

Erasmus + Project Results Platform Guide for Beneficiaries

This guide provides support to beneficiaries in uploading the results of their projects to the Erasmus+ Project Results Platform and thus making results available to a wider public.

Guidelines for beneficiaries – Project's Results Platform

Current version

Erasmus+ PRP v 3.0.1.released on 13 December 2016

These guidelines are aimed at accompanying beneficiaries step by step in the process of making their project results available to the public. We hope that they are helpful. Suggestions for improvement are welcome at: EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu

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!

The next steps will guide you through on how to share the results of your project in the Erasmus+ Project Results Platform with as many people as possible.

What is the Erasmus+ Project Results Platform (E+PRP)?

E+PRP is the new Dissemination and Exploitation platform that offers a comprehensive overview of all projects funded under the Erasmus+ programmes as well as some projects funded under the previous programmes (Lifelong Learning, Youth in Action, Tempus, Erasmus Mundus, etc.).

Who should upload results on the platform?

Uploading results in the platform is recommended for all KA1 – Mobility and KA347 – Structured Dialogue projects, and compulsory for all the rest of the projects.

Who does what?

Project Beneficiaries are usually the coordinators of a European project. In general, they are the beneficiaries of a European Commission's grant for action. They upload project results into the system together with some other basic information in the project card, such as the project's logo and website.

Officers are staff of the European Commission, EACEA and National Agencies (NAs). They check, validate and publish project results and identify good practices.

Steps

Introduction.....	1
Detailed steps.....	2
Login Credentials	2
How to log in?.....	4
Your dashboard	8
Edit your contact and project details	9
Add results.....	12
Submit Results.....	13
Revise Results	13
Publication of your project results and update of your project card.....	14
Contact during and after the project lifetime	14

Detailed steps

Login Credentials

Once your project is selected for granting, you receive a message from the agency to which you have sent your project proposal, inviting you to sign the grant agreement (contract). When the Agency receives your signed contract, it signs it too and the grant agreement enters into force.

This is the moment when your project becomes visible on the Erasmus+ Europe Project Results Platform. Basic information about your project, such as project summary, duration, budget and partnership structure is displayed as in Figure 1

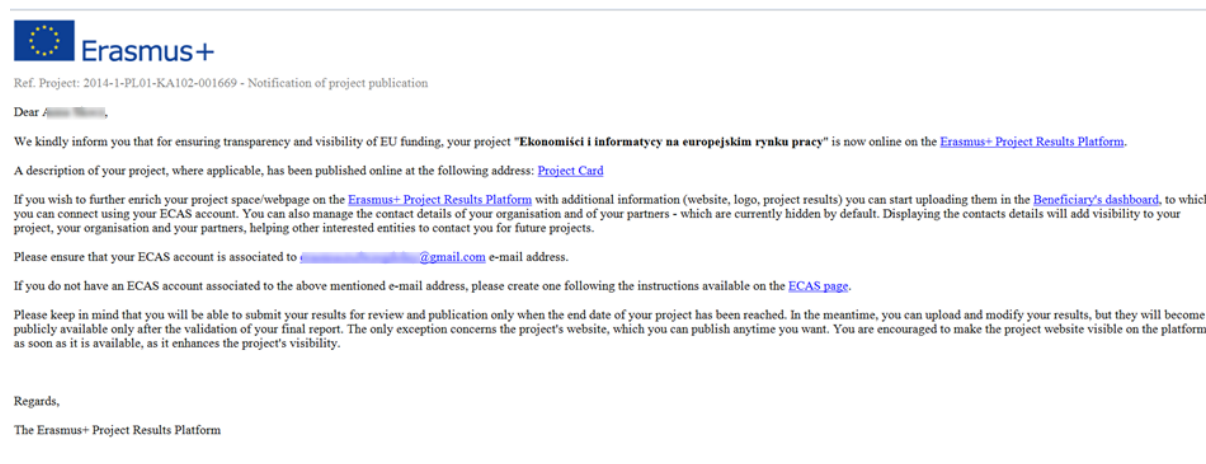
Figure 1: Project card

The screenshot shows the Erasmus+ Projects Results Platform interface. At the top, there is a navigation bar with the European Commission logo and the text 'ERASMUS+ Enriching lives, opening minds'. Below this is a banner image of four young women cheering. The main content area is titled 'ACT YOUR JOB' and includes a list of participating countries (Spain, Italy, France, Greece, Hungary). There are three buttons: 'SUCCESS STORIES', 'GOOD PRACTICE EXAMPLE', and 'DOWNLOAD AS PDF'. The project reference is 'EST-2012-1-ES1-LE004-51966'. The project is part of 'Education and training\Life long learning (2007-2013)\LEONARDO DA VINCI\Partnerships'. The 'Coordinator' is 'Ayuntamiento de San Andrés del Rabanedo'. The 'Partners' list includes 'Newham College of Further Education', 'Akademia Humanistyczna – Ekonomiczna W Łodzi', 'Sonhos para Sempre- Rede de Animação Social e Comunitária, CRL', and 'Rogers Személyközpontú Oktatásért'. The 'Summary' section describes the project's aim to exchange transnational experiences and best practices in addressing the lack of interest towards learning and/or employment shown by young people. The 'Results' section lists various outputs such as 'Act Your Job Project brochure', 'Act Your Job Day 1', 'Act Your Job Day 2', 'Video of the 2nd Act Your Job Day', 'Employee competencies list', 'Act Your Job website', 'Best Practice Handbook', 'Script Handbook', 'Brochure of the project', 'A song performed by our students', 'Project logo', and 'Videos from Act Your Job Days'.

At the same time you receive an automated notification with the credentials to log on to your workspace, which is called "Beneficiary's Dashboard". The notification is sent to the person identified as a contact person for the coordinator/applicant in the application form and only this person has access to the Beneficiary's Dashboard (unlike in the Mobility Tool where more than one can have access). If more than one person would like to have access to the Beneficiary's Dashboard (e.g. your colleagues/partners), you may contact us (EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu) and

ask us to grant them access. A sample message including your credentials for using the private workspace of the Project Results Platform is shown in Figure 2.

Figure 2: Initial notification



How to log in?

Option 1: Click on the "Beneficiary dashboard" link inside the e-mail notification inviting you to add results to your project.

If you do not find this initial e-mail anymore, please send a request to the dedicated helpdesk, i.e. EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu, indicating your project reference (contract number from your grant agreement), as well as the title of your project and the contact details of the contact person indicated in the application form.

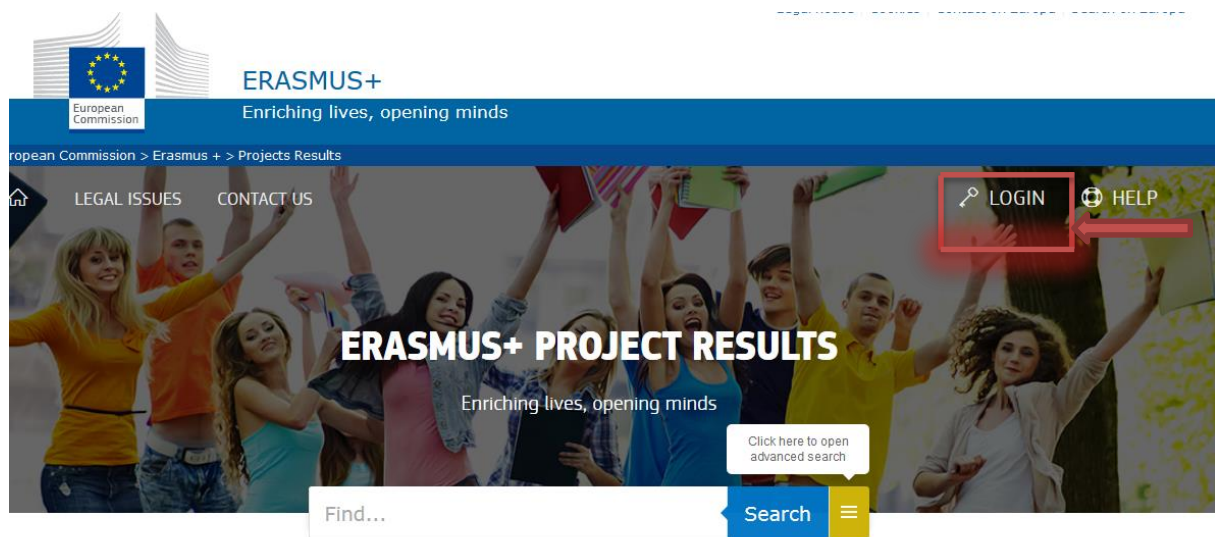
Option 2: Go to the public interface of the platform, that is:

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

and click on the **Login** button on the right corner up, as highlighted in Figure 3

Option 3: Go to the Erasmus+ website scroll down until you reach an icon and an active link inviting you to discover the project results platform. By clicking on the link you will get to the landing page that includes the LOGIN button.

Figure 3: Login



About

Once you click on the Login button of the Platform's landing page you will be re-directed to the European Commission's Authentication System (ECAS).

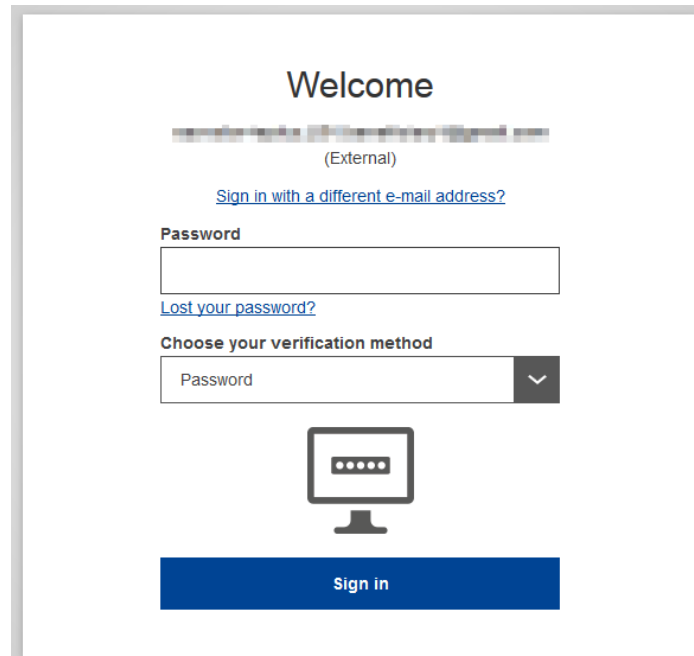
Figure 4: ECAS

Enter your **ECAS Username** or your e-mail address and your **ECAS Password**. This must be the same e-mail address as used by the e-mail notification informing you of your access. If you do not use the same e-mail address, you will not gain access to the project information.

Once you entered your ECAS Username and Password, click the **LOGIN** button

Figure 5: Password lost?

If you have lost your **ECAS Password** or you need to create a new one, click the hyperlink [Lost your password?](#) and follow the instructions.



Welcome

(External)


[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

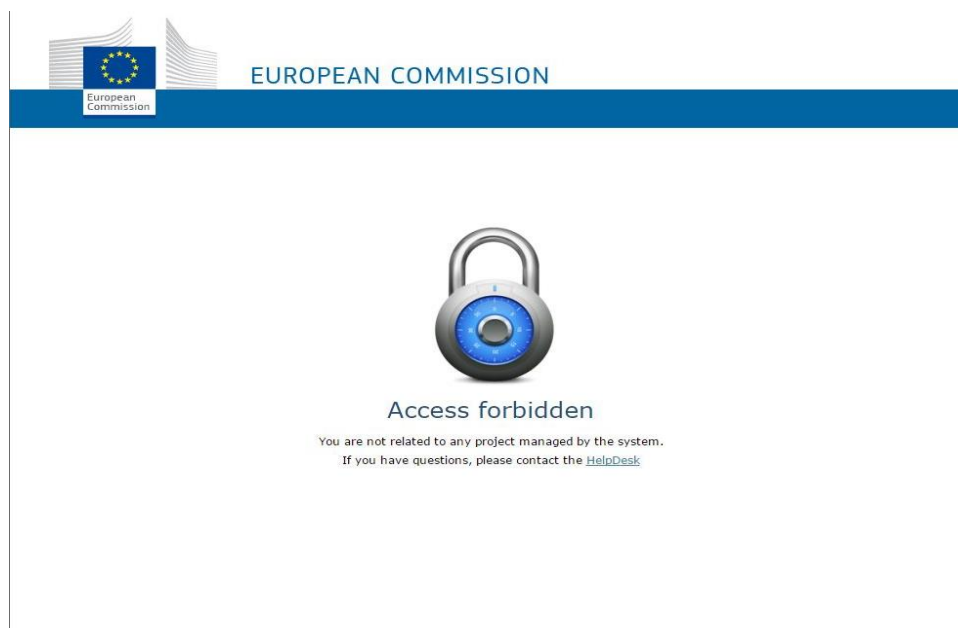
Password



Sign in

If you receive an "Access Forbidden" message (see Figure 6) after you insert your credentials, follow the steps below:

Figure 6: Access forbidden

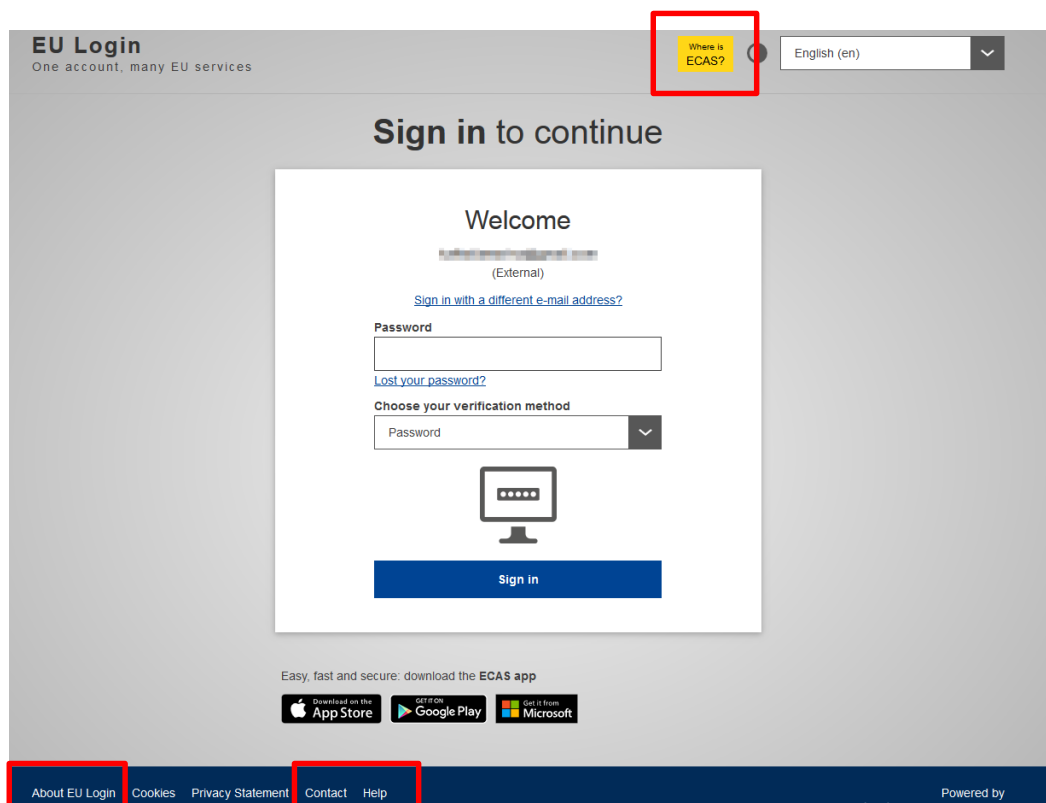


- Before entering the system ensure that you have closed all other windows/tabs, you have cleaned your cache and history and you have no other service open/running which requires authentication through ECAS, such as the Mobility tool.
- After doing that, enter your Beneficiary's Dashboard:
https://webgate.ec.europa.eu/education_culture/dissemination/share
- 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 e-mail notification you received from us. Use this e-mail address as your username and enter your password.
- If you do not have an ECAS account associated to that email address then create one by clicking on the "Create an account".
- If you do not remember your password then click on "Lost your password" and a new password will be immediately sent to your email.
- Finally, if you have gone through all the steps above and still experience troubles to connect to your dashboard, please contact the dedicated helpdesk at the following address: EAC-PROJECTSPATFORM-HELPDESK@ec.europa.eu , and mention your project reference and the nature of your problem, preferably with attached screenshots.

Please note that it might take a couple of minutes for the page to load. Please be patient during the process and avoid clicking on the screen, even if you are invited to click on a link to be re-directed.

Help (frequently asked questions)

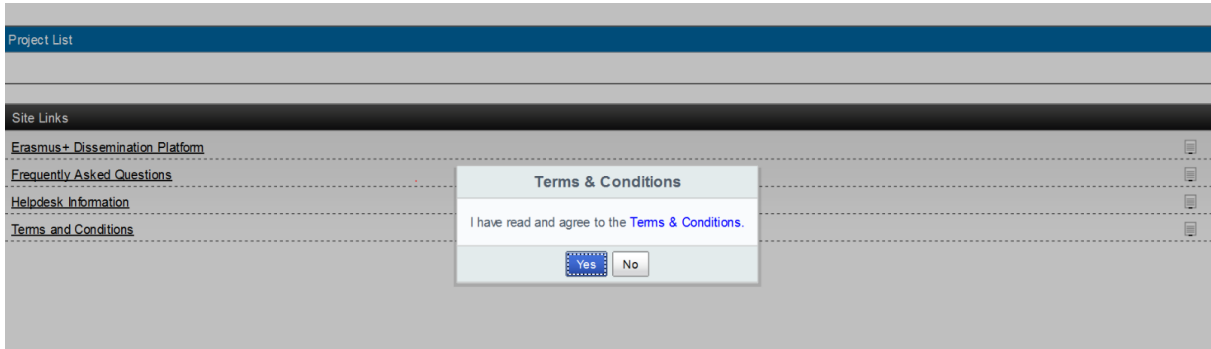
If you need help on the "EU Login" or need to check the frequently asked questions, click the "[Where is ECAS?](#)" button (as shown below), or one of the options on the Footer of the page ("[About EU Login](#)", "[Contact](#)", or "[Help](#)").



Your dashboard

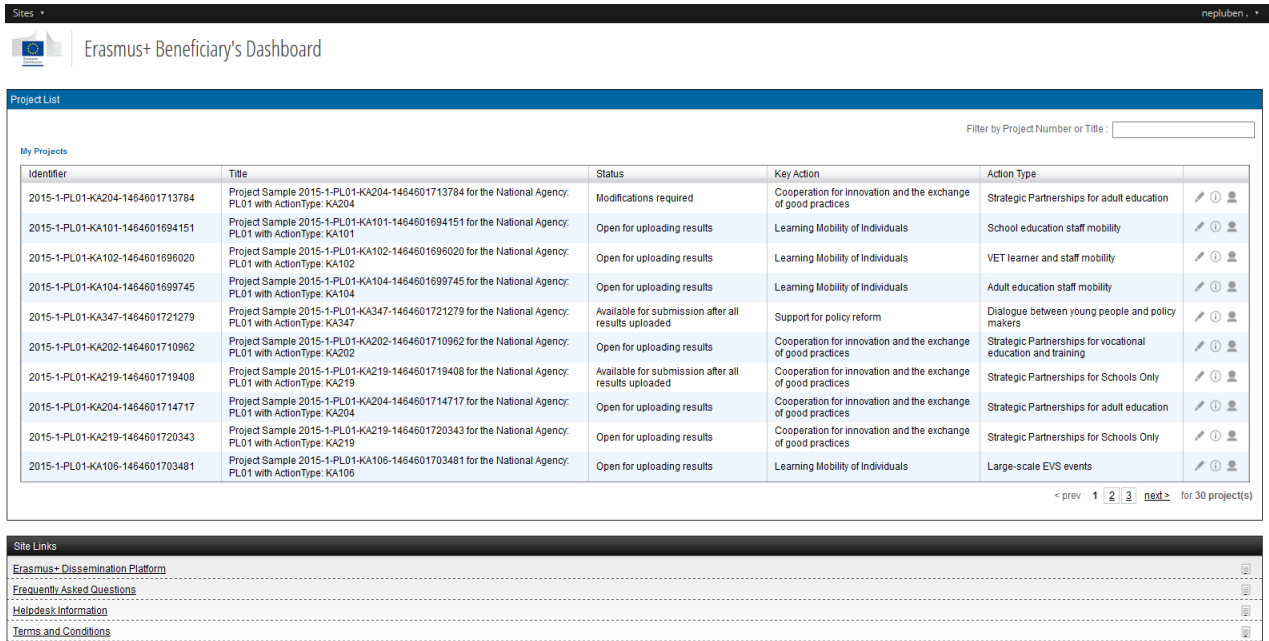
Once you introduce your login credentials, you will see the following screen and you will be asked to read the Terms and Conditions and accept them before you proceed. Please note that you will be able to read the Terms and Conditions of use of the platform at any time during your project lifetime.

Figure 7: Your Dashboard



Then you will be able to see all the on-going projects you run under the Erasmus+ Programme in the upper part of your screen, and a series of useful links and documents in the lower half of your screen, as shown in Figure 8.

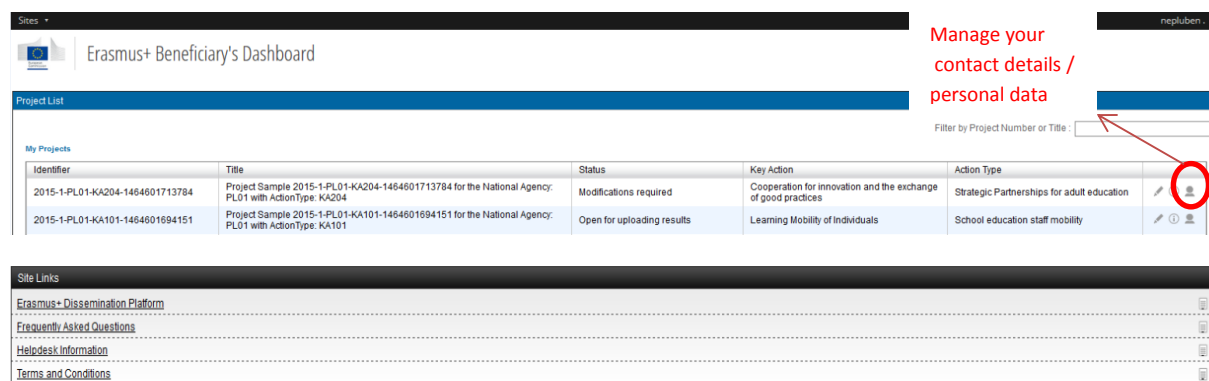
Figure 8: Useful information





Edit your contact and project details

Contact details/personal data: You can decide to display or not the contact details for you and for your partners, once you have a clear mandate for each of them. As some applicants might use the platform for partner searching, it would be beneficial for your organisation to display at least one relevant contact detail. We encourage you to be visible and easy to reach by publishing your details as shown in Figure 9.

Figure 9: Manage your personal data



The screenshot shows the Erasmus+ Beneficiary's Dashboard. At the top, there is a navigation bar with 'Sites' and 'nepluben'. Below this is the 'Erasmus+ Beneficiary's Dashboard' header. The main content area is titled 'Project List' and contains a table of projects. A red circle highlights a user icon in the rightmost column of the table, with a red arrow pointing to it from the text 'Manage your contact details / personal data'.

Identifier	Title	Status	Key Action	Action Type	
2015-1-PL01-KA204-1464601713784	Project Sample 2015-1-PL01-KA204-1464601713784 for the National Agency: PL01 with ActionType: KA204	Modifications required	Cooperation for innovation and the exchange of good practices	Strategic Partnerships for adult education	
2015-1-PL01-KA101-1464601694151	Project Sample 2015-1-PL01-KA101-1464601694151 for the National Agency: PL01 with ActionType: KA101	Open for uploading results	Learning Mobility of Individuals	School education staff mobility	

Below the table, there is a 'Site Links' section with the following links:

- Erasmus+ Dissemination Platform
- Frequently Asked Questions
- Helpdesk Information
- Terms and Conditions

Once you click on Personal data management, you will get a new page (Figure 10) in which you will be invited to take a decision for each contact detail of each partner (based on the previous agreement with each of them). You will be able to choose whether you display only the e-mail address, or/and the phone details and/or the name of the contact person, or nothing at all (Figure 10).

Figure 10: Manage your personal data

Personal Data Management

Project details

Identifier: 2014-2-LT02-KA347-003780_1
Title: Democracy through Dialogue not Conflict

Coordinating Organisation

Asociacija "Aktyvus Jaunimas"

I consent that the following contact person details, marked with "Yes" will be visible to the general public

Name: Gediminas Kondrackis Yes No
Phone: +37064333871 Yes No
Email: gkondrackis@aktyvusjaunimas.lt Yes No

Partner - Hromadska orhanizatsia "Yevropeiskyi Rytm dlia Ukrainy"

Contact Person

No confidential data defined for this party

Partner - Board of European Students of Technology - Europska rada studentov technickych univerzit (BEST)

Partner - CREATORII

Partner - Associazione "In Progress" Calabria

Partner - European Diplomats' Association

Save Go Back

Your contact details are hidden by default and will become immediately visible on your public project card if you decide to display them. Click on the "Save" button on the bottom of the screen (see red square on Figure 10) and then click on "Go Back" to return to the first page of your Beneficiary's Dashboard (Figure 8).

Project details: By clicking on the "Edit" button (see pencil icon on Figure 11), you are redirected to the "Project details" tab, where you can upload your project logo and project URL.

Figure 11: Edit your project

Erasmus+ Beneficiary's Dashboard

Project List

My Projects

Identifier	Title	Status	Key Action	Action Type
2015-1-PL01-KA204-1464601713784	Project Sample 2015-1-PL01-KA204-1464601713784 for the National Agency: PL01 with ActionType: KA204	Modifications required	Cooperation for innovation and the exchange of good practices	Strategic Partnerships for adult education
2015-1-PL01-KA101-1464601694151	Project Sample 2015-1-PL01-KA101-1464601694151 for the National Agency: PL01 with ActionType: KA101	Open for uploading results	Learning Mobility of Individuals	School education staff mobility

Edit project

As soon as you have set up a project website and a project logo, you can upload them on the platform, as shown in Figures 12 and 13.

Figure 12: Upload project logo

Project Information

Project Details Results

Project Number: *
2015-1-CO1-1-KA203-0-123456

Title:
European Digital Portfolios for University Students

End date:
31/10/2017
DD/MM/YYYY

Submission date:
[] []
DD/MM/YYYY HH:MM (24 Hour)

Website:
Enter website url

LOGO
Upload logo




Figure 13: Upload project website address

Project Details Results

Project Number: *
2015-1-CO1-1-KA203-0-123456

Title:
European Digital Portfolios for University Students

End date:
31/10/2017
DD/MM/YYYY

Submission date:
[] []
DD/MM/YYYY HH:MM (24 Hour)

Website:
<http://ec.europa.eu/programmes/erasmus-plus/projects/> [Not Reviewed]

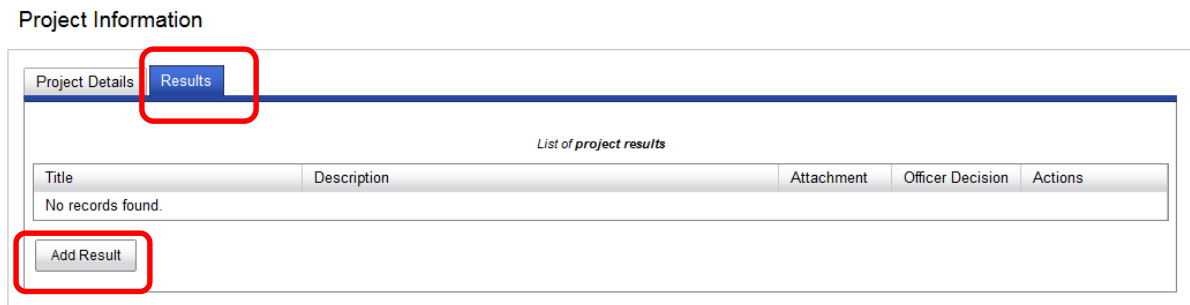
Publish Url

Please note that you can choose to publish, edit or un-publish the project's website at any time during the lifetime of the project. Please note that while the project website will become publicly available as soon as you click on **Publish URL**, the logo will only become publicly available after review by an officer in the framework of the Final Report assessment.

Add results

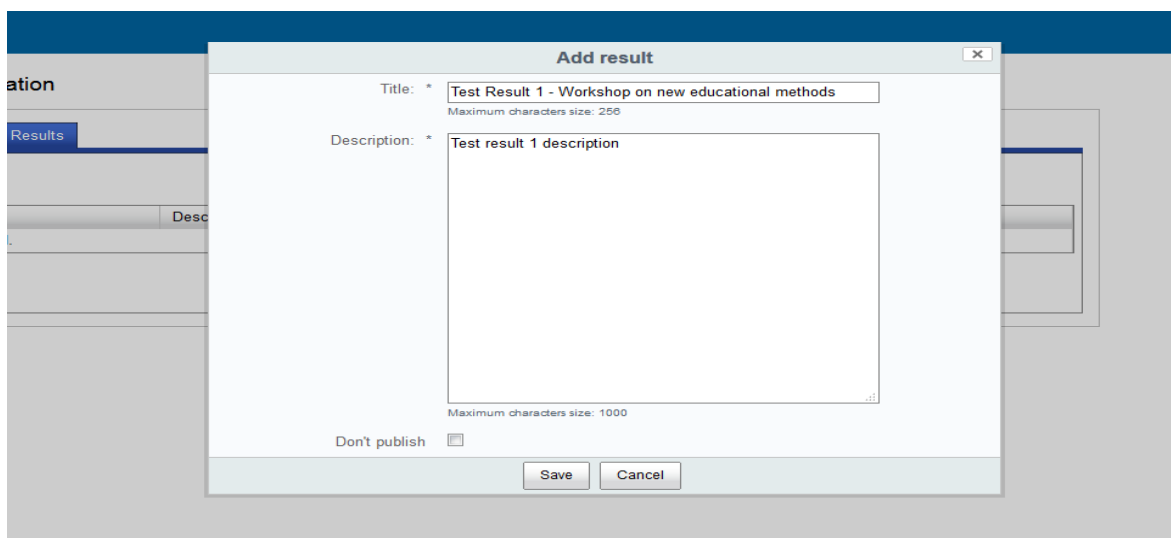
You can start adding results as soon as you have them. For this you need to click on the project for which you want to upload results, then once inside the project file, click on the "Results" tab, and finally on "Add results", as shown in the figure below (Figure 14).

Figure 14



A pop-up window will open and you will be requested to introduce a title and a short description for your result (Figure 15). You should only describe the particular result and avoid repeating your project summary, which will be visible in your project card anyway. Once this is done, please click on save. You can then go and upload another result. For an overview of what types of results are expected, please check the document "Relevant Results" on the landing page of your Dashboard. For each result you can attach one attachment only, not bigger than 100MB. If one of your results is bigger than 100 MB, please contact the helpdesk. For the types of files accepted please check the frequently asked questions. You can always edit, modify, delete and add results while the project is still on-going.

Figure 15









Do not publish option: please note that if for a given reason (copyright, literary translation, etc.) one result should not be made available to the public, as a beneficiary you can choose this option and submit the result for review by an officer but not make it publicly available on the platform.

Submit Results

Once your project has reached its end date, you will receive an automated 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 16).

Figure 16

Project List					
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)




The "Submit for Review" button in the "Results" Tab, disabled during the lifetime of the project, will only become active after the end date. Please make sure that you have uploaded all the results that you wanted before clicking on the "Submit for Review" button (Figure 17).

Figure 17: Submit results for review

Project Information

Project Details Results

List of project results

Title	Description	Attachment	Officer Decision	Actions
Test result 2-Video	Video on the educational methods used -Test result 2		Not Reviewed	 

Add Result

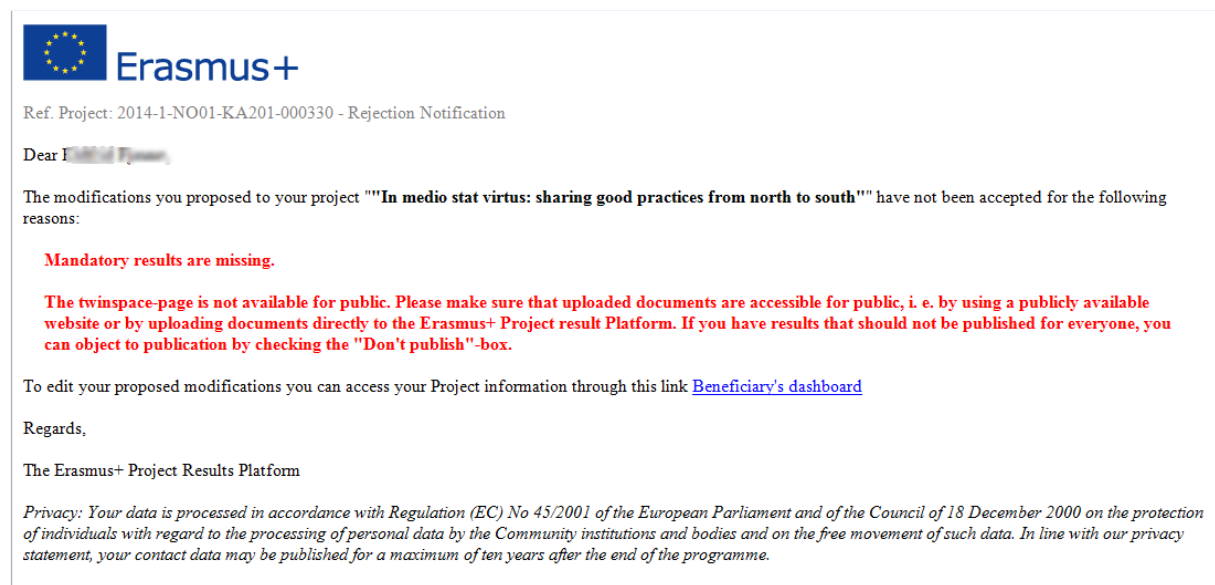
Once you click on "Submit for review", the project will disappear from your dashboard and will appear in the Officer's dashboard for review.

If you want to go back to the main menu and see the list of your projects, you can click on the "Go Back" button.

Revise Results

In case your project's results are incomplete or inaccurate, or mandatory results are missing, you might receive a notification from your project officer telling you to go back to your dashboard and update them (Figure 18).

Figure 18



If that is the case, follow the link in the message and start again from Step 1.

Publication of your project results and update of your project card

Your project results will be published when your project is finalised in the grant management system by your officer (final payment approval). Until then, they will remain unpublished. Your project card can be updated during the lifetime of your project and until its finalisation but only by your project officer, as you cannot make any changes on contractual data by yourself. Also, all contractual data will be updated at final report stage and your public project card will be automatically updated with the data you submit at your final report. Please note that your project summary is also automatically updated with the one you submit at final report stage. However, if you wish to make a change on the contractual data before the end of the project then you may ask your project officer to change this in the grant management system. Once they perform the change your public project card will be automatically updated with the new information. You should not forget though to insert the new data in your final report to avoid inconsistencies. If any changes on contractual data occur after the finalisation of your project, please contact us (EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu) 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 at

EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu