

# Key Action 103 (KA103) HE Guide for Final Beneficiary Report

Narrative Final Beneficiary Report for 2016 KA103  
projects

Deadline: Within 60 days of the project end date

KA103 16 month projects: 29 November 2017

KA103 24 Month projects: 30 July 2018

This document is Version 1 of the guidance notes for the 2016 Key Action 103 Higher Education beneficiary 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'.

## Introduction to the Final Beneficiary Report

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 on Mobility Tool+.

Much of the report is pre-populated with the quantitative and other information that institutions have added to 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.

## Who is this guide for?

This step-by-step guide is to help UK organisations that have delivered a 2016 Erasmus+ Key Action 103 (Learning Mobility of Individuals - Higher education student and staff mobility within programme countries) projects complete the mandatory narrative final beneficiary report.

## Before beneficiaries begin

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

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

## Key information on the Beneficiary Report Form

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

Nothing to save

Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current/Approved budget
512.740,00 €	65.568,00 €	12,79 %
47.200,00 €	<div style="border: 1px solid gray; padding: 2px;"> <div style="border: 1px solid gray; padding: 2px;">9.800,00 €</div> <div style="border: 1px solid gray; padding: 2px;">9800</div> </div>	20,76 %
0,00 €	0	

- Mobility data can 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;
- 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;
- A Declaration of Honour must be attached and should be signed by the stated Legal Representative.

## Assessment of the Beneficiary Final 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 best practice example 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 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.

## Assessment Criteria

### **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:**

#### **1.1 Did the implementation of the mobility project respect the requirements set out in the ECHE?**

*(Max 30 points)*

In particular, 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).

**1.2** 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)*

**1.3** (*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)*

## **2. Quality of the project implementation – quantitative objectives: the extent to which the original quantitative objectives of the project were met – Maximum 40 points:**

**2.1** 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)*

**2.2** 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)*

## **3. Impact and dissemination – Maximum 20 points:**

**3.1** The relevance of the expected impact as described in the section "Learning outcomes and impact". *(Max 10 points)*

**3.2** The relevance of the dissemination activities as described in the section "Dissemination of Project Results". *(Max 10 points)*

We also highlight which questions are subject to the particular assessment criteria stated above throughout the document.

## **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.

## **1. Context, 1.1. Project Identification and 1.2. National Agency of the Beneficiary Organisation**

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

**1. 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 and 2.1. Summary of Beneficiary Organisations

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

**2.1 Summary of Beneficiary organisation.** This is a table showing details of the beneficiary organisation. If the information is incorrect, it must be amended on the [Participant Portal](#).

## 3. Description of the Project

A narrative question with a text box allowing 5000 characters (including spaces). Beneficiaries are asked to give information about the objectives met by their project in line with the Erasmus Charter of Higher Education (ECHE).

**This question is to be assessed as part of Assessment Criterion 1.1 (and 1.3 if a consortium) and 2.1.**

## 4. Implementation of the Project

### 4.1 Practical Arrangements and Project Management

Under this section, beneficiaries must provide information about all the stages of the project, including quality and management issues related to partner organisations and participants, 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 five questions, one for each of these topics. For each question, beneficiaries have a maximum of 5000 characters (including spaces).

**Each question of section '4.1 Practical Arrangements and Project Management' is to be assessed as part of Assessment Criterion 1.1.**

### 4.2. Online Linguistic Support

This section looks at the Linguistic Support provided to participants and beneficiaries are required to add the number of licences used by their participants (as indicated in the Online Linguistic Support (OLS) under the following questions:

**No. of used licences for Online Linguistic Assessment** (enter figure)

**No. of used licences for Online Linguistic Courses** (enter figure)

There is then a drop down menu where beneficiaries can select the answer to the following question. **Multiple answers can be selected:**

- **Which measures did beneficiaries take to encourage the use of language course licenses by the participants?**

Beneficiaries must then answer the following questions:

- **If other, please explain.** If 'other' is selected from the drop down, you must detail the measures taken in the text box which appears (allows up to 5000 characters including spaces).
- **What percentage of the selected participants who had taken the 1st assessment test finally dropped out from taking part in the mobility?** This question allows beneficiaries to insert a figure up to 100.
- **If relevant, do you intend to review the timing when you allocate the assessment licences to your students so as to minimise this percentage?** Select Yes or No
- **Did you include in the grant agreement with their students the optional Article 6.3 "the payment of the final instalment of the financial support is subject to the submission of the compulsory online assessment at the end of the mobility"?** Select Yes or No. If 'no' is selected, HEIs must answer '**if not, what measures did you take to ensure the submission of the compulsory online assessment?**'
- **Any other comments on the OLS:** Provide any feedback/suggestions on OLS (text box limit of 5000, including spaces).

**Each question of section '4.2. Linguistic Support' is to be assessed as part of Assessment Criterion 1.1.**

## 4.3. Online Linguistic Support for Refugees

In this section, beneficiaries must indicate the number of Online Linguistic Assessments and Courses that were allocated to refugees. If the answer is nil, enter '0' in the relevant fields.

## 4.4. Other Support

This section looks at other language support provided and asks questions about the institution's usage of the Organisational Support budget for linguistic support purposes. We would remind HEIs that spending of Organisational Support is not currently audited.

- **Did you use parts for the organisational support grant for the linguistic and inter-cultural preparation of students (and staff, where relevant)?** Select either Yes or No.

If beneficiaries select 'Yes' the question will expand with the following question:

- **To which extent (% of the OS grant amount)?** Insert a figure
- **Please indicate which type of support was offered.** Drop down menu allowing multiple selections. Select all relevant options.
- **If other, please specify:** If 'other' is selected in the above question, a text box will appear requesting more information allowing up to 5000 characters, including spaces.

If beneficiaries select 'No' the question will expand with the following question:

- **Please explain which other means beneficiaries used to support linguistic and inter-cultural preparation of participants:** Text box allowing up to 5000 characters (including spaces).

Each question of section '4.4. Other Support' is to be assessed as part of Assessment

Criterion 1.1.

## 5. 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.

Please ensure the data within the report is correct before submitting.

### 5.1. 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.

Each question of section '5.1. Overview of Activities' is to be assessed as part of

Assessment Criterion 2.1.

## 5.2. 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+. It will state the different Activity Types, the Sending Country, the Receiving Countries, and the Number of Participants for that flow. Beneficiaries must then answer the following question:

- **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).

## 6. Participants' Profile

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

- **6.1 Overview** Contains a narrative question where beneficiaries are asked to comment on the automatically populated mobility figures;
- **6.2 Gender**
- **6.3 Recognition of Learning Outcomes** Contains a narrative question where beneficiaries are asked to comment on the automatically populated mobility figures.

If the table in 6.3 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.

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

This section comprises of information that has been recorded on Mobility Tool+ **based on the**

**participant reports submitted** and 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 '7. Participant Feedback on Erasmus Charter Provisions and General Issues' is to be assessed as part of Assessment Criterion 1. (1.1 and 1.2)**

## 7.1. Feedback on Charter Provisions

### 1. Recognition for satisfactorily completed activities of the mobility periods:

There are two tables with sections 1.1 – 1.6.; one table is for student mobility and one for staff mobility. Beneficiaries are required to comment and explain the results shown in the tables (character limit of 5000, including spaces).

### 2. Quality of the course catalogue at your institution (institutions in case of a consortium):

Tables in 2.1, 2.2 and 2.3 will be automatically populated. Beneficiaries are required to comment and explain the results shown in the tables (character limit of 5000, including spaces).

### 3. Learning agreements for students/mobility agreements for staff:

Section 3.1 and 3.2 is automatically populated showing participant report responses to questions about Learning Agreements. Beneficiaries are required to comment and explain the results shown in the tables (character limit of 5000, including spaces).

### 4. Assistance with issues related to visa and insurance:

There are four automatically populated tables as below:

- 4.1 and 4.2 relate to outbound students with visas
- 4.3 and 4.4 relate to outbound students with insurance
- 4.5 relates to inbound students with visas
- 4.6 relates to inbound students with insurance

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

5. Guidance on accommodation (5.1)
6. Satisfaction with accommodation (6.1)
7. Equal treatment and integration (7.1 & 7.2)
8. Mentoring and support (8.1)

For each of 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 '7.1. Feedback on Charter Provisions' is to be assessed as part of Assessment Criterion 1.1.**

## 7.2. Feedback on General Issues

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

**1. Grant Payments: 1.1 – 1.3.** 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).

**2. Overall satisfaction of outbound and inbound participants 2.1 – 2.8.** 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.**

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

**Each question of section '8. Compliance with the Erasmus Charter for Higher Education is to be assessed as part of Assessment Criterion 1.1.**

## 9. Learning Outcomes and Impact

**Each question within section '9. Learning Outcomes and Impact' is to be assessed as part of Assessment Criterion 3.1.**

## 9.1. Learning Outcomes

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

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

**Each question of section '9.1 Learning Outcomes' is to be assessed as part of Assessment Criterion 3.1.**

## 9.2. Impact

Here, 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 the project's impact on their institution(s) in line with their institutional strategy(ies), 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 – 5. Select most relevant option;
- **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 '9.2 Impact' is to be assessed as part of Assessment Criterion 3.1.**

## 10. Dissemination of Project Results

Each question provides a text box with 5000 characters (including spaces) per text box 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 practice(s) 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.

Each question within section ‘10. Dissemination of Project Results’ is to be assessed as part of Assessment Criterion 3.2.

## 11. 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) - character limit of 5000 characters (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” – character limit of 5000 characters (including spaces).

## 12. Project Discrepancies

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).

## 13. Budget

This section gives a detailed overview of the final amount of the EU grant beneficiaries requested.

### 13.1. 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');**

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

- **Organisational Support;**
- **OS Granted;**
- **OS Reported (Calculated)**
- **OS Reported (Adjusted)**
- **Budget Transfer from OS to Mobility Grants** input the amount of OS funding transferred between budget categories;

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 1.3.2. of the Grant Agreement. The text box has a character limit of 5000, including spaces.

An automatically populated table will also be displayed containing information on:

- **Exceptional Costs – Guarantee** this will state 0.00, as HEIs with Key Action 1 projects are not eligible to receive funding for 'Exceptional costs'.
- **If relevant, comments on Exceptional Costs:** As Exceptional Costs do not apply, beneficiaries can input 'not applicable'.

## 13.2. Project Total Amount

Automatically populated tables will display. 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).

**For Key Action 103**, automatically populated tables will display in the following sections:

- 13.3. Travel
- 13.4. Individual Support
- 13.5. Top-up amounts out of Individual Support
- 13.6. Special Needs' Support – if a project has received Special Needs' Support, they **must describe** the nature of the costs concerned in text box below (limit of 5000 characters including spaces);

- 13.7. Participants with Zero EU Grant
- 13.8 Other Sources of Funding – if any non-EU funding has been used to support mobility placements, you **must comment** in text box below (character limit of 5000, including spaces).

Beneficiaries will need to comment on the figures shown in each of these tables (character limit of 5000, including spaces).

**Each question of section '13. Budget' is to be assessed as part of Assessment Criterion 2.2.**

## 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' by clicking the

[DOWNLOAD Declaration of Honour](#)

button 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 the 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');

## 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  as in screenshot above. 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 wet (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):

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

DeclarationOfHonour.pdf  
0.09 Mb in an hour

Contains declaration of honour

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

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

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

Data Protection Notice

The form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, in this case for statistical and financial (if applicable) follow-up of the projects. For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data. You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF). Any personal data shall be processed by the National Agencies pursuant to Regulation No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the Community and on the free movement of such data. <http://www.edps.europa.eu/>

Accept >

DECLARATION OF HONOUR DATA PROTECTION NOTICE BUDGET CHECKLIST CONFIRM SUBMISSION

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

**Budget**

The Organisational Support Amount Reported is **13,650.00 €**

Please make sure to encode the amount you have used for Organisational Support of your project before submitting your Final Beneficiary Report. To do this please go to the Budget, enter the amount for row "Organisational Support", column "Current Budget (in Mobility Tool)" and click Save.

[Next Step >](#)

DECLARATION OF HONOUR   DATA PROTECTION NOTICE   **BUDGET**   CHECKLIST   CONFIRM SUBMISSION

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

If the amount shown is **correct**, click [Next Step >](#).

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 [Next Step >](#) button as per the screenshot above, the following pop up will appear. All options will state '**Not Done**':

**Checklist**

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

All necessary information on your project have been encoded in Mobility Tool+	<a href="#">Not Done</a>
The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.	<a href="#">Not Done</a>
You have annexed all the relevant documents:	<a href="#">Not Done</a>
The Declaration of Honour signed by the legal representative of the beneficiary organisation.	<a href="#">Not Done</a>
The necessary supporting documents as requested in the grant agreement.	<a href="#">Not Done</a>
you have saved or printed the copy of the completed form for yourself.	<a href="#">Not Done</a>

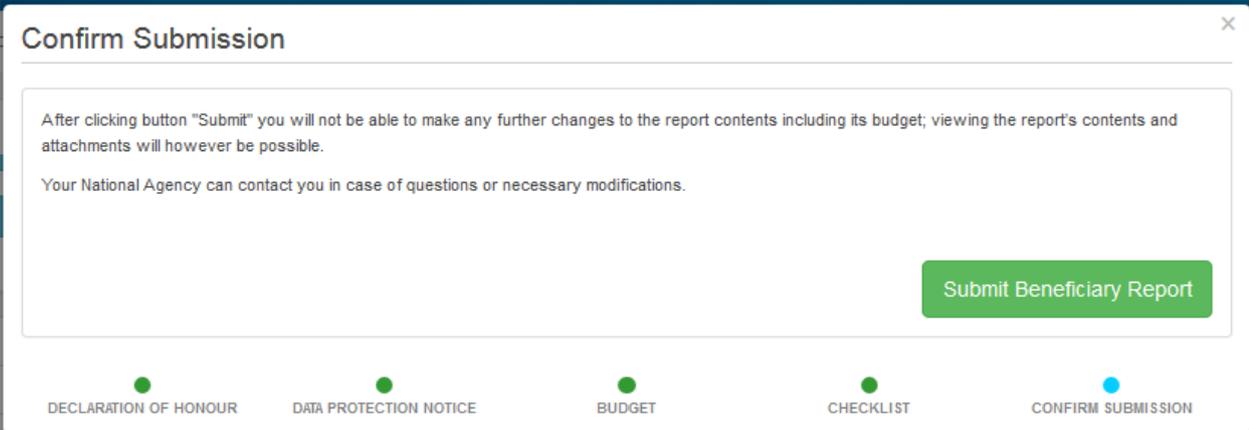
[Next Step >](#)

DECLARATION OF HONOUR   DATA PROTECTION NOTICE   BUDGET   **CHECKLIST**   CONFIRM SUBMISSION

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:



The image shows a 'Confirm Submission' pop-up window. It contains the following text: 'After clicking button "Submit" you will not be able to make any further changes to the report contents including its budget; viewing the report's contents and attachments will however be possible. Your National Agency can contact you in case of questions or necessary modifications.' Below the text is a green 'Submit Beneficiary Report' button. At the bottom of the window is a progress bar with five items: 'DECLARATION OF HONOUR', 'DATA PROTECTION NOTICE', 'BUDGET', 'CHECKLIST', and 'CONFIRM SUBMISSION'. The first four items have green dots, and the fifth has a blue dot.

By selecting  you are submitting the final version of your organisation's 2016 Key Action 103 Final Beneficiary Report.

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

## Once beneficiaries have 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:



### Submission in progress

Your Final Beneficiary Report is in the process of being submitted to the European Commission's central IT systems. This procedure usually takes up to 15 minutes to complete. It may however take a few hours when a submission deadline involving a substantial number of projects is approaching due to queueing effects. Please do contact your National Agency if your Final Beneficiary Report has not been successfully submitted after one day (24 hours).

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:



Beneficiary Report has been successfully submitted. Please wait for the assessment of your National Agency

Download not available yet, please wait a few minutes

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

Download Beneficiary Report

(circled red below)



Beneficiary Report has been successfully submitted. Please wait for the assessment of your National Agency

Download Beneficiary Report

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