

MT+ Submit Terminate-with-no-grant Report

Quick steps

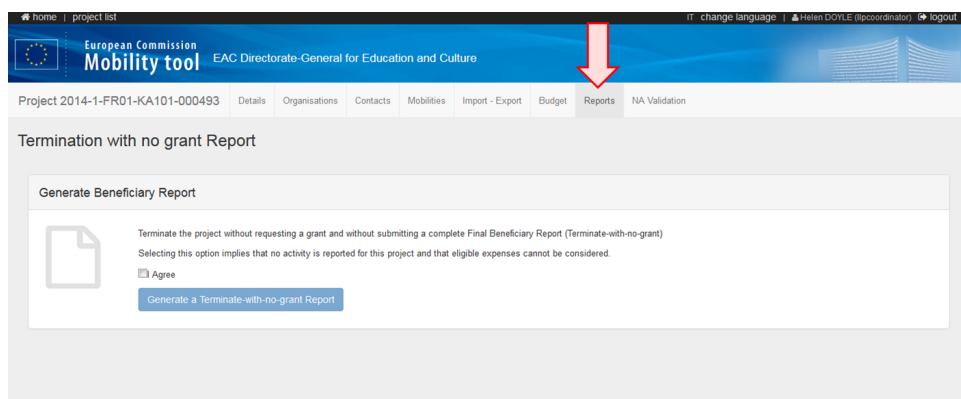
- 1 Click the "Reports" tab.
- 2 Generate a "Terminate-with-no-grant Report".
- 3 Click on "Edit Draft".
- 4 Add "Reason of Termination".
- 5 "Download Declaration of Honour" document.
- 6 Signing "Declaration of Honour" document.
- 7 Upload Declaration of Honour document.
- 8 Click on "Start Submission Process".
- 9 The checklist wizard appears.
- 10 "Accept" the "Data Protection Notice".
- 11 Check the "Submission Process Checklist".
- 12 Confirm Submission.
- 13 Submission in progress.
- 14 Successful submission of report.
- 15 View termination confirmation.

Detailed steps

Steps

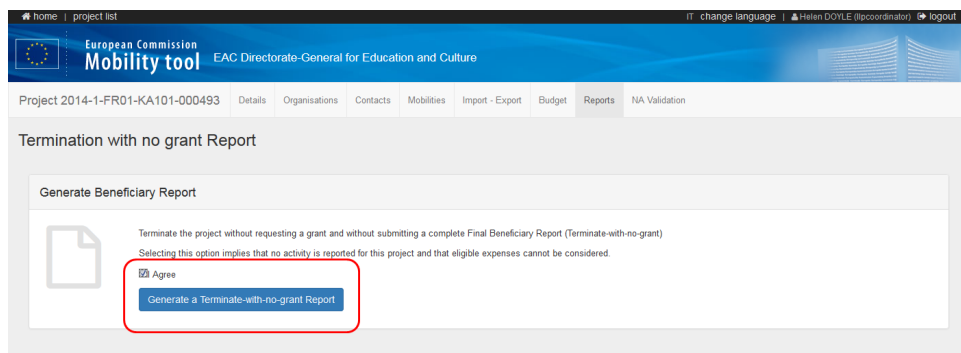
1 Click the "Reports" tab.

In MT+ click on the **Reports** tab to start the **Termination with no grant Report** procedure. If this button does not appear, it is perhaps due to the fact that there are still mobilities or activities for strategic partnerships added or costs declared under the budget tab. To terminate with no grant, remove all mobilities or activities for strategic partnerships and remove all declared costs. If the project is to be terminated with eligible costs, then the beneficiary report can be submitted as normal, without removing the eligible mobilities and costs.



2 Generate a "Terminate-with-no-grant Report".

To proceed, click the **Agree** checkbox and click on the **Generate a Terminate-with-no-grant Report** button.



3 Click on "Edit Draft".

To edit the draft report, click the **Edit Draft** button. Below, you will start to see the history of the procedure.

The screenshot shows the 'European Commission Mobility tool' interface for project 2014-1-FR01-KA101-000493. The 'Reports' tab is active, and the 'Termination with no grant Report' section is displayed. A progress bar indicates the current status is 'Draft'. Below the progress bar, a 'Draft available' notification is shown, including a blue box with instructions: 'Please make sure to encode the amount you have used for Organisational Support of your project before submitting your Final Beneficiary Report. To do this please go to the Budget, enter the amount for row "Organisational Support", column "Current Budget" (in Mobility Tool) and click Save.' Below this, it states 'Draft Report created alcuni secondi fa by Helen DOYLE' and features a green 'Edit Draft' button, which is highlighted by a red arrow.

4 Add "Reason of Termination".

The first field is **1. Reasons of termination**. Explain the reasons for the project termination in concise detail in the field provided.

The screenshot shows the 'European Commission Mobility tool' interface for project 2014-1-FR01-KA101-000493. The 'Reports' tab is active, and the 'Termination with no grant Report for 2014-1-FR01-KA101-000493' section is displayed. The '1. Reason of termination' field is highlighted by a red box. The field contains the text: '1. Reason of termination' and 'Annexes'. Below the field, there is a section for 'Annexes' with instructions: 'Annexes: in this section, you need to attach additional documents that are mandatory for the completion of the report.' and 'Attachments quota usage'. A 'DOWNLOAD Declaration of Honour' button is visible at the bottom of the highlighted area.

5 "Download Declaration of Honour" document.

In the **Annexes** section, click the **DOWNLOAD Declaration of Honour** button to download the form to be signed.

In this section you can explain the reasons for the project termination with no grant

Please explain the reasons for the project termination with no grant in a concise and clear manner.

Participants did not perform mobility

Annexes

Annexes: in this section, you need to attach additional documents that are mandatory for the completion of the report.

Attachments quota usage

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your form online. Before submitting your report to the National Agency, please check that:

- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents.
- The Declaration of Honour signed by the legal representative of the beneficiary organisation.
- The necessary supporting documents as requested in the grant agreement.
- you have saved or printed the copy of the completed form for yourself.

DOWNLOAD Declaration of Honour

List of uploaded files

no uploaded files yet

Add more files

Select File

Drop Here Your File(s)

Once clicked, a dialogue box appears where you can either save or open the document. Click **OK** to proceed.

In this section you can explain the reasons for the project termination with no grant

Please explain the reasons for the project termination with no grant in a concise and clear manner.

Participants did not perform mobility

Annexes

Annexes: in this section, you need to attach additional documents that are mandatory for the completion of the report.

Attachments quota usage

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your form online. Before submitting your report to the National Agency, please check that:

- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents.
- The Declaration of Honour signed by the legal representative of the beneficiary organisation.
- The necessary supporting documents as requested in the grant agreement.
- you have saved or printed the copy of the completed form for yourself.

DOWNLOAD Declaration of Honour

List of uploaded files

no uploaded files yet

Add more files

Select File

Drop Here Your File(s)

Opening DeclarationOfHonour.pdf

You have chosen to open:

DeclarationOfHonour.pdf
which is: Adobe Acrobat Document
from: http://cf9eact1.cc.ccc.eu.int:6086

What should Firefox do with this file?

Open with Adobe Reader (default)

Save File

Do this automatically for files like this from now on.


OK Cancel

Signing "Declaration of Honour" document.

In the **Declaration of Honour** document the **Place** and **Date** details are to be filled in and signed.

Information

If the NA requires the National ID number of the signing person, fill in the details in the area provided. A stamp of the beneficiary organisation may also be required.


	Report Form
	Call: 2014 KA101 - School education staff mobility

Erasmus+

Beneficiary Declaration of Honour and Signature

I, the undersigned, certify that the information contained in this report form and its annexes is accurate and in accordance with the facts. In particular the financial data provided corresponds with the activities actually realised and to the grants actually paid for subsistence, travel and preparation of participants.

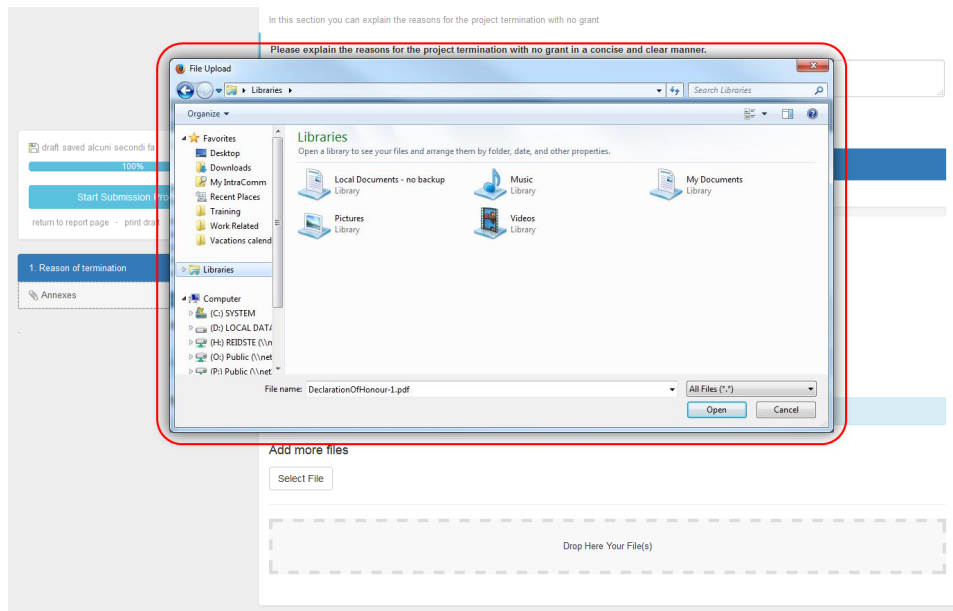
Place:	Date (dd-mm-yyyy):
Grant Agreement Number: 2014-1-FR01-KA101-000493	
National ID:	
Name of the beneficiary organisation: Ecole publique Henri Derouin	
Name of legal representative: M Loïc BERTHOU	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the beneficiary organisation (if applicable):	



7

Upload Declaration of Honour document.

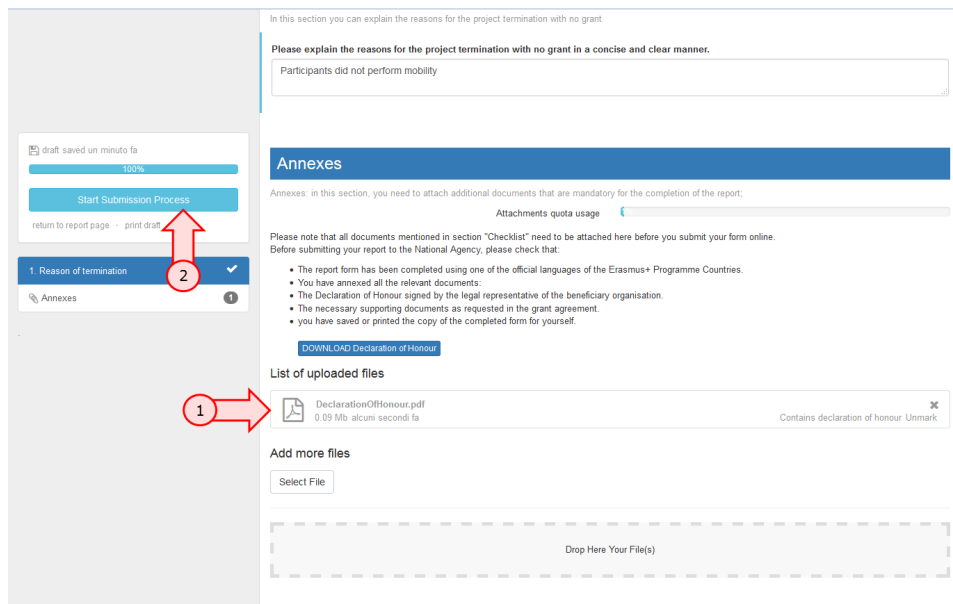
Once signed, the document needs to be scanned and re-uploaded to MT+. To do this, either drag the document from its location in Windows Explorer to the section **Drop Here Your File(s)**, or click the **Select File** button and navigate to the document, and click **Open**.



8

Click on "Start Submission Process".

1. An indication of the successful upload of the **Declaration of Honour** document will be highlighted.
2. Click on the **Start Submission Process** to proceed.



9

The checklist wizard appears.

To ensure that all the necessary steps have been performed, the checklist wizard window appears. The first step is to check that you have added the **Beneficiary Declaration of Honour and Signature**. In this case, it is already added. Click the **Next Step** button to proceed.

Beneficiary Declaration of Honour and Signature

Please download the following PDF, fulfill it and upload it as an annex

Download PDF

List of uploaded files

DeclarationOfHonour.pdf
0.09 Mb un minuto fa
Contains declaration of honour Unmark

Add more files

Select File

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

10

"Accept" the "Data Protection Notice".

Once you have read the **Data Protection Notice** details, click the **Accept** button to proceed.

Data Protection Notice

The form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, in this case for statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Any personal data shall be processed by the National Agencies pursuant to Regulation No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the institutions and bodies of the Community and on the free movement of such data.

<http://www.edps.europa.eu/>

Accept >

DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION

11 **Check the "Submission Process Checklist".**

To continue submission, you must check the list. The button to proceed to the **Next Step** will not become active until all items in the checklist are marked as **Done**. Change the button **Not Done** to **Done** by clicking on it.

Checklist [Close]

Before submitting your report to the National Agency, please check that:

- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries. **Not Done**
- You have annexed all the relevant documents: **Not Done**
- The Declaration of Honour signed by the legal representative of the beneficiary organisation. **Not Done**
- The necessary supporting documents as requested in the grant agreement. **Not Done**
- you have saved or printed the copy of the completed form for yourself. **Not Done**

Next Step >

DECLARATION OF HONOUR DATA PROTECTION NOTICE **CHECKLIST** CONFIRM SUBMISSION

12 Once you are satisfied that everything in the checklist has been done, click on the **Next Step** button to proceed.

Checklist [Close]

Before submitting your report to the National Agency, please check that:

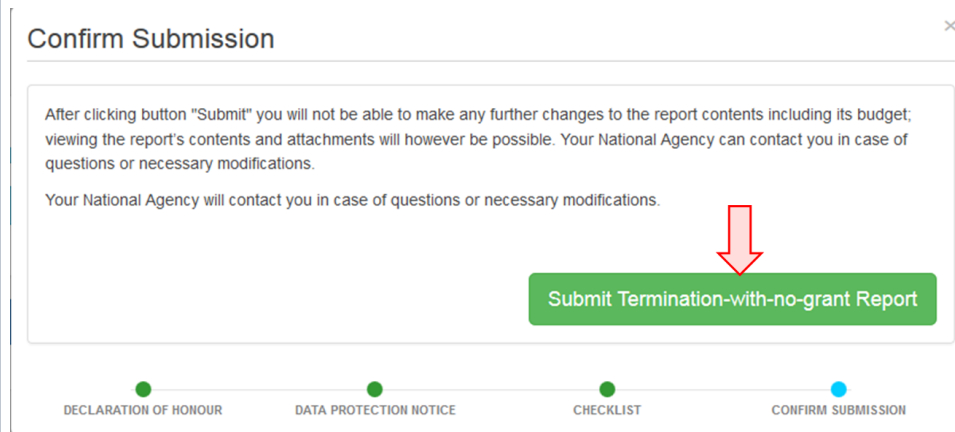
- The report form has been completed using one of the official languages of the Erasmus+ Programme Countries. **Done** ✓
- You have annexed all the relevant documents: **Done** ✓
- The Declaration of Honour signed by the legal representative of the beneficiary organisation. **Done** ✓
- The necessary supporting documents as requested in the grant agreement. **Done** ✓
- you have saved or printed the copy of the completed form for yourself. **Done** ✓

Next Step >

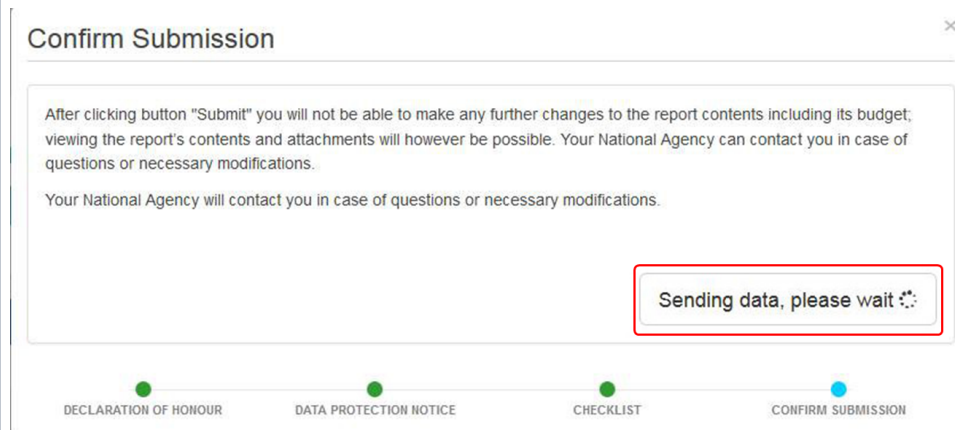
DECLARATION OF HONOUR DATA PROTECTION NOTICE **CHECKLIST** CONFIRM SUBMISSION

Confirm Submission.

In the final dialogue box **Confirm Submission**, read the text before clicking the **Submit Termination-with-no-grant Report** button.



Once clicked, the data will be sent for review by the National Agency. The dialogue box indicates the text **Sending data, please wait**.



14 Submission in progress.

Returning to the **Report** screen you will see the report submission is in process. This can take up to 15 minutes.

The screenshot shows the 'Termination with no grant Report' screen. At the top, a progress bar indicates the current status: 'Draft' (completed), 'Submission in progress' (active), 'Submitted' (pending), and 'Terminated no grant' (pending). A red arrow points to the 'Submission in progress' section, which contains a clock icon and the text: 'Submission in progress. Your Beneficiary report is in the process of being submitted to the central Commission systems. This may take up to 15 minutes.'

Below this, a log titled 'Beneficiary Report created a day ago' shows a series of events:

- a few seconds ago File Final_Report.pdf has been attached by Stephen REID (ipcoordinator)
- a few seconds ago Submit in progress by Stephen REID (ipcoordinator)
- a few seconds ago Draft closed by Stephen REID (ipcoordinator)
- 2 minutes ago File DeclarationHonour-1.pdf has been attached by Stephen REID (ipcoordinator)
- 3 minutes ago File has been deleted by Stephen REID (ipcoordinator)
- 3 minutes ago File DeclarationHonour-1.pdf has been attached by Stephen REID (ipcoordinator)
- 28 minutes ago Draft last changes by Stephen REID (ipcoordinator)
- 31 minutes ago File has been deleted by Stephen REID (ipcoordinator)
- 31 minutes ago Draft opened by Stephen REID (ipcoordinator)
- 2 hours ago Draft opened by Sem VILLEGAS (ipcoordinator)
- 4 hours ago Draft closed by Sem VILLEGAS (ipcoordinator)
- a day ago File DeclarationHonour.pdf has been attached by Helen O'DYLE (ipcoordinator)

15 Successful submission of report.

The screen will then change to **Beneficiary Report has been successfully submitted.**

The screenshot shows the 'Termination with no grant Report' screen. The progress bar now shows 'Submitted' as the active status. A red arrow points to the 'Beneficiary Report has been successfully submitted. Please wait for the assessment of your National Agency' section, which includes a 'Download Beneficiary Report' button.

Below this, a log titled 'Beneficiary Report created a day ago' shows a series of events:

- a few seconds ago Submitted termination no grant by NA Staff (system)
- 2 minutes ago File Final_Report.pdf has been attached by Stephen REID (ipcoordinator)
- 2 minutes ago Submit in progress by Stephen REID (ipcoordinator)
- 2 minutes ago Draft closed by Stephen REID (ipcoordinator)
- 4 minutes ago File DeclarationHonour-1.pdf has been attached by Stephen REID (ipcoordinator)
- 5 minutes ago File has been deleted by Stephen REID (ipcoordinator)
- 5 minutes ago File DeclarationHonour-1.pdf has been attached by Stephen REID (ipcoordinator)
- 30 minutes ago Draft last changes by Stephen REID (ipcoordinator)
- 32 minutes ago File has been deleted by Stephen REID (ipcoordinator)
- 32 minutes ago Draft opened by Stephen REID (ipcoordinator)
- 2 hours ago Draft opened by Sem VILLEGAS (ipcoordinator)
- 4 hours ago Draft closed by Sem VILLEGAS (ipcoordinator)

View termination confirmation.

Once the termination with no grant report has been accepted and processed by the National Agency, the report and project status will be indicated as **Terminated no grant**.

The screenshot displays the 'European Commission Mobility tool' interface for project 2014-1-FR01-KA101-000493. The top navigation bar includes 'home', 'project list', 'change language', and user information for Stephen REID. The main content area shows the project status as 'Terminated no grant', with a progress bar indicating stages: Draft, Submission in progress, Submitted, and Terminated no grant. A 'Download Beneficiary Report' button is visible. Below this, a section titled 'Beneficiary Report created 8 days ago' lists a series of events:

- 2 days ago: Terminated no grant by NA Staff (system)
- 7 days ago: Project information update sent to Egplus Link by NA Staff (system)
- 7 days ago: NA Validated with no grant by NA Staff (system)
- 7 days ago: Report Accepted for termination with no grant by NA Staff (system)
- 7 days ago: Project information update sent to Egplus Link by NA Staff (system)
- 7 days ago: Submitted termination no grant by NA Staff (system)
- 7 days ago: File Final_Report.pdf has been attached by Stephen REID (pcoordinator)
- 7 days ago: Submit in progress by Stephen REID (pcoordinator)
- 7 days ago: Draft closed by Stephen REID (pcoordinator)
- 7 days ago: File DeclarationHonour-1.pdf has been attached by Stephen REID (pcoordinator)
- 7 days ago: File has been deleted by Stephen REID (pcoordinator)
- 7 days ago: File DeclarationHonour-1.pdf has been attached by Stephen REID (pcoordinator)