

MT+ How to submit an interim report

- 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

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.

1. Click the "Edit Draft" button

In the **Interim Report** menu, click the **Edit Draft** button to open the report.

The screenshot shows the 'Beneficiary Reports' interface. At the top, there are tabs for 'Interim Report' and 'Final Beneficiary Report'. The 'Interim Report' tab is active. Below the tabs, there is a section titled 'Interim Draft report available'. This section features a progress bar with five stages: Draft, Submission in progress, Submitted, Accepted, and Closed. The 'Draft' stage is currently active, indicated by a yellow dot and the date '02/02/2017'. Below the progress bar, a message states: 'Final Report draft created a few seconds ago by Anna KALNINA'. A green 'Edit Draft' button is highlighted with a red box. At the bottom of the page, there is a notification: 'Beneficiary Report created a few seconds ago' with details 'Interim - Request ID 3103' and a 'Show Log +' button.

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 In this case an organisation that was withdrawn before the end date of the project is indicated as active in activities extending beyond the withdrawal date (or likewise start date).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**.

The screenshot shows the project management interface for 'Project 2016-1-FR01-KA202-022628' (processing). The 'Reports' tab is highlighted with a red box. The main content area is titled '1. Context' and contains a table with the following data:

Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Action Type	Strategic Partnerships for vocational education and training
Main Objective of the project	Development of Innovation
Call	2016
Round	Round 1
Report Type	Interim
Language used to fill in the form	EN

Below the table, there is a section titled '2. Project Identification'. On the left side, there is a progress bar with seven items: 1. Context (checked), 2. Project Identification (checked), 3. Summary of Participating Organisations (checked), 4. Project Management and Implementation, 5. Transnational Project Meetings, 6. Intellectual Outputs (checked), and 7. Multiplier Events (checked). Three error messages are displayed in red boxes, numbered 1, 2, and 3:

1. not ready for submission
2. Please correct all Inactive Organisations within project activities to be able to proceed with submission of final beneficiary report.
3. Return to report page · Print draft report · 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.

 Draft report saved 3 minutes ago

100%

[Start Submission Process](#)

[Return to report page](#) - [Print draft report](#) - [Preview Draft Report](#)

1. Context 

2. Project Identification 

3. Summary of Participating Organisations 

4. Project Management and Implementation 

5. Transnational Project Meetings 

6. Intellectual Outputs 

7. Multiplier Events 

8. Learning/Teaching/Training Activities 

9. Follow-up 

10. Budget 

 Annexes 

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.

Beneficiary Declaration of Honour and Signature

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

1 **Download PDF**

List of uploaded files

no uploaded files yet

2 **Add more files**

Select File

Please mark the file that contains the declaration of honour

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST
CONFIRM SUBMISSION

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.

The screenshot shows a web form titled "Beneficiary Declaration of Honour and Signature". At the top, it says "Please download the following PDF, fulfill it and upload it as an annex" with a "Download PDF" button. Below this is a "List of uploaded files" section containing one file: "DeclarationOfHonour.pdf" (0.07 Mb, a few seconds ago). To the right of the file name is a red-bordered button labeled "Contains declaration of honour" and an "Unmark" button. Below the file list is an "Add more files" section with a "Select File" button. A pink callout box says "Please mark the file that contains the declaration of honour". A blue "Next Step >" button is on the right. At the bottom, a progress bar shows four steps: "DECLARATION OF HONOUR" (active), "DATA PROTECTION NOTICE", "CHECKLIST", and "CONFIRM SUBMISSION".

Now you can proceed by clicking the **Next Step** button.

This screenshot is identical to the previous one, but the "Contains declaration of honour" button is now a yellow badge labeled "DOH". The "Next Step >" button is highlighted with a red border. The "Unmark" button is still present. The progress bar remains the same.

6. "Accept" the "Data Protection Notice"

In order to proceed, please read and **Accept** the **Data Protection Notice**.

10. Budget

Data Protection Notice

The form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, in this case for statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Any personal data shall be processed by the National Agencies pursuant to Regulation No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the Community and on the free movement of such data.

<http://www.edps.europa.eu/>

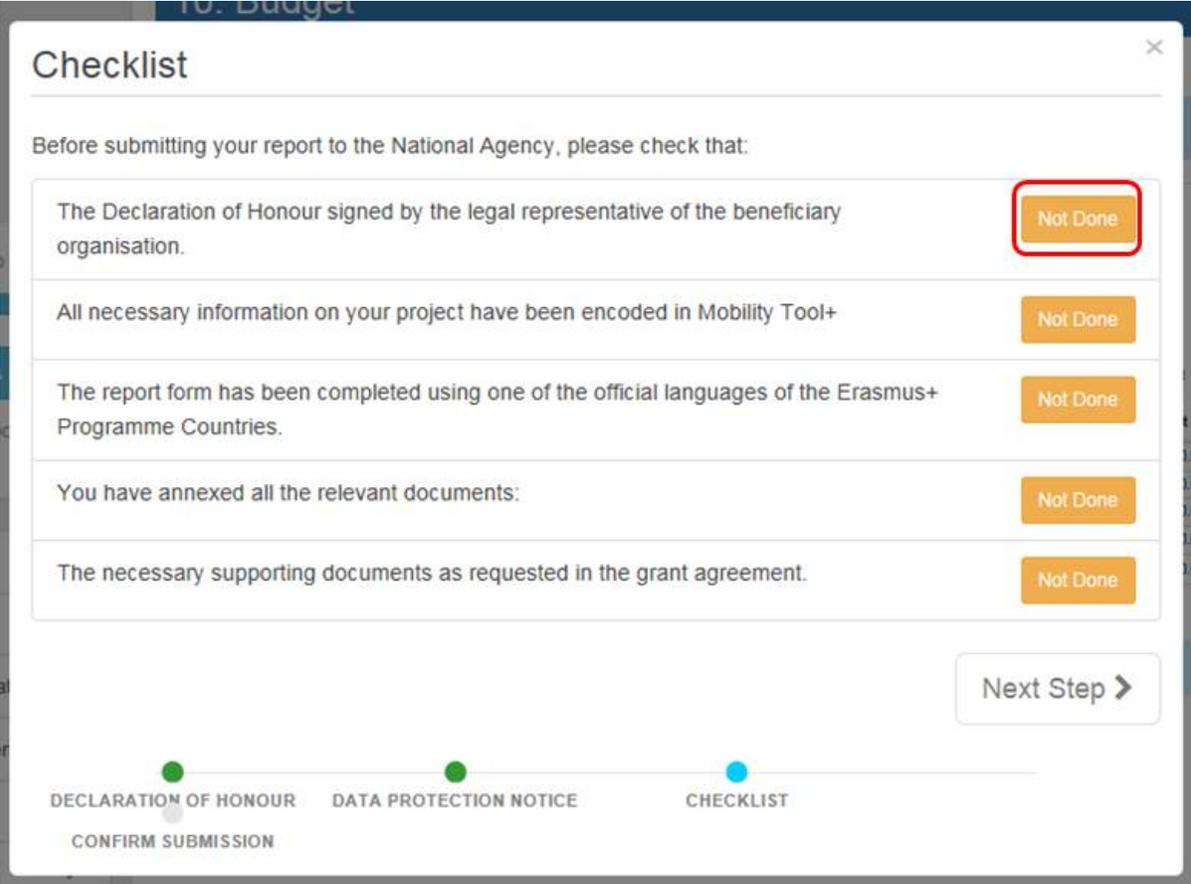
Accept >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST

CONFIRM SUBMISSION

7. Complete the "Checklist" and proceed

Before submitting your report, complete the **Checklist** by clicking the **Not Done** buttons.



The screenshot shows a 'Checklist' dialog box with a close button (X) in the top right corner. Below the title, it says 'Before submitting your report to the National Agency, please check that:'. There are five checklist items, each with a 'Not Done' button to its right. The first button is highlighted with a red border. At the bottom right is a 'Next Step >' button. Below the checklist is a progress bar with four steps: 'DECLARATION OF HONOUR', 'DATA PROTECTION NOTICE', 'CHECKLIST', and 'CONFIRM SUBMISSION'. The first two steps have green dots above them, and the third step has a blue dot above it.

Item	Status
The Declaration of Honour signed by the legal representative of the beneficiary organisation.	Not Done
All necessary information on your project have been encoded in Mobility Tool+	Not Done
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 necessary supporting documents as requested in the grant agreement.	Not Done

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

Once checked, the buttons will turn into green **Done** buttons. Now you can proceed to the **Next Step**.

Checklist



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

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

Done ✓

All necessary information on your project have been encoded in Mobility Tool+

Done ✓

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 necessary supporting documents as requested in the grant agreement.

Done ✓

Next Step >

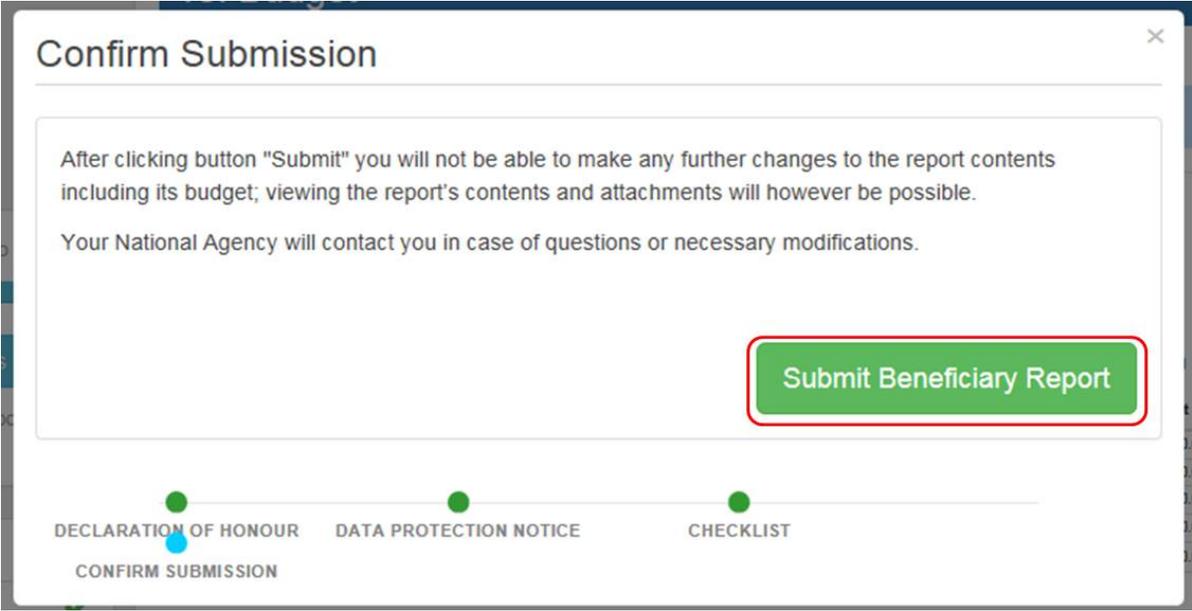
DECLARATION OF HONOUR
CONFIRM SUBMISSION

DATA PROTECTION NOTICE

CHECKLIST

8. "Submit Beneficiary Report"

Confirm the submission of the report by clicking the **Submit Beneficiary Report** button.



The image shows a "Confirm Submission" dialog box. It contains the following text:

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.

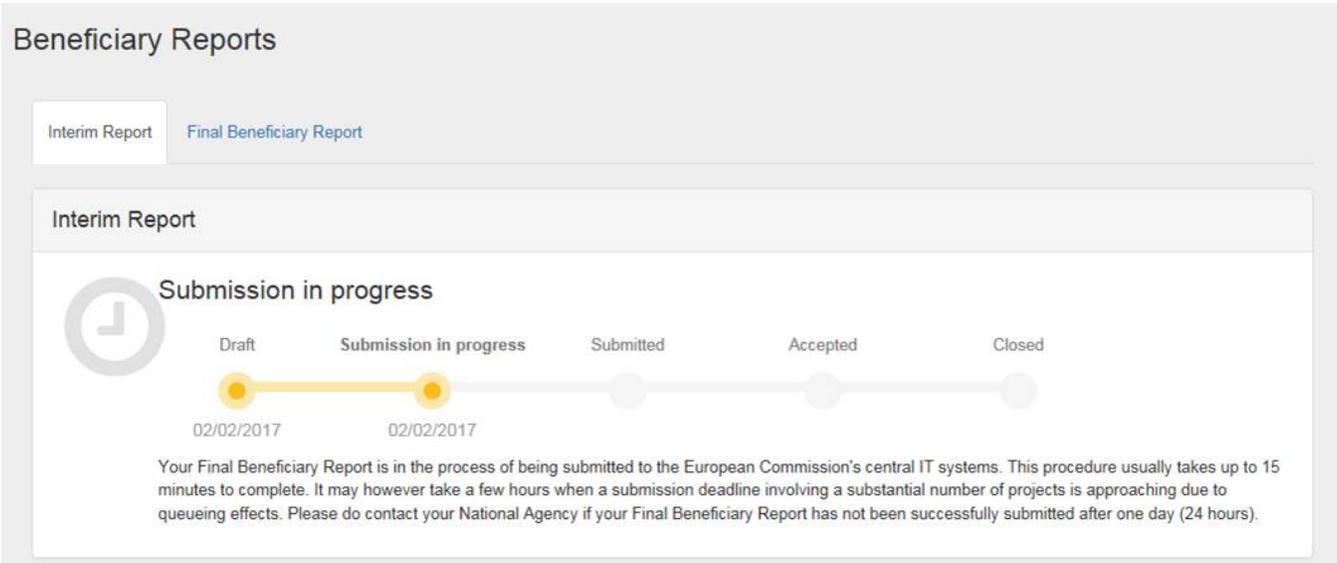
Your National Agency will contact you in case of questions or necessary modifications.

A green button labeled "Submit Beneficiary Report" is highlighted with a red border.

At the bottom, there is a progress bar with four steps: "DECLARATION OF HONOUR", "DATA PROTECTION NOTICE", "CHECKLIST", and "CONFIRM SUBMISSION". The first three steps are marked with green dots, and the "CONFIRM SUBMISSION" step is marked with a blue dot.

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.



The image shows a "Beneficiary Reports" page. It has two tabs: "Interim Report" (selected) and "Final Beneficiary Report".

Under the "Interim Report" tab, there is a section titled "Submission in progress" with a clock icon. Below this is a progress bar with five stages: "Draft", "Submission in progress", "Submitted", "Accepted", and "Closed".

The "Draft" stage is marked with a yellow dot and the date "02/02/2017". The "Submission in progress" stage is also marked with a yellow dot and the date "02/02/2017". The other stages are marked with grey dots.

Below the progress bar, there is a text block:

Your Final Beneficiary Report is in the process of being submitted to the European Commission's central IT systems. This procedure usually takes up to 15 minutes to complete. It may however take a few hours when a submission deadline involving a substantial number of projects is approaching due to queueing effects. Please do contact your National Agency if your Final Beneficiary Report has not been successfully submitted after one day (24 hours).

10. "Submitted" status

Once the report is successfully submitted, the status will be changed to **Submitted**.

Beneficiary Reports

Interim Report [Final Beneficiary Report](#)

Interim Report

 **Submitted**

Draft Submission in progress **Submitted** Accepted Closed

02/02/2017 02/02/2017 02/02/2017

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

[Download Beneficiary Report](#)

Related articles

- [Basic functionalities in report forms in beneficiary projects](#)
- [How to complete and submit a KA171 Interim or Periodic Report](#)
- [Interim, Periodic and Progress Reports in Beneficiary module](#)
- [Interim, Periodic or Progress Reports](#)
- [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](#)