

Beneficiary Guides - Project implementation phase

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You can now translate the pages in the Erasmus+ and European Solidarity Corps language.

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Updated Data dictionaries & templates for KA131 & KA171 have been published on 21/11/2023. Updated Data dictionaries & templates for KA121 & KA122 have been published on 23/11/2023. Click [here](#) to access the latest files.

- [Process Explained](#)
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 The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

After an application is awarded and a grant agreement is signed the project is considered to be "ongoing" and is part of the implementation phase of project management for beneficiaries of Erasmus+ or European Solidarity Corps programmes.

This page provides an overview of how beneficiaries manage Erasmus+ or European Solidarity Corps projects and report to the National Agency during the implementation phase.

For a quick overview of the basic functionalities of the Beneficiary module, please view the [eLearning videos](#).

Process Explained

Once the grant agreement is signed, received and recorded in the National Agency project management system, the project is created and becomes available under **My Projects** of the [Erasmus+ and European Solidarity Corps platform](#).

Beneficiaries and their partners (where applicable) are automatically notified when the project is available in My Projects. To view **My Projects** in the main menu of the Erasmus+ and European Solidarity Corps platform, the beneficiary (and partners) must log in to the platform.

By default the legal representatives and all contact persons stipulated in the grant agreement have edit access to the project. These users can, where allowed depending on the action type of the project, add additional partner **organisations** and **contacts** to the project, with view, edit, or no access to the project.

The project will also become available in the **Project results platform**.

- [How to use the Erasmus and European Solidarity Corps platform](#)
- [My projects](#)
- [Participating Organisations in projects](#)
- [Associated persons in projects](#)
- [Notifications to project contacts](#)

The project becomes available under the menu item **My Projects** with status **Project Ongoing**, which is displayed in the project list.

- [Project List](#)
- [Project Details](#)
- [Erasmus+ projects](#)
- [European Solidarity Corps project management overview](#)
- [Budget in projects](#)

At this point beneficiaries can start to manage the project information, containing project items such as **mobility activities, activities, budget and reports**.

The beneficiary has the option to add project items such as mobility activities, activities, events, or project results. The project items to manage depend on the key action of the project.

The beneficiary can also view and compare the awarded and reported budget in their project, helping them to keep track of the project budget.

Certain project information cannot be managed by the beneficiary in their project. Such changes are for example the project duration, project title or participating organisations in KA2 projects. In such cases, the beneficiary must contact their National Agency and request an **amendment** to the grant agreement.

- [Updates to project information in Beneficiary module](#)
- [Amendment request for KA121 and KA151 projects](#)
- [Notifications to project contacts](#)

For KA121 projects it is possible to submit an amendment request or **Interim amendments exercise** from the **Amendments** section of the project.

The National Agency will check the requested changes. An amendment to the grant agreement may be issued, sent to the beneficiary and, once signed, returned to the National Agency. The National Agency will then sign the amendment and send it back to the beneficiary.

Only then will the requested and approved changes become available in the project and, if applicable, the Project Results platform. A notification email is sent to the beneficiary contact, informing them of the changes to the project.

Individuals that have participated in Erasmus+ mobility projects and European Solidarity Corps projects are requested to submit their feedback on the experience. The participants receive an email with a individual link to the participant report.

- Manage participant reports in projects
- Manage Report On Recognition

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One of the final stages of the project lifecycle is the submission of by the beneficiary and provides updated details of the project, including information can no longer be edited. The project is in status **Submitted**.

At the same time as submitting the report the beneficiary should in **Results Platform** is up to date and correct.

After the NA checked and validated the report, the project will be to **Finalised**.

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How to do this in the tools?

Recently added or updated wiki pages for Beneficiary module

[How to complete participations in ESC51 Volunteering Projects](#)

updated Mar 27, 2024

[view change](#)

[Participants in ESC51 projects](#)

updated Mar 27, 2024

[view change](#)

[Participations in ESC51 projects](#)

updated Mar 26, 2024

[view change](#)

[Activities in ESC51 projects](#)

updated Mar 26, 2024

[view change](#)

[How to complete participations in ESC51 Volunteering Projects](#)

updated Mar 26, 2024

[view change](#)

[Participant Report](#)

updated Mar 26, 2024

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[How to complete participations in ESC51 Volunteering Projects](#)

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[European Solidarity Corps project management overview](#)

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[view change](#)

[Exceptional cost for inclusion support](#)

updated Mar 19, 2024

[view change](#)

[Recognition Certificates](#)

updated Mar 19, 2024

[view change](#)

[Exceptional cost for inclusion support](#)

created Mar 19, 2024

[Awarded and Reported budget in projects](#)

updated Mar 12, 2024

[view change](#)

[Project versions in beneficiary projects](#)

updated Mar 12, 2024

[view change](#)

[Interim, Periodic and Progress Reports in Beneficiary module](#)

updated Mar 11, 2024

[view change](#)

[How to complete and submit a KA171 Interim or Periodic Report](#)

updated Mar 11, 2024

[view change](#)

[Interim, Periodic or Progress Reports](#)

updated Mar 11, 2024

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[How to complete and submit a Progress or Periodic Report for KA210 and KA220](#)

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[view change](#)

[How to complete and submit a Progress or Periodic Report for KA210 and KA220](#)

updated Mar 11, 2024

[view change](#)

[Add mobility activities to projects](#)

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[view change](#)

[Manage Preparatory visits in KA121, KA122, KA182 and ESC51 projects](#)

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[Revalidate Mobilities in Beneficiary module](#)

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[Project versions in beneficiary projects](#)

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[Manage Preparatory visits in KA121, KA122, KA182 and ESC51 projects](#)

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