

Beneficiary Module

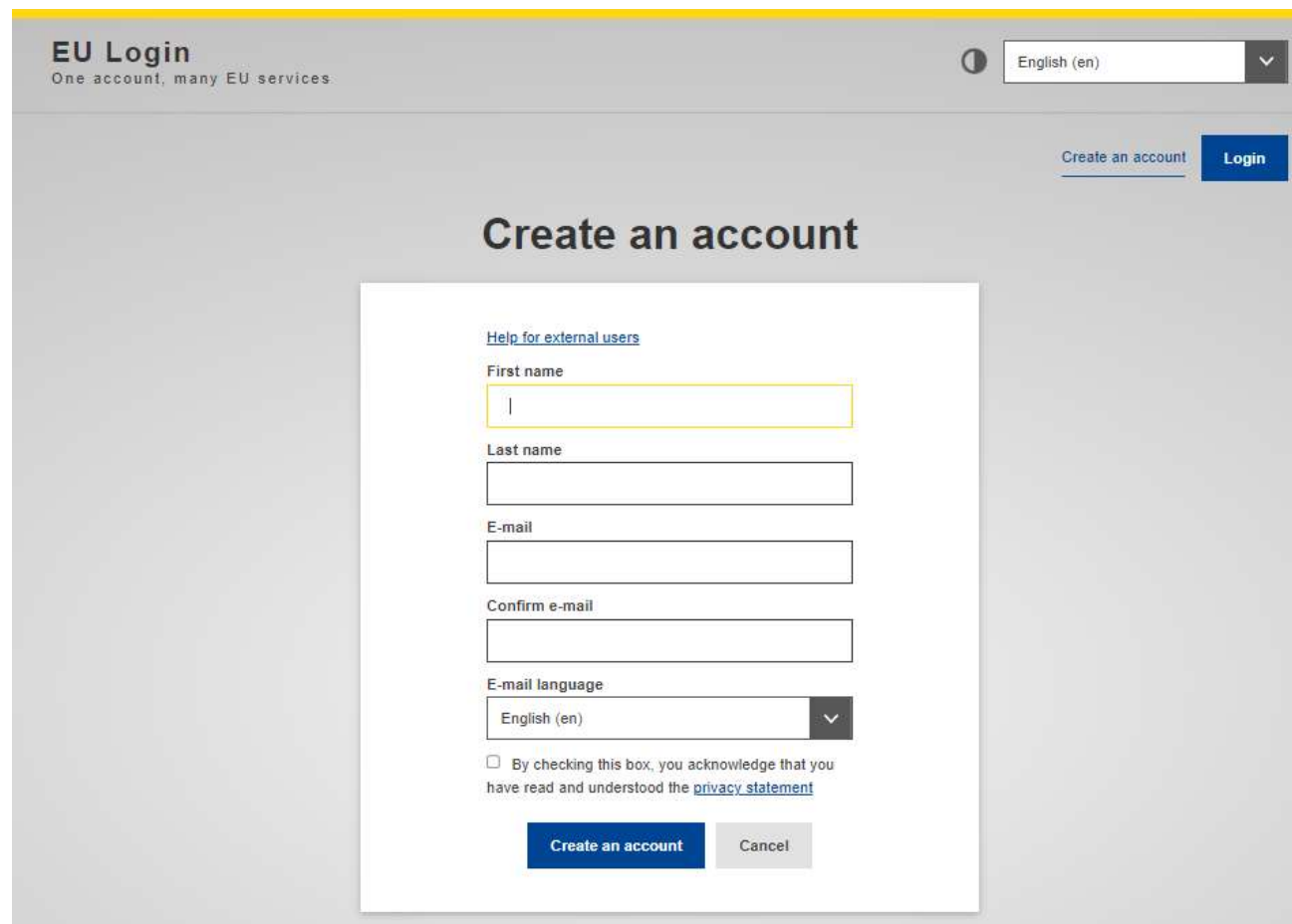
Marilise Varricchio

5 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 selector set to 'English (en)'. Navigation links for 'Create an account' and 'Login' are visible. The form itself contains the following fields: 'First name' (with a yellow border), 'Last name', 'E-mail', 'Confirm e-mail', and 'E-mail language' (set to 'English (en)'). A checkbox for the privacy statement is present, and the form concludes with '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
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

My Granted Projects

Projects found (18)

Search [] [] More Filters

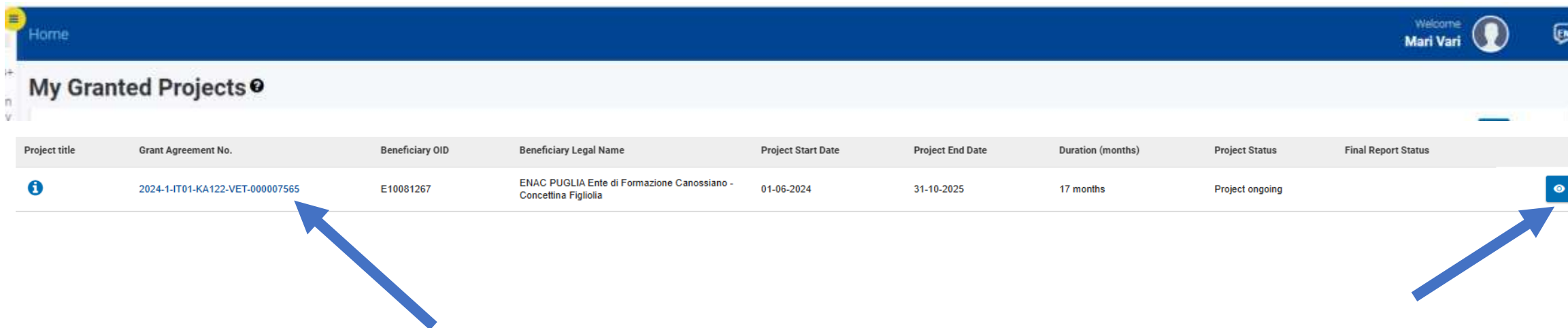
Found 16 (out of 1)

Project title	Grant Agreement No.	Beneficiary OIB	Beneficiary Legal Name	Project Start Date	Project End Date	Duration (months)	Project Status	Final Report Status	Details
	2021-1-IT01-KA121-VET-00005170	E1810106	ES EASTERN/NEBBIA	01-08-2021	01-12-2022	15 months	Submitted	Submitted	
!	2021-1-IT01-KA121-VET-00005173	E1803810	Milano di Istruzione Superiori Parità Duale	01-08-2021	30-02-2023	18 months	Submitted		
	2023-1-IT01-KA121-VET-00005191	E1810486	ITALI/TESTI	01-08-2023	31-05-2024	15 months	Project ongoing		
	2022-1-IT01-KA121-VET-00005205	E1810002	Educazione all'Europa	01-08-2022	31-05-2023	15 months	Project ongoing	Draft	
	2022-1-IT01-KA121-VET-00005301	E1810072	Univ. Cattolica Diakia G. E. Brocci	01-06-2022	31-05-2023	15 months	Project ongoing	Draft	
	2023-1-IT01-KA121-VET-00005316	E1810106	ES EASTERN/NEBBIA	01-08-2023	31-08-2024	15 months	Project ongoing		
!	2023-1-IT01-KA121-VET-00005316	E1805108	Associazione INNOVAPER Impresa Sociale	01-08-2023	30-11-2024	18 months	Project ongoing	Draft	
!	2023-1-IT01-KA121-VET-00005331	E18102748	IPS "J.B. Bossa"	13-11-2023	13-11-2024	12 months	Project ongoing	Draft	
!	2023-1-IT01-KA121-VET-00005337	E18102748	IPS "J.B. Bossa"	01-08-2023	31-08-2024	12 months	Project ongoing		
	2020-1-IT01-KA121-VET-00005370	E18062083	DelleSelle	13-10-2020	31-12-2020	N/A	Accesible		
	2024-1-IT01-KA121-VET-00005383	E18205078	Associazione di Promozione Sociale Culture Digitali APS	01-06-2024	31-05-2025	15 months	Project ongoing	Draft	
	2020-1-IT01-KA121-VET-00005396	E18205078	Associazione di Promozione Sociale Culture Digitali APS	12-03-2021	01-12-2021	N/A	Accesible		
	2024-1-IT01-KA121-VET-00005397	E18062083	DelleSelle	01-06-2024	31-05-2025	15 months	Project ongoing	Draft	
!	2024-1-IT01-KA121-VET-00005398	E18061207	ERIC PORTUS Ente di Promozione Comenius - Consorzio Fonda	01-06-2024	01-10-2025	17 months	Project ongoing		





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 user interface for 'My Granted Projects'. The user is logged in as 'Mari Vari'. The table below lists project details. Two blue arrows point to the 'Grant Agreement No.' and an eye icon in the rightmost column.

Project title	Grant Agreement No.	Beneficiary OID	Beneficiary Legal Name	Project Start Date	Project End Date	Duration (months)	Project Status	Final Report Status
	2024-1-IT01-KA122-VET-000007565	E10081267	ENAC PUGLIA Ente di Formazione Canossiano - Concettina Figliolia	01-06-2024	31-10-2025	17 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
- Reports
- Import-export

Project Activities and Budget Details

Grant Agreement No.: 2024-1-IT01-KA122-VET-00007565 Awarded/Reported Budget

TIA: IT01 - Agenzia Nazionale - Erasmus+ - INAPP - Organization DID: E10081267 - Legal name: ENAC PUBBLIA Ente di Formazione Casalese - Casoretta Figliola

Content menu

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

Filter

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

Details

Contest Information

Programme: Erasmus+
Key Action: Learning Mobility of Individuals
Action Type: Short-term projects for mobility of lecturers and staff in vocational education and training
Call: 2024
Round: Round 1
Start of Project: 01/06/2024
End of Project: 31/10/2025
Project Duration (months): 17 months

Project Information

Grant Agreement No.: 2024-1-IT01-KA122-VET-00007565
National ID:
Project Title: clas erasmus
Project Acronym:
Project Status: Project ongoing
Final Report Submission Deadline: 30/12/2025

National Agency

National Agency IT01 - Agenzia Nazionale - Erasmus+ - INAPP



PARTICIPATING ORGANISATIONS

Sono visualizzati il beneficiario e i supporting organisations, se del caso, inseriti nel formulario di candidatura

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 displays the 'Participating organisations' section of the Erasmus+ application. It features two tables of participating organisations. The first table, titled 'Beneficiary (1)', lists one organisation: 'Etac PUGLIA Ente di Promozione Cattolica - Conoscenza Fidelity'. The second table, titled 'Other organisation (non-beneficiary) (3)', lists three organisations: 'Organisation FR Receiving', 'Organisation Supporting', and 'Organisation Supporting'. The 'Supporting organisation' column in the second table is highlighted with a red box. A blue arrow points to the 'Create' button in the second table.

ID	Other organisation number	Legal name	Public body	Non-profit	Country	City	
E18381267	07505-ORG-89061	Etac PUGLIA Ente di Promozione Cattolica - Conoscenza Fidelity	No	Yes	Italy	Foggia	[Red] [Blue] [Green]

ID	Other organisation number	Legal name	Supporting organisation	Public body	Non-profit	Country	City	
07505-ORG-8902		Organisation FR Receiving	No	No	No	France	Paris	[Red] [Blue] [Green]
07505-ORG-8903		Organisation Supporting	Yes	No	No	Italy	Rome	[Red] [Blue] [Green]



ASSOCIATED PERSONS

Sono visualizzati tutti i contatti del beneficiario, come da formulario di candidatura

Content menu < Associated person

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Fellow Opportunities







Budget

Reports

Import-export

Associated persons (2) + Create

Search Search Bulk Actions More Filters

Organisation ID	Organisation legal name	First Name	Last Name	Position	Email	Telephone 1	Beneficiary	Legal Representative	Primary Contact	OLS administrator	Access to project management	[reload]
E10001267	ENAC PUGLIA Ente di Formazione Canossiano - Concettina Figliola	bianchi	angelo	ceo	m.vanicchio@libero.it	+393484720732	Yes	Yes	No	No	Edit	  
E10001267	ENAC PUGLIA Ente di Formazione Canossiano - Concettina Figliola	mario	rossi	direttore	marioev@libero.it	+3933333333	Yes	No	Yes	Yes	Edit	  

Items per page 30 1 - 2 of 2



PREPARATORY VISITS

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Preparatory visits

Mobility Activities

Fewer Opportunities

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Import-export

Preparatory visits (1)

+ Create



Search...

Search

Bulk Actions

More Filters

ID	Preparatory visit status	Receiving organisation	Receiving country	Number of persons	Total grant	[reload]
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PV1	COMPLETE	Organisation FR Receiving	France	1	680,00 €	  
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Items per page 30

1 - 1 of 1



MOBILITY ACTIVITIES

Project Activities and Budget Details

Project list

Grant Agreement No. : 2024-1-IT01-KA122-VET-000007565

NA : IT01 - Agenzia Nazionale - Erasmus+ - INAPP - Organisation OID : E10081267 - Legal name : ENAC PUGLIA Ente di Formazione Canossiano - Concettina Figliolia

Awarded/Reported Budget : 88 405 € / 3 760 €

Project ongoing

Deadline: 30 dec. 2025

398 days left!

Actions

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Mobility Activities

Fewer Opportunities

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Individual mobility activities

Group mobility activities

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 (2)

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]
07565-MOB-0001	COMPLETE	Short-term learning mobility of VET learners	Chiara	Verdi	cverdi.IT01@gmail.com	Italy	01-11-2024	18-11-2024	Yes	1 810,00 €		
07565-MOB-0002	DRAFT	Short-term learning mobility of VET learners	Mario	Rossi	mrossi@gmail.com	Italy	06-11-2024	19-11-2024	No	1 064,00 €		



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

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



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

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

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



FEWER OPPORTUNITIES

Indicare la corretta tipologia di fewer opportunities per i relativi partecipanti previsti in tutte le mobilità

Project Activities and Budget Details

Content menu < Fewer Opportunities

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities


Fewer Opportunities

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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	<input type="text" value="0"/>
Barriers linked to education and training systems	<input type="text" value="0"/>
Cultural differences	<input type="text" value="0"/>
Disabilities	<input type="text" value="0"/>
Economic barriers	<input type="text" value="0"/>
Geographical barriers	<input type="text" value="0"/>
Health problems	<input type="text" value="0"/>
Social barriers	<input type="text" value="0"/>
Total number of participants with a reason declared	<input type="text" value="0"/>
Total number of participants with fewer opportunities in the project	<input type="text" value="1"/>

 You need to define the reason for all of participants with fewer opportunities in your project. You can declare only one reason for each participant. If more than one reason applies to some participants, then you should choose the most important re



BUDGET

Project Activities and Budget Details

Project

Grant Agreement No. : 2024-1-IT01-KA122-VET-000007565

NA : IT01 - Agenzia Nazionale - Erasmus+ - INAPP - Organisation OID : E10081267 - Legal name : ENAC PUGLIA Ente di Formazione Canossiano - Concettina Figliolia

Awarded/Reported Budget : 88 405 € / 3 760 €

Project ongoing

Deadline: 30 déc. 2025

398 days left !

Actions

Dati inseriti nel sistema, attraverso la compilazione delle mobilità

Content menu

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Budget

Export PDF

Hide empty items

Sort by: Default

Dati da contrattualizzazione

	Awarded	Reported	% Reported / Awarded
Total project	88 405,00 €	3 760,00 €	4.25 %
Preparatory visits	1 360,00 €	0,00 €	0 %
Inclusion support for participants	800,00 €	100,00 €	12.50 %
Inclusion support for organisations	625,00 €	125,00 €	20 %
Organisational support	3 000,00 €	350,00 €	11.67 %
Exceptional costs for financial guarantee	1 600,00 €	1 600,00 €	100 %
Individual support	67 676,00 €	1 276,00 €	1.89 %
Travel	13 344,00 €	309,00 €	2.32 %
Activity types	85 445,00 €	2 160,00 €	2.53 %

Voci di costo da inserire manualmente



BENEFICIARY REPORT

Project Activities and Budget Details

Grant Agreement No. : 2024-1-IT01-KA122-VET-000007565

NA : IT01 - Agenzia Nazionale - Erasmus+ - INAPP - Organisation OID : E10081267 - Legal name : ENAC PUGLIA Ente di Formazione Canossiano - Concettina Figliolia

Awarded/Reported Budget : 88 405 € / 3 760 €

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398 days left!

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Beneficiary Reports

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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- Mobility Activities
- Fewer Opportunities
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- 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 18:34:35

Edit Draft

History

Final created : 27-11-2024 18:34:35 Request ID : 8232 - 2d0a22

- 27-11-2024 18:34:35 : Draft created by n00014t8

Final submission process

- Final links
- Evaluation criteria
- Project details
- Budget
- Project activities
- Quality standards I: Basic principles
- Quality standards II: Social management of mobility activities
- Quality standards III: Providing quality and support to the participants
- Quality standards IV: Sharing results and knowledge about the programme
- Project objectives and achievements
- Hosting organisations
- Feedback
- Annexes
- Checklist

Draft report saved (3%)

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
Total size (KB)	

Checklist

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

- 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 attached:
 - 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.

Conditions for the Final report submission

Final report can only be submitted if:

- All mandatory fields in the report have been filled in.
- 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 Fewer opportunities section.
- All mobility activities in the project are in status Complete, see List of mobility activities. All mobility activities are in status Complete.
- Declaration on Honour has been uploaded.
- Checklist has been fulfilled.

Final 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

inserendo l'identificativo completo del progetto



GRAZIE PER L'ATTENZIONE



www.inapp.gov.it



UNIONE EUROPEA

Erasmus+

Arricchisce la vita, apre la mente.

INAPP ERASMUS+ NATIONAL AGENCY



UNIONE EUROPEA

INCLUSIONE
E DIVERSITÀ

TRASFORMAZIONE
DIGITALE

AMBIENTE E LOTTA
AI CAMBIAMENTI
CLIMATICI

PARTECIPAZIONE
DEMOCRATICA
E IMPEGNO CIVICO

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ISTITUTO NAZIONALE PER L'ANALISI
DELLE POLITICHE PUBBLICHE

Vocational education and training

erasmusplus@inapp.gov.it

