

Erasmus+ Project Results Platform Guide for Beneficiaries

Guidelines for Beneficiaries

Current version

E+PRP v. 5.10.0 released on 22 April 2020

This document is aimed at providing Beneficiaries with guidelines on how to use the Erasmus+ Project Results Platform and guiding them step by step by the process of uploading and submitting the project's results and thus making them publically available. We hope that they are useful. Suggestions for improvement are welcome at:

EACPROJECTSPLATFORM-HELPDESK@ec.europa.eu

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Introduction

Dear Beneficiary,

If you are reading this text, it means that you have passed the selection stage and your project has been awarded a grant under the Erasmus+ programme. Congratulations!

What is the Erasmus+ Project Results Platform

Erasmus+ Project Results Platform (hereinafter Erasmus+ PRP) is a dissemination platform that offers a comprehensive overview of all projects funded under the Erasmus+ action grants, as well as some projects funded under the previous programmes (Lifelong Learning, Youth in Action, Tempus, Erasmus Mundus, etc.).

Erasmus+ PRP has a public interface and restricted working spaces called Beneficiary's and Officer's Dashboards. The basic information about the Erasmus+ funded projects is displayed on the public interface. To search for projects you can type a keyword in the search box or apply filters from the advanced search criteria. It is also possible to save your searches. From the list of projects displayed for a given keyword or criteria, you can select several projects and add them to booklet.

The Beneficiary's Dashboard should be used by the projects' beneficiaries in order to upload the results and submit these for review. Once a project is submitted for review it is sent to the Officer's Dashboard. The Officer's Dashboard should be used by the project's officers in order to perform the assessment of the projects' results and decide about their publication.

Access to the dashboards is done via **EU Login**.

Who does what?

Project Beneficiaries are the coordinators of European projects that have received European Commission's grant for action. Their obligation is to upload projects' results into the Erasmus+ PRP, together with other basic information about the project i.e. coordinator's and partners' contact details, the project's logo and website.

Project officers are staff of the European Commission, Education, Audiovisual and Culture Executive Agency (EACEA) and National Agencies (NAs). They are responsible for checking

and validating projects' results for the publication, as well as, for identifying good practice examples.

What project's data is available to the public?

Basic data coming from the application form such as title and description of the project, the key action and activity, the duration and grant amount awarded are displayed.

Contact details of the coordinating organisation and its partners are hidden by default. The coordinators can choose which data should be displayed, in accordance with the mandate received from partners.

For which type of projects the submission of results on the Erasmus+ PRP is obligatory?

The submission of results is obligatory for all centralized actions managed by EACEA and all KA2 projects managed by the National Agencies. The submission of results is strongly recommended for KA1 Mobility actions and KA347 Structured Dialogue with Policy Makers.

Access to the Erasmus+ PRP

Login Credentials

Once your project has been selected for granting you receive a message from the Agency to which you sent your project proposal. In the message you are invited to sign the grant agreement (contract). When the Agency receives your signed contract, the grant agreement enters into force.

This is the moment when your project becomes available in the Erasmus+ PRP. Basic information about your project such as project's title, summary, duration, budget and partnership structure is displayed in your project's public card, as shown in the [Figure 1](#).

Figure 1: Project's public card

ACT YOUR JOB

5 Participating countries:

[★ SUCCESS STORY](#)
[VIEW PROJECT MAP](#)
[DOWNLOAD AS PDF](#)

GOOD PRACTICE EXAMPLE

Project Reference: E 817-2012-1-E 81-LE004-51988

Part of:
Education and training ► Life long learning (2007-2013) ► LEONARDO DA VINCI ► Partnerships

[VIEW THE FACT SHEET](#)

Summary

The main aim of the Learning Partnership was the exchange of transnational experiences, methods and best practices in addressing the lack of interest towards learning and/or employment shown by young people. The project introduces theatre techniques as a starting point to motivate them and avoid unemployment or even inactivity. Theatre is seen as a powerful tool for self-development and as an effective way of communication to raise awareness on selected issues. Theatre can even support employment search or training.

Groups of students in each country have written and performed a theatre play, which helped them to improve their personal and social skills. The plays were performed during "Act your Job Days", where other staff and students of each Centre were invited. The play could also be open to relatives and students from partner countries.

The main outcomes of the project have been:

- A best practices handbook, which summarises the experiences on how theatre can be used for personal development
- A handbook containing all the scripts for theatre plays, written by students at each associated institution. This product can be easily transferred within each institution or exported to other VET centres.
- Videos on the performances.

All these materials are available at www.actyourjob.eu

Results

Without category

- ✦ Act Your Job
- ✦ Project brochure
- ✦ Act Your Job Day 1
- ✦ Act Your Job Day 2
- ✦ Video of the 2nd Act Your Job Day
- ✦ Employee competences list
- ✦ Act Your Job website
- ✦ Best Practice Handbook
- ✦ Script Handbook
- ✦ Brochure of the project
- ✦ A song performed by our students
- ✦ Project logo
- ✦ Videos from Act Your Job Days

Coordinator

Ayuntamiento de San Andrés del Rabanedo
Los Picones, s/n, San Andrés del Rabanedo

Partners

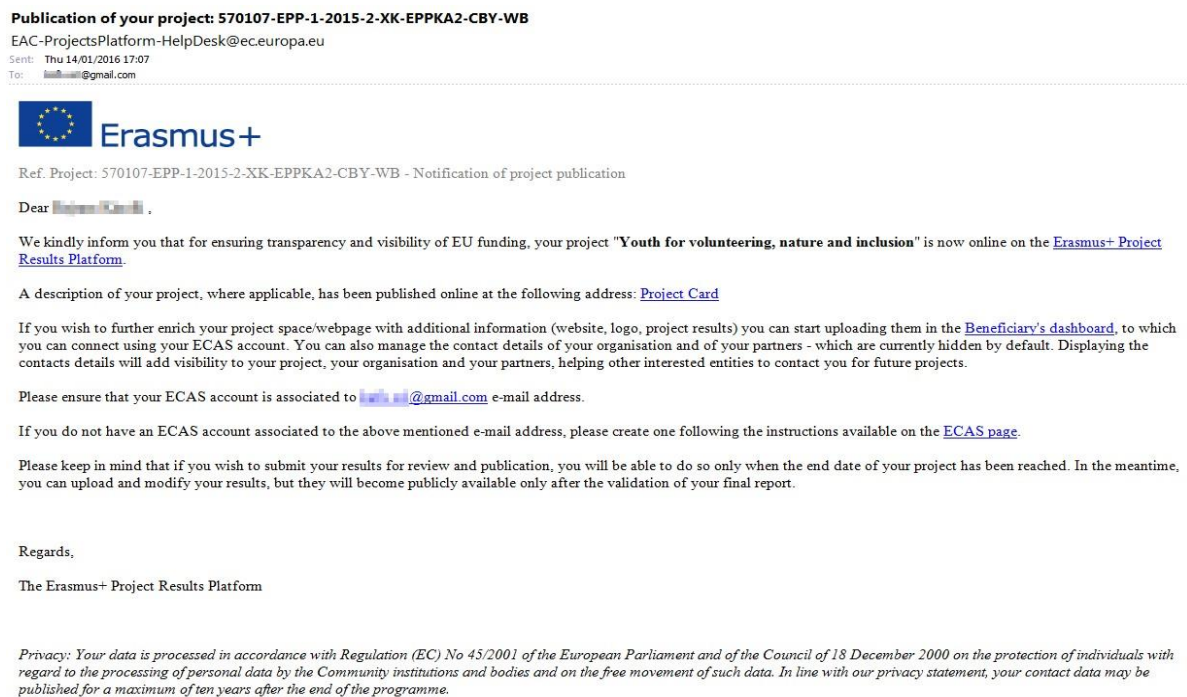
- Newham College of Further Education
- Akademia Humanistyczno – Ekonomiczna W Lodzi
- Sonhos para Sempre- Rede de Animação Social e Comunitária, CRL
- Rogers Személyközpontu Oktatószert

Entry point

Once your project becomes publically available in the Erasmus+ PRP, you receive an automatic notification in which you are informed about the publication of your project and in which you are provided with the login credentials to your workspace called Beneficiary's Dashboard ([Figure 2](#)).

The email notification is sent to the person identified as a contact person of the project in the application form. Only this person has access to the Beneficiary's Dashboard, unlike in the Mobility Tool where more than one person have been given access to the tool. To request access to the Beneficiary's Dashboard for other colleagues or partners, the contact person should contact us via [Erasmus+ Project Results Platform Contact form](#).

Figure 2: Initial Notification

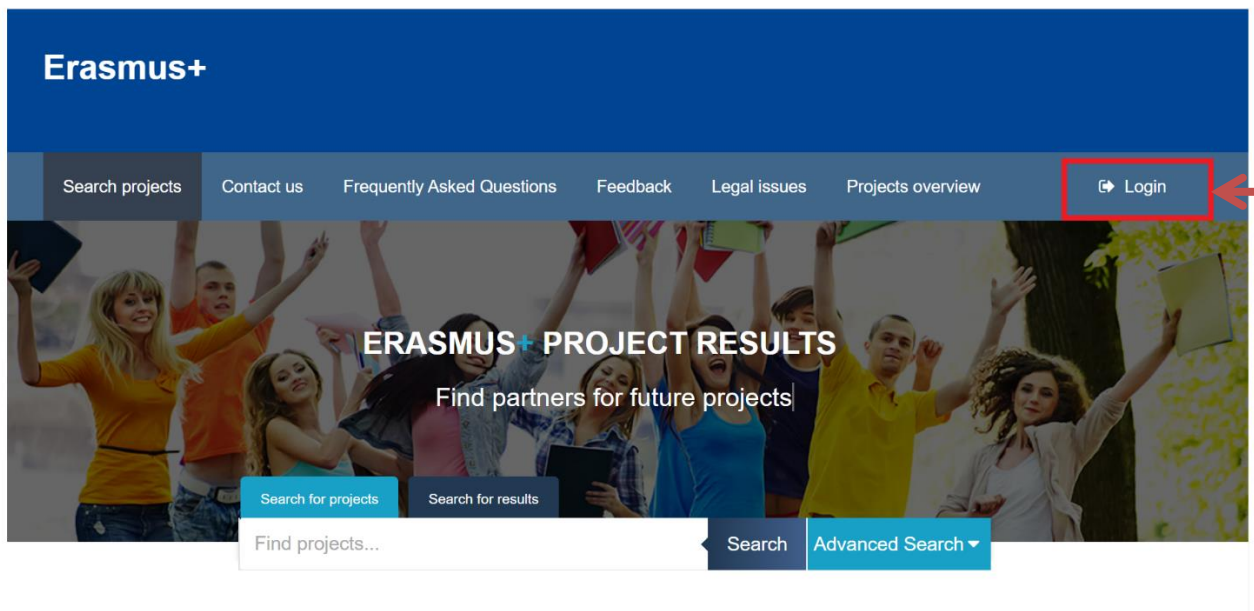


Login

How to access the Beneficiary's Dashboard using EU Login?

In order to log in to your work space, click on the Beneficiary's Dashboard link sent in the initial email notification ([Figure 2](#)). Alternately, you can start from the Erasmus+ PRP landing page <http://ec.europa.eu/programmes/erasmus-plus/projects/> and then click on the "Login" button as indicated in the [Figure 3](#).

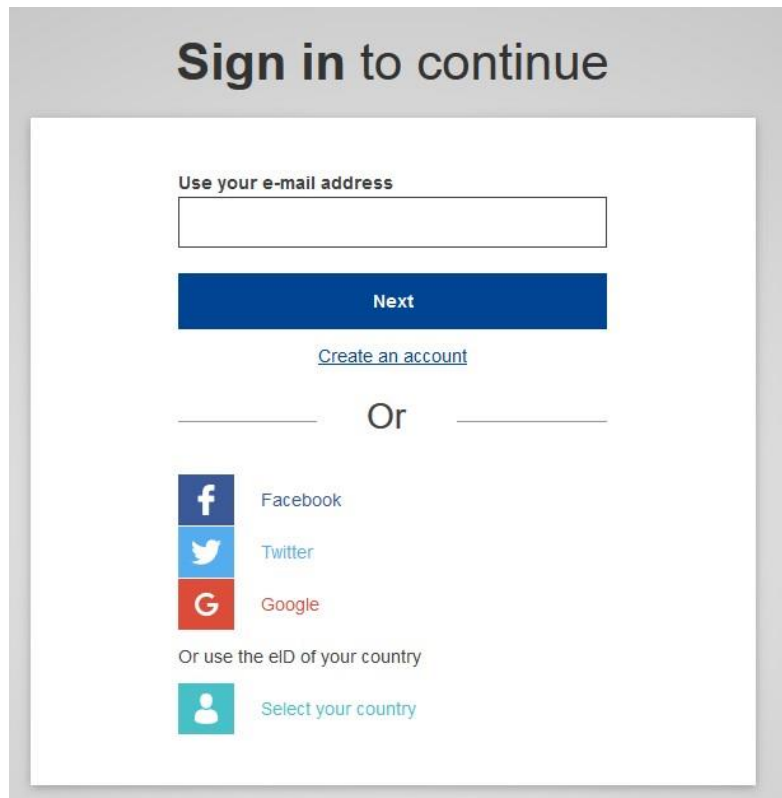
Figure 3: **Landing page**



EU Login

Once you click on the Beneficiary's Dashboard link from the initial notification or on the "Login" button in the Erasmus+ PRP public landing page, you will be re-directed to the EU Login ([Figure 4](#)).

Figure 4: **EU Login**



Enter your EU Login username or your email address, click next, and then enter your EU Login Password and click on the button "Login".

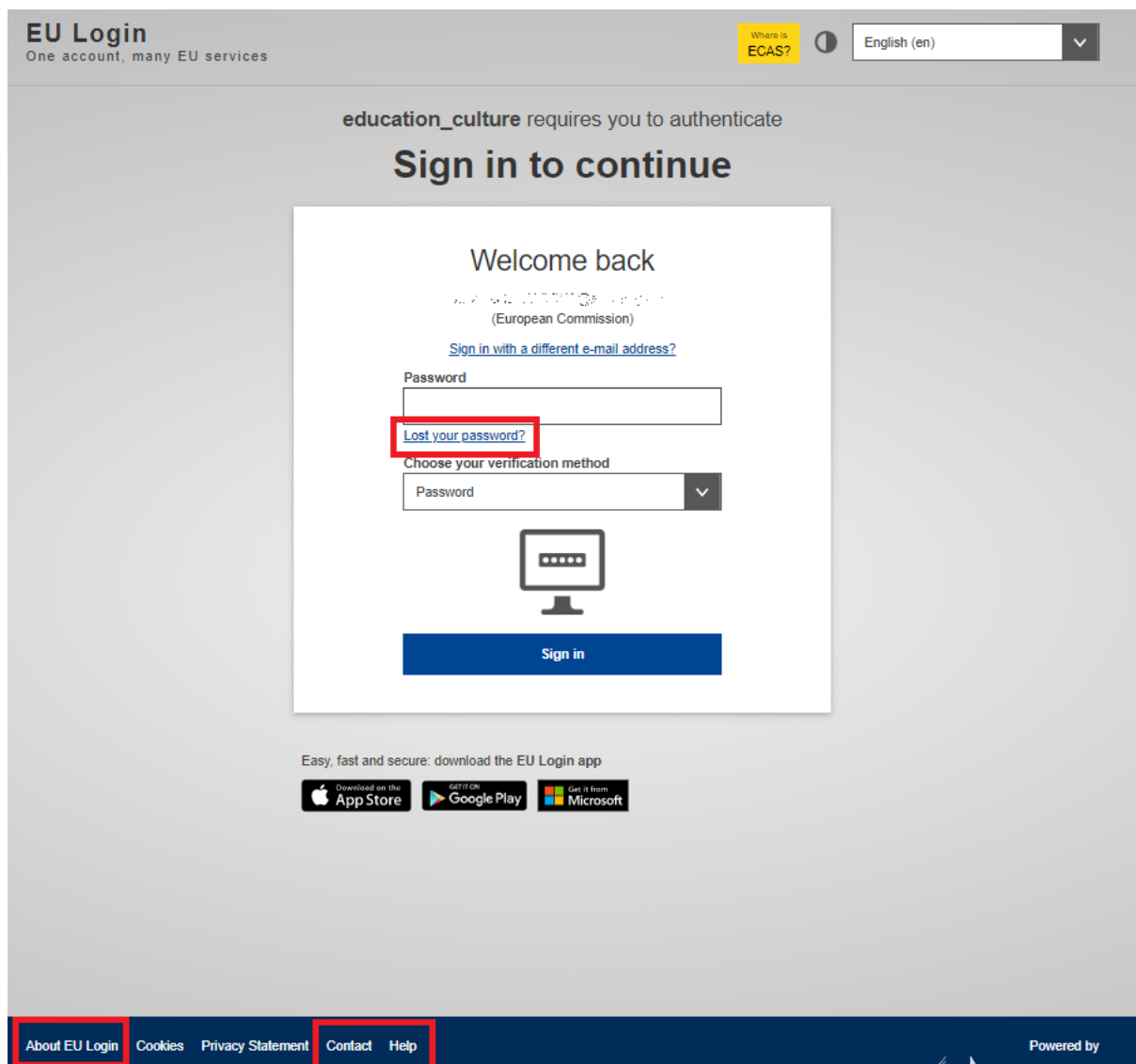
The email address you use to enter EU Login must be the same as the one you have provided to receive email notifications regarding your access. If you introduce a different email address you will not be able to access the Beneficiary's Dashboard.

NB: Make sure that no other application using EU Login is open.

Lost your password?

If you have lost your EU Login Password or you need to create a new one, click on the hyperlink "[Lost your password?](#)" as indicated in the [Figure 5](#), and follow the instructions.

Figure 5: EU Login page



Help (Frequently Asked Questions)

If you need help on the EU Login page or you need to check the Frequently Asked Questions, choose one of the options on the footer of the page ("[About EU Login](#)", "[Contact](#)", or "[Help](#)") as shown on the [Figure 5](#).

Access Forbidden

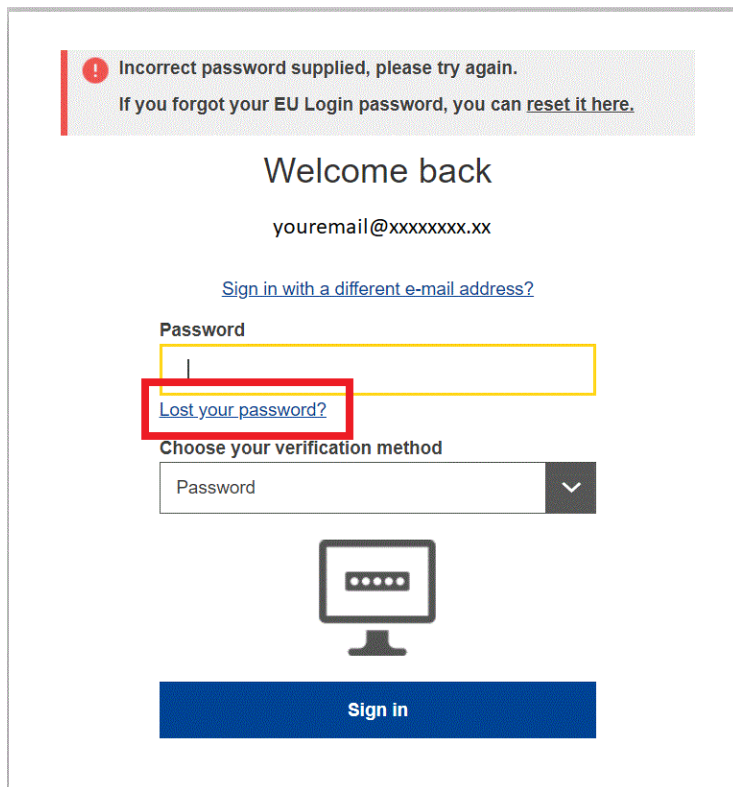
Figure 6: Access Forbidden



If you receive an “Access Forbidden” message ([Figure 6](#)) after you have inserted your login credentials, follow the instructions below:

- Before entering the system ensure that you have closed all other windows/tabs, you have cleaned your cache and history and you have no other service open/running, which requires authentication through EU Login, such as the Mobility tool.
- After doing that, enter your Beneficiary's Dashboard:
https://webgate.ec.europa.eu/education_culture/dissemination/share
- Make sure that you are logged in using the correct e-mail address, which is the e-mail address of the contact person, mentioned in the application form as well as in the email notification you received from us. Use this e-mail address as your username and enter your password.
- If you do not have an EU Login account associated to that email address, then create one by clicking on the "Create an account" ([Figure 4](#)).
- If you do not remember your password then click on "Lost your password" and a new password will be immediately sent to your email ([Figure 7](#)).
- Finally, if you have gone through all the steps above and still experience troubles to connect to your dashboard, please contact the dedicated helpdesk via [Erasmus+ Project Results Platform Contact Form](#) and mention your project reference and the nature of your problem, preferably with attached screenshots.

Figure 7: Lost your password



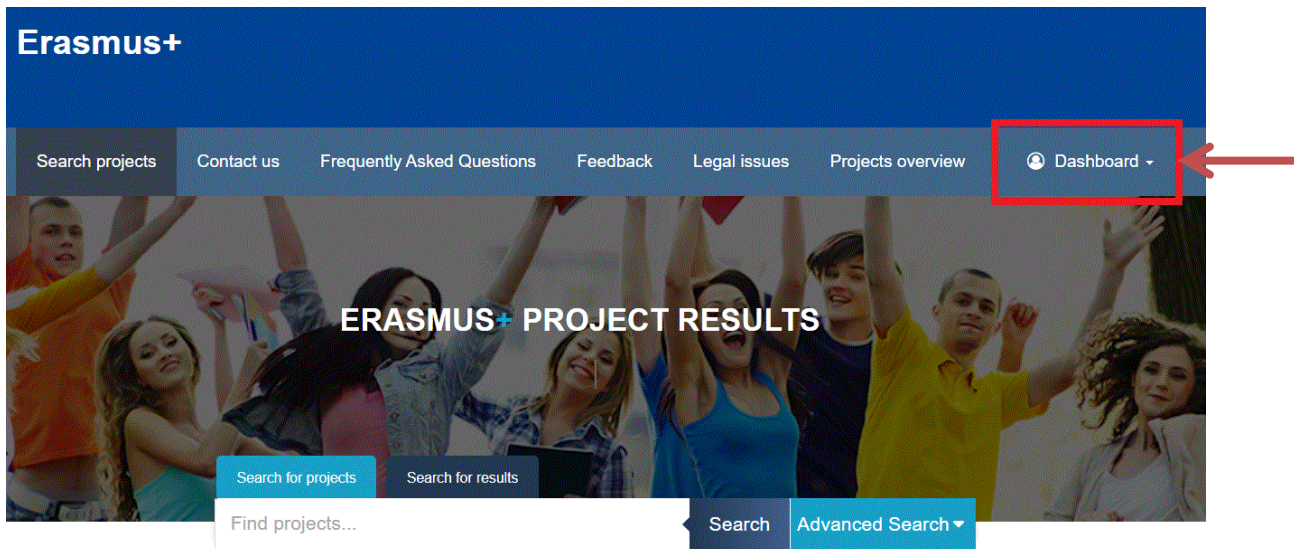
The screenshot shows a login interface with the following elements:

- A red error message at the top: "Incorrect password supplied, please try again. If you forgot your EU Login password, you can [reset it here.](#)"
- A "Welcome back" message followed by the email address "youremail@xxxxxxx.xx".
- A link: "Sign in with a different e-mail address?"
- A "Password" input field with a yellow border.
- A red-bordered link: "Lost your password?"
- A "Choose your verification method" dropdown menu with "Password" selected.
- A computer monitor icon with four dots on the screen.
- A blue "Sign in" button.

Dashboard

After successfully logging in, in the place of 'Log in' button is displayed 'Dashboard' field ([Figure 8](#)).

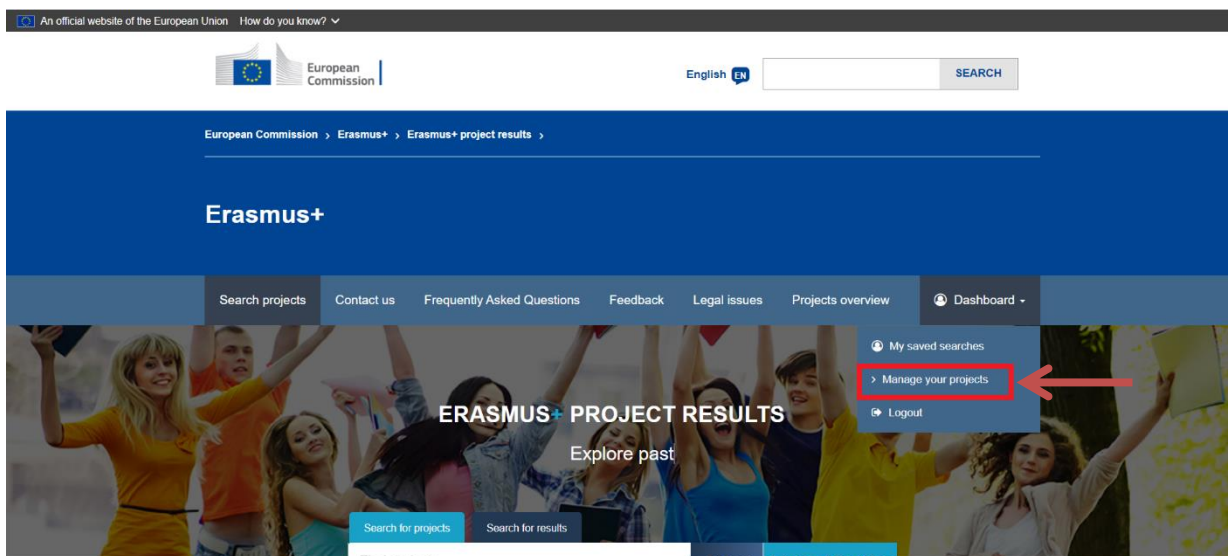
Figure 8: Dashboard



When you hover with the cursor over the ‘Dashboard’ field, there are displayed three different options: ‘Save search / My saved searches’, ‘Manage your projects’ and ‘Logout’.

In order to enter in to your working environment, select option ‘Manage your projects’. ([Figure 9](#))

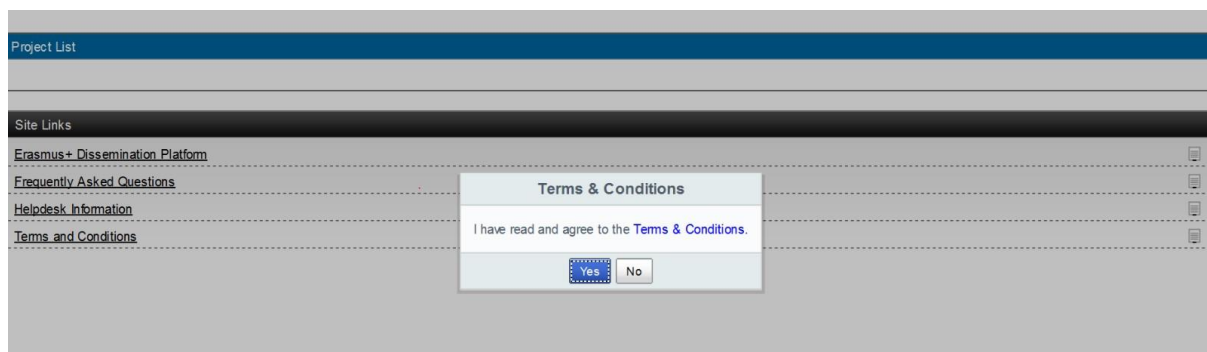
Figure 9: Manage your projects



Beneficiary's Dashboard

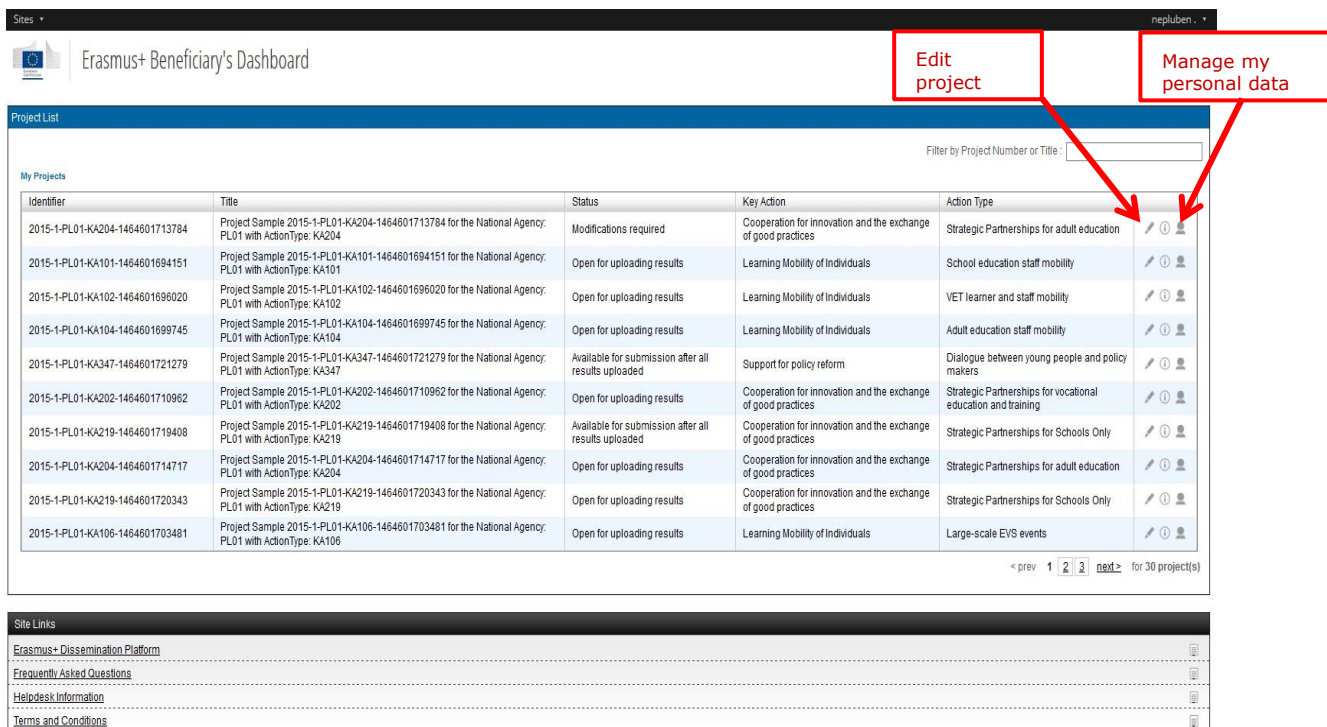
Once you enter into your dashboard, you will be asked to read the Terms and Conditions and accept them before you proceed (Figure 10). Please note that you will be able to read the Terms and Conditions of use of the platform at any time during the lifetime of your project.

Figure 10: Terms and Conditions



Once you accept the Terms and Conditions, you will be able to see all on-going projects you run under the Erasmus+ Programme in the upper part of the screen. In addition, a series of useful links and documents is available in the lower part of the screen, as shown in Figure 11.

Figure 11: Project list



How to manage your personal data?

Contact details of your and your partner's organization are hidden by default. Once you click on the icon "Manage my data" (Figure 11), you will be redirected to a new page (Figure 12). On this page you will be able to choose which contact details (email addresses, phone numbers, name of the contact person) you would like to make publically available. You can also keep default setting in which all contact details are hidden. We encourage you, nonetheless, to be visible and easy to reach and publish at least one relevant contact detail.

Once you have decided which contact details should be published, click on the button "Save".

To return to the first page of the Beneficiary's Dashboard, click on the "Go back" button (Figure 12).

Figure 12: **Personal Data Management**

The screenshot displays the 'Personal Data Management' interface. At the top left is the European Union logo. The main title is 'Personal Data Management'. Below it, 'Project details' are shown: Identifier: 2014-2-LT02-KA347-003780_1 and Title: Democracy through Dialogue not Conflict. The 'Coordinating Organisation' section is expanded, showing 'Asociacija "Aktyvus Jaunimas"'. A red box highlights a consent statement: 'I consent that the following contact person details, marked with "Yes" will be visible to the general public'. Below this, there are three rows of contact details with radio buttons for 'Yes' and 'No': Name: Gedimius Kundackas (No selected), Phone: +37064331871 (No selected), and Email: gascvator@plus.lt (No selected). The 'Partner' section lists several organizations, including 'Hromadska orhanizatsia "Yevropeiskiy Rytm dlia Ukrainy"', 'Board of European Students of Technology - Europska rada studentov technickyh univerzit (BEST)', 'CREATORII', 'Associazione "In Progress" Calabria', and 'European Diplomats' Association'. At the bottom, 'Save' and 'Go Back' buttons are highlighted with red boxes.

How to manage your project's details?

To manage your project's details, click on the pencil icon 'Edit project' as shown in the Figure 11. Then, you will be redirected to a new page on which you will be able to upload your project's logo and website as indicated in the Figures 13 and 14.

Figure 13: Upload project's logo

The screenshot shows the 'Project Information' section of the platform. It features a 'Project Details' tab and a 'Results' tab. The form includes fields for 'Project Number: *' (2015-1-C...-KA203-...), 'Title:' (European Digital Portfolio for University Students), 'End date:' (31/10/2017), 'Submission date:' (with separate boxes for date and time), and 'Website:' (Enter website url). On the right side, there is a circular placeholder labeled 'LOGO' and a button labeled 'Upload logo'. A red arrow points to the 'Upload logo' button.

Figure 14: Upload project's website

The screenshot shows the same 'Project Information' form as Figure 13. The 'Website:' field is now populated with the URL 'http://ec.europa.eu/programmes/erasmus-plus/projects/' and is followed by '[Not Reviewed]'. Below the website field is a button labeled 'Publish Url'. A red arrow points to the 'Publish Url' button.

Please note that the project's website is the only one result that becomes publically available during the life time of the project. As soon as you click on the 'Publish Url' button, the website will be published in your project's card.

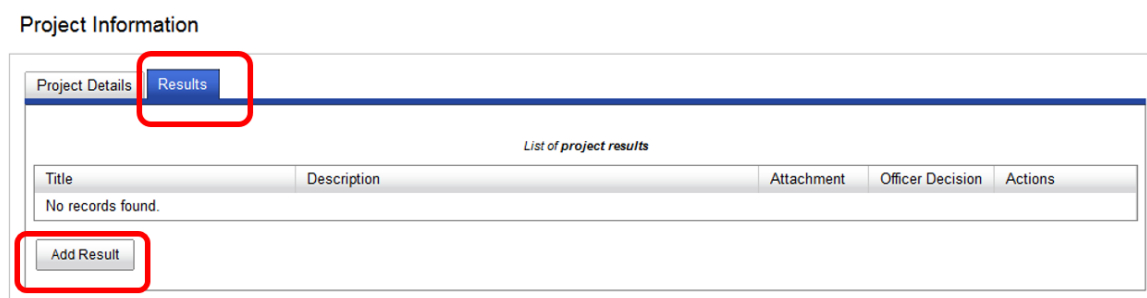
All other results, including project's logo, become published after being reviewed by your project's officer in the framework of the Final Report assessment.

How to add results?

You can start adding the results of your project as soon as you have received an initial notification with the credentials to log in to the Beneficiary's Dashboard. During the lifetime of the project the results remain unpublished and available in your dashboard. As long as the project is ongoing, you can modify them at any time.

In order to start uploading the results, from the Project List ([Figure 11](#)) select a project for which you would like to add the results. Click on the pencil icon 'Edit' ([Figure 11](#)) and you will be redirected to the Project Information page. Then, click on the tab 'Results' and after it on the button 'Add Result', as shown in the [Figure 15](#).

Figure 15: Add Results



For each result you will have to create a separate entry. Once you click on the 'Add Result' button, a pop up window will open and you will be requested to introduce a title, a short description, a category and a type of a given result ([Figure 16](#) and [17](#)). You should only provide a description of the specific result and avoid repeating the information from your project's summary. Once all requested information about the result is added, click on the 'Save' button. Then, you can start uploading a next result. The maximum number of results that can be added to the platform is 450.

Please note that you are able to add only one attachment per result which size cannot exceed 100 MB. Below you can see a list of the formats supported by the platform:

- For Attachments: *.pdf; *.jpeg; *.jpg; *.tif; *.png; *.gif; *.mpeg; *.mpg; *.ogg; *.ppt; *.pps; *.xls; *.xlsx; *.doc; *.docx; *.rtf; *.txt; *.csv; *.mp4; *.mov; *.mp3
- For Logo: *.jpeg; *.jpg; *.png; *.gif

For any issues regarding the format or the size of your attachments, please contact Helpdesk via [Erasmus+ Project Results Platform Contact Form](#).

Figure 16: Title, description and category of a result

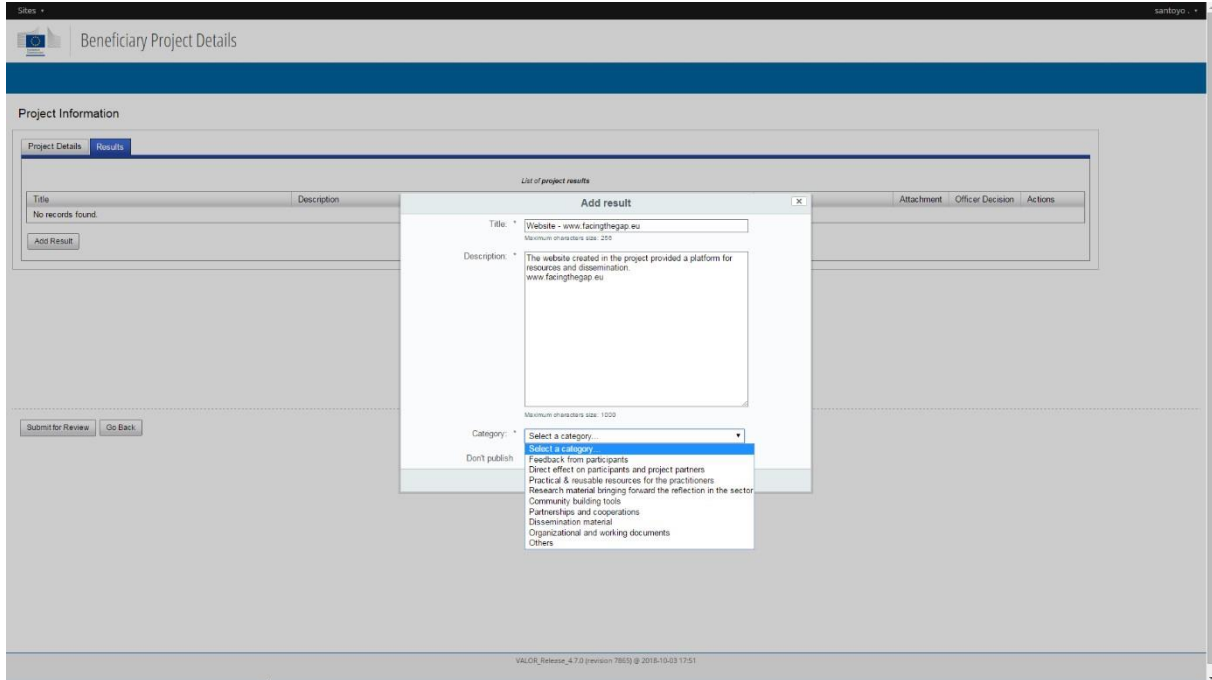
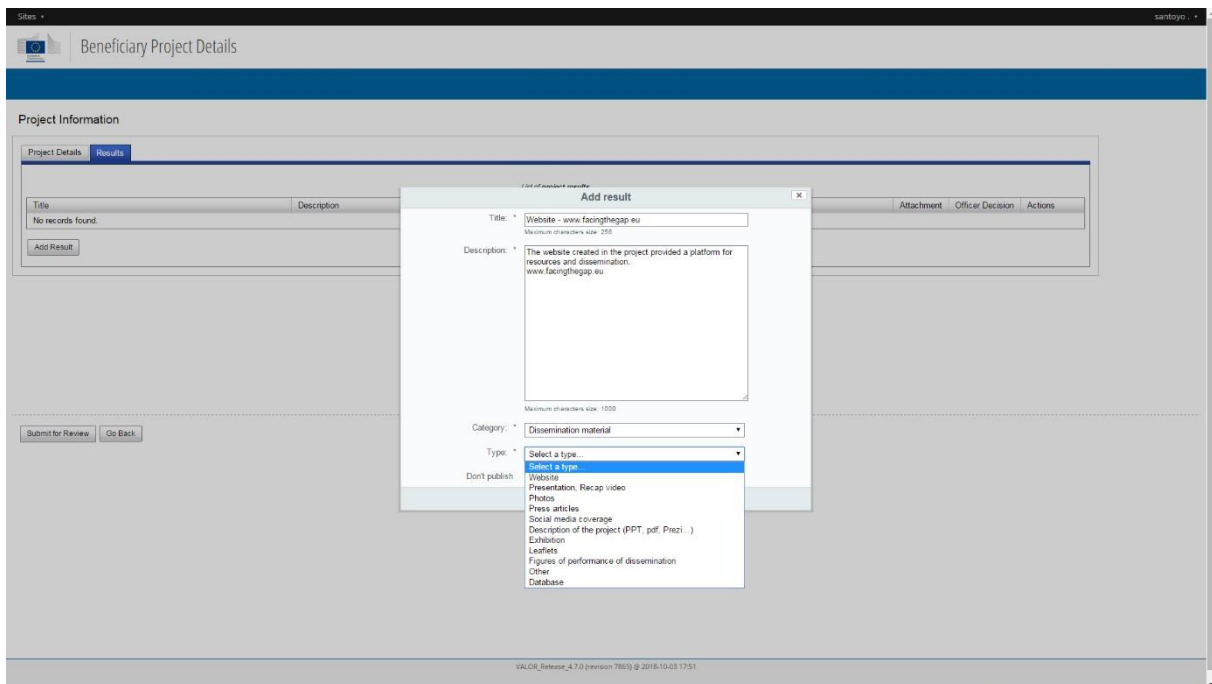


Figure 17: Result type within a category












Also, please note that if for a given reason (copyright, literary translation, etc.) a result should not be made publically available you can choose an option ‘Don’t publish’ as shown in the [Figure 16](#) and [17](#). If you choose this option, the result will be still sent for the officer’s review but will not become published in your project’s card.

Submit Results

Once your project has reached its end date, you will receive an automatic notification informing you that you can submit your results for review. The status of your project will change into ‘Available for submission after all results uploaded’ ([Figure 18](#)).

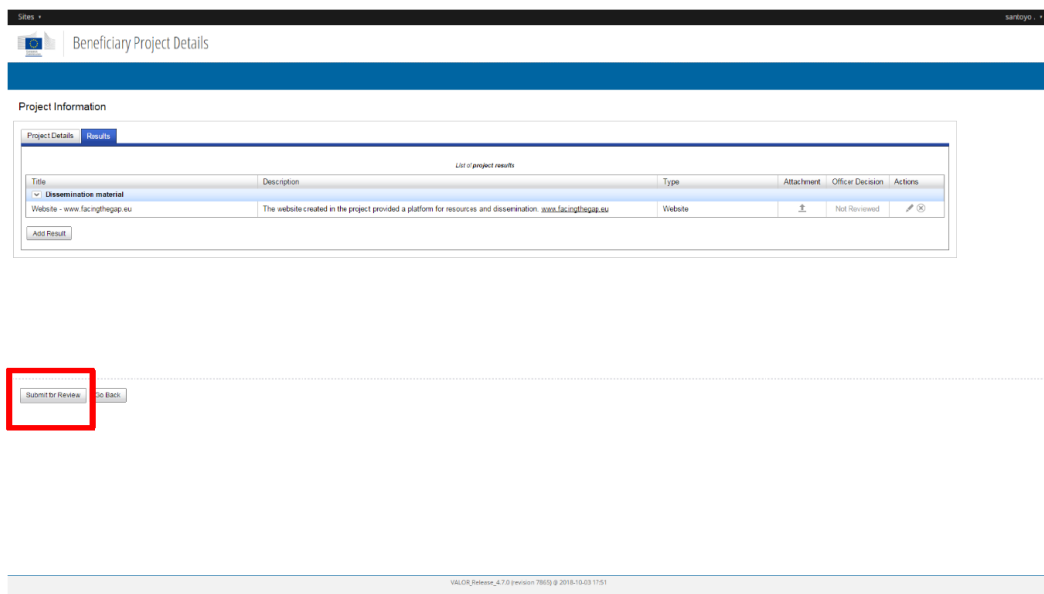
Figure 18: Available for submission after all results uploaded

Identifier	Title	Status	Key Action	Action Type	
2015-1-CY01-KA203-099980	European Digital Portfolio for University Students	Open for uploading results	Cooperation for innovation and the exchange of good practices	Strategic Partnerships for higher education	  
2015-1-CY01-KA101-001799	Improving Leadership, Teaching Methods and Learning Opportunities for our Children	Available for submission after all results uploaded	Learning Mobility of Individuals	School education staff mobility	  
2015-1-CY01-KA204-099990	Online Game for Entrepreneurship and Innovation	Available for submission after all results uploaded	Cooperation for innovation and the exchange of good practices	Strategic Partnerships for adult education	  

< prev 1 next > for 3 project(s)

Once you receive an end date reminder notification the ‘Submit for Review’ button will become active and you will be able to submit your results for review ([Figure 19](#)).

Figure 19: Submit for Review

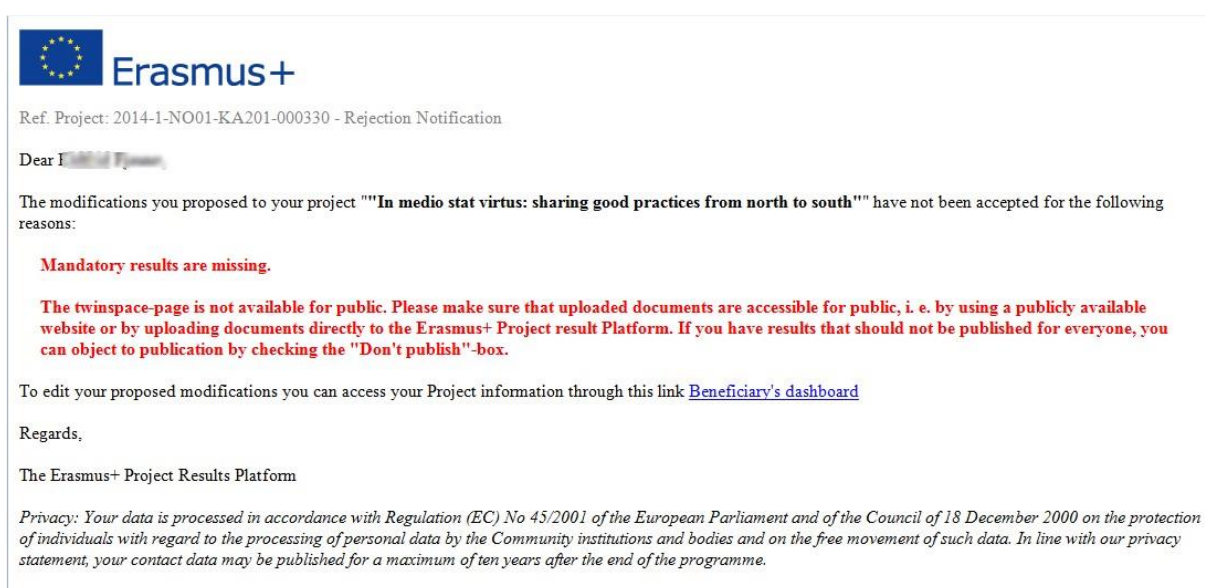


Once you click on 'Submit for review', the project will disappear from your dashboard and will appear in the Officer's dashboard for review.

Rejection of results

In case your project results are incomplete or inaccurate, or mandatory results are missing, you will receive a notification ([Figure 20](#)) from your project officer telling you to go back to your dashboard and update the results ([Figure 19](#)).

Figure 20: **Rejection notification**



Publication of your project results and update of your project card

We encourage you to start uploading the results as soon as you have produced any outputs or outcomes relevant for your project. Your project's results have a great potential to interest a wider audience and/or could be reused by other organisations. When you receive the initial notification ([Figure 2](#)), you will be able to access the Beneficiary's dashboard and start uploading the results.

Please note that during the life time of your project the results remain un-published. They become publically available only after the results have been reviewed and approved by your project officer and the project has been finalized (final payment approval).

Please note that the 'Submit for Review' button remains disabled until the end date of your project. Once the project reaches its end date, the 'Submit for Review' button becomes active and you can submit the results for the officer's review and approval.

Your project card containing contractual information can be updated during the lifetime of your project. Any changes on contractual data such as start date, end date, partners should be communicated to your project officer. Once approved by your project officer, these changes will be automatically transferred to your project public card.

Please note that at the final report stage all contractual data of your project will be updated with the information you have provided in your final report.

If any changes on contractual data occur after the finalisation of your project, please contact us via [Erasmus+ Project Results Platform Contact Form](#) to change it manually.

Contact during and after the project lifetime

Please check the "Frequently Asked Question" document available in your dashboard under "Useful Links". Should you need further guidance, please contact the dedicated Helpdesk via

[Erasmus+ Project Results Platform Contact Form](#)