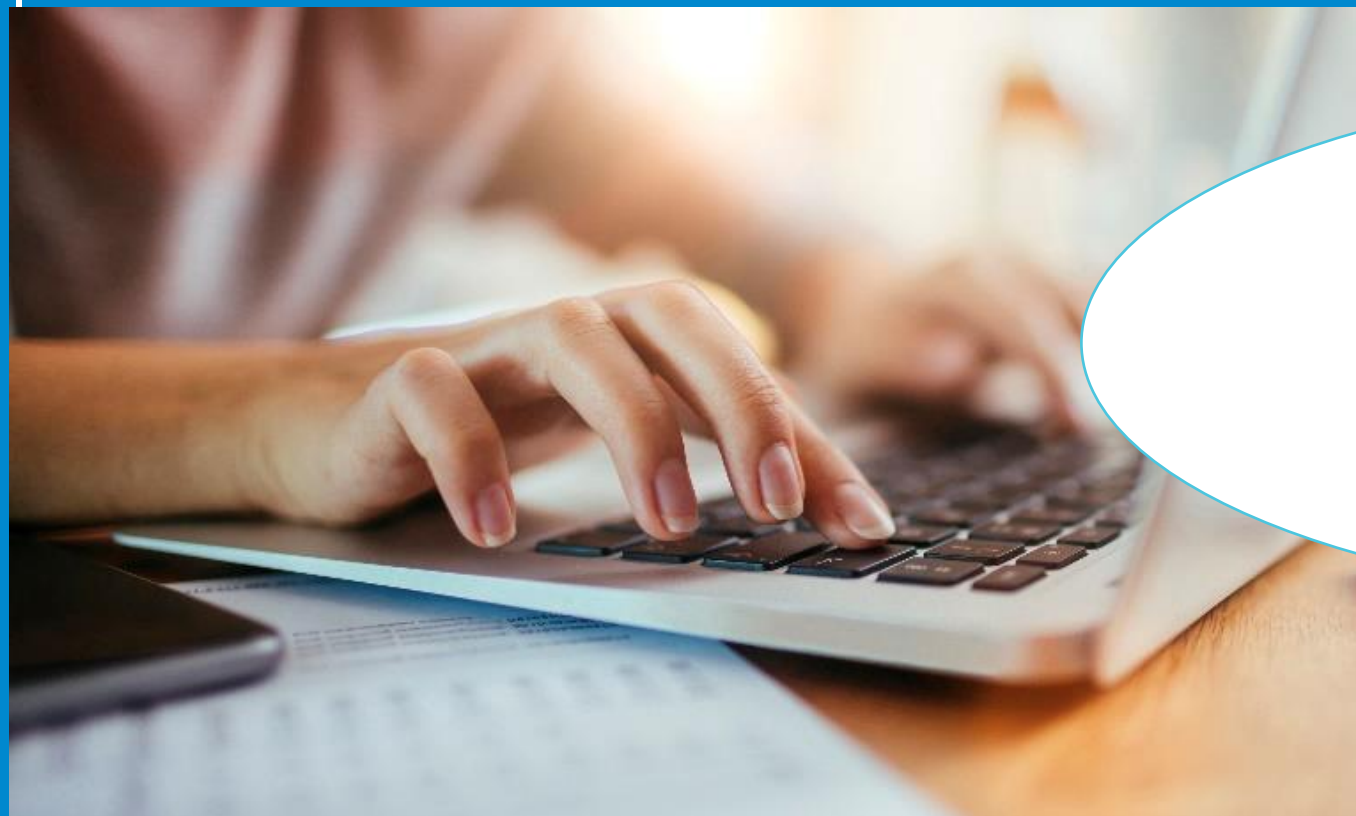


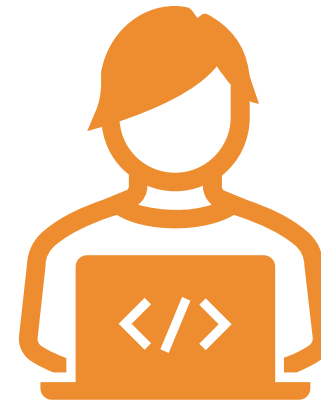
Centres of Vocational Excellence 2025



**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**



Enter the Funding and tenders opportunities portal

The screenshot shows the homepage of the EU Funding & Tenders Portal. At the top left is the European Commission logo. The main header reads "EU Funding & Tenders Portal". On the top right, there is a "Sign in" button (annotated with a red box and a red circle with the number 1) and a language selector set to "EN". Below the header is a navigation bar with several menu items: "Home", "Funding" (annotated with a red box and a red circle with the number 2), "Procurement", "Projects & results", "News & events", "Work as an expert", and "Guidance & documentation". A search bar is located on the right side of the navigation bar. The "Funding" dropdown menu is open, showing options: "Calls for proposals" (highlighted with a red box), "Participant register", "Partner search", "EU programmes", "Funding updates", and "Horizon4Ukraine". The main content area features a large collage of images related to various EU-funded projects, with several yellow stars overlaid. Below the collage, there is a section titled "Discover opportunities" with the text "Find out how to participate by following these key steps." and two buttons: "Find calls for proposals" and "Find calls for tenders".

European Commission | EU Funding & Tenders Portal

Sign in EN

Home Funding Procurement Projects & results News & events Work as an expert Guidance & documentation Search...

2 Calls for proposals

- Participant register
- Partner search
- EU programmes
- Funding updates
- Horizon4Ukraine

Discover opportunities

Find out how to participate by following these key steps.

Find calls for proposals Find calls for tenders

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

The screenshot displays the EU Funding & Tenders Portal interface. At the top, the European Commission logo and the text 'EU Funding & Tenders Portal' are visible. A user profile for 'Helene BARRY' is shown in the top right corner. The main navigation bar includes links for 'Home', 'Funding', 'Procurement', 'Projects & tenders', 'News & events', 'Work as an agent', and 'Guidance & documents'. A search bar is located on the right side of the navigation bar.

On the left side, there is a sidebar with the following sections:

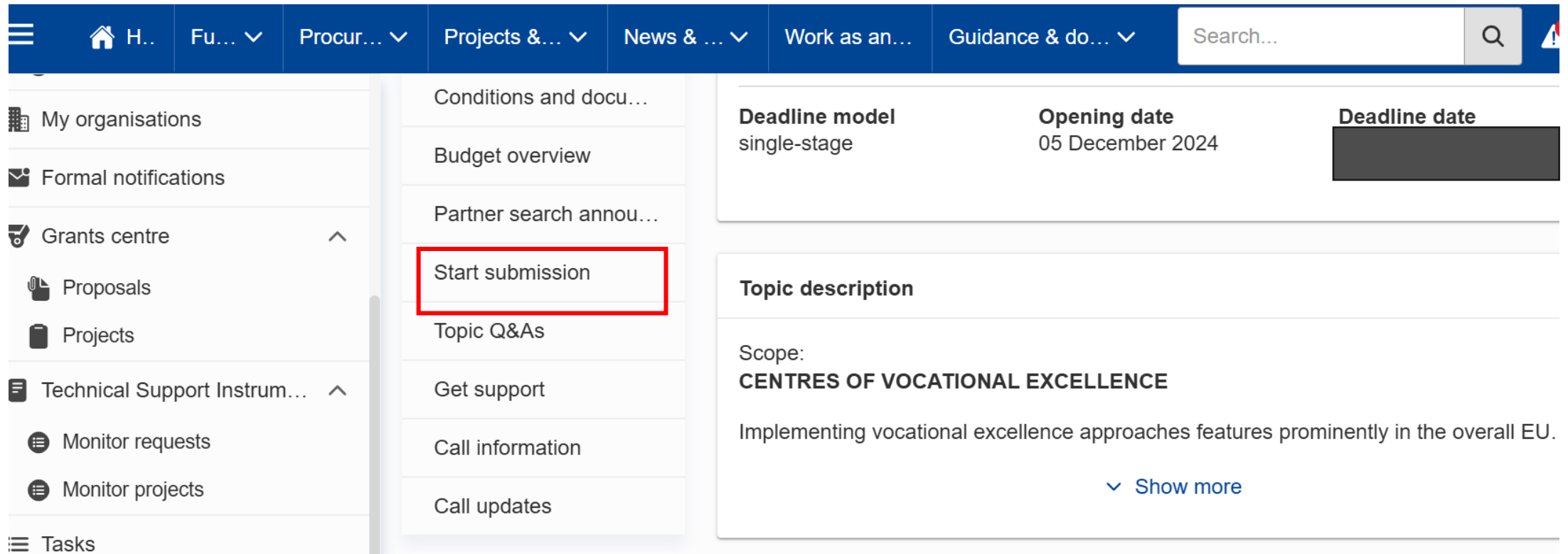
- My organisations
- Formal notifications
- Grants centre
 - Proposals
 - Projects
- Technical Support Instrument
 - Monitor requests
 - Monitor projects
- Tasks

The main content area features a 'Quick search' section with a dropdown menu labeled 'Select...'. Below this, there are several filter buttons: 'Programming period', 'Programme', 'ERASMUS-EDU-...' (highlighted with a red circle and the number 1), and 'Submission status'. An 'All filters' button is located at the bottom of the filter section.

The search results show '1 item(s) found'. The first result is titled 'Centres of Vocational Excellence' (highlighted with a red circle and the number 2). Below the title, the text reads: 'ERASMUS-EDU-2025-PEX-COVE | Call for proposal'. The opening date is '05 December 2024'. A green button labeled 'Open For Submission' is visible next to the title. Below the title, the text reads: 'Programme: Erasmus+ (ERASMUS+) | Type of action: ERASMUS Lump Sum Grants'.

At the bottom of the search results, there is a pagination section showing 'Items per page: 50' and 'Showing 1-1 of 1'.

Start submission



The screenshot displays the European Commission Grants Centre interface. The top navigation bar includes a home icon, a search bar, and several menu items: 'H..', 'Fu... ▾', 'Procur... ▾', 'Projects &... ▾', 'News & ... ▾', 'Work as an...', and 'Guidance & do... ▾'. The left sidebar contains a list of navigation options: 'My organisations', 'Formal notifications', 'Grants centre' (with an expand/collapse arrow), 'Proposals', 'Projects', 'Technical Support Instrum...' (with an expand/collapse arrow), 'Monitor requests', 'Monitor projects', and 'Tasks'. A secondary menu is open under 'Grants centre', listing options such as 'Conditions and docu...', 'Budget overview', 'Partner search annou...', 'Start submission' (highlighted with a red rectangle), 'Topic Q&As', 'Get support', 'Call information', and 'Call updates'. The main content area on the right is divided into two sections. The top section, titled 'Deadline model', shows 'single-stage' and 'Opening date' as '05 December 2024'. The 'Deadline date' field is currently empty. The bottom section, titled 'Topic description', shows the 'Scope' as 'CENTRES OF VOCATIONAL EXCELLENCE' and provides a brief description: 'Implementing vocational excellence approaches features prominently in the overall EU.' A 'Show more' link is available at the bottom of this section.

My organisations

Formal notifications

Grants centre

Proposals

Projects

Technical Support Instrum...

Monitor requests

Monitor projects

Tasks

Conditions and docu...

Budget overview

Partner search annou...

Start submission

Topic Q&As

Get support

Call information

Call updates

Deadline model
single-stage

Opening date
05 December 2024

Deadline date

Topic description

Scope:
CENTRES OF VOCATIONAL EXCELLENCE

Implementing vocational excellence approaches features prominently in the overall EU.

▼ Show more

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 with the tagline 'One account, many EU services'. In the top right corner, there is a yellow button labeled 'Where is ECAS?', a user icon, and a language dropdown menu set to 'English (en)'. The main heading reads 'FPFIS requires you to authenticate' followed by 'Sign in to continue'. The central form area contains a text input field labeled 'Use your e-mail address', a blue 'Next' button, and a link 'Create an account'. Below this is a separator line with the word 'Or'. Underneath, it says 'Or use the eID of your country' with a user icon and a link 'Select your country'. At the bottom, a message states 'Easy, fast and secure: download the ECAS app' with three buttons: 'Download on the App Store', 'GET IT ON Google Play', and 'Get it from Microsoft'.

Start your proposal

Create proposal



188 days left until closure

Call data:

Call: **ERASMUS-EDU-2023-PEX-COVE**

Topic: **ERASMUS-EDU-2023-PEX-COVE**

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.

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.

Find your organisation

PIC Short name

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

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 Hegel 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

[View complete list](#)

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

Sport test

Short Summary

"Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum."

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

Add Affiliated Entity +

Test Camelia-Valeria
Brussels, BE
PIC: 913842918

Change organisation Contact organisation

Contacts: ⓘ Add contact +


Main contact
Ester MONTIEL-CORTES  ▼

Add Partner + Add Associated partner +


SAVE SAVE AND GO TO NEXT STEP NEXT

All partners must have PIC
(not validated PIC is acceptable
for submission of proposal)


Access different parts of your proposal



119 days left until closure

Call data
Call: **ERASMUS-EDU-2025-PEX-COVE**
Topic: **ERASMUS-EDU-2025-PEX-COVE**
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: **testCove2025**
Draft ID: **SEP-211138312**

Download Part B templates
 [Download part B templates](#)

Support & Helpdesk

 In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

 Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

A

[Edit forms](#) 

[Edit Part C \(KPI\)](#)

[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. 

B

Part B of proposal *

 [Upload](#) 

C

Detailed budget table *

 [Upload](#) 

C

Information on partnership and activities *

 [Upload](#) 

[BACK TO PARTICIPANTS LIST](#)

[VALIDATE](#)

[SUBMIT](#)



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

 Tpl_Application Form (Part B SEP) (ERASMUS BB and LSII).rtf
 Tpl_Detailed Budget Table (ERASMUS LSII).xlsm
 Tpl_Info on Partnerships and Activities (ERASMUS COVE).xlsx

Edit part A of your proposal

< Exit form Table of contents General Information >

Table of contents Validate form Save form Save & exit form

(Centres of vocational Excellence)

Topic: ERASMUS-EDU-2025-PEX-COVE
Type of Action: ERASMUS-LS
(ERASMUS Lump Sum Grants)

Proposal number: SEP-211138312
Proposal acronym: testCove2025
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
4	Other questions	Show

How to fill in the forms
The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

[Read more](#)

PG-V2-FORMSET ver 1.00 20250120 Page 1

- 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

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

TABLE OF CONTENTS

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TECHNICAL DESCRIPTION (PART-B)	4
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PROJECT SUMMARY	5
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1.3 Complementarity with other actions and innovation — European added value	5
2. QUALITY	6
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2.1.1 Concept and methodology	6
2.1.2 Project management, quality assurance and monitoring and evaluation strategy	6
2.1.3 Project teams, staff and experts	6
2.1.4 Cost effectiveness and financial management	7
2.1.5 Risk management	7
2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS	7
2.2.1 Consortium set-up	8
2.2.2 Consortium management and decision-making	8
3. IMPACT	8
3.1 Impact and ambition	8
3.2 Communication, dissemination and visibility	8
3.3 Sustainability and continuation	9
4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING	10
4.1 Work plan	10
4.2 Work packages, activities, resources and timing	10
Work Package 1	11
Work Package	14
Staff effort (n/a for Lump Sum Grants)	14
Subcontracting (n/a for prefixed Lump Sum Grants)	15
Events meetings and mobility	16
Timetable	17

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: *


- | | | |
|---|---|---|
| <input type="checkbox"/> EU Citizenship, EU awareness and Democracy | <input type="checkbox"/> Creativity and culture | <input type="checkbox"/> Disabilities - special needs |
| <input type="checkbox"/> Access for disadvantaged | <input type="checkbox"/> Social dialogue | <input type="checkbox"/> Environment and climate change |
| <input type="checkbox"/> Gender equality / equal opportunities | <input type="checkbox"/> New innovative curricula/educational methods/development of training courses | <input type="checkbox"/> Pedagogy and didactics |
| <input type="checkbox"/> Quality and Relevance of Higher Education in Partner Countries | <input type="checkbox"/> Quality Assurance | <input type="checkbox"/> 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

Validate and submit proposal


Call: **ERASMUS-EDU-2022-PEX-COVE**
Topic: **ERASMUS-EDU-2022-PEX-COVE**
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 3 Febraury**
Draft ID: **SEP-210833053**


Download Part B templates


 Download part B templates


Support & Helpdesk

 Online Manual

 IT How To

 IT Helpdesk


 FAQ

[Edit forms](#) 


[Edit Part C \(KPI\)](#)







[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 
Info on Partnerships and activities	Test_Tpl_Info_on_Partnerships_and_Activities.xlsx		Delete 

[< BACK TO PARTICIPANTS LIST](#)

[VALIDATE](#)[SUBMIT](#)

- 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

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 \(europa.eu\)](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1)
- Programme guide [Centres of Vocational Excellence | Erasmus+ \(europa.eu\)](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1)
- 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

Questions?



© as-artmedia, stock.adobe.com

Thank you for your participation

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



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Slides available in the coming days !