

MT+ KA2 Multiplier Events

- [1. Access the "Multiplier Events" tab](#)
- [2. The "Multiplier Events" screen](#)
- [3. Click the "+Create" button](#)
- [4. Fill in the event details](#)
- [5. Create the event "Budget"](#)
- [6. Click on "Back to list"](#)
- [7. Edit or Delete a Multiplier Event](#)
- [8. Force Majeure](#)
- [9. "COVID-19 affected" flag](#)

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.

Steps

1. Access the "Multiplier Events" tab

Click on the **Multiplier Events** tab in your project.



European Commission

Mobility tool

PL01 Foundation for the Development of the Education System

TEST

Project 2019-1-PL01-KA203-050674

follow-up

Details

Organisations

Contacts

Project Management and Implementation

Transnational Project Meetings

Intellectual Outputs

Multiplier Events

Learning, Teaching and Training Activities

Special Costs

Budget

Reports

Project Details

Project Log

Context information

Programme: Erasmus+

Key Action: KA2 - Cooperation for innovation and the exchange of good practices

Action Type: KA203 - Strategic Partnerships for higher education

Project information

Grant Agreement No.: 2019-1-PL01-KA203-050674

National ID: EAC IT TRAINING

Project Title: EAC IT TRAINING - Strategic Partnerships for higher education

Project Access

User's role in project: beneficiary

Access to Project: Edit Access to Project

Project is locked: ☐

2. 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€.

Project 2019-1-PL01-KA203-050674

DetailsOrganisationsContactsProject Management and ImplementationTransnational Project MeetingsIntellectual OutputsMultiplier Events

Learning, Teaching and Training ActivitiesSpecial CostsBudgetReports

Multiplier Events

3 + Create

Search in 2 records 1

Selectionexportbulk operations

2

	Event Identification	Event Title	Start Date	End Date	Country of Venue	Grant Rate per Local Participant	Grant Rate per International Participant	Total (Calculated)	
<input type="radio"/>	E1	Event ABC	15/09/2019	25/09/2019	Poland				
<input type="radio"/>	E2	Event DEF	05/11/2019	15/11/2019	France				
Total								0,00 €	

102550100

1

4 Approved Budget (by National Agency) 7,100.00 €

3. Click the "+Create" button

To add a **new Multiplier Event** that was not defined in the grant agreement, click on the **+Create** button.

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.

Multiplier Events

+ Create

Search in 2 records

Q

selection

export

bulk operations

↺

	Event Identification	Event Title	Start Date	End Date	Country of Venue	Grant Rate per Local Participant	Grant Rate per International Participant	Total (Calculated)	
O	E1	Event ABC	15/09/2019	25/09/2019	Poland				<div>📄</div> <div>✎</div> <div>🗑</div>
O	E2	Event DEF	05/11/2019	15/11/2019	France				<div>📄</div> <div>✎</div> <div>🗑</div>
Total								0,00 €	

4. 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.

To save the data, click the **Save** button.

For information on the **Force Majeure** check box, please see [below](#).

back to list

Multiplier Events

Activity

values cannot be saved

Event Identification

value required

Event Title

value required

Country of Venue

value required

Description of the multiplier event (Please provide detailed information in particular on how the multiplier events supported sharing and dissemination of the produced intellectual outputs, the target audience and the outcome. In case there is a difference between what was planned and what was implemented, please explain why)

value required

Intellectual Outputs Covered

value required

Project Duration

Start Date

01/09/2019

Force Majeure ?

Activity

Save

Event Identification

E3

Event Title

Event GHI

Country of Venue

Poland

Description of the multiplier event (Please provide detailed information in particular on how the multiplier events supported sharing and dissemination of the produced intellectual outputs, the target audience and the outcome. In case there is a difference between what was planned and what was implemented, please explain why)

4555 characters left

Intellectual Outputs Covered

O3 - Toolkit O1 - Course Development & Design

Project Duration

01/09/2019

31/07/2022

Start Date

01/06/2020

End Date

11/06/2020

Force Majeure ?

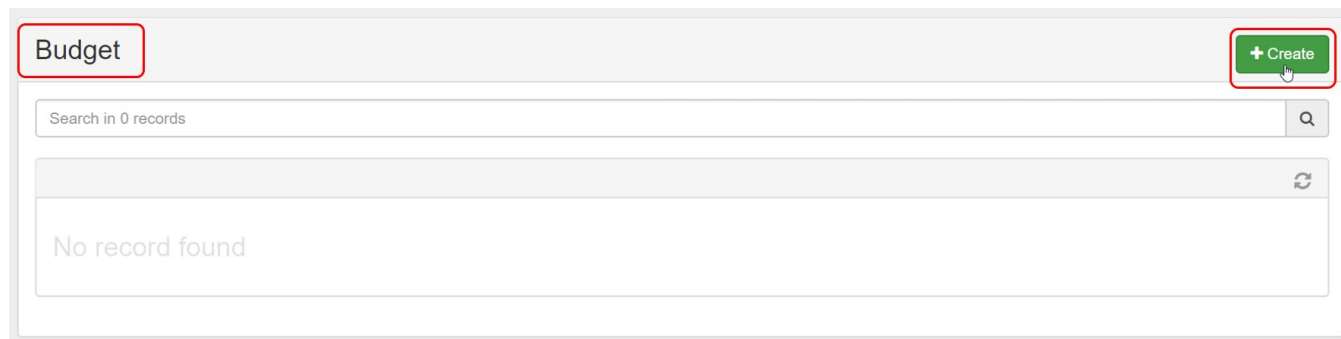
Cancel

Save

5. Create the event "Budget"

5.1. Click the "+Create" button

In order to create the **Budget** for the event, click on the **+Create** button in the newly displayed **Budget** section.



5.2. 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.

Budget

values cannot be saved

Organisation

value required

Leading?

Country of Organisation

LOCAL

No. of Local Participants

value required

Grant Rate per Local Participant

0

Total Grant for Local Participants

0

INTERNATIONAL

No. of International

value required

Budget

Save

Organisation

EAC TRAIN Organisation 3

Leading?

Country of Organisation

Poland

LOCAL

No. of Local Participants

5

Grant Rate per Local Participant

100

Total Grant for Local Participants

500

INTERNATIONAL

No. of International Participants

5

Grant Rate per International Participant

200

Total Grant for International Participants

1000

Total (Calculated)

1500

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.

[back to list](#)
Multiplier Events

Activity
Edit

Event Identification
E3

Event Title
Event GHI

Country of Venue
Poland

Description of the multiplier event (Please provide detailed information in particular on how the multiplier events supported sharing and dissemination of the produced intellectual outputs, the target audience and the outcome. In case there is a difference between what was planned and what was implemented, please explain why)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Intellectual Outputs Covered
O3 - Toolkit
O1 - Course Development & Design

Project Duration
01/09/2019
31/07/2022

Start Date
01/06/2020
End Date
11/06/2020

Force Majeure ?
☐

Budget
+ Create

Search in 1 records

selection
export
bulk operations

	Organisation	Leading?	Country of Organisation	Grant Rate per Local Participant	Total Grant for Local Participants	Grant Rate per International Participant	Total Grant for International Participants	Total (Calculated)	
	EAC TRAIN Organisation 3	✓	Poland	100,00 €	500,00 €	200,00 €	1.000,00 €	1.500,00 €	<div></div> <div></div> <div></div>
Total					500,00 €		1.000,00 €	1.500,00 €	

10
25
50
100

«
1
»

5.3. 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.

Budget

+ Create

Search in 1 records

selection | export | bulk operations

	Organisation	Leading?	Country of Organisation	Grant Rate per Local Participant	Total Grant for Local Participants	Grant Rate per International Participant	Total Grant for International Participants	
	EAC TRAIN Organisation 3	✓	Poland	100,00 €	500,00 €	200,00 €	1.000,00 €	1.500,00 €
Total					500,00 €		1.000,00 €	1.500,00 €

Edit

Delete

Edit

Budget

+ Create

Search in 1 records

selection | export | bulk operations

	Organisation	Leading?	Country of Organisation	Grant Rate per Local Participant	Total Grant for Local Participants	Grant Rate per International Participant	Total Grant for International Participants	
	EAC TRAIN Organisation 3	✓	Poland	100,00 €	500,00 €	200,00 €	1.000,00 €	1.500,00 €
Total					500,00 €		1.000,00 €	1.500,00 €

Delete

Delete

Delete

10 25 50 100

« 1 »

6. 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.

back to list

Multiplier Events

Activity

Event Identification: E3Event Title: Event GHI

Budget

Nothing to save

Organisation

EAC TRAIN Organisation 3

Leading?

☒

Country of Organisation

Poland

Multiplier Events

+ Create

Search in 3 records

selection

export

bulk operations

refresh

	Event Identification	Event Title	Start Date	End Date	Country of Venue	Grant Rate per Local Participant	Grant Rate per International Participant	Total (Calculated)	
<input type="radio"/>	E1	Event ABC	15/09/2019	25/09/2019	Poland				<div><div></div><div></div><div></div></div>
<input type="radio"/>	E2	Event DEF	05/11/2019	15/11/2019	France				<div><div></div><div></div><div></div></div>
<input type="radio"/>	E3	Event GHI	01/06/2020	11/06/2020	Poland	100,00 €	200,00 €	1.500,00 €	<div><div></div><div></div><div></div></div>
Total								1.500,00 €	

102550100

<

1

>

7. 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.

Multiplier Events

Search in 3 records

selection

export

bulk operations

	Event Identification	Event Title	Start Date	End Date	Country of Venue	Grant Rate per Local Participant	Grant Rate per International Participant	Total (Calculated)	
O	E1	Event ABC	15/09/2019	25/09/2019	Poland				<div>Edit</div>
O	E2	Event DEF	05/11/2019	15/11/2019	France				<div>Edit</div>
O	E3	Event GHI	01/06/2020	11/06/2020	Poland	100,00 €	200,00 €	1.500,00 €	<div>Edit</div>
Total								1.500,00 €	

102550100

<1>

Multiplier Events

Search in 3 records

selection

export

bulk operations

	Event Identification	Event Title	Start Date	End Date	Country of Venue	Grant Rate per Local Participant	Grant Rate per International Participant	Total (Calculated)	
O	E1	Event ABC	15/09/2019	25/09/2019	Poland				<div>Delete</div>
O	E2	Event DEF	05/11/2019	15/11/2019	France				<div>Delete</div>
O	E3	Event GHI	01/06/2020	11/06/2020	Poland	100,00 €	200,00 €	1.500,00 €	<div>Delete</div>
Total								1.500,00 €	

102550100

<1>

8. 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.

back to list

Multiplier Events

Activity

values cannot be saved

Event Identification

E2

Event Title

Event DEF

Country of Venue

France

Description of the multiplier event (Please provide detailed information in particular on how the multiplier events supported sharing and dissemination of the produced intellectual outputs, the target audience and the outcome. In case there is a difference between what was planned and what was implemented, please explain why)

Description event

Intellectual Outputs Covered

O2 - E-Learning X O1 - Course Development & Design X O3 - Toolkit X

Project Duration

01/09/2019

31/07/2022

Start Date

05/11/2019

End Date

15/11/2020

Force Majeure ?

This flag is set automatically for Force Majeure mobilities ending in 2020 and whose Force Majeure comment contains the keyword "corona" or "covid"

COVID-19 affected

forceMajeureExplanation

Data collected in Mobility Tool+ should not contain 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.

value required

Activity

Event Identification: E2

Event Title: Event DEF

Budget

Nothing to save

Organisation

EAC TRAIN Organisation 3

Leading?

☒

Country of Organisation

Poland

LOCAL

No. of Local Participants

10

Grant Rate per Local Participant

100

Total Grant for Local Participants

1000

INTERNATIONAL

No. of International Participants

0

Grant Rate per International Participant

200

Total Grant for International Participants

0

Total (Calculated)

1000

Cancel

Nothing to save

9. "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](#).

Activity

Save

Event Identification

E1

Event Title

Event ABC

Country of Venue

Poland

Description of the multiplier event (Please provide detailed information in particular on how the multiplier events supported sharing and dissemination of the produced intellectual outputs, the target audience and the outcome. In case there is a difference between what was planned and what was implemented, please explain why)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Intellectual Outputs Covered

O1 - Course Development & Design

Project Duration

01/09/2019

31/07/2022

Start Date

03/02/2020

End Date

28/03/2020

Force Majeure ?

☒

☒ COVID-19 affected

forceMajeureExplanation

Data collected in Mobility Tool+ should not contain 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.

Explanation including keywords "Corona" or "Covid"

Cancel

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](#)