

# MT+ Beneficiary Guide

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# 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 NAs Project Management System. 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 NAs Project Management System 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 the NAs Project Management System 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.

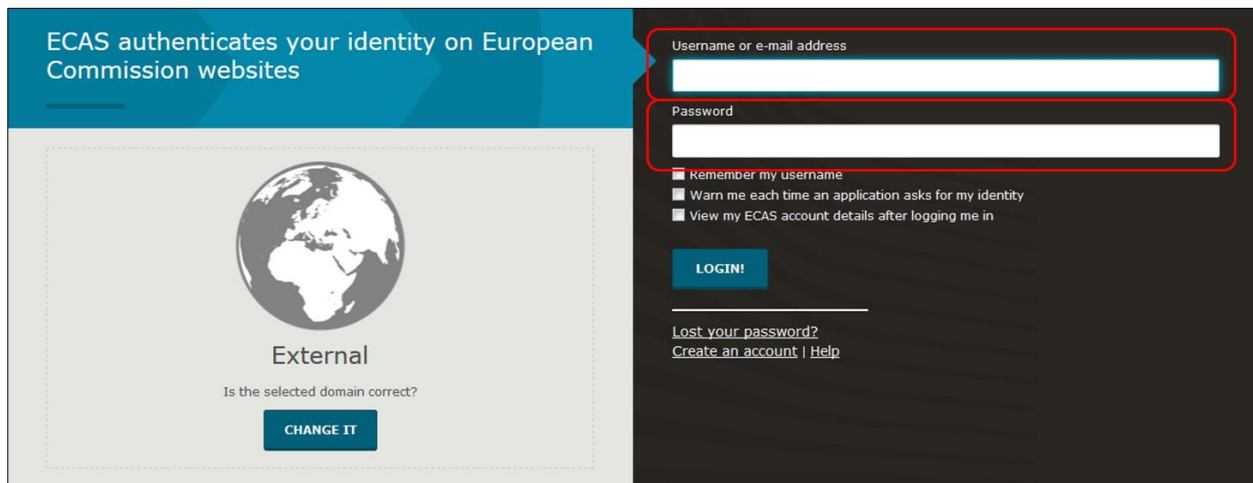
The screenshot displays the ECAS login interface. At the top, there is a navigation bar with the European Commission logo and the text "EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)". Below this, a blue banner reads "ECAS authenticates your identity on European Commission websites". The main content area is divided into two sections. On the left, there is a large box with the European Commission logo and the text "European Commission" followed by "Is the selected domain correct?". A red box highlights a "CHANGE IT" button. On the right, there is a dark grey login form with fields for "Username or e-mail address" and "Password". Below these fields 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". A blue "LOGIN!" button is positioned below the checkboxes. At the bottom of the login form, there are links for "Lost your password?" and "Help". Below the login form, there is a section titled "Log in with your" with seven icons representing different 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.



## 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.



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 the NAs Project Management System. 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 "European Commission Mobility tool" and includes 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
2014-1-FR01-KA201-002804 CP	
2014-1-UK01-KA201-000229_4 CP	
2014-1-FR01-KA201-008555_1 CP	
- 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. The page also includes a "User's role in project" section with the following roles and access levels:

User's role in project	Access
partner	(View Access to Project)
coordinator	(View Access to Project)
beneficiary	(Edit Access to Project)

## 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.

Annotations: A red circle '1' highlights the 'User's role in project' column in the Erasmus+ table. A red circle '2' highlights the 'beneficiary' role for the KA1 project. A red box highlights the KA2 projects (blue links) and the KA1 project (black link).

## 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)

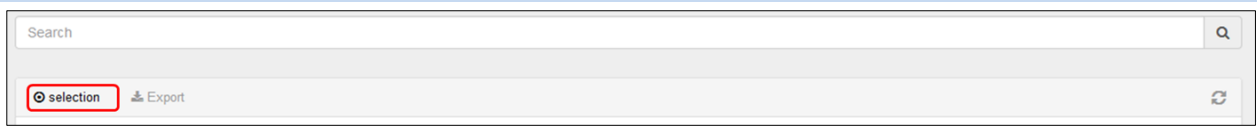
selection Export

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.

selection 2 Export

All NONE inverse

	Beneficiary	Coordinator	Partner	PIC	Legal Name	Public DepartmentBody	Non-profit	Country	City	Role
<input checked="" type="checkbox"/>	<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="checkbox"/>	<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="checkbox"/>	<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="checkbox"/>	<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="checkbox"/>	<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="checkbox"/>	<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="checkbox"/>	<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="checkbox"/>	<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

10 25 50 100

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

selection 2 Export

All NONE inverse

Delete 2 records

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

10 25 50 100

## Export.

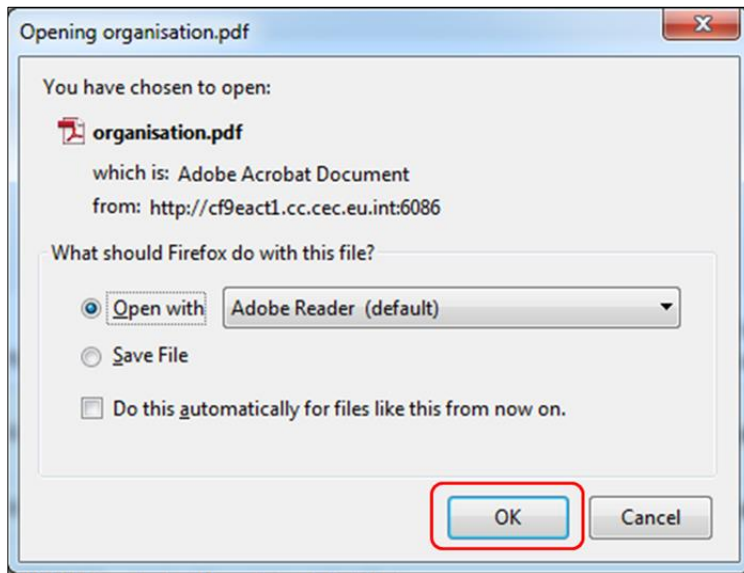
The **Export** button allows you exporting your selection and choosing a format amongst the three following options: **PDF File**, **XLS file** or **CSV file**.



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 €	

## 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:  Meeting Title:

Project Duration:

Start Date:   End Date:  

Receiving Organisation:  Receiving Country:  Receiving City:

## 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 Edit

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

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

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

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

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 €			
<b>Total</b>								15	10,475.00 €	9,200.00 €			



# Project Details

- ["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**.

The screenshot displays the 'Project Details' page for the project 2014-1-PL01-KA103-000066. The navigation tabs at the top include Home, Project List, Project Details (highlighted with a red box), Dashboard, Organisations, Contacts, Mobilities, Budget, and Reports. The main content area is divided into several sections:

- Context information:** 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):
- 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:** Grant Agreement No.: 2014-1-PL01-KA103-000066, National ID:, Project Title: -, Project Acronym:
- Beneficiary Organisation information:** 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.:
- 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: 05/06/2015 16:48:36, Updated by: Theodoros PAPADOPOULOS, Updated on: 14/09/2015 15:54:56

A red callout box with a pointer to the History information section contains the text: "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 \(URF and Participant Portal guide\)](#) should first be updated there before the National Agency will be able to adjust the details in the NAs Project Management System.

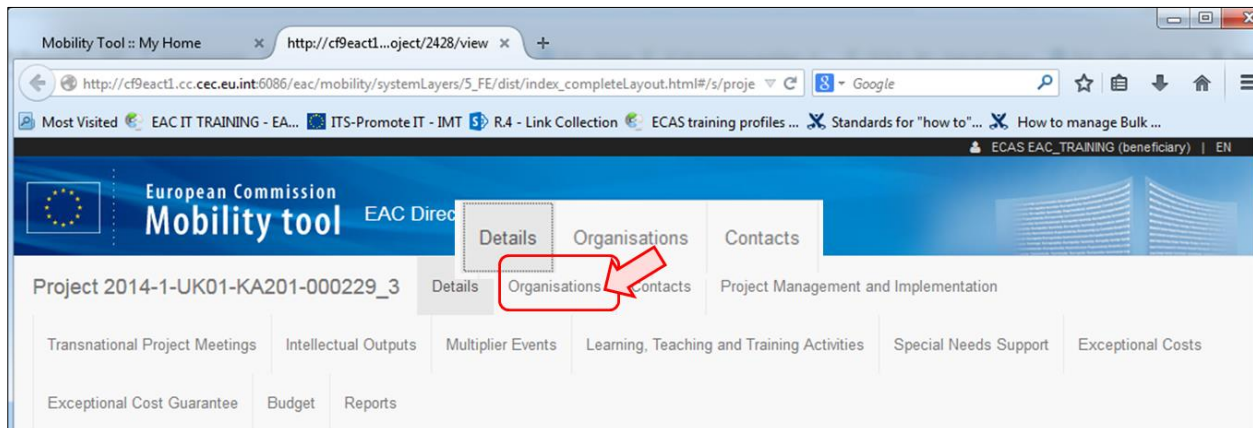
Once changes have been applied, the updated data will be sent to MT+.

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

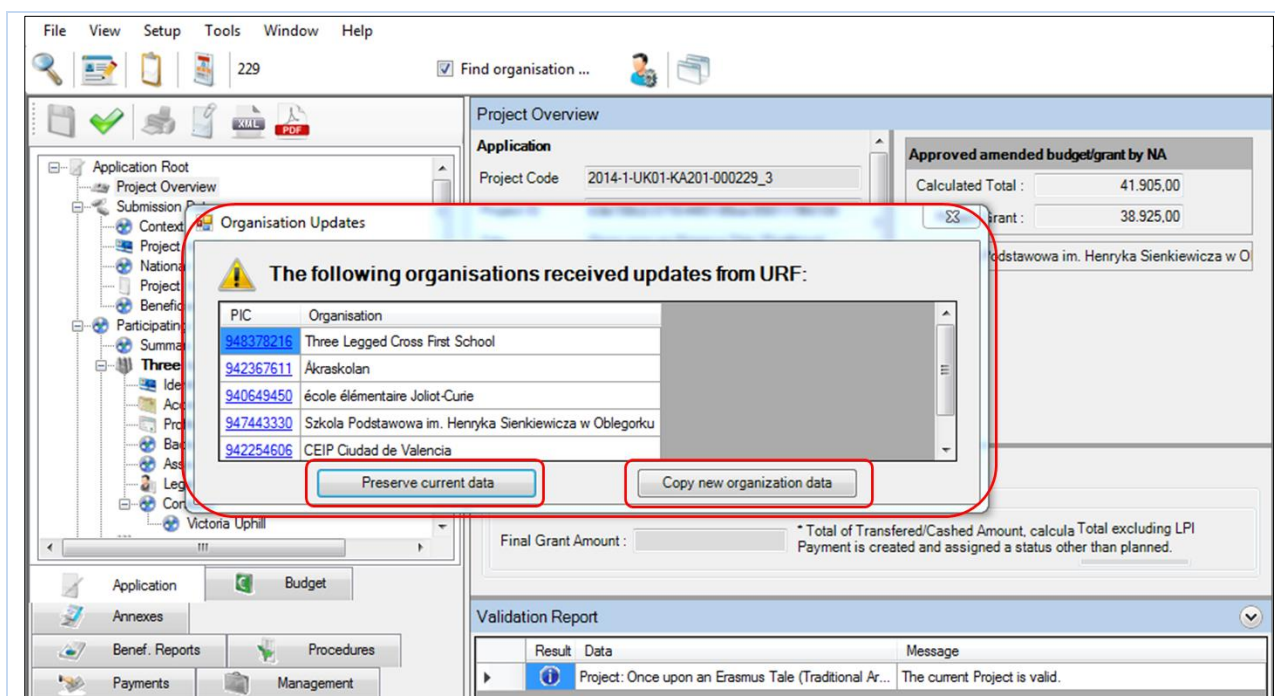
### View organisation details.

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 the NAs Project Management System.



## 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	×	CENTRE INTERNATIONAL D'ETUDES SUPERIEURES EN SCIENCES AGRONOMIQUES DE MONTPELLIER	✓	France	MONTPELLIER	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	999606147	014843-ORG-00009	F CANNES09	×	EURECOM	×	France	BIOT	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	949530867	014851-ORG-00001	F PARIS126	×	ECOLE NATIONALE SUPERIEURE D'ARCHITECTURE DE PARIS LA VILLETTE	✓	France	PARIS	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	962002448	014851-ORG-00006		×	CHIBA DAIGAKU	✓	Japan	Chiba	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	961770327	014851-ORG-00004		×	NATIONAL UNIVERSITY CORPORATION KYUSHU UNIVERSITY	✓	Japan	FUKUOKA	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	998361734	014851-ORG-00005		×	University of Tokyo	✓	Japan	Tokyo	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	999874449	014851-ORG-00002		×	UNIVERSIDAD DE LA REPUBLICA	✓	Uruguay	Montevideo	<input type="checkbox"/> <input type="checkbox"/>
<input type="radio"/>	998697257	014851-ORG-00007		×	UNIVERSIDAD CENTRAL DE VENEZUELA	✓	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.

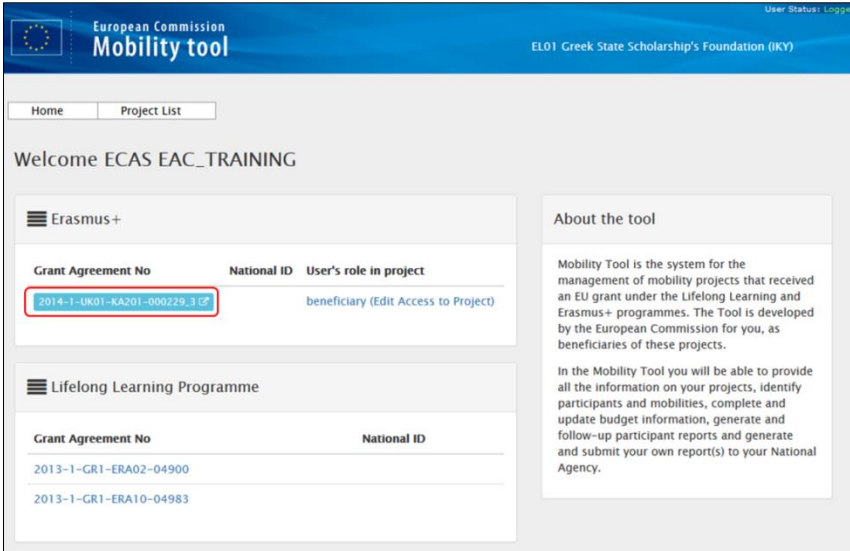
## Quick steps

- [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 a section titled "About the tool" 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	Hanna	Ciochanska		Head Teacher	EAC-TRAINING-19@ec.europa.eu	0048413000429	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
94744330	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Blaza	Bujakowa		English Teacher	EAC-TRAINING-19@ec.europa.eu	+48413000429	<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"/>
94272059	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"/>
94273389	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	Adelobaseli	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	Adelobaseli	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	Juliane	Horn	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	Marjo	Ruuhelainen	Education	Teacher/coordinator	NoReply@EAC.eu	0035142084008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
942367611	Arselaton	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	Arselaton	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 Obłęgorku	Henrietta	Ciołkowska		Head Teacher	EAC-TRAINING-19@ec.europa.eu	0048413030429	✓	✗	✓	✗	 
0 947443330	Szkoła Podstawowa im. Henryka Sienkiewicza w Obłęgorku	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	Scoala Gimnaziala Lunca, Pascani	Mariana	Adavidoaiei	Education	Director	NoReply@EAC.eu	0040730481819	✗	✗	✓	✓	 
0 949361796	Scoala Gimnaziala 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 NAs Project Management System as a legal representative, the box will be checked.

The screenshot shows a 'Contact Details' form with the following fields and annotations:

- Organisation:** 'Wyzsza Szkoła Europejska im. Ks. Józefa Tischnera [Beneficiary]' (circled with '1').
- Title:** 'Mr'.
- Contact Gender:** 'Male'.
- Contact First Name:** 'John'.
- Contact Last Name:** 'Smith'.
- Department:** (empty).
- Position:** 'Administrator'.
- Email:** 'johnsmith@email.com'.
- Legal Representative:**  (circled with '2').
- Preferred Contact:**  (circled with '2').
- Same as Organisation:**  (circled with '3').
- Access to Project:** Radio buttons for 'Edit Access to Project', 'View Access to Project', and 'No Access to Project' (circled with '2').
- Legal Address:** 'Westerplatte 112'.
- Country:** 'Poland'.
- Region:** (empty).
- Post Code:** '1000'.
- City:** 'Kraków'.
- Telephone 1:** '+48126832462'.

### 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 the NAs Project Management System 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 cannot 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 NAs Project Management System as a legal representative, the box will 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:

Cancel Save

## 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 cannot 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 using xls or xlsx

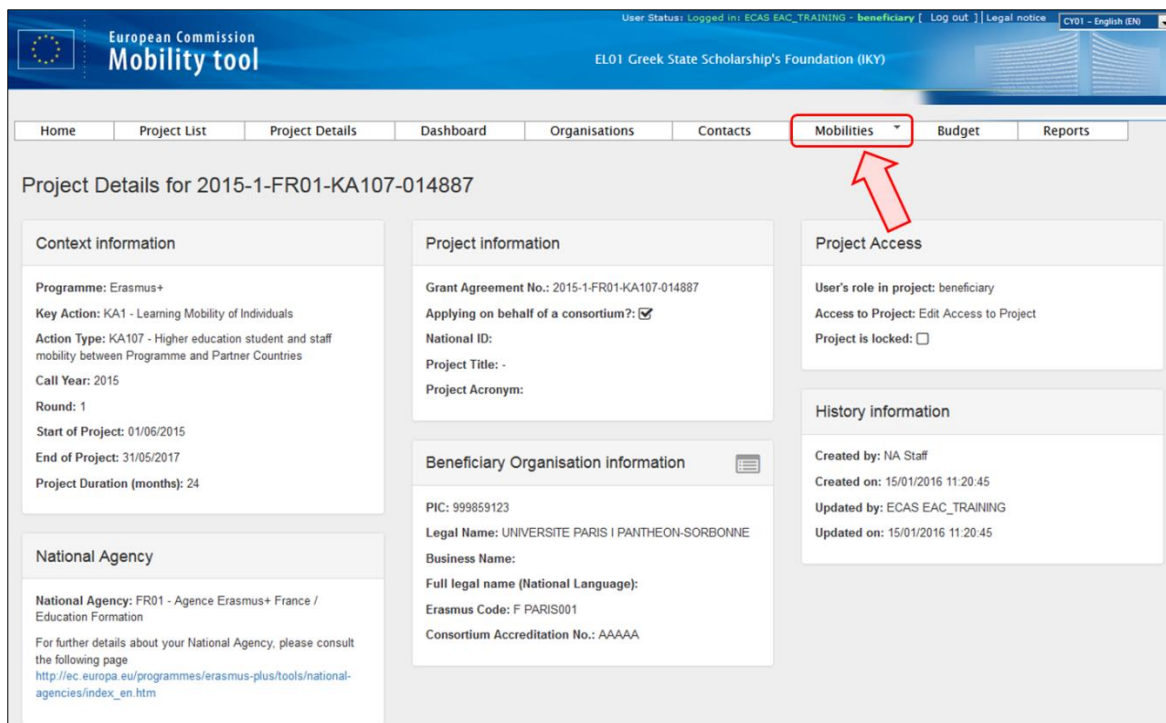
## Quick steps

- [1. Click the "Mobilities" tab.](#)
- [2. Select "Import - Export" option.](#)
- [3. Click the "Export XLS" or the "Export XLSX" button.](#)
- [4. Click the "Save File" radio button.](#)
- [5. Click on "OK".](#)
- [6. Enter a name in the "File name" field.](#)
- [7. Click on "Save".](#)
- [8. Double-click to open the file.](#)
- [9. Update the list of Mobilities.](#)
- [10. Click on "Import".](#)
- [11. Select your document.](#)
- [12. Click on "Open".](#)
- [13. Check the "Import Status".](#)
- [14. Click the blue hyperlink when the file is exported.](#)

## Detailed steps

### 1. Click the "Mobilities" tab.

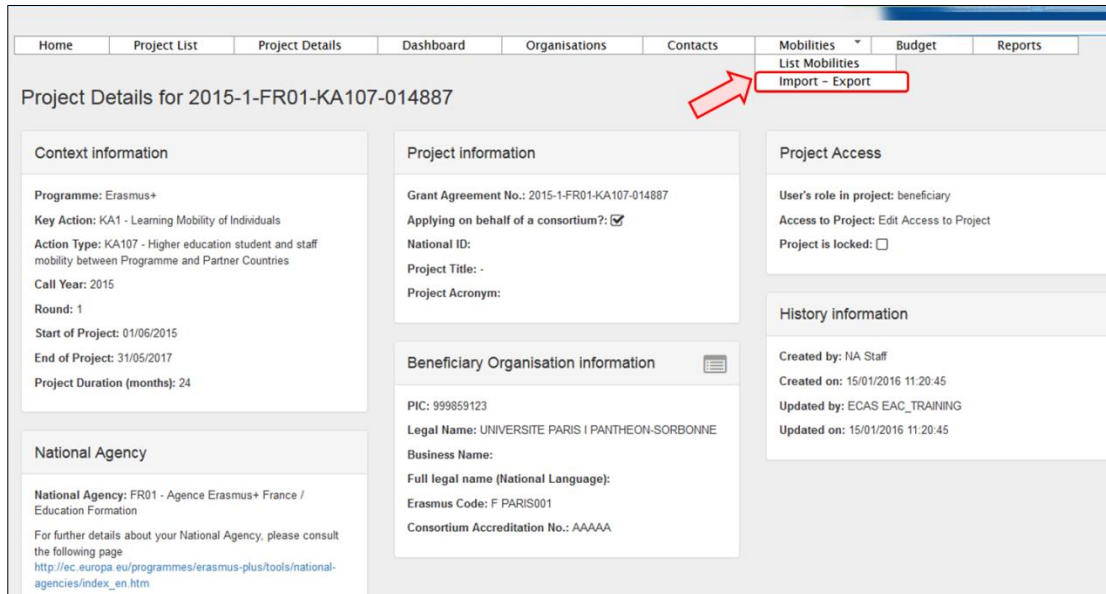
Click on the **Mobilities** tab of the project.



The screenshot displays the 'European Commission Mobility tool' interface. At the top, there is a navigation bar with the following tabs: Home, Project List, Project Details, Dashboard, Organisations, Contacts, **Mobilities** (highlighted with a red box and a red arrow), Budget, and Reports. The main content area is titled 'Project Details for 2015-1-FR01-KA107-014887'. It is divided into several sections: 'Context information' (Programme: Erasmus+, Key Action: KA1 - Learning Mobility of Individuals, Action Type: KA107 - Higher education student and staff mobility between Programme and Partner Countries, Call Year: 2015, Round: 1, Start of Project: 01/06/2015, End of Project: 31/05/2017, Project Duration (months): 24), 'Project information' (Grant Agreement No.: 2015-1-FR01-KA107-014887, Applying on behalf of a consortium?: , National ID, Project Title: -, Project Acronym: -), 'Beneficiary Organisation information' (PIC: 999859123, Legal Name: UNIVERSITE PARIS I PANTHEON-SORBONNE, Business Name, Full legal name (National Language):, Erasmus Code: F PARIS001, Consortium Accreditation No.: AAAAA), 'Project Access' (User's role in project: beneficiary, Access to Project: Edit Access to Project, Project is locked: ), and 'History information' (Created by: NA Staff, Created on: 15/01/2016 11:20:45, Updated by: ECAS EAC\_TRAINING, Updated on: 15/01/2016 11:20:45). At the bottom left, there is a 'National Agency' section with the text: 'National Agency: FR01 - Agence Erasmus+ France / Education Formation. 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)'.

## 2. Select "Import-Export" option.

In the drop-down list, click the **Import - Export** option.



Home Project List Project Details Dashboard Organisations Contacts Mobilities Budget Reports

List Mobilities  
Import - Export

### Project Details for 2015-1-FR01-KA107-014887

**Context information**

Programme: Erasmus+  
Key Action: KA1 - Learning Mobility of Individuals  
Action Type: KA107 - Higher education student and staff mobility between Programme and Partner Countries  
Call Year: 2015  
Round: 1  
Start of Project: 01/06/2015  
End of Project: 31/05/2017  
Project Duration (months): 24

**National Agency**

National Agency: FR01 - Agence Erasmus+ France / Education Formation  
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**

Grant Agreement No.: 2015-1-FR01-KA107-014887  
Applying on behalf of a consortium?:   
National ID:  
Project Title: -  
Project Acronym:

**Beneficiary Organisation information**

PIC: 999859123  
Legal Name: UNIVERSITE PARIS I PANTHEON-SORBONNE  
Business Name:  
Full legal name (National Language):  
Erasmus Code: F PARIS001  
Consortium Accreditation No.: AAAAA

**Project Access**

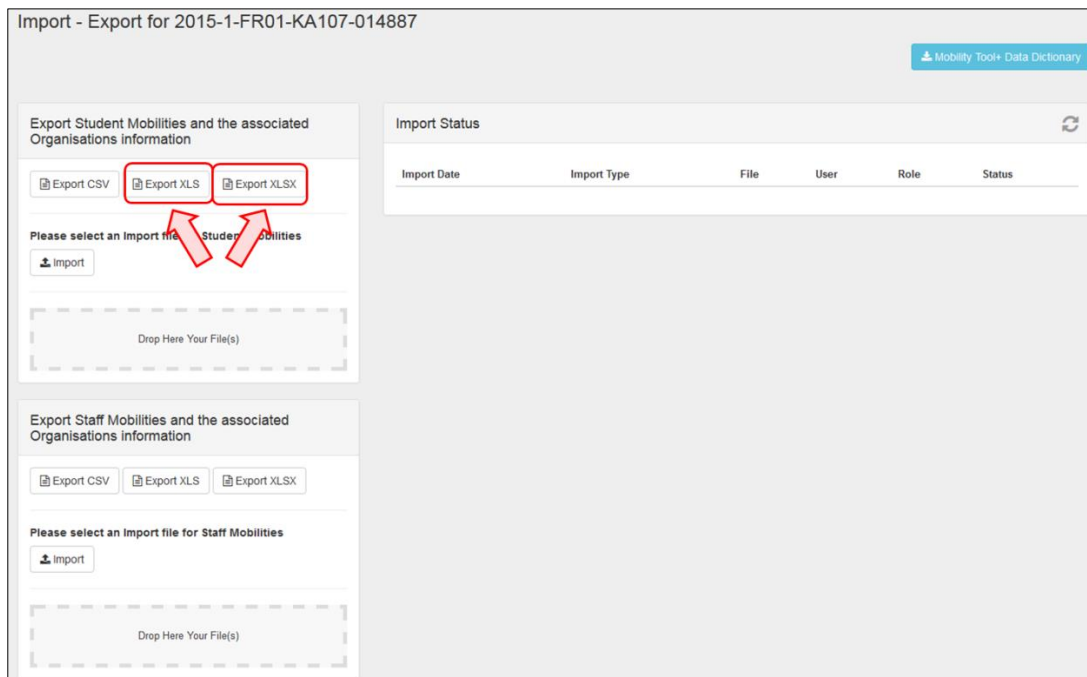
User's role in project: beneficiary  
Access to Project: Edit Access to Project  
Project is locked:

**History information**

Created by: NA Staff  
Created on: 15/01/2016 11:20:45  
Updated by: ECAS EAC\_TRAINING  
Updated on: 15/01/2016 11:20:45

## 3. Click the "Export XLS" or the "Export XLSX" button.

Depending on the Excel file format, click the **Export XLS** or the **Export XLSX** button. In this case, we will click the **Export XLS** button.



Import - Export for 2015-1-FR01-KA107-014887

Mobility Tool+ Data Dictionary

**Export Student Mobilities and the associated Organisations information**

Export CSV Export XLS Export XLSX

Please select an import file for Student Mobilities

import

Drop Here Your File(s)

**Export Staff Mobilities and the associated Organisations information**

Export CSV Export XLS Export XLSX

Please select an import file for Staff Mobilities

import

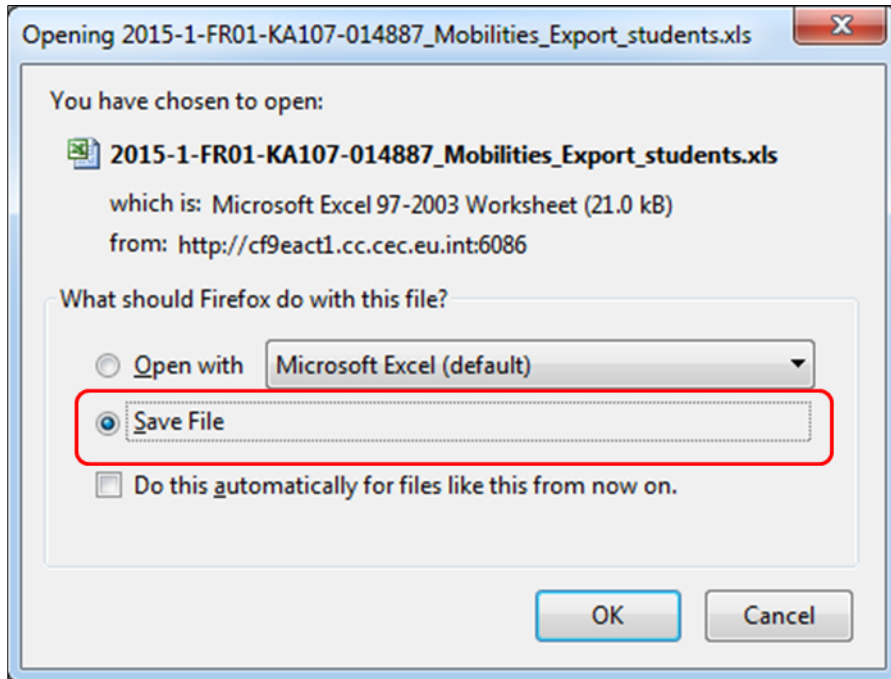
Drop Here Your File(s)

**Import Status**

Import Date	Import Type	File	User	Role	Status
-------------	-------------	------	------	------	--------

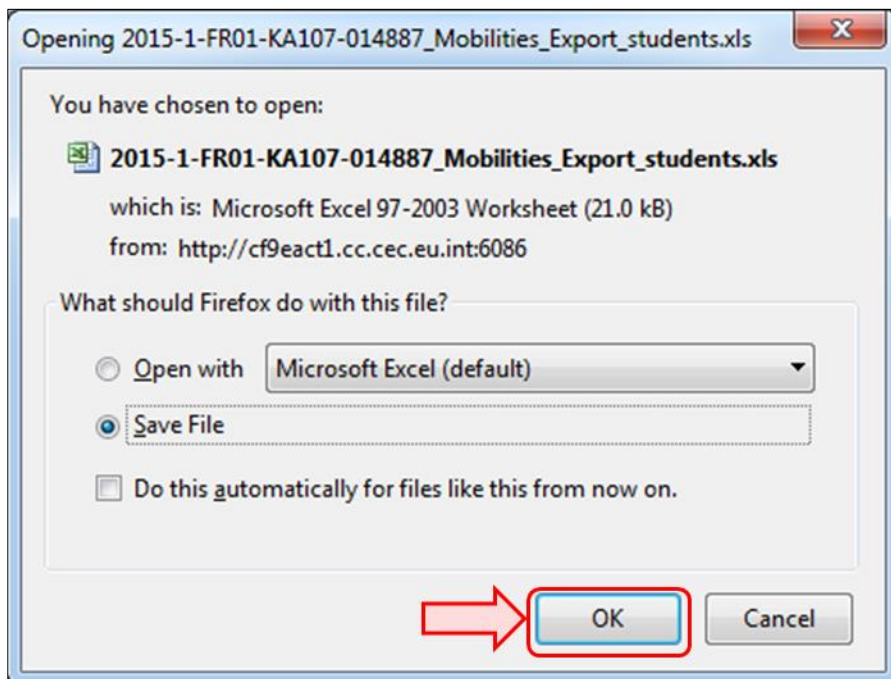
#### 4. Click the "Save File" radio button.

A pop-up window appears. Click the **Save File** radio button.



#### 5. Click on "OK".

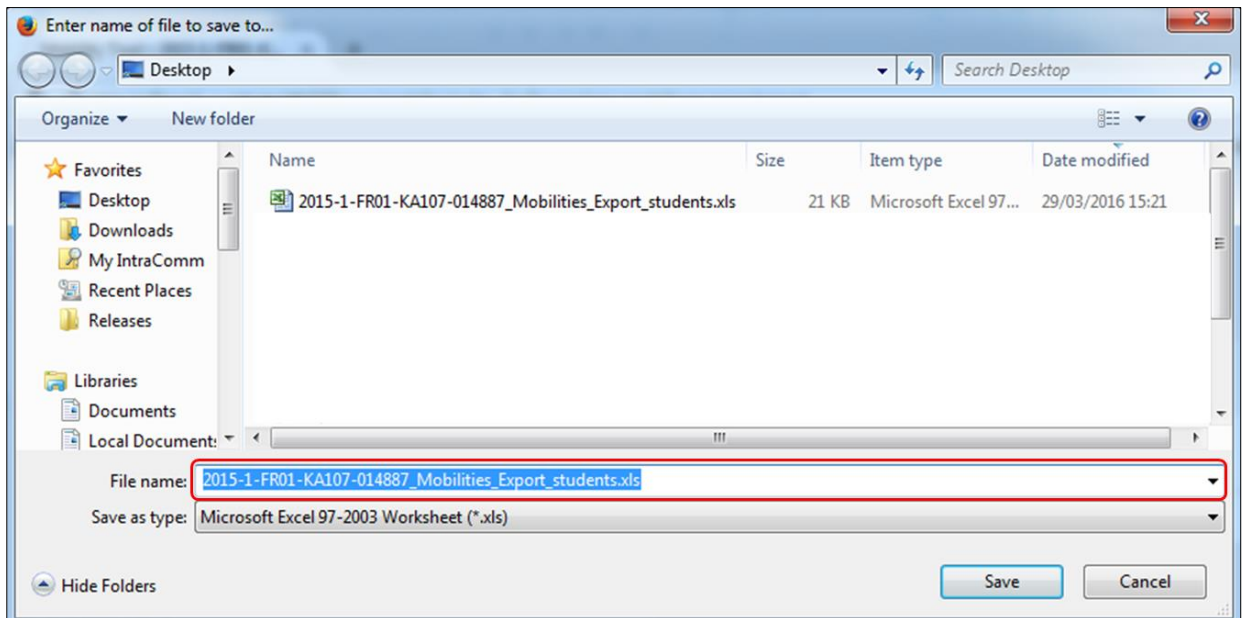
Once you have clicked the **Save File** radio button, click on the **OK** button.





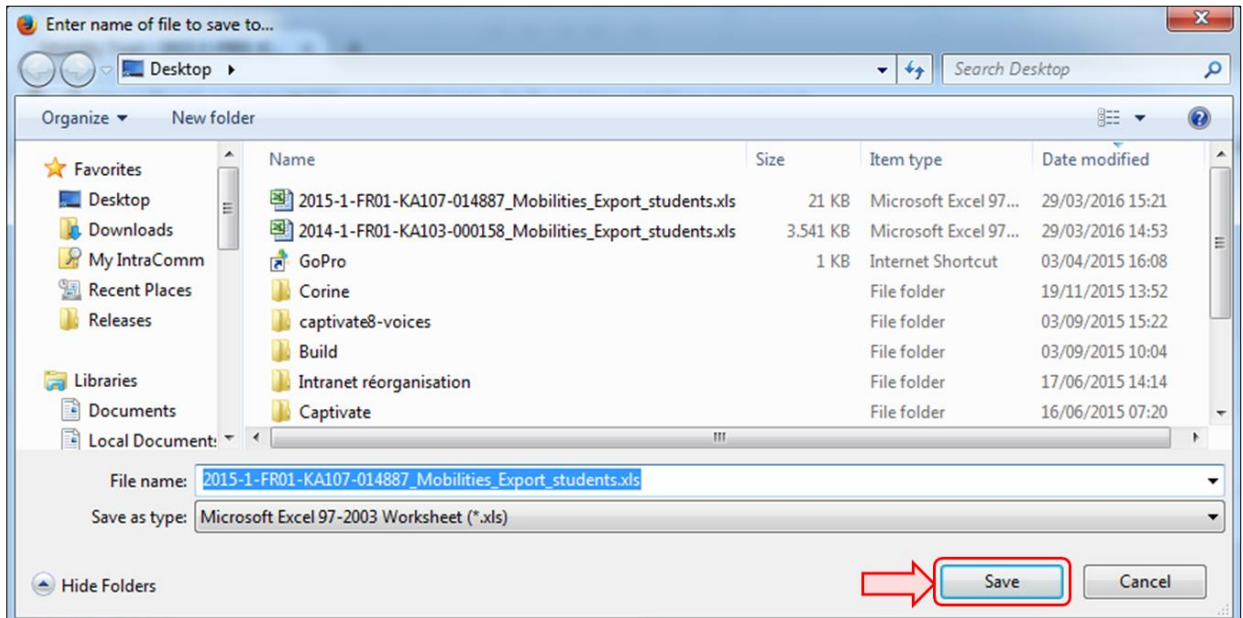
## 6. Enter a name in the "File name" field.

Enter the name of the report in the **File name** field.



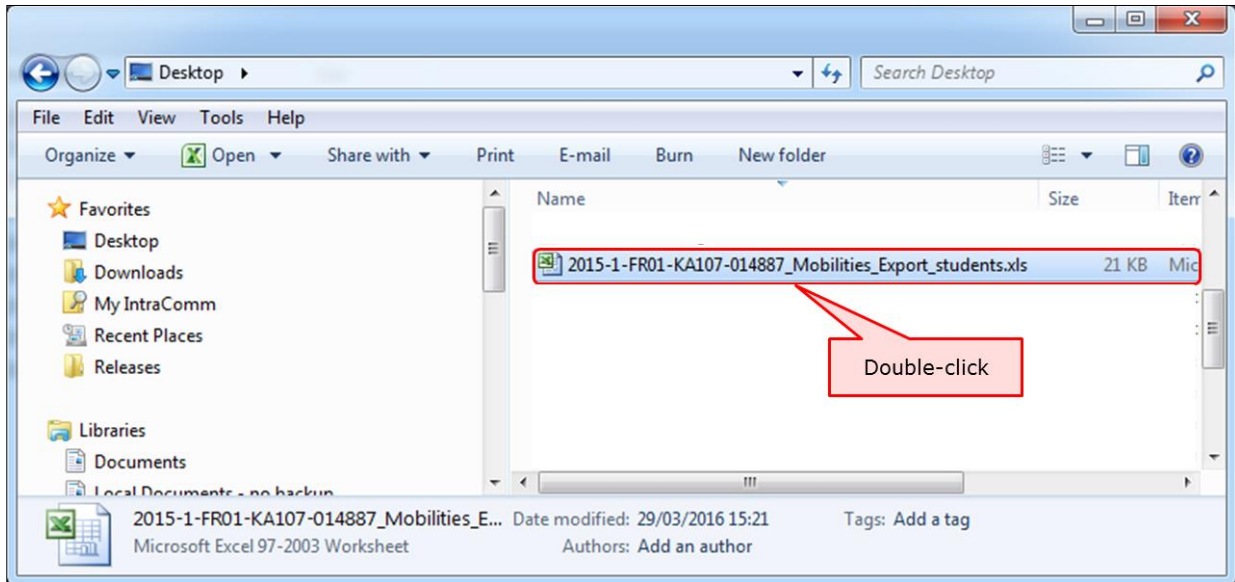
## 7. Click on "Save".

Click the **Save** button.



## 8. Double-click to open the file.

To open, **double-click** on the file.



## 9. Update the list of Mobilities.

In the Excel spreadsheet, you can update the list of Mobilities if necessary. To understand how to complete the list of mobilities see the [How to export and import mobilities with CSV](#). Specific instructions for CSV, such importing the file using the **From text** wizard is not applicable for xls/xlsx nor saving as CSV. If you export as xls or xlsx the file can be saved as xls or xlsx.

The screenshot shows a Microsoft Excel spreadsheet titled '2015-1-FR01-KA107-014887\_Mobilities\_Export\_students.xls'. The spreadsheet contains a table with the following data:

Grant Agreement No.	Activity Type	Long-term activity	Participant ID	Participant First Name	Participant Last Name	Participant Date of Birth	Participant Gender	Participant Email	Nationality	Participant
2015-1-FR01-KA107-014887	HE-SMS-T	YES		Justine	Le Roy	16-01-1992	F	justineleroy@mailaddress.com	BE	NO
2015-1-FR01-KA107-014887	HE-SMS-T	YES		Laurence	Pepinster	10-03-1992	F	laurencepepinster@mailaddress.com	TN	NO
2015-1-FR01-KA107-014887	HE-SMS-T	YES		Nicolas	Julien	17-09-1991	M	nicolas.julien@mailaddress.com	FR	NO
2015-1-FR01-KA107-014887	HE-SMS-T	YES		Anthony	Melany	17-12-1992	M	anthonymelany@mailaddress.com	FR	NO

## 10. Click on "Import".


To import your file in MT+, click the **Import** button.

Import - Export for 2015-1-FR01-KA107-014887 Mobility Tool+ Data Dictionary

Export Student Mobilities and the associated Organisations information

Export CSV   Export XLS   Export XLSX

Please select an Import file for Student Mobilities

**Import** 

Drop Here Your File(s)


Export Staff Mobilities and the associated Organisations information

Export CSV   Export XLS   Export XLSX

Please select an Import file for Staff Mobilities

Import

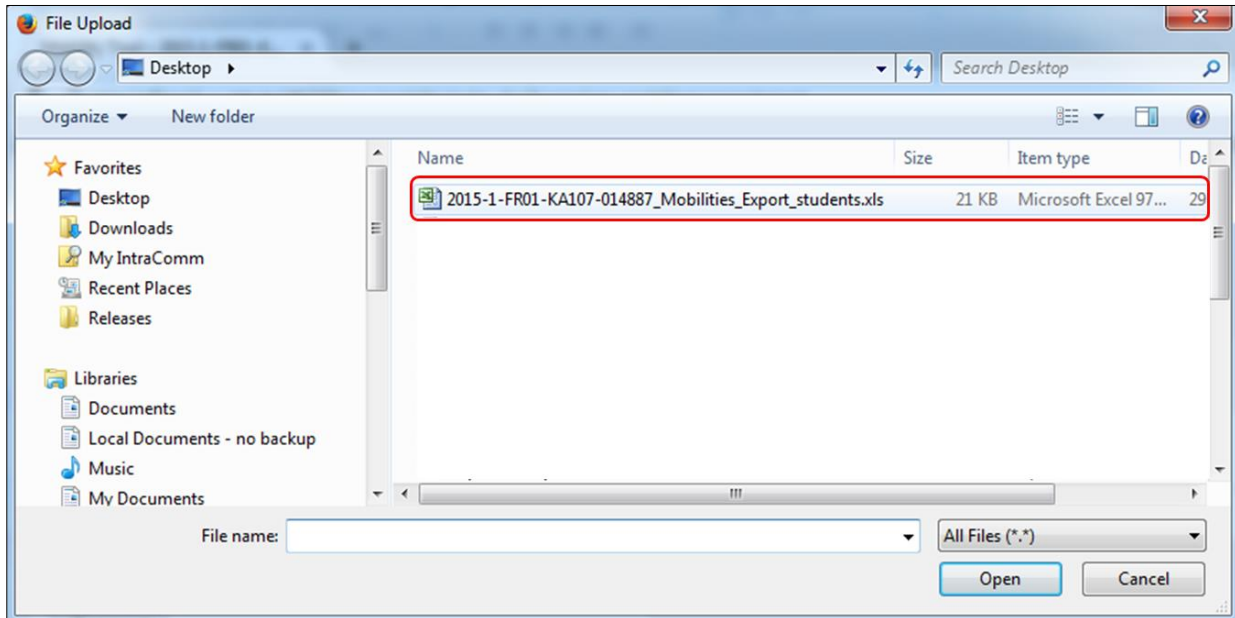
Drop Here Your File(s)

Import Status 

Import Date	Import Type	File	User	Role	Status
-------------	-------------	------	------	------	--------

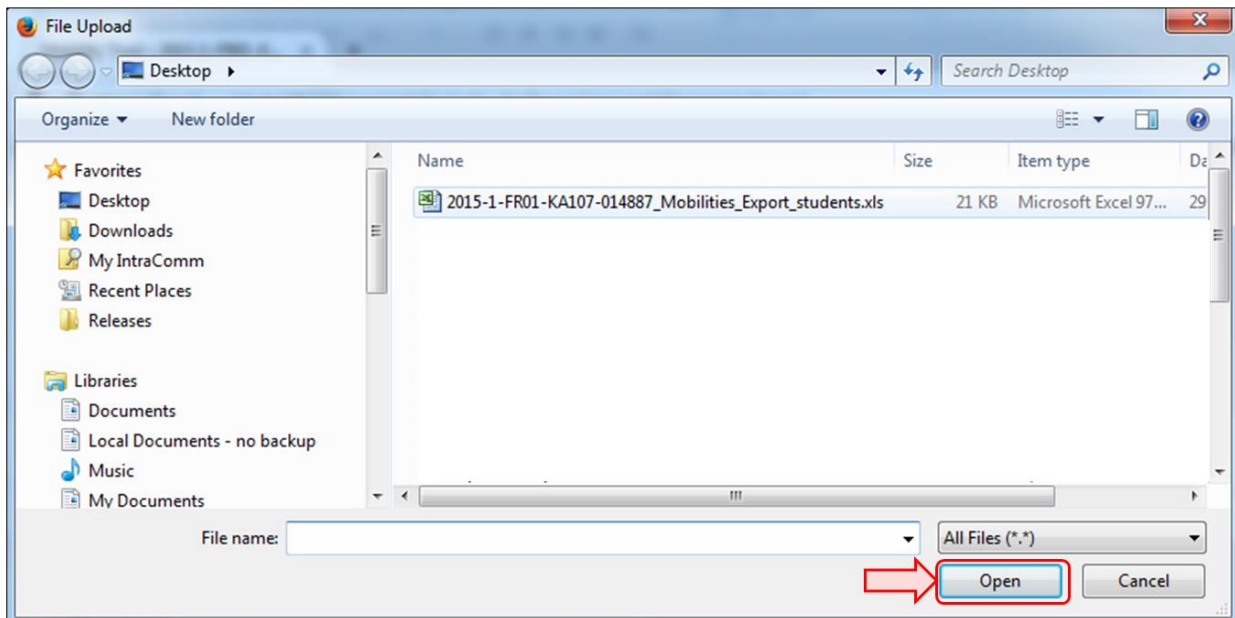
## 11. Select your document.

Then **select** your Excel file.



## 12. Click on "Open".

Click on the **Open** button.



### 13. Check the "Import Status".

The Excel file will be automatically imported. The status details of the import is shown in the **Import Status** section.

Import - Export for 2015-1-FR01-KA107-014887 [Mobility Tool+ Data Dictionary](#)

Export Student Mobilities and the associated Organisations information

[Export CSV](#) [Export XLS](#) [Export XLSX](#)

Please select an Import file for Student Mobilities

[Import](#)

Drop Here Your File(s)

Import Status ↻

Import Date	Import Type	File	User	Role	Status
a few seconds ago	Student	2015-1-FR01-KA107-014887_Mobilities_Export_students.xls	ECAS EAC_TRAINING	beneficiary	Import pending

### 14. Click the blue hyperlink when the file is exported.

When the file is imported, the status is 'Successfully imported X mobilities'. If required, click the blue hyperlink to open the file just imported.

Import - Export for 2015-1-FR01-KA107-014887 [Mobility Tool+ Data Dictionary](#)

Export Student Mobilities and the associated Organisations information

[Export CSV](#) [Export XLS](#) [Export XLSX](#)

Please select an Import file for Student Mobilities

[Import](#)

Drop Here Your File(s)

Import Status ↻

Import Date	Import Type	File	User	Role	Status
a few seconds ago	Student	<a href="#">2015-1-FR01-KA107-014887_Mobilities_Export_students.xls</a>	ECAS EAC_TRAINING	beneficiary	Import pending

[Successfully imported 4 mobilities](#)

## 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 view the error log

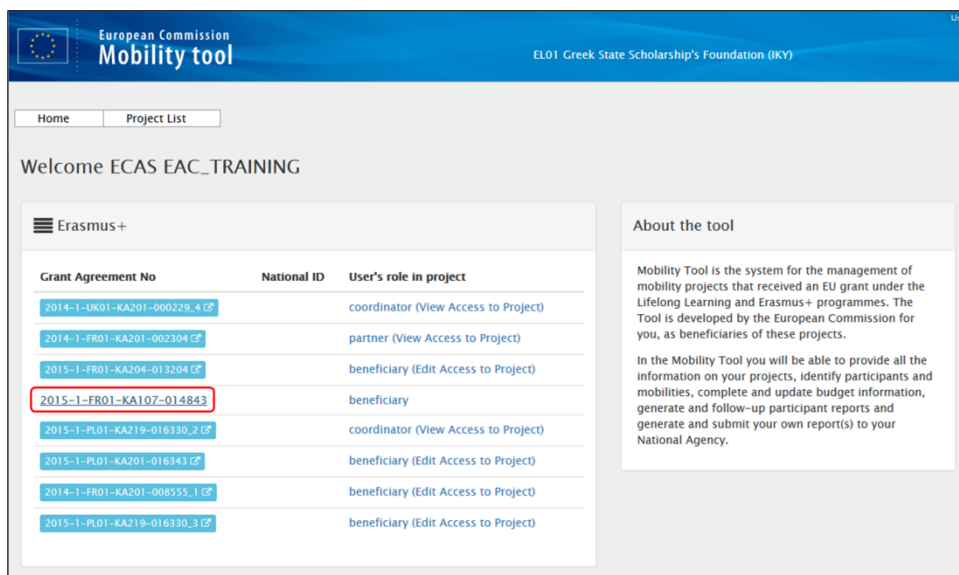
## Quick steps

- [1. Open your project.](#)
- [2. Click the "Mobilities" tab.](#)
- [3. Select "Import-Export".](#)
- [4. Click the "View Error Log" button.](#)
- [5. Click the error lines.](#)
- [6. Click the "Close" button.](#)

## Detailed steps

### 1. Open your project.

Open your project by clicking on the reference number.



The screenshot shows the 'European Commission Mobility tool' interface. The header includes the European Commission logo and the text 'European Commission Mobility tool' and 'EL01 Greek State Scholarship's Foundation (IKY)'. Below the header, there are navigation tabs for 'Home' and 'Project List'. The main content area displays a table of projects under the heading 'Welcome ECAS EAC\_TRAINING' and 'Erasmus+'. The table has three columns: 'Grant Agreement No', 'National ID', and 'User's role in project'. The first row is highlighted with a red border, indicating the selected project.

Grant Agreement No	National ID	User's role in project
<a href="#">2014-1-UK01-KA201-000229_4</a>		coordinator (View Access to Project)
<a href="#">2014-1-FR01-KA201-002304</a>		partner (View Access to Project)
<a href="#">2015-1-FR01-KA204-013204</a>		beneficiary (Edit Access to Project)
<b><a href="#">2015-1-FR01-KA107-014843</a></b>		beneficiary
<a href="#">2015-1-PL01-KA219-016330_2</a>		coordinator (View Access to Project)
<a href="#">2015-1-PL01-KA201-016343</a>		beneficiary (Edit Access to Project)
<a href="#">2014-1-FR01-KA201-008555_1</a>		beneficiary (Edit Access to Project)
<a href="#">2015-1-PL01-KA219-016330_3</a>		beneficiary (Edit Access to Project)

**About the tool**

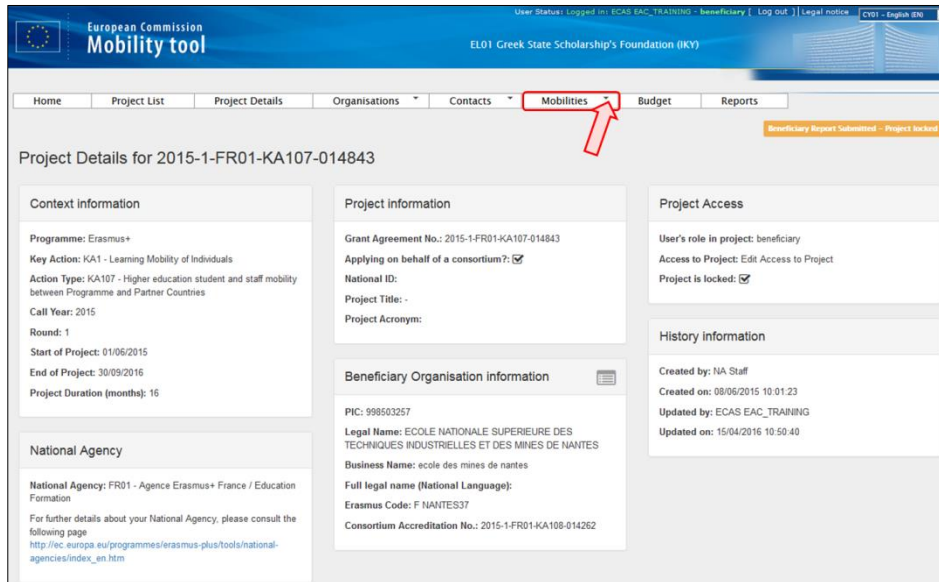
Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

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 the "Mobilities" tab.

Click on the tab or on the arrow of the **Mobilities** tab, to expand the menu.



The screenshot shows the 'European Commission Mobility tool' interface for project 'ELO1 Greek State Scholarship's Foundation (IKY)'. The 'Mobilities' tab is highlighted with a red box and a red arrow pointing to it. The interface displays project details for '2015-1-FR01-KA107-014843'.

**Context information**

- Programme: Erasmus+
- Key Action: KA1 - Learning Mobility of Individuals
- Action Type: KA107 - Higher education student and staff mobility between Programme and Partner Countries
- Call Year: 2015
- Round: 1
- Start of Project: 01/05/2015
- End of Project: 30/09/2016
- Project Duration (months): 16

**National Agency**

National Agency: FR01 - Agence Erasmus+ France / Education Formation

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**

- Grant Agreement No.: 2015-1-FR01-KA107-014843
- Applying on behalf of a consortium?:
- National ID:
- Project Title: -
- Project Acronym:

**Beneficiary Organisation information**

- PIC: 998503257
- Legal Name: ECOLE NATIONALE SUPERIEURE DES TECHNIQUES INDUSTRIELLES ET DES MINES DE NANTES
- Business Name: ecole des mines de nantes
- Full legal name (National Language):
- Erasmus Code: F NANTES37
- Consortium Accreditation No.: 2015-1-FR01-KA108-014262

**Project Access**

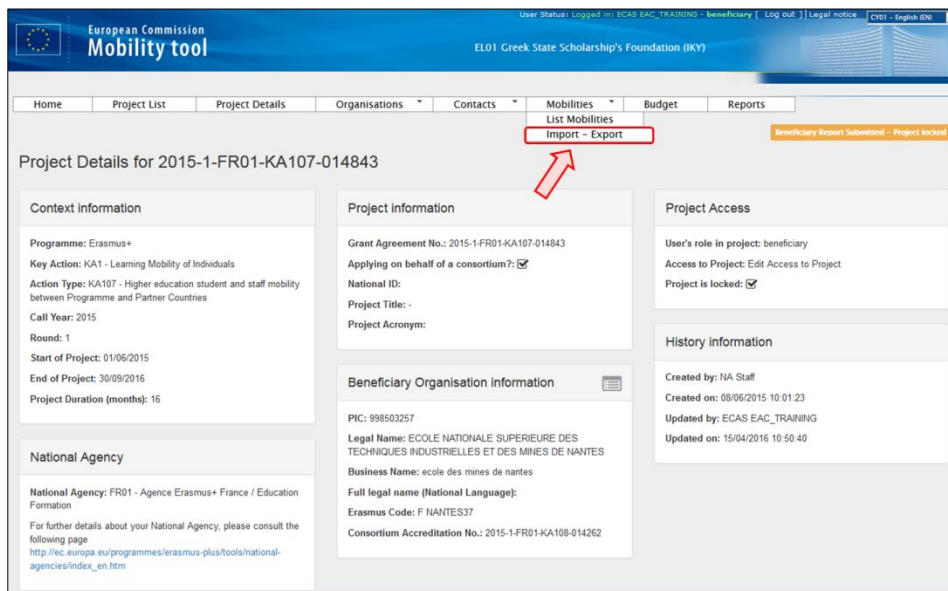
- User's role in project: beneficiary
- Access to Project: Edit Access to Project
- Project is locked:

**History information**

- Created by: NA Staff
- Created on: 08/06/2015 10:01:23
- Updated by: ECAS EAC\_TRAINING
- Updated on: 15/04/2016 10:50:40

## 3. Select "Import-Export".

Select the **Import-Export** option.



The screenshot shows the 'European Commission Mobility tool' interface for project 'ELO1 Greek State Scholarship's Foundation (IKY)'. The 'Mobilities' tab is expanded, and the 'Import - Export' option is highlighted with a red box and a red arrow pointing to it. The interface displays project details for '2015-1-FR01-KA107-014843'.

**Context information**

- Programme: Erasmus+
- Key Action: KA1 - Learning Mobility of Individuals
- Action Type: KA107 - Higher education student and staff mobility between Programme and Partner Countries
- Call Year: 2015
- Round: 1
- Start of Project: 01/05/2015
- End of Project: 30/09/2016
- Project Duration (months): 16

**National Agency**

National Agency: FR01 - Agence Erasmus+ France / Education Formation

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**

- Grant Agreement No.: 2015-1-FR01-KA107-014843
- Applying on behalf of a consortium?:
- National ID:
- Project Title: -
- Project Acronym:

**Beneficiary Organisation information**

- PIC: 998503257
- Legal Name: ECOLE NATIONALE SUPERIEURE DES TECHNIQUES INDUSTRIELLES ET DES MINES DE NANTES
- Business Name: ecole des mines de nantes
- Full legal name (National Language):
- Erasmus Code: F NANTES37
- Consortium Accreditation No.: 2015-1-FR01-KA108-014262

**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: 08/06/2015 10:01:23
- Updated by: ECAS EAC\_TRAINING
- Updated on: 15/04/2016 10:50:40

#### 4. Click the "View Error Log" button.

In the **Import Status** zone, click the **View Error Log** blue button.

A pop-up window will appear with:

1. The reference number of the project in the header and the total number of errors.
2. The error details lines with the number of the error found.

Import - Export for 2015-1-FR01-KA107-014843

Export Student Mobilities and the associated Organisations Information

Export CSV | Export XLS | Export XLSX

Please select an import file for Student Mobilities

Import

Drop Here Your File(s)

Import Date	Import Type	File	User	Role	Status
33 minutes ago	Student	2015-1-FR01-KA107-014887_Mobilities_Export_students.xls	ECAS EAC_TRAINING	beneficiary	Successfully imported 11 mobilities
3 months ago	Student	2015 KA107 STUDENTS.csv	Judith Row	lpcordinator	Successfully imported
4 months ago	Staff	2015 KA107 staff.csv	Karl Luigi	lpcordinator	Successfully imported
4 months ago	Staff	2015 KA107 staff.csv	Jean Dupont	pccordinator	File could not be imported Download Error Log
4 months ago	Staff	2015 KA107 staff.csv	Sylvia Roy	lpcordinator	File could not be imported Download Error Log

View Error Log


2015-1-FR01-KA107-014843 1

Mandatory field not provided 2

Close

## 5. Click the error lines.

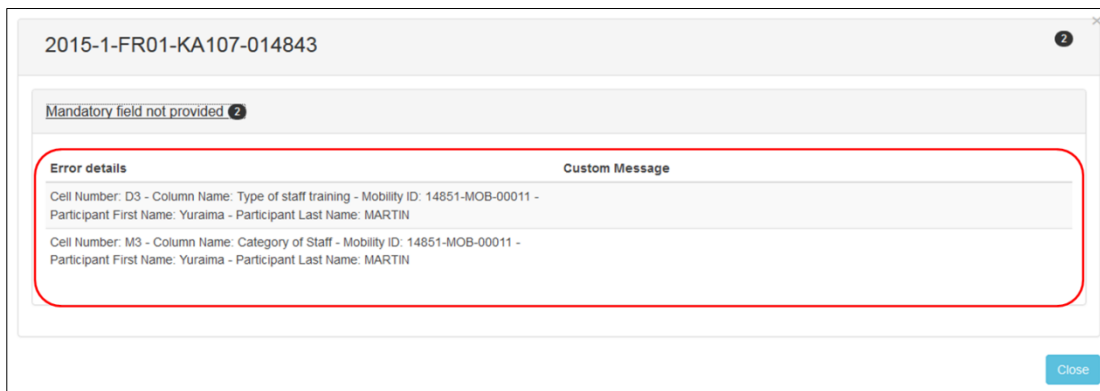
Click on the first error line to see the error details and the custom messages. To close the details, click again on the first error line or click the second error line.

 **Note:** when the first error line is clicked, it is not possible to click the next error line at the same time. You are only allowed to open one at a time.

In the example below, two errors have been detected. Those two organisations are not allowed to be a sending organisation for this mobility.



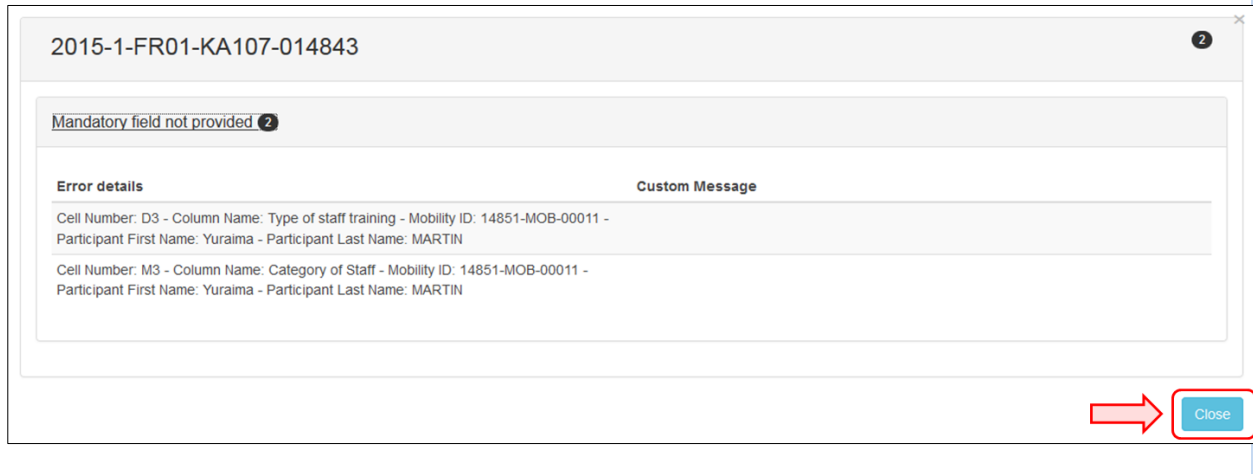
A screenshot of a notification window with a title bar containing the ID "2015-1-FR01-KA107-014843" and a close button. The main content area displays a single error message: "Mandatory field not provided" with a question mark icon. A red rectangular box highlights this message. At the bottom right, there is a blue "Close" button.



A screenshot of the same notification window, but with the error message expanded. The title bar and "Close" button are the same. The error message "Mandatory field not provided" is now a header for a larger section. Below it, there are two columns: "Error details" and "Custom Message". Under "Error details", there are two entries: "Cell Number: D3 - Column Name: Type of staff training - Mobility ID: 14851-MOB-00011 - Participant First Name: Yuraima - Participant Last Name: MARTIN" and "Cell Number: M3 - Column Name: Category of Staff - Mobility ID: 14851-MOB-00011 - Participant First Name: Yuraima - Participant Last Name: MARTIN". A red rounded rectangular box highlights the entire expanded error details section.

## 6. Click the "Close" button.

Click the **Close** button to close the error log.



The screenshot shows a window titled "2015-1-FR01-KA107-014843" with a close button (X) in the top right corner. Below the title bar, there is a message: "Mandatory field not provided" with a small icon. Underneath, there are two sections: "Error details" and "Custom Message". The "Error details" section contains two lines of text: "Cell Number: D3 - Column Name: Type of staff training - Mobility ID: 14851-MOB-00011 - Participant First Name: Yuraima - Participant Last Name: MARTIN" and "Cell Number: M3 - Column Name: Category of Staff - Mobility ID: 14851-MOB-00011 - Participant First Name: Yuraima - Participant Last Name: MARTIN". In the bottom right corner of the window, there is a blue "Close" button, which is highlighted by a red arrow pointing to it from the left.

## 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

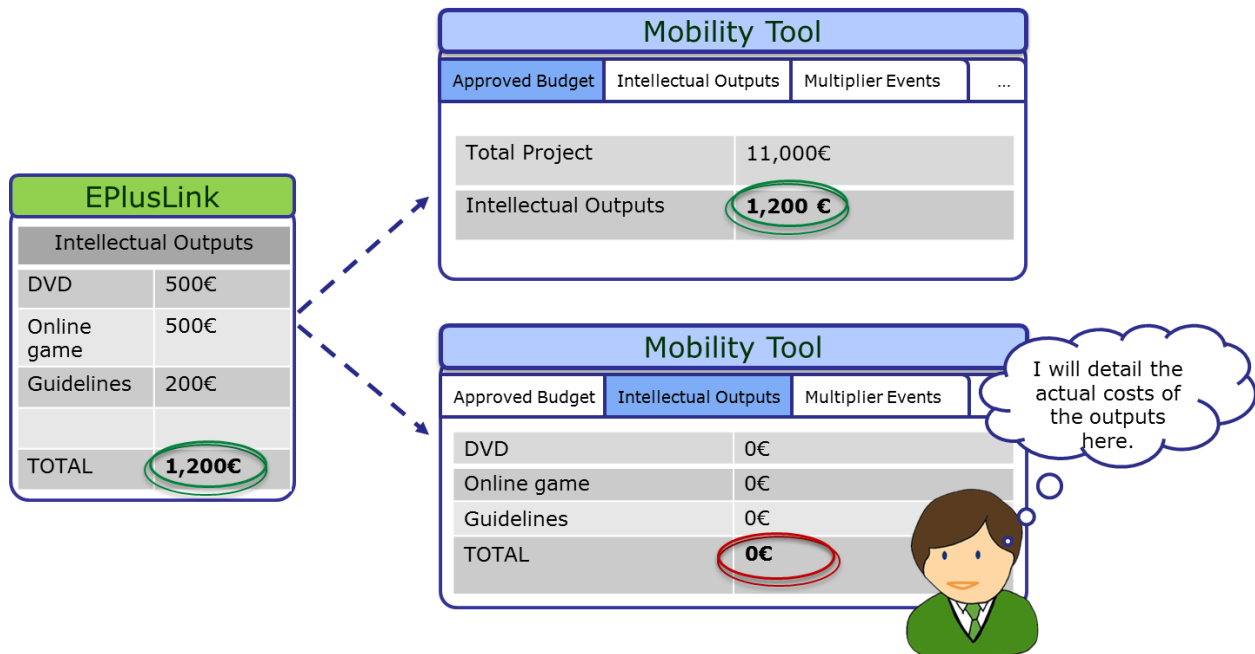
## What about KA2 Strategic Partnerships?

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

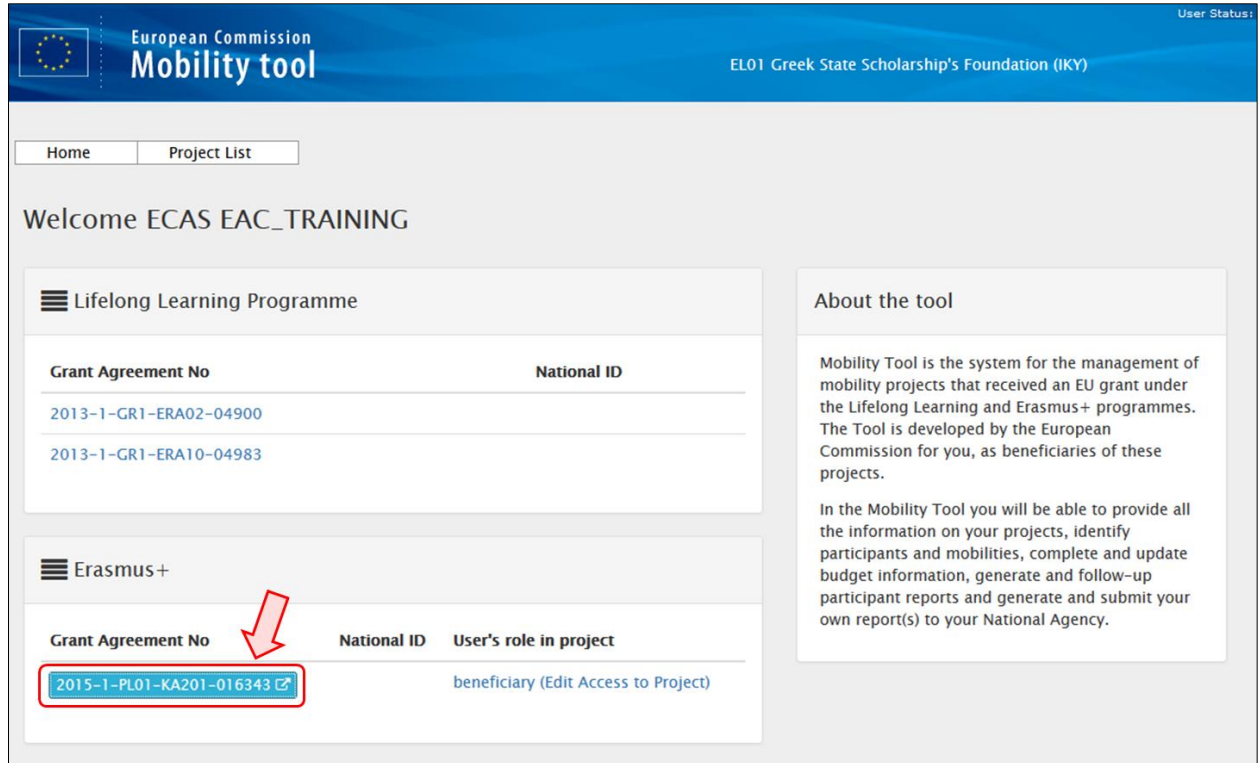
- [1. Click on the project reference.](#)
- [2. Click on the Project Management and Implementation tab.](#)
- [3. Select the participating organisation.](#)
- [4. Click on the pencil \(Edit\) icon and enter the Total \(Adjusted\) amount.](#)
- [5. Click on the save icon.](#)
- [6. Add a comment.](#)



## Detailed steps

### 1. Click on the project reference.

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



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
2013-1-GR1-ERA02-04900	
2013-1-GR1-ERA10-04983	

☰ Erasmus+

Grant Agreement No	National ID	User's role in project
2015-1-PL01-KA201-016343		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 Project Management and Implementation tab.

Project 2015-1-PL01-KA201-016343

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 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:** 2015  
**Round:** 1  
**Start of Project:** 01/09/2015  
**End of Project:** 01/09/2018  
**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

**Grant Agreement No.:** 2015-1-PL01-KA201-016343  
**National ID:**  
**Project Title:** Project Title\_13032015  
**Project Acronym:** Project Acronym\_13032015  
**Partnership between regions:**

#### Beneficiary Organisation information

(GR1.EN)\_PIC: 953132380  
**Legal Name:** Hitomizu  
**Business Name:** Hitomizu  
**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:** 18/03/2016 15:46:10  
**Updated by:** NA Staff  
**Updated on:** 18/03/2016 15:46:15

### 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.

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

The total adjusted amount for all organisations should not be greater than the approved amount.

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

Project 2015-1-PL01-KA201-016343   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 Management and Implementation

Search

selection   Export

	Participating Organisation	Role	Total
<input type="radio"/>	Hitomizu	Beneficiary	0,00 €
<input type="radio"/>	UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0,00 €
<input type="radio"/>	UNIVERSITAT AUTONOMA DE BARCELONA	Partner	0,00 €
<input type="radio"/>	UNIVERSITAT DE BARCELONA	Partner	0,00 €
<input type="radio"/>	UNIVERSITE DE LIEGE	Partner	0,00 €
<input checked="" type="radio"/>	UNIVERSITEIT GENT	Partner	25.001,00 €
<b>Total</b>			<b>25.001,00 €</b>

10   25   50   100

Approved Budget (by National Agency) **63.000,00 €**

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

#### 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:

Project Management and Implementation

Search

selection Export


Participating Organisation	Role	Total
<input type="radio"/> Hitomizu	Beneficiary	0,00 € <input type="button" value="✎"/>
<input type="radio"/> UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0,00 € <input type="button" value="✎"/>
<input type="radio"/> UNIVERSITAT AUTONOMA DE BARCELONA	Partner	0,00 € <input type="button" value="✎"/>
<input type="radio"/> UNIVERSITAT DE BARCELONA	Partner	0,00 € <input type="button" value="✎"/>
<input type="radio"/> UNIVERSITE DE LIEGE	Partner	0,00 € <input type="button" value="✎"/>
<input checked="" type="radio"/> UNIVERSITEIT GENT	Partner	25.001,00 € <input type="button" value="✎"/>
<b>Total</b>		<b>25.001,00 €</b>

Click the pencil icon to edit

Participating Organisation	Role	Total
<input type="radio"/> Hitomizu	Beneficiary	0,00 €
<input type="radio"/> UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0,00 €
<input type="radio"/> UNIVERSITAT AUTONOMA DE BARCELONA	Partner	0,00 €
<input type="radio"/> UNIVERSITAT DE BARCELONA	Partner	0,00 €
<input type="radio"/> UNIVERSITE DE LIEGE	Partner	0,00 €
<input checked="" type="radio"/> UNIVERSITEIT GENT	Partner	<input type="text" value="23500"/> <input type="button" value="✎"/>
<b>Total</b>		<b>25.001,00 €</b>







Enter the amount

## 5. Click on the save icon.

Participating Organisation	Role	Total
<input type="radio"/> Hitomizu	Beneficiary	0,00 €
<input type="radio"/> UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0,00 €
<input type="radio"/> UNIVERSITAT AUTONOMA DE BARCELONA	Partner	
<input type="radio"/> UNIVERSITAT DE BARCELONA	Partner	
<input type="radio"/> UNIVERSITE DE LIEGE	Partner	0,00 €
<input checked="" type="radio"/> UNIVERSITEIT GENT	Partner	<input type="text" value="23500"/> 
<b>Total</b>		<b>25.001,00 €</b>

Click the save icon

✓ Data successfully saved

Participating Organisation	Role	Total
<input type="radio"/> Hitomizu	Beneficiary	0,00 € 
<input type="radio"/> UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0,00 € 
<input type="radio"/> UNIVERSITAT AUTONOMA DE BARCELONA	Partner	0,00 € 
<input type="radio"/> UNIVERSITAT DE BARCELONA	Partner	0,00 € 
<input type="radio"/> UNIVERSITE DE LIEGE	Partner	0,00 € 
<input type="radio"/> UNIVERSITEIT GENT	Partner	23.500,00 € 
<b>Total</b>		<b>23.500,00 €</b>

Data successfully saved

23.500,00 €

## 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**.

selection Export

Participating Organisation	Role	Total
<input type="radio"/> Hitomizu	Beneficiary	0,00 €
<input type="radio"/> UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0,00 €
<input type="radio"/> UNIVERSITAT AUTONOMA DE BARCELONA	Partner	0,00 €
<input type="radio"/> UNIVERSITAT DE BARCELONA	Partner	0,00 €
<input type="radio"/> UNIVERSITE DE LIEGE	Partner	0,00 €
<input type="radio"/> UNIVERSITEIT GENT	Partner	23.500,00 €
<b>Total</b>		<b>23.500,00 €</b>

10 25 50 100

Approved Budget (by National Agency) 63.000,00 €

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

The amount is different due to a reduction....

1954 characters left

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.

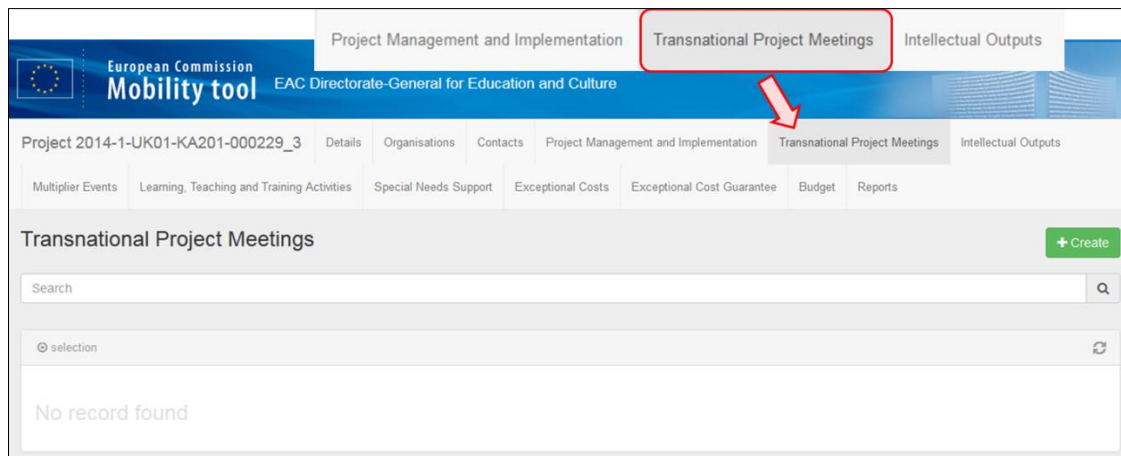
The screenshot shows the European Commission Mobility tool interface. At the top, there is a blue header with the European Commission logo and the text 'European Commission Mobility tool'. Below the header, there is a navigation bar with 'Home' and 'Project List' tabs. The main content area is divided into two columns. The left column contains two sections: 'Lifelong Learning Programme' and 'Erasmus+'. The 'Erasmus+' section has a table with columns for 'Grant Agreement No', 'National ID', and 'User's role in project'. The first row of the table has the value '2014-1-UK01-KA201-000229\_3 CP' highlighted with a red box. The right column contains an 'About the tool' section with text describing the system's purpose and user capabilities.

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

The **Transnational Project Meetings** or TPM's entered into the NAs Project Management System 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.

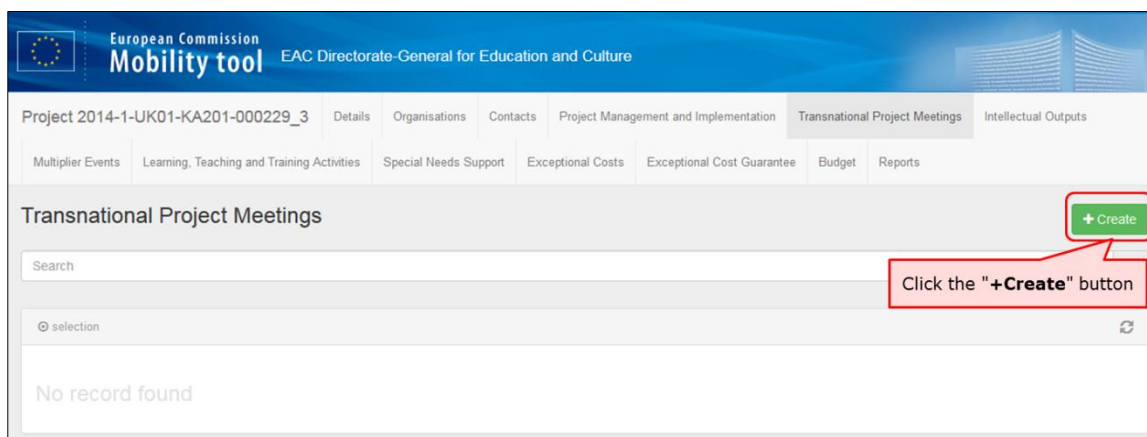
These entries will have to be added along with the number of attendees and total cost for each meeting. The attendees numbers should be grouped according to the travelling distance or **distance band** and costs.

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.

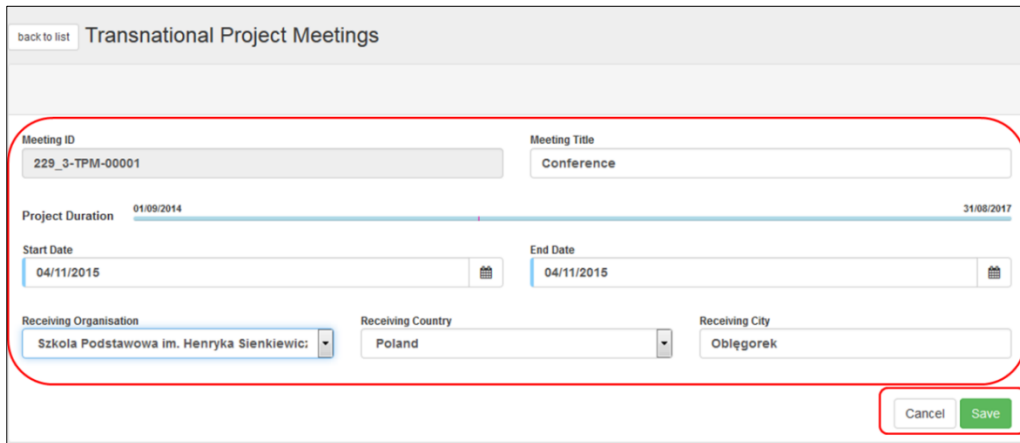
Add a meeting title, select the receiving organisation (receiving country and receiving city will be filled in automatically) and change the start date and the end date. The meeting must fall between the project start and end date indicated on the **Details** tab.

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: Oblęgorek

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

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

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.

The screenshot displays a web application interface for project management. At the top, there is a navigation bar with tabs for 'Details', 'Organisations', 'Contacts', 'Project Management and Implementation', and 'Transnational Project Meetings'. Below this, there are more tabs for 'Intellectual Outputs', 'Multiplier Events', 'Learning, Teaching and Training Activities', 'Special Needs Support', 'Exceptional Costs', 'Exceptional Cost Guarantee', and 'Budget'. The main content area is titled 'Transnational Project Meetings' and includes a 'back to list' button and an 'Edit' button. The meeting details are as follows:

- 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: Obłęgorek

Below the meeting details is a section titled 'Participants' with a '+ Create' button. This section contains a search bar, a 'selection' button, and a message that says '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**

Number of Participants: 10    Sending Organisation: Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku

Sending Country: Poland    Sending City: Oblegorek

Distance Band: 100 - 1999 km    Grant per participant: 575

Total (Calculated): 5750    Total (Adjusted): 5750

Cancel Save

## 9. Click the "Save" button.

**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**

Number of Participants: 10    Sending Organisation: Szkoła Podstawowa im. Henryka Sienkiewicza w Oblegorku

Sending Country: Poland    Sending City: Oblegorek

Distance Band: 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="checkbox"/> <input type="checkbox"/>
<b>Total</b>							<b>5,750.00 €</b>	<b>5,750.00 €</b>	

10 25 50 100

The Participants line appears in the list.

## 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	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Poland	Oblegorek	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. Click on "+Create".](#)
- [4. Complete the details of the new Intellectual Output.](#)
- [5. Click on "Save".](#)
- [6. Click "+Create" to add the organisation details.](#)
- [7. Select the organisation and complete the details.](#)
- [8. Click on "Save".](#)
- [9. View the organisation's cost.](#)
- [10. Edit an Intellectual Output.](#)
- [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**

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

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.

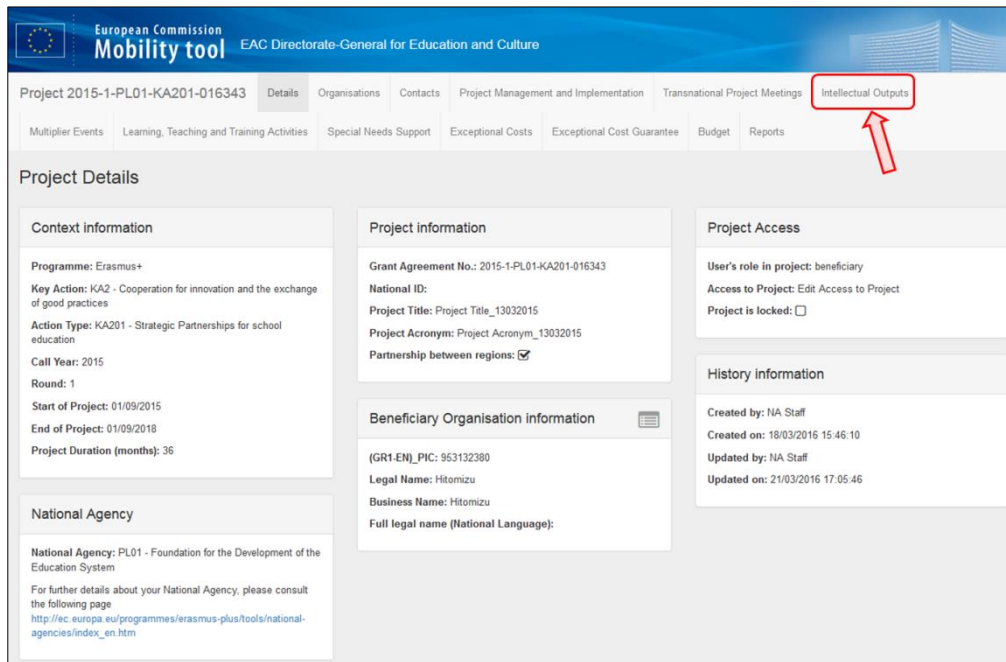
In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.



## 2. Open the menu item "Intellectual Outputs".

The **Details** screen appears and when the **Intellectual Outputs** tab is clicked the information entered into the NAs Project Management System will appear in this list. The amount for the different staff categories is not entered and must be added for each **Intellectual Output**, which is automatically created by the system. The total approved for the **Intellectual Outputs** is visible under the **Budget** tab.

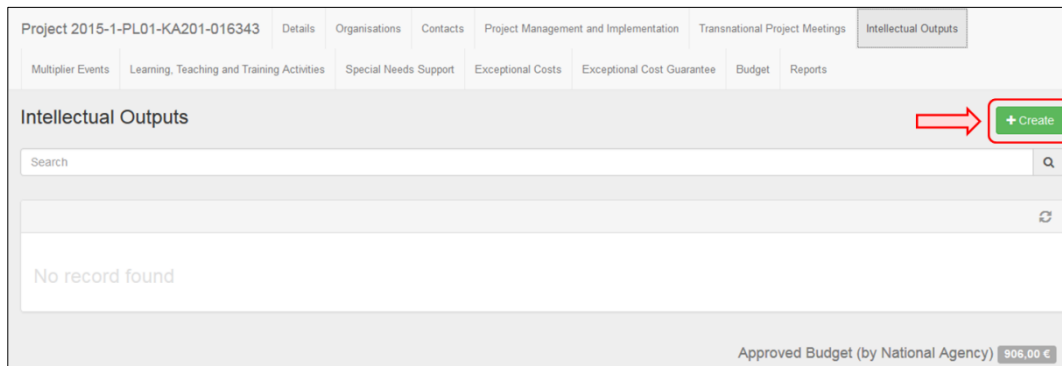
Note, for **School to School** only the **Intellectual Outputs** for the beneficiary organisation will appear.



The screenshot shows the 'European Commission Mobility tool' interface for project 'Project 2015-1-PL01-KA201-016343'. The 'Intellectual Outputs' tab is highlighted with a red box and a red arrow. The main content area is divided into several sections: 'Context information', 'Project information', 'Project Access', 'Beneficiary Organisation information', and 'History information'. The 'Context information' section includes details like 'Programme: Erasmus+', 'Key Action: KA2 - Cooperation for innovation and the exchange of good practices', and 'Action Type: KA201 - Strategic Partnerships for school education'. The 'Project information' section lists 'Grant Agreement No.: 2015-1-PL01-KA201-016343', 'National ID: Project Title\_13032015', and 'Project Acronym: Project Acronym\_13032015'. The 'Beneficiary Organisation information' section shows '(GR1.EN)\_PIC: 953132300', 'Legal Name: Hitomizu', and 'Business Name: Hitomizu'. The 'Project Access' section indicates 'User's role in project: beneficiary' and 'Access to Project: Edit Access to Project'. The 'History information' section shows 'Created by: NA Staff', 'Created on: 18/03/2016 15:46:10', 'Updated by: NA Staff', and 'Updated on: 21/03/2016 17:05:46'.

## 3. Click on "+Create".

Once in the **Intellectual Output** tab, if a new **Intellectual Output** is required, click on the **+Create** button.



The screenshot shows the 'Intellectual Outputs' tab selected. A red box highlights the '+ Create' button, with a red arrow pointing to it. Below the button is a search bar with the text 'Search' and a magnifying glass icon. Below the search bar is a refresh icon. The main content area displays 'No record found'. At the bottom right, there is a status bar showing 'Approved Budget (by National Agency) 906,00 €'.

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

Fill in the blank fields.

The start and end dates for **Intellectual Outputs** must always be within the project duration's start and end dates as specified on the **Details** tab.



Note:

For **2014** projects a "Output Type" field appears and "Available Media" fields are not appearing.

For **2015** projects a "Output Type" field is not appearing and "Available Media" fields are appearing.

### Intellectual Outputs

[Save](#)

Output Identification: O1

Project Duration: 01/09/2015 01/09/2018

Start Date: 01/03/2016  End Date: 02/03/2016

Available Language 1: English Available Language 2: French Available Language 3: Polish

Available Media 1: Software Available Media 2: Social Media Available Media 3: Internet

Intellectual Output Detailed Description  
Seminar on the importance of traditional stories, language in a modern Europe.  
1922 characters left

[Cancel](#) [Save](#)

## 5. Click on "Save".

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

The screenshot shows the 'Intellectual Outputs' form. At the top right, there is a green 'Save' button. Below the form fields, there is another green 'Save' button at the bottom right, which is highlighted with a red box and a red arrow pointing to it. The form contains the following fields: Output Identification (O1), Output title (Seminar), Project Duration (01/09/2015 to 01/09/2018), Start Date (01/03/2016), End Date (02/03/2016), Available Language 1 (English), Available Language 2 (French), Available Language 3 (Polish), Available Media 1 (Software), Available Media 2 (Social Media), Available Media 3 (Internet), and Intellectual Output Detailed Description (Seminar on the importance of traditional stories, language in a modern Europe.).

## 6. Click on "+Create" to add the organisation details.


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

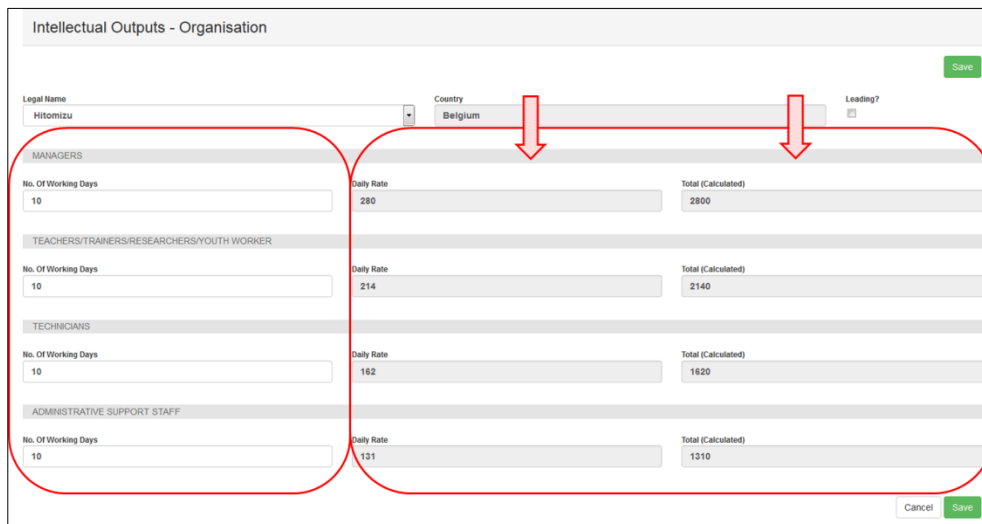
The screenshot shows the 'Intellectual Outputs' form with the 'Organisations' section visible. The 'Organisations' section has a search bar and a '+ Create' button highlighted with a red box. A red callout box points to the '+ Create' button with the text: 'To add an Organisation, click the "+Create" button'. The 'Organisations' section also displays 'No record found'.

## 7. 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 **Daily Rate** and **Total (Calculated)** fields will be filled in automatically for each Staff Category.

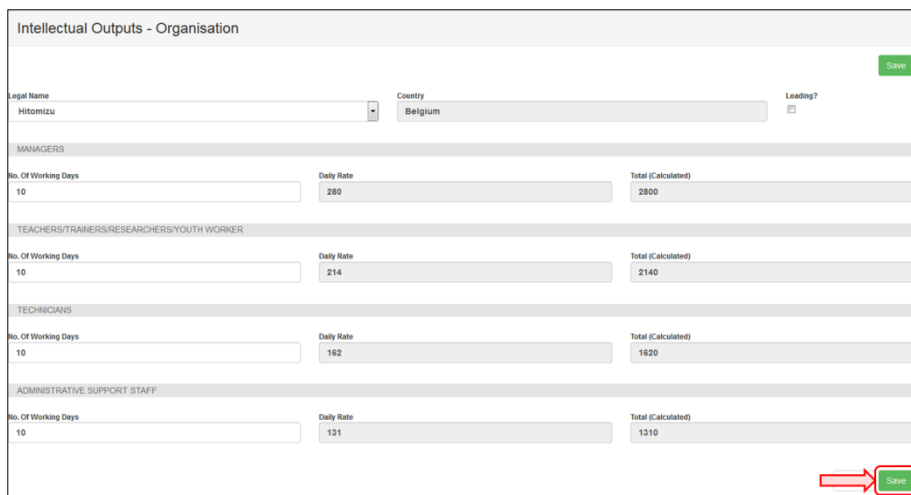
 Note that **one and only one of the organisations** within a given Intellectual Output must be **flagged as "Leading"**.



Staff Category	No. Of Working Days	Daily Rate	Total (Calculated)
MANAGERS	10	280	2800
TEACHERS/TRAINERS/RESEARCHERS/YOUTH WORKER	10	214	2140
TECHNICIANS	10	162	1620
ADMINISTRATIVE SUPPORT STAFF	10	131	1310

## 8. Click on "Save".

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



Staff Category	No. Of Working Days	Daily Rate	Total (Calculated)
MANAGERS	10	280	2800
TEACHERS/TRAINERS/RESEARCHERS/YOUTH WORKER	10	214	2140
TECHNICIANS	10	162	1620
ADMINISTRATIVE SUPPORT STAFF	10	131	1310

## 9. 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**.

back to list
Intellectual Output Details

One leading organisation should be selected per Intellectual Output

### Intellectual Outputs ✎ Edit

**Output Identification** **Output title**

O1 Seminar

**Project Duration** 01/09/2015 01/09/2018

**Start Date** 01/03/2016 **End Date** 02/03/2016

**Available Language 1** English **Available Language 2** French **Available Language 3** Polish

**Available Media 1** Software **Available Media 2** Social Media **Available Media 3** Internet

**Intellectual Output Detailed Description**

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

### Organisations + Create


Search 🔍

🗖 selection 📄 Export

	Legal Name	Leading?	Country	Staff Category													
				Managers			Teachers/trainers/Researchers/Youth Worker			Technicians			Administrative support staff				Totals
				No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	No. Of Working Days	Daily Rate	Total (Calculated)	Total (Calculated)	
O	Hikomizu	☑	Belgium	10	280,00 €	2.800,00 €	10	214,00 €	2.140,00 €	10	162,00 €	1.620,00 €	10	131,00 €	1.310,00 €	7.870,00 €	✎ 🗑
<b>Total</b>				10		2.800,00 €	10		2.140,00 €	10		1.620,00 €	10		1.310,00 €	7.870,00 €	



## 10. Edit and Intellectual Output.

To modify an Intellectual Output, click the pencil icon.

 Note - For **2014 projects**, the column **Total (Adjusted)** appears.

### Intellectual Outputs

+ Create  
  
selection Export  


Output Identification	Output title	Staff Category								Totals	
		Managers		Teachers/trainers/Researchers/Youth Worker		Technicians		Administrative support staff			
		No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)		
O1	Seminar	10	2.800,00 €	10	2.140,00 €	10	1.620,00 €	10	1.310,00 €	7.870,00 €	
Total		10	2.800,00 €	10	2.140,00 €	10	1.620,00 €	10	1.310,00 €	7.870,00 €	

10 25 50 100

Approved Budget (by National Agency) 906,00 €


## 11. Delete an Intellectual Output.

To delete an Intellectual Output, click the bin icon.

 Note - For **2014 projects**, the column **Total (Adjusted)** appears.

### Intellectual Outputs

+ Create  
  
selection Export  

Output Identification	Output title	Staff Category								Totals	
		Managers		Teachers/trainers/Researchers/Youth Worker		Technicians		Administrative support staff			
		No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)		
O1	Seminar	10	2.800,00 €	10	2.140,00 €	10	1.620,00 €	10	1.310,00 €	7.870,00 €	
Total		10	2.800,00 €	10	2.140,00 €	10	1.620,00 €	10	1.310,00 €	7.870,00 €	

10 25 50 100

Approved Budget (by National Agency) 906,00 €

## 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. Click on "+Create" to create the Budget.](#)
- [7. Fill in the details.](#)
- [8. Click on "Save".](#)
- [9. Check the "Total \(Calculated\)" amount and click on "Back to list".](#)
- [10. "Edit" a Multiplier Event.](#)
- [11. "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.

The screenshot shows the Mobility Tool interface for the European Commission. The header includes the European Commission logo and the text 'Mobility tool' and 'EL01 Greek State Scholarship's Foundation (IKY)'. Below the header, there are navigation tabs for 'Home' and 'Project List'. The main content area is titled 'Welcome ECAS EAC\_TRAINING' and features a sidebar menu with 'Erasmus+' and 'Lifelong Learning Programme' options. The main area displays a table of projects under the 'Erasmus+' section. The table has three columns: 'Grant Agreement No', 'National ID', and 'User's role in project'. The project reference '2013-1-PL01-KA201-016341' is highlighted with a red box. To the right of the table, there is an 'About the tool' section with a description of the system's purpose and capabilities.

Grant Agreement No	National ID	User's role in project
<a href="#">2014-1-UK01-KA201-000229_4 CP</a>		coordinator (View Access to Project)
<a href="#">2014-1-FR01-KA201-002304 CP</a>		partner (View Access to Project)
<a href="#">2015-1-FR01-KA204-013204 CP</a>		beneficiary (Edit Access to Project)
<a href="#">2015-1-PL01-KA219-016330_2 CP</a>		coordinator (View Access to Project)
<a href="#">2013-1-PL01-KA201-016341 CP</a>		beneficiary (Edit Access to Project)
<a href="#">2014-1-FR01-KA201-008555_1 CP</a>		beneficiary (Edit Access to Project)
<a href="#">2015-1-PL01-KA219-016330_3 CP</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 the NAs Project Management System, but will not contain all details. The **Multiplier Event** item must be edited in order to add the costs and number of participants.

The screenshot shows the Project Management System interface for project 'Project 2015-1-PL01-KA201-016343'. The 'Multiplier Events' menu item is highlighted with a red box and a red arrow. The interface is divided into several sections: 'Context Information', 'Project Information', 'Project Access', 'Beneficiary Organisation information', and 'History information'. The 'Context Information' section includes details like Programme (Erasmus+), Key Action (KA2), Action Type (KA201 - Strategic Partnerships for school education), Call Year (2015), Round (1), Start of Project (01/09/2015), End of Project (01/09/2018), and Project Duration (36 months). The 'Project Information' section includes Grant Agreement No., National ID, Project Title, Project Acronym, and Partnership between regions (checked). The 'Project Access' section includes User's role in project (beneficiary), Access to Project (Edit Access to Project), and Project is locked (unchecked). The 'Beneficiary Organisation information' section includes PIC, Legal Name (Hitomizu), Business Name (Hitomizu), and Full legal name (National Language). The 'History information' section includes Created by (NA Staff), Created on (18/03/2016 15:46:10), Updated by (NA Staff), and Updated on (21/03/2016 17:05:46).

## 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 Project Management System interface for project 'Project 2014-1-UK01-KA201-000229\_3'. The 'Multiplier Events' menu item is highlighted with a red box and a red arrow. The interface is divided into several sections: 'Multiplier Events', 'Search', and a table. The 'Multiplier Events' section includes a search bar and a '+Create' button. The table below shows the following columns: Event Identification, Event Title, Event Description, Intellectual Outputs Covered, Country of Organiser/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 all columns.


Event Identification	Event Title	Event Description	Intellectual Outputs Covered	Country of Organiser/Organisation	Grant Rate per International Participant	No. of International Participants	Grant Rate per Local Participant	No. of Local Participants	Total (Adjusted)
Total:						0		0	0.00 €



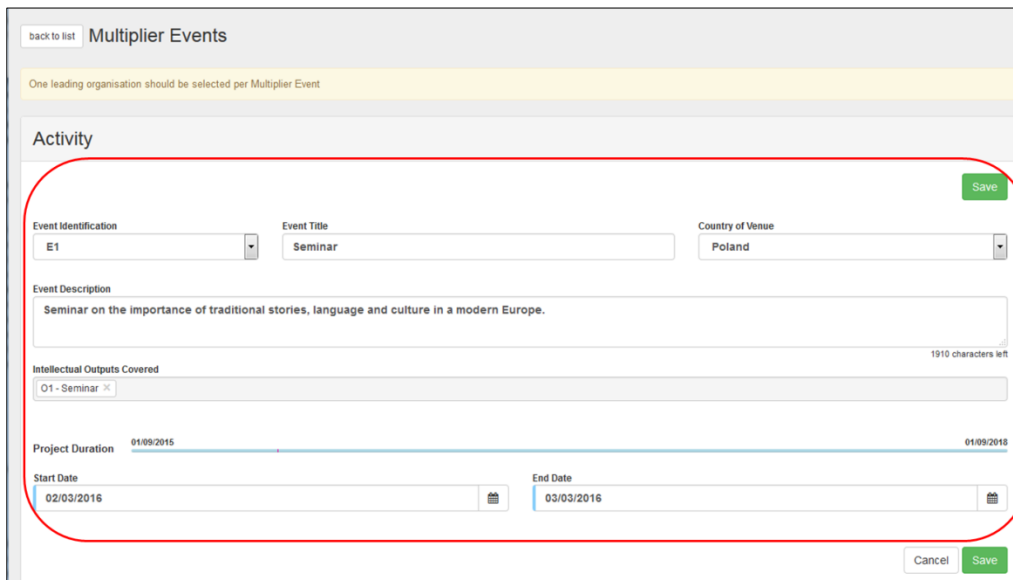
## 4. Fill in the details.

Complete the details as applicable for the event.

For **Multiplier Events**, which are not automatically created from the NAs Project Management System, 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 is 30,000€ and that at least one Intellectual Output must be selected per Multiplier Event.

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 the NAs Project Management System.



back to list Multiplier Events

One leading organisation should be selected per Multiplier Event

Activity

Save

Event Identification: E1

Event Title: Seminar

Country of Venue: Poland

Event Description: Seminar on the importance of traditional stories, language and culture in a modern Europe. 1910 characters left

Intellectual Outputs Covered: O1 - Seminar

Project Duration: 01/09/2015 to 01/09/2018

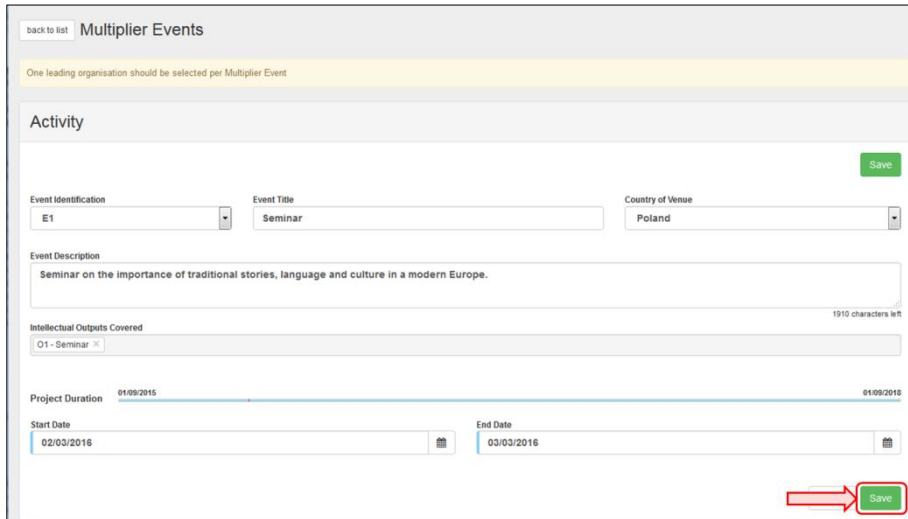
Start Date: 02/03/2016

End Date: 03/03/2016

Cancel Save

## 5. Click on "Save".

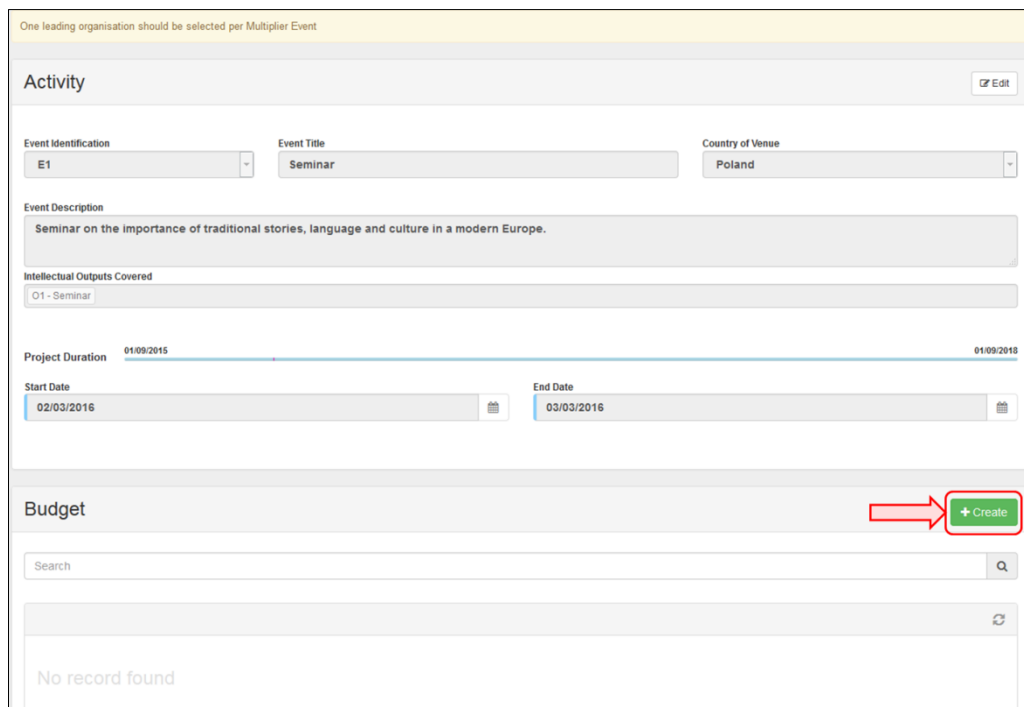
To save the data, click the **Save** button.



The screenshot shows the 'Multiplier Events' form. At the top, there is a 'back to list' link and the title 'Multiplier Events'. Below this is a yellow warning banner: 'One leading organisation should be selected per Multiplier Event'. The main section is titled 'Activity' and contains several fields: 'Event Identification' (dropdown menu with 'E1'), 'Event Title' (text input with 'Seminar'), and 'Country of Venue' (dropdown menu with 'Poland'). There is a green 'Save' button in the top right corner of the 'Activity' section. Below these fields is an 'Event Description' text area containing 'Seminar on the importance of traditional stories, language and culture in a modern Europe.' and a character count '1910 characters left'. Underneath is an 'Intellectual Outputs Covered' section with a tag 'O1 - Seminar'. At the bottom, there is a 'Project Duration' bar from '01/09/2015' to '01/09/2018', and 'Start Date' (02/03/2016) and 'End Date' (03/03/2016) fields. A red arrow points to a green 'Save' button at the bottom right of the form.

## 6. Click on "+Create" to create the Budget.

In order to create the Budget detail line for this activity, click the **+Create** button.



The screenshot shows the same 'Multiplier Events' form as above, but now the 'Budget' section is visible. The 'Activity' section is greyed out. The 'Budget' section has a green '+ Create' button highlighted with a red arrow. Below the '+ Create' button is a search bar with the text 'Search' and a magnifying glass icon. At the bottom of the budget section, it says 'No record found'.

## 7. Fill in the details.

Fill in the Organisation, Country of Organisation fields. Enter the number of Local Participants and the number of International Participants.

Grant Rate per Local Participant, Grant Rate per International Participant and Totals fields will be populated automatically.



Note that one and only one organisation must be flagged as Leading within each Multiplier Event.

[back to list](#) **Multiplier Events**

---

**Activity**

Event Identification: E1      Event Title: Seminar

---

**Budget** [Edit](#)

[Save](#)

Organisation	Leading?	Country of Organisation
Hitomizu	<input type="checkbox"/>	Belgium
No. of Local Participants	Grant Rate per Local Participant	Total Grant for Local Participants
10	100	1000
No. of International Participants	Grant Rate per International Participant	Total Grant for International Participants
20	200	4000
		Total (Calculated)
		5000

[Cancel](#) [Save](#)

Below you can find an **example of the screen for 2015 projects**. The Event and corresponding Budget details are in the same screen.

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 <span style="float: right;">31/08/2017</span>	
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	
		<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

## 8. Click on "Save".

Once all the details have been filled in, click on the **Save** button.

[back to list](#) Multiplier Events

---

Activity

Event Identification: E1      Event Title: Seminar


---

Budget [Edit](#)

[Save](#)

Organisation	Leading?	Country of Organisation
Hitomizu	<input type="checkbox"/>	Belgium

No. of Local Participants	Grant Rate per Local Participant	Total Grant for Local Participants
10	100	1000
No. of International Participants	Grant Rate per International Participant	Total Grant for International Participants
20	200	4000
		Total (Calculated)
		5000

 [Save](#)

## 9. Check the "Total (Calculated)" amount and click on "Back to list".

Check the **Total (Calculated)** amount and click on **Back to list** to go back to the list of the events.

[back to list](#) Multiplier Events

One leading organisation should be selected per Multiplier Event

Activity Edit

Event Identification: E1 | Event Title: Seminar | Country of Venue: Poland

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

Intellectual Outputs Covered: O1 - Seminar

Project Duration: 01/09/2015 to 01/09/2015

Start Date: 02/03/2016 | End Date: 03/03/2016

Budget + Create

Search

selection Export

Organisation	Leading?	Country of Organisation	No. of Local Participants	Grant Rate per Local Participant	Total Grant for Local Participants	No. of International Participants	Grant Rate per International Participant	Total Grant for International Participants	Total (Calculated)
Htomizu	X	Belgium	10	100	1000	20	200	4000	5000
<b>Total</b>			10		1000	20		4000	5000

Multiplier Events + Create

Search

selection Export


Event Identification	Event Title	Event Description	Intellectual Outputs Covered	Start Date	End Date	Country of Venue	Grant Rate per Local Participant	No. of Local Participants	Grant Rate per International Participant	No. of International Participants	Total (Calculated)
E1	Seminar	Seminar on the importance of traditional stories, language and culture in a modern Europe.	1	02/03/2016	03/03/2016	Poland	100,00 €	10	200,00 €	20	5000
<b>Total</b>								10		20	5000

10 25 50 100

Approved Budget (by National Agency) 3.500,00 €


## 10. "Edit" a Multiplier Event.

To edit an event, click the pencil icon.

	Event Identification	Event Title	Event Description	Intellectual Outputs Covered	Start Date	End Date	Country of Venue	Grant Rate per Local Participant	No. of Local Participants	Grant Rate per International Participant	No. of International Participants	Total (Calculated)	
○	E1	Seminar	Seminar on the importance of traditional stories, language and culture in a modern Europe.	1	02/03/2016	03/03/2016	Poland	100,00 €	10	200,00 €	20	5000	
<i>Total</i>									10		20	5000	

## 11. "Delete" a Multiplier Event.

To delete an event, click on the bin icon.

	Event Identification	Event Title	Event Description	Intellectual Outputs Covered	Start Date	End Date	Country of Venue	Grant Rate per Local Participant	No. of Local Participants	Grant Rate per International Participant	No. of International Participants	Total (Calculated)	
○	E1	Seminar	Seminar on the importance of traditional stories, language and culture in a modern Europe.	1	02/03/2016	03/03/2016	Poland	100,00 €	10	200,00 €	20	5000	
<i>Total</i>									10		20	5000	

## 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

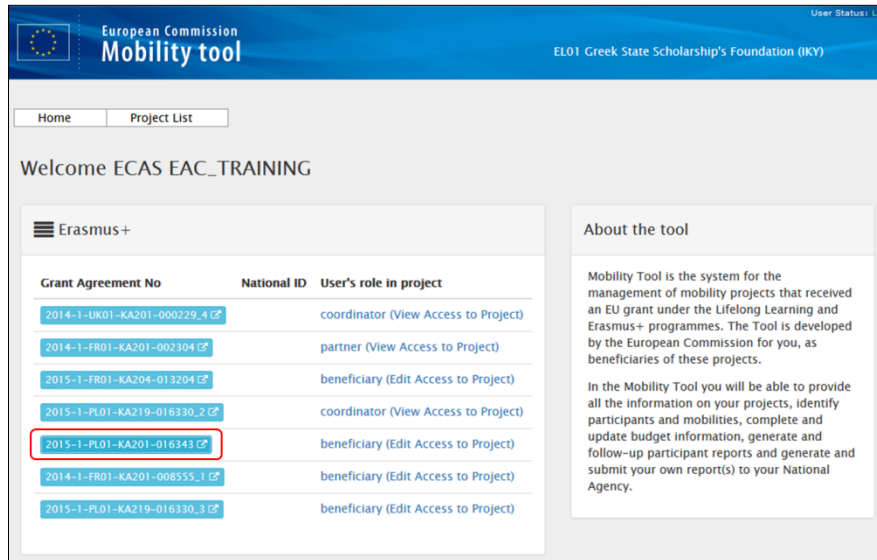
- [1. Click on the project reference.](#)
- [2. Open the menu item "Learning, Teaching and Training Activities".](#)
- [3. Click the "+Create" button.](#)
- [4. Fill in the details.](#)
- [5. Click on "Save".](#)
- [6. Add a participant.](#)
- [7. Fill in the "Participant" details.](#)
- [8. Use the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

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_4		coordinator (View Access to Project)
2014-1-FR01-KA201-002304		partner (View Access to Project)
2015-1-FR01-KA204-013204		beneficiary (Edit Access to Project)
2015-1-PL01-KA219-016330_2		coordinator (View Access to Project)
2015-1-PL01-KA201-016343		beneficiary (Edit Access to Project)
2014-1-FR01-KA201-008555_1		beneficiary (Edit Access to Project)
2015-1-PL01-KA219-016330_3		beneficiary (Edit Access to Project)

About the tool

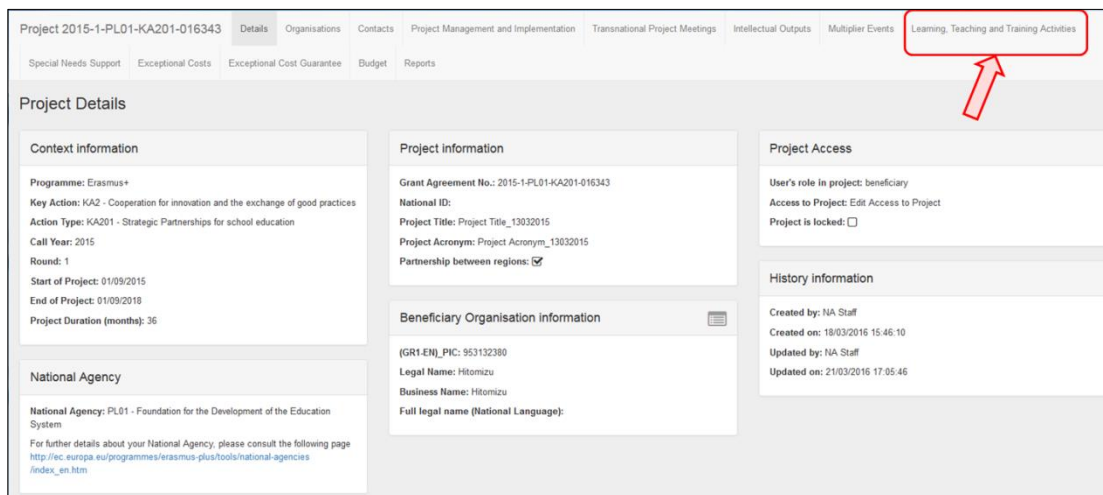
Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.

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 **Details** page opens. When you click the **Learning, Teaching and Training Activities** or **LTT** tab, the list will show all **LTTs**, which have been entered into the NAs Project Management System.

These items will need to be edited in order to add the additional information of number of participants and costs.



Project 2015-1-PL01-KA201-016343

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 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: 2015

Round: 1

Start of Project: 01/09/2015

End of Project: 01/09/2018

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

Grant Agreement No.: 2015-1-PL01-KA201-016343

National ID:

Project Title: Project Title\_13032015

Project Acronym: Project Acronym\_13032015

Partnership between regions:

Beneficiary Organisation information

(GR1-EN)\_PIC: 953132380

Legal Name: Htomizu

Business Name: Htomizu

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: 18/03/2016 15:46:10

Updated by: NA Staff



Updated on: 21/03/2016 17:05:46

### 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.





Note - For **2014 Projects**, the **Field** field does not appear.

back to list Learning, Teaching and Training Activities

Activity 

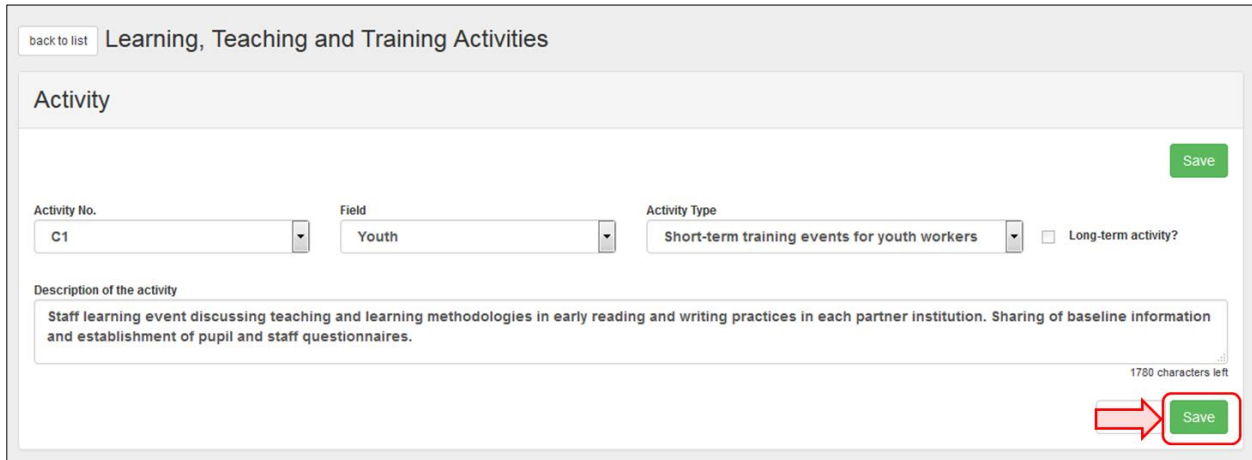
Activity No.  Activity Type   Long-term activity?

Description of the activity  
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.

## 5. Click on "Save".

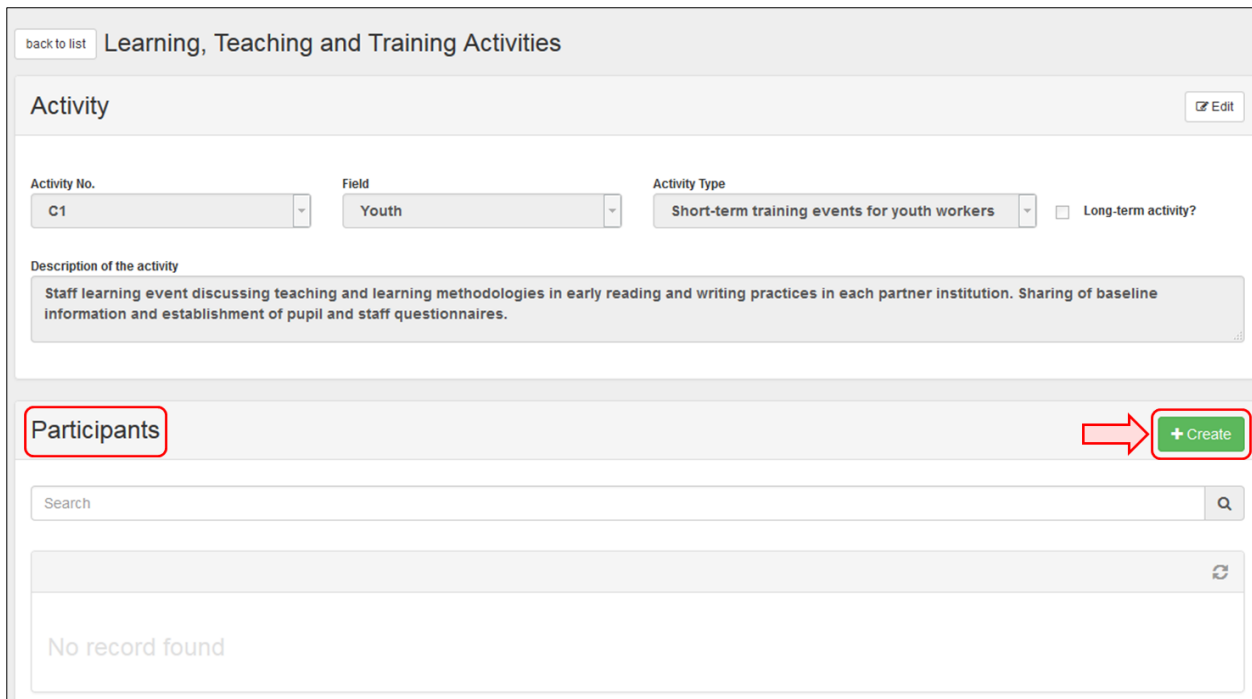
To save the details of the activity, click the **Save** button. The list of participants can now be added.



The screenshot shows a web form titled "Learning, Teaching and Training Activities". At the top left is a "back to list" button. The form is divided into sections. The "Activity" section contains three dropdown menus: "Activity No." with the value "C1", "Field" with the value "Youth", and "Activity Type" with the value "Short-term training events for youth workers". There is also a checkbox for "Long-term activity?". Below these 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." A character count "1780 characters left" is visible at the bottom right of the text area. A green "Save" button is located in the top right corner of the form, and another green "Save" button is located at the bottom right of the description text area. A red arrow points to the bottom "Save" button, which is also enclosed in a red box.

## 6. Add a participant.

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



The screenshot shows the same "Activity" form as above. Below the description section is a section titled "Participants" which is highlighted with a red box. To the right of the "Participants" section is a green "+ Create" button, also highlighted with a red box and a red arrow pointing to it. Below the "+ Create" button is a search bar with the placeholder text "Search" and a magnifying glass icon. Below the search bar is a large empty box with a refresh icon in the top right corner. At the bottom of this box, the text "No record found" is displayed.

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

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



Note - For **2015 Projects**, the field EU Mobility Total Grant (adjusted) has been removed.

### Participant

compact view  
Save

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

First Name: Dupont  
Last Name: Marc

Accompanying Person  
 Participant With Special Needs  
 Fewer Opportunities  
 Group Leader/Trainer/Facilitator/Youth Worker

#### MOBILITY

Mobility ID: 16343-MOB-00001  
 Non-EU Funded  
 Force Majeure ?

#### DURATION

Project Duration: 01/09/2015 to 01/09/2018

Start Date: 01/02/2016  
End Date: 29/02/2016  
Duration Calculated (days): 29

Travel days (max 2): 2  
Interruption days (Please justify in comments): 0  
Funded Duration (days): 31

#### FROM / TO

Sending Organisation: Hitomizu  
Sending Country: Belgium  
Sending City: Leuven  
Sending Organisation Erasmus Code:

Receiving Organisation: UNIVERSIDAD COMPLUTENSE DE MADRID  
Receiving Country: Spain  
Receiving City: MADRID  
Receiving Organisation Erasmus Code: E MADRID03

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

Grant not Required (Travel Grant)

EU Travel Grant: 275 €

#### INDIVIDUAL SUPPORT

Grant not Required (Individual Support)

EU Individual Support: 2590 €

#### TOTAL CALCULATIONS

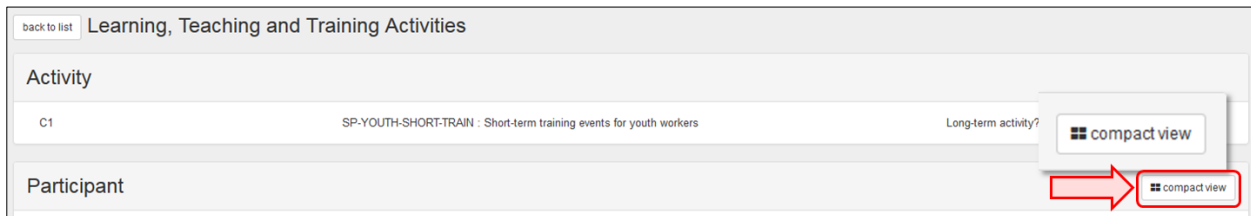
EU Mobility Total Grant (calculated): 2865 €

## 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.

 Note - For **2014 Projects, Grant not Required (Travel Grant)** and **Grant not Required (Individual Support)** check boxes do not appear. The field **EU Mobility Total Grant (adjusted)** only appears for 2014 projects.

In case the project is a **KA201 - Strategic Partnerships for school education** and is flagged as **Only schools (or KA219)**, the sending organisation is always the Beneficiary Organisation.



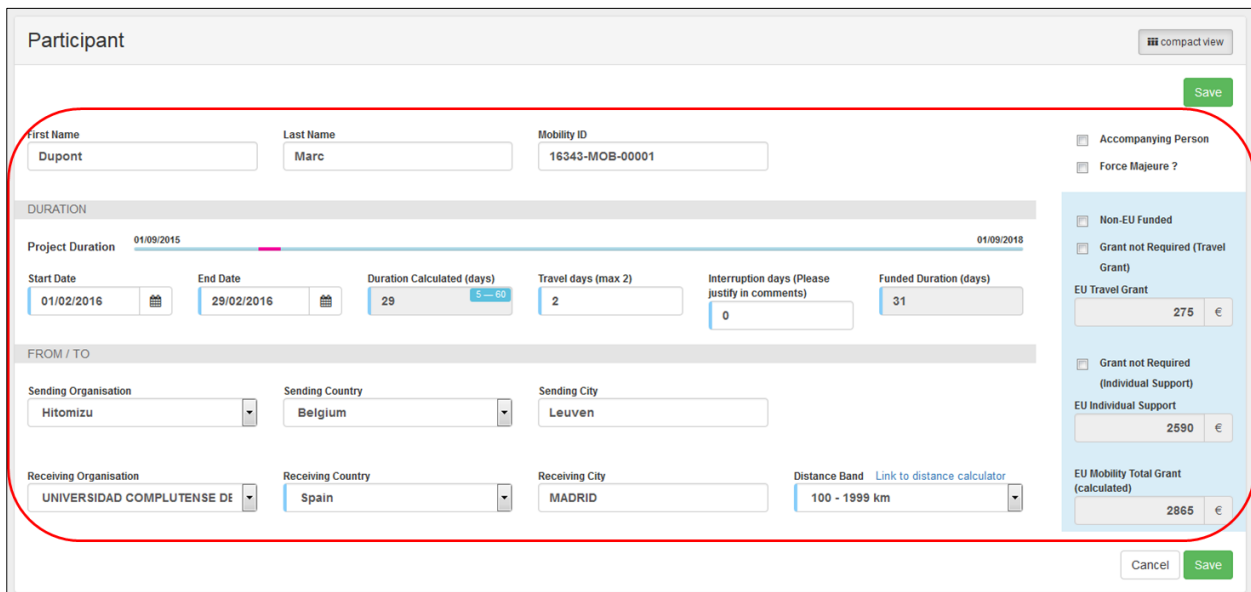
back to list Learning, Teaching and Training Activities

Activity

C1 SP-YOUTH-SHORT-TRAIN : Short-term training events for youth workers Long-term activity?

compact view

Participant compact view



Participant compact view Save

First Name Dupont Last Name Marc Mobility ID 16343-MOB-00001

Accompanying Person  
 Force Majeure ?

Non-EU Funded  
 Grant not Required (Travel Grant)

EU Travel Grant 275 €

Grant not Required (Individual Support)

EU Individual Support 2590 €

EU Mobility Total Grant (calculated) 2865 €

Cancel Save

DURATION

Project Duration 01/09/2015 01/09/2018

Start Date 01/02/2016 End Date 29/02/2016 Duration Calculated (days) 29 Travel days (max 2) 2 Interruption days (Please justify in comments) 0 Funded Duration (days) 31


FROM / TO

Sending Organisation Hitomizu Sending Country Belgium Sending City Leuven

Receiving Organisation UNIVERSIDAD COMPLUTENSE DE Receiving Country Spain Receiving City MADRID Distance Band 100 - 1999 km

## 9. Click on "Save".

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

Distance Band <a href="#">Link to distance calculator</a>	If a different place of departure or arrival is reported, please provide the reason for this difference
100 - 1999 km	
<b>TRAVEL GRANT</b>	
	EU Travel Grant
	275 €
<b>INDIVIDUAL SUPPORT</b>	
	EU Individual Support
	2310 €
<b>TOTAL CALCULATIONS</b>	
	EU Mobility Total Grant (calculated)
	2585 €
	EU Mobility Total Grant (adjusted)
	2585 €
<b>Overall Comments</b>	
<input type="text"/>	
	 <input type="button" value="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.  Field  Activity Type   Long-term activity?

Description of the activity  
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.

Participants [+ Create](#)

Search

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

	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 (calculated)	
<input type="radio"/>	Dupont	Marc	Marcdupont@gmail.com	✘	✘	16343-MOB-00001	Belgium	Spain	01/02/2016	29/02/2016	2.865,00 €	<a href="#">edit</a> <a href="#">delete</a>
<b>Total</b>				0	0							

10 25 50 100

Learning, Teaching and Training Activities [+ Create](#)

Search

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

	Activity No.	Field	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)	
<input type="radio"/>	C1	Youth	SP-YOUTH-SHORT-TRAIN	Short-term training events for youth workers	✘	0	1	0	275,00 €	2.590,00 €	0,00 €	2.865,00 €	<a href="#">edit</a> <a href="#">delete</a>
<b>Total</b>						0	1	0	275,00 €	2.590,00 €	0,00 €	2.865,00 €	

10 25 50 100

Approved Budget (by National Agency) **0,00 €**

## Special Needs Support

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

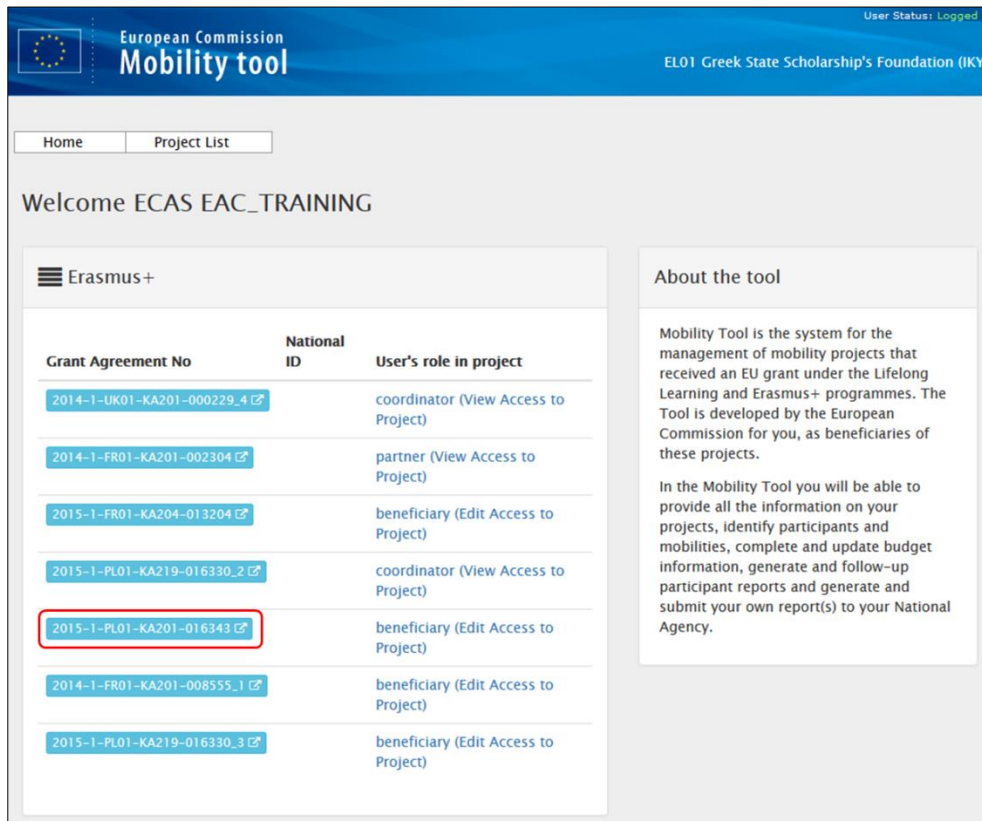
### Quick steps

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



The screenshot shows the 'European Commission Mobility tool' interface. At the top, there is a navigation bar with the European Commission logo and the text 'User Status: Logged in'. Below the navigation bar, there are two tabs: 'Home' and 'Project List'. The main content area displays a welcome message 'Welcome ECAS EAC\_TRAINING' and a table of projects under the 'Erasmus+' heading. The table has three columns: 'Grant Agreement No', 'National ID', and 'User's role in project'. The project with the reference number '2015-1-PL01-KA201-016343' is highlighted with a red box. To the right of the table, there is a section titled 'About the tool' which provides information about the system and its purpose.

Grant Agreement No	National ID	User's role in project
<a href="#">2014-1-UK01-KA201-000229_4</a>		coordinator (View Access to Project)
<a href="#">2014-1-FR01-KA201-002304</a>		partner (View Access to Project)
<a href="#">2015-1-FR01-KA204-013204</a>		beneficiary (Edit Access to Project)
<a href="#">2015-1-PL01-KA219-016330_2</a>		coordinator (View Access to Project)
<a href="#">2015-1-PL01-KA201-016343</a>		beneficiary (Edit Access to Project)
<a href="#">2014-1-FR01-KA201-008555_1</a>		beneficiary (Edit Access to Project)
<a href="#">2015-1-PL01-KA219-016330_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 the menu item "Special Needs Support".

The **Details** page appears. Click the **Special Needs Support** menu item to see the list, which has been entered into the NAs Project Management System. These entries can be edited in order to add additional information.

Project 2015-1-PL01-KA201-016343 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 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: 2015  
Round: 1  
Start of Project: 01/09/2015  
End of Project: 01/09/2018  
Project Duration (months): 36

#### Project information

Grant Agreement No.: 2015-1-PL01-KA201-016343  
National ID:  
Project Title: Project Title\_13032015  
Project Acronym: Project Acronym\_13032015  
Partnership between regions:

#### Project Access

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

#### 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)

#### Beneficiary Organisation information


PIC: 953132380  
Legal Name: Hitomizu  
Business Name: Hitomizu  
Full legal name (National Language):

#### History information

Created by: NA Staff  
Created on: 18/03/2016 15:46:10  
Updated by: NA Staff  
Updated on: 24/03/2016 14:05:46

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

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

 The value **Approved Budget (by National Agency)** may be set to zero, if the project is for call year **2014** and the project data was submitted to MT+ before MT+ 2.3.0. In this case please check the budget screen for the value for this item that has been approved by the National Agency.

Project 2015-1-PL01-KA201-016343 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

### Special Needs Support

Search

No record found

Approved Budget (by National Agency) 0.00 €

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

The **Special Needs Details** window appears. Fill in the details (blank fields) as applicable.

### Special Needs Details ×

Organisation

Hitomizu ▾

No. of Participants With Special Needs

Total Cost

Description

Special needs support needed. ⋮

1971 characters left

## 5. 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  
Hitomizu

No. of Participants With Special Needs:  Total Cost:

Description

1971 characters left

### Special Needs Support

Search

selection Export

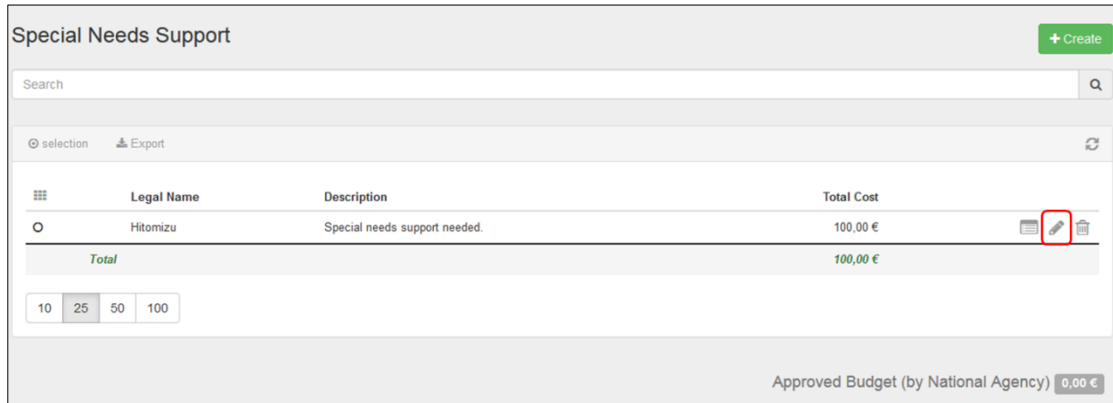
	Legal Name	Description	Total Cost	
O	Hitomizu	Special needs support needed.	100,00 €	<input type="button" value="edit"/> <input type="button" value="delete"/>
<b>Total</b>			<b>100,00 €</b>	

10 25 50 100

Approved Budget (by National Agency)

## 6. Edit "Special Needs Support".

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

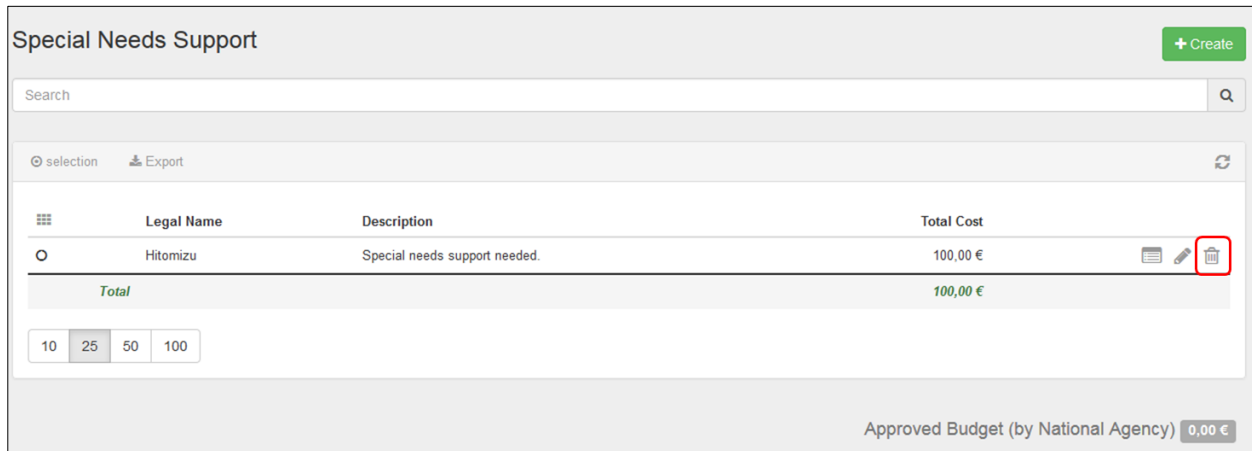


The screenshot shows the 'Special Needs Support' interface. At the top right is a green '+ Create' button. Below it is a search bar. Underneath are 'selection' and 'Export' options. The main area is a table with columns: 'Legal Name', 'Description', and 'Total Cost'. The table contains one row with 'Hitomizu' as the legal name and 'Special needs support needed.' as the description, with a total cost of '100,00 €'. To the right of this row are three icons: a list icon, a pencil icon (highlighted with a red box), and a trash icon. Below the table are pagination buttons for 10, 25, 50, and 100 items. At the bottom right, it says 'Approved Budget (by National Agency) 0,00 €'.

Legal Name	Description	Total Cost
Hitomizu	Special needs support needed.	100,00 €
<b>Total</b>		<b>100,00 €</b>

## 7. Delete "Special Needs Support".

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



The screenshot shows the 'Special Needs Support' interface, identical to the previous one. However, in this screenshot, the trash icon (bin icon) to the right of the table row is highlighted with a red box, indicating the action to delete the entry.

Legal Name	Description	Total Cost
Hitomizu	Special needs support needed.	100,00 €
<b>Total</b>		<b>100,00 €</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.

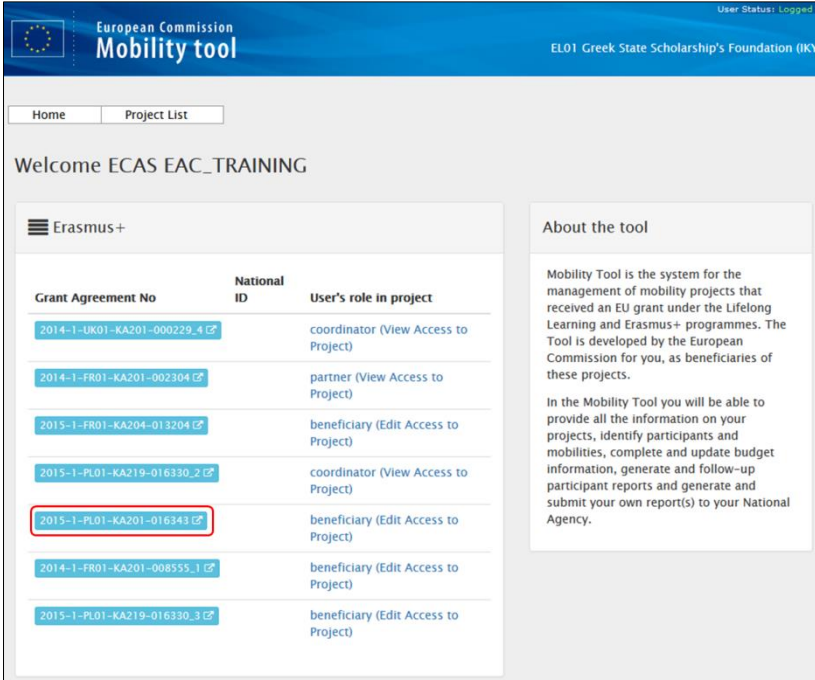
### Quick steps

- [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 in the "Budget" tab.](#)

### Detailed steps

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

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



The screenshot shows the European Commission Mobility tool interface. The header includes the European Commission logo, the text "European Commission Mobility tool", and the user status "User Status: Logged in". Below the header, there are navigation tabs for "Home" and "Project List". The main content area displays a table of projects under the heading "Welcome ECAS EAC\_TRAINING". The table has three columns: "Grant Agreement No", "National ID", and "User's role in project". The project reference "2015-1-PL01-KA201-016343" is highlighted with a red box. To the right of the table is a section titled "About the tool" which provides information about the system and its purpose.

Grant Agreement No	National ID	User's role in project
<a href="#">2014-1-UK01-KA201-000229_4</a>		coordinator (View Access to Project)
<a href="#">2014-1-FR01-KA201-002304</a>		partner (View Access to Project)
<a href="#">2015-1-FR01-KA204-013204</a>		beneficiary (Edit Access to Project)
<a href="#">2015-1-PL01-KA219-016330_2</a>		coordinator (View Access to Project)
<b><a href="#">2015-1-PL01-KA201-016343</a></b>		beneficiary (Edit Access to Project)
<a href="#">2014-1-FR01-KA201-008555_1</a>		beneficiary (Edit Access to Project)
<a href="#">2015-1-PL01-KA219-016330_3</a>		beneficiary (Edit Access to Project)

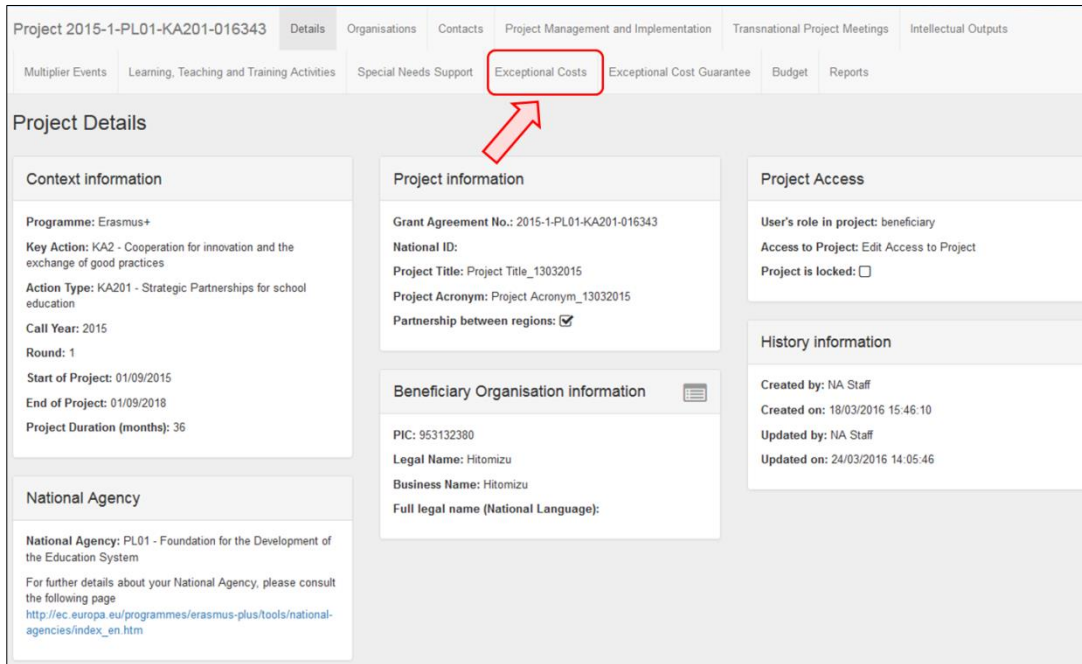
**About the tool**

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 the menu item "Exceptional Costs".


After the **Details** page of the project opens, click on the menu item **Exceptional Costs**.

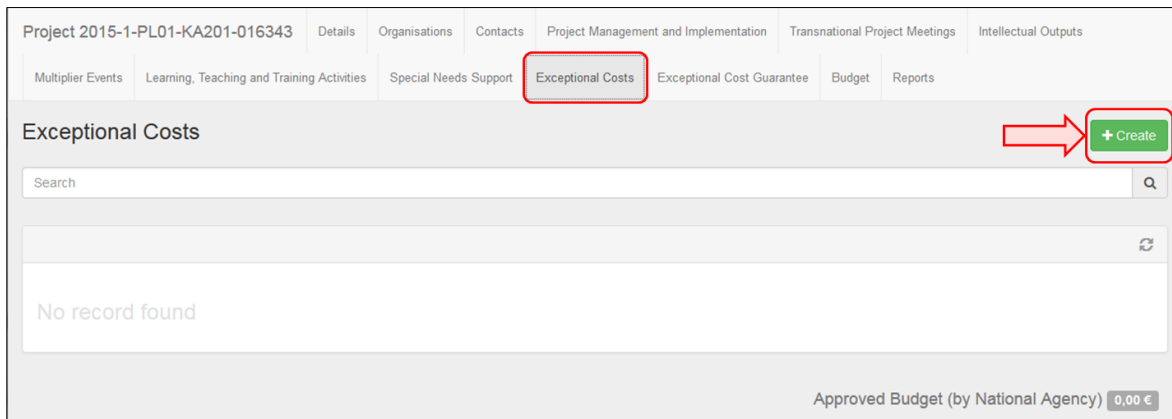


The screenshot shows the 'Project Details' page for project 2015-1-PL01-KA201-016343. The 'Exceptional Costs' menu item is highlighted with a red box and a red arrow pointing to it. The page is divided into several sections: Context information, Project information, Project Access, National Agency, and Beneficiary Organisation information. The 'Exceptional Costs' menu item is located in the top navigation bar, between 'Special Needs Support' and 'Exceptional Cost Guarantee'.

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

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


 The value **Approved Budget (by National Agency)** may be set to zero, if the project is for call year **2014** and the project data was submitted to MT+ before MT+ 2.3.0. In this case please check the budget screen for the value for this item that has been approved by the National Agency.



The screenshot shows the 'Exceptional Costs' page. The '+ Create' button is highlighted with a red box and a red arrow pointing to it. The page displays a search bar, a refresh button, and a message 'No record found'. At the bottom right, the 'Approved Budget (by National Agency)' is shown as '0,00 €'.

#### 4. Fill in the details.

Fill in the details (blank fields) as applicable.

 Note - For **2014 Projects**, the Total (Adjusted) field appears.

### Exceptional Costs Detail

Save

Organisation  
Hitomizu

Full Real Cost: 100      Eligible Cost (75%): 75

Description of cost item  
Exceptional costs.  
1982 characters left

Cancel Save

## 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.

### Exceptional Costs

Search

selection Export

	Legal Name	Description of cost item	Full Real Cost	Eligible Cost (75%)	
	Hitomizu	Exceptional costs.	100,00 €	75,00 €	
<b>Total</b>			<b>100,00 €</b>	<b>75,00 €</b>	

10 25 50 100

Approved Budget (by National Agency) 0,00 €




## 6. Add a comment in the "Budget" tab.

To add a comment in relation to all exceptional costs on the Budget screen, click on the **Budget** tab, add the comment and click the **Save** button.

	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
<b>Multiplier Events</b>	3.500,00 €	80,00 %	2.800,00 €	120,00 %	4.200,00 €	5.000,00 €	142,86 %
<b>Learning, Teaching and Training Activities</b>	0,00 €	80,00 %	0,00 €	120,00 %	0,00 €	2.865,00 €	0,00 %
Short-term training events for youth workers	0,00 €					2.865,00 €	0,00 %
EU Travel Grant	0,00 €					275,00 €	0,00 %
EU Individual Support	0,00 €					2.590,00 €	0,00 %
Linguistic Support Grant	0,00 €					0,00 €	0,00 %
Special Needs' Support	0,00 €					100,00 €	0,00 %
<b>Exceptional Costs</b>							
These costs were incurred while.....	0,00 €	80,00 %	0,00 €	100,00 %	0,00 €	75,00 €	0,00 %

1964 characters 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.](#)

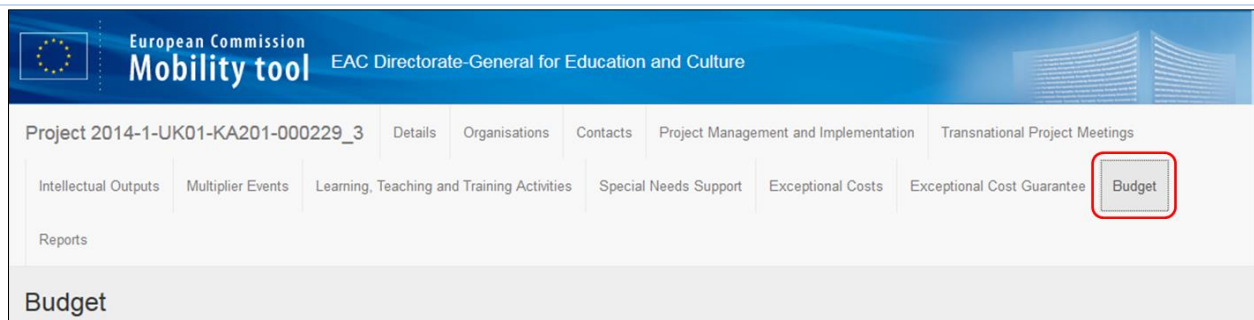
### Approved Budget (by National Agency) and Current Budget (in Mobility Tool).

#### Explanation and illustration

The budget summary screen provides an overview of the approved budget as entered into the NAs Project Management System. 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



The screenshot shows the 'European Commission Mobility tool' interface for the EAC Directorate-General for Education and Culture. The project ID is 'Project 2014-1-UK01-KA201-000229\_3'. The navigation menu includes 'Details', 'Organisations', 'Contacts', 'Project Management and Implementation', and 'Transnational Project Meetings'. Below this, there are tabs for 'Intellectual Outputs', 'Multiplier Events', 'Learning, Teaching and Training Activities', 'Special Needs Support', 'Exceptional Costs', 'Exceptional Cost Guarantee', and 'Budget'. The 'Budget' tab is highlighted with a red box. Below the tabs, there is a 'Reports' section and a 'Budget' section.

	Budget Transfers (% of Approved Budget)						Current Budget (in Mobility Tool)	% Current/Approved budget
	Minimum Allowed After Transfers To Another Budget Item			Maximum Allowed After Transfers From Another Budget Item				
	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			
<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 %

<b>Exceptional Costs</b>							0.00 €	
	0.00 €	80.00 %	0.00 €	100.00 %	0.00 €		0.00 €	0.00 %
<b>Exceptional Cost Guarantee</b>								
	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	Maximum Allowed	After Transfers From	Minimum Amount According to % of Approved Budget		
		% of Approved Budget	Another Budget Item	% of Approved Budget	Another Budget Item			
<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	X	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	X	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)	% of Approved Budget	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		
<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.

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 %

## 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)	% of Approved Budget	Minimum Amount According to % of Approved Budget	% of Approved Budget	Maximum Amount According to % of Approved Budget		
<b>Total Project</b>	38,925.00 €					1,500.00 €	3.85 %
<b>Reduction of EU Grant</b>						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 %

## 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:

