



# Erasmus+

## Erasmus Mundus Joint Masters (EMJM) Project Monitoring & Reporting

*Kick-off meeting*

*29<sup>th</sup> November 2023*

*European Education and Culture  
Executive Agency*

# Monitoring

## *Objectives & Role EACEA*

Monitoring is a necessary **core management instrument** for all projects and especially important for projects of particular success and projects that face problems.

1

### PROJECT LEVEL



- Sound project management
- On track with initial objectives

2

### PROGRAMME LEVEL



- Project in line with EMJM policy objectives
- Compliance with EU rules

# Types of Monitoring



## DESK MONITORING

*(Brussels HQ)*



## REMOTE MONITORING

*(Brussels/spot)*



## FIELD MONITORING

*(on the spot)*

*Linked & complementary*

## PROJECT LIFE CYCLE

### PREVENTIVE

Beginning of  
project lifetime

### ADVISORY

During project  
whole lifetime

### CONTROL

After project  
completion



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# Funding Tender Opportunities Portal (FTOP) Reporting

It is the **contractual obligation** of grant holders to report on their project on certain moments, financially and content-wise.

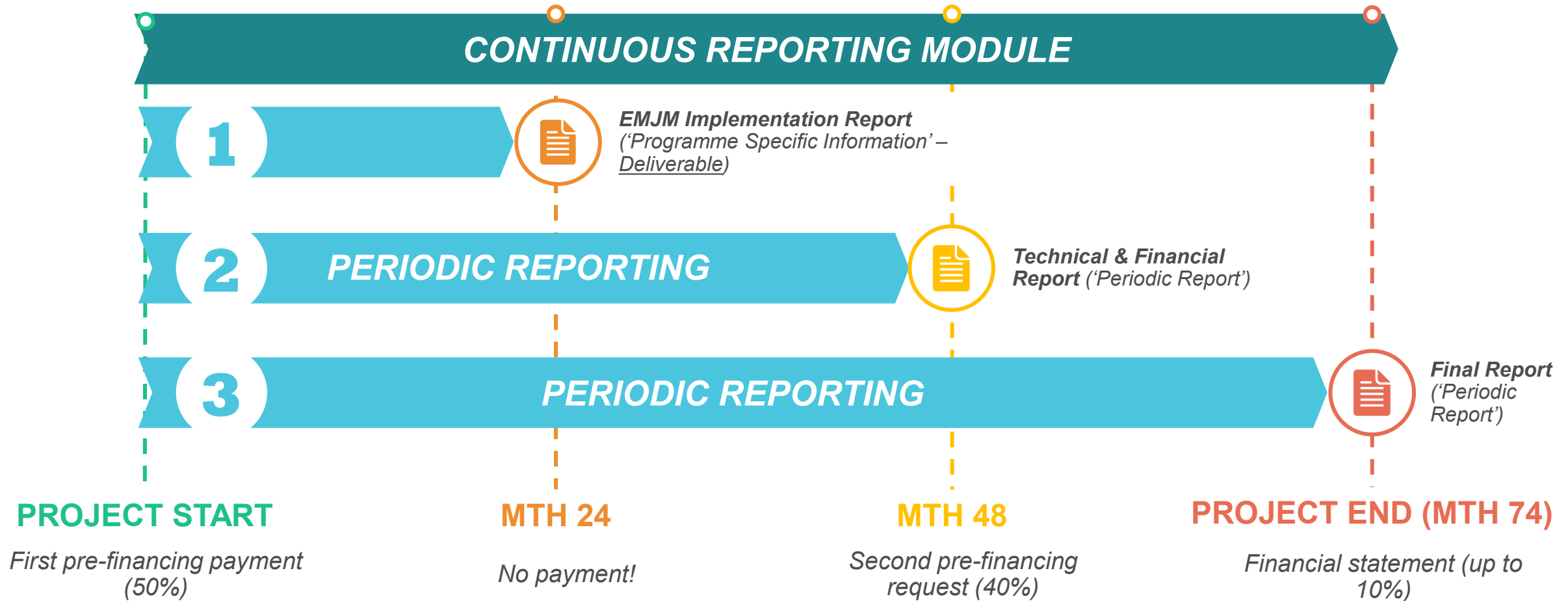


**Continuous Reporting &  
Monitoring**



**Fixed Reporting  
Periods**

# Continuous Reporting, “Fixed” Reporting Periods & Pre-financings



# Continuous Reporting

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' interface. On the left, a sidebar titled 'MY PROJECT' contains project details: Call: ERASMUS-EDU-2023-PEX-EMJM-MOB, Type of Action: ERASMUS-EMJM-UN, Acronym: , Current Phase: Grant Management, Number: , Duration: 74 months, GA based on the: Erasmus+ MGA — Multi & Mono - 1.null, Start Date: , Estimated Project Cost: €0.00, Requested EU Contribution: , and Contact: . Below this are links for 'Latest Legal Data', 'Active Processes', 'Document Library', and 'Communication Centre'. The main content area is titled 'Continuous Reporting' and features a progress bar for '01 Nov 2023' with 'Started' and 'Completed' markers. A '+ Continuous reporting data' button is present. Below the progress bar are sections for 'Process documents' (No documents), 'Process communications' (No topics), and 'Process history'. A red dashed arrow points from the 'Process history' icon to an explanatory diagram. The diagram, titled 'EXPLANATION ON COLOUR USE:', shows three boxes: a yellow box for 'YELLOW BOX' (task available for Consortium), a blue box for 'BLUE BOX' (information submitted, waiting for EU action), and a black box for 'BLACK BOX' (process finalised).

RESEARCH & INNOVATION  
Grant Management Services

MY PROJECT

Call: ERASMUS-EDU-2023-PEX-EMJM-MOB  
Type of Action: ERASMUS-EMJM-UN  
Acronym:   
Current Phase: Grant Management  
Number:   
Duration: 74 months  
GA based on the: Erasmus+ MGA — Multi & Mono - 1.null  
Start Date:   
Estimated Project Cost: €0.00  
Requested EU Contribution:   
Contact:

Latest Legal Data  
Active Processes  
Document Library  
Communication Centre

Continuous Reporting

01 Nov 2023  
Started Completed

+ Continuous reporting data

Process documents  
No documents.

Process communications  
No topics

Process history

EXPLANATION ON COLOUR USE:

**YELLOW BOX**  
A task is available to be carried out by the Consortium

**BLUE BOX**  
Consortium has submitted information and wait the action of the EU (no available task to the Consortium)

**BLACK BOX**  
The process is finalised

Activated at project start

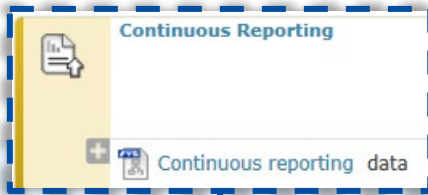


<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Continuous+Reporting>



# Continuous Reporting

## *Project Summary (for publication)*



All fields are mandatory

The screenshot shows the 'Project Continuous Report' interface. At the top, there's a header with 'Grant Management' and 'Project Continuous Report'. Below this is a navigation bar with tabs: 'ERASMUS...', 'Project Summary', 'Deliverables', 'Milestones', 'Critical Risks', 'Dissemination activities', 'Communication Activities', 'Events and Trainings', 'Financial support to 3rd parties', and 'Mobility'. The 'Project Summary' tab is active, showing a green checkmark. Below the navigation bar, the 'Project Summary (for publication)' section is displayed. It includes a blue information icon and the text: 'Provide an overall description of your project. This summary should give readers a clear idea of what the project is about. It should be written as a stand-alone text to promote the project. It should be structured but descriptive and easy to read. Diagrams or photographs illustrating the work of the project can be included (but only as images). Note: We may publish this summary for publication/dissemination purposes. Use only diagrams and photographs for which you have the rights, avoid any references to information that is not publicly accessible and do not include any confidential information or personal data (e.g. names and addresses). Context and overall objectives [ No text provided ]'. The background of the text area features a faint image of a dome and some handwritten text.



<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Completing+the+Project+Summary>



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# Continuous Reporting

## Deliverables

Grant Management

Project Continuous Report

ERASMUS-...

Call: ERASMUS-EDU-2023-PEX-EMJM-MOB  
Topic: ERASMUS-EDU-2023-PEX-EMJM-MOB

Project Summary

Deliverables

Milestones

Critical Risks

Disseminat... activities

Communic... Activities

Events and Trainings

Financial support to 3rd parties

Mobility

Deliverables and Other Reports ?

For each Deliverable, a single file (max 52MB) can be uploaded

Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.  
The labels used mean:  
Public – fully open  
Sensitive – limited under the conditions of the Grant Agreement  
EU classified – RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international)

Show Filters Clear Filters

Work	Deliv	Deliv	Deliverable Name	Description	Lea	Type	Disse	Due Da	New Due Dat	Deliver	Approv	Statu: A
WP1	D1.1	D1	Templates	The necessary documents for the consortium to	TLI	R	SEN	31 Jul				Pending
WP1	D1.2	D2	Promotion, impact and Sustainability	To ensure that the programme achieves its goal	ULI	R	PU	31 Oct				Pending
WP1	D1.3	D3	Programme-specific Information_1	This deliverable enables to collect specific in...	TLI	R	SEN	31 Oct				Pending
WP1	D1.4	D4	Annual Meeting minutes	Signed minutes of selection meetings (annual)	TLI	R	SEN	31 Dec				Pending
WP1	D1.5	D5	Programme-specific Information_2	This deliverable enables to collect specific in...	TLI	R	SEN	31 Oct				Pending
WP1	D1.6	D6	Programme-specific Information_3	This deliverable enables to collect specific in...	TLI	R	SEN	31 Dec				Pending
WP1	D1.7	D10	Learning Design Guidelines	Guidelines on how to design learning for online	TAI	R	PU	31 Jul				Pending
WP1	D1.8	D12	Micro-credentials	First open version with feedback of micro-credi	TAI	DEC	PU	31 Oct				Pending
WP1	D1.9	D13	Project's Brand, Website, brand mar	Project's Brand, Website, brand manual/guideli	TAI	R	SEN	31 Jar				Pending
WP1	D1.1	D14	Periodic report on Dissemination & C	Reports achieved dissemination and changes in	TLI	R	SEN	31 Dec				Pending
WP1	D1.1	D11	Evaluation and recommendations	The document tells lessons learned and provide	TAI	R	PU	31 Dec				Pending

Allowed formats:  
doc, docx, odt, rtf,  
pdf, csv, zip



<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Completing+the+Deliverables>



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# Continuous Reporting

## Overview

MEANS	TASKS
DELIVERABLES	<ul style="list-style-type: none"><li>• Upload all deliverables in FTOP by the 'due dates' (dissemination level!)</li><li>• Upload 'Programme specific information' (i.e. template 'EMJM implementation report') in month 24</li><li>• Upload 'Programme specific information' in month 48 and month 74 (Periodic Reports)</li></ul>
MILESTONES	<ul style="list-style-type: none"><li>• Check the box to indicate if milestone achieved or not;</li><li>• Select delivery date and add a comment (optional)</li><li>• Required milestones: Annual mobility tool updates (End April) in 'Mobility Tool'!</li></ul>
DISSEMINATION & COMMUNICATION ACTIVITIES / EVENTS & TRAINING	<ul style="list-style-type: none"><li>• <b>At least one</b> Dissemination and <b>one</b> Communication Activity at Final Report (m 74) with the 'Delivered' status and none 'ongoing' or 'postponed'.</li><li>• Events &amp; Training: optional (flag checkbox if no event or training at Final Report)</li></ul>
RISKS	<ul style="list-style-type: none"><li>• State of play will be asked when completing periodic report (m48/m74)</li></ul>



# EMJM Implementation Report (month 24)

*cf. deliverable 'Programme specific information 1 – month 24'*



Only in the form of a '**deliverable**' (part of 'continuous reporting')



**Deliverable:** *Programme-specific Information\_1 – This deliverable enables to collect specific information m24*



**Template** is available in FTOP (few data queries including number of applicants, specific questions on implementation, good practices, problems if any)



<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>



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# EMJM Implementation Report (month 24)

*cf. deliverable 'Programme specific information 1 – month 24'*

## **SOME QUESTIONS:**



What was the number of applications received per edition? How did it evolve over time? From which countries/regions in particular did you receive most applications? Did it match your expectations?



How did you (continue to) ensure excellence and innovation throughout your project implementation? Did you change any parts of your curriculum?



If you received additional funds for targeted regions of the world, which specific (promotion, dissemination, cooperation) activities did your consortium implement related to these additional funding? To which extent did you manage to respect the geographical targets as indicated in the Programme?



<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/reference-documents>



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# Periodic Reporting

You should start preparing the periodic report in the **Grant Management System** right after the periodic reporting is opened at the end of each reporting period (deadline for submission is normally 60 days).

The screenshot shows the 'Periodic Reporting' interface for REP-236417-1. At the top, a progress bar indicates the stages: Draft (active), Submitted, Observations, and Paid. Below the progress bar, there are three main sections: 'Technical Part contribution', 'Financial Part', and 'Periodic Report composition'. Each section has a 'Lock for review' button. At the bottom right, there is a 'Submit to EU' button. On the left side, there are three menu items: 'Process documents', 'Process communications', and 'Process history'. A callout box on the left states: 'Activated in FTOP once the report is due'.



# Periodic Reporting



**First Periodic Report**  
*Month 48*



**Final Report**  
*(Final) Month 74*



Each composed of:

## 1 “OFFICIAL” PERIODIC REPORT

- PART A – ‘picture’ of all deliverables (**all deliverables due submitted prior**)
- PART B – short narrative part
- Financial statement

## 2 PROGRAMME-SPECIFIC INFORMATION M48 + M 74 (as deliverables)



# Sources of Information

- Programme Guide – EM Action, EMJM 2023 call in FTOP, here: [Erasmus Mundus Joint Masters](#)
- (Annotated) Grant agreement in FTOP, here: [aga\\_en.pdf \(europa.eu\)](#)
- FTOP user manuals (!)  
In FTOP, here: [Guidance & Manuals \(europa.eu\)](#)
- Your project officer  
Through **(FTOP) Portal Messaging Facilities**
- Templates available  
in FTOP, under ['Templates & forms'](#)

# Thank you



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