MT+ Add mobility for KA1 and KA3 projects

This page explains how to add mobilities for a KA1 or KA3 project in Mobility Tool+, using the example of a KA105 - Youth mobility project for call year 2019.

The screens to **input the mobility details** allow you to fill in the basic participant details first, save the information as draft and continue the update later. Draft mobilities must be completed or removed before attempting to submit the beneficiary report, as they will not be considered in the budget summary.

It is also possible to complete all mobilities using the import and export of mobilities function in Mobility Tool+. See MT+ Manage export and import of mobilities for details on this feature.

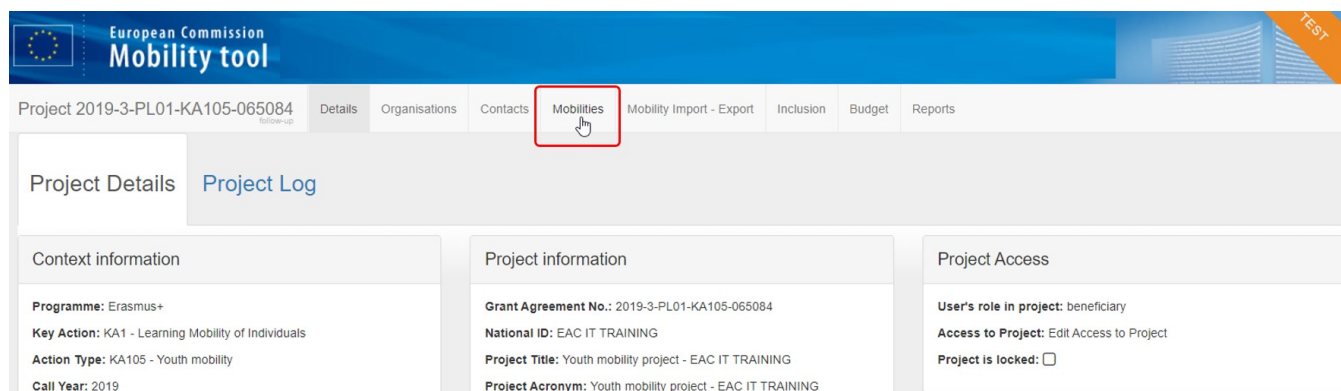> ⊗ **Important**
>
> For purposes of compliance with the **EU General Data Protection Regulation**, as of Call 2019 the field "EU Special Needs Description and Justification" is no longer available for participants flagged as having **special needs**. If you wish to provide additional details about the specific mobility using the other available comment fields, **do not include any sensitive information**, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

Steps
1. Click the "Mobilities" tab
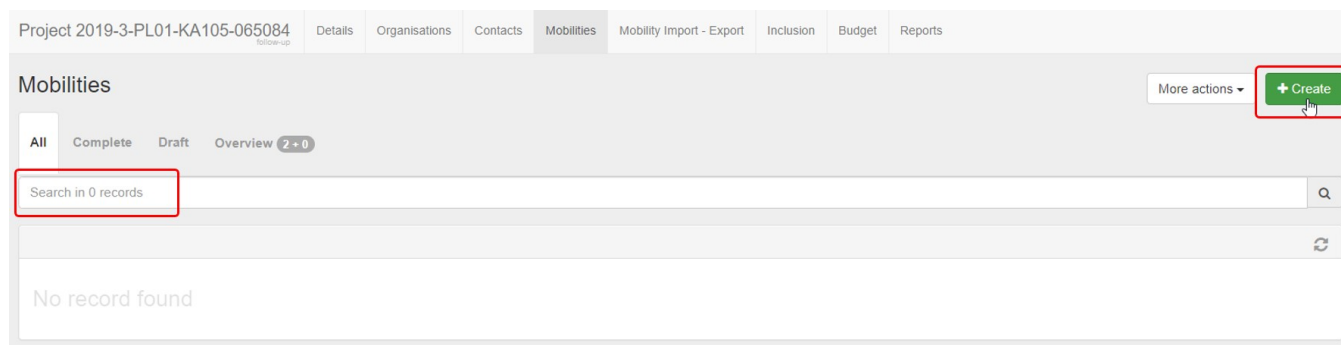
In your project, click the **Mobilities** tab.

2. Click the "+ Create" button

When the project is created in Mobility Tool+ the **Mobilities** list is empty.

To add the first mobility, click on the "**+Create**" button. This button is only available if the project has the status **follow-up** or **processing**.

3. Fill in the "Create Mobility" section

The **Create Mobility** screen opens. This is the first of two sections you must fill in to register the mobility.

In this section you have to provide basic information on the mobility, including the participant's name.

Note the following:

1. The **Mobility ID** field is automatically created by using the last 6 digits of the project reference followed by MOB and then an incremental number. This number can be changed, but it must be unique in the project.
2. The **Activity Type** drop-down values differ according to the action type of your project.
   Note: Once you start filling in the mobility details, it is still possible to change the activity type but you may lose certain activity-specific information.
3. All **mandatory fields** are marked with the orange **value required** label. This label will disappear when the respective fields are filled in.
4. The activity dates displayed under **Start Date** and **End Date** are prefilled. The dates can be adjusted, but they must remain within the **project duration**, which is indicated by the blue timeline.

4. Before clicking on "Save", select an "after save" option

Once all the mandatory information is provided the **Save** button becomes available.

Select one of the following options before clicking on **Save**:

- **create new** - allows you to save this basic information as a draft mobility and create the next mobility, without having to return to the mobility list.
- **continue updating** - allows you to proceed to the next section and complete the details for the current mobility. This is the default selection.
- **back to the list** - allows you to save this basic information as a draft mobility and return to the mobility list.

In our example we select **continue updating** and click the **Save** button to proceed with the current mobility.

5. Fill in the "Mobility for..." section

5.1. General functionality

Once you have saved the mobility details, a new screen opens, indicating **Mobility for (Participant name).** This is the second section to fill in and requires more detailed information about the participant and the mobility.

Note the following:

1. **Navigation menu** - The **Mobility for...** screen is divided into several smaller sections. Click on a specific tab in the navigation menu to jump to the relevant section. Tabs in red indicate missing information, tabs in blue and with a check indicate a complete section.
   The available tabs differ according to the action type or the mobility. Certain sections may already be indicated as complete after saving the draft.
2. **Calculated EU grant** for the mobility in EUR - will update automatically when the respective fields used for the calculations are filled in.
3. **Status** - for newly created mobility the default status is **Draft.** It changes to **Complete** when all mandatory information is provided and the mobility is saved.
4. **Save button** - initially displays as **Values cannot be saved.** The button changes to **Save** as soon as some mandatory information is provided. Afterwards, you can save the draft mobility as many times as required. The mobility remains in **Draft** status until all mandatory information is completed.
5. **Invalid fields** - this section displays fields which require input, update or have an error. Clicking on an item brings you to the respective field in the mobility screen. The list of invalid fields will automatically shorten as you fill in the mobility information.
6. **Mandatory fields** - marked with the orange **value required** label.
7. **Information messages** - they are highlighted in blue and are available throughout the form to provide guidance on certain fields.

5.2. Fill in the "Mobility" details

The fields to fill in vary for the different action types. Make sure you read the onscreen information and instructions carefully, to provide the correct details.

In our example we have to select

- the **Activity No.** from the available drop-down, which should reflect the number for this activity used in the application or grant agreement.

- the **Participant Group**.

Note: Multiple activities can share the same activity number as long as the activity type is the same.

Once the mandatory details are filled in, the Mobility tab in the navigation menu is checked. The **Save** button also becomes available.

5.2.1. "Force Majeure" flag

The **Force Majeure** check box is also displayed in this part of of the mobility screen.

Mobilities which due to an unforeseeable exceptional situation or event beyond the individual participant's control could not be started or completed have to be marked as Force Majeure. These situations can arise at any time including factors such as sudden disease, accidents, death, earthquakes and other causes beyond the control of the participant.

When the **Force Majeure** checkbox is checked the comment field **Force Majeure Explanations** becomes available and must be completed. The justifications for indicating the activity as **Force Majeure** must be added here.

5.2.2. "COVID-19 affected" flag

Mobilities having an end date within 2020, the Force Majeure flag checked, and for which the provided **Force Majeure Explanations** contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set. The same rule applies for importing of mobilities. The same rule applies for the export and import of mobilities: the flag is not visible in the Excel files but is automatically set in Mobility Tool+ on import, if the conditions are met.

To indicate a mobility as **COVID-19 affected:**

1. Tick the **Force Majeure ?** check box.
2. Add an explanatory comment including the word "covid" or "corona".
3. The **end date** of the mobility has to be in 2020 (to be specified in the duration section).
4. Note that the **Covid-19 affected** flag is checked as conditions 1-3 are fulfilled.

For additional information and guidance on **Force Majeure due to COVID-19**, please see **MT+ Force majeure guidance due to Coronavirus.**

5.3. Fill in the "Participant" details

Access the **Participant** section either by scrolling down or by clicking on the **Participant** tab in the navigation menu. The information required here varies per action and activity type. Some details are already filled as they were provided in the first step of creating the mobility.

In our example, we only have to provide the **Date of Birth** and **Nationality** of the mobility. In the **Participant ID** you can provide an alpha-numeric identification code for the participant. It must be unique for the project but it is not mandatory.

For details on how to fill in this section for **Youth EVS** (European Voluntary Service - Programme Countries) mobilities flagged as long term, please see **MT+ Volunteer from European Solidarity Corps.**

Individual Participant Flags

The **Participant** section also displays a variety of flags such as **Accompanying Person** or **Participant with Special Needs.** These check boxes vary depending on the key action, action type and activity type.

They may also affect the budget fields, additional participant tabs in the mobility screen and/or require additional fields to be filled in.

For example:

- A participant indicated as an accompanying person will not have to complete the participant report and the tab for the participant report in the Participant section will not appear.
- If you flag a mobility as **Participant with Special Needs** in a KA105 project, the **EU Special Needs Support section** under the **Budget** section requires to be filled in.

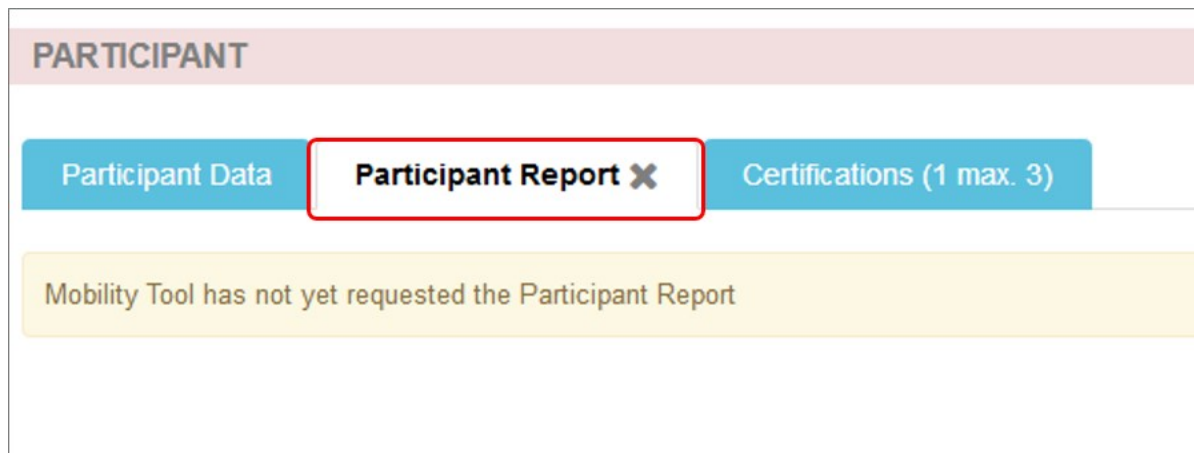Check the appropriate flags for the mobility.

⚠️ **Remember:**

For compliance with the **EU General Data Protection Regulation**, please **do not include any sensitive information about the participant's personal situation** related to special needs, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

5.3.2. Participant Report, Certification and Recognition tabs

For further details about the Participant Reports, please see **MT+ Manage KA1 participant report**.

The **Certifications** tab is available for all actions, except for KA103 and KA107. Here you have the option to provide information on certifications the participant might receive. To do so:

1. Click the **Certifications** tab.
2. Click **+create new.**
3. Select from the available drop-downs the **Certifying Organisation** and **Certification Type.**
4. Click **Add.**
5. The certification displays, including **Edit** and **Delete** buttons.

The **Recognition** tab will only appear for **HE projects** (**KA103** and **KA107**). The page **MT+ How to manage Survey on Recognition** provides details.

5.4. Fill in the "From/To" details

Select the **Sending** and **Receiving Organisation** from the respective drop-downs. The **Sending Country**, **Sending City, Receiving Country** and **Receiving City** are automatically filled in based on your selection.

To confirm the correct **Distance Band**, use the **Link to the distance calculator**. Select the calculated distance from the available drop-down. The distance band will automatically update the budget values with the correct travel grant for that activity type and distance band in the budget section. When the **From/To** section is complete and the mobility saved, the **budget** section is updated accordingly.

Note: If the sending or receiving organisation has not yet been added to the project, for certain action types you can add it at this point via the **create** button at the top of each drop-down box.

5.5. Fill in the "Duration" details

Check and update the start and end dates of the mobility. The minimum and maximum duration in days applicable for the selected activity type is highlighted above the **Duration Calculated (days)** field. If these limits are exceeded, a warning message displays.

If there is a break in the mobility, the **Interruption Duration (days)** field has to be filled in. This duration is subtracted from the total duration of the mobility.

Any **Travel days (max. 2)** you enter are also added to the total duration.

When the **duration** section is complete, the **budget** information is updated again.

> ⚠️ **Take note**
>
> A full month is defined as 30 days. Fields such as **Funded Duration (full months)** use this 30 days base for the automatic calculations.

Once all sections have been updated the mobility status changes from Draft to **Complete**.

5.6. Check the "Budget" details

The **EU Travel Grant** is based on the selected distance band. Additional costs are calculated automatically or can be added here, depending on the action and activity type selected for the mobility.

In the example below the organisational support is indicated as 38.00 € per day. This means that the organisational support amount is automatically calculated based on the **Funded Duration (days)**, as calculated in the **Duration** section, multiplied by the **Organisational Support Grant/Day.**

For further details about the **Exceptional costs for expensive travel check box,** please see **MT+ Exceptional costs for expensive travel.**

The **EU Mobility Total Grant (calculated)** is the sum of all relevant mobility costs.

BUDGET

TRAVEL GRANT

☐ EU Travel Grant - Grant Not Required

EU Travel Grant

275.00   €

☐ Request Exceptional Costs for Expensive Travel?

ORGANISATIONAL SUPPORT

☐ Organisational Support - Grant Not Required

Organisational Support Grant/Day

38.00   €

Organisational Support

760.00   €

TOTAL CALCULATIONS

Exceptional Costs

0.00   €

EU Mobility Total Grant (calculated)

1,035.00   €

5.7. Add "Mobility Comments" (optional)

If you wish to provide any additional explanations regarding the mobility, you can do so in the **Mobility Comments** field at the bottom of the mobility screen.

Please make sure you do not reveal any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life, in compliance with the **EU General Data Protection Regulation**.

MOBILITY COMMENTS

Overall Comments

Data collected in Mobility Tool+ should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and of data concerning health or sex life.

6. Click on "Save"

Click on **Save**.

7. Click the "back to list" button

To go back to the list of mobilities, click the **back to list** button at the top left of the screen. Here you also have the option to **Export** the mobility information as a **PDF** file.

8. The mobility in the list of mobilities

8.1. The mobility in the different list tabs

The added mobility now appears in the list of mobilities, under the **All** tab. Since the mobility has been completed it also appears under the **Complete** tab.

Any draft mobilities will be visible under the **All** and the **Draft** tab. Such mobilities have to be completed, via the **Edit** functionality.

The **Overview** tab is available in the list of mobilities for certain action types. See **MT+ Mobility list view - Overview tab (KA101, KA102, KA104, KA105 and KA116 only)** for details.

Additional information on the general list functionalities in Mobility Tool+ is available under **MT+ List functionality** .

8.2. "Copy" mobility functionality

The **Copy** function allows you to copy most details from an already existing mobility to create a new mobility. In the newly opened draft mobility screen you will only have to provide the missing information as indicated in the **Invalid Fields** section and save.

See **MT+ Copy mobility details** for more details and step-by-step instructions.

8.3. View a mobility

To view the details of a mobility, click the **view** icon. The details screen opens, but no information can be edited. If you would need to edit the viewed mobility from here, click the **Edit icon** in the right hand top corner of the screen.

8.4. Edit a mobility

To edit details for a mobility, click the **Edit (pencil) icon**. The mobility details screen opens and you can make the required adjustments.

If there are any invalid fields, they are listed. Clicking on an available item brings you directly to the respective field in the mobility screen.

8.5. Delete a mobility

To delete a mobility, click the **Delete (bin) icon**. Confirm the deletion in the pop-up dialog.

Depending on the mobility you are deleting, additional warning messages may display. Read them carefully before you confirm the deletion.

9. Costs for Covid Tests

As COVID testing has become more and more a pre-requisite for physical mobilities abroad, the costs related to such tests are also eligible for funding under the exceptional costs category. The reimbursement rate is set at 100% of the eligible costs actually incurred.

In **KA1** and **KA3** projects, costs related to Covid tests, if applicable, have to be provided as **Exceptional Costs for Services and Equipment** in the **Budget** screen, and not as part of a mobility, with the exception of KA107 - Higher education student and staff mobility between Programme and Partner Countries projects. For these projects, the Exceptional Costs for Services and Equipment is available in the mobility screen. See MT+ Exceptional costs for services and equipment for details.

Related articles

- MT+ Add mobility for KA1 and KA3 projects
- MT+ Basics and variations of the mobility screen for KA1
- MT+ Certifications for mobilities (2017)
- MT+ Combined Teaching and Training
- MT+ Copy mobility details
- MT+ Data Dictionary
- MT+ Disadvantaged Background KA107 (2019)
- MT+ Expensive Domestic Travels
- MT+ How to edit the mobility import file
- MT+ How to export and import mobilities using xls
- MT+ How to manage Survey on Recognition
- MT+ How to read the error log
- MT+ How to view the error log
- MT+ How to work with CSV
- MT+ KA1 and KA3 Budget screen