

# ESC MT+ Submit final report

- [1. Open the project and check that the project is up-to-date](#)
- [2. Generate and draft the report](#)
- [3. Other Report functionalities](#)
- [4. Start the Submission Process](#)
- [5. Report sections per European Solidarity Corps Action Type](#)
- [6. ESC Final Beneficiary Report Examples](#)

This page explains how to submit a Final Beneficiary Report for European Solidarity Corps projects in Mobility Tool+, using an ESC31 - Solidarity Project as example.

At the bottom of the page you have the possibility to view and download Final Beneficiary Report examples for the other European Solidarity Corps actions as a reference.

## Relevant for...


| Call Year   | Programme                 | Action  |
|-------------|---------------------------|---|
| 2018 onward | European Solidarity Corps | ESC11 - Volunteering Projects<br>ESC13 - Volunteering Partnerships Annual<br>ESC21 - Traineeship and Job<br>ESC31 - Solidarity Projects |

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## 1. Open the project and check that the project is up-to-date

Before generating the beneficiary report, check that the project data is up to date.

- The **Project details** tab is read only and the information can not be updated. If there is a mistake in the project end/start date or the project title, please contact your National Agency to make the necessary adjustments.
- **Review and update**, if needed, the various project tabs to ensure all project data is up to date before generating the beneficiary report.
- **Participant details** changed in the European Solidarity Corps Portal can be updated until the final report is generated. After the report is generated the participant data is frozen.
- It is mandatory to refresh the participant data from the European Youth Portal before generating the report. If this is not done a warning message informs you about the required update: *"Please update participants from EYP in order to be able to continue the submission."* In such scenario the beneficiary report has to be released and the participant details updated. Likewise if there are additional participant details to be added, the final report should be released first.
- Certain parts of the report are prefilled with project information as in Mobility Tool+.

**European Commission**  
**Mobility tool**

EAC Directorate-General for Education and Culture

TEST

Project 2018-1-PL01-ESC31-040113

Details

Organisations

Contacts

Participants

Exceptional Costs

Budget

Reports

### Project Details

#### Context information

**Programme:** European Solidarity Corps  
**Action:** SPR - Solidarity Projects  
**Action Type:** ESC31 - Solidarity Projects  
**Call Year:** 2018  
**Round:** 1  
**Start of Project:** 01/01/2018  
**End of Project:** 01/01/2020  
**Project Duration (months):** 12

#### Project information

**Grant Agreement No.:** 2018-1-PL01-ESC31-040113  
**National ID:** Solidarity Projects 02 - EAC IT TRAINING  
**Project Title:** Solidarity Projects 02 - EAC IT TRAINING  
**Project Acronym:** Solidarity Projects 02 - EAC IT TRAINING  
**Project Status:** Follow-up

#### Project Access

**User's role in project:** Admin  
**Access to Project:** Edit Access to Project  
**Project is locked:** ☐

#### History information

**Created on:** 11/01/2019 09:55:55 **by:** National Agency  
**Updated on:** 11/01/2019 09:55:55 **by:** National Agency

#### National Agency

**National Agency:** PL01 - Foundation for the Development of the Education System  
For further details about your National Agency, please consult the following page  
[https://ec.europa.eu/youth/solidarity-corps/resources-and-contacts\\_en](https://ec.europa.eu/youth/solidarity-corps/resources-and-contacts_en)

#### Beneficiary Organisation information

**OID:** E10200698  
**Legal Name:** UNIWERSYTET KAZIMIERZA WIELKIEGO  
**Business Name:** KAZIMIERZ WIELKI UNIVERSITY UKW  
**Full legal name (National Language):** KAZIMIERZ WIELKI UNIVERSITY UKW  
**Erasmus Code:** PL BYDGOSZ01

2. Generate and draft the report

When satisfied that all of the project data is up to date, click the **Reports** tab and start the beneficiary report by clicking the **Generate Beneficiary Report** button.

Project 2018-1-PL01-ESC31-040113

follow-up

Details

Organisations

Contacts

Participants


Exceptional Costs

Budget

Reports

Beneficiary Reports

Final Beneficiary Report



Please click on this button to generate a new Beneficiary Report

Generate Beneficiary Report

To access the report, click on **Edit Draft**.

Project 2018-1-PL01-ESC31-040226

processing

Details

Organisations

Contacts

Participants


Exceptional Costs

Budget

Reports

Beneficiary Reports

Final Beneficiary Report



Final Draft report available (7% Done)

Draft

Submission in progress

Submitted

NA Validated with eligible cost

Terminated with eligible cost

08/01/2019

Final Beneficiary Report saved 7 days ago by Daniela HEYER

Edit Draft

Beneficiary Report created 7 days ago

Final - Request ID 5014

Show Log

Draft

2.1. The "Context" section

You will notice that the **Context** (and **Budget**) section is already filled in, indicated by the green check mark.

The Context section of the report contains the same information that is displayed in the project details and cannot be edited in Mobility Tool+. Only via an formal amendment request to the National Agency information such as project dates can be changed. Once such request is processed, the data is updated in Mobility Tool+.

Click on **Participant of the Group**. The previous section, the Project Summary, receives a green check mark if all fields for that section have been completed. This will be the same behaviour for the other report sections.

Fill in the **Participants' Profile** section. Please note, if this section is blank it means that there are no participants added to the project. In order to add participants to the report, return to the report page and click on Release report and then add [participants](#).

Draft report saved a few seconds ago

25%

not ready for submission

[return to report page](#)
[print draft report](#)
[preview draft report](#)

1. Context

2. Project Summary

3. Participants of the Group

4. Description of the Project

5. Project Implementation

6. Impact and dissemination

7. Budget

8. Annexes

### 3. Participants of the Group

#### 3.1. Participants' Details

| PRN                          | First Name | Last Name | Country of the residence |
|------------------------------|------------|-----------|--------------------------|
| Total Number of Participants |            |           | 0                        |

#### 3.2. Participants' Profile

Please describe the background and profile of the participants of the group.

test

4995 characters left

|   |                 |   |
|---|-----------------|---|
| 18-25 years old                                 | 26-30 years old | Average Age                               |
| 0   | 0               | 0   |
| Female  | Male            | Other                                     |
| 0   | 0               | 0   |
| Number of Participants with Fewer Opportunities |                 | Number of Participants with Special Needs |
| 0   |                 | 0   |

## 2.4. Fill in the "Description of the Project" section

Complete the section **Description of the Project**. In this section, you are asked to give information about the objectives and topics addressed by your project.

Draft report saved a few seconds ago

50%

not ready for submission

[return to report page](#)
[print draft report](#)
[preview draft report](#)

1. Context

2. Project Summary

3. Participants of the Group

4. Description of the Project

5. Project Implementation

6. Impact and dissemination

7. Budget

8. Annexes

### 4. Description of the Project

In this section, you are asked to give information about the objectives and topics addressed by your project.

Please give a general description and context of your project.

test

What were the most relevant topics addressed by your project?(multiple selection possible)

Energy and resources

In case the topics chosen are different from the ones in the application, please explain why.

test

## 2.5. Fill in the "Project Implementation" section

In this section, answer the questions about the implementation of the project.

Draft report saved a few seconds ago

61%

not ready for submission

[return to report page](#)
[print draft report](#)
[preview draft report](#)

1. Context

2. Project Summary

3. Participants of the Group

4. Description of the Project

5. Project Implementation

6. Impact and dissemination

7. Budget

8. Annexes

### 5. Project Implementation

Please describe the activities you carried out. How did you implement them?

test

How did you manage your project? How did you distribute the tasks?

test

Were there any changes between your initial application and the finalised project? If so, please explain the eventual modifications and their causes.

test

Please describe any problems or difficulties encountered. How did you tackle them?

test

Did you make use of the support of a coach?

☒ Yes ☐ No

How did he/she support you in your project? Did you find this support valuable? Why?

test

4995 characters left

## 2.6. Fill in the "Impact and dissemination" section

In section **Impact and dissemination** provide details on impact and the dissemination of the project.

Draft report saved a few seconds ago

100%

Start Submission Process

return to report page · print draft report · preview draft report

- 1. Context ✓
- 2. Project Summary ✓
- 3. Participants of the Group ✓
- 4. Description of the Project ✓
- 5. Project Implementation ✓
- 6. Impact and dissemination ✓**
- 7. Budget ✓
- 8. Annexes 0

### 6. Impact and dissemination

Did you achieve your objectives? Did you reach your target group? If so, how did the target group benefit from your project?

test

Did your project bring expected impact on participants in your group? Which skills, competences and knowledge did they gain or improve and how did you identify and document them?

test

How did you promote your project? Which project results have you shared/disseminated? Please provide concrete examples.

test

Do you plan to follow up on your project and ensure that its results are sustainable? If so, how?

test

## 2.7. Check the "Budget" section

The **Budget** section is automatically filled in with the **Budget Summary**, the **Project Costs**, the **Coach costs**, the **Exceptional Costs** and the **Project Total Amount**.

This section gives a detailed overview of the amount of the EU grant related to the activities encoded so far.

## 2.8. Upload the "Annexes"

It is possible to download the Declaration of Honour, to be signed and attached to the Final Report, from this section. Click the button **DOWNLOAD Declaration of Honour**.

Please note that according to national context, a signature may not suffice and a stamp for the organisation might be needed as well.

Draft report saved 3 minutes ago

100%

Start Submission Process

return to report page · print draft report · preview draft report

- 1. Context ✓
- 2. Project Summary ✓
- 3. Participants of the Group ✓
- 4. Description of the Project ✓
- 5. Project Implementation ✓
- 6. Impact and dissemination ✓
- 7. Budget ✓
- 8. Annexes 0**

Please provide any further comments you may have concerning the above figures especially if the adjusted amount differs from the calculated amount.

test

### 8. Annexes

Additional documents that are mandatory for the completion of the report:

Attachments quota usage

Please note that all documents mentioned below need to be attached here before you submit your form online.  
Before submitting your report to the National Agency, please check that:

- The Declaration of Honour signed by the legal representative of the beneficiary organisation.
- All necessary information on your project have been encoded in Mobility Tool+.
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents.
- The necessary supporting documents as requested in the grant agreement.

**DOWNLOAD Declaration of Honour**

List of uploaded files

no uploaded files yet

Add more files

Select File

Drop Your File(s) Here

The **Declaration of Honour** and other supporting documentation can then be added by clicking **Select File**. Locate the files to be attached, such as the signed Declaration of Honour, and upload them to the Annexes section.

Alternatively drag and drop the files to be attached to your report in the **Drop Your File(S) Here** section.

## 8. Annexes

Additional documents that are mandatory for the completion of the report;

Attachments quota usage

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- You have annexed all the relevant documents:
- The necessary supporting documents as requested in the grant agreement.

[DOWNLOAD Declaration of Honour](#)

List of uploaded files

no uploaded files yet

Add more files

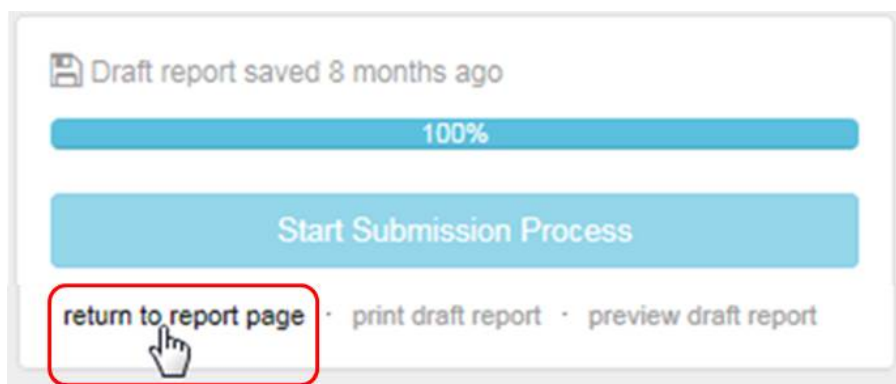
Select File

Drop Your File(s) Here

### 3. Other Report functionalities

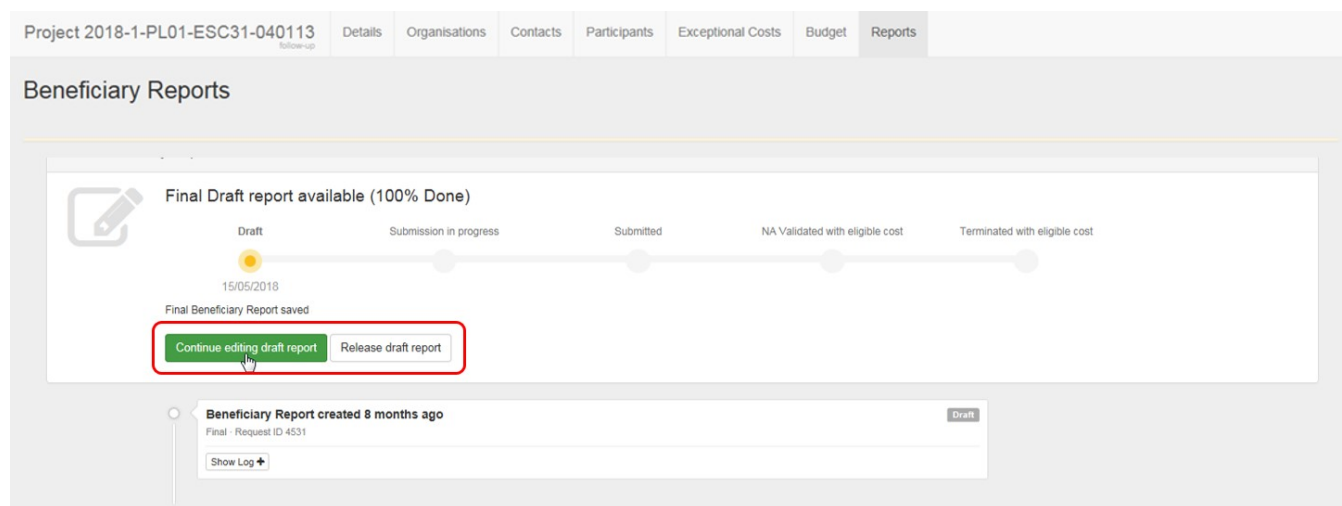
#### 3.1. Report saved as draft

At any stage it is possible to return to the report page, which saves the report as draft. Click return to report page.



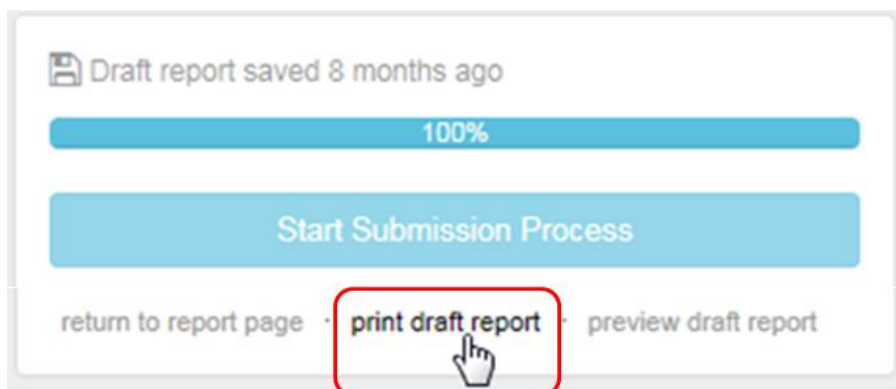
#### 3.2. Release report to allow others to edit or continue editing

While still in draft the report can be released to allow other colleagues with edit access to the project to also adjust the report. From the report tab, click on **Release draft report** or **Continue editing draft report**.



#### 3.3. Print draft report

The draft version can be printed by clicking on the **Print draft report** link.



#### 3.4. "Preview draft report"

To preview the draft report, click the **Preview draft report** button. This functionality will prepare a \*.pdf file for download.



 Draft report saved 8 months ago

100%

Start Submission Process

[return to report page](#) · [print draft report](#)

[preview draft report](#)



Your data has been exported. Start downloading.

How

## 4. Start the Submission Process

Once all sections are completed, indicated by the green check next to the report sections, click on **Start Submission Process**.

Draft report saved 11 minutes ago

100%

**Start Submission Process**

return to report page | print draft report | review draft report

1. Context ✓
2. Project Summary ✓
3. Participants of the Group ✓
4. Description of the Project ✓
5. Project Implementation ✓
6. Impact and dissemination ✓
7. Budget ✓
8. Annexes

### 7.1.4. Project Total Amount

Project Total Amount:

Please provide any further comments you may have concerning the above figures especially if the adjusted amount differs from the calculated amount.

test

### 8. Annexes

Additional documents that are mandatory for the completion of the report.

Attachments quota usage: 0

Please note that all documents mentioned below need to be attached here before you submit your form online. Before submitting your report to the National Agency, please check that:

- The Declaration of Honour signed by the legal representative of the beneficiary organisation.
- All necessary information on your project have been encoded in Mobility Tool+
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents.
- The necessary supporting documents as requested in the grant agreement.

[DOWNLOAD Declaration of Honour](#)

List of uploaded files

|  |   |                        |                                       |
|--|---|------------------------|---------------------------------------|
|  | 2018-1-PL01-ESC31-040113-DeclarationOfHonour-16012019101743.pdf | 0.09 Mb · a minute ago | Contains declaration of honour Unmark |
|--|---|------------------------|---------------------------------------|

Add more files

[Select File](#)

### 4.1. Click on "Contains declaration of honour"

A pop up window appears and before submission can continue, the first step is to check if the **Declaration of Honour** is signed and attached. Click **Contains declaration of honour** to activate the **Next Step** button.

### Beneficiary Declaration of Honour and Signature

Please download the following PDF, fulfill it and upload it as an annex

[Download PDF](#)

List of uploaded files

|  |   |                         |                                       |
|--|---|-------------------------|---------------------------------------|
|  | 2018-1-PL01-ESC31-040113-DeclarationOfHonour-16012019101743.pdf | 0.09 Mb · 3 minutes ago | Contains declaration of honour Unmark |
|--|---|-------------------------|---------------------------------------|

Add more files

[Select File](#)

Please mark the file that contains the declaration of honour

**Next Step**

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

### 4.2. Click the "Next Step" button to continue

After marking the **Declaration of Honour**, click the **Next Step** button.

### Beneficiary Declaration of Honour and Signature

Please download the following PDF, fulfill it and upload it as an annex

[Download PDF](#)

List of uploaded files

|  |   |                         |            |
|--|---|-------------------------|------------|
|  | 2018-1-PL01-ESC31-040113-DeclarationOfHonour-16012019101743.pdf | 0.09 Mb · 4 minutes ago | DOH Unmark |
|--|---|-------------------------|------------|

Add more files

[Select File](#)

**Next Step**

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

### 4.3. Accept the "Data Protection Notice"

Once the **Data Protection Notice** has been read, click **Accept** to continue.

Data Protection Notice

The form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, in this case for statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Any personal data shall be processed by the National Agencies pursuant to Regulation No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the Community and on the free movement of such data.

<http://www.edps.europa.eu/>

Accept

DECLARATION OF HONOUR

DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION

### 4.4. Confirm the Checklist

A checklist appears prompting you to ensure that all necessary actions have been performed.

Checklist

Before submitting your report to the National Agency, please check that:

|   |          |
|---|----------|
| The Declaration of Honour signed by the legal representative of the beneficiary organisation.               | Not Done |
| All necessary information on your project have been encoded in Mobility Tool+                               | Not Done |
| The report form has been completed using one of the official languages of the Erasmus+ Programme Countries. | Not Done |
| You have annexed all the relevant documents:  | Not Done |
| The necessary supporting documents as requested in the grant agreement.                                     | Not Done |

Next Step

DECLARATION OF HONOUR

DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION

Check the items. Click the **Not Done** button to confirm. It will change to **Done**. Once all items are marked **Done**, click the **Next Step** button to continue.

Checklist

Before submitting your report to the National Agency, please check that:

|   |        |
|---|--------|
| The Declaration of Honour signed by the legal representative of the beneficiary organisation.               | Done ✓ |
| All necessary information on your project have been encoded in Mobility Tool+                               | Done ✓ |
| The report form has been completed using one of the official languages of the Erasmus+ Programme Countries. | Done ✓ |
| You have annexed all the relevant documents:  | Done ✓ |
| The necessary supporting documents as requested in the grant agreement.                                     | Done ✓ |

Next Step

DECLARATION OF HONOUR

DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION

DOWNLOAD Declaration of Honour

Check as done all elements of the list in order to continue

### 4.5. Click on "Submit Beneficiary Report"

To finish, click the **Submit Beneficiary Report** button. The project is now locked and no more changes are possible.

## Confirm Submission

After clicking button "Submit" you will not be able to make any further changes to the report contents including its budget; viewing the report's contents and attachments will however be possible.

Your National Agency will contact you in case of questions or necessary modifications.

Submit Beneficiary Report

DECLARATION OF HONOUR

DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION

### 4.6. Check the status of the report

Back in the **Reports** tab, the status of the submission is indicated. The first report status is **Submission in Progress**. It may take up to 15 min before the submission to the European Commission's central IT system is completed.

The screenshot shows the 'European Commission Mobility tool' interface for the 'EAC Directorate-General for Education and Culture'. The project ID is '2018-1-PL01-ESC31-040113' with a status of 'submitted in progress'. The 'Reports' tab is selected. The 'Beneficiary Reports' section shows a 'Final Beneficiary Report' with a status of 'Submission in progress' (highlighted with a red box). A timeline indicates the report was created on 16/01/2019 and is currently in the 'Submission in progress' stage. Below the timeline, a message states: 'Your Beneficiary Report is in the process of being submitted to the European Commission's central IT systems. This procedure usually takes up to 15 minutes to complete. It may however take a few hours when a submission deadline involving a substantial number of projects is approaching due to queuing effects. Please do contact your National Agency if your Beneficiary Report has not been successfully submitted after one day (24 hours).' A 'Submit in progress' button is visible.

Once the submission is complete, the report status changes to **Submitted**.

You can also download a pdf copy of the submitted report by clicking **Download Beneficiary Report**. The **Show Log** button opens the report log, providing an overview of all actions taken from Draft report creation until Submission.

The screenshot shows the 'European Commission Mobility tool' interface for the 'PL01 Foundation for the Development of the Education System'. The project ID is '2018-1-PL01-ESC31-040113' with a status of 'submitted'. The 'Reports' tab is selected. The 'Beneficiary Reports' section shows a 'Final Beneficiary Report' with a status of 'Submitted' (highlighted with a red box). A timeline indicates the report was created on 16/01/2019 and is currently in the 'Submitted' stage. Below the timeline, a message states: 'Beneficiary Report has been successfully submitted. Please wait for the assessment of your National Agency'. A 'Download Beneficiary Report' button (highlighted with a red box) is visible. At the bottom, a message indicates the report was created 8 days ago, and a 'Show Log' button (highlighted with a red box) is available.

## 5. Report sections per European Solidarity Corps Action Type

### 5.1. ESC11 - Volunteering Projects

- **General Information**
  - **Context:** This section resumes some general information about your project.
  - **Project Summary:** This section summarises your project;
  - **Overview of project outcomes**
  - **Impact**
  - **Project Implementation**
  - **Project Activities**
  - **Participants' Profile**
  - **Learning Outcomes**
  - **Project management and governance**
  - **Future Plans and Suggestions**
  - **Budget:** This section gives a detailed overview of the amount of the EU grant related to the activities encoded so far
  - **Annexes:** Additional documents that are mandatory for the completion of the report;
- 

### 5.2. ESC13 - Volunteering Partnerships Annual

- **General Information**
  - **Context:** This section resumes some general information about your project.
  - **Project Activities**
  - **Participants' Profile**
  - **Budget:** This section gives a detailed overview of the amount of the EU grant related to the activities encoded so far
  - **Annexes:** Additional documents that are mandatory for the completion of the report
- 

### 5.3. ESC21 - Traineeship and Job

- **General Information**
  - **Context:** This section resumes some general information about your project.
  - **Project Summary:** This section summarises your project;
  - **Overview of project outcomes**
  - **Impact**
  - **Project Implementation**
  - **Project Activities**
  - **Participants' Profile**
  - **Learning Outcomes**
  - **Project management and governance**
  - **Future Plans and Suggestions**
  - **Budget:** This section gives a detailed overview of the amount of the EU grant related to the activities encoded so far
  - **Annexes:** Additional documents that are mandatory for the completion of the report
- 

### 5.4. ESC31 - Solidarity Projects

- **General Information**
  - **Context:** This section resumes some general information about your project.
  - **Project Summary:** this section summarises your project;
  - **Participants of the Group**
  - **Description of the Project:** In this section, you are asked to give information about the objectives and topics addressed by your project;
  - **Project Implementation**
  - **Impact and dissemination**
  - **Budget:** This section gives a detailed overview of the amount of the EU grant related to the activities encoded so far
  - **Annexes:** Additional documents that are mandatory for the completion of the report
-

6. ESC Final Beneficiary Report Examples

| Call Year | European Solidarity Corps Action         | Final Beneficiary Report Example                   |
|-----------|--|--|
| 2018      | ESC11 - Volunteering Projects            | <a href="#">2018_ESC11_FinalReport_Example.pdf</a> |
| 2018      | ESC13 - Volunteering Partnerships Annual | <a href="#">2018_ESC13_FinalReport_Example.pdf</a> |
| 2018      | ESC21 - Traineeship and Job              | <a href="#">2018_ESC21_FinalReport_Example.pdf</a> |
| 2018      | ESC31 - Solidarity Projects              | <a href="#">2018_ESC31_FinalReport_Example.pdf</a> |

## Related Articles

- [ESC MT+ Activities](#)
- [ESC MT+ Add Participation](#)
- [ESC MT+ Budget](#)
- [ESC MT+ Complementary Activities](#)
- [ESC MT+ Force majeure guidance due to Coronavirus](#)
- [ESC MT+ How to manage contacts](#)
- [ESC MT+ Locations \(ESC11/ESC13\)](#)
- [ESC MT+ Manage organisations](#)
- [ESC MT+ Manage participant reports](#)
- [ESC MT+ Menu and Navigation](#)
- [ESC MT+ Notifications](#)
- [ESC MT+ Participants](#)
- [ESC MT+ Project management overview](#)
- [ESC MT+ Submit final report](#)
- [ESC Participant Reports Examples](#)