

MT+ KA1 and KA3 Validated and checked versions

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For **KA1** and **KA3** projects there are different types of checks the NA can conduct:

1. **Final Report Check / NA Validation**
2. **Desk-check**
3. **On-the-spot check during completion of the project**
4. **System Check**
5. **Claim/Observation/Appeal**

All projects, unless terminated with no grant, will be subjected to the Final Report Check / NA Validation.

If any additional **check** is required the NA will contact you with details of documentation to provide and further explanation. Once the check(s) are performed and the project receives the status **Finalised**, the information changed or updated during these check(s) can be viewed.

A **claim** is an action triggered by the beneficiary; mainly associated to objections related to the accepted costs and these objections can be expressed in the form of observations or appeals.

The project versions drop-down allows you to view the project details easily at the various stages.

This page provides an overview of how to view the impact of those validations, checks and/or claims on the mobilities and budget of your project.

Project version drop-down

A project will not display the **project versions tab** until it is signed to **Finalised** in the NA's project management system. Once the project is finalised the project version drop-down is available.

This functionality gives you the opportunity to check the different project versions and see what changes (if any) were made by the NA during the various checks, including the impact on budget and mobilities.

In our example we have four project versions, including the status of those:

- **Reported** (Submitted) - This reflects the project information submitted with the final beneficiary report.
- **NA Validation** (Submitted) - This reflects the final report check performed by the NA.
- **PL01-SYS-002296** (Closed) - This reflects an additional check performed by the NA. In this case it is a check of type System Check.
- **PL01-DES-002327** (Closed) - This reflects an additional check performed by the NA. In this case it is a check of type Desk Check.

This version drop-down is useful to easily check differences in the versions of various project sections; mainly budget and mobilities.

The screenshot shows a web application interface for project management. At the top, there is a navigation bar with tabs: Details, Dashboard, Organisations, Contacts, Mobilities, Mobility Import - Export, Budget, Reports, and NA Validation. The 'NA Validation' tab is selected and highlighted with a red box. Below the navigation bar, there is a version drop-down menu on the left, also highlighted with a red box. The menu shows four options: 'Reported (Submitted)', 'NA Validation (Submitted)', 'PL01-SYS-002296 (Closed)', and 'PL01-DES-002327 (Closed)' with a checkmark. The main content area is divided into several sections: 'Project information' (Grant Agreement No., Applying on behalf of a consortium?, National ID, Project Title, Project Acronym, Project Status: Finalised (highlighted with a red box), Check Status: CLS), 'Project Access' (User's role in project: beneficiary, Access to Project: Edit Access to Project, Project is locked: checked), 'History information' (Created on: 16/03/2016 10:45:48 by: NA Staff, Updated on: 20/06/2017 13:28:20 by: NA Staff), 'Beneficiary Organisation information' (OID: E10064123, Legal Name: Organisation ABC, Business Name: Organisation ABC, Full legal name (National Language): Organisation ABC), and '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/programmes/erasmus-plus/contact_en).

If any claims were registered, you will also see those in the version drop-down.

This is a close-up of the version drop-down menu. It shows a list of project versions and claims. The first two items are 'Reported (Submitted)' and 'NA Validation (Submitted)'. The next two items are 'Claim #2 - Reported (Submitted)' and 'Claim #2 - NA Validation (Submitted)' with a checkmark. The last two items are 'Claim #4 - Reported (Submitted)' and 'Claim #4 - NA Validation (Submitted)'. The menu is titled 'NA Validation' with a dropdown arrow.

The NA Validation tab

Once the project is finalised, another tab is visible in the project: **NA Validation**. Under this tab an overview of changes performed during NA Validation is provided.

NA Validation

NA Validation (Submitted)

Legend:
Open Submitted Cancelled Closed

NA VALIDATION BUDGET

Awarded Budget (by National agency)	Reported budget (by Beneficiary)	NA Validation Approved Budget	Final approved (sent to EplusLink)
305.450,40 €	299.050,70 €	292.850,70 €	292.850,70 €

Reported Mobilities

100

Eligible

95

Ineligible

5

Changed during NA Validation

5

Submitted/Cancelled on

17/05/2048 16:45:47

Submitted/Cancelled by

National Agency

Comment

Show Log

Project Versions and Mobilities

In the **Mobilities** section of your project, you have the possibility to review changes made during validation or checks by using the version drop-down.

Project 2015-1-PL01-KA105-013893

Reported ▾
Details
Organisations
Contacts
Mobilities
Mobility Import - Export
Budget
Reports
NA Validation

Mobilities

Export Participant Report(s)

All 8

NA Validation and Checks 8

Reported (Submitted) ✓
NA Validation (Submitted)
PL01-DES-002270 (Closed)
PL01-SYS-002272 (Open)

Search in 8 records

selection

export

	Participant First Name	Participant Last Name	Participant Email	Activity No.	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility	Report Status	Requested On	Received On
<input type="radio"/>	Will	Smith	will.smith@testmail.com	A1	YOUTH-EXCH-P	13893-MOB-00002	Poland	Spain	01/09/2015	20/09/2015				
<input type="radio"/>	Anna	Kielbasa	anna.kielbasa@testmail.com	A1	YOUTH-EXCH-P	13893-MOB-00003	Poland	Spain	01/09/2015	12/09/2015				

Reported (Submitted) mobilities

Here you can see in the project version **Reported (Submitted)** that none of the mobilities are marked yet as eligible or ineligible.

Project 2015-1-PL01-KA105-013893

Reported ▾
Details
Organisations
Contacts
Mobilities
Mobility Import - Export
Budget
Reports
NA Validation

Mobilities

Export Participant Report(s)

All 8

NA Validation and Checks 8

Search in 8 records

selection

export

	Participant First Name	Participant Last Name	Participant Email	Activity No.	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility	Report Status	Requested On	Received On
<input type="radio"/>	Will	Smith	will.smith@testmail.com	A1	YOUTH-EXCH-P	13893-MOB-00002	Poland	Spain	01/09/2015	20/09/2015				
<input type="radio"/>	Anna	Kielbasa	anna.kielbasa@testmail.com	A1	YOUTH-EXCH-P	13893-MOB-00003	Poland	Spain	01/09/2015	12/09/2015				
<input type="radio"/>	Malgorzata	Kisiel	malgorzata.kisiel@testmail.com	A2	YOUTH-EXCH-T	13893-MOB-00004	Poland	Spain	14/09/2015	23/09/2015				
<input type="radio"/>	John	Doe	john.doe@testmail.com	A1	YOUTH-EXCH-P	13893-MOB-00001	Poland	Spain	01/09/2015	20/09/2015				
<input type="radio"/>	Marian	Jędrsek	marian.jedrek@testmail.com	A1	YOUTH-EXCH-P	13893-MOB-00006	Poland	Spain	01/09/2015	12/09/2015				
<input type="radio"/>	Katarzyna	Kołęda	katarzyna.koleda@testmail.com	A4	YOUTH-VOL-P	13893-MOB-00007	Spain	Turkey	01/09/2015	02/11/2015				
<input type="radio"/>	Tomasz	Niewiorny	tomasz.niewiorny@testmail.com	A5	YOUTH-VOL-P	13893-MOB-00008	France	Turkey	01/09/2015	20/09/2015		Submitted	14/09/2015	14/09/2015
<input type="radio"/>	Stefan	Zasada	stefan.zasada@testmail.com	A3	YOUTH-EXCH-T	13893-MOB-00005	Poland	France	01/09/2015	11/09/2015				

NA Validation (Submitted) mobilities

When changing the version drop-down to **NA Validation (Submitted)** the list of mobilities now have an updated eligibility status.

In our example, all mobilities were marked eligible and there are five instead of four available in our project in this version.

Project 2015-1-PL01-KA105-013893 Finalised

Details

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

NA Validation

NA Validation submitted

Mobilities

Export Participant Report(s)

All 8

Search in 8 records

selection

export

	Participant First Name	Participant Last Name	Participant Email	Activity No.	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility	Report Status	Requested On	Received On
<input type="radio"/>	Will	Smith	will.smith@testmail.com	A1	YOUTH-EXCH-P	13893-MOB-00002	Poland	Spain	01/09/2015	20/09/2015	✓			
<input type="radio"/>	Tomasz	Niewierny	tomasz.niewierny@testmail.com	A5	YOUTH-VOL-P	13893-MOB-00008	France	Turkey	01/09/2015	20/09/2015	✓	Submitted	14/09/2015	14/09/2015
<input type="radio"/>	Anna	Kielbasa	anna.kielbasa@testmail.com	A1	YOUTH-EXCH-P	13893-MOB-00003	Poland	Spain	01/09/2015	12/09/2015	✓			
<input type="radio"/>	John	Doe	john.doe@testmail.com	A1	YOUTH-EXCH-P	13893-MOB-00001	Poland	Spain	01/09/2015	20/09/2015	✓			
<input type="radio"/>	Katarzyna	Kołęda	katarzyna.koleda@testmail.com	A4	YOUTH-VOL-P	13893-MOB-00007	Spain	Turkey	01/09/2015	02/11/2015	✓			

Check (closed) mobilities

Changing the version drop-down to one of the checks (in this example **PL01-DES-002270**) will display the mobilities list for this version of the project.

One mobility in the example is now marked ineligible.

Project 2015-1-PL01-KA105-013893 finalised

Details

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

NA Validation

PL01-DES-002270 closed

Mobilities [Export Participant Report\(s\)](#)

All 8

Search in 8 records

selection

export

<div><div></div></div>	Participant First Name	Participant Last Name	Participant Email	Activity No.	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Eligible Mobility	Report Status	Requested On	Received On	<div><div></div></div>
<div><div></div></div>	Will	Smith	will.smith@testmail.com	A1	YOUTH-EXCH-P	13893-MOB-00002	Poland	Spain	01/09/2015	20/09/2015	<div><div></div></div>				<div><div></div></div>
<div><div></div></div>	Tomasz	Niewierny	tomasz.niewierny@testmail.com	A5	YOUTH-VOL-P	13893-MOB-00008	France	Turkey	01/09/2015	20/09/2015	<div><div></div></div>	Submitted	14/09/2015	14/09/2015	<div><div></div></div>
<div><div></div></div>	Anna	Kielbasa	anna.kielbasa@testmail.com	A1	YOUTH-EXCH-P	13893-MOB-00003	Poland	Spain	01/09/2015	12/09/2015	<div><div></div></div>				<div><div></div></div>
<div><div></div></div>	John	Doe	john.doe@testmail.com	A1	YOUTH-EXCH-P	13893-MOB-00001	Poland	Spain	01/09/2015	20/09/2015	<div><div></div></div>				<div><div></div></div>

Claim NA Validation (closed) mobilities.

The new type of check for **Claims, Observations or Appeals** will also be visible, if such request was made to the NA. These work in the same way as the other types of checks.

Simply change the version drop-down to a **Claim** to view any changes made.

NA Validation ▾

submitted

Details

Dashboard

Reported (Submitted)

NA Validation (Submitted)

Claim #1 - Reported (Submitted)

Claim #1 - NA Validation (Submitted) ✓

Project Versions and Budget

Via the project version drop-down you can also easily review changes made to the budget of the project during validation, checks and/or claims or appeals.

Access the **Budget** tab and use the version drop-down to view the budget in the different versions.

Reported (Submitted) budget

In our example, we see here the **Reported (Submitted)** budget, which reflects the budget submitted with the final beneficiary report.

Current Budget (in Mobility Tool) is 454.152,10 EUR which equals 97.4% of the **Approved Budget (by National Agency)**.

Project 2016-1-PL01-KA102-027505 Finalised

Details

Dashboard

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

NA Validation

Reported submitted

Budget

Export PDF

Please note that only complete mobilities are taken into account.

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved budget
Total Project	462.920,00 €	451.152,10 €	97,4%
Organisational Support			
No. of Participants (excluding acc. persons) : 1	52.600,00 €	<div>350,00 €</div> 0,00 €	0,00 %
Exceptional costs - Guarantee	0,00 €	0,00 €	
Activity Type			
VET-COMP : VET learners traineeships in companies abroad	164.242,00 €	<div>0,00 €</div> 0,00 €	0,00 %

NA Validated (Submitted) budget

We change the project version via the drop-down to **NA Validation (submitted)**. We can see a difference in the **Current Budget (in Mobility Tool)** compared to the reported one we looked at previously.

As a result of the **NA Validation**, mobilities are marked as eligible or ineligible which impacts the budget. In our example it is now 432.992,10 EUR which equals 93.5% of the **Approved Budget (by National Agency)**.

Project 2016-1-PL01-KA102-027505 finalised

Details

Dashboard

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

NA Validation

NA Validation submitted

Budget [Export PDF](#)

Please note that only complete mobilities are taken into account.

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved budget
Total Project	462.920,00 €	432.992,10 €	93,5%
Organisational Support			
No. of Participants (excluding acc. persons) : 1	52.600,00 €	350,00 €	0,67 %
Exceptional costs - Guarantee	0,00 €	350,00 €	
Activity Type			
VET-COMP : VET learners traineeships in companies abroad	164.242,00 €	0,00 €	0,00 %
EU Travel Grant	59.860,00 €	0,00 €	0,00 %

Check (Closed) budget

We change the version again using the drop-down, this time we look at one of the checks: **PL01-SYS-002324 (Closed)**.

In our example there is a difference in the **Current Budget (in Mobility Tool)** compared to the Reported and NA validated versions. It is now 445.992,10 EUR which equals 96.3% of the **Approved Budget (by National Agency)**.

Project 2016-1-PL01-KA102-027505 finalised

Details

Dashboard

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

NA Validation

PL01-SYS-002324 closed

Budget

Export PDF

Please note that only complete mobilities are taken into account.

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved Budget
Total Project	462.920,00 €	445.992,10 €	96,3%
Organisational support			
No. of Participants (excluding acc. persons) : 2	52.600,00 €	0,00 €	0,00 %
Exceptional costs - Guarantee	0,00 €	0,00 €	
Activity Type			
VET COMP : VET learners traineeships in companies abroad		1.176,00 €	

Claim (Submitted) budget.

We change the version again using the drop-down, this time we look at one of the claims and select **Claim #4 - Reported (Submitted)**.

NA Validation
submitted

Reported (Submitted)

NA Validation (Submitted)

Claim #2 - Reported (Submitted)

Claim #2 - NA Validation (Submitted) ✓

Claim #4 - Reported (Submitted)

Claim #4 - NA Validation (Submitted)

Reported

submitted

Once more there is a change in the budget.

Project 2016-1-PL01-KA102-027505

Details

Dashboard

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

NA Validation

Reported

submitted

Budget

Export PDF

Please note that only complete mobilities are taken into account.

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved Budget
Total Project	462.920,00 €	455.992,10 €	98,3%
Organisational support			
No. of Participants (excluding acc. persons) : 2	52.600,00 €	0,00 €	0,00 %
Exceptional costs - Guarantee	0,00 €	0,00 €	
Activity Type			
VET COMP : VET learners traineeships in companies abroad		1.176,00 €	

Related Articles

- [MT+ KA2 Validated and checked versions](#)
- [MT+ KA1 and KA3 Validated and checked versions](#)
- [MT+ How to edit the mobility import file](#)