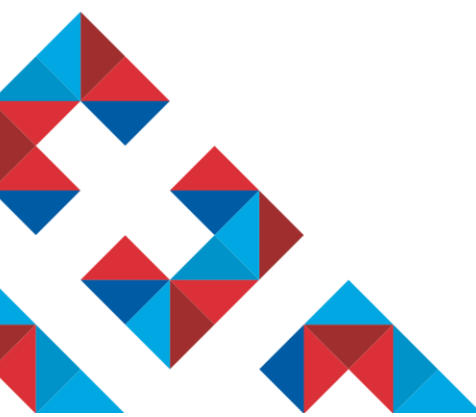# Quick Start Guide To Mobility Tool+

For Key Action 2 Strategic Partnerships

Version 1

Introduction

This step by step guide has been produced by the UK National Agency to help beneficiaries of Key Action 2 Strategic Partnerships projects. If you still need assistance, please do not hesitate to contact us.

We advise using Google Chrome or Mozilla Firefox as your internet browser. Some functionality is lost when using Internet Explorer as your browser.

1. Log In

The official contact and legal representative for your Erasmus+ project (as per the most up-to-date details on the UK National Agency database) will receive an automated email when your Organisation's Erasmus+ project has been added to Mobility Tool+.

In order to log in to Mobility Tool+ you need to have an 'EU Login' account. EU Login is a service that allows users to access digital systems developed or used by the European Institutions. If you already have an EU Login account, please log in and proceed to step 2.

If you do not have an EU Login account, please follow the instructions below to register. Open the following link: https://webgate.ec.europa.eu/cas/eim/external/register.cgi to access the registration page to enter your details.

Please ensure that you

- complete all mandatory fields (marked with an asterisk *);
- read and accept the privacy statement by checking the box; and
- complete the security check by typing in the characters on screen. If the characters are not clear enough, click the icon to try a different image or click the icon for an audio version

After clicking the 'Create an account' button, an automatic email will be sent through to the email address you used to register. This email contains your username and a link to create your password. You must create a password within 90 minutes of receiving the email. If you are required to specify your Domain Name when completing the form, you should ensure that you choose 'External'. Further guidance for registering with EU Login is available on the Erasmus+ website.

Once you have registered, you will be able to log in to Mobility Tool+. In order to do this, please click here or follow this URL address: https://webgate.ec.europa.eu/eac/mobility .
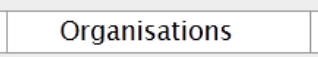
2. Check Your Project Details

When logging in you should select your project number. Once you have done this you should see a page that looks like the picture below. Your Organisation's details should be pre-filled. Please check all details carefully. If anything is incorrect please let us know as soon as possible.

Project Details

Context information

Programme: Erasmus+

Key Action: KA2 - Cooperation for innovation and the exchange of good practices

Action Type: KA201 - Strategic Partnerships for school education

Call Year: 2016

Round: 1

Start of Project:

End of Project:

Project Duration (months):

National Agency

National Agency: UK01 - British Council, in partnership with Ecorys UK – British Council

For further details about your National Agency, please consult the following page
https://ec.europa.eu/programmes/erasmus-plus/contact_en

Project information

Grant Agreement No.: 2016-1-UK01-KA201-

National ID:

Project Title: Challenging Extremism

Project Acronym:

Project Status: Processing

Project Main Objective: Development of Innovation

Beneficiary Organisation information

PIC:

Legal Name:

Business Name

Full legal name (National Language):

Project Access

User's role in project: Admin

Access to Project: Edit Access to Project

Project is locked: ☐

History information

Created by: NA Staff

Created on:

Updated by:

Updated on:

3. Check Organisations/Partners' details

If you wish to check the details for the different organisations that take part in your project:

A. Select [Organisations] from the top toolbar

B. A list of organisations will appear, click 🗒 in order to access their details.

C. Click the grey square under "contacts" to be redirected to the section where only the selected organisation's contacts are displayed.

Please note that these sections are greyed out and can only be modified if the organisations change their PIC details on the Participant Portal.

4. Add any other people who will need access to the tool / update user contact details

If you do not need to add further users, please proceed to step 5. If you would like to add additional users or edit existing users' details, please follow these steps:

A. Select [Contacts] from the top toolbar.

B. You should now see a list of people who currently have access to your project.

C. To edit someone's details select 🖉 next to their name, update details and save.

D. To add a new contact select **+ Create**

E. Enter their details.

Access to Project

F. Select the access to project button ☐ and save. You can choose to give the new contact access to edit or view the project.

G. The new contact should now be detailed in your contacts list. They will now receive the automated login email to confirm access. They will also need an EU Login account (See Step 1: Log in).

Please note: Only those contacts showing an "E" under the "access" column will be able to modify the information on Mobility Tool+. The Legal Representative of the project will not have automatic edit access and the coordinator might wish to change their access rights.

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5. Project Management and Implementation

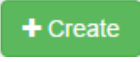This section shows the allocated budget for each partner, as it was allocated by the EU.

If not pre-populated, please type in the 'Project Management and Implementation' budget for each organisation involved in the project. This should be input in the 'Total Amount (Adjusted)' box, which can be edited by clicking on 🖉 .

As this amount is calculated based on a monthly rate, you will need to enter the amount that was awarded to you or a portion of it if you are submitting your report early (in the case of interim reports, for example). You can find the applicable rates in the Erasmus+ Programme Guide for your project's call year.

Role	Total	
Beneficiary	0,00 €	🖉
Partner	0,00 €	🖉
Partner	0,00 €	🖉
Partner	0,00 €	🖉
Partner	0,00 €	🖉
Partner	0,00 €	🖉

6. Transnational Project Meetings
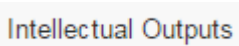
In order to add Transnational Project Meetings on Mobility Tool+, you will need to:

A. Select [Transnational Project Meetings] from the top toolbar.

B. Select [+ Create] to add a new Transnational Project Meeting.

C. You will have to fill in the 'Meeting Title', Start and End dates and the 'Receiving Organisation' fields. The 'Receiving Country' and 'Receiving city' fields will self-populate once the receiving organisation has been selected from a dropdown list.

D. Check and click [Save]. The participant section should appear underneath the [Save] button once it has been clicked.

E. Select [+ Create] to add new participants. You will be redirected to the Participant Form. You can also use the search bar to look for existing participants.

F. Please complete the different fields with the appropriate details. You will need to use the [EU Distance Calculator](#) to work out the distance band for the participants of each organisation. The grey areas will self-populate once the necessary information has been inputted.

G. Once completed, please check all the details carefully and click [Save].

7. Intellectual Outputs

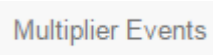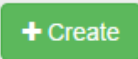**Please note:** This section should only be completed by projects supporting Innovation.

In order to add Intellectual Outputs on Mobility Tool+, you will need to:

A. Select [Intellectual Outputs] from the top toolbar.

B. Select [+ Create] to add a new Intellectual Output.

C. You will have to fill in 'Output Identification', 'Output title', Start and End Dates, the Available Languages (Only Language 1 is compulsory), the Available Media (not a compulsory field) and the 'Description of the Intellectual Output.

D. Check and click [Save]. The 'Organisation' section should appear underneath the [Save] button once it has been clicked.

E. The following screen should appear on your computer. Please fill in all the blank fields in order to allow Mobility Tool+ to calculate the value for the grey fields:

F. Once completed, please check all the details carefully and click [Save]
G. Add as many rows as needed in order to show the organisations that have worked on each Intellectual Output and the number of days they have spent working on it.
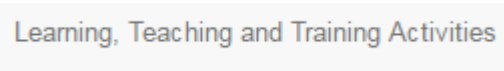
8.Multiplier Events

Please note: This section should only be completed by projects that have created Intellectual Outputs.

All Innovation projects must be disseminated effectively in order to guarantee maximum impact. This section allows beneficiaries to input all the details about the Multiplier Events that have been used to showcase the Intellectual Outputs. To add a Multiplier Event:

A. Select **Multiplier Events** from the top toolbar.

B. Select **+ Create** to add a new event.

C. Please fill in all the blank fields (Event Identification, Event Title, Country of Venue, Description of the Multiplier Event, Intellectual Outputs Covered and Start and End Dates).

D. Once these have been completed, please click **Save** and the Budget section will appear.

E. Please click on the **+ Create** button or use the search bar to find existing information.

F. Complete all the blank fields for the different sections (Organisation, Number of Local Participants and Number of International Participants) in order to allow the Mobility Tool+ to calculate and self-populate the grey fields. Please click **Leading?** ☐ if the hosting country is leading.

G. Check all details have been added carefully and click **Save**.

9. Learning, Teaching and Training Activities

You must add and complete the information for all the Learning, Teaching and Training activities in the project. In order to do this please:
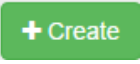
A. Select **Learning, Teaching and Training Activities** from the top toolbar. You will then be able to see the activities included in the project.

B. Select **+ Create** to add a new activity [if they are not displayed already].

C. Please fill in all the blank fields (Activity number, activity type and description of the activity). Please click ☐ **Long-term activity?** if this was a long-term activity.

D. Once these have been completed, please click **Save** and the Participants section will appear.

E. Please click on the **+ Create** button or use the search bar to find participants' information.

F. Complete all the blank fields for the different sections in order to allow the Mobility Tool+ calculate and self-populate the grey fields.

G. Check all details inputted carefully and **Save**.

10.   Special Costs

Please select the relevant category, as this will show specific questions for each category

In order to input any Special Costs on Mobility Tool+, follow these steps:

A. Select **Special Costs** from the top toolbar.

B. Select **+ Create**

C. Please select the relevant category for the costs you are entering.

Cost Type

Special Needs Support	Exceptional Costs	Exceptional Cost Guarantee

For Special Needs Support

A.   Select from the top tool bar

B. Fill in all the blank fields (Organisation, Number of Participants with Special Needs, Grant Requested and Description and Justification).

C. Check the details carefully and click **Save**.

Please remember that these are real costs (not calculated using unit rates). You will need to attach the invoices / receipts for Special Needs Support within the final report.

For Exceptional Costs

Exceptional Costs must have been previously approved by the National Agency. In order to input information regarding Exceptional Costs:

A. Select **Exceptional Costs** from the top toolbar.

B. Please fill in all the blank fields (Organisation, Total Incurred Cost, and the Description and Justification). This will trigger the self-populating option for the grey fields, which will provide you the actual costs.

C. Check the details carefully and click **Save** .

Please remember that these are real costs (not calculated using unit rates) and that they must have previously been approved by the National Agency. You will need to attach the invoices / receipts for Exceptional Costs within the final report.

For Exceptional Costs Guarantee

Please complete this section only if this type of cost was previously agreed with the UK National Agency.

A. Select **Exceptional Cost Guarantee** from the top toolbar.

B. Please fill in all the blank fields (Organisation and Total Incurred Cost). This will trigger the self-populating option for the grey field, which will provide you the actual costs.
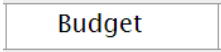
C. Check the details carefully and click **Save** .

Please note: Every time you click save you will be redirected to the home page of the "Special Costs" section. Therefore, you will need to click **+ Create** every time you wish to add a new Special Cost.

11.   Check your budget section

The Budget section provides a summary of the financial details of the project against each of the budget headings. This section displays your project's current budget based on the information you have entered into Mobility Tool+ as well as your budget approved by the UK National Agency.

Please regularly check the Budget section to help you financially manage your project and any budget category transfers that you have informed the National Agency about. For this purpose, Mobility Tool+ also includes a column which displays the percentage of your current budget against

the approved budget. If you go over your approved budget for any heading, the amount will be shown in red.

A. Select **Budget** from the top toolbar.

B. Enter Exceptional Costs only if this has previously been approved by the UK National Agency.

C. Check that the "Current Budget (in Mobility Tool)" reflects the amount you have spent so far.

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
Total Project	23,050.00	0.00	0.00%

12. Complete your final report

A. Select **Reports** from the top toolbar.

B. Select **Generate Beneficiary Report**

C. Select **Edit Draft**

D. Complete the narrative sections of the form until all the left toolbar is completed with green ticks

1. Context	✔
2. Project Summary	✔
3. Summary of participating organisations	✔

E. When you have completed all narrative questions please upload your supporting documentation in the annexes section at the bottom of the page.

Please note: For Key Action 2 projects, you will need to submit the following attachments:

- Report Declaration of Honour – This can be downloaded within your report (please see step G).
- Receipts and invoices for Special Costs
- For **youth** projects (KA205) you will also need to submit a timetable as an attachment.
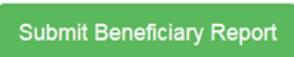

F. Once you are happy with your final report and all documentation is uploaded as an annex you should press the "start the submission process" button at the top of the page.

G. A pop up window should appear regarding the Beneficiary Decleration of Honour. You should "Download PDF", print it and get the legal representative of your project to sign it. You must then scan and upload it as a file using the "select file" button.

H. Once your Declaration of Honour is uploaded select

I. Please then read the Data Protection Notice and select Go through the check list carefully. When you are satisfied you have completed each step click the button. This should turn the button green and to

J. Once you have completed the check list select

13. Submit your final report

You can submit your final report using the button. Once you submit your final report, you will no longer be able to access your project in Mobility Tool+. Please check the report content before submitting.

14. Next Steps

Once your report has been assessed we will notify you of the next steps.

The amount of the final payment to be made to you will be established on the basis of your final report. If a) the events generating the grant are not implemented or are implemented in a different way than planned; or b) the eligible costs actually incurred by the beneficiary are lower than those planned at application stage, or c) the quality of the realised activities/outputs is of insufficient quality, the funding may be reduced proportionally or, where applicable, your school may be required to repay any excess amounts already received as pre-financing payment.

As a general rule, the final payment or request for recovery of the balance will be issued within 60 calendar days of the receipt of the final report.

15. Project Results Platform

Please note that all Key Action 2 projects are contractually required to upload all of their project results onto the Project Results Platform. The information provided here will be assessed together with the narrative report submitted through Mobility Tool+. Therefore, this information should be detailed and include evidence of these results (i.e. links to a website, videos, etc.) in order to provide evidence of the project's outcomes.

If you require any support with this platform, please contact the European Commission at EAC-ProjectsPlatform-HelpDesk@ec.europa.eu

16. Contact us for more help

The Erasmus+ Team is on hand to help you with any queries you may have during your placement. You can contact us by phone via +44 (0) 161 957 7755. Our helpline is open Monday – Friday. 08.30 – 17.30 (excluding public holidays). You can also contact us via email at erasmusplus.applications@britishcouncil.org .