

MT+ How to update an interim report

- [1. Click "Edit Draft" of the report](#)
- [2. Update the report](#)

In the case where the report gets rejected by the NA and is requested to be updated, you will see the **Interim Draft report** is returned to the draft status, in the **Interim Report** field of the **Reports** tab in Mobility Tool+.

1. Click "Edit Draft" of the report

Explanation and illustration

If the report is rejected, the beneficiary will receive an e-mail notification and will be required to contact the NA for more details on the reasons behind the rejection of the report.

Once clarified, click the **Edit Draft** button to start updating the report.

Project 2016-1-FR01-KA201-035799

processing

Details

Organisations

Contacts

Project Management and Implementation

Transnational Project Meetings

Intellectual Outputs

Multiplier Events

Learning, Teaching and Training Activities

Special Needs Support

Exceptional Costs

Exceptional Cost Guarantee

Budget


Reports

Beneficiary Reports

Interim Report

Final Beneficiary Report

Interim Report



Interim Draft report available (88% Done)

Draft

Submission in progress

Submitted

Accepted

Closed

03/02/2017

03/02/2017

03/02/2017

Submission Deadline: 16/02/2017

Interim Report saved 6 minutes ago by NA Staff

Edit Draft

2. Update the report

Explanation and illustration


Now the report becomes editable. Note that the **Start Submission Process** is already active when you start editing, which is not the case when you first complete the report.

Once the report is updated, click on the **Start Submission Process** in order to proceed.

Project 2016-1-FR01-KA201-035799 processing

Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiplier Events

Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget **Reports**

 Draft report saved 3 hours 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	2

1. Context

this section resumes some general information about your project:

Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Action Type	Strategic Partnerships for school education
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

Grant Agreement Number	2016-1-FR01-KA201-035799
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Once you start the submission process, a pop up screen will appear, allowing you to:

1. **Download the PDF** of the Declaration of Honour to be attached or changed.
2. Remove the uploaded files by clicking the **X** icon.
Clicking **Unmark** or mark indicates that the file is either unlinked or linked to the report.
3. To add more files to the report, click the **Select File** button.



In order to proceed click the **Next Step** button.

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

 DeclarationOfHonour.pdf DOH 0.07 Mb 4 days ago	2 Unmark
 Interim_Report.pdf MAIN 0.30 Mb 4 days ago	Unmark

Contains declaration of honour

Add more files

[Select File](#)

[Next Step >](#)

DECLARATION OF HONOUR

DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION

The next steps to finalise the submission are the same as described in [How to submit an interim report](#), asking you to:

- **Accept** the **Data Protection Notice** and to
- Complete the **Checklist**.

Once the checklist is completed, you will be able to **Submit Beneficiary Report** and you will see the status screen.

Related Articles

- [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](#)