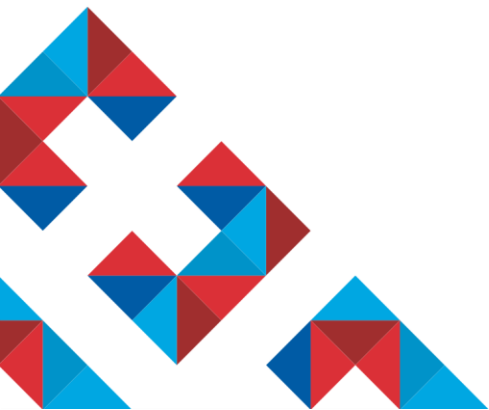


Erasmus+ 2020 Call

Final Beneficiary Report Guidance

Key Action 1 Vocational Education and Training
(VET) and Adult Education

Version 1



Overview of changes to the Guide

This document is version 1 of the 2020 Call Final Report Guidance for Key Action (KA) 1 VET and Adult Education beneficiaries. If future versions of this document are created, the table below will record an overview of changes made compared to previous versions:

Page number in previous version	Change	Page number in this version

Contents

Overview of changes to the Guide	0
1. Introduction	2
2. Before the end date of your project	3
3. After the end date of your project	4
4. Completing and submitting your report.....	5
4.1. Qualitative guidance	5
1. Context.....	5
2. Summary of the Project	6
3. Summary of Participating Organisations	6
4. Implementation of the Project	6
5. Project Management.....	8
6. Activities and Participants' Profile.....	10
7. Learning Outcomes and Impact	12
8. Dissemination of Project Results	15
9. Budget.....	16
10. Closing Remarks	20
11. Annexes	20
4.2. Technical guidance	21
Revalidating mobilities	24
Submitting your Final Report	25
4.3. Supplementary materials to submit with your Final Report	27
Declaration of Honour	27
Participant reports.....	27
Special Needs and Exceptional Costs evidence	28
Supplementary documents to evidence project outcomes and best practice (not mandatory).....	29
4.4. Supplementary materials to retain – may be requested.....	30
5. After submitting your Report	33
6. Contacts.....	34
7. Final Report Checklist.....	35
Annex 1: Template Declaration of Attendance	36

1. Introduction

This guide is designed to help you complete and submit the Final Beneficiary Report for your Erasmus+ Key Action 1 project. It will provide both technical advice on submitting the report and the documentation required by the UK National Agency (UK NA) and advice on how to get the most out of your Final Report. Further information regarding all aspects of your Key Action 1 project can be found in your Project Handbook, which can be downloaded from the Manage your Grant section on the Erasmus+ website.

Your Final Report is an important part of your project, as it not only triggers your final payment, but it provides a consolidated account of your achievements over the lifetime of your project. It is therefore worthwhile putting in some extra effort to ensure that your Final Report reflects the achievements you have made.

All Erasmus+ beneficiaries are contractually required to submit a Final Beneficiary Report to the UK NA **within 60 calendar days** of their project end date as specified in the grant agreement. Under the 2020 Call, the Final Report must be submitted directly via Mobility Tool+. Your Final Report will be made up of a qualitative and a financial section, which will be used to assess the extent to which your project was completed in line with your initial application.

2. Before the end date of your project

During your project, you will need to update Mobility Tool+ with all the relevant information about your project activities, including information about your spending against the project budget. This information will be automatically included in your Final Report and assessed by the UK NA to determine your final grant amount so you should ensure that it is accurate and kept up to date. You should also monitor Mobility Tool+ to ensure that **all** participants who have completed a mobility have submitted their participant report. It is a contractual requirement for **all participants to submit a participant report** as detailed in Annex III of your grant agreement and in the [2020 Programme Guide](#) ; if this requirement is not fulfilled this may affect the assessment of your Final Report and the final grant amount. For further guidance on accessing and updating Mobility Tool+ you should refer to the [Mobility Tool+ Guide for Beneficiaries](#).

You must also **revalidate all mobilities** entered via the 'Mobilities' or 'Reports' tab of Mobility Tool+. This is a process introduced by the European Commission in April 2018 requiring beneficiaries to revalidate, or re-save, their mobilities to ensure that they contain correct information. This step needs to be completed at least once during the project lifetime and at the latest before you are able to submit your Final Report. The reason for this requirement is that technical rules may have been introduced or changed within Mobility Tool+, affecting the way in which mobilities are reported. These changes may occur when a new version of the Tool or new functionalities are introduced by the Commission. Please refer to [section 4.2](#) for detailed instructions on how to do this as you prepare to submit your Final Report.

In addition, you will need to **retain relevant documents** to show grant spend against each of the budget headings as well as to demonstrate that project activities have taken place as planned in your application. Please refer to [section 4.3](#) for a list of documents that will need to be retained during your project and may need to be submitted with your Final Report.

During your project you should be thinking about and recording examples of best practice within your project, relevant quotes from participants, unexpected impacts and benefits, and any difficulties and the lessons learnt from these. You should also think about and reflect on any feedback provided by the UK NA from any additional monitoring or reporting during your project, such as any feedback received following a monitoring visit or after the submission of an interim report. Recording information

like this as it happens during your project will help you to easily complete the Final Report after the end of your project.

Please be aware that you **cannot submit** the Final Report before the end date of your project as specified in your grant agreement. Final Reports submitted prior to the end date of your project will be rejected by the UK NA and you will be required to re-submit your Final Report after the end date of your project.

3. After the end date of your project

After the end date of your project, you should ensure that Mobility Tool+ has been fully completed; that you have checked the information is accurate and that it reflects your project activities and budget.

Note: Please be aware that you will have to manually input the Organisational Support amount spent into Mobility Tool+ otherwise this budget will not be included within your Final Report. Remember to account for any budget transfers accordingly.

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool+)	% Current/Approved budget
Total Project	555.328,00 €	272.709,00 €	49,11 %
Organisational Support			
No. of Participants (excluding acc. persons) : 36	25.200,00 €	8.400,00 €	33,33 %
Exceptional costs - Guarantee	0,00 €	0,00 €	
Activity Type			
VET-PLONG : Erasmus PRO- long term mobility of VET learners	530.128,00 €	264.309,00 €	49,86 %
EU Travel Grant	22.000,00 €	10.725,00 €	48,75 %
Exceptional Costs for Expensive Travel EU Grant		0,00 €	
EU Individual Support	508.128,00 €	253.584,00 €	49,91 %
EU Special Needs Support	0,00 €	0,00 €	0,00 %
Exceptional Costs	0,00 €	0,00 €	0,00 %
Linguistic Preparation	0,00 €	0,00 €	0,00 %

When you are satisfied that the information input into Mobility Tool+ is correct you can generate a draft report. This draft will include a breakdown of your project activities and budget in automatically populated sections of the report. You should check these sections before starting to complete the qualitative sections to ensure that all the information from Mobility Tool+ has been included as expected. If you notice any errors in the information, you should first check to make sure the data in

Mobility Tool+ is correct. If there are any discrepancies between Mobility Tool+ and the draft report, please contact your UK NA Project Officer before proceeding.

Your Final Report is due within 60 calendar days of the end date of your project as stipulated in your grant agreement. The UK NA recommends that you use this period of time to ensure that your report is a high-quality reflection of your project's activities and achievements and that all of your participant reports have been submitted.

The following sections will show you the steps you need to take to generate, complete, and submit your Final Report as well as providing some tips for filling out the qualitative sections.

4. Completing and submitting your Report

[Section 4.1](#) will go through the qualitative sections of the report and give guidance on the type of information you should be including in each section. [Section 4.2](#) will go through technical aspects of the Final Report, for example how to generate a new report, how to start the submission process and how to add any attachments. [Sections 4.3](#) describes the annexes you will need to attach to your report while [section 4.4](#) lists any other evidence you should have retained for your project over the project lifetime which may be required for submission in case of Desk Check or may be requested in any future audits on the project.

4.1. Qualitative guidance

This section will outline the sections of the Final Report that you will need to complete. It is a good idea to review your original application before starting to write your Final Report. When completing your Final Report, please ensure that you answer each section in full, expanding upon information that you provided in your application form and providing examples where possible. You must not copy and paste information from your application form.

1. Context

This section will display the project details such as the Key Action and the project dates. This will be automatically generated from information in the 'Project Details' section of Mobility Tool+ therefore you will not be able to edit this.

2. Summary of the Project

You will need to provide a short summary of your project upon completion. In the Final Report, you will see your original summary provided from your project application. Please use this and edit it so that it is a realistic summary of what actually happened in your project (and remember this should be in the **past tense** at this stage). As you develop your summary, please bear in mind that it may be used by the European Commission, the UK NA and other agencies for publicity purposes and will be published on the Erasmus+ dissemination platform – the European Project Results Platform (EPRP). To help you write this you should consider the project summary from your original application and include at least:

- context/background of the project
- objectives of your project
- number and profile of participants
- description of activities
- results and impact attained
- longer-term benefits

3. Summary of Participating Organisations

This section will include a full list of the UK and European organisations that have been involved in your project. This will be automatically generated from the information in the 'Organisations' section of Mobility Tool+, therefore again you will not be able to edit this.

4. Implementation of the Project

You will need to provide information about how the objectives of your European Development Plan and project were achieved. You should explain how you reached and measured your project objectives and comment on any that you were unable to achieve, explaining why you were unable to achieve them as well as the efforts made to try to achieve all objectives and to overcome any obstacles or issues experienced. If there were any unexpected benefits or objectives that were achieved beyond

your initial expectations of the project, you should include them in this section, providing clear examples where possible to evidence areas of best practice. Here you should also confirm whether you used Erasmus+ online platforms within your project.

A new part to this question was introduced in this section of the 2018, 2019 and 2020 Final report form, applicable to projects that have planned and completed ErasmusPro activities. The question prompts you to provide information on project planning and implementation in light of having completed long-term mobilities. With that in mind, in your final report you are expected to elaborate on how these long-term activities have contributed to achieve the objectives of your European Development Plan. In addition, you should describe measures and processes in place to ensure the quality management of long-term mobilities throughout all project phases as notably their management is expected to be far more complex than short-term mobilities. The planning and completion of Advance Planning Visits should also be elaborated on to showcase partner cooperation and communication and possibly evidence how management/staff/accompanying persons have benefited in terms of capacity building and professional development.

You will also need to cover the roles, experiences, and competencies that your partners have contributed to the project. If roles and responsibilities changed for any reason, please explain the changes here and why they took place. You will also need to provide information on how your partners contributed to the project by detailing how they used their experience and knowledge to help you and your participants to achieve project objectives. You should also comment on if their contributions were as expected from application stage.

For VET projects, you will need to confirm how you chose the receiving organisations within your projects and whether any participating organisation fulfilled the role of an intermediary, as defined on page 52 of the [2020 Programme Guide](#) . . If you answer 'Yes' to this question you will need to select these organisations from the dropdown selection box. You will also need to explain how any intermediary organisations involved in the project helped you and your other partners organise project activities.

5. Project Management

In this section, you will need to provide information about all the stages of your project and how you implemented your main activities. There should be a focus on how you managed the practical and logistical aspects of your project, such as any management systems; working with your partners; organising travel, accommodation, and insurance; ensuring the safety of your participants; and the monitoring and supporting activities undertaken. Here you should also cover the quality assurance systems implemented within your project, including the agreements set up with your partners and participants. As explained in the Project Handbook, within your project you should have used the template participant grant agreements and learning agreements annexed to your project Grant Agreement. Please comment on whether you used these templates and, if you did not use them, why this was the case.

If your project includes ErasmusPro activities you should provide detailed information, with regards to what measures and processes were in place to manage the long-term mobilities throughout all phases of your project. Special attention should be paid on the complexities such activities would inevitably involve, e.g., how issues, if any, were apprehended and/or resolved, what difference completing long-term mobilities make, how progress was monitored and impact assessed for all parties involved, etc.

In this section, you are also required to explain how you assessed the extent to which the project has produced the results and outcomes you set out to achieve at application stage. To answer this question, you should cover any relevant evaluation activities carried out during and on completion of the mobilities. At this point, you are strongly encouraged to highlight how you evaluate the extent to which your project was successful in achieving its objectives, and what qualitative and/or quantitative indicators have been defined and used to measure its success and evaluate the outcomes.

If you experienced any problems, difficulties or challenges during the implementation of the project, you should explain what these were and in what ways they were addressed, including whether you were able to overcome them and how. You will not necessarily be marked down for experiencing these problems as focus is on how you dealt with problems and tried to overcome these, but your information may help to inform other projects in the future of the type of problems they may face and how best to manage them. It will also make the UK NA aware of the challenges that projects are experiencing so that we can provide further guidance and support for future projects.

In the next section, you are expected to provide details about the measures and activities in place to monitor the progress of participants and what support was available to them to ensure their progress and facilitate the achievement of planned learning outcomes. Describe practical measures and activities in place (e.g., daily meetings, discussions, keeping logbooks, etc.). Please elaborate on the methods used to measure progress and collect feedback, who was responsible to implement monitoring and if applicable, how the hosting organisations were involved in this process. Similarly to your original application, you will need to select the most relevant topics addressed by your project via the dropdown selection box, and you can use the comments box to help explain if your project ended up addressing different topics to those selected in your application.

5.1 Preparation of Participants

Here you should include details and clear examples (by the participants' subject area if applicable) about the preparation participants received before and/or during mobility and who this was provided by. This should cover social and cultural preparation related to the receiving country of the mobility as well as any work or sector specific preparation. You should also reflect on how effective your preparation activities were and how you evaluated this. Please do not cover linguistic preparation, as this is the focus of section 5.2.

5.2 Linguistic Preparation

You will need to indicate whether you used any of the funding from the Organisational Support budget heading to provide linguistic preparation for participants. If so, please explain how linguistic preparation was delivered, indicating any tools used (for example free online resources or a language tutor).

Use of the OLS (KA1 VET only)

You need to provide information here regarding whether or not you received any Online Linguistic Support (OLS) licences for your participants, and if you did, how you allocated these to participants and encouraged them to use the resource. You should also comment on how long participants generally spent on the OLS courses, if applicable. If you were awarded OLS licences but did not use them you must explain why. Please be aware that if the explanation provided is not satisfactory the UK NA may reflect this in the scoring of your Report. It would also be useful to describe, if you did use the OLS, how you and your participants found it: was it helpful, are there ways it could be improved,

etc. From this section, the NA collates any feedback on the OLS tool so please ensure that you provide any feedback you have.

5.2.1 Participant Self-evaluation – Language Learning (KA1 VET only)

This element introduced as part of the participants' reports aims to provide a snapshot of how VET learner participants have improved on their language skills as a result of their participation in a mobility. The table within this question is populated automatically from the participant reports completed via Mobility Tool+ and will show the percentage of learners who have answered 'Yes' to the following question in their questionnaire: 'Do you feel you have improved your skills in the main language used during your mobility activity?'. You may use the result provided in this table to reflect on how useful your linguistic preparation activities were and comment on this under question 5.2.

Please note that this section will remain blank if your project only included VET Staff mobilities.

6. Activities

This section includes an overview of your project activities and mobility flows which will have been automatically generated from the 'Mobilities' section of Mobility Tool+. Please check this information carefully and make sure it is in line with your project application or any permitted contract amendments. If any of the information is incorrect, please amend this in the 'Mobilities' section before submitting your Report. This part also presents a breakdown of participants per gender and receiving organisation's country across the project. This will have been automatically generated by the 'Mobilities' section of Mobility Tool+.

6.1 Overview of Activities

As mentioned above, this section will be automatically populated using the information you have input in the Mobility Tool+ to provide a brief overview of the activities you have reported and the number of participants. Please double check this information and amend if errors are detected, e.g., accompanying persons reported as learners, or under VET-STA or VET -TAA activities, , etc. To amend this information, you would need to navigate to the Mobilities tab of Mobility Tool+. Use the comment section to describe any changes that might have been implemented in the mobilities activities in comparison to the application form.

6.2 Overview of Mobility Flows

This section will provide information in terms of the individual flows completed under your project. As above, carefully review before submitting your Final Report. If errors are identified, these should be amended in the mobilities section on the MobilityTool+.

6.4 Participants' Profile

You will need to describe the background and profile of the participants that have been involved in your project. You should also describe your recruitment and selection processes and explain if there were any differences from the planned recruitment process you described in your original application. This section includes an overview of participants allowing you to select the types of fewer opportunities (if any) that they faced.

6.7 Erasmus Pro Activities per Hosting Organisation

The information in this section will similarly be fed from the individual data you have input for your participants. As stated above, please make sure to review this summary report; where discrepancies are detected, you will need to amend the information in the individual Mobilities tab in order for the correct data to automatically populate this section. Please note that you are required to provide further details in the section below this report in the event ErasmusPro mobilities were implemented.

6.8 Participants' Feedback

Section 6.8 is all about the reports completed by your participants (excluding accompanying persons) via Mobility Tool+ at the end of their mobilities. The inclusion of this sub-section underlines the importance of these reports and therefore it is paramount that all those which are due are submitted.

In this section, you are required to provide a summary of the feedback that your participants have provided via their reports, any issues they faced and any improvements you made as a result. To complete this section, you can also draw from any evaluation activities carried out with your participants during the project. This box gives you an opportunity to explain any feedback provided within the participant reports, which you feel requires clarification.

6.8.1 Participant Report Submission Rate

This section includes a table which is automatically generated via Mobility Tool+ on the basis of the proportion of participant reports submitted by your participants. **Please ensure that any percentages shown here (Learners and/or Staff, depending on the target group(s) within your project) are 100%.** If they are less than 100%, please return to the 'Mobilities' section to check which participants have not submitted their reports. You will need to get in contact with them and make sure they complete and submit their reports before submitting your Final Report. Please remember that it is a contractual requirement for **all participants to submit a participant report**; if this requirement is not fulfilled the assessment of your Final Report and the final grant amount may be affected.

6.8.2 Participant Satisfaction – Staff

This section shows percentages of staff participant who answered 'Good/Very good', 'Strongly agree/Rather agree' or 'Very satisfied/Rather satisfied' to the questions within their participant reports related to the indicators shown. The table here is again automatically generated via Mobility Tool+ on the basis of submitted participant reports and, for KA1 VET, will only be populated if your project included staff mobilities.

6.8.3 Participant Satisfaction – Learners (KA1 VET only)

This section shows percentages of VET learner participant who answered 'Good/Very good', 'Strongly agree/Rather agree' or 'Very satisfied/Rather satisfied' to the questions within their participant reports related to the indicators shown. Like in section 6.8.2, the table here is automatically generated via Mobility Tool+ on the basis of submitted participant reports and will only be populated if your project included VET learner mobilities.

7. Learning Outcomes and Impact

7.1. Learning Outcomes

You will need to describe the acquired competences and skills for each activity implemented in your project and the methods you have used to evaluate the learning outcomes. You should explain any changes from those planned in your original application.

This section also includes a breakdown of the type of certification that participants have received which is automatically generated by the 'Mobilities' section of the Mobility Tool+. You will need to indicate whether all participants have received formal recognition of their mobility. If any participants have not received formal recognition, you will need to provide an explanation for this.

Below are further details on the sub-questions automatically generated from submitted participant reports. Please feel free to elaborate on the data presented by these tables within the relevant narrative question boxes.

7.1.1 Participant self-evaluation – Staff

This section shows percentages of staff participant who answered 'Strongly agree/Rather agree' to the following questions within their participant reports:

- I have improved my career and employment opportunities
- I have gained practical skills relevant for my current job and professional development
- I have improved my knowledge of the subject I am teaching and/or my professional field
- I have improved my awareness of methods for assessing and giving credit for skills or competences acquired in formal and informal learning context

For KA1 VET, this table will only be populated if your project included staff mobilities.

7.1.2 Participant self-evaluation – Learners (KA1 VET only)

This section shows percentages of VET learner participants who answered 'Strongly agree/Rather agree' to the following questions within their participant reports:

- I believe that my chances to get a new or better job have increased
- I improved my technical/professional skills and competences
- I am more confident and convinced of my abilities
- I am more able to cooperate with people from other backgrounds and cultures

The table here will only be populated if your project included learner mobilities.

7.2 Recognition received by participants

In order for your report to provide summary of what recognition your participants have received at the end of their mobility, you will need to add this data in the Individual participant section. The option is for a maximum of three certificates to be added, and you can choose the certification type from the drop-down menu, e.g. Europass Mobility Document, course specific certificate, attendance or work certificate, recognition at national or local level, to name a few. Please make sure that you include this information as it adds great value to the quality of project implementation and the impact evaluation for the activities organised and completed under your project.

7.3. Impact

In this section you will need to describe the impact the project has had on participants, partners, and other stakeholders as well as the wider impact potentially ranging from local to international levels. Consider whether any innovations of the project will impact systems or policies at your organisation, and how you will extend and measure the impact of the project in the long-term. Your approach to analysing the impact should be two-fold: you should provide details as to how the project activities has impacted the individual participants, e.g., acquisition of new competences and/or vocational skills, improved soft skills, improved knowledge of a European language for learners or improved competences/CPD progression for staff, etc. In terms of describing the impact on an organisational level, it is important to elaborate on the increased capacity of participating organisations, consortium partner(s), if applicable, and hosting organisations. Describe how the project helped your organisation e.g. improve practices, build capacities, improve rates of staff/learner retention, or adopt new improved policies or curriculum.

The information provided in this section for projects that included ErasmusPro activities will be of particular value and will be considered as a strong point when assessing your Final report.

7.3.1 Participant Feedback on Institutional Impact

This section shows percentages of staff participants who answered ‘Strongly agree/Rather agree’ in relation to the following criteria for institutional impact within their participant reports:

- Creating opportunities for me to share the knowledge acquired through my mobility activity with colleagues

- Using new teaching/training methods, approaches and good practices at my sending institution
- Reinforcing a positive attitude of my sending institution towards sending more staff on teaching assignments, job shadowing or training abroad
- Strengthening the cooperation with the partner organisations in this project

8. Dissemination of Project Results

You should describe what activities you have undertaken to disseminate all of your project results, both tangible and intangible, including how these have been shared with your partners and other organisations outside your project. If applicable, you should also give examples of how participants, staff, partners and stakeholders have been involved in disseminating the project results by sharing their experiences.

You will need to provide details of any tangible project results that you would like to share on the European Commission's online dissemination platform - the European Project Results Platform (EPRP). All Erasmus+ projects are included on the EPRP available at <http://ec.europa.eu/programmes/erasmus-plus/projects/>. This dissemination platform offers a comprehensive overview of projects funded under the programme and highlights best practices. The platform serves as a useful tool in disseminating the outcomes of your project and will make available any tangible resources, products, deliverables and outputs which have resulted from Erasmus+ projects. The EPRP will automatically include your project summary and if your project includes any tangible results you can upload these onto the platform before the end of the project. For further information and to watch a short video on EPRP please go to <https://www.erasmusplus.org.uk/promotion-and-dissemination> and <https://www.youtube.com/watch?v=jY-KIDiFa4>. Please also see section 4.3 of this guidance.

Finally, you should confirm whether you used EPAL (the European Platform for Adult Learning in Europe) to disseminate your results. This will be more relevant to KA1 Adult Education projects. In any case, you should check your original application form to see if you envisaged using EPAL at that point, and comment on whether your plans changed. EPAL is available at <https://ec.europa.eu/epal/en>.

9. Budget

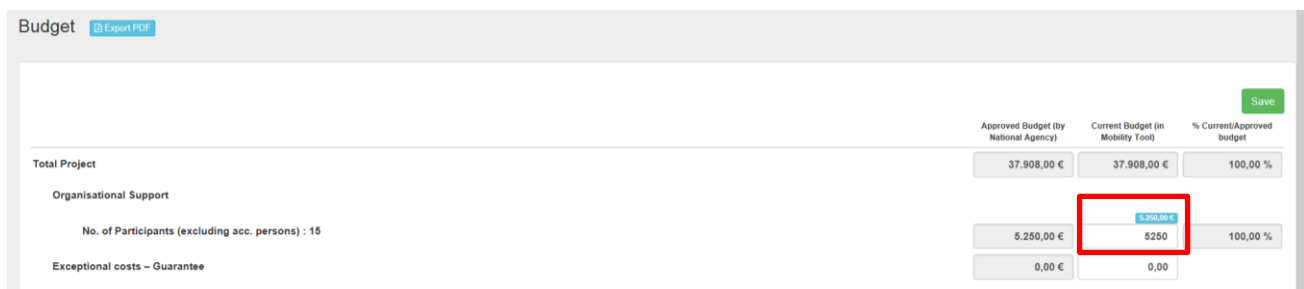
This section displays an overall summary of the budget for your project as well as a breakdown for each budget heading. The majority of this has been automatically generated by the ‘Mobilities’ and ‘Budget’ sections of the Mobility Tool+. Please check all data carefully and ensure this is correct. If any of it is incorrect you will need to review any errors in the ‘Mobilities’ section.

If you have not already done so, you are advised to revalidate your mobilities at this point, to ensure that any updates to your mobilities and related costs are implemented by Mobility Tool+, ensuring that your budget is correct and up to date in your Final Report. Please see [section 4.2](#) for detailed instructions on how to do this.

Please look out for the below areas within the Budget section:

9.1. Budget Summary

In this section of the report, the budget will be automatically generated using the relevant information on the MobilityTool+ within the individual participants’ sections. Please ensure that the ‘Total Amount (Adjusted)’ field in the Organisational Support row within the budget summary is complete: your Final Report will not be accepted if the amount here is € 0. If the ‘Total Amount (Adjusted)’ field shows as € 0 you will need to manually input the amount you are requesting at Final Report stage in the ‘Budget’ section of Mobility Tool+ and Save, as shown in the screenshot below:



	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved budget
Total Project	37.908,00 €	37.908,00 €	100,00 %
Organisational Support			
No. of Participants (excluding acc. persons) : 16	5.250,00 €	5.250,00 €	100,00 %
Exceptional costs – Guarantee	0,00 €	0,00 €	

The screenshot shows a table with three columns: 'Approved Budget (by National Agency)', 'Current Budget (in Mobility Tool)', and '% Current/Approved budget'. The 'Total Project' row shows 37.908,00 € in both columns and 100,00 % in the third column. Under 'Organisational Support', there is a row for 'No. of Participants (excluding acc. persons) : 16' with 5.250,00 € in both columns and 100,00 % in the third column. Below it, 'Exceptional costs – Guarantee' shows 0,00 € in both columns. A red box highlights the 'Current Budget (in Mobility Tool)' cell for the 'No. of Participants' row, which contains the value '5.250,00 €'.

In the box provided under section 9.1.1 Project Total Amount you should provide an explanation if the Adjusted Organisational Support amount (based on your manual input on Mobility Tool+) differs from the calculated amount. This will be the case, for example, if you have implemented a budget transfer from Organisational Support into Travel and Individual Support to fund additional mobilities, in line with Article I.3.3 of your grant agreement. Please note that any extra mobilities not approved at

application stage may be deemed ineligible if you have not correctly implemented a budget transfer permitted by the grant agreement and the agreed Travel and/or Individual Support amounts have been exceeded. Please contact the UK NA if you need further advice on this.

9.3 Exceptional Costs for Expensive Travel

Under the 2020 Call, beneficiaries can claim 'Exceptional costs for Travel' financial support (up to 80% of eligible costs) for expensive travel costs for participants, where such funding had been granted within your Grant Agreement. In this section, you are requested to provide a detailed description per activity of how exceptional costs for travel were incurred. These costs must also be justified within the individual participants sections to demonstrate that the standard funding rules (based on the contribution to unit costs per travel distance band) do not cover at least 70% of the travel costs of participants.

Please make sure to attach invoices and/or supporting documents with proof of payment before submitting your Final report.

9.6. Special Needs Support and 9.7. Exceptional Costs

Any costs reported under these categories are based on actual costs rather than unit costs. You will only be able to claim Exceptional Costs if your project was awarded funding under this budget category within your Grant Agreement, whereas you may claim Special Needs Support funding if necessary, also as a result of a budget transfer (see Article 1.3.3 of your Grant Agreement).

When claiming Special Needs Support you will need to indicate in the 'EU Special Needs Support Comments' box for the relevant mobility(ies) whether you have been granted this funding as part of your Grant Agreement with the UK NA or if the funding has become available as a result of a budget transfer. You will also need to detail the nature of the cost being claimed and provide justification in the relevant sections in the Budget tab on the Mobility Tool+.

Please note that when submitting your Final Report, you will **NOT** be required to attach invoices/documents with proof of payment for Special Needs support. However, please also bear in mind that if your project is selected for Desk Check, you will be required to provide invoices to evidence the actual costs incurred. Invoices need to specify the name and address of the issuing organisation, the amount and currency, and the date of the invoice. You should report any costs incurred in Mobility Tool+ within the relevant mobility and comment on what the money was spent on in the 'Overall

comments' box. You will also need to explain the nature of the costs incurred within the box provided in your Final Report.

For all Exceptional Costs (including Exceptional Cost for Travel as indicated above) you will need to attach invoices and/or supporting document with proof of payment to submit with your Final report.

Please note: the UK NA could reduce the amount of Special Needs Support or Exceptional Costs reported if a clear justification, consistent with related invoices, has not been provided within Mobility Tool+ or your Final Report. The NA may also reduce the grant requested if the money was spent on items not eligible for these types of support as detailed in the Programme Guide. You **must** therefore provide detailed justifications for any actual costs reported including a breakdown where necessary. Please see [section 4.3](#) for further information on the supporting documents that you need to submit or retain in relation to these cost categories.

9.8 COVID-19 and Force Majeure

Due to the COVID-19 outbreak earlier in 2020, travel to and from the UK had to be postponed or cancelled. The Coronavirus is deemed to be a force majeure, and the MobilityTool+ was updated to reflect that by ensuring that Final reports can now claim costs for mobilities that were cut short, cancelled or postponed.

New flag "COVID-19 affected"

Mobilities having an end date within 2020, with the Force Majeure flag checked, and for which Force Majeure Explanations contain keywords such as "corona" or "covid" will automatically have the "COVID-19 affected" flag set. This flag cannot be changed manually.

Encoding force majeure mobilities in Erasmus+ KA1

A. For participants that have terminated the activity and have returned home:

- Register the mobility and participant data, completing all the fields so the default grant calculation is properly applied.
- Flag the mobility as **Force Majeure**.
- Fill in Force Majeure comments, explaining the situation and using the keywords "Coronavirus" or "COVID-19".
- Register the mobility with a shorter duration, if necessary.

- The **Travel Grant and Individual Support** are editable and can be used for adjustments.
- Provide **comments** on the additional costs, if needed.

B. For participants that have suspended the activity and decided to stay abroad or are forced to stay abroad:

- Register the mobility and participant data, completing all the fields so the default grant calculation is properly applied.
- Flag the mobility as **Force Majeure**.
- Fill in Force Majeure comments, explaining the situation and using the keywords "Coronavirus" or "COVID-19".
- Register the mobility with a possible longer duration than initially foreseen using the fields Interruption duration and Non-funded duration for adjustments of the funded duration.
- The **Travel Grant and Individual Support** are editable and can be used for adjustments.
- Provide **comments** on the additional costs, if needed.

C. For participants (or organisations) that have decided to cancel the activity before it started:

- Register the mobility and participant data, completing all the fields so the default grant calculation is properly applied.
- Flag the mobility as **Force Majeure**.
- Fill in Force Majeure comments, explaining the situation and using the keywords "Coronavirus" or "COVID-19".
- Fill in the same Start Date and End Date => Duration = 1 day.
- Flag the mobility as zero grant, if no costs incurred (*).
- The **Travel Grant, Individual Support and Organisational Support** (for youth) are editable and can be used for adjustments.
- Provide **comments** on the additional costs, if needed.

(*) Registering the cancelled mobilities without costs as zero grant will allow you to request the **organisational support** costs that might be necessary for the administration of those mobilities.

D. For participants (or organisations) that have decided to cancel the initial activity before it started and postpone it for later, thereby incurring extra costs

- Register the mobility and participant data, completing all the fields so the default grant calculation is properly applied.
- Flag the mobility as **Force Majeure**.
- Fill in Force Majeure comments, explaining the situation and using the keywords "Coronavirus" or "COVID-19".
- Fill in the delayed (real) Start Date and End Date of the mobility.
- The **Travel Grant, Individual Support** and **Organisational Support** are **editable** and can be used for adjustments.
- Provide **comments** on the additional costs, if needed.

Additional explanation:

For impacted mobilities where the actual implementation period of activities during the stay was shorter than the full mobility duration, the fields Interruption or Non-funded Duration must be used **when the total grant needs to be reduced**.

If the participant is entitled to the total grant, then the mobility duration **must not be altered** so that the grant remains correctly calculated. In this case the mobility must still be flagged as Force Majeure and the force majeure explanation containing "COVID-19" or "Coronavirus" be added.

10. Closing Remarks

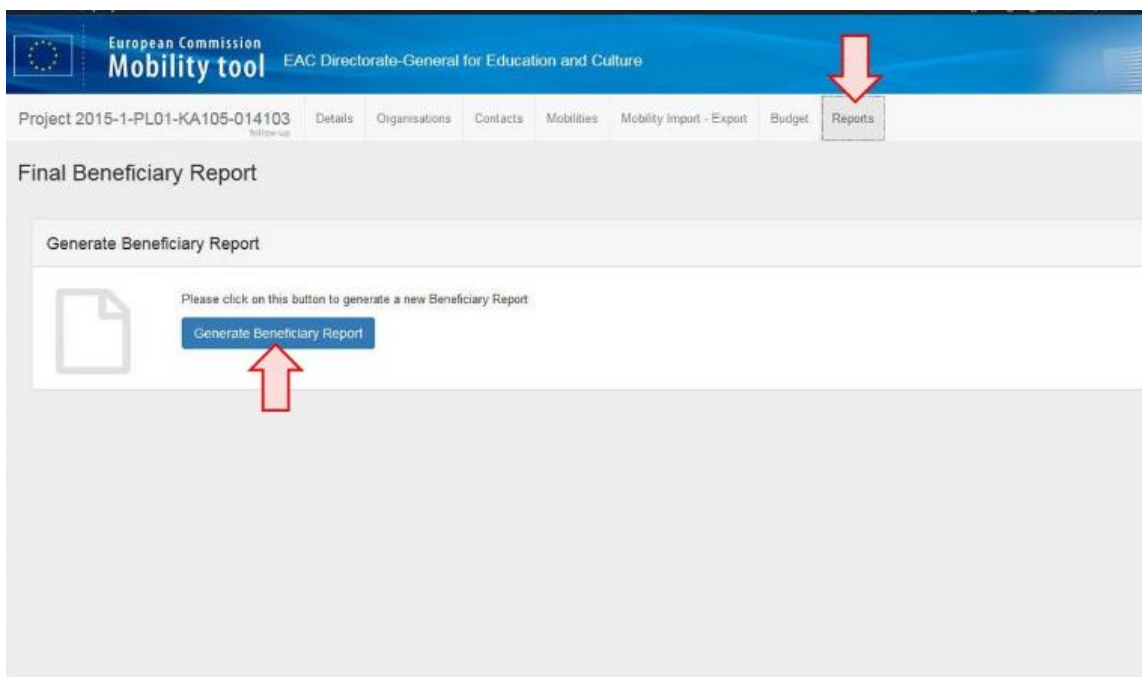
In this final narrative section you have the opportunity to provide comments to the UK NA or the European Commission regarding the management and implementation of Erasmus+ Key Action 1 projects.

11. Annexes

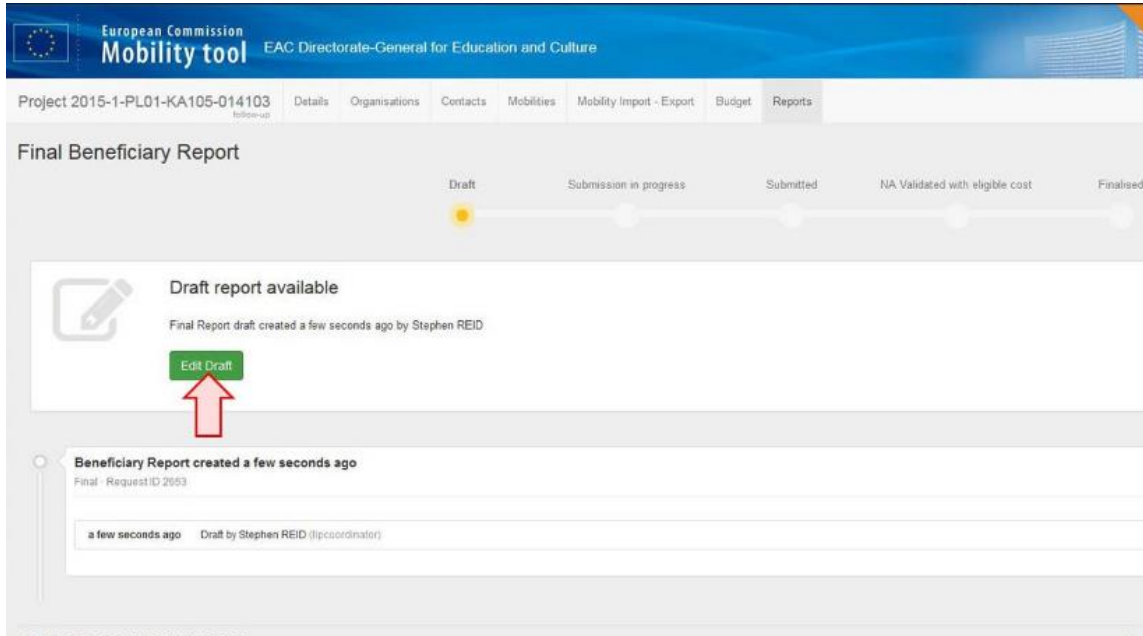
Please see [section 4.2](#) and the Final Report checklist for further information on this.

4.2. Technical guidance

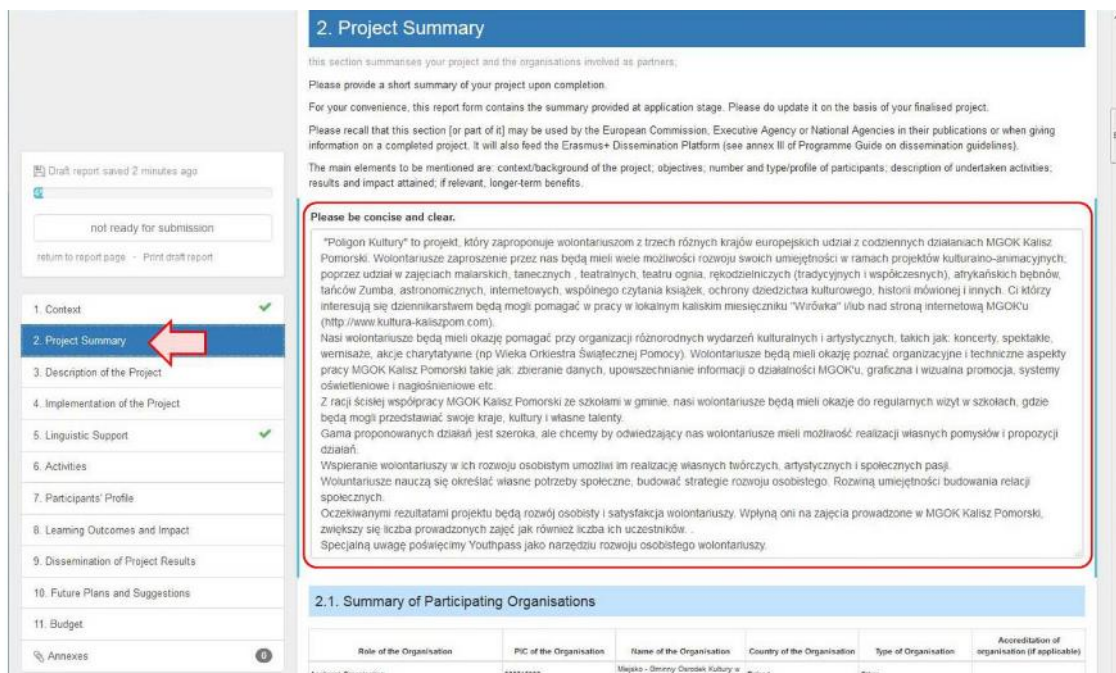
To complete the Final Report, you will need to be connected to the internet and have access to your project in Mobility Tool+. After checking that the data in Mobility Tool+ is correct you can generate the Beneficiary Report for your project from the 'Reports' section of the Tool:



After clicking this button, Mobility Tool+ will generate the Final Report for your project. To open and edit the report you will need to click the 'Edit Draft' button:



You will then be taken to the Final Report for your project. On the left is a status box and navigation panel to help you monitor which sections of the report still need to be completed and your current level of progress. When all the text fields in a section of the report have been filled in, a green tick will appear next to it on the navigation panel:



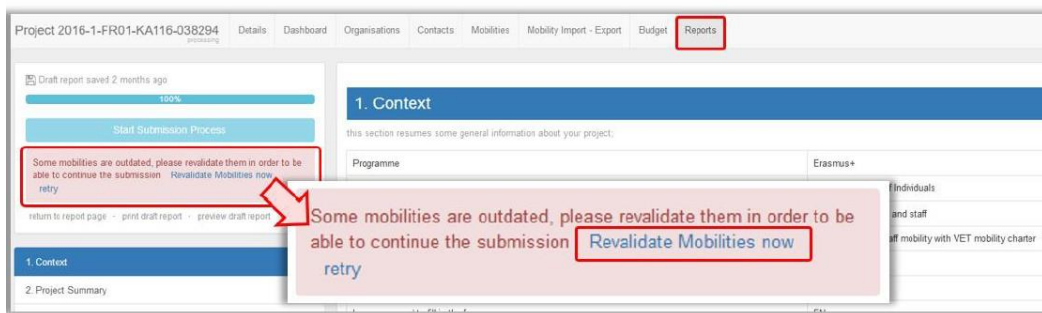
Mobility Tool+ **does not** check whether each field has been satisfactorily completed; it only checks whether any text has been input into each field. The UK NA recommends that you complete the content for your Final Report in a Word document and copy and paste the information into the relevant field of the report in the Mobility Tool+. The character limit is displayed below each field and if you choose to copy and paste information you should ensure that all the information has been included.

Mobility Tool+ saves the draft report as you work on it so you can navigate away from the report to any other section of Mobility Tool+ when you need to. When you return to the 'Reports' section, you can click the 'edit' button to continue editing the draft. If you need to **update the data in Mobility Tool+ after generating the report**, for instance regarding the mobility information or the budget section, you can click the button to release the draft and generate a new version. This new draft will contain the new data from the Mobility Tool+, and also any information input into the previous version. Please see [section 4.1](#) for tips on writing your Final Report and [section 4.3](#) for information about supplementary materials to upload as annexes.

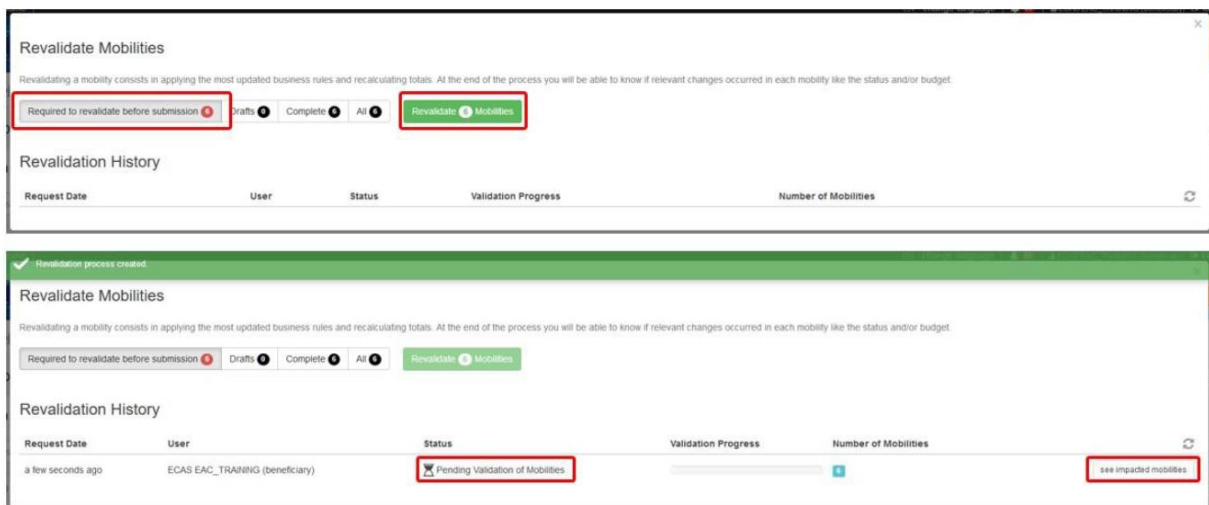
Revalidating mobilities

You will not be able to start the Report submission process unless you have revalidated your mobilities. This is a process introduced by the European Commission requiring beneficiaries to revalidate, or re-save, their mobilities to ensure that they contain correct information. This step needs to be completed at least once during the project lifetime and at the latest before you are able to submit your Final Report. This will ensure that the Budget information within your Final Report is accurate.

You will need to revalidate mobilities if the draft version of your Final Report displays a red warning and the ‘Start Submission Process’ button is inactive, as seen in the screenshot below:



To revalidate your mobilities, click the ‘Revalidate Mobilities now’ link to access the ‘Revalidate Mobilities’ screen. Now click the green ‘Revalidate x Mobilities’ button. You will be able to see more details on the mobilities affected by the process via the ‘See impacted mobilities’ button.

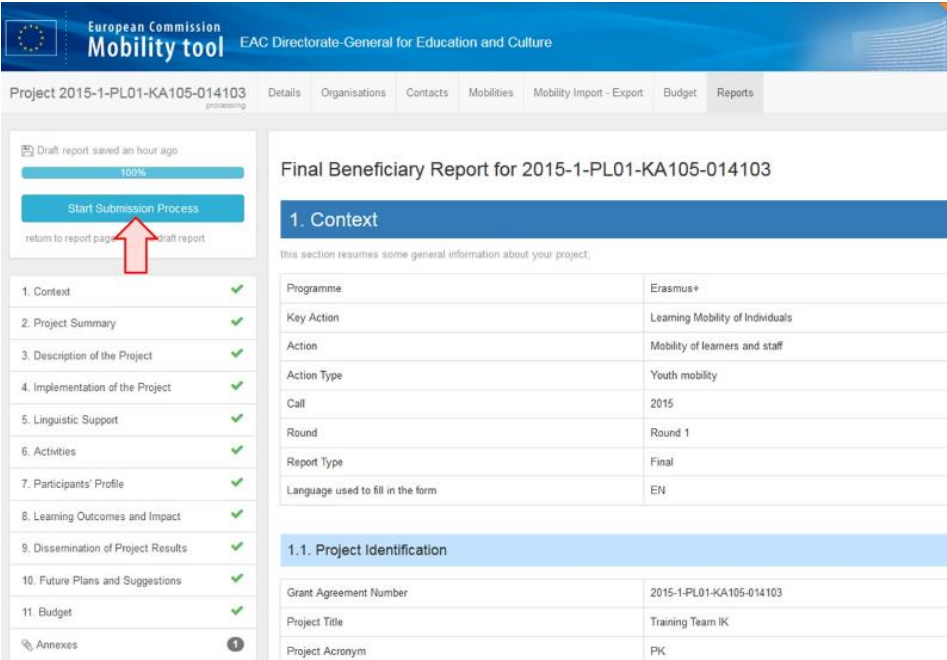


After the process is complete the warning message in the 'Reports' tab will disappear. If you have completed all mandatory sections of your Final Report the 'Start Submission Process' button will become available. Full details about this process are available on the Mobility Tool+ User Guide a

<https://webgate.ec.europa.eu/pfis/wikis/display/NAITDOC/Mobility+Tool+-+Guide+for+Beneficiaries>

Submitting your Final Report

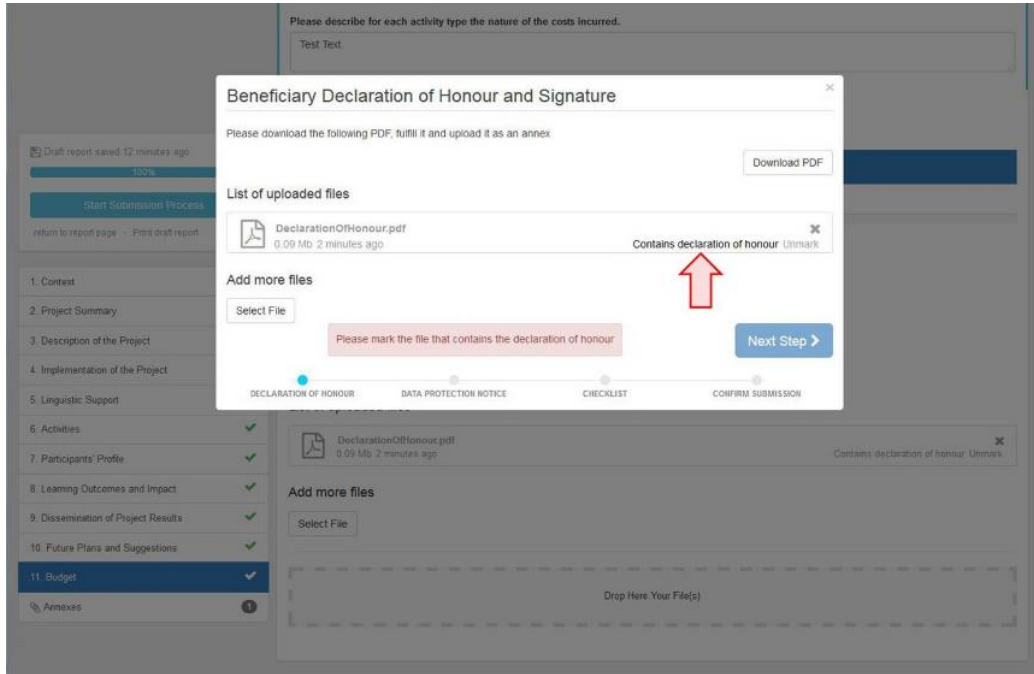
When you are ready to submit the Final Report, you can click the button in the status box to start the submission process:



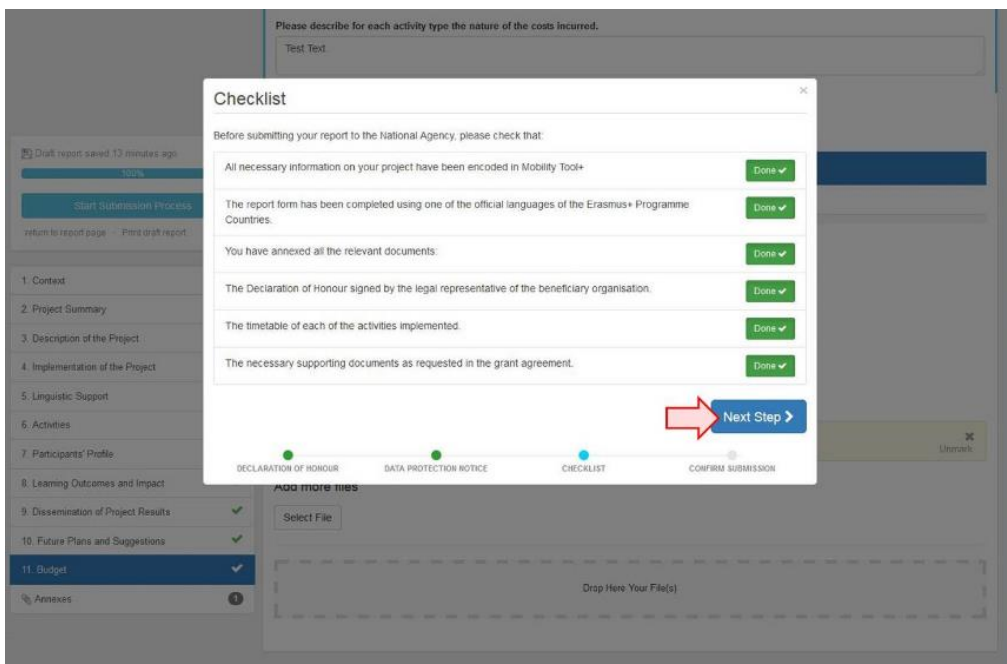
The screenshot shows the 'European Commission Mobility tool' interface for project 2015-1-PL01-KA105-014103. The 'Reports' tab is active, showing a progress bar for the draft report at 100% and a 'Start Submission Process' button. A red arrow points to this button. The main content area displays the 'Final Beneficiary Report for 2015-1-PL01-KA105-014103' with sections for '1. Context' and '1.1. Project Identification'.

Final Beneficiary Report for 2015-1-PL01-KA105-014103	
1. Context	
this section resumes some general information about your project.	
Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	Youth mobility
Call	2015
Round	Round 1
Report Type	Final
Language used to fill in the form	EN
1.1. Project Identification	
Grant Agreement Number	2015-1-PL01-KA105-014103
Project Title	Training Team IK
Project Acronym	PK

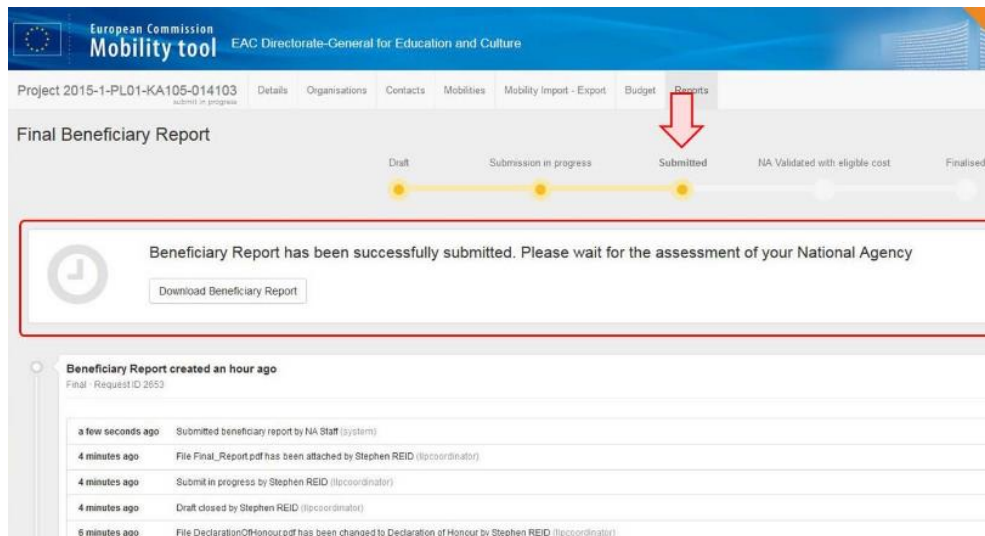
After clicking this button, a pop-up window will appear that will take you through the steps of the submission process. The first step is to upload the Declaration of Honour; you will see a list of files already uploaded to your report and a button to download the Declaration of Honour as a PDF. You should save a copy of Declaration of Honour locally on your computer so that you can print it out and have it hand signed by the legal representative for the project. When this has been signed, you will need to scan it into your computer and upload it to the report as an annex:



You will need to accept the data protection notice and then make sure that you have completed all the points on the checklist. The Checklist will only be available once you have completed all sections of your Final Report. You will need to change the status of each point to 'done' to progress to the submission of the report:



You should now be ready to submit the Final Report. After clicking the submit button a message will be displayed saying that the submission is in progress. This can take up to 15 minutes and a message will appear to let you know when the report has been successfully submitted:



4.3. Supplementary materials to submit with your Final Report

You are required to submit a limited number of documents with your Final Report, which are outlined below.

Declaration of Honour

As already mentioned in section 4.1 of this guidance, a declaration of honour must be hand signed by the legal representative for the project, scanned and uploaded as an annex on Mobility Tool+. If the legal representative for your project has changed and you have not already informed the UK NA, you should contact your Project Officer as soon as possible.

Participant reports

It is a contractual requirement for you to submit **100%** of participant reports with your Final Report via Mobility Tool+. If you are having any issues or difficulties in submitting 100% participant reports, you should contact your Project Officer at the UK NA for support and guidance, as failure to submit 100%

of participant reports will result in reduction of the budget approved following the assessment of your Final report, e.g., costs might be made ineligible due to missing participants' reports or the Organisational Support budget reduced.

You may also wish to add comments regarding any difficulties within your Final Report in section 11 'Closing remarks'.

Special Needs evidence

If your project received Special Needs support costs (as detailed in Annex II of your Grant Agreement) or you have completed a budget transfer to fund unexpected Special Needs costs, you must provide justification for all costs incurred within the relevant individual mobility section.

Please note that you are not required to attach any evidence to your Final Report at this stage. However, if your project is selected for Desk Check, you will then be requested to provide evidence for incurred Special Needs costs in accordance with Annex III of your Grant Agreement:

- Copies of invoices of the actual costs incurred which include name and address of who issued the invoice, currency and amount paid, and date of the invoice.
- Proof of payment.

Exceptional Costs evidence (including Expensive Travel costs):

If your project received Exceptional Costs (as detailed in Annex II of your Grant Agreement), you must submit the following with your Final Report in accordance with Annex III of your Grant Agreement:

- Copies of invoices of the actual costs incurred, giving the name and address of the company issuing the invoice, as well as the amount, currency and date;
- Proof of payment.

Supplementary documents to evidence project outcomes and best practice (not mandatory)

With your Final Report you can provide a number of supporting documents to evidence project organisation and management and the mobility processes undertaken, as well as any project or participant achievements. Providing supplementary documentation to evidence your project activities gives you an opportunity to highlight areas of best practice and showcase the outcomes of your project.

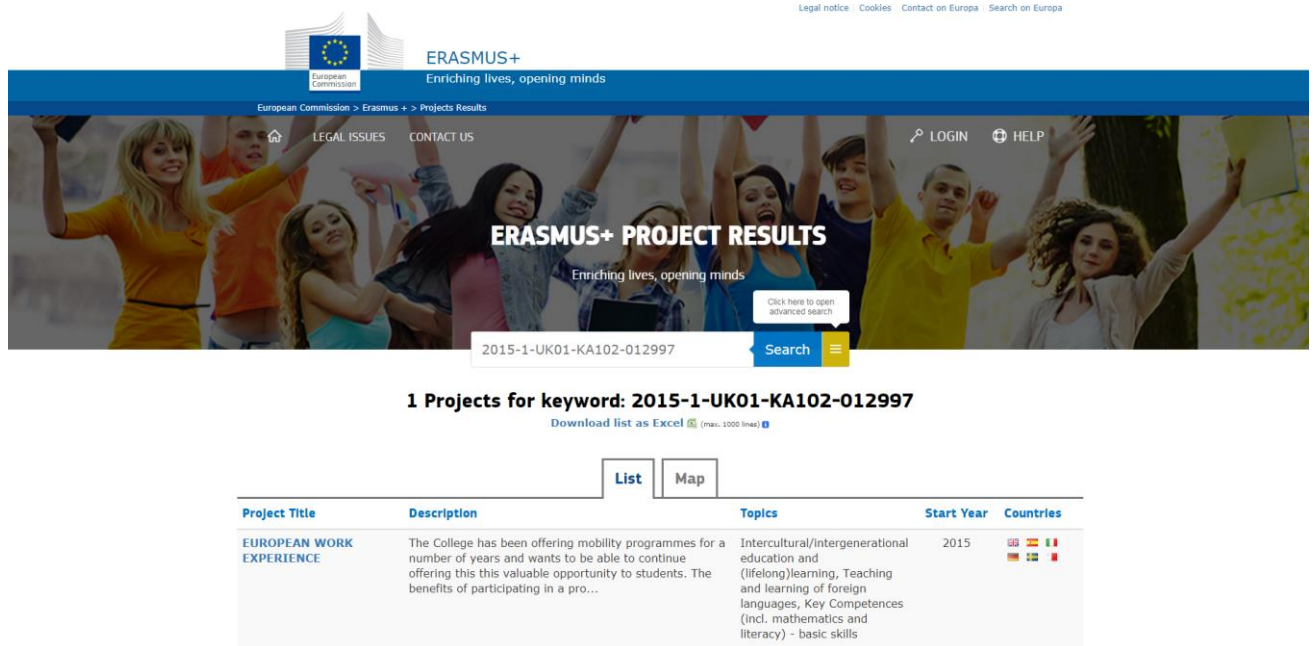
A number of examples are provided below to give you an idea of what you could submit:

- preparation packs for participants
- template forms (e.g., health and safety form, mobility application form, etc.)
- guidance documents
- participant blogs or journals from mobility
- photographs or videos of preparation or mobility activities
- news articles to demonstrate dissemination
- an evaluation or quality management report

You can choose to upload this supplementary evidence as annexes to your Final Report on Mobility Tool+ or as project results on the Erasmus+ Project Results Platform (EPRP).

1. You can upload files to your report in **Mobility Tool+** in the same way you would attach a file to an email. You are able to upload a maximum of 10 files and up to a total of 10MB.
2. Alternatively, you may wish to upload documentation or 'results' onto the **EPRP**, the dissemination platform produced for Erasmus+ offering an overview of projects funded under the programme and highlighting best practices. The summary of your project, submitted in your application, is automatically published on the platform. Any results uploaded onto the EPRP will be considered in the assessment of your project at Final Report. Although uploading results onto the EPRP is not a contractual requirement for Key Action 1 VET and Adult Education projects, it is a good opportunity to showcase your project and to disseminate and share your project outcomes and achievements. The platform will give your project more visibility and exposure, making it a useful tool to find new partners or projects.

To access the EPRP go to: <http://ec.europa.eu/programmes/erasmus-plus/projects/>. Type in your project reference number and the project title and summary of your project (as submitted in your application), which is automatically published on the platform, will show:



Legal notice · Cookies · Contact on Europa · Search on Europa

ERASMUS+
Enriching lives, opening minds

European Commission > Erasmus + > Projects Results

LEGAL ISSUES CONTACT US LOGIN HELP


ERASMUS+ PROJECT RESULTS
Enriching lives, opening minds

Click here to open advanced search

2015-1-UK01-KA102-012997 Search

1 Projects for keyword: 2015-1-UK01-KA102-012997
Download list as Excel (max. 1000 lines)

List Map

Project Title	Description	Topics	Start Year	Countries
EUROPEAN WORK EXPERIENCE	The College has been offering mobility programmes for a number of years and wants to be able to continue offering this this valuable opportunity to students. The benefits of participating in a pro...	Intercultural/intergenerational education and (lifelong)learning, Teaching and learning of foreign languages, Key Competences (incl. mathematics and literacy) - basic skills	2015	

Click on your project title to access further information and the 'results' tab.

Click on 'Log in' to log in through EU Login to upload any results to your project. For further information and support go to: <http://ec.europa.eu/programmes/erasmus-plus/projects/eplu-help/faq.html>.

4.4. Supplementary materials to retain – may be requested

You are required to retain materials to support the reality and eligibility of your project activities and the spending of the Erasmus+ grant amount. You do not need to submit these documents with your Final Report, but they may be requested by the UK NA to support the assessment of your Final Report or for future checks or audits. These further checks may include a Desk Check or a Systems Check. If your project is selected for either of these checks, you will be contacted separately. You should make sure that all project documentation is in order.

You should be aware that this list is not designed to be exhaustive and you may need to keep additional documents in line with your own organisation's requirements.

Please refer to Annex III of your Grant Agreement for full details of the supporting documents you need to keep for each budget heading. The table below provides a summary and should be read in conjunction with your Grant Agreement.

Budget Heading	Evidence to be provided (if requested)
Organisational Support	<ul style="list-style-type: none"> ▪ Declaration of attendance issued by the receiving organisation showing the name of the participant, the purpose of the activity, and the start and end dates of the mobility. A template is provided in the 2020 Project Handbook and Annex 2 of this guidance. <p>In addition, the UK NA may request:</p> <ul style="list-style-type: none"> ▪ Signed participant grant agreements; Templates for these are provided with your Grant Agreement. ▪ Signed learning/training/staff mobility agreements. Templates for these are provided with your Grant Agreement. ▪ Certification or recognition of learning outcomes such as Europass Mobility, ECVET and certificates of attendance.
Travel	Declaration of attendance issued by the receiving organisation showing the name of the participant, the purpose of the activity, and the start and end dates of the mobility (the Declaration of Attendance should not include travel days)
Individual Support	<ul style="list-style-type: none"> ▪ Declaration of attendance issued by the receiving organisation showing the name of the participant, the purpose of the activity, and the start and end dates of the mobility. <p>In addition, the UK NA may request:</p> <ul style="list-style-type: none"> ▪ Confirmation of how Individual Support was paid (i.e., whether the entire unit cost was transferred directly to the participants or whether accommodation/meals/local transport/cultural activities were provided on behalf of participants).
Linguistic Support (only for languages not covered by the OLS) – KA1 VET only	<ul style="list-style-type: none"> ▪ Declaration of attendance of language course signed by the course provider showing the name of the participant, the language taught, and the format and duration of the support provided; or ▪ Invoice for purchase of learning materials showing the language, the name and address of the issuer, and the amount, currency and date of the invoice; or ▪ Declaration signed and dated by the participant for support provided directly by your organisation showing the name of the participant, the language taught, and the format and duration of the support received.

<p>Course Fees – KA1 AE only</p>	<ul style="list-style-type: none"> ▪ Proof of enrolment in the course and of payment of a course fee in the form of an invoice or other declaration issued and signed by the course provider specifying the name of the participant, the name of the course taken as well as the start and end date of the participant's participation in the course.
<p>Special Needs Support</p>	<ul style="list-style-type: none"> ▪ Invoices of the actual costs incurred specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice.
<p>Other</p>	<ul style="list-style-type: none"> ▪ You may be requested to provide proof of receipt of payment of your grant ▪ Confirmation of Exchange Rates applied to convert costs if incurred in currency different from EUR in accordance with Art. I.4.9 of the Special Conditions of your 2020 Grant Agreement.

5. After submitting your Report

Following the online submission of your Final Report through Mobility Tool+, the UK NA will send you an email to acknowledge the receipt of your Final Report and request any missing documents. In the case of missing documents, you should provide these as soon as possible and in accordance with the deadlines provided by the UK NA. If documents are not submitted, the UK NA will proceed with the assessment of your report and any costs associated with any missing documentation may be deemed ineligible.

The assessment and outcome of your Final Report and the payment of the balance of your grant amount will be completed within 60 calendar days from the receipt of the report. However, this period will be suspended if the UK NA needs to request any further reporting elements or supporting documents before being able to finalise the assessment. If any additional information is required, you will be notified by email. Therefore, please ensure that if the contact person for your project has changed that the UK NA has been notified.

N.B. Payment of the balance of your grant amount will not be processed if you owe funds to the UK NA until they have been paid in full.

The final report will be assessed in conjunction with the supplementary materials, using a common set of quality criteria focusing on:

- The extent to which the action was implemented in line with the approved grant application
- The quality of the learning outcomes and impact on participants
- The impact on the participating organisations
- The quality of the practical arrangements provided in support of the mobility, in terms of preparation, monitoring and support to participants during their mobility activity
- The quality arrangements for the recognition/validation of the learning outcomes of participants
- The extent to which the grant amounts due to mobility participants were transferred to them in accordance with the contractual provisions set out in the agreement between the beneficiary and the participant following the template provided in Annex IV of the Agreement.

The Final Report will be assessed on the basis of quality criteria and scored out of a total of a maximum of 100 points. In accordance with Annex III of your Grant Agreement, the final eligible grant amount

for Organisational Support may be subject to reductions for poor, partial or late implementation of the project.

Please note that it is a contractual requirement for **all participants** to submit a participant report as detailed in Annex III of your Grant Agreement and p. 284 of the [2020 Programme Guide](#) ; if this requirement is not fulfilled this may affect your assessment score. The UK NA records instances of non-compliance and expects to see full compliance with programme rules for all projects.

If the Final Report scores less than 50 points in total, the UK NA will reduce the final eligible grant amount for Organisational Support as follows even if all activities reported were eligible and actually took place:

Assessment score	Reduction to grant amount
50 - 100 points	N/A
40 - 49 points	25%
25 - 39 points	50%
0 - 24 points	75%

6. Contacts

If you have any questions about your Final Report, you should first contact your Project Officer directly. You can also contact the Erasmus+ Helpline at erasmusplus@ecorys.com.

7. Final Report Checklist

<input type="checkbox"/>	Have you completed the Organisational Support budget in Mobility Tool+ (MT+)?
<input type="checkbox"/>	Have 100% of participant reports been submitted on MT+?
<input type="checkbox"/>	Have you edited your project summary so that it is a realistic summary of what actually happened in your project, and it is in the past tense ?
<input type="checkbox"/>	Have you explained any discrepancies to the original application within the Final Report?
<input type="checkbox"/>	Have you provided qualitative or quantitative examples of project impact within the Final Report?
<input type="checkbox"/>	Have you revalidated all mobilities?
<input type="checkbox"/>	Has the Declaration on Honour been hand-signed by the named Legal Representative for the project?
<input type="checkbox"/>	Has the Declaration on Honour been dated and the place of signature (town/city) input?
<input type="checkbox"/>	Where Exceptional Costs have been claimed , have you attached copies of invoices and/or proof of payment to the Final Report?
<input type="checkbox"/>	Have you uploaded any results to the EPRP ? (not mandatory)

Annex 1: Template Declaration of Attendance

Declaration of Attendance Erasmus+ KA1 Mobility

Project Reference Number	
Project Title	

The following participants have completed a KA1 mobility as part of the above project. The purpose of this mobility was:

Sending organisation details

Name:

Location (city and country):

Receiving organisation details

Name:

Location (city and country):

Participants

Participant name	Mobility start date	Mobility end date

Accompanying Persons

Accompanying Person name	Mobility start date	Mobility end date

Signature of receiving organisation

Name of signatory:

Place of signature: