



UNIÓN EUROPEA

# Erasmus+ Info Session in Liberia

## Understanding the Application Process and Navigating the EU Funding and Tenders Portal



**Erasmus+**  
Enriqueciendo vidas, abriendo mentes

**2021-2027**



# What are the Erasmus+ Actions?

Key Action 1: Learning mobility  
of individuals

Key Action 2:  
Cooperation amongst  
organisations and  
institutions

Key Action 3: Support  
to policy development  
and cooperation

Jean Monnet Actions

# Key Action 1: Learning mobility of individuals

- Mobility projects for learners and staff in higher education, vocational education and training (VET), school education, adult education and youth
- Erasmus accreditations in the fields of higher education, VET, school education and adult education and in the field of youth
- Youth participation activities
- DiscoverEU Inclusion Action
- Mobility of staff in the field of sport
- Virtual exchanges in higher education and youth.

## Key Action 2: Cooperation amongst organisations and institutions

- **Partnerships for Cooperation**, comprising:
  - o Cooperation Partnerships
  - o Small-scale Partnerships.
  
- **Partnerships for Excellence**, including:
  - o Centres of Vocational Excellence
  - o Erasmus+ Teacher Academies
  - o **Erasmus Mundus Action.**
  
- **Partnerships for Innovation**:
  - o Alliances for Innovation
  - o **Capacity Building in the fields of higher education, vocational education and training, youth and sport**
  - Not-for-profit European sport events.

Key Action 3: Support to policy development and cooperation •  
European Youth Together

## Jean Monnet Actions

- **Jean Monnet actions in the field of higher education**
- Jean Monnet in other fields of education and training.

# Re-cap: who can apply?

	Institutions from EU MS and associated third countries	Institutions from non-associated third countries
International credit mobility <i>Applications to National Agencies</i>	Applicant Partner	Partner
EM joint masters <i>Applications to EACEA</i>	Applicant Partner	Applicant Partner
EM Design measures <i>Applications to EACEA</i>	Applicant Partner	Partner
CBHE <i>Applications to EACEA</i>	Applicant Partner	Applicant (eligible regions) Partner
Jean Monnet activities <i>Applications to EACEA</i>	Applicant Partner	Applicant Partner



## Re-cap: when to apply for what?

Action	Deadline for submission of applications
International credit mobility	19 February 2025
Erasmus Mundus Joint Masters Erasmus Mundus Design Measures	15 February 2025
Capacity Building for Higher education	06 February 2025
Jean Monnet activities	12 February 2025

## Re-cap: who can apply?

	Institutions from EU MS and associated third countries	Institutions from non-associated third countries
Capacity-building for VET Applications to EACEA	Applicant Partner	Partner (eligible regions)
Capacity-building for Youth Applications to EACEA	Applicant Partner	<i>Check PG for applicants</i> Partner (eligible regions)
Erasmus+ Virtual Exchange Applications to EACEA	Applicant Partner	Partner (eligible regions)



## Re-cap: when to apply for what?

Action	Deadline for submission of applications
Capacity building for VET	27 February 2025
Capacity building for Youth	6 March 2025
Erasmus+ Virtual Exchange	29 April 2025

# Calls for proposals (CfP) - An annual cycle...



# Capacity Building in the field of Higher Education: Strand 1 - Fostering acce

ERASMUS-EDU-2022-CBHE-STRAND-1

## Capacity Building in the field of Higher Education: Strand 1 - Fostering acce

ERASMUS-EDU-2022-CBHE-STRAND-1

Topic Call for proposal

### Internal navigation

General informations

Topic description

Conditions and documents

Start submission

Topic related FAQ

Get support

Call updates

Information to applicants: August 2022

Signature of grant agreement: End of November 2022

#### 5. Proposal templates, guidance and model grant agreements (MGA):

Standard proposal template

Call document

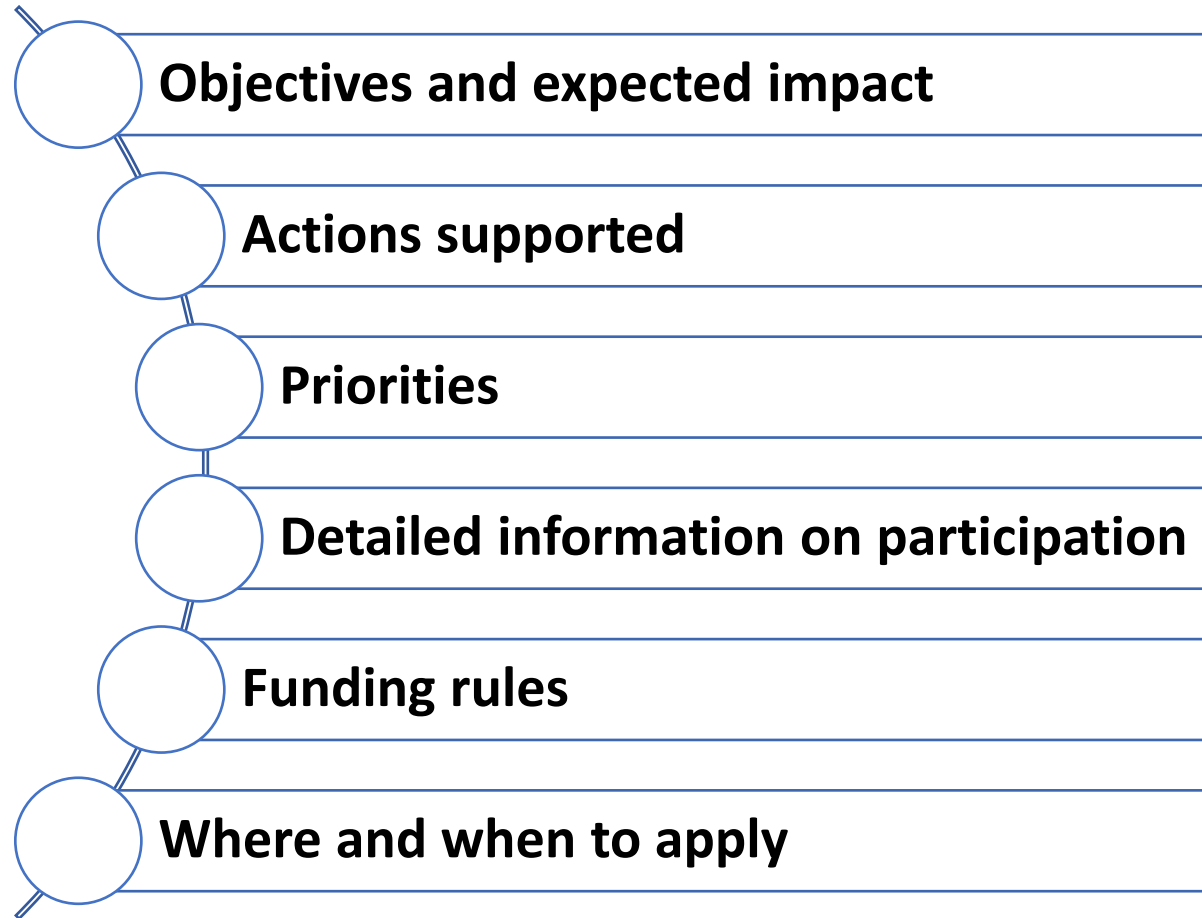
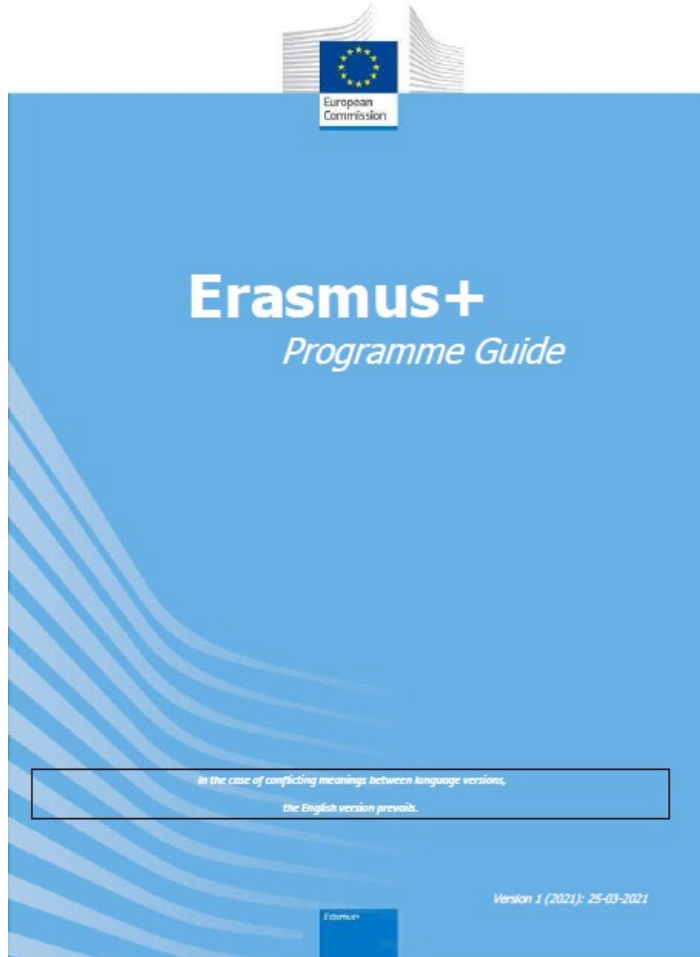
Guide for applicants

Model Grant Agreement

Start submission

[The Erasmus+ Programme Guide | Erasmus+ \(europa.eu\)](#)

# The Erasmus+ Programme guide



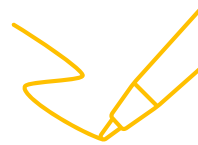
# Before you apply



**Read the Erasmus+ Programme Guide**



**Identify the Action Most Appropriate for your institution's needs**



**Get a PIC and OID for your organisation**



**Conceptualize the Project**



**Select Suitable Partners**

# HOW TO SUBMIT AN ERASMUS+ APPLICATION?



1) Registration.



2) Check the compliance with the programme criteria for the relevant Action/field;



3) Check the financial conditions



4) Fill in and submit the application form.

## For actions managed by the Executive Agency

- **legal representative must create a user account - EU Login account**

New EU Login accounts can be created here:

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

- **Access the EU Funding & Tenders Portal** at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> and register on behalf of the organisation/group you represent.

For actions managed by the Erasmus+ National Agencies

- **For actions managed by the Erasmus+ National Agencies**

New EU Login accounts can be created here:

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

- **Access the Organisation Registration system for Erasmus+ and European Solidarity Corps** at <https://webgate.ec.europa.eu/erasmus-esc> and register on behalf of the organisation/group you represent.

# PIC vs OID?

- **PIC** (Participant Identification Code):

Used for centralised actions managed by EACEA

Ex. Capacity Building in Higher Education (CBHE)

- **OID** (Organisation Identification Number):

Used for decentralised actions managed by National Agencies

Ex. International Credit Mobility (ICM)

# OID or PIC ?

In the context of Erasmus+ projects, both Organisation Identification Numbers (OID) and Participant Identification Codes (PIC) are used, but in different types of Actions.

The **OID** is used primarily for **decentralized actions** managed by National Agencies under the Erasmus+ and European Solidarity Corps programs.

**International Credit Mobility** is a decentralised action.

The **PIC** is used for **centralized actions** managed by the European Education and Culture Executive Agency (EACEA) and for other EU funding programs.

Erasmus Mundus (EM) and Capacity Building for Higher Education (CBHE) are centralised Actions.



What about the other Actions? Do you need an OID or a PIC?

# How to obtain an OID or PIC?

## How to Obtain an OID

Access: Open the [Organisation Registration Website](#) to get registered.

The Organisation ID is mandatory for applicants and every organisation involved in an ICM application, including non-academic organisations.

Register: Create an account and register your organization.

Documentation: Submit necessary legal documents for verification.

The Erasmus+ National Agency certifies the new organisations by checking if the data registered in the system corresponds to the organisation's legal data in their supporting documents.


Receive OID: Once verified, you receive your OID

It is an 8-digit unique identifier preceded by the letter E.

## How to Obtain a PIC

- Access: Go to the European Commission's Funding & Tenders Portal.
- Register: Open the Portal Participant Register to get registered. The REGISTRATION WIZARD will help you through the process.
- Details: Provide detailed organizational information.
- Before starting your registration, check if your organisation is already registered. Go to HOW TO PARTICIPATE> PARTICIPANT REGISTER> SEARCH A PIC(2X) and type in your organisation data.
- Start your registration by going to HOW TO PARTICIPATE >PARTICIPANT REGISTER >REGISTER YOUR ORGANISATION.
- Validation: Submit required documents for validation.
- To register your organisation, **you need to provide basic administrative and legal information**. Make sure that you have the relevant documents at hand.
- Receive PIC: After completing the new registration, you will receive the 9-digit **Participant Identification Code (PIC)**.

# OID Registration



Erasmus+ and European Solidarity Corps

- HOME
- ORGANISATIONS
  - Search for an Organisation
  - Register my Organisation
  - My Organisations
- OPPORTUNITIES
- APPLICATIONS
- PROJECTS
- SUPPORT
- RESOURCES
- CONFIGURATION

Home > Search for an Organisation Register or login

## Search for an Organisation

SEARCH FOR YOUR ORGANISATION

Search


> Search results

**No organisation searched**

Active filters:  
[Reset all](#)

To apply through the National Agency, you have to register your organisation and obtain an organisation ID.


[+ Register a new Organisation](#)



ORGANISATIONS

View all your Organisations


[My Organisations](#)



Erasmus+

View opportunities and start your application

[Opportunities](#)



European Solidarity Corps

View opportunities and start your application

[Opportunities](#)

# EU Funding and Tenders Portal



Sign in EN

Home > Funding > Calls for proposals > Erasmus Mundus Design Measures

## Erasmus Mundus Design Measures ERASMUS-EDU-2024-EMJM-DESIGN

Topic Call for proposal

- Internal navigation
- General information
- Topic updates
- Topic description
- Conditions and documents
- Start submission
- Topic Q&As
- Get support
- Call updates

**General information**

**Programme**  
Erasmus+ Programme (ERASMUS) [Budget overview](#)

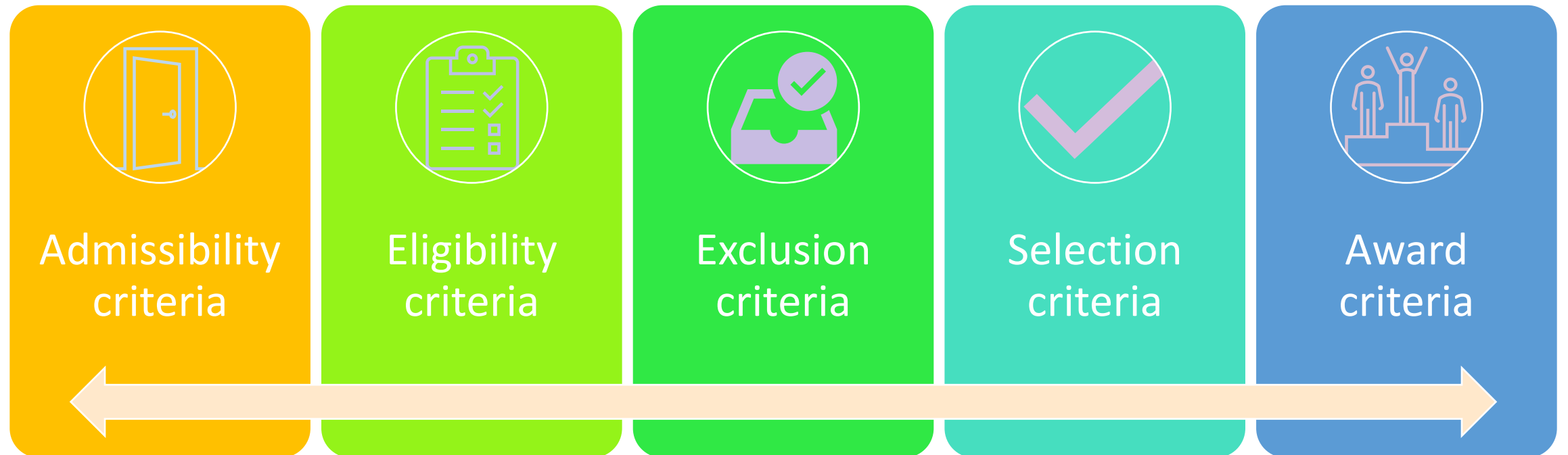
**Call**  
Erasmus Mundus Design Measures (ERASMUS-EDU-2024-EMJM-DESIGN)

<b>Type of action</b> ERASMUS-LS ERASMUS Lump Sum Grants	<b>Type of MGA</b> ERASMUS Lump Sum Grant [ERASMUS-AG-LS]	<b>Closed</b>
<b>Deadline model</b> single-stage	<b>Opening date</b> 05 December 2023	<b>Deadline date</b> 15 February 2024 17:00:00 Brussels time

**Topic description**

Scope:  
The main objective of the Erasmus Mundus Design Measures is to encourage the development of new, innovative, high-level integrated transnational study programmes at Master level. These design measures should involve Erasmus Mundus under-represented (a) EU Member States and third countries associated to...

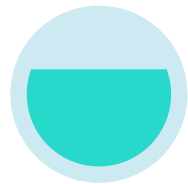
# Criteria for participation



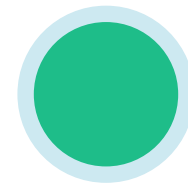
# Admissibility criteria



Respect of  
deadline



Format and way  
of submission



Completeness  
of application

# Admissibility criteria

- Applications must be sent **no later than the deadline for submitting applications as indicated in the call.**
- The applications must be readable and accessible.
- Applications must be complete containing all parts and mandatory annexes.
- Only clerical errors can be corrected after the submission deadline upon request of the managing agency for duly justified cases.
- **For actions managed by the Executive Agency**, applications must be submitted **electronically** via the [Funding & Tenders Portal Electronic Submission System](#). Applications (including annexes and supporting documents) must be submitted using the forms provided in the Submission System.

# Exclusion criteria

An applicant will be excluded from participating in calls for proposals if it is found to be in one of the exclusion situations in articles 136-141 of the Financial Regulation

*Bankrupt, fraud, corruption, money laundering, terrorism, etc.*

# Exclusion criteria

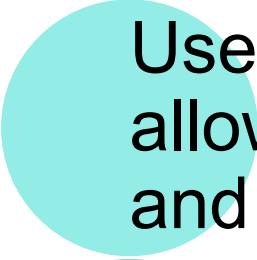
Furthermore, the Commission considers that for the implementation of Actions covered by the Programme Guide, the following entities are or could be in a situation of conflict of interest and therefore are or could be ineligible to participate:

- Structures and networks identified or designated in the Erasmus+ Programme
- National Authorities in charge of supervising National Agencies and the implementation of the Erasmus+ Programme

# Eligibility criteria



Eligibility criteria per action



Used to determine whether the applicant is allowed to participate in a call for proposals and to submit a proposal for an action



Criteria applied to applicants and activities

# Eligibility criteria

- To be eligible, the applicant and the project must meet all the eligibility criteria relating to the Action under which the proposal is submitted. If the project does not meet the eligibility criteria at application stage, it will be rejected without being further evaluated.
- If it appears at implementation or final report stage that these criteria have not been fulfilled, the activities may be considered ineligible with a consequent recovery of the EU grant initially awarded to the project.
- The eligibility criteria for applying to each of the Actions implemented through the Erasmus+ Programme Guide are described in [Part B of the Guide](#).

# STEPS AND TIPS ON HOW TO APPROACH PREPARING A PROJECT PROPOSAL

## Finding Partners/Building a Consortium: differentiating between Coordinator and Partner

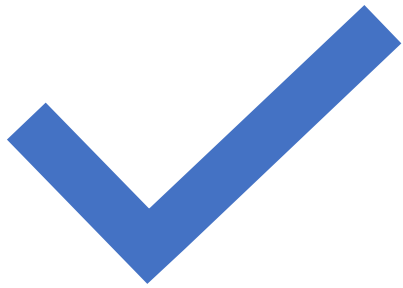
- Partner

- collaborate in drafting of the project
- collaborated in the realisation of the project
- may be in charge of specific Work Packages

### Coordinator

is in charge of submitting the application  
coordinates the execution of the project  
coordinates relations between partners  
administers financial resources  
submits statements and reports

# How to develop your project idea



by addressing a need



by focusing on an objective

# Building your Project Idea

**Identify Key Areas of Improvement:** Examine your institution's SWOT analysis or internationalisation strategy to pinpoint potential opportunities or critical challenges that need to be addressed.

**Align Activities with Erasmus+ Funding:** Determine specific activities that directly respond to the identified opportunities or challenges and can be funded under the Erasmus+ program.

**Define Project Parameters:** Choose the most suitable activity for funding and clearly specify its goal, objectives, and expected results.

**Assess Feasibility and Relevance:** Evaluate the selected activity to ensure it is feasible and aligns with both your institution's internationalisation strategy and the objectives of the Erasmus+ program.



# Conducting a Needs Analysis

**Needs Analysis** is a systematic process used to identify and evaluate the specific needs and gaps in knowledge, skills, or resources within the target groups or institutions planning to be involved in an Erasmus+ project. It serves as the foundation for designing a project that addresses these gaps effectively.

# Importance of Needs Analysis

**Alignment  
with  
Objectives**

**Targeted  
Interventions**

**Justification  
for Funding**

**Informed  
Decision-  
Making**

# SMART Objectives



SPECIFIC



MEASURABLE



ACHIEVABLE



RELEVANT



TIME-BOUND.



What, Where, When  
and Who



Roles and  
responsibilities



Needed resources  
(money time, people  
and competencies)

# Application package

Part A - Administrative Forms Contains general information about the project, data on the applicant organisation and contact persons

Part B – Technical description & annexes Contains the narrative part of the project, the work packages, milestones & deliverables.

Detailed budget table is an annex of Part B

Tick boxes related to the proposal's general objective(s) and indicators specific to the action (N° of impacted students, N° of new study programmes, N° of involved/trained staff, etc.)

# The evaluators will assess your proposal against four main criteria

- **Relevance of the project:** You need to convincingly present WHAT you want to do and WHY you want to do it.
- **Quality of the project design and implementation :** Present a sound project management methodology which is appropriate for achieving the project objectives.
- **Quality of the project team and the cooperation arrangements:** Your proposal needs to demonstrate that the partnership has been composed with the objectives and aims of the project in mind.
- **Impact and sustainability :**
- You need to demonstrate that what you are planning to do in the project will result in significant benefits for the identified target groups (impact).
- Describe how you will inform the target groups and any other stakeholders on the project and its results (dissemination and exploitation).
- Explain how the results of the project will continue to have an impact even after the project has come to an end (sustainability).

#@WRK-PLA-WP#@#

#### 4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

##### 4.1 Work plan

<p><b>Work plan</b></p> <p>Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).</p>
<p>Insert text</p>

##### 4.2 Work packages, activities, resources and timing

<p><b>WORK PACKAGES</b></p>
<p><b>Work packages</b></p> <p>This section concerns a detailed description of the project activities.</p> <p>Group your activities into work packages. A work package means a major sub-division of the project. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and divided by identifiable outputs.</p> <p>Projects should have 2 fixed work packages:</p> <ul style="list-style-type: none"> <li>- WP1 – Management and implementation of the Master programme (management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc), curriculum implementation, promotion of the master programme and impact, sustainability and dissemination of results)</li> <li>- WP2 – Selection and supervision of students</li> </ul> <p>⚠ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).</p> <p>⚠ Ensure consistency with the detailed budget table/calculator (if applicable).</p>
<p><b>Objectives</b></p> <p>List the specific objectives to which the work package is linked.</p>

<p><b>Activities and division of work (WP description)</b></p> <p>Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) and others, indicating in bold the task leader.</p>
<p><b>Milestones and deliverables (outputs/outcomes)</b></p> <p><b>Milestones</b> are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them only for major outputs in complex projects, otherwise leave the section empty. Please limit the number of milestones by work package.</p> <p><b>Means of verification</b> are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.</p> <p><b>Deliverables</b> are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.</p> <p>For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.</p> <p>For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).</p> <p>For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.</p> <p>The labels used mean:</p> <ul style="list-style-type: none"> <li>Public — fully open (⚠ automatically posted online on the Project Results platforms)</li> <li>Sensitive — limited under the conditions of the Grant Agreement</li> <li>EU classified — RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organisation), please select the equivalent EU classification level.</li> </ul>

##### Work Package 1

<p><b>Work Package 1: [Name, e.g. Management and implementation of the Master programme]</b></p>			
<p><b>Duration:</b></p>	<p>MX - MX</p>	<p><b>Lead Beneficiary:</b></p>	<p>1-Short name</p>
<p><b>Objectives</b></p> <p>List the specific objectives to which this work package is linked.</p>			

# Work Packages

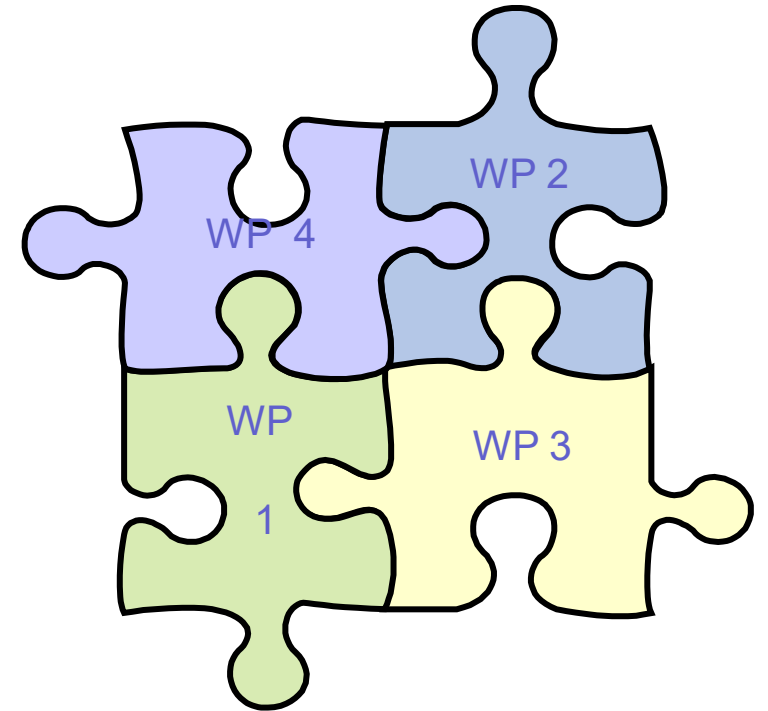
- Each WP defines the activities/outputs and the corresponding deliverables.



# Work Packages

Applicant will divide their project activities in WPs and reflect this division in the budget attached to the application

Work package means a major sub-division of the proposed project



## **Milestones and deliverables (outputs/outcomes)**

- **Milestones** are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin).

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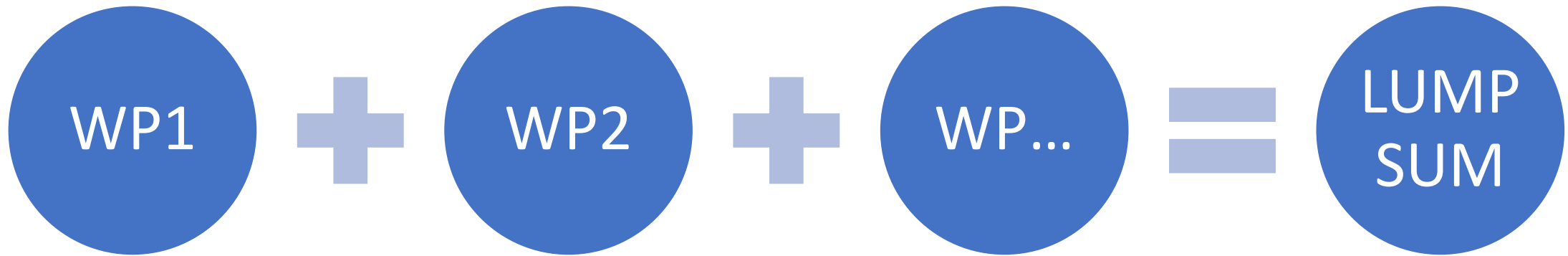
# How many work packages

**As many as needed but no more than what is manageable**

- ✘ A single activity is not a WP
- ✘ A single task is not a WP
- ✘ A % of progress of work is not a WP (e.g. 50 % of the tests)
- ✘ A lapse of time is generally not a WP (e.g. activities of year 1)

Beneficiaries work simultaneously and/or sequentially in different WPs

## Work Packages in budget



*Thank you.*

# KEY WORDS for a competitive application

## **Coherent** in its entirety

- avoid contradictions; avoid "patchwork"

## **Concrete**

- use examples, justify your statements, bring evidence

## **Clear**

- follow the questions and answer them in the right order

## **Simple language**

- also complex subjects can be explained in a plain language. Keep most sentences 10-15 words long.

## **Explicit**

- do not take anything for granted; do not assume experts will always understand; avoid abbreviations or explain them the 1st time

## **Rigorous**

- the application is the basis on which your project will be implemented; it is also the cornerstone of your partnership commitment

## **Focused**

- stick to what is asked

## **Complete**

- ensure you have followed all the instructions and that the proposal fulfils all the mandatory requirements

# HOW TO SUBMIT AN ERASMUS+ APPLICATION?



1) Registration.



2) Check the compliance with the programme criteria for the relevant Action/field;



3) Check the financial conditions



4) Fill in and submit the application form.

# What are the Erasmus+ Actions?

Key Action 1: Learning mobility  
of individuals

Key Action 2:  
Cooperation amongst  
organisations and  
institutions

Key Action 3: Support  
to policy development  
and cooperation

Jean Monnet Actions

# Key Action 1: Learning mobility of individuals

- Mobility projects for learners and staff in higher education, vocational education and training (VET), school education, adult education and youth
- Erasmus accreditations in the fields of higher education, VET, school education and adult education and in the field of youth
- Youth participation activities
- DiscoverEU Inclusion Action
- Mobility of staff in the field of sport
- Virtual exchanges in higher education and youth.

## Key Action 2: Cooperation amongst organisations and institutions

- **Partnerships for Cooperation**, comprising:
  - o Cooperation Partnerships
  - o Small-scale Partnerships.
  
- **Partnerships for Excellence**, including:
  - o Centres of Vocational Excellence
  - o Erasmus+ Teacher Academies
  - o **Erasmus Mundus Action.**
  
- **Partnerships for Innovation:**
  - o Alliances for Innovation
  - o **Capacity Building in the fields of higher education, vocational education and training, youth** and sport
  - Not-for-profit European sport events.

Key Action 3: Support to policy development and cooperation •  
European Youth Together

## Jean Monnet Actions

- **Jean Monnet actions in the field of higher education**
- Jean Monnet in other fields of education and training.

For actions managed by the Executive Agency

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# PIC vs OID?

- **PIC** (Participant Identification Code):

Used for centralised actions managed by EACEA

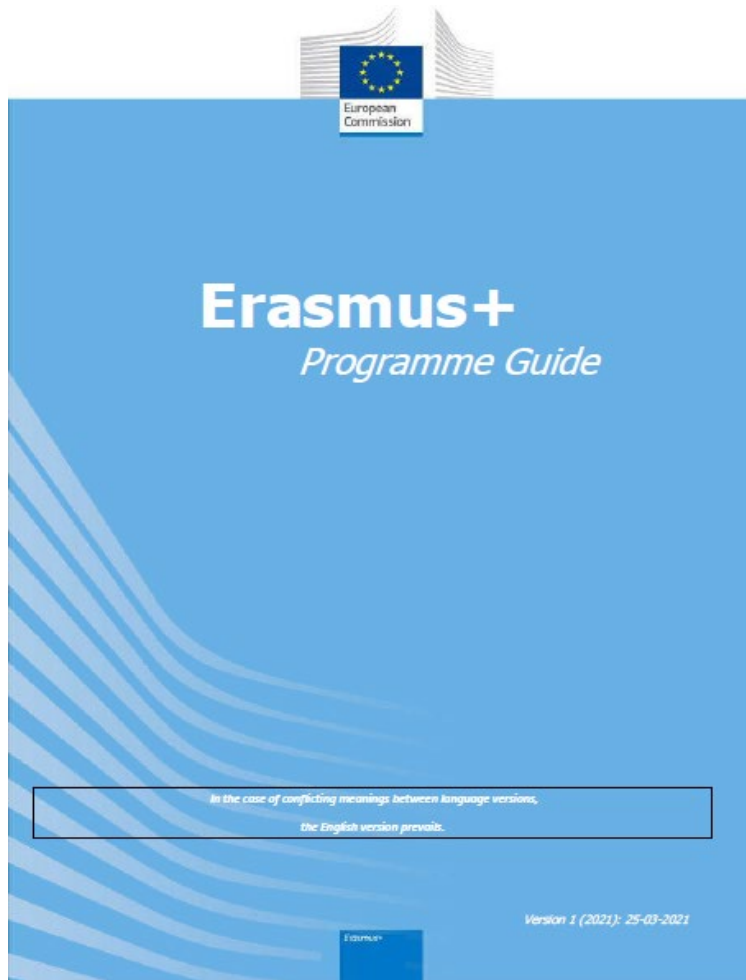
Ex. Capacity Building in Higher Education (CBHE)

- **OID** (Organisation Identification Number):

Used for decentralised actions managed by National Agencies

Ex. International Credit Mobility (ICM)

# The Erasmus+ Programme Guide



The Erasmus+ Programme Guide is essential to understanding Erasmus+.

It provides participating organisations and individuals a comprehensive list of opportunities supported by the programme.

It is an integral part of the annual Erasmus+ Call for Proposals

# The Erasmus+ Programme Guide

Organisations and institutions seeking funding in the framework of any call must comply with the conditions for participation and funding expressed in this Guide.

The document provides information on:

- the priorities of the programme
  - the actions supported
  - the funding available for different actions
  - detailed information on participation
- 
- The Programme Guide is published in web format and as a downloadable pdf.
  - Make sure you access the latest version

# Application Form

The Form consists of 2 parts:.

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System.

Let's discover the Application Form together

# What is a good proposal?

Proposal aligned to the **objectives** and policy **priorities** of the Action which fulfills all the **criteria** set out in the call for proposals complying with **quality standards**

Calls are competitive based on the quality of proposals and available budget

- A complete APPLICATION PACKAGE is not necessarily a good PROPOSAL
- An ADMISSIBLE and ELIGIBLE proposal is not necessarily a good proposal
- The availability of BUDGET does not guarantee that all proposals will be funded, ONLY quality proposals will be funded.
- Only proposals ABOVE FUNDING THRESHOLDS may be funded
- QUALITY of your proposal must be in line with your REQUESTED GRANT

# Tips

1. Start **early**
2. **Read** the relevant information
3. Have a good understanding of the **award criteria**
4. Check the **Call requirements**
5. Choose the **project idea**, structure it and stick to it
6. Build a **strong consortium**
7. Write a clear and convincing **Work Plan**
8. Forecast the **budget** and request the adequate **grant**
9. Final **polishing**



# Tip 1: Start 1

- From the opening day: November 202X
- To the submission deadline: [See Funding and Tenders opportunities portal](#)

**Example: February 8, 202X**

- Do not leave it until the very last minute

A successful proposal develops and improves throughout the writing stage.

# Tip 2: Read the relevant information

To PREPARE the project proposal:

- 2025 Erasmus+ Programme Guide
- Application forms
- Get inspired: Projects & Results - [Erasmus+ project results platform](#)

To SUBMIT the project proposal:

An introduction to the Funding & Tenders Portal  
IT tools: [video tutorial](#)  
F&TOP [Online Manual](#)  
F&TOP IT [How To](#)  
Presentation [How to submit](#)

## Tip 3: Have a good understanding of the award criteria

Addressing the award criteria

Some applicants do not understand the importance of addressing each point of the award criteria.

Award criterion 1 - RELEVANCE

Under criterion Relevance, the low quality proposals did not succeed to demonstrate a sufficiently developed **needs analysis**, which weakens the innovative aspects of the proposed activities and outcomes.

Award criterion 2 – Quality Project DESIGN and implementation

Some proposals with a low score failed to properly describe arrangements for the validation and recognition of qualifications.

## Tip 3: Have a good understanding of the award criteria

### **Award Criterion 3 - Quality PARTNERSHIP and cooperation arrangements**

Staff description: applicants should focus on their expertise directly related to the project domain.

Associated partners: focus should be on describing how they are relevant to the call and notably which relevant input and added value they are bringing to the proposal. What is the specific reason for them to join the proposal?

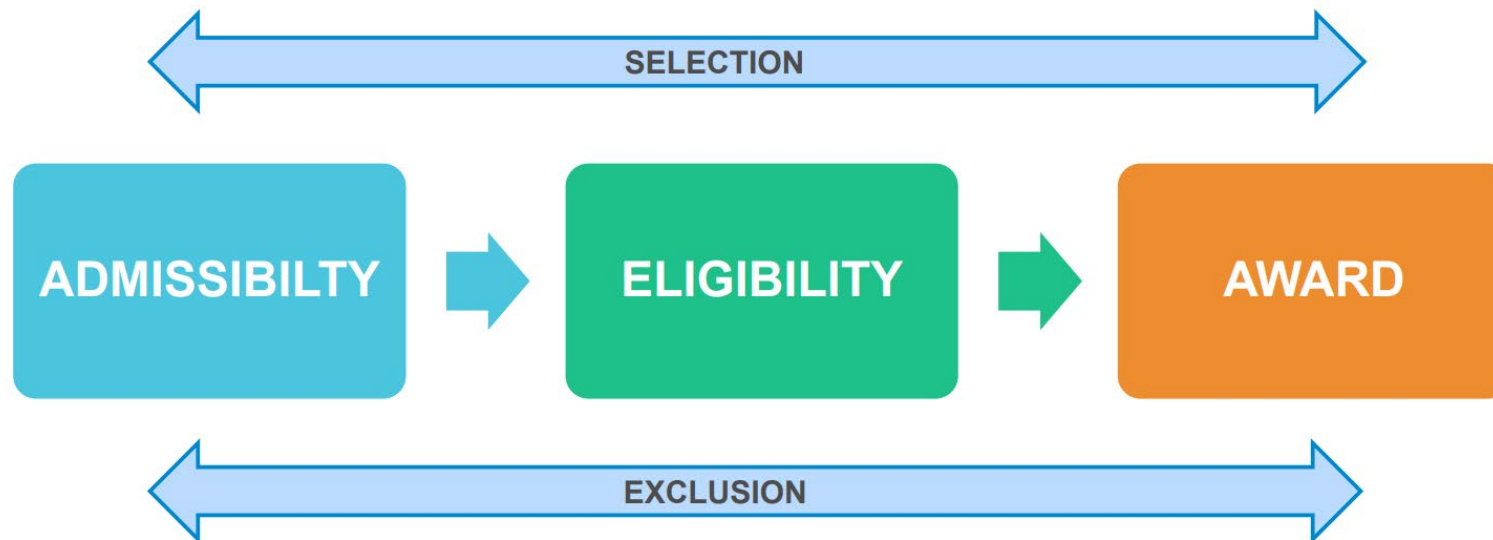
### **Award Criterion 4 - IMPACT**

Exploitation is often not well understood and proposals do not convincingly declare the rewards to partners. Some proposals do not clearly explain how they will use and exploit the solution. Others, do not differentiate between sustainability actions and exploitation.

### **Outcome of the Project**

Clear information on the actual contents to be produced by the project, measurable outcomes, KPIs, at early stages of the project are needed.

## Tip 4: Check the call requirements





## Tip 5: Choose your idea, structure it well and stick to it!

Do they have?

- A clear project objective
- A clear understanding of the current start of art in the field of intervention / sector
- A clear identified need
- A clear target group(s)
- A clear set of partners or geographical scope
- A clear path the make the difference or to bring an added value

Your proposal must fit into the requirements of the Action and fill in a gap in the needs of the participating organisations and specific sector



## Tip 6: Build a strong consortium

- Be consistent – remain relevant to the objective & target group
- Be adaptable – be ready to omit a country if they do not secure the right partner
- Choose the partners well – with diverse competencies
- Partnership with a wide EU cover and beyond is Important
- Involve partners in the proposal preparation – avoid surprises after submission
- Keep communication with partners during the whole process



## Tip 7: Write a clear and convincing Workplan

- Be realistic and reasonable - Adapt the number of deliverables to the size of the project and work packages
- Structure the deliverables and do not multiply them – try to combine similar deliverables into one.
- • Avoid writing a Work Plan which is not finalized. Structure WPs and deliverables well to avoid amendments

## Tip 8: Create a budget

- Define your budget
  - ➤ First describe the tasks – then define the budget
  - ➤ Check consistency while working on the work plan:
    - ➤ Share of resources
    - ➤ Appropriate allocation between partners
    - ➤ Choose the suitable budget for each WP



## Tip 9: Final polishing

- Check the completeness of the proposal
- Check consistency of the description of activities and budget
- Ask someone for critical reading and feedback
- If having the chance, have a native speaker for proofreading
- And, last but not least..... **SUBMIT IT ON TIME!!!**

# Erasmus+ funding mechanism

## Grants

- Direct contribution to beneficiaries
- Finance actions to help achieve an objective
- Based on costs incurred/unit costs/lump sum

# Erasmus+ funding management

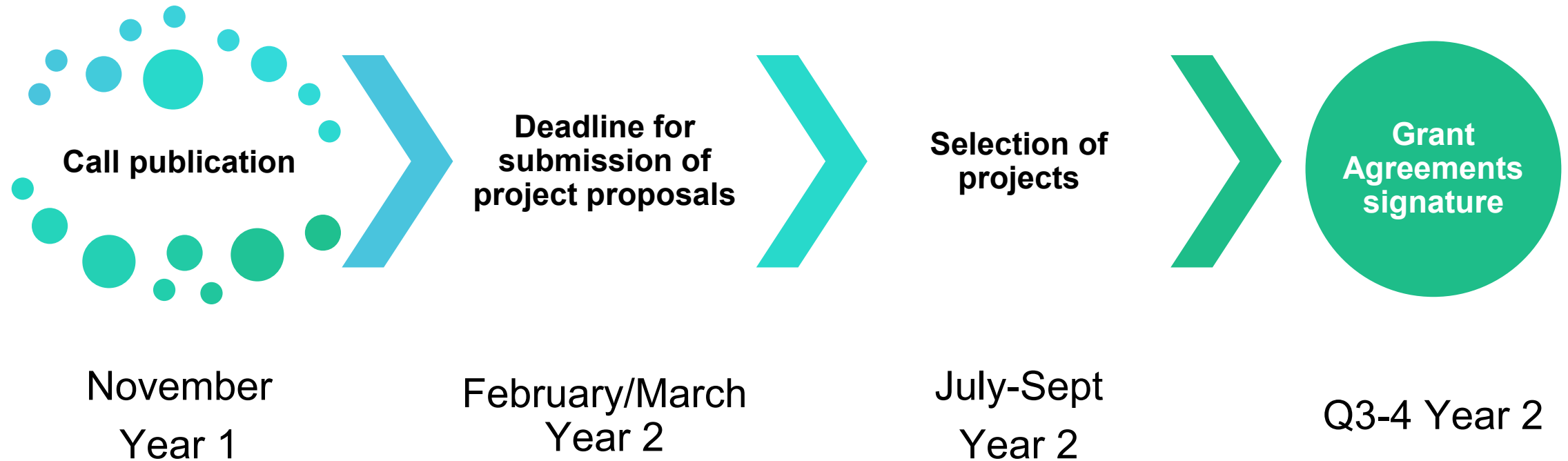
## Centralised actions (CBHE, JMA, EMJM and EMDM, CBVET, EVE)

- European Education and Culture Executive Agency (EACEA)

## Decentralised actions (ICM)

- Erasmus+ National Agencies in the countries associated to the programme

# Calls for proposals (CfP) - An annual cycle...



# Publication of the Calls for proposals

The screenshot shows the top section of the FTOP website. At the top left is the European Commission logo. The main header reads "Funding & tender opportunities" and "Single Electronic Data Interchange Area (SEDIA)". On the right, there are language options (English EN) and buttons for "Register" and "Login". Below the header is a navigation bar with a home icon and menu items: "SEARCH FUNDING & TENDERS", "HOW TO PARTICIPATE", "PROJECTS & RESULTS", "WORK AS AN EXPERT", and "SUPPORT".

The main content area is titled "Find calls for proposals and tenders" and features a search bar with the placeholder text "Search calls for proposals and tenders by keywords, programmes..." and a yellow "Search" button. To the right of the search bar are three buttons: "ERA corona platform", "Brexit info", and "Report fraud".

Below the search bar is a section titled "EU Programmes" with a grid of links to various program areas:

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Connecting Europe Facility (CEF)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)
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On the right side of the page, there is a "News" section with two articles:

- 24 Nov, 2021**  
**Self-test helping you to understand the rules on cost reporting in Horizon 2020**  
A questionnaire is now available to test your knowledge on the cost reporting rules in Horizon 2020 grants. If you are involved in running a Horizon 2020 grant,...
- 11 Nov, 2021**  
**Webinar on avoiding personnel cost errors in Horizon 2020 grants, 02 December 2021, 10:00am CEWT**  
On 02 December 2021 from 10:00am to 12:00am (CEWT, Brussels time) the European Commission is organising a webinar on the rules for reporting costs in grants und...

## Funding & Tender Opportunities Portal (FTOP)

# FTOP – find a Call for proposals

SEARCH FUNDING & TENDERS

Legal Entity and

Find calls for pr

Erasmus+ Programme (E

EU Programmes

Asylum, Migration and Integration Fund (AM

Customs Programme (CUST)

European Solidarity Corps (ESC)

Fiscalis Programme (FISC)

SEARCH FUNDING & TENDERS

virtua|

Match whole words only

GRANTS

Submission status

Forthcoming

Open

Programming period

2021 - 2027 (2)

Erasmus+ Programme (ERASMUS)

Filter by call

Select a Call...

European Commission | Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

English EN

Register Login

SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

Erasmus+ Programme (ERASMUS)

Virtual Exchanges with the Western Balkans

TOPIC ID: ERASMUS-EDU-2021-VIRT-EXCH-IPA

Grant

General information

Topic description

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call information

Call updates

Go back to search results

General information

Programme	Work programme part	
<a href="#">Erasmus+ Programme (ERASMUS)</a>	<a href="#">ERASMUS-2021</a>	
Call	Work programme year	
<a href="#">Virtual Exchanges in Higher Education and Youth (ERASMUS-EDU-2021-VIRT-EXCH)</a>	ERASMUS-2021	
<a href="#">See budget overview</a>		
Type of action	Type of MGA	
ERASMUS-PJG ERASMUS Project Grants	ERASMUS Action Grant Budget-Based [ERASMUS-AG]	
<a href="#">Open for submission</a>		
Deadline model	Opening date	Deadline date
single-stage	03 November 2021	22 February 2022 17:00:00 Brussels time

Topic description

Objective:

The specific objectives of this call are the following:

- encouraging intercultural dialogue with third countries not associated to the programme and increasing tolerance through online people-to-people interactions, building on digital, youth-friendly technologies;
- promoting various types of virtual exchanges as a complement to Erasmus+ physical mobility, allowing more young people to benefit from intercultural and international experience;
- Enhancing critical thinking and media literacy, particularly in the use of internet and social media, such as to counter discrimination indoctrination, polarization and violent radicalisation;
- fostering the digital and soft skills development of students, young people and youth workers, including the practice of foreign languages and teamwork, notably to enhance employability;

# Participant Register

- Key steps
- Reference documents
- Participant register**
- Partner search

Need help?

The participant register is now multilingual! ... in the top right corner of the Portal.

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.  
The register contains all participants of EU programmes.

## Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

## Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below

Register your organisation

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

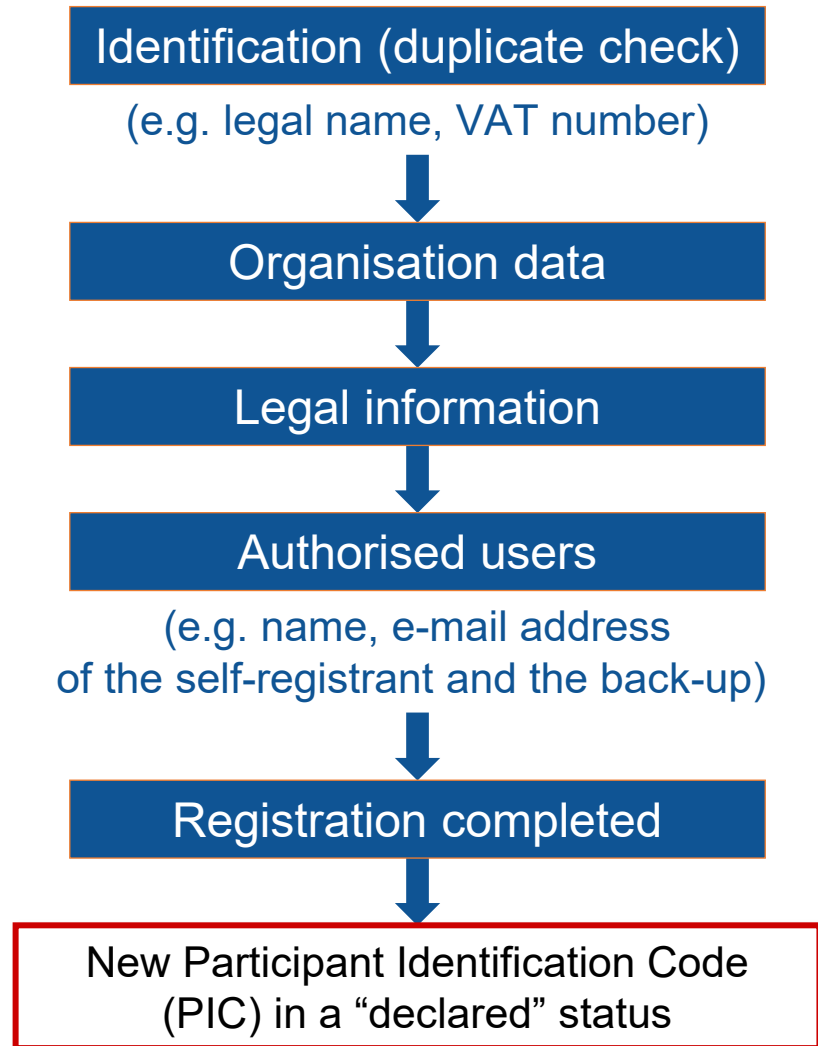
Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the SME Instrument) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

**Make sure your organisation doesn't have a PIC already**

**If not, you can start registering**

# How to register in the Participant Register



Participant's Register [Need help?](#)

1 Identification 2 Organisation Data 3 Legal Information 4 Authorised Users 5 Summary 6 Success

### Identification

Legal name \*  240

Registration country \*  ▾

Registration number  50

VAT number \*  20  not applicable

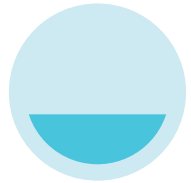
Website  500

[Review the Form](#) [Next](#)

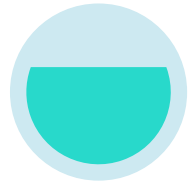
# Criteria for participation



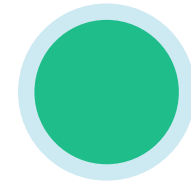
# Admissibility criteria



Respect of  
deadline



Format and way  
of submission



Completeness  
of application

# Eligibility criteria

Eligibility criteria per action

Used to determine whether the applicant is allowed to participate in a call for proposals and to submit a proposal for an action

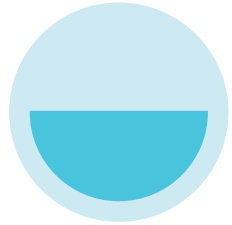
Criteria applied to applicants and activities

# Exclusion criteria

An applicant will be excluded from participating in calls for proposals if it is found to be in one of the exclusion situations in articles 136-141 of the Financial Regulation

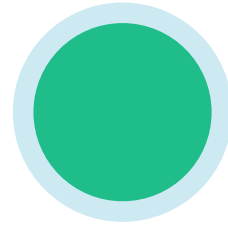
*Bankrupt, fraud, corruption, money laundering, terrorism, etc.*

# Selection criteria



## Operational capacity

*(know-how, qualifications and resources...)*



## Financial capacity

*(sufficient sources of funding to maintain its activity)*



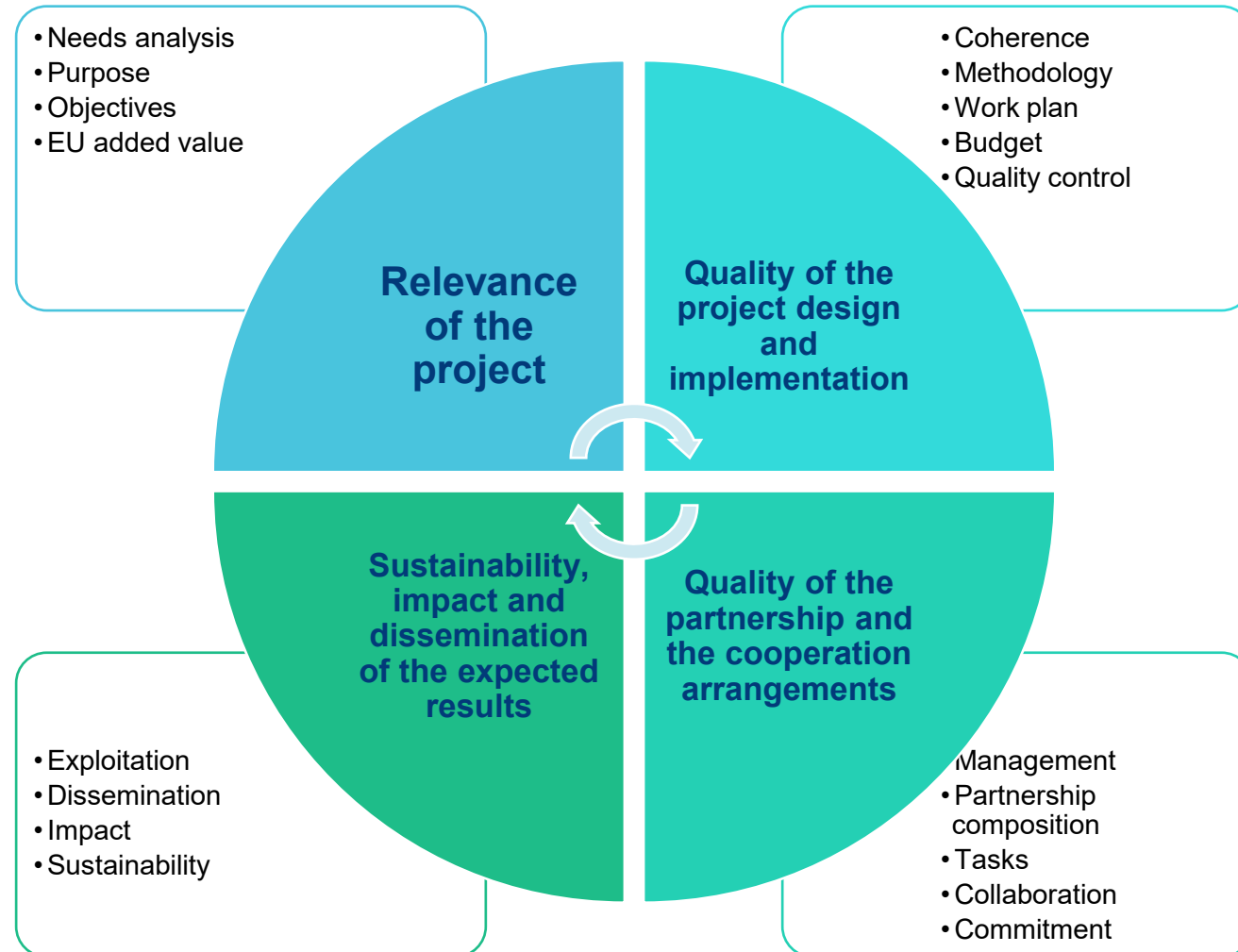
# Admissibility criteria

- Applications must be sent **no later than the deadline for submitting applications as indicated in the call.**
- The applications must be readable and accessible.
- Applications must be complete containing all parts and mandatory annexes.
- Only clerical errors can be corrected after the submission deadline upon request of the managing agency for duly justified cases.
- **For actions managed by the Executive Agency**, applications must be submitted **electronically** via the [Funding & Tenders Portal Electronic Submission System](#). Applications (including annexes and supporting documents) must be submitted using the forms provided in the Submission System.

# Eligibility criteria

- To be eligible, the applicant and the project must meet all the eligibility criteria relating to the Action under which the proposal is submitted. If the project does not meet the eligibility criteria at application stage, it will be rejected without being further evaluated.
- If it appears at implementation or final report stage that these criteria have not been fulfilled, the activities may be considered ineligible with a consequent recovery of the EU grant initially awarded to the project.
- The eligibility criteria for applying to each of the Actions implemented through the Erasmus+ Programme Guide are described in [Part B of the Guide](#).

# Award criteria



# Lump sum

## Amount of the lump sum

1) Fixed in the call  
for proposals

2) Defined per  
project

Beneficiaries report on the progress of the project (e.g. deliverables, milestones, outputs/outcomes, risks, indicators). Lump sum project funding removes obligations on actual cost reporting.

[All I need to know about Lump Sum Pilots - YouTube](#)

Tip 1 in Finding Partners:  
The Erasmus+ Project Results Platform

Projects - Erasmus+

## Tip 2 in Finding Partners – the EU Funding and Tenders Portal

- [Partner Search | EU Funding & Tenders Portal](#)

# Tip 3: Find your ENFP and get connected to the ENFP Network

[National Focal Points | Erasmus Networks Platform](#)

# OID for decentralized action: International Credit mobility

## 1.2.6.2. Second Step – OID or PIC?

Follow these steps if your applicant intends to join the International Credit Mobility (ICM) action (de-centrally managed by E+ National Agencies)

To get started with ICM, new organisations from Third countries not Associated to the Programme need to get an Organisation ID (OID):



After completing the new registration, they will receive the Organisation ID. It is an 8-digit unique identifier preceded by the letter E.

Congratulations! You are done. The Applicant Higher Education institution located in EU27/ E+ Associated countries will now be able to include your organisation in its application form.

Please note: If your OID status remains "Under validation", your registration is still valid. For ICM applications, the NA may certify your OID, but this is not a mandatory step. A certified OID is mandatory only for participation in Cooperation Partnerships in higher education (KA220-HED).

The registration steps (OID) are essentially based on the guidelines published [here](#).

# What happens once the application is submitted?

