



How to create and submit your project proposal

Practical guidance

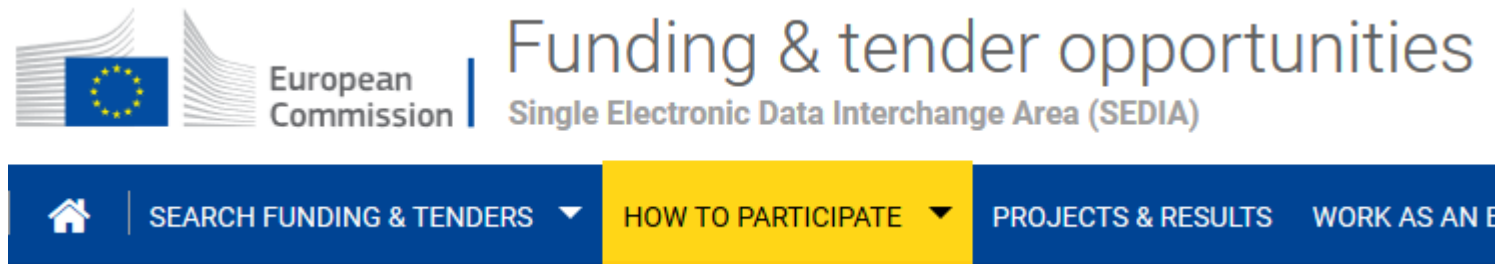
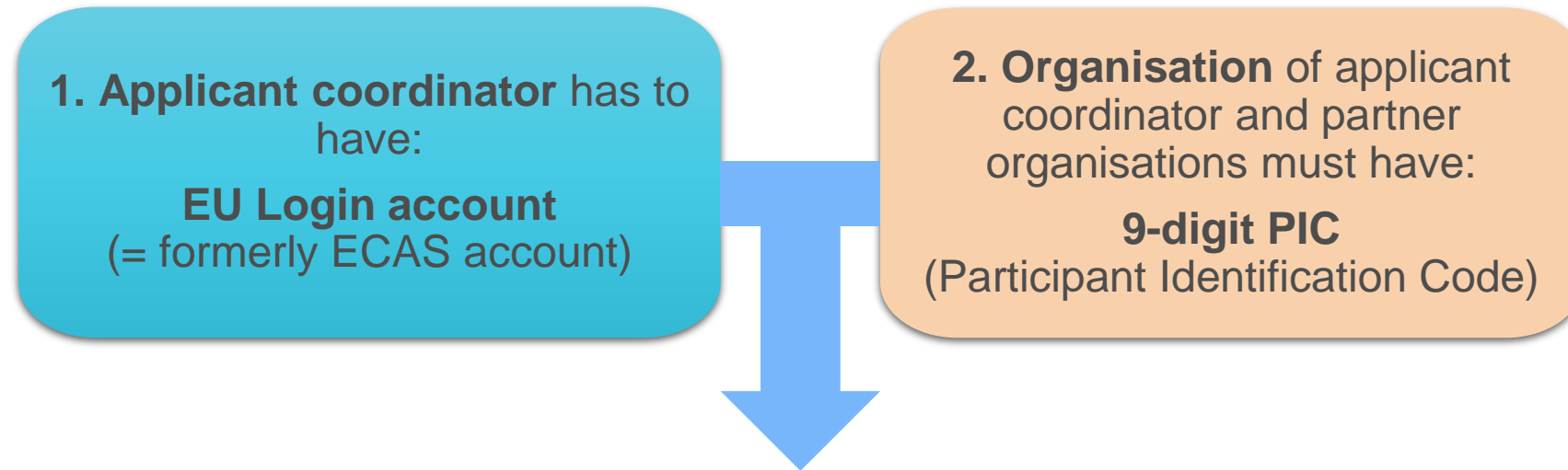
Unit A2, Skills Sector

European Education and Culture Executive Agency

HOW TO CREATE AND SUBMIT PROJECT PROPOSAL

1. Before creating your proposal
2. Application form overview
3. The Funding & tender opportunities portal
4. Steps for creating and submitting proposal
5. Useful links

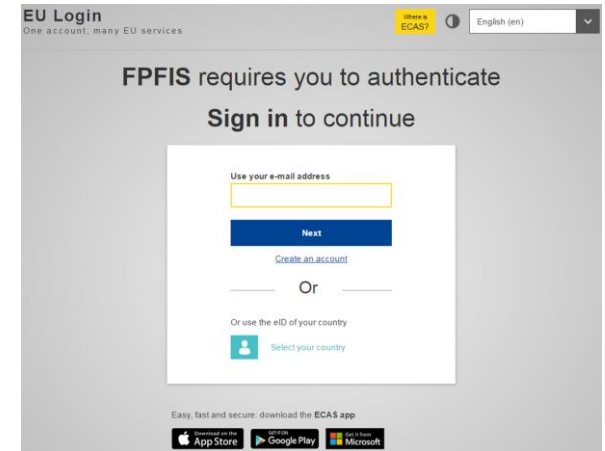
Before creating your proposal



<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1>

Before creating your proposal - 2

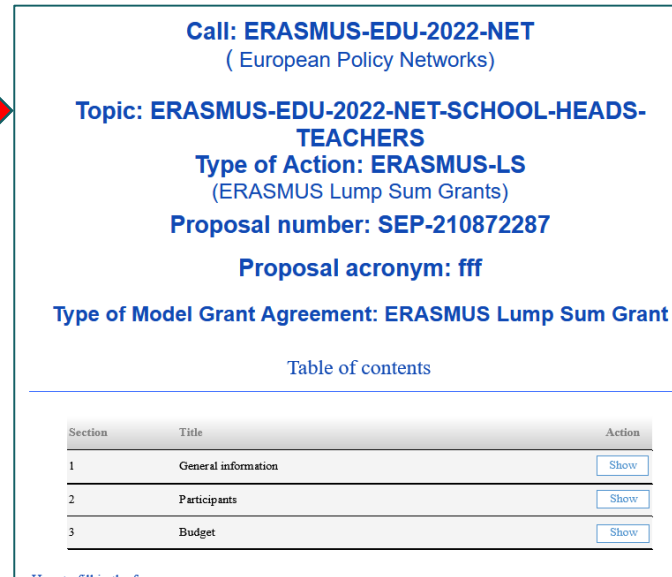
1. If you *do not have* EU Login you can create it [here](#).
2. If your organization is *not registered* in the Participant Register please register it at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>.



Your proposal form includes:

eForm (Part A)

structured Administrative Forms with data on the participants, legal declarations and contact persons, programme priorities and requested grant



Call: ERASMUS-EDU-2022-NET
(European Policy Networks)

Topic: ERASMUS-EDU-2022-NET-SCHOOL-HEADS-TEACHERS

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

Proposal number: SEP-210872287

Proposal acronym: fff

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

Part B documents (to be attached to eForm)

1. Technical description
2. Estimated budget of the proposal

- 
- Tpl_Application Form (Part B SEP) (ERASMUS BB and LSII)
-
- 
- Tpl_Detailed Budget Table (ERASMUS LSII)

Please use templates available for download on the Submission Service for your action on Funding and Tenders Opportunities Portal

Funding & tender opportunities portal (FTOP)

Navigating in the Portal

1 Finding relevant activity

2 Search by keywords

3 Search by Programme

4 Follow the guidance

5 For creating an application log in your EU Login account

The screenshot shows the FTOP homepage with a navigation menu, a search bar, a grid of funding programmes, a news section, and a 'How to participate in 5 steps' guide. Red boxes and arrows highlight the search bar, the 'Erasmus+ Programme (ERASMUS+)' in the grid, the 'How to participate in 5 steps' guide, and the 'Register' and 'Login' buttons in the top right corner.

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](#)

How to access your call submission area

European policy network

TOPIC ID: ERASMUS-EDU-20

Grant

General information

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Go back

1 Click on Submission Service

Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of**

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

Please select the type of your submission:

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

Start submission

Need help?

Topic related FAQ

There are no FAQ related to this topic.

Get support

2 Tick the action and then click on 'Start submission'

Start filling your form

1 Check call and topic

Call: ERASMUS-EDU-2022-NET
Topic: ERASMUS-EDU-2022-NET-SCHOOL-HEADS-TEACHERS
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.

2 Download Part B templates

Download part B templates

3 Available guidelines and information about the technical help

Online Manual | IT How To
IT Helpdesk | FAQ

Service Desk:
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
+32 2 29 92222

4 Insert PIC number of your organisation

PIC * [input field]

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

PIC: 913842918 Test Camelia-Valeria place Rogier Brussels, BE	PIC: 999603916 UB SOSEAUJA PANDU BUCURESTI, RO	PIC: 44445 Consulting SCS du Moulin-Rouge 20 Brussels, BE
PIC: 998001864 UNIVERSITY OF CHESTER PARKGATE ROAD CHESTER, UK VAT: UK310498083	PIC: 903605635 tokio test test, JP	

5 Add your project acronym and short summary

of the Application Form Part A and can also be updated there.

[input field]
[input field]

6 SAVE and get to next step

SAVE AND GO TO NEXT STEP

How to navigate between different parts of your form

The image shows a screenshot of a web form for proposal submission. The form is divided into several sections: 'Administrative forms (Part A)', 'Part B and Annexes', and a final 'Validation / Submission' section. Red callout boxes with arrows point to specific elements: 'Enter into Part A' points to the 'Edit forms' button; 'Create pdf document of your application' points to the 'Print preview' button; 'Attach filled Part B documents marked in red. Other Annexes are not required and will not be evaluated' points to the 'Upload' buttons for 'Part B *' and 'Detailed budget table *'; 'Validation / Submission' points to the 'VALIDATE' and 'SUBMIT' buttons; and 'Go to the partners list for adding/removing partners' points to the 'BACK TO PARTICIPANTS LIST' button. The European Commission logo is visible in the bottom right corner.

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.

Enter into Part A

Create pdf document of your application

Attach filled Part B documents marked in red. Other Annexes are not required and will not be evaluated

Validation / Submission

Go to the partners list for adding/removing partners

Administrative forms (Part A)

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 * Upload

Detailed budget table * Upload

CVs Upload

List of previous projects Upload

Other annexes Upload

European Commission

Fill in the eForm (Part A)

< Exit form Table of contents General Information >

Table of contents Validate form Save form Save & exit form

Click on required part to navigate between different parts of the form

Remember to save your changes

Click on 'Exit form' to return to previous step

Click on 'Table of Contents' to see the parts that you need to complete in the General Information part

Call: ERASMUS-EDU-2022-NET

(European Policy Networks)

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

Fill in the General Information part containing 3 tabs

Part B – Technical Description

- Template to be downloaded by the applicant in the submission system.
- Completed form to be uploaded in **pdf format**.
- Includes sections corresponding to the **4 award criteria and a section on Work Plan**
- CVs not required but description of **profiles and expertise of staff** have to be included in section 2.1.3
- List of **previous projects** to be filled at the end of the form (Part B)
- Maximum **70 pages**, excess pages will not be readable

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Part B -Estimated budget of the proposal

List of Beneficiaries and Affiliated Entities				Actions (double-click to activate)	
BE NR/AE	BE/TP name	Acronym	Country	APPLY CHANGES	Add a Beneficiary
BE 001	Beneficiary 1			Remove this Beneficiary	Add an Affiliated Entity
BE 002	Beneficiary 2			Remove this Beneficiary	Add an Affiliated Entity
BE 003	Beneficiary 3			Remove this Beneficiary	Add an Affiliated Entity
BE 004	Beneficiary 4			Remove this Beneficiary	Add an Affiliated Entity

Empty input field below the table.

- Fill in the budget of the proposal
- Use templates that are downloaded in the submission system.

How to access your draft proposal

1

For accessing your application log in to your EU Login account



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

Welcome **User**



Manage my area | SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

My Organisation(s)

Grants

My Proposal(s)

My Formal Notification(s)

2

Click on 'My Proposal(s)'

Results: 21

PROGRAMME ▾ CALL ▾ FUNDING SCHEME ▾ PROPOSAL ID ▾ ACRONYM ▾ STATUS ▾ REMAINING TIME ▲ (Brussels time) ACTIONS

ERASMUS2027	ERASMUS-EDU-2021-PI-ALL-INNO	ERASMUS-LS	SEP-210754086	new test	Draft	99	07/09/2021 17:00:00
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3

Click on 'Actions' to edit your proposal

Actions ⚙️

1 2 3 10

Validate and submit proposal

Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Type of action: ERASMUS-OG
Type of MGA: ERASMUS-OG

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

Proposal data:

Acronym: Sport test
Draft ID: SEP-210734188

Download Part B templates

 Download part B templates

Support & Helpdesk

 Online Manual

 IT How To

 IT Helpdesk

 FAQ

Service Desk:

 EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu

 +32 2 29 92222


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 Technical Annex

Upload 

[← BACK TO PARTICIPANTS LIST](#)

VALIDATE

SUBMIT

- When you are ready, validate and submit your proposal
- Until the call deadline you can always update your proposal and submit it again.
- You can access numerous support resources.

Useful links

F&TP online manual	https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual
Key steps “how to participate”	https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1
F&TOP support section	https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support
Guidance available on EACEA website ‘How to get a grant’	https://www.eacea.ec.europa.eu/grants/how-get-grant_en