

ESC MT+ Complementary Activities

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Complementary Activities are side activities adding a value to the project and contributing to increase its impact (e.g. seminars, conferences, coaching) and are encoded under the specific tab in Mobility Tool+.

The indirect costs of those complementary activities in Mobility Tool+ cannot be higher than 7% of the direct costs and 80% of the total costs (direct + indirect) will be covered by the grant. The total eligible amount is displayed in the budget tab and is added to the **Final Beneficiary Report**.

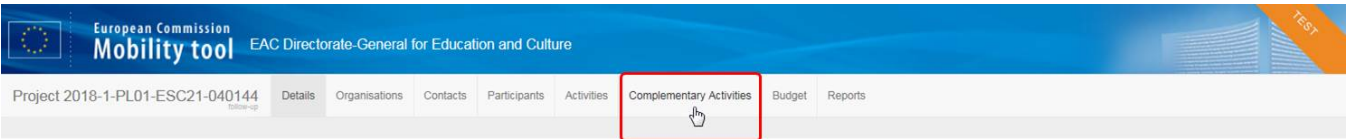
Relevant for...

Call Year	Programme	Action
2018 onward	European Solidarity Corps	ESC11 - Volunteering Projects
		ESC21 - Traineeship and Job

Steps

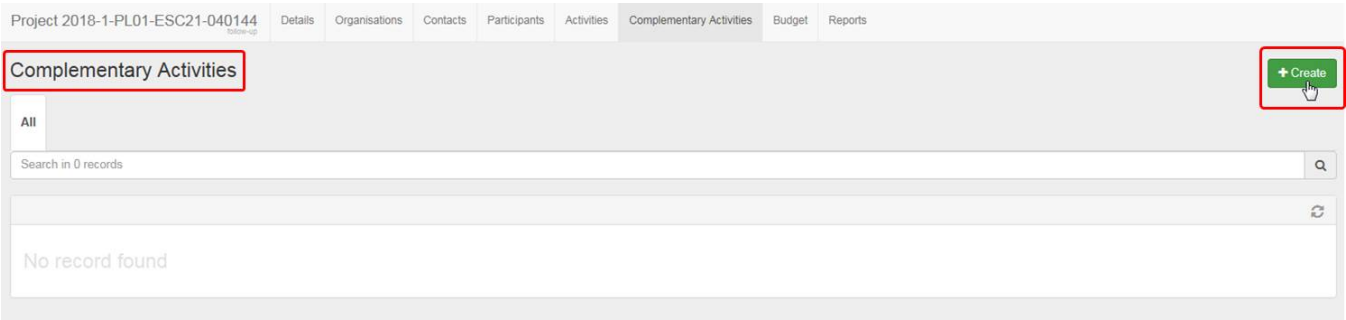
1. Open the "Complementary Activities" tab

In order to add information on additional activities/actions during project, click the tab **Complementary Activities**.



2. Click the "+ Create" button

Click the **+ Create** button. The **Complementary Activity Details** screen appears.



3. Fill in the mandatory fields

All mandatory fields are marked an orange label: **value required**, displayed underneath the field in question.

- **Activity Number:** The activity number is auto generated and cannot be edited.
- **Type of activity:** Briefly state the type of activity.
- **Description of the complementary activity:** Outline a full description of the complementary activity.
- **Direct Costs:** Enter the amount, corresponding to the direct costs of the activity.
- **Indirect Costs:** Enter the amount, corresponding to the indirect costs of the activity, up to a maximum of 7% of the previously entered direct costs.
- **Total Cost (80%):** The field is auto calculated, and not editable. It displays the total grant for the activity corresponding to 80% of direct cost + indirect cost.
- **Comments:** Enter an additional comment, if required.

Project 2018-1-PL01-ESC21-040144 (selected)

DetailsOrganisationsContactsParticipantsActivitiesComplementary ActivitiesBudgetReports

back to list

Complementary Activity Details

values cannot be saved

Activity Number
CA001

Type of activity
value required

Description of the complementary activity
value required

Direct Costs
0

Indirect Costs
0

Total Cost (80%)
0

Comments

Cancel values cannot be saved



Take note

If indirect cost entered does not fulfil the required criteria, a warning message is displayed. You have to fix such errors before you can save the activity.

Indirect Costs

150

The entered Indirect Costs can be up to a maximum 7% of Direct Costs

4. Click the "Save" button

Click the Save button once all information is provided.

Complementary Activity Details

Save

Activity Number

CA001

Type of activity

Kick off meeting

Description of the complementary activity

Kick off meeting to:
xxxxxxx
xxxxxxx
xxxxxxx

Direct Costs

1500

Indirect Costs

105

Total Cost (80%)

1284

Comments

Add a comment

Cancel

Save

The complementary activity appears in the list of the **Complementary Activities** tab.

Project 2018-1-PL01-ESC21-040144

DetailsOrganisationsContactsParticipantsActivitiesComplementary ActivitiesBudgetReports

Complementary Activities

+ Create

All

Search in 1 records

selectionexportbulk operations

	Activity Number	Type of activity	Direct Costs	Indirect Costs	Total Cost (80%)	
	CA001	Kick off meeting	1.500,00 €	105,00 €	1.284,00 €	
	Total		1.500,00 €	105,00 €	1.284,00 €	

102550100

1

5. View a Complementary Activity

To View a complementary activity, select the details line and click the **view** icon. The **Complementary Activity Details** screen appears.

Click the back to list button in the **Complementary Activity** screen to go back to the list.

Complementary Activities

Create

All 1

Search in 1 records

selection export bulk operations

Activity Number	Type of activity	Direct Costs	Indirect Costs	Total Cost (80%)	
CA001	Kick off meeting	1.500,00 €	105,00 €	1.284,00 €	<div>view</div>
Total		1.500,00 €	105,00 €	1.284,00 €	

6. Edit a Complementary Activity

To Edit, select the details line and click the **edit** icon. This option allows you to edit information previously entered and save the details.

Click the **back to list** button in the **Complementary Activity** screen to go back to the list.

Complementary Activities

Create

All 1

Search in 1 records

selection export bulk operations

Activity Number	Type of activity	Direct Costs	Indirect Costs	Total Cost (80%)	
CA001	Kick off meeting	1.500,00 €	105,00 €	1.284,00 €	<div>edit</div>
Total		1.500,00 €	105,00 €	1.284,00 €	

7. Delete a Complementary Activity

To delete a complementary activity, select the details line and click the bin icon. You will be asked to confirm the deletion.

Complementary Activities

All

Search in 1 records

selection export bulk operations

Activity Number	Type of activity	Direct Costs	Indirect Costs	Total Cost (80%)
CA001	Kick off meeting	1.500,00 €	105,00 €	1.284,00 €
Total		1.500,00 €	105,00 €	1.284,00 €

Are you sure you want to delete the selected Item(s) ?

CANCEL

DELETE

Create

Delete

8. Budget screen

The total amount for Complementary Activities is reflected in the Budget tab. The budget for Complementary Activities is usually displayed at the top of the page.

Project 2018-1-PL01-ESC21-040144

Details Organisations Contacts Participants Activities Complementary Activities Budget Reports

Budget

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool+)	% Current/Approved budget
Total Project	27.300,00 €	1.284,00 €	4,70 %
Total complementary activity	0,00 €	1.284,00 €	0,00 %
Activity Type			
JOB-PLACE	14.100,00 €	0,00 €	0,00%
Relocation allowance	14.100,00 €	0,00 €	0,00 %

Related articles

- [MT+ ESC31 - Solidarity Projects Specifics](#)
- [ESC MT+ Budget](#)
- [ESC Participant Reports Examples](#)
- [MT+ ESC How to resend a participant report request](#)
- [ESC MT+ Locations \(ESC11/ESC13\)](#)
- [ESC MT+ Complementary Activities](#)
- [ESC MT+ Submit final report](#)
- [ESC MT+ Participants](#)
- [ESC MT+ Manage organisations](#)
- [ESC MT+ Menu and Navigation](#)
- [ESC MT+ Notifications](#)
- [MT+ List functionality](#)
- [ESC MT+ Project management overview](#)
- [MT+ Update OID or confirm changed organisation details](#)
- [ESC MT+ Activities](#)