MT+ Project Outline for KA1 and KA3

KA1 and KA3 mobilities

Each Erasmus+ key action is divided into different action types depending on the intended programmes objectives and target groups. Action types are further divide into activity types of homogeneous groups of participants encoded as mobilities within Mobility Tool+.

Mobilities represent the sending of a particular individual from an origin country to a destination country, typically within the set of Erasmus+ programme countries. Depending on the activity type concerned each participant in an Erasmus+ mobility is entitled to receive funds for travel, individual support, special needs, exceptional costs, etc. Mobility Tool+ allows Beneficiary Organisations to manage all this information in a coherent and meaningful manner.

The mobility screen and list functionality for **2016 projects and further** functions similarly to that of the organisations and contacts screen and this functionality allows the mobility to be saved as draft with the minimum of details.

These draft mobilities will not be considered in the budget summary. They are easily identified as mobilities that have all details completed are marked with a check mark in the column complete and those that are draft are marked with an X.

Project Outline for KA1 and KA3

For KA1 and KA3 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.

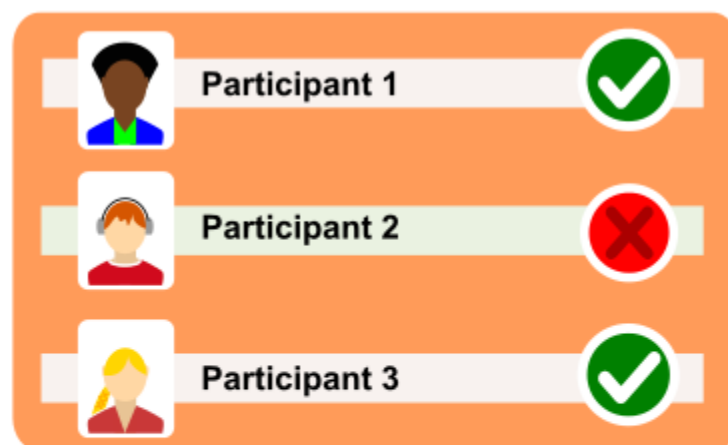|		
1	After successful application and once the grant agreement has been signed by the **National Agency**, the beneficiary will be notified that the project has been created in the Mobility Tool. From this time, the beneficiary can start to manage the project information containing **mobilities**, **budget details** and **reports** in Mobility Tool+.	
2	Individuals that have participated in an Erasmus+ mobility project are requested to submit their feedback on the experience. The participant receives an email with a dedicated link to the participant report. The rules governing the triggering of an automatic reminder to the individual participants inviting them to fill their participant reports are the following:	

Table for step 2 (All Action Types except KA107):

Participant Profile	Reference Date	Invitation Sent
All Action Types and Activity Types, except KA107	Mobility End Date	on the Reference Date
		by 15 calendar days after the Reference Date, if report not submitted.

For KA107, the rules governing the triggering of an automatic email to the individual participants inviting them to fill in a Participant Report in EU Survey are the following:

Participant Profile	Extension Granted?	Reference Date	Invitation Sent
Student	No	Mobility End Date	by 30 calendar days before the Reference Date
Student	Yes	Extension End Date	30 calendar days before the Reference Date
Staff	No	Mobility End Date	at the Reference Date
Staff	Yes	Extension End Date	At the Reference Date

3	One of the final stages of the project lifecycle is the submission of the **final beneficiary report**. This 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.	
	At the same time as submitting the report the beneficiary should also insure that the project information in the **Project Results Platform** is up to date and correct.	

4	On the reception of the report the NA user will check that all necessary information, documentation and results are available.	
	The report, annexes to the report, budget information and results are checked to ensure that there is no missing information and if it is completed as expected.	
	If there are missing annexes or budgetary issues or if the quality of the project deliverable is poor, the NA can choose to reject the reception of the report. In doing so the NA unlocks the report so that the beneficiary can edit the beneficiary report and/or add additional documentation or data. After assessment and NA validation of the final beneficiary report has been finalised, the changes performed during the NA validation can be viewed in Mobility Tool+.	

How to do this in Mobility Tool+

- MT+ Complementary Activities (KA135/KA125)
- MT+ KA1 & KA3 Inclusion
- MT+ Advance Planning Visits
- MT+ Manage KA1 participant report
- MT+ Manage export and import of mobilities
- MT+ Manage KA1 and KA3 mobilities