

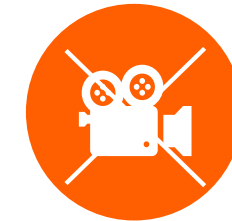
# Welkom po/vo en ve KA1

## Voorlichting Beneficiary Module

20 mei 2026

Algemene informatie over deze sessie:

- **Deze sessie wordt niet opgenomen**
- **De slides versturen we na afloop per email**
- **Microfoons alsjeblieft uitzetten**
- **Vragen graag via de chat**



Graag geen:

- Geluids- of filmopnamen maken.
- Aanwezigheid van een subsidiebureau dat namens een coördinator/organisatie een gesprek of bijeenkomst bijwoont.
- Kunstmatige intelligentie (AI) programma's gebruiken voor bijvoorbeeld het automatisch genereren van een transcriptie.

***Aan deze presentatie kunnen geen rechten worden ontleend!***

# Deze voorlichting

Deze sessie is voor coördinatoren van lopende KA1 projecten (KA121 en KA122) voor de sector primair en voortgezet onderwijs en volwasseneneducatie

In deze sessie bespreken we:

- Activiteiten: individual & group mobilities en voorbereidende bezoeken
- Participant reports
- Specifieke zaken: exceptional cost, force majeure
- Final report: eindverslag
- Bewijsstukken: bewaren in eigen administratie
- Vragen: let op deel geen persoonsgegevens

# De Beneficiary Module (BM)

Verplichte tool voor de administratie van een Erasmusplusproject.

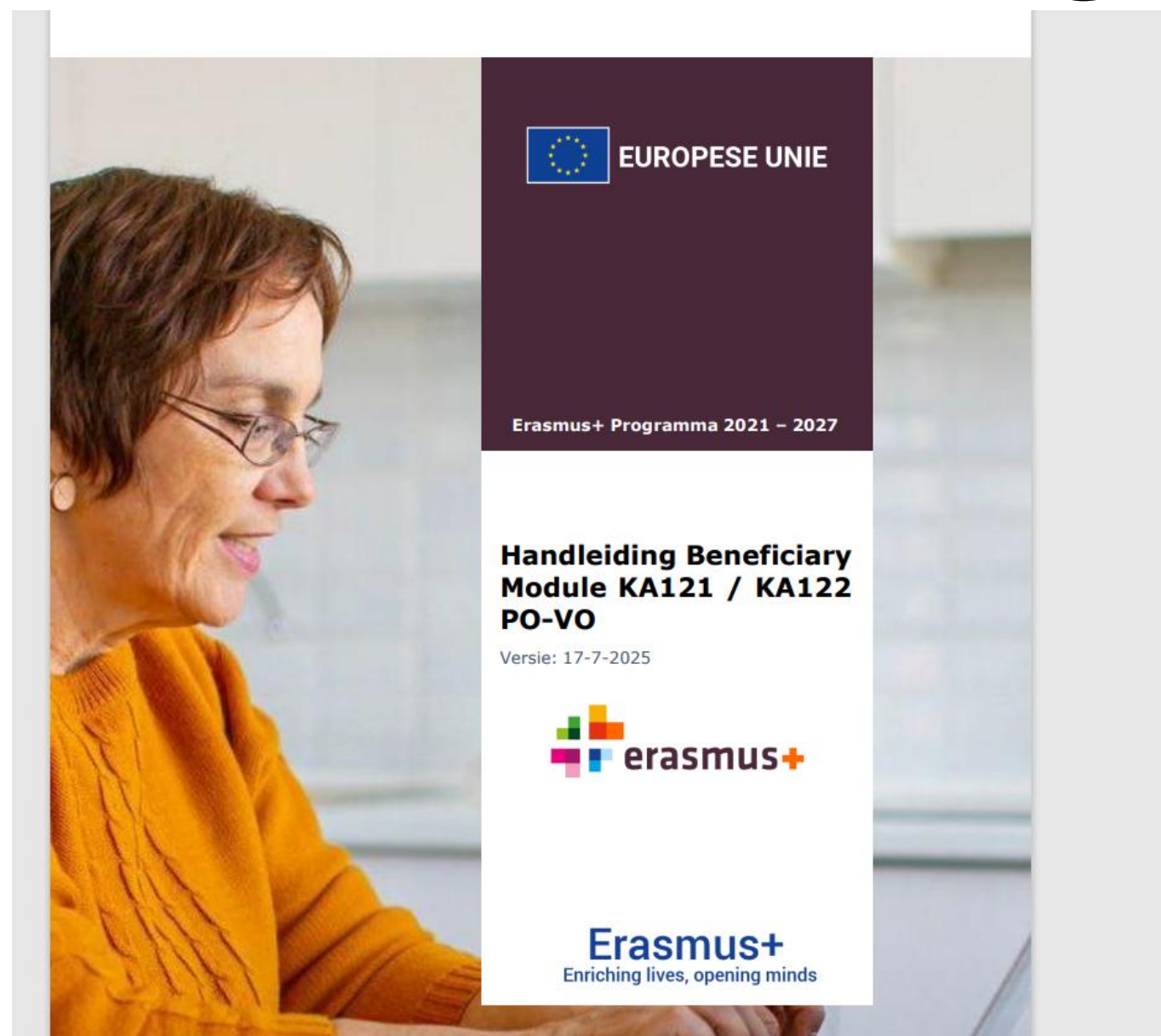
Belangrijkste gegevens over project en bewaking voortgang.

Basis voor de tussen- en eindrapportage én financiële beoordeling.

Handleiding.

Handig: twee mensen met toegang tot BM.

# Handleiding



PO/VO: [Handleiding BM](#)

VE: [Handleiding BM](#)

# Hoe kom ik in de BM ?

- De Beneficiary Module is bereikbaar via deze link:  
<https://webgate.ec.europa.eu/beneficiary-module/project/#/project-list>
- Je hebt een EU-account nodig om in de BM te kunnen werken. Als je nog geen account hebt, kun je er hier één aanmaken:  
[Create an account \(europa.eu\)](#)
- Zorg dat je het juiste e-mailadres gebruikt (ja echt)

# Goed om te weten:

- Er kunnen storingen/werkzaamheden zijn
- Wanneer iets niet werkt probeer het later nog een keer voordat je een melding maakt
- In BM zal je zien dat het toegekend budget niet per activiteit is gespecificeerd, maar alleen als totaal budget (bij accreditatie)
- Probeer zoveel mogelijk alles up to date te houden in de tool
- Force Majeure: altijd contact opnemen met NA, niet zomaar aanvinken in BM
- Het is aan jullie zelf om te bepalen of er travel days worden aangevinkt in BM. Er mogen maximaal 2\* travel days worden ingevuld per mobiliteit en bij green travel maximaal 4 - (6\* bij Green Travel – Call 2025)
- Het final report mag in het Nederlands worden ingevuld en ingediend

# Goed om te weten:

- Invoeren organisations **voordat** de de mobiliteit wordt aangemaakt
- Bewijsstukken / certificaten (annex 2 applicable rules to eligible costs)

PO/VO:

[Documenten KA121-122 Call 2024 | Erasmus+](#)

[Documenten KA121-122 Call 2025 | Erasmus+](#)

VE:

[Documenten KA121-122 Call 2024 | Erasmus+](#)

[Documenten KA121-122 Call 2025 | Erasmus+](#)

- Blended mobility: aanvinken wanneer er sprake is van een digitale uitwisseling (bijv. eTwinning!)

Activity Type	Learning agreement (Europass)	Attendance certificate	Participant report
<b>Job-shadowing</b>	Template 1	Optioneel	Achteraf
<b>Teaching or training assignments</b>	Template 1	Optioneel	Achteraf
<b>Courses and training</b>	Optioneel Template 1	Van trainingsinstituut	Achteraf
<b>Short-term learning mobility of pupils</b>	Template 1	Optioneel	Achteraf
<b>Long-term learning mobility of pupils</b>	Template 1	Optioneel	Achteraf
<b>Hosting teachers and educators in training</b>	Template 1	Optioneel	Achteraf
<b>Group mobility of school pupils</b>	Template 2	Optioneel	Achteraf door acc. person
<b>Invited experts</b>	Template 3	Optioneel	x
<b>Preparatory visits</b>	x	Achteraf incl. agenda	x
<b>Accompanying persons</b>	x	Achteraf	x
Deze documenten bewaar je voor eigen administratie, bij een check kunnen wij deze opvragen			<a href="#">Via Beneficiary Module</a>
<a href="#">Link naar de documenten Call 2025</a>		Eigen format	

# Details

Content menu <

Details

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

Amendments

Reports

Import-export

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

Revalidate

## Context Information

Programme : Erasmus+

Key Action : Learning Mobility of Individuals

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

Call : 2024

Round : Round 1

Start of Project : 01/06/2024

End of Project : 31/05/2026

Project Duration (months) : 24 months

## Project Information

Grant Agreement No. [REDACTED]

Accreditation code : [REDACTED]

Accreditation type : Accreditation for an individual organisation

Applying on behalf of a consortium : No

Project Status : Project ongoing

Final Report Submission Deadline : 30/07/2026

Language of the application : EN

## National Agency

National Agency NL01 - National Agency Erasmus+ Education and Training

## History Information

Created on: 02/08/2024 09:16:16 by: National Agency

Updated on: 21/03/2026 15:40:02 by: National Agency

# Participating organisations

Content menu <

Details

**Participating organisations**

Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

Amendments

Reports

Import-export

Participating organisations

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

EPALE - Electronic Platform for Adult Learning in Europe offers an online partner-finding tool. 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](#)

Beneficiary (1)

OID	Other organisation number	Legal name (English)	Public body	Non-profit	Country	City	[reload]
			No	Yes	Netherlands		<input type="button" value="Delete"/> <input type="button" value="View"/> <input type="button" value="Edit"/>

Items per page: 30  
Showing range 1-1 from 1

Other organisation (non-beneficiaries) (2)

OID	Other organisation number	Legal name (English)	Supporting organisation	Public body	Non-profit	Country	City	[reload]
			No	No	Yes	Denmark		<input type="button" value="Delete"/> <input type="button" value="View"/> <input type="button" value="Edit"/>
			No	Yes	Yes	Germany		<input type="button" value="Delete"/> <input type="button" value="View"/> <input type="button" value="Edit"/>

Items per page: 30  
Showing range 1-2 from 2

**Erst een hosting organisation toevoegen voor je de mobiliteit verder invult!!**

# Associated persons

Content menu < Associated person

Details

Participating organisations

**Associated persons**

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

Amendments

Reports

Import-export

Associated persons (4)

[+ Create](#)

[Search](#) [Bulk Actions](#) [More Filters](#) [Columns Selector](#)

Organisation OID	Organisation legal name	First Name	Last Name	Position <small>↕</small>	Email address	Main phone <small>↕</small>	Beneficiary	Legal Representative <small>↕</small>	Erasmus coordinator <small>↕</small>	OLS administrator <small>↕</small>	Access to project management	[reload]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Staff SFN	[REDACTED]		Yes	No	Yes	Yes	Edit	<a href="#">🗑️</a> <a href="#">👁️</a> <a href="#">✎</a>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	staff and facilitator	[REDACTED]		Yes	No	No	No	Edit	<a href="#">🗑️</a> <a href="#">👁️</a> <a href="#">✎</a>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Secretaris	[REDACTED]		Yes	Yes	No	No	Edit	<a href="#">🗑️</a> <a href="#">👁️</a> <a href="#">✎</a>
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	treasurer	[REDACTED]	+ [REDACTED] 2	Yes	No	No	No	Edit	<a href="#">🗑️</a> <a href="#">👁️</a> <a href="#">✎</a>

Items per page: 30 ▼  
Showing range 1-4 from 4

[⏪](#) [⏩](#) [1](#) [⏪](#) [⏩](#)

# Preparatory visits

Content menu < Preparatory visits

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

Preparatory visits (1)

[Search](#) [Bulk Actions](#) [More Filters](#) [Columns Selector](#)

ID ↓↑	Preparatory visit status ↓↑	Receiving organisation ↓↑	Receiving country ↓↑	Number of persons ↓↑	Total grant ↓↑	Start Date ↓↑	End Date ↓↑	<a href="#">[reload]</a>
PV1	COMPLETE	[REDACTED]	Denmark	3	2 040,00 €	15-01-2026	18-01-2026	<a href="#">[trash]</a> <a href="#">[eye]</a> <a href="#">[edit]</a>

Items per page: 30 ▾  
Showing range 1-1 from 1

◀ ◁ 1 ▷ ▶ ▶▶

[+ Create](#)

# Mobility activities: *individual activities*

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. ?

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

EPALE - Electronic Platform for Adult Learning in Europe offers an online partner-finding tool. 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 (20)

Request new revalidation + Create

Participant reports submission rate : 100 %

Search Bulk Actions More Filters Columns Selector

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	Partic Repo Statu: [reload]
[REDACTED]	COMPLETE	Invited experts	Participant	[REDACTED]	[REDACTED]	[REDACTED]	Denmark	Netherlands	21-06-2025	22-06-2025	No	882,00 €	none [copy] [delete] [eye] [edit]
[REDACTED]	COMPLETE	Invited experts	Participant	[REDACTED]	[REDACTED]	[REDACTED]	Denmark	Netherlands	21-06-2025	22-06-2025	No	882,00 €	none [copy] [delete] [eye] [edit]
[REDACTED]	COMPLETE	Job-shadowing	Participant	[REDACTED]	[REDACTED]	[REDACTED]	Netherlands	Denmark	07-07-2025	09-07-2025	No	1 181,00 €	Particip submit [copy] [delete] [eye] [edit]

# Mobility activities: *individual activities*

**MOBILITY ACTIVITY**

Mobility activity ID \*

Unique Erasmus+ Mobility ID

Activity type \*

Entry type  
 Participant  Accompanying Person

Blended mobility activity

According to your assessment, which of the participants' key competences were improved as a result of this mobility activity? You may read the definitions and explanations of the key competences [here](#) \*

Please select up to three topics that best describe the content of this mobility activity \*

Force majeure

Funding source \*

**PARTICIPANT**

Participant ID

Participant's first name \*

Participant's last name \*

Participant's email \*

Participant's date of birth \*

Participant's gender \*  Female  Male  Undefined

Participant Nationality \*

Digital opportunity traineeship  Non-teaching staff

Incoming international participant (under special conditions)

Main language used during mobility activity \*

Other languages used during mobility activity

Free access to Online Language Support (OLS) is provided to all Erasmus+ participants. It should be used to the maximum possible extent by all Erasmus+ projects. If the participant cannot use Online Language Support due to unavailability of the required language or level, or due to particular barriers faced by participants with fewer opportunities, then a linguistic support grant can be requested instead. An additional language support grant is eligible for all learners in long-term activities.

Online language support (OLS)

Linguistic support

Digitale uitwisseling naast de fysieke uitwisseling? Vink Blended mobility aan



# Mobility activities: *individual activities*

## INCLUSION SUPPORT

Inclusion support is available for participants with fewer opportunities.

Participant with fewer opportunities  Inclusion support for organisation not requested

Inclusion support for participants

0,00 €

Inclusion support for organisations

125,00 €

## PARTICIPANT REPORT

Request ID:  
189856c2-d5ea-4de2-b545-9b3425cf7acd

Participant report status:  
Participant report submitted

[Answers](#) [Report](#)

Time	Status	Email address
26-03-2026 21:29:50	Participant report submitted	
26-03-2026 14:05:07	Manual Reminder Sent	vera.de.wit@femienza.org
07-11-2025 11:41:05	Automatic Reminder Sent	vera.de.wit@femienza.org
23-10-2025 11:12:26	Participant report request sent	vera.de.wit@femienza.org

## CONSENT

I am willing to share my experience to help other people interested in applying for or participating in the Programme. I agree that the National Agency or the European Commission (or another organisation working on their behalf) can contact me for this purpose.

Yes

I agree that the contents of this report can be published by the National Agency or the European Commission and made available to the general public.

Yes, including my name

I agree that my email address can be used to contact me for studies related to the content of this report.

Yes

# Mobility activities: *individual activities*

## CERTIFICATIONS

(1 certificate(s), MAX 3)

Recognition of learning outcomes of every participant is an obligation of the sending organisation stated in the Erasmus quality standards and your grant agreement.

+ Add certificate

Certifying organisation \*

[REDACTED]

Certification type \*

Erasmus+ Learning Agreement complement

# Mobility activities: *individual activities*

FROM - TO

Sending organisation \*

[Redacted]


Select

Sending country \*

Netherlands

Sending city \*

[Redacted]

Supporting organisation \* 

None

Receiving organisation \*

[Redacted]

Receiving country \*

Denmark

Receiving city \*

[Redacted]



+ Add Receiving Organisation

 from 1 to 3 items

Distance band \* 

500 - 1999 km

Air distance (according to distance calculator) [Link to distance calculator](#) \*

650

Main means of transport \*

Carpooling

Sustainable means of transport (green travel)

TRAVEL GRANT

Funded travel days \*

1

 0 - 6

Travel support not required

Travel support

417,00 €

Request exceptional cost for expensive travel

EXCEPTIONAL COSTS

Request exceptional cost for visa and other entry requirements

# Mobility activities: *individual activities*

## DURATION ▼

Project Duration 31/05/2026

Please introduce the start and end date of the mobility activity in order to calculate its duration. Travel days should not be included in start and end date of the activity. Instead, travel days can be indicated separately below.

Start date \*   End date \*

Duration (days)  2 - 60

Eligibility criteria for minimum and maximum duration will be checked based on this field.

Category of participants	Country group 1	Country group 2	Country group 3
Staff	107-191 EUR	95-169 EUR	84-148 EUR
Learners	48-127 EUR	41-110 EUR	36-93 EUR

**Individual support**

Costs of subsistence for participants and accompanying persons<sup>139</sup> during the activity.

If necessary, subsistence costs are eligible for travel time before and after the activity, with a maximum of two travel days for participants and accompanying persons receiving non-green travel grant, and a maximum of six travel days in case of a green travel grant.

Financing mechanism: contribution to unit costs.

Rule of allocation: based on the number of persons, duration of stay and receiving country<sup>140</sup>.

The above are the allowed ranges for base rates per day of activity. Within these ranges, each National Agency will decide on the exact base rates for projects under their management and will publish this information on its website.

The base rate is payable up to the 14<sup>th</sup> day of activity (including travel days). From the 15<sup>th</sup> day, the payable rate will be equal to 70% of the base rate. Payable rates will be rounded to the nearest whole Euro.

<sup>140</sup> Receiving country groups:

Country group 1: Austria, Belgium, France, Denmark, Finland, Germany, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Netherlands, Norway, Sweden

Country group 2: Cyprus, Czechia, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain

Country group 3: Bulgaria, Croatia, Hungary, Lithuania, Poland, Romania, Serbia, North Macedonia, Türkiye

Mobility activity included an interruption

Funded travel days \*  0 - 6

Request fewer days for individual support

Duration for Individual support (days)  0 - 4

You can claim individual support for all days of activity and for travel days. If you do not wish to claim a grant for some of the days, you can lower the figure in this field.

Individual support - grant not requested

Individual support grant \*  €

# Mobility activities: *individual activities*

## BUDGET

For this participant, you are entitled to the following amount of organisational support:

350

If your project involves more than 100 participants in this activity type, the rate is reduced to the following amount per participant:

200

Organisational support grant not requested

Travel support

417

Individual support grant \*

764

Inclusion support for participants

0

## TOTAL CALCULATIONS

Total mobility activity grant

1 306,00

## MOBILITY ACTIVITY COMMENTS

Comments

5000

Back

Save



# Mobility activities: *group activities*

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

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

EPALE - Electronic Platform for Adult Learning in Europe offers an online partner-finding tool. 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 group mobility activities (1)**

Participant reports submission rate : 100 %

[+ Create](#)

ID	Activity type	Number of Participants	Number of Accompanying Persons	Sending country	Receiving Country	Start Date	End Date	Group Activity Status	Report Status	[reload]
[REDACTED]	Group mobility of adult learners	14	4	Netherlands	Germany	20-07-2025	24-07-2025	COMPLETE	Participant report submitted	<input type="button" value="trash"/> <input type="button" value="eye"/> <input type="button" value="edit"/>

Items per page: 30  
Showing range 1-1 from 1

# Mobility activities: *group activities*

Subgroups for budget calculation (3)

+ Create

More Filters

Columns Selector

ID	Number of participants	Number of accompanying persons	Distance band	Total travel grant	Duration for individual support	Total individual support grant	Force majeure	[reload]
24897-SBGRP-00001	7	3	100 - 499 km	2 850,00 €	7	10 234,00 €	No	  
24897-SBGRP-144519	4	0	100 - 499 km	1 140,00 €	6	3 048,00 €	No	  
24897-SBGRP-144521	3	1	100 - 499 km	844,00 €	7	4 004,00 €	No	  

Items per page: 30  
Showing range 1-3 from 3

1

# Budget

- Content menu <
- NA Validated (Submitted) ▾
  - Details
  - Participating organisations
  - Associated persons
  - Preparatory visits
  - Mobility Activities
  - Fewer Opportunities
  - Budget**
  - NA Validation
  - Import-export

## Budget

 Export PDF

Hide empty items

Sort by: Default ▾ ↓

Grant

	Awarded	Reported	NA Validated Budget	% NA Validated / Awarded
Total project	52 530,00 €	8 990,00 €	8 990,00 €	17,11%
Organisational support	<i>not applicable</i>	3 150,00 €	3 150,00 €	<i>not applicable</i>
Individual support	0,00 €	4 160,00 €	4 160,00 €	0%
Travel	0,00 €	1 680,00 €	1 680,00 €	0%
Activity Type +	0,00 €	8 990,00 €	8 990,00 €	0%

# Amendementen

Content menu <

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

**Amendments**

Reports

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**

# Amendementen

## Amendment requests

Before submitting a request for prolongation, grant increase or grant reduction, please read the relevant rules defined by your National Agency to know when such requests can be made (usually around 12 months since the start of your project).

Would you like to request a prolongation of your grant agreement to 24 months?

NO

Would you like to request funds for additional activities?

NO

Would you like to request a reduction of your project grant? \*

NO

Would you like to request additional funds for exceptional costs or inclusion support for participants?

NO

Would you like to make any other kind of amendment or change request?

YES

Please describe your request and reasons for the change. \*

5000

ⓘ Value missing

## 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 and attach.



Download the declaration on honour



Add the declaration on honour

# Reports

Content menu <

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

Reports

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

Final Report

Termination with no grant

Final Draft

Draft 42% completed  
07-11-2025 11:01:29

Submission in progress

Submitted

Edit Draft

History

# Reports

Details

Participating organisations

Associated persons

Preparatory visits

Mobility Activities

Fewer Opportunities

Budget

**Reports**

Import-export

PDF

All Red Marks

- ✓ Evaluation criteria
- ✓ Project details
- ✓ **Budget**
- ✗ Project summary
- ✓ Activities
- ✗ Quality standards I: Basic principles
- ✗ Quality standards II: Good 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

# Reports

How did you select the participants for your mobility activities? What criteria did you use? How did you ensure that the selection is inclusive for participants with fewer opportunities? How is the final selection decision made and by whom? If your approach was different for different categories of participants (e.g. learners and staff), please make sure to include information covering all cases.

3000

ⓘ Value missing

# Reports

## 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 and attach.




Download the declaration on honour



Add the declaration on honour

## Other documents

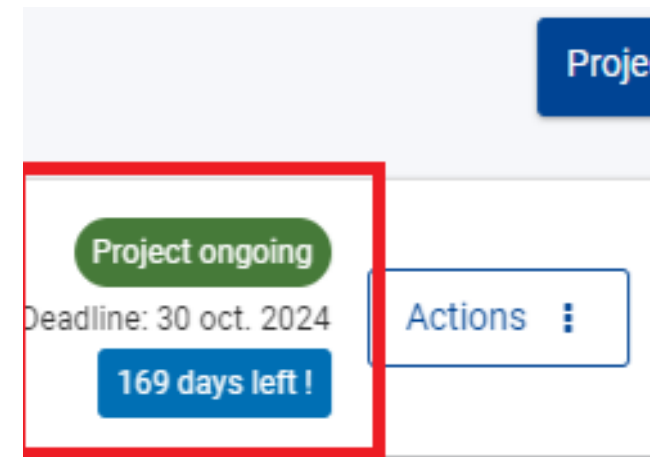
Please attach any other relevant documents.

If you have any additional questions, please contact your National Agency. You can find their contact details here: [List of National Agencies](#) 



Add documents

# De projectcoördinator:



- ❖ Letten op deadlines (in Beneficiary Module vermeld) 60 dagen na einddatum van project
- ❖ Bijhouden van de administratie in de Beneficiary Module én eigen administratie (bewijsstukken).
- ❖ Projectnummer én contactpersoon altijd meenemen in mailwisseling met NA
- ❖ Up-to-date houden van de contactgegevens.
- ❖ Bij vragen eerst de handleiding Beneficiary Module raadplegen, vervolgens eventueel een vragenuurtje bijwonen (po/vo - zie [Agenda | Erasmus+ \(erasmusplus.nl\)](#)) of contact met NA (ve)
- ❖ Vóór het indienen van de eindrapportage de ingevulde budgetposten controleren.
- ❖ Heeft u nog geen antwoord op uw vraag gevonden of gekregen, neem dan contact met het NA op via [povoka1@erasmusplus.nl](mailto:povoka1@erasmusplus.nl) of [ve@erasmusplus.nl](mailto:ve@erasmusplus.nl) o.v.v. het projectnummer.

## Wat kunt u van het Nationaal Agentschap verwachten

- ❖ Leveren van een handleiding.
- ❖ Organiseren van vragenuurtjes en voorlichtingen. Te vinden via de [Agenda | Erasmus+ \(erasmusplus.nl\)](https://erasmusplus.nl/agenda)
- ❖ Het Nationaal Agentschap legt uitsluitend contact met de contactpersoon en de Legal Representative.
- ❖ Sinds 1 oktober 2025 Multi Factor Authenticatie (MFA) voor de EU Login. Dit geldt voor alle gebruikers van de Beneficiary Module (BM). Instructievideo over gebruik van de Multi Factor Authenticatie:

### [Two-factor authentication in the Funding & Tenders Portal - IT How To - Funding Tenders Opportunities](#)

- ❖ Het Nationaal Agentschap doet **géén** wijzigingen in de financiële rapportage. Het wordt beoordeeld, zoals ingediend. Ondertekend door Legal Representative – verantwoordelijkheid ligt bij de organisatie/school.
- ❖ Contact via [povoka1@erasmusplus.nl](mailto:povoka1@erasmusplus.nl)/[ve@erasmusplus.nl](mailto:ve@erasmusplus.nl)

# Vergeet ons niet te volgen



[@ErasmusplusNL](https://www.linkedin.com/company/erasmusplusnl)



[@Erasmusplus\\_ot](https://www.instagram.com/Erasmusplus_ot)



# Bedankt!

Vragen?

[povoKA1@erasmusplus.nl](mailto:povoKA1@erasmusplus.nl)

[ve@erasmusplus.nl](mailto:ve@erasmusplus.nl)

