**Erasmus+
Capacity Building in Higher Education**

How to submit a proposal

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European Education and Culture Executive Agency

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How to submit a proposal

- **Where?**

  Applications must be submitted through the **European Commission's Funding & Tender Opportunities Portal** (F&TP) using the Portal Submission System:

  https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

  - **Call ID:** ERASMUS -EDU-2022-CBHE

  - **Topic ID:**   **ERASMUS -EDU-2022-CBHE-STRAND-1**

    ERASMUS -EDU-2022-CBHE-STRAND-2

    ERASMUS -EDU-2022-CBHE-STRAND-3

- **Who?**

  Proposals must be created and submitted by a contact person of the coordinating organization.
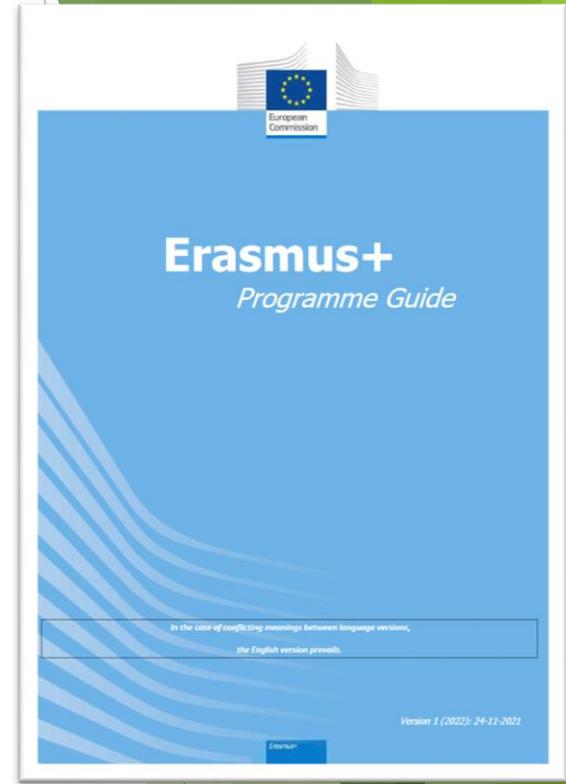
- **When?**

  Deadline: by 17 February 2022 – 17:00 (Brussels time)

  Applicants are highly recommended to submit proposals as early as possible and at least 48 hours prior to the call deadline.

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Get prepared

- Read carefully all the **call documents**: **Erasmus+ Programme Guide**, application templates and specific instructions published in the F&TP

- Read carefully the information on the **Regional priorities** published in FTOP.

- Plan your project and **define your work plan**: Work packages, milestones, deliverables

- Create an **EU Login account**: to be able to submit a proposal, you must register on the Portal for an **EU Login account**

- Make sure your organisation has a valid **Participant Identification Code** (PIC). If not, get one via the **Participant Register**

Erasmus+
Programme Guide

Preliminary steps

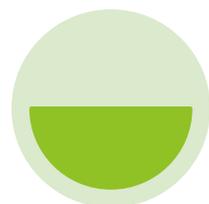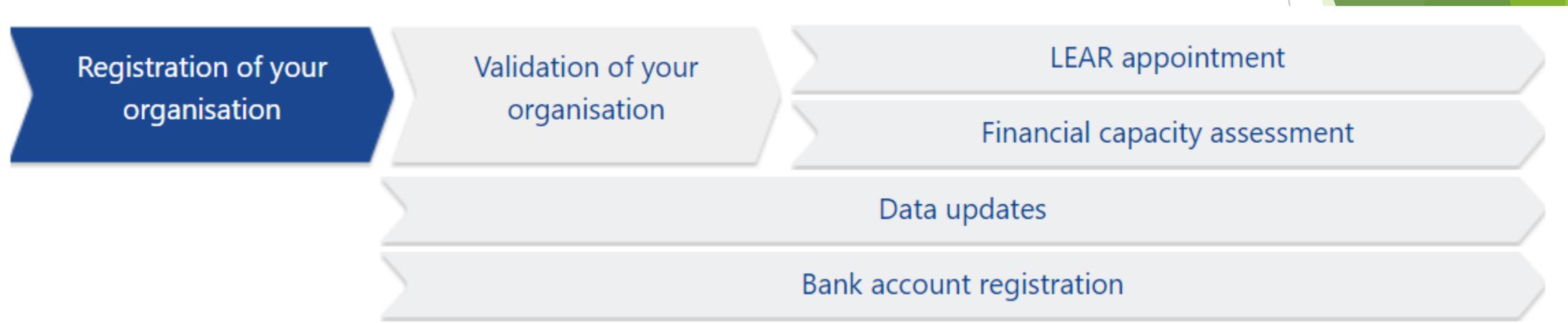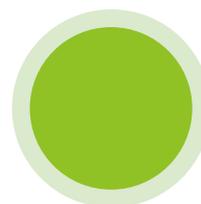- Consult the **How to find and apply for funding opportunities** presentation

- Get more guidance on how the Funding and Tender Opportunities portal works on the **F&TP online manual** and the **User Guide of the Submission System**.

- Read carefully the information on the **Roles and access rights** and decide the persons who will manage the application.
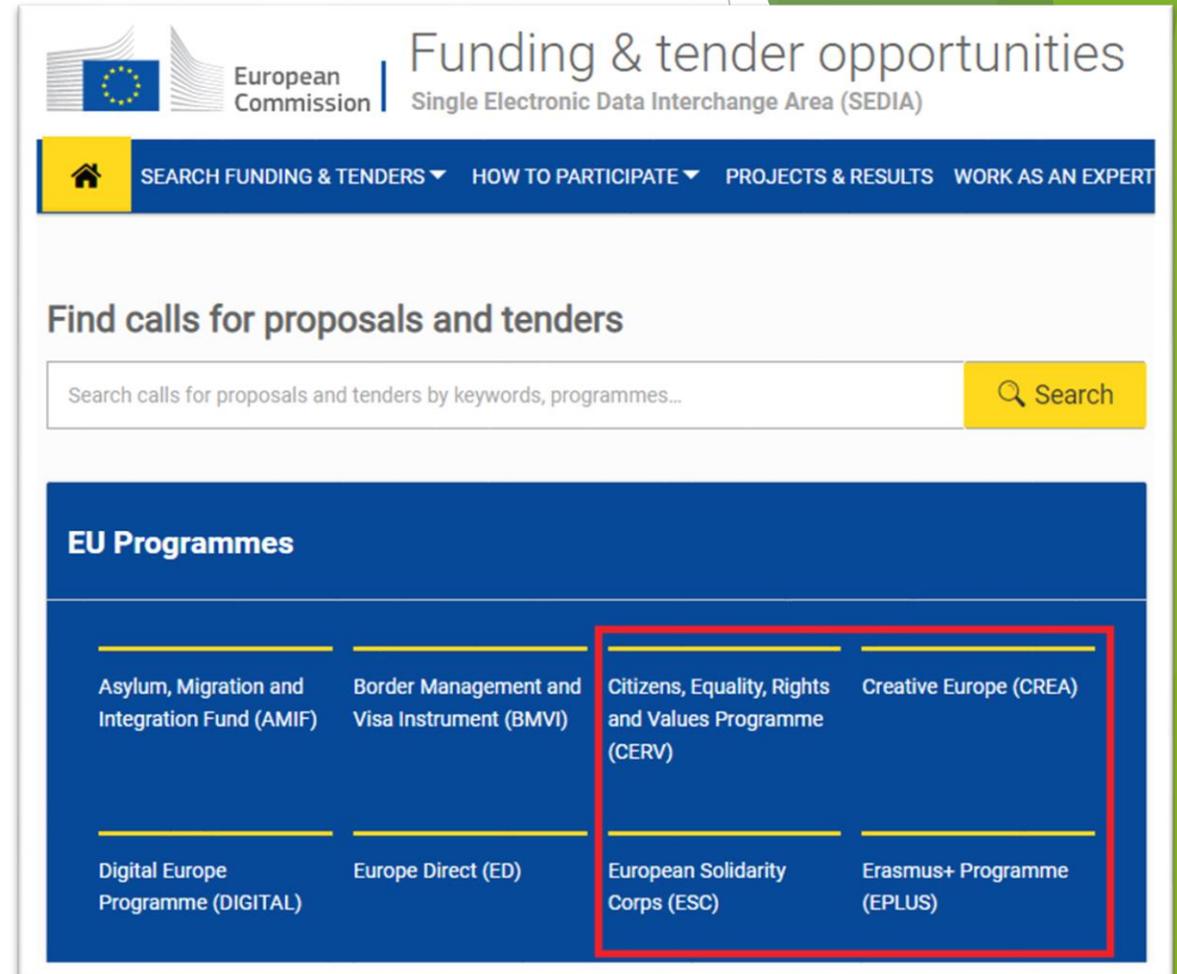
FTOP – registration of organisation

Registration of your organisation	Validation of your organisation	LEAR appointment
		Financial capacity assessment
	Data updates	
	Bank account registration	

A valid EU login account

PIC number

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Start your application

- Calls for proposals are listed by funding programme. EACEA's four funding programmes are:

  - **Erasmus+**

  - Creative Europe

  - the European Solidarity Corps

  - the Citizens, Equality, Rights and Values programme (CERV)

- You can find these on the F&TP homepage.

Application package

The application form is structured in <u>3 parts:</u>

- **Part A - Administrative Forms**

Contains general information about the project, data on the applicant organisation and contact persons

- **Part B – Technical description & annexes**

Contains the narrative part of the project, the work packages, milestones & deliverables. Detailed budget table is an annex of Part B

- **Part C – Administrative forms**

Tick boxes related to the proposal's general objective(s) and indicators specific to the CBHE action (N° of impacted students, N° of new study programmes, N° of involved/trained staff, etc.)

➢ Complete Parts A & C directly on the Portal
➢ Prepare Part B in advance and upload it together with the mandatory annexes

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FTOP – electronic submission

| Get an EU Login account | Get a PIC number (Participant Register) | Launch Submission wizard | Pre-register your draft proposal | List participants, contact persons | Fill in Administrative Part A and the specific Part C (if applicable) | Upload Technical Description (Part B) and any attachments (if applicable) | Submit your proposal | Acknowledge-ment of receipt |

Proposal submission - User manual.pdf (europa.eu)

FTOP – useful links

- [Online Manual - Online Manual - Funding Tenders Opportunities (europa.eu)](#)

- [User Guide of the Submission System](#)

- [Presentation on how to find and apply for funding opportunities](#)

- [Webinar session: The Funding & tenders Portal for beginners (27 May 2021) (europa.eu)](#)

- [FTOP – IT How to](#)

- [Frequently Asked Questions on FTOP](#)

- [FTOP Glossary](#)

- [Find partners](#)

KEY WORDS for a competitive application

- **Coherent** in its entirety; avoid contradictions; avoid "patchwork"

- **Concrete:** use examples, justify your statements, bring evidence

- **Clear:** follow the questions and answer them in the right order

- **Simple language:** Also complex subjects can be explained in a plain language. Keep most sentences 10-15 words long.

- **Explicit:** do not take anything for granted; do not assume experts will always understand; avoid abbreviations or explain them the 1st time

- **Rigorous:** the application is the basis on which your project will be implemented; it is also the cornerstone of your partnership commitment

- **Focused:** stick to what is asked

- **Complete:** ensure you have followed all the instructions and that the proposal fulfils all the mandatory requirements

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Erasmus+ CBHE Promotion activities

General CBHE Infoday	• 2 December 2021
Info-session for Newcomers	• 14 December 2021
Regional info-session targeting Africa	• 16 December 2021
Regional info-session targeting Asia	• 17 December 2021

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Erasmus+ CBHE Promotion activities

▶ **General CBHE Infoday (2/12/2021):**

https://www.eacea.ec.europa.eu/news-events/events/online-info-session-2-december-capacity-building-higher-education-erasmus_en

▶ **CBHE Infoday for newcomers - Strand 1 (14/12/2021)**

https://www.eacea.ec.europa.eu/news-events/events/online-info-session-erasmus-capacity-building-higher-education-cbhe-fostering-access-cooperation_en

▶ **CBHE Infoday with a Focus on Sub-Saharan Africa (16/12/2021)**

https://www.eacea.ec.europa.eu/news-events/events/online-info-session-erasmus-capacity-building-higher-education-cbhe-focus-sub-saharan-africa_en

▶ **CBHE Infoday with a Focus on Asia and Pacific (17/12/2021):**

https://www.eacea.ec.europa.eu/news-events/events/online-info-session-erasmus-capacity-building-higher-education-cbhe-focus-asia-and-pacific_en

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Thank you