

# MT+ KA2 Intellectual Outputs

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This page explains how to manage the list of intellectual outputs in Mobility Tool. Intellectual outputs are the tangible results of a project, such as curricula, pedagogical materials, open education resources (OER), IT tools, analyses, studies, methods, etc.

These can be accessed via the **Intellectual Outputs** tab in the menu.

## Relevant for...

Call Year	Key Action	Action
All	KA2 - Cooperation for innovation and the exchange of good practices.	All

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The screen allows beneficiaries to list all the intellectual outputs of their project as well as to detail the cost of production according to the different types of resources required to produce those intellectual outputs.

The intellectual outputs already approved by the National Agency in their management system will be displayed in this list, with all amounts set to 0 (zero). These items can be edited to update the amounts.

The **Approved Budget (by National Agency)**, which may be different from the **Current Budget (in Mobility Tool)** or **Total (Calculated)** budget, is displayed:

1. under the list
2. and also in the **Budget** tab.

Project 2018-2-PL01-KA205-039244 processing Details Organisations Contacts Project Management and Implementation Transnational Project Meetings **Intellectual Outputs** Multiplier Events Learning, Teaching and Training Activities Special Costs Budget Reports

Intellectual Outputs + Create

Search in 3 records

selection export bulk operations

Output Identification	Output Title	Managers Working Days	Managers Total (Calculated)	Teachers/Trainers/Researchers/Youth Worker Working Days	Teachers/Trainers/Researchers/Youth Worker Total (Calculated)	Technicians Working Days	Technicians Total (Calculated)	Administrative support staff Working Days	Administrative support staff Total (Calculated)	Total (Calculated)
O1	Output Title	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €
O2	Test	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €
O3	Test 1	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €
Total		0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €

10 25 50 100 1

1 Approved Budget (by National Agency) 544.00 €

Project 2018-2-PL01-KA205-039244 processing Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiplier Events Learning, Teaching and Training Activities Special Costs **Budget** Reports

Budget Export PDF

Show Budget Transfers Nothing to save

Legend:  
■ This budget item's current amount is above the approved amount after transfers from other budget items.  
■ This budget item's current amount exceeds its approved budget.  
■ This budget item's current amount is below the minimum allowed amount after transfers to other budget items.  
 The highlighting of amounts using the above mentioned colour legend does not in any way prevent you from using all functionalities in the tool, including the submission of a Final Beneficiary Report.

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved budget
Total Project	169.161,00 €	8.919,00 €	5,27 %
Project management and implementation	15.000,00 €	0,00 €	0,00 %
Transnational Project Meetings	11.500,00 €	0,00 €	0,00 %
<b>Intellectual Outputs</b>	<b>544,00 €</b>	1.972,00 €	362,50 %
Multiplier Events	0,00 €	0,00 €	0,00 %

2

## Steps

### 1. Add an "Intellectual Output"

#### 1.1. Click "+Create"

If a new intellectual output entry is required, click the **+Create** button.

Project 2018-2-PL01-KA205-039244

Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiplier Events Learning, Teaching and Training Activities Special Costs Budget Reports

### Intellectual Outputs

Search in 3 records

selection export bulk operations

Output Identification	Output title	Managers Working Days	Managers Total (Calculated)	Teachers/Trainers/Researchers/Youth Worker Working Days	Teachers/Trainers/Researchers/Youth Worker Total (Calculated)	Technicians Working Days	Technicians Total (Calculated)	Administrative support staff Working Days	Administrative support staff Total (Calculated)	Total (Calculated)
O1	Output Title	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €
O2	Test	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €
O3	Test 1	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €
Total		0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €

10 25 50 100

Approved Budget (by National Agency) 544,00 €

## 1.2. Fill in the details

Fill in the fields as applicable.

The start and end dates for intellectual outputs must always be within the start and end dates of the project, which are specified in the **Details** tab.

### Information

The **Output Type** field is only available for 2014 and 2018 call years. Select the **Output Type** from the drop-down menu.

### Intellectual Outputs

Save

Output Identification: O4

Output title: Seminar

Output Type: Learning / teaching / training material – Audiovisual material

Project Duration: 01/09/2018 to 30/04/2020

Start Date: 01/12/2018

End Date: 14/01/2020

Available Language 1: English

Available Language 2: French

Available Language 3: Polish

Available Media 1: Cinema

Available Media 2: Social Media

Available Media 3: Internet

Description of the intellectual output (Please provide detailed information about the nature of the output and its significant contribution in terms of innovation, impact and transferability. In case there is a difference between what was planned and what was implemented, please explain why)

Seminar on the importance of traditional stories, language in a modern Europe.

4922 characters left

Cancel Save

## 1.3. Click "Save"

Click the **Save** button to save the information and create the specific **Intellectual Output** item.

### Intellectual Outputs

Save

Output Identification: O4

Output title: Seminar

Output Type: Learning / teaching / training material – Audiovisual material

Project Duration: 01/09/2018 to 30/04/2020

Start Date: 01/12/2018

End Date: 14/01/2020

Available Language 1: English

Available Language 2: French

Available Language 3: Polish

Available Media 1: Cinema

Available Media 2: Social Media

Available Media 3: Internet

Description of the intellectual output (Please provide detailed information about the nature of the output and its significant contribution in terms of innovation, impact and transferability. In case there is a difference between what was planned and what was implemented, please explain why)

Seminar on the importance of traditional stories, language in a modern Europe.

4922 characters left

Save

The item will be added to the **Intellectual Outputs** list.

Intellectual Outputs + Create

Search in 4 records Q

selection | export | bulk operations ↻

	Output Identification	Output Title	Managers Working Days	Managers Total (Calculated)	Teachers/Trainers/Researchers/Youth Worker Working Days	Teachers/Trainers/Researchers/Youth Worker Total (Calculated)	Technicians Working Days	Technicians Total (Calculated)	Administrative support staff Working Days	Administrative support staff Total (Calculated)	Total (Calculated)	
<input type="radio"/>	O1	Output Title	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	O2	Test	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	O3	Test 1	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	O4	Seminar	1	164,00 €	10	1.370,00 €	2	204,00 €	3	234,00 €	1.972,00 €	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Total</b>			<b>1</b>	<b>164,00 €</b>	<b>10</b>	<b>1.370,00 €</b>	<b>2</b>	<b>204,00 €</b>	<b>3</b>	<b>234,00 €</b>	<b>1.972,00 €</b>	

## 2. Add staff costs per organisation

Once an intellectual output item is created, the **Organisations** section is displayed in the **Intellectual Outputs** screen for that specific item. In this section you can specify the staff costs incurred by the organisation(s) involved in producing that intellectual output.

This can be done either when you create an item or at a later stage, by editing the item.

### 2.1. Click "+Create"

Click **+Create** to add the details of the organisation(s) involved in the production of this intellectual output.

The screenshot shows the 'Intellectual Outputs' form. At the top right, there is an 'Edit' button. The form contains several fields: 'Output Identification' (O4), 'Output title' (Seminar), and 'Output Type' (Learning / teaching / training material - Audiovisual material). Below these are 'Project Duration' (01/09/2018 to 30/04/2020), 'Start Date' (01/12/2018), and 'End Date' (14/01/2020). There are three 'Available Language' dropdowns (English, French, Polish) and three 'Available Media' dropdowns (Cinema, Social Media, Internet). A text area for 'Description of the intellectual output' contains the text: 'Seminar on the importance of traditional stories, language in a modern Europe.' At the bottom, the 'Organisations' section is highlighted with a red box, and a red arrow points to a green '+ Create' button. Below the 'Organisations' section is a search bar with 'Search in 0 records' and a search icon, and a message 'No record found'.

### 2.2. Fill in the details

Select an organisation from the **Legal Name** drop-down list and fill in the details as applicable. If an organisation is not listed, please follow the [procedure for managing organisations for KA2 projects](#).

When you fill in the fields for **No. of Working Days**, both the **Daily Rate** and the **Total (Calculated)** fields will be filled in automatically for each **Staff Category**.



#### Take note

Only one of the organisations can be flagged as **Leading** for a given intellectual output.

## Intellectual Outputs - Organisation

Save

Legal Name

United Societies of Balkans

Country

Greece

Leading?

### MANAGERS

No. Of Working Days

1

Daily Rate

164

Total (Calculated)

164

### TEACHERS/TRAINERS/RESEARCHERS/YOUTH WORKER

No. Of Working Days

10

Daily Rate

137

Total (Calculated)

1370

### TECHNICIANS

No. Of Working Days

2

Daily Rate

102

Total (Calculated)

204

### ADMINISTRATIVE SUPPORT STAFF

No. Of Working Days

3

Daily Rate

78

Total (Calculated)

234

Cancel

Save

## 2.3. Click "Save"

Click the **Save** button to save the details.

## Intellectual Outputs - Organisation

Save

Legal Name

United Societies of Balkans

Country

Greece

Leading?

### MANAGERS

No. Of Working Days

1

Daily Rate

164

Total (Calculated)

164

### TEACHERS/TRAINERS/RESEARCHERS/YOUTH WORKER

No. Of Working Days

10

Daily Rate

137

Total (Calculated)

1370

### TECHNICIANS

No. Of Working Days

2

Daily Rate

102

Total (Calculated)

204

### ADMINISTRATIVE SUPPORT STAFF

No. Of Working Days

3

Daily Rate

78

Total (Calculated)

234

Save

## 2.4. View the staff costs per organisation

After clicking **Save** you will be redirected to the **Intellectual Output** screen for that particular item. The costs incurred by all organisations for this intellectual output will be displayed at the bottom of the screen. The total costs are also shown in **green**.

To return to the list of all **Intellectual Outputs**, click the **back to list** button.

[back to list](#) Intellectual Output Details

Intellectual Outputs ✕ Edit

Output Identification: O4 | Output title: Seminar | Output Type: Learning / teaching / training material – Audiovisual material

Project Duration: 01/09/2018 – 30/04/2020

Start Date: 01/12/2018 | End Date: 14/01/2020

Available Language 1: English | Available Language 2: French | Available Language 3: Polish

Available Media 1: Cinema | Available Media 2: Social Media | Available Media 3: Internet

Description of the intellectual output (Please provide detailed information about the nature of the output and its significant contribution in terms of innovation, impact and transferability. In case there is a difference between what was planned and what was implemented, please explain why):  
Seminar on the importance of traditional stories, language in a modern Europe.

Staff Category

		Managers			Teachers/Trainers/Researchers/Youth Worker			Technicians			Administrative support staff			Totals	
Legal Name	Leading?	Country	No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Calculated)
United Societies of Balkans	✓	Greece	1	154,00 €	154,00 €	10	137,00 €	1.370,00 €	2	102,00 €	204,00 €	3	78,00 €	234,00 €	1.972,00 €
<b>Total</b>			<b>1</b>		<b>154,00 €</b>	<b>10</b>		<b>1.370,00 €</b>	<b>2</b>		<b>204,00 €</b>	<b>3</b>		<b>234,00 €</b>	<b>1.972,00 €</b>

Organisation:

Staff Category

		Managers			Teachers/Trainers/Researchers/Youth Worker			Technicians			Administrative support staff			Totals	
Legal Name	Leading?	Country	No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Calculated)
United Societies of Balkans	✓	Greece	1	154,00 €	154,00 €	10	137,00 €	1.370,00 €	2	102,00 €	204,00 €	3	78,00 €	234,00 €	1.972,00 €
<b>Total</b>			<b>1</b>		<b>154,00 €</b>	<b>10</b>		<b>1.370,00 €</b>	<b>2</b>		<b>204,00 €</b>	<b>3</b>		<b>234,00 €</b>	<b>1.972,00 €</b>

### 3. View an "Intellectual Output"

To view the details of an intellectual output item, click the view icon.

Intellectual Outputs + Create

Search in 4 records

selection export bulk operations

Output Identification	Output Title	Managers Working Days	Managers Total (Calculated)	Teachers/Trainers/Researchers/Youth Worker Working Days	Teachers/Trainers/Researchers/Youth Worker Total (Calculated)	Technicians Working Days	Technicians Total (Calculated)	Administrative support staff Working Days	Administrative support staff Total (Calculated)	Total (Calculated)	
O1	Output Title	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €	
O2	Test	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €	
O3	Test 1	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €	
O4	Seminar	1	164,00 €	10	1.370,00 €	2	204,00 €	3	234,00 €	1.972,00 €	
<b>Total</b>		<b>1</b>	<b>164,00 €</b>	<b>10</b>	<b>1.370,00 €</b>	<b>2</b>	<b>204,00 €</b>	<b>3</b>	<b>234,00 €</b>	<b>1.972,00 €</b>	

### 4. Edit an "Intellectual Output"

To modify an intellectual output item, click the "pencil" icon.

#### Information

For 2014 projects, the column **Total (Adjusted)** appears.

Intellectual Outputs + Create

Search in 4 records

selection export bulk operations

Output Identification	Output Title	Managers Working Days	Managers Total (Calculated)	Teachers/Trainers/Researchers/Youth Worker Working Days	Teachers/Trainers/Researchers/Youth Worker Total (Calculated)	Technicians Working Days	Technicians Total (Calculated)	Administrative support staff Working Days	Administrative support staff Total (Calculated)	Total (Calculated)	
O1	Output Title	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €	
O2	Test	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €	
O3	Test 1	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €	
O4	Seminar	1	164,00 €	10	1.370,00 €	2	204,00 €	3	234,00 €	1.972,00 €	
<b>Total</b>		<b>1</b>	<b>164,00 €</b>	<b>10</b>	<b>1.370,00 €</b>	<b>2</b>	<b>204,00 €</b>	<b>3</b>	<b>234,00 €</b>	<b>1.972,00 €</b>	

Follow the steps described in this page to update the desired details. If you update any costs, the **Current Budget (in Mobility Tool)** in the **Budget** tab will be updated accordingly.

selection export bulk operations

Output Identification	Output Title	Managers Working Days	Managers Total (Calculated)	Teachers/Trainers/Researchers/Youth Worker Working Days	Teachers/Trainers/Researchers/Youth Worker Total (Calculated)	Technicians Working Days	Technicians Total (Calculated)	Administrative support staff Working Days	Administrative support staff Total (Calculated)	Total (Calculated)
O1	Test 1	2	176,00 €	5	370,00 €	0	0,00 €	2	78,00 €	624,00 €
O2	Test 2	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €
O3	Test 3	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €
O4	Seminar	1	164,00 €	10	1.370,00 €	2	204,00 €	3	234,00 €	1.972,00 €
<b>Total</b>		<b>3</b>	<b>340,00 €</b>	<b>15</b>	<b>1.740,00 €</b>	<b>2</b>	<b>204,00 €</b>	<b>5</b>	<b>312,00 €</b>	<b>2.586,00 €</b>

10 25 50 100 1

Approved Budget (by National Agency) 544,00 €

Budget [Export PDF](#)

Show Budget Transfers Nothing to save

Legend:  
■ This budget item's current amount is above the approved amount after transfers from other budget items.  
■ This budget item's current amount exceeds its approved budget.  
■ This budget item's current amount is below the minimum allowed amount after transfers to other budget items.  
 The highlighting of amounts using the above mentioned colour legend does not in any way prevent you from using all functionalities in the tool, including the submission of a Final Beneficiary Report.

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved budget
<b>Total Project</b>	169.161,00 €	9.543,00 €	5,64 %
<b>Project management and implementation</b>	15.000,00 €	0,00 €	0,00 %
<b>Transnational Project Meetings</b>	11.500,00 €	0,00 €	0,00 %
<b>Intellectual Outputs</b>	544,00 €	2.596,00 €	477,21 %
<b>Multiplier Events</b>	0,00 €	0,00 €	0,00 %

## 5. Delete an "Intellectual Output"

To delete an intellectual output item, click the "bin" icon.

 For 2014 projects, the column **Total (Adjusted)** is displayed.

Intellectual Outputs + Create

Search in 4 records Q

selection | export | bulk operations refresh

	Output Identification	Output title	Managers Working Days	Managers Total (Calculated)	Teachers/Trainers/Researchers/Youth Worker Working Days	Teachers/Trainers/Researchers/Youth Worker Total (Calculated)	Technicians Working Days	Technicians Total (Calculated)	Administrative support staff Working Days	Administrative support staff Total (Calculated)	Total (Calculated)	
<input type="radio"/>	O1	Output Title	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €	 
<input type="radio"/>	O2	Test	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €	 
<input type="radio"/>	O3	Test 1	0	0,00 €	0	0,00 €	0	0,00 €	0	0,00 €	0,00 €	 
<input type="radio"/>	O4	Seminar	1	164,00 €	10	1.370,00 €	2	204,00 €	3	234,00 €	1.972,00 €	  <b>Delete</b>
<b>Total</b>			<b>1</b>	<b>164,00 €</b>	<b>10</b>	<b>1.370,00 €</b>	<b>2</b>	<b>204,00 €</b>	<b>3</b>	<b>234,00 €</b>	<b>1.972,00 €</b>	

## Related articles

- [MT+ Force majeure guidance due to Coronavirus](#)
- [MT+ How to manage organisations for KA2 projects](#)
- [MT+ KA1 and KA2 Project Log](#)
- [MT+ KA2 Budget](#)
- [MT+ KA2 Force Majeure](#)
- [MT+ KA2 How to complete and submit the final beneficiary report](#)
- [MT+ KA2 Intellectual Outputs](#)
- [MT+ KA2 Learning, Teaching and Training Activities](#)
- [MT+ KA2 Multiplier Events](#)
- [MT+ KA2 Overview of virtual and blended activities](#)
- [MT+ KA2 Project Management and Implementation](#)
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- [MT+ KA2 Travel Grant - 2017 \(LTT Activities\)](#)
- [MT+ KA2 Validated and checked versions](#)