

MT+ Notifications

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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+.

MT+ Notifications

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/pfis/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+ Basics and variations of the mobility screen for KA1](#)
- [MT+ Menu and Navigation](#)
- [MT+ List functionality](#)
- [MT+ Notifications](#)
- [MT+ KA1 and KA3 Budget screen](#)
- [MT+ EU Login for user](#)
- [MT+ Project Details](#)
- [MT+ Update OID or confirm changed organisation details](#)

- [MT+ How to get access](#)