



Erasmus+ Teacher Academies 2024

The submission procedure and application form



EACEA/A2

Application form and submission

- How to participate - creating and submitting proposal through the Funding & tender opportunities portal
- Application form
- Useful information and tips

Funding & tender opportunities portal (FTOP)

The screenshot displays the FTOP interface with several key elements highlighted by red boxes and numbered callouts:

- 1**: The top navigation bar containing the European Commission logo, the title "Funding & tender opportunities", and the Single Electronic Data Interchange Area (SEPIA) label.
- 2**: The search bar under the heading "Find calls for proposals and tenders", which includes a search input field and a "Search" button.
- 3**: The "Erasmus+ Programme (ERASMUS+)" link within the "EU Programmes" grid.
- 4**: The "How to participate in 5 steps" section, specifically highlighting the "Create an account" and "Register your organisation" steps.
- 5**: The top right corner containing the "Register" and "Login" buttons.

EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)	Customs Programme (CUST)
Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Parliament (EP)	European Solidarity Corps	Erasmus+ Programme (ERASMUS+)	European Social Fund + (ESF)
European Maritime, Fisheries and Aquaculture Fund (EMFAF)	Fiscalis Programme (FISC)	Innovation Fund (INNOVFUND)	Internal Security Fund (ISF)	Horizon Europe (HORIZON)	Single Market Programme (SMP)
Social Prerogative and Specific Competencies Lines (SOCPL)	EU External Action (RELEX)	Justice Programme (JUST)	Protection of the Euro against Counterfeiting Programme (PERICLES)	Pilot Projects and Preparatory Actions (PPPA)	Programme for the Environment and Climate Action (LIFE)
Promotion of Agricultural Products (AGRIP)	Union Civil Protection Mechanism (UCPM)				

How to participate in 5 steps

- 1 Find an opportunity
- 2 Find partner(s)
- 3 **Create an account**
- 4 **Register your organisation**
- 5 Submit your proposal or offer

Learn how to find and apply for suitable EU funding and tender opportunities.

[Learn more](#)

News

- 25 May, 2021
Webinar 'The Funding & Tenders Portal for beginners', 27 May 2021, 10.00 CEST
The Funding & Tenders Portal is the single gateway for participants in many EU funding programmes and procurement actions. This webinar is addressed in the ...
- 20 May, 2021
Webinar "All you need to know on D&E under Horizon Europe", 9 June 2021; 9:30 CEST
Are you planning to apply for a Horizon Europe call? Don't forget to prepare your Dissemination & Exploitation (D&E) section under the impact! In order ...
- 19 May, 2021
Webinar addressed to providers of Certificates on Financial Statements in Horizon 2020 grants
A recorded webinar about Certificates on Financial Statements (CFS) for Horizon 2020 grants is now available on the Funding & Tenders Portal. The purpose of...

[All news >](#)

Useful links

- Calls for tenders on Ted
- Overview of all EU funding opportunities
- Access to publications and data on OpenAire
- Apply for EU loans & venture capital
- Find funding in the EU Macro-Regions

How to access your call submission area – 1

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

1

Erasmus+ Teacher Academies

ERASMUS-EDU-2024-PEX-TEACH-ACA

Topic Call for proposal

2

Internal navigation

General information

Topic description

Conditions and documents

Partner search announcements

Start submission

Topic related FAQ

Get support

Call updates

3

General information

Programme

Erasmus+ Programme (ERASMUS)

€ Budget overview

Call

Erasmus+ Teacher Academies (ERASMUS-EDU-2024-PEX-TEACH-ACA)

Type of action

ERASMUS-LS ERASMUS Lump Sum Grants

Type of MGA

ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Open for submission

Deadline model

single-stage

Opening date

05 December 2023

Deadline date

06 June 2024 17:00:00 Brussels time

Topic description

How to access your call submission area - 2

General information

Topic description

Conditions and documents

Partner search

Submission service

Topic related FAQ

Get support

Call information

Call updates

Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of action** confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals p

Please select the type of your submission:

ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

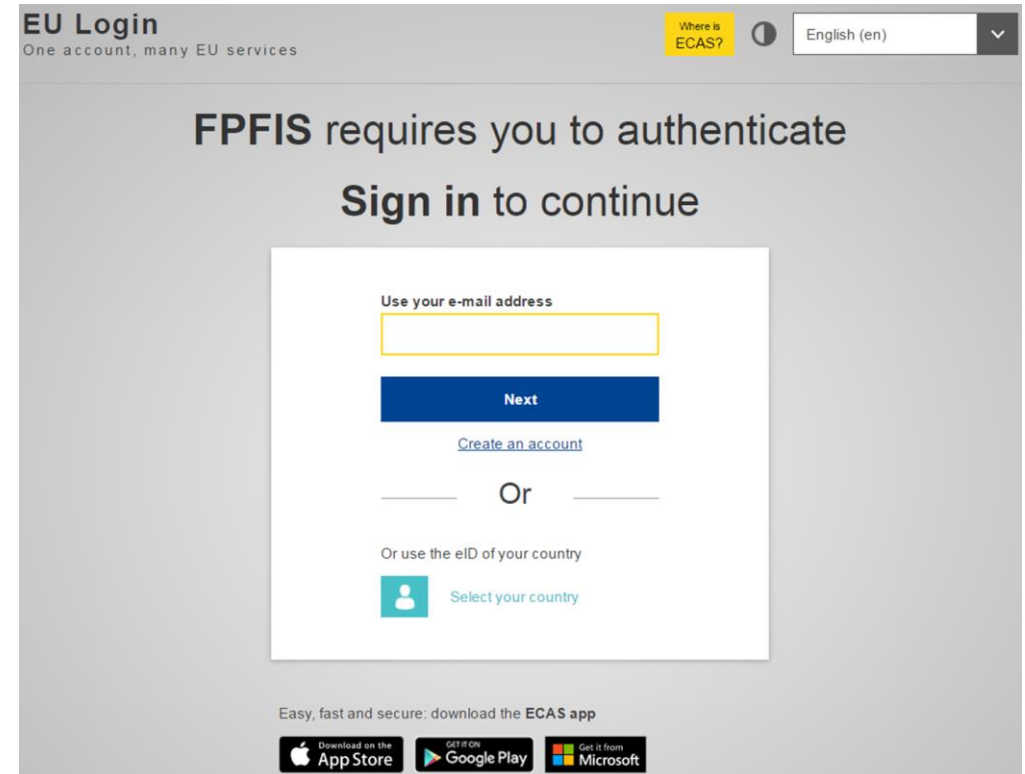
[Start submission](#)

[Need help?](#)

Before creating your proposal

You will need the following:

1. Create a **valid EU Login account**.
2. Your organisation must have a **9-digit PIC** (Participant Identification Code). If your organization is not registered in the Participant Register, you can register it at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>



The screenshot shows the EU Login interface. At the top, it says "EU Login" and "One account, many EU services". There is a "Where is ECAS?" button and a language selector set to "English (en)". The main heading reads "FPFIS requires you to authenticate" and "Sign in to continue". Below this is a white box with a form. The form has a label "Use your e-mail address" above a text input field. Below the input field is a blue "Next" button and a link "Create an account". Below the input field is a horizontal line with "Or" in the center. Below the line is the text "Or use the eID of your country" and a button with a person icon and the text "Select your country". At the bottom of the form box, it says "Easy, fast and secure: download the ECAS app". Below the form box are three buttons: "Download on the App Store", "GET IT ON Google Play", and "Get it from Microsoft".

Start your proposal

Create proposal



Deadline

06 June 2024 17:00:00 Brussels Local Time

142 days left until closure



Please submit your proposal at the latest **48 hours before the deadline** (to avoid system congestion or system incompatibility issues). Late proposals will not be accepted. Don't wait until the end because you are worried about confidentiality – we will not open the proposals before the deadline. **You can submit the proposal as many times as you wish up until the deadline.** Each new submitted version will replace the previous one.

Call data

Call: **ERASMUS-EDU-2024-PEX-TEACH-ACA**

Topic: **ERASMUS-EDU-2024-PEX-TEACH-ACA**

Type of action: **ERASMUS-LS**

Type of MGA: **ERASMUS-AG-LS**



Topic and type of action can only be changed by creating a new proposal.

Find your organisation

PIC

Short name

Search

Organisations you have been previously associated with. (Click to select)

- As the first step you need to enter PIC of your organisation in the dedicated box
- Please check first if your organisation already has a PIC

Finding PIC

Find your organisation

You may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

Type your organisation name or PIC

ULB 247

<p>PIC: 901482014 ULB Coopération Avenue F.D. Roosevelt 50 Bruxelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 999986290 ULB AVENUE FRANKLIN ROOSEVELT 50 BRUXELLES, BE VAT: BE0407626464 Status: VALIDATED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 907953660 ULB COOPERATION Avenue F.D. Roosevelt 50 BRUSSELS, BE VAT: BE0407626464 Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>
<p>PIC: 922241857 Bureau des étudiants de la faculté de philosophie et sciences sociales de l'ULB Avenue Paul Héger Bruxelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 937496562 CEFES-ULB 50 Av. Fr. Roosevelt Bruxelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 899373719 HOPITAL ERASME - CLINIQUES UNIVERSITAIRES DE BRUXELLES 808 ROUTE DE LENNIK BRUXELLES, BE VAT: BE0941792893 Status: VALIDATED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>
<p>PIC: 901330500 Specque ULB Avenue Franklin Roosevelt 39 Ixelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 905956818 ULB LIMITED 75 Camelot House Camden Park Road London, UK Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>	<p>PIC: 940211786 BEST Brussels ULB Av. F.D. Roosevelt Bruxelles, BE Status: DECLARED</p> <p><input type="button" value="Use"/> <input type="button" value="CO"/></p>

More results were found

To register your organisation for a Participant Identification Code (PIC) [Click here](#)

- Enter the name of your organisation to see if it already has a PIC
- If not, create one [here](#)
- PIC does not need to be validated for the submission of the application. The validation is required for the signature of the Grant Agreement

Create your proposal

Your role

Please indicate your role in this proposal

Main contact

Contact person

Your proposal

Please choose an acronym for your proposal.

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym

Short Summary

SAVE AND GO TO NEXT STEP


Indicate your **role** in the application process:


- Main contact : Proposal coordinator (mandatory)
- Contact person : role delegated by the main contact (optional)

- Fill in the **acronym** of your project
- Include a **summary of your proposal** and move to 'Save and go to next step'

Add your partners

Number of participants: 1 ⓘ Reorder ⌵


 **Coordinator**
Test Camelia-Valeria ^

1  Test Camelia-Valeria Contacts: ⓘ Add contact +

Add Affiliated Entity +

Test Camelia-Valeria
Brussels, BE
PIC: 913842918

Change organisation Contact organisation

Main contact
Ester M  ∨

All partners must have PIC
(non-validated PICs are accepted
for the submission of proposal)

Add Partner + Add Associated partner +

SAVE SAVE AND GO TO NEXT STEP NEXT

Application form

eForm (Part A)

General information entered by the participants

Application forms

Call: ERASMUS-EDU-2022-PEX-TEACH-ACA
(Partnership for Excellence - Erasmus+ Teacher Academies)

Topic: ERASMUS-EDU-2022-PEX-TEACH-ACA

Type of Action: ERASMUS-PJG
(ERASMUS Project Grants)

Proposal number: SEP-210866721

Proposal acronym: test

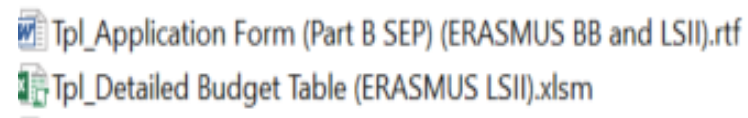
Type of Model Grant Agreement: ERASMUS Action Grant Budget-Based

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

Part B

Technical description and detailed budget table



eForm (Part C)

Short annex on the role of each organisation in the partnership

If 'Other', please specify

TEACH-ACA - Erasmus + Teacher Academies
1. Partnership
Participating organisation PIC Participating organisation's name Participating organisation's country

Role in the project Other

Access the different parts of your proposal



Deadline

06 June 2024 17:00:00 Brussels Local Time

142 days left until closure

Call data

Call: **ERASMUS-EDU-2024-PEX-TEACH-ACA**

Topic: **ERASMUS-EDU-2024-PEX-TEACH-ACA**

Type of action: **ERASMUS-LS**

Type of MGA: **ERASMUS-AG-LS**



Topic and type of action can only be changed by creating a new proposal.

Proposal data

Acronym: **test**

Draft ID: **SEP**

Download Part B templates



Download part B templates



Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)



Edit forms



Edit Part C

View history

Print preview



Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.



Part B *

MANDATORY



Upload



Detailed Budget Table *

MANDATORY



Upload



CVs



Upload



List of previous projects



Upload



Other annexes



Upload



< BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT



European Commission

Edit Part A of your proposal

< Proposal forms Table of contents General Information >

Application forms Table Of Contents Save Save&Close

Call: ERASMUS-EDU-2024-PEX-TEACH-ACA
(Erasmus+ Teacher Academies)

Topic: ERASMUS-EDU-2024-PEX-TEACH-ACA

Type of Action: ERASMUS-LS
(ERASMUS Lump Sum Grants)

Proposal number: SEP-

Proposal acronym: Test 2 -

Type of Model Grant Agreement: ERASMUS Lump Sum Grant

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

[How to fill in the forms](#)

- Fill in the eForm (Part A)
- Click on 'Table of Contents' to see the parts that you need to complete
- Participants will be added through the 'Participants list' button
- Go to 'Proposal forms' to return to previous step
- Save every time before closing part of your proposal

Part B – Technical Description

- Download the form from the submission system (word format)
- Follow the instructions at Page 2 of the form
- **Maximum 70 pages**, excess pages will not be readable
- It includes sections corresponding to the **four award criteria and a section on the work plan**
- List of previous projects to be filled at the end of the form (not mandatory)
- Once completed, upload the form in **pdf format** in the submission system

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Tips for Part B – Technical description


- **Sections to be completed:**
 - Fill in the sections by following the instructions under each section of the template
 - Sections '*n/a for prefixed lump sum*' need to be completed
 - Do not fill in the sections '*n/a for Lump Sum Grants*'
 - Do not fill in the Sections 5.1 Ethics and 5.2 Security
- **Keep all the original text of the form.** Do not delete instructions or change the format.
- Keep in mind the maximum number of pages allowed (**70 pages**)
- Fill in the form, taking into account the text of the call in the Erasmus+ Programme Guide:
 - Address each guiding point of the four award criteria
 - Financial support to third parties is not eligible

Part B – Detailed budget table

- Download the template available in the submission system
- Fill in the budget of the proposal
- Upload the completed table to the submission system in the format indicated in the instructions (first tabe of the excel file)

Validate and submit proposal


Call:
Topic:
Type of action: **ERASMUS-LS**
Type of MGA: **ERASMUS-AG-LS**

 Topic and type of action can only be changed by creating a new proposal.


Proposal data:


Acronym:
Draft ID:


Download Part B templates


 Download part B templates

Support & Helpdesk

 Online Manual

 IT How To



 IT Helpdesk

 FAQ

[Edit forms](#) [Edit Part C](#) [View history](#) [Print preview](#)

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B	Test_Tpl_Application_Form_part_B.pdf		Delete
Detailed budget table LSII	Test_Tpl_Detailed_Budget_Table_ERASMUS_LSII.xlsx		Delete

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

- When you are ready, you can validate and submit
- Until the call deadline, you can update your proposal and submit again
- You can access numerous support resources in the left corner of this page

General tips

- **Keep in mind all requirements of the call while preparing the application**, such as duration, eligible countries and consortium composition.
- **All participating organisations must have PIC**. Non-validate PICs are also accepted at application stage.
- You can find partners in the section “[Partner search announcements](#)” of the Funding & Tenders Opportunities Portal.
- **Validate and submit your application well in advance** (at least 48 hours before the deadline). You can update your application until the call deadline and submit an updated version, if needed.

Useful links

Find a call	Find a call - IT How To - Funding Tenders Opportunities (europa.eu)
Find partners	Find partners - IT How To - Funding Tenders Opportunities (europa.eu)
Register an organisation	Register an organisation - IT How To - Funding Tenders Opportunities (europa.eu) Participant Register — Register your organisation - Online Manual - Funding Tenders Opportunities (europa.eu)
Submit a proposal	Submit a proposal - IT How To - Funding Tenders Opportunities (europa.eu) Submit a proposal — Electronic Submission System - Online Manual - Funding Tenders Opportunities (europa.eu)
Follow up on your proposal	Follow up your proposal - IT How To - Funding Tenders Opportunities (europa.eu) Selection — From evaluation to grant signature - Online Manual - Funding Tenders Opportunities (europa.eu)

Good luck with your application



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