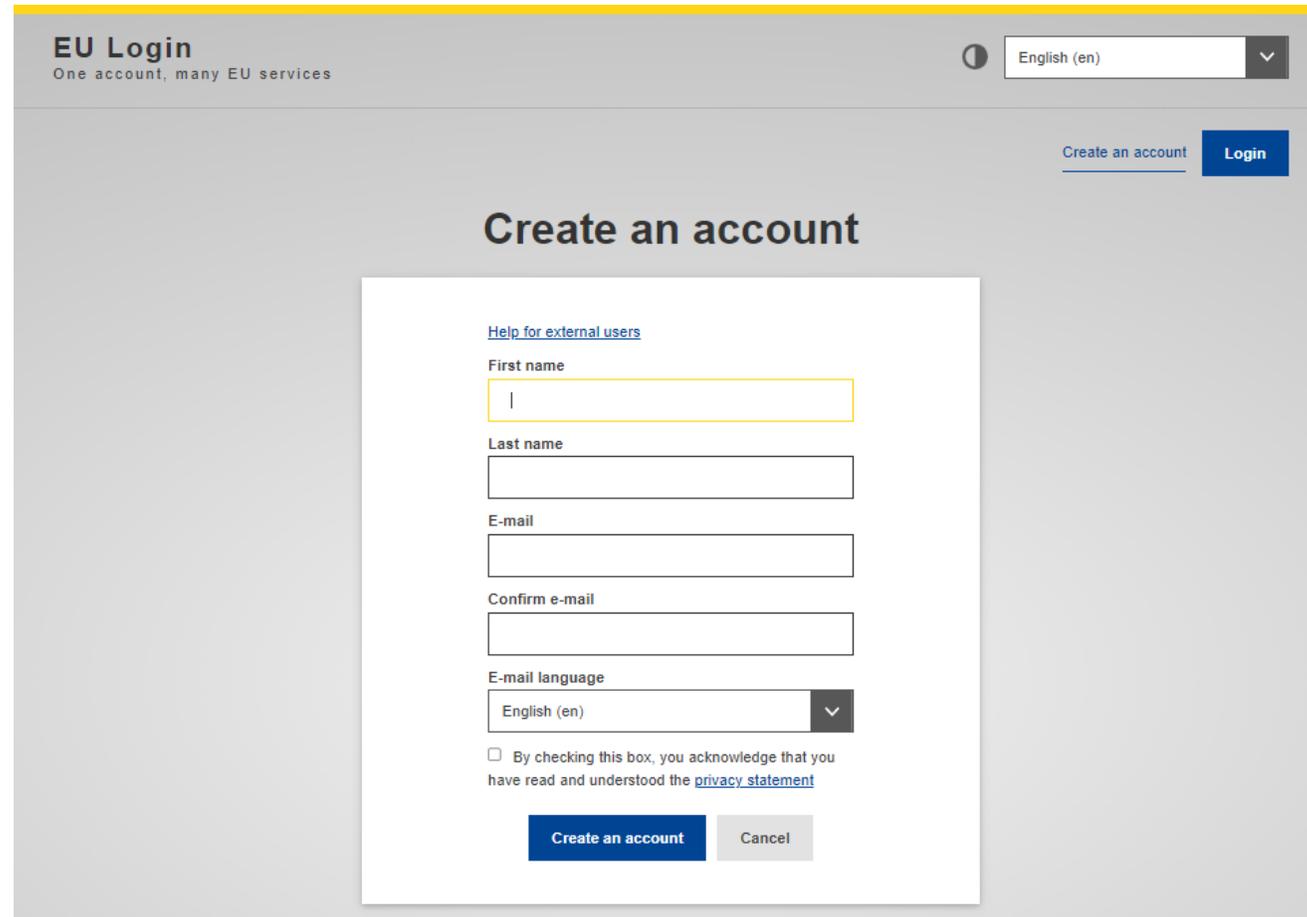# Beneficiary Module

Marilise Varricchio

*3 dicembre 2025*

# ACCOUNT EU LOGIN – DOPPIA AUTENTICAZIONE

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 ed associare una doppia autenticazione



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# ACCESSO AL BENEFICIARY MODULE

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

# 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

# ACCESSO AI DATI DEL PROGETTO

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

# 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**

# PARTICIPATING ORGANISATIONS

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

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

# ASSOCIATED PERSONS

Di default sono visualizzati i contatti del beneficiario inseriti nel relativo KA120. Attraverso il pulsante Create potranno essere inseriti gli ulteriori contatti a cui si vuole dare diritto di accesso ai dati del proprio progetto.

# MOBILITY ACTIVITIES

Project Activities and Budget Details

Grant Agreement No. : 2025-1-IT01-KA121-VET-000008545

Project ongoing | Actions

**Content menu**

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

**Mobility activities**

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

By using Revalidate button all rules on the project will be recalculated. ⑦

**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 (1)**

Request new revalidation | + Create

Participant reports submission rate :

Search | Bulk Actions | ▼ More Filters

| Mobility activity ID | Mobility activity status | Activity type | Entry type | First name | Last name | Participant's email | Sending country | Receiving country | Start date | End date | Participant with fewer opportunities | Total mobility activity grant | Participant Report Status | [reload] |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 08545-MOB-0001 | DRAFT | Short-term learning mobility of VET learners | Participant | Chiara | Verdi | cverdi.it01@gmail.com | Italy | | | | No | 0,00 € | | |

---

...ivities | Group mobility activities | Targets | Participant reports | Documents

DRAFT

**Create draft document** ✕

Mobility *

Chiara Verdi (08545-MOB-0001)

Document type *

⌄

Draft Learning agreement

Draft Europass Mobility certificate

...n learning mobility of VET learners ⌄

List of mobility documents | + Create draft document

Cancel | Create Draft

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# MOBILITY ACTIVITIES

## MOBILITA': 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
- Creazione dei Learning agreement e degli Europass certificate

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# MOBILITY ACTIVITIES

List of mobility activities (11)

Request new revalidation    + Create

Participant reports submission rate : 85,71 %

Search    Bulk Actions    More Filters

| Mobility activity ID | Mobility activity status | Activity type | Entry type | First name | Last name | Participant's email | Sending country | Receiving country | Start date | End date | Participant with fewer opportunities | Total mobility activity grant | Participant Report Status | [reload] |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 06100-MOB-0003 | COMPLETE | Short-term learning mobility of VET learners | Participant | | | | Italy | Ireland | 29-09-2025 | 15-10-2025 | No | 1 638,00 € | Manual Reminder Sent | |
| 06100-MOB-0004 | COMPLETE | Short-term learning mobility of VET learners | Participant | | | | Italy | Ireland | 29-09-2025 | 15-10-2025 | No | 1 638,00 € | Participant report submitted | |
| 06100-MOB-0001 | COMPLETE | Short-term learning mobility of VET learners | Participant | | | | Italy | Ireland | 29-09-2025 | 15-10-2025 | No | 1 638,00 € | Participant report submitted | |
| 06100-MOB-0002 | COMPLETE | Short-term learning mobility of VET learners | Participant | | | | Italy | Ireland | 29-09-2025 | 15-10-2025 | No | 1 638,00 € | Participant report submitted | |
| 06100-MOB-0006 | COMPLETE | Short-term learning mobility of VET learners | Participant | | | | Italy | Ireland | 29-09-2025 | 15-10-2025 | No | 1 638,00 € | Participant report submitted | |
| 06100-MOB-0005 | COMPLETE | Short-term learning mobility of VET learners | Participant | | | | Italy | Ireland | 29-09-2025 | 15-10-2025 | No | 1 638,00 € | Participant report submitted | |
| 06100-MOB-0008 | COMPLETE | Short-term learning mobility of VET learners | Accompanying Person | | | | Italy | Ireland | 29-09-2025 | 01-10-2025 | No | 979,00 € | none | |
| 06100-MOB-0007 | COMPLETE | Short-term learning mobility of VET learners | Participant | | | | Italy | Ireland | 29-09-2025 | 15-10-2025 | No | 1 638,00 € | Participant report submitted | |
| 06100-MOB-0011 | COMPLETE | Job-shadowing | Participant | | | | Italy | Finland | 23-04-2026 | 25-04-2026 | No | 1 065,00 € | none | |
| 06100-MOB-0009 | COMPLETE | Job-shadowing | Participant | | | | Italy | Finland | 23-04-2026 | 25-04-2026 | No | 1 065,00 € | none | |
| 06100-MOB-0010 | COMPLETE | Job-shadowing | Participant | | | | Italy | Finland | 23-04-2026 | 25-04-2026 | No | 1 065,00 € | none | |

Items per page: 30

# QUESTIONARIO DEI PARTECIPANTI

Erasmus+ participant report    Posta in arrivo ×

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

**Erasmus+ and European Solidarity**
European Commission | **Corps**

**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: RREceiving
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

**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**

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# FEWER OPPORTUNITIES

Indicare la corretta tipologia di fewer opportunities per i relativi partecipanti

# BUDGET



**Project Activities and Budget Details**

Grant Agreement No. : 2025-1-IT01-KA121-VET-000008545 — Project ongoing — Actions ⋮

Dati inseriti nel sistema, attraverso la compilazione delle mobilità

Update project data
Refresh Reported Budget

**Content menu** ‹

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

**Budget**

Export PDF

Dati da contrattualizzazione

Sort by: Default ↓

☐ Hide empty items

|  | Grant | | |
|---|---|---|---|
|  | Awarded | Reported | % Reported / Awarded |
| Total project | 252 400,00 € | 2 400,00 € | 0,95 % |
| Course fees | 0,00 € | 0,00 € | 0 % |
| Preparatory visits | *not applicable* | 0,00 € | *not applicable* |
| Inclusion support for participants | 0,00 € | 0,00 € | 0 % |
| Inclusion support for organisations | 0,00 € | 0,00 € | 0 % |
| Organisational support | *not applicable* | 0,00 € | *not applicable* |
| Exceptional costs for financial guarantee | 2 400,00 € | 2 400,00 € | 100 % |
| Exceptional costs | 0,00 € | 0,00 € | 0 % |
| Exceptional costs for expensive travel | 0,00 € | 0,00 € | 0 % |

Voci di costo da inserire manualmente

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# AMENDMENTS

## Project Activities and Budget Details

Grant Agreement No. : 2025-1-IT01-KA121-VET-000008545 — Project ongoing — Actions ⋮

**Content menu**

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### 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

# BENEFICIARY REPORT



Nella sezione Reports è possibile generare il rapporto finale

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# BENEFICIARY REPORT



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**

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GRAZIE PER L'ATTENZIONE

**INAPP**
ISTITUTO NAZIONALE PER L'ANALISI
DELLE POLITICHE PUBBLICHE

www.inapp.gov.it

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DIGITALE

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AI CAMBIAMENTI
CLIMATICI

PARTECIPAZIONE
DEMOCRATICA
E IMPEGNO CIVICO

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Vocational education and training

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