

EUROPEAN UNION

Erasmus+ Programme 2021 – 2027

User Manual Beneficiary Module KA210

Version: Januari 2024

erasmus+

Erasmus+
Enriching lives, opening minds

1 Table of Contents

1 Table of Contents 2

2 Introduction 3

3 Access to the BM for primary contact person 4

4 General tips and navigation 5

5 'Details' Section – for information only 7

6 'Organisations' Section – details of participating organisations 8

7 'Contacts' Section – grant BM access to others 9

8 'Activities' Section – filling in activities 11

8.1 Editing an activity 11

8.2 Adding a new activity 12

8.3 Deleting an activity 13

8.4 Viewing an activity 13

9 'Reports' section – the Final Report 14

9.1 Creating and opening the final report 14

9.2 General tips about the Final Report 15

9.3 Filling in the Final Report 16

9.4 Submitting the Final Report 17

10 Submitting results on Project Results Platform through BM 20

10.1 Accessing the Project Results Platform 20

10.2 Submitting project results after "Request revision" is received 22

11 List of terms / Glossary 23

© 2024 National Agency Erasmus+ Education & Training

The contents of this manual are protected by copyright and other intellectual property rights. Except for personal and non-commercial use, no part of this manual may be reproduced, stored in an automated retrieval system, or published in any form or by any means - be it electronic, mechanical, by photocopying, recording, or otherwise - without prior consent from the Dutch National Agency Erasmus+ NL01.

2 Introduction

The Beneficiary Module (BM) is the online system for the mandatory administration of Erasmus+ projects. In the Beneficiary Module, information and progress of your project must be kept up to date. The information filled in in the Beneficiary Module serves as the basis for any interim reports (if applicable), for your final report and for the final financial assessment of the project. The National Agency Erasmus+ (the NA) has access to your project in the Beneficiary Module.

This manual describes how the Beneficiary Module should be used. **This manual is intended for KA210-projects** (small-scale partnerships).

Can't find the answer to your question in this manual? Search the official BM Beneficiary Guide for the answer. Can't find answers there? Then contact us at according to your field of education:

mbo-sector@erasmusplus.nl

povo@erasmusplus.nl

ve@erasmusplus.nl

In all communications with the National Agency, always include your project number.

You can also ask questions during our monthly open consultation hour (online). Check the Erasmus+ agenda for upcoming consultation hours.

The Beneficiary Module uses terms that are commonly used within the Erasmus+ Programme. Explanation of these terms can be found in the **Glossary** (chapter 11).

***Disclaimer**: No rights can be derived from the information in this manual. The manual is a supplement and additional service provided by the National Agency and cannot be considered a substitute for official information. The Erasmus+ Programme Guide for the Call year of your project is always the leading source of information.*

The screenshots in this manual are used for illustrative purposes, and may not reflect the latest version of the Beneficiary Module.

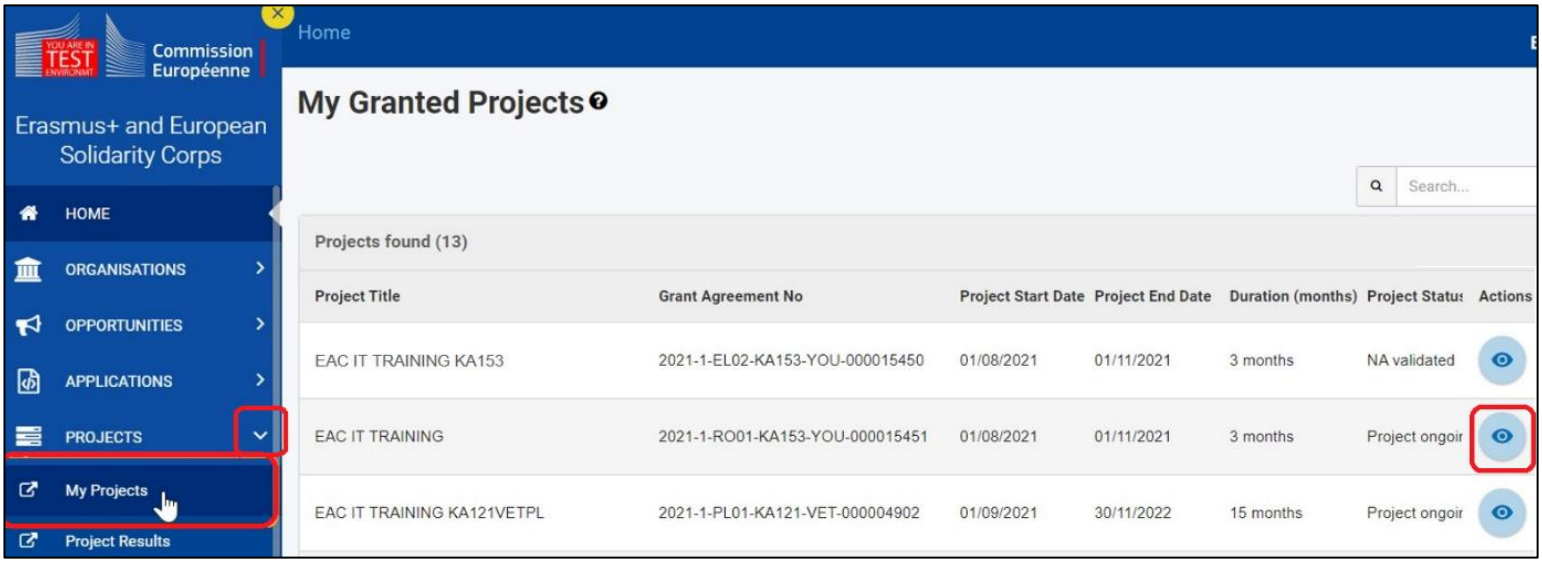
3 Access to the BM for primary contact person

Only after the grant agreement has been signed, beneficiaries will be able to see their project in the BM. The primary contact person of the project will automatically be granted access.

The Beneficiary Module can be accessed through this link:
https://webgate.ec.europa.eu/beneficiary-module/project/#/project-list

An EU-login account is needed to work in the de Beneficiary Module (BM). Don't have an EU-login yet? Click Login to create one.

When contact persons access the BM, they should first log in with their EU login. **Their projects can then be viewed via Projects > My Projects. Click the blue eye icon** to open a project in the BM.



Is your project not visible under 'My Projects', even though you are the project's primary contactperson? Please contact us according to your field of education at:

mbo-sector@erasmusplus.nl

povo@erasmusplus.nl

ve@erasmusplus.nl

Always refer to your project number when doing so.

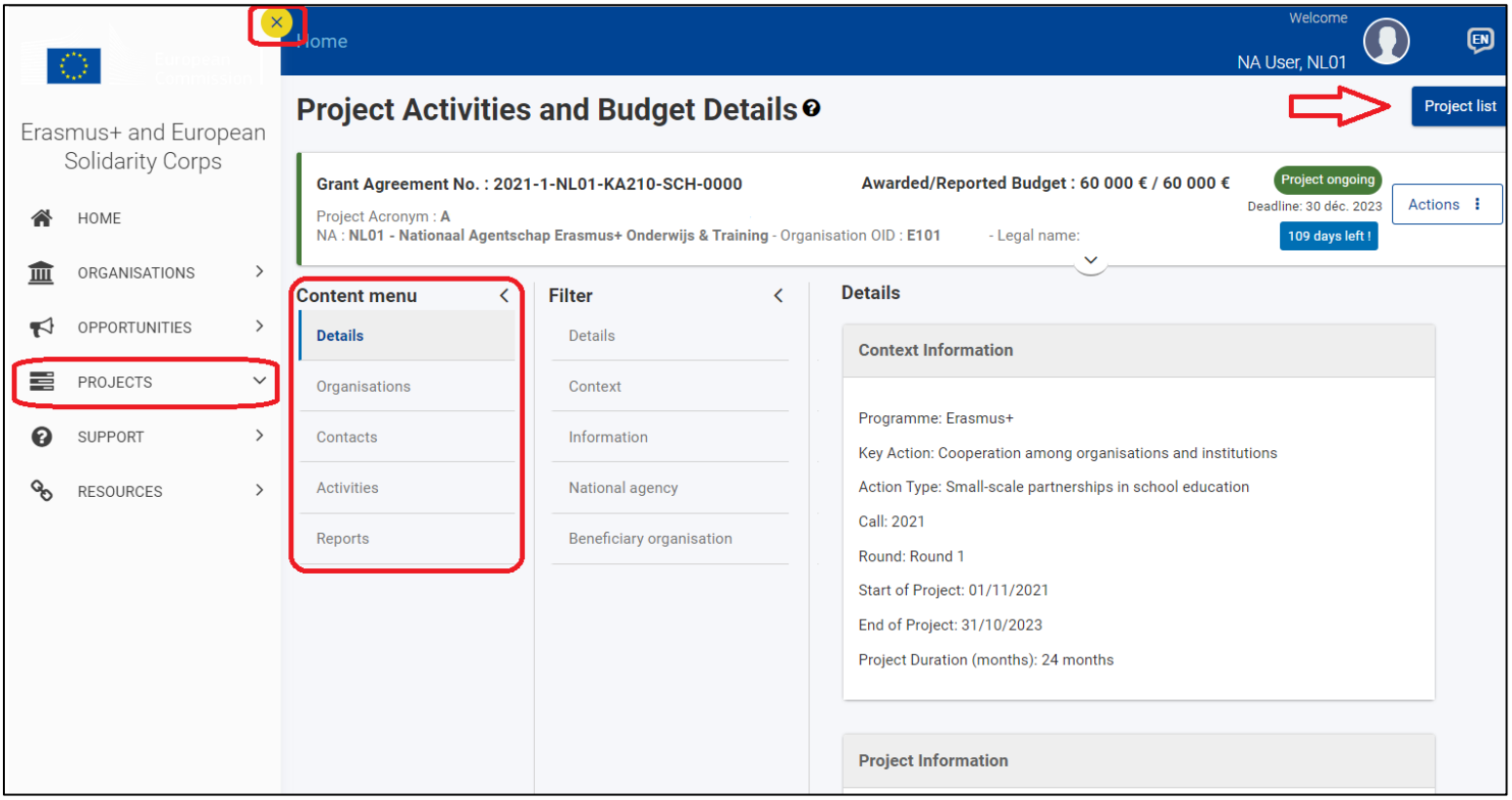
For **granting BM access to other people** involved in the project, see chapter 7 of this manual ('Contacts').

4 General tips and navigation

Drop-down menus are used in the Beneficiary Module. The very left of the screen shows the menu to access different EU Login-services. Once you are in the BM (via Projects > My Projects), this menu can be closed using the yellow X-icon in the top left corner. The menu can also be opened again, using the same yellow icon.

Upon opening a project in the BM, the 'Details' section of the project will show. From there you can navigate to the other sections (Organisations, Contacts, Activities, etc.) using the **Content Menu**.

Clicking one of the other sections in the Content Menu will open the section.



Some sections of the BM can be hidden or displayed by using the (>) and (v) icons to the right side of the screen:



Have you opened one of your projects in the BM, but want to **go back to your list of projects?** Use the 'Project List' button in the top-right corner.

The BM uses buttons with icons:



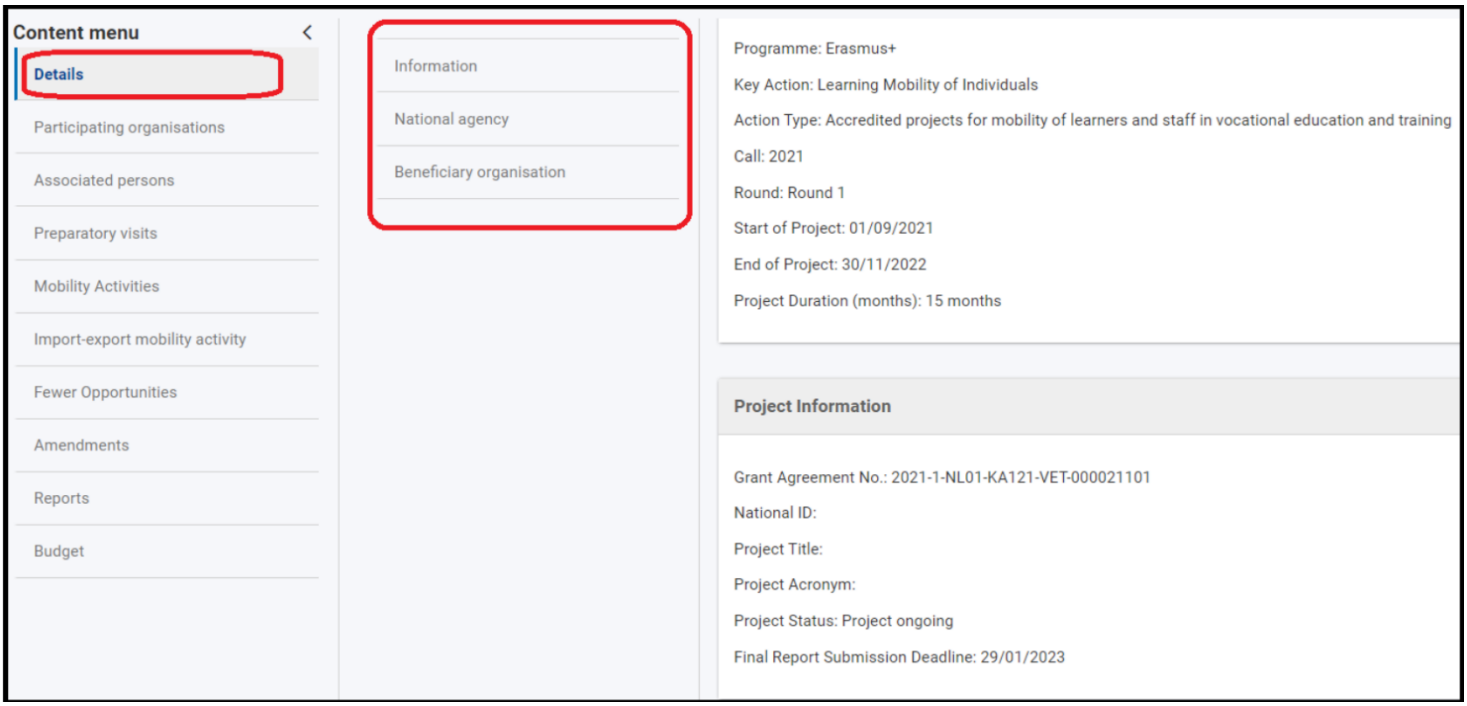
- The red recycle bin means: *delete*
- The blue eye means: *view*
- The green pencil means: *edit*
- The blue button '+ Create' means: *create new*



Always use the 'Save' button after making changes in the BM. This saves the changes you have made.

5 ‘Details’ Section – for information only

A project in BM always opens in the **‘Details’ section. Here you can find the basic details of your project**, e.g. project number, start- and end date, and the deadline for the final report.



Data displayed here is for your information only and cannot be edited. If you wish to make changes, contact us according to your field of education at:

mbo-sector@erasmusplus.nl

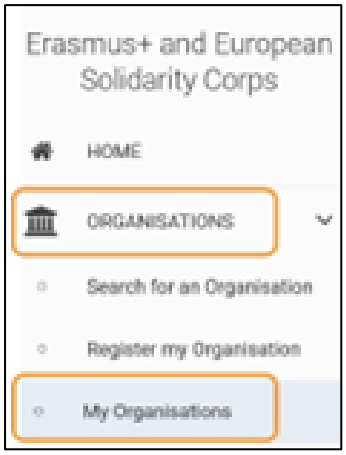
povo@erasmusplus.nl

ve@erasmusplus.nl

Always refer to your project number when doing so.

6 ‘Organisations’ Section – details of participating organisations

Under the ‘Organisations’ section, the basic details about the coordinating organisation and partner organisations can be found, e.g. organisation names, OIDs and addresses.



You cannot change your organisation’s information in the BM. This must be done in the Organisation Registration System (ORS). Click Organisations > My Organisations in the left-side menu (Erasmus+ and European Solidarity Corps).

The official manual for the Organisation Registration System can be found here. It describes how to adjust data, upload documents under your OID, or give others admin-access to your OID.

7 ‘Contacts’ Section – grant BM access to others

In the 'Contacts' section you can **see who has access to the project in the BM**, and whether they can only view information or also make changes. It also shows who can make changes on the Project Results Platform (see chapter 10).

By default, the project organisations’ Legal Representatives and Primary Contacts are listed in the Contacts list. They are able to view and edit information. **If you want to change a primary contact person or a Legal Representative, please contact the National Agency**. You cannot make these changes yourself.

Besides the beneficiary organisations’ primary contact person and their Legal Representative, other persons can also be given access to the BM. Beneficiaries can do this themselves.

This is done by going to the 'Contacts' section and pressing the blue button 'Create'. A screen will open in which details and rights of the new person can be filled in. Fields with * are mandatory.

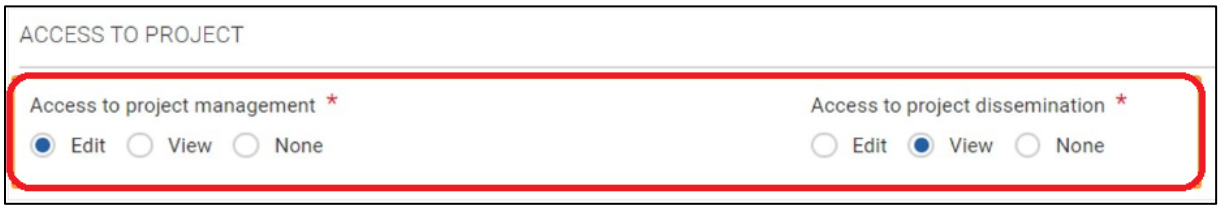


A ‘Contact’ has 3 possible roles in the BM:

1. Legal Representative: the Legal Representative of an organisation, legally authorised to act on behalf of the organisation (e.g. sign contracts).
2. Primary Contact: all project-related communication from the BM and the NA is sent to this contact person.
3. OLS administrator: the project’s administrator for the Online Language Support system. For now, OLS is not available for projects in the school education sector, vocational education and training sector.

A 'Contact' can have different rights in the BM. They can have access to 'project management' (meaning: access to the Beneficiary Module), and access to 'project dissemination' (meaning: access to the Project Results Platform). In both of these, there are 3 options:

1. Edit (can view, add and edit information)
2. View (can view information but cannot add or edit)
3. None (cannot view nor edit information)



After filling in the details for the new person, click 'Save'. The new person has now been added as a 'contact' in the BM. They can now log in with their EU-login account (see chapter 3) and use the BM.

To change details / rights of an already existing contact in the BM, go to 'Contacts' and click the green pencil-icon ('Edit') next to the contact concerned.

The address of a contact can be manually changed, but only if the 'Same as organisation' box is unchecked.



8 'Activities' Section – filling in activities

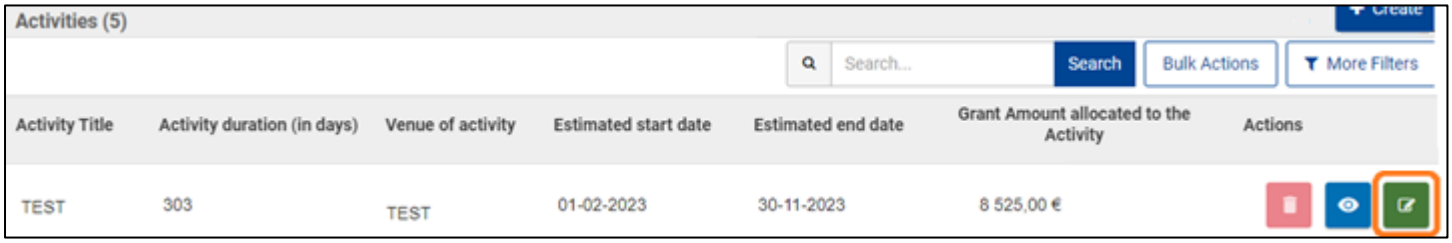
The Activities Section in BM will automatically contain activities. These are the activities which you submitted in your application, and which were approved by the NA. **The description of these activities cannot be modified in the BM, but questions about their implementation <u>should</u> be answered.** This can be done by editing the activities in the BM (see chapter 8.1).

Activities can be managed under the 'Activities' section:

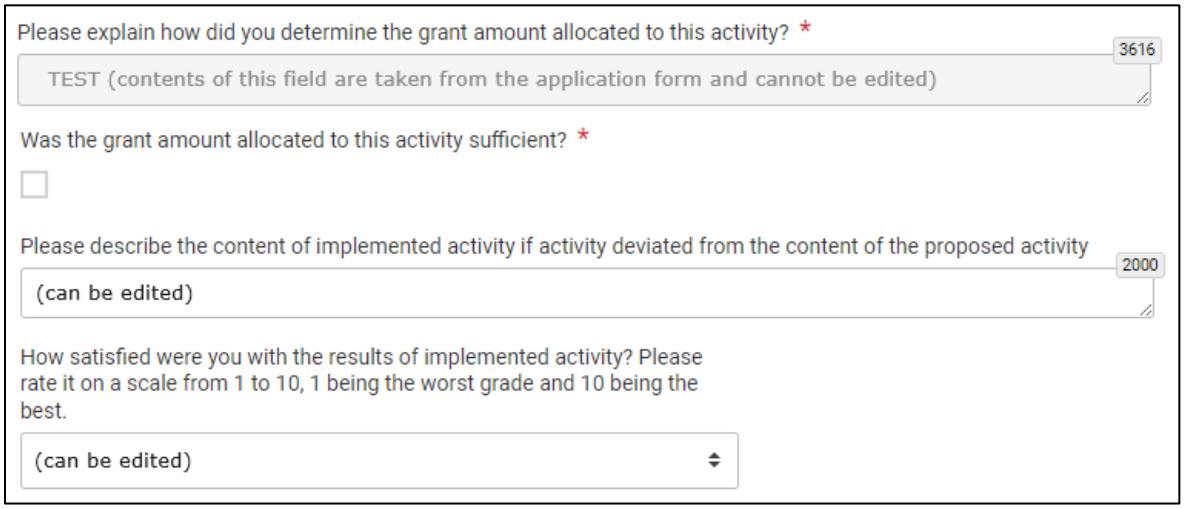


8.1 Editing an activity

To edit an activity, click the 'Activities' section of your project. The activity list is then displayed. Click the Edit-icon next to the desired activity. The activity details will open.



Most details of a predefined activity cannot be edited, because they are copied from your application. However, questions about implementation of these activities can and should be answered.

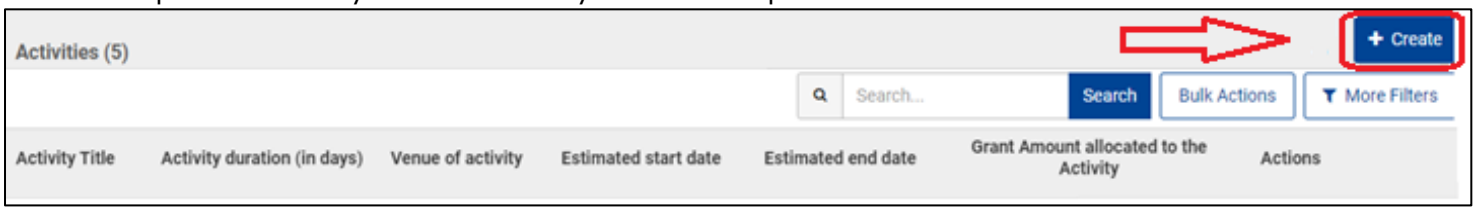


Make the required changes. Click '**Save**' to update the activity.
For manually added activities (see next chapter), all details are editable.

8.2 Adding a new activity

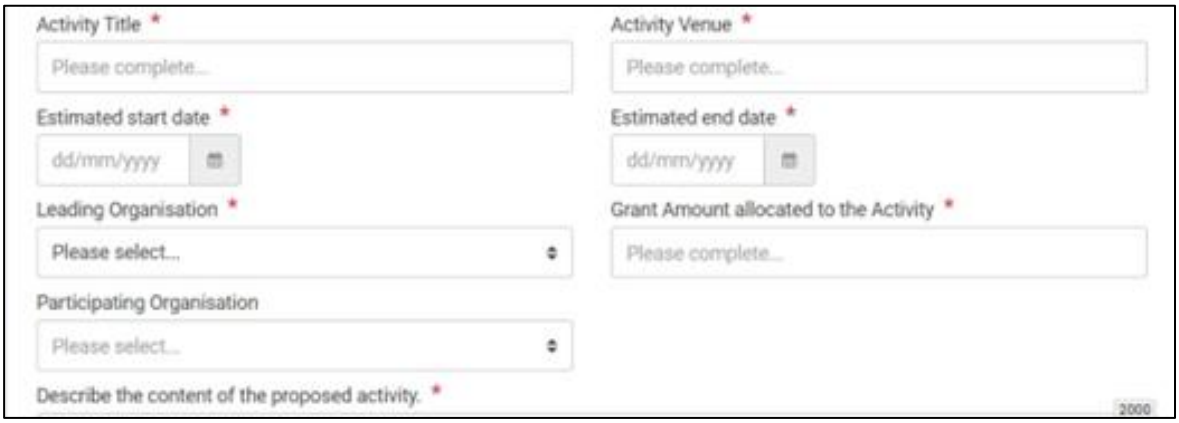
If you wish to implement additional activities or if you need to replace any of the predefined activities with new ones, you can add them in the BM**. Please contact the National Agency first, to verify whether this new activity is allowed.**

To add an Activity to the BM, go to the 'Activities' section. Click the Create button at the top of the activity list. The Activity details will open.



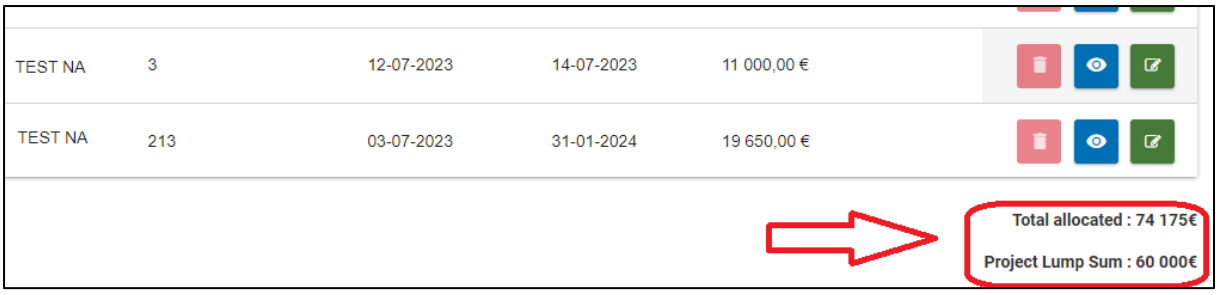
Fill in the details. Mandatory fields are marked with *.
Please note:

- The estimated start and end date of the activity must be within the project start and end dates.
- There can be only one leading organisation per activity.
- Participating organisations: select all participating organisations, one by one. The leading organisation cannot be a participating organisation.



Once all mandatory information has been filled in, click Save. The activity is now added.

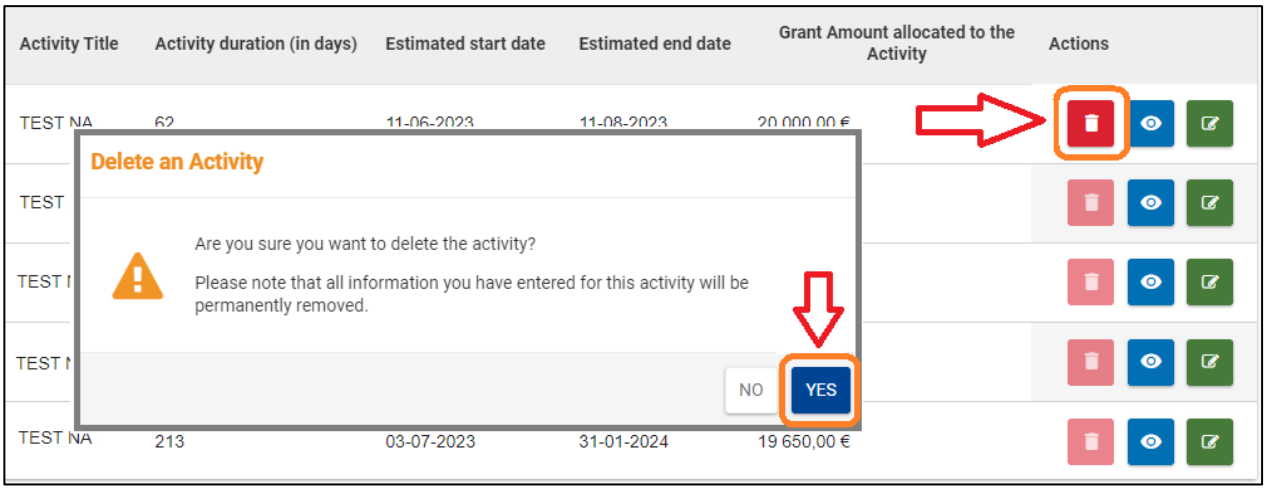
Please note: the awarded grant (project lump sum) does not change by adding new activities. Although the Total allocated budget will show an increased amount after adding a new activity, this will not impact the granted Project Lump Sum**.**



8.3 Deleting an activity

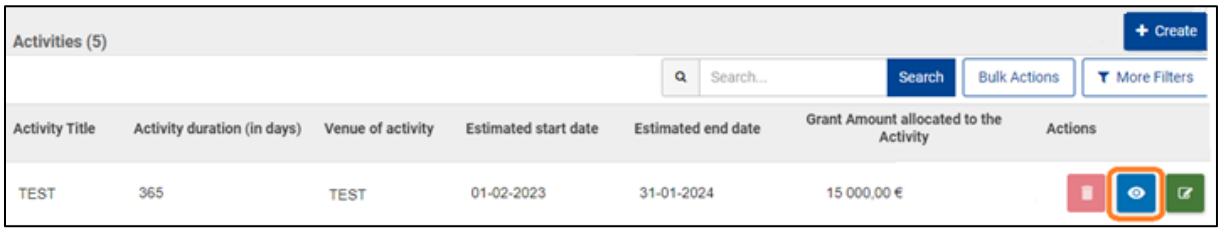
Only activities which were manually added to the project in BM can be deleted.

To delete an activity, click on the **Delete** icon in the activity list. Click **Yes** in the pop-up window to confirm deletion. A success message is displayed and the activity is removed.



8.4 Viewing an activity

To view an activity in read-only mode, click the Activities section of your project. The activity list is displayed. Click the view-icon next to the desired activity: the activity details will be displayed.



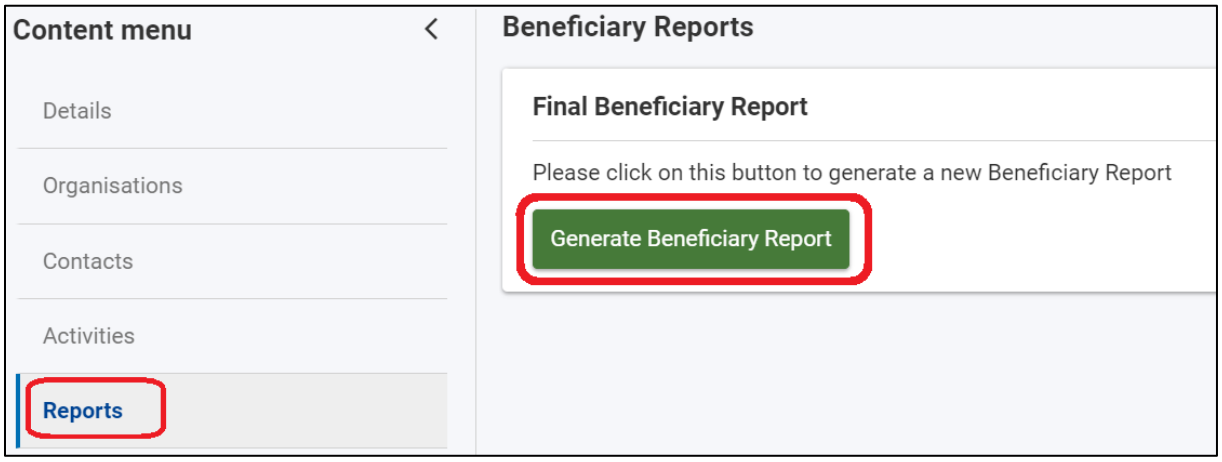
9 ‘Reports’ section – the Final Report

Filling in and submitting a final report in the BM is mandatory. **The final report must be submitted after the end date of the project.** After the end date, projects have 60 days to complete and submit the final report.

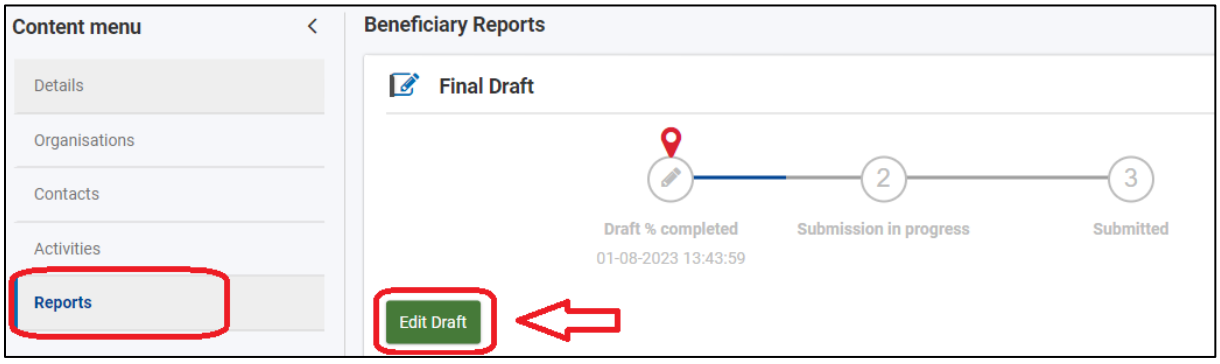
It is also mandatory to upload and submit the project results on the Project Results Platform (PRP). This must be done before submitting the Final Report in the BM. See chapter 10 for more information on the PRP.

9.1 Creating and opening the final report

The final report must be filled in and submitted under the ‘Reports’ section in the BM. Click the ‘Generate Beneficiary Report’ button to generate the report. Feel free to generate and edit the report at any stage of your project. However, **do not submit the final report until your project has reached its end date**.



Once the report has been generated, it can be edited. This can be done under the ‘Reports’ section, with the ‘Edit Draft’ button: this opens the report.

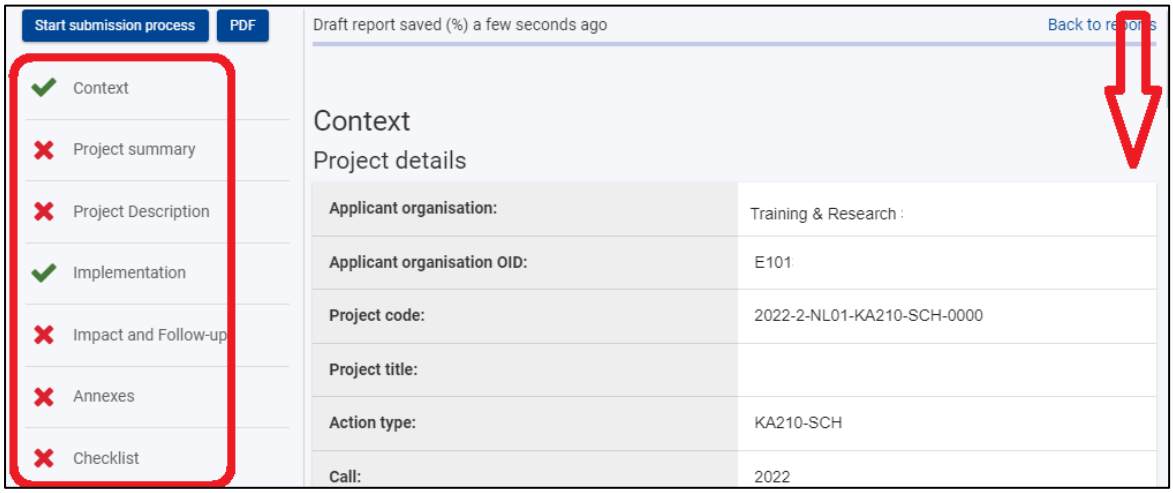


Any changes made to the final report will be saved automatically by the BM.

9.2 General tips about the Final Report

The final report may be written in Dutch or English.

The final report has different sections. These sections become visible by scrolling downwards, or by clicking the different sections (Context, Project Summary, etc.) in the left-side menu:



Icons are shown in front of the different sections.
X indicates that the section has not been filled in completely.
✓ indicates that all obligatory fields in the section have been filled in.

A PDF of your Final Report can be downloaded, by clicking the 'PDF' button in the top left corner of the screen. This is useful for your own administration, but also in case of technical problems in the BM.

The textboxes in the Final Report may contain a maximum number of characters. The upper right corner of each box shows the remaining number of characters. For easier reading, the textboxes can be made larger by clicking the lower right corner of the box, and dragging it downwards.



9.3 Filling in the Final Report

Your final report is used to inform the National Agency about the implementation and results of your project. Please, read the reports questions carefully and provide complete, clear and concise answers.

PLEASE NOTE: the BM takes information filled in under the 'Activities' section, and automatically copies it into the 'Final Report' section. Because of this, make sure that you have filled in the 'Activities' section completely and correctly (see chapter 8).

Some questions in the final report require a little clarification:

Project Summary: this section of the final report will be made public by the European Commission. For this reason, this section should not include confidential information, and should be written in English (even if the rest of the report is written in Dutch).

Implementation: this section is filled in automatically by the BM, and cannot be edited in the final report. The BM copies information from 2 sources:

1. the original application
2. the BM section 'Activities' (see chapter 8)

Want to change information in the Implementation-section of the final report? This can only be done by going to the 'Activities' section of the BM, and editing information there (see chapter 8).

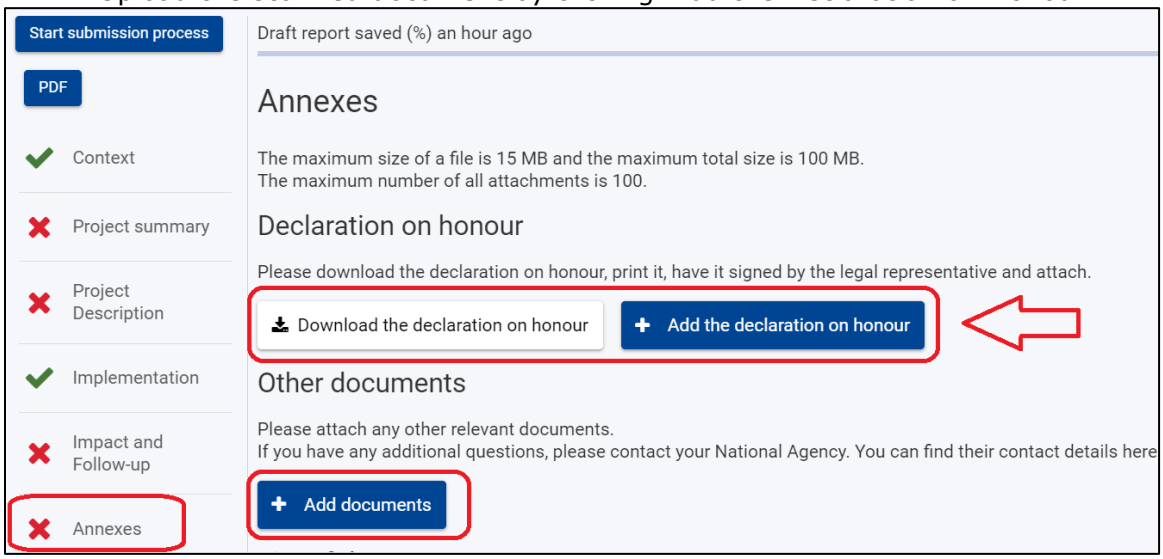
European Language Label: here, you can select whether you wish to nominate your project for the European Language Label. This is a European award to encourage innovative projects about language learning- and teaching. Select 'YES' if your project might fit this theme. If you select 'YES', you should also describe why your project should be considered for the award.

9.4 Submitting the Final Report

The Final Report should only be submitted <u>after</u> the project's end date, and <u>after</u> the Project Results have been submitted (see chapter 10). To submit the Final Report, complete the following steps:

1. Under the 'Annexes' section, upload the signed Declaration on Honour (DoH).

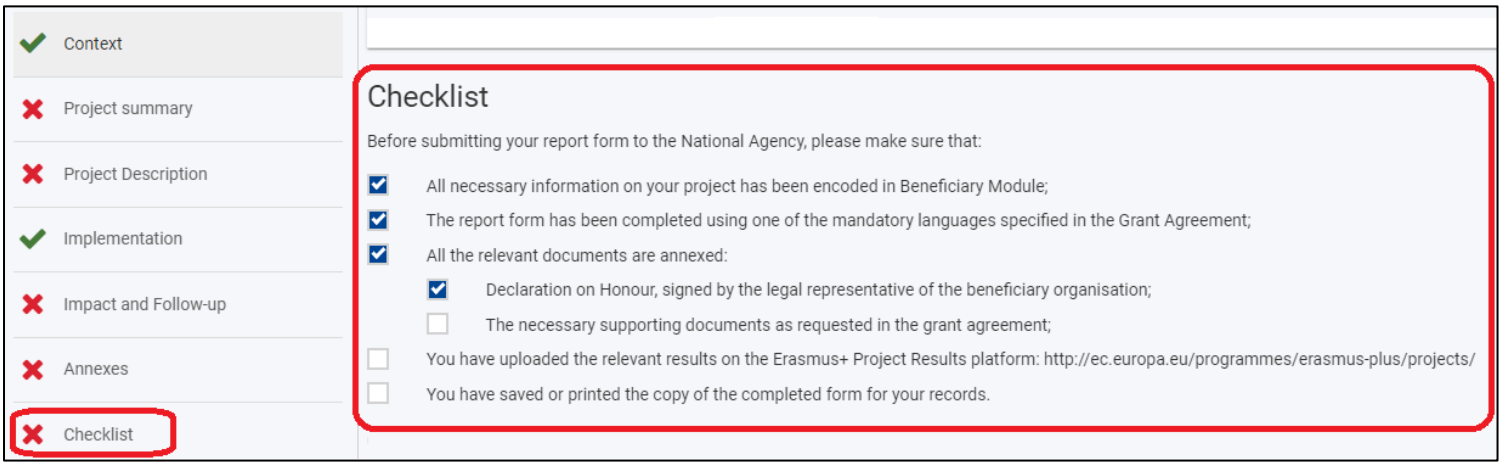
- Download the DoH under 'Annexes', by clicking 'Download Declaration on Honour'.
- Print the document
- Have the Legal Representative of your organisation sign the document with a pen (not digitally)
- Scan the signed document
- Upload the scanned document by clicking 'Add the Declaration on Honour'.



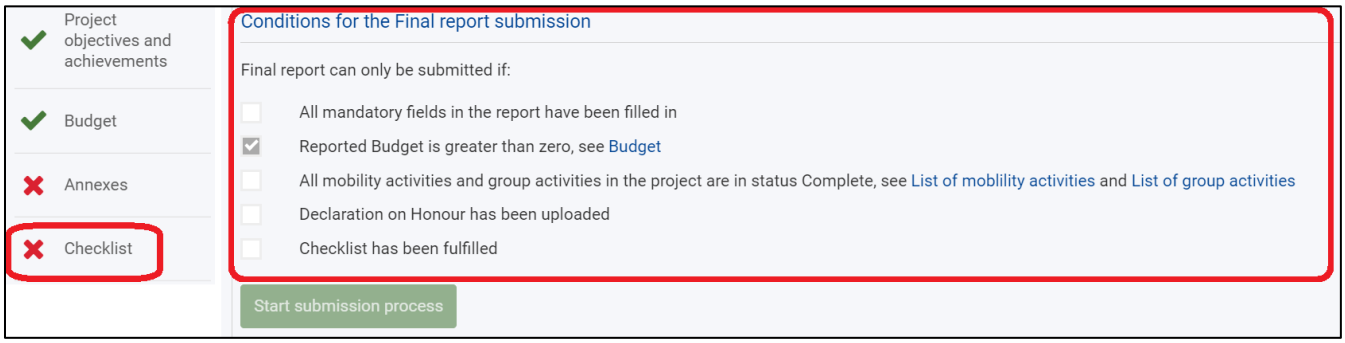
2. Add any other relevant documents. This can be done under 'Annexes' > Other Documents, by clicking 'Add Documents'.

Please note: project results should be uploaded on the Project Results Platform (see chapter 10). They should not be added as annexes to the Final Report in the BM. Financial documentation, such as receipts etc. don't need to be added to the Final Report either.

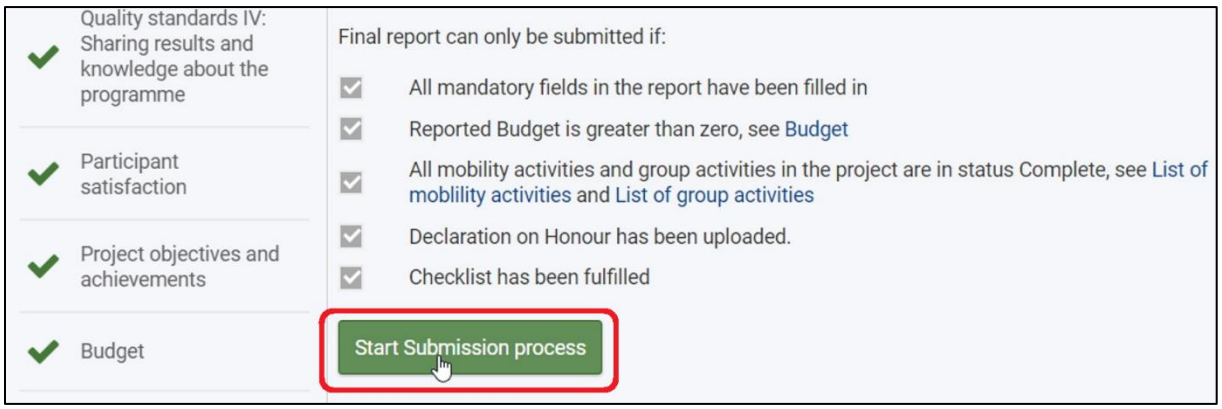
3. Verify that you have completed all necessary steps, and tick the 'Checklist' boxes:



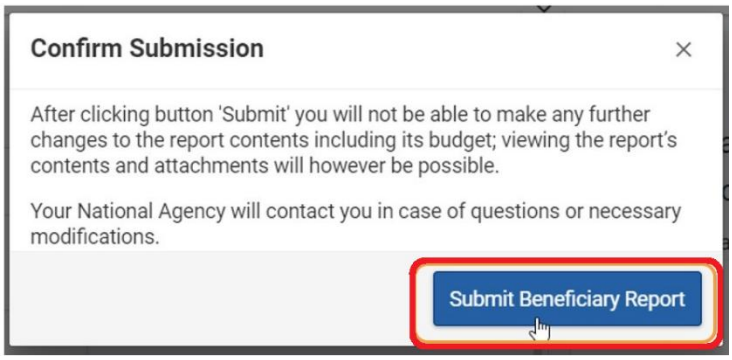
4. Verify whether all *Conditions for the Final report submission* have been met. These boxes cannot be ticked manually: the BM automatically checks whether all obligatory fields have been filled in. If some boxes remain unticked, this means that some mandatory actions for the Final Report have not yet been completed.



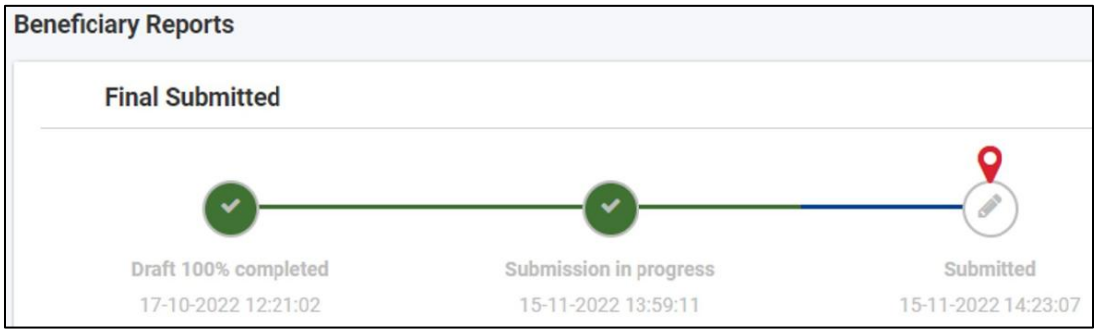
5. Click 'Start Submission Process'.



6. Click 'Submit Beneficiary Report' in the pop-up menu. **Clicking this button submits the Final Report. After submission, the report can no longer be edited.**



The submission progress will show on the report 'timeline'. It may take a few hours for the report status to change from 'Submission in progress' to 'Submitted'.



After submission of the Final Report, the NA will e-mail the contact person of the project with an acknowledgement of receipt. Generally, Final Reports are assessed within 60 days. Once the qualitative and financial assessment of the Report is complete, the NA will e-mail the contact person and the Legal Representative about the final score and (financial) finalisation of the project.

10 Submitting results on Project Results Platform through BM

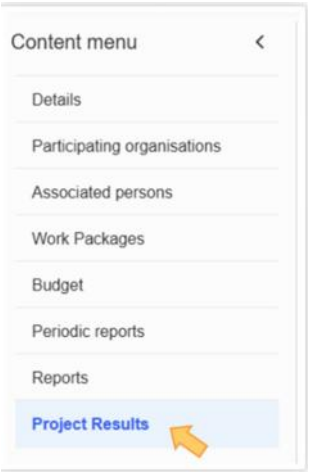
It is mandatory to upload the project's results onto the **Erasmus+ Project Results Platform (PRP)**. On this platform, the outputs (e.g. manuals, articles, video's, presentations, etc.) of Erasmus+ projects are shared publicly, so that anyone can benefit from them. Each project has its own page on the PRP, where the general public can view and download the results of the project.

Projects should upload their results on the PRP, even if these have already been uploaded elsewhere (e.g. on the project website). This ensures continued availability of the results, even if project websites go offline in future.

Project results are now to be uploaded through the BM and will automatically be sent to the platform when submitting.

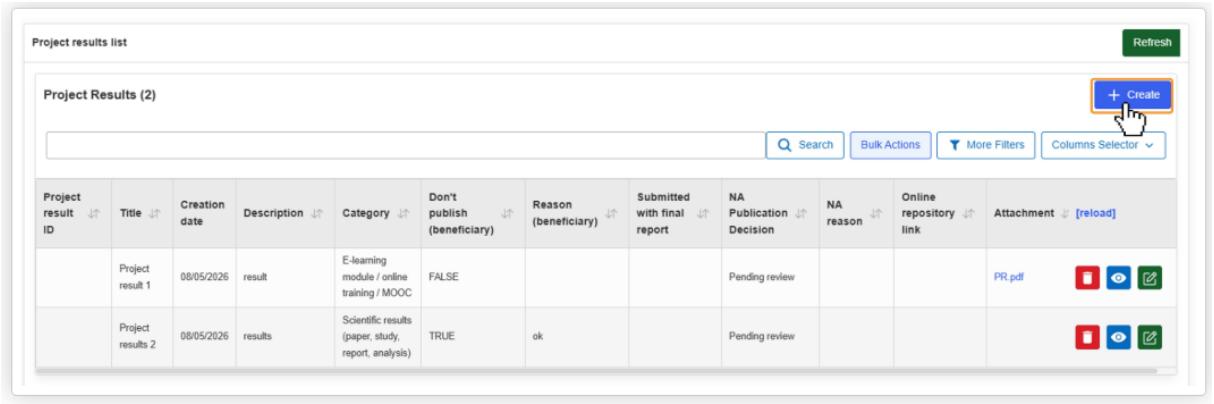
Please make sure you upload and submit your project results in the appropriate section in the BM, before you submit your Final Report. If no results are submitted, the Final Report will be rejected.

10.1 Accessing the Project Results Platform



You can upload and edit the **Project Results** via the **Project Results** section in your project. The **Project Results** screen allows beneficiaries to list all the **Project Results** of their project, as well as to detail the cost of production, based on the different types of resources required to produce those Project Results.

To add a project result to your project, click the **Create** button above the project results list. The button is available until the submission of the Final Report and only if no Justification for no project results exists (for projects where adding project results is mandatory).



In the **Project Results** screen, provide the required information. Mandatory fields are marked with a red asterisk * and a Value missing warning is displayed under the field if the information is not provided. In the end, you must confirm that you have checked the Data Protection Regulation Compliance before saving project result information.

- **Project result ID** - not editable, automatically generated by Beneficiary Module when creating a project result, e.g., PR-00001. The ID is unique inside a project.
- **Title** - free text field to add the title of the project result; mandatory.
- **Description** - free text field where you can add details about the project result; mandatory.
- **Category** - category of the project result to be selected from a drop-down list of values provided by Valor. The field is mandatory. See more details in **Project result categories and result types**.
- **Type** - the type of projects results entered, depending on the selected **Category**. This field is displayed only for **call 2024 or older** projects. The **Type** values are displayed according to the category selected above.
- **Project result other type** - free text field to add the description if the **Other** type is selected. The field is displayed only for Call 2024 or older projects and only if **Type** = **Other**.
- **Don't publish** - option indicating if the beneficiary wants the content of this entry for project results to be published or not later on in other systems. This does not have an impact on saving or displaying the information in Beneficiary module.
- **Reason** - details regarding the reason why beneficiaries do not want the project results to be published. Only displayed and mandatory if the value selected for **Don't publish** is TRUE.
- **Online repository link** - Must be a valid web address where additional information is stored. For example: website / content management system / online document location.
- **Upload document** - browse button that enables you to upload files of different formats describing the project results. The maximum size of a file is **100 MB**.
    - **Allowed file types:**
        - Text files: pdf, rtf, txt, md, epub
        - LibreOffice files: odt, ods, odp, tsv, tab
        - MSOffice files: doc, docx, xls, xlsx, ppt, pptx, pps, ppsx
        - Image files: png, gif, jpg, jpeg, tif, tiff
        - Audio/Video files: ogg, obv, mpg, mpeg, mp3, mp4, avi, mov.
    - **Results of the document upload:**
        - In case of successful upload, a link of the document will be available in the **Attachment** column of the table.
        - If the document is not properly processed and the upload fails then the text: **"Error"** displays in the **Attachment** column of the table.

After adding the mandatory information, the **Save** button is enabled.
Click on it to save your changes. You are redirected to the **Project results list**, where you can see your newly-added project result.

In KA210, beneficiaries can choose not to add project results but must provide a justification for this decision. The justification description can be deleted at any moment before submitting the project results.

The justification can be added only if there are no project results created. If the project contains at least one result (regardless of its status), the justification section is not available. The justification for no results is included in the information sent to Project Management module. For projects with optional project results, the justification is not required (the field is not displayed).

The submission of Project Results is performed at the same time with the submission of the Final Report. The Final Report cannot be submitted without Project Results for **KA210, KA220 and KA240** projects where Project Results are mandatory.

10.2 Submitting project results after "Request revision" is received

The Submit Project Results button (for submission of project results after the Final Report) is only available after **Request revision** is received from the National Agency, in case something is missing or needs to be reuploaded.

After **Request revision** is received from the National Agency, in Beneficiary Module you can:

- **Modify** or **delete** project results, **except for** those with **NA Publication decision: Publish** or **Do not publish**.
- **Add new project results** using the **Create** button.
- **Submit** project results using the **Submit Project Results** button in the **Submission detail** section of the **Project Result** screen.

The **NA publication decision** can be:

- Publish
- Pending review
- Do not publish (ben)
- Do not publish
- Revise or delete.

After clicking Submit Project Results the screen becomes read-only, beneficiaries cannot add a new version, modify existing versions of project results or submit Project results.

The newly created project results are marked as follows:

  - If the Final report is **not Approved (Reported version)** when the button **Submit Project Results** is clicked, then project results are marked **With Final report**.
  - If the Final report is **Approved (Reported version)** when the button **Submit Project Results** is clicked, then project results are marked **Without Final report**.

The information and documents submitted with **the project results** will be reviewed by the NA.

If you have questions or problems while uploading results, please consult the European Commission's please consult the European Commission's online manual for submitting the project results. If that manual offers no solution, contact us according to your field of education at:

ka2ho@erasmusplus.nl

mbo-sector@erasmusplus.nl

povoka2@erasmusplus.nl

ve@erasmusplus.nl

11 List of terms / Glossary

***Disclaimer**: This glossary serves as a supplement and additional service of the National Agency and cannot be regarded as a substitute for official information. The Erasmus+* Programme Guide *of your project's Call year is always the leading source of information.*

Beneficiary: When a project is approved for an Erasmus+ grant, the applicant organisation becomes a beneficiary by signing a Grant Agreement with the National Agency. If the application was made on behalf of other participating organisations, the partners may become co-beneficiaries.

Beneficiary Module (BM): the online system for the mandatory administration of Erasmus+ projects from Call 2021 onwards. The BM must be used for: registering the most important data on your project, monitoring the progress of your project, and the submission of the project's final report.

Beneficiary Report: the report that must be submitted by the organisation which implements the Erasmus+ project. This can be an interim report or a final report.

Declaration on Honour: a declaration signed by the Legal Representative (also see: Legal Representative) of an organisation. The declaration states, among other things, that an application or report has been filled in truthfully. The signed Declaration on Honour must be attached to applications and (final) reports.

EU-login: a personal online account, necessary to make use of the online services of the European Commission (e.g. for the online application form and the Beneficiary Module).

Force Majeure: An unforeseeable exceptional situation or event beyond the participant's control and not attributable to error or negligence on his/her part.

Legal Representative: the legal representative of an organisation. This person must be the one signing the Grant Agreement. Since Grant Agreements can only be signed by legally authorised persons, the Legal Representative must always be someone who is authorized to act independently on behalf of the organization. The jurisdiction of this person must be laid down in, for example, articles of association and/or at the Chamber of Commerce.

OID: The Organisation ID (OID) uniquely identifies an organisation among all organisations participating in Erasmus+. You can use your organisation's OID when applying for a grant under the Erasmus+ programme. An OID is a code of 9 characters: letter E followed by 8 digits, e.g. E00112233.

Project Results Platform: Online platform of the European Commission. Products, deliverables and outputs which are the result of the projects funded must be uploaded on this platform by the beneficiary organisation.