European European Remotificiary Poport
How to complete and submit the beneficiary report
In this demo you will see how the beneficiary contact will
generate the beneficiary report
save and print the draft report
complete and submit the report
complete and submit the report.

Preklad titulkov

Mobility Tool

Správa príjemcu

Ako vyplniť a podať správu príjemcu

V tomto demo videu uvidíte, ako kontaktná osoba príjemcu

generuje správu príjemcu

uloží a vytlačí návrh správy

vyplní a podá správu



Preklad titulkov

Ben, príjemca, ktorý používa MT+, sa prihlási do **MT+** prostredníctvom svojho užívateľského ID a hesla pre ECAS.

	User Status: Logged in: ECAS EAC_TRAINING - beneficiary [Log out] Legal notice CH01-English (EN)
European Commission Mobility tool	CH01 ch Foundation for Confederal Cooperation
Welcome ECAS EAC_TRAINING	
Lifelong Learning Programme Grant Agreement No National ID 2013-1-GR1-ERA02-04913 2013-1-U1-ERA02-00000 2013-1-U1-ERA02-00028 2013-1-U1-ERA02-00028 Erasmus+ National ID 2014-1-CH01-KA101-000193 2014-1-CH01-KA101-000193 2014-1-CH01-KA101-CH01-KA101-000193 2014-1-CH01-KA101-000193	About the tool Mobility Tool is the system for the management of mobility projects that received an EU grant under the Lifelong Learning and Erasmus+ programmes. The Tool is developed by the European Commission for you, as beneficiaries of these projects. In the Mobility Tool you will be able to provide all the information on your projects, identify participants and mobilities, complete and update budget information, generate and follow-up participant reports and generate and submit your own report(s) to your National Agency.
Mobility Tool (ACCEPTANCE - v. MT	(+1.6.2#20150325) 2015-04-21 10:55:11
Once in MT+ Ben selects the project for which he wants to submit the b	eneficiary report.

Preklad titulkov

Keď je prihlásený do **MT+,** Ben vyberie projekt, pre ktorý chce podať správu príjemcu.

Vybrať 2014-1-CH01-KA101-000193

European Commission Mobility tool	CH01 ch Foundation for Confederal Cooperation								
Home Project List Project Details	Organisations [*] Contacts [*] Mobilities 01-000193	* Budget Reports							
Context information Programme: Erasmus+ Key Action: KA1 - Learning Mobility of Individuals Call Year: 2014 Round: 1 Start of Project: 09/12/2013 End of Project: 09/12/2015 Project Duration (months):	Project information Grant Agreement No.: 2014-1-CH01-KA101-000193 National Id: Project Title: Project Title KA1_KA101_A_1.06 Project Acronym:	History information Created by: NA Staff Created on: 29/08/2014 14:06:08 Updated by: Alejandra RIVAS Updated on: 21/04/2015 10:25:31							
National Agency: CH01 - ch Foundation for Confederal Cooperation For further details about your national agency, please consult the following page: http://ec.europa.eu/programmes/erasmus-plus/tools /national-agencies/index_en.htm	PIC: 952497030 Legal Name: AMVAC AG Business Name: Full legal name (National Language):								
ore generating the beneficiary report, Ben chec	sks that the project data is up to date.								

Preklad titulkov

Pred vygenerovaním správy príjemcu, Ben skontroluje, že všetky údaje o projekte sú aktualizované.

European C Mobili	ommission ty tool			CI	User Status: H01 ch Found	Logged in: ECAS E	deral Coopera	neficiary [Log ou tion	t]Legal notice	CH01 - English (EN)
Home Project Mobilities for 20	List Projet 14-1-CH01-	rt Details 0 KA101–0001	rganisations 93	Contact	ts *	Mobilities 🔻	Budget	Report	5	
Participant First	Participant Last	earch:	Activity		Expo	rt Participant Report	Eligible	Report	Show 50 ↓ Showing 1 t	entries to 4 of 4 entries
Name	Name	Email 🔺	Туре	Mobility ID	Start Date	End Date	Mobility	Status	Requested On	Received On
🗖 🥖 🛛 Ale	Tester	ale@tester.com	SE-TAA	00193- MOB-00002	04/03/2015	08/04/2015		REQUESTED	21/04/2015	
🕅 🥖 Maria	Tester	maria@tester.com	SE-STA	00193- MOB-00001	06/04/2015	20/04/2015		REQUESTED	21/04/2015	
Peter	Tester	peter@tester.com	SE-TAA	00193- MOB-00004	01/04/2015	21/04/2015		NONE		
Tony	Tester	tony@tester.com	SE-STA	00193- MOB-00003	01/04/2015	21/04/2015		NONE		
	Mo	bility Tool (ACC	EPTANCE -	v. MT+1.6.2	±2015032	5) 2015-04	21 10:55:4	41		
He checks mobility de	e checks mobility details. Adjustments made to the mobility details will automatically update the budget summary.									

Preklad titulkov

Skontroluje údaje o mobilitách. Úpravy údajov o mobilitách automaticky aktualizujú zhrnutie rozpočtu.

		Mot	ean Comm Dility	ission tool					CH0	er Status:	Logged in: ECAS	Confede	INING - benefici ral Cooperati	ary (Log ol on	ft] [Lagal not	CHO1 - Engl	
Но	me	1	Project L <mark>is</mark> t		Project Details		Organisations	•	Contacts	•	Mobilities	•	Budget	Re	ports		
L	Bud	get fo	or 2014	- <mark>1-C</mark> F	101-KA10	1-000	193								values ca	nnot be saved	
	Loadi	ing Plea	ase wait														
															values ca	innot be saved	
Ben	also cl	hecks t	he budge	et sumr	nary.												
																	-

Preklad titulkov

Ben tiež skontroluje zhrnutie rozpočtu.

European Commission	User Statu	s: Logged in: ECA	S EAC_TRAIN	ING - benefici	ary [Log out] Leg:	al notice CH01 - English (EN)
Mobility tool	CH01 ch F	oundation for	Confedera	al Cooperatio	on	
				-	1	
Home Project List Project Details Organisations	Contacts *	Mobilities	•	Budget	Reports	
Budget for 2014-1-CH01-KA101-000193						Nothing to save
				Approved Budget (by	Current Budget	% Current /
				Agency)	(in Mobility Tool)	Approved budget
Total Project				713,400.00	11,172.00	1.57%
Organisational Support						
					1,400.00	
No. or Participants (excluding acc. persons): 4				43,400.00	0	0.00%
Exceptional costs - Guarantee					0	
Activity Type						
SE-STA: Staff fraining abroad					4,410.00	
				334,280.00	4,410.00	1.32%
EU Travel Grant				12,700.00	0.00	0.00%
EU Individual Support				314,580.00	4,410.00	1.40%
Course Fees Grant				7,000.00	0.00	0.00%
EU Special Needs Support				0.00	0.00	0.00%
SE-TAA: Training/leaching assignments abroad					6,762.00	
				335,807.00	6,762.00	2.01%
Ben adds the current Organisation Support amount of 1,400						
Co includer oupport				010,212.00	0,102.00	L. 10 10

Preklad titulkov

Ben pridá aktuálnu čiastku pre Podporu na organizáciu vo výške 1,400

		User S	tatus:	Logged in: ECAS E	AC_TRAI	NING - beneficia	ary [Log out] Legal r	notice OH01 - English (EN)
European Commission Mobility tool		CH01 c	h Fou	ndation for Co	nfeder	al Cooperatio	on The second	
Home Project List Project Details	Organisations	Contacts	•	Mobilities		Budget	Reports	
Budget for 2014-1-CH01-KA101-00	0193							Sirve
						Budget (by	Current Budget	% Current /
						Agency)	(In Mobility Tool)	budget
Total Project						713,400.00	12,572.00	1 8%
Organisational Support								Å
or Jamoanovin or Phone							1 400 00	
No. of Participants (excluding acc. persons): 4						43,400.00	1,400	3.23%
Exceptional costs Guarantee								
Exceptional costs - Guarancee							U	
Activity Type								
SE-STA: Staff training abroad						224 280 00	4,410.00	1 2 2 %
						554,200.00	4,410.00	1.32.70
EU Travel Grant						12,700.00	0.00	0.00%
EU Individual Support						314,580.00	4,410.00	1.40%
Course Fees Grant						7,000.00	0.00	0.00%
EU Special Needs Support						0.00	0.00	0.00%
							6,762.00	
ət-IAA: Iraining/teacning assignments abfoad						335,807.00	6,762.00	2.01%
Ben adds the current Organisation Support amount	of 1.400							
Eo inclinication or gamma appoint an inclinic						010,212,00	0,102.00	1. 1999
94374,53333333555334732,6669,97975363564,9797							servet controls	Armintory 1

Preklad titulkov

Ben pridá aktuálnu čiastku pre **Podporu na organizáciu** vo výške 1,400

Poznámka NA: Následne je potrebné danú zmenu uložiť kliknutím na políčko Save/Uložiť

		User Status	: Logged in: E	CAS EAC_TR	AINING - benefici	ary [Log out] Legal	notice OH01 - English (i			
European Commission Mobility tool	CH01 ch Foundation for Confederal Cooperation									
						-				
e Project List Project Details Organisation:	s T Contac	IS *	Mobilitie	s *	Budget	Reports				
Done: changes saved										
suaget for 2014-1-CH01-KA101-000193							Save			
					Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget			
Total Project					713,400.00	12,572.00	1.76%			
Organisational Support										
No. of Participants (excluding acc. persons): 4						1,400.00				
					43,400.00	1,400	3.23%			
Exceptional costs - Guarantee						0				
Activity Type						EX SOLO				
SE-STA: Staff training abroad					334,280.00	4,410.00	1.32%			
EU Travel Grant					12,700.00	0.00	0.00%			
EU Individual Support					314,580.00	4,410.00	1.40%			
Course Fees Grant					7,000.00	0.00	0.00%			
EU Special Needs Support					0.00	0.00	0.00%			
SE-TAA: Training/teaching assignments abroad					335,807.00	6,762.00 6,762.00	2.01%			
lds the current Organisation Support amount of 1,400										
Co manual support					0.0,2.2.00	0,102.00	12.1010			

Preklad titulkov

Ben pridá aktuálnu čiastku pre Podporu na organizáciu vo výške 1,400

Poznámka NA: V hornej časti obrazovky sa objaví poznámka: **Done: changes save/Vykonané: zmeny uložené**

	Approved Budget (by National Agency)	Current Budget (in Mobility Tool)	% Current / Approved budget
Total Project	713,400.00	12,572.00	1.76%
Organisational Support			
		1,400.00	
No. of Participants (excluding acc. persons): 4	43,400.00	1,400	3.23%
xceptional costs - Guarantee		0	
Activity Type			
SE-STA: Staff training abroad		4,410.00	
SE-SIA. Stall training autoau	334,280.00	4,410.00	1.32%
EU Travel Grant	12,700.00	0.00	0.00%
EU Individual Support	314,580.00	4,410.00	1.40%
Course Fees Grant	7,000.00	0.00	0.00%
EU Special Needs Support	0.00	0.00	0.00%
SF-TAA Training/teaching assignments abroad		6,762.00	
	335,807.00	6,762.00	2.01%
EU Travel Grant	20,595.00	0.00	0.00%
EU Individual Support	310,212.00	6,762.00	2.18%
Course Fees Grant	0.00	0.00	0.00%
EU Special Needs Support	5,000.00	0.00	0.00%

Preklad titulkov

Ben pridá aktuálnu čiastku pre Podporu na organizáciu vo výške 1,400

	Us	er Status: I	logged in: ECAS E	AC_TRAINING - benefici	ary [Log out] Lega	al notice CH01 - English (EN)
European Commission Mobility tool	CH01	ch Four	ndation for Co	nfederal Cooperati	on	
Home Project List Project Details Organisations	Contacts	*	Mobilities	* Sectional	Reports	
	~					
Budget for 2014-1-CH01-KA101-000193						Nothing to gave
						Notifing to save
				Approved		
				Budget (by National	Current Budget (in Mobility	% Current / Approved
				Agency)	1001)	budget
Total Project				713,400.00	12,572.00	1.76%
Organisational Support						
No. of Participants (excluding acc. persons): 4					1,400.00	
				43,400.00	1,400	3.23%
Exceptional costs - Guarantee					0	
Activity Type						
					4,410.00	
SE-SIA: Start training abroad				334,280.00	4,410.00	1.32%
EU Travel Grant				12,700.00	0.00	0.00%
EU Individual Support				314,580.00	4,410.00	1.40%
Course Fees Grant				7,000.00	0.00	0.00%
EU Special Needs Support				0.00	0.00	0.00%
					6,762.00	
SE-TAA: Training/teaching assignments abroad				335,807.00	6,762.00	2.01%
Ben adds the current Ornanisation Support amount of 1,400						
				010,212.00	0,102.00	2.12.12
				19462653910/01023	California est	00%246/2

Preklad titulkov

Ben pridá aktuálnu čiastku pre Podporu na organizáciu vo výške 1,400

	User Status: Logge	ed in: ECAS EAC_TRAINING - beneficia	ry [Log out] Lega	l notice CH01 - English (EN)
European Commission Mobility tool	CH01 ch Founda	tion for Confederal Cooperatic	n T	
Home Project List Project Details	Organisations Contacts M	lobilities Budget	Reports	
	List Organisations			
	Create a new Organisation			
Budget for 2014-1-CH01-KA101-00	0193			Nothing to save
		Budget (by	Current Budget	% Current /
		Agency)	(in Mobility Tool)	Approved budget
Total Project		713,400.00	12,572.00	1.76%
Organisational Support				
			1,400.00	
No. of Participants (excluding acc. persons): 4		43,400.00	1,400	3.23%
Exceptional costs - Guarantee			0	
Activity Type				
			4,410.00	
SE-STA: Staff training abroad		334,280.00	4,410.00	1.32%
EU Travel Grant		12,700.00	0.00	0.00%
EU Individual Support		314,580.00	4,410.00	1.40%
Course Fees Grant		7,000.00	0.00	0.00%
EU Special Needs Support		0.00	0.00	0.00%
			6,762.00	
SE-TAA: Training/teaching assignments abroad		335,807.00	6,762.00	2.01%
And also, he checks the organization datails				
		0.0,2,2,00	0,102.00	L. 1999
		University of the second	SEV BORIES	1993/199

Preklad titulkov

A tiež skontroluje údaje organizácií.

European Commissi Mobility to	on O	User Statu CH01 ch Four	s: Logged in: EC	AS EAC_TRAININ	G - beneficiary [Log c	out] Legal notice	CH01 - English (EN)
Home Project List Project & Beneficiary (Project Details Orga	nisations Contacts -1-CH01-KA101-00019	Mobilities	Bud	get Bepp	click on th	e Reports tab
🎏 🕂 🗙 🛍 📼	Search:	3				Show 50 🖕 en Showing 1 to 4	tries of 4 entries
# Beneficiary Co-Beneficiary	r PIC Organisation ID	Legal Name	Department	Country 🔺	City	Public Body	Non-profit
	952497030 000193-ORG-00001	AMVAC AG		Switzerland	ZUG		
	997152532 000193-ORG-00003	AIDE A LA DECISION ECONOMIQUE SA		Belgium	LOUVAIN LA NEUVE		
	999948169 000193-ORG-00004	AGILENT TECHNOLOGIES BELGIUM NV		Belgium	DIEGEM		
	952261708 000193-ORG-00002	DIGESTO SARL		Switzerland	PUPLINGE		
	Mobility Tool (ACCEPT)	ANCE - v. MT+1.6.2#2015032	5) 2015-0	4-21 10:5	6:29		
When Ben is satisfied that all	l of the project data is up to a	date, he can go to the Reports I	ab and gei	nerate the	beneficiary repo	ort.	
Waiting for webgate.acceptance.ec.eu	ropa.eu						

Preklad titulkov

Ak údaje organizácie (ktoré sú uvedené v EPlusLink – informačnom systéme NA) vyžadujú aktualizáciu, najprv by ste mali upovedomiť NA, aktualizovať údaje v URF a potom v EPlusLink predtým, ako ich aktualizujete v MT+.

Keď je Ben spokojný, že všetky údaje projekty sú aktualizované, môže prejsť do časti **Správy** a vygenerovať správu príjemcu.

Kliknite na Reports/Správy

	User Status: Logged in: ECAS EAC_TRAINING - beneficiary [Log out] Logal notice CH01-English (EN) 📃 🔺
European Commission Mobility tool	CH01 ch Foundation for Confederal Cooperation
Home Project List Project Details Organisations	Contacts Mobilities Budget Reports
Beneficiary Report for 2014-1-CH01-KA101-0001 Generate Beneficiary Report Please click on this button to generate a new Be Generate Beteficiary Report Click on Generate B	93 eneficiary Report
Click on Generate Beneficiary Report	
	-

Preklad titulkov

Kliknite na Generate Beneficiary Report/Generovať správu príjemcu.

European Commission Mobility tool		User Status: Logg CH01 ch Founda	ed in: ECAS EAC_TRAINING - E	peration	ice CHO1-English (EN)
Home Project List Project Details	Organisations 🔻	Contacts 🔻 N	Iobilities 🔭 Budg	et Reports	
Done: Report draft created Popoficiony Report for 2014 1 CH01 K	A101 000103	3			
Beneficially Report for 2014-1-Ch01-R	A101-000130	,			
	Draft S	ubmission in progress	Submitted	NA Validated	Finalised
	•				-9
Draft available Report draft created a few second Edit Draft Final Report creat Click on Edit Draft Request ID 801 7 minutes ago Draft by ECAS EAC_TRAINING (ber	ds ago by ECAS EA	AC_TRAINING			E
Click on Edit Draft.					

Preklad titulkov

Kliknite na Edit draft/Upraviť návrh.

ne	Project List	Project Details	Organisations	Contacts	*	Mobilities *	Budget	Reports	
🖺 draft s	aved a few seconds ago	Be	eneficiary Report fo . Context	or 2014-1-C	CH01	-KA101-000	193		
return to	report page · print draft	Con	text: this section summaries some	general information	n about :	your project;			
1. Contex 2. Project	: Summary 🔓	Ke	y Action			Learning Mobilit	y of Individual	5	
3. Summ organisat	ary of participating ions	✓ Ac	tion tion Type			Mobility of learn	ers and staff n staff mobility		
4. Descrip	tion of the Project	Ca				2014			
5. Impler	nentation of the Project	Re	port Type			Final			
6. Activiti	es	La	nguage used to fill in the form			EN			
7. Partici	pants' Profile	1.	1. Project Identification						
8. Learni	ng Outcomes and Impact	Gr	ant Agreement Number			2014-1-CH01-KA	101- <mark>00</mark> 0193		
9. Dissem	ination of Project Results	Pro	oject Title			Project Title KA	_KA101_A_1.	06	
10. Futur	e Plans and Suggestions	Pro	oject Acronym						
11. Budg	≥t	Pro	oject Start Date (dd-mm-yyyy)			09/12/2013			
N Annex	es	Pro	oject End Date (dd-mm-yyyy)			09/12/2015			

Preklad titulkov

Uvidíte, že časti **Context/Kontext** a **Summary of participating organisations/Zhrnutie zapojených organizácií** sú už vyplnené.

Aby ste videli ďalšiu časť, vyberiete ju alebo zrolujete nižšie. Kliknite na **Project Summary/Zhrnutie projektu**.

112	Project List	Project Dataila	Organizations	* Contrasta	* Mobilition *	Rudget	anasta
	Project List	Project Details	Organisations	Contacts	Mobilities	Budger	eports
		2.	Project Summa	ary			
🖺 draft	saved a few seconds ago	Build				N	-
9		Project	eravide a chart summary.	nmanses your project a	no the organisations involved as	partners,	
	not ready for submission	Please	recall that this section for	part of it! may be used	by the European Commission	vegitive Agency or Natio	nal Agencies in their
return	to report page + print draf	publica	ations or when giving infor	mation on a completed	project. It will also feed the Era	smus+ Dissemination Plat	form (see annex III of
record	to report halfe - huur dial	Progra	mme Guide on disseminat	tion guidelines).			
		The m of und	ain elements to be mentio ertaken activities; results ar	ned are: context/backg nd impact attained; if re	round of the project; objectives; elevant, longer-term benefits.	number and type/profile of	of participants; description
1. Cont	ext						
2. Proje	ect Summary	Please	e be concise and clear.				
3 Sum	many of participating	La La	1				
organis	ations	 Image: Image: Ima					
4. Desa	ription of the Project						
5. Imple	ementation of the Project						
5. Imple	ementation of the Project	3.	Summary of pa	articipating or	rganisations		
5. Imple 6. Activ	ementation of the Project	3.	Summary of pa	articipating or	rganisations	Country of the	Time of
5. Imple 6. Activ 7. Parti	ementation of the Project ities cipants' Profile	3. R	Summary of pa	PIC of the Organisation	rganisations	n Country of the Organisation	Type of Organisation
5. Imple 6. Activ 7. Parti 8. Lean	ementation of the Project ities cipants' Profile ning Outcomes and Impact	3. Re Appli	Summary of pa	PIC of the Organisation 952497030	rganisations Name of the Organisation	n Country of the Organisation Switzerland	Type of Organisation
5. Imple 6. Activ 7. Parti 8. Learn 9. Disse	ementation of the Project titles cipants' Profile ning Outcomes and Impact mination of Project Result	R Appli	Summary of pa ole of the Organisation cant Organisation er Organisation	PIC of the Organisation 952497030 999948169	Name of the Organisation AMVAC AG AGILENT TECHNOLOGIES BELGIUM NV	n Country of the Organisation Switzerland Belgium	Type of Organisation Other Other
5. Imple 6. Activ 7. Parti 8. Lean 9. Disse 10. Futu	ementation of the Project ities cipants' Profile ning Outcomes and Impac mination of Project Result ure Plans and Suggestions	R Appli	Summary of pa ole of the Organisation cent Organisation er Organisation	PIC of the Organisation 952497030 999948189	Name of the Organisation AMVAC AG AGILENT TECHNOLOGIES BELGIUM NV AIDE A LA DECISION	n Country of the Organisation Switzerland Belgium	Type of Organisation Other Other
5. Imple 6. Activ 7. Parti 8. Lean 9. Disse 10. Fut	ementation of the Project ities cipants' Profile ning Outcomes and Impact mination of Project Result ure Plans and Suggestions liget	Appli Partn Partn	Summary of pa ole of the Organisation cont Organisation er Organisation	Pic of the Organisation 952497030 999948189 997152532	Image: Second state Name of the Organisation Name of the Organisation AMVAC AG AMVAC AG AGILENT TECHNOLOGIES BELGIUM NV AIDE A LA DECISION ECONOMIQUE SA SA	n Country of the Organisation Switzerland Belgium Belgium	Type of Organisation Other Other Other
5. Imple 6. Activ 7. Parti 8. Learn 9. Disse 10. Futu 11. Bud	ementation of the Project ities cipants' Profile ning Outcomes and Impact mination of Project Result ure Plans and Suggestions liget	3. 4 R Appli Partn Partn	Summary of periods of the Organisation icant Organisation ier Organisation ier Organisation ier Organisation	PIC of the Organisation 952497030 999948169 997152532 952261708	Image: ganisations Name of the Organisation AMVAC AG AGILENT TECHNOLOGIES BELGIUM NV AIDE A LA DECISION ECONOMIQUE SA DIGESTO SARL	n Country of the Organisation Switzerland Belgium Belgium Switzerland	Type of Organisation Other Other Other

Preklad titulkov

Vložte zhrnutie pre projekt.

Poznámka NA: Uvedomte si, že zhrnutie projektu bude zverejnené aj v Diseminačnej platforme a môže byť použité v publikáciách NA alebo Európskej komisie.

ine .	Project List	Projec	+ Details Organisations	* Contactr	* Mobilities *	Pudget P	aporte
	The second secon	Tojec	organisations	contacts	WODINITIES	Budget	
			2. Project Summa	ary			
🖺 draft	t saved 2 minutes ago		Project summary, this section sur	amarises your project a	nd the organisations involved as no	door	
4			Please provide a short summary	of your project upon co	moletion	intress,	
	not ready for submission		Please recall that this section [or	part of it] may be used	by the European Commission, Exe	cutive Agency or Natio	nal Agencies in their
return	to report page · print draft		publications or when giving infor	mation on a completed	I project. It will also feed the Erasm	us+ Dissemination Plat	form (see annex III of
			The main elements to be mentio	ned are: context/backo	round of the project: objectives: nur	mber and type/profile o	of participants: description
1. Cont	ext	~	of undertaken activities; results a	nd impact attained; if re	elevant, longer-term benefits.		
			Please be concise and clear.				
2. Proje	ect Summary		Implementing Creative strategi	es into Science Teach	ind		
3. Sum	mary of participating		perioriting or same difficing		17 PR ()		
organis	auons	<u> </u>					4946 chars left
4. Deso	ription of the Project						
4. Desa 5. Imple	ription of the Project ementation of the Project		2 Cummon of p	articipating of	raniationa		
4. Deso 5. Imple 6. Activ	ription of the Project ementation of the Project ities		3. Summary of pa	articipating or	rganisations		
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Preklad titulkov

Vložte zhrnutie pre projekt.

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		The main	elements to be mentior	ned are: context/backg	round of the project; objectives; nu	mber and type/profile o	f participants; description
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Preklad titulkov

Po kliknutí na ďalšiu časť **4. Description of the Project/Opis projektu,** predchádzajúca časť bude označená zelenou značkou, keďže všetky polia danej časti boli vyplnené.

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organisa	nions								
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Preklad titulkov

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Preklad titulkov

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10. Future Plan	s and Suggestion	s V Project A	Acronym							
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Preklad titulkov

Verziu návrhu správy môžete vytlačiť, keď kliknete na print draft/tlačiť návrh.

ome	Project List	Project Details	Organisations	Contacts *	Mobilities	• Budget	Reports	
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8. Learni	ing Outcomes and Impact	Grai	nt Agreement Number		2014-1-CH0	1-KA101-000193		
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Preklad titulkov

Verziu návrhu správy môžete vytlačiť, keď kliknete na print draft/tlačiť návrh.

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Preklad titulkov

Keď sú všetky časti vyplnené a ukončené, Ben klikne na **Start Submission Process/Začať proces podania**.

European Commission Mobility tool	User Status: Logged in: ECAS EAC_TRAINUNG - beneficiary [Log out] Logal notice [over:structure] CH01 ch Foundation for Confederal Cooperation	0
Home Project List	Project Details Organisations Contacts Mobilities Budget Reports	
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Start Submission Process	Download PDF List of uploaded files	
1. Context	TEST.docx X 0.01 Mb 2 days ago mark as container of declaration of honour	
2. Project Summary 3. Summary of participating organisations	Add more files	
4. Description of the Project	Select File	
5. Implementation of the Project	Next Step >	
8. Activities		
7. Participants' Profile	DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION	
8. Learning Outcomes and Impact	Grant Agreement Number 2014-1-CH01-KA101-000193	
9. Dissemination of Project Results	Project Title Project Title KA1_KA101_A_1.08	
10. Future Plans and Suggestions	Project Acronym	
11. Budget	Project Start Date (dd-mm-yyyy) 09/12/2013	
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e attached and steps perform	rd.	

Preklad titulkov

Objaví sa okno s upozornením. Predtým, ako môže byť ukončené podanie, objaví sa malá kontrola, aby sa zabezpečilo, že všetky potrebné prílohy sú priložené a boli vykonané všetky potrebné kroky.

European Commission Mobility too	User Status: Logged in: ECAS EAC_TRAINUNG - beneficiary [Log out] Logal notice [cv0] - English (Ex0) CH01 ch Foundation for Confederal Cooperation
Home Project List	Project Details Organisations Contacts Mobilities Budget Reports
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8. Learning Outcomes and Impact	Grant Agreement Number 2014-1-CH01-KA101-000193
9. Dissemination of Project Results	Project Title Project Title KA1_KA101_A_1.06
10. Future Plans and Suggestions	Project Acronym
11. Budget	Project Start Date (dd-mm-yyyy) 09/12/2013
R Annexes	Project End Date (dd-mm-yyyy) 09/12/2015
not already done, it can be do	wnloaded from the screen and attached.

Preklad titulkov

Prvý krok je kontrola, či **Declaration of Honour and Signature/Čestné prehlásenie a podpis** príjemcu je podpísané a priložené.

Ak ste tak ešte neurobili, môžete ho stiahnuť z obrazovky a priložiť.

Kliknite na stiahnuť **Declaration of Honour and Signature/Čestné prehlásenie a podpis**

Pokyny NA: Okrem čestného prehlásenia je príjemca povinný priložiť k záverečnej správe aj skeny certifikátov, resp. potvrdení o účasti na mobilite alebo Europassy. V prípade, že veľkosť súboru, ktorý chcete priložiť, je väčšia ako 5 MB, daný súbor zašlite do NA e-mailom na adresu backoffice@saaic.sk</u>. Čestné prehlásenie musí byť priložené samostatne k online záverečnej správe.

European Commission Mobility tool		User Status: Logged In: ECAS EAC_TRAINING - beneficiary [Log out] Lagal notice GHD1-English [B10] CHO1 ch Foundation for Confederal Cooperation
Home Project List	Project Details Organis	ations [*] Contacts [*] Mobilities [*] Budget Reports
draft saved 2 days ago	Beneficiary Declar	ation of Honour and Signature
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1. Context	TEST.docx	You have chosen to open:
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3. Summary of participating organisations	Add more files	from: https://webgate.acceptance.ec.europa.eu
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5. Implementation of the Project	- Select file	@ Save File
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7. Participants' Profile	DECLARATION OF HONOUR DATA P	
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10. Future Plans and Suggestions	Project Acronym	
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Preklad titulkov

Ak ste tak ešte neurobili, môžete ho stiahnuť z obrazovky a priložiť.

European Commission Mobility tool	User Status: Legged in: ECAS EAC_TRADNING - beneficiary [Log out] Legal notice [CH01-Erglan] CH01 ch Foundation for Confederal Cooperation	
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4. Description of the Project		
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10. Future Plans and Suggestions	Project Acronym	
11. Budget	Project Start Date (dd-mm-yyyy) 09/12/2013	
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Preklad titulkov

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Preklad titulkov

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11. Budget	Project Start Date (dd-mm-yyyy) 09/12/2013
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Preklad titulkov

Kliknite na Next Step/Ďalší krok >.

European Commission Mobility too	User Status: Logged In: ECAS EAC_TRAINING - beneficiary [Log out] Logal notice [CH01-Ebulan (EN) On CH01 ch Foundation for Confederal Cooperation	
Home Project List	Project Details Organisations Contacts Mobilities Budget Reports	
draft saved 2 days ago 100%	Data Protection Notice	
Start Submission Process	The grant application 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, i.e.:	
1. Context	In the case of grant application forms: the evaluation of your application in accordance with the	
2. Project Summary	In the case of report forms: statistical and financial (if applicable) follow-up of the projects.	
3. Summary of participating organisations	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.	H
4. Description of the Project	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	
5. Implementation of the Project	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	
8. Activities	data.	
7. Participants' Profile	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 Integularities Brand and/or to the European entities (End) (Fine O(A E))	
8. Learning Outcomes and Impac	at Any personal data shall be processed by the National Agencies pursuant to Regulation No 45/2001 of the	
9. Dissemination of Project Result	European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the institutions and horize of the Community and on the free movement of such data	
10. Future Plans and Suggestions	http://www.edps.europa.eu/	
11. Budget	Click on Accept >	
Annexes	C Accost >	
The Data Protection Notice is	s displayed. This notice must be accepted in order to continue the process. Click on Accept >.	

Preklad titulkov

Objaví sa **Data Protection Notice/Oznámenie o ochrane údajov**. Musíte akceptovať oznámenie, aby ste mohli pokračovať v procese. Kliknite na **Accept/Prijať** >.

European Commission Mobility too	CH01 ch Foundation for Confederal Cooperation	an (EN)
Home Project List	Project Details Organisations Contacts Mobilities Budget Reports	
draft saved 2 days ago	Checklist	
Start Submission Process	Before submitting your report to the National Agency, please check that:	
return to report page · print draft	All necessary information on your project have been encoded in Mobility Tool+ Not Done	
1. Context	The report form has been completed using one of the official languages of the Erasmus+ Programme Countries.	
2, Project Summary	You have annexed all the relevant documents: Not Done	
3. Summary of participating organisations	The Declaration of Honour signed by the legal representative of the beneficiary organisation.	
4. Description of the Project	The necessary supporting documents as requested in the grant agreement.	
5. Implementation of the Project		
6. Activities	Next Step >	
7. Participants' Profile		
8. Learning Outcomes and Impact	DECLARATION OF HONOUR DATA PROTECTION NOTICE CHECKLIST CONFIRM SUBMISSION	
9. Dissemination of Project Results	Project Title Project Title KA1_KA101_A_1.06	
10. Future Plans and Suggestions	Project Acronym	
11. Budget	Project Start Date (dd-mm-yyyy) 09/12/2013	
& Annexes	Project End Date (dd-mm-yyyy) 09/12/2015	
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Preklad titulkov

Objaví sa **Checklist/Kontrolný zoznam**. Uistite sa, že ste vykonali všetky činnosti. Potom ich zmeňte z **Not Done/Nevykonané** na **Done/Vykonané**.

European Commissio Mobility too			CH01 ch Fo	undation for Con	federal Cooperatio	on and the second se	
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Preklad titulkov

Kliknite na Next Step/Ďalší krok >

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reads that the project will t	oe locked once t	ne Submit Beneficiary	Report button is	clicked. Click on	Submit Bene	ficiary Report		

Preklad titulkov

Ben si prečíta informáciu, že, keď klikne na políčko **Submit Beneficiary Report/Podať správu príjemcu**, projekt bude uzamknutý a nebude už môcť upravovať žiadne údaje. Kliknite na **Submit Beneficiary Report/Podať správu príjemcu**.

Poznámka NA: Po podaní správy príjemca naďalej bude mať možnosť nahliadnuť do údajov a príloh, ktoré podal.

Mobility to	00		CH01 cł	Foundation for Confe	deral Cooperation	
Project List	Project Details	Organisations	Contacts	Mobilities	Budget	Reports
e: Submission is now on	progress					
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Preklad titulkov

Objaví sa správa, ktorá hovorí, že prebieha podanie správy. Môže to trvať až 15 minút, kým sa ukončí podanie do EPlusLink (informačný systém NA).

D Eu M	Aobility t	sion DO		СН	01 ch Founda	ation for Confede	eral Cooperation	n	
Home	Project List	Project Details	Organisations	* Contacts	* N	Mobilities *	Budget	Reports	
Benefic	ciary Repor	t for 2014-1-CH0	1-KA101-00	0193					
			Draft	Submission in p	rogress	Submitted	NA Va	lidated	Finalised
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Po ukončení podania sa objaví oznam, že správa príjemcu bola úspešne podaná. Príjemca musí počkať na hodnotenie správy národnou agentúrou.

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