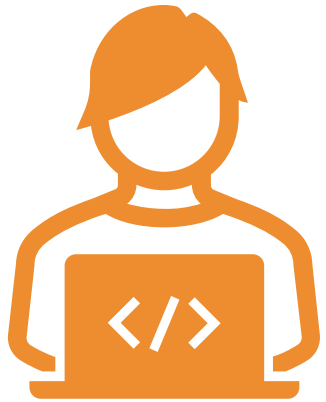
Centres of Vocational Excellence 2025

The submission procedure and application form

The submission procedure and application form

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



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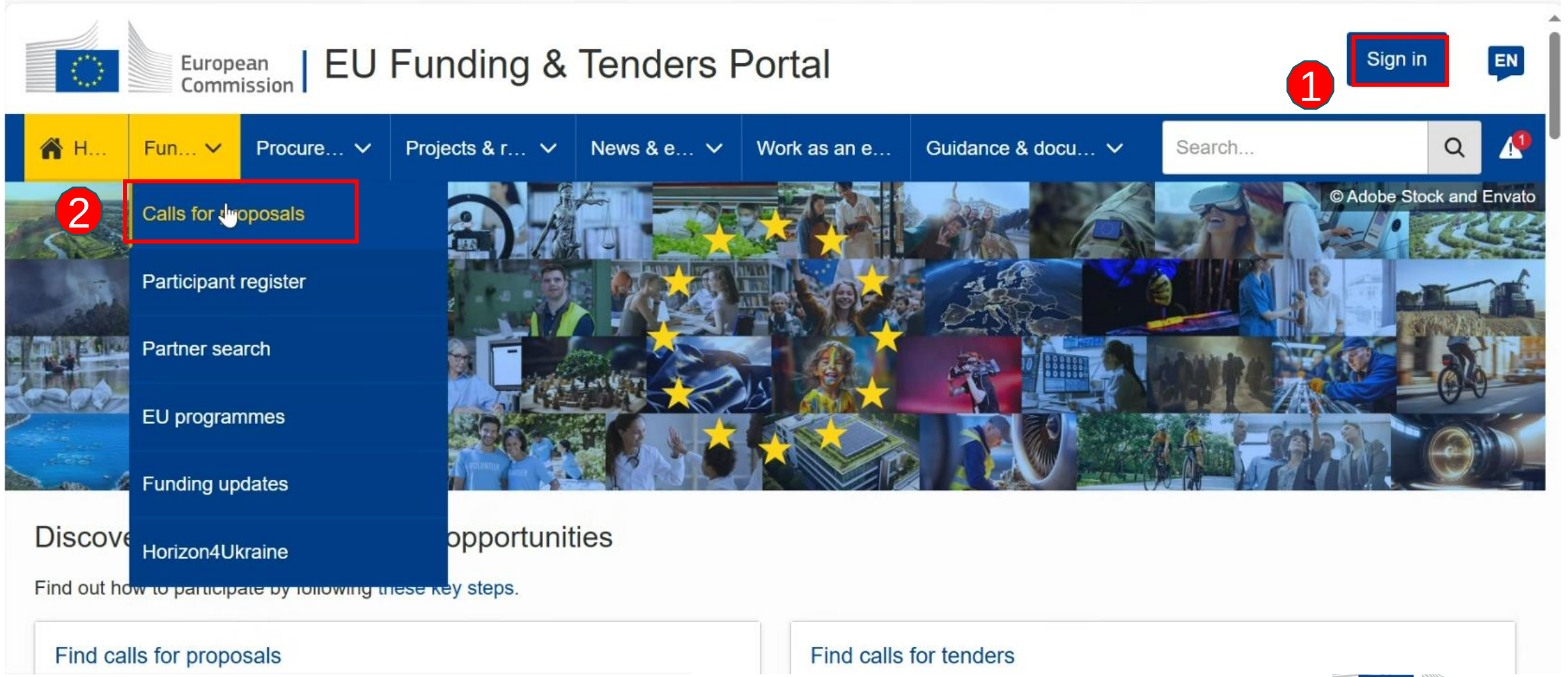
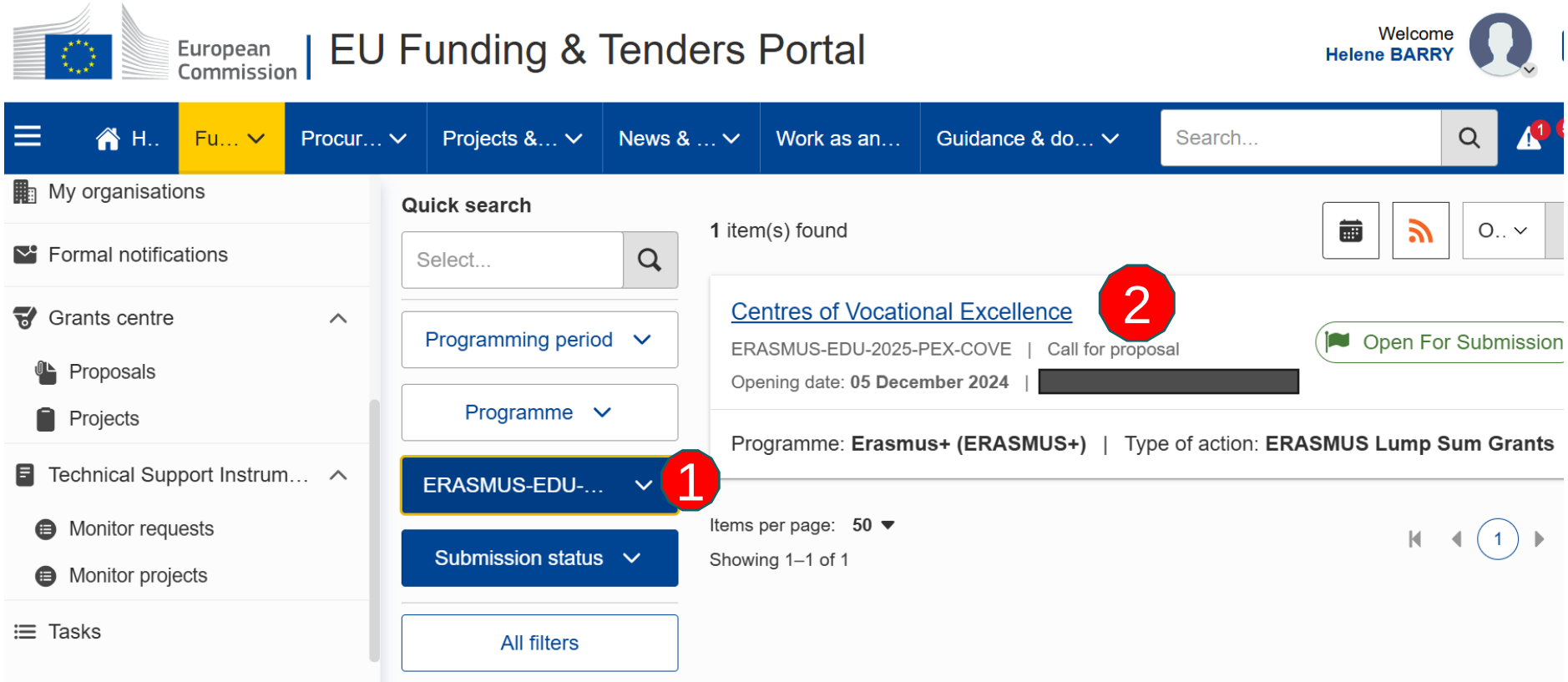
Enter the Funding and tenders opportunities portal



Access the call: ERASMUS-EDU-2025-PEX-COVE



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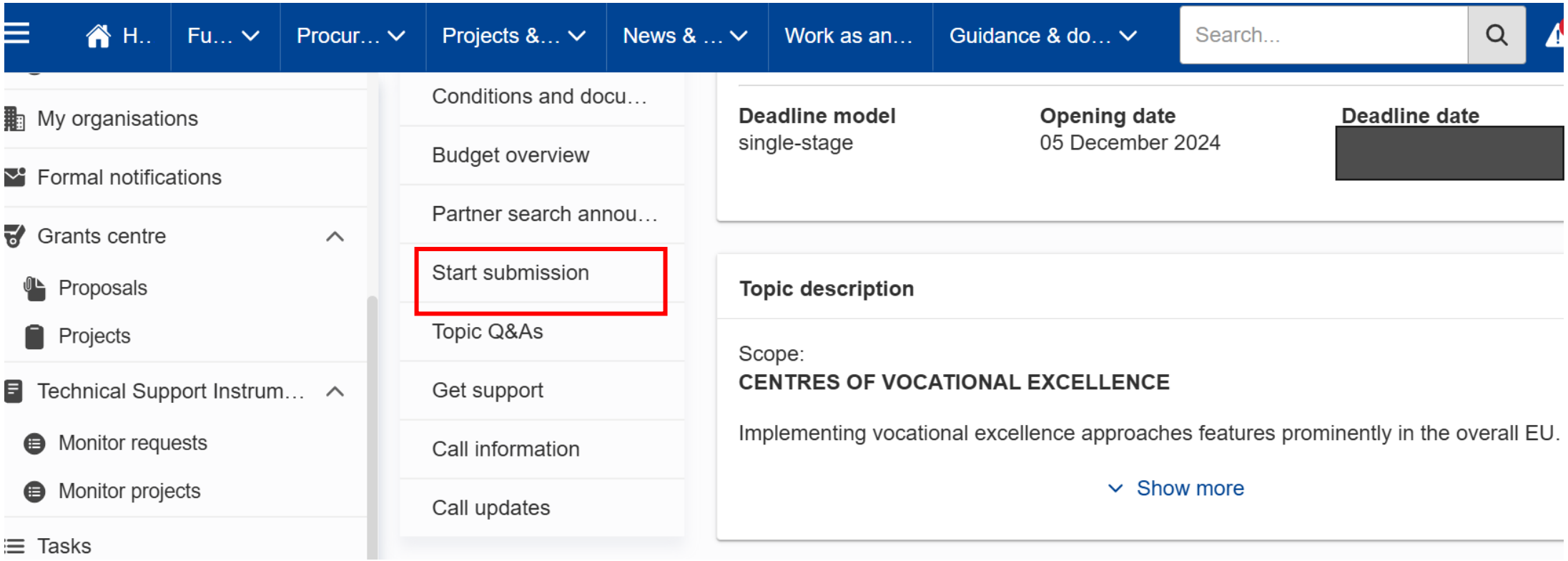
Start submission

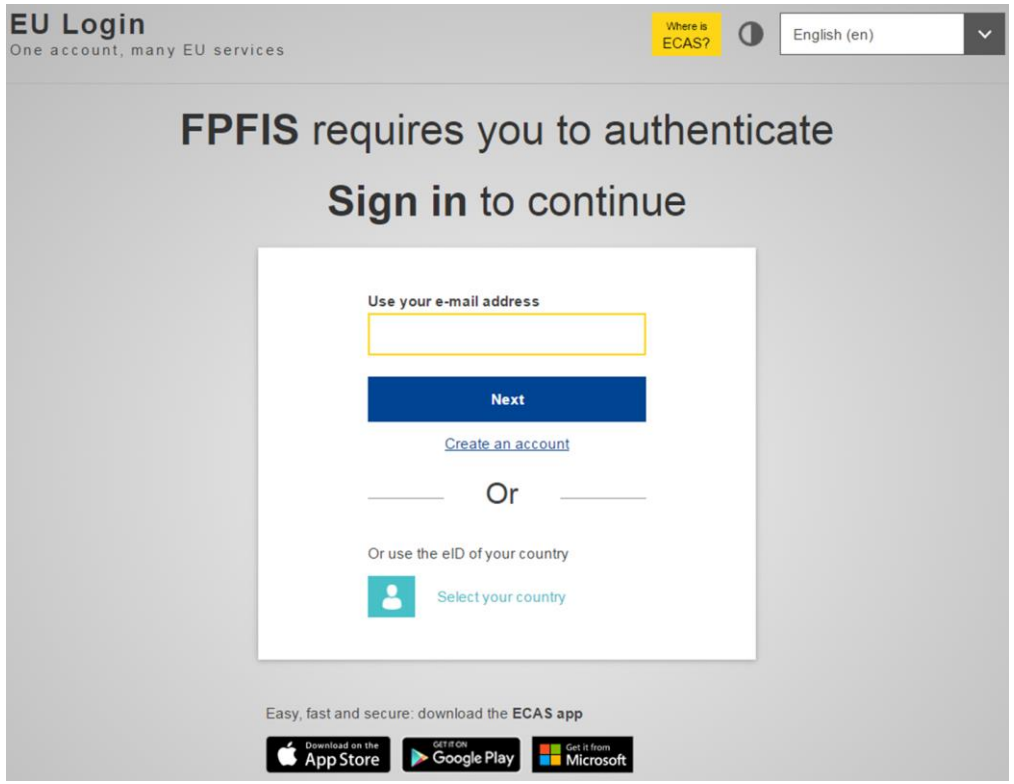


Before creating your proposal

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



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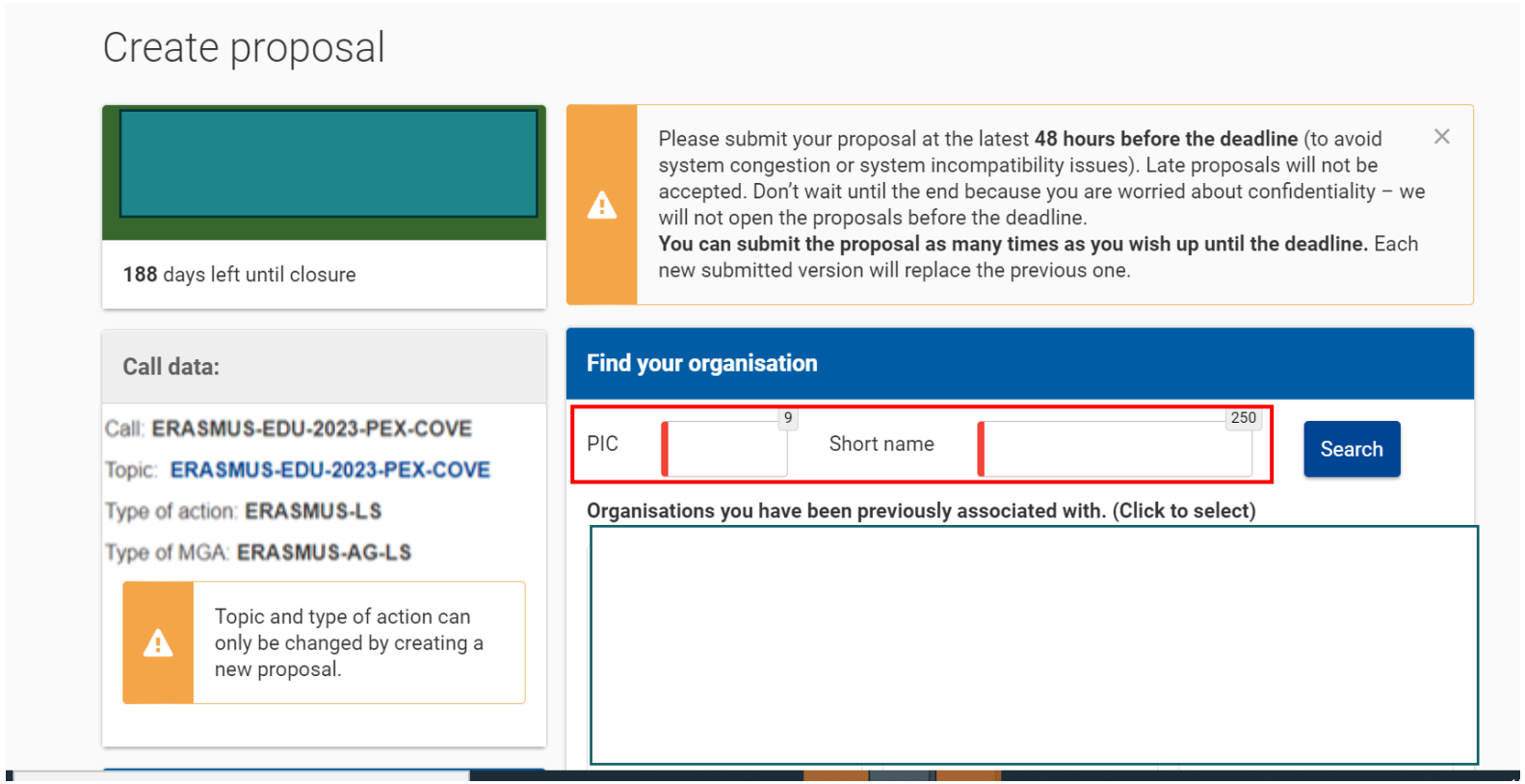
Start your proposal



- 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

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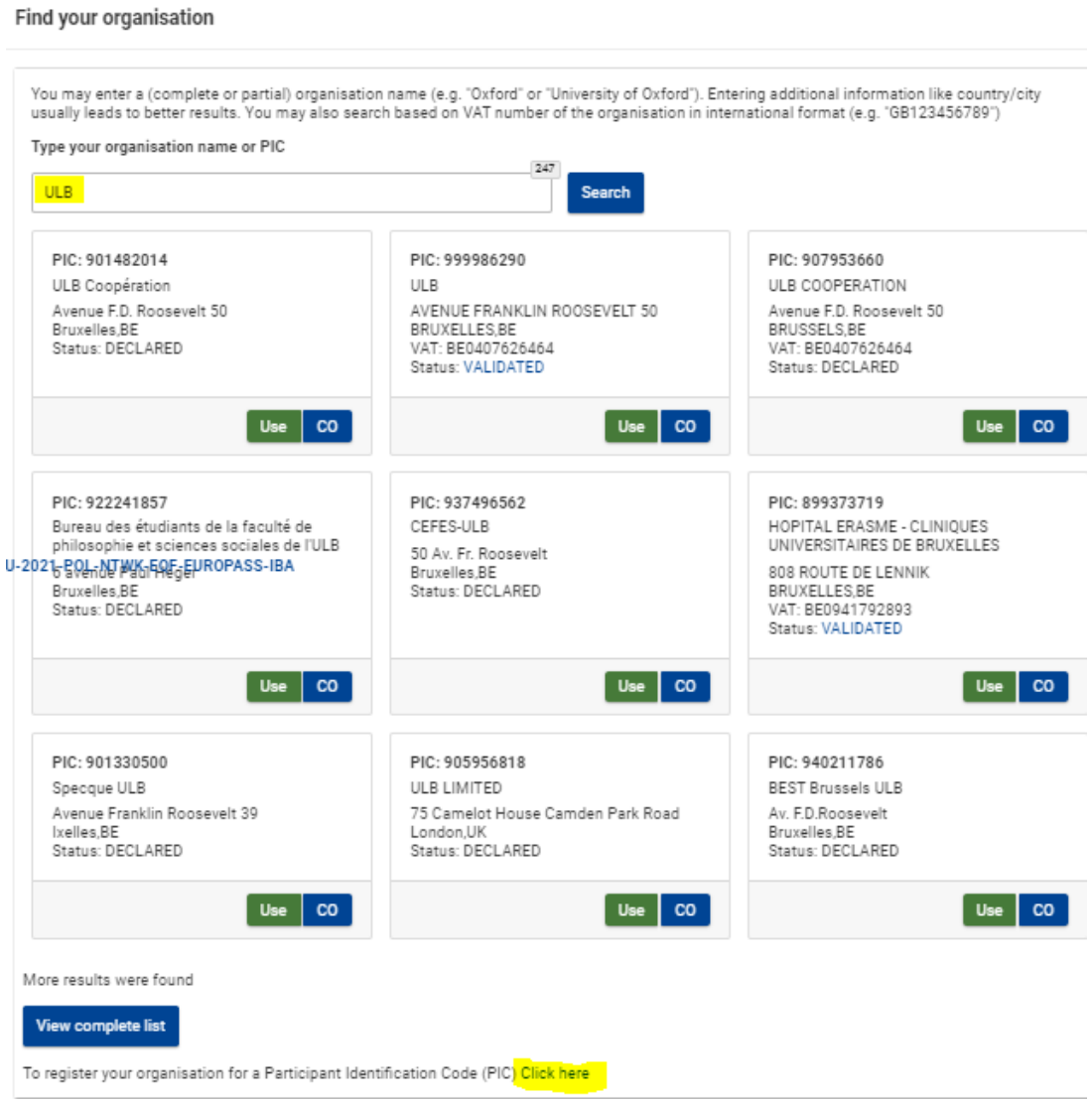
Finding PIC



U-2021-POL-NTWK-EOF-EUROPASS-IBA

- 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

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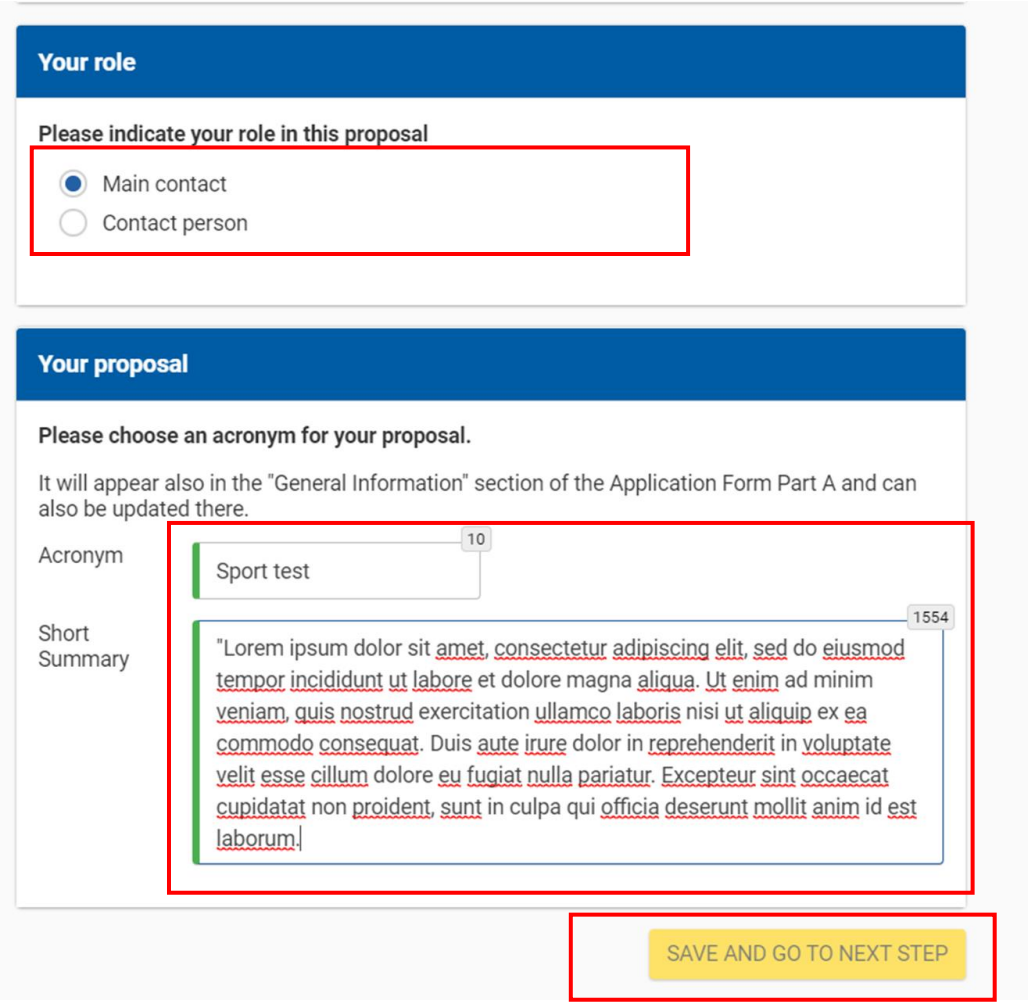
Create your proposal



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’

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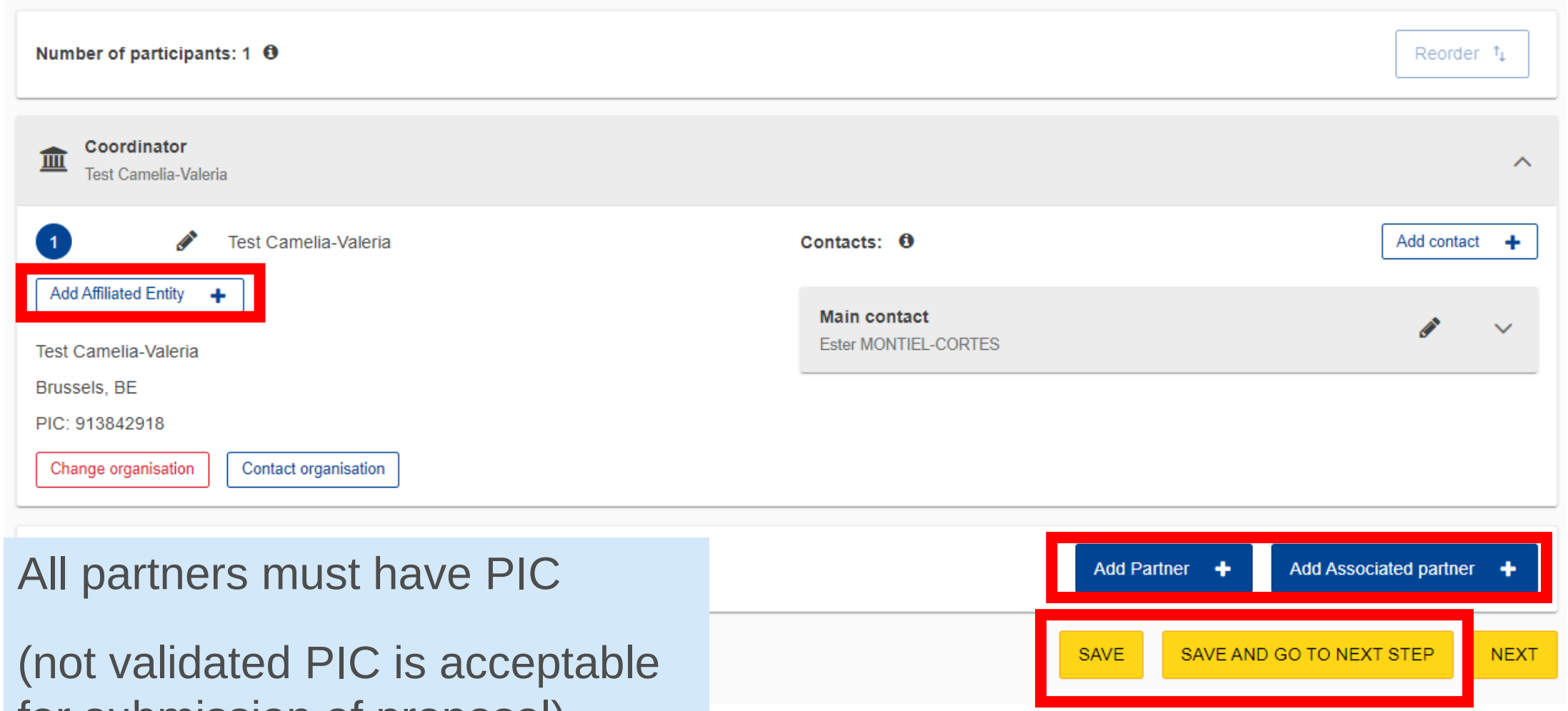
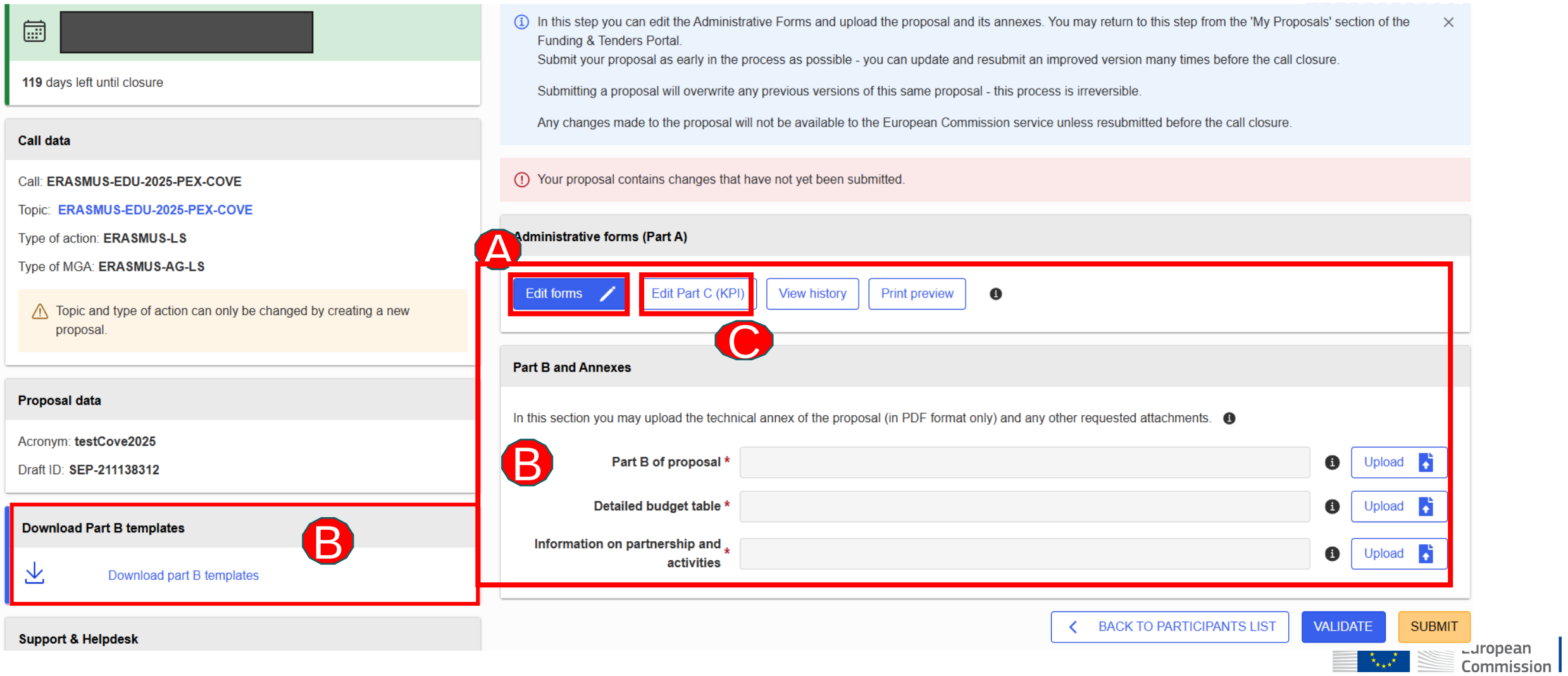
Add your partners



All partners must have PIC

(not validated PIC is acceptable for submission of proposal)

Access different parts of your proposal



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Application Form - Overview

A. Edit Forms (Part A)

Structured Administrative Forms with data on

- Participants
- Legal declarations
- Contact persons
- Requested EU grant (not the total budget)

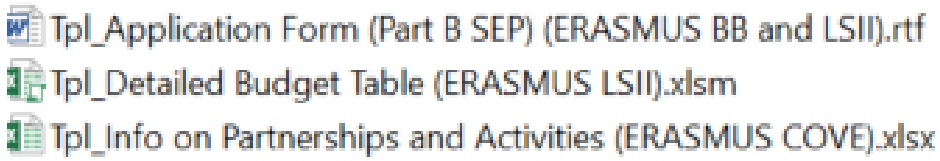
C. Edit Part C - KPIs

Chose:

- Country of organisations
- KPIs

B. Part B Templates & Annexes (attached to Form)

1. Technical description
2. Estimated budget of the proposal
3. Info. on partnership and activities



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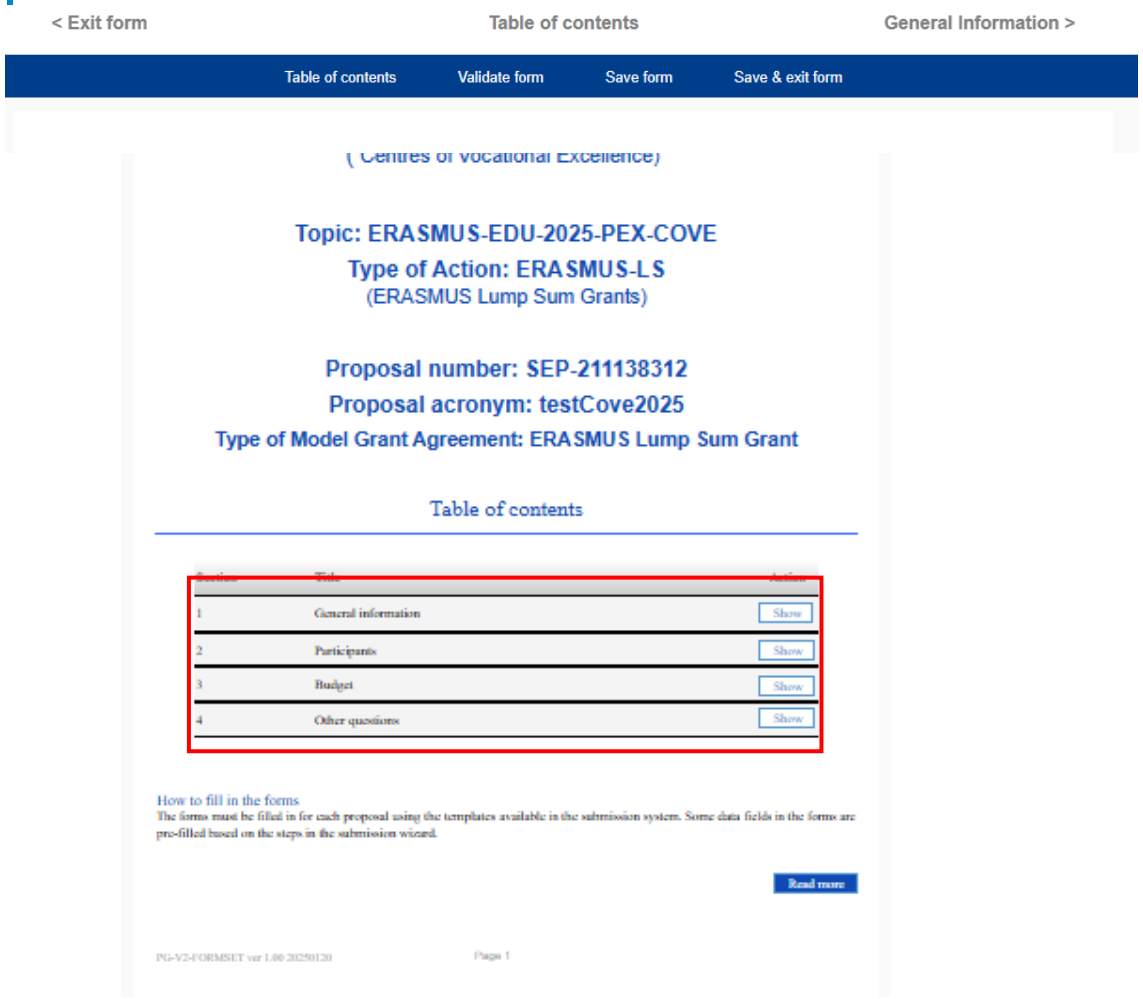
Edit part A of your proposal



- Fill in the Form (Part A)
- Complete each section in the Table of Content
- Click on “Save and exit form to return to previous step

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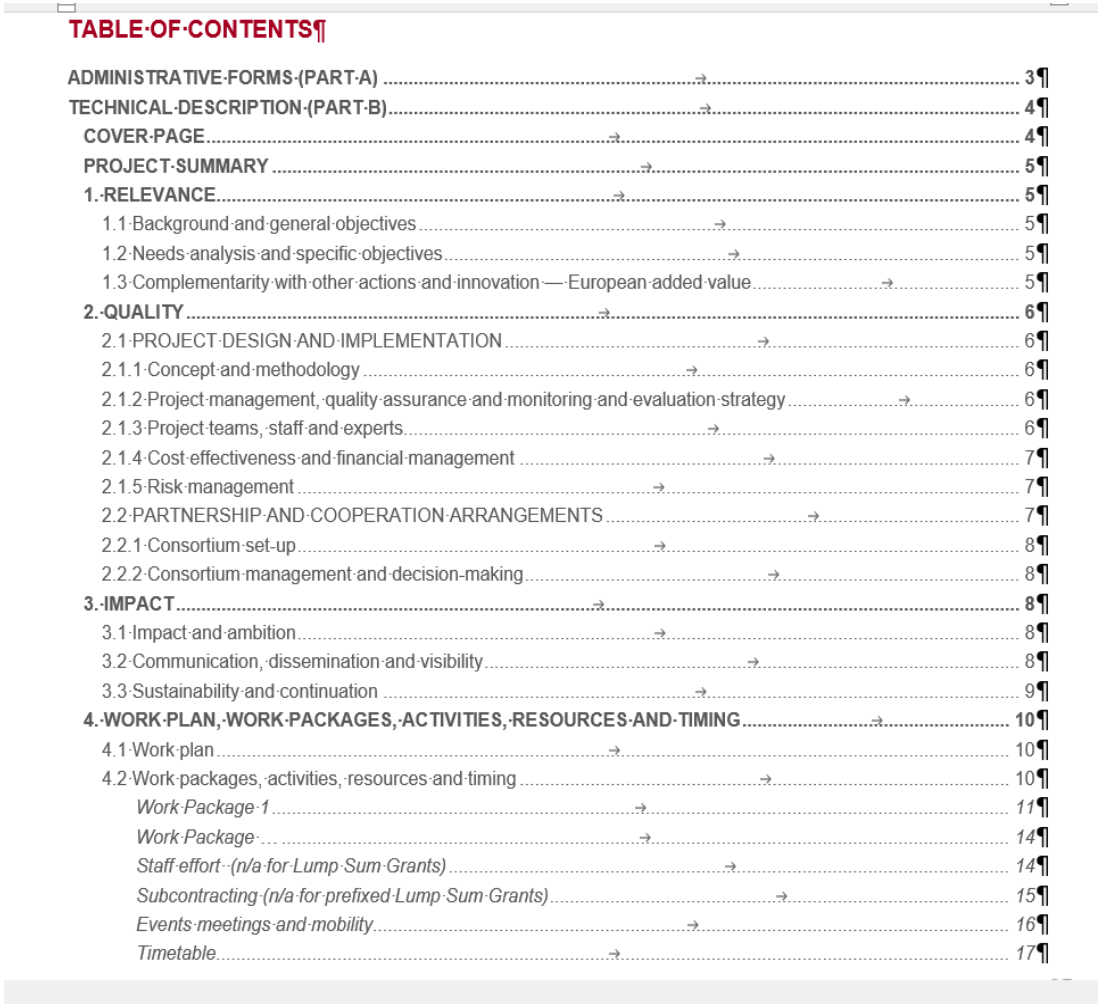
Part B – Technical Description

- Template to be downloaded by the applicant in the submission system
- Completed form to be uploaded in **pdf format**
- Follow the instructions including character and page limits (page 2 of the template)
- Maximum **120 pages,** excess pages will not be readable
- Includes sections corresponding to the **4 award criteria and a section on Work Plan**
- List of **previous projects** to be filled at the end of the form



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Part B – Annexes

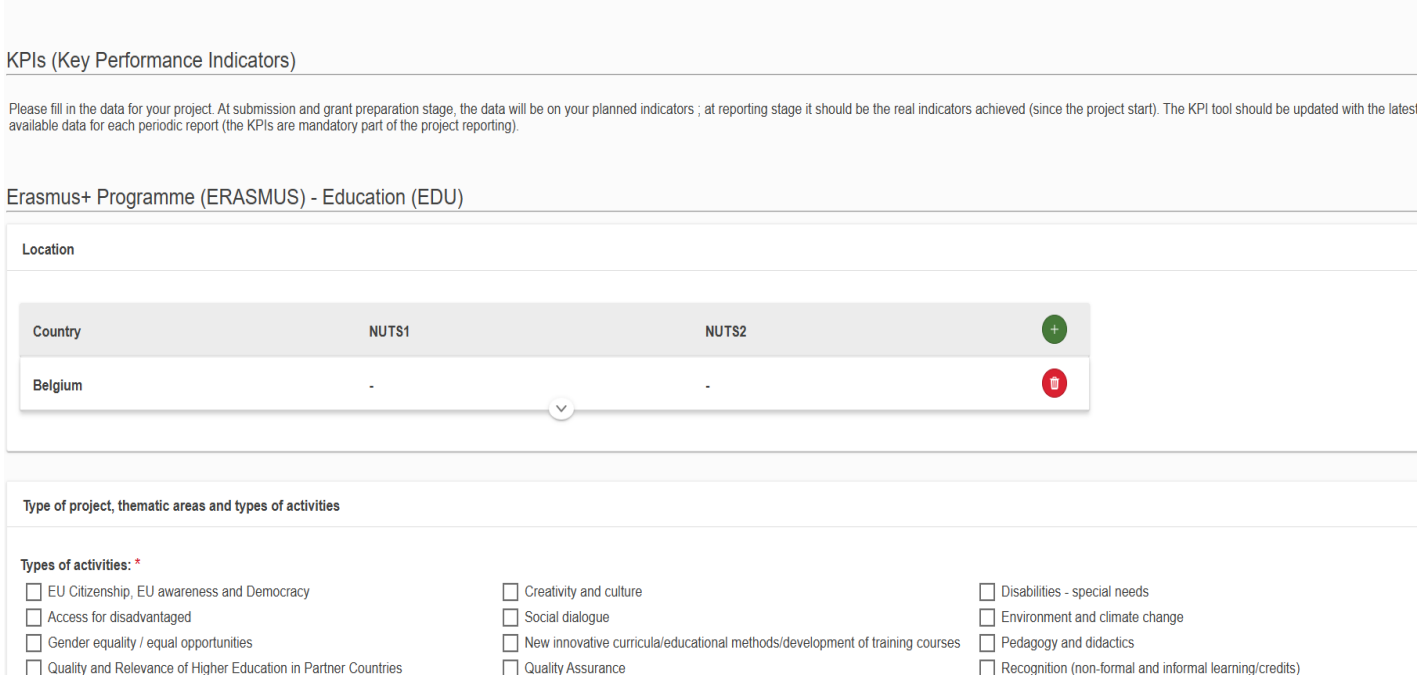
Detailed budget table

- 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

Information on partnerships and activities

- Participants must indicate their role in the project
- The project must choose the list of activities implemented from 3 Clusters

Part C (KPIs)



KPIs (Key Performance Indicators)

Please fill in the data for your project. At submission and grant preparation stage, the data will be on your planned indicators ; at reporting stage it should be the real indicators achieved (since the project start). The KPI tool should be updated with the latest available data for each periodic report (the KPIs are mandatory part of the project reporting).

Erasmus+ Programme (ERASMUS) - Education (EDU)

Location

Country	NUTS1	NUTS2
Belgium	-	-

Type of project, thematic areas and types of activities

Types of activities: *

- EU Citizenship, EU awareness and Democracy
- Access for disadvantaged
- Gender equality / equal opportunities
- Quality and Relevance of Higher Education in Partner Countries
- Creativity and culture
- Social dialogue
- New innovative curricula/educational methods/development of training courses
- Quality Assurance
- Disabilities - special needs
- Environment and climate change
- Pedagogy and didactics
- Recognition (non-formal and informal learning/credits)

Each participant must indicate:

- The countries where activities take place
- The thematic areas covered and an estimation of KPIs targets

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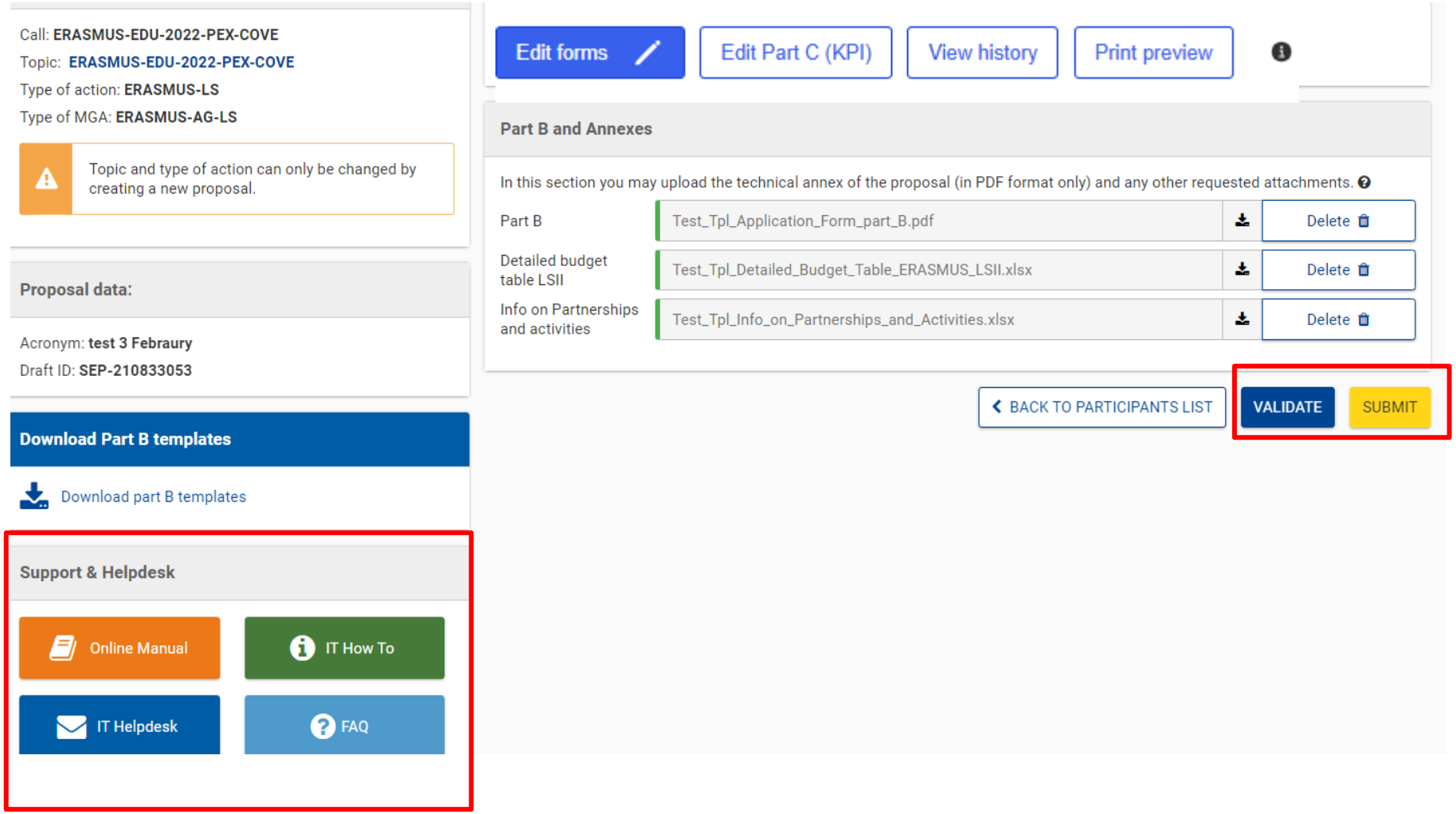
Validate and submit proposal



- When you are ready, you can validate and submit
- While the call remains open you can always update your proposal and submit again
- You can access numerous support resources

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Pay attention to…

Part B:

- It is a template. Verify which parts you have to fill in:
  - n/a prefixed lump sum (don' t complete): **Estimated budget – Resources** *(n/a for prefixed Lump Sum Grants)*
  - n/a Lump Sum Grants (don't complete): ***Staff effort*** ***(n/a for Lump Sum Grants)***
  - 5.1 Ethics and 5.2 Security (don't complete)
- Do not delete any **instructions** or **change the format** of the template!
- Keep in mind the maximum pages allowed (120 pages)
- Address **each guiding point** under the 4 award criteria in the Programme Guide

Pay attention to…

- Part A: Requested Grant Amount in part A has to correspond to the requested EU contribution in the Detailed Budget Table (cannot be higher than € 4 000 000 in total).

- **Partners have to be relevant for your proposal and correspond to the Call requirements**. All participating organisations must have a PIC, either validated or having a legal personality according to the requirements for EC funding at centralised level.

- Validate and **submit the form well in advance (at least 48 hours before deadline)**. You will be able to update your proposal until the call closure and submit updated version.

Useful links

- **Portal to prepare and submit your CoVE application (FTOP) :** Funding & tenders (europa.eu)
- **Programme guide** Centres of Vocational Excellence | Erasmus+ (europa.eu)
- **For technical help:**
  - How to participate: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1
  - FTOP online manual: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual + Online manual
  - FTOP IT How to: How to participate - IT How To - Funding Tenders Opportunities
  - Video tutorials https://www.eacea.ec.europa.eu/grants/how-get-grant_en
  - For technical problems / questions: help on submission: EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
- **For help on the call conditions**: eacea-eplus-vet@ec.europa.eu

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Questions?

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Thank you for your participation

More help at: eacea-eplus-vet@ec.europa.eu

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Slides available in the coming days !

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