

Slide 1 - Slide 1

The screenshot shows a presentation slide with a blue header. On the left, there is the European Commission logo. The header text reads 'Mobility Tool' and 'Beneficiary Report'. The main content area has a large blue title 'How to complete and submit the beneficiary report'. Below the title, it says 'In this demo you will see how the beneficiary contact will...' followed by a bulleted list of three items: 'generate the beneficiary report', 'save and print the draft report', and 'complete and submit the report'. At the bottom of the slide, there is an orange bar with the text 'complete and submit the report'.

Text Captions

Mobility Tool

Beneficiary Report

How to complete and submit the beneficiary report

In this demo you will see how the beneficiary contact will...

generate the beneficiary report

save and print the draft report

complete and submit the report

In this demo you will see how the beneficiary contact will generate the beneficiary report, save and print the draft report and complete and submit the report.

Slide 2 - Slide 2

Text Captions

Ben, the beneficiary user, will log into **MT+** using his ECAS user ID and password.

Slide 8 - Slide 8

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] | Legal notice | CH01 - English (EN)

European Commission  
**Mobility tool**  
CH01 ch Foundation for Confederal Cooperation

My Home

Welcome ECAS EAC\_TRAINING

Lifelong Learning Programme

Grant Agreement No	National ID
2013-1-GR1-ERA02-04913	
2013-1-LI1-ERA02-00000	
2013-1-LI1-ERA02-00028	

Erasmus+

Grant Agreement No	National ID
2014-1-CH01-KA101-000193	
2014-1-UK02-KA101-00100	
2014-1-CH01-KA101-000193	

Select  
2014-1-CH01-KA101-000193

Mobility Tool (ACCEPTANCE - v. MT+1.6.2#20150325) 2015-04-21 10:55:11

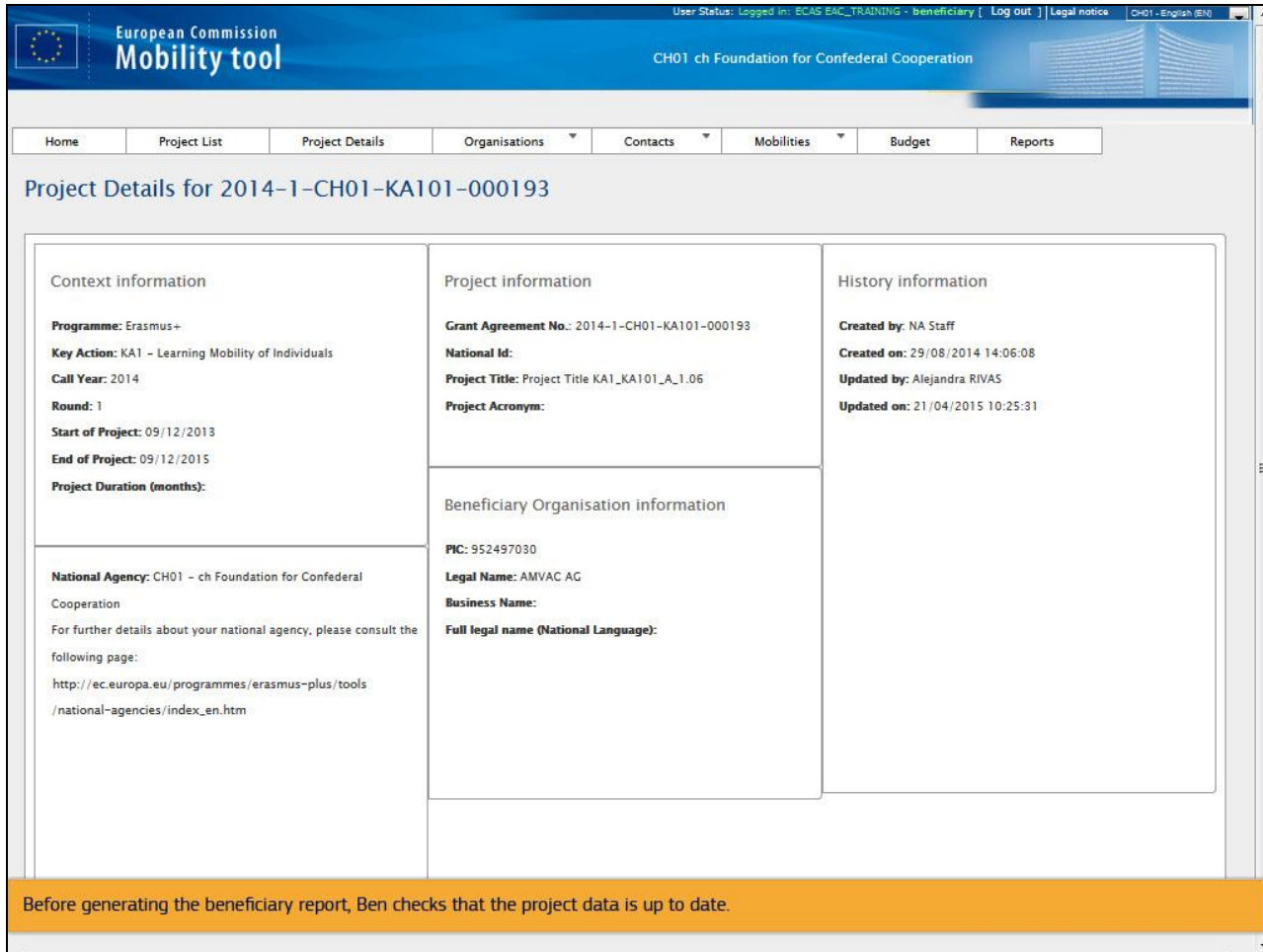
Once in MT+ Ben selects the project for which he wants to submit the beneficiary report.

**Text Captions**

Once in **MT+** Ben selects the project for which he wants to submit the beneficiary report.

Select **2014-1-CH01-KA101-000193**

Slide 9 - Slide 9



The screenshot displays the 'European Commission Mobility tool' interface. At the top, the user is logged in as 'ECAS EAC\_TRAINING - beneficiary'. The main navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The current page is titled 'Project Details for 2014-1-CH01-KA101-000193'. The content is organized into three columns:

- Context information:** Programme: Erasmus+, Key Action: KA1 - Learning Mobility of Individuals, Call Year: 2014, Round: 1, Start of Project: 09/12/2013, End of Project: 09/12/2015, Project Duration (months):
- Project information:** Grant Agreement No.: 2014-1-CH01-KA101-000193, National Id:, Project Title: Project Title KA1\_KA101\_A\_1\_06, Project Acronym:
- Beneficiary Organisation information:** PIC: 952497030, Legal Name: AMVAC AG, Business Name:, Full legal name (National Language):
- History information:** Created by: NA Staff, Created on: 29/08/2014 14:06:08, Updated by: Alejandra RIVAS, Updated on: 21/04/2015 10:25:31

Below the main content area, a yellow banner contains the text: "Before generating the beneficiary report, Ben checks that the project data is up to date."

Text Captions

Before generating the beneficiary report, Ben checks that the project data is up to date.

Slide 12 - Slide 12

The screenshot shows the 'European Commission Mobility tool' interface. At the top, it displays the user status as 'Logged in: ECAS EAC\_TRAINING - beneficiary' and the project as 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The main heading is 'Mobilities for 2014-1-CH01-KA101-000193'. Below this is a table with columns for Participant Name, Email, Activity Type, Mobility ID, Start Date, End Date, Eligible Mobility, Report Status, Requested On, and Received On. The table contains four rows of data for participants Ale, Maria, Peter, and Tony. A search bar and an 'Export Participant Report' button are also visible. At the bottom, a status bar indicates the version and timestamp: 'Mobility Tool (ACCEPTANCE - v. MT+1.6.2#20150325) 2015-04-21 10:55:41'. A yellow banner at the very bottom contains the text: 'He checks mobility details. Adjustments made to the mobility details will automatically update the budget summary.'

Participant First Name	Participant Last Name	Email	Activity Type	Mobility ID	Start Date	End Date	Eligible Mobility	Report Status	Requested On	Received On
Ale	Tester	ale@tester.com	SE-TAA	00193-MOB-00002	04/03/2015	08/04/2015		REQUESTED	21/04/2015	
Maria	Tester	maria@tester.com	SE-STA	00193-MOB-00001	06/04/2015	20/04/2015		REQUESTED	21/04/2015	
Peter	Tester	peter@tester.com	SE-TAA	00193-MOB-00004	01/04/2015	21/04/2015		NONE		
Tony	Tester	tony@tester.com	SE-STA	00193-MOB-00003	01/04/2015	21/04/2015		NONE		

**Text Captions**

He checks mobility details. Adjustments made to the mobility details will automatically update the budget summary.

Slide 13 - Slide 13

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 menu with options: Home, Project List, Project Details, Organisations, Contacts, Mobilities, Budget, and Reports. The main content area displays 'Budget for 2014-1-CH01-KA101-000193'. A light blue loading bar with the text 'Loading... Please wait' is visible. There are two error messages that say 'values cannot be saved'. At the bottom of the interface, there is an orange bar with the text 'Ben also checks the budget summary.'

**Text Captions**

Ben also checks the budget summary.

Slide 14 - Slide 14

European Commission  
Mobility tool

CH01 ch Foundation for Confederal Cooperation

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] | Legal notice | CH01 - English (EN)

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

Budget for 2014-1-CH01-KA101-000193 Nothing to save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
<b>Total Project</b>	713,400.00	11,172.00	1.57%
<b>Organisational Support</b>		1,400.00	
No. of Participants (excluding soc. persons): 4	43,400.00	0	0.00%
<b>Exceptional costs - Guarantee</b>		0	
<b>Activity Type</b>		4,410.00	
SE-STA: Staff training abroad	334,280.00	4,410.00	1.32%
EU Travel Grant	12,700.00	0.00	0.00%
EU Individual Support	314,580.00	4,410.00	1.40%
Course Fees Grant	7,000.00	0.00	0.00%
EU Special Needs Support	0.00	0.00	0.00%
SE-TAA: Training/teaching assignments abroad	335,807.00	6,762.00	2.01%

Ben adds the current **Organisation Support** amount of 1,400

Text Captions

Ben adds the current **Organisation Support** amount of 1,400



Slide 16 - Slide 16

European Commission  
Mobility tool

CH01 ch Foundation for Confederal Cooperation

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] | Legal notice | CH01 - English (EN)

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

### Budget for 2014-1-CH01-KA101-000193

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
<b>Total Project</b>	713,400.00	12,572.00	1.76%
<b>Organisational Support</b>			
No. of Participants (excluding soc. persons): 4		1,400.00	
	43,400.00	1,400	3.23%
<b>Exceptional costs - Guarantee</b>		0	
<b>Activity Type</b>			
SE-STA: Staff training abroad		4,410.00	
	334,280.00	4,410.00	1.32%
EU Travel Grant	12,700.00	0.00	0.00%
EU Individual Support	314,580.00	4,410.00	1.40%
Course Fees Grant	7,000.00	0.00	0.00%
EU Special Needs Support	0.00	0.00	0.00%
SE-TAA: Training/teaching assignments abroad		6,762.00	
	335,807.00	6,762.00	2.01%

Ben adds the current Organisation Support amount of 1,400

Text Captions

Slide 17 - Slide 17

European Commission  
Mobility tool

CH01 ch Foundation for Confederal Cooperation

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] | Legal notice | CH01 - English (EN)

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

✓ Done: changes saved

Budget for 2014-1-CH01-KA101-000193 Save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
<b>Total Project</b>	713,400.00	12,572.00	1.76%
<b>Organisational Support</b>		1,400.00	
No. of Participants (excluding soc. persons): 4	43,400.00	1,400	3.23%
<b>Exceptional costs - Guarantee</b>		0	
<b>Activity Type</b>		4,410.00	
SE-STA: Staff training abroad	334,280.00	4,410.00	1.32%
EU Travel Grant	12,700.00	0.00	0.00%
EU Individual Support	314,580.00	4,410.00	1.40%
Course Fees Grant	7,000.00	0.00	0.00%
EU Special Needs Support	0.00	0.00	0.00%
<b>SE-TAA: Training/teaching assignments abroad</b>	335,807.00	6,762.00	2.01%

Ben adds the current Organisation Support amount of 1,400

Text Captions

Slide 18 - Slide 18

Budget for 2014-1-CH01-KA101-000193 Nothing to save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
<b>Total Project</b>	713,400.00	12,572.00	1.76%
<b>Organisational Support</b>			
No. of Participants (excluding acc. persons): 4	43,400.00	1,400	3.23%
<b>Exceptional costs - Guarantee</b>			
		0	
<b>Activity Type</b>			
<b>SE-STA: Staff training abroad</b>	334,280.00	4,410.00	1.32%
EU Travel Grant	12,700.00	0.00	0.00%
EU Individual Support	314,580.00	4,410.00	1.40%
Course Fees Grant	7,000.00	0.00	0.00%
EU Special Needs Support	0.00	0.00	0.00%
<b>SE-TAA: Training/teaching assignments abroad</b>	335,807.00	6,762.00	2.01%
EU Travel Grant	20,595.00	0.00	0.00%
EU Individual Support	310,212.00	6,762.00	2.18%
Course Fees Grant	0.00	0.00	0.00%
EU Special Needs Support	5,000.00	0.00	0.00%

Ben adds the current Organisation Support amount of 1,400

Text Captions

Slide 19 - Slide 19

European Commission  
Mobility tool

CH01 ch Foundation for Confederal Cooperation

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] | Legal notice | CH01-English (EN)

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

### Budget for 2014-1-CH01-KA101-000193

Nothing to save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
<b>Total Project</b>	713,400.00	12,572.00	1.76%
<b>Organisational Support</b>		1,400.00	
No. of Participants (excluding soc. persons): 4	43,400.00	1,400	3.23%
<b>Exceptional costs - Guarantee</b>		0	
<b>Activity Type</b>		4,410.00	
SE-STA: Staff training abroad	334,280.00	4,410.00	1.32%
EU Travel Grant	12,700.00	0.00	0.00%
EU Individual Support	314,580.00	4,410.00	1.40%
Course Fees Grant	7,000.00	0.00	0.00%
EU Special Needs Support	0.00	0.00	0.00%
SE-TAA: Training/teaching assignments abroad	335,807.00	6,762.00	2.01%

Ben adds the current Organisation Support amount of 1,400

Text Captions

Slide 20 - Slide 20

The screenshot shows the 'European Commission Mobility tool' interface. The user is logged in as 'ECAS EAC\_TRAINING - beneficiary'. The main menu includes Home, Project List, Project Details, Organisations, Contacts, Mobilities, Budget, and Reports. The 'Organisations' dropdown menu is open, showing options for 'List Organisations' and 'Create a new Organisation'. The main content area displays the 'Budget for 2014-1-CH01-KA101-000193' with a 'Nothing to save' button. A table provides a detailed breakdown of the budget:

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
<b>Total Project</b>	713,400.00	12,572.00	1.76%
<b>Organisational Support</b>		1,400.00	
No. of Participants (excluding soc. persons): 4	43,400.00	1,400	3.23%
<b>Exceptional costs - Guarantee</b>		0	
<b>Activity Type</b>		4,410.00	
SE-STA: Staff training abroad	334,280.00	4,410.00	1.32%
EU Travel Grant	12,700.00	0.00	0.00%
EU Individual Support	314,580.00	4,410.00	1.40%
Course Fees Grant	7,000.00	0.00	0.00%
EU Special Needs Support	0.00	0.00	0.00%
<b>SE-TAA: Training/teaching assignments abroad</b>	335,807.00	6,762.00	2.01%

An orange banner at the bottom of the screenshot contains the text: 'And also, he checks the organisation details.'

Text Captions

And also, he checks the organisation details.

## Slide 21 - Slide 21

European Commission  
Mobility tool

CH01 ch Foundation for Confederal Cooperation

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] | Legal notice | CH01 - English (EN)

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

Project & Beneficiary Organisation for 2014-1-CH01-KA101-000193

Click on the Reports tab

#	Beneficiary	Co-Beneficiary	PIC	Organisation ID	Legal Name	Department	Country	City	Public Body	Non-profit
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	952497030	000193-ORG-00001	AMVAC AG		Switzerland	ZUG	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	997152532	000193-ORG-00003	AIDE A LA DECISION ECONOMIQUE SA		Belgium	LOUVAIN LA NEUVE	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	999948169	000193-ORG-00004	AGILENT TECHNOLOGIES BELGIUM NV		Belgium	DIEGEM	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	952261708	000193-ORG-00002	DIGESTO SARL		Switzerland	PUPLINGE	<input type="checkbox"/>	<input type="checkbox"/>

Mobility Tool (ACCEPTANCE - v. MT+1.6.2#20150325) 2015-04-21 10:56:29

When Ben is satisfied that all of the project data is up to date, he can go to the **Reports** tab and generate the beneficiary report.

Waiting for webgate.acceptance.ec.europa.eu...

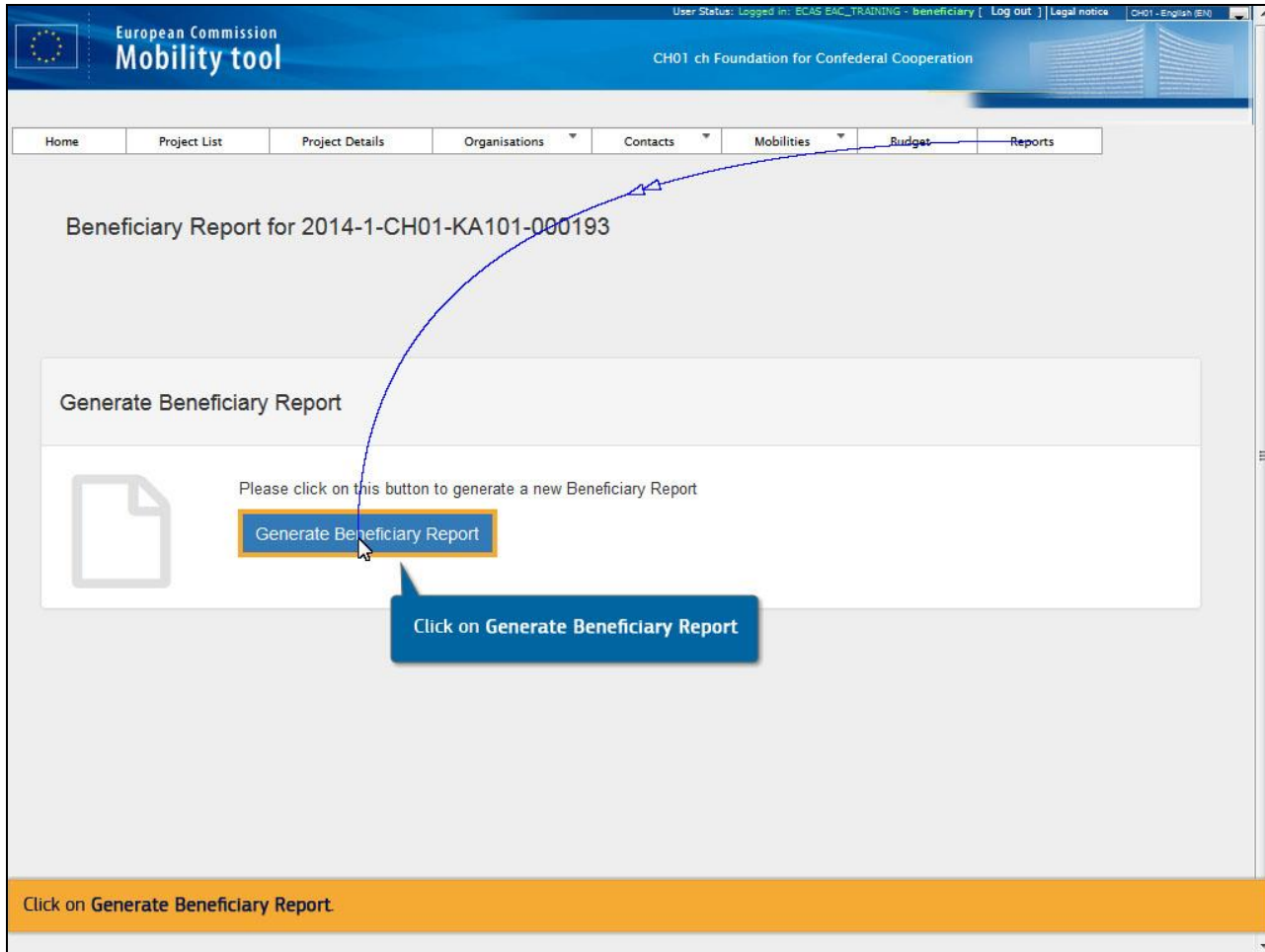
**Text Captions**

If organisation details (that are entered in EPlusLink) require to be updated, the NA should first be notified and the details updated in URF and then in EPlusLink before being updated in MT+.

When Ben is satisfied that all of the project data is up to date, he can go to the **Reports** tab and generate the beneficiary report.

Click on the **Reports** tab

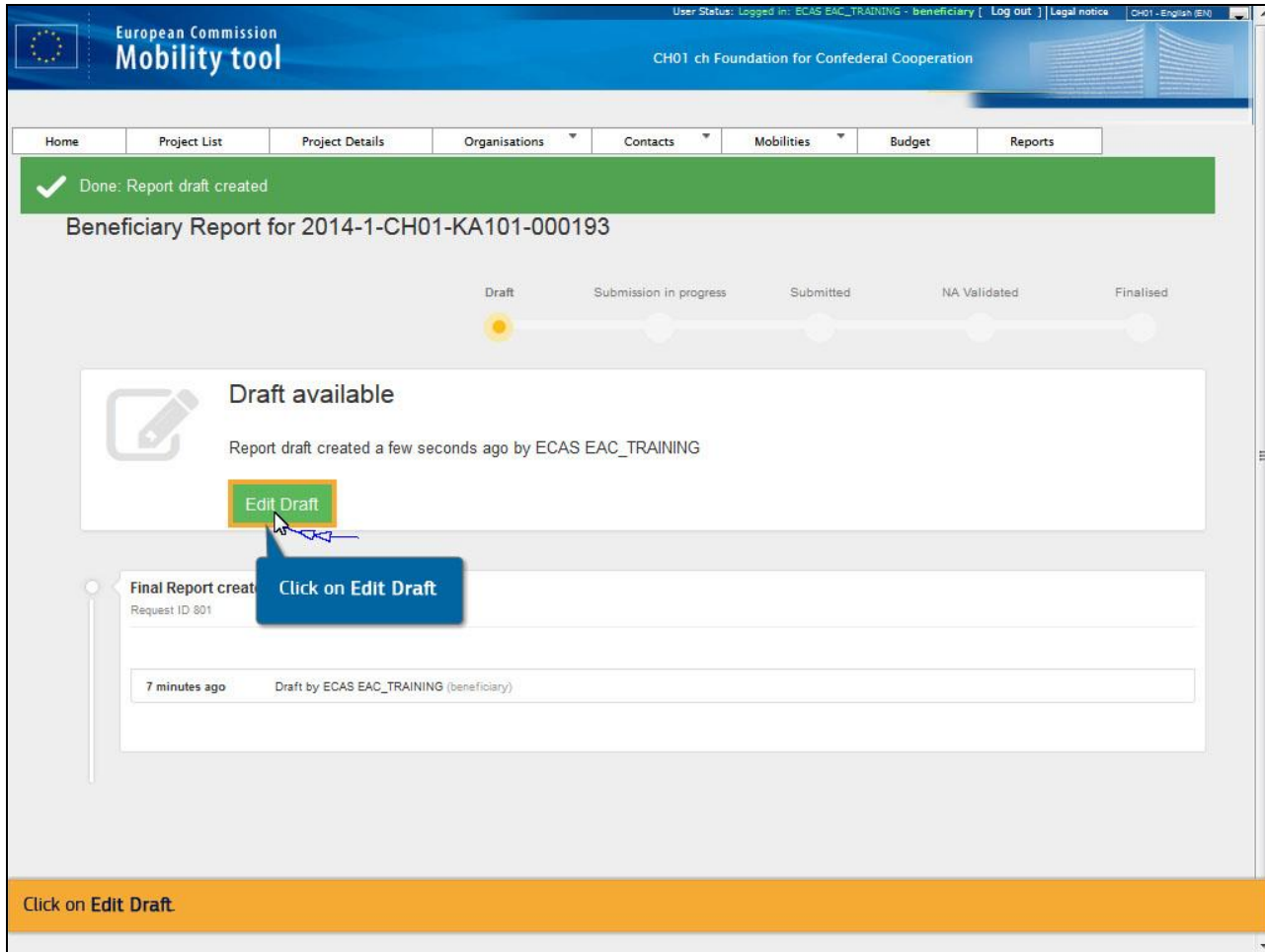
Slide 22 - Slide 22



**Text Captions**

Click on **Generate Beneficiary Report**.

Slide 23 - Slide 23



Text Captions

Click on **Edit Draft**.



Slide 24 - Slide 24

The screenshot shows the 'European Commission Mobility tool' interface. At the top, there is a header with the European Commission logo and the text 'CH01 ch Foundation for Confederal Cooperation'. Below the header is a navigation menu with items: Home, Project List, Project Details, Organisations, Contacts, Mobilities, Budget, and Reports. On the left side, there is a sidebar with a table of contents. The first two items, '1. Context' and '3. Summary of participating organisations', are highlighted with orange boxes and green checkmarks. A blue arrow points from the '3. Summary of participating organisations' item to the main content area. The main content area displays the title 'Beneficiary Report for 2014-1-CH01-KA101-000193' and a section titled '1. Context'. Below this, there is a table with project details:

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	School education staff mobility
Call	2014
Report Type	Final
Language used to fill in the form	EN

Below the table, there is a sub-section titled '1.1. Project Identification' with another table:

Grant Agreement Number	2014-1-CH01-KA101-000193
Project Title	Project Title KA1_KA101_A_1.06
Project Acronym	
Project Start Date (dd-mm-yyyy)	09/12/2013
Project End Date (dd-mm-yyyy)	09/12/2015

At the bottom of the screenshot, there is an orange banner with the text: 'To view the next section you can select it or scroll down. Click on Project Summary.'

**Text Captions**

You will notice that the sections **Context** and **Summary of participating organisations** are already filled in.

To view the next section you can select it or scroll down. Click on **Project Summary**.

Slide 25 - Slide 25

The screenshot shows the 'European Commission Mobility tool' interface. At the top, it displays the user status as 'Logged in: ECAS EAC\_TRAINING - beneficiary' and the project name 'CH01 ch Foundation for Confederal Cooperation'. The navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The sidebar on the left shows a progress indicator for 11 sections, with '2. Project Summary' currently selected and highlighted in blue. The main content area is titled '2. Project Summary' and contains the following text:

Project summary: this section summarises your project and the organisations involved as partners;  
 Please provide a short summary of your project upon completion.  
 Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications or when giving information on a completed project. It will also feed the Erasmus+ Dissemination Platform (see annex III of Programme Guide on dissemination guidelines).  
 The main elements to be mentioned are: context/background of the project; objectives; number and type/profile of participants; description of undertaken activities; results and impact attained; if relevant, longer-term benefits.  
 Please be concise and clear.

Below the text is a large empty text box for input. Underneath is a section titled '3. Summary of participating organisations' which contains a table with the following data:

Role of the Organisation	PIC of the Organisation	Name of the Organisation	Country of the Organisation	Type of Organisation
Applicant Organisation	952497030	AMVAC AG	Switzerland	Other
Partner Organisation	999948169	AGILENT TECHNOLOGIES BELGIUM NV	Belgium	Other
Partner Organisation	997162632	AIDE A LA DECISION ECONOMIQUE SA	Belgium	Other
Partner Organisation	952261708	DIGESTO SARL	Switzerland	Other

At the bottom of the interface, there is a yellow banner with the text 'Add a summary for the project.'

Text Captions

Add a summary for the project.

Slide 27 - Slide 27

The screenshot displays the 'European Commission Mobility tool' interface. At the top, it shows the user status as 'Logged in: ECAS EAC\_TRAINING - beneficiary' with options for 'Log out' and 'Legal notice'. The page title is 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The main content area is divided into sections: '2. Project Summary' and '3. Summary of participating organisations'. The 'Project Summary' section includes instructions and a text input field containing 'Implementing Creative strategies into Science Teaching'. The 'Summary of participating organisations' section contains a table with the following data:

Role of the Organisation	PIC of the Organisation	Name of the Organisation	Country of the Organisation	Type of Organisation
Applicant Organisation	952497030	AMVAC AG	Switzerland	Other
Partner Organisation	999948169	AGILENT TECHNOLOGIES BELGIUM NV	Belgium	Other
Partner Organisation	997162632	AIDE A LA DECISION ECONOMIQUE SA	Belgium	Other
Partner Organisation	952261708	DIGESTO SARL	Switzerland	Other

At the bottom of the interface, there is an orange banner with the text 'Add a summary for the project.' and an 'Annexes' section with a counter showing '0'.

Text Captions

Slide 28 - Slide 28

European Commission  
Mobility tool

CH01 ch Foundation for Confederal Cooperation

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] [ Legal notice ] [ CH01 - English (EN) ]

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

draft saved 2 minutes ago

not ready for submission

return to report page · print draft

### 2. Project Summary

Project summary: this section summarises your project and the organisations involved as partners.

Please provide a short summary of your project upon completion.

Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications or when giving information on a completed project. It will also feed the Erasmus+ Dissemination Platform (see annex III of Programme Guide on dissemination guidelines).

The main elements to be mentioned are: context/background of the project; objectives; number and type/profile of participants; description of undertaken activities; results and impact attained; if relevant, longer-term benefits.

Please be concise and clear.

Implementing Creative strategies into Science Teaching

4946 chars left

### 3. Summary of participating organisations

Role of the Organisation	PIC of the Organisation	Name of the Organisation	Country of the Organisation	Type of Organisation
Applicant Organisation	952497030	AMVAC AG	Switzerland	Other
Partner Organisation	999948169	AGILENT TECHNOLOGIES BELGIUM NV	Belgium	Other
Partner Organisation	997162632	AIDE A LA DECISION ECONOMIQUE SA	Belgium	Other
Partner Organisation	952261708	DIGESTO SARL	Switzerland	Other

as all fields for that section have been completed.

**Text Captions**

Once the next section **4. Description of the Project** is clicked, the previous section receives a green check mark, as all fields for that section have been completed.

Slide 29 - Slide 29

The screenshot displays the 'European Commission Mobility tool' interface. At the top, it shows the user status as 'Logged in: ECAS EAC\_TRAINING - beneficiary' with options for 'Log out' and 'Legal notice'. The page title is 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The main content area is titled '4. Description of the Project' and contains several text input fields with prompts such as 'Description of the project: in this section, you are asked to give information about the objectives and topics addressed by your project:', 'To what extent were the objectives of the European Development Plan achieved?', 'How did the participating organisations contribute to the project?', 'How did you choose the receiving organisations?', 'What were the most relevant topics addressed by your project?', and 'Which activities did you carry out in order to assess the extent to which your project has reached its objectives...'. A left-hand sidebar lists 11 sections, with '4. Description of the Project' highlighted and marked with a green checkmark. An orange banner at the bottom of the form area states 'as all fields for that section have been completed.'

Text Captions

Slide 30 - Slide 30

The screenshot displays the 'European Commission Mobility tool' interface. At the top, it shows the user status as 'Logged in: ECAS EAC\_TRAINING - beneficiary' with options for 'Log out' and 'Legal notice'. The page title is 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The main content area is titled '4. Description of the Project' and contains several text input fields for project details. A sidebar on the left lists 11 sections, with the first three marked as completed with green checkmarks. A blue arrow points from the '4. Description of the Project' section in the sidebar to the main content area. An orange banner at the bottom of the interface reads: 'In a similar way all other sections will be completed.'

**Text Captions**

In a similar way all other sections will be completed.

Slide 31 - Slide 31

**MOBILITY TOOL** CHOT ch Foundation for Confederal Cooperation

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

draft saved a few seconds ago  
93%  
not ready for submission  
return to report page · print draft

- Context ✓
- Project Summary ✓
- Summary of participating organisations ✓
- Description of the Project ✓
- Implementation of the Project ✓
- Activities ✓
- Participants' Profile ✓
- Learning Outcomes and Impact ✓
- Dissemination of Project Results ✓
- Future Plans and Suggestions ✓
- Budget**

Annexes 0

### 11. Budget

Budget: this section gives a detailed overview of the final amount of the EU grant you request;

#### 11.1. Budget Summary

Activity Type	Travel		Individual Support		Course Fees		Special Needs' Support		Total Amount	Total Amount Reported	
	Granted	Reported	Granted	Reported	Granted	Reported	Granted	Reported	Granted	Calculated	Adjusted
SE-BTA: Staff training abroad	12,700.00	0.00	314,580.00	4,410.00	7,000.00	0.00	0.00	0.00	334,290.00	4,410.00	4,410.00
SE-TAA: Training/teaching assignments abroad	20,595.00	0.00	310,212.00	6,762.00	0.00	0.00	5,000.00	0.00	335,807.00	6,762.00	6,762.00
<b>Total</b>	<b>33,295.00</b>	<b>0.00</b>	<b>624,792.00</b>	<b>11,172.00</b>	<b>7,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>670,087.00</b>	<b>11,172.00</b>	<b>11,172.00</b>

Organisational Support: 0.00  
Exceptional Costs - Guarantee: 0.00

#### 11.2. Project Total Amount

Project Total Amount (Calculated) 11,172.00  
Project Total Amount (Adjusted) 11,172.00

Please provide any further comments you may have concerning the above figures especially if the adjusted amount differs from the calculated amount.

#### 11.3. Travel

Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	Number of Participants	Amount per Participant	Total Amount
Staff training abroad	1	Belgium	Slovakia	0 - 99 km	1	0.00	0.00
Training/teaching assignments abroad	2	France	Belgium	0 - 99 km	1	0.00	0.00

or from the budget summary.

Mobility Tool (ACCEPTANCE - v. NT-1.6.2#20150225) 201503121\_10-5612

**Text Captions**

The **Budget** section contains an overview of the budget summary from the budget tab. The values can be adjusted from the budget mobilities or from the budget summary.

Slide 35 - Slide 35

**MOBILITY TOOL** CHOI ch Foundation for Confederal Cooperation

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

draft saved a minute ago  
93%  
not ready for submission  
return to report page · print draft

- Context ✓
- Project Summary ✓
- Summary of participating organisations ✓
- Description of the Project ✓
- Implementation of the Project ✓
- Activities ✓
- Participants' Profile ✓
- Learning Outcomes and Impact ✓
- Dissemination of Project Results ✓
- Future Plans and Suggestions ✓
- Budget**

**11. Budget**  
Budget: this section gives a detailed overview of the final amount of the EU grant you request;

**11.1. Budget Summary**

Activity Type	Travel		Individual Support		Course Fees		Special Needs' Support		Total Amount	Total Amount Reported	
	Granted	Reported	Granted	Reported	Granted	Reported	Granted	Reported	Granted	Calculated	Adjusted
SE-BTA: Staff training abroad	12,700.00	0.00	314,580.00	4,410.00	7,000.00	0.00	0.00	0.00	334,280.00	4,410.00	4,410.00
SE-TAA: Training/teaching assignments abroad	20,595.00	0.00	310,212.00	6,762.00	0.00	0.00	5,000.00	0.00	335,807.00	6,762.00	6,762.00
<b>Total</b>	<b>33,295.00</b>	<b>0.00</b>	<b>624,792.00</b>	<b>11,172.00</b>	<b>7,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>670,087.00</b>	<b>11,172.00</b>	<b>11,172.00</b>

Organisational Support: 0.00  
Exceptional Costs - Guarantee: 0.00

**11.2. Project Total Amount**

Project Total Amount (Calculated) 11,172.00  
Project Total Amount (Adjusted) 11,172.00

Please provide any further comments you may have concerning the above figures especially if the adjusted amount differs from the calculated amount.  
5000 chars left

**11.3. Travel**

Activity Type	Flow No	Country of Origin	Country of Destination	Distance Band	Number of Participants	Amount per Participant	Total Amount
Staff training abroad	1	Belgium	Slovakia	0 - 99 km	1	0.00	0.00
Training/teaching assignments abroad	2	France	Belgium	0 - 99 km	1	0.00	0.00

Supporting documentation can also be added. Click on **Annexes**.

Mobility Tool (ACCEPTANCE - v. NT-1162E20150225) 2015031211\_10\_5512

**Text Captions**

Supporting documentation can also be added. Click on **Annexes**.



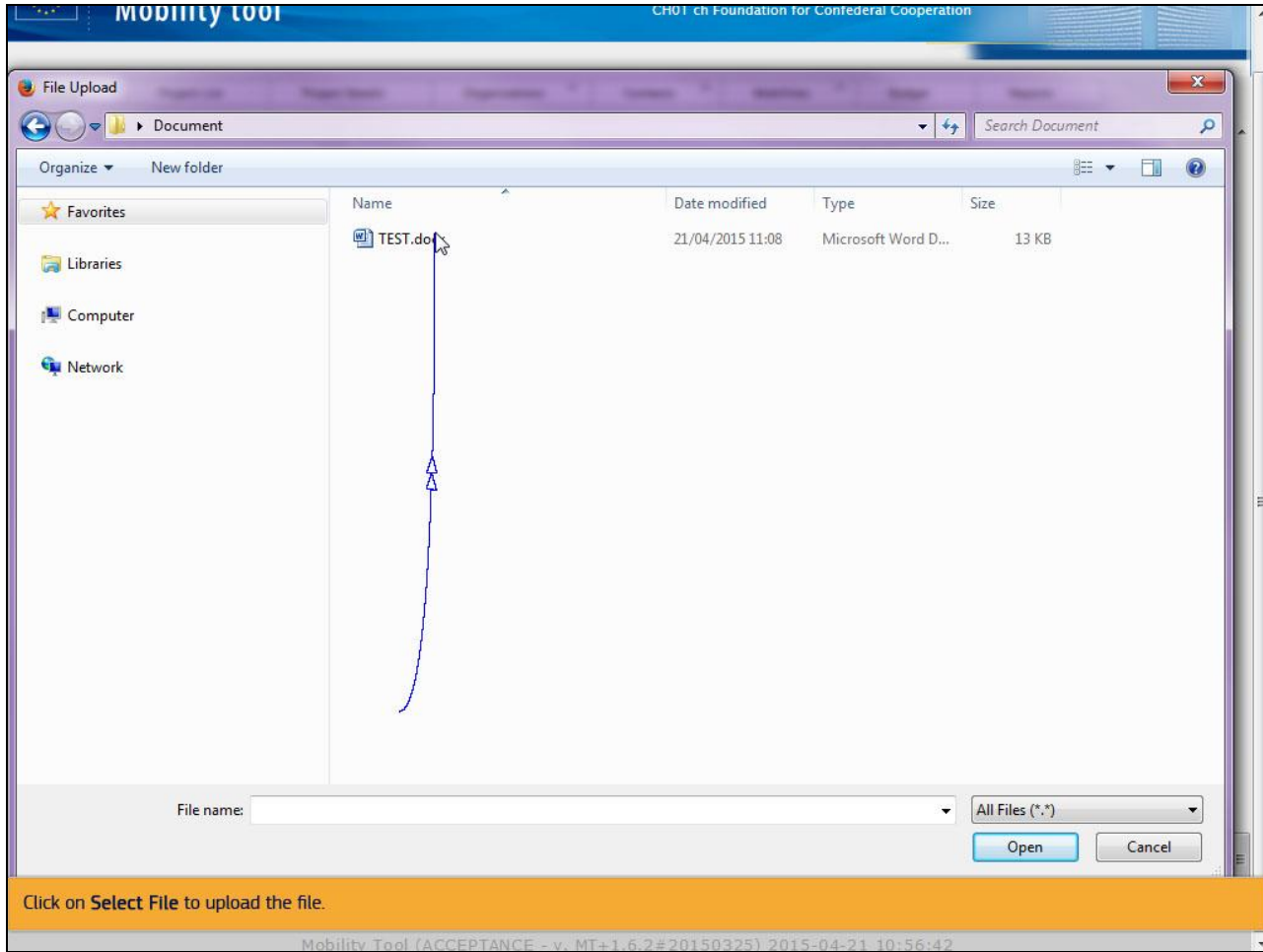
Slide 36 - Slide 36

The screenshot displays the 'MOBILITY TOOL' interface for the 'CH01 ch Foundation for Confederal Cooperation'. The top navigation bar includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. A notification on the left indicates a draft was saved. A progress bar shows 100% completion. A 'Start Submission Process' button is visible. A checklist on the left lists 11 items, with 'Annexes' highlighted in blue and a '0' next to it. The main content area shows a 'Total' of 0.00, a text input field with 'N/A', and an 'Annexes' section. The 'Annexes' section includes instructions, an 'Attachments quota usage' bar, and a 'List of uploaded files' area with 'no uploaded files yet'. Below this is an 'Add more files' section with a 'Select File' button highlighted by an orange box. A blue arrow points from the 'Annexes' menu item to this button. A large dashed box below contains the text 'Drop Here Your File(s)'. An orange banner at the bottom reads 'Click on Select File to upload the file.'

Text Captions

Click on **Select File** to upload the file.

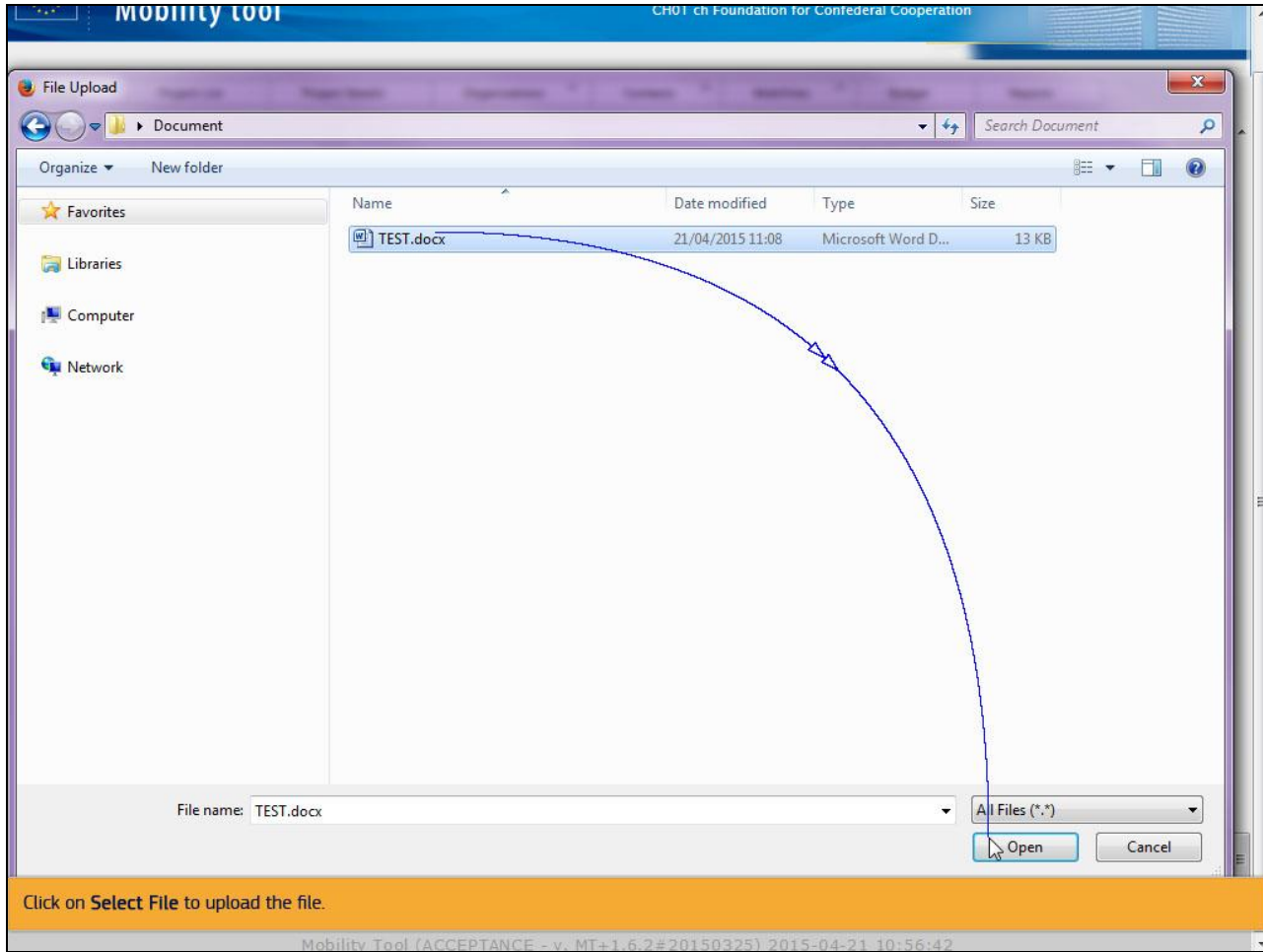
Slide 37 - Slide 37



Text Captions

Click on **Select File** to upload the file.

Slide 38 - Slide 38



Text Captions

Slide 39 - Slide 39

The screenshot displays the 'MOBILITY TOOL' interface for the 'CH01 ch Foundation for Confederal Cooperation'. The navigation menu includes Home, Project List, Project Details, Organisations, Contacts, Mobilities, Budget, and Reports. A sidebar on the left shows a checklist of 11 steps, with 'Annexes' highlighted and marked with a '1'. The main content area features a 'Start Submission Process' button, a 'Please describe for each activity type the nature of the costs incurred.' text box containing 'N/A', and an 'Annexes' section. The Annexes section includes instructions, an 'Attachments quota usage' progress bar, a 'List of uploaded files' showing 'TEST.docx' (0.01 Mb), and an 'Add more files' section with a 'Select File' button and a 'Drop Here Your File(s)' area. A yellow banner at the bottom reads 'Click on Select File to upload the file.' The footer contains the text 'Mobility Tool (ACCEPTANCE - v. MT-1.6.2@20150225) 20150421 10:56:42'.

Text Captions

Slide 40 - Slide 40

The screenshot displays the 'MOBILITY TOOL' interface for the 'CHOT ch Foundation for Confederal Cooperation'. The top navigation bar includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. A left sidebar shows a progress checklist with 11 items, all marked with green checkmarks, and the 'Annexes' item is highlighted with a '1' in a blue circle. The main content area features a table with a 'Total' row showing '0' and '0.00'. Below this is a text input field containing 'N/A' with the instruction 'Please describe for each activity type the nature of the costs incurred.' The 'Annexes' section includes a blue header, instructions on attaching documents, an 'Attachments quota usage' progress bar, and a 'List of uploaded files' section showing a file named 'TEST.docx' (0.01 Mb) with a 'Select File' button below it. A dashed box at the bottom indicates a file drop zone with the text 'Drop Here Your File(s)'. An orange banner at the bottom of the interface states: 'At any stage it's possible to return to the report page, which saves the report as draft.'

Text Captions

At any stage it's possible to return to the report page, which saves the report as draft.

Slide 41 - Slide 41

The screenshot shows the 'MOBILITY TOOL' interface for the 'CH01 ch Foundation for Confederal Cooperation'. The navigation bar includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. A notification indicates a draft was saved 3 minutes ago with a 100% progress bar and buttons for 'Start Submission Process', 'return to report page', and 'print draft'. A checklist on the left shows 11 items, with 'Annexes' highlighted. The main content area includes a table with '0' and '0.00', a text input field with 'N/A', an 'Annexes' section with instructions, an 'Attachments quota usage' bar, a 'List of uploaded files' showing 'TEST.docx', and a 'Drop Here Your File(s)' area. An orange banner at the bottom reads 'Click on return to report page.'

Text Captions

Click on **return to report page**.

## Slide 43 - Slide 43

The screenshot displays the 'MOBILITY TOOL' interface for the 'CH01 ch Foundation for Confederal Cooperation'. The navigation menu includes Home, Project List, Project Details, Organisations, Contacts, Mobilities, Budget, and Reports. The main content area is titled 'Beneficiary Report for 2014-1-CH01-KA101-000193'. A progress bar shows five stages: Draft (active), Submission in progress, Submitted, NA Validated, and Finalised. A notification box states 'Draft available (ready for submission)' and 'Beneficiary Report saved 3 minutes ago by ECAS EAC\_TRAINING'. It contains two buttons: 'Continue editing Draft' and 'Release Draft'. Below this, a 'Final Report created 21 minutes ago' section shows a log of events: 'a few seconds ago File TEST.docx has been attached by ECAS EAC\_TRAINING (beneficiary)' and '21 minutes ago Draft by ECAS EAC\_TRAINING (beneficiary)'. An orange banner at the bottom explains the 'Release Draft' button's function.

The Release Draft button, allows the beneficiary to end the current draft and generate a new draft, with the latest project information.

## Text Captions

The **Release Draft** button, allows the beneficiary to end the current draft and generate a new draft, with the latest project information.

Slide 44 - Slide 44

Mobility Tool CH01 ch Foundation for Confederal Cooperation

Home Project List Project Details Organisations Contacts Mobilities Budget Reports

Beneficiary Report for 2014-1-CH01-KA101-000193

Draft Submission in progress Submitted NA Validated Finalised

**Draft available (ready for submission)**  
Beneficiary Report saved 3 minutes ago by ECAS EAC\_TRAINING

Continue editing Draft Release Draft

**Final Report created 21 minutes ago** Request ID 901

a few seconds ago File TEST.docx has been attached by ECAS EAC\_TRAINING (beneficiary)

21 minutes ago Draft by ECAS EAC\_TRAINING (beneficiary)

To continue editing click on **Continue editing Draft**.

Mobility Tool (ACCEPTANCE - v. MT-1162#20150225) 20150421 10:56:42

**Text Captions**

To continue editing click on **Continue editing Draft**.



Slide 45 - Slide 45

MOBILITY TOOL CH01 ch Foundation for Confederal Cooperation

Home Project List Project Details Organisations Contacts Mobilities Budget Reports

draft saved 4 minutes ago  
100%  
Start Submission Process  
return to report page · print draft

1. Context ✓  
2. Project Summary ✓  
3. Summary of participating organisations ✓  
4. Description of the Project ✓  
5. Implementation of the Project ✓  
6. Activities ✓  
7. Participants' Profile ✓  
8. Learning Outcomes and Impact ✓  
9. Dissemination of Project Results ✓  
10. Future Plans and Suggestions ✓  
11. Budget ✓  
Annexes 1

### Beneficiary Report for 2014-1-CH01-KA101-000193

#### 1. Context

Context: this section summaries some general information about your project;

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	School education staff mobility
Call	2014
Report Type	Final
Language used to fill in the form	EN

#### 1.1. Project Identification

Grant Agreement Number	2014-1-CH01-KA101-000193	
Project Title	Project Title KA1_KA101_A_1.06	
Project Acronym		
Project Start Date (dd-mm-yyyy)	09/12/2013	
Project End Date (dd-mm-yyyy)	09/12/2015	
Project Total Duration	Full Months	24
	Extra Days	1

The draft version can be printed by clicking on **print draft**.

[https://webgate.acceptance.ec.europa.eu/eac/mobility/systemLayers/5\\_FE/dist/index.html#sec61](https://webgate.acceptance.ec.europa.eu/eac/mobility/systemLayers/5_FE/dist/index.html#sec61)

Text Captions

The draft version can be printed by clicking on **print draft**.

Slide 47 - Slide 47

The screenshot shows the Adobe Captivate interface for a project titled 'MOBILITY TOOL' under the 'CH01 ch Foundation for Confederation Cooperation'. A 'Print' dialog box is open, showing printer details for a Samsung M332x printer. The 'Print range' is set to 'All' and 'Number of copies' is 1. A blue arrow points from the 'print draft' button in the background to the 'Print to file' checkbox in the dialog box.

Language used to fill in the form: EN

### 1.1. Project Identification

Grant Agreement Number	2014-1-CH01-KA101-000193	
Project Title	Project Title KA1_KA101_A_1.06	
Project Acronym		
Project Start Date (dd-mm-yyyy)	09/12/2013	
Project End Date (dd-mm-yyyy)	09/12/2015	
Project Total Duration	Full Months	24
	Extra Days	1

The draft version can be printed by clicking on **print draft**.

Text Captions

Slide 48 - Slide 48

MOBILITY TOOL CH01 ch Foundation for Confederal Cooperation

Home Project List Project Details Organisations Contacts Mobilities Budget Reports

draft saved 4 minutes ago  
100%  
Start Submission Process  
return to report page print draft

### Beneficiary Report for 2014-1-CH01-KA101-000193

#### 1. Context

Context through the summary provides some general information about your project;

Erasmus+	
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	School education staff mobility
Call	2014
Report Type	Final
Language used to fill in the form	EN

#### 1.1. Project Identification

Grant Agreement Number	2014-1-CH01-KA101-000193	
Project Title	Project Title KA1_KA101_A_1.06	
Project Acronym		
Project Start Date (dd-mm-yyyy)	09/12/2013	
Project End Date (dd-mm-yyyy)	09/12/2015	
Project Total Duration	Full Months	24
	Extra Days	1

Click on Start Submission Process

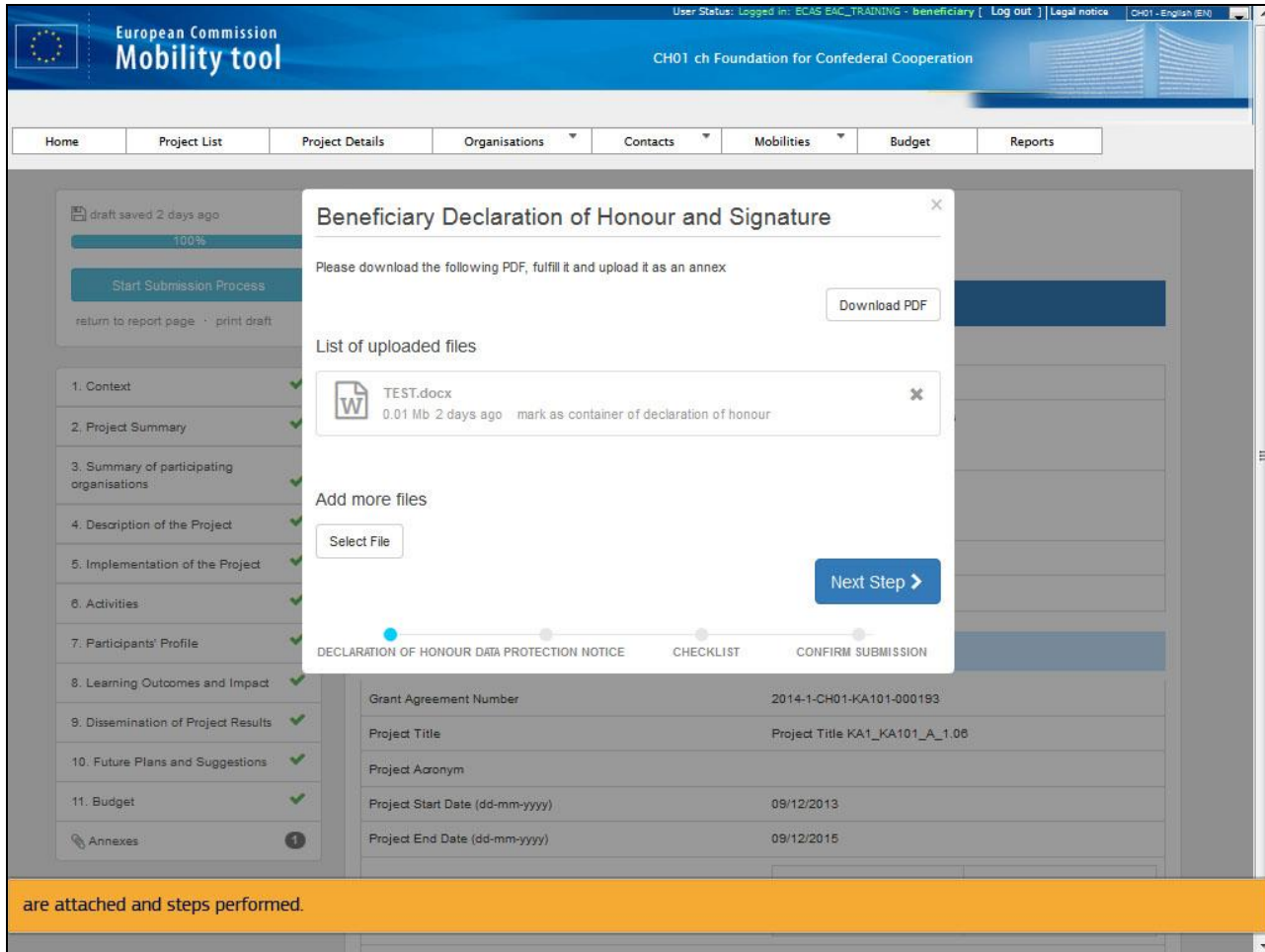
Once all sections are completed, Ben will click on Start Submission Process.

Mobility Tool (ACCEPTANCE - v. MT-1.6.2E20150225) 2015091421 10:56:42

Text Captions

Once all sections are completed, Ben will click on **Start Submission Process**.

Slide 49 - Slide 49



**Text Captions**

A pop up window appears. Before submission can be completed, a small check appears to ensure that all necessary annexes are attached and steps performed.

Slide 50 - Slide 50

The screenshot shows the 'European Commission Mobility tool' interface. A modal window titled 'Beneficiary Declaration of Honour and Signature' is open. It contains the following elements:

- A 'Download PDF' button highlighted with an orange box.
- A 'List of uploaded files' section showing a file named 'TEST.docx' (0.01 Mb, 2 days ago) with a note to 'mark as container of declaration of honour'.
- An 'Add more files' section with a 'Select File' button.
- A 'Next Step >' button.
- A progress bar at the bottom of the modal with steps: 'DECLARATION OF HONOUR DATA PROTECTION NOTICE' (active), 'CHECKLIST', and 'CONFIRM SUBMISSION'.

A blue callout box with a white border points to the 'Download PDF' button, containing the text: 'Click to download the Declaration of Honour and Signature'.

An orange banner at the bottom of the screenshot contains the text: 'If not already done, it can be downloaded from the screen and attached.'

**Text Captions**

The first step is to check if the beneficiary **Declaration of Honour and Signature** is signed and attached.

If not already done, it can be downloaded from the screen and attached.

Click to download the **Declaration of Honour and Signature**

Slide 52 - Slide 52

The screenshot displays the 'European Commission Mobility tool' interface. At the top, it shows the user status as 'Logged in: ECAS EAC\_TRAINING - beneficiary' with options for 'Log out' and 'Legal notice'. The page title is 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The main content area features a progress bar for 'draft saved 2 days ago' at 100%, a 'Start Submission Process' button, and a list of 11 project sections, each with a green checkmark. A 'Beneficiary Declaration of Honour and Signature' dialog box is open, instructing the user to download a PDF and upload it as an annex. Below this, a 'List of uploaded files' section shows a file named 'TEST.docx' (0.01 Mb, 2 days ago). A 'Download PDF' button is visible. A Firefox file opening dialog is also open, showing the file 'DeclarationOfHonour.pdf' (Adobe Acrobat Document) from the URL 'https://webgate.acceptance.ec.europa.eu'. The dialog offers options to 'Open with Adobe Reader (default)', 'Save File', or 'Do this automatically for files like this from now on'. A blue arrow points from the 'Save File' option to the 'OK' button. An orange banner at the bottom of the screenshot contains the text: 'If not already done, it can be downloaded from the screen and attached.'

Text Captions

Slide 54 - Slide 54

The screenshot displays the 'European Commission Mobility tool' interface. A modal window titled 'Beneficiary Declaration of Honour and Signature' is open, containing the following elements:

- Text: 'Please download the following PDF, fulfill it and upload it as an annex' with a 'Download PDF' button.
- Section: 'List of uploaded files' showing a file named 'TEST.docx' (0.01 Mb, 2 days ago) with a 'mark as container of declaration of honour' option.
- Section: 'Add more files' with a 'Select File' button.
- Section: 'Next Step >' button.
- Progress bar with steps: 'DECLARATION OF HONOUR DATA PROTECTION NOTICE', 'CHECKLIST', and 'CONFIRM SUBMISSION'.

Below the modal, a table displays project details:

Grant Agreement Number	2014-1-CH01-KA101-000193
Project Title	Project Title KA1_KA101_A_1.06
Project Acronym	
Project Start Date (dd-mm-yyyy)	09/12/2013
Project End Date (dd-mm-yyyy)	09/12/2015

A yellow banner at the bottom of the screenshot contains the text: 'If not already done, it can be downloaded from the screen and attached.'

**Text Captions**

If not already done, it can be downloaded from the screen and attached.

Slide 58 - Slide 58

The screenshot displays the 'European Commission Mobility tool' interface. At the top, the user is logged in as 'ECAS EAC\_TRAINING - beneficiary'. The main navigation bar includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. A modal window titled 'Beneficiary Declaration of Honour and Signature' is open, containing the following elements:

- Instructions: 'Please download the following PDF, fulfill it and upload it as an annex' with a 'Download PDF' button.
- 'List of uploaded files' section showing:
  - TEST.docx (0.01 Mb, 2 days ago) with a 'mark as container of declaration of honour' link.
  - DeclarationOfHonour.pdf (0.30 Mb, a few seconds ago) with a 'mark as container of declaration of honour' link.
- Progress bar for 'uploading: DeclarationOfHonour.pdf' at 100%.
- 'Add more files' section with a 'Select File' button.
- 'Next Step >' button.
- Progress indicator with steps: DECLARATION OF HONOUR DATA PROTECTION NOTICE (active), CHECKLIST, CONFIRM SUBMISSION.
- Form fields for 'Project Start Date (dd-mm-yyyy)' (09/12/2013) and 'Project End Date (dd-mm-yyyy)' (09/12/2015).

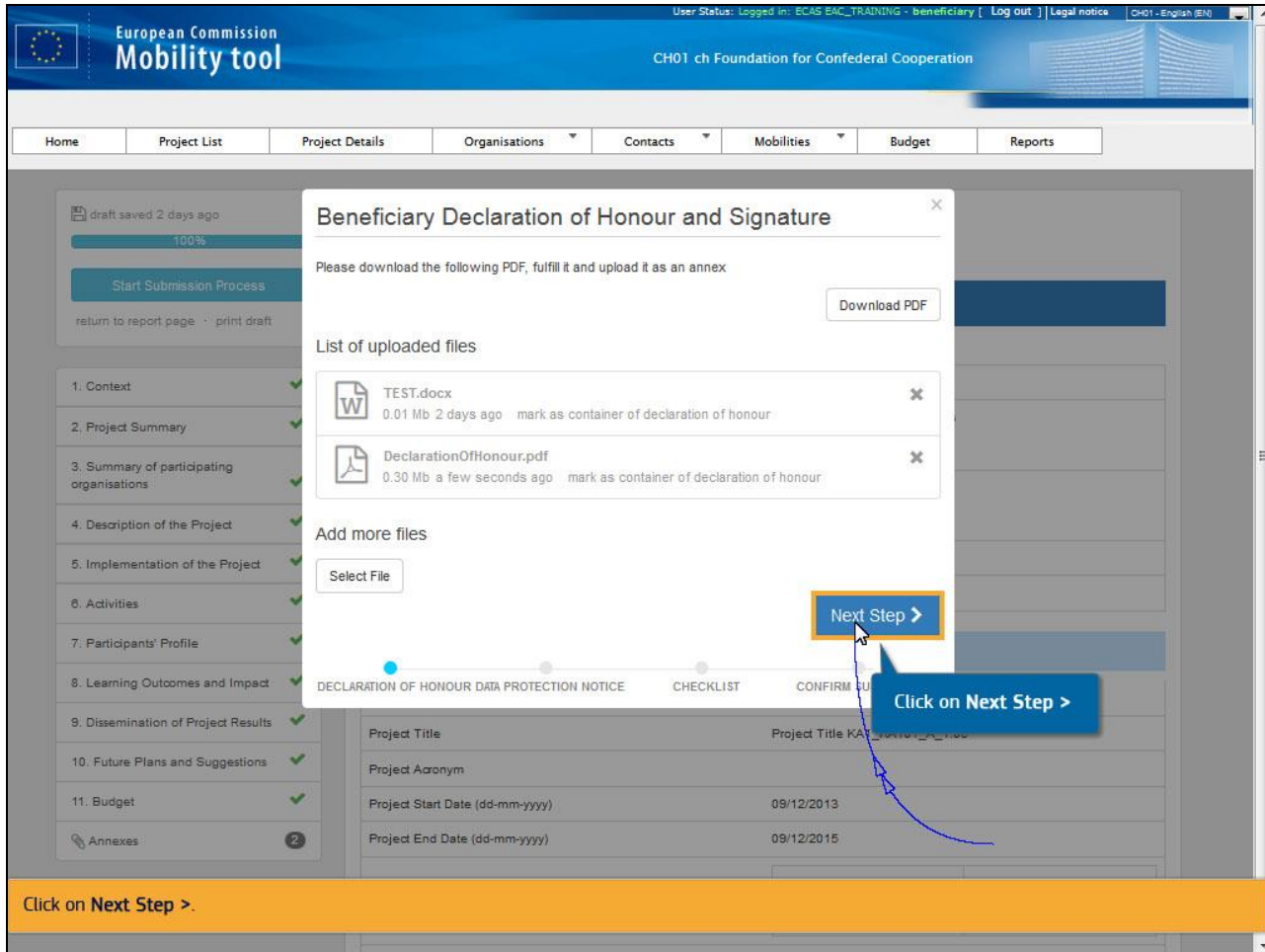
An orange banner at the bottom of the modal area contains the text: 'If not already done, it can be downloaded from the screen and attached.'

**Text Captions**

If not already done, it can be downloaded from the screen and attached.



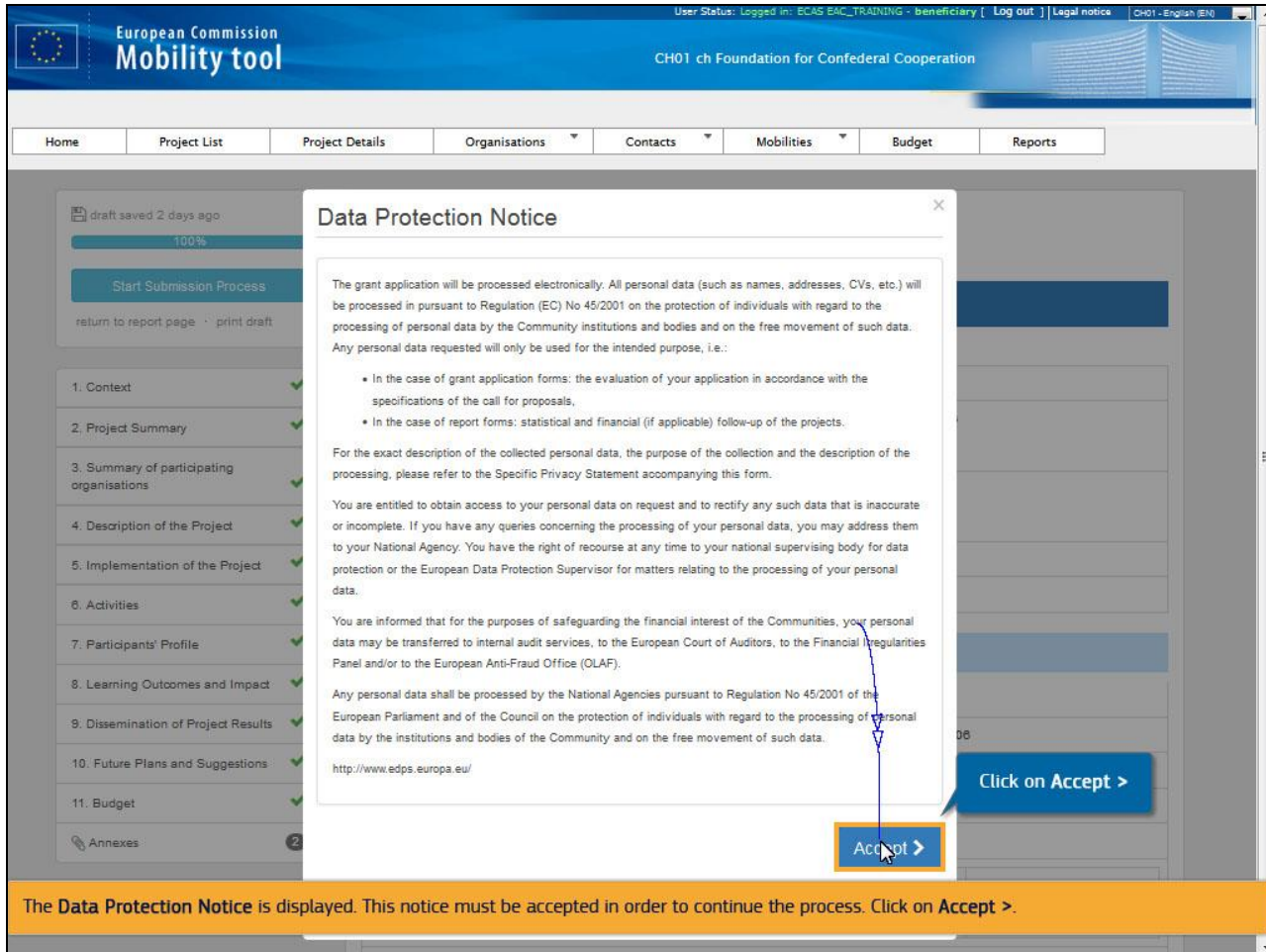
Slide 59 - Slide 59



Text Captions

Click on **Next Step** >.

## Slide 60 - Slide 60



The screenshot displays the 'European Commission Mobility tool' interface. At the top, the user is logged in as 'ECAS EAC\_TRAINING - beneficiary'. The main navigation bar includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. A sidebar on the left shows a progress bar at 100% and a 'Start Submission Process' button. Below the sidebar is a list of 11 project sections, each with a green checkmark. A 'Data Protection Notice' dialog box is centered on the screen, containing text about electronic processing of grant applications and personal data. A blue arrow points from the 'Accept >' button in the dialog to a larger 'Click on Accept >' button on the right. An orange banner at the bottom of the interface reads: 'The Data Protection Notice is displayed. This notice must be accepted in order to continue the process. Click on Accept >.'

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] [ Legal notice ] [ CH01 - English (EN) ]

European Commission  
Mobility tool

CH01 ch Foundation for Confederal Cooperation

Home Project List Project Details Organisations Contacts Mobilities Budget Reports

draft saved 2 days ago  
100%  
Start Submission Process  
return to report page · print draft

1. Context ✓  
2. Project Summary ✓  
3. Summary of participating organisations ✓  
4. Description of the Project ✓  
5. Implementation of the Project ✓  
6. Activities ✓  
7. Participants' Profile ✓  
8. Learning Outcomes and Impact ✓  
9. Dissemination of Project Results ✓  
10. Future Plans and Suggestions ✓  
11. Budget ✓  
Annexes 2

### Data Protection Notice

The grant application will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Any personal data shall be processed by the National Agencies pursuant to Regulation No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the Community and on the free movement of such data.

<http://www.edps.europa.eu/>

Click on Accept >

Accept >

The Data Protection Notice is displayed. This notice must be accepted in order to continue the process. Click on Accept >.

## Text Captions

The **Data Protection Notice** is displayed. This notice must be accepted in order to continue the process. Click on **Accept >**.

Slide 61 - Slide 61

The screenshot displays the 'European Commission Mobility tool' interface. At the top, it shows the user status as 'Logged in: ECAS EAC\_TRAINING - beneficiary' with options for 'Log out' and 'Legal notice'. The language is set to 'CH01 - English (EN)'. The main navigation bar includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. A progress indicator shows 'draft saved 2 days ago' and '100%'. A 'Start Submission Process' button is visible, along with links to 'return to report page' and 'print draft'. A sidebar on the left lists 11 steps, with 'Annexes' having a '2' icon. The main content area shows a 'Checklist' modal window with the following items:

- All necessary information on your project have been encoded in Mobility Tool+ (Not Done)
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries. (Not Done)
- You have annexed all the relevant documents: (Not Done)
- The Declaration of Honour signed by the legal representative of the beneficiary organisation. (Not Done)
- The necessary supporting documents as requested in the grant agreement. (Not Done)

At the bottom of the checklist is a 'Next Step >' button. Below the checklist, a progress bar shows four steps: 'DECLARATION OF HONOUR DATA PROTECTION NOTICE', 'CHECKLIST', and 'CONFIRM SUBMISSION'. The 'CHECKLIST' step is currently active. Below the progress bar, project details are shown:

Project Title	Project Title KA1_KA101_A_1.06
Project Acronym	
Project Start Date (dd-mm-yyyy)	09/12/2013
Project End Date (dd-mm-yyyy)	09/12/2015

An orange banner at the bottom of the screenshot contains the text: 'A Checklist appears. Please ensure that all items have been performed. Then change them from Not Done to Done.'

**Text Captions**

A **Checklist** appears. Please ensure that all items have been performed. Then change them from **Not Done** to **Done**.

Slide 67 - Slide 67

The screenshot displays the 'European Commission Mobility tool' interface. At the top, it shows the user status as 'Logged in: ECAS EAC\_TRAINING - beneficiary' with options for 'Log out' and 'Legal notice'. The main navigation bar includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. A sidebar on the left lists project steps from 1 to 11, with 'Annexes' having a '2' icon. A 'Checklist' modal window is open, listing five items, each with a 'Done' button and a green checkmark. Below the checklist, a progress bar shows steps: 'DECLARATION OF HONOUR DATA PROTECTION NOTICE', 'CHECKLIST', and 'CONFIRM SUBMISSION'. A 'Next Step >' button is highlighted with a blue box and a callout bubble that says 'Click on Next Step >'. The background shows project details for 'Project Title KA1\_KA101\_A\_1.06' with start and end dates of 09/12/2013 and 09/12/2015. An orange banner at the bottom of the interface also contains the text 'Click on Next Step >'.

Text Captions

Click on Next Step >

Slide 68 - Slide 68

The screenshot displays the 'European Commission Mobility tool' interface. At the top, the user is logged in as 'ECAS EAC\_TRAINING - beneficiary'. The main navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. A 'Confirm Submission' dialog box is open, containing the following text:

When clicking on the 'Submit your report' button you will not be able to make any further changes to the report or your mobilities and budget data; however, viewing the data and attachments will still be possible.

Your National Agency will contact you in case of questions or necessary modifications.

The dialog box has a 'Submit Beneficiary Report' button highlighted with a green border. A blue callout box with a white border and a blue arrow points to this button, containing the text: 'Click on Submit Beneficiary Report'. Below the dialog box, a progress bar shows 'DECLARATION OF HONOUR DATA PROTECTION NOTICE' and 'CHECKLIST' as completed steps. The main form area shows '1.1. Project Identification' with the following details:

Grant Agreement Number	2014-1-CH01-KA101-000193
Project Title	Project Title KA1_KA101_A_1.06
Project Acronym	
Project Start Date (dd-mm-yyyy)	09/12/2013
Project End Date (dd-mm-yyyy)	09/12/2015

An orange banner at the bottom of the interface contains the text: 'Ben reads that the project will be locked once the **Submit Beneficiary Report** button is clicked. Click on **Submit Beneficiary Report**.'

**Text Captions**

Ben reads that the project will be locked once the **Submit Beneficiary Report** button is clicked. Click on **Submit Beneficiary Report**.

Slide 70 - Slide 70

The screenshot shows the 'European Commission Mobility tool' interface. At the top, it displays the user status as 'Logged in: ECAS EAC\_TRAINING - beneficiary' with options for 'Log out' and 'Legal notice'. The page title is 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. A green notification bar at the top left states 'Done: Submission is now on progress'. Below this, the main heading is 'Beneficiary Report for 2014-1-CH01-KA101-000193'. A progress bar shows five stages: 'Draft', 'Submission in progress', 'Submitted', 'NA Validated', and 'Finalised'. The 'Submission in progress' stage is highlighted with a yellow dot. A large orange-bordered box contains a clock icon and the text: 'Submission in progress. Your Beneficiary report is in the process of being submitted to the central Commission systems. This may take up to 15 minutes.' Below this is a 'Final Report created 2 days ago' section with a list of activity logs. An orange banner at the bottom of the screenshot contains the text: 'A message is displayed to say that the submission is in progress. It may take up to 15 min before the submission to EPlusLink is completed.'

**Text Captions**

A message is displayed to say that the submission is in progress. It may take up to 15 min before the submission to EPlusLink is completed.

Slide 71 - Slide 71

European Commission  
Mobility tool

CH01 ch Foundation for Confederal Cooperation

User Status: Logged in: ECAS EAC\_TRAINING - beneficiary [ Log out ] | Legal notice | CH01 - English (EN)

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

### Beneficiary Report for 2014-1-CH01-KA101-000193

Draft | Submission in progress | Submitted | NA Validated | Finalised

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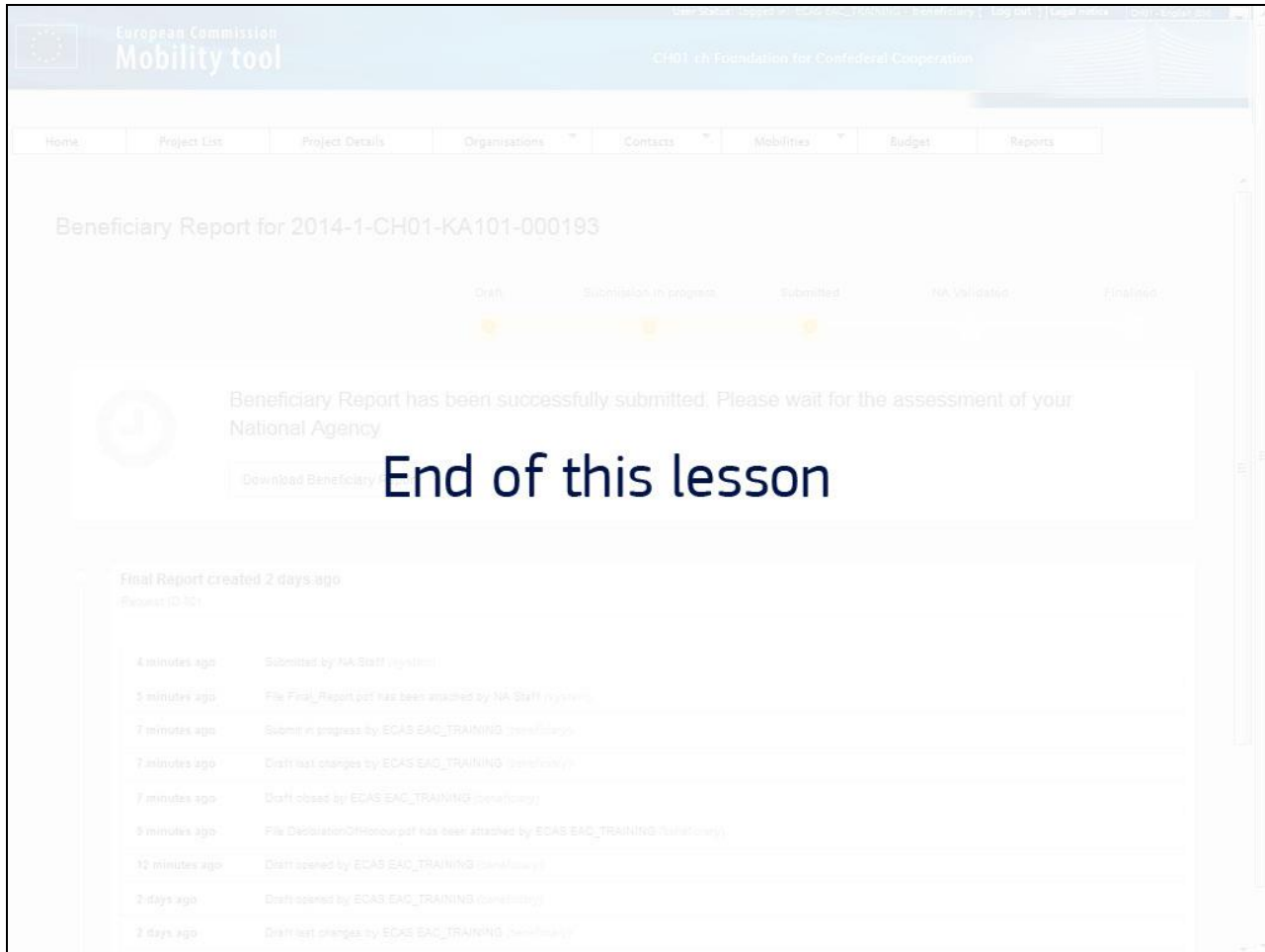
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Text Captions

Slide 72 - Slide 72



Text Captions

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