

MT+ Submit Terminate-with-no-grant Report

- 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

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](#).



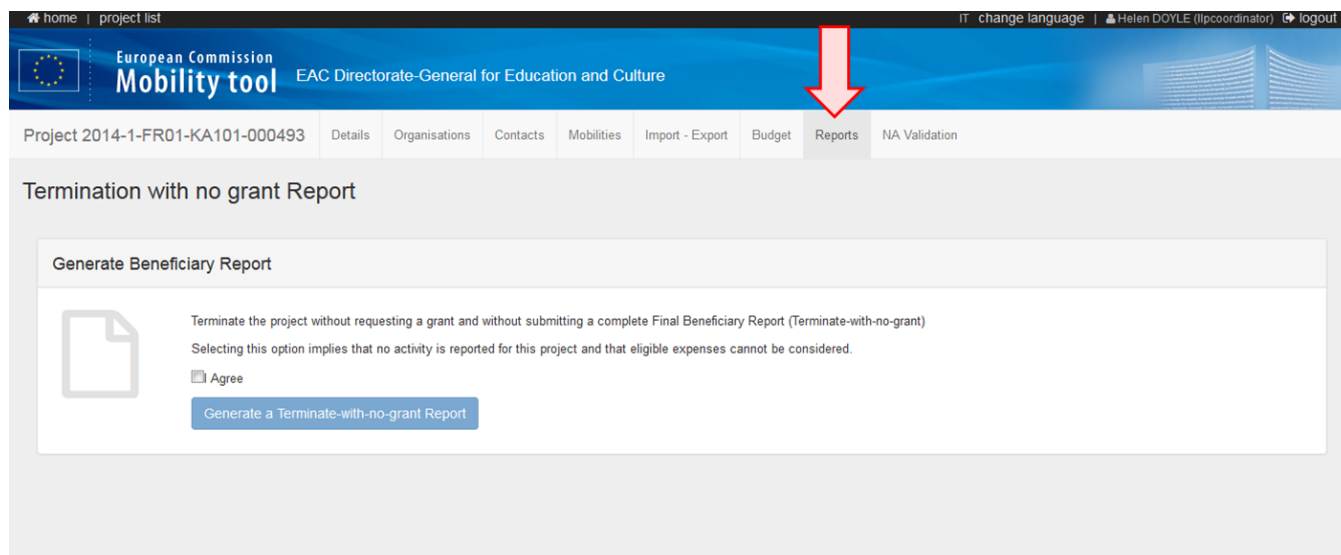
Take note

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.

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 submitted as normal, without removing the eligible mobilities and costs.




home | project list IT change language | Helen DOYLE (lpcordinator) logout

European Commission
Mobility tool EAC Directorate-General for Education and Culture

Project 2014-1-FR01-KA101-000493 Details Organisations Contacts Mobilities Import - Export Budget **Reports** NA Validation

Termination with no grant Report

Generate Beneficiary Report

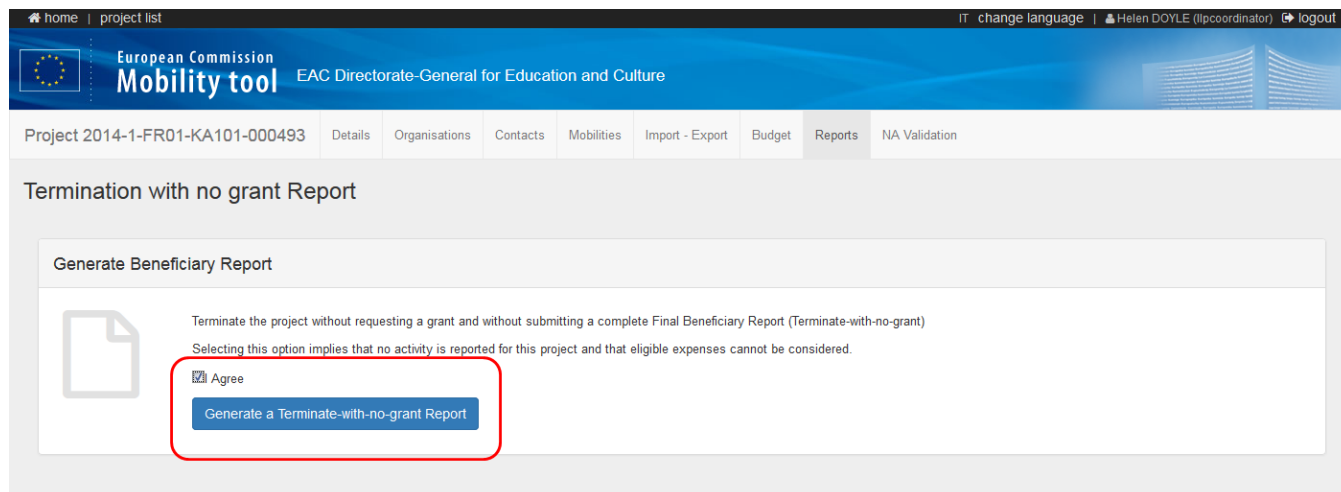
 Terminate the project without requesting a grant and without submitting a complete Final Beneficiary Report (Terminate-with-no-grant)
Selecting this option implies that no activity is reported for this project and that eligible expenses cannot be considered.

☐ Agree

[Generate a Terminate-with-no-grant Report](#)

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.




home | project list IT change language | Helen DOYLE (lpcordinator) logout

European Commission
Mobility tool EAC Directorate-General for Education and Culture

Project 2014-1-FR01-KA101-000493 Details Organisations Contacts Mobilities Import - Export Budget Reports NA Validation

Termination with no grant Report

Generate Beneficiary Report

 Terminate the project without requesting a grant and without submitting a complete Final Beneficiary Report (Terminate-with-no-grant)
Selecting this option implies that no activity is reported for this project and that eligible expenses cannot be considered.

☒ Agree

[Generate a Terminate-with-no-grant Report](#)

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.

The screenshot shows the 'European Commission Mobility tool' interface. The top navigation bar includes 'home', 'project list', 'IT', 'change language', and user information 'Helen DOYLE (lpcordinator)' with a 'logout' button. The main header displays the European Commission logo and 'EAC Directorate-General for Education and Culture'. Below this, a breadcrumb trail shows 'Project 2014-1-FR01-KA101-000493' followed by tabs for 'Details', 'Organisations', 'Contacts', 'Mobilities', 'Import - Export', 'Budget', 'Reports', and 'NA Validation'. The 'Reports' tab is active, showing a progress bar with four stages: 'Draft' (highlighted with a yellow circle), 'Submission in progress', 'Submitted', and 'Terminated no grant'. Below the progress bar, a section titled 'Draft available' contains a blue box with instructions: 'Please make sure to encode the amount you have used for Organisational Support of your project before submitting your Final Beneficiary Report. To do this please go to the Budget, enter the amount for row "Organisational Support", column "Current Budget (in Mobility Tool)" and click Save.' Below this, it states 'Draft Report created alcuni secondi fa by Helen DOYLE' and features a green 'Edit Draft' button, which is highlighted with a red arrow. A 'Beneficiary Report created alcuni secondi fa' section follows, showing 'Final - Request ID 2073' and a table with one row: 'alcuni secondi fa' by 'Draft by Helen DOYLE (lpcordinator)'. The bottom left corner shows 'MT+ 2.4'.

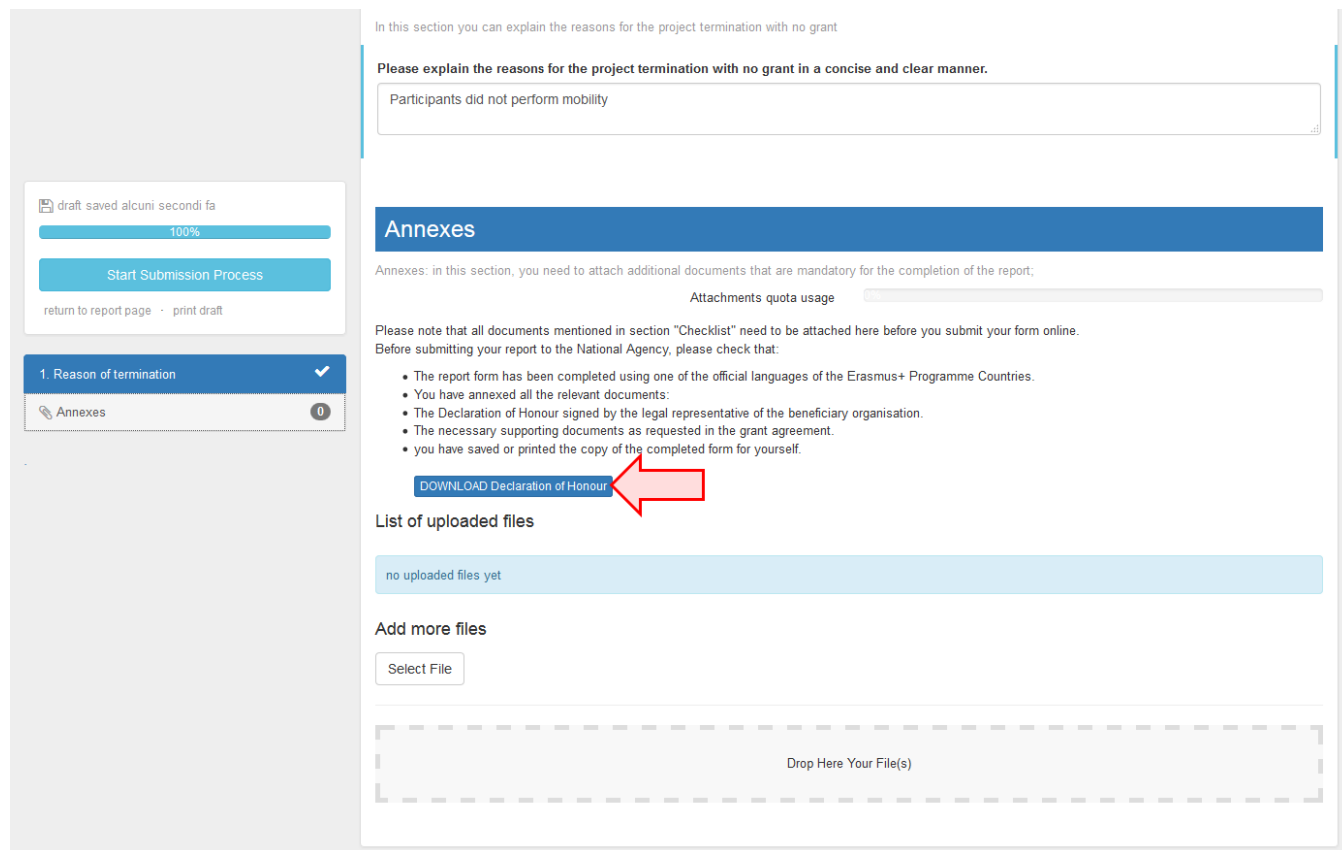
4. Add "Reason of Termination"

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

The screenshot shows the 'Termination with no grant Report for 2014-1-FR01-KA101-000493' form. The top navigation bar is identical to the previous screenshot. The main header also remains the same. The breadcrumb trail is 'Project 2014-1-FR01-KA101-000493' followed by the same tabs. The 'Reports' tab is active, showing a progress bar with four stages: 'Draft', 'Submission in progress', 'Submitted', and 'Terminated no grant'. Below the progress bar, a section titled 'Termination with no grant Report for 2014-1-FR01-KA101-000493' contains a blue box with the title '1. Reason of termination'. Below this, it states 'In this section you can explain the reasons for the project termination with no grant' and 'Please explain the reasons for the project termination with no grant in a concise and clear manner.' Below this is a large text input field. Below the input field, a section titled 'Annexes' contains the text 'Annexes: in this section, you need to attach additional documents that are mandatory for the completion of the report;' and 'Attachments quota usage' with a progress bar. Below this, it states 'Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your form online. Before submitting your report to the National Agency, please check that:' followed by a list of requirements: 'The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.', 'You have annexed all the relevant documents:', 'The Declaration of Honour signed by the legal representative of the beneficiary organisation.', 'The necessary supporting documents as requested in the grant agreement.', and 'you have saved or printed the copy of the completed form for yourself.' Below the list is a blue button labeled 'DOWNLOAD Declaration of Honour'. The left sidebar shows a 'draft saved alcuni secondi fa' section with a 'not ready for submission' button and 'return to report page' and 'print draft' links. Below this, a section titled '1. Reason of termination' contains a 'Annexes' button with a '0' icon.

5. "Download Declaration of Honour" document

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



In this section you can explain the reasons for the project termination with no grant

Please explain the reasons for the project termination with no grant in a concise and clear manner.

Participants did not perform mobility

Annexes

Annexes: in this section, you need to attach additional documents that are mandatory for the completion of the report;

Attachments quota usage

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your form online. Before submitting your report to the National Agency, please check that:

- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents:
- The Declaration of Honour signed by the legal representative of the beneficiary organisation.
- The necessary supporting documents as requested in the grant agreement.
- you have saved or printed the copy of the completed form for yourself.

DOWNLOAD Declaration of Honour

List of uploaded files

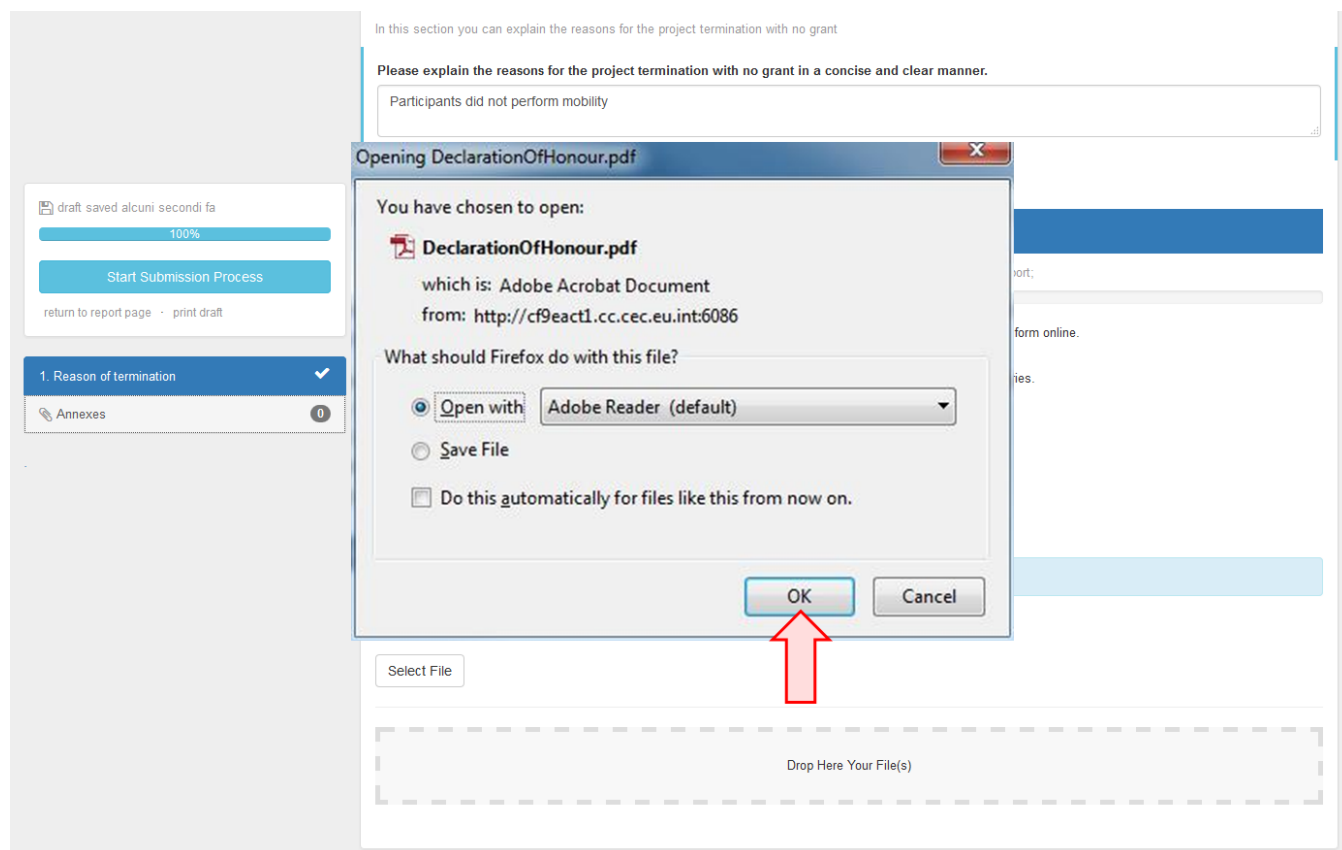
no uploaded files yet

Add more files

Select File

Drop Here Your File(s)

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



In this section you can explain the reasons for the project termination with no grant

Please explain the reasons for the project termination with no grant in a concise and clear manner.

Participants did not perform mobility

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- The necessary supporting documents as requested in the grant agreement.
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DOWNLOAD Declaration of Honour

List of uploaded files

no uploaded files yet

Add more files

Select File

Drop Here Your File(s)

Opening DeclarationOfHonour.pdf

You have chosen to open:

DeclarationOfHonour.pdf

which is: Adobe Acrobat Document

from: http://cf9eact1.cc.cec.eu.int:6086

What should Firefox do with this file?

☒ **Open with** Adobe Reader (default)

☐ Save File

☐ Do this automatically for files like this from now on.


OK Cancel

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+	Report Form Call: 2014 KA101 - School education staff mobility
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Erasmus+

Beneficiary Declaration of Honour and Signature

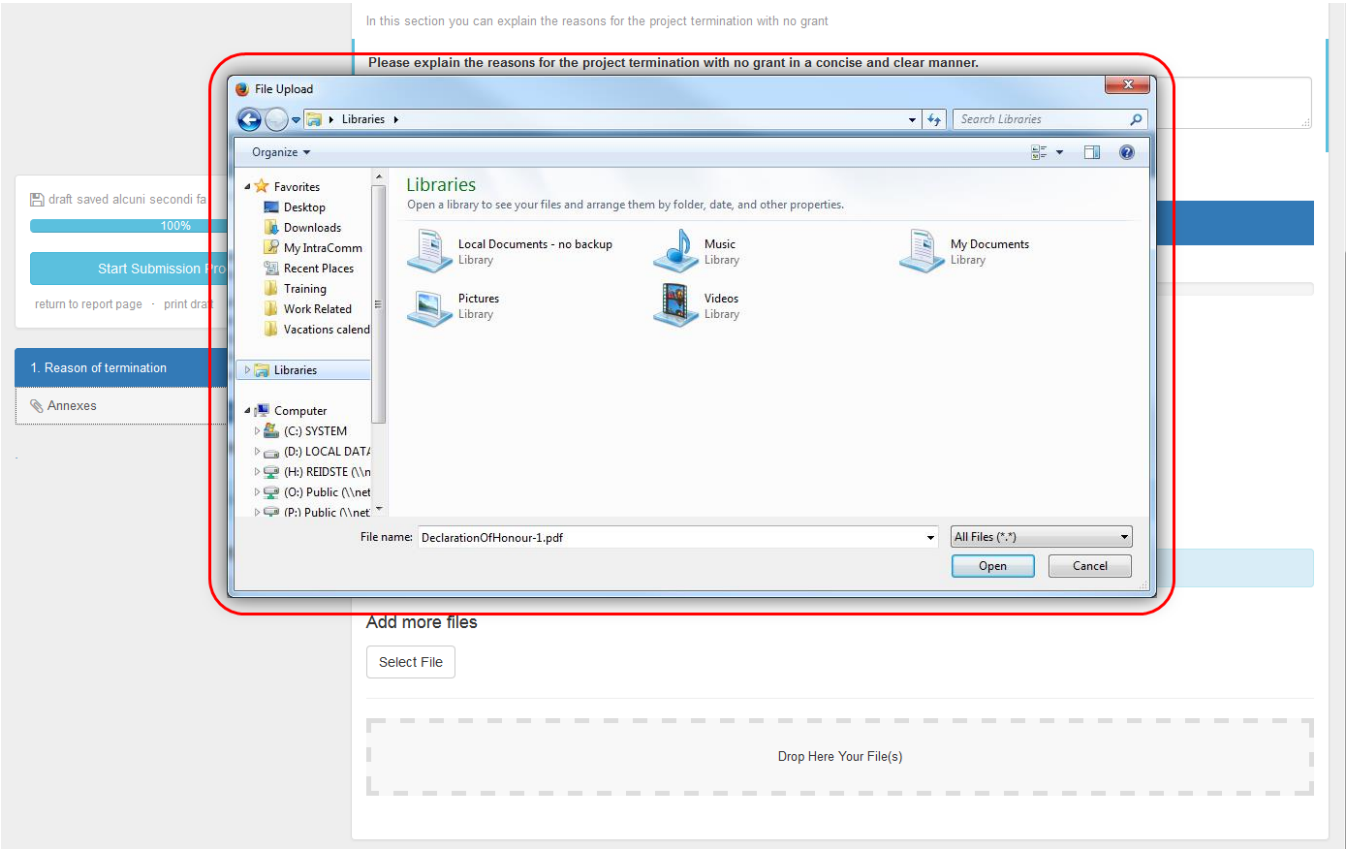
I, the undersigned, certify that the information contained in this report form and its annexes is accurate and in accordance with the facts. In particular the financial data provided corresponds with the activities actually realised and to the grants actually paid for subsistence, travel and preparation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

Place:	Date (dd-mm-yyyy):
Grant Agreement Number: 2014-1-FR01-KA101-000493	
National ID:	
Name of the beneficiary organisation: Ecole publique Henri Derouin	
Name of legal representative: M Loïc 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.

The screenshot shows a web interface for project termination. On the left, a sidebar contains a progress bar at 100% and a button labeled "Start Submission Process". A red arrow points from this button to the main content area. Below the button, a list shows "1. Reason of termination" with a checkmark and "Annexes" with a red circle containing the number "1". The main content area has a text box for reasons, followed by an "Annexes" section. It includes a checklist of requirements and a "List of uploaded files" section showing "DeclarationOfHonour.pdf" (0.09 Mb). A red arrow points from the "1" in the sidebar to this file. Below the file list is a "Drop Here Your File(s)" area. At the bottom, a progress bar shows four steps: "DECLARATION OF HONOUR" (active), "DATA PROTECTION NOTICE", "CHECKLIST", and "CONFIRM SUBMISSION".

In this section you can explain the reasons for the project termination with no grant

Please explain the reasons for the project termination with no grant in a concise and clear manner.

Participants did not perform mobility

Annexes

Annexes: in this section, you need to attach additional documents that are mandatory for the completion of the report;

Attachments quota usage

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your form online. Before submitting your report to the National Agency, please check that:

- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents:
- The Declaration of Honour signed by the legal representative of the beneficiary organisation.
- The necessary supporting documents as requested in the grant agreement.
- you have saved or printed the copy of the completed form for yourself.

[DOWNLOAD Declaration of Honour](#)

List of uploaded files

DeclarationOfHonour.pdf
0.09 Mb alcuni secondi fa

Contains declaration of honour Unmark

Add more files

[Select File](#)

Drop Here Your File(s)

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

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.

The screenshot shows a wizard window titled "Beneficiary Declaration of Honour and Signature". It contains a "Download PDF" button and a "List of uploaded files" section showing "DeclarationOfHonour.pdf" (0.09 Mb). Below this is a "Select File" button. At the bottom right, a large blue "Next Step" button with a right arrow is highlighted with a red arrow. At the bottom, a progress bar shows four steps: "DECLARATION OF HONOUR" (active), "DATA PROTECTION NOTICE", "CHECKLIST", and "CONFIRM SUBMISSION".

Beneficiary Declaration of Honour and Signature

Please download the following PDF, fulfill it and upload it as an annex

[Download PDF](#)

List of uploaded files

DeclarationOfHonour.pdf
0.09 Mb un minuto fa

Contains declaration of honour Unmark

Add more files

[Select File](#)

Next Step

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

10. "Accept" the "Data Protection Notice"

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

[illegible]

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.

Checklist

Before submitting your report to the National Agency, please check that:

The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.

Not Done

You have annexed all the relevant documents:

Not Done

The Declaration of Honour signed by the legal representative of the beneficiary organisation.

Not Done

The necessary supporting documents as requested in the grant agreement.

Not Done

you have saved or printed the copy of the completed form for yourself.

Not Done

Next Step >

DECLARATION OF HONOUR

DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION

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

Checklist

Before submitting your report to the National Agency, please check that:

The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.

Done ✓

You have annexed all the relevant documents:

Done ✓

The Declaration of Honour signed by the legal representative of the beneficiary organisation.

Done ✓

The necessary supporting documents as requested in the grant agreement.

Done ✓

you have saved or printed the copy of the completed form for yourself.

Done ✓

Next Step >

DECLARATION OF HONOUR

DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION

12. Confirm Submission

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

Confirm Submission

After clicking button "Submit" you will not be able to make any further changes to the report contents including its budget; viewing the report's contents and attachments will however be possible. Your National Agency can contact you in case of questions or necessary modifications.

Your National Agency will contact you in case of questions or necessary modifications.

Submit Termination-with-no-grant Report

DECLARATION OF HONOUR

DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION

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

Confirm Submission

After clicking button "Submit" you will not be able to make any further changes to the report contents including its budget; viewing the report's contents and attachments will however be possible. Your National Agency can contact you in case of questions or necessary modifications.

Your National Agency will contact you in case of questions or necessary modifications.

Sending data, please wait

DECLARATION OF HONOUR

DATA PROTECTION NOTICE

CHECKLIST


CONFIRM SUBMISSION

13. Submission in progress

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

home | project list

EN | change language | Stephen REID (lpcordinator) | logout




European Commission
Mobility tool

EAC Directorate-General for Education and Culture

Project 2014-1-FR01-KA101-000493 | Details | Organisations | Contacts | Mobilities | Import - Export | Budget | Reports | NA Validation

Termination with no grant Report




Draft

Submission in progress

Submitted

Terminated no grant



Submission in progress

Your Beneficiary report is in the process of being submitted to the central Commission systems. This may take up to 15 minutes.

Beneficiary Report created a day ago

Final - Request ID 2073

a few seconds ago

File Final_Report.pdf has been attached by Stephen REID (lpcordinator)

a few seconds ago

Submit in progress by Stephen REID (lpcordinator)

a few seconds ago

Draft closed by Stephen REID (lpcordinator)

2 minutes ago

File DeclarationOfHonour-1.pdf has been attached by Stephen REID (lpcordinator)

3 minutes ago

File has been deleted by Stephen REID (lpcordinator)

3 minutes ago

File DeclarationOfHonour-1.pdf has been attached by Stephen REID (lpcordinator)

20 minutes ago

Draft last changes by Stephen REID (lpcordinator)

31 minutes ago

File has been deleted by Stephen REID (lpcordinator)

31 minutes ago

Draft opened by Stephen REID (lpcordinator)

2 hours ago

Draft opened by Sem VILLEGAS (lpcordinator)

4 hours ago

Draft closed by Sem VILLEGAS (lpcordinator)

a day ago

File DeclarationOfHonour.pdf has been attached by Helen DOYLE (lpcordinator)

14. Successful submission of report

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

home | project list

EN | change language | Stephen REID (lpcordinator) | logout

European Commission

Mobility tool

EAC Directorate-General for Education and Culture

Project 2014-1-FR01-KA101-000493 | Details | Organisations | Contacts | Mobilities | Import - Export | Budget | Reports | NA Validation

Termination with no grant Report

Beneficiary Report has been successfully submitted. Please wait for the assessment of your National Agency

Download Beneficiary Report

Beneficiary Report created a day ago

Final - Request ID 2073

a few seconds ago	Submitted termination no grant by NA Staff (system)
2 minutes ago	File Final_Report.pdf has been attached by Stephen REID (lpcordinator)
2 minutes ago	Submit in progress by Stephen REID (lpcordinator)
2 minutes ago	Draft closed by Stephen REID (lpcordinator)
4 minutes ago	File DeclarationOfHonour-1.pdf has been attached by Stephen REID (lpcordinator)
5 minutes ago	File has been deleted by Stephen REID (lpcordinator)
5 minutes ago	File DeclarationOfHonour-1.pdf has been attached by Stephen REID (lpcordinator)
30 minutes ago	Draft last changes by Stephen REID (lpcordinator)
32 minutes ago	File has been deleted by Stephen REID (lpcordinator)
32 minutes ago	Draft opened by Stephen REID (lpcordinator)
2 hours ago	Draft opened by Sem VILLEGAS (lpcordinator)
4 hours ago	Draft closed by Sem VILLEGAS (lpcordinator)

15. 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**.

home | project list

EN | change language | Stephen REID (lpcordinator) | logout

European Commission

Mobility tool

EAC Directorate-General for Education and Culture

Project 2014-1-FR01-KA101-000493 | Details | Organisations | Contacts | Mobilities | Import - Export | Budget | Reports | NA Validation

Termination with no grant Report

Terminated no grant

Download Beneficiary Report

Beneficiary Report created 8 days ago

Final - Request ID 2073

2 days ago	Terminated no grant by NA Staff (system)
7 days ago	Project information update sent to Eplus Link by NA Staff (system)
7 days ago	NA Validated with no grant by NA Staff (system)
7 days ago	Report Accepted for termination with no grant by NA Staff (system)
7 days ago	Project information update sent to Eplus Link by NA Staff (system)
7 days ago	Submitted termination no grant by NA Staff (system)
7 days ago	File Final_Report.pdf has been attached by Stephen REID (lpcordinator)
7 days ago	Submit in progress by Stephen REID (lpcordinator)
7 days ago	Draft closed by Stephen REID (lpcordinator)
7 days ago	File DeclarationOfHonour-1.pdf has been attached by Stephen REID (lpcordinator)
7 days ago	File has been deleted by Stephen REID (lpcordinator)
7 days ago	File DeclarationOfHonour-1.pdf has been attached by Stephen REID (lpcordinator)

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](#)