

# MT+ Beneficiary Guide

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Introduction.....	2
How to get access.....	3
Login.....	4
Automatic notifications.....	8
Menu and Navigation.....	9
List functionalities.....	12
Project Details.....	18
How to manage organisations.....	20
How to manage contacts.....	23
How to manage mobilities for KA1 and KA3 projects.....	29
How to manage activities for KA2 projects.....	34
How to complete and submit the beneficiary report.....	86

# Introduction

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## What is the Mobility Tool+?

Mobility Tool+ is an Information System that allows Erasmus+ Beneficiary Organisations to access and manage their project's information, request individual participants' reports and submit final reports to their National Agencies. Erasmus+ National Agencies also use Mobility Tool+ to monitor and validate the projects information entered by Beneficiary Organisations at any time from anywhere.

Mobility Tool+ is designed, developed and maintained by the European Commission being used by Erasmus+ Beneficiary Organisations and National Agencies involved in decentralised projects.

## What are KA1 and KA3 mobilities?

Each Erasmus+ key action is divided into different action types depending on the intended programmes objectives and target groups. Activity types therein further divide such action types into homogeneous groups of participants encoded as mobilities within Mobility Tool. Mobilities represent the sending of a particular individual from an origin country to a destination country typically within the set of Erasmus+ programme countries. Depending on the activity type concerned each participant in an Erasmus+ mobility is entitled to receive funds for travel, individual support, special needs, exceptional costs, etc. Mobility tool allows Beneficiary Organisations to manage all this information in a coherent and meaningful manner.

## What about KA2 Strategic Partnerships?

Strategic partnerships' projects are also supported by Mobility Tool. Although not managing pure mobilities such projects need to be managed in terms of the outcomes and results they produce especially for those projects mostly concerned with development of innovation. Therefore Mobility Tool provides all needed functionality to create and manage a KA2 project allocation of funds for project management and implementation, transnational project meetings, intellectual outputs and associated multiplier events and individuals participating in learning, teaching and training activities, the latter mostly relevant for projects targeting exchanges of practices. The filling in and submission of final report by Beneficiary Organisations and subsequent validation by National Agencies is also available for KA2.

## What are the different roles involved?

The management of the project and its contents is the responsibility of the Beneficiary Organisation users. Contacts defined in the electronic application form as contact persons and legal representatives for the applicant/beneficiary organisation will automatically have access to their corresponding projects in Mobility Tool+ This happens when the project's data is submitted from EPlusLink. National Agency users can also have access to Mobility Tool+ for monitoring and validation purposes.

## How to get access

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- [How to get access to the mobility tool](#)
  - [Contact person from the beneficiary or coordinating organisation](#)
  - [Incorrect email address for contact person](#)
  - [National Agency User](#)

### How to get access to the mobility tool

#### **Contact person from the beneficiary or coordinating organisation**

Those persons who are indicated as the project contract person of the beneficiary or coordinating organisation in the National Agencies project management system EPlusLink will automatically be given access to MT+. This is usually the same details as entered in the application form, unless changed during the selection process. The email address associated with this contact person will receive the notification from the system once the project is created in the Mobility Tool. This contact person will be able to create new contacts with or without access to edit the project details in MT+.

#### **Incorrect email address for contact person**

If the incorrect email address is used for the project contact person, the National Agency should change the email address in their project management system EPlusLink and resend the data to MT+.

#### **National Agency User**

Contact your local MT+ National Agency Administrator (NA Admin) to gain access. If there is no NA Admin please create an issue in NAUAM to nominate a user as a MT+ National Agency Administrator.

# Login

This page explains how to log in to [MT+](#) using ECAS. An email notification will be sent to the project contact on creation of the project in the mobility tool.

- [Select the "External" domain.](#)
- [Log In.](#)
- [Password lost?](#)
- [Create a new ECAS account.](#)
- [Help \(Frequently asked questions\).](#)

## Select the "External" domain.

The correct domain must be chosen before logging in. The correct domain for those working in the National Agency or those indicated as the project contact of the beneficiary or coordinating organisation must choose the domain **External**. To change the domain as **External**, click the **CHANGE IT** button.

The screenshot displays the ECAS login interface. At the top, there is a navigation bar with the European Commission logo and the text "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)". Below this, a blue banner reads "ECAS authenticates your identity on European Commission websites". The main content area features the European Commission logo and the text "European Commission" followed by the question "Is the selected domain correct?". A red box highlights a "CHANGE IT" button. To the right, there is a login form with fields for "Username or e-mail address" and "Password", a "LOGIN!" button, and links for "Lost your password?" and "Help". At the bottom, a section titled "Log in with your" lists various authentication methods: Password, Mobile phone, Token, Software token, eID, ECAS mobile app, and Token CRAM.

A list of several options will appear. Select the **External** domain.

The screenshot shows a web interface titled "Where are you from?". Below the title is a welcome message: "Welcome to the European Commission Authentication Service (ECAS). Choose the institution or body for which you want to log in. Choose 'External' if you don't work for a European institution or body. Choose 'W+7' if you have a special external account composed of w and 7 digits. If you aren't sure, select the 'I don't know?' option for help." There are four main selection buttons: "European Commission" (with the EU flag icon), "External" (with a globe icon and a red box around it), "W+7" (with the text "I have an account w + 7 digits. Special external accounts."), and "I don't know?" (with a question mark icon and the text "More information about this screen."). At the bottom, there is a "filter by" section with links for "show all", "Institutions", "Regulatory Agencies", "Joint Undertakings", and "Other".

## Log In.

Enter your **ECAS Username** or your e-mail address and your **ECAS Password**. This must be the same e-mail address as used by the e-mail notification informing you of your access. If you do not use the same e-mail address, you will not gain access to the project information.

The screenshot shows the ECAS login page. On the left, there is a blue header with the text "ECAS authenticates your identity on European Commission websites". Below this is a large globe icon with the word "External" underneath it. Below the globe, it asks "Is the selected domain correct?" and has a "CHANGE IT" button. On the right, there is a dark grey login form. It has two input fields: "Username or e-mail address" and "Password", both of which are highlighted with red boxes. Below the password field are three checkboxes: "Remember my username", "Warn me each time an application asks for my identity", and "View my ECAS account details after logging me in". There is a blue "LOGIN!" button. At the bottom of the form, there are links for "Lost your password?", "Create an account", and "Help".

Once you entered your ECAS Username and Password, click the **LOGIN!** button.

ECAS authenticates your identity on European Commission websites



External

Is the selected domain correct?

CHANGE IT

Username or e-mail address

Password

- Remember my username
- Warn me each time an application asks for my identity
- View my ECAS account details after logging me in

LOGIN!

[Lost your password?](#)

[Create an account](#) | [Help](#)

## Password lost?

If you have lost your **ECAS Password** or you need to create a new one, click the hyperlink **Lost your password?** and follow the instructions.

ECAS authenticates your identity on European Commission websites



External

Is the selected domain correct?

CHANGE IT

Username or e-mail address

Password

- Remember my username
- Warn me each time an application asks for my identity
- View my ECAS account details after logging me in

LOGIN!

[Lost your password?](#)

[Create an account](#) | [Help](#)

## Create a new ECAS account.

In order to create a new ECAS account, click on the **Create an account** hyperlink and follow the instructions.

ECAS authenticates your identity on European Commission websites



External

Is the selected domain correct?

CHANGE IT

Username or e-mail address

Password

- Remember my username
- Warn me each time an application asks for my identity
- View my ECAS account details after logging me in

LOGIN!

[Lost your password?](#)

[Create an account](#) | [Help](#)

## Help (Frequently asked questions).

If you need help or need to check the frequently asked questions, click the **Help** hyperlink.

ECAS authenticates your identity on European Commission websites



External

Is the selected domain correct?

CHANGE IT

**eac** requires you to authenticate

Username or e-mail address

Password

- Remember my username
- Warn me each time an application asks for my identity
- View my ECAS account details after logging me in

LOGIN!

[Lost your password?](#)

[Create an account](#) | [Help](#)

# Automatic notifications

Notifications by default will be sent to the project contact of the beneficiary organisation as indicated in EPlusLink. The person who receives notifications can be changed in MT+ by indicating another contact from the beneficiary organisation as the **Preferred contact**. The notification by default is sent out in English and may also be sent out in the language of the National Agency if the translation of interface has been done for that language.

## Creation of project in the Mobility Tool

On creation of a project in MT+, a notification will be sent to the project contact person of the beneficiary organisation. The email notification provides instructions on how to login in to MT+ using ECAS. If you do not have an ECAS account follow the instructions to register in ECAS first.

Dear Ben,

Your project has been created in the Mobility Tool.

Project details:  
EC Project Number: 2015-1-FR01-KA107-014887  
National Project ID: 197517170  
Project title: : UNIVERSITE PARIS I PANTHEON-SORBONNE legal name epl import

Mobility Tool is the system for the management of projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

To access the project, please follow the steps below.

- Go to Mobility Tool website at <https://webgate.ec.europa.eu/eac/mobility/index.cfm?fuseaction=user.main>
- If you haven't register yet, please click "Not registered yet" and set up your account. During the registration process please use the email address that this message was sent to.
- If you already have an ECAS account associated with this email address, please use it to log in

Please contact your National Agency if you need further information or support.  
Agence Erasmus+ France / Education Formation  
[http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm)

This is a system generated message from Mobility Tool. Please do not reply.

## Project Update

When the project data has been updated in MT+, a similar message to the one below will be sent to the project contact. The project contact is indicated as the **Preferred contact** in MT+ and can be changed to another contact of the beneficiary organisation.

**From:** replies-will-be-discarded@ec.europa.eu [mailto:replies-will-be-discarded@ec.europa.eu]  
**Sent:** Monday, December 07, 2015 1:09 PM  
**To:** Ben  
**Subject:** Mobility Tool - Project update /

Dear Ben,

Your project has been updated in Mobility Tool with new information on 07-DEC-15

Project details:  
EC Project Number: 2014-1-UK01-KA201-000229\_4  
National Project Number: 28020673  
Project title: Once upon an Erasmus Tale (Traditional Arts and Languages across Europe)

Be aware that the changes appear in the Mobility Tool for information only. It is your responsibility to adapt the project information in accordance with these changes, if necessary.

Please contact your National Agency if you need further information or support.  
Agence Erasmus+ France / Education Formation

This is a system generated message from Mobility Tool. Please do not reply.



# Menu and Navigation

- [Home page.](#)
- [Difference between the link to projects for KA1 & KA3 and for KA2.](#)
- [Difference between the tabs for KA1 & K3 and for KA2.](#)

## Home page.

### Explanation and illustration

Once logged to the tool, the home page is displayed as follows:

1. The **Project List** window is displayed.
2. The system allows you choosing amongst a list of different languages and changing the language of the interface.
3. At the top middle of the screen, details of who is connected to the tool are identified.
4. A sub-window, which provides a definition of the Mobility tool, is displayed.
5. The project references are sorted depending on the programme and listed by the **Grant Agreement No.**
6. For KA2 projects, the type of access you have for the project will be indicated next to the project reference.

The screenshot shows the home page of the European Commission Mobility tool. The page is titled "Welcome ECAS EAC\_TRAINING" and features a navigation menu with "Home" and "Project List" tabs. The user status is "Logged in: ECAS EAC\_TRAINING - beneficiary" with a "Log out" button and a "Legal notice" link. The language is set to "EAC - English (EN)".

The main content area is divided into two sections:

- Erasmus+:** A table listing projects with columns for "Grant Agreement No" and "National ID". The table is sorted by "Grant Agreement No". The projects listed are:

Grant Agreement No	National ID	User's role in project
2014-1-FR01-KA201-002804 CP		partner (View Access to Project)
2014-1-UK01-KA201-000229_4 CP		coordinator (View Access to Project)
2014-1-FR01-KA201-008555_1 CP		beneficiary (Edit Access to Project)
- Lifelong Learning Programme:** A table listing projects with columns for "Grant Agreement No" and "National ID". The projects listed are:

Grant Agreement No	National ID
2013-1-GR1-ERA02-04935	
2013-1-GR1-ERA02-04898	
2013-1-GR1-ERA04-04978	

The "About the tool" section provides a definition of the Mobility Tool and its purpose.

## Difference between the link to projects for KA1 & KA3 and for KA2.

### Explanation and illustration

Access to the KA1 or KA3 projects is different than for the KA2 projects.

1. When a KA2 project is clicked from the **Project List**, the system opens a new browser page. Note that projects concerning KA2 are highlighted in blue.
2. When a KA1 or KA3 project is clicked from the **Project List**, the system opens the project directly in the same browser page.

The screenshot shows the 'European Commission Mobility tool' interface. The user is logged in as 'EL01 Greek State Scholarship's Foundation (IKY)'. The main navigation includes 'Home' and 'Project List'. The user is identified as 'Welcome ECAS EAC\_TRAINING'.

**Erasmus+ Section:**

Grant Agreement No	National ID	User's role in project
<a href="#">2014-1-FR01-KA201-002304</a>		partner (View Access to Project)
<a href="#">2014-1-UK01-KA201-000229_4</a>		coordinator (View Access to Project)
<a href="#">2014-1-FR01-KA201-008555_1</a>		beneficiary (Edit Access to Project)
<a href="#">2014-1-FR01-KA103-000420</a>		beneficiary

**Lifelong Learning Programme Section:**

Grant Agreement No	National ID
<a href="#">2013-1-GR1-ERA02-04935</a>	
<a href="#">2013-1-GR1-ERA02-04898</a>	
<a href="#">2013-1-GR1-ERA04-04978</a>	

**About the tool:** Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects. In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

Red annotations in the screenshot: A red circle labeled '1' highlights the 'User's role in project' column for KA2 projects. A red circle labeled '2' highlights the 'User's role in project' for the KA1 project. A red box highlights the entire KA2 project list, showing that the links are blue.

## Difference between the tabs for KA1 & K3 and for KA2.

### Explanation and illustration

The tabs for KA1 & KA3 are different than for the KA2.

The Tabs for KA1 & KA3 are displayed in a structure that organizes the mobilities management inside the **Mobilities** tab.

Home	Project List	Project Details	Dashboard	Organisations	Contacts	Mobilities ▾	Budget	Reports	
Project Details for 2014-1-FR01- <b>KA103</b> -000420							List Mobilities	Import - Export	

The Tabs for KA2 are displayed in a structure that splits different activities and management options between various tabs.

Project 2014-2-FR01- <b>KA205</b> -003734	Details	Organisations	Contacts	Project Management and Implementation	Transnational Project Meetings	Intellectual Outputs	Multiplier Events
Learning, Teaching and Training Activities	Special Needs Support	Exceptional Costs	Exceptional Cost Guarantee	Budget	Reports		

# List functionalities

This page explains the common list functionality that are seen throughout MT+, for example the Organisations and Contacts tabs. The icons used to sort or export the list remain the same for each screen as well as the icons to edit, delete and view the list item.

- [Search.](#)
- [Selection.](#)
- [Export.](#)
- [View.](#)
- [Edit.](#)
- [Delete.](#)
- [Back to list.](#)

## Search.

In order to find information quickly in each tab of the menu, type, for example, the name of the organisation in the **Search** field.

The result will appear in the list.

Search

Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku

found 1 (Total 1)

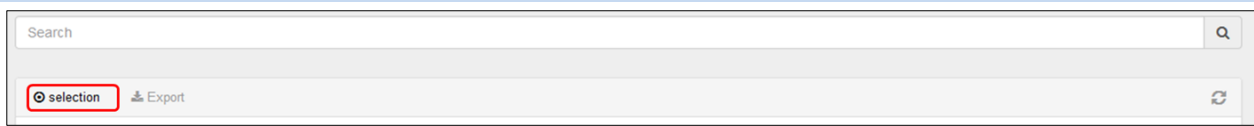
selection Export

Participating Organisation	Role	Total Amount (Adjusted)
Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku	Beneficiary	1,500.00 €
<b>Total:</b>		<b>1,500.00 €</b>

10 25 50 100

## Selection.

The **Selection** option allows you selecting or de-selecting all detail lines.



By clicking on the radio button, you can select following options: **All**, **NONE** or **inverse**.



In the example below, the option **All** is selected.

	Beneficiary	Coordinator	Partner	PIC	Legal Name	Public DepartmentBody	Non-profit	Country	City	Role
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	947443330	Szkola Podstawowa im. Henryka Sienkiewicza w Olegorku	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Poland	Obligorek	Beneficiary
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	940853441	Vaajakummun koulu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finland	Vaajakoski	Partner
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	940649450	école élémentaire Joliot-Curie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	France	Brétigny sur Orge	Partner
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	942733689	RK Basisschool Bernardus	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Netherlands	Saasveld	Partner
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	949361796	Scoala Gimnaziala Lunca, Pascani	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Romania	Pascani	Partner
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	942254606	CEIP Ciudad de Valencia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Spain	Madrid	Partner
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	942367611	Åkraskolan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sweden	Sala	Partner
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	948378216	Three Legged Cross First School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	Wimborne	Coordinator

Depending on the tab, where you select data, the button **Delete records** appears.

Legal Name	No. of Participants With Special Needs	Description	Total Cost
Szkola Podstawowa im. Henryka Sienkiewicza w Olegorku	2	Special needs asked.	100.00 €
Szkola Podstawowa im. Henryka Sienkiewicza w Olegorku	1	Special needs	50.00 €
<b>Total:</b>			<b>150.00 €</b>

## Export.

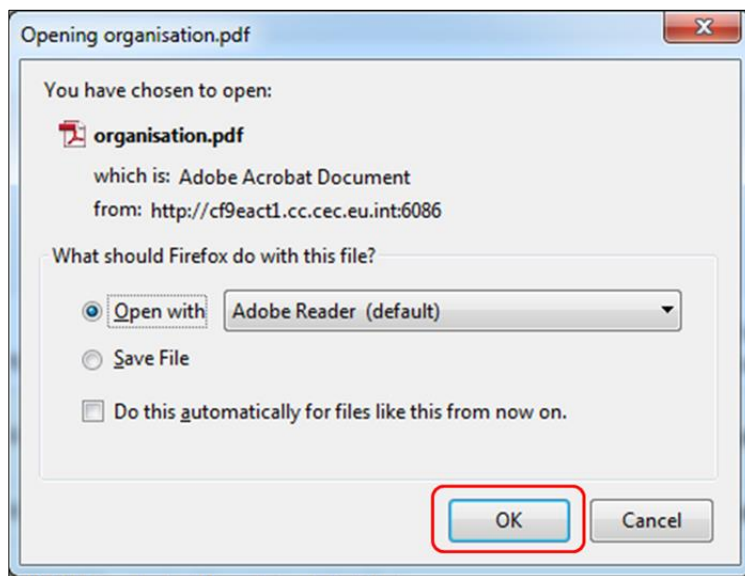
The **Export** button allows you exporting your selection and choosing a format amongst the three following options: **PDF File**, **XLS file** or **CSV file**.



In the example below the **PDF File** format has been clicked.



A pop-up message will appear allowing you to open the pdf file.



## View.

To view the details of a line, click the view icon.

	Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)	
	03503-TPM-00001	TPM 1	09/05/2015	26/11/2015	Stowarzyszenie Międzynarodowej i Międzykulturowej Wymiany ANAWOJ	Poland	Michałow	15	10,475.00 €	9,200.00 €	
<b>Total</b>								15	10,475.00 €	9,200.00 €	

back to list **Transnational Project Meetings**

---

Meeting ID:  Meeting Title:

Project Duration:

Start Date:  End Date:

Receiving Organisation:  Receiving Country:  Receiving City:

## Edit.

To edit the details line, click the pencil icon.

	Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)	
	03503-TPM-00001	TPM 1	09/05/2015	26/11/2015	Stowarzyszenie Międzynarodowej i Międzykulturowej Wymiany ANAWOJ	Poland	Michałow	15	10,475.00 €	9,200.00 €	  
<b>Total</b>								15	10,475.00 €	9,200.00 €	

A window showing details will open. Here the fields can be edited.

back to list Transnational Project Meetings

Meeting ID: 03503-TPM-00001 Meeting Title: TPM 1

Project Duration: 01/09/2014 to 31/08/2016

Start Date: 09/05/2015 End Date: 26/11/2015

Receiving Organisation: Stowarzyszenie Międzynarodowej i Międzykulturowej Receiving Country: Poland Receiving City: Michałowo

Cancel Nothing to save

## Delete.

To delete the details line, click the bin icon.

Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)
03503-TPM-00001	TPM 1	09/05/2015	26/11/2015	Stowarzyszenie Międzynarodowej i Międzykulturowej Wymiany ANAWOJ	Poland	Michałow	15	10,475.00 €	9,200.00 €
<b>Total</b>							15	10,475.00 €	9,200.00 €

## Back to list.

In order to get back to the list of details, click the **back to list** button.

back to list Transnational Project Meetings

Meeting ID: 03503-TPM-00001 Meeting Title: TPM 1

Project Duration: 01/09/2014 to 31/08/2016

Start Date: 09/05/2015 End Date: 26/11/2015

Receiving Organisation: Stowarzyszenie Międzynarodowej i Międzykulturowej Receiving Country: Poland Receiving City: Michałowo

Edit



You will be redirected to the list of detail line(s).

	Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)			
	03503-TPM-00001	TPM 1	09/05/2015	26/11/2015	Stowarzyszenie Międzynarodowej i Międzykulturowej Wymiany ANAWOJ	Poland	Michałow	15	10,475.00 €	9,200.00 €			
<i>Total</i>								15	10,475.00 €	9,200.00 €			

# Project Details

The page should be marked by one of the 6 statuses. The page is either in DRAFT or is ready for or undergoing REVIEW. After review if there are comments or changes required the page is marked with the status CHANGES. If reviewed or not reviewed and no comments provided, the page is considered ready to be published and the status will be indicated as such READY. Finally the page is PUBLISHED. The page may be hidden from the NA user group once it is AGED but may remain on this wiki for reference.

- ["Project Details" page.](#)
- [Changes to "Project Details".](#)

## "Project Details" page.

### Explanation and illustration

Once you click on the project's **Grant Agreement No** from the MT+ homepage, a new screen will open displaying the **Project Details**.

The key details of the project are structured in the following fields: **Context information**, **National Agency**, **Project information**, **Beneficiary Organisation information** and **Project Access**. The screen also presents **History information**, giving details of the creation of the project in MT+, last update and person (or system) that updated the project last.

Note that the tabs listing **Project Details** for KA1 & KA3 are different than for KA2 projects, however, the content fields are the same. See more information about the differences in the **Project Details** screen interface for KA1 & KA3 and for KA2 projects in the page **Menu and Navigation**.

Home Project List **Project Details** Dashboard Organisations Contacts Mobilities Budget Reports

Project Details for 2014-1-PL01-KA103-000066

<b>Context information</b> Programme: Erasmus+ Key Action: KA1 - Learning Mobility of Individuals Action Type: KA103 - Higher education student and staff mobility Call Year: 2014 Round: 1 Start of Project: 01/06/2014 End of Project: 31/05/2016 Project Duration (months):	<b>Project information</b> Grant Agreement No.: 2014-1-PL01-KA103-000066 National ID: Project Title: - Project Acronym:	<b>Project Access</b> User's role in project: beneficiary Access to Project: Edit Access to Project Project is locked: <input type="checkbox"/>
<b>National Agency</b> National Agency: PL01 - Foundation for the Development of the Education System For further details about your National Agency, please consult the following page <a href="http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm">http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm</a>	<b>Beneficiary Organisation information</b> PIC: 949423003 Legal Name: ECOLE DES MÉTIERS DE L'ENVIRONNEMENT Business Name: EME Full legal name (National Language): Erasmus Code: F BRUZ03 Consortium Accreditation No.:	<b>History information</b> Created by: NA Staff Created on: 05/06/2015 16:48:36 Updated by: Theodoros PAPADOPOULOS Updated on: 14/09/2015 15:54:56

See the information about the latest updates here!

## Changes to "Project Details".

### Explanation and illustration

The project details such as: the **Project Title**, the **National ID**, the **Start** and **End of Project** cannot be changed in the tool. To request changes to these project details, please contact your National Agency.

It is possible to add and remove **Contacts**, **Mobilities** and **Participants**, as well as to edit the current **Budget** information. See more information about editing details in various **How-to** pages of the guide.

# How to manage organisations

For most key actions the organisation details can not be changed in MT+ but should follow the process of an **amendment**.

Organisation details that are entered into [URF \(URF and Participant Protal guide\)](#) should first be updated there before the National Agency will be able to adjust the details in EPlusLink.

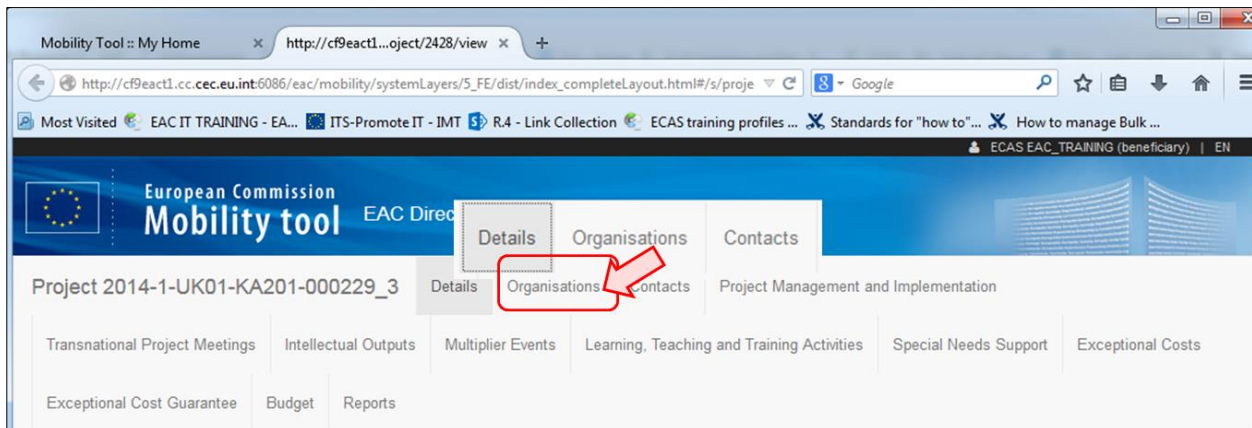
Once changes have been applied, the updated data will be sent to MT+.

The contact person of the beneficiary or coordinating organisation will receive a notification once the updated information is sent to MT+.

- [Open the list of "Organisations"](#).
- [View organisation details](#).
- [Organisation details are not updated?](#)
- [Edit organisation details](#).

## Open the list of "Organisations".

From the list of tabs, click on the **Organisations** menu item.



The list of **Organisations** will appear.

Project 2014-1-UK01-KA201-000229\_3 Details **Organisations** Contacts Project Management and Implementation Transnational Project Meetings

Intellectual Outputs Multiplier Events Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget Reports

Project & Beneficiary Organisation [Accreditations](#)

Search

selection Export

	Beneficiary	Coordinator	Partner	(GR1-EN)_PIC	Legal Name	Public DepartmentBody	Non-profit	Country	City	Role	
<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	947443330	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Poland	Oblegorek	Beneficiary	
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	940853441	Vaajakummun koulu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finland	Vaajakoski	Partner	
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	940649450	école élémentaire Joliot-Curie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	France	Brétigny sur Orge	Partner	
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	942733689	RK Basisschool Bernardus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Netherlands	Saasveld	Partner	
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	949361796	Scoala Gimnaziala Lunca, Pascani	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Romania	Pascani	Partner	
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	942254606	CEIP Ciudad de Valencia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Spain	Madrid	Partner	
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	942367611	Åkraskolan	<input type="checkbox"/>	<input type="checkbox"/>	Sweden	Sala	Partner	
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	948378216	Three Legged Cross First School	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	United Kingdom	Wimborne	Coordinator	

10 25 50 100

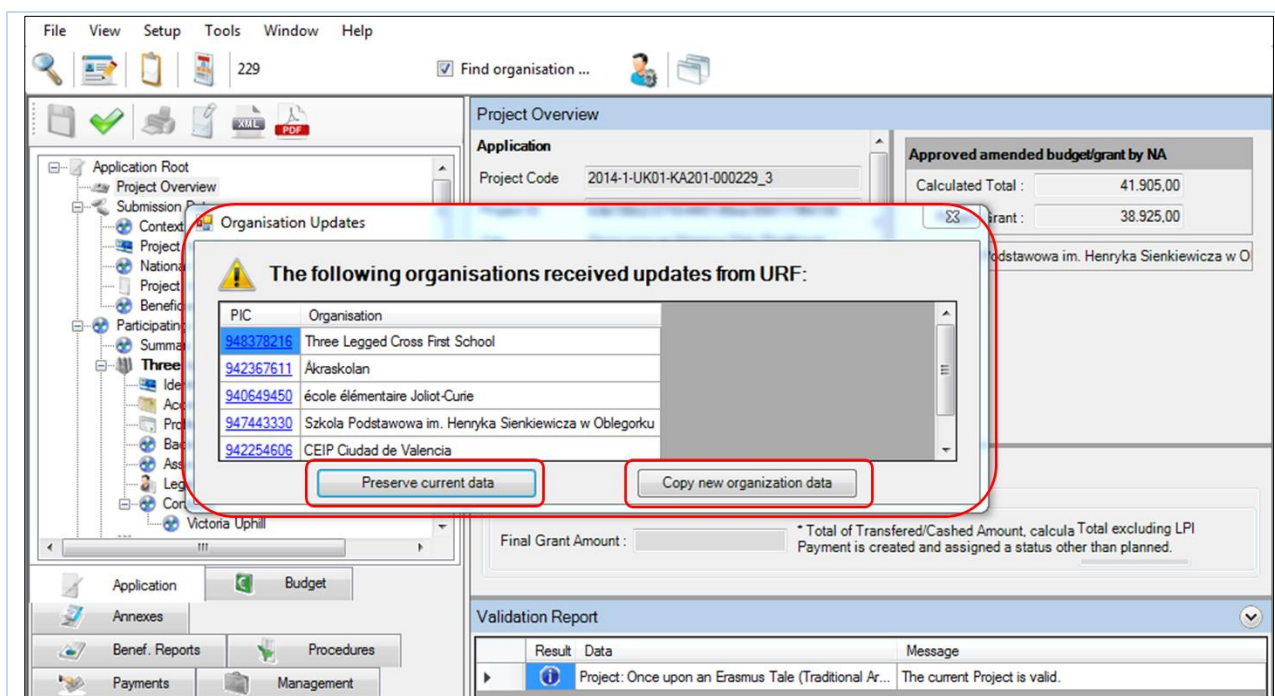
### View organisation details.

Click on the view icon to open **Organisation Details** screen.

	Beneficiary	Coordinator	Partner	(GR1-EN)_PIC	Legal Name	Public DepartmentBody	Non-profit	Country	City	Role	
<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	947443330	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Poland	Oblegorek	Beneficiary	
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	940853441	Vaajakummun koulu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Finland	Vaajakoski	Partner	

### Organisation details are not updated?.

The organisation details for most key actions will be updated as a result of an amendment request and should first be updated in URF and then by the NA in EPlusLink.



## Edit organisation details.

For certain Key actions e.g. KA103 and KA107 additional organisation details can be **added**. These "host" organisations can be managed by the beneficiary organisation.

In this case additional icons will be present on screen to allow editing (pencil icon) or deletion (bin icon) of the organisation.

Please note that you can not delete an organisation if it is associated to a mobility or activity.

Project & Beneficiary Organisation for 2015-1-FR01-**KA107**-014829 [Accreditations](#) [+ Create](#)

Search

selection Export

	Beneficiary (GRI-EN_PIC)	Organisation ID	Erasmus Code	Co-Beneficiary	Legal Name	Public DepartmentBody	Country	City	
<input type="radio"/>	✓	999819644	014829-ORG-00001	F MONTPEL10	✗	✓	France	MONTPELLIER	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	✗	999606147	014843-ORG-00009	F CANNES09	✗	✗	France	BIOT	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	✗	949530867	014851-ORG-00001	F PARIS126	✗	✓	France	PARIS	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	✗	962002448	014851-ORG-00006		✗	✓	Japan	Chiba	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	✗	961770327	014851-ORG-00004		✗	✓	Japan	FUKUOKA	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	✗	998361734	014851-ORG-00005		✗	✓	Japan	Tokyo	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	✗	999874449	014851-ORG-00002		✗	✓	Uruguay	Montevideo	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	✗	998697257	014851-ORG-00007		✗	✓	Venezuela	CARACAS	<input type="checkbox"/> <input type="checkbox"/>

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# How to manage contacts

The project contact as indicated in the application form will automatically receive an email when the project is created in the Mobility Tool+. The project contact can create additional users for the organisations. Edit access can be given to other contacts of the coordinating or beneficiary organisation. View access to the project can also be given for KA2 projects.

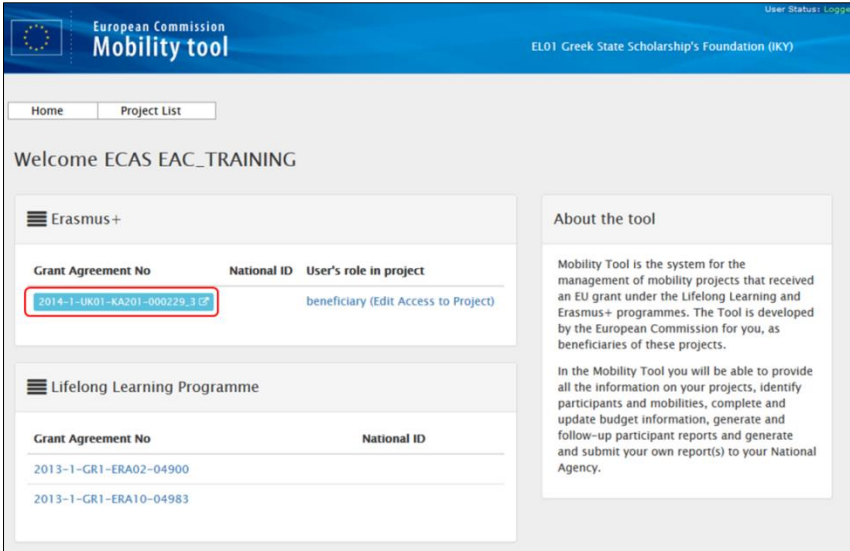
## Quick steps

- [1. Click the project reference.](#)
- [2. Click the "Contacts" menu item.](#)
- [3. Click the "+Create" button.](#)
- [4. Fill in the details](#)
  - [4.1. Select the organisation.](#)
  - [4.2. Allow access to project?](#)
  - [4.3. Indicate as "Preferred Contact"?](#)
  - [4.4. Indicate as "Legal Representative"?](#)
  - [4.5. Contact details are the "Same as Organisation"?](#)
- [5. Click on "Save".](#)
- [6. Click on Delete icon.](#)

## Detailed steps

### 1. Click the project reference.

Click on the project reference to open a project.



The screenshot shows the Mobility Tool+ interface. At the top, there is a blue header with the European Commission logo and the text "Mobility tool". Below the header, there is a navigation bar with "Home" and "Project List" buttons. The main content area is divided into two columns. The left column contains a table with the following data:

Grant Agreement No	National ID	User's role in project
2014-1-UK01-KA201-000229.3 CP		beneficiary (Edit Access to Project)

The right column contains an "About the tool" section with the following text:

Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

## 2. Click the "Contacts" menu item.

The screenshot shows the 'European Commission Mobility tool' interface. At the top, there are tabs for 'Details', 'Organisations', and 'Contacts'. A red arrow points to the 'Contacts' tab. Below the tabs, there is a navigation bar with various project management options. The main content area is titled 'Project Details' and contains several sections: 'Context information', 'Project information', 'Project Access', 'National Agency', and 'Beneficiary Organisation information'.

The list of contacts appears. The full list of project contacts as entered in the application form will be entered here.

Project 2014-1-UK01-KA201-000229\_3 Details Organisations **Contacts** Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiplier Events Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget Reports

### List Contacts

Search

selection Export

PC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Coordinator	Legal Representative	Preferred Contact
94744330	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Hennetta	Ciovkawa		Head Teacher	EAC-TRAINING-19@ec.europa.eu	0048415030429	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
94744330	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Blaze	Bujkawa		English Teacher	EAC-TRAINING-19@ec.europa.eu	+48415030429	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
94225450	CEIP Ciudad de Valencia	Victoria	Martinez Nizal	Education	English Teacher	NoReply@EAC.eu	+34913325888	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
94225450	CEIP Ciudad de Valencia	Victoria	Martinez Nizal	Education	English Teacher	NoReply@EAC.eu	+34913325888	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
94273059	RK Basisschool Bernatus	Jasper	Diele	Education	Headteacher	NoReply@EAC.eu	+31652473728	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
94273059	RK Basisschool Bernatus	Ans	Poij	Education	Teacher	NoReply@EAC.eu	+31743494434	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
94301790	Szkola Gimnazjalna Lucea, Pasani	Mariana	Adewolemi	Education	Director	NoReply@EAC.eu	0040730481819	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
94301790	Szkola Gimnazjalna Lucea, Pasani	Mariana	Adewolemi	Education	Teacher school counselor	NoReply@EAC.eu	0040730481819	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
949378210	Three Legged Cross First School	Justine	Hom	Education	Headteacher	NoReply@EAC.eu	01202822400	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
949378210	Three Legged Cross First School	Victoria	Uphill	Education	International Schools Coordinator	NoReply@EAC.eu	01202822400	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
94085341	Vaajakunnun koulu	Jhana	Varti	Education	Headteacher	NoReply@EAC.eu	0035142084008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
94085341	Vaajakunnun koulu	Maaja	Ruubalainen	Education	Teacher/coordinator	NoReply@EAC.eu	0035142084008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
942367611	Araeston	Sonia	Eneyid	Education	Headteacher	NoReply@EAC.eu	+4822465547	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
942367611	Araeston	Helena	Larson	Education	Class teacher	NoReply@EAC.eu	+4822465547	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
940549450	École élémentaire Jolicoeur	Sylvie	Mauvel	Education	Headteacher	NoReply@EAC.eu	0100843022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
940549450	École élémentaire Jolicoeur	Stephanie	Vallin-Livoli	Education	Teacher	NoReply@EAC.eu	0100843022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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### 3. Click the "+Create" button.

To add a new contact click on the "+Create" button and complete the contact details.

Project 2014-1-UK01-KA201-000229\_3   Details   Organisations   **Contacts**   Project Management and Implementation   Transnational Project Meetings   Intellectual Outputs   Multiplier Events





















Learning, Teaching and Training Activities   Special Needs Support   Exceptional Costs   Exceptional Cost Guarantee   Budget   Reports

#### List Contacts

 + Create

Search  Q

selection   Export

PIC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Coordinator	Legal Representative	Preferred Contact	
0 947443330	Szkoła Podstawowa im. Henryka Sienkiewicza w Obłęgoru	Henrietta	Ciołkowska		Head Teacher	EAC-TRAINING-19@ec.europa.eu	0048413030429	✓	✗	✓	✗	 
0 947443330	Szkoła Podstawowa im. Henryka Sienkiewicza w Obłęgoru	Blaze	Bujalawa		English Teacher	EAC-TRAINING-19@ec.europa.eu	+48413030429	✓	✗	✗	✓	 
0 942254006	CEIP Ciudad de Valencia	Victoria	Martinez Nistal	Education	English Teacher	NoReply@EAC.eu	+34913325888	✗	✗	✓	✓	 
0 942254006	CEIP Ciudad de Valencia	Victoria	Martinez Nistal	Education	English Teacher	NoReply@EAC.eu	+34913325888	✗	✗	✗	✓	 
0 942733089	RK Basisschool Bernardus	Jasper	Diele	Education	Headteacher	NoReply@EAC.eu	+31652473728	✗	✗	✓	✓	 
0 942733089	RK Basisschool Bernardus	Ans	Pol	Education	Teacher	NoReply@EAC.eu	+31743494434	✗	✗	✗	✓	 
0 949361796	Szkoła Gimnazjalna Lunca, Pascani	Mariana	Adavidoaiei	Education	Director	NoReply@EAC.eu	0040730481819	✗	✗	✓	✓	 
0 949361796	Szkoła Gimnazjalna Lunca, Pascani	Mariana	Adavidoaiei	Education	Teacher school counselor	NoReply@EAC.eu	0040730481819	✗	✗	✗	✗	 
0 948378216	Three Legged Cross First School	Justine	Horn	Education	Headteacher	NoReply@EAC.eu	01202822460	✗	✓	✓	✓	 
0 948378216	Three Legged Cross First School	Victoria	Uphill	Education	International Schools Co-ordinator	NoReply@EAC.eu	01202822460	✗	✓	✗	✓	 

## 4. Fill in the details.

### 4.1. Select the organisation.

Select the organisation from the drop down list. This will affect the check boxes that are active.

The Legal representative check box is not active for the beneficiary organisation. Only once the contact is indicated in the National Agency's project management system EPlusLink as a legal representative will the box be checked.

Contact Details

Save

Organisation  
Wyższa Szkoła Europejska im. Ks. Józefa Tischnera [Beneficiary]

Title  
Mr

Contact Gender  
Male

Contact First Name  
John

Contact Last Name  
Smith

Department

Position  
Administrator

Email  
johnsmith@email.com

Legal Representative

Preferred Contact

Same as Organisation

Access to Project

Edit Access to Project

View Access to Project

No Access to Project

Legal Address  
Westerplatte 112

Country  
Poland

Region

P.O. Box

Post Code  
1000

CEDEX

City  
Kraków

Telephone 1  
+48126832462

Telephone 2

Contact Comments

Cancel Save

### 4.2. Allow access to project?

Depending on the organisation you select, several **Access to Project** options (check boxes) may be available. Check the box the option to allow the contact edit or no access to the project details in MT+.

For KA1 and KA3 projects, it is only possible to allow contacts of the Beneficiary organisations edit access.

For KA2 projects (excluding those as indicated as schools only) a contact from a participating organisation may be provided access to view the project but will not have access to edit the project details.


For KA201 indicated as schools only the participant organisations contacts can be given access to view the coordinator's project. The contacts from the coordinating organisation can be given access to view all participating organisations' projects.

### 4.3. Indicate as "Preferred Contact"?

Checking the box **Preferred Contact** will highlight the contact, in the organisation list, as the preferred person for that organisation. There can only be one preferred contact per organisation. For the beneficiary organisation the preferred contact will receive the automatic notifications when the project data is updated in EPlusLink and resubmitted to MT+ by the National Agency. By default this is the project contact as outlined in the application form but may be changed to a newly created contact for the beneficiary contact person in MT+.

PIC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Coordinator	Representative	Preferred Contact
<input type="radio"/>	947443330	Szkoła Podstawowa im. Henryka Sienkiewicza w Obłegorku	Henrietta	Cisowlawa	Head Teacher	EAC-TRAINING-19@ec.europa.eu	0048413030429	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	947443330	Szkoła Podstawowa im. Henryka Sienkiewicza w Obłegorku	Blaze	Bujalawa	English Teacher	EAC-TRAINING-19@ec.europa.eu	+48413030429	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="radio"/>	947443330	Szkoła Podstawowa im. Henryka Sienkiewicza w Obłegorku	Marie	Dupont	French teacher	marie.dupont@emailaddress.com	+48413030429	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### 4.4. Indicate as "Legal Representative"?

 Please note that the legal representative details can not be adjusted in MT+. To adjust the legal representative details please follow the **amendment** process.

Legal representative check box is not active. Only once the contact is indicated in the National Agency's project management system EPlusLink as a legal representative will the box be checked.

### 4.5. Contact details are the "Same as Organisation"?

Click on **"Same as Organisation"** to copy the organisation address and phone details to the contact's details.

**Same as Organisation**

Legal Address: ul. Gimnazjalna 15

Country: Poland

Region: Świętokrzyskie

P.O. Box: Strawczyn

Post Code: 26-067

CEDEX:

City: Obłegorek

Telephone 1: +48413030429

Telephone 2:

Contact Comments:

## 5. Click on "Save".

To save the data, click the "Save" button.

Same as Organisation

**Legal Address**  
ul. Gimnazjalna 15

**Country**  
Poland

**Region**  
Świętokrzyskie

**P.O. Box**  
Strawczyn

**Post Code**  
26-067


**CEDEX**

**City**  
Oblęgorek

**Telephone 1**  
+48413030429

**Telephone 2**





**Contact Comments**



## 6. Click on Delete icon.

Click on the bin icon to delete a contact.

 Please note that the legal representative can not be deleted.

PIC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Coordinator	Legal Representative	Preferred Contact	
947443330	Szkoła Podstawowa im. Henryka Sienkiewicza w Oblęgorku	Henrietta	Cisowska		Head Teacher	EAC-TRAINING-18@ec.europa.eu	0048413030429	✓	✗	✓	✗	
947443330	Szkoła Podstawowa im. Henryka Sienkiewicza w Oblęgorku	Blaze	Bujalawa		English Teacher	EAC-TRAINING-19@ec.europa.eu	+48413030429	✓	✗	✗	✓	
947443330	Szkoła Podstawowa im. Henryka Sienkiewicza w Oblęgorku	Marie	Dupont		French teacher	marie.dupont@emailaddress.com	+48413030429	✓	✗	✗	✓	
942254606	CEIP Ciudad de Valencia	Victoria	Martinez Nistal	Education	English Teacher	NoReply@EAC.eu	+34913325888	✗	✗	✓	✓	

# How to manage mobilities for KA1 and KA3 projects

---

## What are KA1 and KA3 mobilities?

Each Erasmus+ key action is divided into different action types depending on the intended programmes objectives and target groups. Activity types therein further divide such action types into homogeneous groups of participants encoded as mobilities within Mobility Tool. Mobilities represent the sending of a particular individual from an origin country to a destination country typically within the set of Erasmus+ programme countries. Depending on the activity type concerned each participant in an Erasmus+ mobility is entitled to receive funds for travel, individual support, special needs, exceptional costs, etc. Mobility tool allows Beneficiary Organisations to manage all this information in a coherent and meaningful manner.

Videos not available in pdf, word or print format

These videos add here for this chapter can not be printed. All of these videos but were made available to the National Agencies last year to be distributed via their own channels.

## How to add a mobility

Length of video	Version of Tool	Comments
7min 03sec	MT+ 1.7.1	<p>This video was created using screenshots from MT+ 1.7.1. Deviations from the current screen layout and that of this older version may be noted but the basic functionality remains the same.</p> <p>This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+.</p> <p>The scenario used in this video demo is based on the addition of mobility for a higher education project KA103, for activity type Student mobility for studies between programme countries. Some fields are only relevant for KA103. Fields, which are required for other action types or activity types, will be missing from this scenario.</p>

**Video**

URL: [How to add a mobility](#)

QR code:



## How to export and import mobilities

Length of video	Version of Tool	Comments
10min 16sec	MT+1.7.1	<p>This video was created using screenshots from MT+ 1.7.1. Deviations from the current screen layout and that of this older version may be noted but the basic functionality remains the same.</p> <p>This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+.</p> <p>The scenario used in this video demo is based on the addition of mobility for a higher education project KA103, for activity type Student mobility for studies between programme countries. Some fields are only relevant for KA103. Fields, which are required for other action types or activity types, will be missing from this scenario.</p>

### Video

URL: [How to export and import mobilities](#)

QR code:



## How to read the error log

Length	Version of Tool	Comments
5min	MT+1.7.1	<p>This video was created using screenshots from MT+ 1.7.1. Deviations from the current screen layout and that of this older version may be noted but the basic functionality remains the same.</p> <p>This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+.</p> <p>The scenario used in this video demo is based on the addition of mobility for a higher education project KA103, for activity type "Student mobility for studies between programme countries". Some fields are only relevant for KA103. Fields which are required for other action types or activity types, will be missing from this scenario.</p>

### Video

URL: [How to read the error log](#)

QR code:





## How to work with CSV

Length	Version of Tool	Comments
6min 24 sec	MT+1.7.1	<p>This video was created using screenshots from MT+ 1.7.1. Deviations from the current screen layout and that of this older version may be noted but the basic functionality remains the same.</p> <p>This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+.</p> <p>The scenario used in this video demo is based on the addition of mobility for a higher education project KA103, for activity type "Student mobility for studies between programme countries". Some fields are only relevant for KA103. Fields, which are required for other action types or activity types, will be missing from this scenario.</p>

### Video

URL: [How to work with CSV](#)

QR code:



# How to manage activities for KA2 projects

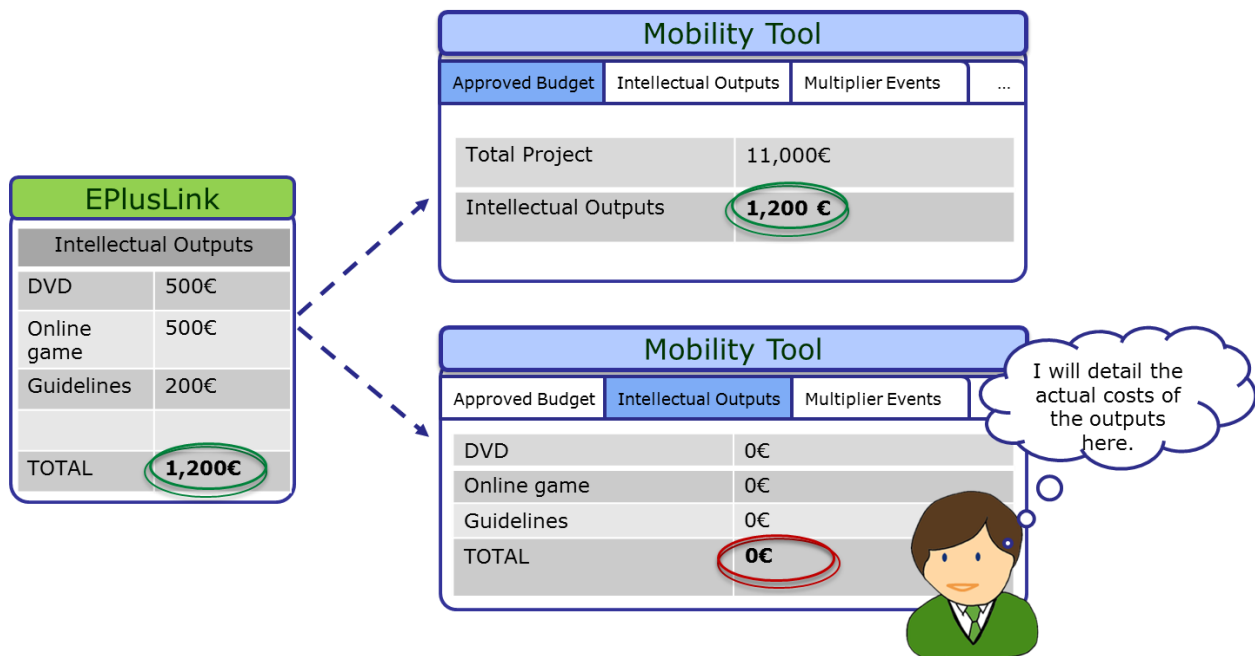
## What about KA2 Strategic Partnerships?

Strategic partnerships' projects are also supported by Mobility Tool. Although not managing pure mobilities such projects need to be managed in terms of the outcomes and results they produce especially for those projects mostly concerned with development of innovation. Therefore Mobility Tool provides all needed functionality to create and manage a KA2 project allocation of funds for project management and implementation, transnational project meetings, intellectual outputs and associated multiplier events and individuals participating in learning, teaching and training activities, the latter mostly relevant for projects targeting exchanges of practices. The filling in and submission of final report by Beneficiary Organisations and subsequent validation by National Agencies is also available for KA2.

## Project Data

When the project is created in MT+, project information is populated under the various tabs, such as organisations and contacts. The budget approved can be viewed from the budget tab. Details of the activities for Project Management and Implementation (PMI), Intellectual Outputs (IO), Multiplier Events (ME) and Learning, Teaching and training activities (LTT) are listed but do not contain the cost values for these activities. These items can be edited under the respective tabs. These items may be updated by the National Agency as a result of Amendment request or check of grant beneficiary.

Most cost values are calculated automatically in these screens after the number of participants or distance band is entered.



The “Central Rates Web service” is responsible for the validation and calculation of such costs as the travel grant, individual support, organisational support, linguistic support, course fees unit, all top-ups and total amounts. This allows to keep validation rules and calculation formulas harmonised across different IT systems.

Most tabs open to a list view, displaying the activities or items. In many cases, the activities when opened or edited may contain additional lists of items such as participating organisations, attendees or resources. Likewise, when creating new items, you may notice that first the basic information such as title or location should be saved and only then will it be possible to add the list of participants or organisations.

The functionality for these lists are explained in the section **List functionalities**. How to complete the details is explained under the various **How to** pages.

## Who can manage or view the project?

For KA2 projects by default the person who is indicated in the application form as the project contact of the coordinating organisation, will have access to view and edit the project details. Partner contacts may also be given view access to the project.

For KA201 indicated as schools only, the organisations contacts may have view or edit access to their projects and view access to the coordinators project. The coordinating organisation's contacts may have view access to all partner organisations.

## Project Management and Implementation

The **Project Management and Implementation** screen allows to record costs for project management activities such as: planning, finances, coordination and communication between partners.

### Quick steps

- [1. Click on the project reference.](#)
- [2. Click on the Project Management and Implementation tab.](#)
- [3. Select the participating organisation.](#)
- [4. Click on the pencil \(Edit\) icon and enter the Total \(Adjusted\) amount.](#)
- [5. Click on the save icon.](#)
- [6. Add a comment.](#)

## Detailed steps

### 1. Click on the project reference.

From the homepage click on the project reference to open the project.

The screenshot shows the user interface of the European Commission Mobility tool. At the top, there is a blue header with the European Commission logo and the text "European Commission Mobility tool". The user status is "Logged in: ECAS EAC\_TRAINING - beneficiary" with a "Log out" link and a "Legal notice" link. The language is set to "EAC - English (EN)".

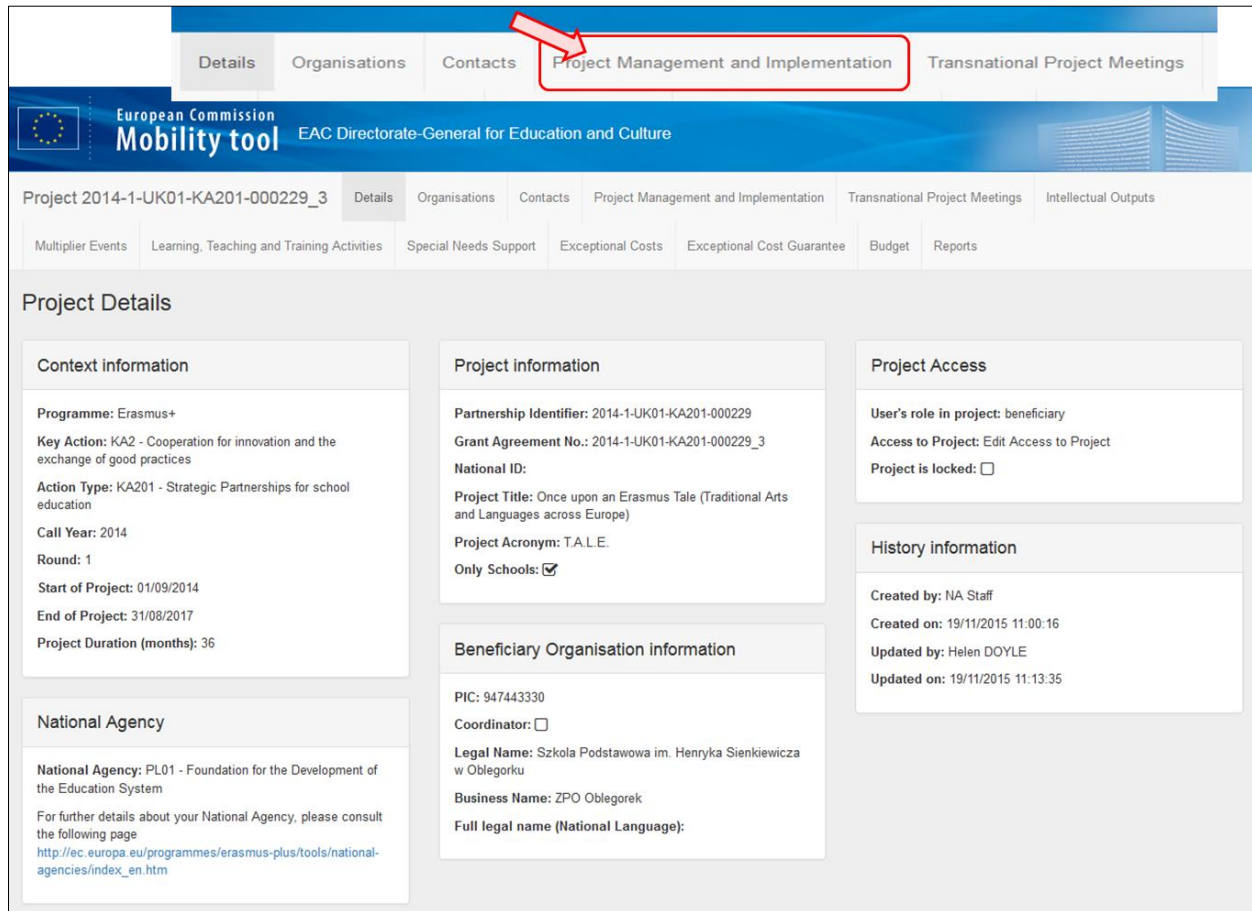
Below the header, there are navigation buttons for "Home" and "Project List". The main content area is titled "Welcome ECAS EAC\_TRAINING".

There are two main sections for project references:

- Lifelong Learning Programme:** A table with columns "Grant Agreement No" and "National ID". It lists two grant agreements: "2013-1-GR1-ERA10-04983" and "2013-1-GR1-ERA02-04900".
- Erasmus+:** A table with columns "Grant Agreement No", "National ID", and "User's role in project". It lists one grant agreement: "2014-1-UK01-KA201-000229\_3". The user's role is "beneficiary (Edit Access to Project)".

A red callout box with the text "Click on the project reference" points to the grant agreement number "2014-1-UK01-KA201-000229\_3" in the Erasmus+ table. A red circle with the number "1" is placed next to the grant agreement number.

## 2. Click on the Project Management and Implementation tab.



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' (highlighted with a red box and arrow), and 'Transnational Project Meetings'. Below this, the project identifier 'Project 2014-1-UK01-KA201-000229\_3' is shown, followed by a secondary navigation bar with tabs for 'Details', 'Organisations', 'Contacts', 'Project Management and Implementation', 'Transnational Project Meetings', and 'Intellectual Outputs'. A third navigation bar lists various project components: 'Multiplier Events', 'Learning, Teaching and Training Activities', 'Special Needs Support', 'Exceptional Costs', 'Exceptional Cost Guarantee', 'Budget', and 'Reports'. The main content area is titled 'Project Details' and is divided into several sections:

- Context information:** Programme: Erasmus+; Key Action: KA2 - Cooperation for innovation and the exchange of good practices; Action Type: KA201 - Strategic Partnerships for school education; Call Year: 2014; Round: 1; Start of Project: 01/09/2014; End of Project: 31/08/2017; Project Duration (months): 36.
- 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: [http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm)
- Project information:** Partnership Identifier: 2014-1-UK01-KA201-000229; Grant Agreement No.: 2014-1-UK01-KA201-000229\_3; National ID: Project Title: Once upon an Erasmus Tale (Traditional Arts and Languages across Europe); Project Acronym: T.A.L.E.; Only Schools:
- Beneficiary Organisation information:** PIC: 947443330; Coordinator: ; Legal Name: Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku; Business Name: ZPO Oblegorek; Full legal name (National Language):
- Project Access:** User's role in project: beneficiary; Access to Project: Edit Access to Project; Project is locked:
- History information:** Created by: NA Staff; Created on: 19/11/2015 11:00:16; Updated by: Helen DOYLE; Updated on: 19/11/2015 11:13:35

### 3. Select the participating organisation.

Select the organisation for which the PMI costs are being allocated.

This section contains information about the contributions to the participating organisations' activities such as project management (planning, finances, coordination and communication between partners, etc.) according to the specific project contracted duration.

The PMI's entered into National Agency's project management system EPlusLink will appear in this list detailing only the participating organisation.

All additional information will have to be added by editing the selected PMI item. The total approved amount for this item can be viewed in the budget summary screen.

The total adjusted amount for all organisations should not be greater than the approved amount or less than 80% of the approved amount.

For school to school only projects only the beneficiary organisation will be listed here.

Participating Organisation	Role	Total Amount (Adjusted)
<input type="radio"/> Fundacja Laboratorium Badan i Dzialan Spolecznych "SocLab"	Partner	0.00 €
<input type="radio"/> 3 Stowarzyszenie Miedzynarodowej i Miedzykulturowej Wymiany ANAWOJ	Beneficiary	0.00 €
<input type="radio"/> achsische Jugendstiftung	Partner	0.00 €
<input checked="" type="radio"/> Zespół Szkół w Dąbrowie Białostockiej	Partner	25,001.00 €
<b>Total:</b>		<b>25,001.00 €</b>

10 25 50 100

Maximum Project PMI Approved Amount : 30,000.00 €

#### 4. Click on the pencil (Edit) icon and enter the Total (Adjusted) amount.

Enter manually the total PMI contribution to the activities of the specified organisation:

selection Export

Participating Organisation	Role	Total Amount (Adjusted)
Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Beneficiary	0.00 €
<b>Total:</b>		0.00 €

10 25 50 100

4

Click the pencil icon to edit

selection Export

Participating Organisation	Role	Total Amount (Adjusted)
Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Beneficiary	1500
<b>Total:</b>		0.00 €

Enter the amount

#### 5. Click on the save icon.

selection Export

Participating Organisation	Role	Total Amount (Adjusted)
Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Beneficiary	1500
<b>Total:</b>		0.00 €

5

Click the save icon

✓ Data successfully saved

selection Export

Participating Organisation	Role	Total Amount (Adjusted)
Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Beneficiary	1,500.00 €
<b>Total:</b>		1,500.00 €

Data successfully saved

## 6. Add a comment.

Add a comment if the amount is different than the total calculated amount taking into consideration the maximum allowed amount. Click on **Save**.

Project Management and Implementation

Search

selection Export

Participating Organisation	Role	Total Amount (Adjusted)
Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku	Beneficiary	1,500.00 €
<b>Total:</b>		<b>1,500.00 €</b>

10 25 50 100

Maximum Project PMI Approved Amount : 9,000.00 €

If the total requested amount is different from the total calculated amount (taking into account the maximum allowed amount), please explain why:

The amounts are different due to a reduction.....

Save

## MT+ KA2 Transnational Project Meetings

This page explains how to add the details for a new **Transnational Project Meeting**. Transnational project meetings are events organised by one of the project's participating organisations with the purpose of project implementation and coordination. The screen functionality allows to list the transnational project meetings, with the number of participants per meeting and its associated cost amounts also per meeting.

### Quick steps

- [1. Click on the project reference.](#)
- [2. Open the "Transnational Project Meetings tab".](#)
- [3. Click the "+Create" button.](#)
- [4. Fill in the meeting details.](#)
- [5. To save the details and to add participants, click the "Save" button.](#)
- [6. The participants section appears.](#)
- [7. Click the "+Create" button to add a Participants Form.](#)
- [8. Fill in the details.](#)
- [9. Click the "Save" button.](#)
- [10. The "Participants" list appears.](#)
- [11. Click on "Back to list" to return to the previous screen.](#)



- [12. Click the edit icon.](#)
- [13. Click on delete icon to delete.](#)

## Detailed steps

### 1. Click on the project reference.

From the homepage of Mobility Tool click on the project reference to open the project.

European Commission  
Mobility tool

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary | Log out | Legal notice | EAC - English (EN)

EL01 Greek State Scholarship's Foundation (IKY)

Home | Project List

Welcome ECAS EAC\_TRAINING

**Lifelong Learning Programme**

Grant Agreement No	National ID
2013-1-GR1-ERA02-04900	
2013-1-GR1-ERA10-04983	

**Erasmus+**

Grant Agreement No	National ID	User's role in project
2014-1-UK01-KA201-000229_3 CP		beneficiary (Edit Access to Project)

**About the tool**

Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

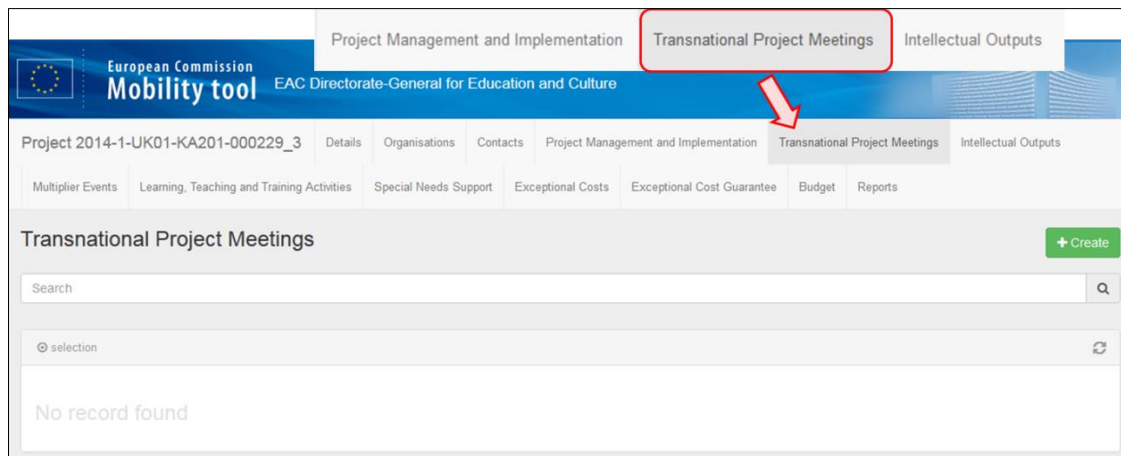
In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

## 2. Open the "Transnational Project Meetings tab".

The **Transnational Project Meetings** or TPM's entered into National Agency's project management system EPlusLink will not appear in this list, on project creation and will not be updated. The total approved for TPMs can be viewed under the Budget tab.

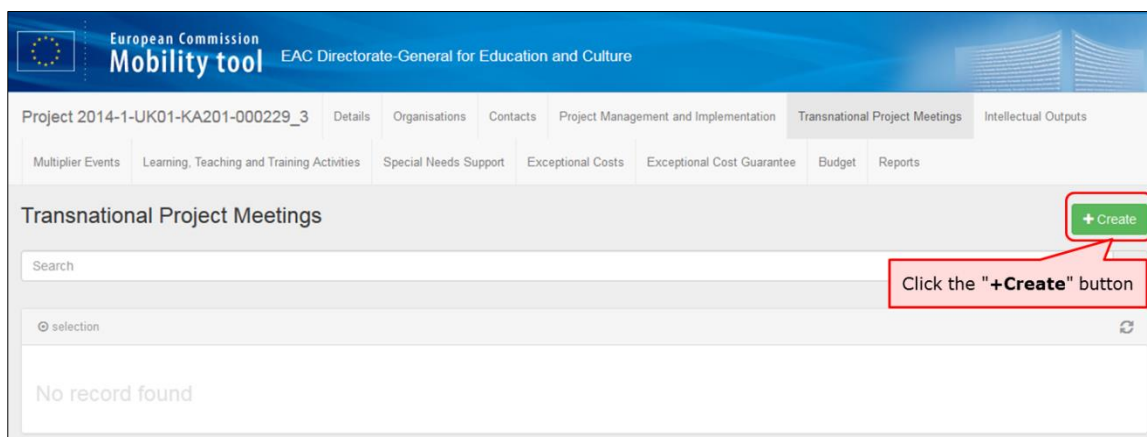
These entries will have to be added along with the number of attendees and total cost for each meeting. The attendees numbers should be grouped according to the travelling distance or **distance band** and costs.

If the project is a "KA201 - Strategic partnerships for school education" flagged as "Only schools?" the sending organisation is always the Beneficiary Organisation.



## 3. Click the "+Create" button.

To create a new meeting indicating its specific objectives within the more general purpose of project coordination and implementation, click on the **+Create** button.




#### 4. Fill in the meeting details.

Complete the details (blank fields) as applicable for the meeting.

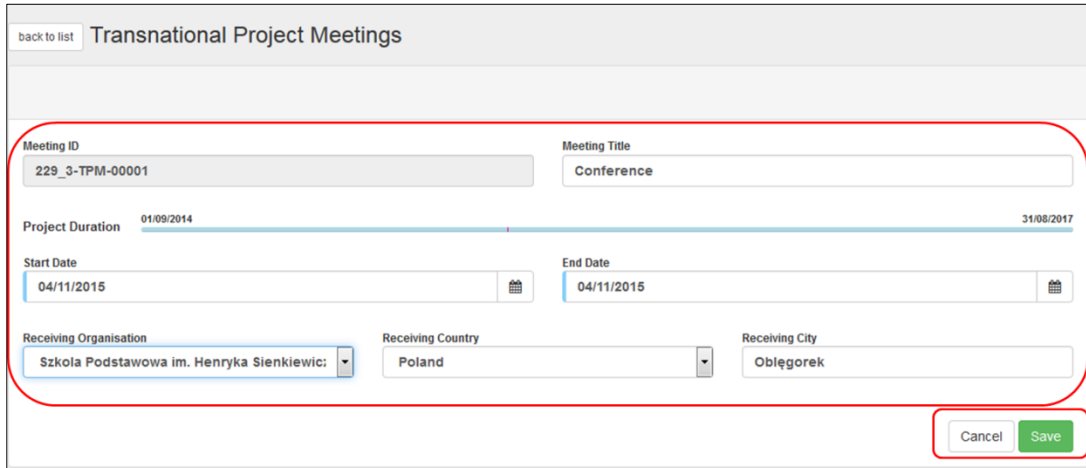
Add a meeting title, select the receiving organisation (receiving country and receiving city will be filled in automatically) and change the start date and the end date. The meeting must fall between the project start and end date indicated on the **Details** tab.

For **S2S** projects the sending organisation can only be the beneficiary organisation.

After filling in all the mandatory fields the **"Cancel"** and **"Save"** button will appear.

 The receiving organisation cannot be the same as the sending organisation in a given meeting. An exception is made in the following case:

The receiving organisation is allowed to also send their own participants and pay them for travel expenses if the travel distance is at least 100 km ( $\geq 100$  km).



back to list Transnational Project Meetings

Meeting ID: 229\_3-TPM-00001

Meeting Title: Conference

Project Duration: 01/09/2014 to 31/08/2017

Start Date: 04/11/2015

End Date: 04/11/2015

Receiving Organisation: Szkoła Podstawowa im. Henryka Sienkiewic:

Receiving Country: Poland

Receiving City: Oblegorek

Cancel Save

5. To save the details and to add participants, click the "Save" button.

back to list Transnational Project Meetings

Meeting ID: 229\_3-TPM-00001 Meeting Title: Conference

Project Duration: 01/09/2014 to 31/08/2017

Start Date: 04/11/2015 End Date: 04/11/2015

Receiving Organisation: Szkoła Podstawowa im. Henryka Sienkiewic; Receiving Country: Poland Receiving City: Oblegorek

Click the "Save" button

Cancel Save

## 6. The participants section appears.

The section "**Participants**" appears. From this list you can create a new entry for a participant or group of participants. The participants should be grouped according to the distance band.

Project 2014-1-UK01-KA201-000229\_3   Details   Organisations   Contacts   Project Management and Implementation   **Transnational Project Meetings**

Intellectual Outputs   Multiplier Events   Learning, Teaching and Training Activities   Special Needs Support   Exceptional Costs   Exceptional Cost Guarantee   Budget

Reports

[back to list](#)   **Transnational Project Meetings**   [Edit](#)

Meeting ID: 229\_3-TPM-00001   Meeting Title: Conference

Project Duration: 01/09/2014 — 31/08/2017

Start Date: 04/11/2015   End Date: 04/11/2015

Receiving Organisation: Szkoła Podstawowa im. Henryka Sienkiewic   Receiving Country: Poland   Receiving City: Obiegorek

**Participants**   [+ Create](#)

Search

⊙ selection   ↻

No record found

## 7. Click the "+Create" button to add a Participants Form.

To create an attendance list including a clear identification of all attendants for each meeting, click the +Create button.

Project 2014-1-UK01-KA201-000229\_3   Details   Organisations   Contacts   Project Management and Implementation   **Transnational Project Meetings**

Intellectual Outputs   Multiplier Events   Learning, Teaching and Training Activities   Special Needs Support   Exceptional Costs   Exceptional Cost Guarantee   Budget

Reports

[back to list](#)   **Transnational Project Meetings**   [Edit](#)

Meeting ID: 229\_3-TPM-00001   Meeting Title: Conference

Project Duration: 01/09/2014   31/08/2017

Start Date: 04/11/2015   End Date: 04/11/2015

Receiving Organisation: Szkoła Podstawowa im. Henryka Sienkiewic   Receiving Country: Poland   Receiving City: Oblęgorek

**Participants**   [+ Create](#)

Search:    [Q](#)

⊙ selection   [↻](#)

No record found

## 8. Fill in the details.

The fields **"Sending Country"** and **"Sending City"** are automatically filled based on the details of the organisation selected in the meeting details.

Fill in the **"Distance Band"** field. If the distance band is not known, click on the **Link to distance calculator**.

From the moment the distance band is calculated, the **Grant per participant**, **Total (Calculated)** and **Total (Adjusted)** fields will be automatically filled.

### Meeting

Meeting ID: 229_3-TPM-00001	Meeting Title: Conference	Start Date: 04/11/2015	End Date: 04/11/2015
Receiving Organisation: Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku	Receiving Country: Poland	Receiving City: Oblegorek	

### Participant Form

Fill in the details

Number of Participants	Sending Organisation
10	Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku
Sending Country	Sending City
Poland	Oblegorek
Distance Band <a href="#">Link to distance calculator</a>	Grant per participant
100 - 1999 km	575
Total (Calculated)	Total (Adjusted)
5750	5750

Cancel Save

## 9. Click the "Save" button.

### Meeting

Meeting ID: 229\_3-TPM-00001

Receiving Organisation: Szkoła  
Podstawowa im. Henryka Sienkiewicza w  
Oblegorku

Meeting Title: Conference  
Receiving Country: Poland

Start Date: 04/11/2015  
Receiving City: Oblegorek

End Date: 04/11/2015

### Participant Form

Number of Participants

10

Sending Organisation

Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku

Sending Country

Poland

Sending City

Oblegorek

Distance Band [Link to distance calculator](#)

100 - 1999 km

Grant per participant

575

Total (Calculated)

5750

Total (Adjusted)

5750

Click the "Save" button

Cancel

Save



## 10. The "Participants" list appears.

After clicking on save, you are returned to the previous window.

The newly added details appear in a line, in the participants list. Click on the create button to add additional entries for participants if required.

back to list **Transnational Project Meetings** Edit

---

Meeting ID: 229\_3-TPM-00001 Meeting Title: Conference

Project Duration: 01/09/2014 - 31/08/2017

Start Date: 04/11/2015 End Date: 04/11/2015

Receiving Organisation: Szkoła Podstawowa im. Henryka Sienkiewic Receiving Country: Poland Receiving City: Oblęgorek

---

### Participants + Create

Search

selection

	Number of Participants	Sending Organisation	Sending Country	Sending City	Distance Band	Grant per participant	Total (Calculated)	Total (Adjusted)	
<input type="radio"/>	10	Szkoła Podstawowa im. Henryka Sienkiewicza w Oblęgorku	Poland	Oblęgorek	100 - 1999 km	575	5,750.00 €	5,750.00 €	<input type="checkbox"/> <input type="edit"/> <input type="trash"/>
<b>Total</b>							<b>5,750.00 €</b>	<b>5,750.00 €</b>	

10 25 50 100

## 11. Click on "Back to list" to return to the previous screen.

[back to list](#) Transnational Project Meetings Edit

Meeting ID: 229\_3-TPM-00001 Meeting Title: Conference

Project Duration: 01/09/2014 to 31/08/2017

Start Date: 04/11/2015 End Date: 04/11/2015

Receiving Organisation: Szkoła Podstawowa im. Henryka Sienkiewicz Receiving Country: Poland Receiving City: Obłęgorek

### Participants + Create

Search

selection

The Participants line appears in the list.

Number of Participants	Sending Organisation	Sending Country	Sending City	Distance Band	Grant per participant	Total (Calculated)	Total (Adjusted)	
10	Szkoła Podstawowa im. Henryka Sienkiewicza w Obłęgorku	Poland	Obłęgorek	100 - 1999 km	575	5,750.00 €	5,750.00 €	
<b>Total</b>						<b>5,750.00 €</b>	<b>5,750.00 €</b>	

10 25 50 100

## 12. Click the edit icon.

If you require to make changes click on the pencil icon to edit.

Transnational Project Meetings + Create

Search

selection

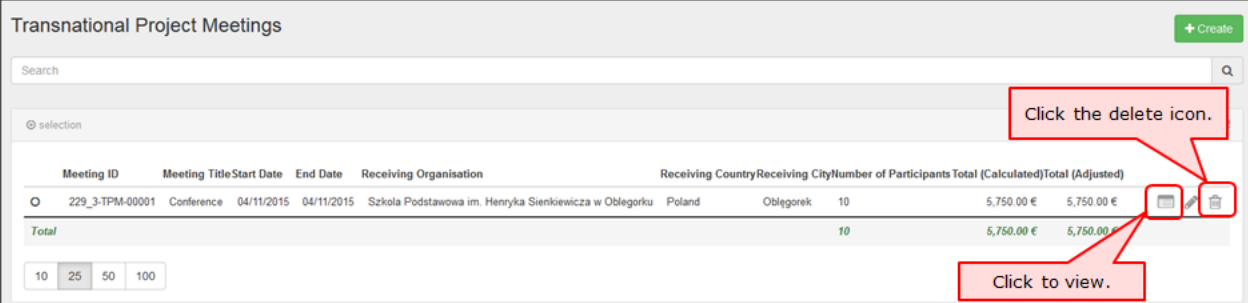
Click the edit icon.

Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)	
229_3-TPM-00001	Conference	04/11/2015	04/11/2015	Szkoła Podstawowa im. Henryka Sienkiewicza w Obłęgorku	Poland	Obłęgorek	10	5,750.00 €	5,750.00 €	
<b>Total</b>							<b>10</b>	<b>5,750.00 €</b>	<b>5,750.00 €</b>	

10 25 50 100

### 13. Click on delete icon to delete.

If you require to remove an entry, click on the dustbin icon to delete it. To view without editing click on the view icon.



Meeting ID	Meeting Title	Start Date	End Date	Receiving Organisation	Receiving Country	Receiving City	Number of Participants	Total (Calculated)	Total (Adjusted)
229_3-TPM-00001	Conference	04/11/2015	04/11/2015	Szkoła Podstawowa im. Henryka Sienkiewicza w Obłogorku	Poland	Obłogorek	10	5,750.00 €	5,750.00 €
Total							10	5,750.00 €	5,750.00 €

## Intellectual Outputs

This page explains how to manage the list of **Intellectual Outputs** in MT+. Intellectual outputs represent the project's tangible results such as curricula, pedagogical materials, open education resources (OER), IT tools, analyses, studies, methods and others.

The screen allows the beneficiary to list the project's exact set of realised intellectual outputs. It also allows to detail the cost of their production, according to the different types of resources required to produce it.

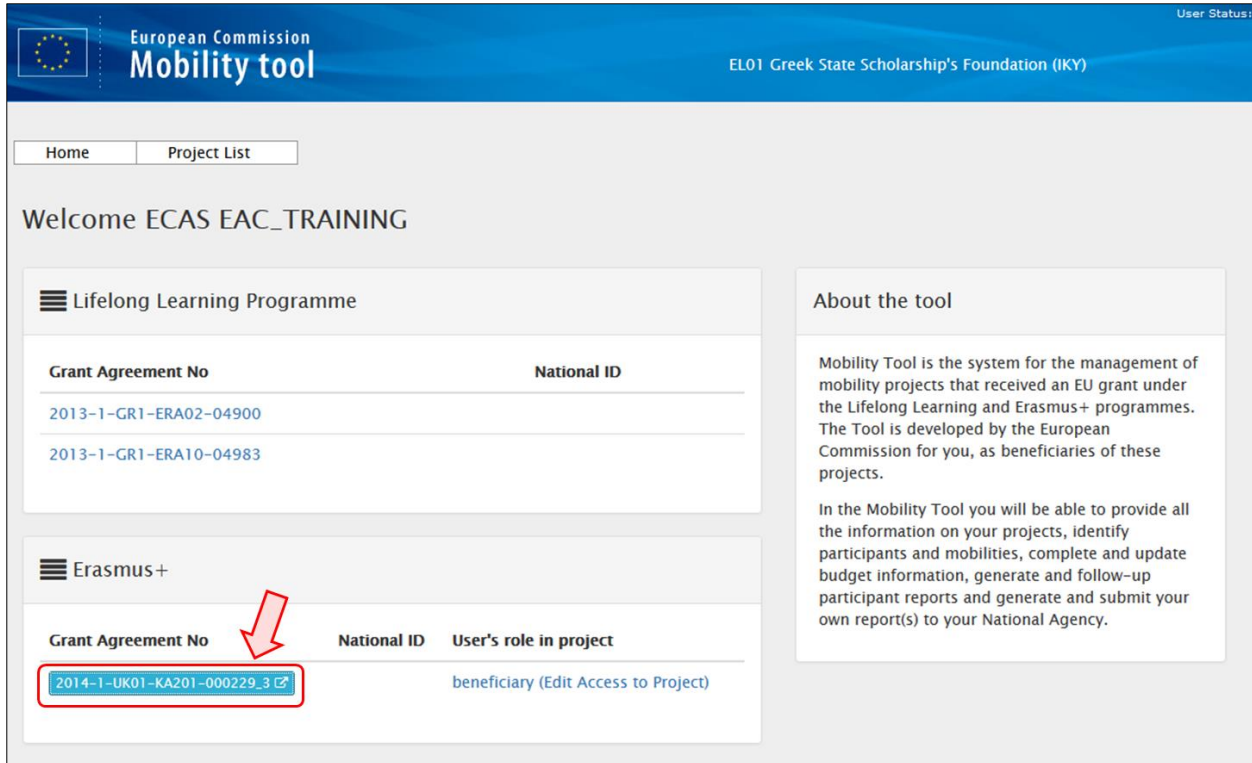
### Quick steps

- [1. Click on the project reference.](#)
- [2. Open the menu item "Intellectual Outputs".](#)
- [3. Edit an Intellectual Output.](#)
- [4. Click "+Create" to add the organisation details.](#)
- [5. Select the organisation and complete the details.](#)
- [6. Click on "Save".](#)
- [7. View the organisation's cost.](#)
- [8. Click on "+Create".](#)
- [9. Complete the details of the new Intellectual Output.](#)
- [10. Click on "Save".](#)
- [11. Delete an Intellectual Output.](#)

## Detailed steps

### 1. Click on the project reference.

From the homepage click on the project reference to open the project.



European Commission  
**Mobility tool**

EL01 Greek State Scholarship's Foundation (IKY)

User Status:

Home Project List

Welcome ECAS EAC\_TRAINING

☰ Lifelong Learning Programme

Grant Agreement No	National ID
<a href="#">2013-1-GR1-ERA02-04900</a>	
<a href="#">2013-1-GR1-ERA10-04983</a>	

☰ Erasmus+

Grant Agreement No	National ID	User's role in project
<a href="#">2014-1-UK01-KA201-000229_3</a>		beneficiary (Edit Access to Project)

**About the tool**

Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.



### 3. Edit an Intellectual Output.

To modify an Intellectual Output, click the pencil icon.

European Commission  
Mobility tool  
EAC Directorate-General for Education and Culture

Project 2014-1-UK01-KA201-000229\_3

Intellectual Outputs

Output Identification	Output title	Output Type	Managers				Teachers/Trainers/Researchers/Youth Worker				Technicians				Administrative support staff			
			No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)
O2	Conference	Conference	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €
O5	Meeting	Meeting	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €
O1	Conference	Conference	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €
O3	Meeting	Meeting	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €
Total:			0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €

### 4. Click "+Create" to add the organisation details.

The **Intellectual Output Details** screen appears, completed with the details received from EPlusLink. Click on **+Create** to add the details of the organisation.

Intellectual Outputs

Output Identification: O2

Output Type: Conference

Output title: Conference

Project Duration: 01/09/2014 to 31/08/2017

Start Date: 02/11/2015

End Date: 10/11/2015

Available Language 1: English

Available Language 2: French

Available Language 3: Spanish

Intellectual Output Detailed Description: Conference on the importance of traditional stories, language and culture in a modern Europe.

Organisations

+ Create

To add an Organisation, click the "+Create" button

## 5. Select the organisation and complete the details.

Select an organisation and complete the details as applicable for the Intellectual Output.

When filling the fields for **No. Of Working Days**, both **Total (Calculated)** and **Total (Adjusted)** fields will be filled in automatically for each resource type.

Intellectual Outputs - Organisation

Legal Name: Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku Country: Poland Leading?

MANAGERS

No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)
10	88	880	880

TEACHERS/TRAINERS/RESEARCHERS/YOUTH WORKER

No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)
10	74	740	740

TECHNICIANS

No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)
10	55	550	550

ADMINISTRATIVE SUPPORT STAFF

No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)
10	39	390	390

Save

## 6. Click on "Save".

Click on the **Save** button to save the data and return to the list view of the **current Intellectual Outputs**.

### Intellectual Outputs - Organisation

Legal Name: Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku Country: Poland Leading?

**MANAGERS**

No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)
10	88	880	880

**TEACHERS/TRAINERS/RESEARCHERS/YOUTH WORKER**


No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)
10	74	740	740

**TECHNICIANS**

No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)
10	55	550	550

**ADMINISTRATIVE SUPPORT STAFF**

No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)
10	39	390	390

 **Save**



## 7. View the organisation's cost

After clicking on **Save**, the current **Intellectual Output** screen appears. The organisation's cost just entered for that intellectual output will be displayed at the bottom of the screen. For **School to School** it will only be possible to add one line for the beneficiary organisation. To return to the list of all **Intellectual Outputs**, click on **back to list**.

Project 2014-1-UK01-KA201-000229\_3
Details
Organisations
Contacts
Project Management and Implementation
Transnational Project Meetings
Intellectual Outputs
Multiplier Events
Learning, Teaching and Training Activities

back to list
Intellectual Output Details

### Intellectual Outputs

[Edit](#)

Output Identification

Output type

Output title

---

Project Duration 01/09/2014 01/09/2017

Start Date

End Date

Available Language 1

Available Language 2

Available Language 3

Intellectual Output Detailed Description

Seminar on the importance of traditional stories, language and culture in a modern Europe.df

### Organisations

[+ Create](#)


selection Export

Legal Name	Leading?	Country	Staff Category																Total (Calculated)	Total (Adjusted)				
			Managers				Teachers/Trainers/Researchers/Youth Worker				Technicians				Administrative support staff									
			No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)						
<input type="checkbox"/> Szkoła Podstawowa im. Marysieńki Szermiszewskiej w Czaplewie		PL	1	85.00 €	85.00 €	85.00 €	85.00 €	2	74.00 €	148.00 €	148.00 €	148.00 €	3	85.00 €	255.00 €	255.00 €	3	29.00 €	87.00 €	87.00 €	398.00 €	398.00 €		
<b>Total</b>			1		85.00 €	85.00 €	2		148.00 €	148.00 €	3		255.00 €	255.00 €	3		125.00 €	125.00 €	398.00 €	398.00 €				

10 25 50 100

## 8. Click on "+Create".

If a new **Intellectual Output** is required, click on the **+Create** button.

Intellectual Outputs  + Create


Search

[selection](#) [Export](#)

Output Identification	Output title	Output Type	Staff Category																		
			Managers			Teachers/Trainers/Researchers/Youth Worker			Technicians			Administrative support staff									
			No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)			
<input type="radio"/>	O2	Conference	Conference	10	88.00 €	880.00 €	880.00 €	10	74.00 €	740.00 €	740.00 €	10	55.00 €	550.00 €	550.00 €	10	39.00 €	390.00 €	390.00 €		
<input type="radio"/>	O5	Meeting	Meeting	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €		
<input type="radio"/>	O1	Conference	Conference	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €		
<input type="radio"/>	O3	Meeting	Meeting	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €		
<b>Total:</b>				<b>10</b>	<b>88.00 €</b>	<b>880.00 €</b>	<b>880.00 €</b>	<b>10</b>	<b>74.00 €</b>	<b>740.00 €</b>	<b>740.00 €</b>	<b>10</b>	<b>55.00 €</b>	<b>550.00 €</b>	<b>550.00 €</b>	<b>10</b>	<b>39.00 €</b>	<b>390.00 €</b>	<b>390.00 €</b>		

## 9. Complete the details of the new Intellectual Output.

Fill in the blank fields.

 Note that the start and end dates for **Intellectual Outputs** must always be within the project duration (including start and end dates) as specified on the **Details** tab.

Intellectual Outputs

Output Identification:  Output Type:  Output title:

Project Duration:

Start Date:

End Date:

Available Language 1:  Available Language 2:  Available Language 3:

Intellectual Output Detailed Description:

## 10. Click on "Save".

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

**Intellectual Outputs**

Output Identification:  Output Type:  Output title:

Project Duration:  to

Start Date:  End Date:

Available Language 1:  Available Language 2:  Available Language 3:

Intellectual Output Detailed Description:

Save

## 11. Delete an Intellectual Output.

To delete an Intellectual Output, click the bin icon.

**Intellectual Outputs** + Create

Search:

selection Export

Output Identification	Output title	Output Type	Staff Category																		Bin
			Managers			Teachers/Trainers/Researchers/Youth Worker Technicians						Administrative support staff									
			No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Adjusted)			
<input type="radio"/>	O2	Conference	Conference	10	88.00 €	880.00 €	880.00 €	10	74.00 €	740.00 €	740.00 €	10	55.00 €	550.00 €	550.00 €	10	39.00 €	390.00 €	390.00 €		
<input type="radio"/>	O5	Meeting	Meeting	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €		
<input type="radio"/>	O4	Seminar	Seminar	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €		
<input type="radio"/>	O1	Conference	Conference	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €		
<input type="radio"/>	O3	Meeting	Meeting	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €	0	0.00 €	0.00 €	0.00 €		
<b>Total:</b>				<b>10</b>	<b>880.00 €</b>	<b>880.00 €</b>	<b>880.00 €</b>	<b>10</b>	<b>740.00 €</b>	<b>740.00 €</b>	<b>740.00 €</b>	<b>10</b>	<b>550.00 €</b>	<b>550.00 €</b>	<b>550.00 €</b>	<b>10</b>	<b>390.00 €</b>	<b>390.00 €</b>	<b>390.00 €</b>		

## Multiplier Events

This page explains how to manage the list of **Multiplier Events** in MT+.

**Multiplier Events** are national and transnational conferences, seminars and other events organised with the purpose of disseminating the intellectual outputs produced by the project. The costs incurred in the organisation of such multiplier events can be financially supported.

## Quick steps

- [1. Click on the project reference.](#)
- [2. Click on the menu item "Multiplier Events".](#)
- [3. Click the "+Create" button.](#)
- [4. Fill in the details.](#)
- [5. Click on "Save".](#)
- [6. Edit a "Multiplier Event".](#)
- [7. Delete a "Multiplier Event".](#)

## Detailed steps

### 1. Click on the project reference.

In the homepage click on the project reference in order to open the project.

European Commission  
**Mobility tool**  
User Status: Lo  
EL01 Greek State Scholarship's Foundation (IKY)

Home Project List

Welcome ECAS EAC\_TRAINING

☰ Lifelong Learning Programme

Grant Agreement No	National ID
2013-1-GR1-ERA02-04900	
2013-1-GR1-ERA10-04983	

☰ Erasmus+

Grant Agreement No	National ID	User's role in project
<a href="#">2014-1-UK01-KA201-000229_3</a>		beneficiary (Edit Access to Project)

**About the tool**

Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

## 2. Click on the menu item "Multiplier Events".

The list of **Multiplier Events** is displayed. The items in the list can be edited and new ones can be added.

The list will show all **Multiplier Events**, which have been entered into EPlusLink but will not contain all details. The **Multiplier Event** item must be edited in order to add the costs and number of participants.

Note, that the amount can not exceed 120% or be less than 80% of the approved amount. This range is indicated in the **Budget** tab along with the total of the approved amount for the Multiplier Events.

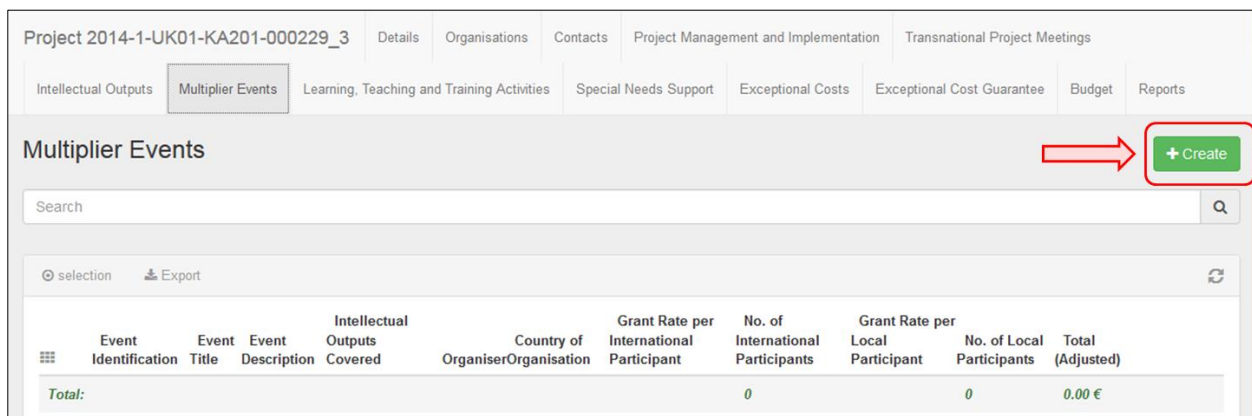


The screenshot shows the EPlusLink interface for Project 2014-1-UK01-KA201-000229. The 'Multiplier Events' menu item is highlighted with a red box and a red arrow. Below the navigation tabs, the 'Multiplier Events' section is visible, featuring a search bar, a '+ Create' button, and a table with columns for Event Identification, Event Title, Event Description, Intellectual Outputs Covered, Country of Organisation, Grant Rate per International Participant, No. of International Participants, Grant Rate per Local Participant, No. of Local Participants, and Total (Adjusted). The table shows a total of 0 for international participants and 0 for local participants, with a total adjusted amount of 0.00 €.

## 3. Click the "+Create" button.

In order to create a new **Multiplier Event**, click the **+Create** button.

 For school-to-school projects, only the **Multiplier Events** for the beneficiary organisation can be created.




The screenshot shows the EPlusLink interface for Project 2014-1-UK01-KA201-000229\_3. The '+ Create' button is highlighted with a red box and a red arrow. Below the navigation tabs, the 'Multiplier Events' section is visible, featuring a search bar, a '+ Create' button, and a table with columns for Event Identification, Event Title, Event Description, Intellectual Outputs Covered, Country of Organisation, Grant Rate per International Participant, No. of International Participants, Grant Rate per Local Participant, No. of Local Participants, and Total (Adjusted). The table shows a total of 0 for international participants and 0 for local participants, with a total adjusted amount of 0.00 €.

#### 4. Fill in the details.

Complete the details as applicable for the event.

For **Multiplier Events**, which are not automatically created from EPlusLink, select predefined **Event Identification** codes ranging from E1 to E999 from the drop-down list.

 Note that the maximum allowed amount for all **Multiplier Events** within a project can not exceed 30.000€.

The start and end dates for an event must always be within the project duration as specified in the project **Details** tab. In case there is a need to change these dates, it should be done in EPlusLink.

Event Identification		Event Title	
E1		Seminar	
Event Description			
Seminar on the importance of traditional stories, language and culture in a modern Europe.			
Intellectual Outputs Covered			
Seminar x Seminar x			
Project Duration		01/09/2014	31/08/2017
Start Date		End Date	
10/11/2015		11/11/2015	
Organiser	Leading?	Country of Organisation	
Szkoła Podstawowa im. Henryka Sienkiewicza w C	<input checked="" type="checkbox"/>	Poland	
<b>BUDGET</b>			
No. of Local Participants	Grant Rate per Local Participant	Total Grant for Local Participants	
15	100	1500	
No. of International Participants	Grant Rate per International Participant	Total Grant for International Participants	
15	200	3000	
		Total (Calculated)	4500
		Total (Adjusted)	4500
		Cancel	Save

## 5. Click on "Save".

To save the data, click the **Save** button.

Event Identification	Event Title	
E1	Seminar	
Event Description		
Seminar on the importance of traditional stories, language and culture in a modern Europe.		
Intellectual Outputs Covered		
Seminar x Seminar x		
Project Duration 01/09/2014 31/08/2017		
Start Date		End Date
10/11/2015		11/11/2015
Organiser	Leading?	Country of Organisation
Szkola Podstawowa im. Henryka Sienkiewicza w C	<input checked="" type="checkbox"/>	Poland
<b>BUDGET</b>		
No. of Local Participants	Grant Rate per Local Participant	Total Grant for Local Participants
15	100	1500
No. of International Participants	Grant Rate per International Participant	Total Grant for International Participants
15	200	3000
		Total (Calculated)
		4500
		Total (Adjusted)
		4500
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>

## 6. Edit a "Multiplier Event".

To edit an event, click the pencil icon.

Event Identification	Event Title	Event Description	Intellectual Outputs Covered	Organiser	Country of Organisation	Grant Rate per International Participant	No. of International Participants	Grant Rate per Local Participant	No. of Local Participants	Total (Adjusted)		
E1	Seminar	Seminar on the importance of traditional stories, language and culture in a modern Europe.	2	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	PL	200.00 €	15	100.00 €	15	4,500.00 €		
<b>Total:</b>									15	15	4,500.00 €	

## 7. Delete a "Multiplier Event".

To delete an event, click on the bin icon.

Event Identification	Event Title	Event Description	Intellectual Outputs Covered	Organiser	Country of Organisation	Grant Rate per International Participant	No. of International Participants	Grant Rate per Local Participant	No. of Local Participants	Total (Adjusted)		
E1	Seminar	Seminar on the importance of traditional stories, language and culture in a modern Europe.	2	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	PL	200.00 €	15	100.00 €	15	4,500.00 €		
<b>Total:</b>									15	15	4,500.00 €	

## Learning, Teaching and Training Activities

This page explains how to manage the list of **Learning, Teaching and Training Activities** in MT+.

A strategic partnerships' project can optionally include transnational learning, teaching and training activities 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 project's achievements.

### Quick steps

- [1. Click on the project reference.](#)
- [2. Open the menu item "Learning, Teaching and Training Activities".](#)
- [3. Click the "+Create" button.](#)
- [4. Fill in the details.](#)
- [5. Click on "Save".](#)
- [6. Add a participant.](#)
- [7. Fill in the "Participant" details.](#)
- [8. Use the "compact view" button if necessary.](#)
- [9. Click on "Save".](#)
- [10. Click on "back to list".](#)



## Detailed steps

### 1. Click on the project reference.

In the homepage click on the project reference in order to open the project. It will open in a new browser tab.

European Commission  
**Mobility tool**

User Status: Log

EL01 Greek State Scholarship's Foundation (IKY)

Home Project List

Welcome ECAS EAC\_TRAINING

**Lifelong Learning Programme**

Grant Agreement No	National ID
2013-1-GR1-ERA02-04900	
2013-1-GR1-ERA10-04983	

**Erasmus+**

Grant Agreement No	National ID	User's role in project
2014-1-UK01-KA201-000229_3		beneficiary (Edit Access to Project)

**About the tool**

Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

### 2. Open the menu item "Learning, Teaching and Training Activities".

The list of **Learning, Teaching and Training Activities or LTT** is displayed. The list will show all **LTTs**, which have been entered into **EPlusLink**. These items will need to be edited in order to add the additional information of number of participants and costs.

Learning, Teaching and Training Activities Special Needs Support Exceptional Costs

Project 2014-1-UK01-KA201-000229\_3 Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiplier Events



Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget Reports

### 3. Click the "+Create" button.


In order to create a new **Learning Teaching and Training Activity**, click on the **+Create** button.

























Project 2014-1-UK01-KA201-000229\_3 Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiplier Events

Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget Reports

Learning, Teaching and Training Activities  

Search

selection 

Activity No.	Activity Type	Activity Type	Long-term activity?	No. Of Accompanying Persons	No. of Participants	No. of Participants With Special Needs	Total Travel Amount	Total Individual Support	Total Linguistic Support	Total Grant (calculated)	Total Grant (Adjusted)		
<input type="radio"/>	C7	SP-SCHOOL-EVENT	Short-term joint staff training events	<input checked="" type="checkbox"/>	1	1	0	275.00 €	2,310.00 €	0.00 €	2,585.00 €	2,585.00 €	  
<input type="radio"/>	C14	SP-SCHOOL-EVENT	Short-term joint staff training events	<input checked="" type="checkbox"/>	0	0	0	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	  
<input type="radio"/>	C11	SP-SCHOOL-EVENT	Short-term joint staff training events	<input checked="" type="checkbox"/>	0	0	0	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	  
<input type="radio"/>	C4	SP-SCHOOL-EVENT	Short-term joint staff training events	<input checked="" type="checkbox"/>	0	0	0	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	  
<input type="radio"/>	C15	SP-SCHOOL-ASSIGN	Long-term teaching assignments	<input checked="" type="checkbox"/>	0	0	0	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	  
<input type="radio"/>	C10	SP-SCHOOL-EVENT	Short-term joint staff training events	<input checked="" type="checkbox"/>	0	0	0	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	  
<input type="radio"/>	C2	SP-SCHOOL-EXCH	Short-term exchanges of groups of pupils	<input checked="" type="checkbox"/>	0	0	0	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	  
<input type="radio"/>	C13	SP-SCHOOL-EVENT	Short-term joint staff training events	<input checked="" type="checkbox"/>	0	0	0	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	  

### 4. Fill in the details.

The activity section will appear. Note that the list of participants can be added only after the activity section is completed. Fill in the activity details (blank fields) as applicable.

[back to list](#) Learning, Teaching and Training Activities

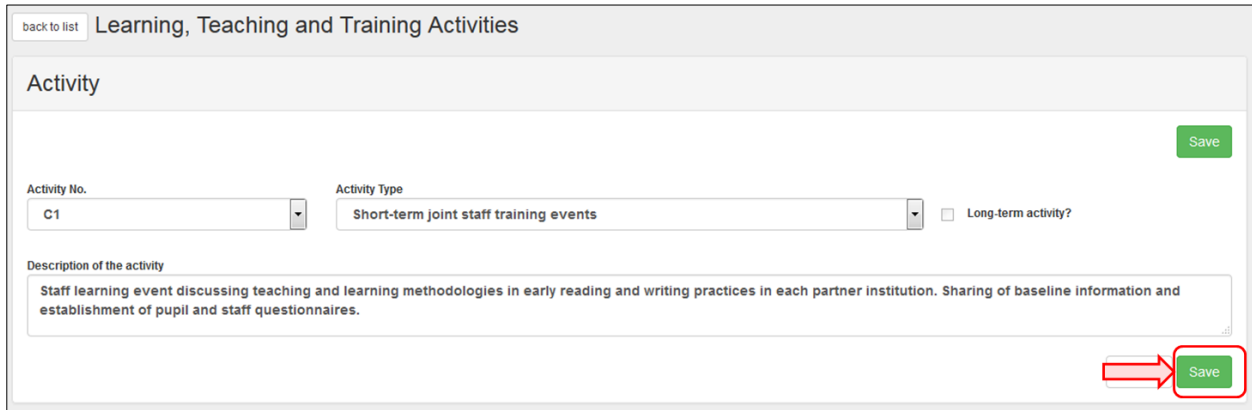
#### Activity

Activity No.  Activity Type   Long-term activity?

Description of the activity

## 5. Click on "Save".

To save the details of the activity, click the **Save** button. The list of participants can now be added.

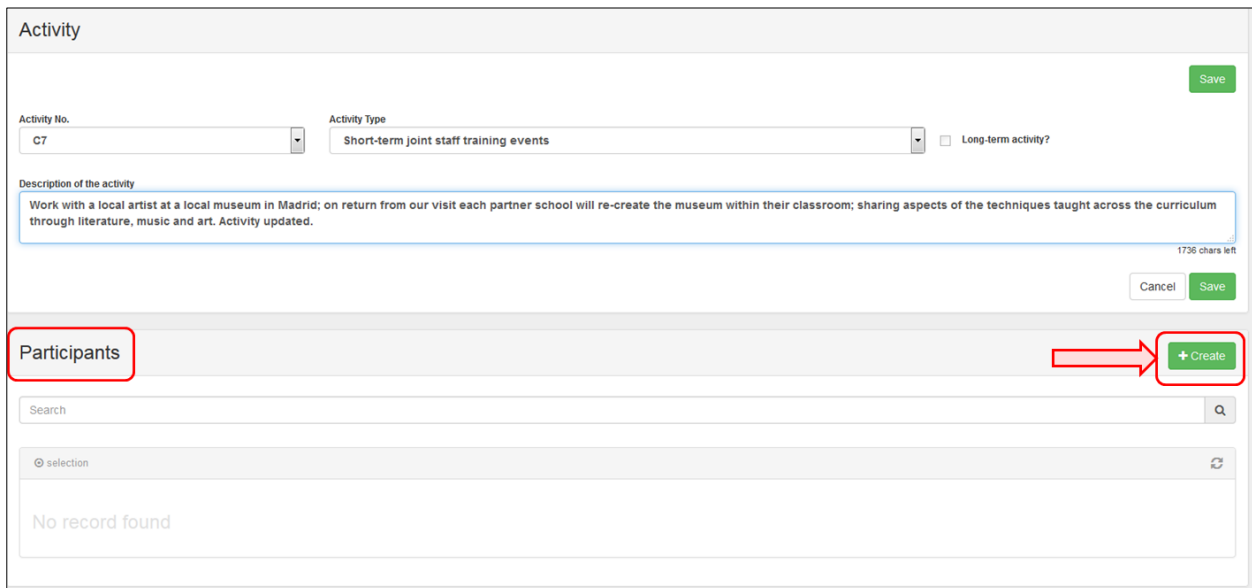


The screenshot shows a web form titled "Learning, Teaching and Training Activities". At the top left, there is a "back to list" button. The form is divided into sections. The "Activity" section contains a "Save" button in the top right corner. Below this, there are two dropdown menus: "Activity No." with the value "C1" and "Activity Type" with the value "Short-term joint staff training events". To the right of these is a checkbox labeled "Long-term activity?". Below the dropdowns is a text area for the "Description of the activity" containing the text: "Staff learning event discussing teaching and learning methodologies in early reading and writing practices in each partner institution. Sharing of baseline information and establishment of pupil and staff questionnaires." In the bottom right corner of the form, a "Save" button is highlighted with a red box, and a red arrow points to it from the left.

## 6. Add a participant.

To add a participant, click the **+Create** button in the **Participants** section.

In case the project is a **KA201 - Strategic Partnerships for school education** and is flagged as **Only schools**, the sending organisation is always the Beneficiary Organisation.



The screenshot shows the same web form as above, but with the "Participants" section expanded. The "Activity" section is now collapsed. The "Participants" section has a red box around its title. Below the title is a search bar with the text "Search" and a magnifying glass icon. Below the search bar is a list area with a "selection" icon and a refresh icon. The text "No record found" is displayed in the list area. In the bottom right corner of the "Participants" section, a "+ Create" button is highlighted with a red box, and a red arrow points to it from the left.

## 7. Fill in the "Participant" details.

Complete the details (blank fields) as applicable for the participants.

### Participant

compact view  
Save

Participant ID: 1  
Participant Email: Marcdupont@gmail.com

First Name: Dupont  
Last Name: Marc

Accompanying Person  
 Participant With Special Needs  
 Fewer Opportunities

#### MOBILITY

Mobility ID: 229\_3-MOB-00001  
 Non-EU Funded  
 Force Majeure ?

#### DURATION

Project Duration: 01/09/2014 to 31/08/2017

Start Date: 02/11/2015  
End Date: 27/11/2015  
Duration Calculated (days): 26

Travel days (max 2): 1  
Interruption Duration (days): 0  
Funded Duration (days): 27

#### FROM / TO

Sending Organisation: Szkoła Podstawowa im. Henryka Sienkiewicz  
Sending Country: Poland  
Sending City: Oblęgorek  
Sending Organisation Erasmus Code:

Receiving Organisation: Szkoła Podstawowa im. Henryka Sienkiewicz  
Receiving Country: Poland  
Receiving City: Oblęgorek  
Receiving Organisation Erasmus Code:

## 8. Use the "compact view" button if necessary.

If necessary, use the **compact view** button. This will reduce the screen view so that only the most relevant and mandatory fields are displayed. In order to expand the view, click again.

The screenshot shows the top part of a web application interface. At the top right, there is a button labeled "compact view" with a grid icon. Below it, the page title is "Learning, Teaching and Training Activities". Underneath, there is a section for "Activity" with the ID "C7" and the description "SP-SCHOOL-EVENT : Short-term joint staff training events". To the right of the description, there is a link "Long-term activity?". Below the activity section is a section for "Participant". A red arrow points from the "compact view" button to a callout box that says "shows the relevant and mandatory fields only". Another "compact view" button is visible in the bottom right corner of the participant section.

The screenshot shows the "Participant" form in compact view. The form is divided into several sections. At the top right, there is a "compact view" button and a "Save" button. The form fields are as follows:

- Personal Information:** First Name (Dupont), Last Name (Marc), Mobility ID (229\_3-MOB-00001).
- Accompanying Person:**  Accompanying Person,  Force Majeure ?
- Non-EU Funded:**  Non-EU Funded
- EU Travel Grant:** 275 €
- EU Individual Support:** 2380 €
- EU Mobility Total Grant (calculated):** 2655 €
- EU Mobility Total Grant (adjusted):** 2655 €

The "DURATION" section shows a project duration from 01/09/2014 to 31/08/2017. Below this, there are fields for Start Date (02/11/2015), End Date (27/11/2015), Duration Calculated (days) (26), Travel days (max 2) (2), Interruption Duration (days) (0), and Funded Duration (days) (28). The "FROM / TO" section shows the Sending Organisation (Szkoła Podstawowa im. Henryka SI), Sending Country (Poland), and Sending City (Oblegorek). The Receiving Organisation is also Szkoła Podstawowa im. Henryka SI, Receiving Country is Poland, and Receiving City is Oblegorek. The Distance Band is 100 - 1999 km. There are "Cancel" and "Save" buttons at the bottom right.

## 9. Click on "Save".

To save the participant details for the activity, click on the **Save** button.

Distance Band [Link to distance calculator](#)  
100 - 1999 km

If a different place of departure or arrival is reported, please provide the reason for this difference

TRAVEL GRANT

EU Travel Grant 275 €

INDIVIDUAL SUPPORT


EU Individual Support 2310 €

TOTAL CALCULATIONS

EU Mobility Total Grant (calculated) 2585 €

EU Mobility Total Grant (adjusted) 2585 €

Overall Comments

 **Save**

## 10. Click on "back to list".

After clicking on **Save**, the details of the participant will appear in the **Participants** list. Use the list icons in order to edit or delete the details.

To return to the list view of all **Learning, Teaching and Training Activities**, click on **back to list**.

[back to list](#) Learning, Teaching and Training Activities

Activity ✎ Edit



Activity No. C7 Activity Type Short-term joint staff training events  Long-term activity?

Description of the activity  
Work with a local artist at a local museum in Madrid; on return from our visit each partner school will re-create the museum within their classroom; sharing aspects of the techniques taught across the curriculum through literature, music and art. Activity updated.

Participants + Create

Search

selection

	First Name	Last Name	Participant Email	Accompanying Person	Participant With Special Needs	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	EU Mobility Total Grant (adjusted)	
<input type="radio"/>	Dupont	Marc	Marcdupont@gmail.com	✓	✗	229_3-MOB-00001	Poland	Poland	02/11/2015	27/11/2015	2,585.00 €	 
<b>Total</b>				1	0						2,585.00 €	

10 25 50 100

## Special Needs Support

Participants with special needs are entitled to extra financial support within the scope of a strategic partnerships project.

### Quick steps

- [1. Click on the project reference number.](#)
- [2. Click the menu item "Special Needs Support".](#)
- [3. Click the "+Create" button.](#)
- [4. The "Special Needs Details" window appears.](#)
- [5. Fill in the "Special Needs Details".](#)
- [6. Click on "Save".](#)
- [7. Edit "Special Needs Support".](#)
- [8. Delete "Special Needs Support".](#)

### Detailed steps

#### 1. Click on the project reference number.

In the homepage click on the project reference in order to open the project. It will open in a new browser tab.

European Commission  
**Mobility tool**  
User Status: Logged  
EL01 Greek State Scholarship's Foundation (IKY)

Home Project List

Welcome ECAS EAC\_TRAINING

Erasmus+

Grant Agreement No	National ID	User's role in project
<a href="#">2014-1-UK01-KA201-000229_3</a>		beneficiary (Edit Access to Project)

Lifelong Learning Programme

Grant Agreement No	National ID
<a href="#">2013-1-GR1-ERA02-04900</a>	
<a href="#">2013-1-GR1-ERA10-04983</a>	

About the tool

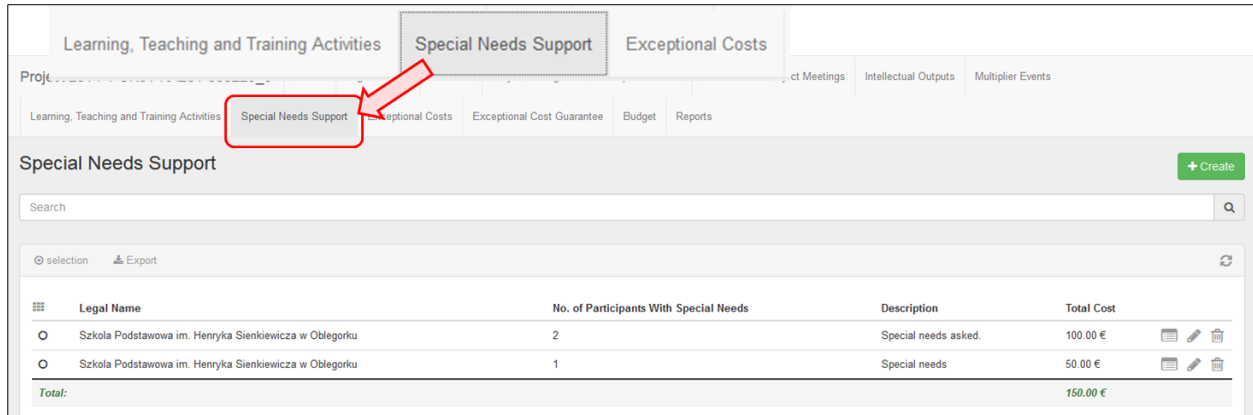
Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

## 2. Click the menu item "Special Needs Support".

The list of **Special Needs Support** appears. The list will show all **Special Needs Support** items, which have been entered into EPlusLink.

These entries can be edited in order to add additional information.

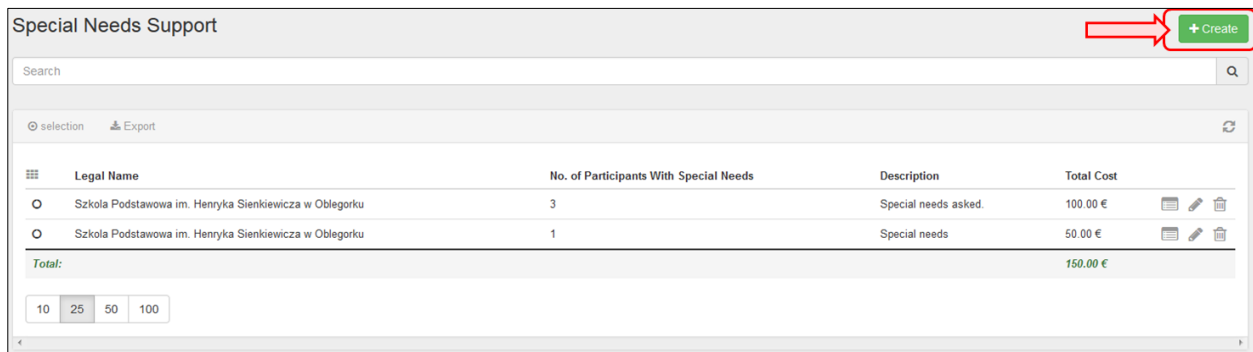


The screenshot shows the EPlusLink interface with the 'Special Needs Support' menu item highlighted by a red box and a red arrow. The interface includes a navigation bar with tabs for 'Learning, Teaching and Training Activities', 'Special Needs Support', and 'Exceptional Costs'. Below the navigation bar, there is a search bar, a '+ Create' button, and a table of 'Special Needs Support' items.

Legal Name	No. of Participants With Special Needs	Description	Total Cost
Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	2	Special needs asked.	100.00 €
Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	1	Special needs	50.00 €
<b>Total:</b>			<b>150.00 €</b>

## 3. Click the "+Create" button.

In order to add a cost line for **Special Needs Support**, click the **+Create** button.



The screenshot shows the EPlusLink interface with the '+ Create' button highlighted by a red box and a red arrow. The interface includes a search bar, a '+ Create' button, and a table of 'Special Needs Support' items.

Legal Name	No. of Participants With Special Needs	Description	Total Cost
Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	3	Special needs asked.	100.00 €
Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	1	Special needs	50.00 €
<b>Total:</b>			<b>150.00 €</b>

10 25 50 100



#### 4. The "Special Needs Details" window appears.

### Special Needs Details

values cannot be saved

Organisation  
Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku

No. of Participants With Special Needs  
value required

Total Cost  
value required

Description  
value required

Cancel values cannot be saved

#### 5. Fill in the "Special Needs Details".

Fill in the details (blank fields) as applicable.

### Special Needs Details

Save

Organisation  
Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku

No. of Participants With Special Needs  
2

Total Cost  
150

Description  
Special Needs Support needed.

Cancel Save

## 6. Click on "Save".

To save the data, click the **Save** button. After clicking on save, the details line will now appear in the list of **Special Needs Support**.

### Special Needs Details

Organisation

Szkola Podstawowa im. Henryka Sienkiewicza w Olegorku

No. of Participants With Special Needs:  Total Cost:

Description

Special Needs Support needed.

### Special Needs Support

Search

selection Export

	Legal Name	No. of Participants With Special Needs	Description	Total Cost	
<input type="radio"/>	Szkola Podstawowa im. Henryka Sienkiewicza w Olegorku	3	Special needs asked.	100.00 €	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	Szkola Podstawowa im. Henryka Sienkiewicza w Olegorku	1	Special needs	50.00 €	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	Szkola Podstawowa im. Henryka Sienkiewicza w Olegorku	2	Special Needs Support needed.	150.00 €	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Total:</b>				<b>300.00 €</b>	

## 7. Edit "Special Needs Support".

To edit a line of **Special Needs Support**, click the pencil icon, update the data and click on **Save**.

Special Needs Support					+ Create	
Search					Q	
⊙ selection   ⊕ Export					↻	
☰	Legal Name	No. of Participants With Special Needs	Description	Total Cost		
○	Szkola Podstawowa im. Henryka Sienkiewicza w Olegorku	3	Special needs asked.	100.00 €	☰	✎
○	Szkola Podstawowa im. Henryka Sienkiewicza w Olegorku	1	Special needs	50.00 €	☰	✎
○	Szkola Podstawowa im. Henryka Sienkiewicza w Olegorku	2	Special Needs Support needed.	150.00 €	☰	✎
<b>Total:</b>				<b>300.00 €</b>		

## 8. Delete "Special Needs Support".

To delete a line of **Special Needs Support**, click the bin icon.

Special Needs Support					+ Create	
Search					Q	
⊙ selection   ⊕ Export					↻	
☰	Legal Name	No. of Participants With Special Needs	Description	Total Cost		
○	Szkola Podstawowa im. Henryka Sienkiewicza w Olegorku	3	Special needs asked.	100.00 €	☰	✎
○	Szkola Podstawowa im. Henryka Sienkiewicza w Olegorku	1	Special needs	50.00 €	☰	✎
○	Szkola Podstawowa im. Henryka Sienkiewicza w Olegorku	2	Special Needs Support needed.	150.00 €	☰	✎
<b>Total:</b>				<b>300.00 €</b>		

## Exceptional Costs

This page explains how to manage the "Exceptional Costs" in MT+.

Exceptional costs include but are not limited to sub-contracting and purchase of goods/services. If exceptional costs are added, a comment must be entered on the budget screen.

### Quick steps

- [1. Click on the project reference.](#)
- [2. Click the menu item "Exceptional Costs".](#)
- [3. Click the "+Create" button.](#)
- [4. Fill in the details.](#)
- [5. Click on "Save".](#)
- [6. Add a comment](#)

## Detailed steps

### 1. Click on the project reference.

In the homepage click on the project reference in order to open the project. It will open in a new browser tab.

European Commission  
**Mobility tool**

User Status: Logged in  
EL01 Greek State Scholarship's Foundation (IKY)

Home Project List

Welcome ECAS EAC\_TRAINING

#### Erasmus+

Grant Agreement No	National ID	User's role in project
2014-1-UK01-KA201-000229_3		beneficiary (Edit Access to Project)

#### Lifelong Learning Programme

Grant Agreement No	National ID
2013-1-GR1-ERA02-04900	
2013-1-GR1-ERA10-04983	

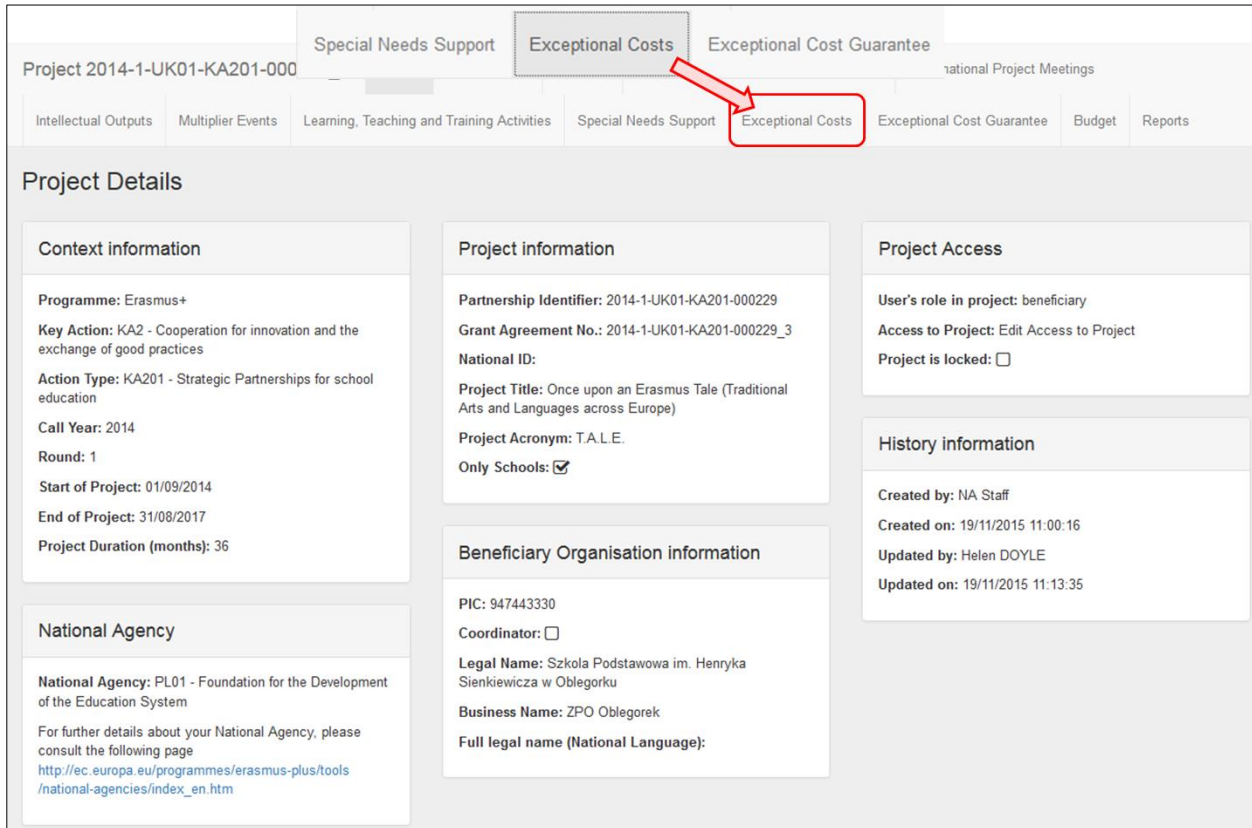
#### About the tool

Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

## 2. Click the menu item "Exceptional Costs".

Click on the menu item **Exceptional Costs**.



Project 2014-1-UK01-KA201-000

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

Intellectual Outputs Multiplier Events Learning, Teaching and Training Activities Special Needs Support **Exceptional Costs** Exceptional Cost Guarantee Budget Reports

### Project Details

#### Context information

**Programme:** Erasmus+  
**Key Action:** KA2 - Cooperation for innovation and the exchange of good practices  
**Action Type:** KA201 - Strategic Partnerships for school education  
**Call Year:** 2014  
**Round:** 1  
**Start of Project:** 01/09/2014  
**End of Project:** 31/08/2017  
**Project Duration (months):** 36

#### Project information

**Partnership Identifier:** 2014-1-UK01-KA201-000229  
**Grant Agreement No.:** 2014-1-UK01-KA201-000229\_3  
**National ID:**  
**Project Title:** Once upon an Erasmus Tale (Traditional Arts and Languages across Europe)  
**Project Acronym:** T.A.L.E.  
**Only Schools:**

#### Beneficiary Organisation information

**PIC:** 947443330  
**Coordinator:**   
**Legal Name:** Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku  
**Business Name:** ZPO Oblegorek  
**Full legal name (National Language):**

#### Project Access

**User's role in project:** beneficiary  
**Access to Project:** Edit Access to Project  
**Project is locked:**

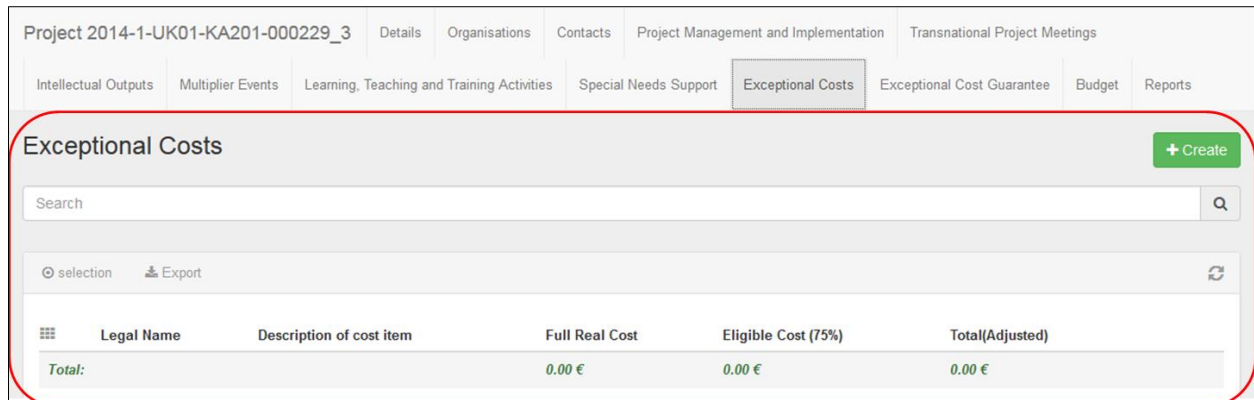
#### History information

**Created by:** NA Staff  
**Created on:** 19/11/2015 11:00:16  
**Updated by:** Helen DOYLE  
**Updated on:** 19/11/2015 11:13:35

#### 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  
[http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm)

The **Exceptional Costs** window appears.



Project 2014-1-UK01-KA201-000229\_3

Details Organisations Contacts Project Management and Implementation Transnational Project Meetings

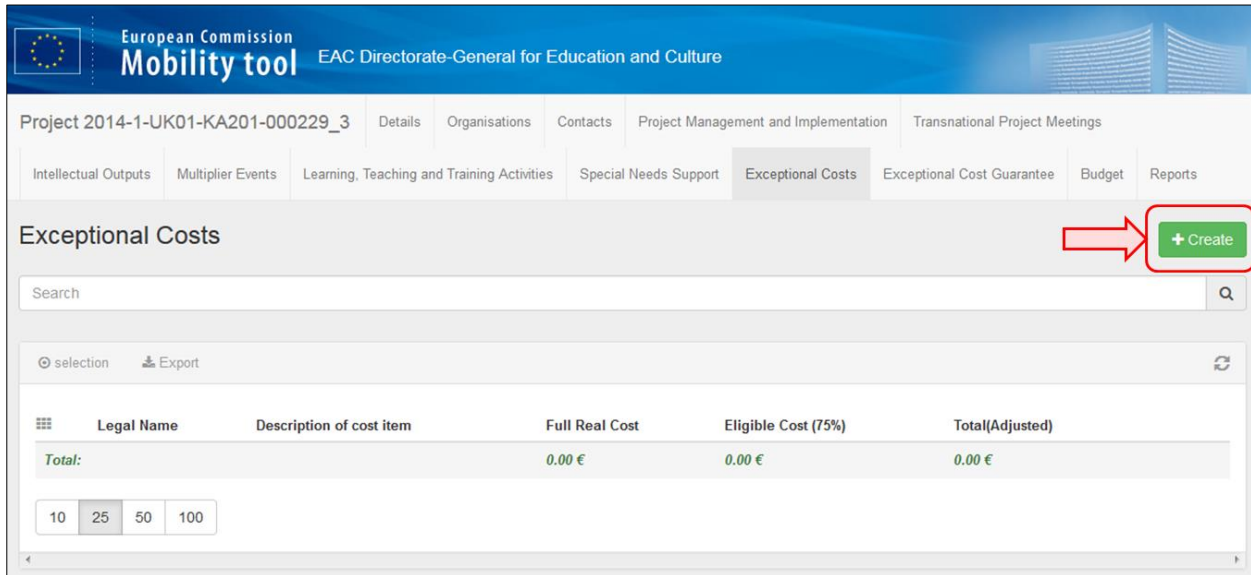
Intellectual Outputs Multiplier Events Learning, Teaching and Training Activities Special Needs Support **Exceptional Costs** Exceptional Cost Guarantee Budget Reports

### Exceptional Costs

Legal Name	Description of cost item	Full Real Cost	Eligible Cost (75%)	Total(Adjusted)
<b>Total:</b>		0.00 €	0.00 €	0.00 €

### 3. Click the "+Create" button.

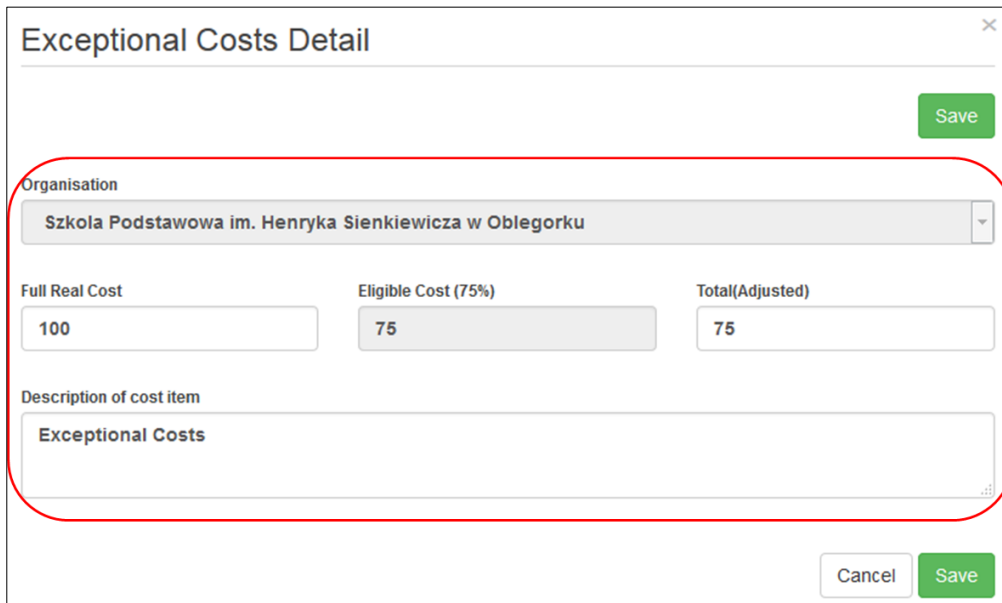
In order to create a new details line, click on the **+Create** button.



The screenshot shows the 'European Commission Mobility tool' interface. The top navigation bar includes the European Commission logo and the text 'EAC Directorate-General for Education and Culture'. Below this, there are several tabs: 'Project 2014-1-UK01-KA201-000229\_3', 'Details', 'Organisations', 'Contacts', 'Project Management and Implementation', and 'Transnational Project Meetings'. Underneath, there are more specific tabs: 'Intellectual Outputs', 'Multiplier Events', 'Learning, Teaching and Training Activities', 'Special Needs Support', 'Exceptional Costs', 'Exceptional Cost Guarantee', 'Budget', and 'Reports'. The 'Exceptional Costs' tab is active. In the top right corner of this section, there is a green button labeled '+ Create', which is highlighted by a red arrow. Below the button is a search bar and a table with columns: 'Legal Name', 'Description of cost item', 'Full Real Cost', 'Eligible Cost (75%)', and 'Total(Adjusted)'. The table shows a 'Total' row with values of 0.00 € for each column. There are also pagination controls (10, 25, 50, 100) and an 'Export' button.

### 4. Fill in the details.

Fill in the details (blank fields) as applicable.



The screenshot shows the 'Exceptional Costs Detail' form. The form has a title bar with a close button (X). Below the title bar is a 'Save' button. The form contains several fields: 'Organisation' (a dropdown menu with the selected value 'Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku'), 'Full Real Cost' (a text input field with the value '100'), 'Eligible Cost (75%)' (a text input field with the value '75'), and 'Total(Adjusted)' (a text input field with the value '75'). Below these fields is a 'Description of cost item' text area containing the text 'Exceptional Costs'. At the bottom right of the form are 'Cancel' and 'Save' buttons. A red circle highlights the 'Organisation', 'Full Real Cost', 'Eligible Cost (75%)', and 'Total(Adjusted)' fields.

## 5. Click on "Save".

To save the data, click the **Save** button.

### Exceptional Costs Detail

Organisation  
Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku

Full Real Cost	Eligible Cost (75%)	Total(Adjusted)
<input type="text" value="100"/>	<input type="text" value="75"/>	<input type="text" value="75"/>

Description of cost item

After saving, the details line will now appear in the list.

Legal Name	Description of cost item	Full Real Cost	Eligible Cost (75%)	Total(Adjusted)	
Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku	Exceptional Costs	100.00 €	75.00 €	75.00 €	<input type="button" value="Print"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
<b>Total:</b>		<b>100.00 €</b>	<b>75.00 €</b>	<b>75.00 €</b>	

## 6. Add a comment

Add a comment in relation to all exceptional costs on the budget screen.

	Approved Budget (by National Agency)	% of Approved Budget	Minimum Amount According to % of Approved Budget	% of Approved Budget	Maximum Amount According to % of Approved Budget	Current Budget (in Mobility Tool)	% Current/Approved budget
Special Needs' Support						200.00 €	
Exceptional Costs						160.00 €	
<input type="text" value="These costs were incurred while....."/>	0.00 €	80.00 %	0.00 €	100.00 %	0.00 €	135.00 €	0.00 %
Exceptional Cost Guarantee						23.00 €	0.00 %

1964 chars left

2000 chars left

Save

## MT+ KA2 Budget

- [Approved Budget \(by National Agency\) and Current Budget \(in Mobility Tool\).](#)
- [Allowed budget transfers between budget items.](#)
- [Maximum and minimum percentage allowed for the transfer.](#)
- [Budget for Learning, Teaching and Training Activities.](#)
- [Budget for Exceptional Costs and Exceptional Cost Guarantee.](#)
- [Reduction of EU Grant.](#)

## Approved Budget (by National Agency) and Current Budget (in Mobility Tool).

### Explanation and illustration

The budget summary screen provides an overview of the approved budget as entered into EPlusLink. This can be seen in the column **Approved Budget (by National Agency)**.

The column **Current Budget (in Mobility Tool)** reflects the total for each activity and budget item as entered under each tab of the Mobility Tool:

- Project management and implementation
- Transnational Project Meetings
- Intellectual Outputs
- Multiplier Events
- Learning, Teaching and Training Activities



- Special Needs' Support
- Exceptional Costs
- Exceptional Cost Guarantee

European Commission  
**Mobility tool** EAC Directorate-General for Education and Culture

Project 2014-1-UK01-KA201-000229\_3

Details Organisations Contacts Project Management and Implementation Transnational Project Meetings

Intellectual Outputs Multiplier Events Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee **Budget**

Reports

## Budget

	Budget Transfers (% of Approved Budget)							
	Approved Budget (by National Agency)	% of Approved Budget	Minimum Allowed After Transfers To Another Budget Item		Maximum Allowed After Transfers From Another Budget Item		Current Budget (in Mobility Tool)	% Current/Approved budget
			Minimum Amount According to % of Approved Budget	% of Approved Budget	Maximum Amount According to % of Approved Budget	% of Approved Budget		
<b>Total Project</b>	38,925.00 €						1,500.00 €	3.85 %
Reduction of EU Grant							0.00 €	
Project management and implementation	9,000.00 €	80.00 %	7,200.00 €	100.00 %	9,000.00 €	1,500.00 €	1,500.00 €	16.67 %
Transnational Project Meetings	6,675.00 €	80.00 %	5,340.00 €	120.00 %	8,010.00 €	0.00 €	0.00 €	0.00 %
Intellectual Outputs	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 €	0.00 %
Multiplier Events	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 €	0.00 %
Learning, Teaching and Training Activities	23,250.00 €	80.00 %	18,600.00 €	120.00 %	27,900.00 €	0.00 €	0.00 €	0.00 %
Short-term joint staff training events	23,250.00 €					0.00 €	0.00 €	0.00 %
EU Travel Grant	8,250.00 €					0.00 €	0.00 €	0.00 %
EU Individual Support	15,000.00 €					0.00 €	0.00 €	0.00 %
Linguistic Support Grant	0.00 €					0.00 €	0.00 €	0.00 %
Special Needs' Support	0.00 €					0.00 €	0.00 €	0.00 %

Exceptional Costs								
	0.00 €	80.00 %	0.00 €	100.00 %	0.00 €	0.00 €	0.00 €	0.00 %
Exceptional Cost Guarantee								
	0.00 €					0.00 €	0.00 €	0.00 %

## Allowed budget transfers between budget items.

### Explanation and illustration

Transfer between budget items is allowed but only as indicated in the table below:

		To (budget item receiving the funds)							
		PMI	TPM	IO	ME	LTT	SN	EC	EC - Guarantee
From (budget item sending the funds)	PMI		Allowed	Allowed	Allowed	Allowed	Allowed		Allowed
	TPM			Allowed	Allowed	Allowed	Allowed		Allowed
	IO		Allowed		Allowed	Allowed	Allowed		Allowed
	ME		Allowed	Allowed		Allowed	Allowed		Allowed
	LTT		Allowed	Allowed	Allowed		Allowed		Allowed
	SN								
	EC		Allowed	Allowed	Allowed	Allowed	Allowed		Allowed
	EC - Guarantee								

## Maximum and minimum percentage allowed for the transfer.

### Explanation and illustration

Where transfer is allowed from or to a budget item, the maximum and minimum percentage allowed is displayed. Also, both the minimum value and the maximum value are automatically calculated and displayed here.

If these limits are exceeded the cell will display in orange and the amount should be adjusted under the appropriate tab for that budget item.

If the amount is different than the approved budget but within the allowed limits it will be displayed in red. The highlight in red is only for information and will not block any functionality.

	Budget Transfers (% of Approved Budget)						Current Budget (in Mobility Tool)	% Current/Approved budget
	Approved Budget (by National Agency)	Minimum Allowed After Transfers To Another Budget Item	Minimum Amount According to % of Approved Budget	Maximum Allowed After Transfers From Another Budget Item	Maximum Amount According to % of Approved Budget			
		% of Approved Budget		% of Approved Budget				
<b>Total Project</b>	38,925.00 €					1,500.00 €	3.85 %	
Reduction of EU Grant						0.00 €		
Project management and implementation	9,000.00 €	80.00 %	7,200.00 €	100.00 %	9,000.00 €	1,500.00 €	16.67 %	
Transnational Project Meetings	6,675.00 €	80.00 %	5,340.00 €	120.00 %	8,010.00 €	0.00 €	0.00 %	
Intellectual Outputs	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 %	
Multiplier Events	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 %	
Learning, Teaching and Training Activities	23,250.00 €	80.00 %	18,600.00 €	120.00 %	27,900.00 €	0.00 €	0.00 %	
Short-term joint staff training events	23,250.00 €					0.00 €	0.00 %	
EU Travel Grant	8,250.00 €					0.00 €	0.00 %	
EU Individual Support	15,000.00 €					0.00 €	0.00 %	
Linguistic Support Grant	0.00 €					0.00 €	0.00 %	
Special Needs' Support	0.00 €					0.00 €	0.00 %	

Exceptional Costs							
	0.00 €	80.00 %	0.00 €	100.00 %	0.00 €	0.00 €	0.00 %
Exceptional Cost Guarantee							
	0.00 €					0.00 €	0.00 %

## Budget for Learning, Teaching and Training Activities.

### Explanation and illustration

Learning Teaching and Training Activities budget item is further divided into the activity types.

Project 2014-1-UK01-KA201-000229\_3 Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs

Multiplier Events **Learning, Teaching and Training Activities** Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget Reports

### Learning, Teaching and Training Activities + Create

Search

selection Export

Activity No.	Activity Type	Activity Type	Long-term activity?	No. Of Accompanying Persons	No. of Participants	No. of Participants With Special Needs	Total Travel Amount	Total Individual Support	Total Linguistic Support	Total Grant (calculated)	Total Grant (Adjusted)
C7	SP-SCHOOL-EVENT	Short-term joint staff training events		1	1	0	275.00 €	2,310.00 €	0.00 €	2,585.00 €	2,585.00 €
C24	SP-SCHOOL-EXCH	Short-term exchanges of groups of pupils		0	1	0	360.00 €	330.00 €	0.00 €	690.00 €	690.00 €
<b>Total</b>				<b>1</b>	<b>2</b>	<b>0</b>	<b>635.00 €</b>	<b>2,640.00 €</b>	<b>0.00 €</b>	<b>3,275.00 €</b>	<b>3,275.00 €</b>

10 25 50 100

Approved Budget (by National Agency) 23,250.00 €

	Budget Transfers (% of Approved Budget)						Current Budget (in Mobility Tool)	% Current/Approved budget
	Approved Budget (by National Agency)	Minimum Allowed After Transfers To Another Budget Item		Maximum Allowed After Transfers From Another Budget Item				
		% of Approved Budget	Minimum Amount According to % of Approved Budget	% of Approved Budget	Maximum Amount According to % of Approved Budget			
<b>Learning, Teaching and Training Activities</b>	23,250.00 €	80.00 %	18,600.00 €	120.00 %	27,900.00 €	3,275.00 €	14.09 %	
Short-term exchanges of groups of pupils	0.00 €					690.00 €	0.00 %	
EU Travel Grant	0.00 €					360.00 €	0.00 %	
EU Individual Support	0.00 €					330.00 €	0.00 %	
Linguistic Support Grant	0.00 €					0.00 €	0.00 %	
Short-term joint staff training events	23,250.00 €					2,585.00 €	11.12 %	
EU Travel Grant	8,250.00 €					275.00 €	0.00 %	
EU Individual Support	15,000.00 €					2,310.00 €	0.00 %	
Linguistic Support Grant	0.00 €					0.00 €	0.00 %	

## Budget for Exceptional Costs and Exceptional Cost Guarantee.

### Explanation and illustration

The **Exceptional Costs** and **Exceptional Cost Guarantee** both have comments fields. A comment should be entered and saved, if either items have costs entered.

<b>Exceptional Costs</b>	<input type="text" value="0.00 €"/>	<input type="text" value="80.00 %"/>	<input type="text" value="0.00 €"/>	<input type="text" value="100.00 %"/>	<input type="text" value="0.00 €"/>	<input type="text" value="0.00 €"/>	<input type="text" value="0.00 %"/>
<b>Exceptional Cost Guarantee</b>	<input type="text" value="0.00 €"/>					<input type="text" value="0.00 €"/>	<input type="text" value="0.00 %"/>

## Reduction of EU Grant.

### Explanation and illustration

After the National Agency has processed the final report the total amount by which the current budget can be reduced may be entered if necessary by the NA into the field **Reduction of EU Grant**.

	Budget Transfers (% of Approved Budget)						Current Budget (in Mobility Tool)	% Current/Approved budget
	Approved Budget (by National Agency)	Minimum Allowed After Transfers To Another Budget Item		Maximum Allowed After Transfers From Another Budget Item				
		% of Approved Budget	Minimum Amount According to % of Approved Budget	% of Approved Budget	Maximum Amount According to % of Approved Budget			
<b>Total Project</b>	<input type="text" value="38,925.00 €"/>					<input type="text" value="1,500.00 €"/>	<input type="text" value="3.85 %"/>	
<b>Reduction of EU Grant</b>						<input type="text" value="0.00 €"/>		
Project management and implementation	<input type="text" value="9,000.00 €"/>	<input type="text" value="80.00 %"/>	<input type="text" value="7,200.00 €"/>	<input type="text" value="100.00 %"/>	<input type="text" value="9,000.00 €"/>	<input type="text" value="1,500.00 €"/>	<input type="text" value="16.67 %"/>	
Transnational Project Meetings	<input type="text" value="6,675.00 €"/>	<input type="text" value="80.00 %"/>	<input type="text" value="5,340.00 €"/>	<input type="text" value="120.00 %"/>	<input type="text" value="8,010.00 €"/>	<input type="text" value="0.00 €"/>	<input type="text" value="0.00 %"/>	
Intellectual Outputs	<input type="text" value="0.00 €"/>	<input type="text" value="80.00 %"/>	<input type="text" value="0.00 €"/>	<input type="text" value="120.00 %"/>	<input type="text" value="0.00 €"/>	<input type="text" value="0.00 €"/>	<input type="text" value="0.00 %"/>	
Multiplier Events	<input type="text" value="0.00 €"/>	<input type="text" value="80.00 %"/>	<input type="text" value="0.00 €"/>	<input type="text" value="120.00 %"/>	<input type="text" value="0.00 €"/>	<input type="text" value="0.00 €"/>	<input type="text" value="0.00 %"/>	
Learning, Teaching and Training Activities	<input type="text" value="23,250.00 €"/>	<input type="text" value="80.00 %"/>	<input type="text" value="18,600.00 €"/>	<input type="text" value="120.00 %"/>	<input type="text" value="27,900.00 €"/>	<input type="text" value="0.00 €"/>	<input type="text" value="0.00 %"/>	
Short-term joint staff training events	<input type="text" value="23,250.00 €"/>					<input type="text" value="0.00 €"/>	<input type="text" value="0.00 %"/>	
EU Travel Grant	<input type="text" value="8,250.00 €"/>					<input type="text" value="0.00 €"/>	<input type="text" value="0.00 %"/>	
EU Individual Support	<input type="text" value="15,000.00 €"/>					<input type="text" value="0.00 €"/>	<input type="text" value="0.00 %"/>	
Linguistic Support Grant	<input type="text" value="0.00 €"/>					<input type="text" value="0.00 €"/>	<input type="text" value="0.00 %"/>	
Special Needs' Support	<input type="text" value="0.00 €"/>					<input type="text" value="0.00 €"/>	<input type="text" value="0.00 %"/>	

# How to complete and submit the beneficiary report

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This video file cannot be printed but was made available to the National Agencies last year to be distributed via their own channels.

Length of video	Version of Tool	Comments
5min 35sec	MT+1.6.2 and EPlusLink 2.3.1	<p>This overview while created for older versions of MT+ and EPlusLink is still relevant for most of the current functionality.</p> <p>New following functionality not shown in this video.</p> <ul style="list-style-type: none"><li>• <u>The Project summary, Context and Budget sections are already filled in.</u></li><li>• <u>For KA107, Context, Summary of Beneficiary and Partner Organisations and Participant Feedback on Erasmus Charter Provisions and General Issues are already filled in.</u></li><li>• <u>Maximum number of attachments: 10 (instead of 5).</u></li><li>• <u>Maximum size for the attachments: 10 MB (instead of 5 MB).</u></li></ul>

## Video

URL: [How to complete and submit the beneficiary report](#)

QR code:

