

MT+ KA2 Special Costs

- [1. Add a special cost](#)
- [2. Edit or Remove a special cost](#)

The **Special Costs** tab enables applicants to manage the special costs incurred by all the organisations participating in their projects.

Relevant for...

Call Year	Key Action	Action
All	KA2 - Cooperation for innovation and the exchange of good practices	All

Special Costs List

The following types of costs can be managed:

- Special needs support
- Exceptional costs
- Exceptional costs guarantee

As a beneficiary with the pertinent permissions you will be able to add, modify, delete and export special costs.

Special Costs entries are displayed as a list, **with additional information** specific to each type of cost incurred. The various types of costs are highlighted with distinct colours for better differentiation. The lists of costs approved in the grant agreement will be automatically listed in this tab and can be modified by the Beneficiary.

You can customise the information you wish to have displayed in the list (see [MT+ List functionality](#)).

In **KA2** projects, costs related to Covid tests have to be provided as **Exceptional cost**.



Important

For purposes of compliance with the **EU General Data Protection Regulation**, when you provide descriptions of the costs incurred **do not include any sensitive information**, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, health or sexuality.

home | EN | change language | UNKNOWN UNKNOWN (beneficiary) | logout

European Commission
Mobility tool

TEST

Project 2018-3-PL01-KA205-040136
Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiplier Events

Learning, Teaching and Training Activities **Special Costs** Budget Reports

Special Costs + Create

Search in 3 records

selection

export

bulk operations

ID	Cost Type	Organisation	Country	Total Incurred Cost	Grant Requested
1	Exceptional Cost Guarantee	Szkola Podstawowa nr 43 w Bydgoszczy	Poland	785,15 €	588,86 €
1	Special Needs Support	Bractwo Młodzieży Prawosławnej w Polsce	Poland		450,00 €
1	Exceptional Costs	Montessori dans l'Aube	France	1.500,00 €	1.125,00 €

10 25 50 100

1

Steps

1. Add a special cost

1.1. Click the "+Create" button

In the **Special Costs** tab click the **+Create** button to create a new special cost entry.

The screenshot shows the top navigation bar with tabs: Project 2018-3-PL01-KA205-040136 (follow-up), Details, Organisations, Contacts, Project Management and Implementation, Transnational Project Meetings, Intellectual Outputs, and Multiplier Events. Below this is a sub-navigation bar with tabs: Learning, Teaching and Training Activities, Special Costs (selected), Budget, and Reports. The main content area is titled 'Special Costs' and contains a search bar with the text 'Search in 0 records'. A green '+ Create' button is highlighted with a red box. Below the search bar, there is a message 'No record found'.

1.2. Select a "Cost Type"

Click the desired button to select a cost type:

1. **Special Needs Support**: to enter additional financial support within the scope of a strategic partnerships project directly related to participants with special needs (disabilities). The Special Needs Support screen opens as default.
2. **Exceptional Costs**: to enter exceptional costs incurred by the project's participating organisations.
3. **Exceptional Costs Guarantee**: to enter the costs related to financial guarantees incurred by the project's participating organisations.

The screenshot shows the 'Special Costs' form. At the top left is a 'back to list' button. The form title is 'Special Costs'. On the right, there is a message 'values cannot be saved'. Below the title, there is a 'Cost Type' section with three buttons: 'Special Needs Support' (labeled 1), 'Exceptional Costs' (labeled 2), and 'Exceptional Cost Guarantee' (labeled 3). A red box highlights these buttons. Below the 'Cost Type' section, there is an 'ID' field with the value '1'. Below the 'ID' field, there is an 'Organisation' dropdown menu. Below the 'Organisation' dropdown, there are two input fields: 'No. of Participants With Special Needs' and 'Grant Requested'. Both fields have an orange 'value required' label. At the bottom right, there is a 'Cancel' button and a message 'values cannot be saved'.

1.3. Fill in the cost details

When you add a cost entry the ID number is assigned automatically and incrementally per cost type. This number can be changed to match your internal organisational needs.

Fill in the other fields as applicable. Fields and rules in the forms are different depending on the cost type selected. Mandatory fields are marked with an **orange value required** label.

1.4. Special Needs Support

Provide the following details:

- **Organisation:** Select the beneficiary organisation from the drop-down list. You can add multiple **Special Needs Support** entries for the same organisation.
Note: For KA229 - School Exchange Partnerships projects, your own organisation is selected by default and cannot be changed.
- **No. of Participants With Special Needs:** Indicate the number of participants with special needs that were supported.
- **Grant Requested:** Indicate the grant requested (value in €). This can be equal to the total costs incurred.

The screenshot shows a web application interface for 'Special Costs'. At the top, there is a 'back to list' button. Below it, the title 'Special Costs' is displayed. A message 'values cannot be saved' is visible in the top right corner. The 'Cost Type' section has three tabs: 'Special Needs Support' (selected and highlighted with a red box), 'Exceptional Costs', and 'Exceptional Cost Guarantee'. The form fields are as follows:

- ID:** 1
- Organisation:** Bractwo Młodzieży Prawosławnej w Polsce (selected from a dropdown menu)
- No. of Participants With Special Needs:** 2
- Grant Requested:** 450

At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box.

1.5. Exceptional Costs

Provide following details:

- **Organisation:** Select the beneficiary organisation from the drop-down list. You can add multiple **Exceptional Costs** entries for the same organisation.
Note: For KA229 - School Exchange Partnerships projects, your own organisation is selected by default and cannot be changed.
- **Total Incurred Cost:** Add the total incurred cost (value in €). The amount eligible for funding will be automatically calculated and shown in the **Grant Requested (75% of the Total Incurred Cost)** field.
- **Description and Justification:** Include a description of the exceptional costs incurred.

Special Costs

values cannot be saved

Cost Type

Special Needs Support

Exceptional Costs

Exceptional Cost Guarantee

ID

1

Organisation

value required

Total Incurred Cost

value required

Description and Justification

Data collected in Mobility Tool+ should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

value required

Special Costs

Save

Cost Type

Special Needs Support

Exceptional Costs

Exceptional Cost Guarantee

ID

1

Organisation

Montessori dans l'Aube

Total Incurred Cost

1500

Grant Requested (75% of the Total Incurred Cost)

1125

Description and Justification

Data collected in Mobility Tool+ should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

Provide a description and justification here.

Cancel

Save

1.5.1. Cost for Covid Tests

In **KA2** projects, costs related to Covid tests have to be provided as **Exceptional cost** in the Special Costs screen, using the **COVID_19_TEST** check box to mark the exceptional costs as Covid test.

Project 2020-1-PL01-KA229-065923_2

Details

Organisations

Contacts

Project Management and Implementation

Learning, Teaching and Training Activities

Special Costs

Other Project Events

Budget

Reports

Partnership Dashboard

Special Costs

Save

Cost Type

Special Needs Support

Exceptional Costs

Exceptional Cost Guarantee

ID

1

Organisation

UNIVERSITE PARIS 13

Total Incurred Cost

50

GRANT_REQUESTED

50

COVID_19_TEST

Description and Justification

Data collected in Mobility Tool+ should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

Covid test....

4986 characters left

Cancel

Save

Exceptional Cost Guarantee

- **Organisation:** Select the beneficiary organisation from the drop-down list. The same organisation can only be chosen once.
Note: For KA229 - School Exchange Partnerships projects, your own organisation is selected by default and cannot be changed.
- **Total Incurred Cost:** Insert the total incurred cost (value in €). The amount eligible for funding will be calculated automatically and displayed under **Grant Requested (75% of the Total Incurred Cost)**.

Special Costs

values cannot be saved

Cost Type

Special Needs Support Exceptional Costs **Exceptional Cost Guarantee**

ID

1

Organisation

value required

Total Incurred Cost

value required

Special Costs

Cost Type

Special Needs Support Exceptional Costs **Exceptional Cost Guarantee**

ID

1

Organisation

Szkola Podstawowa nr 43 w Bydgoszczy

Total Incurred Cost

785,15

Grant Requested (75% of the Total Incurred Cost)

588,863

Save

Cancel Save

i For **Exceptional Costs** and **Exceptional Costs - Guarantee** the sum of all **Grant Requested (75% of the Total Incurred Cost)** amounts within a project is capped at € 50 000. It is however possible to request more. If you do so, a warning message will be displayed under the **Special Costs** list and in the beneficiary report.

Project 2018-3-PL01-KA205-040136

Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiplier Events

Learning, Teaching and Training Activities **Special Costs** Budget Reports

Special Costs

+ Create

Search in 4 records

selection export bulk operations

ID	Cost Type	Organisation	Country	Total Incurred Cost	Grant Requested
1	Exceptional Cost Guarantee	Szkola Podstawowa nr 43 w Bydgoszczy	Poland	785,15 €	588,86 €
1	Special Needs Support	Bractwo Mlodziezy Prawoslawniej w Polsce	Poland		450,00 €
1	Exceptional Costs	Montessori dans l'Aube	France	1.500,00 €	1.125,00 €
2	Exceptional Costs	Montessori dans l'Aube	France	80.000,00 €	60.000,00 €

10 25 50 100

< 1 >

⚠ You have requested a total budget of 61,125.00 € for Exceptional Costs. Only 50,000.00 € are allowed per project.

1.6. Save the special cost entry

Once all the mandatory fields in your form are filled in, you can **Save** it to create the cost entry and return to the **Special Costs** main screen.

The entry then displayed in the special costs list.

Project 2018-3-PL01-KA205-040136	Details	Organisations	Contacts	Project Management and Implementation	Transnational Project Meetings	Intellectual Outputs	Multiplier Events
Learning, Teaching and Training Activities	Special Costs	Budget	Reports				

Special Costs

Search in 3 records

selection
export
bulk operations

ID	Cost Type	Organisation	Country	Total Incurred Cost	Grant Requested
1	Special Needs Support	Bractwo Mlodziezy Prawoslawnej w Polsce	Poland		450,00 €
1	Exceptional Cost Guarantee	Montessori dans l'Aube	France	785,15 €	588,86 €
1	Exceptional Costs	Szkola Podstawowa nr 43 w Bydgoszczy	Poland	1.500,00 €	1.125,00 €

10 25 50 100

1

1.7. Special Costs in the project budget

The approved amounts for all special costs can be consulted at the bottom of the **Budget tab** , in column **Approved Budget (by National Agency)**.

The column **Current Budget (in Mobility Tool+)** will display the updated **Budget**, according to the added Special Cost items.

In projects of call year 2018 you have two comment fields available under Exceptional Cost and Exceptional Costs - Guarantee in the budget screen where it is possible to add more information. Remember to not include any sensitive information in those comment fields.

Project 2018-3-PL01-KA205-040136	Details	Organisations	Contacts	Project Management and Implementation	Transnational Project Meetings	Intellectual Outputs	Multiplier Events
Learning, Teaching and Training Activities	Special Costs	Budget	Reports				

Budget

Export PDF

Show Budget Transfers

Nothing to save

Legend:

- This budget item's current amount is above the approved amount after transfers from other budget items.
- This budget item's current amount exceeds its approved budget.
- This budget item's current amount is below the minimum allowed amount after transfers to other budget items.

The highlighting of amounts using the above mentioned colour legend does not in any way prevent you from using all functionalities in the tool, including the submission of a Final Beneficiary Report.

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool+)	% Current/Approved budget
Total Project	24.000,00 €	2.163,86 €	9,02 %
Project management and implementation	24.000,00 €	0,00 €	0,00 %
Transnational Project Meetings	0,00 €	0,00 €	0,00 %
Intellectual Outputs	0,00 €	0,00 €	0,00 %
Multiplier Events	0,00 €	0,00 €	0,00 %
Learning, Teaching and Training Activities	0,00 €	0,00 €	0,00 %
Special Needs Support	600,00 €	450,00 €	75,00 %
Exceptional Costs	1500,00 €	1.125,00 €	75,00 %
Exceptional costs - Guarantee	750,00 €	588,86 €	78,54 %

Nothing to save

2. Edit or Remove a special cost

Click the **Edit** icon to edit the **Special Cost**. Make the desired changes and click **Save** to update the special cost entry. If you click **Cancel** instead, all your unsaved changes will be deleted and the form will close.

Special Costs

+ Create

Search in 3 records

Q

selection

export

bulk operations

refresh

ID	Cost Type ^	Organisation	Country	Grant Requested	
1	Exceptional Costs	UNIWERSYTET WARSZAWSKI	Poland	283,88 €	<div><div>Edit</div><div></div><div></div></div>
1	Special Needs Support	UNIVERSITE PARIS-SUD	France	500,00 €	<div><div></div><div></div><div></div></div>
2	Special Needs Support	JOHANN WOLFGANG GOETHE UNIVERSITAET FRANKFURT AM MAIN	Germany	750,00 €	<div><div></div><div></div><div></div></div>

102550100

«1»

Click the **Delete (bin)** icon to remove a **Special Cost** item from the list and confirm deletion.

Special Costs

+ Create

Search in 2 records

Q

selection

export

bulk operations

refresh

Are you sure you want to delete the selected Item(s) ?

CANCEL

DELETE

ID ^	Cost Type	Organisation	Country	Grant Requested	
1	Special Needs Support	UNIVERSITE PARIS-SUD	France	500,00 €	<div><div></div><div></div><div></div></div>
2	Special Needs Support	JOHANN WOLFGANG GOETHE UNIVERSITAET FRANKFURT AM MAIN	Germany	750,00 €	<div><div></div><div></div><div></div></div>

102550100

«1»

Related Articles

- [MT+ Force majeure guidance due to Coronavirus](#)
- [MT+ How to manage organisations for KA2 projects](#)
- [MT+ KA1 and KA2 Project Log](#)
- [MT+ KA2 Budget](#)
- [MT+ KA2 Force Majeure](#)
- [MT+ KA2 How to complete and submit the final beneficiary report](#)
- [MT+ KA2 Intellectual Outputs](#)
- [MT+ KA2 Learning, Teaching and Training Activities](#)
- [MT+ KA2 Multiplier Events](#)
- [MT+ KA2 Overview of virtual and blended activities](#)
- [MT+ KA2 Project Management and Implementation](#)
- [MT+ KA2 Special Costs](#)
- [MT+ KA2 Transnational Project Meetings](#)
- [MT+ KA2 Travel Grant - 2017 \(LTT Activities\)](#)
- [MT+ KA2 Validated and checked versions](#)