

Beneficiary module



ČLÁNEK I.11 – POUŽÍVÁNÍ NÁSTROJŮ IT

I.11.1 Nástroj pro předkládání zpráv a řízení programu Erasmus+

Příjemce musí používat internetový nástroj pro předkládání zpráv a řízení poskytovaný Evropskou komisí k záznamu všech informací souvisejících s aktivitami vykonávanými v rámci projektu (včetně aktivit, jež nebyly přímo podpořeny grantem z finančních prostředků EU) a k vyhotovení a předložení dílčí zprávy ohledně provádění projektu, průběžné zprávy (je-li k dispozici v nástroji pro předkládání zpráv a řízení programu Erasmus+ a pro případy stanovené v článku I.4.3) a závěrečné zprávy.

Alespoň jednou měsíčně během projektu mobility příjemce vloží a aktualizuje jakékoli nové informace týkající se účastníků a aktivit v nástroji pro předkládání zpráv a řízení programu Erasmus+.

Přístup:

Single entry point / My Project

<https://webgate.ec.europa.eu/erasmus-esc/index/>

Nebo přímý odkaz:

<https://webgate.ec.europa.eu/beneficiary-module/project/#/project-list>

EU LOGIN

Kontaktní osoby + statutár (ze žádosti)

Notifikační e-mail s odkazem

Beneficiary Module - Project initiation 2022-1-CZ01-KA121-VET-00000



DIGIT CNS ACC <DIGIT-CNS-ACC@ec.europa.eu>

Komu  Machová Marie



European
Commission

**Erasmus+ and European
Solidarity Corps**

Beneficiary Module - Project initiation 2022-1-CZ01-KA121-VET-000003599 –

Translation provided in English

Dear Eva Teysslerová,

Your project has been created in the Beneficiary Module.

Project details:

EC Project Number: 2022-1-CZ01-KA121-VET-000003599

National Project ID:

Project title:

Organisation Legal Name: Stredni prumyslova skola strojní a stavební, Tabor, Komenskeho 1670

Beneficiary Module is the system for the management of projects that received an EU grant under the Erasmus+ programme. The Tool is developed by the European Commission for you, as beneficiaries of these projects.


In the Beneficiary Module you will be able to provide all the information on your projects, identify participants and mobility activities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.

To access the project, please follow the steps below.

- Go to Beneficiary Module website at <https://webgate.acceptance.ec.europa.eu/beneficiary-module/project/#/project-list>
- If you have no EU Login account associated with this e-mail address yet, please click on "Create an account" and set up your account. During the registration process please use the email address that this message was sent to.
- If you already have an EU Login (formerly called ECAS account) associated with this e-mail address, please use it to log in.

You can find the Beneficiary Module Guide here: <https://wikis.ec.europa.eu/x/KKT-AQ>

Mé projekty



European Commission

Erasmus+ and European Solidarity Corps

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eescp.sidebar.projects.eche-holders

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
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Welcome Marie Machova

EN

My Granted Projects

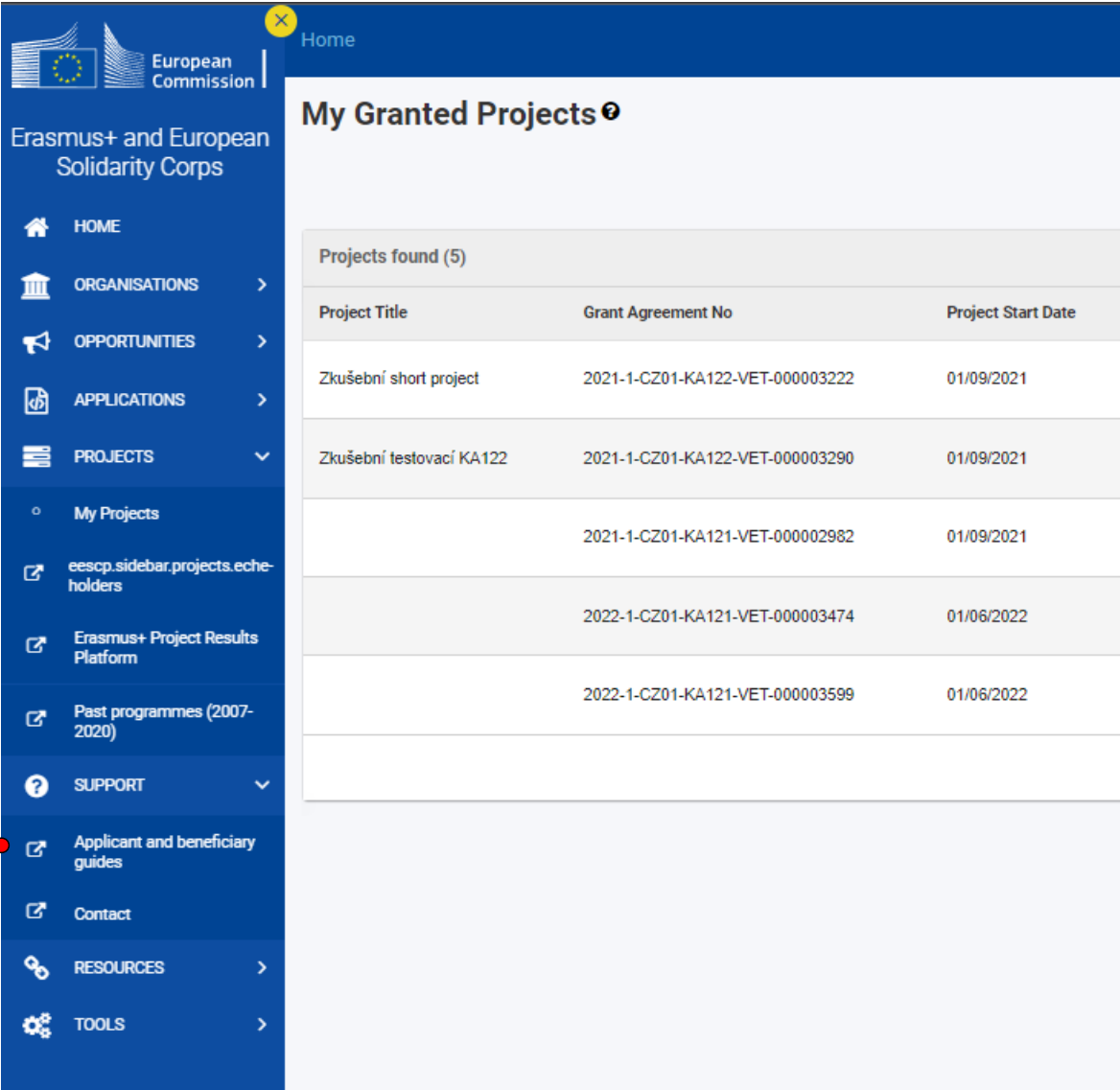
 Search... 

Projects found (5)

Project Title	Grant Agreement No	Project Start Date	Project End Date	Duration (months)	Project Status	Actions
Zkušební short project	2021-1-CZ01-KA122-VET-000003222	01/09/2021	31/08/2022	12 months	Project ongoing	
Zkušební testovací KA122	2021-1-CZ01-KA122-VET-000003290	01/09/2021	28/02/2023	18 months	Project ongoing	
	2021-1-CZ01-KA121-VET-000002982	01/09/2021	30/11/2022	15 months	Project ongoing	
	2022-1-CZ01-KA121-VET-000003474	01/06/2022	31/08/2023	15 months	Project ongoing	
	2022-1-CZ01-KA121-VET-000003599	01/06/2022	31/08/2023	15 months	Project ongoing	

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Pod záložkou **SUPPORT** je k dispozici odkaz na návod.



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My Granted Projects ⓘ

Projects found (5)

Project Title	Grant Agreement No	Project Start Date
Zkušební short project	2021-1-CZ01-KA122-VET-000003222	01/09/2021
Zkušební testovací KA122	2021-1-CZ01-KA122-VET-000003290	01/09/2021
	2021-1-CZ01-KA121-VET-000002982	01/09/2021
	2022-1-CZ01-KA121-VET-000003474	01/06/2022
	2022-1-CZ01-KA121-VET-000003599	01/06/2022

Projekt v BM po podpisu grantové dohody.
Pošle se automatická **e-mailová notifikace.**

Za řízení projektu a editaci obsahu
odpovídá **organizace příjemce.**



Project list

Seznam přidělených projektů

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Commission Européenne

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Welcome Beneficiary USERTWO

Projects

My Projects(11)

Project Title	Grant Agreement No	Project Start Date	Project End Date	Duration (months)	Project Status	Actions
KA153 Mobility of youth workers Project	2021-1-TR01-KA153-YOU-000007232	21/03/2021	21/09/2021	6 months	Project Ongoing	
Mobility of young people - EAC IT TRAINING	2021-1-RO01-KA152-YOU-000005041	01/06/2021	31/05/2022	12 months	Project Ongoing	
KA151 Accredited Project	2021-1-RO01-KA151-YOU-000007593	01/08/2021	31/10/2022	15 months	Project Ongoing	
KA152-YOU - Mobility of young people EAC IT TRAINING	2021-1-RO01-KA152-YOU-000007436	02/08/2021	01/02/2022	6 months	Project Ongoing	
Youth participation activities 02 - EAC IT TRAINING	2021-1-BE04-KA154-YOU-000007176	01/08/2021	31/01/2022	6 months	Project Ongoing	
KA131 Project	M-2021-DE01-KA131-000001	01/01/2021	16/12/2021	12 months	Project Ongoing	



Project list – tlačítko

Project Activities and Budget Details ?

Grant Agreement No. : 2021-1-RO01-KA153-YOU-000015451

Project Acronym : **EAC IT TRAINING** - Awarded/Declared Budget :
NA : **RO01 - Agentia Nationala pentru Programe Comunitare in Domeniul Educatiei si Formarii Profesionale** - Organisation OID : **E10000555** - Legal Name : **Asociatia Calea Naturala**

Project list

Project ongoing

Deadline: 25 déc. 2021

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Complementary activities

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Context Information

Programme: Erasmus+

Key Action: Learning Mobility of Individuals

Action Type: Mobility of youth workers

Call: 2021

Round: Round 1

Start of Project: 01/08/2021

End of Project: 01/11/2021

Project Duration (months): 3 months

Sekce projektu KA122 (zatím)

Details (Podrobnosti o projektu) - základní údaje o projektu

Organisations (Organizace) - správa zúčastněných organizací ve vašem projektu

Contacts (Kontakty) - správa kontaktních osob projektu a jejich přístupová práva

Preparatory Visits (Přípravné návštěvy) - editace přípravných návštěv

Mobility Activities (Mobility a jejich aktivity) - umožňuje přidávat a spravovat mobility v příslušných aktivitách

Import-export mobility activity (Import-export mobilit) - umožňuje vygenerovat již zadané mobility do excel tabulky a zadávat hromadné nahrávání mobilit

Fewer Opportunities (Omezené příležitosti) - umožňuje přidávat a spravovat informace o účastnících s omezenými příležitostmi

Budget (Rozpočet) - poskytuje přehled o přiděleném/vykázaném rozpočtu

Reports (Zprávy) - umožňuje odeslat závěrečnou zprávu příjemce

Podrobné informace o projektu

Project Activities and Budget Details

Grant Agreement No. : 2021-1-CZ01-KA122-VET-000003222

Awarded/Declared Budget :
NA : CZ01 - Dům zahraniční spolupráce (DZS) Centre for International Cooperation in Education - Organisation OID : E10073622 - Legal Name : Testovací organizace I

Programme : Erasmus+
Key Action : Learning Mobility of Individuals
Call : 2021

Project ongoing

Deadline: 24 oct. 2022

Start of Project : 01/09/2021 (Brussel times)
End of Project : 31/08/2022 (Brussel times)

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Context Information

Programme: Erasmus+

Key Action: Learning Mobility of Individuals

Action Type: Short-term projects for mobility of learners and staff in vocational education and training

Call: 2021

Round: Round 1

Start of Project: 01/09/2021

End of Project: 31/08/2022

Project Duration (months): 12 months

Project Information

Grant Agreement No.: 2021-1-CZ01-KA122-VET-000003222

National ID:

Project Title: Zkušební short project

Project Acronym:

Project Status: Project ongoing

Final Report Submission Deadline: 24/10/2022

Organizace



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Beneficiary Organisations Legal Name

Partner Organisations

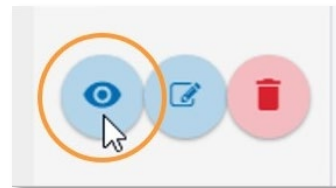
Organisations

Organisations (2)

+ Create

OID	Organisation ID ↑	Role	Legal Name	Public Body	Non-profit	Country	City	Actions
E10032528	3290-ORG-00001	Partner	TEST RELEASE 5.8.4 TEST001	—	—		BRUXE	<div><div>👁</div><div>✎</div><div>🗑</div></div>
E10073622	3290-ORG-00000	Beneficiary	Testovací organizace I	✓	✓		Praha	<div><div>👁</div></div>

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Kontakty



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Contacts (2)

+ Create

Organisation OID	Organisation Legal Name	Contact First Name	Contact Last Name	Position	Email	Telephone1	Beneficiary	Actions
E10073622	Testovací organizace I	Eva	Teysslerova		eva.teysslerova@dzs.cz		Other type of	
E10073622	Testovací organizace I	Machová	Marie	test legal repr.	marie.machova@dzs.cz		Other type of	

Items per page 10

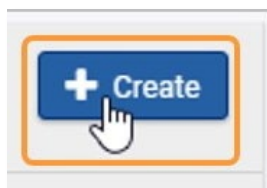
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<<

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Kontakty



Legal Representative



Primary Contact



Learning Manager



Access to project management

☒ Edit access to project ☐ View access to project ☐ No access to project

Access to project dissemination

☒ Edit access to project ☐ View access to project ☐ No access to project

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Preparatory visits



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PREPARATORY VISIT

ID *
PV1

Number of persons *
1
1 - 3

Unit cost *
575,00 €

Total grant *
575,00 €

Force Majeure
☐

Project Duration
01/09/2021 — 28/02/2023

Start Date *
16/03/2022

End Date *
18/03/2022

Sending Organisation *
Testovací organizace I

Receiving Organisation *
TEST RELEASE 5.8.4 TEST001

Receiving Country *
Belgium

Receiving City *
BRUXELLES

What was the purpose of the preparatory visit?
Preparing activities for participants with fewer opportunities
Preparing activities for participants with fewer opportunities
Starting cooperation with a new hosting partner
Preparing long-term activities for learners
Other
Preparing job-shadowing or a teaching/training assignment

Learners took part in the preparatory visit
☒

Cancel Save

Preparatory visits

What was the purpose of the preparatory visit?

Preparing activities for participants with fewer opportunities

Preparing activities for participants with fewer opportunities

Starting cooperation with a new hosting partner

Preparing long-term activities for learners

Other

Preparing job-shadowing or a teaching/training assignment

Mobility

VET mobility projects

Activity Type *

- Long-term learning mobility of VET learners (ErasmusPro)
- Short-term learning mobility of VET learners
- Participation in VET skills competitions
- Hosting teachers and educators in training
- Invited experts
- Courses and training
- Job-shadowing
- Teaching or training assignments

MOBILITY ACTIVITY

Mobility activity ID *

003222-MOB-1

Activity Type *

Short-term learning mobility of VET learners

Blended Mobility activity

☐

Force Majeure

☐

Aktivity a další možnosti k označení. Liší se dle typu aktivity a dle toho zda jde o účastníka nebo o doprovodnou osobu. Samo se mění.

Mobility - políčka

Apprentice

☐

Digital opportunity traineeship

☐

Recent graduate

☐

Online language support (OLS)

☐

Linguistic support *

☐

Incoming international participant (under special conditions)

☐

INCLUSION SUPPORT

Inclusion support is available for participants with fewer opportunities.

Participant with fewer opportunities

☒

Inclusion support for organisation not requested

☐

Inclusion support for participants

 €

Inclusion support for organisations

 €

Zpráva účastníka

Po vyplnění zprávy účastníkem se místo boxu Resend invitation zobrazí Download report a bude zde možné zprávu účastníka stáhnout.

PARTICIPANT SURVEY

Request ID:765b3f9c-e549-4680-8405-5d93cd8ca8a1

Status:Requested

Resend invitation

Log Date	Action
17-04-2023 13:55:58	Requested
17-04-2023 13:55:58	Automatic Invitation Sent
17-04-2023 13:40:59	Automatic Invitation ready to be sent
17-04-2023 13:40:59	Survey Prefilled
17-04-2023 13:40:59	Associated to EUS Token
13-12-2022 14:35:14	Free

Mobility - Certifikáty

RECOGNITION CERTIFICATES(0, MAX 3) ▼

[+ create new](#)

Certifying Organisation	Certification Type
-------------------------	--------------------

RECOGNITION CERTIFICATES(0, MAX 3) ▼

[+ create new](#)

Certifying Organisation	Certification Type	Actions
1 <input type="text" value="Test-org.PL.02"/>	2 <div><div>▼</div><div>Europass Certificate Supplement Europass Diploma Supplement Europass Mobility Document Erasmus+ Learning Agreement complement Other Recognition at national level Recognition at regional level</div></div>	<input type="button" value="Cancel"/> <input type="button" value="Save"/>

FROM - TO

<input type="text" value="Test-org.PL.02"/>	<input type="text" value="Poland"/>	<input type="text" value="Gdynia"/>
---	-------------------------------------	-------------------------------------

[+ create new](#)

Certifying Organisation	Certification Type
Test-org.PL.02	Europass Mobility Document

Mobility – Typ ubytování a Host type

FROM - TO

Sending Organisation *	Sending Country *
Test-org.PL.02	Poland
Receiving Organisation *	Receiving Country *
Kulturförderungsverein St. Veit/Glan	Austria
Accommodation type *	Host environment *
<div>Dormitory at school premises (boarding school) Dormitory outside of school premises Hosting family Hotel, hostel, or similar Other</div>	<div>Company VET school</div>

Mobility - Travel

Distance Band * [Link to distance calculator](#)

8000 km or more

0 - 99 km

100 - 499 km

500 - 1999 km

2000 - 2999 km

3000 - 3999 km

4000 - 7999 km

8000 km or more

Real distance in km *

0

Main Means of Transport *

Plane

Distance Band *

[Link to distance calculator](#)

500 - 1999 km

Real distance in km *

1537

Main Means of Transport *

Train

Sustainable means of transport (green travel)



Mobility – Travel grant

TRAVEL GRANT

Travel Grant

320,00

€

Mobility – Doba trvání

DURATION



Project Duration 01/09/2021

31/08/2022

Start Date *

08/03/2022



End Date *

21/03/2022



Duration Calculated (days)

14

2 - 89

Mobility activity included an interruption

☐

Duration of Mobility Activity Period (days)

14

Travel days *

2

0 - 6

Duration for Individual support (days)

16

0 - 16

BUDGET



INDIVIDUAL SUPPORT

Individual Support - Grant Not Required

☐

Individual Support *

4 375,00


€


Mobility – blended mobilita

DURATION ▼

Project Duration 01/01/2022 31/03/2023

1

Start Date * 14/03/2022 

End Date * 16/07/2022 

Duration Calculated (days) 125
30 - 365

2

Mobility activity included an interruption ☒

Interruption Duration (days) 10
0 - 125

3

Duration of Mobility Activity Period (days) 115

4

Travel days * 4
0 - 4

5

Duration for Individual support (days) 119
0 - 119

6

Number of days in virtual Mobility activity * 11

Mobility – Linguistic support

Linguistic support



Linguistic support grant

150,00

€

Additional linguistic support grant for long-term activities

150,00

€

Justification for linguistic support grant request *

Please explain why was the participant not able to use Online Linguistic Support (explanation is not required for the additional linguistic support grant for long-term activities).

5000

Value missing

Mobility – Kurzovné

COURSE FEES

Course fees - number of days *

8

Course Fees - unit cost per day *

80,00

€

Course fees - grant not requested

☐

Course fees grant *

640,00

€

This is a course from the course catalogue in the European School Education Platform

☐

Course ID *

Provide Course ID here


Course title *

Provide course title here

Course provider name in European School Education Platform *

Fewer opportunities

Automaticky nastaveno na 0. Zatím není implementováno



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- Fewer Opportunities**
- Budget

Fewer Opportunities

Please indicate the number of participants with fewer opportunities according to each reason below.

Reason	Number of Participants
Cultural differences	0
Disability	0
Economic obstacles	0
Educational difficulties	0
Geographical obstacles	0
Health problems	0
Migrant background obstacle	0
Other reasons	0
Social obstacles	0

Budget



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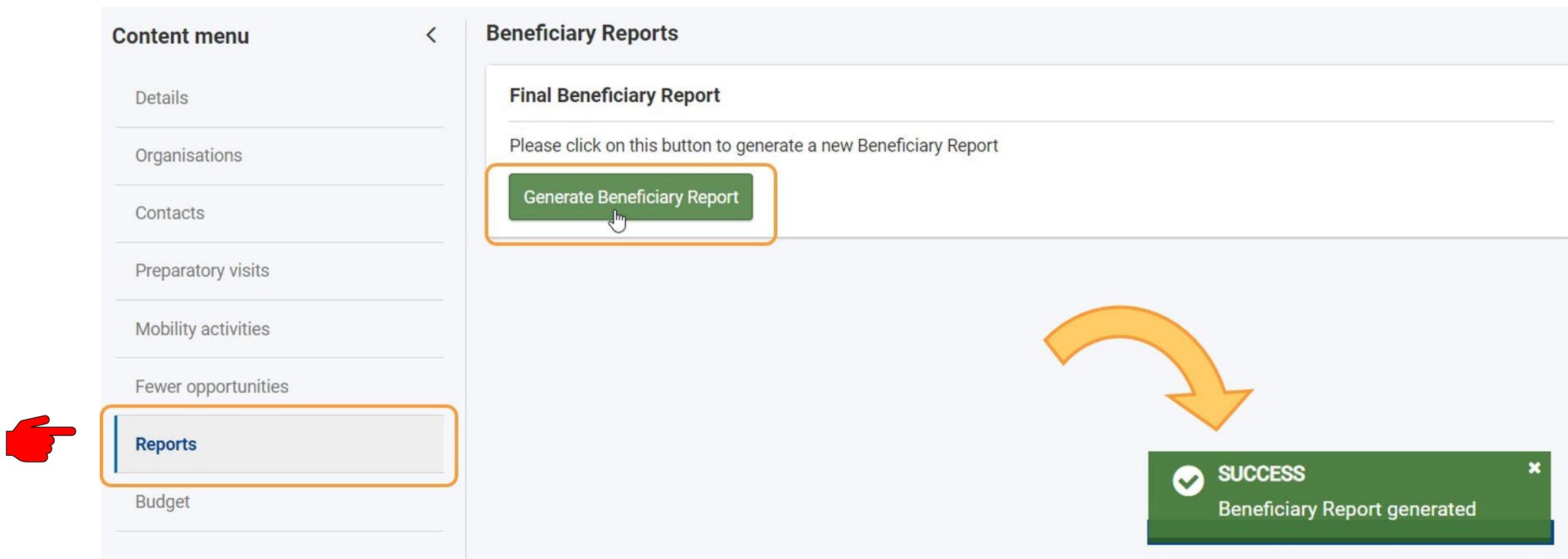
Budget

 Export

	Awarded Budget	Reported Budget	% Reported/Awarded
Organisational support	0 €	0 €	0 %
Travel	5040 €	695 €	13.79 %
Individual support	32632 €	0 €	0 %
Linguistic support	600 €	300 €	50 %
Course fees	1600 €	0 €	0 %
Preparatory visits	1150 €	575 €	50 %
Inclusion support for organisations	0 €	200 €	0 %
Amount over the maximum allowed			
Inclusion support for participants	700 €	0 €	0 %
Exceptional costs for expensive travel	0 €	0 €	0 %
Exceptional costs for financial guarantee	0 €	<input type="text" value="0"/> € *	0 %
Total	47322 €	1620 €	3.42 %

Activity Type

Závěrečná zpráva




The screenshot displays a web application interface. On the left, a 'Content menu' sidebar lists several options: 'Details', 'Organisations', 'Contacts', 'Preparatory visits', 'Mobility activities', 'Fewer opportunities', 'Reports', and 'Budget'. The 'Reports' option is highlighted with an orange border, and a red hand icon points to it. The main area, titled 'Beneficiary Reports', contains a section for the 'Final Beneficiary Report'. It includes a text prompt: 'Please click on this button to generate a new Beneficiary Report', followed by a green button labeled 'Generate Beneficiary Report'. This button is also highlighted with an orange border and has a mouse cursor icon over it. A large, curved orange arrow points from the button to a green success message box at the bottom right. The message box contains a checkmark icon, the word 'SUCCESS', and the text 'Beneficiary Report generated', with a close button (X) in the top right corner.


Pokud máte zadané údaje o mobilitách v menu v sekci Reports si můžete vygenerovat koncept závěrečné zprávy


Závěrečná zpráva

Beneficiary Reports


Final Beneficiary Report

 Final Draft report available


Draft Submission in progress Submitted NA Validated with eligible cost Terminated with eligible cost
05-04-2022 23:07:11

 [Edit Draft](#)

History
Beneficiary Report created : 05-04-2022 23:07:11



Pro každou další editaci ZZ se vrátíte do konceptu pomocí tlačítka Edit draft. Je vidět historie zprávy

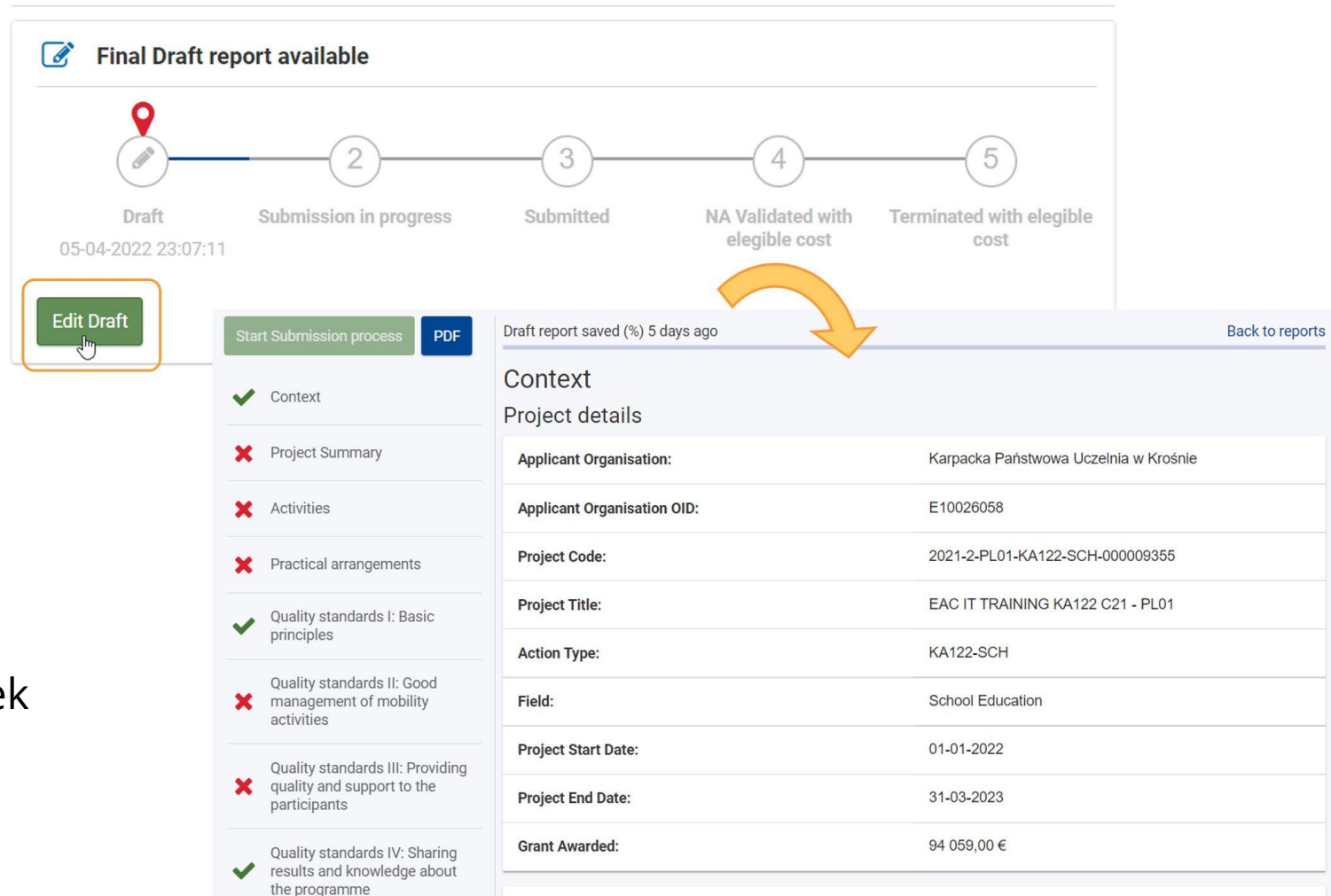
Závěrečná zpráva

- Pro každou další editaci ZZ se vrátíte do konceptu pomocí tlačítka „Edit Draft.“
- Po kliknutí na „Edit Draft“ si rozkliknete obsah závěrečné zprávy



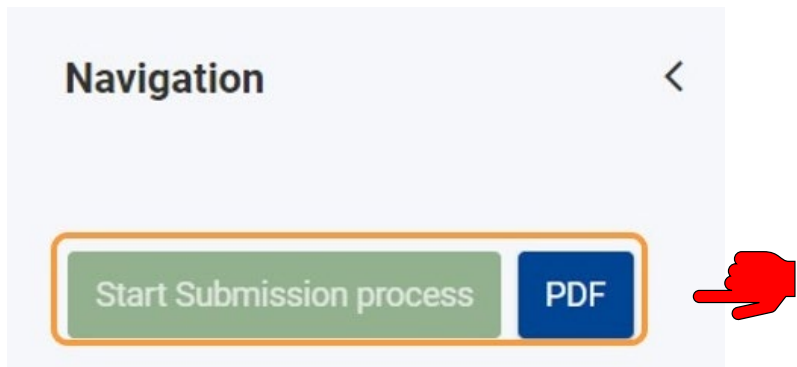
Pozn.: ZZ v části Kontext obsahuje i automaticky propsaná políčka, které není možné editovat. Například délka projektového období apod. Pro úpravu těchto informací je potřeba většinou dodatek od národní agentury.

Final Beneficiary Report



Závěrečná zpráva

- ZZ je potřeba vyplnit ve všech povinných částech.
- Jakmile je oddíl zcela vyplněn, objeví se zelená značka. Pokud někde něco chybí, tak je oddíl označen červeným křížkem.



- ZZ je možné si stáhnout do pdf

Start Submission processPDF

✓ Context

✗ Project Summary

✗ Activities

✗ Practical arrangements

✓ Quality standards I: Basic principles

✗ Quality standards II: Good management of mobility activities

✗ Quality standards III: Providing quality and support to the participants

✗ Quality standards IV: Sharing results and knowledge about the programme

✗ Participant satisfaction

✗ Project objectives and achievements

✓ Budget

✗ Annexes

✗ Checklist

Draft report saved (%) 5 days agoBack to reports

Context

Project details

Applicant Organisation:	Karpacka Państwowa Uczelnia w Krośnie
Applicant Organisation OID:	E10026058
Project Code:	2021-2-PL01-KA122-SCH-000009355
Project Title:	EAC IT TRAINING KA122 C21 - PL01
Action Type:	KA122-SCH
Field:	School Education
Project Start Date:	01-01-2022
Project End Date:	31-03-2023
Grant Awarded:	94 059,00 €

National Agency receiving the report:

PL01 - Foundation for the Development of the Education System

Evaluation criteria

The following evaluation criteria will be used to assess your final report on a scale of 100 points.

Quality of implementation (50 points)

The extent to which:

- the information in the report is clear and complete, and the beneficiary has ensured sufficient submission rate of individual participant reports
- the beneficiary has applied the basic principles defined in the quality standards
- the beneficiary has applied the quality standards for good management of mobility activities
- the beneficiary has applied the quality standards for providing quality and support to the participants
- organised activities were coherent with the project objectives
- funding options for accompanying persons and preparatory visits have been used appropriately and efficiently

Závěrečná zpráva

- Zpráva se ukládá automaticky. V dolní části stránky se zobrazí zpráva o uložení.
- Povinná pole jsou označena červenou hvězdičkou (*) a pokud nejsou doplněna objeví se zpráva, že hodnota chybí.
- Každé okno má limit znaků, které mohou být doplněny.
- Textové pole si můžete za pravý dolní roh roztáhnout pro lepší náhled.

i. Background: What is the context of your project and your organisation? *

743

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ii. Objectives: What did you want to achieve by implementing the project? *

743

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur vitae diam non enim vestibulum interdum. In dapibus augue non sapien. Fusce wisi. Integer in sapien. Nunc dapibus tortor vel mi dapibus sollicitudin. Praesent id justo in neque elementum ultrices. Integer vulputate sem a nibh rutrum consequat. Maecenas ipsum velit, consectetur eu lobortis ut, dictum at dui. Etiam sapien elit, consequat eget, tristique non, venenatis quis, ante. Sed ut perspiciatis unde omnis iste natus error sit volupt



Závěrečná zpráva

Shrnutí projektu:

Pokud zprávu vyplňujete v češtině, je potřeba vložit I shrnutí projektu v angličtině.

Shrnutí projektu bude propsáno na platformu Erasmus Plus Result platform, jakmile bude závěrečná zpráva dokončena v systému řízení projektů národní agentury.

Následně doplňte požadovaná pole dalších sekcí ZZ KA122 VET:

- Aktivity
- Praktické náležitosti
- Standardy kvality I. – IV.
- Účastníci
- Cíle a dopad projektu



✓ Activities

✗ Practical arrangements

✓ Quality standards I: Basic principles

✗ Quality standards II: Good management of mobility activities

✗ Quality standards III: Providing quality and support to the participants

✗ Quality standards IV: Sharing results and knowledge about the programme

✗ Participant satisfaction

✗ Project objectives and achievements

✓ Budget

✗ Annexes

✗ Checklist

Activities

The following tables summarise information about the activities you have implemented in your project.

Activity Type	Number of participants	Total duration(in days)	Average duration(in days)
Teaching or training assignments	1	11	11
Job-shadowing	2	45	22.5
Short-term learning mobility of pupils	1	10	10
Long-term learning mobility of pupils	1	90	90
Total	5	156	31.2

Activity Type	Teaching staff	Non-teaching staff
Teaching or training assignments	1	0
Job-shadowing	2	0
Short-term learning mobility of pupils	1	0
Long-term learning mobility of pupils	1	0
Total	5	0

How did you decide which types of activities to organise and which profiles of participants to select? *

the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960 s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

How did the format and content of different activities contribute to the achievement of your project objectives? *

Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500 s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap

Závěrečná zpráva

Rozpočet v závěrečné zprávě

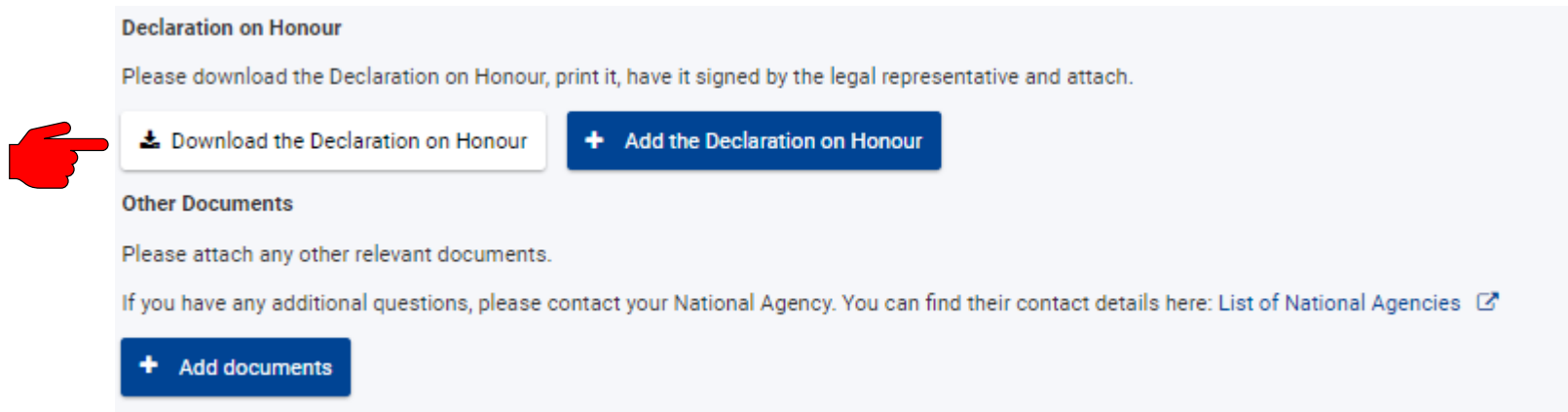
Oddíl Rozpočet poskytuje přehled o celkovém přiděleném rozpočtu, celkovém vykázaném rozpočtu a nákladech projektu v aktivitách. Všechny informace jsou zde jen pro čtení. Pokud zde něco nesouhlasí, musíte změny provést v oddíle projektu (Mobility), který ovlivňuje čerpaný rozpočet.

✓ Quality standards I: Basic principles	Budget		
✓ Quality standards II: Good management of mobility activities	Budget category	Grant reported	Grant Awarded
✓ Quality standards III: Providing quality and support to the participants	Organisational support	2 100,00 €	2 500,00 €
✓ Quality standards IV: Sharing results and knowledge about the programme	Travel	3 030,00 €	7 485,00 €
✓ Participant satisfaction	Individual support	56 156,00 €	51 674,00 €
✓ Project objectives and achievements	Linguistic support	450,00 €	600,00 €
✓ Budget	Course fees	0,00 €	0,00 €
✗ Annexes	Inclusion support for organisations	500,00 €	0,00 €
✗ Checklist	Preparatory visits	1 725,00 €	7 475,00 €
	Inclusion support for participants	2 540,00 €	6 111,00 €
	Exceptional costs for expensive travel	320,00 €	2 088,00 €
	Exceptional costs for financial guarantee	0,00 €	0,00 €
	Total	66 821,00 €	77 933,00 €

Závěrečná zpráva


Přílohy

Maximální velikost souboru je 15 MB a maximální celková velikost je 100 MB.
Maximální počet všech příloh je 100.




Declaration on Honour

Please download the Declaration on Honour, print it, have it signed by the legal representative and attach.

 Download the Declaration on Honour **+ Add the Declaration on Honour**

Other Documents

Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#) 

+ Add documents

Povinná příloha podepsané a vyplněné čestné prohlášení!!! Razítko, pokud to zřízení organizace vyžaduje. Může být i elektronický podpis.

Pomocí tlačítka Add documents: **dohrajete ostatní přílohy.**

Závěrečná zpráva



Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.

The maximum number of all attachments is 100.

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+ Add documents

List of documents

No	File Name	File Size (kB)	Type
0	DeclarationOfHonour 2021-2-PL01-KA122-SCH-000009355 EN 2022-05-10T10_46_55.pdf	5	Declaration on Honour
Total size (kB)		5	

Proces: stáhnout Čestné prohlášení, VYPLNIT a dohrát zpět.
Nahrané Čestné prohlášení se objeví ve výčtu dokumentů.

Závěrečná zpráva



Check list: vše musí být zakliknuto pro odeslání ZZ.

Kontrolní seznam se pro opětovnou editaci ZZ neuloží. Pokaždé, když opustíte koncept zprávy a vrátíte se do ní, musíte znovu zkontrolovat všechny podmínky a odpovídajícím způsobem zaškrtnout všechna políčka. Toto musíte udělat minimálně jednou před odesláním ZZ.

✓ Participant satisfaction	<h3>Checklist</h3> <p>Before submitting your report form to the National Agency, please make sure that:</p> <ul style="list-style-type: none"><input type="checkbox"/> All necessary information on your project has been encoded in Beneficiary Module<input type="checkbox"/> The report form has been completed using one of the mandatory languages specified in the Grant Agreement<input type="checkbox"/> All the relevant documents are annexed:<ul style="list-style-type: none"><input type="checkbox"/> Declaration on Honour, signed by the legal representative of the beneficiary organisation.<input type="checkbox"/> The necessary supporting documents as requested in the grant agreement.<input type="checkbox"/> You have saved or printed the copy of the completed form for your records. <p>Conditions for Final report submission</p>
✓ Project objectives and achievements	
✓ Budget	
✓ Annexes	
✗ Checklist	

✓ Project objectives and achievements	<h3>Checklist</h3> <p>Before submitting your report form to the National Agency, please make sure that:</p> <ul style="list-style-type: none">✓ All necessary information on your project has been encoded in Beneficiary Module✓ The report form has been completed using one of the mandatory languages specified in the Grant Agreement✓ All the relevant documents are annexed:<ul style="list-style-type: none">✓ Declaration on Honour, signed by the legal representative of the beneficiary organisation.✓ The necessary supporting documents as requested in the grant agreement.✓ You have saved or printed the copy of the completed form for your records.
✓ Budget	
✓ Annexes	
✓ Checklist	

Závěrečná zpráva

Podmínky pro předložení závěrečné zprávy:

jsou součástí kontrolního seznamu a obsahují políčka, která jsou automaticky zaškrtnuta s každou splněnou podmínkou, a to:

1. Všechna povinná pole ve zprávě byla vyplněna.
2. Vykazovaný rozpočet je větší než nula.
3. Všechny mobility v projektu jsou ve stavu Dokončeno (Complete).
4. Čestné prohlášení a všechny ostatní přílohy byly nahrány.
5. Kontrolní seznam byl vyplněn.

<input checked="" type="checkbox"/> Quality standards IV: Sharing results and knowledge about the programme	Conditions for Final report submission Final report can only be submitted if: <ul style="list-style-type: none"><input checked="" type="checkbox"/> All mandatory fields in the report have been filled in<input checked="" type="checkbox"/> Reported Budget is greater than zero, see Budget<input checked="" type="checkbox"/> All mobility activities and group activities in the project are in status Complete, see List of mobility activities and List of group activities<input checked="" type="checkbox"/> Declaration on Honour has been uploaded.<input checked="" type="checkbox"/> Checklist has been fulfilled <div>Start Submission process</div> PROTECTION OF PERSONAL DATA Please read our privacy statement to understand how we process and protect your personal data
<input checked="" type="checkbox"/> Participant satisfaction	
<input checked="" type="checkbox"/> Project objectives and achievements	
<input checked="" type="checkbox"/> Budget	
<input checked="" type="checkbox"/> Annexes	
<input checked="" type="checkbox"/> Checklist	



<input checked="" type="checkbox"/> Quality standards III: Providing quality and support to the participants	<input checked="" type="checkbox"/> The necessary supporting documents as requested in the grant agreement.
<input checked="" type="checkbox"/> Quality standards IV: Sharing results and knowledge about the programme	<input checked="" type="checkbox"/> You have saved or printed the copy of the completed form for your records.
<input checked="" type="checkbox"/> Participant satisfaction	Conditions for Final report submission
<input checked="" type="checkbox"/> Project objectives and achievements	Final report can only be submitted if: <ul style="list-style-type: none"><input checked="" type="checkbox"/> All mandatory fields in the report have been filled in<input checked="" type="checkbox"/> Reported Budget is greater than zero, see Budget<input type="checkbox"/> All mobility activities and group activities in the project are in status Complete, see List of mobility activities and List of group activities<input checked="" type="checkbox"/> Declaration on Honour has been uploaded.<input checked="" type="checkbox"/> Checklist has been fulfilled <div>Start Submission process</div> PROTECTION OF PERSONAL DATA Please read our privacy statement to understand how we process and protect your personal data
<input checked="" type="checkbox"/> Budget	
<input checked="" type="checkbox"/> Annexes	
<input checked="" type="checkbox"/> Checklist	

Závěrečná zpráva

Odeslání závěrečné zprávy:

Ílačítko pro odeslání je buďto nahoře nebo dole pod checklistem.

Aktivní je jen, pokud je vše vyplněno.

The screenshot shows a web interface for submitting a final report. On the left, a 'Navigation' sidebar lists sections: Context, Project Summary, Activities, Practical arrangements, Quality standards I: Basic principles, Quality standards II: Good management of mobility activities, and Quality standards III: Providing quality and support to the participants. All are marked with green checkmarks. A red hand icon points to a green 'Start Submission process' button in the sidebar. A yellow curved arrow points from this button to a 'Confirm Submission' modal dialog. The modal contains a warning: '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.' A blue 'Submit Beneficiary Report' button is at the bottom of the modal. In the background, the 'Context' section shows project details: Applicant Organisation (Karpacka Państwowa Uczelnia w Krośnie), Applicant Organisation OID (E10026058), and Project Code (2021-2-PL01-KA122-SCH-000009355).

Navigation

Draft report saved 3 minutes ago

Start Submission process PDF

- ✓ Context
- ✓ Project Summary
- ✓ Activities
- ✓ Practical arrangements
- ✓ Quality standards I: Basic principles
- ✓ Quality standards II: Good management of mobility activities
- ✓ Quality standards III: Providing quality and support to the participants

Context

Project details

Applicant Organisation: Karpacka Państwowa Uczelnia w Krośnie

Applicant Organisation OID: E10026058

Project Code: 2021-2-PL01-KA122-SCH-000009355

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

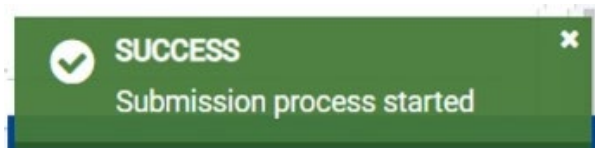
Závěrečná zpráva

Odeslaná závěrečná zpráva:

Objeví se zelená zpráva, že je proces zahájen. Status zpráv se změní z konceptu na odesílání v procesu a následně na zpráva odeslána.

Status celého projektu se změnil na předloženo (Submitted)

Projekt je zamčen pro úpravy. V případě doplnění ze strany NA bude zpráva opět odemknuta.



Grant Agreement No. : 2021-2-PL01-KA122-SCH-000009355

Awarded/Reported Budget : 94 059 € / 68 221 €

Refresh

NA : PL01 - Foundation for the Development of the Education System - Organisation OID : E10026058 - Legal Name : Karpacka Państwowa Uczelnia w Krośnie

379 days left !

Submitted

Deadline: 24 mai 2023

Content menu

Details

Organisations

Contacts

Preparatory visits

Mobility activities

Group activities

Fewer opportunities

Reports

Budget

Beneficiary Reports

Final Beneficiary Report

Final Draft report available

1 Draft

2 Submission in progress

3 Submitted

4 NA Validated with eligible cost

5 Terminated with eligible cost

05-04-2022 23:07:11

View Report

Download Report

History

Beneficiary Report created : 05-04-2022 23:07:11

Request ID : 3142

10-05-2022 11:24:18 : Submission initiated by popchri

10-05-2022 10:33:04 : Answer saved 100.0% done. by popchri

Kontakty

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