

KA 2 - Interim report

Call 2016 → 2020



Hoe een interim report indienen?

VOORAFGAANDELIJKE OPMERKINGEN

- Een bericht (notificatie) wordt verstuurd naar het *preferred contact* van uw organisatie (zie sectie D.1.5 van uw aanvraagformulier)
- Alvorens het interimrapport in te vullen: alle relevante gegevens invullen in de *project tabs* (project implementation and management, transnational project meetings, ...)



Hoe een interim report indienen?

STAP 1

Project 2016-1-FR01-KA202-022628 processing

Details Organisations Contacts Project Management and Implementation Transnational Project Meetings Intellectual Outputs Multiplier Events

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

Beneficiary Reports

Interim Report Final Beneficiary Report

Interim Report

 Interim Draft report available

Draft Submission in progress Submitted Accepted Closed

02/02/2017

Final Report draft created a few seconds ago by Anna KALNINA

 **Edit Draft**

Beneficiary Report created a few seconds ago Draft

Interim - Request ID 3103

Show Log +



Hoe een interim report indienen?

STAP 2: Vul het rapport in

- Vul alle (lege) velden in.
 - Knop “Submission” is niet actief zolang niet alle noodzakelijk info is ingevuld
 - Veranderingen kunnen aangebracht worden in het Draft Report.



Hoe een interim report indienen?

STAP 2: Vul het rapport in

- Foutboodschappen
 - Instructiescherm om error op te lossen (project data corrigeren)

The screenshot shows the Erasmus+ reporting interface. At the top, there is a navigation bar with tabs: Details, Organisations, Contacts, Project Management and Implementation, Transnational Project Meetings, and Intellectual Outputs. Below this, there is a sub-navigation bar with tabs: Multiplier Events, Learning, Teaching and Training Activities, Special Needs Support, Exceptional Costs, Exceptional Cost Guarantee, Budget, and Reports. The Reports tab is highlighted with a red circle.

On the left side, there is a sidebar with a list of sections: 1. Context, 2. Project Identification, 3. Summary of Participating Organisations, 4. Project Management and Implementation, 5. Transnational Project Meetings, 6. Intellectual Outputs, and 7. Multiplier Events. The first three sections are marked with green checkmarks.

In the main content area, there is a blue header for "1. Context". Below this, there is a table with project information:

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

Below the table, there is a blue header for "2. Project Identification".

On the left side of the main content area, there is a sidebar with a list of sections: 1. Context, 2. Project Identification, 3. Summary of Participating Organisations, 4. Project Management and Implementation, 5. Transnational Project Meetings, 6. Intellectual Outputs, and 7. Multiplier Events. The first three sections are marked with green checkmarks.

At the top left of the main content area, there is a message: "Draft report saved 7 minutes ago".

Below the message, there is a red box with the text: "not ready for submission".

Below the red box, there is a red box with the text: "Please correct all Inactive Organisations within project activities to be able to proceed with submission of final beneficiary report."

Below the red box, there is a red box with the text: "Return to report page - Print draft report - Preview Draft Report".



Hoe een interim report indienen?

STAP 3: “Submission” procedure

- “Submission” is mogelijk nadat het rapport is ingevuld en alle velden een met een groene check-mark ✓ zijn aangeduid

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



Hoe een interim report indienen?

STAP 4: Declaration of honour

- Klik op **Download PDF** knop en sla de **Declaration of Honour** op.
- Vul de Declaration of Honour in en laat ze ondertekenen.
- Voeg ze toe aan het rapport (**Select File**)

The screenshot shows a web form titled "Beneficiary Declaration of Honour and Signature". The form includes a close button (X) in the top right corner. Below the title, there is a text instruction: "Please download the following PDF, fulfill it and upload it as an annex". To the right of this instruction, a red circle with the number "1" highlights a "Download PDF" button. Below this, there is a section titled "List of uploaded files" which contains a light blue box with the text "no uploaded files yet". To the left of this section, a red circle with the number "2" highlights an "Add more files" link, which is positioned above a "Select File" button. Below the "List of uploaded files" section, there is a pink box with the text "Please mark the file that contains the declaration of honour". To the right of this box is a blue "Next Step >" button. At the bottom of the form, there is a progress bar with four steps: "DECLARATION OF HONOUR" (which is currently active and highlighted with a blue dot), "DATA PROTECTION NOTICE", "CHECKLIST", and "CONFIRM SUBMISSION".



Hoe een interim report indienen?

STAP 4: Declaration of honour

- Klik op **Download PDF** knop en sla de **Declaration of Honour** op.
- Vul de Declaration of Honour in en laat ze ondertekenen.
- Voeg ze toe aan het rapport (**Select File**)

The screenshot shows a web form titled "Beneficiary Declaration of Honour and Signature". The form includes the following elements:

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



Hoe een interim report indienen?

STAP 4: Declaration of honour

- Nadat de Declaration of Honour is opgeladen, klik op “Contains declaration of honour”

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 0.07 Mb a few seconds ago	Contains declaration of honour Unmark ×
--	--

Add more files

[Select File](#)

Please mark the file that contains the declaration of honour

[Next Step >](#)

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST
CONFIRM SUBMISSION



Hoe een interim report indienen?

STAP 4: Declaration of honour

- Ga verder door op de knop “Next Step” te klikken

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



Hoe een interim report indienen?

STAP 5: Accepteer “Data Protection Notice”

Data Protection Notice

The form will be processed electronically. All personal data (such as names, addresses, CV's, 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



Hoe een interim report indienen?

STAP 6: Checklist

- Vul checklist aan door op de “Not Done” knoppen te klikken

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.	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 >

DECLARATION OF HONOUR

DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION



Hoe een interim report indienen?

STAP 6: Checklist

- Knoppen worden groen (Done). Klik nu op 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 >



Hoe een interim report indienen?

STAP 7: Rapport indienen

- Klik op de “Submit Beneficiary Report” knop

Confirm Submission



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.

Submit Beneficiary Report

DECLARATION OF HONOUR

DATA PROTECTION NOTICE

CHECKLIST

CONFIRM SUBMISSION



Interim report template



Microsoft Word
Document

Of: <https://s3-eu-west-1.amazonaws.com/files.epos/Ka2/rapport/InterimReportTemplate.docx>

- In het Engels
- Programme management & implementation
 - Overall state of play: achievements
 - Project activities: details
 - Monitoring of the project
 - Contribution of project partners
 - Involvement of other organisations
 - Difficulties



Interim report template

- Transnational Project Meetings
 - Brief description
 - Intellectual outputs
 - Multiplier events
 - Learning/teaching/training activities
 - Impact
 - On participants, participating organisations, target groups and other relevant stakeholders
 - Dissemination
 - If already applicable
- } Data from MT+

