



Lifelong Learning Programme
Programma di apprendimento permanente

Guide to EST data input for beneficiaries

- Comenius school partnerships
- Comenius Regio
- Leonardo da Vinci Partnerships
- Grundtvig Learning Partnerships
- Grundtvig Senior Volunteering projects

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1. Introduction

1.1. What is this guide for?

This document is for all Comenius, Leonardo da Vinci and Grundtvig Partnerships, including Regio and Senior Volunteering projects, approved in 2011.

1.2. What is EST?

EST stands for European Shared Treasure. It is a Europe-wide database for the actions mentioned before which aims to increase the visibility of projects across Europe and facilitate access to results and outcomes.

Project promoters (i.e. you) can showcase the results and outcomes resulting from their Comenius, Leonardo and Grundtvig projects, as well as looking at other projects from around Europe to gain inspiration and ideas.

EST is a collaborative interface of the National Agencies who manage the Lifelong Learning Programme in the different participating countries and adopted by the European Commission. There is a unique European address, which is www.europeansharedtreasure.eu.

1.3. Who inputs the data into EST?

The information included in the EST database is a combination of pre-filled data from your application form and of your contributions. As EST is a European database, each partner of the project has to contribute.

Your National Agency is responsible for inputting the core data for your project into EST. This includes the basic information for your project.

The coordinator and all the partners of the project are required to enter information on final results and products which were generated during the lifetime of the project.

Although each partner is required to contribute, the coordinator is the only one who can edit the project description in the working language and upload a logo for the project.

1.4. Contractual obligation

As a Comenius, Leonardo or Grundtvig project beneficiary, according to article eight of your grant agreement, it is a contractual requirement for you to input results and supporting information into the EST database.

The deadline to enter information into the database is **30th September 2013**.

The National Agency will check the database to ensure that each beneficiary has contributed to it.

If a beneficiary has not input the **minimum data required**, into the database they will be contacted by their National Agency and requested to enter additional information. As this is a contractual obligation, any final grant payments will not be processed by the National Agency until the beneficiary has contributed to the EST database.

1.5. Data Protection

All of the information included in the database will be information gathered from the original Partnership application, plus what you add. Your original application was signed by the legal representative of your institution, who thereby gave permission to publish the personal and institutional details, as set out in the application form.

2. Get started

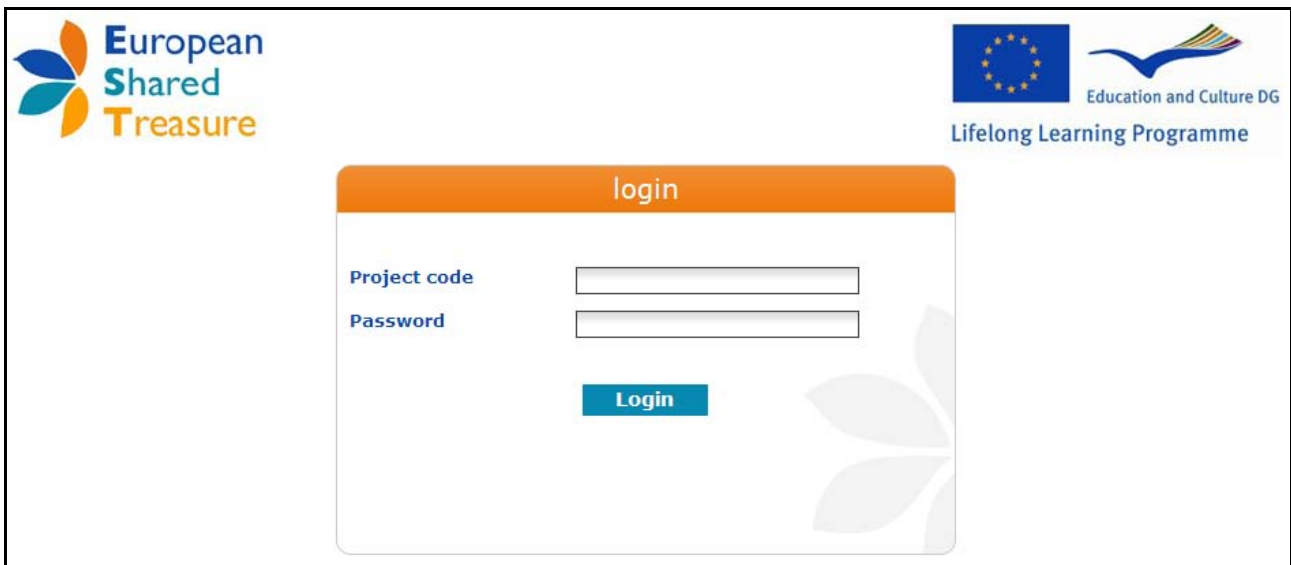
2.1. Login and Password

Your National Agency has provided you with:

- a - this updated "Guide to EST data input for beneficiaries" for general orientation about how to input and communicate your results to public,
- b - a personal login, which will be your project code, and your unique password.

Once you have your project code and password, you will be able to access the database and start inputting information and results.

Just go to the website <http://www.programmallp.it/servizi/> and log in!



2.2. Pre-filled information

You will find that a first set of information is already pre-filled in the database, that is the one taken from the application. In order to complete the report, it is necessary to update the database with the developments and outcomes of the partnership.

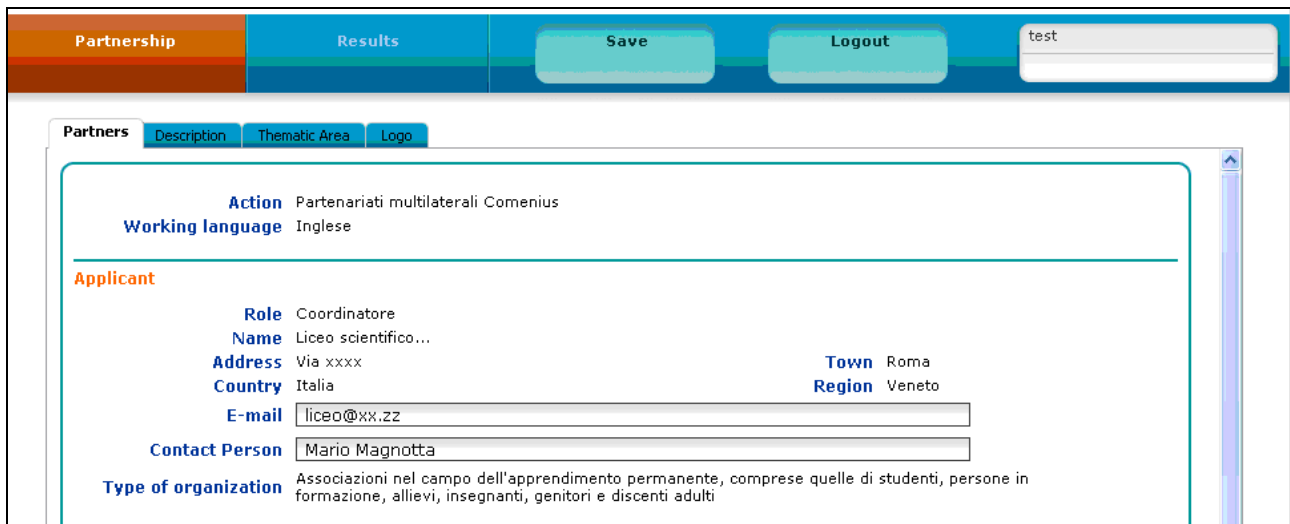
2.3. Saving data

You can work on the update of information on separate sessions. Each time you add new info, and also during the editing phase, click on the button "SAVE" at the top of the page to store data. It is advisable to save frequently.

3. Project section

3.1. Project section

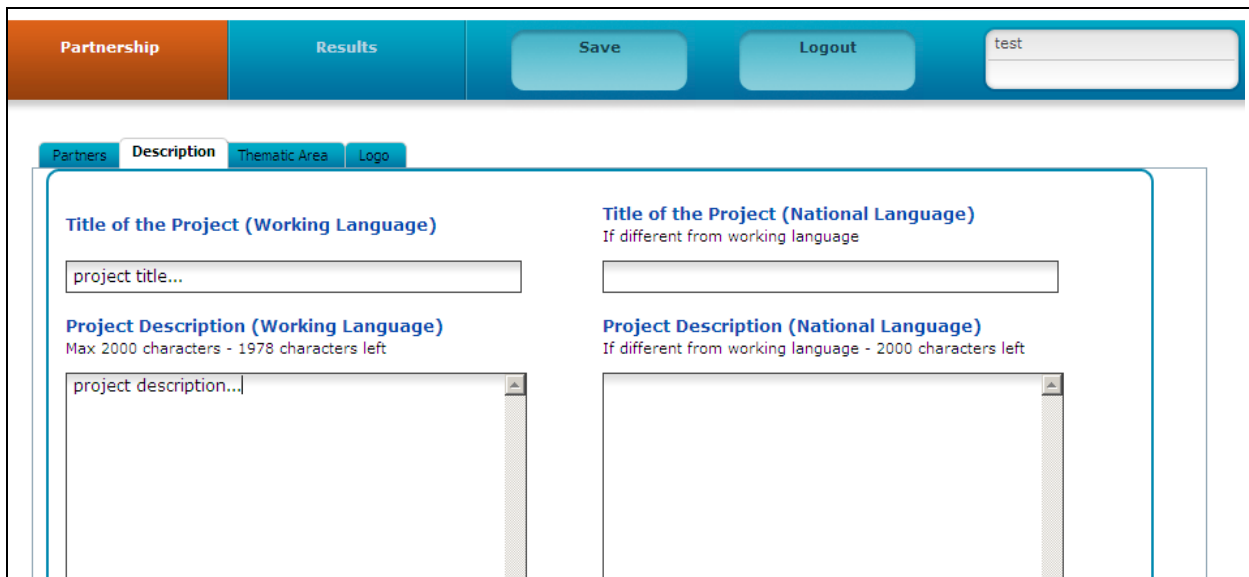
The first tab displays the partnership's basic data grouped in two sub-sections. In the first one action type and working language are indicated. The second one contains all the info on the applicant organisation. This page is almost entirely pre-filled, only the fields related to the contact person and e-mail are modifiable.



3.2. Description section - Mandatory

In this section, you can briefly describe your project.

The page displays four text fields: **Title and Description** both in the working language and in the applicant's national language. The Title of the project in the Working Language is pre-filled and cannot be modified.



The **project description** in the working language is taken from the application and already pre-filled. The coordinator is in charge of editing this text. In editing the text, consider what has actually been achieved in the two years of activities and bear in mind that this text is intended for a wider audience on the web, so you can use a less "bureaucratic" and more direct and user friendly language.

In case this is not pre-filled, the coordinator, in agreement with partners, should input an update summary of the project.

All partners (including the coordinator) are requested to provide a translation in their national language. If the summary is in your national language, just **copy and paste the title and the summary text** into the boxes in national language on the right-hand side of the page. The purpose of a multi-language description is to allow users from many countries to consult the database and to facilitate the circulation of good practices.

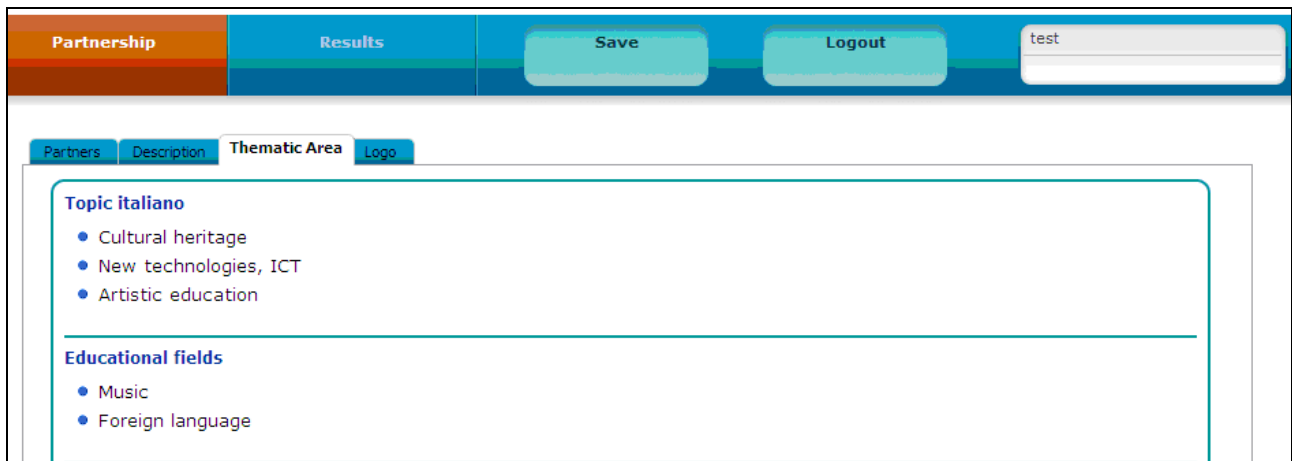
The **maximum number of characters** allowed for these fields is 250 for the titles and 2,000 for the descriptions (blanks included). The number of characters left is displayed at the top of the project description box.

Some reference material might help you with clear tips on good communication of projects:

- Brochure **“How to write clearly”** in 22 languages at http://ec.europa.eu/translation/writing/clear_writing/how_to_write_clearly_en.pdf (for other language versions, change EN in DE, FR, ES, IT, NL, etc)
- Brochure **“Making waves”**: <http://www.salto-youth.net/download/1408/MakingWaves.pdf>
- **Writing for the web** is not the same than writing for a printed publication at <http://www.useit.com/papers/webwriting/>

3.3. Thematic area section

This section describes the project through its main topics and educational fields. These are both pre-filled and cannot be modified.

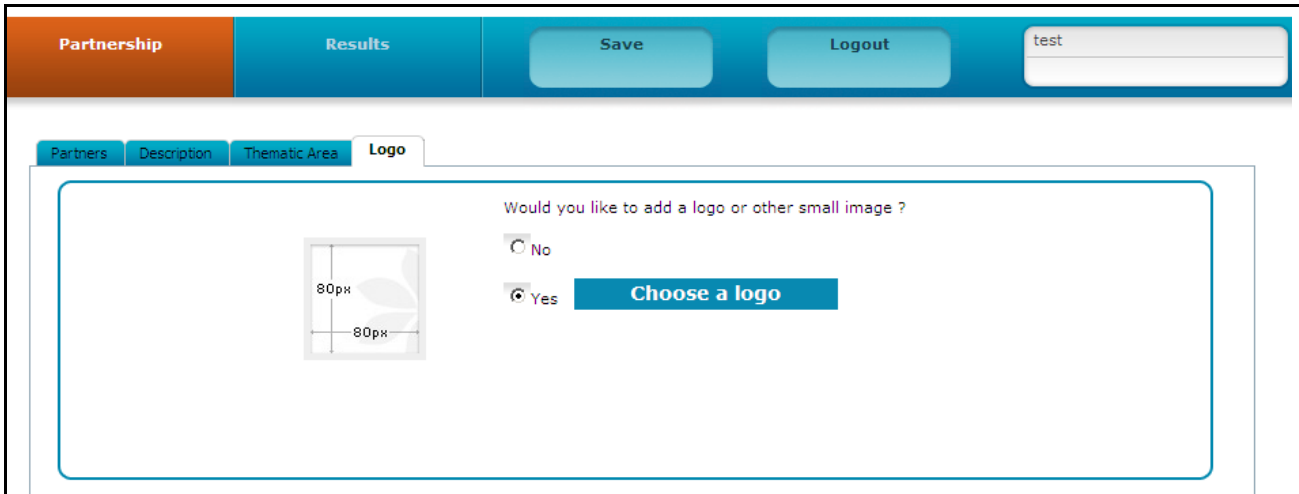


The screenshot shows a web interface for project documentation. At the top, there is a navigation bar with 'Partnership' (orange), 'Results' (blue), 'Save' (light blue), and 'Logout' (light blue) buttons. A search box contains the text 'test'. Below this, there are tabs for 'Partners', 'Description', 'Thematic Area' (selected), and 'Logo'. The 'Thematic Area' section is displayed in a light blue box with a rounded border. It contains two sections: 'Topic italiano' and 'Educational fields'. Under 'Topic italiano', there are three bullet points: 'Cultural heritage', 'New technologies, ICT', and 'Artistic education'. Under 'Educational fields', there are two bullet points: 'Music' and 'Foreign language'.

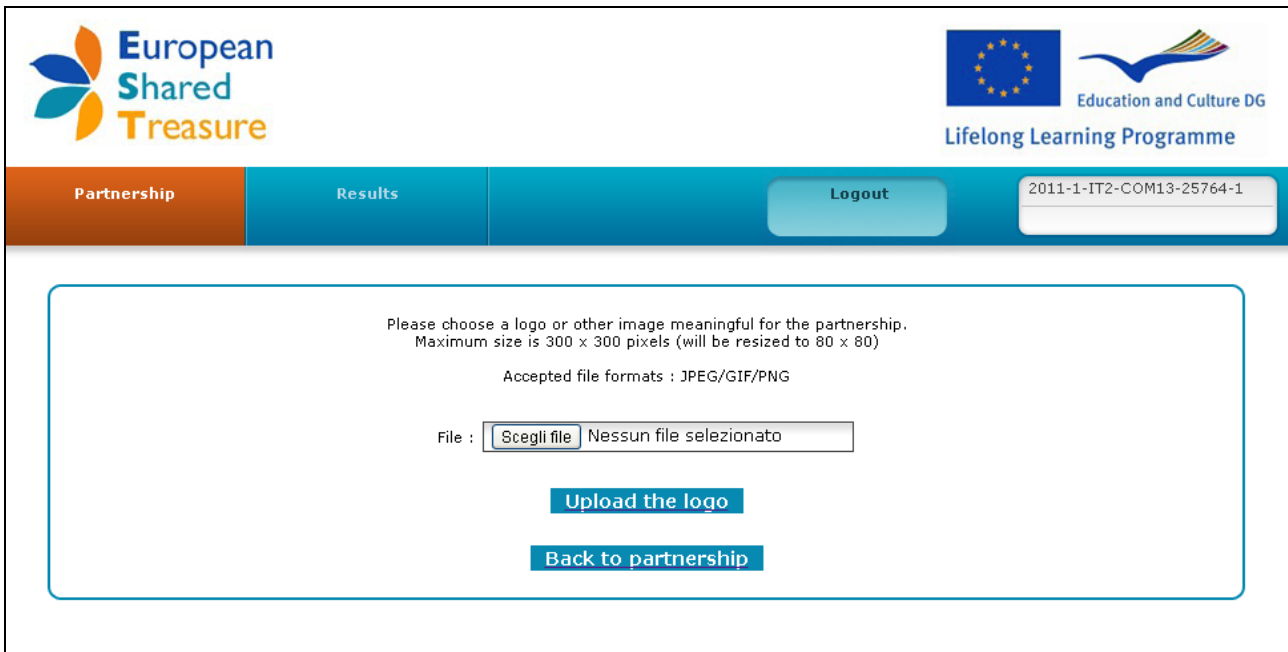
3.4. Logo section - only for the coordinator

If you are the coordinator, you are encouraged to upload a logo or another image meaningful to the partnership. The maximum size of the image is 300 x 300 px -height and width - (please note that if the image exceeds the maximum size you will receive an error message) and the formats accepted are .JPG .PNG or .GIF. To check the image size and resize it before uploading, you can use any image/photo editing software such Gimp (www.gimp.org), Picasa (picasa.google.com), Irfanview (www.irfanview.com) (all freely available on the net) or Photoshop.

Whatever the image shape is, it will be displayed in the EST website as a square 80 by 80 px, next to the project data. We would encourage all coordinators to upload a logo or image for their project as this makes the database more visually appealing.



To upload a logo, simply select “yes” and you will be taken to a new screen. Your logo will need to be saved as a file on your computer. To search for your file, click on the “browse” button. Once you have selected the file you want to upload, click on “upload”.



4. Results section

4.1 What is a result?

This section is dedicated to the Results of the project. Within Comenius, Leonardo and Grundtvig, the term “result” has a very wide meaning, and can include paper and multimedia resources, artistic object, handiwork and audiovisual material as well as events, seminars, videoconferences, exhibitions, research, dissemination, and in some cases, mobility activities, etc.

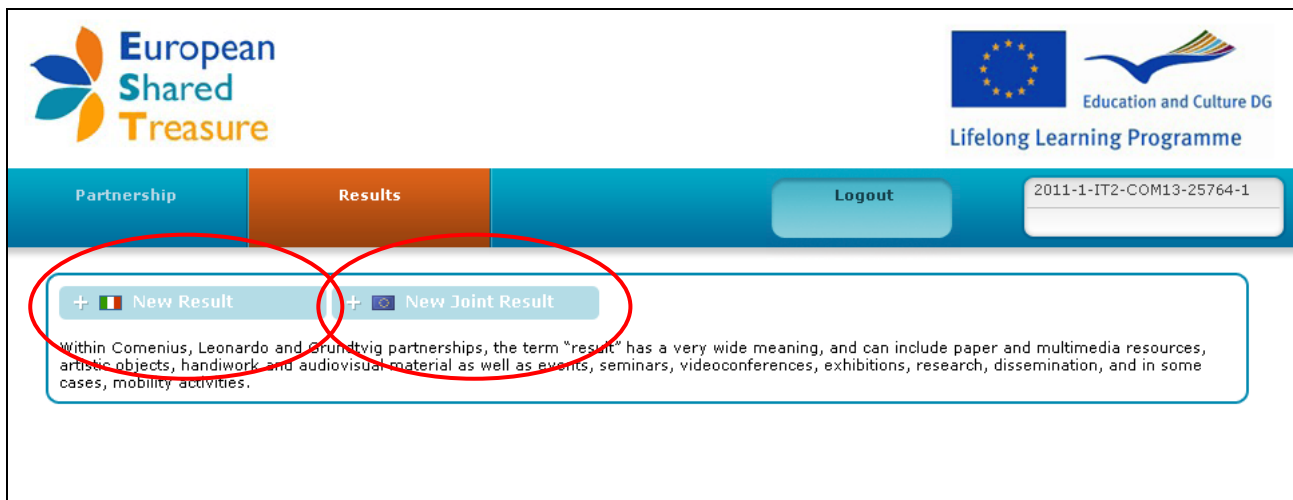
4.2. Add a new result and edit an existing one

Each partner has to input **at least one result** and fill in all mandatory fields in order to complete the data input in EST. We encourage you to input all meaningful results, to ensure the best possible representation of your project.

If the result is in electronic format, you should upload it or provide a link to it. If the result is not in an electronic format, you should input a description of the result.

In the “results” section you have two options:

- A – Insert a new result
- B – Insert a new joint result



4.2.1 Add a new result

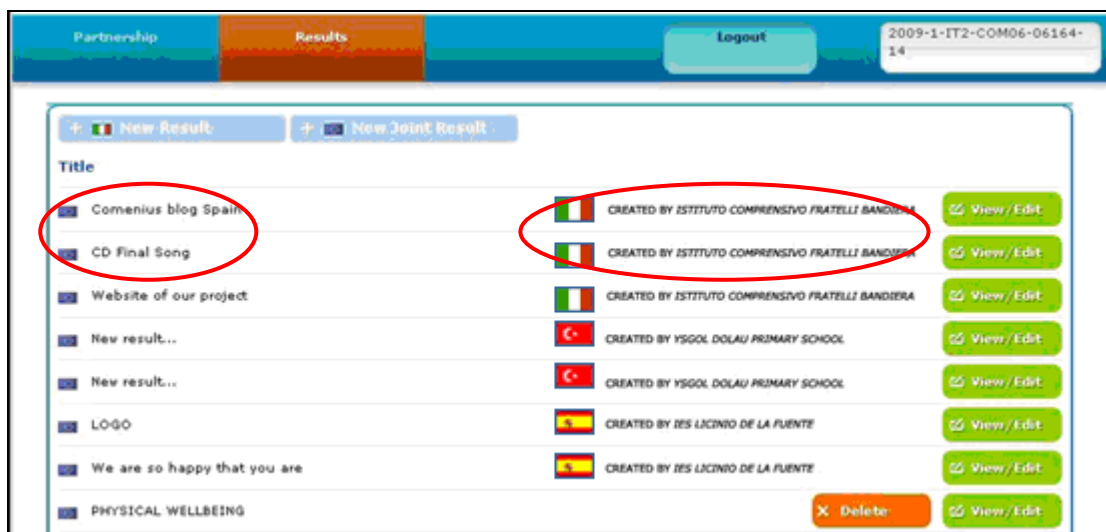
You can input in this section all the results/outcomes achieved in your institution. Please note that once you input a result you are the only user able to see its content and able to modify it by clicking on the button View/Edit.

To add a new result, just click on the button “+ new result” for each separate entry you want to add.

4.2.2 Add a new Joint result

If the result/outcome has been achieved together with all partners, you can input it as a “Joint result”.

The joint product can be input by any of the partners involved in the project, through the dedicated button “New Joint result”. The interface will then show the joint product (identified by a European flag) also to other beneficiaries of the same partnership. Beneficiaries will know who is the creator of this joint result.



Partners will then be able to insert the translation in their national language clicking on the button “View/edit” but only the creator of joint product can delete it.

The joint product parameters (Audience, Availability, etc) are selected by the partner who creates the joint product and are not editable by others partners.

4.3. Description section - working and national language both mandatory

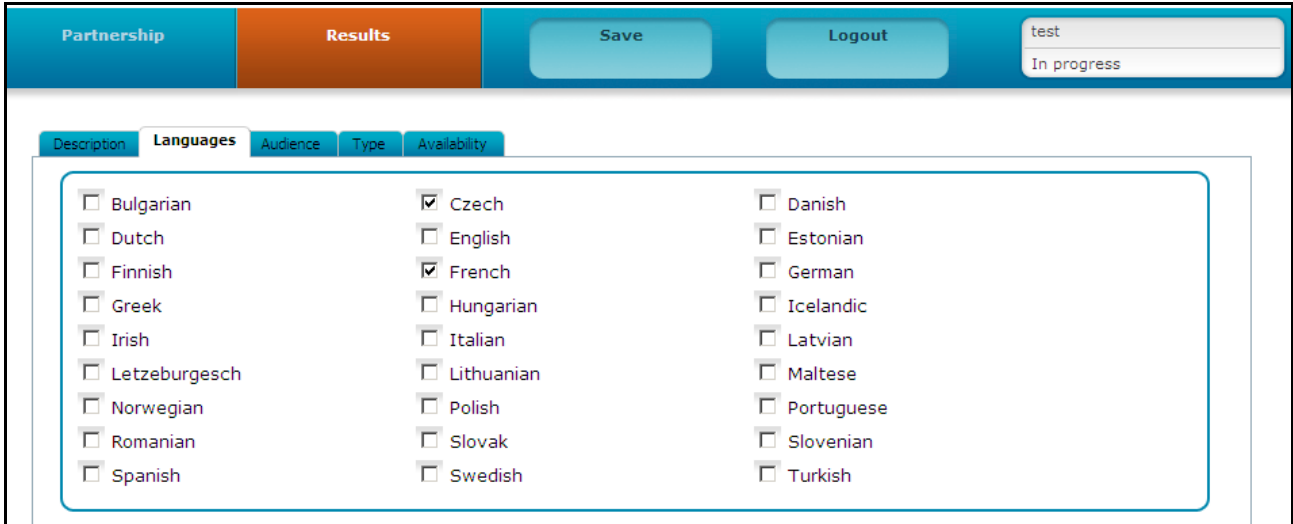
As with the partnership section, two fields are reserved for the title of the result and two are reserved for the description of the result. Both the title and the description must be completed in the working language of the project and in your national language. If the working language is your national language, just **copy and paste the title of the result and the description text** into the boxes in national language.

The **maximum number of characters** allowed for these fields is 250 for the Title and 500 for the Description in each language (blanks included). The number of characters left is displayed at the top of the project description box.

Once you have completed this section, press the "save" button.

4.4. Languages section - mandatory


Select at least one language for each result. There is no limit in the number of languages you can flag. Once you have completed this section, press the "save" button.



Languages		
<input type="checkbox"/> Bulgarian	<input checked="" type="checkbox"/> Czech	<input type="checkbox"/> Danish
<input type="checkbox"/> Dutch	<input type="checkbox"/> English	<input type="checkbox"/> Estonian
<input type="checkbox"/> Finnish	<input checked="" type="checkbox"/> French	<input type="checkbox"/> German
<input type="checkbox"/> Greek	<input type="checkbox"/> Hungarian	<input type="checkbox"/> Icelandic
<input type="checkbox"/> Irish	<input type="checkbox"/> Italian	<input type="checkbox"/> Latvian
<input type="checkbox"/> Letzeburgesch	<input type="checkbox"/> Lithuanian	<input type="checkbox"/> Maltese
<input type="checkbox"/> Norwegian	<input type="checkbox"/> Polish	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Romanian	<input type="checkbox"/> Slovak	<input type="checkbox"/> Slovenian
<input type="checkbox"/> Spanish	<input type="checkbox"/> Swedish	<input type="checkbox"/> Turkish

4.5 Audience section - mandatory

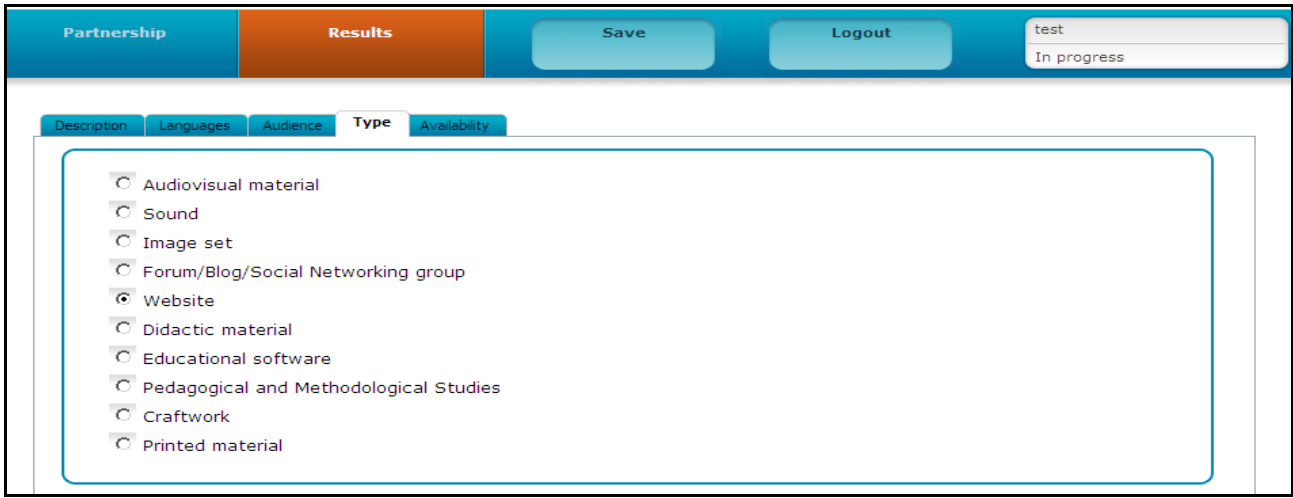
Flag the audience to which the result is addressed and, if relevant, the age of learners (pupils, students, trainees, adult learners, special needs). You can also identify their age. There is no limit in the number of audience or age range you can flag. Once you have completed this section, press the "save" button.



Audience	
<input type="checkbox"/> Pupils	<input type="checkbox"/> 3-5
<input type="checkbox"/> Students	<input type="checkbox"/> 6-10
<input type="checkbox"/> Trainees	<input type="checkbox"/> 11-15
<input type="checkbox"/> Adult learners	<input type="checkbox"/> 16-19
<input type="checkbox"/> Teachers	<input type="checkbox"/> 20-26
<input type="checkbox"/> Trainers	<input type="checkbox"/> 27-65
<input type="checkbox"/> Educators	<input type="checkbox"/> 65+
<input type="checkbox"/> Parents	
<input type="checkbox"/> Special Needs	

4.6. Type section - mandatory

Choose the resource type of your result. You can only choose one. Once you have completed this section, press the "save" button.



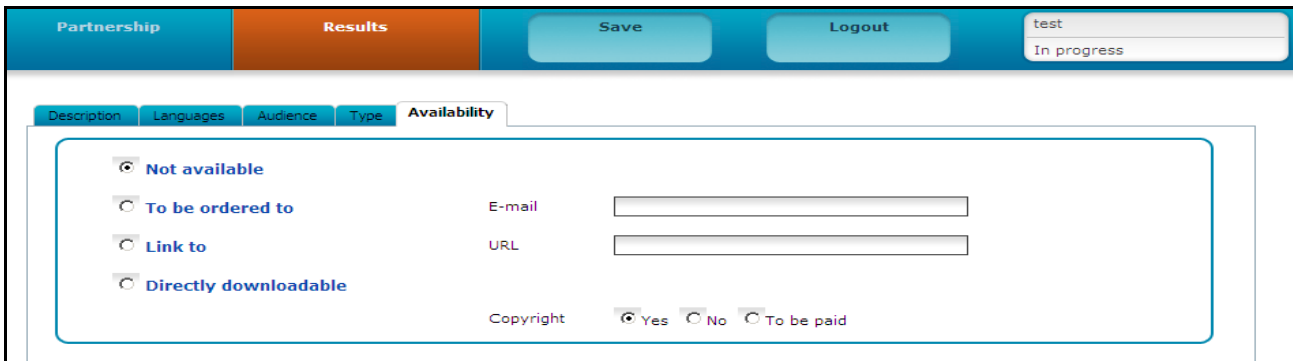
Partnership Results Save Logout test In progress

Description Languages Audience **Type** Availability

- Audiovisual material
- Sound
- Image set
- Forum/Blog/Social Networking group
- Website
- Didactic material
- Educational software
- Pedagogical and Methodological Studies
- Craftwork
- Printed material

4.7. Availability section - mandatory

The final step requires you to indicate the availability of the result



Partnership Results Save Logout test In progress

Description Languages Audience Type **Availability**

- Not available**
- To be ordered to E-mail
- Link to URL
- Directly downloadable

Copyright Yes No To be paid

There are four options to chosen from:

Not available	The result is not available
To be ordered to	In case it is not possible to upload the result (i.e. DVDs whose size is too big for upload, or books etc) please indicate an e-mail address of a contact person, to which the result can be requested
Link to	If the result is already available on line, please indicate the URL (i.e. a website or a web photo-album or a podcast)
Directly downloadable	You also have the option to upload your result in the EST server. The maximum size: 5Mb. To upload a result, click on "upload" and you will be taken to a new screen. Your result will need to be saved as a file on your computer. To search for your file, click on the "browse" button. Once you have selected the file you want to upload, click on "upload".

You also need to indicate whether the result is covered by copyright.
 Once you have completed this section, press the "save" button.
 You need to repeat the above steps as many times as necessary to include all your results.
 N.B. In some cases, upload capacity can be limited to 5Mb.

5. Star projects

Every year, National Agencies in each country **select the best projects - among those coordinated by their beneficiaries - and flag them as Star Projects in EST**. They will use them as best practices for their national promotion during their dissemination and exploitation events in each country.

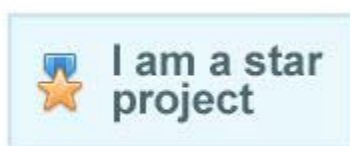
The selection is based on the quality of the project description and of the results available in EST, based on the European Assessment grid here below:

CRITERIA	RATING	TOTAL
1. PARTNERSHIP CONTENTS AND ACTIVITIES	30. Excellent	30
1.1 Is transnationality evident throughout the project? Are the achievements from European cooperation relevant/of added value for the partnership as such? (enriched the partnership)		
1.2 Are the activities in line with the objectives and well documented?		
1.3 Have the project made a relevant impact upon the identified target groups and upon the involved organisations?		
2. OUTCOMES AND RESULTS	50. Excellent	50
2.1 Are the results easily available?		
2.2 Do they give a clear idea of the partnership and its activities?		
2.3 Are the products attractive and do they have a good communicative impact?		
2.4 Are they creative and innovative?		
2.5 Are they the result of a real European cooperation? Are they joint products? Are they multilingual?		
3. DISSEMINATION AND SUSTAINABILITY	20. Excellent	20
3.1. Were the results efficiently disseminated?		
3.2. Are the results transferable into practice and/or to other contexts/networks/sectors/organisations (e.g. commercialisation, mainstreaming)?		
TOTAL POINTS / PERCENTAGE (out of 100%)		100

If you want your project to be a star, make sure you highlight in your final report and in the EST database how your project is successful. You should show clear and transferable results, and you should demonstrate the impact of your project on staff, pupils/learners/trainees, and the local community as well as its European added value.

Star projects will be transferred to the EVE database which is the European dissemination platform for projects supported by the Lifelong Learning, Culture, Youth in Action and Citizenship Programmes. For more information, visit the website at this address: http://ec.europa.eu/dgs/education_culture/eve/

If you are a Star Project, you can add the Star Project icon to your project's website:



6. Promotion of EST

National agencies do their part in promoting the EST database both online and in the course of events, so that your project has greater visibility.


Please help us to increase the popularity of EST by placing **a link to EST on the website of your project and of your institution**. You can use the icon here below...



facebook

Have a look at the EST fan page in Facebook and become a fan clicking on "I like":

<http://www.facebook.com/europeansharedtreasure>

You can also "like" your project by clicking on the "I like" icon  at the bottom of your project's in the EST public interface: <http://www.europeansharedtreasure.eu/>

Annex: Frequently asked questions

- **Accessing EST**

What do I do if I forget my login and password?

You should contact your project officer at the National Agency and ask them to send you the password again.

Can access data be provided on the telephone?

For security reasons, access data are transmitted exclusively by e-mail. To receive them again, please indicate an e-mail address.

I received my username and password, how do I access the application?

Data access and the instructions were communicated by e-mail. Please check your inbox, spam and if you can not find the message please inform us to receive a new message.

I cannot login: is data received by e-mail is incorrect?

You are kindly asked to enter the data received exactly as they appear in the fields mentioned in the message (username - project code, password: password generated).

What do I do if the pre-filled information in EST is incorrect?

You should contact your project officer at the National Agency and ask them to correct the information.

- **Inputting information**

What happens if I don't input information in EST?

It is a contractual obligation to input information in EST. If you don't comply with this requirement, your final grant payment will not be processed by your National Agency.

Can I receive step by step assistance?

Assistance step by step is provided in the beneficiary EST guide and in the video tutorial for input.

Why so many language versions?

Translation is required for users who do not speak other European languages, in order to access and understand the data published about your project.

Do I have to wait for my coordinator to input information in EST before starting?

No, you don't have to wait for your coordinator. Each EST record is independent.

What happens if my partners do not input information in EST?

Each partner has to input their data in EST. If one of your partners does not enter data in EST, your organisation will not be penalised for that. The National Agency of this partner will contact them directly.

Why do all the partners have to input information in EST and not only the coordinator?

It is a contractual obligation to input information in EST. All the partners have to input the results that they have implemented at local level which might be different from the common results produced collectively with the other partners.

Who should input the results produced collectively by all the partners?

Any of the partners can input the joint products of the partnership. Each partner should then add a description in the national language. The purpose of a multi-language description is to allow users from many countries to consult the database in different languages and to facilitate the circulation of good practices.

I am a partner in the project and can not upload the logo, why?

Although each partner is asked to contribute, only the coordinator can edit the project description in the working language and upload a logo for the project

I uploaded the final products of the project in several phases and some appear while others do not appear.

The EST system is formed by a network of national servers, and information is retrieved and refreshed every 24 hours, so within maximum 24 hours you will be able to see the results you have publish (time synchronization with servers of all agencies).

Mr/Ms. ... is not responsible for the project because he/she is not in our school anymore. We

announced that in September the new responsible person for this project is Ms. ... Is there a problem? Since the project was approved for funding for your institution, reporting can be made any other person designated to coordinate it.

I want to introduce more materials from a single result, what should I do?

The application was so conceived that a result is only one file. If you want to load more files together, e.g. photos, it is possible only through an archive.

If, for example you try to upload 4 photos into the application they will be overwritten and only the last image loaded will be shown. For this reason the recommendation is to make a gallery of photos so that the final result is a single file (e.g. creating galleries using specific programmes such as Picasa, etc).

Whatever the loaded file (archive, file pdf, html, jpg, gif etc..) must not exceed 5 MB. Photos can be resized using specific programmes

Do I have to save each page?

The database automatically saves any new entries or amendments made on each page. However you should save your work frequently and after completing each section to avoid any data loss, and you have to save your work before logging out of the database.

Is it possible to edit a result already published?

Yes, it is possible to edit a result once it has been published.