



Erasmus+ Capacity building in VET

Application form and submission procedure

Online Info Session 7/12/2022

Alexander STELZ (EACEA)

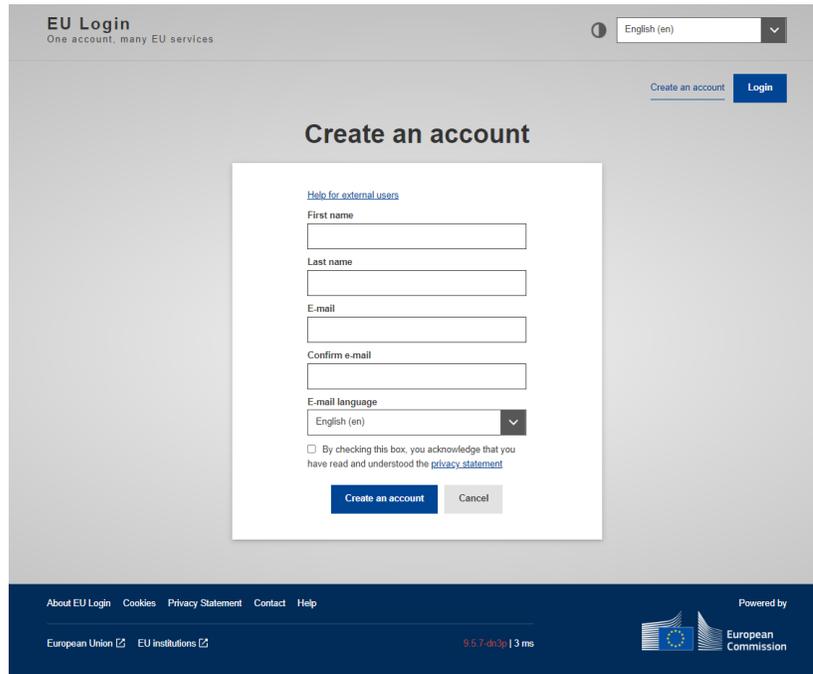
Application Form & Submission

- How to participate: creating and submitting a proposal
- Application form
- Useful information & links
- Tips

How to participate: Before creating your proposal

Valid EU Login

If you do not have EU Login yet, you can create it [here](#).



The screenshot shows the 'EU Login' interface with the 'Create an account' form. The form includes fields for 'First name', 'Last name', 'E-mail', and 'Confirm e-mail'. There is also a dropdown for 'E-mail language' set to 'English (en)'. A checkbox for 'By checking this box, you acknowledge that you have read and understood the [privacy statement](#)' is present. At the bottom of the form are 'Create an account' and 'Cancel' buttons. The page header includes 'EU Login' and 'One account, many EU services'. The footer contains navigation links, the European Union and Commission logos, and technical details like '9.67.403p | 3 ms'.



PIC

Your organisation must have a **9-digit PIC** (Participant Identification Code). If your organization is not registered yet in the Participant Register, you can register [here](#).

How to participate: Before creating your proposal – PIC



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

English **EN**

Register Login

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

Get started

The participant register is now multilingual! Select your preferred language from the top right corner of the Portal.

Participant Register

Need help?

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below.

Register your organisation

You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the SME Instrument) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

How to participate: **Funding & Tender Opportunities Portal (FTOP)**

>> <https://ec.europa.eu/info/funding-tenders/opportunities/portal>

How to participate: Funding & Tender Opportunities Portal (FTOP)



SEARCH FUNDING & TENDERS

HOW TO PARTICIPATE

PROJECTS & RESULTS

WORK AS AN EXPERT

SUPPORT



Get started

erasmus-edu-2023-cb-vet



Match whole words only

GRANTS

TENDERS

Submission status

 Forthcoming (1)

 Open for submission

 Closed

Programming period

Select a Programme period...  

Filter by Programme / Programme group

Select a Programme... 

Filter by call

Select a Call...  

Type of grants calls

Funding and tenders (1)

 Need help?



Sort by:

Submission status 

Capacity building in the field of Vocational education and training (VET)

[ERASMUS-EDU-2023-CB-VET](#)

[Call for proposal](#)

[Grant](#)

Programme Erasmus+ Programme (ERASMUS)

Status Forthcoming

Type of action ERASMUS Lump Sum Grants

Deadline model single-stage

Opening date 29 November 2022

Deadline date 28 February 2023 17:00:00 Brussels time

How to participate: Funding & Tender Opportunities Portal (FTOP)



Capacity building in the field of Vocational education and training (VET)

TOPIC ID: ERASMUS-EDU-2023-CB-VET

Grant

General information

Topic updates

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates

General information

Programme

Erasmus+ Programme (ERASMUS)

Call

[Capacity building in the field of Vocational Education and Training \(VET\) \(ERASMUS-EDU-2023-CB-VET\)](#)

 See budget overview

Type of action

ERASMUS-LS ERASMUS Lump Sum Grants

Type of MGA

ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Forthcoming

Deadline model

single-stage

Planned opening date

29 November 2022

Deadline date

28 February 2023 17:00:00 Brussels time

Topic updates

Nov 28, 2022 3:40:05 PM

28/11/2022



Go back

How to participate: Funding & Tender Opportunities Portal (FTOP)



Capacity building in the field of Vocational education and training (VET)

TOPIC ID: ERASMUS-EDU-2023-CB-VET

Grant

General information

Topic updates

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates



Go back

5. Proposal templates, guidance and model grant agreements (MGA):

[Standard proposal template](#)

[Detailed budget table](#)

[Guidance for actions using Lump Sum II \(LS II\)](#)

[Call document](#)

[Programme guide 2023](#)

[Guide for applicants](#)

[Model Grant Agreement LS II](#)

How to participate: Funding & Tender Opportunities Portal (FTOP)



Capacity building in the field of Vocational education and training (VET)

TOPIC ID: ERASMUS-EDU-2023-CB-VET

Grant

General information

Topic updates

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates



Go back

Partner search announcements

Searches of partners to collaborate on this topic

12

[View / Edit](#)

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into this Portal, as well as any user having an active public Person profile.

How to participate: Funding & Tender Opportunities Portal (FTOP)



Capacity building in the field of Vocational education and training (VET)

TOPIC ID: ERASMUS-EDU-2023-CB-VET

Grant

General information

Topic updates

Topic description

Conditions and documents

Partner search announcements

Submission service

Topic related FAQ

Get support

Call information

Call updates



Go back

Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

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

Start submission

 Need help?

How to participate: Start your proposal!



Login



Topic selection



Create proposal



Participants



Proposal forms



Submit

Create proposal

Deadline
28 February 2023 17:00:00 Brussels Local Time

84 days left until closure

Call data

Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
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.

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

 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  *

[Search](#)

• **Insert PIC (9 digits)**

Your role

Please indicate your role in this proposal *

- Main contact
 Contact person

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 *

How to participate: Find your 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 *

Stelz 245 Search

PIC: f
Use CO

PIC: f
Use CO

PIC: f
Use CO

PIC: f
Use CO

More results were found

View complete list

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

How to participate: Your role

⚠ 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.

Deadline
28 February 2023 17:00:00 Brussels Local Time

Call data

Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
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.

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

Find your organisation

PIC * 123456789

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

PIC: 123456789
Steiz

Rue Joseph II 59
Brussels, BE

Your role

Please indicate your role in this proposal *

- Main contact
 Contact person

Your proposal

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

Acronym *

ABC-Project

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. 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.

- Indicate your role in the application process:

Main contact:
Proposal coordinator (mandatory)

Contact person:
Role delegated by the main contact (optional)

SAVE AND GO TO NEXT STEP

How to participate: Your proposal

Deadline
28 February 2023 17:00:00 Brussels Local Time

Call data

Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
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.

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

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 * 123456789

Short name * Stelz

Search

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

PIC: 123456789
Stelz

Rue Joseph II 59
Brussels, BE

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

Your role

Please indicate your role in this proposal *

- Main contact
 Contact person

Your proposal

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

Acronym *

ABC-Project

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. 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.

SAVE AND GO TO NEXT STEP

How to participate: Add partners

European Commission | Funding: Submission Service

Welcome Alexander STELZ

Progress: Login ✓ Topic selection ✓ Create proposal ✓ Participants

Participants

TEST MODE

Deadline
28 February 2023 17:00:00 Brussels Local Time
84 days left until closure

Call data
Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
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: ABC-Project
Draft ID: SEP-210912254

Download Part B templates
Download part B templates

Support & Helpdesk

In this step, the coordinator can manage and review the participants.
Note: The changes will be applied only after you click the "Save Changes" button.

The duration of the project can be 12 or 24 or 36 months

Number of participants: 1

Coordinator

Add Affiliated Entity +

Contacts:

Main contact
Alexander STELZ

Add Partner + **Add Associated partner +**

SAVE SAVE AND GO TO NEXT STEP NEXT

- All partners **must have a PIC** (validated or not validated! Both are acceptable for the submission of proposal)
- **Add ("full") partners**
- Add affiliated entities and/or associated partners if relevant

How to participate: Submit the application form

European Commission | Funding: Submission Service

Welcome Alexander STELZ

Progress: Login ✓ Topic selection ✓ Create proposal ✓ Participants ✓ Proposal forms (active) Submit

Proposal forms

TEST MODE

Deadline
28 February 2023 17:00:00 Brussels Local Time
84 days left until closure

Call data
Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
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: A...
Draft ID: SE...

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.

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

Once you submit the proposal it will not be available to the European Commission service unless resubmitted before the call closure.

Administrative forms (Part A)

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 Part C

Part_C * [input] [Upload]

Part B * [input] [Upload]

Detailed budget table * [input] [Upload]

Other annexes [input] [Upload]

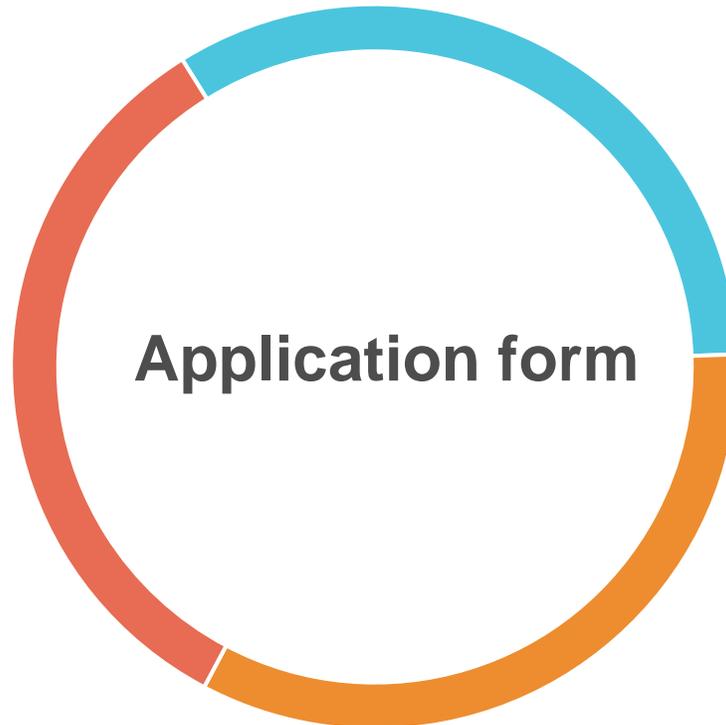
← BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

Application Form Overview

Part A

(An eForm, generated from information provided on FTOP)

- = Structured Administrative Forms with data on:
 - Participants
 - Legal declarations
 - Contact persons
 - Programme priorities and requested grant



 Part C ERASMUS-EDU-2023-CB-VET.xlsx

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

Part B

(A Word and an Excel file to be uploaded to FTOP)

- = Narrative part & Budget table:
 - Technical description
 - Estimated budget of the proposal

Part C

(An Excel file to be uploaded to FTOP)

- = Additional, call-relevant information on:
 - Consortium composition
 - Type of organisation
 - Thematic areas & Horizontal aspects

 Part C ERASMUS-EDU-2023-CB-VET.xlsx

How to participate: Submit the application form – Part A

European Commission | Funding: Submission Service Welcome Alexander STELZ 

Progress bar: Login ✓ Topic selection ✓ Create proposal ✓ Participants ✓ Proposal forms **✎** Submit ○

Proposal forms

TEST MODE

Deadline
28 February 2023 17:00:00 Brussels Local Time
84 days left until closure

Call data
Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

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

Proposal data
Acronym: ABC-Project
Draft ID: SEP-210912254

Download Part B templates
Download part B templates

[Support & Helpdesk](#)

Part A

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.

Proposals submitted after the call closure date to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Administrative forms (Part A)

Edit forms  [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_C *  [Upload](#) 

Part B *  [Upload](#) 

Detailed budget table *  [Upload](#) 

Other annexes  [Upload](#) 

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

How to participate: Submit the application form – Part A



< Exit form

Table of contents

General Information >

Table of contents

Validate form

Save form

Save & exit form

Application forms



- Fill in the eForm (Part A): **General Information, Participants, Budget**
- Click on 'Table of Contents' to see the parts that you need to complete
- Make sure to click the '**Save form**' button before closing any part of your proposal

Call: ERASMUS-EDU-2023-CB-VET

(Capacity building in the field of Vocational Education and Training (VET))

Topic: ERASMUS-EDU-2023-CB-VET

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

Proposal number: SEP-210912254

Proposal acronym: ABC-Project

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

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

How to participate: Submit the application form – Part B & C

European Commission | Funding: Submission Service Welcome Alexander STELZ

Progress: Login ✓ Topic selection ✓ Create proposal ✓ Participants ✓ Proposal forms **✎** Submit ○

Proposal forms

TEST MODE

Deadline
28 February 2023 17:00:00 Brussels Local Time
84 days left until closure

Call data
Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
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.

Part B Part C

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

Support & Helpdesk

Information: 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)
Edit forms ✎ 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_C *	<input type="text"/>	ⓘ	Upload
Part B *	<input type="text"/>	ⓘ	Upload
Detailed budget table *	<input type="text"/>	ⓘ	Upload
Other annexes	<input type="text"/>	ⓘ	Upload

← BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

How to participate: Submit the application form – Part B

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

Note: Please read carefully the conditions set out in the Call document/Programme Guide (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME] [organisation name]

TABLE OF CONTENTS

ADMINISTRATIVE FORMS (PART A)	3
TECHNICAL DESCRIPTION (PART B).....	4
COVER PAGE.....	4
PROJECT SUMMARY	5
1. RELEVANCE	5
1.1 Background and general objectives	5
1.2 Needs analysis and specific objectives.....	5
1.3 Complementarity with other actions and innovation — European added value.....	5
2. QUALITY	6
2.1 PROJECT DESIGN AND IMPLEMENTATION	6
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

- Template to be downloaded from the submission system (FTOP)
- Completed form to be uploaded in **PDF format**
- Instructions provided on page 2 of the template, including character and page limits (e.g. maximum **70 pages**; excess pages will not be readable)
- Including sections corresponding to the **four award criteria and a section on the work plan / packages**
- List of **previous projects** to be filled at the end of the form

ANNEX 1 to Part B
Detailed Estimation of Costs for Lump Sums

How to participate: Submit the application form – Part B

Instructions

- Template to be downloaded from the submission system (FTOP)
- Fill in the budget of the proposal following the instructions given in the first tab of the file
- Completed table to be uploaded to the submission system in the format indicated in the instructions in the Budget Table

- 1 This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application.
Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).
- 2 According to the Lump sum scheme, the lump sum for a Work Package (WP) will normally be paid only if the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator to clearly identify when the action has been completed.
- 3 We recommend using Excel 2010 or more recent.
- 4 The only currency used in this worksheet is EURO.
- 5 The first thing you need to do is to set the relevant Maximum Grant Amount (in row 34 of this sheet), and the maximum % of co-financing (in row 35, both in column E) applicable for the call.
This data can be found on the Portal under Topic Conditions and in the Call document.
- 6 You then have to fill in **only** the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BE XXX' (one sheet per Participating Organisation) – 'Depreciation costs' (if your budget includes the purchase of equipment) and the last column of the 'Proposal Budget' sheet with the Requested EU Grant Amount.
- 7 You first need to start filling in the sheet 'Beneficiaries list' where you are asked to enter all participants in the project including any Affiliated Entities.
To add beneficiaries, please double-click on 'Add a Beneficiary'; to add an affiliated entity, please, do double-click on 'Add an Affiliated Entity'.
NOTE: the costs of Associated Partners cannot appear in any part of this budget.
- 8 Then you can fill in the sheet 'Work Packages list', where you are asked to enter all the Work Packages in the project.
To add a work package, please double-click on 'Add a Work Package'.
- 9 Once you have completed the 'Beneficiaries List' and 'Work Package list' sheets, or each time you add or remove a beneficiary or a work-package, you must double-click on one of the "Apply changes" buttons to generate the related sheets in the Excel workbook.

At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BE XXX) for all the workpackages concerned.
You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage.

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

How to participate: Submit the application form – Part C

- Template to be downloaded from the submission system (FTOP)
- Fill in the requested details under the tabs Information, Consortium and Areas
- Completed table to be uploaded to the submission system in the format indicated in the instructions

Annex to Part B

Instructions on how to complete this excel worksheet

The 3 parts/tabs "Information", "Consortium" and "Areas" (which can be accessed from the "Information" tab of this file) must be completed for the application form to be valid. Please find more details in the information:

Tab "Information": Insert in the yellow box the proposal ID. The proposal ID was sent by the Funding & Tenders submission system.

Tab "Consortium": Complete the blue rows with the information requested for EACH organization. The composition of the consortium reflects the conditions for its eligibility. These conditions are detailed in the tab "Consortium" and the Programme Guide.

Kind reminder: Affiliated entities and associated partners are not counted in the required number of organizations in the consortium; however, affiliated entities and associated partners **must be** included in the list of organizations in Part A of your application.

Tab "Areas": Complete this tab for the Areas addressed in your application. Area(s) must be selected for "Horizontal aspects". Ensure that the number of areas selected is coherent with the "Areas" and the Programme Guide.

Complete also the additional information requested for "Applicants" and "Consortium" in the "Information" tab.

How to participate: Submit the application form – Part C (Information)

PROGRAMME: ERASMUS +

CALL: ERASMUS-EDU-2023-CB-VET

TOPIC: ERASMUS-EDU-2023-CB-VET

YOUR APPLICATION REFERENCE ID: << Please, type here the reference of your application (Proposal ID) specified in the email you received.

How to participate: Submit the application form Part C (Areas)

- **Thematic Area(s)**
> At least one!
- **Horizontal aspect(s)**
> Optional
- **Applicant**
> See eligibility requirements
- **Consortium**
> Must include at least one VET provider at non-tertiary education level

Thematic Areas	
Areas included in the project (select at least 1) ✖	
Work-based learning (for young people and/or adults)	<input type="checkbox"/>
Quality assurance mechanisms	<input type="checkbox"/>
VET teachers/trainers professional development	<input type="checkbox"/>
Key competences, including entrepreneurship	<input type="checkbox"/>
Public Private Partnerships in VET	<input type="checkbox"/>
Innovation in VET	<input type="checkbox"/>
Green and digital skills for the twin transition	<input type="checkbox"/>
Skills matching with current and future job opportunities	<input type="checkbox"/>

Horizontal aspects	
Horizontal aspects included in the project (optional)	
Inclusion and diversity	<input type="checkbox"/>
Environmental sustainability	<input type="checkbox"/>
Digital dimension	<input type="checkbox"/>
Common values, civic engagement and participation	<input type="checkbox"/>

Applicant	
Mandatory ✖	
I confirm the applicant organisation is public or private organisation active in the VET field and legally established in an EU Member State or eligible third country associated to the Programme.	<input type="checkbox"/>

Consortium	
Mandatory ✖	
I confirm the consortium includes at least one VET provider at non-tertiary education level.	<input type="checkbox"/>

How to participate: Submit the application form – Part B & C

European Commission | Funding: Submission Service Welcome Alexander STELZ

Progress: Login ✓ Topic selection ✓ Create proposal ✓ Participants ✓ Proposal forms **✎** Submit ○

Proposal forms

TEST MODE

Deadline
28 February 2023 17:00:00 Brussels Local Time
84 days left until closure

Call data
Call: ERASMUS-EDU-2023-CB-VET
Topic: ERASMUS-EDU-2023-CB-VET
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: ABC-Project
Draft ID: SEP-210912254

[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 is in progress.

Obligatory!

Administrative forms (Part B and C)

Part B **Part C**

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_C *

Part B *

Detailed budget table *

Other annexes

[← BACK TO PARTICIPANTS LIST](#)

How to participate: Validate & submit!



Proposal forms

TEST MODE

Deadline
28 February 2023 17:00
84 days left until closure

Call data

Call: ERASMUS-EDU-2023-
Topic: ERASMUS-EDU-202-
Type of action: ERASMUS-L
Type of MGA: ERASMUS-A

Topic and type of a

Proposal data

Acronym: ABC-Project
Draft ID: SEP-210912254

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

- When ready, **validate and submit your proposal!**
- Until the closing of the call, **you can always update your proposal and submit again**
- You can access numerous support resources **directly here!**

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)

Edit forms

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_C*

Upload

Part B*

Upload

Detailed budget table*

Upload

Other annexes

Upload

BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT

How to participate: How to access the draft proposal

The screenshot shows the 'Funding & tender opportunities' portal. The top navigation bar includes 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. A left-hand menu is open, with 'My Proposal(s)' highlighted by a red box. The main content area displays 'My Proposal(s)' with a search bar and a table of results. The table has columns for PROGRAMME, CALL, FUNDING SCHEME, PROPOSAL ID, ACRONYM, STATUS, REMAINING TIME, CLOSURE DATE (Brussels time), and ACTIONS. A single proposal is listed with a status of 'Draft' and a remaining time of 99.

PROGRAMME	CALL	FUNDING SCHEME	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
ERASMUS2027	ERASMUS-EDU-2023-CB-VET	ERASMUS-LS	SEP-210754086	new test	Draft	99	28/02/2023 17:00:00	Actions

Useful links

- **Recording and presentations** of the info-session on Capacity Building in the field of Vocational Education and Training 07/12/2022: https://www.eacea.ec.europa.eu/news-events/events/online-info-session-new-action-capacity-building-field-vocational-education-and-training-vet-2022-12-07_en
- **FTOP Portal to submit your Capacity Building in the field of Vocational Education and Training (VET) proposal** including standard proposal templates, budget table, model grant agreement, etc.:
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/topic-details/erasmus-edu-2023-cb-vet>
- **Erasmus+ Programme Guide in all official EU languages** (consult p. 309 – 316 of the EN version to find details on CB VET):
<https://erasmus-plus.ec.europa.eu/erasmus-programme-guide>
- **How to participate:**
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1>
- **FTOP online manual (PDF version):**
<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>
- **FTOP support section:**
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support>
- **The Funding & Tenders Opportunities Portal for beginners (webinar recording):**
<https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm>
- **Short guide on submission system:**
<https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Submission+system>
- **EACEA video tutorials:**
https://www.eacea.ec.europa.eu/grants/how-get-grant_en

Tips I



- The requested EU grant amount in **Part A** has to correspond to the requested EU grant in the Excel budget table (and cannot be higher than € 400.000 in total)
- **Part B** is a template; verify which parts you have to fill in:
 - > n/a prefixed lump sum (**must be completed**)
 - > n/a Lump Sum Grants (**don't complete**)
 - > 5.1 Ethics and 5.2 Security (**don't complete**)
- Fill in Part B based on **information reflecting the Programme Guide:**
 - > Include at least 3 Work Packages
 - > Financial support to third parties is not eligible
 - > And:

Estimated budget — Resources *(n/a for prefixed Lump Sum Grants)*

Overview of Work Packages/ (n/a for Lump Sum Grants)

Tips II



- Address in your proposal each guiding point under the four award criteria from the Programme Guide

Erasmus+ Programme Guide



Part B

AWARD CRITERIA

Each proposal must answer in part B of the application all points listed under all four award criteria presented below.

Relevance of the project (maximum score 30 points)	<ul style="list-style-type: none">▪ Link to thematic areas: the relevance of the proposal to the objectives and thematic areas of the action;▪ Regional priorities: the proposal addresses the regional priorities, including relevant policy documents listed under this action;▪ Local context: the proposal is based on an adequate needs analysis and feasible in the local context of the targeted country(/ies);▪ Consistency: the objectives of the application are clearly defined, realistic and address issues relevant to the participating organisations and target groups;▪ Innovation: the proposal considers state-of-the-art methods and techniques, and leads to innovative results and solutions for its field in general, or for the geographical context in which the project is implemented (e.g. content; outputs produced, working methods applied, organisations and persons involved or targeted);▪ Complementarity: the proposal is complementary to other initiatives already carried out by the participating organisations;▪ Capacity building: the capacity building activities are clearly defined and aim at reinforcing the capacities, principally of the participating organisations from third countries not associated to the Programme;▪ Link to strategies: the activities inscribe themselves in the development strategies of the targeted VET providers and support strategies at country level, including a greater attention to employability, inclusion, diversity and socio-economically disadvantaged participants where relevant;▪ Horizontal aspects: the horizontal aspects of the Programme are taken into consideration.
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1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Relevance'.

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call (if applicable)?

Insert text

Tips III



- **Partners have to be relevant for your proposal and correspond to the Call requirements.** All participating organisations must have PIC (not validated is fine at application level)
- Ensure that **Part B (Technical Description) is not longer than 70 pages** as the text on excess pages will not be visible for evaluators
- Check in advance the **recommended system configuration**
- 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 versions