ESC MT+ Submit final report

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.
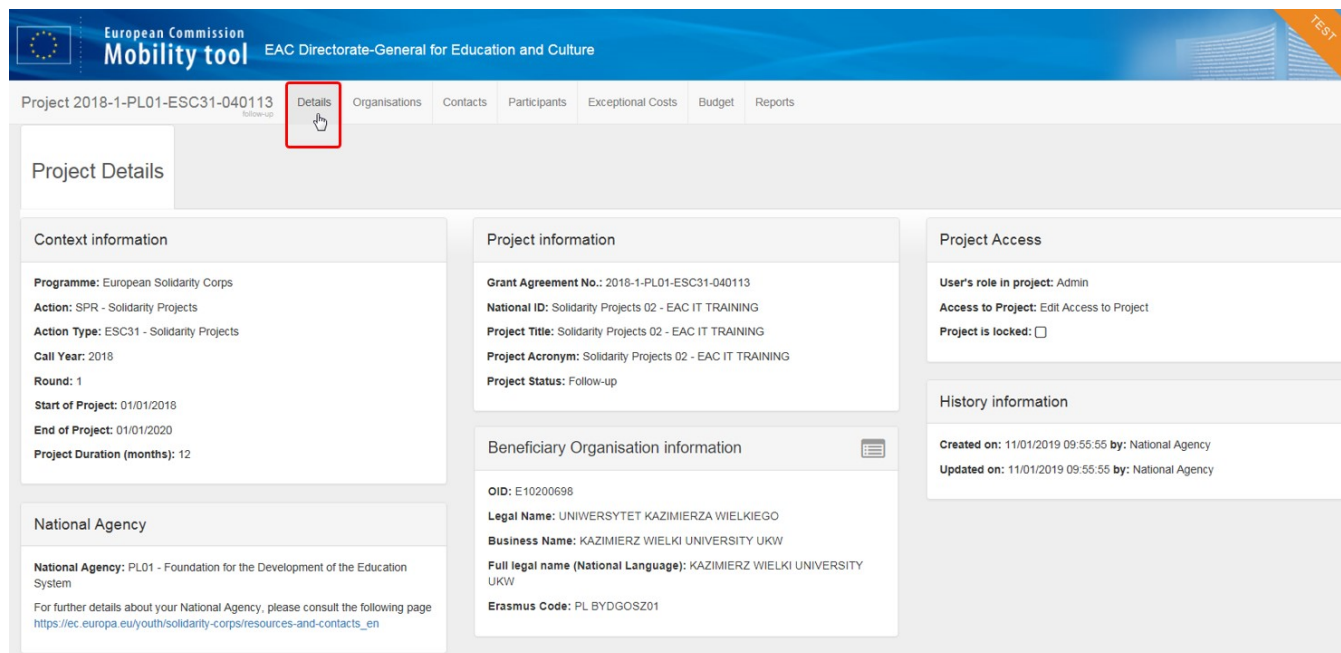
Relevant for...

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

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+.

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.

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

2.2. Fill in the "Project Summary"

Click on the **Project Summary** tab or scroll down. Provide the required information in the available fields. You will also see the project summary information as submitted with the web application form. Those fields are greyed out and cannot be changed.

Note: The project summary will be displayed in the **European Solidarity Corps dissemination platform** once the Final Report is finalised in the National Agency's project management system.

2.3. Fill in the "Participants of the Group" section

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.

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.

2.5. Fill in the "Project Implementation" section

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

2.6. Fill in the "Impact and dissemination" section

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

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.

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

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

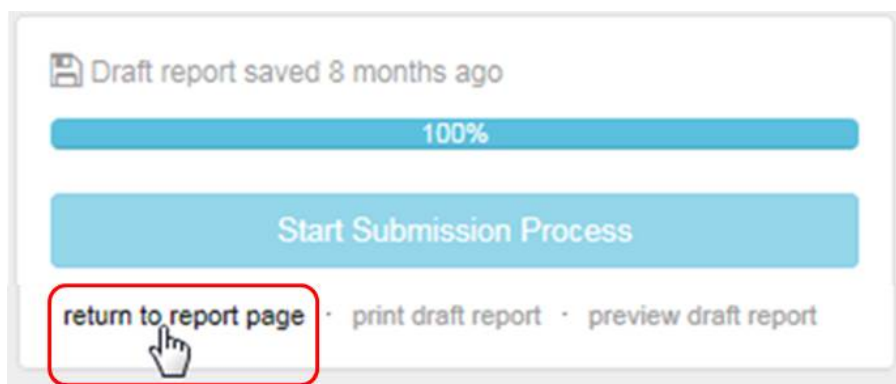### List of uploaded files

no uploaded files yet

Add more files

Select File

Drop Your File(s) Here

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**.
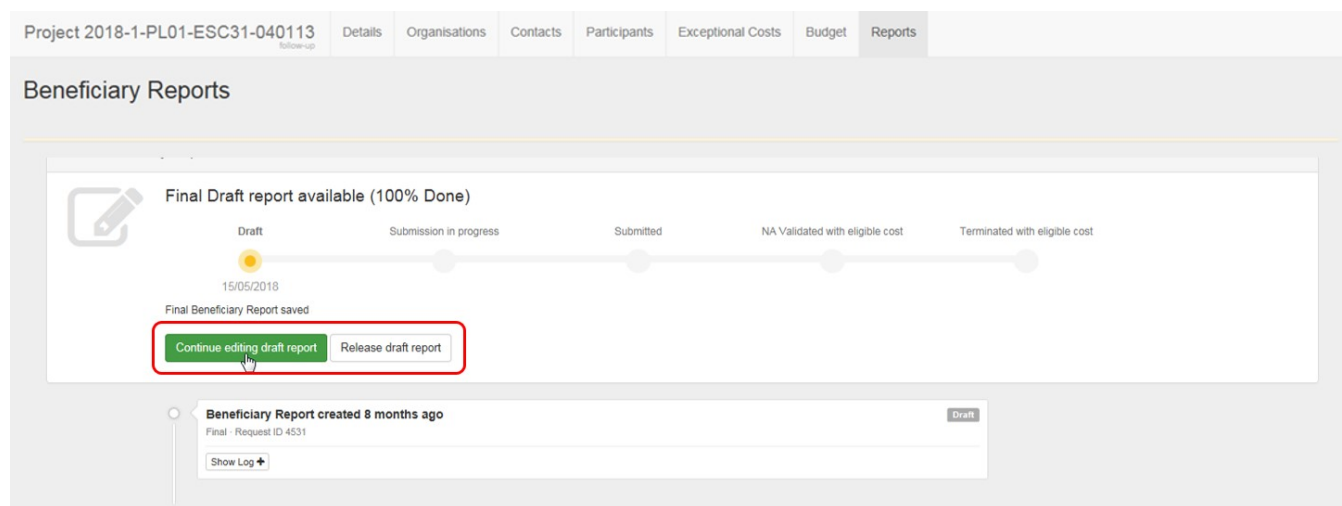
3.3. Print draft report

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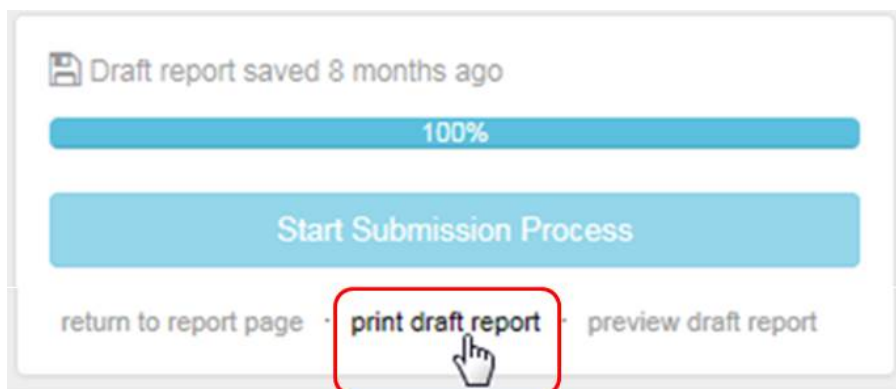
3.4. "Preview draft report"

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**.

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.

4.2. Click the "Next Step" button to continue

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

4.3. Accept the "Data Protection Notice"

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

4.4. Confirm the Checklist

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

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.

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.

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.

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	2018_ESC11_FinalReport_Example.pdf
2018	ESC13 - Volunteering Partnerships Annual	2018_ESC13_FinalReport_Example.pdf
2018	ESC21 - Traineeship and Job	2018_ESC21_FinalReport_Example.pdf
2018	ESC31 - Solidarity Projects	2018_ESC31_FinalReport_Example.pdf

Related Articles

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- 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