My Projects

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The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

The beneficiary module (**BM**) allows beneficiary and partner organisations of **Erasmus+** & **European Solidarity Corps** awarded projects, access to the project information. It offers the ability to encode activities and participants, request individual participant reports and submit final reports to their National Agencies. National Agencies also have access to these projects to monitor and validate information entered by beneficiary organisations.

For a quick overview of the basic functionalities of the Beneficiary Module, please view the eLearning videos.

In the **My Projects** section of the Erasmus+ and European Solidarity Corps platform you can access and manage your projects funded through Erasmus+ and European Solidarity Corps actions managed by National Agencies and in which your organisation is involved as a beneficiary, co-beneficiary or partner.

If your application for funding is accepted, once it is processed by your National Agency and the grant agreement is signed by all relevant parties, you, your co-beneficiaries and your partners (where applicable) will have access to the project information under My projects. Here you will be able to manage the project organisations and contacts, report on activities, events and participants, request individual participants' reports and submit final reports to the relevant National Agencies.

National Agencies also have access to beneficiary projects to monitor and validate information entered by beneficiary organisations.

Information

The management of the project and its contents is the responsibility of the Beneficiary Organisation users. National Agencies do not modify any project information reported by or on behalf of the beneficiary organisations.

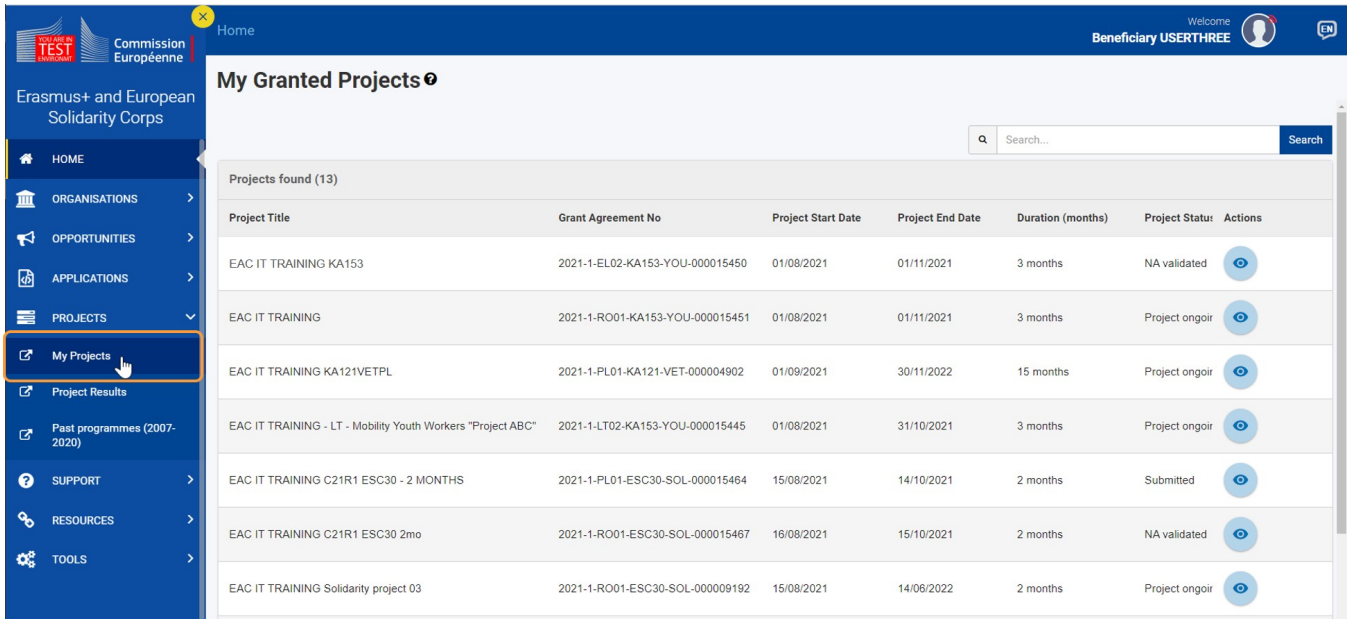
Prerequisites

- To access My projects: you must sign in to the Erasmus+ and European Solidarity Corps platform with a valid EU Login account.
- To view a project and its details:
  - you must have submitted an application form for one of the key actions supported by Erasmus+ and European Solidarity Corps and managed by National Agencies.
  - you must be a contact person or legal representative of one of the organisations involved in the project and have the necessary permissions.

Accessing "My Projects"

Sign in to the Erasmus+ and European Solidarity Corps platform with your usual EU Login account, as explained in the page How to use the Erasmus and European Solidarity Corps platform.

In the main menu select **Projects** and then **My Projects.**



Project list and view rights

All contacts and legal representatives of the beneficiary and partner (where applicable) organisations who were defined in the original application form or during the processing of the application by the National Agency will automatically have access to view and manage their corresponding projects.

Notifications are also sent to those contact persons once the project is available under My Projects. At this point, they can indicate additional contacts for all beneficiary and partner organisations and define their access rights to the project. Therefore, the list of projects you are able to view and manage under My Projects depends on whether you are associated with those projects and on the access rights you have been granted.

If you cannot see your project in the list, please contact the colleague acting as primary contact for your project within the beneficiary organisation. If you believe this is due to a technical issue, please contact the National Agency (Erasmus+) / National Agency (European Solidarity Corps) managing your project.

For specific details about the project list please see the page Project list.

Manage project data

Here you will find all available documentation describing the project sections and any other relevant information for managing your project in the Erasmus+ and European Solidarity Corps platform.

- Beneficiary module guide
  - Beneficiary module FAQs
  - eLearning videos for the Beneficiary module
  - Newly added and updated wiki pages for Beneficiary module
  - Access rights in Beneficiary projects
  - My Projects
  - Project details
  - Project list
  - Revalidate Mobilities in Beneficiary module
  - Updates to project data in Beneficiary module
  - List functionality in projects
  - Budget in projects
  - Participating Organisations in projects
  - Associated persons in projects
  - Fewer opportunities in projects
  - Project handling specifics related to the Russian aggression on Ukraine
  - Basic functionalities in report forms in beneficiary projects
  - Manage participant reports in projects
  - Manage Report On Recognition
  - Manage the final beneficiary report
  - Notifications to project contacts
  - Project versions in beneficiary projects
  - Erasmus+ projects
  - European Solidarity Corps project management overview
  - Accreditations in Beneficiary module
  - Beneficiary module index per action type
- Beneficiary overview of Project Results Platform for Erasmus+ and ESC
  - Beneficiary Dashboard in Project Results Platform
  - Searching in Erasmus+ Project results platform
- Online Language Support