MT+ Manage KA1 participant report

- [View participant reports status for your project](#)
- [Bulk download all participant reports for a project](#)
- [Download individual participant report](#)
- [Automatic Reminders](#)
- [Automatic Reminders for KA107](#)

- [How to do this in the tools](#)

Those individuals that have participated in an Erasmus+ mobility project are requested to submit their feedback on the experience. The participant receives an email with a dedicated link to the participant report (this link will not expire). The email request is automatically triggered by Mobility Tool+ when the end date of the mobility is reached. The individual participant report is completed online in an EU Survey and is offered in various languages. The participant can save as draft and submit the form. After submission, the participant may download a PDF version but they can not edit the form again.

ⓘ **Information**

Participant reports are not required for mobilities flagged as force majeure and having a duration of 1 day (i.e. cancelled mobilities, for which the start and end date are the same).

However, participant reports are required for virtual mobilities, even though the physical duration is technically set to 1 day. The report request is submitted by Mobility Tool on the end date of the virtual mobility. For blended mobilities, the request is submitted on the last day of the physical activity.

What are the participant reports?

In Mobility Tool+, you can view the status of the participant report. The report status can be:

- **Requested**,
- **Prefilling** (is a temporary status, used to distinguish the reports for which the call to set the name and email address in the participant report was not made yet. It usually happens during the night and can be longer (until after mid day) due to the huge amount of reports which have to be processed),
- or **Submitted**.

If the email address is incorrect or there is an issue with sending the email, the status will be **Undelivered.** In this case it is possible to send the email request to the participant again. To do so:

1. Select the participants to which you would like to resend the report request
2. Click on the link **Resend participant report request**

ⓘ **Information**

The participant reports will not be sent out if the mobility is in [draft](#) (draft mobilities are available starting from call 2016). Please complete the mobility details or [revalidate the mobilities](#).

View participant reports status for your project

Project 2015-1-NL01-KA103-008626	Details	Dashboard	Organisations	Contacts	**Mobilities**	Mobility Import - Export	Budget	Reports

Mobilities 📄 Export Participant Report(s)   **+ Create**

All 452   Eligibles 0

Search in 452 records 🔍

⊙ selection 3   ⬇ export   ◯ bulk operations   ⟳

●All ◯NONE   ⟩ Bulk operations on 2 records: 🗑 Delete   ⟨ **Re-Send Participant Report Requests** ⟩ ②
◑ inverse

	Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility	Report Status	Requested On	Received On			
●	Fergus	Kelman	email@domain.com	IE-SMS-P	159	Netherlands	Spain	01/09/2015	31/12/2015		Requested	31/12/2015		▦	✎	🗑
●	Hanin	Glass	email@domain.com	IE-SMS-P	14	Netherlands	Spain	07/09/2015	31/12/2015		Requested	31/12/2015		▦	✎	🗑
●	Jon	Rose	email@domain.com	IE-SMS-P	348	Netherlands	Spain	07/09/2015	31/12/2015		Undelivered	31/12/2015		▦	✎	🗑
○	An	Dune	email@domain.com	IE-SMS-P	85	Netherlands	Spain	29/08/2015	31/12/2015		Submitted	31/12/2015		▦	✎	🗑

① (points to Fergus row)

Bulk download all participant reports for a project

All participant reports can be downloaded from the **Mobilities** list view.

Project 2014-1-PL01-KA103-000066	Details	Dashboard	Organisations	Contacts	**Mobilities**	Mobility Import - Export	Budget	Reports

Mobilities 📄 Export Participant Report(s)   ◁ Download the report here!   **+ Create**

All 4

Search in 4 records 🔍

⊙ selection 1   ⬇ export   ◯ bulk operations   ⟳

●All ◯NONE ◑ inverse   ⟩ Bulk operations on 1 records: 🗑 Delete   ⟨ Re-Send Participant Report Requests ⟩

	Participant First Name	Participant Last Name	Participant Email	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Report Status	Requested On	Received On			
○	b	b	b@test.com	HE-SMS-P	00066-MOB-00002	France	Austria	01/03/2016	31/03/2016	NONE			▦	✎	🗑
○	a	a	a@a.com	HE-SMP-P	00066-MOB-00001	France	Austria	01/05/2015	30/05/2015	NONE			▦	✎	🗑
○	Helen	Doyle	helen.doyle@ext.ec.europa.eu	HE-SMS-P	00066-MOB-00003	France	Austria	01/03/2016	30/05/2016	NONE			▦	✎	🗑
●	Stephen	Reid	stephen.reid@ext.ec.europa.eu	HE-SMP-P	00066-MOB-00004	France	Austria	06/03/2016	08/04/2016	NONE			▦	✎	🗑

10	**25**	50	100

For those key actions that have more than one activity type, the zip file will contain as many files as there are activity types, as the participant forms differ for each activity type.

The participant reports are not mandatory for all key actions, for example for youth key actions only the group leader may be requested to complete the participant report. For KA2 no participant reports are required.

The functionality in MT+ allows for sending of the beneficiary report even if not all participant reports have been submitted.

Download individual participant report

You also have the possibility to **download the reports individually**.

Access the **Mobilities** tab in your project. For mobilities having sent the report, it is declared as **Submitted** in the Report Status column.

Click on **View**.

In the participant details window, access the **Participant Report** tab.

Click the **Download PDF** button.

Automatic Reminders

The rules governing the triggering of an automatic reminder to the individual participants inviting them to fill their participant reports are the following:

Participant Profile	Reference Date	Invitation Sent
All Action Types and Activity Types, except KA107	Mobility End Date	<u>on</u> the Reference Date
		<u>by</u> 15 calendar days <u>after</u> the Reference Date, if report not submitted.

Automatic Reminders for KA107

The rules governing the triggering of an automatic email to the individual participants inviting them to fill in a Participant Report in EU Survey are the following:

Participant Profile	Extension Granted?	Reference Date	Invitation Sent
Student	No	Mobility End Date	30 calendar days <u>before</u> the Reference Date
Student	Yes	Extension End Date	30 calendar days <u>before</u> the Reference Date
Staff	No	Mobility End Date	<u>At</u> the Reference Date
Staff	Yes	Extension End Date	<u>At</u> the Reference Date

How to do this in the tools

- Erasmus+ Participant Report Examples
- MT+ How to resend a participant report request from the mobility view page
- MT+ How to manage Survey on Recognition
- MT+ How to export the inbound participant reports
- MT+ How to bulk send reminders for participant reports