



European
Commission



Erasmus+ Knowledge Alliances

Final report submission

Contractual obligation

- Article I.4 — REPORTING — REQUESTS FOR PAYMENT AND SUPPORTING DOCUMENTS

Evaluation criteria

- Relevance
- Quality of the project design and implementation
- Quality of the project team and the cooperation arrangements
- Impact-dissemination-sustainability-transferability

Result oriented report analysis

➤ **Relevance of the project**

- *Did the project concretely foster the alliance between higher education and businesses? Please tell us HOW.*

➤ **Quality of the project design and implementation**

- *Deep analysis of all deliverables and outcomes* (publication, good practices) will be done.*

*Results published and accessible to public if of good quality → Erasmus+ Projects Results platform

➤ **Quality of the project team and the cooperation arrangements**

- *Involvement of Partners (highlight the European dimension)*
- *Concrete benefits for partners and key players (Business – Academic)**

*Ex: for the students/staff; identification of learning outcomes that will improve the competences needed in their professional or educational environment

Result oriented report analysis

- **Impact-dissemination-sustainability-transferability**
 - *Agreed strategy and activities*
 - **Deliverables and tools** *to be maintained after the funding period ends.*
 - *Are the highlighted results generated by the project satisfactory and relevant to the target audience?*
 - *Measurable impact?*
 - *Do the results have a multiplier effect for other projects/users?*

Where to find guides and docs

https://eacea.ec.europa.eu/erasmus-plus/beneficiaries-space/knowledge-alliances-2020_en

- **Please note that only the Legal rep and Project Coordinator have access to the eReport as stated in the instructions under "Reporting"**

Project management

Contractual documents

Reporting

Interim report

-  Interim Report
-  Interim Financial Statement
-  Declaration of Honour

Final report

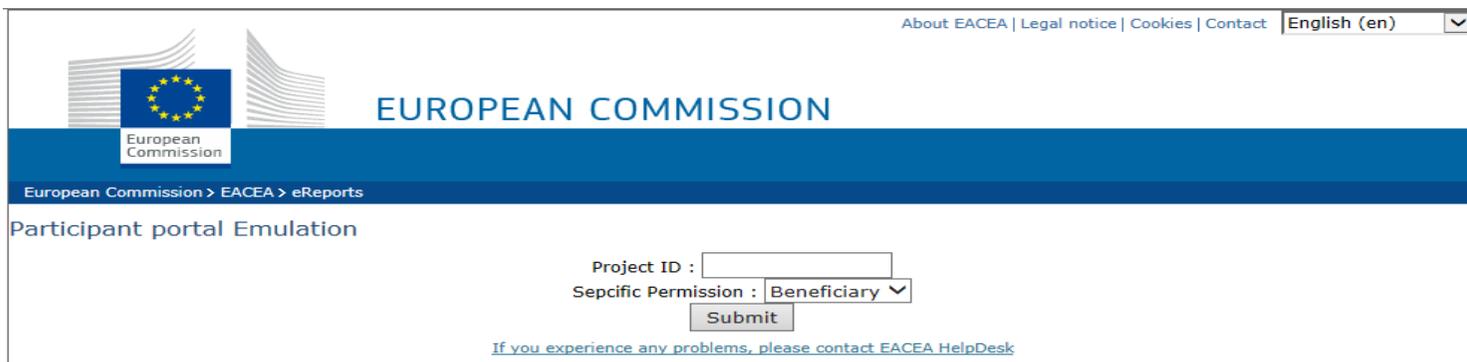
-  Final Report
-  Final Financial Statement
-  Declaration of Honour
-  Dedicated report table for unit costs - Covid-19

Instructions

-  Report Submission User Guide
-  Final Report Instructions Presentation
-  Interim Report Instructions Presentation

What the beneficiary sees – an example

- When logged in the [Funding & Tender Opportunities portal](#) (former "participant portal") the beneficiary will see the following tabs: insert the project number i.e. 395194



About EACEA | Legal notice | Cookies | Contact | English (en) ▼

 EUROPEAN COMMISSION

European Commission > EACEA > eReports

Participant portal Emulation

Project ID :

Specific Permission : Beneficiary ▼

[If you experience any problems, please contact EACEA HelpDesk](#)



EUROPEAN COMMISSION

[European Commission](#) > [EACEA](#) > [eReports](#) > [395194-EPP-1-2017-1-BE-EPPKA2-KA](#) > [Final Report](#)

Project Number: 395194-EPP-1-2017-1-BE-EPPKA2-KA

Please Choose your report :

Report	Submission Date	Deadline for Submission	Action
Interim Report 1		01/01/2017	Edit
Final Report		31/12/0017	Edit

[If you experience any problems, please contact EACEA HelpDesk](#)

GENERAL INFORMATION

CONTRACTUAL DATA

IMPLEMENTED ACTIVITIES

STATISTICS

BUDGET

GRANT SHARING

ATTACHMENTS

SUBMISSION

General Data

Programme

Sub-Programme

Action

Sub-Action

Call for Proposal

Project number

Agreement/decision
number

Project Title

This info comes from the eForm application, please update it in the participant portal if anything needs to be changed and inform your EACEA Project Manager (PM):

GENERAL INFORMATION CONTRACTUAL DATA IMPLEMENTED ACTIVITIES STATISTICS BUDGET GRANT SHARING ATTACHMENTS SUBMISSION

DATES AND BENEFICIARIES LEGAL REPRESENTATIVE CONTACT PERSON

Dates

Project Start Project End

Activities Start Activities End

Project
Duration(months)

Beneficiary Data

Role	PIC	Name	Country
Coordinating Organization / Beneficiary	999994535	HELSINGIN YLIOPISTO	Finland
Management Contact Person	999994535	HELSINGIN YLIOPISTO	Finland
Co-Beneficiary / Partner	949665309	DOGUS UNIVERSITY	Turkey

This info comes from the eForm application, please update it in the participant portal if anything needs to be changed and inform your EACEA Project Manager (PM):

DATES AND BENEFICIARIES | **LEGAL REPRESENTATIVE** | **CONTACT PERSON**

Organisation Legal Address

Name

Street

Post Code City

Country

Department

Name

Street

Post Code City

Country

Local Address

Internet site

This info comes from the eForm application, please update it in the participant portal if anything needs to be changed and inform your EACEA Project Manager (PM):

DATES AND BENEFICIARIES LEGAL REPRESENTATIVE CONTACT PERSON

Organisation Legal Address

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Country

Local Address

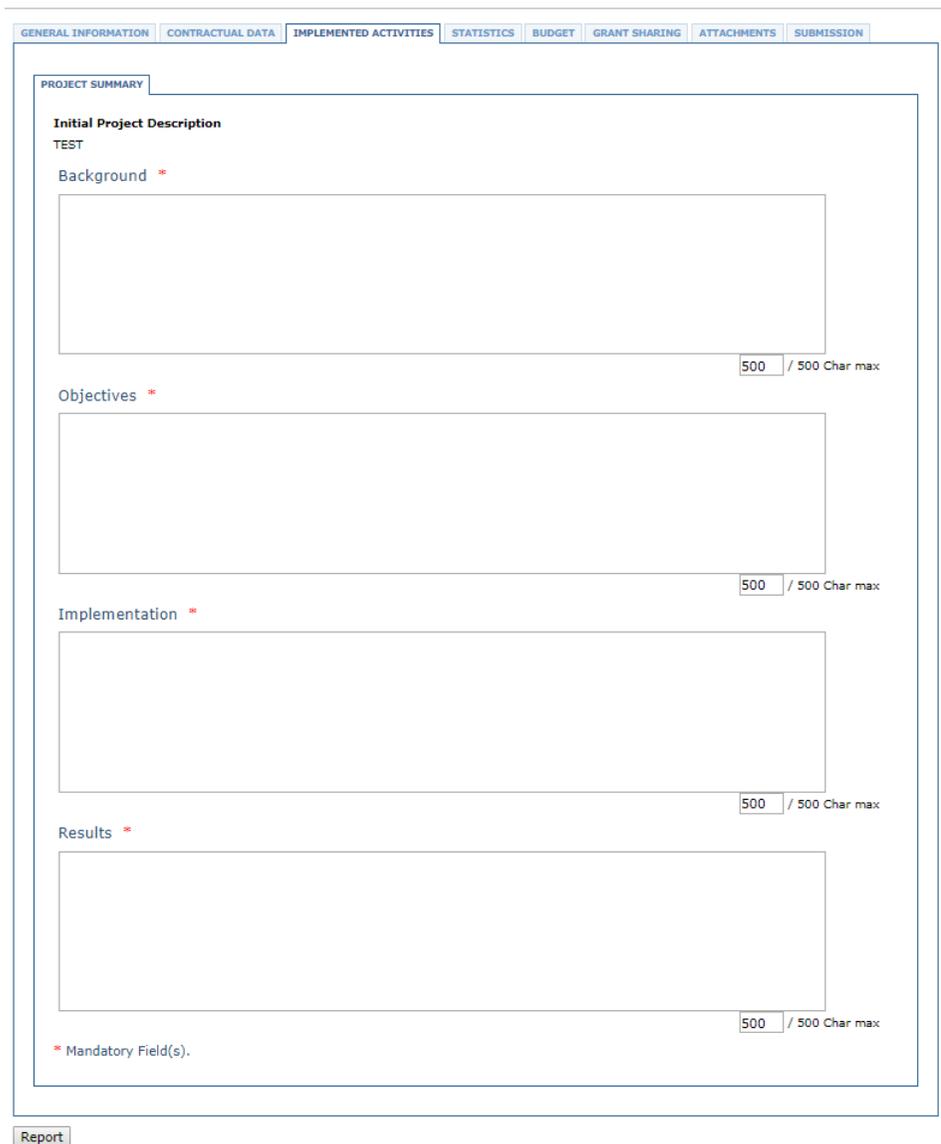
Internet site

Contact

Title Function

Name Last Name

The “Initial Project Description” comes from the eForm application, you should edit it in “background-objectives-implementation” and add the main outputs/outcomes in “Results”:



The screenshot displays the 'Initial Project Description' section of the eForm application. The interface includes a navigation bar with tabs for 'GENERAL INFORMATION', 'CONTRACTUAL DATA', 'IMPLEMENTED ACTIVITIES', 'STATISTICS', 'BUDGET', 'GRANT SHARING', 'ATTACHMENTS', and 'SUBMISSION'. The 'IMPLEMENTED ACTIVITIES' tab is active, and the 'PROJECT SUMMARY' sub-tab is selected. The main content area is titled 'Initial Project Description' and contains a 'TEST' label. Below this, there are four mandatory text input fields, each with a 500-character limit:

- Background ***: A text input field with a '500 / 500 Char max' indicator.
- Objectives ***: A text input field with a '500 / 500 Char max' indicator.
- Implementation ***: A text input field with a '500 / 500 Char max' indicator.
- Results ***: A text input field with a '500 / 500 Char max' indicator.

A legend at the bottom left indicates that the asterisk (*) denotes a mandatory field. A 'Report' button is visible at the bottom of the form.

GENERAL INFORMATION

CONTRACTUAL DATA

SUMMARY OF THE PROJECT

STATISTICS

BUDGET

ATTACHMENTS

SUBMISSION

PROJECT DESCRIPTION

SUMMARY OF THE MAIN RESULTS

Summary *

Please give details of your main results.

3759 / 3800 Char max

* Mandatory Comment(s).

This part is of utmost importance as we will ask you to provide specific information on the implementation of your project and results:

Project Implementation Quantitative Indicators Qualitative Indicators

Coherence with the work plan and comments on de

- Previous recommendations/follow-up
- Obstacles and shortcomings

Mobility (if applicable) _____

- Higher education to enterprise - Staff
- Higher education to enterprise - Students
- Higher education to enterprise - Researchers
- Enterprise to higher education

You are also requested to indicate quantitative and qualitative indicators:

Project Implementation **Quantitative Indicators** Qualitative Indicators

Outputs _____

Education and training outputs developed _____

Curricula
How many *

Courses

Workshops

Training modules
How many *

Project Implementation

Quantitative Indicators

Qualitative Indicators

Project results on University-Business cooperation —

Knowledge Alliances have enabled the consortium's c

Extent *

If you selected "To a high extent", could you please provide short examples

You will give some information on the budget which you will then detail in the excel form

COST **INCOME**

	Contractual	Declared
Staff costs	4 000,00	0,00
Staff PR Countries	1 000,00	0,00
Staff PA Countries	3 000,00	0,00
Travel costs	3,00	0,00
Travel PR Countries	1,00	0,00
Travel PA Countries	2,00	0,00
Subsistence	7,00	0,00
Subsistence PR Countries	3,00	0,00
Subsistence PA Countries	4,00	0,00
	4 010,00	0,00

Amount(s) in the column "Declared" are correct.

Please also give details on the grant sharing among the partners:

GENERAL INFORMATION CONTRACTUAL DATA IMPLEMENTED ACTIVITIES STATISTICS BUDGET **GRANT SHARING** ATTACHMENTS SUBMISSION

Grant Sharing Refresh

Role	Organization Name	Country	Contractual	Declared
Co-Beneficiary / Partner	DOGUS UNIVERSITY	TR	2 500,00	0,00
Coordinating Organization / Beneficiary	HELSINGIN YLIOPISTO	FI	2 500,00	0,00
Management Contact Person	HELSINGIN YLIOPISTO	FI		0,00
Total:			5 000,00	0,00



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Commission

GENERAL INFORMATION

CONTRACTUAL DATA

SUMMARY OF THE PROJECT

STATISTICS

BUDGET

ATTACHMENTS

SUBMISSION

Final Report KA *

final report.doc

Select File...

Upload

Delete

View

Budget sheet *

Detailed Budget.xlsx

Select File...

Upload

Delete

View

Declaration of honor *

Declaration of honor.doc

Select File...

Upload

Delete

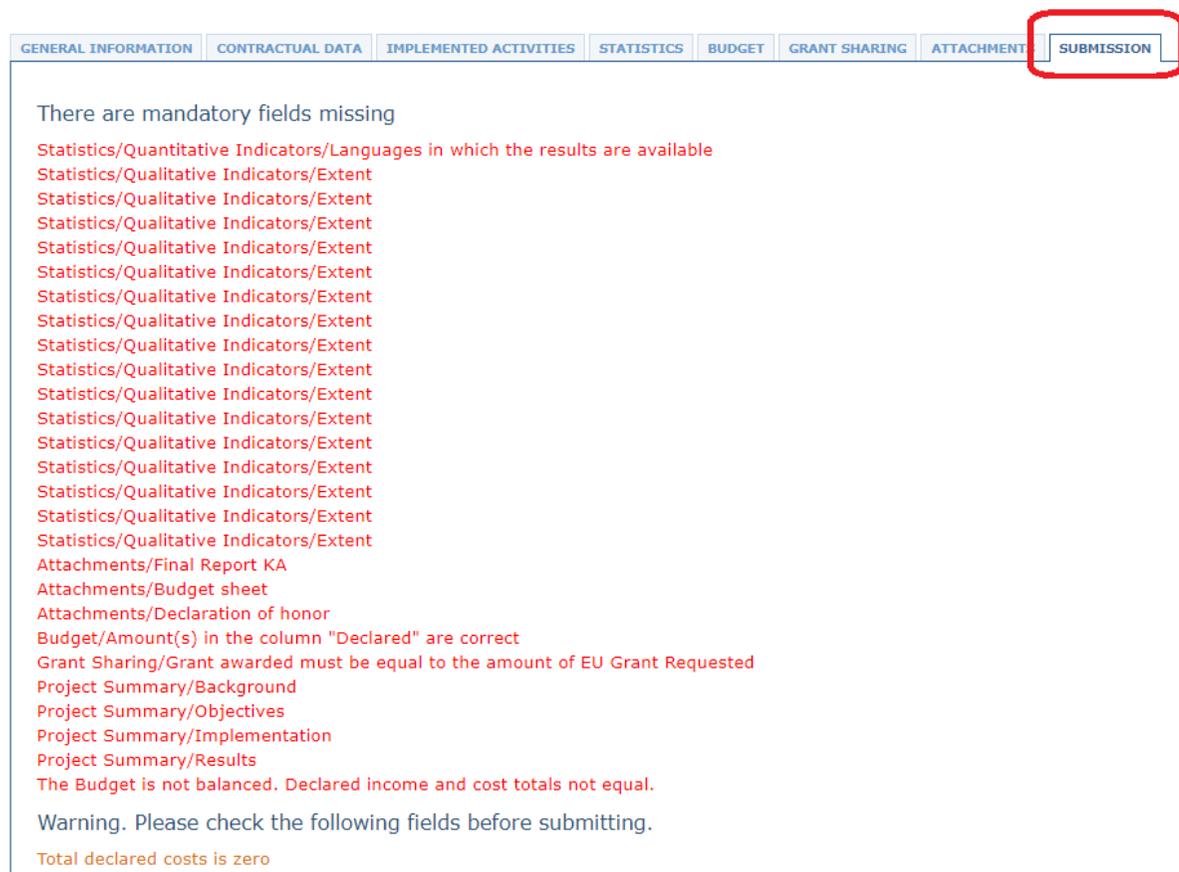
View

* Mandatory File(s).

*** document total size can not exceed 10Mb

Report

If any of the mandatory fields is empty, you will see a red message:



The screenshot shows a navigation bar with tabs: GENERAL INFORMATION, CONTRACTUAL DATA, IMPLEMENTED ACTIVITIES, STATISTICS, BUDGET, GRANT SHARING, ATTACHMENT, and SUBMISSION. The SUBMISSION tab is highlighted with a red box. Below the navigation bar, a warning message is displayed in red text:

There are mandatory fields missing

- Statistics/Quantitative Indicators/Languages in which the results are available
- Statistics/Qualitative Indicators/Extent
- Attachments/Final Report KA
- Attachments/Budget sheet
- Attachments/Declaration of honor
- Budget/Amount(s) in the column "Declared" are correct
- Grant Sharing/Grant awarded must be equal to the amount of EU Grant Requested
- Project Summary/Background
- Project Summary/Objectives
- Project Summary/Implementation
- Project Summary/Results
- The Budget is not balanced. Declared income and cost totals not equal.

Warning. Please check the following fields before submitting.

Total declared costs is zero

**Once everything is filled in and attached
you can push the button submit report**

GENERAL INFORMATION	CONTRACTUAL DATA	SUMMARY OF THE PROJECT	STATISTICS	BUDGET	ATTACHED DOCUMENTS	SUBMIT
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Submit the report

Select language ▼

Submit report

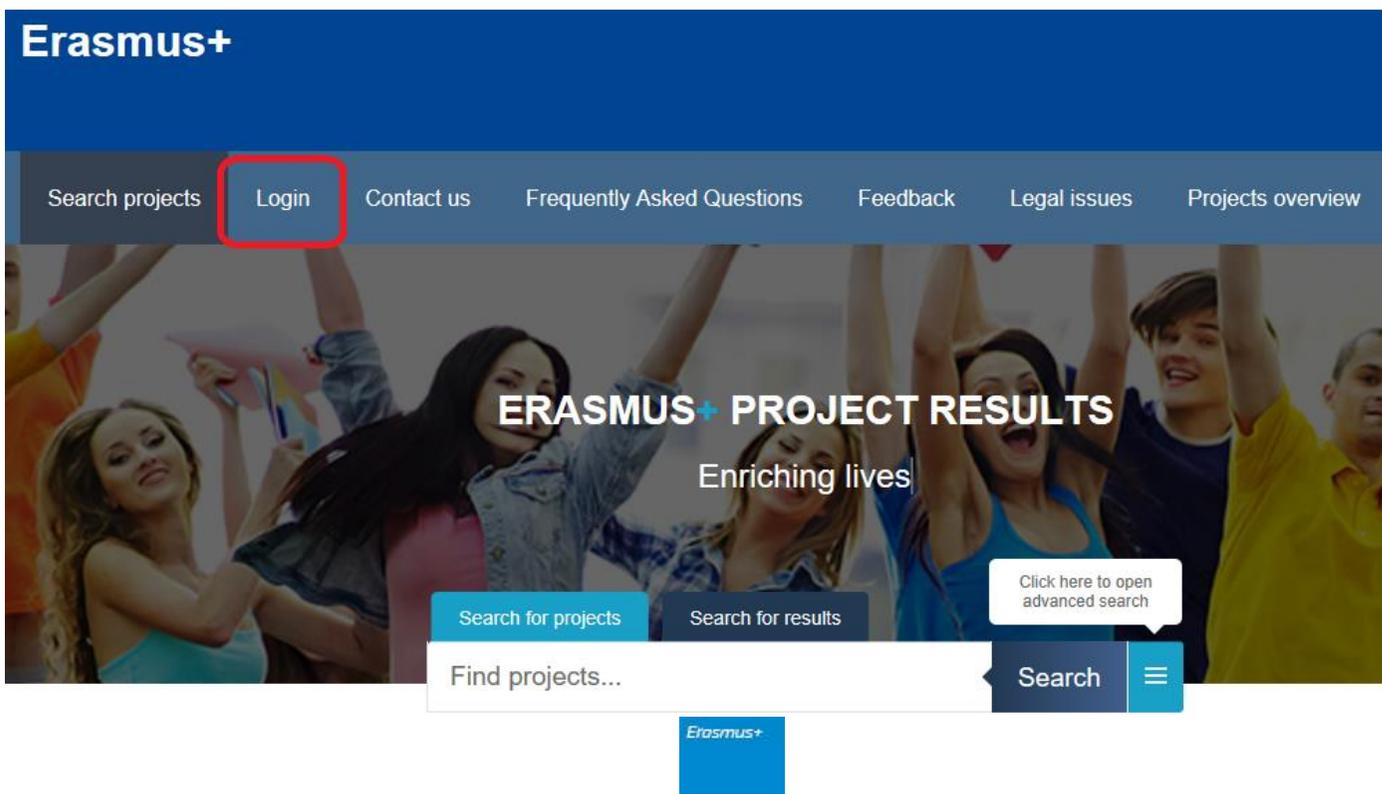


Erasmus+ Project Results platform

Article I.11(d) of the Grant Agreement

Don't forget to upload your deliverables on the Erasmus+ Project Results platform

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





Contacts

Questions on the reporting?

Always put your project acronym and number in the e-mail subject and please contact your EACEA Project Manager.