



EUROPEAN EDUCATION AND CULTURE
EXECUTIVE AGENCY (EACEA)

EACEA A: Erasmus+ and EU Solidarity Corps
A2: Skills and Innovation

eReport

Specific User Guide

Version 1.1 – 30/11/2018

Key Action 3: Support for policy reform – Civil Society Cooperation Lot 1: Education and Training

EACEA 26/2017

How to fill in your Final eReport

A. INTRODUCTION

This document explains how to fill in the parts of your eReport related to the Civil Society Cooperation-Lot 1: Education and Training (EACEA 26/2017).

Before starting, please note that you will need an EU Login account (in the past ECAS) with the rights set for your operating grant. If you are not one of these persons, you will need to ask to get the access rights. For the description of the rights and the way to give rights to someone else please refer to the "eReports Submission User Guide".

B. Final eReport TABS DESCRIPTION

I. GENERAL INFORMATION (Main Tab - read only)

Please check if the prefilled information is correct. If not please contact your Project officer

II. CONTRACTUAL DATA (Main Tab - read only)

Dates and Beneficiaries (Sub tab – read only)

Please check if the prefilled information is correct. If not please contact your Project officer

Legal Representative (Sub tab – read only)

Please check if the prefilled information is correct. If not please contact your Project officer

Contact Person (Sub tab – read only)

Please check if the prefilled information is correct. If not please contact your Project officer

III. IMPLEMENTED ACTIVITIES (Main Tab)

Summary of the implemented project (Sub tab - to update)

English – 1: This text box is **NOT** prefilled with the text you wrote in your application form.

Please update here the description of your work programme based on the real activities implemented and the results achieved.

IV. ATTACHMENTS

These 4 attachments are mandatory:

1 –Final Activity report: *Please upload the Final Report, duly completed (*.doc/*.docx/*.docm/*.pdf).*

2. Declaration on honour by the beneficiary: *Please upload the declaration on honour, duly completed, scanned and signed (*.pdf).*

3 –Operational Annexes: *Please upload the Operational Annexes (zip). Please attach in one single Zip file all operational annexes. Zip files are allowed.*

4 –Financial Annexes: *Please upload the Financial Annexes (zip). Please attach in one single Zip file all supporting documents for personnel costs and in another single Zip file all supporting documents for statutory meetings. Zip files are allowed.*

V. SUBMISSION

When all tabs have been correctly filled in and there is no red warning listed in the Submit tab, then the submit button will be enabled. After the eReport submission, the person mentioned in the part A.2 of your application form will receive an acknowledgment receipt.

C. HELP

Please refer to the "eReport Submission User Guide"