User and helpguide when reporting in Nordplus Junior 2021

Innehåll

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: preparatory visits, 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 projects in Nordplus Junior are based on *unit costs*, and the financial reporting is linked to the realisation of the activities in the project.

Mobility projects report their travelling in Espresso based on fixed unit costs.

Project/networks register their activities in a separate budget template. The projects report all participating organisations and the transnational meetings

carried out including the number of participants in those. The budget template is then attached the to the report. The expenses are also based on unit costs.

Project/ Network report the travelling costs for the transnational meetings for all participating organisations in a separate budget template and attach it to the 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.
- costs for non-Nordic or non-Baltic participants or costs for activities outside the Nordic or Baltic countries are not eligible.
- the final account must be certified by the legal representative of the coordinating organisation

Documentation

Please note that documentation, such as receipts, transportation confirmations and attendance lists, 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.

You need to establish a list of all the participants of each mobility. Keep the list at your organisation together with the rest of the documentation of the project. (link example).

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.

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.

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

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-- 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.

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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?

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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.

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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

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".

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!*

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".

Note: During the pandemic some of you have been approved to have digital exchanges, in those cases you must report as if you had travelled.

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. Support for mobility is based on unit costs, and the expenditure should therefore be reported as unit costs (and not as actual costs).

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.

EUR - Euro	Nordplus contribution	Sum
Mobility		
Class exchange	3 110	3 110
SUM - Mobility	3 110	3 110
Total	3 110	3 110

... 6.2. Expenditure ...

Please type inn how much of the grant you have spent on each activity.

EUR - Euro	Used of Nordplus grants	Sum
Mobility		
Class exchange		0
SUM - Mobility	0	0
Total	0	0
		Update sums

If you report a class exchange or teacher exchange or a combined project you must fill in the expenditure 6.2

Project/network

For project/ networks you must fill in the expenses in 6.2 and attach a budget (based on unit costs, see below).

... 6.1. Granted support ...

EUR - Euro	Nordplus contribution	Sum
Project support		
Project support	6 520	6 520
SUM - Project support	6 520	6 520
Total	6 520	6 520

... 6.2. Expenditure ...

Please type inn how much of the grant you have spent on each activity.

EUR - Euro	Used of Nordplus grants	Sum
Project support		
Travel expenses	0	0
Board and lodging	0	0
Special needs	0	0
SUM - Project support	0	0
Total	0	0
		Update sums

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"

Save   Save and Close   Cancel

* 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.

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7.1. Preview

Print preview (opens in new window)

Download PDF

Preview and/or download your report

Submission

Submit report

Press "submit report" when you are sure that you have completed your

Cancel

* 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.
- the calculation and execution of the final payment/ repayment depends on the realisation of the activities and the number of finalized mobilities.

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