MT+ KA2 How to submit the beneficiary report

Relevant for...

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

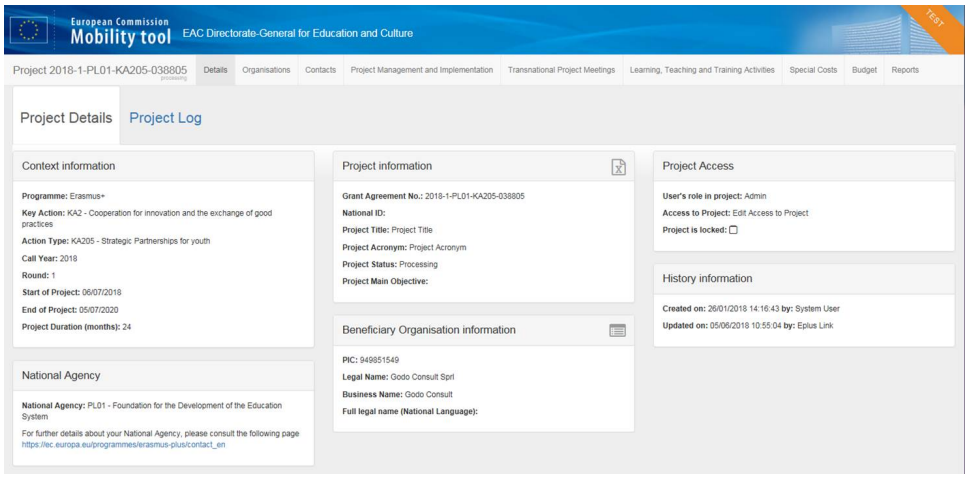
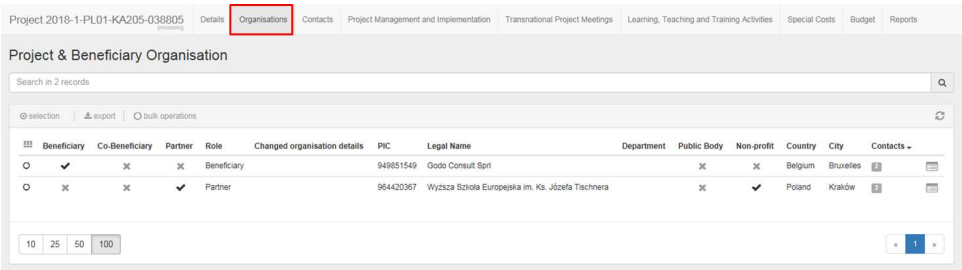
This page describes how to complete and submit the final beneficiary report for the KA2 projects. Before submitting please ensure that all of the project data is up to date.

While drafting the report it is still possible to update the project information under the various project tabs in Mobility Tool+.

Quick steps

1 Open the project and check that the project is up-to-date.
2 Click the "Organisations" tab.
3 Click the "Budget" tab.
4 Click the "Generate Beneficiary Report" button in the "Reports" tab.
5 Click on "Edit Draft".
6 Complete the report.
7 Check the "Context".
8 Click on "Project Summary".
9 Fill in the "Description of the Project".
10 Fill in the "Project Management".
11 Fill in the "Implementation".
12 Fill in the "Follow-up".
13 Click on "Annexes".
14 Click on "Print draft report".
15 Click on "Preview Draft Report".
16 Click on "Return to report page".
17 Click on "Continue editing draft report" button.
18 Click on "Start Submission Process".
19 Click on "Contains declaration of honour".
20 Click the "Next Step" button to continue.
21 Accept the "Data Protection Notice".
22 Click the "Not Done" button to Done in the Checklist.
23 Click on "Submit Beneficiary Report".
24 Check the status of the report.

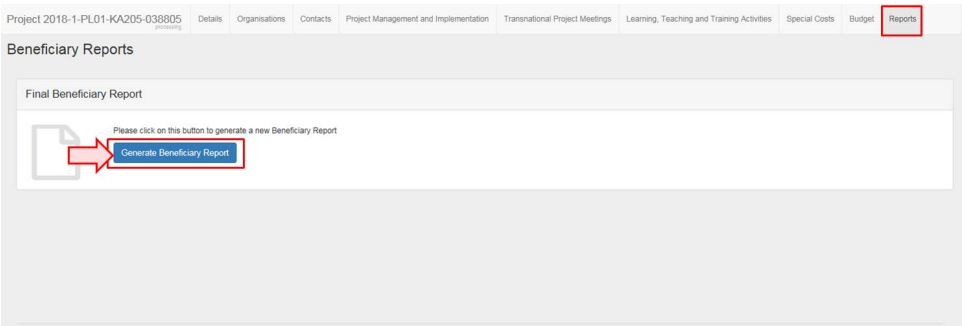
Detailed steps

	Steps
1	**Open the project and check that the project is up-to-date.** The final beneficiary report can be drafted at any moment of the project lifecycle. Before submitting the beneficiary report, check that the project data is up-to-date. 
2	**Click the "Organisations" tab.** Also, check the organisation details. If organisation details (that are entered in the NA project management system) are to be updated, the NA should first be notified and the details updated in URF. Once the changes have been applied in the National Agency's project management system they will be reflected in Mobility Tool+. 
3	**Click the "Budget" tab.** Check the **Budget** tab to view the summary of the project budget as entered under each tab. If special costs have been entered for **Exceptional Costs** and **Exceptional Costs - Guarantee** then the comment field for these costs should be completed. Once the comments are entered the save button will become active.

4

Click the "Generate Beneficiary Report" button in the "Reports" tab.

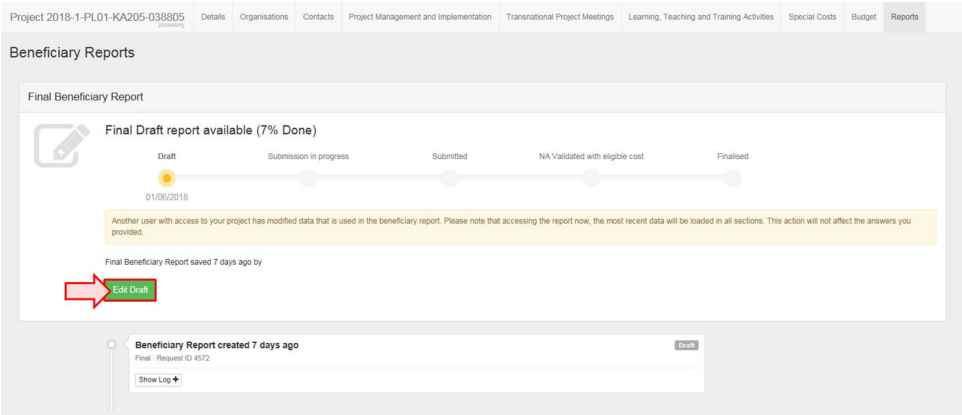
When satisfied that all of the project data is up-to-date, click the **Reports** tab and start the beneficiary report by clicking the **Generate Beneficiary Report** button.



5

Click on "Edit Draft".

To access the report, click the **Edit Draft** button.

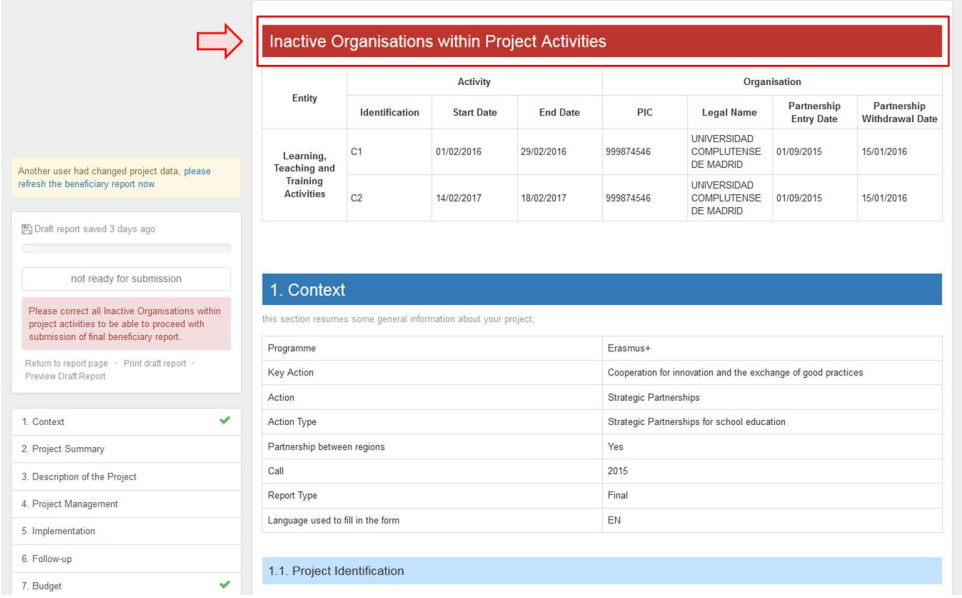


6

Complete the report.

Fill in the necessary fields to complete the final report. Note:

1. The submission button is inactive and greyed out until all necessary information is filled in.
2. Changes can still be done to the project and will be reflected in the draft report.
3. If there is an error message, an informative message will be displayed detailing what has to be done in order to correct the project data. In the example below, an organisation that was withdrawn before the end date of the project, is indicated as active in activities extending beyond the withdrawal date (or likewise start date). Once the dates are corrected in the various project sections, this error message will disappear.
4. From this screen you are also able to **Return to report page**, **Print draft report** and **Preview Draft Report**.



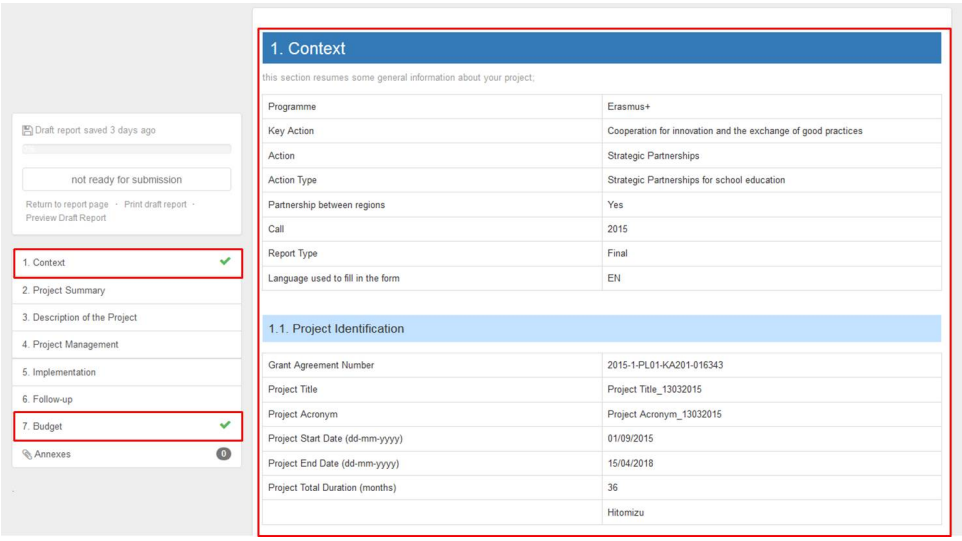
7

Check the "Context".

You will notice that the section **Context** and **Budget** are already filled in, indicated by a green check mark. This contains the same information that is displayed under the project details and cannot be edited in Mobility Tool+.

Project dates or titles that require adjustment should be done by making a formal amendment request to the National Agency. Once this request is processed, the data will be updated in Mobility Tool+.

To view the next section you can select it or scroll down.



8

Click on "Project Summary".

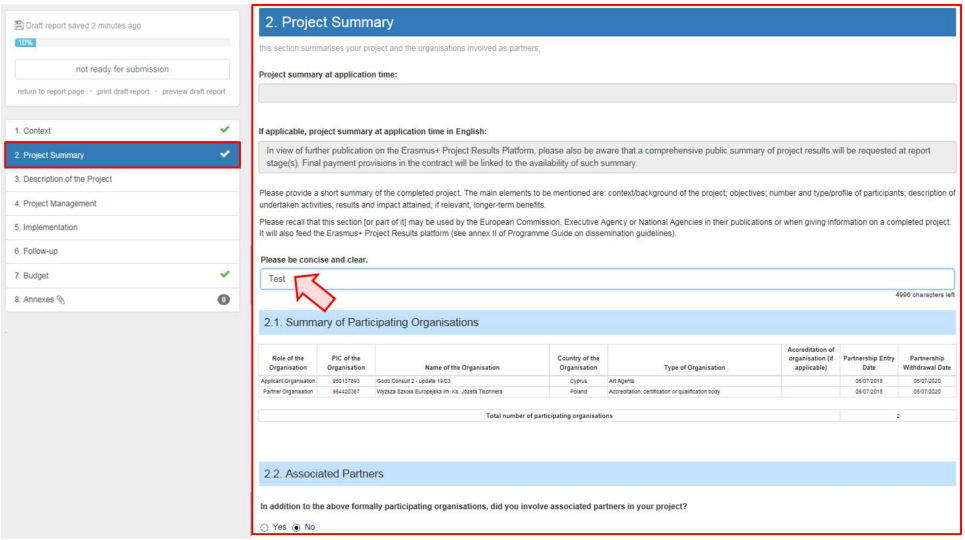
Click on the **Project Summary** sub-tab and add a summary for the project. Once the information is filled in, the section receives a green check mark. In a similar way all other sections will be marked as completed.

Remember that the project summary will be displayed in the **Project Results Platform** once the Final Report is finalised in the National Agency's project management system.

Information

Since 2016, there is a read-only copy of the summary at application stage, in order to help you to write your project summary.

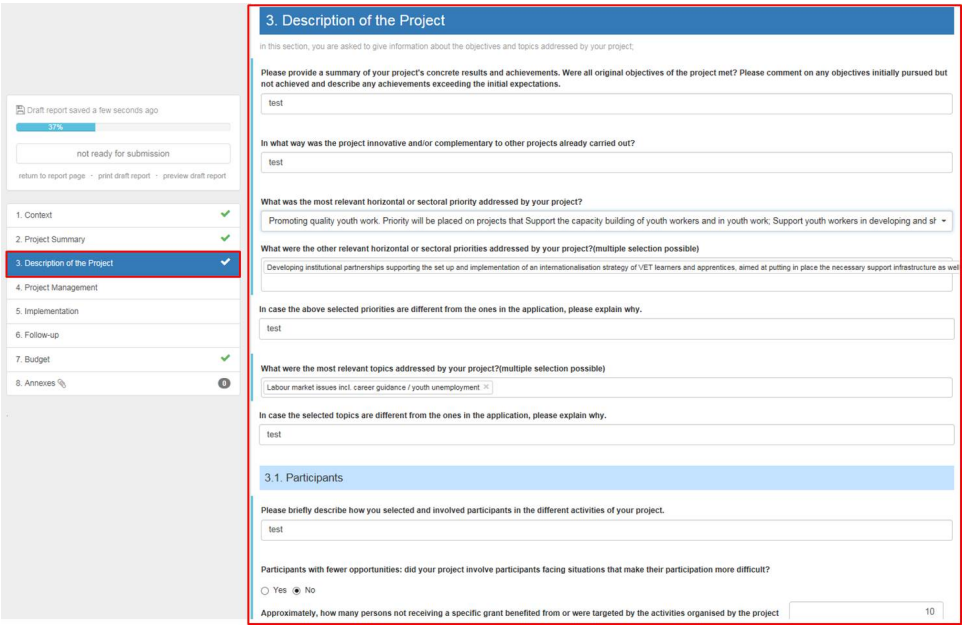
The summary is only requested in English, if the English version of the report is being used. For other language versions, the user needs to provide a summary in the language selected for the report and an English translation.



9

Fill in the "Description of the Project".

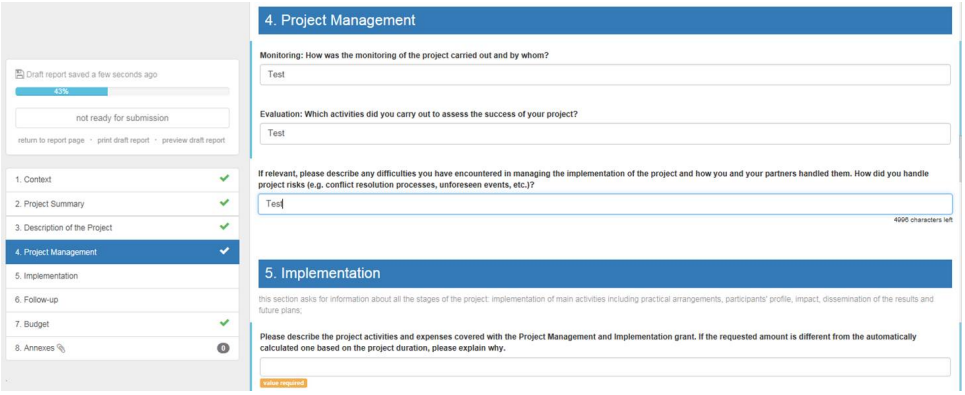
Please read the on-screen text above each field and complete the section **Description of the Project** as appropriate.



10

Fill in the "Project Management".

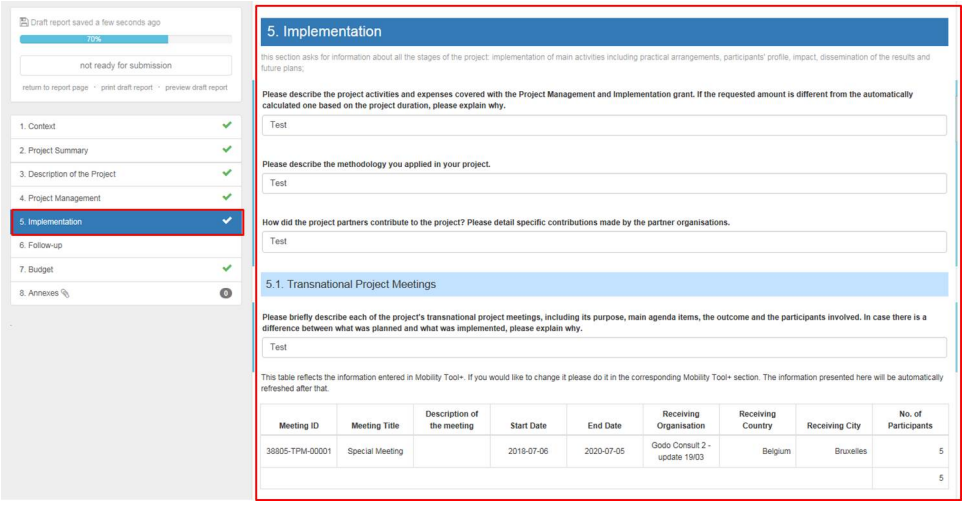
Please read the on-screen text above each field and complete the section **Project Management**.



11

Fill in the "Implementation".

Please read the on-screen text above each field and complete the section **Implementation** and sub-sections.

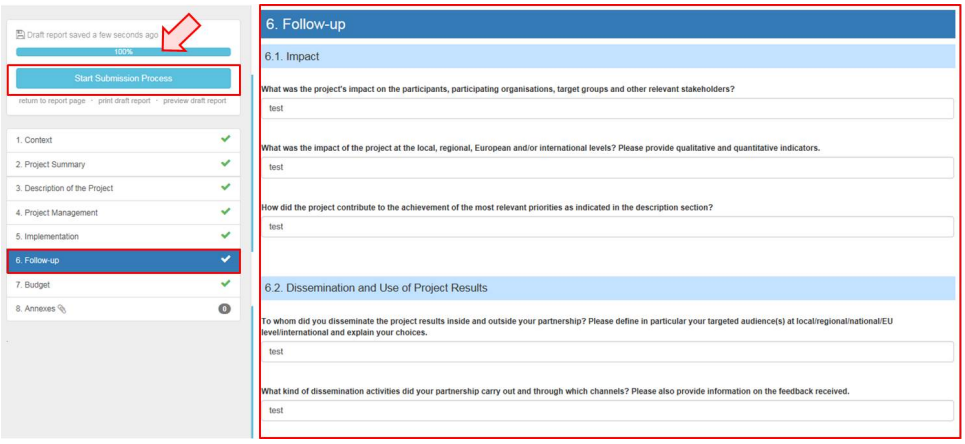


12

Fill in the "Follow-up".

Please read the on-screen text above each field and complete the section **Follow-up** and sub-sections.

When this section is completed and all other sections are completed the button **Start Submission Process** appears and the report is ready to be submitted.



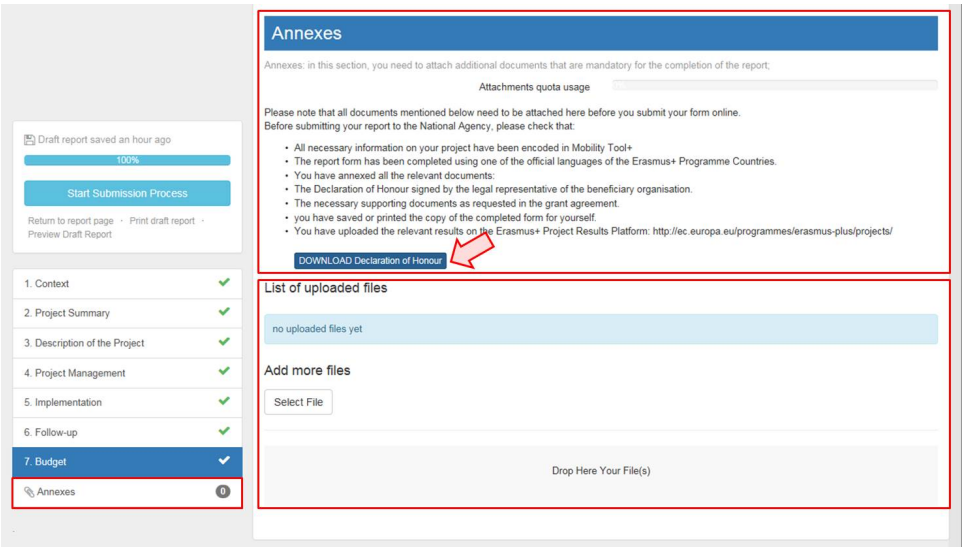
13

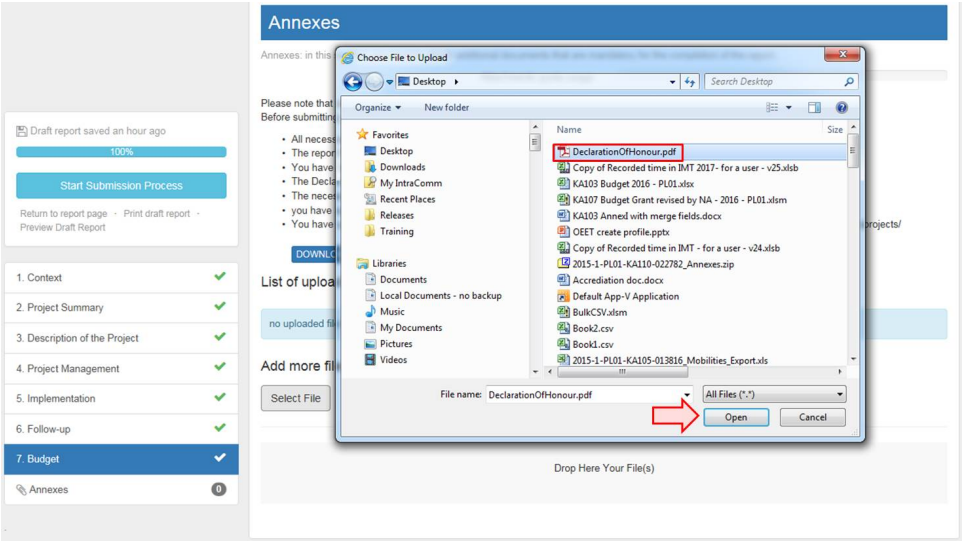
Click on "Annexes".

Supporting documentation such as the **Declaration of Honour** have to be added by clicking on **Annexes**. Click **Select File** to upload.

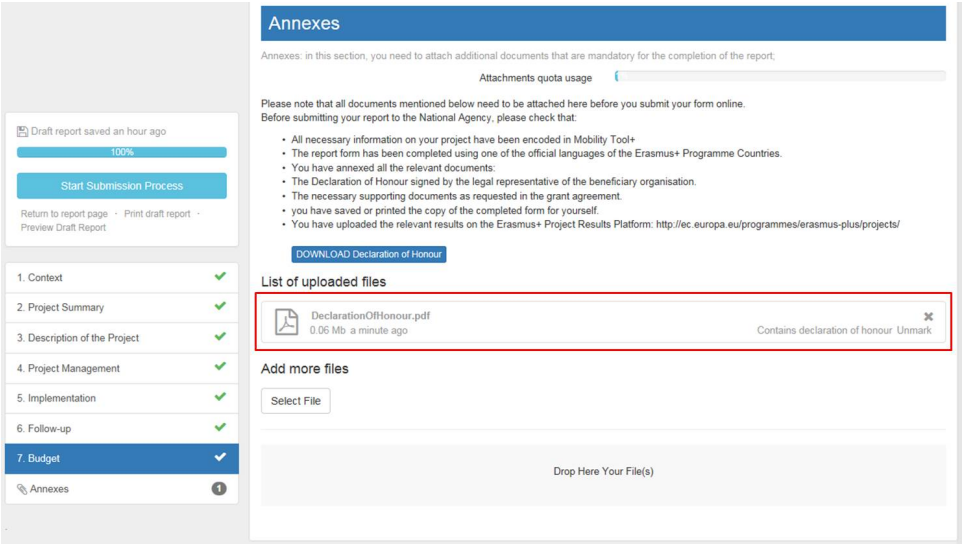
It is also possible to download the declaration of honour file, sign it and attach it to the report. Locate the signed **Declaration of Honour** and click **Open** to upload to the **Annexes** section.

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





After the upload, mark the document as Declaration of honour, by clicking **Contains declaration of honour**.

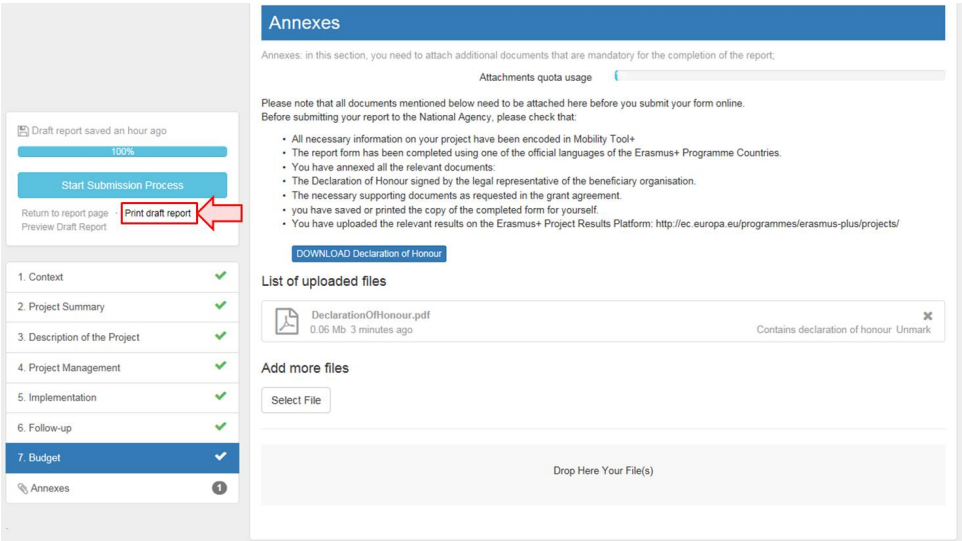


- Please note that according to national context, a signature may not suffice and a stamp for the organisation might be needed as well.
- A total of 10mb is allowed to be attached to the report.
- Relevant results for the project should be uploaded on the **Erasmus+ Project Results Platform** (http://ec.europa.eu/programmes/erasmus-plus/projects/).

14

Click on "Print draft report".

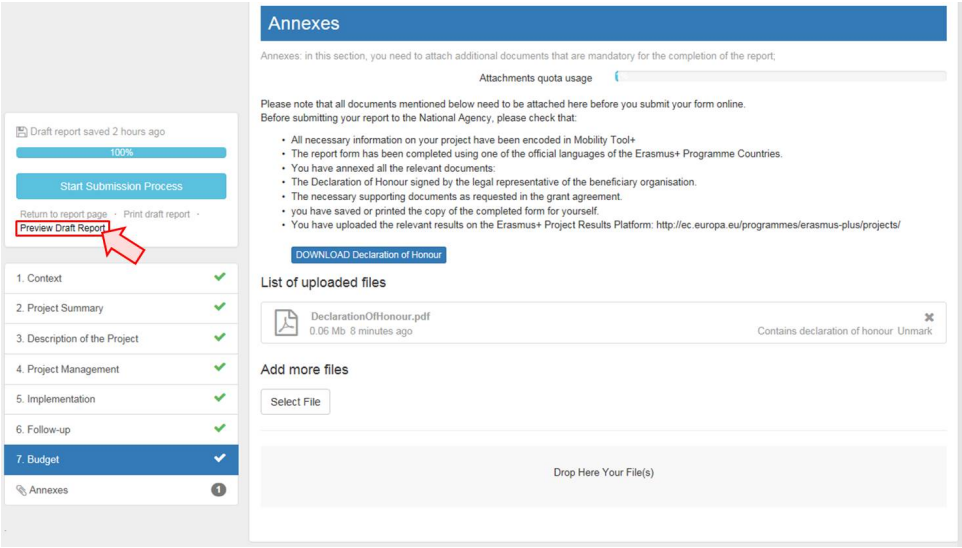
The draft version can be printed by clicking on the **Print draft report** link.



15

Click on "Preview Draft Report".

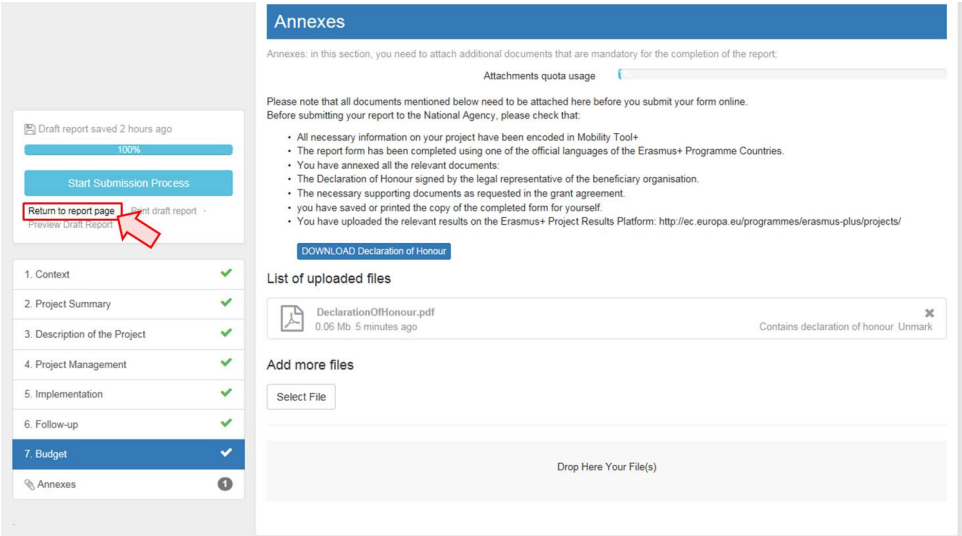
Click on **Preview Draft Report** to preview the report.



16

Click on "Return to report page".

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

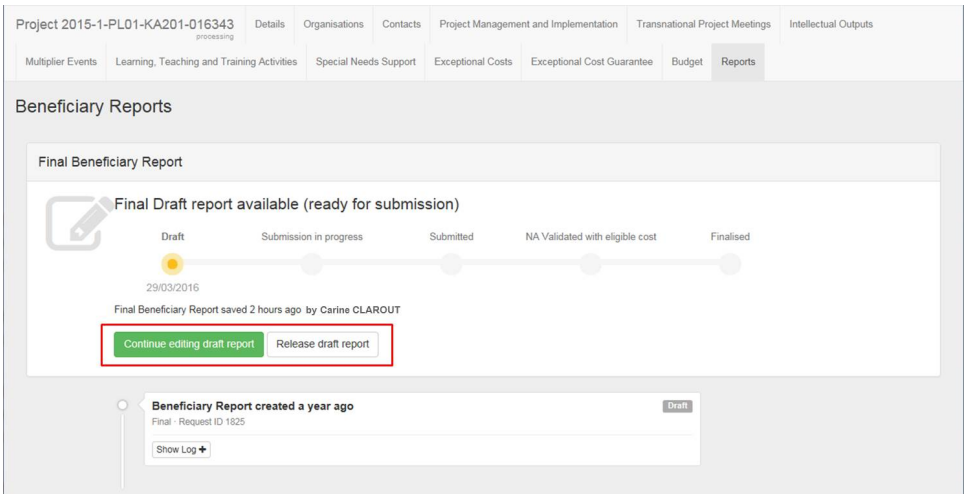


17

Click on "Continue editing draft report" button.

To access the draft report again, click the **Continue editing draft report** button.

The **Release draft report** button allows other beneficiary contact users to edit the draft report. The beneficiary contacts must also be given access to the project in Mobility Tool+.

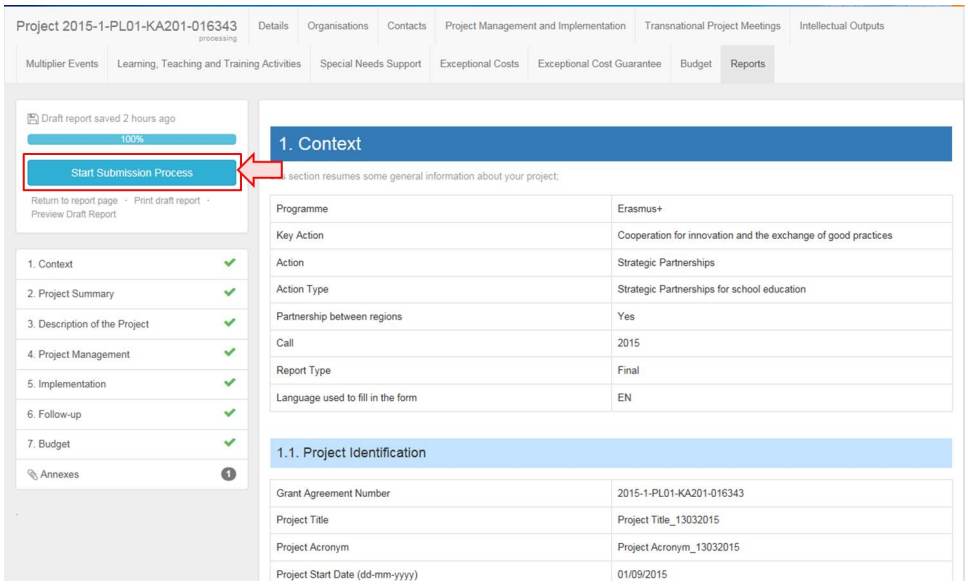


18

Click on "Start Submission Process".

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

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

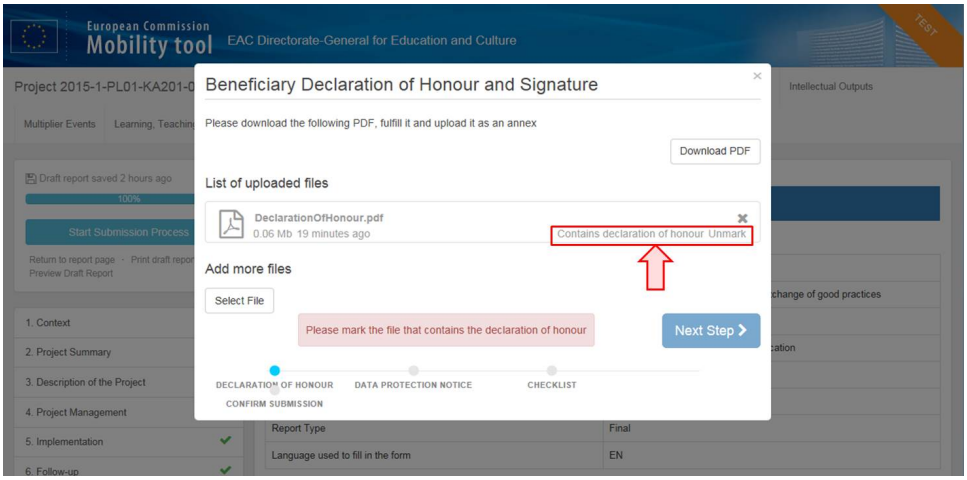


19

Click on "Contains declaration of honour".

A pop up window appears and before submission can continue, the first step is to check if the beneficiary **Declaration of Honour** is signed and attached. If not already attached, it can be done so by clicking on the button **Select File**.

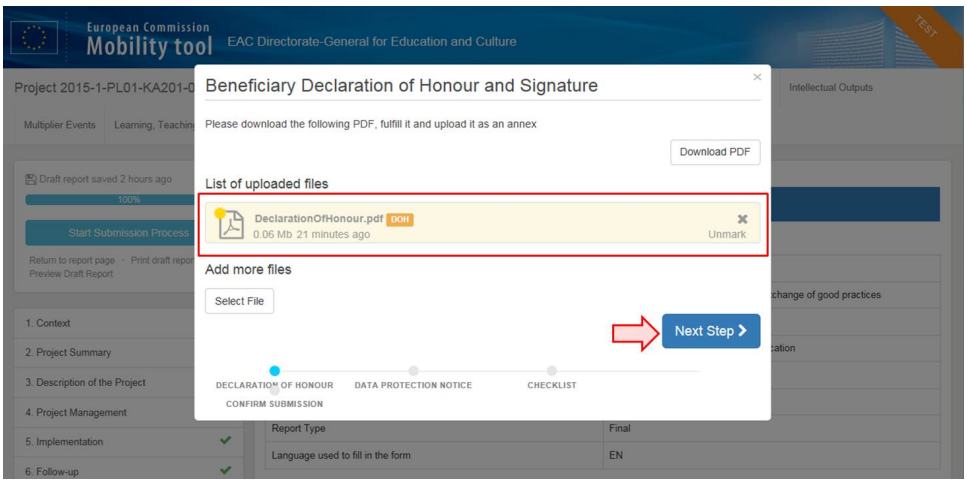
Once the file is attached, click **Contains declaration of honour** to activate the **Next Step** button.



20

Click the "Next Step" button to continue.

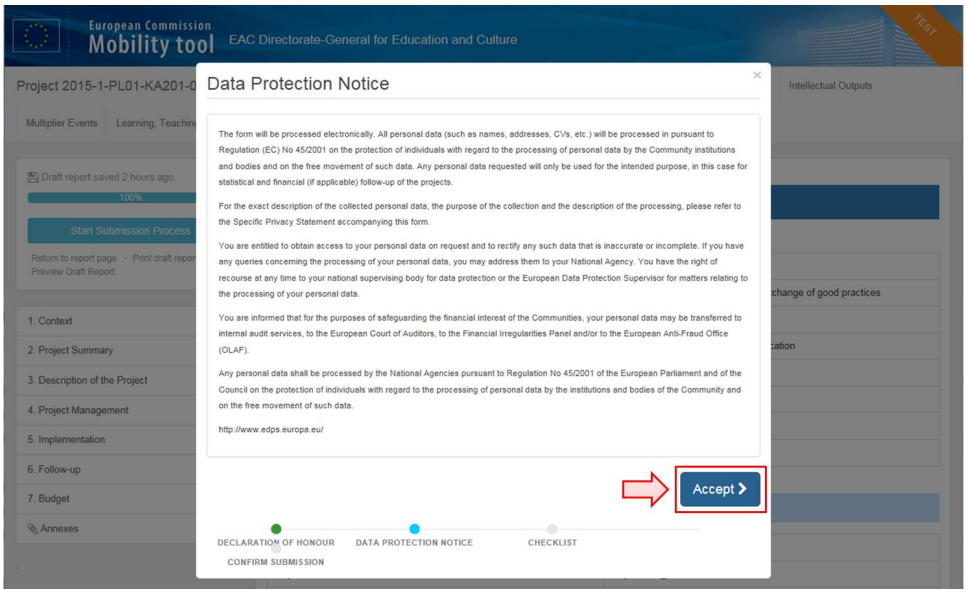
With confirmation that the signed **Declaration of Honour** is uploaded, click the **Next Step** button to continue.



21

Accept the "Data Protection Notice".

Once the **Data Protection Notice** has been read, click **Accept** to continue.

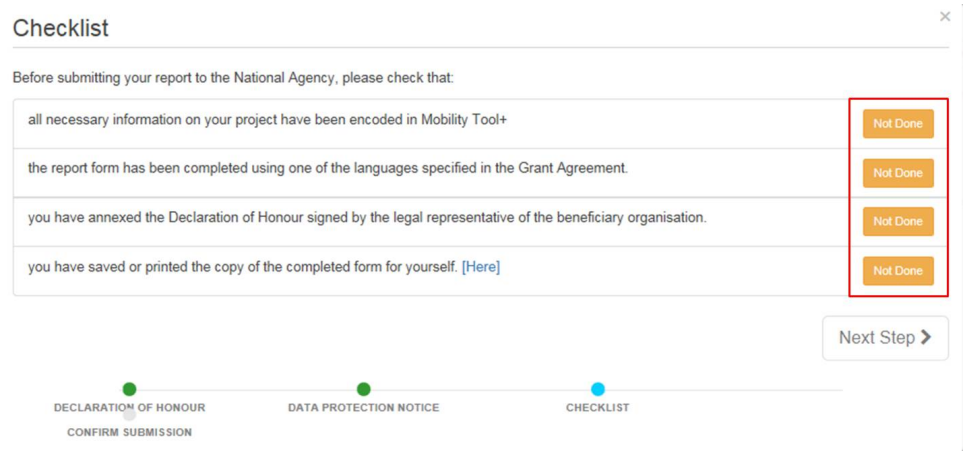


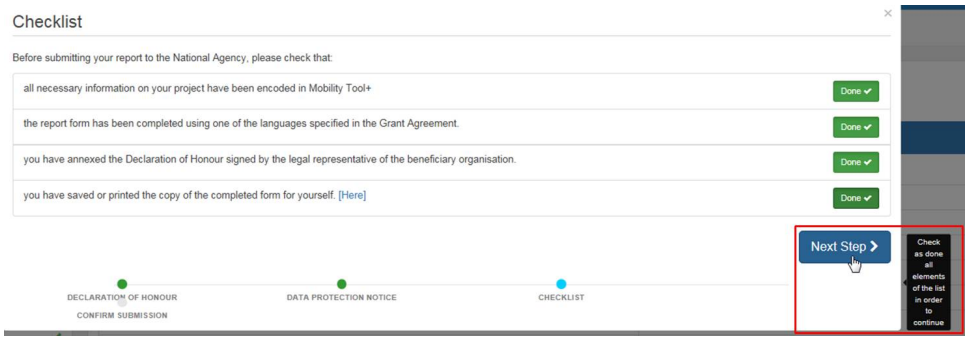
22

Click the "Not Done" button to Done in the Checklist.

A checklist appears prompting you to ensure that all tasks have been performed.

As each item is checked, change the **Not Done** button to **Done** by clicking. Once all items are marked **Done**, click the **Next Step** button to continue.





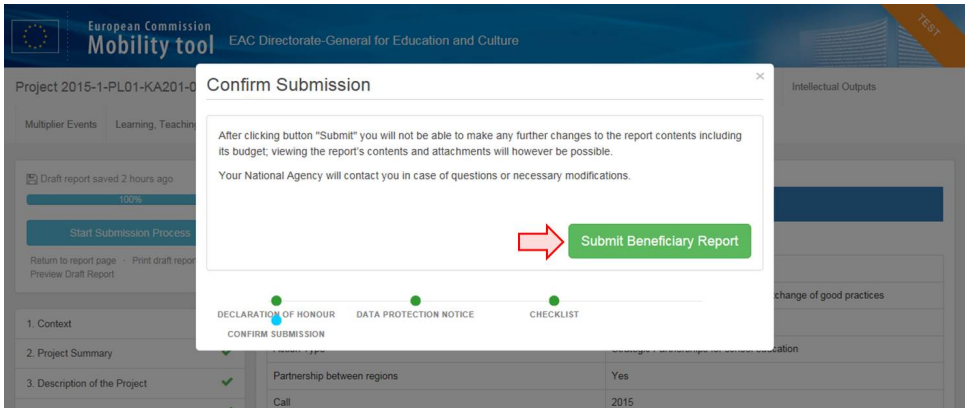
23

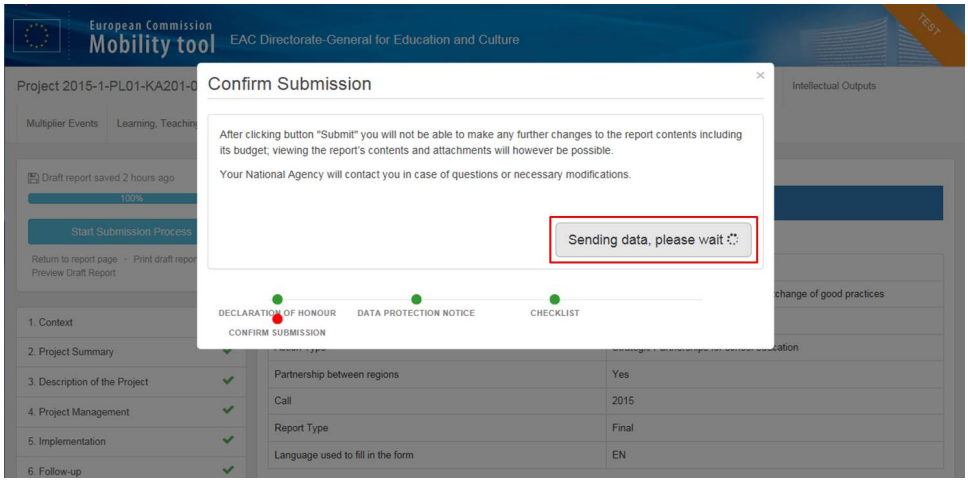
Click on "Submit Beneficiary Report".

To finish, click the **Submit Beneficiary Report** button. The project will be locked once the button is clicked.

A message is displayed to say that the submission is in progress. It may take up to 15 min before the submission to the NA project management system is completed. No other action is required from you at this point (even if some final reports take longer to be submitted.

Note: For KA229 projects the submit button will be replaced by Ready for Submission. Additional information available under MT+ KA229 School Exchange Partnerships Overview.



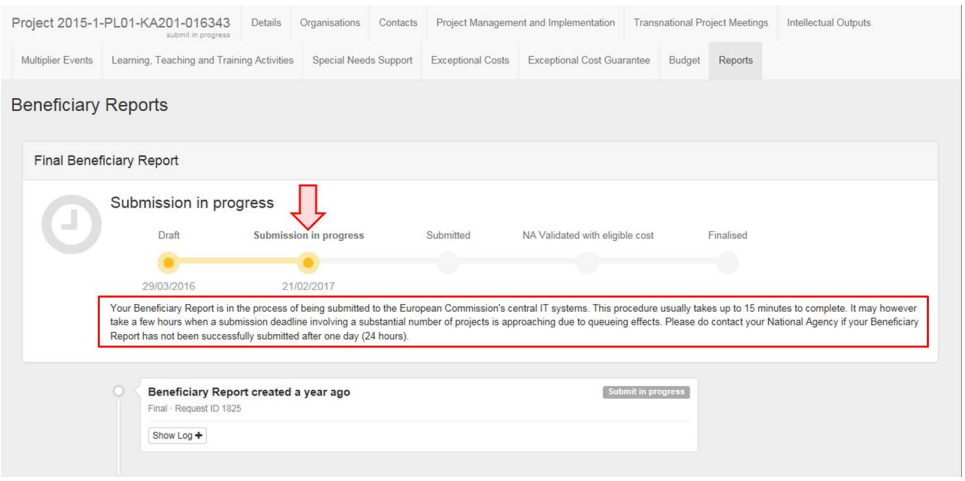


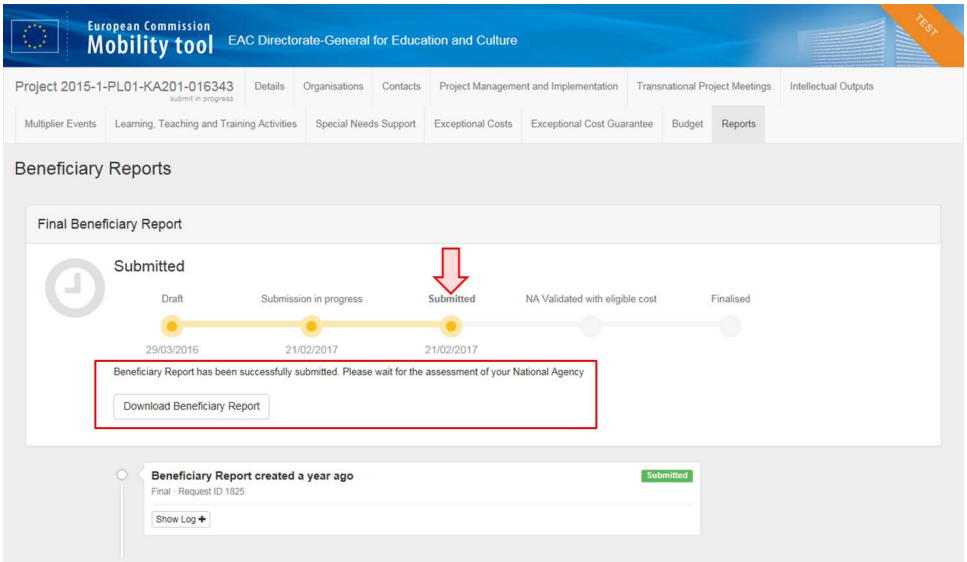
24

Check the status of the report.

Back in the **Reports tab**, an indication of the beneficiary report submission to the European Commission's central IT system is indicated.

The dialogue box will reveal that the beneficiary report has been successfully submitted with the indicator changing to **Submitted**.





Related articles

- Manage final beneficiary report
- Manage Interim Report
- MT+ How to complete and submit the final beneficiary report
- MT+ How to remove a final report to create a termination report
- MT+ How to stop the terminate-with-no-grant Report
- MT+ KA2 How to submit the beneficiary report
- MT+ Manage Interim Report
- MT+ NA Configure E-mail notifications
- MT+ NA How to validate or check one mobility at a time
- MT+ Submit Terminate-with-no-grant Report