# MT+ Beneficiary Guide

Introduction ..... 2
How to get access ..... 3
Login ..... 4
Automatic notifications ..... 8
Menu and Navigation ..... 9
List functionalities ..... 12
Project Details ..... 17
How to manage organisations ..... 19
How to manage contacts ..... 22
How to manage mobilities for KA1 and KA3 projects ..... 28
How to manage activities for KA2 projects ..... 47
How to complete and submit the beneficiary report ..... 104

# Introduction

## 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


- 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. |

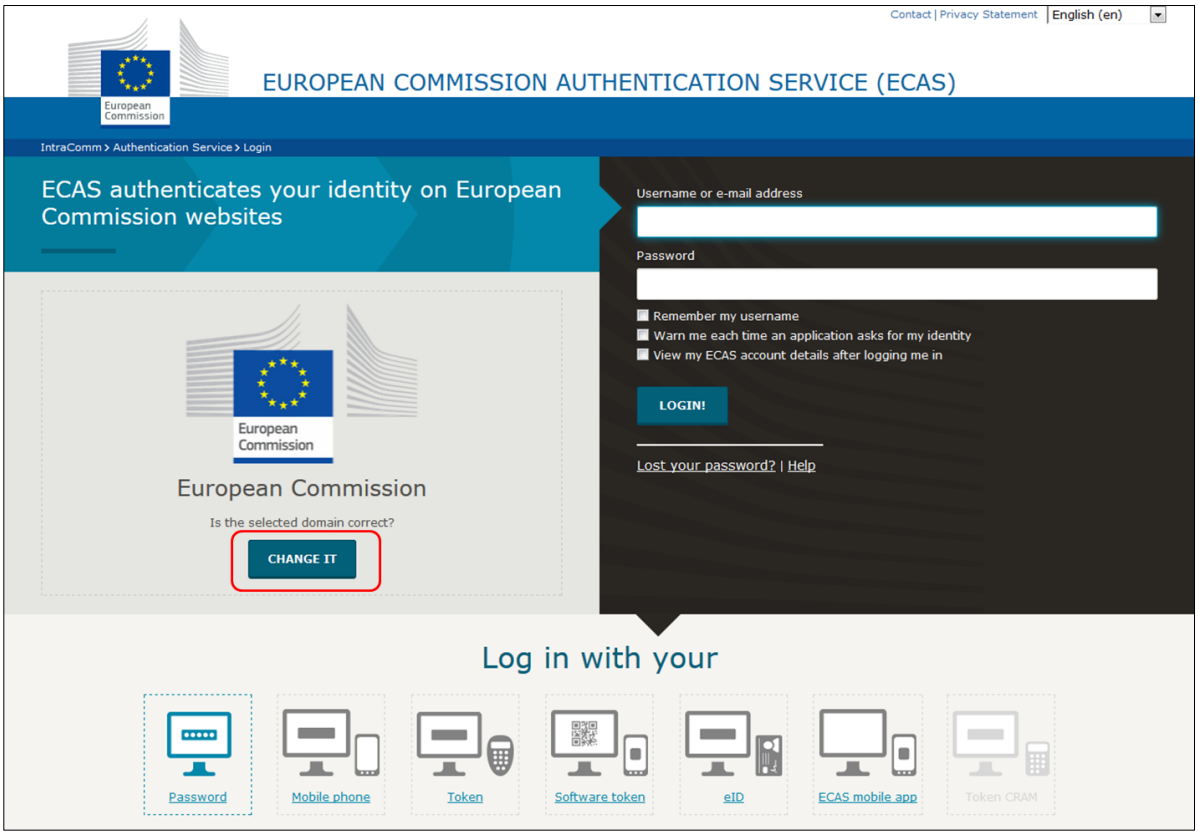
# Login

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.

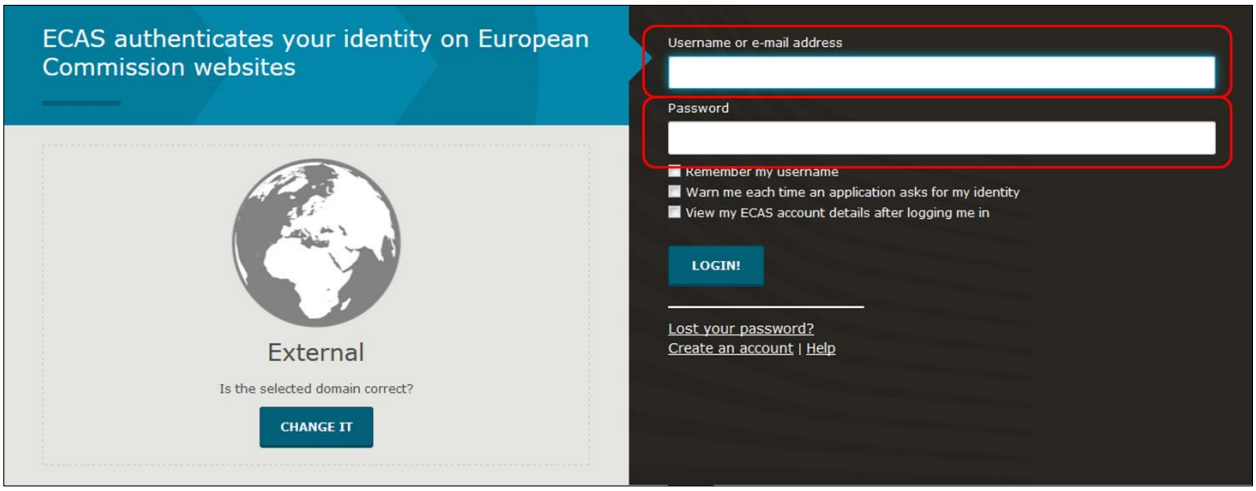
The correct domain must be chosen before logging in. The correct domain for those working in the National Agency or those indicated as the project contact of the beneficiary or coordinating organisation must choose the domain **External**. To change the domain as **External**, click the **CHANGE IT**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



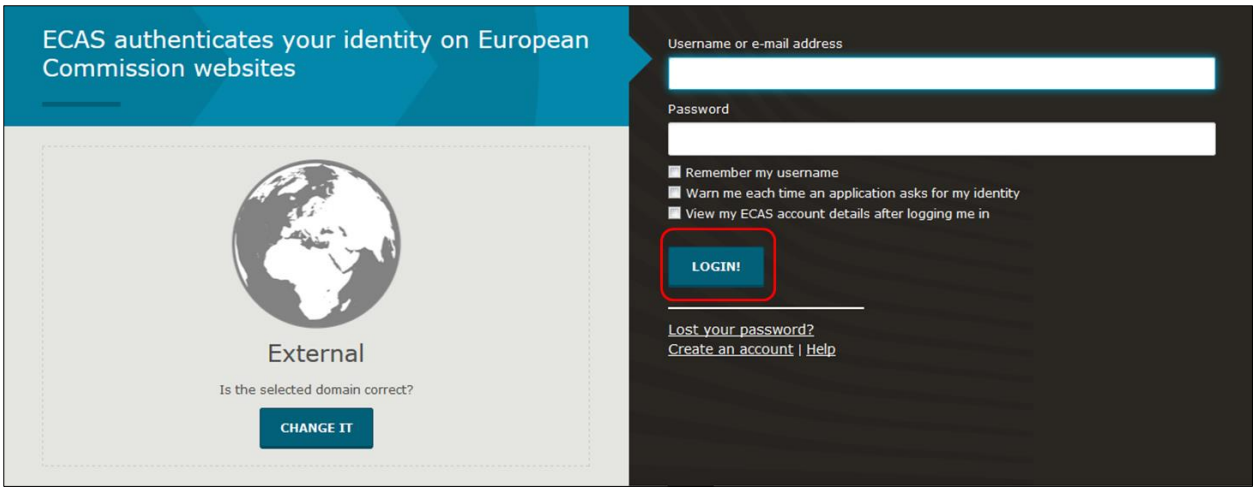
A list of several options will appear. Select the **External** domain.

**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.

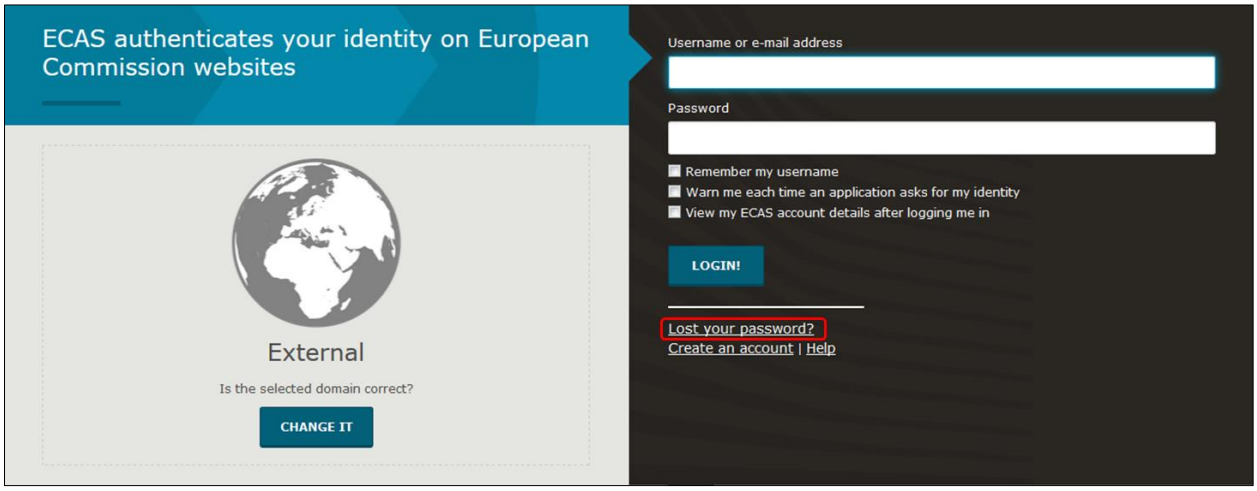



Once you entered your ECAS Username and Password, click the **LOGIN!** button.



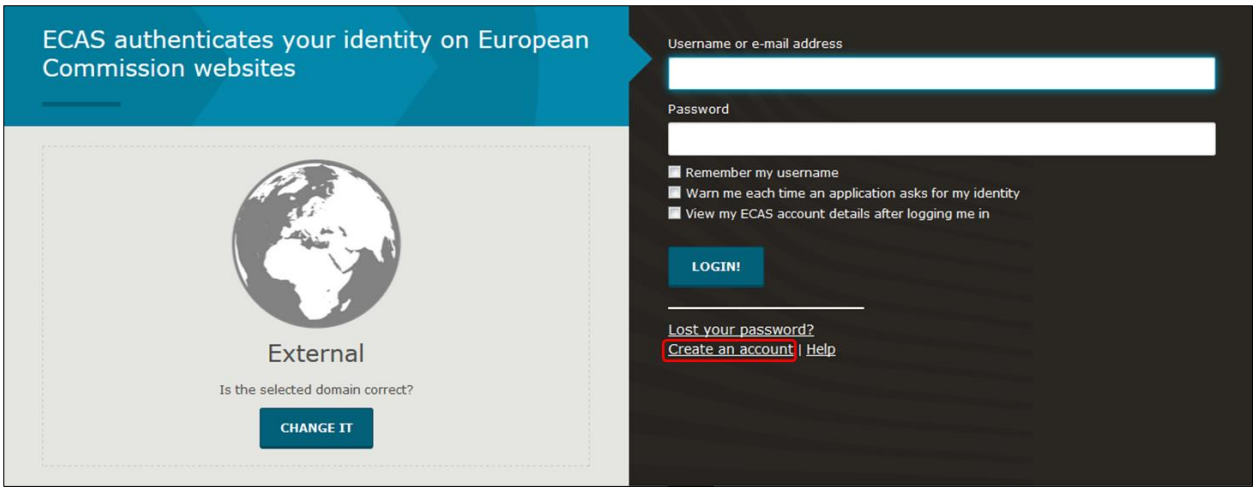

## Password lost?

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.



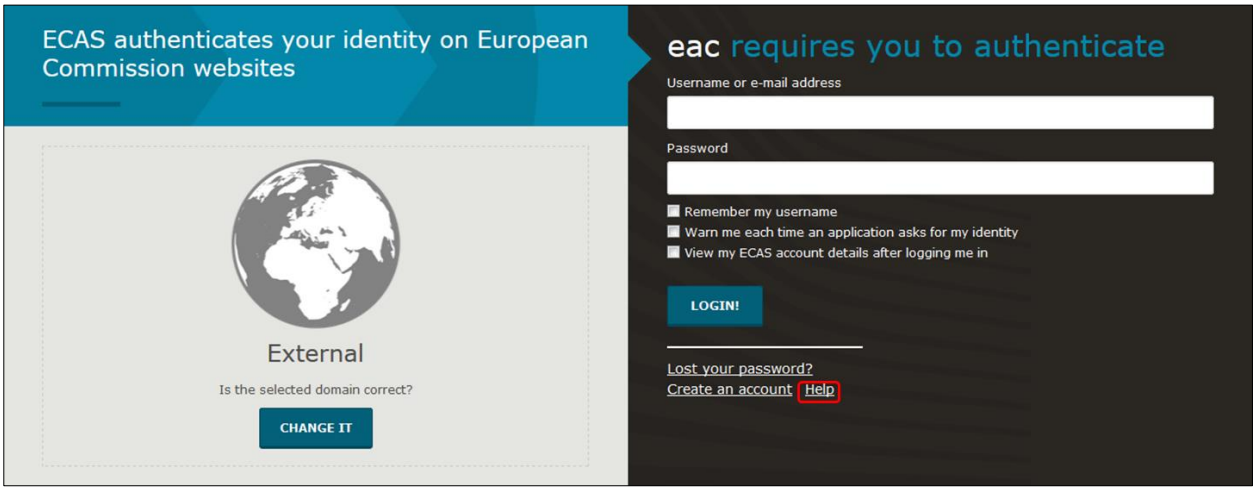

## Create a new ECAS account.

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




## Help (Frequently asked questions).

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



# 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

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

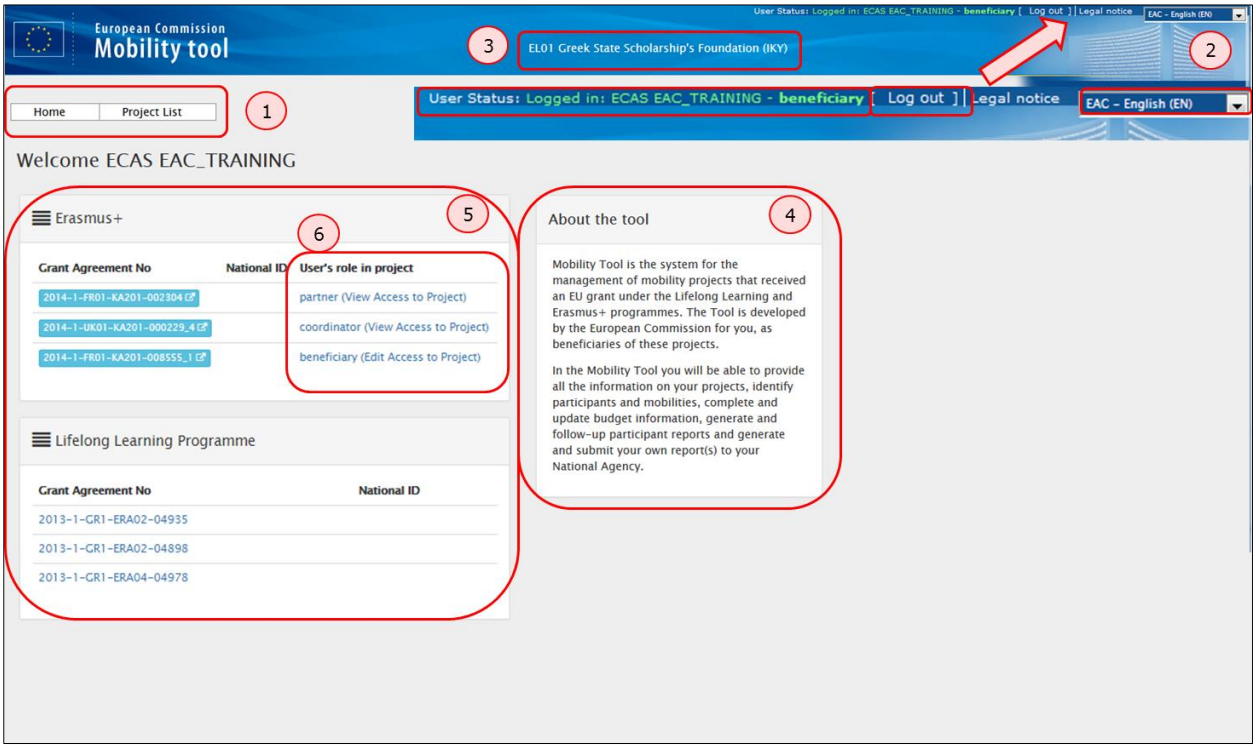

- Home page.
- Difference between the link to projects for KA1 & KA3 and for KA2.
- Difference between the tabs for KA1 & K3 and for KA2.


## 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.

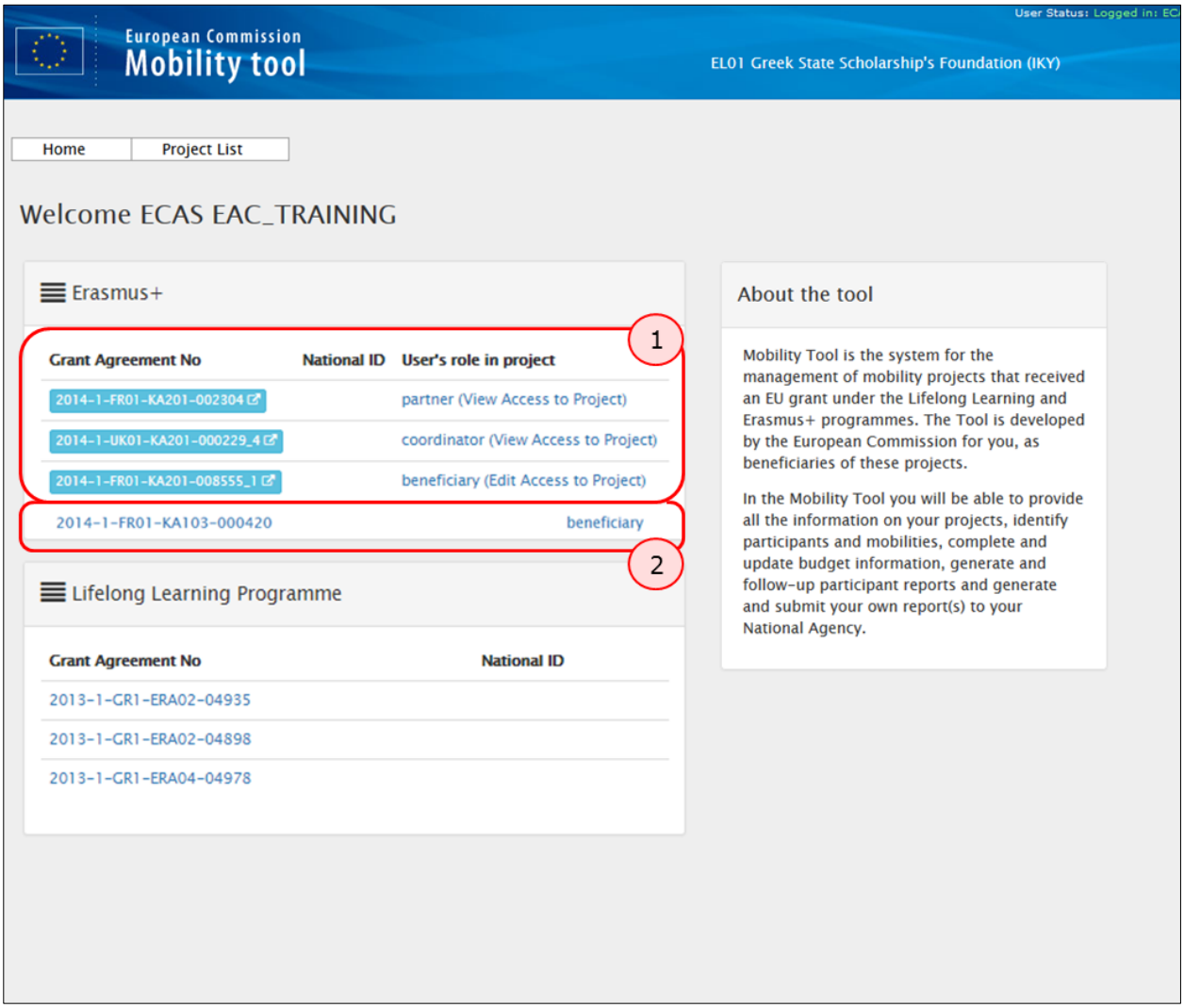


## Difference between the link to projects for KA1 & KA3 and for KA2.

### 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.



## 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.

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

# List functionalities

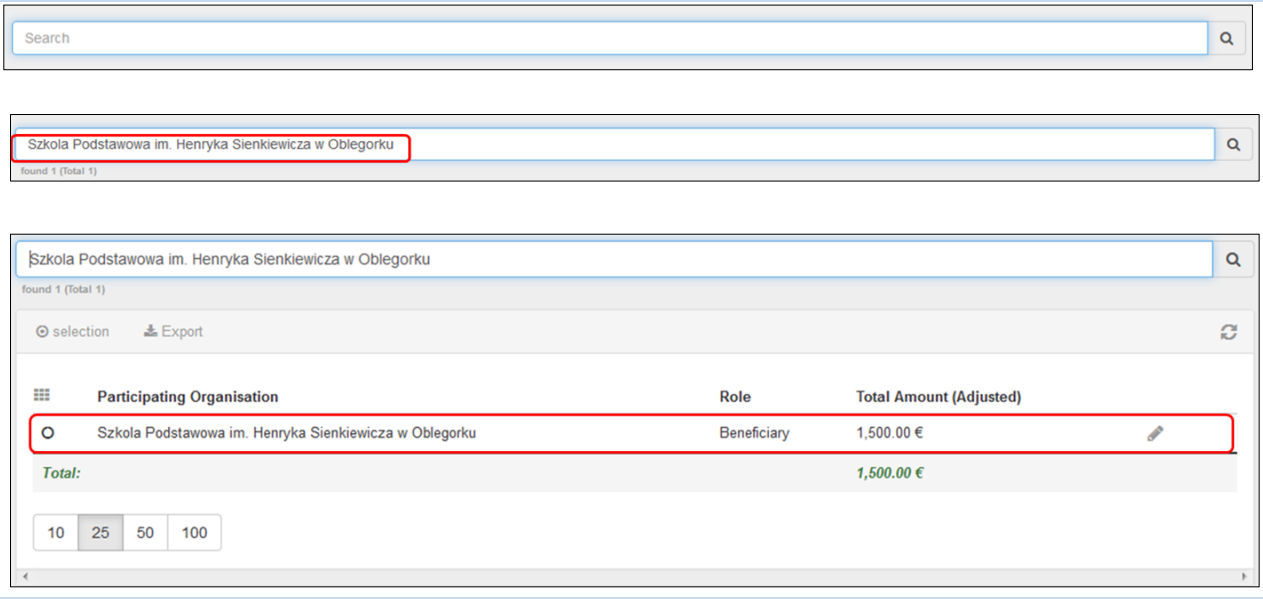
This page explains the common list functionality that are seen throughout MT+, for example the Organisations and Contacts tabs. The icons used to sort or export the list remain the same for each screen as well as the icons to edit, delete and view the list item.


- Search.
- Selection.
- Export.
- View.
- Edit.
- Delete.
- Back to list.


## Search.

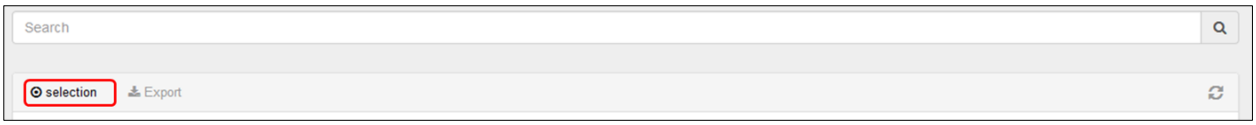
In order to find information quickly in each tab of the menu, type, for example, the name of the organisation in the **Search** field.

The result will appear in the list.




## Selection.

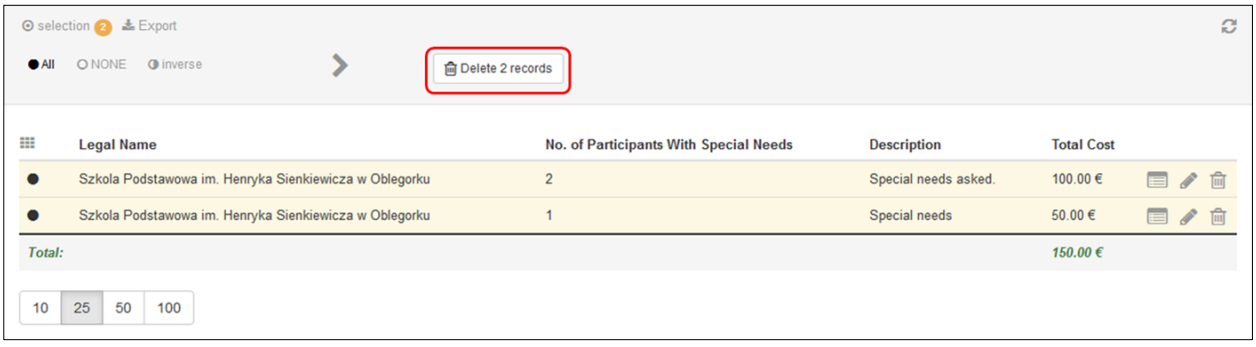
The **Selection** option allows you selecting or de-selecting all detail lines.




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

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

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

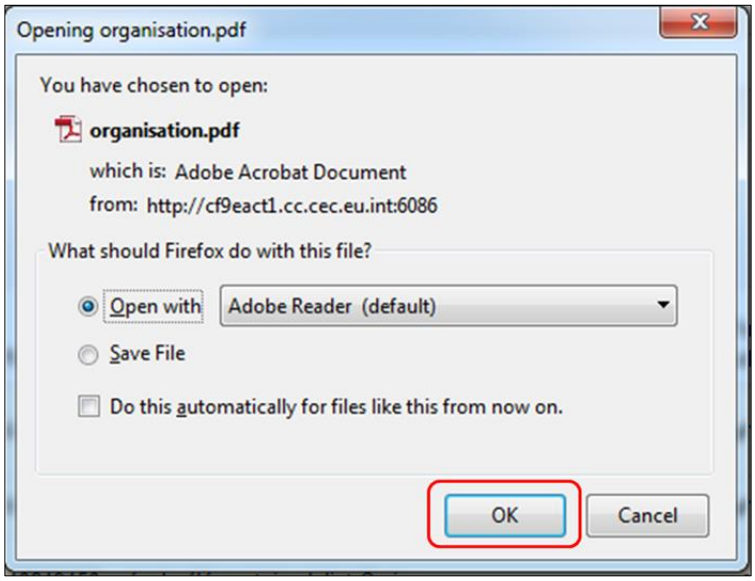


## Export.

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.

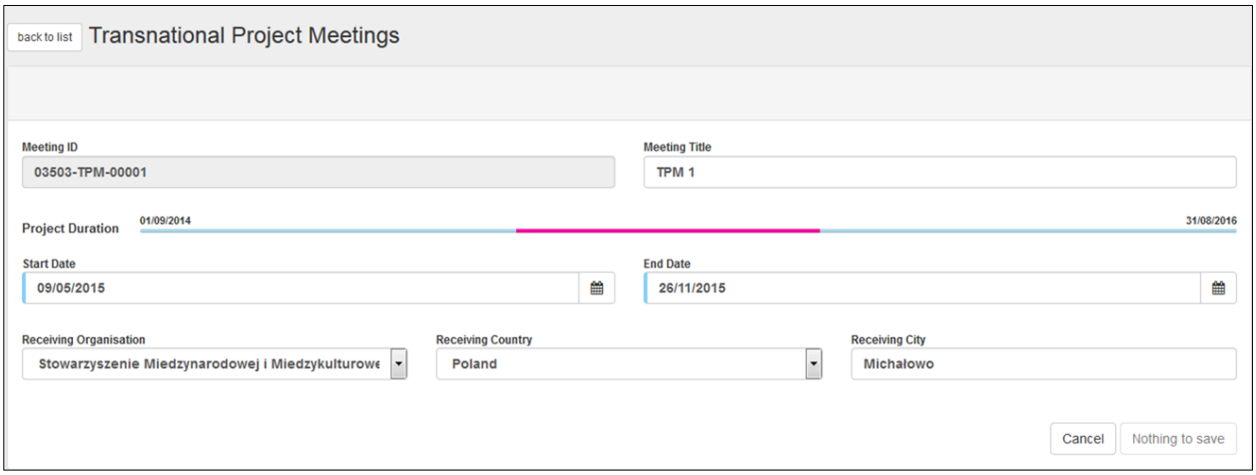
| Meeting ID | Meeting Title | Start Date | End Date | Receiving Organisation | Receiving Country | Receiving City | Number of Participants | Total (Calculated) | Total (Adjusted) |
|---|---|---|---|---|---|---|---|---|---|
| 03503-TPM-00001 | TPM 1 | 09/05/2015 | 26/11/2015 | Stowarzyszenie Miedzynarodowej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

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



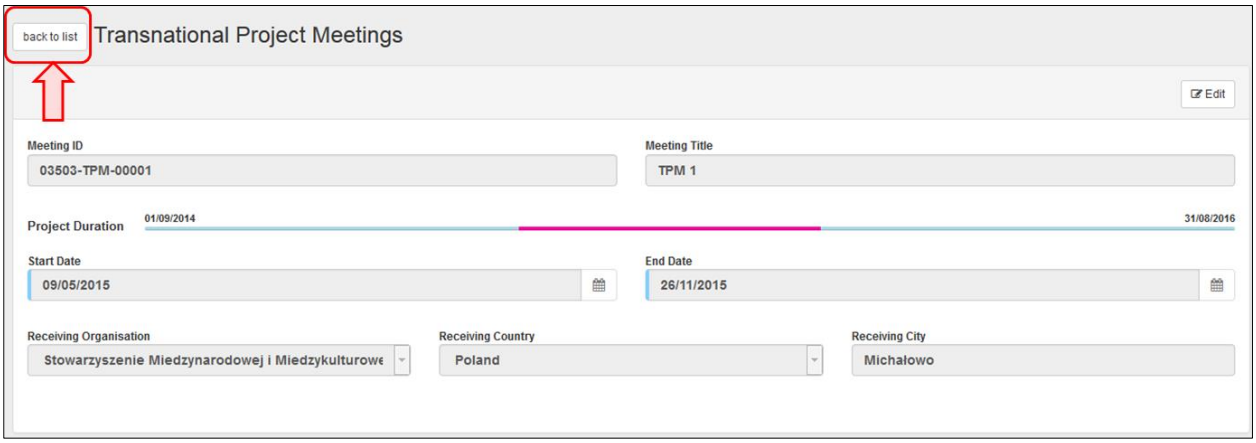
## Delete.

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 Miedzynarodowej i Miedzykulturowej Wymiany ANAWOJ | Poland | Michałowo | 15 | 10,475.00 € | 9,200.00 € |
| *Total* | | | | | | | | *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.




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 Miedzynarodowej i Miedzykulturowej Wymiany ANAWOJ | Poland | Michałowo | 15 | 10,475.00 € | 9,200.00 € |
| *Total* | | | | | | | | *15* | *10,475.00 €* | *9,200.00 €* |

# Project Details


- "Project Details" page.
- Changes to "Project Details".

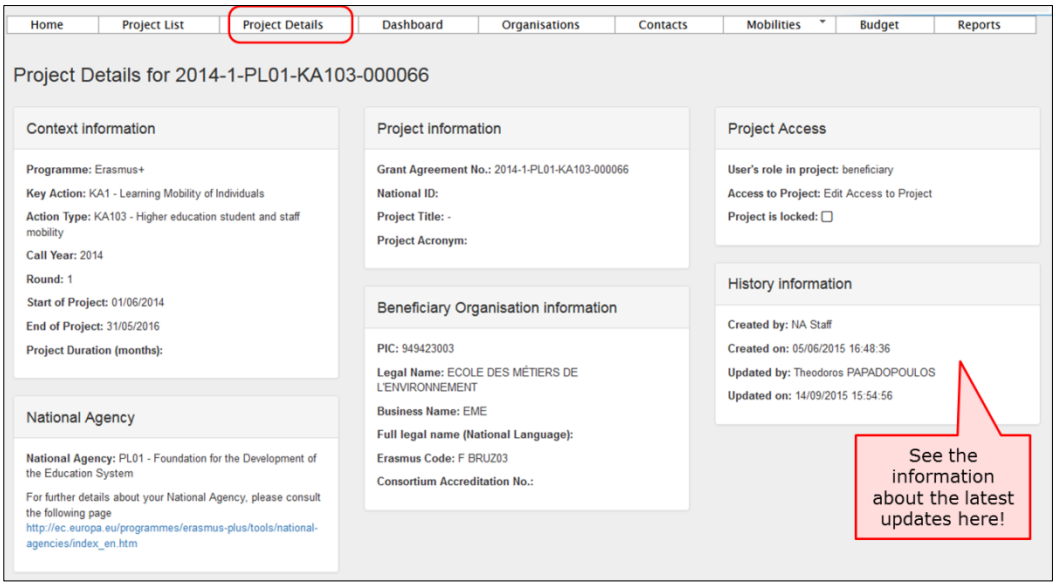

## "Project Details" page.

### 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**.



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

# How to manage organisations

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

Organisation details that are entered into URF (URF and Participant Protal guide) should first be updated there before the National Agency will be able to adjust the details in the NAs Project Management System.

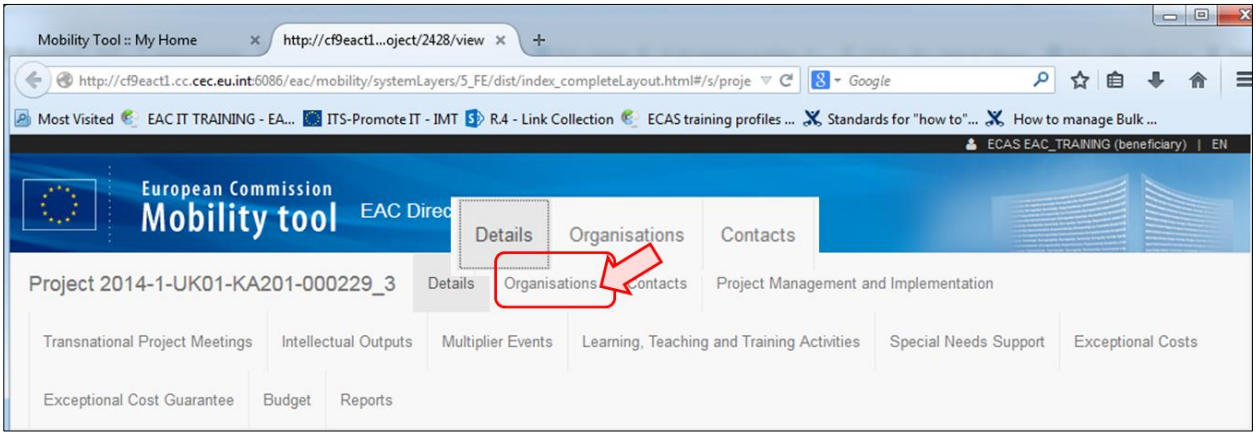
Once changes have been applied, the updated data will be sent to MT+.

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

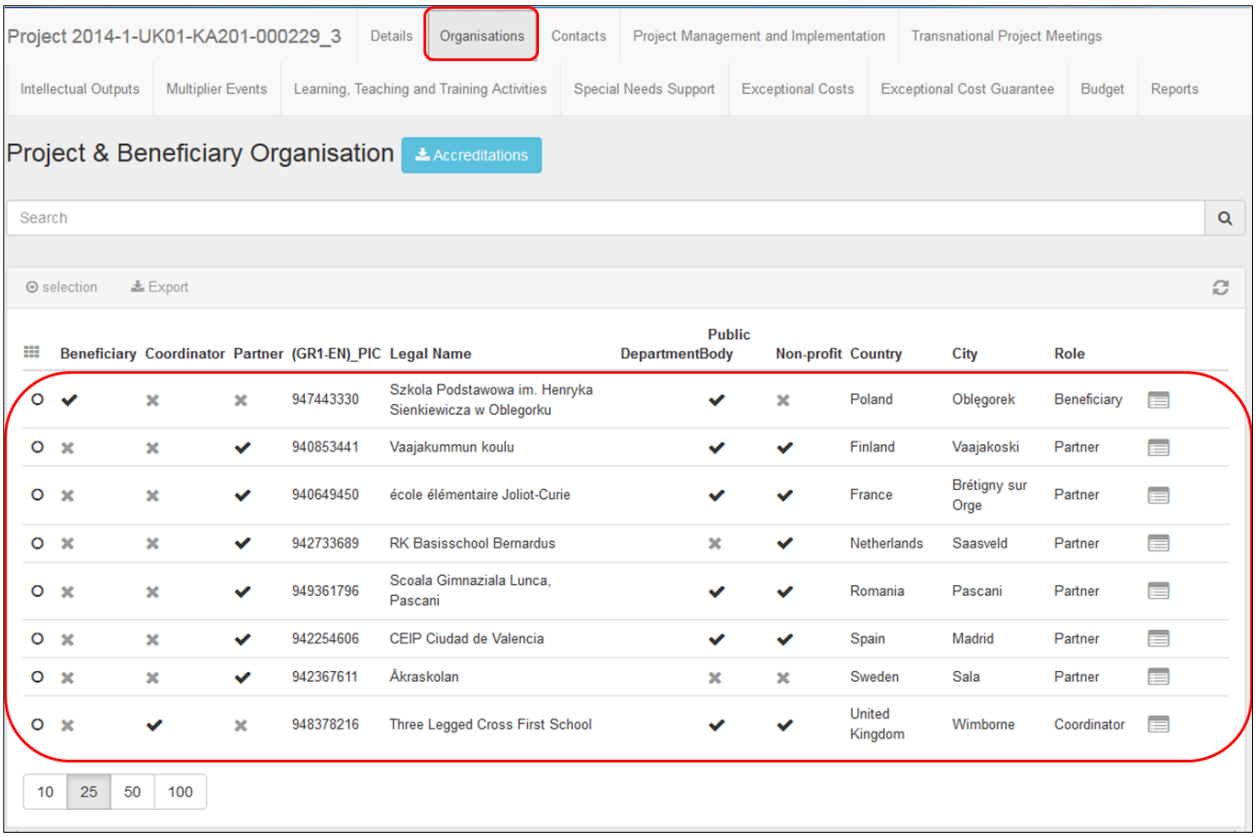
- Open the list of "Organisations".
- View organisation details.
- Organisation details are not updated?.
- Edit organisation details.

### Open the list of "Organisations".

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




The list of **Organisations** will appear.

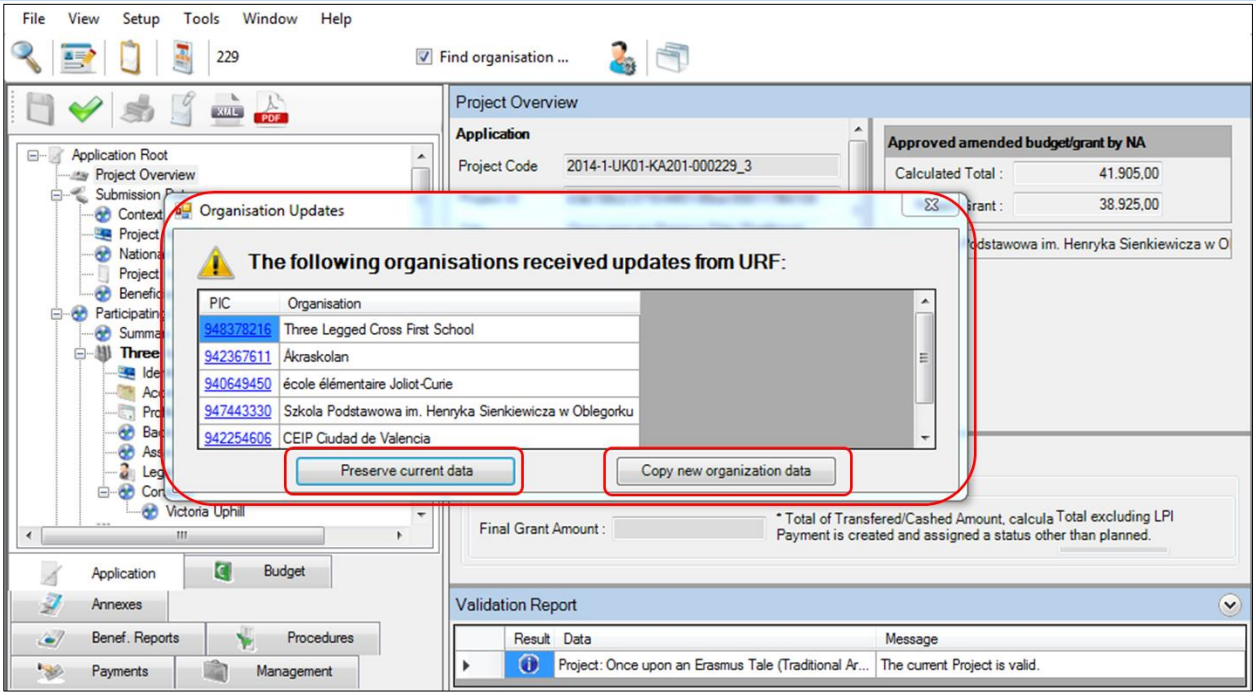



## View organisation details.

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

## 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.

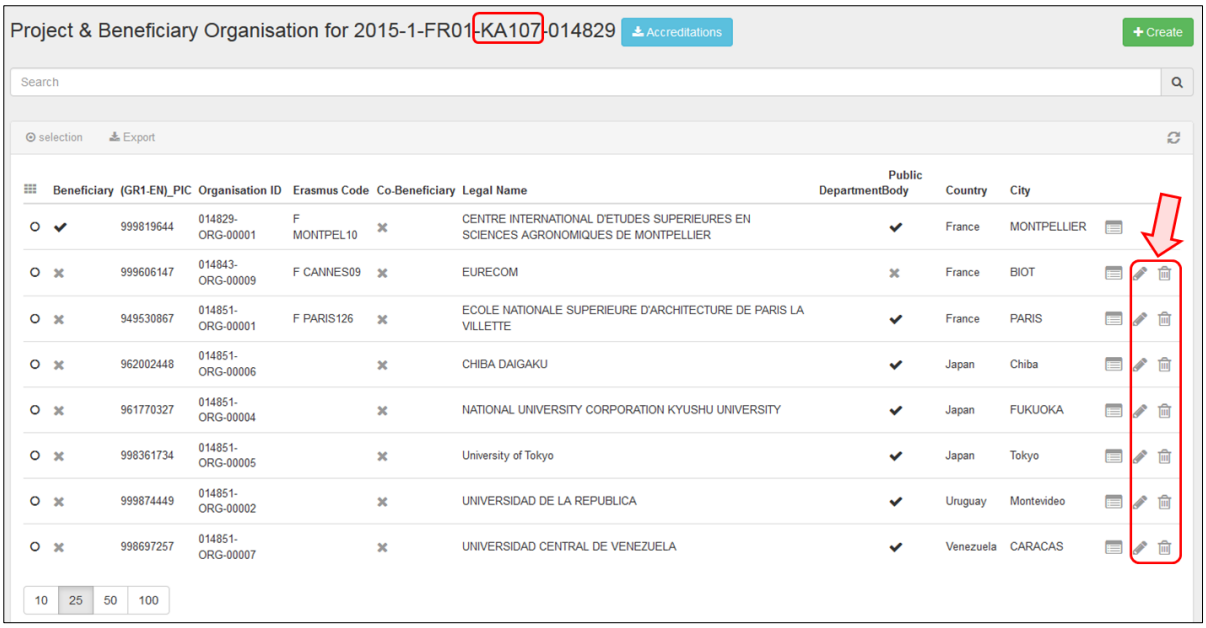



## Edit organisation details.

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.



# 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.

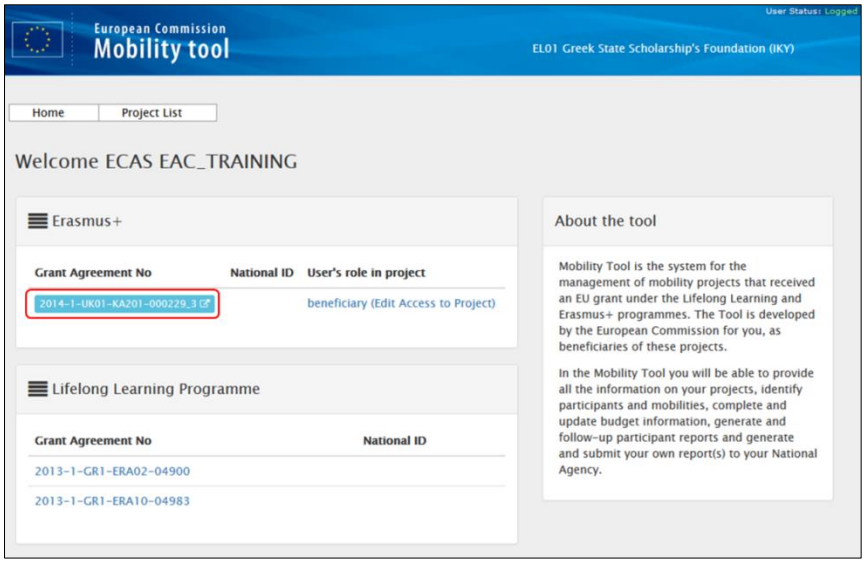
## Quick steps

- 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.

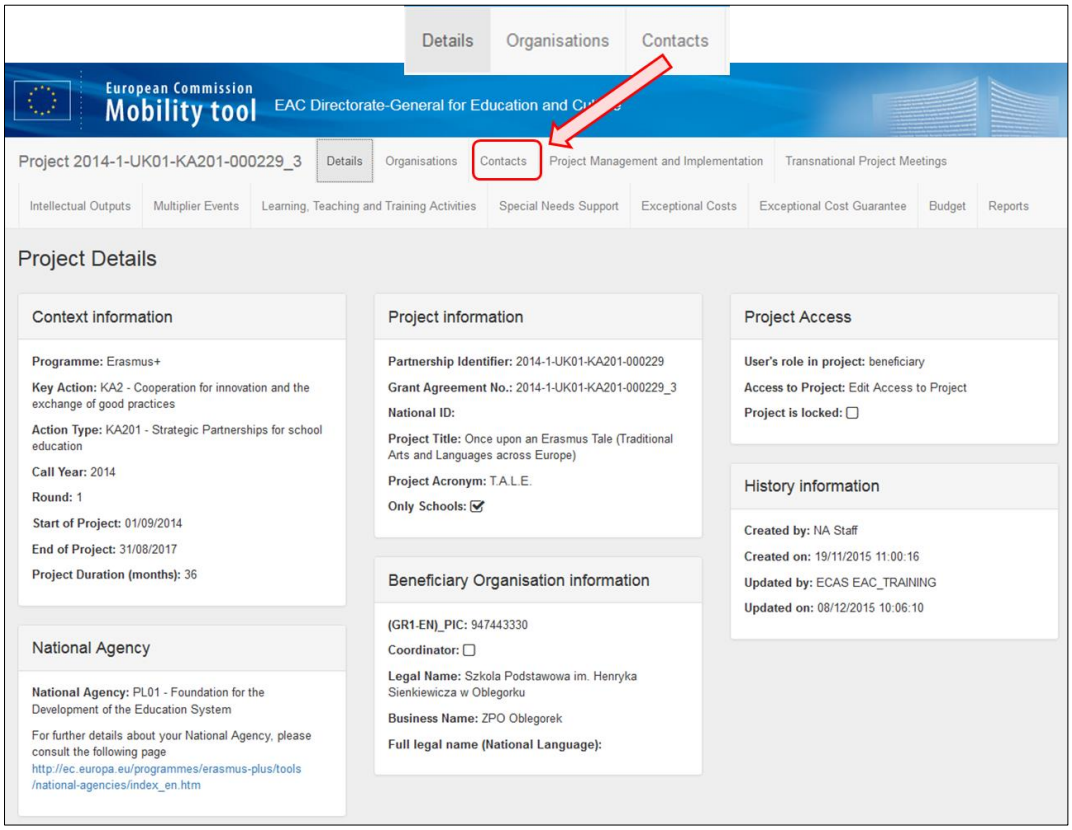
## Detailed steps

### 1. Click the project reference.

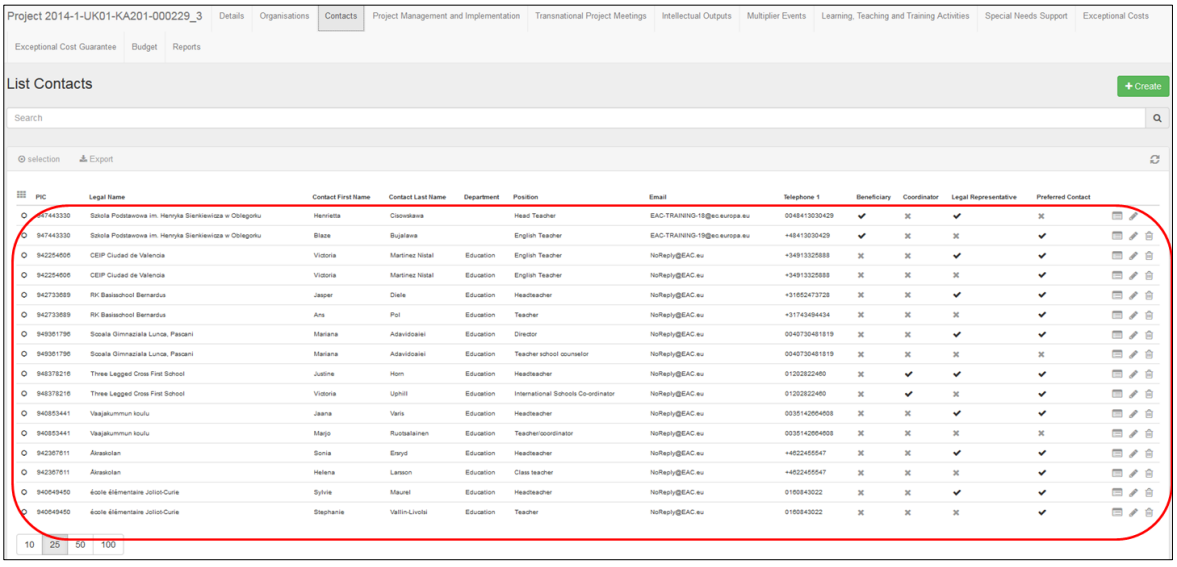
Click on the project reference to open a project.



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

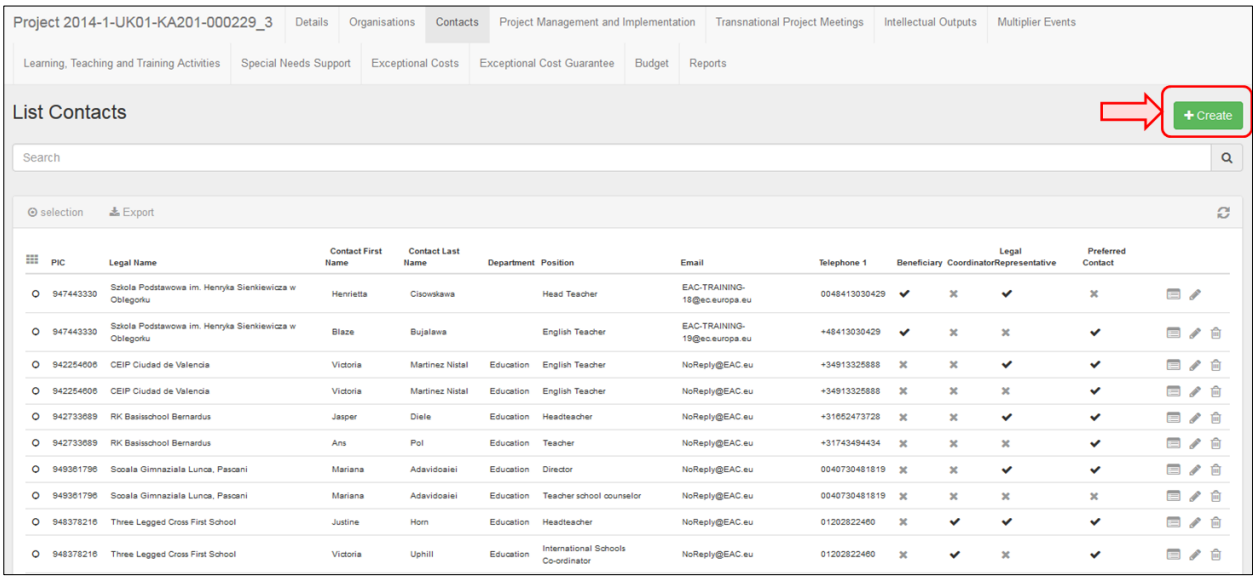



The list of contacts appears. The full list of project contacts as entered in the application form will be entered here.



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

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

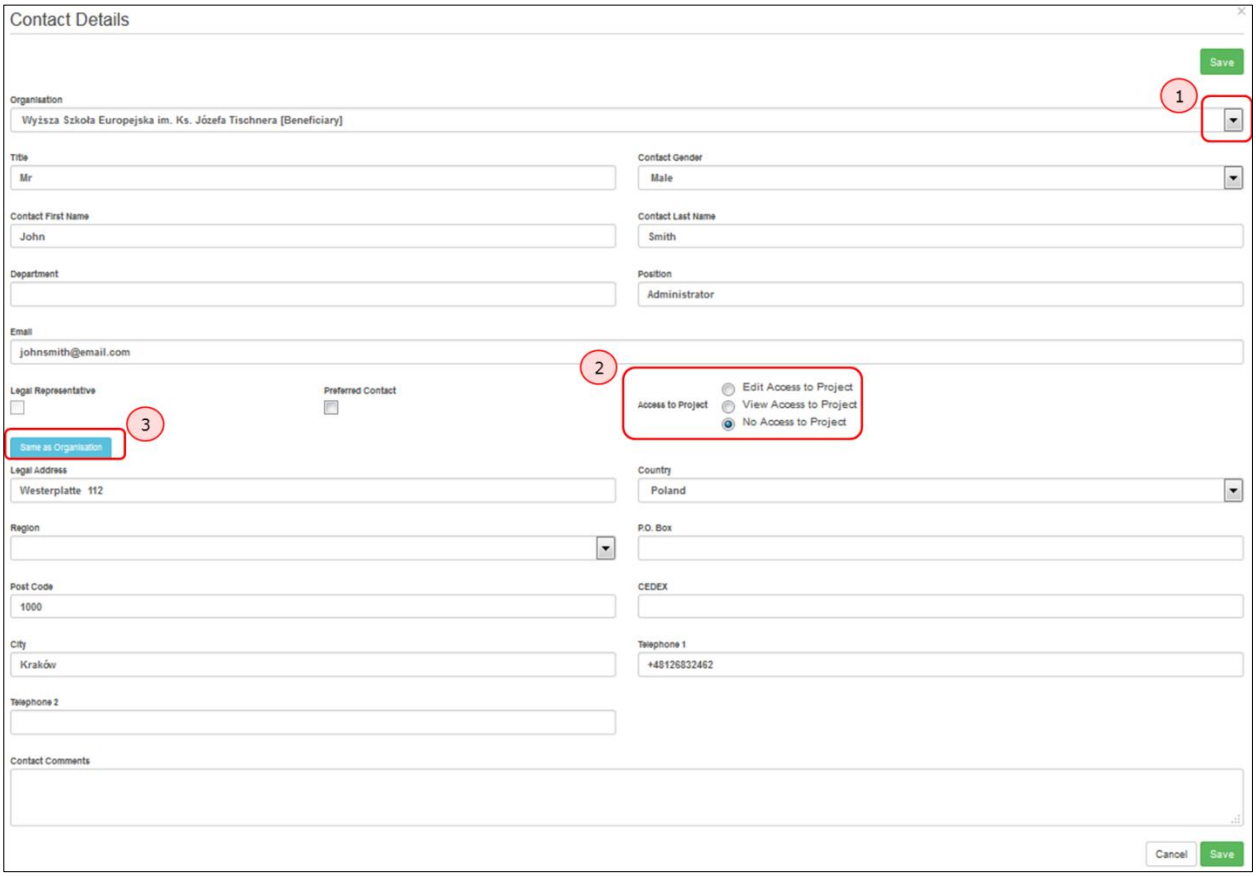


## 4. Fill in the details.

### 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.




### 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+.

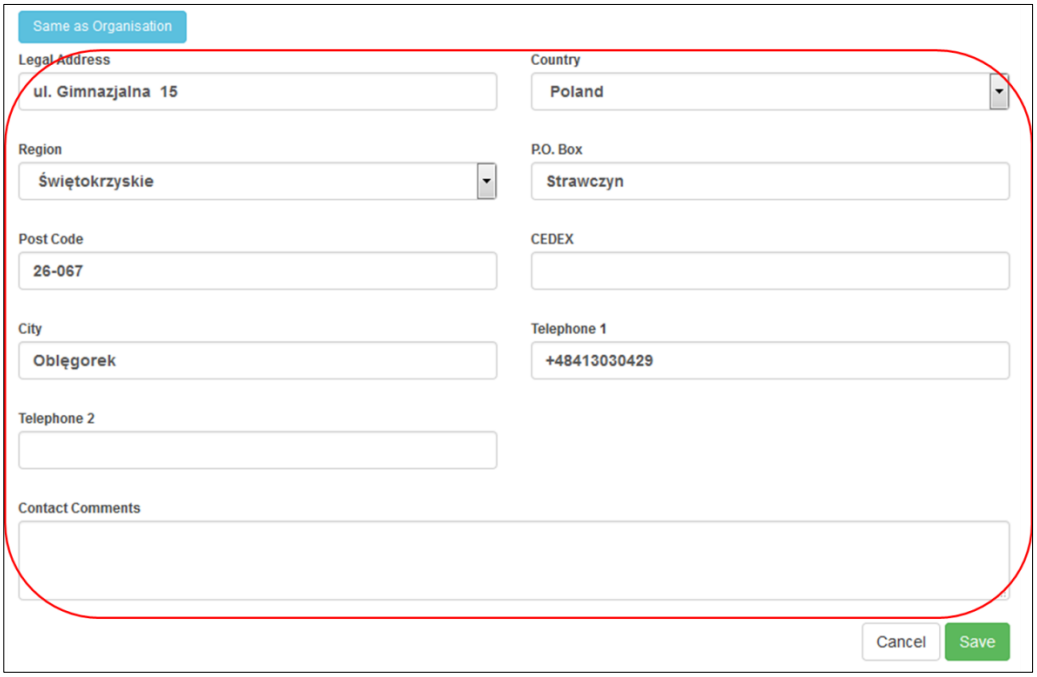
## 4.4. Indicate as "Legal Representative"?

⚠ 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.

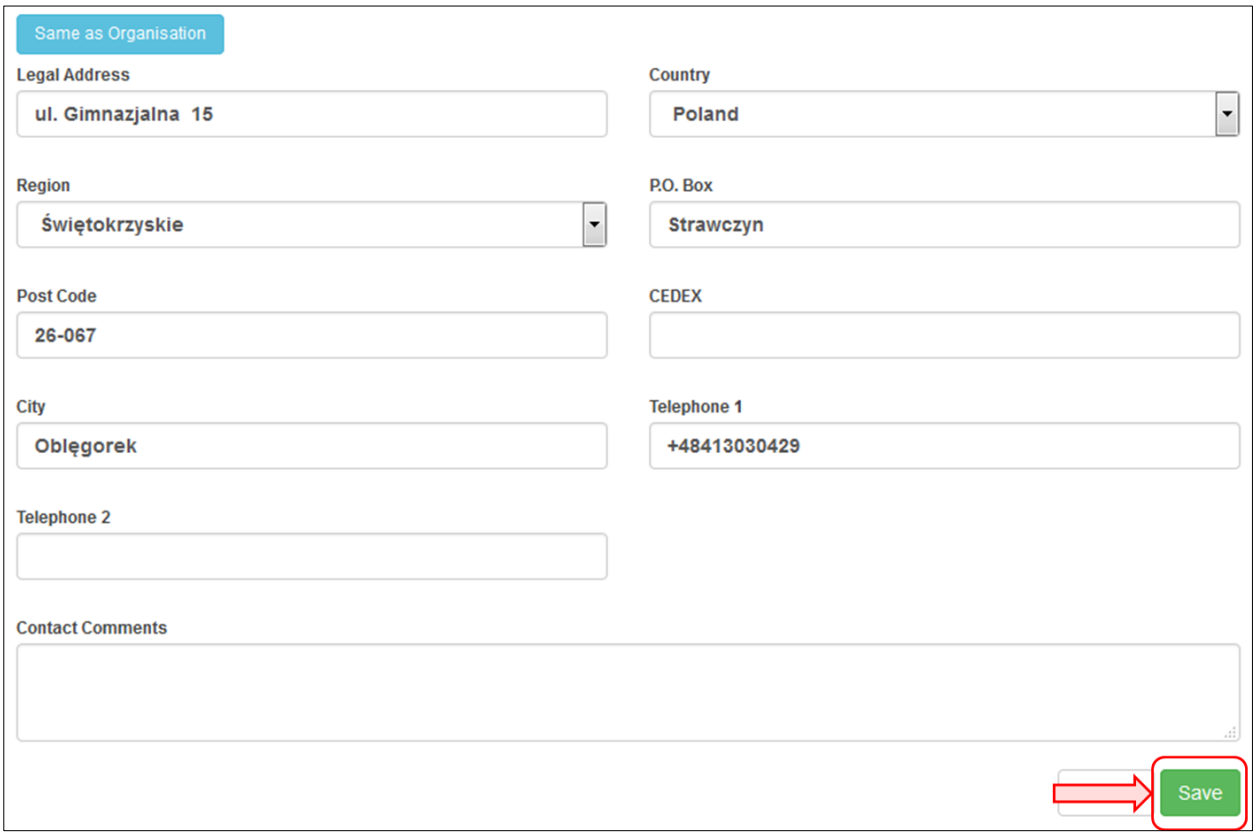
## 4.5. Contact details are the "Same as Organisation"?

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



## 5. Click on "Save".

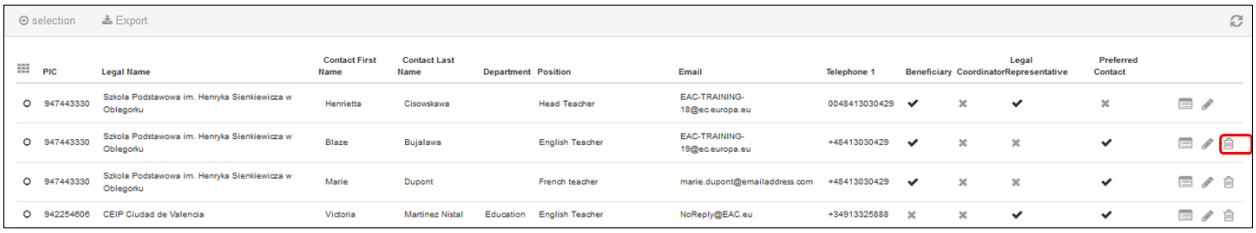
To save the data, click the **"Save"** button.




## 6. Click on Delete icon.

Click on the bin icon to delete a contact.

Please note that the legal representative cannot be deleted.



# 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 | 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.<br><br>This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+.<br><br>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. |

### Video

URL: **How to add a mobility**

QR code:

# How to export and import mobilities using xls or xlsx

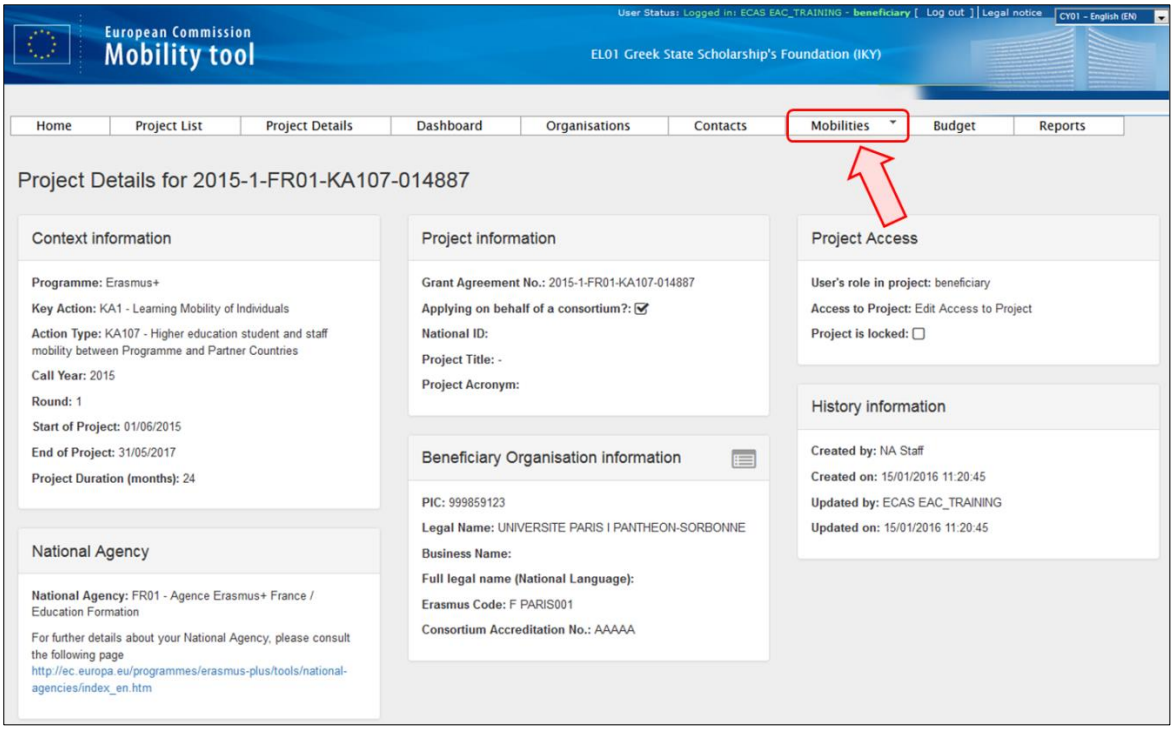
## Quick steps

- 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

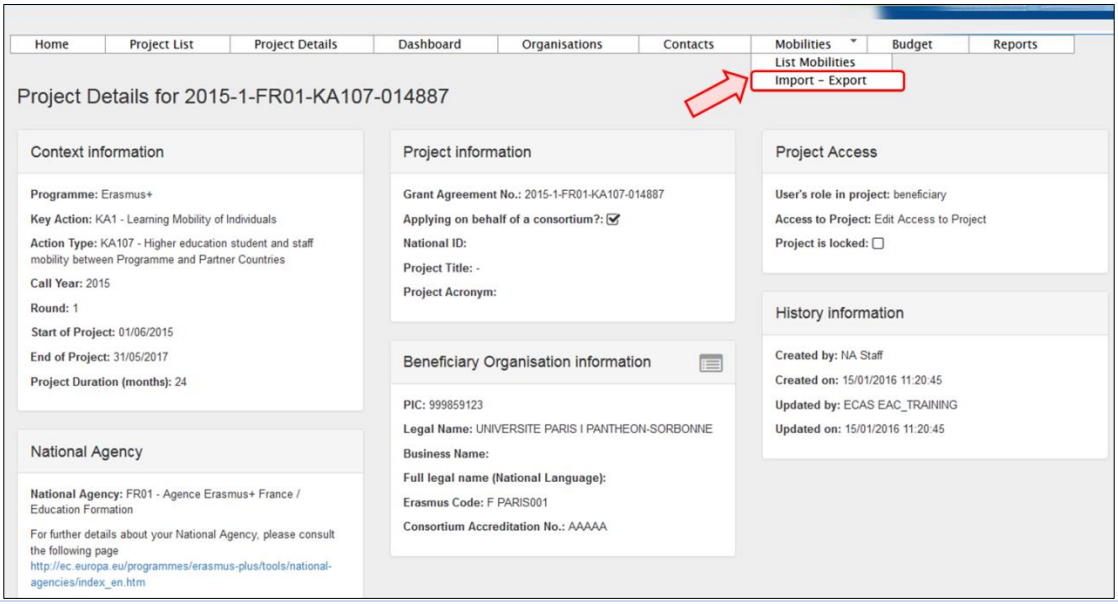
### 1. Click the "Mobilities" tab.

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



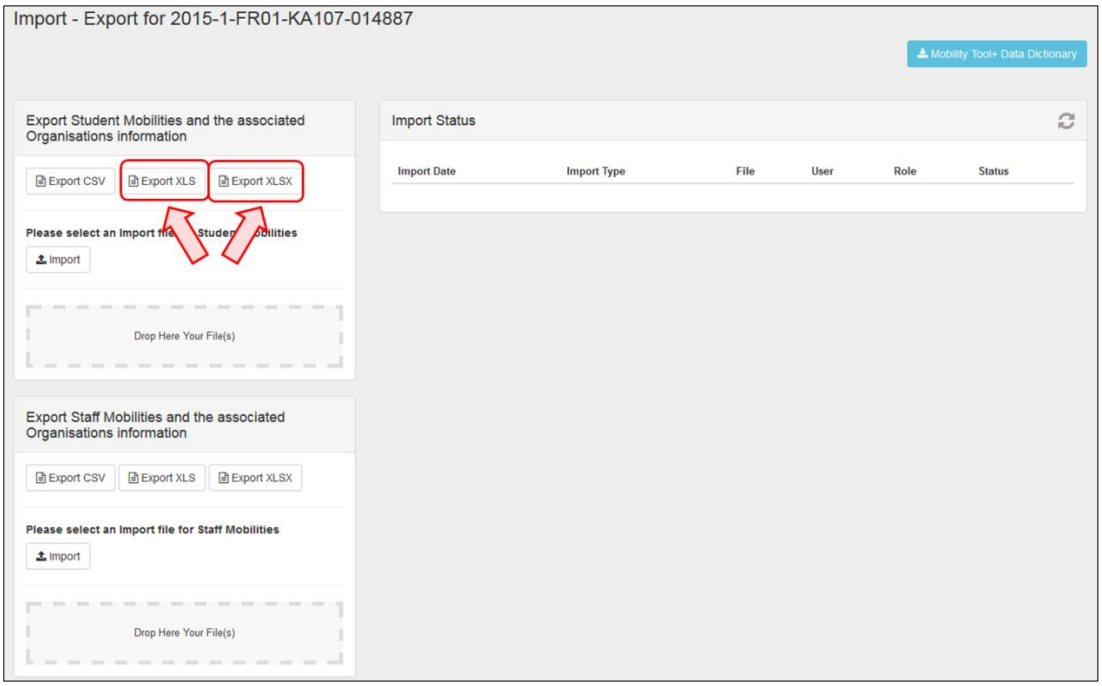
## 2. Select "Import-Export" option.

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



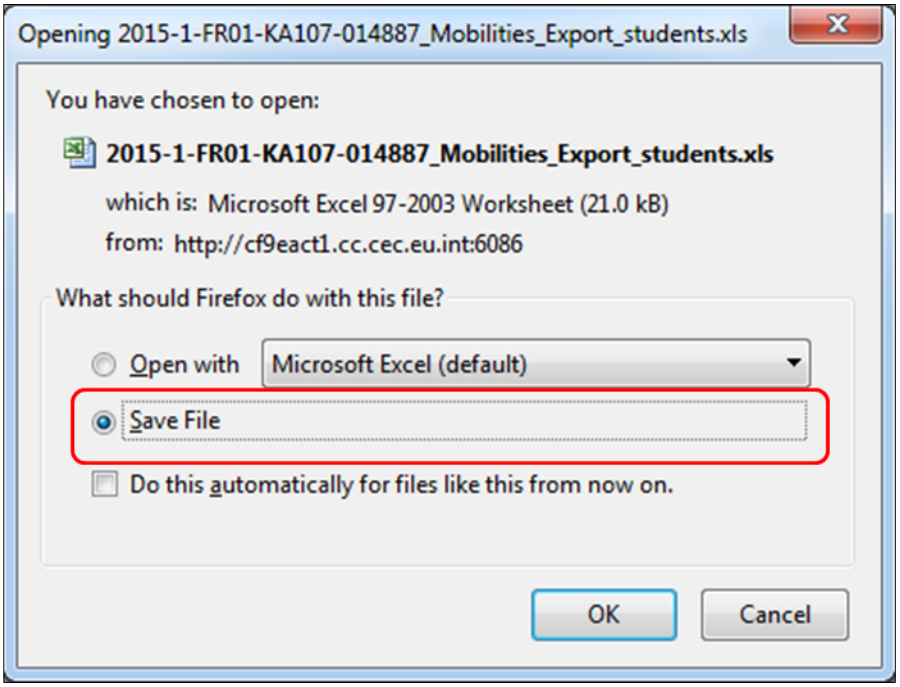

## 3. Click the "Export XLS" or the "Export XLSX" button.

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.



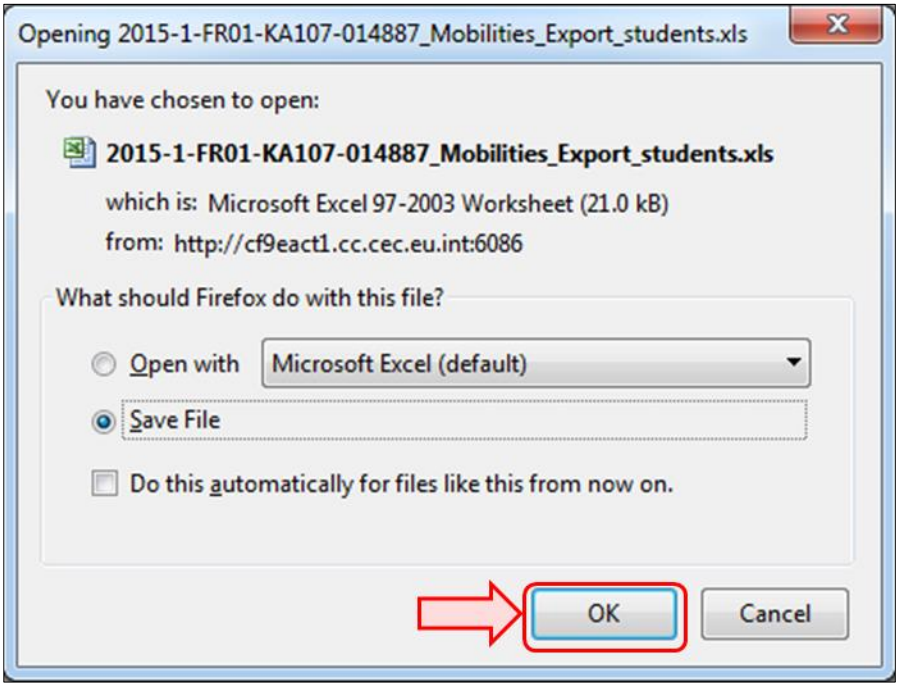
## 4. Click the "Save File" radio button.

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



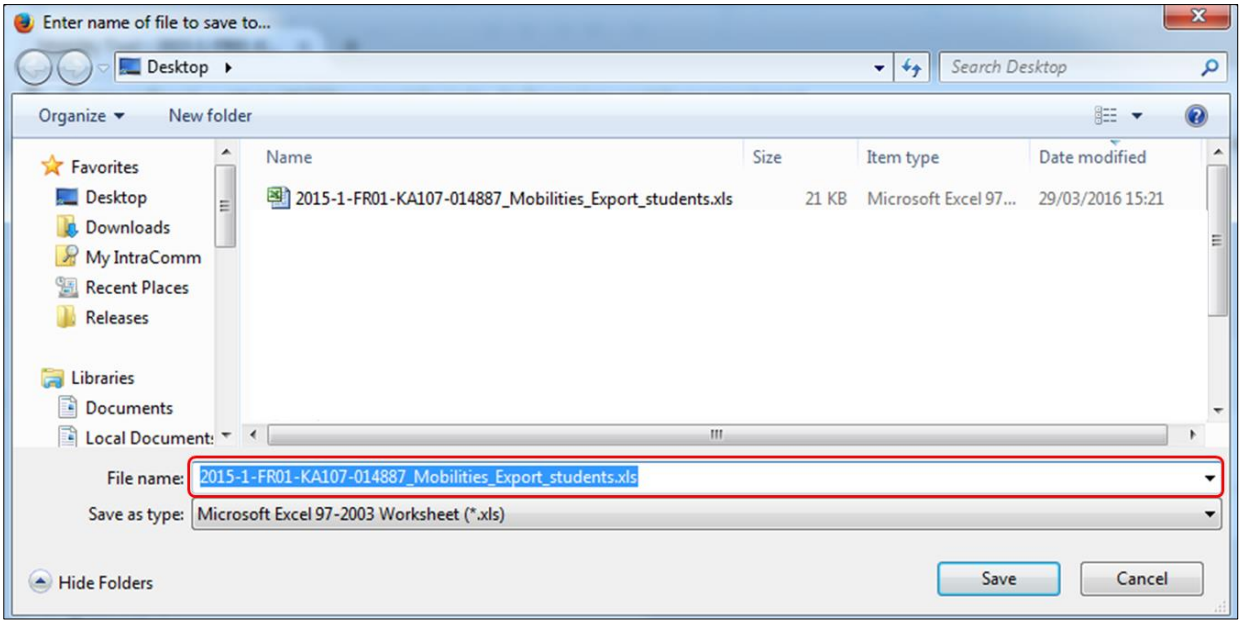

## 5. Click on "OK".

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



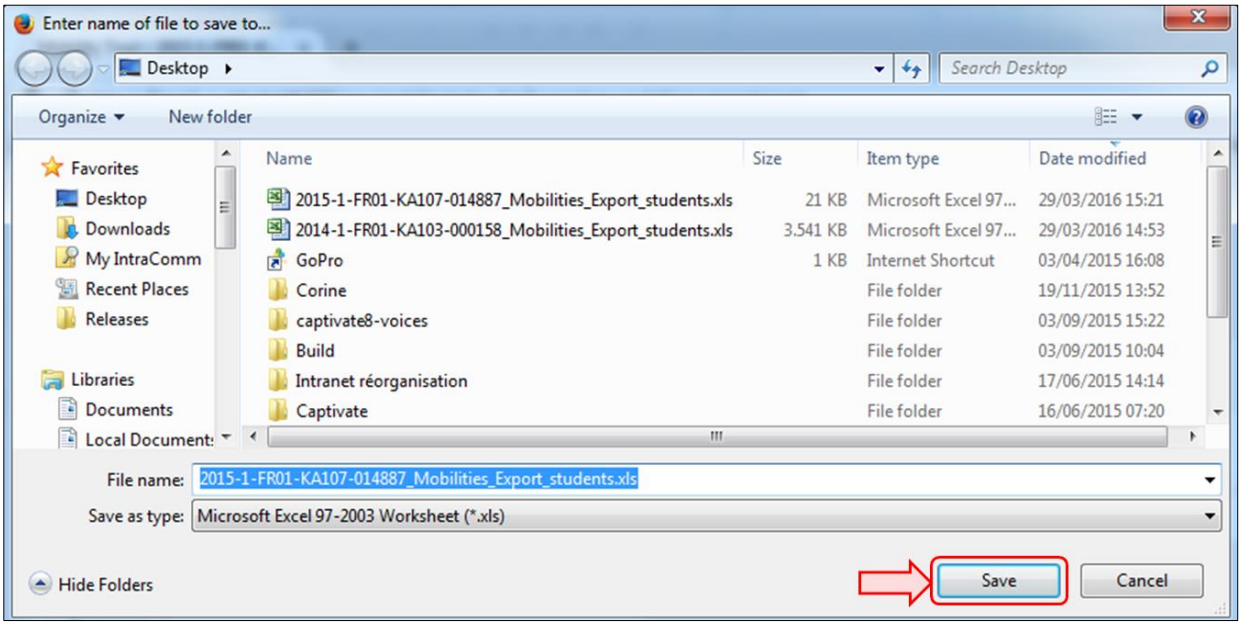
## 6. Enter a name in the "File name" field.

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



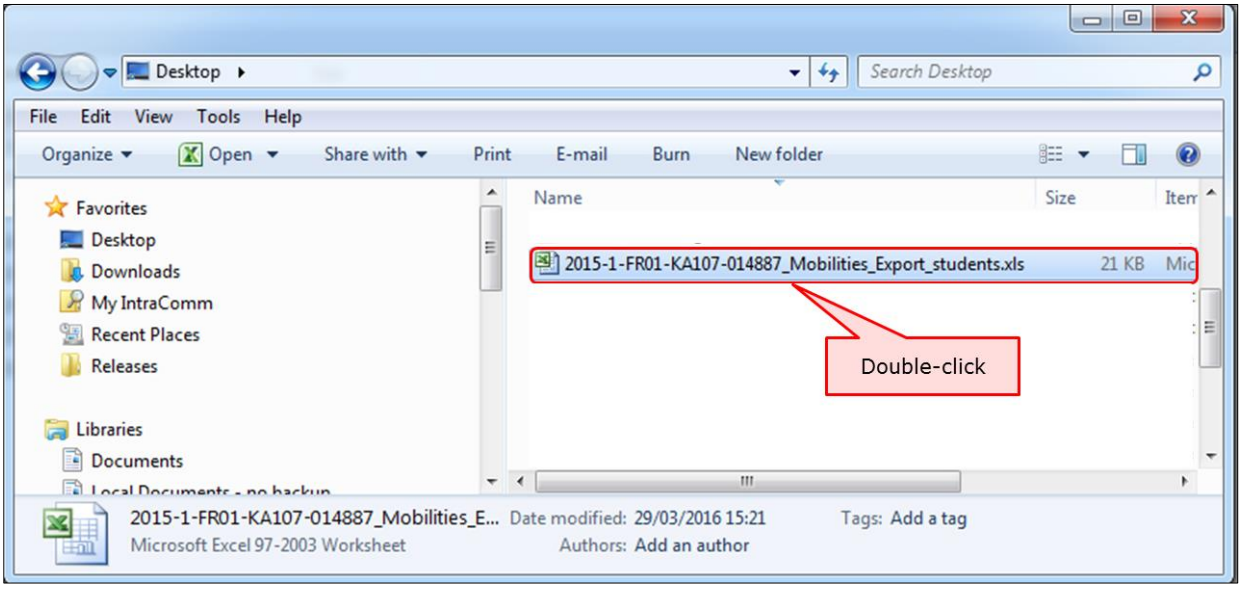

## 7. Click on "Save".

Click the **Save** button.



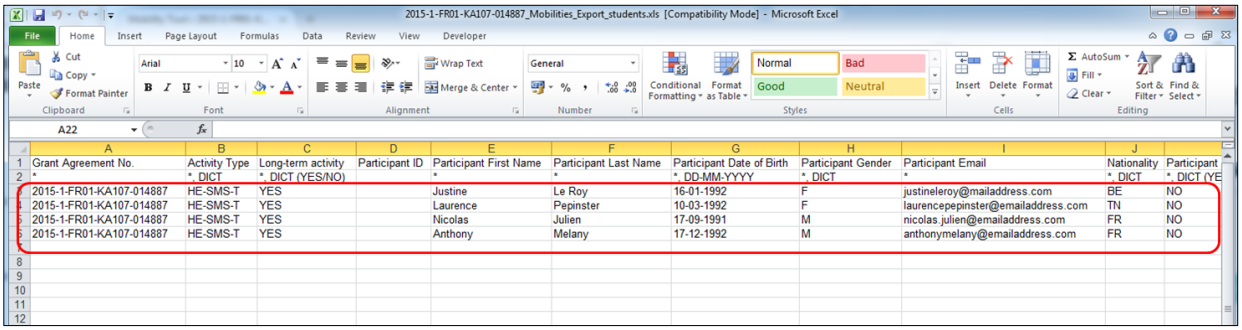
## 8. Double-click to open the file.

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




## 9. Update the list of Mobilities.

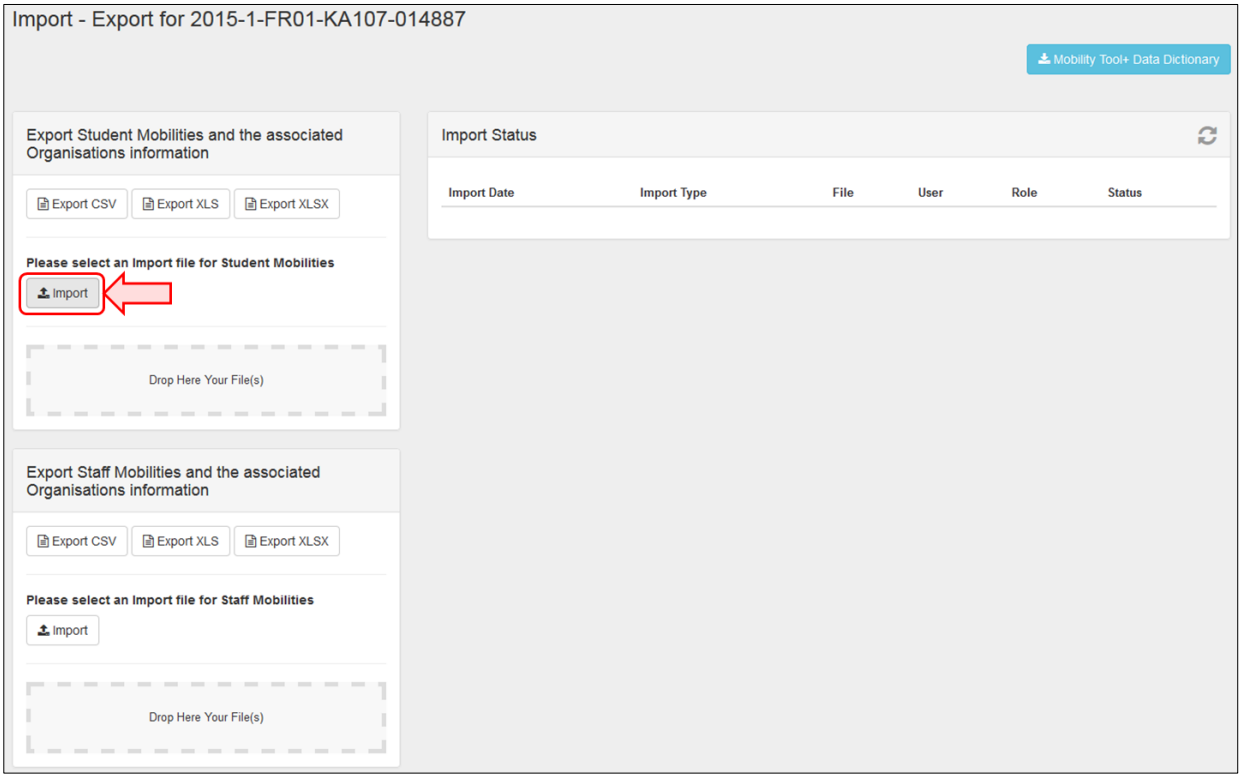
In the Excel spreadsheet, you can update the list of Mobilities if necessary. To understand how to complete the list of mobilities see the How to export and import mobilities with CSV. Specific instructions for CSV, such importing the file using the **From text** wizard is not applicable for xls/xlsx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




| Grant Agreement No. * | Activity Type *, DICT | Long-term activity *, DICT (YES/NO) | Participant ID | Participant First Name * | Participant Last Name * | Participant Date of Birth *, DD-MM-YYYY | Participant Gender *, DICT | Participant Email * | Nationality *, DICT | Participant *, DICT (YE |
|---|---|---|---|---|---|---|---|---|---|---|
| 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@emailaddress.com | TN | NO |
| 2015-1-FR01-KA107-014887 | HE-SMS-T | YES | | Nicolas | Julien | 17-09-1991 | M | nicolas.julien@emailaddress.com | FR | NO |
| 2015-1-FR01-KA107-014887 | HE-SMS-T | YES | | Anthony | Melany | 17-12-1992 | M | anthonymelany@emailaddress.com | FR | NO |

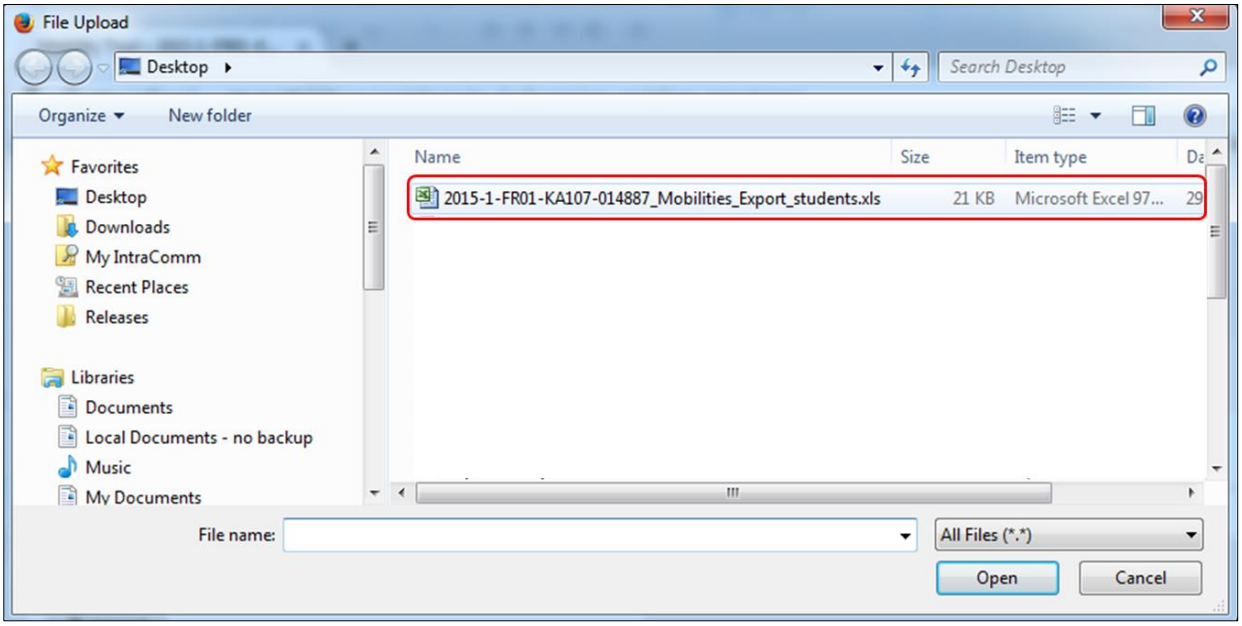
## 10. Click on "Import".

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



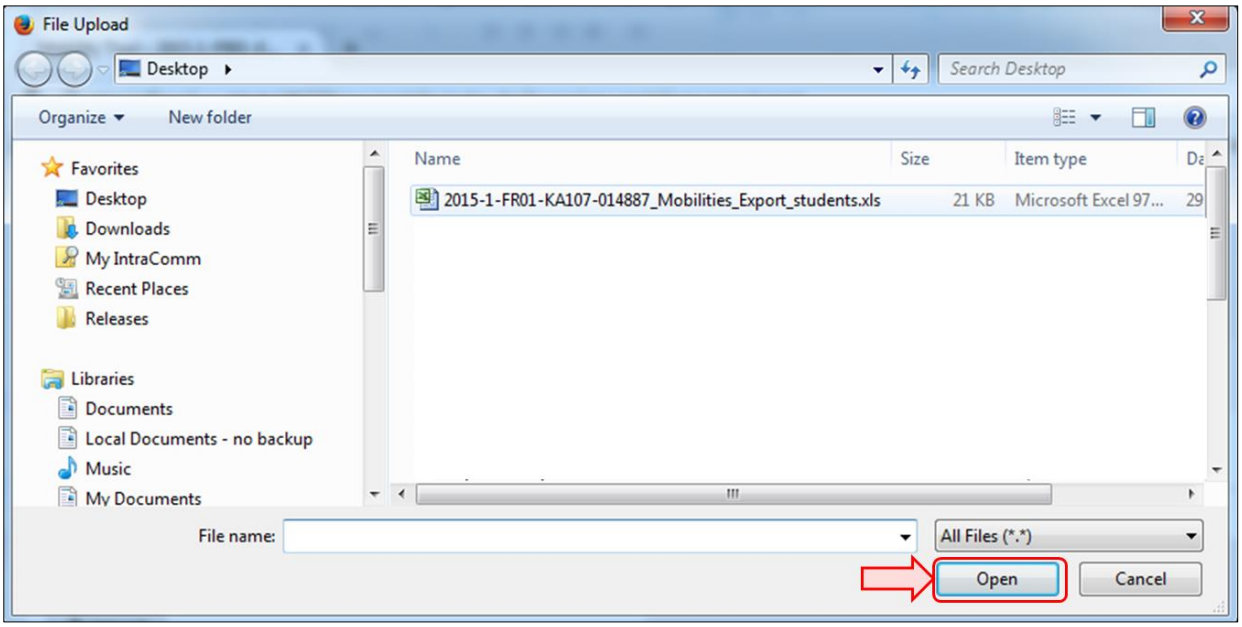
## 11. Select your document.

Then **select** your Excel file.



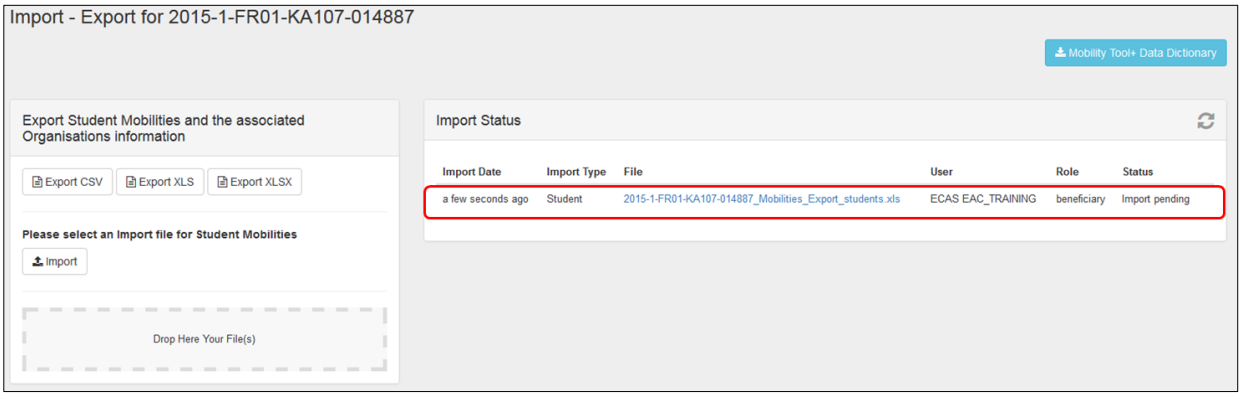

## 12. Click on "Open".

Click on the **Open** button.



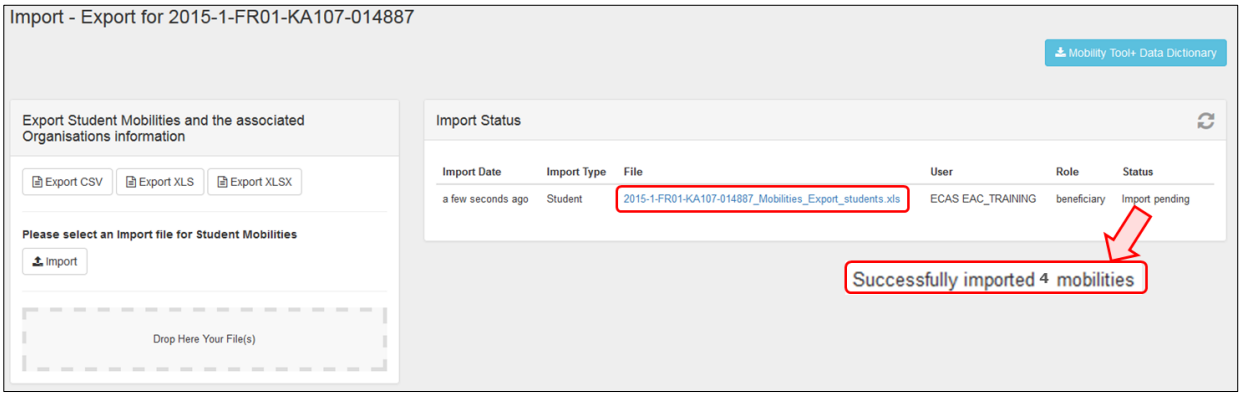
## 13. Check the "Import Status".

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




## 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.



## How to export and import mobilities

| Length of video | Version of Tool | Comments |
|---|---|---|
| 10min 16sec | MT+1.7.1 | 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.<br><br>This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+.<br><br>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. |

### Video

URL: **How to export and import mobilities**

QR code:

## How to view the error log

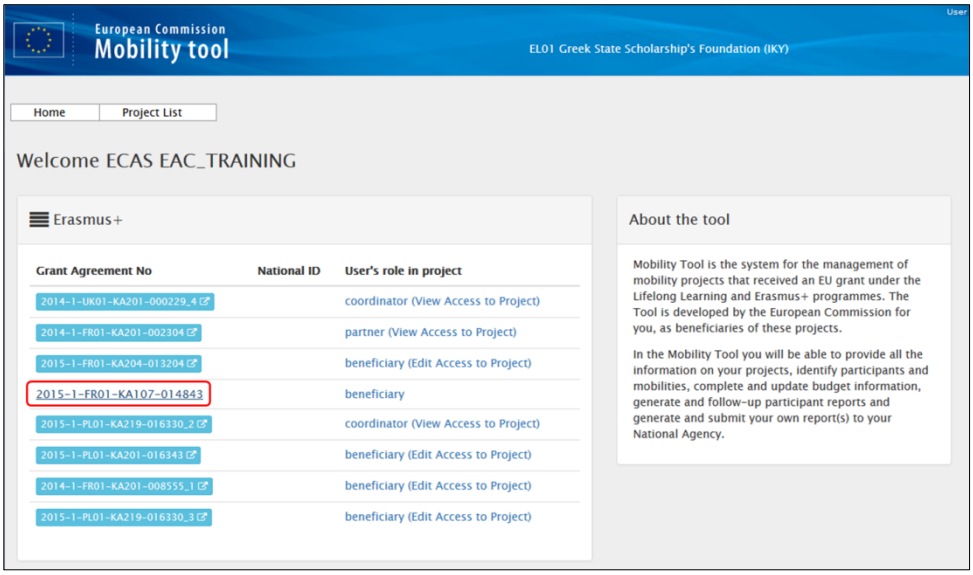
## Quick steps

- 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

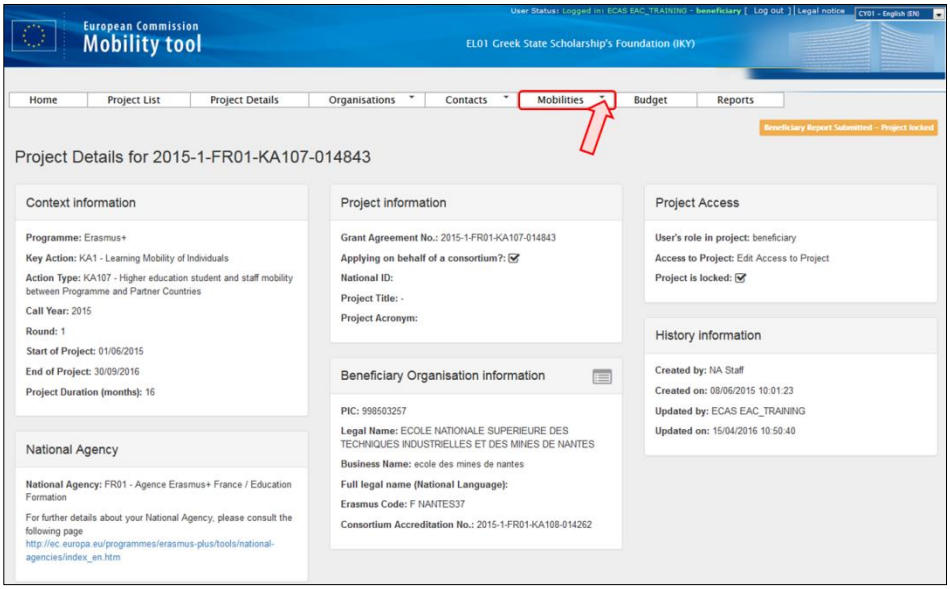
### 1. Open your project.

Open your project by clicking on the reference number.



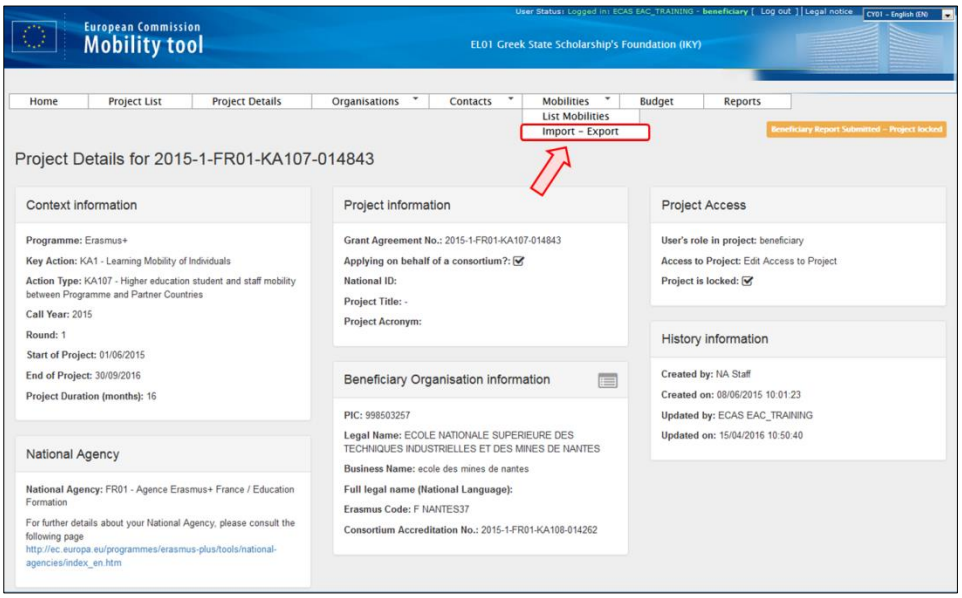
## 2. Click the "Mobilities" tab.

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




## 3. Select "Import-Export".

Select the **Import-Export** option.

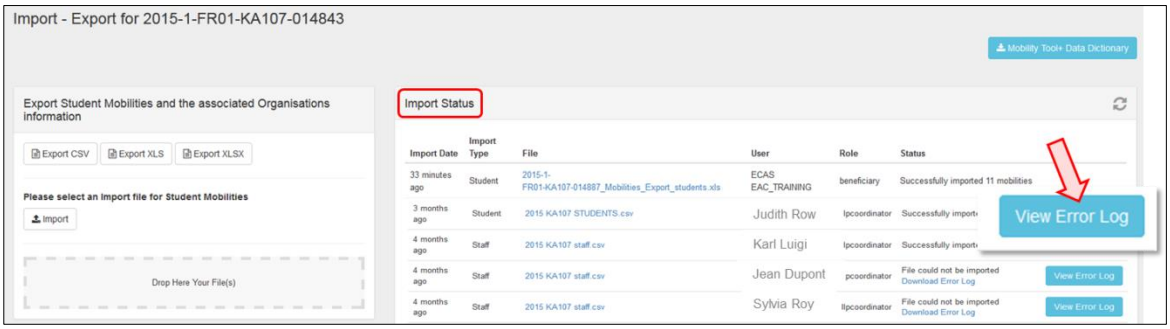


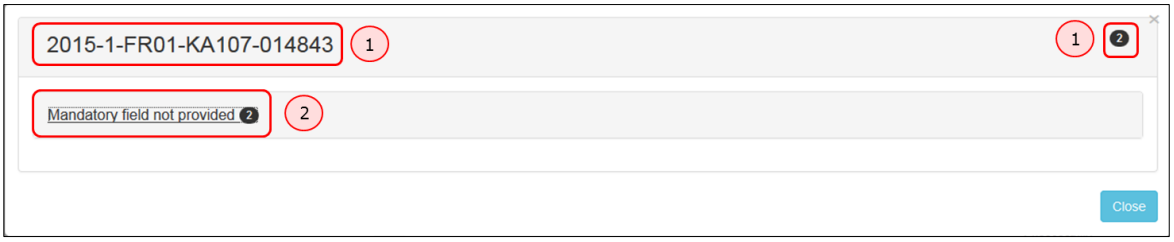
## 4. Click the "View Error Log" button.

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.



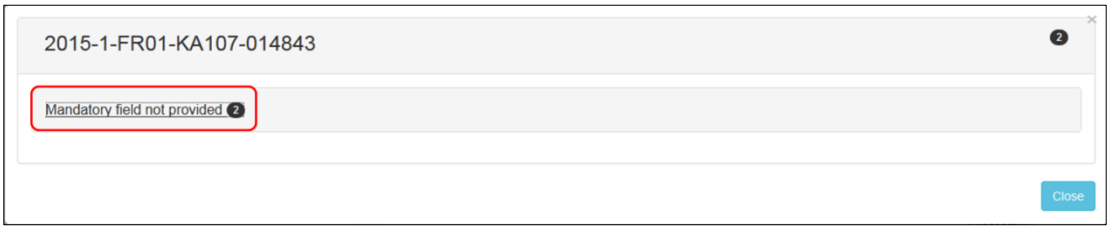



## 5. Click the error lines.

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.



## 6. Click the "Close" button.

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

## How to read the error log

| Length | Version of Tool | Comments |
|---|---|---|
| 5min | MT+1.7.1 | 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.<br><br>This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+.<br><br>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. |

### 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 | 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.<br><br>This process describes the steps to be performed by a beneficiary user in order to add a mobility using the interface of MT+.<br><br>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. |

### Video

URL: **How to work with CSV**

QR code:

# How to manage activities for KA2 projects

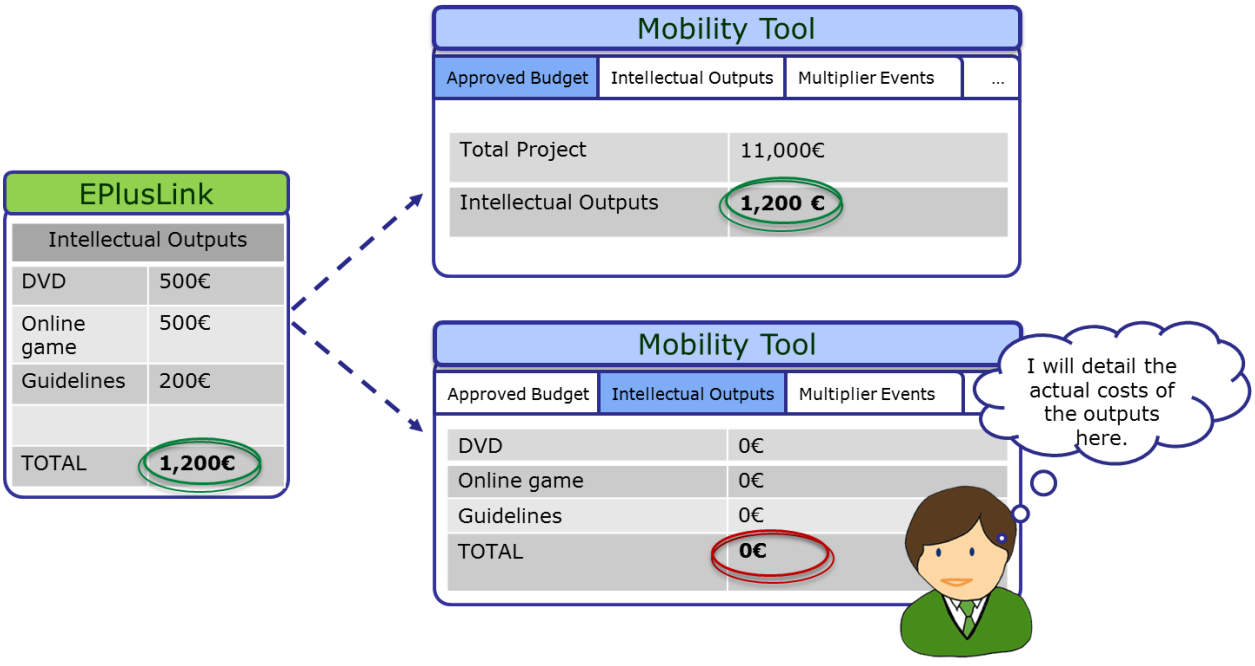
## What about KA2 Strategic Partnerships?

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.

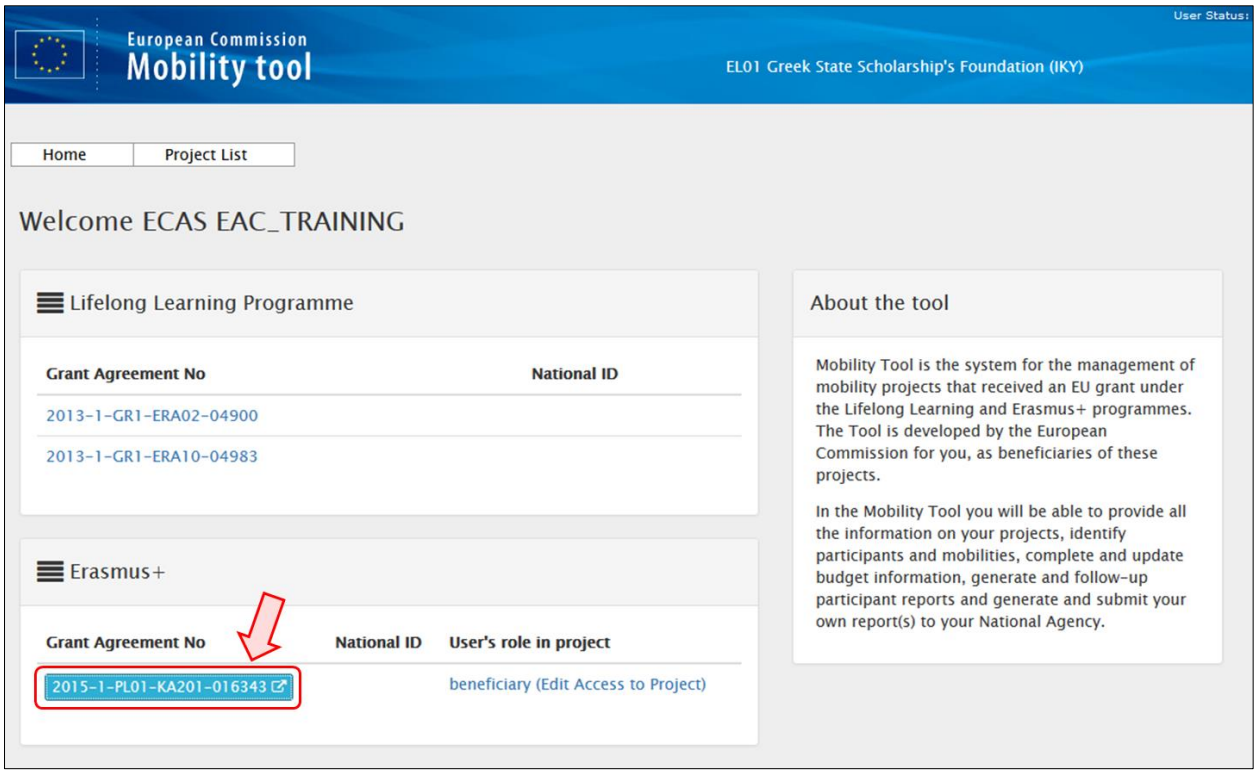
### Quick steps

- 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.

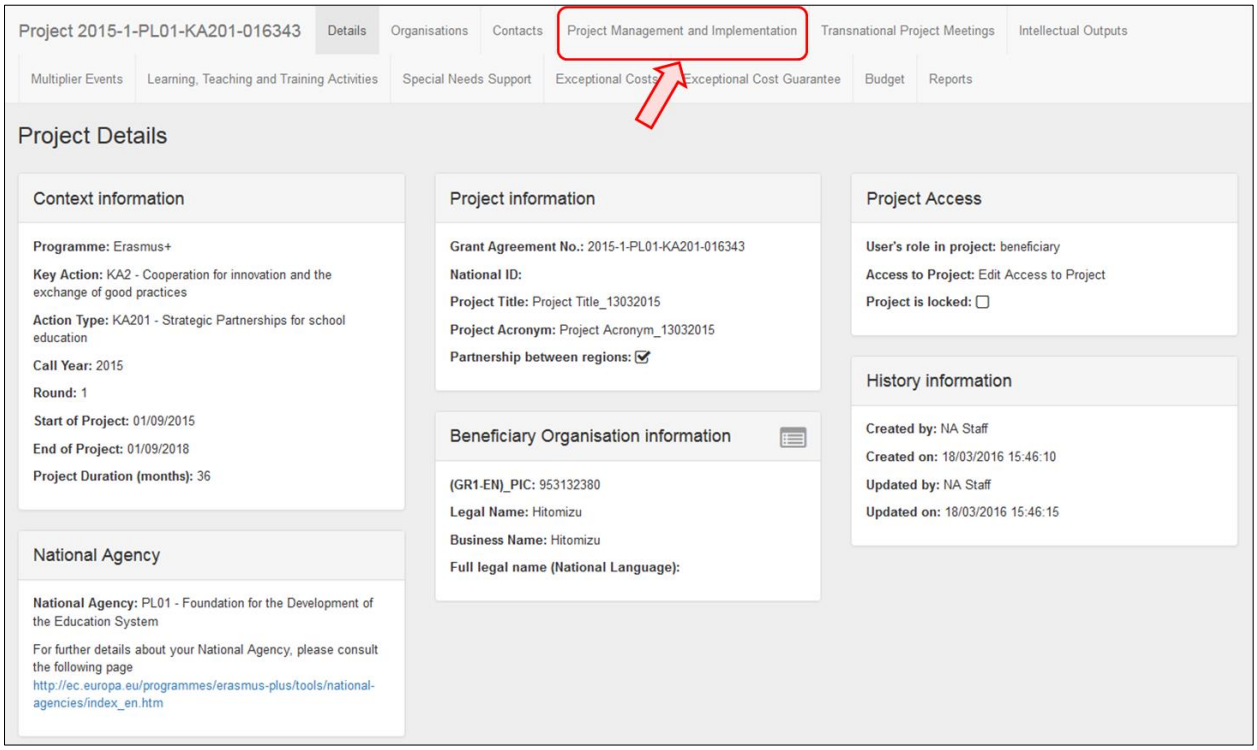
## Detailed steps

### 1. Click on the project reference.

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



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



## 3. Select the participating organisation.

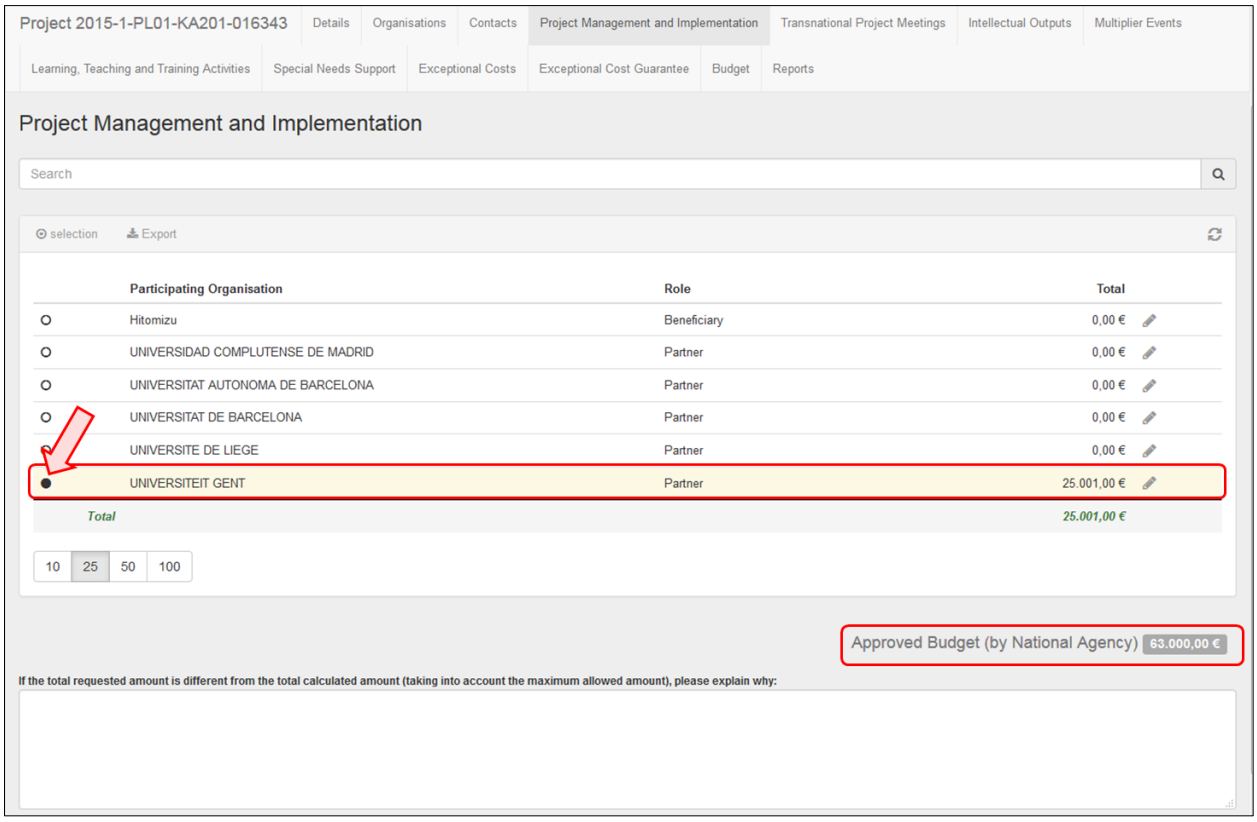
Select the organisation for which the PMI costs are being allocated.

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.

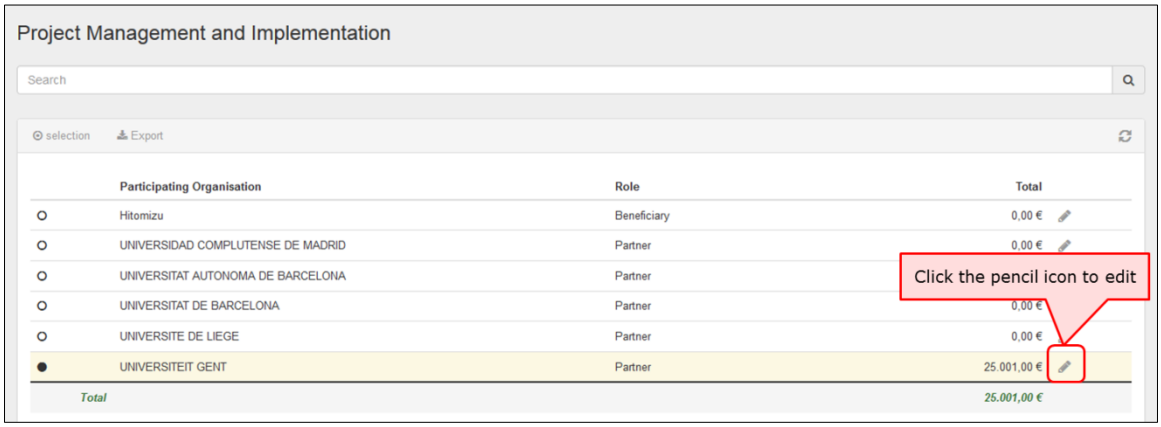
The total adjusted amount for all organisations should not be greater than the approved amount.

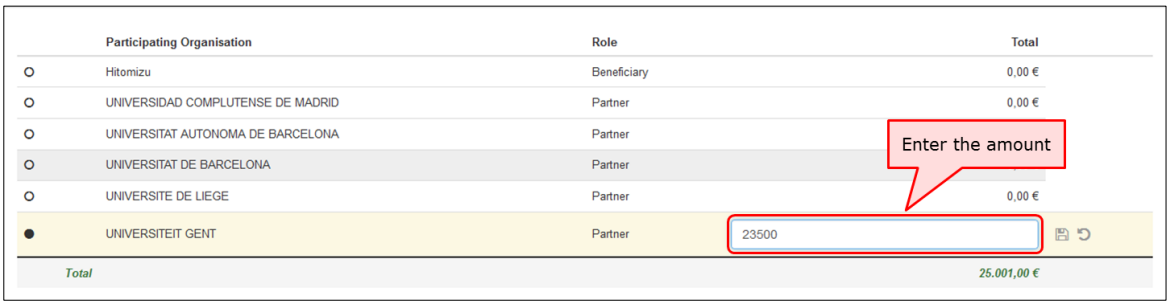
For school to school only projects only the beneficiary organisation will be listed here.



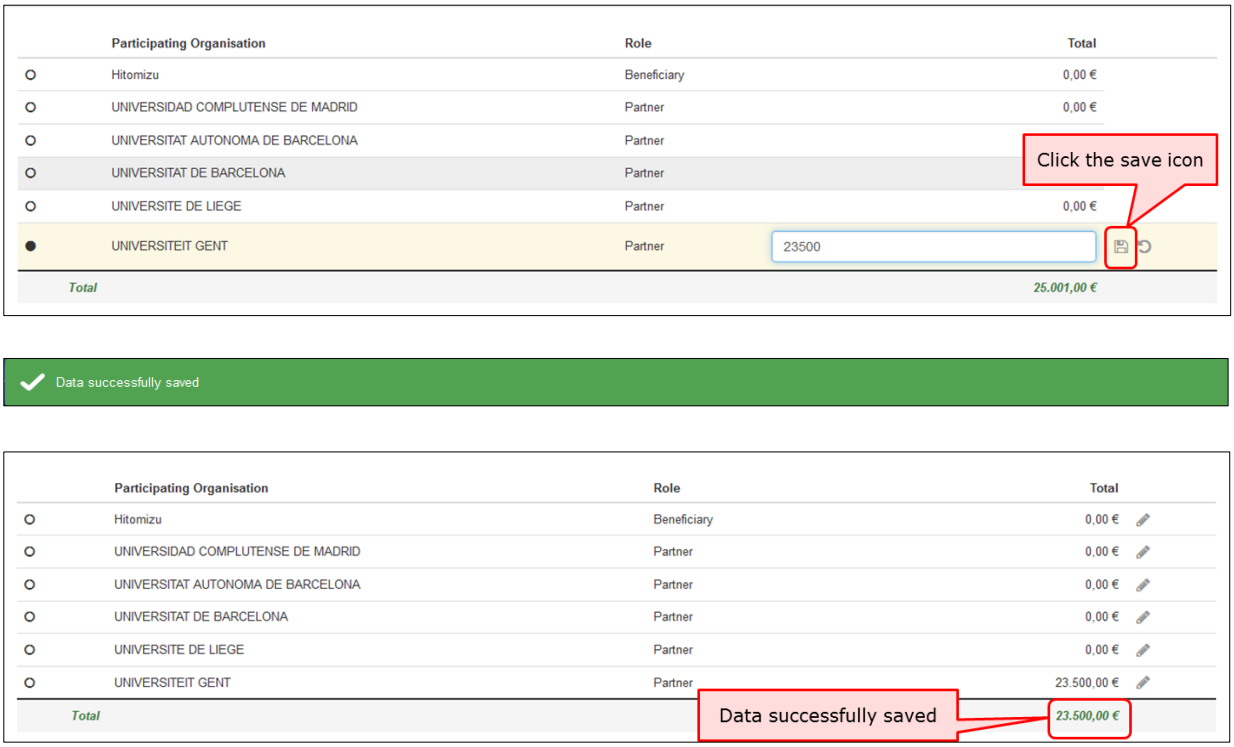
## 4. Click on the pencil (Edit) icon and enter the Total (Adjusted) amount.

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



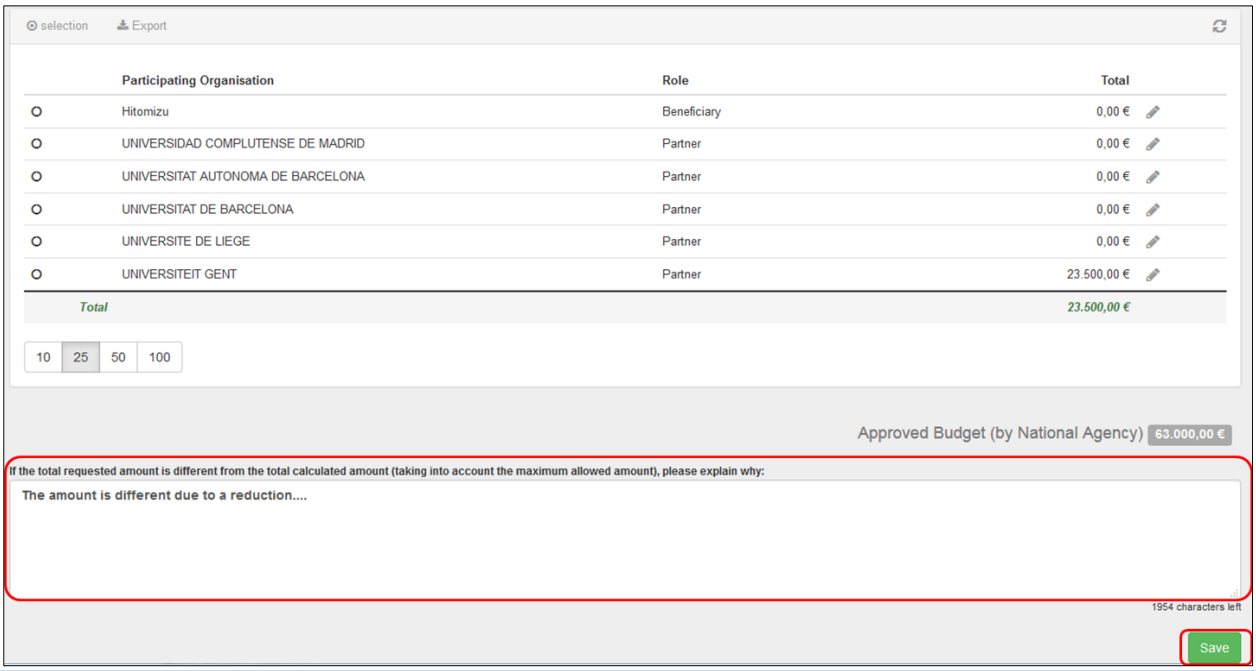



## 5. Click on the save icon.



## 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**.




# 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.

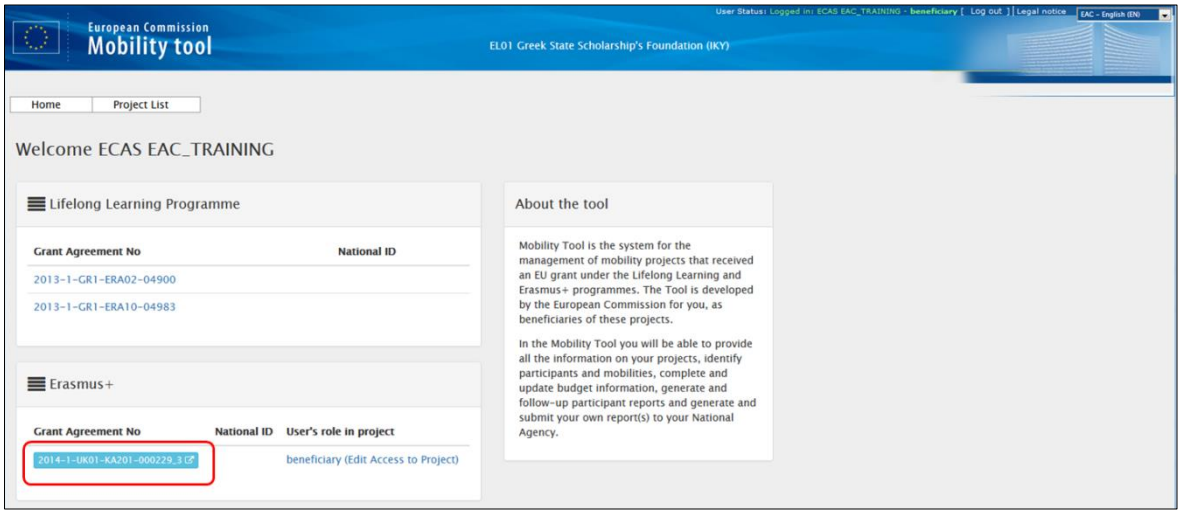
## Quick steps

- 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.

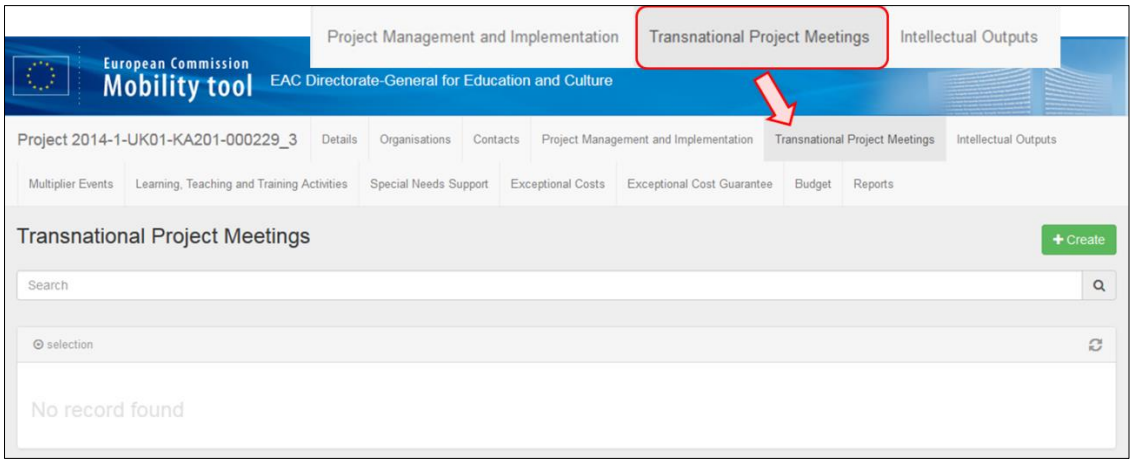


## 2. Open the "Transnational Project Meetings tab".

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.

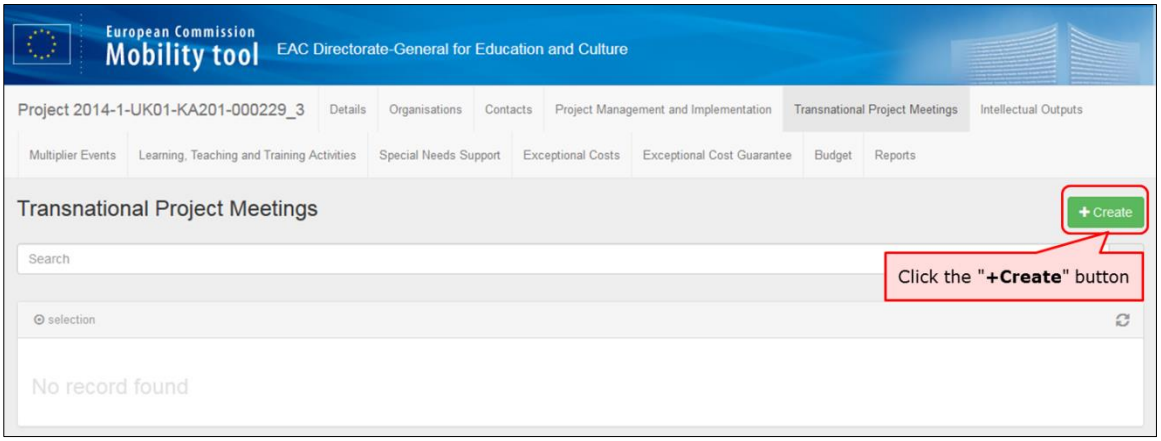
These entries will have to be added along with the number of attendees and total cost for each meeting. The attendees numbers should be grouped according to the travelling distance or **distance band** and costs.

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.

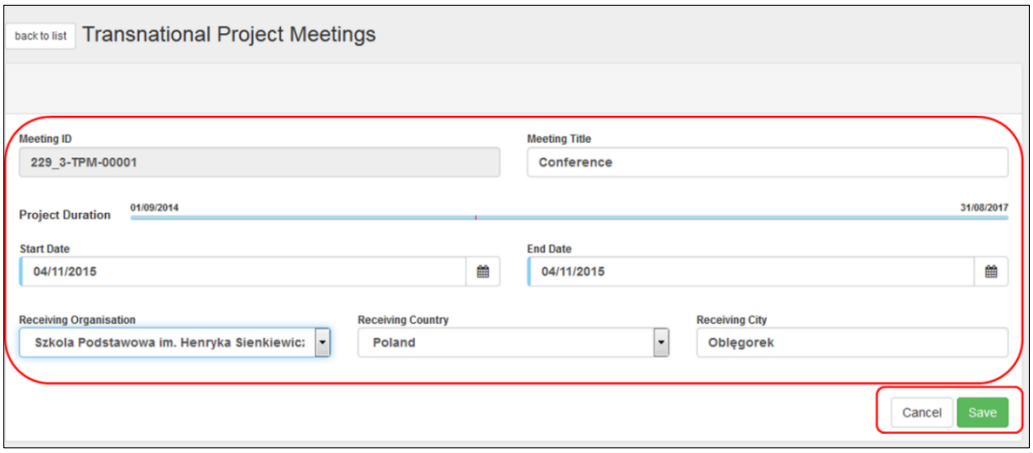
Add a meeting title, select the receiving organisation (receiving country and receiving city will be filled in automatically) and change the start date and the end date. The meeting must fall between the project start and end date indicated on the **Details** tab.

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

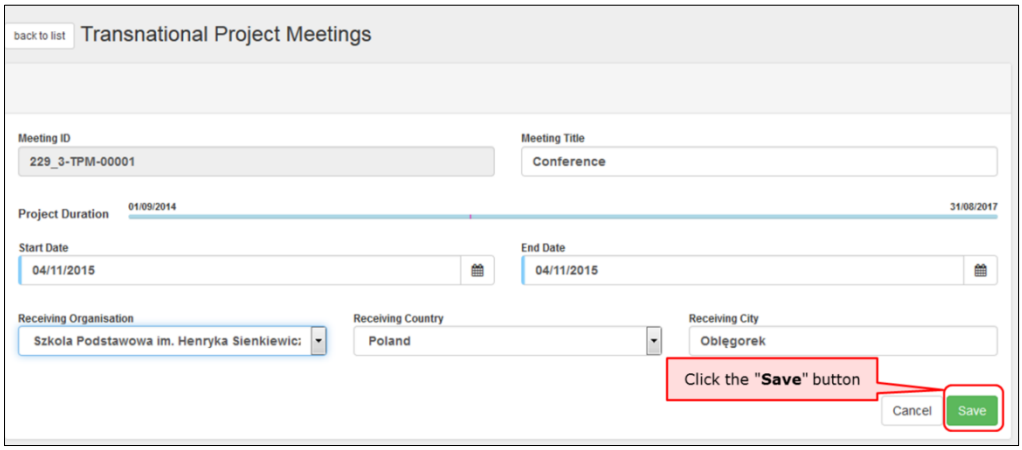
After filling in all the mandatory fields the **"Cancel"** and **"Save"** button will appear.

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 (>= 100 km).

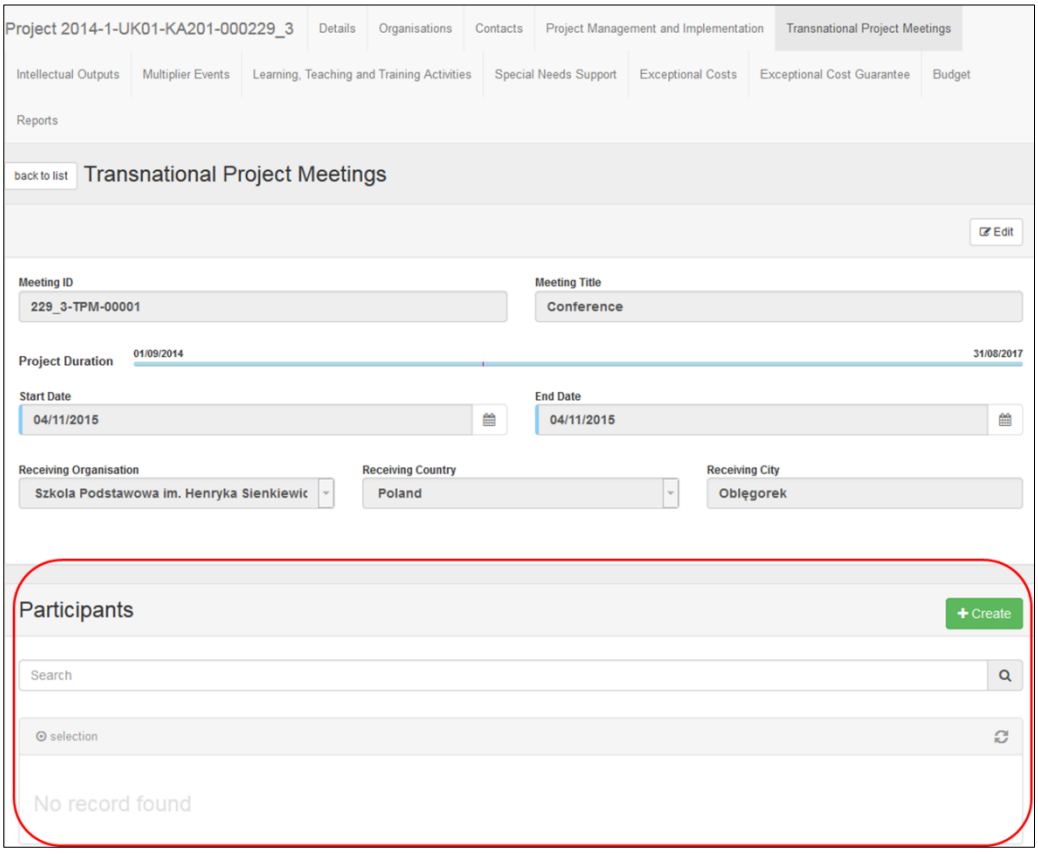


## 5. To save the details and to add participants, click the "Save" button.



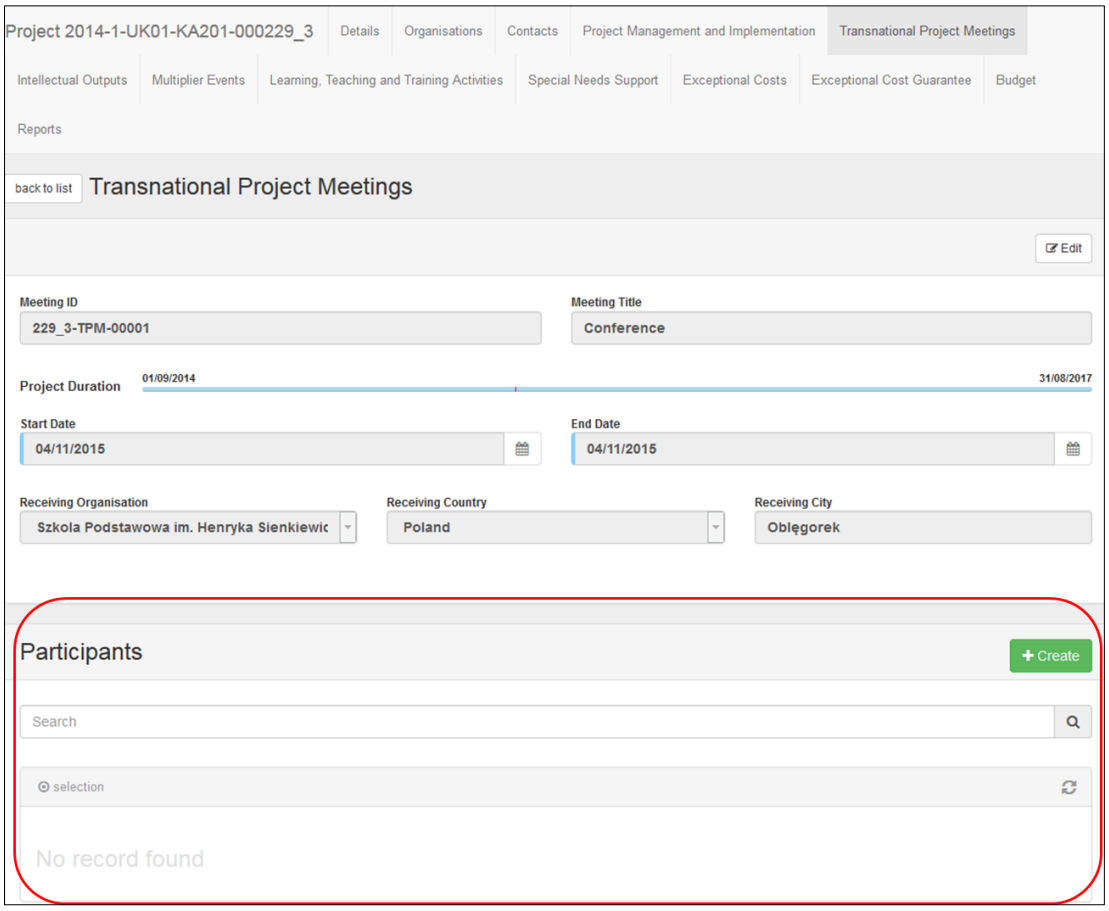

## 6. The participants section appears.

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.



## 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.

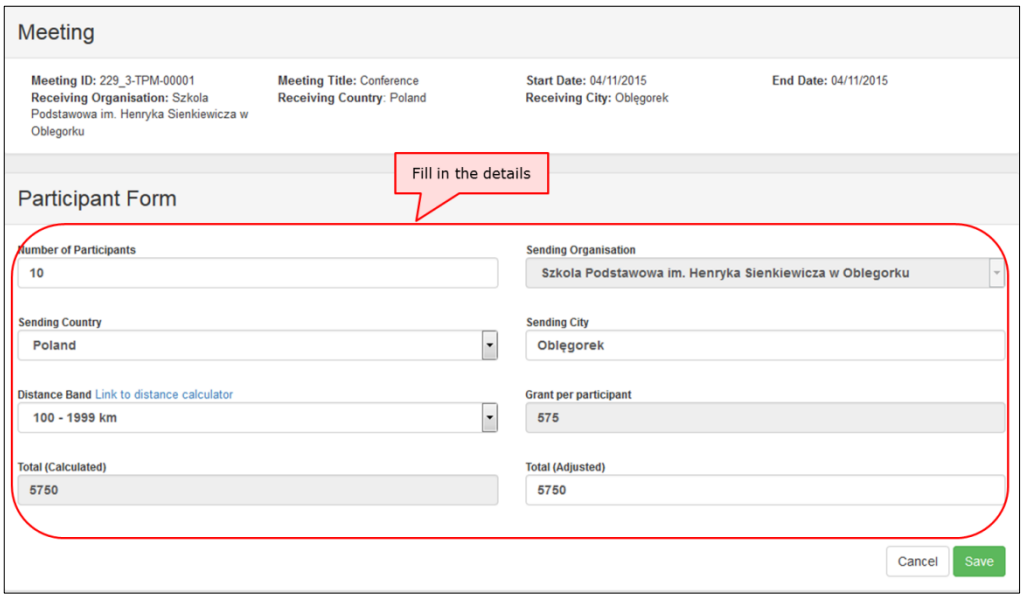


## 8. Fill in the details.

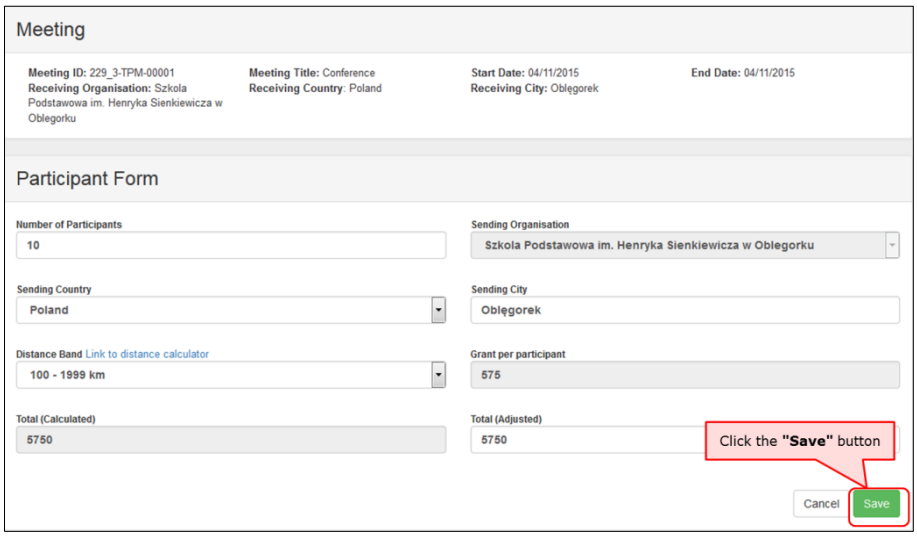
The fields **"Sending Country" and "Sending City"** are automatically filled based on the details of the organisation selected in the meeting details.

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.



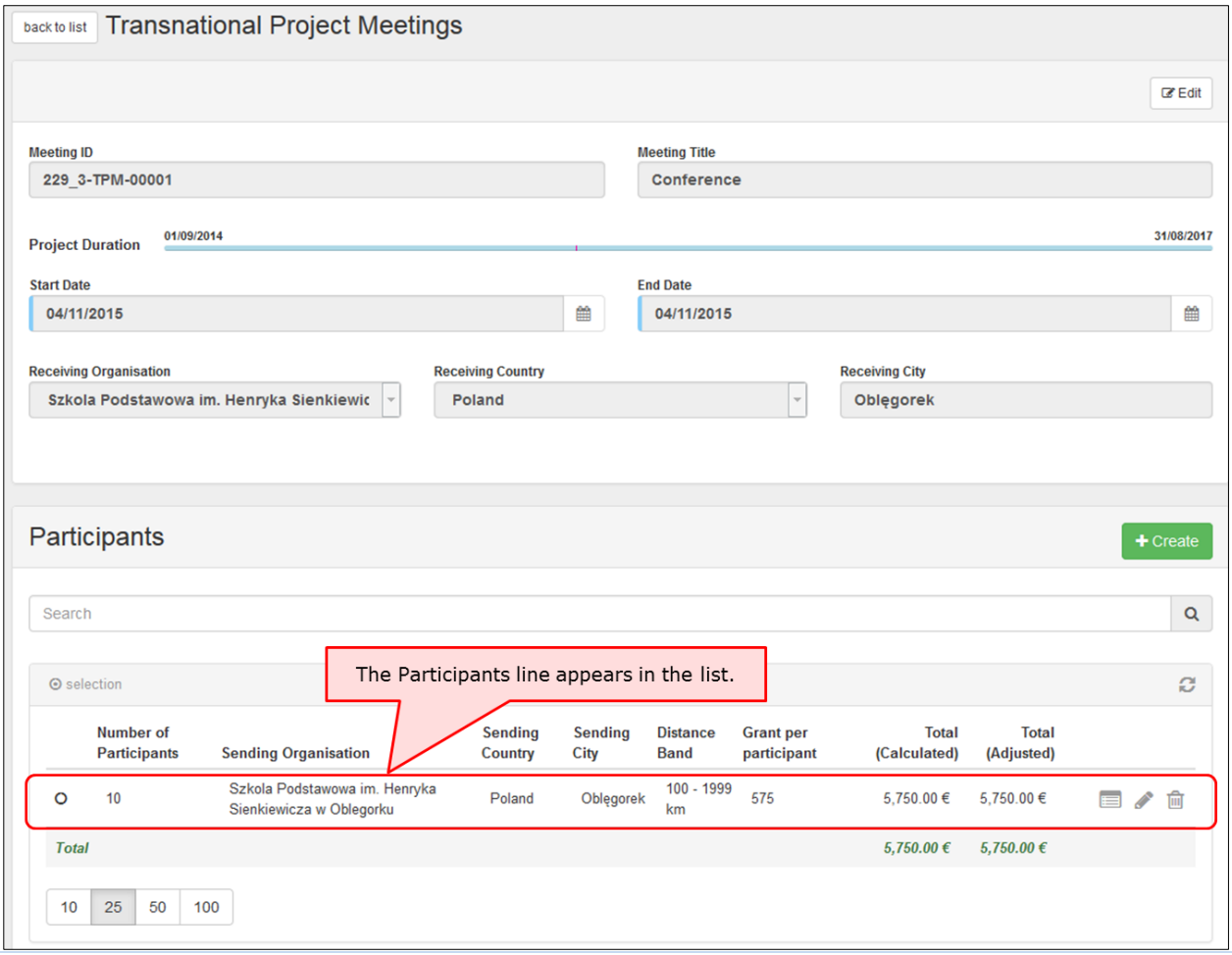

## 9. Click the "Save" button.



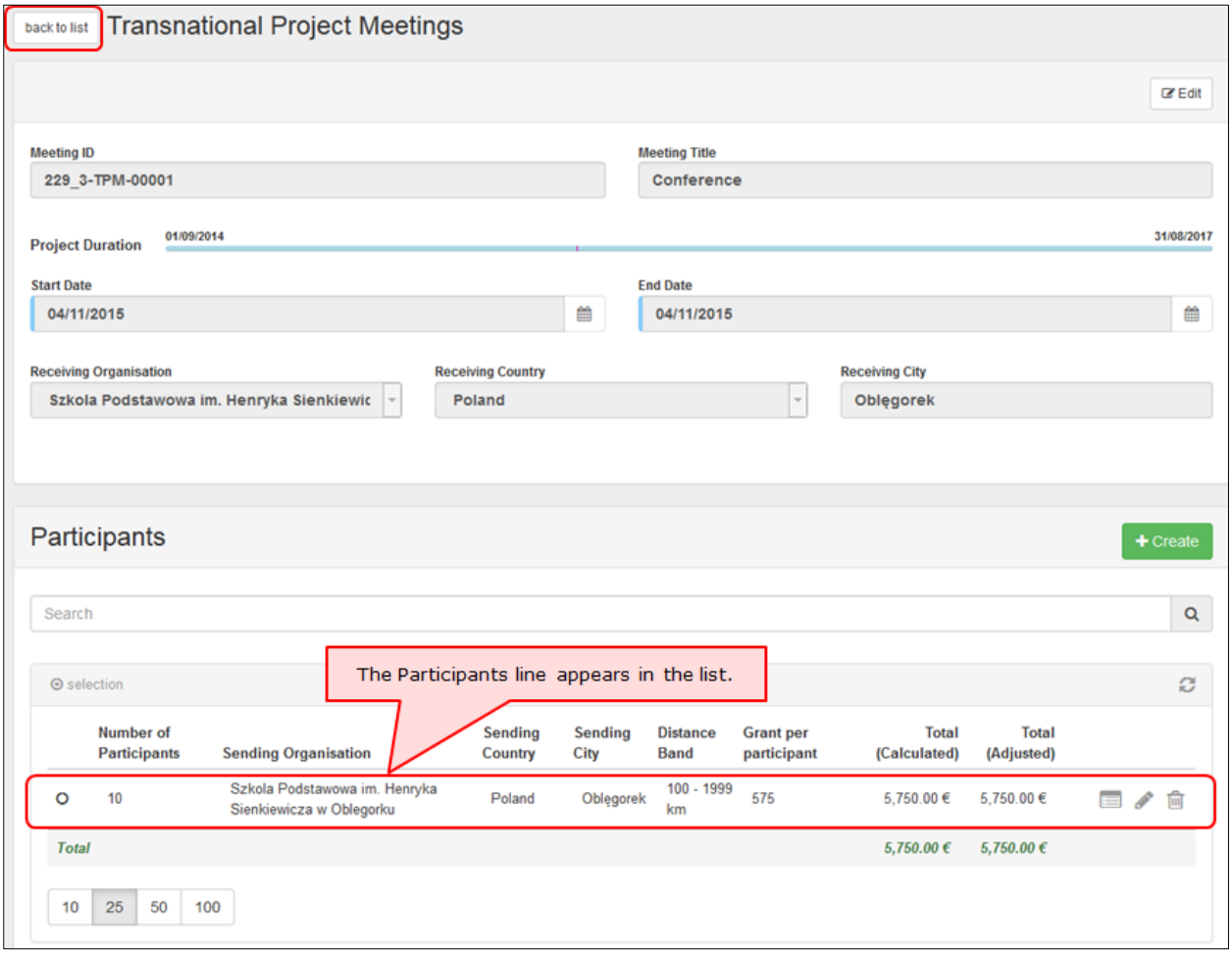
## 10. The "Participants" list appears.

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.

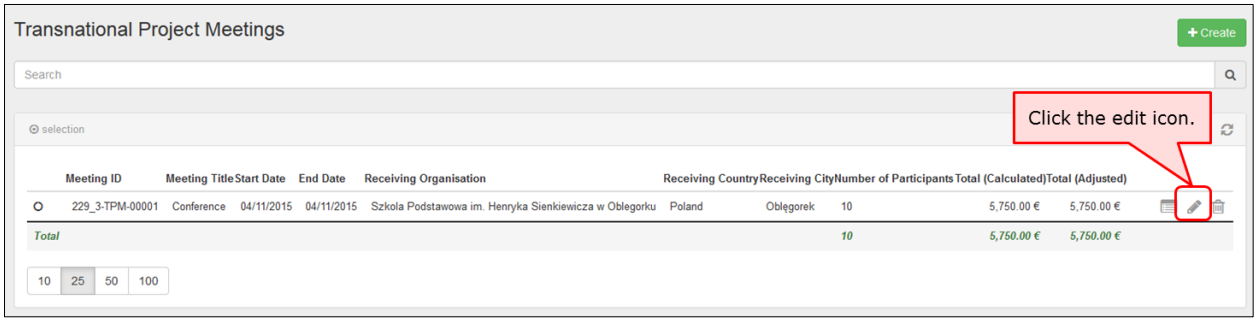


## 11. Click on "Back to list" to return to the previous screen.



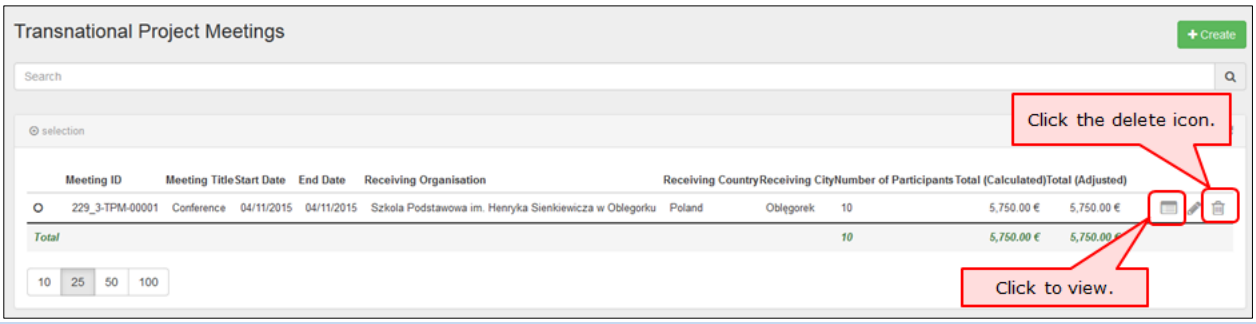

## 12. Click the edit icon.

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



### 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.




## 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.

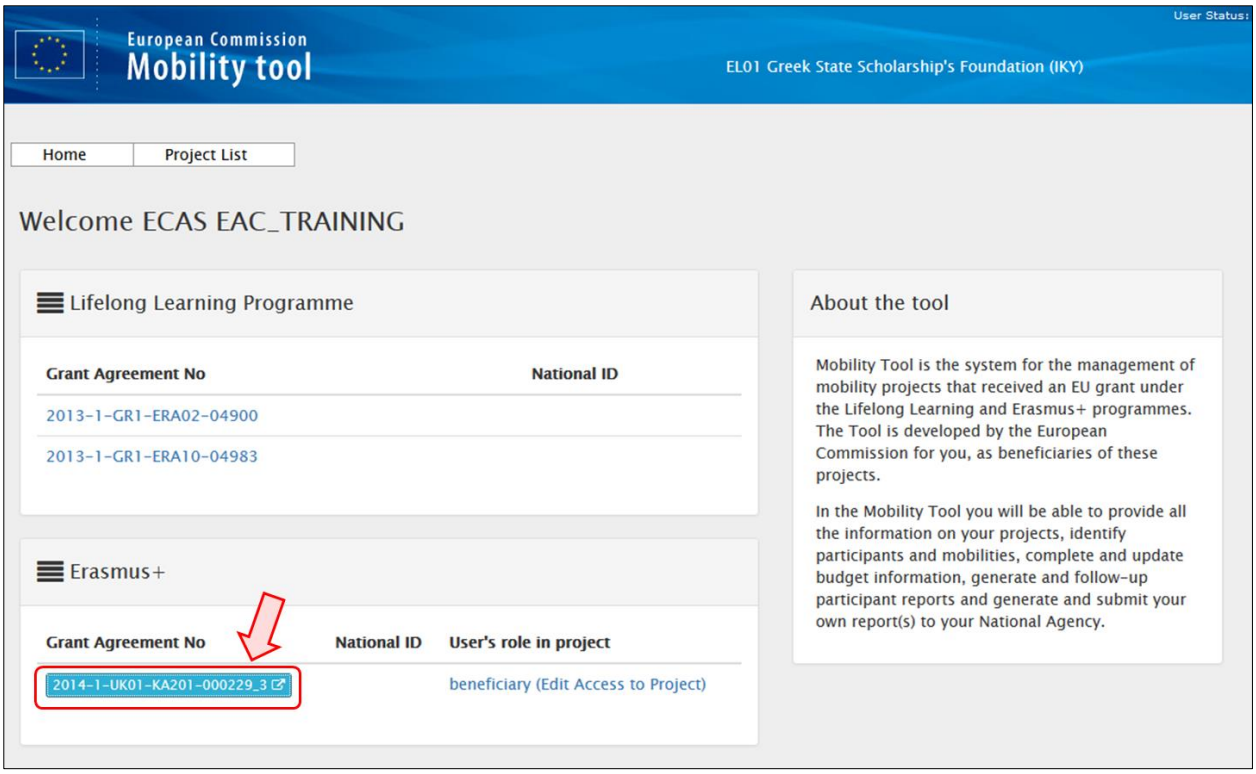
### Quick steps


- 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.

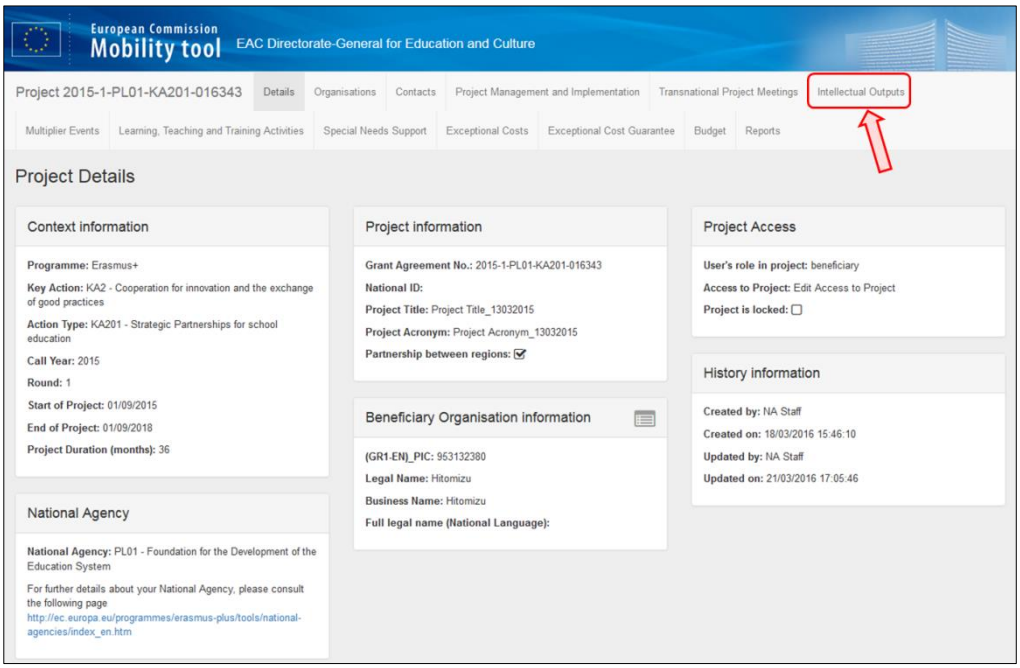
From the homepage click on the project reference to open the project.



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

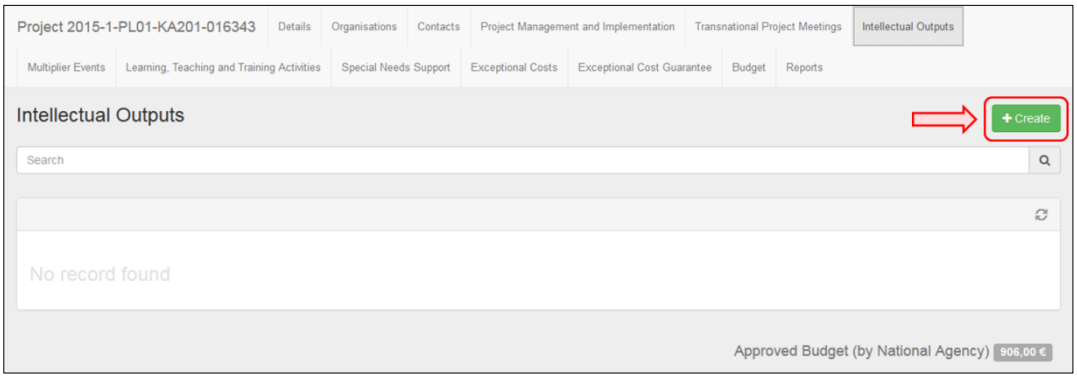
The **Details** screen appears and when the **Intellectual Outputs** tab is clicked the information entered into the NAs Project Management System will appear in this list. The amount for the different staff categories is not entered and must be added for each **Intellectual Output**, which is automatically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




## 3. Click on "+Create".

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



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

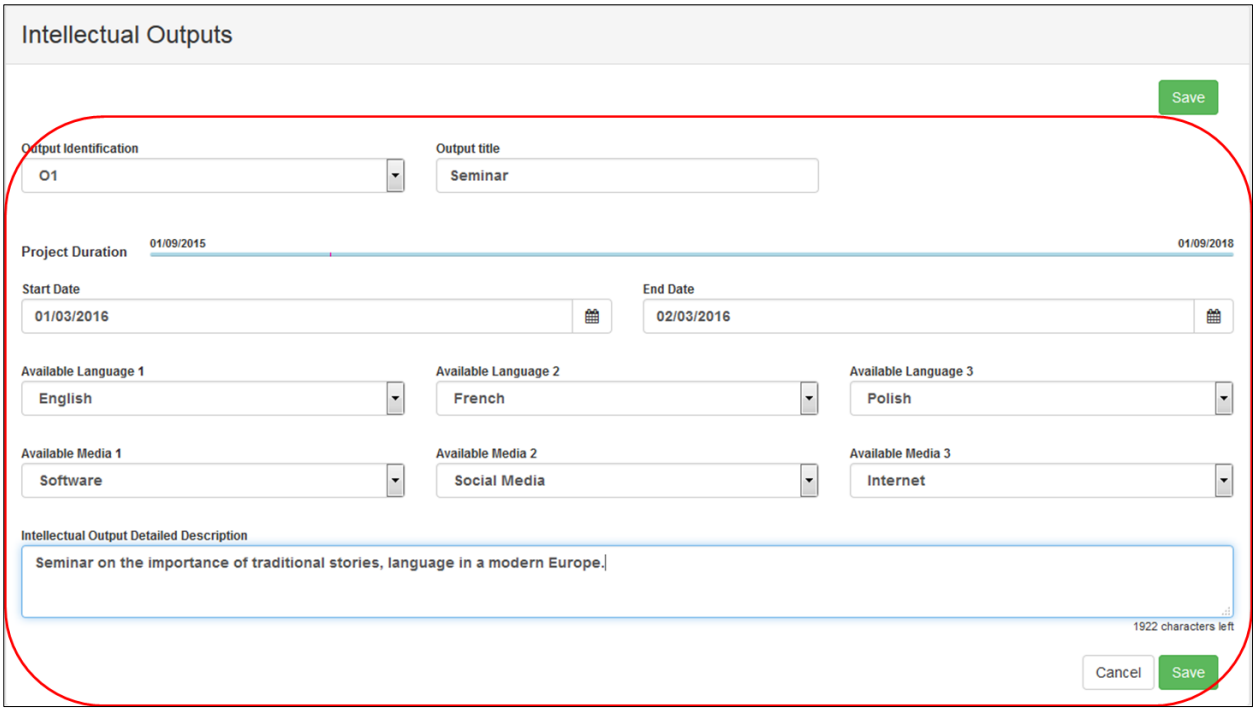
Fill in the blank fields.

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:

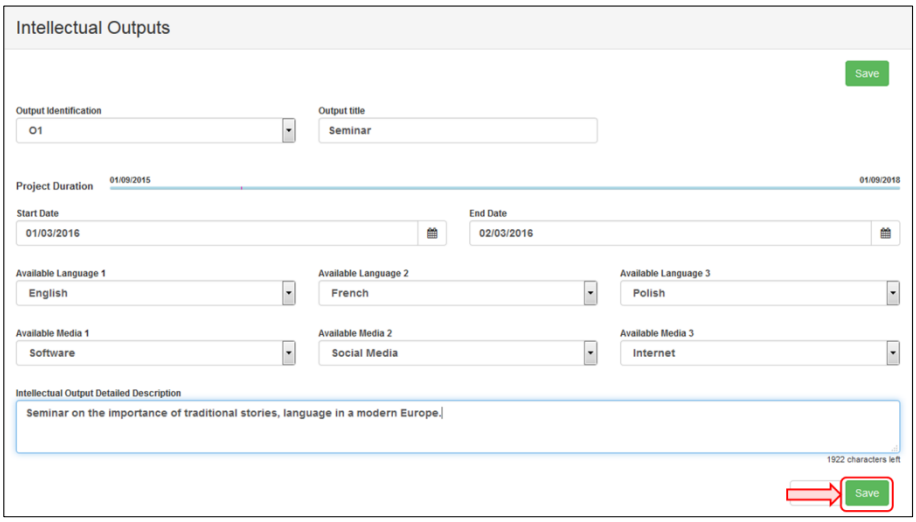
For **2014** projects a "Output Type" field appears and "Available Media" fields are not appearing.

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



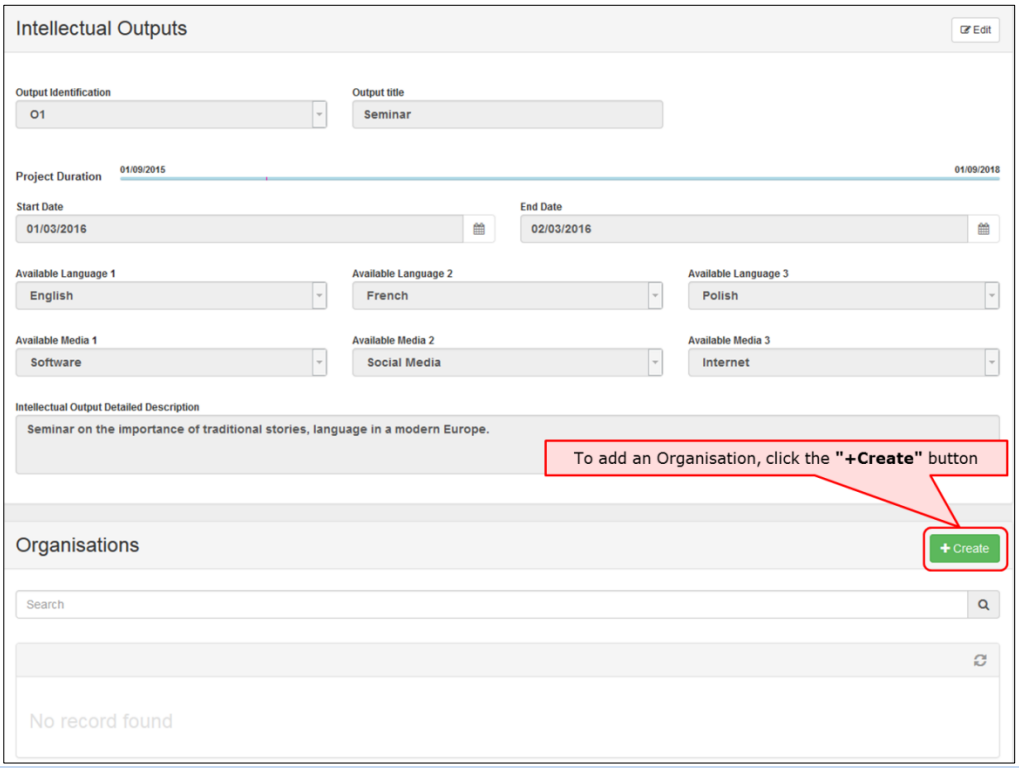
## 5. Click on "Save".

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




## 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.

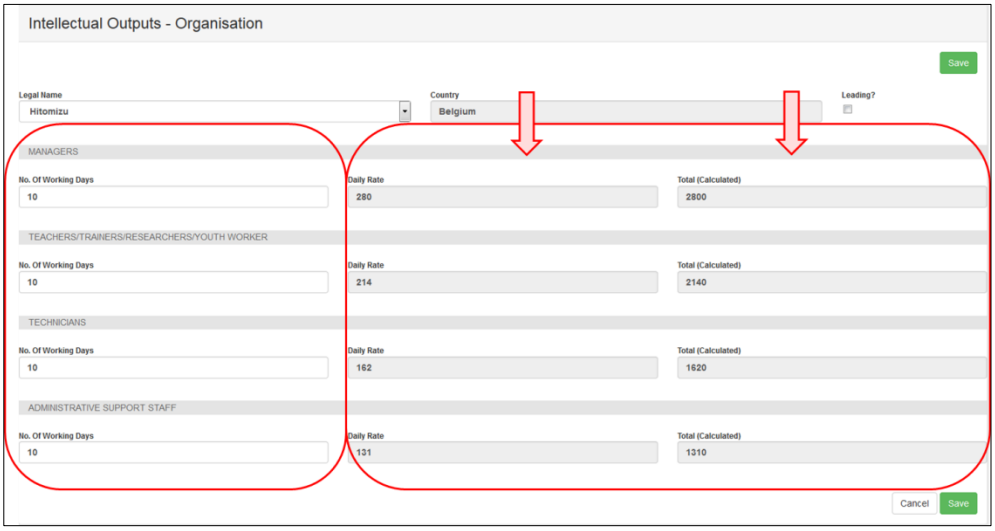


## 7. Select the organisation and complete the details.

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

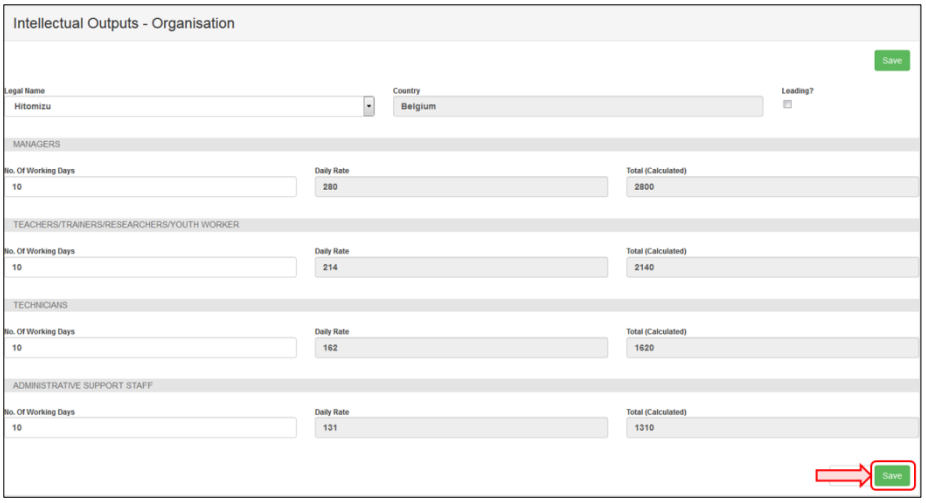
When filling the fields for **No. Of Working Days**, both **Daily Rate** and **Total (Calculated)** fields will be filled in automatically for each Staff Category.

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




## 8. Click on "Save".

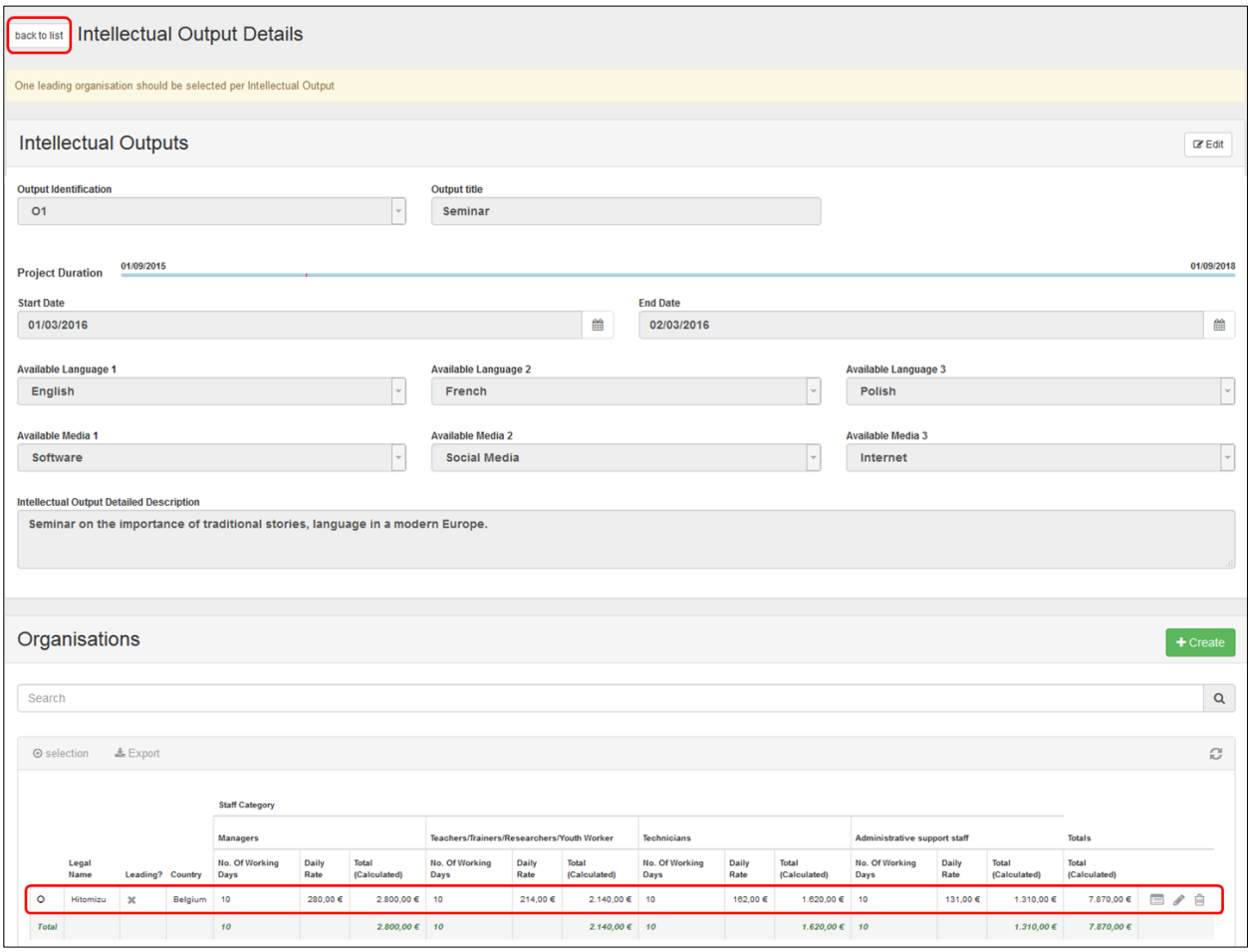
Click on the **Save** button to save the data and return to the list view of the current **Intellectual Outputs**.



## 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.

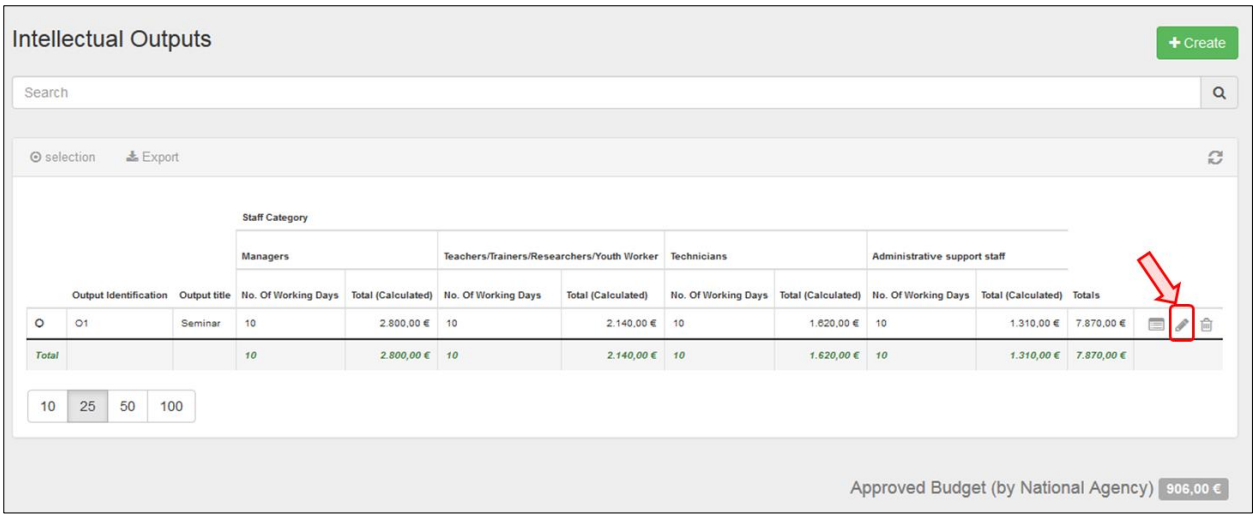
For **School to School** it will only be possible to add one line for the beneficiary organisation. To return to the list of all **Intellectual Outputs**, click on **back to list**.



## 10. Edit and Intellectual Output.

To modify an Intellectual Output, click the pencil icon.

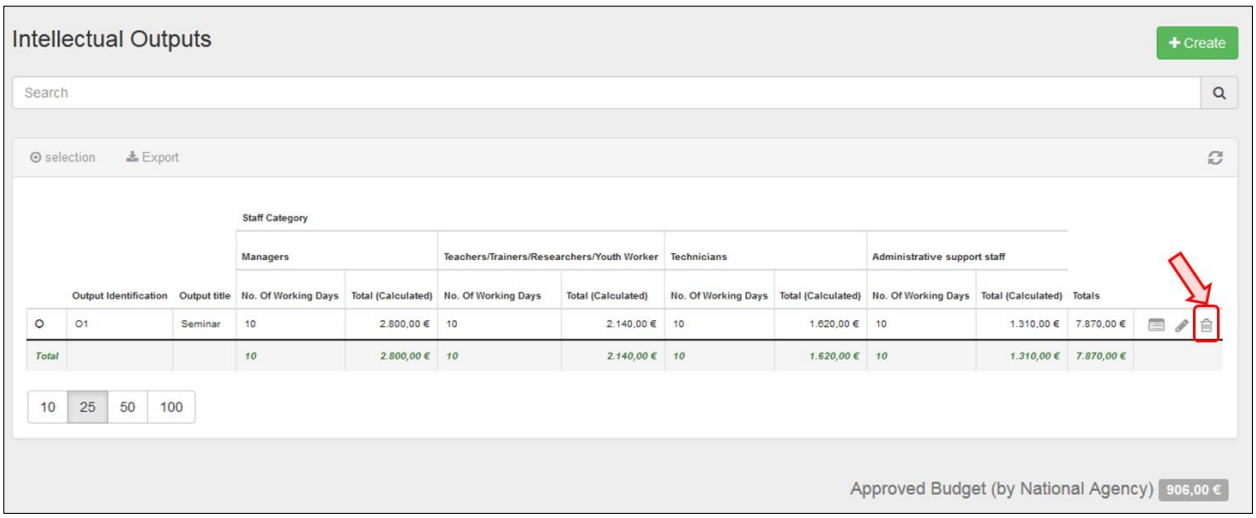
Note - For **2014 projects**, the column **Total (Adjusted)** appears.




## 11. Delete an Intellectual Output.

To delete an Intellectual Output, click the bin icon.

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



# 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.

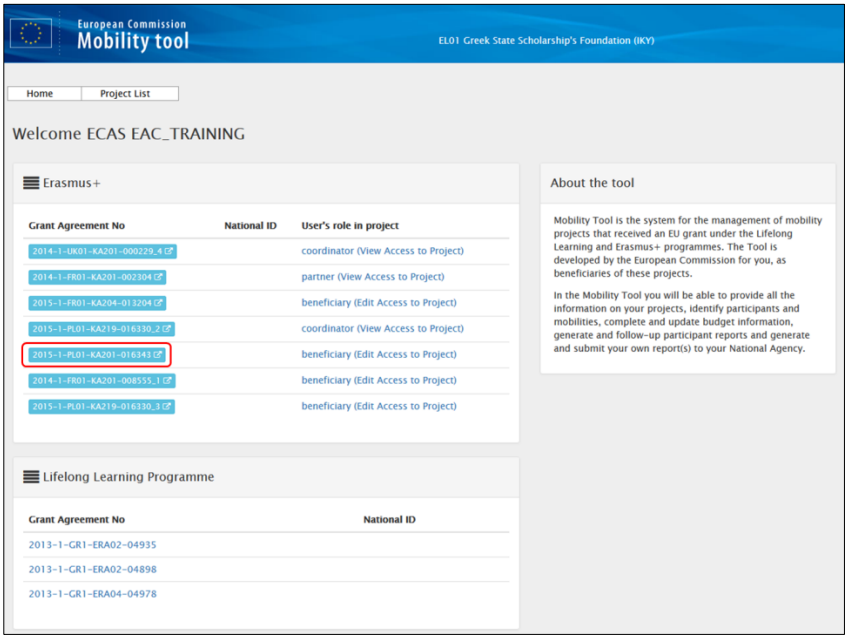
## Quick steps


- 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.

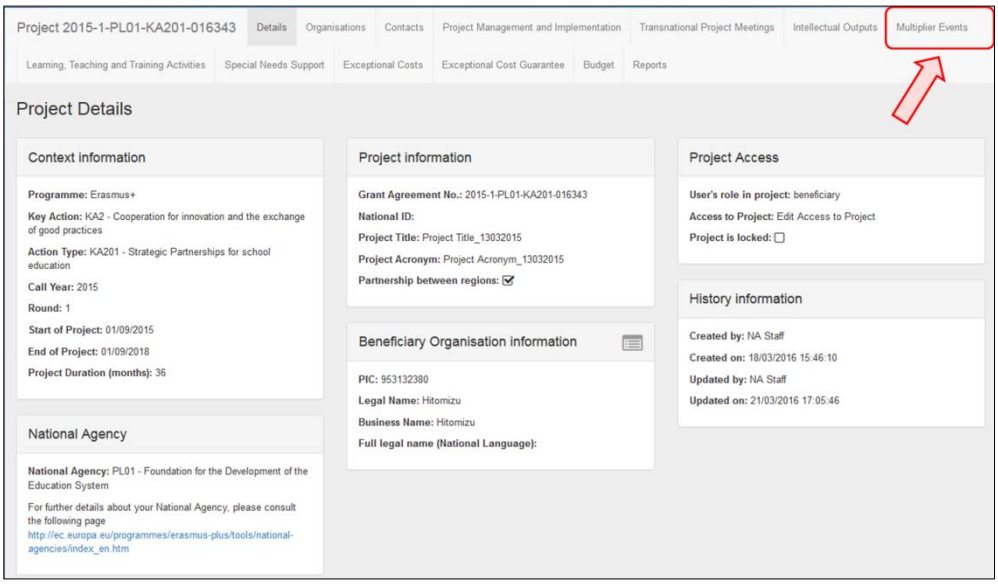
In the homepage click on the project reference in order to open the project.



## 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.

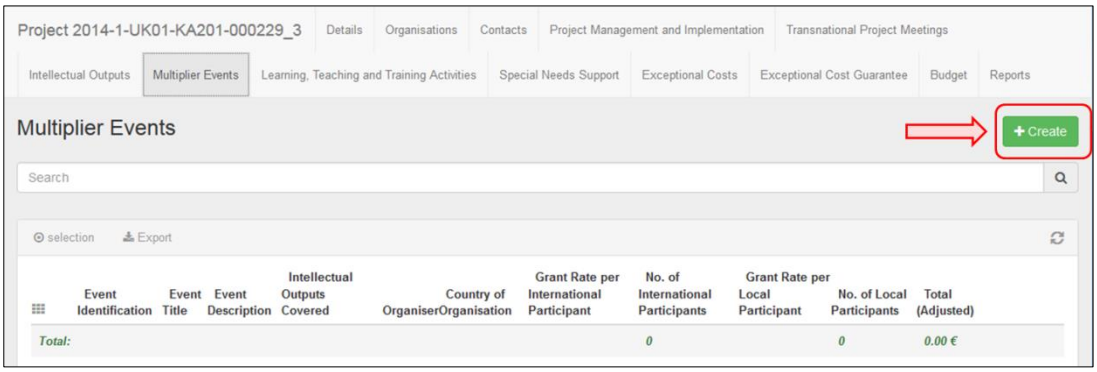
The list will show all **Multiplier Events**, which have been entered into the NAs Project Management System, but will not contain all details. The **Multiplier Event** item must be edited in order to add the costs and number of participants.




## 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.



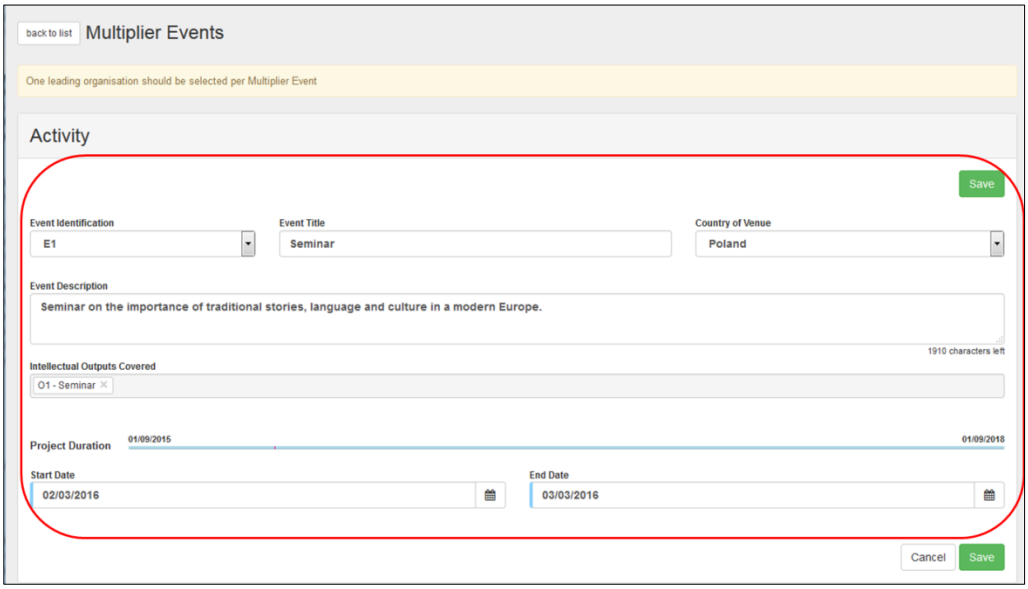
## 4. Fill in the details.

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.

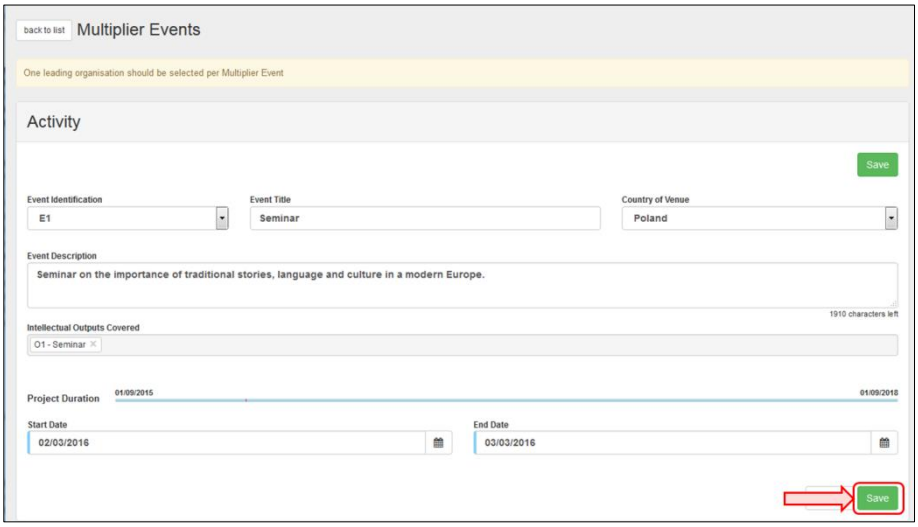
Note that the maximum allowed amount for all **Multiplier Events** within a project is 30,000€ and that at least one Intellectual Output must be selected per Multiplier Event.

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.



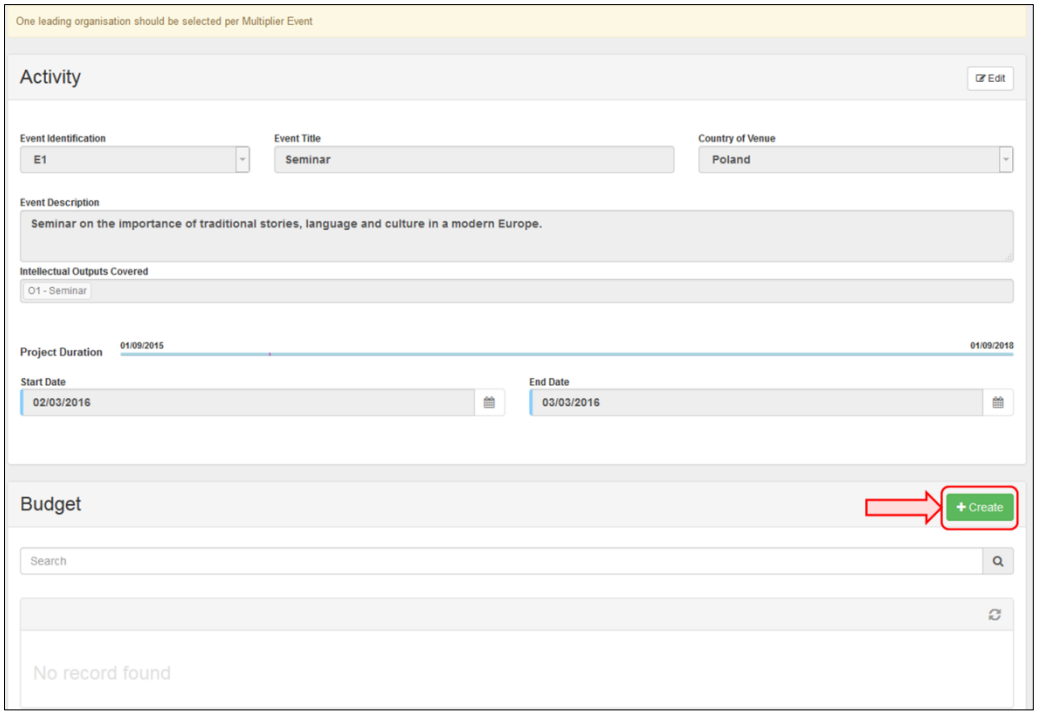
## 5. Click on "Save".

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




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

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

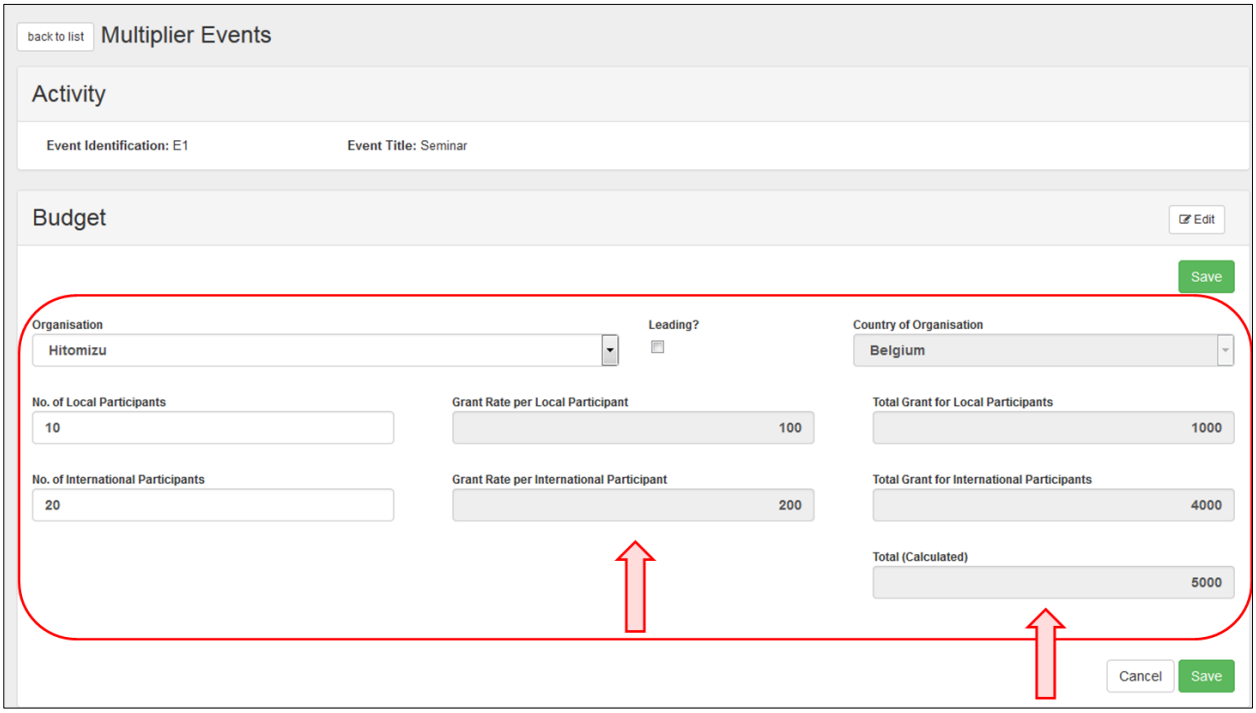


## 7. Fill in the details.

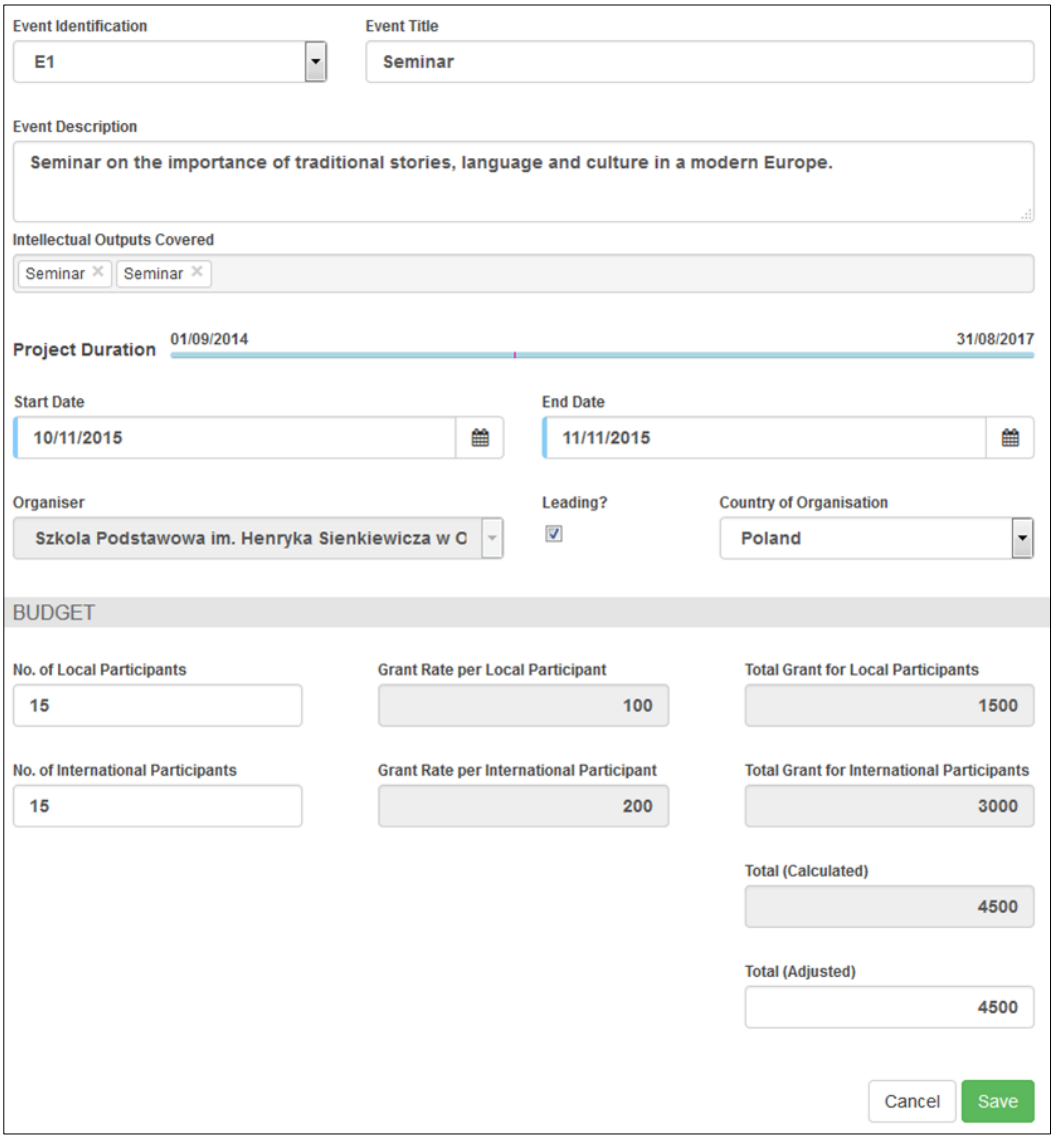
Fill in the Organisation, Country of Organisation fields. Enter the number of Local Participants and the number of International Participants.

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.

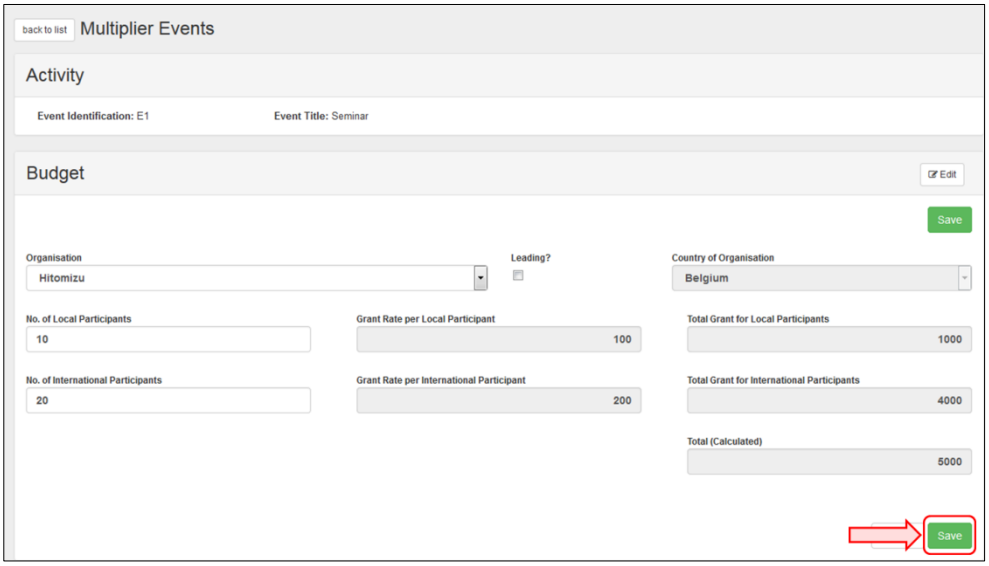


Below you can find an **example of the screen for 2015 projects**. The Event and corresponding Budget details are in the same screen.



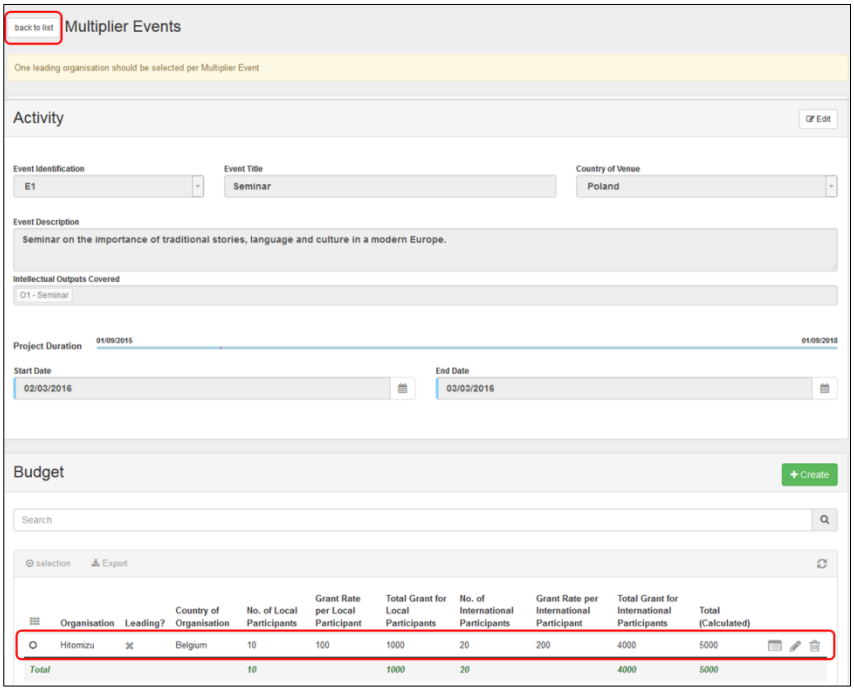
## 8. Click on "Save".

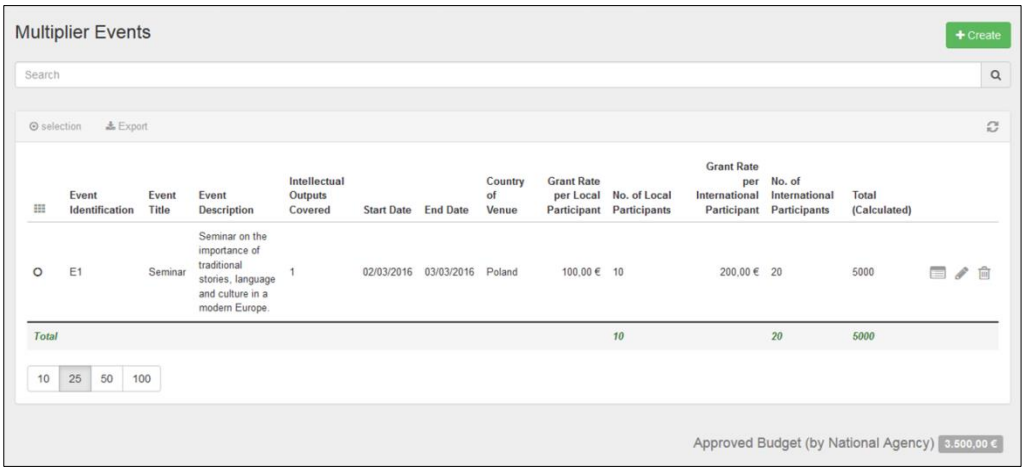
Once all the details have been filled in, click on the **Save** button.



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

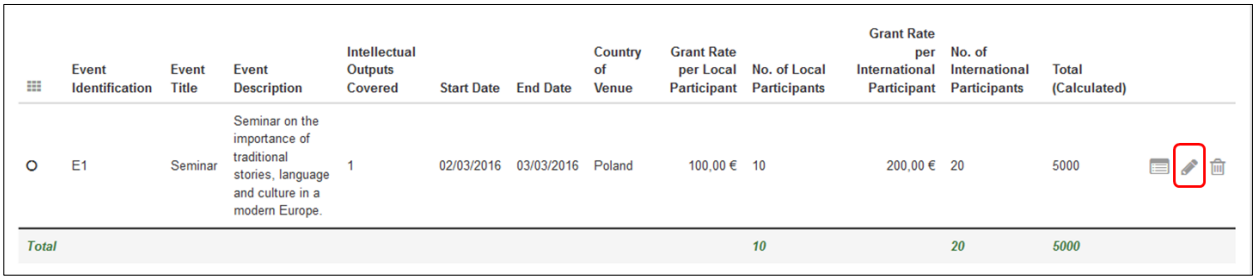
Check the **Total (Calculated)** amount and click on **Back to list** to go back to the list of the events.



## 10. "Edit" a Multiplier Event.

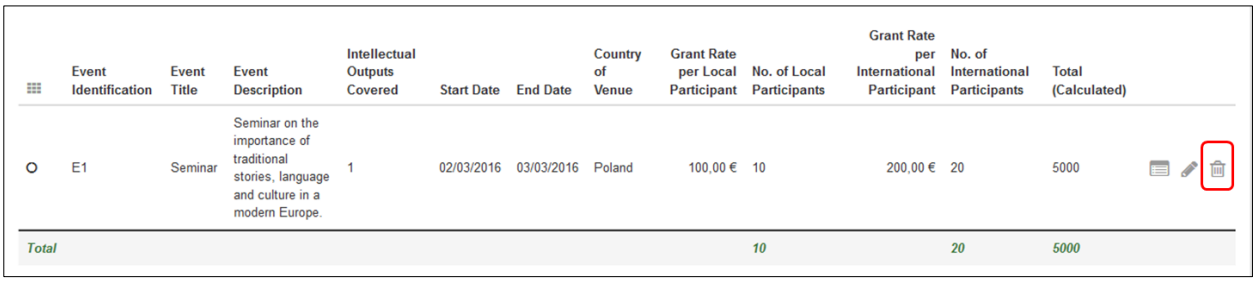
To edit an event, click the pencil icon.



| 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 |
| *Total* | | | | | | | | *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 |
| *Total* | | | | | | | | *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.

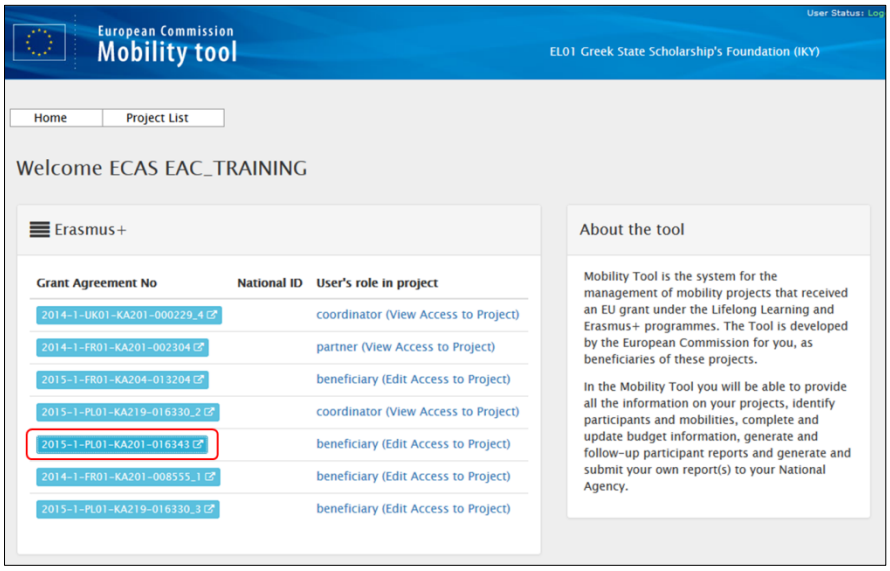
## Quick steps

- 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.

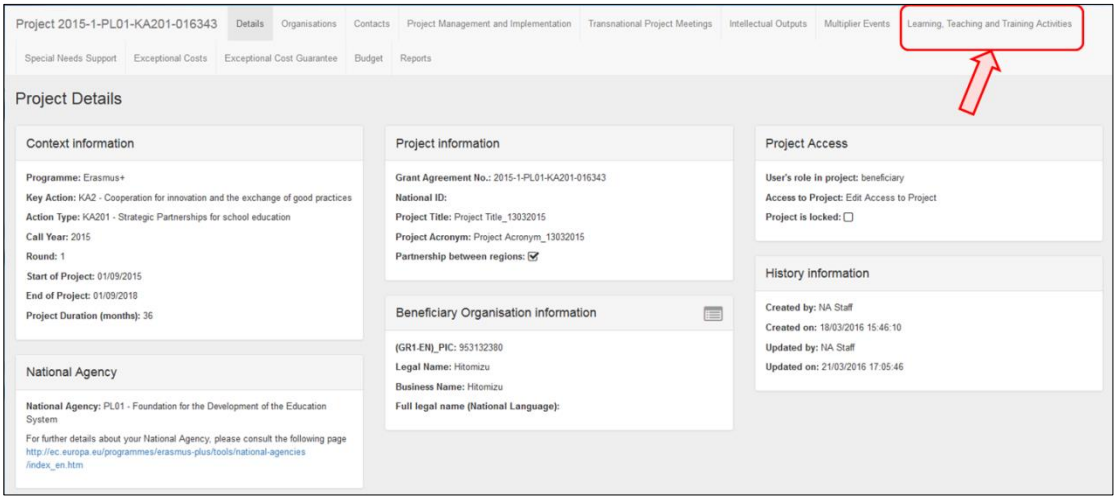
In the homepage click on the project reference in order to open the project. It will open in a new browser tab.




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

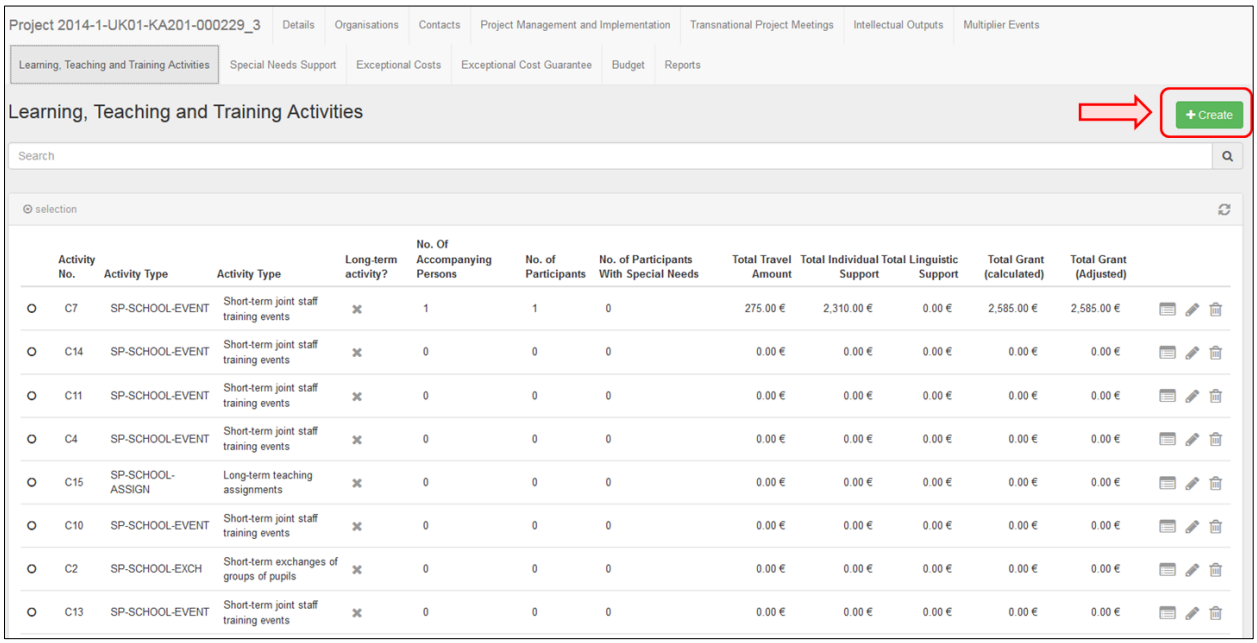
The **Details** page opens. When you click the **Learning, Teaching and Training Activities or LTT** tab, the list will show all **LTT**s, which have been entered into the NAs Project Management System.

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



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

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

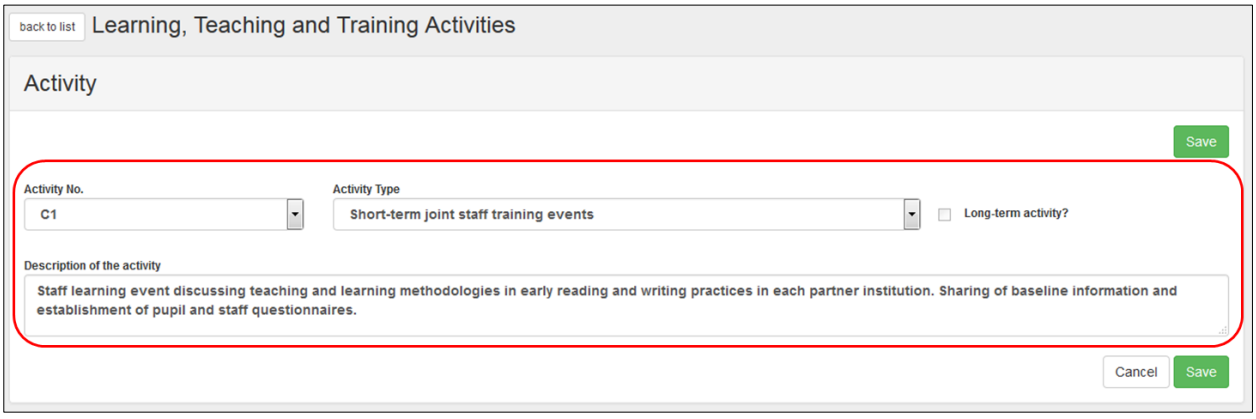



| Activity No. | Activity Type | Activity Type | Long-term activity? | No. Of Accompanying Persons | No. of Participants | No. of Participants With Special Needs | Total Travel Amount | Total Individual Support | Total Linguistic Support | Total Grant (calculated) | Total Grant (Adjusted) |
|---|---|---|---|---|---|---|---|---|---|---|---|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

## 4. Fill in the details.

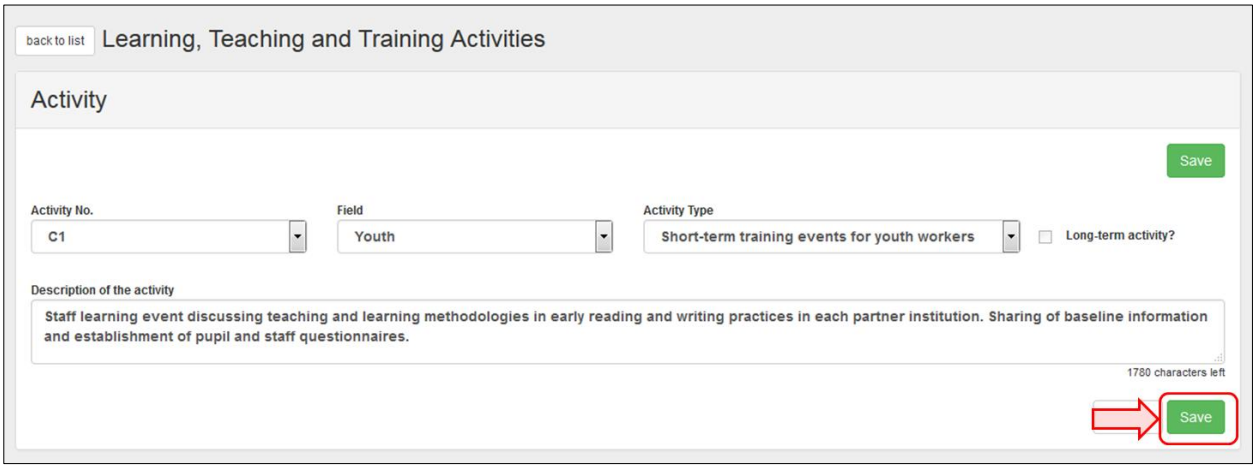
The activity section will appear. Note that the list of participants can be added only after the activity section is completed. Fill in the activity details (blank fields) as applicable.

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



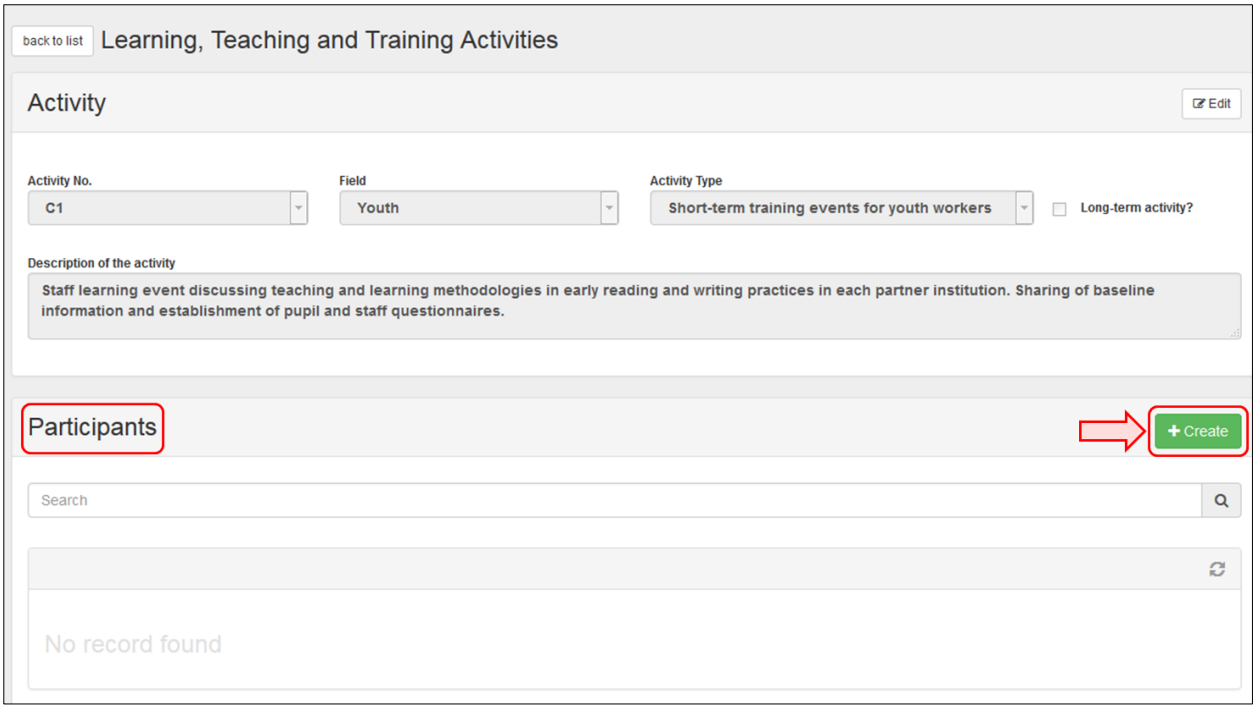
## 5. Click on "Save".

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




## 6. Add a participant.

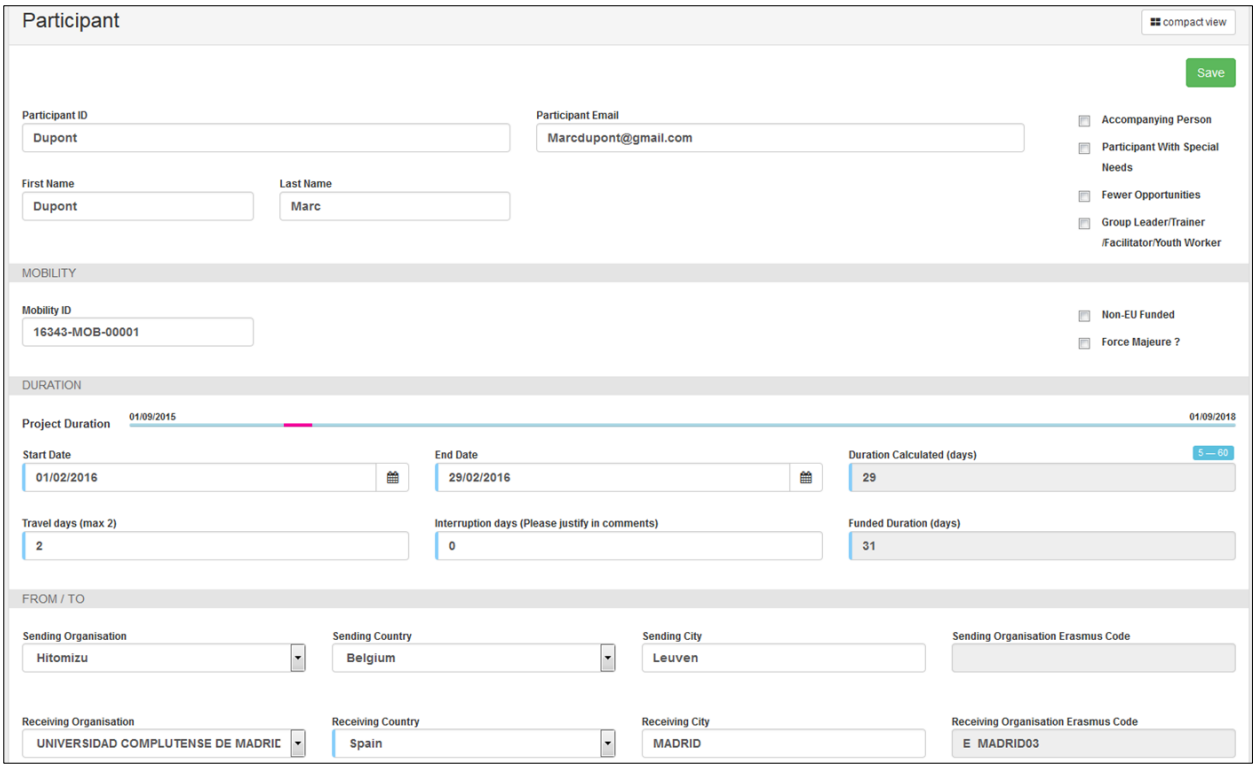
To add a participant, click the **+Create** button in the **Participants** section.

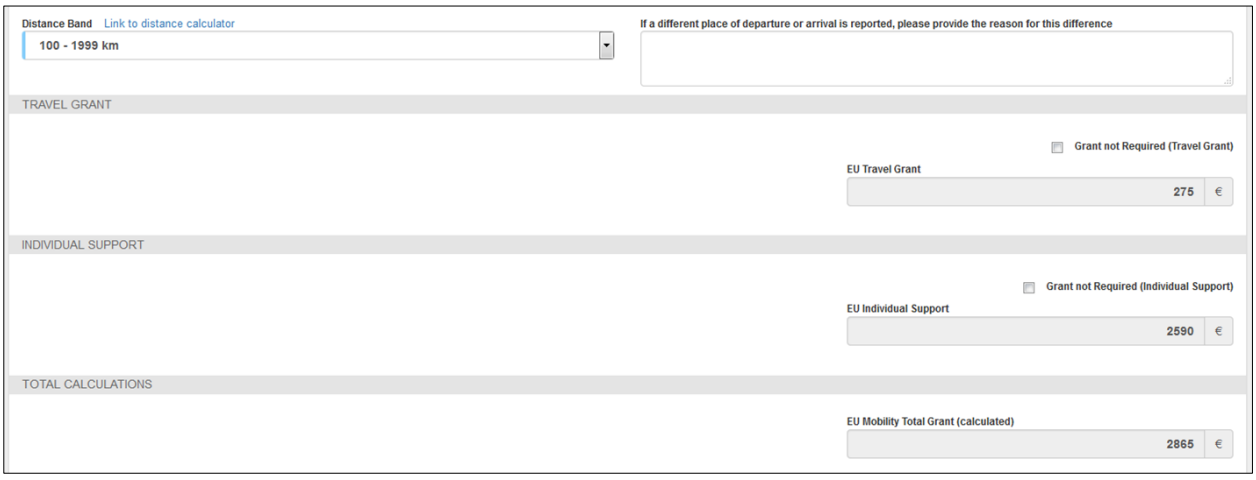


## 7. Fill in the "Participant" details.

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

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



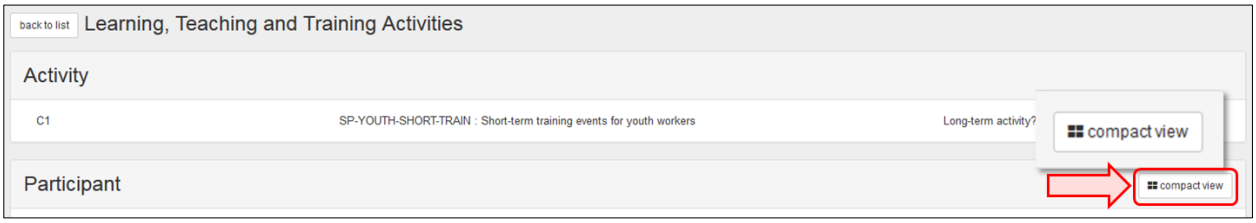



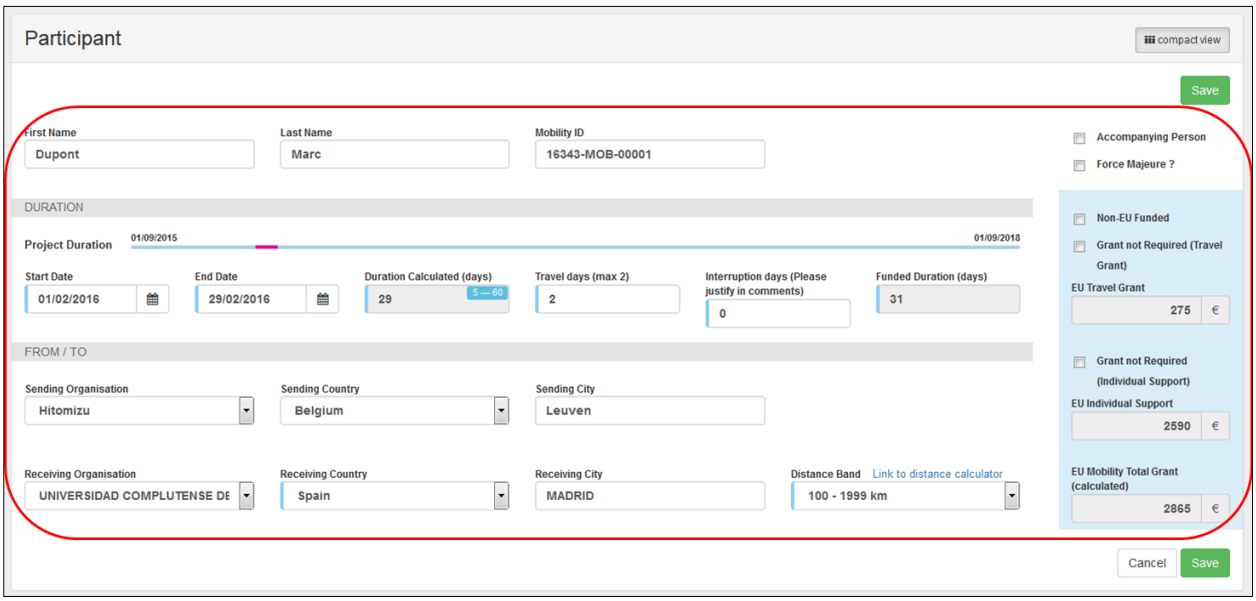
## 8. Use the "compact view" button if necessary.

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.

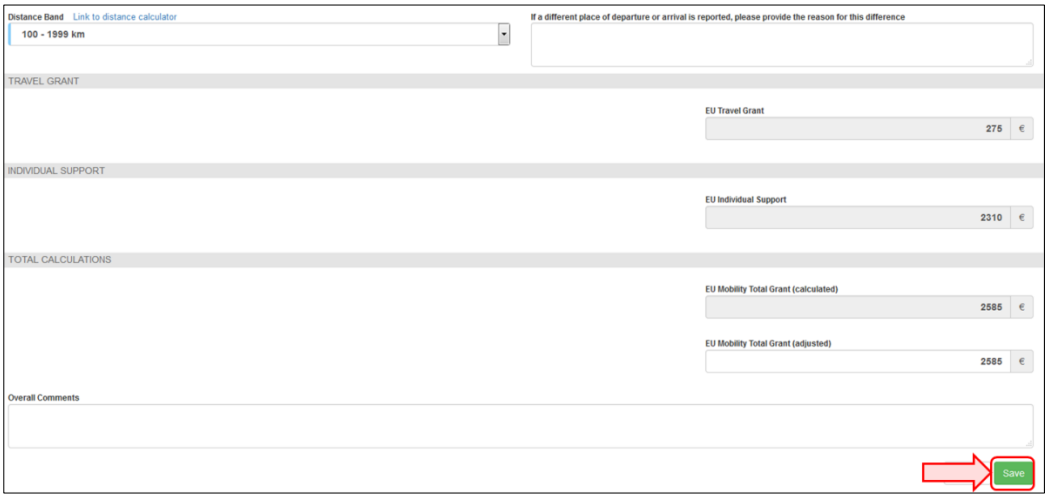
In case the project is a **KA201 - Strategic Partnerships for school education** and is flagged as **Only schools (or KA219)**, the sending organisation is always the Beneficiary Organisation.



## 9. Click on "Save".

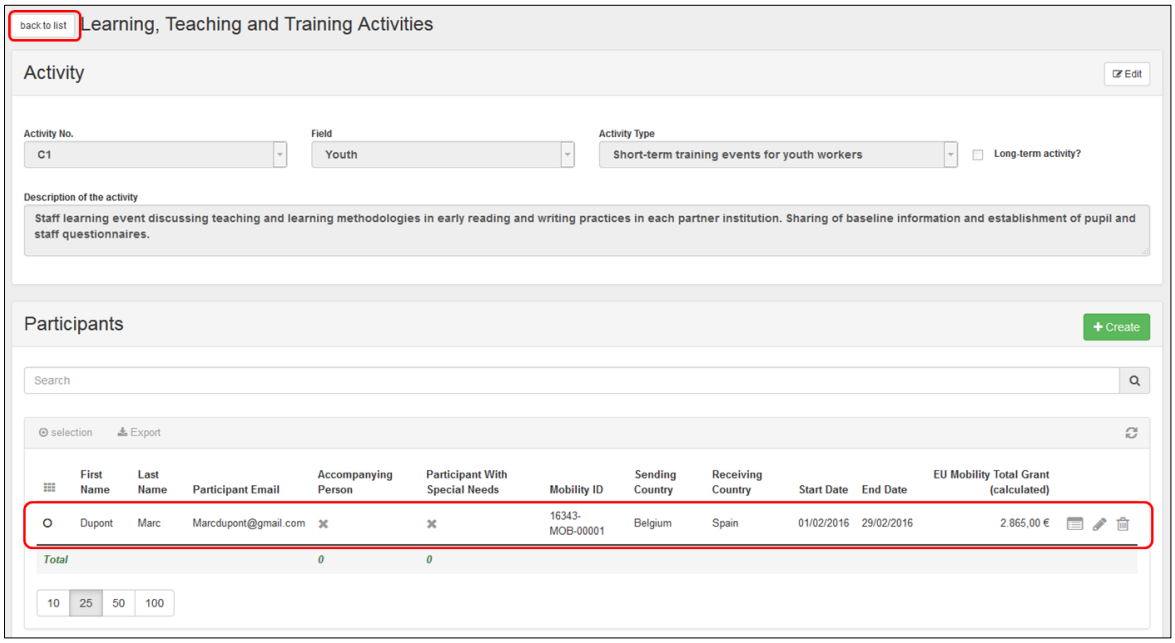
To save the participant details for the activity, click on the **Save** button.

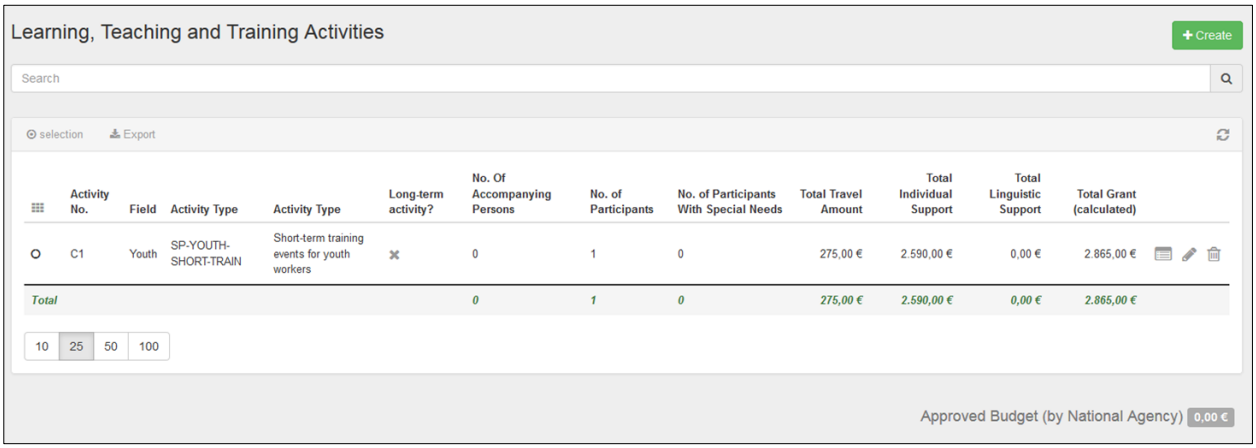


## 10. Click on "back to list".

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**.



# Special Needs Support

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

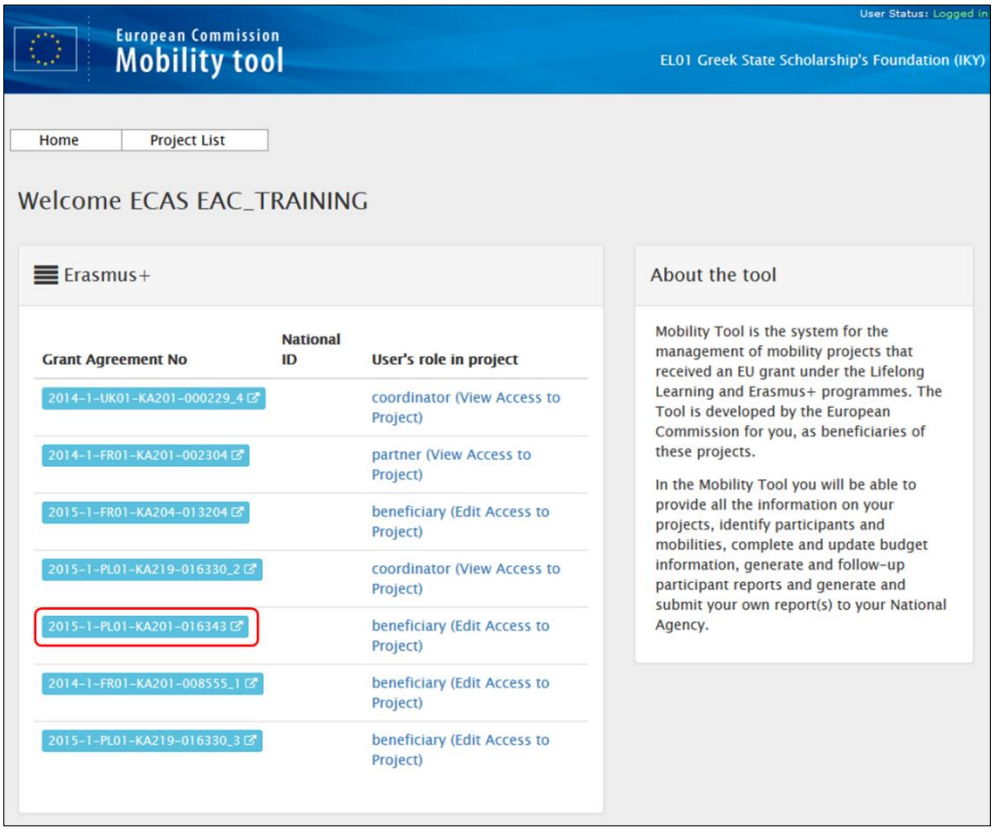
## Quick steps

- 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

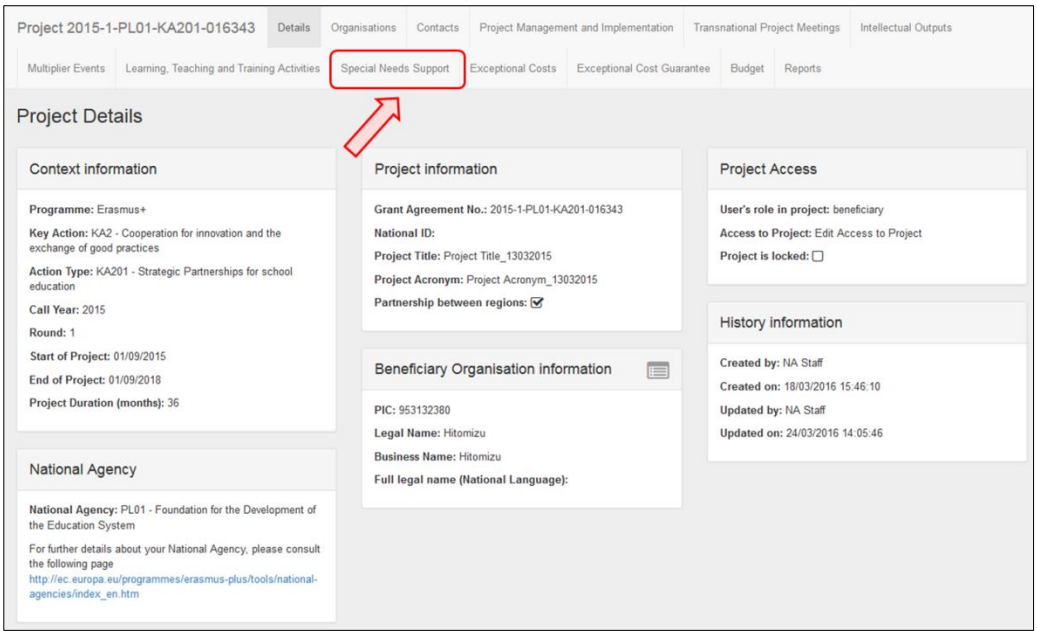
### 1. Click on the project reference number.

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



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

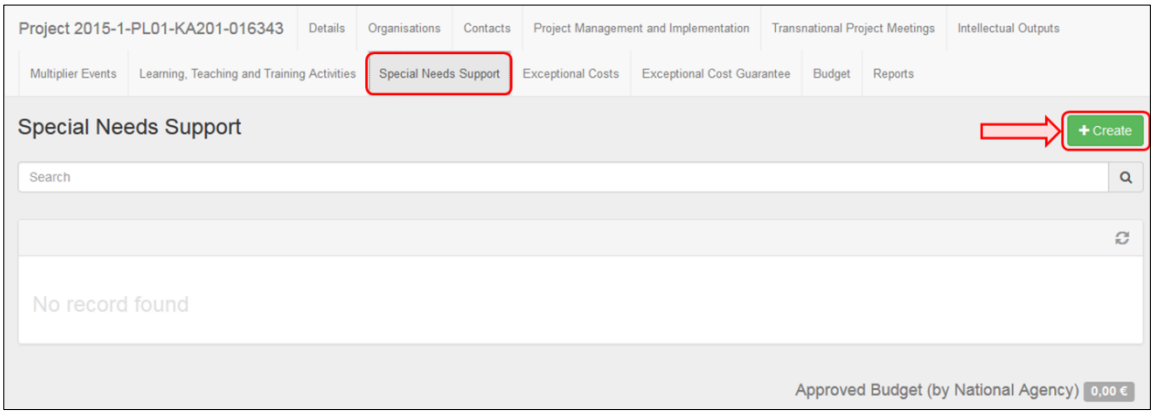
The **Details** page appears. Click the **Special Needs Support** menu item to see the list, which has been entered into the NAs Project Management System. These entries can be edited in order to add additional information.




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

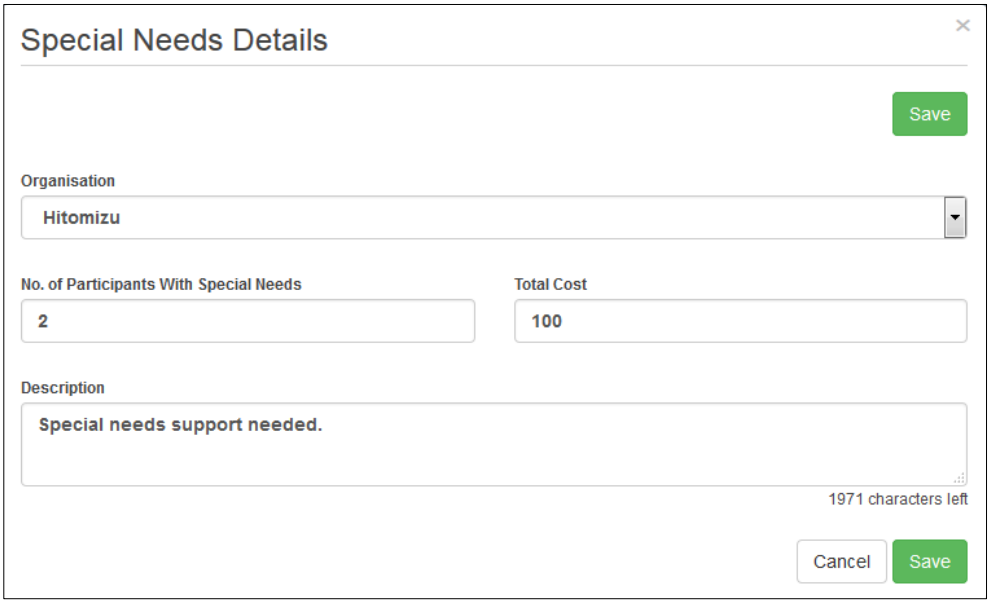
In order to add a cost line for **Special Needs Support**, click the **+Create** button.

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.



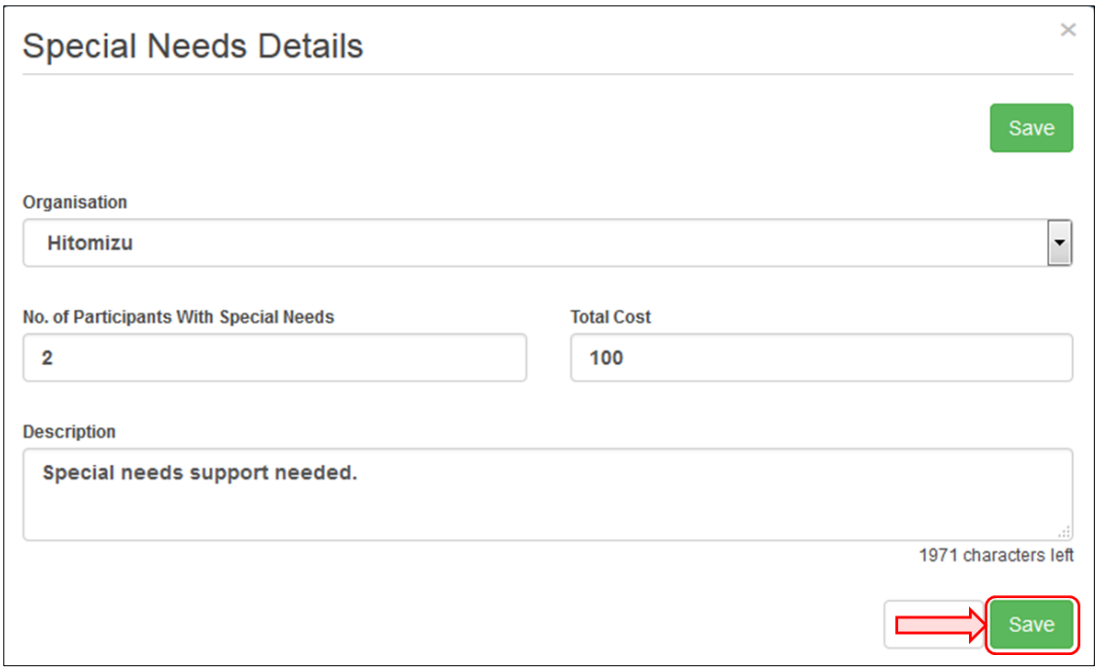
## 4. Fill in the "Special Needs Details".

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



## 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**.



## 6. Edit "Special Needs Support".

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

## 7. Delete "Special Needs Support".

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

# 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.

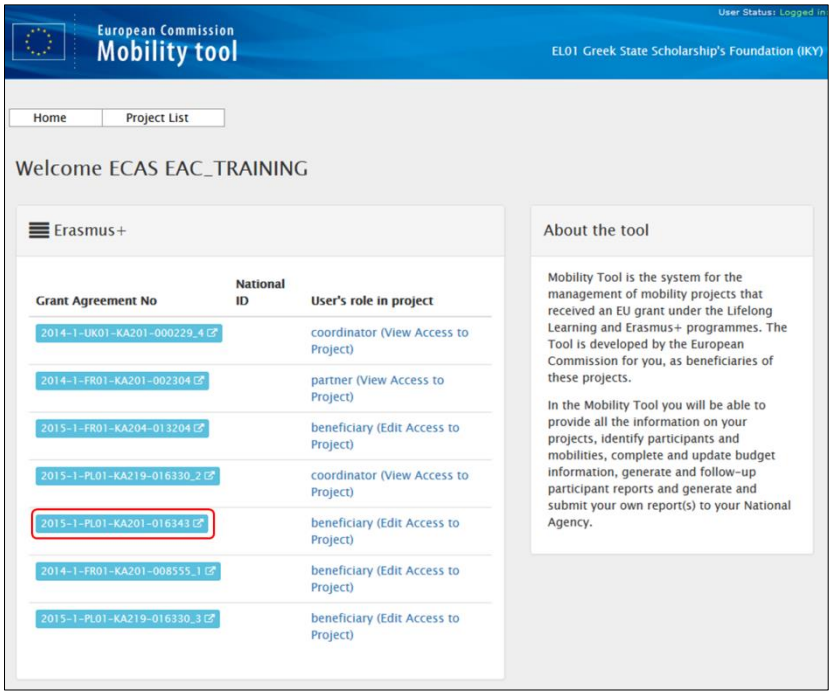
## Quick steps

- 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

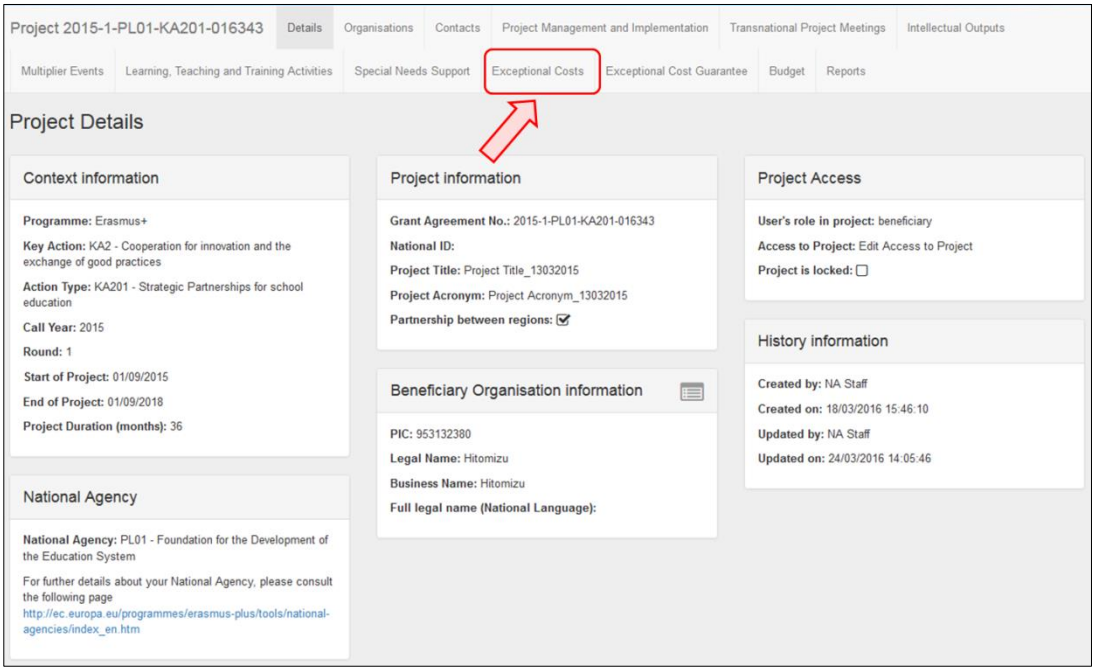
### 1. Click on the project reference.

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



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

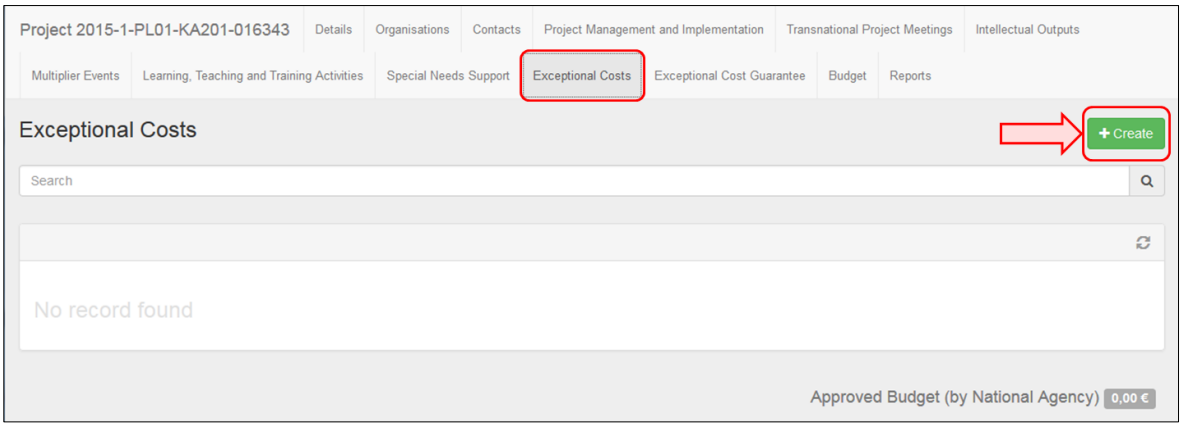
After the **Details** page of the project opens, click on the menu item **Exceptional Costs.**




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

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

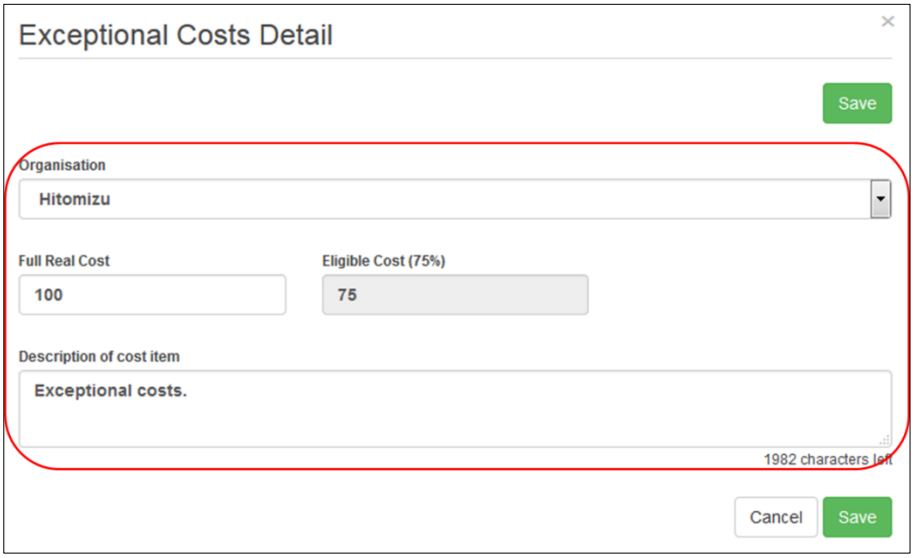
The value **Approved Budget (by National Agency)** may be set to zero, if the project **is for call year 2014** and the project data was submitted to MT+ before MT+ 2.3.0. In this case please check the budget screen for the value for this item that has been approved by the National Agency.



## 4. Fill in the details.

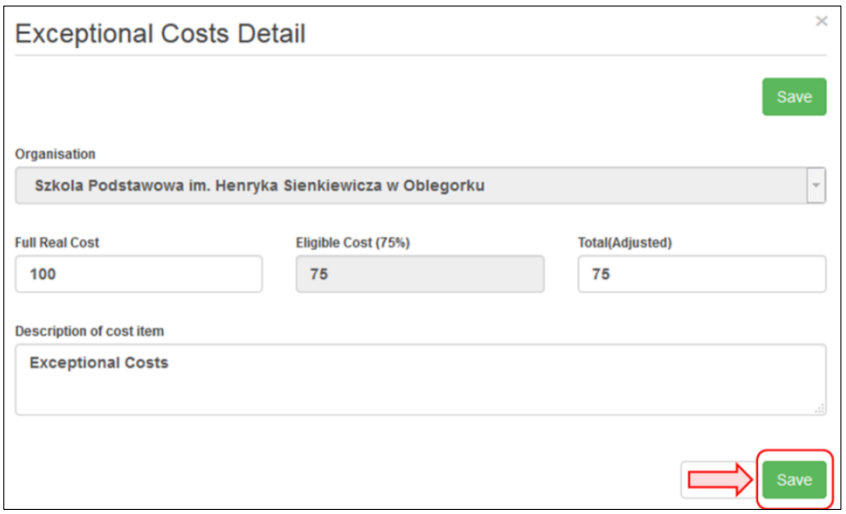
Fill in the details (blank fields) as applicable.

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

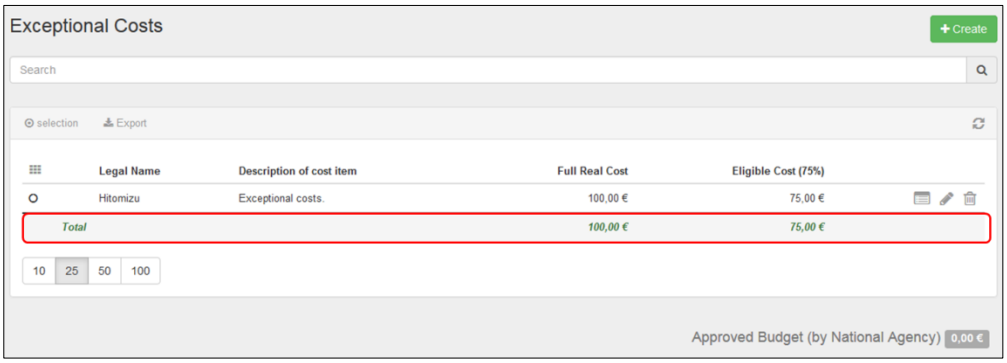


## 5. Click on "Save".

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

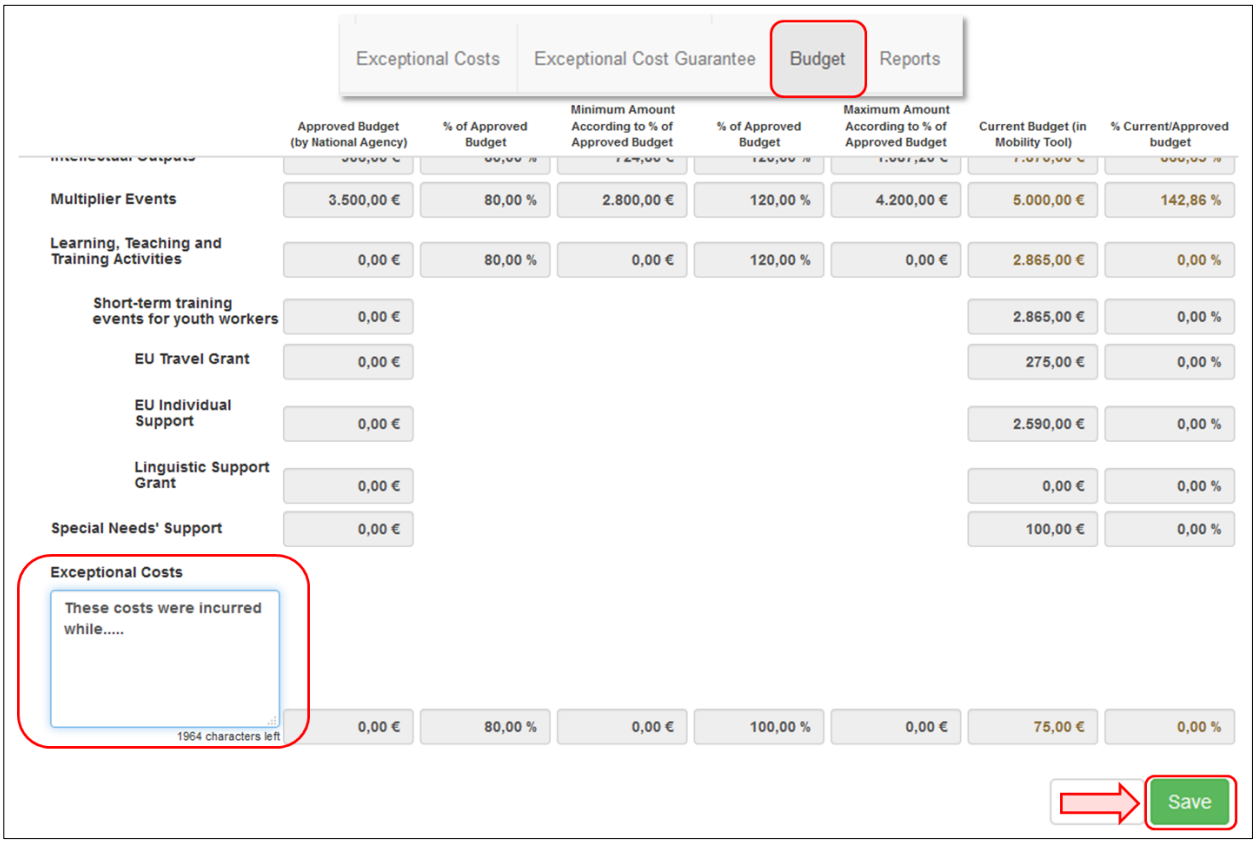



After saving, the details line will now appear in the list.



## 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.



# 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.

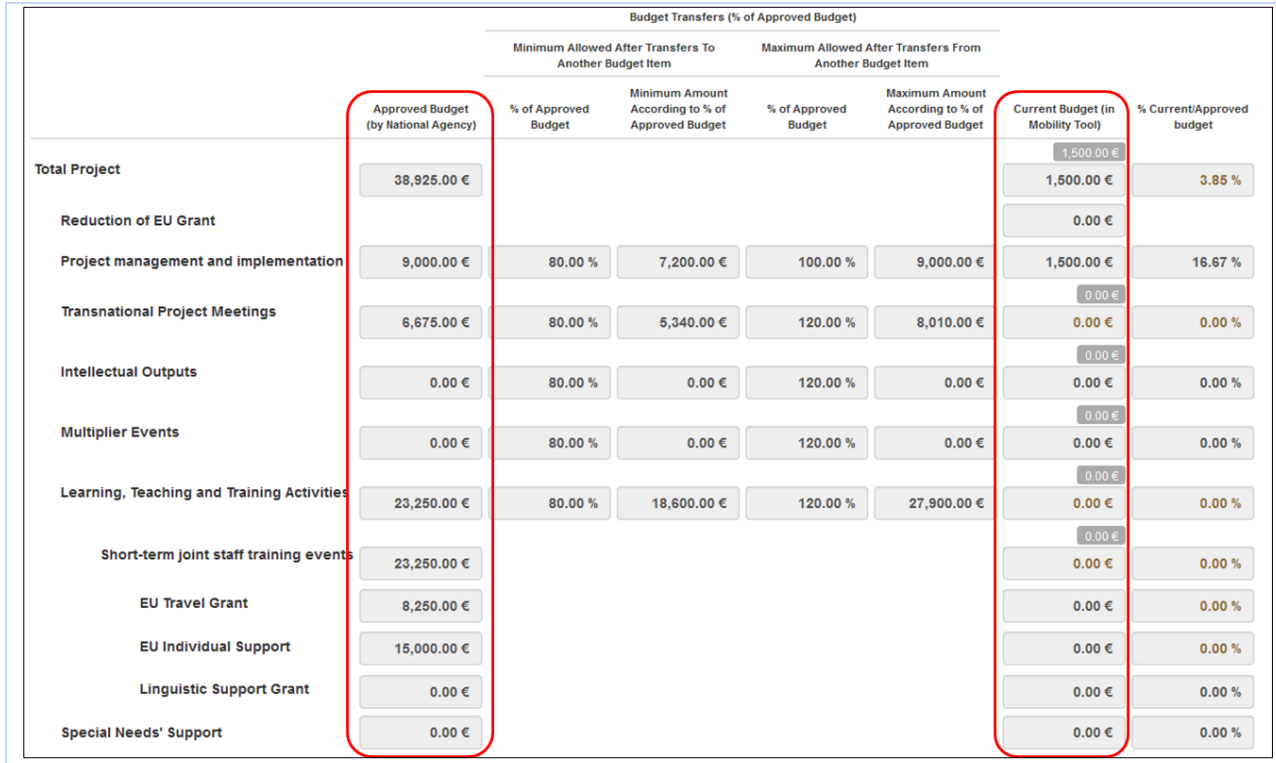

## Approved Budget (by National Agency) and Current Budget (in Mobility Tool).

### 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



| | Approved Budget (by National Agency) | Budget Transfers (% of Approved Budget) – Minimum Allowed After Transfers To Another Budget Item: % of Approved Budget | Minimum Amount According to % of Approved Budget | Maximum Allowed After Transfers From Another Budget Item: % of Approved Budget | Maximum Amount According to % of Approved Budget | Current Budget (in Mobility Tool) | % Current/Approved budget |
|---|---|---|---|---|---|---|---|
| Total Project | 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 % |

## 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 | | | | | | | | |

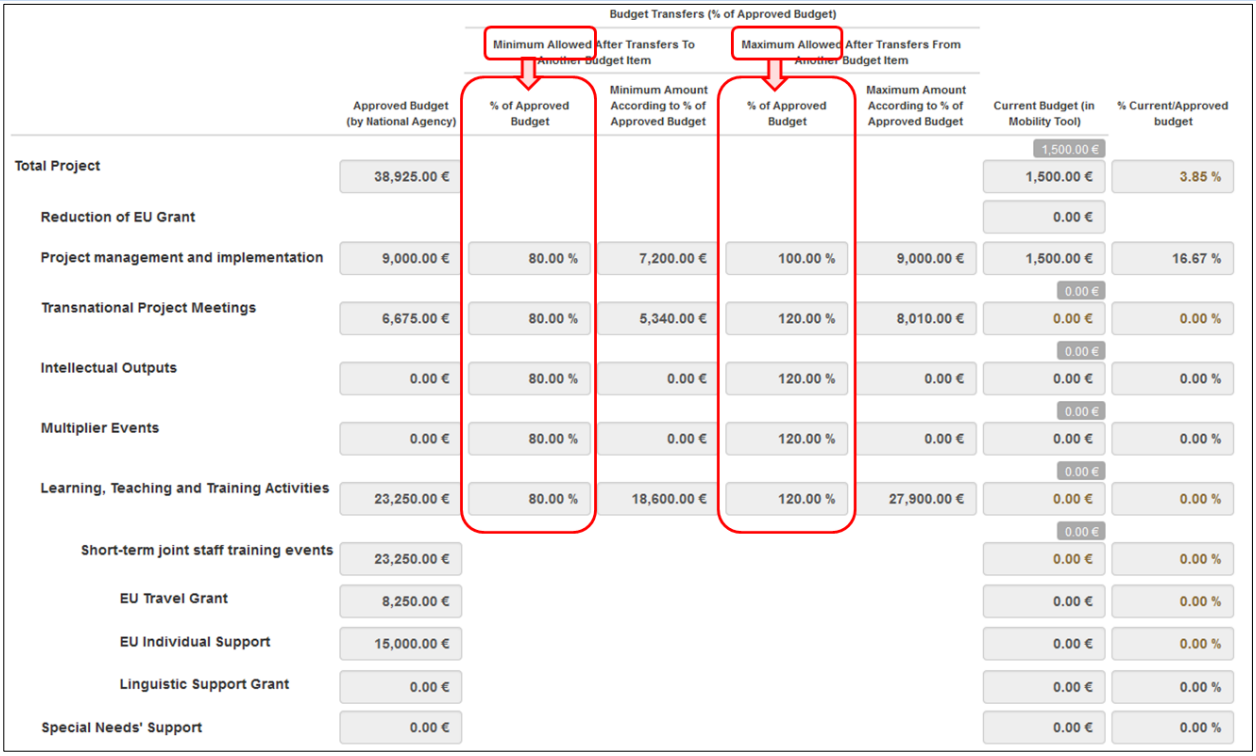
## Maximum and minimum percentage allowed for the transfer.

### Explanation and illustration

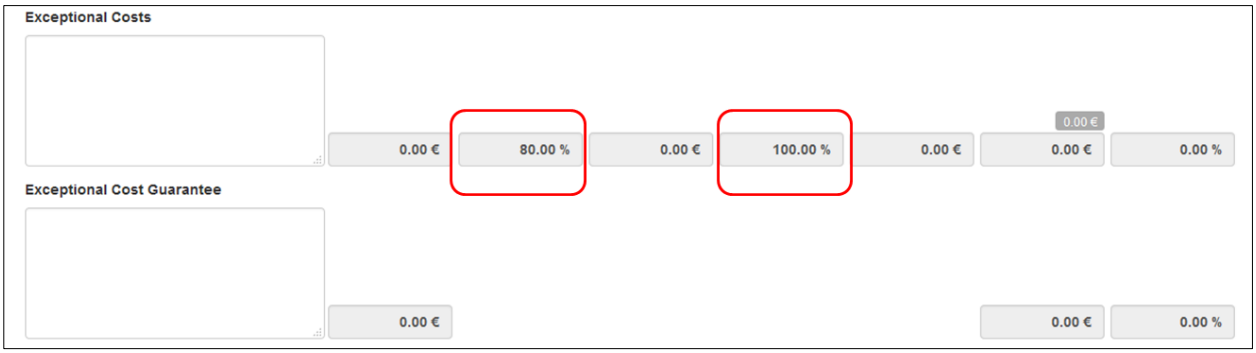
Where transfer is allowed from or to a budget item, the maximum and minimum percentage allowed is displayed. Also, both the minimum value and the maximum value are automatically calculated and displayed here.

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.



| | Approved Budget (by National Agency) | Budget Transfers (% of Approved Budget) — Minimum Allowed After Transfers To Another Budget Item: % of Approved Budget | Minimum Amount According to % of Approved Budget | Budget Transfers (% of Approved Budget) — Maximum Allowed After Transfers From Another Budget Item: % of Approved Budget | Maximum Amount According to % of Approved Budget | Current Budget (in Mobility Tool) | % Current/Approved budget |
|---|---|---|---|---|---|---|---|
| Total Project | 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 % |

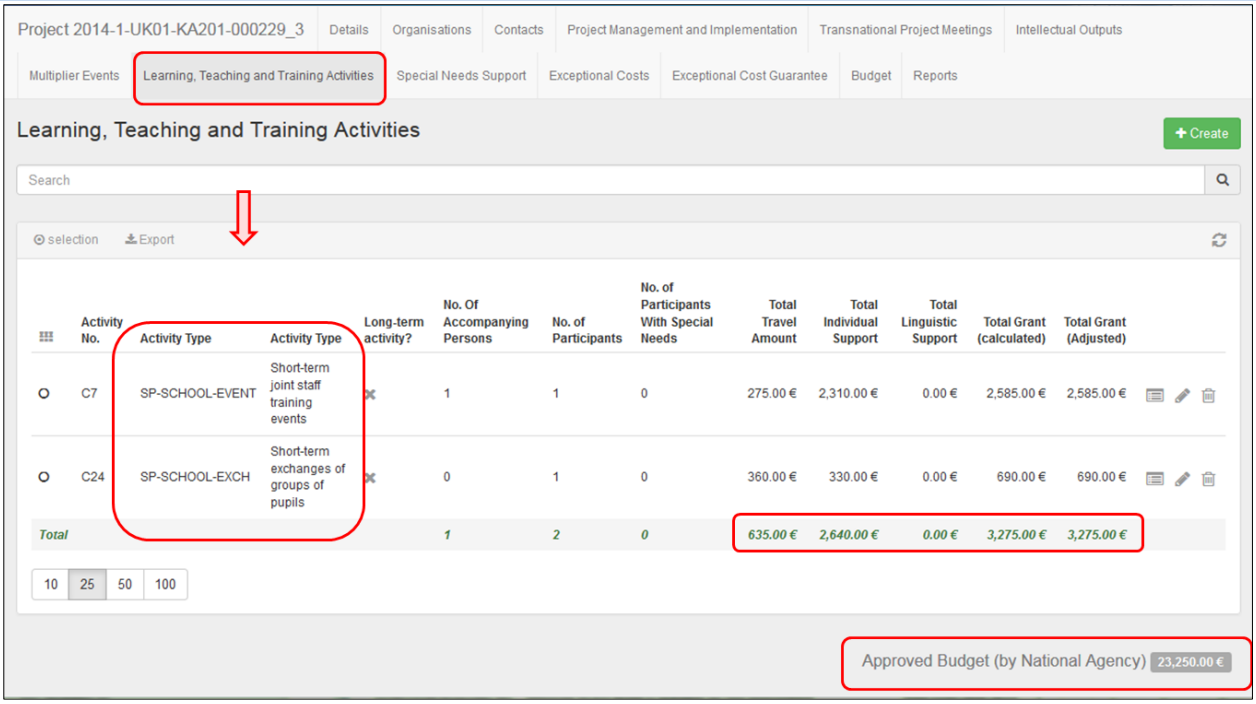


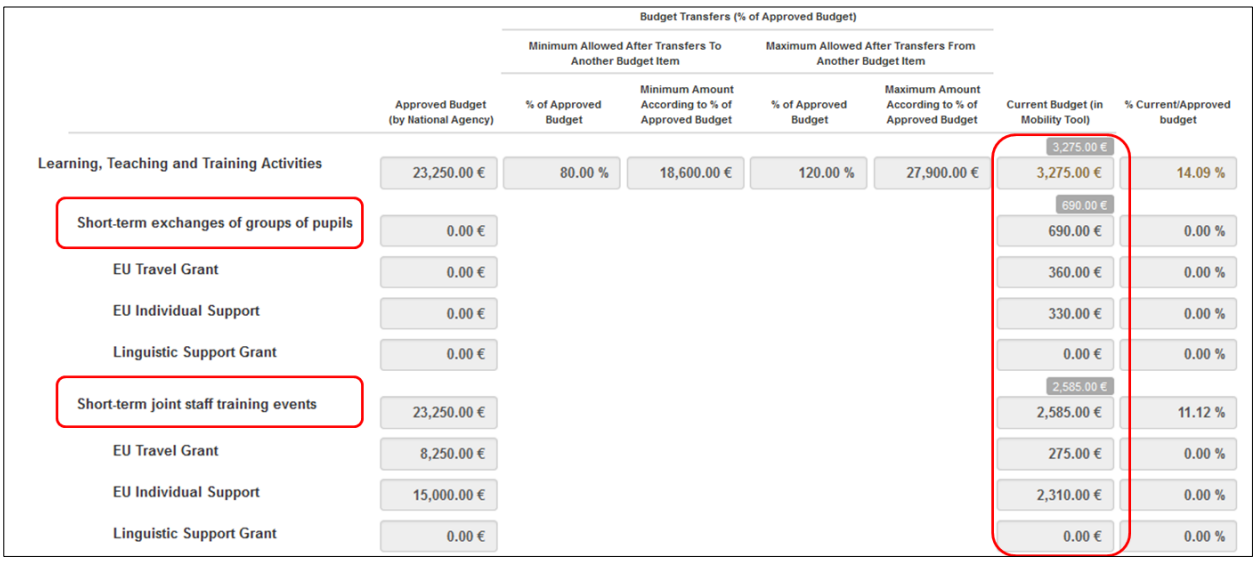
| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Exceptional Costs | 0.00 € | 80.00 % | 0.00 € | 100.00 % | 0.00 € | 0.00 € | 0.00 % |
| Exceptional Cost Guarantee | 0.00 € | | | | | 0.00 € | 0.00 % |

## Budget for Learning, Teaching and Training Activities.

### Explanation and illustration

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

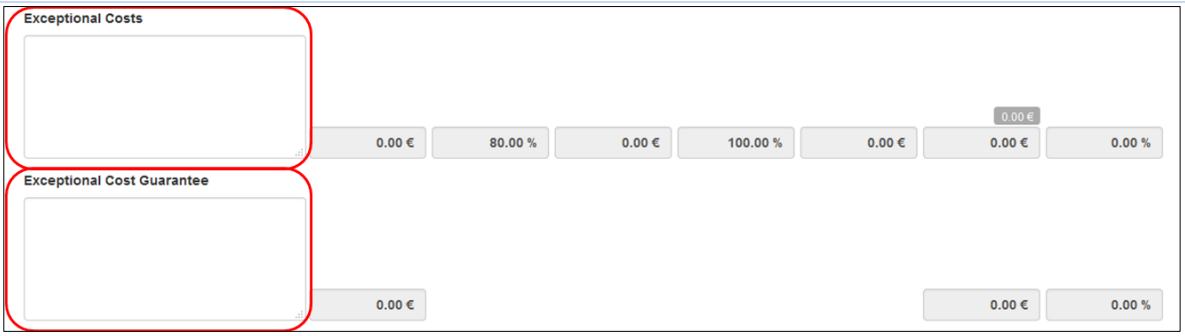


## Budget for Exceptional Costs and Exceptional Cost Guarantee.

### Explanation and illustration

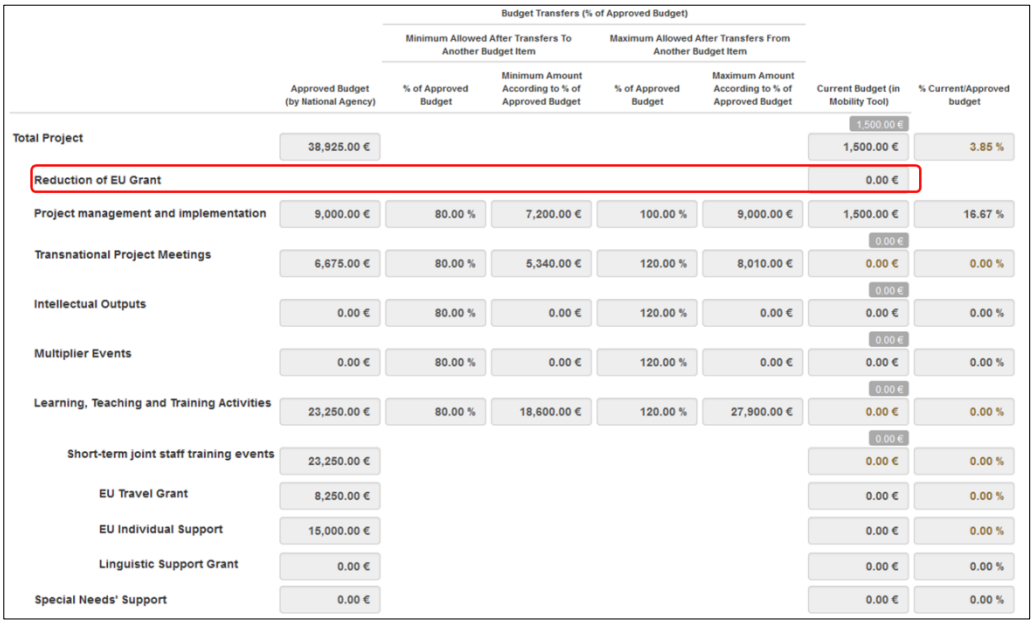
The **Exceptional Costs** and **Exceptional Cost Guarantee** both have comments fields. A comment should be entered and saved, if either items have costs entered.




## 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) | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | 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 | Current Budget (in Mobility Tool) | % Current/Approved budget |
| Total Project | 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 % |

# How to complete and submit the beneficiary report

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 | This overview while created for older versions of MT+ and EPlusLink is still relevant for most of the current functionality.<br><br>New following functionality not shown in this video.<br><br>• The Project summary, Context and Budget sections are already filled in.<br>• For KA107, Context, Summary of Beneficiary and Partner Organisations and Participant Feedback on Erasmus Charter Provisions and General Issues are already filled in.<br>• Maximum number of attachments: 10 (instead of 5).<br>• Maximum size for the attachments: 10 MB (instead of 5 MB). |

**Video**

URL: **How to complete and submit the beneficiary report**

QR code: