

Quick Start Guide To Mobility Tool+

For Key Action 1 School Staff Mobility Projects

Version 2



Introduction

This step by step guide has been produced by the UK National Agency to help beneficiaries of Key Action 1 School Staff mobility projects report using Mobility Tool+.

We advise using Google Chrome or Mozilla Firefox as your internet browser. Some functionality is lost when using Internet Explorer or Safari as your browser.

1. Log In

The official contact and legal representative for your Erasmus+ project (as per the most up-to-date details on the UK National Agency database) will receive an automated email when your school's Erasmus+ project has been added to Mobility Tool+.

To log in to Mobility Tool+ you must have an 'EU Login' account. EU Login allows users to access digital systems developed or used by the European Commission. If you already have an EU Login account, please log in to Mobility Tool+ and proceed to step 2.

If you do not have an EU Login account, please follow the instructions below to register. Open the following link: <https://webgate.ec.europa.eu/cas/eim/external/register.cgi> to access the registration page to enter your details.

Please ensure that you:


- complete all mandatory fields (marked with an asterisk *);
- read and accept the privacy statement by checking the box; and
- complete the security check by typing in the characters on screen. If the characters are not clear enough, click the icon to refresh for a different image or click the icon for an audio version.

After clicking 'Create an account' button, an automatic email will be sent through to the email address you used to register. This will contain details of your username and a link to create your password. It is compulsory to create your password within 90 minutes of receiving the email. If you are required to specify your Domain Name when completing the form, you should ensure that you choose 'External'. Further guidance for registering with EU Login is available on the Erasmus+ website.

Once you have registered, you will be able to log in to Mobility Tool+ using the following URL address: <https://webgate.ec.europa.eu/eac/mobility>

2. Check project details

After logging in, select your project number and you will be shown a screen as below. Your school details will be pre-filled. Please check all details carefully. If anything is incorrect, please let us know as soon as possible.

Project Details		Project Log	
Context information Programme: Erasmus+ Key Action: KA1 - Learning Mobility of Individuals Action Type: KA101 - School education staff mobility Call Year: 2018 Round: 1 Start of Project: End of Project: Project Duration (months):		Project information Grant Agreement No.: Applying on behalf of a consortium?: <input type="checkbox"/> National ID: Project Title: Project Acronym: Project Status: Processing Submission Deadline:	
National Agency National Agency: UK01 - British Council, in partnership with Ecorys UK – British Council For further details about your National Agency, please consult the following page https://ec.europa.eu/programmes/erasmus-plus/contact_en		Beneficiary Organisation information  PIC: Legal Name: Business Name: Full legal name (National Language):	

Any changes you, the system, or the National Agency, make to your report will be shown in the “Project Log” tab that you can see under Project details.

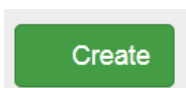
Project Details		Project Log	
Claim	Organisation	Budget	Email
All			

3. Add partner organisations or course providers

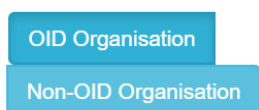
Before adding any mobilities you must add any partner organisations or course providers. Please follow the steps to add partner organisations:

A. Select  from the top toolbar

B. If the organisation or course provider is not already displayed in the table, select




C. If you know the OID number of the partner organisation / course provider select 'OID Organisation', enter the OID number and save. The details will populate for you. If the organisation or course provider does not have an OID, select "Non-OID Organisation", complete all mandatory fields and save.



4. Add contacts

To add additional users or edit existing user details, please follow the steps below:

A. Select  from the top toolbar.

B. You will see a list of people who currently have access to your project.

C. To edit someone's details select  next to their name, update details and save.

D. To add a new contact, select 

E. Enter their details.

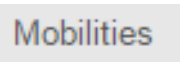


F. Select the edit access to project button **Access to Project** and save

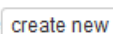
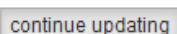
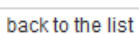
G. The new contact should now be detailed in your contacts list. They will now receive an automated login email notifying them they have access. They will also need an EU Login account (see Step 1: Log in).

Please note: Legal Representative is automatically given “View only” access. To allow the Legal Representative to make amendments to the report, the named contact person will need to edit the Legal Representative’s access rights.

5. Add mobilities

From the Mobilities section on Mobility Tool+ you can see a list of mobilities for the project. This section is not prepopulated and you will need to enter the information for each mobility as it takes place. As you enter mobilities, the budget section on Mobility Tool+ will begin to auto populate.

- A. Select  from the top toolbar.
- B. Select  to add a new mobility.
- C. Complete all sections marked with  and select ‘continue updating’ and ‘save’. If you select ‘create new’ or ‘back to the list’, this will create a draft version of the mobility which will not be accounted for in the budget tab.

after save   

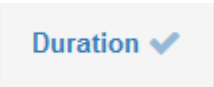


Further fields will appear and you will need to complete all sections marked with ‘value required’. An easy way to see whether all mandatory fields have been completed is to check that all fields at the top of the mobility record are in blue and have a tick as shown below.











Once all sections have been completed, select ‘save’ in the top right-hand corner of the screen.

- D. Repeat steps to add all mobilities for your project.

Please note: You will only be able to claim up to 700 Euros (equivalent to 10 days of course attendance) for course fees per participant, even if these are distributed amongst several mobilities.

Force Majeure

If one of your mobilities has been affected by Force Majeure and had to be cancelled, the first step to take is to try to recover funds through your insurance provider or other refund method from the airlines, course and accommodation providers. However, if this is not possible, you may claim Force Majeure.

Force Majeure is defined as an unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part (as per page 321 of the [2020 Erasmus+ Programme Guide](#))

If you request to claim Force Majeure by ticking the relevant box, you will be required to provide reasons as to why this should be considered. Please provide as much detail as possible as these claims will be assessed on a case by case basis.

Please note: You should keep all evidence that supports your claim of force majeure, as this might be requested at reporting stage or after the report is completed, if your project was selected for an audit.

Covid-19 and Force Majeure

If your mobility was impacted by the Coronavirus outbreak, and this is indicated on your force majeure claim, the box below will be automatically ticked. This will allow the UK National Agency and the European Commission identify the impact of the outbreak on projects.

Force Majeure ?

Force Majeure Explanations

Data collected in Mobility Tool+ should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

value required

2000 characters left

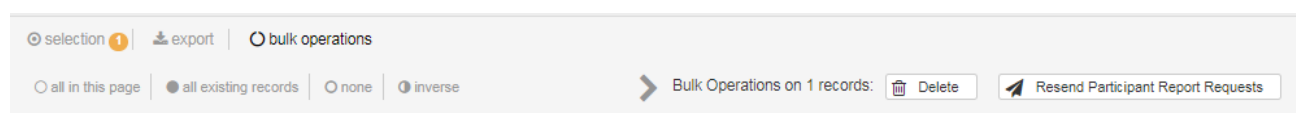
This flag is set automatically for Force Majeure mobilities ending in 2020 and whose Force Majeure comment contains the keyword "corona" or "covid"

COVID-19 affected

6. Participant Reports

Each time the end date of a mobility passes, an automatic email will be sent to that participant asking them to complete a participant feedback report. Upon completion, the report status against their name will change to “submitted”. Please ensure that all participants complete their participant report before submitting your final report. To resend this email, follow these steps:

- Select **Mobilities** from the top toolbar.
- Select for the participants who you need to resend the participant reports.
- Select **bulk operations** above the mobilities.
- Select ‘Re-Send Participant Report Requests’.



7. Check your budget section

The Budget section provides a financial summary of the mobility data input under the ‘mobilities’ tab and the budget approved by the UK National Agency. Most of the cells in the Budget section are grey and can only be updated by amending the relevant record(s) under the ‘mobilities’ tab. If you exceed your approved budget for any budget category, the amount will be shown in red.

- Select **Budget** from the top toolbar.
- Enter your Organisational Support in the white box as circled below.

Organisational Support

No. of Participants (excluding acc. persons) : 0 3,500.00 0.00%

The input field for Organisational Support is circled in red.

Please note: Organisational Support is calculated based on the number of participants involved in your project. If you do not enter all mobilities into Mobility Tool+, your Organisational Support will not calculate correctly. Enter the figure as shown above the text box for Organisational Support under the current budget column.

C. Enter Exceptional Costs **only** if this has previously been approved by the UK National Agency

Exceptional costs - Guarantee

D. Check that the “Current Budget (in Mobility Tool)” reflects the full amount you are expecting to receive to fund your Erasmus+ project

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
Total Project	23,050.00	0.00	0.00%

8. Complete your final report

A. Select from the top toolbar.

B. Select

C. Select

D. Complete the narrative sections of the form until all of the left toolbar is completed with greenticks:

Important note: Please enter all mobilities before generating the beneficiary report. If you have not entered any mobilities, the only option to appear will be to generate a termination report with no grant.

Please do not select this option unless you have formally cancelled your project with the UK National Agency.

1. Context	✓
2. Project Summary	✓
3. Summary of participating organisations	✓

E. When you have completed all narrative questions, please upload your supporting documentation in the annexes section at the bottom of the page. This will include:

- Declaration of Honour signed by the named Legal Representative
- Certificates of attendance for each mobility
- Course fee invoices

Please check the supporting documentation section of your Grant Agreement (article II.1.2). To add more files, click 'Select File'.

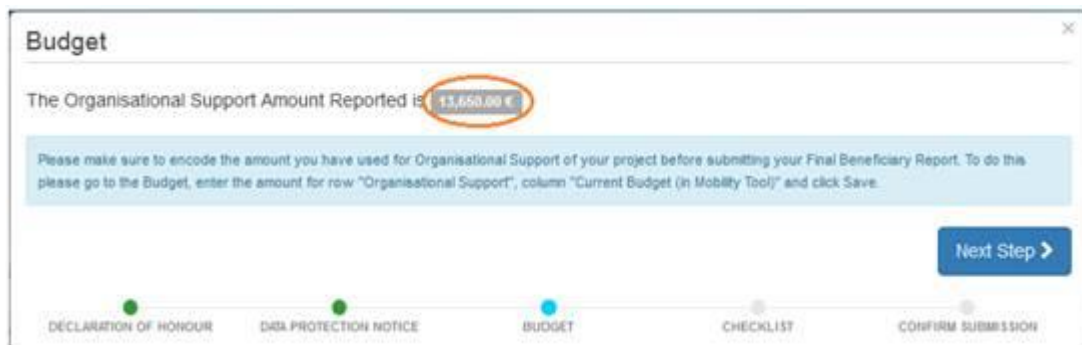
F. Once your Declaration of Honour is uploaded, select 'Contains Declaration of Honour' (circled in red) and 'Next Step' (circled in black).






G. When your final report is complete, select "Start the submission process" button at the top of the page.


H. Read the Data Protection Notice and select  .

I. Once accepted, another pop-up entitled 'Budget' will appear containing the Organisational Support amount reported, in grey:




J. Please check the amount shown for Organisational Support Amount Reported (circled red above). If the amount shown is correct, click . If the amount shown is incorrect, please close the box, save your report draft and amend the amount shown in the Organisational Support row in the budget tab of the Mobility Tool+. You can then return to the report under the 'Reports' tab.

K. Review the checklist carefully. When you are satisfied you have completed each step, click the  button. This should turn the button green and to 

L. Once you have completed the whole check list select 

9. Submit your final report

You can submit your final report using the  button. Once you submit your final report you will no longer be able to access your project in Mobility Tool+. Only click the submit button when you are sure that your report has been completed in full and that you have uploaded all the required documentation.

Confirm Submission ×

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

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

[Submit Beneficiary Report](#)



10. Next Steps

The UK National Agency will validate the mobility and budget aspects of your final report and external assessors will assess the narrative sections. Once your report has been assessed we will notify you of the next steps.

The final payment amount will be established on the basis of your final report. If a) the events generating the grant are not implemented or are implemented in a different way than planned; or b) the eligible costs actually incurred by the beneficiary are lower than those planned at application stage, or c) the quality of the realised activities/outputs is of insufficient quality, the funding may be reduced proportionally or, where applicable, your school may be required to repay any excess amounts already received as pre-financing payment.

The final payment or request for recovery of the balance will be issued within 60 calendar days of the receipt of the final report.

11. Contact us for more help

The Erasmus+ Team is on hand to help you with any queries you may have. You can contact us by phone via +44 (0) 161 957 7755. Our helpline is open Monday – Friday. 08.30 – 17.30 (excluding public holidays). You can also contact us via email at: erasmusplus.schools@britishcouncil.org

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