

MT+ Manage Interim Report

(Version: 01.03.2017.)

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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.

The screenshot displays a web application interface for project management. At the top, a navigation bar includes the project ID 'Project 2016-1-FRG1-KA202-022628' and several menu items: 'Details', 'Organisations', 'Contacts', 'Project Management and Implementation', 'Transnational Project Meetings', 'Intellectual Outputs', and 'Multiple Events'. Below this, a secondary menu contains 'Learning, Teaching and Training Activities', 'Special Needs Support', 'Exceptional Costs', 'Exceptional Cost Guarantee', 'Budget', and 'Reports', with 'Reports' highlighted by a red box.

The main content area is titled 'Beneficiary Reports' and features two sub-menus: 'Interim Report' (highlighted with a red box) and 'Final Beneficiary Report'. Under the 'Interim Report' sub-menu, a progress bar is shown with five stages: 'Draft', 'Submission in progress', 'Submitted', 'Accepted', and 'Closed'. The 'Draft' stage is active, indicated by a yellow dot and the date '02/02/2017'. Below the progress bar, a message states 'Final Report draft created a few seconds ago by Anna KALMINA'. A red arrow points to a green 'Edit Draft' button, which is also highlighted with a red box.

At the bottom of the interface, a notification box displays 'Beneficiary Report created a few seconds ago' with a 'Draft' status and a 'Show Log' button.

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**.

Project 2016-1-FR01-KA202-022628

Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Output

Multiplier Events Learning, Teaching and Training Activities Special Needs Support Exceptional Costs Exceptional Cost Guarantee Budget **Reports**

Draft report saved 2 minutes ago

1 not ready for submission

2 Please correct all inactive Organisations within project activities to be able to proceed with submission of final beneficiary report

3 Return to report page Print draft report Preview Draft Report

1. Context

This section resumes some general information about your project:

Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Action Type	Strategic Partnerships for vocational education and training
Main Objective of the project	Development of innovation
Call	2016
Round	Round 1
Report Type	Interim
Language used to fill in the form	EN

2. Project Identification

1. Context ✓

2. Project Identification ✓

3. Summary of Participating Organisations ✓

4. Project Management and Implementation

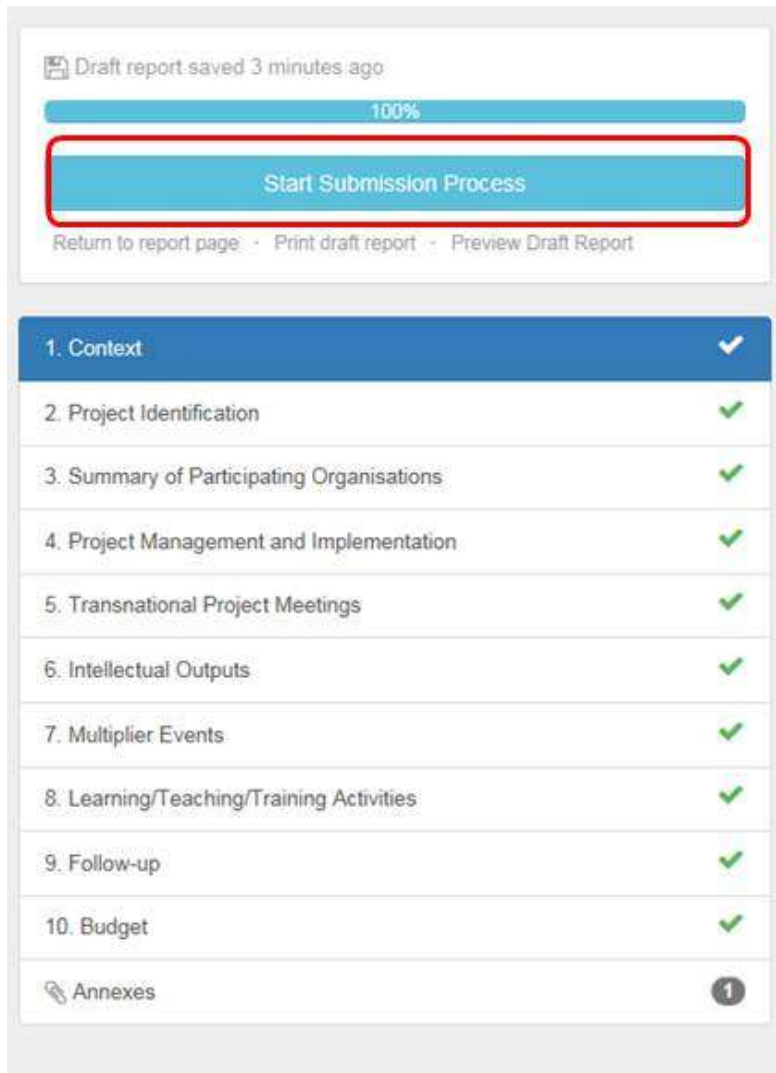
5. Transnational Project Meetings

6. Intellectual Outputs ✓

7. Multiplier Events ✓

"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.



Draft report saved 3 minutes ago

100%

Start Submission Process

[Return to report page](#) · [Print draft report](#) · [Preview Draft Report](#)

1. Context	✓
2. Project Identification	✓
3. Summary of Participating Organisations	✓
4. Project Management and Implementation	✓
5. Transnational Project Meetings	✓
6. Intellectual Outputs	✓
7. Multiplier Events	✓
8. Learning/Teaching/Training Activities	✓
9. Follow-up	✓
10. Budget	✓
Annexes	1

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.

The screenshot shows a pop-up window titled "Beneficiary Declaration of Honour and Signature". The window contains the following elements:

- A close button (X) in the top right corner.
- Text: "Please download the following PDF, fulfill it and upload it as an annex".
- A button labeled "Download PDF" with a circled "1" next to it.
- Section: "List of uploaded files".
- A light blue box containing the text "no uploaded files yet".
- A button labeled "Add more files" with a circled "2" next to it.
- A button labeled "Select File" below "Add more files".
- A pink box containing the text "Please mark the file that contains the declaration of honour".
- A blue button labeled "Next Step >".
- A progress bar at the bottom with four steps: "DECLARATION OF HONOUR" (active, blue dot), "DATA PROTECTION NOTICE", "CHECKLIST", and "CONFIRM SUBMISSION".

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.

The screenshot shows a web interface for a 'Beneficiary Declaration of Honour and Signature' form. At the top, there is a title bar with a close button. Below the title, a message instructs the user to download a PDF, fulfill it, and upload it as an annex. A 'Download PDF' button is located on the right. Underneath, a section titled 'List of uploaded files' displays a single file: 'DeclarationOfHonour.pdf', which is 0.07 Mb and was uploaded a few seconds ago. To the right of the file name, there is a red-bordered button labeled 'Contains declaration of honour' and a 'Unmark' button. Below the file list, there is a 'Select File' button. A pink callout box contains the text 'Please mark the file that contains the declaration of honour'. To the right of this callout is a blue 'Next Step >' button. At the bottom, a progress bar shows four steps: 'DECLARATION OF HONOUR' (with a blue dot indicating it is the current step), 'DATA PROTECTION NOTICE', 'CHECKLIST', and 'CONFIRM SUBMISSION'.

Now you can proceed by clicking the **Next Step** button.

Beneficiary Declaration of Honour and Signature

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

Download PDF

List of uploaded files



DeclarationOfHonour.pdf

DOH

0.07 Mb a few seconds ago



Unmark

Add more files

Select File

Next Step >

DECLARATION OF HONOUR

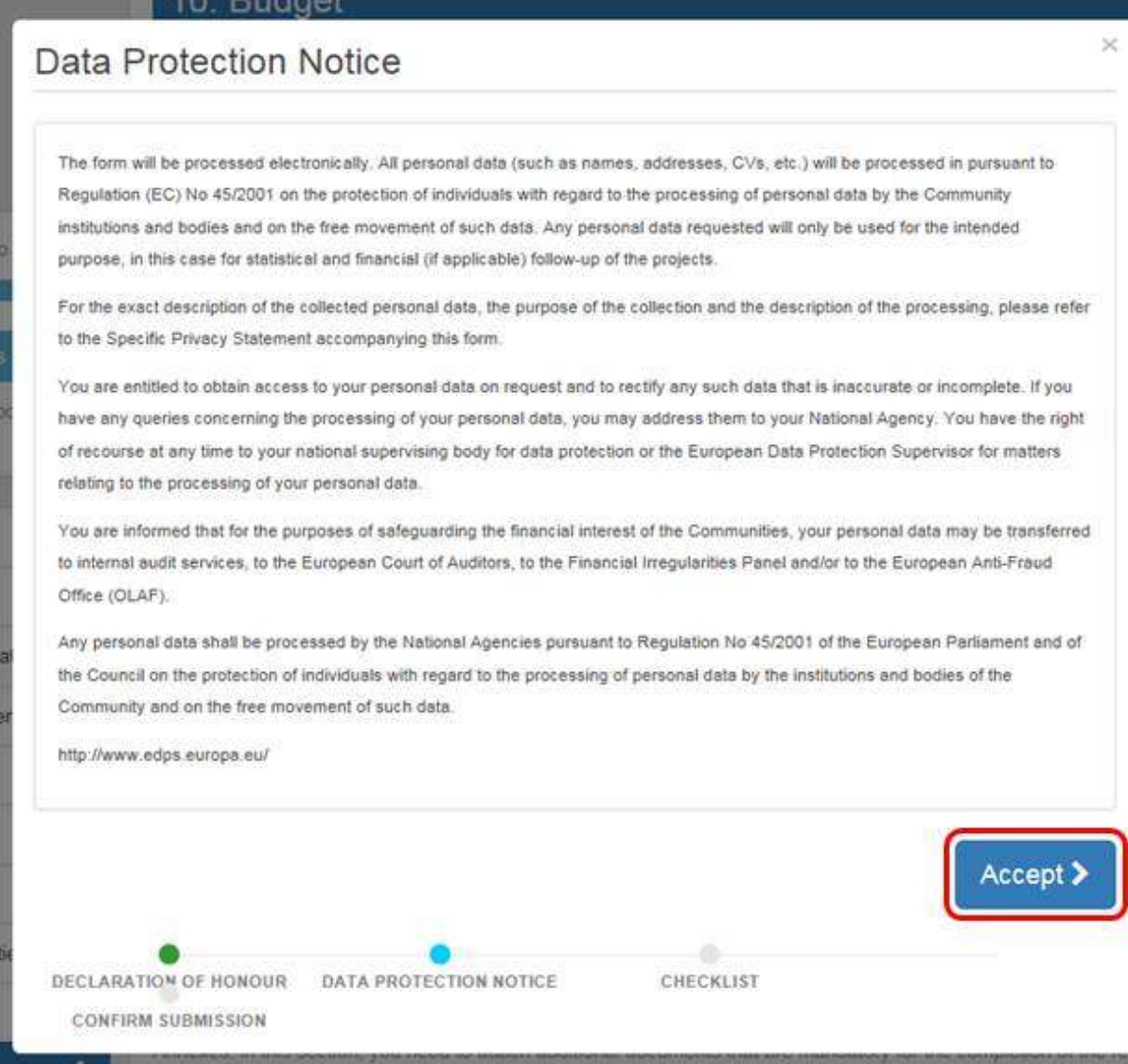
DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION

"Accept" the "Data Protection Notice"

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



The form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, in this case for statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Any personal data shall be processed by the National Agencies pursuant to Regulation No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the Community and on the free movement of such data.

<http://www.edps.europa.eu/>

Accept >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST

CONFIRM SUBMISSION

Complete the "Checklist" and proceed

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

The screenshot shows a 'Checklist' window with the following items:

Item	Status
The Declaration of Honour signed by the legal representative of the beneficiary organisation.	Not Done
All necessary information on your project have been encoded in Mobility Tool+	Not Done
The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.	Not Done
You have annexed all the relevant documents:	Not Done
The necessary supporting documents as requested in the grant agreement.	Not Done

Next Step >

Progress bar: DECLARATION OF HONOUR (green dot), DATA PROTECTION NOTICE (green dot), CHECKLIST (blue dot), CONFIRM SUBMISSION (grey dot).

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

Checklist



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

The Declaration of Honour signed by the legal representative of the beneficiary organisation.

Done ✓

All necessary information on your project have been encoded in Mobility Tool+

Done ✓

The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.

Done ✓

You have annexed all the relevant documents:

Done ✓

The necessary supporting documents as requested in the grant agreement.

Done ✓

Next Step >

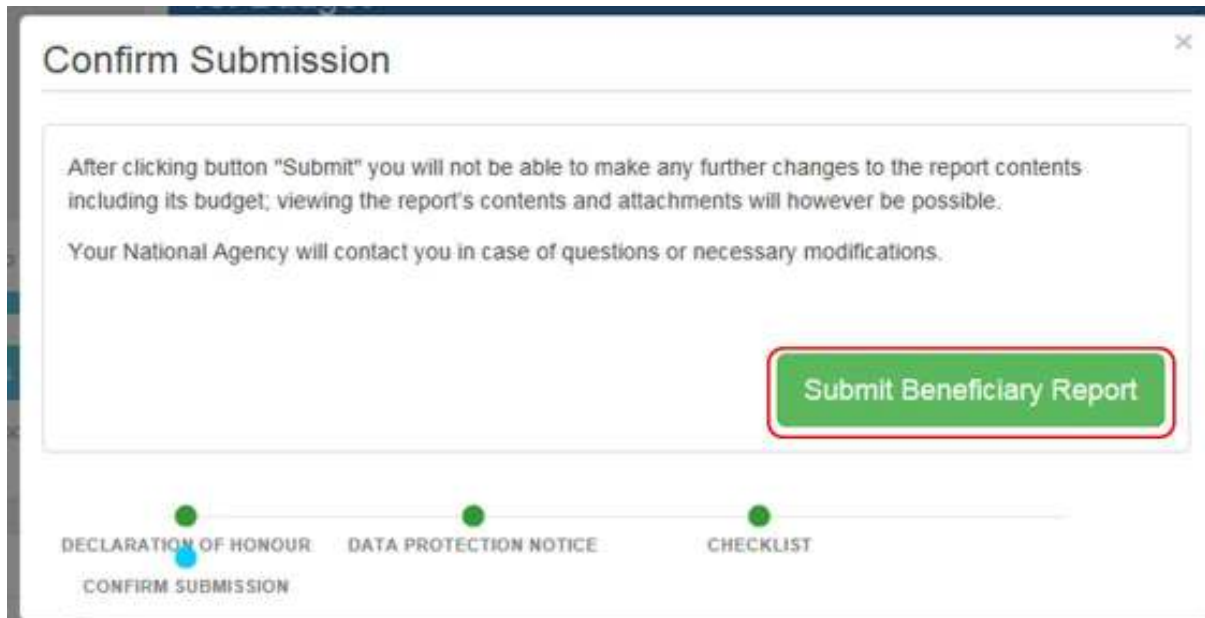
DECLARATION OF HONOUR
CONFIRM SUBMISSION

DATA PROTECTION NOTICE

CHECKLIST

"Submit Beneficiary Report"

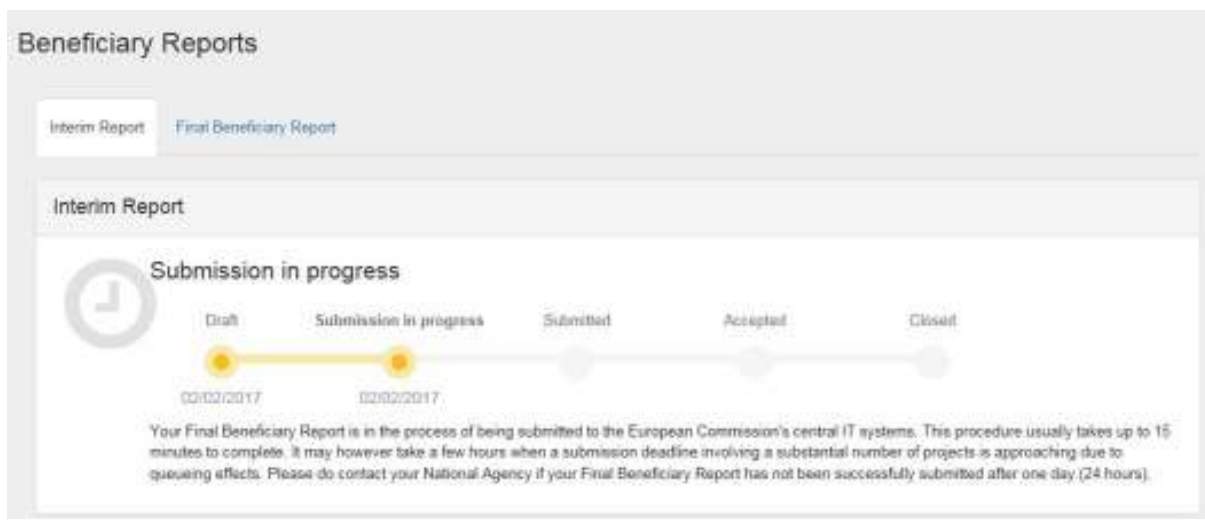
Confirm the submission of the report by clicking the **Submit Beneficiary Report** button.



The image shows a 'Confirm Submission' dialog box with a close button (X) in the top right corner. The main text reads: 'After clicking button "Submit" you will not be able to make any further changes to the report contents including its budget; viewing the report's contents and attachments will however be possible. Your National Agency will contact you in case of questions or necessary modifications.' A green button with a red border labeled 'Submit Beneficiary Report' is positioned on the right. Below the text is a progress bar with four steps: 'DECLARATION OF HONOUR', 'DATA PROTECTION NOTICE', 'CHECKLIST', and 'CONFIRM SUBMISSION'. The first three steps have green dots, while the fourth step has a blue dot.

"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.



The image shows a 'Beneficiary Reports' page with two tabs: 'Interim Report' (selected) and 'Final Beneficiary Report'. Under the 'Interim Report' tab, there is a 'Submission in progress' status indicator with a clock icon. A progress bar shows five stages: 'Draft', 'Submission in progress', 'Submitted', 'Accepted', and 'Closed'. The 'Draft' stage is highlighted in yellow and has a date of 00/02/2017. The 'Submission in progress' stage is also highlighted in yellow and has a date of 02/02/2017. Below the progress bar, a text box states: 'Your Final Beneficiary Report is in the process of being submitted to the European Commission's central IT systems. This procedure usually takes up to 15 minutes to complete. It may however take a few hours when a submission deadline involving a substantial number of projects is approaching due to queuing effects. Please do contact your National Agency if your Final Beneficiary Report has not been successfully submitted after one day (24 hours).'

"Submitted" status

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

Beneficiary Reports

Interim Report Final Beneficiary Report

Interim Report

Submitted

Draft Submission in progress Submitted Accepted Closed

02/02/2017 02/02/2017 02/02/2017

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

Download Beneficiary Report

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+.

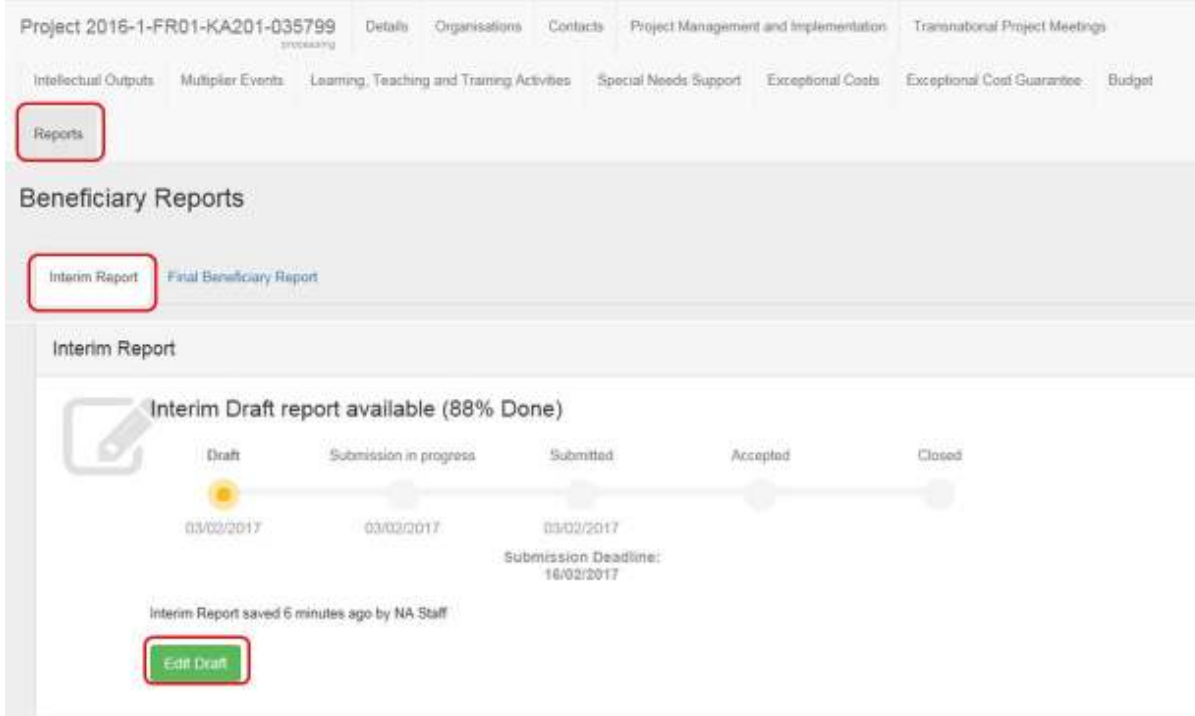
- [Click "Edit Draft" of the report.](#)
- [Update the report.](#)

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.



The screenshot displays the MT+ interface for a project titled 'Project 2016-1-FR01-KA201-035799' (processing). The 'Reports' tab is selected, showing 'Beneficiary Reports' with 'Interim Report' and 'Final Beneficiary Report' options. The 'Interim Report' section features a progress bar titled 'Interim Draft report available (88% Done)'. The progress bar has five stages: Draft (03/02/2017), Submission in progress (03/02/2017), Submitted (03/02/2017), Accepted, and Closed. A 'Submission Deadline: 16/02/2017' is indicated. A message states 'Interim Report saved 6 minutes ago by NA Staff'. A green 'Edit Draft' button is highlighted with a red box.

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.

The screenshot displays a web interface for a project titled "Project 2016-1-FRD1-KA201-035799". The navigation menu includes "Details", "Organizations", "Contacts", "Project Management and Implementation", "Transnational Project Meetings", "Intellectual Outputs", and "Multiple Events". A secondary menu below lists "Learning, Teaching and Training Activities", "Special Needs Support", "Exceptional Costs", "Exceptional Cost Declaration", "Budget", and "Reports", with "Reports" highlighted in a red box.

On the left sidebar, a "Start Submission Process" button is also highlighted in a red box. Below it is a progress indicator showing 100% completion. A list of project sections follows, each with a green checkmark:

- 1. Context ✓
- 2. Project Identification ✓
- 3. Summary of Participating Organizations ✓
- 4. Project Management and Implementation ✓
- 5. Transnational Project Meetings ✓
- 6. Intellectual Outputs ✓
- 7. Multiple Events ✓
- 8. Learning/Teaching/Training Activities ✓
- 9. Follow-up ✓
- 10. Budget ✓
- 11. Access ?

The main content area is titled "1. Context" and contains a table with the following data:

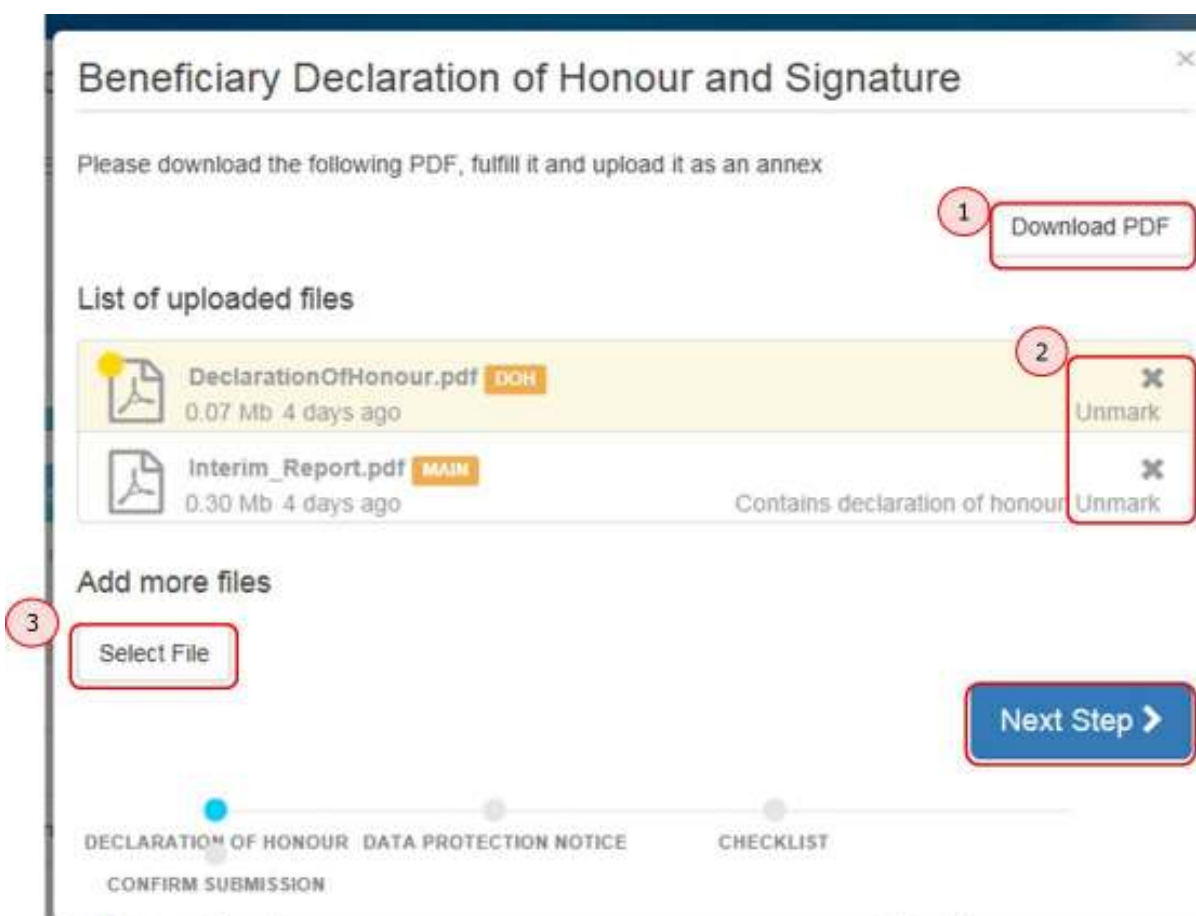
Programme	Erasmus
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Action Type	Strategic Partnerships for school education
Main Objective of the project	Development of Innovation
Call	2016
Round	Round 1
Report Type	Interim
Language used to fill in the form	EN

Below this table is the "2. Project Identification" section, which includes a field for "Grant Agreement Number" with the value "2016-1-FRD1-KA201-035799".

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.

