

## **User and helpguide when reporting in Nordplus Junior 2023 and onwards**

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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.

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 development projects.

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

Development projects 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.

Development projects 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.

Development projects 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 costs for Special needs can be added)
- 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. Note that the coordinator must notify the legal representative as the Nordplus administration normally only writes to the coordinator.

## 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](http://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. Start2. Institutions3. For publication4. Reporting5. Mobility6. Expenditure7. 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	<a href="mailto:test@test.se">test@test.se</a>
	Sweden	Sweden	Web page	<a href="http://www.test.se">www.test.se</a>
Address for courier delivery				

Unit

#### 2.1.3. Legal representative

Legal representative

Name	E-mail	Action(s)
Last name, First name	email@email.se	<input type="button" value="Edit"/>

#### 2.1.3. Contact person

Contact person

Name	E-mail	Action(s)
Last name, First name	email@email.se	<input type="button" value="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 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 2023**

NPJR-2023/ [REDACTED]

1.Start    2.Institutions    **3.For publication**    4.Reporting    5.Mobility    Vision 2030    6.Expenditure    7.Submit

---

**Project information**

The project information given below is taken from the project document (contract) and cannot be changed as part of the final reporting. Any change of the project type and period must have prior acceptance from the Main Administrator by a request directly forwarded to the Main Administrator as soon as the situation occurs.

**Type of project:**

PREPARATORY VISIT  
 MOBILITY project  
 Development project

**Type of mobility**

Class Exchange  
 Teacher Exchange

**Project period**

From date (dd.mm.yyyy)    01.05.2023

To date (dd.mm.yyyy)    01.05.2024

---

**3.1. Outcomes and results**

You are asked to provide a short and publishable description of the main outcomes and results of your Nordplus 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 project. This includes the number of pupils and teachers involved in the exchanges, the acquired knowledge, experience, competences and skills of the pupils and teachers involved, as well as the impact of the 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. Outcomes and results of the project (max 350 words) \***

[Rich text editor with Paragraph dropdown and icons]

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**3.1.2. Products and materials**

If relevant, list products and materials established as part of your project:

[Help icon]

[Rich text editor with Paragraph dropdown and icons]

---

**3.1.3. Website and links**

Please list relevant websites and links with information on your project, its results and outcomes and possible materials developed within the project:

[Rich text editor with Paragraph dropdown and icons]



## 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
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						
<div style="border: 1px solid black; height: 60px;"></div>						
To what degree did the project meet its overall objectives? *						
<input type="radio"/> Better than planned						
<input type="radio"/> As planned						
<input type="radio"/> Worse than planned						
<input type="radio"/> 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>... <b>4.2.1. Work plan</b> ...</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>... <b>4.2.2. Partnership languages</b> ...</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>... <b>4.2.3. Sharing responsibilities and workload</b> ...</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
- Vision 2030
- 6.Expenditure
- 7.Submit

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

One of the goals of the Nordplus programme is the further development of different **competences**, lifelong learning, innovation and networks within the educational area in the Nordic and Baltic region. The topic "competence" summarises aspects of the effects of participating in a Nordplus Junior project on the linguistic, analytical, social, and personal competencies of the participants.

Participation in Nordplus Junior projects aims to **increase teachers and staff's professional skills** and thus contribute to improving education. Indicators being development of their leadership and management skills, work-related knowledge and skills, intercultural skills and their professional network.

**This section concerns the project's impact on pupils, teachers, other staff and the involved organisations.** 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. Impact on pupils** .....

The Nordplus Junior project has contributed to gained skills and competences of participating pupils.

- Strongly agree
- Rather agree
- Neither agree or disagree
- Rather disagree
- Strongly disagree

Which skills and competences were gained or enhanced by this project?

- Linguistic/communication skills
- Digital competence
- Theoretical and/or vocational skills
- Social skills
- Leadership skills
- Analytic skills
- Self-confidence
- Other

Describe the impact on pupils and how the participation in a Nordplus Junior project provided pupils with opportunities to enhance their personal skills and/or contributed to the student achievement.\*

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

Paragraph

Path: p

.. 4.3.2. Impact on teachers and pedagogical staff .....

The Nordplus Junior project has contributed to enhanced social, personal and professional skills and competences of participating teachers/pedagogical staff.

- Strongly agree
- Rather agree
- Neither agree or disagree
- Rather disagree
- Strongly disagree

Which skills and competences were gained or enhanced by this project?

- Linguistic/communication skills
- Digital competence
- Leadership and management skills
- Teaching skills
- Analytic skills
- Motivation
- International network
- Other

Describe the impact on teachers and how the participation in this project provided opportunities to enhance skills and pedagogical competences and/or to develop innovative ways of teaching?

**B I U** | | Paragraph | | |

Path: p

.. 4.3.3. Impact on organisation .....

The Nordplus Junior project has contributed to institutional development of the participating organisations.

- Strongly agree
- Rather agree
- Neither agree or disagree
- Rather disagree
- Strongly disagree

What impact did the project have on institutional development of the participating organisations?

- Improving the organisation and management
- training programme, or courses
- supporting the strategical quality development work
- Implementation/development of the curricula
- strengthening the cooperation with the partner organisations in this project

Describe the impact of the project has had on the organisations involved.

**B I U** | | Paragraph | | |

Path: p

.. 4.3.4 Results/outcome .....

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

If your outcomes were different to those indicated at application stage; please explain the reasons for these changes. \*

**B I U** | | Paragraph | | |

Path: p

## 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.

Nordplus Junior - Final Report 2023

NPJR-2023/ [REDACTED]

1.Start	2.Institutions	3.For publication	4.Reporting	5.Mobility	Vision 2030	6.Expenditure	7.Submit
4.1.General information			4.2.Organisation		4.3.Results/outcome		4.4.Dissemination

**-- 4.4.1. Dissemination** .....

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

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Paragraph, Text color, Background color, Undo, Redo.

Path: p

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

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Paragraph, Text color, Background color, Undo, Redo.

Path: p

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

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Paragraph, Text color, Background color, Undo, Redo.

Path: p

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

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Paragraph, Text color, Background color, Undo, Redo.

Path: p

**4.4.2. Lessons learned** .....

Problems, obstacles encountered. If useful, please describe any difficulty you encountered before/ during / after the project and how they were solved. \*

Rich text editor with toolbar (Paragraph, Bold, Italic, Underline, Bulleted list, Numbered list, Paragraph style, Font color, Background color, Undo, Redo).

Comments and suggestions \*

Please provide any further comment you might wish to make on the management and implementation of Nordplus Junior projects (such as recommendation for future measures, administrative procedures, level of funding etc.)

Rich text editor with toolbar (Paragraph, Bold, Italic, Underline, Bulleted list, Numbered list, Paragraph style, Font color, Background color, Undo, Redo).

## 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
<b>Total</b>			<b>56</b>		<b>39 090</b>

**5.1.2. Actual mobility**

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

**Class exchange**

Add mobility

Who	From	To	Travelers
<b>Total</b>			

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** [Click here to register mobilities.](#)

Press “add mobility” to report/register the actual mobility

**Class exchange**

	Who	From	To
1			
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, 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) NBI Each line represent one mobility. Please, use the counting in the left column to make sure that the total number of n You can anytime save and continue the registration later.

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

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”.

**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.

#### 6.1. Granted support

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 in how much of the grant you have spent on each activity.

EUR - Euro	Used of Nordplus grants	Sum
Mobility		
Class exchange	<input type="text"/>	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

### Development projects

For development projects 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 in how much of the grant you have spent on each activity.

EUR - Euro	Used of Nordplus grants	Sum
Project support		
Travel expenses	<input type="text" value="0"/>	0
Board and lodging	<input type="text" value="0"/>	0
Special needs	<input type="text" value="0"/>	0
SUM - Project support		0
Total	0	0

[Update sums](#)

### Attachments (only for development projects)

Development projects 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

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

Current files on document:

 (49582) Budget NPJR.xlsx

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.

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'. A red arrow points from the text 'Preview and/or download your report' to both buttons. Below this, the 'Submission' section contains a 'Submit report' button. A red arrow points from the text 'Press "submit report" when you are sure that you have completed your' to the 'Submit report' button. At the bottom of the page, there is a 'Cancel' button and a note: '\* 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](mailto:nordplus@uhr.se)

You can also contact the program office in your own country, please see [www.nordplusonline.org](http://www.nordplusonline.org)

Best regards,

Nordplus Junior administration