

Erasmus+ KA121-VET Loppuraportointi

Ammatillisen koulutuksen kansainvälistymispalvelut

24.8.2023



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Final report

**KA121-VET Accredited projects for mobility of learners and staff in
vocational education and training**



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2021 KA121-VET Final reports

- Deadline for the final report is 30.10.2023
- A lot of information will be transferred automatically
 - Activities and participants' reports
 - Make sure you have checked mobilities before sending final report
 - Make sure you have received participants' reports
- You can answer to the question in Finnish, Swedish or English



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Video & guide



- eLearning videos for the Beneficiary module: How to submit the beneficiary report in Beneficiary module

- <https://wikis.ec.europa.eu/display/NAITDOC/How+to+submit+the+beneficiary+report+in+Beneficiary+module>



- Manage the final beneficiary report: How to complete and submit the final beneficiary report

- <https://wikis.ec.europa.eu/display/NAITDOC/How+to+complete+and+submit+the+final+beneficiary+report>



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Final report table of contents

- Evaluation criteria
- Project details
- Budget
- Activities
- Participants' feedback
- European Language Label
- Hosting organisations
- Supporting organisations
- Feedback
- Annexes
- Checklist

Evaluation



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Evaluation criteria

- The following evaluation criteria will be used to assess your final report on a scale of 100 points
- The evaluation result will be used as part of the scoring for your future grant applications with your accreditation
- A large part of the assessment is based on the Erasmus quality standards, which you have committed to as part of your accreditation process
- Before completing your report, we recommend that you read the standards again:

Erasmus Quality Standards - mobility projects:

<https://erasmus-plus.ec.europa.eu/document/erasmus-quality-standards-mobility-projects-vet-adults-schools>



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Delivering targets and coherence with Erasmus Plan (50 points)

The extent to which:

- the awarded funding has been absorbed by the beneficiary organisation (or sufficient justification has been provided for a lower absorption)
- the beneficiary has managed their grant effectively and efficiently, by taking into account the indicative targets defined in the grant agreement and adapting them to maximise the impact of implemented activities
- evolution that has taken place between the indicative targets and implemented activities is well explained in relation to the implementation circumstances and the beneficiary's Erasmus Plan
- the beneficiary has given appropriate priority to activities and categories of participants that have been marked as a priority at application stage



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Compliance with Erasmus quality standards (50 points)

The extent to which:

- the implemented activities and participants' feedback show that the beneficiary has integrated basic principles of inclusion and diversity, digital education, and environmental sustainability and responsibility in the implementation of their activities
- the beneficiary has ensured sufficient participant report submission rates (in case of low submission rates, the beneficiary's explanation will be taken into account)
- participants' feedback shows that the quality of the implemented activities and support provided to the participants have been in line with the quality standards



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Activities

- Use questions in this section to show to the evaluators that you have been carefully managing your grant
- In your replies, you should focus on providing a context for these figures
- Goal should be to show that implementation decisions were made in the best interest of your organisation and the participants
 - Erasmus Plan objectives have been kept in mind
 - You have done your best to use the available budget to the maximum
- Particular attention to explanations linked to priority activities



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Indicative targets and the implemented activities_1

- With the reference to the tables above which targets did you need to adjust during the implementation, and why?
- How were your decisions during implementation guided by your Erasmus Plan

Based on the information in the tables above, please compare your indicative targets and the implemented activities.

You should focus your replies on the most significant changes that took place, in particular:

- changes in priority activities;
- activities where the number of participants or the total duration is lower than 80% of the indicative target.

If you have implemented your activities almost exactly as planned, it is sufficient to state so in a short reply.

With reference to the tables above, which targets did you need to adjust during implementation, and why? *

3999

x

How were your decisions during implementation guided by your Erasmus Plan? *

2999

x

Feedback and submission rate



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Participants feedback

- Before submitting this report, please make sure that sufficient participant reports have been submitted
- Ensuring that participant reports are completed is part of your duties defined in the grant agreement and the Erasmus quality standards.

Submission rate

- For individual staff and learner activities, at least 80% submission rate is expected
- Please be aware that submitting your report with lower submission rates may affect your evaluation score negatively
- To improve the submission rate, we advise that you send reminders to participants who have not yet submitted their report



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Participants' feedback – individual activities



PARTICIPANTS'
FEEDBACK



1: SATISFACTION



2: PREPARATION
AND HOSTING
ARRANGEMENTS



3: RESULTS



4: LANGUAGE
LEARNING



5: COMMENTS



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Indicative targets and implemented activities_2

- You should focus your replies on the most significant changes (identify strong and weak points) that took place
 - changes in priority activities
 - figures indicating less than 80% of positive feedback
- If you have implemented your activities almost exactly as planned, it is sufficient to state so in short reply



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European Language Label Award (ELL)



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European Language Label Award (ELL)

- Innovative initiatives in language teaching and learning
- Specific objectives of the European Language Label are to:
 - Promote excellence in the teaching of foreign languages
 - Help raise the standards of language teaching across Europe
 - Raise awareness about European cooperation in the field of language teaching and learning across all educational sectors.



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ELL – Award principles

- The Award's thematic priorities
 - Enhance language learning through Information and Communication Technology (ICT) and digital media
 - Language learning and promotion of equity, social cohesion and active citizenship
 - Professional development of language teachers
- Comprehensive and creative approach
- Impact and dissemination



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European Language Label

- You can choose to apply European Language Label, when sending final report
- The information given here will not affect the evaluation of your final report

European Language Label

The European Language Label is an award set up by the European Commission as part of the Erasmus+ programme. Its objectives are to recognise excellent projects in the area of multilingualism, to help sharing their results, and to promote public interest in language learning.

European Language Labels are awarded in each EU member state and in third countries associated to Erasmus+. The labels are awarded either on annual or biannual basis, depending on the country. You can learn more about the European Language Label on the Europa web, [here](#):

[here](#)

Thanks to having completed a Key Action 1 mobility project, your organisation has the opportunity to apply for the European Language Label.

Please note that applying for the European Language Label will not influence the evaluation of your final report in any way. All the information provided in replies to questions in this section will be used exclusively in the selection procedures for the European Language Label.

Would you like to apply for the European Language Label?

YES



ELL assessment

- Application for the European Language Label will be assessed based on three award principles
 - Thematic priorities
 - Comprehensive and creative approach
 - Impact and dissemination

ELL application questions_1

Your application for the European Language Label will be assessed based on three award principles: 'Thematic priorities', 'Comprehensive and creative approach', and 'Impact and dissemination'. To apply, please read the award principles below and reply to the corresponding questions.

1. Award principle 'Thematic priorities'

The implemented initiatives will be given priority in the selection if they address one or more of the thematic priorities defined for the given selection round. European thematic priorities will be defined at the European level and applicable to all Programme countries. The European priorities can be complemented with further national priorities decided by the National Agency and the National Authority. Please consult the list of European and national thematic priorities (if any) on the website of your National Agency. If you are not sure that your project addresses the required thematic priorities, please ask your National Agency for advice.

How did your project address the European Language Label thematic priorities? *

x

2999

2. Award principle 'Comprehensive and creative approach'

The assessment of criteria for 'Comprehensive and creative approach' is based on the extent to which:

- All elements involved – learners, teachers, methods and materials – contribute to ensuring that the needs of the learners are identified and met, including validation of language skills.
- Creative use is being made of all resources available to stimulate language learning from an early age.
- The implemented initiatives explore previously unknown approaches, appropriate to the learners concerned.
- The implemented initiatives are based upon the reality of the European Union and its linguistic diversity and use the potential which that offers (for example, contacts across national borders, language learning between the neighbouring countries, developing bilingual teaching options etc.) to improve understanding of other cultures by means of language learning.

To address the above requirements, please reply to the following questions:

How was your project comprehensive in terms of language learning and teaching? *

x

1999

How did your project use available resources in a creative way to stimulate language learning from an early age? *

x

1999

How did your project explore innovative, previously unknown approaches appropriate for the learners in the target group? *

x

1999

How did your project use linguistic diversity to improve understanding of other cultures by means of language learning? *

x

1999



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ELL application questions_2

3. Award principle 'Impact and dissemination'

The assessment of criteria for 'Impact and dissemination' is based on the extent to which the project results have the potential to:

- Increase the motivation of learners and teachers and help develop positive attitudes towards linguistic diversity.
- Represent a source of inspiration for others in different countries and contexts, or be transferred to other groups or fields. They might, for example, be adaptable to the learning of other languages or to learning by different age groups than those originally involved. It could also include digital online tools for language learning
- Lead to a quantitative or qualitative improvement in the teaching and learning of languages in its local or national context. In quantitative terms, this might mean involving several languages, and particularly those which are less widely used. In qualitative terms, it might mean the use of a better methodology than before.

To address the above requirements, please reply to the following questions:

How does your project help increase the motivation learners and teachers, or develop positive attitudes towards language learning and linguistic diversity? *

x

How can your project be a source of inspiration for others? How can its approach be transferred for use with other target groups or in other fields? *

x

Did your project lead to a quantitative or qualitative improvement in the teaching and learning of languages in your local or national context? If yes, please explain how. *

x

By applying for the European Language Label, I am submitting this final report as part of my application and I agree for it to be processed in accordance with the rules of European Language Label competition, as published by the relevant National Agency. *

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How to fill in and send the final report



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Check that the project is up to date

- Project details: Section is read-only and the information cannot be updated
- Organisations and Contacts: Check the organisation details and associated contact persons
 - If any organisation details need to be updated, details should be updated in the Organisation Registration system.
- Check all other sections for accuracy and completeness. Pay particular attention to the project data that affects the budget.
 - Any changes made to the mobility activity details will automatically update the budget summary. In addition, all mobility activities must have the status Complete, otherwise they are not reflected in the budget.
- Budget: check the budget summary of the project. If certain information is not reflected in the summary, update the relevant project section.



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Revalidation



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Mobilty Activities - Revalidation

- Click on the "Revalidation" button to open the "Mobility Revalidation" screen
- Click on the Revalidation button, displayed on top of the list, to access the Mobility Revalidation screen.

Mobility activities

List of mobility activities (86)

+ Provide access to OLS

⚙ Revalidation

+ Create

Q

Search...

Search

Bulk Actions

More Filters

Mobility activity ID	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country	Receiving country	Start date	End date	Draft Mobility activity	I Actions
16887-MOB-0018	Student mobility for studies	Helmer	Lastname	helmer@email.ao	Angola	Germany	02-05-2023	31-05-2023	COMPLETE	
16887-MOB-0014	Student mobility for studies	Mario	SURNAME	mario@testmail.de	Germany	Albania	01-03-2023	30-03-2023	COMPLETE	

Revalidation of mobility activities “pending”

- If there are ten or less mobility activities in your project, the revalidation of mobilities is done immediately. For more than ten mobility activities, the process will take longer, depending on the amount of mobility activities in your project.
- To refresh the List of revalidations, click on reload, available in the header row of the list.

Content menu

<

Details

Organisations

Contacts

Preparatory visits

Mobility Activities

Import-export mobility activity

Amendments

Fewer Opportunities

Reports

Budget

Individual mobility activities

Targets

Mobility Revalidation

Request new revalidation

List of Revalidations

Status	for version	requested on	finished on	nr Records	nr Budget changes	nr Status changes	[reload]
PENDING	Reported	23-08-2023 12:50:39		0	0	0	view more

List of revalidations 'done'

- When the revalidation is complete, the Status of the revalidation displayed in the List of revalidations changes to Done.
- If the status of a revalidation displayed is Failed, an error occurred during the revalidation. Please start another revalidation.

Mobility Revalidation

 Request new revalidation

List of Revalidations

Status	requested on	finished on	nr Records	nr Budget changes	nr Status changes	[reload]
DONE	16-05-2023 09:58:33	16-05-2023 11:20:03	86	4	2	view more

Revalidation details screen

1. Summary for revalidation - displaying an overview of the revalidation action and outcome(s), with information such as the number of records processed or the number of status and budget changes
2. List of impacted mobilities - displaying the list of revalidated mobility activities including any status and budget changes
3. Back to revalidation list option - will return you to the previous screen

Revalidation details

3 back to revalidation list

1

Summary for revalidation nr 202

Status **DONE**

Nr Status changes: **2**

Created on: 16-05-2023 09:58:33

Nr Budget changes: **4**

Finished on: 16-05-2023 11:20:03

Nr Drafts (before/after): 0 / 2

Records found / processed: **86 / 86**

Nr Completes (before / after): 86 / 84

2

List of impacted mobilities

Mobility activity ID	Success	Processed on	Status change	Total Budget change	[reload]
16887-MOB-0018	true	16-05-2023 11:19:01	COMPLETE → COMPLETE	3100 → 3100	view update
16887-MOB-0014	true	16-05-2023 11:19:03	COMPLETE → COMPLETE	2155 → 2155	view update
16887-MOB-0009	true	16-05-2023 11:19:03	COMPLETE → COMPLETE	2300 → 2300	view update

Revalidation details

In this example, we filter the List of impacted mobilities to display the ones where the status was changed as a result of the revalidation.

Two mobility activities are displayed in the list and for each, you have the hyperlinked number of invalid fields after revalidation displayed.

Revalidation details

back to revalidation list

Summary for revalidation nr 202

Status: **DONE**

Created on: 16-05-2023 09:58:33

Finished on: 16-05-2023 11:20:03

Records found / processed: **86 / 86**

Nr Status changes: **2**

Nr Budget changes: **4**

Nr Drafts (before/after): 0 / 2

Nr Completes (before / after): 86 / 84

List of impacted mobilities (with Status changes) [show all]

Mobility activity ID	Success	Processed on	Status change	Total Budget change	[reload]
16709-MOB-98761	true	16-05-2023 11:35:02	COMPLETE → DRAFT (11 invalid fields)	1880 → 1880	view update
16709-MOB-98764	true	16-05-2023 11:35:03	COMPLETE → DRAFT (1 invalid fields)	1880 → 1880	view update

Check draft mobilities

- The mobility activities in status Draft must be checked and updated.
- You can click on the update option of the mobility activity to open its details in edit mode.
- Note: Only mobility activities in status Complete are taken into account for the calculated Reported Budget in a project.
- You will not be able to submit the Final Beneficiary report for a project if any draft mobility activities are available in your project.
- Draft mobility activities must either be completed or deleted from the project.

Revalidation details

Summary for revalidation nr 202

Status **DONE** Nr Status changes: **2**

Created on: 16-05-2023 09:58:33 Nr Budget changes: **4**

Finished on: 16-05-2023 11:20:03 Nr Drafts (before/after): 0 / 2

Records found / processed: **86 / 86** Nr Completes (before / after):

List of impacted mobilities (with Status changes) [\[show all\]](#)

Mobility activity ID	Success	Processed on	Status change
16709-MOB-98761	true	16-05-2023 11:35:02	COMPLETE → DRAFT (11 invalid fields)
16709-MOB-98764	true	16-05-2023 11:35:03	COMPLETE → DRAFT (1 invalid fields)

MOBILITY DRAFT STATUS BECAUSE

- digitalSkillId
Value missing
- mobilityParticipant
Has invalid fields
- sendingCountryId
Value missing
- sendingOrganisation
Value missing
- educationFieldId
Value missing
- nationalityId
Value missing
- sendingCity
Value missing
- receivingOrganisation
Value missing
- dateOfBirth
Value missing
- educationLevelId
Value missing
- receivingCity
Value missing

back to revalidation list

budget change [\[reload\]](#)

view **update**

How to Generate Beneficiary Report

- When all the project data is up to date, click the Reports tab and create the draft beneficiary report by clicking the Generate Beneficiary Report button.
- Click on "Reports" and "Generate the Beneficiary Report"

The screenshot displays a web interface for generating beneficiary reports. On the left, a 'Content menu' sidebar lists various options: Details, Organisations, Contacts, Preparatory visits, Mobility activities, Fewer opportunities, **Reports** (highlighted with an orange border), and Budget. The main area is titled 'Beneficiary Reports' and contains a section for the 'Final Beneficiary Report'. This section includes the instruction 'Please click on this button to generate a new Beneficiary Report' and a green button labeled 'Generate Beneficiary Report', which is also highlighted with an orange border. A hand cursor icon is positioned over the button. A large orange curved arrow points from the button to a green success message box at the bottom right. The success message box contains a checkmark icon, the word 'SUCCESS', and the text 'Beneficiary Report generated', with a close button (X) in the top right corner.

Content menu <

- Details
- Organisations
- Contacts
- Preparatory visits
- Mobility activities
- Fewer opportunities
- Reports**
- Budget

Beneficiary Reports

Final Beneficiary Report

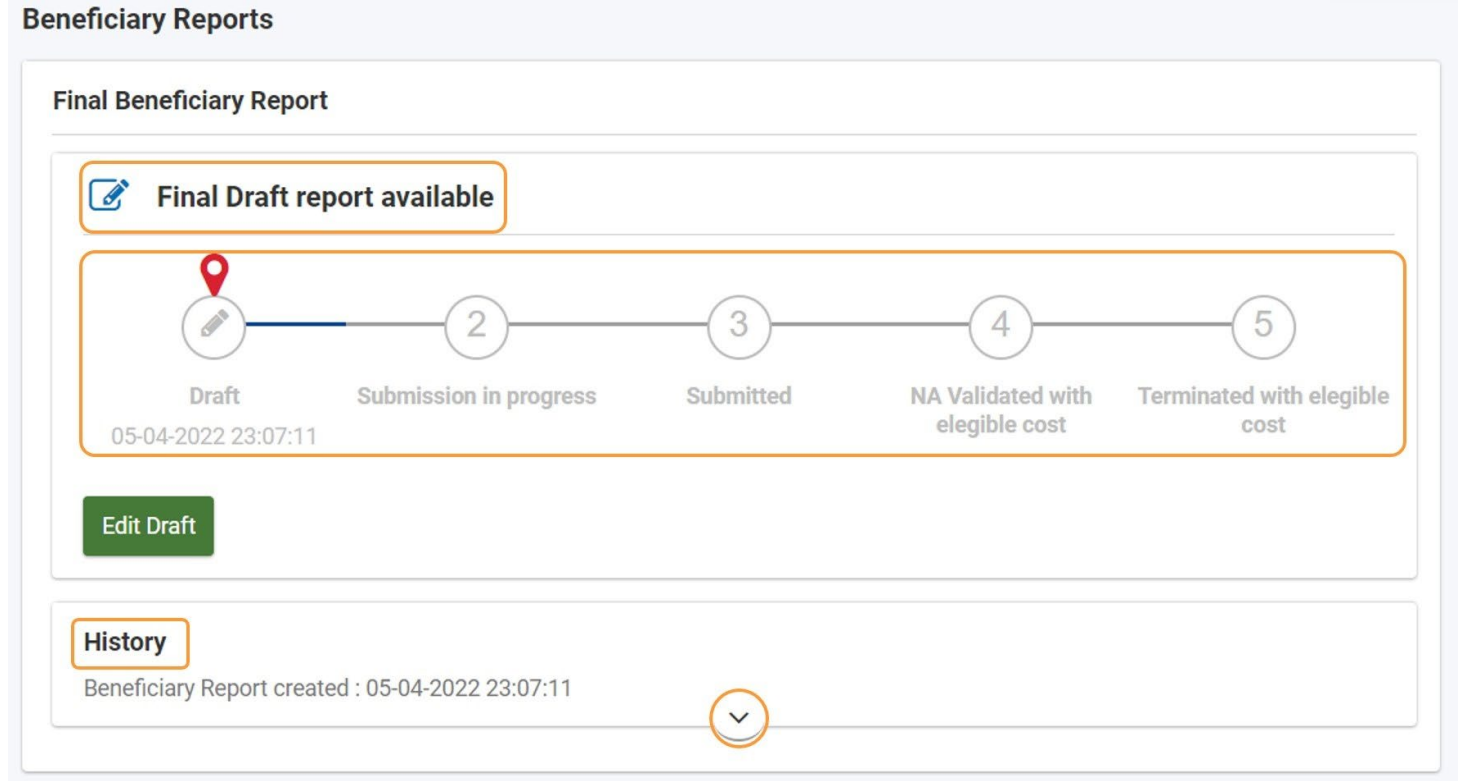
Please click on this button to generate a new Beneficiary Report

Generate Beneficiary Report

SUCCESS Beneficiary Report generated

Timeline and history of the report

- A timeline graphic becomes available, showing your progress with the report and the report statuses.
- In addition, you can view the History of the report - use the dedicated arrow to open the section for more details or collapse it.

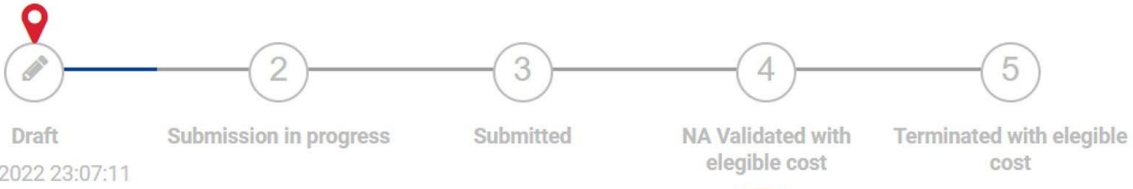


Edit Draft

- Once you have generated the report, click on Edit Draft to open it.
- Use Edit Draft button every time you need to access the draft report.
- You will be directed to the report details screen.

Final Beneficiary Report

 **Final Draft report available**



Edit Draft

[Start Submission process](#) [PDF](#)

Context

Project details

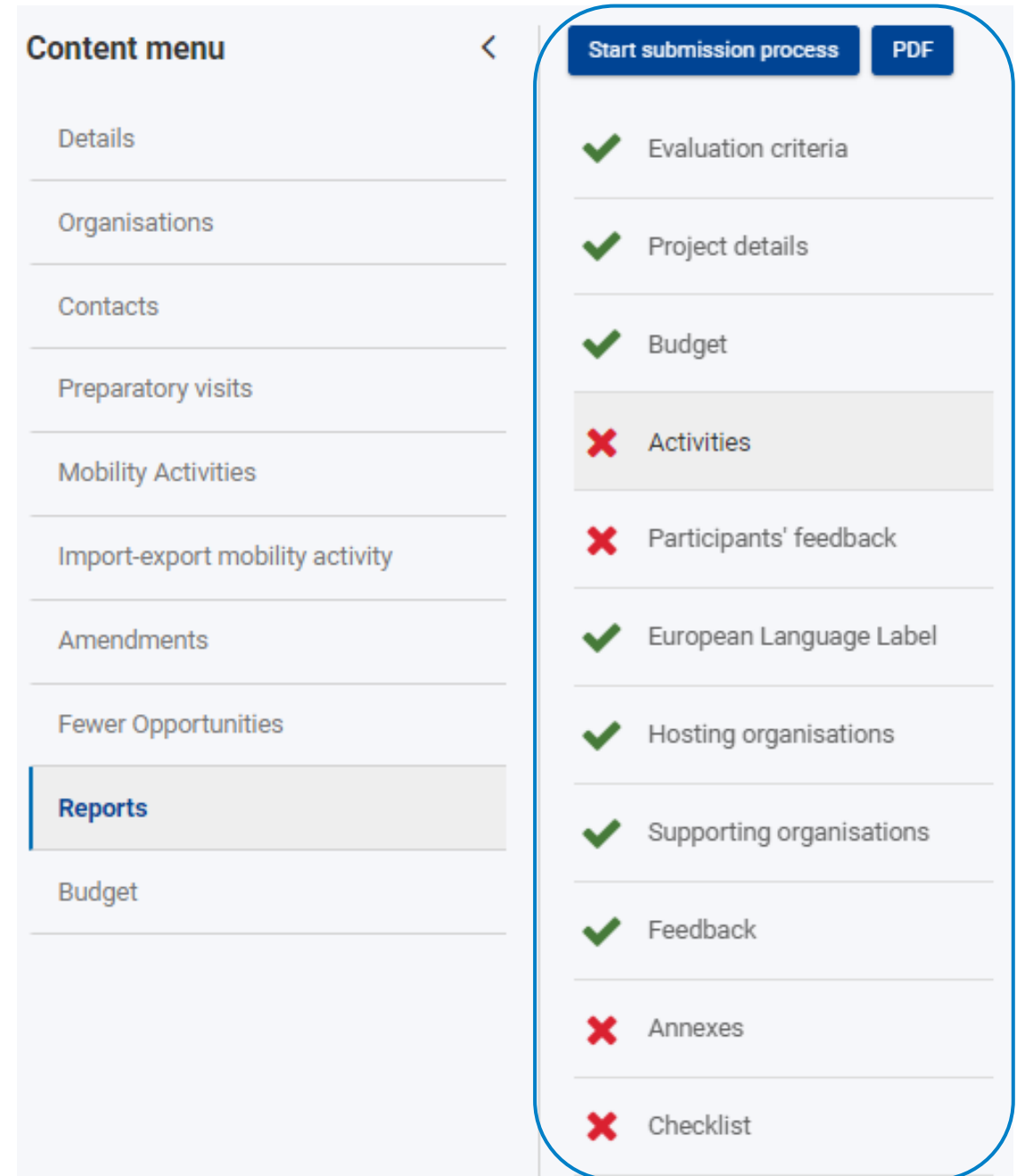
Applicant Organisation:	Karpacka Państwowa Uczelnia w Krośnie
Applicant Organisation OID:	E10026058
Project Code:	2021-2-PL01-KA122-SCH-000009355
Project Title:	EAC IT TRAINING KA122 C21 - PL01
Action Type:	KA122-SCH
Field:	School Education
Project Start Date:	01-01-2022
Project End Date:	31-03-2023
Grant Awarded:	94 059,00 €

[Back to reports](#)

General functionality

- Report structure and navigation

- If you leave the report screen, you can return to it at any time by clicking on the Reports tab, then clicking on Edit Draft.
- The report consists of several sections.
- Navigate through the sections either by scrolling up/down in the content area, or by clicking on section titles in the Navigation panel.



Buttons and icons

- Start submission process - this button will become available when the conditions to submit the final report have been fulfilled and the report is ready to be submitted.
- PDF - Click this button and follow the online instructions to save a PDF version of the report, which includes the details you have filled into date.
- Icons - Each section of the report is preceded by an icon: a red X for incomplete sections, and green check mark for complete sections.
As you fill in each section, it will be marked with the green check.
- Certain sections are already marked as complete, as they do not contain any fields to fill in (e.g. Context, Budget etc.).

Navigation



Start Submission process

PDF

 Context

 Project Summary

 Activities

 Practical arrangements

 Quality standards I: Basic principles

Fill in or check all other project-specific sections

- Read the onscreen information carefully to fill in the required information.
- Certain sections also include read-only information and summaries based on details provided in other sections of the project or in participant reports (where applicable).

[Start submission process](#) [PDF](#)

✓ Evaluation criteria

✓ Project details

✓ Budget

✗ Activities

✗ Participants' feedback

✓ European Language Label

✓ Hosting organisations

✗ Annexes

✗ Checklist

Draft report saved (%)

Activities

The following section summarises information about the grant agreement, and to provide context for these figures.

Your grant agreement (Annex II) defines the rules for the following:

- During project implementation, the beneficiary can only deliver those targets that have been marked with priority.
- At the final report stage, the beneficiary will explain the reasons for not delivering those targets marked with priority III.

These rules reflect key principles of accredited grants, which can change in changing circumstances and your organisation's needs. It is not possible to make it impossible to deliver figures exactly as planned.

Therefore, it is normal and expected that your implementation will not deliver all targets marked with priority III.

You should use questions in this section to show to the public the progress provided. In your replies, you should focus on providing information about the participants, that you have kept your Erasmus Plan of action.

Please pay particular attention to explanations linked to priority activities.

Priority activities are those that have carried additional weight. If your activities fall in the priority category, please consult the following information.

Budget

- The Budget section provides a high-level overview of the Total awarded budget and the Total reported budget, as well as various project costs.
- All information is read-only.
- If changes are required, you must make them in the other sections of the projects affecting the budget.

Start submission process PDF	
✓ Evaluation criteria	
✓ Project details	
✓ Budget	
✗ Activities	
✗ Participants' feedback	
✓ European Language Label	
✓ Hosting organisations	
✗ Annexes	
✗ Checklist	

Draft report saved (%)

Budget category	Grant reported
Organisational support	11 200,00 €
Travel	11 815,00 €
Individual support	29 431,00 €
Linguistic support	0,00 €
Course fees	0,00 €
Preparatory visits	1 725,00 €
Total	54 171,00 €

Absorption rate98.43%

Add the Declaration on Honour



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Declaration on Honour and Signature

- The Declaration on Honour is mandatory for all projects, and you must use the template provided with the report for each project
- Must be signed by the legal representative of the institution
- National ID number or stamp are not required

Beneficiary Declaration on Honour and Signature

I, the undersigned, certify that the information contained in this report form and its annexes is accurate and in accordance with the facts. In particular the financial data provided corresponds with the activities actually realised and to the funds actually paid.

Place:

Date (dd-mm-yyyy):

Name of the beneficiary organisation:

Name of legal representative:

Signature:

National ID number of the signing person (if requested by the National Agency):

Stamp of the beneficiary organisation (if applicable):

Declaration on Honour

- Click the Download the Declaration on Honour button and follow the onscreen instructions to save the template locally
- Click on the Add the Declaration on Honour button and follow the onscreen instructions to locate and upload the declaration file. The file will be available in the List of documents.

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

The maximum number of all attachments is 100.

Declaration on Honour

Please download the Declaration on Honour, print it, have it signed by the legal representative and attach.

Download the Declaration on Honour Add the Declaration on Honour

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

The maximum number of all attachments is 100.

Declaration on Honour

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Download the Declaration on Honour Add the Declaration on Honour

Other Documents

Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#)

Add documents

List of documents

No	File Name	File Size (kB)	Type	
0	DeclarationOfHonour 2021-2-PL01-KA122-SCH-000009355 EN 2022-05-10T10_46_55.pdf	5	Declaration on Honour	
Total size (kB)		5		

Other documents

- Click on Add documents.
- Follow the onscreen instructions to locate and upload the desired documents.
- The files will be available in the List of documents.

Other Documents

Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#)

+ Add documents

List of documents

Other Documents

Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#)

+ Add documents

List of documents

No	File Name	File Size (kB)	Type	
0	DeclarationOfHonour 2021-2-PL01-KA122-SCH-000009355 EN 2022-05-10T10_46_55.pdf	5	Declaration on Honour	Remove
1	Annex 1_2021-2-PL01-KA122-SCH-000009355.pdf	5	Other Document	Remove
2	Annex 2_2021-2-PL01-KA122-SCH-000009355.pdf	5	Other Document	Remove
Total size (kB)		16		

List of documents

- In the List of documents, you will view all the files you have attached. The Declaration on Honour is marked, so you can identify it easily.
- The files are numbered and listed in the order in which you have attached them. You can view the size of each file, as well as the total as the total size of all annexes.
- Make sure you observe the rules regarding the allowed file types, the maximum allowed file sizes and the maximum allowed number of documents attached.

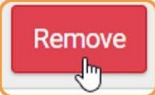
List of documents

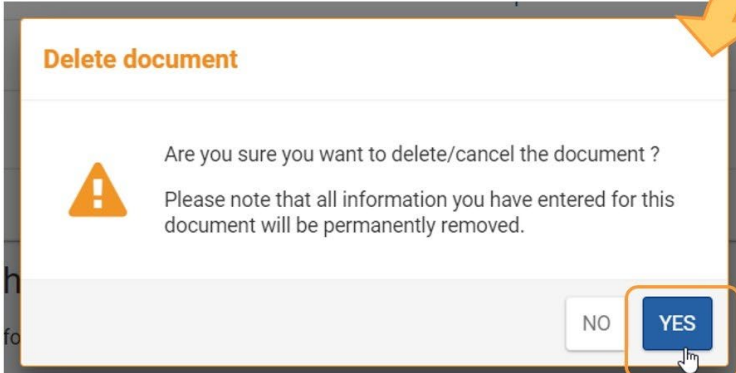
No	File Name	File Size (kB)	Type	
1	Annex 1_2021-2-PL01-KA122-SCH-000009355.pdf	12	Other Document	Remove
2	Annex 2_2021-2-PL01-KA122-SCH-000009355.pdf	30	Other Document	Remove
3	DeclarationOfHonour 2021-2-PL01-KA122-SCH-000009355 EN 2022-05-10T10_46_55.pdf	5	Declaration on Honour	Remove
Total size (kB)		47		

Remove document

- If you want to delete a file from the list, click on the Remove button next to the desired file, then click on YES in the confirmation pop-up window to confirm the deletion.

List of documents

No	File Name	File Size (kB)	Type	
0	Annex 1_2021-2-PL01-KA122-SCH-000009355.pdf	5	Other Document	



Delete document

Are you sure you want to delete/cancel the document ?

Please note that all information you have entered for this document will be permanently removed.

Check and Submit



Erasmus+
Muuttaa elämäsi – avartaa maailmaasi.



OPETUSHALLITUS
UTBILDNINGSTYRELSEN

Check the Conditions for Final report submission

- All mandatory fields in the report have been filled in.
- The Reported Budget is greater than zero.
- All mobility activities and group activities in the project are in status Complete.
- The Declaration on Honour and all other mandatory annexes (where applicable) have been uploaded.
- The Checklist has been fulfilled.

✓ Participant satisfaction	Checklist Before submitting your report form to the National Agency, please make sure that: ☐ All necessary information on your project has been encoded in Beneficiary Module ☐ The report form has been completed using one of the mandatory languages specified in the Grant Agreement ☐ All the relevant documents are annexed: ☐ Declaration on Honour, signed by the legal representative of the beneficiary organisation. ☐ The necessary supporting documents as requested in the grant agreement. ☐ You have saved or printed the copy of the completed form for your records. Conditions for Final report submission
✓ Project objectives and achievements	
✓ Budget	
✓ Annexes	
✗ Checklist	

✓ Project objectives and achievements	Checklist Before submitting your report form to the National Agency, please make sure that: ☒ All necessary information on your project has been encoded in Beneficiary Module ☒ The report form has been completed using one of the mandatory languages specified in the Grant Agreement ☒ All the relevant documents are annexed: ☒ Declaration on Honour, signed by the legal representative of the beneficiary organisation. ☒ The necessary supporting documents as requested in the grant agreement. ☒ You have saved or printed the copy of the completed form for your records.
✓ Budget	
✓ Annexes	
✓ Checklist	

Start submission process

- The Start submission process button is available both at the top of the screen, in the Navigation panel, and at the bottom of the screen, under the Conditions for Final report submission.
- It is only active if all conditions for the report submission are fulfilled, as explained above.
- Click on the Start submission process button, read the information in the pop-up window, then click on Submit Beneficiary Report to confirm the submission.

The screenshot displays a web interface for report submission. On the left, a 'Navigation' panel shows a list of sections: Context, Project Summary, Activities, Practical arrangements, Quality standards I: Basic principles, Quality standards II: Good management of mobility activities, and Quality standards III: Providing quality and support to the participants. Each section is preceded by a green checkmark. At the top of this panel, a green button labeled 'Start Submission process' is highlighted with an orange border, and a blue 'PDF' button is next to it. An orange arrow points from this button to a 'Confirm Submission' pop-up window. The pop-up window 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.' and 'Your National Agency will contact you in case of questions or necessary modifications.' At the bottom right of the pop-up, a blue button labeled 'Submit Beneficiary Report' is highlighted with an orange border. In the background, the 'Context' section of the report is visible, showing 'Applicant Organisation: Karpacka Państwowa Uczelnia w Krośnie', 'Applicant Organisation OID: E10026058', and 'Project Code: 2021-2-PL01-KA122-SCH-000009355'.

Report is "Submitted"

Once the report is submitted:

- a **success message is displayed**, indicating the submission has started
- the report status changes from Draft to **Submission in progress**, then to **Submitted**. You may need to refresh the page to view the latest status
- the project status changes from Project ongoing to **Submitted** once the report is successfully submitted to the National Agency
- the project is locked and no further changes are allowed

Grant Agreement No. : 2021-2-PL01-KA122-SCH-000009355

Awarded/Declared Budget : 81 133 € / 121 542 € [Refresh](#)

NA : PL01 - Foundation for the Development of the Education System - Organisation OID : E10026058 - Legal Name : Karpacka Państwowa Uczelnia w Krośnie

387 days left ! **Submitted** Deadline: 24 mai 2023

Content menu < Beneficiary Reports

Details

Organisations

Contacts

Preparatory visits

Mobility activities

Group activities

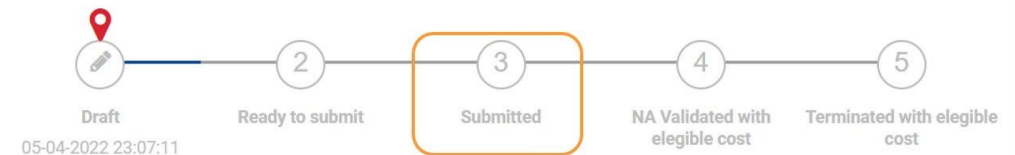
Fewer opportunities

Reports

Budget

Final Beneficiary Report

 Final Draft report available



Edit Draft

History

Beneficiary Report created : 05-04-2022 23:07:11

Request ID : 3142

SUCCESS
Submission process started

Here is an example of the Beneficiary Reports screen after successful submission of the report.

Grant Agreement No. : 2021-2-PL01-KA122-SCH-000009355

Awarded/Reported Budget : 94 059 € / 68 221 €

Refresh

NA : PL01 - Foundation for the Development of the Education System - Organisation OID : E10026058 - Legal Name : Karpacka Państwowa Uczelnia w Krośnie

379 days left !

Submitted

Deadline: 24 mai 2023

Content menu

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Fewer opportunities

Reports

Budget

Beneficiary Reports

Final Beneficiary Report

Final Draft report available

1 Draft 05-04-2022 23:07:11

2 Submission in progress

3 Submitted

4 NA Validated with eligible cost

5 Terminated with eligible cost

View Report

Download Report

History

Beneficiary Report created : 05-04-2022 23:07:11

Request ID : 3142

10-05-2022 11:24:18 : Submission initiated by popchri

10-05-2022 10:33:04 : Answer saved 100.0% done. by popchri

Deadline 30.10.2023

Project ongoing

Deadline: 30 oct. 2023

69 days left !

Annexes

I. Declaration on Honour



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Kiitos!

