BASISTUTORIAL BENEFICIARY MODULE

WE STARTEN OM 11:05 UUR























BASISTUTORIAL BENEFICIARY MODULE

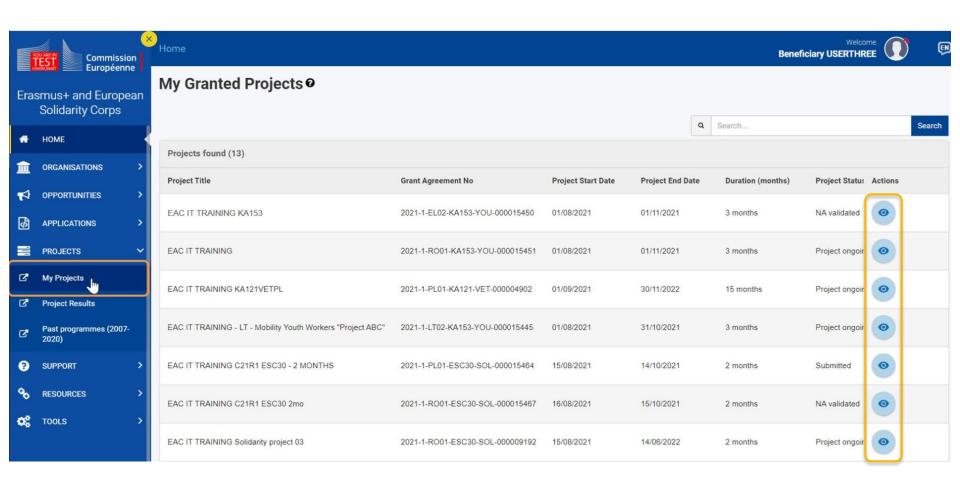




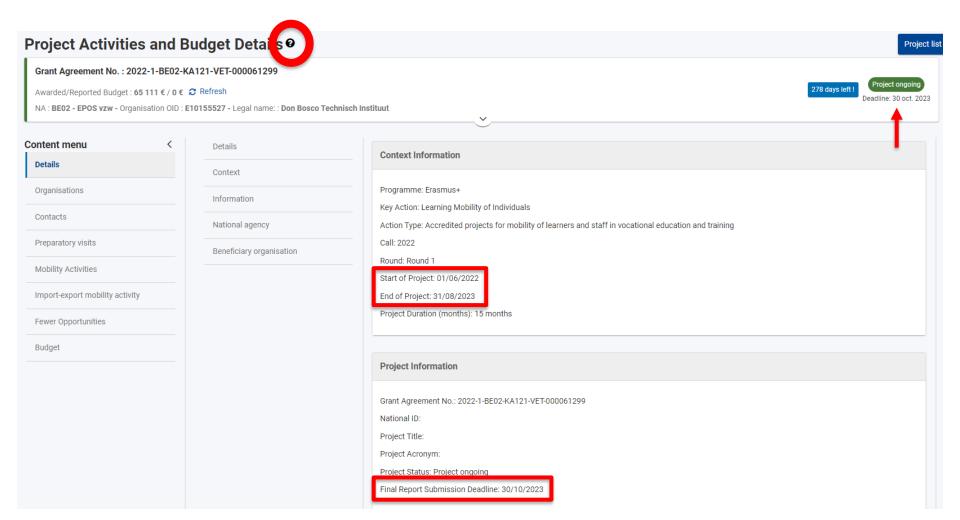
OPZET

- Uitleg en bedoeling Beneficiary Module
 - Hoe start ik met mijn rapportering?
 - Hoe beheer ik mijn *Organisations*, Contacts, *Mobility Activities* en Budget?
- Webinar vervangt de <u>handleiding</u> niet
- Probeer vooral veel zelf











- > Applicant Guides Submission phase
- Beneficiary Guides Project implementation phase
- · Beneficiary module FAQs
- My Projects
- Project list
- Project details
- Updates to project data in Beneficiary module
- · List functionality in projects
- · Budget in projects
- · Organisations in projects
- · Contacts in projects
- · Fewer opportunities in projects
- Project handling specifics related to the Russian aggression on Ukraine
- Manage participant reports in projects
- > Manage the final beneficiary report
- Notifications to project contacts
- > Erasmus+ projects
- European Solidarity Corps project management overview
- · Provide access to OLS
- Online Language Support
- eLearning videos for the Beneficiary module
- > Mobility Tool Guide for Beneficiaries
- · Contact information
- EU Login European Commission Authentication Service
- How to use Erasmus+ and European Solidarity Corps IT Documentation

For a quick overview of the basic functionalities of the Beneficiary module, please view the eLearning videos.

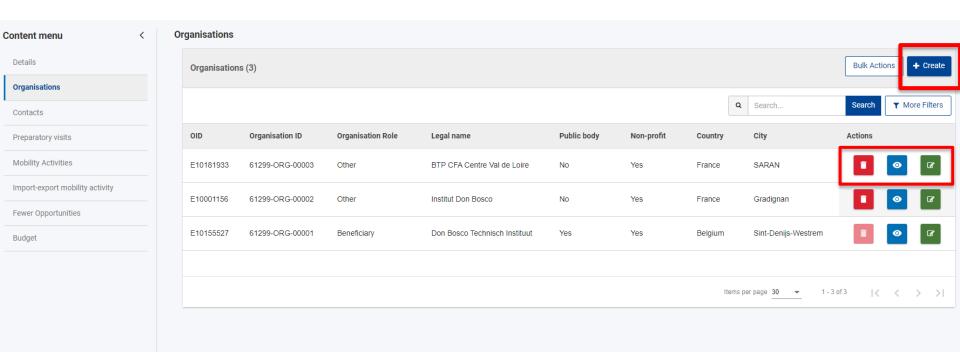
Basics

- Add mobility activities to projects
- Budget in projects
- Contacts in projects
- Exceptional Cost for Expensive Travel
- Exceptional cost for visa and other entry requirements
- Fewer opportunities in projects
- List functionality in projects
- Manage participant reports in projects
- Manage the final beneficiary report
- Mobility Activity ID
- My Projects
- Notifications to project contacts
- Organisations in projects
- Project details
- Project handling specifics related to the Russian aggression on Ukraine
- Project list
- Provide access to OLS
- Sustainable means of transport (green travel)

How To...

- Activities in projects (KA1 youth mobility)
- Activities in projects (KA210)
- Add group activities in projects (KA121, KA122)
- Blended Intensive Programmes in KA131 Higher Education projects
- Budget in projects (KA1 youth mobility)
- Budget in projects (KA121, KA122)
- Budget in projects (KA131-HED)
- Budget in projects (KA220)
- Complementary activities in projects (KA153-YOU)
- Exceptional cost for visa and other entry requirements
- Figher Education Mobility Handbook
- KA2 Lump Sum Handbook
- Learning, Teaching and Training Activities (KA220)
- Manage Work Packages (KA220)
- Mobility activities in Higher Education projects (KA131-HED)
- Mobility activities in projects (KA1 youth mobility)
- Mobility activities in projects (KA121, KA122)
- Multiplier Events (KA220)
- Physical events in projects (KA154-YOU)
- Project Management and Implementation (KA220)
- Project Results (KA220)
- Special Costs (KA220)
- Transnational Project Meetings (KA220)

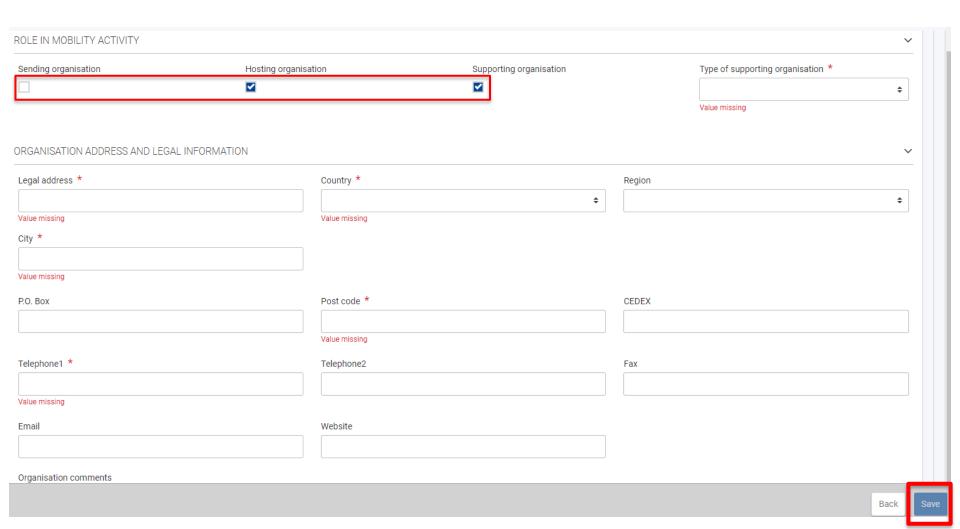






ORGANISATION Organisation Role OID Other Organisation ID * OID organisation Type of organisation * 61299-ORG-00004 Legal name * Full legal name (national language) Business name National ID (if applicable) VAT Acronym Department Number of employees below 250? Non-profit Public body







The list of organisations displays the following information for the organisations participating in the project:

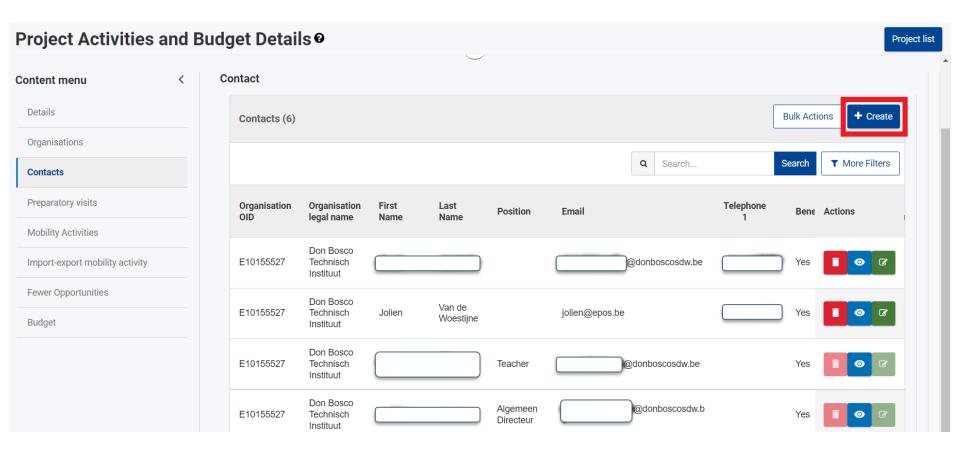
- 1. **OID** the Organisation ID unique identifier obtained when registering in the Organisation Registration system. This identifier does not vary from one project to another.
- 2. **Organisation ID** the unique organisation identifier in your project. This identifier is assigned when the organisation is created in My Projects and can be changed, but must be unique within the project.

Important

Do not confuse the **OID** and the **Organisation ID**. The OID is the unique identifier obtained when registering the organisation in the Organisation Registration system. The Organisation ID is a unique identifier for the organisation in the project.

- 3. **Organisation Role** Displays the role of the organisation in the project, for example Beneficiary organisation, Partner Organisation, Consortium Coordinator, Consortium member, Other.
- 4. Legal name
- 5. **Public body** a flag indicating whether the organisation is a public body.
- 6. Non-profit a flag indicating whether the organisation is a non-profit organisation.
- 7. Country
- 8. City







CONTACT PERSON		~
Organisation *		
Don Bosco Technisch Instituut		\$
First Name *		Last Name *
Jolien		Van de Woestijne
Email *		
jolien@epos.be		
Title		
		Gender
		Female
Department		Position
Legal Representative	Primary Contact	
OLS administrator		
	_	
ACCESS TO PROJECT		~
Access to project management *		Access to project dissemination *
◯ Edit ● View ◯ None		☐ Edit ● View ☐ None

CONTACTS		~
Same as organisation		
Legal address		
Kortrijksesteenweg 1025		
Country	Region	
Belgium \$	Prov. Oost-Vlaanderen	‡
City	Post code	
Sint-Denijs-Westrem	9051	
P.O. Box	CEDEX	
9051		
Fax	Website	
	http://www.donboscosdw.be	
Telephone 1	Telephone 2	
+3292213111		
Contact comments		
		/

Back

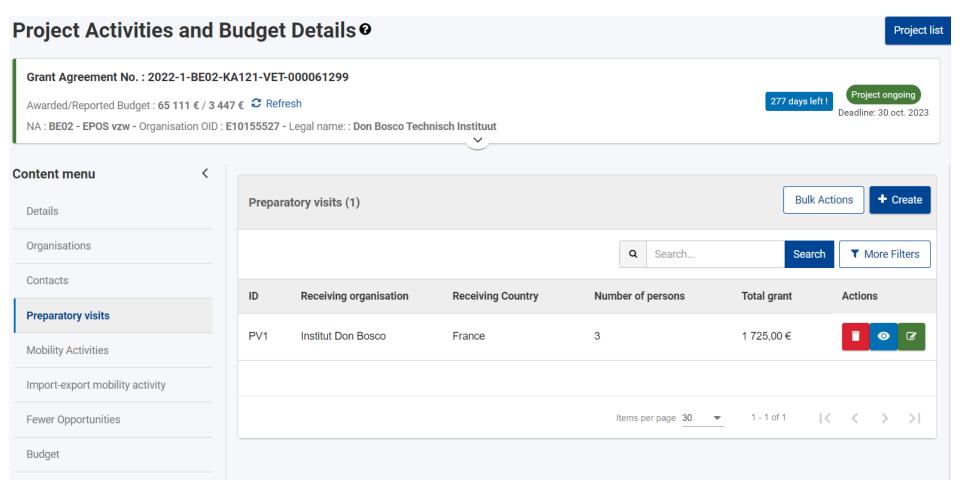


PREPARATORY VISIT ID * Number of persons * Unit cost * Total grant * Force majeure PV1 3 575,00 1 725,00 1 - 3 Linked activity type * Short-term learning mobility of VET learners \$ 01/06/2022 31/08/2023 **Project Duration** Start Date * End Date * 24/01/2023 26/01/2023 Sending organisation Receiving organisation Don Bosco Technisch Instituut Institut Don Bosco Select Select Receiving Country * Receiving city * France \$ Gradignan What was the purpose of the preparatory visit? * Learners took part in the preparatory visit

\$

Value missing

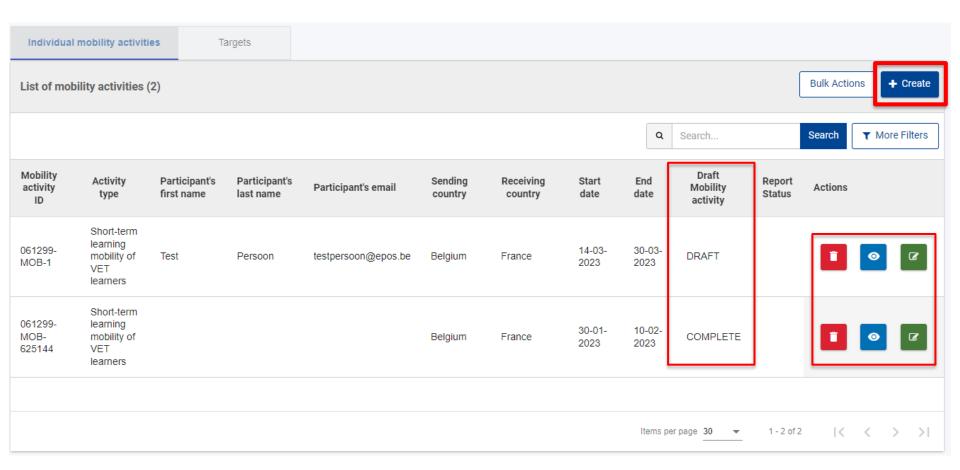












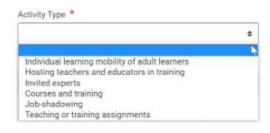


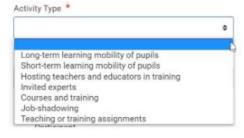
The fields to fill in throughout the mobility activity screen vary based on the selected activity type.

Adult mobility projects

School mobility projects

VET mobility projects





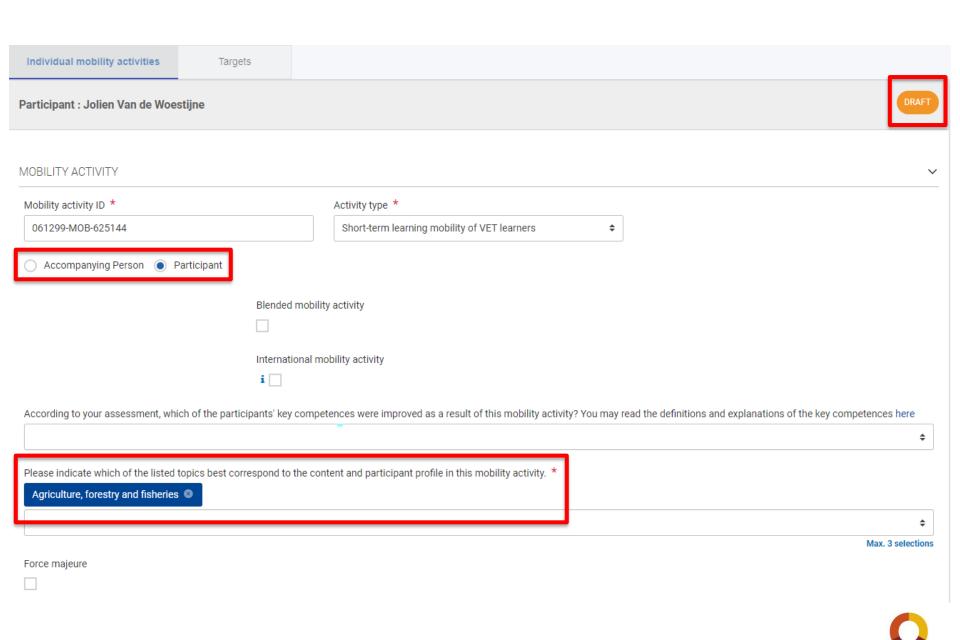
Activity types per project field



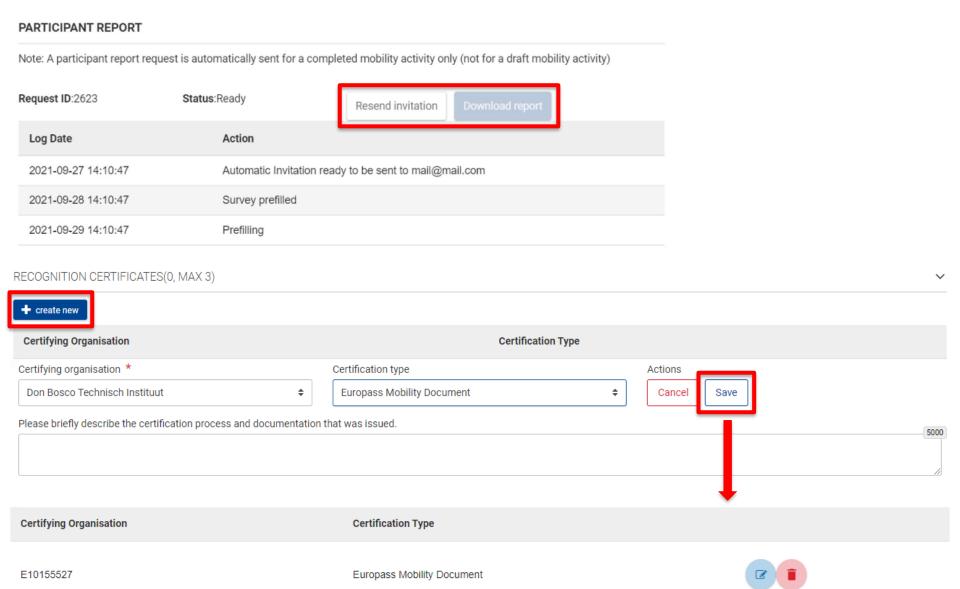


MOBILITY ACTIVITY		~
Mobility activity ID *	Activity type *	
061299-MOB-751821		\$
	Value missing (Draft field)	
Participant's first name *	Participant's last name *	
Value missing (Draft field)	Value missing (Draft field)	
Participant's email *	Participant's gender *	
	○ Female ○ Male ○ Undefined	
Value missing (Draft field)	Value missing (Draft field)	
Project Duration 01/06/2022		31/08/2023
Start date *	End date *	
dd/mm/yyyy 🗯	dd/mm/yyyy 🗎	
Value missing (Draft field)	Value missing (Draft field)	
Receiving country *	Main language used during mobility activity *	
	÷	\$
Value missing (Draft field)	Value missing (Draft field)	
		Back Say





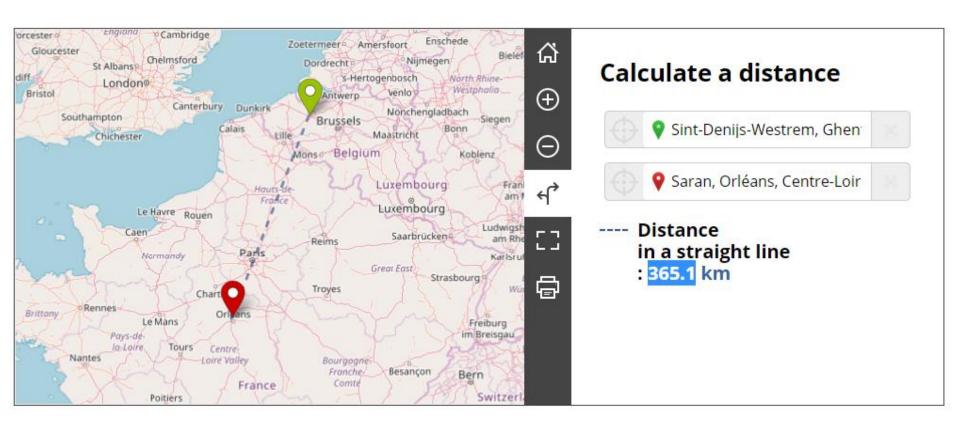
PARTICIPANT						
Participant ID		Participant's first	name *			Participant's last name *
		Jolien				Van de Woestijne
Participant's email *		Participant's date	of birth *			Participant's gender *
jolien.vandewoestijne@epos-vlaanderen.be		01/02/1995				Female
Participant's nationality *						Level of education *
Belgium	\$					Upper secondary education \$
Main language used during mobility activity *		Other languages	used during n	nobility activity		
French	\$				\$	
				Max. 3 selec	ctions	
Apprentice Dig	gital opportur	nity traineeship				
Participant with fewer opportunities				Recent graduate		
Online language support (OLS)						
Linguistic support *						
Incoming international participant (under special condi	tions)					
Activity supporting the response to the war in Ukraine (participants from Erasmus+ countries)						





FROM - TO Sending city * Sending country * Sending organisation Don Bosco Technisch Instituut BE: Belgium Sint-Denijs-Westrem \$ Receiving country * Receiving city * Receiving organisation BTP CFA Centre Val de Loire FR: France SARAN Accommodation type * Host environment * Dormitory at school premises (boarding ... \$ Company \$ Distance band * Main means of transport * Real distance in kilpmeter Link to distance calculator 100 - 499 km \$ Train \$ Sustainable means of transport (green travel) Comments on different location than sending/receiving organisations Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life. 5000

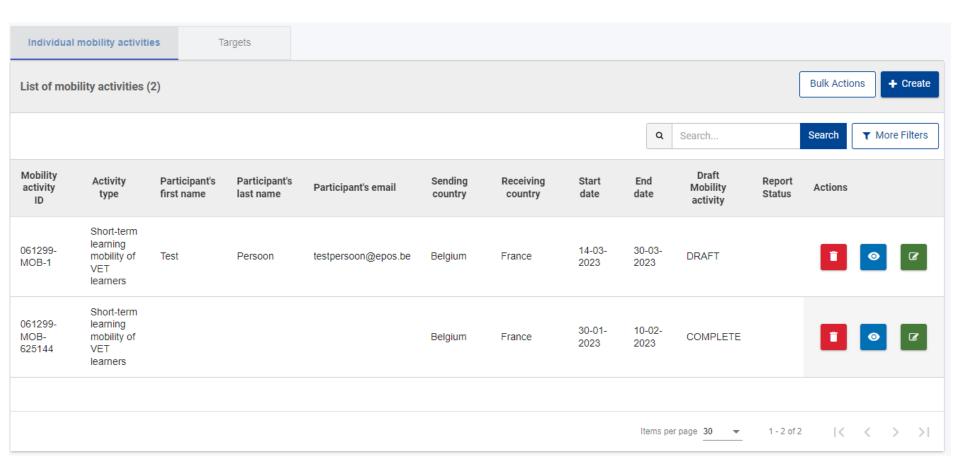






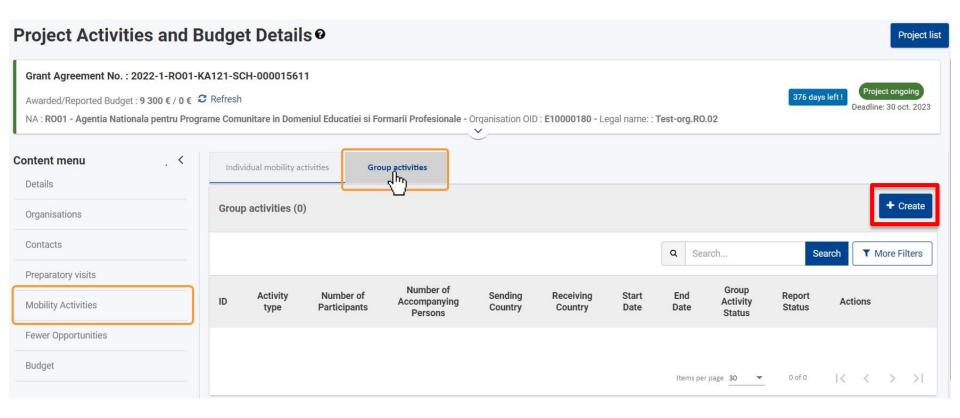
	Travel days *	Travel grant 2 0 - 6 Request exceptional cost for expensive travel Request exceptional cost for visa and other entry requirements
DURATION		
Project Duration 01/06/2022		31/08/2023
Start date *	End date *	Duration (days)
30/01/2023	10/02/2023	12
		10 - 89
		Mobility activity included an interruption
		Duration of mobility activity period (days)
		12
		Travel days *
		2
		0 - 6
		Duration for Individual support (days)
		14
		0 - 14
Justification for exceptional duration		[1000]

INDIVIDUAL SUPPORT Individual support - grant not requested Individual support grant * 1 162,00 **BUDGET** ORGANISATIONAL SUPPORT For this participant, you are entitled to 350 € of organisational support. If your project involves more than 100 participants in this activity type, the rate is reduced to 200 € per participant. Organisational support grant not requested Travel grant 210 Individual support grant * 1162 TOTAL CALCULATIONS Total mobility activity grant

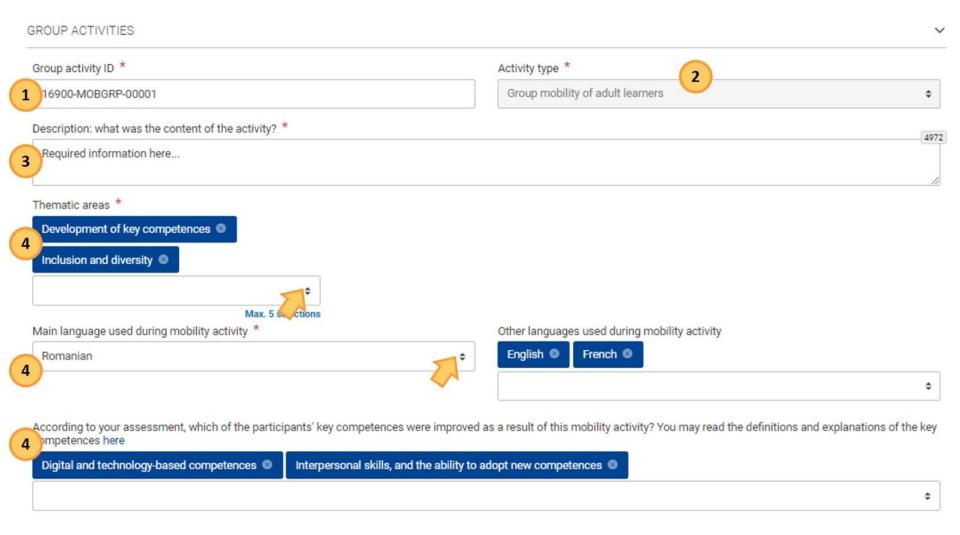




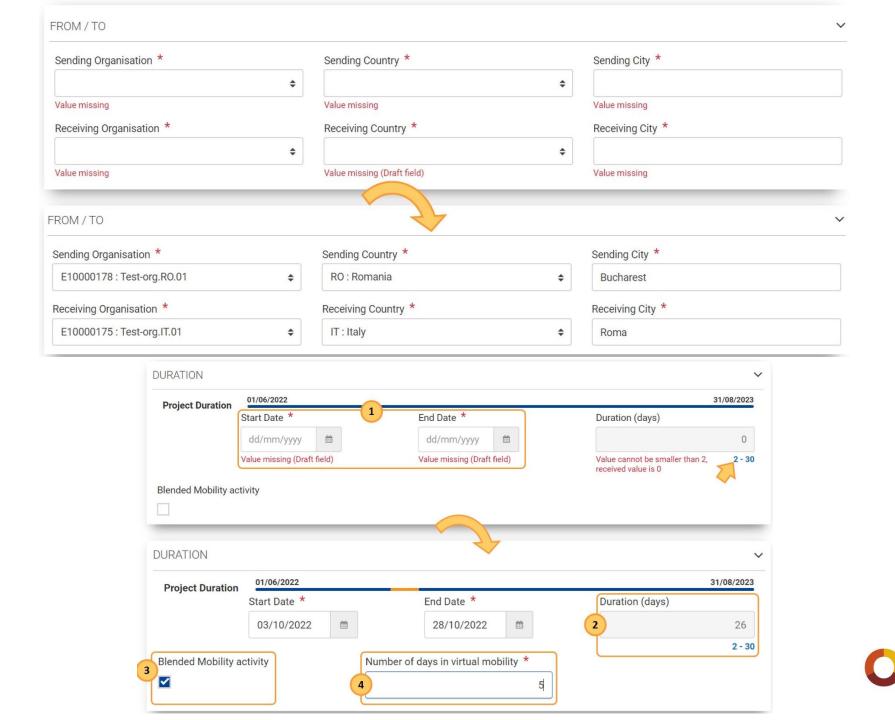
Groepsactiviteit: stap 1 – activiteit aanmaken







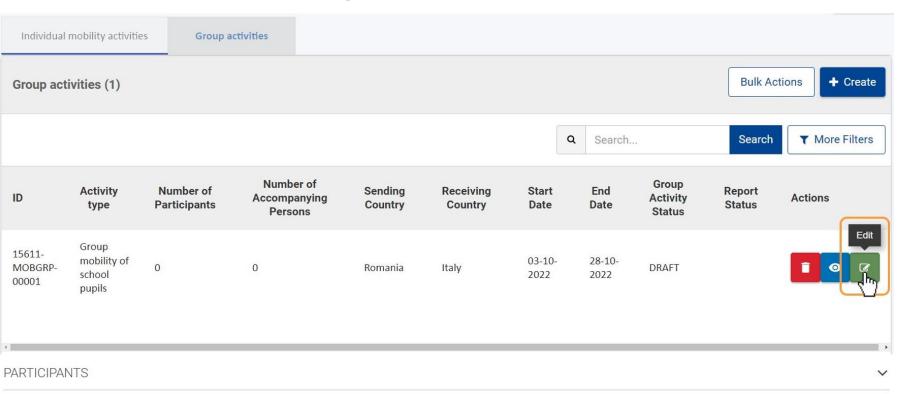


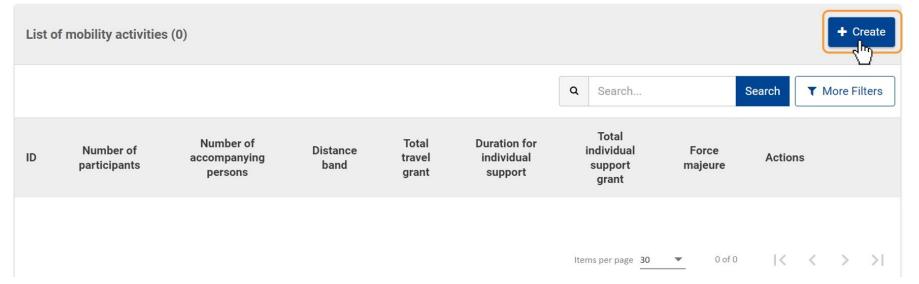


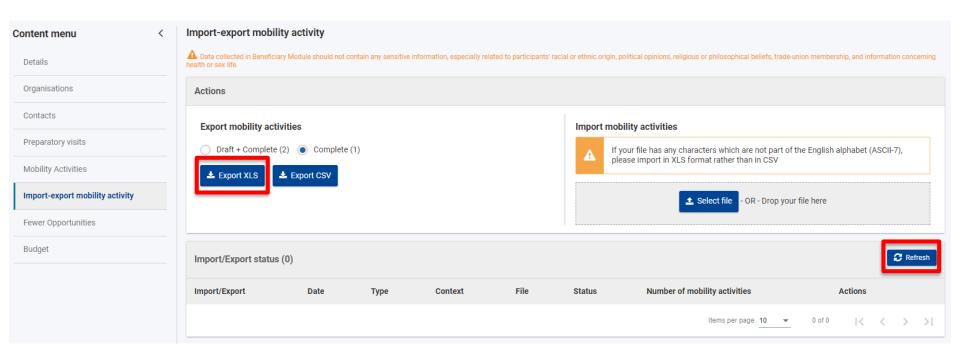
PARTICIPANTS SUMMARY				~
Number of Participants *	erage age *	Female *	Male *	Undefined *
0	0	0	0	0
Number of participants with fewer opportunitie	s	Inclusion support for organ	nisations	
	0			0,00 €
		Types of accompanying persons: Other accompanying adults *	Types of accompanying persons: Personal assistants (for people with disabilities or similar) *	Types of accompanying persons: Education staff guiding the learning activities *
Number of Accompanying Persons *				
	0	Lead accompanying person - email *	Lead accompanying person - last name *	Lead accompanying person - first name *
		Value missing (Draft field)	Value missing (Draft field)	Value missing (Draft field)
Organisational Support *				
0,00	€			



Groepsactiviteit: stap 2 – subgroepen aanmaken









Fewer Opportunities Please indicate the number of participants with fewer opportunities according to each reason below. **Number of Participants** Reason Barriers linked to discrimination 0 Barriers linked to education and training systems 0 Cultural differences 0 Cultural differences 0 Disabilities 0 Disability 0 Economic barriers 0 Economic obstacles 0 Geographical barriers 0 Health problems 0 Social barriers 0



Export Ex	Awarded Budget	Reported Budget	% Reported/Awarded
Organisational support	0 €	350 €	0 %
Travel	0 €	210 €	0 %
Individual support	0 €	1162 €	0 %
Linguistic support	0 €	0 €	0 %
Course fees	0 €	0 €	0 %
Preparatory visits	0 €	1725 €	0 %
Inclusion support for organisations	0 €	0 €	0 %
Inclusion support for participants	0 €	0 €	0 %
Exceptional costs for expensive travel	0 €	0 €	0 %
Exceptional cost for visa and other entry requirements	0 €	0 €	0 %
Exceptional costs for financial guarantee	0 €	0 € *	0 %
Total	65111 €	3447 €	5.29 %



Project Activities and Budget Details O

Project list

Grant Agreement No.: 2021-1-DE01-KA121-ADU-000016894

Project Acronym: EAC IT TRAINING - Awarded/Reported Budget: 21 200 € / 0 € C Refresh

160 days left!

Project ongoing Deadline: 23 janv. 2023

NA: DE01 - Nationale Agentur für EU-Hochschulzusammenarbeit im Deutschen Akademischen Austauschdienst (NA-DAAD) - Organisation OID: E10000190 - Legal name: Test-org.DE.

Content menu Details Organisations Contacts Preparatory visits Mobility Activities Group activities Amendments Fewer Opportunities

Budget

Amendments

Amendment requests

In this section, you can request an amendment to your grant agreement. Different options are available to you depending on the time passed since the start of your project:

- At any moment, you can submit an amendment request to update the information in your grant agreement, such as your organisation's data or legal representative. Coordinators of a mobility consortium projects may also request modifications to the membership of their consortium. All such requests must include an appropriate justification explaining the reasons for the changes.
- During the first twelve months of project implementation (at the latest until 30 September 2022), you can request additional exceptional costs and inclusion support for participants.
- During September 2022, you can request a prolongation of your grant agreement duration to 24 months and you can request additional funding. Such requests will be considered only if your National Agency has sufficient funding available.
- If you have experienced serious issues in implementing your plan, you can also ask to return some of the awarded funding at this stage. However, this option should be used as a last resort. Any request to lower the awarded grant will require that you submit a clear justification to your National Agency explaining why no other options are available. Whenever possible, it is better to request a prolongation of your grant agreement and to use the additional time to implement the remaining activities. Before making a request to reduce your grant, please ask for advice of your National Agency.

Create new amendment request







EPOS WENST JE VEEL SUCCES!

