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.

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.

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"

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.

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.

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.
2. **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.
3. **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 Complementary Activities (System development and outreach activities) (1)

+ Create

Search...   Search   Bulk Actions   ▼ More Filters

ID	Title	Direct costs	Indirect costs	Total costs	[reload]
CA00001	Activity "ABC"	7 500,00 €	525,00 €	6 420,00 €	🗑 👁 ✏

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Complementary Activities

List of Complementary Activities (System development and outreach activities) (1)

+ Create

Search...   Search   Bulk Actions   ▼ More Filters

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
- Budget in KA1 Youth mobility projects
- Budget in projects
- Complementary activities in KA151 and KA153 projects
- Data Dictionary and Mobility Import-Export templates
- Edit the mobility activity import file
- Exceptional cost for visa and other entry requirements in KA1 Youth and KA155 mobility activities