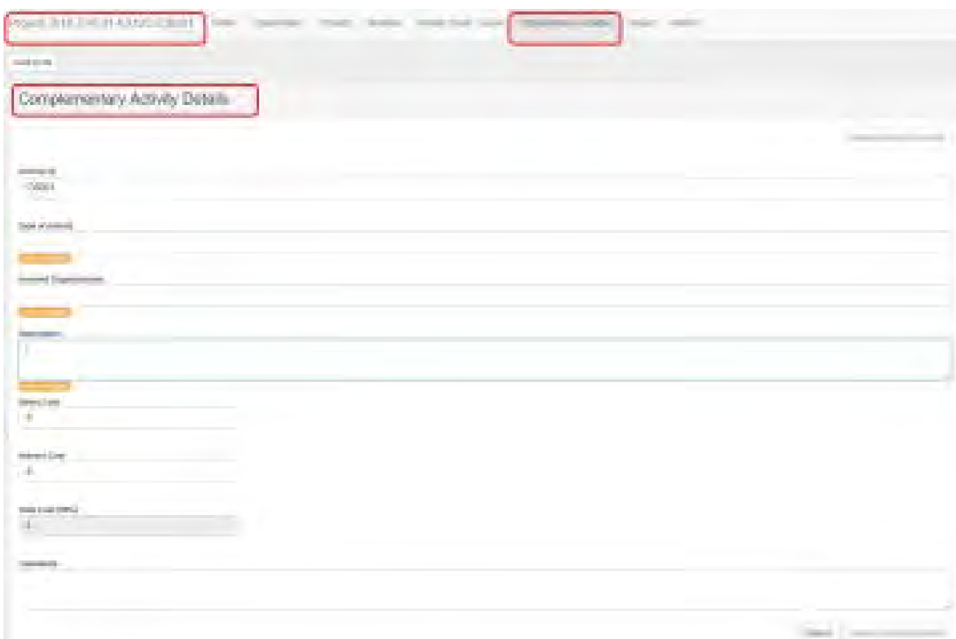
Explanation and illustration
In order to add information on additional activities/actions during project, click the tab **Complementary Activities**.



Click the "+ Create" button.

Explanation and illustration
Click the **+ Create** button. The **Complementary Activity Details** screen appears. All mandatory fields are easily identifiable due to white text in an orange box underneath the specific field.





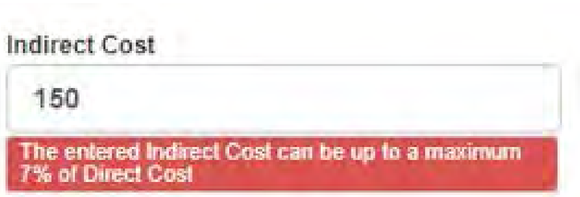
Fill in the fields.

Explanation and illustration

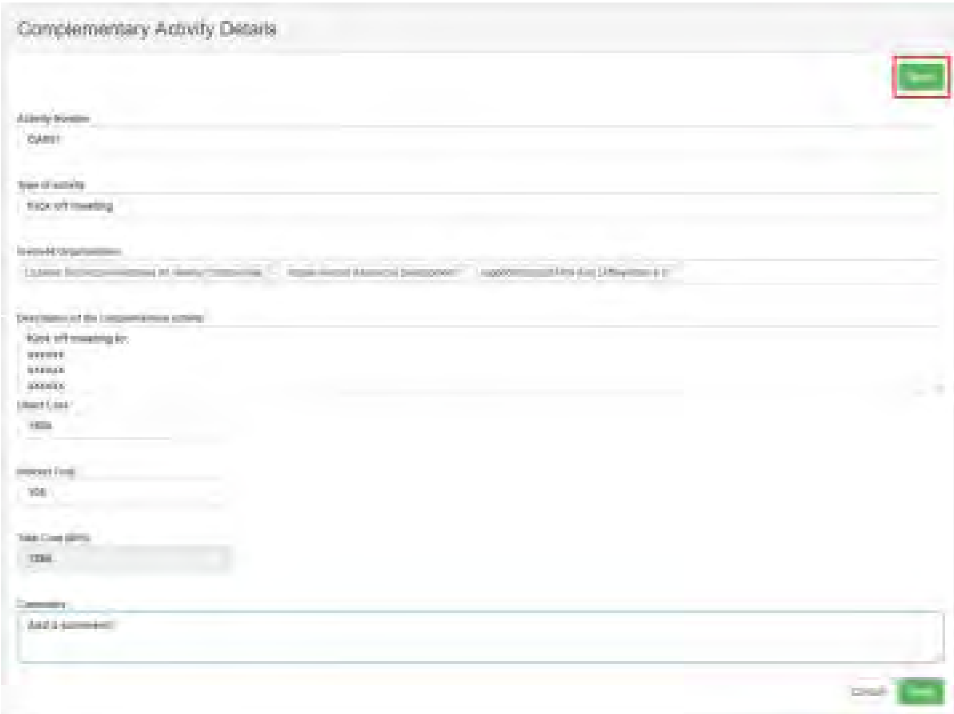
The following fields must be filled in. Most of the fields are free flow text fields.

- **Activity Number:** Auto generated, but editable.
- **Type of activity:** Free text.
- **Involved Organisations:** Drop-down; Select from list of the organisations displayed; Multiple selection possible.
- **Description of the complementary activity:** Free text.
- **Direct Cost**: Free text; corresponding to the direct cost of the activity.
- **Indirect Cost:** Free text; corresponding to the indirect cost of the activity, up to a maximum of 7% of the previously entered Direct Cost.
- **Total Cost (80%):** Auto calculated, not editable. Displays the total cost of the activity calculated; 80% of Direct Cost + Indirect Cost.
- **Comments:** Free text; A comment that can be used for general purposes, not compulsory.

Note: If for example the indirect cost entered does not fulfill the criteria, a warning message is displayed. You have to fix such errors before you can save the activity.



Click the "Save" button.

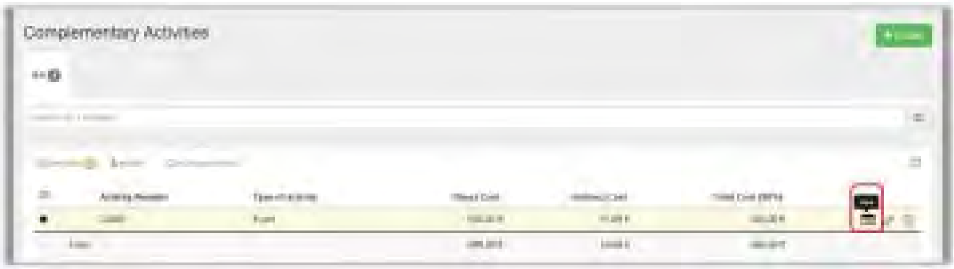
Explanation and illustration
Click the **Save** button once all information is provided. The complementary activity appears in the list under the **Complementary Activities** tab.


View a Complementary Activity.

Explanation and illustration

To **View** a complementary activity, select the details line and click the view icon. The **Complementary Activity Details** screen appears.

Click the **back to list** button in the Complementary Activity screen to go back to the list.



Edit a Complementary Activity.

Explanation and illustration

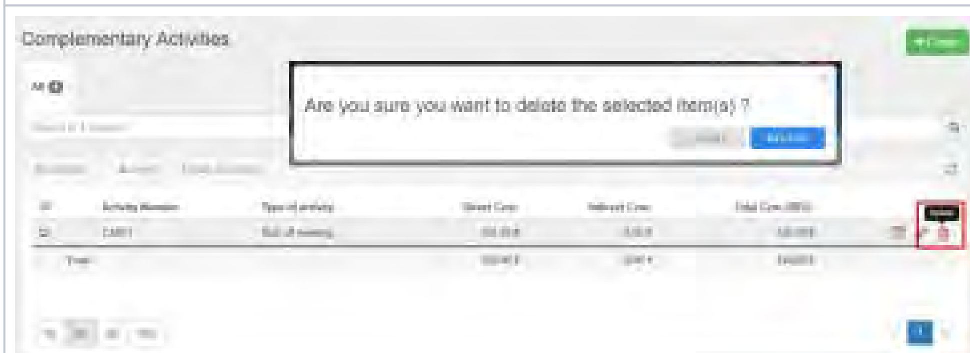
To **Edit**, select the details line and click the edit icon. This option allows you to edit information previously entered and save the details.

Click the **back to list** button in the Complementary Activity screen to go back to the list.

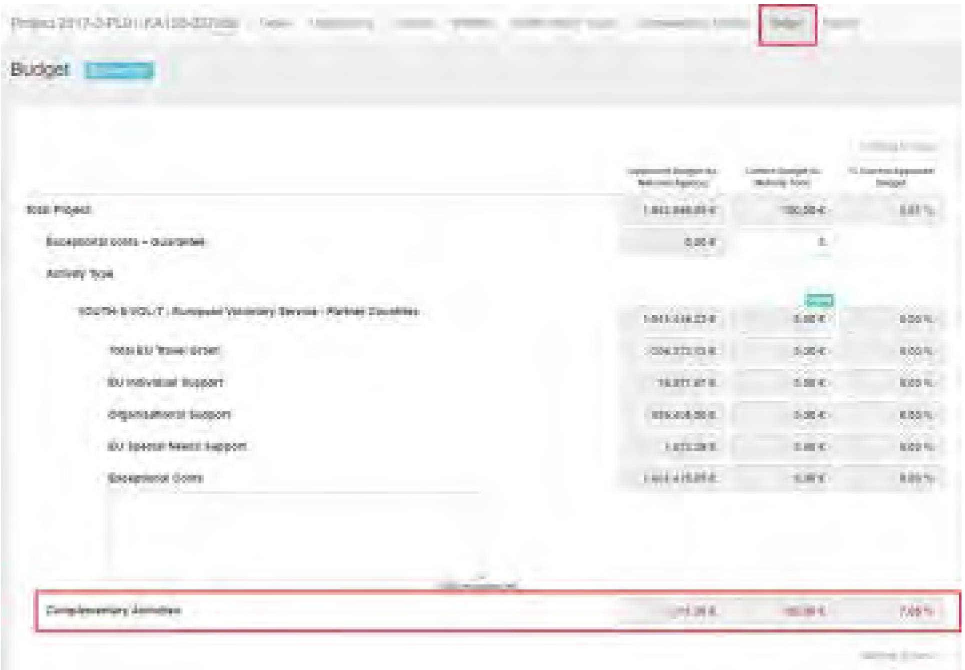
Delete a Complementary Activity.

Explanation and illustration

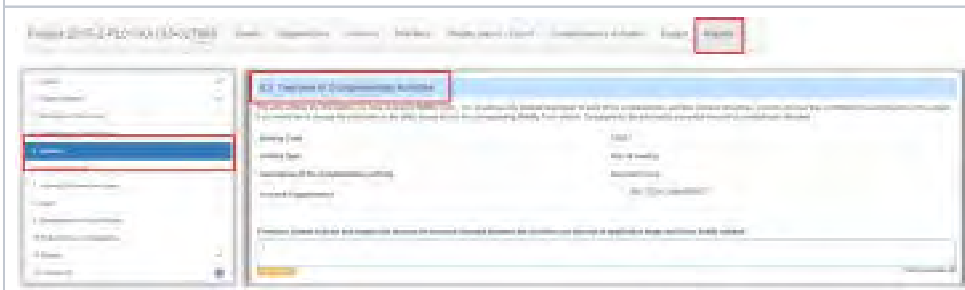
To **Delete** a complementary activity**,** select the details line and click the bin icon. You will be asked to confirm the deletion.



Budget screen.

Explanation and illustration
The total amount for **Complementary Activities** is reflected in the **Budget** tab. The **Complementary Activities** are usually displayed at the bottom of the page.


Beneficiary Report.

Explanation and illustration
In the **Beneficiary Report Form** you will see the section **5.3 Overview of Complementary Activities** under the Activities. Details entered under **Complementary Activities** is displayed here.


Related Articles

- MT+ Volunteer from European Solidarity Corps
- MT+ Use of Organisations in Mobilities and Complementary Activities (KA135/KA125)

MT+ Project Outline for KA2 projects

KA2 Strategic Partnerships

Strategic Partnerships projects are supported by Mobility Tool+ in terms of the outcomes and realised budget for all activities and other project results or outcomes that are produced (Intellectual outputs, Multiplier events).

When the project is created in Mobility Tool+, all the functionality to create and manage a KA2 project is provided. This includes an overview of the current allocation of funds and allows the possibility to add the realised budget for any or all project sections including:

- Project management and implementation
- Transnational project meetings
- Associated multiplier events
- Individuals participating in learning, teaching and training activities, with the latter mostly relevant for projects targeting exchanges of practices

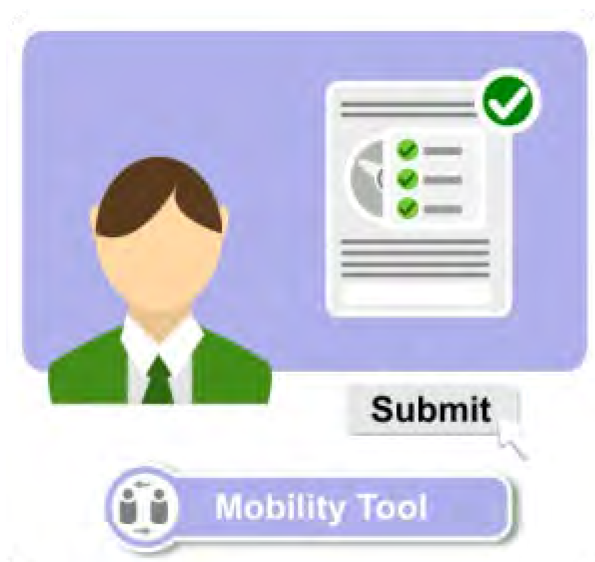
The filling in and submission of the final report by the Beneficiary Organisations and subsequent validation by the National Agencies is also done via Mobility Tool+.

The information under **Project Main Objective** in the project details screen for KA2 Strategic Partnerships projects (Call year 2016 onward) indicates the main project objective: **Exchanges of Practices** or **Innovation.**

Projects with the main objective **Exchange of Practices** will not display the tabs **Intellectual Outputs** and **Multiplier Events**. These tabs are only available for projects with the main objective **Innovation.**

Project Outline for KA2

For KA2 Erasmus+ key actions, the project development and management process is outlined below from the beginning of the project to the final step with key stages of the process.

1	After successful application and once the grant agreement has been signed by the **National Agency**, the beneficiary will be notified that the project has been created in the Mobility Tool. From this time, the beneficiary can start to manage the project information containing budget details, mobilities and reports in the Mobility Tool.	
2	Under certain Key Actions, beneficiaries will be asked by the National Agency to submit an interim report together with a progress or technical report informing the NA on the project status and, in some cases, accompanying the request for a further pre-financing payment. There may be cases where the report is rejected by the NA and requested to be updated. The beneficiary will see the **Interim Draft report** returned to the draft status and the NA will give details on the reasons for the rejection, so the report can be updated in the Mobility Tool.	
3	The final stage of the project lifecycle is the submission of the **final beneficiary report**. The report is completed by the beneficiary and gives updated details of the project including mobility or budgetary changes. Once sent, the report is locked in the Mobility Tool. The final beneficiary report can also be rejected, similar to the Interim Report, for example if the report has missing information or if the standard has not been met. If this is the case, the NA contacts the beneficiary and the Mobility tool unlocks the report. The beneficiary can then edit the beneficiary report and/or add additional documentation or data.	

4	After the assessment of the final beneficiary report and the NA validation has been finalised, the changes performed during the NA validation can be viewed in the Mobility Tool.	

How to do this in MT+?

MT+ KA229 School Exchange Partnerships Overview

Relevant for...

Call Year	Key Action	Action
2018	KA2 - Cooperation for innovation and the exchange of good practices	KA229 - School Exchange Partnerships

KA229 Introduction

This page explains the specifics for KA229 projects. For general information relevant for other KA2 projects, please view the list of pages in the index.

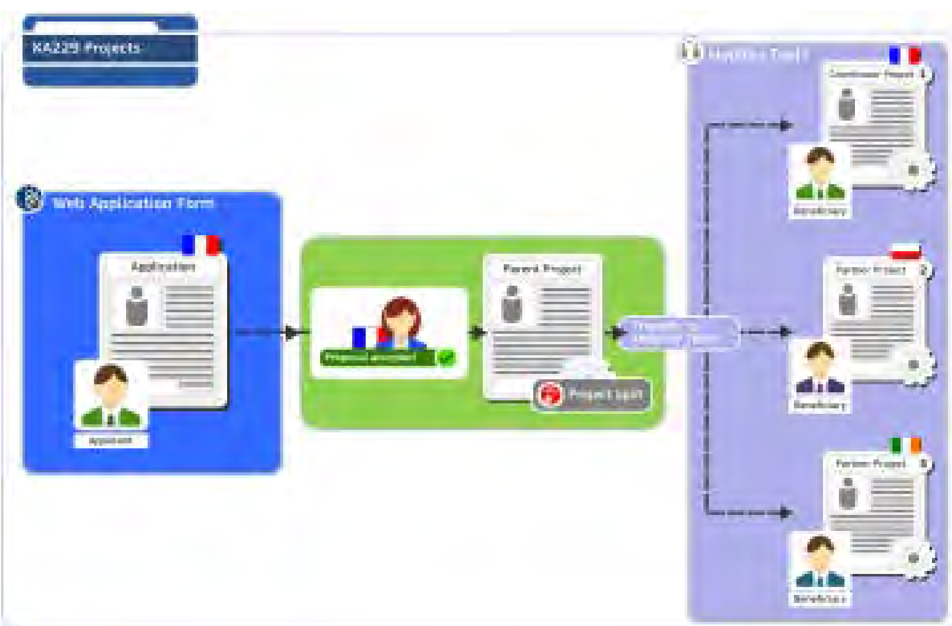
2018 KA229 - School Exchange Partnerships projects are projects that involve **only schools** as participating organisations. The coordinating school applies on behalf of all participating school organisations, but each organisation is contracted by the National Agency in their country, via a separate Grant Agreement.

The National Agency submits the project data to Mobility Tool+. Each participating organisation receives access to their own project version containing specific information pertaining to that organisation.

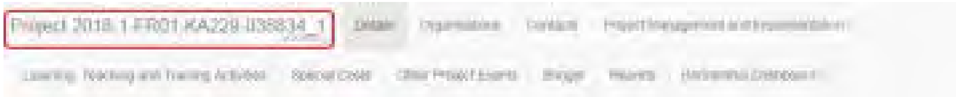
Each grant agreement displays the project reference, which is reused in Mobility Tool+. The first part of the project reference is called the **Partnership Identification** and is the same for all partners. It contains the call year, round of application, National Agency of the coordinating organisation, the key action (KA229) and the project code. The unique grant agreement contains the partnership identification followed by a sequential number.

The project belonging to the coordinating organisation always displays "**_1**" at the end, for example 2018-1-FR01-KA229-123456**_1.** Partner projects follow in the order they were added to the application, for example 2018-1-FR01-KA229-123456**_2,** 2018-1-FR01-KA229-123456**_3** and so on.

Each school is the beneficiary of their own project.



KA229 Coordinator Project - Menu display in Mobility Tool+



KA229 Partner Project - Menu display in Mobility Tool+

The preferred contact person of each project partner (including the coordinator) can edit their own project. They can also view all other partners' projects provided they are added as contact persons to those projects. Partner projects can be accessed via the hyperlinked grant agreement number in the partnership dashboard.
The partnership dashboard also provides an overview of the status of all partner projects and enables the coordinator to submit all reports that are ready for submission.

The following sections list the tabs with the specific functionality for KA229 - School Exchange Partnerships:

- Learning, Teaching and Training Activities
- Other Project Events
- Reports
- Partnership Dashboard

Learning, Teaching and Training Activities

In 2018 KA229 projects the **Learning, Teaching and Training Activities** have a different structure than the other school-to-school projects of previous years. Within one activity, there are now defined **groups of participants** and no longer individual participants.

After project creation in Mobility Tool+, the **coordinator adds** the basic information for the **Learning, Teaching and Training Activities for all partners,** including partners' activities which the coordinator is not involved in. The information for those created activities remains editable for the coordinator. Any changes made by the coordinator are automatically transferred to the partner projects.

After the **Learning, Teaching and Training Activities** are created, **Groups of participants** in those activities can be created by the coordinator and partners in their individual projects.

Only the creator of a group has edit access to it. All organisations participating in the project can view the groups added by other partners. Deletion of a group is only possible by the organisation that created it.

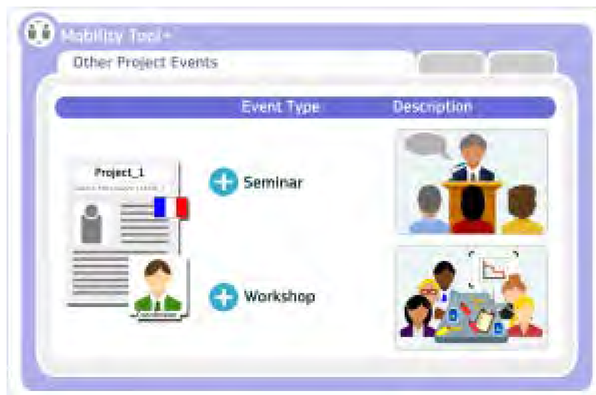
- **MT+ KA229 Learning, Teaching and Training Activities**

Other Project Events

The tab **Other Project Events** in Mobility Tool+ enables project coordinators to specify any additional activities that have facilitated the management and organisation of the school-to-school project. There is no budget calculation for such activities, however they are listed in the final beneficiary report.

> **Information**
>
> The **Other Project Events** can be added or modified **only by the coordinator** in their own split project (identified with **"_1"** at the end of the project reference). Project partners have the possibility to view the **Other Project Events** in their own projects, but they cannot modify such events.

- **MT+ KA229 Other Project Events**



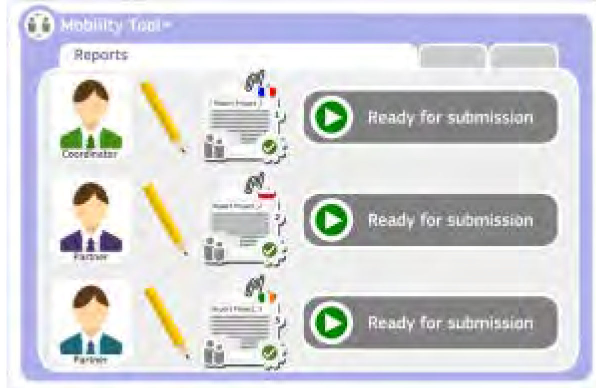
Reports

The final beneficiary report is completed by the partners under the **Reports** tab in their individual projects. Each partner school will prepare their own report and mark it as **Ready for Submission**. The projects are then locked and no further changes are possible.

The general functionality for generating, drafting, sharing and completing the report remains the same as for all KA2 projects. The specific layout and questions vary according to the key action. The button **Ready for submission** is only available for KA229 projects which remain linked to the coordinator project.

- **MT+ How to manage final beneficiary report**

The coordinator submits all reports at once via the **Partnership Dashboard**. Only when all reports are marked as **Ready for Submission** will the option **Submit all reports** become available to the coordinator via the **Partnership Dashboard** (see next section).

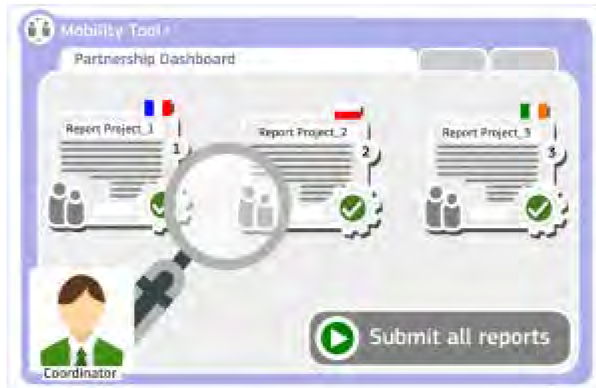


Partnership Dashboard

The **Partnership Dashboard** provides an overview of the status of all partner projects. It also enables the coordinators to **submit all reports** marked as **Ready For Submission**, at the same time. Partners have view access to this tab.

The National Agency of the coordinating organisation has the option to **unlink** partner projects that are not ready for submission or that should be considered for termination. Once the partner project is unlinked, it can be processed further alone, allowing the coordinator to submit all other reports ready for submission.

- **MT+ KA229 Partnership Dashboard**



How to do this in the tools

MT+ KA229 Learning, Teaching and Training Activities

Relevant for...

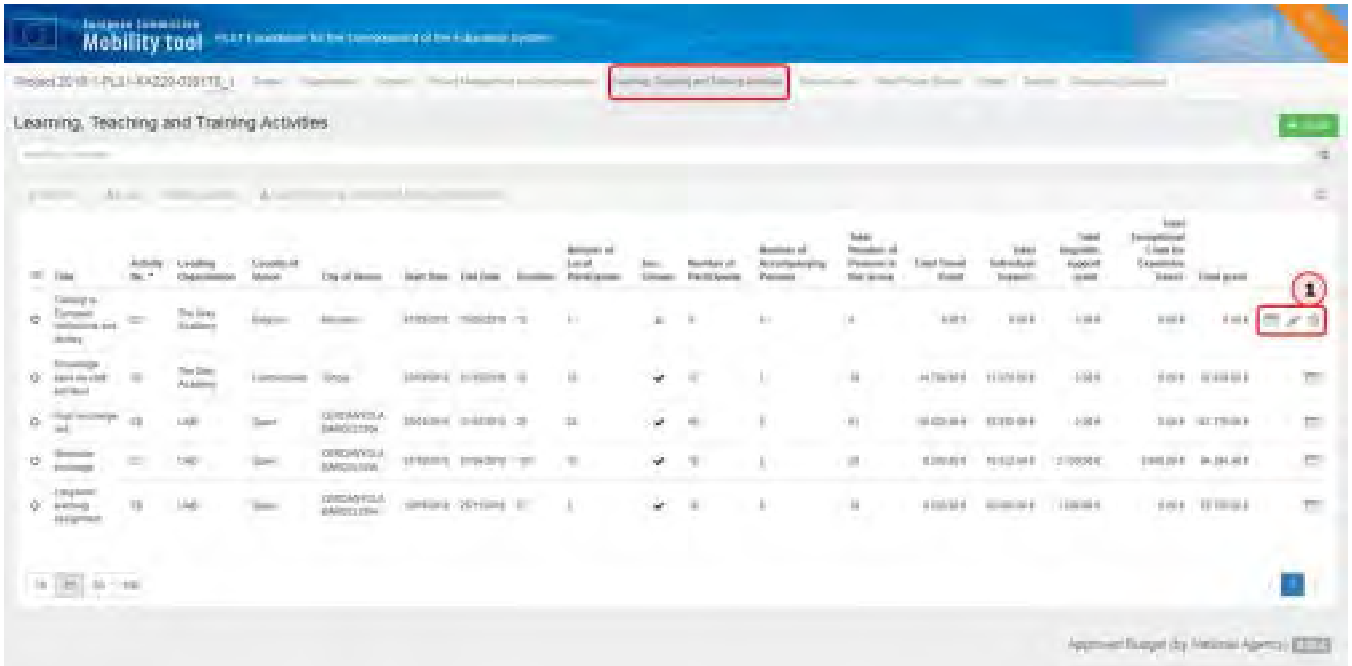
Call Year	Key Action	Action
2018	KA2 - Cooperation for innovation and the exchange of good practices	KA229 - School Exchange Parnerships

This page explains how to manage the list of **Learning, Teaching and Training Activities** for KA229 projects in Mobility Tool+ and how all participating organisations manage the details of their groups involved in the activities.

The list of Learning, Training and Teaching Activities are defined by the coordinator of the project. While a list of planned activities were outlined in the application request, this list is not transferred to Mobility Tool+. The coordinator creates and provides basic information for each activity.

Once the activities are defined in Mobility Tool+, all partners can start adding groups of participants to the relevant activities. Each partner will add groups for an activity in their own project. While all activities and groups are visible to all project partners, a partner can only change or delete their own groups. Once groups are added the activity can no longer be edited by the coordinator.

The contextual menu (1) next to each activity in the list enables the coordinator to view, edit, and delete it. For other available operations please refer to the MT+ List functionality page.



Quick steps

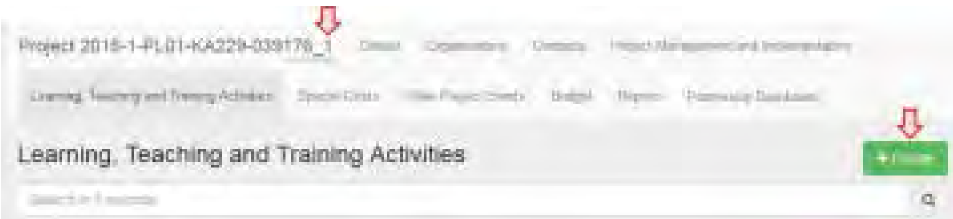
- Add an activity.
  - Click "+Create".
  - Fill in the details.
  - Click "Save".
- Edit an activity.
- Delete an activity.
- Add groups to an activity.
  - Click "View" at activity level.
  - Click "+Create".
  - Fill in the details.
  - Click "Save".
- Edit a group.
- Delete a group.

Detailed steps

Add an activity.

Click "+Create".

As a coordinator, click the **+Create** button at the top of the **Learning, Teaching and Training Activities** screen to open the **Activity** screen.



Fill in the details.

Fill in the fields as appropriate. You can use the **show explanations** button to display or hide on-screen instructions.

> **Information**
>
> If you added any Learning, Teaching and Training Activities in your web application form, the numbers associated with those activities in the application form (for example C1, C2,..) cannot be used when selecting the **Activity Number**.
>
> See one example of the Activity No. for Learning, Teaching and Training Activities in the application form here.

Click "Save".

Click the **Save** button to save the details of the activity. At this point you can scroll further down to add groups to your activity or click the **back to list** activity list.

Edit an activity.

Activities can only be modified by coordinators.

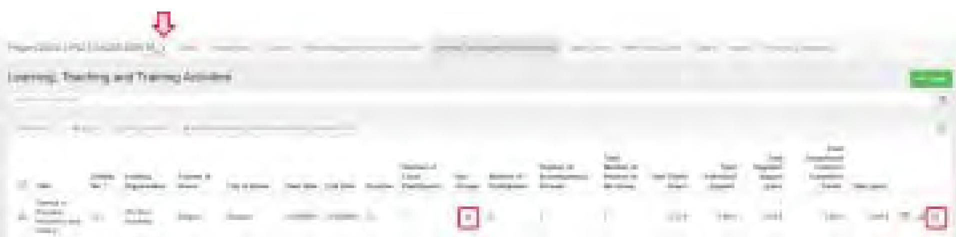
To start editing an activity, click the **Edit** icon next to it in the Learning, Teaching and Training Activities list. Make the desired changes in the **Activity**
save the new details.

> **Information**
>
> Certain fields in the activity can be changed only as long as no groups have been added to the activity. Otherwise, these fields are disabled (greyed out) and if they require changes, all groups must first be removed by the partners that created those.

Delete an activity.

An activity can only be deleted by the coordinator and only as long as no groups have been added to it. If you need to delete an activity, all groups m
partners that created them.

To delete the activity, click the **bin** icon next to it in the Learning, Teaching and Training Activities list.



A pop-up dialog is displayed. Click **Delete** to remove the activity.

Add groups to an activity.

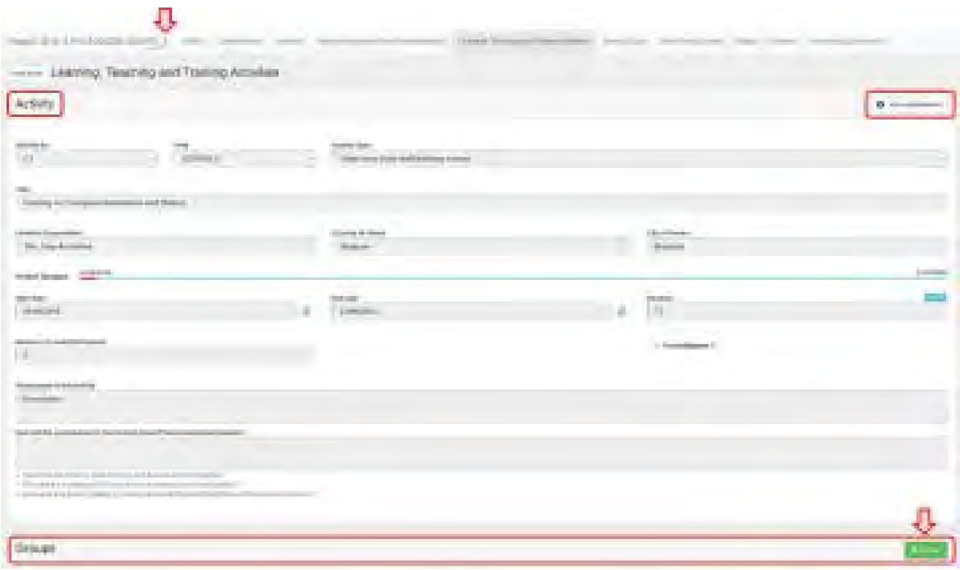
Click "View" at activity level.

If you are in the activity list, click the **View** icon next to the activity item you wish to open.

If you are already in the **Activity** screen, proceed to the next step.

Click "+Create".

At the bottom of the **Activity** screen, click the **+Create** button to open the **Group** screen.



Fill in the details.

Note that the activity details as provided by the coordinator are displayed at the top of the screen.

In the **Group** screen fill in the fields as appropriate. You can use the **show explanations** button to display or hide on-screen instructions. You may nee all the fields.

The requested grants as well as other values are calculated automatically based on the details you provide.

Information

- Unlike activity numbers, the **Group ID** is assigned automatically.
- The organisation creating the group is implicitly selected as the **Sending Organisation,** and it cannot be changed regardless of the **Leading Organisation**.
- If **Force Majeure** was flagged at activity level, all **new** groups added to the activity will have the box ticked by default and additional **Force Majeure Explanations** are required. If this does not apply to your group, you can untick the box. See MT+ KA2 Force Majeure - old for further details about Force Majeure.
- An additional grant for **Linguistic Support** can be requested for long-term activities.

Click "Save".

Once all fields have been completed, click the **Save** button to save the details. The newly created group is displayed in the **Groups** list under the asso

Edit a group.

Groups can be edited only by the partners that added them.

To start editing a group, click the **Edit** icon next to it in the **Groups** list. Make the desired changes in the **Group** screen, then click **Save** to save the ne

Delete a group.

Groups can only be deleted by the partners that added them. To delete the group, click the **bin** icon next to it in the **Groups** list.

A pop-up dialog is displayed. Click **Delete** to remove the group.

Related Articles

- MT+ KA229 School Exchange Partnerships Index
- MT+ KA229 Other Project Events
- MT+ KA229 Partnership Dashboard
- MT+ KA229 Learning, Teaching and Training Activities
- MT+ KA229 School Exchange Partnerships Overview

MT+ KA229 Other Project Events

Relevant for...

Call Year	Key Action	Action
2018	KA2 - Cooperation for innovation and the exchange of good practices	KA229 - School Exchange Parnerships

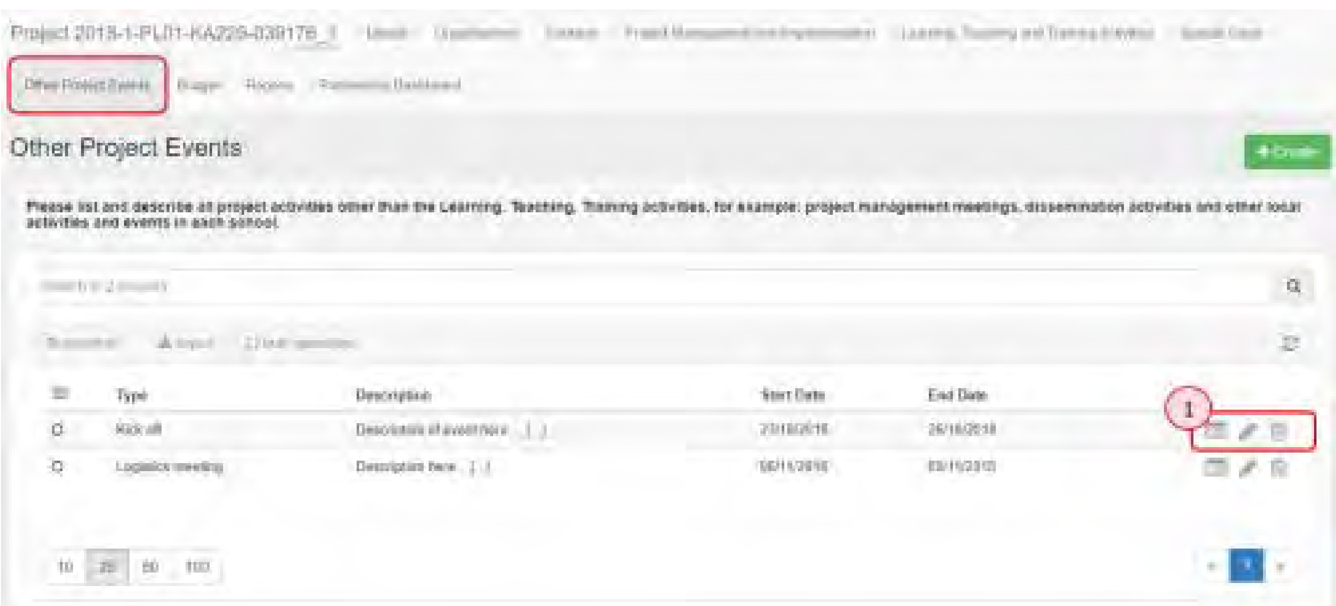
The tab **Other Project Events** in Mobility Tool+ enables project coordinators to specify any additional activities that have facilitated the management and organisation of the school-to-school project. There is no budget calculation for such activities, however they are listed in the final beneficiary report.

Information

The **Other Project Events** can be added or modified **only by the coordinator** in their own split project (identified with **"_1"** at the end of the project reference). Project partners have the possibility to view the **Other Project Events** in their own projects, but they cannot modify such events.

All **Other Project Events** added by the coordinator are displayed as a list. The contextual menu next to each item (1) allows users to view, edit and delete the specific item.

It is also possible to perform other operations such as searching, exporting activities, etc. For all available operations please refer to the MT+ List functionality page.

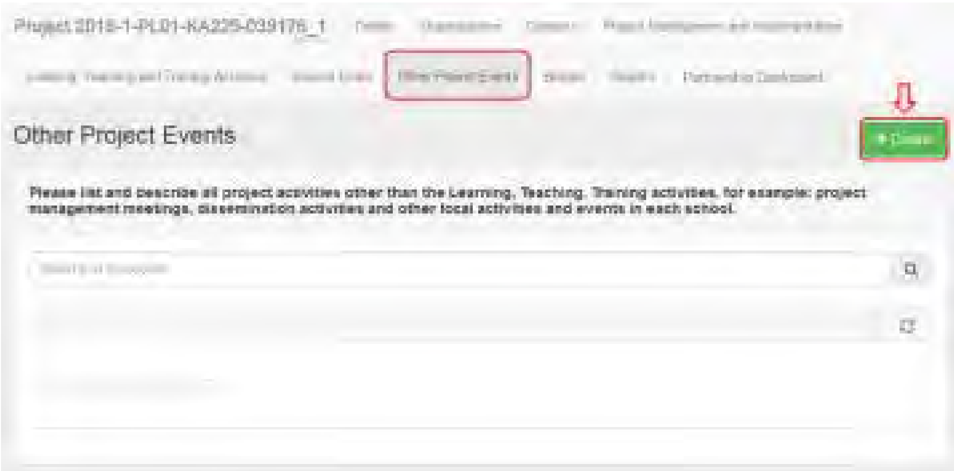


- Add "Other Project Event".
    - Click "+Create".
    - Fill in the details and click on "Save".
    - The saved details are displayed.

Add "Other Project Event".

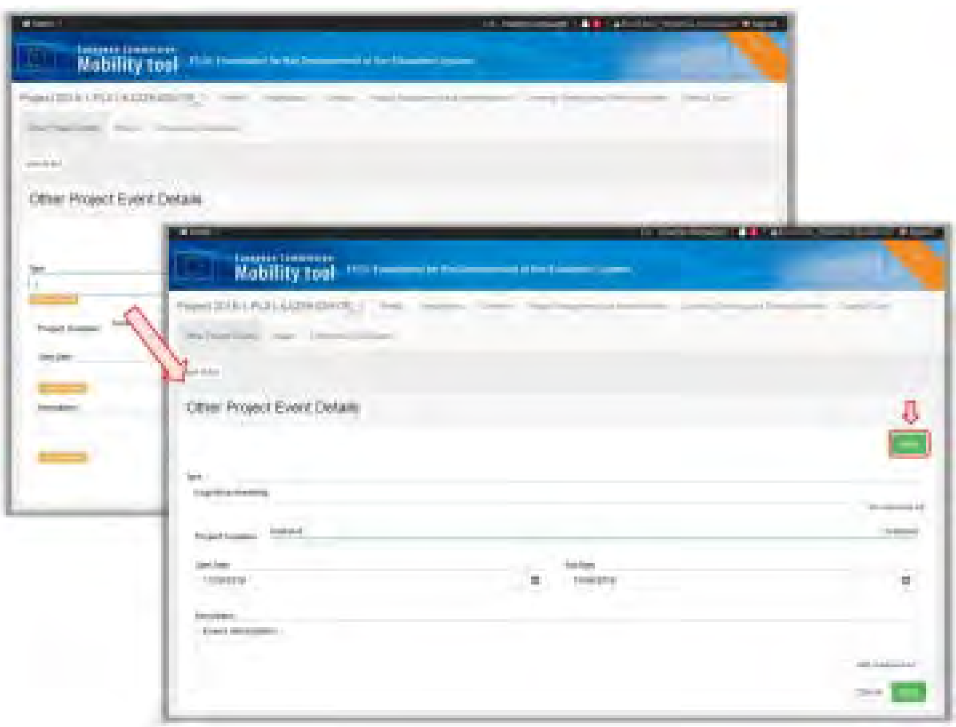
Click "+Create".

Click the **+Create** button to open the **Other Project Event Details** screen.



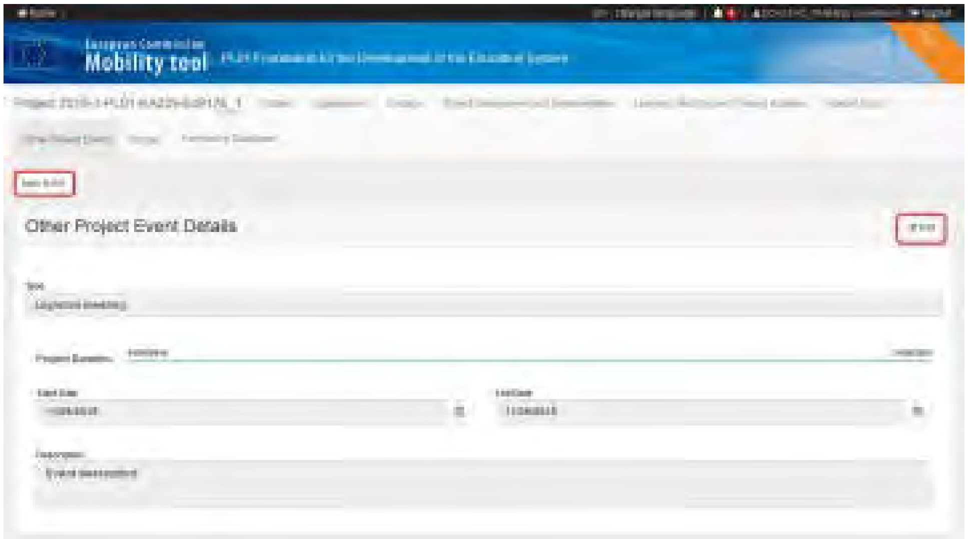
Fill in the details and click on "Save".

Note that all fields are required. Once all the details are filled in, click the **Save** button to save the information.



The saved details are displayed.

Click **Edit** to make further changes or click **back to list** to return to the **Other Project Events** list.



Related Articles

- MT+ KA229 Learning, Teaching and Training Activities
- MT+ KA229 Other Project Events
- MT+ KA229 Partnership Dashboard
- MT+ KA229 School Exchange Partnerships Index
- MT+ KA229 School Exchange Partnerships Overview

MT+ KA229 Partnership Dashboard

Relevant for...

Call Year	Key Action	Action
2018 onward	KA2 - Cooperation for innovation and the exchange of good practices	KA229 - School Exchange Parnerships

The **Partnership Dashboard** is available as of call year 2018 for KA229 - School Exchange Partnerships projects in Mobility Tool+.

It provides project coordinators an overview of the status of all partner projects. It also enables the coordinator to **submit the final beneficiary reports** for all partners at the same time (when appropriate). All partners can access the dashboard in their own split project, but only the coordinator can submit the final beneficiary reports to the relevant National Agencies.

- The Partnership Dashboard
- Submitting the partnership report
- Unlinking a partner project

The Partnership Dashboard

Explanation and illustration

For the project coordinator, the **Partnership Dashboard** lists all the partners in the joint project. For the other partners, the dashboard lists their own project and the coordinator's project. The following information is available:

1. **Grant Agreement Number**, linked to the actual project in Mobility Tool+
2. **Organisation** name
3. **OID**
4. **Project status**
5. An indication of which partner is the **Coordinator** of the joint project
6. An indication of whether a partner's report is **included in the joint partnership report**

Project statuses

Every partner's project progress is reflected in the dashboard via one of the following statuses:

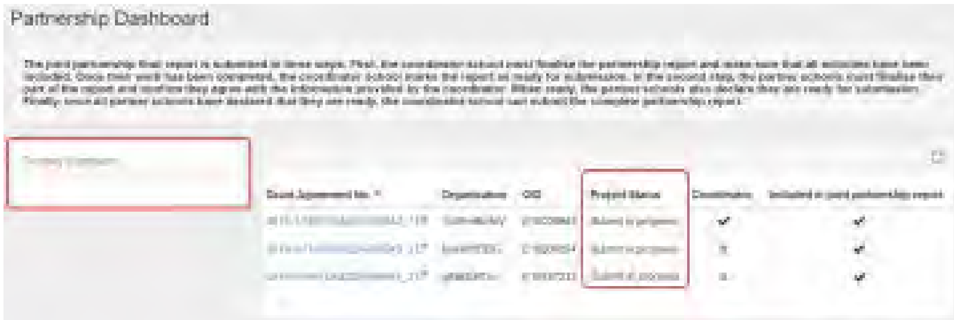
- **Follow-up:** The project has been created in Mobility Tool+ and project details can be added.
- **Processing**: The beneficiary report has been generated and is saved as a draft. This includes the case where a report that is Ready to submit has been reverted to a draft using the Return to draft option.
- **Ready to submit:** The partner has completed the report and the project is locked. It awaits submission by the coordinator.
- **Submit in progress:** The button **Submit All Reports** has been clicked by the coordinator.
- **Submitted**: Partner report has been successfully submitted. All reports submitted by the coordinator should display the status submitted, unless unlinked by the National Agency of the coordinating organisation.
- **Finalised**: The project has been finalised.
- **Terminated with eligible costs:** The project has been processed as terminated with eligible costs.
- **Terminated no costs**: The project has been processed as terminated with no costs.

Submitting the partnership report

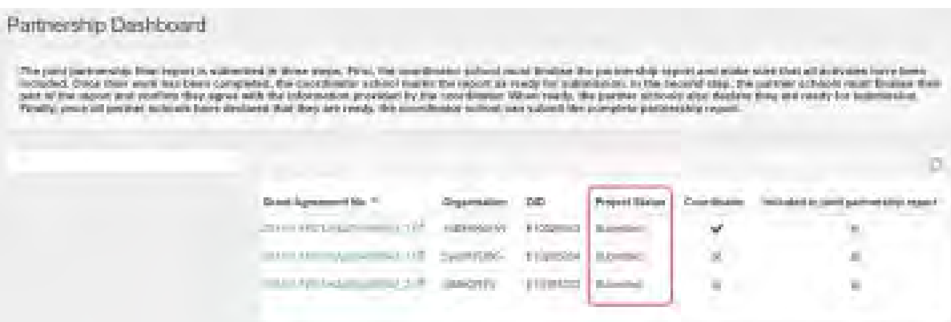
Explanation and illustration

When all partner school reports are marked as **Ready to submit**, the coordinator will be able to submit them at the same time by clicking the **Sub mit partnership report** button.

During submission, the project statuses are updated accordingly.



When the submission to the National Agency's Project Management system is complete, the project status displays **Submitted**.



In the **Reports** tab of the project the submission status is also updated.

Unlinking a partner project

Explanation and illustration

If necessary, the **National Agency of the coordinating organisation** can **unlink a partner project** if:

- the partner project final beneficiary report is not ready for submission, or
- the project should be considered for termination.

If the **National Agency of a partner organisation** wishes to request additional information from that organisation, the partner's project is unlinked automatically from the other projects.

Once the partner project is unlinked, it can be processed further alone, allowing the coordinator to submit all other reports that are ready for submission.

In the Partnership Dashboard, the unlinked project is still visible, but marked as **unlinked,** by an X in the **Included in joint partnership report** colu mn.

The **Submit partnership report** button is active, as all linked projects are **Ready to submit**.

Related Articles

- MT+ KA229 School Exchange Partnerships Index
- MT+ KA229 Other Project Events
- MT+ KA229 Partnership Dashboard
- MT+ KA229 Learning, Teaching and Training Activities
- MT+ KA229 School Exchange Partnerships Overview

MT+ KA2 Overview of virtual and blended activities

Relevant for call year 2017 and forward. For KA2 - Cooperation for innovation and the exchange of good practices, except KA229 - School Exchange Partnerships.

COVID-19 Measures

In light of the exceptional circumstances created by the COVID-19 pandemic, the Erasmus+ programme is implementing a series of measures for the duration of the exceptional period.

These changes concern Multiplier Events and Learning, Teaching and Training Activities and impact all active projects starting from call year 2017, except KA229.

Beneficiaries will be allowed to organise these activities virtually. Where relevant, it is encouraged to take a blended activity approach, i.e. to start with a virtual activity, and later combine it with a physical activity abroad with the same organisation, while all complying with the specific rules and budget calculations.

By default all multiplier events and Learning, Teaching and Training Activities recorded in Mobility Tool+ before Release 6.3 (September 2020) are marked as physical activities and can be changed.

The current page explains the basics of virtual and blended activities for KA2 except KA229 - School Exchange Partnerships.

Virtual and Blended Multiplier Events

Multiplier events can be recorded in Mobility Tool+ as either only physical or only virtual. This is due to technical constraints, therefore the two types of activities cannot be blended in a single event.

If an event is carried out only through online meetings, it is recorded in Mobility Tool+ as a **Virtual event.**

Blended events (where both physical and virtual activities are carried out) should be recorded by creating two events, one physical and one virtual, linked together by name, and recording the specific activities accordingly.

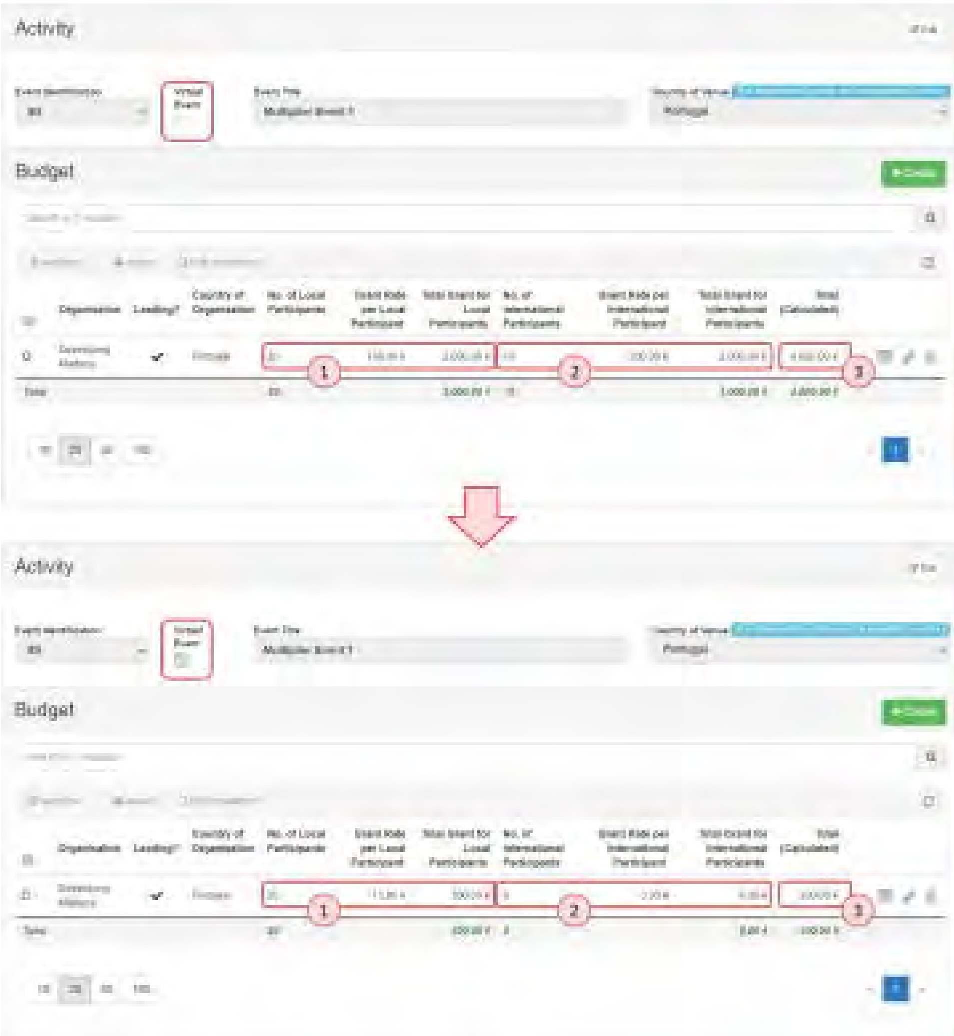
Specifics of Virtual Multiplier Events

- For virtual multiplier events all the participants must be registered as local, and not depending on their location or organisation.
- Virtual events receive 15% of the grant for local participants and no funding for international participants.
- The total budget allocated for virtual multiplier events carried out within the same project cannot exceed EUR 5000, and the global budget for all multiplier events at project level cannot exceed EUR 30 000.
- If a virtual multiplier event is also flagged as **Force Majeure**, the grants for local and international participants cannot be changed manually, contrary to the classic force majeure scenarios.

Example

The following graphic shows the changes that occur in a KA205 multiplier event when it is flagged as **Virtual:**

1. The number of local participants is maintained but the grant is reduced as described above;
2. All fields related to the international participants are set to zero and
3. The **Total (Calculated)** grant is updated accordingly.



Learning, Teaching and Training Activities

Learning, Teaching and Training Activities can be either physical, virtual or blended.

Virtual activities are carried out exclusively online, without the physical presence of the participants, while blended activities combine a period of online activity with a period of physical activity.

The specific character of the activity is recorded in the **Participant** details screen of the given activity.

Important

Do not confuse the blended Learning, Teaching and Training Activities with the *Blended mobility* activity types as defined in the Erasmus+ Programme Guide. For example, in *KA204 - Strategic Partnerships for adult education* projects, an activity of type *Blended mobility of adult learners* can be carried out exclusively online, due to exceptional circumstances, and will be recorded in Mobility Tool+ as **Virtual**. If it combines a physical activity with a virtual activity, it is recorded in Mobility Tool+ as **Blended**.

Virtual Learning, Teaching and Training Activities

A virtual Learning, Teaching and Training Activity is an activity that takes place exclusively online, without the physical presence of the participant. It is indicated in Mobility Tool+ as **Virtual** and recorded similarly to a physical learning, teaching and training activity, but without the costs that would normally apply to a physical activity.

If a virtual activity is to be combined with a physical activity it should be recorded as a blended activity.

Important

By virtual activity is meant an online activity taking place in the home country. The virtual activities where the student is physically present in the destination country must be registered as physical.

All virtual activities are automatically flagged as force majeure and the flag cannot be manually removed.

Specifics of virtual Learning, Teaching and Training Activities

Duration

- The minimum duration that can be recorded for the virtual activity in Mobility Tool+ is of 1 day.
- The maximum duration of a virtual activity is the one applicable to physical activities, as defined in the Programme guide.
- When an activity is recorded as virtual, the physical duration is disabled, as it is not applicable.
- Any duration-related budget items are not funded for virtual activities, except for **Individual Support** (see **Grants** below).

Grants

- It is possible to request the following grants:
  1. Linguistic Support Grant
  2. Individual Support: 15% of the Individual Support normally applicable to only-physical activities.

Example

The following graphic shows the changes that occur in a KA204 activity of type *SP-SCHOOL-PUPIL : Long-term study mobility of pupils* when it is flagged as **Virtual.**

1. The **Force Majeure** field is checked and the **Force Majeure Field Explanations** are required.
2. The physical duration dates are disabled.
3. The **Virtual Activity Start Date** and **End Date** are required. Once these dates are filled in, the **Funded Duration (days)** and grant fields will be updated accordingly, as explained above.

Blended Learning, Teaching and Training Activities

A blended Learning, Teaching and Training Activity combines a period of virtual activity and a period of physical activity. It is indicated in Mobility Tool+ as **Blended** and it includes duration and budget details for both the virtual part and the physical part of the activity.

Blended activities are not flagged as Force Majeure by default.

Specifics of blended Learning, Teaching and Training Activities

Duration and Timing

- The virtual and physical activities can be carried out in any order but cannot overlap.
- There can be a time gap between the two activities.
- The blended activity total duration is the sum of the virtual activity duration and the physical activity duration.
- The minimum and maximum limits of the blended duration are the same as those applicable to physical activities as defined in the Programme Guide.
- For the physical part of the blended activity,, the same rules apply as defined before Release 6.3 for physical activities.
- Any duration-related budget items are not funded for virtual activities, except for **Individual Support** (see **Grants** below):
- 1. The virtual duration must be adjusted so that the maximum allowed duration of the blended activity is not exceeded. Otherwise, the blended activity should be flagged as Force Majeure.
  2. If the maximum duration of the blended activity is reached and the physical duration is too short, the blended activity should be flagged as Force Majeure.

Grant

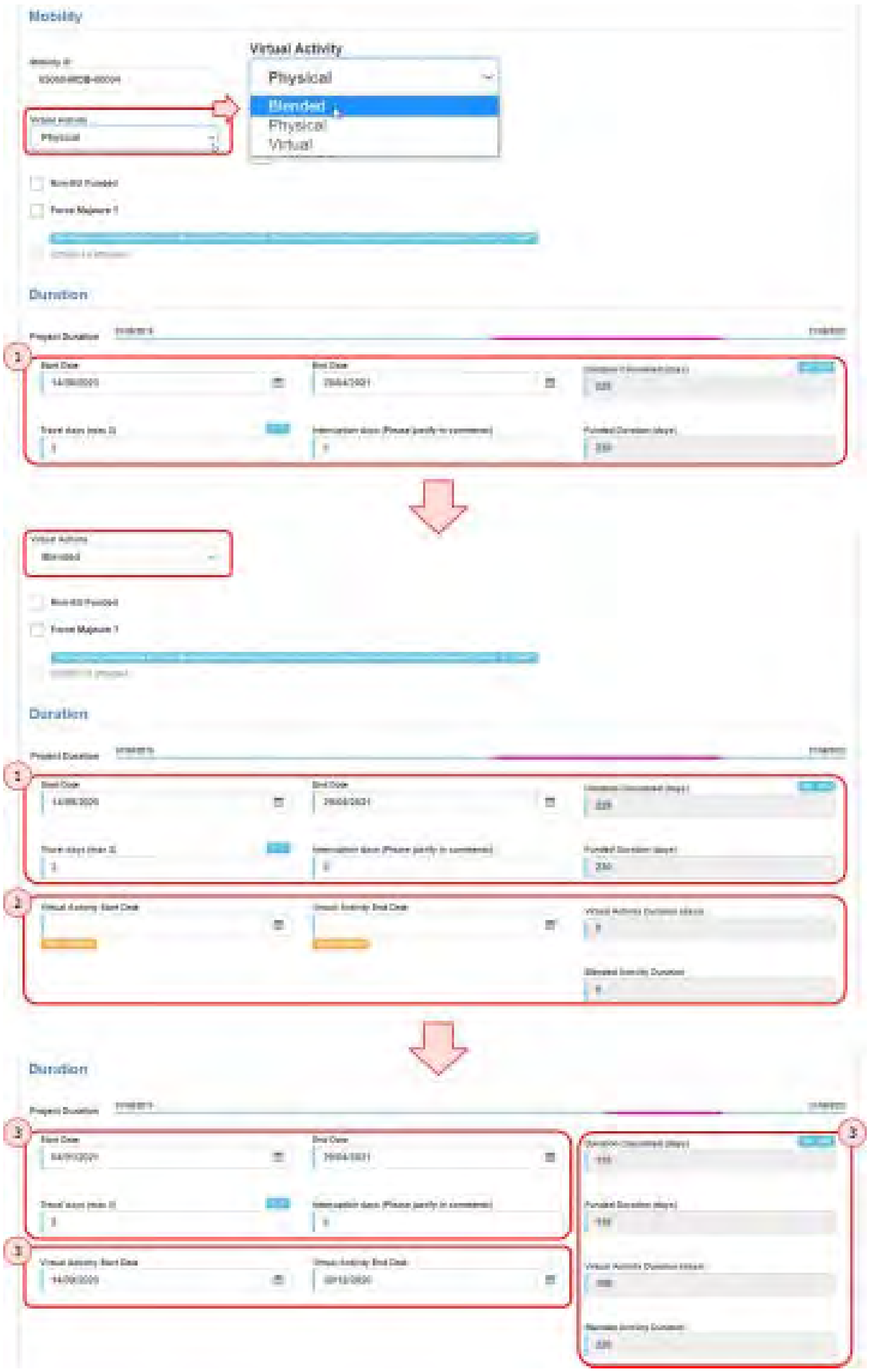
- For the physical part of the blended activity, the same rules apply as defined before Release 6.3 for only-physical activities.
- All grant calculations for the blended activity are based purely on the physical part of the blended activity.
  Exception - **Individual support**:

  1. For the entire physical activity duration, 100% of the individual support is allocated per participant and per day.
  2. For the entire virtual activity duration, 15% of the individual support grant is also allocated per participant and per day.

Example

The following graphic shows the changes that occur in a KA204 activity of type *SP-SCHOOL-PUPIL : Long-term study mobility of pupils* when it is flagged as **Blended.**

1. The physical activity dates and the **Funded duration (days)** remain unchanged, but they can be modified.
2. The **Virtual Activity Start Date** and **End Date** are required.
3. Once these dates are filled in, the **Virtual Activity Duration (days)** and **Blended Activity Duration** are also updated. The grant fields will be updated accordingly, as explained **above.**
   Note: In this example the physical activity dates have also been changed, therefore the related duration fields have been updated automatically.



Related articles

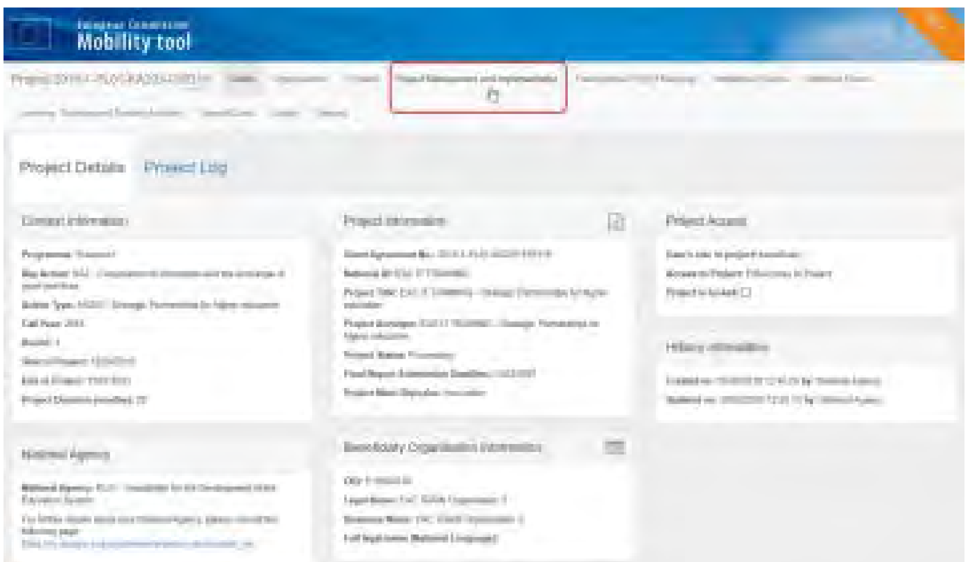
- MT+ NA Dashboard
- MT+ NA KA2 Multiplier Events - Validation and check
- MT+ NA KA2 Learning, teaching and training activities - Validation and check
- MT+ NA Checks and NA Validation per project section
- MT+ NA KA2 Exceptional Cost - Validation and Checks
- MT+ NA KA2 Transnational Project Meetings - Validation and check
- MT+ NA How to submit NA Validation / Checks monitoring (KA2)
- MT+ NA KA2 Exceptional Cost Guarantee - Validation and check
- MT+ NA KA2 Project Management and Implementation - Validation and check

MT+ KA2 Project Management and Implementation

The **Project Management and Implementation** screen allows you to record costs for project management activities such as: planning, finances, coordination and communication between partners.

Quick steps

Detailed steps

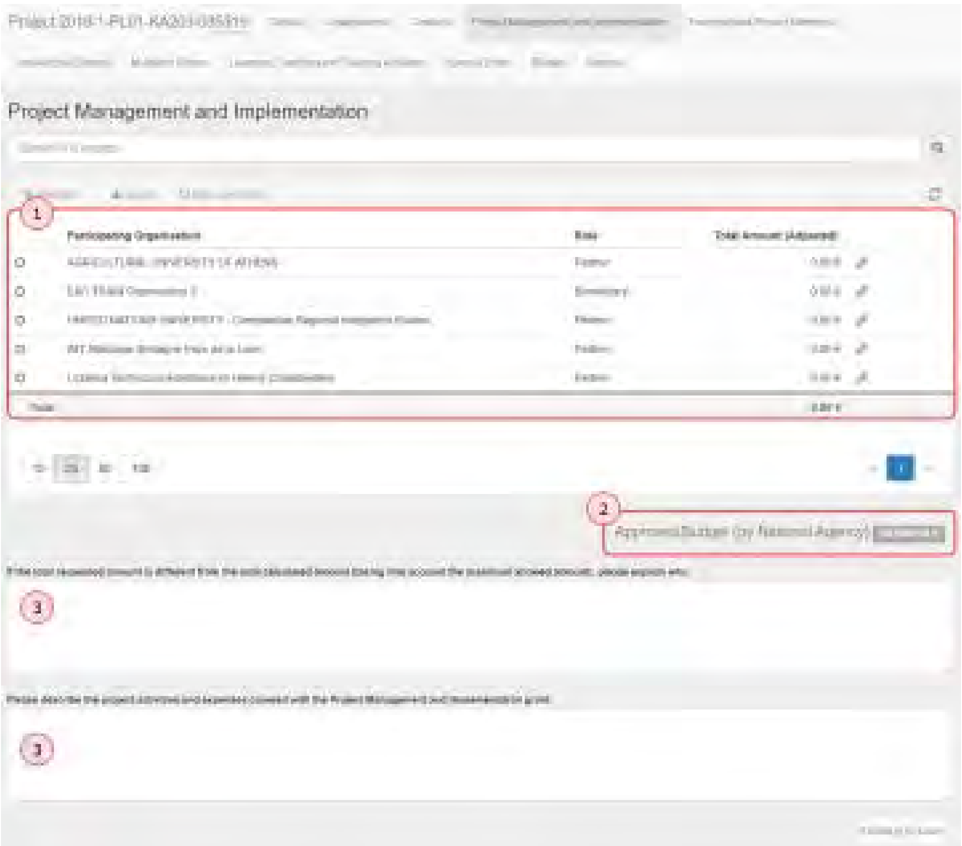
Steps
Click on the "Project Management and Implementation" tab. From inside the project, open the **Project Management and Implementation** tab. 

The "Project Management and Implementation" tab.

Under the **Project Management and Implementation** tab you can specify the costs incurred by each organisation to implement activities such as project management (planning, finances, coordination and communication between partners, etc.) according to the contract duration for each specific project.

In this screen you have:

1. List of **participating organisations** - to enter the PMI costs allocated per participating organisation.
   Note: For school to school only projects only the beneficiary organisation will be listed here.
2. **Approved budget (by National Agency)** - so the granted amount can be consulted at any time.
3. Specific **Comment** fields - to provide a description and justification of the expenses.



Provide the Project Management and Implementation cost for an organisation.

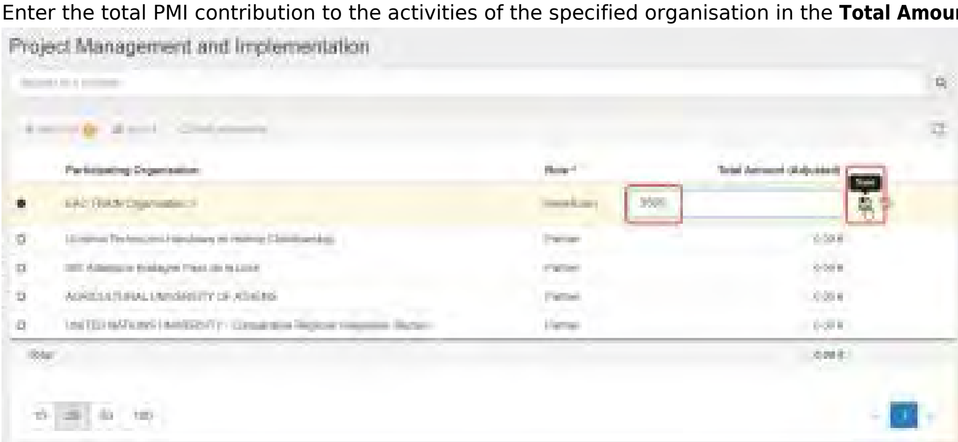
For each of the organisations in the list perform the following steps:

Click on the "Edit" icon.

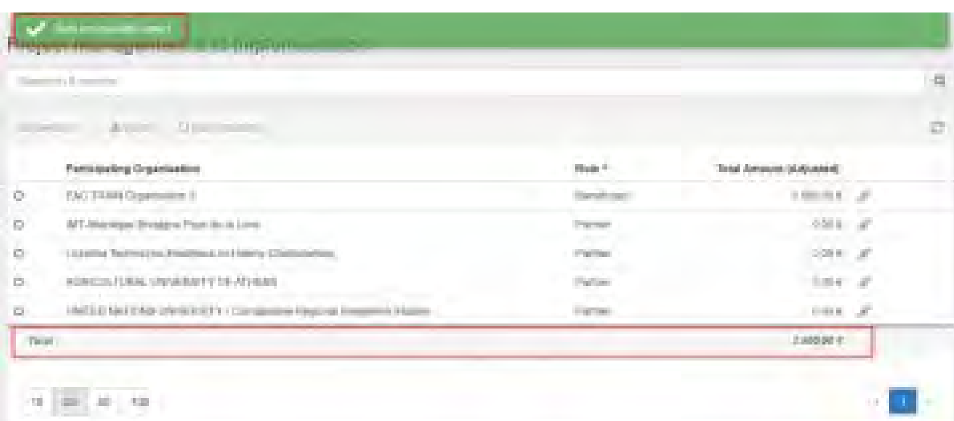
Click on the **Edit** icon in the row of the organisation you want to enter costs for.

Enter the "Total amount (Adjusted)" and save.

Enter the total PMI contribution to the activities of the specified organisation in the **Total Amount (Adjusted)** column. Click on the **Save** icon.



As you add the project management and implementation amount for each organisation, the **Total** calculated amount for all organisations is updated and displayed in green below the list.



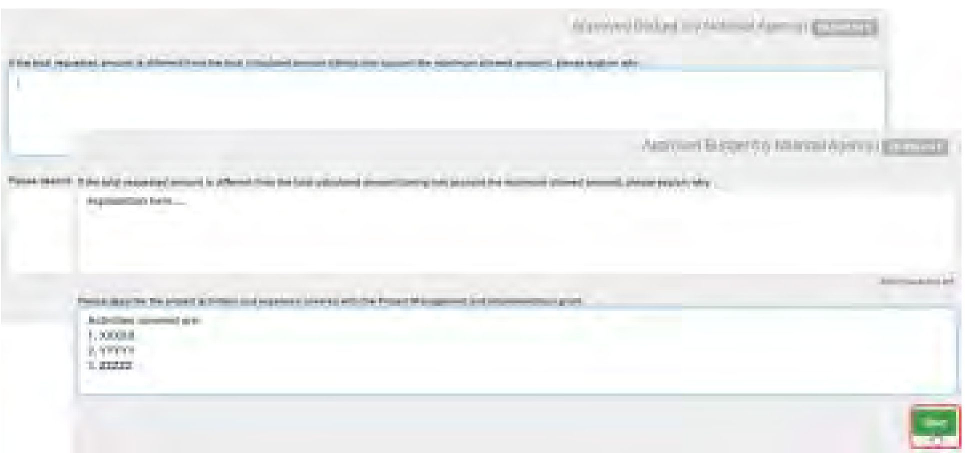
The total calculated amount for all organisations cannot be greater than the approved amount. Should this occur when trying to save an entered amount, an error message is displayed. You must adjust the amount to be able to save.

Add comment(s).

Add a comment in the first available comment field if the total requested amount is different from the total calculated amount (taking into account the maximum allowed amount).

Provide information on the activities and expenses covered with the Project Management and Implementation grant in the second available comment field.

Click on **Save**.



Related articles

- MT+ Force majeure guidance due to Coronavirus
- MT+ How to manage organisations for KA2 projects
- MT+ KA1 and KA2 Project Log
- MT+ KA2 Budget
- MT+ KA2 Force Majeure
- MT+ KA2 How to complete and submit the final beneficiary report
- MT+ KA2 Intellectual Outputs
- MT+ KA2 Learning, Teaching and Training Activities
- MT+ KA2 Multiplier Events
- MT+ KA2 Overview of virtual and blended activities
- MT+ KA2 Project Management and Implementation
- MT+ KA2 Special Costs
- MT+ KA2 Transnational Project Meetings

- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA2 Validated and checked versions

MT+ KA2 Intellectual Outputs

Relevant for...

Call Year	Key Action	Action
All	KA2 - Cooperation for innovation and the exchange of good practices.	All

This page explains how to manage the list of intellectual outputs in Mobility Tool. Intellectual outputs are the tangible results of a project, such as curricula, pedagogical materials, open education resources (OER), IT tools, analyses, studies, methods, etc.

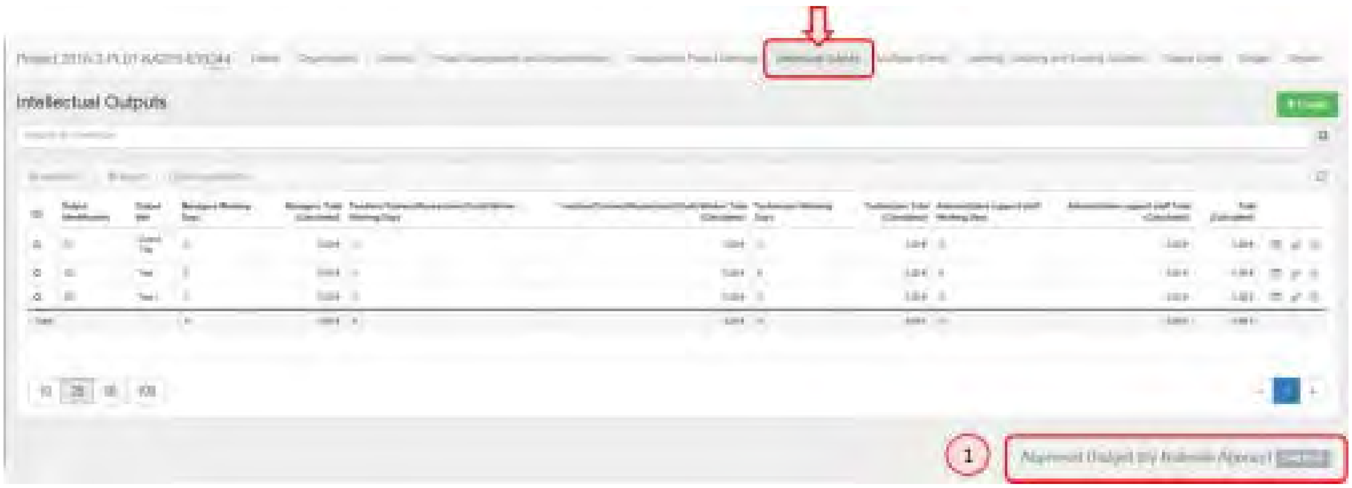
These can be accessed via the **Intellectual Outputs** tab in the menu.

The screen allows beneficiaries to list all the intellectual outputs of their project as well as to detail the cost of production according to the different types of resources required to produce those intellectual outputs.

The intellectual outputs already approved by the National Agency in their management system will be displayed in this list, with all amounts set to 0 (zero). These items can be edited to update the amounts.

The **Approved Budget (by National Agency)**, which may be different from the **Current Budget (in Mobility Tool)** or **Total (Calculated)** budget, is displayed:

1. under the list
2. and also in the **Budget** tab.



Quick steps

Detailed steps

Add an "Intellectual Output".

1

Click "+Create".

If a new intellectual output entry is required, click the **+Create** button.

Fill in the details.

Fill in the fields as applicable.

The start and end dates for intellectual outputs must always be within the start and end dates of the project, which are specified in the **Deta ils** tab.

> **Information**
>
> The **Output Type** field is only available for 2014 and 2018 call years. Select the **Output Type** from the drop down menu.

Click "Save".

Click the **Save** button to save the information and create the specific **Intellectual Output** item.

The item will be added to the **Intellectual Outputs** list.

2

Add staff costs per organisation.

Once an intellectual output item is created, the **Organisations** section is displayed in the **Intellectual Outputs** screen for that specific item. In this section you can specify the staff costs incurred by the organisation(s) involved in producing that intellectual output.

This can be done either when you create an item or at a later stage, by editing the item.

Click "+Create".

Click **+Create** to add the details of the organisation(s) involved in the production of this intellectual output.

Fill in the details.

Select an organisation from the **Legal Name** drop-down list and fill in the details as applicable. If an organisation is not listed, please follow the procedure for managing organisations for KA2 projects.

When you fill in the fields for **No. of Working Days**, both the **Daily Rate** and the **Total (Calculated)** fields will be filled in automatically for each **Staff Category**.

> **Take note**
>
> Only one of the organisations can be flagged as **Leading** for a given intellectual output.

Click "Save".

Click the **Save** button to save the details.

3

View the staff costs per organisation.

After clicking **Save** you will be redirected to the **Intellectual Output** screen for that particular item. The costs incurred by all organisations for this intellectual output will be displayed at the bottom of the screen. The total costs are also shown in green.

To return to the list of all **Intellectual Outputs**, click the **back to list** button.

4

View an "Intellectual Output".

To view the details of an intellectual output item, click the view icon.

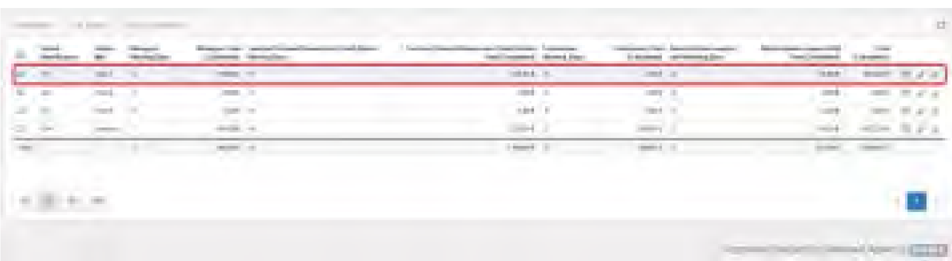
5

Edit an "Intellectual Output".

To modify an intellectual output item, click the "pencil" icon.

> **Information**
>
> For **2014 projects**, the column **Total (Adjusted)** appears.

Follow the steps described in this page to update the desired details. If you update any costs, the **Current Budget (in Mobility Tool)** in the **B udget** tab will be updated accordingly.



6	**Delete an "Intellectual Output".** To delete an intellectual output item, click the "bin" icon. **Information** For **2014 projects**, the column **Total (Adjusted)** is displayed. 

Related articles

- MT+ Force majeure guidance due to Coronavirus
- MT+ How to manage organisations for KA2 projects
- MT+ KA1 and KA2 Project Log
- MT+ KA2 Budget
- MT+ KA2 Force Majeure
- MT+ KA2 How to complete and submit the final beneficiary report
- MT+ KA2 Intellectual Outputs
- MT+ KA2 Learning, Teaching and Training Activities
- MT+ KA2 Multiplier Events
- MT+ KA2 Overview of virtual and blended activities
- MT+ KA2 Project Management and Implementation
- MT+ KA2 Special Costs
- MT+ KA2 Transnational Project Meetings
- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA2 Validated and checked versions

MT+ KA2 Transnational Project Meetings

Relevant for...

Call Year	Key Action	Action
All	KA2 - Cooperation for innovation and the exchange of good practices	All

This page explains how to add the details for a new **Transnational Project Meeting**. Transnational project meetings are events organised by one of the project's participating organisations with the purpose of project implementation and coordination.

The screen functionality allows you to list the transnational project meetings, with the number of participants per meeting and its associated costs.

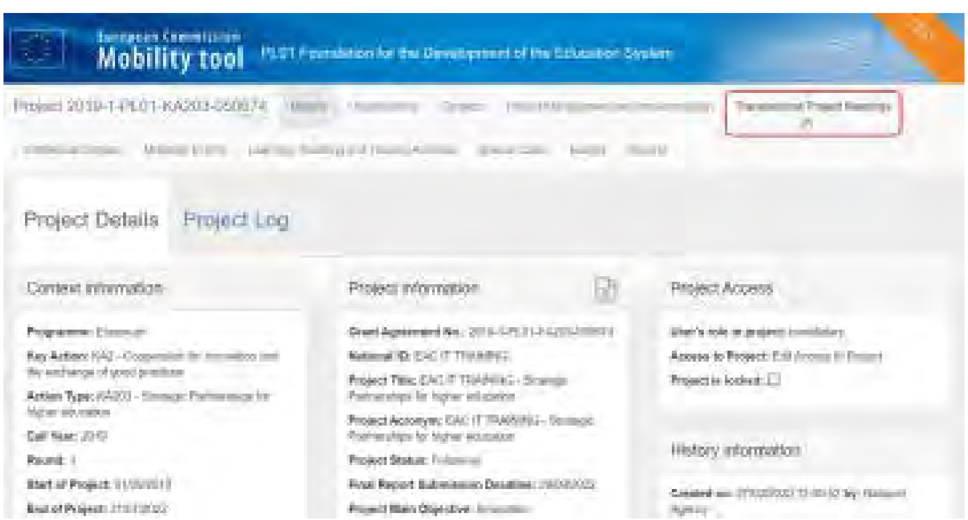
Quick steps

Detailed steps

Steps

Access the "Transnational Project Meetings" tab

Click on the **Transnational Project Meetings** tab in your project.



The "Transnational Project Meetings" screen

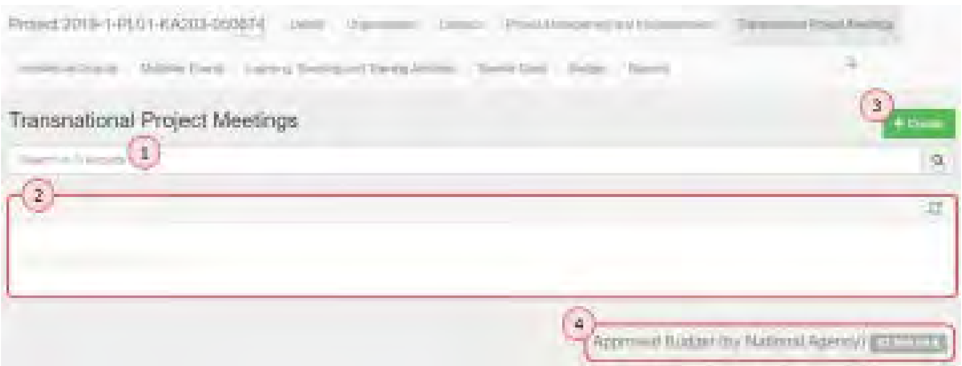
The list of **Transnational Project Meetings** is displayed.

When the project is created in Mobility Tool+, the **Transnational Project Meetings** entered into the National Agency's Project Management System do not appear in this list and will not be updated. You have to add those meetings long with the number of attendees and total cost.

The following elements are available in the Transnational Project Meetings screen:

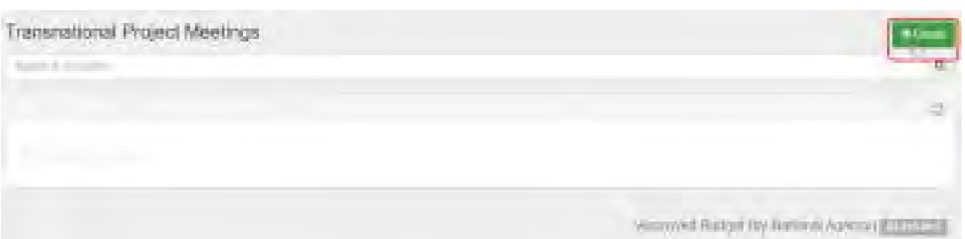
1. **Search** bar: to search for a specific meeting.
2. **List of Transnational Project Meetings**: displays the list of Transnational Project Meetings, once the events are added manually.
3. **+Create button:** to add Transnational Project Meetings to the project.
4. **Approved budget (by National Agency)**: displays the granted amount to be consulted at any time.

Additional information on the list functionalities in Mobility Tool+ is available under MT+ List functionality.



Click the "+Create" button

To create a new **Transnational Project Meeting** indicating its specific objectives within the more general purpose of project coordination and implementation, click on the **+Create** button.



Fill in the meeting details

Complete the details as applicable for the Transnational Project Meeting. All mandatory fields are marked with the orange **value required** label.

The **Start/End dates** for a meeting must always be within the project duration as specified in the project **Details** tab and displayed as **Project Duration** timeline in this screen. By default, when creating a new Transnational Project Meeting, the start/end date of the meeting are set to the project start/end dates. Adjust the **Start/End dates** of the meeting if necessary.

Click on "Save"

To save the data, click the **Save** button.

Create the event "Participants"

Click the "+Create" button

To create the **Participants** for the meeting and to calculate the related travel costs, click on the **+Create** button in the newly displayed **Participan ts** section.

Fill in the required details and save

Complete the details in the **Participant Form**. All mandatory fields are marked with the orange **value required** label.

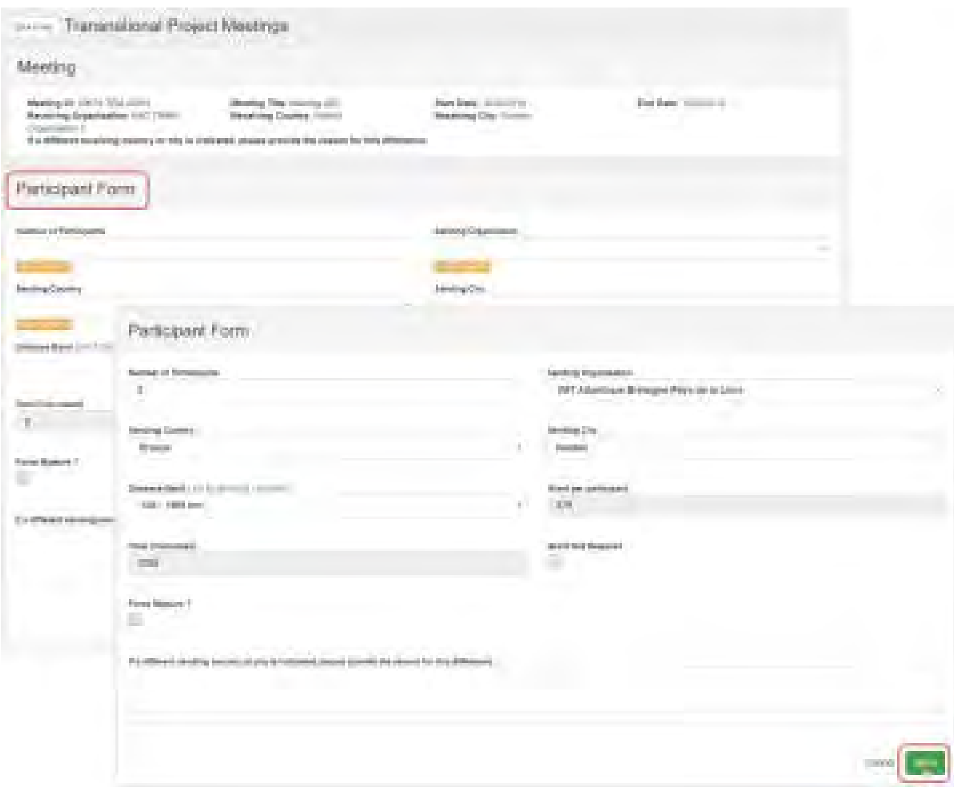
The fields **Sending Country** and **Sending City** are automatically filled in, based on the sending organisation selected in the meeting details. These can be adjusted, and a comment explaining the difference is needed.

> **Important**
>
> The **sending organisation** cannot be the same as the receiving organisation selected in the meeting details. An exception is made if the receiving organisation does send their own participants and pays for their travel expenses, if the travel distance is at least 100 km (>= 100 km).
>
> In **School-to-School** projects the sending organisation can only be the beneficiary organisation; no other organisations participating in the project will be available in the drop down list.

Select the **Distance Band**. To calculate the travel distance, click on the Link to distance calculator. The **Grant per participant** and **Total (Calculated)** fields will be updated automatically.

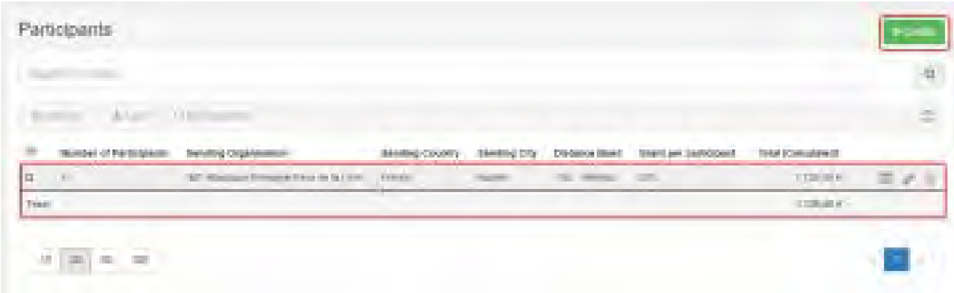
Click on the **Save** button once all information is provided.

Note: For information on the **Force Majeure** check box, please see **below**.



The Transnational Project Meeting details screen opens. The **Participants list** now displays the information you provided for the organisation.

Follow the instructions above to add more participants, if required.



Edit or Delete Participants

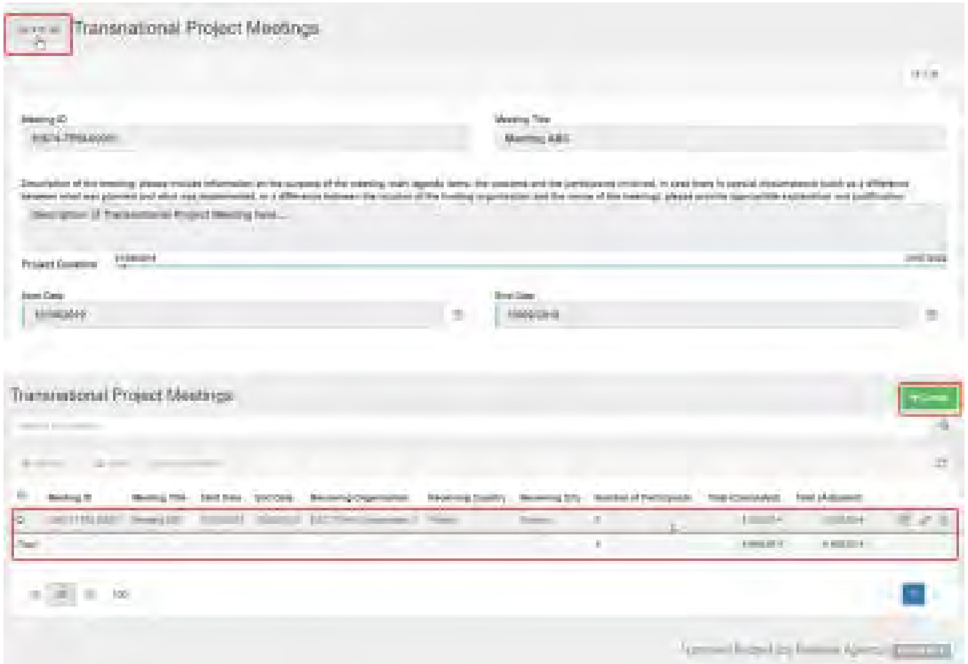
Click on the **Edit** icon to modify information for a group of participants.

To delete, click on the **Delete** icon and confirm the deletion.

Click on "Back to list"

Click on **Back to list** to return to the list of Transnational Project Meetings. The newly added meeting is now displayed.

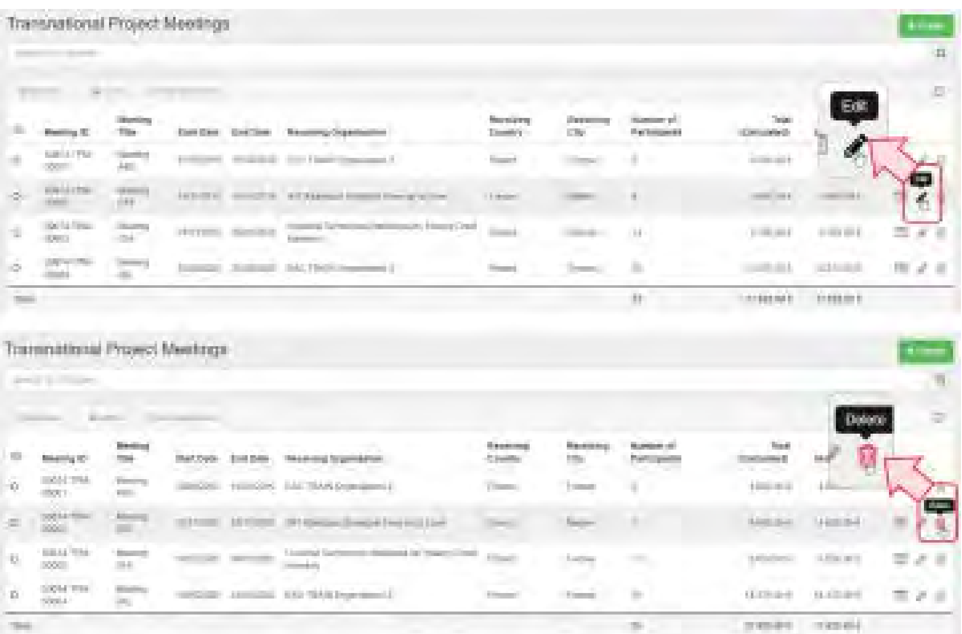
Follow the instructions above to add more Transnational Project Meetings, if required.



Edit or Delete a Transnational Project Meeting

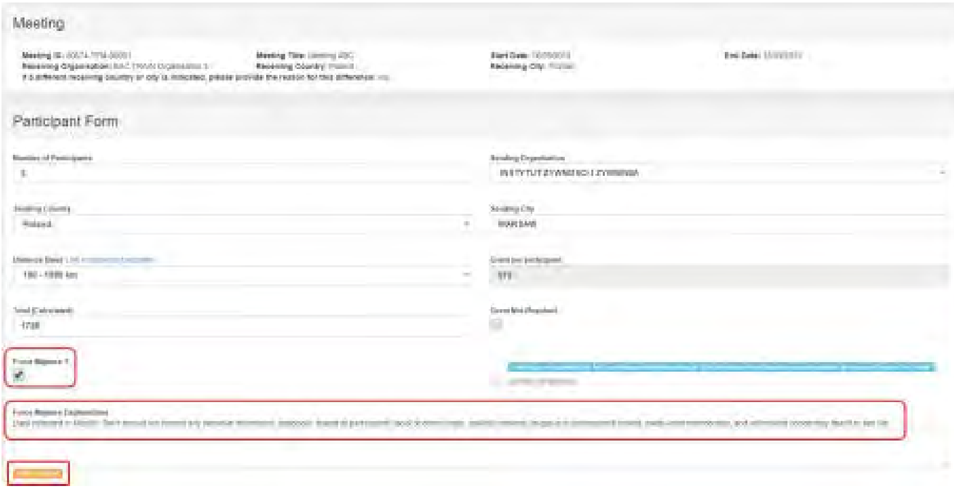
Click on the **Edit** icon to modify information for a Transnational Project Meeting.

To delete a Transnational Project Meeting from the project, click on the **Delete** icon and confirm the deletion.



Force Majeure

If the **Force Majeure** box is checked the **Total (Calculated)** becomes editable and the comment field **Force Majeure Explanations** becomes available and must be completed. The justifications for indicating the activity as Force Majeure must be added here. Click on the **Save** button to save any changes.

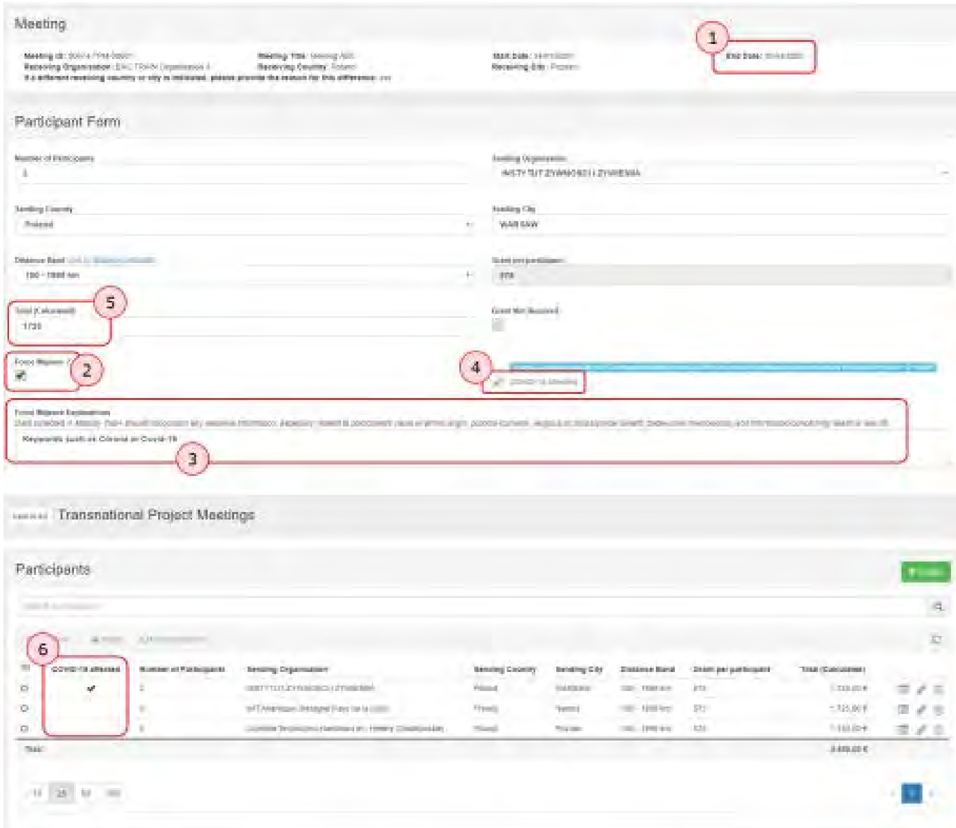


"COVID-19 affected" flag

Transnational Project Meetings having an **end date within 2020**, the **Force Majeure flag checked** in the participant form, and for which the provided **Force Majeure Explanations** contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set. To indicate a participant as **COVID-19 affected:**

1. The **end date** of the Transnational Project Meeting has to be in 2020 (to be specified in the Meeting Details).
2. Tick the **Force Majeure?** check box in the participant form.
3. Add an explanatory comment including the word "covid" or "corona".
4. Note that the **Covid-19 affected** flag is checked automatically as conditions 1-3 are fulfilled.
5. In the list of participants for the Transnational Project Meeting the column **Covid-19 affected** will display a check. See MT+ Menu and Navigation > Add/Remove Columns option for instructions on how to add the column to the list view.

For additional information and guidance on **Force Majeure due to COVID-19**, please see **MT+ Force majeure guidance due to Coronavirus.**



Related articles

- MT+ Force majeure guidance due to Coronavirus
- MT+ How to manage organisations for KA2 projects
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- MT+ KA2 Overview of virtual and blended activities
- MT+ KA2 Project Management and Implementation

- MT+ KA2 Special Costs
- MT+ KA2 Transnational Project Meetings
- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA2 Validated and checked versions

MT+ KA2 Multiplier Events

UPDATES COMING

This page will be updated shortly to include the changes implemented in Mobility Tool+ Release 6.3 with regards to virtual and blended mobilities.

The current instructions refer to mobilities recorded in Mobility Tool+ before Release 6.3, which will be referred to as *physical mobilities*.

Basic information on virtual/blended activities and mobilities can be found in these pages:

- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA2 Overview of virtual and blended activities

This page explains how to manage the list of **Multiplier Events** in Mobility Tool+.

Multiplier Events are national and transnational conferences, seminars and other events organised with the purpose of disseminating the intellectual outputs produced by the project. The costs incurred in the organisation of such multiplier events can be financially supported.

Information

Support for Multiplier Events is provided only if they stand in direct relation to the Intellectual Outputs of the project. A project without grant support for Intellectual Outputs cannot receive support for organising Multiplier Events.

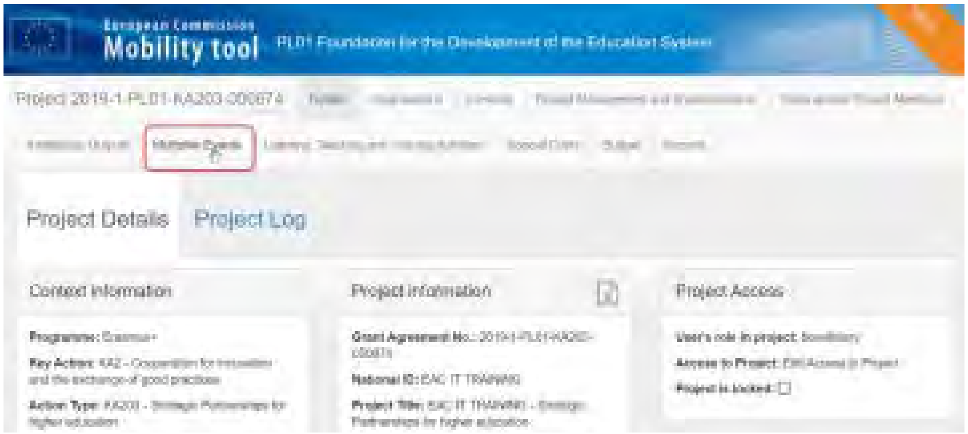
Quick steps

Detailed steps

Steps

Access the "Multiplier Events" tab

Click on the **Multiplier Events** tab in your project.



The "Multiplier Events" screen

The list of **Multiplier Events** is displayed. Existing items can be edited or deleted, and new ones can be added.

The list shows all **Multiplier Events** which have been recorded in the National Agency Project Management System, but does not contain all details. These already existing **Multiplier Events** must be edited in order to add the costs and number of participants.

The following elements are available in the Multiplier Events screen:

1. **Search** bar: to search for a specific event.
2. **List of Multiplier Events**: displays the list of Multiplier Events as defined in the grant agreement or through an amendment and transferred from the National Agency Project Management System to Mobility Tool+. Those Multiplier Events will not contain all required details and must be updated in Mobility Tool+. Multiplier Events added manually will also display here.
3. **+Create button:** to add Multiplier Events to the project.
4. **Approved budget (by National Agency)**: displays the granted amount to be consulted at any time.

Additional information on the list functionalities in Mobility Tool+ is available under MT+ List functionality.

Take note

The maximum allowed amount for all **Multiplier Events** within a project is 30,000€.

Click the "+Create" button

To add a **new Multiplier Event** that was not defined in the grant agreement, click on the **+Create** button.

> **Information**
>
> At least one Intellectual Output must be selected per Multiplier Event. Therefore it is necessary to fill in the **Intellectual Outputs** tab first.
>
> For school-to-school projects, only **Multiplier Events** for the beneficiary organisation can be created.

Fill in the event details

Complete the details as applicable for the event. All mandatory fields are marked with the orange **value required** label.

For **Multiplier Events** that are not automatically transferred from the National Agency Project Management System, select an available **Event Identification** code from the drop-down list. All codes ranging from E1 to E999 are listed, but if you cannot select one it is because the code is already assigned to an existing event - please check against the Event Identification column in the Multiplier Events list.

The **Start/End dates** for an event must always be within the project duration as specified in the project **Details** tab and displayed as **Project Duration** timeline in this screen. By default, when creating a new Multiplier Event, the Start/End date of the event are set to the project start/end dates. Adjust the **Start/End dates** of the event if necessary.

For information on the **Force Majeure** check box, please see below.

Click on "Save"

To save the data, click the **Save** button.

Create the event "Budget"

Click the "+Create" button

In order to create the **Budget** for the event, click on the **+Create** button in the newly displayed **Budget** section.

Fill in the budget details and save

Funding is provided to cover costs linked to:

> *"...national and transnational conferences, seminars, events sharing and disseminating the intellectual outputs realised by the project (**excluding costs for travel and subsistence of representatives of participating organisations involved in the project**)."*
>
> *Erasmus+ Programme Guide Online*

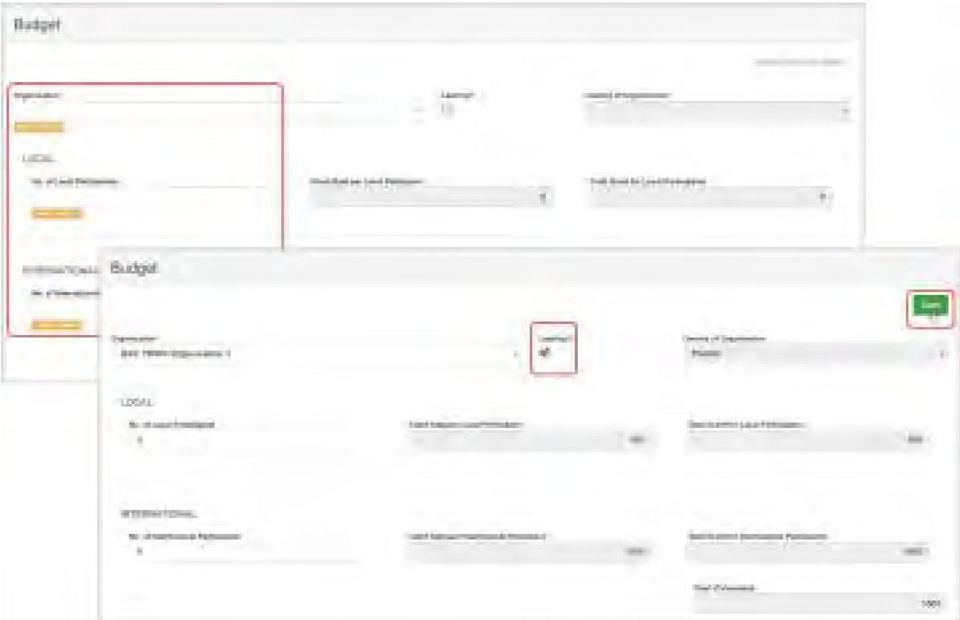
Select the **Organisation** organising the event from the available drop-down list. Provide the number of **Local Participants** and the number of **International Participants**. The Grant Rate per Local Participant, Grant Rate per International Participant and Totals fields will be updated automatically. The participants are usually external to the organisation and the unit rates are not linked to the organisation, but rather depend on where the participant is coming from:

- unit cost for participants that have a residence in the country where the event is taking place is lower
- unit cost for participants that come from a different country is higher

Note: For cases of **Force Majeure**, please see below.

Check the box **Leading?** if the organisation selected is the leading organisation for this event. One and only one organisation **must** be flagged as **leading** within each Multiplier Event.

Click on the **Save** button once all information is provided.



The event **Activity** screen opens. The **Budget list** now displays the budget information entered for the organisation.

You can create additional budget items for other participating organisations for the same event as explained above. You can only create one budget item per organisation and per event.

Edit or Delete a Budget item

Click on the **Edit** icon to modify a budget item.

To delete, click on the **Delete** icon and confirm the deletion.

Click on "Back to list"

Click on **Back to list** to return to the list of events. The newly added event is now displayed in the list.

Follow the instructions above to add more events if required.

Edit or Delete a Multiplier Event

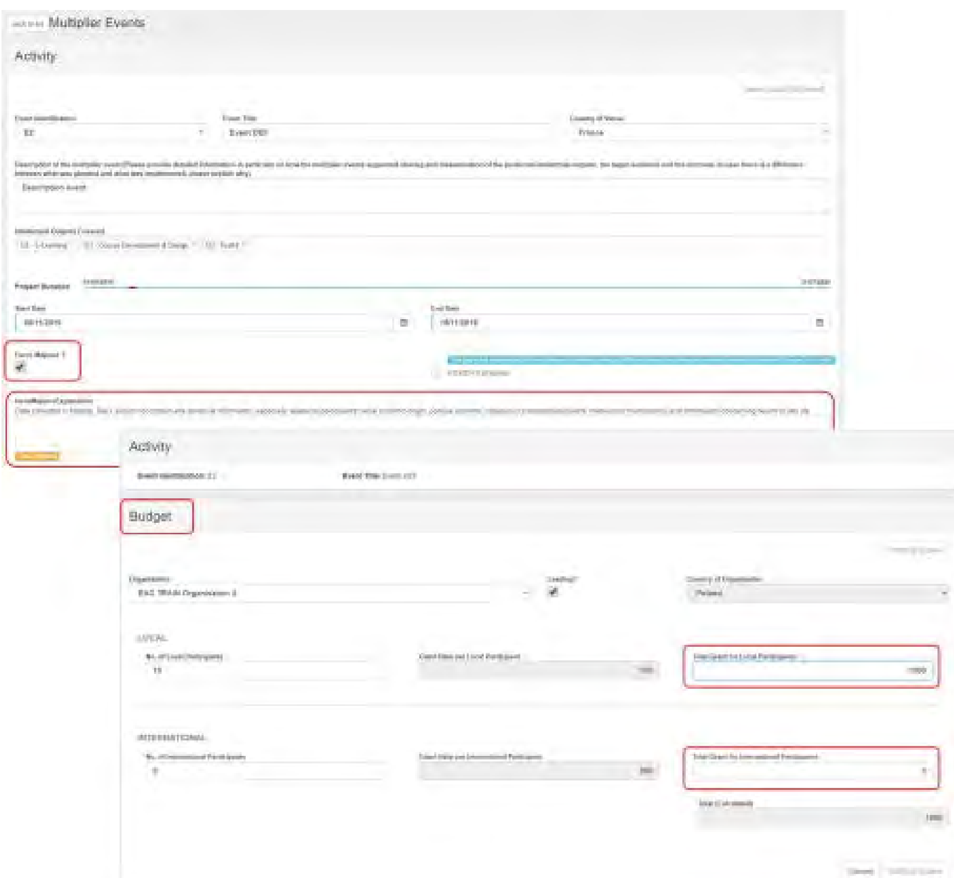
To edit an event, click the **Edit** icon.

To delete an event, click on the **Delete** icon and confirm deletion.

Force Majeure

If the **Force Majeure** box is checked in the Multiplier Events Activity the comment field **Force Majeure Explanations** becomes available and must be completed. The justifications for indicating the activity as Force Majeure must be added here.

In the **Budget** item details related to the multiplier event flagged as **Force Majeure**, the **Total Grant** fields for local and international participants become editable. These values can now be adjusted.



"COVID-19 affected" flag

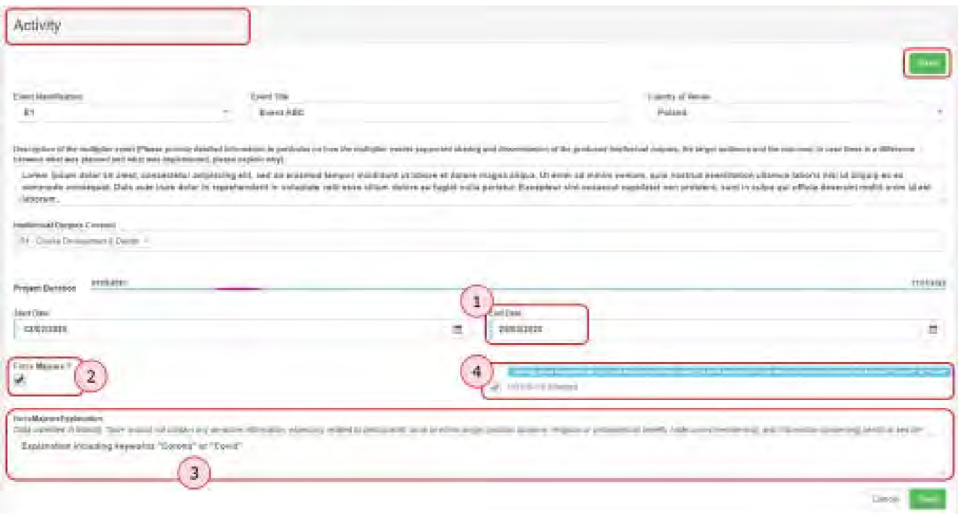
Multiplier Events having an **end date within 2020**, the **Force Majeure flag checked** in the Multiplier Events Activity form, and for which the provided **Force Majeure Explanations** contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set.

To indicate a Multiplier Event as **COVID-19 affected:**

1. The **end date** of the Multiplier Event has to be in 2020.
2. Tick the **Force Majeure ?** check box in the Multiplier Events Activity form.
3. Add an explanatory comment including the word "covid" or "corona".
4. Note that the **Covid-19 affected** flag is checked automatically as conditions 1-3 are fulfilled.

In the **Budget** section of the Multiplier Event flagged as **Force Majeure**, the **Total Grant** fields for local and international participants become editable. These values can now be adjusted.

For additional information and guidance on **Force Majeure due to COVID-19**, please see **MT+ Force majeure guidance due to Coronavirus.**



Related articles

- MT+ Force majeure guidance due to Coronavirus
- MT+ How to manage organisations for KA2 projects
- MT+ KA1 and KA2 Project Log
- MT+ KA2 Budget
- MT+ KA2 Force Majeure
- MT+ KA2 How to complete and submit the final beneficiary report
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- MT+ KA2 Transnational Project Meetings
- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA2 Validated and checked versions

MT+ KA2 Learning, Teaching and Training Activities

UPDATES COMING

This page will be updated shortly to include the changes implemented in Mobility Tool+ Release 6.3 with regards to virtual and blended mobilities.

The current instructions refer to mobilities recorded in Mobility Tool+ before Release 6.3, which will be referred to as *physical mobilities*.

Basic information on virtual/blended activities and mobilities can be found in these pages:

- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA2 Overview of virtual and blended activities

This page explains how to manage the list of **Learning, Teaching and Training Activities** in Mobility Tool+.

A strategic partnerships project can optionally include transnational learning, teaching and training activities for which support for travel, subsistence and linguistic preparation can be given.

These activities must be justified by the added value that they bring to the project achievements.

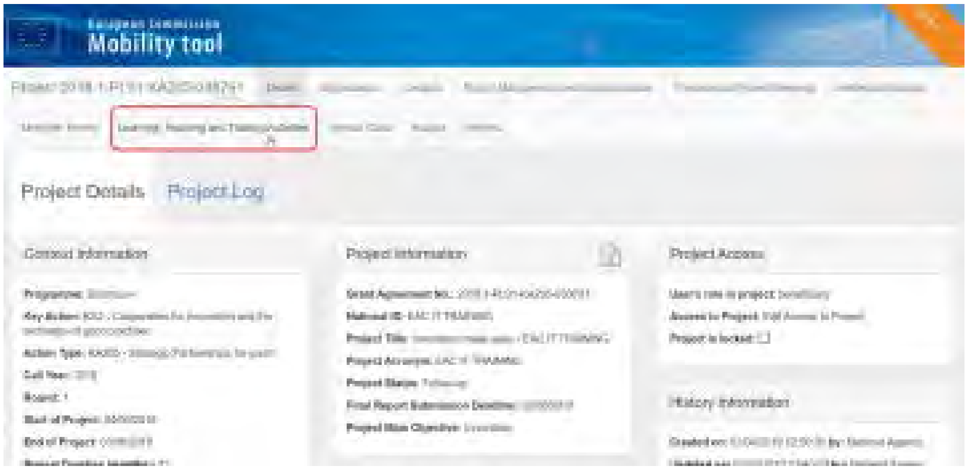
Quick steps

Detailed steps

Steps

Access the "Learning, Teaching and Training Activities" tab.

Click on the **Learning, Teaching and Training Activities** tab in your project.



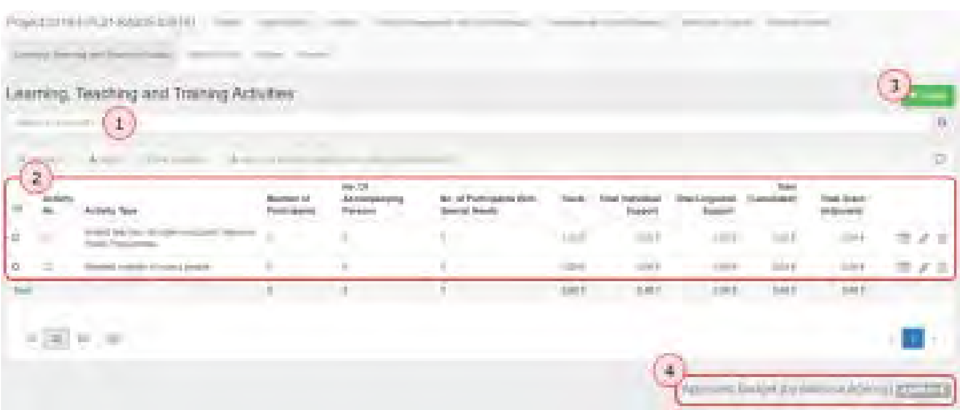
The "Learning, Teaching and Training Activities" screen.

The list of **Learning, Teaching and Training Activities** is displayed. Any existing items can be edited or deleted, and new ones can be added.

The following elements are available on the Learning, Teaching and Training Activities screen:

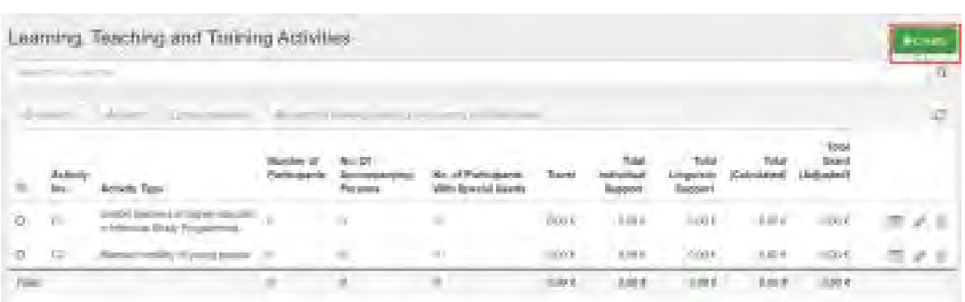
1. **Search bar**: to search for a specific activity.
2. **List of Learning, Teaching and Training Activities**: displays the list of activities as defined in the grant agreement or through an amendment, and transferred from the National Agency Project Management System to Mobility Tool+. These activities will not contain all required details and must be updated in order to add participants and costs. Learning, Teaching and Training Activities added manually will also be displayed here.
3. **+Create button:** to add Learning, Teaching and Training Activities to the project.
4. **Approved budget (by National Agency)**: displays the granted amount to be consulted at any time.

Additional information on the list functionalities in Mobility Tool+ is available under MT+ List functionality.



Click the "+Create" button.

To add a new **Learning, Teaching and Training Activity** that was not defined in the grant agreement, click on the **+Create** button.



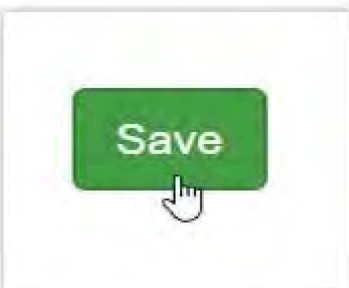
Fill in the activity details.

The activity section will appear.

Note that the list of participants can be added only after the activity section is completed. Fill in the mandatory activity details, which are marked with the orange **value required** label. The **Activity No**. must be unique in the project.

Click on "Save".

To save the details of the activity, click the **Save** button. The list of participants can now be added.



Add the activity "Participants".

Click the "+Create" button.

In order to create the **Participants** for the activity, click on the **+Create** button in the newly displayed **Participants** section.

Fill in the participant details and save.

Complete the details as applicable for the participant. Information to provide in this section is divided into: Participant, Mobility, Duration, From /To, Travel Grant, Individual Support.

All mandatory fields are marked with the orange **value required** label.

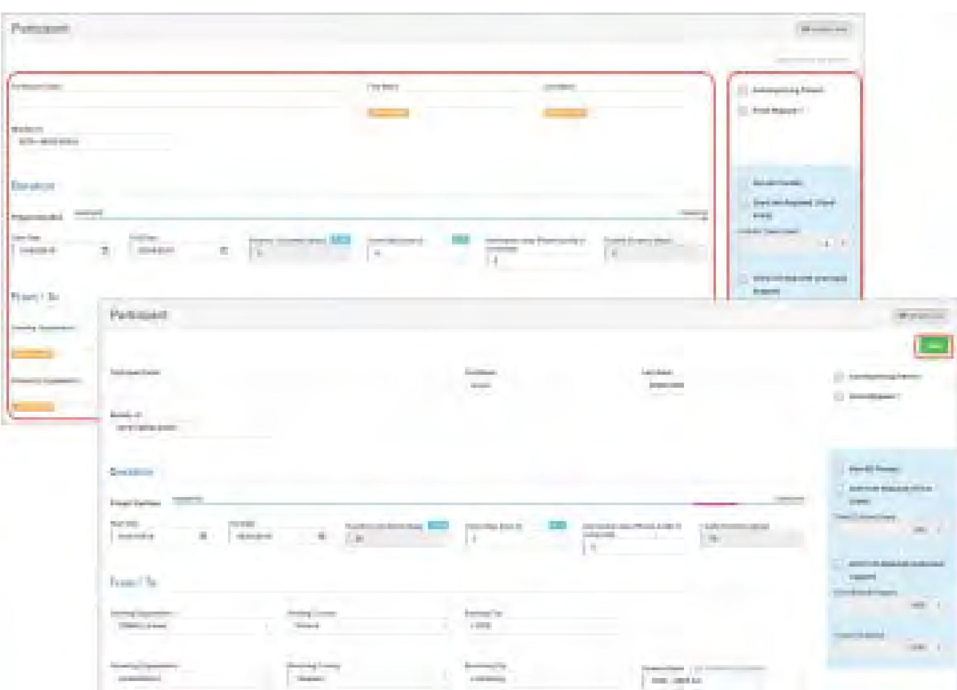
> **Take note**
>
> The **Start/End dates** for a participant must always be within the project dates as specified in the project **Details** tab and displayed as **Project Duration** timeline on this screen.

You can use the **compact view** button to only display the most relevant and mandatory fields to fill in.

Note: For information on the **Force Majeure** check box, please see **below**.

> **Take note**
>
> In KA229 - School Exchange Partnerships projects, the **Sending Organisation** for participants is always the **Beneficiary** organisation.

Once all information is provided, click on the **Save** button.



Add more participants.

The **Activity** screen displays. The **Participants list** now displays the participant you have just recorded.

To add more participants to the Learning, Teaching and Training Activity:

1. Click on the **+Create** button and provide all participant information as explained above.
2. Click on the the **Copy** icon to copy already existing participant information. This will copy all information from an existing participant into the details of a new participant, with the exception of the participant's first name, last name, email and ID. Provide the missing details of the new participant and, if needed, update the participation details such as start/end dates, travel, etc.

Edit or Delete a participant.

Click on the **Edit** icon to edit participant information. To delete a participant from the activity, click on the **Delete** icon and confirm the deletion.

Click on "back to list".

Click on **Back to list** to return to the list of Learning, Teaching and Training Activities.

Add more Learning, Teaching and Training Activities (if applicable).

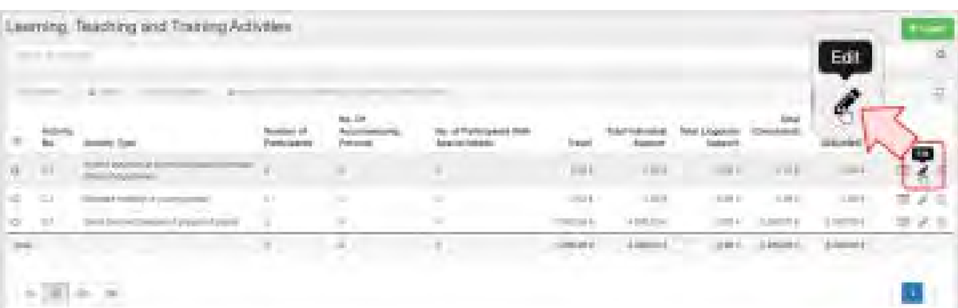
The newly added Learning, Teaching and Training Activity is now displayed in the list.

Add subsequent Learning, Teaching and Training Activities, if needed, in the same way as just explained by clicking on the **+Create** button.

Edit or Delete a Learning, Teaching and Training Activity.

To **edit** a Learning, Teaching and Training Activity, click on the **Edit** icon.

To **delete** a Learning, Teaching and Training Activity from the list, click on the **Delete** icon and confirm deletion.

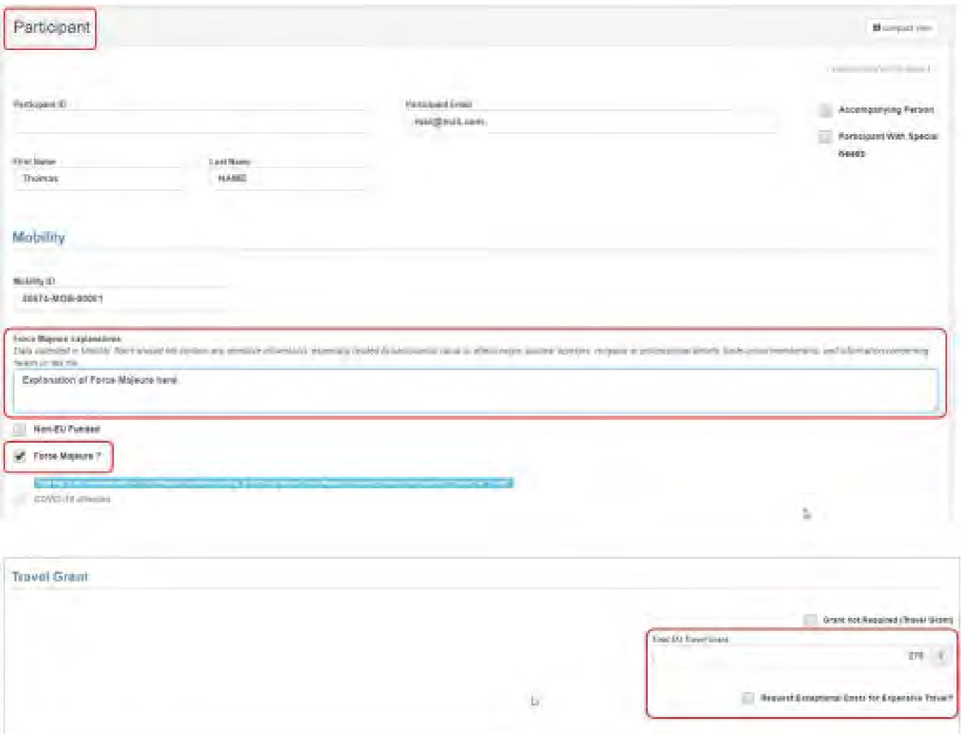


Force Majeure

In the case of **Learning, Teaching and Training Activities**, if the **Force Majeure** box is checked for a participant the following fields and calculations will be affected as described below. Certain fields may vary in name, depending on the selected Action Type.

- **Duration Calculated (days)** - The business rule checking the minimum and maximum duration will no longer apply in case of Force Majeure.
- **Total EU Travel Grant** - The field will become editable. If any values were already present they will remain.
- **EU Individual Support** - The field will become editable. If any values were already present they will remain.
- **Linguistic Preparation** - Applicable to participants whose activity type is long-term. The user checks the field.
- **Linguistic Support Grant** - The field remains locked.
- **Force Majeure Explanations** - This additional field is shown. The beneficiary must provide explanations about the force majeure event.

When the Force Majeure checkbox is checked the comment field **Force Majeure Explanations** becomes available and must be completed. The justifications for indicating the activity as Force Majeure must be added here.

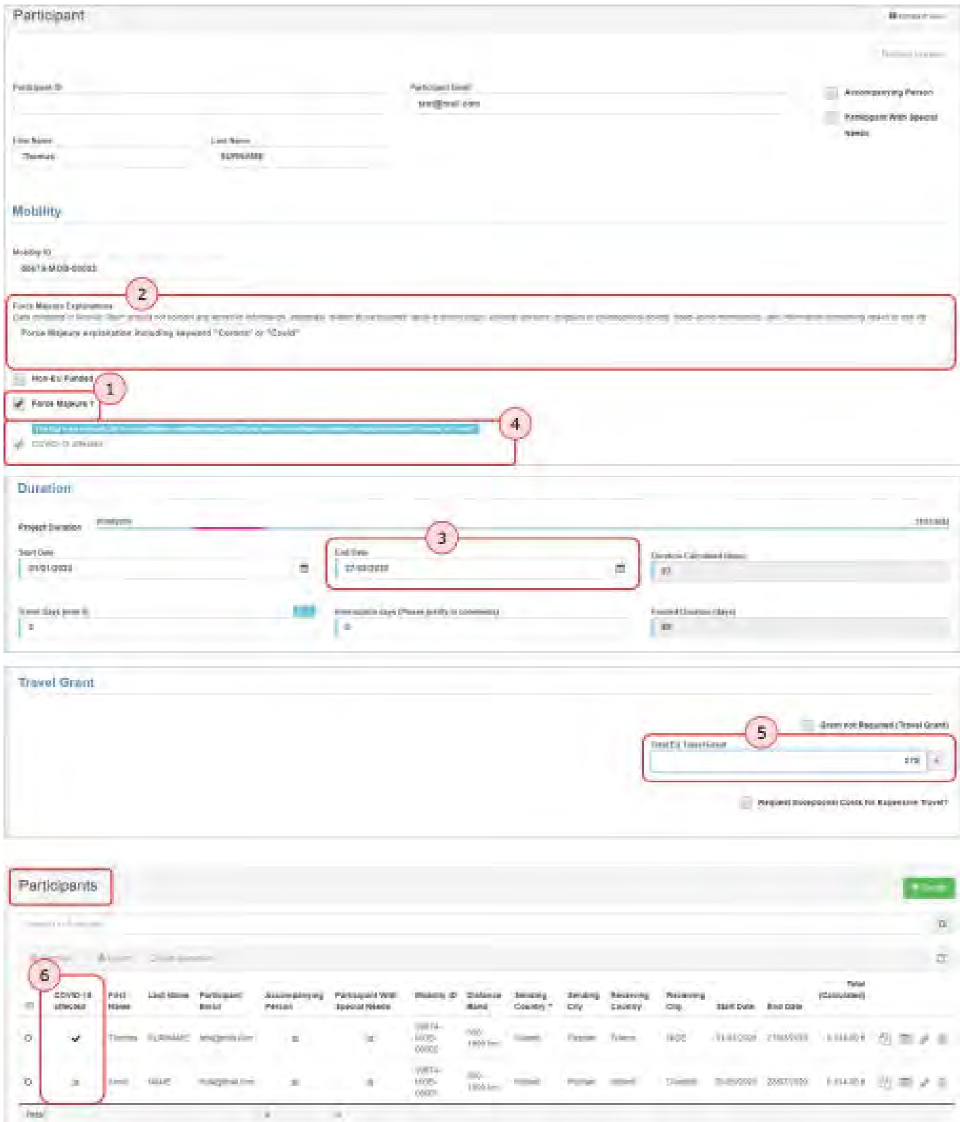


"COVID-19 affected" flag

Learning, Teaching and Training Activities with participants having an activity **end date within 2020**, the **Force Majeure flag checked**, and for which the provided **Force Majeure Explanations** contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set. To indicate a participant in a Learning, Teaching and Training Activity as **COVID-19 affected:**

1. Tick the **Force Majeure?** check box in the participant form.
2. Add an explanatory comment including the keyword "covid" or "corona".
3. The **end date** of the activity has to be in 2020 (to be specified in the Duration section).
4. Note that the **Covid-19 affected** flag is checked automatically as conditions 1-3 are fulfilled.
5. In the list of participants the **Covid-19 affected** column will display a check. See MT+ Menu and Navigation > Add/Remove Columns option for instructions on how to add the column to the list view.

For additional information and guidance on **Force Majeure due to COVID-19**, please see **MT+ Force majeure guidance due to Coronavirus.**



Related articles

- MT+ Force majeure guidance due to Coronavirus
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- MT+ KA2 How to complete and submit the final beneficiary report
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- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA2 Validated and checked versions

MT+ KA2 Special Costs

Relevant for...

Call Year	Key Action	Action
All	**KA2 - Cooperation for innovation and the exchange of good practices**	All

Special Costs List

The **Special Costs** tab enables applicants to manage the special costs incurred by all the organisations participating in their projects.

The following types of costs can be managed:

- Special needs support
- Exceptional costs
- Exceptional costs guarantee

As a beneficiary with the pertinent permissions you will be able to add, modify, delete and export special costs.

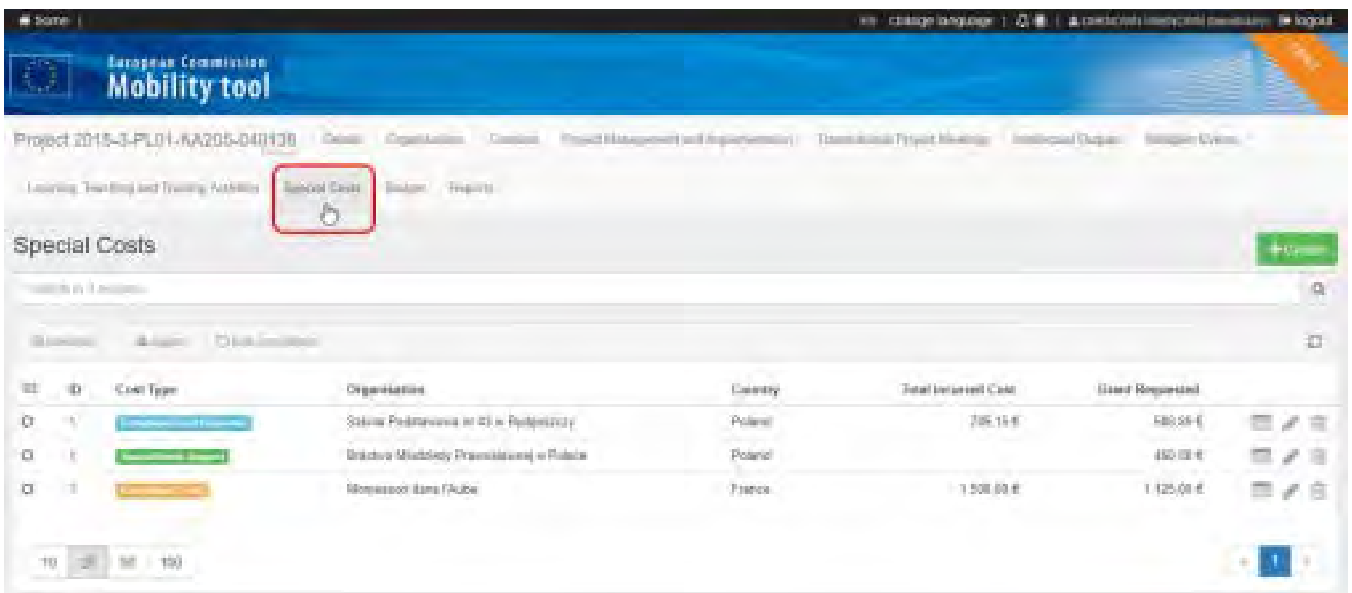
Special Costs entries are displayed as a list, **with additional information** specific to each type of cost incurred. The various types of costs are highlighted with distinct colours for better differentiation. The lists of costs approved in the grant agreement will be automatically listed in this tab and can be modified by the Beneficiary.

You can customise the information you wish to have displayed in the list (see MT+ List functionality).

In **KA2** projects, costs related to Covid tests have to be provided as **Exceptional cost**.

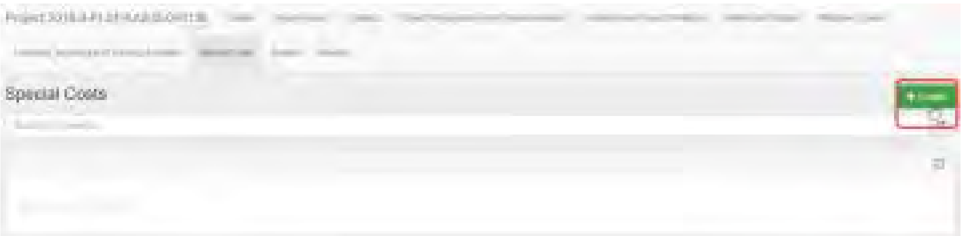
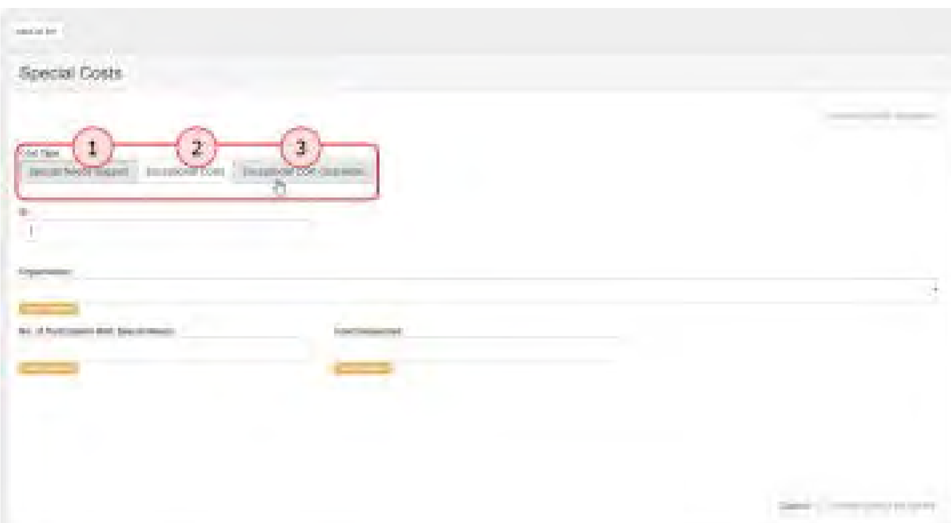
Important

For purposes of compliance with the **EU General Data Protection Regulation,** when you provide descriptions of the costs incurred **do not include any sensitive information**, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.



Quick steps

Detailed steps

	Add a special cost.
1	**Click the "+Create" button.** In the **Special Costs** tab click the **+Create** button to create a new special cost entry.
2	
3	**Select a "Cost Type".** Click the desired button to select a cost type: 1. **Special Needs Support**: to enter additional financial support within the scope of a strategic partnerships project directly related to participants with special needs (disabilities). The Special Needs Support screen opens as default. 2. **Exceptional Costs**: to enter exceptional costs incurred by the project's participating organisations. 3. **Exceptional Costs Guarantee**: to enter the costs related to financial guarantees incurred by the project's participating organisations.
4	
5	**Fill in the cost details.** When you add a cost entry the ID number is assigned automatically and incrementally per cost type. This number can be changed to match your internal organisational needs. Fill in the other fields as applicable. Fields and rules in the forms are different depending on the cost type selected. Mandatory fields are marked with an **orange value required** label.

6

Special Needs Support.

Provide the following details:

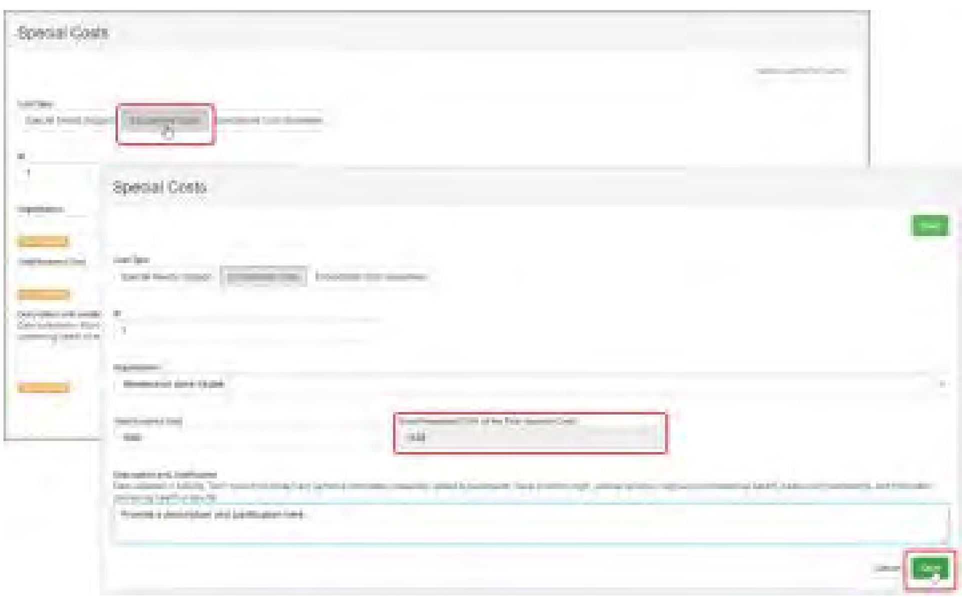
- **Organisation**: Select the beneficiary organisation from the drop down list. You can add multiple **Special Needs Support** entries for the same organisation.
  Note: For KA229 - School Exchange Partnerships projects, your own organisation is selected by default and cannot be changed.
- **No. of Participants With Special Needs**: Indicate the number of participants with special needs that were supported.
- **Grant Requested**: Indicate the grant requested (value in €). This can be equal to the total costs incurred.

7

Exceptional Costs.

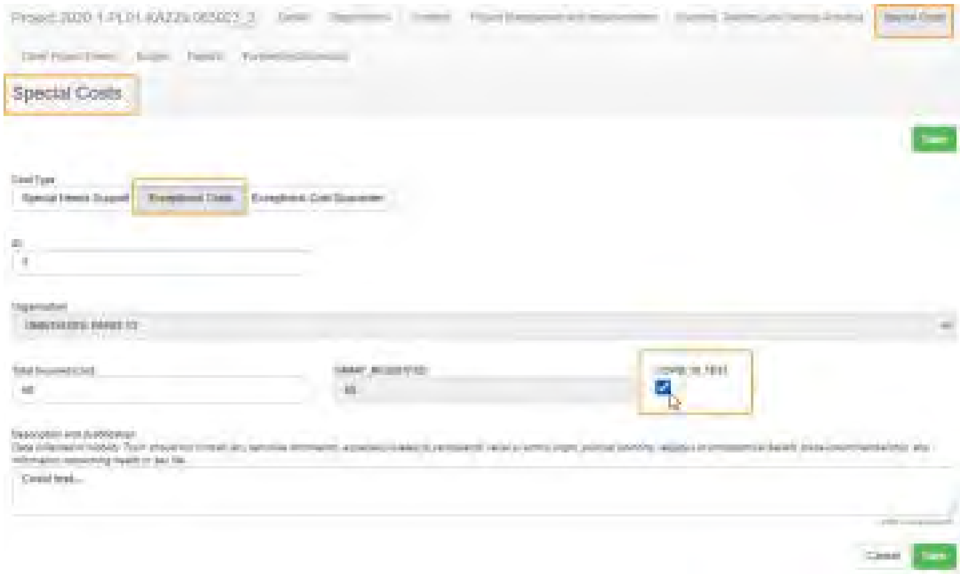
Provide following details:

- **Organisation**: Select the beneficiary organisation from the drop down list. You can add multiple **Exceptional Costs** entries for the same organisation.
  Note: For KA229 - School Exchange Partnerships projects, your own organisation is selected by default and cannot be changed.
- **Total Incurred Cost**: Add the total incurred cost (value in €). The amount eligible for funding will be automatically calculated and shown in the **Grant Requested (75% of the Total Incurred Cost)** field.
- **Description and Justification**: Include a description of the exceptional costs incurred.



Cost for Covid Tests

In **KA2** projects, costs related to Covid tests have to be provided as **Exceptional cost** in the Special Costs screen, using the **COVID_19_TEST** check box to mark the exceptional costs as Covid test.



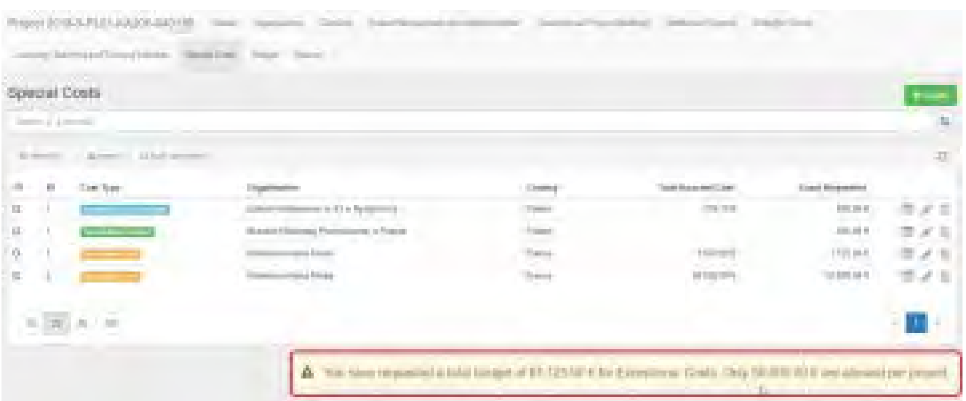
8 **Exceptional Cost Guarantee**

- **Organisation**: Select the beneficiary organisation from the drop down list. The same organisation can only be chosen once.
  Note: For KA229 - School Exchange Partnerships projects, your own organisation is selected by default and cannot be changed.
- **Total Incurred Cost**: Insert the total incurred cost (value in €). The amount eligible for funding will be calculated automatically and displayed under **Grant Requested (75% of the Total Incurred Cost)**.

9

Information

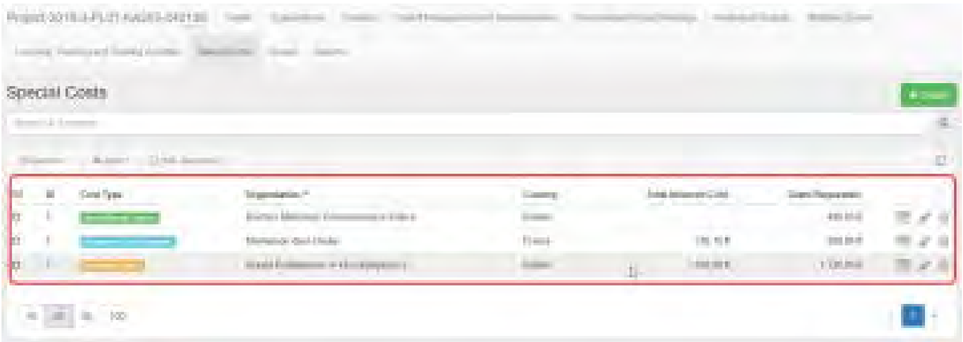
For **Exceptional Costs** and **Exceptional Costs - Guarantee** the sum of all **Grant Requested (75% of the Total Incurred Cost)** amounts within a project is capped at € 50 000. It is however possible to request more. If you do so, a warning message will be displayed under the **Special Costs** list and in the beneficiary report.



10 **Save the special cost entry.**

Once all the mandatory fields in your form are filled in, you can **Save** it to create the cost entry and return to the **Special Costs** main screen.

The entry then displayed in the special costs list.

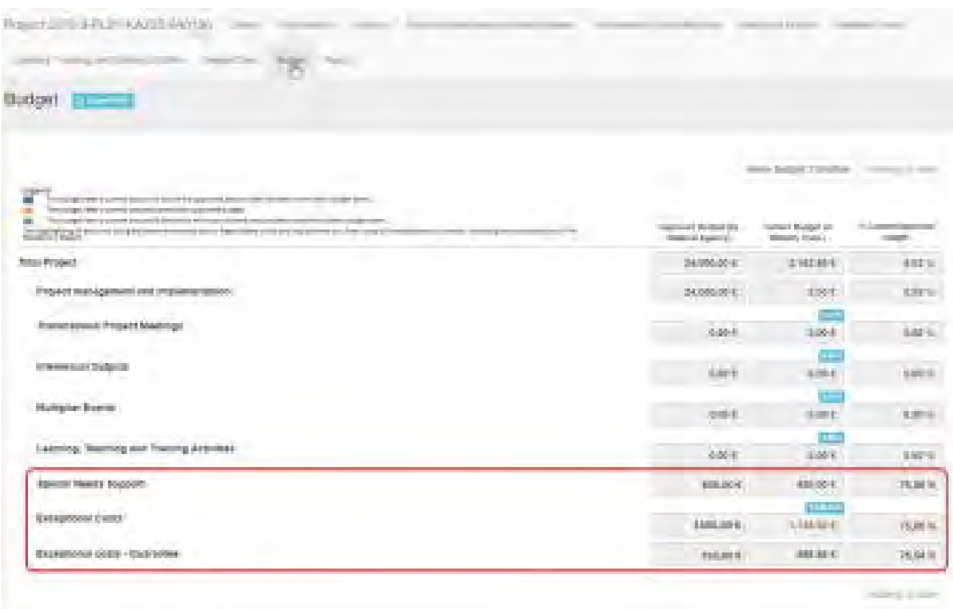


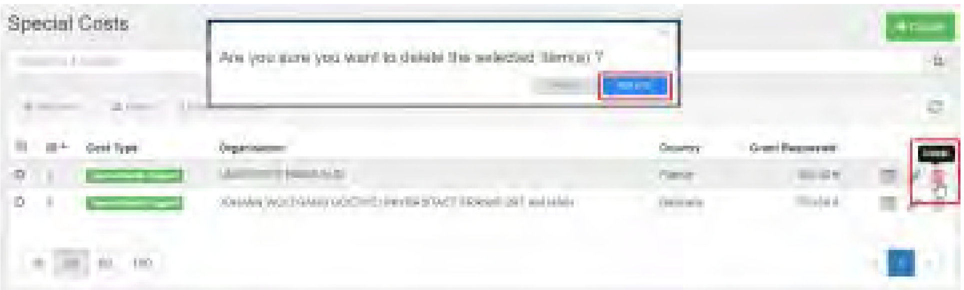
11 **Special Costs in the project budget.**

The approved amounts for all special costs can be consulted at the bottom of the **Budget** tab, in column **Approved Budget (by National Agency)**.

The column **Current Budget (in Mobility Tool+)** will display the updated **Budget,** according to the added Special Cost items.

In projects of call year 2018 you have two comment fields available under Exceptional Cost and Exceptional Costs - Guarantee in the budget screen where it is possible to add more information. Remember to not include any sensitive information in those comment fields.



	Edit or Remove a special cost.
12	Click the **Edit** icon to edit the **Special Cost**. Make the desired changes and click **Save** to update the special cost entry. If you click **Cancel** instead, all your unsaved changes will be deleted and the form will close.  Click the **Delete (bin)** icon to remove a **Special Cost** item from the list and confirm deletion. 

Related Articles

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- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA2 Validated and checked versions

MT+ KA2 Budget

UPDATES COMING

This page will be updated shortly to include the changes implemented in Mobility Tool+ Release 6.3 with regards to virtual and blended mobilities.

The current instructions refer to mobilities recorded in Mobility Tool+ before Release 6.3, which will be referred to as *physical mobilities*.

Basic information on virtual/blended activities and mobilities can be found in these pages:

- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA2 Overview of virtual and blended activities

Approved Budget (by National Agency) and Current Budget (in Mobility Tool+).

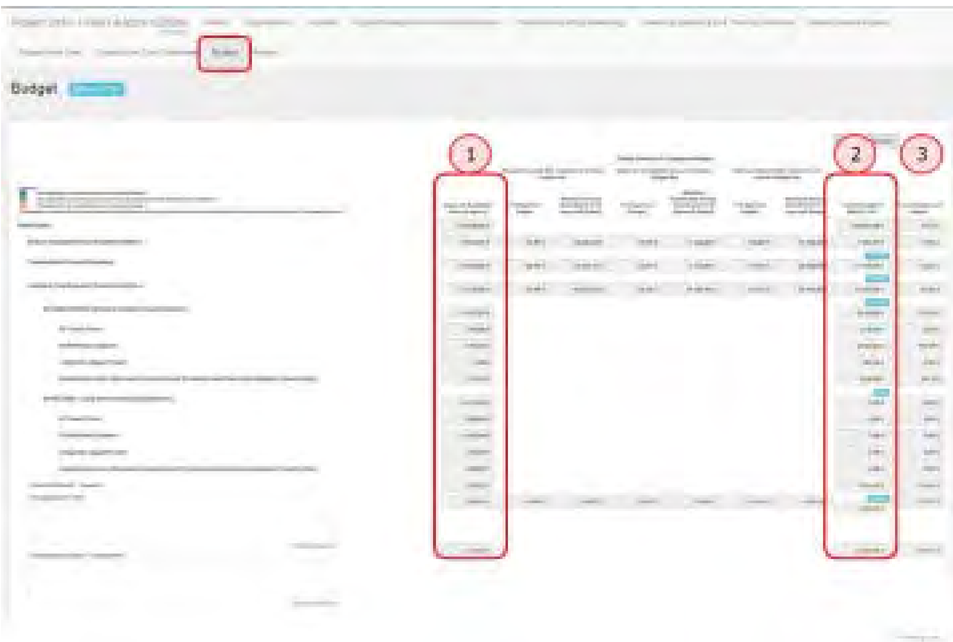
Explanation and illustration

The budget summary screen provides an overview of the approved budget as entered into the NA's Project Management System and this can be seen in the column **Approved Budget (by National Agency)**.

The column **Current Budget (in Mobility Tool)** reflects the total for each activity and budget item as entered under each tab of the Mobility Tool:

- Project management and implementation
- Transnational Project Meetings
- Intellectual Outputs
- Multiplier Events
- Learning, Teaching and Training Activities
- Special Needs Support
- Exceptional Costs
- Exceptional Cost Guarantee

Between the approved column (indicated as 1 in the illustration below) and the current budget amount column (indicated as 2), are the minimum and maximum allowed transfers. The last column (indicated as 3) shows the percentage of the current/approved budget.



Allowed budget transfers between budget items.

Explanation and illustration
Transfer between budget items is allowed but only as indicated in the table below.

		To (budget item receiving the funds)							
		PMI	TPM	IO	ME	LTT	SN	EC	EC - Guarantee
From (budget item sending the funds)	PMI		Allowed	Allowed	Allowed	Allowed	Allowed		Allowed
	TPM			Allowed	Allowed	Allowed	Allowed		Allowed
	IO		Allowed		Allowed	Allowed	Allowed		Allowed
	ME		Allowed	Allowed		Allowed	Allowed		Allowed
	LTT		Allowed	Allowed	Allowed		Allowed		Allowed
	SN								
	EC		Allowed	Allowed	Allowed	Allowed	Allowed		Allowed
	EC - Guarantee								

Maximum and minimum percentage allowed for the transfer.

Explanation and illustration

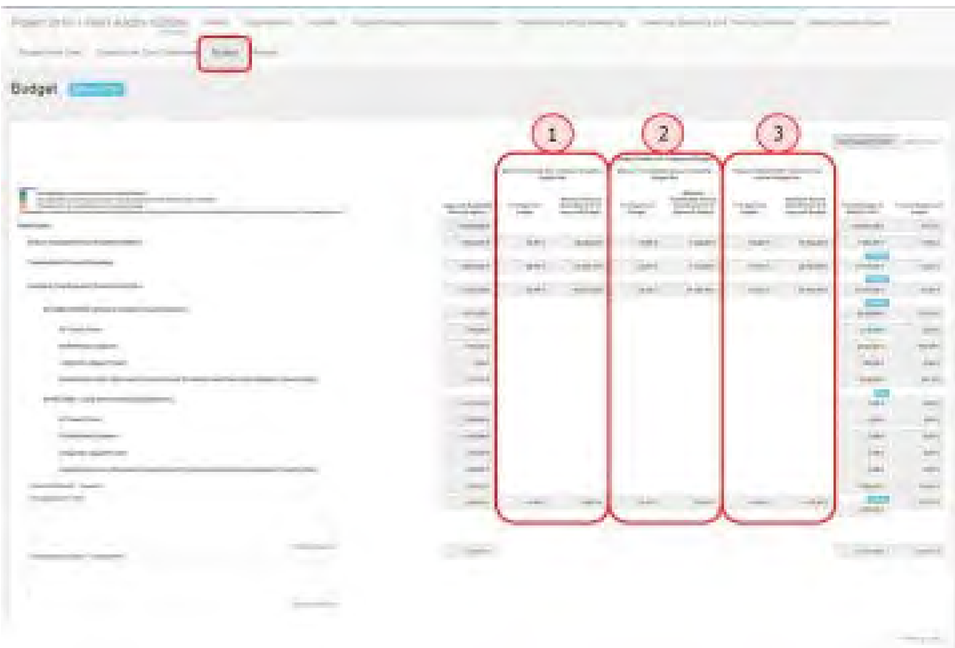
Where transfer is allowed from or to a budget item, the following percentages and amounts based on the approved budget are displayed:

1. Minimum current budget allowed after transfers to another budget item
2. Maximum transferable amount to another budget item
3. Maximum current budget allowed after transfers from another budget item

The font colour will change if any of these limits are exceeded. The legend on screen outlines when the colored font is used.

- Blue indicates that the budget item's current amount is above the approved amount.
- Green indicates that the budget item's current amount is below the minimum allowed amount after transfers to other budget items.
- Orange indicates that the budget item's current amount exceeds it's approved budget.

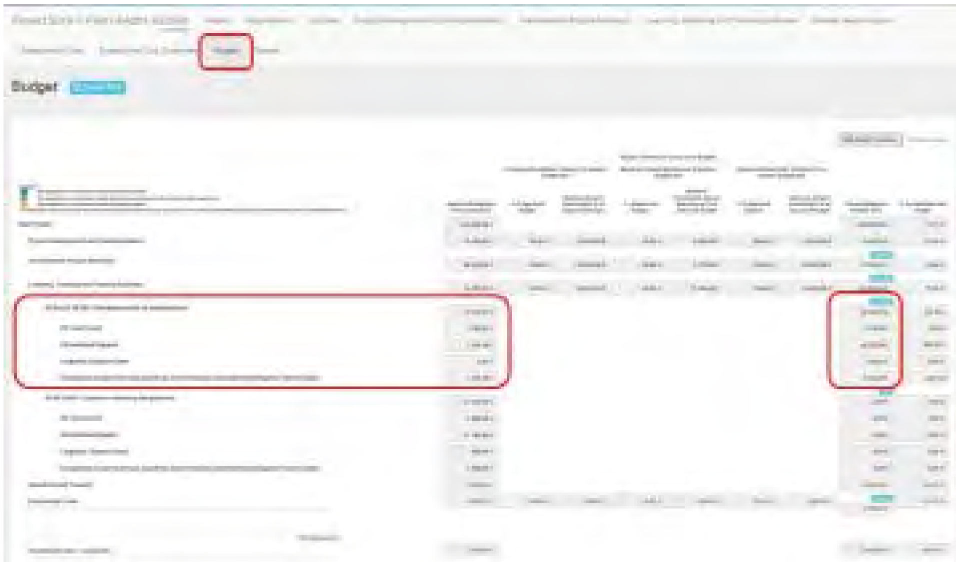
> **Take note**
>
> Amounts highlighted using any colour is only for information and will not block any functionality, such as the submission of the beneficiary report.

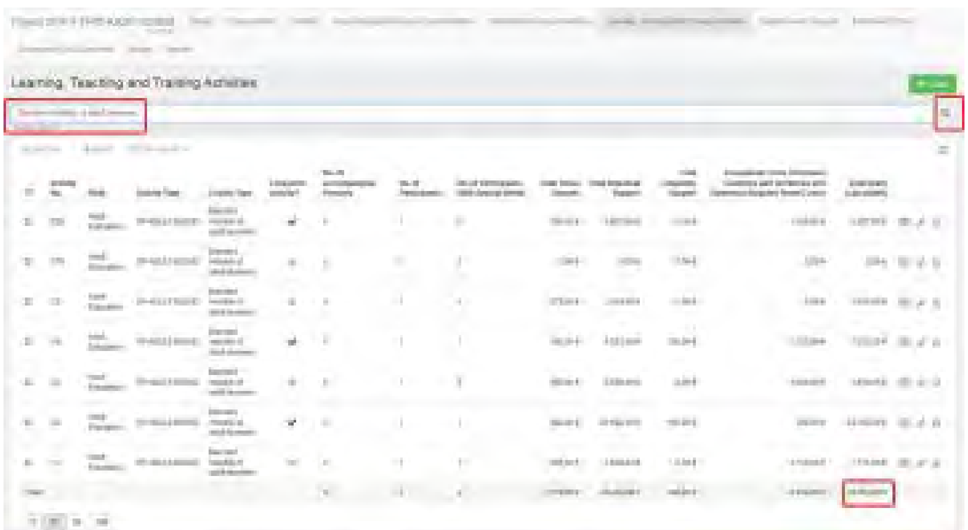


Budget for Learning, Teaching and Training Activities.

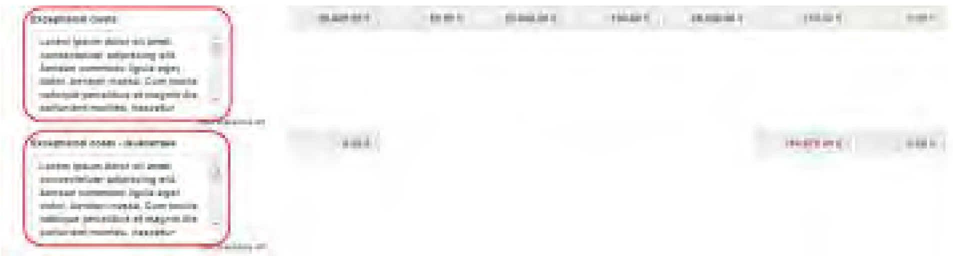
Explanation and illustration

The **Learning, Teaching and Training Activities** budget item is further divided into the activity types. The total of which can be viewed from the mobilities tab. Filtering by only that activity type will display the total for that activity type.

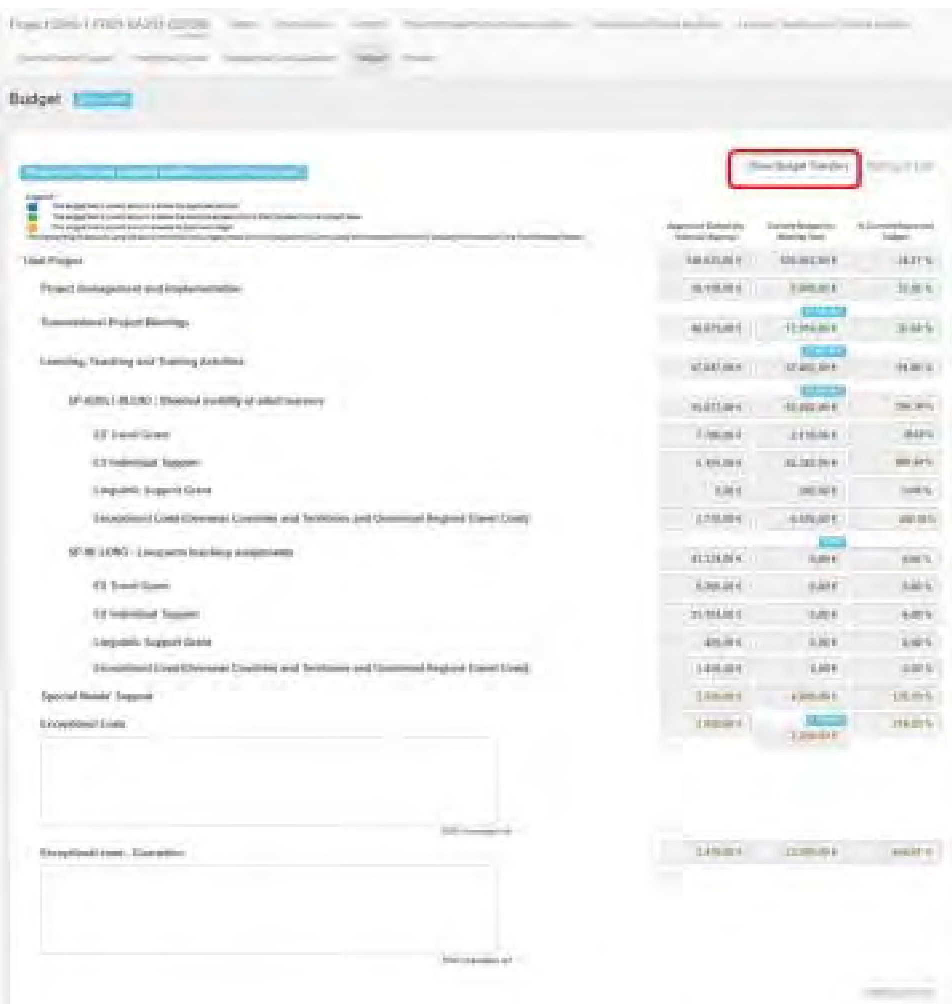




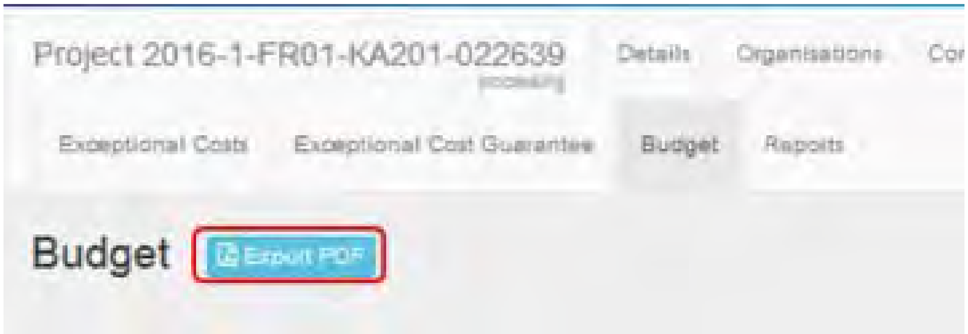
Budget for Exceptional Costs and Exceptional Cost Guarantee.

Explanation and illustration
The **Exceptional Costs** and **Exceptional cost - Guarantee** both have comments fields. A comment should be entered and saved if either items have costs entered. Click on **Save** at the top or bottom of the budget screen to save the text entered. The save button will only become active after text has been entered on the screen.


Hide/Show budget transfers

Explanation and illustration
The budget transfers columns can be hidden from view by clicking on the button **Hide Budget Transfers** at the top of the budget screen. Click on the button **Show Budget Transfers** to display the columns again.
 

Export to PDF

Explanation and illustration
To export the budget information to pdf, click on the button **Export PDF** at the top of the screen.


Related articles

- MT+ Force majeure guidance due to Coronavirus
- MT+ How to manage organisations for KA2 projects
- MT+ KA1 and KA2 Project Log
- MT+ KA2 Budget
- MT+ KA2 Force Majeure
- MT+ KA2 How to complete and submit the final beneficiary report
- MT+ KA2 Intellectual Outputs
- MT+ KA2 Learning, Teaching and Training Activities
- MT+ KA2 Multiplier Events
- MT+ KA2 Overview of virtual and blended activities
- MT+ KA2 Project Management and Implementation
- MT+ KA2 Special Costs
- MT+ KA2 Transnational Project Meetings
- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA2 Validated and checked versions

MT+ KA2 Force Majeure

UPDATES COMING

This page will be updated shortly to include the changes implemented in Mobility Tool+ Release 6.3 with regards to virtual and blended mobilities.

The current instructions refer to mobilities recorded in Mobility Tool+ before Release 6.3, which will be referred to as *physical mobilities*.

Basic information on virtual/blended activities and mobilities can be found in these pages:

- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA2 Overview of virtual and blended activities

Relevant for...

Call Year	Key Action	Action
All	**KA2 - Cooperation for innovation and the exchange of good practices**	All

Force majeure applies to KA2 activities which could not be started or completed due to an unforeseeable exceptional situation or event beyond the individual participant's control. It is not attributed to error nor negligence on the participant's part. Such situations can arise at any time including factors such as sudden disease, accidents, death, earthquakes and other causes beyond the control of the participant.

While creating or editing an activity, when the checkbox **Force Majeure** is checked the comment field **Force Majeure Explanations** must be completed. The justifications for indicating the activity as **Force Majeure** should be added here.

2020 "COVID-19 affected" flag

KA2 project activities having an end date within 2020, the Force Majeure flag checked, and for which Force Majeure Explanations contain keywords such as "corona" or "covid" will automatically have the new "COVID-19 affected" flag set. This flag cannot be changed manually.

KA2 activities where the Force Majeure check box is available:

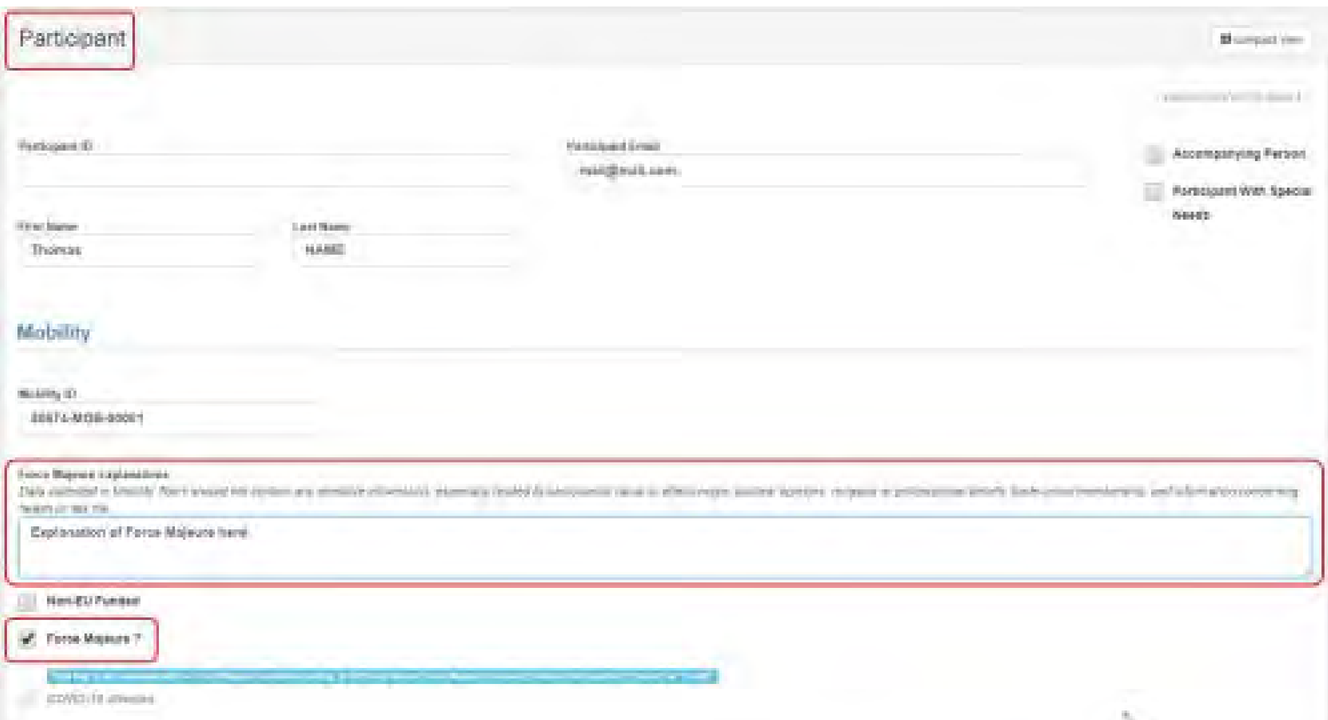
- Learning, Teaching and Training Activities
    - "COVID-19 affected" flag in Learning, Teaching and Training Activities
- Transnational Project Meetings
    - "COVID-19 affected" flag in Transnational Project Meetings
- Intellectual Outputs (Intellectual Outputs - Organisation)
    - "COVID-19 affected" flag in Intellectual Outputs
- Multiplier Events (Multiplier Events - Detail)
    - "COVID-19 affected" flag in Multiplier Events

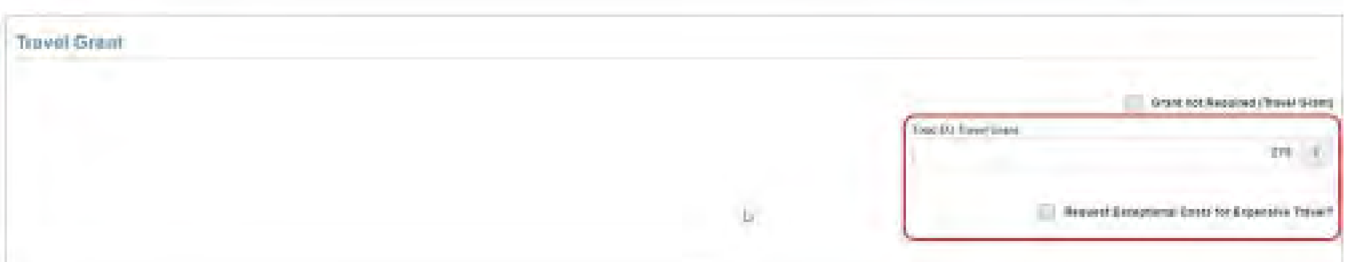
Learning, Teaching and Training Activities

In the case of **Learning, Teaching and Training Activities**, if the **Force Majeure** box is checked for a participant the following fields and calculations will be affected as described below. Certain fields may vary in name, depending on the selected Action Type.

- **Duration Calculated (days)** - The business rule checking the minimum and maximum duration will no longer apply in case of Force Majeure.
- **Total EU Travel Grant** - The field will become editable. If any values were already present they will remain.
- **EU Individual Support** - The field will become editable. If any values were already present they will remain.
- **Linguistic Preparation** - Applicable to participants whose activity type is long-term. The user checks the field.
- **Linguistic Support Grant** - The field remains locked.
- **Force Majeure Explanations** - This additional field is shown. The beneficiary must provide explanations about the force majeure event.

When the Force Majeure checkbox is checked the comment field **Force Majeure Explanations** becomes available and must be completed. The justifications for indicating the activity as Force Majeure must be added here.



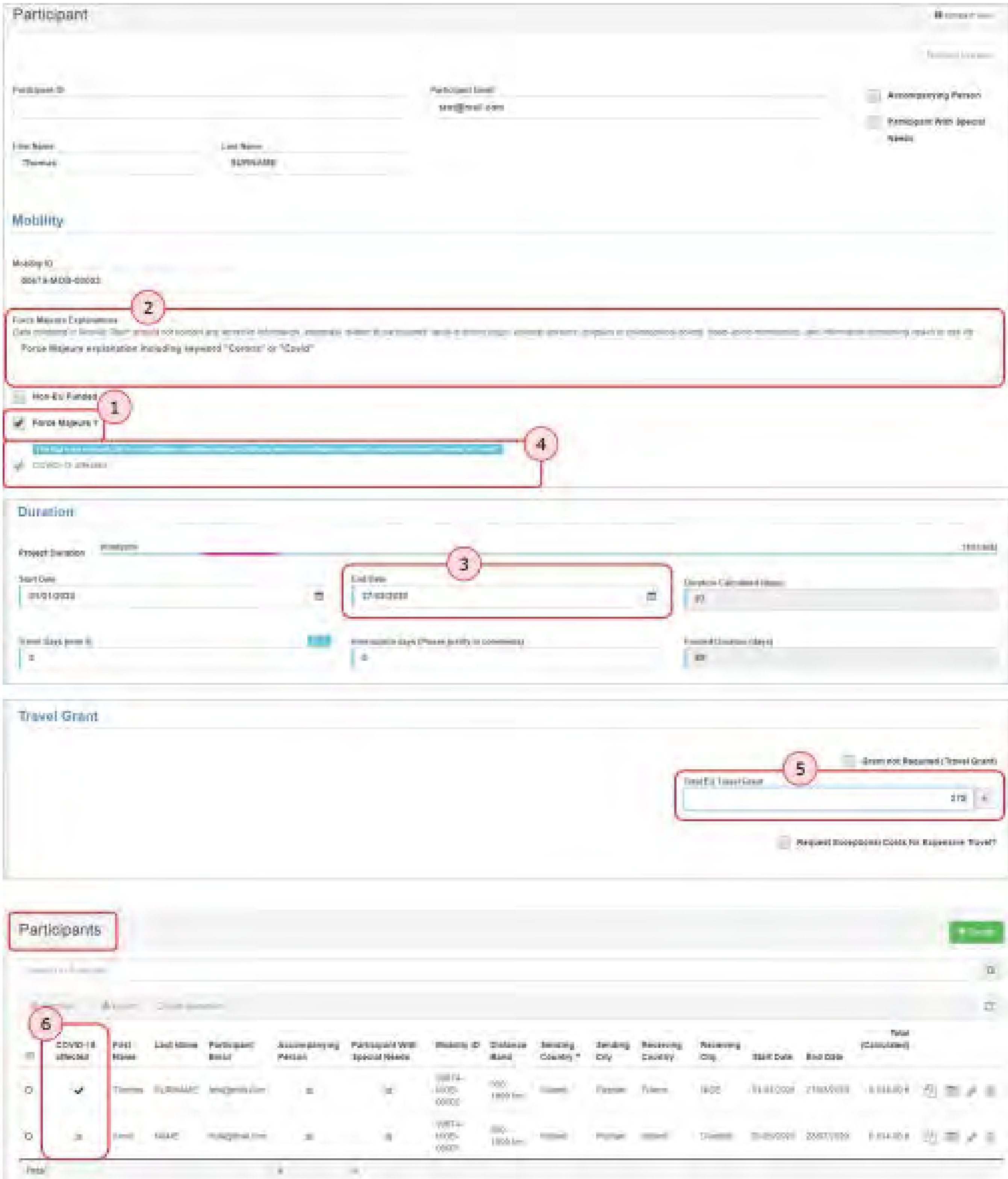


"COVID-19 affected" flag in Learning, Teaching and Training Activities

Learning, Teaching and Training Activities with participants having an activity **end date within 2020**, the **Force Majeure flag checked**, and for which the provided **Force Majeure Explanations** contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set. To indicate a participant in a Learning, Teaching and Training Activity as **COVID-19 affected:**

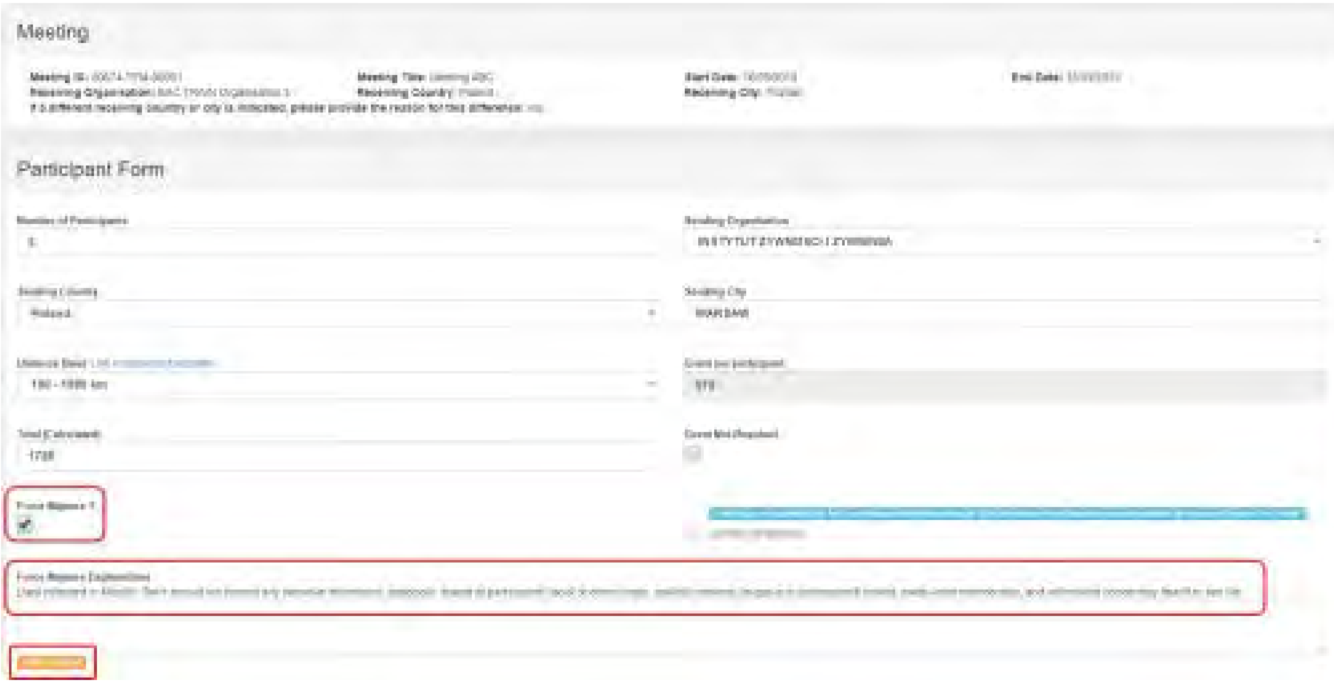
1. Tick the **Force Majeure?** check box in the participant form.
2. Add an explanatory comment including the keyword "covid" or "corona".
3. The **end date** of the activity has to be in 2020 (to be specified in the Duration section).
4. Note that the **Covid-19 affected** flag is checked automatically as conditions 1-3 are fulfilled.
5. In the list of participants the **Covid-19 affected** column will display a check. See MT+ Menu and Navigation > Add/Remove Columns option f or instructions on how to add the column to the list view.

For additional information and guidance on **Force Majeure due to COVID-19**, please see **MT+ Force majeure guidance due to Coronavirus.**


Participant
Accompanying Person
Participant With Special Needs
Mobility
Force Majeure Explanations
Force Majeure explanation including keyword "Corona" or "Covid"
Non-EU Funded
Force Majeure ?
Duration
Project Duration
Travel Grant
Request Exceptional Costs for Expensive Travel?
Participants
COVID-19 affected
First Name
Last Name
Participant Email
Accompanying Person
Participant With Special Needs
Mobility ID
Distance Band
Sending Country
Sending City
Receiving Country
Receiving City
Start Date
End Date
Total (Calculated)
1
2
3
4
5
6

Transnational Project Meetings

If the **Force Majeure** box is checked the **Total (Calculated)** becomes editable and the comment field **Force Majeure Explanations** becomes available and must be completed. The justifications for indicating the activity as Force Majeure must be added here. Click on the **Save** button to save any changes.

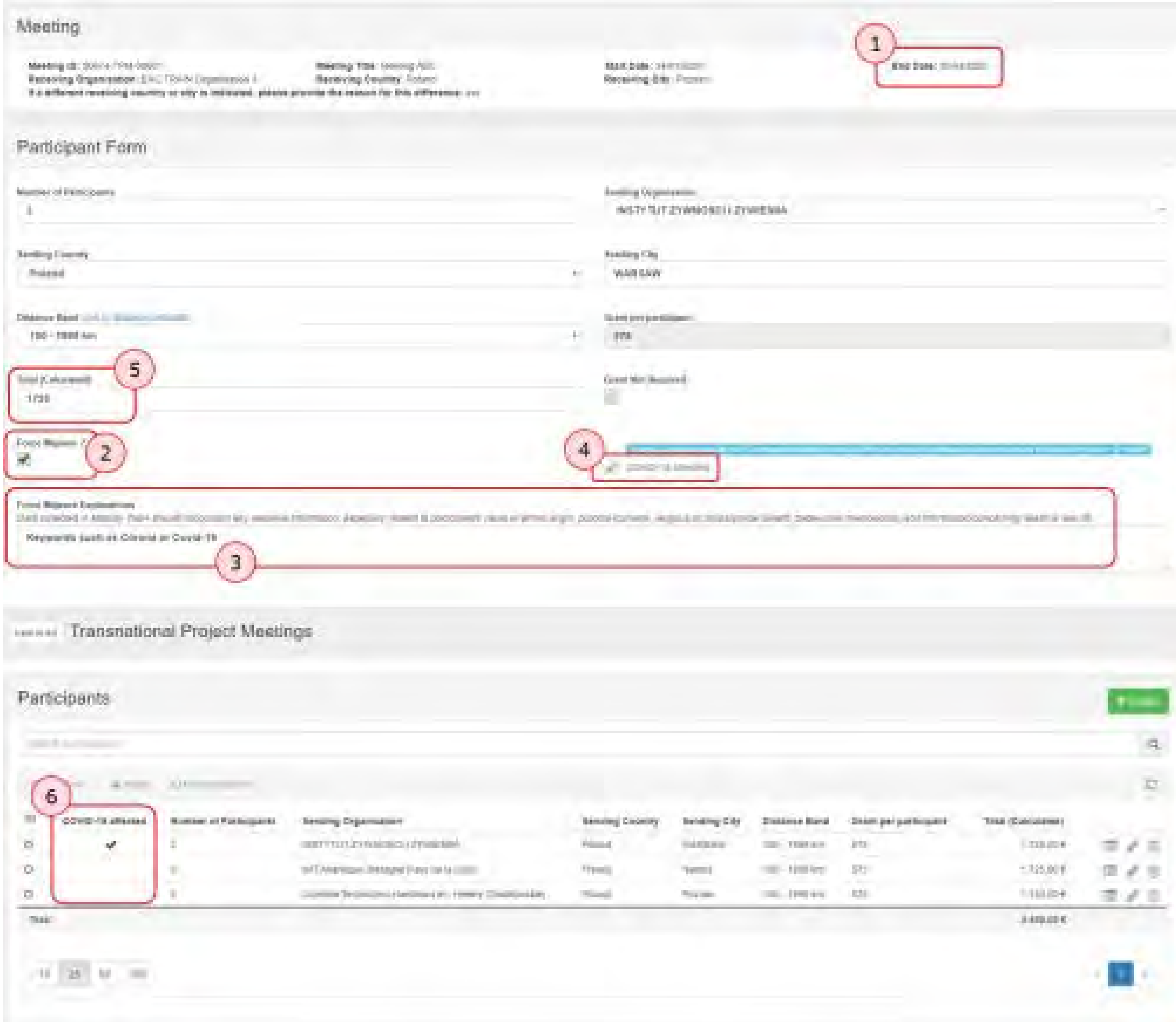


"COVID-19 affected" flag in Transnational Project Meetings

Transnational Project Meetings having an **end date within 2020**, the **Force Majeure flag checked** in the participant form, and for which the provided **Force Majeure Explanations** contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set. To indicate a participant as **COVID-19 affected:**

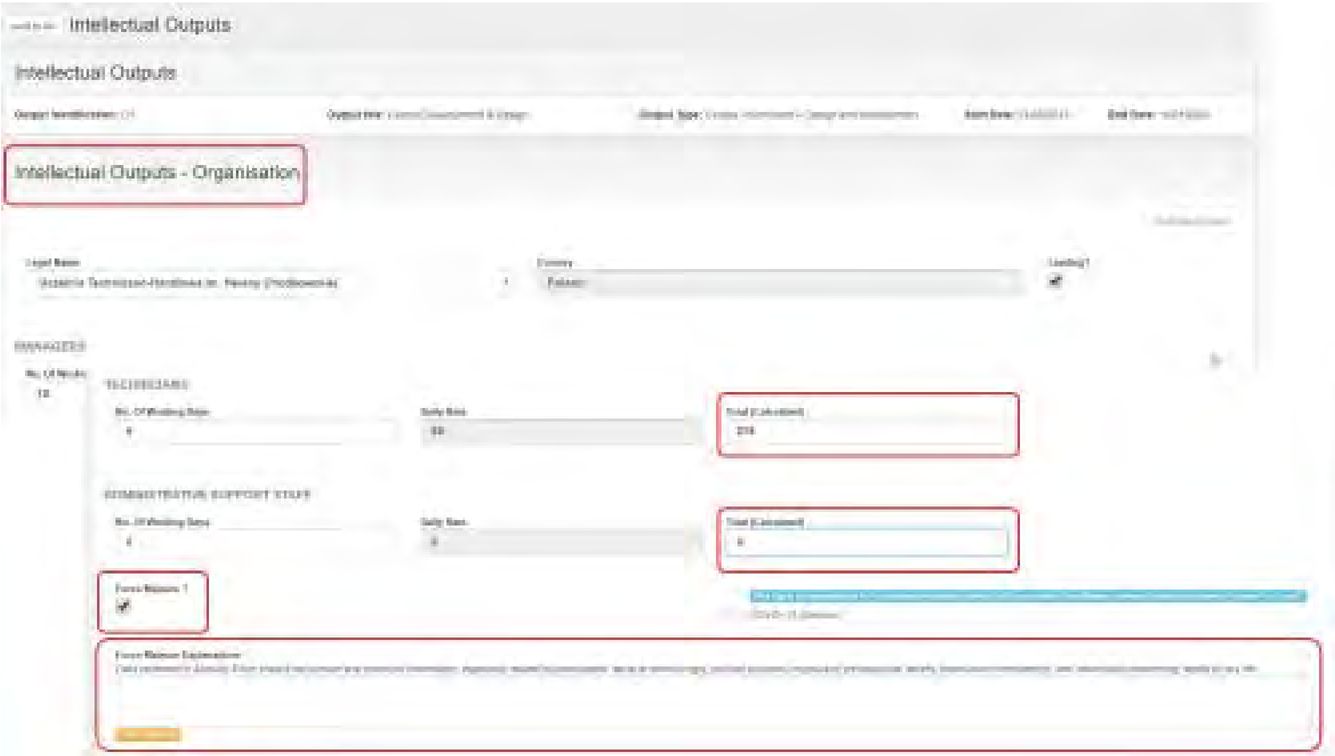
1. The **end date** of the Transnational Project Meeting has to be in 2020 (to be specified in the Meeting Details).
2. Tick the **Force Majeure?** check box in the participant form.
3. Add an explanatory comment including the word "covid" or "corona".
4. Note that the **Covid-19 affected** flag is checked automatically as conditions 1-3 are fulfilled.
5. In the list of participants for the Transnational Project Meeting the column **Covid-19 affected** will display a check. See MT+ Menu and Navigation > Add/Remove Columns option for instructions on how to add the column to the list view.

For additional information and guidance on **Force Majeure due to COVID-19**, please see **MT+ Force majeure guidance due to Coronavirus.**



Intellectual Outputs (Intellectual Outputs - Organisation)

If the **Force Majeure** box is checked the **Total (Calculated)** fields becomes editable. The comment field **Force Majeure Explanations** becomes available and must be completed. The justifications for indicating the activity as Force Majeure must be added here.



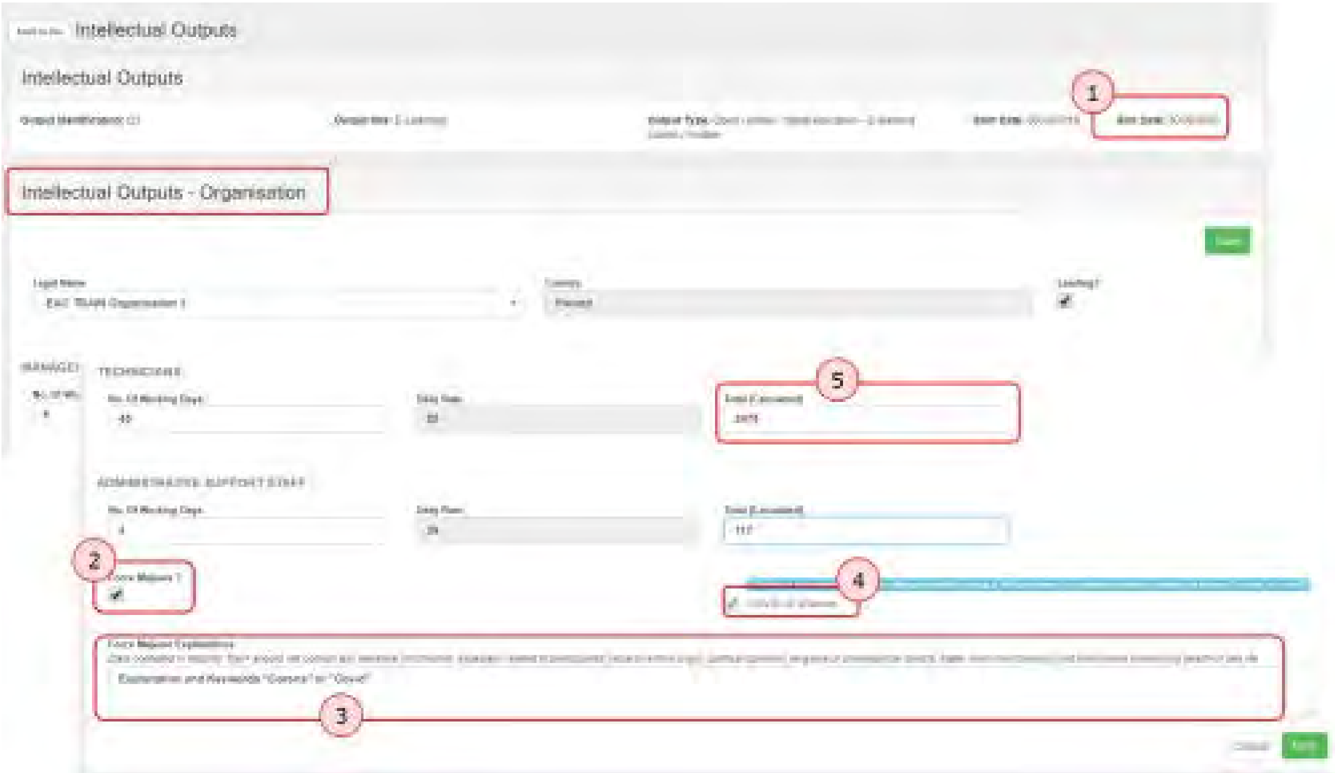
"COVID-19 affected" flag in Intellectual Outputs

Intellectual Outputs having an **end date within 2020**, the **Force Majeure flag checked** in the Intellectual Outputs - Organisation form, and for which the provided **Force Majeure Explanations** contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set.

To indicate an Intellectual Output as **COVID-19 affected:**

1. The **end date** of the Intellectual Outputs has to be in 2020 (to be specified in the Intellectual Outputs Details).
2. Tick the **Force Majeure ?** check box in the Intellectual Outputs - Organisation form.
3. Add an explanatory comment including the word "covid" or "corona".
4. Note that the **Covid-19 affected** flag is checked automatically as conditions 1-3 are fulfilled.

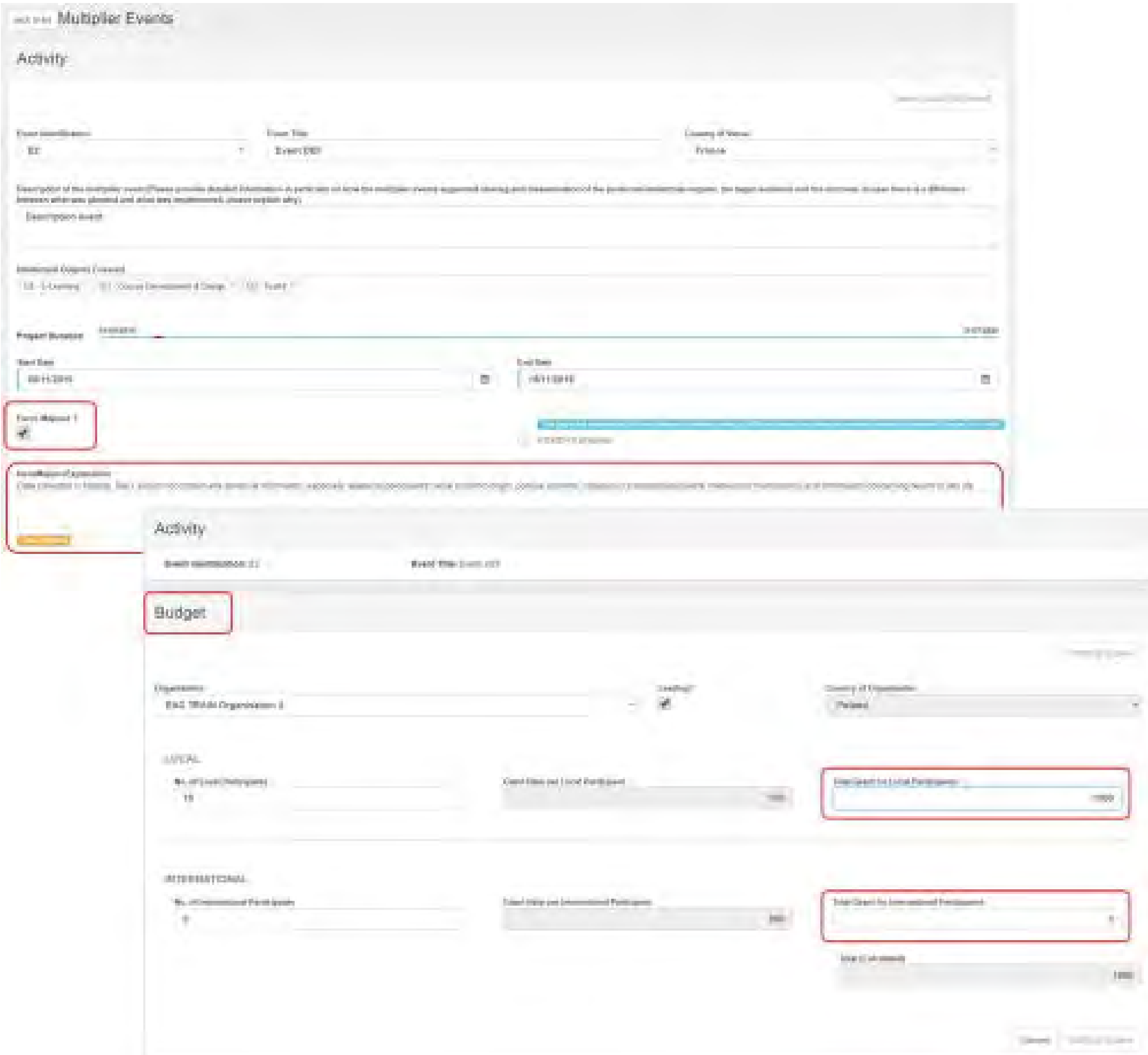
For additional information and guidance on **Force Majeure due to COVID-19**, please see **MT+ Force majeure guidance due to Coronavirus.**


Intellectual Outputs
Intellectual Outputs
1
Intellectual Outputs - Organisation
TECHNICIANS
5
ADMINISTRATIVE SUPPORT STAFF
2
4
Explanation and Keywords "Corona" or "Covid"
3

Multiplier Events (Multiplier Events - Detail)

If the **Force Majeure** box is checked in the Multiplier Events Activity the comment field **Force Majeure Explanations** becomes available and must be completed. The justifications for indicating the activity as Force Majeure must be added here.

In the **Budget** item details related to the multiplier event flagged as **Force Majeure**, the **Total Grant** fields for local and international participants become editable. These values can now be adjusted.



"COVID-19 affected" flag in Multiplier Events

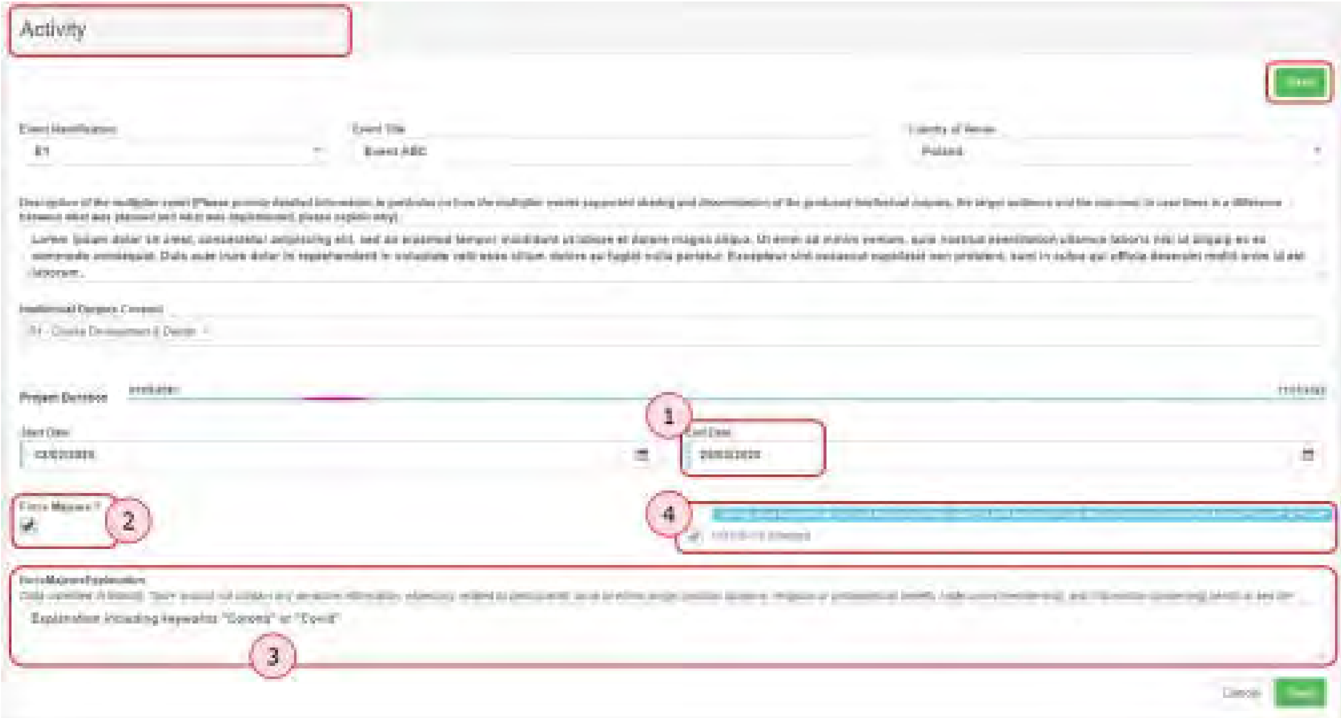
Multiplier Events having an **end date within 2020**, the **Force Majeure flag checked** in the Multiplier Events Activity form, and for which the provided **Force Majeure Explanations** contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set.

To indicate a Multiplier Event as **COVID-19 affected:**

1. The **end date** of the Multiplier Event has to be in 2020.
2. Tick the **Force Majeure ?** check box in the Multiplier Events Activity form.
3. Add an explanatory comment including the word "covid" or "corona".
4. Note that the **Covid-19 affected** flag is checked automatically as conditions 1-3 are fulfilled.

In the **Budget** section of the Multiplier Event flagged as **Force Majeure**, the **Total Grant** fields for local and international participants become editable. These values can now be adjusted.

For additional information and guidance on **Force Majeure due to COVID-19**, please see **MT+ Force majeure guidance due to Coronavirus.**



Related Articles

- MT+ Add mobility for KA1 and KA3 projects
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Certifications for mobilities (2017)
- MT+ Combined Teaching and Training
- MT+ Copy mobility details
- MT+ Data Dictionary
- MT+ Disadvantaged Background KA107 (2019)
- MT+ Expensive Domestic Travels
- MT+ Force majeure guidance due to Coronavirus
- MT+ How to edit the mobility import file
- MT+ How to export and import mobilities using xls
- MT+ How to manage Survey on Recognition
- MT+ How to read the error log
- MT+ How to view the error log
- MT+ How to work with CSV

MT+ KA2 Validated and checked versions

Relevant for...

Call Year	Key Action	Action
All	KA2 - Cooperation for innovation and the exchange of good practices.	All

For **KA2** projects there are different types of validations and checks the NA can conduct:

1. **Final Report Check / NA Validation**
2. **Desk-check (Primary Check)**
3. **On-the-spot check after completion of the project (Primary Check)**

All projects unless terminated with no grant will be subjected to the **Final Report Check / NA Validation**.

If any additional **Check** is required the NA will contact you with details of documentation to provide and further explanation. Once the check(s) are performed and the project receives the status **Finalised**, the information changed or updated during these check(s) can be viewed. An overview of this information is available from the tab **NA Validation / Check monitoring** and project versions allows you to view the project details at the various stages.

Additionally the beneficiary might have submitted a **Claim/Appeal/Observation**, which is also handled by the NA. The **Claims/Appeals** are related to objections by the beneficiary related to the accepted costs and these objections can be expressed in the form of Claim in Mobility Tool+.

This page provides an overview of how to view those checks, validations and claims including the impact on the budget in Mobility Tool+.

- Project version drop down.
- Check Monitoring tab.

Project version drop down.

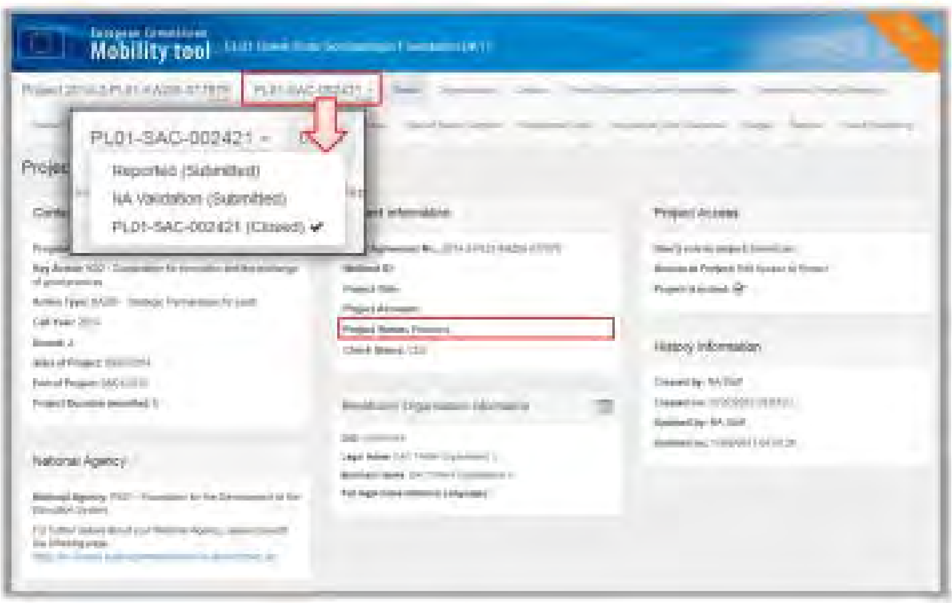
Explanation and illustration

A project will not display the menu **project versions** until it is signed to finalised in the NA's project management system. Once the project is finalised the project version drop-down is available.

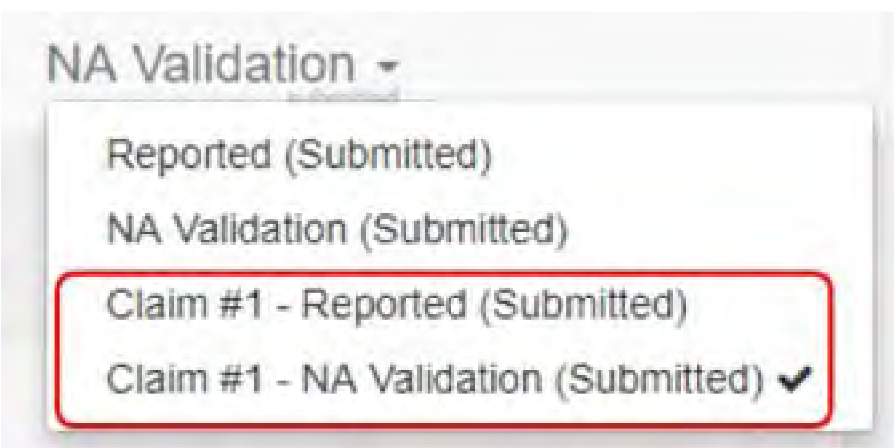
This functionality gives you the opportunity to check, in a read only mode, the different project versions and see what changes (if any) were made by the NA during the various checks including the impact of those on the budget and the different project sections.

In our first example we have three project versions (including the status):

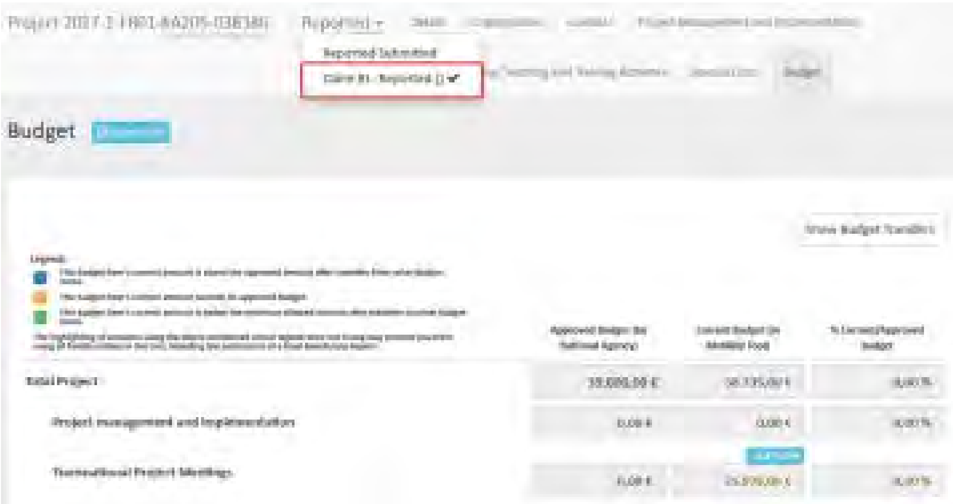
- **Reported (Submitted)** - Reflects the project information submitted with the final beneficiary report.
- **NA Validation (Submitted)** - Reflects the final report check performed by the NA.
- **PL01-SAC-002421 (Closed)** - Reflects an additional check performed by the NA. In this case it is a **on-the-spot check after completion of the project**.



In our second example the version drop-down has two **Claims**, both submitted.

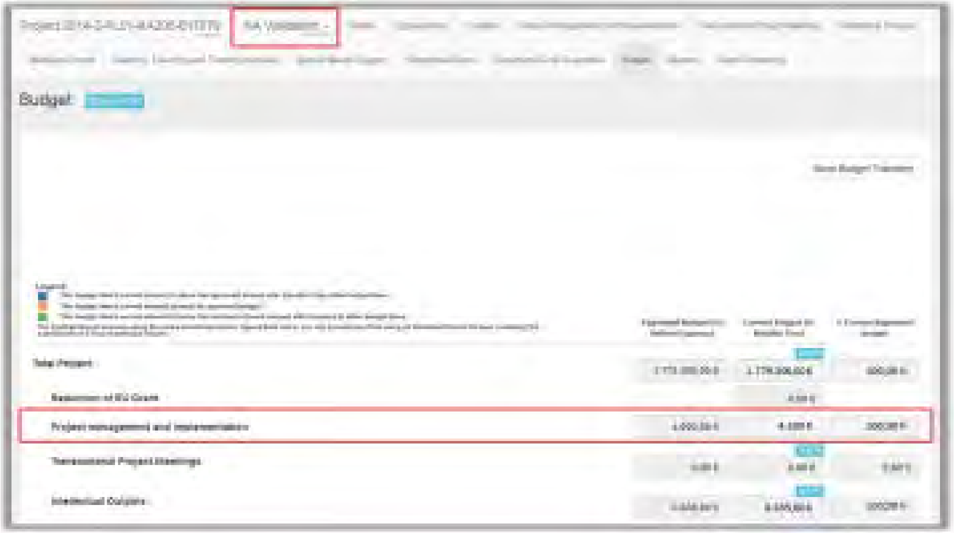


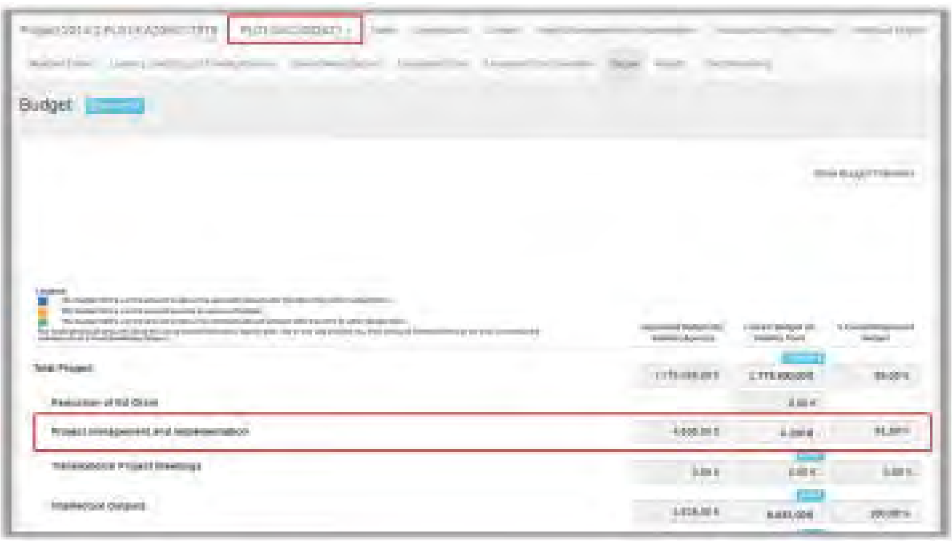
Encoded **Claims** are however also visible via the drop-down if the project is not yet finalised.


Budget
Reported Submitted
Show Budget Transfers
Total Project
Project management and Implementation
Transnational Project Meetings

This version drop down is useful to easily **check differences in the various project sections**. For example the budget of the project.

In our example we see in the first picture the budget after NA Validation. The second picture shows the budget after a check was done and the adjustment made.





Check Monitoring tab.

Explanation and illustration
A project will not display the tab **Check Monitoring** until it is signed to finalised in the NA's project management system. Once finalised, the tab **Check Monitoring** is available. Here you have access to an overview of NA validation and checks in the project data. Clicking on the **Check Monitoring** tab will open the **Monitoring Overview** screen.

In the **Monitoring Overview** you have an overview for the results of **NA Validation**, up to 4 **checks** and any recorded **claims**. In our example you see three main columns:

1. Reported: Overview of submitted project data in the final beneficiary report
2. **NA Validation**: Overview of NA validated project data, the result of the final report check
3. PL01-SAC-002421: Overview of checked project data, the result of an on-the-spot-check conducted by the NA

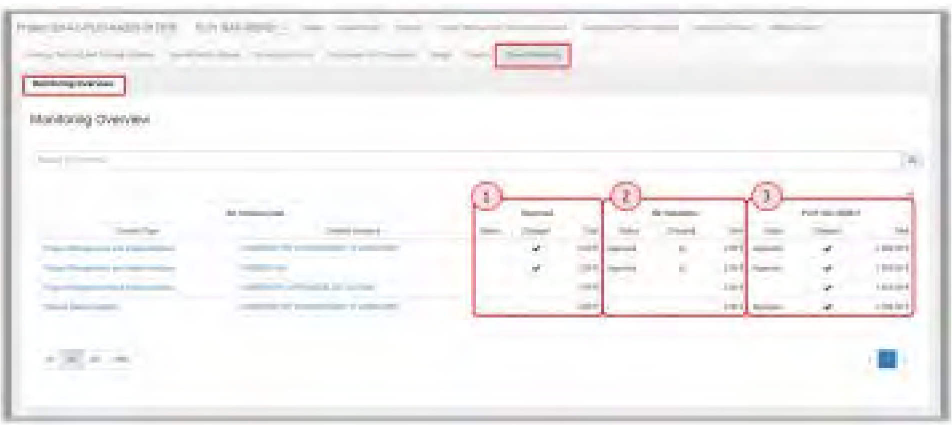
Details per check are divided in three columns: **Status, Changed** and **Total.**

The **Status** column indicates the approval of the content:

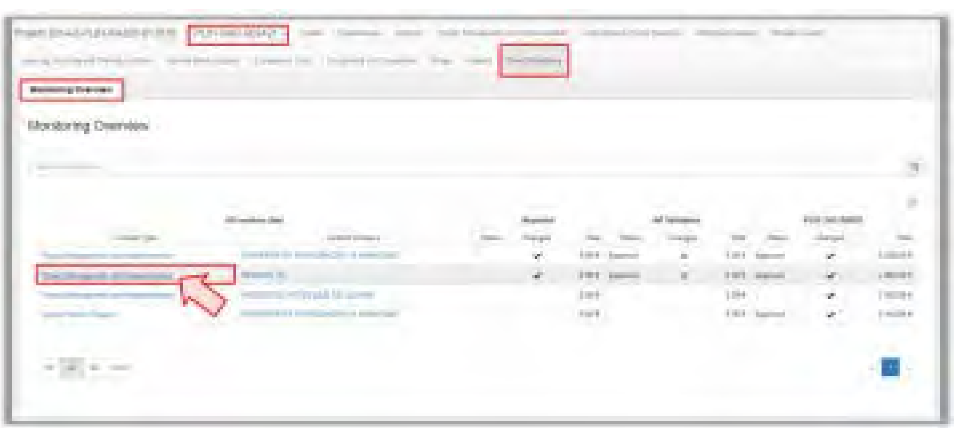
- **Approved:** The full or partial content was approved.
- **Rejected:** None of the content was approved. Content that is rejected will not receive a grant amount.
- **Empty**: This indicates content that might not have been submitted with the final beneficiary report but was added by the NA during Validation or check. This may be done as during the beneficiary report the content was incorrectly entered. This incorrect entry is then rejected and the new content added by the NA.

The **Changed** column indicates if the content or approval status was changed during the validation or check. A **check mark** indicates that the content was changed. An **X** indicates that there were no changes.

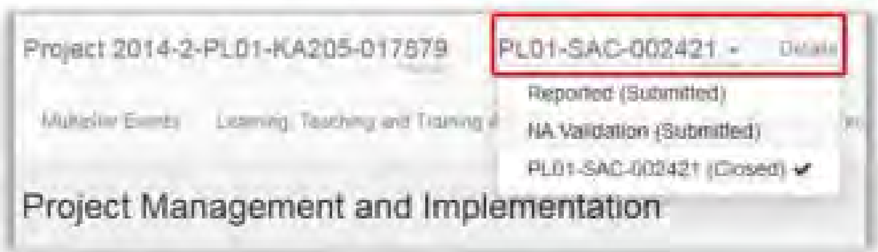
In the columns **Total** you will find the budget amount for the specific item per version. This way it is easy to identify changes in the budget made during validation or checks.

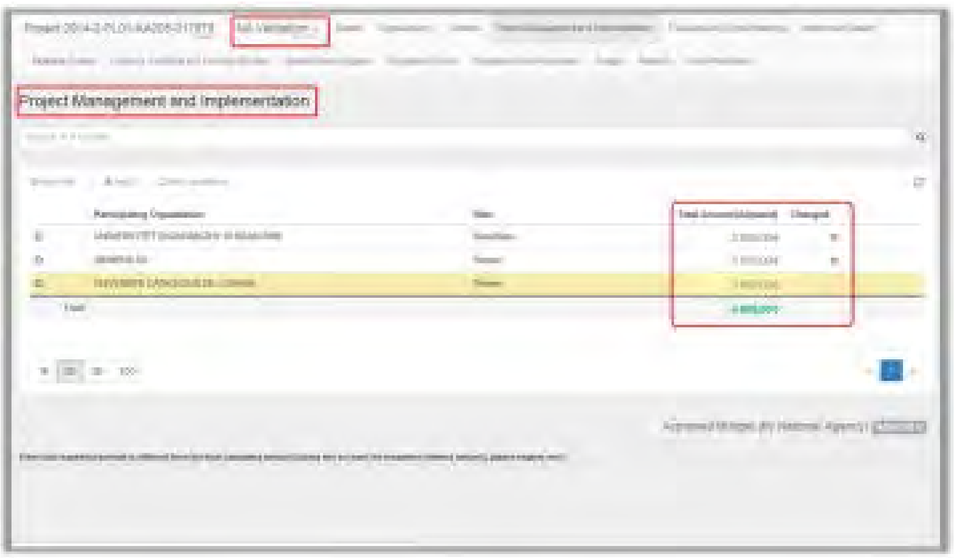


Clicking on a specific **Content type** or **Content Instance** will bring you directly to this project content and will display the details as submitted for the project version selected.



Changing the project version via the project version drop down will show you the information for this specific project item in the newly selected version. This helps you to easily see any changes made.





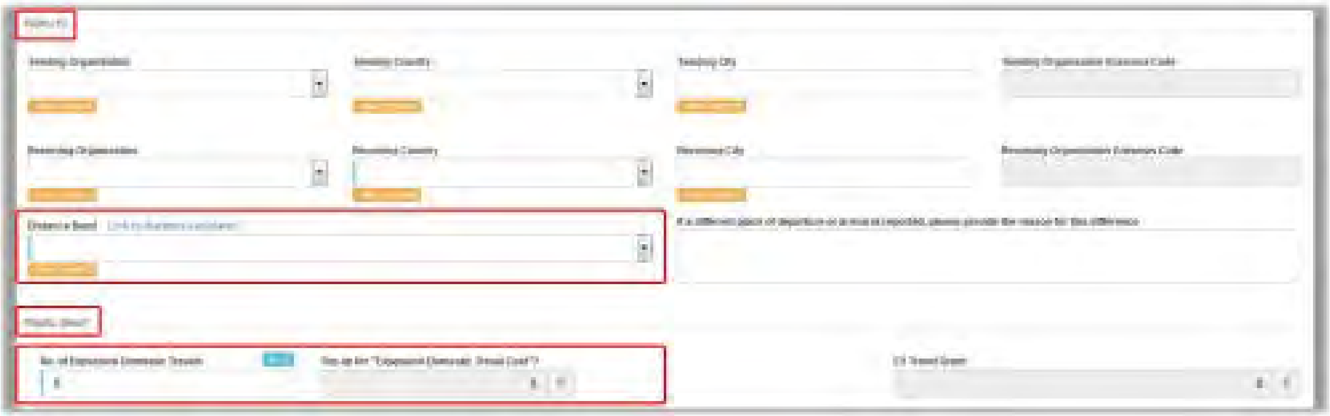
Related Articles

- MT+ KA1 and KA2 Project Log
- MT+ KA2 Project Management and Implementation
- MT+ Project Outline for KA2 projects

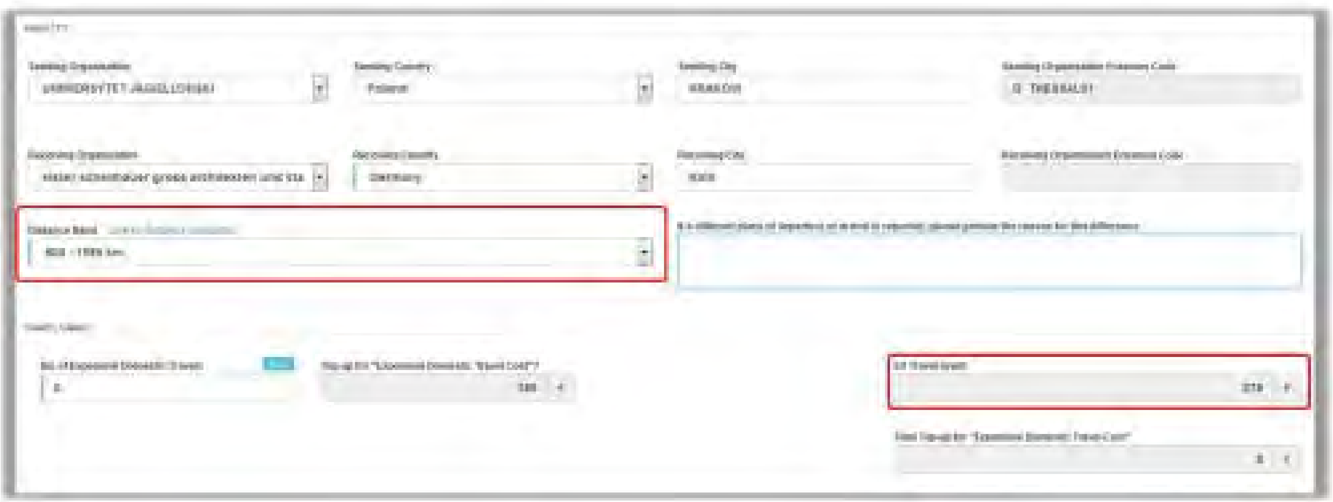
MT+ KA2 Travel Grant - 2017 (LTT Activities)

In **Mobility Tool+**, transportation expenses are incurred by individual participants when travelling from their place of origin to their venues and back within the context of a Learning, Teaching and Training Activity.

On this basis, the costs for these distances traveled are covered in the **EU Travel Grant** and calculated according to the activity type and **Distance Band** selected. This is indicated in the **From / To** and **Travel Grant** sections in the **Participants Information for Learning, Teaching and Training Activities**.



Based on the **Distance Band** selected, the amount for **EU Travel Grant** is calculated in the Travel Grant section.



From 2017, an additional option for **Expensive Domestic Travels** is available. This is a additional travel amount granted to participants that are subject to remoteness, making it harder and more expensive for them to reach a central transportation hub when travelling from their origin location to their final venue. This **Expensive Domestic Travel** is available for up to a maximum of **2 trips** from or to such a remote location. A default value of 0 is shown. An explanation about the need to have a cost for the expensive domestic travel trips is required and the details are to be filled in the field provided.

The table here outlines the fields and check boxes for the EU Travel Grant in LTT activities for KA2, call year 2017 onward.

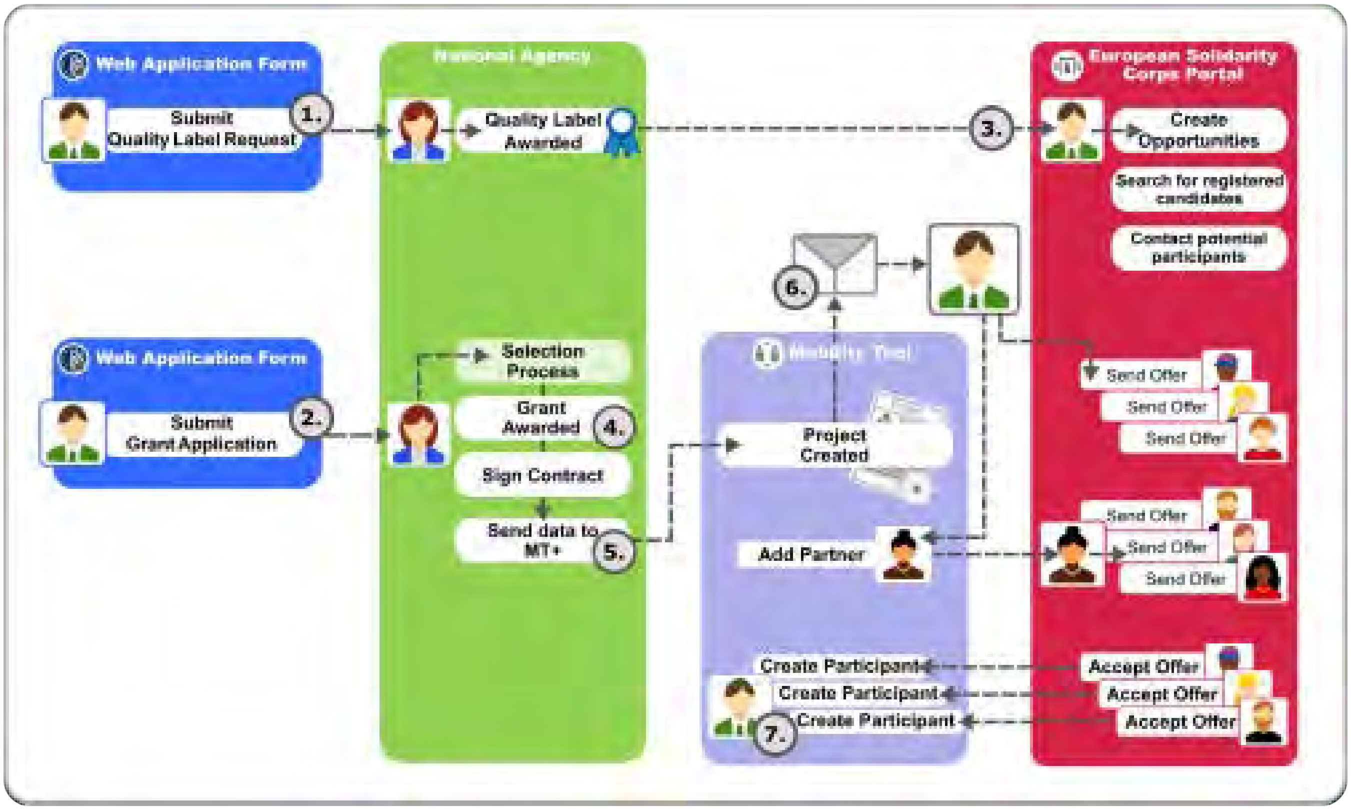
No.	Field Name	Availability Rules	Editable
1	No. of Expensive Domestic Travels	Max. 2 can be chosen indicating the travel to or from the remote location that the participant undertook. A default value of 0 is shown.	Yes
2	Top-up for "Expensive Domestic Travel Cost"?	Automatically calculated based on entry in the No. of Expensive Domestic Travels field	No
3	Please explain the nature of the expensive domestic travel costs	An explanation about the need to have cost for the expensive domestic travel trips has to be given. This field becomes visible if No. of Expensive Domestic Travels higher than 0.	Yes
4	EU Travel Grant	Centrally calculated travel grant according to the activity type and distance band selected.	No
5	Total Top-up for "Expensive Domestic Travel Cost"	Automatically calculated based on fields No. of Trips and Top-up for "Expensive Domestic Travel Cost".	No
6	Total EU Travel Grant	Automatically calculated, adding EU Travel Grant and Total Top-up for "Expensive Domestic Travel Cost".	No
7	EU Travel Grant - Grant Not Required	If this flag is checked the relevant participant budget field will automatically be set to zero.	Yes

Related Articles

- MT+ KA2 Budget
- MT+ KA2 Multiplier Events
- MT+ KA2 How to complete and submit the final beneficiary report
- MT+ Force majeure guidance due to Coronavirus
- MT+ KA2 Validated and checked versions
- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA203 Invited organisation from enterprise
- MT+ How to manage organisations for KA2 projects
- MT+ KA2 Learning, Teaching and Training Activities
- MT+ KA2 Transnational Project Meetings
- MT+ KA1 and KA2 Project Log
- MT+ KA2 Overview of virtual and blended activities
- MT+ KA2 Intellectual Outputs
- MT+ KA2 Project Management and Implementation
- MT+ Project Outline for KA2 projects

ESC MT+ Project management overview

European Solidarity Corps Process Overview



1. If your organisation wishes to apply for a project, you must first submit a request for a Quality Label or hold a valid Erasmus+ Volunteering Accreditation. See European Solidarity Corps Quality Label - Introduction
2. Organisations can apply for a grant but can also be partners in projects (In some cases - Traineeships and Jobs - organisations can be involved without holding a Quality Label. For detailed information on the criteria and conditions for participating, consult the European Solidarity Corps Guide).
3. As soon as your organisation has a Quality Label (or if your organisation already holds an Erasmus+ Volunteering accreditation), access to the European Solidarity Corps Portal is granted and opportunities can be created. You can already contact potential participants at this stage.
4. If your project proposal is selected it will be awarded a grant.
5. In order for the project to be created in Mobility Tool+ and for you (or your partners) to send offers to the potential participants, the contract must be signed and the National Agency must transfer the data to Mobility Tool+.
6. When the project data becomes available to Mobility Tool+, a notification is sent to the contact person of your organisation. This notification will inform you of the project creation in Mobility Tool+. It is now possible to send offers to potential participants using the European Solidarity Corps Portal.
7. After the participants have accepted the offers in the European Solidarity Corps Portal, you will be able to update project information in Mobility Tool+ such as:

   - Retrieve the participants' details and associate them to activities,
   - Complete and update budget information,
   - Confirm the readiness of the data to be sent to the insurance company to enroll participants,
   - Follow up on participant reports,
   - Complete and submit the final report to the National Agency.

How to do this in the Mobility Tool+

In order to update the project data, please ensure that you read the sections relevant for your project. The guide covers the basic functionality, that is relevant for all actions, and specifics for each key action.

In order to be able to read the documentation correctly, you should take note of the programme and action that your project was submitted under. This can be noted from the project details.

The key actions currently supported by Mobility Tool+ for European Solidarity Corps programme are:

- **ESC11** – Volunteering Projects
- **ESC13** – Volunteering Partnerships – Annual
- **ESC21** – Traineeships and Jobs
- **ESC31** – Solidarity Projects

Please take note of the 5 character key action code. This will be used to indicate sections relevant for your project.

How to update your European Solidarity Corps project?

The project information that can be updated in Mobility Tool+ is:

Organisations

For ESC11, ESC13

- If the beneficiary organisation data needs to be updated, this must be done in the Organisation Registration system and changes communicated to your National Agency.
- Partner organisations can be added in Mobility Tool+ but only after the following steps are completed:
    - The organisation has been awarded a valid Quality label or holds a valid Erasmus+ volunteering accreditation.
    - If any organisation information needs to be updated, this must be done in the Organisation Registration system. All changes have to be communicated to the National Agency.

For ESC31

- Only the beneficiary organisation (or the young person that took the role of legal representative in the case of groups of young people) is available in Mobility Tool+. No other organisations can be added.
- If the beneficiary organisation (or the young person's) data needs to be updated, this must be done in the Organisation Registration system and changes have to be communicated to the National Agency.

For ESC21

- If the beneficiary organisation data needs to be updated, this must be done in the Organisation Registration system and changes chave to be communicated to the National Agency.
- Partner organisations can be added in Mobility Tool+ but only after the following steps are completed:
    - The organisation has been awarded a valid Quality label.
    - If any organisation information needs to be updated, this must be done in Organisation Registration system and changes have to be communicated to the National Agency.
- Additional organisations without Organisation IDs and without Quality Label can be added and managed in Mobility Tool+.

Participants

Participants identified as Young Persons must first have registered in the European Solidarity Corps Portal.

- **For ESC11, ESC12, ESC21**
  - Participants may be anyone involved in a European Solidarity Corps project. These persons are identified as either a Young Person, an Accompanying Person, or Representatives of organisations in Advance Planning Visits.
  - Before the young person's details can be retrieved from the European Solidarity Corps Portal into Mobility Tool+, the young person must have received and accepted an offer made by either the beneficiary or partner organisations having access to the European Solidarity Corps Portal.
- **For ESC31**
  - Before the young person's details can be added to the European Solidarity Corps, the young person must first have registered in the European Solidarity Corps Portal. Then their details can be added to the Mobility Tool+ project using their Participant Registration Number (PRN). See specific information for ESC31.

Activities (only relevant for ESC11, ESC12, and ESC21)

- Each action type in the European Solidarity Corps has a different set of predefined activities. An activity is a set of tasks performed within the same location, the same time frame and the same scope. A group of participants are associated to the activity with a unique activity ID. A one-to-one relationship of a participant to a group activity is referred to as a "Participation".
- The details of the activities awarded in the Grant Agreement will be present in Mobility Tool+. Details concerning the organisation and budget are blank and require to be entered. Additional activities can be listed.
- We recommend to create offers that are to be grouped for the same activity ID using the same offer title. In this way, all participants that have accepted offers related to the same activity ID can be easily associated to the same activity.

Participation

A one-to-one relationship of a participant to a group activity is referred to as a "Participation". This individual participation outlines the costs, allowances duration etc, for that person's involvement in that activity.

There are two main ways to complete the participation details: from the **Participant** tab or the **Activity tab**.

- From the **Participants** list, add the person to the participation. This will first save the participation as a draft. Click on **edit** to complete the duration, costs, etc.
- From the **Activities** list, add the activity to the participation, by selecting one or more participants.

For participants in cross-border activities, participation details will be transferred to the insurance company for the enrollment of the participants, after you have confirmed they are complete.

Exceptional Costs

- For ESC31 only, specify the exceptional costs incurred during the implementation of the project.

Budget

- **For ESC11, ESC13, ESC21**
  - The budget screen in Mobility Tool+ details the project costs, broken down by activity type. The last approved budget by the National Agency is always displayed in the **Budget** screen.
- **For ESC31**
  - The budget screen in Mobility Tool+ breaks down the budget by project costs, coach costs and exceptional costs. The last approved budget by the National Agency is always displayed in the **Budget** screen.

Related Articles

ESC MT+ Menu and Navigation

Relevant for...

Call Year	Programme	Action
2018 onward	European Solidarity Corps	ESC11 - Volunteering Projects ESC13 - Volunteering Partnerships Annual ESC21 - Traineeships and Jobs ESC31 - Solidarity Projects

This page provides an overview of the **Menu and Navigation** in Mobility Tool+ for European Solidarity Corps projects.

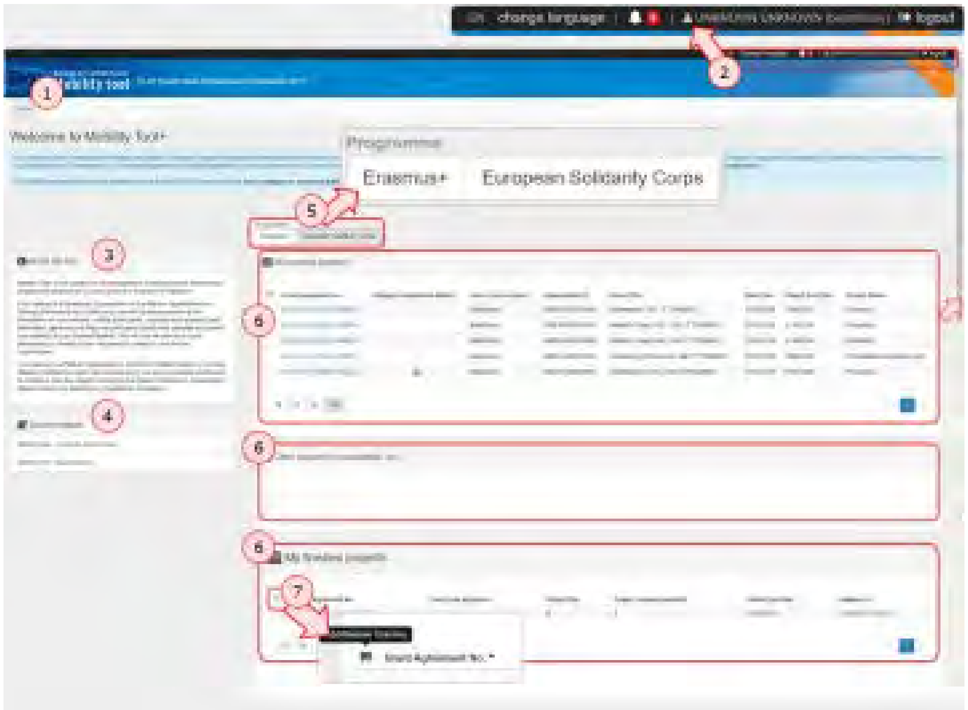
The Home page

Explanation and illustration

Once you are logged in to Mobility Tool+ the following elements are available:

1. The **Home** page, which is also accessible from all the other pages and includes all the following elements:
2. Quick access to **Language** selector, **Alert** notifications for Erasmus+ KA107 projects, logged in **User information** and **logout** button.
3. In **About the tool** a brief description of Mobility Tool+ is displayed.
4. The **Documentation** window allows you to quickly consult the Mobility Tool - Guide for Beneficiaries and Mobility Tool+ Data Dictionary.
5. **Programme selector**: Select to display either Erasmus+ or European Solidarity Corps projects. If no selection is made, all projects of both programmes are displayed.
6. **Project lists**: Different sections provide an overview of all projects that your organisation is involved in:
   - **My ongoing projects**,
   - **Other projects for consultation only** (you only have **view** access to these projects) and
   - **My finished projects** relating to Erasmus+, European Solidarity Corps and Lifelong Learning programmes.
7. The **Add/Remove Columns** option is available for all lists in Mobility Tool+. It allows you to customise the columns to display in a list. Some available columns are on the home screen are:
   - The project references are listed by the **Grant Agreement No.** Click on the hyperlinked reference to open a project in the Project Details screen.
   - One column that can be displayed is **Changed Organisation Details**. If an exclamation mark is displayed in this column, action is required. See MT+ Confirm changed organisation details.
   - The **Project Title** also appears in the list of projects.
   - The **Project Status** column displays the current status of your project(s).
   - The **Awarded Budget** and **Declared Budget** columns display the allocated amount(s). Details are available under ESC MT+ Budget.

Note: The information displayed in column **User's role in project** varies. Details on the different roles are available under MT+ How to get access.



"Add/Remove Columns" option

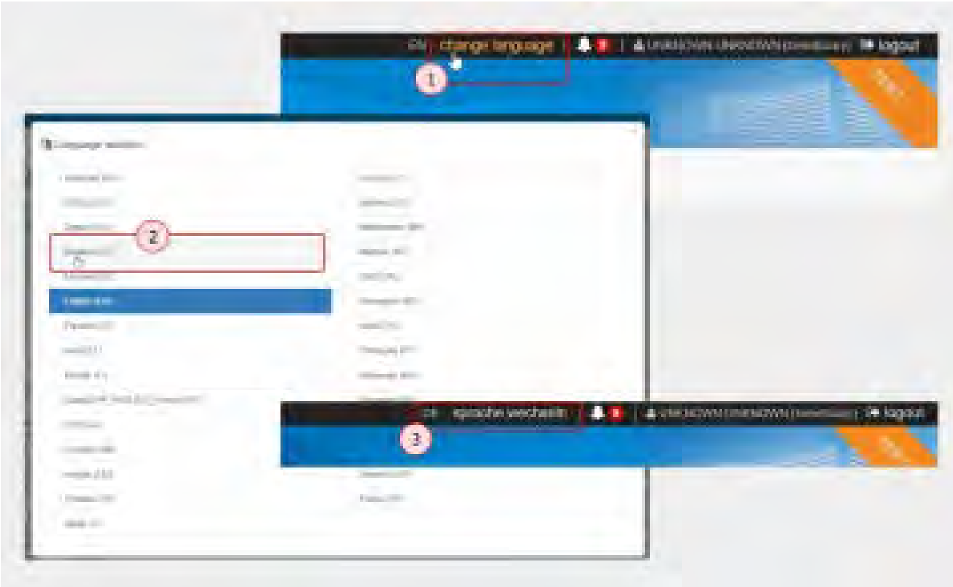
Explanation and illustration

The **Add/Remove Columns** option allows you to select or to deselect columns as well as arrange the order of the columns in the list.

1. Click the **Add/Remove Columns** option.
2. The options appear at the top of the window. Black columns are already selected and displayed in the list view.
3. Click on the black column to remove it from the list view and click the white column to add it tot the list view. Your changes are reflected immediately.
4. You can also **drag and release** a column button to rearrange its position in the list.
5. Click the green **Done** button to close the Add/Remove Columns option. The list columns are updated accordingly.

Change the interface language.

Explanation and illustration
The current language is displayed at the top of the window. 1. In our example it is set to **EN** (for **English)**. To change it, click on **change language**. 2. A pop-up window displays the languages catalogue to select from. Click on the desired language. 3. The Mobility Tool+ user interface is now displayed in the selected language, in our example **DE** for German. When you change the language, the selected option is **preserved** for future sessions.



Alerts.

Explanation and illustration
The **Alerts** icon in Mobility Tool+ will notify you about any issues that might impact the implementation of your Erasmus+ projects. The icon is always displayed, but not relevant for European Solidarity Corps projects.


Project Menu

Explanation and illustration

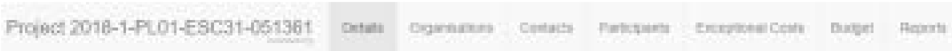
European Solidarity Corps projects include tabs such as **Details**, **Organisations**, **Contacts**, **Participants**, **Activities**, **Complementary Activities**, **Exceptional Costs**, **Budget**, and **Report**. The availability of these tabs depends on the **Action Type**.

Each tab allow users with appropriate permissions to carry out various operations, as described below:

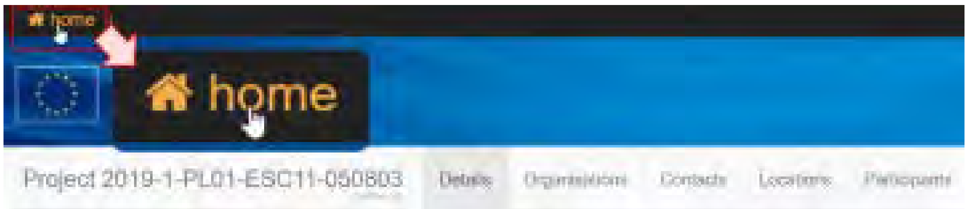
- **(Project) Details:** view high level information about the project. This is the landing page of every project.
- **Organisations:** manage the organisations involved in the project.
- **Contacts:** manage the contact details for the various organisations.
- **Participants**: manage the details of participants involved in the project activities.
- **Activities**: add and manage the project activities.
- **Complementary Activities**: add and manage complementary activities.
- **Exceptional Costs**: specify the exceptional costs incurred during the implementation of the project.
- **Budget**: view the totals of the budget awarded and the amounts used for the project.
- **Reports**: draft and submit the project report to the National Agency.

Example: **ESC21 - Traineeship and Job project**

Example: **ESC31 - Solidarity Projects**



Return to the home screen

Explanation and illustration
Return to the home screen by clicking on the **home** icon.


The Messages area.

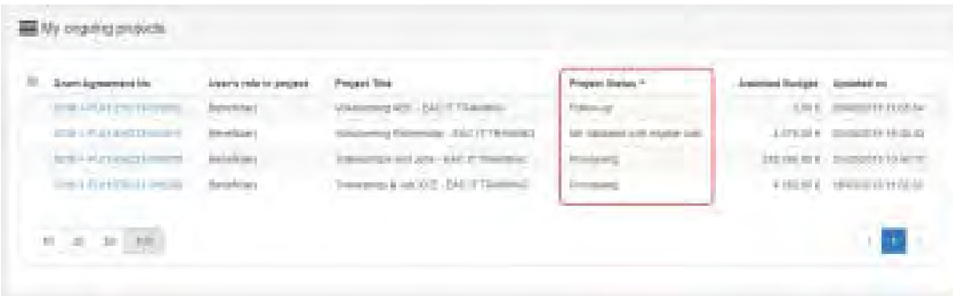
Explanation and illustration
Messages appear on the Home screen. They contain information on matters such as tool unavailability, maintenance or information of general interest. There are four different types of messages : • **Red** means there has been an unexpected technical failure. • **Yellow** announces a planned technical maintenance. • **Green** informs you about a partial technical intervention. • **Blue** provides new information of general interest.


The Project Status

Explanation and illustration

Project Status indicates the current status of the project. The different statuses are the following:

- **Follow-up**: The project has been created in Mobility Tool+ and can now be updated with relevant project information, such as contacts, organisations and activities.
- **Processing**: The beneficiary report has been generated and is saved as a draft.
- **Submit in progress**: The **Submit beneficiary report** button has been clicked but submission is still in progress.
- **Submitted**: The beneficiary report has been successfully submitted.
- **Finalised**: The project has been finalised.
- **Terminated with eligible costs**: The project has been processed as terminated with eligible costs.
- **Terminated no costs**: The project has been processed as terminated with no costs.



Related Articles

- Copy of MT+ How to get access
- ESC MT+ How to manage contacts
- ESC MT+ Manage organisations
- ESC MT+ Manage participant reports
- ESC MT+ Menu and Navigation
- ESC MT+ Notifications
- ESC MT+ Submit final report
- MT+ ESC How to resend a participant report request
- MT+ ESC31 - Solidarity Projects Specifics
- MT+ EU Login for user
- MT+ How to get access
- MT+ List functionality
- MT+ Project Details
- MT+ Update OID or confirm changed organisation details

ESC MT+ Notifications

Notifications will by default be sent to the project contact of the beneficiary organisation as indicated in National Agency's Project Management System. The person who receives notifications can be changed in Mobility Tool+ by indicating another contact from the beneficiary organisation as having view or edit rights to the project. The notification is sent out in English by default but may also be sent out in the language of the National Agency if the translation of interface has been done for that language.

Creation of project in Mobility Tool+ message to beneficiary

On creation of a project in Mobility Tool+, a notification will be sent to the project contact person of the beneficiary organisation. The e-mail notification provides instructions on how to log into Mobility Tool+ using EU Login. If you do not have an EU Login (previously ECAS account), follow the instructions to register first. The legal representatives will not be notified.

Dear ....

Your European Solidarity Corps project has been granted, congratulations!

Project details:
EC project number: ....
National ID: ....
Project Title.....
Organisation.......

You can now send offers in the European Solidarity Corps Portal to the registrants to take part in your project. https://europa.eu/youth/solidarity_en

You can also start managing your project in Mobility Tool+.

Mobility Tool+ is the system for the management of projects that received an EU grant under the European Solidarity Corps. The tool is developed by the European Commission for you, as beneficiaries of these projects.

In Mobility Tool+ you will be able to provide all the information on your projects. When offers are accepted in the European Solidarity Corps Portal, you will be able to retrieve the participants details and associate them to the activities, complete and update budget information, follow up on participant reports and submit your report to your National Agency.

To access the project please follow the steps below:

- Go to the Mobility Tool+ website at https://webgate.ec.europa.eu/eac/mobility/
- If you have no EU Login account associated with this email address yet, please click on “Create an account” and set up your account. During the registration process please use the email address that this message was sent to.
- If you already have an EU Login (formerly called ECAS account) associated with this email address, please use it to log in.

Please contact your National Agency if you need further information or support: https://ec.europa.eu/youth/solidarity-corps/resources-and-contacts_en

For additional help on how to manage your project in Mobility Tool+ please consult the Guide for Beneficiaries: https://webgate.ec.europa.eu/fpfis/wikis/x/DkSGCw.

This is a system generated message from Mobility Tool+. Please do not reply.

Project Update.

When the project data has been updated in Mobility Tool+, a similar message to the one below will be sent to all contacts that have access to the system. The legal representatives will not be notified. The project contact is indicated as the **Preferred contact** in Mobility Tool+ and can be changed to another contact of the beneficiary organisation.

Dear ....,

Your project has been updated in Mobility Tool+ with new information on 12-DEC-18.

Project details:
EC Project Number: ....
National ID: .....
Project title: ....

Be aware that changes appear in the Mobility Tool+ for information only. It is your responsibility to adapt the project information in accordance with these changes, if necessary.

Please contact your National Agency if you need further information or support.

This is a system generated message Mobility Tool+. Please do not reply.

Partner organisation notification.

All partners added in Mobility Tool+ are notified by email that their organisation has been used in a European Solidarity Corps project. This email is only sent once, to the organisation's contact as defined in URF, when the organisation is created in Mobility Tool+. This can happen when the project is updated with a new organisation.

To see how to update an organisation details see Update OID or confirm changed organisation details.

Please see an example of the e-mail notification below:

Subject: Mobility Tool - Project initiation ....

Dear ......

Your organisation has been added as a partner organisation for a European Solidarity Corps project.

Project details:
EC Project Number: ....
National Project ID: ......
Project title: .....
Beneficiary Legal Name:.....
Beneficiary Contact:.....
National Agency managing the project: ....

You can now send offers in the European Solidarity Corps Portal to the registrants to take part in the project: https://europa.eu/youth/solidarity_en.

Should there be incorrect details in this email, please contact the beneficiary organisation or the European Solidarity Corps National Agency: https://ec.europa.eu/youth/solidarity-corps/resources-and-contacts_en.

This is a system generated message from Mobility Tool+. Please do not reply.

Beneficiary Report Notification - sending reminders

Reminders to provide the final report will be sent on the end date of the project and 53 days after the end date of the project. This 53 days is a default and your National Agency may adjust the timing and the content of the message to their needs.

Please find an example of the standard e-mail notification below.

Subject: Mobility Tool - Final Report Expected

Dear .....

Your final report is expected by your National Agency by dd/mm/yyyy at the latest. Please fill in the necessary data and submit your report.

EC Project Number: ......
National Project ID: ......
Project Title: ......
Project Acronym: .....
Start of Project: .....
End of Project: .....
Beneficiary Organisation information:....
Organisation ID: .....
Organisation Legal Name: ......
Project information: ......

Documentation for final beneficiary report submission can be found at https://webgate.ec.europa.eu/fpfis/wikis/x/Mgt9EQ.

Please contact your National Agency if you need further information or support. https://ec.europa.eu/youth/solidarity-corps/resources-and-contacts_en.

For additional help on how to manage your project in Mobility Tool+ please consult the Guide for Beneficiaries: https://webgate.ec.europa.eu/fpfis/wikis/x/DkSGCw.

This is a system generated message from Mobility Tool+. Please do not reply.

Rejection of Final Report

In case the Final Report has been rejected by the National Agency, an e-mail notification is sent to the project contact person of the beneficiary organisation.

Please see an example of the e-mail notification below:

Dear......,

Your final report has been rejected by your National Agency. You have now full access to your project. Please make the necessary corrections and submit your report again.

Project details:
EC Project Number: ......
National Project ID: ....
Project title: ....
Organisation Legal Name: ....

Please contact your National Agency if you need further information or support https://ec.europa.eu/youth/solidarity-corps/resources-and-contacts_en

This is a system generated message from Mobility Tool. Please do not reply.

Related articles

- Copy of MT+ How to get access
- ESC MT+ Activities
- ESC MT+ Add Participation
- ESC MT+ Budget
- ESC MT+ Complementary Activities
- ESC MT+ Force majeure guidance due to Coronavirus
- ESC MT+ How to manage contacts
- ESC MT+ Locations (ESC11/ESC13)
- ESC MT+ Manage organisations
- ESC MT+ Manage participant reports
- ESC MT+ Menu and Navigation
- ESC MT+ Notifications
- ESC MT+ Participants
- ESC MT+ Project management overview
- ESC MT+ Submit final report

ESC MT+ Manage organisations

Relevant for...

Call Year	Programme	Action
2018 onward	European Solidarity Corps	ESC11 - Volunteering Projects ESC13 - Volunteering Partnerships Annual ESC21 - Traineeships and Jobs ESC31 - Solidarity Projects

This page describes the management of participating organisations for European Solidarity Corps projects in Mobility Tool+.

The **Organisations** tab in Mobility Tool+ is where the project participating organisations are managed. The **Applicant organisation** is transferred automatically from the National Agency project management system once the project is created in Mobility Tool+. However, subsequent creation of participating or partner organisations must be done and maintained in Mobility Tool+ manually.

Organisations participating as partners in European Solidarity Corps projects need an **OID** (referred to as Organisation ID in the web application forms) in order to be added in Mobility Tool+. Only in ESC21 - Traineeships and Jobs projects it is possible to add organisations not having an OID.

As a general rule, participating organisations must be established in a participating or partner country as per the European Solidarity Corps Guide.

The list of organisations

Open your project and click on the **Organisations** tab. The list of **Organisations** will appear.

General information on the list functionalities in Mobility Tool+ is available under MT+ List functionality.

View organisation details

You can view all organisation details via the **View icon** next to it in the list of organisations.

The Organisation Details window appears. The following information is available:

- **Organisation Details** - displays general information on the organisation such as the organisation name
- **Address and contact Information** - displays general information on the organisation such as the address and telephone number
- **Accreditation** - displays all valid accreditations for the organisation
- **Quality Labels** - displays all valid quality labels for the organisation, including scope, role and validity
- **Quality Label activities** - displays activities already defined in the Quality Label application, if applicable
- **Locations** - displays additional locations defined in the Quality Label application, if applicable
- **Contacts** - brings you to the contacts page for this organisation in Mobility Tool+.

All information in this view is read-only and cannot be changed.

Partner organisations in the organisation list

Partner organisations for the project have to be created in Mobility Tool+, even if they were already indicated in the application form. This can be done via the **+Create** button, if the project is in Follow up or Processing status.

As a general rule, Partner organisations need to have an OID to be added to the project in Mobility Tool+. Partner organisations in Mobility Tool+ will be clearly marked as such in the list.

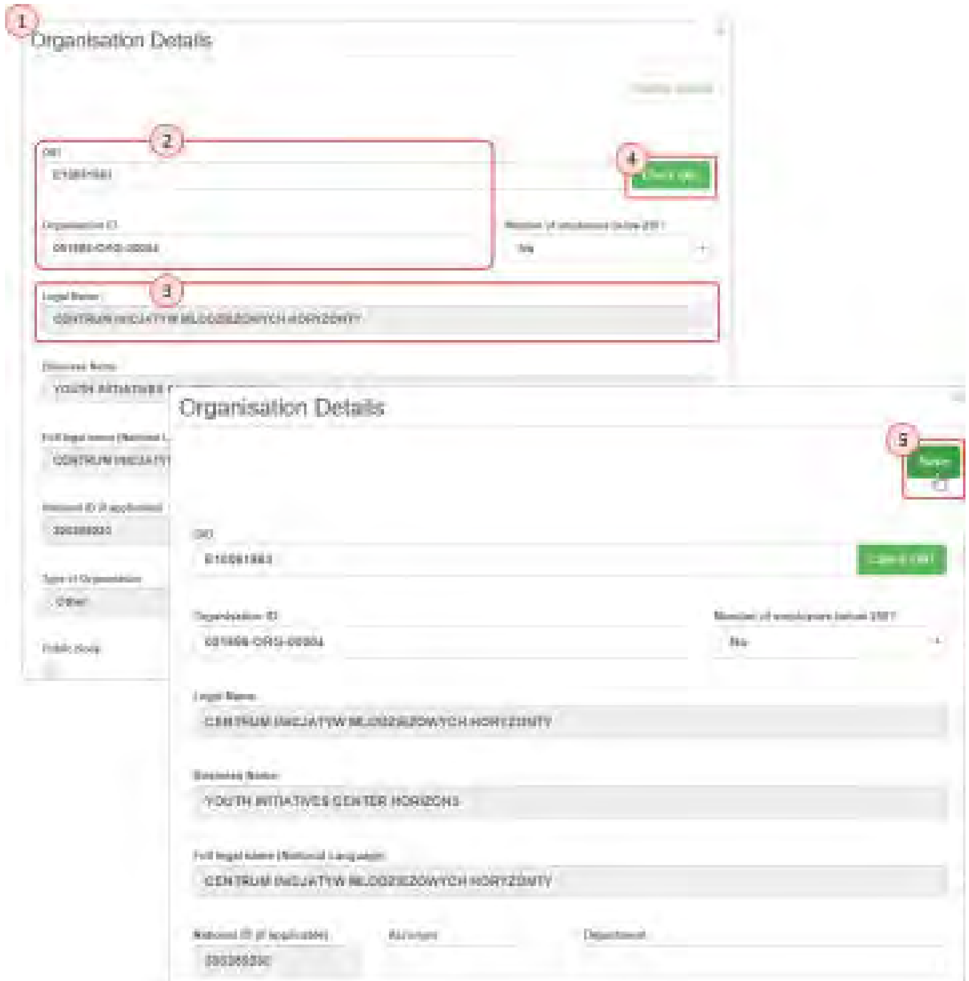
> **Take note**
>
> For **ESC21 - Traineeship and Job Projects** it is possible to add organisations with or without an OID.
>
> For **ESC31 - Solidarity Projects** no partner organisations can be added.

Editing Partner organisation details

It is possible to update organisation details for **Partner** organisations in Mobility Tool+ by clicking on the **edit** icon.

> **Take note**
>
> Organisation details for the beneficiary organisation cannot be updated in Mobility Tool+, no edit icon is available in the list. If changes in the beneficiary organisation details are required, they must be made in the Organisation Registration system.

1. When you click on the **Edit** icon, the **Organisation Details** window appears with certain editable fields. All greyed out fields cannot be changed.
2. Only information that is not registered in the Organisation Registration system can be changed. The editable fields are:
   - **OID** - is editable when the project status is **Follow-up** or **Processing**.
   - **Organisation ID** - can be changed but must be unique within the project.
   - **Number of employees below 250?** drop-down: If there was a change in the amount of employees within the organisation (below 250), this can be updated using the drop-down in the **Number of employees below 250?** field.
   - **Acronym** - Free text field.
   - **Department** - Free text field.
   - **Organisation Comments** - Free text field**.**
3. The fields displaying the information as registered in the Organisation Registration system are **greyed out** and cannot be changed in Mobility Tool+.
4. The **Check OID** button can be used to retrieve the latest information on the organisation as available in the Organisation Registration system.
5. The **Save** button becomes active if any changes were made for the organisation.



Deleting a participating organisation

To delete an organisation:

1. Click the delete or **bin** icon
2. Confirm the deletion

Take note

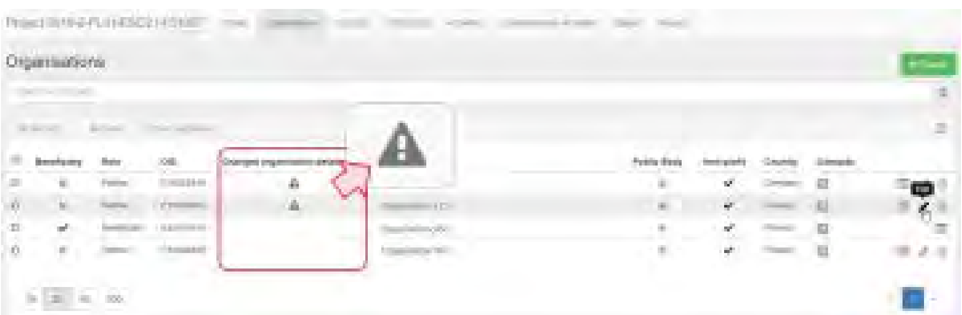
The beneficiary organisation can never be removed.

Partner organisations can be removed. However if there are associations between activities and participants for this organisation because it was referenced as a supporting or host organisation, deletion is not possible until the affected associations are either removed or assigned to different participating organisations.

Changed organisation details

If a project contains an organisation that requires an update, a warning icon is displayed in the **Changed organisation details** column if you have added this column to your list view. It indicates that organisation information has been updated in the National Agency project management system and/or in the Organisation Registration system, but not yet in Mobility Tool+.

For further details about how to handle such organisations, please see MT+ Update OID or confirm changed organisation details.



Related articles

- ESC MT+ NA How to manage NA Validation in IT Tools
- ESC MT+ NA Validation of Activities
- ESC MT+ NA Validation of Complementary Activities
- ESC MT+ NA Validation of Exceptional Costs
- ESC MT+ NA Validation of Participations
- ESC MT+ NA Validation of the Budget

- MT+ NA Configure E-mail notifications
- MT+ NA Home, Menu and Navigation
- MT+ NA How to submit NA Validation for ESC

ESC MT+ How to manage contacts

Relevant for...

Call Year	Programme	Action
2018 onward	European Solidarity Corps	ESC11 - Volunteering Projects ESC12 - Volunteering Partnerships ESC13 - Volunteering Partnerships Annual ESC21 - Traineeship and Jobs ESC31 - Solidarity Projects

The project contact as indicated in the application form will automatically receive an email when the project is created in the Mobility Tool+. The projects preferred contact can create additional contacts for the **applicant** organisation and for **partner** organisations.

Quick steps

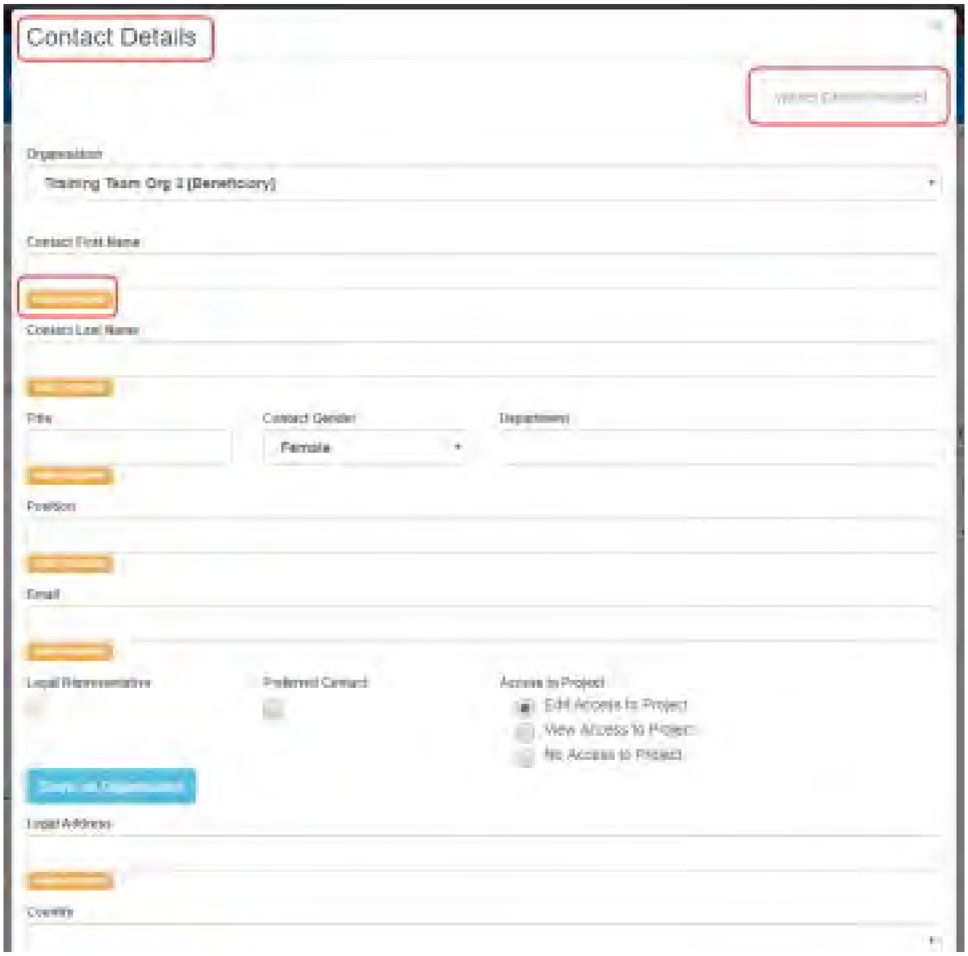
Detailed steps

	Steps
1	**Click the "Contacts" menu item.** In Mobility Tool+, click on the **Contacts** tab. The full list of project contacts is displayed. If the project is new, only the applicant organisation contacts as provided in the Web Application Form are available. 
2	**Filter per organisation.** On top of the contact list you can filter the contacts by organisation, using the available drop-down. Only contacts for the selected organisation will then be displayed in the list. **Note:** For ESC31 projects, only the applicant organisation is displayed in the drop-down list, as this key action only allows one organisation per project. 
3	**Click the "+Create" button.** To add a new contact for an organisation click on the **+Create** button. 

4

Fill in the details.

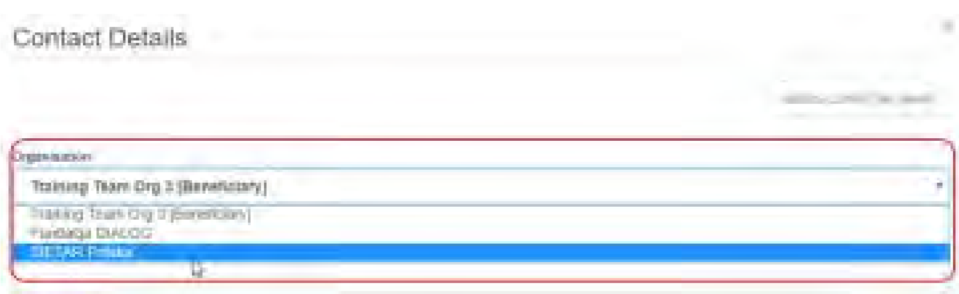
The **Contact Details** screen opens. All mandatory fields are indicated with the message **value required** in an orange box. The **values cannot be saved** button is inactive. It will change to **Save** once all mandatory information was provided.



Select the organisation.

Select the organisation for which you want to enter the contact details from the drop-down list. Applicant and Partner organisations of the project are displayed.

Should the organisation for which you want to add a contact not be visible, you have to create it first. See **ESC MT+ Manage organisations**.



Enter all mandatory details.

After you selected the organisation, continue to provide all required details, such as Name, Surname, Title and more.

Indicate if contact is "Preferred Contact".

You have two check boxes available to indicate the role of the contact for the specific organisation of which the Legal Contact box is inactive.

- **Preferred Contact:**
  - If you select this radio button, the contact(s) will be marked as such in the organisation list as the preferred contact person(s) for that organisation.
  - The preferred contact will receive the automatic notifications when the project data is updated in the NA's Project Management System and resubmitted to Mobility Tool+ by the National Agency.
  - By default this is the project contact as outlined in the application form but may be changed to a newly created contact for the beneficiary organisation.

- **Legal representative:**
  - This check box is not active.
  - Only once the contact is indicated in the NA's Project Management System as a legal representative, the box will be checked.
  - The legal representative details cannot be adjusted in Mobility Tool+. To adjust the legal representative details please contact your National Agency.

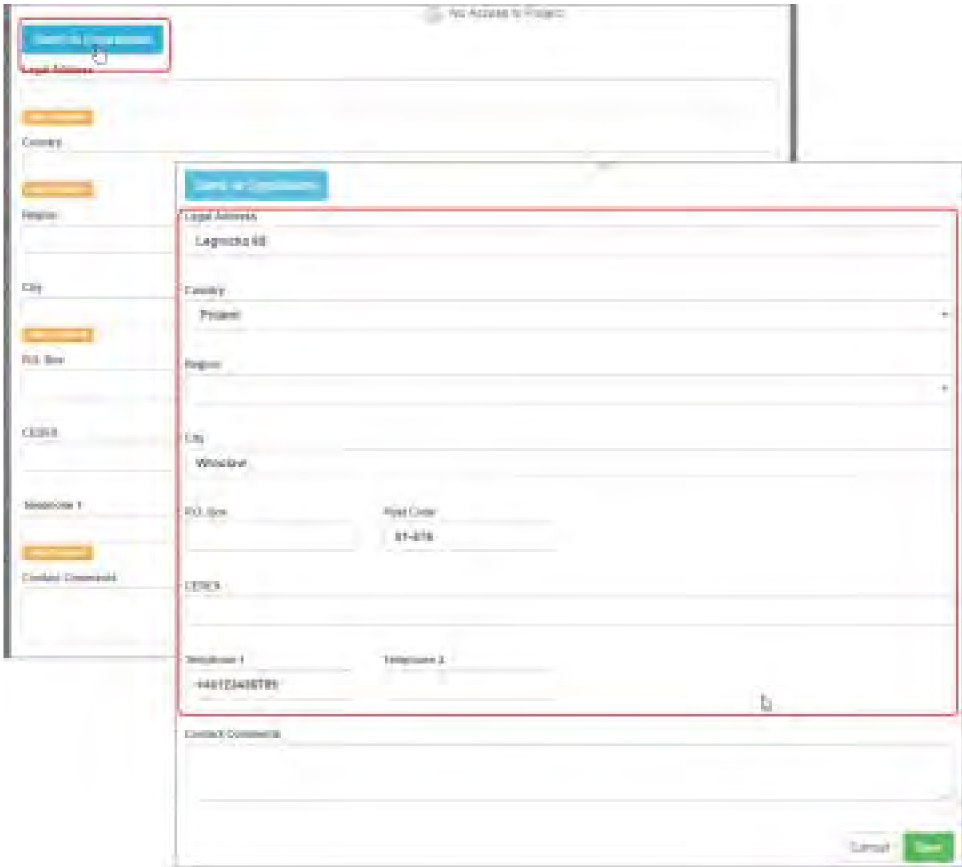
Allow access to the Project?

Depending on the organisation, you can select the **Access to Project** type for a contact. Click the specific radio button to allow **Edit Access**, **View Access** or **No Access** to the project details in Mobility Tool+.

> **Information**
>
> A contact person with edit access has all rights to update the project. The beneficiary remains responsible of granting edit access to users.

Contact details are the "Same as Organisation"?

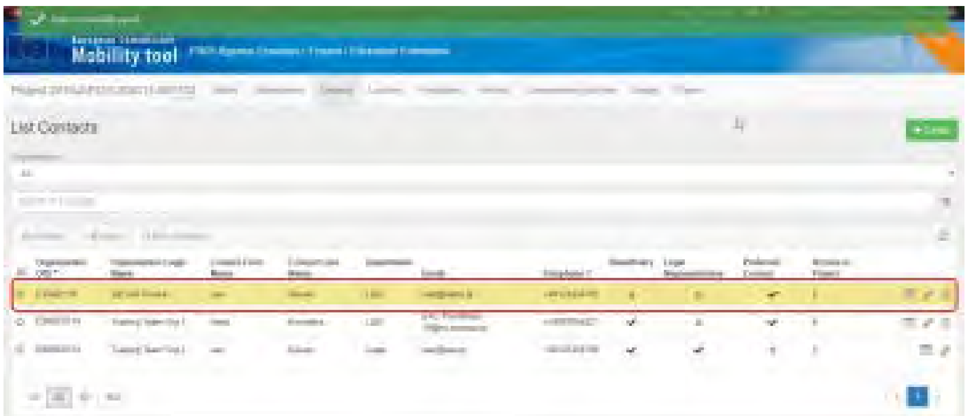
Click on **Same as Organisation** to copy the organisation address and phone details to the contact persons details. If the address for the contact is different than the organisation one you can fill in the details manually.



5

Click on "Save".

Once all information is entered, click the **Save** button to save the newly created contact. The list of contacts will open again and the new contact is displayed.



6

Editing a contact.

Click on the **pencil** icon to edit a contact.

> **Information**
>
> Project contacts can also be updated in Mobility Tool+ **after** project finalisation by the National Agency. The new contact person will be able to view the details of the project.

7

Deleting a contact.

Click on the **bin** icon to delete a contact. Confirm the deletion if you want to go ahead.

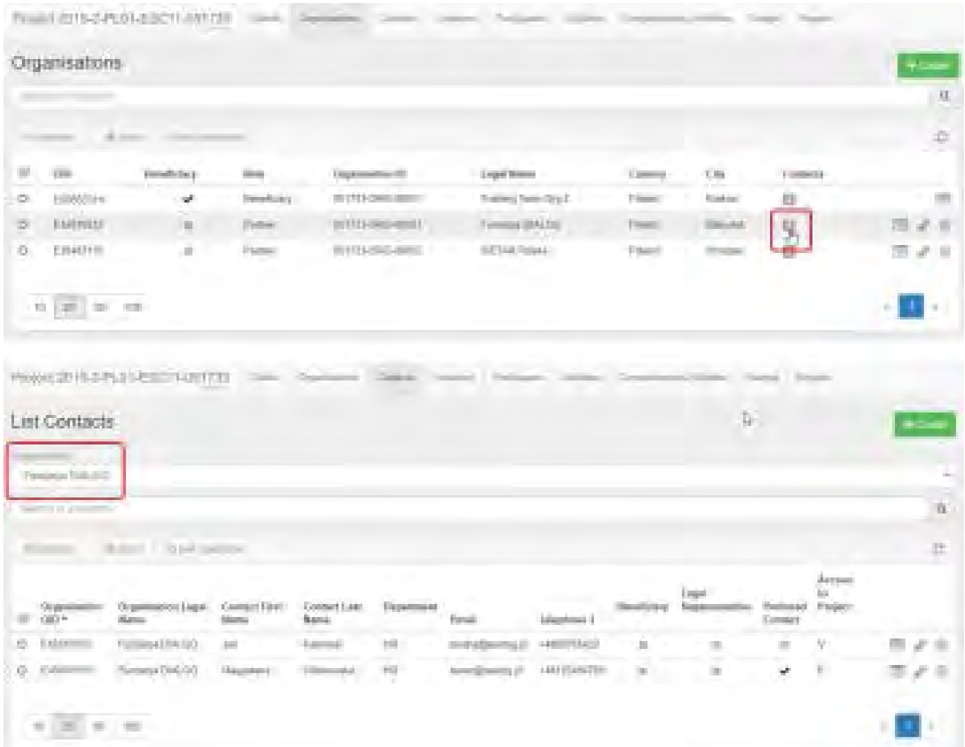
> **Take note**
>
> The legal representative cannot be deleted.

8

Contact information in the list of organisations.

In the list of organisations (accessible via the Organisations tab) you have a column available displaying a small icon indicating how many contacts are registered for each organisation. Clicking on this icon will bring you directly to the contact list for the specific organisation.

Note: If the column **Contacts** is not displayed in the list view, you can add it. See Add/Remove columns in Mobility Tool+.



Related articles

- ESC MT+ NA How to manage NA Validation in IT Tools
- ESC MT+ NA Validation of Activities
- ESC MT+ NA Validation of Complementary Activities
- ESC MT+ NA Validation of Exceptional Costs
- ESC MT+ NA Validation of Participations
- ESC MT+ NA Validation of the Budget
- MT+ NA Configure E-mail notifications
- MT+ NA Home, Menu and Navigation
- MT+ NA How to submit NA Validation for ESC

ESC MT+ Activities

Relevant for...

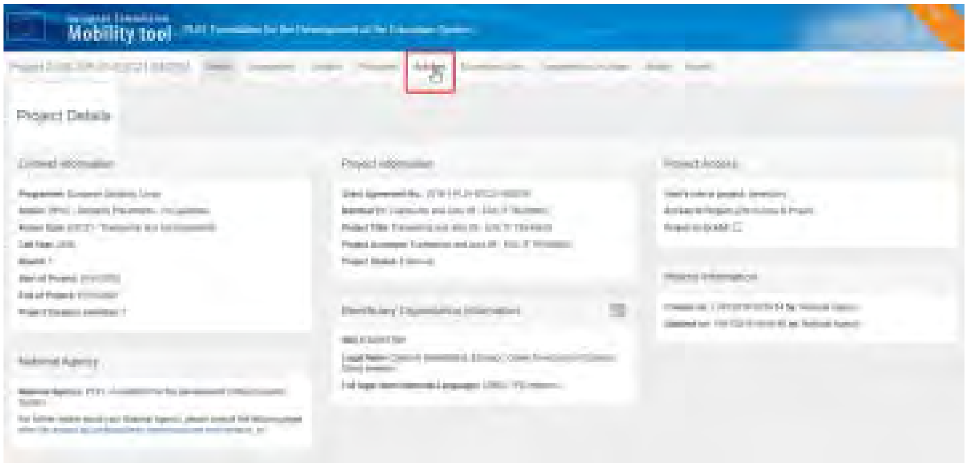
Call Year	Programme	Action
2018 onwards	European Solidarity Corps	ESC11 - Volunteering Projects ESC13 - Volunteering Partnerships Annual ESC21 - Traineeships and Jobs

- Each action type in the European Solidarity Corps has a different set of predefined activities. An activity is a set of tasks performed within the same location, the same time frame and the same scope. A group of participants are associated to the activity with a unique activity ID. A one-to-one relationship of a participant to a group activity is referred to as a "Participation".
- The details of the activities awarded in the Grant Agreement will be present in Mobility Tool+. Details concerning the organisation and budget are blank and require to be entered. Additional activities can be listed.
- We recommend to create offers that are to be grouped for the same activity ID using the same offer title. In this way, all participants that have accepted offers related to the same activity ID can be easily associated to the same activity.

This page explains how to add and update activities for European Solidarity Corps projects in Mobility Tool+.

Access the "Activities" tab

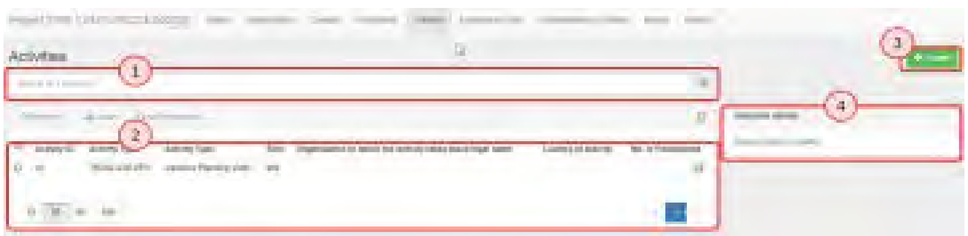
In your project, click the **Activities** tab.



The "Activities" screen

The **Activities** screen opens. The following are available:

1. **Search** bar: to search for a specific activity.
2. **List of activities**: displays the list of activities as defined in the Quality Label (if any) and the grant agreement or through an amendment and transferred from the National Agencies Project Management System to Mobility Tool+. Those activities can be updated in Mobility Tool+. Activities added manually will also display here.
3. **+Create button:** to add activities to the project.
4. **Selection Details** section: displays information for the selected activity.

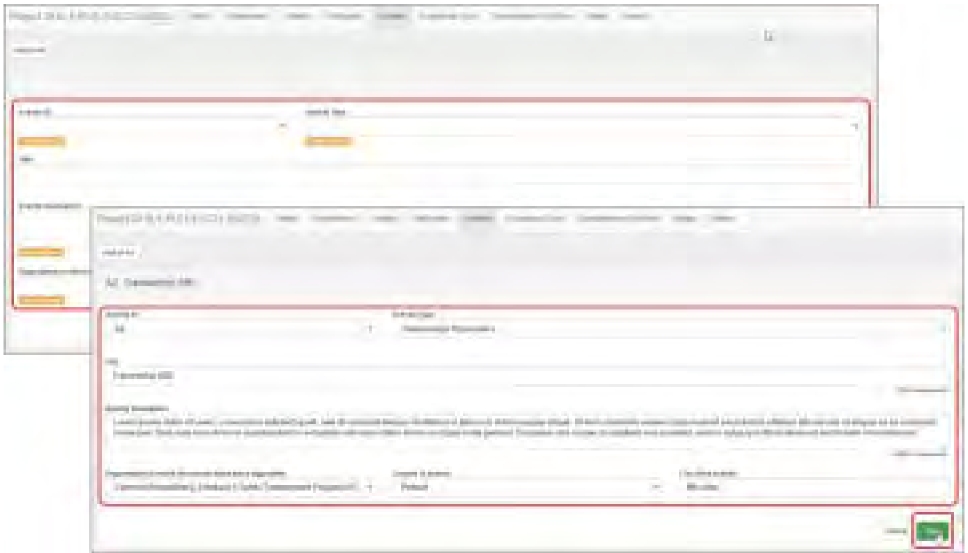


Click "+Create"

To add a new activity that was not defined in the Quality Label or the grant agreement, click the **+Create** button.

Enter the required information and save

In the activity details screen provide all the required information. Some fields may differ according to the key action of your project.



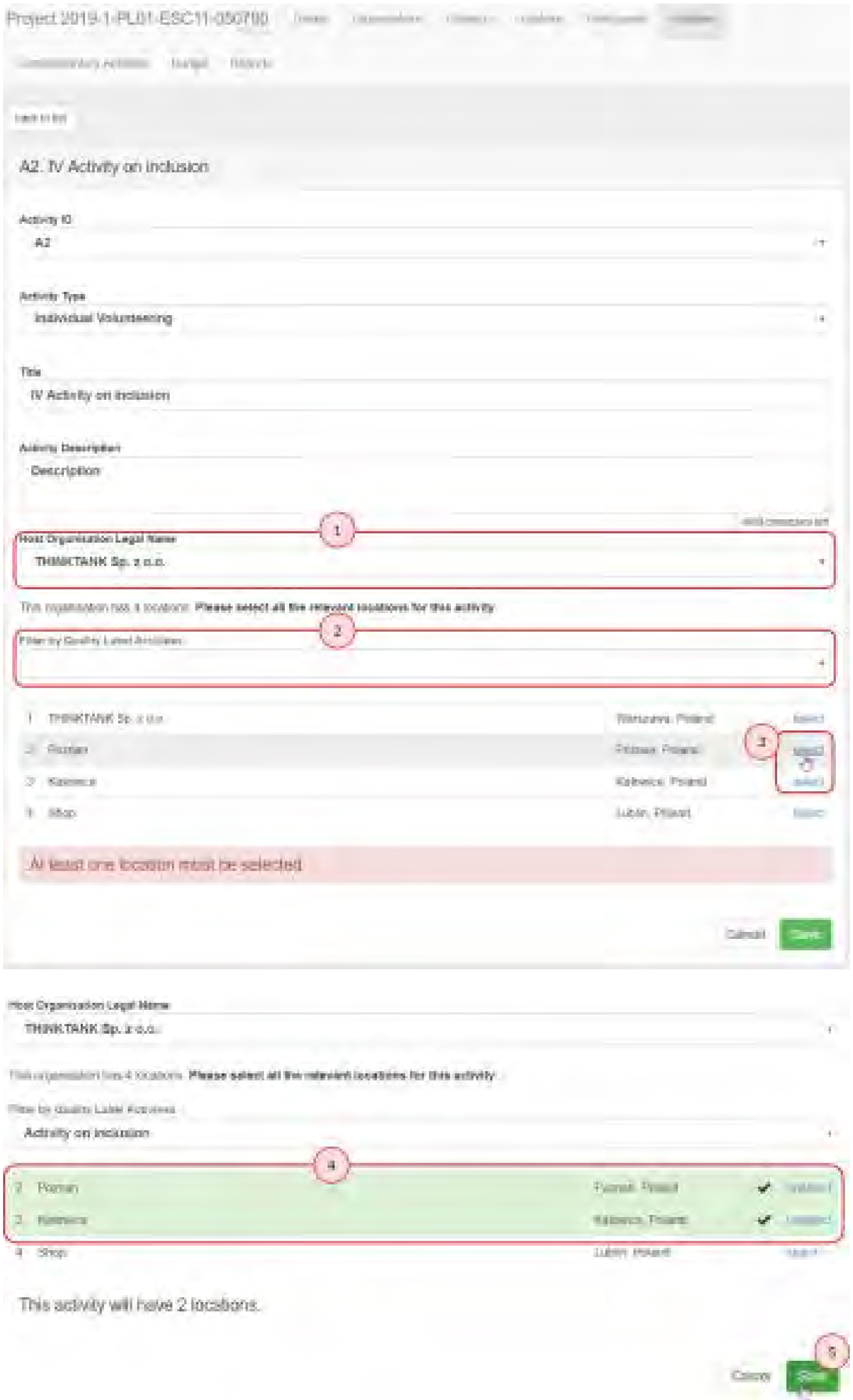
Once you have saved the data, the newly entered activity is displayed in the list of activities.

ESC11/ESC13 Specifics

For ESC11 and ESC13 projects you must also specify the **location of every activity.**

> **Take note**
>
> This option is only available if the selected host organisation has a 2019 Quality Label with pre-defined locations. If the organisation does not have the 2019 Quality Label with pre-defined locations (for example organisation has 2018 Quality Label), the location option will not be available.

1. Select a host organisation from the **Host Organisation Legal Name** drop-down. All the locations declared in the 2019 Quality Label for that organisation are listed at the bottom of the screen.
2. Optionally, **filter by Quality Label Activities.** The locations that are not linked to an activity in the Quality Label will be shown when this filter is empty.
3. Choose at least one location for the current activity.
4. The selected locations are highlighted in green.
5. Click **Save**.



View, Update or Delete an activity

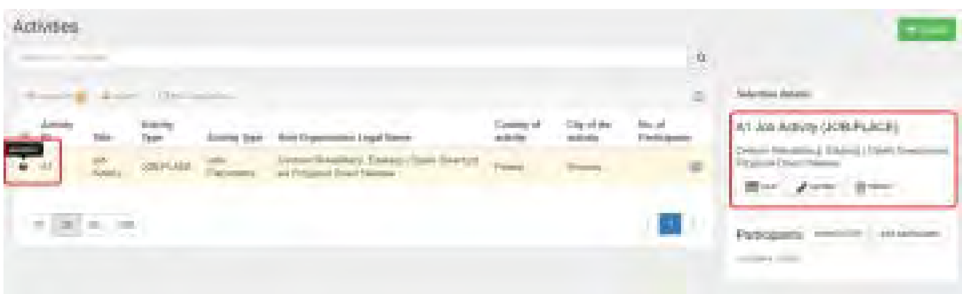
To view, update or delete an activity, select it from the list. The **Selection Details** section displays three options:

- **View:** opens the activity in read-only mode.
- **Update:** opens the activity screen in edit mode, allowing you to make changes. If the activity has participations, the **Activity Type** and the **Host Organisation Legal Name** cannot be modified.
- **Delete:** allows you to remove the activity from the list. Only activities without participations can be deleted.

Take note

Once a participation has been associated to a certain activity, the activity can no longer be deleted, nor can the activity type or host organisation be changed. Should you need co change any of these details, you must do the following:

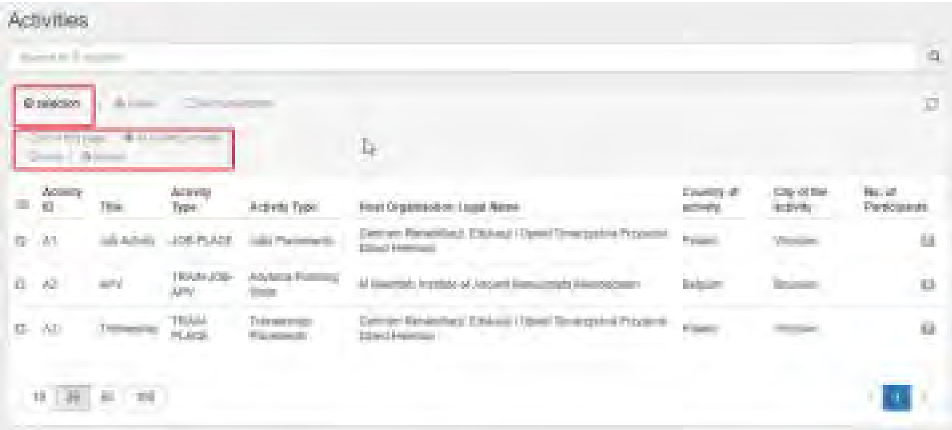
1. Remove all associated participations. The participants will not be deleted from the project, they will still be visible in the Participants list.
2. Depending on your circumstances:
   a. Update the desired field (Activity Type or Host Organisation Legal Name) or
   b. Delete the current activity and create a new one with the correct parameters.
3. Recreate the participations by adding the relevant participants one by one.



Additional functionalities

Selection option

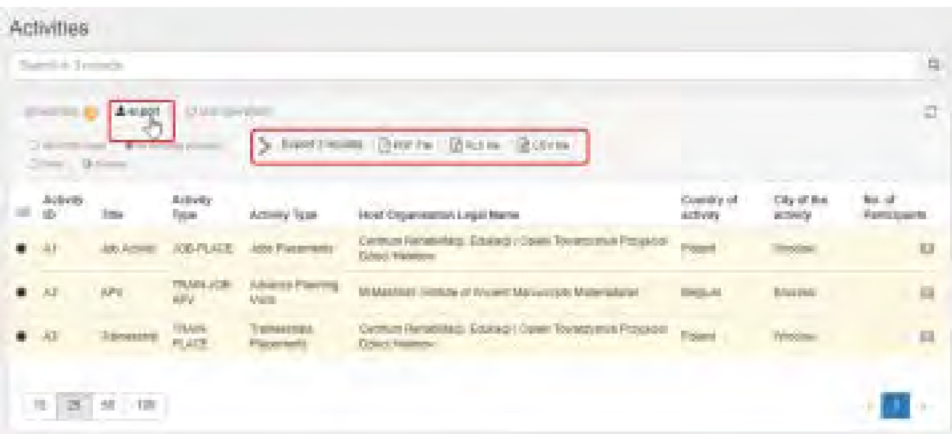
The **Selection** option allows you to select or deselect activities. Click the radio button to select from the following options: **all in this page**, **all existing records**, **none** or **inverse**.



Export the list of activities

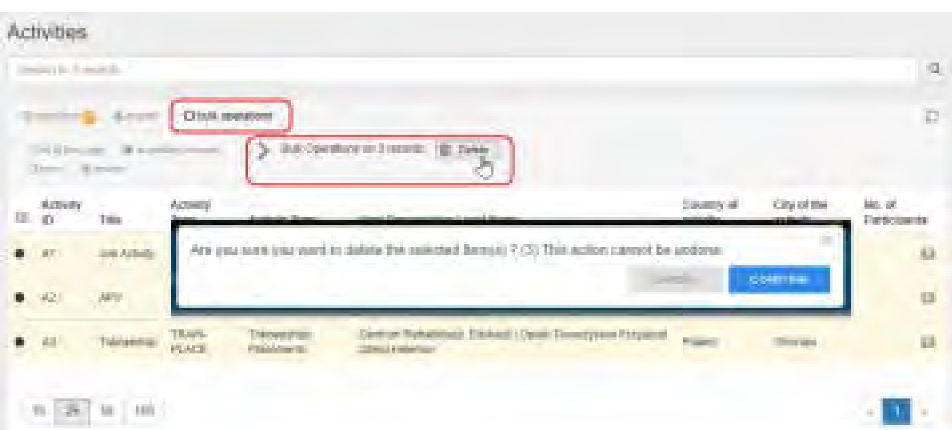
The **Export** button allows you to export selected activities to PDF, XLS or CSV files.

Select the desired export option and follow the screen instructions to save the file.



Bulk deletion of activities

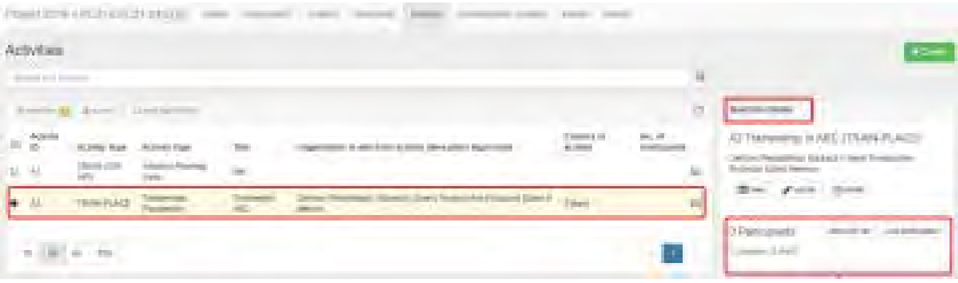
The **bulk operations** button allows you to **delete** (multiple) records at once**.**



Additional information on the list functionalities in Mobility Tool+ is available under MT+ List functionality.

Participants in activities

Upon selecting an activity in the list, the **Participants** options become available in the **Selection Details**. You have the options to **show full list** (of participants) and **Add participation**.



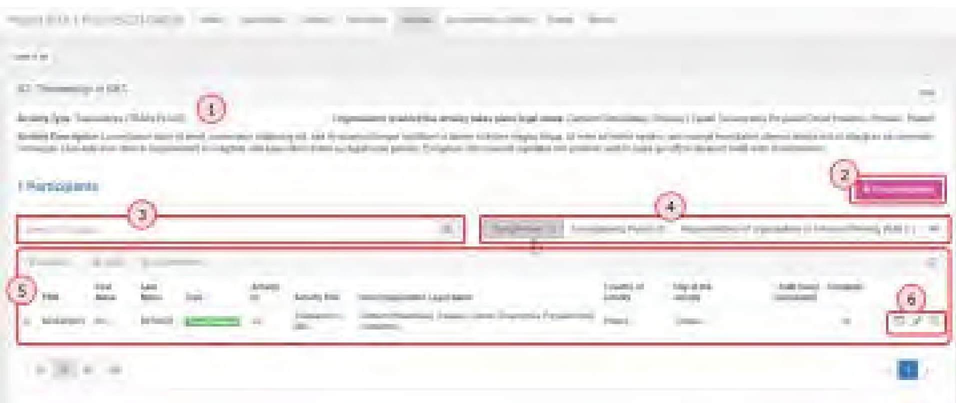
Show full list

Selecting **show full list** opens the list of participants associated to this activity. If there are no participants added to the selected activity, the list will be empty.

The following elements are available:

1. **Activity details**, providing the information for the specific activity.
2. **Add participation** button: to link participants to the activity.
3. **Search bar**: to search for any participant in the list.
4. **Filter**: click on the type of participant to filter the participant list.
5. **List of participants**: displays all participants currently associated with the activity. The Young Persons list is displayed by default.
6. Menu options to **view**, **edit** or **delete** a participation.

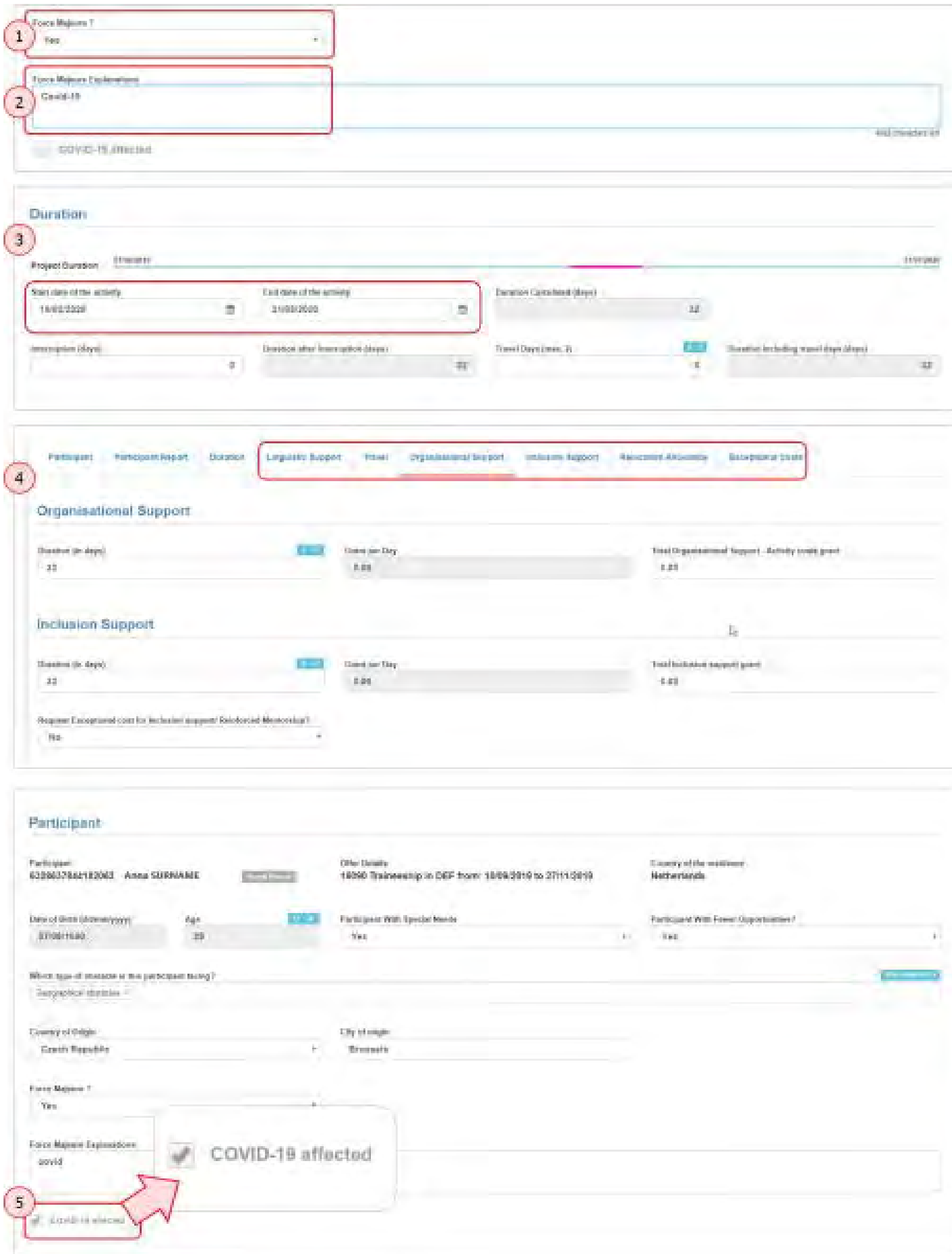
For further details about managing participations, please see ESC MT+ Add Participation.

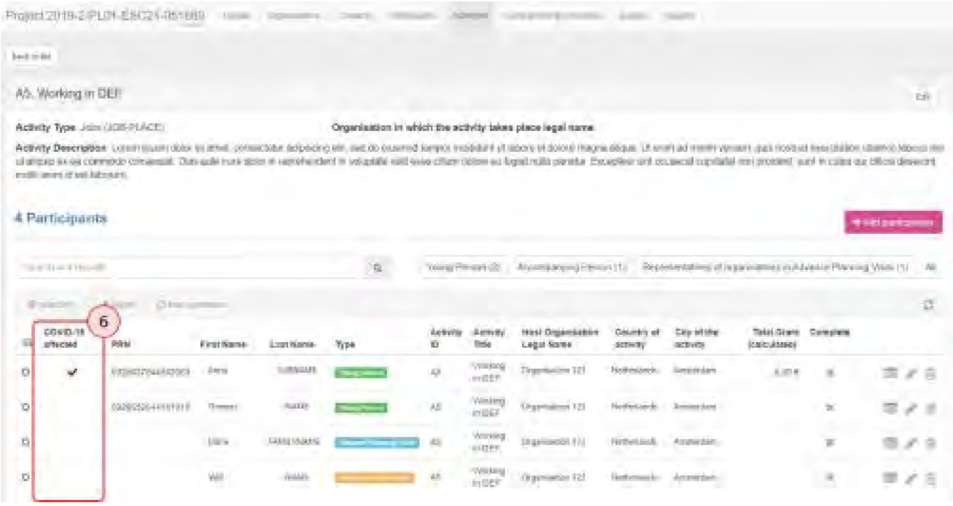


2020 COVID-19 affected activities

If some or all participations have been affected by COVID-19 measures, this should be indicated in the participation. Those participations that are flagged as Force Majeure, have a mention of covid or corona in the **Force Marjeue Explanations** field and have an end date within 2020 will automatically have the **COVID-19 affected** flag set. This flag is visible within the participation and from the list of participations for an activity.

1. Select **Yes** from the **Force Majeure?** field.
2. Add an explanatory comment including the word "covid" or "corona".
3. Set the end date of the participation within 2020.
4. Note that the **Covid-19 affected** flag is checked as conditions 1-3 are fulfilled. Save the participation and return to the participation list for the activity.
5. In the **Covid-19 affected** column a check mark is displayed for the participation.


1
2
3
4
5
Duration
Project Duration
Organisational Support
Inclusion Support
Participant
Anna SURNAME
Netherlands
Czech Republic
Brussels
COVID-19 affected



For additional information and guidance on **Force Majeure due to COVID-19**, please see **ESC MT+ Force majeure guidance due to Coronavirus.**

Related Articles

- Copy of MT+ How to get access
- ESC MT+ Activities
- ESC MT+ Add Participation
- ESC MT+ Budget
- ESC MT+ Complementary Activities
- ESC MT+ Force majeure guidance due to Coronavirus
- ESC MT+ How to manage contacts
- ESC MT+ Locations (ESC11/ESC13)
- ESC MT+ Manage organisations
- ESC MT+ Manage participant reports
- ESC MT+ Menu and Navigation
- ESC MT+ Notifications
- ESC MT+ Participants
- ESC MT+ Project management overview
- ESC MT+ Submit final report

ESC MT+ Participants

Relevant for...

Call Year	Programme	Action
2018	European Solidarity Corps	ESC11 - Volunteering Projects ESC13 - Volunteering Partnerships Annual ESC21 - Traineeships and Jobs

Participants identified as Young Persons must first have registered in the European Solidarity Corps Portal.

- **For ESC11, ESC12, ESC21**
  - Participants may be anyone involved in a European Solidarity Corps project. These persons are identified as either a Young Person, an Accompanying Person, or Representatives of organisations in Advance Planning Visits.
  - Before the young person's details can be retrieved from the European Solidarity Corps Portal into Mobility Tool+, the young person must have received and accepted an offer made by either the beneficiary or partner organisations having access to the European Solidarity Corps Portal.
- **For ESC31**
  - Before the young person's details can be added to the European Solidarity Corps, the young person must first have registered in the European Solidarity Corps Portal. Then their details can be added to the Mobility Tool+ project using their Participant Registration Number (PRN). See specific information for ESC31.

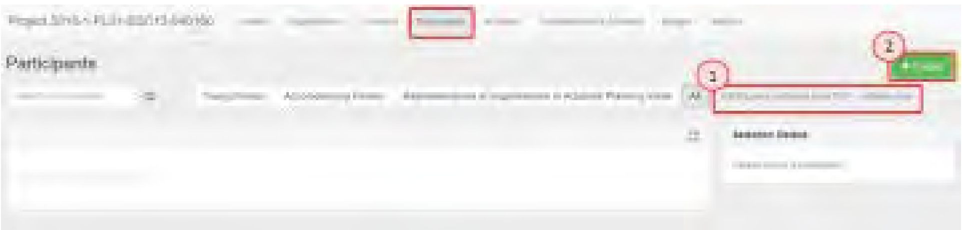
This page explains how to add participants' details in Mobility Tool+.

Add Participants for ESC11, ESC13, ESC21

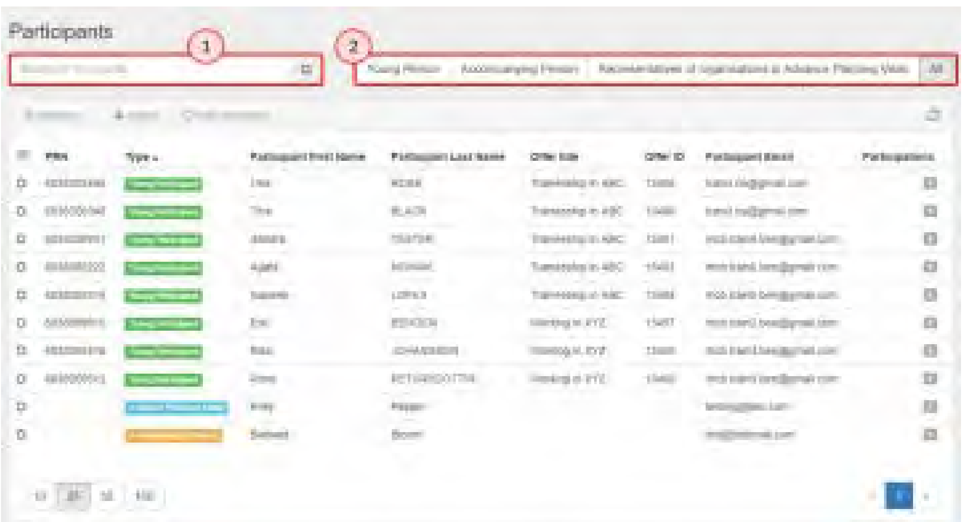
Click the "Participants" tab

The participant's list opens. If no participants have been added to the project, the list will be empty.

1. In order to retrieve the participants' details of all young persons who have accepted offers, click on the similarly named button, **Retrieve now**.
2. To add participant details of an accompanying person or a representative of an organisation participating in advance planning visits, click on the **+Create** button.



1. Once the list is populated, the search field can be used to search for any participants in the list.
2. Click on the type of participant to filter the list. By default **All** is selected.



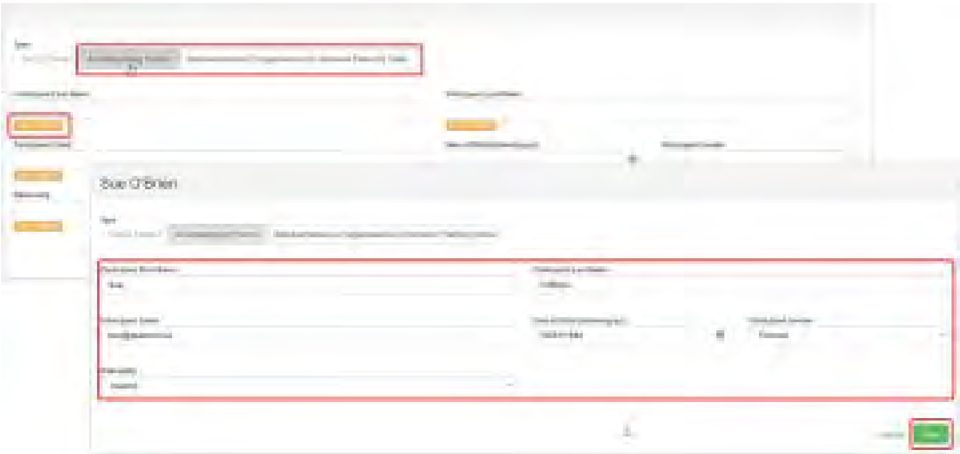
Create participants of type Accompanying Person or Representatives of organisations in Advance Planning Visits.

To create participants of type **Accompanying Person** or **Representatives of organisations in Advance Planning Visit**, click the **+Create** button.

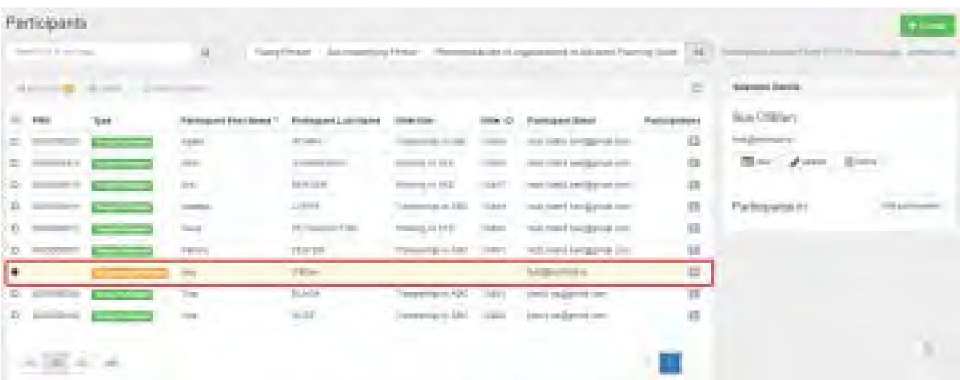
Provide the required information and save.

Select the type of participant you want to add: **Accompanying Person** or **Representatives of organisations in Advanced Planning Visits**. Those fields with the orange text box **value required,** must be completed before the save button becomes active**.**

The **Save** button becomes active once all information was provided. Click on **Save**.



In the list of participants, the newly added participant's details is displayed. In our example we have now one **Accompanying Person**, clearly indicated in column **Type**.

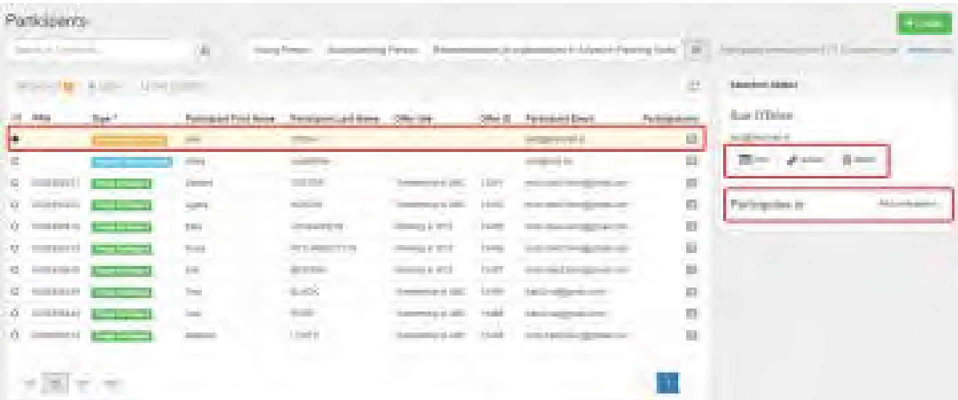


Repeat the above steps to add all participants' details of type **Accompanying Person** (orange) and **Representatives of organisations in Advanced Planning Visit** (light blue).

View, Update or Delete a Participant of type Accompanying Person or Representatives of organisations in Advanced Planning Visit.

For participants of type **Accompanying Person** or **Representatives of organisations in Advanced Planning Visit** you have following options available in the participants tab:

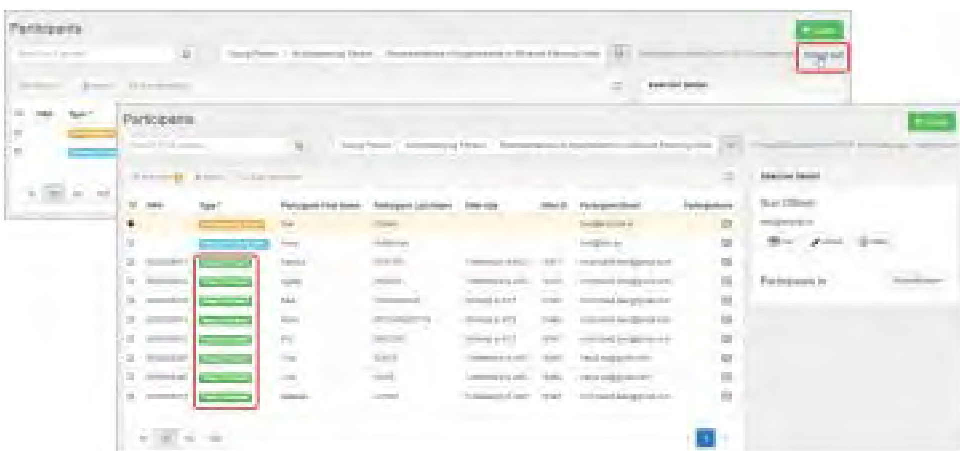
- **View:** Opens the participant's details in view mode. No changes can be made.
- **Update:** Opens the participant's details in edit mode to make adjustments.
- **Delete:** Removes the participant from the list.
- **Add participation:** To link a participant to an activity. See ESC MT+ Add Participation for details.



Retrieve Participants from the European Youth Portal.

Young people which accepted an offer for participation in an activity for your project can be retrieved from the European Youth Portal.

1. In the participant section of Mobility Tool+, click on the hyperlink **retrieve now**.
2. All **Young Participants** that accepted an offer are imported and displayed in the list of participants, clearly indicated by **Young Participants** in green in the **Type** column.

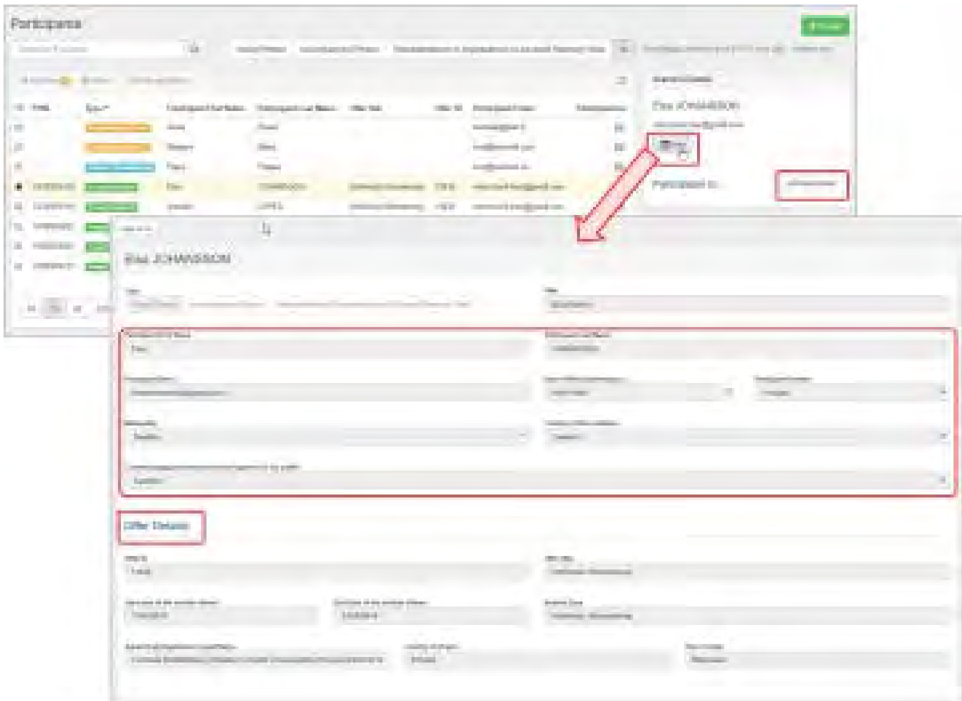


For the imported participants you have the following options available, once a participant is selected:

- **View:** Opens the participants screen including the offer details as retrieved from European Youth Portal in view mode. No changes can be made.
- **Add participation:** To link a participant to an activity. See ESC MT+ Add Participation for details.

Information

Participant data retrieved from the European Youth Portal cannot be updated or deleted in Mobility Tool+.

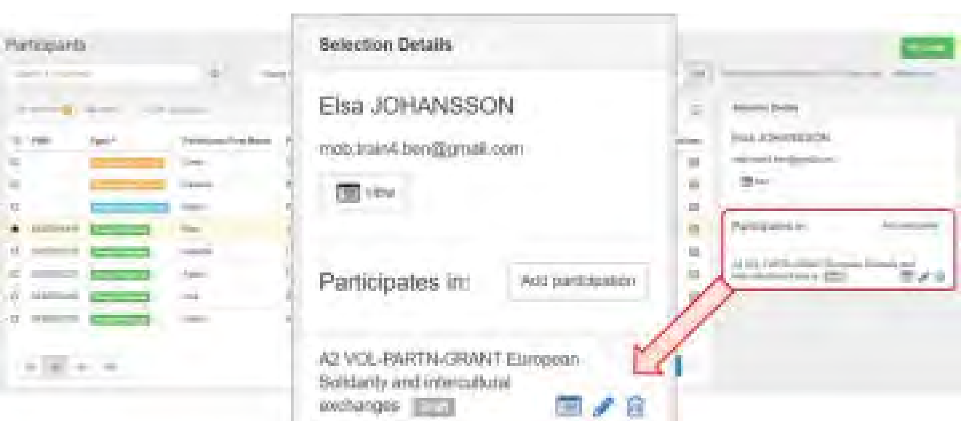


Participants associated with Activities.

Once a participation is created (see ESC MT+ Add Participation), those are also displayed in the participants section. After selecting a participant from the list the participation is displayed.

Following options are available:

- **View**: Opens the participant details in read only mode.
- **Edit**: Opens the participant details for the activity in **Edit** mode. See ESC MT+ Add Participation for additional information.
- **Delete**: Removes the participation.



Add Participants for ESC31

Participants.

The **Participants** tab allows you to list the young persons involved in the solidarity project.

Projects carried out under ESC31 - Solidarity Projects key action must include at least five (5) participants.

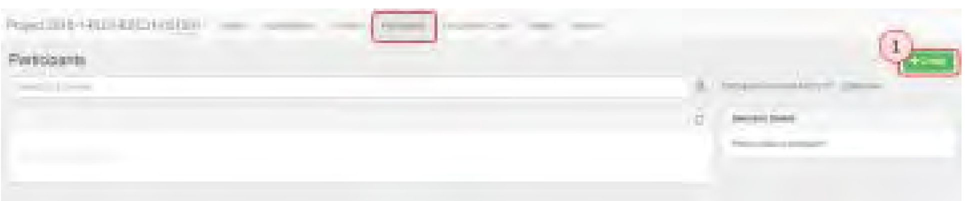
All participants to the project must be legal residents in the country of the beneficiary organisation and must have first registered in the European Solidarity Corps Portal to obtain a Participant Registration Number (PRN).

Note: The participant details changed in European Solidarity Corps can be updated until the Final report is generated. After the report is generated the data is frozen. If any of the participants details are changed a message will be displayed to informing you that new participant data has been received. In this case the beneficiary report should be released and the participant details updated. Likewise if there are additional participant details to be added, the final report should be released.

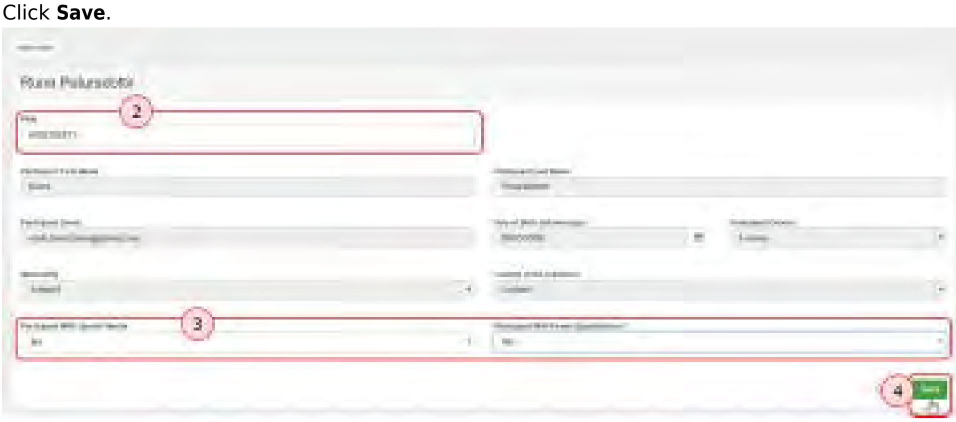
Add participants.

If no participants have been added to the project, the **Participants** list is empty.

1. Click the **+Create** button to open the participant details screen.



2. Enter the participant's PRN to retrieve their personal information from the European Youth Portal.
3. Click on the respective drop-down lists to select whether the person is a **participant with special needs** and/or a **participant with fewer opportunities**.
4. Click **Save**.

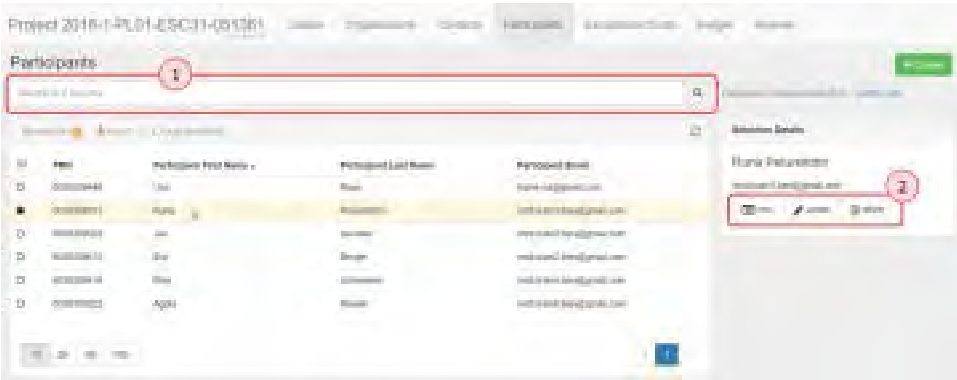


The participant's details will appear in the participant list.

List of participants.

1. Once the list is populated, the search field can be used to search for any participants in the list.
2. When you select the participant record, the following options become available:

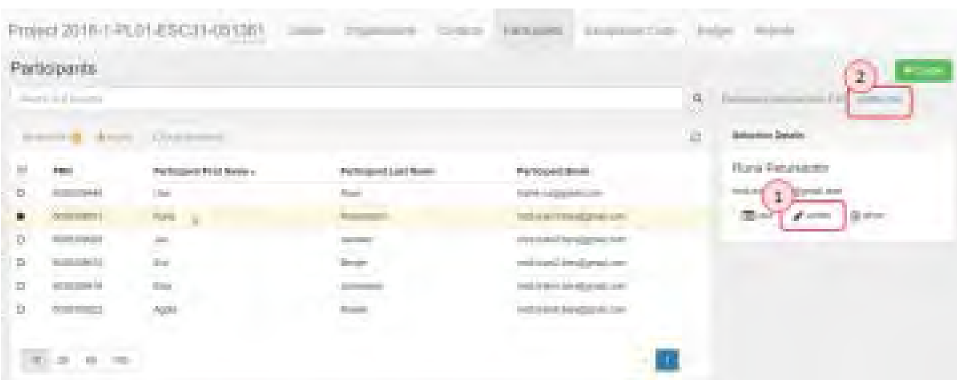
- **View:** Opens the participant's details in view mode. No changes can be made.
- **Update:** Opens the participant's details in edit mode to make adjustments. See Update participant details below for further information.
- **Delete:** Removes the participant from the list.



Update participant details.

There are two types of details you can update for the participants listed in your project:

1. For an individual participant, click **update** in the **Selection Details** section to change their status as a **participant with special needs** or a **parti cipant with fewer opportunities**.
2. For all participants at once, click **update now** in the top right corner to retrieve their latest personal information from the European Youth Por tal. Mobility Tool+ will display a notification if this action is required.



Related Articles

- Copy of MT+ How to get access
- ESC MT+ Activities
- ESC MT+ Add Participation
- ESC MT+ Budget
- ESC MT+ Complementary Activities
- ESC MT+ Force majeure guidance due to Coronavirus
- ESC MT+ How to manage contacts
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- ESC MT+ Participants
- ESC MT+ Project management overview
- ESC MT+ Submit final report

ESC MT+ Add Participation

Relevant for...

Call Year	Programme	Action
2018 onwards	European Solidarity Corps	ESC11 - Volunteering Projects ESC13 - Volunteering Partnerships Annual ESC21 - Traineeship and Job

A one-to-one relationship of a participant to a group activity is referred to as a "Participation". This individual participation outlines the costs, allowances duration etc, for that person's involvement in that activity.

There are two main ways to complete the participation details: from the **Participant** tab or the **Activity tab**.

- From the **Participants** list, add the person to the participation. This will first save the participation as a draft. Click on **edit** to complete the duration, costs, etc.
- From the **Activities** list, add the activity to the participation, by selecting one or more participants.

For participants in cross-border activities, participation details will be transferred to the insurance company for the enrollment of the participants, after you have confirmed they are complete.

How to add a participation.

Before you can create a participation, you must first add participants to your project as well as update/create activities.

In order to pair an activity with a participant it is worth noting the details of the offer accepted by the participant. This can be done in the European Solidarity Corps Portal and/or when viewing the participant details. To view the offer title in the list of participants, add the **Offer title** column to your list view in the Participants tab of your project. Similarly, add the column to display the number of **Participations,** to check which participants are not yet linked to an activity.

In order to create a participation the basic steps from either the activities list or the participant list are the same:

1. Select the item (participant or activity) to associate from the list.
2. Click on **Add participation** in the **Selection Details** side section.
3. Select the item to add to the **Participation,** depending on the list available (participant list or activity list).
4. The participation is now created. To complete the participation details, click on the **Edit** icon in the **Selection Details**.

Take note

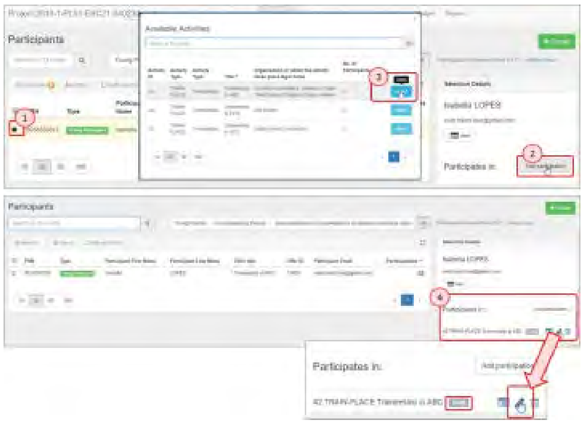
Once a participation has been associated to a certain activity, the activity can no longer be deleted, nor can the activity type or host organisation be changed. Should you need co change any of these details, you must do the following:

1. Remove all associated participations. The participants will not be deleted from the project, they will still be visible in the Participants list.

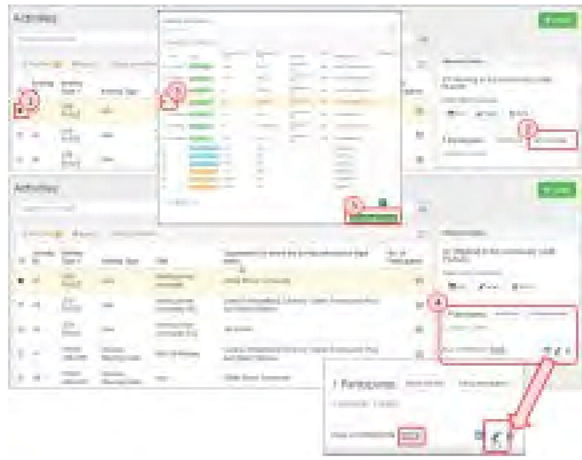
2. Depending on your circumstances:
    a. Update the desired field (Activity Type or Host Organisation Legal Name) or
    b. Delete the current activity and create a new one with the correct parameters.
3. Recreate the participations by adding the relevant participants one by one.

Here is a graphic overview of how to add a participation via the Participants tab and the Activities tab, respectively. Depending on the support you are using to read this page, you may need to scroll sideways to view both graphics.

Adding a participation via the Participants tab.



Adding a participation via the Activities tab.



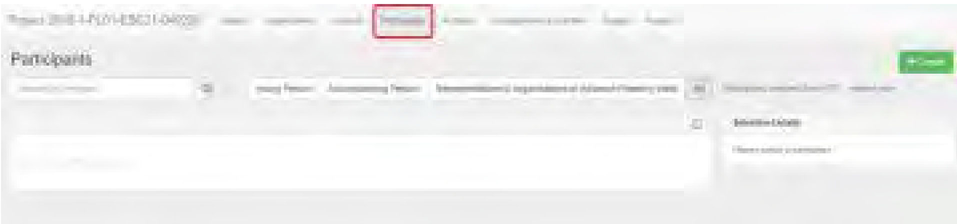
Add the participation from the "Participants" tab.

Take note

Any participant other than **Representatives of organisations in Advance Planning Visits (APV)** can only be associated with one non-APV activity. If you try to create another participation for the same participant, an error message is displayed and the participation is not created. A young person can only participate in one non-APV activity.

Open the **Participants** tab in Mobility Tool+. The list of participants is displayed. If no **Young Person** participants are displayed, you need to re trieve the participant details from EYP.

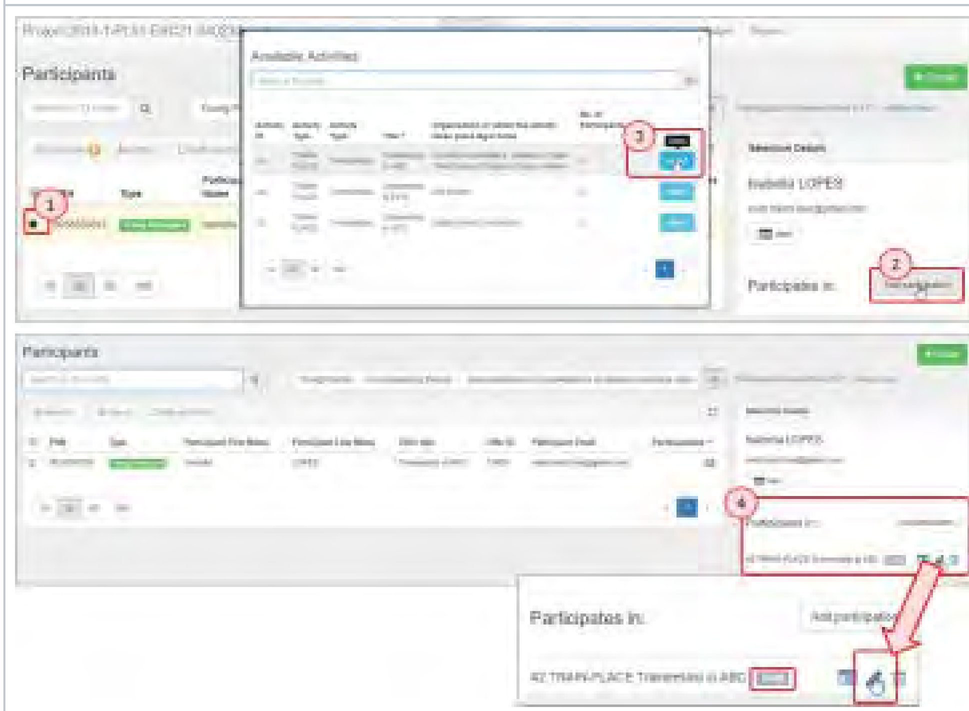
Participants of type Accompanying Person and Representatives of organisations in Advance Planning Visits have to be manually added.



It is advisable to view the participant details for young participants imported from the European Youth Portal before creating the participation. Thus you are sure to create the participation for the correct activity.

In the list of participants you can add the columns **Offer title** and **Offer ID**. Those two columns might also help if the offer title corresponds to an activity title.

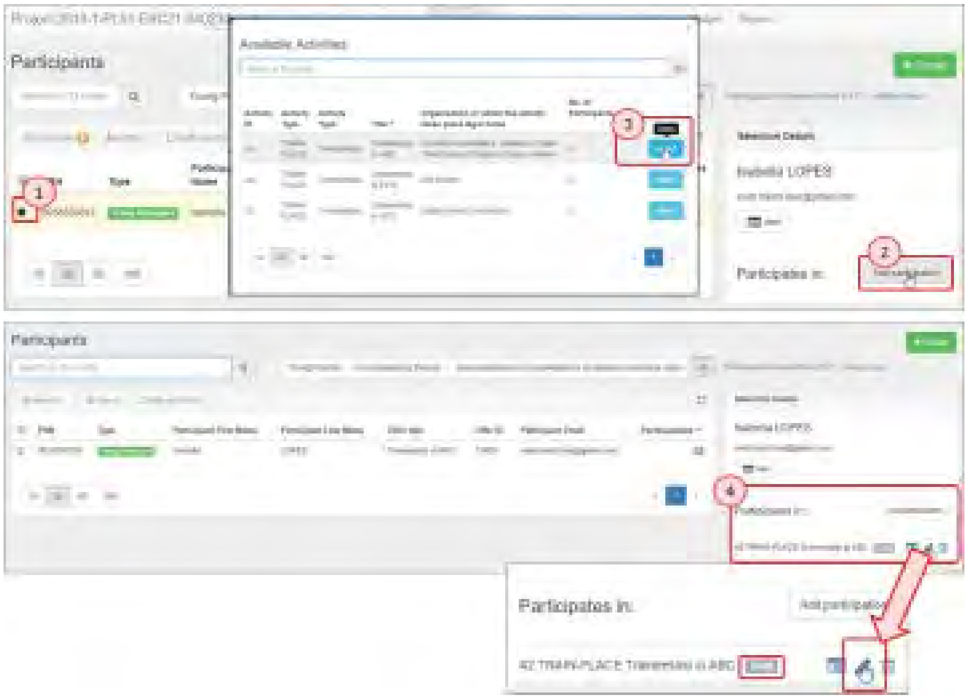
1. **Select** the participant from the list to create a participation.
2. In the **Selection Details**, click **Add participation**.
3. The pop-up window displays all the available activities of your project. Click **select** in the row next to the activity you want to associate the participant to.
4. The participation is now visible in column **Participation;** the number is updated from 0 to 1, meaning the participant takes part in one activity. The **Selection details** section also displays the participation. It is marked as **Draft**.
   Note: If the **Participations** column is not displayed, you can add it via the list functionality.



Add the participation from the "Activities" tab.

To create participations, access the **Activities** tab in your project. The list of activities is displayed.

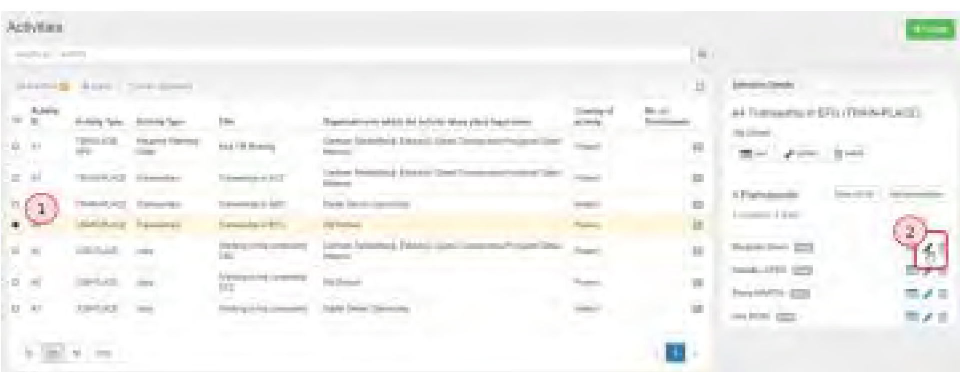
1. **Select** the activity you want to add the participation for from the list.
2. In the **Selection Details**, click **Add participation**.
3. The pop-up window displays all available participants of your project. **Select** the participants you want to associate. You can select more than one.
4. Click **add X participants to the activity**.
5. In the **Selection Details**, the added participants are displayed, all marked as **Draft.**



Complete the participation.

After a participant has been added to the activity, the participation remains in **Draft** mode and has to be completed.

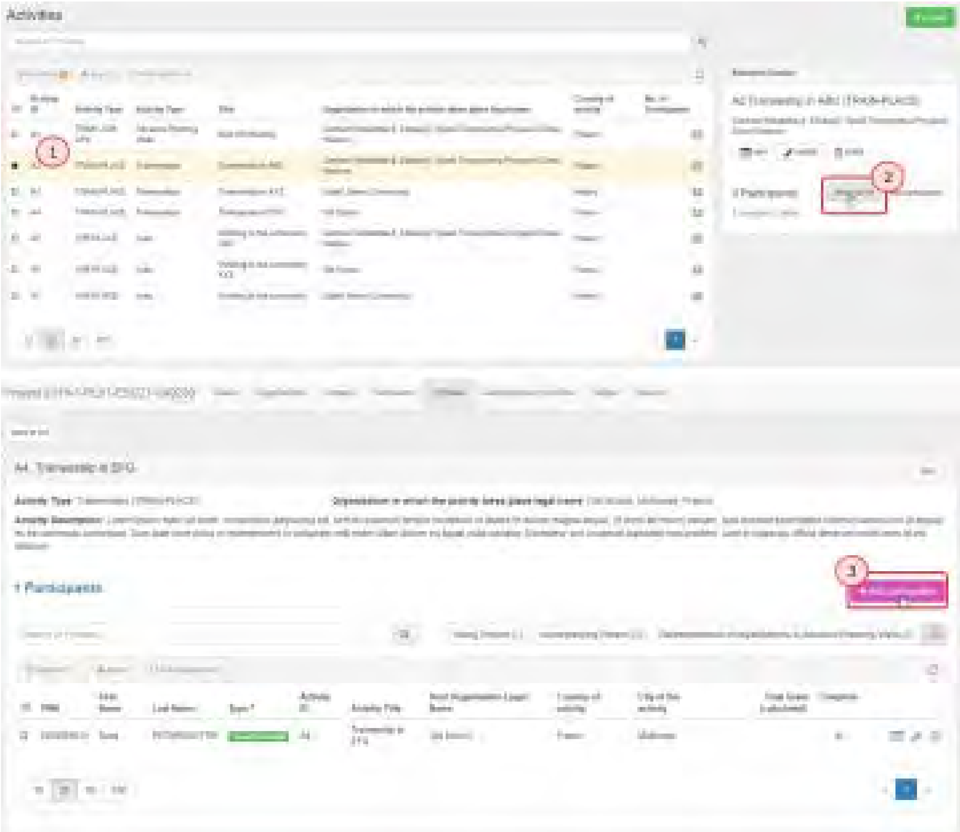
1. **Select** the activity.
2. In the **Selection Details**, click the **Edit** icon next to the participant you would like to complete.



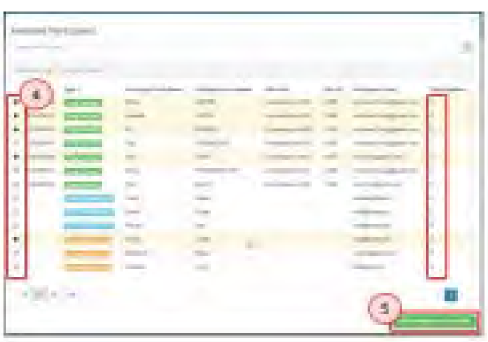
Add the participation from "Show full list".

Another option to create participations from the **Activities** tab in Mobility Tool+ is via the **Show full list** option.

1. From the activities, **select** your activity.
2. Click **Show full list** in the **Selection Details**.
3. Click the **Add participation** button.

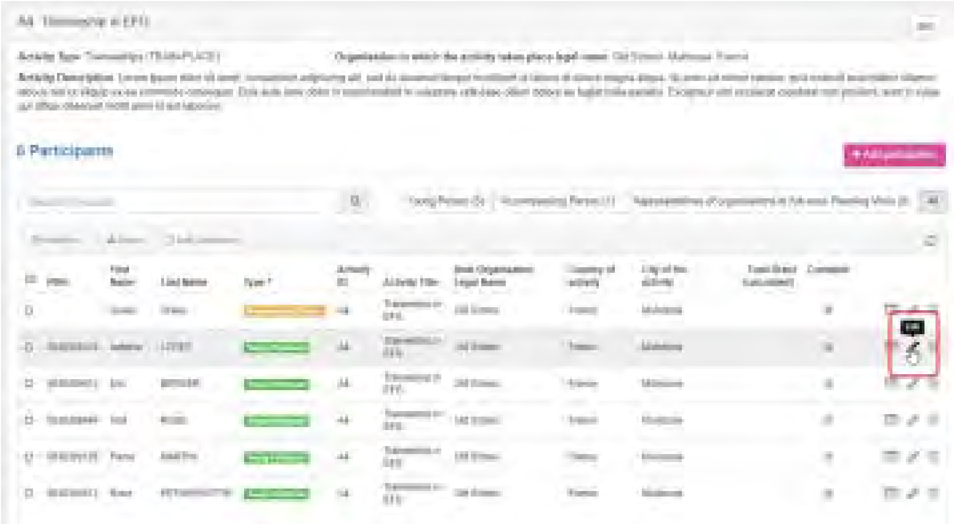


4. **Select** all participants you want to add to the activity in the pop-up. Take note of the **Offer title**. If you have indicated the activity in the title of the offer sent to the participant, it is easy to identify those participants who have accepted an offer.
5. Click **add X participants to the activity**.
6. The added participants are now displayed in the list, and marked as **incomplete,** as indicated by the X in column **Complete**.



Complete the participation.

After the participants were added to the activity, the participations are still in **Draft** and have to be completed. Click **Edit** for the participant you wish to update.

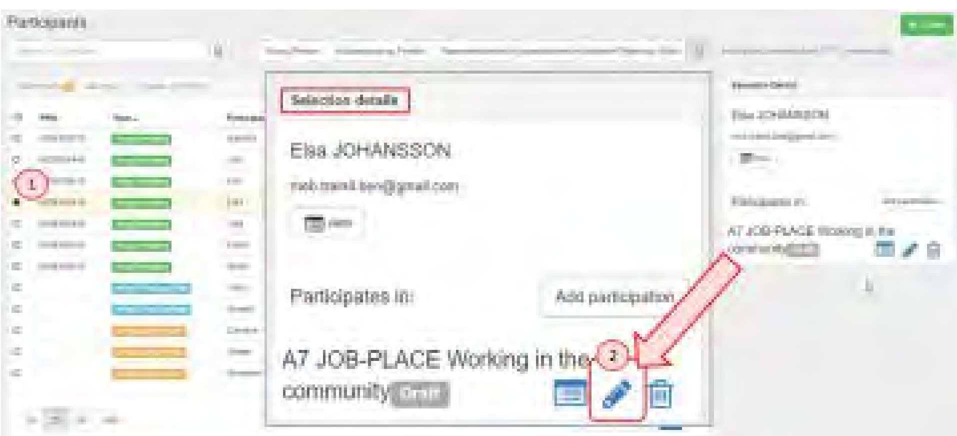


Complete the participation.

Click on the "Edit" icon.

After a participant is associated to a specific activity, the participation is still in **Draft** and has to be completed.

1. Depending on the context (Participant list/Activity list), select the item from the list.
2. Click the **Edit icon** in the **Selection details**, next to the activity the participant is associated to or next to the participant for the specific activity.



Participation sections.

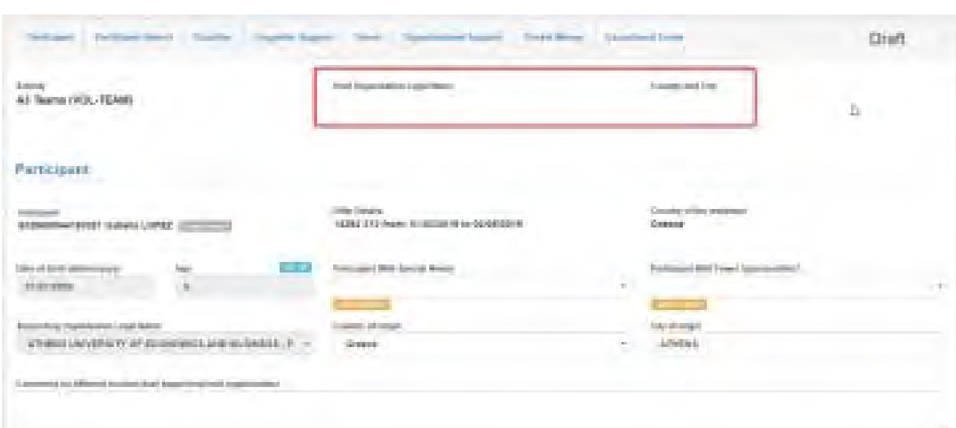
In the newly opened screen, you find:

1. **Top navigation** tabs for the various sections of the participation to be updated and/or checked. Clicking on one of the tabs will bring you to the specific section on the screen.

> **Take note**
>
> The available tabs vary per action, activity type and participant type. For example, the linguistic support section is not displayed for **Representatives of organisations in Advance Planning Visits** and for **Accompanying persons**. Read the on-screen information carefully to avoid incorrect entries.

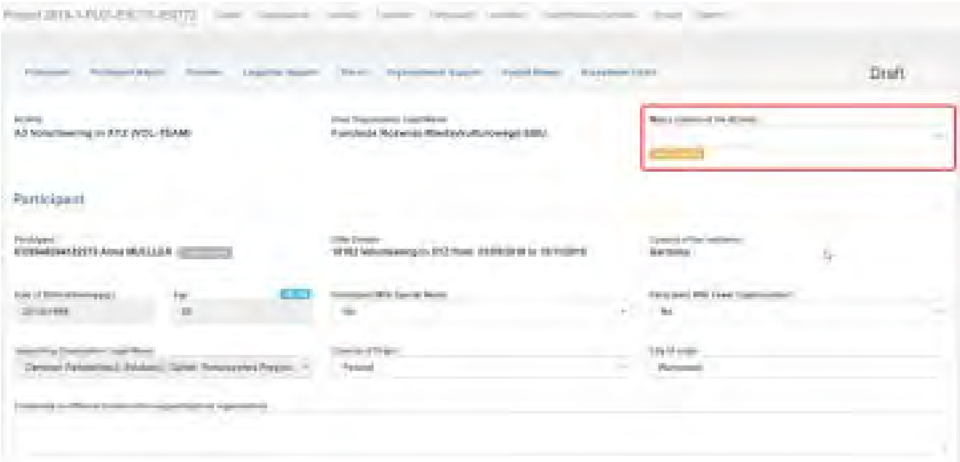
2. **Status** of participation: Either **Draft** or **Complete**.
3. **Activity information** including the **Host Organisation Legal Name** and **Country and City**. For ESC11 and ESC13 projects, the Main Location of Activity drop-down may be displayed instead of **Country and City**.
4. **Offer information:** As sent to and accepted by the participant in the **European Youth Portal.** Not visible for participants of type Accompanying Person and Representatives of organisations in Advance Planning Visits.

> **Information**
>
> If the **Host Organisation Legal Name** and **Country and City** information is not displayed, you will be unable to complete the participation. Update/complete the activity information first, then complete the participation.

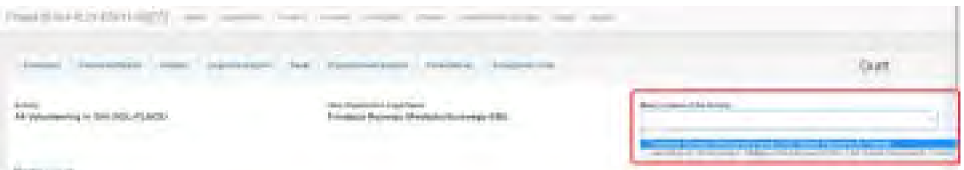


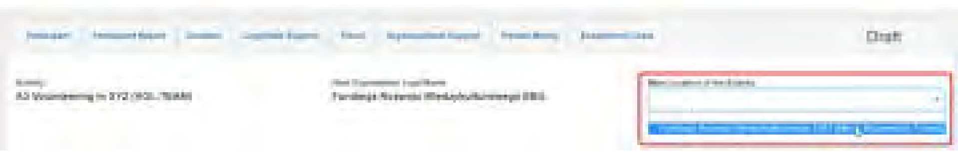
ESC11 and ESC13 - 'Main location of the activity".

For ESC11 - Volunteering Projects and ESC13 - Volunteering Partnerships Annual projects, the **Main Location of the activity** drop-down list is displayed, provided the organisation has a 2019 Quality Label with pre-defined locations. It contains all possible locations for the specific activity. Select the appropriate location for the current participation.



Depending on the amount of possible locations chosen in the associated activity, one or multiple options become available.



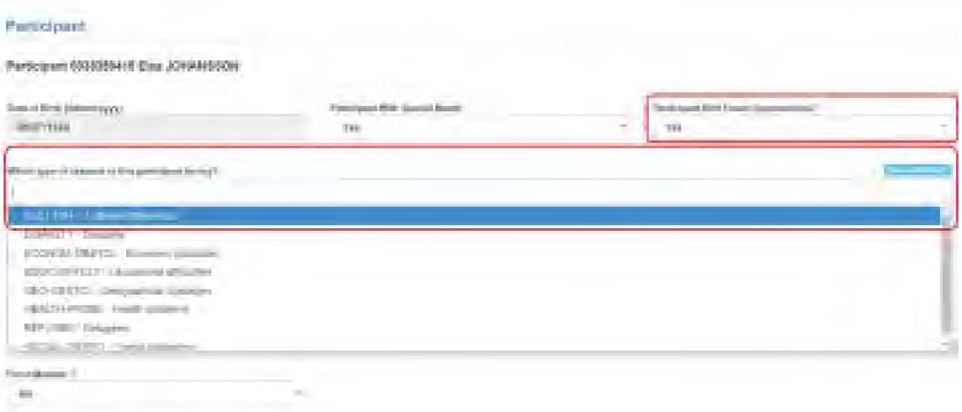


Check and complete the "Participant" section.

The first part of the participation information are the **Participant** details. Provide the required information in the available fields. Certain fields (such as date of birth) are pre-filled with the participant information retrieved by the European Youth Portal and cannot be changed.Mandatory fields are indicated by an orange **value required** box.

"Participant with fewer opportunities" drop-down.

If you answered **Yes** to the question **Participant With Fewer opportunities?**, the **Which type of obstacle is this participant facing?** drop-down is displayed. Select at least one obstacle type.

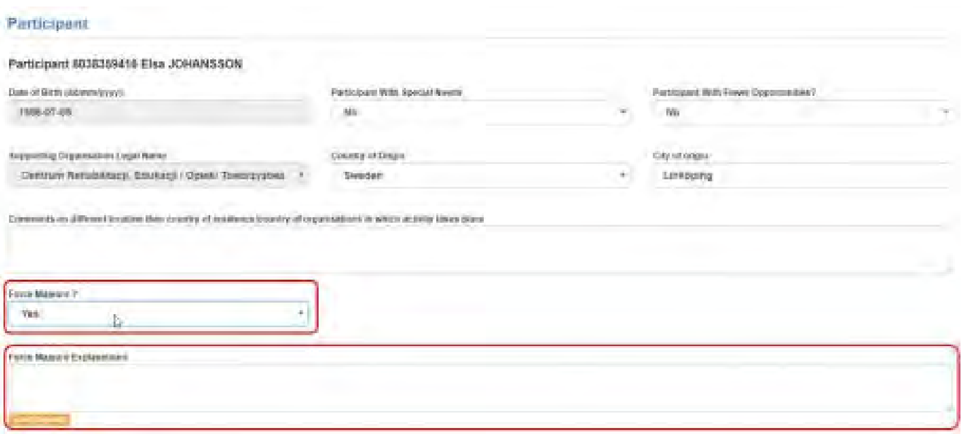


"Force majeure" drop-down.

Force majeure is defined as an unforeseeable exceptional situation or event beyond the individual participant's control. It is not attributed to error nor negligence on their part, but these situations can arise at any time including factors such as sudden disease, accidents, death, earthquakes and other causes.

The **Force Majeure** drop-down is available in the **Participant** section of the participation. If you set it to **Yes**, the comment field **Force Majeure Explanations** must be completed with the justifications for indicating the participation as Force Majeure.

Note: Force Marjeure does not affect the sending of the participant report. The participant, even if unavailable, will receive the system notification regarding the Participant Report to be filled in at the end of the activity.

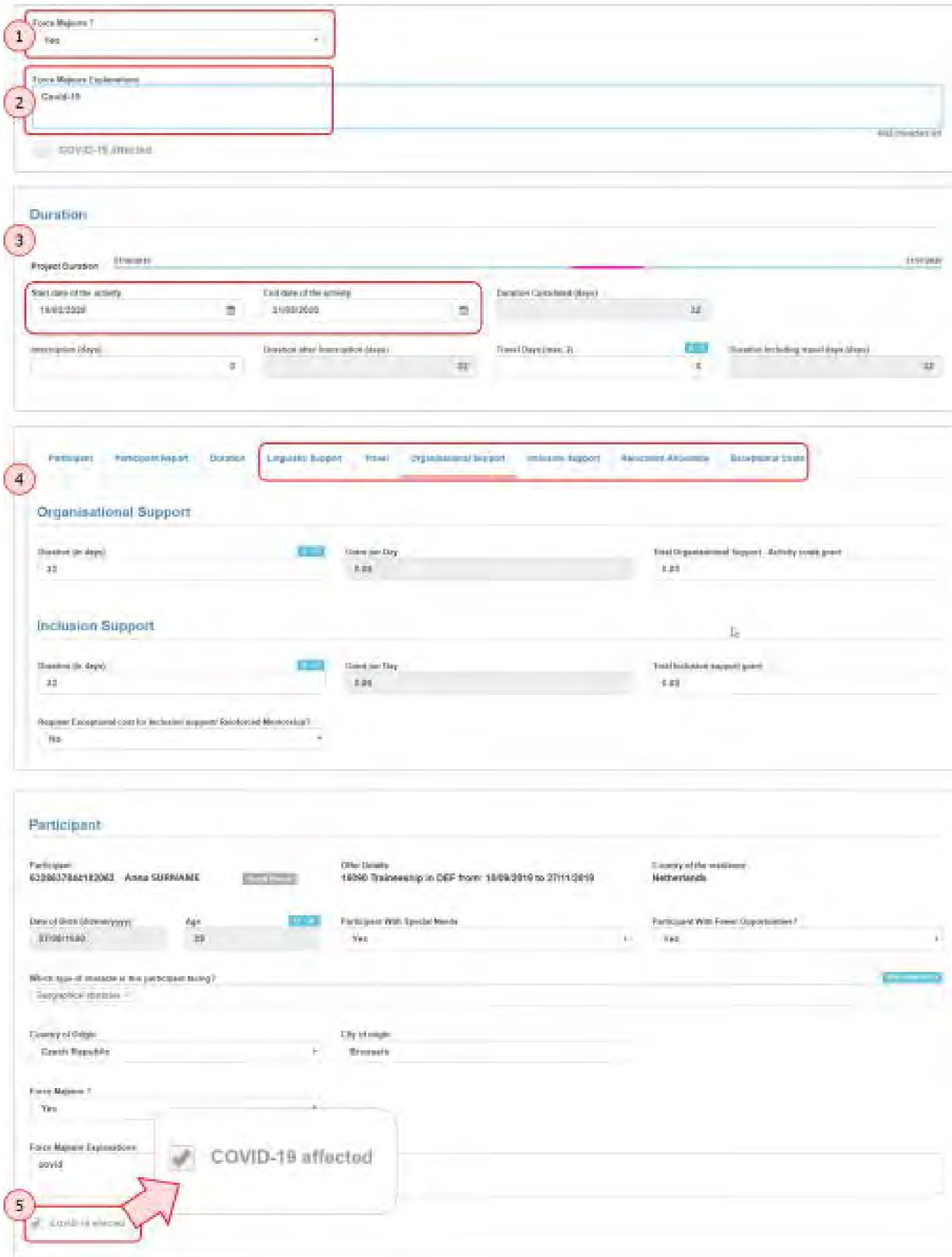


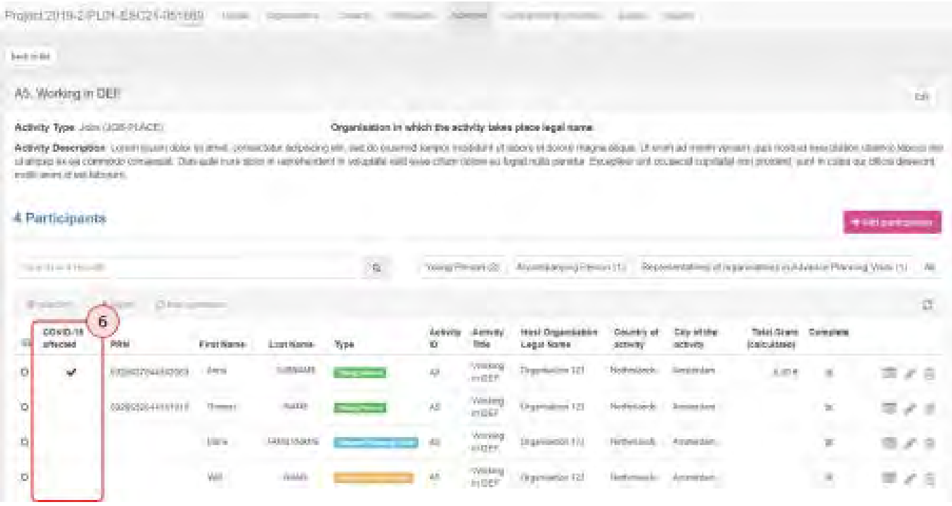
When the **Force Majeure** is checked there is no maximum duration constraint (applicable for call years starting from 2018 except for ESC31) and the following fields are editable:

- **Total Organisational Support - Activity costs grant**
- **Total Travel Grant**
- **Pocket money** (applicable for ESC11 and ESC13)
- **Relocation allowance** (applicable for ESC21)
- **Inclusion support** (applicable for ESC11, ESC13, ESC21)

2020 "COVID-19 affected" participation

1. Select **Yes** from the **Force Majeure?** field.
2. Add an explanatory comment including the word "covid" or "corona".
3. Set the end date of the participation within 2020.
4. Note that the **Covid-19 affected** flag is checked as conditions 1-3 are fulfilled. Save the participation and return to the participation list for the activity.
5. In the **Covid-19 affected** column a check mark is displayed for the participation.


1
2
Covid-19
COVID-19 affected
Duration
3
Project Duration
4
Organisational Support
Inclusion Support
Participant
Netherlands
Czech Republic
Brussels
COVID-19 affected
5



For additional information and guidance on **Force Majeure due to COVID-19**, please see **ESC MT+ Force majeure guidance due to Coronavirus.**

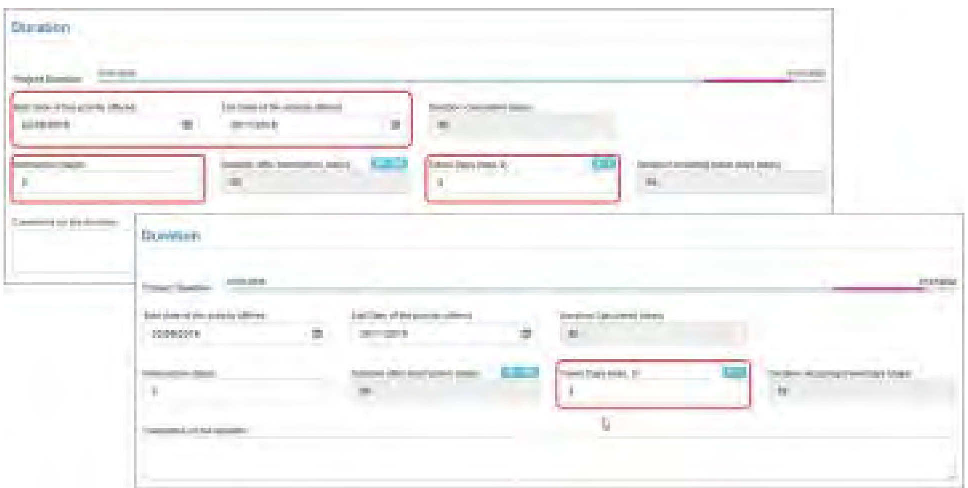
Check and update the "Duration" section.

The fields **Start** and **End date of the activity offered** are pre-populated with the offer information received from the portal, if the created participation is for a Young Person. It is possible to edit those dates.

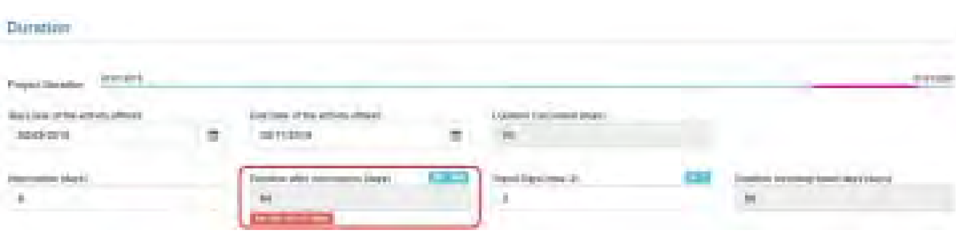
For participants of type **Accompanying Person** or **Representative of organisation in Advance Planning Visits**, enter the dates manually.

The greyed out **Duration** fields will calculate and update accordingly. You have the option to enter the value of the **Travel Days (max. 2)** and enter any **Interruption (days)**, if needed.

The light blue boxes on top of certain fields provide guidance on the minimum/maximum values allowed.



Should your entry result in a rule violation, warning messages in red are displayed. You must make the necessary corrections.



Check and update the "Linguistic Support" section (if applicable).

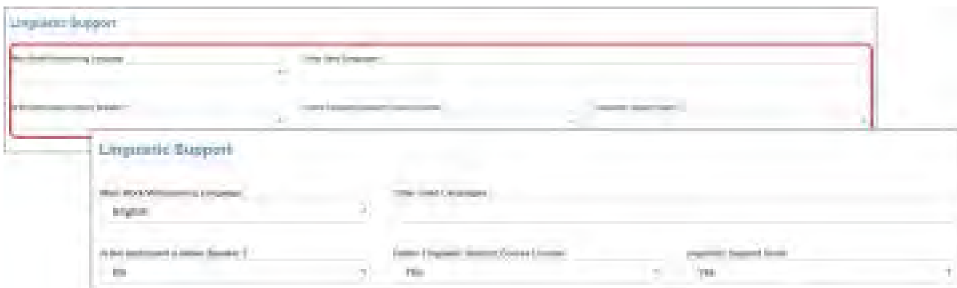
Linguistic Support supports language learning for the participants.

Use the available drop-down lists to provide the required information such as **Main Instruction/Work/Volunteering language**, **Other Used languages** and if the participant is a **native speaker**.

Use the drop-down list available to indicate if the **Online Linguistic Support Course License** and **Linguistic Support Grant** are required.

Take note

- Linguistic support is only available for activities **longer than 60 days**.
- The section is not displayed for APV participants and for Accompanying persons.
- If the participant is a **Native Speaker of the Main Instruction/Work/ Volunteering Language**, the fields **On line Linguistic Support Course License** and **Linguistic Support Grant** will be non-editable.

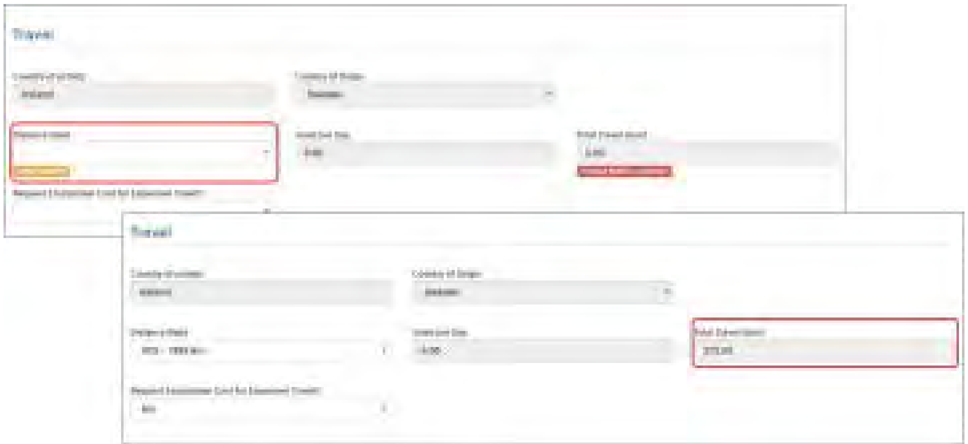


Check and update the "Travel" section.

In the **Travel** section of the participation certain information (such as Country of activity) is pre-populated.

Select the **Distance Band** from the drop-down. To confirm the correct distance band, use the distance calculator on the European Solidarity Corps web page.

The **Total Travel Grant** is then calculated and updated automatically, according to the activity type and distance band selected.



Request "Exceptional Cost for Expensive Travel?"

The grant for **Exceptional Costs For Expensive Travel** can be requested only if the standard travel grant based on the cost per distance band (Total Travel Grant) does not cover at least 70% of the actual travel costs.

Should such funding be required for the participant, set the available drop-down in the travel section to **Yes**. Enter the required information in the newly available fields.

> **Take note**
>
> It is not possible to use both the **Travel Grant** and the **Exceptional Costs for Expensive Travel** for the same participation, as they are mutually exclusive.

Check and update "Organisational Support", "Inclusion Support" and/or "Pocket Money" (if applicable).

The sections **Organisational Support, Inclusion Support** and **Pocket money** are pre-filled and auto-calculated. The respective **Duration (in days)** fields can be updated; the value entered cannot be higher than the funded duration.

> **Take note**
>
> **Inclusion Support** is only available if the participant is a young person with fewer opportunities or special needs. The **Pocket Money section** is not available for participants and/or activities of type Advance Planning Visit.

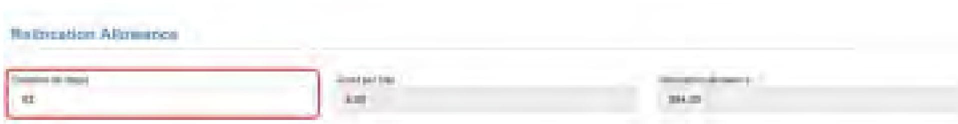
Request "Exceptional Cost" (if applicable).

If needed, exceptional costs can be requested. Enter the amount in the **Exceptional Costs** field and provide a **Description and Justification** in the newly displayed comment field.

Check and update the "Relocation Allowance" (if applicable).

The sections **Relocation Allowance** is pre-populated and auto-calculated. The respective **Duration (in days)** fields can be updated; the value entered cannot be higher than the funded duration.

> **Take note**
>
> **Relocation Allowance** is not available for participants and/or activities of type **Advance Planning Visit** and for participants of type **Accompanying Person**.



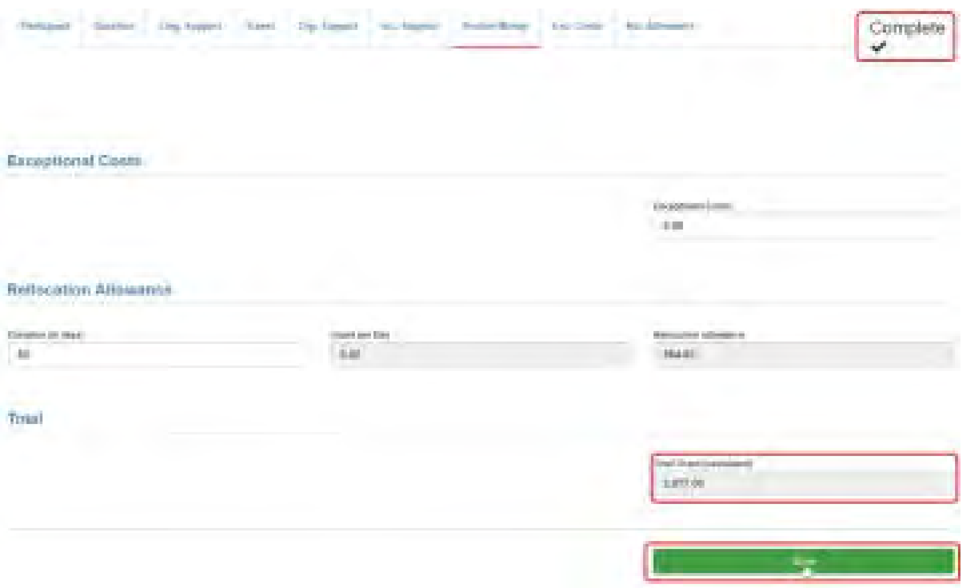
Save the participation.

Once all information for the participation is entered, the participation is marked as **Complete**.

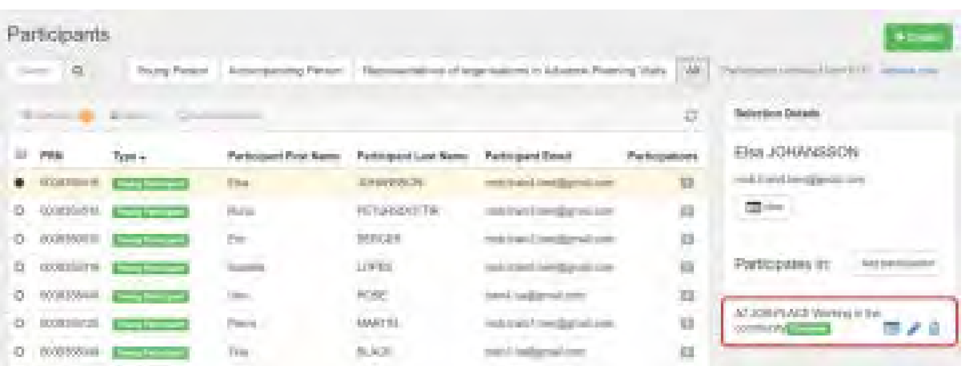
The **Total Grant (calculated)** displays the calculated amount of all sections:

- Travel grant
- Exceptional costs for expensive travel
- Organisational Support grant – Activity costs
- Inclusion support grant
- Pocket money
- Linguistic grant
- Exceptional costs grant
- Relocation allowance

Click **Save** to save the changes.



Navigate back to the **Participants** or **Activities** tab. The participation is now marked as **Complete**.



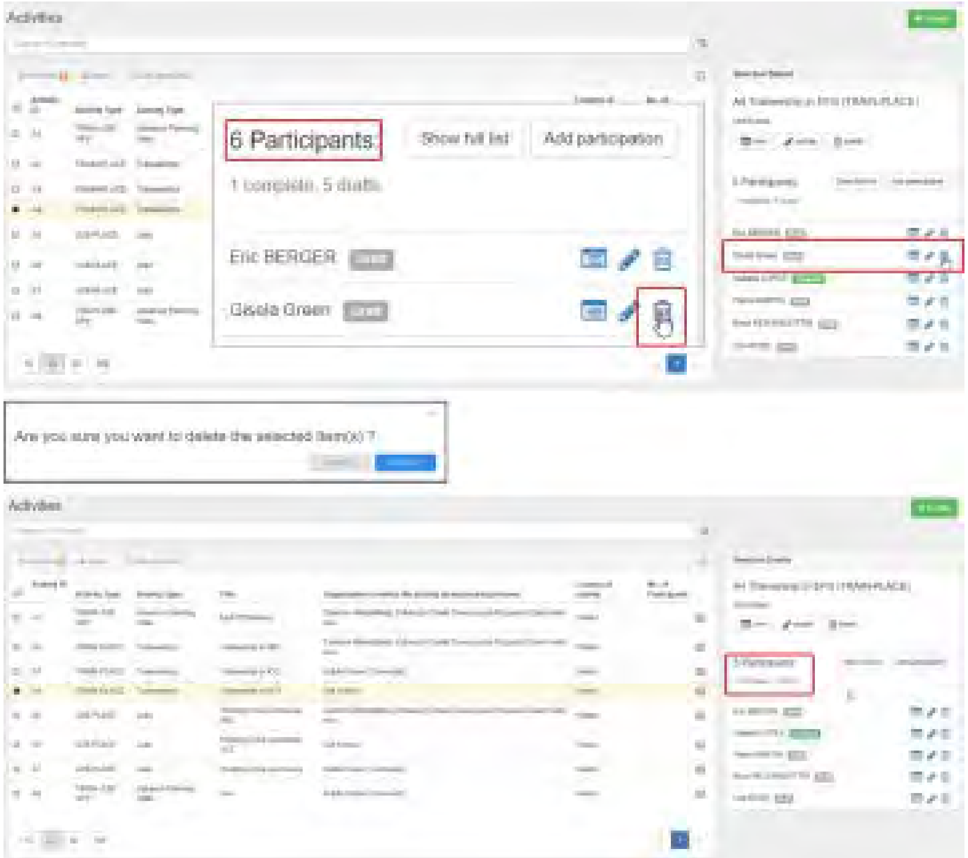
Additional Functionalities.

Remove a participation.

Removing a participation via the activities tab.

- **Select** the activity.
- In the **Selection Details** under **Participants,** click the **Delete** icon next to the participant you want to remove.
- **Confirm** the deletion.
- The participant is removed from the activity.
- The participant details remain in the project.

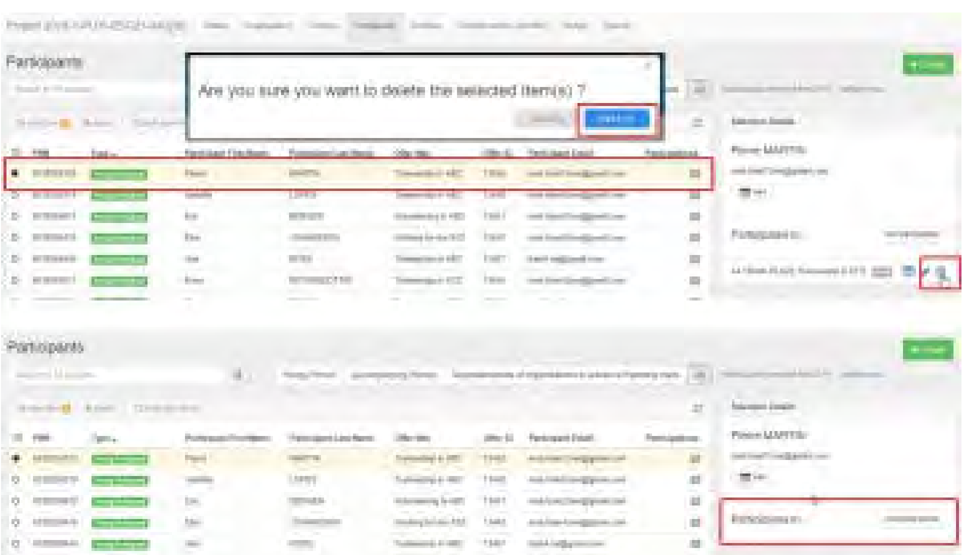
<u>Note:</u> This action does not remove the participant from the project. All participant information stays available in Mobility Tool+.



Removing a participation via the "Participants" tab.

- **Select** the participant.
- In the **Selection Details** under **Participates in**, click the **Delete** icon next to the activity you want to unlink.
- **Confirm** the deletion.
- The participation is removed.

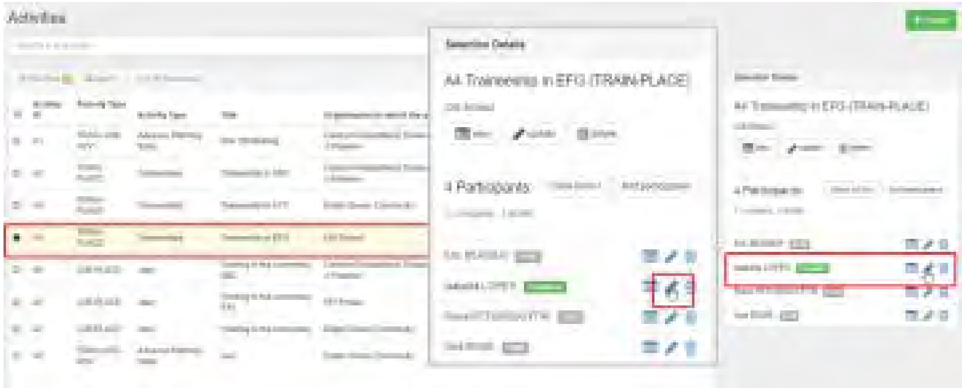
Note: This action does not remove the participant from the project. All participant information remains available in Mobility Tool+.



Update a participation.

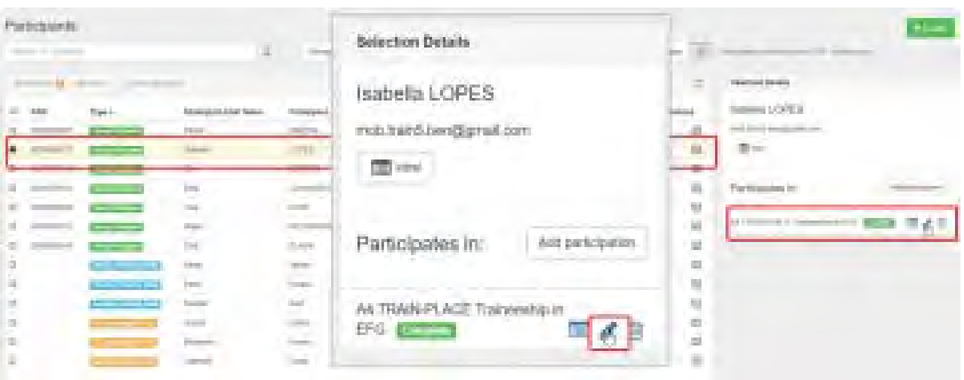
Update a participation via the activities tab.

- **Select** the activity.
- In the **Selection Details** under **Participants**, click the **Edit** icon next to the participant you want to modify.
- Make the **adjustments** for the participation and **save**.



Update a participation via the participants tab.

- **Select** the participant.
- In the **Selection Details** under **Participates in**, click the **Edit** icon next to the activity you want to update participation for.
- Make the **adjustments** for the participation and **save**.



Related articles

- Copy of MT+ How to get access
- ESC MT+ Activities
- ESC MT+ Add Participation
- ESC MT+ Budget
- ESC MT+ Complementary Activities
- ESC MT+ Force majeure guidance due to Coronavirus
- ESC MT+ How to manage contacts
- ESC MT+ Locations (ESC11/ESC13)
- ESC MT+ Manage organisations
- ESC MT+ Manage participant reports
- ESC MT+ Menu and Navigation
- ESC MT+ Notifications
- ESC MT+ Participants

- ESC MT+ Project management overview
- ESC MT+ Submit final report

ESC MT+ Complementary Activities

Relevant for...

Call Year	Programme	Action
2018 onward	European Solidarity Corps	ESC11 - Volunteering Projects ESC21 - Traineeship and Job

Complementary Activities are side activities adding a value to the project and contributing to increase its impact (e.g. seminars, conferences, coaching) and are encoded under the specific tab in Mobility Tool+.

The indirect costs of those complementary activities in Mobility Tool+ cannot be higher than 7% of the direct costs and 80% of the total costs (direct + indirect) will be covered by the grant. The total eligible amount is displayed in the budget tab and is added to the **Final Beneficiary Report**.

Quick steps

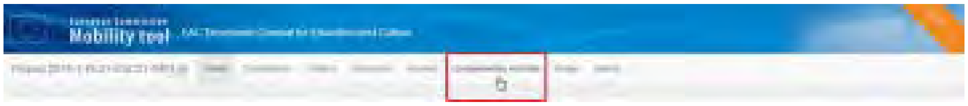
1 Open the "Complementary Activities" tab.
2 Click the "+ Create" button.
3 Fill in the mandatory fields.
4 Click the "Save" button.
5 View a Complementary Activity.
6 Edit a Complementary Activity.
7 Delete a Complementary Activity.
8 Budget screen.

Detailed steps

Steps

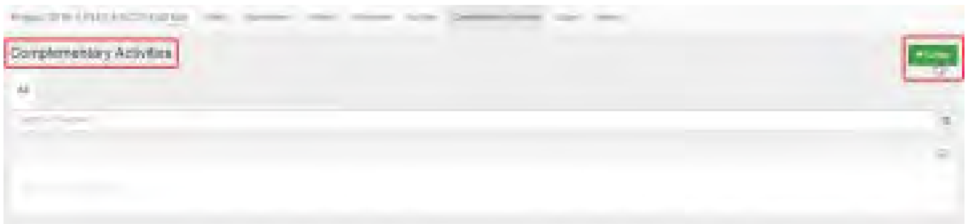
Open the "Complementary Activities" tab.

In order to add information on additional activities/actions during project, click the tab **Complementary Activities**.



Click the "+ Create" button.

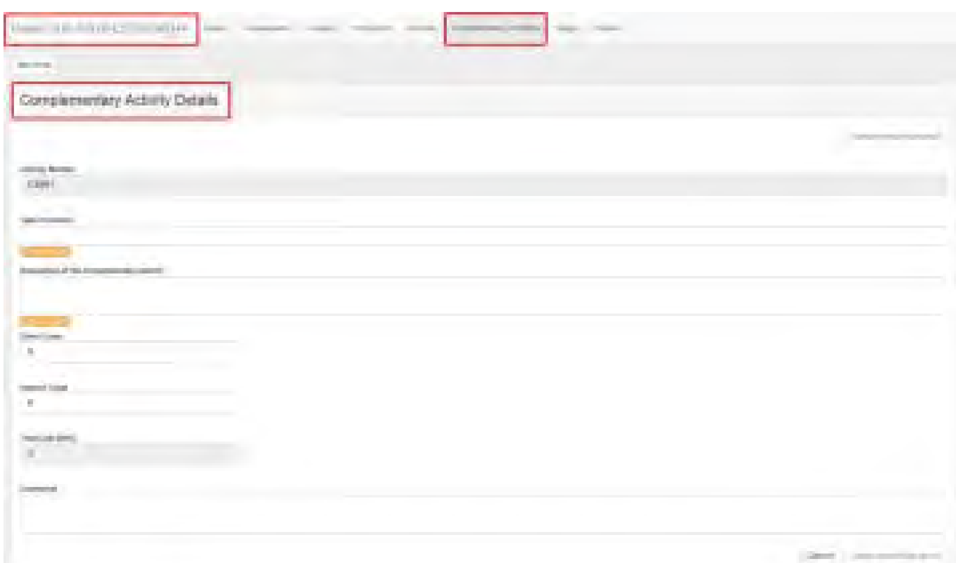
Click the **+ Create** button. The **Complementary Activity Details** screen appears.



Fill in the mandatory fields.

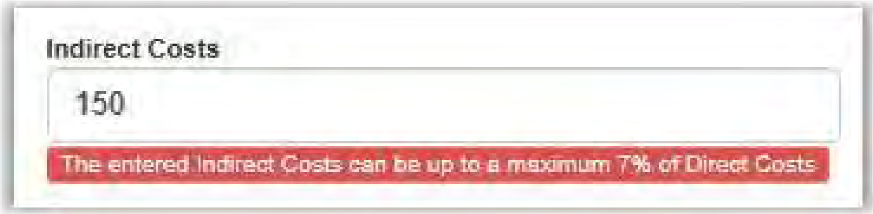
All mandatory fields are marked an orange label: **value required,** displayed underneath the field in question.

- **Activity Number:** The activity number is auto generated and cannot be edited.
- **Type of activity:** Briefly state the type of activity.
- **Description of the complementary activity:** Outline a full description of the complementary activity.
- **Direct Costs**: Enter the amount, corresponding to the direct costs of the activity.
- **Indirect Costs:** Enter the amount, corresponding to the indirect costs of the activity, up to a maximum of 7% of the previously entered direct costs.
- **Total Cost (80%):** The field is auto calculated, and not editable. It displays the total grant for the activity corresponding to 80% of direct cost + indirect cost.
- **Comments:** Enter an additional comment, if required.



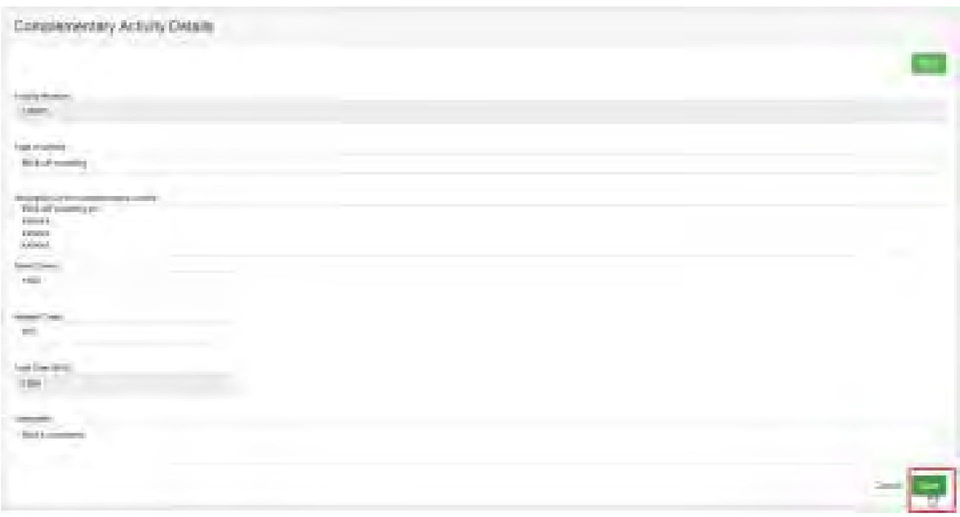
Take note

If indirect cost entered does not fulfill the required criteria, a warning message is displayed. You have to fix such errors before you can save the activity.



Click the "Save" button.

Click the **Save** button once all information is provided.

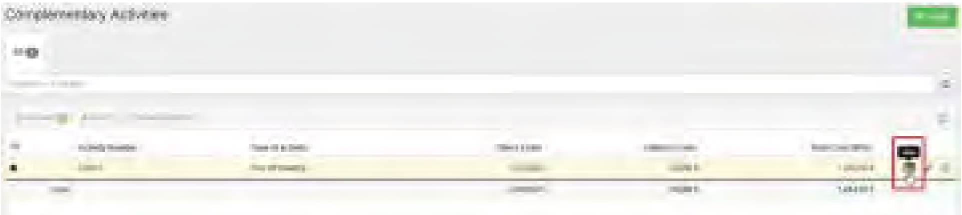


The complementary activity appears in the list of the **Complementary Activities** tab.

View a Complementary Activity.

To **View** a complementary activity, select the details line and click the view icon. The **Complementary Activity Details** screen appears.

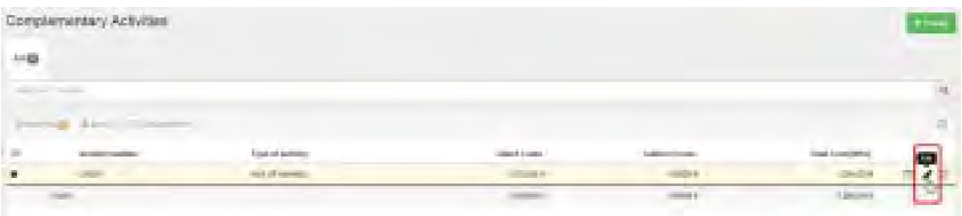
Click the **back to list** button in the **Complementary Activity** screen to go back to the list.



Edit a Complementary Activity.

To **Edit**, select the details line and click the edit icon. This option allows you to edit information previously entered and save the details.

Click the **back to list** button in the **Complementary Activity** screen to go back to the list.



Delete a Complementary Activity.

To delete a complementary activity**,** select the details line and click the bin icon. You will be asked to confirm the deletion.

Budget screen.

The total amount for **Complementary Activities** is reflected in the **Budget** tab. The budget for **Complementary Activities** is usually displayed at the top of the page.

Related articles

- ESC MT+ Budget
- MT+ ESC31 - Solidarity Projects Specifics
- MT+ EU Login for user
- ESC MT+ Complementary Activities
- ESC MT+ Project management overview
- ESC MT+ Manage organisations
- ESC MT+ Notifications
- ESC MT+ Menu and Navigation
- ESC MT+ Submit final report
- ESC MT+ Manage participant reports
- MT+ ESC How to resend a participant report request
- MT+ List functionality
- ESC MT+ Participants
- ESC Participant Reports Examples
- ESC MT+ Locations (ESC11/ESC13)

ESC MT+ Budget

Relevant for...

Call Year	Programme	Action
2018 onward	European Solidarity Corps	ESC11 - Volunteering Projects ESC13 - Volunteering Partnerships - Annual ESC21 - Traineeship and Job ESC31 - Solidarity Projects

The budget screen in Mobility Tool+ details the project costs, broken down by activity type and/or costs. The last approved budget by the National Agency is always visible from the **Budget** screen.

- Budget tab for ESC11, ESC13 and ESC21
- Budget tab for ESC31

Budget tab for ESC11, ESC13 and ESC21

Explanation and illustration

The **Budget** tab displays a break-down of the grant awarded for implementing the project.

In the budget screen an overview of the project costs is displayed and covers different budget items such as:

1. the first column - **Approved Budget (by National Agency)** - the budget awarded in the grant agreement and transferred to Mobility Tool+ from the National Agency Management System.
2. the second column - **Current Budget (in Mobility Tool+)** - the budget declared to date in Mobility Tool+.
3. the third column - **% Current/Approved budget** - reflects the percentage difference between the **Approved Budget (by National Agency)** and the **Current Budget (in Mobility Tool)**.
4. the **Total Project** - the total awarded and current budget, calculated as the sum of the other budget items.
5. the **Total complementary activity** - the total recorded in the **Complementary activities** tab (only applicable for ESC11 and ESC21).
6. the budget per **Activity Type.**

For ESC11 and ESC21 there are activities complementary to the project's normal participant activity: (VOL-COMP) and (TRAIN-JOBL-COMP). These complementary activities can be seminars, conferences, etc.

Take note

Even though you may be able to submit amounts greater than the amount approved by the National Agency, the final amount approved will never be higher than the last approved amount by the National Agency in the Grant Agreement or in the last amendment, if applicable.

Budget tab for ESC31

The **Budget** tab displays a break-down of the project costs. Both awarded and current calculated costs are displayed:

1. **Approved Budget (by National Agency)** - the budget awarded in the grant agreement and transferred to Mobility Tool+ from the National Agency Management System.
2. **Current Budget (in Mobility Tool+)** - the budget declared to date in Mobility Tool+.
3. **Project costs:** calculated automatically based on the project duration. This amount cannot be changed in Mobility Tool+.
4. **Coach costs:** calculated based on the the number of coaching days you request. This number can be adjusted, but must not exceed 12 days.
5. **Total exceptional costs guarantee**: retrieved from the details you provided in the **Exceptional Costs** tab.
6. **Total Project:** the total awarded and current budget, calculated as the sum of the other budget items.

Related Articles

- Copy of MT+ How to get access
- ESC MT+ Activities
- ESC MT+ Add Participation
- ESC MT+ Budget
- ESC MT+ Complementary Activities
- ESC MT+ Force majeure guidance due to Coronavirus
- ESC MT+ How to manage contacts
- ESC MT+ Locations (ESC11/ESC13)
- ESC MT+ Manage organisations
- ESC MT+ Manage participant reports
- ESC MT+ Menu and Navigation
- ESC MT+ Notifications
- ESC MT+ Participants
- ESC MT+ Project management overview
- ESC MT+ Submit final report

MT+ ESC31 - Solidarity Projects Specifics

Relevant for...

Call Year	Programme	Action
2018 onward	European Solidarity Corps	ESC31 - Solidarity Projects

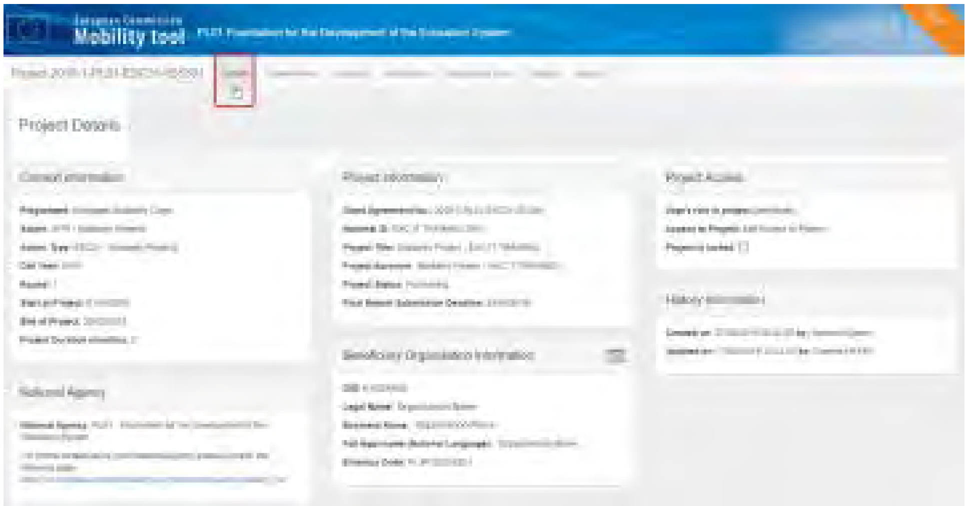
This page explains the specific functionality available for projects carried out under key action ESC31 - Solidarity Projects.

Important

The term *organisation* used in the documentation below can also refer to *a group of young persons* who applied for and received a grant for a solidarity project in their own name rather than via a public/private body.

Details.

The **Details** tab provides general information about the project. Please see MT+ Project Details for further details.



Organisations.

The **Organisations** tab displays basic information about the beneficiary organisation. This information is transferred from the National Agency management system. If changes are required, please update in URF and inform your National Agency.

1. Click on the **view** icon in the side menu to open the **Organisation Details** screen, where you can find additional information on the organisation.
2. Click on the **number of contact persons** for the organisation to open the **Contacts** tab, where you can manage their details.

> **Take note**
>
> Unlike other European Solidarity Corps key actions, ESC31 - Solidarity Projects only allows one organisation to be involved in a project. Therefore the option to add partner organisations is not available.

Contacts.

The **Contacts** tab allows users with appropriate permissions to manage the contact persons for the organisation implementing the project.

Please see ESC MT+ How to manage contacts for further details.

Participants.

The **Participants** tab allows you to list the young persons involved in the solidarity project.

Projects carried out under ESC31 - Solidarity Projects key action must include at least five (5) participants.

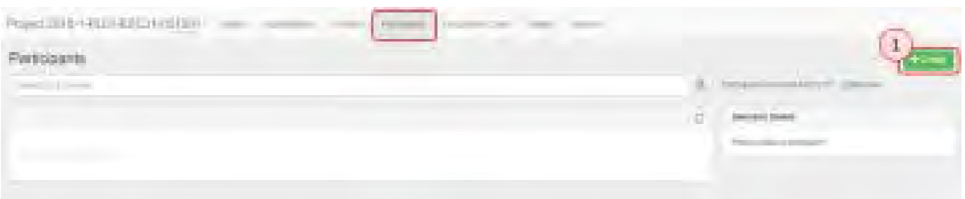
All participants to the project must be legal residents in the country of the beneficiary organisation and must have first registered in the European Solidarity Corps Portal to obtain a Participant Registration Number (PRN).

Note: The participant details changed in European Solidarity Corps can be updated until the Final report is generated. After the report is generated the data is frozen. If any of the participants details are changed a message will be displayed to informing you that new participant data has been received. In this case the beneficiary report should be released and the participant details updated. Likewise if there are additional participant details to be added, the final report should be released.

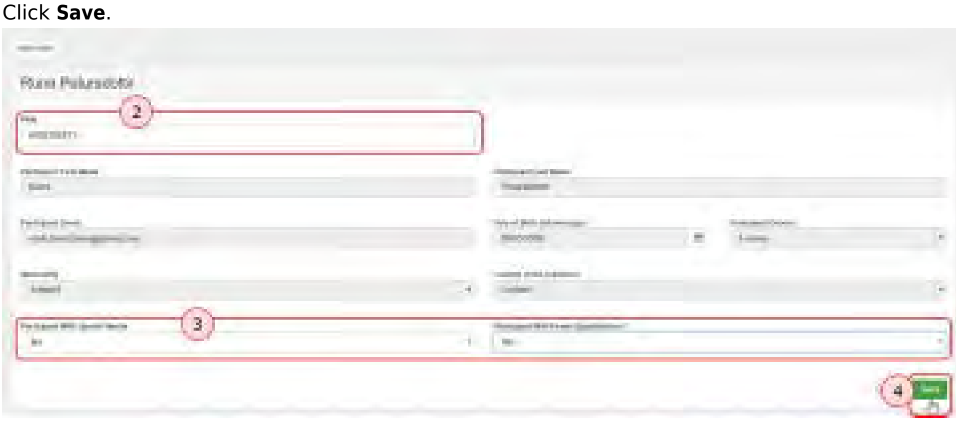
Add participants.

If no participants have been added to the project, the **Participants** list is empty.

1. Click the **+Create** button to open the participant details screen.



2. Enter the participant's PRN to retrieve their personal information from the European Youth Portal.
3. Click on the respective drop-down lists to select whether the person is a **participant with special needs** and/or a **participant with fewer opportunities**.
4. Click **Save**.

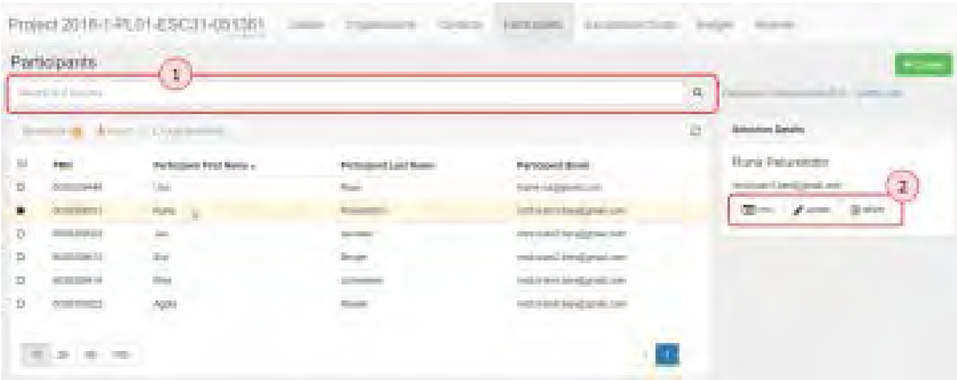


The participant's details will appear in the participant list.

List of participants.

1. Once the list is populated, the search field can be used to search for any participants in the list.
2. When you select the participant record, the following options become available:

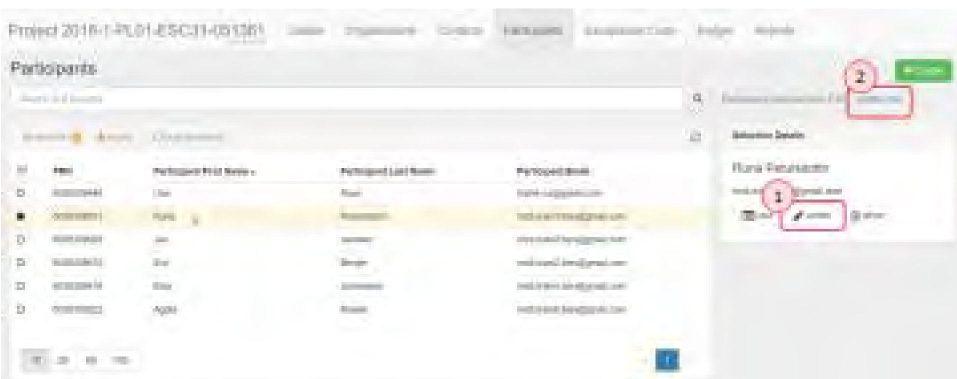
- **View:** Opens the participant's details in view mode. No changes can be made.
- **Update:** Opens the participant's details in edit mode to make adjustments. See Update participant details below for further information.
- **Delete:** Removes the participant from the list.



Update participant details.

There are two types of details you can update for the participants listed in your project:

1. For an individual participant, click **update** in the **Selection Details** section to change their status as a **participant with special needs** or a **participant with fewer opportunities**.
2. For all participants at once, click **update now** in the top right corner to retrieve their latest personal information from the European Youth Portal. Mobility Tool+ will display a notification if this action is required.

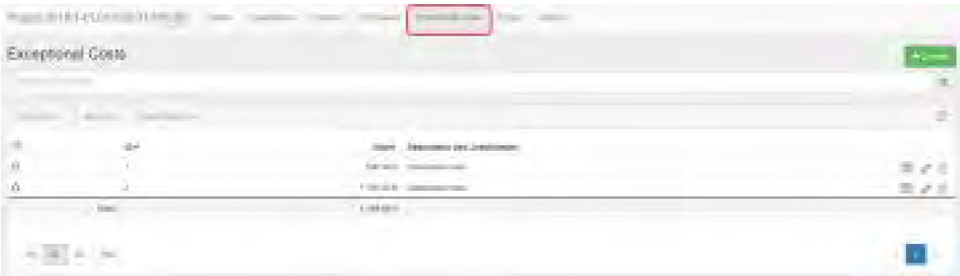


Exceptional Costs.

The **Exceptional Costs** tab allows you to list the exceptional costs incurred and/or requested during the implementation of the project.

Exceptional costs requested in your application and accepted by the National Agency will be transferred as such to Mobility Tool+, and the **Description** and **Justification** for these costs can be adjusted in Mobility Tool+. Additional costs can be requested in Mobility Tool+.

The grant approved by the National Agency for the exceptional costs guarantee is shown in the **Budget** screen.



Add exceptional cost.

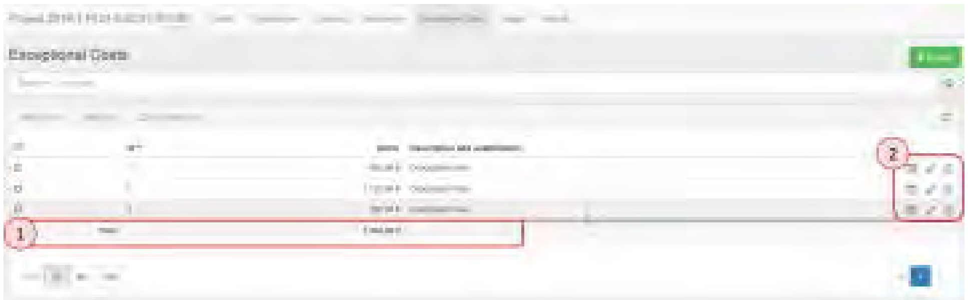
1. Click the **+Create** button to open the **Exceptional Costs detail** screen.

2. Enter the requested amount in the **Grant** field.
3. Provide a **description and justification**.
4. The **Total exceptional costs** field in this screen indicates the total grant requested before the current entry.
5. Click **Save**.

List of Exceptional Costs.

The new cost entry will appear in the list.

1. The **total** requested exceptional costs are displayed at the bottom of the list.
2. The contextual menu next to each cost entry provides the following options:
   - **View:** Opens the cost details in view mode. No changes can be made.
   - **Update:** Opens the cost details in edit mode, allowing you to adjust the grant and the description/justification.
   - **Delete:** Removes the cost entry from the list.



Budget.

The **Budget** tab displays a break-down of the project costs. Both awarded and current calculated costs are displayed:

1. **Approved Budget (by National Agency)** - the budget awarded in the grant agreement and transferred to Mobility Tool+ from the National Agency Management System.
2. **Current Budget (in Mobility Tool+)** - the budget declared to date in Mobility Tool+.
3. **Project costs:** calculated automatically based on the project duration. This amount cannot be changed in Mobility Tool+.
4. **Coach costs:** calculated based on the the number of coaching days you request. This number can be adjusted, but must not exceed 12 days.
5. **Total exceptional costs guarantee**: retrieved from the details you provided in the **Exceptional Costs** tab.
6. **Total Project:** the total awarded and current budget, calculated as the sum of the other budget items.

Reports.

The **Reports** tab allows you to draft and submit the final beneficiary report on behalf of the group of participants.

Please see MT+ How to manage final beneficiary report for further information.

Related Articles

- Copy of MT+ How to get access
- ESC MT+ Activities
- ESC MT+ Add Participation
- ESC MT+ Budget
- ESC MT+ Complementary Activities
- ESC MT+ Force majeure guidance due to Coronavirus
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- ESC MT+ Locations (ESC11/ESC13)
- ESC MT+ Manage organisations
- ESC MT+ Manage participant reports
- ESC MT+ Menu and Navigation
- ESC MT+ Notifications
- ESC MT+ Participants
- ESC MT+ Project management overview
- ESC MT+ Submit final report

ESC MT+ Submit final report

Relevant for...

Call Year	Programme	Action
2018 onward	European Solidarity Corps	ESC11 - Volunteering Projects ESC13 - Volunteering Partnerships Annual ESC21 - Traineeship and Job ESC31 - Solidarity Projects

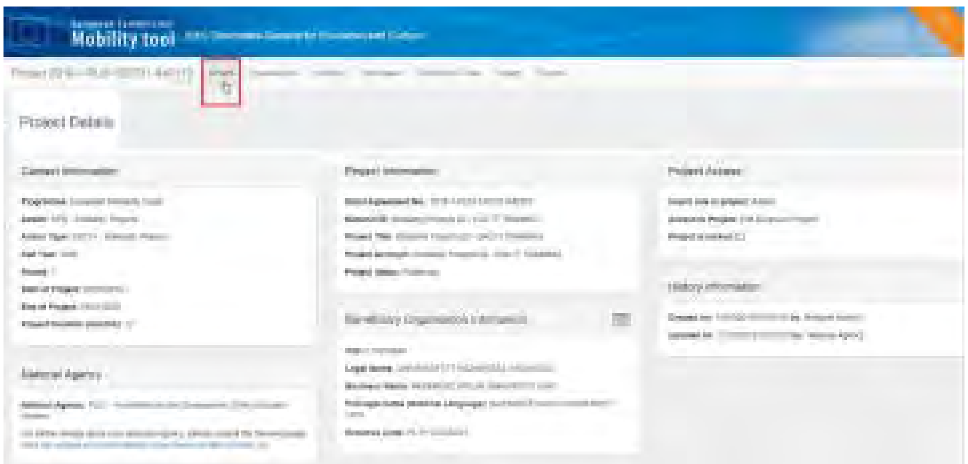
This page explains how to submit a Final Beneficiary Report for European Solidarity Corps projects in Mobility Tool+, using an ESC31 - Solidarity Project as example.

At the bottom of the page you have the possibility to view and download Final Beneficiary Report examples for the other European Solidarity Corps actions as a reference.

Open the project and check that the project is up to date.

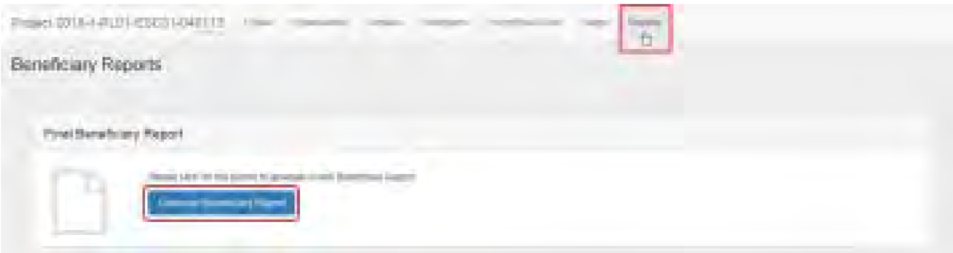
Before generating the beneficiary report, check that the project data is up to date.

- The **Project details** tab is read only and the information can not be updated. If there is a mistake in the project end/start date or the project title, please contact your National Agency to make the necessary adjustments.
- **Review and update**, if needed, the various project tabs to ensure all project data is up to date before generating the beneficiary report.
- **Participant details** changed in the European Solidarity Corps Portal can be updated until the final report is generated. After the report is generated the participant data is frozen.
- It is mandatory to refresh the participant data from the European Youth Portal before generating the report. If this is not done a warning message informs you about the required update: "*Please update participants from EYP in order to be able to continue the submission.*" In such scenario the beneficiary report has to be released and the participant details updated. Likewise if there are additional participant details to be added, the final report should be released first.
- Certain parts of the report are prefilled with project information as in Mobility Tool+.



Generate and draft the report.

When satisfied that all of the project data is up to date, click the **Reports** tab and start the beneficiary report by clicking the **Generate Beneficiary Report** button.

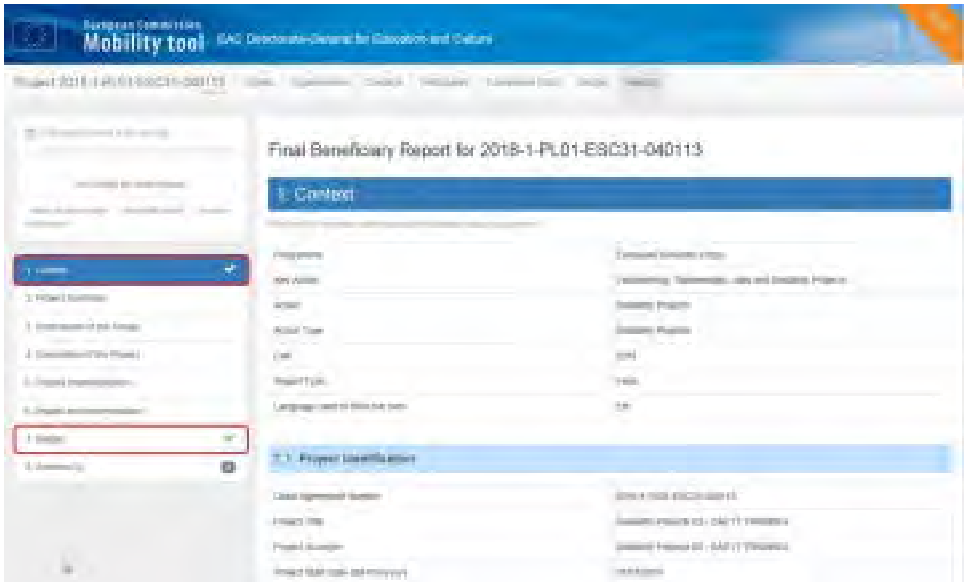


To access the report, click on **Edit Draft**.

The "Context" section.

You will notice that the **Context** (and Budget) **section** is already filled in, indicated by the green check mark.

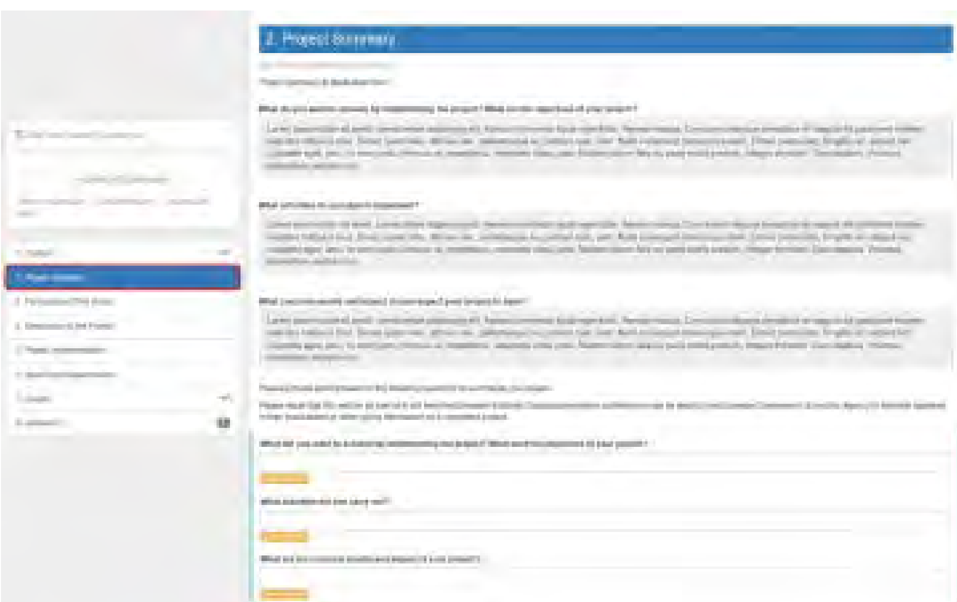
The Context section of the report contains the same information that is displayed in the project details and cannot be edited in Mobility Tool+. Only via an formal amendment request to the National Agency information such as project dates can be changed. Once such request is processed, the data is updated in Mobility Tool+.



Fill in the "Project Summary".

Click on the **Project Summary** tab or scroll down. Provide the required information in the available fields. You will also see the project summary information as submitted with the web application form. Those fields are greyed out and cannot be changed.

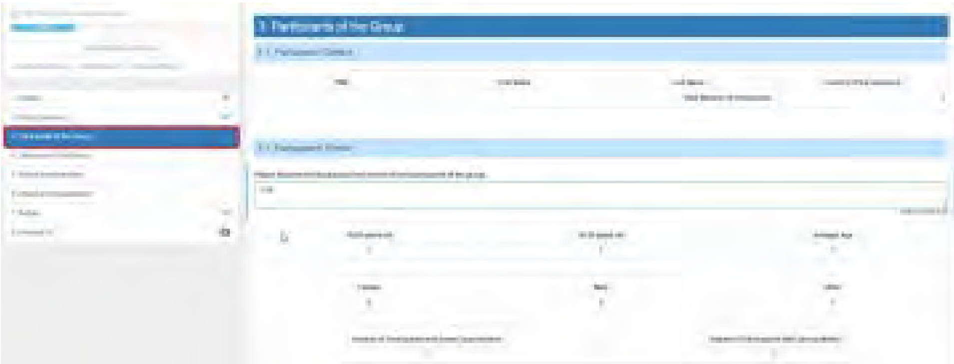
Note: The project summary will be displayed in the **European Solidarity Corps dissemination platform** once the Final Report is finalised in the National Agency's project management system.



Fill in the "Participants of the Group" section.

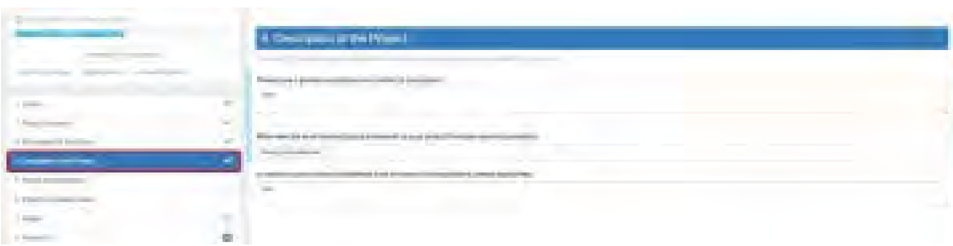
Click on **Participant of the Group.** The previous section, the Project Summary, receives a green check mark if all fields for that section have been completed. This will be the same behavior for the other report sections.

Fill in the **Participants'Profile** section. Please note, if this section is blank it means that there are no participants added to the project. In order to add participants to the report, return to the report page and click on Release report and then add participants.



Fill in the "Description of the Project" section.

Complete the section **Description of the Project.** In this section, you are asked to give information about the objectives and topics addressed by your project.



Fill in the "Project Implementation" section.

In this section, answer the questions about the implementation of the project.

Fill in the "Impact and dissemination" section.

In section **Impact and dissemination** provide details on impact and the dissemination of the project.

Check the "Budget" section.

The **Budget** section is automatically filled in with the **Budget Summary**, the **Project Costs**, the **Coach costs**, the **Exceptional Costs** and the **Project Total Amount**.

This section gives a detailed overview of the amount of the EU grant related to the activities encoded so far.

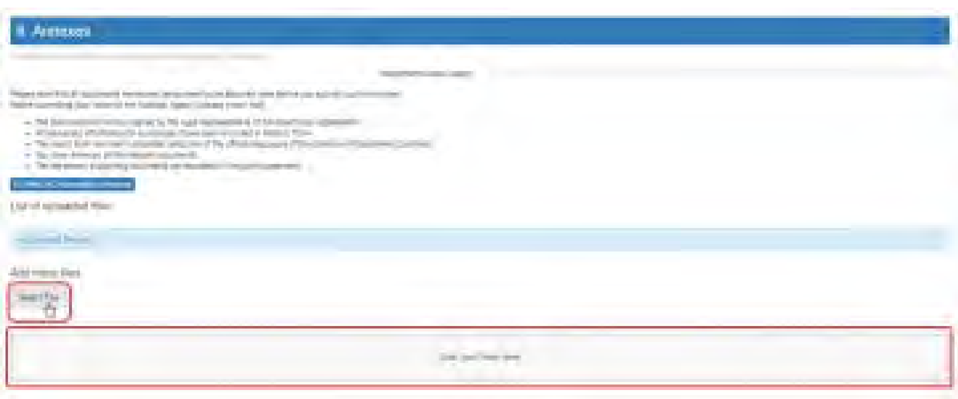
Upload the "Annexes".

It is possible to download the Declaration of Honour, to be signed and attached to the Final Report, from this section. Click the button **DOWNLOAD Declaration of Honour.**

Please note that according to national context, a signature may not suffice and a stamp for the organisation might be needed as well.

The **Declaration of Honour** and other supporting documentation can then be added by clicking **Select File.** Locate the files to be attached, such as the signed Declaration of Honour, and upload them to the Annexes section.

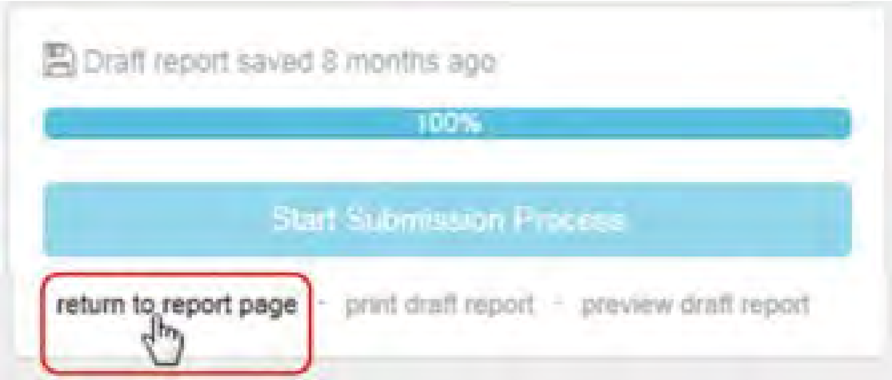
Alternatively drag and drop the files to be attached to your report in the **Drop Your File(S) Here** section.



Other Report functionalities.

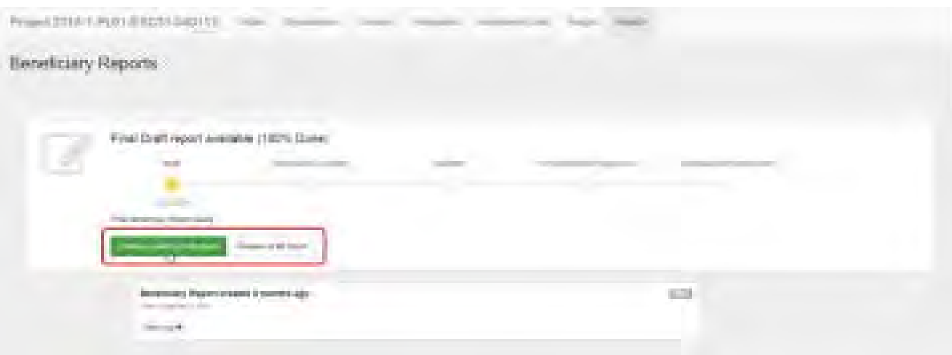
Report saved as draft.

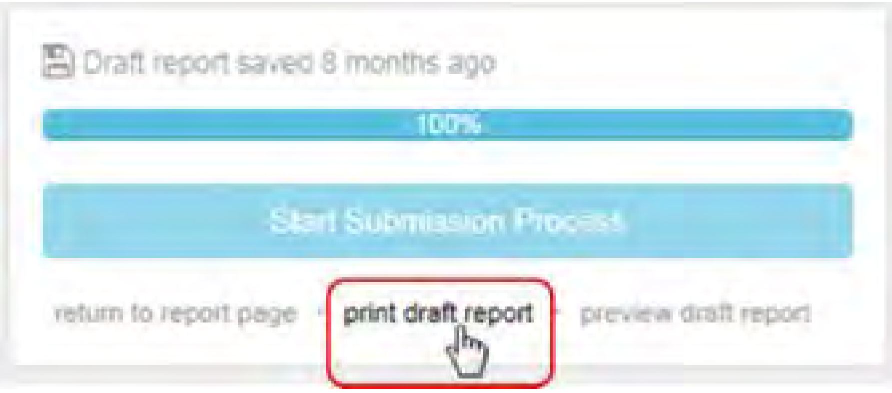
At any stage it is possible to return to the report page, which saves the report as draft. Click return to report page.

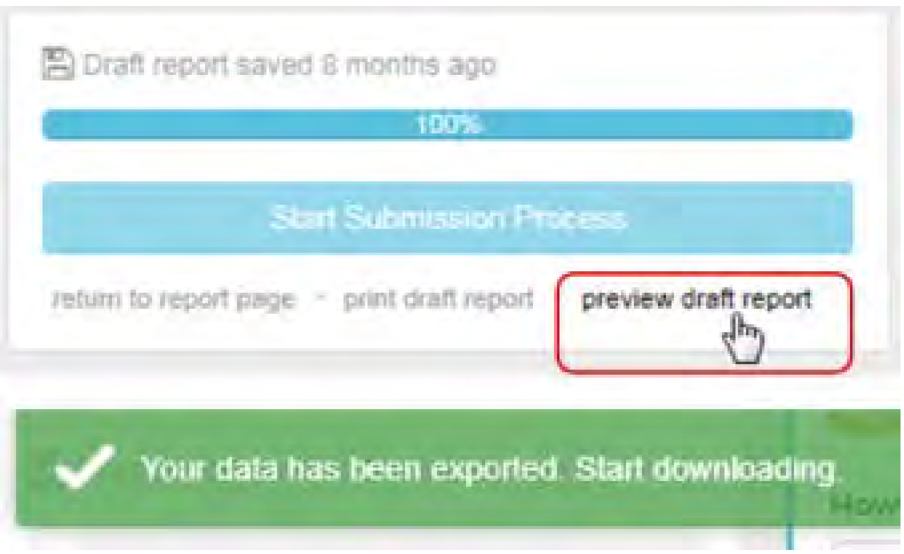


Release report to allow others to edit or continue editing.

While still in draft the report can be released to allow other colleagues with edit access to the project to also adjust the report. From the report tab, click on **Release draft report** or **Continue editing draft report**.

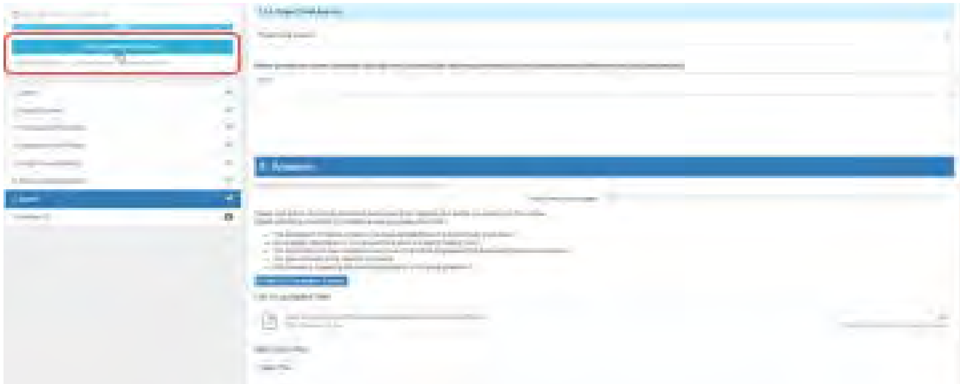


Print draft report.
The draft version can be printed by clicking on the **Print draft report** link.


"Preview draft report".
To preview the draft report, click the **Preview draft report** button. This functionality will prepare a *.pdf file for download.


"Start Submission Process".

Once all sections are completed, indicated by the green check next to the report sections, click on **Start Submission Process**.



Click on "Contains declaration of honour".

A pop up window appears and before submission can continue, the first step is to check if the **Declaration of Honour** is signed and attached. Click **Contains declaration of honour** to activate the **Next Step** button.

Click the "Next Step" button to continue.

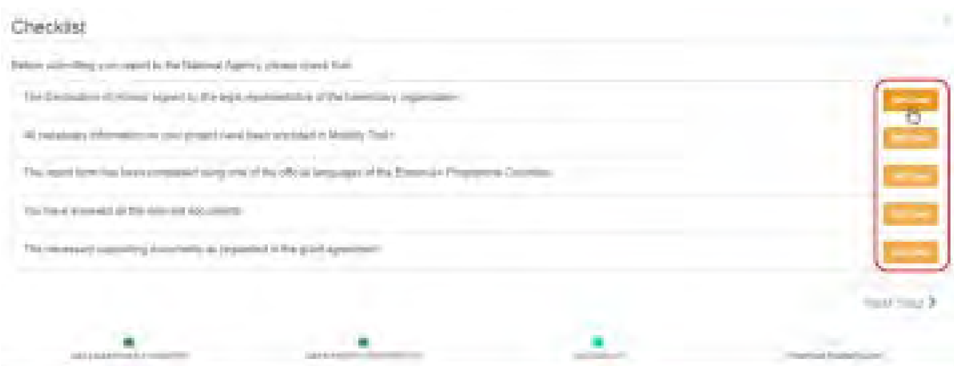
After marking the **Declaration of Honour**, click the **Next Step** button.

Accept the "Data Protection Notice".

Once the **Data Protection Notice** has been read, click **Accept** to continue.

Confirm the Checklist.

A checklist appears prompting you to ensure that all necessary actions have been performed.



Check the items. Click the **Not Done** button to confirm. It will change to **Done**. Once all items are marked **Done**, click the **Next Step** button to continue.

Click on "**Submit Beneficiary Report**".

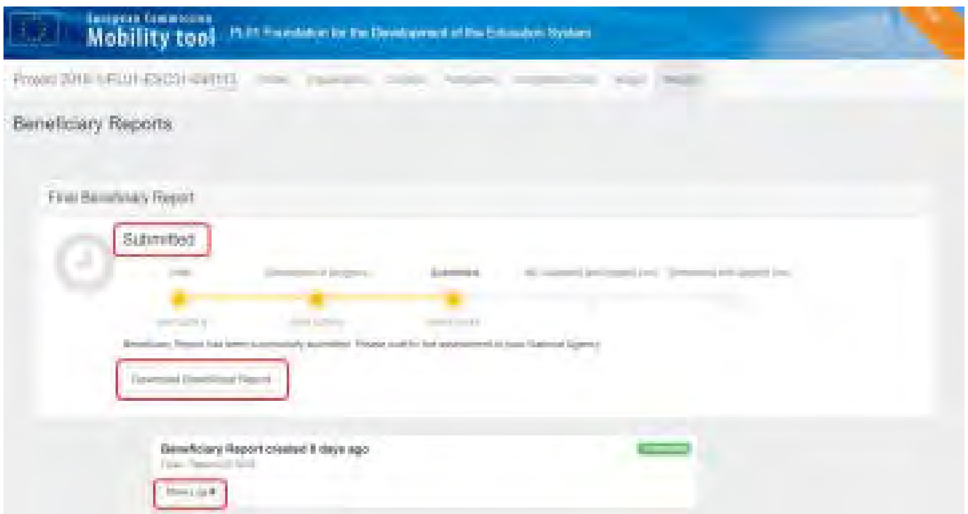
To finish, click the **Submit Beneficiary Report** button. The project is now locked and no more changes are possible.

Check the status of the report.

Back in the **Reports** tab, the status of the submission is indicated. The first report status is **Submission in Progress**. It may take up to 15 min before the submission to the European Commission's central IT system is completed.

Once the submission is complete, the report status changes to **Submitted**.

You can also download a pdf copy of the submitted report by clicking **Download Beneficiary Report**. The **Show Log** button opens the report log, providing an overview of all actions taken from Draft report creation until Submission.



Report sections per European Solidarity Corps Action Type

ESC11 - Volunteering Projects

- **General Information**
- **Context**: This section resumes some general information about your project.
- **Project Summary**: This section summarises your project;
- **Overview of project outcomes**
- **Impact**
- **Project Implementation**
- **Project Activities**
- **Participants' Profile**
- **Learning Outcomes**
- **Project management and governance**
- **Future Plans and Suggestions**
- **Budget**: This section gives a detailed overview of the amount of the EU grant related to the activities encoded so far
- **Annexes**: Additional documents that are mandatory for the completion of the report;

ESC13 - Volunteering Partnerships Annual

- **General Information**
- **Context**: This section resumes some general information about your project.
- **Project Activities**
- **Participants' Profile**
- **Budget**: This section gives a detailed overview of the amount of the EU grant related to the activities encoded so far
- **Annexes**: Additional documents that are mandatory for the completion of the report

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ESC21 - Traineeship and Job

- **General Information**
- **Context**: This section resumes some general information about your project.
- **Project Summary**: This section summarises your project;
- **Overview of project outcomes**
- **Impact**
- **Project Implementation**
- **Project Activities**
- **Participants' Profile**
- **Learning Outcomes**
- **Project management and governance**
- **Future Plans and Suggestions**
- **Budget**: This section gives a detailed overview of the amount of the EU grant related to the activities encoded so far
- **Annexes**: Additional documents that are mandatory for the completion of the report

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ESC31 - Solidarity Projects

- **General Information**
- **Context**: This section resumes some general information about your project.
- **Project Summary**: this section summarises your project;
- **Participants of the Group**
- **Description of the Project**: In this section, you are asked to give information about the objectives and topics addressed by your project;
- **Project Implementation**
- **Impact and dissemination**
- **Budget**: This section gives a detailed overview of the amount of the EU grant related to the activities encoded so far
- **Annexes**: Additional documents that are mandatory for the completion of the report

ESC Final Beneficiary Report Examples

Call Year	European Solidarity Corps Action	Final Beneficiary Report Example
2018	ESC11 - Volunteering Projects	2018_ESC11_FinalReport_Example.pdf
2018	ESC13 - Volunteering Partnerships Annual	2018_ESC13_FinalReport_Example.pdf
2018	ESC21 - Traineeship and Job	2018_ESC21_FinalReport_Example.pdf
2018	ESC31 - Solidarity Projects	2018_ESC31_FinalReport_Example.pdf

Related Articles

- Copy of MT+ How to get access
- ESC MT+ Activities
- ESC MT+ Add Participation
- ESC MT+ Budget
- ESC MT+ Complementary Activities
- ESC MT+ Force majeure guidance due to Coronavirus
- ESC MT+ How to manage contacts
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- ESC MT+ Project management overview
- ESC MT+ Submit final report

ESC MT+ Manage participant reports

Content by label

There is no content with the specified labels

Relevant for...

Call Year	Programme	Action
2018 onward	European Solidarity Corps	ESC11 - Volunteering Projects ESC13 - Volunteering Partnerships Annual ESC21 - Traineeship and Job ESC31 - Solidarity Projects

What are the participant reports?

Participants in a European Solidarity Corps project are invited to submit their feedback on the experience. The participant receives an email with a dedicated link to the participant report (EU Survey) which will not expire.

The email is automatically sent from Mobility Tool+.

The individual participant report is available in various languages and can be completed online in the EU Survey. The participant can save it as a draft and submit the form. After submission, the participant can download a PDF version but can no longer edit the form.

Participant report examples for the European Solidarity Corps can be viewed and downloaded from **ESC Participant Reports Examples**.

The participant report must be submitted before the **Certificate of Participation** can be generated in the European Solidarity Corps Portal.

> **Take note**
>
> Representatives of organisations taking part in activities of type **Advance Planning Visits** will not receive participant report requests.
>
> A participant flagged as Force Majeure, even if potentially unavailable, will receive a notification regarding the Participant Report to be filled in at the end of the activity/project.

Timing of the participant report requests.

The participant will receive the **initial** email notification to submit the participant report:

- One week before the end of the placement/participation (for ESC11 - Volunteering Projects, ESC13 - Volunteering Partnerships Annual and ESC21 - Traineeships and Jobs).
- At the end of the project (for ESC31 - Solidarity Projects)

A reminder will be sent two weeks after the initial notification for participation in ESC11 - Volunteering Projects, ESC13 - Volunteering Partnerships Annual and ESC21 - Traineeships and Jobs projects.

No reminder is sent for ESC31 - Solidarity Projects.

All notifications are sent automatically.

The Report Request Status in Mobility Tool+.

Currently, in Mobility Tool+ the report request status can only be checked in the individual participation screen (ESC11, ESC13, ESC21) or participant details screen for (ESC31).

The report will have one of the following statuses:

- **Requested** - the email notification has been sent to the participant.
- **Prefilling** - a temporary status used to distinguish reports for which the request has been generated but not yet sent by the system to the participant. It usually occurs during the night and can last until the following day due to the large amount of reports to be processed.
- **Submitted** - the report has been submitted by the participant.
- **Undelivered** - the request could not be sent. Please check that the email address is correct. The email address can only be updated by the participant in the Portal. See below how to resend the request.

The participant report history is also displayed, indicating the date and time when the report is sent.

Please note that for ESC11, ESC13, ESC21 projects, the participant reports will not be sent out if the participation details are not complete. In this case, please complete the details of the participation and select to Re-Send the participant report notification, if the end date of the activity has already been reached.

Information

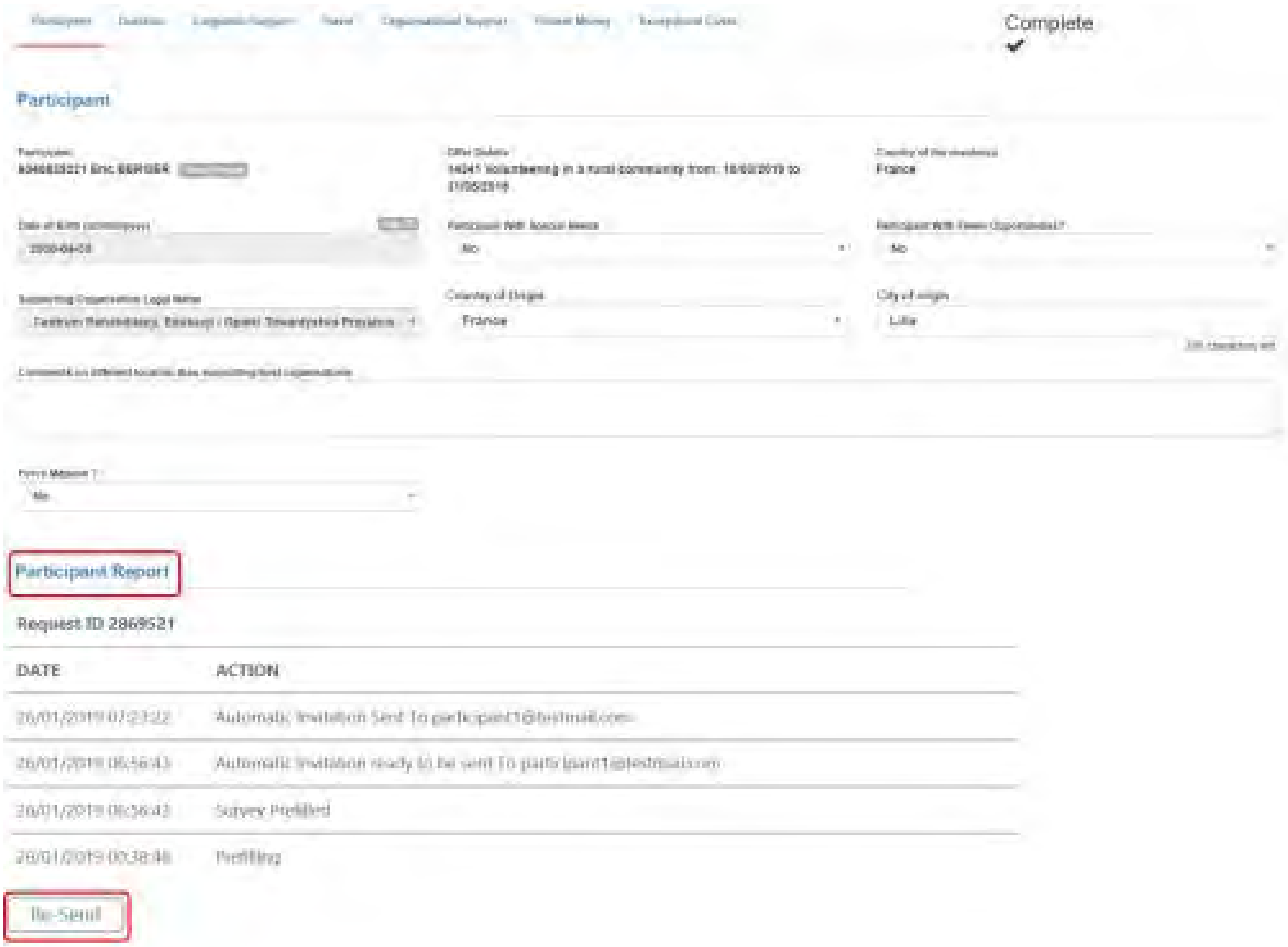
Should one or more Participant Reports of your project be in status **Error** please contact your National Agency so the affected reports can be put into the correct status.

Re-sending the participant report request.

The initial request is sent automatically from Mobility Tool+. If you wish to send a reminder the **Re-Send** button can also be used. Also, if there was an issue with the email it is possible to re-send the request. In such scenario, the status of the report request in Mobility Tool+ would be **Undelivere d.**

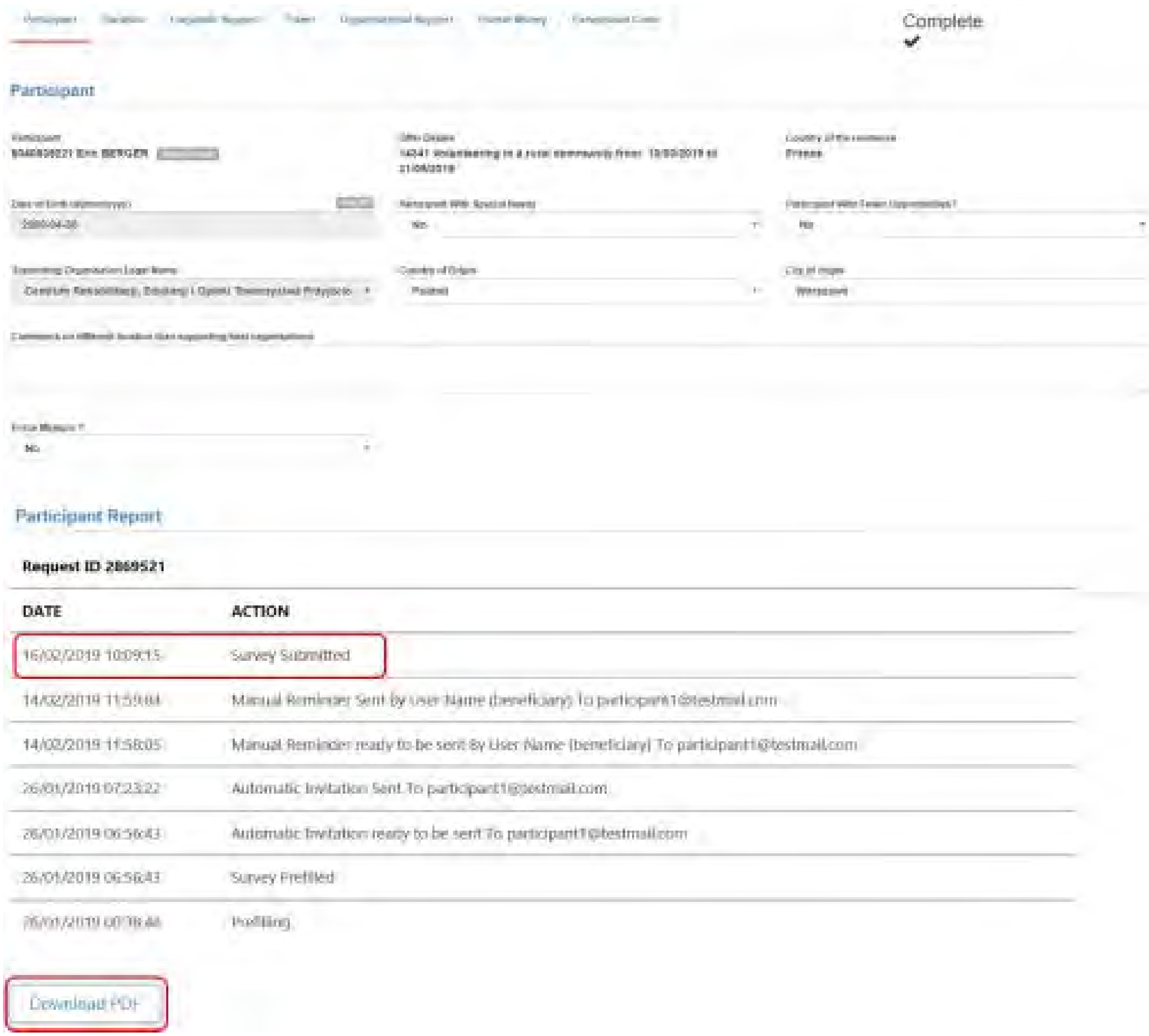
The Re-Send button is only available if:

- The activity date is in the past (ESC11,ESC13 and ESC21)
- The project end date is in the past (ESC31)



Downloading participant reports.

Submitted participant reports can be **downloaded** individually as a PDF file.



All received participant reports for a project can be exported to an Excel file from the **Participants** tab. The option to **Export Participant Report(s)** b ecomes available when there is at least one report.

Related articles

MT+ ESC How to resend a participant report request

Relevant for...

Call Year	Programme	Action
2018 onward	European Solidarity Corps	ESC11 - Volunteering Projects ESC13 - Volunteering Partnerships Annual ESC21 - Traineeships and Jobs ESC31 - Solidarity Projects

This page describes the steps to resend an individual participant report for ESC11, ESC13 and ESC21 from the participation screen in Mobility Tool+. The participation screen can be accessed from the activity tab or from the participant tab. The resend option only works if the participant report status of **Requested** or **Undelivered**. For ESC31 - Solidarity Projects project, resending an individual participant report is done from the participant tab in Mobility Tool+.

Note there may be slight differences in the illustrations used on this page and in your project.

Quick Steps

Error rendering macro 'toc'

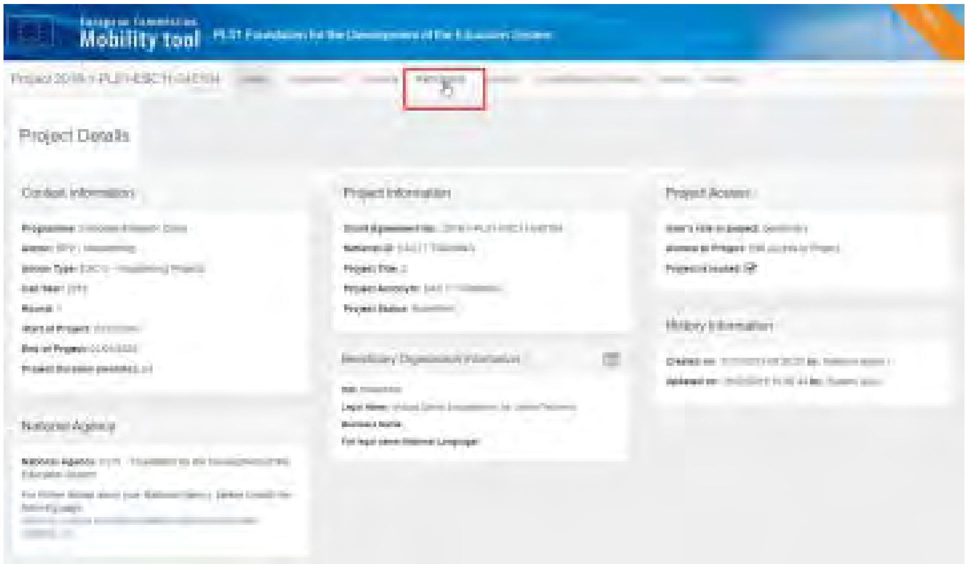
[com.ctc.wstx.exc.WstxLazyException] com.ctc.wstx.exc.WstxParsingException: Duplicate attribute 'style'. at [row,col {unknown-source}]: [29,1628]

Detailed Steps

Resending the participant report request

Click on the "Participants" tab.

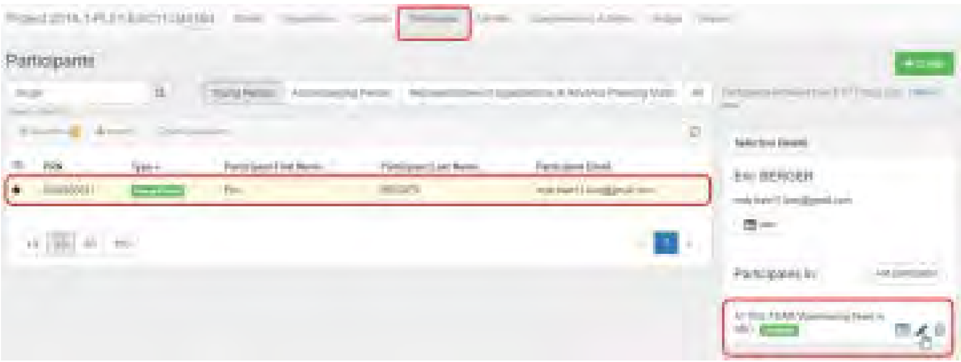
In your project, access the **Participants** tab.



Select the participant from the list and click to edit the participation.

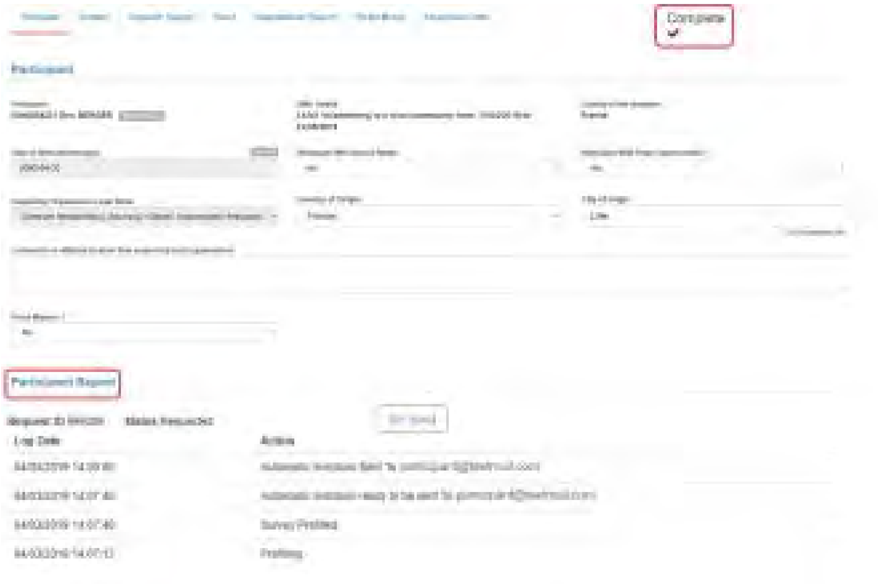
In the list of participants, **select the participant.**

In the **Selection Details** section choose the participation for which you wish to send a new report request and lick the **Edit** icon to access the **parti cipation** details screen.

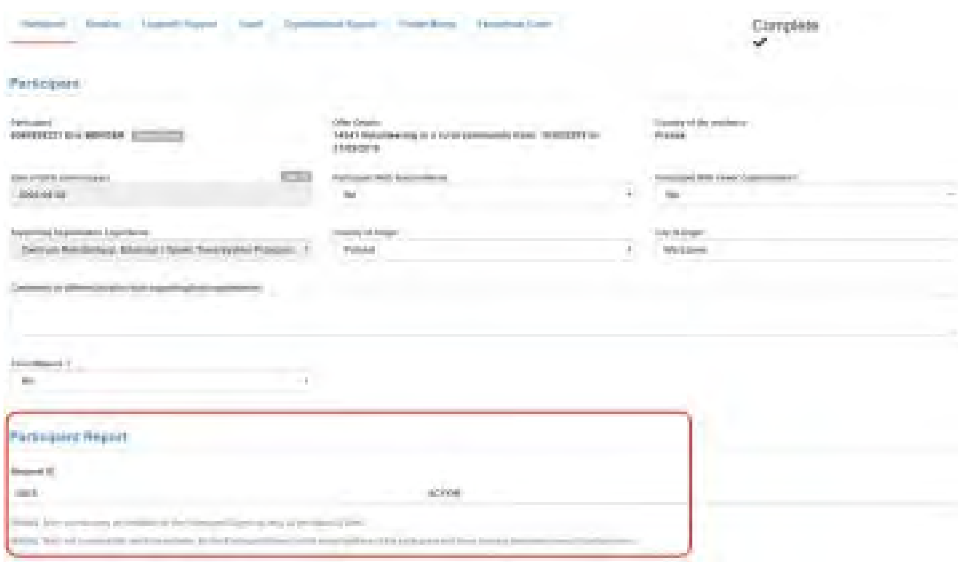


Access Participant Report section and check history.

In the details screen scroll down to the **Participant Report** section. You will see a history of the requests.



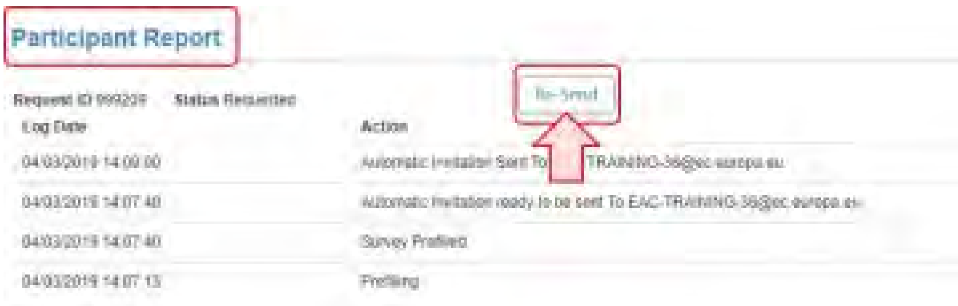
If no request has been sent yet, a generic message is displayed instead of the report request history.



Click the "Re-Send" button.

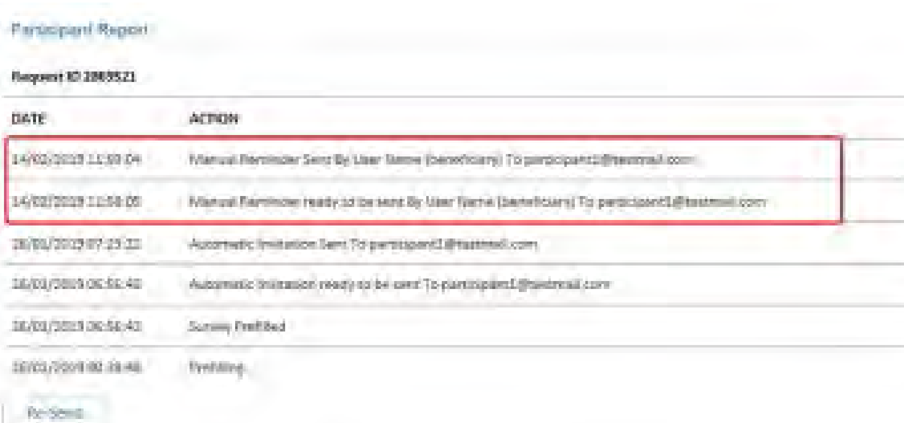
Click the button **Re-Send** to send a new request for the participant report.

> **Information**
>
> Resending the report request is only possible for participations having the report status **Requested** or **Undelivered** and can be done only once every 24 hours.
>
> If the status is **Undelivered**, it is advised to refresh the participant data from the European Youth Portal before trying to resend the request. This ensures the latest participant data is updated in the project (specifically the email address).



Confirmation message.

At the top of the screen a confirmation message indicates that the participant report request was successfully re-sent. The **Participant Report** history is updated, now displaying the time and date when the manual reminder was sent.



Related articles

- ESC MT+ Manage participant reports
- MT+ ESC How to resend a participant report request
- ESC Participant Reports Examples

ESC Participant Reports Examples

The examples below are the same as the reports received by participants of the European Solidarity Corps. In case of questions from participants in regards to the content of the participant reports please use these pdf files as reference. For details on the handling of the participant reports in the different IT tools see the related pages.

Call Year	European Solidarity Corps Action	Participant Report Example
2018	ESC31 - Solidarity Projects	ESC-Solidarity-2018_07_03_2019_EN_draft.pdf
2018	ESC21 - Traineeship and Job	ESC-Traineeships-2018_07_03_2019_EN_draft.pdf
2018	ESC11 - Volunteering Projects ESC13 - Volunteering Partnerships Annual	ESC-Volunteering-2018_07_03_2019_EN_draft.pdf

Related Pages

- ESC MT+ Manage participant reports

ESC MT+ Locations (ESC11/ESC13)

Relevant for...

Call Year	Programme	Action
2018 onwards	European Solidarity Corps	ESC11 - Volunteering Projects ESC13 - Volunteering Partnerships Annual

This page explains the basic concepts regarding the **list of locations** in Mobility Tool+.

The list of **locations** is populated with all locations of all **organisations** added to the project, which have a Quality Label for hosting volunteering activities, as of call year 2019.

When applying for the Quality Label for hosting volunteering activities, applicants can define activities in the application. In the case of **ESC11 - Volunteering Projects** and **ESC13 - Volunteering Partnerships Annual**T, these predefined activities will also be visible in Mobility Tool+, after the organisations are added to the project.

If a new activity is added in Mobility Tool+, then any host organisation and location may be chosen.

One or more host locations are specified for each activity. If only one location is specified for each activity then the participation will also default to that location. If more than one location are specified for that activity then any of the activities locations may be chosen from a drop-down list.

Important

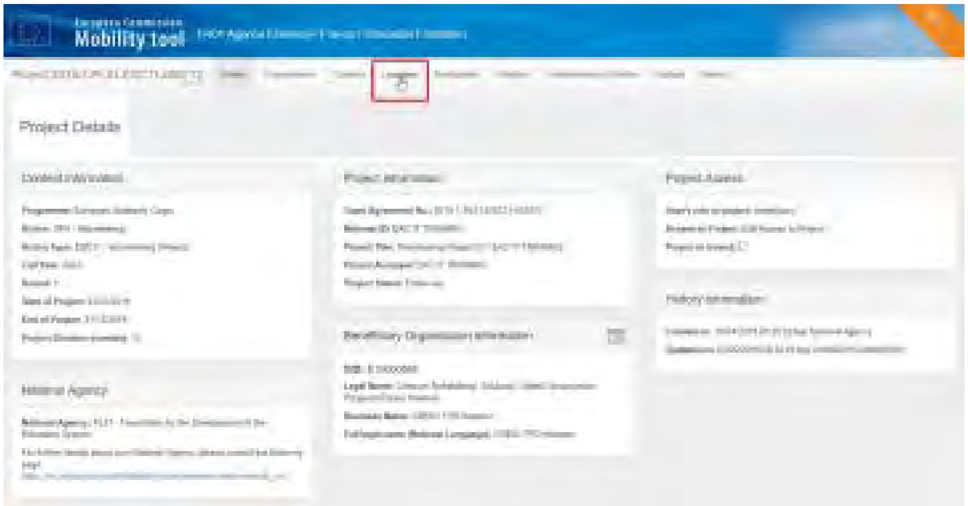
Beneficiaries who wish to make changes to the predefined activities and locations must reopen and resubmit their updated Quality Label application (for the ongoing call year). If you were awarded a Quality Label for 2018 and you need to update the activities or add locations, please submit a new application (for the ongoing call year) using the latest available webform, provided that none of your activities started prior to the award of the later Quality Label.

Accessing the list of locations.

There are two ways to access the list of locations for a specific organisation:

1. Via the **Locations tab** or
2. Via the **Organisation Details** for a specific organisation.

Click the **Locations** tab in your project to access the list of locations.

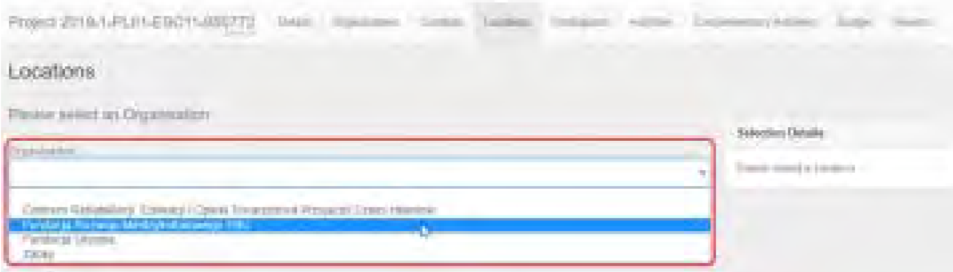


From the **Organisation Details** window of a specific organisation (in the **Organisations** tab), scroll down and click the **Go to Locations tab** link.

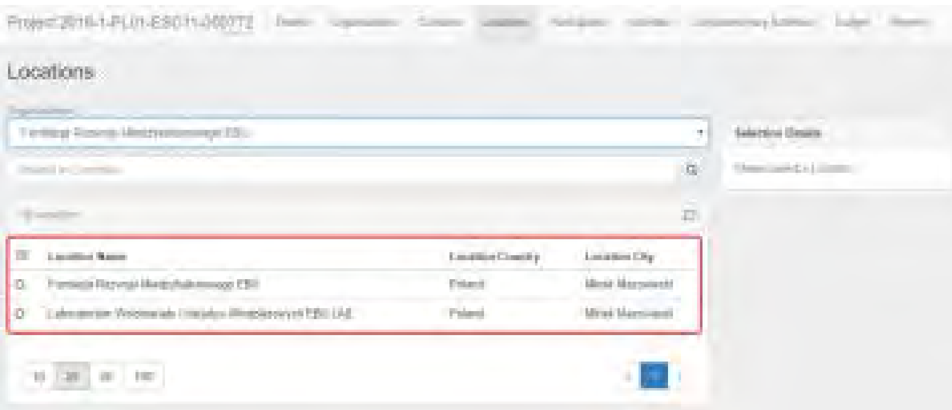
The list of locations.

In the **Locations** tab use the drop-down list of organisations participating in the project to access the list of locations for an organisation.

Select one organisation from the drop-down.



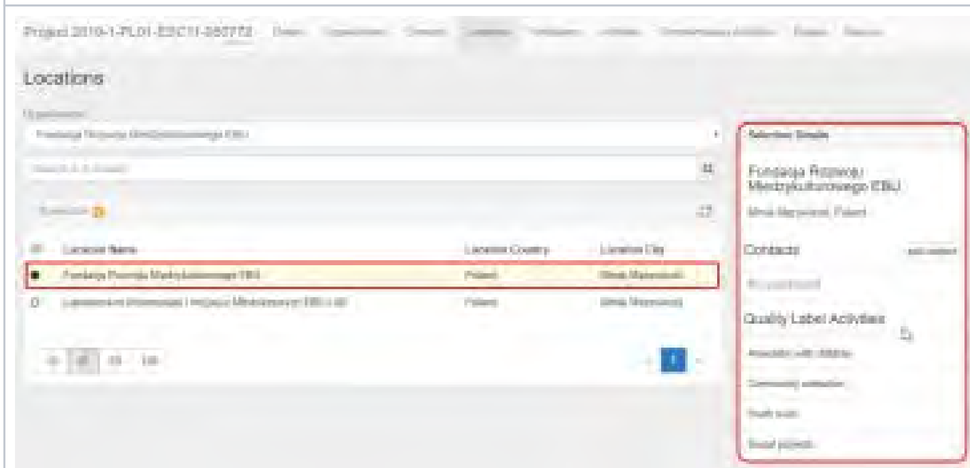
All locations declared in the Quality Label for an organisation as of Call 2019 are displayed.



Location Details.

When you select a specific location, the **Selection Details** window displays the following information:

- **Basic information** on the location (organisation name, city, country)
- **Contacts** (if available)
- **Quality Label Activities**, as declared in the Quality Label (if available) as of call year 2019.

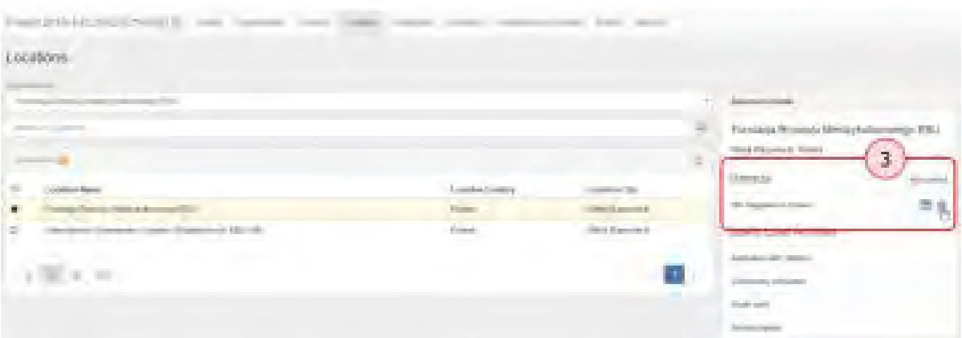


Adding and removing a location contact.

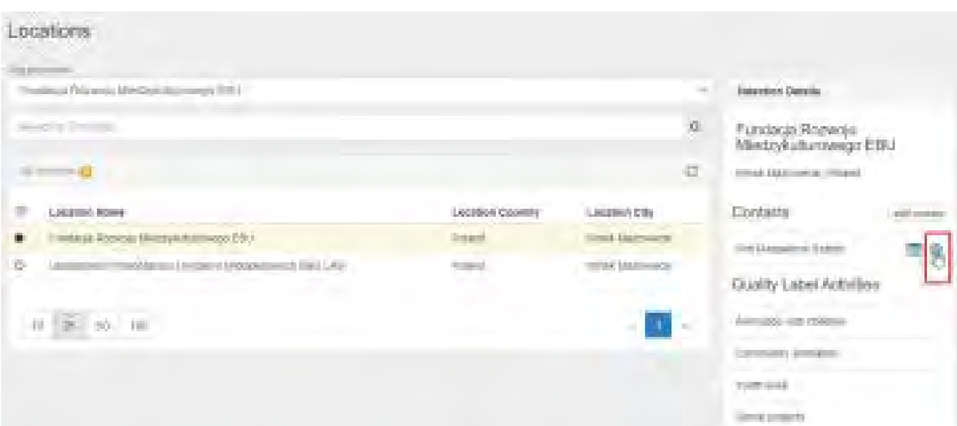
To add a contact person for a specific location:

1. Click the **add contact** button.
2. The **Available Contacts** list will be displayed. Select the desired contact.
3. The added contact is now displayed under **Selection Details > Contacts** for the specific location.

Note: If the **Available Contacts** list is empty, go to the **Contacts** tab and add the location contacts to the project. Then, you will be able to select the desired contact for each location.



To remove a contact from location click the **Delete** icon. No confirmation is required, the contact person is removed immediately.



Related Articles

- Copy of MT+ How to get access
- ESC MT+ Activities
- ESC MT+ Add Participation

- ESC MT+ Budget
- ESC MT+ Complementary Activities
- ESC MT+ Force majeure guidance due to Coronavirus
- ESC MT+ How to manage contacts
- ESC MT+ Locations (ESC11/ESC13)
- ESC MT+ Manage organisations
- ESC MT+ Manage participant reports
- ESC MT+ Menu and Navigation
- ESC MT+ Notifications
- ESC MT+ Participants
- ESC MT+ Project management overview
- ESC MT+ Submit final report

MT+ Exceptional costs for expensive travel

Relevant for...

Call Year	Key Action	Action
2018 onward	KA1 - Mobility of individuals KA2 - Cooperation for innovation and the exchange of good practices KA3 - Support for policy reform	All; except KA107

The **EU Travel Grant** is calculated based on the distance band and activity type selected. The grant for **Exceptional Costs For Expensive Travel** can be requested only if the standard travel grant based on unit cost per distance band (**EU Travel Grant**) does not cover at least 70% of actual travel costs.

In cases where the **EU Travel Grant** is under 70% of the real travel costs, the check box for **Request Exceptional Costs for Expensive Travel** should be ticked. Checking this box will automatically set the field **EU Travel Grant** to zero euros. You should then enter the **Real Travel Cost** and up to 80% of the real travel cost can be indicated as **Exceptional Costs for Expensive Travel** (or eligible cost for the EU grant).

Both **EU Travel Grant** and **Exceptional Costs for Expensive Travel** can not be used for the same mobility (they are mutually exclusive).

- Tick the box "Exceptional Cost for Expensive Travel".
- Enter the "Real Travel Costs" and the "Exceptional Cost for Expensive Travel EU Grant".

Tick the box "Exceptional Cost for Expensive Travel".

In the budget section of the mobility screen, tick the box **Request Exceptional Cost for Expensive Travel?** (1). A warning message will appear to confirm that: "If you request an EU grant to cover exceptional cost for expensive travel, the (standard) EU Travel Grant for this participant will become 0. Your confirmation will also mean that the EU Travel Grant does not cover at least 70% of the eligible travel cost of the participant." Click on the **CONFIRM** (2) button.

Information

For KA103, the check box for the **Exceptional Costs for Expensive Travel** will only appear if the flag indicating that the mobility participant is coming from an outer-most programme country or region or OCT (Overseas Countries and Territories) is checked.

The check box **Outer-most Country/Region** is **automatically checked** if the the selected sending country is: Iceland, Cyprus or Malta.

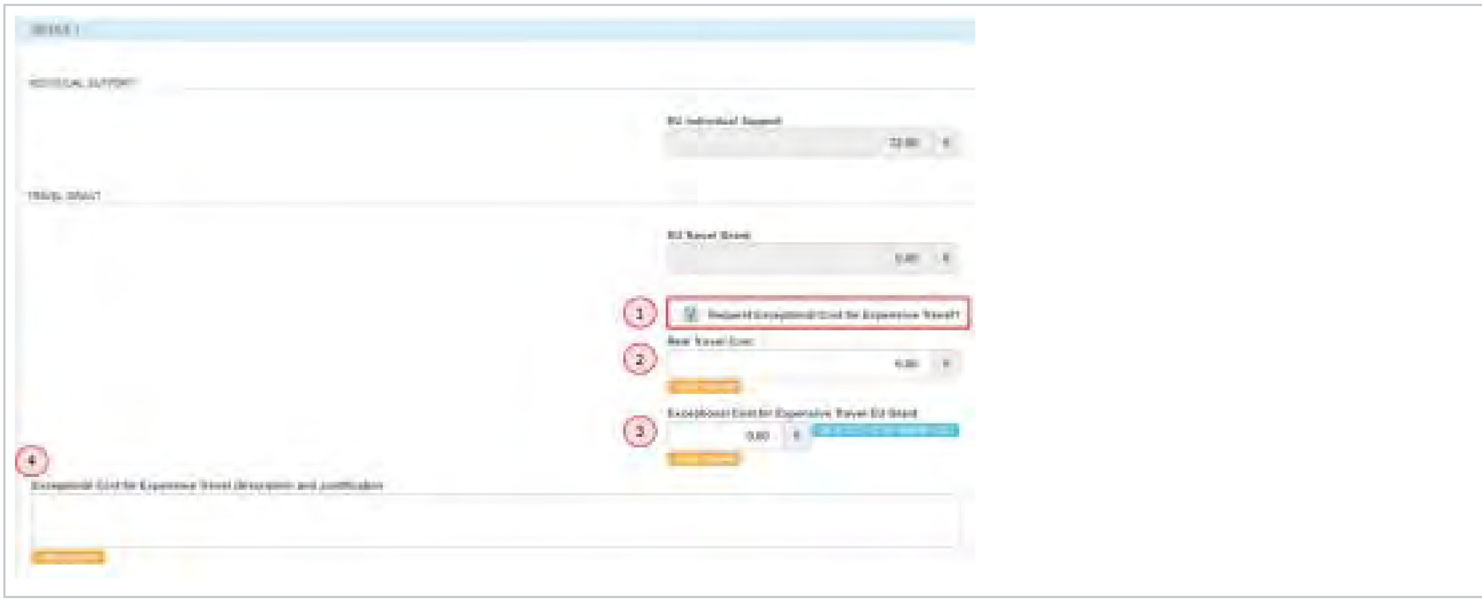
The check box **Outer-most Country/Region** is **editable** if the selected sending country is: Denmark, France, Spain, Portugal, United Kingdom and Netherlands.

Enter the "Real Travel Costs" and the "Exceptional Cost for Expensive Travel EU Grant".

After the **Request Exceptional Cost for Expensive Travel?** box (1) is ticked, the **EU Travel Grant** is automatically set to zero and becomes inactive. Enter the **Real Travel Cost** (2).

Enter the **Exceptional Cost for Expensive Travel EU Grant** (3). Up to 80% of the real travel cost can be indicated as eligible for this exceptional cost for expensive travel grant. If a larger amount is entered, a warning message will be displayed.

Add a comment in the field **Exceptional Cost for Expensive Travel Description and Justification** (4).



Related Articles

- ESC MT+ Budget
- MT+ Expensive Domestic Travels
- MT+ KA1 and KA3 Budget screen
- MT+ KA1 Zero Grant
- MT+ KA107 Budget transfer
- MT+ KA2 Budget
- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ Organisational Support for KA1 and KA3
- MT+ Travel Grant

MT+ Exceptional costs for services and equipment

Relevant for...

Call	Key Action	Action
2017 onward	KA1 - Mobility of individuals KA2 - Cooperation for innovation and the exchange of good KA3 - Support for policy reformpractices	All

Exceptional Costs for Services and Equipment are real costs incurred by the beneficiary for the use of services and equipment necessary to carry out the project activities.

The current page gives an overview on how to request such costs for projects starting Call year 2017.

Table of Contents

1. Exceptional Costs for Services and Equipment in KA1 and KA3 projects

Exceptional costs for services and equipment is a budget item for all action types under KA1 and KA3, for projects from Call year 2017 onward.

In all projects except *KA107 - Higher education student and staff mobility between Programme and Partner Countries,* these costs are requested once per project, regardless of the number or type of mobilities.

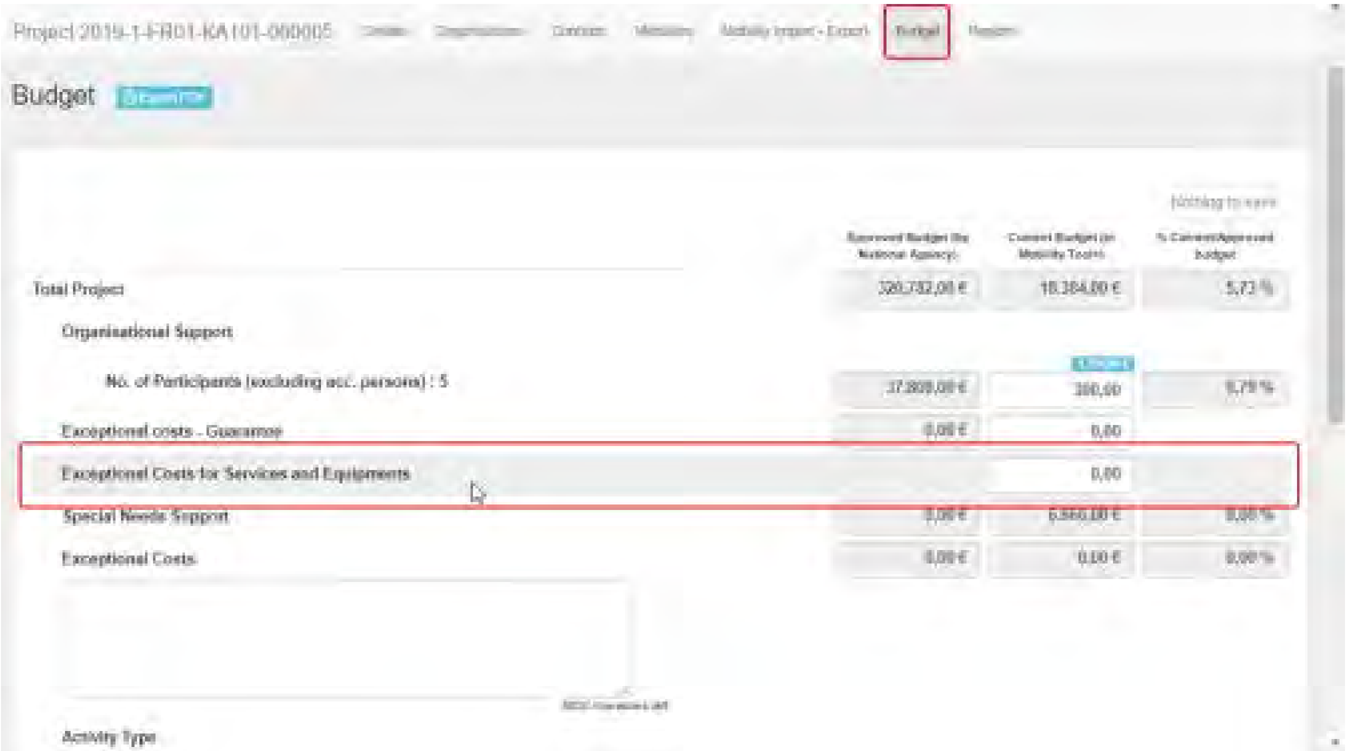
The Exceptional Costs for Services and Equipment incurred can be specified in the **Budget** tab of the project.

The amount specified for Exceptional Costs for Services and Equipment should not exceed 10% of the Approved Budget (by National Agency). If that occurs, the beneficiary must provide a justification in the dedicated field.

Costs for Covid Tests

As COVID testing has become more and more a pre-requisite for physical mobilities abroad, the costs related to such tests are also eligible for funding under the exceptional costs category. The reimbursement rate is set at 100% of the eligible costs actually incurred.

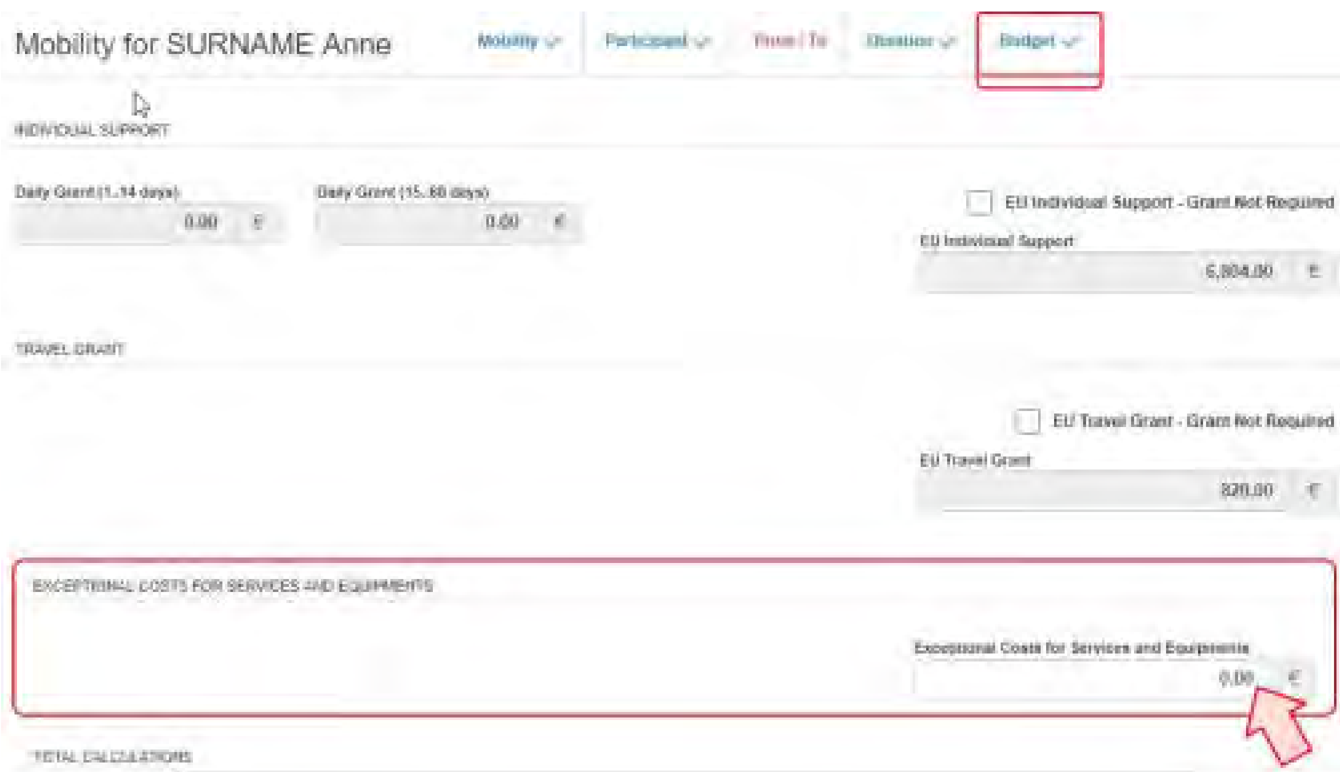
In **KA1** and **KA3** projects, costs related to Covid tests, if applicable, have to be provided as **Exceptional Costs for Services and Equipment** in the **Budget** screen, with the exception of KA107 - Higher education student and staff mobility between Programme and Partner Countries projects. For these projects, Exceptional Costs for Services and Equipment is available in the mobility screen. See below for details.



1.1. KA107 Specifics

In KA107 projects, the **Exceptional Costs for Services and Equipment** are part of the mobility grant, therefore must be managed at mobility (participant) level.

The requested amount must be specified in the **Budget** section of the mobility details. If any explanation is necessary, the Mobility section can be used for this purpose.



In the **Budget** tab, the **Exceptional Costs for Services and Equipment** are displayed per **Activity Type**.

In addition, the **Exceptional Costs for Services and Equipment (total)** value indicates the total amount at project level calculated by summing up all the amounts entered at mobility level. This value cannot be modified manually.

The total amount at project level should not exceed 10% of the Approved Budget (by National Agency). If that occurs, the beneficiary must provide a justification in the dedicated field.

At the same time, it should not surpass the approved budget per country of mobility under any circumstances, even if within the 10% of the Approved Budget.

For more information on the KA107 Budget in Mobility Tool+ see MT+ KA107 Budget transfer.

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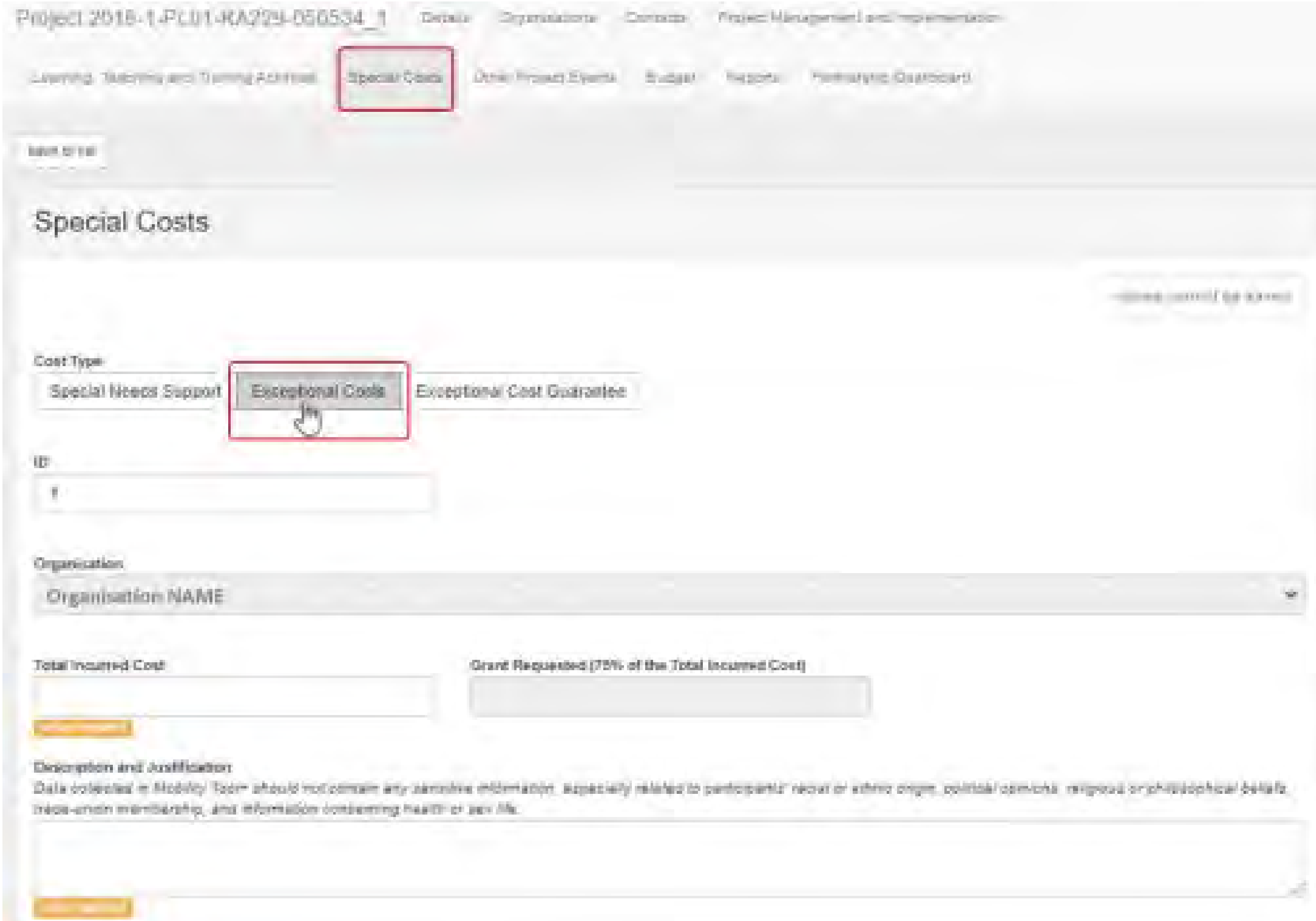
2. Exceptional Costs for Services and Equipment in KA2 projects

In KA2 projects, the exceptional costs for services and equipment do not constitute a separate budget item. Such costs should be registered as **Exceptional Costs** under the Special Costs project item.


Special Costs
Cost Type
Special Needs Support
Exceptional Costs
Exceptional Cost Guarantee
ID
Organisation
Organisation NAME
Total Incurred Cost
Grant Requested (75% of the Total Incurred Cost)
Description and Justification

Related articles

- MT+ Add mobility for KA1 and KA3 projects
- MT+ Force majeure guidance due to Coronavirus
- MT+ KA1 and KA3 Force Majeure
- MT+ KA1 and KA3 Overview of virtual and blended mobilities
- MT+ KA1 Zero Grant
- MT+ KA2 Force Majeure
- MT+ KA2 Learning, Teaching and Training Activities
- MT+ KA2 Overview of virtual and blended activities
- MT+ Mobility list view

MT+ Pseudonymisation of persons

Information

The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

Pseudonymisation is a reversible process of removing personal identifiers such as name, email etc.

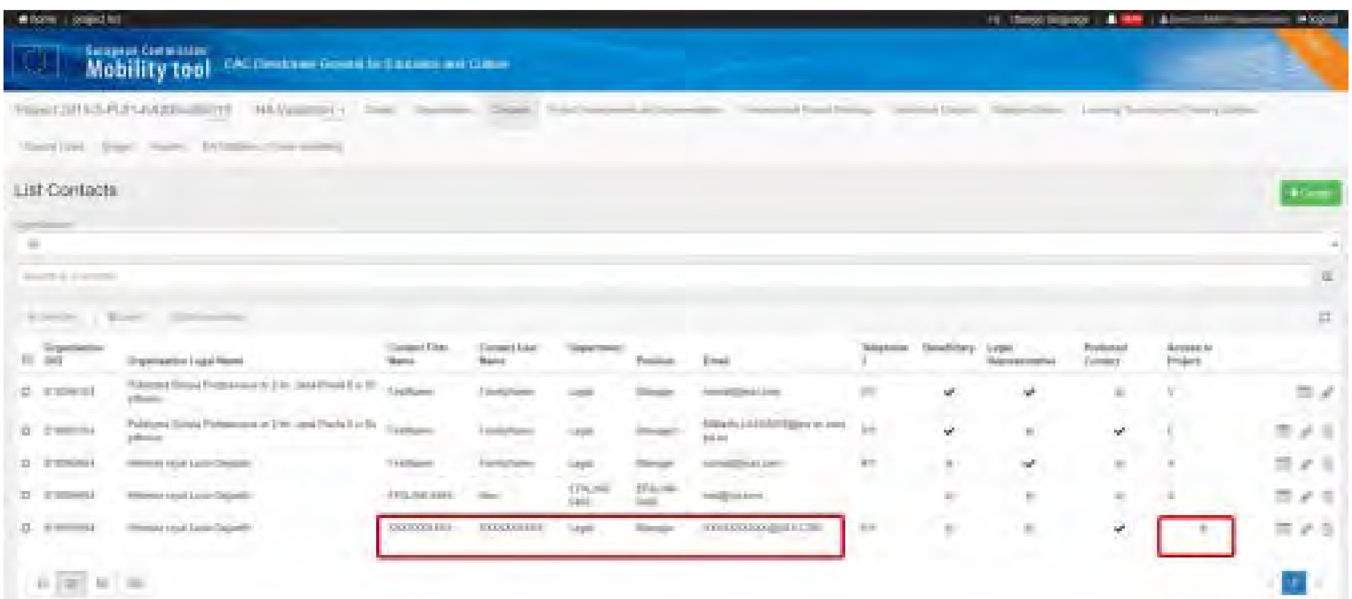
In Mobility Tool+ the following personal information is rendered anonymous under specific conditions:

- Contacts (list, detail, log) - if the project is finalised and those contacts have no access to the project, all contact data is anonymised to users from National Agencies, DG EAC and Beneficiary users who have access to the project.
- Participants (list ,detail, data export, log) - if the project is finalised, all participant details are anonymised to all persons who can view the project: National Agency users, DG EAC users and Beneficiary users who have access to the project.

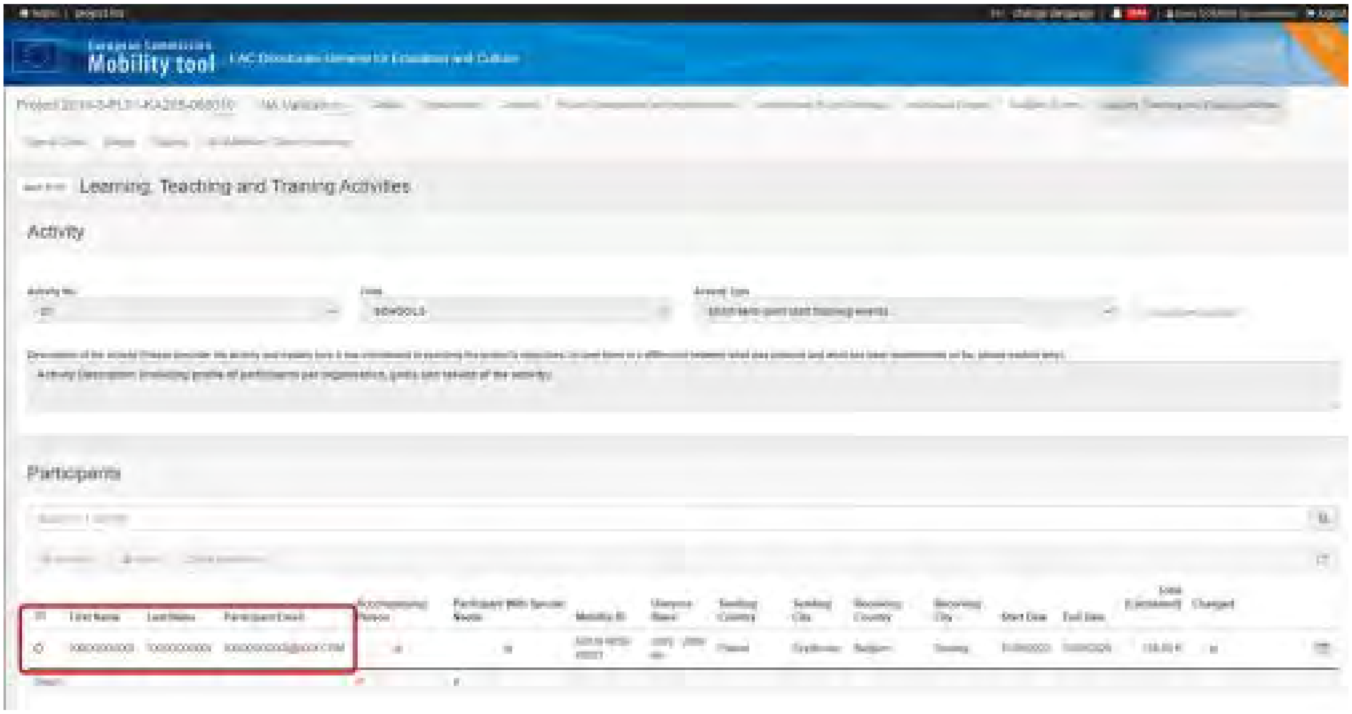
In case of audit or needs from the beneficiary, National Agency or DG EAC, this process can be reversed but only on request. Please contact your National Agency if required.

Note for National Agency

Example of project contact anonymised after finalisation



Example of participant anonymised after finalisation



Related Articles

- MT+ Pseudonymisation of persons
- MT+ How to bulk send reminders for participant reports
- MT+ How to export the inbound participant reports
- Erasmus+ Participant Report Examples
- MT+ How to manage Survey on Recognition
- MT+ How to manage contacts

Footnote

1. In case you would like to submit a request to the NA IT Helpdesk, please open a ticket in the NA IT Helpdesk project (in Issue Management Tool). In case you do not have the access to the NA IT Helpdesk project in IMT, please contact one of your colleagues in the NA to whom such an access has been granted. Alternatively, please contact your local NA User Access Manager, who can request access to the NA IT Helpdesk project for you.