



Welcome to the Erasmus+ webinar for beginners

Erasmus+ Start Up Webinar for Higher Education

Presenter:

Mathilda Manley-Lewis

Erasmus+ Customer Service and Events Officer

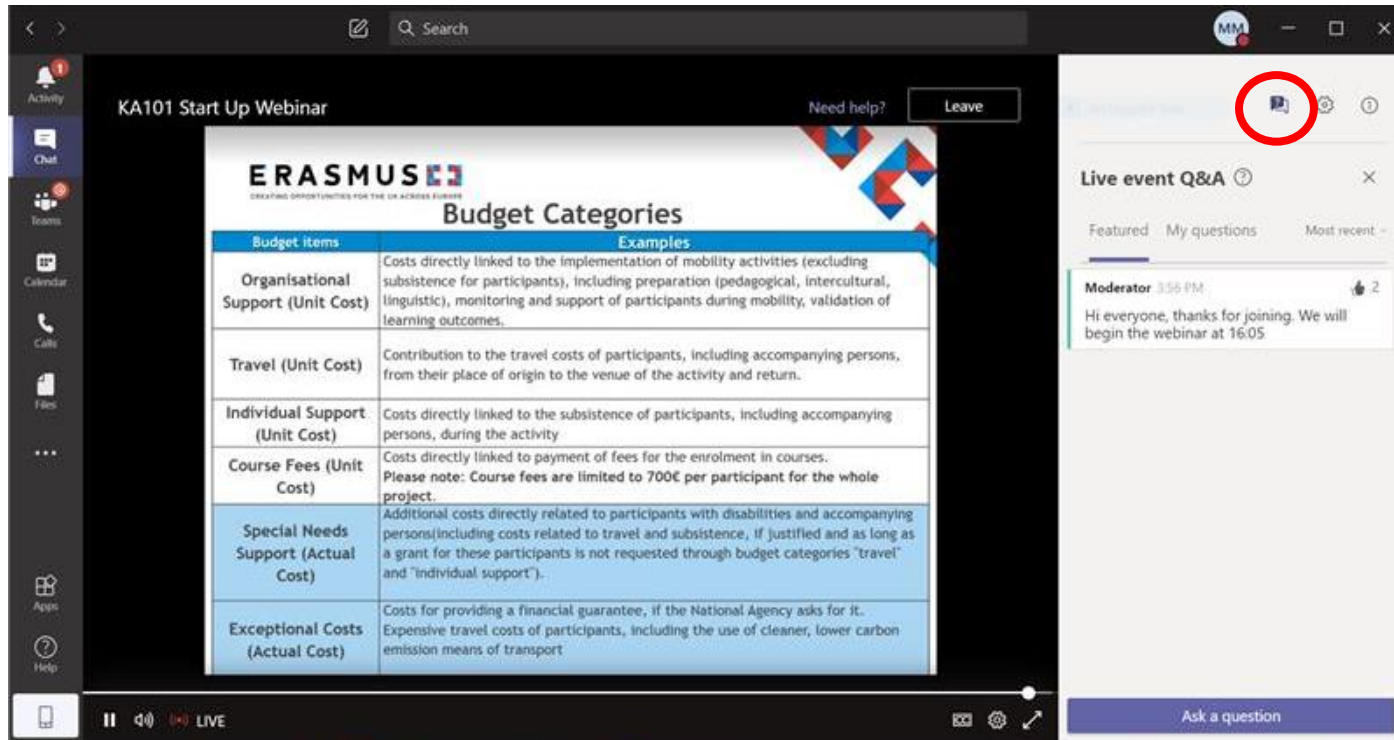
Co-presenters:

Lara Blagojevic

Erasmus+ Customer Service and Events Manager

Simona Cavani

Erasmus+ Customer Service and Events Officer



KA101 Start Up Webinar


ERASMUS
CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

Budget Categories

Budget items	Examples
Organisational Support (Unit Cost)	Costs directly linked to the implementation of mobility activities (excluding subsistence for participants), including preparation (pedagogical, intercultural, linguistic), monitoring and support of participants during mobility, validation of learning outcomes.
Travel (Unit Cost)	Contribution to the travel costs of participants, including accompanying persons, from their place of origin to the venue of the activity and return.
Individual Support (Unit Cost)	Costs directly linked to the subsistence of participants, including accompanying persons, during the activity
Course Fees (Unit Cost)	Costs directly linked to payment of fees for the enrolment in courses. Please note: Course fees are limited to 700€ per participant for the whole project.
Special Needs Support (Actual Cost)	Additional costs directly related to participants with disabilities and accompanying persons (including costs related to travel and subsistence, if justified and as long as a grant for these participants is not requested through budget categories "travel" and "individual support").
Exceptional Costs (Actual Cost)	Costs for providing a financial guarantee, if the National Agency asks for it. Expensive travel costs of participants, including the use of cleaner, lower carbon emission means of transport

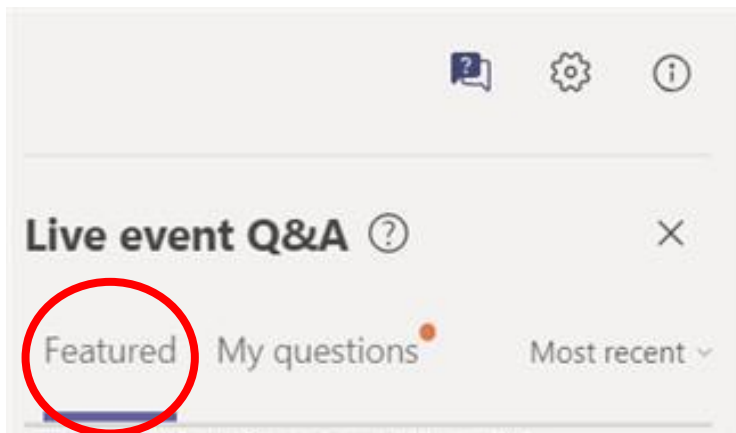
Live event Q&A

Featured My questions Most recent

Moderator 3:56 PM  2

Hi everyone, thanks for joining. We will begin the webinar at 16:05

[Ask a question](#)



Live event Q&A

Featured My questions Most recent

[Ask a question](#)

Contents

- Overview of Erasmus+
- Key Action 1
- Differences between KA103 and KA107
- Project life-cycle
- Useful tips
- Upcoming webinars
- Q&As



The bigger picture / overview of Erasmus+

Erasmus+ 2014 - 2020

The programme is structured around five Key Actions

Key Action 1

Key Action 2

Key Action 3

Jean Monnet Activities

Sport

There are two methods of management...

Centralised
(managed by the European Commission)

Decentralised
(managed by the UK National Agency)

UK National Agency position

The programme is structured around five Actions

Key Action 1

Key Action 2

Key Action 3

Jean Monnet
Activities

Sport

There are two
methods of
management...

Centralised
(managed by the
European
Commission)

Decentralised
(managed by the **UK
National Agency**)

British
Council

- Higher education
- Schools
- Youth Key Action 2+3

Ecorys
UK

- Vocational education
and training
- Adult education
- Youth Key Action 1



Key Action 1

Key Action (KA) 1 for HE

103

LEARNING
MOBILITY
FOR INDIVIDUALS

107

INTERNATIONAL
CREDIT
MOBILITY (ICM)

Example of project number: 2014-1-UK01-KA103-000142

Always have your project number handy.

Overview of Erasmus+ activities and key actions

ERASMUS+ AT EUROPEAN LEVEL AKA CENTRALISED ACTIVITIES	
Key Action 1	Joint Master's Degrees; Erasmus+ Master loan scheme; Large Scale European Voluntary Service Events.
Key Action 2	Knowledge Alliances; Sector Skills Alliances; Capacity Building in the field of higher education; Capacity Building in the field of youth.
Key Action 3	Knowledge in the fields of education, training and youth; Prospective Initiatives; Cooperation with international organisations.
Jean Monnet	Jean Monnet Modules, Jean Monnet Chairs, Jean Monnet Chairs of Excellence, Jean Monnet Support to Associations, Jean Monnet Networks, Jean Monnet Projects.
Sport	Collaborative Partnerships, Small Collaborative Partnerships, Not-for-profit European sport events.

ERASMUS+ IN THE UK AKA DECENTRALISED ACTIVITIES		
BRITISH COUNCIL		ECORYS UK
Mobility for higher education students and staff (KA103) and (KA107). Mobility for school staff (KA101)	Key Action 1	Mobility for VET learners and staff; and Mobility for adult education staff and Mobility for young people and youth workers.
Strategic Partnerships for higher education (KA203); Strategic Partnerships for schools; Strategic Partnerships for youth; and Strategic Partnerships in more than one field where the focus is in the field of schools, youth or higher education.	Key Action 2	Strategic Partnerships for VET; Strategic Partnerships for adult education; and Strategic Partnerships in more than one field - where the focus is in the field of VET or adult education.
Meetings between Young People and Decision Makers.	Key Action 3	Knowledge in the fields of education, training and youth; Prospective Initiatives; Cooperation with international organisations.

Key Action 1 - eligible countries

PROGRAMME countries (103)

Member states of the EU:

Belgium Bulgaria Czech Republic Denmark Germany Estonia
Ireland Greece Spain France Croatia Italy Cyprus Latvia
Lithuania Luxembourg Hungary Malta Netherlands Austria
Poland Portugal Romania Slovenia Slovakia Finland Sweden
United Kingdom¹⁰

+ non EU Programme Countries

Republic of North Macedonia Iceland Liechtenstein Norway
Turkey Serbia

PARTNER countries (107)

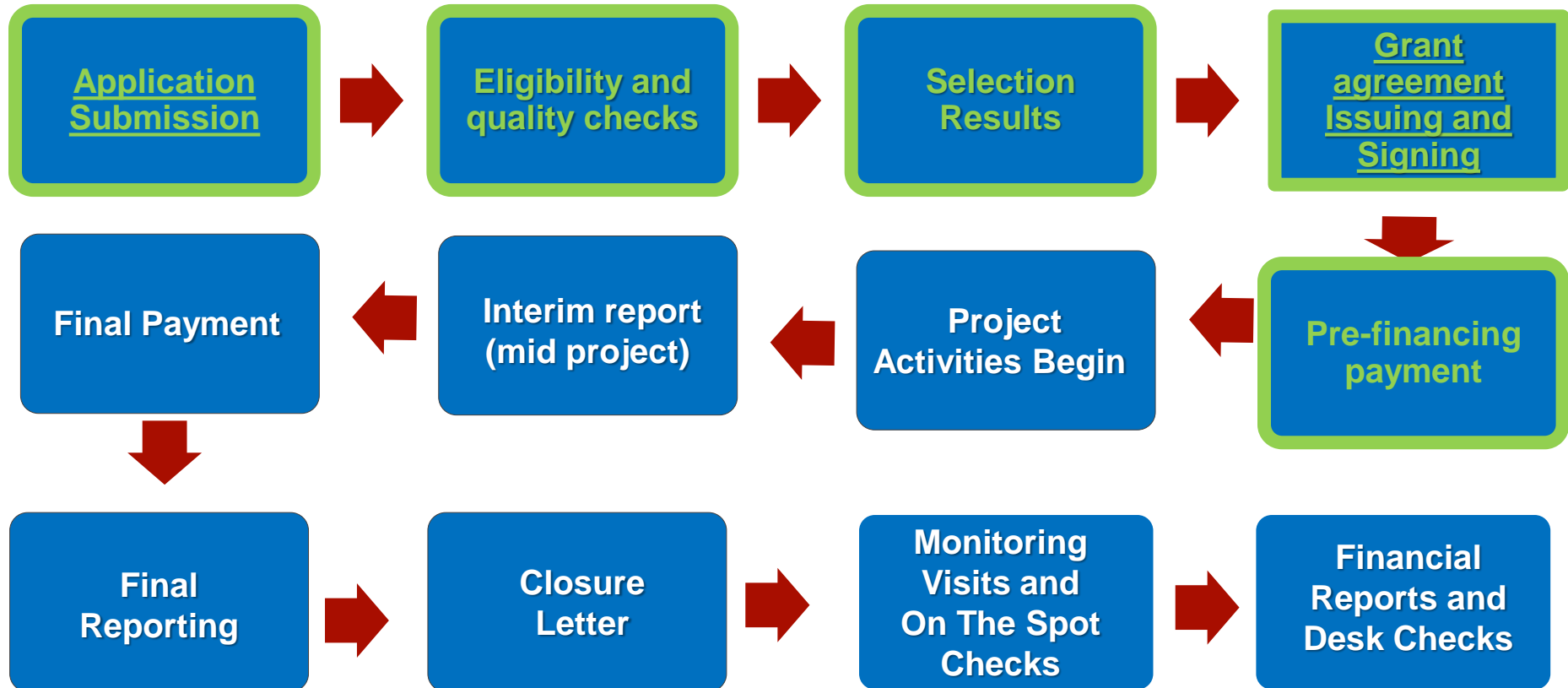
Partner countries neighbouring the EU

Albania, Bosnia and Herzegovina Kosovo, Montenegro, Armenia,
Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised
by international law, Algeria, Egypt, Israel, Jordan, Lebanon, Libya,
Morocco, Palestine¹³, Syria, Tunisia, Territory of Russia as recognised by
international law .

Other partner countries (conditions apply)

Andorra, Monaco, San Marino, Vatican City State, Afghanistan,
Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos,
Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri
Lanka, Thailand, Vietnam, Kazakhstan, Kyrgyzstan, Tajikistan,
Turkmenistan, Uzbekistan, Argentina, Bolivia, Brazil, Colombia, Costa
Rica, Cuba, Ecuador, El Salvador, Guatemala, Honduras, Mexico,
Nicaragua, Panama, Paraguay, Peru, Venezuela, Iran, Iraq, Yemen, South
Africa, Angola, Antigua and Barbuda, Bahamas, Barbados, Belize, Benin,
Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African
Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the,
Cook Islands, Djibouti, Dominica, Dominican Republic, Equatorial Guinea,
Eritrea, Ethiopia, Fiji, Gabon, Gambia, Ghana, Grenada, Guinea, Guinea-
Bissau, Guyana, Haiti, Republic of Côte d'Ivoire, Jamaica, Kenya, Kiribati,
Lesotho, Liberia, Madagascar, Malawi, Mali, Marshall Islands, Mauritania,
Mauritius, Micronesia- Federated States of, Mozambique, Namibia, Nauru,
Niger, Nigeria, Niue, Palau, Papua New Guinea, Rwanda, Saint Kitts And
Nevis, Saint Lucia, Saint Vincent And The Grenadines, Samoa, Sao Tome
and Principe, Senegal, Seychelles, Sierra Leone, Solomon Islands,
Somalia, South Sudan, Sudan, Suriname, Eswatini, Timor Leste -
Democratic Republic of, Tanzania, Togo, Tonga, Trinidad and Tobago,
Tuvalu, Uganda, Vanuatu, Zambia, Zimbabwe, Bahrain, Kuwait, Oman,
Qatar, Saudi Arabia, United Arab Emirates.

Project life-cycle - Application phase



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MENU ▾

About Erasmus+

News and events

Before you apply

Apply for funding

After you apply

Manage your grant

Advice for participants

Key resources

Results and statistics

Community

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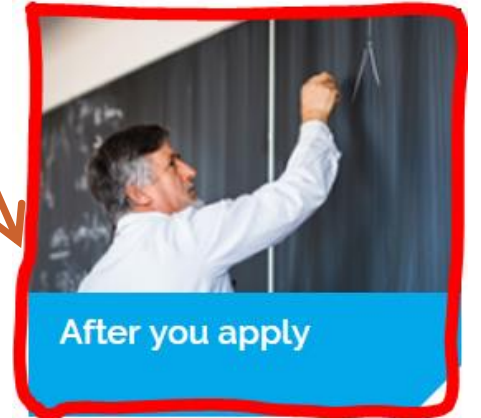
Home Contact us Newsletter Erasmus+ stories Cymraeg

MENU ▾

SEARCH



Quick links	Upcoming funding deadlines		Latest news
What can I do?	Before you apply	Apply for funding	After you apply
Manage your grant	Results and statistics	Key resources	Brexit update



Before you apply

Higher Education Institutions must:

- Hold an Erasmus Charter for Higher Education ([ECHE](#))
 - Register organisation on the EC's [Organisation Registration System](#)
-
- Decide what Key Action (KA) you would like to apply for
 - Check the application **deadlines**
 - Check the compliance with the Programme criteria for the relevant Action/field
 - Check the financial conditions
 - Fill in and submit the online application form on the [Erasmus+ application portal](#)

UK National Agency's Erasmus+ online resources

Erasmus+ UK website (decentralised actions) - www.erasmusplus.org.uk/

Before you apply <https://www.erasmusplus.org.uk/before-you-apply>

Funding deadlines <https://www.erasmusplus.org.uk/funding-deadlines>

Who can take part <https://www.erasmusplus.org.uk/who-can-take-part>

Registering your organisation <https://www.erasmusplus.org.uk/registering-your-organisation>

Looking for ICM partners <https://www.erasmusplus.org.uk/higher-education-partner-opportunities>

Apply for funding <https://www.erasmusplus.org.uk/apply-for-funding>

Application support webinars <https://www.erasmusplus.org.uk/events-and-webinars>

HE funding opportunities <https://www.erasmusplus.org.uk/higher-education-funding>

HE ICM specific <https://www.erasmusplus.org.uk/apply-for-international-credit-mobility>

HE partnership funding <https://www.erasmusplus.org.uk/apply-for-higher-education-partnership-funding>

After you apply <https://www.erasmusplus.org.uk/after-you-apply>

Key dates <https://www.erasmusplus.org.uk/key-dates-for-erasmus-applicants>

Information on selection process <https://www.erasmusplus.org.uk/selection-process>

Subscribe for newsletter <https://www.erasmusplus.org.uk/subscribe-to-our-newsletter>

Mobility Tool+ Guidance during Covid - <https://www.erasmusplus.org.uk/file/31126/download>

Organisation Registration System <https://www.erasmusplus.org.uk/file/28186/download>

European Commission's Erasmus+ online resources

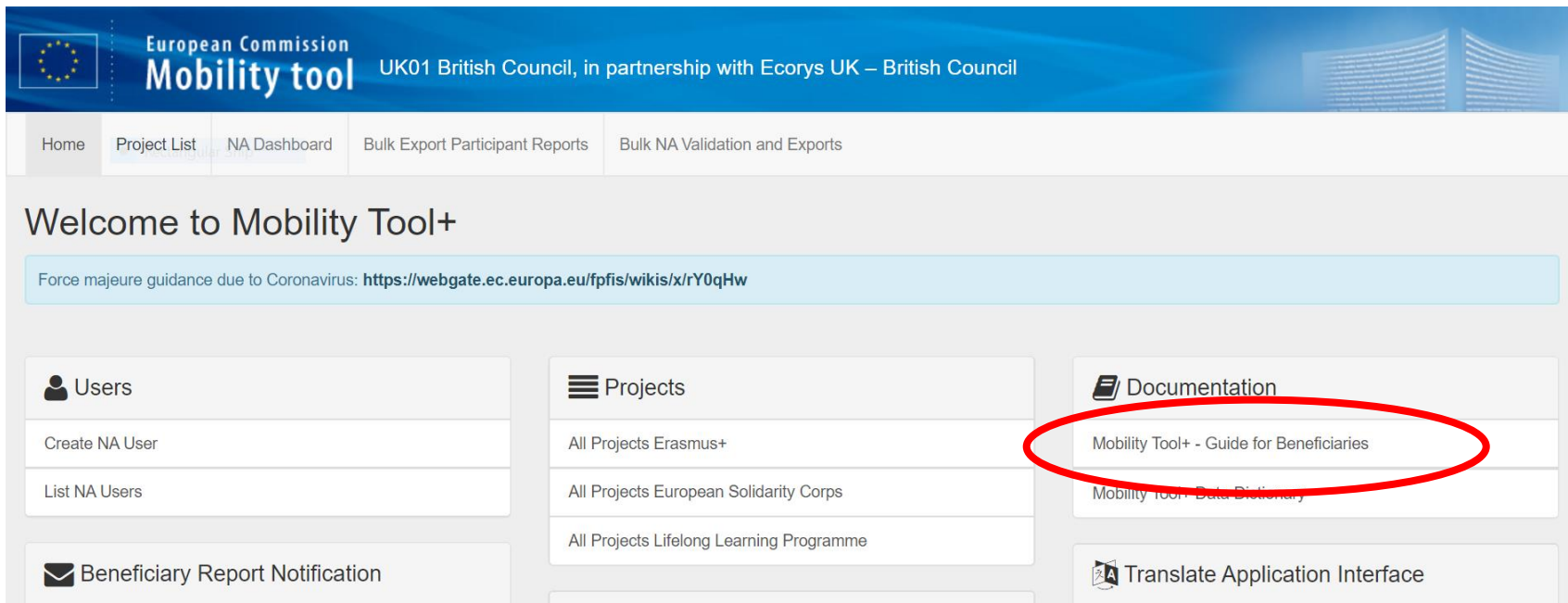
EC Erasmus+ website (centralised actions) eacea.ec.europa.eu/erasmus-plus_en

Info about EC funding opportunities https://eacea.ec.europa.eu/erasmus-plus/funding_en

Erasmus+ project results platform <http://ec.europa.eu/programmes/erasmus-plus/projects/>

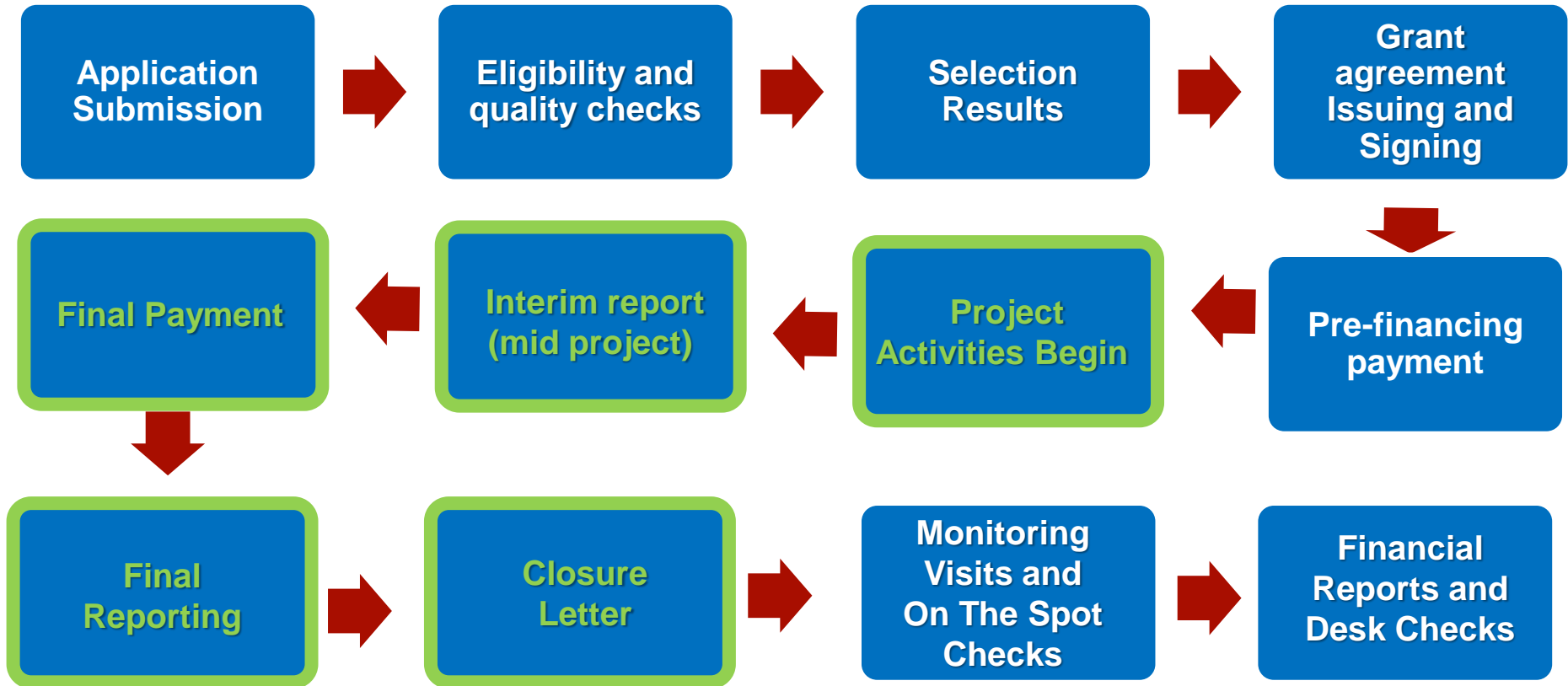
Mobility Tool+ Guide for beneficiaries

<https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Mobility+Tool+-+Guide+for+Beneficiaries>



The screenshot shows the 'European Commission Mobility tool' website. The header includes the European Commission logo and the text 'UK01 British Council, in partnership with Ecorys UK – British Council'. A navigation menu contains 'Home', 'Project List', 'NA Dashboard', 'Bulk Export Participant Reports', and 'Bulk NA Validation and Exports'. The main content area is titled 'Welcome to Mobility Tool+' and features a light blue banner with the text 'Force majeure guidance due to Coronavirus: <https://webgate.ec.europa.eu/fpfis/wikis/x/rY0qHw>'. Below this, there are three main sections: 'Users', 'Projects', and 'Documentation'. The 'Users' section has 'Create NA User' and 'List NA Users'. The 'Projects' section has 'All Projects Erasmus+', 'All Projects European Solidarity Corps', and 'All Projects Lifelong Learning Programme'. The 'Documentation' section has 'Mobility Tool+ - Guide for Beneficiaries' (highlighted with a red oval) and 'Mobility Tool+ Data Dictionary'. At the bottom, there is a 'Beneficiary Report Notification' section and a 'Translate Application Interface' section.

Project life-cycle - Manage Your Grant phase



MANAGE YOUR GRANT

<https://www.erasmusplus.org.uk/manage-your-grant>

Shaping Futures
Celebrating 30 years of Erasmus+ Find out more

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Home Contact us Newsletter Erasmus+ stories Cymraeg

MENU

- About Erasmus+
- News and events
- Before you apply
- Apply for funding
- After you apply
- Manage your grant**
- Advice for participants
- Key resources
- Results and statistics
- Community

Join us in Manchester
Come to our Learning Networks event to be inspired by organisations from across the sectors and get networking.
Register now

Quick links

- What can I do?
- Before you apply
- Apply for funding
- After you apply

Upcoming funding deadlines

Latest news

Manage your grant

Results and statistics

Key resources

Brexit update

Legal

Accessibility

Privacy policy

Disclaimer

Cookie policy

Sitemap

Latest Tweet

erasmusplusUK
April 11, 2019 - 12:30
"I think it was very good for networking and creating new possible partnerships."
#LearningNetworks can be a great...
<https://t.co/4NBx2tR9W>

BRITISH COUNCIL ECORYS Erasmus+

Erasmus+ is the European Union programme for education, training, youth and sport. The Erasmus+ UK National Agency is a partnership between the British Council and ECORYS.

Department for Education

Manage your grant

MENU ▾

About Erasmus+

News and events

Before you apply

Apply for funding

After you apply

Manage your grant

Advice for participants

Key resources

Results and statistics

Community

Higher education projects

Vocational education projects

Schools projects

Adult education projects

Youth projects

Promotion and dissemination

IT Tools

Manage your grant

If your organisation was successful in applying for Erasmus+ funding for a project then congratulations, you are now a beneficiary of the Erasmus+ programme!

The UK [National Agency](#) can advise you on how to manage your Erasmus+ project, how to use your Erasmus+ funding and how to meet the European Commission's reporting requirements, using all the tools available.



Higher education projects



Vocational education projects



Schools projects



Adult education projects



Youth projects



Promotion and dissemination



IT tools

▼ Guides

▼ Agreements

▼ Additional Support (Disability & Special Needs)

▼ National Agency and EC forms

▼ Online Tools

▼ Reporting

▼ Higher education workshops

▼ Promotion and Dissemination



Erasmus+ is the European Union programme for education, training, Higher Education and sport. The Erasmus+ UK National Agency is a partnership between the British Council and Ecorys UK.

Eligible sending institutions

KA 103

Organisations must
be based and
registered in the UK

- UK **HEI** awarded with ECHE
- A **Consortium** must hold valid consortium accreditation. However, the request for the consortium accreditation can be made at the same time as applying for grant mobility projects

KA 107

Organisations must
be based and
registered in the UK

- **Programme HEI** awarded with ECHE
- A **Consortium** must hold valid consortium accreditation. However, the request for the consortium accreditation can be made at the same time as applying for grant mobility projects

Eligible receiving institutions

KA 103

Organisations must be based and registered in another Programme Country

- **HEIs in Programme Countries** must have been awarded **ECHE**;
- **Eligible Programme Country organisation** for traineeships and staff training as per the Programme Guide.

KA 107

Organisation must be based and registered in Partner Country

- **Partner Country HEI accredited by the relevant national accreditation organisation** that has signed inter-institutional agreement with their Programme Country partners.

Student mobility for study

103 **107**

■ Eligibility: Must be enrolled at a HEI in at least second year of studies, studying towards a recognised degree	yes	yes
■ Are part time or online students eligible (as long as they study full time during the mobility period)	yes	yes
■ Minimum duration: (Short durations can be approved by the NA on a case by case basis)	3m=90d	3m=90d
■ Maximum duration per study cycle (Extension of mobility is possible, as long as maximum duration isn't exceeded)	12m	12m
■ Studies must be part of the student's study programme	yes	yes
■ Academic Recognition required	yes	yes
■ Academic/tuition/library access etc. Fees	no	no
■ Other small fees (such as photocopying or other) may apply	yes	yes
■ Can recent graduates apply?	no	no

Student mobility for traineeships

103 **107**

■ Eligibility: enrolled at HEI holding ECHE in <u>any</u> year of study	yes	yes
■ Can be hosted only by <u>eligible</u> organisations	yes	yes
■ Is a recognition required? (ECTS or Diploma Supplement)	yes	yes
■ Minimum duration	2m	2m
■ Maximum duration per study cycle	12m	12m
■ Can recent graduates apply? (as long as they apply and are selected for placements prior to their graduation and the student completes traineeship within 1 year of their graduation. Recognition NOT required)	yes	no
● Is full time work required?	no	yes
■ NB: there are 3 types of traineeships: <ul style="list-style-type: none"> ■ Traineeships embedded in the curriculum (counting towards the degree) ■ Voluntary traineeships (not obligatory for the degree) ■ Traineeships for recent graduates 		

Staff mobility for teaching

103 **107**

- | | | |
|--|-----|-----|
| ■ Eligibility: employment contract at HEI holding ECHE or IIA | yes | yes |
| ■ Is Staff Mobility Agreement required? | yes | yes |
| ■ Is Inter-institutional Agreement signed by both HEIs required? | yes | yes |

Duration:

- | | | |
|--|---------------|---------------|
| ■ Minimum duration (excluding travel time) | 2 days | 5 days |
| ■ Maximum duration (excluding travel time) | 2 months | 2 months |
| ■ Teaching hours per week | 8 hours | 8 hours |

(If the mobility lasts longer than one 1 week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week, e.g. $8 \text{ (number of teaching hours)} / 5 \text{ (number of days in a week)} = 1.6 \text{ hours teaching per day}$)

Staff mobility for training

	103	107
■ Eligibility: employment contract at HEI holding ECHE	yes	yes
■ Is Staff Mobility Agreement required?	yes	yes
■ Is Inter-institutional Agreement signed by both HEIs required?	no	yes
■ Purpose: development/upskilling abroad, such as training events or job shadowing, observation, workshops, etc.		
■ Conferences are NOT eligible training activities but if they're Erasmus+ related they can be funded through Organisational Support (OS) budget.		

A period abroad can combine teaching and training activities.

KA103 vs KA107

103	107
16 or 24	24 or 36
1 June	1 August
30 Sept 2021	N/A
31 May 2022	31 July 2022
N/A	31 July 2023

- | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|-----|-----|-----|-----|-----|-----|-----------|------------|-----|-----|-----------|------------|-----|-----|-----|-----|-----|-----|-----|-----|------------|-----------|
| <ul style="list-style-type: none"> ■ Project duration ■ Start date ■ End date <ul style="list-style-type: none"> ■ 16 months ■ 24 months ■ 36 months ■ Grant agreement between HEI and participant required <ul style="list-style-type: none"> ■ Is an electronic option possible? ■ Inter-institutional agreement required <ul style="list-style-type: none"> ■ Student mobility for studies ■ Student mobility for traineeship ■ Staff mobility for teaching ■ Staff mobility for training ■ Are electronic versions possible? ■ Learning/mobility agreement required? ■ Special needs grant ■ Zero grant ■ Partial grant | <table border="0"> <tr> <td>yes</td> <td>yes</td> </tr> <tr> <td>yes</td> <td>yes</td> </tr> <tr> <td>yes</td> <td>yes</td> </tr> <tr> <td>no</td> <td>yes</td> </tr> <tr> <td>yes</td> <td>yes</td> </tr> <tr> <td>no</td> <td>yes</td> </tr> <tr> <td>yes</td> <td>yes</td> </tr> <tr> <td>Yes</td> <td>yes</td> </tr> <tr> <td>yes</td> <td>yes</td> </tr> <tr> <td>yes</td> <td>yes</td> </tr> <tr> <td>yes</td> <td>no</td> </tr> </table> | yes | yes | yes | yes | yes | yes | no | yes | yes | yes | no | yes | yes | yes | Yes | yes | yes | yes | yes | yes | yes | no |
| yes | yes | | | | | | | | | | | | | | | | | | | | | | |
| yes | yes | | | | | | | | | | | | | | | | | | | | | | |
| yes | yes | | | | | | | | | | | | | | | | | | | | | | |
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| yes | no | | | | | | | | | | | | | | | | | | | | | | |



CREATING OPPORTUNITIES FOR THE UK ACROSS EUROPE

UK National Agency Erasmus+ online resources

Erasmus+ UK website (decentralised actions) - www.erasmusplus.org.uk/

HE Manage your Grant <https://www.erasmusplus.org.uk/higher-education-projects>

HE Grant Rates <https://www.erasmusplus.org.uk/higher-education-student-and-staff-grant-rates>

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

Publications <https://www.erasmusplus.org.uk/publications>

Impact+ Exercise <https://www.erasmusplus.org.uk/impact-assessment-resources>

Erasmus+ Blog <https://www.erasmusplus.org.uk/blog>

Key Resources <https://www.erasmusplus.org.uk/key-resources>

FAQs <https://www.erasmusplus.org.uk/frequently-asked-questions>

European Commission online resources

EC Erasmus+ website (centralised actions) https://ec.europa.eu/programmes/erasmus-plus/node_en

The ECHE ec.europa.eu/programmes/erasmus-plus/resources/documents-for-applicants/erasmus-charter-higher-education_en

ECTS Users' Guide http://ec.europa.eu/education/ects/users-guide/index_en.htm

Online Linguistic Support <https://app.erasmusplusols.eu/>

Other online resources

Universities UK International <https://www.universitiesuk.ac.uk/International>

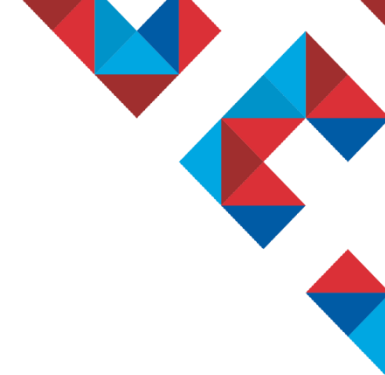
Promotion of Student Traineeship <https://erasmusintern.org/>

Promotion of Staff mobility <http://staffmobility.eu/>

Grade conversion <http://egracons.eu/>

Online Linguistic Support <https://support.erasmusplusols.eu/hc/en-gb/categories/115000474714-I-am-a-Beneficiary-Institution>

FAQs



Changes to your Project

Change of Legal Representative

For a change of Legal Representative; Erasmus Coordinator; or name of your institution:

- You will need to fill in the EC's Institutional Profile – Change of Data form available on our website and send to the EC's Executive Agency (EACEA) Documents which are listed in the form. Also email a copy to the Helpdesk.
- If you are changing the name of the institution please do not forget to change the name in the Participant Portal

Change of project contacts

If the project coordinator changes during the project, we need to be informed ASAP via the **Project Contact Form** available on our website:

- Up to 3 contacts can be listed, 1 preferred, 2 other
- Updating Mobility Tool+ is the HEI's responsibility
- Project related information can be shared only with the listed project contacts

Changes to Project Duration

Short Duration

Any mobilities that do not meet the minimum duration required must be approved by the UK National Agency. This [Short Duration Request Form](#) (367 KB) allows an official submission for a short duration request for the National Agency to approve. Supporting documents are also required in the assessment.

For mobilities which were impacted by Covid-19, the UK NA do not require UK BENs to submit Short Duration Request forms for early returns. This applies to both mobilities that have met or didn't meet their minimum duration.

Interruptions

If a mobility participant undertakes an activity not related to their mobility, this should be considered as an interruption day and must be recorded on Mobility Tool+ as such. Any interruption days will not be funded and will be deducted from the mobility duration. Please ensure that a mobility with interruption days still meets the minimum duration for the relevant mobility.

Changes to Project Duration

Change in mobility duration

- If the difference between the confirmed period and the one indicated in the grant agreement is more than 5 days, the beneficiary must update this in Mobility Tool+ by indicating the confirmed period (i.e. the start date and end dates notified in the Transcript of Records or Traineeship Certificate) and the grant will be recalculated.
- On the contrary, if the difference is 5 days or less, the beneficiary must maintain in Mobility Tool+ the period indicated in the grant agreement (i.e. the grant is not recalculated).

EU Survey (Participant Report)

Issued automatically: 30 days before the mobility end date for students, on the mobility end date for staff (will not be sent out if the mobility is in draft, i.e. mobility record must be either completed or revalidated).

Completing within 30 days is a contractual obligation and HEIs are responsible for ensuring individuals complete these reports.

You can manually re-issue the EU Survey through MT+.

This is not required for participants who have had their mobilities impacted by Covid-19.

Interim Report

For this report you would need to ensure that all mobilities that have taken place, as well as that are yet to take place until the end date of the project, are recorded on Mobility Tool+.

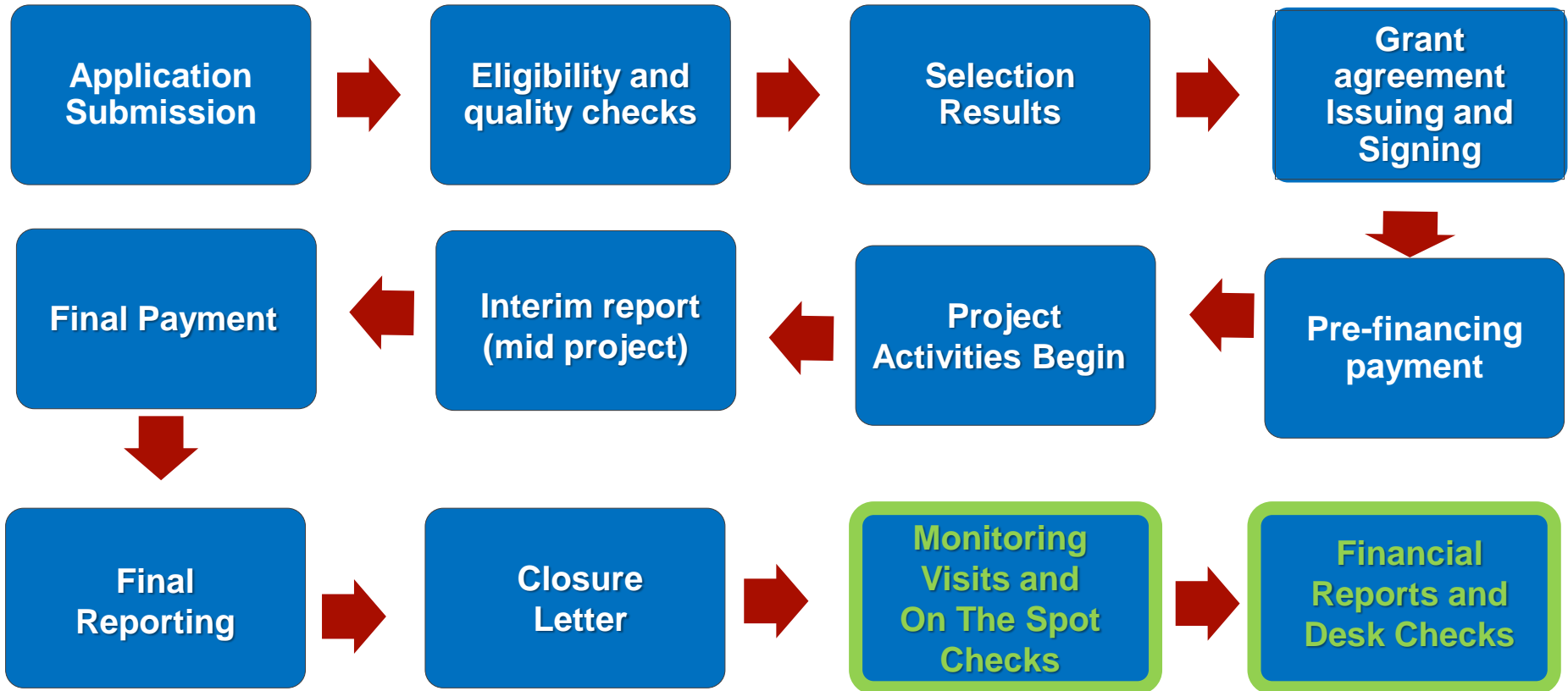
You will be required to download a pdf of the budget (click 'Export PDF') and email it to us.

Whilst the MT+ remains open for use, we appreciate that no changes are made to your project in 4 weeks following the submission deadline.

Final Report

Must be submitted within 60 days of the project end date. The Mobility Tool+ remains fully open during the reporting period, however, no changes to project records in the MT+ will be possible past the final report deadline.

Project life-cycle - Compliance phase



**Any questions about how to manage your
projects and financial grants?**



Stay in the loop with the latest Erasmus+ news

Mailing Lists

Erasmus Information (EI):

Closed mailing list for the NA to:

- Disseminate information
- Provide advice or assistance to all HEIs
- Issue monthly E-news

ERASMUS-
INFORMATION@LISTS.BRITISHCOU
NCIL.ORG

Erasmus Tempus Talk (ETT):

Open discussion group for institutions to:

- Share ideas
- Seek opinions
- issue monthly E-News

ERASMUS-TEMPUS-
TALK@LISTS.BRITISHCOUNCIL.ORG

Subscribe to our [newsletter](#).

Contact us

Helpline:

Monday - Friday

09:00 - 17:00

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Thank you.

Q&A