Erasmus + Project Results Platform Guide for Beneficiaries

This guide provides support to beneficiaries in uploading the results of their projects to the Erasmus+ Project Results Platform and thus making results available to a wider public.

Guidelines for beneficiaries – Project's Results Platform

These guidelines are aimed at accompanying beneficiaries step by step in the process of making their project results available to the public. We hope that they are helpful. Suggestions for improvement are welcome at : EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu

Introduction

Dear beneficiary,

If you are reading this text, that means that you have passed the selection stage and your project has been awarded a grant under the Erasmus+ programme. Congratulations!

The next steps will guide you through on how to share the results of your project in the Erasmus+ Project Results Platform with as many people as possible.

What is the Erasmus+ Project Results Platform (E+PRP)?

E+PRP is the new Dissemination and Exploitation platform that offers a comprehensive overview of all projects funded under the Erasmus+ programmes as well as some projects funded under the previous programmes (Lifelong Learning, Youth in Action, Tempus, Erasmus Mundus, etc.).

Who should upload results on the platform?

Uploading results in the platform is recommended for all KA1 – Mobility and KA347 – Structured Dialogue projects, and compulsory for all the rest of the projects.

Who does what?

Project Beneficiaries are usually the coordinators of a European project. In general, they are the beneficiaries of a European Commission's grant for action. They upload project results into the system together with some other basic information in the project card, such as the project's logo and website.

Officers are staff of the European Commission, EACEA and National Agencies (NAs).They check, validate and publish project results and identify good practices.

Steps

Detailed steps

Login Credentials

Once your project is selected for granting, you receive a message from the agency to which you have sent your project proposal, inviting you to sign the grant agreement (contract). When the Agency receives your signed contract, it signs it too and the grant agreement enters into force.

This is the moment when your project becomes visible on the Erasmus+/Creative Europe Project Results Platform. Basic information about your project, such as project summary, duration, budget and partnership structure is displayed as in Figure 1

Figure 1: Project card

At the same time you receive an automated notification with the credentials to log on to your workspace, which is called "Beneficiary's Dashboard". The notification is sent to the person identified as a contact person for the coordinator/applicant in the application form and only this person has access to the Beneficiary's Dashboard (unlike in the Mobility Tool where more than one can have access). If more than one person would like to have access to the Beneficiary's Dashboard (e.g. your colleagues/partners), you may contact us (EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu) and ask us to grant them access. A sample message including your credentials for using the private workspace of the Project Results Platform is shown in Figure 2.

Figure 2: Initial notification
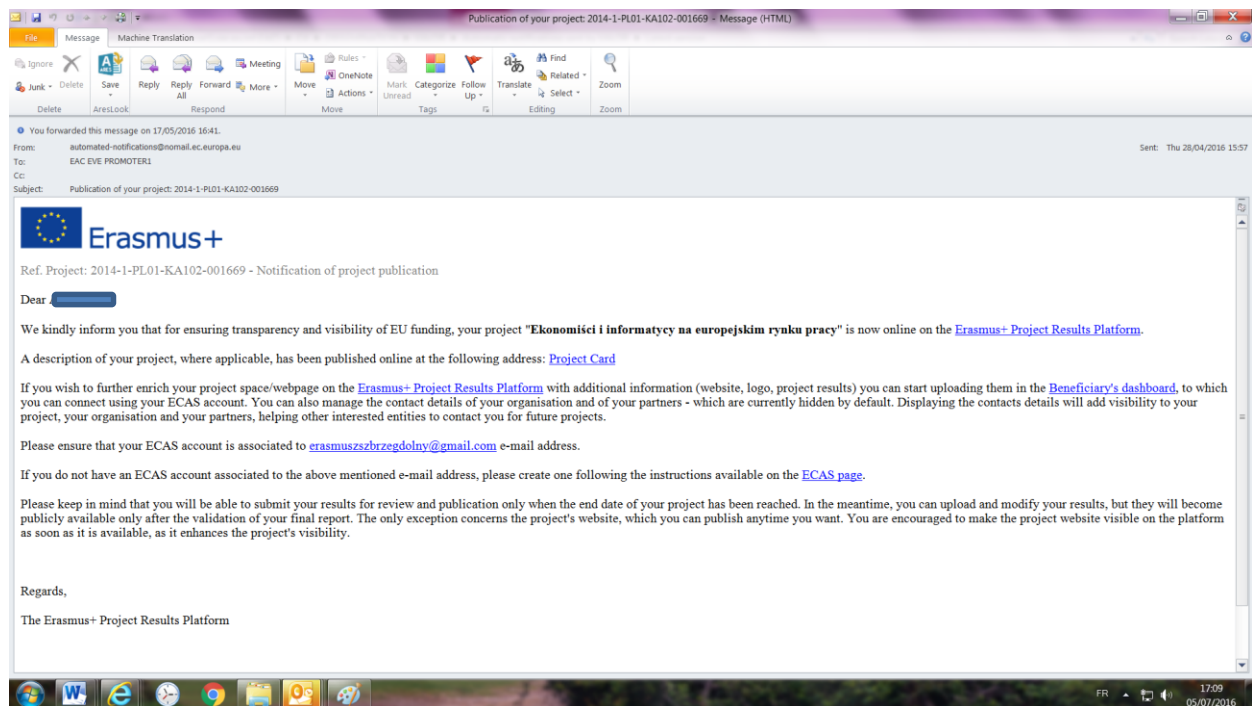
How to log in?

Option 1: Click on the "Beneficiary dashboard" link inside the e-mail notification inviting you to add results to your project.

If you do not find this initial e-mail anymore, please send a request to the dedicated helpdesk, i.e. EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu, indicating your project reference (contract number from your grant agreement), as well as the title of your project and the contact details of the contact person indicated in the application form.

Option 2: Go to the public interface of the platform, that is:

http://ec.europa.eu/programmes/erasmus-plus/projects/

and click on the **Login** button on the right corner up, as highlighted in Figure 3

Figure 3: Login
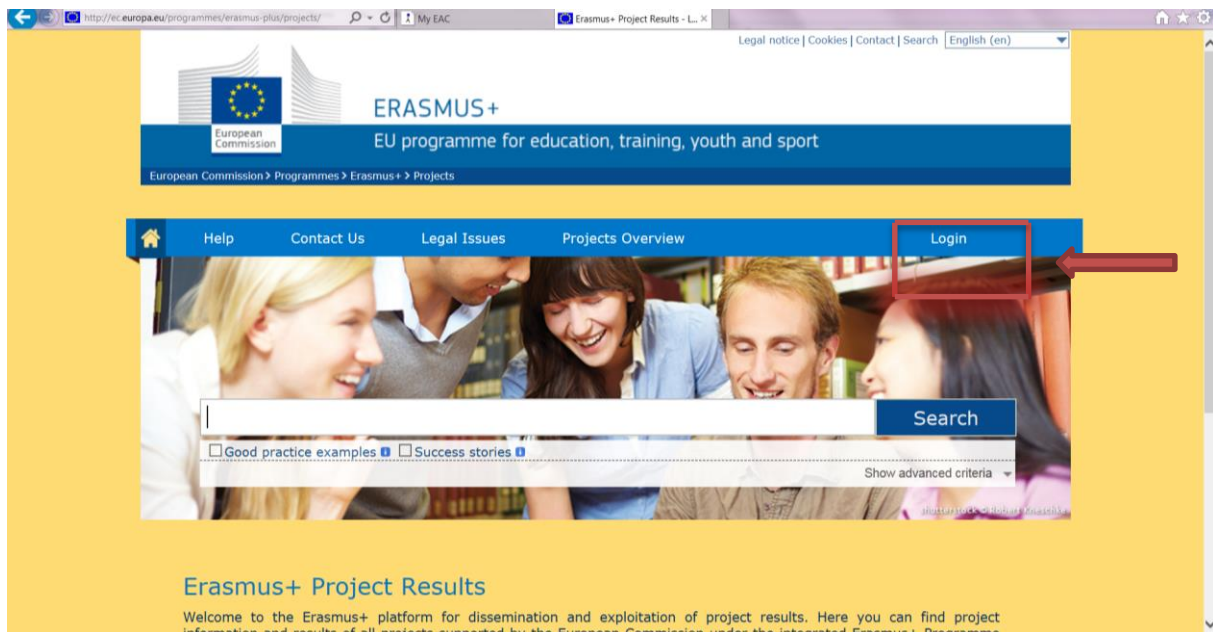
You will be redirected to the European Commission's Authentication System (ECAS) page. Please make sure that the domain chosen is "External". If that is not the case, please change it so, as indicated in Figures 4 and 5.
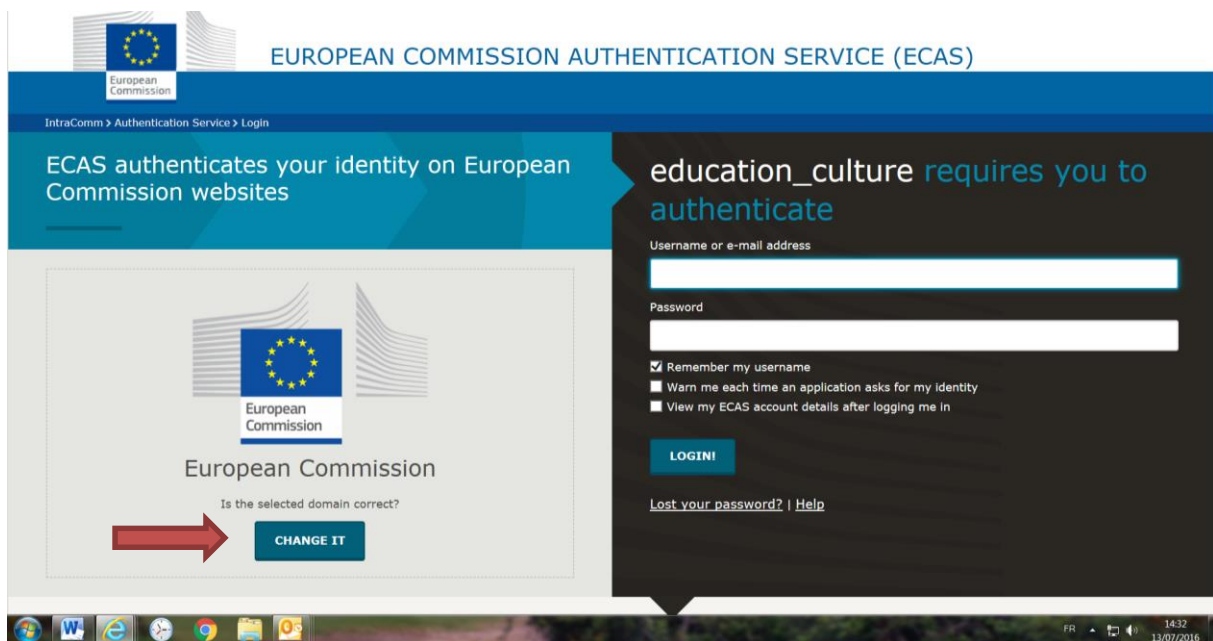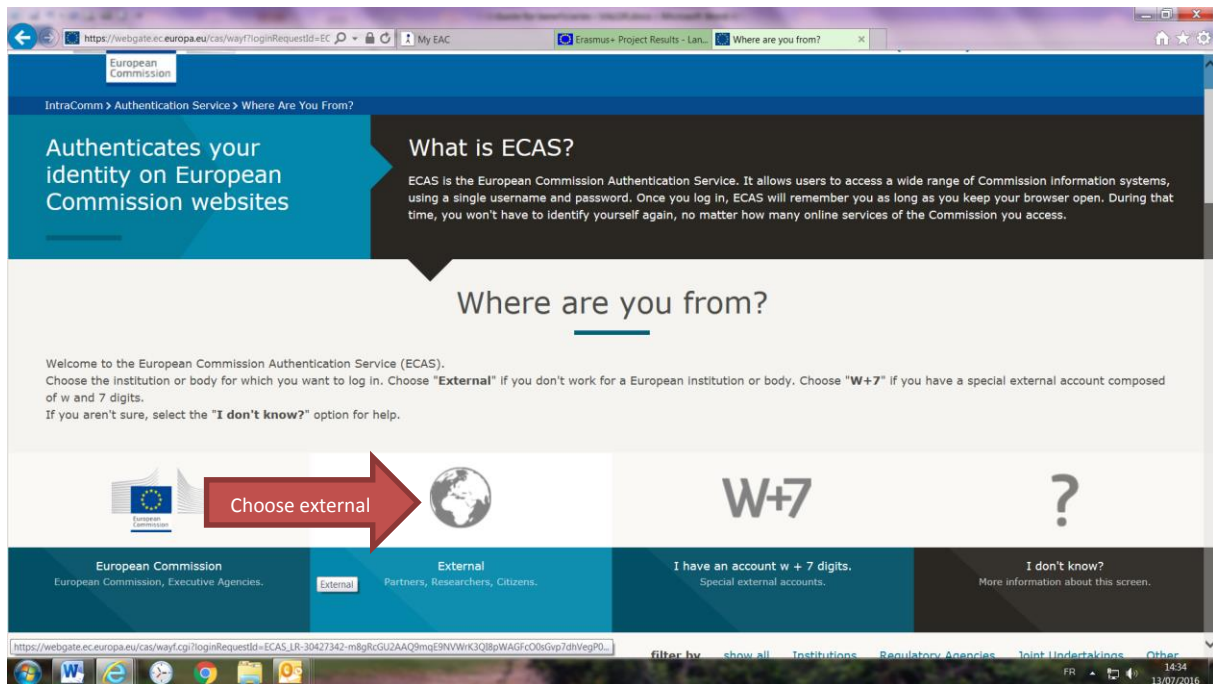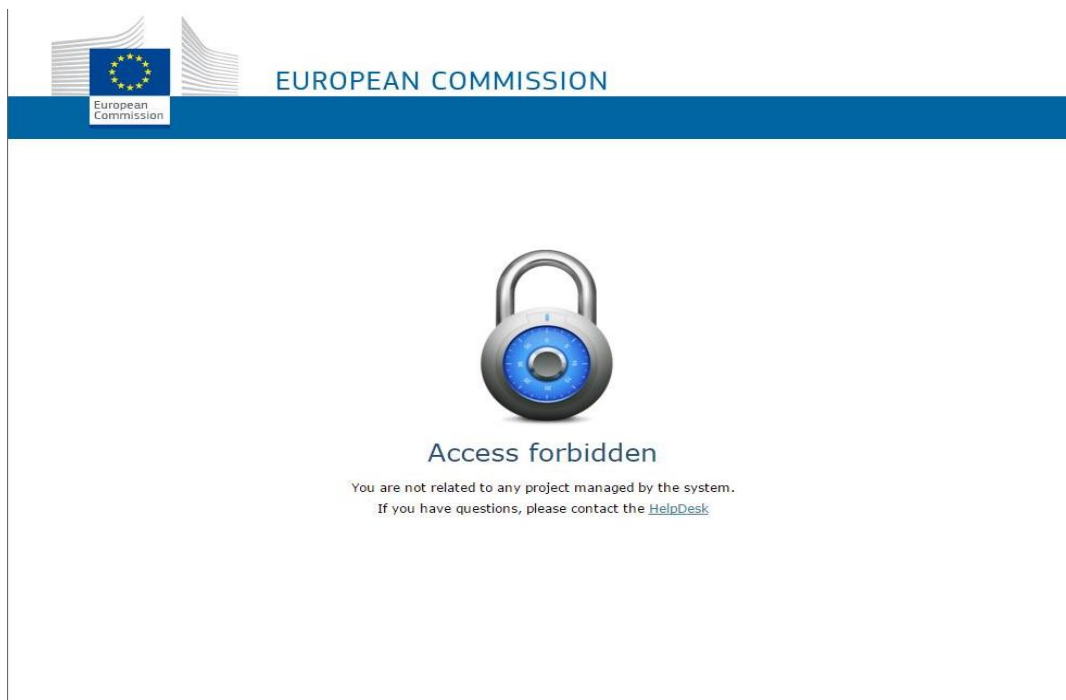
Figure 4: ECAS

Figure 5: ECAS

If you receive an "Access Forbidden" message (see Figure 6) after you insert your credentials, follow the steps below:

Figure 6: Access forbidden

- Before entering the system ensure that you have closed all other windows/tabs, you have cleaned your cache and history and you have no other service open/running which requires authentication through ECAS, such as the Mobility tool.
- After doing that, enter your Beneficiary's Dashboard: https://webgate.ec.europa.eu/education_culture/dissemination/share
- Select the "External" domain.
- Make sure that you are logged in using the correct e-mail address, which is the e-mail address of the contact person, mentioned in the application form as well as in the e-mail notification you received from us. Use this e-mail address as your username and enter your password.
- If you do not have an ECAS account associated to that email address then create one by clicking on the "Create an account".
- If you do not remember your password then click on "Lost your password" and a new password will be immediately sent to your email.
- Finally, if you have gone through all the steps above and still experience troubles to connect to your dashboard, please contact the dedicated helpdesk at the following address: EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu , and mention your project reference and the nature of your problem, preferably with attached screenshots.

Please note that it might take a couple of minutes for the page to load. Please be patient during the process and avoid clicking on the screen, even if you are invited to click on a link to be re-directed.

Your dashboard

Once you introduce your login credentials, you will see the following screen and you will be asked to read the Terms and Conditions and accept them before you proceed. Please note that you will be able to read the Terms and Conditions of use of the platform at any time during your project lifetime.

Figure 7: Your Dashboard
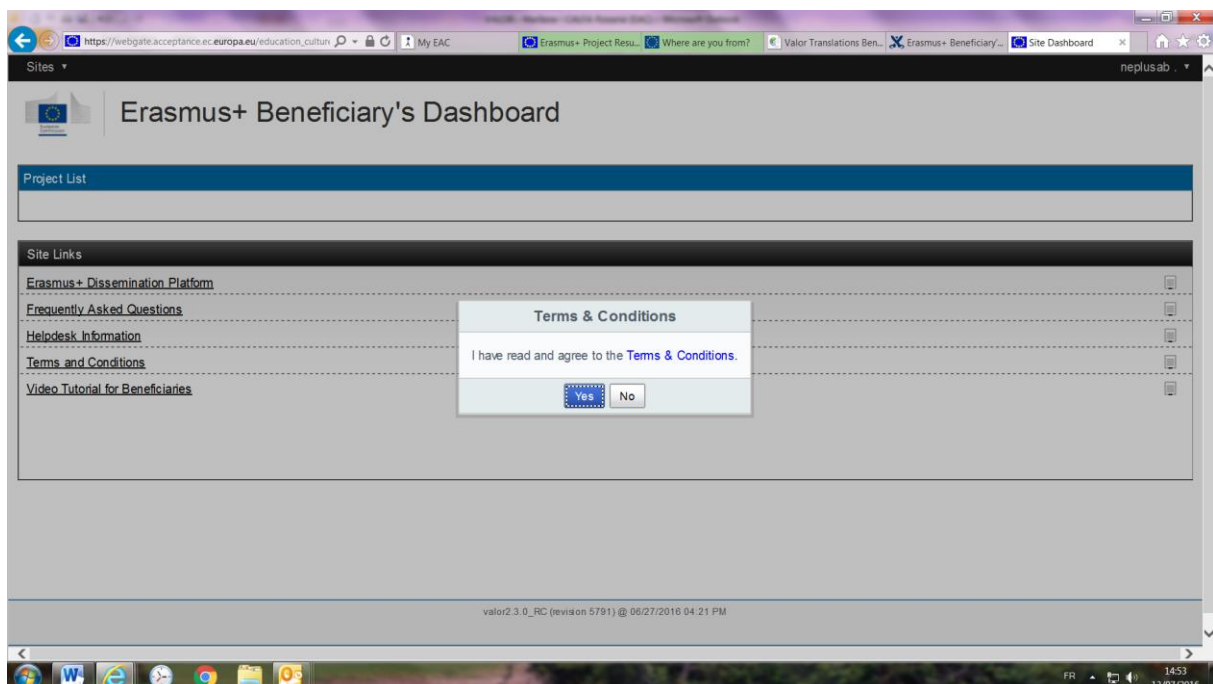
Then you will be able to see all the on-going projects you run under the Erasmus+ Programme in the upper part of your screen, and a series of useful links and documents in the lower half of your screen, as shown in Figure 8.

Figure 8: Useful information

Edit your contact and project details

Contact details/personal data: You can decide to display or not the contact details for you and for your partners, once you have a clear mandate for each of them. As some applicants might use the platform for partner searching, it would be beneficial for your organisation to display at least one relevant contact detail. We encourage you to be visible and easy to reach by publishing your details as shown in Figure 9.

Figure 9: Manage your personal data

Once you click on Personal data management, you will get a new page (Figure 10) in which you will be invited to take a decision for each contact detail of each partner (based on the previous agreement with each of them). You will be able to choose whether you display only the e-mail address, or/and the phone details and/or the name of the contact person, or nothing at all (Figure 10).

Figure 10: Manage your personal data

Your contact details are hidden by default and will become immediately visible on your public project card if you decide to display them. Click on the "Save" button on the bottom of the screen (see red square on Figure 10) and then click on "Go Back" to return to the first page of your Beneficiary's Dashboard (Figure 8).

Project details: By clicking on the "Edit" button (see pencil icon on Figure 11), you are redirected to the "Project details" tab, where you can upload your project logo and project URL.

Figure 11: Edit your project
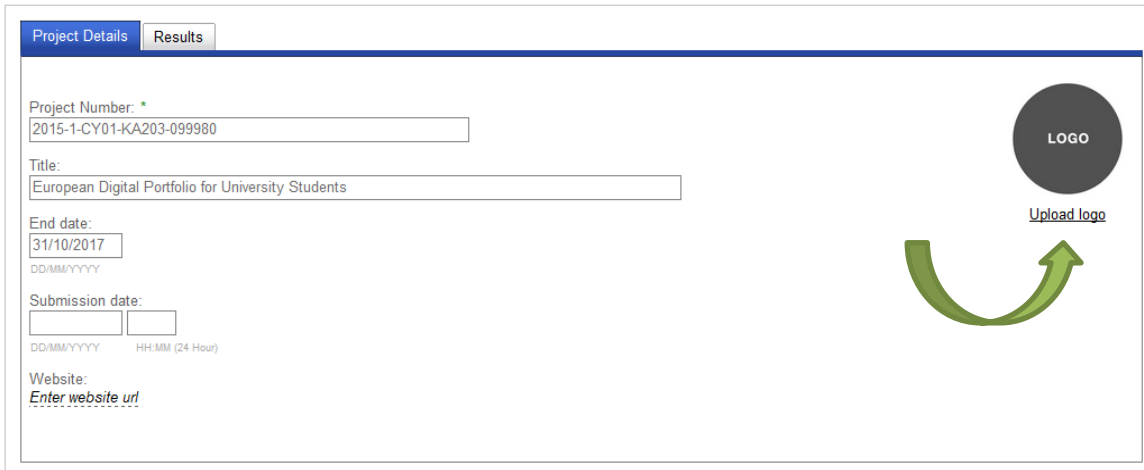
As soon as you have set up a project website and a project logo, you can upload them on the platform, as shown in Figures 12 and 13.

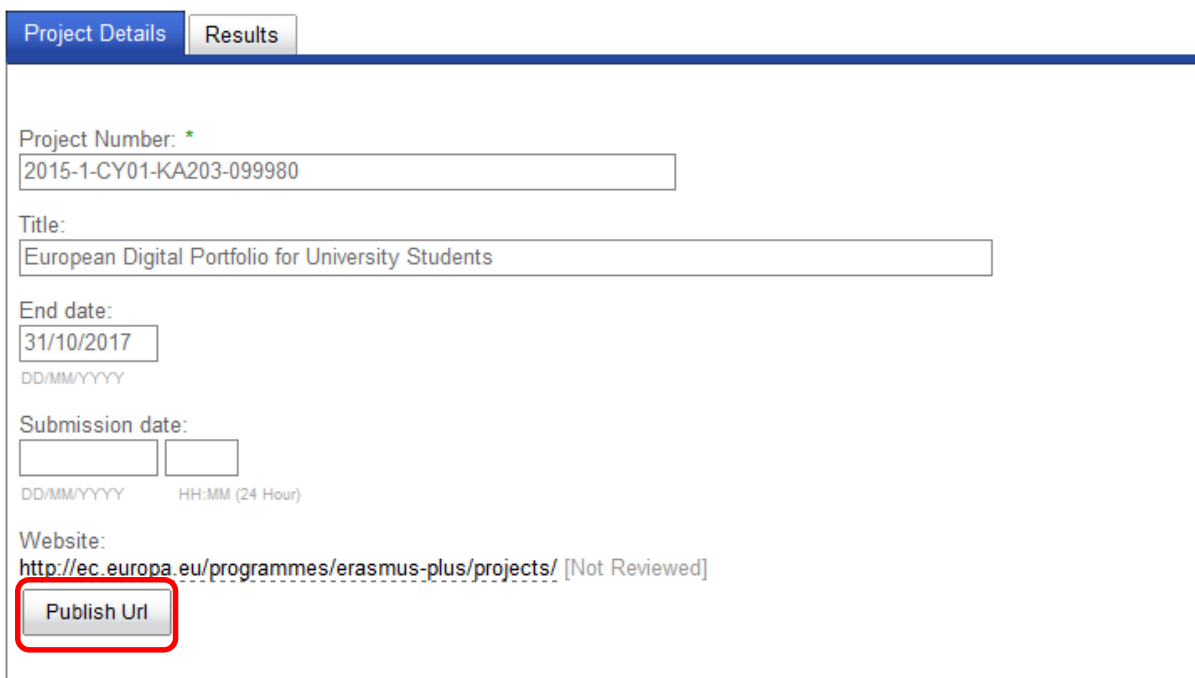Figure 12: Upload project logo

Figure 13: Upload project website address

Please note that you can choose to publish, edit or un-publish the project's website at any time during the lifetime of the project. Please note that while the project website will become publicly available as soon as you click on **Publish URL**, the logo will only become publicly available after review by an officer in the framework of the Final Report assessment.

Add results

You can start adding results as soon as you have them. For this you need to click on the project for which you want to upload results, then once inside the project file, click on the "Results" tab, and finally on "Add results", as shown in the figure below (Figure 14).

Figure 14
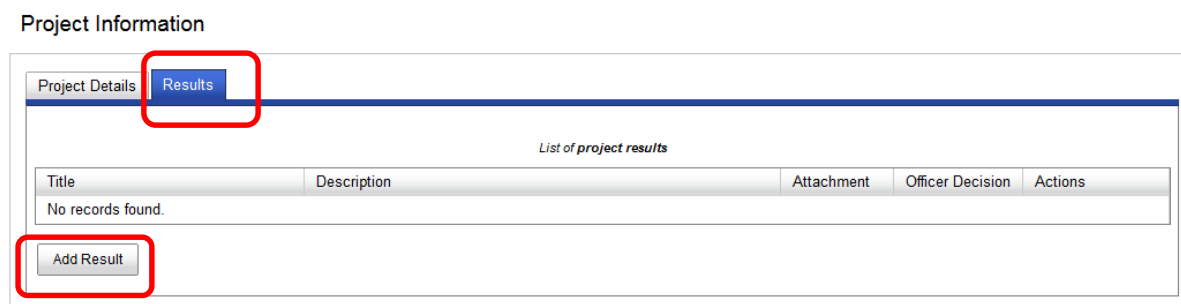
A pop-up window will open and you will be requested to introduce a title and a short description for your result (Figure 15). You should only describe the particular result and avoid repeating your project summary, which will be visible in your project card anyway. Once this is done, please click on save. You can then go and upload another result. For an overview of what types of results are expected, please check the document "Relevant Results" on the landing page of your Dashboard. For each result you can attach one attachment only, not bigger than 100MB. If one of your results is bigger than 100 MB, please contact the helpdesk. For the types of files accepted please check the frequently asked questions. You can always edit, modify, delete and add results while the project is still on-going.

Figure 15
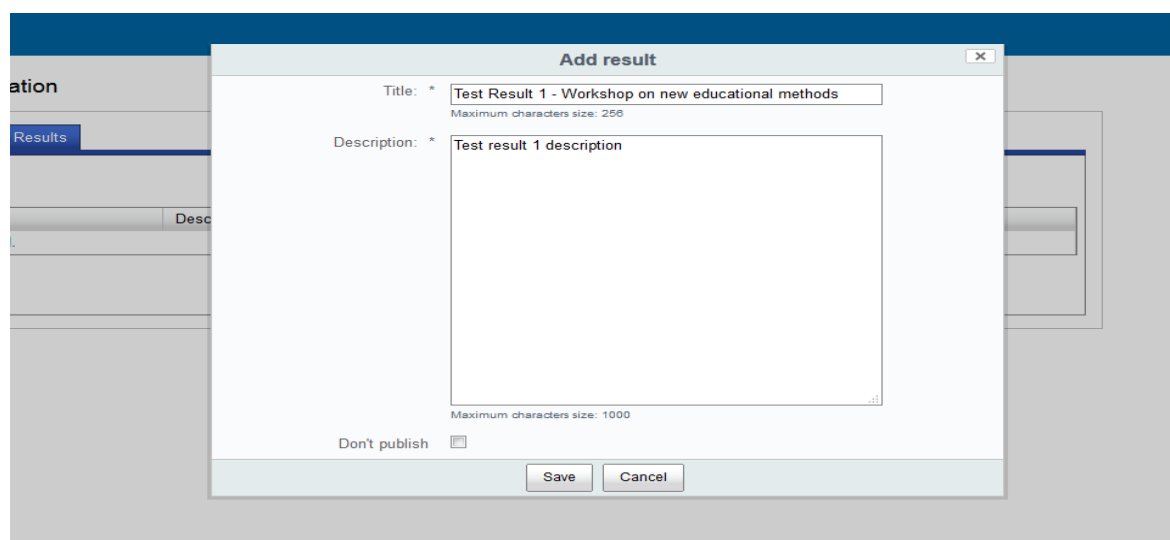
Do not publish option: please note that if for a given reason (copyright, literary translation, etc.) one result should not be made available to the public, as a beneficiary you can choose this option and submit the result for review by an officer but not make it publicly available on the platform.

Submit Results

Once your project has reached its end date, you will receive an automated notification informing you that you can submit your results for review. The status of your project will change into "Available for submission after all results uploaded" (Figure 16).

Figure 16

The "Submit for Review" button in the "Results" Tab, disabled during the lifetime of the project, will only become active after the end date. Please make sure that you have uploaded all the results that you wanted before clicking on the "Submit for Review" button (Figure 17).

Figure 17: Submit results for review

Once you click on "Submit for review", the project will disappear from your dashboard and will appear in the Officer's dashboard for review.

If you want to go back to the main menu and see the list of your projects, you can click on the "Go Back" button.

Revise Results

In case your project's results are incomplete or inaccurate, or mandatory results are missing, you might receive a notification from your project officer telling you to go back to your dashboard and update them (Figure 18).

Figure 18
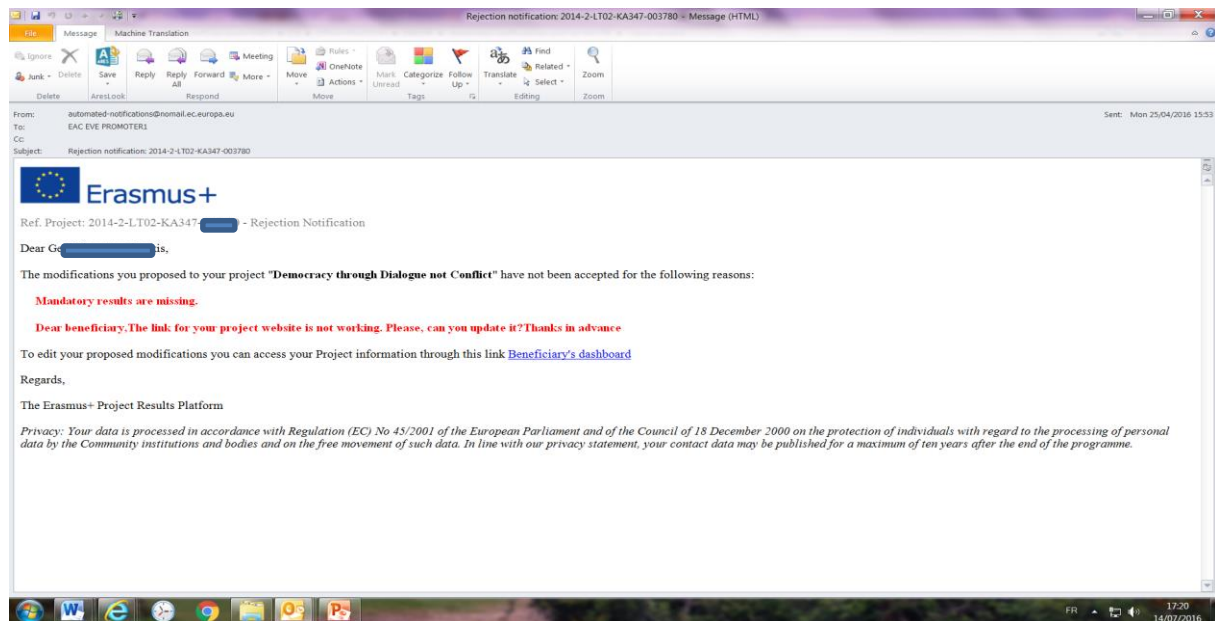
If that is the case, follow the link in the message and start again from Step 1.

Publication of your project results and update of your project card

Your project results will be published when your project is finalised in the grant management system by your officer (final payment approval). Until then, they will remain unpublished. Your project card can be updated during the lifetime of your project and until its finalisation but only by your project officer, as you cannot make any changes on contractual data by yourself. Also, all contractual data will be updated at final report stage and your public project card will be automatically updated with the data you submit at your final report. Please note that your project summary is also automatically updated with the one you submit at final report stage. However, if you wish to make a change on the contractual data before the end of the project then you may ask your project officer to change this in the grant management system. Once they perform the change your public project card will be automatically updated with the new information. You should not forget though to insert the new data in your final report to avoid inconsistencies. If any changes on contractual data occur after the finalisation of your project, please contact us (EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu) to change it manually.

Contact during and after the project lifetime

Please check the Frequently Asked Question document available in your dashboard under "Useful Links". Should you need further guidance, please contact the dedicated Helpdesk at

EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu