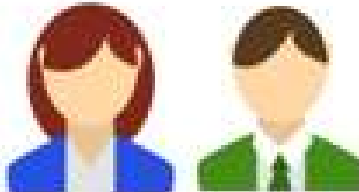# EU Login

The **EU Login** authentication service is a point for user authentication to a wide range of Commission information systems such as Beneficiary Module, Application forms, Project Management module and Organisation Registration system.

All Users*

EU Login: https://www.oph.fi/fi/ohjelmat/eu-login-oid-ja-pic-nain-rekisteroidyt-erasmus-ohjelman-osallistujaksi

Beneficiary Module - BM

Beneficiary module (BM) is used by the beneficiaries to register mobilities and to prepare and submit the beneficiary report.

NA and Beneficiary*

Beneficiary Module
https://webgate.ec.europa.eu/erasmus-esc

Beneficiary Module Guide
https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Beneficiary+module+guide

eLearning videos

HOWSPACE: https://erasmus-akkreditointi.in.howspace.com/beneficiary-module

Komission verkkopalvelu WIKI:
https://wikis.ec.europa.eu/display/NAITDOC/eLearning+videos+for+the+Beneficiary+module

Beneficiary Modulen ohjevideot

Beneficiary module basics

Navigation and basic functionality in Beneficiary module

How to update contacts in Beneficiary module

How to add a mobility activity in Beneficiary module

How to submit the beneficiary report in Beneficiary module

Organisations list

- In your project, click on **Organisations** in the **Content menu**. The **Organisations** screen displays.

- Participating organisations in projects:
https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Mobility+activities+in+KA121+and+KA122+projects

Organisations action column
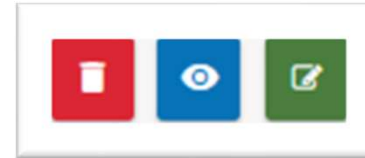
- The organisations mentioned in the grant agreement are available automatically in the project when it is created in My projects and displayed in the **Organisations** list.

- You can **add more organisations** to the project, **with or without an OID**, using the **Create+** option

- Depending on the organisation role and whether it is part of the grant agreement, one or more of the following options are available, by clicking on the relevant icon in the **Actions** column.

- From left to right:

  - **Delete** - allows you to delete the organisation from the project in My projects

  - **View** - allows you to view the organisation details

  - **Edit** - allows you to make changes to organisation details that are not derived from the Organisation Registration system

Information for the organisations

The list of organisations displays the following information for the organisations:

- **OID** - the unique identifier obtained when registering in the Organisation Registration system . This identifier does not vary from one project to another.

- **Organisation ID** - the unique organisation identifier in your project. This identifier is assigned **when the organisation is created in My Projects** and can be changed, but must be unique within the project.

- **Organisation Role** - Displays the role of the organisation in the project, for example Beneficiary organisation, Consortium member, Other etc.

- **Legal name**

- **Public body** - a flag indicating whether the organisation is a public body.

- **Non-profit** - a flag indicating whether the organisation is a non-profit organisation.

- **Country**

- **City**

Add an organisation + Create

- To add an organisation to the project, click on the **Create+** button at the top of the Organisations list.

- A new screen opens, where you will add the organisation details.

OID	Organisation ID	Organisation Role	Legal name	Public body	Non-profit	Country	City	Actions
E10000175	16975-ORG-00001	Beneficiary	Test-org.IT.01	No	No	Italy	Roma	
E10000189	16975-ORG-00002	Other	Test-org.LT.01	No	No	Lithuania	Vilnius	
E10000163	16975-ORG-00003	Other	Test-org.NL.01	No	No	Netherlands	Amsterdam	

Participating organisations (3)   **+ Create**

Search...   Search   Bulk Actions   More Filters

Items per page 30   1 - 3 of 3

Participating organisations

- In the **Role in mobility activity** section of the organisation details screen you can view and/or choose the mobility activity roles applicable to each organisation involved in the project:
  - **Sending organization**
  - **Host organization**
  - **Supporting organisation**

- It is possible to add further organisations to the project either with or without an <u>Organisation ID</u>. For such organisations, the mobility activity roles can be changed as applicable.

- In the mobility activity screen, when adding the sending and receiving organisation, respectively, only the organisations having the relevant mobility activity roles are available each of the drop-down lists.

See next slide 'Role in mobility Activity'

Organisation ID (must be an incremental number e.g. 001, 002, 003...)

ORGANISATION

OID

E10000210

Organisation Role

Other

Organisation ID *

16503-ORG-00002

OID organisation

☑

Type of organisation *

Other type of organisation

Legal name *

Test-org.PL.03

Business name

PL03

Full legal name (national language)

Test-org.PL.03

Acronym

VAT

748564512

National ID (if applicable)

Department

Number of employees below 250?

☐

Non-profit

☐

Public body

☐

ROLE IN MOBILITY ACTIVITY

Sending organisation

☑

Hosting organisation

☑

Supporting organisation

☑

Type of supporting organisation *

UNPAID

Mobilities

Create a mobility activity

- Click on the **Create** button at the top of the mobility list to open the **Create a Draft mobility activity** screen.

Mobility activities in KA121 and KA122 projects:
https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Mobility+activities+in+KA121+and+KA122+projects

Create a draft mobility activity

1. The **Draft status** is indicated at the top of the screen.

2. The **Mobility activity ID** is created automatically.

3. In the Mobility activity screen, the activity types available for selection from the **Activity type drop-down list.**
    Note: Once you start filling in the mobility activity details, it is still possible to change the activity type, but you may lose certain activity-specific information.

4. Please ensure you provide the correct **Participant Email address**, as the notifications to fill in the participant report will be sent to this address.

5. The Mobility activity **Start date and End date** must be within the project dates and the mobility activity duration must comply with the rules for the associated activity type.

Fill in the details for the mobility

1. Draft status
2. Mobility Activity ID
3. Activity Type
4. Participant Email address
5. Start date and End date

Fill in the details for the draft mobility activity

Complete/edit the mobility activity

- Once the first draft is saved, you can fill in the remaining details in order to complete the mobility activity.

- It is possible to edit and save the details in several stages, and a completed mobility activity can be updated as many times as necessary.

- In the list of mobility activities, click on the Edit icon next to the one you want to complete. The Mobility activity screen will open in edit mode, and you can fill in the remaining information.

Mobility activity sections

- The screen consists of several sections. You can expand and collapse each section for easier navigation, by clicking on the section title or the arrow (>) on the right side of each section.

Activity types & flags

Activity types

- In the **Mobility activity** screen, the **activity types** are available for selection from the **Activity type** drop-down menu.
- **The fields to fill in** throughout the mobility activity screen **vary based on the selected activity type**.

VET mobility projects

Activity Type *

Long-term learning mobility of VET learners (ErasmusPro)
Short-term learning mobility of VET learners
Participation in VET skills competitions
Hosting teachers and educators in training
Invited experts
Courses and training
Job-shadowing
Teaching or training assignments

Blended mobility

- Blended mobility activity refers to an activity combining a physical mobility activity with a virtual mobility component.

- Blended mobility activity flag can be checked to indicate that the mobility activity is carried out in a blended format (physical activity abroad combined with a virtual component).

International mobility activity

- Flag is checked automatically, if the Receiving Country you specify in the From-To section of the mobility activity screen is **a third country not associated to the programme**
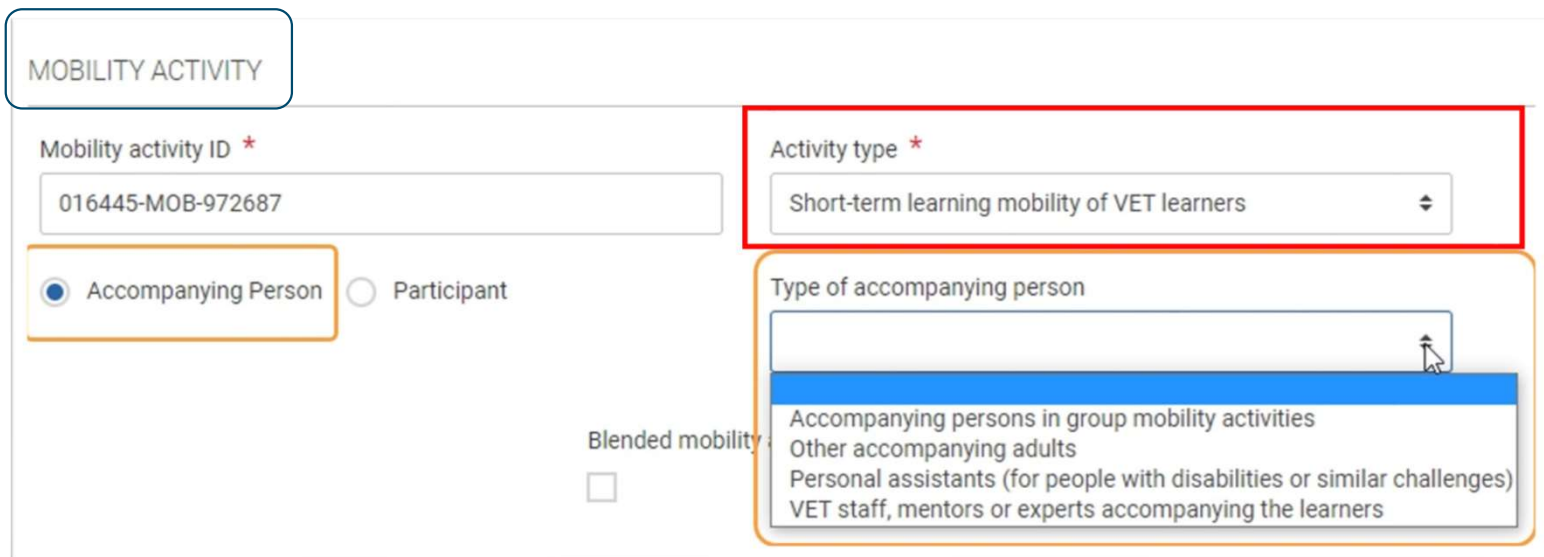
Participant with fewer opportunities

- For each participant with fewer opportunities, **the beneficiary organisation receives an Inclusion support grant**. In addition you must fill in the Inclusion Support for participants in the mobility activity screen.

Accompanying Person

- If you check this flag, you must also select the Type of accompanying person from the relevant drop-down list.

- Accompanying persons must not fill in the participant report for individual mobility activities, and the Participant report section is not displayed.

- In VET the minimum allowed duration for accompanying persons in individual mobility activities is of 1 day.

Incoming international participant (under special conditions)

- In beneficiary projects, the Incoming international participant (under special conditions) flag available in, i.e. mobility activities, physical events, participations, etc. indicates that the mobility activity involves a participant that has left the Ukraine due to the war and has carried out or is carrying out an activity, i.e. in an eligible participating country.

- This flag may change the standard conditions regarding the sending and receiving countries, as well as certain grant calculations, depending on the action type of your project.

Incoming international participant (under special conditions)

☐

Inclusion support

- Inclusion support is only available, if you involve participants with fewer opportunities in your project

- Inclusion support for organisations covers costs related to the organisation of mobility activities for participants with fewer opportunities. It consists of a flat rate of 100 euros per participant, regardless of the duration of the mobility activity.
  This amount cannot be manually changed, except in cases of force majeure.

- Inclusion support can cover justified costs related to travel and subsistence, if a grant for these participants is not requested through the budget categories Travel and Individual support.

- To request this grant, insert the eligible costs in the Inclusion Support for Participant field, displayed in the Participant section of the screen after the flag Participant with Fewer Opportunities was selected.

Online Language Support – OLS

- OLS is available for participants involved in
  - Long-term learning mobility of VET learners (ErasmusPro), Short-term learning mobility of VET learners,
  - Job-shadowing mobility for VET staff , Teaching or training assignments for VET staff
- In beneficiary projects, when providing information for participants in, individual mobility activities or participations, the **OLS flag** (checkbox) may be available.
  - Checking this flag will indicate the person is entitled for the **Online Language Support**.

Online language support (OLS)

☑

Linguistic support

- Where available, a Linguistic Support grant can be requested by checking the **Linguistic Support flag** in the **Participant** section of the mobility activity screen.
  - The Linguistic support grant is calculated automatically and cannot be changed manually.

- For activities where OLS is an option, if you request a Linguistic support grant without requesting OLS (OLS flag is not checked), provide an explanation in the **Justification for Linguistic support grant request** field.

- Linguistic support is **not available** for:
  - accompanying persons,
  - participants involved in activities of type Invited experts and Hosting teachers and educators in training,
  - participants involved in activities of type Courses and Training, Job shadowing, Teaching or training assignments with a duration of up to 30 days.

Linguistic support grant

Online language support (OLS)

☐

Linguistic support *

☑

Linguistic support grant

150,00   €

Incoming international participant (under special conditions)

☐

Justification for linguistic support grant request *

Please explain why was the participant not able to use o... linguistic support (explanation is not required for the additional linguistic support grant for long-term activities).

5000

Value missing
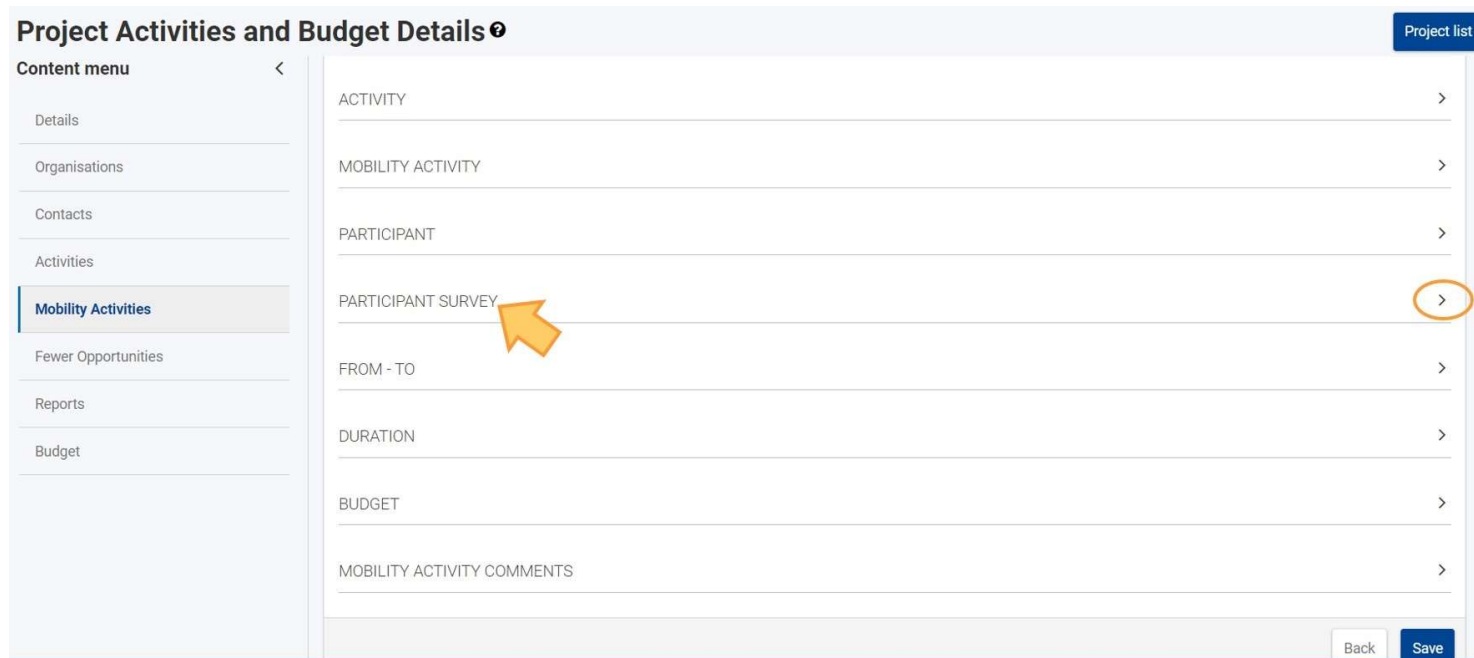
Linguistic support

- For participants in activities of type **Long-term mobility of VET learners (ErasmusPro)** and **Long-term learning mobility of pupils**, an **Additional Linguistic support grant for long-term activities** is provided (calculated automatically).

- If you do not require the additional grant, check the flag for **Additional Linguistic support - Grant not requested**.

Linguistic support *	Linguistic support grant
☑	150,00 €
Additional linguistic support - Grant not requested ☐	Additional linguistic support grant for long-term activities 150,00 €

Participant Survey

- Manage Participant Reports in projects:
  https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?spaceKey=NAITDOC&title=Manage+Participant+Reports+in+projects

- Click on the arrow (>) to expand the subsection and view the details. You may need to use the vertical scroll bar(s) in your browser to access all available information

Resend Invitation

- Click on the **Resend invitation** button to send a reminder e-mail to the participant to complete the participant report in EU Survey.

Participant Survey

- Participants in Erasmus+ projects may be asked to provide feedback on their experience by completing a Participant Report

- **Automatic e-mails are sent to participants with an invitation** to complete this report in EU Survey to share their feedback on the experience participating in a Mobility activity for Erasmus+ or European Solidarity Corps programmes.

- The participant receives an e-mail with **a dedicated link to the participant report**. This link will not expire. The individual participant report is completed online in EU Survey and is offered in various languages.

- The participant can save the survey as draft and submit it. After submission, the participant may download a PDF version of their feedback, but they can not edit the form again.

- **Note: The participant report request will not be sent out, if the mobility activity is in Draft status, meaning not completed, in Beneficiary module.**

Recognition Certificates

- In the Recognition Certificates section, you can specify up to three certificates to be offered to the participant, from the listed ones.

- Certificates cannot be offered to participants flagged as Accompanying Person.

- To add a certificate, click on **Create new**, then select 1) the Certifying organisation and 2) the Certification type from the available drop-down lists, and click **Save**.

- Once the certificate is added, the **Edit and Delete icons** are available.

Travel

From–To

- Select the **Sending** and **Receiving organisation.**

- You have the **Select** button (1) available to choose the respective organisation from. Clicking on it opens the organisation selection pop-up window.

- Click on the organisation you want to choose (2), it will be highlighted in blue, and click on the Select (3) button.

Travel specifics

- In addition, for certain activities in VET mobility projects, also specify the **Hosting environment.**

FROM - TO

Sending Organisation *

| Test-org.PL.02 | ⇕ |

Sending Country *

| Poland | ⇕ |

Receiving Organisation *

| Kulturförderungsverein St. Veit/Glan | ⇕ |

Receiving Country *

| Austria | ⇕ |

Accommodation type *

| | ⇕ |

Dormitory at school premises (boarding school)
Dormitory outside of school premises
Hosting family
Hotel, hostel, or similar
Other

Host environment *

| | ⇕ |

Company
VET school

EUROOPAN UNIONI

Distance bands

- In activities, the **Distance Band** indicates the distance between the place of origin and the venue of the activity the participant(s) in the activity has to travel.

- **Main Means of Transport** refers to the primary mode of transportation used by participants to travel to and from their host country.

Distance band *	Real distance in kilometers *	Main means of transport *
2000 - 2999 km	Link to distance calculator	Plane
	2 555	

Sustainable means of transport (green travel)		International mobility activity
☐		i ☐

Sustainable means of Transport (green travel)

- **Sustainable means of transport** (green travel) is defined as the travel that uses low-emissions means of transport for the main part of the travel, such as bus, train or car-pooling.

- Selecting a means of transport considered sustainable when updating mobility activities, results in the Sustainable Means of Transport flag being automatically checked and the funded travel duration can be increased from maximum 2 to maximum 6 days.

Distance Band *
Link to distance calculator

500 - 1999 km

Real distance in km *

1537

Main Means of Transport *

Train

Sustainable means of transport (green travel)

☑

Travel days

- In the **Travel Grant** section, the **Travel days** must be provided.

- As a general rule, you can indicate up to **2** travel days, if using a non-sustainable means of transport, and up to **6** travel days if using a sustainable means of transport.
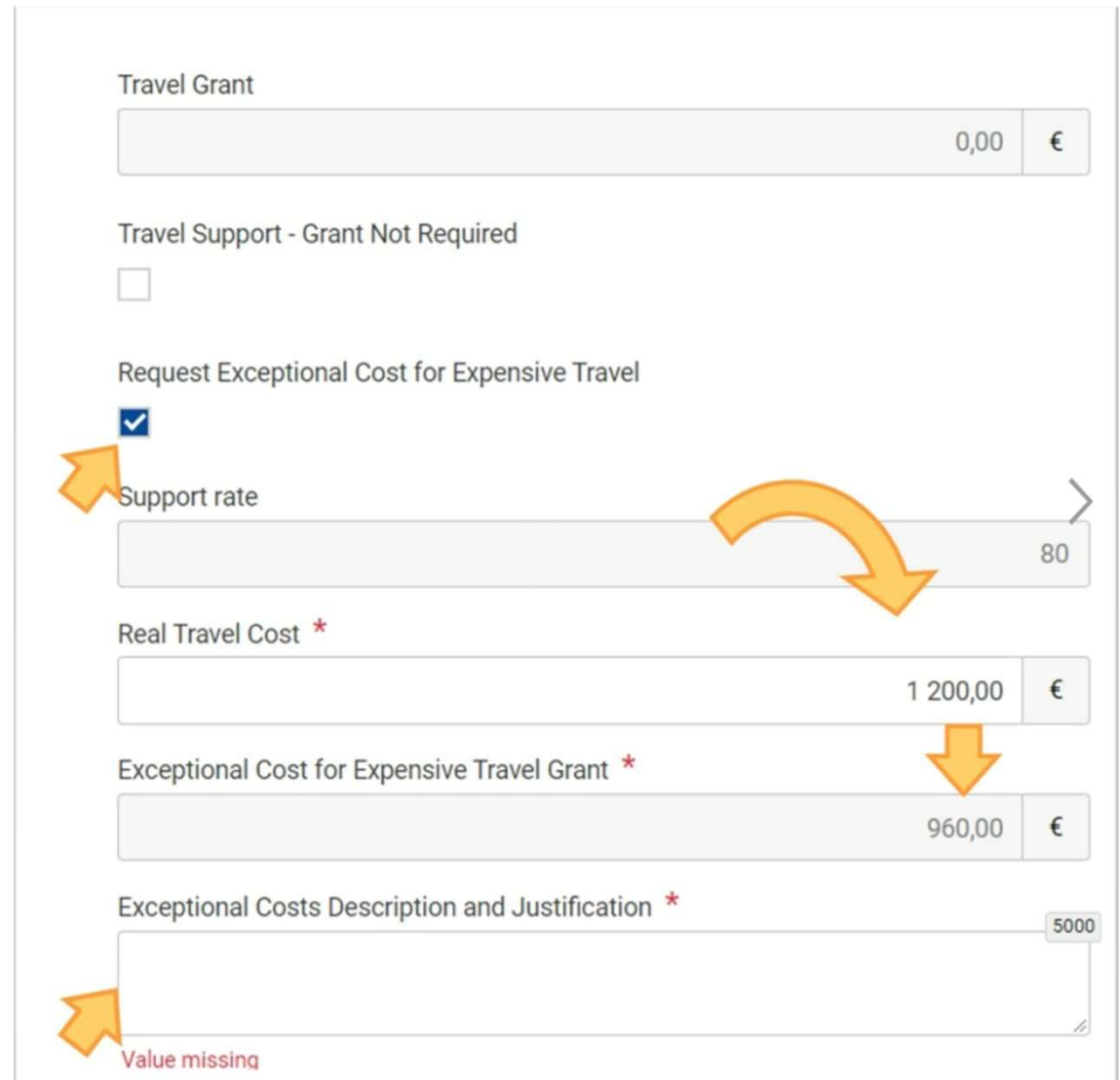
Request exceptional cost for expensive travel

- Tick the relevant box for Request Exceptional Costs for Expensive Travel. Then type the **Real Travel Cost** in the relevant field.

- The Exceptional Cost for Expensive Travel Grant is calculated automatically as 80% of the Real Travel Cost.

- If you request the Exceptional costs for expensive travel grant, you must also fill in the additional field **Exceptional cost for expensive travel description and justification.**

Travel Grant

0,00 €

Travel Support - Grant Not Required

☐

Request Exceptional Cost for Expensive Travel

☑

Support rate

80

Real Travel Cost *

1 200,00 €

Exceptional Cost for Expensive Travel Grant *

960,00 €

Exceptional Costs Description and Justification *

5000

Value missing

Exceptional Costs (flag)

- To request a grant to cover Exceptional costs, tick the Request exceptional costs check box (1).

- Then type the Real cost (2) in the relevant field. The Exceptional costs - grant is calculated automatically as 80% of the real cost.

- You must also fill in the additional field Exceptional costs description and justification (3), which becomes available as soon as the real cost provided is higher than 0.

Request Exceptional cost for visa and other entry requirements

- To request a grant to cover Exceptional cost for visa and other entry requirements, tick the relevant box (1). Then type **the Real cost** (2) in the relevant field. The Exceptional cost for visa and other entry requirements - grant is **calculated automatically as 100% of the real cost**.

- You must also fill in the additional field Exceptional cost for visa and other entry requirements - **description and justification** (3), which becomes available as soon as the real cost provided is higher than 0.
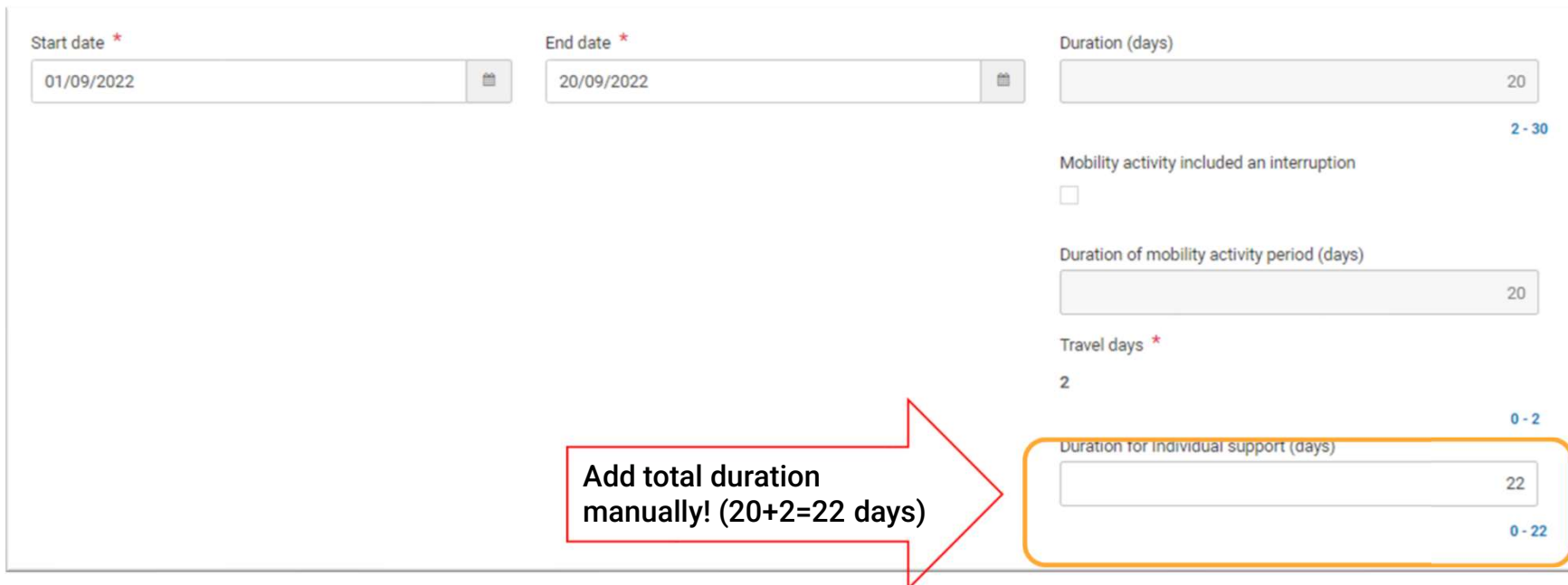
Inclusion support

- Inclusion support is only available if you involve participants with fewer opportunities in your project, therefore the flag **Participant with Fewer Opportunities** must be checked for this section to be

Participant with fewer opportunities

☑

Incoming international participant (under special conditions)

☐

INCLUSION SUPPORT

Inclusion support for participants

| 350,00 | € |

Inclusion support for organisations

| 100,00 | € |

Duration

- The Duration (days) is calculated automatically based on the physical mobility activity **start date and end date**, and cannot be manually changed.

- **Travel days** are taken from the information provided under Travel.

Add total duration manually! (20+2=22 days)

Individual support

- Where available, the **Individual Support** grant is calculated automatically based on the **Duration for Individual support (days),** which is explained in the Travel specifics section above.

- This amount cannot be manually changed, except in cases of force majeure.

Course Fees (Activity type Courses and training)

- Fill in the Course fees - number of days with the applicable number of days for this participant. The Course fees grant will be updated automatically based on the unit cost per day and the specified number of days. Additionally, fill in the Course title field.

- If no such support is required for the mobility activity, check the Course fees - grant not requested flag. The Course fees grant fields will be set to 0 EUR.

Organisation support

- The **Organisational Support** grant is available for all participants except those flagged as Accompanying person. Information is displayed, informing you of the fact that the participant is entitled to this type of grant.

- If this type of support is not required, check the Organisation support grant not requested flag. The Organisational support will then be 0 EUR.

BUDGET

ORGANISATIONAL SUPPORT

For this participant, you are entitled to 500 € of organisational support.

Organisational support grant not requested

Travel grant

320

Individual support grant *

3057

Total calculations

- The **Total mobility activity grant** is calculated based on the information provided throughout the mobility activity screen.

Force Majeure

- Force majeure situations can arise anywhere and at any time, and include factors such as sudden disease, accidents, earthquakes and other causes.

- In a project, check the Force majeure flag to indicate that a project activity is considered as a case of force majeure.

- When you check this flag (tick box), certain fields and grants for the activity may be affected and must be checked and/or updated.

- In addition, you must fill in the additional Force majeure explanations field, describing the facts that prove the activity should be accepted as a case of force majeure.

Force majeure
☑

Force majeure explanations *

Data collected in Beneficiary Module should not contain any sensitive information, especially related to participants' racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, and information concerning health or sex life.

5000

Value missing

Force Majeure

If the **Force Majeure** flag is set, the following duration and grant fields are affected:

- **Duration Calculated (days)**: The business rule checking the minimum and maximum duration will no longer apply in case of Force Majeure. **Course fees grant** (if applicable): The field becomes editable. If any values were already present they are preserved.

- **Linguistic Support grant**: The grant remains available even if the duration of the mobility activity is shortened to less than the minimum required duration, but the grant amount cannot be changed in cases of Force Majeure.

- **Travel grant**: The field becomes editable. If any values were already present they are preserved.

- **Individual Support grant**: The field becomes editable. If any values were already present they are preserved.

- **Inclusion support for organisation**: The field becomes editable. If any values were already present they are preserved.

- **Participant report**: Participant reports are not required for mobility activities flagged as force majeure and having a duration of 1 day (i.e. cancelled mobility activities, for which the start and end date are the same).

Kiitos!