

MT+ KA2 Project Management and Implementation

- 1. Click on the "Project Management and Implementation" tab
- 2. The "Project Management and Implementation" tab.
- 3. Provide the Project Management and Implementation cost for an organisation
 - 3.1. Click on the "Edit" icon
 - 3.2. Enter the "Total amount (Adjusted)" and save
- 4. Add comment(s)

The **Project Management and Implementation** screen allows you to record costs for project management activities such as: planning, finances, coordination and communication between partners.

Steps

1. Click on the "Project Management and Implementation" tab

From inside the project, open the **Project Management and Implementation** tab.

The screenshot shows the 'European Commission Mobility tool' interface. At the top, there's a blue header with the European Commission logo and the text 'European Commission Mobility tool'. Below the header, a navigation bar contains several tabs: 'Project 2018-1-PL01-KA203-039319 processing', 'Details', 'Organisations', 'Contacts', 'Project Management and Implementation' (highlighted with a red box and a cursor), 'Transnational Project Meetings', 'Intellectual Outputs', and 'Multiplier Events'. Below the navigation bar, there's a sub-navigation bar with 'Learning, Teaching and Training Activities', 'Special Costs', 'Budget', and 'Reports'. The main content area is divided into two sections: 'Project Details' and 'Project Log'. The 'Project Details' section contains several panels: 'Context information' (Programme: Erasmus+, Key Action: KA2 - Cooperation for innovation and the exchange of good practices, Action Type: KA203 - Strategic Partnerships for higher education, Call Year: 2018, Round: 1, Start of Project: 12/09/2018, End of Project: 11/01/2021, Project Duration (months): 28), 'Project Information' (Grant Agreement No.: 2018-1-PL01-KA203-039319, National ID: EAC IT TRAINING, Project Title: EAC IT TRAINING - Strategic Partnerships for higher education, Project Acronym: EAC IT TRAINING - Strategic Partnerships for higher education, Project Status: Processing, Final Report Submission Deadline: 12/03/2021, Project Main Objective: Innovation), 'Project Access' (User's role in project: beneficiary, Access to Project: Edit Access to Project, Project is locked: ☐), 'History information' (Created on: 05/06/2018 13:45:05 by: National Agency, Updated on: 28/02/2020 12:25:13 by: National Agency), 'National Agency' (National Agency: PL01 - Foundation for the Development of the Education System, For further details about your National Agency, please consult the following page: https://ec.europa.eu/programmes/erasmus-plus/contact_en), and 'Beneficiary Organisation information' (OID: E10001818, Legal Name: EAC TRAIN Organisation 3, Business Name: EAC TRAIN Organisation 3, Full legal name (National Language):).

2. The "Project Management and Implementation" tab.

Under the **Project Management and Implementation** tab you can specify the costs incurred by each organisation to implement activities such as project management (planning, finances, coordination and communication between partners, etc.) according to the contract duration for each specific project.

In this screen you have:

1. List of **participating organisations** - to enter the PMI costs allocated per participating organisation.
Note: For school to school only projects only the beneficiary organisation will be listed here.
2. **Approved budget (by National Agency)** - so the granted amount can be consulted at any time.
3. Specific **Comment** fields - to provide a description and justification of the expenses.

Project 2018-1-PL01-KA203-039319
processing
Details
Organisations
Contacts
Project Management and Implementation
Transnational Project Meetings

Intellectual Outputs
Multiplier Events
Learning, Teaching and Training Activities
Special Costs
Budget
Reports

Project Management and Implementation

Search in 5 records

selection
export
bulk operations

1

	Participating Organisation	Role	Total Amount (Adjusted)
<input type="radio"/>	AGRICULTURAL UNIVERSITY OF ATHENS	Partner	0,00 €
<input type="radio"/>	EAC TRAIN Organisation 3	Beneficiary	0,00 €
<input type="radio"/>	UNITED NATIONS UNIVERSITY - Comparative Regional Integration Studies	Partner	0,00 €
<input type="radio"/>	IMT Atlantique Bretagne Pays de la Loire	Partner	0,00 €
<input type="radio"/>	Uczelnia Techniczno-Handlowa im Heleny Chodkowskiej	Partner	0,00 €
Total			0,00 €

10
25
50
100

«
1
»

2

Approved Budget (by National Agency)
28,000.00 €

If the total requested amount is different from the total calculated amount (taking into account the maximum allowed amount), please explain why:

3

Please describe the project activities and expenses covered with the Project Management and Implementation grant.

3

Nothing to save

3. Provide the Project Management and Implementation cost for an organisation

For each of the organisations in the list perform the following steps:

3.1. Click on the "Edit" icon

Click on the **Edit** icon in the row of the organisation you want to enter costs for.

Project Management and Implementation

Search in 5 records

selection | export | bulk operations

Participating Organisation	Role ^	Total Amount (Adjusted)	Edit
<input type="radio"/> EAC TRAIN Organisation 3	Beneficiary	0,00 €	
<input type="radio"/> Uczelnia Techniczno-Handlowa im Heleny Chodkowskiej	Partner	0,00 €	
<input type="radio"/> IMT Atlantique Bretagne Pays de la Loire	Partner	0,00 €	
<input type="radio"/> AGRICULTURAL UNIVERSITY OF ATHENS	Partner	0,00 €	
<input type="radio"/> UNITED NATIONS UNIVERSITY - Comparative Regional Integration Studies	Partner	0,00 €	
Total		0,00 €	

10 25 50 100

« 1 »

3.2. Enter the "Total amount (Adjusted)" and save

Enter the total PMI contribution to the activities of the specified organisation in the **Total Amount (Adjusted)** column. Click on the **Save** icon.

Project Management and Implementation

Search in 5 records

selection | export | bulk operations

Participating Organisation	Role ^	Total Amount (Adjusted)	Save
<input checked="" type="radio"/> EAC TRAIN Organisation 3	Beneficiary	3500	
<input type="radio"/> Uczelnia Techniczno-Handlowa im Heleny Chodkowskiej	Partner	0,00 €	
<input type="radio"/> IMT Atlantique Bretagne Pays de la Loire	Partner	0,00 €	
<input type="radio"/> AGRICULTURAL UNIVERSITY OF ATHENS	Partner	0,00 €	
<input type="radio"/> UNITED NATIONS UNIVERSITY - Comparative Regional Integration Studies	Partner	0,00 €	
Total		0,00 €	

10 25 50 100

« 1 »

As you add the project management and implementation amount for each organisation, the **Total** calculated amount for all organisations is updated and displayed in green below the list.

Data successfully saved

Project Management and Implementation

Search in 5 records

selection | export | bulk operations

Participating Organisation	Role ^	Total Amount (Adjusted)
<input type="radio"/> EAC TRAIN Organisation 3	Beneficiary	3.500,00 €
<input type="radio"/> IMT Atlantique Bretagne Pays de la Loire	Partner	0,00 €
<input type="radio"/> Uczelnia Techniczno-Handlowa im Heleny Chodkowskiej	Partner	0,00 €
<input type="radio"/> AGRICULTURAL UNIVERSITY OF ATHENS	Partner	0,00 €
<input type="radio"/> UNITED NATIONS UNIVERSITY - Comparative Regional Integration Studies	Partner	0,00 €
Total		3.500,00 €

10 25 50 100

« 1 »

The total calculated amount for all organisations cannot be greater than the approved amount. Should this occur when trying to save an entered amount, an error message is displayed. You must adjust the amount to be able to save.

Project Management and Implementation

Search in 5 records

selection 1 export bulk operations

Participating Organisation	Role	Total Amount (Adjusted)
AGRICULTURAL UNIVERSITY OF ATHENS	Partner	5,000,00 €
EAC TRAIN Organisation 3	Beneficiary	9000
IMT Atlantique Bretagne Pays de la Loire	Partner	4,500,00 €
Uczelnia Techniczno-Handlowa im Heleny Ch		5,000,00 €
UNITED NATIONS UNIVERSITY - Comparati		5,000,00 €
Total		26,000,00 €

Maximum allowed for PMI per Project has been exceeded.

9000

Maximum allowed for PMI per Project has been exceeded.

10 25 50 100

« 1 »

Approved Budget (by National Agency) 28,000.00 €

4. Add comment(s)

Add a comment in the first available comment field if the total requested amount is different from the total calculated amount (taking into account the maximum allowed amount).

Provide information on the activities and expenses covered with the Project Management and Implementation grant in the second available comment field.

Click on **Save**.

Approved Budget (by National Agency) 28,000.00 €

If the total requested amount is different from the total calculated amount (taking into account the maximum allowed amount), please explain why:

Please describe: If the total requested amount is different from the total calculated amount (taking into account the maximum allowed amount), please explain why:

explanation here....

4980 characters left

Please describe the project activities and expenses covered with the Project Management and Implementation grant.

Activities covered are:

1. XXXXX
2. YYYYY
3. ZZZZZ

Save

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- [MT+ KA2 Transnational Project Meetings](#)
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