

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



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

Generate Beneficiary Report



Please click on this button to generate a new Beneficiary Report

Generate Beneficiary Report

Click on Generate Beneficiary Report

Click on **Generate Beneficiary Report**.



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Done: Report draft created

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

Draft

Submission in progress

Submitted

NA Validated

Finalised



Draft available

Report draft created a few seconds ago by ECAS EAC_TRAINING

Edit Draft

Final Report created

Request ID 801

Click on Edit Draft

7 minutes ago

Draft by ECAS EAC_TRAINING (beneficiary)

Click on **Edit Draft**



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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

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



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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.

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	999948189	AGILENT TECHNOLOGIES BELGIUM NV	Belgium	Other
Partner Organisation	997152532	AIDE A LA DECISION ECONOMIQUE SA	Belgium	Other
Partner Organisation	952261708	DIGESTO SARL	Switzerland	Other

Add a summary for the project.



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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	997152532	AIDE A LA DECISION ECONOMIQUE SA	Belgium	Other
Partner Organisation	952261708	DIGESTO SARL	Switzerland	Other

Add a summary for the project.



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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?

as all fields for that section have been completed.



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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.

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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	
	Granted	Reported	Granted	Reported	Granted	Reported	Granted	Reported	Granted	Calculated	Adjusted
SE-STA: 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.

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.

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	Granted	Reported	Granted	Reported	Granted	Reported	Granted	Reported		Calculated	Adjusted
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Exceptional Costs - Guarantee: 0.00

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Training/teaching assignments abroad	2	France	Belgium	0 - 99 km	1	0.00	0.00

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

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		0.00
	Total	0.00

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

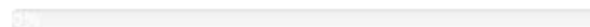
N/A

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.

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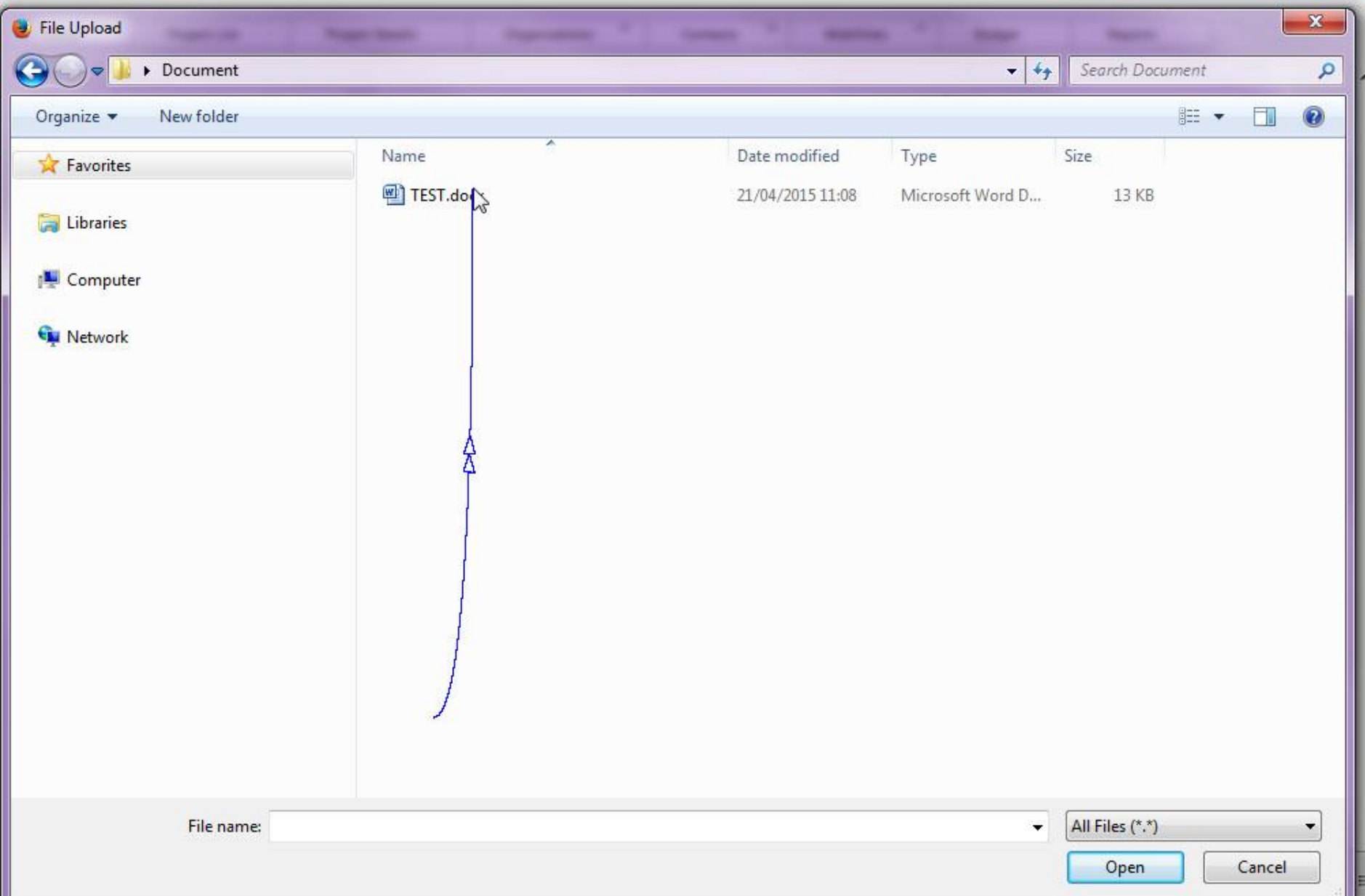
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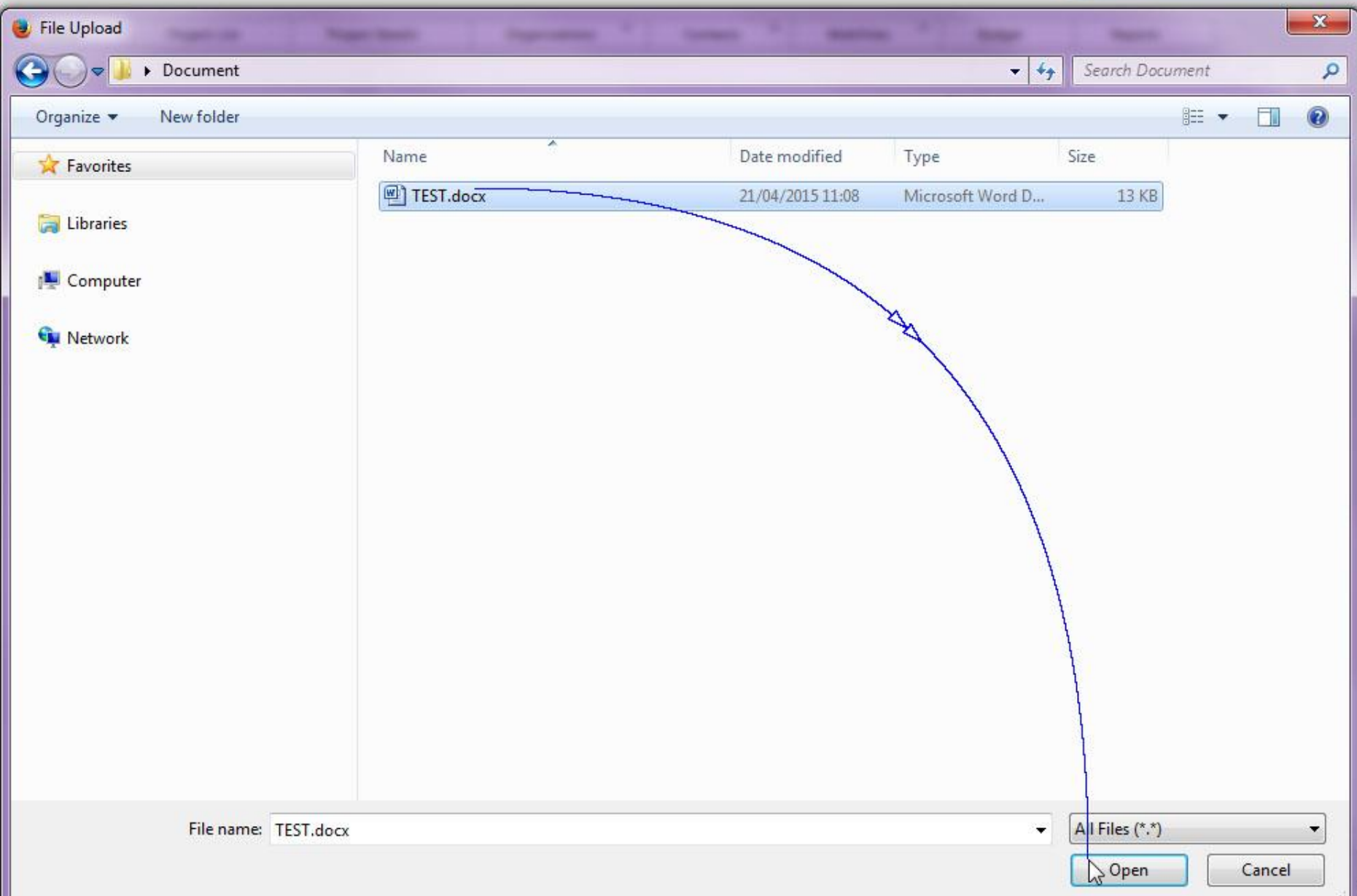
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Total

0.00

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N/A

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0.00

Total

0.00

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N/A

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0

0.00

Total

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Draft

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Submitted

NA Validated

Finalised



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Final Report created 21 minutes ago

Request ID 801

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

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- 9. Dissemination of Project Results ✓
- 10. Future Plans and Suggestions ✓
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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

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Print

Printer

Name: Samsung 00/179

Properties...

Status: Ready

Type: Samsung M332x 382x 402x Series

Where: WSD-cf1b47d-664e-44f8-ba84-d54a8d9a2d04.0068

Comment: Administrator

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1.1. Project Identification

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Project Title	Project Title KA1_KA101_A_1.06
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Project End Date (dd-mm-yyyy)	09/12/2015
Project Total Duration	<div>Full Months24</div> <div>Extra Days1</div>

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Click on Start Submission Process

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



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CHECKLIST

CONFIRM SUBMISSION

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

are attached and steps performed.



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DECLARATION OF HONOUR DATA PR

Grant Agreement Number

Project Title

Project Acronym

Project Start Date (dd-mm-yyyy)

Project Title KA1_KA101_A_1.06

Project End Date (dd-mm-yyyy)

09/12/2013
09/12/2015

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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

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Project Title

Project Acronym

Project Start Date (dd-mm-yyyy)

Project End Date (dd-mm-yyyy)

Project Title KAP Foundation for Confederal Cooperation

09/12/2013

09/12/2015

Click on **Next Step >**.



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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.

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9. Dissemination of Project Results ✓
10. Future Plans and Suggestions ✓
11. Budget ✓
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Checklist

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

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

Not Done

The necessary supporting documents as requested in the grant agreement.

Not Done

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DECLARATION OF HONOUR DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION

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

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Done ✓

Next Step >

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Confirm Submission

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.

Submit Beneficiary Report

Click on Submit
Beneficiary Report

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Language used to fill in the form

1.1. Project Identification

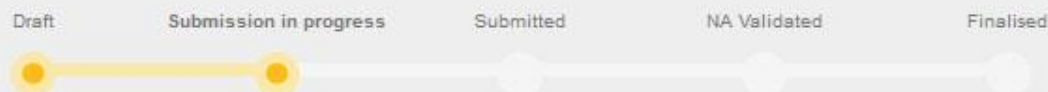
Grant Agreement Number	2014-1-CH01-KA101-000193
Project Title	Project Title KA1_KA101_A_1.06
Project Acronym	
Project Start Date (dd-mm-yyyy)	09/12/2013
Project End Date (dd-mm-yyyy)	09/12/2015

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✓ Done: Submission is now on progress

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



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.

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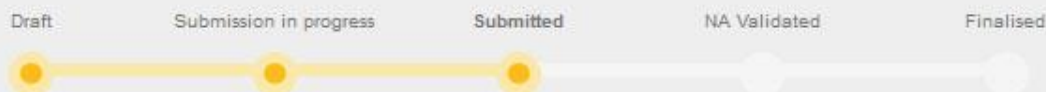
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