

User and helpguide when reporting in Nordplus Junior

For projects granted 2018-2020

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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.

1. 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.

2. 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.

3. 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.

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.

Nordplus Junior - Final Report 2018
NPJP-2018/10015 - Testproject

1. Start 2. Institutions 3. For publication 4. Reporting 5. Mobility 6. Expenditure 7. Submitt

– 1.1. Project information

Project title

Project number

– 1.2. Project access

Editor access
Search among registered users

Read access
Search among registered users

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

Add users that should have access to read or edit the report

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.

1.Start
2.Institutions
3.For publication
4.Reporting
5.Mobility
6.Expenditure
7.Submitt

This is information about the participating institutions like it was registered in your application or in the project document. If there have been changes with the participating institutions, please describe that in the report.

2.1.Coordinatin institution

2.2.Partner institutions

Coordinating institution

Institution * Test institution (SE)

Type of institution Primary/secondary school

Test institution

Postal address	Testbox 1	Teststreet 1	Telephone no	12345678
	43568 Testcity	43568 Testcity	E-mail	test@test.se
	Sweden	Sweden	Web page	www.test.se
Address for courier delivery				

Unit [Dropdown]

... 2.1.3. Legal representative ...

Legal representative

Name	E-mail	Action(s)
Last name, First name	email@email.se	Edit

... 2.1.3. Contact person ...

Contact person

Name	E-mail	Action(s)
Last name, First name	email@email.se	Edit

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.

Nordplus Junior - Final Report 2018
NPJP-2018/10015 - Testproject

1.Start 2.Institutions **3.For publication** 4.Reporting 5.Mobility 6.Expenditure 7.Submit

-- Project information

Type of project:

PREPERATORY VISITS
 MOBILITY - Class exchange
 MOBILITY - Pupil exchange
 MOBILITY - Teacher exchange
 PROJECT/NETWORK SUPPORT

Project period

From date (dd.mm.yyyy) 01.08.2018
To date (dd.mm.yyyy) 01.08.2019

-- 3.1. Outcomes and results

You are asked to provide a short and publishable description of the main outcomes and results of your Nordplus mobility project in English. Please ensure that the description is of suitable quality and formatted as a stand alone document to enable direct publication to the general public. The information will be published on nordplusonline.org (project database). The summary should cover results, conclusions and impact of the mobility project. This includes the number of students and teachers involved in the exchanges, the acquired knowledge, experience, competences and skills of the students/pupils/learners/teachers involved, as well as the impact of the mobility project on the participating organisations. If relevant, the description may also include information on developed products/materials and links to relevant websites.

3.1.1. Summary of outcomes and results of the mobility project (max 350 words) *

3.1.2. Products and materials

If relevant, list here products and materials established as part of your mobility project.

3.1.3. Websites and links

Please list here relevant websites and links with information on your mobility project, its results and outcomes and possible materials developed

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.

1.Start	2.Institutions	3.For publication	4.Reporting	5.Mobility	6.Expenditure	7.Submitt
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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?

1.Start	2.Institutions	3.For publication	4.Reporting	5.Mobility	6.Expenditure	7.Submitt
4.1.General information		4.2.Organisation		4.3.Results/outcome		4.4.Dissemination
<p>... 4.2.1. Work plan ...</p> <p>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.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>To what degree were the project activities carried out as planned at application stage? Choose one of the following options: *</p> <p> <input type="radio"/> Better than planned <input type="radio"/> As planned <input type="radio"/> Worse than planned <input type="radio"/> Not at all </p> <p>... 4.2.2. Partnership languages ...</p> <p>Please enter the communication and working language/-s used in the project.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>... 4.2.3. Sharing responsibilities and workload ...</p> <p>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.</p>						

Home > Project reports > Document editor

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.

1.Start	2.Institutions	3.For publication	4.Reporting	5.Mobility	6.Expenditure	7.Submitt
4.1.General information		4.2.Organisation		4.3.Results/outcome		4.4.Dissemination
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? *						
<input type="radio"/> Better than planned <input type="radio"/> As planned <input type="radio"/> Worse than planned <input type="radio"/> 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.

1.Start	2.Institutions	3.For publication	4.Reporting	5.Mobility	6.Expenditure	7.Submitt
4.1.General information		4.2.Organisation		4.3.Results/outcome		4.4.Dissemination
4.4.1. Dissemination						
How have you informed within your institution/ amongst participating institutions about the project and result of the project? *						
<input type="text"/>						
How have you informed the local communities and organisations outside the project about the project and of the results of your project? *						
<input type="text"/>						
How do you think that the outcomes of your project will be used by participating institutions in the future? Give examples! *						
<input type="text"/>						
How do you think that the outcomes of your project could be used by others? Give examples! *						
<input type="text"/>						
4.4.2. Lessons learned						

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”.

1.Start 2.Institutions 3.For publication 4.Reporting 5.Mobility 6.Expenditure 7.Submit

Here you see the type of mobility you shall report on. If you are not granted support for mobility, this site will be empty and you can go to "6.Expenditure" and report your project budget.

5.1.Class exchange 5.3.Teacher exchange

Class exchange

5.1.1. Granted mobility

Class exchange

Type	From	To	Number of travellers	Duration	Total grant
Accompanying teacher (class exchange)	Estonia	Iceland	3	0m, 1w, 0d	3 045
Accompanying teacher (class exchange)	Iceland	Estonia	3	0m, 1w, 0d	3 045
Pupils (class exchange)	Estonia	Iceland	25	0m, 1w, 0d	16 500
Pupils (class exchange)	Iceland	Estonia	25	0m, 1w, 0d	16 500
Total			56		39 090

5.1.2. Actual mobility

Press "add mobility" to report/register the actual mobility

Class exchange

Add mobility

Who	From	To	Travelers
Total			

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.

5.1.2. Actual mobility

Press "add mobility" to report/register the actual mobility

Click here to register mobilities.

Class exchange

Add mobility

Who	From	To
Total		

Ev. comments

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!**

Home > Project reports > Document editor > Document editor > Mobility

Registration of mobility - Class exchange

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

	Who*	From country*	To country*	Gender*	Age*	Duration Weeks*
1	Pupils (class exchange)	Denmark	Iceland	Male	15	1
<input type="button" value="Add"/> <input type="button" value="Copy last row"/> <input type="text" value="1"/> times						

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

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 in how much of the grant you have spent on each activity. For mobility support the own contribution can be "0". For project/network 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	<input type="text"/>	<input type="text"/>	0
Teacher exchange	<input type="text"/>	<input type="text"/>	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

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"

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

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.

The screenshot shows a navigation bar with seven tabs: 1. Start, 2. Institutions, 3. For publication, 4. Reporting, 5. Mobility, 6. Expenditure, and 7. Submit. Below the navigation bar, the '7.1. Preview' section contains two buttons: 'Print preview (opens in new window)' and 'Download PDF'. The 'Submission' section contains a 'Submit report' button. A 'Cancel' button is located at the bottom of the page. Red arrows point from the 'Print preview' and 'Download PDF' buttons to the text 'Preview and/or download your report'. Another red arrow points from the 'Submit report' button to the text 'Press "submit report" when you are sure that you have completed your report'. A disclaimer at the bottom states: '* If you use the BACK button, all unsaved changes on the current page is lost. The current page is saved automatically when navigating between the sections, or by using the Save button at the bottom of the page.'

4. 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.

5. 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