



# **ERASMUS+**

## **Technical guidelines for completing application e-Forms**

**For actions managed by  
National Agencies**

**Version 2 of 31/05/2016**

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## Introduction

This document describes the use of electronic application forms (eForms) for the Erasmus+ programme actions managed by the National Agencies in the Programme Countries. For simplicity reasons, we will call them "decentralised actions" in this guide.

## Preparation

Before we dive into the process of completing an electronic application form (the "e-Form"), it is important to know which forms are available for which actions of the Erasmus+ Programme.

## Electronic forms catalogue

The following tables provide you with an overview of the available electronic application forms:

	<b>Action Type</b>
Accreditation	KA108 - Accreditation of Higher Education Mobility Consortia
	KA109 - Vocational Education and Training Mobility Charter
	KA110 - Accreditation of youth volunteering organisations

	<b>Action Type</b>
KA1 – Learning Mobility of Individuals	KA101 - School education staff mobility
	KA102 - VET learner and staff mobility
	KA103 - Higher education student and staff mobility within programme countries
	KA104 - Adult education staff mobility
	KA105 - Youth mobility
	KA107 - Higher education student and staff mobility between Programme and Partner Countries
	KA116 - VET learner and staff mobility with VET mobility charter
KA2 – Cooperation for innovation and the exchange of good practices	KA201 - Strategic Partnerships for school education
	KA202 - Strategic Partnerships for vocational education and training

	KA203 - Strategic Partnerships for higher education
	KA204 - Strategic Partnerships for adult education
	KA205 - Strategic Partnerships for youth
	KA219 - Strategic Partnerships for schools only
KA3 - Support for policy reform	KA347 - Dialogue between young people and policy makers

## Technical requirements and settings needed to use an electronic form

### Adobe Reader and Acrobat Reader DC

The Erasmus+ decentralised actions application forms were built using Adobe Forms technology. You need Adobe Reader or Adobe Acrobat Reader DC to use the forms.

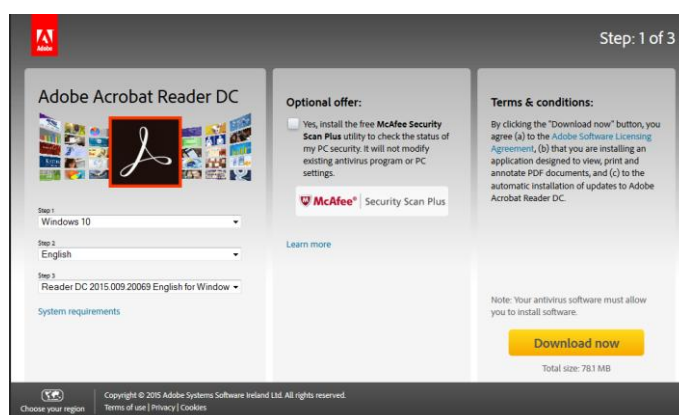
In order to be able to properly use an Erasmus+ application form you will need to use the following versions of Adobe Reader:

Minimum Adobe Reader version	Adobe Reader 9.1 or higher (except Adobe Reader DC version 15.8)
<u>Recommended</u> Adobe Reader version	Acrobat Reader DC version 15.9

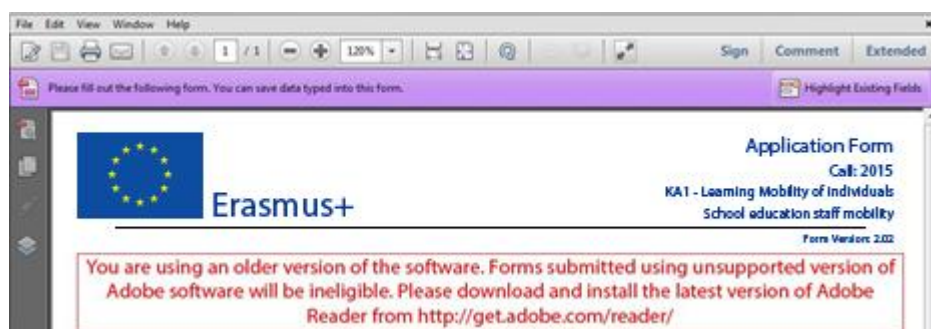
Adobe Reader and Acrobat Reader DC can be downloaded for free from the internet at the following location:

<http://get.adobe.com/reader/otherversions/>

If you are using Windows 10 this is how the download page should look like:

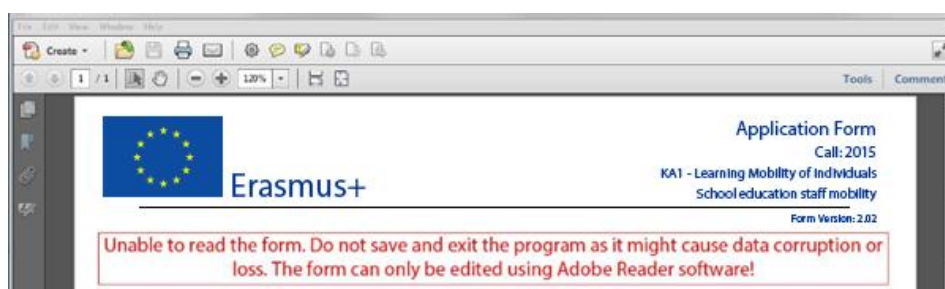


If you are using a different version than the above mentioned ones you will not be able to properly use the form and will be confronted with the following screen:



## Incompatible Readers

Adobe Reader and Acrobat Reader DC are the only accepted readers. If you happen to use another reader such as "Foxit" or Adobe Acrobat X PRO you will not be able to use the electronic form and may even corrupt it as the following message shows:



## Incompatible Acrobat Reader DC Versions

The above mentioned Acrobat Reader DC version 15.8 released by Adobe on the 14<sup>th</sup> of July 2015 has introduced several issues with the Erasmus+ electronic application forms and must not be used.

If you happen to open one of the electronic application forms still using Acrobat Reader DC 15.8 the electronic form will be blocked and you will not be able to fill it in.

If you are still using Acrobat Reader DC 15.8 please make sure that you uninstall it and install instead Acrobat Acrobat DC 15.9 as explained above.

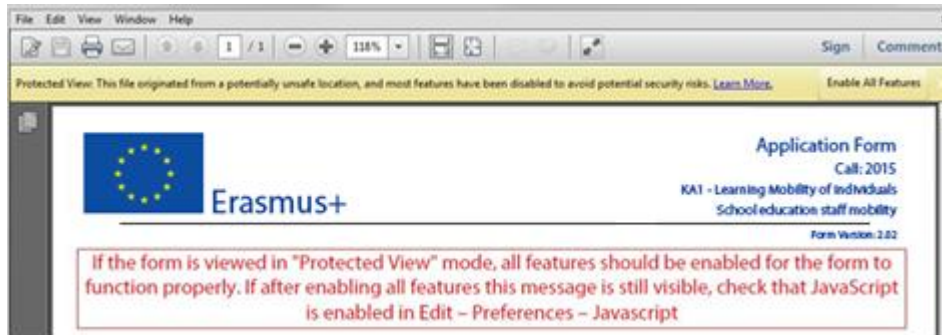
## Operating Systems

The above mentioned Adobe Reader and Acrobat Reader DC versions are supported on Microsoft Windows and Apple OS X. Mobile platforms such as iOS, Android, Microsoft Windows RT, Windows Phone and BlackBerry are not supported by the application forms.

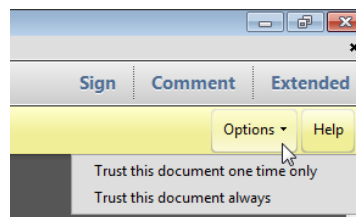
Application forms can be opened on Linux platform only with Adobe Reader version 9.1.

## Security and Java Script Settings

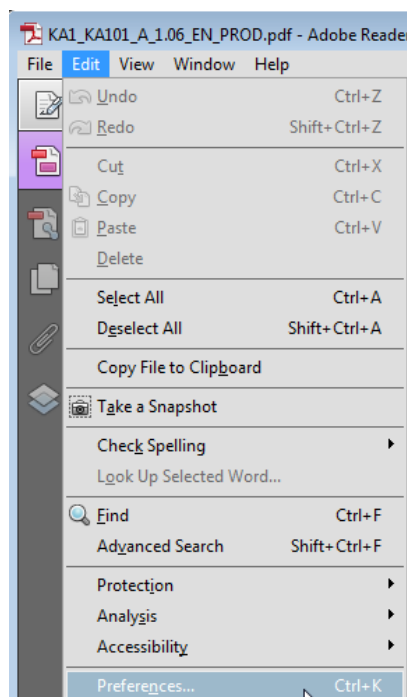
When an electronic form is downloaded from the internet for the first time, Adobe Reader and Acrobat Reader will detect that the form has originated from a potentially unsafe location and ask you to confirm the safeness of the file:



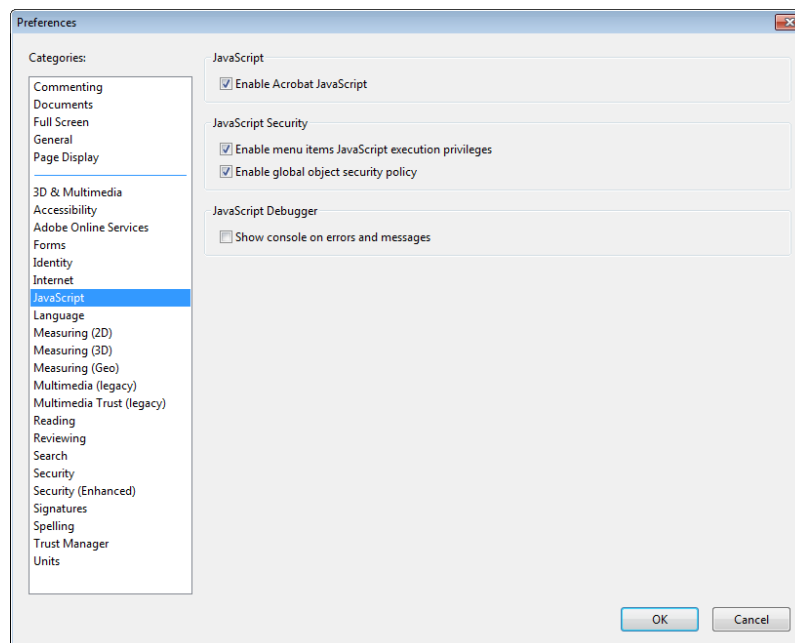
In this case you should press button "Options", choose "Trust this document always" and save the electronic form:



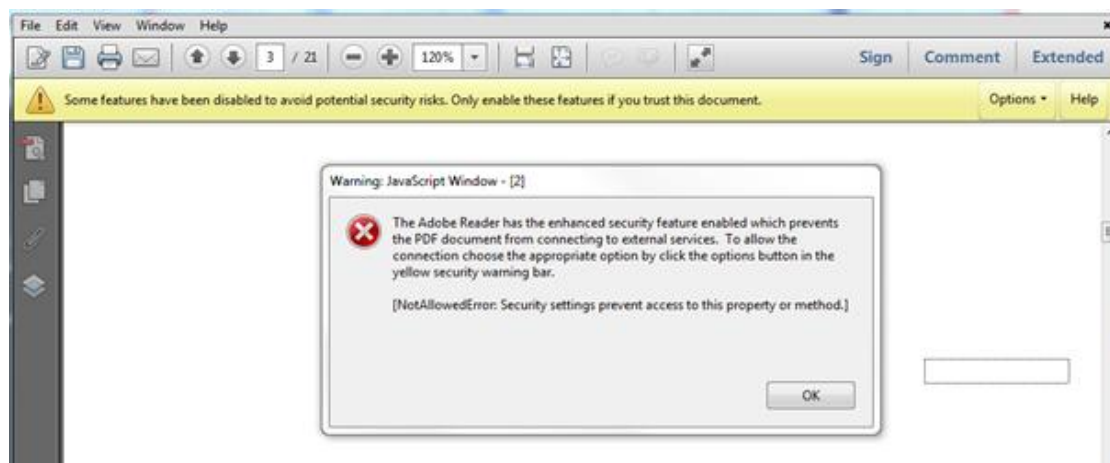
If the problem persists, check your Java Script settings in Adobe Reader and Acrobat Reader:



You should have the following configuration:



On top of what is written above, Adobe Reader and Acrobat Reader uses an enhanced security feature that detects when the electronic form is attempting to connect to the internet. Such situation will happen every time you need to input and validate a PIC (Participant Identification Code, provided to the organisation upon registration in the Participant Portal (see section on "Registering your organisation in the European Commission's Participant Portal" at the end of this document) for a participating organisation, or when you have changed a piece of data that impacts the budget section, such as a distance band in the "Travel" budget section. In both scenarios the electronic form will contact central European Commission servers to fetch the latest data and information. The message displayed by Adobe Reader and Acrobat Reader is as follows:

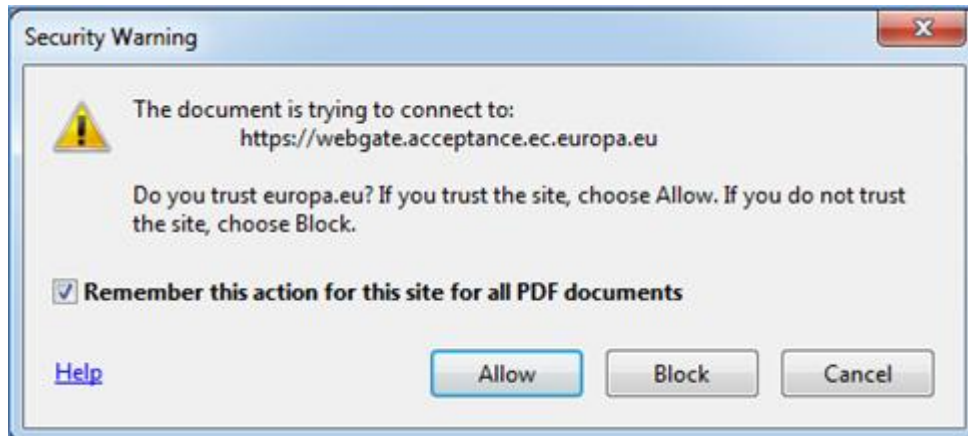


When confronted with this message you should press button "Options", select "I trust this document always" and, when asked, save the form with the same name. This process is sometimes a bit slow, so just let it finish before proceeding.



## New security feature introduced in the Acrobat Reader DC 15.9

When the user uses Acrobat Reader DC 15.9 for the first time with an electronic form which is not stored in an already trusted folder, Acrobat Reader will prompt the user with a new security question asking if the user trusts the "europa.eu" domain (it could happen on Check PIC, on budget change or on submission).



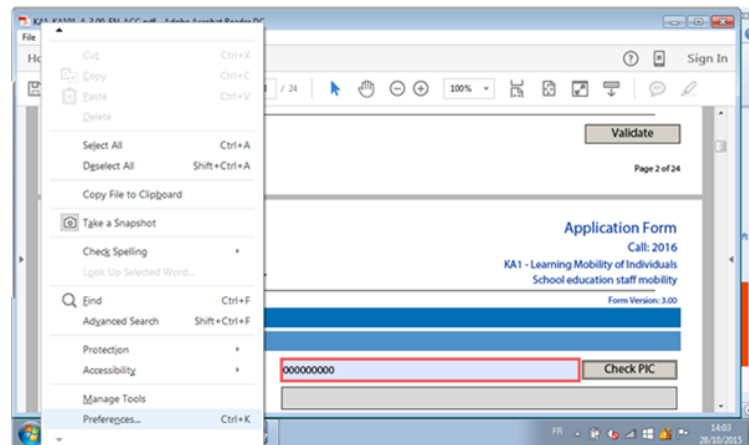
**IT IS COMPULSORY FOR THE USER TO ANSWER "ALLOW" SO THAT THE DOMAIN "EUROPA.EU" IS A TRUSTED DOMAIN AND THE FORM WORKS PROPERLY.**

If by mistake the user answers "Block" on the prompt about the "europa.eu" domain then that answer will be applied to all electronic application forms and none will properly work in that specific computer. The expected behaviour of the forms will be to show the following error message every time the domain "europa.eu" needs to be accessed e.g. when checking a PIC or computing budget:

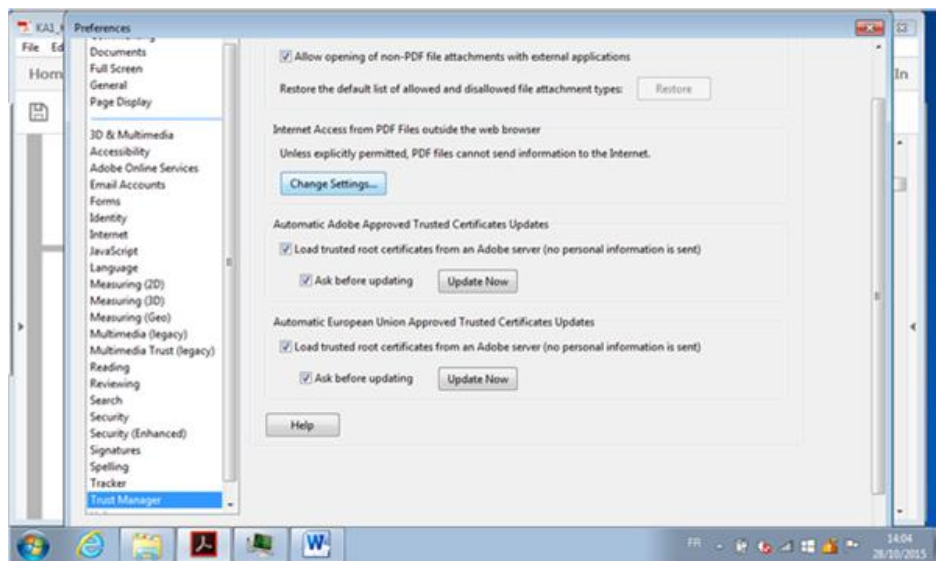


In order to revert the previous decision to block the "europa.eu" domain and make the electronic application forms work normally, the user needs to:

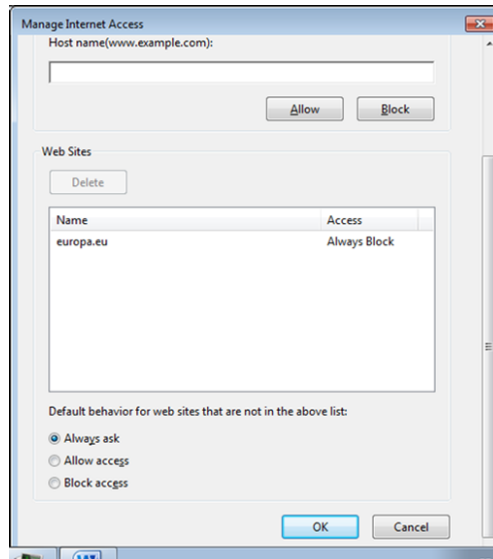
1) Access Menu "Edit" -> "Preferences..." or Ctrl + K



2) Choose "Trust Manager" and "Change Settings..." button



3) In the Web Sites table select row "europa.eu" "Always Block" and click on "Delete" button



4) Finally click on "OK" buttons to apply the changes and close the properties' windows.

After that try to open the electronic application form and make sure that this time you choose the option "Allow" when prompted to trust the "europa.eu" domain.

## How to fill an electronic application form

This section will guide you through the main aspects to consider when filling an electronic application form for applying for a grant under an Erasmus+ action managed by the National Agencies.

### Checking that you have downloaded the correct form

Before you start working on your application and filling in your project's data, it is important that you check that you have the right form for the right "Action Type", "Call" and "Round". Page 1 of every electronic application form contains this information:

B. Context	
Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	VET learner and staff mobility
Call	2016
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	02-02-2016 12:00:00
Language used to fill in the form	German

Field "Action Type" will show you the action type and the field of education, training and youth which the application form concerns. Do make sure you are using the right one as your application will not display all fields that apply to your project if you submit it through a different form and may be considered as ineligible as a consequence.

Field "Call" is another important piece of information, as it indicates the year of the Erasmus+ Call for proposals concerned.

In some cases, more than one application round may be organised within the same call. Therefore, it is also important to check the selected application "Round" to which you want to apply, since selecting an inactive round, i.e. one that is already closed, will not allow you to submit your application.

Note that you cannot change the content of these three fields. If you find out that you have selected the wrong application form, you need to close it and download the correct form from your National Agency's website (see "electronic forms catalogue").

## Choosing the correct National Agency

Another important aspect to take into account is the National Agency to which you want to submit your application. The selection of the National Agency is normally done on page 2 of an application form. There you can find a drop-down list with the allowed Erasmus+ National Agencies covering each field of education, training and youth. In the list of values below, each National Agency is identified by a unique code accompanied by the name of the country in the national language:



Erasmus+

Application Form

Call: 2016

KA1 - Learning Mobility of Individuals

VET learner and staff mobility

Form Version: 3.02

Form hash code



0E70B6251A88C6A4

### B.2. National Agency of the Applicant Organisation

Identification

For further details about the available Erasmus+  
<http://ec.europa.eu/education/erasmus-plus/na>

AT01 (ÖSTERREICH)
AT01 (ÖSTERREICH)
BE01 (BELGIQUE)
BE02 (BELGIË)
BE03 (BELGIEN)
BG01 (БЪЛГАРИЯ (BULGARIA))
CY01 (ΚΥΠΡΟΣ (ΚΥΠΡΟΣ))
CZ01 (ČESKÁ REPUBLIKA)
DE02 (DEUTSCHLAND)

If a country has more than one National Agency, use the following hyperlink to consult the full list of National Agencies, and find out the code of the National Agency responsible for your field of education, training and youth to which you should submit your application:

[http://ec.europa.eu/programmes/erasmus-plus/national-agencies\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/national-agencies_en.htm)

The information to look for is illustrated in the screen shots below and includes the National Agency code and the fields in which it is active.

### National agencies for Erasmus+

#### Countries

Austria	Belgium	Bulgaria	Cyprus
Czech Republic	Germany	Denmark	Estonia
Spain	Finland	France	Greece
Croatia	Hungary	Ireland	Iceland
Italy	Liechtenstein	Lithuania	Luxembourg
Latvia	The former Yugoslav Republic of Macedonia	Malta	The Netherlands
		Norway	Poland
		Portugal	Romania
Sweden	Slovenia	Slovakia	Turkey
United Kingdom			

National Agency Details	
<b>OeAD – OeAD (Österreichische Austauschdienst)-GmbH</b> Ebendorferstraße 7 1010, Wien <b>Austria</b> Tel: 0043 1 534 08 600 Web: <a href="http://www.erasmusplus.at">www.erasmusplus.at</a>	<b>AT01</b>  eMail: <a href="mailto:lebenslanges-lernen@oead.at">lebenslanges-lernen@oead.at</a>
Fields School Education : Vocational Education and Training : Higher Education : Adult Education :	

The last aspect concerning the field(s) for which a National Agency has been designated is of particular importance as this needs to match the electronic application form you have chosen. In order to help you, the electronic application forms will only show you the relevant National Agency reference according to the field of education, training and youth that you want to submit your project to.

As an example, if you are interested in applying for a "KA101 - **School** education staff mobility" grant, the application form will allow you only to select the following NA: AT01 (ÖSTERREICH). Whereas if you are interested in applying for a "KA105 - **Youth** mobility", the application form will display the following NA: AT02 (ÖSTERREICH).

## Using your PIC in an electronic form

For most actions, all participating organisations should be registered in URF and should use their PIC (Participant Identification Code) when filling-in an eForm (please see section on "Registering your organisation in the European Commission's Participant Portal" at the end of this document).<sup>1</sup> This applies also to applications from consortia even though in the eForm the field "PIC" for a given Consortium Member is not mandatory and the eForm could be submitted without this information (you can find more information on the mandatory fields later on in this document).

When you and your partner organisations have a PIC, you can start using these identifiers in your electronic application forms.

The PIC field name is the place where you need to enter your organisation's identification:

C. Participating organisation(s)	
C.1. Applicant Organisation	
PIC	<input type="text" value="948425746"/> <input type="button" value="Check PIC"/>
Full legal name (National Language)	<input type="text"/>
Full legal name (Latin characters)	<input type="text"/>
Acronym	<input type="text"/>
National ID (if applicable)	<input type="text"/>
Department (if applicable)	<input type="text"/>
Address	<input type="text"/>
Country	<input type="text"/>
Region	<input type="text"/>

After you have entered it, press button "Check PIC" so that the electronic form fetches the organisation's data from the Participant Portal. In other words, you do not need to enter again in the application form the organisation data that are already registered in the Participant Portal.

<sup>1</sup> Specific guidelines for higher education student and staff mobility between Programme and Partner Countries is provided in the section devoted to KA107.

C. Participating organisation(s)	
C.1. Applicant Organisation	
PIC	948425746 <span style="float: right;">Check PIC</span>
Full legal name (National Language)	The Organisation D
Full legal name (Latin characters)	Organisation D
Acronym	
National ID (if applicable)	BE-BIZ
Department (if applicable)	
Address	Avenue Louise 1
Country	Belgium
Region	BE10 - Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest

Once you have entered the PIC and the eForm has fetched the relevant information in section C.1., you will also see that part of the information in section C.1.1 has also changed:

C.1.1. Profile	
Type of Organisation	Other
Is your organisation a public body?	No
Is your organisation a non-profit?	No
Total number of staff	
Total number of learners	

In the 2016 eForms the applicants can indicate the type of the organisation as this information is no longer filled in the Participants Portal. Please note that, as the field Type of Organisation is a compulsory one, the applicant cannot leave it empty and should pick one option from the drop-down menu. If you cannot find the right organisation type in the list of the drop-down menu, the organisation type can stay "Other" in the electronic form.

## Mandatory fields

Mandatory (compulsory) fields are clearly identified in electronic forms through a pink colour as depicted below:



### D. European Development Plan

What are the organisation's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

Please outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs.

Please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

They need to be filled in, otherwise you will not be able to validate and submit your electronic form.

### Lists of values

Lists of values represent closed questions that you will need to answer by choosing one or more entries from the ones available in the list. The example below represents the selection of the language used to fill in the electronic form i.e. the language used by the applicant to enter the project information:

B. Context	
Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	VET learner and staff mobility
Call	2016
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	02-02-2016 12:00:00
Language used to fill in the form	<div style="border: 1px solid black; padding: 2px;"> <span style="color: red; font-weight: bold;">→</span> German                 </div>
B.1. Project Identification	
Project Title	Croatian
Project Acronym	Czech
Project Start Date (dd-mm-yyyy)	Danish
Project Total Duration (Months)	Dutch
Project End Date (dd-mm-yyyy)	English
	Estonian
	Finnish
	French
	German
	24 months
	31-05-2018

## Dynamic sections

Some selections made in an electronic form will trigger the appearance or disappearance of fields or sections following them. A typical example of this is the "Consortium" section where an applicant can enter if it is applying on behalf of a consortium:

### C.1.2. Consortium

Are you applying on behalf of a consortium?

Yes

If the applicant enters "Yes" then a new "Consortium Member" section will be shown where the members of the consortium can be identified:

### C.1.2. Consortium

Are you applying on behalf of a consortium?

Yes

No

Yes

PIC

Check PIC

Full legal name (National Language)

Full legal name (Latin characters)

Acronym

National ID (if applicable)

Department (if applicable)

Address

Country

Region

P.O. Box

Post Code

CEDEX

City

Website

Email

Telephone 1

Telephone 2

Fax

## Manually adding entire sections and entries

In certain places, you can add entire sections to the form, if they are relevant and necessary for you. An example is adding project Partners.

### Participating Organisations

In this section the data about your organisation is already available in the sub-section "Applicant Organisation":

C. Participating organisation(s)	
C.1. Applicant Organisation	
PIC	<input type="text"/> <input type="button" value="Check PIC"/>
Full legal name (National Language)	<input type="text"/>
Full legal name (Latin characters)	<input type="text"/>
Acronym	<input type="text"/>
National ID (if applicable)	<input type="text"/>
Department (if applicable)	<input type="text"/>
Address	<input type="text"/>
Country	<input type="text"/>
Region	<input type="text"/>

If you need to add partner organisations to your application, you can do so by pressing the button "Add Partner" located at the end of the "Applicant Organisation" sub-section:



A new sub-section will then appear, called "Partner Organisation", where you can enter all needed details:

C.3. Partner Organisation	
PIC	<input type="text"/> <input type="button" value="Check PIC"/>
Full legal name (National Language)	<input type="text"/>
Full legal name (Latin characters)	<input type="text"/>
Acronym	<input type="text"/>
National ID (if applicable)	<input type="text"/>
Department (if applicable)	<input type="text"/>
Address	<input type="text"/>
Country	<input type="text"/>
Region	<input type="text"/>

Partner organisations can be removed by pressing the button "Remove Partner" located at the end of the last partner organisation:

<input type="button" value="Add Partner"/>	<input type="button" value="Remove Partner"/>
--	---

Please note that you can only add partners at the end of the already introduced partner sections, e.g. you cannot add partners between partners 2 and 3, if you have already included 3 partners.

C.1.5. Contact Person	
Title	<input type="text"/>
Gender	<input type="text"/>
First Name	<input type="text"/>
Family Name	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>
OLS Contact Person?	<input type="text" value="Yes"/>
<input type="checkbox"/> If the address is different from the one of the organisation, please tick this box	
<input type="button" value="Add Contact Person"/>	

In the sections for the contact persons, a new field "OLS Contact Person?" has been introduced in the KA103, KA102, KA105 and KA116 2016 application forms to indicate whether a contact person is also responsible for Online Linguistic Support.

OLS Contact Person?

Yes

To be able to validate the forms, one of the contact persons must be flagged as OLS contact person. It is not possible to flag more than one person. The OLS contact person receives a notification by email when licences for language assessments and language courses are available in the OLS system, and is responsible for sending invitations to mobility participants to take the language assessment and start the language course, if awarded. The OLS contact person is also responsible for monitoring the usage of licences and can create additional OLS users (aliases) with the same access rights if needed.

## Adding new entries in lists of values

You can add new entries by clicking a button. For example, the question about the list of topics that are most relevant to a given application:

### E. Description of the Project

Why do you want to carry out this project? What are its objectives?

How did you choose your project partners? What experiences and competences will they bring to the project? Please also describe how the project meets the needs and objectives of your partners.

What are the most relevant topics addressed by your project?

+

-

You should press the "+" button to add new entries or the "-" to delete existing ones. Please note that the question is compulsory, so once you add a new entry you will need to fill it in with one of the available options:

## E. Description of the Project

Why do you want to carry out this project? What are its objectives?

How did you choose your project partners? What experiences and competences will they bring to the project? Please also describe how the project meets the needs and objectives of your partners.

What are the most relevant topics addressed by your project?

Access for disadvantaged  
Agriculture, forestry and fisheries  
Approaches to contain violence and tackle racism and intolerance in sport  
Creativity and culture  
Disabilities - special needs  
Early School Leaving / combating failure in education  
Economic and financial affairs (Incl. funding issues)  
Energy and resources

You can enter the same topic only once.

## Filling in the budget section

The budget is one of the most important sections of your electronic application form. It is partly completed based on what you have entered before in the content related questions of the form.

More concretely, if you are preparing an application under "KA1 - Learning Mobility of Individuals", the "Activities' Details" section will be paramount. Note that this section is not applicable to the application form for Higher education student and staff mobility between Programme Countries under "KA1 - Learning Mobility of Individuals".

If you apply for a Strategic Partnership grant under "KA2 - Cooperation for innovation and the exchange of good practices", note that the sections "Participating Organisations", "Intellectual Outputs", "Multiplier Events" and "Learning/Teaching/Training Activities" will drive most of the information contained in the budget sections.

We will use an example of KA1 to illustrate the behaviour of the electronic application forms in detail.

### Activities' Details

There are two types of mobility activities in the Erasmus+ Programme:

- Short duration mobility from 1 day to 2 months (60 days) depending on the activity type as specified in the eligibility rules in the Programme Guide.
- Long duration mobility from 2 months (61 days) to 12 months depending on the activity type as specified in the eligibility rules in the Programme Guide

Let's assume that you are preparing an application for "KA102 - VET learner and staff mobility" and you have the following scenario:

Mobility Activity Type	Origin	Destination	Duration Excluding Travel	Total No. of Participants	Participants With special needs (out of total number of Participants)	No. of apprentices (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Acc. Persons (out of total number of Participants)
VET learners traineeships in companies abroad	Austria	Belgium	30 days	10	4	3	1	2
	Austria	Portugal	60 days	10	4	3	1	2
Staff training abroad	Austria	France	60 days	10	4			2

The first step is to create the needed activities for both types mentioned above: "VET learners traineeships in companies abroad" and "Staff training abroad". You can start with the first two flows that will cater for the "VET learners in companies abroad" type:

H.1. Activities' Details															
Please enter the different mobility activities you intend to implement in your project.															
Activity No.													A1		
Activity Type													VET learners traineeships in companies abroad		
Is this a long-term activity?													No		
Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	No. of apprentices (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Accompanying Persons (out of total number of Participants)		
1	Austria	Belgium	500 - 1999 km	1	0	30	2	32	4	4	3	1	2		
2	Austria	Portugal	2000 - 2999 km	2	0	60	2	62	6	4	3	1	2		
						Total		90	4	94	10	8	6	2	4

The first activity will cater for the 4 participants going to Belgium for 30 days and the remaining 6 participants going to Portugal for 60 days. Please note that column "No. of Participants" refers to the total number of persons within the flow which also includes participants with special needs, accompanying persons, etc. The different destinations and corresponding flow durations are handled by breaking down the total number of participants in the activity into two different flows. In the given example, all flows include two additional days accommodating the travel time to and from both destinations.

Finally, you have to create a new activity to cater for the flow for all other relevant staff participants that are going from Austria to France for 60 days:

Activity No.													A2
Activity Type													Staff training abroad
Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Accompanying Persons (out of total number of Participants)	
1	Austria	France	500 - 1999 km	2	0	60	2	62	10	4		2	
						Total		60	2	62	10	4	2



## Completing the Budget

Now that you have entered the needed activities and other relevant information, it's time to look into the budget section where the funds needed to support your project are to be specified.

One of the most important principles of Erasmus+ is the wide use of unit cost based grant items. In the case of unit costs, you do not have to calculate the real cost of expenses, but instead indicate the number of units (number of days or number of participants) for a given grant item; based on that number, the form then calculates automatically the grant amount that can be requested, multiplying the number of units with the unit cost concerned. You can find all information in the Programme Guide to verify the type of costs eligible under each grant item, the unit cost levels and rules of allocation.

When filling in an application form for KA2, it is also very important to bear in mind that each project activity must be assigned to a specific organisation in order for the grant to be allocated and calculated correctly. This means that if you enter activities but don't state which participating organisations will implement them, they will not appear in the budget section.

## Travel

The first section you need to check is "Travel". The electronic form should have retrieved the proper travel grant per participant depending on the correct distance band entered for each of the previously created flows.

### J. Budget

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

#### J.1. Travel

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	No. of Participants (Including accompanying persons)	Travel Grant per Participant	Total Travel Grant Requested
A1	VET learners traineeships in companies abroad	1	Austria	Belgium	500 - 1999 km	4	275.00	1100.00
A1	VET learners traineeships in companies abroad	2	Austria	Portugal	2000 - 2999 km	6	360.00	2160.00
A2	Staff training abroad	1	Austria	France	500 - 1999 km	10	275.00	2750.00
<b>Total</b>								<b>6010.00</b>

Some participants may not need to receive a grant for travel purposes. In that case you can decrease the No. of Participants and fund less than the total number of participants indicated previously:

#### J.1. Travel

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	No. of Participants (Including accompanying persons)	Travel Grant per Participant	Total Travel Grant Requested
A1	VET learners traineeships in companies abroad	1	Austria	Belgium	500 - 1999 km	3	275.00	825.00
A1	VET learners traineeships in companies abroad	2	Austria	Portugal	2000 - 2999 km	5	360.00	2160.00
A2	Staff training abroad	1	Austria	France	500 - 1999 km	5	275.00	1375.00
<b>Total</b>								<b>4360.00</b>

In order to select the correct distance band, you need to get the distance calculated by the web tool that you can access via this hyperlink:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

With this tool you can enter the Origin and Destination cities in two given countries and get the calculation of the distance in one direction. On the basis of this information you have to select the corresponding distance band. If the participant needs to go to a farther city to get to his/her final destination (to reach the airport for example) it is possible to take this city as departure point.

The distance band chosen will determine the grant amount available for that distance, as specified in the Erasmus+ Programme Guide. You only need to enter the distance band: the correct grant amount corresponding to the distance band is completed automatically.

**Nota bene: When calculating the actual distance you should fill in only the distance from the place of origin to the place of destination and not both ways. The unit cost is calculated on the basis of one way distance; however, the related grant is a contribution to the expenses for travelling in both directions.**

#### Distance calculator

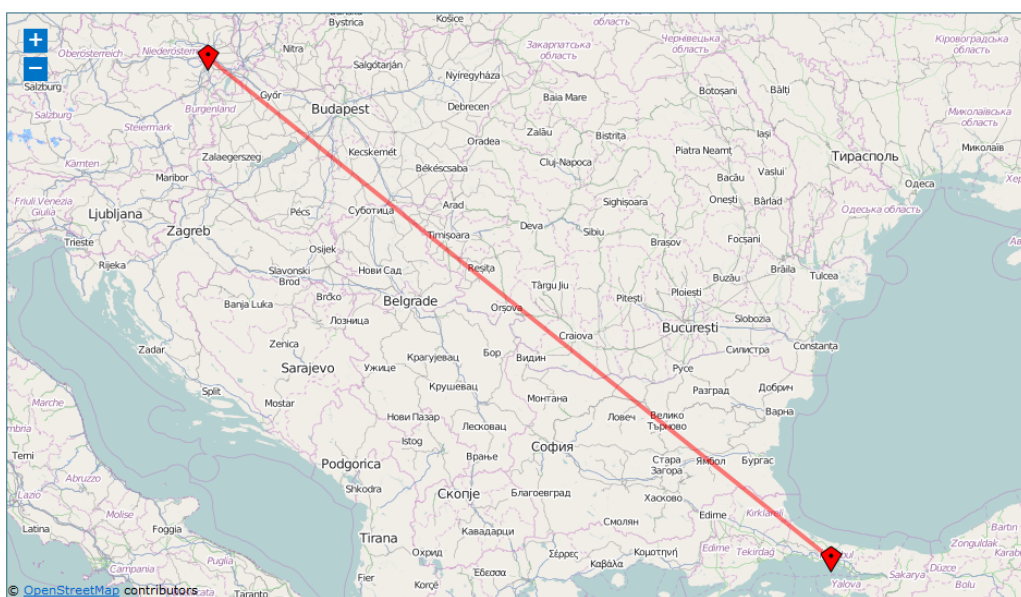
For grant support to travel costs in the Erasmus+ Programme, travel distances must be calculated using the distance calculator provided below.

Based on the distance expressed in km, the corresponding distance band must be chosen in the application and report forms.

From:

To:

Distance: 1274.44 km.



### Distance calculator

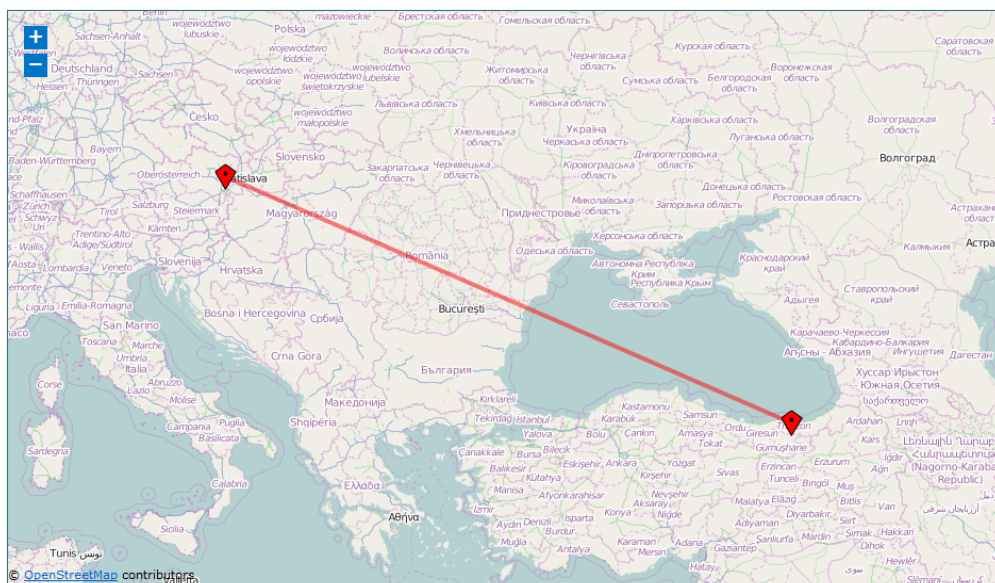
For grant support to travel costs in the Erasmus+ Programme, travel distances must be calculated using the distance calculator provided below.

Based on the distance expressed in km, the corresponding distance band must be chosen in the application and report forms.

From:

To:

Distance: 2004.70 km.



The distance band calculator calculates the actual distance. As a consequence, you may get a situation whereby travelling from one country to another may result in the use of different distance bands depending on the actual place of origin and arrival for each mobility. In such cases, you can, if you wish, create several flows with the same Countries of Origin and Destination in order to get the breakdown that you will need to indicate different distance bands in the budget section.

If for example, you have two groups of participants both going from Wien, Austria to two different cities in Turkey that are quite distant from each other like Istanbul and Trabzon, you use this approach to request the right travel grant for both groups of participants:

Origin	Destination	Distance (from Distance Calculator Web Tool)	Corresponding Distance Band	Travel Grant per Participant
Vienna, Austria	Istanbul, Turkey	1274 km	Band [500 – 1999] km	275€
Vienna, Austria	Trabzon, Turkey	2004 km	Band [2000 – 2999] km	360€

### H.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

Activity No.														A1	
Activity Type														VET learners traineeships in companies abroad	
Is this a long-term activity?														No	
Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	No. of apprentices (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Accompanying Persons (out of total number of Participants)		
1	Austria	Belgium	500 - 1999 km	1	0	30	2	32	4	2	0	0	0		
2	Austria	Portugal	500 - 1999 km	2	0	60	2	62	6	3	0	0	0		
3	Austria	Turkey	500 - 1999 km	2	0	60	2	62	3	0	0	0	0		
4	Austria	Turkey	2000 - 2999 km	2	0	60	2	62	3	0	0	0	0		
						Total		210	8	218	16	5	0	0	0

This approach will allow you, in the budget section, to specify a different distance band for the two different groups of participants, even if they share the same Origin and Destination countries:

### J.1. Travel

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	No. of Participants	Travel Grant per Participant	Total Travel Grant Requested
A1	VET learners traineeships in companies abroad	1	Austria	Belgium	500 - 1999 km	4	275.00	1100.00
A1	VET learners traineeships in companies abroad	2	Austria	Portugal	500 - 1999 km	6	275.00	1650.00
A1	VET learners traineeships in companies abroad	3	Austria	Turkey	500 - 1999 km	3	275.00	825.00
A1	VET learners traineeships in companies abroad	4	Austria	Turkey	2000 - 2999 km	3	360.00	1080.00
A2	Staff training abroad	1	Austria	Belgium	500 - 1999 km	1	275.00	275.00
A2	Staff training abroad	2	Austria	Portugal	500 - 1999 km	1	275.00	275.00
A2	Staff training abroad	3	Austria	France	500 - 1999 km	5	275.00	1375.00
Total								6580.00

In the Country of Origin you should specify the country from which the participants will travel, i.e. the country in which the sending organisation is based.

When applying for a structured course for School education staff mobility or Adult education staff mobility, it is possible that the exact distance cannot be specified at application stage. The sending institution might have a realistic idea about the place of destination but in case it doesn't, the average distance for the chosen country should be inserted. At final report stage, the actual final destination will have to be used to select the correct distance band.

### Individual Support

Some cells in the budget tables do not require you to enter any values. This is because the information you have entered before in the Activities' Details section allows the electronic form to calculate automatically the grant amounts that you can request. Please note that here you can request funding for a lower number of participants by changing the units which in this case are the number of participants (excluding accompanying persons) and the number of accompanying persons. The budget section Individual Support is one such example as you can see below:

#### J.2. Individual Support

Activity No.	Activity Type	Flow No.	Country of Destination	Participants (Excluding Accompanying Persons)			Accompanying Persons			Total Grant Requested
				Duration per Participant (days)	No. of Participants (Excluding Accompanying Persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Person	
A1	VET learners traineeships in companies abroad	1	Belgium	32	2	752.00	32	2	2050.00	5604.00
A1	VET learners traineeships in companies abroad	2	Portugal	62	4	1142.00	62	2	3106.00	10780.00
A2	Staff training abroad	1	France	62	7	3670.00	62	1	3670.00	29360.00
Total									45744.00	

### Normal Participants vs Accompanying Persons Mobility Durations

Sometimes the accompanying persons stay for a shorter period than the normal participants. If this is the case, you can simply amend the duration of the accompanying persons in the budget section to a lower value:

#### J.2. Individual Support

Activity No.	Activity Type	Flow No.	Country of Destination	Participants (Excluding Accompanying Persons)			Accompanying Persons			Total Grant Requested
				Duration per Participant (days)	No. of Participants (Excluding Accompanying Persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Person	
A1	VET learners traineeships in companies abroad	1	Belgium	32	2	752.00	2	2	154.00	1812.00
A1	VET learners traineeships in companies abroad	2	Portugal	62	4	1142.00	2	2	132.00	4832.00
A2	Staff training abroad	1	France	62	7	3670.00	2	1	154.00	25844.00
Total									32488.00	

### Special Needs Support

This budget section is different from the ones mentioned above because here the electronic form will not perform any automatic calculations. You will therefore have to indicate the additional amount you wish to receive as a grant for those mobility activities that include participants with special needs. Please note that "participants with special needs" refers exclusively to persons with disabilities as specified in the Erasmus+ Programme Guide. The number of participants indicated per activity cannot exceed the total number of participants with special needs mentioned in Activities' Details section.

#### J.4. Special needs' Support

Activity No.	Activity Type	No. of Participants With Special Needs	Description of Costs	Total Grant Requested
A1	VET learners traineeships in companies abroad	5	description	200.00
Total				200.00

Nota bene: As regards special needs support for Strategic Partnerships, it concerns any additional costs related to involvement of participants with special needs, i.e. it is not limited to additional costs of persons with special needs taking part only in teaching/training/learning activities.

## Budget Summary

The budget summary will give you a complete overview of your project's budget, broken down per activity and per budget section:

K.2. Budget Summary						
The sum of previous sections representing the total grant requested for this application.						
Activity No.	Activity Type	Travel	Individual Support	Special Needs Support	Exceptional Costs	Total
A1	VET learners traineeships in companies abroad	2985.00	6644.00	500.00	600.00	10729.00
A2	Staff training abroad	1375.00	25844.00			27219.00
Total		4360.00	32488.00	500.00	600.00	37948.00
Organisational Support						4900.00
Linguistic Support						150.00
K.2.1. Project Total Grant						
Grant Calculated						42998.00

The values shown in the Budget Summary are calculated automatically on the basis of the values calculated and/or entered in the detailed budget sections. Any corrections (for example because you forgot to introduce a certain grant request) have to be made in the detailed budget sections, not in the Budget Summary. Please note that in the above given example Organisational Support and Linguistic support are also shown for completeness reasons.

## Project Total Grant

Finally, the electronic form will show you the total calculated grant requested in your application form:

K.2.1. Project Total Grant	
Grant Calculated	42998.00

## Checklist

After you have completed the application form but before you validate it and submit it to the National Agency, it is highly recommended that you check the points listed in the Checklist to make sure that your application fulfils all basic requirements.

**Please note** that in **KA1 mobility project applications**, the attachment of **mandates** for each partner organisation is required only for applications in the **youth** field and for partner organisations in **national consortia in school education, higher education, vocational education and training and adult education**.

In case you are applying for a grant exceeding 60.000 EUR and your organisation is not a public body or an international organisation, you must have uploaded the required documents to give proof of your financial capacity in the Participants' Portal where you registered your organisation. These documents must be available to your National Agency at the latest before signing the grant agreement in case your project is selected.

Concerning the attachment of supporting documents, you should only attach the documents that are required for the type of organisation in question. For further reference, please check the national requirements that your National Agency may have set and the applicable rules for your type of organisation.


## Validating a form

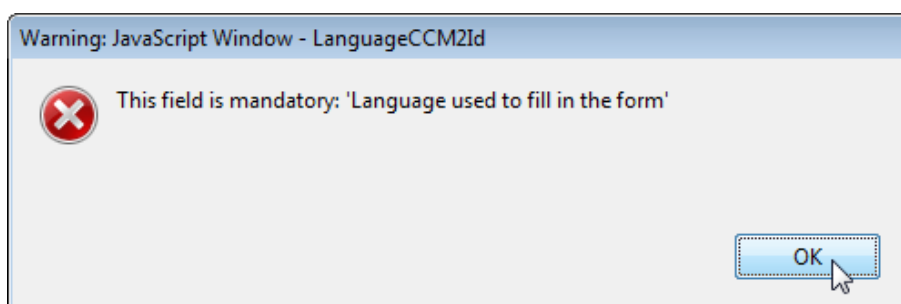
In order to ensure correctness of the data entered into the form, the electronic application form will apply the relevant Erasmus+ rules as much as possible. The following non-exhaustive list shows the major types of validations carried out:

### Compulsory fields

If you do not enter an answer in a compulsory field, you will not be able to submit your application, and the electronic form will ask you to enter the missing information.

#### B. Context

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	VET learner and staff mobility
Call	2016
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	02-02-2016 12:00:00
Language used to fill in the form	



## Duplicated PICs in participating organisations

Once a PIC is used for one of the participating organisations, the same PIC cannot be used for another organisation.


**C.1 Applicant Organisation**

PIC	948425746	Check PIC
Full legal name (National Language)	The Organisation D	
Full legal name (Latin characters)	Organisation D	
Acronym		
National ID (if applicable)	BE-BIZ	
Department (if applicable)		
Address	Avenue Louise 1	
Country	Belgium	

**C.3 Partner Organisation**

PIC	948425746	Check PIC
Full legal name (National Language)		
Full legal name (Latin characters)		
Acronym		
National ID (if applicable)		
Department (if applicable)		
Address		
Country		
Region		

Warning: JavaScript Window -

 The PIC entered for a participating organisation cannot be repeated in another participating organisation.

OK

## Double entries in lists

If you are confronted with a closed question asking you to select one or more items from a list, you cannot choose the same entry twice.

**E. Description of the Project**

Why do you want to carry out this project? What are its objectives?

How did you choose your project partner? How does the project meet the needs and objectives of the partner?


What are the most relevant topics addressed by the project?

Creativity and culture

Creativity and culture

+ -

Warning: JavaScript Window -

 This value has already been selected

OK

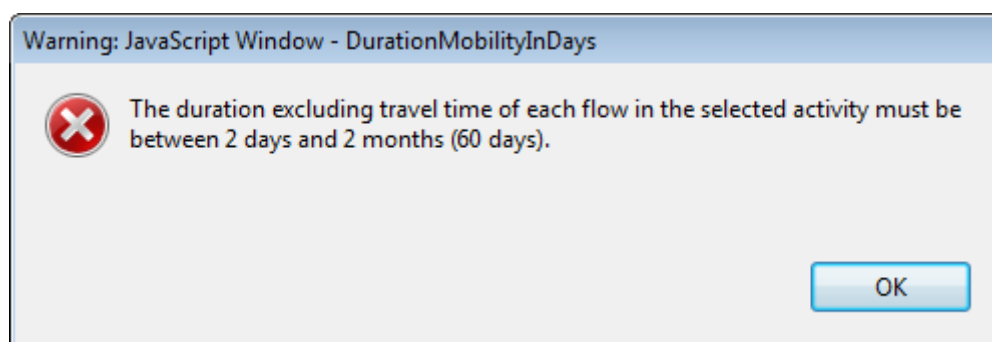


## Invalid flow duration for a given activity type

Each flow within an activity type is constrained by several rules that guarantee the respect of the eligible duration per type of activity.

Activity No.		A2										
Activity Type		Staff training abroad										
Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Accompanying Persons (out of total number of Participants)	
1	Austria	France	500 - 1999 km	3	0	90	2	92	10	4	2	
						Total	90	2	92	10	4	2

If you enter a duration that is under the minimum or above the maximum allowed, the form will not be valid.



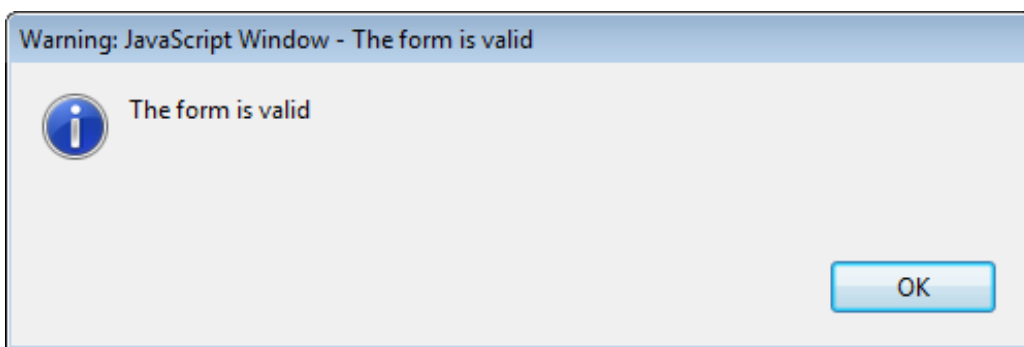
You will also not see any grant amounts in the budget section for such an activity.

### J.2. Individual Support

Activity No.	Activity Type	Flow No.	Country of Destination	Participants (Excluding Accompanying Persons)			Accompanying Persons			Total Grant Requested
				Duration per Participant (days)	No. of Participants (Excluding Accompanying Persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Person	
A1	VET learners traineeships in companies abroa	1	Belgium	32	2	752.00	2	2	154.00	1812.00
A1	VET learners traineeships in companies abroa	2	Portugal	62	4	1142.00	2	2	132.00	4832.00
A2	Staff training abroad	1	France	92	7		92	1		
Total										

If any such issue is present in a form, the validation process will detect it and redirect you to the question where the issue was identified. You should correct your input and validate the form again.

This process needs to be repeated until all validation rules are met and the form is in a validated status, at which moment you will see the following message:



## Annexing documents

You need to attach some files to your application.

### O. Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)	
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
Total Size		

There are, however, constraints that need to be observed, such as the allowed number of attachments, the file types used and the total size of all attached files.

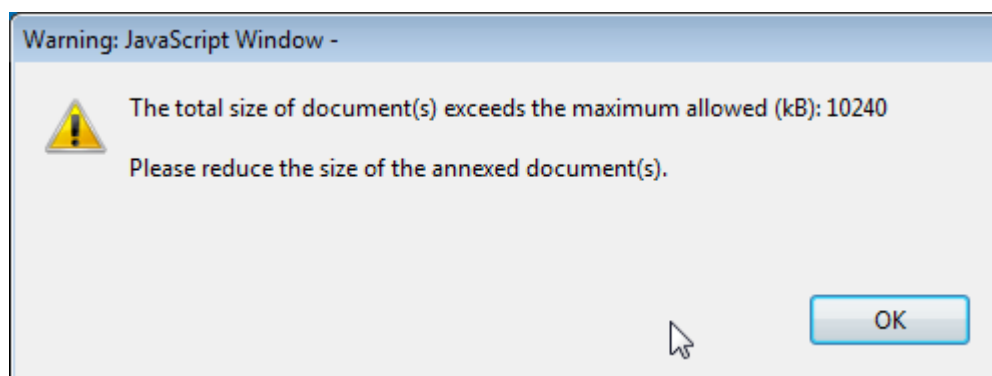
The allowed number of attachments is constrained by the number of rows in the above table to a maximum of 10 files.

Concerning the attachment of mandates to the applicant organisation, the documents should be scanned together with the Declaration of Honour in a single file. The file types allowed are the following:

- PDF
- DOC (a pre-2007 word document)
- DOCX (a post-2007 word document)
- XLS (a pre-2007 excel file)
- XLSX (a post-2007 excel file)
- JPG (an image file in *jpeg* format)

- TXT (a text document)
- ODT (open office word processor document)
- ODS (open office spreadsheet document)

In 2016 you can use a maximum of 10.240 kB for all your attachments, meaning that you can have files of different sizes as long as their total combined size does not exceed this limit. If you do exceed this limit your form will not be valid and you will get the following message:



If you need to attach a lot of documents to your electronic application form, you should scan, group and attach them so that they fit the 10 available slots for annexes. An example of this case would be the participating organisations' mandates. In this example you can perfectly well group all scanned mandates into a single PDF file and attach it to the form.

## Annexing a Declaration of Honour

One of the files you are required to annex to your application form is a duly signed Declaration of Honour, partially depicted here:

### N. Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

\*\*\*\*\*

my organisation and the other partner organisations hereby, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:	Date (dd-mm-yyyy):
Name of the applicant organisation:	
Name of legal representative:	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the applicant organisation (if applicable):	

Print Declaration of Honour

To do so you first need to print it. This can be done by using the "Print Declaration of Honour" button as illustrated above. You must then have it signed by the person who is **legally authorised** to represent your organisation.

For mobility project applications, the attachment of mandates for each partner organisation is required only for applications in the youth field and for partner organisations in national consortia in the fields of school education, higher education, vocational education and training, and adult education.

Finally, you must scan the signed document to a PDF or JPG format so that you can attach it to your electronic application form. In case mandates from the partner organisations are required (see "Checklist" above) you are advised to scan them together with the Declaration of Honour to limit the number of annexes to the form. The final result should be somewhat like the one depicted below with your own filename specified:

## O. Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)	
Declaration_of_honour.pdf	304	Remove
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
Total Size	304	

## Submitting a form

After you have validated and annexed all documents needed to your electronic application form you are ready to submit it to your National Agency.

Different application deadlines will apply depending on the "Call", "Action Type" and the "Round" (where applicable) that you are applying for.

## B. Context

Programme		Erasmus+
Key Action	→	Learning Mobility of Individuals
Action	→	Mobility of learners and staff
Action Type	→	VET learner and staff mobility
Call	→	2016
Round	→	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	→	02-02-2016 12:00:00
Language used to fill in the form		German

Because there are several rounds within a call for Youth action types, please make sure that you respect the deadline for the specific round that you are applying to (see Programme Guide for details on deadlines).

The submission of an electronic application form is done in the "Submission" section:

**P. Submission**

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

**P.1. Data Validation**

Validation of compulsory fields and rules **Validate**

**P.2. Standard Submission Procedure**

Online submission (requires Internet connection) **Submit Online**

Submitted

Submission ID

Submission date (Brussels, Belgium Time)

Hash code

**P.3. Alternative Submission Procedure**

If you cannot submit your form online you can still do it by sending an email to your National Agency within the 2 hours following the official deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

**P.4. Submission Summary**

This table provides additional information (log) of all form online submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Form Hash Code	Submitted	Description
1	2014-12-10 16:53:38 (Brussels, Belgium Time)	7D3D4591ED45A33E	YES	Your submission was successful. Submission ID: 1000893

**P.5. Form Printing**

Print the entire form **Print Form**

You should first make sure you have a valid application form by pressing the "Validate" button one last time.



If everything is correctly filled in you can press the "Submit" button to have your electronic application sent to your National Agency. If all goes well, you will see the following screen:

**P.2. Standard Submission Procedure**

Online submission (requires Internet connection) **Submit Online**

Submitted

Submission ID

Submission date (Brussels, Belgium Time)

Hash code

Let's look at each of these fields in order to understand their meaning and use:

- ➔ The "Submitted" column indicates if the submission was successful. A "YES" indicates a successful outcome.

- ➔ The "Submission ID" is an identifier returned automatically by the European Commission IT servers that uniquely identifies your specific submission. If you submit again you will get a new identifier.
- ➔ The "Submission Date" is the date and time at which your application was received by the European Commission IT servers. It is therefore specified in Brussels time as will be explained later in this chapter.
- ➔ Finally, the "Hash Code" is a code automatically generated by the electronic form to monitor changes in the contents of your form. Every time you change something in the form and save it, a new hash code is generated to reflect the changes. In this way you and your National Agency can quickly spot if there are content changes from one form submission to another and take the necessary actions.

Applications must be submitted to the National Agency only online. You don't have to send a printed version of the application, nor of the attachments. The print option is intended for your own use.

## Submitting more than once

After you have submitted your form, the "Submit" button will no longer be available:

### P.2. Standard Submission Procedure

Online submission (requires internet connection)

Submit Online

However, you can resubmit your form if you have found a problem with its contents and provided that you have detected the problem before the deadline for submission. In order to be able to submit again you need to save the form, close and reopen it:

### P.2. Standard Submission Procedure

Online submission (requires internet connection)

Submit Online

The form will keep track of all your submissions and their status in the table "Submission summary":

### P.4. Submission Summary

This table provides additional information (log) of all form online submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Form Hash Code	Submitted	Description
1	2014-12-10 16:53:38 (Brussels, Belgium Time)	7D3D4591ED45A33E	YES	Your submission was successful. Submission ID: 1000893
2	2014-12-10 16:58:03 (Brussels, Belgium Time)	7D3D4591ED45A33E	YES	Your submission was successful. Submission ID: 1000894

The "Time" column shows you the date and time at which you have submitted your form according to the Brussels time zone.

## Late submission of the application

If you miss the official application deadlines you will not be able to apply. However, an exception is made if you can prove that you tried to apply before the official application deadline and were not able to do so due to technical reasons.

In the latter case, your National Agency may still consider your application, if all three conditions listed below are met:

1. The date and time of your last submission attempt as mentioned in the electronic application form "Submission Summary" section are before the applicable official application deadline.
2. You have informed your National Agency within 2 hours after the application deadline (Brussels time!). After this time, your application can no longer be considered.
3. You have sent to your National Agency within 2 hours after the application deadline (Brussels time!), by email, your complete application form unmodified after your submission attempt.

### Submission status response messages

Hereby you will find a list of possible confirmations and errors after submission attempt.

After you tried to submit the form a response messages is presented describing the status of the submission.

Submitted	Status	More Information
<b>YES</b>	Your submission was successful.	Submission ID: <submissionId>
<b>YES - LATE</b>	Your LATE submission was successful.	Late submission ID: <submissionId>
<b>NO</b>	<b>LOCAL-00:</b> Adobe Reader has detected an error.	Please contact your National Agency's helpdesk
<b>NO</b>	<b>LOCAL-01:</b> Adobe Reader security enabled.	To allow the submission you must click the appropriate options in the yellow security warning bar at the top of the form.
<b>NO</b>	<b>LOCAL-02:</b> Network connection error.	Please verify your internet connection and try to submit again.
<b>NO</b>	<b>LOCAL-03:</b> Connection to server error.	Please try to submit again at a later time or contact your National Agency's helpdesk.
<b>NO</b>	<b>ERR-01</b> [<internal code>]: Submission validation error.	Please contact your National Agency's helpdesk.
<b>NO</b>	<b>ERR-01A</b> [<internal code>]: The form's data is corrupted and cannot be submitted.	This form has been edited with unauthorised software. This form can only be edited with Adobe Reader. Please use Adobe Reader software to open the original empty form and fill in your data again.
<b>NO</b>	<b>ERR-02</b> [<internal code>]: The LATE submission deadline has passed.	Submissions are no longer allowed.
<b>NO</b>	<b>ERR-03</b> [<internal code>]	This form has already been submitted and cannot be submitted again.
<b>NO</b>	<b>ERR-05A</b> [<internal code>]: The form's data is corrupted and cannot be submitted.	This form has been edited with unauthorised software. This form can only be edited with Adobe Reader. Please use Adobe Reader software to open the original empty form and fill in your data again.
<b>NO</b>	<b>ERR-06</b> [<internal	Please try to submit again at a later



	<i>code</i> >]:The submission of the form has failed because its attachments could not be submitted.	time or contact your National Agency's helpdesk.
<b>NO</b>	<b>ERR-06A</b> [< <i>internal code</i> >]: The form's data is corrupted and cannot be submitted.	This form has been edited with unauthorised software. This form can only be edited with Adobe Reader. Please use Adobe Reader software to open the original empty form and fill in your data again.
<b>NO</b>	<b>ERR-08</b> [< <i>internal code</i> >]: This form's version is no longer supported.	Please check your National Agency's website for a new version or contact your National Agency's helpdesk.

## Specific guidelines concerning the different Erasmus+ action types

The following section will emphasise certain specific characteristics of the application forms for KA1, KA2 and KA3 and the respective Action types.

**Nota bene:** the **quality** of your application will be assessed against the award criteria specified in the Programme Guide. Please make sure that in your application you provide all the necessary information that will allow experts to assess all elements of analysis of each award criterion. If you want more information on how experts will assess the award criteria, please consult the Erasmus+ Guide for Experts, which is available at the Erasmus+ website at <http://ec.europa.eu/programmes/erasmus-plus/>.

Please note that for higher education, applications for Mobility of learners and staff do not undergo quality assessment, as this has already taken place through the award of the Erasmus Charter for Higher Education;

### Application forms for Accreditation

#### KA108 - Accreditation of Higher Education Mobility Consortia

##### Profile Section

If the Type of Organisation is prefilled with "Other", the correct organisation type should be selected from the drop-down list. Below you'll find three examples of relevant organisation types.

In the case of a higher education institution, select "Higher education institution (tertiary level)":

##### C.1.1. Profile

Type of Organisation

Higher education institution (tertiary level)

In the case of a chamber of commerce, select "Social partner or other representative of working life (chamber of commerce, trade union, trade association)":

### C.1.1. Profile

Type of Organisation

Social partner or other representative of working life (chambers of commerce, trade unions, etc.)

In the case of an SME, select "Small and medium sized enterprise":

### C.1.1. Profile

Type of Organisation

Small and medium sized enterprise

## Accreditation Section

Independently of the type of organisation, in this section the field "Accreditation Type" will always be pre-set with "Erasmus Charter for Higher Education (ERASPLUS-ECHE)":

### D.2. Accreditation

Have you received an Erasmus Charter for Higher Education as an accreditation before submitting this application?

Accreditation Type	Accreditation Reference
Erasmus Charter for Higher Education (ERAPLUS-ECHE)	

- **Higher education institutions**

If the applicant/coordinator or a member of the consortium is a higher education institution (HEI), the institution must have the "Erasmus Charter for Higher Education (ECHE)" accreditation. The HEI is supposed to have a single PIC linked to an Erasmus Code. The Erasmus Code (e.g., A WIEN05) is the institution's accreditation reference.

Once you enter the PIC of an HEI, the field "Accreditation Reference" (in section D.2 for the applicant and D.6 for the consortium members) will be automatically filled in with the corresponding Erasmus Code (e.g., A WIEN05, A WIEN02, respectively):

### D.2. Accreditation

Have you received an Erasmus Charter for Higher Education as an accreditation before submitting this application?

Accreditation Type	Accreditation Reference
Erasmus Charter for Higher Education (ERAPLUS-ECHE)	A WIEN05

### D.6.2. Accreditation

If your organisation is a higher education institution, has it received an Erasmus Charter for Higher Education as accreditation?

Accreditation Type	Accreditation Reference
Erasmus Charter for Higher Education (ERAPLUS-ECHE)	A WIEN02

If the field "Accreditation Reference" remains empty, it means that the PIC you entered is not linked to an Erasmus Code. Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes ([http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter\\_en](http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en)) and use the corresponding PIC that is displayed in this list in your application.

In case you see any discrepancy in this list, please contact EACEA at the email address [EACEA-ECHE@ec.europa.eu](mailto:EACEA-ECHE@ec.europa.eu)

- **Non-higher education institutions**

If the applicant/coordinator or a member of the consortium is not a higher education institution, you must write "Not applicable" in the field "Accreditation Reference" (in section D.2 for the applicant and D.6 for the consortium members). This field cannot be left empty:

## D.2. Accreditation

Have you received an Erasmus Charter for Higher Education as an accreditation before submitting this application?

Accreditation Type	Accreditation Reference
Erasmus Charter for Higher Education (ERAPLUS-ECHE)	Not applicable

## Background and Experience Section

For each of the higher education institutions that are either the applicant or members of the consortium, the Background and Experience section is also displayed so that information relevant for the consortium can be entered. The information related to individual HEIs complements general information entered in the Section E.

## Application forms for Mobility of learners and staff under KA1: Learning Mobility of Individuals

### KA101 - School education staff mobility

#### Context Section

Mobility projects in school education should have as project start date the 1<sup>st</sup> June 2015 and can last for one or two years.

#### Partner Organisation Section

Depending on the characteristics of the Mobility project, there is a possibility of filling in information about your partner organisations in the Partner Organisation section. In the case of school education and adult education, the receiving partner organisations may be identified in the application form, but this is not obligatory, even in the case of job shadowing and teaching assignments as specified in the Programme Guide. This is, however, possible and thus the application form allows for adding partner organisations. If the application is submitted by a national consortium, please provide details of each organisation taking part in the consortium.

#### European Development Plan Section

In the application form for *School education staff mobility*, there is a section called European Development Plan. This section requires specific information about the organisation's needs, plan for European mobility and the integration of acquired competences and knowledge by staff into the strategic development of the organisation. Moreover, an additional question concerning the use of the eTwinning platform should be answered when completing the form for School education staff mobility.

#### D. European Development Plan

What are the organisation's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

Please outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs.

Please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

Will your organisation use eTwinning in connection with your mobility project? If so, please describe how.

The eTwinning website can be accessed through the following hyperlink:

[www.etwinning.net](http://www.etwinning.net)

## Follow-up Section

In the 'Follow-up' section you should provide information on the expected impact of your Mobility project, as well as dissemination and evaluation activities.

When describing the expected impact, applicants should include estimation in terms of quantity, i.e. how many people the organisation intends to reach through implementing the project.

### I. Follow-up

Please describe what will happen after the end of your main activities.

#### I.1. Impact

What is the expected impact on the participants, participating organisation(s) and target groups?

#### I.2. Dissemination of projects' results

Which activities will you carry out in order to share the results of your project outside your organisation and partners? What will be the target groups of your dissemination activities?

#### I.3. Evaluation

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

## Checklist Section

Some language versions of the checklist section of the application form may contain wrong information as it regards the compulsory submission of mandates signed by partner organisations involved in the project.

For this action the only organisations that need to sign a mandate are the members of national consortia. Any other organisation involved in the project – whether identified in the application form or not – is not considered a co-beneficiary and therefore is not asked to sign a mandate.

The figure below points out the requirement that is not applicable. Applicants should disregard this sentence.



Erasmus+

Application Form

Call: 2016

KA1 - Learning Mobility of Individuals  
School education staff mobility

Form Version: 3.02

### L. Checklist

Before submitting online your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official Key-Action 1 application form.
- all relevant fields in the application form have been completed.
- you have chosen the correct National Agency of the country in which your organisation is established.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
  - the Declaration of Honour signed by the legal representative mentioned in the application.
  - the mandates of each member of the national mobility consortium (if applicable) signed by both parties.
  - the mandates of each partner to the applicant signed by both parties. ←
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- you have saved or printed the copy of the completed form for yourself.

## KA102 - VET learner and staff mobility

### Context Section

Mobility projects in vocational education and training should have as project start date the 1<sup>st</sup> June 2015 and can last for one or two years.

### Partner Organisation Section

Depending on the characteristics of the Mobility project, there is a possibility of filling in information about your partner organisations in the Partner Organisation section. In the case of *VET learner and staff mobility*, if the application is made by a national consortium, please provide details of each sending organisation taking part in the consortium. In addition, applications should also mention at least one host organisation in the application. It is advisable to provide as many details as possible about the host organisations that you intend to use to show the scope of your project and the intended training activities as fully as possible.

### European Development Plan Section

In the application form for *VET mobility* there is a section called European Development Plan. This section requires specific information about the organisation's needs, plan for European mobility and the integration of acquired competences and knowledge by staff into the strategic development of the organisation.

#### D. European Development Plan

What are the organisation's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

Please outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs.

Please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?



## Follow-up Section

In the 'Follow-up' section you should provide information on the expected impact of your Mobility project, as well as dissemination and evaluation activities.

When describing the expected impact, applicants should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.

### I. Follow-up

Please describe what will happen after the end of your main activities.

#### I.1. Impact

What is the expected impact on the participants, participating organisation(s) and target groups?

What is the desired impact of the project at the local, regional, national, European and/or international levels?

#### I.2. Dissemination of projects' results

Which activities will you carry out in order to share the results of your project outside your organisation/consortium and partners?  
What will be the target groups of your dissemination activities?

#### I.3. Evaluation

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

## Checklist Section

Some language versions of the checklist section of the application form may contain wrong information as it regards the compulsory submission of mandates signed by partner organisations involved in the project.

For this action the only organisations that need to sign a mandate are the members of national consortia. Any other organisation involved in the project – whether identified in the application form or not – is not considered a co-beneficiary and therefore is not asked to sign a mandate.

The figure below points out the requirement that is not applicable. Applicants should disregard this sentence.



Erasmus+

Application Form

Call: 2016

KA1 - Learning Mobility of Individuals  
VET learner and staff mobility

Form Version: 3.02

### L. Checklist

Before submitting online your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official Key-Action 1 application form.
- all relevant fields in the application form have been completed.
- you have chosen the correct National Agency of the country in which your organisation is established.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
  - the Declaration of Honour signed by the legal representative mentioned in the application.
  - the mandates of each member of the national mobility consortium (if applicable) signed by both parties.
  - the mandates of each partner to the applicant signed by both parties. ←
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- you have saved or printed the copy of the completed form for yourself.

The same applies to KA116 - VET learner and staff mobility with VET mobility charter.



Erasmus+

Application Form


Call: 2016

KA1 - Learning Mobility of Individuals  
VET learner and staff mobility with VET mobility charter

Form Version: 3.02

### G. Checklist

Before submitting online your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official Key-Action 1 application form.
- all relevant fields in the application form have been completed.
- you have chosen the correct National Agency of the country in which your organisation is established.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
  - the Declaration of Honour signed by the legal representative mentioned in the application.
  - the mandates of each member of the national mobility consortium (if applicable) signed by both parties.
  - the mandates of each partner to the applicant signed by both parties. 
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- you have saved or printed the copy of the completed form for yourself.

## KA103 - Higher education student and staff mobility within Programme Countries

### Partner Organisation Section

For the KA103 mobility project type, this section has to remain empty.

In the case of national mobility consortia for *Higher education student and staff mobility*, the coordinator of the consortium applies on behalf of the whole consortium. The organisations members of the consortium are not mentioned as they are already described in the consortium accreditation application form (KA108).

### Profile Section

If the Type of Organisation is prefilled with "Other", the correct organisation type should be selected from the drop-down list. Below you'll find three examples of relevant organisation types.

In the case of a higher education institution, select "Higher education institution (tertiary level)":

#### C.1.1. Profile

Type of Organisation

Higher education institution (tertiary level)

In the case of a chamber of commerce, select "Social partner or other representative of working life (chamber of commerce, trade union, trade association)":

#### C.1.1. Profile

Type of Organisation

Social partner or other representative of working life (chambers of commerce, trade union, trade association)

In the case of an SME, select "Small and medium sized enterprise":

#### C.1.1. Profile

Type of Organisation

Small and medium sized enterprise

### Consortium Section

If you apply as a single higher education institution, you must reply 'No' to the question "Are you applying on behalf of a consortium?" in this section.

If you apply as a coordinator of a higher education mobility consortium, you must reply 'Yes' to the question "Are you applying on behalf of a consortium?" in this section.

#### C.1.2. Consortium

Are you applying on behalf of a consortium?

No

## Accreditation Section

- **Application from a single higher education institution (HEI)**

If you apply as a single higher education institution (see the Consortium section), your institution must have the "Erasmus Charter for Higher Education" accreditation. Your institution is supposed to have a single PIC linked to an Erasmus Code. The Erasmus Code (e.g., A WIEN01) is your institution's accreditation reference.

The field "Accreditation Type" will be filled in with "Erasmus Charter for Higher Education (ERASPLUS-ECHE)".

Once you enter the PIC of your HEI, the field "Accreditation Reference" (in section C.1.3) will be automatically filled in with the corresponding Erasmus Code (e.g., A WIEN01):

### C.1.3. Accreditation

Have you received any type of accreditation before submitting this application?

If there are several PICs for your institution, you must choose the PIC linked to your Erasmus Code (which is displayed as accreditation reference below). Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes:

[http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter\\_en](http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en)

Accreditation Type	Accreditation Reference
Erasmus Charter for Higher Education (ERAPLUS-ECHE)	A WIEN01

If the field "Accreditation Reference" remains empty, it means that the PIC you entered is not linked to an Erasmus Code. Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes ([http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter\\_en](http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en)) and use the corresponding PIC that is displayed in this list in your application.

In case you see any discrepancy in this list, please contact EACEA at the email address [EACEA-ECHE@ec.europa.eu](mailto:EACEA-ECHE@ec.europa.eu)

- **Application from the coordinator of a mobility consortium**

If you apply on behalf of a higher education mobility consortium (see the Consortium section), the field "Accreditation Type" will be filled in with "Higher Education Mobility Consortium Accreditation (ERAPLUS-ERA-CONSORTIA)":

### C.1.3. Accreditation

Have you received any type of accreditation before submitting this application?

Accreditation Type	Accreditation Reference
Higher Education Mobility Consortium Accreditation (ERAPLUS-ERA-CONSORTIA)	

If you already have the consortium accreditation reference number following your successful application for the mobility consortium accreditation (KA108) in previous years and if this accreditation remains valid for the current call, you must add this accreditation reference number in the field "Accreditation Reference".

If your mobility consortium has no consortium accreditation yet, you must submit a KA108 application for the accreditation of the consortium in parallel to this application. In this case, you have to write "Requested" in the field "Accreditation Reference":

### C.1.3. Accreditation

Have you received any type of accreditation before submitting this application?

Accreditation Type	Accreditation Reference
Higher Education Mobility Consortium Accreditation (ERAPLUS-ER)	Requested

### Main Activities Section

You should specify the number of mobilities to be funded from EU funding. In case you foresee a certain number of additional mobilities as "zero-grants" (funded from other sources of funding than the Erasmus+ Programme), this should be specified in an annex attached to the application form. This number will be used by the NA to estimate the budget for the organisational support grant. The annex should specify the following numbers of "zero-grant" participants: Requested (current call) / Estimated (2015/16) / Actual (2014/15).

Applicants on behalf of a mobility consortium should enter data on the requested and previous mobility activities for the whole consortium.

If you are an HEI or a consortium who is new to the programme the numbers for previous years should be zero.

### Activities' Details

You must enter the total duration of all requested/estimated/actual student mobility periods in full months and extra days and of all requested/estimated/actual staff mobility periods in days.

### Erasmus Policy Statement

From the 2016 call on, if you apply as a single HEI, you are requested to provide the weblink to your HEI's Erasmus Policy Statement published on your website. This field is compulsory.

This information will then be transferred to the Erasmus+ Project Results Database (VALOR).

If you apply on behalf of a consortium, this section will not be shown.

## KA104 - Adult education staff mobility

### Context Section

Mobility projects in adult education should have as project start date the 1<sup>st</sup> June 2015 and can last for one or two years.

### Partner Organisation Section

Depending on the characteristics of the Mobility project, there is a possibility of filling in information about your partner organisations in the Partner Organisation section.

In the case of adult education, the receiving partner organisations may be identified in the application form, but this is not obligatory, even in the case of job shadowing and teaching assignments as specified in the Programme Guide. This is, however, possible and thus the application form allows for adding partner organisations.. If the application is submitted by a national consortium, please provide details of each organisation taking part in the consortium.

### European Development Plan Section

In the application form for *Adult education staff mobility*, there is a section called European Development Plan. This section requires specific information about the organisation's needs, plan for European mobility and the integration of acquired competences and knowledge by staff into the strategic development of the organisation.

#### D. European Development Plan

What are the organisation's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

Please outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs.

Please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

## Follow-up Section

In the 'Follow-up' section you should provide information on the expected impact of your Mobility project, as well as dissemination and evaluation activities.

When describing the expected impact, applicants should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.

### I. Follow-up

Please describe what will happen after the end of your main activities.

#### I.1. Impact

What is the expected impact on the participants, participating organisation(s) and target groups?

What is the desired impact of the project at the local, regional, national, European and/or international levels?

#### I.2. Dissemination of projects' results

Which activities will you carry out in order to share the results of your project outside your organisation/consortium and partners?  
What will be the target groups of your dissemination activities?

#### I.3. Evaluation

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?



## Checklist Section

Some language versions of the checklist section of the application form may contain wrong information as it regards the compulsory submission of mandates signed by partner organisations involved in the project.

For this action the only organisations that need to sign a mandate are the members of national consortia. Any other organisation involved in the project – whether identified in the application form or not – is not considered a co-beneficiary and therefore is not asked to sign a mandate.

The figure below points out the requirement that is not applicable. Applicants should disregard this sentence.



Erasmus+

Application Form


Call: 2016

KA1 - Learning Mobility of Individuals  
Adult education staff mobility

Form Version: 3.02

### L. Checklist

Before submitting online your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official Key-Action 1 application form.
- all relevant fields in the application form have been completed.
- you have chosen the correct National Agency of the country in which your organisation is established.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
  - the Declaration of Honour signed by the legal representative mentioned in the application.
  - the mandates of each member of the national mobility consortium (if applicable) signed by both parties.
  - the mandates of each partner to the applicant signed by both parties. 
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- you have saved or printed the copy of the completed form for yourself.

## KA105 - Youth mobility

### Application form in general

If you plan to organise several activities (Youth Exchanges, EVS, mobility of youth workers) within the same Youth mobility project, please keep in mind that there are often questions in the form where you need to provide information relating to all the activities planned in your project. In such cases, try as much as possible to do it in a structured way so that it is clear for which activity you are giving the information.

### Context Section

There are **three** application rounds per year. For each year, please check the exact deadlines and project start/end dates in the Programme Guide.

### Participating organisations Section

Accreditation Type – you can only choose one type of accreditation here "Accreditation of youth volunteering Organisations (ERAPLUS-EVS)". This is also valid for organisations accredited under the Youth in Action Programme.

### Participants' profile Section

For Youth Exchanges, please describe as precisely as possible the participants that will take part in each activity, including their age range.

### Description of the Project

Addressed topics - here you can only choose a maximum of three relevant topics addressed by your project.

### Preparation Section

If your project will include young people with fewer opportunities, add information on the specificities related to the preparation, practical arrangements and project management.

In the case of Youth Exchanges and European Voluntary Service, please also describe under the preparation of the participants how your project will ensure the protection and safety of the young people involved.

If you plan any Advance Planning Visits, please specify to which activities they relate to.

### Main Activities Section

In this part, you should also give detailed information on how the participants will be actively involved in each stage of the project. If applicable, you should also explain the need for accompanying persons.

### Activities' Details Section

Please create one table per activity you plan to implement.

The start and end dates to be encoded are days where at least one activity is foreseen, you can then add up to 2 days for travel, if relevant. Please note that the eligible duration mentioned in the Programme Guide is the duration excluding travel days.

For Youth Exchanges, you need to give a number (1, 2, 3...) to each National Group in the activity.

**G.1. Activities' Details** Form Version: 2.03

Please enter the different mobility activities you intend to implement in your project.

Activity No.																	A1
Activity Type										Youth Exchanges - Programme Countries							
Flow No.	Group	Country of Origin	Country of Destination	Venue (City)	Distance Band	Start Date	End Date	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Accompanying Persons (out of total number of Participants)	Group Leaders/ Trainers/ Facilitators (out of total number of Participants)		
1	1	Austria	France	Paris	500 - 1999 km	01-06-2015	11-06-2015	11	2	13	8	0	0	0	1		
2	2	Belgium	France	Paris	100 - 499 km	01-06-2015	11-06-2015	11	1	12	10	0	0	0	2		
3	3	France	France	Paris	10 - 99 km	01-06-2015	11-06-2015	11	0	11	8	0	0	0	1		
								+		-							
Total								33	3	36	26	0	0	0	4		

If needed, you can encode different flows for a given National Group as per the example below.

**G.1. Activities' Details** Form Version: 2.03

Please enter the different mobility activities you intend to implement in your project.

Activity No.																	A1
Activity Type										Youth Exchanges - Programme Countries							
Flow No.	Group	Country of Origin	Country of Destination	Venue (City)	Distance Band	Start Date	End Date	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Accompanying Persons (out of total number of Participants)	Group Leaders/ Trainers/ Facilitators (out of total number of Participants)		
1	1	Austria	France	Paris	500 - 1999 km	01-06-2015	11-06-2015	11	1	12	8	0	0	0	1		
2	2	Belgium	France	Paris	100 - 499 km	01-06-2015	11-06-2015	11	1	12	10	0	0	0	2		
3	3	Finland	France	Paris	500 - 1999 km	01-06-2015	11-06-2015	11	2	13	2	0	0	0	0		
4	3	Finland	France	Paris	2000 - 2999 km	01-06-2015	11-06-2015	11	2	13	7	0	0	0	1		
								+		-							
Total								44	6	50	27	0	0	0	4		

As an example, if you chose the activity type "European Voluntary Service - Partner Countries" and answer affirmatively to the long-term activity question, then a new box will appear under the section **I. Budget** entitled "**I.4. Linguistic Support**". Please be aware that for Youth, linguistic support is only available for EVS activities and there are at the moment twelve available languages for assessment but only six for online courses. The other six languages for online courses will be available during the course of 2016.

**Follow-up Section**

In the 'Follow-up' section you should provide information on the expected impact of your Mobility project, as well as dissemination and evaluation activities.

When describing the expected impact, applicants should include an estimation in terms of quantity – how many people the organisation intends to reach through implementing the project.

**Annexing documents – Timetables of activities**

If you plan to organise several activities (Youth Exchanges, EVS, mobility of youth workers) within the same Youth mobility project, you need to: 1) fill-in a timetable for each activity, 2) print and group all the activity tables in one document, 3) scan the single document and attach it. In this way you can fit with available slots for annexes.

The same procedure must be followed for attaching the mandates of participating organisations involved in the project.

## KA107 - Higher education student and staff mobility between Programme and Partner Countries

### Partner Organisation Section

In KA107 mobility projects, this section has to remain empty.

Higher education institutions from Partner Countries are added under the "Quality Questions Section" (please see below).

In the case of national mobility consortia for *Higher education student and staff mobility*, the coordinator of the consortium applies on behalf of the whole consortium. The organisations members of the consortium are not mentioned as they are already described in the consortium accreditation application form (KA108).

### Profile Section

If the Type of Organisation is prefilled with "Other", the correct organisation type should be selected from the drop-down list, e.g. "Higher education institution (tertiary level)" for HEIs.

### Consortium Section

If you apply as a single higher education institution, you must reply 'No' to the question "Are you applying on behalf of a consortium?" in this section.

If you apply as a coordinator of a higher education mobility consortium, you must reply 'Yes' to the question "Are you applying on behalf of a consortium?" in this section.

#### C.1.2. Consortium

Are you applying on behalf of a consortium?

No

### Accreditation Section

- **Application from a single higher education institution (HEI)**

If you apply as a single higher education institution (see the Consortium section), your institution must have the "Erasmus Charter for Higher Education" accreditation. Your institution is supposed to have a single PIC linked to an Erasmus Code. The Erasmus Code (e.g., A WIEN01) is your institution's accreditation reference.

The field "Accreditation Type" will be filled in with "Erasmus Charter for Higher Education (ERASPLUS-ECHE)".

Once you enter the PIC of your HEI, the field "Accreditation Reference" (in section C.1.3) will be automatically filled in with the corresponding Erasmus Code (e.g., A WIEN01):

### C.1.3. Accreditation

Have you received any type of accreditation before submitting this application?

If there are several PICs for your institution, you must choose the PIC linked to your Erasmus Code (which is displayed as accreditation reference below). Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes:

[http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter\\_en](http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en)

Accreditation Type	Accreditation Reference
Erasmus Charter for Higher Education (ERAPLUS-ECHE)	A WIEN01

If the field "Accreditation Reference" remains empty, it means that the PIC you entered is not linked to an Erasmus Code. Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes ([http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter\\_en](http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en)) and use the corresponding PIC that is displayed in this list in your application.

In case you see any discrepancy in this list, please contact EACEA at the email address [EACEA-ECHE@ec.europa.eu](mailto:EACEA-ECHE@ec.europa.eu)

- **Application from the coordinator of a mobility consortium**

If you apply on behalf of a higher education mobility consortium (see the Consortium section), the field "Accreditation Type" will be filled in with "Higher Education Mobility Consortium Accreditation (ERAPLUS-ERA-CONSORTIA)":

### C.1.3. Accreditation

Have you received any type of accreditation before submitting this application?

Accreditation Type	Accreditation Reference
Higher Education Mobility Consortium Accreditation (ERAPLUS-ERA-CONSORTIA)	

If you already have the consortium accreditation reference number following your successful application for the mobility consortium accreditation (KA108) in previous years and if this accreditation remains valid for the current call, you must add this accreditation reference number in the field "Accreditation Reference".

If your mobility consortium has no consortium accreditation yet, you must submit a KA108 application for the accreditation of the consortium in parallel to this application. In this case, you have to write "Requested" in the field "Accreditation Reference":

### C.1.3. Accreditation

Have you received any type of accreditation before submitting this application?

Accreditation Type	Accreditation Reference
Higher Education Mobility Consortium Accreditation (ERAPLUS-ERA-CONSORTIA)	Requested

## Main Activities Section

You will be asked to enter the different outgoing and incoming mobility activities for each of the Partner Countries with which you intend to cooperate. If you choose "incoming", the country of destination will be automatically prefilled with your country.

In the "Activities' Details" table, you can select up to three activity types: Staff Mobility for Teaching, Staff Mobility for Training and Student Mobility for Studies. For

each activity type, the applicant must list each mobility flow that is to be considered for funding.



Application Form

Call: 2016

KA1 - Learning Mobility of Individuals

Higher education student and staff mobility between Programme and Partner Countries

Form Version: 2.01

**D.1. Activities' Details**

Activity No.							A1
Activity Type							-
Flow No.	Incoming/Outgoing	Country of Origin	Staff mobility for Teaching To/From Partner Countries Staff mobility for Training To/From Partner Countries Student mobility for Studies To/From Partner Countries				
1	-						
+			-				
			Total				

When filling in the activity table, remember to indicate the TOTAL duration of each planned mobility flow for ALL participants. For example, if you send 2 members of staff from Sweden to Chile for 16 days each, in the activity table, you should indicate the TOTAL duration for both staff: 32 days (28 days + 4 days travel). The budget will then be calculated automatically.

Bear in mind that, due to limited budget availability, National Agencies may limit: i) mobility flows in (a) particular degree level(s) (for example limiting applications to one or two cycles only – first, second or third cycle): ii) mobility for staff only or students only, iii) the duration of mobility periods. Please consult your National Agency's website to find out if any of limitations apply: [http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm)

If you know the city of origin and the city of the venue for all mobility activities in a flow and they are the same for all mobility activities in that flow, you will introduce the travel distance between those cities; if there are several cities of origin and/or venue in a flow, you will introduce the average of the different travel distances. The form will not allow you to set more than one distance band for a given flow between two given countries.

If the city of origin or the city of the venue is not yet known, you will introduce the travel distance from/to the capital of that country. Please use the distance calculator available here: [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

### Quality Questions Section

The name of the Partner Countries indicated in the "Activities' details" table will appear automatically in the "Quality Questions" section. For each Partner Country, you must enter the full legal name of each partner institution(s), indicating their corresponding PIC (validated or non-validated) if one exists.

## F. Quality Questions

Please answer the following quality questions for each of the previously mentioned Partner Countries (entered either as an origin or destination country).

Your answer to each question should refer to your higher education institution and to all other higher education institutions involved in the Programme and Partner Country.

It is important that you avoid any repetition. If the answers given for your higher education institution are the same for each Partner Country, please answer them only once, and refer to your answer throughout.

Finally, we advise you to refer to the guide for experts on quality assessment which indicates how your answers to these quality questions will be assessed.

### F.1. Partner Country Chile

Provide a list of the higher education institutions from the Partner country indicating their corresponding PIC if one exists.

Sequence No.	PIC	Partner Country Higher Education Institution (Legal Name in Latin characters)
1	986427436	UNIVERSIDAD DE SANTIAGO DE CHILE

Remember that the grant agreement between your National Agency and your institution will include in Annex I the description of the project provided here and the names of the partner institutions are therefore legally binding.

You will then be asked to answer four questions relating to i) the relevance of the strategy, ii) the quality of the cooperation arrangements, iii) the quality of project design and implementation and iv) its impact and dissemination. This section is crucially important as it will determine which projects will ultimately be selected. You should avoid repetition in your answers to the quality questions, such as those sections relating to your institution's strategy, by referring to your first answer throughout.

If your National Agency supports first and second cycle outgoing student mobility to regions 6, 7, 8, 10 and 11, you must clearly indicate in your answer to Question 3: 'Quality of project design and implementation' how many students your institution plans to send at each study level and the total duration for all participants (months and extra days) for each study level. This information is required for the National Agency to ensure that the requested flows are eligible, according to the secondary criteria that they may have set.

Finally, when preparing your application, we recommend reading our 'Do's and don'ts for applicant higher education institutions'<sup>2</sup> which provide suggestions and useful examples of what to include and avoid in the application, in order to increase the chances of your project being selected for funding.

<sup>2</sup> The "Do's and don'ts for applicant higher education institutions" are available on the following website: [http://ec.europa.eu/education/opportunities/international-cooperation/documents/credit-mobility-guidance\\_en.pdf](http://ec.europa.eu/education/opportunities/international-cooperation/documents/credit-mobility-guidance_en.pdf)



## **Application forms for Strategic Partnerships under KA2: Cooperation for innovation and exchange of good practices**

When filling-in an application form for a Strategic Partnership you should choose the relevant eForm according to the field in which you will be implementing your project. If you are interested in implementing a Strategic Partnership concerning several fields, you should choose the eForm relevant to the field at which your project will have most impact on. If you are applying for a project in the field of school education, you should also choose appropriately between the eForm provided for projects which involve only schools and the eForm for all other Strategic Partnerships in the field of school education.

### **Context Section**

For Strategic Partnerships in education and training, there is only one selection round per year. For Strategic Partnerships in the youth field, there are three selection rounds.

**For Strategic Partnerships in education and training**, applicants have to submit their grant application by:

- **31 March 2016 at 12pm (midday Brussels time)** for projects starting between 1 September and 31 December 2016.

**For Strategic Partnerships in the youth field**, applicants have to submit their grant application by:

- **2 February 2016 at 12pm (midday Brussels time)** for projects starting between 1 June and 30 September 2016;
- **26 April 2016 at 12pm (midday Brussels time)** for projects starting between 1 September 2016 and 31 January 2017.
- **4 October 2016 at 12pm (midday Brussels time)** for projects starting between 1 February and 31 May 2017.

Strategic Partnerships in the youth field can last between 6 and 36 months, Strategic Partnerships in the field of higher education can last between 24 and 36 months, and Strategic Partnerships in the field of VET, school education and adult education can last between 12 and 36 months. In all cases, projects must end not later than 31 August 2019.

Depending on the objectives and the composition of the Strategic Partnership, projects may be of two types:

- **Strategic Partnerships supporting innovation**
- **Strategic Partnerships supporting exchange of good practices**

Strategic Partnerships relevant to the field of higher education will not support projects for exchange of good practices. This means that if you choose Strategic Partnerships for Higher Education (KA203) the main objective of the project will be pre-filled with "development of innovation".

Strategic Partnerships for schools only and Strategic Partnerships for regional cooperation will only support projects for exchange of good practices.

Depending on the main objective of the Strategic Partnership you will have to select one of the two possibilities as depicted below:

B. Context	
Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Which field is the most impacted?	Strategic Partnerships for vocational education and training
Main objective of the project	<div style="background-color: #f8d7da; height: 15px;"></div>
Call	Development of Innovation Exchanges of Practices <span style="float: right; background-color: #fff3cd; padding: 2px;">Ma</span>
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	31-03-2016 12:00:00
Language used to fill in the form	<div style="background-color: #f8d7da; height: 15px;"></div>

Please be aware that as specified in the Programme Guide, the Strategic Partnerships supporting exchange of good practices will not be able to apply for funding for Intellectual Outputs and Multiplier Events, and can apply for funding for Learning/Teaching/Training Activities equal to 100 participants.

To that end, by selecting to apply for a Strategic Partnerships supporting exchange of good practices, the eForm will not visualise the Intellectual Outputs and Multiplier Events sections, and will apply limitations on the requested budget for Learning/Teaching/Training Activities.

### Priorities Section

Please note that in this part of the application form you can select compulsorily one main priority (either horizontal or sector specific). Optionally, you can select two additional priorities (either horizontal or sector specific) relevant to the objectives of your project.

Regardless of the chosen priorities, the whole project application should be relevant to the chosen field, (as specified in page 1 of the Form).

C. Priorities	
Please select the most relevant horizontal or sectoral priority according to the objectives of your project.	
<div style="background-color: #f8d7da; height: 15px;"></div>	
Please select other relevant horizontal or sectoral priorities according to the objectives of your project.	
<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="+"/>	<input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value="-"/>
Please comment on your choice of priorities.	
<div style="background-color: #f8d7da; height: 50px;"></div>	

Please note that if you try to add more than two other relevant horizontal or sectoral priorities, the application form will not allow you to do so as shown on the screen below:

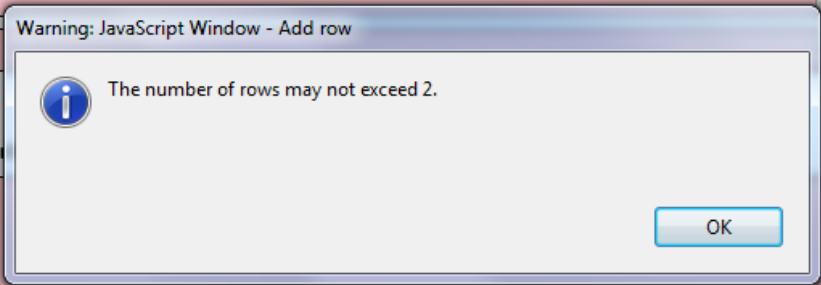
**C. Priorities**

Please select the most relevant horizontal or sectoral priority according to the objectives of your project.

Please select other relevant horizontal or sectoral priorities according to the objectives of your project.

+ -

Please comment on your choice of priority



## Participating organisation(s) Section

### School education

Please note that if you are applying for a partnership between Local or Regional authorities, the proposed partnership needs to include at least two local/regional authorities from two different countries

If your project is unable to meet such criteria, the project may still be submitted as a standard Strategic Partnership in the field of school education in case there were at least 3 participating organisations from 3 different Programme Countries involved. In this case you should select "No" in the field for "Partnership between regions" of the form in order to validly submit your application.

Nota bene: Local and Regional Authorities may also take part in Strategic Partnerships of the standard format. In that case the minimum membership of three organisations from three Programme countries applies.

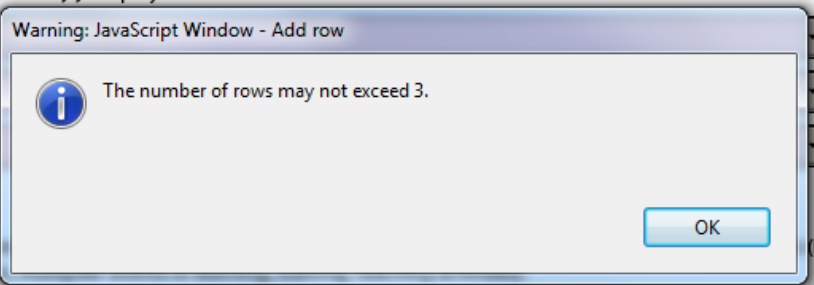
## Description of the Project Section

Please note that you can select maximum three topics in this part of the application form.

What are the most relevant topics addressed by your project?

+ -

What results are expected during the project if they are not listed in intellectual outputs



## Implementation Section

It is of utmost importance that you provide as detailed information as possible concerning the project activities. The section on implementation of the project is the core element of the application and particular attention should be drawn to it. You should also clearly state the role of each project partner, especially in case you do not plan the production of Intellectual Outputs and the organisation of Multiplier Events. For Strategic Partnerships in the youth field, if you plan a Transnational Youth Initiative and do not foresee the production of Intellectual Outputs, please give detailed information on your project and the activities you plan to implement under the question "Please elaborate on the methodology you intend to apply in your project. Please also provide detailed information about the project activities that you will carry out with the support of the grant requested under the item "Project Management and Implementation".

In this section of the application form, you will have to first select whether or not your project will include intellectual outputs. If you choose "No" you will only have to provide information on the activities that your project will organise and the methods you intend to use. If you choose "Yes" you will have to provide information about the project activities you will support under the "Project Management and Implementation" budget item and in addition you will have to describe the intellectual output(s) your project will produce.

## Intellectual Outputs Section (only applicable to Strategic Partnerships supporting Innovation)

As specified in the Programme Guide, the grant item Intellectual outputs aims at supporting the development of intellectual outputs/tangible deliverables such as curricula, pedagogical and youth work materials, Open Educational Resources, IT tools, etc. that are **substantial** in quality and quantity.

### G.1. Intellectual Outputs

Do you plan to include intellectual outputs in your project?

Yes

When filling in the Intellectual outputs section, please specify the leading and the participating organisations under each output that have a significant contribution in terms of potential impact and transferability (e.g. new curricula, pedagogical materials, IT Tools, analysis and studies, etc.). This will allow for specifying the corresponding costs in the specific section of the budget.

Output Identification	O1
Output Title	
Output Description	
Please describe the tasks leading to the production of the intellectual output and the applied methodology	
Start Date (dd-mm-yyyy)	
End Date (dd-mm-yyyy)	
Languages	
	<input type="button" value="+"/> <input type="button" value="-"/>
Media(s)	
	<input type="button" value="+"/> <input type="button" value="-"/>
Activity Leading Organisation	
Participating Organisations	<input type="button" value="+"/> <input type="button" value="-"/>

This grant item can therefore not be used to contribute to staff costs for activities already covered by the "Project management and implementation" grant item, which will cover a wide variety of activities and smaller scale outputs of the project, including the tasks related to programme management. Therefore, additional staff costs for management and administrative support staff can only be applied for in the Budget section for Intellectual Outputs in exceptional and duly justified cases. The need for such additional costs must be well explained in the Project Activities section - Intellectual Outputs of the application form.

When including an Intellectual Output, please bear in mind that all tasks related to its development should be well detailed and described in the relevant text box in order for the evaluators to judge the relevance and quality of your Intellectual Output.

When filling in the Intellectual Outputs section, you have to clearly specify the Leading and the participating organisations for each of the activities under each of the outputs; otherwise you will not have the possibility to specify the corresponding costs in the specific section of the Budget.

Please also note that you cannot insert new intellectual outputs between the outputs already introduced in your application form. So when filling in the form, make sure that you list the intellectual outputs in the logical order.

### Multiplier Events Section (only applicable to Strategic Partnerships supporting Innovation)

You can apply for grant support for Multiplier Events **only** if you intend to produce substantial Intellectual Outputs. For other dissemination activities, the support from the grant item "Project management and implementation" has to be used.

When describing a Multiplier event, you should indicate in the Event's description the country in which it is going to take place.

#### G.2. Multiplier Events

Do you plan to include Multiplier Events in your project?

Yes

Grant support for Multiplier Events can only be asked for if the project intends to produce substantial Intellectual Outputs. Other dissemination activities will be supported via the grant item Project Management and Implementation.

Event Identification	E1
Event Title	
Country of Venue	
Event Description	
Start Date (dd-mm-yyyy)	
End Date (dd-mm-yyyy)	
Intellectual Outputs Covered	
	<input type="button" value="+"/> <input type="button" value="-"/>
Activity Leading Organisation	
Participating Organisations	<input type="button" value="+"/> <input type="button" value="-"/>

## Learning/Teaching/Training Activities Section

As the Programme Guide presents general information on the possible Learning/Teaching/Training activities there are small differences between the types of activities listed and the corresponding activities in the eForm depending on the given field. The table below explains these differences:

Field	Type of activity as per Programme Guide	Corresponding activity in the eForms
School education	Blended mobility of learners combining short-term physical mobility	Blended mobility of school learners
	Long-term study mobility of pupils	Long-term study mobility of pupils
	Long-term teaching or training assignments	Long-term teaching assignments
	Short-term exchanges of groups of pupils	Short-term exchanges of groups of pupils
	Short-term joint staff training events	Short-term joint staff training events
Vocational education and training	Blended mobility of learners combining short-term physical mobility	Blended mobility of VET learners
	Long-term teaching or training assignments	Long-term teaching or training assignments
	Short-term joint staff training events	Short-term joint staff training events
Higher education	Blended mobility of learners combining short-term physical mobility	Blended mobility of higher education students
	Long-term teaching or training assignments	Long-term teaching assignments
	Intensive Study Programmes	Intensive programmes for higher education learners
	Intensive Study Programmes	Intensive programmes for teaching staff
	Intensive Study Programmes	Invited teachers at higher education Intensive Study Programmes
	Short-term joint staff training events	Short-term joint staff training events
Adult education	Blended mobility of learners combining short-term physical mobility	Blended mobility of adult learners
	Long-term teaching or training assignments	Long-term teaching or training assignments

	Short-term joint staff training events	Short-term joint staff training events
Youth	Blended mobility of learners combining short-term physical mobility	Blended mobility of young people
	Long-term teaching or training assignments	Long-term mobility of youth workers
	Short-term joint staff training events	Short-term training events for youth workers

### Higher education

As regards the Learning/Teaching/Training activities "Intensive programmes for teaching staff" and "Invited teachers at higher education Intensive Study Programmes", the duration of the activity could be less than 5 working days.

The three options in the drop-down menu for Intensive Study Programmes cover all the possibilities mentioned in the Programme Guide:

- "Intensive programmes for higher education learners", for students from participating Higher Education Institutions;
- "Intensive programmes for teaching staff", for teaching staff from participating Higher Education Institutions;
- "Invited teachers at higher education Intensive Study Programmes", for other relevant experts/specialist/professionals, meaning invited staff from Higher Education Institutions or from companies or other associations not participating in the consortium.

### Youth

Please also describe in this section if you plan to use Youthpass or any other recognition and validation tool in the planned Learning/Teaching/Training Activities (this can be done either under the main question or in each activity table in the description field).

## Specificities of the Budget

### Project Management and Implementation

As detailed in the Programme Guide, there is no maximum number of partners. However, in case of projects involving more than 10 participating organisations, the grant support for project management and implementation will be limited to the amount equivalent to 10 participating organisations (1 coordinating and 9 partner organisations) for the project duration.

### Multiplier Events

As detailed in the Programme Guide, the grant support for multiplier events will be limited to a maximum amount of 30.000 EUR per project regardless of its duration.

### Exceptional Costs

As detailed in the Programme Guide, the grant support for exceptional costs will be limited to a maximum amount of 50.000 EUR (with the exception of costs providing a financial guarantee) per project and to a proportion of 75% of the eligible costs.

Please note that in the application form you should enter the grant amount requested, corresponding to maximum 75% of the eligible costs.

### **Project Total Grant**

As detailed in the Programme Guide, the total grant support for Strategic Partnerships is a variable amount, defined by multiplying 12 500 EUR by the duration of the project (in months) and up to 450 000 EUR for projects with duration of 36 months



## **Application form for Stakeholder dialogue and policy promotion under KA3: Support for Policy Reform (relevant only for the field of Youth)**

### **Application form in general**

If you plan to organise several activities within the project, please keep in mind that there are often questions in the form where you need to provide information relating to all the activities planned in your project. In such cases, try as much as possible to do it in a structured way so that it is clear for which activity you are giving the information.

### **Context Section**

There are **three** application rounds per year. For each year, please check the exact deadlines and project start/end dates in the Programme Guide.

### **Main Activities Section**

In this part, you should also give information on how the participants will be actively involved in each stage of the project.

### **Activities' Details Section**

The start and end dates to be encoded here are the days where at least one activity is foreseen, you can then add up to 2 days for travel, if relevant.

### **Follow-up Section**

In the 'Follow-up' section you should provide information on the expected impact of your Mobility project, as well as dissemination and evaluation activities. When describing the expected impact, applicants should include estimation in terms of quantity – how many people the organisation intends to reach through implementing the project.

### **Annexing documents – Timetables of activities**

If you plan to organise several activities within the same project, you need to: 1) fill-in a timetable for each activity, 2) print and group all the activity tables in one document, 3) scan the single document and attach it. In this way you can fit with available slots for annexes. The same procedure must be followed for attaching the mandates of participating organisations involved in the project.

## Registering your organisation in the European Commission's Participant Portal

All organisations that are to be included in any application form under the Erasmus+ decentralised actions, whether they act as applicant or partner, are required to register in the **Unique Registration Facility (URF)** through the Participant Portal.

For applications to international mobility in Higher education, only the applicant organisation in a Programme Country is required to register during the application stage. The Partner Country organisation will be required to do so only once the project has been selected.

Therefore, to register organisations for participation in the Erasmus+ Programme, you need to go to the following web site:

<http://ec.europa.eu/education/participants/portal/>

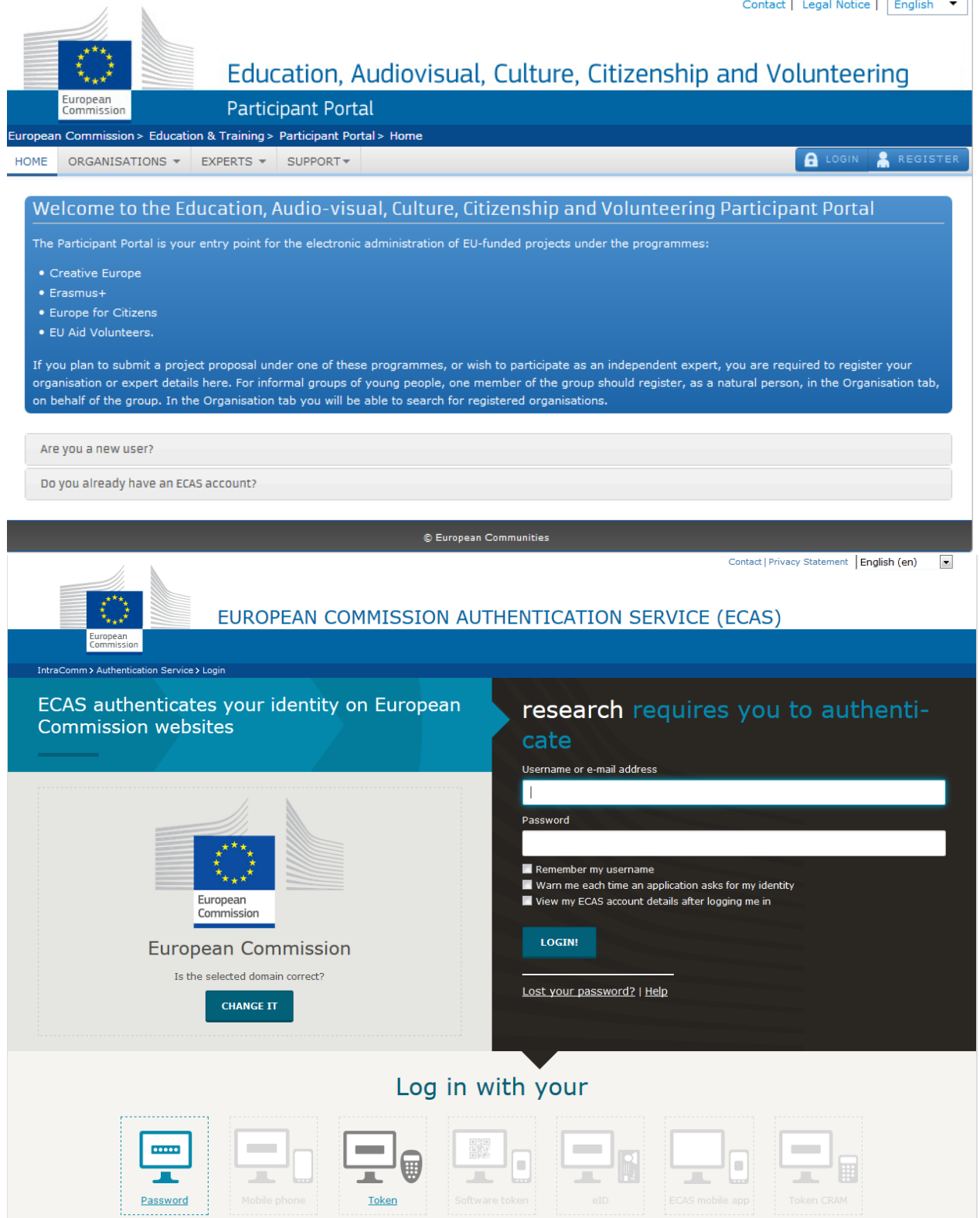
The registration should be done only once on behalf of a legal entity as a whole. Exceptionally:

- schools that fall under the scope of a local or regional public authority as legal entity should register separately from the legal entity of which they are part; they should in that case also upload the necessary supporting documents proving their legal relation with this legal entity.
- organisations active in the youth field may register separately from the legal entity of which they are part; in that case they should also upload the necessary supporting documents proving their legal relation with this legal entity. After the successful registration the organisation will receive a unique 9-digit Participant Identification Code (PIC) which has to be typed in each application form the organisation fills.

It is strongly recommended to start the registration process as early as possible and if possible well before the submission deadline. Most often the registration process is quick and easy. However, in some cases (i.e. organisation previously registered but with data that needs to be updated) the process can be lengthy.

## Logging into the Participant Portal

To have access to the Participant Portal you will need to login as depicted below:



The image shows two screenshots of the European Commission's Participant Portal and authentication service. The top screenshot is the main Participant Portal page, featuring the European Commission logo, navigation menus, and a welcome message. The bottom screenshot is the ECAS authentication service login page, which includes a login form with fields for username or email address and password, and options for remembering the username and receiving warnings. Below the login form, there are icons for various authentication methods: Password, Mobile phone, Token, Software token, eID, ECAS mobile app, and Token CRAM.

**Participant Portal**

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

Do you already have an ECAS account?

© European Communities

Contact | Privacy Statement | English (en)

**EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)**

IntraComm > Authentication Service > Login

ECAS authenticates your identity on European Commission websites

research requires you to authenticate

Username or e-mail address

Password

Remember my username

Warn me each time an application asks for my identity

View my ECAS account details after logging me in

**LOGIN!**

[Lost your password?](#) | [Help](#)

European Commission

Is the selected domain correct?

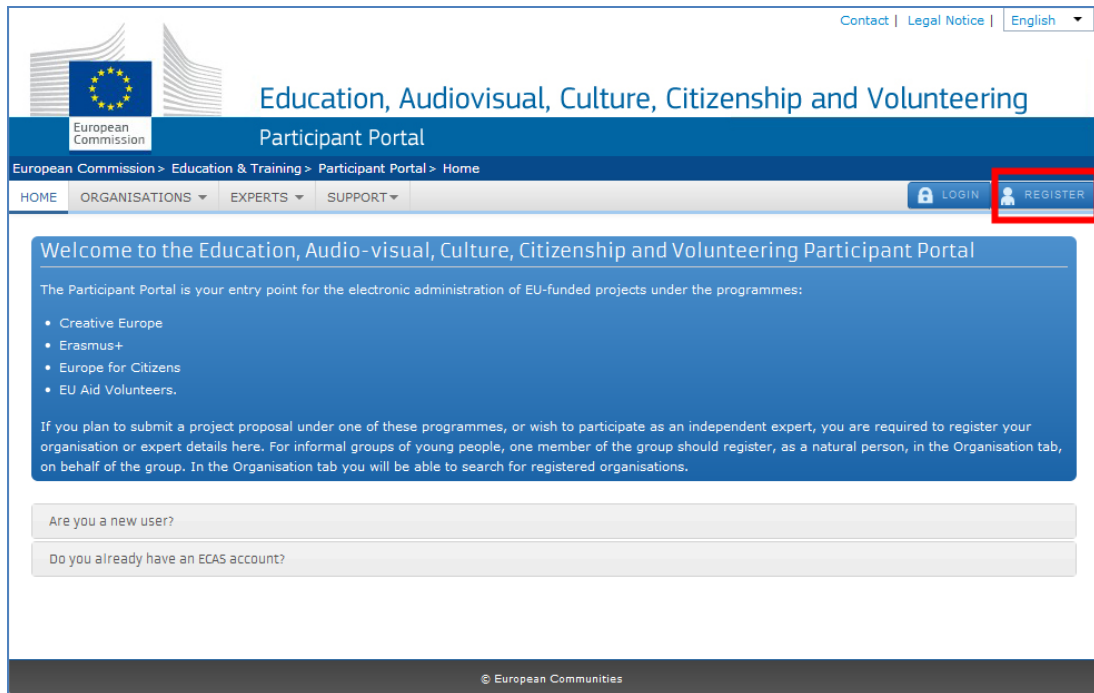
**CHANGE IT**

Log in with your

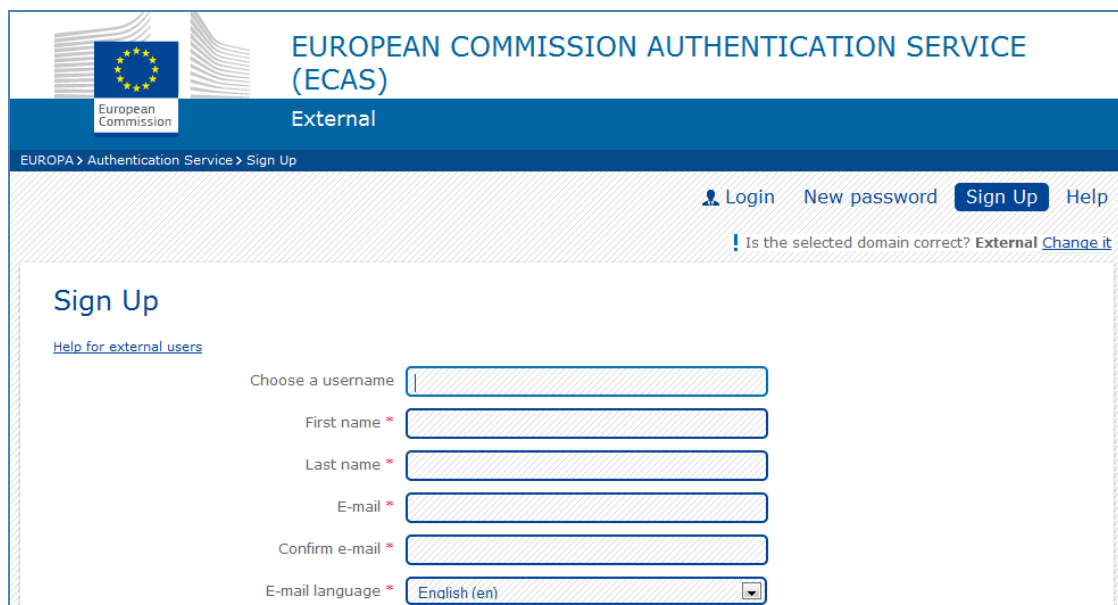
- Password
- Mobile phone
- Token
- Software token
- eID
- ECAS mobile app
- Token CRAM

## Register yourself in ECAS (European Commission Authentication Service)

If you have never used any European Commission's web platform, it is very likely that you need first to create your ECAS account (ECAS = European Commission Authentication Service). The ECAS account is your personal account through which you register your organisation. This is a simple registration that you can start by choosing the option "Register":



Then you have to enter your authentication details in the following screen:



The screenshot shows the 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External' sign-up page. The page has a blue header with the European Commission logo and the text 'EUROPA > Authentication Service > Sign Up'. Below the header, there are links for 'Login', 'New password', 'Sign Up', and 'Help'. A warning message states: '! Is the selected domain correct? External Change it'. The main content area is titled 'Sign Up' and includes a link for 'Help for external users'. The form contains the following fields:

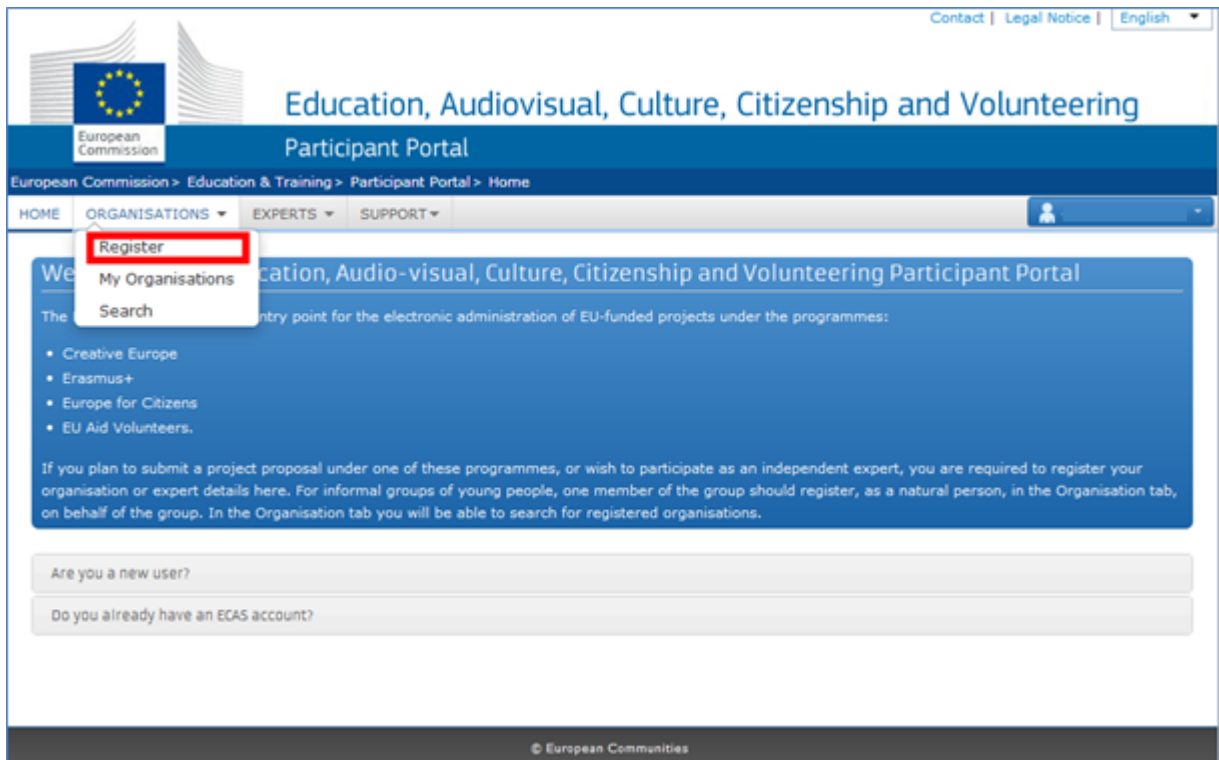
- Choose a username
- First name \*
- Last name \*
- E-mail \*
- Confirm e-mail \*
- E-mail language \*

Once you have registered with ECAS, you will be able to access the Participant Portal by logging into your ECAS account. You can find more information about ECAS on this hyperlink:

<https://webgate.ec.europa.eu/cas/help.html>

## Enter your organisation's details

Now that you have access to the Participant Portal, you can start registering your organisation:



Once you click on the "Register" button you will be redirected to the following page:

### Register an Organisation

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

**Please keep the legal data of the organisation and programme related information at hand.** You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

**You can pause the registration process at any time and continue it later.** The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

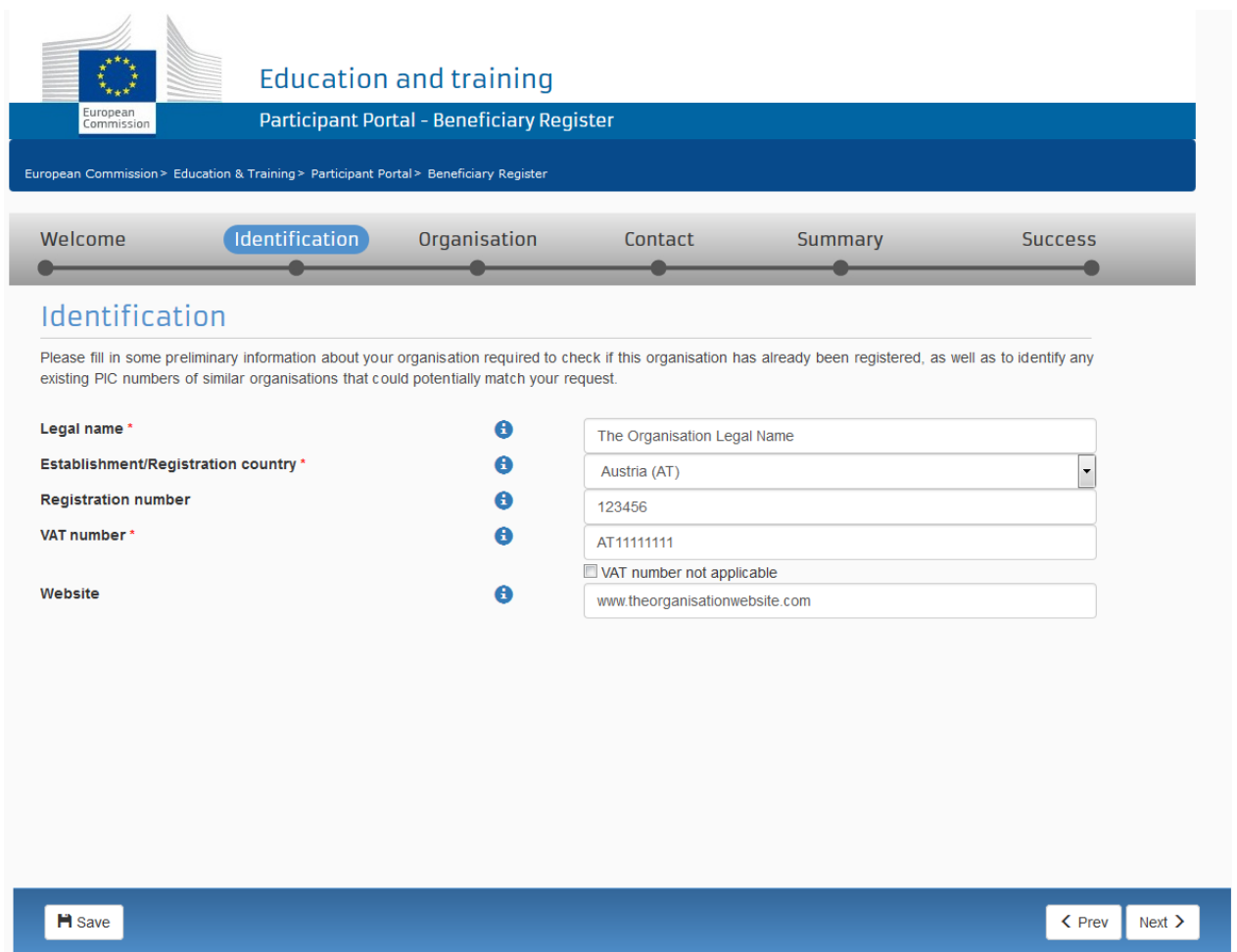
REGISTER ORGANISATION

RESUME REGISTRATION

You have two main options on the screen to start a new registration or resume an existing one. In the normal case, you should click on the "Start a new registration" button in order to start the registration process from the beginning. The other option allows you to continue the registration if due to a certain reason you haven't finished in the last time you visited the Participant Portal.

There are several screens that you will need to go through in order to enter all the information on your organisation. You can follow where you are in the entire process by looking to the progress bar located at the top of each page.

The first screen "Organisation" will ask you for the following core data:



**Education and training**  
Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

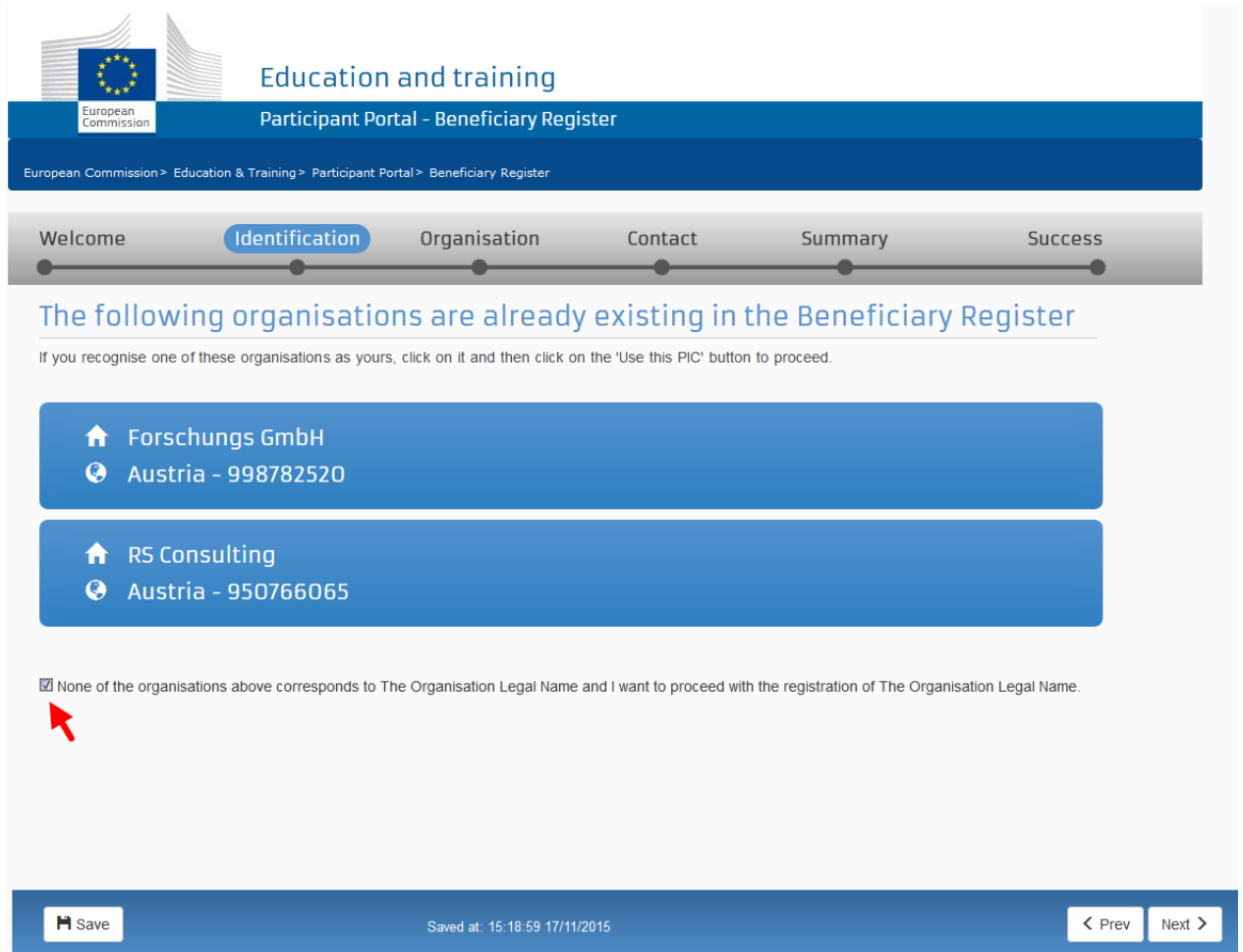
Welcome Identification Organisation Contact Summary Success

### Identification

Please fill in some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Legal name *	<input type="text" value="The Organisation Legal Name"/>
Establishment/Registration country *	<input type="text" value="Austria (AT)"/>
Registration number	<input type="text" value="123456"/>
VAT number *	<input type="text" value="AT11111111"/>
	<input type="checkbox"/> VAT number not applicable
Website	<input type="text" value="www.theorganisationwebsite.com"/>

The system will check for duplicates on the existing databases and present you with what it finds. If you are sure that your organisations is not one the entries shown you should select this checkbox and click "Next":



Education and training  
Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome Identification Organisation Contact Summary Success

### The following organisations are already existing in the Beneficiary Register

If you recognise one of these organisations as yours, click on it and then click on the 'Use this PIC' button to proceed.

- Forschungs GmbH  
Austria - 998782520
- RS Consulting  
Austria - 950766065

None of the organisations above corresponds to The Organisation Legal Name and I want to proceed with the registration of The Organisation Legal Name.

Save Saved at: 15:18:59 17/11/2015 < Prev Next >

You should continue filling in the relevant information about your organisation:

Welcome Identification **Organisation** Contact Summary Success

### Organisation

Fill in the information related to the organisation you want to register, as stated in your official documents (registration act/statute, VAT extract, etc)

#### Legal name and status

**Legal name \*** i

*Describe the legal status of your organisation by selecting the appropriate options*

**Legal status**

- a natural person  a legal person
- non-profit  for profit
- private entity  public body
- NGO

#### Registration data

**Establishment/Registration country \*** i

**Registration number** i

**Registration date** i

**Registration authority** i

**Legal form \*** i

**VAT number \*** i

VAT number not applicable

**Nace code** i

**Business name** i

**Official language \*** i

#### Legal Address

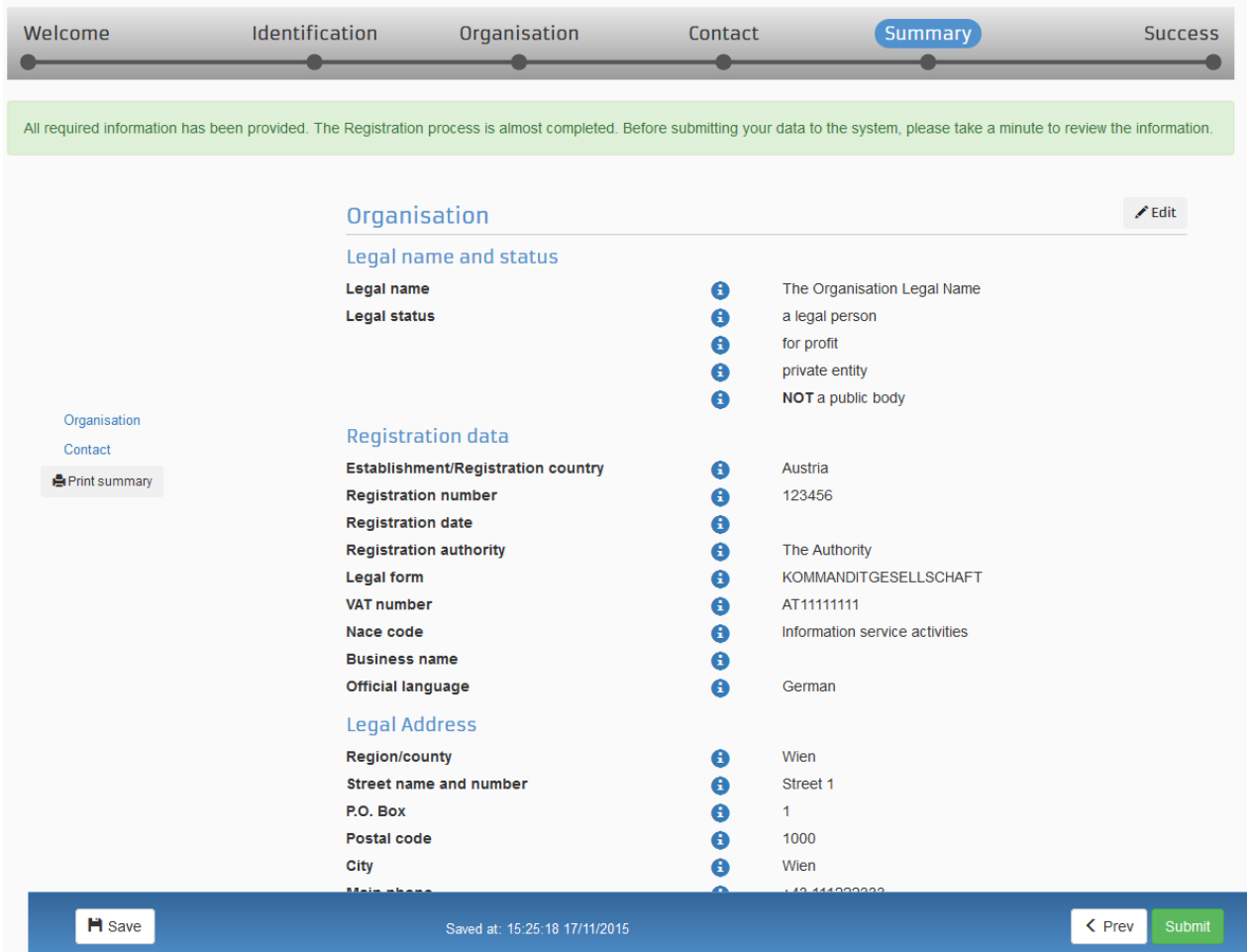
*Enter the official registered address of the beneficiary:*

Saved at: 15:20:47 17/11/2015



## Finishing your registration

At a certain moment in the process, you will be confronted with a screen allowing you to submit and finish your registration:



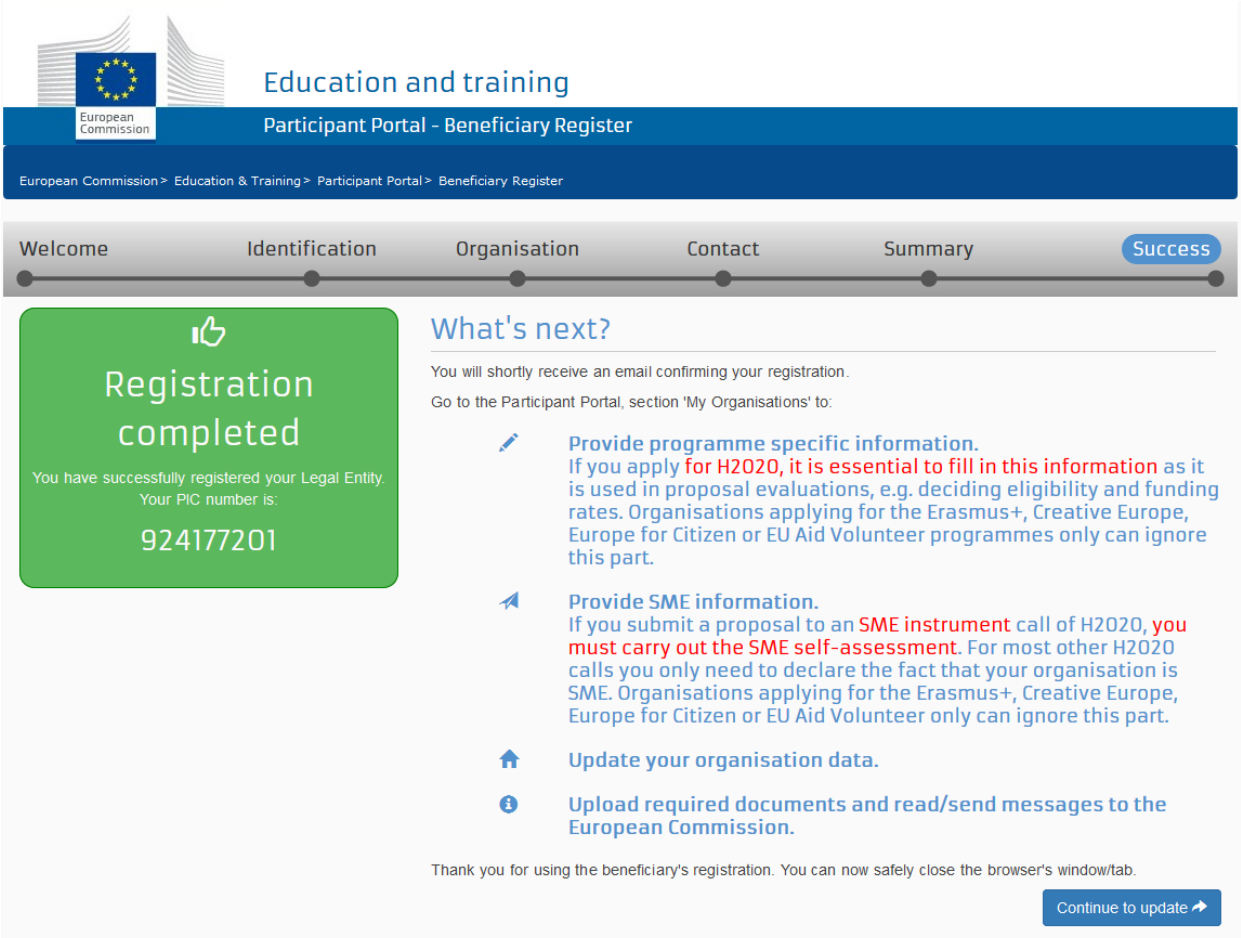
The screenshot shows a registration summary screen with a progress bar at the top. The progress bar has six steps: Welcome, Identification, Organisation, Contact, Summary (highlighted), and Success. Below the progress bar, a green message box states: "All required information has been provided. The Registration process is almost completed. Before submitting your data to the system, please take a minute to review the information."

The main content area is titled "Organisation" and includes an "Edit" button. It is divided into three sections: "Legal name and status", "Registration data", and "Legal Address". Each section contains a list of fields with their values and an information icon (i).

Section	Field	Value
Legal name and status	Legal name	The Organisation Legal Name
	Legal status	a legal person
		for profit
		private entity
Registration data	Establishment/Registration country	Austria
	Registration number	123456
	Registration date	
	Registration authority	The Authority
	Legal form	KOMMANDITGESELLSCHAFT
	VAT number	AT11111111
	Nace code	Information service activities
	Business name	
Legal Address	Official language	German
	Region/county	Wien
	Street name and number	Street 1
	P.O. Box	1
	Postal code	1000
	City	Wien

At the bottom of the screen, there is a "Save" button, a timestamp "Saved at: 15:25:18 17/11/2015", a "< Prev" button, and a "Submit" button.

If the system has properly received and processed your information you will see the following screen:



The screenshot shows the 'Education and training' section of the 'Participant Portal - Beneficiary Register'. A progress bar at the top indicates the current step is 'Success', with previous steps being 'Welcome', 'Identification', 'Organisation', 'Contact', and 'Summary'. A green box on the left displays 'Registration completed' and the PIC number '924177201'. The main content area, titled 'What's next?', provides instructions and links for the next steps: 'Provide programme specific information', 'Provide SME information', 'Update your organisation data', and 'Upload required documents and read/send messages to the European Commission'. A 'Continue to update' button is located at the bottom right.

Education and training  
Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome Identification Organisation Contact Summary **Success**

**Registration completed**  
You have successfully registered your Legal Entity.  
Your PIC number is:  
**924177201**

### What's next?

You will shortly receive an email confirming your registration.  
Go to the Participant Portal, section 'My Organisations' to:

- Provide programme specific information.**  
If you apply for H2020, it is essential to fill in this information as it is used in proposal evaluations, e.g. deciding eligibility and funding rates. Organisations applying for the Erasmus+, Creative Europe, Europe for Citizen or EU Aid Volunteer programmes only can ignore this part.
- Provide SME information.**  
If you submit a proposal to an SME instrument call of H2020, you must carry out the SME self-assessment. For most other H2020 calls you only need to declare the fact that your organisation is SME. Organisations applying for the Erasmus+, Creative Europe, Europe for Citizen or EU Aid Volunteer only can ignore this part.
- Update your organisation data.**
- Upload required documents and read/send messages to the European Commission.**

Thank you for using the beneficiary's registration. You can now safely close the browser's window/tab.

[Continue to update](#)

You will also receive an email containing the information you provided and your unique PIC. You are also advised to print the page or write down the PIC number for further reference.

You now have a proper PIC that you can use in the application forms. If you are applying together with other organisations (Consortium Members or Partner Organisations) please make sure they have also registered in the Participant Portal. Moreover, a PIC is compulsory for every organisation listed in the application form in order to complete it, with the sole exception of organisations from Partner Countries participating in mobility projects in Higher Education. You will not be able to submit the application form without a PIC for every organisation included in the application form.

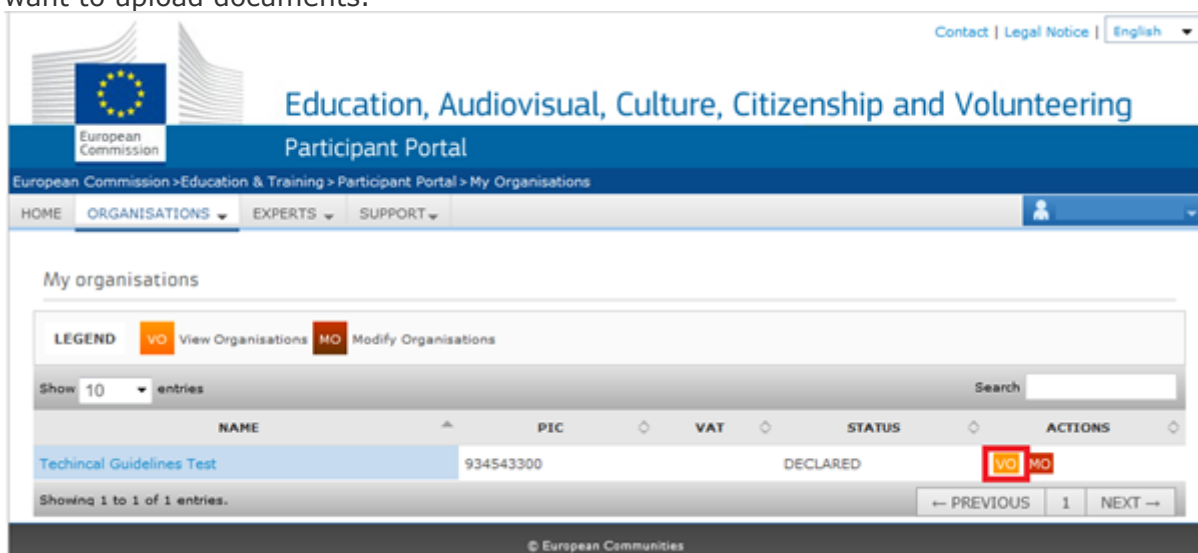
## Uploading supporting documents in the Participant Portal

Once you have registered your organisation, you have to upload specific supporting documents. The Legal Entities Form is required for all organisations, whereas the Financial Identification Form is necessary only for the applicant organisation.

In case you are applying for a grant exceeding 60.000 EUR and your organisation is not a public body or international organisation, you must upload documents to give proof of your financial capacity. These documents must be available to your National Agency before signing the grant agreement in case your project is selected.

To upload the supporting documents, you should access the Participant Portal. In the Participant Portal, go to the 'Organisations' tab in the main menu and click on 'My Organisations'.

Then click the orange "VO" button on the same line of the organisation for which you want to upload documents.



The screenshot displays the 'My organisations' section of the Participant Portal. At the top, there is a navigation bar with 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. Below this, a legend indicates that 'VO' (View Organisations) is represented by an orange button and 'MO' (Modify Organisations) by a red button. A table lists the organisations, with the following data:

NAME	PIC	VAT	STATUS	ACTIONS
Technical Guidelines Test	934543300		DECLARED	<span>VO</span> <span>MO</span>

The page also includes a search bar, a 'Show 10 entries' dropdown, and pagination controls at the bottom: 'Showing 1 to 1 of 1 entries', '← PREVIOUS', '1', and 'NEXT →'. The footer of the page reads '© European Communities'.

For more detailed guidelines on uploading the supporting documents, please check the User's Guide of the Unique Registration Facility (URF) and Participant Portal:

[http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf)