User and help guide when reporting in Nordplus Junior

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1. Introduction

All beneficiaries of the Nordplus Junior programme must submit a final report to the programme administration one month after the end of the project period, as indicated in the contract. Projects with a duration of more than 18 months must additionally submit an interim report. The deadline for the interim report is fixed to June every year.

The final report must present an account of the activities carried out and the results achieved. The final report has a narrative part, with a description of the activities carried out and the results achieved, and a financial part accounting for the use of the Nordplus Junior grant.

The following document presents the guidelines and requirements for the final report and the documentation of activities, and contains a step by step guide for the reporting process. Some parts of the reporting differ between mobility projects and project/networks.

Mobility projects are projects that consists of one, or more, of the following mobility activities: class exchange, teacher exchange and pupil exchange.

Project/Networks are strategic partnerships between school groups, organisations or institutions, working together on a specific theme or issue within education or lifelong learning.

The project type you have been granted is stated in your contract and in the report form.

2. General information

Language
The summary in the section "For publication" must be written in English. The rest of the report can be written in English or in a Scandinavian language, provided that all partners in the project are able to understand.

Grants
Grants for mobility projects in Nordplus Junior are based on *unit costs*, and the financial reporting is linked to the realisation of the activities in the project. For project/networks, grants are based on *actual costs*, and a separate file with a detailed presentation of the expenditures must be attached to the final report. Please note the following:

- grants can never be increased or raised from the amount indicated in the contract.
- only activities within the contract period can be included in the final report and financial account.
- only costs directly related to the project and its activities are eligible.

Documentation
Please note that financial documentation, such as receipts and transportation confirmations, is not to be submitted with the final report but must be kept by the coordinating organisation for at least five years after assessment and approval of the final report. No personal information about the participants in the project is to be submitted with the final report.

3. Access to the final report

The report is available in the Nordplus application and reporting system Espresso, which is accessible from www.nordplusonline.org.

The coordinating institution is responsible for accomplishing the report.

The report is connected to the contact person's e-mail address of the coordinating institution; the same address as stated in the application. Therefore, the coordinator needs to log in using this e-mail address in order to get access to the report. If another person than the contact person has submitted the application, this person will not have access to the report form. In order to get access to the form, the contact person must create a login using his/her name and the e-mail stated in the application.

When you have logged into Espresso, you can access the report form under "My tasks".

If you have submitted several applications, make sure to report on the correct project by checking the project reference number with the number stated in the contract.

4. The reporting process step-by-step

The system is built up using tags for the different parts of the application.

Once you have begun a report, it is possible to save it and then return to it later in order to finish and submit it. It is possible to do this under every tag in the reporting process. If you have forgotten to fill in a mandatory field, the system will signal this, so there is a chance to go back and complete your application before you submit it.

Remember to save the report along the way, so that no information is lost.

Press here if you want to save the report and return to edit/finish it later.

Tag 1: Start

The first section of the report consists of general project information and access information.

Project information

After logging in to Espresso and choosing the project you wish to report for, the project title and project number will be filled in automatically.

Project access

In this section you can add or remove users having access to edit the report and add or remove users with reading access.

Tag 2: Institutions

The information about the participating institutions is autogenerated from the project document. If there have been any changes in the participating institutions, this will *not* be visible in the report, even if you have notified the Junior administration.

Tag 3: For publication

Under this section, you are asked to provide a short description of the main outcomes and results of your Nordplus Junior project (maximum 350 words), in English. This will be published in Nordplus' project database.

Project information

The information regarding project type and period is autogenerated and cannot be changed.

Outcomes and results

The summary should cover:

- results, conclusions and impact of the project.
- the number of students and teachers involved in the project.
- the acquired knowledge, experiences, competences and skills of the students/pupils/ teachers/staff involved.
- the impact of the project on the participating institutions.
- if relevant, the description may also include information on developed products/materials.

Tag 4: Reporting

This section is the main narrative section of the report. Detailed descriptions and concrete examples are encouraged. Well-structured texts are very much appreciated as it eases the evaluation of your report.

General information
The first part is a summary of how you reached the overall objectives for your project. Again, give detailed examples.

4.1.General information	4.2.Organisation	4.3.Results/outcome	4.4.Dissemination

4.1. Achieved project objectives

Please summarise briefly how you reached the overall objectives for your project. Give examples

To what degree did the project meet its overall objectives? *
- ○ Better than planned
- ○ As planned
- ○ Worse than planned
- ○ Not at all

Organisation

In this part you describe how the activities were carried out and how the project partners shared the responsibilities and workload during the project. Was it carried out as planned in the application stage or did you deviate from the plan? If so, explain the deviation and its cause.

Also, you are asked to describe how the project was evaluated both during and in the end of the project. What did you evaluate, and which were the results?

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4.1.General information	4.2.Organisation	4.3.Results/outcome	4.4.Dissemination

4.2.1. Work plan

Were the activities in the project carried out as planned? If some of the activities in the project were different from those planned at application stage, please explain why.

To what degree were the project activities carried out as planned at application stage? Choose one of the following options: *
- ○ Better than planned
- ○ As planned
- ○ Worse than planned
- ○ Not at all

4.2.2. Partnership languages

Please enter the communication and working language/-s used in the project.

4.2.3. Sharing responsibilities and workload

Were the responsibilities and workload amongst participating institutions carried out as planned? If some of the sharing of the responsibilities and workload were different in the project from those planned at applications stage, please explain why.

How would you describe the cooperation and communication between the participating institutions involved in your project? Were all institutions equally involved?

- ○ Better than planned
- ○ As planned
- ○ Worse than planned
- ○ Not at all

4.2.5. Evaluation

Interim evaluation *

What ways of evaluation have you used during the project in order to check if you were following your initial aims?

To what degree were these evaluations successful? *

- ○ Better than planned
- ○ As planned
- ○ Worse than planned
- ○ Not at all

Final evaluation *

What ways of evaluation have you used at the end of the project in order to check if you have reached your initial aims?

To what degree were these evaluations successful? *

- ○ Better than planned
- ○ As planned
- ○ Worse than planned
- ○ Not at all

Results/outcome

This section concerns the project's impact on pupils, teachers, other staff and the involved institutions. Describe both expected and unexpected outcomes, both positive and less positive. If any of the expected outcomes you stated in your application was not achieved, please describe this and, if possible, explain this as well.

Concerning teachers and other staff, describe impact and changes in pedagogics, didactics and methodology with concrete examples.

4.3.1. Impacts

What impact did the partnership have on the pupils? *

For example on: language skills, ICT skills, social skills, vocational skills, theoretical skills, motivation, self-confidence, knowledge about partner countries and cultures, other

What impact did the partnership have on the teachers/staff? *

For example on: language skills, ICT motivation, teaching skills, training skills, project management skills, knowledge about partner countries and cultures, other

What impact did the partnership have on the institutions/organisations involved? *

for example on: changes to the curriculum/training programme, changes to the organisational arrangements, increased cooperation among

To what extent were results/products/outcomes, aimed at previously at applications stage, achieved? *

- ○ Better than planned
- ○ As planned
- ○ Worse than planned
- ○ Not at all

Dissemination

In this section, you describe how you have informed about and spread the project in all the participating institutions, and how the outcomes are expected to be used by the participating institutions in the future. You should also describe how your outcome could be beneficial for others outside of the participating institutions.

In this section you are also asked to describe any problems or obstacles you encountered during the project, and how these were solved.

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4.4.1. Dissemination

How have you informed within your institution/ amongst participating institutions about the project and result of the project? *

How have you informed the local communities and organisations outside the project about the project and of the results of your project? *

How do you think that the outcomes of your project will be used by participating institutions in the future? Give examples! *

How do you think that the outcomes of your project could be used by others? Give examples! *

4.4.2. Lessons learned

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Tag 5: Mobility

This is the section where you see the type of mobility project you were granted and report the mobilities you carried out. For project/networks this section is blank, and you can move on to section "6. Expenditure".

If your project consists of more than one type of mobility activity/action, there will be one tag for each type of mobility.

Granted mobility

This table is autogenerated and shows the mobility type and number of mobilities you were granted.

Actual mobility

In this section you report the mobilities that were actually carried out. Press "Add mobility" to register the actual mobility.

Register one row for each pupil/student/teacher/staff who travelled. If the data we are asking for is equal for several of the people who have been travelling, choose "copy last row" and type the number of lines you want to copy. *Remember to save!*

Registration of mobility - Class exchange

To register the mobility press "Add". Then register the information for each pupil/student/teacher that has been travelled. asking for is equal for several of the people that have been travelling, choose "copy last row" and type the number of line (If there are minor differences between the mobilities, it may me easier to copy several rows, and then update each row) NB! Each line represent one mobility. Please, use the counting in the left column to make sure that the total number of m You can anytime save and continue the registration later.

Type the number of lines to copy, then press *Copy last row*.

	Who*	From country*	To country*	Gender*	Age*	Duration Weeks*
1	Pupils (class exchang ⌄	Denmark ⌄	Iceland ⌄	Male ⌄	15	1

Add Copy last row 1 times

Please make sure that both the number of mobilities per return trip and the total number of mobilities for the whole project are correct before submitting the report. If you are granted domestic travels, you need to state the same to and from country, and the number for duration weeks should be "0".

Tag 6: Expenditure

Granted support
This table is autogenerated and shows the support you were granted

Expenditure
Please type how much of the grant you have spent on each activity. For mobility projects the *own contribution* should be "0". Support for mobility is based on lump sums, and the expenditure should therefore be reported as lump sums (and not as actual costs).

Project/networks report on actual costs, and the own contribution must be at least 25% of the total project expenditure.

Note: If all mobilities are fulfilled and carried out as indicated in the grant decision, the surplus money can be used to cover other cost relevant to the project. If you have questions, or are unsure, please contact the Junior administration.

6.1. Granted support

EUR - Euro	Nordplus contribution	Sum
Mobility		
Class exchange	39 090	39 090
Teacher exchange	12 180	12 180
SUM - Mobility	51 270	51 270
Project support		
Project support	0	0
SUM - Project support	0	0
Total	51 270	51 270

6.2. Expenditure

Please type inn how much of the grant you have spent on each activity. For mobility support the own contribution can be "0". For project/nettwork activities the own contribution must be at least 25% of the total project budget.

EUR - Euro	Used of Nordplus grants	Own contribution	Sum
Mobility			
Class exchange			0
Teacher exchange			0
SUM - Mobility	0	0	0
Total	0	0	0

Update sums

There is one row for each activity type in your project.

Attachments (only for project/networks)

Project/networks should upload a file with detailed expenditure. This is **not** needed for mobility projects.

6.4. Attachment

Please attach detailed expenditure. Only for granted projects/network activities.

File upload

Choose a file to upload

⬆ Upload

Current files on document:

📄 (49582) Budget NPJR.xlsx ❌

Press *Upload* to add a file. When the file is added, you will see it under "current files on document"

Save | Save and Close | Cancel

* If you use the BACK button, all unsaved changes on the current page is lost.

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Tag 7: Submit

When you have finished writing your final report, it is time to submit it. If you have missed to fill in a mandatory field, the system will signal this.

5. Assessment of final report

The final report, results and outcomes will be assessed by the programme administration based on the following criteria:

- the extent to which the project was implemented in line with the approved project application,
- the quality of activities undertaken and consistency with project objectives,
- the quality of the results, products and outputs produced.

For mobility projects, the calculation and execution of the final payment depends on the realisation of the activities and number of finalized mobilities.

For project/networks the calculation and execution of the final payment depends on actual costs and detailed expenditure.

6. Final comments

For further information or questions, please contact the Junior administration at nordplus@uhr.se

You can also contact the program office in your own country, please see www.nordplusonline.org

Best regards,

Nordplus Junior administration