Erasmus+ Observation Form

Please note that this form is for the use of **Erasmus+ beneficiaries** (the person or organisation/ institution who/which has signed the grant agreement issued by the UK National Agency).

The observation form must clearly specify the **reasons why you do not agree with the outcome of the Final Report, Desk Check or On-the-spot check**, and provide **specific and relevant evidence** to support your observation. Observations can be submitted following the outcome of a Final Report, Desk Check or On-the-spot Check.

Before completing the observation form, please note the following:

* In order to provide applicants and beneficiaries with the means of redress, you may only submit an observation form **once** at each stage of the project.
* Observation forms which document non-specific evidence or which note general dissatisfaction will not be considered. In some cases, these may be viewed as complaints, and you might be asked to fill out a **Complaint Form** which will be processed accordingly.
* Observations relating to decisions made by the UK NA regarding a Final Report, Desk Check or On-the-spot Check must be sent to the relevant UK National Agency inbox **within 30 calendar days** of the decision being communicated to you.

Organisation and Project Details

|  |  |
| --- | --- |
| **Erasmus+ Key Action** (please delete as appropriate) | 1 2 3 |
| **Field**  (please delete as appropriate) | Higher education  Vocational education and training  Schools  Adult education  Youth |
| **Erasmus+ OID reference number (if applicable)** |  |
| **Organisation/ institution name** |  |
| **Grant agreement reference** |  |

Contact Details

This must be from the legal signatory or the contact person for the project

|  |  |
| --- | --- |
| **Project contact** | Legal signatory  Contact Person |
| **Forename(s)** |  |
| **Family name** |  |
| **Email address** |  |
| **Telephone number** |  |

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| **Please provide further details of why you would like to make a Final Report, Desk Check or On-the-Spot Check observation, in no more than 2 pages** (please note that if your observation exceeds 2 sides of A4 you will be asked to reduce the word count and resubmit the form)**:** |
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Please email the completed form to the UK National Agency as follows:

For the below Key Actions and sectors, email the **British Council** at: [**erasmusplus.feedback@ce.britishcouncil.org**](mailto:erasmusplus.feedback@ce.britishcouncil.org)

* Key Action 1 higher education and schools,
* Key Action 2 higher education, schools and youth,
* Key Action 3 youth

For the below Key Actions and sectors, email **Ecorys** at: [**erasmusplus@ecorys.com**](mailto:erasmusplus@ecorys.com)

* Key Action 1 vocational education and training, adult education and youth,
* Key Action 2 vocational education and training and adult education

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