

Beneficiary Module

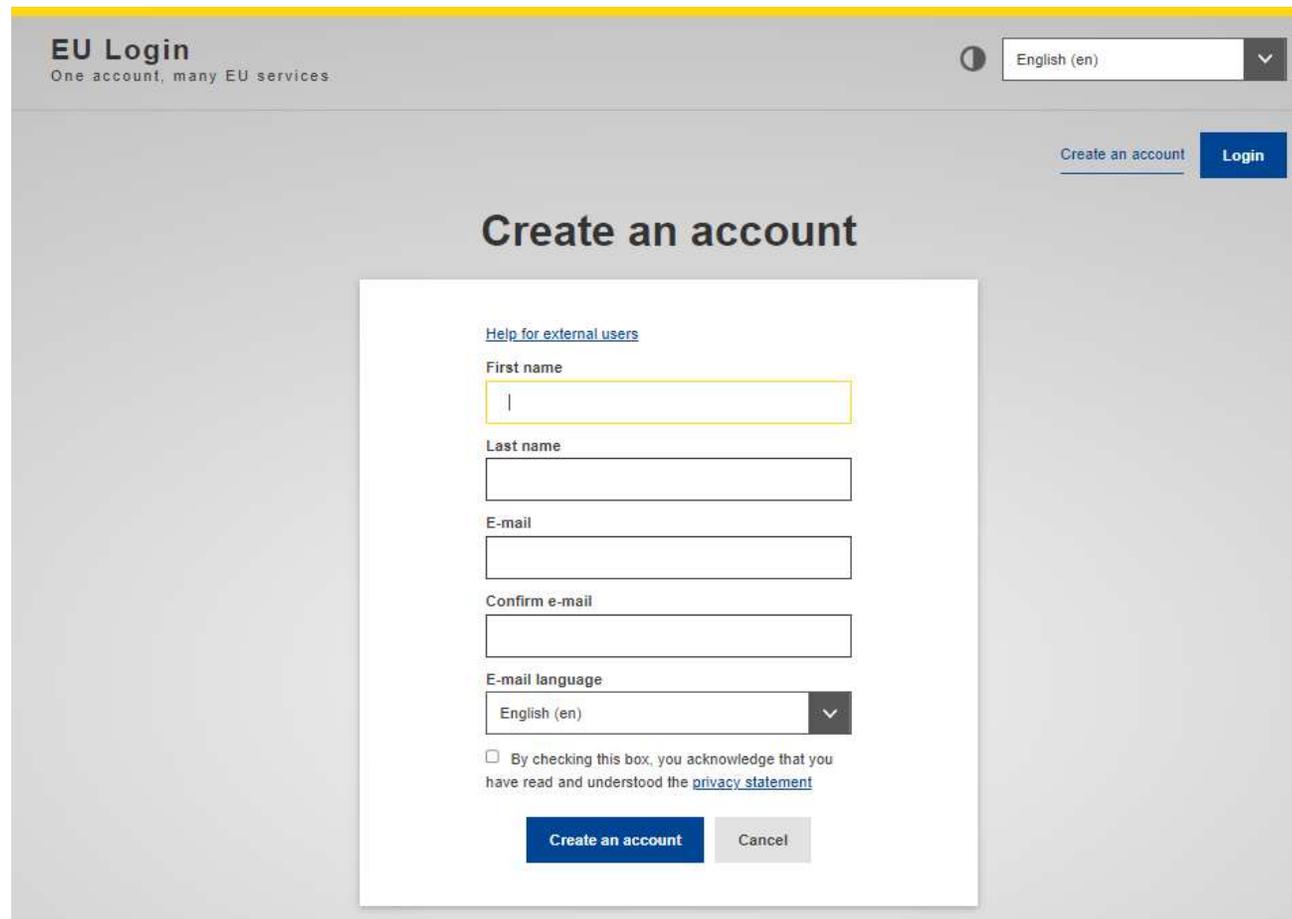
Marilise Varricchio

3 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 following elements:

- Header: 'EU Login' with the tagline 'One account, many EU services' and a language dropdown set to 'English (en)'.
- Navigation: 'Create an account' link and a blue 'Login' button.
- Section: 'Create an account'.
- Form fields:
 - 'First name' with a yellow border and a cursor.
 - 'Last name'.
 - 'E-mail'.
 - 'Confirm e-mail'.
 - 'E-mail language' dropdown set to 'English (en)'.
 - A checkbox for 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)'.
- Buttons: 'Create an account' (blue) and 'Cancel' (grey).



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
marilisev@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

Erasmus+ and European Solidarity Corps

HOME

OPPORTUNITIES

ORGANISATIONS

APPLICATIONS

PROJECTS

SUPPORT

Welcome
Mati Vari

My Granted Projects

Projects found (8)

Search [] More Filters

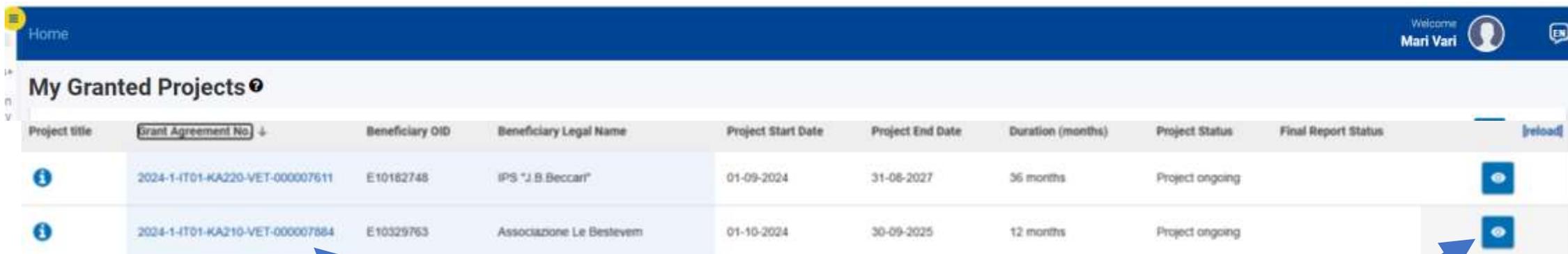
Project title	Grant Agreement No.	Beneficiary ID	Beneficiary Legal Name	Project Start Date	Project End Date	Duration (months)	Project Status	Final Report Status	[reload]
	2021-1-IT01-KA218-VET-00003216	E10102748	IPS "J.B. Beccari"	01-11-2021	31-10-2022	12 months	Project ongoing		
	2021-1-IT01-KA121-VET-00003170	E10116136	IS ERMESTERHEBBIA	01-09-2021	01-12-2022	15 months	Submitted	Submitted	
	2021-1-IT01-KA220-VET-00003214	E10102748	IPS "J.B. Beccari"	01-11-2021	31-10-2023	24 months	Project ongoing	Draft	
	2021-1-IT01-KA120-VET-00003402	E10114496	ITALIA TESTO1	26-10-2043	26-10-2043	1 month	Accorded		
	2021-1-IT01-KA122-VET-00003173	E10036710	Istituto di Istruzione Superiore Pietro Scacchi	01-05-2021	28-02-2023	10 months	Submitted		
	2023-1-IT01-KA121-VET-000005191	E10114496	ITALIA TESTO1	01-06-2023	31-06-2024	15 months	Project ongoing		
	2022-1-IT01-KA121-VET-00003085	E10106920	Educazione all'Europa	01-05-2022	31-06-2023	15 months	Project ongoing		
	2022-1-IT01-KA121-VET-00003011	E10150702	Liceo Gennaro Stabile G. B. Brocchi	01-06-2022	31-06-2023	15 months	Project ongoing		

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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



The screenshot shows a web interface with a dark blue header. On the left, there is a vertical navigation menu with 'Home' selected. On the right, the user is identified as 'Mari Vari' with a profile icon and a language selector 'EN'. The main content area is titled 'My Granted Projects' and contains a table with the following columns: Project title, Grant Agreement No. (with a dropdown arrow), Beneficiary OID, Beneficiary Legal Name, Project Start Date, Project End Date, Duration (months), Project Status, and Final Report Status. A '[reload]' button is located at the end of the table. Two rows of project data are visible. The first row has a blue eye icon in the 'Final Report Status' column. The second row has a blue eye icon in the 'Final Report Status' column. A blue arrow points from the text above to the 'Grant Agreement No.' of the second row, and another blue arrow points from the text above to the eye icon in the second row.

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-KA220-VET-000007611	E10162748	IPS "J.B. Beccari"	01-09-2024	31-08-2027	36 months	Project ongoing		
	2024-1-IT01-KA210-VET-000007864	E10329763	Associazione Le Bestevem	01-10-2024	30-09-2025	12 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
- Activities (KA210)
- Work Packages (KA220)
- Reports

The screenshot displays the Erasmus+ project management system interface. At the top, the Grant Agreement No. is 2024-1-IT01-KA210-VET-000007884, and the Awarded/Reported Budget is shown. Below this, the Project Acronym is ECCA, and the National Agency is IT01 - Agenzia Nazionale - Erasmus+ - INAPP. The Organisation OID is E10329763, and the Legal name is Associazione Le Besterem.

The interface is divided into three main sections: Content menu, Filter, and Details. The Content menu is highlighted with a blue box and includes options for Details, Participating organisations, Associated persons, Activities, and Reports. The Filter section includes options for Details, Context, Information, National agency, and Beneficiary organisation. The Details section is further divided into Context Information and Project Information. The Context Information section includes Programme: Erasmus+, Key Action: Cooperation among organisations and institutions, Action Type: Small-scale partnerships in vocational education and training, Call: 2024, Round: Round 1, Start of Project: 01/10/2024, End of Project: 30/09/2025, and Project Duration (months): 12 months. The Project Information section includes Grant Agreement No.: 2024-1-IT01-KA210-VET-000007884 and National ID:.



PARTICIPATING ORGANISATIONS

Sono visualizzati il beneficiario e tutti i partner del progetto

Content menu

Details

Participating organisations

Associated persons

Activities

Reports

Participating organisations

Beneficiary (1)

le bes

Found 1 (total 4)

OID	Organisation ID	Legal name	Public body	Non-profit	Country	City	[reload]
E10329763	07884-ORG-00002	Associazione Le Bestevem	No	Yes	Italy	roma	<input type="button" value="Delete"/> <input type="button" value="View"/> <input type="button" value="Edit"/>

Other (non-beneficiary) (0)

Search...

OID	Organisation ID	Legal name	Supporting organisation	Public body	Non-profit	Country	City	[reload]
E10083763	07884-ORG-00004	Fundacja Przestrzen Filmowa		No	Yes	Poland	Warsaw	<input type="button" value="Delete"/> <input type="button" value="View"/> <input type="button" value="Edit"/>
E10317863	07884-ORG-00003	Heads Up Productions		No	No	Netherlands	Arnhem	<input type="button" value="Delete"/> <input type="button" value="View"/> <input type="button" value="Edit"/>



ASSOCIATED PERSONS

Sono visualizzati tutti i contatti del beneficiario e dei partner del progetto

Content menu < Associated person

Details

Participating organisations

Associated persons

Work Packages

Reports

Associated persons (6) + Create

Search... Search Bulk Actions More Filters

Organisation OID	Organisation legal name	First Name	Last Name	Position	Email	Telephone 1	Beneficiary	Legal Representative	Primary Contact	Access to project management	[reload]
E10182748	IPS "J.B.Beccari"	Mary	Vari	RL	m.varricchio@inapp.org	+393479013073	Yes	Yes	No	Edit	  
E10182748	IPS "J.B.Beccari"	Marilise	Varricchio		marilisev@libero.it	+393479013073	Yes	No	Yes	Edit	  
E10109136	Center šolskih in obšolskih dejavnosti	a	a	a	example3@gmail.com	+393479013073	No	Yes	No	View	  
E10109136	Center šolskih in obšolskih dejavnosti	a	a		example1@gmail.com	+393479013073	No	No	Yes	View	  
E10056884	Organizacija testowa	a	a	a	example4@gmail.com	+393479013073	No	Yes	No	View	  
E10056884	Organizacija testowa	a	a		example5@gmail.com	+393479013073	No	No	Yes	View	  

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ACTIVITIES (KA210)

Le Activities sono precaricate dall'application form

The screenshot displays the 'Activity' management interface. On the left is a 'Content menu' with options: Details, Participating organisations, Associated persons, **Activities**, and Reports. The main area shows 'Activities (4)' with a '+ Create' button and search filters. Below is a table of activities:

Activity Title	Activity duration (in days)	Venue of activity	Estimated start date	Estimated end date	Grant Amount allocated to the Activity	[reload]
Implementazione e valutazione del corso di formazione transnazionale (ACT3)	265	Italy	01-10-2024	22-06-2025	14 310,00 €	[edit] [delete] [refresh]
Communication and dissemination (ACT1)	231	Virtual activity	18-11-2024	06-07-2025	4 680,00 €	[edit] [delete] [refresh]
Co-design del curriculum formativo (ACT2)	175	Virtual activity	02-12-2024	25-05-2025	2 340,00 €	[edit] [delete] [refresh]
Accompagnamento e sostegno partecipanti nei loro progetti (ACT4)						[edit] [delete] [refresh]

A red arrow points from the table to a detailed form for the first activity. The form fields are:

- Activity Title: Implementazione e valutazione del corso di formazione transnazionale (ACT3)
- Venue of activity: Italy
- Force majeure:
- Estimated start date: 01/10/2024
- Estimated end date: 22/06/2025
- Leading Organisation: Associazione Le Bastogne (IT)
- Grant Amount allocated to the Activity: 14310
- Participating Organisation: [empty]



WORK PACKAGES (KA220)

Gli Work Packages sono precaricati dall'application form

Content menu <

- Details
- Participating organisations
- Associated persons
- Work Packages**
- Reports

Work Packages

Work Packages (3)

Work Package	Status	Number of activities	Total amount allocated to activities	[reload]
60000	COMPLETE	1	60 000,00 €	  
40000	DRAFT	1	40 000,00 €	  
Work package no. 1 Project Management	DRAFT	0	20 000,00 €	  

Work Package DRAFT

WORK PACKAGE

The information provided in this section should allow you to monitor the implementation of your project and optionally prepare your final report.

Work Package *

Work package no. 1 Project Management

How were the progress, quality and achievement of project activities monitored? Please give information about the involved staff, as well as the timing and frequency of the monitoring activities. *

Describe how you monitored the progress, quality and achievement of project activities, the involved staff, as well as the timing and frequency of the monitoring activities.

Value missing

How did you ensure proper budget control and time management in your project? *

Describe how you ensured proper budget control and time management in your project.



PERIODIC REPORTS (SOLO KA220)

Periodic report is requested for 2024-1-IT01-KA220-VET-000007611

DA DIGIT CNS ACC <digit-cns-acc@ec.europa.eu>
A marilisev@libero.it

10:15 ☆

INDIETRO |       

< 1 >

 1 allegato ▶ Vista Scarica Salva in Drive



Erasmus+ and European Solidarity Corps

Periodic report is requested for 2024-1-IT01-KA220-VET-000007611

Translation provided in English

Dear Marilise Varricchio,

This is an automatically generated notification from the Erasmus+ project management and reporting tool to inform you that a Periodic report is requested for your project.

According to the reporting and payment schedule sets in the grant agreement (see section 4.2 of the Data sheet), you have to submit a/the Periodic report in 10 days. You can do that through the Erasmus+ project management and reporting tool (accessible at <https://webgate.acceptance.ec.europa.eu/beneficiary-module/project/#/project-list>). Submitting this report will allow you to request additional pre-financing.

This is an automatically generated message. Please do not reply.

CNS (Corporate Notification System)
[You can change your notification preferences here.](#)



PERIODIC REPORTS (SOLO KA220)

Content menu

- Details
- Participating organisations
- Associated persons
- Work Packages
- Periodic reports**
- Reports

Periodic reports

Periodic report Draft

Draft % completed
03-12-2024 09:15:00

Edit Draft

History

Periodic report created : 03-12-2024 09:15:00 Request ID : 830

- 03-12-2024 09:15:00 : Draft created by ANONYMOUS_U

Content menu

- Details
- Participating organisations
- Associated persons
- Work Packages
- Periodic reports**
- Reports

Start submission process PDF

Details Red Marks

- ✓ Context
- ✗ Project summary
- ✗ Work Package n° 1 Project Management
- ✗ Implementation
- ✗ Follow-up
- ✗ Annexes
- ✗ Checklist

Draft report saved (50%) a minute ago

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 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

List of documents

No	Name	File size
Total size (KB)		0

Checklist

Before submitting your report form to the National Agency, please make sure that:

- You have uploaded the relevant results on the Erasmus+ Project Results platform: <http://ec.europa.eu/programmes/erasmus-plus/>
- 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:
 - Declaration on Honour, signed by the legal representative of the beneficiary organisation;
 - The necessary supporting documents proving that the activities foreseen in the project effectively took place;
- You have saved or printed the copy of the completed form for your records.

Conditions for the periodic/progress report submission

The report can only be submitted if:

- All mandatory fields in the report have been filled in
- Declaration on Honour has been uploaded
- Checklist has been fulfilled

Start submission process



BENEFICIARY REPORT

The screenshot displays the 'Beneficiary Reports' section of the Erasmus+ Project Results platform. On the left, a 'Content menu' lists various options: 'Details', 'Participating organisations', 'Associated persons', 'Activities', and 'Reports'. The 'Reports' option is highlighted with a red rectangular box. The main content area is titled 'Beneficiary Reports' and includes a link for 'Access to Erasmus+ Project Results platform'. Below this, a section titled 'Final Beneficiary Report' contains the instruction 'Please click on this button to generate a new Beneficiary Report' and a prominent green button labeled 'Generate Beneficiary Report'. A red arrow points from the text below to this button. To the right of the main content area, there is a red button labeled 'Termination with no grant'.

Nella sezione Reports è possibile generare il rapporto finale



BENEFICIARY REPORT

Content menu

- Details
- Participating organisations
- Associated persons
- Work Packages
- Reports**

Beneficiary Reports

Final Beneficiary Report

Please click on this button to generate a new Beneficiary Report

Final Draft

Draft % completed
28-11-2024 16:15:47

[Edit Draft](#)

History

[Start submission process](#)

PDF

All [Red Marks](#)

- Context
- Project summary
- Project Description
- Work Package n° 1 Project Management
- Implementation
- Participants' Recognition
- Follow-up
- Annexes

Draft report saved (23%)

Declaration on honour

Please download the declaration on honour, print it, have it signed by the legal representative and upload it to the system.

[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 in the 'Participating organisations' section.

[Add documents](#)

List of documents

No	Name	File
Total size (kB)		

Checklist

Before submitting your report form to the National Agency, please make sure that:

- You have uploaded the relevant results on the Erasmus+ Project Results platform: [http://](#)

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 in maniera completa e corretta. 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
- 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

inserendo l'identificativo completo del progetto



GRAZIE PER L'ATTENZIONE



www.inapp.gov.it



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- TRASFORMAZIONE DIGITALE
- AMBIENTE E LOTTA AI CAMBIAMENTI CLIMATICI
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