

MT+ How to complete and submit the final beneficiary report

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- [2. "Generate" the Beneficiary Report](#)
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This page describes the steps to be taken to complete and submit the final beneficiary report for Erasmus+ projects. The steps described follow the example of using a project for action type **KA105**.

There may be differences between the beneficiary reports for different key actions but the basic functionality remains the same for each key action.

Relevant for...

Call Year	Key Action	Action
2014 onward	KA1 - Mobility of individuals	All
	KA3 - Support for policy reform	

Steps

1. Open the project and check that it is up to date

1.1. Check the "Details" tab

The project must be in **follow-up** status, unlocked and you must have the necessary permissions to modify the project data, in order to complete the Beneficiary Report.

The screenshot displays the 'Mobility tool' interface for the European Commission. The header includes the European Commission logo, the text 'Mobility tool', and 'PL01 Foundation for the Development of the Education System'. A 'TEST' badge is visible in the top right corner. Below the header, the project ID 'Project 2016-2-EE01-KA105-017431' is shown with a 'follow-up' status. A navigation bar contains tabs: 'Details' (highlighted with a red box), 'Organisations', 'Contacts', 'Mobilities', 'Mobility Import - Export', 'Budget', and 'Reports'. The main content area is divided into two sections: 'Project Details' and 'Project Log'. The 'Project Details' section is further divided into three columns: 'Context information', 'Project information', and 'Project Access'. The 'Context information' column lists details such as 'Programme: Erasmus+', 'Key Action: KA1 - Learning Mobility of Individuals', 'Action Type: KA105 - Youth mobility', 'Call Year: 2016', 'Round: 2', 'Start of Project: 01/08/2016', 'End of Project: 31/12/2016', and 'Project Duration (months): 5'. The 'Project information' column lists 'Grant Agreement No.: 2016-2-EE01-KA105-017431', 'National ID: 2016-KA105-58 / wd reg 36.3-2/709', 'Project Title: Let's play!', 'Project Acronym:', 'Project Status: Follow-up' (highlighted with a red box), and 'Final Report Submission Deadline:'. The 'Project Access' column lists 'User's role in project: beneficiary', 'Access to Project: Edit Access to Project', and 'Project is locked: ☐'. Below these columns is a 'History information' section showing 'Created on: 30/03/2017 15:39:03 by: System User' and 'Updated on: 07/01/2020 11:19:43 by: Cristina POP'. The 'National Agency' section at the bottom left lists 'National Agency: EE01 - Foundation Archimedes' and provides a link to the European Commission website for further details.

European Commission
Mobility tool PL01 Foundation for the Development of the Education System

Project 2016-2-EE01-KA105-017431 follow-up

Details Organisations Contacts Mobilities Mobility Import - Export Budget Reports

Project Details Project Log

Context information

Programme: Erasmus+
Key Action: KA1 - Learning Mobility of Individuals
Action Type: KA105 - Youth mobility
Call Year: 2016
Round: 2
Start of Project: 01/08/2016
End of Project: 31/12/2016
Project Duration (months): 5

Project information

Grant Agreement No.: 2016-2-EE01-KA105-017431
National ID: 2016-KA105-58 / wd reg 36.3-2/709
Project Title: Let's play!
Project Acronym:
Project Status: Follow-up
Final Report Submission Deadline:

Project Access

User's role in project: beneficiary
Access to Project: Edit Access to Project
Project is locked: ☐

History information

Created on: 30/03/2017 15:39:03 **by:** System User
Updated on: 07/01/2020 11:19:43 **by:** Cristina POP

National Agency

National Agency: EE01 - Foundation Archimedes
For further details about your National Agency, please consult the following page
https://ec.europa.eu/programmes/erasmus-plus/contact_en

1.2. Click the "Organisations" and "Contacts" tabs

Check the organisation details and associated contact persons for all organisations.

If any organisation details need to be updated, the National Agency should first be notified and the details should be updated in the Organisation Registration system. Once the changes are made in the National Agency's project management system, they will be reflected in Mobility Tool+.

This does not apply to certain contact details, such as those of the project co-beneficiaries and partners, which can be updated directly in Mobility Tool+.

European Commission
Mobility tool

PL01 Foundation for the Development of the Education System

TEST

Project 2016-2-EE01-KA105-017431

Details
 Contacts
 Mobilities
 Mobility Import - Export
 Budget
 Reports

List Contacts

Organisation
 All

Search in 10 records

selection export

Organisation OID	Organisation Legal Name
E10006279	MTU Project Spirit
E10006279	MTU Project Spirit
E10159110	Antalya Aktif Yasam Toplulugu
E10159110	Antalya Aktif Yasam Toplulugu
E10205876	EXPRESS YOURSELF

European Commission
Mobility tool

PL01 Foundation for the Development of the Education System

TEST

Project 2016-2-EE01-KA105-017431

Details
 Organisations
 Contacts
 Mobilities
 Mobility Import - Export
 Budget
 Reports

Organisations

Search in 5 records

selection export bulk operations

OID	Beneficiary	Co-Beneficiary	Role	Changed organisation details	Organisation ID	Legal Name	Department	Public Body	Non-profit	Country	City	Contacts
E10006279	✓	✗	Beneficiary		017431-ORG-00001	MTU Project Spirit		✗	✓	Estonia	Tartu vald	2
E10079352	✗	✓	Cobeneficiary		017431-ORG-00005	Grad Sisak		✓	✓	Croatia	Sisak	2
E10005209	✗	✓	Cobeneficiary		017431-ORG-00004	VIVID z.s.		✗	✓	Czech Republic	Želeč	2
E10205876	✗	✓	Cobeneficiary		017431-ORG-00002	EXPRESS YOURSELF		✗	✓	Latvia	SALASPILS	2
E10159110	✗	✓	Cobeneficiary		017431-ORG-00003	Antalya Aktif Yasam Toplulugu		✗	✓	Turkey	Antalya	2

10 25 50 100

1

1.3. Click the "Mobilities" tab

Click the **Mobilities** tab to check that the mobility details are up to date. Any changes made to the mobility details will automatically update the budget summary.

European Commission
Mobility tool

PL01 Foundation for the Development of the Education System

TEST

Project 2016-2-EE01-KA105-017431

Details
 Organisations
 Contacts
 Mobilities
 Mobility Import - Export
 Budget
 Reports

Mobilities

More actions
 Create

All 4 Complete 4 Draft Overview 1+2

Search in 4 records

selection export bulk operations

Participant First Name	Participant Last Name	Participant Email	Activity No.	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On
Anna	Doë	anna@test.com	A1	YOUTH-EXCH-P	17431-MOB-00003	Latvia	Croatia	01/08/2016	18/08/2016	✓			
Jona	Daw	ll@test.com	A3	YOUTH-EXCH-P	17431-MOB-00004	Estonia	Croatia	02/11/2016	18/11/2016	✓	Ready		
Jane	Doe	jane@test.com	A7	YOUTH-VOL-P	17431-MOB-00002	Czech Republic	Latvia	01/12/2016	31/12/2016	✓	Ready		
John	Doe	test@test.com	A5	YOUTH-VOL-P	17431-MOB-00001	Latvia	Turkey	03/11/2016	31/12/2016	✓	Ready		

10 25 50 100

1

1.4. Click the "Budget" tab

Check the **Budget** tab to view the summary of the project budget as entered under each mobility.

Additional project costs may be entered in the budget tab depending on the action type. In the following example the **Exceptional costs - Guarantee** field can be edited. If you record additional costs in the **Budget** tab save the changes by clicking the **Save** button.



Budget

[Export PDF](#)

Please note that only complete mobilities are taken into account.

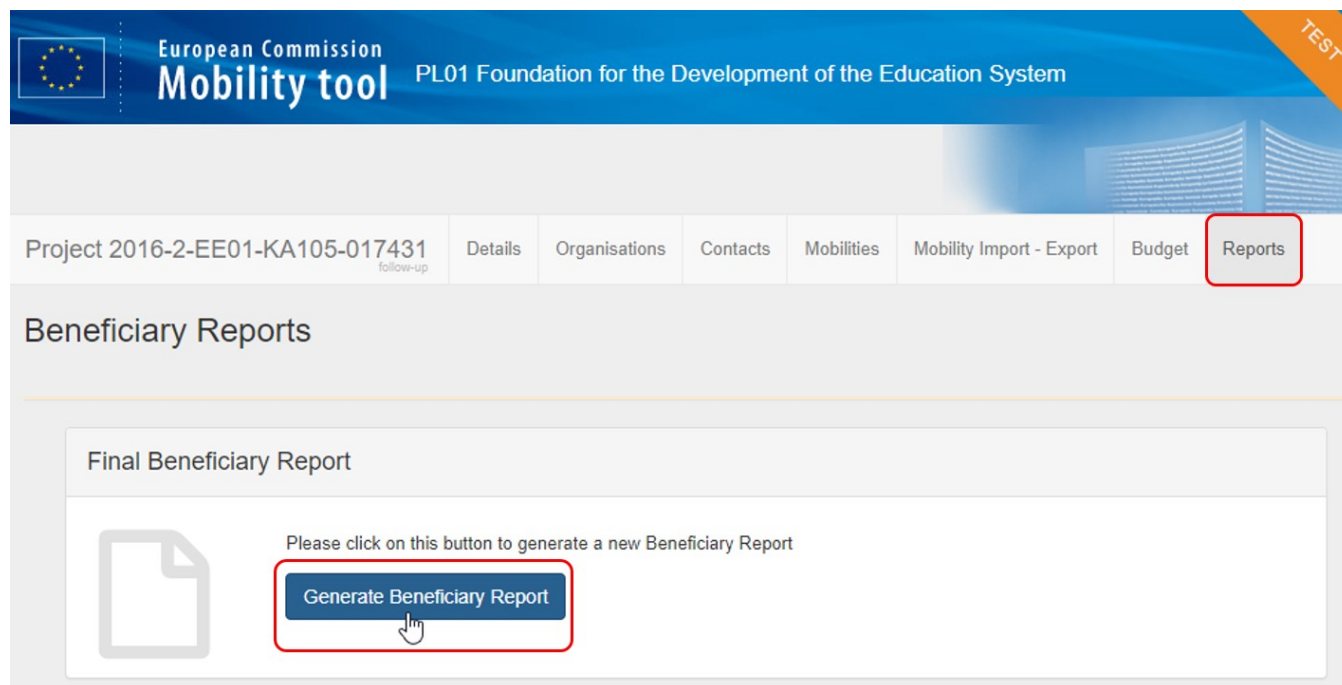
Save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool+)	% Approved Budget
Total Project	11.292,00 €	6.116,00 €	54,16 %
Exceptional costs - Guarantee	0,00 €	2000,00	
Activity Type			
YOUTH-EXCH-P : Youth Exchanges - Programme Countries		1.500,00 €	
	11.292,00 €	1.500,00 €	13,28 %
EU Travel Grant	3.570,00 €	170,00 €	4,76 %
A1		0,00 €	
A3		170,00 €	
EU Individual Support	0,00 €	0,00 €	0,00 %
A1		0,00 €	
A3		0,00 €	
Organisational Support	7.722,00 €	1.330,00 €	17,22 %
A1		700,00 €	
A3		630,00 €	

2. "Generate" the Beneficiary Report

2.1. Click the "Reports" tab

When all the project data is up to date, click the **Reports** tab and create the draft beneficiary report by clicking the **Generate Beneficiary Report** button.



European Commission
Mobility tool PL01 Foundation for the Development of the Education System

Project 2016-2-EE01-KA105-017431 follow-up

Details Organisations Contacts Mobilities Mobility Import - Export Budget **Reports**

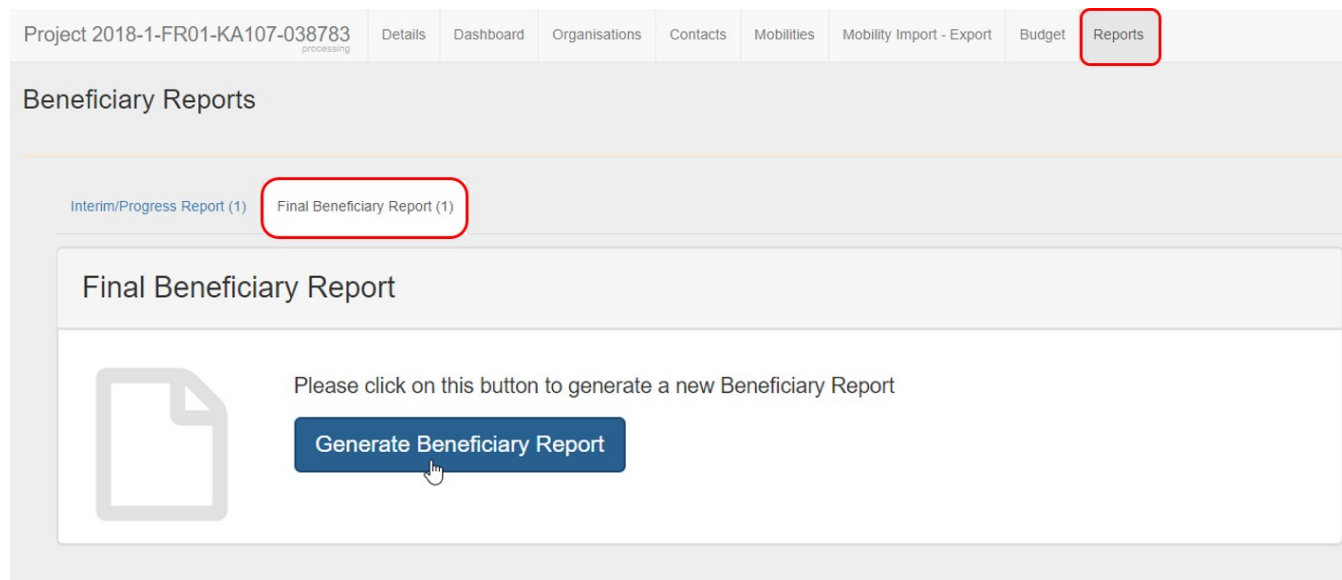
Beneficiary Reports

Final Beneficiary Report

Please click on this button to generate a new Beneficiary Report

Generate Beneficiary Report

Depending on the key action, you may see this button directly or you may need to navigate to the **Final Beneficiary Report** sub-tab to find the button.



Project 2018-1-FR01-KA107-038783 processing

Details Dashboard Organisations Contacts Mobilities Mobility Import - Export Budget **Reports**

Beneficiary Reports

Interim/Progress Report (1) **Final Beneficiary Report (1)**

Final Beneficiary Report

Please click on this button to generate a new Beneficiary Report


Generate Beneficiary Report

2.2. Click on "Edit Draft"

Once you have generated the report, click on **Edit Draft** to access it. You will be directed to the report screen. Note that the project status has now changed to **processing**.

Beneficiary Reports

Final Beneficiary Report



Final Draft report available

Draft

Submission in progress

Submitted

NA Validated with eligible cost

Terminated with eligible cost

16/01/2020

Final Report draft created 2 minutes ago by UNKNOWN UNKNOWN

Edit Draft.

3. General functionality

3.1. Report options and information

In the top left corner of the report screen you will see:

1. The time the draft report was last saved.
2. A progress bar indicating the percentage of the report that has been completed to date.
3. When the report is complete, the submission button will also be available in this section.
4. The options to:
 - a. Return to report page - this will save the current draft report and redirect you to the **Reports** main page.
 - b. Print draft report - this will allow you to print the report on paper.
 - c. Preview draft report - this will save the current draft of the report to a PDF file.

European Commission
Mobility tool PL01 Foundation for the Development of the Education System

Project 2016-2-EE01-KA105-017431
Details Organisations Contacts Mobilities Mobility Import - Export Budget Reports

Draft report saved 2 minutes ago

not ready for submission

return to report page · print draft report · preview draft report

Final Beneficiary Report for 2016-2-EE01-KA105-017431

1. Context

This section resumes some general information about your project;

3.2. "Continue editing" or "Release" the draft report for other users

Once you have started to fill in the report, if you leave the report screen you can return to it at any time by clicking on the **Reports** tab. You will have two options:

1. **Continue editing draft report** - click this button if you wish to continue filling in the report yourself.
2. **Release draft report** - click this button if you wish to allow other beneficiary contact users to edit the draft report. Please note that two or more users are not allowed to edit the report at the same time, therefore when you release the report, you will not be able to edit it again unless the person editing it releases it at their turn.

European Commission
Mobility tool PL01 Foundation for the Development of the Education System

Project 2016-2-EE01-KA105-017431
Details Organisations Contacts Mobilities Mobility Import - Export Budget Reports

Beneficiary Reports

Final Beneficiary Report

Final Draft report available (3% Done)

Draft Submission in progress Submitted NA Validated with eligible cost Terminated with eligible cost

16/01/2020

Final Beneficiary Report saved 3 days ago by UNKNOWN UNKNOWN

Continue editing draft report Release draft report

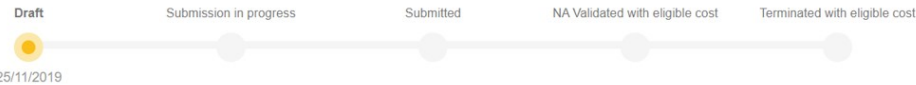
3.3. Show log

Click on the **Show log +** button on the **Reports** page to see the main actions performed on the report, and the person who performed each action. Click the **Hide Log-** button to close the log.

Final Beneficiary Report



Final Draft report available (5% Done)



Final Beneficiary Report saved 2 months ago by Beneficiary User 1

Edit Draft



Beneficiary Report created 2 months ago

Draft

Final - Request ID 1005900

Hide Log

8 days ago	Draft closed by Beneficiary User 1
8 days ago	Draft opened by Beneficiary User 2
8 days ago	Draft opened by Beneficiary User 2
2 months ago	Draft closed by Beneficiary User 1
2 months ago	Draft opened by Beneficiary User 1
2 months ago	Draft by Beneficiary User 1

4. Fill in the Beneficiary Report

4.1. Check the "Context" section

You will notice that the **Context** section is already filled in and marked with a green check.

The **Context** section contains the same information that is displayed under the project details (**Details** tab) and it cannot be modified in Mobility Tool+.

If project dates or titles require modifications this should be done by making a formal amendment request to the National Agency. Once this request is processed, the data will be updated in Mobility Tool+.

Navigate to the following sections by scrolling down or by clicking on the desired section in the left column of the report screen. The selected section is highlighted in blue.

As you fill in each section, it will be marked with a green check.

4.2. Fill in the "Project Summary"

Click on the **Project Summary** section and add a summary for the project.

Remember that the project summary will be displayed in the **Project Results Platform** once the Final Report is finalised in the National Agency's project management system.

1. Context

2. Project Summary

3. Description of the Project

4. Implementation of the Project

5. Linguistic Support

6. Activities

7. Participants' Profile

8. Learning Outcomes and Impact

9. Impact

10. Dissemination of Project Results

11. Future Plans and Suggestions

12. Budget

13. Annexes

2. Project Summary

This section summarises your project and the organisations involved as partners;

Project summary at application time

Mäng pole sugugi ainult väikese inimese töö ja selle tõestuseks toimub 22-30 septembril Äksi alevikus, Eestis noortevahetus "Let's play!" Tegemist on Erasmus+ programmi rahvusvahelise projektiga, mis toob kokku 26 noort Tšehhist, Horvaatiast, Türgist, Lätist ja Eestist, et ühekoos õppida õppima läbi mängu. Projekti eesmärgiks on, et noored õpiksid elamuspedagoogiliste mängude abil õppima ning oskaksid oma õpikogemust ka reflekteerida. Eesmärgi saavutamiseks võtab iga osaleja oma riigist endaga kaasa ühe mängu, mida ta soovib jagada ka teistega. Kohtumisel jagatakse meeskonna-, laua-, rolli-, nutikus ja impromänge ning pärast iga mängu läbimängimist toimub ka refleksioon ja mängu analüüs. Projekt annab võimaluse panna noortel ennast proovile mängujuhi rollis, ent samas olla osaline ka teiste osalejate mängudes, et midagi enda jaoks õppida ning arendada oma pädevusi. Tänu projektis osalemisele õpivad osalejad mängu taga nägema ka õpimomendi ning läbi põhjaliku mängude analüüsimise, õpivad osalejad üksteiselt õppima ning oma õpikogemust ka analüüsima. Noortevahetusel õpitu panevad osalejad ka praktikasse, viies oma kodumaal oma organisatsioonides läbi mängupäeva, et mängudest õppimine leviks ka teiste organisatsiooni liikmeteni. Noortevahetuse käigus valmib ka põhjalik mängude blogi erinevatest mängudest, mida kohtumisel kasitletakse. Mängude blogis on lisaks mängu instruktsioonidele kajastatud ka võimalikud viisid mängu refleksiooni läbiviimiseks ning lisaks põhjalikum analüüs mängu eesmärkidest ja selle rakendamisest. Blogi on oodatud kasutama kõik asjast huvitatud, kes soovivad avastada mängu lõbu taga ka olulise õpimomendi ning seda ka teistega jagada just mängides. Tänu projekti elluviimisele leiab laiemat kajastust elamuspedagoogika ning mängulised meetodid, mille abil on võimalik muuta õppimine meeldejäävamaks. Just kogemustest õppimine on efektiivne ja samas ka elamuslik!

If applicable, project summary at application time in English

Game is not only for kids. To prove it - on 22nd-30th September in Äksi, Estonia will take place youth exchange "Let's play!". This international Erasmus+ project will bring together young people from Czech Republic, Croatia, Turkey, Latvia and Estonia to learn by learning through games.

Please provide a short summary of your project upon completion.

Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications or when giving information on a completed project. It will also feed the Erasmus+ Dissemination Platform (see annex III of Programme Guide on dissemination guidelines). The main elements to be mentioned are: context/background of the project; objectives; number and type/profile of participants; description of undertaken activities; results and impact attained; if relevant, longer-term benefits.

Please be concise and clear.

value required

Information

Since 2016, a read-only copy of the summary provided at application stage is also included in the beneficiary report. It should be used as the base for the summary of the finalised project.

The summary is only requested in English, if the English version of the report is being used. For other language versions, the user needs to provide a summary in the language selected for the report and an English translation.

The application stage summary is also provided in both the specific national language and in English if the web application form was completed in a language other than English.

Remember that the project summary will be displayed in the **Project Results Platform** once the Final Report is finalised in the National Agency's project management system.

1. Contexte	✓
2. Résumé du projet	
3. Description du projet	
4. Mise en œuvre du projet	
5. Soutien linguistique	
6. Activités	
7. Profil des participants	

Les principaux éléments à mentionner sont : le contexte/historique du projet, les objectifs, le nombre et le type/profil des participants, la description des activités réalisées, les résultats et impacts atteints et, si pertinents, les bénéfices à long-terme.

Merci d'être clair(e) et concis(e).

Résumé du projet finalisé...

4972 signes restants

Veuillez fournir une traduction en anglais.

Valeur requise

4.3. Fill in the "Description of the Project"

Once the next section **Description of the Project** is clicked, the previous section receives a green check mark, as all fields for that section have been completed.

In a similar way all other sections will be marked as completed.

1. Context	✓
2. Project Summary	✓
3. Description of the Project	
4. Implementation of the Project	
5. Linguistic Support	
6. Activities	
7. Participants' Profile	
8. Learning Outcomes and Impact	
9. Impact	
10. Dissemination of Project Results	
11. Future Plans and Suggestions	
12. Budget	
13. Annexes	0

3. Description of the Project

In this section, you are asked to give information about the objectives and topics addressed by your project.

Were all original objectives of the project met? How were they reached? Please comment also on any objectives initially pursued but not achieved in the project. Please describe achievements exceeding the initial expectations, if relevant.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

How did the project partners contribute to the project? What experiences and competencies did they bring in the project?

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

What were the most relevant topics addressed by your project?(multiple selection possible)

Select a value

value required

In case the topics chosen are different from the ones in the application, please explain why.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

4.4. Fill in the "Implementation of the Project"

Complete the section **Implementation of the Project**, detailing the practical arrangements and project management.

1. Context	✓
2. Project Summary	✓
3. Description of the Project	✓
4. Implementation of the Project	✓
5. Linguistic Support	
6. Activities	
7. Participants' Profile	
8. Learning Outcomes and Impact	
9. Impact	
10. Dissemination of Project Results	
11. Future Plans and Suggestions	
12. Budget	
13. Annexes	0

4. Implementation of the Project

4.1. Practical Arrangements and Project Management

How did the project address practical and logistical matters (e.g. travel, accommodation, insurance, safety and protection of participants, visa, work permit, social security, mentoring and support, preparatory meetings with partners etc.)?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

How were quality and management issues (e.g. setting up of agreements with partners, learning agreements with participants, etc.) addressed and by whom?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

What kind of preparation was offered to the participants (e.g. task-related, intercultural, linguistic, risk prevention etc.)? Who provided such preparatory activities?

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

4.5. Fill in the "Linguistic Support" (if applicable)

In the case of a long-term activity, complete the **Linguistic Support** section.

1. Context

2. Project Summary

3. Description of the Project

4. Implementation of the Project

5. Linguistic Support

6. Activities

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5. Linguistic Support

5.1. On-line support

Did you receive licences for online language courses to participants?
☐ Yes ☐ No

Did you receive enough licences to cover all the participants who were entitled to receive the on-line support?
☐ Yes ☐ No

On which grounds did you allocate the licences to participants?

If other, please explain

Please comment on the processes of allocation of licences for online language courses.

Which measures did you take to encourage use of language course licences?

5.2. Other Support

Did you use parts for the "organisational support" grant for the linguistic preparation of participants involved in the project?
☐ Yes ☐ No

Which kind of linguistic support did you offer?

If this section is not applicable to the project, it is already highlighted with a green check or it may not appear at all. For other key actions this section will not appear.

1. Context

2. Project Summary

3. Description of the Project

4. Implementation of the Project

5. Linguistic Support

6. Activities

5. Linguistic Support

This section doesn't apply for this project

6. Activities

4.6. Fill in the "Activities"

In the **Activities** section, an overview of the activities and mobility flows are automatically inserted based on the budget outline.

You are also prompted to fill in organisational details of the organisation of planned activities.

Draft report saved 16 minutes ago

49%

not ready for submission

return to report page

print draft report

preview draft report

1. Context

2. Project Summary

3. Description of the Project

4. Implementation of the Project

5. Linguistic Support

6. Activities

7. Participants' Profile

8. Learning Outcomes and Impact

9. Impact

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6. Activities

Please attach, in the section "Annexes" of this form, a timetable of each of the implemented activities.

6.1. Overview of Activities

Activity Type	No. of Activities	No. of Participants (including Accompanying Persons)
European Voluntary Service - Programme Countries	2	2
Youth Exchanges - Programme Countries	2	2
Total	4	4

Please describe how the planned activities were organised. What were the working methods used? How did you cooperate and communicate with your project partners and other relevant stakeholders? Please also indicate and explain the reasons for eventual changes between the activities you planned at application stage and those finally realised.

value required

6.2. Overview of Mobility Flows

Activity No.	Activity Type	Long-term activity?	Flow No.	Group	Sending Country	Receiving Country	Venue	Distance Band	Start Date	End Date	Duration Calculated (days)	Interruption Duration (days)	Duration of the Mobility Period (days)	Travel Days	Non-Funded Duration (days)	Funded Duration (days)	Number of Participants	Out of Total, Number of Participants With Fewer Opportunities	Out of total, Number of Participants with Special Needs	Out of Total, Number of Accompanying Persons	Out of Total, Number of Trainers, Leaders, Facilitators
A1	Youth Exchange in Programme Countries	N	1	1	Latvia	Croatia	Sisak	500 - 1999 km	01/08/2019	18/08/2019	18	0	18	2	0	20	1	0	0	0	0
A3	Youth Exchange in Programme Countries	N	1	2	Estonia	Croatia	Sisak	500 - 1999 km	02/11/2019	18/11/2019	17	0	17	1	0	18	1	1	1	0	1

4.7. Fill in the "Participants' Profile"

In the **Participants' Profile** you will see a breakdown of the participants by activity, age, gender, sending organisation, etc. In addition, you are required to fill in details of the background and profile of the participants involved in the project and how they were selected.

Draft report saved 16 minutes ago

48%

not ready for submission

return to report page

print draft report

preview draft report

1. Context

2. Project Summary

3. Description of the Project

4. Implementation of the Project

5. Linguistic Support

6. Activities

7. Participants' Profile

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13. Annexes

7. Participants' Profile

Please describe the background and profile of the participants that have been involved in the project and how these participants were selected.

value required

7.1. Overview

Activity Type	Total Number of Participants	Out of Total, Number of Participants With Fewer Opportunities	Out of Total, Number of Participants With Special Needs	Out of Total, Number of Accompanying Persons	Out of Total, Trainers, Leaders, Facilitators
Youth Exchanges - Programme Countries	2	1	1	0	1
European Voluntary Service - Programme Countries	2	0	0	0	0
Total	4	1	1	0	1

Which types of situations were faced by the participants with fewer opportunities involved in the project?(multiple selection possible)

Refugees X

7.2. Age

Activity Type	13-17 years old	18-25 years old	26-30 years old	Over 30 years old
Youth Exchanges - Programme Countries	2	0	0	0
European Voluntary Service - Programme Countries	0	2	0	0
Total	2	2	0	0

4.8. Fill in the "Learning Outcomes and Impact"

The **Learning Outcomes and Impact** section prompts you to fill in details of learning outcomes acquired and/or improved by the participants and the impact of these outcomes.

1. Context	✓
2. Project Summary	✓
3. Description of the Project	✓
4. Implementation of the Project	✓
5. Linguistic Support	✓
6. Activities	✓
7. Participants' Profile	✓
8. Learning Outcomes and Impact	
9. Impact	
10. Dissemination of Project Results	
11. Future Plans and Suggestions	
12. Budget	
13. Annexes	0

8. Learning Outcomes and Impact

8.1. Learning Outcomes

Please describe, for each activity implemented, which competences (i.e. knowledge, skills and attitudes/behaviours) were acquired/improved by participants in your project? Were these in line with what you had planned? If not, please explain.

If available, you can use the results of the participants' reports as basis for your description.

value required

Have all the participants received formal recognition for having taken part in the activities?

☐ Yes ☐ No

If any, please describe, for each activity, the methods used to support reflection and documentation of the learning outcomes (e.g. through reflections, meetings, monitoring of learning outcomes)?

4.9. Fill in the "Impact"

The **Impact** section is only available for projects as of call year 2016. It requires you to provide further explanations about the impact of your project on the participants, the organisations and other stakeholders.

1. Context	✓
2. Project Summary	✓
3. Description of the Project	✓
4. Implementation of the Project	✓
5. Linguistic Support	✓
6. Activities	✓
7. Participants' Profile	✓
8. Learning Outcomes and Impact	✓
9. Impact	
10. Dissemination of Project Results	
11. Future Plans and Suggestions	
12. Budget	
13. Annexes	0

9. Impact

Please describe any further impact on the participants, participating organisations, target groups and other relevant stakeholders.

value required


To what extent have the participating organisations increased their capacity to co-operate at European/international level?

5 - totally accomplished

Please describe the wider impact of the project at local, regional, national, European and/or international levels.

4.10. Fill in the "Dissemination of Project Results"

Provide details of the results of the project you would like to share together with descriptions of the activities carried out and target groups.

1. Context	✓
2. Project Summary	✓
3. Description of the Project	✓
4. Implementation of the Project	✓
5. Linguistic Support	✓
6. Activities	✓
7. Participants' Profile	✓
8. Learning Outcomes and Impact	✓
9. Impact	✓
10. Dissemination of Project Results	
11. Future Plans and Suggestions	
12. Budget	
13. Annexes 	0

10. Dissemination of Project Results

Which results of your project were worth sharing? Please provide concrete examples.


value required

Please describe the activities carried out to share the results of your project inside and outside participating organisations. What were the target groups of your dissemination activities?

If applicable, please give examples of how the participants have shared their experience with peers within or outside your organisation.

4.11. Fill in the "Future Plans and Suggestions"

In the **Future Plans and Suggestions** section, indicate if you intend to continue cooperating with partners on future projects and provide further comments regarding this aspect.

1. Context	✓
2. Project Summary	✓
3. Description of the Project	✓
4. Implementation of the Project	✓
5. Linguistic Support	✓
6. Activities	✓
7. Participants' Profile	✓
8. Learning Outcomes and Impact	✓
9. Impact	✓
10. Dissemination of Project Results	✓
11. Future Plans and Suggestions	
12. Budget	
13. Annexes 	0

11. Future Plans and Suggestions

Do you intend to continue cooperating with your partners in future projects?

☐ Yes ☐ No

Please provide any further comments you might wish to make to the National Agency or the European Commission on the management and implementation of Erasmus+ projects under the Key Action "Learning Mobility of Individuals".

value required

4.12. Check the "Budget" section

The **Budget** section is automatically filled in with the Budget Summary, the Project Total Amount and Travel costs.

1. Click the **DOWNLOAD Declaration of Honour** button and follow the onscreen instructions to save the template locally.
2. Upload the duly signed declaration:
 - a. Click on the **Select file** button and follow the onscreen instructions to locate and upload locate the declaration file OR
 - b. Locate the file on our computer, then drag and drop it to the **Drop Here Your File(s)** area.

Please note that according to national context, a signature may not suffice and a stamp for the organisation might be needed as well.

Repeat step 2 above to upload any additional required documents.

Draft report saved 3 days ago

100%

Start Submission Process

[return to report page](#) · [print draft report](#) · [preview draft report](#)

1. Context ✓

2. Project Summary ✓

3. Description of the Project ✓

4. Implementation of the Project ✓

5. Linguistic Support ✓

6. Activities ✓

7. Participants' Profile ✓

8. Learning Outcomes and Impact ✓

9. Impact ✓

10. Dissemination of Project Results ✓

11. Future Plans and Suggestions ✓

12. Budget ✓

13. Annexes 0

13. Annexes

Additional documents that are mandatory for the completion of the report;

Attachments quota usage

Please note that all documents mentioned below need to be attached here before you submit your form online. Before submitting your report to the National Agency, please check that:

- All necessary information on your project have been encoded in Mobility Tool+
- The report form has been completed using one of the mandatory languages specified in the Grant Agreement.
- All the relevant documents are annexed:
 - declaration of Honour, signed by the legal representative of the beneficiary organisation.
 - the necessary supporting documents as requested in the grant agreement.
- you saved or printed a copy of the completed form for your records.
- you have uploaded the relevant results on the Erasmus+ Project Results Platform:

DOWNLOAD Declaration of Honour

List of uploaded files

no uploaded files yet

Add more files

Select File

Drop Your File(s) Here

4.14. Mark the "Declaration of honour"

The uploaded files, including the declaration of honour, are listed in the **List of uploaded files** section.

However, you must mark the Declaration of Honour as such by clicking on **Contains declaration of honour** next to the correct file. The declaration is now highlighted in yellow and bears the mention **DOH**.

This is step is mandatory but it can also be performed after you have started the report submission.

13. Annexes

Additional documents that are mandatory for the completion of the report;

Attachments quota usage

Please note that all documents mentioned below need to be attached here before you submit your form online. Before submitting your report to the National Agency, please check that:

- All necessary information on your project have been encoded in Mobility Tool+
- The report form has been completed using one of the mandatory languages specified in the Grant Agreement.
- All the relevant documents are annexed:
 - declaration of Honour, signed by the legal representative of the beneficiary organisation.
 - the necessary supporting documents as requested in the grant agreement.
- you saved or printed a copy of the completed form for your records.
- you have uploaded the relevant results on the Erasmus+ Project Results Platform:

DOWNLOAD Declaration of Honour

List of uploaded files

2016-2-EE01-KA105-017431-DeclarationOfHonour-20012020114827.pdf

0.09 Mb 9 minutes ago

DOH

Unmark

2016-2-EE01-KA105-017431-DeclarationOfHonour-20012020114827.pdf

0.09 Mb 8 minutes ago


Contains declaration of honour

Unmark

5. Submit the report

5.1. Click on "Start Submission Process"

Once all sections are completed, click on **Start Submission Process**.

**European Commission**
Mobility tool

PL01 Foundation for the Development of the Education System

TEST

Project 2016-2-EE01-KA105-017431
processing

DetailsOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

100%

Start Submission Process

[return to report page](#) [print draft report](#) [preview draft report](#)

1. Context

2. Project Summary

3. Description of the Project

4. Implementation of the Project

5. Linguistic Support

6. Activities

7. Participants' Profile

8. Learning Outcomes and Impact

9. Impact

10. Dissemination of Project Results

11. Future Plans and Suggestions

12. Budget

13. Annexes

Final Beneficiary Report for 2016-2-EE01-KA105-017431

1. Context

This section resumes some general information about your project;

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	Youth mobility
Call	2016
Round	Round 2
Report Type	Final
Language used to fill in the form	EN

1.1. Project Identification

Grant Agreement Number	2016-2-EE01-KA105-017431
Project Title	Let's play!
Project Acronym	
Project Start Date (dd-mm-yyyy)	01/08/2016
Project End Date (dd-mm-yyyy)	31/12/2016

5.2. Revalidation of outdated mobilities

Eventually you might not be able to submit the report, even if it is 100% complete. A warning message is displayed under the **Start Submission Process** button, informing you the mobilities are outdated and have to be revalidated. You will not be able to submit the report until this is done. The **Start Submission Process** button is inactive. Click on **Revalidate Mobilities now** to start the revalidation process. See [MT+ Re-validation of mobilities](#) for details on this functionality.

Draft report saved 8 minutes ago

100%

Start Submission Process

⚠ Some mobilities are outdated, please revalidate them in order to be able to continue the submission

[Revalidate Mobilities now](#) [retry](#)

[return to report page](#) [draft report](#)

[preview draft report](#)

5.3. Check the "Beneficiary Declaration of Honour and Signature"

Once you have started the submission, the **Beneficiary Declaration of Honour and Signature** screen is displayed.

Here you can check that all of the required supporting documentation has been attached and **Add more files** if necessary.

If you did not mark the declaration of honour when you uploaded it, you must [mark](#) it at this stage.

Then, click the **Next Step** button to continue.

Beneficiary Declaration of Honour and Signature

Please download the following PDF, complete it, and upload it as an annex.

Download PDF

List of uploaded files

2016-2-EE01-KA105-017431-DeclarationOfHonour-23012020163306.pdf DOH X
0.09 Mb 17 hours ago

Add more files

Select File

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

Round Round 2

5.4. Accept the "Data Protection Notice"

Read the **Data Protection Notice** and click **Accept** to continue.

Data Protection Notice

PROTECTION OF PERSONAL DATA

The form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, in this case for statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Any personal data shall be processed by the National Agencies pursuant to Regulation No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the Community and on the free movement of such data.

[Specific Privacy Statement](#)

Accept >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

1.1. Project Identification

5.5. Click the "Not Done" button to "Done" in the Checklist

A checklist appears prompting you to ensure that all actions have been performed.

As each item is checked, change the **Not Done** button to **Done** by clicking the respective button. Once all items are marked **Done**, click the **Next Step** button to continue.

Checklist

Before submitting your report form to the National Agency, please check that:

- All necessary information on your project have been encoded in Mobility Tool+ **Done ✓**
- The report form has been completed using one of the mandatory languages specified in the Grant Agreement. **Done ✓**
- All the relevant documents are annexed:
 - declaration of Honour, signed by the legal representative of the beneficiary organisation. **Done ✓**
 - the necessary supporting documents as requested in the grant agreement. **Done ✓**
 - you saved or printed a copy of the completed form for your records. **Done ✓**
 - you have uploaded the relevant results on the Erasmus+ Project Results Platform: [\[Link\]](#) **Done ✓**

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

5.6. Click on "Submit Beneficiary Report"

To finish, click the **Submit Beneficiary Report** button. The project will be locked once the button is clicked.

Confirm Submission

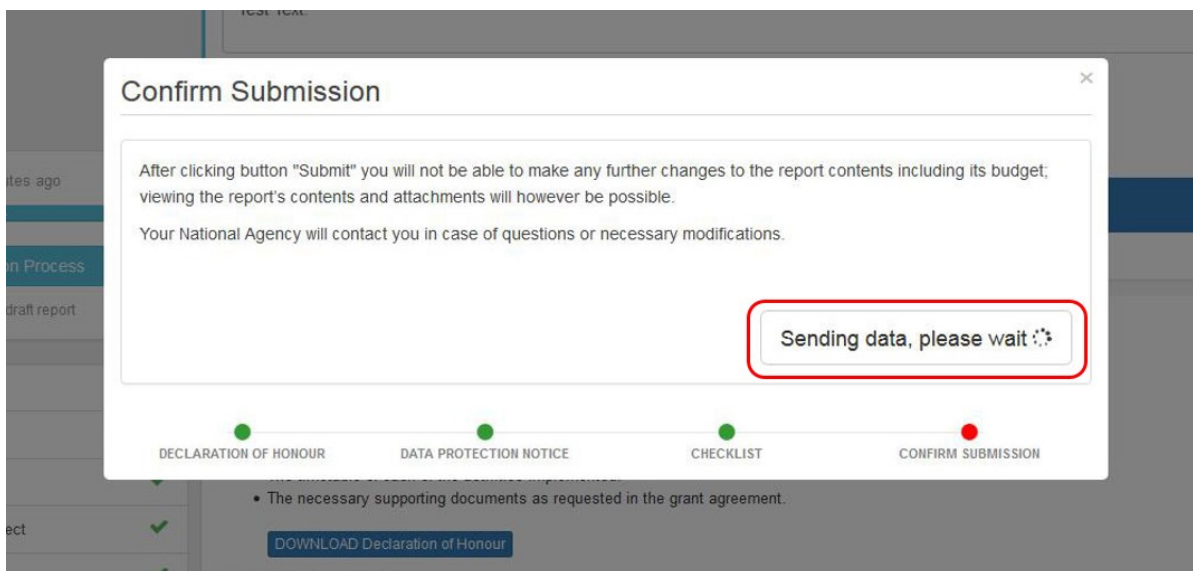
After clicking button "Submit" you will not be able to make any further changes to the report contents including its budget; viewing the report's contents and attachments will however be possible.

Your National Agency will contact you in case of questions or necessary modifications.

Submit Beneficiary Report

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

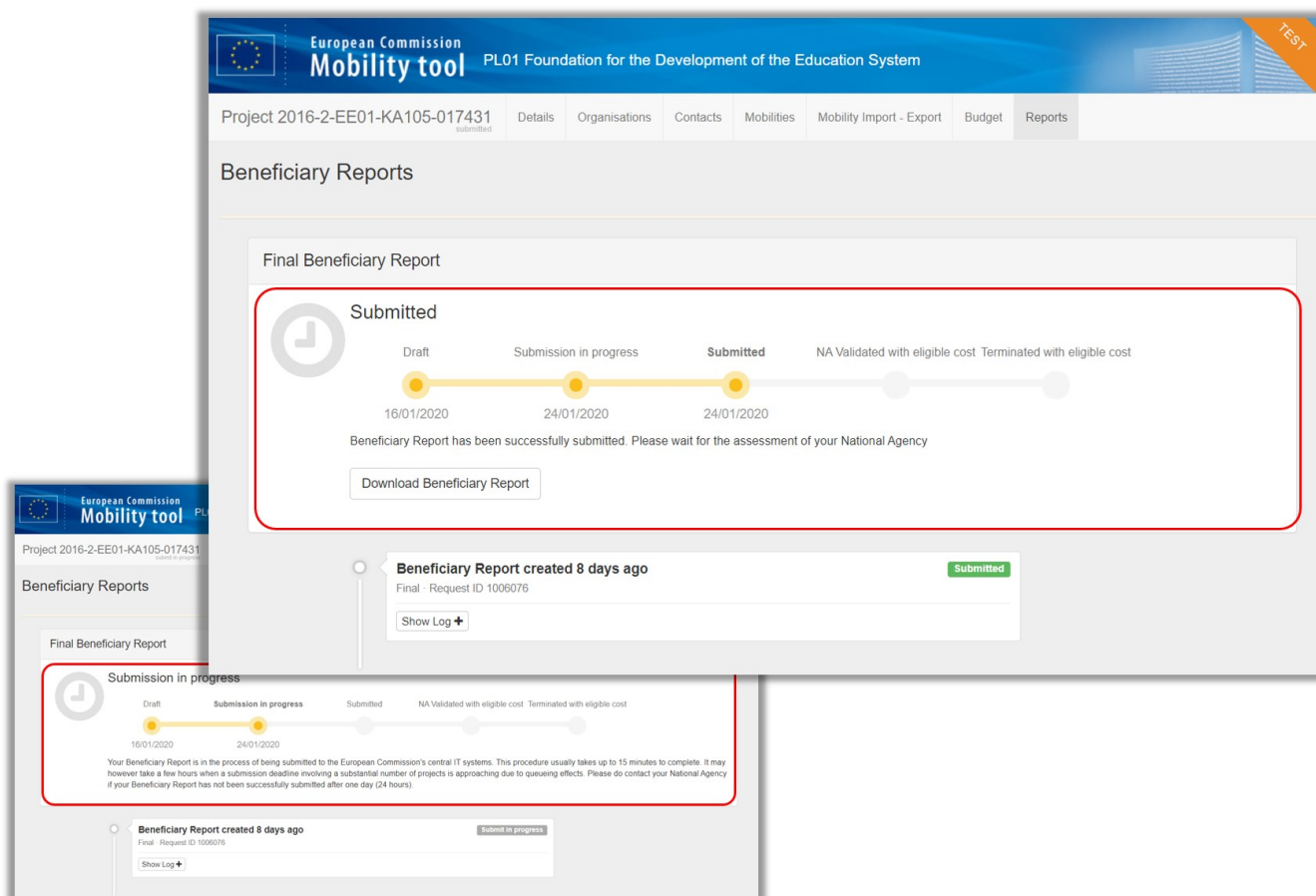
A message is displayed indicating that the submission is in progress. It may take up to 15 minutes before the submission to the National Agency is completed.



5.7. Check the status of the report

Back in the **Reports** tab, you will be able to see when the report is successfully **submitted**. The project status displayed under the project number has also changed to **submitted**.

The project is now locked and can no longer be updated.



Related articles

- [MT+ Submit Terminate-with-no-grant Report](#)
- [MT+ KA2 How to complete and submit the final beneficiary report](#)

- [MT+ How to complete and submit the final beneficiary report](#)
- [MT+ How to stop the terminate-with-no-grant Report](#)
- [MT+ How to remove a final report to create a termination report](#)
- [MT+ Manage Interim Report](#)