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| Logo of the European Commission, 12 yellow stars on a blue background arranged in a circle and framed by two light grey graphic elements representing the Berlaymont building, which is the headquarter of the European Commission. | EUROPEAN EDUCATION AND CULTUREEXECUTIVE AGENCY (EACEA)EACEA.A - Erasmus+, EU Solidarity Corps**EACEA.A.2 - Platforms, Skills and Innovation** |

**e- report**

**Sector Skills Alliances**

**National Authorities for Apprenticeships - EACEA 13/2014 National Authorities for Apprenticeships - EACEA 13/2014 National Authorities for Apprenticeships - EACEA 13/2014**

**User Guide**

**Version 1.0 – 3/5/2021**

National Authorities for Apprenticeships - EACEA 13/2014

**How to fill in your** National Authorities for Apprenticeships - EACEA 13/2014 **e-Final Report**

**A. INTRODUCTION**

There are two user guides:

- a "eReports user guide" which explains the Participant Portal and eReports common parts to all EACEA actions;

- this user guide "e-Report Sector Skills Alliances 2017 user guide" which explains how to fill in the specific parts of your e-Final Report – parts specific to the Action Sector Skills Alliances.

In the following pages you will find the description of the tabs that you will have to complete in order to submit your e-Final Report.

Before starting, please note that you will need an **EU Login account** with the rights set for your project. By default, the person mentioned in the part A.2 of your application form will receive an e-mail and the Primary Coordinator rights. Similarly and by default, the person mentioned in the part A.3 of your application form will receive an e-mail and the Coordinator rights. If you are not one of these persons, you will need to get the rights. For the description of the rights and the way to give rights to someone else please refer to the page 8 of the "eReports user guide".

**B. e-Final Report 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)

Please note that all information given below will be up-loaded in the Commission Dissemination System "Erasmus + Dissemination platform" (<http://ec.europa.eu/programmes/erasmus-plus/projects/>) for communication and dissemination purpose on the results of the project.

Summary of the implemented project (to update if necessary)

English – 1: This text box is **NOT** prefilled with the text you wrote in your application form (i.e. Detailed description of your project, part I: General information, 2. Project summary). Please insert here the project description based on the real activities implemented and the results achieved.

**IV. BUDGET (Main tab)**

**Attention:**

**Do not fill in the budget lines "Travel costs" and "Subsitence costs".**

**Fill in only the budget line "Staff costs".**

There are two sub tabs (Cost and Income) reflecting the main chapters of your budget. The contractual column is prefilled and contains the contractual data (data which are included in your grant agreement – Annex III estimated budget of the action or any subsequent amendments if relevant). The declared column has to be filled in with your declared incomes and costs as presented in the Final Financial Statement. Do not forget two important budget rules:

- The total declared costs **must** be equal to the total declared incomes (balanced budget).

- In the Incomes tab, the declared "European Union grant" **cannot exceed** the maximum grant amount as stipulated in the specific grant agreement.

**V. ATTACHMENTS**

There are three attachments which are mandatory.

# The template of these attachments (nr. 1, 2 and 3) can be found under the beneficiary space of the Sector Skills Alliances 2018: (see reporting) <https://www.eacea.ec.europa.eu/grants/2014-2020/erasmus/sector-skills-alliances-2018_en>

**1 - Final Financial Statement (Budget):** Please upload the filled version (\*.xls/\*xlsx) of the Final Financial Statement.

**2 –Final report:** Please upload the filled/signed/scanned version (\*.doc/\*.docx/\*.pdf) of the Final Report Template

**3 – Declaration of Honour:** Please upload the filled/signed/scanned version (\*.doc/\*.docx/\*.pdf) of the Declaration Template.

**VI. SUBMIT**

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

**C. HELP**

Please refer to the pages 15-18 of the "eReport User guide".