

Erasmus+ Project Results  
Platform  
Guide for Beneficiaries

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## Guidelines for Beneficiaries

### Current version

E+PRP v.5.24.2 released in May 2022

This document is aimed at providing Beneficiaries with guidelines on how to use the Erasmus+ Project Results Platform and guiding them step-by-step in the process of uploading and submitting the project results and thus making them publicly available. We hope that they are useful. Please refer to the [FAQ](#) if you have questions. Suggestions for improvement are welcome at: [EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu](mailto:EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu)

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## Introduction

Dear Beneficiary,

If you are reading this guide, 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

[E+ Project Results Platform](#) (E+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.).

E+ PRP has a public interface and restricted working areas called **Beneficiary** and **Officer Dashboards**. Project details about the Erasmus+ funded projects are displayed on the public interface. To search for projects, you can type a keyword in the search box or select filter criteria. From the list of projects, you can select several projects and add them to your booklet to download PDFs.

**The Beneficiary Dashboard should be used to upload the results and submit these for review.** Once a project is submitted for review (do not forget to press **submit** when all your results are ready), the project is sent to the **Officer's Dashboard**. The project will not appear on your dashboard while being reviewed by the project officer, you will have the project details back on your dashboard when the review is completed or if modifications are needed. The Officer Dashboard should be used by project officers in order to perform the assessment of projects results to validate their publication.

Access to the dashboards is granted via **EU Login**, the European Commission Authentication Service.

### Who does what? Beneficiaries and Project Officers

**Project Beneficiaries** are **coordinators** of European projects that have received European Commission's grant for action. There is **one** email address associated to the project in the

database. Their obligation is to upload projects results into the E+ PRP; together with other basic information about the project i.e. coordinator and partners contact details, logo and website.

**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 before publication, as well as, for identifying good practice examples.

### **What project data is available to the public?**

Project details are: title and description of the project, key action and activity, duration and grant amount awarded.

Contact details of the coordinating organisation and its partners are hidden by default in accordance with GDPR compliance. The coordinators can choose which data should be publicly available according to the mandate from partners.

### **For which type of projects the submission of results on the E+PRP is mandatory?**

The submission of results is required for all centralised actions managed by EACEA and all KA2 projects managed by National Agencies as part of the contractual agreement for the grant(s). The submission of results is strongly recommended for KA1 Mobility actions and KA347 Structured Dialogue with Policy Makers.

## Access to the E+PRP

### Login Credentials

Upon selection, you will receive a message from the Agency where will be 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 E+PRP. Project details about your project are displayed on the platform as shown in the Figure 1.

**Figure 1: Project public card**

**BRAVE ME**

Good Practice

**Booklet**

Download Project

Add to Booklet

**Project**

**Start date:** 15-05-2017  
**End date:** 14-10-2017  
**Project Reference:** 2017-1-EE01-KA105-034624  
**Eu Grant:** 19.577,00 €  
**Action:** Learning Mobility of Individuals  
**Topics:**  
International cooperation, international relations, development cooperation  
Gender equality / equal opportunities  
Youth (Participation, Youth Work, Youth Policy)

**Organisation**

Project map

**Summary**

The project "BRAVE ME" is for 13-17 olds from 5 different countries - Estonia, Latvia, Greece, Spain and Romania, for improving their communication skills and self-esteem, getting braver through increased self-confidence and breaking stereotypes and creating more cultural understanding by acting together with 45 people (8 youth + 1 group leader from each country) for 7 days.

The project is managed and activities are all planned and managed by young people, the participants themselves. Every country will prepare workshops for other young people on the themes „Ability and courage to communicate“, „Self-esteem and your opinion matters“, „Stereotypes and equal opportunities“ and „Media“ during one day at the youth exchange. In the evenings each country introduces their culture, food, language and other original things to the other participants. So every participant gets a good experience in organizing activities as well as participating. Activities are all interactive and creative, include a lot of communication in mother and foreign language (English), group-work and discussions.

One of the activities of the project is making short videos of braking the stereotypes that young people have and together with that also getting a better understanding on media and understanding how media influences out thoughts. This makes the participants have critical thinking for the mass media news and influences and the videos are a good way of educating other young people all around Europe and beyond about equal opportunities and tolerance. Many of the participating young people have their first chance of getting to know someone their age from totally different cultural background, so it will enhance tolerance and understanding of cultural differences.

It is very important as todays youth are tomorrows leaders and decision-makers, also it is very common to have international co-workers nowadays, so young people need to create the understanding and tolerance for other cultures.

The main week of the youth exchange takes place in Venevere Recreation Centre in Viljandi County, a beautiful place in Estonian nature with very good facilities for this kind of events, on 20.- 26.08.2017.

There will be an APV meeting on June 27.-28, 2017 in Viljandi, Estonia where we expect 2 persons from each partnering country to plan the exact methods each country is going to use during their day so that it will all form a good whole youth exchange week.

### Entry point

Once your project becomes publicly available in the E+PRP, you receive an automatic notification with a link to your Beneficiary 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 Dashboard, unlike the Mobility Tool.** For additional access for colleagues or partners, please contact [EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu](mailto:EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu) mentioning the project reference and contact details of the additional persons.

Figure 2: **Initial Notification**



Ref. Project: XXX - Notification of project publication

## Login

### How to access the Beneficiary Dashboard via EU Login?

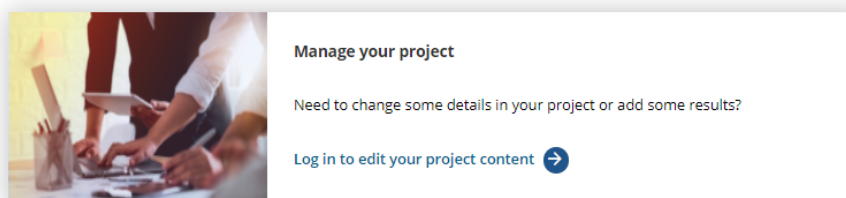
In order to log in to your dashboard, click on the Beneficiary Dashboard link sent in the initial email notification (Figure 2). Alternately, you can start from the E+PRP landing page <http://ec.europa.eu/programmes/erasmus-plus/projects/> and then click on Manage my projects as shown in the Figure 3. [Manage my projects](#) is also available in the main navigation.

Figure 3: **Landing page**

### Manage my projects

You will need to be a **Project Officer** or **Project Beneficiary** with a valid EU Login to be able to update your project.

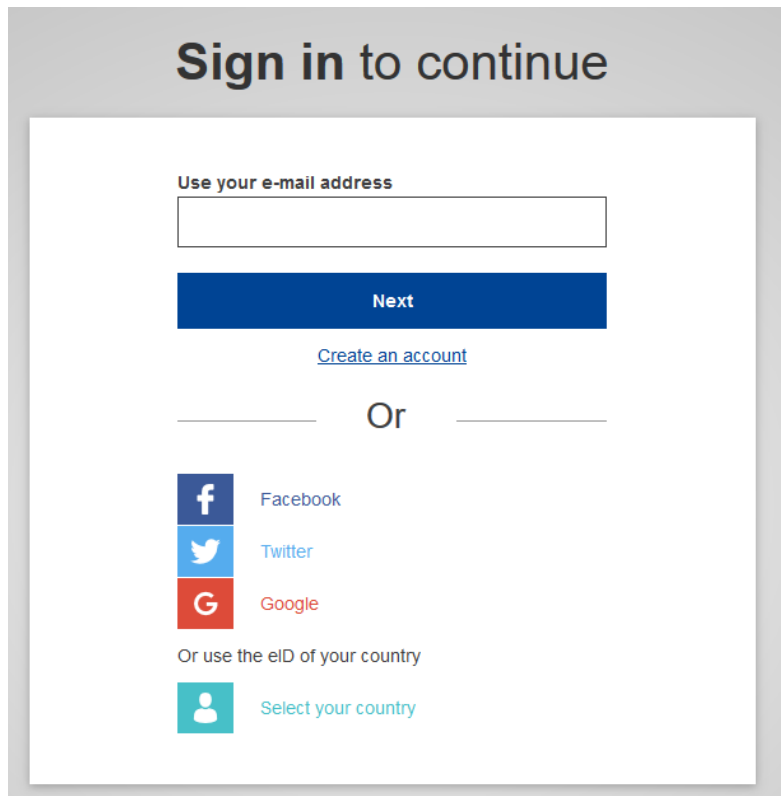
More details are given if you try to login below.



## EU Login

Once you click on the Beneficiary Dashboard link from the initial notification or [Manage my projects](#), you will be re-directed to EU Login, the European Commission's Authentication System – formerly known as ECAS (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".

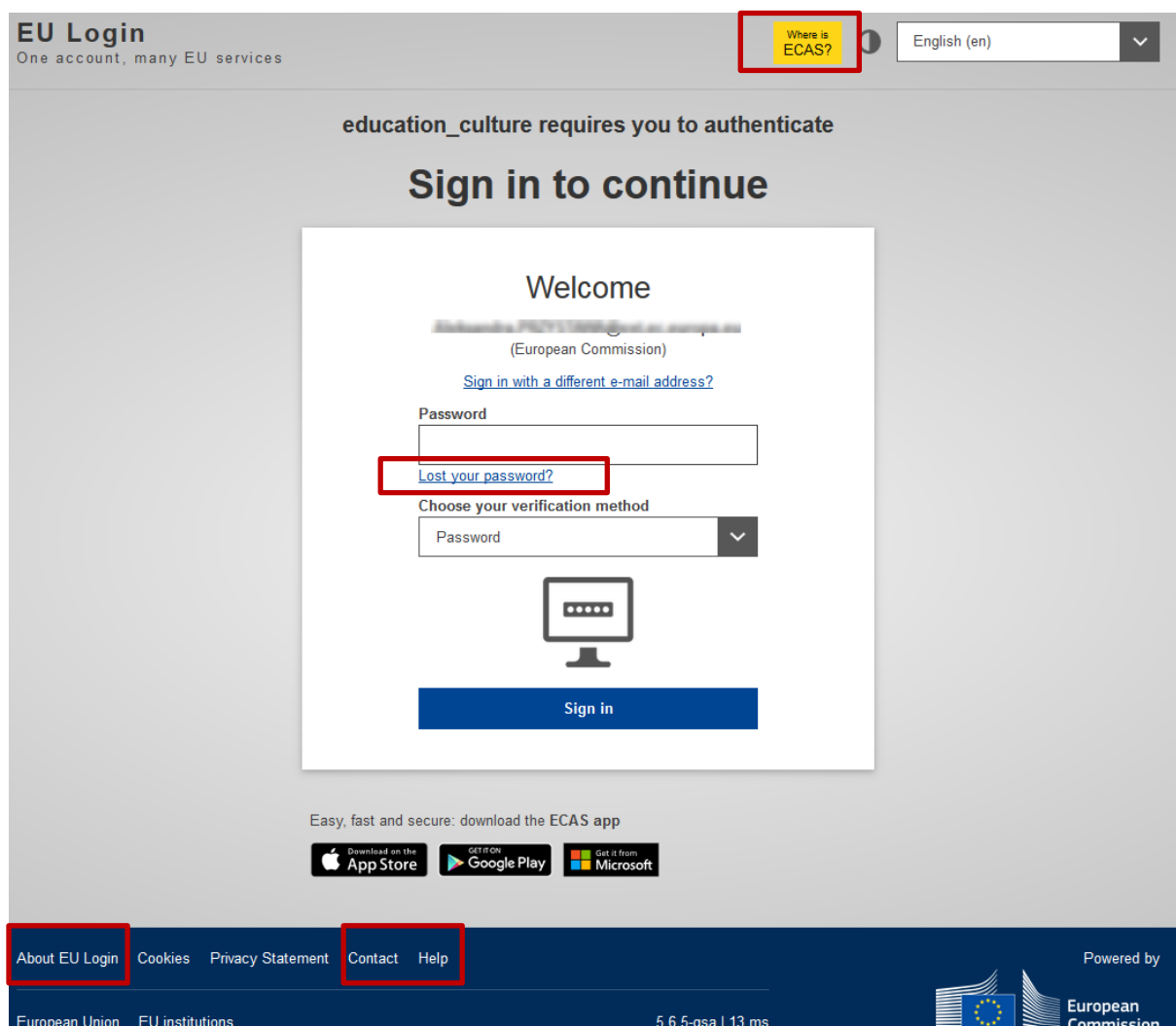
**The email address you use to enter EU Login must be the same as the one you have provided to receive email notifications regarding your access. If you introduce a different email address you will not be able to access the Beneficiary Dashboard.**

NB: Make sure that no other application using EU Login is open and running in the background.

## 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 (password)**



## Help (Frequently Asked Questions)

If you need help on the EU Login page or you need to check the Frequently Asked Questions, click the "[Where is ECAS?](#)" button, or choose one of the options on the footer of the page ("[About EU Login](#)", "[Contact](#)", or "[Help](#)") as shown in figure 5.



## Access Forbidden

Figure 6: **access forbidden**



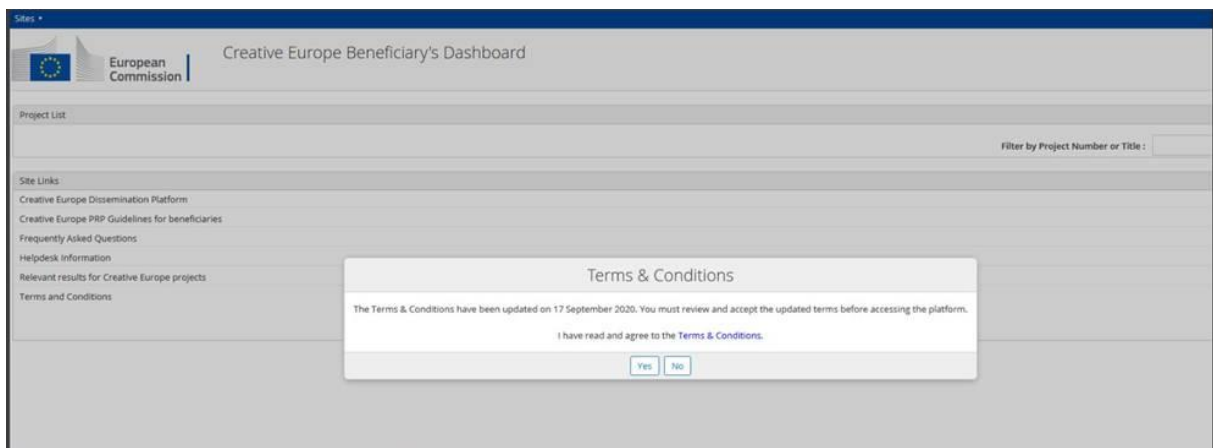
If you receive an “Access Forbidden” message (Figure 6) after you have inserted your login credentials, follow the instructions below:

- 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](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 official 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 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 sent to your email (Figure 5).
- 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-PROJECTSPLATFORM-HELPDESK@ec.europa.eu and mention your project reference and the nature of your problem, preferably with attached screenshots.

## Beneficiary Dashboard

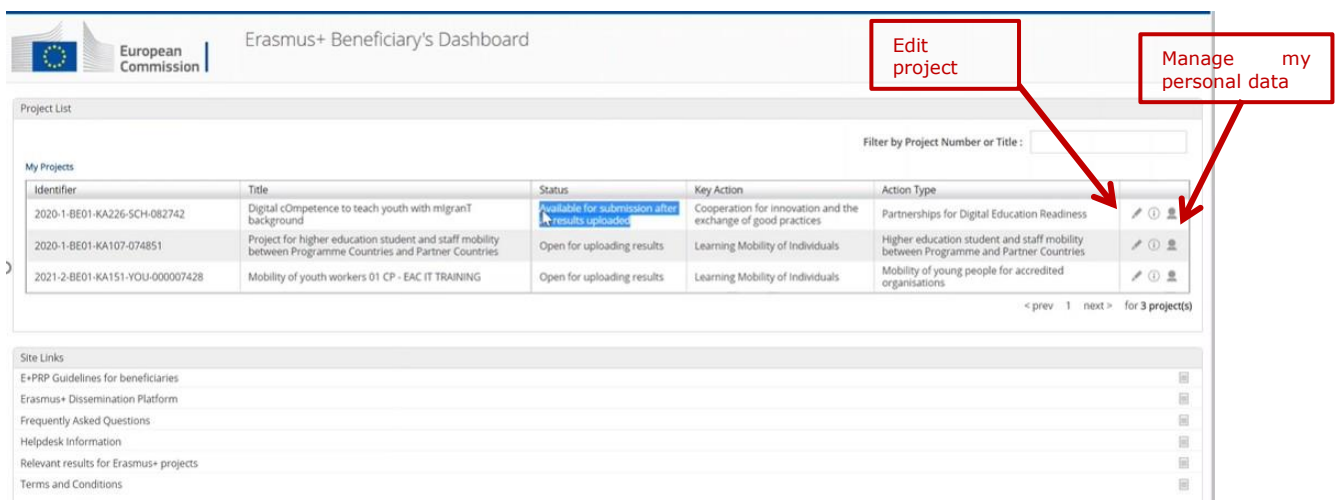
Once you have introduced your login credentials, you will be asked to read the Terms and Conditions and accept them before you proceed (Figure 7). Please note that you will be able to read the Terms and Conditions of use of the platform at any time during the lifetime of your project. The links are available at the bottom of the dashboard.

Figure 7: Terms and Conditions



Once you accept the Terms and Conditions, you will be able to see all ongoing projects you run under the Erasmus+ Programme in the upper part of the screen. Note: a series of useful links and documents is available in the lower part of the screen, as shown in Figure 8.

Figure 8: Project(s) list



## How to manage your personal data?

Contact details of your organisation and partners are hidden by default. Once you click on the icon “Manage my data”, you will be redirected to a new page (Figure 9). 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 visible or keep them hidden for the public. We encourage you, nonetheless, to be visible and easy to reach by publishing 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 Dashboard, click on the “Go back” button.

Figure 9: **Personal Data Management**

The screenshot displays the 'Personal Data Management' page. At the top left is the Erasmus+ logo. The main title is 'Personal Data Management'. Below this, there is a section for 'Project details' with the following information: Identifier: 2014-2-LT02-KA347-003780\_1 and Title: Democracy through Dialogue not Conflict. The next section is 'Coordinating Organisation', which is expanded to show 'Asociacija "Aktyvus Jaunimas"'. A red box highlights the 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 for the coordinating organisation, each with a 'Yes' and 'No' radio button option. The 'Name' row has 'Gediminas Kurckaitis' and the 'No' button is selected. The 'Phone' row has '+37064331871' and the 'No' button is selected. The 'Email' row has 'gediminas.kurckaitis@aktyvusjaunimas.lt' and the 'No' button is selected. Below the coordinating organisation section, there is a 'Partner' section with a dropdown menu. The selected partner is 'Partner - Hromadska orhanizatsia "Yevropeiskiy Rytm dlia Ukrainy"'. This partner section is expanded to show 'Contact Person' with the message 'No confidential data defined for this party'. Below this, there are several other partner entries in a collapsed state: 'Partner - Board of European Students of Technology - Evropska rada studentov technickyh univerzit (BEST)', 'Partner - CREATORII', 'Partner - Associazione "In Progress" Calabria', and 'Partner - European Diplomats' Association'. At the bottom of the page, there are two buttons: 'Save' and 'Go Back'.

## How to manage your project details?

To manage your project’s details, click on the pencil icon “Edit project” as shown in the Figure 8. Then, you will be redirected to a new page on which you will be able to upload your project logo and website as indicated in the Figures 9 and 10.

Figure 9: Upload the project logo

Project Information

Project Details Results

Project Number: \*  
2015-1-CY-01-KA203-0100000

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](#)

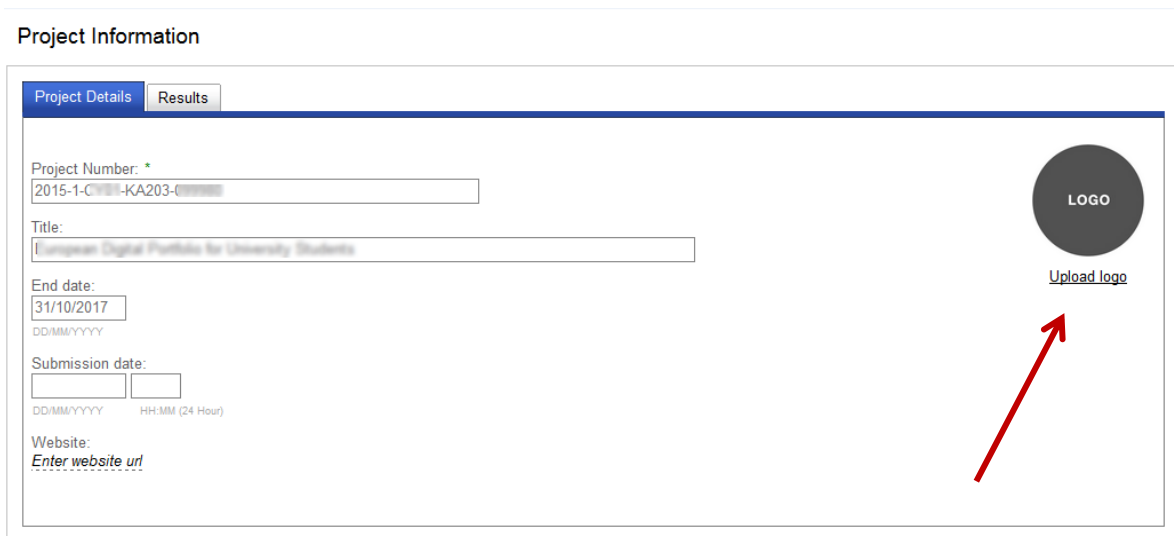


Figure 10: Upload the project website

Project Details Results

Project Number: \*  
2015-1-CY-01-KA203-0100000

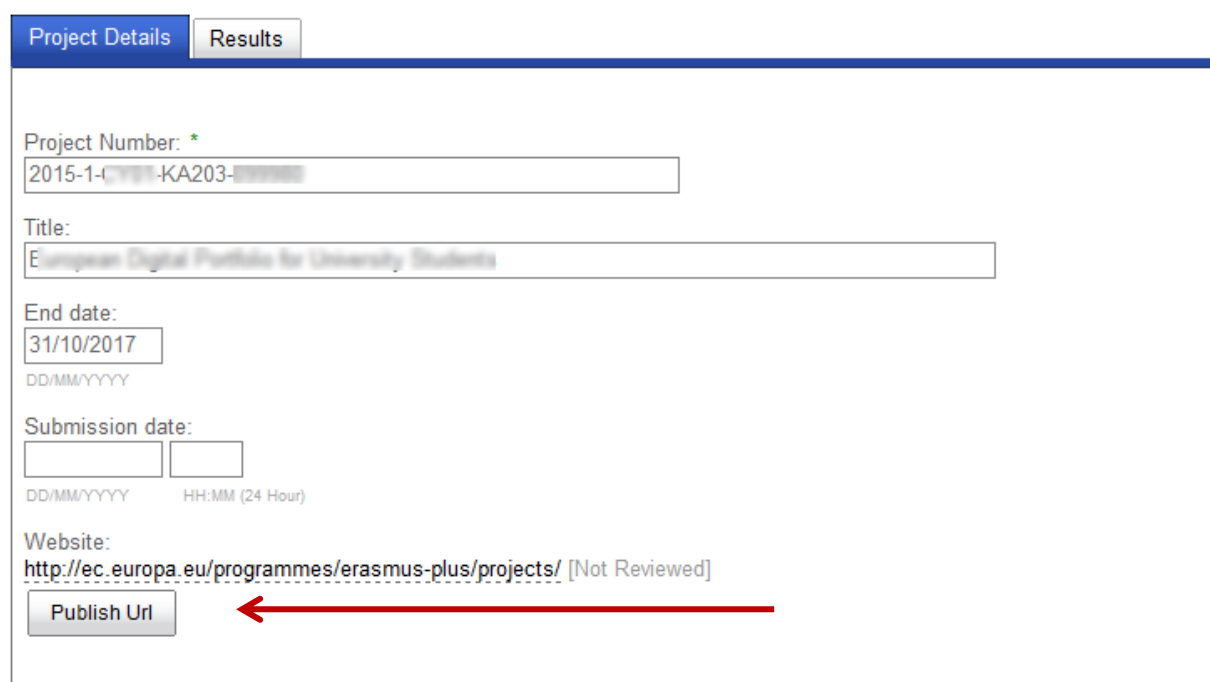
Title:  
European Digital Portfolios for University Students

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 the project website is the only one result that becomes publicly available during the lifetime of the project. As soon as you click on the “Publish Url” button, the website will be published in your project’s card.

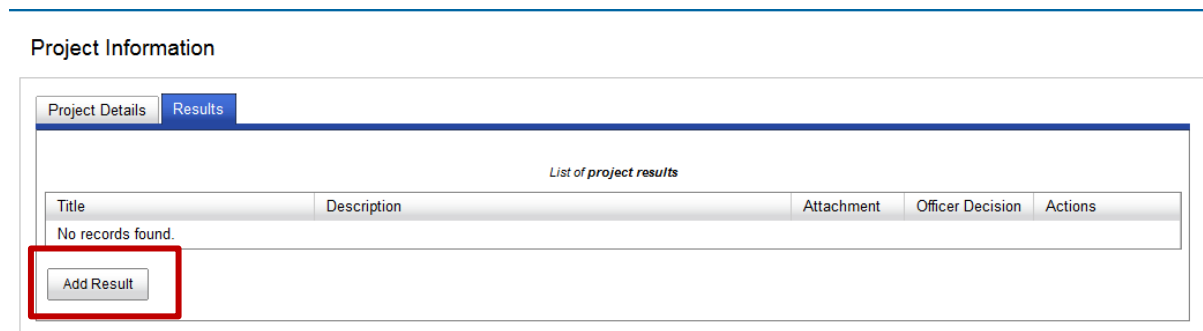
All other results, including the project logo, will be published after being reviewed by your project officer in the framework of the Final Report assessment.

## 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 into the Beneficiary 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 8) select a project for which you would like to add the results. Click on the pencil icon “Edit” (Figure 8) 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 11.

Figure 11: **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 12, 13 and 14). You should only provide a description of the specific result and avoid repeating the information from your project 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.

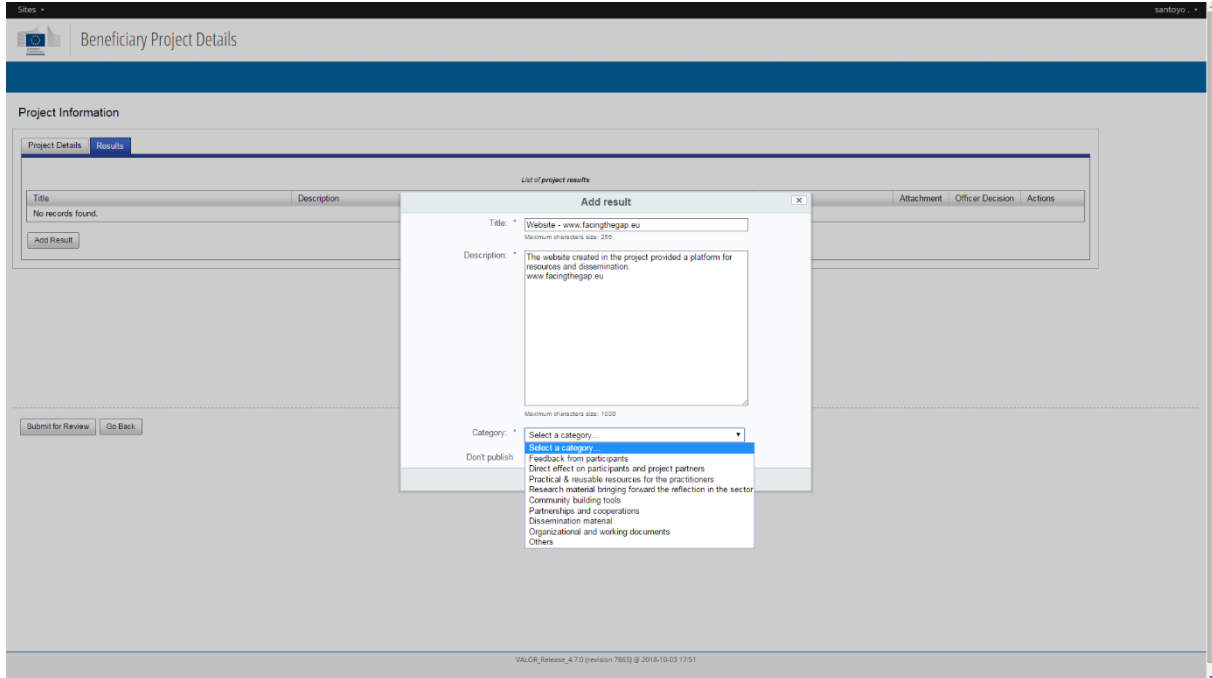
Please note that you are able to add only one attachment per result which size cannot exceed 100 MB. Below you can see a list of the formats supported by the platform:

- 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

## Erasmus+ Project Results Platform Guide for Beneficiaries

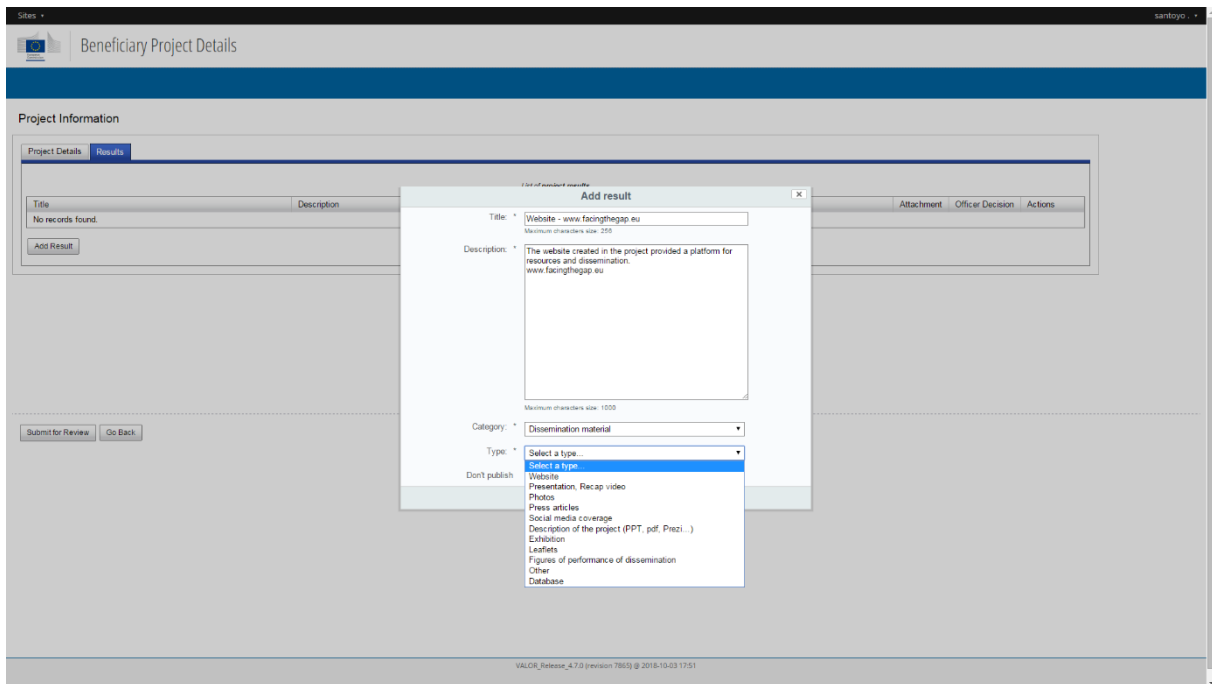
For any issues regarding the format or the size of your attachments, please contact Helpdesk at [EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu](mailto:EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu)

Figure 12: Title, description and category of a result



The screenshot shows the 'Beneficiary Project Details' page with the 'Results' tab selected. A modal window titled 'Add result' is open, allowing the user to enter details for a new result. The 'Title' field contains 'Website - www.facingthegap.eu'. The 'Description' field contains 'The website created in the project provided a platform for resources and dissemination: www.facingthegap.eu'. The 'Category' dropdown menu is open, displaying a list of categories: 'Select a category...', 'Feedback from participants', 'Direct effect on participants and project partners', 'Practical & reusable resources for the practitioners', 'Research material bringing forward the reflection in the sector', 'Community building tools', 'Partnerships and cooperations', 'Dissemination material', 'Organizational and working documents', and 'Others'. The 'Don't publish' checkbox is unchecked. The background shows a table with columns for Title, Description, Attachment, Officer Decision, and Actions, and a 'Submit for Review' button.

Figure 13: Result type within a category



The screenshot shows the 'Beneficiary Project Details' page with the 'Results' tab selected. A modal window titled 'Add result' is open, allowing the user to enter details for a new result. The 'Title' field contains 'Website - www.facingthegap.eu'. The 'Description' field contains 'The website created in the project provided a platform for resources and dissemination: www.facingthegap.eu'. The 'Category' dropdown menu is set to 'Dissemination material'. The 'Type' dropdown menu is open, displaying a list of types: 'Select a type...', 'Website', 'Presentation, Recap video', 'Photos', 'Press articles', 'Social media coverage', 'Description of the project (PPT, pdf, През.)', 'Exhibition', 'Leaflets', 'Figures of performance of dissemination', 'Other', and 'Database'. The 'Don't publish' checkbox is unchecked. The background shows a table with columns for Title, Description, Attachment, Officer Decision, and Actions, and a 'Submit for Review' button.










**Please note that if for a given reason (copyright, literary translation, etc.) a result should not be publicly available, you can choose an option “Don’t publish” as shown in the figure 12 and 13.** If you choose this option, the result will be still sent for the officer’s review but will not become published in your project card.

As of May 2022, all results published by beneficiaries on the project results platform must be GDPR compliant as stated in the enforced terms and conditions. All guidelines are available when the beneficiary adds results.

## 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 14).

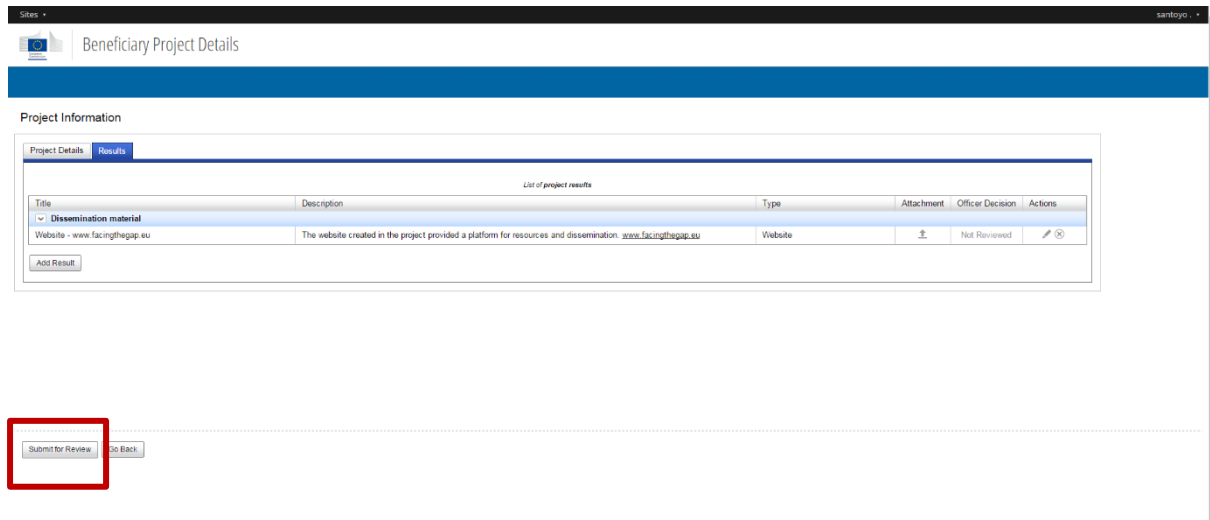
Figure 14: **Available for submission after all results uploaded**

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 15).

Figure 15: **Submit for Review**



**Once you click on "Submit for review", the project will disappear from your dashboard and will appear in the Officer 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 from your project officer telling you to go back to your dashboard and update the results (Figure 16).

Figure 16: **Rejection notification**



Ref. Project: 587548-EPP-1-2017-1-UA-EPPJMO-MODULE - Rejection Notification

Dear Mariia Galaburda,

The modifications you proposed to your project "EU Food Safety Control" have not been accepted for the following reasons:

**Mandatory results are missing.**

**the project website weblink must be uploaded on the correct field, and the correct Erasmus+ Jean Monnet logo must be used on the project's website and on all published materials.**

To edit your proposed modifications you can access your Project information through this link [Beneficiary's dashboard](#) or [the new platform EESCP\\*](#) for Erasmus+ and European Solidarity Projects.

Kind regards,

The Erasmus+ Project Results Platform

*This is an automatic email. Please do not reply to this email, unless your question is about a technical problem with the Project Results Platform. In case you have questions for the project officer at the National Agency / Executive Agency, we advise you to send your reply directly to the project officer.*



*Privacy: Your data is processed in accordance with Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing Erasmus+: the Union Programme for education and training, youth and sport and repealing Regulation (EU) No 1288/2013; Regulation (EU) 2021/818 of the European Parliament and of the Council of 20 May 2021 establishing the Creative Europe Programme (2021 to 2027) and repealing Regulation (EU) No 1295/2013; and Regulation (EU) 2021/888 of the European Parliament and of the Council of 20 May 2021 establishing the European Solidarity Corps Programme and repealing Regulations (EU) 2018/1475 and (EU) No 375/2014. In line with our privacy statement, your contact data may be published for a maximum of ten years after the end of the programme.*

## 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 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 dashboard and start uploading the results.

**Please note that during the lifetime of your project the results remain unpublished. They become publicly available only after the results have been reviewed and approved by your project officer and the project has been finalised (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 at [EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu](mailto: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](mailto:EAC-PROJECTSPLATFORM-HELPDESK@ec.europa.eu)