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)

How to access your call submission area – 1

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** 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?

European Commission
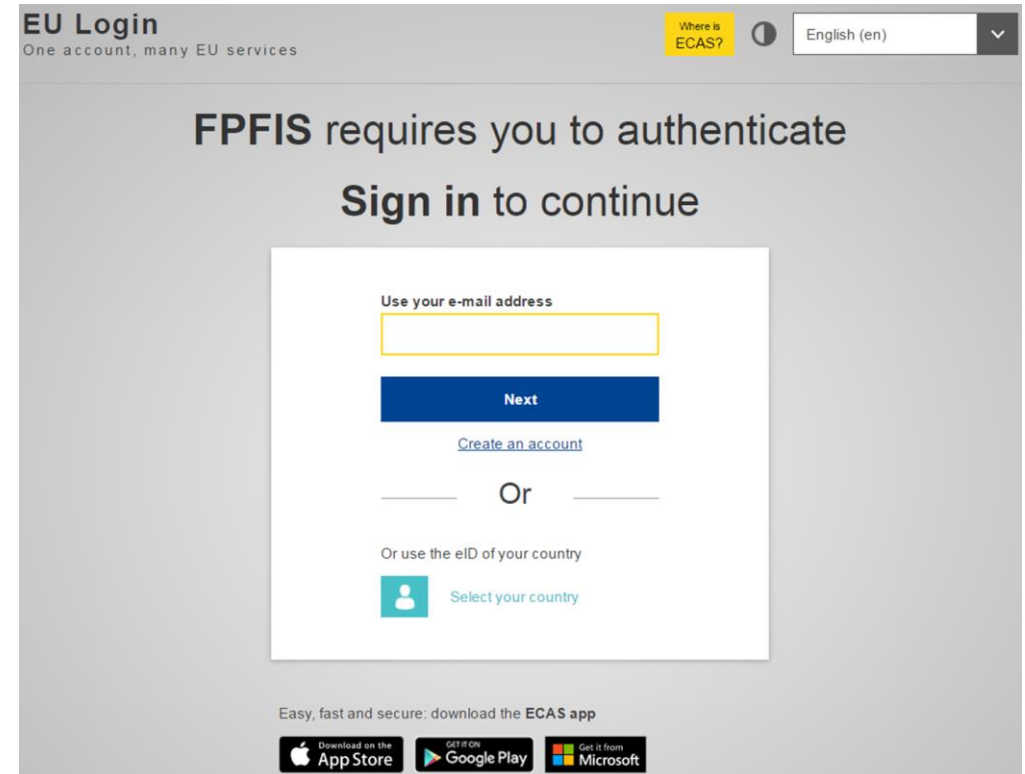
Before creating your proposal

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

Start your proposal

- 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

- 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

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   **Main contact**   ✏ ⌄
                                                            Ester M
Brussels, BE

PIC: 913842918

Change organisation   Contact organisation

All partners must have PIC   Add Partner ＋   Add Associated partner ＋

(non-validated PICs are accepted   SAVE   SAVE AND GO TO NEXT STEP   NEXT
for the submission of proposal)

European Commission

Application form

eForm (Part A)

General information entered by the participants

Part B

Technical description and detailed budget table

Tpl_Application Form (Part B SEP) (ERASMUS BB and LSII).rtf

Tpl_Detailed Budget Table (ERASMUS LSII).xlsm
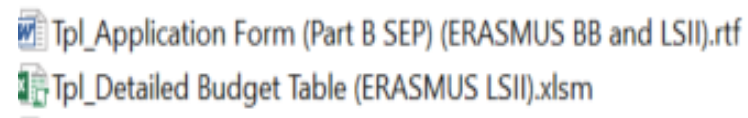
eForm (Part C)

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

Edit Part A of your proposal

- 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

European Commission

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)

European Commission

Validate and submit proposal

- 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)

European Commission

Good luck with your application

European Commission