MT+ Project Outline for KA2 projects

KA2 Strategic Partnerships

Strategic Partnerships projects are supported by Mobility Tool+ in terms of the outcomes and realised budget for all activities and other project results or outcomes that are produced (Intellectual outputs, Multiplier events).

When the project is created in Mobility Tool+, all the functionality to create and manage a KA2 project is provided. This includes an overview of the current allocation of funds and allows the possibility to add the realised budget for any or all project sections including:

- Project management and implementation
- Transnational project meetings
- Associated multiplier events
- Individuals participating in learning, teaching and training activities, with the latter mostly relevant for projects targeting exchanges of practices

The filling in and submission of the final report by the Beneficiary Organisations and subsequent validation by the National Agencies is also done via Mobility Tool+.

The information under **Project Main Objective** in the project details screen for KA2 Strategic Partnerships projects (Call year 2016 onward) indicates the main project objective: **Exchanges of Practices** or **Innovation.**

Projects with the main objective **Exchange of Practices** will not display the tabs **Intellectual Outputs** and **Multiplier Events**. These tabs are only available for projects with the main objective **Innovation.**

Project Outline for KA2

For KA2 Erasmus+ key actions, the project development and management process is outlined below from the beginning of the project to the final step with key stages of the process.

1	After successful application and once the grant agreement has been signed by the **National Agency**, the beneficiary will be notified that the project has been created in the Mobility Tool. From this time, the beneficiary can start to manage the project information containing budget details, mobilities and reports in the Mobility Tool.	
2	Under certain Key Actions, beneficiaries will be asked by the National Agency to submit an interim report together with a progress or technical report informing the NA on the project status and, in some cases, accompanying the request for a further pre-financing payment. There may be cases where the report is rejected by the NA and requested to be updated. The beneficiary will see the **Interim Draft report** returned to the draft status and the NA will give details on the reasons for the rejection, so the report can be updated in the Mobility Tool.	
3	The final stage of the project lifecycle is the submission of the **final beneficiary report**. The report is completed by the beneficiary and gives updated details of the project including mobility or budgetary changes. Once sent, the report is locked in the Mobility Tool. The final beneficiary report can also be rejected, similar to the Interim Report, for example if the report has missing information or if the standard has not been met. If this is the case, the NA contacts the beneficiary and the Mobility tool unlocks the report. The beneficiary can then edit the beneficiary report and/or add additional documentation or data.	

| 4 | After the assessment of the final beneficiary report and the NA validation has been finalised, the changes performed during the NA validation can be viewed in the Mobility Tool. | |

How to do this in MT+?

- MT+ KA2 Travel Grant - 2017 (LTT Activities)
- MT+ KA2 Validated and checked versions
- MT+ KA2 Force Majeure
- MT+ KA2 Budget
- MT+ KA2 Special Costs
- MT+ KA2 Learning, Teaching and Training Activities
- MT+ KA2 Multiplier Events
- MT+ KA2 Transnational Project Meetings
- MT+ KA2 Intellectual Outputs
- MT+ KA2 Project Management and Implementation
- MT+ KA2 Overview of virtual and blended activities
- MT+ KA229 School Exchange Partnerships Overview