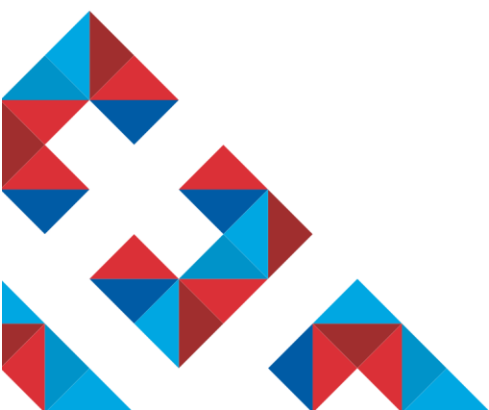


Erasmus+ Call

Final Beneficiary Report Guidance

Key Action 2 VET and Adult Education

Document History	
Document Version:	V8.00
Date of Revision:	11 October 2023



History Page

This page outlines the document history from the date of creation, noting all minor and major changes undertaken on the document and any supplementary document.

Version number	Details	Date made
V1.00	Original version	July 2016
V2.00	Information added: Whole guidance: 2015 and 2016 final reports; Section 4.2 Qualitative Guidance: Details on the European Project Results Platform including which results to upload; and Section 4.3 Supporting Documents: List of supporting documents to be provided for potential further checks.	July 2017
V3.00	Removal of reference to closed call year 2014 projects. Updated references to 2017 call grant agreement sections in footnotes. Section 4.2 Qualitative Guidance: Updated information relating to the use of the Erasmus+ Project Results Platform.	June 2018
V4.00	Removal of reference to closed call year 2015 projects. Updated references to 2018 call grant agreement sections in footnotes.	August 2019
V5.00	Removal of reference to closed call year 2016 projects. Updated references to 2019 call grant agreement sections in footnotes.	October 2020

V6.00	<p>Removal of reference to closed call year 2017 projects.</p> <p>Updated references to 2020 call grant agreement sections in footnotes.</p> <p>Section 6 Contacts: Updated UK National Agency contact details.</p>	October 2021
V7.00	<p>Removal of reference to closed call year 2018 projects.</p> <p>Updated references to 2020 call KA226 and KA227 grant agreement sections in footnotes.</p>	September 2022
V7.10	<p>Section 4.3. Supporting Documents (Exceptional Costs): Addition of recommended numbering of costs to match Mobility Tool+.</p>	March 2023
V8.00	<p>Removal of reference to closed call year 2019 projects.</p>	October 2023

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1. Introduction

This guide is designed to help you complete and submit the Final Beneficiary Report (also referred to as the Final Report) for your Erasmus+ Key Action 2 project. It will provide both technical advice on submitting the report and the documentation required by the UK National Agency (UK NA). Further information regarding all aspects of your Key Action 2 project can be found in the relevant KA2 Project Handbook for your project's call year and sector, which can be downloaded from the Manage your Grant section on the Erasmus+ website (either for [VET projects](#) or [AE projects](#)).

Your Final Report is an important part of your project. It not only triggers your final payment, but it provides a consolidated account of your achievements over the lifetime of your project. It is worthwhile putting in some extra effort to ensure it reflects the achievements you have made.

All Erasmus+ beneficiaries are contractually required to submit a final report to the UK NA **within 60 calendar days** of their project end date, as specified in the grant agreement. Where a project has been subject to a contract amendment as a result of COVID-19 and the project duration has increased beyond 36 months, the period for submission of the final report form is reduced to within **30 calendar days** of the project end date. All final reports must be submitted directly through Mobility Tool+. Your Final Report will be made up of a qualitative and a financial section that will be used to assess the extent to which your project was completed in line with your initial application.

Please be aware that you **cannot submit** your Final Report before the end date of your project as specified in your grant agreement. The UK NA will reject final reports submitted prior to the end date. Rejected reports will need to be re-submitted once the end date of the project has passed.

2. Before the end date of your Project

Mobility Tool+

During your project, you will need to update Mobility Tool+ with all the relevant information about your project activities, including information about your spending against the project budget. This information will be automatically included in your Final Report and assessed by the UK NA to determine your final grant amount, so you must ensure that it is accurate and up-to-date. For further guidance on accessing and updating Mobility Tool+, you should refer to the 'Mobility Tool - Guide for Beneficiaries' that is available in the 'Documentation' section of [Mobility Tool+](#) itself (once you log in), which shows you how to update the different sections on Mobility Tool+. Please be aware that Mobility Tool+ is continually updated, so some aspects discussed in this guidance, might have changed slightly.

Relevant Documents Required

You will also need to retain relevant supporting documents to evidence the costs claimed against each of the budget headings as well as to demonstrate that the project activities have taken place as planned in your application and approved by the UK NA. For further guidance on the documents required, please refer to [Section 4.3](#).

Track Your Project Progression

Even as you near the end of your project, it is worth continuing to track your progress by:

- Recording examples of best practice within your project;
- Keeping relevant quotes from participants;
- Noting any unexpected impact and benefits, difficulties and the lessons learnt from these; and,
- Reflecting on any feedback provided by the UK NA from any additional monitoring or reporting during your project, such as receiving a monitoring visit or needing to submit an interim report.

Recording information like this as it happens, or even during the late stages of your project, will help you to complete your Final Report.

3. After the end date of your Project

After the end date of your project, you should ensure Mobility Tool+ has been fully completed and you have checked that the information is accurate and reflects your project activities and budget. You may find that some of the information on Mobility Tool+ was populated automatically with information or text from your original application form. It is important to check that this is still correct and if anything has changed during the course of your project lifetime, this is your opportunity to make the necessary changes.

Your Final Report is due **within 60 calendar days** of the end date of your project as stipulated in your grant agreement. Where a project has been subject to a contract amendment as a result of COVID-19 and the project duration has increased beyond 36 months, the period for submission of the final report form is reduced to within **30 calendar days** of the project end date. The UK NA recommends that you use this period to ensure that your report is a high quality reflection of your project's activities and achievements, as well as ensuring the budget is accurately completed.

The following sections will show you the steps you need to take to generate, complete and submit your Final Report.

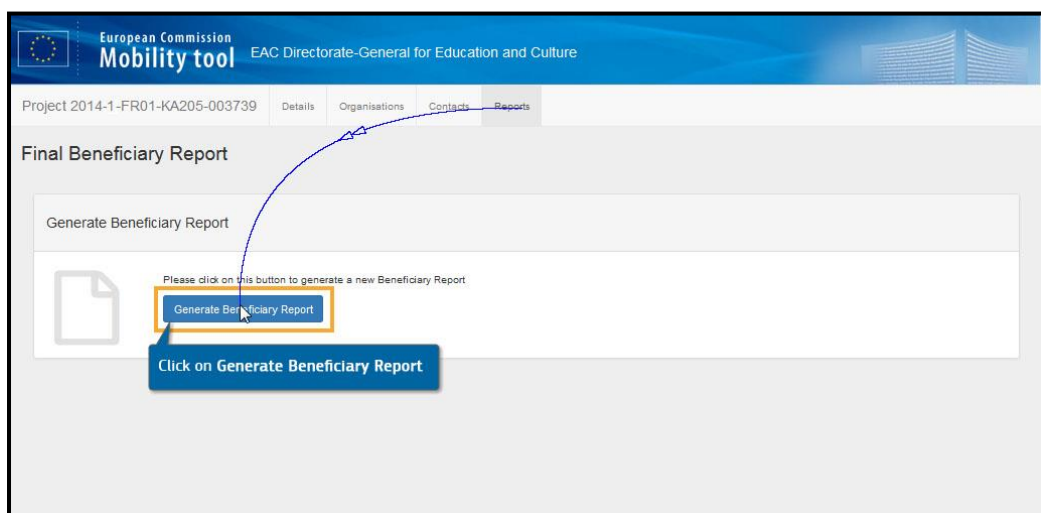
4. Completing and Submitting your Report

To complete your Final Report you will need to be connected to the internet and have access to your project in Mobility Tool+. After logging in to Mobility Tool+ you can generate the Final Beneficiary Report from the 'Reports' section. Mobility Tool+ will automatically generate some sections of the report. It is a good idea to first generate a draft report in Mobility Tool+. This draft will include a breakdown of your project activities and budget. You should check these sections carefully before starting to complete the qualitative sections, to ensure that all the information from Mobility Tool+ has been included as expected. If you notice any errors in the information, you should first check to make sure the data in Mobility Tool+ is correct. If there are any discrepancies between Mobility Tool+ and the draft report, please contact your project officer before proceeding.

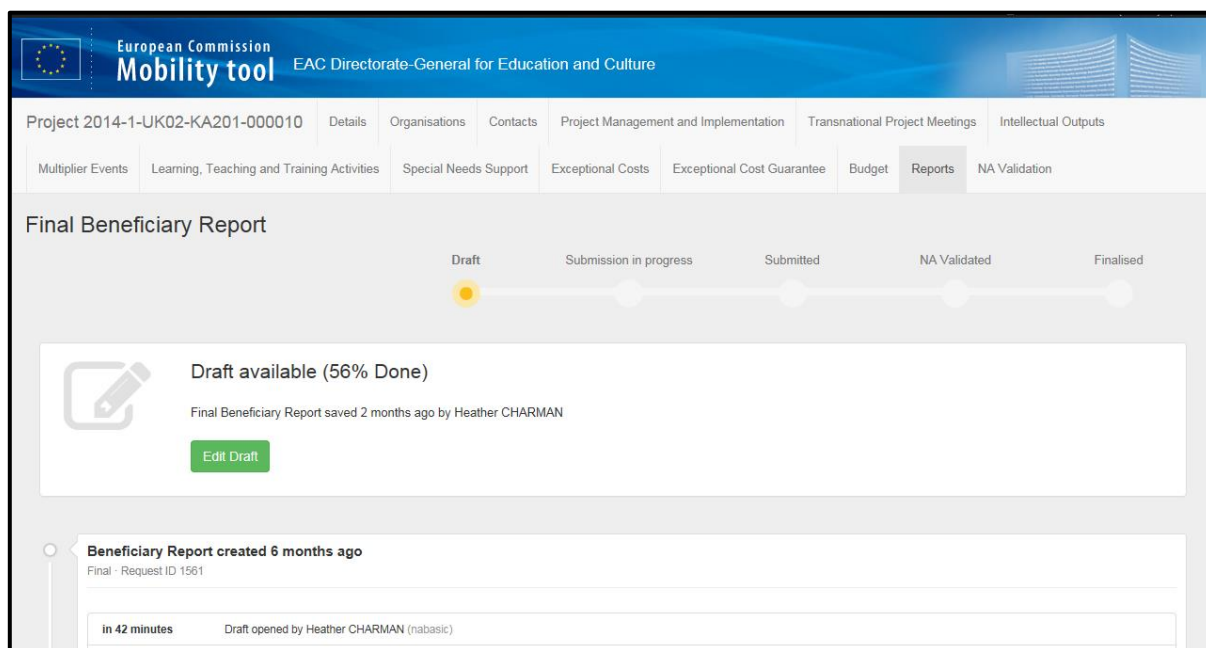
It is worthwhile reviewing your original application before starting to write the qualitative sections of your Final Report. The following sections will take you through the technical steps of generating, completing and submitting your Final Report, as well as providing some tips for filling out the qualitative sections.

4.1. Technical Guidance

After checking that the data in Mobility Tool+ is correct, you can generate the Final Beneficiary Report for your project from the Reports section of Mobility Tool+:



After clicking this button, Mobility Tool+ will generate the final report for your project. To open and edit the report you will need to click the edit button:



European Commission
Mobility tool EAC Directorate-General for Education and Culture


Project 2014-1-UK02-KA201-000010

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 NA Validation

Final Beneficiary Report

Draft Submission in progress Submitted NA Validated Finalised

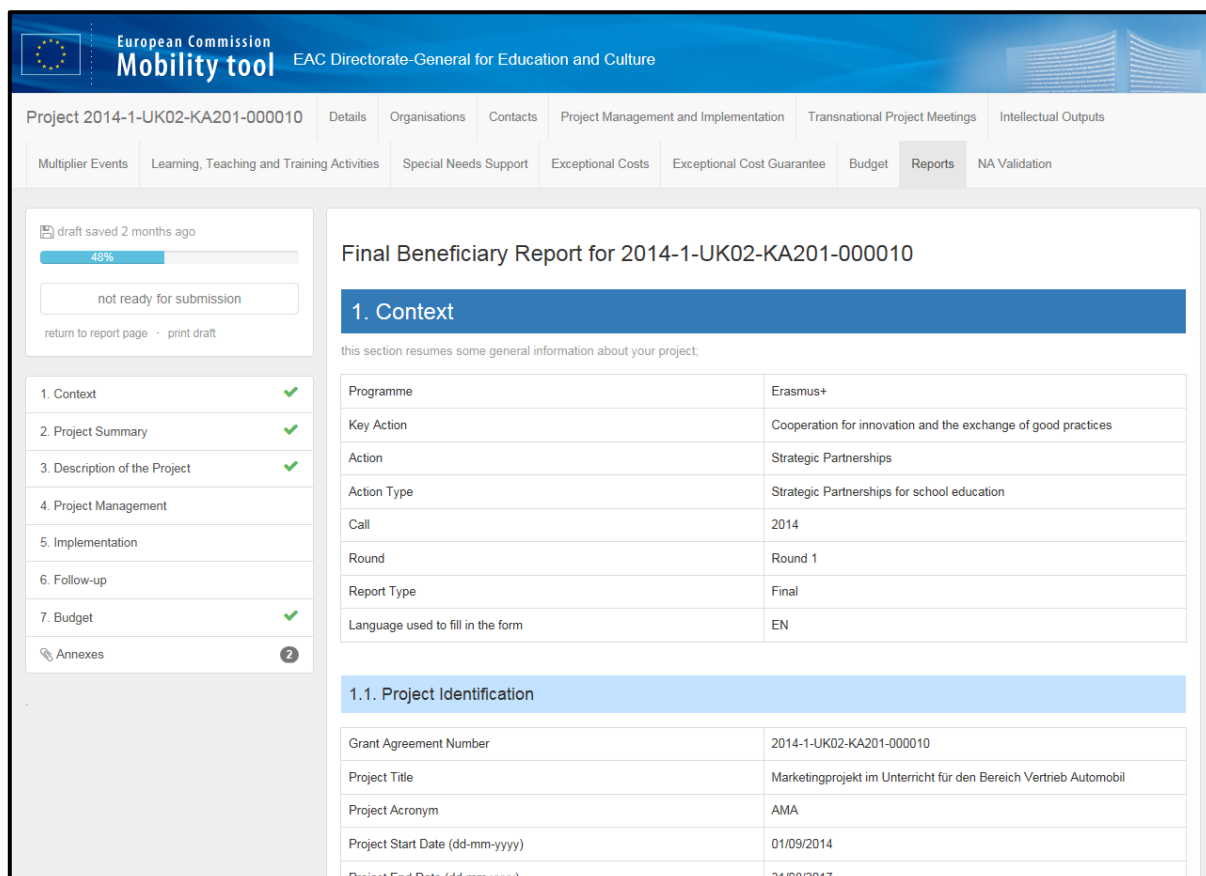
 **Draft available (56% Done)**
Final Beneficiary Report saved 2 months ago by Heather CHARMAN

[Edit Draft](#)

Beneficiary Report created 6 months ago
Final - Request ID 1561

in 42 minutes Draft opened by Heather CHARMAN (nabasic)

You will then be taken to the final report for your project. On the left is a status box and navigation panel to help you monitor which sections of the report still need to be completed and your current level of progress. When all the text fields in a section of the report have been filled in, a green tick will appear next to it on the navigation panel:



European Commission
Mobility tool EAC Directorate-General for Education and Culture

Project 2014-1-UK02-KA201-000010

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 NA Validation

draft saved 2 months ago
48%
not ready for submission
return to report page · print draft

Final Beneficiary Report for 2014-1-UK02-KA201-000010

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 school education
Call	2014
Round	Round 1
Report Type	Final
Language used to fill in the form	EN

1.1. Project Identification

Grant Agreement Number	2014-1-UK02-KA201-000010
Project Title	Marketingprojekt im Unterricht für den Bereich Vertrieb Automobil
Project Acronym	AMA
Project Start Date (dd-mm-yyyy)	01/09/2014
Project End Date (dd-mm-yyyy)	31/08/2017

1. Context

2. Project Summary

3. Description of the Project

4. Project Management

5. Implementation

6. Follow-up

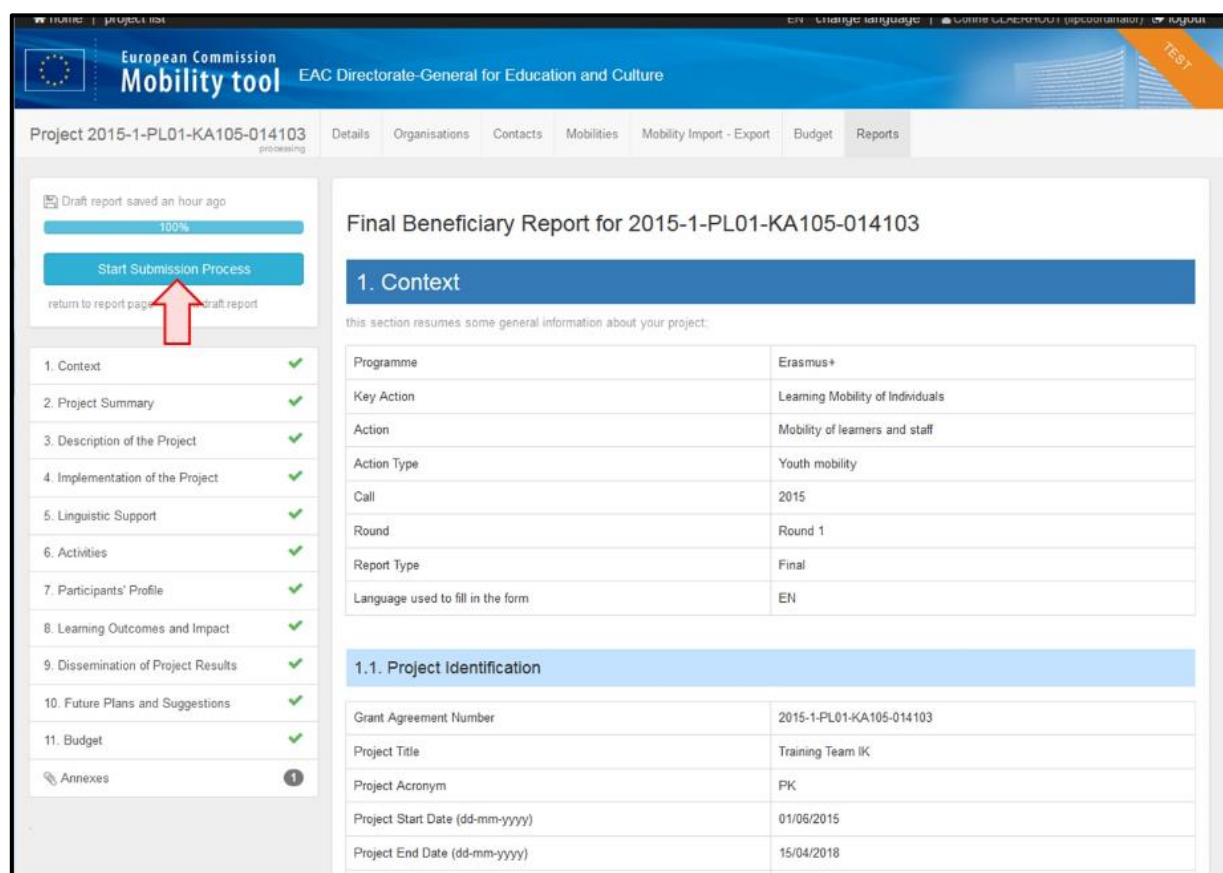
7. Budget

Annexes 2

Mobility Tool+ **does not** check whether each field has been satisfactorily completed; it only checks whether any text has been input into each field. The UK NA recommends that you complete the content for your Final Report in a Word document and copy and paste the information into the relevant field of the report in Mobility Tool+. The character limit is displayed below each field and if you choose to copy and paste information, you should ensure that all the information has been included.

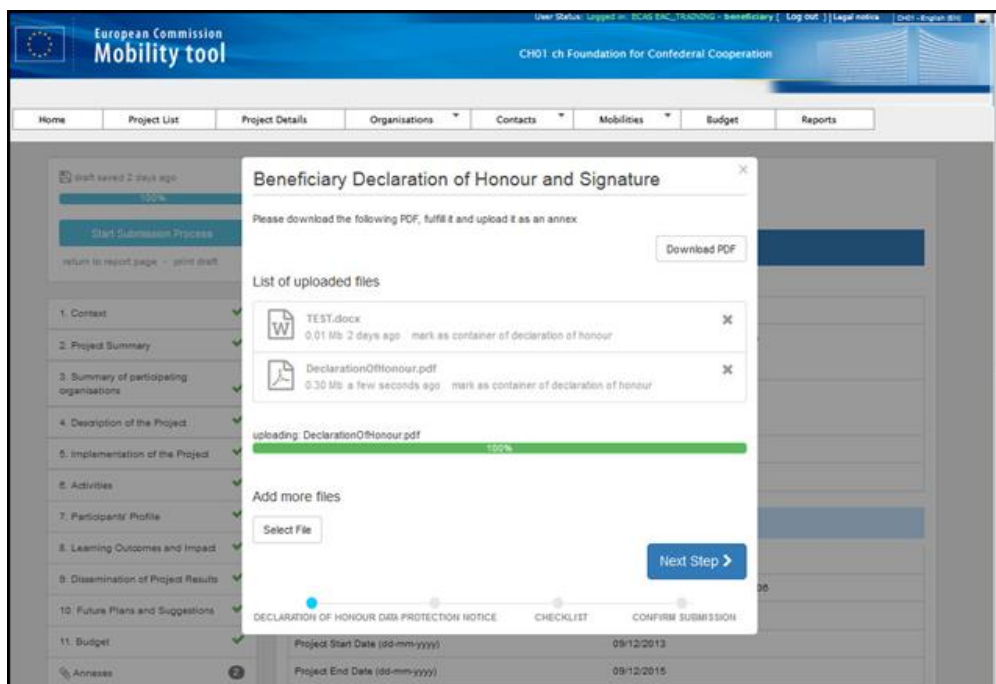
Mobility Tool+ saves the draft report as you work on it, so you can navigate away from the report to any other section of Mobility Tool+ when you need to. When you return to the 'Reports' section you can click the button to continue editing the draft. If you need to update the data in Mobility Tool+ after generating the report, you can click the button to release the draft and generate a new version. This new draft will contain the new data from Mobility Tool+.

Please see [Section 4.2](#) for tips on writing your Final Report and [Section 4.3](#) for information about supplementary materials to upload as annexes. When you are ready to submit your Final Report, you can click the button in the status box to start the submission process.

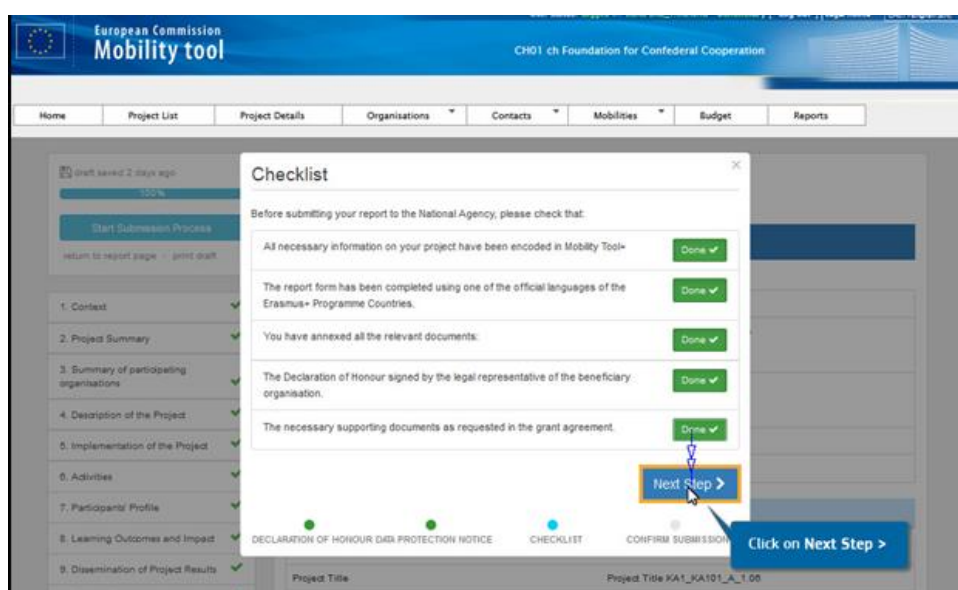


After clicking this button, a popup window will appear that will take you through the steps of the submission process. The first step is to upload the Declaration of Honour and you will see a list of

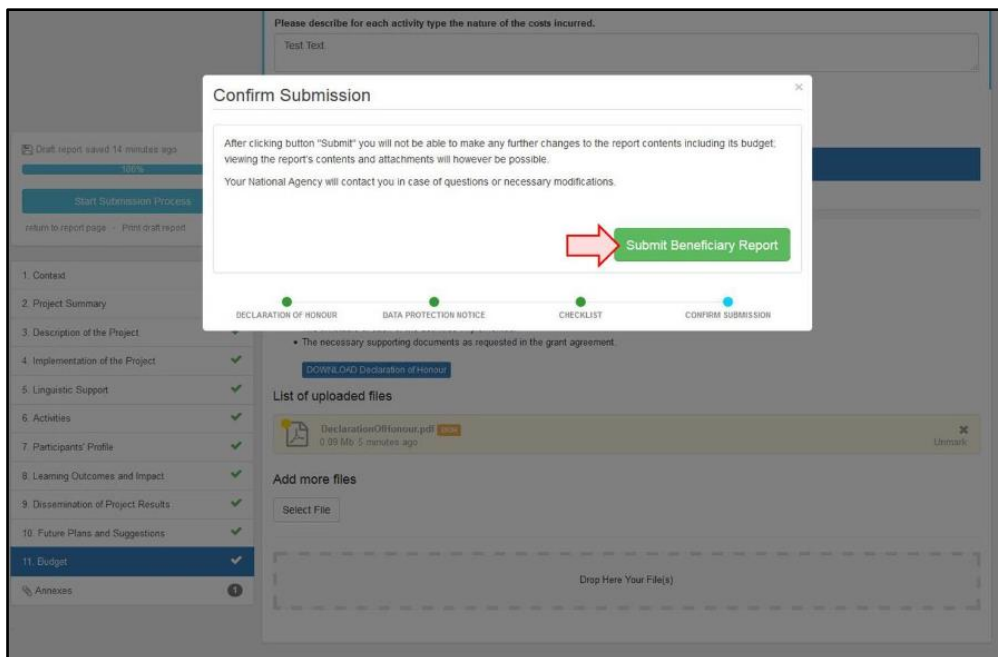
files already uploaded to your report and a button to download the Declaration of Honour as a PDF. You should save a copy of the Declaration of Honour locally on your computer so that you can print it out and have it signed by the legal representative for the project. When this has been signed, you will need to scan it into your computer and upload it to the report as an annex:



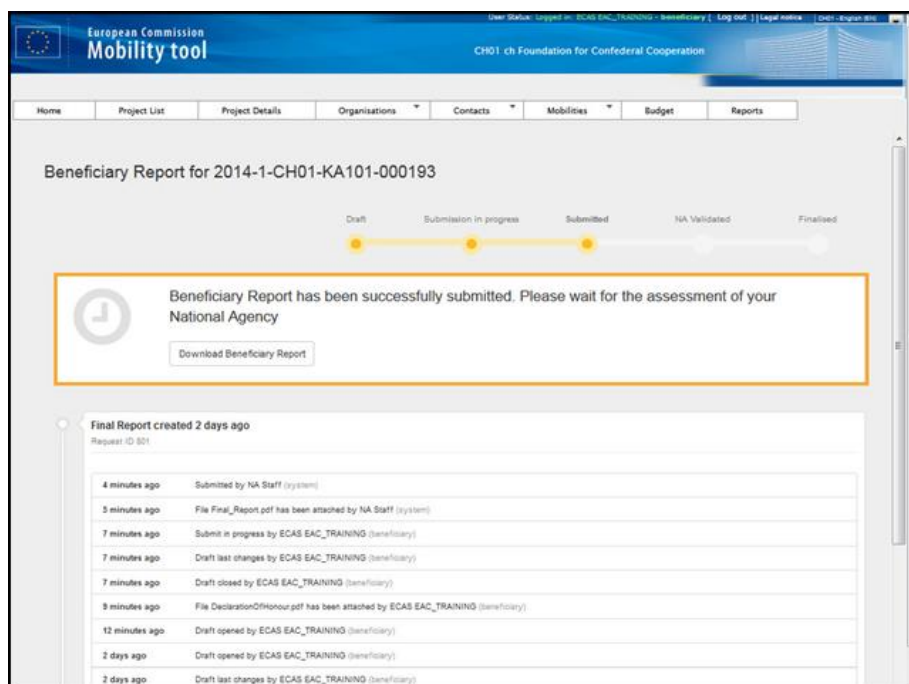
You will need to accept the data protection notice and then make sure that you have completed all the points on the checklist. You will need to change the status of each point to 'done' to progress to the submission of the report:



You should now be ready to submit your Final Report.



After clicking the submit button a message will be displayed saying that the submission is in progress. This can take up to 15 minutes and there will be a message to let you know when the report has been successfully submitted:



4.2. Qualitative Guidance

Context

This section will display the project details such as the Key Action and the project dates. This will be automatically generated from information in the Project Details section of Mobility Tool+.

Project Summary

You will need to provide a short summary of your project in the past tense. As you develop your summary, please bear in mind that it may be used by the European Commission, the UK National Agency and other agencies for publicity purposes and will be published on the European Commission's online dissemination platform the Erasmus+ Project Results Platform (EPRP). To help you write this, you should consider the project summary from your original application and include at least:

- Context/background of your project;
- Objectives of your project;
- Number and profile of relevant participants;
- Description of activities;
- Results and impact attained; and,
- Longer-term benefits.

Description of the Project

You will need to cover the objectives and topics addressed by your project. You should explain how you reached and measured your project objectives and comment on any that you were unable to achieve. If there were any unexpected benefits or objectives that were achieved beyond your initial expectations, you should include them in this section. You will also need to cover the roles, experiences and competencies your partners have contributed.

Project Management and Implementation

In these consecutive sections, you will need to provide information about all the stages of your project focussing on how you implemented your main activities. There should be a focus on how you managed the practical and logistical aspects of your project, such as any management systems; working with your partners; organising travel, accommodation, and insurance; ensuring the safety of the participants; and the monitoring and supporting activities undertaken. If you experienced any problems or difficulties during the implementation of the project you should explain

what these were and in what ways they were addressed, including whether you were able to overcome them. You will not necessarily be marked down for experiencing these problems, but your information may help other projects in the future, and make the UK NA aware of the challenges that projects are experiencing.

Follow Up

This section focuses on the Impact, Dissemination and Sustainability of the project. You will need to go through the questions and fill in relevant information, making sure that you provide as much information as possible; drawing light to the direct and indirect impact of the project. This information will need to be in line with the stated aims and objections of the original application as well as address the effects that your partners experienced.

Dissemination and Use of Project Results

You will need to provide the details about which of your project results you would like to share. You should describe what activities you have undertaken to disseminate your project results including how you shared these with your partners and other organisations outside your project. If applicable, you should also give examples of how partners have been involved in disseminating the project results by sharing their experiences.

All Erasmus+ projects have the opportunity to be included on the European Commission's online dissemination platform the Erasmus+ Project Results Platform (EPRP). This dissemination platform offers a comprehensive overview of projects funded under the programme, highlights best practices and serves as an inspiration point for future project ideas and partnership collaborations. Good practice projects identified in EPRP by either the UK NA or the European Commission, can receive an increased visibility at European level, with the possibility of featuring on EAC websites or being invited to EAC events giving them added exposure.

The platform serves as a useful tool in disseminating the outcomes of your project and will make any tangible resources, products, deliverables and outputs that have resulted from your project available to the public in line with the Erasmus+ programmes requirement of enabling Open Education Resources. The EPRP will automatically include your project summary and if your project includes any tangible results these will need to be uploaded onto the platform by the end of the project. For Key Action 2, this is a contractual requirement as mentioned in your grant agreement¹ and your results will be assessed as part of the assessment of your Final Report.

¹ Article I.9.2 for 2020 call and 2020 call KA226 and KA227 projects.

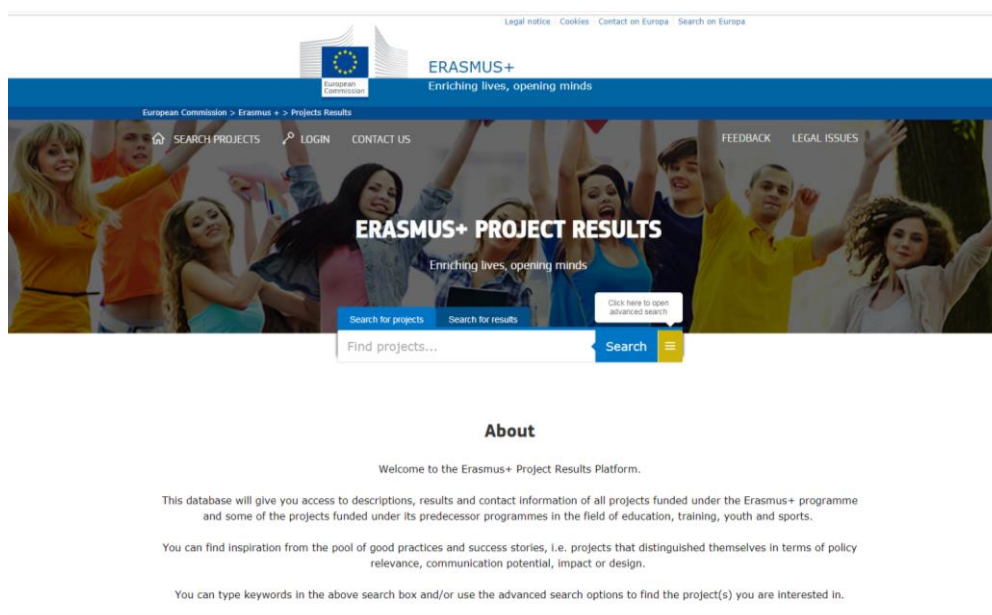
You can upload results at any point during the lifetime of your project, but you will only be able to submit the results for approval by the UK NA following the end of your project. Please note, if you do not upload the compulsory results in EPRP, the UK NA will not process the assessment of your final report and you will not receive your final payment. Innovation project beneficiaries should at minimum upload proof of the Intellectual Outputs produced, and Exchange of Practice beneficiaries should upload proof of project outcomes.

How to access the EPRP

Your project contact person will have received an automated email from the European Commission at the start of your project, including a link to enable you to access the platform. From that moment onwards, you will have been able to upload project results to the platform and be able to review your project summary.

On your project end date, your project contact person will receive a further automated email from the European Commission, prompting you to upload results on to the project results platform. Once you submit the results in EPRP, they will become accessible to the UK NA and will be assessed as part of the Final Report Assessment process. Before you submit your results, it is essential that you revise your project summary and ensure that it is now written in past tense.

Please note: Project results will only be viewable to the public, following the approval and finalisation of your Final Report.



Please use the Login button at the top left-hand side of the webpage. The information to enter will be your EU Login; the details you use for Mobility Tool+ and Participant Portal. Once you have logged in you will be directed to the Beneficiary Dashboard. This is your own personal management space for all your project results.

The Beneficiary Dashboard will display all of your projects within the project list menu, and you will be able to upload results here. Once you have submitted the results, they will disappear from your dashboard and will only be viewable to the UK NA.

Which results should be uploaded to the EPRP

When uploading results, please be mindful that they will be displayed to the public and therefore should be uploaded in order to showcase your project; they should be professional and of a high quality. The purpose of the results platform is to disseminate, exploit and display your project achievements, identifying the impact your project has accomplished and support the assessment of your Final Report. In order to best disseminate your project, please ensure to name your results clearly and consistently.

Relevant Results to Upload to EPRP	Results not to Upload
Proof of all Intellectual Outputs developed in their relevant format e.g. online tools, teaching and training materials, seminar documents, course frameworks; MOOCs with login information if required. All results should be in their finalised form and completed with the Erasmus+ logo and disclaimer.	Time sheets; Evidence of financial monitoring systems; budget-monitoring plans.
External evaluation finalised reports (if applicable) highlighting the impact of the project, the progress and achievements made.	Transnational project meeting supporting evidence; meeting minutes; lists of attendees; action logs.
Participant feedback – videos; seminar findings; collated responses from participants in a professional and well-presented style.	Project management internal strategies – monitoring and evaluation systems; sustainability strategies.
External communication where the project is featured – news articles; online publications; high quality newsletters.	Partnership agreements; internal documentation received between partners.
Online publications highlighting the project from stakeholders; external commendations.	Draft versions of Intellectual Outputs.
Outcomes from your project showing the impact you and your partners have created, these can be at organisational level, local level or international level.	

In case your project's results are incomplete, inaccurate, or mandatory results are missing, you might receive a notification email from the European Commission and/or from the UK NA telling you to go back to your dashboard and update them. The email will specify the issues that need to be rectified. Results requiring your attention will once again appear on your dashboard so they can be edited and resubmitted.

Your results will also be rejected if your project summary has not been updated and written in past tense. Please ensure that your summary is in clear paragraphs, free from errors and spelling mistakes.

Helpful advice and links for using the EPRP

Any changes to your project contact person should be advised to the UK NA. If you have any technical issues relating to EPRP, please contact the European Commission on:

EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu

The Erasmus+ Project Results Platform:

<https://erasmus-plus.ec.europa.eu/projects>

Erasmus+ Guidance on Dissemination and Promotion:

<https://www.erasmusplus.org.uk/promotion-and-dissemination>

The European Commission's Erasmus+ Project Results Platform FAQ's:

<https://erasmus-plus.ec.europa.eu/projects/frequently-asked-questions>

Sustainability

You should indicate whether you intend to continue working with your project partners and explain the reasons behind your decision. You also have the opportunity to provide comments to the UK NA or the European Commission regarding the management and implementation of Erasmus+ Key Action 2 projects. You should also describe how any project activities would be carried out after the end date of the project.

Budget Summary

This section displays an overall summary of the budget for your project as well as a breakdown for each budget heading. This has been automatically generated by the Budget sections of Mobility Tool+. You should provide an explanation if the amount for the adjusted project total differs from the calculated project total.

4.3. Supporting Documents

Must be submitted

You are required to upload supplementary materials to support your Final Report and demonstrate the reality and eligibility of your project activities. You can upload files to your report in Mobility Tool+ in the same way you would attach a file to an email. You are able to upload a maximum of 10 files and up to a total of 10MB. In accordance with Annex III of your grant agreement, the following documents **must** be uploaded to your Final Report to support the following budget heading:

- **Exceptional Costs**

For 2020 call and 2020 call KA226 and KA227 projects, you should provide copies of all original relevant supporting documents relating to Exceptional Costs mentioned in your grant agreement to the UK NA. We recommend numbering Exceptional Costs documents to match the Special Costs ID Number within Mobility Tool+. If you wish to send any original hardcopy documents or have been specifically asked to do so by the UK NA, we recommend that you send them by recorded delivery and retain the proof of postage in case of any problems with postage. All original hardcopy documents will be returned to you, once the UK NA has completed its analysis. Please contact your Project Officer or the Erasmus+ Helpline as soon as you know that you will not be able to provide original documents.

May be requested

You are required to retain further supporting documents to evidence the reality and eligibility of your project activities and your final grant request. These documents maybe requested by the UK NA to support the assessment of your Final Report or for future checks or audits. These further checks may include either a desk check or on-the-spot check after completion of the project. If your project is selected for either of these checks, you will be contacted separately. You should make sure that all project documentation is in order.

Please refer to your grant agreement² for full details of the supporting documents you need to keep for each budget heading. The table below provides a summary and should be read in conjunction with your grant agreement.

² Articles II.20.2, II.27.2 and Annex III for 2020 call and 2020 call KA226 and KA227 Grant Agreements. For projects that have been affected by COVID-19, please also refer to Annex IV for 2020 call and 2020 call KA226 and KA227 Grant Agreements providing additional financial and contractual rules applicable to projects organising virtual activities due to COVID-19.

Please note: You should **not** send the documents listed in your grant agreement or in the table below, unless supporting a claim for Exceptional Costs, or you have been specifically asked to do so by the UK NA.

Budget Heading	Evidence to be provided (if requested)
Project Management and Implementation (PMI)	<ul style="list-style-type: none"> ▪ Outputs uploaded to the European Project Results Platform (EPRP). ▪ Depending on the output, they will need to be available for checks at your organisation's premises.
Transnational Project Meeting (TPM)	<ul style="list-style-type: none"> ▪ Declaration of Attendance: <ul style="list-style-type: none"> • Signed by receiving organisation; and • Specifying the name of the participant, the purpose of activity abroad and the start and end date. ▪ Individual travel itineraries, and travel tickets or invoices, should only be provided if travel is from a place other than where the sending organisation is located and/or travel to a place where the receiving organisation is located.
Intellectual Output (IO)	<ul style="list-style-type: none"> ▪ Outputs uploaded to the European Project Results Platform (EPRP). ▪ Depending on the output, they will need to be available for checks at your organisation's premises. ▪ Timesheet per person who worked on individual IO's, including the name of the person, the category of staff [either: (1) Manager; (2) Teacher / Trainer / Researcher / Youth Worker; (3) Technician; or (4) Administration staff], the dates and the total number of days of work for the production of the Intellectual Output. ▪ Proof of nature of relationship between the person and beneficiary concerned (e.g. contract).
Multiplier Event (ME)	<ul style="list-style-type: none"> ▪ Signed Participant list(s) including: <ul style="list-style-type: none"> • Name, place and date of the multiplier event; and • For each participant: name, email address, signature of the person, name and address of the sending organisation. ▪ For virtual multiplier events, a declaration signed by the organiser specifying the name and date of the event, and for each participant their name, and the name and address of the sending organisation for that person. ▪ Detailed agenda and further documents used/distributed during the event
Learning/Teaching/Training Activities (LTTA)	<ul style="list-style-type: none"> ▪ Declaration of Attendance: <ul style="list-style-type: none"> • Signed by the receiving organisation; and • Specifying the name of the participant, the purpose of activity abroad and the start and end date. ▪ For virtual activities, a declaration signed by the organiser specifying the name of the participant, the purpose of the activity, and its start and end date. ▪ Individual travel itineraries, and travel tickets or invoices, should only be provided if travel is from a place other than where the sending organisation is located and/or travel to a place where the receiving organisation is located.

	<ul style="list-style-type: none">▪ For linguistic support, proof of attendance in the form of a declaration signed by the course provider, specifying the name of the participant, the language taught, the format and duration of the support provided; or invoice for purchase of learning materials.
Special Needs Support and Exceptional Costs	<ul style="list-style-type: none">▪ Invoices, each including:<ul style="list-style-type: none">• Name and address of body issuing the invoice;• Amount and currency; and• Date invoice has been issued.

5. After Submitting your Report

Following the online submission of your Final Report through [Mobility Tool+](#), the UK NA will send you an email to acknowledge the receipt of your Final Report and request any missing documents. In the case of missing documents, you should provide these as soon as possible and in accordance with the deadlines provided by the UK NA. If documents are not submitted, the UK NA will proceed with the assessment of your report and any costs associated with any missing documentation may be found ineligible. The UK NA may also need to request the submission of original hardcopy documents by post (for example, in respect of documentation to support Exceptional Costs, as stated in the previous section).

The assessment and outcome of your Final Report and the payment of the balance of your grant amount will be completed within 60 calendar days from the receipt of the report. However, this period will be suspended if the UK NA needs to request any further reporting elements or supporting documents before being able to finalise the assessment. If any additional information is required, you will be notified by email.

Your Final Report will be assessed based on quality criteria and scored out of a total of a maximum of 100 points. In accordance with Annex III of your grant agreement, your grant amount will be subject to reductions for poor, partial or late implementation of the project. The UK NA may reduce the final grant amount as follows even if all activities reported were eligible and actually took place:

Assessment score	Reduction to grant amount
50-100 points	N/A
40-49 points	25%
25-39 points	50%
0-24 points	75%

Your final report will be assessed in conjunction with the supplementary materials, using a common set of quality criteria focusing on:

- The extent to which the action was implemented in line with the approved grant application;
- The quality of activities undertaken;
- The quality of the products and outputs produced;
- The quality of the learning outcomes and impact on participants;
- The impact on the participating organisations;
- In case of learning, teaching and training activities: the quality of the practical arrangements provided in support of the mobility, in terms of preparation, monitoring and support to participants during their mobility activity; the quality arrangements for the recognition/validation of the learning outcomes of participants;
- The quality and scope of the dissemination activities undertaken; and
- The potential for wider impact of the project on individuals and organisations beyond the beneficiaries and for sustainability and/or transfer.

Outstanding debts with the UK National Agency

Please be aware that as part of the payment process, checks will include verification that your organisation does not have any outstanding debts with the UK NA, which is a partnership between British Council and Ecorys UK. Should your organisation have any such debts, you are advised to resolve these as they may result in delays in the issue of any final payment.

6. Contacts

If you have any questions about your Final Report, you can contact the Erasmus+ Helpline on 0121 803 5895 or by email at erasmusplus@ecorys.com. The Helpline is open Monday to Friday, 10am to 4pm (UK time).