

MT+ KA2 How to complete and submit the final beneficiary report

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This page describes the steps to be taken to complete and submit the final beneficiary report for KA2 Erasmus+ projects. Before submitting the report, please ensure that all of the project data is up to date. While drafting the final report it is still possible to update the project information under the various project tabs in Mobility Tool+.

Please read the onscreen instructions carefully. There may be differences between the beneficiary reports for the different key actions but the basic functionality remains the same. The instruction in this page are based on a **KA205 - Strategic Partnerships for youth** project example.

Relevant for...

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

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 'European Commission Mobility tool' interface. At the top, a navigation bar includes tabs for 'Details', 'Organisations', 'Contacts', 'Project Management and Implementation', 'Transnational Project Meetings', 'Learning, Teaching and Training Activities', 'Special Costs', 'Budget', and 'Reports'. The 'Details' tab is active, showing 'Project Details' and 'Project Log' sub-tabs. The main content area is divided into several sections:

- Context information:** Programme: Erasmus+, Key Action: KA2 - Cooperation for innovation and the exchange of good practices, Action Type: KA205 - Strategic Partnerships for youth, Call Year: 2018, Round: 1, Start of Project: 04/06/2018, End of Project: 03/06/2019, Project Duration (months): 12.
- Project information:** Grant Agreement No.: 2018-1-PL01-KA205-039221, National ID: EAC IT TRAINING, Project Title: Innovation made easy - EAC IT TRAINING, Project Acronym: EAC IT TRAINING (highlighted with a red box), Project Status: Follow-up (highlighted with a red box), Final Report Submission Deadline: 03/06/2019 (highlighted with a red box), Project Main Objective: Exchange of Good Practices, Transnational Youth Initiative: ☒.
- Project Access:** User's role in project: beneficiary, Access to Project: Edit Access to Project, Project is locked: ☐.
- History information:** Created on: 02/04/2019 13:05:31 by: National Agency, Updated on: 02/04/2019 13:05:32 by: National Agency.
- National Agency:** National Agency: PL01 - Foundation for the Development of the Education System. For further details about your National Agency, please consult the following page: https://ec.europa.eu/programmes/erasmus-plus/contact_en.
- Beneficiary Organisation information:** OID: E10208823, Legal Name: VJeCmFIFbu, Business Name: DBzBrLqvFQ, Full legal name (National Language): jkhVWguWGX, Erasmus Code: PL LODZ01.

1.2. Check the project "Organisations" and "Contacts"

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+.

Project 2018-1-PL01-KA205-039221 follow-up Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Learning, Teaching and Training Activities

Special Costs Budget Reports

Organisations

Search in 5 records

selection export bulk operations

	OID	Role ^	Legal Name	Public Body	Non-profit	Country	City	Contacts
	E10208823	Beneficiary	VJeCmFIFbu	✓	✓	Poland	LODZ	2
	E10042374	Partner	bcSJTpesIP	✗	✓	France	PAU	2

Project 2018-1-PL01-KA205-039221 follow-up Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Learning, Teaching and Training Activities

Special Costs Budget Reports

List Contacts

Organisation

All

Search in 10 records

selection export bulk operations

	Organisation OID	Contact Last Name	Email ^	Beneficiary	Preferred Contact
	E10208823	KMBNECmWK	EAC-TRAINING-14@ec.europa.eu	✓	✓
	E10007191	ravtuPDZHU	EAC-TRAINING-16@ec.europa.eu	✗	✓
	E10042374	QolkOYrYLD	EAC-TRAINING-16@ec.europa.eu	✗	✓
	E10104610	vmzGALALaP	EAC-TRAINING-16@ec.europa.eu	✗	✓
	E10007191	ZbmoNefeYQ	lqXbGHDKKo@ITvuf.com	✗	✗
	E10042374	TYuEJedAdd	LqzPzGoLGL@qkKuB.com	✗	✗
	E10053663	FZISrsIRGO	ZhwAAaMJg@ZfEJm.com	✗	✓
	E10053663	leEXXQgDAp	dvlbTwIHxr@FMQrS.com	✗	✗
	E10104610	ZXMBakdJky	IOyKwIgrEd@hCVDD.com	✗	✗
	E10208823	UzoltHdTrt	ohpdyGgpiM@KZYNZ.com	✓	✗

1.3. Check the other project items

Check all the other projects tab and ensure they are updated with the latest and correct information.

Project 2018-1-PL01-KA205-039221 follow-up Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Learning, Teaching and Training Activities

Special Costs Budget Reports

Transnational Project Meetings

Search in 4 records

selection export bulk operations

	Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)
	39221-TPM-00001	Kick Off	25/06/2018	29/06/2018	VJeCmFIFbu	Poland	LODZ	9	4.580,00 €	4.580,00 €
	39221-TPM-00002	Status Meet Up	12/11/2018	16/11/2018	VJeCmFIFbu	Poland	LODZ	20	9.550,00 €	9.550,00 €
	39221-TPM-00003	Status Meet Up & Workshop	11/02/2019	15/02/2019	ImwNHktDDu	Germany	Mosbach	30	11.500,00 €	11.500,00 €
	39221-TPM-00004	End of project	20/05/2019	25/05/2019	bcSJTpesIP	France	PAU	22	13.575,00 €	13.575,00 €
Total								81	39.205,00 €	39.205,00 €

10 25 50 100

Approved Budget (by National Agency) 38,820.00 €

1.4. Check the "Budget" tab

Check the **Budget** tab to view the summary of the project budget as entered under the various project tabs.

The **Show Budget Transfer** option allows you to view the minimum and maximum allowed budget transfers, which provide more detailed information on the entered budget.

Project 2018-1-PL01-KA205-039221

DetailsOrganisationsContactsProject Management and ImplementationTransnational Project MeetingsLearning, Teaching and Training Activities

Special CostsBudgetReports

Budget

Export PDF

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

126.108,00 €

125.366,50 €

99,41 %

Project management and implementation

18.000,00 €

17.650,00 €

98,06 %

Transnational Project Meetings

38.820,00 €

39.205,00 €

100,99 %

Learning, Teaching and Training Activities

67.288,00 €

66.574,00 €

98,94 %

Project 2018-1-PL01-KA205-039221

DetailsOrganisationsContactsProject Management and ImplementationTransnational Project MeetingsLearning, Teaching and Training ActivitiesSpecial CostsBudgetReports

Budget

Export PDF

Hide 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)

% of Approved Budget

Minimum Allowed Amount According to % of Approved Budget

% of Approved Budget

Maximum Transferable Amount According to % of Approved Budget

% of Approved Budget

Maximum Amount According to % of Approved Budget

Current Budget (in Mobility Tool+)

% Current/Approved budget

Total Project

126.108,00 €

125.366,50 €

99,41 %

Project management and implementation

18.000,00 €

80,00 %

14.400,00 €

20,00 %

3.600,00 €

100,00 %

18.000,00 €

17.650,00 €

98,06 %

Transnational Project Meetings

38.820,00 €

80,00 %

31.056,00 €

20,00 %

7.764,00 €

120,00 %

46.584,00 €

39.205,00 €

100,99 %

Learning, Teaching and Training Activities

67.288,00 €

80,00 %

53.830,40 €

20,00 %

13.457,60 €

120,00 %

80.745,60 €

66.574,00 €

98,94 %

SP-HE-IST : Invited teachers at higher education Intensive Study Programmes

34.288,00 €

39.640,00 €

115,61 %

Travel

5.400,00 €

4.450,00 €

82,41 %

Exceptional Costs for Expensive Travel

400,00 €

0,00 €

0,00 %

Individual Support

28.488,00 €

35.190,00 €

123,53 %

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.

Project 2018-1-PL01-KA205-039221

Details

Organisations

Contacts

Project Management and Implementation

Transnational Project Meetings

Learning, Teaching and Training Activities

Special Costs

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.

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

26/03/2020

Final Report draft created a few seconds ago by UNKNOWN UNKNOWN

Edit Draft

Beneficiary Report created a few seconds ago

Final - Request ID 1006209

Show Log

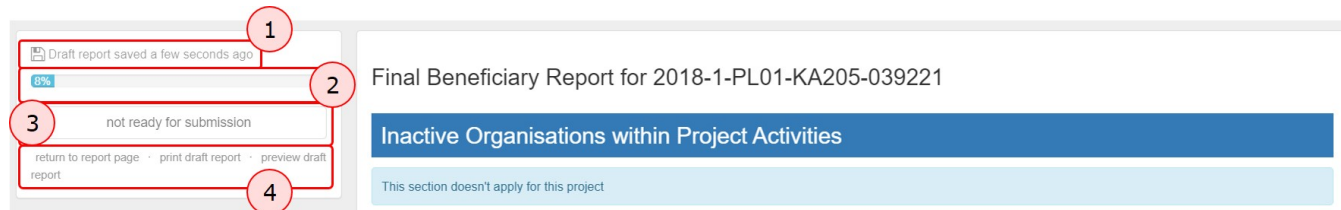
Draft

3. General report functionality

3.1. Report options and information

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

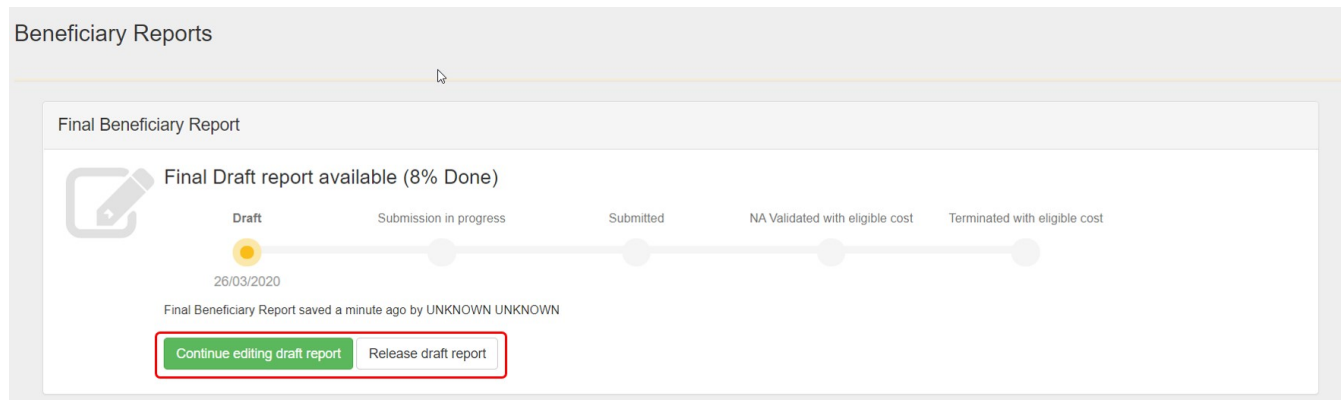
1. The time the draft report was last **saved**.
2. A **progress bar** indicating the percentage of the report that has been completed to date.
3. When the report is complete, the **submission button** will become active.
4. The options to:
 - a. **Return to report page** - this will save the current 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.



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.



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.


Beneficiary Report created a few seconds ago

Final - Request ID 1006209

Show Log +

Draft

Final Beneficiary Report



Final Draft report available (8% Done)

Draft

Submission in progress

Submitted

NA Validated with eligible cost

Terminated with eligible cost

26/03/2020

Final Beneficiary Report saved 2 minutes ago by UNKNOWN UNKNOWN

Continue editing draft report

Release draft report

Beneficiary Report created 10 minutes ago

Final - Request ID 1006209

Draft

Hide Log -

2 minutes ago

Draft last changes by UNKNOWN UNKNOWN (beneficiary)

9 minutes ago

Draft opened by UNKNOWN UNKNOWN (beneficiary)

10 minutes ago

Draft by UNKNOWN UNKNOWN (beneficiary)

4. Fill in the Beneficiary Report

4.1. Inactive Organisations within Project Activities

At the top of the beneficiary report screen there is an overview of the **Inactive Organisations within Project Activities** section. This is for your information only and will not block the submission of the report.



Take note

For **call year 2018 and earlier projects** the PIC of the organisation will still be displayed in report tables. As of **call year 2019** the OID of organisations is displayed in report tables.

4.2. 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.

1. Context	
This section resumes some general information about your project;	
Programme	Erasmus+
Key-Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Action Type	Strategic Partnerships for youth
Main Objective of the project	Exchange of Good Practices
Transnational Youth Initiative (initiated, set-up and carried out by young people themselves)	Yes
Call	2018
Round	Round 1
Report Type	Final
Language used to fill in the form	EN

4.3. Fill in the "Project Summary"

Click on the **Project Summary** section, add a summary for the project and provide all other mandatory information in this section.



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. Context
2. Project Summary
3. Description of the Project
4. Project Management
5. Implementation
6. Follow-up
7. Budget
8. Annexes

2. Project Summary

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

Project summary at application time:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aliquam fermentum vestibulum est. Cras rhoncus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Sed quis tortor. Donec non ipsum. Mauris condimentum, odio nec porta tristique, ante neque malesuada massa, in dignissim eros velit at tellus. Donec et risus in ligula eleifend consectetur.

If applicable, project summary at application time in English:

Please provide a short summary of the completed project. 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 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+ Project Results platform (see annex II of Programme Guide on dissemination guidelines).

Please be concise and clear.

5000 characters left

2.1. Summary of Participating Organisations

Role of the Organisation	PIC of the Organisation	Name of the Organisation	Country of the Organisation	Type of Organisation	Accreditation of organisation (if applicable)	Partnership Entry Date	Partnership Withdrawal Date
Beneficiary	999934488	VaCnFFbu	Poland	Higher education institution (tertiary level)		04/09/2018	03/09/2019
Partner	949937894	buD7JwP	France	Other		04/09/2018	03/09/2019
Partner	949911892	ImeFkHSDu	Germany	Higher education institution (tertiary level)		04/09/2018	03/09/2019
Partner	949910515	PjSLyysDq	Poland	Foundation		04/09/2018	03/09/2019
Partner	944992273	HzCJmLO	Sweden	Other		04/09/2018	03/09/2019

Total number of participating organisations

5

2.2. Associated Partners

In addition to the above formally participating organisations, did you involve associated partners in your project?

Yes No

Please identify those organisations in the table below:

Name of the Organisation	Country of the Organisation	City

Add Organisation

Please explain the involvement of those organisations and how they contributed to the achievement of the project objectives.

5000 characters left

4.4. 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. Project Management

5. Implementation

6. Follow-up

7. Budget

8. Annexes

3. Description of the Project

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

Please provide a summary of your project's concrete results and achievements. Were all original objectives of the project met? Please comment on any objectives initially pursued but not achieved and describe any achievements exceeding the initial expectations.

value required

5000 characters left

In what way was the project innovative and/or complementary to other projects already carried out?

value required

What was the most relevant horizontal or sectoral priority addressed by your project?

value required

What were the other relevant horizontal or sectoral priorities addressed by your project?(multiple selection possible)

Select a value

value required

In case the above selected priorities are different from the ones in the application, please explain why.

value required

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

Select a value

value required

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

value required

3.1. Participants

Please briefly describe how you selected and involved participants in the different activities of your project.

value required

Participants with fewer opportunities: did your project involve participants facing situations that make their participation more difficult?

Yes

No

Approximately, how many persons not receiving a specific grant benefited from or were targeted by the activities organised by the project (e.g. members of the local community, young people, experts, policy makers, and other relevant stakeholders)? Please enter the number of persons here:

value required

Please describe briefly how and in which activities these persons were involved.

value required

4.5. Fill in the "Project Management"

Please provide answers to the questions above each field.

1. Context

2. Project Summary

3. Description of the Project

4. Project Management

5. Implementation

6. Follow-up

7. Budget

8. Annexes

4. Project Management

Monitoring: How was the monitoring of the project carried out and by whom?

value required

Evaluation: Which activities did you carry out to assess the success of your project?

value required

If relevant, please describe any difficulties you have encountered in managing the implementation of the project and how you and your partners handled them. How did you handle project risks (e.g. conflict resolution processes, unforeseen events, etc.)?

value required

4.6. Fill in the "Implementation"

Complete the **Implementation** section, detailing the practical arrangements, participants' profile, impact, dissemination of the results and future plans.

Certain subsections may display the information **This section does not apply for this project**. No action is required in these subsections.

1. Context

2. Project Summary

3. Description of the Project

4. Project Management

5. Implementation

6. Follow-up

7. Budget

8. Annexes

5. Implementation

This section asks for information about all the stages of the project: implementation of main activities including practical arrangements, participants' profile, impact, dissemination of the results and future plans:

Please describe the project activities and expenses covered with the Project Management and Implementation grant. If the requested amount is different from the automatically calculated one based on the project duration, please explain why.

value required

How did the project partners contribute to the project? Please detail specific contributions made by the partner organisations.

value required

How did you communicate and cooperate with your partners? What are the positive and negative elements of the cooperation process? What would you improve if you were to carry out a similar project in the future?

value required

What target groups were addressed in your activities plan? Were the target groups changed in comparison to the ones identified in the application form?

value required

5.1. Transnational Project Meetings

Please briefly describe each of the project's transnational project meetings, including its purpose, main agenda items, the outcome and the participants involved. In case there is a difference between what was planned and what was implemented, please explain why.

value required

This table reflects the information entered in Mobility Tool+. If you would like to change it please do it in the corresponding Mobility Tool+ section. The information presented here will be automatically refreshed after that.

Meeting ID	39221-TPM-00001
Meeting Title	Kick Off
Description of the meeting	Meeting topics: 1. XXXXXX 2. YYYYYY 3. ZZZZZZ
Start Date	25/06/2018
End Date	29/06/2018
Receiving Organisation	VJeCmFfFbu
Receiving Country	Poland
Receiving City	LODZ
No. of Participants	9

5.2. Intellectual Outputs

This section doesn't apply for this project

5.3. Multiplier Events

This section doesn't apply for this project

4.7. Fill in the "Follow-up"

Please provide answers to the questions above each field to complete the **Follow-up** section and its subsections.

1. Context

2. Project Summary

3. Description of the Project

4. Project Management

5. Implementation

6. Follow-up

7. Budget

8. Annexes

6. Follow-up

6.1. Impact

What was the impact on young participants, participating organisations, target groups and local communities involved in the project?

value required

6.2. Dissemination and Use of Project Results

To whom did you disseminate the project results inside and outside your partnership? Please define in particular your targeted audience(s) at local/regional/national/EU level/international and explain your choices.

value required

What kind of dissemination activities did your partnership carry out and through which channels? Please also provide information on the feedback received.

value required

6.3. Sustainability

What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?

value required

4.8. Check the "Budget" section

The **Budget** section is automatically filled in with the Budget Summary, providing an overview of the budget of the various project items, such as Project Management and Implementation.

1. Context

2. Project Summary

3. Description of the Project

4. Project Management

5. Implementation

6. Follow-up

7. Budget

8. Annexes

0

7. Budget

This section gives a detailed overview of the final amount of the EU grant you request.

7.1. Budget Summary

PIC of the Organisation	Name of the Organisation	Country of the Organisation	Project Management and Implementation	Transnational Project Meetings	Learning/Teaching/Training Activities				Exceptional Costs for Expansive Travel	Special Needs Support	Exceptional Costs	Exceptional Cost Guarantee	Total (Calculated)
					Travel	Individual Support	Linguistic Support						
99983488	VJeCmFfBu	Poland	3.000.00	8.050.00	3.240.00	20.704.00	0.00	0.00	0.00	0.00	0.00	34.994.00	
944952273	IIIZCJsILO	Sweden	8.000.00	9.880.00	0.00	0.00	0.00	0.00	380.00	0.00	0.00	18.230.00	
948637594	bcSJTpesiP	France	3.000.00	6.900.00	2.160.00	11.820.00	0.00	0.00	380.00	0.00	0.00	24.638.00	
945610515	PiSLeypSDq	Poland	2.875.00	7.475.00	2.850.00	20.740.00	0.00	0.00	0.00	497.50	0.00	33.827.50	
949611862	ImwNHkDDu	Germany	2.875.00	6.900.00	2.160.00	2.982.00	0.00	0.00	780.00	0.00	0.00	15.377.00	
Total			17.850.00	39.205.00	10.210.00	55.384.00	0.00	0.00	1.450.00	497.50	0.00	125.366.50	

7.1.1. Project Total Amount

Project Total Amount Reported (Calculated)

125,366.50

Please provide any further comments you may have concerning the above figure.


7.2. Project management and implementation

PIC of the Organisation	Role of the Organisation	Name of the Organisation	Country of the Organisation	Total
944952273	Partner	IIIZCJsILO	Sweden	6,000.00
948637594	Partner	bcSJTpesiP	France	3,500.00
999863488	Beneficiary	VJeCmFfBu	Poland	3,000.00
945610515	Partner	PiSLeypSDq	Poland	2,575.00
949611862	Partner	ImwNHkDDu	Germany	2,575.00
Total				17,650.00

7.3. Transnational Project Meetings

PIC of the Sending Organisation	Name of the Organisation	Country of the Organisation	Total No. of Meetings	Total Number of Participants in All Meetings	Distance Band	Grant per participant	Total (Calculated)
944952273	IIIZCJsILO	Sweden	1	3	>= 2000 km	760.00	2,280.00
944952273	IIIZCJsILO	Sweden	1	5	>= 2000 km	760.00	3,800.00
944952273	IIIZCJsILO	Sweden	1	5	>= 2000 km	760.00	3,800.00
948637594	bcSJTpesiP	France	1	2	100 - 1999 km	575.00	1,150.00
948637594	bcSJTpesiP	France	1	5	100 - 1999 km	575.00	2,875.00
948637594	bcSJTpesiP	France	1	10	0 - 99 km	0.00	0.00
948637594	bcSJTpesiP	France	1	5	100 - 1999 km	575.00	2,875.00
945610515	PiSLeypSDq	Poland	1	2	0 - 99 km	0.00	0.00
945610515	PiSLeypSDq	Poland	1	5	0 - 99 km	0.00	0.00
945610515	PiSLeypSDq	Poland	1	5	100 - 1999 km	575.00	2,875.00


Note that the **Start Submission Process** button at the top left side of the report screen is now available. All report sections (except the Annexes) are marked complete. The supporting documentation (**Annexes**) can be added after you have started the submission process.

 Draft report saved 10 minutes 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. Project Management	✓
5. Implementation	✓
6. Follow-up	✓
7. Budget	✓
8. Annexes 	0

4.9. Attach the required Annexes

Click on **Annexes** and upload the supporting documentation as required.

The **Declaration of Honour** is mandatory for all projects and you must use the template provided with the report for each project:

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 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.

Take note

- A maximum of 10 files is allowed.
- The maximum size per file is 10MB.
- The maximum total size of all files combined is 10MB.
- The file types allowed to upload are PDF, DOC, DOCX, XLS, XLSX, JPG, TXT, ODT, ODS.

1. Context

2. Project Summary

3. Description of the Project

4. Project Management

5. Implementation

6. Follow-up

7. Budget

8. Annexes

8. 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:

1

DOWNLOAD Declaration of Honour

List of uploaded files

no uploaded files yet

Add more files

2

Select File

2

Drop Your File(s) Here

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



Take note

- According to national context, a signature may not suffice and a stamp for the organisation might be needed as well.
- A total of 10mb is allowed to be attached to the report.
- Relevant results for the project should be uploaded on the **Erasmus+ Project Results Platform** (<http://ec.europa.eu/programmes/erasmus-plus/projects/>).

You can delete an already uploaded document by clicking the **X** icon.

List of uploaded files

 2018-1-PL01-KA205-039221-DeclarationOfHonour-27032020085821.pdf
0.09 Mb a few seconds ago

Contains declaration of honour


 Unmark

Add more files

Select File


Drop Your File(s) Here

List of uploaded files


 2018-1-PL01-KA205-039221-DeclarationOfHonour-27032020085821.pdf DOH
0.09 Mb a minute ago

Unmark


List of uploaded files

 2018-1-PL01-KA205-039221-DeclarationOfHonour-27032020085821.pdf DOH
0.09 Mb 2 minutes ago

Unmark

 Supporting_Project_Information.pdf
0.14 Mb a few seconds ago

Contains declaration of honour Unmark

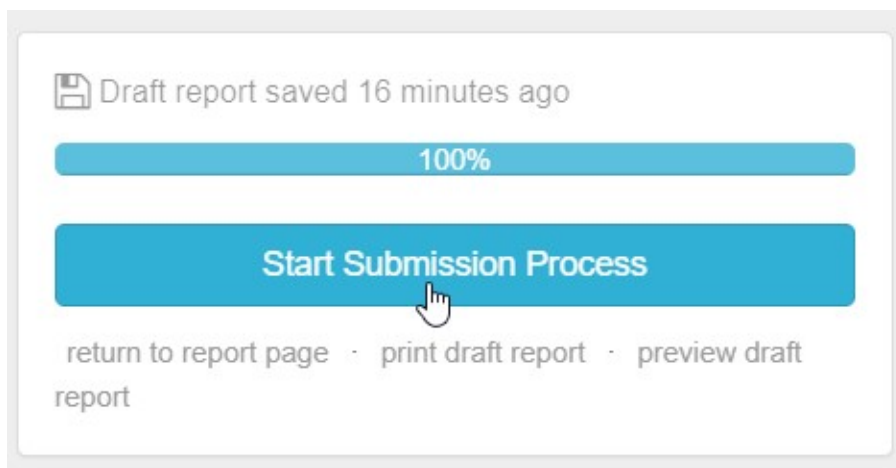
 Project_Results_AdditionalInfo.pdf
0.08 Mb a few seconds ago

Contains declaration of honour Unmark

5. Submit the report

5.1. Click on "Start Submission Process"

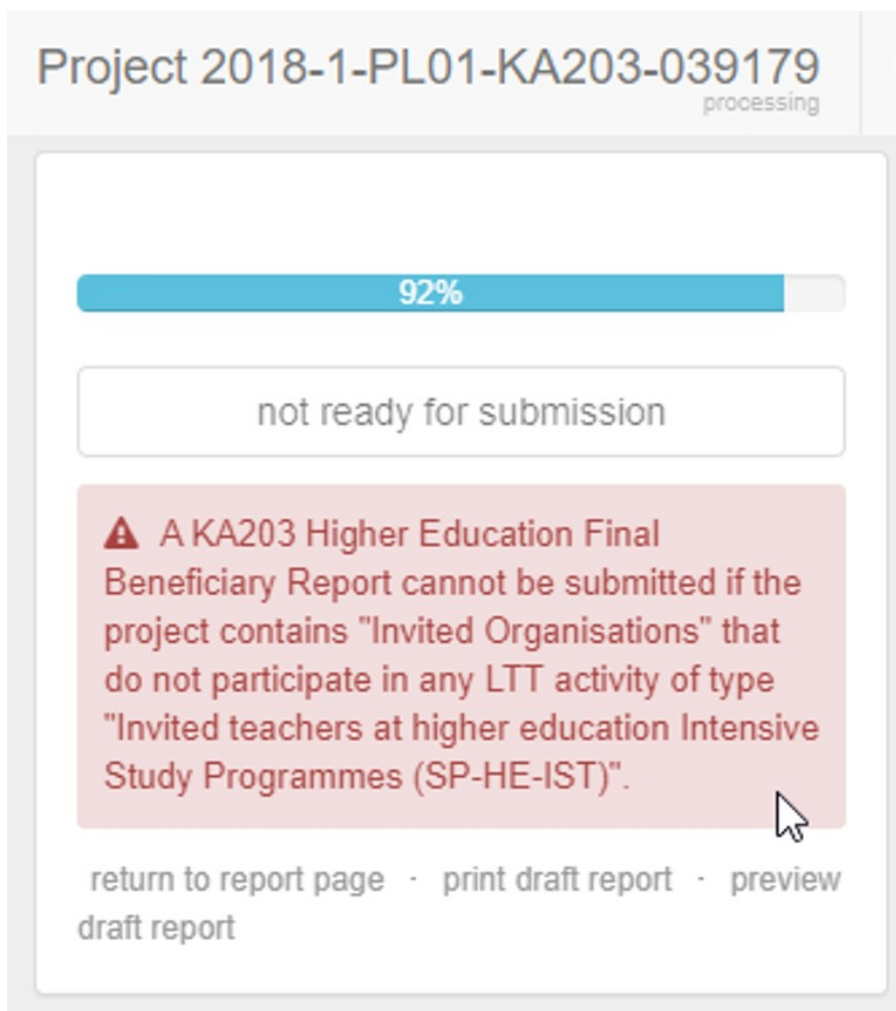
Once all sections are completed, click on the **Start Submission Process** button.



5.2. Unable to submit: KA203 - Invited organisations error

A KA203 Higher Education Final Beneficiary Report cannot be submitted (submission button inactive) if the project contains invited organisations that do not participate in any Learning, Teaching and Training activity of type Invited teachers at higher education Intensive Study Programmes (SP-HE-IST). In such situations an error message is displayed under the submission button. To submit the report, the beneficiary must delete the invited organisation(s) not participating in any Learning, Teaching and Training Activities from the organisation list in Mobility Tool+.

See [MT+ KA203 Invited organisation from enterprise](#) for details.



5.3. Unable to submit: KA229 - Warning messages

For specific information concerning warning messages displayed for KA229 projects, see [MT+ KA229 School Exchange Partnerships Overview](#).

 Draft report saved 2 minutes ago

100%

Start Submission Process

 Awaiting coordinators report

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

5.4. 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

	Supporting_Project_Information.pdf 0.14 Mb 3 minutes ago	Contains declaration of honour Unmark	
	Project_Results_AdditionalInfo.pdf 0.08 Mb 2 minutes ago	Contains declaration of honour Unmark	
	2018-1-PL01-KA205-039221-DeclarationOfHonour-27032020085821.pdf DOH 0.09 Mb a minute ago	Unmark	

Add more files

[Select File](#)

[Next Step >](#)

DECLARATION OF HONOUR

DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION

5.5. 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

5.6. Click the "Not Done" buttons 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+

Not Done

The report form has been completed using one of the mandatory languages specified in the Grant Agreement.

Not Done

All the relevant documents are annexed:

declaration of Honour, signed by the legal representative of the beneficiary organisation.

Not Done

the necessary supporting documents as requested in the grant agreement.

Not Done

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

5.7. Click on "Submit Beneficiary Report"

To finish, click the **Submit Beneficiary Report** button. The project will be locked once the button is clicked and can no longer be updated.

For **KA229** projects the submit button will be replaced by **Ready for Submission**. Additional information available under [MT+ KA229 School Exchange Partnerships Overview](#).

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.

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

6. Report Status and Report Download

Back in the **Reports** tab, you will be able to see when the report is successfully submitted - once the report is received, the status of the report submission changes from **Submission in progress** to **Submitted**.

When the status is **Submitted**, you have the option to download the report by clicking on the **Download Beneficiary Report** button. The download will save a *.zip file (compressed file) including the beneficiary report as *.pdf file and all supporting documents submitted with the report.

Project 2018-1-PL01-KA205-039221
Submission in progress

DetailsOrganisationsContactsProject Management and ImplementationTransnational Project MeetingsLearning, Teaching and Training Activities

Special CostsBudgetReports

Beneficiary Reports

Final Beneficiary Report

Submission in progress

Draft

Submission in progress

Submitted

NA Validated with eligible cost

Terminated with eligible cost

26/03/2020

27/03/2020

Your Beneficiary Report is in the process of being submitted to the European Commission's central IT systems. This procedure usually takes up to 15 minutes to complete. It may however take a few hours when a submission deadline involving a substantial number of projects is approaching due to queueing effects. Please do contact your National Agency if your Beneficiary Report has not been successfully submitted after one day (24 hours).

Beneficiary Reports

Final Beneficiary Report

Submitted

Draft

Submission in progress

Submitted

NA Validated with eligible cost

Terminated with eligible cost

26/03/2020

27/03/2020

27/03/2020

Beneficiary Report has been successfully submitted. Please wait for the assessment of your National Agency

Download Beneficiary Report

080166e486b4812....zip
1,284 / 1,284 KB

Show all

Final_Report_20200327_090600

Supporting_Project_Information_20200327_090600

2018-1-PL01-KA205-039221-DeclarationOfHonour-27032020085821_2...

Project_Results_AdditionalInfo_20200327_090600

Adobe Acrobat Document

Adobe Acrobat Document

Adobe Acrobat Document

Adobe Acrobat Document

Related articles

- [MT+ How to complete and submit the final beneficiary report](#)
- [MT+ How to remove a final report to create a termination report](#)
- [MT+ How to stop the terminate-with-no-grant Report](#)
- [MT+ KA2 How to complete and submit the final beneficiary report](#)
- [MT+ Manage Interim Report](#)
- [MT+ Submit Terminate-with-no-grant Report](#)