



EUROPEAN UNION

Erasmus+ Programme 2021 – 2027

# User Manual Beneficiary Module KA210 School Education

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## Erasmus+

Enriching lives, opening minds



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## 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-SCH projects** (small-scale partnerships in the sector of school education).

**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 [povo@erasmusplus.nl](mailto:povo@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 [here](#) 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.

The screenshot shows the 'My Granted Projects' page in the Beneficiary Module. The left sidebar contains navigation options: HOME, ORGANISATIONS, OPPORTUNITIES, APPLICATIONS, PROJECTS (highlighted with a red box), My Projects (highlighted with a red box and a mouse cursor), and Project Results. The main content area displays a table of projects found (13). The table has columns for Project Title, Grant Agreement No, Project Start Date, Project End Date, Duration (months), Project Status, and Actions. Three projects are visible:

Project Title	Grant Agreement No	Project Start Date	Project End Date	Duration (months)	Project Status	Actions
EAC IT TRAINING KA153	2021-1-EL02-KA153-YOU-000015450	01/08/2021	01/11/2021	3 months	NA validated	
EAC IT TRAINING	2021-1-RO01-KA153-YOU-000015451	01/08/2021	01/11/2021	3 months	Project ongoing	
EAC IT TRAINING KA121VETPL	2021-1-PL01-KA121-VET-000004902	01/09/2021	30/11/2022	15 months	Project ongoing	

Is your project not visible under 'My Projects', even though you are the project's primary contactperson? Please contact us at [povo@erasmusplus.nl](mailto:povo@erasmusplus.nl). Always refer to your projectnumber 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.

The screenshot displays the 'Project Activities and Budget Details' page. On the left, a navigation menu is visible with 'PROJECTS' highlighted. A 'Content menu' is open, showing options: Details, Organisations, Contacts, Activities, and Reports. A yellow 'X' icon is in the top left corner. A red arrow points to the 'Project list' button in the top right. The main content area shows project details for Grant Agreement No. 2021-1-NL01-KA210-SCH-0000, with a budget of 60,000 € and a deadline of 30 dec. 2023. The 'Context Information' section includes details like Programme (Erasmus+), Key Action (Cooperation among organisations and institutions), Action Type (Small-scale partnerships in school education), Call (2021), Round (Round 1), Start of Project (01/11/2021), End of Project (31/10/2023), and Project Duration (24 months).

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

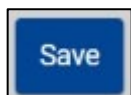


Have you opened one of your projects in the BM, but want to **go back to your list of projects**? Use the 'Project List' button in the top-right corner.



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.

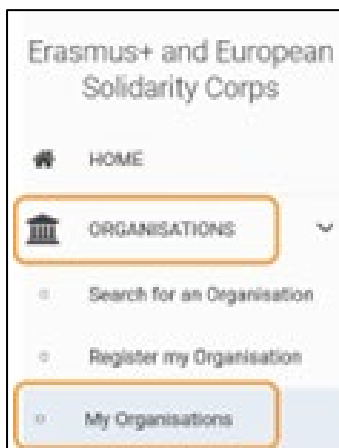
Content menu	Filter	Details
<b>Details</b>	Details	<b>Context Information</b>
Organisations	Context	Programme: Erasmus+
Contacts	Information	Key Action: Cooperation among organisations and institutions
Activities	National agency	Action Type: Small-scale partnerships in school education
Reports	Beneficiary organisation	Call: 2021
		Round: Round 1
		Start of Project: 01/11/2021
		End of Project: 31/10/2023
		Project Duration (months): 24 months
		<b>Project Information</b>
		Grant Agreement No.: 2021-1-NL01-KA210-SCH-0000
		National ID:
		Project Title: Title
		Project Acronym:
		Project Status: Project ongoing
		Final Report Submission Deadline: 30/12/2023

**Data displayed here is for your information only** and cannot be edited. If you wish to make changes, contact us at [povo@erasmusplus.nl](mailto:povo@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.

The screenshot shows a web form for creating a contact. At the top, there is a tab labeled 'Contact'. Below it, the section is titled 'CONTACT PERSON'. The first field is 'Organisation \*', which is currently empty and has a red error message 'Value missing' below it. A red arrow points to the dropdown arrow on the right side of this field. Below the 'Organisation' field are two more fields: 'First Name \*' and 'Last Name \*', both of which are also empty.

### 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.



**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)

ACCESS TO PROJECT

Access to project management \*      Access to project dissemination \*

Edit    View    None       Edit    View    None

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.

CONTACTS

Same as organisation

Legal address

85 dendronite st.



## 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 should 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:

Activities (2)				
Activity Title	Venue of Activity	Activity Duration	Estimated start date	Estimated end date
Activity 1	Venue 1	31	01/03/2022	31/03/2022
Activity 2	Venue 2	14	15/04/2022	28/04/2022

### 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.

Activity Title	Activity duration (in days)	Venue of activity	Estimated start date	Estimated end date	Grant Amount allocated to the Activity	Actions
TEST	303	TEST	01-02-2023	30-11-2023	8 525,00 €	

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.

Please explain how did you determine the grant amount allocated to this activity? \*

TEST (contents of this field are taken from the application form and cannot be edited) 3616

Was the grant amount allocated to this activity sufficient? \*

Please describe the content of implemented activity if activity deviated from the content of the proposed activity

(can be edited) 2000

How satisfied were you with the results of implemented activity? Please rate it on a scale from 1 to 10, 1 being the worst grade and 10 being the best.

(can be edited)

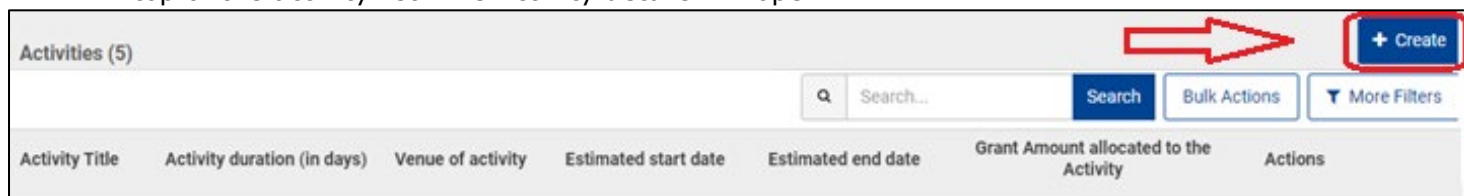
Make the required changes. Click '**Save**' to update the activity. For manually added activities (see next chapter), all details are editable.



## 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.

TEST NA	3	12-07-2023	14-07-2023	11 000,00 €	
TEST NA	213	03-07-2023	31-01-2024	19 650,00 €	
















**Total allocated : 74 175€**  
**Project Lump Sum : 60 000€**



### 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.

Activity Title	Activity duration (in days)	Estimated start date	Estimated end date	Grant Amount allocated to the Activity	Actions
TEST NA	62	11-06-2023	11-08-2023	20 000,00 €	  
<div style="border: 1px solid gray; padding: 10px;"><h4>Delete an Activity</h4><p>Are you sure you want to delete the activity?</p><p>Please note that all information you have entered for this activity will be permanently removed.</p><p><input type="button" value="NO"/> <input type="button" value="YES"/></p></div>					
TEST					  
TEST I					  
TEST I					  
TEST NA	213	03-07-2023	31-01-2024	19 650,00 €	  

### 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.

Activity Title	Activity duration (in days)	Venue of activity	Estimated start date	Estimated end date	Grant Amount allocated to the Activity	Actions
TEST	365	TEST	01-02-2023	31-01-2024	15 000,00 €	  



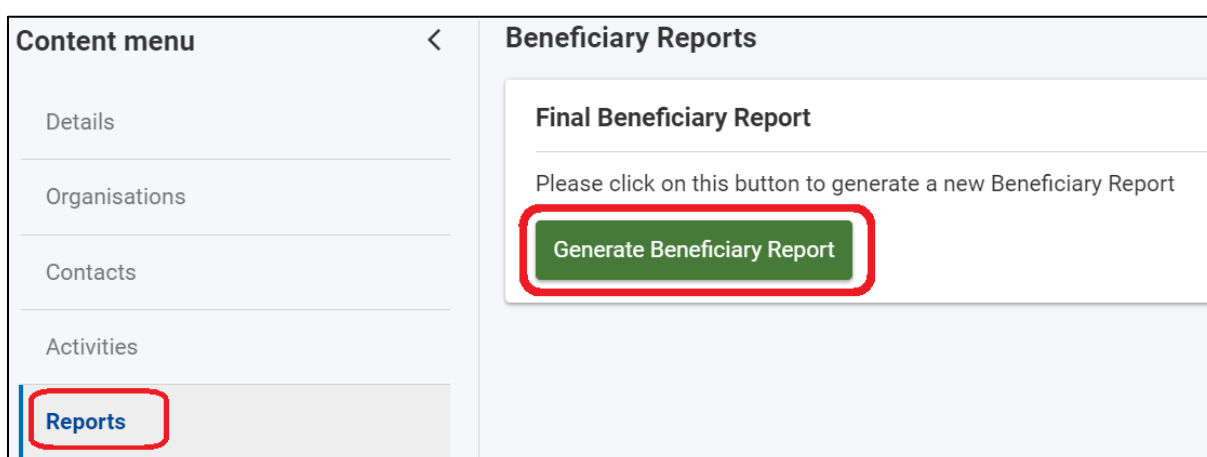
## 9 'Reports' section – the Final Report

**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.

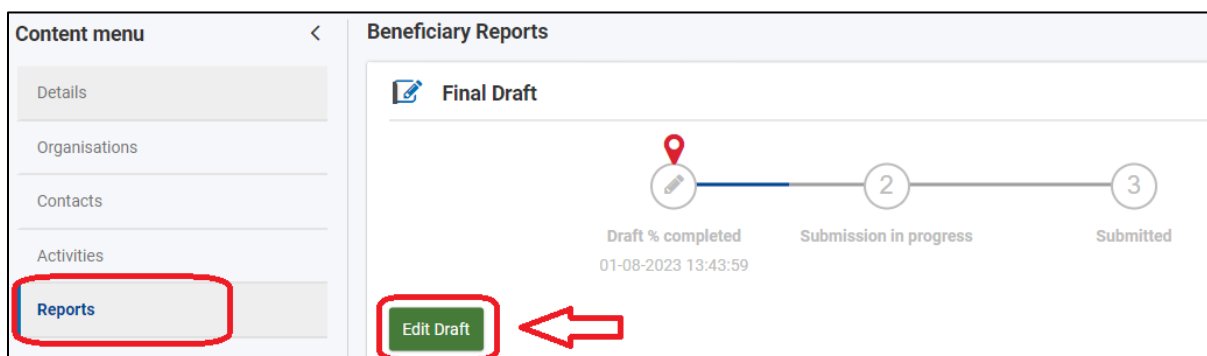
**It is also mandatory to upload and submit the project results on the Project Results Platform (PRP). This must be done before submitting the Final Report** in the BM. See chapter 10 for more information on the PRP.

### 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:

Project details	
Applicant organisation:	Training & Research :
Applicant organisation OID:	E101
Project code:	2022-2-NL01-KA210-SCH-0000
Project title:	
Action type:	KA210-SCH
Call:	2022

**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.

Objectives: What did you want to achieve by implementing the project? \*

885

Lorem Ipsum is simply dummy text of the printing and typesetting industry.  
Lorem Ipsum has been the industry's standard dummy text ever since the 1500s.



### 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 after the project's end date, and after 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'.

Start submission process

Draft report saved (%) an hour ago

PDF

Context

Project summary

Project Description

Implementation

Impact and Follow-up

Annexes

### 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

Add documents

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:

**Checklist**

Before submitting your report form to the National Agency, please make sure that:

- All necessary information on your project has been encoded in Beneficiary Module;
- The report form has been completed using one of the mandatory languages specified in the Grant Agreement;
- All the relevant documents are annexed:
  - Declaration on Honour, signed by the legal representative of the beneficiary organisation;
  - The necessary supporting documents as requested in the grant agreement;
- You have uploaded the relevant results on the Erasmus+ Project Results platform: <http://ec.europa.eu/programmes/erasmus-plus/projects/>
- You have saved or printed the copy of the completed form for your records.

### 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.

**Conditions for the Final report submission**

Final report can only be submitted if:

- All mandatory fields in the report have been filled in
- Reported Budget is greater than zero, see [Budget](#)
- All mobility activities and group activities in the project are in status Complete, see [List of mobility activities](#) and [List of group activities](#)
- Declaration on Honour has been uploaded
- Checklist has been fulfilled

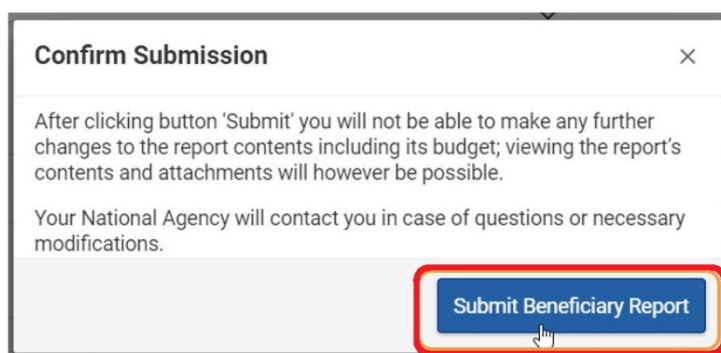
[Start submission process](#)

### 5. Click 'Start Submission Process'.

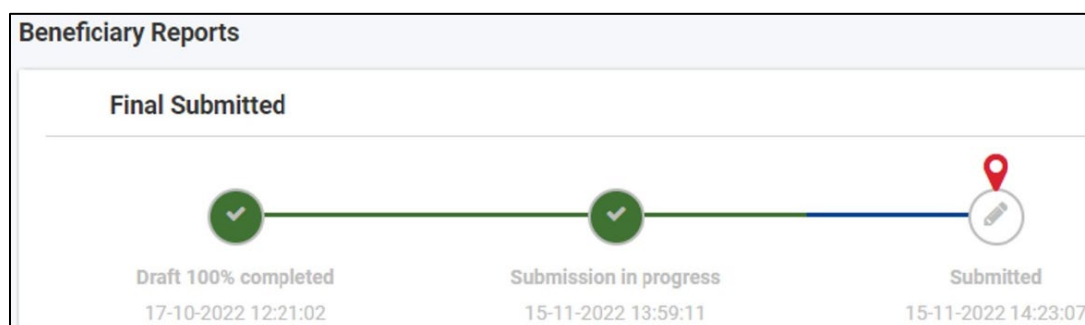
**Start Submission process**



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

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.

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

### 10.1 Accessing the Project Results Platform

The contact person with Edit access to 'Project Dissemination' (see chapter 7) has access to the PRP. The PRP can be accessed through the following link: <https://erasmus-plus.ec.europa.eu/projects/manage>. Here, they should log in with the same EU-login account as the one they use to access the BM.


- After logging in, the PRP will show a list of the contact person's projects (1)
- At the top of the screen, projects can be filtered by project title or number (2)
- The bottom left of the screen shows useful links related to the PRP (3).

The screenshot shows the Erasmus+ Beneficiary's Dashboard. At the top left is the European Commission logo. The main heading is 'Erasmus+ Beneficiary's Dashboard'. Below this is a 'Project List' section. A search bar at the top right of the project list allows filtering by project number or title. The project list itself is a table with columns for Identifier, Title, Status, Key Action, and Action Type. Below the project list is a 'Site Links' section with various links like 'E+PRP Guidelines for beneficiaries', 'Erasmus+ Dissemination Platform', etc.







Identifier	Title	Status	Key Action	Action Type
2015-1-PL01-KA204-1464601713784	Project Sample 2015-1-PL01-KA204-1464601713784 for the National Agency: PL01 with ActionType: KA204	Modifications required	Cooperation for innovation and the exchange of good practices	Strategic Partnerships for adult education
2015-1-PL01-KA106-1464601703481	Project Sample 2015-1-PL01-KA106-1464601703481 for the National Agency: PL01 with ActionType: KA106	Available for submission after all results uploaded	Learning Mobility of Individuals	Large-scale EVS events
2015-1-PL01-KA101-1464601694151	Project Sample 2015-1-PL01-KA101-1464601694151 for the National Agency: PL01 with ActionType: KA101	Available for submission after all results uploaded	Learning Mobility of Individuals	School education staff mobility
2015-1-PL01-KA102-1464601696020	Project Sample 2015-1-PL01-KA102-1464601696020 for the National Agency: PL01 with ActionType: KA102	Available for submission after all results uploaded	Learning Mobility of Individuals	VET learner and staff mobility
2015-1-PL01-KA104-1464601699745	Project Sample 2015-1-PL01-KA104-1464601699745 for the National Agency: PL01 with ActionType: KA104	Available for submission after all results uploaded	Learning Mobility of Individuals	Adult education staff mobility
2015-1-PL01-KA202-1464601710962	Project Sample 2015-1-PL01-KA202-1464601710962 for the National Agency: PL01 with ActionType: KA202	Available for submission after all results uploaded	Cooperation for innovation and the exchange of good practices	Strategic Partnerships for vocational education and training
2015-1-PL01-KA204-1464601714717	Project Sample 2015-1-PL01-KA204-1464601714717 for the National Agency: PL01 with ActionType: KA204	Available for submission after all results uploaded	Cooperation for innovation and the exchange of good practices	Strategic Partnerships for adult education
2015-1-PL01-KA347-1464601721279	Project Sample 2015-1-PL01-KA347-1464601721279 for the National Agency: PL01 with ActionType: KA347	Available for submission after all results uploaded	Support for policy reform	Dialogue between young people and policy makers
2015-1-PL01-KA219-1464601719408	Project Sample 2015-1-PL01-KA219-1464601719408 for the National Agency: PL01 with ActionType: KA219	Available for submission after all results uploaded	Cooperation for innovation and the exchange of good practices	Strategic Partnerships for Schools Only
2015-1-PL01-KA219-1464601720343	Project Sample 2015-1-PL01-KA219-1464601720343 for the National Agency: PL01 with ActionType: KA219	Available for submission after all results uploaded	Cooperation for innovation and the exchange of good practices	Strategic Partnerships for Schools Only



## 10.2 Managing who can contact you via Results Platform

By default, contact details of your organisation are hidden on the PRP. However, it is advisable to make at least one contact detail visible to the general public. To do this, click the icon  next to the project number.

You can then choose which contact details you would like to make visible.

Action Type	
Strategic Partnerships for adult education	  
Large-scale EVS events	
School education staff mobility	  

Once the changes are made, click **Save**.

To return to the first page of the PRP, click **Go Back**.

### Coordinating Organisation

Asociacija "Aktyvus Jaunimas"

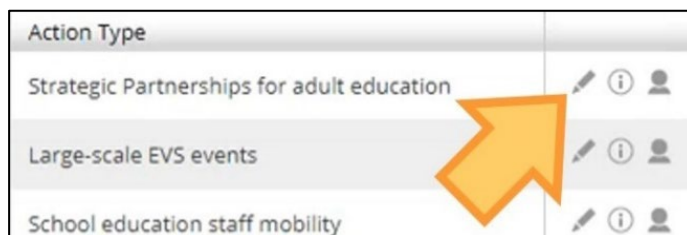
I consent that the following contact person details, marked with "Yes" will be visible to the general public

<b>Name:</b>	Gediminas Kundrakis	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Phone:</b>	+37064331871	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Email:</b>	kacvalor@epas.lt001_beneficiary1@ep	<input type="radio"/> Yes <input checked="" type="radio"/> No



### 10.3 Uploading results on the PRP

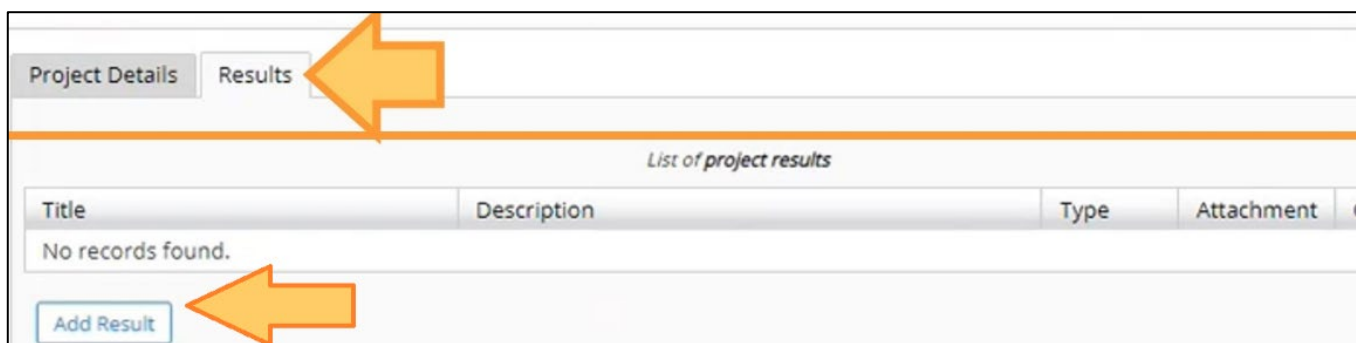
To upload results, click the pencil-icon next to the project number.




The Project Information page will open (1).

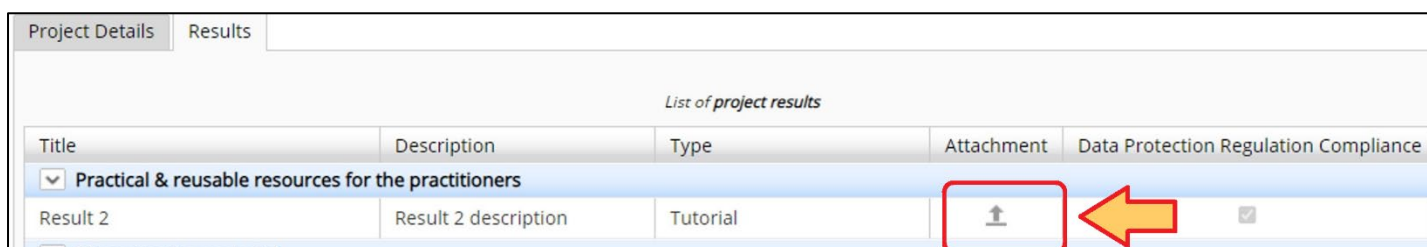
Here, you can insert the link to the project website and / or upload the project logo (2).

To add the results of your project, click the 'Results' tab (3).



#### Adding a result is done in 2 steps:

1. First, click 'Add Result', and fill in the details about the result (title, brief description, etc.). Click 'Save'. The result will now show in the result list.
  - o **Tip:** a box 'don't publish' can be ticked when filling in result details. This makes the result visible for the NA only; this result will then **not** be published externally. This option can be used if a result contains privacy-sensitive information.
2. To add an attachment to the result (e.g. a document, a powerpoint, photographs, etc.), click the 'upload' icon . Select the attachment and click Save.






## 10.4 Submitting results for review

Once your project has reached its end date, and all results have been added to the PRP, you can submit the results for review. The 'Submit for Review' button will become active after the end date of the project.

**Don't forget to click the 'Submit for Review' button** once all results have been uploaded. After clicking this button, changes can no longer be made to the Results Platform. The project will disappear from your PRP Dashboard and the results will be sent to the NA for review.

Project Details		Results		
List of project results				
Title	Description	Type	Attachment	Data Protection Regulation Compliance
▼ Practical & reusable resources for the practitioners				
Result 2	Result 2 description	Tutorial	↑	☑
▼ Dissemination material				
Result 1	Result 1 Description	Presentation, Recap video	↑	☑
Result 4	Result 4 Description	Database	↑	☑
<input type="button" value="Add Result"/>				
				
<input type="button" value="Submit for Review"/>		<input type="button" value="Go Back"/>		

If you have questions or problems while uploading results, please consult the European Commission's [online manual for the PRP](#). If that manual offers no solution, contact us at [povo@erasmusplus.nl](mailto:povo@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.