

# ESC MT+ Notifications

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**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.

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## 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](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](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: [Mobility Tool - Guide for Beneficiaries](#).

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](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](https://ec.europa.eu/youth/solidarity-corps/resources-and-contacts_en).

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## 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 [MT+ Reports Index](#).

Please contact your National Agency if you need further information or support. [https://ec.europa.eu/youth/solidarity-corps/resources-and-contacts\\_en](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: [Guide for Beneficiaries](#).

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](https://ec.europa.eu/youth/solidarity-corps/resources-and-contacts_en)

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- [ESC MT+ Budget](#)
- [ESC MT+ Complementary Activities](#)
- [ESC MT+ Force majeure guidance due to Coronavirus](#)
- [ESC MT+ How to manage contacts](#)
- [ESC MT+ Locations \(ESC11/ESC13\)](#)
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- [ESC MT+ Manage participant reports](#)
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- [ESC MT+ Participants](#)
- [ESC MT+ Project management overview](#)
- [ESC MT+ Submit final report](#)
- [ESC Participant Reports Examples](#)