

# Learning, Teaching and Training Activities (KA220)

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This page explains how to manage the **Learning, Teaching and Training Activities** in Beneficiary module.

Cooperation Partnerships projects may include the organisation of transnational learning, teaching and training activities of individuals and groups of individuals, in so far as they bring added value in the achievement of the project's objectives. Optionally transnational learning, teaching and training activities can be included, for which support for travel, subsistence and linguistic preparation can be given. These activities must be justified by the added value that they bring to the achievement of the project's goals.

Learning, Teaching and Training Activities already approved by the National Agency in their project management system will be listed when the project becomes available in Beneficiary module, but will not yet contain all details. These already existing Learning, Teaching and Training Activities must be updated to provide additionally required information about the participants and costs.



## Information

Fields may vary depending on the action type and call year of your project. Please read the onscreen information carefully.

In the example below, we are using a KA220-YOU project.

**This page is relevant for:**

- **Erasmus+, Call 2021**
  - KA220 - Cooperation partnerships in adult education, higher education, school education, vocational education and training and youth



The illustrations in the provided Wiki pages are for consultation purpose only and may not always reflect the latest implementation.

# Prerequisites

- Only the contact persons of the beneficiary and partner organisations with edit rights on the project are able to perform these actions.
- A grant agreement has been signed for the project and is visible in Beneficiary module.
- To update the project it must have the status **Project Ongoing**.

## Steps

### 1. The "Learning, Teaching and Training Activities" section

The **Learning, Teaching and Training Activities** section of your project can be accessed from the Content menu. The Learning, Teaching and Training Activities screen contains a list of **Learning, Teaching and Training Activities (1)**, if any are available.

Learning, Teaching and Training Activities already approved by the National Agency in their project management system will be displayed in this list, but do not contain all details. These already existing Learning, Teaching and Training Activities must be updated to provide additionally required information, such as the participants and various costs.

Below the list you will find information about the **Total (Calculated)** and **Awarded Budget (2)**. The Total (Calculated) will be updated when Learning, Teaching and Training Activities are successfully added to the project or updated. The amount can exceed the Awarded Budget.







**Project Activities and Budget Details** Project list

**Content menu** <

- Details
- Organisations
- Contacts
- Project Management And Implementation
- Transnational Project Meetings
- Project Results
- Multiplier Events
- Learning, Teaching and Training Activities**
- Special Costs

**Learning, Teaching and Training Activities**

Learning, Teaching and Training Activities (2) + Create

Activity No.	Field	No. Of Participants	No. Of Accompanying Persons	No. Of Participants With Fewer Opportunities	EU 1	Actions
A1		0	0	0	0,00	  
A2		0	0	0	0,00	  

Items per page 100 1 - 2 of 2 |< < > >|

**2** Total (calculated) : 0,00€  
Awarded budget : 15 538,00€

### 2. Create a "Learning, Teaching and Training Activity"

Adding a new Learning, Teaching and Training Activity to a project is a two step process:











1. Create the Learning, Teaching and Training Activity and provide the activity details
2. Add Participants to the Learning, Teaching and Training Activity

To add a new Learning, Teaching and Training Activity that was not defined in the grant agreement, click on the **Create** button.

Learning, Teaching and Training Activities transferred from the NAs project management system and already available in your project can be updated and the participants must be added. See [below](#) for details.

#### 2.1. Click on the "Create" button

Click on the **Create** button to add a new activity.

Learning, Teaching and Training Activities						
Learning, Teaching and Training Activities (2)						<a href="#">+ Create</a>
Activity No.	Field	No. Of Participants	No. Of Accompanying Persons	No. Of Participants With Fewer Opportunities	EU	Actions
A1		0	0	0	0,0€	  
A2		0	0	0	0,0€	  
<div> <div>Items per page 100</div> <div>1 - 2 of 2</div> <div>     </div> </div>						
						Total (calculated) : 0,00€
						Awarded budget : 15 538,00€

## 2.2. Provide the required Learning, Teaching and Training Details and click on "Save"

In the Learning, Teaching and Training Activities details screen, provide the required information. Mandatory fields are marked with a red asterisk \*.

- **Activity No.** - drop-down list to select from pre-defined values ranging from A1 to A999; the Activity No. **must be unique inside the project**. List is sorted by Activity number
- **Field** - drop-down list to select field to which the activity belongs, only one option can be selected per action type of your project; the field is read-only when updating a Learning, Teaching and Training Activity
- **Activity Type** - read-only; pre-filled with Learning, Teaching and Training Activities
- **Long-Term Activity?** - tick box (or flag) to mark the activity as long-term, meaning its duration is longer than 60 days and maximum 360 days
  - ticking this box will result in the **Linguistic Support** section being available when adding participants to the activity (not available for accompanying persons)
  - an activity not flagged as long-term can only have a duration from 3 to 60 days
- **Description field** - text field to provide description of activity; read the onscreen information carefully to provide the correct information

To save the activity information, click on the **Save** button.

### Learning, Teaching and Training Activities

Activity No. \*  
  
Value missing

Field \*  
  
Value missing

Activity Type \*  
Learning, Teaching, Training Activities

Long-Term Activity?  
☐

Please describe the activity and explain how it has contributed to reaching the project's objectives. In case there is a difference between what was planned and what has been implemented so far, please explain why \*  
  
Value missing

### Learning, Teaching and Training Activities

Activity No. \*  
A3

Field \*  
Youth

Activity Type \*  
Learning, Teaching, Training Activities

Long-Term Activity?  
☒

Please describe the activity and explain how it has contributed to reaching the project's objectives. In case there is a difference between what was planned and what has been implemented so far, please explain why \*  
Activity description ....


Back Save

### 2.3. Learning, Teaching and Training Activity added to the project

When the activity has been saved, a success message displays. You are returned to the list of Learning, Teaching and Training Activities.

The newly added activity now displays in the list. Columns such as **No. Of Participants**, **EU Travel Grant** or **Individual Support Grant** display initially 0. To complete an activity you must [add the participants](#) to the activity.










Follow the instructions above to add more Learning, Teaching and Training Activities to your project, if required.

 **Excerpt Include** | List functionality in proje...

See the page [List functionality in projects](#) for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.

### Learning, Teaching and Training Activities

Learning, Teaching and Training Activities (3) + Create

Activity No.	Field	No. Of Participants	No. Of Accompanying Persons	No. Of Participants With Fewer Opportunities	EU	Actions
A1		0	0	0	0,00	  
A2		0	0	0	0,00	  
A3	Youth	0	0	0	0,00	  

Items per page 100 1 - 3 of 3

### 3. Add "Participants" to an activity

Adding the Participants for Learning, Teaching and Training Activities is possible for a newly created activity after it has been saved as well as for the Learning, Teaching and Training Activities that have been transferred from the NA project management system initially available in the list, if any.

### 3.1. Click on "Edit" to open Learning, Teaching and Training Activity details and update, if required

Click on the **Edit** icon for the activity you want to add participants to.

Learning, Teaching and Training Activities						
Learning, Teaching and Training Activities (3)						<a href="#">+ Create</a>
Activity No.	Field	No. Of Participants	No. Of Accompanying Persons	No. Of Participants With Fewer Opportunities	EU	Actions
A1		0	0	0	0,00	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
A2		0	0	0	0,00	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
A3	Youth	0	0	0	0,00	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Check that the activity details are complete and correct. For Learning, Teaching and Training Activities transferred from the NAs project management system you may have to add missing mandatory information. Click on the Save button to save any changes you may have made.

 **Take note**

If you make changes to an activity and save, you are returned to the list of activities. You must then select Edit to open the activity details again before you can add the participants.

Learning, Teaching and Training Activities

Activity No. \*

A3

Field \*

Youth

Activity Type \*

Learning, Teaching, Training Activities

Long-Term Activity?

☒

Please describe the activity and explain how it has contributed to reaching the project's objectives. In case there is a difference between what was planned and what has been implemented so far, please explain why \*

Activity description ....

LTT Participants(0)

+ Create

Q

Search...

Search

More Filters

Participant First Name	Participant Last Name	Participant Email	Accompanying Person?	Participant With Fewer Opportunities?	Mobility ID	Distance Band	Sending Country	Sendi City	Actions
<div> <div>Items per page 100</div> <div>0 of 0</div> <div> <div>&lt;&lt;</div> <div>&lt;</div> <div>&gt;</div> <div>&gt;&gt;</div> </div> </div>									

### 3.2. Click on the "Create" button

In the **Participants** section of the screen, an initially empty list is displayed. Click on the **Create** button to add the first participant to the activity.

LTT Participants(0)

+ Create

Search... Search More Filters

Participant First Name	Participant Last Name	Participant Email	Accompanying Person?	Participant With Fewer Opportunities?	Mobility ID	Distance Band	Sending Country	Sending City	Receiv Countr	Actions
------------------------	-----------------------	-------------------	----------------------	---------------------------------------	-------------	---------------	-----------------	--------------	---------------	---------

Items per page 100 0 of 0

### 3.3. Provide the required information

- Basics
- "Activity" section
- "Participant" section
  - Accompanying Person?
  - Group Leader/Trainer/Facilitator/Youth Worker? (YOU projects only)
  - Participant With Fewer Opportunities?
- "Mobility" section
  - Virtual Activity
  - Blended activity
  - Non-EU Funded
  - Force Majeure
  - COVID-19 affected
- "Duration" section
- "From/To" section
- "Travel Grant" section
  - Exceptional costs for expensive travel
  - Grant not required (EU Travel Grant)
- "Linguistic Support" section
- "Individual Support" section
  - Grant not Required (Individual Support)
- "Total Calculations" section

#### 3.3.1. Basics

The participants details screen consist of multiple sections, such as **Participant**, **Mobility** or **From/To**, that have to be completed. You can expand and collapse each section of the activity for easier navigation, by clicking on the section title or the arrow > on the right side of each section. Mandatory fields in each section are marked with a red asterisk \* and display **Value missing** below the relevant field.



#### Take note

The available sections and fields to complete and information to provide depends on the field (SCH, ADU, VET, YOU, HED) of your project and the information you provide in the form. Read the onscreen information carefully to provide the correct details.

You may have to use the scroll bar in your browser to access all sections and information on screen.

### Learning Teaching and Training Activities - Participant

ACTIVITY

Activity No.

A3

Activity Type

Learning, Teaching, Training Activities

Long-Term Activity?

☒

PARTICIPANT

Participant ID

Participant Email

Birth Date \*

dd/mm/yyyy

Value missing

Participant First Name \*

Value missing

Participant Last Name \*

Value missing

Type of Participant \*

Value missing

Accompanying Person?

☐

Group Leader/Trainer/Facilitator/Youth Worker?

☐

Participant With Fewer Opportunities?

☐

MOBILITY

DURATION

### 3.3.2. "Activity" section

In the **Activity** section the fields **Activity No.**, **Fields**, **Activity Type**, the **Long-Term Activity?** flag and **Description** are displayed. The information available is the same information as provided when the activity was created or as transferred from the NAs project management system. All information in this section is read-only.

### 3.3.3. "Participant" section

In the **Participant** section you will provide the participant's personal details, such as **name**, **email** or **date of birth**.



#### Take note

The details to complete depend on the field (ADU, SCH, YOU, VET, HED) of your project.

For example, the participant Date of birth must be provided for KA220-YOU or KA220-SCH projects, but not in KA220-VET, KA220-ADU or KA220-HED projects.

For all KA220 projects, the **Type of Participant** must be selected from the available drop-down list. You can select one of the available options: Staff, Learners, Young People, Youth Workers.

The section also includes a number of flags, or tick boxes, that can be used to indicate the participant's role in the activity, whether the participant requires a linguistic grant or whether it is a participant with fewer opportunities. The flags available vary, depending on the field of your project. For example, the flag Group Leader/Trainer/Facilitator/Youth Worker? is only available for participants in KA220-YOU projects.



#### Take note

The flags you check may affect the grants received for the participant as well as the remaining details to fill in for the participant.

Here an example of how to add a participant in the participant section in a KA220-YOU project for a Learning, Teaching and Training Activity flagged as Long-term activity.

PARTICIPANT

Participant ID	Participant Email	Birth Date * dd/mm/yyyy
Participant First Name *	Participant Last Name *	Type of Participant *
Accompanying Person?	Group Leader/Trainer/Facilitator/Youth Worker?	Participant With Fewer Opportunities?

Value missing

Value missing

Value missing



PARTICIPANT

Participant ID	Participant Email	Birth Date *
Participant First Name *	Participant Last Name *	Type of Participant *
Accompanying Person?	Group Leader/Trainer/Facilitator/Youth Worker?	Participant With Fewer Opportunities?

Sorin

Lastname

Young people

03/02/2004

☑

Here an example of the participant section in a KA220-HED project.

PARTICIPANT

Participant ID	Participant Email	Type of Participant *
Participant First Name *	Participant Last Name *	Participant With Fewer Opportunities? *
Accompanying Person? *		

test1@testmail.com

Anna

NAME

Learners

☐

☐

#### 3.3.3.1. Accompanying Person?

The Accompanying Persons flag is available for all KA220 projects. Tick the Accompanying persons flag, if the participant is considered an accompanying person.

#### 3.3.3.2. Group Leader/Trainer/Facilitator/Youth Worker? (YOU projects only)

For participants in Learning, Teaching and Training Activities in KA220-YOU projects not flagged as accompanying person, the **Group Leader/Trainer/Facilitator /Youth Worker?** flag is available. Tick the box if the participant is considered a group leader, trainer or facilitator.

#### 3.3.3.3. Participant With Fewer Opportunities?

Tick the Participant With Fewer Opportunities?, if the participant is considered a participant with fewer opportunities. This flag is not available for participants flagged as Accompanying person.

#### 3.3.4. "Mobility" section

The **Mobility activity ID** is created automatically when adding a mobility activity in a project. It is a combination of the last digits of the project reference followed by MOB and an incremental number, e.g. 005041-MOB-00001. The Mobility activity ID can be changed, but it must be unique in the project. The Mobility Activity ID is sometimes displayed as Mobility ID, as in example below.

In this section you can mark the activity as a **Physical**, **Virtual** or **Blended** activity. The option you select will have an impact on the fields to complete in following sections.

You also have the option to flag the activity for the participant as **Non-EU Funded**, **Force majeure** and/or **Covid-19 affected**.

In our example, we change the by default selected option **Physical** to **Blended**.

MOBILITY

Mobility ID \*  
000598611-MOB-000000001

Virtual Activity \*  
Physical

Non-EU Funded \*  
☐

Force Majeure \*  
☐

COVID-19 affected \*  
☐

This flag is set automatically for Force Majeure mobilities ending in 2020 or later and whose Force Majeure comment contains the keyword "corona" or "covid"

MOBILITY

Mobility ID \*  
000598611-MOB-000000001

Virtual Activity \*  
Blended

Non-EU Funded \*  
☐

Force Majeure \*  
☐

COVID-19 affected \*  
☐

This flag is set automatically for Force Majeure mobilities ending in 2020 or later and whose Force Majeure comment contains the keyword "corona" or "covid"

#### 3.3.4.1. Virtual Activity

If an activity is flagged as a **Virtual**:

- Start Date and End Date of the activity are both set to Virtual Activity End Date and are not editable.
  - There are no constraints for the minimum duration of a virtual activity.
- All virtual activities are automatically flagged Force majeure. This cannot be changed.
- The duration of a virtual activity does not influence any duration related grant calculations such as individual support, top-ups, course fees, etc.
- The total grant to a virtual activity is calculated based on the same formula as for a physical activity, by adding up the values of the applicable budget items.
- All budget fields, such as EU Travel Grant, Exceptional Costs for Expensive Travel are set to 0 and are not editable, with the exception of:
  - Individual Support Virtual Activity Grant/Day
  - Individual Support
  - Linguistic Support Grant
- Individual Support Virtual Activity Grant/Day represents 15% of the Individual support grant/day
- Individual Support Virtual Activity is calculated as Grant/Day \* Virtual Activity Duration (days)
- The Individual Support represents the sum of Individual Support Physical Activity and Individual Support Virtual Activity
- The maximum duration applies to the calculated Virtual Activity Duration (days).
- Duration Calculated (days) field is set to 0.

#### 3.3.4.2. Blended activity

For **Blended** Activities the duration of virtual and physical activities cannot overlap.

- The fields Virtual Activity Start Date, Virtual Activity End Date, Virtual Activity Duration (days), Blended Activity Duration and Individual Support Virtual Activity are available
- The duration of virtual and physical activities cannot overlap.
- The total grant of the blended activity is calculated based on the same formula as for a physical activity, by adding up the values of the available budget items.
- If an activity is flagged as Blended, the minimum and maximum duration applies to the calculated Blended Activity Duration.

#### 3.3.4.3. Non-EU Funded

Tick this box to indicate the participant is Non-EU funded, meaning no EU grant is required for the participant. Following fields in the form will be set to 0€ and cannot be updated:

- Funded Duration (days)
- EU Travel Grant
- Exceptional Costs for Expensive Travel
- Linguistic Support Grant
- Individual Support
- Total (calculated)

The **Grant Not Required** flag in the **Travel Grant** section will not be available.

MOBILITY

Mobility ID \*

000598611-MOB-000000001

Virtual Activity \*

Blended

Non-EU Funded \*

☒

TRAVEL GRANT

EU Travel Grant \*

0,00 €

Real Travel Costs \*

0,00 €

Support rate: 80%

#### 3.3.4.4. Force Majeure

Force majeure is:

*An unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on their part.*

Source: [Erasmus+/European Solidarity Corps programme guides 2024, Glossary](#)

Force majeure situations can arise anywhere and at any time, and include factors such as sudden disease, accidents, death, earthquakes and other causes.

In a project, check the **Force majeure flag** to indicate that a project activity (i.e. mobility activity, group activity, participations, events, transnational project meetings, etc.) is considered as a case of force majeure.

When you check this flag (tick box), certain fields and grants for the activity may be affected and must be checked and/or updated.

In addition, you must fill in the additional **Force majeure explanations** field, describing the facts that prove the activity should be accepted as a case of force majeure.

The rule checking the minimum and maximum duration will no longer apply. The EU Travel Grant fields, if available, becomes editable. The Individual Support field will also become editable. You can provide the values as per your needs.

The Force majeure flag is automatically selected if the Virtual Activity flag was set and you can not deselect it.

MOBILITY

Mobility ID \*

000598611-MOB-000000001

Virtual Activity \*

Blended

Non-EU Funded \*

☐

Force Majeure \*

☒

Force Majeure Explanation \*

Provide explanation here....

#### 3.3.4.5. COVID-19 affected


Participants in Learning, Teaching and Training Activities having an end date within 2021 or later, the Force Majeure flag checked, and for which the provided Force Majeure Explanations contain keywords such as "corona" or "covid" will automatically have the **COVID-19 affected** flag set. It is not possible to tick the Covid-19 affected box manually.

The field **Total (Calculated)** in the mobility section becomes editable and you can provide the total as per your needs.

<div>Force Majeure *</div> <div><input checked="" type="checkbox"/></div> <div>Force Majeure Explanation *</div> <div>corona</div>	4993
<div>COVID-19 affected *</div> <div><input checked="" type="checkbox"/></div> <div><small>This flag is set automatically for Force Majeure mobilities ending in 2020 or later and whose Force Majeure comment contains the keyword "corona" or "covid"</small></div>	

### 3.3.5. "Duration" section

In this section you will check and update the start and end dates of the mobility activity, and provide any additional information about the duration of the participants participation in the activity, as applicable. You will also provide the Travel days, if applicable, in this section.


**Take note**

The duration in months (where applicable) is calculated based on the rule that 1 full month equals 30 days, without exceptions.

As a general rule, participants in

The **Duration Calculated (days)**, **Blended Activity Duration** (for blended activities) or **Virtual Activity Duration (days)** (for virtual activities) for **accompanying person** must be between 1 day and 2 months (60 days).

The **Duration Calculated (days)** or **Blended Activity Duration** (for blended activities) or **Virtual Activity Duration (days)** (for virtual activity) for participants that are not accompanying persons must be:

- For activities not flagged as long-term, between **3 and 60 days**.
- For activities flagged as long-term, between **60 and 360 days**.

These limits are displayed under the relevant duration field for your reference, in the example below **Blended Activity Duration**.

DURATION

Project Duration

01/11/2021

01/11/2024

Start Date \*

dd/mm/yyyy

Value missing

End Date \*

dd/mm/yyyy

Value missing

Duration Calculated (days) \*

0

Travel Days (max. 2)

0

0 - 2

Interruption Duration (days)

0

Funded Duration (days) \*

0

Virtual Activity Start Date \*

dd/mm/yyyy

Value missing

Virtual Activity End Date \*

dd/mm/yyyy

Value missing

Virtual Activity Duration (days) \*

0

Blended Activity Duration \*

0

Value cannot be smaller than 60, received value is 0 60 - 360

DURATION

Project Duration

01/11/2021

01/11/2024

Start Date \*

04/07/2022

End Date \*

31/10/2022

Duration Calculated (days) \*

120

Travel Days (max. 2)

2

0 - 2

Interruption Duration (days)

0

Funded Duration (days) \*

122

Virtual Activity Start Date \*

02/11/2022

Virtual Activity End Date \*

11/11/2022

Virtual Activity Duration (days) \*

10

Blended Activity Duration \*

132

60 - 360

### 3.3.6. "From/To" section

In this section you will specify the travel details, such as the sending and receiving organisations, select distance in the **distance band** and the **means of transport**.

Any participating organisation can be the **sending organisation**. For KA220-HED, Invited organisations can also be selected.

The **receiving organisation** must be in a country of the organisations participating in the project or in the seat of an institution of the EU (Belgium, France, Germany, Luxembourg and the Netherlands).

Selecting the sending and receiving organisation from the available drop-down lists will auto-complete the fields Sending Country, Sending City, Sending Organisation Erasmus Code (where applicable) and/or Type of Organisation. You can change the values for Sending/Receiving Country by using the available drop-down list displaying Programme countries, Partner countries and OCTs, and Sending/Receiving City by overwriting the information.

You will also specify the **real distance in KM** between the sending and the receiving cities. This will be used purely for statistical purposes to determine the carbon footprint of the activity.

***Sustainable means of transport** (green travel) is defined as the travel that uses low-emissions means of transport for the main part of the travel, such as bus, train or car-pooling.*

Source: [Erasmus+ Programme Guide, Glossary](#)

Selecting a means of transport considered sustainable when updating mobility activities, events, participations or similar in your project, results in the **Sustainable Means of Transport** flag being automatically checked and the funded travel duration can be increased from maximum 2 to maximum 6 days.

FROM / TO

Sending Organisation Legal Name \*  
Value missing

Sending Country \*  
Value missing

Sending City \*  
Value missing

Type of Organisation \*

Receiving Organisation Legal Name \*  
Value missing

Receiving Country \*  
Value missing

Receiving City \*  
Value missing

Distance Band \*  
Value missing

Main Means of Transport \*  
Value missing

Real distance in kilometers \*  
0

Sustainable Means of Transport \*  
☐

FROM / TO

Sending Organisation Legal Name \*  
Youth Organisation Romania

Sending Country \*  
Romania

Sending City \*  
Bucuresti

Type of Organisation \*  
Other type of organisation

Receiving Organisation Legal Name \*  
Youth Organisation France

Receiving Country \*  
France

Receiving City \*  
Strasbourg

Receiving Organisation Erasmus Code \*  
RO ORADEA03

Distance Band \*  
500 - 1999 km

Main Means of Transport \*  
Train

Real distance in kilometers \*  
1287

Sustainable Means of Transport \*  
☒

### 3.3.7. "Travel Grant" section

The **EU Travel Grant** field is read-only and displays the automatically calculated travel grant as per information provided in the form. Two flags may be available:

- **Grant not Required (EU Travel Grant)** - tick this box to indicate that no EU travel grant is required; EU Travel Grant field will be set to 0€
- **Request Exceptional Costs for Expensive Travel** - tick this box if Exceptional Costs for Expensive Travel are required

#### Information

If the **Non-EU funding** flag was ticked in the **Mobility** section of the form, these flags are not available. The fields **EU Travel Grant** and **Real Travel Costs** are greyed out and display the amount of 0€.

TRAVEL GRANT

Grant not Required (EU Travel Grant) \*  
☐

EU Travel Grant \*  
320,00 €

Request Exceptional Costs for Expensive Travel \*  
☐

### 3.3.7.1. Exceptional costs for expensive travel

If the standard travel grant does not cover at least 70% of the eligible travel cost of the participant, you are entitled to request a grant to cover **Exceptional costs for expensive travel** instead of the standard travel grant.

Tick the relevant box for **Request exceptional costs for expensive travel**. Then type the **Real travel cost** in the relevant field. The **Exceptional cost for expensive travel grant** is calculated automatically as 80% of the Real travel cost. If you request exceptional costs for expensive travel grant, you must also fill in the additional field **Exceptional cost for expensive travel description and justification**.

TRAVEL GRANT

Grant not Required (EU Travel Grant) \*

☐

EU Travel Grant \*

0,00

€

Request Exceptional Costs for Expensive Travel \*

☒

Real Travel Costs \*

550,00

€

Support rate: 80%

Exceptional Costs for Expensive Travel \*

440,00

€

(80% of the eligible cost)

Description and Justification \*

Description and justification here

### 3.3.7.2. Grant not required (EU Travel Grant)

When this flag is set, the EU Travel Grant is set to 0.

TRAVEL GRANT

Grant not Required (EU Travel Grant) \*

☒

EU Travel Grant \*

0,00

€

Request Exceptional Costs for Expensive Travel \*

☐

### 3.3.8. "Linguistic Support" section

The Linguistic Support section is only available for Learning, Teaching and Training Activities flagged as **Long-term activity** and if the participant is not flagged as an Accompanying person. To **Request Linguistic Support**, tick the available box. The **Linguistic Support Grant** is automatically filled in.

LINGUISTIC SUPPORT

Request Linguistic Support \*

☒

Linguistic Support Grant \*

150,00

€

### 3.3.9. "Individual Support" section

The **Individual Support** grant is calculated automatically based on the calculated Individual support for physical and/or virtual activity. This amount cannot be manually changed, except in cases of force majeure.

INDIVIDUAL SUPPORT ▼

Individual Support Physical Activity \*

4 520,00 €

Individual Support Virtual Activity \*

678,00 €

Grant not Required (Individual Support) \*

☐

Individual Support \*

5 198,00 €

### 3.3.9.1. Grant not Required (Individual Support)

The **Grant Not Required** flag, or tick box, will result in the relevant participant budget fields set to zero. The fields affected are:

- EU Travel Grant
- Individual Support
- Exceptional Costs for Expensive Travel

The flag Grant Not Required is automatically checked whenever the corresponding budget field value is 0 and the activity is saved, for example when a distance band with an associated travel grant of 0 is selected and the activity is saved.

INDIVIDUAL SUPPORT ▼

Individual Support Physical Activity \*

4 520,00 €

Individual Support Virtual Activity \*

678,00 €

Grant not Required (Individual Support) \*

☒


Individual Support \*

0,00 €

### 3.3.10. "Total Calculations" section

The **Total (calculated)** is the sum of all relevant costs and is displayed at the bottom of the screen. This amount cannot be changed manually.

You also have the option to provide comments in this part of the form, if required.

 For compliance with the **EU General Data Protection Regulation**, please do not include any sensitive information about the participant's personal situation related to special needs, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

TOTAL CALCULATIONS ▼

Total (Calculated) \*

5 668,00 €

Overall Comments

5000

## 3.4. Save" the participant details

Click on the **Save** button to save the participant details in the activity.

Learning Teaching and Training Activities - Participant

MOBILITY

DURATION

FROM / TO

TRAVEL GRANT

LINGUISTIC SUPPORT

INDIVIDUAL SUPPORT

Individual Support Physical Activity \*

4 520,00 €

Individual Support Virtual Activity \*

678,00 €

Back

Save

3.5. Participant added to activity

A success message displays. The Learning, Teaching and Training Activity screen opens again. The list of participants displays the added participant. Values such as Distance Band, Sending Country and Receiving Country are displayed in the table. Follow the instructions above to add more participants to the activity, if required.

Excerpt Include | List functionality in proje...

See the page [List functionality in projects](#) for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.

LTT Participants(1)

Bulk Actions

+ Create

Q Search...

Search

More Filters

Participant First Name	Participant Last Name	Participant Email	Accompanying Person?	Participant With Fewer Opportunities?	Mobility ID	Distance Band	Sending Country	Sending City	Rec Cou	Actions
Sorin	Lastname	sorin@email.com		Yes	000598611-MOB-000000001	500 - 1999 km	Romania	Bucuresti	Fran	<div></div> <div></div> <div></div>

Items per page 100

1 - 1 of 1

<

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4. Click "Back" to return to the list of Learning, Teaching and Training Activities

Click on the **Back** button at the bottom of the screen to return to the list of Learning, Teaching and Training Activities in your project.

Alternatively click Learning, Teaching and Training Activities in the Content menu

fewer opportunities

Reports

Back

Save

The various columns in the list are updated with the values as per information provided for the activity and the participants.

Excerpt Include | List functionality in proje...

See the page [List functionality in projects](#) for additional information on the list functionalities, such as Search, Filters and the Bulk Actions.

The **Total (calculated)** below the table is updated as per provided information for the activities and participants.

Content menu

<

Details

Organisations

Contacts

Project Management And Implementation

Transnational Project Meetings

Project Results

Multiplier Events

Learning, Teaching and Training Activities

Special Costs

Fewer Opportunities

Learning, Teaching and Training Activities

Learning, Teaching and Training Activities (3)

+ Create

Activity No.	Field	No. Of Participants	No. Of Accompanying Persons	No. Of Participants With Fewer Oppo	Actions
A1		0	0	0	<div><div></div><div></div><div></div></div>
A2		1	0	1	<div><div></div><div></div><div></div></div>
A3	Youth	1	0	1	<div><div></div><div></div><div></div></div>

Items per page 100 1 - 3 of 3 |< < > >|

Total (calculated) : 5 668,00€

Awarded budget : 15 538,00€

## Expected Outcome

- Learning, Teaching and Training Activities have been added and/or updated in the project
- Participants have been added to Learning, Teaching and Training Activities



## Related Articles

- [KA2 Lump Sum Handbook](#)
- [Organisation status, Partnership entry date and Partnership withdrawal date in Organisation details](#)
- [Project Management and Implementation \(KA220\)](#)
- [26 Jan 2024: Periodic/progress reports for KA210 and KA220 are now available](#)
- [Special Costs in KA220 call 2021 projects](#)
- [KA220 Cooperation partnerships in adult education, higher education, school education, vocational education and training and youth](#)
- [How to provide information for local, foreign and virtual participants in Multiplier events?](#)
- [Activities in KA210 projects](#)
- [Budget in projects \(KA220\)](#)
- [Learning, Teaching and Training Activities \(KA220\)](#)
- [Manage Work Packages in KA220 projects](#)
- [How to complete and submit a Progress or Periodic Report for KA210 and KA220](#)
- [Organisations of invited staff](#)
- [Work Package](#)
- [HEI flag in organisation details](#)