# 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.



### 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+.

## 1.3. Check the other project items

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



## 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 follow-up | Details | Organisations | Contacts | Project Management and Implementation | Transnational Project Meetings | 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** | 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 € [39.205,00 €] | 100,99 % |
| Learning, Teaching and Training Activities | 67.288,00 € | 66.574,00 € [66.574,00 €] | 98,94 % |
| SP | | [39.640,00 €] | |

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## 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) | Budget Transfers (% of Approved Budget) | | | | | | Current Budget (in Mobility Tool+) | % Current/Approved budget |
|---|---|---|---|---|---|---|---|---|---|
| | | Minimum Allowed After Transfers To Another Budget Item | | Maximum Transferable Amount To Another Budget Item | | Maximum Allowed After Transfers From Another Budget Item | | | |
| | | % 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 | | |
| **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 € [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 € [66.574,00 €] | 98,94 % |
| SP-HE-IST : Invited teachers at higher education Intensive Study Programmes | 34.288,00 € | | | | | | | 39.640,00 € [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.



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**.

# 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.
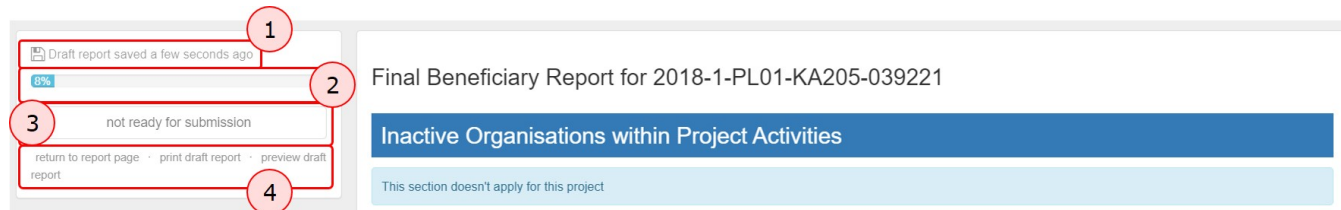


## 3.2. "Continue editing" or "Release" the draft report for other users

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.
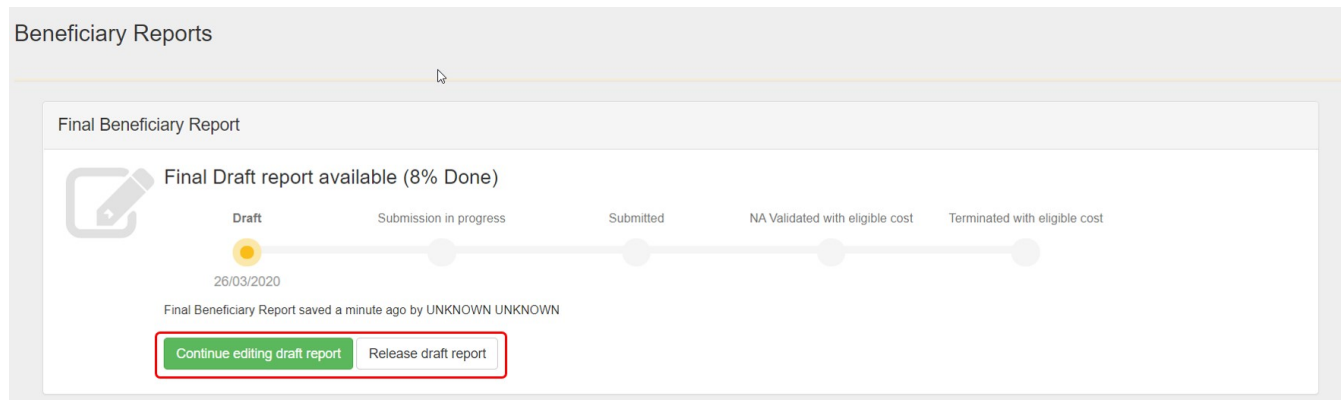


## 3.3. Show log

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

Draft

Show Log +

---

## 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.



## 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.

**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.**

| value required | 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 | 999983488 | VJeCmFlPbu | Poland | Higher education institution (tertiary level) | | 04/06/2018 | 03/06/2019 |
| Partner | 949637594 | bcSJTpesIP | France | Other | | 04/06/2018 | 03/06/2019 |
| Partner | 949611882 | ImwNHrtDDu | Germany | Higher education institution (tertiary level) | | 04/06/2018 | 03/06/2019 |
| Partner | 945610515 | PiSLaypSDq | Poland | Foundation | | 04/06/2018 | 03/06/2019 |
| Partner | 944952273 | XIZCJstLO | Sweden | Other | | 04/06/2018 | 03/06/2019 |
| | | | 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.**

| value required |

## 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  0

## 4.5. Fill in the "Project Management"

Please provide answers to the questions above each field.



## 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 🔗 | 0 |

**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 | VJeCmFIFbu |
| 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 🔗 | 0 |

**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.

## 7. Budget

| | | |
|---|---|---|
| 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 | | | | Special Needs Support | Exceptional Costs | Exceptional Cost Guarantee | Total (Calculated) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | Travel | Individual Support | Linguistic Support | Exceptional Costs for Expensive Travel | | | | |
| 999863488 | VJeCmFlFbu | 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 | lilZCJstLO | Sweden | 6,000.00 | 9,880.00 | 0.00 | 0.00 | 0.00 | 0.00 | 350.00 | 0.00 | 0.00 | 16,230.00 |
| 948637594 | bcSJTpesIP | France | 3,500.00 | 6,900.00 | 2,160.00 | 11,928.00 | 0.00 | 0.00 | 350.00 | 0.00 | 0.00 | 24,838.00 |
| 945610515 | PiSLeypSDq | Poland | 2,575.00 | 7,475.00 | 2,650.00 | 20,740.00 | 0.00 | 0.00 | 0.00 | 487.50 | 0.00 | 33,927.50 |
| 949611862 | lmwNHktDDu | Germany | 2,575.00 | 6,900.00 | 2,160.00 | 2,992.00 | 0.00 | 0.00 | 750.00 | 0.00 | 0.00 | 15,377.00 |
| Total | | | 17,650.00 | 39,205.00 | 10,210.00 | 56,364.00 | 0.00 | 0.00 | 1,450.00 | 487.50 | 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 | lilZCJstLO | Sweden | 6,000.00 |
| 948637594 | Partner | bcSJTpesIP | France | 3,500.00 |
| 999863488 | Beneficiary | VJeCmFlFbu | Poland | 3,000.00 |
| 945610515 | Partner | PiSLeypSDq | Poland | 2,575.00 |
| 949611862 | Partner | lmwNHktDDu | 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 | lilZCJstLO | Sweden | 1 | 3 | >= 2000 km | 760.00 | 2,280.00 |
| 944952273 | lilZCJstLO | Sweden | 1 | 5 | >= 2000 km | 760.00 | 3,800.00 |
| 944952273 | lilZCJstLO | 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.

## 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 locate the declaration file OR
     b. Locate the file on our computer, then drag and drop it to the **Drop Here Your File(s)** area.

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

Repeat step 2 above to upload any additional required documents.

> ⚠️ **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.

## 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 is 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**<br>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<br>0.09 Mb  a minute ago | Unmark  ✖ |

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## List of uploaded files

| | | |
|---|---|---|
| 📄 | **2018-1-PL01-KA205-039221-DeclarationOfHonour-27032020085821.pdf**  DOH<br>0.09 Mb  2 minutes ago | Unmark  ✖ |
| 📄 | **Supporting_Project_Information.pdf**<br>0.14 Mb  a few seconds ago | Contains declaration of honour  Unmark  ✖ |
| 📄 | **Project_Results_AdditionalInfo.pdf**<br>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.
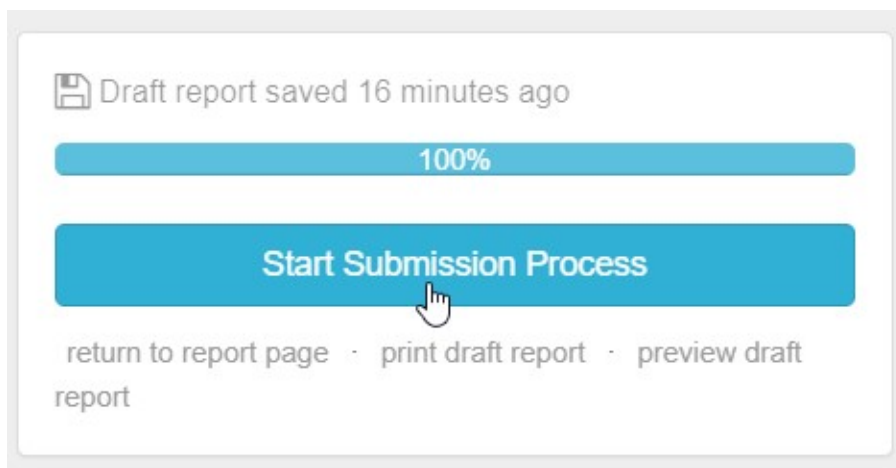


### 5.2. Unable to submit: KA203 - Invited organisations error

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 s 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.
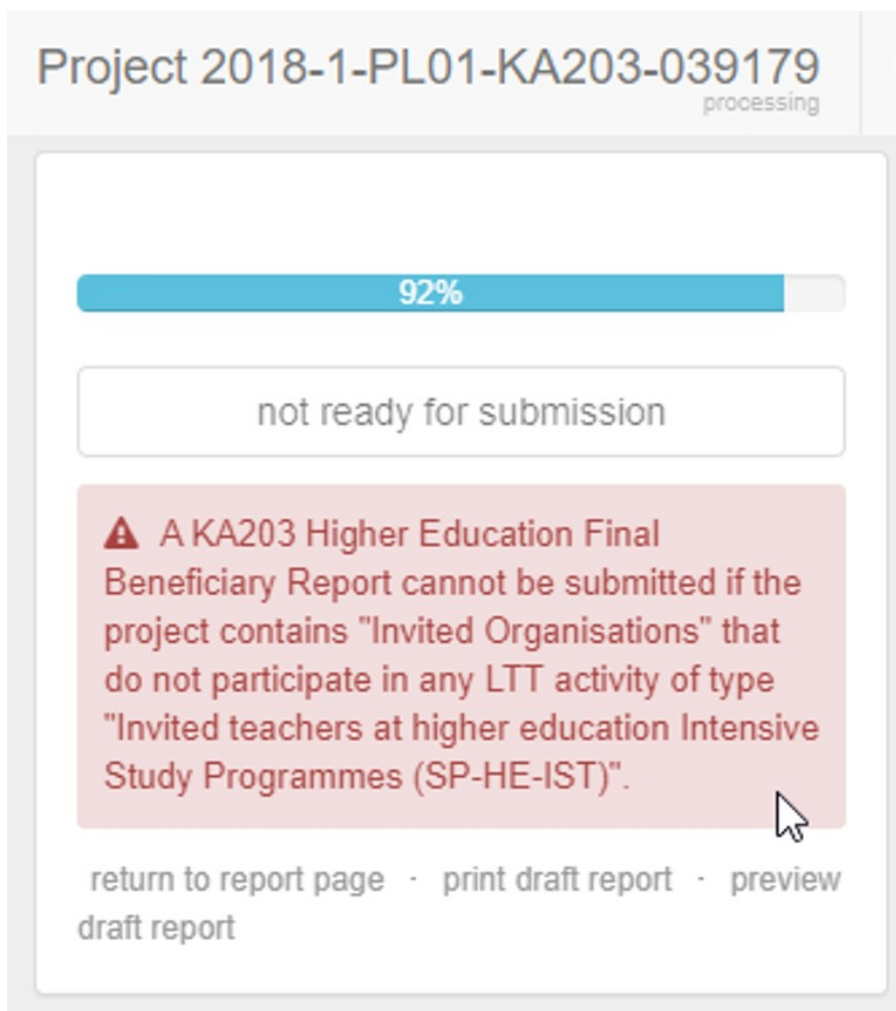


### 5.3. Unable to submit: KA229 - Warning messages

For specific information concerning warning messages displayed for KA229 projects, see MT+ KA229 School Exchange Partnerships Overview.

### 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.



### 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.

### 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.

# 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.

# 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