

Add mobility for 2016 KA1 and KA3 projects

Please, note that the screen to input the mobility details for 2016 projects differs from 2015 and 2014 projects. The functionality also allows you to fill in the basic participant details and to and from location and can be saved with this brief information as a draft version of the mobility. It should be noted that those mobilities that are saved as draft, should be completely filled in before attempting to submit the beneficiary report as they will not be considered in the budget summary. It is also possible to complete all draft mobilities using the draft import and export of mobilities.

Quick steps

- 1 Click the "Mobilities" tab.
- 2 Click the "+ Create" button.
- 3 Fill in the Mobility details.
- 4 Before clicking on "Save", select an "after save" option.
- 5 Click the "Save" button.
- 6 Complete the mobility details.
- 7 Click the "Save" button.
- 8 Fill in the "PARTICIPANT" section.
- 9 Fill in the "FROM/TO" section.
- 10 Fill in the "DURATION" section.
- 11 Click the "back to list" button.

Detailed steps

Steps

Click the "Mobilities" tab.


Click the **Mobilities** tab.

The screenshot displays the 'European Commission Mobility tool' interface for project 'EL01 Greek State Scholarship's Foundation (IKY)'. The top navigation bar includes tabs for 'Project 2016-2-PL01-KA105-026913', 'Details', 'Organisations', 'Contacts', 'Mobilities' (highlighted with a red box), 'Mobility Import - Export', 'Budget', and 'Reports'. The main content area is titled 'Project Details' and is divided into several sections:

- Context information:** Programme: Erasmus+, Key Action: KA1 - Learning Mobility of Individuals, Action Type: KA105 - Youth mobility, Call Year: 2016, Round: 2, Start of Project: 01/09/2016, End of Project: 28/02/2018, Project Duration (months): 18.
- Project information:** Grant Agreement No.: 2016-2-PL01-KA105-026913, Applying on behalf of a consortium?: ☐, National ID: [blank], Project Title: EAC IT TRAINING - CC, Project Acronym: EAC IT TRAINING - CC.
- Beneficiary Organisation information:** PIC: 941669114, Legal Name: Gimnazjum nr 21 we Wroclawiu, Business Name: Gimnazjum21 Wroclaw, Full legal name (National Language): [blank].
- Project Access:** User's role in project: beneficiary, Access to Project: Edit Access to Project, Project is locked: ☐.
- History information:** Created by: NA Staff, Created on: 16/06/2016 14:40:29, Updated by: NA Staff, Updated on: 16/06/2016 14:40:30.
- National Agency:** National Agency: PL01 - Foundation for the Development of the Education System. 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.

Click the "+ Create" button.

Click the "+Create" button to add a **Mobility**.



European Commission

Mobility tool

EL01 Greek State Scholarship's Foundation (IKY)

TEST

Project 2016-2-PL01-KA105-026913

Details

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

Mobilities

Export Participant Report(s)

+ Create

All 0

Complete 0

Drafts 0

Search in 0 records

Q

No record found


↺

Fill in the Mobility details.

Fill in the Mobility details. Please, note that the screen to input the mobility details differs from 2015 and 2014 projects.

All fields marked as **value required** are mandatory. This appears under the field in yellow and disappears when the field is completed.

The **Mobility ID** will be automatically created. The ID is created on the last 6 digits of the project reference followed by MOB and then an incremental number. This number can be overwritten but must be unique for the project. The activity type drop-down values will differ from action to action.



European Commission

Mobility tool

EL01 Greek State Scholarship's Foundation (IKY)

TEST

Project 2016-2-PL01-KA105-026913

DetailsOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

back to list

Mobilities

Create Mobility

Mobility ID

26913-MOB-00001

Activity Type

value required

Participant First Name

value required

Participant Last Name

value required

Participant Email

value required

Participant Gender

FemaleMaleUndefined

value required

Project Duration

01/09/201628/02/2018

Start Date

01/09/2016

End Date

02/09/2016

Receiving Country

value required

Main Work Language

value required

after save

create newcontinue updatingback to the list

values cannot be saved

Before clicking on "Save", select an "after save" option.

Before clicking **Save**, confirm if you wish to save the draft version or continue adding all of the details of the mobility.

Select one of the three following options that you need to perform:

- **create new**
 - Allows you to save this basic information as a draft mobility and continue to create the next mobility, without having to return to the mobility list screen.
- **continue updating**
 - Allows you to continue to complete the details for the mobility. This is selected by default.
- **back to the list.**
 - Allow you to save this basic information as a draft and returns you to the **Mobility list** screen without saving.

The screenshot shows the 'European Commission Mobility tool' interface for the 'EL01 Greek State Scholarship's Foundation (IKY)'. The top navigation bar includes 'Project 2016-2-PL01-KA105-026913' and tabs for 'Details', 'Organisations', 'Contacts', 'Mobilities' (selected), 'Mobility Import - Export', 'Budget', and 'Reports'. A 'back to list' button is visible. The main heading is 'Create Mobility for Libana Sofia'. The form contains several fields: 'Mobility ID' (26913-MOB-00001, 240 characters left), 'Activity Type' (YOUTH-VOL-P : European Voluntary Service - Programme Countries), 'Participant First Name' (Sofia, 250 characters left), 'Participant Last Name' (Libana, 249 characters left), 'Participant Email' (S.L@e-mailaddress.com, 234 characters left), 'Participant Gender' (Female, Male, Undefined), 'Project Duration' (01/09/2016 to 28/02/2018), 'Start Date' (22/09/2016), 'End Date' (30/09/2016), 'Receiving Country' (PL : Poland), and 'Main Work Language' (EN : English). At the bottom, there are three buttons: 'create new', 'continue updating' (highlighted with a red box and a red arrow), and 'back to the list'. A large green 'Save' button is also present.

Click the "Save" button.

In this case the **continue updating** option is selected. Click the **Save** button.

European Commission

Mobility tool

EL01 Greek State Scholarship's Foundation (IKY)

TEST

Project 2016-2-PL01-KA105-026913
Details
Organisations
Contacts
Mobilities
Mobility Import - Export
Budget
Reports

back to list

Mobilities

Create Mobility for Libana Sofia

Mobility ID
26913-MOB-00001

Activity Type
YOUTH-EXCH-P : Youth Exchanges - Programme Countries

Participant First Name
Sofia

Participant Last Name
Libana

Participant Email
S.L@e-mailaddress.com

Participant Gender
Female Male Undefined

Project Duration
01/09/2016 28/02/2018

Start Date
22/09/2016

End Date
30/09/2016

Receiving Country
PL : Poland

Main Work Language
EN : English

after save create new continue updating back to the list

Save

The **current mobility** details are now completed with the **Draft** status. It is possible to navigate to the different sections of the mobility by using the buttons: **mobility**, **participant**, **from/to**, **duration** and **budget**.

As a section is completed a check mark appears next to it. **Note:** Depending on the type of key action or activity type, certain sections may already be indicated as completed after saving the draft.

European Commission

Mobility tool

EL01 Greek State Scholarship's Foundation (IKY)

TEST

Project 2016-2-PL01-KA105-026913
Details
Organisations
Contacts
Mobilities
Mobility Import - Export
Budget
Reports

back to list

Mobilities

Mobility for Libana Sofia

mobility

participant

from/to

duration ✓

budget ✓

0.00 €

Draft

MOBILITY

Activity No.
value required

Activity Type
YOUTH-EXCH-P : Youth Exchanges - Programme
☐ Long-term activity

Mobility ID
26913-MOB-00001

Participant Group
value required

☐ Force Majeure ?

Mobility saved a few seconds ago

Nothing to save

HISTORY INFORMATION

Created on 17/06/2016 14:14 by ECAS
EAC_TRAINING
Updated on 17/06/2016 14:14 by ECAS
EAC_TRAINING

PARTICIPANT

Participant Data

Participant Report (0)

Certifications (0)

Participant ID

Participant First Name
Sofia

Participant Last Name
Libana


Participant Email
S.L@emailaddress.com

Date of Birth (dd/mm/yyyy)
value required

Participant Gender
Female Male Undefined

Complete the mobility details.

The activity number should reflect the number used in the application or contract. Several activities can share the same activity number as long as the activity type is the same.



European Commission
Mobility tool

EL01 Greek State Scholarship's Foundation (IKY)

TEST

Project 2016-2-PL01-KA105-026913

Details

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

back to list

Mobilities

Mobility for Libana Sofia

mobility

participant

from/to

duration ✓

budget ✓

0.00 €

Draft

MOBILITY

Activity No.
A1

Activity Type
YOUTH-EXCH-P : Youth Exchanges - Programme

Long-term activity

Mobility ID
26913-MOB-00001

Participant Group
1

254 characters left

Force Majeure ?

HISTORY INFORMATION

Created on 17/06/2016 14:14 by ECAS
EAC_TRAINING

Updated on 17/06/2016 14:14 by ECAS
EAC_TRAINING

MOBILITY saved 6 minutes ago

Save

PARTICIPANT

Participant Data

Participant Report (0)

Certifications (0)

Participant ID

Participant First Name
Sofia

Participant Last Name
Libana

Participant Email
S.L@emailaddress.com


Date of Birth (dd/mm/yyyy)
13-30

Participant Gender
Female Male Undefined

value required

Click the "Save" button.

Click the **Save** button to save the mobility details in draft mode at any stage.



European Commission

Mobility tool

EL01 Greek State Scholarship's Foundation (IKY)

TEST

Project 2016-2-PL01-KA105-026913
Details
Organisations
Contacts
Mobilities
Mobility Import - Export
Budget
Reports

back to list
Mobilities

Mobility for Libana Sofia

mobility
participant
from/to
duration ✓
budget ✓

0.00 €

Draft

MOBILITY

Activity No.

A1

Activity Type

YOUTH-EXCH-P : Youth Exchanges - Programme

☐ Long-term activity

Mobility ID

26913-MOB-00001

Participant Group

1

254 characters left

☐ Force Majeure ?

MOBILITY saved 6 minutes ago

Save

HISTORY INFORMATION

Created on 17/06/2016 14:14 by ECAS
EAC_TRAINING
Updated on 17/06/2016 14:14 by ECAS
EAC_TRAINING

PARTICIPANT

Participant Data

Participant Report (0)

Certifications (0)

Participant ID

Participant First Name

Sofia

Participant Last Name

Libana

Participant Email

S.L@emailaddress.com

Date of Birth (dd/mm/yyyy)

13 - 30

value required

Participant Gender

Female

Male

Undefined

The **mobility** tab is now marked with a check mark, as this section is now considered to be completed and all mandatory information is filled in.

For 2016 projects it is now possible to change the activity type and keep all data that applies to both types.



Project 2016-2-PL01-KA105-026913

Details

Organisations

Contacts

Mobilities

Mobility Import - Export

Budget

Reports

[back to list](#)

Mobilities

Mobility for Libana Sofia

mobility ✓

participant

from/to

duration ✓

budget ✓

0.00 €

Draft

MOBILITY

Activity No.

A1

Activity Type

YOUTH-EXCH-P : Youth Exchanges - Programme

☐ Long-term activity

Mobility saved a few seconds ago

Nothing to save

Mobility ID

26913-MOB-00001

Participant Group

1

☐ Force Majeure ?

HISTORY INFORMATION

Created on 17/06/2016 14:14 by ECAS
EAC_TRAINING

Updated on 17/06/2016 14:28 by ECAS
EAC_TRAINING

PARTICIPANT

Participant Data

Participant Report (0)

Certifications (0)

Participant ID

Participant First Name

Sofia

Participant Last Name

Libana

Participant Email

S.L@emailaddress.com

Date of Birth (dd/mm/yyyy)

13 - 30



value required

Participant Gender

Female

Male

Undefined

Fill in the "PARTICIPANT" section.

Click the **participant** button to navigate down the page to the participant section.

1. Fill in **all** relevant information.
2. Click the **Save** button.

The **PARTICIPANT** section is now complete and the **budget** tab is updated accordingly. If applicable, check the necessary boxes to indicate additional aspects of the participant such as **group leader** or **participant with special needs**. These check boxes will vary depending on the key action and may affect the budget fields and or additional participant tabs. For example, an accompanying person will not have to complete a participant report and therefore the tab for the participant report will not appear.

The available tabs in the participant section may also vary depending on the key action or activity type.

The **Participant ID** allows for alpha-numeric participant identification code to be used. It must be unique for the project.

The **Certifications** tab is for all actions **except** for **KA103** and **KA107**. The **Recognition** tab will only appear for **HE projects (KA103 and KA107)** and only if the student has replied **No** to the question **Is the recognition process for your mobility period finalised?** in the normal participant report.

Mobility for Libana Sofia

mobility ✓

participant

from/to

duration ✓

budget ✓

0.00 €

Draft

PARTICIPANT

Participant Data

Participant Report (0)

Certifications (0)

1

Participant ID

1

254 characters left

Participant First Name

Sofia

Participant Last Name

Libana

Participant Email

S.L@emailaddress.com

Date of Birth (dd/mm/yyyy)

21/05/1993

13 - 30

Participant Gender

Female

Male

Undefined

Nationality

Greece

☐ Accompanying Person

☐ Participant With Special Needs

☐ Fewer Opportunities

☐ Group Leader / Trainer / Facilitator

2

Save

HISTORY INFORMATION

Created on 17/06/2016 14:14 by ECAS EAC_TRAINING

Updated on 17/06/2016 14:28 by ECAS EAC_TRAINING

FROM / TO

Sending Organisation

value required

Sending Country

value required

Sending City

value required

Receiving Organisation

value required

Receiving Country

PL : Poland

Receiving City

value required

Distance Band

Link to distance calculator

Comments on different location than Sending / Receiving organisations

Fill in the "FROM/TO" section.

Click the **from/to** button to scroll down to the section where the sending and receiving locations should be added.

When filling in the **Sending Organisation** field, the **Sending Country** and **Sending City** sections are filled in automatically. Likewise with the **Receiving Organisation** field, the **Receiving Country** and **Receiving City** are automatically filled in. Only those organisations that have been added in the National Agency project management system will be viewable here, with the **exceptions** of **KA103** and **KA107** projects, where the additional organisations can be added in the **Mobility Tool**.

To confirm the correct **Distance Band**, use the **Link to the distance calculator**. This will open an external website where it will be possible to calculate the distance between the two locations. Based on this information, enter the correct figure in kilometres. The distance band will automatically update the budget value with the correct travel grant for that activity type and distant band. A red line will appear on top of the page while the calculation is performed.

When the **FROM/TO** section is complete and the **Save** button is clicked, the **budget** tab is updated accordingly.

Mobility for Libana Sofia mobility ✓ participant ✓ **from/to ✓** duration ✓ budget ✓ 576.00 € Draft

FROM / TO 1

Sending Organisation view details Sending Country Sending City
Gimnazjum nr 21 we Wrocławiu PL : Poland Wrocław

Receiving Organisation view details Receiving Country Receiving City
IES HENRI MATISSE ES : Spain Paterna

Distance Band [Link to distance calculator](#)
2000 - 2999 km

Comments on different location than Sending / Receiving organisations

2 Save

HISTORY INFORMATION

Created on 17/06/2016 14:14 by ECAS EAC_TRAINING
Updated on 17/06/2016 14:37 by ECAS EAC_TRAINING

DURATION

Project Duration 01/09/2016 28/02/2018

Start Date End Date Duration Calculated (days) 5-21
22/09/2016 30/09/2016 9

Interruption Duration (days) Duration of Mobility Period (days) Travel Days (max. 2) Funded Duration (days)
0 9 0 9

Funded Duration (full months) Funded Duration (extra days)
0 9

Fill in the "DURATION" section.

Click the **duration** button to scroll down to the **DURATION** section.

1. Complete the start and end date of the mobility. The minimum and maximum duration in days for this type of activity will be indicated above the field: **Duration Calculated (days)**, highlighted in Blue. If these limits are exceeded a warning message will be displayed.

If there is a break in the mobility, the **Interruption Duration (days)** field should be filled in. This will be subtracted from the total duration of the mobility. The travel days also will be added to the total.

When the **duration** tab is complete, the **budget** tab is updated.

2. Click the **Save** button.

Mobility for Libana Sofia

mobility

participant

from/to

duration

budget

610.00 €

Draft

DURATION

Project Duration

01/09/2016

28/02/2018

1

Start Date

22/09/2016

End Date

30/09/2016

Duration Calculated (days)

9

5 - 21

Interruption Duration (days)

0

Duration of Mobility Period (days)

9

Travel Days (max. 2)

1

Funded Duration (days)

10

Funded Duration (full months)

0

Funded Duration (extra days)

10

Mobility saved 13 minutes ago

Save

2

HISTORY INFORMATION

Created on 17/06/2016 14:14 by ECAS EAC_TRAINING

Updated on 17/06/2016 14:50 by ECAS EAC_TRAINING

BUDGET

TRAVEL GRANT

EU Travel Grant - Grant Not Required

EU Travel Grant

270 €

ORGANISATIONAL SUPPORT

Organisational Support - Grant Not Required

Organisational Support Grant/Day

34 €

Organisational Support

340 €

LINGUISTIC SUPPORT

Once all sections have been updated then the **Mobility** completion status will change from Draft to Complete upon saving.

Mobility for Libana Sofia

mobility

participant

from/to

duration

budget

610.00 €

Complete

DURATION

Project Duration

01/09/2016

28/02/2018

1

Start Date

22/09/2016

End Date

30/09/2016

Duration Calculated (days)

9

5 - 21

Interruption Duration (days)

0

Duration of Mobility Period (days)

9

Travel Days (max. 2)

1

Funded Duration (days)

10

Funded Duration (full months)

0

Funded Duration (extra days)

10

Mobility saved a minute ago

Nothing to save

2

HISTORY INFORMATION

Created on 17/06/2016 14:14 by ECAS EAC_TRAINING

Updated on 17/06/2016 15:08 by ECAS EAC_TRAINING

BUDGET

TRAVEL GRANT

EU Travel Grant - Grant Not Required

EU Travel Grant

270 €

ORGANISATIONAL SUPPORT

Organisational Support - Grant Not Required

Organisational Support Grant/Day

34 €

Organisational Support

340 €

LINGUISTIC SUPPORT

Click the "back to list" button.

To go back to the list of mobilities, click the **back to list** button at the top left of the screen.

Project 2016-2-PL01-KA105-026913

DetailsOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

back to list

Mobilities

Mobility for Libana Sofia

mobility

participant

from/to

duration

budget

610.00 €

Complete

MOBILITY

Activity No.

A1

Activity Type

YOUTH-EXCH-P : Youth Exchanges - Programme

☐ Long-term activity

Mobility ID

26913-MOB-00001

Participant Group

1

Force Majeure ?

☐

Mobility saved 4 minutes ago

Nothing to save

HISTORY INFORMATION

Created on 17/06/2016 14:14 by ECAS EAC_TRAINING

Updated on 17/06/2016 15:08 by ECAS EAC_TRAINING

PARTICIPANT

Participant Data

Participant Report (0)

Certifications (0)

Participant ID

1

Participant First Name

Sofia

Participant Last Name

Libana

Participant Email

S.L@emailaddress.com

Date of Birth (dd/mm/yyyy)

21/05/1993

Age 2313 - 30

Participant Gender

Female

Male

Undefined

The added mobility detail line now appears under the tab **All**.

European Commission

Mobility tool

EL01 Greek State Scholarship's Foundation (IKY)

Project 2016-2-PL01-KA105-026913

DetailsOrganisationsContactsMobilitiesMobility Import - ExportBudgetReports

Mobilities

Export Participant Report(s)

+ Create

All 1

Complete 1

Drafts 0

Search in 1 records

selectionexportbulk operations

Participant First Name	Participant Last Name	Participant Email	Activity No.	Activity Type	Mobility ID	Sending Country	Receiving Country	Start Date	End Date	Complete	Report Status	Requested On	Received On
Sofia	Libana	S.L@emailaddress.com		YOUTH-EXCH-P	26913-MOB-00001	Poland	Spain	22/09/2016	30/09/2016	✓			

10

25

50

100