

Slide 1 - Slide 1

The screenshot shows a presentation slide with a blue header bar. On the left, there is a logo for the European Commission featuring the EU flag and the text 'European Commission'. To the right of the logo, the text 'Mobility Tool' is displayed in a large font, and 'Beneficiary Report' is displayed below it in a smaller font. The main content area of the slide has a white background and contains the following text:

How to complete and submit the beneficiary report

In this demo you will see how the beneficiary contact will...

- generate the beneficiary report
- save and print the draft report
- complete and submit the report

At the bottom of the slide, there is a yellow horizontal bar with the text 'complete and submit the report.'

Text Captions

Mobility Tool

Beneficiary Report

How to complete and submit the beneficiary report

In this demo you will see how the beneficiary contact will...

generate the beneficiary report

save and print the draft report

complete and submit the report

In this demo you will see how the beneficiary contact will generate the beneficiary report, save and print the draft report and complete and submit the report.

Slide 2 - Slide 2

Text Captions

Ben, the beneficiary user, will log into **MT+** using his ECAS user ID and password.

Slide 8 - Slide 8

User Status: Logged in: ECAS EAC_TRAINING - beneficiary [Log out] | Legal notice | CH01 - English (EN)

European Commission
Mobility tool
CH01 ch Foundation for Confederal Cooperation

My Home

Welcome ECAS EAC_TRAINING

Lifelong Learning Programme

Grant Agreement No	National ID
2013-1-GR1-ERA02-04913	
2013-1-LI1-ERA02-00000	
2013-1-LI1-ERA02-00028	

Erasmus+

Grant Agreement No	National ID
2014-1-CH01-KA101-000193	
2014-1-UK02-KA101-00100	
2014-1-CH01-KA101-000193	

Select
2014-1-CH01-KA101-000193

Mobility Tool (ACCEPTANCE - v. MT+1.6.2#20150325) 2015-04-21 10:55:11

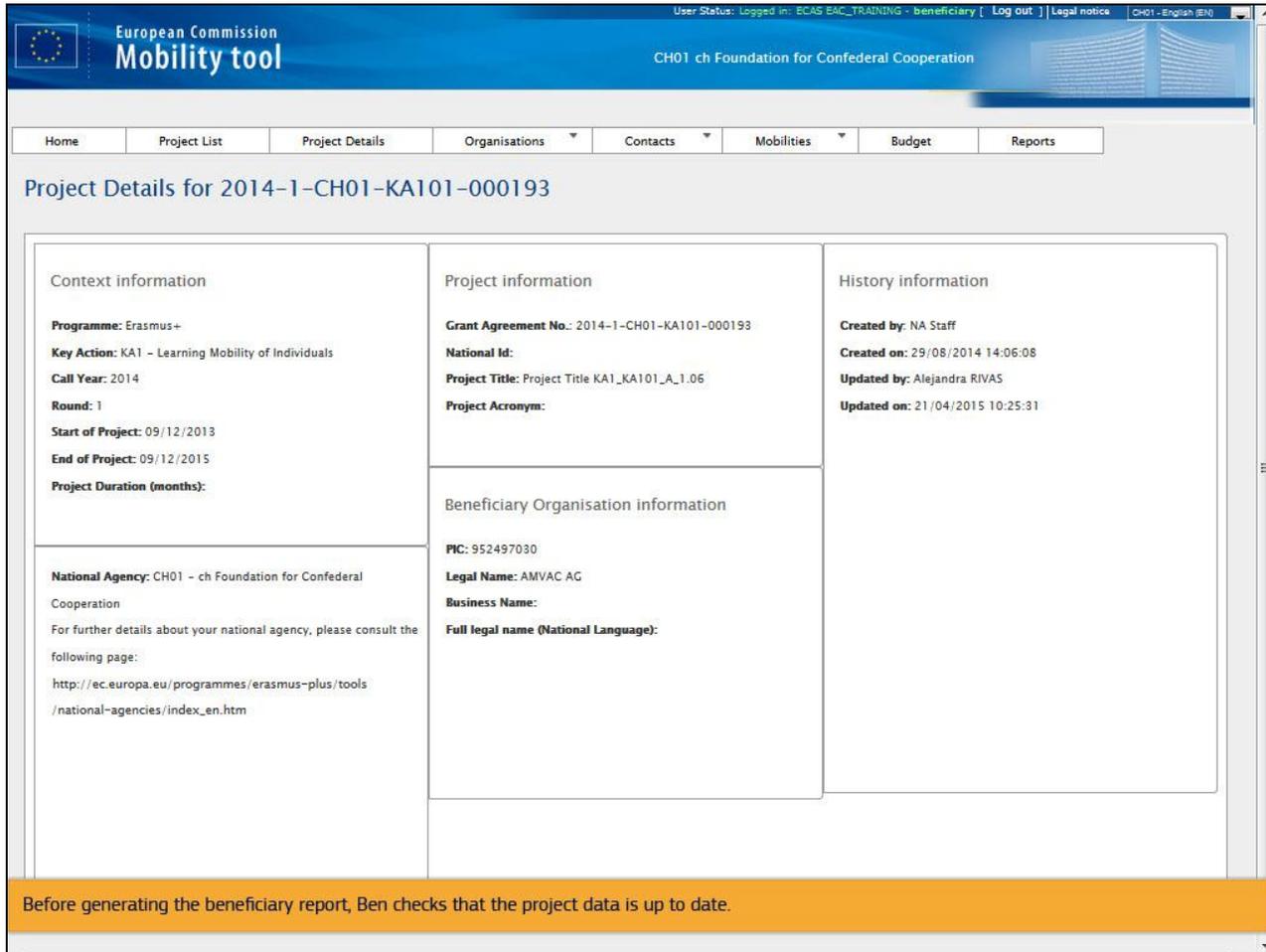
Once in MT+ Ben selects the project for which he wants to submit the beneficiary report.

Text Captions

Once in **MT+** Ben selects the project for which he wants to submit the beneficiary report.

Select **2014-1-CH01-KA101-000193**

Slide 9 - Slide 9



The screenshot displays the 'European Commission Mobility tool' interface. At the top, there is a navigation menu with options: Home, Project List, Project Details, Organisations, Contacts, Mobilities, Budget, and Reports. The main header shows the user is logged in as 'ECAS EAC_TRAINING - beneficiary' and provides links for 'Log out' and 'Legal notice'. The page title is 'CH01 ch Foundation for Confederal Cooperation'.

The main content area is titled 'Project Details for 2014-1-CH01-KA101-000193' and is divided into three columns:

- Context information:**
 - Programme: Erasmus+
 - Key Action: KA1 - Learning Mobility of Individuals
 - Call Year: 2014
 - Round: 1
 - Start of Project: 09/12/2013
 - End of Project: 09/12/2015
 - Project Duration (months):
- Project information:**
 - Grant Agreement No.: 2014-1-CH01-KA101-000193
 - National Id:
 - Project Title: Project Title KA1_KA101_A_1_06
 - Project Acronym:
- History information:**
 - Created by: NA Staff
 - Created on: 29/08/2014 14:06:08
 - Updated by: Alejandra RIVAS
 - Updated on: 21/04/2015 10:25:31

Below the Project information column, there is a section for 'Beneficiary Organisation information':

- PIC: 952497030
- Legal Name: AMVAC AG
- Business Name:
- Full legal name (National Language):

Under 'Context information', there is a note: 'National Agency: CH01 - ch Foundation for Confederal Cooperation'. It includes a link for further details: http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm.

A yellow banner at the bottom of the screenshot contains the text: 'Before generating the beneficiary report, Ben checks that the project data is up to date.'

Text Captions

Before generating the beneficiary report, Ben checks that the project data is up to date.

Slide 12 - Slide 12

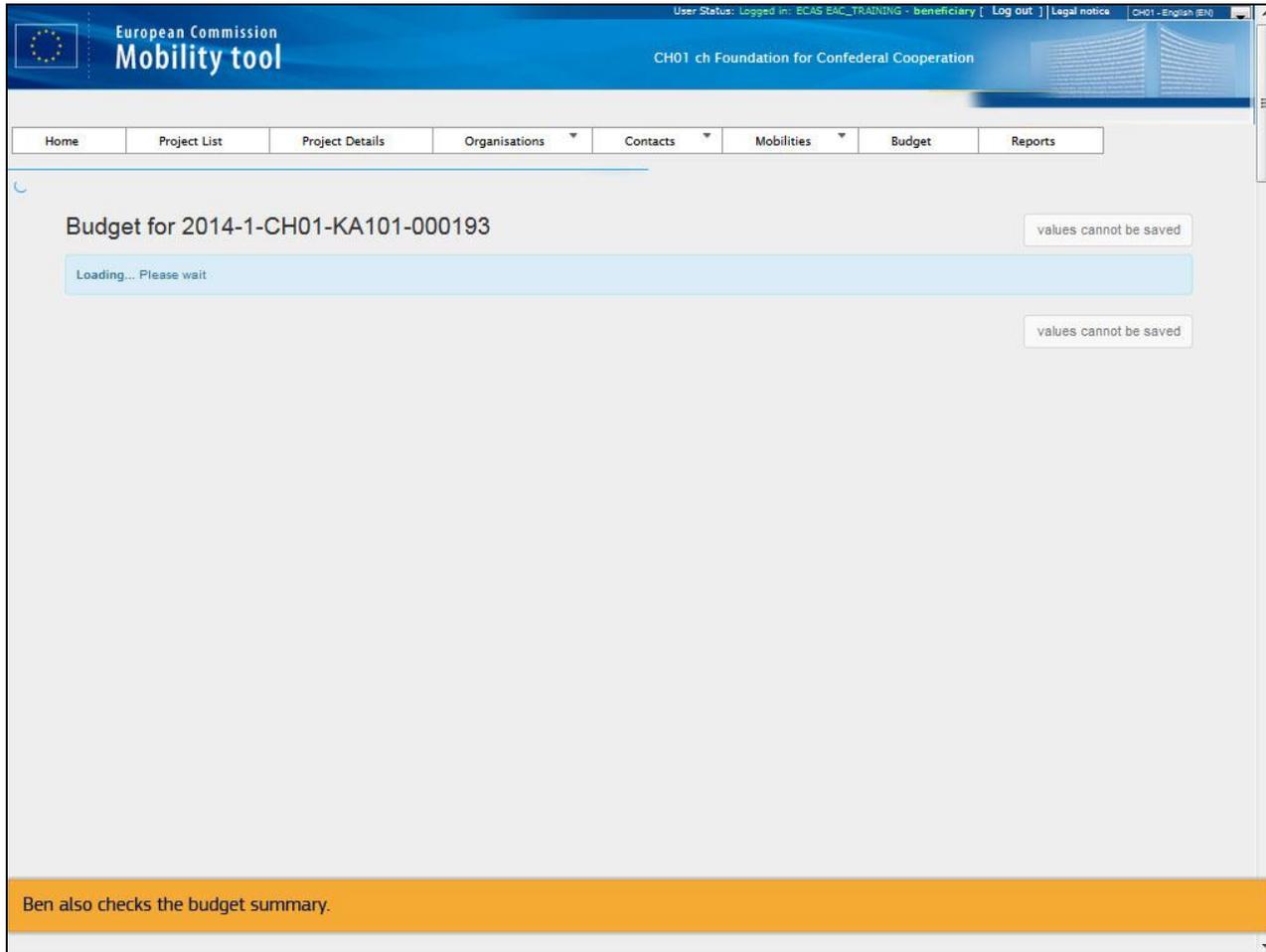
The screenshot shows the 'European Commission Mobility tool' interface. At the top, it displays the user status as 'Logged in: ECAS EAC_TRAINING - beneficiary' and the project name 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The main heading is 'Mobilities for 2014-1-CH01-KA101-000193'. Below this is a table with columns for Participant Name, Email, Activity Type, Mobility ID, Start Date, End Date, Eligible Mobility, Report Status, Requested On, and Received On. The table contains four entries for participants Ale, Maria, Peter, and Tony. A search bar and an 'Export Participant Report' button are also visible. At the bottom, a status bar reads 'Mobility Tool (ACCEPTANCE - v. MT+1.6.2#20150325) 2015-04-21 10:55:41' and a message states: 'He checks mobility details. Adjustments made to the mobility details will automatically update the budget summary.'

Participant First Name	Participant Last Name	Email	Activity Type	Mobility ID	Start Date	End Date	Eligible Mobility	Report Status	Requested On	Received On
Ale	Tester	ale@tester.com	SE-TAA	00193-MOB-00002	04/03/2015	08/04/2015		REQUESTED	21/04/2015	
Maria	Tester	maria@tester.com	SE-STA	00193-MOB-00001	06/04/2015	20/04/2015		REQUESTED	21/04/2015	
Peter	Tester	peter@tester.com	SE-TAA	00193-MOB-00004	01/04/2015	21/04/2015		NONE		
Tony	Tester	tony@tester.com	SE-STA	00193-MOB-00003	01/04/2015	21/04/2015		NONE		

Text Captions

He checks mobility details. Adjustments made to the mobility details will automatically update the budget summary.

Slide 13 - Slide 13



Text Captions

Ben also checks the budget summary.

Slide 14 - Slide 14

European Commission
Mobility tool
 CH01 ch Foundation for Confederal Cooperation

User Status: Logged in: ECAS EAC_TRAINING - beneficiary [Log out] | Legal notice | CH01 - English (EN)

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

Budget for 2014-1-CH01-KA101-000193 Nothing to save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
Total Project	713,400.00	11,172.00	1.57%
Organisational Support		1,400.00	
No. of Participants (excluding soc. persons): 4	43,400.00	0	0.00%
Exceptional costs - Guarantee		0	
Activity Type		4,410.00	
SE-STA: Staff training abroad	334,280.00	4,410.00	1.32%
EU Travel Grant	12,700.00	0.00	0.00%
EU Individual Support	314,580.00	4,410.00	1.40%
Course Fees Grant	7,000.00	0.00	0.00%
EU Special Needs Support	0.00	0.00	0.00%
SE-TAA: Training/teaching assignments abroad	335,807.00	6,762.00	2.01%

Ben adds the current **Organisation Support** amount of 1,400

Text Captions

Ben adds the current **Organisation Support** amount of 1,400

Slide 16 - Slide 16

European Commission
Mobility tool

CH01 ch Foundation for Confederal Cooperation

User Status: Logged in: ECAS EAC_TRAINING - beneficiary [Log out] | Legal notice | CH01 - English (EN)

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

Budget for 2014-1-CH01-KA101-000193

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
Total Project	713,400.00	12,572.00	1.76%
Organisational Support			
No. of Participants (excluding soc. persons): 4		1,400.00	
	43,400.00	1,400	3.23%
Exceptional costs - Guarantee		0	
Activity Type			
SE-STA: Staff training abroad		4,410.00	
	334,280.00	4,410.00	1.32%
EU Travel Grant	12,700.00	0.00	0.00%
EU Individual Support	314,580.00	4,410.00	1.40%
Course Fees Grant	7,000.00	0.00	0.00%
EU Special Needs Support	0.00	0.00	0.00%
SE-TAA: Training/teaching assignments abroad		6,762.00	
	335,807.00	6,762.00	2.01%

Ben adds the current Organisation Support amount of 1,400

Text Captions

Slide 17 - Slide 17

European Commission
Mobility tool

CH01 ch Foundation for Confederal Cooperation

Home Project List Project Details Organisations Contacts Mobilities Budget Reports

✓ Done: changes saved

Budget for 2014-1-CH01-KA101-000193 Save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
Total Project	713,400.00	12,572.00	1.76%
Organisational Support		1,400.00	
No. of Participants (excluding soc. persons): 4	43,400.00	1,400	3.23%
Exceptional costs - Guarantee		0	
Activity Type		4,410.00	
SE-STA: Staff training abroad	334,280.00	4,410.00	1.32%
EU Travel Grant	12,700.00	0.00	0.00%
EU Individual Support	314,580.00	4,410.00	1.40%
Course Fees Grant	7,000.00	0.00	0.00%
EU Special Needs Support	0.00	0.00	0.00%
SE-TAA: Training/teaching assignments abroad	335,807.00	6,762.00	2.01%

Ben adds the current Organisation Support amount of 1,400

Text Captions

Slide 18 - Slide 18

Budget for 2014-1-CH01-KA101-000193 Nothing to save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
Total Project	713,400.00	12,572.00	1.76%
Organisational Support			
No. of Participants (excluding acc. persons):	4	1,400.00	
	43,400.00	1,400	3.23%
Exceptional costs - Guarantee			
		0	
Activity Type			
SE-STA: Staff training abroad			
	334,280.00	4,410.00	1.32%
EU Travel Grant	12,700.00	0.00	0.00%
EU Individual Support	314,580.00	4,410.00	1.40%
Course Fees Grant	7,000.00	0.00	0.00%
EU Special Needs Support	0.00	0.00	0.00%
SE-TAA: Training/teaching assignments abroad			
	335,807.00	6,762.00	2.01%
EU Travel Grant	20,595.00	0.00	0.00%
EU Individual Support	310,212.00	6,762.00	2.18%
Course Fees Grant	0.00	0.00	0.00%
EU Special Needs Support	5,000.00	0.00	0.00%

Ben adds the current Organisation Support amount of 1,400

Text Captions

Slide 19 - Slide 19

European Commission
Mobility tool
 CH01 ch Foundation for Confederal Cooperation

User Status: Logged in: ECAS EAC_TRAINING - beneficiary [Log out] | Legal notice | CH01-English (EN)

Home | Project List | Project Details | Organisations | **Contacts** | Mobilities | Budget | Reports

Budget for 2014-1-CH01-KA101-000193 Nothing to save

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
Total Project	713,400.00	12,572.00	1.76%
Organisational Support		1,400.00	
No. of Participants (excluding soc. persons): 4	43,400.00	1,400	3.23%
Exceptional costs - Guarantee		0	
Activity Type		4,410.00	
SE-STA: Staff training abroad	334,280.00	4,410.00	1.32%
EU Travel Grant	12,700.00	0.00	0.00%
EU Individual Support	314,580.00	4,410.00	1.40%
Course Fees Grant	7,000.00	0.00	0.00%
EU Special Needs Support	0.00	0.00	0.00%
SE-TAA: Training/teaching assignments abroad	335,807.00	6,762.00	2.01%

Ben adds the current Organisation Support amount of 1,400

Text Captions

Slide 20 - Slide 20

The screenshot shows the 'European Commission Mobility tool' interface. At the top, it displays the user status as 'Logged in: ECAS EAC_TRAINING - beneficiary' and the project identifier 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The 'Organisations' menu is expanded, showing 'List Organisations' and 'Create a new Organisation'. The main content area is titled 'Budget for 2014-1-CH01-KA101-000193' and includes a 'Nothing to save' button. Below this is a table with columns for 'Approved Budget (by National Agency)', 'Current Budget (in Mobility Tool)', and '% Current / Approved budget'. The table lists various activity types and their corresponding budget values. An orange banner at the bottom of the screenshot contains the text: 'And also, he checks the organisation details.'

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
Total Project	713,400.00	12,572.00	1.76%
Organisational Support		1,400.00	
No. of Participants (excluding soc. persons): 4	43,400.00	1,400	3.23%
Exceptional costs - Guarantee		0	
Activity Type		4,410.00	
SE-STA: Staff training abroad	334,280.00	4,410.00	1.32%
EU Travel Grant	12,700.00	0.00	0.00%
EU Individual Support	314,580.00	4,410.00	1.40%
Course Fees Grant	7,000.00	0.00	0.00%
EU Special Needs Support	0.00	0.00	0.00%
SE-TAA: Training/teaching assignments abroad	335,807.00	6,762.00	2.01%

Text Captions

And also, he checks the organisation details.

Slide 21 - Slide 21

The screenshot shows the 'European Commission Mobility tool' interface. At the top, it displays the user status as 'Logged in: ECAS EAC_TRAINING - beneficiary' and the project identifier 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The 'Reports' tab is highlighted with a blue box and a callout bubble that says 'Click on the Reports tab'. Below the navigation, the page title is 'Project & Beneficiary Organisation for 2014-1-CH01-KA101-000193'. A table lists four beneficiary organisations with columns for Beneficiary, Co-Beneficiary, PIC, Organisation ID, Legal Name, Department, Country, City, Public Body, and Non-profit. The table data is as follows:

#	Beneficiary	Co-Beneficiary	PIC	Organisation ID	Legal Name	Department	Country	City	Public Body	Non-profit
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	952497030	000193-ORG-00001	AMVAC AG		Switzerland	ZUG	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	997152532	000193-ORG-00003	AIDE A LA DECISION ECONOMIQUE SA		Belgium	LOUVAIN LA NEUVE	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	999948169	000193-ORG-00004	AGILENT TECHNOLOGIES BELGIUM NV		Belgium	DIEGEM	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	952261708	000193-ORG-00002	DIGESTO SARL		Switzerland	PUPLINGE	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the screenshot, there is a text caption: 'When Ben is satisfied that all of the project data is up to date, he can go to the Reports tab and generate the beneficiary report.'

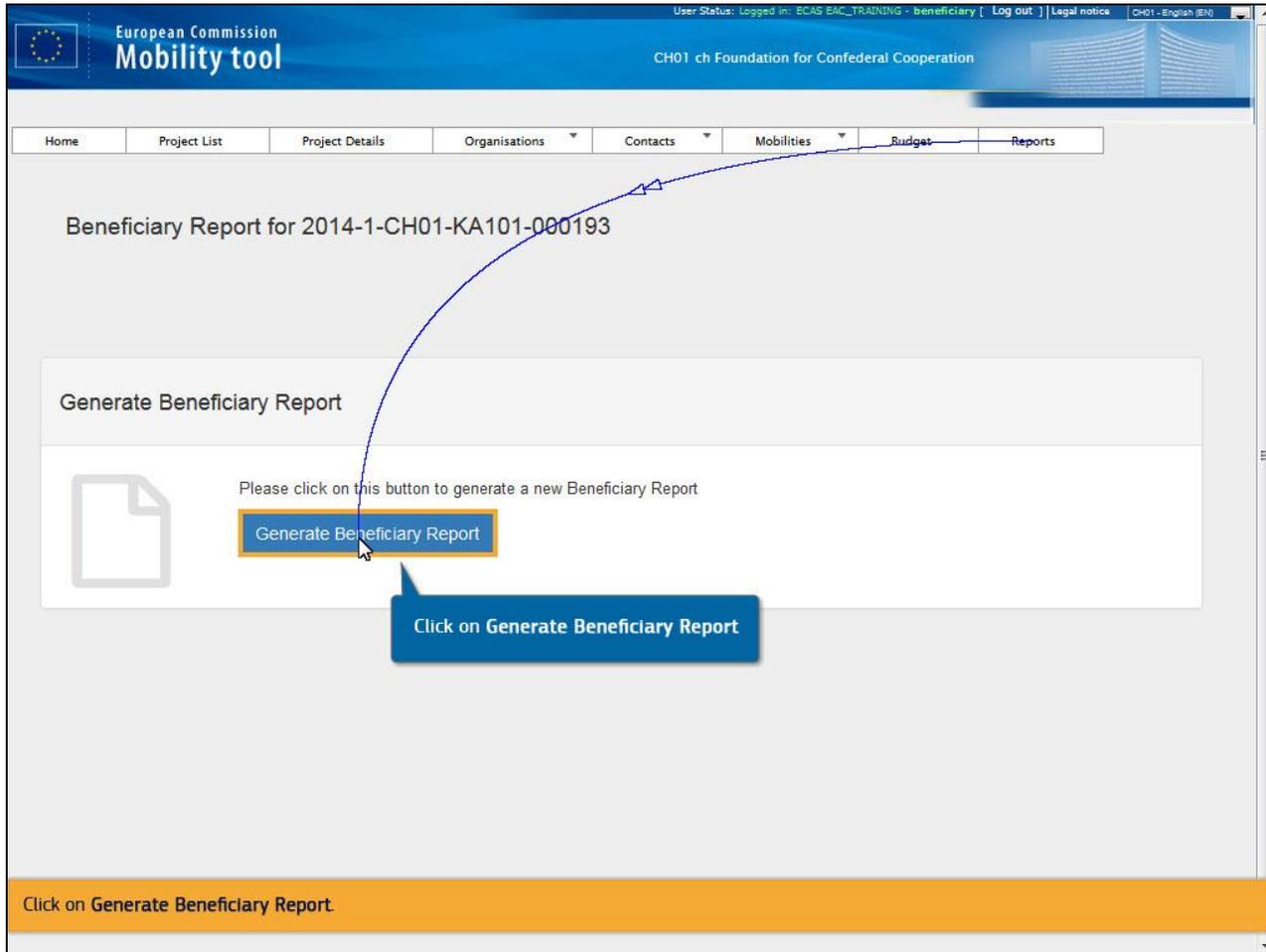
Text Captions

If organisation details (that are entered in EPlusLink) require to be updated, the NA should first be notified and the details updated in URF and then in EPlusLink before being updated in MT+.

When Ben is satisfied that all of the project data is up to date, he can go to the **Reports** tab and generate the beneficiary report.

Click on the **Reports** tab

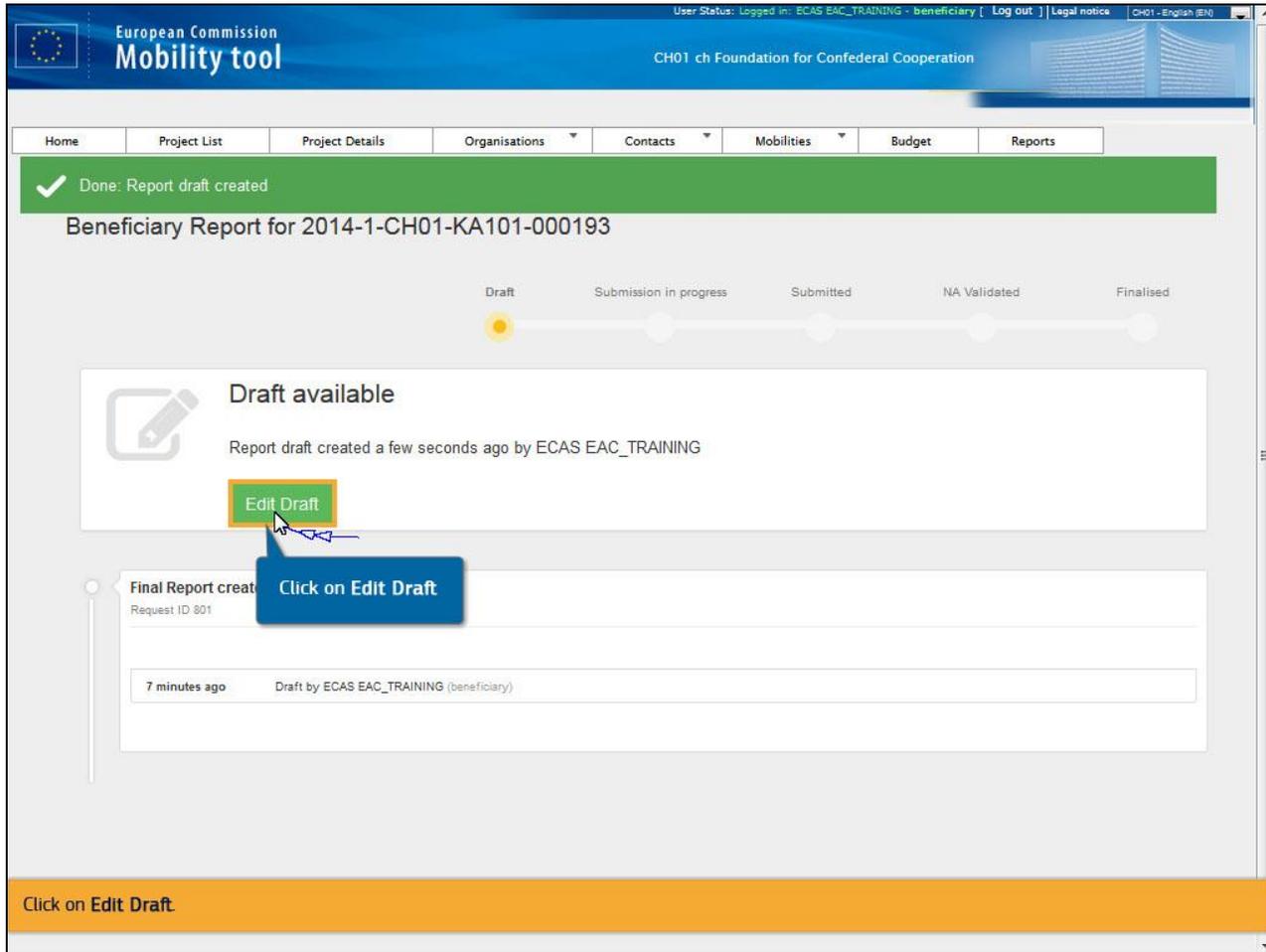
Slide 22 - Slide 22



Text Captions

Click on **Generate Beneficiary Report**.

Slide 23 - Slide 23



Text Captions

Click on **Edit Draft**.

Slide 24 - Slide 24

The screenshot shows the 'European Commission Mobility tool' interface. At the top, it displays the user status as 'Logged in: ECAS EAC_TRAINING - beneficiary' with options for 'Log out' and 'Legal notice'. The main navigation bar includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. A draft status indicator shows 'draft saved a few seconds ago' and 'not ready for submission'. A table of contents on the left lists sections 1 through 11, with '1. Context' and '3. Summary of participating organisations' marked as completed with green checkmarks. A blue arrow points from the '2. Project Summary' item in the table of contents to the main content area. The main content area is titled 'Beneficiary Report for 2014-1-CH01-KA101-000193' and contains a section '1. Context' with a sub-section '1.1. Project Identification'. Below this is a table of project details.

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	School education staff mobility
Call	2014
Report Type	Final
Language used to fill in the form	EN

1.1. Project Identification	
Grant Agreement Number	2014-1-CH01-KA101-000193
Project Title	Project Title KA1_KA101_A_1.06
Project Acronym	
Project Start Date (dd-mm-yyyy)	09/12/2013
Project End Date (dd-mm-yyyy)	09/12/2015

An orange banner at the bottom of the interface reads: 'To view the next section you can select it or scroll down. Click on Project Summary.'

Text Captions

You will notice that the sections **Context** and **Summary of participating organisations** are already filled in.

To view the next section you can select it or scroll down. Click on **Project Summary**.

Slide 25 - Slide 25

The screenshot shows the 'European Commission Mobility tool' interface. At the top, it displays the user status as 'Logged in: ECAS EAC_TRAINING - beneficiary' and the project name 'CH01 ch Foundation for Confederal Cooperation'. The navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The main content area is divided into sections: '1. Context', '2. Project Summary', '3. Summary of participating organisations', '4. Description of the Project', '5. Implementation of the Project', '6. Activities', '7. Participants' Profile', '8. Learning Outcomes and Impact', '9. Dissemination of Project Results', '10. Future Plans and Suggestions', and '11. Budget'. The '2. Project Summary' section is highlighted, and a blue arrow points to a text box containing the instruction 'Please be concise and clear.' Below this is a large empty text area for input. The '3. Summary of participating organisations' section contains a table with the following data:

Role of the Organisation	PIC of the Organisation	Name of the Organisation	Country of the Organisation	Type of Organisation
Applicant Organisation	952497030	AMVAC AG	Switzerland	Other
Partner Organisation	999948169	AGILENT TECHNOLOGIES BELGIUM NV	Belgium	Other
Partner Organisation	997162632	AIDE A LA DECISION ECONOMIQUE SA	Belgium	Other
Partner Organisation	952261708	DIGESTO SARL	Switzerland	Other

At the bottom of the interface, there is a yellow banner with the text 'Add a summary for the project.'

Text Captions

Add a summary for the project.

Slide 27 - Slide 27

The screenshot displays the 'European Commission Mobility tool' interface. At the top, it shows the user status as 'Logged in: ECAS EAC_TRAINING - beneficiary' with options for 'Log out' and 'Legal notice'. The page title is 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The main content area is divided into two sections: '2. Project Summary' and '3. Summary of participating organisations'. The 'Project Summary' section includes instructions and a text input field containing 'Implementing Creative strategies into Science Teaching'. The 'Summary of participating organisations' section contains a table with the following data:

Role of the Organisation	PIC of the Organisation	Name of the Organisation	Country of the Organisation	Type of Organisation
Applicant Organisation	952497030	AMVAC AG	Switzerland	Other
Partner Organisation	999948169	AGILENT TECHNOLOGIES BELGIUM NV	Belgium	Other
Partner Organisation	997162632	AIDE A LA DECISION ECONOMIQUE SA	Belgium	Other
Partner Organisation	952261708	DIGESTO SARL	Switzerland	Other

At the bottom of the interface, there is an orange banner with the text 'Add a summary for the project.' and an 'Annexes' section with a counter showing '0'.

Text Captions

Slide 28 - Slide 28

European Commission
Mobility tool

CH01 ch Foundation for Confederal Cooperation

User Status: Logged in: ECAS EAC_TRAINING - beneficiary [Log out] [Legal notice] [CH01 - English (EN)]

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

draft saved 2 minutes ago

not ready for submission

return to report page · print draft

1. Context ✓

2. Project Summary

3. Summary of participating organisations ✓

4. Description of the Project

5. Implementation of the Project

6. Activities

7. Participants' Profile

8. Learning Outcomes and Impact

9. Dissemination of Project Results

10. Future Plans and Suggestions

11. Budget

Annexes 0

2. Project Summary

Project summary; this section summarises your project and the organisations involved as partners;

Please provide a short summary of your project upon completion.

Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications or when giving information on a completed project. It will also feed the Erasmus+ Dissemination Platform (see annex III of Programme Guide on dissemination guidelines).

The main elements to be mentioned are: context/background of the project; objectives; number and type/profile of participants; description of undertaken activities; results and impact attained; if relevant, longer-term benefits.

Please be concise and clear.

Implementing Creative strategies into Science Teaching

4946 chars left

3. Summary of participating organisations

Role of the Organisation	PIC of the Organisation	Name of the Organisation	Country of the Organisation	Type of Organisation
Applicant Organisation	952497030	AMVAC AG	Switzerland	Other
Partner Organisation	999948169	AGILENT TECHNOLOGIES BELGIUM NV	Belgium	Other
Partner Organisation	997162632	AIDE A LA DECISION ECONOMIQUE SA	Belgium	Other
Partner Organisation	952261708	DIGESTO SARL	Switzerland	Other

as all fields for that section have been completed.

Text Captions

Once the next section **4. Description of the Project** is clicked, the previous section receives a green check mark, as all fields for that section have been completed.

Slide 29 - Slide 29

The screenshot shows the 'European Commission Mobility tool' interface. At the top, it displays the user status: 'Logged in: ECAS EAC_TRAINING - beneficiary' with a 'Log out' link and 'Legal notice'. The page title is 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. On the left, a progress bar shows 11 sections: 1. Context, 2. Project Summary, 3. Summary of participating organisations, 4. Description of the Project (highlighted in blue), 5. Implementation of the Project, 6. Activities, 7. Participants' Profile, 8. Learning Outcomes and Impact, 9. Dissemination of Project Results, 10. Future Plans and Suggestions, and 11. Budget. Sections 1, 2, and 3 have green checkmarks. Section 4 is the active section, containing several text input fields with the following prompts: 'Description of the project: in this section, you are asked to give information about the objectives and topics addressed by your project.', 'To what extent were the objectives of the European Development Plan achieved? How were they reached? Please comment on any objectives that were not achieved in the project. Please describe achievements that exceeded initial expectations.', 'How did the participating organisations contribute to the project? What experiences and competencies did they bring to the project?', 'How did you choose the receiving organisations?', 'What were the most relevant topics addressed by your project?' (with a 'Select a value' dropdown), 'In case the topics chosen are different from the ones in the application, please explain why.', and 'Which activities did you carry out in order to assess the extent to which your project has reached its objectives and produced results? How did you measure the level of success?'. A yellow banner at the bottom of the form area states 'as all fields for that section have been completed.'

Text Captions

Slide 30 - Slide 30

The screenshot displays the 'European Commission Mobility tool' interface. At the top, there is a blue header with the European Commission logo and the text 'European Commission Mobility tool'. Below the header, a navigation bar contains tabs for 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The main content area is titled '4. Description of the Project' and contains several text input fields and a dropdown menu. A sidebar on the left lists 11 sections, with the first three marked with green checkmarks and the last three with orange boxes. A blue arrow points from the '4. Description of the Project' section in the sidebar to the main content area. At the bottom of the page, an orange banner contains the text 'In a similar way all other sections will be completed.'

User Status: Logged in: ECAS EAC_TRAINING - beneficiary [Log out] | Legal notice | CH01 - English (EN)

CH01 ch Foundation for Confederal Cooperation

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

draft saved a few seconds ago

not ready for submission

return to report page · print draft

1. Context ✓

2. Project Summary ✓

3. Summary of participating organisations ✓

4. Description of the Project

5. Implementation of the Project

6. Activities

7. Participating Profile

8. Learning Outcomes and Impact

9. Dissemination of Project Results

10. Future Plans and Suggestions

11. Budget

Annexes 0

4. Description of the Project

Description of the project: in this section, you are asked to give information about the objectives and topics addressed by your project:

To what extent were the objectives of the European Development Plan achieved? How were they reached? Please comment on any objectives that were not achieved in the project. Please describe achievements that exceeded initial expectations.

How did the participating organisations contribute to the project? What experiences and competencies did they bring to the project?

How did you choose the receiving organisations?

What were the most relevant topics addressed by your project?

Select a value

In case the topics chosen are different from the ones in the application, please explain why.

Which activities did you carry out in order to assess the extent to which your project has reached its objectives and produced results? How did you measure the level of success?

In a similar way all other sections will be completed.

Text Captions

In a similar way all other sections will be completed.

Slide 31 - Slide 31

MOBILITY TOOL CH01 ch Foundation for Confederal Cooperation

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

draft saved a few seconds ago
93%
not ready for submission
return to report page · print draft

- Context ✓
- Project Summary ✓
- Summary of participating organisations ✓
- Description of the Project ✓
- Implementation of the Project ✓
- Activities ✓
- Participants' Profile ✓
- Learning Outcomes and Impact ✓
- Dissemination of Project Results ✓
- Future Plans and Suggestions ✓
- Budget**

Annexes 0

11. Budget

Budget: this section gives a detailed overview of the final amount of the EU grant you request;

11.1. Budget Summary

Activity Type	Travel		Individual Support		Course Fees		Special Needs' Support		Total Amount	Total Amount Reported	
	Granted	Reported	Granted	Reported	Granted	Reported	Granted	Reported	Granted	Calculated	Adjusted
SE-BTA: Staff training abroad	12,700.00	0.00	314,580.00	4,410.00	7,000.00	0.00	0.00	0.00	334,290.00	4,410.00	4,410.00
SE-TAA: Training/teaching assignments abroad	20,595.00	0.00	310,212.00	6,762.00	0.00	0.00	5,000.00	0.00	335,807.00	6,762.00	6,762.00
Total	33,295.00	0.00	624,792.00	11,172.00	7,000.00	0.00	5,000.00	0.00	670,087.00	11,172.00	11,172.00

Organisational Support: 0.00
Exceptional Costs - Guarantee: 0.00

11.2. Project Total Amount

Project Total Amount (Calculated) 11,172.00
Project Total Amount (Adjusted) 11,172.00

Please provide any further comments you may have concerning the above figures especially if the adjusted amount differs from the calculated amount.

11.3. Travel

Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	Number of Participants	Amount per Participant	Total Amount
Staff training abroad	1	Belgium	Slovakia	0 - 99 km	1	0.00	0.00
Training/teaching assignments abroad	2	France	Belgium	0 - 99 km	1	0.00	0.00

or from the budget summary.

Mobility Tool (ACCEPTANCE - v. MT-1.6.2@20150225) 20150429 10:56:42

Text Captions

The **Budget** section contains an overview of the budget summary from the budget tab. The values can be adjusted from the budget mobilities or from the budget summary.

Slide 35 - Slide 35

MOBILITY TOOL CHOI ch Foundation for Confederal Cooperation

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

draft saved a minute ago
93%
not ready for submission
return to report page · print draft

1. Context ✓
2. Project Summary ✓
3. Summary of participating organisations ✓
4. Description of the Project ✓
5. Implementation of the Project ✓
6. Activities ✓
7. Participants' Profile ✓
8. Learning Outcomes and Impact ✓
9. Dissemination of Project Results ✓
10. Future Plans and Suggestions ✓
11. Budget

11. Budget
Budget: this section gives a detailed overview of the final amount of the EU grant you request;

11.1. Budget Summary

Activity Type	Travel		Individual Support		Course Fees		Special Needs' Support		Total Amount	Total Amount Reported	
	Granted	Reported	Granted	Reported	Granted	Reported	Granted	Reported	Granted	Calculated	Adjusted
SE-BTA: Staff training abroad	12,700.00	0.00	314,580.00	4,410.00	7,000.00	0.00	0.00	0.00	334,280.00	4,410.00	4,410.00
SE-TAA: Training/teaching assignments abroad	20,595.00	0.00	310,212.00	6,762.00	0.00	0.00	5,000.00	0.00	335,807.00	6,762.00	6,762.00
Total	33,295.00	0.00	624,792.00	11,172.00	7,000.00	0.00	5,000.00	0.00	670,087.00	11,172.00	11,172.00

Organisational Support: 0.00
Exceptional Costs - Guarantee: 0.00

11.2. Project Total Amount

Project Total Amount (Calculated) 11,172.00
Project Total Amount (Adjusted) 11,172.00

Please provide any further comments you may have concerning the above figures especially if the adjusted amount differs from the calculated amount.
5000 chars left

11.3. Travel

Activity Type	Flow No	Country of Origin	Country of Destination	Distance Band	Number of Participants	Amount per Participant	Total Amount
Staff training abroad	1	Belgium	Slovakia	0 - 99 km	1	0.00	0.00
Training/teaching assignments abroad	2	France	Belgium	0 - 99 km	1	0.00	0.00

Supporting documentation can also be added. Click on Annexes

Mobility Tool (ACCEPTANCE - v. MT-1.6.2-20150225) 20150429 10:56:42

Text Captions

Supporting documentation can also be added. Click on **Annexes**.

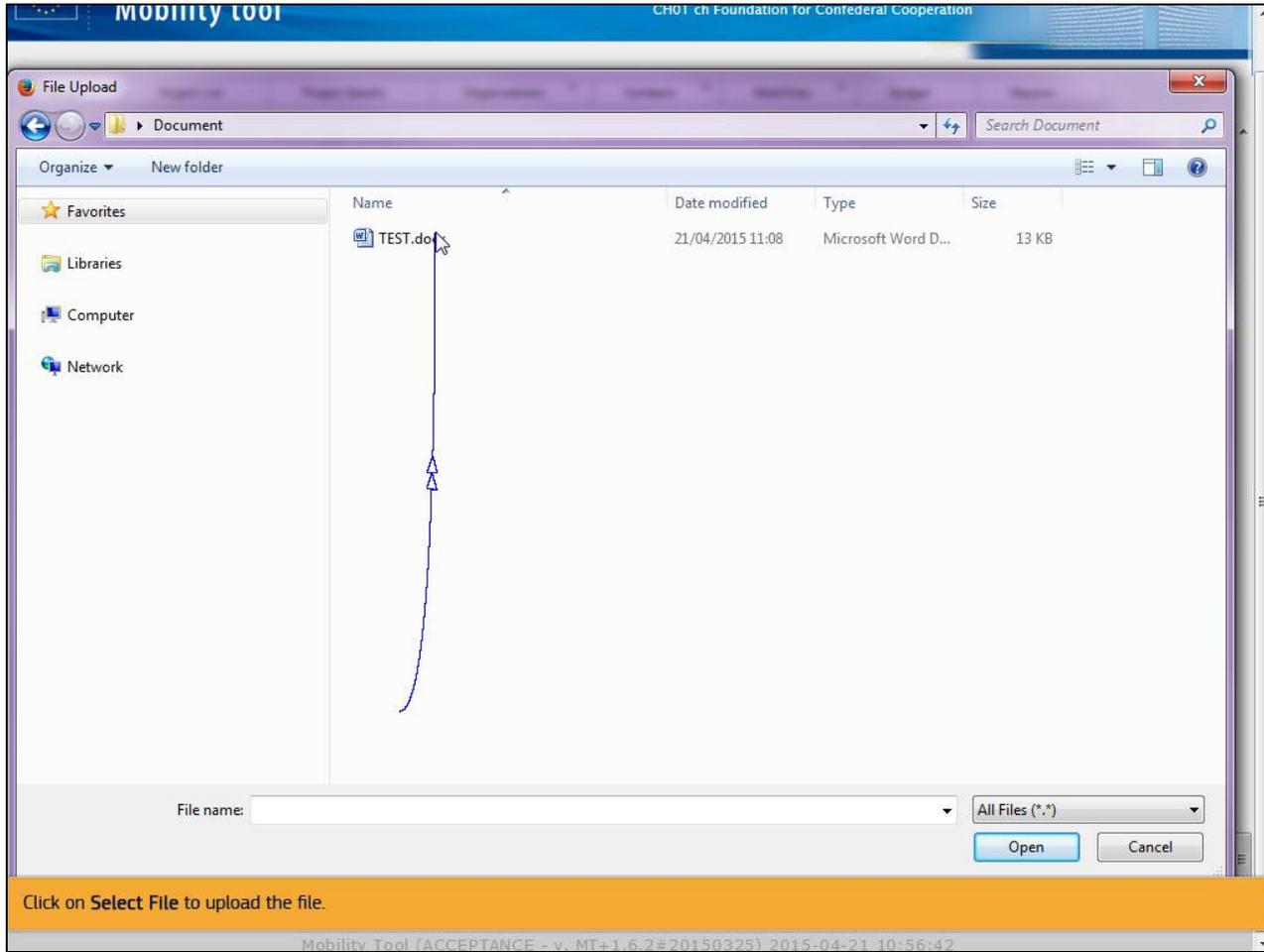
Slide 36 - Slide 36

The screenshot displays the 'MOBILITY TOOL' interface for the 'CH01 ch Foundation for Confederal Cooperation'. The top navigation bar includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. A notification on the left indicates a draft was saved. A progress bar shows 100% completion. A 'Start Submission Process' button is visible. A checklist on the left lists 11 items, with 'Annexes' highlighted in blue and a '0' next to it. The main content area shows a 'Total' of 0.00, a text input field with 'N/A', and an 'Annexes' section. The 'Annexes' section includes instructions on attaching documents and an 'Attachments quota usage' bar. Below this is a 'List of uploaded files' section showing 'no uploaded files yet'. An 'Add more files' section contains a 'Select File' button, which is highlighted with an orange box and a blue arrow pointing to it from the 'Annexes' menu item. Below the button is a dashed box labeled 'Drop Here Your File(s)'. An orange banner at the bottom of the interface reads 'Click on Select File to upload the file.'

Text Captions

Click on **Select File** to upload the file.

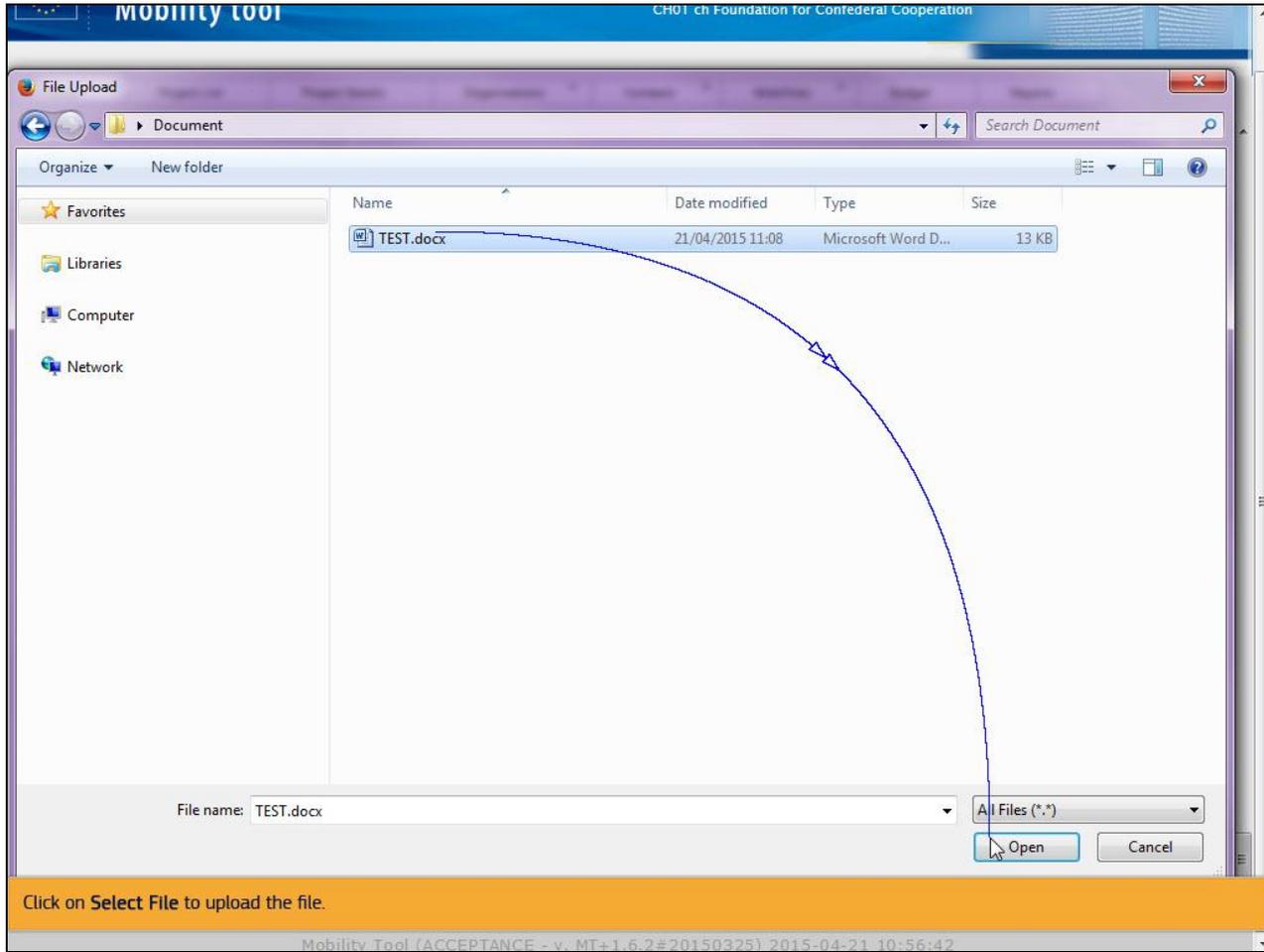
Slide 37 - Slide 37



Text Captions

Click on **Select File** to upload the file.

Slide 38 - Slide 38



Text Captions

Slide 39 - Slide 39

The screenshot displays the 'MOBILITY TOOL' interface for the 'CH01 ch Foundation for Confederal Cooperation'. The navigation menu includes Home, Project List, Project Details, Organisations, Contacts, Mobilities, Budget, and Reports. A sidebar on the left shows a checklist of 11 steps, with 'Annexes' selected and marked with a '1'. The main content area features a 'Start Submission Process' button, a 'Please describe for each activity type the nature of the costs incurred.' text box containing 'N/A', and an 'Annexes' section. The Annexes section includes instructions, an 'Attachments quota usage' progress bar, a 'List of uploaded files' showing 'TEST.docx' (0.01 Mb), and an 'Add more files' section with a 'Select File' button and a 'Drop Here Your File(s)' area. A yellow banner at the bottom states 'Click on Select File to upload the file.'

Text Captions

Slide 40 - Slide 40

MOBILITY TOOL CHOI ch Foundation for Confederal Cooperation

Home Project List Project Details Organisations Contacts Mobilities Budget Reports

draft saved 3 minutes ago
100%
Start Submission Process
return to report page · print draft

1. Context ✓
2. Project Summary ✓
3. Summary of participating organisations ✓
4. Description of the Project ✓
5. Implementation of the Project ✓
6. Activities ✓
7. Participants' Profile ✓
8. Learning Outcomes and Impact ✓
9. Dissemination of Project Results ✓
10. Future Plans and Suggestions ✓
11. Budget ✓
Annexes 1

	0	0.00
Total		0.00

Please describe for each activity type the nature of the costs incurred.

N/A

Annexes

Annexes: in this section, you need to attach additional documents that are mandatory for the completion of the report;
Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your form online.

Attachments quota usage

List of uploaded files

TEST.docx
0.01 Mb a few seconds ago · mark as container of declaration of honour

Add more files

Select File

Drop Here Your File(s)

At any stage it's possible to return to the report page, which saves the report as draft.

Mobility Tool (ACCEPTANCE - v. MT-1.6.2@20150225) 20150429 10:56:42

Text Captions

At any stage it's possible to return to the report page, which saves the report as draft.

Slide 41 - Slide 41

MOBILITY TOOL CHOI ch Foundation for Confederal Cooperation

Home Project List Project Details Organisations Contacts Mobilities Budget Reports

draft saved 3 minutes ago
100%
Start Submission Process
return to report page print draft

1. Context ✓
2. Project Summary ✓
3. Summary of participating organisations ✓
4. Description of the Project ✓
5. Implementation of the Project ✓
6. Activities ✓
7. Participants' Profile ✓
8. Learning Outcomes and Impact ✓
9. Dissemination of Project Results ✓
10. Future Plans and Suggestions ✓
11. Budget ✓
Annexes 1

	0	0.00
Total		0.00

Please describe for each activity type the nature of the costs incurred.

N/A

Annexes

Annexes: in this section, you need to attach additional documents that are mandatory for the completion of the report;
Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your form online.

Attachments quota usage

List of uploaded files

TEST.docx
0.01 Mb a few seconds ago mark as container of declaration of honour

Add more files

Select File

Drop Here Your File(s)

Click on return to report page.

Mobility Tool (ACCEPTANCE - v. MT-1162E20150225) 20150429 10:56:42

Text Captions

Click on **return to report page**.

Slide 43 - Slide 43

The screenshot displays the 'MOBILITY TOOL' interface for the 'CH01 ch Foundation for Confederal Cooperation'. The main content area is titled 'Beneficiary Report for 2014-1-CH01-KA101-000193'. A progress bar at the top indicates the report's status, with 'Draft' currently selected. A notification box states 'Draft available (ready for submission)' and provides two options: 'Continue editing Draft' and 'Release Draft'. The 'Release Draft' button is highlighted with an orange border. Below the notification, a 'Final Report created 21 minutes ago' section shows a list of recent activities, including file attachments and draft creation.

The Release Draft button, allows the beneficiary to end the current draft and generate a new draft, with the latest project information.

Text Captions

The **Release Draft** button, allows the beneficiary to end the current draft and generate a new draft, with the latest project information.

Slide 44 - Slide 44

The screenshot displays the 'MOBILITY TOOL' interface for the 'CH01 ch Foundation for Confederal Cooperation'. The navigation menu includes Home, Project List, Project Details, Organisations, Contacts, Mobilities, Budget, and Reports. The main content area shows a 'Beneficiary Report for 2014-1-CH01-KA101-000193' with a progress bar indicating the current status is 'Draft'. A notification box states 'Draft available (ready for submission)' and 'Beneficiary Report saved 3 minutes ago by ECAS EAC_TRAINING'. It contains two buttons: 'Continue editing Draft' (highlighted with a blue callout) and 'Release Draft'. Below this, a 'Final Report created 21 minutes ago' section shows a log of actions: 'a few seconds ago File TEST.docx has been attached by ECAS EAC_TRAINING (beneficiary)' and '21 minutes ago Draft by ECAS EAC_TRAINING (beneficiary)'. An orange footer bar at the bottom reads 'To continue editing click on Continue editing Draft.'

Text Captions

To continue editing click on **Continue editing Draft**.

Slide 45 - Slide 45

MOBILITY TOOL CH01 ch Foundation for Confederal Cooperation

Home Project List Project Details Organisations Contacts Mobilities Budget Reports

draft saved 4 minutes ago
100%
Start Submission Process
return to report page · print draft

1. Context ✓
2. Project Summary ✓
3. Summary of participating organisations ✓
4. Description of the Project ✓
5. Implementation of the Project ✓
6. Activities ✓
7. Participants' Profile ✓
8. Learning Outcomes and Impact ✓
9. Dissemination of Project Results ✓
10. Future Plans and Suggestions ✓
11. Budget ✓
Annexes 1

Beneficiary Report for 2014-1-CH01-KA101-000193

1. Context

Context: this section summaries some general information about your project;

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	School education staff mobility
Call	2014
Report Type	Final
Language used to fill in the form	EN

1.1. Project Identification

Grant Agreement Number	2014-1-CH01-KA101-000193	
Project Title	Project Title KA1_KA101_A_1.06	
Project Acronym		
Project Start Date (dd-mm-yyyy)	09/12/2013	
Project End Date (dd-mm-yyyy)	09/12/2015	
Project Total Duration	Full Months	24
	Extra Days	1

The draft version can be printed by clicking on **print draft**.

https://webgate.acceptance.ec.europa.eu/eac/mobility/systemLayers/5_FE/dist/index.html#sec61

Text Captions

The draft version can be printed by clicking on **print draft**.

Slide 47 - Slide 47

The screenshot shows the Adobe Captivate interface for a project titled 'MOBILITY TOOL' under the 'CH01 ch Foundation for Confederal Cooperation'. A 'Print' dialog box is open, showing printer details for a Samsung M332x printer. The 'Print range' is set to 'All' and 'Number of copies' is 1. A blue arrow points from the 'print draft' button in the background to the 'Print to file' checkbox in the dialog box.

Language used to fill in the form: EN

1.1. Project Identification

Grant Agreement Number	2014-1-CH01-KA101-000193	
Project Title	Project Title KA1_KA101_A_1.06	
Project Acronym		
Project Start Date (dd-mm-yyyy)	09/12/2013	
Project End Date (dd-mm-yyyy)	09/12/2015	
Project Total Duration	Full Months	24
	Extra Days	1

The draft version can be printed by clicking on **print draft**.

Mobility Tool (ACCEPTANCE - v. MT-1.6.2#20150325) 20150421 10:56:42

Text Captions

Slide 48 - Slide 48

MOBILITY TOOL CH01 ch Foundation for Confederal Cooperation

Home Project List Project Details Organisations Contacts Mobilities Budget Reports

draft saved 4 minutes ago
100%
Start Submission Process
return to report page print draft

Beneficiary Report for 2014-1-CH01-KA101-000193

1. Context

Context through the summary provides some general information about your project;

Erasmus+	
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	School education staff mobility
Call	2014
Report Type	Final
Language used to fill in the form	EN

1.1. Project Identification

Grant Agreement Number	2014-1-CH01-KA101-000193	
Project Title	Project Title KA1_KA101_A_1.06	
Project Acronym		
Project Start Date (dd-mm-yyyy)	09/12/2013	
Project End Date (dd-mm-yyyy)	09/12/2015	
Project Total Duration	Full Months	24
	Extra Days	1

Click on Start Submission Process

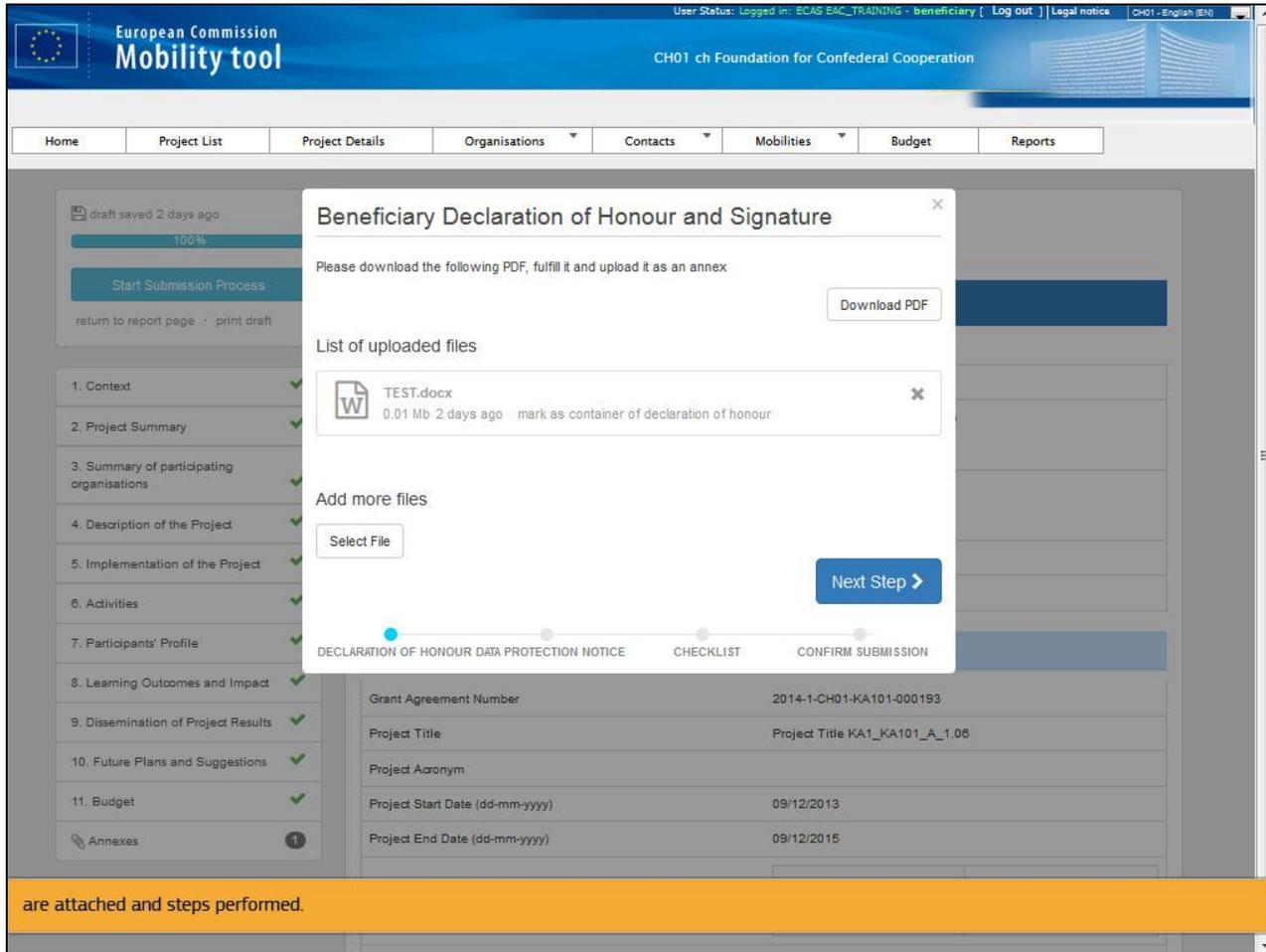
Once all sections are completed, Ben will click on Start Submission Process.

Mobility Tool (ACCEPTANCE - v. MT-1.6.2E20150225) 20150429 10:56:42

Text Captions

Once all sections are completed, Ben will click on **Start Submission Process**.

Slide 49 - Slide 49



Text Captions

A pop up window appears. Before submission can be completed, a small check appears to ensure that all necessary annexes are attached and steps performed.

Slide 50 - Slide 50

The screenshot displays the 'European Commission Mobility tool' interface. A modal window titled 'Beneficiary Declaration of Honour and Signature' is open, prompting the user to download a PDF, fill it out, and upload it. The modal includes a 'Download PDF' button, a list of uploaded files (TEST.docx, 0.01 Mb, 2 days ago), and a 'Next Step' button. A blue callout box points to the 'Download PDF' button with the text 'Click to download the Declaration of Honour and Signature'. An orange banner at the bottom of the modal area reads 'If not already done, it can be downloaded from the screen and attached.'

Text Captions

The first step is to check if the beneficiary **Declaration of Honour and Signature** is signed and attached.

If not already done, it can be downloaded from the screen and attached.

Click to download the **Declaration of Honour and Signature**

Slide 52 - Slide 52

The screenshot displays the 'European Commission Mobility tool' interface. At the top, it shows the user status as 'Logged in: ECAS EAC_TRAINING - beneficiary' with options for 'Log out' and 'Legal notice'. The page title is 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The main content area features a progress bar for 'draft saved 2 days ago' at 100%, a 'Start Submission Process' button, and a list of project sections (1-11) with green checkmarks. A 'Beneficiary Declaration of Honour and Signature' dialog box is open, instructing the user to download a PDF and upload it. Below this, a 'List of uploaded files' shows 'TEST.docx' (0.01 Mb, 2 days ago). A 'Firefox' dialog box is also open, asking 'What should Firefox do with this file?' for 'DeclarationOfHonour.pdf'. The 'Save File' option is selected, and a blue arrow points from it to the 'OK' button. An orange banner at the bottom of the screenshot contains the text: 'If not already done, it can be downloaded from the screen and attached.'

Text Captions

Slide 54 - Slide 54

The screenshot shows the 'European Commission Mobility tool' interface. A modal window titled 'Beneficiary Declaration of Honour and Signature' is open. It contains the following text: 'Please download the following PDF, fulfill it and upload it as an annex' with a 'Download PDF' button. Below this is a 'List of uploaded files' section showing a file named 'TEST.docx' (0.01 Mb, 2 days ago) with a 'mark as container of declaration of honour' option. There is an 'Add more files' section with a 'Select File' button and a 'Next Step >' button. A progress bar at the bottom of the modal shows steps: 'DECLARATION OF HONOUR DATA PROTECTION NOTICE' (active), 'CHECKLIST', and 'CONFIRM SUBMISSION'. The background interface shows a navigation menu with options like Home, Project List, Project Details, Organisations, Contacts, Mobilities, Budget, and Reports. A table of project details is visible, including Grant Agreement Number (2014-1-CH01-KA101-000193), Project Title (Project Title KA1_KA101_A_1.06), Project Start Date (09/12/2013), and Project End Date (09/12/2015). A blue arrow points from the 'Next Step >' button to a text box at the bottom of the slide.

If not already done, it can be downloaded from the screen and attached.

Text Captions

If not already done, it can be downloaded from the screen and attached.

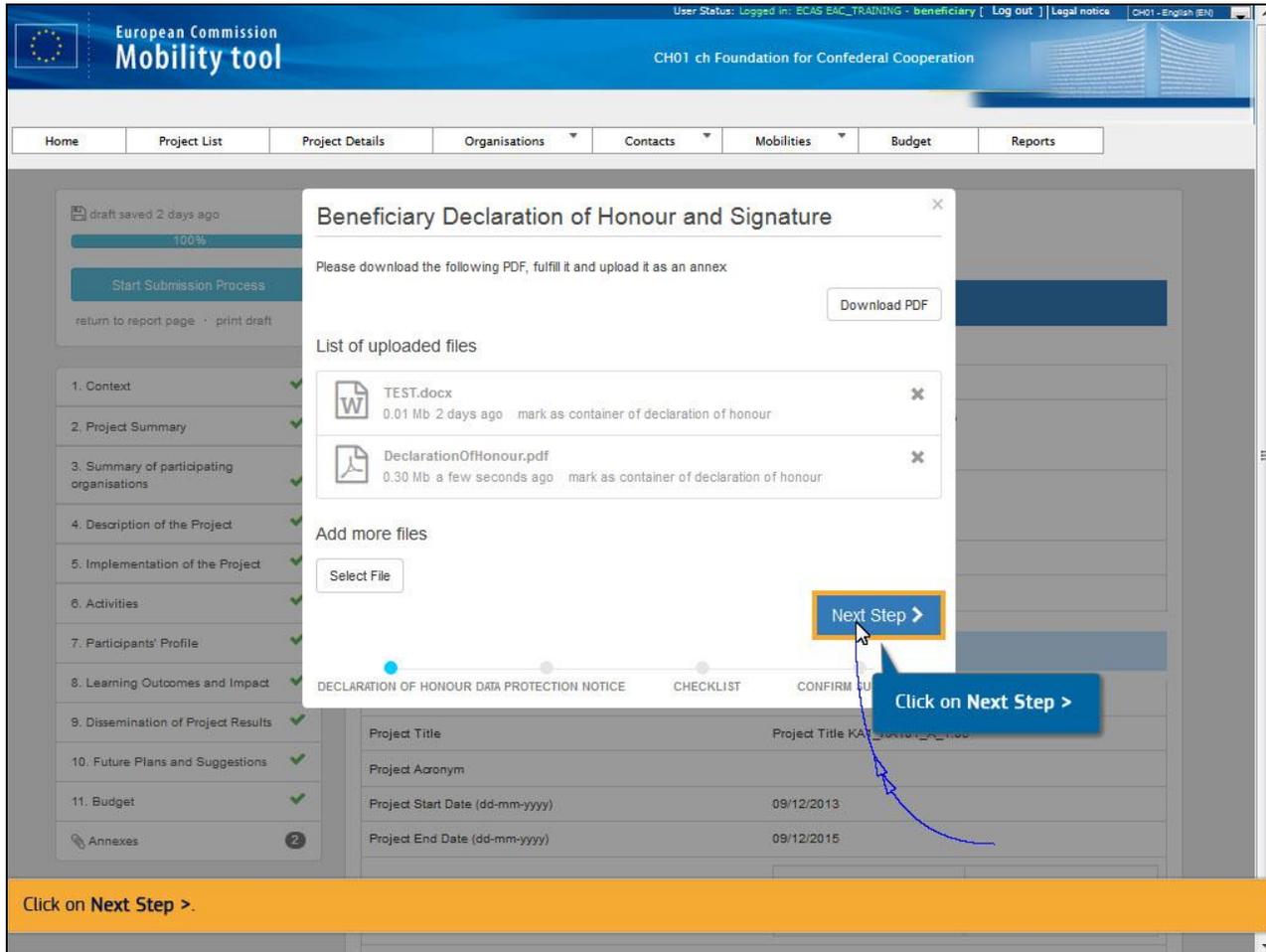
Slide 58 - Slide 58

The screenshot displays the 'European Commission Mobility tool' interface. At the top, it shows the user status as 'Logged in: ECAS EAC_TRAINING - beneficiary' with options for 'Log out' and 'Legal notice'. The page title is 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The main content area shows a progress bar at 100% and a 'Start Submission Process' button. A sidebar on the left lists 11 steps, with 'Annexes' having a '2' next to it. A modal window titled 'Beneficiary Declaration of Honour and Signature' is open, containing a 'Download PDF' button, a list of uploaded files (TEST.docx and DeclarationOfHonour.pdf), an upload progress bar for DeclarationOfHonour.pdf at 100%, and a 'Next Step >' button. A progress indicator at the bottom of the modal shows 'DECLARATION OF HONOUR DATA PROTECTION NOTICE' as the current step. Below the modal, there are fields for 'Project Start Date (dd-mm-yyyy)' (09/12/2013) and 'Project End Date (dd-mm-yyyy)' (09/12/2015). An orange banner at the bottom of the screenshot contains the text: 'If not already done, it can be downloaded from the screen and attached.'

Text Captions

If not already done, it can be downloaded from the screen and attached.

Slide 59 - Slide 59



Text Captions

Click on **Next Step** >.

Slide 60 - Slide 60

The screenshot displays the 'European Commission Mobility tool' interface. At the top, it shows the user status as 'Logged in: ECAS EAC_TRAINING - beneficiary' with options for 'Log out', 'Legal notice', and 'CH01 - English (EN)'. The main navigation bar includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. A sidebar on the left lists project stages from '1. Context' to '11. Budget', with 'Annexes' at the bottom. A 'Data Protection Notice' dialog box is centered on the screen, containing text about electronic processing of grant applications and personal data. A blue arrow points from the 'Accept >' button in the dialog to a larger 'Click on Accept >' button on the right. An orange banner at the bottom of the interface reads: 'The Data Protection Notice is displayed. This notice must be accepted in order to continue the process. Click on Accept >.'

draft saved 2 days ago
100%
Start Submission Process
return to report page · print draft

1. Context ✓
2. Project Summary ✓
3. Summary of participating organisations ✓
4. Description of the Project ✓
5. Implementation of the Project ✓
6. Activities ✓
7. Participants' Profile ✓
8. Learning Outcomes and Impact ✓
9. Dissemination of Project Results ✓
10. Future Plans and Suggestions ✓
11. Budget ✓
Annexes 2

User Status: Logged in: ECAS EAC_TRAINING - beneficiary [Log out] | Legal notice | CH01 - English (EN)

CH01 ch Foundation for Confederal Cooperation

Home | Project List | Project Details | Organisations | Contacts | Mobilities | Budget | Reports

Data Protection Notice

The grant application 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, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals.
- In the case of report forms: 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/>

Click on Accept >

Accept >

The Data Protection Notice is displayed. This notice must be accepted in order to continue the process. Click on Accept >.

Text Captions

The **Data Protection Notice** is displayed. This notice must be accepted in order to continue the process. Click on **Accept >**.

Slide 61 - Slide 61

The screenshot displays the 'European Commission Mobility tool' interface. At the top, it shows the user status as 'Logged in: ECAS EAC_TRAINING - beneficiary' with options for 'Log out' and 'Legal notice'. The page title is 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. On the left, a progress bar indicates 'draft saved 2 days ago' and '100%' completion, with a 'Start Submission Process' button. A sidebar lists 11 steps, with 'Annexes' having a '2' icon. The main content area is partially obscured by a 'Checklist' modal window. The checklist contains five items, each with a 'Not Done' button. Below the checklist is a 'Next Step >' button and a progress indicator with four steps: 'DECLARATION OF HONOUR DATA PROTECTION NOTICE', 'CHECKLIST', and 'CONFIRM SUBMISSION'. The 'CHECKLIST' step is currently active. Below the modal, project details are visible: Project Title (KA1_KA101_A_1.06), Project Start Date (09/12/2013), and Project End Date (09/12/2015). An orange banner at the bottom of the screenshot contains the text: 'A Checklist appears. Please ensure that all items have been performed. Then change them from Not Done to Done.'

Text Captions

A **Checklist** appears. Please ensure that all items have been performed. Then change them from **Not Done** to **Done**.

Slide 67 - Slide 67

The screenshot displays the 'European Commission Mobility tool' interface. At the top, the user is logged in as 'ECAS EAC_TRAINING - beneficiary'. The main navigation bar includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. A progress indicator shows 'draft saved 2 days ago' and '100%'. A 'Start Submission Process' button is visible. A checklist modal is open, listing five items, all marked as 'Done'. Below the checklist, a 'Next Step >' button is highlighted with a blue box and a callout bubble that says 'Click on Next Step >'. The background shows a progress bar with steps: 'DECLARATION OF HONOUR DATA PROTECTION NOTICE', 'CHECKLIST', and 'CONFIRM SUBMISSION'. The 'CHECKLIST' step is currently active. Below the progress bar, project details are shown: Project Title (Project Title KA1_KA101_A_1.06), Project Acronym, Project Start Date (09/12/2013), and Project End Date (09/12/2015). A yellow banner at the bottom of the interface contains the text 'Click on Next Step >'.

Text Captions

Click on Next Step >

Slide 68 - Slide 68

The screenshot displays the 'European Commission Mobility tool' interface. At the top, the user is logged in as 'ECAS EAC_TRAINING - beneficiary'. The main navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. A 'Confirm Submission' dialog box is open, containing the following text:

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.

The dialog box has a 'Submit Beneficiary Report' button highlighted with a green border. A blue callout box with a white arrow points to this button, containing the text: 'Click on Submit Beneficiary Report'. Below the dialog box, a progress bar shows 'DECLARATION OF HONOUR DATA PROTECTION NOTICE' and 'CHECKLIST' as completed steps. The main form area shows '1.1. Project Identification' with the following details:

Grant Agreement Number	2014-1-CH01-KA101-000193
Project Title	Project Title KA1_KA101_A_1.06
Project Acronym	
Project Start Date (dd-mm-yyyy)	09/12/2013
Project End Date (dd-mm-yyyy)	09/12/2015

An orange banner at the bottom of the interface contains the text: 'Ben reads that the project will be locked once the Submit Beneficiary Report button is clicked. Click on Submit Beneficiary Report.'

Text Captions

Ben reads that the project will be locked once the **Submit Beneficiary Report** button is clicked. Click on **Submit Beneficiary Report**.

Slide 70 - Slide 70

The screenshot shows the 'European Commission Mobility tool' interface. At the top, there is a navigation menu with options: Home, Project List, Project Details, Organisations, Contacts, Mobilities, Budget, and Reports. A green notification bar at the top left states: 'Done: Submission is now on progress'. Below this, the title 'Beneficiary Report for 2014-1-CH01-KA101-000193' is displayed. A progress bar shows five stages: Draft, Submission in progress (highlighted with a yellow dot), Submitted, NA Validated, and Finalised. A central orange-bordered box contains a clock icon and the text: 'Submission in progress. Your Beneficiary report is in the process of being submitted to the central Commission systems. This may take up to 15 minutes.' Below this is a 'Final Report created 2 days ago' section with a list of activity logs. An orange banner at the bottom of the screenshot contains the text: 'A message is displayed to say that the submission is in progress. It may take up to 15 min before the submission to EPlusLink is completed.'

Text Captions

A message is displayed to say that the submission is in progress. It may take up to 15 min before the submission to EPlusLink is completed.

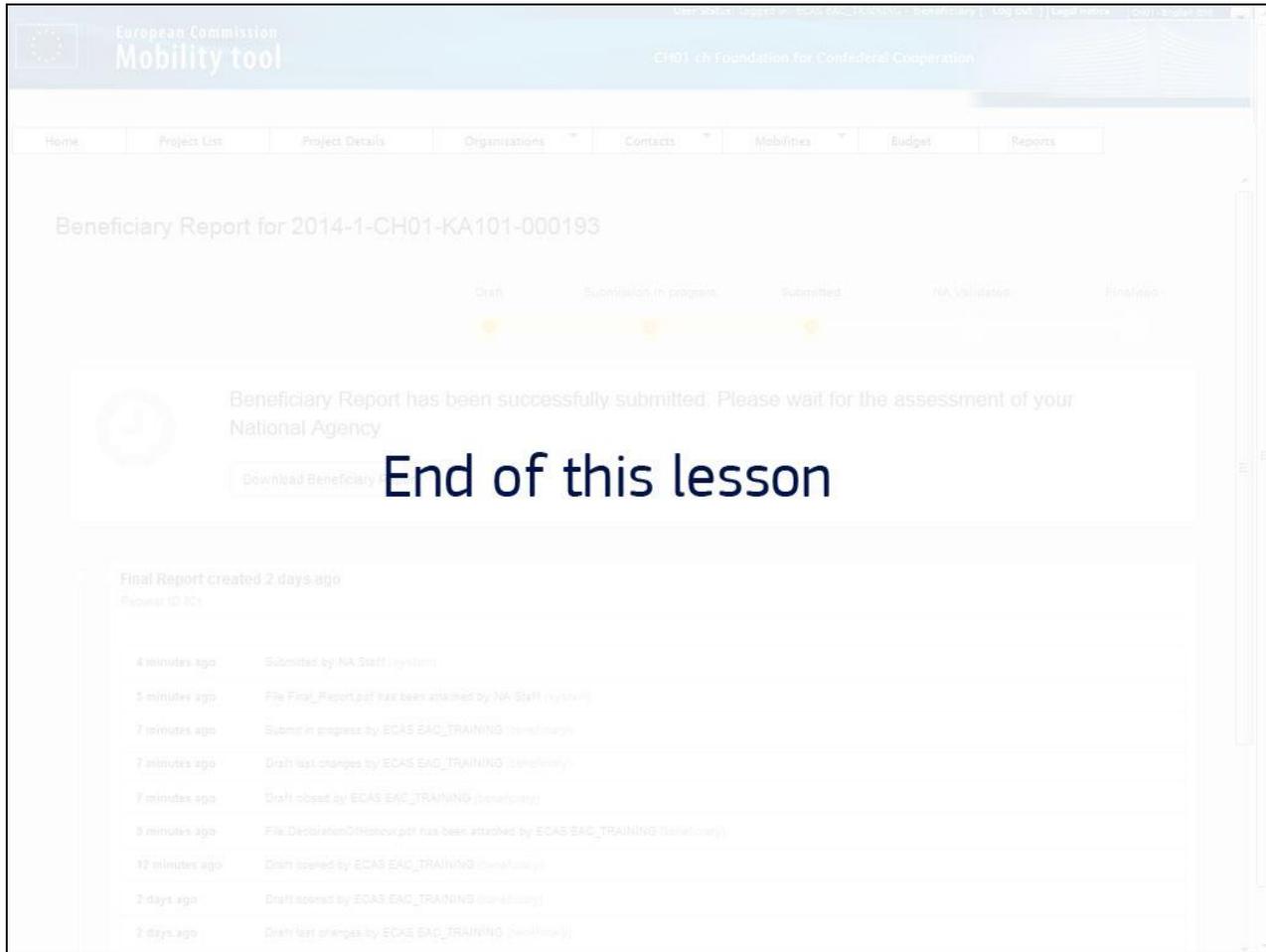
Slide 71 - Slide 71

The screenshot displays the 'European Commission Mobility tool' interface. At the top, it shows the user status as 'Logged in: ECAS EAC_TRAINING - beneficiary' with options for 'Log out' and 'Legal notice'. The page title is 'CH01 ch Foundation for Confederal Cooperation'. A navigation menu includes 'Home', 'Project List', 'Project Details', 'Organisations', 'Contacts', 'Mobilities', 'Budget', and 'Reports'. The main heading is 'Beneficiary Report for 2014-1-CH01-KA101-000193'. A progress bar indicates the current stage is 'Submitted', with previous stages 'Draft' and 'Submission in progress' also marked. A central message box states: 'Beneficiary Report has been successfully submitted. Please wait for the assessment of your National Agency'. Below this message is a 'Download Beneficiary Report' button. A 'Final Report created 2 days ago' section lists a series of events for 'Request ID 801', including file attachments and status changes.

Time	Action
4 minutes ago	Submitted by NA Staff (system)
5 minutes ago	File Final_Report.pdf has been attached by NA Staff (system)
7 minutes ago	Submit in progress by ECAS EAC_TRAINING (beneficiary)
7 minutes ago	Draft last changes by ECAS EAC_TRAINING (beneficiary)
7 minutes ago	Draft closed by ECAS EAC_TRAINING (beneficiary)
9 minutes ago	File DeclarationOfHonour.pdf has been attached by ECAS EAC_TRAINING (beneficiary)
12 minutes ago	Draft opened by ECAS EAC_TRAINING (beneficiary)
2 days ago	Draft opened by ECAS EAC_TRAINING (beneficiary)
2 days ago	Draft last changes by ECAS EAC_TRAINING (beneficiary)

Text Captions

Slide 72 - Slide 72



Text Captions

End of this lesson