Complementary activities in KA151 and KA153 projects

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This page explains how to manage Complementary activities in KA151 and KA153 projects, using a KA153, call 2023 project as an example.

Complementary activities are side activities adding a value to the project and contributing to increase its impact (e.g. seminars, conferences, coaching) and can be added and managed under the specific tab in your project.

The indirect costs of complementary activities cannot be higher than 7% of the direct costs. The grant covers up to 80% of the total costs (direct + indirect), and the amount of the total eligible cost cannot be higher than 10% of the project costs. The total eligible amount is displayed in the project budget and the Complementary activities will also be available in the Final report.

Complementary activities can only be managed by associated persons with edit rights in the project if the project status is Project ongoing.

This page is relevant for:

- Erasmus+, Call 2021 onward
 - KA153-YOU Mobility of youth workers
- Erasmus+, Call 2022 onward

 KA151-YOU Accredited projects for youth mobility

Steps

1. Access "Complementary activities"

In your project, click on **Complementary activities** in the Content menu. The complementary activities screen is displayed and all the complementary activities that you add will be shown here. Initially, the complementary activity list is empty. See the page List functionality in projects for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.

Grant Agreement No. : 2023-1 Project Acronym : EAC IT TRAININ NA : BG01 - Human Resource Dev	IG -			10000191 - Legal name: : Test-c	rg.BG.02	ed Budget : 80 300 € / 13 136 €	Project ongoing Deadline: 29 avr. 2024 171 days left !
Content menu	< (Complemen	tary Activities				
Details		List of Co	omplementary Acti	vities (System development	and outreach activities) (0)		+ Creat
Participating organisations							
Associated persons						Q Search	Search T More Filters
Activities		ID	Title	Direct costs	Indirect costs	Total costs	[reloa
Mobility Activities							
Complementary activities						Items per page 30 -	0 of 0 < < > >
Import-export mobility activity							
Fewer Opportunities							
Budget							
Reports							

2. Add a complementary activity

2.1. Click on "Create"

Click on the Create button at the top right of the list to open the Complementary activity details screen.

Complemen	tary Activities									
List of Co	List of Complementary Activities (System development and outreach activities) (0)									
				Q Search	Search	▼ More F	Filters			
ID	Title	Direct costs	Indirect costs	Total costs		I	reload]			
				Items per page 30 - 0 of 0) <	< >	\geq			

2.2. Fill in the complementary activity details

In the details screen fill in the fields as required. Mandatory fields are marked with a red asterisk (*).

Note the following:

- 1. The Complementary activity ID is generated automatically as you add each complementary activity and is unique for each activity.
- 2. The indirect cost you enter must be, at most, 7% of the direct cost. Otherwise an error message is displayed and you must adjust this value accordingly.
- 3. The total cost for the complementary activity is calculated automatically, as 80% of the sum of the direct and the indirect costs. This value cannot be changed manually. If the total cost related to all complementary activities added in the project exceeds 10% of the total project costs, an error message is displayed under the field, and you must adjust the values for direct and/or indirect costs. 4. The amounts entered in the budget fields can have one decimal at most, e.g. "100.4"

Complementary Act	ivities		
COMPLEMENTARY A	ACTIVITY (SYSTEM DEVEL	DPMENT AND OUTREACH ACTIVITY)	~
ID *		Title *	
CA00001			
		Value missing	
Description *			
Value missing			
Direct costs *	Indirect costs	Total costs *	
0	0	0	
0 - 8 Comments	6030	0 - 8030	
			Back Sa

2.3. Click on "Save"

Once you have filled in all the mandatory information, the Save button at the bottom right corner of the screen becomes active.

Click the Save button to save the complementary activity details for your project.

Complementary Activ	ities		
COMPLEMENTARY AC	CTIVITY (SYSTEM DEVELO	PMENT AND OUTREACH ACTIVITY)	~
ID *		Title *	
CA00001		Activity "ABC"	
Description *			
Required information	here		
Direct costs *	Indirect costs	Total costs *	
7500	525	6420	
0 - 803	30 0 - 5	25 0-8030	
Comments			
		A	
			Back Sa

2.4. Complementary Activity added to project

A success message is displayed, and you are redirected to the Complementary Activities list, where the newly added activity is now listed.

Content menu	C C	omplementa	ry Activities				
Details		List of Com	plementary Activiti	es (System developi	ment and outreach ac	tivities) (1)	+ Create
Participating organisations							
Associated persons				Q Sea	rch	Search Bulk Actions	▼ More Filters
Activities		ID	Title	Direct costs	Indirect costs	Total costs	[reload]
Mobility Activities		CA00001	Activity "ABC"	7 500,00 €	525,00 €	6 420,00 €	
Complementary activities		L					
Import-export mobility activity					Items per page 30	▼ 1-1of1 🔀	< > >
Fewer Opportunities							
						SUCCESS Successfu Compleme	ا lly saved ntary Activity

3. Manage Complementary Activities

Once items are added to the list, the following icons become available under the Actions column:

- 1. Delete click on this icon in line with the item you wish to delete, and follow the onscreen instructions.
- View click on this icon to open the details of the selected item in read-only mode. All fields are greyed out and you will not be able to change any details.
 Edit open the details of the selected item in edit mode. Make the desired changes, then click on the Save button at the bottom of the screen to save the updated information.

See the page List functionality in projects for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.

Complementary	Activities				
List of Compl	ementary Activities (Sys		+ Create		
			Q Search	Search Bulk	Actions
ID	Title	Direct costs	Indirect costs	Total costs	[reload]
CA00001	Activity "ABC"	7 500,00 €	525,00 €	6 420,00 €	
					2
			Items	s per page 30 💌 1 - 1 of 1	1 < < >>

Related Articles

- Access rights in Beneficiary projects
 Activities in KA1 Youth mobility projects
 Activity Types in KA151 projects
 Activity Types in KA153 projects
 Add mobility activities to projects

- Amendment request for KA121 and KA151 projects
 Associated persons in projects
 Beneficiary Guides Project implementation phase

- Beneficiary module guide
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 Edit the mobility activity import file
 Exceptional cost for visa and other entry requirements in KA1 Youth and KA155 mobility activities