

# Key Action 107 (KA107) HE

## Reporting Guide for 2018 projects

This step-by-step guide is to help UK organisations that have delivered a 2018 Erasmus+ Key Action 1 (Learning Mobility of Individuals in Higher Education) project complete the mandatory narrative final beneficiary report.

**Deadline: Within 60 days of the project end date**

This document is Version 1 of the guidance notes for the 2017 Key Action 107 (KA107) Higher Education Narrative Final Beneficiary Report.

It has been produced by the Erasmus+ UK National Agency to support beneficiaries in completing and submitting their final report.

The European Commission has also created a video detailing the process of submitting the Beneficiary Report, which is available on the [Manage Your Grant](#) page of the UK Erasmus+ website under the heading 'Reporting'.

## Table of Contents

1.	Introduction.....	3
2.	Before you begin .....	4
3.	Key information on the Form .....	4
4.	Assessment of the Report .....	5
4.1.	Assessment Criteria .....	6
5.	Step-by-step guide to completing the final report.....	7
1.	Context.....	7
2.	Project Summary .....	7
3.	Summary of Beneficiary and Partner Organisations .....	8
4.	Description of the Project.....	8
5.	Implementation of the Project .....	8
5.1.	Project Management .....	8
5.2.	Preparation, Monitoring and Support related to Participants.....	8
5.3.	Linguistic Support.....	8
6.	Activities .....	9
6.1	Overview of Activities .....	9
6.2	Overview of Mobility Flows .....	9
7.	Participants' Profile .....	9
7.1.	Overview .....	9
7.2	Gender .....	9
7.3.	Recognition of Learning Outcomes .....	10

8. Participant Feedback on Erasmus Charter Provisions and General Issues.....	10
8.1 Feedback on Charter Provisions .....	10
8.2 Feedback on General Issues.....	11
9. Compliance with the Erasmus Charter for Higher Education.....	11
10. Learning Outcomes and Impact.....	11
10.1. Learning Outcomes .....	12
10.2. Impact .....	12
11. Dissemination of Project Results .....	12
12. Future Plans and Suggestions.....	13
13. Participant Reports .....	13
14. Budget.....	14
14.1. Overall Budget Summary .....	14
14.2. Organisational Support.....	14
14.3. Exceptional costs – Guarantee.....	15
14.4. Project Total Amount.....	15
14.5. Budget Summary per Partner Country.....	15
14.6. Participants with Zero Grant from Erasmus+ EU funds.....	16
14.7. Participants with an Extended Mobility Period .....	16
14.8. Other Sources of Funding .....	17
15. Annexes .....	17
6. Next steps .....	18
7. Once submitted .....	21

## 1. Introduction

The European Commission (EC) requires beneficiaries to report qualitatively on mobilities and their participants as well as the management of their project at an institutional level. This report is completed online on Mobility Tool+, which is the only platform required to submit the report.

Much of the report is pre-populated with the quantitative and other information that institutions have added to the Mobility+ Tool. Beneficiaries are then asked to make comments on the information presented.

The objective of this final report is to give beneficiaries the chance to emphasise the quality of their project implementation and for the National Agencies (NAs) to get a better picture of both the quantitative and qualitative aspects of the implementation.

The narrative report will also support Higher Education Institutions (HEIs) in identifying their strengths and areas for improvements.

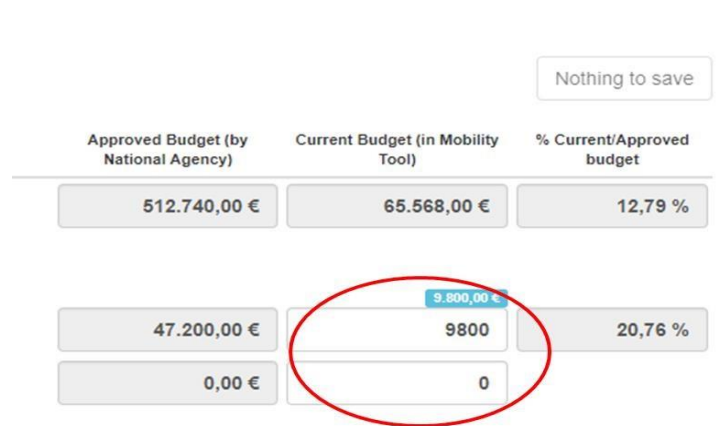
## 2. Before you begin

Before beginning the narrative report, we recommend completing the following steps:

1. Gain access to Mobility Tool+ (**Please use Mozilla Firefox or Google Chrome, not Internet Explorer**);
2. Ensure all mobility data and partner information has been recorded on Mobility Tool+;
3. **Ensure the Organisational Support (OS) figure for the project has been input on the 'Budget' screen:**
4. Ensure all mobility records are complete and no records are saved as draft.

## 3. Key information on the Form

The amount of OS funding calculated for a project must be inserted in the 'Budget' tab; See below.



Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved budget
512.740,00 €	65.568,00 €	12,79 %
47.200,00 €	9800	20,76 %
0,00 €	0	

- Mobility data can be still be edited when the Narrative Report has been generated.
- Spell check only works in Google Chrome and Mozilla Firefox.
- There is a character limit of 5000 characters, including spaces, for each text box.
- Data from inbound students is automatically incorporated into the report. It will automatically update if there are any changes made by inbound participants.

- There is a checklist to the left of the screen. Once a section has been completed a green tick will appear next to that section.
- The checklist to the left of the screen enables quick access to different sections (Image A)
- Mobility Tool+ automatically saves progress (select 'Return to Report Page' on left of screen).
- Select 'Release Draft' in the 'Reports' tab once the report has been generated and exit to provide access to other users (Image B)
- A Declaration of Honour must be attached and should be signed by the stated Legal Representative.

Image A

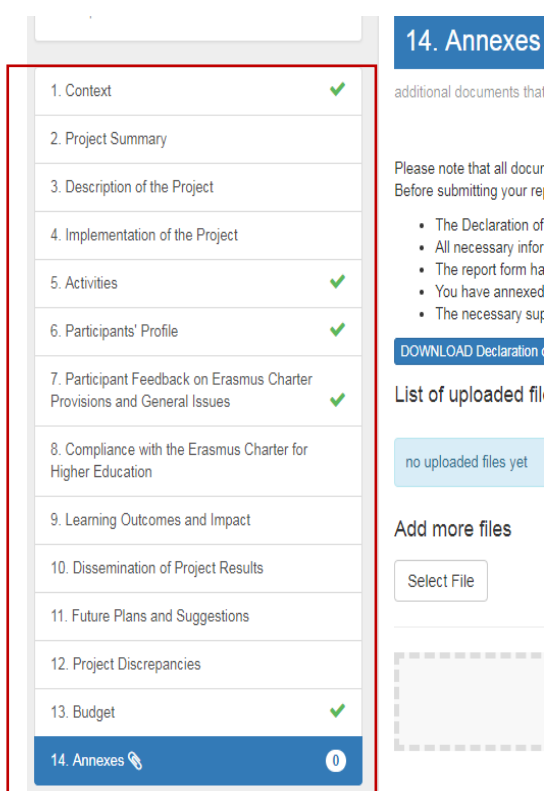
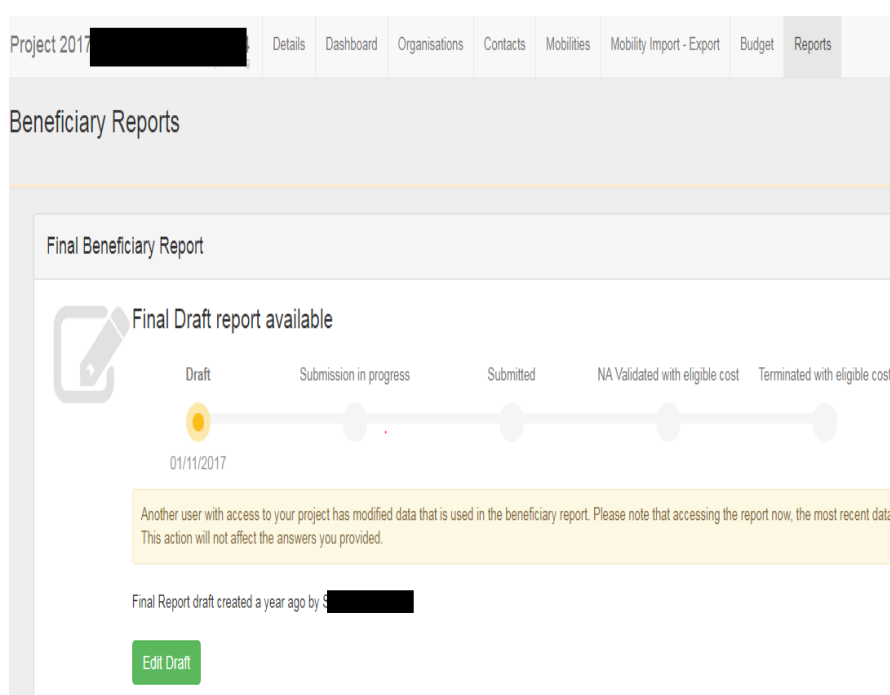


Image B



## 4. Assessment of the Report

- The maximum score is 100 points.
- Above 75 points: the project is considered very good to excellent in terms of qualitative and quantitative results and these results are worth disseminating more widely. This is considered as an example of best practice and could be considered for a case study;
- Between 50 and 75 points: the project is considered average to good.

- Below 50 points: there are serious concerns on the compliance with the Erasmus Charter for Higher Education (ECHE) and other implementation issues. Such a low score should be applied in exceptional cases. Consequences of the low score are set out in the Grant Agreement, Annex III Part B.
- At the end of each assessment criterion, the relevant section in the final beneficiary report and the maximum total points for that question are indicated.

## 4.1. Assessment Criteria

### 1.1 Quality of the project implementation - qualitative objectives: the extent to which the original qualitative objectives of the project were met (related to the ECHE commitments and, where applicable, the mobility consortium accreditation)

#### Maximum 40 points:

- Did the implementation of the mobility project respect the requirements set out in the ECHE? *(Max 30 points)*
- More specifically, did the beneficiary efficiently implement the following ECHE provisions and how did the beneficiary resolve any related difficulties;
  - Support to participants (information, selection, preparation, monitoring and specific support);
  - Linguistic support;
  - Recognition of learning outcomes;
  - Cooperation with transnational partners (setting up of inter-institutional agreements, information, communication).
- The extent to which the outbound and inbound participants were very satisfied or rather satisfied with their mobility experience in general and relevance of the beneficiary's explanations. *(Max 10 points)*
- *(Question relating exclusively to consortium projects:)* Did the participating organisations of the consortium effectively and efficiently cooperate and contribute to the project in line with the approved mobility consortium accreditation application? *(Max 5 points while score of 1.1 is reduced to 25 points).*

### 1.2 Quality of the project implementation – quantitative objectives: the extent to which the original quantitative objectives of the project were met

#### Maximum 40 points:

- The extent to which the planned mobility activities (as set out in the grant agreement) were achieved or exceeded and relevance of the beneficiary's explanations. *(Max 30 points)*

- The extent to which the mobility grant budget (as set out in the grant agreement) was efficiently managed by the beneficiary to deliver the planned mobility activities (or even more) and relevance of the beneficiary's explanations. *(Max 10 points)*

### 1.3 Impact and dissemination

#### Maximum 20 points:

- The relevance of the expected impact as described in the section "Learning outcomes and impact". *(Max 10 points)*
- The relevance of the dissemination activities as described in the section "Dissemination of Project Results". *(Max 10 points)*

Throughout this guidance, we highlight which questions are subject to the particular assessment criteria stated above.

## 5. Step-by-step guide to completing the final report

- Once all mobility data has been finalised, select 'Reports' tab;
- Select 'Generate Beneficiary Report';
- 'Draft Available' will appear. Select 'Edit Draft';
- To leave the report – select 'Return to Report page' on left of screen;
- If a draft is already in progress, on the 'Reports' tab, select 'Release Draft' to allow other users to complete the report.

Please note; the Mobility Tool+ works on an autosave basis and 'releasing' the report should not interfere with any editions to the report.

### 1. Context

This section consists of an overview of Key Action and sector of the beneficiaries' project.

Context, 1.1. Project Identification and 1.2. National Agency of the Beneficiary Organisation will be automatically completed and beneficiaries are not required to input information in this section.

### 2. Project Summary

A narrative question with a text box allowing 5000 characters (including spaces). Beneficiaries are requested to provide a summary of their completed project.

### 3. Summary of Beneficiary and Partner Organisations

This section is automatically populated based on the information under the 'Organisations' tab and lists beneficiary and partner organisation details.

### 4. Description of the Project

Beneficiaries are asked to give information about the objectives met by their project in line with the Erasmus Charter of Higher Education (ECHE). (5000 characters, including spaces)

Beneficiaries are then required to comment on the involvement of their project partners: How did the participating organisation(s) from Partner Country(ies) contribute to the project? Was this as planned in the Inter-Institutional agreement? What experiences and competencies did they bring to the project? (5000 characters, including spaces)

**This question is to be assessed as part of Assessment Criterion 1.1 (and 1.3 if a consortium) and 1.2**

### 5. Implementation of the Project

#### 5.1. Project Management

Here, beneficiaries must provide information about the management of the project as whole, including issues related to working as a group of partner organisations, the use and division of project funding, communication and reporting practice. In addition, beneficiaries must comment on the quality and management issues related to participants and how these were addressed. There are two questions and each answer can consist of a maximum of 5000 characters (including spaces).

#### 5.2. Preparation, Monitoring and Support related to Participants

Under this section, beneficiaries must provide information about quality and management issues related to partner organisations and participants, how practical and logistical arrangements for participants were managed, participant preparation, monitoring and support for inbound and outbound participants and any problems encountered while the project was being implemented and how these were overcome. There are four questions and each answer can consist of a maximum of 5000 characters (including spaces).

#### 5.3. Linguistic Support

This section looks at the Linguistic Support provided to participants. You must indicate if the (Organisational Support) OS grant was used for linguistic preparation and provide information about the ways in which you provide linguistic and inter-cultural support for beneficiaries (5000 characters including spaces).

- Did you use some of the organisational support grant for the linguistic preparation of the participants?

Select Yes or No



- Please explain which other means you used to support linguistic and inter-cultural preparation of participants (allows up to 5000 characters including spaces)

5.3. Linguistic Support' is to be assessed as part of Assessment Criterion 1.1.

## 6. Activities

This section is automatically populated from data recorded on Mobility Tool+. If any information is incorrect, you will need to amend the data under the 'Mobilities' tab and inform the UK National Agency of these changes.

### 6.1 Overview of Activities

This section is automatically populated and provides an overview of activities reported in Mobility

Tool+ compared to the activities outlined in the organisation's amended Grant Agreement. A table will be shown for each country as planned as part of the project.

### 6.2 Overview of Mobility Flows

A flow is the term used to describe an instance of travel within one activity type. This section is automatically populated with the mobility data recorded in Mobility Tool+. A table will be shown for each flow as planned as part of the project (incoming and outgoing, where applicable). Beneficiaries are not required to comment on these tables:

If Outgoing short, 1st and 2nd cycle mobilities to Asia, central Asia, Latin American, South Africa and ACP countries have occurred as part of the project, they will be shown in this section. Beneficiaries must then answer the following question for the information shown in tables 6.1, 6.2 and 6.3: Please comment and explain the difference, if any, between the planned and achieved results (mobility activities) and comment and explain the mobility flows in relation to their institutional strategy/EPS (and in the case of a consortium, their member institutions' strategy/EPS) Text box with a character limit of 5000 (including spaces).

## 7. Participants' Profile

This section begins with an automatically populated and looks at the various profiles of participants recorded on Mobility Tool+. The sections are:

### 7.1. Overview

Contains a narrative question where beneficiaries are asked to comment on the automatically populated mobility figures;

### 7.2 Gender

Automatically populated

### 7.3. Recognition of Learning Outcomes

Contains a narrative question where beneficiaries are asked to comment on the automatically populated mobility figures relating to recognition for outgoing students. (5000 character limit, including spaces).

If the table in 7.3. displays as zero or is empty, this means that there is no data recorded for 'Number of Recognised Credits' on Mobility Tool+. It indicates that either the recognition process is not finalised for any student mobility of the project or that the available recognition results have not been reported.

## 8. Participant Feedback on Erasmus Charter Provisions and General Issues

This section comprises of information that has been recorded on Mobility Tool+ based on participant report responses and includes a number of narrative questions with a character limit of 5000 characters (including spaces). Beneficiaries **must** complete a narrative answer for each question in this section.

Each question within section '8. Participant Feedback on Erasmus Charter Provisions and General Issues' is to be assessed as part of Assessment Criterion 1. (1.1 and 1.2)

### 8.1 Feedback on Charter Provisions

- Recognition for satisfactorily completed activities of the mobility periods:
- A table is shown with information for incoming and outgoing staff teaching and training mobilities. Quality of the course catalogue at your institution (institutions in case of a consortium) This table will be automatically completed with information under 2.1. and 2.2. Beneficiaries are required to comment and explain the results shown in the tables (character limit of 5000, including spaces).
- Learning agreements for students/mobility agreements for staff.
  - Sections are automatically populated showing participant report responses to questions about Learning Agreements. Two tables are shown, the first relates to students and the second to staff. Beneficiaries are required to comment and explain the results shown in the tables (character limit of 5000, including spaces).
- Assistance with issues related to visa and insurance There are two automatically populated tables as below:
  - relates to Student mobility for studies (outgoing)
  - relates to Student mobility for studies (incoming)

Beneficiaries are then required to **comment** and, if necessary, **explain** how they intend to **improve** these results (text box has a character limit of 5000, including spaces).

The following sections are automatically populated and relate to students only:

- Guidance on accommodation
- Satisfaction with accommodation

- Equal treatment and integration
- Mentoring and support

For each the above sections (sections 5, 6, 7 and 8), beneficiaries will need to comment and explain the results as shown in the tables and, where possible, explain how they intend to improve the results.

Each question of section ‘8.1 Feedback on Charter Provisions’ is to be assessed as part of Assessment Criterion 1.1.

## 8.2 Feedback on General Issues

This section consists of a number of tables and a narrative question as below:

- **Grant Payments: 9.1. – 9.3.** Automatically populated table with information about outbound students. Beneficiaries are then required to **comment** and, if necessary, **explain** how they intend to **improve** these results (text box has a character limit of 5000, including spaces).
- **Overall satisfaction of outbound and inbound participants 10.1. – 10.9.** Automatically populated tables with information about outbound and inbound students and outbound and inbound staff.

Beneficiaries are then required to **comment** and, if necessary, **explain** how they intend to **improve** these results (text box has a character limit of 5000, including spaces).

Each question of section ‘8.2 Feedback on General Issues’ is to be assessed as part of Assessment Criterion 1.2.

## 9. Compliance with the Erasmus Charter for Higher Education

**Are the project implementation results compliant with the Erasmus Charter for Higher Education?**

Select Yes or No

**If the charter compliance needs improvement, beneficiaries are then required to provide an action plan within a timeframe for improvement. Beneficiaries must also specify which institution will be responsible for this.**

Text box has a character count of 5000 (including spaces).

Each question of section ‘9. Compliance with the Erasmus Charter for Higher Education is to be assessed as part of Assessment Criterion 1.1.

## 10. Learning Outcomes and Impact

- **Competences acquired and improved for students.** Automatically populated table showing students who reported an improvement in various competencies based on participant report responses.

- **Competences acquired and improved for staff.** Automatically populated table showing staff who reported an improvement in various competencies based on participant report responses.

**Beneficiaries will need to comment on incoming/outgoing students/staff separately.**

Beneficiaries are then invited to provide any comments in the text box (character count of 5000, including spaces).

### 10.1. Learning Outcomes

Automatically generated from participant reports

Note: Each question of section '10.1 Learning Outcomes' is to be assessed as part of Assessment Criterion 1.3

### 10.2. Impact

Beneficiaries are required to provide details about any further impact of their project at an institutional and individual level, where possible. In particular, beneficiaries are required to:

- **Describe any further impact on participants, Partner Country institution(s), consortium members (if applicable), target groups and other relevant stakeholders. In particular, describe the project's impact on your institution and the Partner Country institution(s) in line with your respective institutional strategies, the Erasmus Policy Statement and the Higher Education modernisation agenda.**

Text box with a character limit of 5000 (including spaces);

- **Select the extent to which their institution(s) increased its capacity to co-operate at European/international level.**

Drop down menu with rating 0 – 4. Select most relevant option;

- **To what extent has/have the Partner Country institution(s) increased its/their capacity to co-operate at international level?**

Text box with a limit of 5000 characters (including spaces).

- **Describe the wider impact of the project on organisations and individuals outside their organisation(s) at local, regional, national, European and/or international levels** Character limit of 5000 (including spaces).

Each question of section '10.2 Impact' is to be assessed as part of Assessment Criterion 1.3

## 11. Dissemination of Project Results

Each question provides a text box with 5000 characters (including spaces) and beneficiaries are required to comment on the following questions:

- **Which results of your project were worth sharing?** You should provide concrete examples of good practices and success stories related to the mobility activities.
- **Please describe the activities carried out to share the results of your project inside and outside your organisation(s). What were the target groups of your dissemination activities?**
- **If applicable, please give examples of how the participants have shared their experience with peers within or outside your organisation.** If not applicable, beneficiaries should input 'not applicable'.
- All results are shared through The Erasmus+ Project Results Platform which is a dissemination platform developed by the European Commission for Erasmus+. It is a contractual obligation to disseminate the outcomes of your project and make available any Intellectual Outputs or tangible resources, products, and deliverables which have resulted from funded projects.

Each question within section '11. Dissemination of Project Results' is to be assessed as part of Assessment Criterion 1.3

## 12. Future Plans and Suggestions

- **Do you intend to continue cooperating with their partners abroad in future projects?**  
Select Yes or No.
- **Please explain why (and if yes: how)**  
Text box with a character limit of 5000 (including spaces);
- **Please provide any further comments you might wish to make to the National Agency or the European Commission on the management and implementation of Erasmus+ projects under the Key Action "Learning Mobility of Individuals"**  
Text box with a character limit of 5000 (including spaces);

## 13. Participant Reports

An automatically populated table will be displayed, which show:

- **Project Total Number of Participants;**
- **Submitted Participant Reports.**

Beneficiaries are then required to provide an explanation as to why not all participant reports were submitted at the time of the submission of the final Beneficiary Report (if applicable). If not applicable, beneficiaries should input 'not applicable'.

## 14. Budget

This section gives a detailed overview of the final amount of the EU grant beneficiaries requested compared to the budget reported.

### 14.1. Overall Budget Summary

An automatically populated table will be displayed, which shows:

- **Activity Type;**
- **Travel ('Granted' and 'Reported');**
- **Individual Support ('Granted' and 'Reported');**
- **Special Needs' Support ('Granted' and 'Reported');**
- **Total Amount ('Granted' and 'Reported');**

### 14.2. Organisational Support

A second semi - populated table will be displayed, which shows:

- **Organisational Support;**
- **OS Granted;**
- **No. Of Participants;**
- **Total Amount (Calculated);**
- **Total Amount (Adjusted);**
- **Budget Transfer from OS to Mobility Grants** input the amount of OS funding transferred between budget categories. If you are unsure how much funding has been transferred from OS, this can be found under the 'Budget' tab by clicking the

 **Budget Breakdown and Transfer Rules**

button. The following screen will show. You should use the figure as shown circled red (if a figure shows):

Partner Country	Granted Amounts (Travel + Individual Support)			Realised Amounts (Travel + Individual Support)			Amount Transferred Calculation				
	Incoming	Outgoing	Total	Incoming	Outgoing	Total	Outgoing to Incoming	Incoming to Outgoing	Total Budget Transfers	Total Transferred (from OS)	Total Transferred (I->O / O->I)
Chile	0,00 €	30.450,00 €	30.450,00 €	3.278,00 €	15.995,00 €	19.273,00 €	3.278,00 €	0,00 €	3.278,00 €	0,00 €	3.278,00 €
South Africa	0,00 €	15.200,00 €	15.200,00 €	8.844,00 €	6.420,00 €	15.264,00 €	8.844,00 €	0,00 €	8.844,00 €	64,00 €	8.780,00 €
<b>Totals</b>	<b>0,00 €</b>	<b>45.650,00 €</b>	<b>45.650,00 €</b>	<b>12.122,00 €</b>	<b>22.415,00 €</b>	<b>34.537,00 €</b>	<b>12.122,00 €</b>	<b>0,00 €</b>	<b>12.122,00 €</b>	<b>64,00 €</b>	<b>12.058,00 €</b>



If beneficiaries have inserted a figure in the ‘**Budget Transfer**’ field of the table, beneficiaries must explain the budget transfer between budget categories in line with the budget transfer rules as shown in section I.3.3 and I.13 of the Grant Agreement. The text box has a character limit of 5000, including spaces.

**Important note:** A margin of 10% is allowed, so that if the number of mobilities drops by up to 10%, **OS will remain the same**. However, OS will not exceed the maximum amount that is shown in the Grant Agreement.

### 14.3. Exceptional costs – Guarantee

Only to be completed if such funds are granted within the project – otherwise “not applicable” will be sufficient

### 14.4. Project Total Amount

An automatically populated table will be displayed with project amount granted and reported. Beneficiaries are required to **comment** and **explain** the difference, if any, between the granted and reported budget using the text box (character limit of 5000, including spaces).

### 14.5. Budget Summary per Partner Country

For each partner country involved in the project, tables will show as follows:

## Overview

- Activity Type
- Travel (granted and reported);
- Individual Support (granted and reported);
- Special Needs' Support (granted and reported)
- Total amount (granted and reported);

## Travel

- Activity Type  Flow No.
- Country of Origin
- Country of Destination
- Distance Band
- Number of Participants
- Average Amount per Funded Participant
- Total amount

## Individual Support

- Activity Type;
- Flow No.;
- Country of Origin;
- Country of Destination;
- Average Funded Duration (Months, extra days, total days)
- Total Funded Duration (Months, extra days, total days)

- No. of Participants Receiving Individual Support
- Average Amount per Participant
- Average Amount Achieved per Funded Month for Students
- Average Amount Achieved per Funded Day for Staff
- Total Amount (Calculated)

After each '**Overview**' section, beneficiaries must answer 'yes' or 'no' to whether part of the budget was transferred to partner institutions(s). If yes, a description of the amount and budget category this transfer was made from (character limit of 5000, including spaces).

### 14.6. Participants with Zero Grant from Erasmus+ EU funds

If zero grant participants have been input under the 'Mobilities' tab, an automatically populated table will appear showing

- Activity Type;
- Country of Origin;
- Country of Destination
- No. of Participants

Beneficiaries are **not** required to comment on this table.

### 14.7. Participants with an Extended Mobility Period



If an extension to a mobility has been input under the 'Mobilities' tab, an automatically populated table will appear showing

- Activity Type
- Country of Destination
- Country of Origin
- No. of Participants

Beneficiaries are then required to comment on the most common reasons for extended mobility period(s). If no extended mobility period(s) are indicated, 'No Data Available' will show and beneficiaries should input 'not applicable' in the text box shown.

#### 14.8. Other Sources of Funding

A table will show with '**Total additional non-Erasmus+ EU funding used for mobilities in the project**'. If funding from non-Erasmus+ funding has been indicated in the 'Mobilities' tab, the figure will show in this table. Beneficiaries are then required to comment on other funding sources that were utilised to support the delivery of the project (character limit of 5000, including spaces).

If no other sources of funding have been used, beneficiaries should input 'not applicable' in the text box shown.

Each question within section '14. Budget' is to be assessed as part of Assessment Criterion 1.2.

## 15. Annexes

The only mandatory annex for the Final Beneficiary Report is a Declaration of Honour, which must be signed by the organisation's designated Legal Representative as detailed on the Declaration of Honour.

You can select to print the Declaration of Honour under the 'Annexes' or after clicking 'Start Submission Process' (please see 'Next Steps')

**Before submitting the report to the National Agency, please check that:**

- All necessary information on their project (Mobilities and Partner information) has been updated in Mobility Tool+;
- The report form has been completed using the official language of the National Agency it is being submitted to (for UK National Agency, this is English);
- The Declaration of Honour has been signed by the legal representative of the beneficiary organisation;
- Beneficiaries have saved or printed the copy of the completed report for themselves (see 'Next Steps');

## 6. Next steps

Once the narrative report is complete, the checklist to the left of the screen should have a tick against each section, stating it is 100% complete and should look like this:

Draft report saved in an hour  
100%  
Start Submission Process  
return to report page Print draft report Click to print report draft

1. Context	✓
2. Project Summary	✓
3. Summary of Beneficiary and Partner Organisations	✓
4. Description of the Project	✓
5. Implementation of the Project	✓
6. Activities	✓
7. Participants' Profile	✓
8. Participant Feedback on Erasmus Charter Provisions and General Issues	✓
9. Compliance with the Erasmus Charter for Higher Education	✓
10. Learning Outcomes and Impact	✓
11. Dissemination of Project Results	✓
12. Future Plans and Suggestions	✓
13. Project Discrepancies	✓
14. Budget	✓
Annexes	0

To submit, beneficiaries will need to press the blue  at the top of the check list.

A pop up will then appear as below:

Beneficiary Declaration of Honour and Signature

Please download the following PDF, fulfill it and upload it as an annex

Download PDF

List of uploaded files

no uploaded files yet

Add more files



Select File

Please mark the file that contains the declaration of honour

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE BUDGET CHECKLIST CONFIRM SUBMISSION

If you did not previously download and print the Declaration of Honour you can do so now by

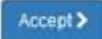
clicking  . Once the Declaration of Honour has been signed by the Legal Representative and uploaded, save it to your computer and attach the document to the report by clicking  .

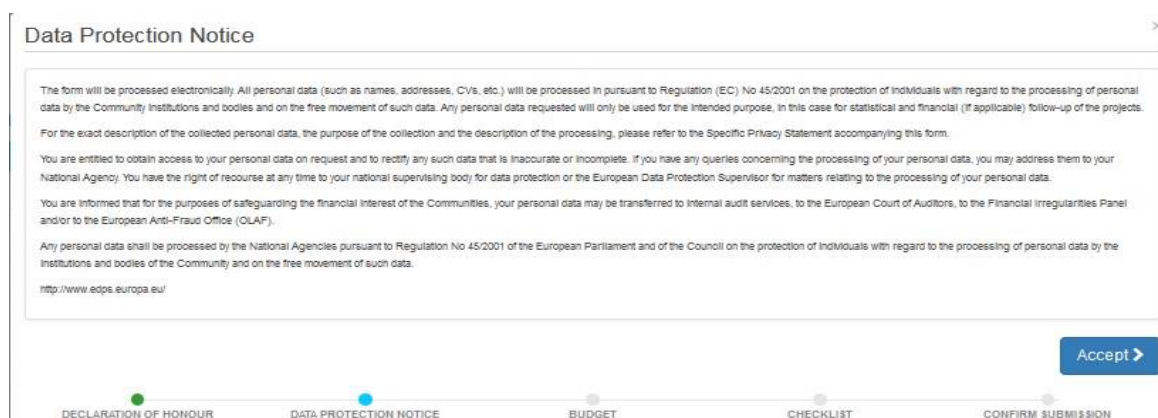
**Note:** The PDF needs to be signed, with a written (not electronic) signature, by the stated Legal Representative of your institution. **If the Legal Representative does not match our records, it can cause a delay to the validation of the beneficiary report.**

Once the Declaration of Honour has been uploaded, select 'Contains declaration of honour' (circled red below):

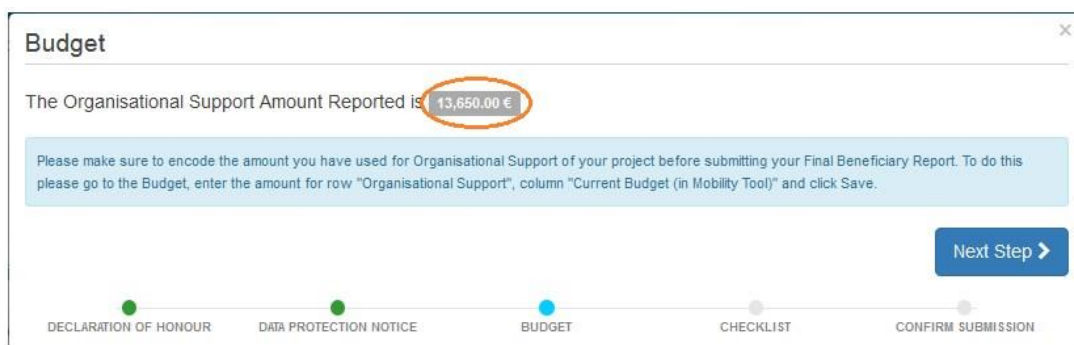


You can then select 'Next Step' (circled black, above).

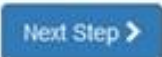
A pop up providing the European Commission's 'Data Protection Notice' will appear (as below) for beneficiaries to read. If beneficiaries agree, beneficiaries must continue by selecting 



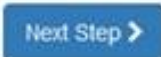
Once accepted, another pop-up entitled 'Budget' will appear containing the Organisational Support amount reported, in grey:

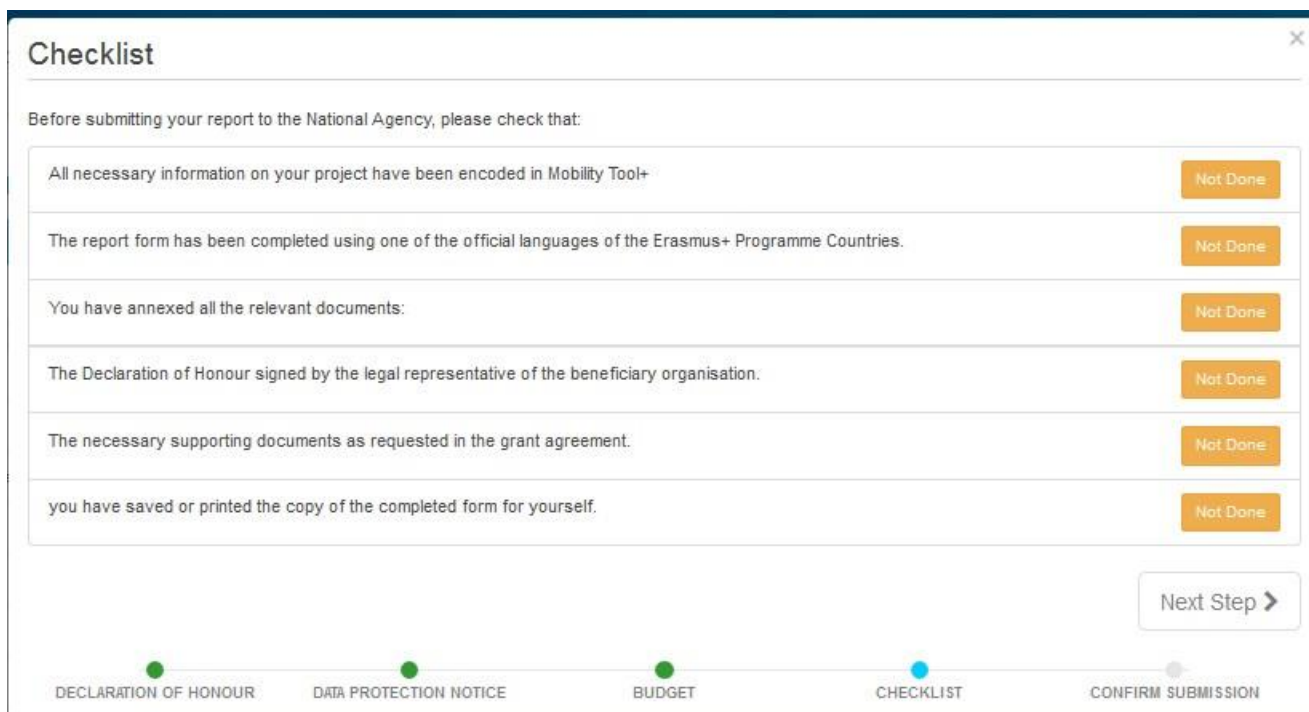




Please check the amount shown for Organisational Support Amount Reported (circled red above).

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 Mobility Tool+. You can then return to the report under the 'Reports' tab.

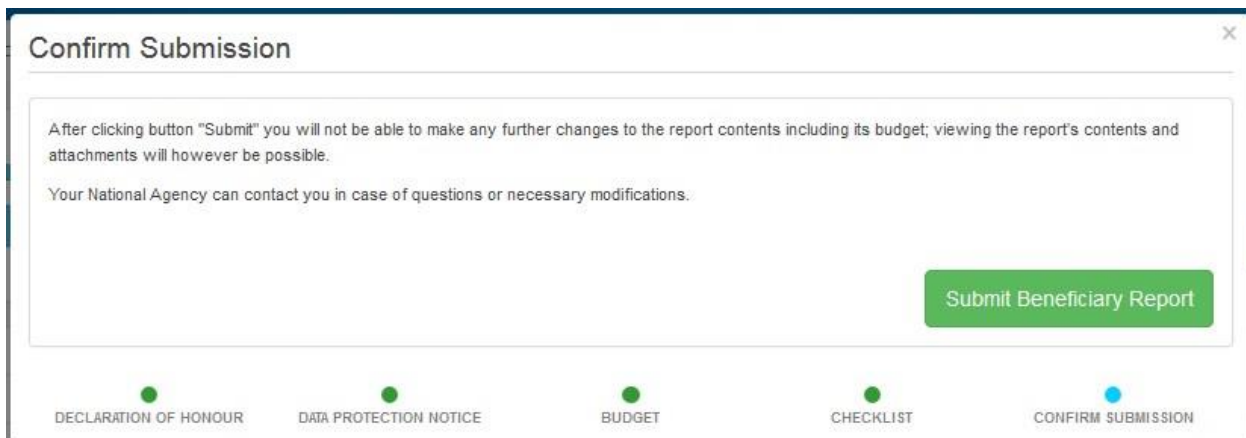
After clicking the  button as per the screenshot above, the following pop up will appear. All options will state 'Not Done':




Click on each  button and it will change to  (please note the only mandatory annex is the Declaration of Honour signed by your organisation's Legal Representative). Then click

Next Step >

A final pop-up will then appear so beneficiaries can submit the report:

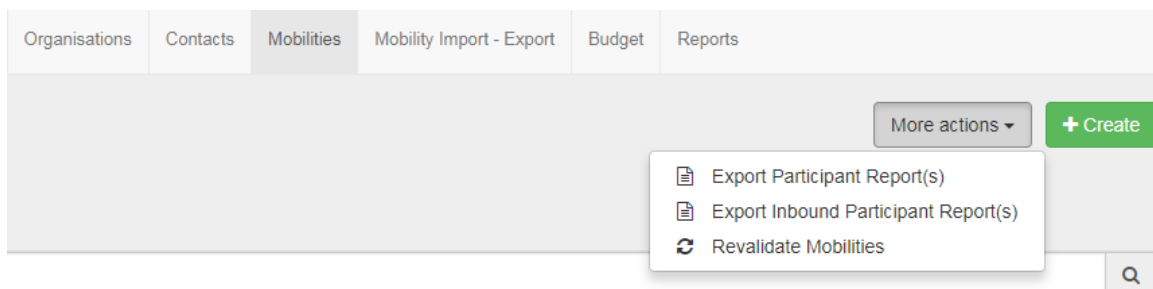


By selecting  you are submitting the final version of your organisation's 2016 Key Action 107 Final Beneficiary Report.

Please note: **No changes can be made after the Beneficiary Report has been submitted. We will not be able to make any changes on the behalf of beneficiaries who have submitted their report.**

### Revalidating Mobilities

**Please note;** you may be prompted to 'revalidate mobilities' before you can submit the Beneficiary Report. In order to do this go to; **Mobilities** → **Further Actions** → **Revalidate Mobilities**, or as shown in the picture below:



## 7. Once submitted

A pop up will appear on the 'Reports' screen to show that the data is being submitted. Once submitted, you will see the following message:

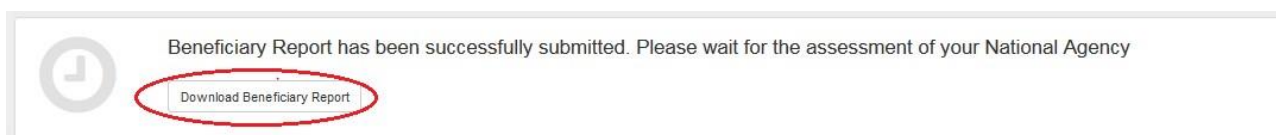
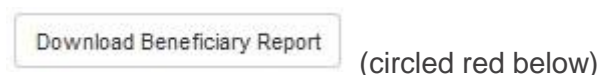


This means that Mobility Tool+ is submitting the report to the UK National Agency.

Once the submission is completed (this can take up to 24 hours), you will see the following screen under the 'Reports' tab:



After the report has been successfully submitted, the screen will update to show the following screen. You can then download a copy of the report that has been submitted by clicking



*By using this guidance document, you accept this disclaimer in full. This guidance document has been produced solely for Erasmus+ Key Action 1 Higher Education beneficiaries] and no other reason and therefore should not be relied upon by any third party. The contents of this guidance document are not advice and should not be treated as such. Neither the United Kingdom National Authority function for the Erasmus+ programme (the "National Authority") nor the United Kingdom National Agency function for the Erasmus + Programme (the "National Agency") nor any person acting on their behalf may be held responsible for the use which may be made of this guidance document and any information contained in this guidance document. The National Authority and the National Agency have not verified, nor do they make any representations or assurances as to, the quality, nature of, efficacy or otherwise of this Handbook or as to the accuracy, completeness or adequacy of any information contained in this guidance document. Should you wish to use the materials in this guidance document, you agree to acknowledge that the materials were originally developed by the National Agency for the UK Erasmus + Programme.*