Guide to EST data input for beneficiaries

- Comenius School Partnerships
- Comenius Regio Partnerships
- 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 2009 and 2010.

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**.

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.

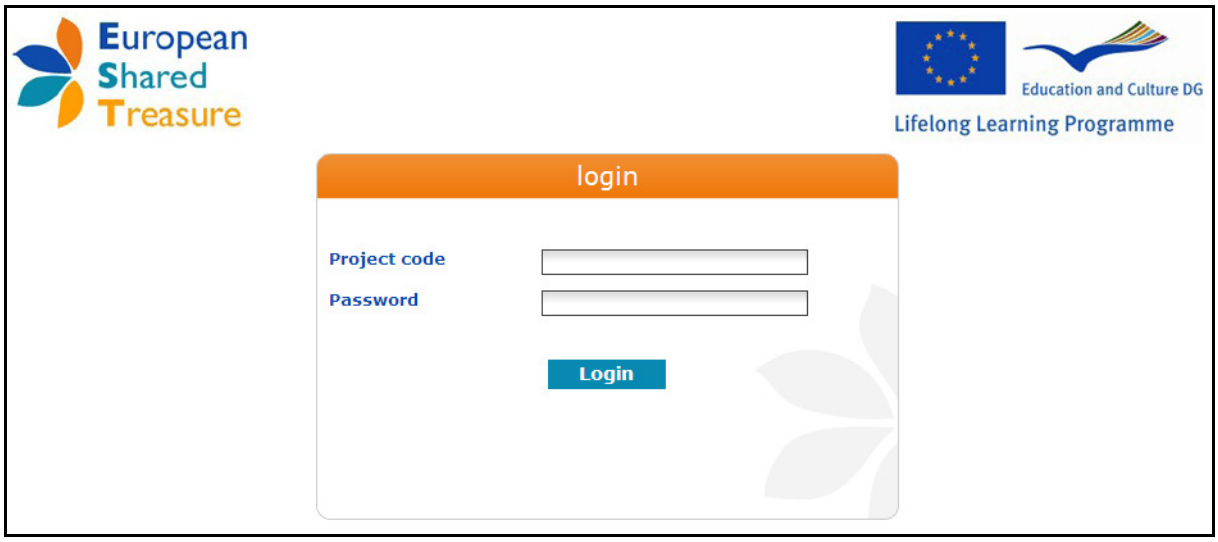
2.Get started

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://nuffic-nalll.intermax.nl/est/login.php 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.

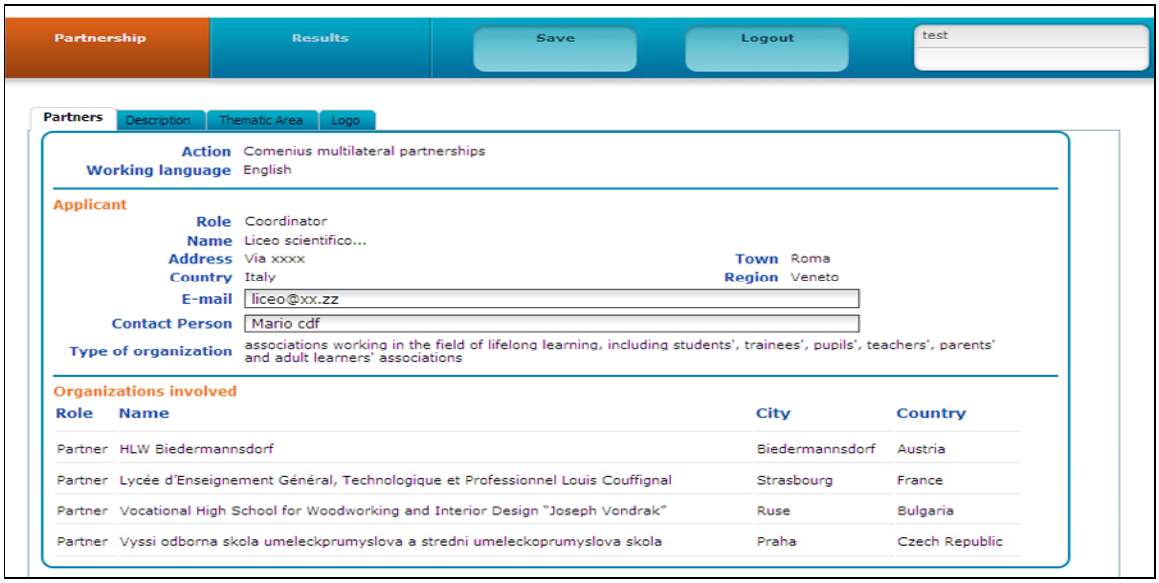
2.3. Saving data

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

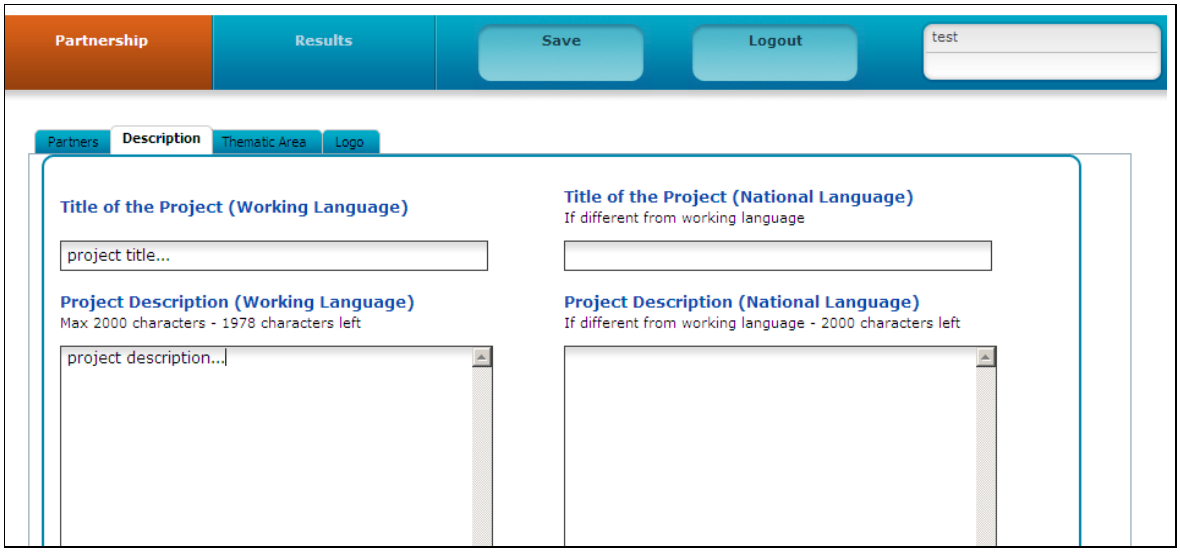
3.1. Project section

The first tab displays the partnership's basic data grouped in three sub-sections. In the first one action type and working language are indicated. The second one contains all the info on the applicant organisation and the third one on the partner organisations.
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
- Brochure **"Making waves"**: http://www.salto-youth.net/download/1408/MakingWaves.pdf
- **Project lingua connections**: http://www.linguaconnections.eu/
- **Writing for the web** is not the same than writing for a printed publication at http://www.useit.com/papers/webwriting/

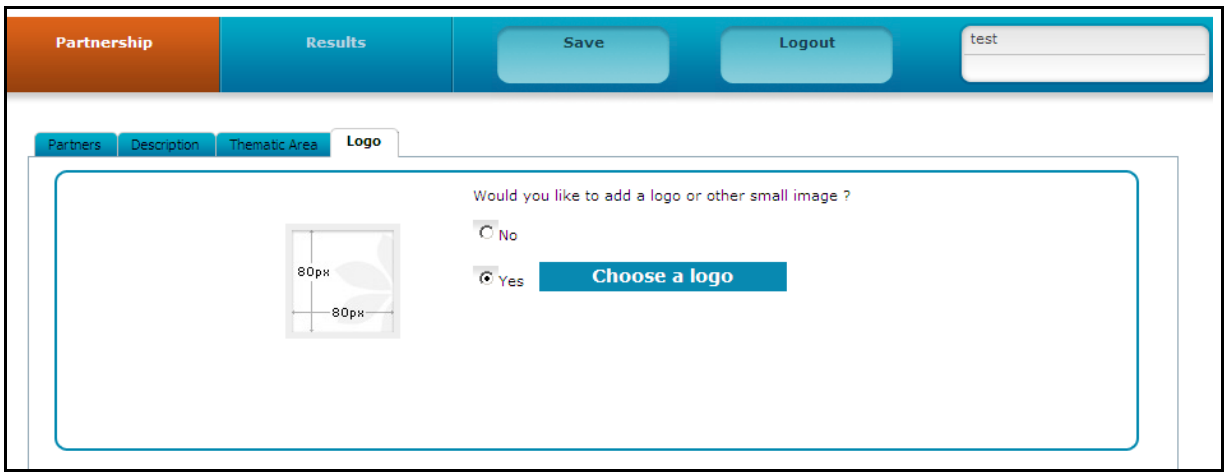
3.3. Thematic area section

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

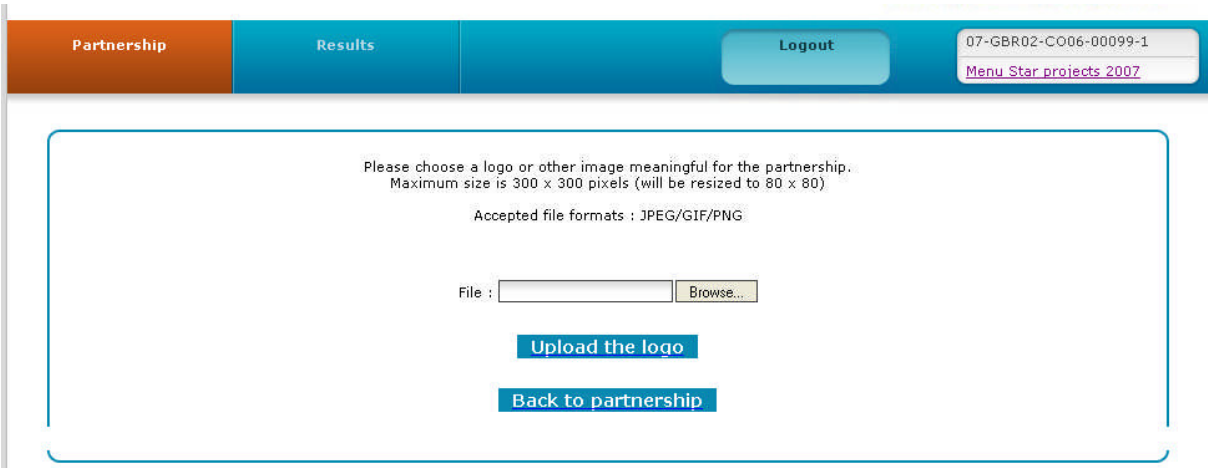
3.4. Logo section - <u>only for the coordinator</u>

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

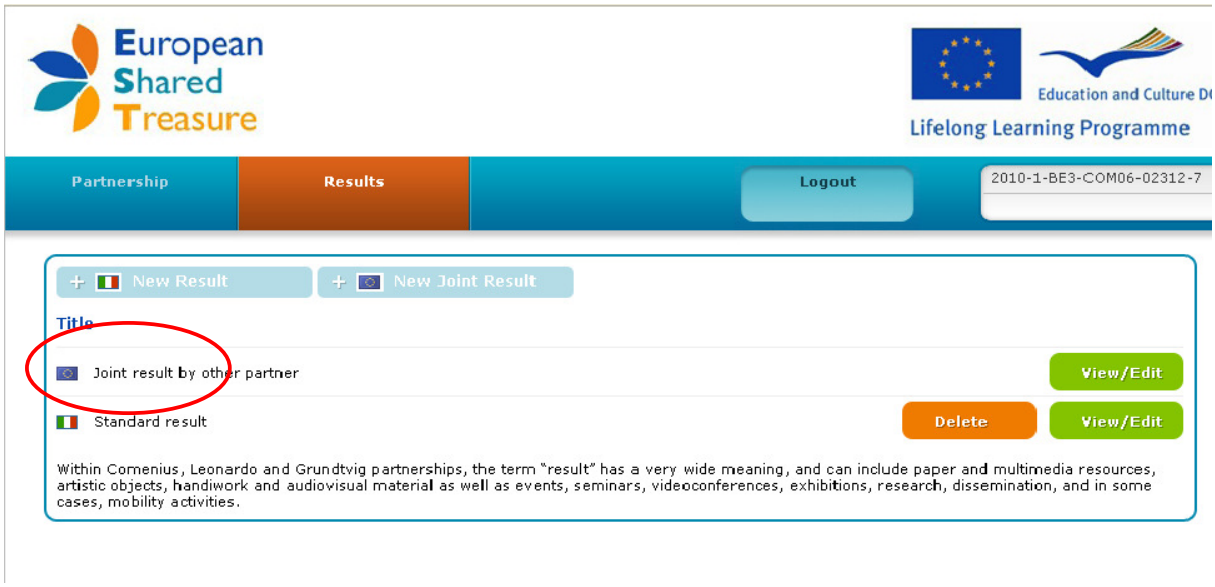
You can input in this section all the results/outcomes achieved in your institution.
Please note that once you input a result you are the only user able to see its content and able to modify it by clicking on the button View/Edit.

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.



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 <u>both mandatory</u>

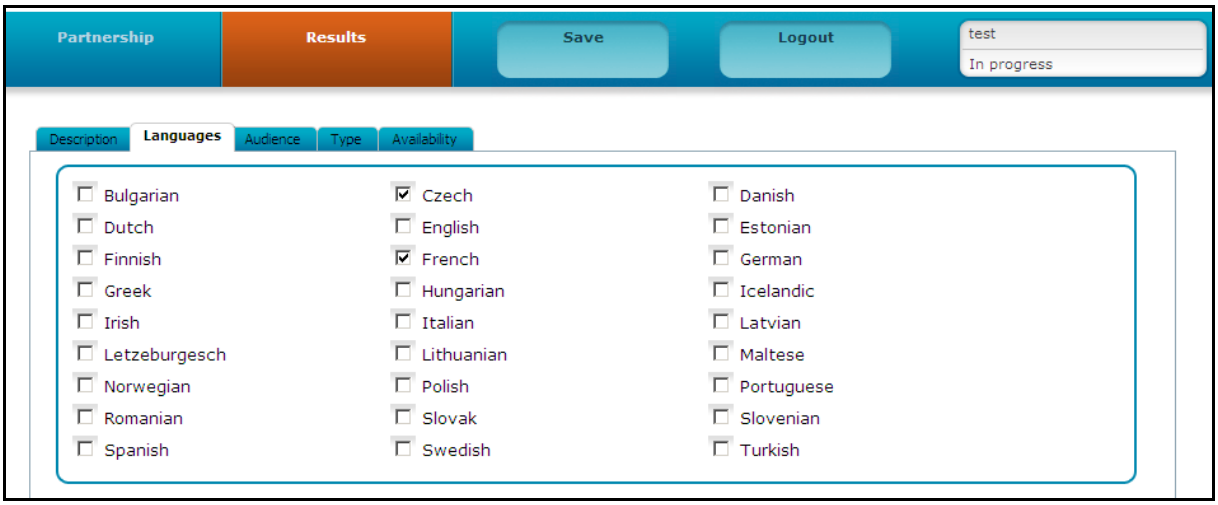
As with the partnership section, two fields are reserved for the title of the result and two are reserved for the description of the result. Both the title and the description must be completed in the working language of the project and in your national language. If the working language is your national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

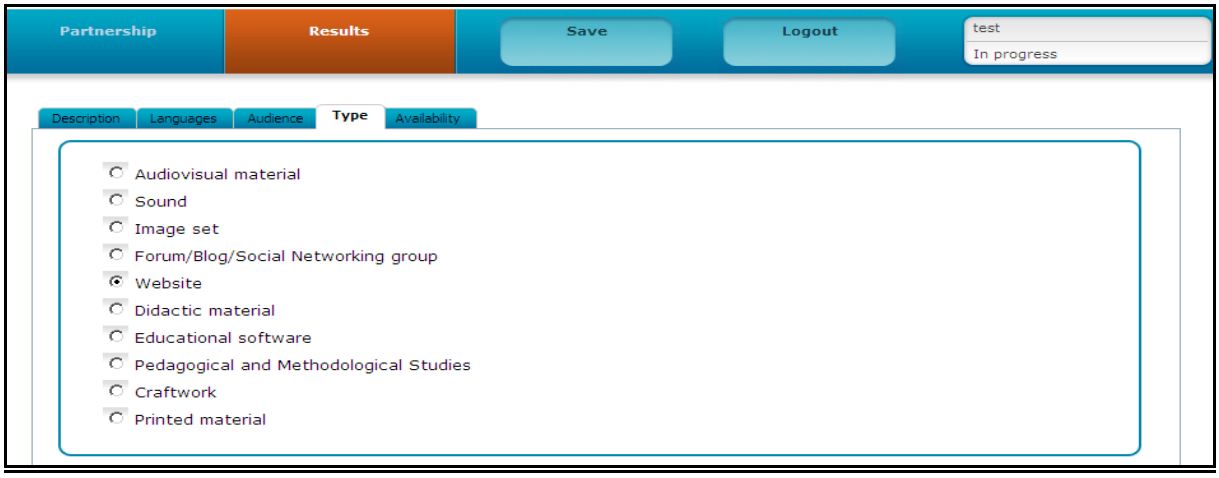


4.5 Audience section

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.

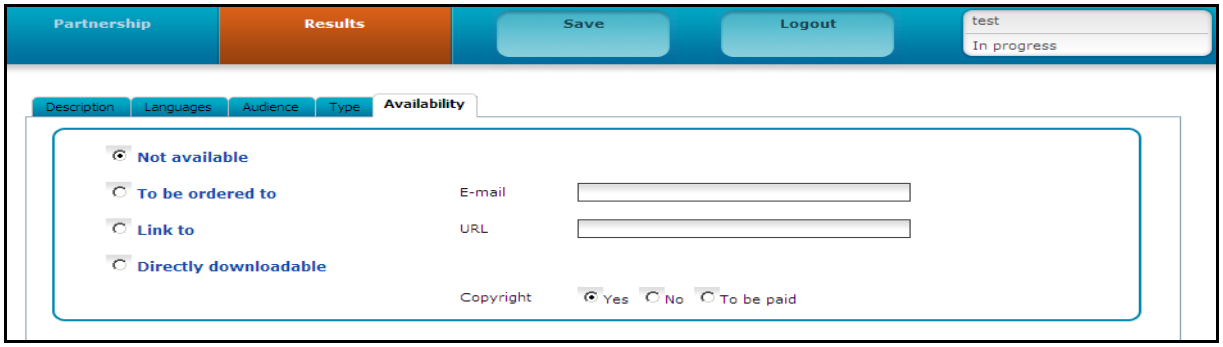
4.6. Type section - mandatory

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



4.7. Availability section

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



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

National Agencies in each country will flag Star Projects in EST, based on the quality of the project and of its results, and will also identify other best practice for their national promotion during their dissemination and exploitation events in your country.

If you want your project to get 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/

6. Promotion of EST

National agencies will do their part about this promotion online on their websites as well as during their annual events. Please help us to increase the visibility of the interface EST by placing a **link** to your national EST at LINK HERE on your project website together with the message **I am in EST!**

Annex: Frequently asked questions

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.

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.

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.

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 don't 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.

Do I have to save each page?
No, 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.