

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 highlighted with a yellow circle and a date '02/02/2017'. Below the progress bar, it says '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, there is a notification box that says 'Beneficiary Report created a few seconds ago' with '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 In this case an organisation that was withdrawn before the end date of the project is indicated as active in activities extending beyond the withdrawal date (or likewise start date).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 and Implementation' interface. At the top, there are tabs for 'Details', 'Organisations', 'Contacts', 'Project Management and Implementation', 'Transnational Project Meetings', and 'Intellectual Outputs'. The 'Project Management and Implementation' tab is active. Below the tabs, there is a section titled 'Reports' which is highlighted with a red box. To the left of the 'Reports' section, there is a sidebar with a list of project sections: '1. Context', '2. Project Identification', '3. Summary of Participating Organisations', '4. Project Management and Implementation', '5. Transnational Project Meetings', '6. Intellectual Outputs', and '7. Multiplier Events'. The '1. Context' section is highlighted with a red box and a red circle with the number '1'. Below the '1. Context' section, there is a message box with a red border and a red circle with the number '2' that says 'not ready for submission'. Below the message box, there is a red circle with the number '3' that contains links: 'Return to report page', 'Print draft report', and 'Preview Draft Report'. The main content area shows the '1. Context' section with a table of project information.

1. Context	
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

2. Project Identification

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

1

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

Once the file is attached, click the **Contains declaration of honour** link to mark that the file contains the declaration of honour.

Once the file is attached, click the **Contains declaration of honour** link to mark that the file contains the declaration of honour.

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


10. Budget

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 DOH
0.07 Mb a few seconds ago

Unmark

Add more files

Select File

Next Step >

DECLARATION OF HONOUR

DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION

6. "Accept" the "Data Protection Notice"

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

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

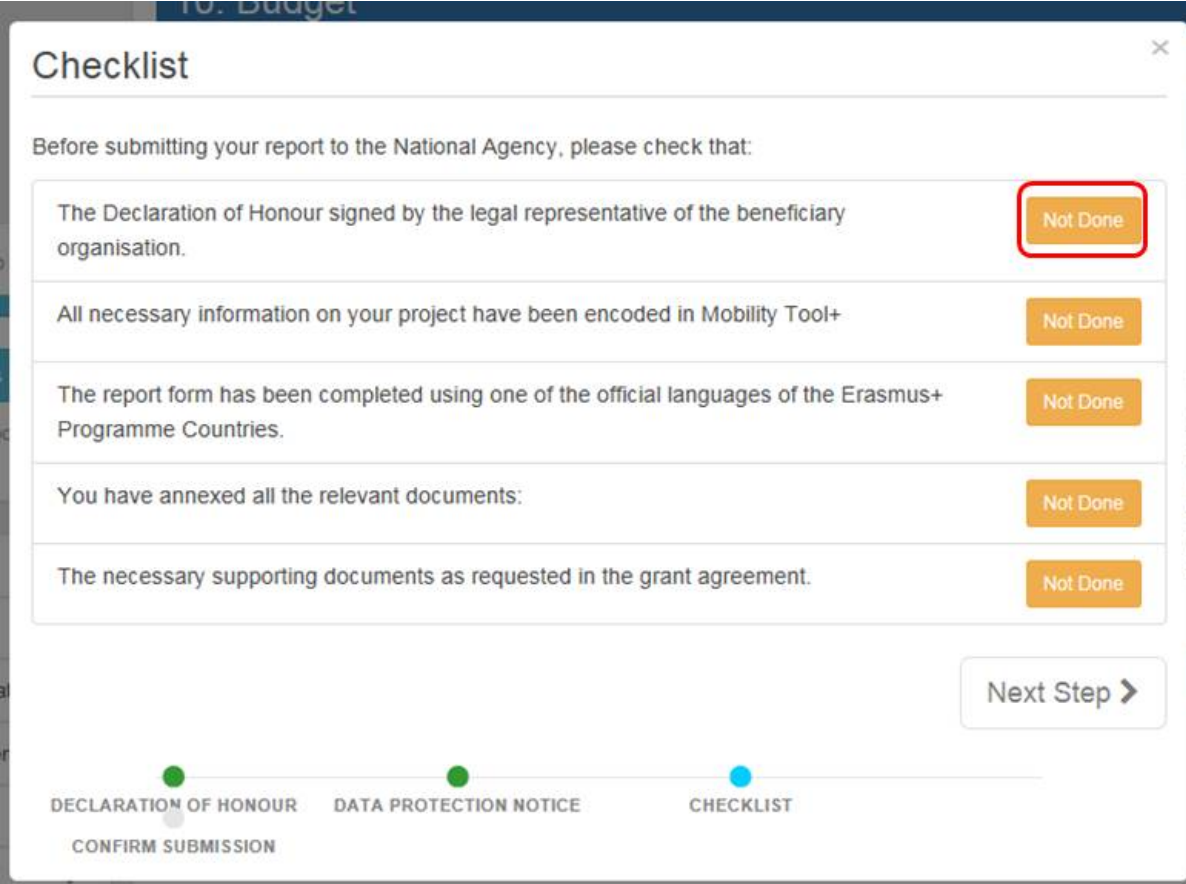
DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION

7. Complete the "Checklist" and proceed

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



The image shows a 'Checklist' modal window with a title bar and a close button. The main heading is 'Checklist'. Below it, a instruction reads: 'Before submitting your report to the National Agency, please check that:'. The checklist consists of five items, each with a corresponding 'Not Done' button. The first button is highlighted with a red rectangle. At the bottom right is a 'Next Step >' button. A progress bar at the bottom shows four steps: 'DECLARATION OF HONOUR' (green dot), 'DATA PROTECTION NOTICE' (green dot), 'CHECKLIST' (blue dot), and 'CONFIRM SUBMISSION' (grey dot).

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 >

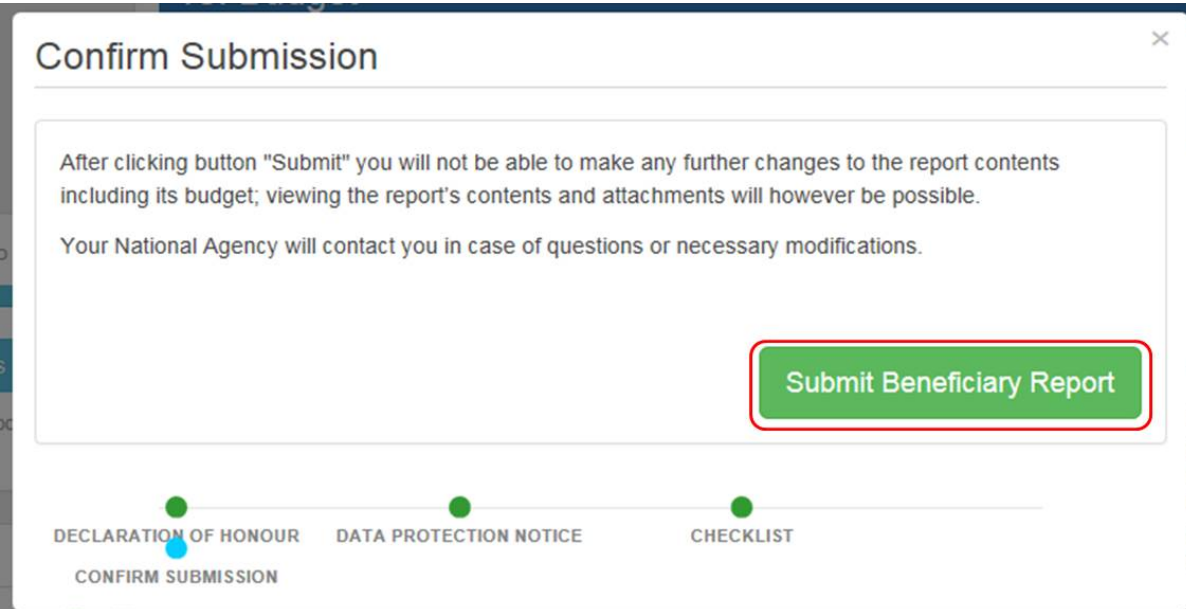
DECLARATION OF HONOUR
CONFIRM SUBMISSION

DATA PROTECTION NOTICE

CHECKLIST

8. "Submit Beneficiary Report"

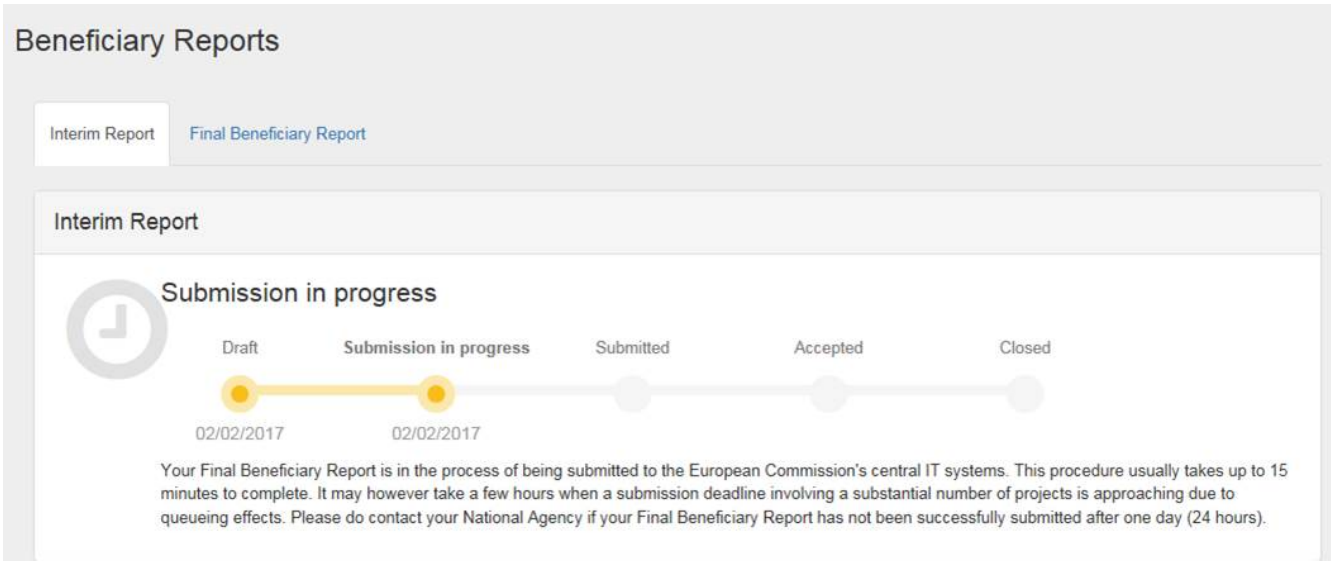
Confirm the submission of the report by clicking the **Submit Beneficiary Report** button.



A dialog box titled "Confirm Submission" with a close button (X) in the top right corner. The main text area contains two paragraphs: "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." and "Your National Agency will contact you in case of questions or necessary modifications." Below the text is a green button labeled "Submit Beneficiary Report" with a red border. At the bottom, there is a progress bar with four steps: "DECLARATION OF HONOUR" (green dot), "DATA PROTECTION NOTICE" (green dot), "CHECKLIST" (green dot), and "CONFIRM SUBMISSION" (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 "Beneficiary Reports" page shows two tabs: "Interim Report" and "Final Beneficiary Report". The "Interim Report" tab is active. Below the tab, there is a section titled "Submission in progress" with a clock icon. A progress bar shows five stages: "Draft" (yellow dot), "Submission in progress" (yellow dot), "Submitted" (grey dot), "Accepted" (grey dot), and "Closed" (grey dot). The "Draft" stage is dated "02/02/2017" and the "Submission in progress" stage is also dated "02/02/2017". Below the progress bar, a text block states: "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](#)