

# Η χρήση του εργαλείου Beneficiary Module (BM)

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**Erasmus+**

Ανοίγει δρόμους, αλλάζει ζωές.

# Μέσω του ΒΜ οι δικαιούχοι δύνανται να:

- να μεταφέρουν πληροφορίες που αφορούν το σύνολο του σχεδίου τους,
- να ενημερώνουν τα στοιχεία επικοινωνία των εμπλεκόμενων στη σύμπραξη φορέων,
- να αποτυπώνουν πληροφορίες αναφορικά με τις Δραστηριότητες (Activities) και τα Πακέτα Εργασίας (Work packages) και
- να υποβάλουν τις Ενδιάμεσες Εκθέσεις (Interim Reports) και τις Τελικές Εκθέσεις (Final Reports) προς το ΙΚΥ/ΕΜΣ.

# Baby steps στο εργαλείο BM:

- A. Οι χρήστες του εργαλείου με τη δημιουργία ενός σχεδίου λαμβάνουν αυτοματοποιημένο μήνυμα

**Subject:** Beneficiary Module - Project initiation 2021-1-RO01-KA152-YOU-000007436 – Project "ABC"

**Email Body Text:**

Dear Maria Smith,

Your project has been created in the Beneficiary Module.

**Project details:**

EC Project Number: 2021-1-RO01-KA152-YOU-000007436

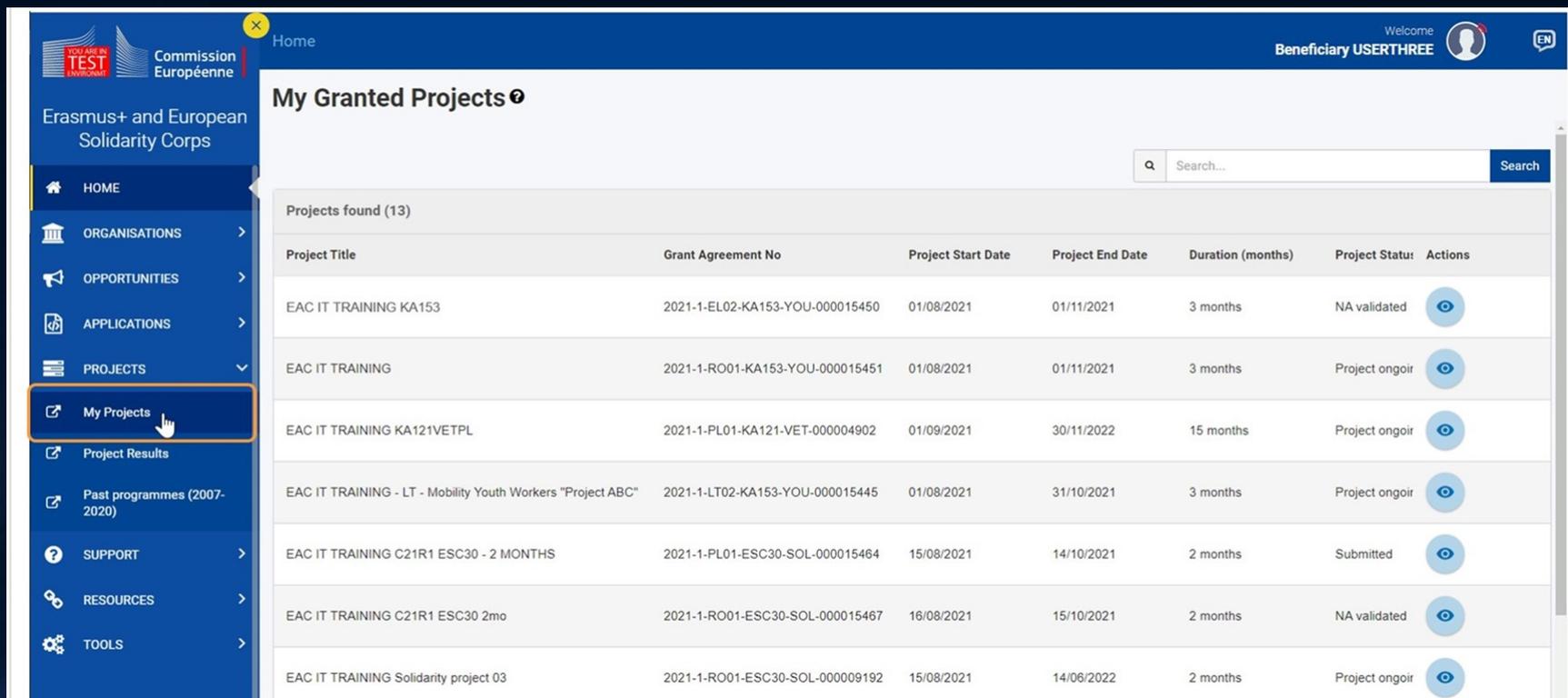
National Project ID: -

Project title: Project "ABC"

Organisation Legal Name: Organisation XYZ

Διάγραμμα 1 Αποτύπωμα οθόνης αυτοματοποιημένου μηνύματος του εργαλείου BM

B. Σύνδεση του Νόμιμου/ης Εκπροσώπου (NE) ή του/της Υπεύθυνου/ης Επικοινωνίας (ΥΕ) με τους τους κωδικούς EU Login του λογαριασμού τους στη διεύθυνση <https://webgate.ec.europa.eu/beneficiary-module/project/#/project-list>



The screenshot displays the 'My Granted Projects' interface. The left sidebar contains a navigation menu with the following items: HOME, ORGANISATIONS, OPPORTUNITIES, APPLICATIONS, PROJECTS, My Projects (highlighted), Project Results, Past programmes (2007-2020), SUPPORT, RESOURCES, and TOOLS. The main content area shows a table of 13 projects found, with the following data:

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	
EAC IT TRAINING - LT - Mobility Youth Workers "Project ABC"	2021-1-LT02-KA153-YOU-000015445	01/08/2021	31/10/2021	3 months	Project ongoing	
EAC IT TRAINING C21R1 ESC30 - 2 MONTHS	2021-1-PL01-ESC30-SOL-000015464	15/08/2021	14/10/2021	2 months	Submitted	
EAC IT TRAINING C21R1 ESC30 2mo	2021-1-RO01-ESC30-SOL-000015467	16/08/2021	15/10/2021	2 months	NA validated	
EAC IT TRAINING Solidarity project 03	2021-1-RO01-ESC30-SOL-000009192	15/08/2021	14/06/2022	2 months	Project ongoing	

Διάγραμμα 2 Αποτύπωμα οθόνης δοκιμαστικού περιβάλλοντος του εργαλείου ΒΜ της λίστας των επιλέξιμων για χρηματοδότηση σχεδίων του/της ΥΕ ή του/της ΝΕ

The screenshot displays the 'Project Activities and Budget Details' page in the Beneficiary Module. The interface is structured as follows:

- Header:** Includes the European Commission logo, a 'Home' button, and a user profile for 'Eva Tsouparopoulou' with a 'Welcome' message and a language selector set to 'EN'.
- Project Summary:** Located at the top right, it shows the 'Awarded/Reported Budget' as '€ / 0 €', the project status as 'Project ongoing', and the 'Deadline' as '30 oct. 2025' with a '563 days left!' warning. An 'Actions' menu is also present.
- Navigation:** A left sidebar contains a 'Content menu' with options like 'Details', 'Participating organisations', 'Associated persons', 'Work Packages', 'Periodic reports', and 'Progress reports'. A 'Filter' section offers options for 'Details', 'Context', 'Information', 'National agency', and 'Beneficiary organisation'.
- Details Panel:** The main content area is divided into two sections:
  - Context Information:** Lists 'Programme: Erasmus+', 'Key Action: Cooperation among organisations and institutions', 'Action Type: Cooperation partnerships in higher education', 'Call: 2023', 'Round: Round 1', 'Start of Project: 01/12/2023', 'End of Project: 31/08/2025', and 'Project Duration (months): 21 months'.
  - Project Information:** Shows the 'Grant Agreement No.', 'National ID', 'Project Title', and 'Project Acronym', with some fields redacted by black boxes.
- Footer:** A blue bar at the bottom contains the text 'Beneficiary Module | version 1.28.0 - 2024-04-08 14:27:20 | Privacy notice'.

Διάγραμμα 3 Αποτύπωμα της αρχικής οθόνης ενός εν εξελίξει σχεδίου στο ΒΜ

The screenshot displays a web application interface for project management. At the top, a blue navigation bar includes a 'Home' link, a user profile for 'Eva Tsouparopoulou', and a language selector set to 'EN'. The main content area is titled 'Project Activities and Budget Details' and is highlighted with a red border. This section contains the following information:

- Grant Agreement No.:** [Redacted]
- Awarded/Reported Budget:** [Redacted] € / 0 €
- Project Acronym:** [Redacted]
- NA:** EL01 - Greek State Scholarship's Foundation (IKY) - Organisation OID: [Redacted] - Legal name: [Redacted]
- Status:** Project ongoing
- Deadline:** 30 oct. 2025
- Time Remaining:** 563 days left!
- Actions:** A menu icon for further actions.

Below the main details, there are three panels:

- Content menu:** A list of navigation options including 'Details' (selected), 'Participating organisations', 'Associated persons', 'Work Packages', 'Periodic reports', and 'Progress reports'.
- Filter:** A list of filter categories including 'Details', 'Context', 'Information', 'National agency', and 'Beneficiary organisation'.
- Details:** A section titled 'Context Information' containing the following data:
  - Programme: Erasmus+
  - Key Action: Cooperation among organisations and institutions
  - Action Type: Cooperation partnerships in higher education
  - Call: 2023
  - Round: Round 1
  - Start of Project: 01/12/2023
  - End of Project: 31/08/2025
  - Project Duration (months): 21 months

Διάγραμμα 4 Αποτύπωμα οθόνης με κόκκινη επισήμανση στην κεφαλίδα της ενότητας των Δραστηριοτήτων και του Προϋπολογισμού ενός εν εξελίξει σχεδίου στο ΒΜ

The screenshot displays the 'Project Activities and Budget Details' page in the Beneficiary Module. The interface includes a top navigation bar with the European Commission logo, a user profile for 'Eva Tsouparopoulou', and a 'Home' button. The main content area is divided into three sections: 'Content menu', 'Filter', and 'Details'. The 'Content menu' is highlighted with a red box and contains the following items: 'Details', 'Participating organisations', 'Associated persons', 'Work Packages', 'Periodic reports', and 'Progress reports'. The 'Filter' section lists 'Details', 'Context', 'Information', 'National agency', and 'Beneficiary organisation'. The 'Details' section is further divided into 'Context Information' and 'Project Information'. The 'Context Information' section includes details such as 'Programme: Erasmus+', 'Key Action: Cooperation among organisations and institutions', 'Action Type: Cooperation partnerships in higher education', 'Call: 2023', 'Round: Round 1', 'Start of Project: 01/12/2023', 'End of Project: 31/08/2025', and 'Project Duration (months): 21 months'. The 'Project Information' section shows 'Grant Agreement No.' and 'National ID' fields, both of which are redacted with black bars. The 'Project Title' field is also redacted, and the 'Project Acronym' field is partially visible. The bottom of the page features a footer with the text 'Beneficiary Module | version 1.28.0 - 2024-04-08 14:27:20 | Privacy notice'.

Διάγραμμα 5 Αποτύπωμα οθόνης με κόκκινη επισήμανση του μενού του περιεχομένου ενός εν εξελίξει σχεδίου στο ΒΜ

The screenshot displays the 'Project Activities and Budget Details' page in the Beneficiary Module. At the top, the European Commission logo is on the left, and the user 'Eva Tsouparopoulou' is logged in on the right. The main header shows the project title and budget information: 'Awarded/Reported Budget: [redacted] € / 0 €'. A status indicator shows 'Project ongoing' with a 'Deadline: 30 oct. 2025' and a '563 days left!' warning. A 'Project list' button is in the top right corner.

The interface is divided into three main sections: 'Content menu', 'Filter', and 'Details'. The 'Filter' section is highlighted with a red box and contains the following options: Details, Context, Information, National agency, and Beneficiary organisation. The 'Details' section is divided into 'Context Information' and 'Project Information'. The 'Context Information' section includes: Programme: Erasmus+, Key Action: Cooperation among organisations and institutions, Action Type: Cooperation partnerships in higher education, Call: 2023, Round: Round 1, Start of Project: 01/12/2023, End of Project: 31/08/2025, and Project Duration (months): 21 months. The 'Project Information' section includes: Grant Agreement No. [redacted], National ID: [redacted], Project Title: [redacted], and Project Acronym: [redacted].

At the bottom of the page, the footer reads: 'Beneficiary Module | version 1.28.0 - 2024-04-08 14:27:20 | Privacy notice'.

Διάγραμμα 6 Αποτύπωμα οθόνης με κόκκινη επισήμανση των φίλτρων των ενοτήτων του μενού του περιεχομένου ενός εξελίξει σχεδίου στο ΒΜ

The screenshot displays the 'Project Activities and Budget Details' page in the Beneficiary Module. The top navigation bar includes the European Commission logo, a 'Home' button, and a user profile for 'Eva Tsouparopoulou'. The main header shows the project title and a 'Project list' button. Below this, a summary bar contains the Grant Agreement No., Project Acronym, and Awarded/Reported Budget. A 'Project ongoing' status is shown with a 'Deadline: 30 oct. 2025' and '563 days left!' indicator. The main content area is divided into three sections: 'Content menu', 'Filter', and 'Details'. The 'Details' section is highlighted with a red border and contains two sub-sections: 'Context Information' and 'Project Information'. The 'Context Information' section lists details such as Programme (Erasmus+), Key Action (Cooperation among organisations and institutions), Action Type (Cooperation partnerships in higher education), Call (2023), Round (Round 1), Start of Project (01/12/2023), End of Project (31/08/2025), and Project Duration (21 months). The 'Project Information' section lists Grant Agreement No., National ID, Project Title, and Project Acronym. The footer of the page indicates 'Beneficiary Module | version 1.28.0 - 2024-04-08 14:27:20 | Privacy notice'.

Διάγραμμα 7 Αποτύπωμα οθόνης με κόκκινη επισήμανση στις λεπτομέρειες του μενού του περιεχομένου ενός εν εξελίξει σχεδίου στο ΒΜ

European Commission

Welcome Eva Tsouparopoulou

Home

## Project Activities and Budget Details

Project list

Grant Agreement No. : [redacted] Awarded/Reported Budget : [redacted] / 0 € Project ongoing  
 Project Acronym : [redacted] Deadline: 30 oct. 2025 563 days left! Actions

NA : EL01 - Greek State Scholarship's Foundation (IKY) - Organisation OID [redacted] - Legal name: [redacted]

**Content menu**

- Details
- Participating organisations**
- Associated persons
- Work Packages
- Periodic reports
- Progress reports

**Participating organisations**

Participating organisations (5)

Search... Search Bulk Actions More Filters

OID	Organisation ID	Organisation Role	Legal name	Public body	Non-profit	Country	City	[reload]
[redacted]	[redacted]	Beneficiary	[redacted]	Yes	Yes	Greece	[redacted]	<span>✖</span> <span>👁</span> <span>📄</span>
[redacted]	[redacted]	Partner Organisation	[redacted]	No	No	Greece	[redacted]	<span>✖</span> <span>👁</span> <span>📄</span>
[redacted]	[redacted]	Partner Organisation	[redacted]	Yes	Yes	Cyprus	[redacted]	<span>✖</span> <span>👁</span> <span>📄</span>
[redacted]	[redacted]	Partner Organisation	[redacted]	No	No	Sweden	[redacted]	<span>✖</span> <span>👁</span> <span>📄</span>
[redacted]	[redacted]	Partner Organisation	[redacted]	No	Yes	Italy	[redacted]	<span>✖</span> <span>👁</span> <span>📄</span>

Items per page 30

**SUCCESS**  
Project will be updated within an hour. Please check later

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Διάγραμμα 8 Αποτύπωμα οθόνης της λίστας των συμμετεχόντων οργανισμών ενός εν εξελίξει σχεδίου στο ΒΜ

Welcome **Eva Tsouparopoulou**  

## Budget Details

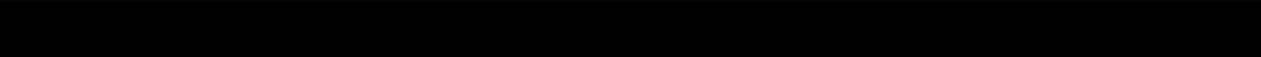
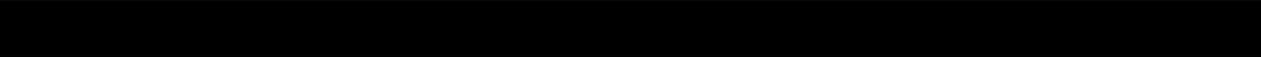
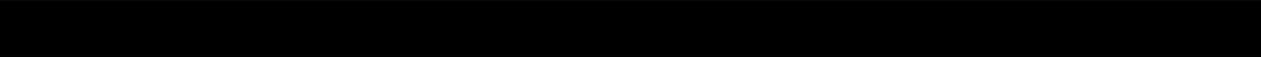
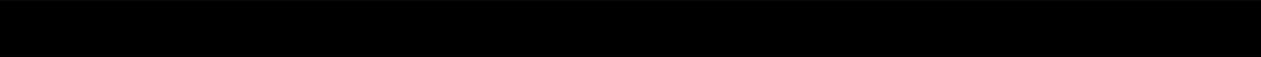
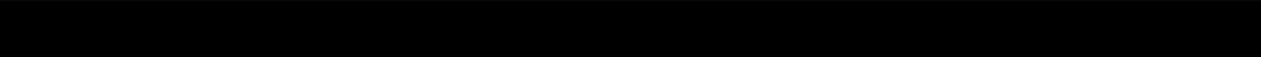
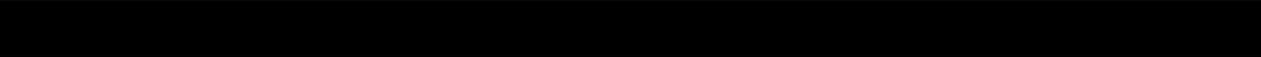
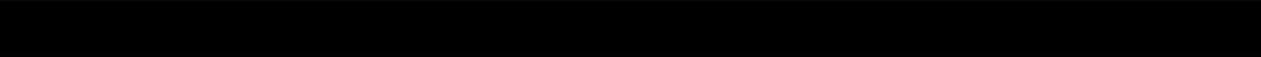
**Project list**

Awarded/Reported Budget:  Project ongoing  
 Deadline: 30 oct. 2025 562 days left! Actions

Organisation (IKY) - Organisation OID:  - Legal name: 

Associated persons (17) + Create

Search Bulk Actions More Filters

Organisation OID	Organisation legal name	First Name	Last Name	Position	Email	Telephone 1	Beneficiary	Legal Representative	Primary Contact	Access to project management	[reload]
							Yes	No	Yes	Edit	<span style="background-color: #dc3545; color: white; padding: 2px;">✖</span> <span style="background-color: #007bff; color: white; padding: 2px;">👁</span> <span style="background-color: #28a745; color: white; padding: 2px;">✎</span>
							No	No	No	View	<span style="background-color: #dc3545; color: white; padding: 2px;">✖</span> <span style="background-color: #007bff; color: white; padding: 2px;">👁</span> <span style="background-color: #28a745; color: white; padding: 2px;">✎</span>
							No	No	No	View	<span style="background-color: #dc3545; color: white; padding: 2px;">✖</span> <span style="background-color: #007bff; color: white; padding: 2px;">👁</span> <span style="background-color: #28a745; color: white; padding: 2px;">✎</span>
							No	No	No	View	<span style="background-color: #dc3545; color: white; padding: 2px;">✖</span> <span style="background-color: #007bff; color: white; padding: 2px;">👁</span> <span style="background-color: #28a745; color: white; padding: 2px;">✎</span>
							No	No	No	View	<span style="background-color: #dc3545; color: white; padding: 2px;">✖</span> <span style="background-color: #007bff; color: white; padding: 2px;">👁</span> <span style="background-color: #28a745; color: white; padding: 2px;">✎</span>

Διάγραμμα 9 Αποτύπωμα οθόνης των στοιχείων των συσχετιζόμενων με έναν συμμετέχοντα οργανισμό προσώπων ενός εν εξελίξει σχεδίου στο BM

Home Welcome Eva Tsouparopoulou  EN

## Project Activities and Budget Details 🔍

Grant Agreement No. [REDACTED] Awarded/Reported Budget: [REDACTED] Project ongoing Deadline: 30 oct. 2025 562 days left! Actions ⋮

Project Acronym: [REDACTED] NA: EL01 - Greek State Scholarship's Foundation (IKY) - Organisation OID: [REDACTED] legal name: [REDACTED]

**Content menu** <

- Details
- Participating organisations
- Associated persons**
- Work Packages
- Periodic reports
- Progress reports

### Associated person

CONTACT PERSON ▼

Organisation \*  
 Value missing

First Name \*  Value missing Last Name \*  Value missing

Email \*  Value missing

Title  Gender  Female  Male  Undefined

Department  Position

Legal Representative  Primary Contact

Διάγραμμα 10α Αποτύπωμα οθόνης για την καταχώρηση στοιχείων ενός νέου συσχετιζόμενου με έναν συμμετέχοντα οργανισμό ενός εν εξελίξει σχεδίου στο BM

Home Welcome  
Eva Tsouparopoulou  
NA Read Only, NA Administrator, NA User, EL01 EN

## Project Activities and Budget Details

Project list

**Content menu**

- Details
- Participating organisations
- Associated persons**
- Work Packages
- Periodic reports
- Progress reports

Legal Representative  Primary Contact  [REDACTED]

ACCESS TO PROJECT

Access to project management \*  Edit  View  None

Access to project dissemination \*  Edit  View  None

ASSOCIATED PERSONS

Same as organisation

Legal address \*   
Value missing

Country \*   
Value missing

Region

City \*   
Value missing

Post code \*   
Value missing

P.O. Box  CEDEX

Διάγραμμα 10β Αποτύπωμα οθόνης για την καταχώρηση στοιχείων ενός νέου συσχετιζόμενου με έναν συμμετέχοντα οργανισμό ενός εν εξελίξει σχεδίου στο BM

Home Welcome  
Eva Tsouparopoulou  

## Project Activities and Budget Details

[Project list](#)

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Grant Agreement No. : [REDACTED] Awarded/Reported Budget [REDACTED] Project ongoing

Project Acronym [REDACTED] Deadline: 30 jul. 2025 470 days left! Actions 

NA : EL01 - Greek State Scholarship's Foundation (IKY) - Organisation OID : [REDACTED] Legal name: [REDACTED]

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**Content menu** <

- Details
- Participating organisations
- Associated persons
- Activities
- Periodic reports
- Progress reports
- Reports

**Activity**

Activities (7)

Search Bulk Actions More Filters

Activity Title	Activity duration (in days)	Venue of activity	Estimated start date	Estimated end date	Grant Amount allocated to the Activity	[reload]
Project management	426	Virtual activity	01-04-2024	31-05-2025	[REDACTED]	<span style="color: red;">■</span> <span style="color: blue;">👁</span> <span style="color: green;">✎</span>
Secondary (desk research) and [REDACTED]	122	Virtual activity	01-04-2024	31-07-2024	[REDACTED]	<span style="color: red;">■</span> <span style="color: blue;">👁</span> <span style="color: green;">✎</span>
Dissemination [REDACTED]	426	Virtual activity	01-04-2024	31-05-2025	[REDACTED]	<span style="color: red;">■</span> <span style="color: blue;">👁</span> <span style="color: green;">✎</span>
Creation of a digital [REDACTED]	152	Virtual activity	01-06-2024	30-10-2024	[REDACTED]	<span style="color: red;">■</span> <span style="color: blue;">👁</span> <span style="color: green;">✎</span>
Training of professionals on [REDACTED]	120	[REDACTED]	01-11-2024	28-02-2025	[REDACTED]	<span style="color: red;">■</span> <span style="color: blue;">👁</span> <span style="color: green;">✎</span>
Training of professionals on [REDACTED]	120	[REDACTED]	01-11-2024	28-02-2025	[REDACTED]	<span style="color: red;">■</span> <span style="color: blue;">👁</span> <span style="color: green;">✎</span>
Workshop on [REDACTED]	61	[REDACTED]	01-03-2025	30-04-2025	[REDACTED]	<span style="color: red;">■</span> <span style="color: blue;">👁</span> <span style="color: green;">✎</span>

Διάγραμμα 11 Αποτύπωμα οθόνης της καρτέλας των δραστηριοτήτων ενός εν εξελίξει σχεδίου ΚΑ210 στο ΒΜ

Activity

ACTIVITY

Activity Title \*

Value missing

Venue of activity \*

Value missing

Force majeure

Estimated start date \*

dd/mm/yyyy

Value missing

Estimated end date \*

dd/mm/yyyy

Value missing

Leading Organisation \*

Value missing

Grant Amount allocated to the Activity \*

0

Participating Organisation

Describe the content of the implemented activity. Has there been any divergence from the initially planned activity? If yes, please explain \*

Value missing

Describe the target group for this implemented activity. Has there been any divergence from the initially planned target group? If yes, please explain. \*

Value missing

Explain how is this activity helped reaching the project objectives. \*

Value missing

Describe the achieved results of the activity. \*

Διάγραμμα 12α Αποτύπωμα οθόνης των στοιχείων καταχώρησης μιας νέας δραστηριότητας ενός εν εξελίξει σχεδίου ΚΑ210 στο ΒΜ

Associated persons

**Activities**

Periodic reports

Progress reports

Reports

Leading Organisation \*

Grant Amount allocated to the Activity \*

0

Describe the content of the implemented activity. Has there been any divergence from the initially planned activity? If yes, please explain \*

Value missing

Describe the target group for this implemented activity. Has there been any divergence from the initially planned target group? If yes, please explain. \*

Value missing

Explain how is this activity helped reaching the project objectives. \*

Value missing

Describe the achieved results of the activity. \*

Value missing

Back Save

project/#/projects/5e640a2b-c62e-4ab4-b9e8-9b8b05a0b050/organisation

Διάγραμμα 12β Αποτύπωμα οθόνης των στοιχείων καταχώρησης μιας νέας δραστηριότητας ενός εν εξελίξει σχεδίου KA210 στο BM

Home Welcome Eva Tsouparopoulou  

## Project Activities and Budget Details

[Project list](#)

Grant Agreement No. [REDACTED] Awarded/Reported Budget : 250 000 € / 0 € Project ongoing

Project Acronym : [REDACTED] Deadline: 30 oct. 2025 862 days left!

NA : EL01 - Greek State Scholarship's Foundation (IKY) - Organisation OID [REDACTED] Legal name [REDACTED] [Actions](#)

**Content menu**

- Details
- Participating organisations
- Associated persons
- Work Packages
- Periodic reports
- Progress reports

### Work Packages

Work Packages (4)

Work Package	Status	Number of activities	Total amount allocated to activities	[reload]
[REDACTED]	DRAFT	2	[REDACTED]	  
[REDACTED]	DRAFT	0	[REDACTED]	  
[REDACTED]	DRAFT	4	[REDACTED]	  
[REDACTED]	DRAFT	3	[REDACTED]	  

Items per page 30 1 - 4 of 4 << < > >>

Project Lump Sum : 250 000€

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Διάγραμμα 13 Αποτύπωμα οθόνης των εγκεκριμένων πακέτων εργασίας ενός εν εξελίξει σχεδίου ΚΑ220 στο ΒΜ

Home Welcome Eva Tsouparopoulou 

## Project Activities and Budget Details Project list

**Content menu** <

- Details
- Participating organisations
- Associated persons
- Work Packages
- Periodic reports
- Progress reports

Describe the target group for those activities and results and explain how those were beneficial for them. \*

Provide information on the level of achievement of the selected qualitative and quantitative indicators. How were the progress, quality and achievement of this WP results monitored. \*

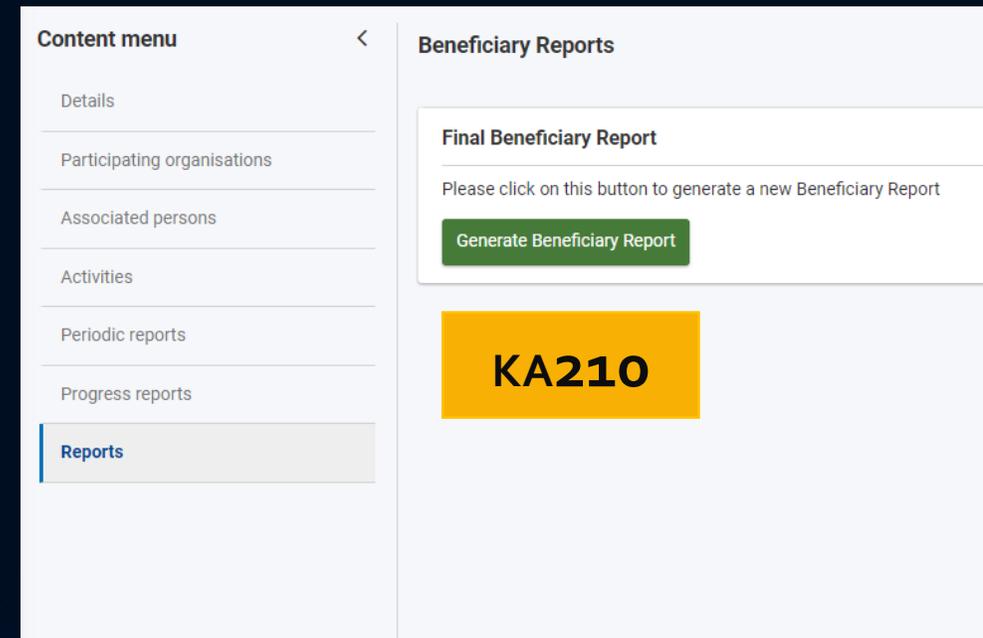
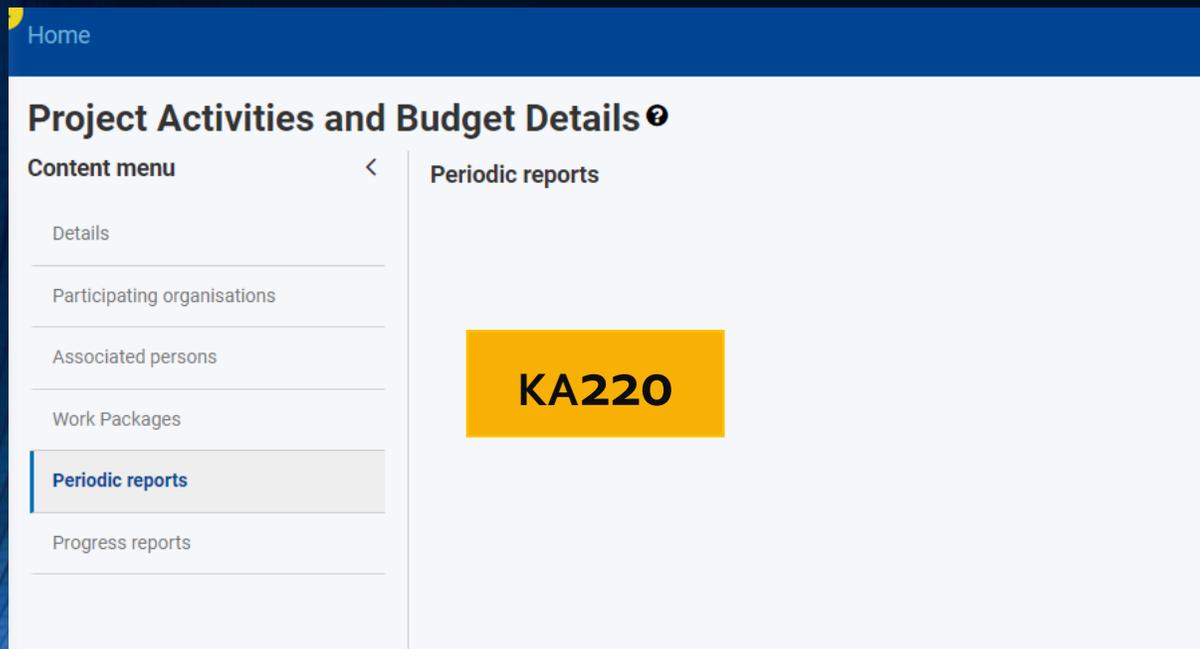
**Work Package Activity (2)** + Create

Search Bulk Actions More Filters

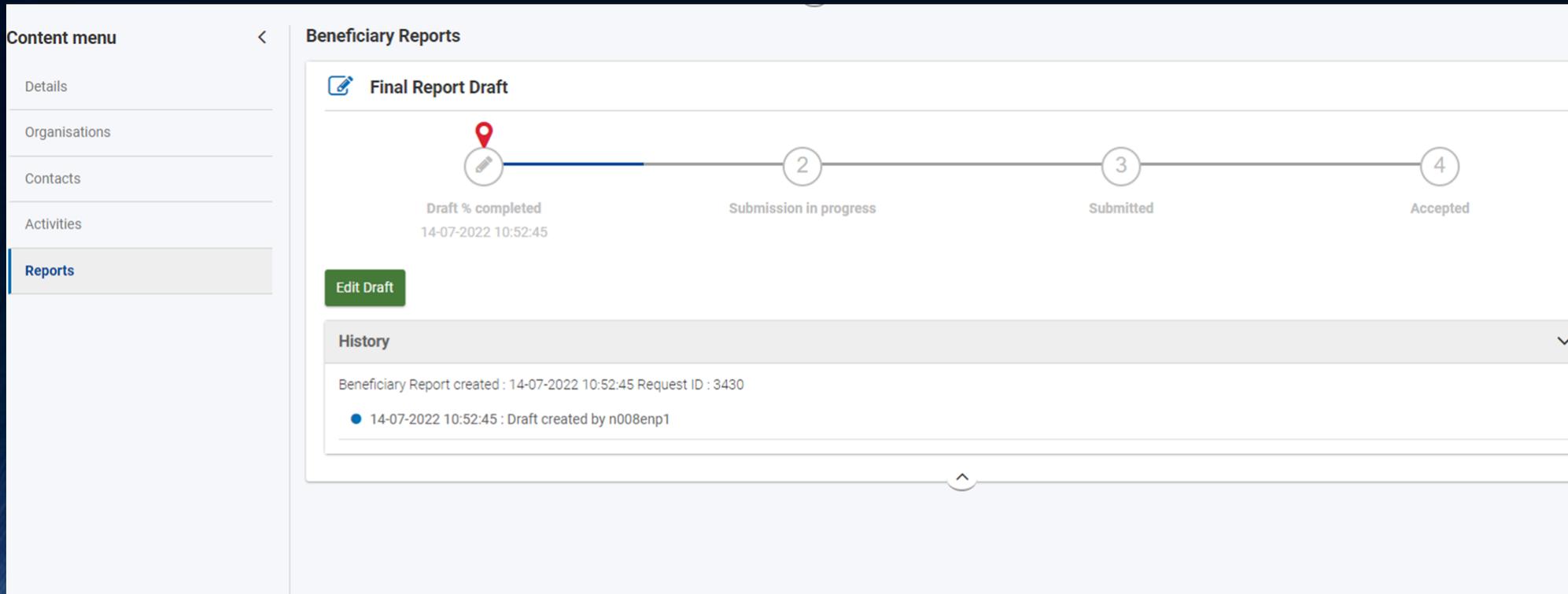
Activity title	Venue of activity	Start date	End date	Grant amount allocated to the activity	[reload]
	Virtual activity	01-11-2024	31-08-2025		<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: green;">■</span>
	Virtual activity	01-12-2023	31-08-2025		<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: green;">■</span>

Items per page 30 1 - 2 of 2 |< < > >|

Διάγραμμα 14 Αποτύπωμα οθόνης των εγκεκριμένων δραστηριοτήτων ενός εγκεκριμένου πακέτου εργασίας ενός εν εξελίξει σχεδίου ΚΑ220 στο ΒΜ



Διάγραμμα 15 Αποτυπώματα οθόνης της ενότητας περιοδικών εκθέσεων ενός εν εξελίξει σχεδίου KA220 (αριστερά) και της τελικής έκθεσης ενός εν εξελίξει σχεδίου KA210 (δεξιά) στο BM



Διάγραμμα 16 Αποτύπωμα οθόνης δοκιμαστικού περιβάλλοντος του χάρτη της πορείας (road map) της κατάστασης υποβολής της τελικής έκθεσης ενός εικονικού σχεδίου ΚΑ210 στο ΒΜ

Content menu <

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✘ Impact and Follow-up

✔ Annexes

✔ Checklist

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#### Project details

Applicant Organisation:	
Applicant Organisation OID:	
Project Code:	
Project Title:	
Action Type:	
Field:	
Project Start Date:	
Project End Date:	
Grant Awarded:	

Διάγραμμα 17 Αποτύπωμα οθόνης της ενότητας επεξεργασίας του προσχεδίου της τελικής έκθεσης ενός εν εξελίξει σχεδίου KA210 στο BM

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

1250

Value missing

A screenshot of a form field. The label is "Objectives: What did you want to achieve by implementing the project? \*". The input area is empty. In the top right corner, there is a small box containing the number "1250". Below the input area, the text "Value missing" is displayed in red.

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

industry. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum is simply dummy text of the printing and types

A screenshot of a form field. The label is "Objectives: What did you want to achieve by implementing the project? \*". The input area contains placeholder text: "industry. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum is simply dummy text of the printing and types". In the top right corner, there is a small box containing the number "0".

Διάγραμμα 18 Αποτυπώματα οθόνης δοκιμαστικού περιβάλλοντος του πεδίου καταχώρησης των στόχων με κόκκινη επισήμανση του περιορισμού του αριθμού των χαρακτήρων σε ένα εικονικό σχέδιο ΚΑ2 στο ΒΜ

### European Language Label

The European Language Label is an award set up by the European Commission as part of the Erasmus+ programme. Its objectives are to recognise excellent projects in the area of multilingualism, to help sharing their results, and to promote public interest in language learning.

European Language Labels are awarded in each EU member state and in third countries associated to Erasmus+. The labels are awarded either on annual or biannual basis, depending on the country. You can learn more about the European Language Label on the Europa web, here:

European language initiatives

Thanks to having completed a Key Action 1 mobility project, your organisation has the opportunity to apply for the European Language Label.

**Please note that applying for the European Language Label will not influence the evaluation of your final report in any way. All the information provided in replies to questions in this section will be used exclusively in the selection procedures for the European Language Label.**

Would you like to apply for the European Language Label? \*

Would you like to apply for the European Language Label? \*

Your application for the European Language Label will be assessed based on three award principles: 'Thematic priorities', 'Comprehensive and creative approach', and 'Impact and dissemination'. To apply, please read the award principles below and reply to the corresponding questions.

#### 1. Award principle 'Thematic priorities'

The implemented initiatives will be given priority in the selection if they address one or more of the thematic priorities defined for the given selection round. European thematic priorities will be defined at the European level and applicable to all Programme countries. The European priorities can be complemented with further national priorities decided by the National Agency and the National Authority. Please consult the list of European and national thematic priorities (if any) on the website of your National Agency. If you are not sure that your project addresses the required thematic priorities, please ask your National Agency for advice.

How did your project address the European Language Label thematic priorities? \*

Value missing

#### 2. Award principle 'Comprehensive and creative approach'

The assessment of criteria for 'Comprehensive and creative approach' is based on the extent to which:

- All elements involved – learners, teachers, methods and materials – contribute to ensuring that the needs of the learners are identified and met, including validation of language skills.
- Creative use is being made of all resources available to stimulate language learning from an early age.
- The implemented initiatives explore previously unknown approaches, appropriate to the learners concerned.
- The implemented initiatives are based upon the reality of the European Union and its linguistic diversity and use the potential which that offers (for example, contacts across national borders, language learning between the neighbouring countries, developing bilingual teaching options etc.) to improve understanding of other cultures by means of language learning.

To address the above requirements, please reply to the following questions:

How was your project comprehensive in terms of language learning and teaching? \*

Value missing

How did your project use available resources in a creative way to stimulate language learning from an early age? \*

Value missing

Διάγραμμα 19 Αποτύπωμα οθόνης για την υποβολή αίτησης για το βραβείο European Language Label για σχέδια εκμάθησης ξένων γλωσσών κατά το στάδιο υποβολής της τελικής έκθεσης

## Project Activities and Budget Details ?

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### 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.

### 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](#)
- Declaration on Honour has been uploaded
- Checklist has been fulfilled

[Start submission process](#)

### PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect

[your personal data](#)

Διάγραμμα 20 Αποτύπωμα οθόνης της λίστας ελέγχου της διαδικασίας έναρξης υποβολής της τελικής έκθεσης με κόκκινη επισήμανση του πεδίου επιβεβαίωσης της ανάρτησης του DoH ενός σχεδίου KA2 στο BM

**Start Submission process** PDF

- ✓ Table of Contents
- ✓ Context
- ✗ Project Summary
- ✗ Project description
- ✓ Implementation
- ✗ Impact and Follow-up
- ✓ Annexes
- ✓ Checklist

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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: [List of National Agencies](#)

[+ Add documents](#)

### List of documents

No	File Name	File Size (kB)	Type
Total size (kB)		0	

### 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 saved or printed the copy of the completed form for your records.

[Conditions for Final report submission](#)

Διάγραμμα 21 Αποτύπωμα οθόνης του πεδίου μεταφόρτωσης του DoH ενός σχεδίου ΚΑ2 στο ΒΜ

## Project Activities and Budget Details ?

Project list

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Draft report saved (%)

### Content menu

- Details
- Organisations
- Contacts
- Activities
- Reports**

Start submission process

PDF

- ✓ Context
- ✓ Project summary
- ✓ Project Description
- ✓ Implementation
- ✓ Impact and Follow-up
- ✓ Annexes
- ✗ Checklist

### 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.

### 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](#)
- Declaration on Honour has been uploaded
- Checklist has been fulfilled

Start submission process

PROTECTION OF PERSONAL DATA

Please read our privacy statement to understand how we process and protect [your personal data](#)

Διάγραμμα 22 Αποτύπωμα οθόνης της λίστας ελέγχου της διαδικασίας έναρξης υποβολής της τελικής έκθεσης ενός σχεδίου ΚΑ2 στο ΒΜ

**Navigation**

Draft report saved 3 minutes ago

**Start Submission process** PDF

- ✓ Context
- ✓ Project Summary
- ✓ Activities
- ✓ Practical arrangements
- ✓ Quality standards I: Basic principles
- ✓ Quality standards II: Good management of mobility activities
- ✓ Quality standards III: Providing quality and support to the participants

**Context**

Project details

Applicant Organisation: [Redacted]

Applicant Organisation OID: [Redacted]

Project Code: [Redacted]

**Confirm Submission** [Close]

After clicking button 'Submit' you will not be able to make any further changes to the report contents including its budget; viewing the report's contents and attachments will however be possible.

Your National Agency will contact you in case of questions or necessary modifications.

**Submit Beneficiary Report**

Διάγραμμα 23 Αποτύπωμα οθόνης του αναδυόμενου παραθύρου επιβεβαίωσης της οριστικής υποβολής της τελικής έκθεσης ενός σχεδίου ΚΑ2 στο ΒΜ

## Final Beneficiary Report

Please click on this button to generate a new Beneficiary Report

Generate Beneficiary Report

**✖** Final Report Rejected

Διάγραμμα 24 Αποτύπωμα οθόνης από την ενότητα υποβολής της τελικής έκθεσης ενός σχεδίου ΚΑ2 στο ΒΜ όπου παρουσιάζεται η ενημέρωση απόρριψης της τελικής έκθεσης από την ΕΜ

The screenshot displays the 'Beneficiary Reports' section of a web application. On the left is a 'Content menu' with options: Details, Organisations, Contacts, Preparatory visits, Mobility Activities, Import-export mobility activity, Fewer Opportunities, Reports (highlighted), and Budget. The main area shows a 'Final Draft' report with a progress bar consisting of three steps: 1. Draft 100% completed (01-12-2022 10:54:38), 2. Submission in progress, and 3. Submitted. A green 'Edit Draft' button is highlighted with an orange box and a hand cursor. Below the progress bar is a 'History' section with a dropdown arrow, containing two entries: 'Beneficiary Report created : 01-12-2022 10:54:38 Request ID : 7662 - 8a173ab3-a5f2-4f11-8d8d-9acfa4443bff' and a list of events. The first event is '01-12-2022 10:54:43 Previous request found, all answers copied into this report by [redacted]', which is also highlighted with an orange box. The second event is '01-12-2022 10:54:38 : Draft created by [redacted]'.

Διάγραμμα 25 Αποτύπωμα οθόνης από την ενότητα υποβολής της τελικής έκθεσης ενός σχεδίου KA2 στο BM αφού έχει ήδη προηγηθεί απόρριψη της πρώτης οριστικής υποβολής της από την EM

# Tips and tricks:

- Επιβεβαίωση ότι στην περίληψη του σχεδίου είναι ενήμερα όλα τα επιμέρους στοιχεία του προϋπολογισμού του σχεδίου.
- Επικαιροποίηση σε τακτά χρονικά διαστήματα των στοιχείων του σχεδίου όπως αυτά εκτελούνται στην πραγματικότητα.

Ενημέρωση του  
ΙΚΥ/ΕΜΣ για

Επικαιροποίηση  
στο ORS όταν

Τη διόρθωση λαθών ή αποκλίσεων των στοιχείων του σχεδίου όπως η έναρξη-λήξη του, οι πληροφορίες που αφορούν στους εμπλεκόμενους οργανισμούς, την αλλαγή του Νόμιμου Εκπροσώπου ή του Υπεύθυνου Επικοινωνίας.

Να έχει γίνει πρώτα ενημέρωση-επικοινωνία με το ΙΚΥ/ΕΜΣ και να έχουν δοθεί οδηγίες για την ανάρτηση των απαραίτητων εγγράφων που τεκμαίρουν τις όποιες αλλαγές στα στοιχεία του φορέα συντονιστή.



## Χρήσιμοι σύνδεσμοι για το εργαλείο Beneficiary Module

Οδηγός BM: <https://wikis.ec.europa.eu/display/NAITDOC/Beneficiary+module+guide>

Τα Πακέτα Εργασίας KA220 στο BM:

<https://wikis.ec.europa.eu/display/NAITDOC/Manage+Work+Packages+in+KA220+projects>

Οδηγός υποβολής εκθέσεων KA210 και KA220 στο BM:

<https://wikis.ec.europa.eu/display/NAITDOC/How+to+complete+and+submit+a+Progress+or+Periodic+Report+for+KA210+and+KA220>

Εκπαιδευτικά βίντεο για το BM:

<https://wikis.ec.europa.eu/display/NAITDOC/eLearning+videos+for+the+Beneficiary+module>

Τα διαθέσιμα πεδία στο BM για σχέδια KA2 για όλους τους Τομεακούς:

<https://wikis.ec.europa.eu/display/NAITDOC/KA220+Cooperation+partnerships+in+adult+education%2C+higher+education%2C+school+education%2C+vocational+education+and+training+and+youth>

Thank you!

