

Beneficiary Guides - Project implementation phase



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New **Data dictionaries & templates for ESC51** have been published on **24/05/2024**. 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.

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.

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

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.

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.

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

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

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

After the NA checked and validated the report, the project will be finalised. Once the project status is updated accordingly, the project will be moved to **Finalised**.

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Final Beneficiary Report templates and import export files X
New **Data dictionaries & templates for ESC51** have been published on **24/05/2024**. Click [here](#) to access the latest files.

How to do this in the tools?

Recently added or updated wiki pages for Beneficiary module

- [Exceptional Cost for Expensive Travel](#)
updated about 4 hours ago
[view change](#)
- [Request fewer days for individual support flag](#)
updated about 8 hours ago
[view change](#)
- [How to fill and submit the final beneficiary report](#)
updated yesterday at 4:00 PM
[view change](#)
- [Budget in ESC30 Solidarity Projects](#)
updated yesterday at 2:49 PM
[view change](#)
- [Newly added and updated wiki pages for Beneficiary module](#)
updated yesterday at 1:39 PM
[view change](#)
- [European Language Label](#)
updated yesterday at 1:36 PM
[view change](#)
- [Budget in ESC51 Volunteering Projects](#)
updated yesterday at 10:42 AM
[view change](#)
- [Supporting organisation field in KA121 and KA122 mobility and group activities](#)
updated yesterday at 9:27 AM
[view change](#)
- [Data Dictionary and Mobility Import-Export templates](#)
updated Jul 11, 2024
[view change](#)
- [Newly added and updated wiki pages for Beneficiary module](#)
updated Jul 10, 2024
[view change](#)
- [Final Beneficiary Report templates](#)
updated Jul 10, 2024
[view change](#)
- [Project availability in Beneficiary module](#)
updated Jul 08, 2024
[view change](#)
- [Export and import mobility activities or participations using xlsx files](#)
updated Jun 24, 2024
[view change](#)
- [Beneficiary module FAQs](#)
updated Jun 13, 2024
[view change](#)
- [Organisation role in mobility activity](#)
updated Jun 11, 2024
[view change](#)
- [Amendment request for KA121 and KA151 projects](#)
updated Jun 05, 2024
[view change](#)
- [Amendment request for KA121 and KA151 projects](#)
updated May 31, 2024
[view change](#)
- [Special Costs in KA220 call 2021 projects](#)
updated May 31, 2024
[view change](#)
- [Manage participant reports in projects](#)
updated May 31, 2024
[view change](#)
- [Manage export and import of mobility activities or participations](#)
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- [Export and import mobility activities or participations using xlsx files](#)

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