MT+ Manage Interim Report

(Version: 01.03.2017.)

MT+ How to submit an interim report

A notification is sent to the preferred contact of the beneficiary or coordinating organisation, when an interim report request is sent. If there is no notification received by the preferred contact, there is no interim report requested for your project. Before creating or completing your interim report ensure that all project information has been updated correctly, by checking the various project tabs.

Quick steps

1. Click the "Edit Draft" button
2. Complete the report
3. "Start Submission Process"
4. Download and fill in the "Beneficiary Declaration of Honour and Signature"
5. Mark that the attachment "Contains declaration of honour" and proceed
6. "Accept" the "Data Protection Notice"
7. Complete the "Checklist" and proceed
8. "Submit Beneficiary Report"
9. "Submission in progress" status
10. "Submitted" status

Detailed steps

Steps
Click the "Edit Draft" button
In the **Interim Report** menu, click the **Edit Draft** button to open the report.

Complete the report

Fill in the necessary fields to complete the Interim report. Note:

1. The submission button is inactive and greyed out until all necessary information is filled in.
2. Changes can still be done to the project and will be reflected in the draft report. If there is an error message, an informative message will be displayed detailing what has to be done in order to correct the project data. In this case an organisation that was withdrawn before the end date of the project is indicated as active in activities extending beyond the withdrawal date (or likewise start date). Once the dates are corrected in the various project sections, this error message will disappear.
3. From this screen you are also able to **Return to report page**, **Print draft report** and **Preview Draft Report**.

"Start Submission Process"

Once you have completed the report and all fields are indicated with a green check-mark, the **Start Submission Process** button becomes active and you are able to proceed.

Download and fill in the "Beneficiary Declaration of Honour and Signature"

A pop-up screen will be displayed.

1. Click the **Download PDF** button in order to download and save the **Declaration of Honour**.
2. After the form is filled in and signed, **Select File** in order to attach it to the report.

Mark that the attachment "Contains declaration of honour" and proceed

Once the file is attached, click the **Contains declaration of honour** link to mark that the file contains the declaration of honour.

Now you can proceed by clicking the **Next Step** button.
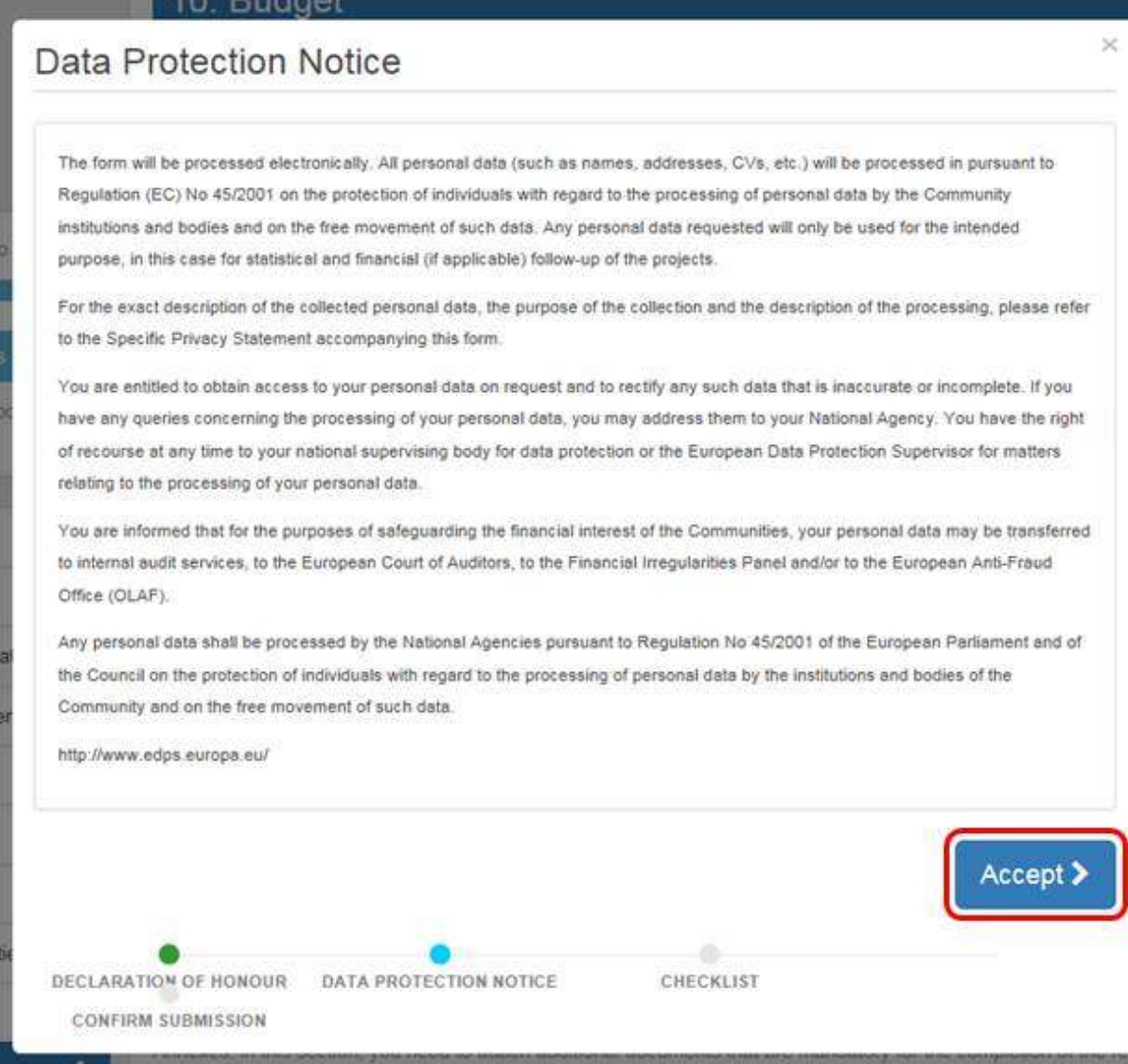
"Accept" the "Data Protection Notice"

In order to proceed, please read and **Accept** the **Data Protection Notice**.

Complete the "Checklist" and proceed

Before submitting your report, complete the **Checklist** by clicking the **Not Done** buttons.

Once checked, the buttons will turn into green **Done** buttons. Now you can proceed to the **Next Step**.

"Submit Beneficiary Report"
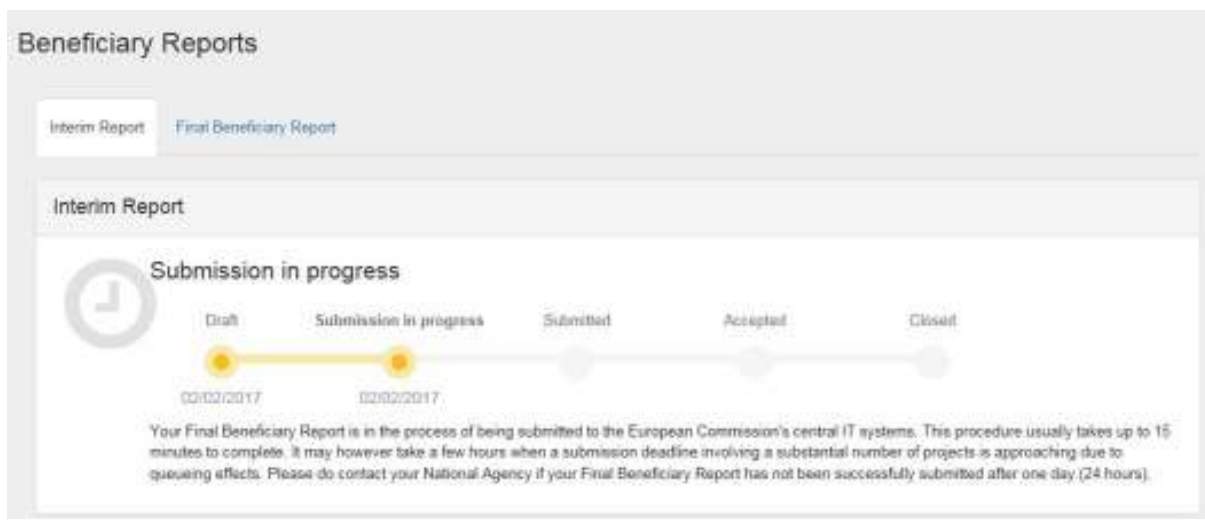
Confirm the submission of the report by clicking the **Submit Beneficiary Report** button.

"Submission in progress" status

Now your report is in the process of being submitted. The procedure normally may take up to 15 minutes to complete. You are recommended to contact your NA if the report has not been submitted after 24 hours.

"Submitted" status

Once the report is successfully submitted, the status will be changed to **Submitted**.

MT+ How to update an interim report

In the case where the report gets rejected by the NA and is requested to be updated, you will see the **Interim Draft report** is returned to the draft status**,** in the **Interim Report** field of the **Reports** tab in MT+.
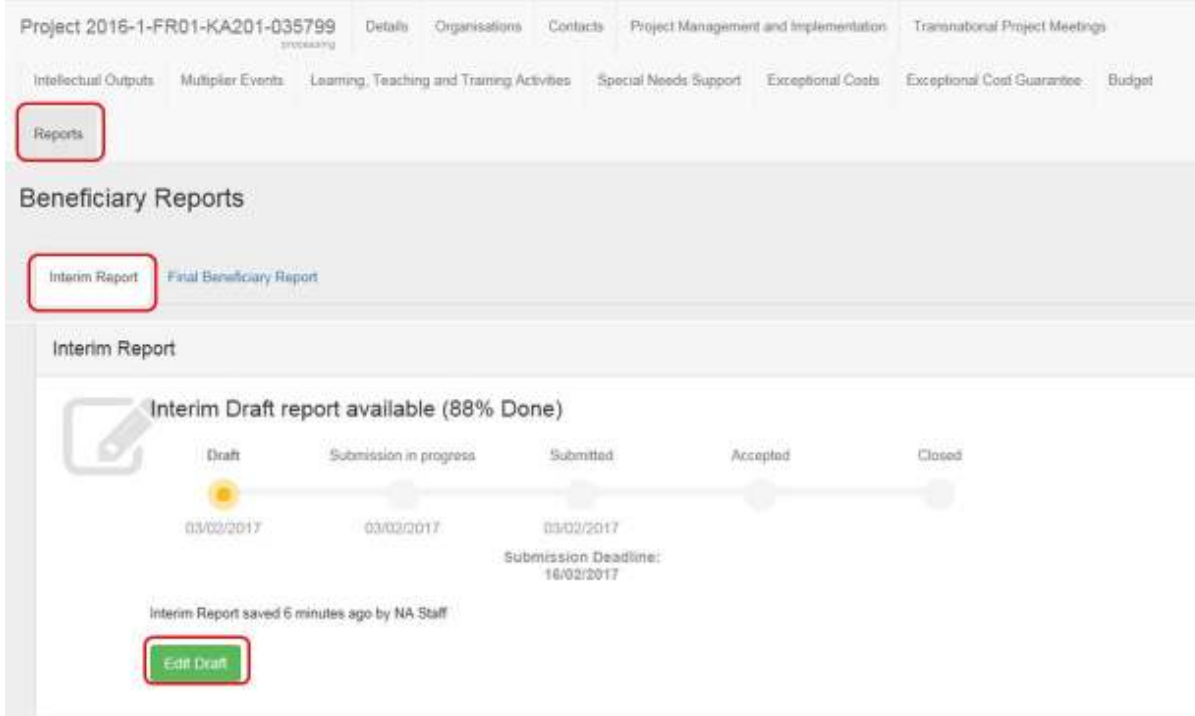
- [Click "Edit Draft" of the report.](#)
- [Update the report.](#)

Click "Edit Draft" of the report.

Explanation and illustration
If the report is rejected, the beneficiary will receive an e-mail notification and will be required to contact the NA for more details on the reasons behind the rejection of the report. Once clarified, click the **Edit Draft** button to start updating the report.

Update the report.

Explanation and illustration
Now the report becomes editable. Note that the **Start Submission Process** is already active when you start editing, which is not the case when you first complete the report. Once the report is updated, click on the **Start Submission Process** in order to proceed.

Once you start the submission process, a pop up screen will appear, allowing you to:

1. **Download the PDF** of the Declaration of Honour to be attached or changed.
2. Remove the uploaded files by clicking the **X** icon.
   Clicking **Unmark** or mark indicates that the file is either unlinked or linked to the report.
3. To add more files to the report, click the **Select File** button.

In order to proceed click the **Next Step** button.
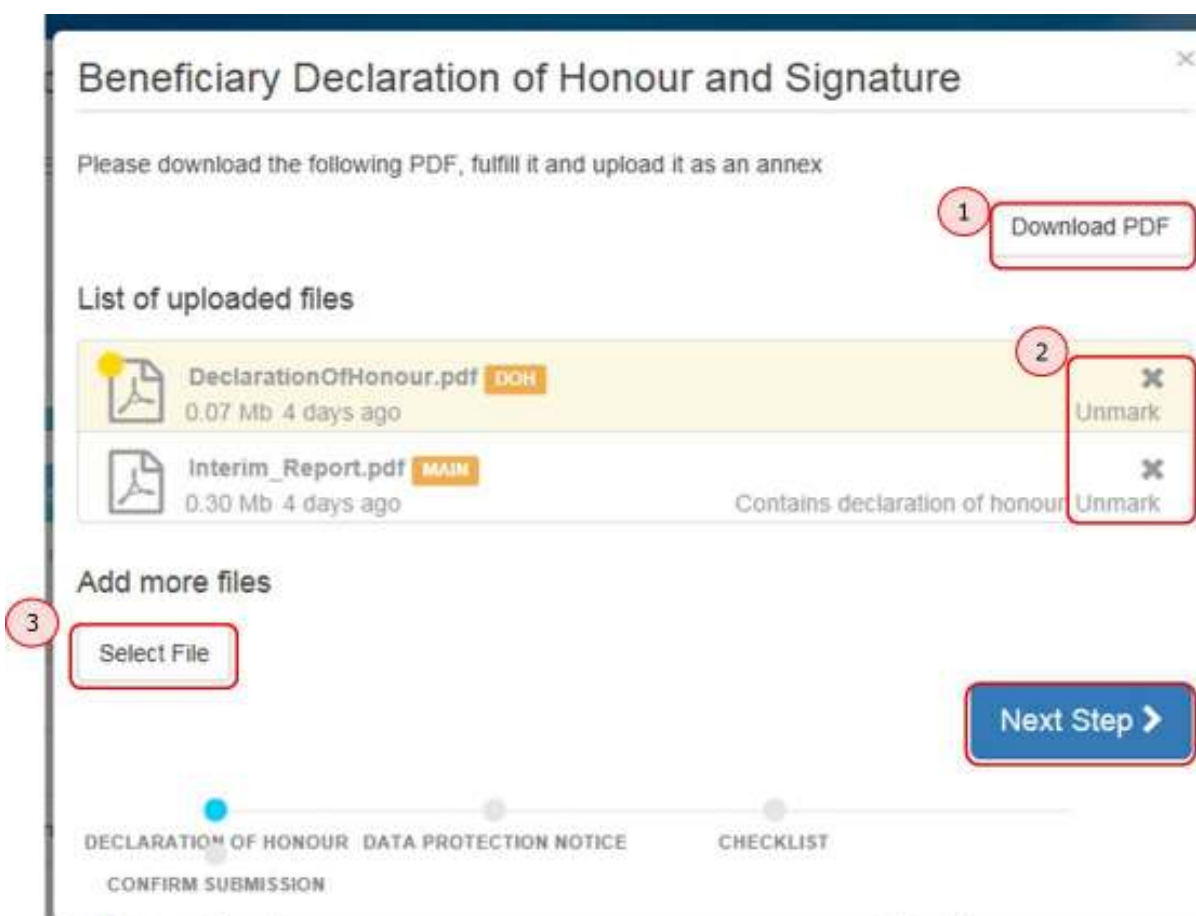
The next steps to finalise the submission are the same as described in How to submit an interim report, asking you to:

- **Accept** the **Data Protection Notice** and to
- Complete the **Checklist**.

Once the checklist is completed, you will be able to **Submit Beneficiary Report** and you will see the status screen.