

# MT+ Complementary Activities (KA135/KA125)

- [1. Open the "Complementary Activities" tab](#)
- [2. Click the "+ Create" button](#)
- [3. Fill in the fields](#)
- [4. Click the "Save" button](#)
- [5. View a Complementary Activity](#)
- [6. Edit a Complementary Activity](#)
- [7. Delete a Complementary Activity](#)
- [8. Budget screen](#)
- [9. Beneficiary Report](#)

The **Complementary Activities** tab is only relevant for KA125 and KA135 projects and will not appear for any other key action type.

The costs of activities such as seminars, conferences, etc. can be recorded under this tab. The indirect costs cannot be higher than 7% of the direct costs and 80% of the total costs (direct + indirect) will be covered by the grant. The total eligible amount is displayed in the budget tab and is added to the **Final Beneficiary Report**.

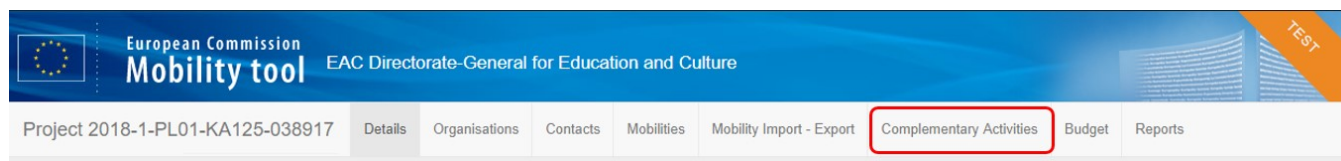
## Relevant for...

Call Year	Key Action	Action
2017	KA1 - Learning Mobility of Individuals	KA125 - Volunteering Projects
2018		KA135 - Strategic EVS

---

## 1. Open the "Complementary Activities" tab

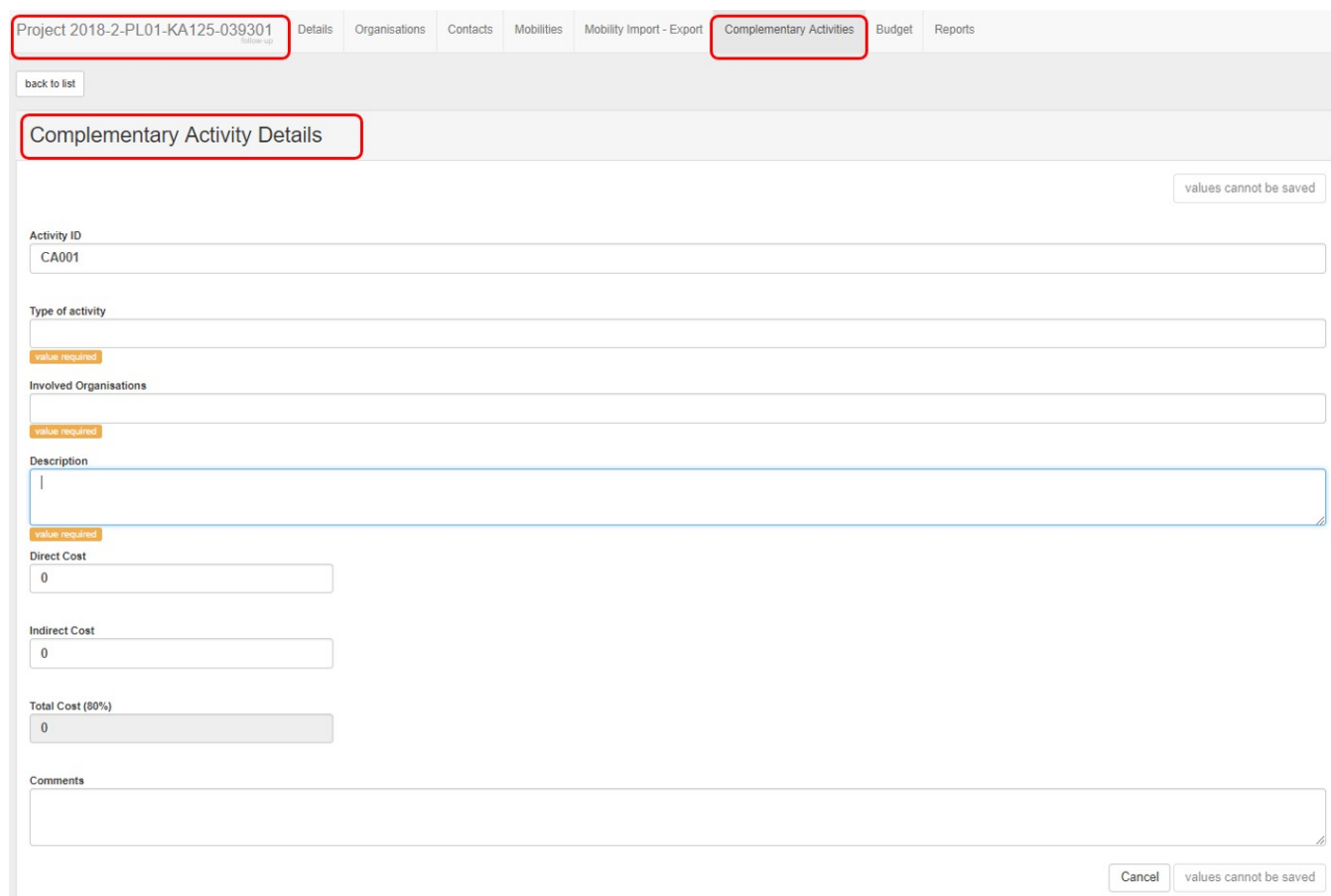
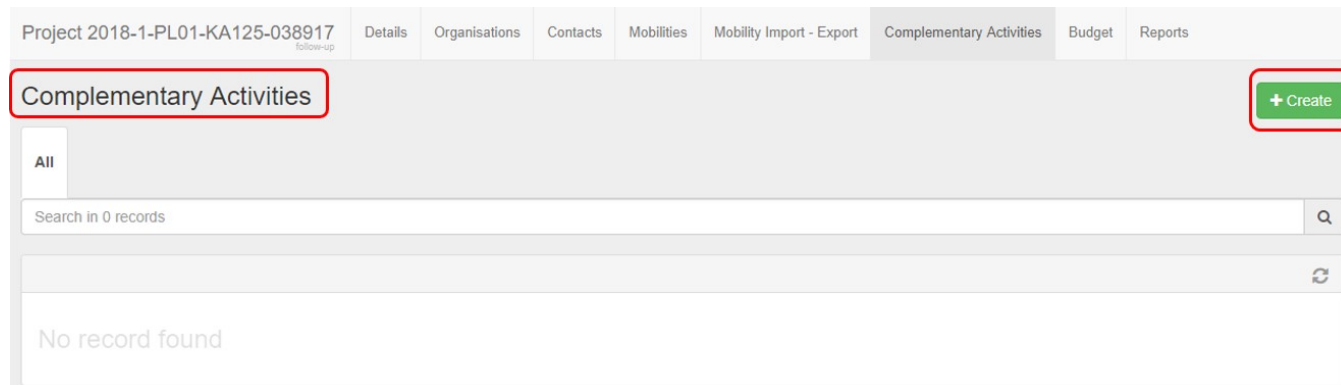
In order to add information on additional activities/actions during project, click the tab **Complementary Activities**.



## 2. Click the "+ Create" button

Click the **+ Create** button. The **Complementary Activity Details** screen appears.

All mandatory fields are easily identifiable due to white text in an orange box underneath the specific field.



### 3. Fill in the fields

The following fields must be filled in. Most of the fields are free flow text fields.

- **Activity Number:** Auto generated, but editable.
- **Type of activity:** Free text.
- **Involved Organisations:** Drop-down; Select from list of the organisations displayed; Multiple selection possible.
- **Description of the complementary activity:** Free text.
- **Direct Cost:** Free text; corresponding to the direct cost of the activity.
- **Indirect Cost:** Free text; corresponding to the indirect cost of the activity, up to a maximum of 7% of the previously entered Direct Cost.
- **Total Cost (80%):** Auto calculated, not editable. Displays the total cost of the activity calculated; 80% of Direct Cost + Indirect Cost.
- **Comments:** Free text; A comment that can be used for general purposes, not compulsory.

Note: If for example the indirect cost entered does not fulfil the criteria, a warning message is displayed. You have to fix such errors before you can save the activity.

Indirect Cost

150

The entered Indirect Cost can be up to a maximum  
7% of Direct Cost

---

4. Click the "Save" button

Click the **Save** button once all information is provided. The complementary activity appears in the list under the **Complementary Activities** tab.

Complementary Activity Details

Save

Activity Number

CA001

Type of activity

Kick off meeting

Involved Organisations

Uczelnia Techniczno-Handlowa im. Heleny Chodkowskiej X Mozaik Human Resources Development X Jugendbildungsstätte Kurt Löffelstein e.V. X

Description of the complementary activity

Kick off meeting to:

XXXXXX

XXXXXX

XXXXXX

Direct Cost

1500

Indirect Cost

105

Total Cost (80%)

1284

Comments

Add a comment |

Cancel

Save

Project 2018-1-PL01-KA125-038917

Details

Organisations

Contacts

Mobilities

Mobility Import - Export

Complementary Activities

Budget

Reports

Complementary Activities

+ Create

All 1

Search in 1 records

selection

export

bulk operations

	Activity Number	Type of activity	Direct Cost	Indirect Cost	Total Cost (80%)	
	CA001	Kick off meeting	1.500,00 €	105,00 €	1.284,00 €	
Total			1.500,00 €	105,00 €	1.284,00 €	

10

25

50

100

«

1

»

5. View a Complementary Activity

To **View** a complementary activity, select the details line and click the view icon. The **Complementary Activity Details** screen appears.

Click the **back to list** button in the Complementary Activity screen to go back to the list.

Complementary Activities

+ Create

All 1

Search in 1 records

selection export bulk operations

	Activity Number	Type of activity	Direct Cost	Indirect Cost	Total Cost (80%)	
	CA001	Event	500,00 €	10,00 €	408,00 €	<div>view</div>
Total			500,00 €	10,00 €	408,00 €	

6. Edit a Complementary Activity

To **Edit**, select the details line and click the edit icon. This option allows you to edit information previously entered and save the details.

Click the **back to list** button in the Complementary Activity screen to go back to the list.

Complementary Activities

+ Create

All 1

Search in 1 records

selection export bulk operations

	Activity Number	Type of activity	Direct Cost	Indirect Cost	Total Cost (80%)	
	CA001	Kick off meeting	150,00 €	0,00 €	120,00 €	<div>edit</div>
Total			150,00 €	0,00 €	120,00 €	

10 25 50 100

1

7. Delete a Complementary Activity

To **Delete** a complementary activity, select the details line and click the bin icon. You will be asked to confirm the deletion.

Complementary Activities

+ Create

All 1

Search in 1 records

selection export bulk operations

Are you sure you want to delete the selected Item(s) ?

CANCEL

DELETE

	Activity Number	Type of activity	Direct Cost	Indirect Cost	Total Cost (80%)	
	CA001	Kick off meeting	150,00 €	0,00 €	120,00 €	<div>delete</div>
Total			150,00 €	0,00 €	120,00 €	

10 25 50 100

1

8. Budget screen

The total amount for **Complementary Activities** is reflected in the **Budget** tab. The **Complementary Activities** are usually displayed at the bottom of the page.

Project 2017-2-PL01-KA135-027868

DetailsOrganisationsContactsMobilitiesMobility Import - ExportComplementary ActivitiesBudgetReports

Budget

Export PDF

Nothing to save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved budget
Total Project	1.943.895,59 €	120,00 €	0,01 %
Exceptional costs – Guarantee	0,00 €	0	
Activity Type			
YOUTH-S-VOL-T : European Voluntary Service - Partner Countries	1.941.444,23 €	0,00 €	0,00 %
Total EU Travel Grant	304.373,13 €	0,00 €	0,00 %
EU Individual Support	74.577,67 €	0,00 €	0,00 %
Organisational Support	559.405,00 €	0,00 €	0,00 %
EU Special Needs Support	1.673,38 €	0,00 €	0,00 %
Exceptional Costs	1.001.415,05 €	0,00 €	0,00 %
<div>5000 characters left</div>			
Complementary Activities	1.701,36 €	120,00 €	7,05 %

Nothing to save

9. Beneficiary Report

In the **Beneficiary Report Form** you will see the section **Overview of Complementary Activities** under the Activities.

Details entered under **Complementary Activities** is displayed here.

Project 2017-2-PL01-KA135-027868

DetailsOrganisationsContactsMobilitiesMobility Import - ExportComplementary ActivitiesBudgetReports

1. Context

2. Project Summary

3. Description of the Project

4. Implementation of the Project

5. Activities

6. Participants' Profile

7. Learning Outcomes and Impact

8. Impact

9. Dissemination of Project Results

10. Future Plans and Suggestions

11. Budget

12. Annexes

5.3. Overview of Complementary Activities

This table reflects the information you have entered in Mobility Tool+. You should provide detailed description of each of the complementary activities (context, objectives, content) and how they contributed to reach the aims of the project. If you would like to change the information in the table, please do it in the corresponding Mobility Tool+ section. Consequently, the information presented here will be automatically refreshed.

Activity Code	CA001
Activity Type	Kick off meeting
Description of the complementary activity	Description here
Involved Organisations	• IBN TOFAIL UNIVERSITY

If relevant, please indicate and explain the reasons for eventual changes between the activities you planned at application stage and those finally realised.

5000 characters left

## Related Articles

- [MT+ Volunteer from European Solidarity Corps](#)
- [MT+ Use of Organisations in Mobilities and Complementary Activities \(KA135/KA125\)](#)