Erasmus+ Guidelines for Uploading Results to the Project Results Platform (E+PRP)

The Erasmus+ Project Results Platform (E+PRP) is the official platform for managing and disseminating results from Erasmus+ projects. According to your Grant Agreement, uploading project results to the E+PRP is mandatory. The results must be uploaded before the deadline for submitting the final report. The following guidelines will help you upload your results, ensuring both clarity for evaluators and quality for users of the Platform. Please note that project results are reviewed by the National Agency before being published.

1. Keep Documents Organised

- Use clear filenames (e.g. "WP2_Annex1_FocusGroup.pdf" instead of "document1.pdf").
- Select the correct category and type of result when uploading.
- If you have many documents, include an overview list (table of contents or index).

2. Handle Personal Data with Care (GDPR Compliance)

- Do not upload documents containing personal data (e.g. names, emails, phone numbers, or signatures).
- Review multimedia files carefully before uploading.
- For pictures and videos, before publication, ensure documented consent of everyone that appears in the content.

3. Use Official EU Logo's

- Display the European flag (emblem) and funding statement (translated into local languages, where appropriate) on all communication and dissemination activities.
- For more information, see your Grant Agreement and this website.

4. Choose Between Publish or Not Publish

- Use "Not publish" for materials that are only for evaluators but not the public.

5. Upload Complete Results – Not Just Links

- Do not upload only website links (the project website is already listed).
- Links should be accompanied by downloadable project results (e.g. reports, toolkits, guides).
- Please note that our evaluators work anonymously. Uploading (personal) drive-files, such as a Google Drive, that could expose their identity is not permitted.

6. Share Dissemination Materials

- Apart from the actual project results, you can also share press articles, newsletters, reports, and policy briefs that can provide valuable insights into your project.

7. Upload Both Outputs and Outcomes

- Outputs: tangible deliverables (curricula, guidelines, modules, recommendations).
- Outcomes: broader impact (skills gained, institutional changes, improved cooperation).
- See the Erasmus+ Impact Tool and Guidance on Relevant results for Erasmus+ projects.

8. Avoid Uploading Irrelevant Materials

- The Project Results Platform is to disseminate information about your project. Please do not upload meeting agendas, minutes, or other administrative documents. Those documents will only be requested by the National Agency in the case of a check.
- Be critical about whether a document is truly relevant to upload.

✓ Quick Checklist Before Uploading

1. Are my documents clearly named and categorised?
2. Have I checked all files for personal data?
3. Do all uploaded documents include the EU logo?
4. Do I have consent for any identifiable participants in photos/videos?
5. Have I selected publish / not publish appropriately?
6. Have I uploaded project results, not just links?
7. Have I included both outputs and outcomes?
8. Have I avoided irrelevant material?