How to submit the consolidated version of an assessment to the NA

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The consolidation phase starts once all experts have submitted their individual assessments for a project and the NA Selection Manager initiates the consolidation process by configuring the consolidation. The NA Selection Manager nominates one of the experts involved in the project assessment as consolidator and the other expert(s) involved in the consolidation are required to give approval to the consolidation. The NA can however exclude any expert from the consolidation process. The expert(s) excluded from the consolidation process will not have to approve the consolidated version of the assessment.

If the consolidation was initiated by the National Agency, and the other expert(s) involved in the assessment process were selected to participate in the consolidation process, the following main steps have to be completed in Assessment Module by the expert assigned as consolidator and/or the other involved expert(s):

1. **Consolidation assignment** - the expert nominated as consolidator completes the consolidation assignment and sends it for approval to the expert(s) involved. See the page How to complete a consolidation assignment for details.
2. **Expert approval** - the expert(s) selected by the NA to participate in the consolidation approve(s) the consolidated assessment. See the page How to approve a consolidation assessment as expert for details.
3. **Consolidation submission** - the expert nominated as consolidator submits the approved consolidated assessment.

This page explains the third of these steps, the submission of the consolidated version of the assessment to the National Agency.

Prerequisites

- Existing EU Login and expert account. See the page Expert login to EESCP and Assessment module for details
- The other expert(s) selected by the NA to participate in the consolidation process approved the consolidation
- After all involved experts are approved, assignment status for Consolidator assignment is **Consolidation ready for submission**

Detailed Steps

1. Access "My Assessments" from Single Entry Point

Log in to the Single Entry Point and select **My Assessments** from the Assessment module. The **My Assessments** screen opens with the **Search Filter** and the **Search results** panels, displaying all your available assignments.

See My Assessments for details on the basic functionalities of this screen.

2. Filter your assignment(s) that are ready for submission

Consolidator assignments that are ready to be submitted to the NA will be in status **Consolidation ready for submission**. You can use the available **Search filters** to filter the results list according to your needs. See My Assessments for details on the available search filters.

In our example, we are using the **Consolidation Flags** filter **Consolidation ready for submission**. The rows of the relevant project(s) are highlighted in dark green.

3. From the "Actions" button, select "Submit assessment"

To submit the approved consolidated assessment, click on the **Actions** button and select **Submit assessment** .

4. Click "Confirm and submit"

Click on **Confirm and submit** in the Submission of the assessment pop-up window.

Submission of the assessment   ✕

Please click 'Accept' to submit the assessment for the project 2021-1-RO01-KA152-YOU-000007277

Cancel   **Confirm and submit**

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5. Consolidation submitted successfully and status changes to "Consolidation submitted for validation"

A success message displays and the status of the project changes to **Consolidation submitted for validation**. The submission of the consolidated assessment to the NA is complete.

My Assessments ⊘   ⬇ Export

> **Search results**
> 6 Assessments found   Default ⬍   Customise

Active filters: (Active filter: Default ✕) (Assignment Status: Consolidation ready for submission ✕)
Reset all

☐	Project Code	Assignment ID	Assignment status	Assignment Role	Assessment type	Threshold Reached	Assignment submission date	Project title	Beneficiary organisation name	Conflict of Interest	Actions
☐	2021-1-RO01-KA122-VET-000007269	APP-C-01	Consolidation submitted for validation	Consolidator (C)	Application	YES	19/04/2021, 14:59:03	KA122	SOGRAPE VINHOS SA	NO	Actions ⋮
☐	2021-1-RO01-KA152-YOU-000007277	APP-E1-01	Assignment completed	Expert1 (E1)	Application	YES	28/04/2021, 08:33:24	weeeee	Asociatia Calea Naturala	NO	Actions ⋮
☐	2021-1-RO01-KA152-YOU-000007277	APP-C-01	Consolidation submitted for validation	Consolidator (C)	Application	YES	28/04/2021, 12:05:35	weeeee	Asociatia Calea Naturala	NO	Actions ⋮
☐	2021-1-RO01-KA154-YOU-000007288	APP-E1-01	Assignment ongoing	Expert1 (E1)	Application			Test data for EACPMM-1331	Promotion of Democratic Values		Actions ⋮
☐	2021-1-RO01-KA154-YOU-000007289	APP-E1-01	Assignment ongoing	Expert1 (E1)	Application			Test data for EACPMM-2775	ASSOCIAZI... CULTURA...		

✓ **SUCCESS** ✕
Successfully submitted assessment

If you open the Assessment Details of the submitted assignment, a notification at the top of the screen displays the submission time and date. A PDF version of the consolidation is available for download or to view directly in your browser from the **Project Details** in section **Assessments** .

Assessment Details ⊘   Print Submit

✕ This assessment was submitted by the Consolidator on **28-04-2021 12:05:35 (Brussels time)** ,Brussels time. No further changes are possible.

Assessment Details ⊘   Print Submit

Navigation <   **Project information**

Project information
✓ Award criteria   Grant Requested   8650
✓ Typology questions
✓ Comments   **Assessments**
✓ Conflict of interest
✓ Approval

| Document name	Download PDF/ See PDF on line
Application Expert 1 Assessment - Erasmus+ - 2021-1-RO01-KA152-YOU-000007277 - APP-E1-01 - V1	⬇ 🅿
Application Expert 2 Assessment - Erasmus+ - 2021-1-RO01-KA152-YOU-000007277 - APP-E2-01 - V1	⬇ 🅿
Application Consolidator Assessment - Erasmus+ - 2021-1-RO01-KA152-YOU-000007277 - APP-C-01 - V1	⬇ 🅿

6. Alternative: Submission of the consolidated assessment from the "Assessment Details"

It is also possible to submit the consolidated assessment from the **Assessment Details** screen. In the Assessment Details of an approved, non-submitted consolidation the **Submit** button is active.

To submit the consolidated assessment to the NA:

1. Click on the **Submit** button.
2. Click on **Confirm and Submit** in the Submission of the assessment pop-up window.
3. A success message displays.

The submission of the consolidated assessment to the NA is complete.
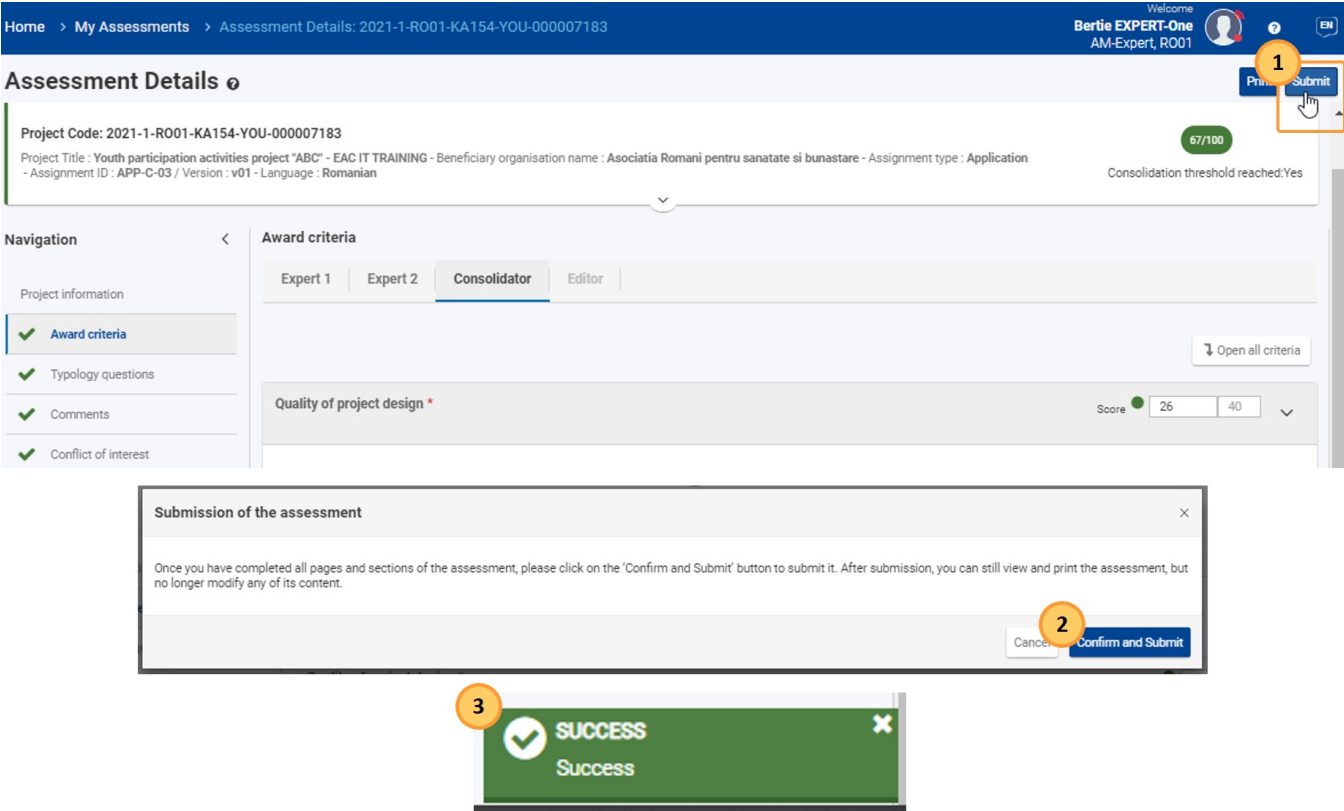
Expected Outcome

- Assignment status of the consolidation assignment changes to **Consolidation submitted for validation**
- No more changes are possible

Related articles

- Assignment ID
- Expert Assessment
- Expert Layout, menu items and navigation
- How to approve a consolidated assessment as expert
- How to complete a consolidation assignment
- How to complete an expert assignment
- How to submit the consolidated version of an assessment to the NA