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

Proje	ect 2015-1-N	L01-KA103	3-008626 De	tails Da	ashboard	Organisatior	ns Contacts	Mobilities	Mobility In	nport - Export	Budge	t Reports			
Mob	oilities 🗈	Export Particip	pant Report(s)												+ Crea
AII	452 Elig	gibles 🕕													
Sear	rch in 452 recor	rds													
⊙ s	election (3) 🛃	⊾export O	bulk operations				2								Ŕ
	AII ONONE		> Bulk operation	ons on 2 r	ecords:	j Delete	🔺 Re-S	end Participant	Report Reques	sts					
	Participant First Name	Participant Last Name	Participant Ema	il	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility		Requested On	Received On	
•			Participant Ema						Start Date 01/09/2015		Mobility			On	a
•	First Name	Last Name		ain.com	Туре	ID 159	Country	Country Spain		31/12/2015	Mobility	Status	On	On	 ✓ û ✓ û
····	First Name Fergus	Last Name Kelman	email@dom	ain.com ain.com	Type IE-SMS-P	ID 159 14	Country Netherlands	Country Spain Spain	01/09/2015	31/12/2015 31/12/2015	Mobility	Status Requested	On 31/12/2015	On	

Bulk download all participant reports for a project

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

Projec	t 2014-1-PL01-K	A103-000066	Details Dashboard Organis	ations Co	ntacts Mobilities	Mobility Import	t - Export Bu	udget Reports						
Mob	ilities 🖻 Export I	Participant Report(s)	Download the	report	1								+	Create
AII	0		here!		J									
Searc	h in 4 records													Q
	lection <mark>①</mark> ▲ export I │ ○ NONE │ ① inver		s coperations on 1 records: 📋 D	elete	Re-Send Participa	nt Report Requests								Q
	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		
			Participant Email b@test.com		Mobility ID 00066-MOB- 00002				End Date 31/03/2016	Status				
	Name b	Name		Туре	00066-MOB-	Country	Country	01/03/2016		Status				
0	Name b	Name b	b@test.com	Type HE-SMS-P	00066-MOB- 00002 00066-MOB-	Country France	Country Austria	01/03/2016 01/05/2015	31/03/2016	Status NONE NONE				
0	Name b a	Name b a	b@test.com a@a.com	Type HE-SMS-P HE-SMP-P HE-SMS-P	00066-MOB- 00002 00066-MOB- 00001 00066-MOB-	Country France France	Country Austria Austria	01/03/2016 01/05/2015 01/03/2016	31/03/2016 30/05/2015	Status NONE NONE NONE				

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.

Participant		Participant E	mail		Гуре	Mobility ID 22689-	Sending Country United	Receiving Country	Start Date	End Date	Eligible Mobility	Complete	Report Status -	Requested On	Received On	view
selection	📩 export															
earch in 6 record	is															
6 NA Va	lidation and Cl	necks 🚺										Version Desk (Check: FR01	-DES-002255	(Closed)	
obilities 盾	Export Participant	Report(s)														
ect 2016-1-	FR01-KA10	1-022689 with eligible cost	Details	Organisations	Contac	ts Mot	pilities M	obility Import -	Export Bud	iget Repor	ts NA V	alidation / Ch	eck monitoring	9		

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

Project 2016-1-FR01-KA101-022		Organisations	Contacts	Mobilities	Mobili	ity Import - Export	Budget	Reports	NA Validation / Check monitoring	
back to list Mobilities										
Mobility for Pieter Smel	kens N	lobility 🖌 🛛 F	Participant 🗸	From / 1	То 🗸	Duration 🗸	Budget	~	500.00€	Complete
MOBILITY									Mobility saved 7 months ago	
Activity Type SE-TAA	: Teaching assigr	ments abroad		/	Long-te	erm activity			Nothing to sa	νς
Mobility ID 22689-MOB-00001									Eligible Mobility Yes No Undefined	
Force Majeure ?									HISTORY INFORMATION Created on 08/06/2016 14:12:47 by Updated on 28/10/2016 10:10:32 by	
PARTICIPANT									opuated OII 28/10/2016 10.10.32 by	
Participant Data Participant R	eport 🖌 Ce	tifications (0 ma	ix_3)							
Participant ID	Pa	rticipant First Nar Pieter	me			Participant Last N Smekens	lame			

Mobility for P	ieter Smekens	Mobility 🗸	Participant 🗸	From / To 🗸	Duration 🗸	Budget ✔	500.00€	Complete
MOBILITY							🖺 Mobility saved 9 months ago	
	Activity Type SE-TAA : Teaching as	signments abroad		✓ □ Lor	ng-term activity		Nothing to sa	ve
Mobility ID							ELIGIBILITY Eligible Mobility	
22689-MOB-00001							Yes No Undefined	
Force Majeure ?							HISTORY INFORMATION	
PARTICIPANT							Created on 08/06/2016 14:12:47 by Updated on 28/10/2016 10:10:32 by	
Participant Data	Participant Report 🖌 🗸	Certifications (0 max	. 3)					
REQUEST ID 515546								
DATE	ACTION							
08/06/2016	Survey Submitted							
08/06/2016	Automatic Invitation Sent To Mi	chail.CHALKIAS@ex	t.ec.europa.eu					
08/06/2016	Automatic Invitation ready to be	sent To Michail.CHA	LKIAS@ext.ec.euro	opa.eu				
08/06/2016	Survey Prefilled							
08/06/2016	Prefilling							
Download PDF								

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	Mobility End Date	on the Reference Date
and		by 15 calendar days after the Reference Date, if report not submitted.
Activity Types, except KA107		

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 before the Reference Date
Student	Yes	Extension End Date	30 calendar days before the Reference Date
Staff	No	Mobility End Date	At the Reference Date
Staff	Yes	Extension End Date	At 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