# MT+ Beneficiary Guide

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### What is the Mobility Tool+?

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

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

#### What are KA1 and KA3 mobilities?

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

#### What about KA2 Strategic Partnerships?

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

#### What are the different roles involved?

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

### How to get access

- How to get access to the mobility tool
  - o Contact person from the beneficiary or coordinating organisation
  - o Incorrect email address for contact person
  - o 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  $\underline{MT+}$  using ECAS. An email notification will be sent to the project contact on creation of the project in the mobility tool.

- <u>Select the "External" domain.</u>
- 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.

EUROPEAN COMMISSION AL	Contact   Privacy Statement English (en)
IntraComm > Authentication Service > Login ECAS authenticates your identity on European Commission websites	Username or e-mail address Password Remember my username Warn me each time an application asks for my identity
European Commission European Commission Is the selected domain correct?	View my ECAS account details after logging me in LOGIN! Lost your password?   Help
Log in	with your
Password Mobile phone	ware token eiD

	Where ar	e you from?	
Welcome to the European Commission Authe Choose the institution or body for which you composed of w and 7 digits. If you aren't sure, select the " <b>I don't know?</b> "	ntication Service (ECAS). want to log in. Choose " <b>External</b> " if you don't v option for help.	work for a European institution or body. Choose "W+7	" if you have a special external account
Exercise Exercise	$\bigcirc$	W+7	?
European Commission European Commission, Executive Agencies.	External Partners, Researchers, Citizens,	I have an account w + 7 digits. Special external accounts.	I don't know? More information about this screen.
		filter by show all Institutions Regulate	ory Agencies Joint Undertakings Othe

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.

ECAS authenticates your identity on European Commission websites	Username or e-mail address Password
<b>External</b> Is the selected domain correct?	Remember my username     Warn me each time an application asks for my identity     Wern my ECAS account details after logging me in     LOGIN!  Lost your password? Create an account   Help
Once you entered your ECAS Username and Passwo	rd, click the <b>LOGIN!</b> button.

ECAS authenticates your identity on European Commission websites	Username or e-mail address Password  Remember my username Warn me each time an application asks for my identity View my ECAS account details after logging me in  LOGINE LOGINE LOST your password? Create an account   Help
Password lost?	
If you have lost your <b>ECAS Password</b> or you need <b>password?</b> and follow the instructions.	to create a new one, click the hyperlink Lost your
ECAS authenticates your identity on European Commission websitesImage: Image: Im	Username or e-mail address Password  Remember my username Warn me each time an application asks for my identity View my ECAS account details after logging me in  LOGINI  LogINI  Lost. your password? Create an account   Help
Create a new ECAS account.	
In order to create a new ECAS account, click on instructions.	the Create an account hyperlink and follow the



### 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\_-

Project une: -: 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 <u>https://webgate.ec.europa.eu/eae/mobility/index.cfm?fuseaction=user.main</u>
   If you haven't register yet, please click <u>'Not registered vet'</u> 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 use vit to log in
- Please contact your National Agency if you need further information or support. Agence Erasmus+ France / Education Formation ls/national-agencies/index\_en.htm ://ec.europa.eu/prog mes/erasmus-plus/to
- 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.



## 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.

European Commission 3	User Status: Logod in: ICAS EAC_TRAINING - beneficary [ Log out ] Logal notes [Loc - Explosited IDA ELOI Greek State Scholarship's Foundation (IKY)
Home Project List	: Logged in: ECAS EAC_TRAINING - beneficiary [ Log out ] Legal notice EAC - English (EN) 💌
Erasmus+ 5	About the tool 4
Crant Agreement No     National ID     User's role in project       2014-1-FR01-KA201-002304125     partner (View Access to Project)       2014-1-UK01-KA201-000229.4125     coordinator (View Access to Project)       2014-1-FR01-KA201-0005555_1125     beneficiary (Edit Access to Project)	Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects. In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and reports
Lifelong Learning Programme      Grant Agreement No      National ID	and submit your own report(s) to your National Agency.
2013-1-GR1-ERA02-04935	
2013-1-GR1-ERA02-04898	
2013-1-GR1-ERA04-04978	

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

Explanation and illustration		
Access to the KA1 or KA3 projects i	s different than for the KA2	projects.
<ol> <li>When a KA2 project is click that projects concerning KA</li> <li>When a KA1 or KA3 proj directly in the same brows</li> </ol>	ked from the <b>Project List</b> , th A2 are highlighted in blue. ect is clicked from the <b>Pi</b> er page.	ne system opens a new browser page. Note roject List, the system opens the project
European Commission Mobility tool		User Status: Logged in: EC EL01 Greek State Scholarship's Foundation (IKY)
Home Project List Welcome ECAS EAC_TRAINING	Ĵ	
Erasmus+		About the tool
Grant Agreement No         National ID           2014-1-FR01-KA201-002304 [2]         2014-1-UK01-KA201-000229_4 [2]	User's role in project       partner (View Access to Project)       coordinator (View Access to Project)	Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as
2014-1-FR01-KA201-008555_1 E* 2014-1-FR01-KA103-000420	beneficiary (Edit Access to Project) beneficiary	In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and
Elifelong Learning Programme	2	update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.
Grant Agreement No	National ID	
2013-1-GR1-ERA02-04935		
2013-1-GR1-ERA02-04898		
2013-1-GR1-ERA04-04978		

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

#### **Explanation and illustration**

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

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

Home	Project List	Project Details	Dashboard	Organisations	Contacts	Mobilities *	Budget	Reports
						List Mobilities		
						Import – Export		
Project D	etails for 2014	-1-FR01 <mark>-</mark> KA103	-000420					
-								

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

Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget Reports	Project 2014-2-FR01-KA205-003	734 Details	Organisations	Contacts	Project Management and Imp	lementation	Transnational Project Meetings	Intellectual Outputs	Multiplier Events
	Learning, Teaching and Training Activities	Special Needs Sup	port Except	ional Costs	Exceptional Cost Guarantee	Budget	Reports		

### List functionalities

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

- <u>Search.</u>
- <u>Selection</u>.
- Export.
- <u>View.</u>
- Edit.
- <u>Delete.</u>
- Back to list.

#### Search.

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

The result will appear in the list.

Search	Q
Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku found 1 (Total 1)	Q
Szkola Podstawowa im. Henryka Slenkiewicza w Oblegorku	٩
found 1 (Total 1)	
@ selection * Export	a

	Participating Organisation	Role	Total Amount (Adjusted)	
С	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Beneficiary	1,500.00 €	(diff)
Total:			1,500.00 €	

#### Selection.

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

Search	Q
Selection Export	10 I.

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

Search	Q
⊙ selection ▲Export	3
All O NONE @ inverse	

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

© se	election 0	Export Opinverse									Ø
	Beneficiary	Coordinator	Partner	PIC	Legal Name	Public DepartmentBody	Non-profit	Country	City	Role	
•	~	×	×	947443330	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	*	×	Poland	Oblęgorek	Beneficiary	
٠	×	ж	~	940853441	Vaajakummun koulu	~	~	Finland	Vaajakoski	Partner	
•	×	×	~	940649450	école élémentaire Joliot-Curie	*	*	France	Brétigny sur Orge	Partner	
٠	×	ж	~	942733689	RK Basisschool Bernardus	×	~	Netherlands	Saasveld	Partner	
٠	×	×	~	949361796	Scoala Gimnaziala Lunca, Pascani	~	×	Romania	Pascani	Partner	
•	×	×	~	942254606	CEIP Ciudad de Valencia	~	~	Spain	Madrid	Partner	
•	×	ж	~	942367611	Åkraskolan	х	×	Sweden	Sala	Partner	
•	×	~	×	948378216	Three Legged Cross First School	*	~	United Kingdom	Wimborne	Coordinator	
10	25 50	100									

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

Legal Name       No. of Participants With Special Needs       Description       Total Cost         ●       Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku       2       Special needs asked.       100.00 €       ●       ●       ●       Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku       1       Special needs       50.00 €       ●       ●       ●       Image: Cost and C	⊙ selec ● All	tion 2 🕹 Export O NONE Inverse	ords			Ŕ
Legal Name       No. of Participants With Special Needs       Description       Total Cost         ●       Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku       2       Special needs asked.       100.00 €       ●       ●       ●       ●       50.00 €       ●		•				
Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku       2       Special needs asked.       100.00 €       ■          Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku       1       Special needs       50.00 €       ■          Total:       150.00 €       150.00 €       ■        150.00 €       ■        150.00 €       ■        150.00 €       ■        ■        150.00 €       ■        ■        150.00 €       ■ <th></th> <th>Legal Name</th> <th>No. of Participants With Special Needs</th> <th>Description</th> <th>Total Cost</th> <th></th>		Legal Name	No. of Participants With Special Needs	Description	Total Cost	
Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku       1       Special needs       50.00 €       ■         Total:       10       25       50       100	•	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	2	Special needs asked.	100.00 €	• 🖻
Total:         150.00 €           10         25         50         100	•	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	1	Special needs	50.00 €	• 🖻
10 25 50 100	Total:				150.00 €	
	10	25 50 100				

Export.	
The <b>Export</b> button allows you exporting your selection and choosing a format amongst the three follooptions: <b>PDF File</b> , <b>XLS file</b> or <b>CSV file</b> .	owing
<ul> <li>⊘ selection </li> <li>▲ Export</li> <li>All O NONE @ inverse</li> </ul>	Q
⊙ selection ▲ Export PDF File XLS file CSV file	Q
In the example below the <b>PDF File</b> format has been clicked.	
Selection    S    ▲ Export     DP File     XLS file     B CSV file	Q
A pop-up message will appear allowing you to open the pdf file.	
Opening organisation.pdf	
You have chosen to open:	
OK Cancel	

#### 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)
0	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 € 🔲 🖋 🛍
Tota	1							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)	
0	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€	<b>I</b>
Total								15	10,475.00 €	9,200.00 €	

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

leeting ID			Meeting Title			
03503-TPM-00001			TPM 1			
tart Date 09/05/2015		#	End Date 26/11/2015			<b>#</b>
eceiving Organisation	Receiving Country				Receiving City	
Stowarzyszenie Miedzynarodowej i Miedzykulturowe 🔻	Poland			-	Michałowo	

#### 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)	
0	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€	🗆 🖋 🗊
Tot	al							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.

Î					C≇ Edit
Meeting ID			Meeting Title		
03503-TPM-00001			TPM 1		
Project Duration 01/09/2014					31/08/20
Start Date		00	End Date		00
03/03/2013			20/11/2015		
	Receiving Country			Receiving City	
Receiving Organisation	Neceiving Country				

#### 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)	
0	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€	🗖 🖋 û
Total	1							15	10,475.00 €	9,200.00 €	

### **Project Details**

- <u>"Project Details" page.</u>
- Changes to "Project Details".

#### "Project Details" page.

#### **Explanation and illustration**

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

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

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

Home Project List Project Details	Dashboard	Organisations	Contacts	Mobilities *	Budget	Reports
roject Details for 2014-1-PL01-KA10	3-000066					
Context information	Project inform	ation		Project Access		
Programme: Erasmus+	Grant Agreement	No.: 2014-1-PL01-KA103-00	0066	User's role in project	: beneficiary	
Key Action: KA1 - Learning Mobility of Individuals	National ID:			Access to Project: Ed	lit Access to Project	
Action Type: KA103 - Higher education student and staff mobility	Project Title: -			Project is locked:		
Call Year: 2014	Project Acronym.					
Round: 1				History informati	on	
Start of Project: 01/06/2014	Beneficiary O	ganisation informatio	n			
End of Project: 31/05/2016		94		Created by: NA Staff		
Project Duration (months):	PIC: 949423003			Created on: 05/06/20	15 16:48:36	
	Legal Name: ECO L'ENVIRONNEMEN	LE DES MÉTIERS DE IT		Updated by: Theodore	DS PAPADOPOULOS	Ν
National Agency	Business Name: E	ME		opullou on those		
	Full legal name (I	lational Language):				
National Agency: PL01 - Foundation for the Development of	Erasmus Code: F	BRUZ03			See	e the
the Education System	Consortium Accre	ditation No.:			infor	mation
For further details about your National Agency, please consult					about t	he latest
http://ec.europa.eu/programmes/erasmus-plus/tools/national-					update	es nere!

#### **Changes to "Project Details".**

#### **Explanation and illustration**

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

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

### How to manage organisations

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

Organisation details that are entered into <u>URF (URF and Participant Protal guide</u>) 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 <b>Organisations</b> menu item.	
Mobility Tool :: My Home × http://cf9eact1oject/2428/view × +	
🔄 🕐 http://cf9eact1.cc.cec.eu.int-6086/eac/mobility/systemLayers/5_FE/dist/index_completeLayout.html#/s/proje 🔍 🖒  Google 🖉 🏠 🖨 🦊	<b>⋒</b> =
🙆 Most Visited 🎨 EAC IT TRAINING - EA 🎆 ITS-Promote IT - IMT 🚯 R.4 - Link Collection 🌑 ECAS training profiles 💥 Standards for "how to " 💥 How to manage Bulk	
European Commission       EAC Direc       Details       Organisations       Contacts         Project 2014-1-UK01-KA201-000229_3       Details       Organisations       Project Management and Implementation	
Transnational Project Meetings Intellectual Outputs Multiplier Events Learning, Teaching and Training Activities Special Needs Support Exceptional Cost	its
Exceptional Cost Guarantee Durget Reports	
The list of <b>Organisations</b> will appear	

Search         Image:		tation Transnational Project Meeti s Exceptional Cost Guarantee	t Meetings itee Budget Reports
Coordinator Parmer (GR1EN_PIC Legal Name       Public Non-profit County       City       Role			
Beneficiary Coordinator Partner (GR1EB),PIC Legal Name       PapartmentBody       Non-profit County       City       Releficiary         Beneficiary       Coordinator       Partner       (GR1EB),PIC       Legal Name       DepartmentBody       Non-profit       County       City       Role         0       x       x       94743330       Schola Podstavora im, Henryka       x       Paland       Oblegorek       Beneficiary       Image: County       City       Role         0       x       x       94063440       velobegofus       x       N       Paland       Oblegorek       Beneficiary       Image: County       City       Role       Image: County       Pathor       Image: County	ON Accreditations		
O selection       A Export         Image: December log of the the proof of t			
Beneficiary Image: Coordinator Partner (GR1EB)_PIC Legal Name       DepartmentBody DepartmentBody       Non-profit       Country       City       Role         Image:			
Beneficiary Coordinator Patturer (GRI EM), PIC Logal Name       DepartmentBody       Non-profit Country       City       Role         0       *       *       *       947443330       Szkola Podstawova im. Henryka Sienkiewicza w Oblegońu       *       *       Poland       Oblegorek       Beneficiary       Image: Country       City       Role         0       *       *       940649450       deole délementaire Joliot-Curie       *       *       France       Drégory au       Pattner       Image: Country       Oblegorek       Beneficiary       Image: Country       Oblegorek       Pattner       Image: Country       Image: Country       Oblegorek       Pattner       Image: Country       Image: Country </td <td></td> <td></td> <td>Ŕ.</td>			Ŕ.
x       x       y4744333       Szkola Poddawowa im. Hemyka       x       Poland       Oblegorek       Beneficiary       Image of the state of the sta	Public IC Legal Name DepartmentBody Non-profit Country City Role	Country City Role	Role
0       x       x       y       94065341       Vaajakommun koulu       y       Finland       Vaajakoski       Partner       Image: state of the	Szkola Podstawowa im. Henryka 🖌 🗶 Poland Oblęgorek Benefi Sienkiewicza w Oblegorku	Poland Oblęgorek Ben	Beneficiary
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0       X       Y       94273369       RK Basischool Bemardus       X       Y       Netherlands       Saaveld       Partner       Image: Construction of Construction	école élémentaire Joliot-Curie 🗸 🖌 France Brétigny sur Partne Orge	France Brétigny sur Part Orge	Partner
0       x       x       y       949361796       Scala Gimnaziala Lunca, Pascani       y       x       Romania       Pascani       Partner       Image: Construction Constructin Constructin Construction Constructin Construction Construction	RK Basisschool Bernardus 🗶 🖌 Netherlands Saasveld Partne	Netherlands Saasveld Part	Partner
0       *       *       942254606       CEIP Cludad de Valencia       *       *       Spain       Madrid       Partner       Image: Constant of Const	Scoala Gimnaziala Lunca, 🗸 🖌 Romania Pascani Partne	Romania Pascani Part	Partner
0       x       y       942367611       Akraskolan       x       x       Sweden       Sala       Pather       Image: Construction of the construc	CEIP Ciudad de Valencia 🖌 🖌 Spain Madrid Partne	Spain Madrid Part	Partner
• * * 948378216 Three Legged Cross First School • * Kingdom Wimborne Coordinator   10 25 50 100    Itew organisation details.  itek on the view icon to open Organisation Details screen.    Image: Seneficiary Coordinator Partner (GR1-EN)_PIC Legal Name DepartmentBody Non-profit Country City Role   Image: Seneficiary Coordinator Partner (GR1-EN)_PIC Legal Name DepartmentBody Non-profit Country City Role   Image: Seneficiary Coordinator Partner (GR1-EN)_PIC Legal Name DepartmentBody Non-profit Country City Role   Image: Seneficiary Coordinator Partner (GR1-EN)_PIC Legal Name DepartmentBody Non-profit Country City Role   Image: Seneficiary Coordinator Partner (GR1-EN)_PIC Legal Name DepartmentBody Non-profit Country City Role   Image: Seneficiary Coordinator Partner (GR1-EN)_PIC Legal Name DepartmentBody Non-profit Country City Role   Image: Seneficiary Coordinator Partner Image: Seneficiary Coordinator Image: Seneficiary Coordinator Image: Seneficiary Coordinator Partner Image: Seneficiary Coordinator	Ákraskolan 🗶 🗶 Sweden Sala Partne	Sweden Sala Part	Partner
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ick on the view icon to open <b>Organisation Details</b> screen. Beneficiary Coordinator Partner (GR1-EN)_PIC Legal Name DepartmentBody Non-profit Country City Role V X 94744330 Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku Sienkiewicza w Oblegorku Y Finland Oblegorek Beneficiary			
ick on the view icon to open <b>Organisation Details</b> screen. Beneficiary Coordinator Partner (GR1-EN)_PIC Legal Name DepartmentBody Non-profit Country City Role V V V V V V V V V V V V V V V V V V V			
Beneficiary       Coordinator       Partner       (GR1-EN)_PIC       Legal Name       Public       Non-profit       Country       City       Role         • </td <td></td> <td></td> <td></td>			
Beneficiary       Coordinator       Partner       (GR1-EN)_PIC       Legal Name       DepartmentBody       Non-profit       Country       City       Role         •       •       *       947443300       Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku       •       *       Poland       Oblegorek       Beneficiary       Image: Country         •       *       •       940853441       Vaajakummun koulu       •       •       Finland       Vaajakoski       Partner	Drganisation Details screen.		
O ×       *       947443300       Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku       *       Poland       Oblęgorek       Beneficiary       Image: Comparison of the comp	Organisation Details screen.		
O 🗶 🗴 940853441 Vaajakummun koulu ✓ ✓ Finland Vaajakoski Partner	Drganisation Details screen. Public IC Legal Name DepartmentBody Non-profit Country City Rol	: Country City R	Role
	Drganisation Details screen.         IC Legal Name       DepartmentBody       Non-profit Country       City       Rol         Szkola Podstawowa im. Henryka       Image: Sienkiewicza w Oblegorku       Image: Sienkiewicza w Oblegorku       Ben	t Country City R Poland Oblęgorek B	Role Beneficiary
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rganisation details are not undated?	Public DepartmentBody Non-profit Country City Rol         IC Legal Name       DepartmentBody       Non-profit Country       City       Rol         Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku       ✓       ¥       Poland       Oblęgorek       Ben         Vaajakummun koulu       ✓       ✓       Finland       Vaajakoski       Part	t Country City R Poland Oblęgorek B Finland Vaajakoski P	Role Beneficiary

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.

File View Setup T	ools Window Help		
🥄 📴 📋 📓	229	ind organisation 🤱 🧻	
🗎 🥪 🦽 🖾		Project Overview	
		Application	Approved amended budget/grant by NA
Project Overview	r î	Project Code 2014-1-UK01-KA201-000229	Calculated Total : 41.905,00
	Organisation Updates	Tager 1 Dis Tager 1 Hard	83 irant : 38.925,00
Project Nationa Project Project Benefic	1 The following organ	isations received updates from	URF:
E Participatin	PIC Organisation	abaal	
E	942367611 Åkraskolan		=
	940649450 école élémentaire Joliot-Cu	ie	
E, Prol	947443330 Szkola Podstawowa im. He	nryka Sienkiewicza w Oblegorku	
	942254606 CEIP Ciudad de Valencia		•
🌡 Leg	Preserve curren	data Copy new organ	nization data
✓ University of the second se	oria Uphill +	Final Grant Amount :	* Total of Transfered/Cashed Amount, calcula Total excluding LPI Payment is created and assigned a status other than planned.
Application	I Budget		
Annexes		Validation Report	· · · · · · · · · · · · · · · · · · ·
Benef. Reports	Procedures	Result Data	Message
Payments	Management	Project: Once upon an Erasmu	us Tale (Traditional Ar The current Project is valid.

#### 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.

eard	:h										
) se	lection	Export									í
	Beneficiary	(GR1-EN)_PIC	Organisation ID	Erasmus Code	Co-Beneficiary	Legal Name	Public DepartmentBody	Country	City		F
0	~	999819644	014829- ORG-00001	F MONTPEL10	×	CENTRE INTERNATIONAL D'ETUDES SUPERIEURES EN SCIENCES AGRONOMIQUES DE MONTPELLIER	~	France	MONTPELLIER	7	[
0	×	999606147	014843- ORG-00009	F CANNES09	×	EURECOM	ж	France	BIOT	Sala P	Î
0	×	949530867	014851- ORG-00001	F PARIS126	×	ECOLE NATIONALE SUPERIEURE D'ARCHITECTURE DE PARIS LA VILLETTE	~	France	PARIS	SAR	Ŵ
0	×	962002448	014851- ORG-00006		×	CHIBA DAIGAKU	~	Japan	Chiba	San P	Ŵ
0	×	961770327	014851- ORG-00004		×	NATIONAL UNIVERSITY CORPORATION KYUSHU UNIVERSITY	~	Japan	FUKUOKA	SAR	Ŵ
0	×	998361734	014851- ORG-00005		×	University of Tokyo	~	Japan	Tokyo	<b>Sala</b>	Ŵ
0	×	999874449	014851- ORG-00002		×	UNIVERSIDAD DE LA REPUBLICA	~	Uruguay	Montevideo	SAR	Ŵ
0	×	998697257	014851- ORG-00007		×	UNIVERSIDAD CENTRAL DE VENEZUELA	~	Venezuela	CARACAS	SAND	ŵ

### 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

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

#### **Detailed steps**

#### 1. Click the project reference.

Click on the project reference to open a project.

Mobility tool		EL01 Greek State Scholarship's Foundation (IKY)
Home Project List elcome ECAS EAC_TRAINING	ā.	
Erasmus+		About the tool
Grant Agreement No National IC 2014=1=UK01=KA201=000229_3 (C*)	User's role in project     beneficiary (Edit Access to Project)	Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.
Lifelong Learning Programme		In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and
Grant Agreement No	National ID	update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National
2013-1-GR1-ERA02-04900		Agency.
2013-1-GR1-ERA10-04983		

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

	Details Org	anisations Contact	s					
European Commission Mobility tool EAC Directo	rate-General for Education	n and Cur						
Project 2014-1-UK01-KA201-000229_3 Detail	s Organisations Contacts	Project Management and Im	olementation Transnational Project Me	eetings				
Intellectual Outputs Multiplier Events Learning, Teaching	and Training Activities Specia	al Needs Support Exceptiona	I Costs Exceptional Cost Guarantee	Budget Reports				
Project Details								
Context information	Project information		Project Access					
Programme: Erasmus+ Key Action: KA2 - Cooperation for innovation and the exchange of good practices Action Type: KA201 - Strategic Partnerships for school education	Partnership Identifier: 201 Grant Agreement No.: 201 National ID: Project Title: Once upon a	14-1-UK01-KA201-000229 14-1-UK01-KA201-000229_3 n Erasmus Tale (Traditional	User's role in project: beneficiary Access to Project: Edit Access to Project Project is locked:					
Call Year: 2014 Round: 1 Start of Project: 01/09/2014	Project Acronym: TAL.E.		History information Created by: NA Staff					
Project Duration (months): 36	Beneficiary Organisa	ation information	Created on: 19/11/2015 11:00:1 Updated by: ECAS EAC_TRAIN	6 NING				
National Agency	(GR1-EN)_PIC: 947443330 Coordinator:		Updated on: 08/12/2015 10:06:	10				
National Agency: PL01 - Foundation for the Development of the Education System For further details about your National Agency, please consult the following page http://ec.europa.eu/programmes/erasmus-plus/tools	Legal Name: Szkola Podsi Sienkiewicza w Oblegorku Business Name: ZPO Oble Full legal name (National	tawowa im. Henryka gorek I Language):						

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

eptional Cost Gua	arantee Budget Reports											
Contacts	3											+ Cre
												_
rcn												
selection 🔥 E	Expert											
PIC La	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Coordinator	Legal Representative	Preferred Contact	
647443330 S	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Henrietta	Cisowskawa		Head Teacher	EAC-TRAINING-18@ec.europa.e	u 004841303	0429 🗸	×	*	×	
947443330 S	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Blaze	Bujalawa		English Teacher	EAC-TRAINING-19@ec.europa.e	u +48413030	(29 🗸	×	×	×	/
942254606 C	CEIP Ciudad de Valencia	Victoria	Martinez Nistal	Education	English Teacher	NoReply@EAC.eu	+34913325	x 888	×	~	*	- /
942254606 C	CEIP Cludad de Valencia	Victoria	Martinez Nistal	Education	English Teacher	NoReply@EAC.eu	+34913325	N 201	×	×	~	= /
942733689 R	RK Basisschool Bernardus	Jasper	Diele	Education	Headteacher	NoReply@EAC.eu	+31652473	728 36	×	~	~	= /
942733689 R	RK Basisschool Bernardus	Ans	Pol	Education	Teacher	NoReply@EAC.eu	+31743494	434 X	×	×	~	
949361796 S	Scoala Gimnaziala Lunca, Pascani	Mariana	Adavidoalei	Education	Director	NoReply@EAC.eu	004073048	1819 X	×	~	<b>~</b>	
949361796 S	Scoala Gimnaziala Lunca, Pascani	Mariana	Adavidoalei	Education	Teacher school counselor	NoReply@EAC.eu	004073048	1819 X	×	×	×	= /
948378216 T	Three Legged Cross First School	Justine	Horn	Education	Headteacher	NoReply@EAC.eu	012028224	90 X	×	~	~	- /
948378216 T	Three Legged Cross First School	Victoria	Uphill	Education	International Schools Co-ordinator	NoReply@EAC.eu	012028224	50 X	×	×	×	- /
940853441 V	Vaajakummun koulu	Jaana	Varis	Education	Headteacher	NoReply@EAC.eu	003514266	4008 X	×	*	*	
940353441 V	Vaajakummun koutu	Marjo	Ruotsalainen	Education	Teacher/coordinator	NoReply@EAC.eu	003514200	4008 X	×	×	×	= /
942367611 A	Airaskolan	Sonia	Enryd	Education	Headteacher	NoReply@EAC.eu	+48224555	17 X	×	~	×	= /
942367611 A	Airaskolan	Helena	Larsson	Education	Class teacher	NoReply@EAC.eu	+48224555	17 X	×	×	~	/
940049450 é	école élémentaire Joliot-Curie	Sylvie	Maurel	Education	Headteacher	NoReply@EAC.eu	016084302	2 34	×	*	~	
940849450 é	école élémentaire Joliot-Curie	Stephanie	Vallin-Livolsi	Education	Teacher	NoReply@EAC.eu	016084302	2 36	×	×	~	
0 25 50	100											$\sim$

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

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

Pro	ject 2014-	1-UK01-KA201-000	0 <b>229_3</b> D	etails Organ	isations Contact	Project	Management and I	Implementatio	n Transna	tional Project Me	etings Ir	ntellectual	Outputs	Multiplier Events			
Le	arning, Teach	ing and Training Activities	Special Need	Is Support E	exceptional Costs	Exceptional	I Cost Guarantee	Budget	Reports								
Lis	t Conta	cts															Create
Se	earch																Q
c	selection	🕹 Export															e
	E PIC	Legal Name		Contact Firs Name	it Contact Last Name	Department	Position	E	nail	Tele	phone 1	Beneficiary	Coordinate	Legal orRepresentative	Preferred Contact		
C	947443330	Szkola Podstawowa im. Henryk Oblegorku	a Sienkiewicza w	Henrietta	Cisowskawa		Head Teacher	E 1	AC-TRAINING- B@ec.europa.eu	004	8413030429	•	×	~	×		P
¢	<b>)</b> 947443330	Szkola Podstawowa im. Henryk Oblegorku	a Sienkiewicza w	Blaze	Bujalawa		English Teacher	E 1	AC-TRAINING- @@ec.europa.eu	+48	413030429	•	×	×	~		P 🔒
¢	942254608	CEIP Ciudad de Valencia		Victoria	Martinez Nistal	Education	English Teacher	N	oReply@EAC.eu	+34	913325888	×	×	*	~		e 🗎
¢	942254608	CEIP Ciudad de Valencia		Victoria	Martinez Nistal	Education	English Teacher	N	oReply@EAC.eu	+34	913325888	×	×	×	~	<b>a</b>	P 🗎
0	942733689	RK Basisschool Bernardus		Jasper	Diele	Education	Headteacher	N	oReply@EAC.eu	+31	652473728	×	×	<b>~</b>	*	<b>a</b>	1
C	942733689	RK Basisschool Bernardus		Ans	Pol	Education	Teacher	N	oReply@EAC.eu	+31	743494434	×	×	×	<b>~</b>		1
C	949361796	Scoala Gimnaziala Lunca, Pa	scani	Mariana	Adavidoaiei	Education	Director	N	oReply@EAC.eu	004	0730481819	×	×	~	~	<b>a</b>	1
¢	949361796	Scoala Gimnaziala Lunca, Par	scani	Mariana	Adavidoaiei	Education	Teacher school count	selor N	oReply@EAC.eu	004	0730481819	×	×	×	×		1
¢	948378218	Three Legged Cross First Scho	ol	Justine	Horn	Education	Headteacher	N	oReply@EAC.eu	012	02822460	×	<b>~</b>	×	~		P 🔒
0	948378216	Three Legged Cross First Scho	ol	Victoria	Uphill	Education	International Schools Co-ordinator	s N	oReply@EAC.eu	012	02822460	×	~	×	~		P 🔒

#### 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.

Contact Details	×
Organisation	Save
Wyższa Szkoła Europejska im. Ks. Józefa Tischnera [Beneficiary]	
T69 Mr	Contact Gender Male
Contuct First Name	Contact Last Name
John	Smith
Department	Poston Administrator
Email johnsmith@email.com	
Legal Representative Preferred Contact	Coses to Project O View Access to Project O View Access to Project O No Access to Project
Legi Address Westerplatte 112	Country Poland
Region	PO. Box
Post Code	CEDEX
City Kraków	Temphone 1 +48126832462
Telephone 2	
Contact Comments	
	Cancel Save

#### 4.2. Allow access to project?

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

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

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

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

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

Checking the box **Preferred Contact** will highlight the contact, in the organisation list, as the preferred person for that organisation. There can only be one preferred contact per organisation. For the beneficiary organisation the preferred contact will receive the automatic notifications when the project data is updated in 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+.

0	election	📥 Export										Ø
	PIC	Legal Name	Contact First Name	Contact Last Name	Department Position	Email	Telephone 1	Benefician	Coordinato	Legal prRepresentative	Preferred Contact	
0	947443330	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Henrietta	Cisowskawa	Head Teacher	EAC-TRAINING- 18@ec.europa.eu	00484130304 <mark>2</mark> 9	~	×	~	×	
0	947443330	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Blaze	Bujalawa	English Teacher	EAC-TRAINING- 19@ec.europa.eu	+48413030429	~	×	×	*	🗖 🖋 ĝ
0	947443330	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Marie	Dupont	French teacher	marie.dupont@emailaddress.com	+48413030429	~	×	×	· ·	🗖 / â

#### 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 <u>amendment</u> 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.

Legal Address	Country	
ul. Gimnazjalna 15	Poland	-
Region	P.O. Box	
Świętokrzyskie	▼ Strawczyn	
Post Code	CEDEX	
26-067		
City	Telephone 1	
Oblęgorek	+48413030429	
Telephone 2		
Contact Comments		
		Cancel Save
	26	

#### 5. Click on "Save".

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

Same as Organisation		
Legal Address	Country	
ul. Gimnazjalna 15	Poland	•
Region	P.O. Box	
Świętokrzyskie	• Strawczyn	
Post Code	CEDEX	
26-067		
City	Telephone 1	
Oblęgorek	+48413030429	
Telephone 2		
Contact Comments		
		Save

#### 6. Click on Delete icon.

Click on the bin icon to delete a contact.

A Please note that the legal representative cannot be deleted.

<ul> <li>selection</li> </ul>	🛓 Export												C
PIC	Legal Name	Contact First Name	Contact Last Name	Department	Position	Email	Telephone 1	Beneficiary	Coordinato	Legal rRepresentative	Preferred Contact		
O 947443330	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Henrietta	Cisowskawa		Head Teacher	EAC-TRAINING- 18@ec.europa.eu	0048413030429	~	×	~	×	■ .	P
O 947443330	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Blaze	Bujalawa		English Teacher	EAC-TRAINING- 19@ec.europa.eu	+48413030429	~	×	×	~	□ .	ø 🔒
O 947443330	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Marie	Dupont		French teacher	marie.dupont@emailaddress.com	+48413030429	~	×	×	*		P 🔒
O 942254606	CEIP Ciudad de Valencia	Victoria	Martinez Nistal	Education	English Teacher	NoReply@EAC.eu	+34913325888	×	×	<b>~</b>	~	<b></b>	ø 🔒

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

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

#### **Detailed steps**

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

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

European Commission Mobility tool	User Status: Logged in: ECAS EA	C_TRAINING - beneficiary [ Log out ]   Legal notice Cr01 - Engine EN
Home Project List Project Details Project Details for 2015-1-FR01-KA107	Dashboard Organisations Contacts	Mobilities Budget Reports
Programme: Erasmus+ Key Action: KA1 - Learning Mobility of Individuals Action Type: KA107 - Higher education student and staff mobility between Programme and Partner Countries Call Year: 2015 Round: 1	Grant Agreement No.: 2015-1-FR01-KA107-014887 Applying on behalf of a consortium?: National ID: Project Title: - Project Acronym:	User's role in project: beneficiary Access to Project: Edit Access to Project Project is locked:
Start of Project: 01/06/2015 End of Project: 31/05/2017 Project Duration (months): 24	Beneficiary Organisation information	Created by: NA Staff Created on: 15/01/2016 11:20.45 Updated by: ECAS EAC_TRAINING Updated on: 15/01/2016 11:20.45
National Agency: FR01 - Agence Erasmus+ France / Education Formation For further details about your National Agency, please consult the following page http://cc.europa.eu/programmes/erasmus-plus/tools/national- agencies/index_en.htm	Business Name: Full legal name (National Language): Erasmus Code: F PARIS001 Consortium Accreditation No.: AAAAA	

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

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

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

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

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

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

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

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

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

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#### 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 <u>How to export and import mobilities with CSV</u>. 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.

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2015-1-FR01-KA1	107-014887	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.

					📥 Mol	bility Tool+ Data Dictio
Export Student Mobilities and the associated Organisations information	Import Status					
Export CSV     Export XLS     Export XLS	Import Date	Import Type	File	User	Role	Status
lease select an Import file for Student Mobilities						
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lease select an Import file for Staff Mobilities ▲ import						
Drop Here Your File(s)						

### **11. Select your document.**

Then **select** your Excel file.

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## 13. Check the "Import Status".

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

Import - Export for 2015-1-FR01-KA107-014887					📥 Mobility 1	īool+ Data Dicti	onary
Export Student Mobilities and the associated Organisations information	Import Status						C
B Evoort CSV	Import Date	Import Type	File	User	Role	Status	
	a few seconds ago	Student	2015-1-FR01-KA107-014887_Mobilities_Export_students.xls	ECAS EAC_TRAINING	beneficiary	Import pending	1
Please select an Import file for Student Mobilities							
Drop Here Your File(s)							

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

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

Import - Export for 2015-1-FR01-KA107-014887					📥 Mobility 1	ſool+ Data Dicti	ionary
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Drop Here Your File(s)							

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

- <u>1. Open your project.</u>
- <u>2. Click the "Mobilities" tab.</u>
- <u>3. Select "Import-Export".</u>
- <u>4. Click the "View Error Log" button.</u>
- <u>5. Click the error lines.</u>
- <u>6. Click the "Close" button.</u>

#### **Detailed steps**

#### 1. Open your project.

Open your project by clicking on the reference number.

Mobility tool		EL01 Gre	eek State Scholarship's Foundation (IKY)
ome Project List	AINING		
Erasmus+			About the tool
Frant Agreement No	National ID	User's role in project	Mobility Tool is the system for the management of mobility projects that received an EU grant under the
2014-1-UK01-KA201-000229_4 🗗		coordinator (View Access to Project)	Lifelong Learning and Erasmus+ programmes. The
2014-1-FR01-KA201-002304 🗷		partner (View Access to Project)	you, as beneficiaries of these projects.
2015-1-FR01-KA204-013204 🗗		beneficiary (Edit Access to Project)	In the Mobility Tool you will be able to provide all the information on your projects, identify participants and
015-1-FR01-KA107-014843		beneficiary	mobilities, complete and update budget information, generate and follow-up participant reports and
2015-1-PL01-KA219-016330_2 🗷		coordinator (View Access to Project)	generate and submit your own report(s) to your
2015-1-PL01-KA201-016343 🗗		beneficiary (Edit Access to Project)	industrial regency.
2014-1-FR01-KA201-008555_1 🗷		beneficiary (Edit Access to Project)	
2015-1-PL01-KA219-016330 3 (2		beneficiary (Edit Access to Project)	

## 2. Click the "Mobilities" tab.

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

European Commission Mobility tool	User Status Logged in ECAS ELO1 Greek State Scholarship's For	EAC_TRAINING - beneficiary ( Log out ) Legal notice (N) - Legal notice (N) - Legal 3N undation (IKY)
Home Project List Project Details Project Details for 2015-1-FR01-KA107-	Organisations * Contacts * Mobilities	Budget Reports Breefictury Expert Subwetted – Project backer
Context information	Project information	Project Access
Programme: Erasmus+ Key Action: KA1 - Learning Mobility of Individuals Action Type: KA107 - Higher education student and staff mobility between Programme and Partner Countries Call Year: 2015 Round: 1	Grant Agreement No.: 2015-1-FR014XA107-014843 Applying on behalf of a consortium?: ☑ National ID: Project Title: - Project Acronym:	User's role in project: beneficiary Access to Project: Edit Access to Project Project is locked: S
Start of Project: 01/06/2015 End of Project: 30/09/2016 Project Duration (months): 16	Beneficiary Organisation information	Created by: NA Staff Created on: 08062/151 0.01.23
National Agency	PIC: 99903257 Legal Name: ECOLE NATIONALE SUPERIEURE DES TECHNIQUES INDUSTRIELLES ET DES MINES DE NANTES Business Name: ecole des mines de nantes	Updated by: ECAS EAC_TRAINING Updated on: 15/04/2016 10:50:40
National Agency: FR01 - Agence Erasmus+ France / Education Formation For further details about your National Agency, please consult the following page http://ec.europa.eu/programmes/erasmus-plus/toot/national- agencies/index_en.htm	Full legal name (National Language): Erasmus Code: F NANTES37 Consortium Accreditation No.: 2015-1-FR01-KA108-014262	

## 3. Select "Import-Export".

#### Select the Import-Export option.

European Commission Mobility tool	User Status Logged in COS EL01 Greek State Scholarship's Fot	CRC_TRAINING - Beneficury ( LOg Gut. ) Legal notice Cret - Again the undation (IKY)
Home Project List Project Details Project Details for 2015-1-FR01-KA107-	Organisations * Contacts * Mobilities * List Mobilities Import - Export	Budget Reports Beenfictary Report Submitted - Project Book
Context information	Project information	Project Access
Programme: Erasmus+ Key Action: KA1 - Learning Mobility of Individuals Action Type: (KA107 - Higher education student and staff mobility between Programme and Partner Countries Call Year: 2015	Grant Agreement No.: 2015-1-FR01-XA107-014843 Applying on behalf of a consortium?: ☑ National ID: Project Title: - Project Title: -	User's role in project: beneficiary Access to Project: Edit Access to Project Project is locked: 🗹
Round: 1 Start of Project: 01/06/2015 End of Project: 30/09/2016		History information
Project Duration (months): 16	PIC: 998503257	Created on: 08/06/2015 10:01:23 Updated by: ECAS EAC_TRAINING
National Agency	Legal Name: ECOLE NATIONALE SUPERIEURE DES TECHNIQUES INDUSTRIELLES ET DES MINES DE NANTES Business Name: ecole des mines de nantes	Updated on: 15/04/2016 10:50:40
National Agency: FR01 - Agence Erasmus+ France / Education Formation For further details about your National Agency, please consult the following page http://fcc.europa.eu/programmes/erasmus-plus/tools/national- agencies/index.en.htm	Full legal name (National Language): Erasmus Code: F IVANTE337 Consortium Accreditation No.: 2015-1-FR01-KA108-014262	

## 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.

port Student Mobilities and the associated Org	ganisations Import Sta	us					2
Export CSV BExport XLS Export XLSX	Import Date	Import Type	File	User	Role	Status	Π
	33 minutes ago	Student	2015-1- FR01-KA107-014887_Mobilities_Export_students.xls	ECAS EAC_TRAINING	beneficiary	Successfully imported 11 mobilities	14
ase select an import file for Student Mobilities	3 months ago	Student	2015 KA107 STUDENTS.csv	Judith Row	lpcoordinator	Successfully importe Viel	v Error Log
	4 months ago	Staff	2015 KA107 staff.csv	Karl Luigi	Ipcoordinator	Successfully import	
Drop Here Your File(s)	4 months ago	Staff	2015 KA107 staff.csv	Jean Dupont	pcoordinator	File could not be imported Download Error Log	View Error Log
	4 months ago	Staff	2015 KA107 staff.csv	Sylvia Roy	Ilpcoordinator	File could not be imported Download Error Log	View Error Log
2015-1-FR01-KA107-0	14843 1						1 2

#### 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.

A 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.

2015-1-FR01-KA107-014843		0
Mandatory field not provided		
		Close
2015-1-FR01-KA107-014843		0
Mandatony field not provided		
Error details	Custom Message	
Error details Cell Number: D3 - Column Name: Type of staff fraining - Mobility ID: 14851-MOB-000 Participant First Name: 'Yuraima - Participant Last Name: MARTIN	Custom Message 11 -	
Error details Cell Number: D3 - Column Name: Type of staff training - Mobility ID: 14851-MOB-000 Participant First Name: Yuraima - Participant Last Name: MARTIN Cell Number: M3 - Column Name: Category of Staff - Mobility ID: 14851-MOB-00011 - Participant First Name: Yuraima - Participant Last Name: MARTIN	Custom Message 11 -	

the <b>Close</b> button to close the error log.		
2015-1-FR01-KA107-014843		
Mandatory field not provided (2)		
Error details	Custom Message	
Cell Number: D3 - Column Name; Type of staff training - Mobility ID; 14851-MOB-00011 - Participant First Name; Yuraima - Participant Last Name; MARTIN		
Cell Number: M3 - Column Name: Category of Staff - Mobility ID: 14851-MOB-00011 - Participant First Name: Yuraima - Participant Last Name: MARTIN		
		N (

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



## 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**

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

## **Detailed steps**

Mobility tool		EL01 Greek State Scholarship's Foundation (IKY)
ome Project List		
Lifelong Learning Programme		About the tool
Crant Agreement No 2013–1–GR1–ERA02–04900 2013–1–GR1–ERA10–04983	National ID	Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.
		In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participants reports and generate and follow-up



#### 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.

selection i	🗻 Export							ř.
	Participating Organisation			Role		Total		
0	Hitomizu			Bene	iciary	0,00 €	<b>A</b>	
0	UNIVERSIDAD COMPLUTENS	E DE MADRID		Partn	er	0,00 €	-	
0	UNIVERSITAT AUTONOMA DE	BARCELONA		Partn	er	0,00 €	-	
° /7	UNIVERSITAT DE BARCELON	A		Partn	er	0,00 €	dit .	
	UNIVERSITE DE LIEGE			Partn	er	0,00 €	di n	
•	UNIVERSITEIT GENT			Partn	er	25.001,00 €	<b>A</b>	
Total						25.001,00 €		
10 25 5	50 100							

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

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

Project M	anagement and Implementation		
Search			Q
⊙ selection	≛ Export		C
	Participating Organisation	Role	Total
0	Hitomizu	Beneficiary	0,00 € 🛷
0	UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0,00 € 🧳
0	UNIVERSITAT AUTONOMA DE BARCELONA	Partner	Click the pencil icon to ed
0	UNIVERSITAT DE BARCELONA	Partner	0,00 €
0	UNIVERSITE DE LIEGE	Partner	0,00 €
•	UNIVERSITEIT GENT	Partner	25.001,00 € 🛷
Total	1		25.001,00 €



### 5. Click on the save icon.

	Participating Organisation	Role	Total
0	Hitomizu	Beneficiary	0,00 €
0	UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0,00 €
0	UNIVERSITAT AUTONOMA DE BARCELONA	Partner	
0	UNIVERSITAT DE BARCELONA	Partner	Click the save icon
0	UNIVERSITE DE LIEGE	Partner	0,00 €
•	UNIVERSITEIT GENT	Partner 23500	
	Total		25.001,00 €

#### Data successfully saved

Г

	Participating Organisation	Role	Total
0	Hitomizu	Beneficiary	0,00 € 🖉
0	UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0,00 € 🖉
0	UNIVERSITAT AUTONOMA DE BARCELONA	Partner	0,00 € 🖉
0	UNIVERSITAT DE BARCELONA	Partner	0,00 € 🖉
0	UNIVERSITE DE LIEGE	Partner	0,00 € 🖉
0	UNIVERSITEIT GENT	Partner	23.500,00 € 🖉
	Total	Data successfully saved	23.500,00 €

#### 6. Add a comment.

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

	win Export			R.
	Participating Organisation	Role	Total	
0	Hitomizu	Beneficiary	0,00€	din .
0	UNIVERSIDAD COMPLUTENSE DE MADRID	Partner	0,00€	di n
0	UNIVERSITAT AUTONOMA DE BARCELONA	Partner	0,00€	den a
0	UNIVERSITAT DE BARCELONA	Partner	0,00€	den a
0	UNIVERSITE DE LIEGE	Partner	0,00 €	di n
0	UNIVERSITEIT GENT	Partner	23.500,00 €	ø
		4.0	proved Rudget (by National Agency	
		Ab	proved Budger (by National Agency	) 63.000,00
he total reque	sted amount is different from the total calculated amount (taking into account	The maximum allowed amount), please explain why:	proved Budger (by National Agency	) 63.000,00 (
he total reques	sted amount is different from the total calculated amount (taking into account is different due to a reduction	Au	proved Budget (by National Agency	) 63.000,001
e total reques	sted amount is different from the total calculated amount (taking into account is different due to a reduction	Au	proved Budget (by National Agency	1954 character

#### **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**

- <u>1. Click on the project reference.</u>
- <u>2. Open the "Transnational Project Meetings tab".</u>
- <u>3. Click the "+Create" button.</u>
- <u>4. Fill in the meeting details.</u>
- <u>5. To save the details and to add participants, click the "Save" button.</u>
- <u>6. The participants section appears.</u>
- <u>7. Click the "+Create" button to add a Participants Form.</u>
- <u>8. Fill in the details.</u>
- <u>9. Click the "Save" button.</u>
- <u>10. The "Participants" list appears.</u>
- <u>11. Click on "Back to list" to return to the previous screen.</u>
- <u>12. Click the edit icon.</u>
- <u>13. Click on delete icon to delete.</u>

#### **Detailed steps**

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

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

European Commission	User Status: Logged in: ECAS EAC_TRAINING - beneficiary [ Log out ] Legal notice EAC - English (D)
Mobility tool	EL01 Greek State Scholarship's Foundation (IKY)
Home Project List	
Velcome ECAS EAC_TRAINING	
Lifelong Learning Programme	About the tool
Grant Agreement No National ID	Mobility Tool is the system for the management of mobility projects that received
2013-1-GR1-ERA02-04900	an EU grant under the Lifelong Learning and Frasmus+ programmes. The Tool is developed
2013-1-GR1-ERA10-04983	by the European Commission for you, as beneficiaries of these projects.
	In the Mobility Tool you will be able to provide
Erasmus+	all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and
Grant Agreement No National ID User's role in project	submit your own report(s) to your National Agency.
2014-1-UK01-KA201-000229_3 3 beneficiary (Edit Access to 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.

roject 2014-1	-UK01-KA201-000229_3	Details	Organisations	Contacts	Project Manag	ement and Implementation	Transnationa	I Project Meetings	Intellectual Outputs	
Multiplier Events	Learning, Teaching and Training A	ctivities	Special Needs Su	pport Ex	ceptional Costs	Exceptional Cost Guarantee	Budget	Reports		
⊙ selection										0
No record										

#### 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.

oject 2014-1	-UK01-KA201-000229_3	Details	Organisations	Contacts	Project Mana	gement and Implementation	Transnational	Project Meetings	Intellectual Outputs
Multiplier Events	Learning, Teaching and Training A	Activities	Special Needs Su	pport Ex	ceptional Costs	Exceptional Cost Guarantee	e Budget	Reports	
ransnatior	nal Project Meetings	6							+ Create
search								Click the	e "+Create" button
⊙ selection									£

#### 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.

1 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).

eeting ID			Meeting Title			
229_3-TPM-00001			Conference			
roject Duration 01/09/2014						31/08/20
lart Date			End Date			
04/11/2015		<b>#</b>	04/11/2015			6
eceiving Organisation	Receiving Country				Receiving City	
Szkola Podstawowa im. Henryka Sienkiewic: 💌	Poland			-	Oblęgorek	

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

back to list Transnational Project Meetin	igs		
Meeting ID 229. 3-TPM-00001		Meeting Title	
Project Duration 0109/2014		End Date	31/08/2017
04/11/2015		04/11/2015	
Receiving Organisation Szkola Podstawowa im. Henryka Sienkiewic: 💌	Receiving Country Poland		Receiving City Oblęgorek Click the "Save" button Cancel Save

#### 6. The participants section appears.

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

·	IK01-KA201-00	0229_3	Details	Organisations	Contacts	Project Manage	ment and Implementa	tion Transnational Project M	ootingo
Intellectual Outputs	Multiplier Events	Learning,	Teaching an	nd Training Activities	s Specia	al Needs Support	Exceptional Costs	Exceptional Cost Guarantee	Budget
Reports									
back to list Tran	snational Pi	roject N	leetin	qs					
		,		0					
									C# Edit
Meeting ID						Meeting Title			
229_3-TPM-0000	01					Conference			
Project Duration	01/09/2014								31/08/2017
						End Date			
Start Date									
04/11/2015					<b>#</b>	04/11/2015			<b>#</b>
Start Date 04/11/2015 Receiving Organisatio	on		F	Receiving Country		04/11/2015	Receivi	ng City	<b>#</b>
Start Date 04/11/2015 Receiving Organisatio Szkola Podstav	on wowa im. Henryka	Sienkiewic	F : _	Receiving Country Poland	<b>#</b>	04/11/2015	Receivi	ng City ęgorek	
Start Date 04/11/2015 Receiving Organisatio Szkola Podstav	on vowa im. Henryka	Sienkiewic	۹ : ۲	Receiving Country Poland		04/11/2015	Receivi V Oble	ng City ggorek	
Start Date 04/11/2015 Receiving Organisatic Szkola Podstav	on wowa im. Henryka	Sienkiewic	F	Receiving Country Poland		04/11/2015	Receivi V Oble	ng City ggorek	<u></u>
Start Date 04/11/2015 Receiving Organisatik Szkola Podstav Participants	on wowa im. Henryka S	Sienkiewic	۹ پ :	Receiving Country Poland		04/11/2015	Receivi	ng City ęgorek	+ Create
Start Date 04/11/2015 Receiving Organisation Szkola Podstav Participants	on wowa im. Henryka S	Sienkiewic	۲ ۲	Receiving Country Poland		04/11/2015	Receivi	ng City ęgorek	+ Create
Start Date 04/11/2015 Receiving Organisation Szkola Podstav Participants Search	on wowa im. Henryka S	Sienkiewic	۲ ۲	Receiving Country Poland		04/11/2015	Receivi Dble	ng City egorek	+ Create
Start Date 04/11/2015 Receiving Organisatic Szkola Podstav Participants Search	on wowa im. Henryka S	Sienkiewic	F	Receiving Country Poland		04/11/2015	Receivi Dble	ng City ggorek	+ Create
Start Date 04/11/2015 Receiving Organisatis Szkola Podstaw Participants Search © selection	on wowa im. Henryka S	Sienkiewic	۹ ۱	Receiving Country Poland		04/11/2015	Peceivi Dble	ng City ęgorek	+ Create
Start Date 04/11/2015 Receiving Organisation Szkola Podstav Participants Search © selection	on wowa im. Henryka	Sienkiewic	₹ 	Receiving Country Poland		04/11/2015	Receivi Dble	ng City ggorek	+ Create
Start Date 04/11/2015 Receiving Organisatik Szkola Podstav Participants Search © selection No record	on wowa im. Henryka S	Sienkiewic	3	Receiving Country Poland		04/11/2015	Color Color	ng City egorek	+ Create

## 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.

oject 2014-1-UK01-KA201-000229_3	Details Organisations Contacts	Project Management and Implementation	Transnational Project Meetings
ntellectual Outputs Multiplier Events Learning, Tea	ching and Training Activities Specia	I Needs Support Exceptional Costs Exc	ceptional Cost Guarantee Budget
Reports			
ack to list Transnational Project Me	etings		
			C≇ Edit
Meetinn ID		Meeting Title	
229 3-TPM-00001		Conference	
Start Date		End Date	5100/2011
04/11/2015	<b>*</b>	04/11/2015	<b>*</b>
Receiving Organisation Szkola Podstawowa im. Henryka Sienkiewic	Receiving Country Poland	Receiving City	/ •k
Participants			+ Create
Search			٩
© selection			c

#### 8. Fill in the details.

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

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

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

Meeting			
Meeting ID: 229_3-TPM-00001 Receiving Organisation: Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Meeting Title: Conference Receiving Country: Poland	Start Date: 04/11/2015 Receiving City: Oblęgorek	End Date: 04/11/2015
	Fill in the d	etails	
Participant Form	5		
	V	Danding Opportunities	
10		Szkola Podstawowa im. Hen	ryka Sienkiewicza w Oblegorku
			· · · · · · · · · · · · · · · · · · ·
Sending Country	_	Sending City	
Poland		Oblęgorek	
Distance Band Link to distance calculator		Grant per participant	
100 - 1999 km		5/5	
Total (Calculated)		Total (Adjusted)	
5750		5750	

#### 9. Click the "Save" button.

Meeting			
Meeting ID: 229_3-TPM-00001 Receiving Organisation: Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Meeting Title: Conference Receiving Country: Poland	Start Date: 04/11/2015 Receiving City: Oblegorek	End Date: 04/11/2015
Participant Form			
Number of Participants		Sending Organisation	
10		Szkola Podstawowa im. Henryka	Sienkiewicza w Oblegorku 🗸
Sending Country		Sending City	
Poland	•	Oblęgorek	
Distance Band Link to distance calculator		Grant per participant	
100 - 1999 km	•	575	
Total (Calculated)		Total (Adjusted)	
5750		5750	Click the "Save" button
			Cancel Save

## **10.** The "Participants" list appears.

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

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

Dack to list Transnational Project Meetings							
						C	Edi
Meeting ID		Meeting Title					
229_3-TPM-00001		Conferenc	e				
Project Duration 01/09/2014						31/	08/20
Start Date		End Date					
04/11/2015	<b>#</b>	04/11/2015					Ê
Receiving Organisation Receiving Country Szkola Podstawowa im. Henryka Sienkiewic V Poland			Ţ	Receiving City Oblęgorek			
Participants							
Participants						+ Cre	eate
							_
Search							0
© selection The Participants line	appear	s in the list.					C
Number of Sending Organisation Country	Sendin City	g Distance Band	Grant per participant	Total (Calculated)	Total (Adjusted)		
O 10 Szkola Podstawowa im. Henryka Poland Sienkiewicza w Oblegorku	Oblęgo	orek 100 - 1999 km	575	5,750.00€	5,750.00€	🗖 🖉 (	Ì
Total				5,750.00 €	5,750.00€		
10 25 50 100							

ack to list Transnational Project Meetings						
						C
lecting ID		Meeting Title				
229_3-TPM-00001		Conference				
Project Duration						31/0
tart Date		End Date				
04/11/2015	<b></b>	04/11/2015				
eceiving Organisation Receivin	g Country			Receiving City		
Szkola Podstawowa im. Henryka Sienkiewic 👻 Pola	nd		Ψ.	Oblęgorek		
Participants						+ Cre
Search						
© selection The Participan	its line appears	in the list.				
Number of Aller	Condina Condina	Distance	Constant	Total	Tatal	
Participants Sending Organisation	Country City	Band	participant	(Calculated)	(Adjusted)	
O 10 Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Poland Oblego	rek 100 - 1999 km	575	5,750.00 €	5,750.00€	🗖 🖋 í
Total				5,750.00 €	5,750.00 €	
10 25 50 100						
10 25 50 100						
12. Click the edit icon.						
	e nencil icor	n to edit				
ni reduire to make changes click on th	e perien icoi					
ou require to make changes click on th						_
DU require to make changes click on th						
ansnational Project Meetings						
ansnational Project Meetings					Click	the edit icon.
ansnational Project Meetings					Click	the edit icon.

#### 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.

arch									
selection							Clic	k the dele	ete icon.
Meeting ID	Meeting Title Start Date	End Date	Receiving Organisation	Receiving Coun	ntryReceiving Cit	Number of Pa	articipants Total (Calculated)To	tal (Adjusted)	$\sim$
	001 Conference 04/11/201	5 04/11/2015	Szkola Podstawowa im. Henryka Sienkiewicza w Oblegorku	Poland	Oblęgorek	10	5,750.00 €	5,750.00 €	🔲 🖉 🗄
229_3-TPM-00	Con Contenence Contribution								

#### **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**

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

## **Detailed steps**

Buropean Commission Mobility tool	EL01 Greek State Scholarship's Foundation (IKY)
Home Project List	
elcome ECAS EAC_TRAINING	
Lifelong Learning Programme	About the tool
Grant Agreement No National ID	Mobility Tool is the system for the management of mobility projects that received an EU grant under
2013-1-GR1-ERA02-04900 2013-1-GR1-ERA10-04983	the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these
	In the Mobility Tool you will be able to provide all
Erasmus+	participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your
	own report(s) to your National Agency.

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

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

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

European Commission Mobility tool EAC Director	ate-General for Education and Culture	
Project 2015-1-PL01-KA201-016343 Details	Organisations Contacts Project Management and Implementation Tran	nsnational Project Meetings Intellectual Outputs
Multiplier Events Learning, Teaching and Training Activities	Special Needs Support Exceptional Costs Exceptional Cost Guarantee	Budget Reports
Project Details		Ц
Context information	Project information	Project Access
Programme: Erasmus+ Key Action: KA2 - Cooperation for innovation and the exchange of good practices Action Type: KA201 - Strategic Partnerships for school education	Grant Agreement No.: 2015-1-PL01-KA201-016343 National ID: Project Title: Project Title_13032015 Project Acromym: Project Acromym_13032015	User's role in project: beneficiary Access to Project: Edit Access to Project Project is locked:
Call Year: 2015 Round: 1 Start of Project: 01/09/2015 End of Project: 01/09/2018	Beneficiary Organisation information	History information Created by: NA Staff
Project Duration (months): 36	(GR1.EN_PIC: 953132380 Legal Name: Hitomizu	Created on: 18/03/2016 15:46:10 Updated by: NA Staff Updated on: 21/03/2016 17:05:46
National Agency	Full legal name (National Language):	
National Agency: PL01 - Foundation for the Development of the Education System For further details about your National Agency, please consult the following page http://ec.europa.eu/programmes/erasmus-plus/tools/national- agencies/index_en.htm	•	

## 3. Click on "+Create".

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

Project 2015-1-PL01-KA201-0163	43 Details	Organisations	Contacts	Project Managem	ent and Implementation	Trans	national Pr	oject Meetings	Intellectual Outputs	
Multiplier Events Learning, Teaching and	raining Activities	Special Need	s Support	Exceptional Costs	Exceptional Cost Gua	rantee	Budget	Reports		
Intellectual Outputs										+ Create
Search										۹
										Ø
No record found										
							Appro	ved Budget	(by National Age	ncy) 906,00 €

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

Fill in the blank fields.

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

A 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.

Output Identification O1	•	Output title Seminar			Save
Project Duration 01/09/2015					01/09/2018
Start Date			End Date		
01/03/2016		<b>#</b>	02/03/2016		<b>m</b>
Available Language 1 English	•	Available Language 2 French	•	Available Language 3 Polish	•
Available Media 1		Available Media 2		Available Media 3	
Software	-	Social Media	•	Internet	•
Intellectual Output Detailed Description Seminar on the importance of traditional s	tories, langı	age in a modern Europe.			
					1922 characters left Cancel Save

#### 5. Click on "Save".

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

							_
Nutruit Identification		Output title					Save
01	•	Seminar					
Project Duration							01/09/2018
start Date				End Date			
01/03/2016			<b>#</b>	02/03/2016			<b>#</b>
vailable Language 1		Available Language 2				Available Language 3	
English	•	French			•	Polish	-
wailable Media 1		Available Media 2				Available Media 3	
Software	•	Social Media			•	Internet	•
stallastual Autout Datailad Description							
Seminar on the importance of traditiona	stories, lang	uage in a modern Fu	rope				
	5101100, 10119		. op ol				
							.ii 1922 characters left
							Save

## 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.

Intellectual Outputs					G≇ Edit
Output Identification O1	v Semi	itle nar			
Project Duration					01/09/2018
Start Date			End Date		
01/03/2016		<u> </u>	02/03/2016		<b>m</b>
Available Language 1	Availabl	e Language 2		Available Language 3	
English	~ Free	ich	Ψ.	Polish	Ţ
Available Media 1	Availabl	e Media 2		Available Media 3	
Software		al Media	-	Internet	*
Intellectual Output Detailed Description					
Seminar on the importance of trad	litional stories, language in a	modern Europe.			
			To add an Or	ganisation, click the "+C	reate" button
					$\sim$
Ormaniaatiana					
Organisations					+ Create
Search					Q
					C
					Q

#### 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.

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

igal Name	Country		Leading?
Hitomizu	• Belgium		
MANAGERS		· .	
b. Of Working Days	Daily Rate	Total (Calculated)	
10	280	2800	
IDAGILLA INVIRENSI RESEARCIERSI I GUTI WORKER			
6. Of Working Days 10	Daily Rate 214	Total (Calculated) 2140	
TECHNICIANS			
. Of Working Days	Daity Rate	Total (Calculated)	
10	162	1620	
ADMINISTRATIVE SUPPORT STAFF			
. Of Working Days	Daily Rate	Total (Calculated)	
10	<b>1</b> 131	1310	

#### 8. Click on "Save".

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

			Sav
egal Name	Country	Leading?	
Hitomizu	- Belgium		
MANAGERS			
o. Of Working Days	Daily Rate	Total (Calculated)	
10	280	2800	
TEACHERS/TRAINERS/RESEARCHERS/YOUTH W	ORKER		
io. Of Working Days	Daily Rate	Total (Calculated)	
10	214	2140	
TECHNICIANS			
io. Of Working Days	Daily Rate	Total (Calculated)	
10	162	1620	
ADMINISTRATIVE SUPPORT STAFF			
io. Of Working Days	Daily Rate	Total (Calculated)	
10	131	1310	
			Sav

#### 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**.

		on should																
tellect	tual	Outpi	uts															C
ut Identific	ication						Output title											
01						~	Seminar											
oct Durati	tion	01/09/2015																01//
t Date										End Date								
/03/2016	6								<b>m</b>	02/03/2016								
able Lang	ouage 1						Available Langua	ae 2					Available Languag	e 3				
nglish	Judgo I					~	French	<b>J</b> o 2				-	Polish					
thie Media													AVAIIADIA MARIA 3					
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oftware ectual Out minar of	ia 1 utput Deta on the i	ailed Dese importar	cription	aditional storie	es, langua		Available Media 2 Social Medi	: ia				Y	Internet				•	c
oftware actual Out minar of ganis	ia 1 utput Detu on the i satioi	ailed Desa importar	cription	aditional storie	es, langua	v ge in a mode	Available Media 2 Social Medi	ia				<b>v</b>	Internet				+	С
arch	ia 1 utput Deta on the i	ailed Dese Importar	cription	aditional storie	es, langua	v	Available Media 2 Social Medi	ia				<b>v</b>	Internet				+	c
ganis	ia 1 atput Deta on the i	ailed Desc importar	cription	aditional storie	es, langua	ge in a mode	Available Media 2 Social Medi	a					Internet					С
ganis	atput Deta on the i sation	ailed Dese importar INS	cription	aditional storie	es, langua	v sige in a mode	Available Media 2 Social Medi	a					Internet					с
ganis	in a 1	ailed Dese importar ns	cription nce of tr	aditional storie	es, langua	v ge in a mode	Available Media 2 Social Medi	a					Internet					c
ganis arch	in المعادي sation the i	ailed Dess importar NS	cription	aditional storie Staff Category Managers	es, langua	y sige in a mode	Available Media 2 Social Medi rn Europe.	a	Youth Worker	Technicians			Administrative sup	port staff		- Totats		c
ganis. arch selection selection	in 초	ns Leading?	cription toce of tr	aditional storie Staff Calegory Managers No. Of Working Days	os, langua Daily Rate	ge in a mode	Available Media 2 Social Medi rm Europe. Teachers/Tainers/R No. Of Working Days	a a esearchers/ Daily Rate	Youth Worker Total Total	Technicians No. Of Working Days	Daily Rate	Total [Calculated]	Administrative sup No. Of Working Days	port staff Daily Rate	Total (Calculated)	Totals Total (Calouted)	•	c
ectual Out ectual Out minar of sarch ) selection Lega Name Name	ia 1 stput Dete sation the i sation sation sation sation sation	ailed Dess importar NS & Export	Country Belgium	aditional storie	Daily Rate 200.00 €	v Ige in a model (Calculated) 2.800,00 €	Available Media 2 Social Medi rm Europe. Teachers/frainers/R No. Of Working Days 10	essarchers/T Daily Rate 214.00 €	Youth Worker Tetal (Calculated) 2.140.00 €	Technicians Ho. Of Vorking Days 10	Daily Rate 162.00 €	Total (Calculated) 1.020.00 (C	Administrative sup No. Of Viorking Days	port staff Daily Rate 131,00 €	Total (Calculated) 1.110.00 €	Totals Totals Totals (Calculated) 7.870.00 €	+	Cr

## **10. Edit and Intellectual Output.**

To modify an Intellectual Output, click the pencil icon.

arch	1												
) sele	ection 🕹 Expo	t											
			Staff Category										
			Managers		Teachers/Trainers/Rese	earchers/Youth Worker	Technicians		Administrative suppo	rt staff		1	
	Output Identification	Output title	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	Totals	Y	
>	01	Seminar	10	2.800,00 €	10	2.140,00 €	10	1.620,00 €	10	1.310,00 €	7.870,00 €		PÉ
otal			10	2.800,00 €	10	2.140,00 €	10	1.620,00 €	10	1.310,00 €	7.870,00 €		
10	25 50 10	0											

## **11. Delete an Intellectual Output.**

To delete an Intellectual Output, click the bin icon.

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

arci	n											
) sel	ection 🕹 Expo	rt										
			Staff Category									
			Managers		Teachers/Trainers/Rese	earchers/Youth Worker	Technicians		Administrative suppo	ort staff		1
	Output Identification	Output title	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	No. Of Working Days	Total (Calculated)	Totals	7
>	01	Seminar	10	2.800,00 €	10	2.140,00 €	10	1.620,00 €	10	1.310,00 €	7.870,00 €	
otal			10	2.800,00 €	10	2.140,00 €	10	1.620,00 €	10	1.310,00 €	7.870,00 €	
10	25 50 10	00										

## **Multiplier Events**

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

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

#### Quick steps

- <u>1. Click on the project reference.</u>
- <u>2. Click on the menu item "Multiplier Events".</u>
- <u>3. Click the "+Create" button.</u>
- <u>4. Fill in the details.</u>
- <u>5. Click on "Save".</u>
- <u>6. Click on "+Create" to create the Budget.</u>
- <u>7. Fill in the details.</u>
- <u>8. Click on "Save".</u>
- <u>9. Check the "Total (Calculated)" amount and click on "Back to list".</u>
- <u>10. "Edit" a Multiplier Event.</u>
- <u>11. "Delete" a Multiplier Event.</u>

#### **Detailed steps**

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

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

Home         Project List           Calconne ECAS EAC_TRAINING	C European Commission Mobility tool		EL01 Greek Stat	ate Scholarship's Foundation (IKY)
Erasmus+     About the tool       Grant Agreement No     National ID     User's role in project       10141112001142201100027294102     coordinator (View Access to Project)       1014111200114200110027294102     partner (View Access to Project)       1015111200114200110027294102     partner (View Access to Project)       1015111200114200110027294102     beneficiary (Edit Access to Project)       1015111200114201100104301202     coordinator (View Access to Project)       1015111200114201100104301110     beneficiary (Edit Access to Project)       10151112001142011001043011120     beneficiary (Edit Access to Project)       10151111200114201010030551107     beneficiary (Edit Access to Project)       1015111200114201010030551107     beneficiary (Edit Access to Project)       10151111111111111111111111111111111111	Home Project List	NING		
Cant Agreement No     National D     User's role in project       0014 - 1.001 / AL2010-002229.172     coordinator (View Access to Project)       0014 - 1.001 / AL2010-00229.172     partner (View Access to Project)       0015 - 1.701 / AL201-0010217     beneficiary (Edit Access to Project)       0015 - 1.701 / AL201-00103172     beneficiary (Edit Access to Project)       0015 - 1.701 / AL201-00103172     beneficiary (Edit Access to Project)       0015 - 1.701 / AL201-00103172     beneficiary (Edit Access to Project)       0015 - 1.701 / AL201-00103172     beneficiary (Edit Access to Project)       0015 - 1.701 / AL201-00103172     beneficiary (Edit Access to Project)       0015 - 1.701 / AL201-00103172     beneficiary (Edit Access to Project)       0015 - 1.701 / AL201-00103172     beneficiary (Edit Access to Project)       0015 - 1.701 / AL201-00103172     beneficiary (Edit Access to Project)       0015 - 1.701 / AL201-00103172     beneficiary (Edit Access to Project)       0015 - 1.701 / AL201-00103172     beneficiary (Edit Access to Project)       015 - 1.701 / AL201-00130172     beneficiary (Edit Access to Project)       015 - 1.701 / AL201-00130172     beneficiary (Edit Access to Project)       015 - 1.701 / AL201-00130172     beneficiary (Edit Access to Project)       015 - 1.701 / AL201-00130172     beneficiary (Edit Access to Project)       015 - 1.701 / EAD02-04898	Erasmus+			About the tool
1014-1-14001-X4201-0002204.112     coordinator (View Access to Project)       1014-1-14001-X4201-00220412     partner (View Access to Project)       1015-1-1701-X4204-0120412     beneficiary (Edit Access to Project)       1015-1-1701-X4201-0045352.172     beneficiary (Edit Access to Project)       1015-1-1701-X4205-0045352     beneficiary (Edit Access to Project)       2015-1-1701-X4205-004535     beneficiary (Edit Access to Project)       2015-1-1701-K4205-045935     beneficiary (Edit Access to Project)       2015-1-1701-K4205-045988     beneficiary (Edit Access to Project)       2015-1-1701-K4205-045978     beneficiary (Edit Access to Project)	Grant Agreement No	National ID	User's role in project	Mobility Tool is the system for the management of mobili
1014-1-17801-XAX01-0023041     partner (View Access to Project)       1015-1-1701-XAX04-0223041     beneficiary (Edit Access to Project)       1015-1-1701-XAX14-01-0023052     coordinator (View Access to Project)       1015-1-1701-XAX14-01-0023052     beneficiary (Edit Access to Project)       1015-1-1701-XAX01-001404172     beneficiary (Edit Access to Project)       1015-1-1701-XAX01-001404375     beneficiary (Edit Access to Project)       2013-1-1701-KAX01-004355     beneficiary (Edit Access to Project)       2013-1-1701-KAX01-004355     beneficiary (Edit Access to Project)       2013-1-1701-KAX0-004355     beneficiary (Edit Access to Project)       2013-1-1701-KAX0-004355     beneficiary (Edit Access to Project)       2013-1-1701-KAX0-004355     beneficiary (Edit Access to Project)       2013-1-1701-KAX0-004978     b	2014-1-UK01-KA201-000229_4 🗗		coordinator (View Access to Project)	Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as
1013-11-2014A04-01204E     beneficiary (Edit Access to Project)       1013-11-2014A04-01204E     coordinator (View Access to Project)       1013-11-2014A01-001303_122     coordinator (View Access to Project)       1013-11-2014A01-001303_122     beneficiary (Edit Access to Project)       11     beneficiary (Edit Access to Project)       11     beneficiary (Edit Access to Project)       12     beneficiary (Edit Access to Project)       13     beneficiary (Edit Access to Project)       13     beneficiary (Edit Access to Project)       13     beneficiary (Edit Access to Project)       14     beneficiary (Edit Access to Project)       15     beneficiary (Edit Access to Project)       16     beneficiary (Edit Access to Project)       17     beneficiary (Edit Access to Project)       16     beneficiary (Edit Acces	2014-1-FR01-KA201-002304 (2*)		partner (View Access to Project)	beneficiaries of these projects.
1013-11-RU12X419-0103102127     coordinator (View Access to Project)       1013-11-RU12X4219-0103102127     beneficiary (Edit Access to Project)       1015-11-R012K4219-010305217     beneficiary (Edit Access to Project)       1015-11-R012K4219-0103102177     beneficiary (Edit Access to Project)       1015-11-R012K4201-010310217     beneficiary (Edit Access to Project) <td< td=""><td>2015-1-FR01-KA204-013204 🗹</td><td></td><td>beneficiary (Edit Access to Project)</td><td>In the Mobility Tool you will be able to provide all the information on your projects, identify participants and</td></td<>	2015-1-FR01-KA204-013204 🗹		beneficiary (Edit Access to Project)	In the Mobility Tool you will be able to provide all the information on your projects, identify participants and
Image: Control (Control (Contro) (Contro) (Contro) (Contro) (C	2015-1-PL01-KA219-016330_2 @		coordinator (View Access to Project)	mobilities, complete and update budget information, generate and follow-up participant reports and generate
1011-11:70:11:32:001-003555_1 CZ         beneficiary (Edit Access to Project)           1015-11:70:11:32:015:10:01:12"         beneficiary (Edit Access to Project)           Image: International Distribution of the Distributico of the Distrebutico of the Distributico of the Distributico of th	2015-1-PL01-KA201-016343 🖾		beneficiary (Edit Access to Project)	and submit your own report(s) to your National Agency.
Isissered	2014-1-FR01-KA201-008555_1 @		beneficiary (Edit Access to Project)	
Crant Agreement No     National ID       2013-1-CR1-ERA02-04935     2013-1-CR1-ERA02-04898       2013-1-CR1-ERA04-04978     2013-1-CR1-ERA04-04978	2015-1-PL01-KA219-016330_3 (2)		beneficiary (Edit Access to Project)	
Krant Agreement No     National ID       2013-1-CR1-ERA02-04935     2013-1-CR1-ERA02-04898       2013-1-CR1-ERA04-04978     2013-1-CR1-ERA04-04978	Eifelong Learning Programn	ne		
2013-1-GR1-ERA02-04935 2013-1-GR1-ERA04-04978 2013-1-GR1-ERA04-04978	Grant Agreement No		National ID	
2013-1-CR1-ERA02-04898 2013-1-CR1-ERA04-04978	2013-1-GR1-ERA02-04935			
2013-1-GR1-ERA04-04978	2013-1-GR1-ERA02-04898			
	2013-1-GR1-ERA04-04978			

#### 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.

Project 2015-1-PL01-KA201-0163	43 Details Organ	nisations Contacts	Project Management and Impl	ementation	Transna	ational Project Meetings	Intellectual Outputs	Multiplier Event:
Learning, Teaching and Training Activities	Special Needs Support	Exceptional Costs	Exceptional Cost Guarantee	Budget	Reports			TA
Project Details								4
Context information		Project infor	mation			Project Access		
Programme: Erasmus+ Key Action: KA2 - Cooperation for innovatior of good practices Action Type: KA201 - Strategic Partnership: education	n and the exchange s for school	Grant Agreeme National ID: Project Title: P Project Acrony Partnershin bet	nt No.: 2015-1-PL01-KA201-016 roject Title_13032015 m: Project Acronym_13032015 tween regions: 🔀	343		User's role in project Access to Project: E Project is locked:	ct: beneficiary idit Access to Project ]	
Call Year: 2015 Round: 1					History information			
Start of Project: 01/09/2015 End of Project: 01/09/2018		Beneficiary	Organisation information		Created by: NA Staff Created on: 18/03/2016 15:46:10			
Project Duration (months): 36		PIC: 953132380 Legal Name: H	itomizu			Updated by: NA Sta Updated on: 21/03/2	ff 016 17:05:46	
National Agency		Business Name: Hitomizu Full legal name (National Language):						
National Agency: PL01 - Foundation for the Education System For further details about your National Agenc the following page http://ec.europa.eu/programmes/erasmus-plu agencies/index_en.htm	Development of the y, please consult us/tools/national-							

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

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

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

ellectual	Outputs	Aultiplier	Events Le	aming. Teaching a	ind Training Activities S	pecial Needs Support	Exceptional Co:	ts Exceptional C	ost Guarantee	Budget	Reports
				g,		Provide a particular a partic					
ultipli	ier Even	ts							1		+ Creat
										~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
arch											c
selectio	on 📥 Exp	ort									0
				Let Here at		C	N. 7	C			
	Event	Event	Event	Outputs	Country of	Grant Rate per	No. of	Grant Rate per	No of Local	Total	
		The	Description	Covered	OrganiserOrganisatio	Participant	Participants	Participant	Participants	(Adjusted)	
l lo	dentification	little									
#### 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.

Activity						
						Save
event Identification		Event Title			Country of Venue	
E1	•	Seminar			Poland	•
event Description						
Seminar on the importance	of traditional s	tories, language and cult	ture in a modern Eur	ope.		
						1010 shares here
ntellectual Outputs Covered						1910 characters is
O1 - Seminar ×						
01/09/2015						01/09/20
roject buration						
Start Date			-	End Date		
02/03/2016				03/03/2016		

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

One leading organisation should	I be selected per Mult	iplier Event				
Activity						
						Sav
Event Identification		Event Title			Country of Venue	
E1		Seminar			Poland	
Event Description Seminar on the importan	nce of traditional s	stories, language and culture in a mode	n Europe.		Forence	
Event Description Seminar on the importat	nce of traditional s	stories, language and culture in a mode	n Europe.		, counce	1910 character
Event Description Seminar on the important Intellectual Outputs Covered O1 - Seminar K	nce of traditional s	stories, language and culture in a mode	n Europe.		- UNIT	1910 character
Event Description Seminar on the Importan Intellectual Outputs Covered O1-Seminar K Project Duration	nce of traditional s	stories, language and culture in a mode	n Europe.			1919 character 61695
Event Description Seminar on the Importan Intellectual Outputs Covered O1- Geminar × Project Duration Start Date	nce of traditional s	stories, language and culture in a mode	n Europe. End I	ate		1910 character 61060
Event Description Seminar on the important Intellectual Outputs Covered O1 - Berninar × Project Duration Start Date 02/03/2016	nce of traditional s	stories, language and culture in a mode	n Europe.	ate 003/2016		1910 character 91091

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

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

Activity				C≇ Edit
vent Identification	Event Title		Country of Venu	ie
E1	~ Seminar		Poland	-
event Description				
Seminar on the important	e of traditional stories, language	e and culture in a modern Europe.		
ntellectual Outputs Covered				
O1 - Seminar				
Project Duration 01/09/2015				01/09/201
Start Date		End D	Date	
02/03/2016		03	3/03/2016	4844
Budget				+ Create
Search				Q
				g

### 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.

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

back to list Multiplier Events			
Activity			
Event Identification: E1	Event Title: Seminar		
Budget			C# Edit
			Save
Organisation Hitomizu	Leading :		Country of Organisation Belgium
No. of Local Participants	Grant Rate per Local Participant	100	Total Grant for Local Participants 1000
No. of International Participants	Grant Rate per International Participant	200	Total Grant for International Participants 4000
			Total (Calculated) 5000
			Cancel Save

Event Identification	Event Title			
E1	- Seminar			
Event Description				
Seminar on the importance of t	raditional stories, lang	uage and culture in a	modern Europe.	
Intellectual Outputs Covered				
Seminar × Seminar ×				
Project Duration 01/09/2014				31/08/2017
Start Date		End Date		
10/11/2015	<b>#</b>	11/11/2015		<b>#</b>
0				
Organiser		Leading?	Country of Organisation	
Szkola Podstawowa im. Henryk	a Sienkiewicza w O 👻	Leading?	Country of Organisation Poland	•
Szkola Podstawowa im. Henryk	a Sienkiewicza w C 👻	Leading?	Country of Organisation Poland	•
Szkola Podstawowa im. Henryk BUDGET No. of Local Participants	a Sienkiewicza w C 🗸	Leading?	Country of Organisation Poland Total Grant for Local P	articipants
Szkola Podstawowa im. Henryk BUDGET No. of Local Participants	a Sienkiewicza w C 🗸	Leading?	Country of Organisation Poland Total Grant for Local P	• articipants 1500
Szkola Podstawowa im. Henryk BUDGET No. of Local Participants 15 No. of International Participants	a Sienkiewicza w C 🗸	Leading? vcal Participant 100 ternational Participant	Country of Organisation Poland Total Grant for Local P Total Grant for Internat	articipants 1500 ional Participants
Szkola Podstawowa im. Henryk BUDGET No. of Local Participants 15 No. of International Participants 15	Grant Rate per Lo Grant Rate per Lo	Leading?  Cal Participant  100  ternational Participant  200	Country of Organisation Poland Total Grant for Local P	articipants 1500 ional Participants 3000
Organiser         Szkola Podstawowa im. Henryk         BUDGET         No. of Local Participants         15         No. of International Participants         15	a Sienkiewicza w C	Leading?	Country of Organisation Poland Total Grant for Local P Total Grant for Internat	articipants 1500 ional Participants 3000
Szkola Podstawowa im. Henryk BUDGET No. of Local Participants 15 No. of International Participants 15	a Sienkiewicza w C	Leading?	Country of Organisation Poland Total Grant for Local P Total Grant for Internat	articipants 1500 ional Participants 3000 4500
Szkola Podstawowa im. Henryk BUDGET No. of Local Participants 15 No. of International Participants 15	a Sienkiewicza w C	Leading?	Country of Organisation Poland Total Grant for Local P Total Grant for Internat Total (Calculated)	articipants 1500 ional Participants 3000 4500
Organiser         Szkola Podstawowa im. Henryk         BUDGET         No. of Local Participants         15         No. of International Participants         15	a Sienkiewicza w C	Leading?	Country of Organisation Poland Total Grant for Local P Total Grant for Internal Total (Calculated) Total (Adjusted)	articipants 1500 ional Participants 3000 4500
Szkola Podstawowa im. Henryk BUDGET No. of Local Participants 15 No. of International Participants 15	a Sienkiewicza w C	Leading?	Country of Organisation Poland Total Grant for Local P Total Grant for Internat Total (Calculated) Total (Adjusted)	articipants 1500 ional Participants 3000 4500

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

Event Identification: E1	Event Title: Se	minar				
Budget						C# Edit
						Save
Organisation			Leading?		Country of Organisation	
Hitomizu		•			Belgium	-
No. of Local Participants		Grant Rate per Local Participan	t		Total Grant for Local Participants	
10				100		1000
No. of International Dantisipante			field and		Total Count for Informational Destinionate	
20		Grant Rate per international Par	ucipant	200	Total Grant for International Participants	4000
					Total (Calculated)	5000
						5000
						Save

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

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

ctivity											C# Edit		
nt Identification			Event Title					Country	of Venue				
51		Ŧ	Seminar					Pol	and		v		
nt Description													
eminar on th	ne importance o	f traditiona	l stories, langu	age and culture	n a modern Eu	irope.							
lectual Outputs	s Covered												
I - Seminar													
ect Duration	01/09/2015										01/09/2018		
t Date						End Date							
2/03/2016					<b></b>	03/03/	2016				<b>m</b>		
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earch D selection	초 Export	Country g? Organi	of No. of I ation Particip	Grant Ra .ocal per Loca pants Participa	te Total Gr. Local nt Participi	ant for No. Intr ants Pa	. of ernational rticipants	Grant Rate per International Participant	Total Grant for International Participants	Total (Calculated)	Ø		
earch ∋ selection III Organ O Hitomic Total	≛ Export nisation Leading izu ¥	Countr g? Organi Belgiur	r of No. of I ation Particin 10	Grant Ra .ocal per Loca aants Participa 100	te Total Gr Local nt Particip 1000	ant for No. Inte ants Pa 20	. of ernational rticipants	Grant Rate per International Participant 200	Total Grant for International Participants 4000	Total (Calculated) 5000	;;		
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earch  o selection  o o Hitomic  Total  O selection  O selection	Lexpot hisation Leading izu x r Events Leading	Countr 3? Organi Belgiur	r of No. of No. of Particip 10 70	ceal per Loca per Loca Participa 100	te Total Gr Local nt Participi 1000 7000	ant for No Intants Par 20 20	of ernational ticipants	Grant Rate per International Participant 200	Total Grant for International Participants 4000 4000	Total (Catculated) 5000 5000			
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earch D selection D selection Corgan O Hitomi Total Ultiplied Search Search © selection Ever Ide	A Export	Country 7? Organi Belgium	r of No. of Particly	Grant Ra Coal per Locasants Participa 100	te Total Gr Local I Participu 1000 7000 Start Date	ant for No Intiants Par 20 20 20 End Date	of emational ticipants	Grant Rate per International Participant 200	Total Grant for International Participants 4000 4000 4000 9 0 0 0 0 0 0 0 0 0 0 0	Total (Calculated) 5000 5000 Grant Rate per International Participant	No. of International Particiants	Total (Calculated)	
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earch  Selection  Government  Content  Content	A Export	Country 27 Organi Belgum vent E U U S S senior	r of No. of Partici 10 10 70 70 70 70 70 70 70 70 70 70 70 70 70	Grant Ra Coal per Locasans Participation 100	te Total Gr Particip 1000 7000 Start Date	ant for Indiana Indian	c of ernational rticipants Country of Venue	Grant Rate per International Participant 200 Grant Rate per Local Participant	Total Grant for Participants 4000 4000 No. of Local Participants	Total (Calculated) 5000 5000 Good Grant Rate per International Participant	No. of International Participants	Total (Calculated)	
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## **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)	
0	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	Ê
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)	
0	E1	Seminar	Seminar on the importance of traditional stories, language and culture in a modern Europe.	1	02/03/2016	03/03/2016	Poland	100,00€	10	200,00 €	20	5000	<b>n</b>
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

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

### **Detailed steps**

### 1. Click on the project reference.

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

European Commission Mobility tool		User Status Lo ELO1 Greek State Scholarship's Foundation (IKY)
Home Project List		
elcome ECAS EAC_TRA	INING	
Erasmus+		About the tool
Grant Agreement No Na	tional ID User's role in project	Mobility Tool is the system for the
2014-1-UK01-KA201-000229_4 🗷	coordinator (View Access to Project)	an EU grant under the Lifelong Learning and Frasmus+ programmes. The Tool is developed
2014-1-FR01-KA201-002304 🗗	partner (View Access to Project)	by the European Commission for you, as
2015-1-FR01-KA204-013204 🖻	beneficiary (Edit Access to Project)	In the Mobility Tool you will be able to provide
2015-1-PL01-KA219-016330_2 🗷	coordinator (View Access to Project)	all the information on your projects, identify participants and mobilities, complete and
2015-1-PL01-KA201-016343 🗗	beneficiary (Edit Access to Project)	update budget information, generate and follow-up participant reports and generate and
2014-1-FR01-KA201-008555_1 🗗	beneficiary (Edit Access to Project)	submit your own report(s) to your National Agency.

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

The **Details** page opens. When you click the **Learning, Teaching and Training Activities or LTT** tab, the list will show all **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.

Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budg	jet Reports	72
roject Details		
Context information	Project information	Project Access
Programme: Ensinus + Key Action: KA2 - Cooperation for innovation and the exchange of good practices Action Type: KA201 - Strategic Plannerships for school education Call Year: 2015	Grant Agreement No.: 2015-1PL01-KA201-016343 National ID: Project Title: Project Title_13032015 Project Acronym: Project Acronym_13032015	User's role in project: beneficiary Access to Project Edit Access to Project Project is locked:
Round: 1 Start of Project: 01/09/2015 End of Project: 01/09/2018	Partnership between regions: 🗭	History information
Project Duration (months): 36	Beneficiary Organisation information	Created by: NA Staff Created on: 18/03/2016 15:46:10 Updated by: NA Staff
National Agency	Legal Name: Hitomizu Business Name: Hitomizu	Updated on: 21/03/2016 17:05:46
National Agency: PL01 - Foundation for the Development of the Education System	Full legal name (National Language):	
For further details about your National Agency, please consult the following page http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies lindex_en.htm		

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

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

Projec	t 2014-1	I-UK01-KA201-00	0229_3 Details C	Organisations	Contacts Proje	ect Management an	d Implementation	Transnational Project Meeti	ngs Intellectual Outputs	Multiplier Events			
Learni	ing, Teachin	g and Training Activities	Special Needs Support	Exceptiona	al Costs Exceptio	nal Cost Guarantee	Budget Repo	orts					
ear	ning, T	Feaching and	Training Activit	ies								>	Create
Searc	:h												C
⊙ se	lection												Ð
	Activity No.	Activity Type	Activity Type	Long-term activity?	No. Of Accompanying Persons	No. of Participants	No. of Participant With Special Nee	ts Total Travel Tota eds Amount	al Individual Total Linguis Support Supp	tic Total Grant ort (calculated)	Total Grant (Adjusted)		
0	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€		•
0	C14	SP-SCHOOL-EVENT	Short-term joint staff training events	×	0	0	0	0.00 €	0.00 € 0.00	€ 0.00 €	0.00€		۵
0	C11	SP-SCHOOL-EVENT	Short-term joint staff training events	×	0	0	0	0.00 €	0.00 € 0.00	€ 0.00 €	0.00€		•
0	C4	SP-SCHOOL-EVENT	Short-term joint staff training events	×	0	0	0	0.00€	0.00 € 0.00	€ 0.00 €	0.00€		•
0	C15	SP-SCHOOL- ASSIGN	Long-term teaching assignments	×	0	0	0	0.00 €	0.00 € 0.00	€ 0.00€	0.00€		۵
0	C10	SP-SCHOOL-EVENT	Short-term joint staff training events	×	0	0	0	0.00 €	0.00 € 0.00	€ 0.00 €	0.00€		۵
0	C2	SP-SCHOOL-EXCH	Short-term exchanges of groups of pupils	×	0	0	0	0.00 €	0.00 € 0.00	€ 0.00 €	0.00€		•
0	C13	SP-SCHOOL-EVENT	Short-term joint staff training events	×	0	0	0	0.00 €	0.00 € 0.00	€ 0.00 €	0.00 €		<del>أ</del>

#### 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.

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

back to list Learning, Teach	ig and Training Activities
Activity	
	Save
Activity No. C1	Activity Type           Short-term joint staff training events <ul></ul>
Description of the activity Staff learning event discussing establishment of pupil and staff	ching and learning methodologies in early reading and writing practices in each partner institution. Sharing of baseline information and estionnaires.
	Cancel Save

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

Activity			
			_
			Save
ctivity No.	Field	Activity Type	
C1	Youth	Short-term training events for youth workers     Long-term action	vity?
escription of the activity			
Staff learning event discussing t and establishment of pupil and s	eaching and learning methodologie taff questionnaires.	es in early reading and writing practices in each partner institution. Sharing of baseline info	ormation
		1780	) characters le
			Save
6 Add a narti	rinant		
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auu a participant, ci	ick the <b>+Create</b> butto	on in the <b>Participants</b> section.	
auu a participarit, ci	ick the <b>+Create</b> butto	on in the <b>Participants</b> section.	
adu a participant, ci	ick the <b>+Create</b> butto	on in the <b>Participants</b> section.	
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tivity No.	ick the <b>+Create</b> butto	Activity Type   Activity Type   Short-term training events for youth workers  Long-term a  Short-term training events for youth workers	CZ Ed
tivity No. C1 Staff learning event discussing to information and establishment of	ick the <b>+Create</b> butto	Activity Type  Activity Type  Short-term training events for youth workers  Long-term a  gies in early reading and writing practices in each partner institution. Sharing of baseline	C2 Ed activity?
add a participant, cr cktolist Learning, Teach Activity ctivity No. C1 escription of the activity Staff learning event discussing to information and establishment of	ick the <b>+Create</b> butto ing and Training Activi Field Youth teaching and learning methodolog f pupil and staff questionnaires.	Activity Type  Activity Type  Short-term training events for youth workers  Jies in early reading and writing practices in each partner institution. Sharing of baseline	CP Ed activity? e
add a participant, cr extolist Learning, Teach Activity Etivity No. C1 Escription of the activity Staff learning event discussing to information and establishment o	ick the <b>+Create</b> butto ing and Training Activi Field Youth teaching and learning methodolog f pupil and staff questionnaires.	Activity Type  Activity Type  Short-term training events for youth workers  Long-term a  gies in early reading and writing practices in each partner institution. Sharing of baseling	CZ Ed activity? e
add a participant, cr ek to list Learning, Teach Activity ctivity No. C1 escription of the activity Staff learning event discussing to information and establishment o	ick the <b>+Create</b> butto ing and Training Activi Field Youth teaching and learning methodolog f pupil and staff questionnaires.	Activity Type  Activity Type  Short-term training events for youth workers  gles in early reading and writing practices in each partner institution. Sharing of baseline	C2° Ed activity? e
add a participant, cr ek to list Learning, Teach Activity Stivity No. C1 Staff learning event discussing of information and establishment of	ick the <b>+Create</b> butto ing and Training Activi Field Youth teaching and learning methodolog f pupil and staff questionnaires.	Activity Type  Activity Type  Short-term training events for youth workers  gles in early reading and writing practices in each partner institution. Sharing of baseline	CP Ed activity?
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Activity Act	ick the <b>+Create</b> butto	Activity Type  Activity Type  Short-term training events for youth workers  gles in early reading and writing practices in each partner institution. Sharing of baseline	e + Creat
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Add a participant, ci attivity Learning, Teach Activity Activity Activity No. C1 Activity Staff learning event discussing of Information and establishment of Participants Search No record found	ick the <b>+Create</b> butto	Activity Type  Activity Type  Short-term training events for youth workers  gles in early reading and writing practices in each partner institution. Sharing of baseline	e + Creat

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

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

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

Participant							== compact vi
							Sa
articipant ID		Participant Email					Accompanying Person
Dupont		Marcdupont@	gmail.com				Participant With Specie
							Needs
Irst Name Last Name							Fewer Opportunities
Dupont Marc							Group Leader/Trainer
							/Facilitator/Youth Work
IOBILITY							
Aobility ID							- New Fill Fundad
16343-MOB-00001							Non-EO Funded
							Force Majeure ?
URATION							
01/09/2015							01/09
1/02/2016	End Date			<u>60</u>	Duration Calculated (d	ays)	<u> </u>
01/02/2010	23/02/2010				23		
ravel days (max 2)	Interruption days	e (Please justify in comm	ents)		Funded Duration (days	)	
2	0				31		
ROM / TO							
Sending Organisation Sending C	country		Sending City		s	ending Organis	ation Erasmus Code
Hitomizu 🔹 Belgi	um	•	Leuven				
Pacabiling Organisation Pacabiling	Country		Pacaiving City			ecolving Organi	ication Fracmue Code
UNIVERSIDAD COMPLUTENSE DE MADRIE Spain	1	•	MADRID			E MADRIDO	3
Vistance Band Link to distance calculator			If a different place of departure	e or arrival i	s reported, please provi	de the reason fo	or this difference
100 - 1555 Km		·					
FRAVEL GRANT							
							Grant not Required (Travel G
					EU Travel Grant		
							275
NDIVIDUAL SUPPORT							
						_	Grant not Required dedividual Com
					EU Individual Support		Grant not required (individual Sup)
							2590
OTAL CALCULATIONS							
TOTAL CALCULATIONS					Fill Machille, Tatal Court	(and and a feat of )	
'OTAL CALCULATIONS					EU Mobility Total Grant	(calculated)	2255

## 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.

	SP-YOUTH-SHORT-TRAIN : Short-te	erm training events for youth workers Long-term activit	y? <b>III</b> compact view
rticipant			Compact view
rticipant			III compact view
			Save
Name	Last Name Marc	Mobility ID 16343-MOB-00001	Accompanying Person     Force Majeure ?
ATION  ect Duration  Date  I/02/2016  End Date  29/02/201	Duration Calculated (days) 16 🗎 29 5-60	Travel days (max 2)     Interruption days (Please justify in comments)     Funded Duration (days)       2     0     31	<ul> <li>Non-EU Funded</li> <li>Grant not Required (Trave Grant)</li> <li>EU Travel Grant</li> <li>275 €</li> </ul>
ing Organisation Itomizu	Sending Country Belgium	Sending City Leuven	Grant not Required (Individual Support)       EU Individual Support       2590
iving Organisation	Receiving Country Spain	Receiving City Distance Band Link to distance calculator 100 - 1999 km	EU Mobility Total Grant (calculated) 2865 €
			Cancel Save

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

Distance Band Link to distance calculator		If a different place of departure or arrival is reported, please provide the reason for this difference		
100 - 1999 km	-			
TRAVEL GRANT				
		Fit Terret Acres		
		EO Have Grant	275	6
			2/0	6
IDIVIDUAL SUPPORT				
		EU Individual Support		
			2310	€
FOTAL CALCULATIONS				
		FU Mobility Total Grant (calculated)		
		ea mannik rater armit famamerak	2585	€
		EU Mobility Total Grant (adjusted)		
			2585	€
Verall Comments				
			• -	4
				ave
				_

## 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.

											; edit
rity No.	Ţ	Field		Activ	vity Type hort-term trai	ning events fo	r vouth worke	s	- Long-term act	tivity?	
						<b>,</b>	,				
aff learning event di	cussing teaching and lea	rning methodologi	es in early reading an	d writing practic	es in each par	rtner institutior	n. Sharing of b	aseline infor	mation and establishme	nt of pupil a	a
inticipants										+ Cre	eate
earch											Q
🖲 selection 🛛 🕹 Export											C
First Last Ⅲ Name Nam	e Participant Email	Accompanying Person	Participant With Special Needs	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	EU Mobility Total Grant (calculated)		
O Dupont Marc	Marcdupont@gmail.com	×	×	16343- MOB-00001	Belgium	Spain	01/02/2016	29/02/2016	2.865,00 €	🗖 🖋 (	Â
Total		0	0								_
10 25 50 100											
	a and Training /	Activities									
rning, Teachir	y any manning r										

⊙ sele	ction 🎿	Export											Ŕ
	Activity No.	Field	Activity Type	Activity Type	Long-term activity?	No. Of Accompanying Persons	No. of Participants	No. of Participants With Special Needs	Total Travel Amount	Total Individual Support	Total Linguistic Support	Total Grant (calculated)	
0	C1	Youth	SP-YOUTH- SHORT-TRAIN	Short-term training events for youth workers	×	0	1	0	275,00 €	2.590,00 €	0,00 €	2.865,00 €	<b>-</b> / î
Total						0	1	0	275,00 €	2.590,00 €	0,00 €	2.865,00 €	
10	25 50	100											
										Approv	ed Budget (b	y National Ag	ency) 0,00 (

## **Special Needs Support**

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

#### Quick steps

- <u>1. Click on the project reference number.</u>
- <u>2. Click the menu item "Special Needs Support".</u>
- <u>3. Click the "+Create" button.</u>
- <u>4. Fill in the "Special Needs Details".</u>
- <u>5. Click on "Save".</u>
- <u>6. Edit "Special Needs Support".</u>
- <u>7. Delete "Special Needs Support".</u>

#### **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.

Home       Project List         elcome ECAS EAC_TRAINING         Image: Frasmus +       About the tool         Crant Agreement No       National D       User's role in project         2014-1-UK01-KA201-000229_4127       Coordinator (View Access to Project)       Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus + programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.         2014-1-FR01-KA201-0002204127       partner (View Access to Project)       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 submet programmes. The Project)         2015-1-FR01-KA201-006330_2127       beneficiary (Edit Access to Project)       Demeticiary (Edit Access to Project)         2015-1-FR01-KA201-006330_2137       beneficiary (Edit Access to Project)       project)         2015-1-FR01-KA201-006330_3137       beneficiary (Edit Access to Project)       project)         2015-1-FR01-KA201-006330_3137       beneficiary (Edit Access to Project)       project)         2015-1-FR01-KA201-006330_3137       beneficiary (Edit Access to Project)       project)	Buropean Commis Mobility t	ool		EL01 Greek State Scholarship's Foundation
Erasmus +       About the tool         Crant Agreement No       National ID       User's role in project         2014-1-UK01-KA201-000229_4127       coordinator (View Access to Project)       Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus + programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.         2014-1-FR01-KA201-002304 [27]       partner (View Access to Project)         2015-1-PL01-KA219=016330_2 [27]       coordinator (View Access to Project)         2015-1-PL01-KA201-008555_1 [27]       beneficiary (Edit Access to Project)         2014-1-FR01-KA201-008555_1 [27]       beneficiary (Edit Access to Project)         2015-1-PL01-KA219=016330_3 [27]       beneficiary (Edit Access to Project)	Home Project List	TRAININ	G	
National IDUser's role in projectMobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects.2014-1-FR01-KA201-002304 [2]partner (View Access to Project)2015-1-FR01-KA204-013204 [2]beneficiary (Edit Access to Project)2015-1-PL01-KA219-016330_2 [2]coordinator (View Access to Project)2015-1-PL01-KA201-008555_1 [2]beneficiary (Edit Access to Project)2014-1-FR01-KA201-008555_1 [2]beneficiary (Edit Access to Project)2015-1-PL01-KA219-016330_3 [2]beneficiary (Edit Access to Project)2015-1-PL01-KA219-016330_3 [3]beneficiary (Edit Access to Project)	Erasmus+			About the tool
2014-1-UK01-KA201-000229_413       coordinator (View Access to Project)         2014-1-FR01-KA201-00230413       partner (View Access to Project)         2015-1-FR01-KA204-01320413       partner (View Access to Project)         2015-1-FR01-KA204-01320413       beneficiary (Edit Access to Project)         2015-1-PL01-KA219-016330_213       coordinator (View Access to Project)         2015-1-PL01-KA201-008555_113       beneficiary (Edit Access to Project)         2015-1-PL01-KA201-008555_113       beneficiary (Edit Access to Project)         2015-1-PL01-KA219-016330_313       beneficiary (Edit Access to Project)	Grant Agreement No	National ID	User's role in project	Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong
2014-1-FR01-KA201-002304 [2*]       partner (View Access to Project)         2015-1-FR01-KA204-013204 [2*]       beneficiary (Edit Access to Project)         2015-1-PL01-KA219-016330_2 [2*]       coordinator (View Access to Project)         2015-1-PL01-KA201-016343 [2*]       beneficiary (Edit Access to Project)         2014-1-FR01-KA201-008555_1 [2*]       beneficiary (Edit Access to Project)         2015-1-PL01-KA219-016330_3 [2*]       beneficiary (Edit Access to Project)	2014-1-UK01-KA201-000229_4	C	coordinator (View Access to Project)	Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of
2015-1-FR01-KA204-013204 [2]       beneficiary (Edit Access to Project)       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.         2015-1-PL01-KA201-016343 [2]       beneficiary (Edit Access to Project)         2014-1-FR01-KA201-008555_1 [2]       beneficiary (Edit Access to Project)         2015-1-PL01-KA219-016330_3 [2]       beneficiary (Edit Access to Project)	2014-1-FR01-KA201-002304 🗷	1	partner (View Access to Project)	these projects.
2015-1-PL01-KA219-016330_2 C7       coordinator (View Access to Project)       information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.         2015-1-PL01-KA201-008555_1 C7       beneficiary (Edit Access to Project)       agency.         2015-1-PL01-KA219-016330_3 C7       beneficiary (Edit Access to Project)       agency.	2015-1-FR01-KA204-013204 🗷		beneficiary (Edit Access to Project)	provide all the information on your projects, identify participants and mobilities, complete and update budget
2015-1-PL01-KA201-016343 [27]     beneficiary (Edit Access to Project)     Agency.       2014-1-FR01-KA201-008555_1 [27]     beneficiary (Edit Access to Project)     Agency.       2015-1-PL01-KA219-016330_3 [27]     beneficiary (Edit Access to Project)     Agency.	2015-1-PL01-KA219-016330_2(	3	coordinator (View Access to Project)	information, generate and follow-up participant reports and generate and submit your own report(s) to your National
2014-1-FR01-KA201-008555_112*     beneficiary (Edit Access to Project)       2015-1-PL01-KA219-016330_312*     beneficiary (Edit Access to Project)	2015-1-PL01-KA201-016343 🖾		beneficiary (Edit Access to Project)	Agency.
2015-1-PL01-KA219-016330_3 C     beneficiary (Edit Access to Project)	2014-1-FR01-KA201-008555_1 (	3	beneficiary (Edit Access to Project)	
	2015-1-PL01-KA219-016330_3	3	beneficiary (Edit Access to Project)	

## 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.

oject 2015-1-PL01-KA201-016343 Details	Organisations Contacts Project Management and Implementation Transm	national Project Meetings Intellectual Outputs
Aultiplier Events Learning, Teaching and Training Activities	Special Needs Support Exceptional Costs Exceptional Cost Guarantee	Budget Reports
roject Details	7	
Context information	Project information F	Project Access
Programme: Erasmus+ Key Action: KA2 - Cooperation for innovation and the exchange of good practices Action Type: KA201 - Strategic Partnerships for school ducation Call Year: 2015	Grant Agreement No.: 2015-1-PL01-KA201-016343 U National ID: A Project Title: Project Title_13032015 F Project Acronym: Project Acronym_13032015 Partnership between regions: ♂	Jser's role in project: beneficiary Access to Project: Edit Access to Project Project is locked:
Round: 1 Start of Project: 01/09/2015 End of Project: 01/09/2018 Project Duration (months): 36	Beneficiary Organisation information	Created by: NA Staff Created on: 18/03/2016 15:46:10
National Agency	Ful. 53/12200 C	Updated on: 24/03/2016 14:05:46
<b>lational Agency:</b> PL01 - Foundation for the Development of he Education System For further details about your National Agency, please consult he following page		

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

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

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

Project 2015-1-PL01-KA201-016343	Details	Organisations	Contacts	Project Managem	ent and Implementation	Trans	national Pr	oject Meetings	Intellectual Outputs
Multiplier Events Learning, Teaching and Trainin	ng Activities	Special Needs	s Support	Exceptional Costs	Exceptional Cost Guar	rantee	Budget	Reports	
Special Needs Support									+ Create
Search									Q
									C
No record found									
						A	Approve	d Budget (by	y National Agency) 0,00 €

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

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

Special Needs Details		×
		Save
Organisation		
Hitomizu		•
No. of Participants With Special Needs	Total Cost	
2	100	
Description		
Special needs support needed.		
		1971 characters left
		Cancel Save

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

Special Needs D	etails		×
			Save
Organisation			
Hitomizu			•
No. of Participants With Special	Needs	Total Cost	
2		100	
Description			
Special needs support r	needed.		
			.4
			1971 characters left
			Save
pecial Needs Support			+ Cr
earch			
🧿 selection 🛛 📥 Export			
📰 Legal Name	Description		Total Cost
O Hitomizu	Special needs support needed.		100,00 € 🔲 🖋 [
Test			100,00 €
Total			
10 25 50 100			

## 6. Edit "Special Needs Support".

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

pecial in	leeas Support			+ Create
Search				۹
⊙ selection	🛓 Export			Q
	Legal Name	Description	Total Cost	
0	Hitomizu	Special needs support needed.	100,00 €	📼 🖋 🛍
Т	otal		100,00 €	
10 25	50 100			
			Approved Budget (by Na	tional Agency) 0,00 c

## 7. Delete "Special Needs Support".

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

Special	Needs Support		+ Create
Search			Q
<ul> <li>selection</li> </ul>	n 📥 Export		C.
	Legal Name	Description	Total Cost
0	Hitomizu	Special needs support needed.	100,00 € 📰 🖋 💼
	Total		100,00 €
10 25	50 100		
			Approved Budget (by National Agency) 0.00 €

## **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

- <u>1. Click on the project reference.</u>
- <u>2. Click the menu item "Exceptional Costs".</u>
- <u>3. Click the "+Create" button.</u>
- <u>4. Fill in the details.</u>
- <u>5. Click on "Save".</u>
- <u>6. Add a comment in the "Budget" tab.</u>

#### **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.

Mobility			EL01 Greek State Scholarship's Foundation
Project List	_TRAINING	G	
Erasmus+			About the tool
Grant Agreement No	National ID	User's role in project	Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong
2014-1-UK01-KA201-000229_	4 (3*)	coordinator (View Access to Project)	Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of
2014-1-FR01-KA201-002304 E	2	partner (View Access to Project)	these projects.
2015-1-FR01-KA204-013204	2	beneficiary (Edit Access to Project)	provide all the information on your projects, identify participants and mobilities, complete and update budget
2015-1-PL01-KA219-016330_2	C	coordinator (View Access to Project)	information, generate and follow-up participant reports and generate and submit your own report(s) to your National
2015-1-PL01-KA201-016343		beneficiary (Edit Access to Project)	Agency.
2014-1-FR01-KA201-008555_1	12	beneficiary (Edit Access to Project)	
2015-1-PL01-KA219-016330_3	C <sup>2</sup>	beneficiary (Edit Access to Project)	

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

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

TOJECT 2015-1-PL01-NA201-016343 Details	riganisations Contacts Project Management and Implementation	manshauonai Project weetings intellectual Outputs			
Multiplier Events Learning, Teaching and Training Activities	Special Needs Support Exceptional Costs Exceptional Cost Guara	antee Budget Reports			
roject Details	$\overline{\Lambda}$				
Context information	Project information	Project Access			
Programme: Erasmus+ Key Action: KA2 - Cooperation for innovation and the exchange of good practices Action Type: KA201 - Strategic Partnerships for school education:	Grant Agreement No.: 2015-1-PL01-KA201-016343 National ID: Project Title: Project Title_13032015 Project Acronym: Project Acronym_13032015	User's role in project: beneficiary Access to Project: Edit Access to Project Project is locked:			
Call Year: 2015 Round: 1	Partnership between regions: 🗭	History information			
Start of Project: 01/09/2015 End of Project: 01/09/2018	Beneficiary Organisation information	Created by: NA Staff Created on: 18/03/2016 15:46:10			
Project Duration (months): 36	PIC: 953132380 Legal Name: Hitomizu	Updated by: NA Staff Updated on: 24/03/2016 14:05:46			
National Agency	Business Name: Hitomizu Full legal name (National Language):				
National Agency: PL01 - Foundation for the Development of the Education System					
For further details about your National Agency, please consult the following page http://ec.europa.eu/programmes/erasmus-plus/tools/national- agencies/index_en.htm					

### 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.

Project 2015-1	-PL01-KA201-016343	Details	Organisations	Contacts	Project Manageme	ent and Implementation	Trans	anational Pro	oject Meetings	Intellectual Outputs
Multiplier Events	Learning, Teaching and Training	ng Activities	Special Need	s Support	Exceptional Costs	Exceptional Cost Guar	antee	Budget	Reports	
Exceptiona	I Costs									+ Create
Search										Q
										Ø
No record	l found									
							A	Approved	d Budget (by	y National Agency) 0,00 €

## 4. Fill in the details.

Fill in the details (blank fields) as applicable.

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

Exceptional Co	sts Detail	×
		Save
Organisation		
Hitomizu		<b>▼</b> .
Full Real Cost	Eligible Cost (75%)	
100	75	
Description of cost item		
Exceptional costs.		
		1982 characters left
		Cancel Save

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

Exceptional Co	osts Detail	2
Organisation		Save
Szkola Podstawowa	im. Henryka Sienkiewicza w Oblegorku	
Full Real Cost	Eligible Cost (75%)	Total(Adjusted)
100	75	75
Description of cost item		
Exceptional Costs		

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

Except	ional Costs				+ Create
Search					Q
⊙ selecti	ion 📥 Export				Ø
	Legal Name	Description of cost item	Full Real Cost	Eligible Cost (75%)	
0	Hitomizu	Exceptional costs.	100,00 €	75,00 €	<b>a</b> 🖉 🗇
T	otal		100,00 €	75,00 €	
10 :	25 50 100				
				Approved Budget (by Nat	ional Agency) 0,00 €

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

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

птеперация сахрака	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/Approv budget
Multiplier Events	3.500,00 €	80,00 %	2.800,00 €	120,00 %	4.200,00 €	5.000,00 €	142,86 9
Learning, Teaching and Training Activities	0,00 €	80,00 %	0,00 €	120,00 %	0,00 €	2.865,00 €	0,00
Short-term training events for youth workers	0,00 €					2.865,00 €	0,00
EU Travel Grant	0,00 €					275,00 €	0,00
EU Individual Support	0,00 €					2.590,00 €	0,00
Linguistic Support Grant	0,00 €					0,00 €	0,00
Special Needs' Support	0,00€					100,00 €	0,00
Exceptional Costs These costs were incurred while							
1964 characters left	0,00 €	80,00 %	0,00€	100,00 %	0,00 €	75,00 €	0,00 *
							Save

## **MT+ KA2 Budget**

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

#### 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

Project 2014-1-UK01-KA201-000229			
	9_3 Details Organisations	Contacts Project Management and Implementation	Transnational Project Meetings
Intellectual Outputs Multiplier Events Lea	rning, Teaching and Training Activitie	es Special Needs Support Exceptional Costs Ex	cceptional Cost Guarantee Budget
Reports			
Budget			

			Budget Transfers (%	of Approved Budget)		_	
		Minimum Allowed After Transfers To Another Budget Item		Maximum Allowed A Another B	fter Transfers From udget 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						1,500.00 €	
	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 %
						0.00€	
Transnational Project Meetings	6,675.00 €	80.00 %	5,340.00 €	120.00 %	8,010.00€	0.00 €	0.00 %
						0.00€	
Intellectual Outputs	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 %
Multiplier Events						0.00€	
Multiplier Events	0.00€	80.00 %	0.00 €	120.00 %	0.00€	0.00€	0.00 %
Learning Teaching and Training Activities						0.00€	
Learning, leaching and framing Activities	23,250.00 €	80.00 %	18,600.00 €	120.00 %	27,900.00 €	0.00 €	0.00 %
						0.00€	
snort-term joint starr training event	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 %

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

## Allowed budget transfers between budget items.

#### **Explanation and illustration**

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

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

### Maximum and minimum percentage allowed for the transfer.

#### **Explanation and illustration**

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

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

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

	Budget Transfers (% of Approved Budget)						
	Minimum Allowed After Transfers To 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
						1,500.00€	
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 %
						0.00€	
Transnational Project Meetings	6,675.00 €	80.00 %	5,340.00 €	120.00 %	8,010.00 €	0.00€	0.00 %
Intellectual Outputs						0.00€	
	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 %
						0.00€	
Multiplier Events	0.00 €	80.00 %	0.00 €	120.00 %	0.00€	0.00€	0.00 %
						0.00 €	
Learning, Teaching and Training Activities	23,250.00 €	80.00 %	18,600.00 €	120.00 %	27,900.00€	0.00 €	0.00 %
		$\frown$		$\square$		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 %



### Budget for Learning, Teaching and Training Activities.

#### **Explanation and illustration** Learning Teaching and Training Activities budget item is further divided into the activity types. Project 2014-1-UK01-KA201-000229\_3 Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiplier Events Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget Reports Learning, Teaching and Training Activities Q Search Î ⊙ selection 🛛 🕹 Export C No. of No. Of Participants Total Total Total Long-term activity? Accompanying Persons Travel Amount Individual Support Linguistic Support Total Grant (Adjusted) Activity No. of With Special Total Grant \*\*\* No. Activity Type Activity Type (calculated) Participants Needs Short-term joint staff training 0 C7 SP-SCHOOL-EVENT 0 275.00 € 2,310.00 € 0.00€ 2,585.00€ 2,585.00€ 📰 🖋 🛅 1 events Short-term exchanges of groups of 0 C24 SP-SCHOOL-EXCH 0 1 0 360.00€ 330.00€ 0.00€ 690.00€ 690.00€ 📄 🖋 🛅 pupils 635.00€ 2,640.00€ 0.00€ 3,275.00 € 3,275.00 € Total 10 25 50 100 Approved Budget (by National Agency) 23,250.00 €

			Budget Transfers (%	of Approved Budget)		-	
	Approved Budget (by National Agency)	Minimum Allowed Another B	I After Transfers To Budget Item	Maximum Allowed Another E	After Transfers From Judget Item		
		% 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
						3,275.00€	
ming, leaching and training Activities	23,250.00 €	80.00 %	18,600.00 €	120.00 %	27,900.00 €	3,275.00 €	14.09 %
						690.00 €	
Short-term exchanges of groups of pupils	0.00€					690.00 €	0.00 %
EU Travel Grant	0.00€					360.00 €	0.00 %
EU Individual Support	0.00€					330.00 €	0.00 %
Linguistic Support Grant	0.00€					0.00 €	0.00 %
						2,585.00 €	
Short-term joint staff training events	23,250.00 €					2,585.00 €	11.12 %
EU Travel Grant	8,250.00 €					275.00 €	0.00 %
EU Individual Support	15,000.00 €					2,310.00€	0.00 %
Linguistic Support Grant	0.00€					0.00€	0.00 %

### **Budget for Exceptional Costs and Exceptional Cost Guarantee.**

#### **Explanation and illustration**

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

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

#### **Reduction of EU Grant.**

#### **Explanation and illustration**

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

			Budget Transfers (%	of Approved Budget)			
		Minimum Allowed Another B	After Transfers To adget Item	Maximum Allowed Another B	After Transfers From udget 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
						1,500.00€	
al 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						0.00 €	
	6,675.00 €	80.00 %	5,340.00 €	120.00 %	8,010.00 €	0.00 €	0.00 %
						0.00€	
Intellectual Outputs	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 %
						0.00€	
Multiplier Events	0.00 €	80.00 %	0.00 €	120.00 %	0.00 €	0.00 €	0.00 %
						0.00 €	
Learning, Teaching and Training Activities	23,250.00 €	80.00 %	18,600.00 €	120.00 %	27,900.00 €	0.00 €	0.00 %
						0.00 €	
Short-term joint staff training events	23,250.00 €					0.00 €	0.00 %
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	<ul> <li>This overview while created for older versions of MT+ and EPlusLink is still relevant for most of the current functionality.</li> <li>New following functionality not shown in this video.</li> <li><u>The Project summary, Context and Budget sections are already filled in.</u></li> <li>For KA107, Context, Summary of Beneficiary and Partner Organisations and Participant Feedback on Erasmus Charter Provisions and General Issues are already filled in.</li> <li><u>Maximum number of attachments: 10 (instead of 5).</u></li> <li><u>Maximum size for the attachments: 10 MB (instead of 5 MB).</u></li> </ul>

#### Video

URL: How to complete and submit the beneficiary report

QR code:

