

# Beneficiary Module

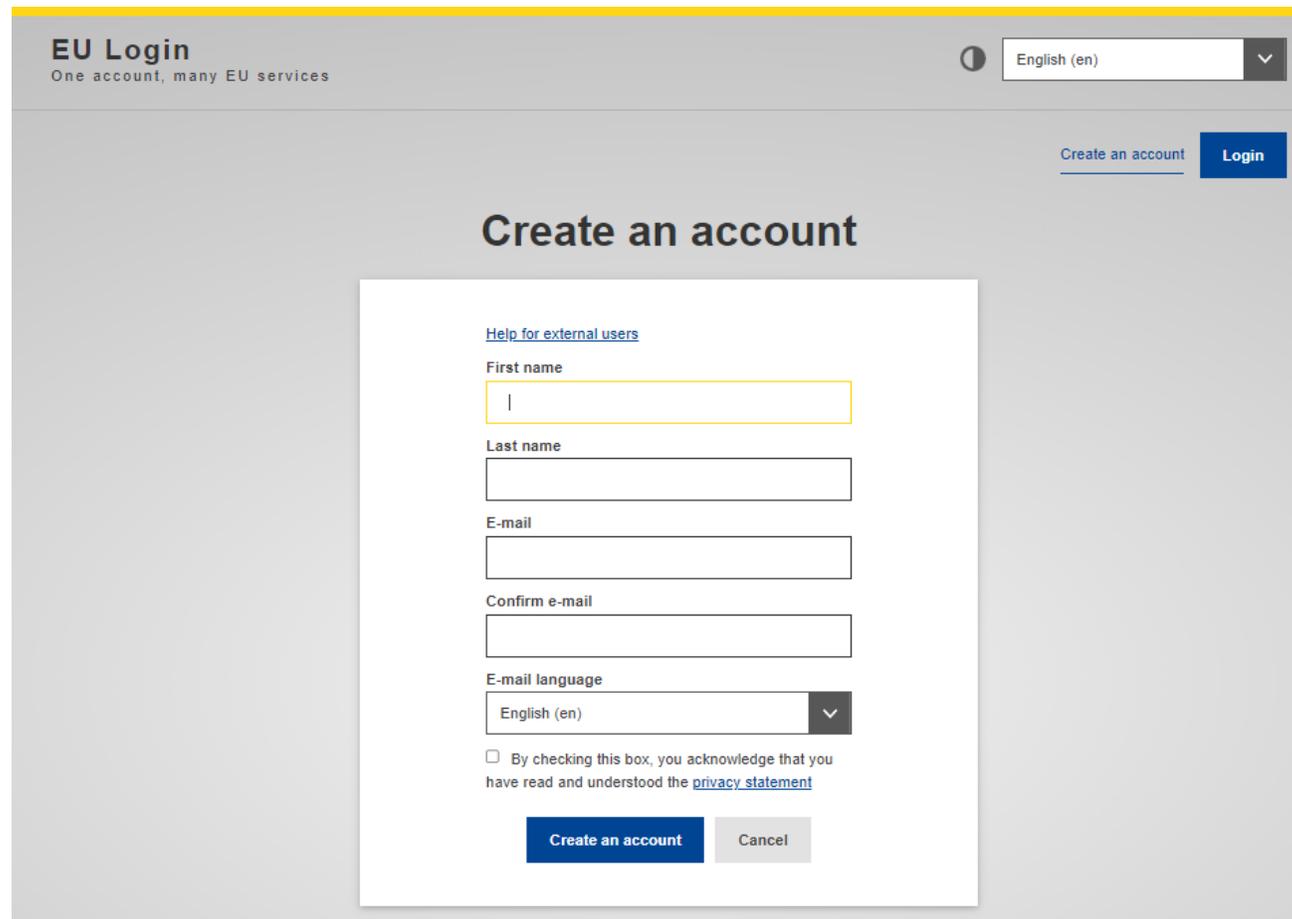
Marilise Varricchio

*2 dicembre 2024*



# ACCOUNT EU LOGIN

Il primo passo da fare per accedere al Beneficiary Module, se non si è già in possesso, è quello di creare un account EU Login, utilizzando l'indirizzo mail della persona di contatto indicata nel formulario di candidatura



The screenshot shows the 'EU Login' interface with the 'Create an account' form. The header includes the 'EU Login' logo and the tagline 'One account, many EU services', along with a language dropdown set to 'English (en)'. In the top right, there are links for 'Create an account' and a 'Login' button. The main heading is 'Create an account'. The form fields include: 'First name' (with a yellow border), 'Last name', 'E-mail', 'Confirm e-mail', and 'E-mail language' (dropdown set to 'English (en)'). A checkbox at the bottom states: 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'. At the bottom of the form are 'Create an account' and 'Cancel' buttons.



# ACCESSO AL BENEFICIARY MODULE

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

This website uses cookies. [Click here to learn more.](#) Close this message X

**EU Login**  
One account, many EU services

English (en) ▼

Beneficiary Module Backend Prod requires you to authenticate

## Sign in to continue

Welcome

mariisev@libero.it  
(External)

[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

Password  
Authenticate to EU Login with only your password.



# LA GESTIONE DEI PROGETTI

Una volta effettuato l'accesso al sistema vengono visualizzati tutti i progetti che è possibile vedere e/o modificare attraverso l'account con cui si è effettuato l'accesso al Beneficiary Module

The screenshot displays the 'My Granted Projects' page. The header includes the European Union flag, the text 'Erasmus+ and European Solidarity Corps', and a navigation menu with options: HOME, OPPORTUNITIES, ORGANISATIONS, APPLICATIONS, PROJECTS, and SUPPORT. The user is logged in as 'Mari Vari'. The main content area shows a table of 8 projects found. The table has the following columns: Project title, Grant Agreement No., Beneficiary OID, Beneficiary Legal Name, Project Start Date, Project End Date, Duration (months), Project Status, and Final Report Status. Each row includes an information icon (i) and a refresh icon (↺). The table data is as follows:

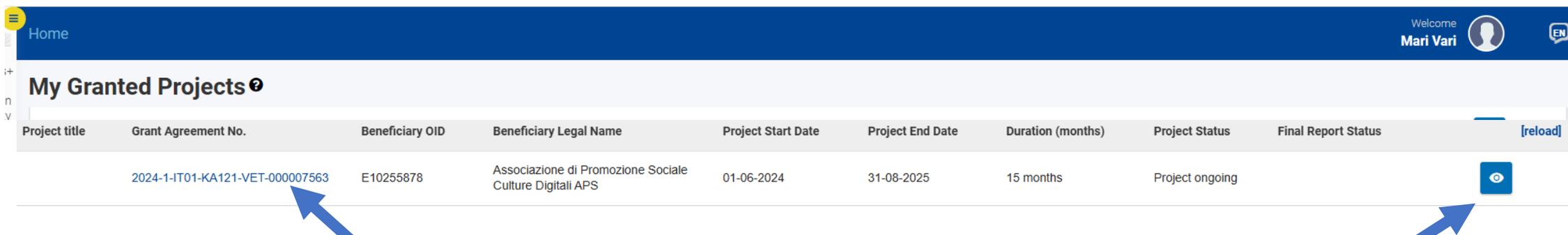
Project title	Grant Agreement No.	Beneficiary OID	Beneficiary Legal Name	Project Start Date	Project End Date	Duration (months)	Project Status	Final Report Status
	2021-1-JT01-KA210-VET-000003216	E10182748	IPS "J.B.Beccari"	01-11-2021	31-10-2022	12 months	Project ongoing	
	2021-1-JT01-KA121-VET-000003170	E10116136	IIS EINSTEIN-NEBBIA	01-09-2021	01-12-2022	15 months	Submitted	Submitted
	2021-1-JT01-KA220-VET-000003214	E10182748	IPS "J.B.Beccari"	01-11-2021	31-10-2023	24 months	Project ongoing	Draft
	2021-1-JT01-KA120-VET-000003402	E10114496	ITALIAEST01	20-10-2043	20-10-2043	1 month	Accredited	
	2021-1-JT01-KA122-VET-000003173	E10036118	Istituto di Istruzione Superiore Pietro Scalerle	01-09-2021	28-02-2023	18 months	Submitted	
	2023-1-JT01-KA121-VET-000005191	E10114496	ITALIAEST01	01-06-2023	31-08-2024	15 months	Project ongoing	
	2022-1-JT01-KA121-VET-000003605	E10106928	Educazione all'Europa	01-06-2022	31-08-2023	15 months	Project ongoing	
	2022-1-JT01-KA121-VET-000003611	E10150762	Liceo Ginnasio Statale G. B. Brocchi	01-06-2022	31-08-2023	15 months	Project ongoing	

At the bottom of the table, there is a pagination control showing 'Items per page: 30' and '1 - 8 of 8'.



# ACCESSO AI DATI DEL PROGETTO

Per accedere ai dati relativi a un progetto specifico, è necessario cliccare sul numero della convenzione riportato nella sezione “My Granted Projects” o sull'icona sulla destra



Project title	Grant Agreement No.	Beneficiary OID	Beneficiary Legal Name	Project Start Date	Project End Date	Duration (months)	Project Status	Final Report Status	[reload]
	2024-1-IT01-KA121-VET-000007563	E10255878	Associazione di Promozione Sociale Culture Digitali APS	01-06-2024	31-08-2025	15 months	Project ongoing		



# I DATI DEL PROGETTO

Sono visualizzati i vari dati identificativi che non si possono modificare e le varie sezioni per muoversi all'interno del progetto nel sistema:

- Participating organisations
- Associated persons
- Preparatory visits
- Mobility Activities
- Fewer opportunities
- Budget
- Amendments
- Reports
- Import-export

**Project Activities and Budget Details**

Grant Agreement No. : 2024-1-IT01-KA121-VET-000007563

Awarded/Reported Budget : 0 € / 0 €

Project ongoing

Deadline: 30 oct. 2025

338 days left!

Actions

Participant reports submission rate: individual reports

Programme : Erasmus+

Key Action : Learning Mobility of Individuals

Call : 2024

Start of Project : 01/06/2024 (Brussel times)

End of Project : 31/08/2025 (Brussel times)

Last updated : 26/11/2024 17:00:03

**Content menu**

- Details
- Participating organisations
- Associated persons
- Preparatory visits
- Mobility Activities
- Fewer Opportunities
- Budget
- Amendments
- Reports
- Import-export

**Filter**

- Details
- Context
- Information
- National agency
- Beneficiary organisation

**Details**

**Context Information**

Programme: Erasmus+

Key Action: Learning Mobility of Individuals

Action Type: Accredited projects for mobility of learners and staff in vocational education and training

Call: 2024

Round: Round 1

Start of Project: 01/06/2024

End of Project: 31/08/2025

Project Duration (months): 15 months

**Project Information**

Grant Agreement No.: 2024-1-IT01-KA121-VET-000007563

Accreditation code: 2020-1-IT01-KA120-VET-000008760

Accreditation type: Accreditation for a mobility consortium coordinator

National ID:

Project Title:



# PARTICIPATING ORGANISATIONS

Sono visualizzati il beneficiario, i membri del consorzio e i supporting organisations, se del caso.

Dovranno essere inseriti tutti gli organismi che parteciperanno al progetto, con il corretto ruolo per il quale saranno coinvolti nelle singole mobilità (Sending, Receiving, Supporting)

The screenshot shows the 'Participating organisations' section of a web application. It features a sidebar menu on the left with options like 'Details', 'Participating organisations', 'Associated persons', etc. The main content area displays a list of organisations with columns for 'OID', 'Other organisation number', 'Legal name', 'Public body', 'Non-profit', 'Country', and 'City'. Three yellow boxes highlight the roles: 'Consortium coordinator (1)', 'Consortium Member (3)', and 'Other organisation (non-beneficiary) (2)'. A red box highlights the 'Supporting organisation' column in the table below. A blue arrow points to a '+ Create' button on the right side of the interface.

OID	Other organisation number	Legal name	Public body	Non-profit	Country	City		
		Associazione di Promozione Sociale Culture						
OID	Other organisation number	Legal name	Supporting organisation	Public body	Non-profit	Country	City	[reload]
	07563-ORG-0005	Test Supporting Org	Yes	No	Yes	Austria	Roma	
	07563-ORG-0006	Test receiving	No	No	No	Belgium	Bruxelles	



# MOBILITY ACTIVITIES

## Project Activities and Budget Details

[Project list](#)

Grant Agreement No. : 2024-1-IT01-KA121-VET-00007563

Awarded/Reported Budget : 0 € / 0 €

Project ongoing

Deadline: 30 oct. 2025

Actions

337 days left!

NA : IT01 - Agenzia Nazionale - Erasmus+ - INAPP - Organisation OID : E10255878 - Legal name : Associazione di Promozione Sociale Culture Digitali APS

### Content menu

Details

Participating organisations

Associated persons

Preparatory visits

**Mobility Activities**

Fewer Opportunities

Budget

Amendments

Reports

Import-export

Individual mobility activities | Group mobility activities | Targets | Participant reports | Documents

### Mobility activities

By using the Revalidate mobilities button all rules on the mobility activities will be reinitiated.

#### Erasmus+ provides various tools and opportunities to find partners for your mobility activities

European School Education Platform (ESEP) offers an online partner-finding tool for VET and school education organisations. You can register your organisation on the platform in order to post partner-finding announcements and search through announcements made by other organisations. For more details click [here](#)

Training and Cooperation Activities are regularly organised by Erasmus+ National Agencies. They include contact seminars, online events and other partner-finding opportunities for Erasmus+ applicants and beneficiaries. You can look for available Training and Cooperation Activities [here](#)

The Erasmus+ Project Results Platform allows you to search for all accredited organisations and approved projects. For more details click [here](#)

List of mobility activities (5)

Revalidation

+ Create

Participant reports submission rate:

Search...

Search

Bulk Actions

More Filters

Mobility activity ID	Draft Mobility activity	Activity type	Participant's first name	Participant's last name	Participant's email	Sending country	Start date	End date	Participant with fewer opportunities	Total mobility activity grant	Report Status	[reload]
07563-MOB-0005	DRAFT	Long-term learning mobility of VET learners (ErasmusPro)	Paola	Bianchi	p.bianchi@kio.it	Italy	06-08-2024	30-11-2024	No	6 673,00 €		
07563-MOB-0006	DRAFT	Invited experts	Alba	Jenkins	stacey.hessel@yahoo.com	Ireland	01-06-2024	21-06-2024	No	2 534,00 €		
07563-MOB-0004	COMPLETE	Short-term learning mobility of VET learners	Chiara	Verdi	cverdi.IT01@gmail.com	Italy	03-11-2024	14-11-2024	Yes	1 287,00 €		
07563-MOB-0007	DRAFT	Invited experts	Abe	Quilev	latina.stoltenbera@hotmail.com	Denmark	01-06-2024	21-06-2024	No	2 534,00 €		



# MOBILITY ACTIVITIES

## Punti di attenzione nella creazione e l'inserimento dei dati

- Corretto inserimento dei dati del partecipante
- Selezione appropriata della tipologia di attività
- Email univoca e valida per ogni partecipante
- Forza maggiore
- Accompagnatore
- Partecipanti con minori opportunità
- Distance band (utilizzo del calcolatore)
- Corretta selezione degli organismi rispetto al ruolo nella mobilità



# QUESTIONARIO DEI PARTECIPANTI

Erasmus+ participant report Posta in arrivo x

DIGIT CNS ACC <DIGIT-CNS-ACC@ec.europa.eu>  
a me ▾



Erasmus+ participant report

Translation provided in English

Dear Chiara Verdi

You recently took part in an Erasmus+ project. Now it's time to tell us what you think! It takes just 5-10 minutes to fill in your "participant report". This is a required part of your mobility activity placement, and your feedback is very valuable. Your sending organisation, the National Agencies and the European Commission use your answers to improve Erasmus+ for future participants.

You should submit the report any time in the next 30 days. Click here to start:  
[https://ec.europa.eu/eusurvey/runner/EP-KA1-SCH-ADU-VET-2024\\_ACC/c6021a79-b48b-404d-9fac-79b307ebf1bb](https://ec.europa.eu/eusurvey/runner/EP-KA1-SCH-ADU-VET-2024_ACC/c6021a79-b48b-404d-9fac-79b307ebf1bb)

Please note that this report is intended to be submitted only by you and you may not forward the above link to any other recipient. You may save a temporary draft and use the same hyperlink to get back to it. Once completed, you should submit the report by clicking on the "Submit" button. Be aware that you will no longer be able to change it.

To help you fill in your report, please find below your main mobility activity details:

Mobility activity type: Short-term learning mobility of VET learners  
Planned dates of mobility activity: 01/11/2024 - 14/11/2024  
Country of mobility activity: Italy  
Sending organisation:  
Name: StelledelSud  
City: Roma  
Country: Italy  
Receiving organisation:  
Name: RREcelving  
City: Bruxelles  
Country: Belgium

Should you wish to report on any sensitive issue which you do not want to disclose in this report, you may want to contact the sending organisation or National Agency that has selected your project. In case any of the information presented above is not correct, please also contact your National Agency.

Contact details of Erasmus+ National Agencies can be found at [http://ec.europa.eu/programmes/erasmus-plus/contact/national-agencies\\_en](http://ec.europa.eu/programmes/erasmus-plus/contact/national-agencies_en)

Your personal data is protected. If you have questions regarding data protection, please have a

Invio automatico dal sistema del link al rientro della mobilità

Compilare e trasmettere entro 30 giorni

Gli accompagnatori non devono compilare il questionario

E' possibile scaricare il contenuto

Monitorare l'invio dei questionari



# FEWER OPPORTUNITIES

Indicare la corretta tipologia di fewer opportunities per i relativi partecipanti

## Project Activities and Budget Details

### Content menu

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

**Fewer Opportunities**

Budget

Amendments

Reports

Import-export

### Fewer Opportunities

 The National Agencies and the European Commission will use data for budget validation and statistical purposes. The data should not allow the identification of a physical person. See [privacy notice](#) for more information on data protection.

Please indicate the number of participants with fewer opportunities according to each reason below. For each participant please take into account the main reason.

#### Reason

#### Number of Participants

Barriers linked to discrimination

9

Barriers linked to education and training systems

9

Cultural differences

9

Disabilities

9

Economic barriers

9

Geographical barriers

9

Health problems

9

Social barriers

9

Total number of participants with a reason declared

Total number of participants with fewer opportunities in the project



Project list

# BUDGET

## Project Activities and Budget Details

Grant Agreement No. : 2024-1-IT01-KA121-VET-000007917

NA : IT01 - Agenzia Nazionale - Erasmus+ - INAPP - Organisation OID : E10002003 - Legal name : : StelledelSud

Awarded/Reported Budget : 153 000 € / 1 723 €

Project ongoing

Deadline: 30 oct. 2025

337 days left!

Actions

### Content menu

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

**Budget**

Amendments

Reports

Import-export

### Budget

Export PDF

Hide empty items

#### Total project

153 000,00 €

1 723,00 €

1.13 %

#### Course fees

0,00 €

0,00 €

0 %

#### Preparatory visits

not applicable

0,00 €

not applicable

#### Inclusion support for participants

10 000,00 €

0,00 €

0 %

#### Inclusion support for organisations

0,00 €

0,00 €

0 %

#### Organisational support

not applicable

350,00 €

not applicable

#### Exceptional costs for financial guarantee

0,00 €

0,00 €

0 %

#### Exceptional costs

0,00 €

0,00 €

0 %

#### Exceptional costs for expensive travel

0,00 €

0,00 €

0 %

#### Linguistic support

0,00 €

0,00 €

0 %

#### Individual support

0,00 €

1 064,00 €

0 %

#### Travel

0,00 €

309,00 €

0 %

#### Activity types

10 000,00 €

1 723,00 €

17.23 %

Dati inseriti nel sistema, attraverso la compilazione delle mobilità

Dati da contrattualizzazione

Voci di costo da inserire manualmente



# AMENDMENTS

## Content menu

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

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Import-export

## Amendments

In this section, you can request an amendment to your grant agreement. Different options are available to you depending on the time passed since the start of your project:

- At any moment, you can submit an amendment request to update the information in your grant agreement, such as your organisation's data or legal representative. Coordinators of a mobility consortium projects may also request modifications to the membership of their consortium. All such requests must include an appropriate justification explaining the reasons for the changes.
- Until the end of the interim amendments exercise, you can request additional exceptional costs and inclusion support for participants.
- The interim amendments exercise takes place starting from June, with the exact submission deadline defined and published by your National Agency. As part of this exercise, you can request a prolongation of your grant agreement duration to 24 months and you can request additional funding. Requests for additional funding will be considered only if your National Agency has sufficient funding available
- If you have experienced serious issues in implementing your plan, you can also ask to return some of the awarded funding at this stage. However, this option should be used as a last resort. Any request to lower the awarded grant will require that you submit a clear justification to your National Agency explaining why no other options are available. Whenever possible, it is better to request a prolongation of your grant agreement and to use the additional time to implement the remaining activities. Before making a request to reduce your grant, please ask for advice of your National Agency.

### Amendment requests

Create new amendment request



# AMENDMENTS

Grant Agreement No. : 2024-1-IT01-KA121-VET-000007563

NA : IT01 - Agenzia Nazionale - Erasmus+ - INAPP - Organisation OID : E10255878 - Legal name : Associaz

## Content menu

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- Participating organisations
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- Preparatory visits
- Mobility Activities
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- Budget
- Amendments**
- Reports
- Import-export

## Amendments

In this section, you can request an amendment to your grant

- At any moment, you can submit an amendment request their consortium. All such requests must include an app
- Until the end of the interim amendments exercise, you c
- The interim amendments exercise takes place starting request additional funding. Requests for additional func
- If you have experienced serious issues in implementing justification to your National Agency explaining why no reduce your grant, please ask for advice of your Nation:

### Amendment Draft



Draft % completed  
02-12-2024 09:01:29

[Edit Draft](#) [Delete](#)

### History

Amendment created : 02-12-2024 09:01:29 Request ID : 82

- 02-12-2024 09:01:30 : Draft created by n00014t8

## Project Activities and Budget Details

Grant Agreement No. : 2024-1-IT01-KA121-VET-000007563

NA : IT01 - Agenzia Nazionale - Erasmus+ - INAPP - Organisation OID : E10255878 - Legal name : Associazione di Promozione Sociale Culture Digitali APS

## Content menu

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- Preparatory visits
- Mobility Activities
- Fewer Opportunities
- Budget
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- Reports
- Import-export

[Start submission process](#) [PDF](#)

[All](#) [Red Marks](#)

- ✓ Project details
- ✓ Current budget usage
- ✗ Activities
- ✓ Amendment requests
- ✗ Annexes
- ✗ Checklist

Draft request saved (33%) 2 minutes ago

## Project details

Applicant organisation:

Applicant organisation OID:

Project code:

Action type:

Field:

Project start date:

Project end date:

Accreditation code:

Accreditation type:



# BENEFICIARY REPORT

**Content menu** <

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- Budget
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- Reports**
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**Beneficiary Reports**

Access to Erasmus+ Project Results platform [↗](#)

**Final Beneficiary Report**

Please click on this button to generate a new Beneficiary Report

[Generate Beneficiary Report](#)

[Termination with no grant](#)

Nella sezione Reports è possibile generare il rapporto finale



# BENEFICIARY REPORT

**Content menu**

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- Fewer Opportunities
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- Amendments
- Reports**
- Import-export

**Beneficiary Reports**

**Final Beneficiary Report**

Please click on this button to generate a new Beneficiary Report

**Final Draft**

Draft % completed  
27-11-2024 16:29:45

**Edit Draft**

**History**

Final created : 27-11-2024 16:29:45 Request ID : 8231 - 49d71b

- 27-11-2024 16:29:45 : Draft created by n00014t8

**Content menu**

- Details
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**Start submission process** PDF

- All
- Red Marks
- ✓ Evaluation criteria
- ✓ Project details
- ✗ Budget
- ✗ Activities
- ✗ Participants' feedback
- ✓ European Language Label
- ✓ Consortium members
- ✓ Hosting organisations
- ✗ Feedback
- ✗ Supporting organisations
- ✗ Annexes
- ✗ Checklist

Draft report saved (73%)

Your National Agency may request a copy of your contract with supporting organisations to standards.

**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.

**Declaration on honour**

Please download the declaration on honour, print it, have it signed by the legal representative

**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 the

**Add documents**

**List of documents**

No	Name	Total size (kB)

**Checklist**

Before submitting your report to the National Agency, please check that all of the following

- All of your project activities and accompanying information has been encoded
- The report form has been completed using one of the allowed languages specified
- Declaration on Honour has been signed by your organisation's legal representative
- You have saved or printed the copy of the completed form for your records.

**Conditions for the Final report submission**

Final report can only be submitted if:

- All mandatory fields in the report have been filled in (automatic check).
- Reported Budget is greater than zero, see Budget
- All preparatory visits in the project are in status Complete, see List of preparatory visits
- All fewer opportunities participants in the project have a reason declared in the report
- All mobility activities in the project are in status Complete, see List of mobility activities
- Declaration on Honour has been uploaded (automatic check).
- Checklist has been fulfilled

**Start submission process**

Le informazioni quantitative e finanziarie riportate nel Final report sono derivate dall'inserimento effettuato nel sistema stesso e non sono modificabili. Si raccomanda pertanto di compilare il rapporto solo dopo aver completato l'inserimento di tutti i dati nel sistema, verificato il budget finale e aver ricevuto tutti i questionari dei partecipanti. Le informazioni di contenuto vanno invece inserite manualmente nel sistema, nella sezione **Reports**. Una volta completata la compilazione, allegati i documenti, va effettuata la Submission attraverso il sistema stesso.



# INDICAZIONI UTILI

- Consultare la guida ad uso del sistema per i beneficiari, disponibile al seguente link:  
<https://wikis.ec.europa.eu/display/NAITDOC/Beneficiary+Guides+-+Project+implementation+phase>
- Mantenere il sistema aggiornato in tempo reale rispetto alle varie fasi del ciclo di vita del progetto, inserendo le mobilità e monitorando l'invio dei questionari da parte dei partecipanti
- Verificare di aver compilato in maniera completa tutte le informazioni richieste, in modo da evitare di doverle compilare a seguito di un rifiuto del rapporto finale da parte del tutor

Per dubbi o chiarimenti di tipo contenutistico, contattare il tutor assegnato al proprio progetto

Per problemi esclusivamente di tipo tecnico, inviare una email all'indirizzo:

[m.varricchio@inapp.gov.it](mailto:m.varricchio@inapp.gov.it)

inserendo l'identificativo completo del progetto





# GRAZIE PER L'ATTENZIONE



[www.inapp.gov.it](http://www.inapp.gov.it)



UNIONE EUROPEA

**Erasmus+**

Arricchisce la vita, apre la mente.

# INAPP ERASMUS+ NATIONAL AGENCY



- INCLUSIONE E DIVERSITÀ
- TRASFORMAZIONE DIGITALE
- AMBIENTE E LOTTA AI CAMBIAMENTI CLIMATICI
- PARTECIPAZIONE DEMOCRATICA E IMPEGNO CIVICO

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DELLE POLITICHE PUBBLICHE

Vocational education and training

[erasmusplus@inapp.gov.it](mailto:erasmusplus@inapp.gov.it)

