



# Submission procedure and application form

Ester Montiel - EACEA A2

# APPLICATION FORM AND SUBMISSION

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

# Funding & tender opportunities portal (FTOP)

**1** European Commission | Single Electronic Data Interchange Area (SEPIA)

**5** English | Register | Login

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

### Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... **2** Search

### EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)	Customs Programme (CUST)
Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Parliament (EP)	European Solidarity Corps <b>3</b>	Erasmus+ Programme (ERASMUS+)	European Social Fund + (ESF)
European Maritime, Fisheries and Aquaculture Fund (EMFAF)	Fiscalis Programme (FISC)	Innovation Fund (INNOVFUND)	Internal Security Fund (ISF)	Horizon Europe (HORIZON)	Single Market Programme (SMP)
Social Prerogative and Specific Competencies Lines (SOCPL)	EU External Action (RELEX)	Justice Programme (JUST)	Protection of the Euro against Counterfeiting Programme (PERICLES)	Pilot Projects and Preparatory Actions (PPPA)	Programme for the Environment and Climate Action (LIFE)
Promotion of Agricultural Products (AGRIP)	Union Civil Protection Mechanism (UCPM)				

Show all

### 4 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

### News

25 May, 2021  
**Webinar 'The Funding & Tenders Portal for beginners', 27 May 2021, 10.00 CEST**  
The Funding & Tenders Portal is the single gateway for participants in many EU funding programmes and procurement actions. This webinar is addressed in the ...

20 May, 2021  
**Webinar "All you need to know on D&E under Horizon Europe", 9 June 2021; 9:30 CEST**  
Are you planning to apply for a Horizon Europe call? Don't forget to prepare your Dissemination & Exploitation (D&E) section under the impact! In order ...

19 May, 2021  
**Webinar addressed to providers of Certificates on Financial Statements in Horizon 2020 grants**  
A recorded webinar about Certificates on Financial Statements (CFS) for Horizon 2020 grants is now available on the Funding & Tenders Portal. The purpose of...

All news >

### Useful links

- Calls for tenders on Ted
- Overview of all EU funding opportunities
- Access to publications and data on OpenAire
- Apply for EU loans & venture capital
- Find funding in the EU Macro-Regions

# How to access your call submission area – 1

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

**1** Partnership for Excellence - Centres of Vocational Excellence  
TOPIC ID: ERASMUS-EDU-2023-PEX-COVE

Grant

**2**

- General information
- Topic description
- Conditions and documents
- Partner search announcements
- Submission service
- Topic related FAQ
- Get support
- Call information
- Call updates

**3**

General information

Programme  
**Erasmus+ Programme (ERASMUS)**

Call  
**Partnership for Excellence - Centres of Vocational Excellence (ERASMUS-EDU-2023-PEX-COVE)**

[See budget overview](#)

Type of action <b>ERASMUS-LS ERASMUS Lump Sum Grants</b>	Type of MGA <b>ERASMUS Lump Sum Grant [ERASMUS-AG-LS]</b>	<a href="#">Open for submission</a>
---	--	-------------------------------------

Deadline model <b>single-stage</b>	Opening date <b>29 November 2022</b>	Deadline date <b>08 June 2023 17:00:00 Brussels time</b>
---------------------------------------	---	---

# How to access your call submission area - 2

General information

Topic description

Conditions and documents

Partner search

**Submission service**

Topic related FAQ

Get support

Call information

Call updates

## Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of action** confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct

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

Please select the type of your submission:

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

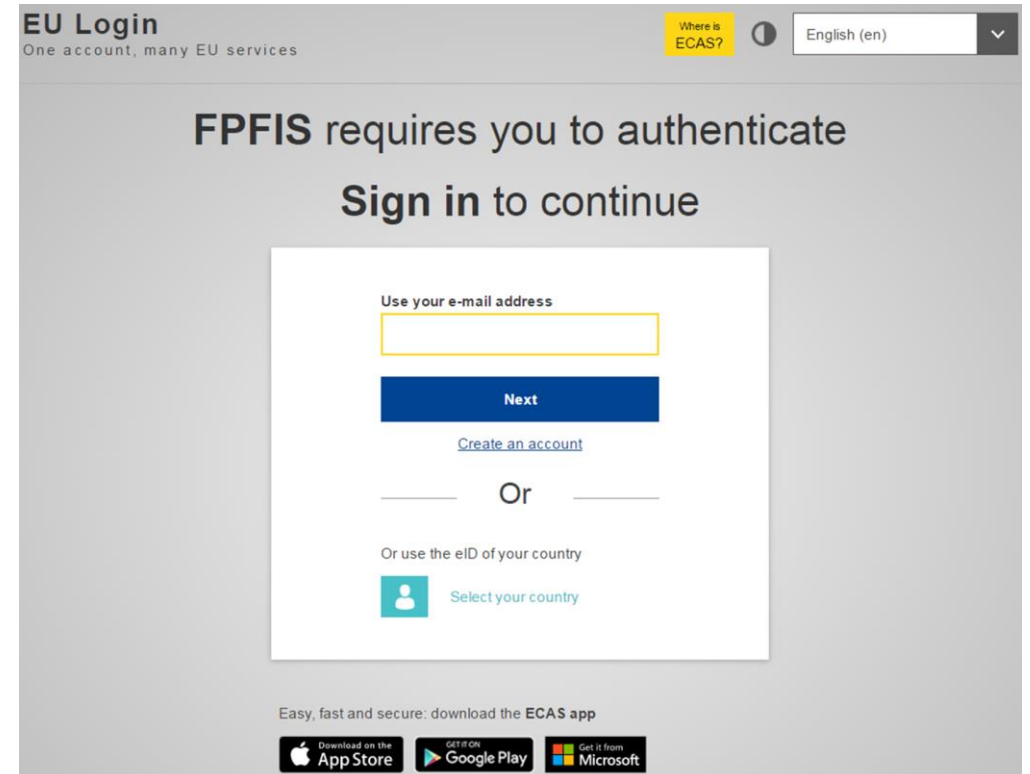
[Start submission](#)

[Need help?](#)

# 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. At the top, it says "EU Login" and "One account, many EU services". There is a "Where is ECAS?" button and a language selector set to "English (en)". The main heading reads "FPFIS requires you to authenticate" and "Sign in to continue". Below this is a white box with a form. The form has a label "Use your e-mail address" above a text input field. A blue "Next" button is below the input field. Underneath the button is a link "Create an account". Below the link is the word "Or" flanked by horizontal lines. Further down, it says "Or use the eID of your country" above a green icon of a person and the text "Select your country". At the bottom of the white box, it says "Easy, fast and secure: download the ECAS app". Below this are three logos: "Download on the App Store", "GET IT ON Google Play", and "Get it from Microsoft".

# Start your proposal

## Create proposal

**Deadline**

08 June 2023 17:00:00 Brussels Local Time

188 days left until closure

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.

**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.

**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

ULB 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 Héger 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

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

Short Summary

[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 Contacts: ⓘ Add contact +

**Add Affiliated Entity +**

Test Camelia-Valeria  
Brussels, BE  
PIC: 913842918

Change organisation Contact organisation

**Main contact**  ⌵  
Ester MONTIEL-CORTES

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

Add Partner + Add Associated partner +

SAVE SAVE AND GO TO NEXT STEP NEXT

# Access different parts of your proposal



## Deadline

08 June 2023 17:00:00 Brussels Local Time

133 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.

## Proposal data

Acronym: test

Draft ID: SEP-210918702

## Download Part B templates



Download part B templates



Your proposal contains changes that have not yet been submitted.

## Administrative forms (Part A)



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 \*

MANDATORY



Upload



Detailed Budget Table \*

MANDATORY



Upload



CVs



Upload



List of previous projects



Upload



Info on Partnerships and activities \*

MANDATORY



Upload



Other annexes



Upload



< BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT



European Commission

# Application Form - Overview

## 1. eForm (Part A)

Structured Administrative Forms with data on

- Participants
- Legal declarations
- Contact persons
- Programme priorities and requested grant




## 2. eForm (Part C)

Chose:

- EQF Levels
- Types of organisation

## 3. Part B documents (attached to eForm)

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

< Proposal forms      Table of contents      General Information >

Application forms      Table Of Contents      Save      Save&Close

**Call: ERASMUS-EDU-2022-CB-VET**  
(Capacity building in the field of Vocational Education and Training (VET))

**Topic: ERASMUS-EDU-2022-CB-VET**

**Type of Action: ERASMUS-LS**

**Proposal number: 210806920**

**Proposal acronym: aaaaaaaaaaaaaaaaaaaaa**

**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](#)

- Fill in the eForm (Part A)
- Click on 'Table of Contents' to see the parts that you need to complete
- Participants will be added through the 'Participants list' button
- Go to 'Proposal forms' to return to previous step
- Save every time before closing part of your proposal

# 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

ADMINISTRATIVE FORMS (PART A).....	3
TECHNICAL DESCRIPTION (PART B).....	4
COVER PAGE.....	4
PROJECT SUMMARY.....	5
<b>1. RELEVANCE</b> .....	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
<b>2. QUALITY</b> .....	6
<b>2.1 PROJECT DESIGN AND IMPLEMENTATION</b> .....	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
<b>2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS</b> .....	7
2.2.1 Consortium set-up.....	7
2.2.2 Consortium management and decision-making.....	8
<b>3. IMPACT</b> .....	8
3.1 Impact and ambition.....	8
3.2 Communication, dissemination and visibility.....	8
3.3 Sustainability and continuation.....	9
<b>4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING</b> .....	10
4.1 Work plan.....	10
4.2 Work packages and activities.....	10
Work Package 1.....	10
Work Package.....	14
Overview of Work Packages (n/a for Lump Sum Grants).....	14
Events meetings and mobility.....	15

# 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

Part C consists of an **eForm**

Each participant must indicate:

- Their type of organisation
- What EQF level(s) they address

1	Test Camelia-Valeria	913842918	School/Institute/Educational centre – Adult education	▼
Number	Name	PIC Number (if available)		
1	Test Camelia-Valeria	913842918		
		18		
Type of organisation *				
School/Institute/Educational centre – ... ▼				

**What are the EQF level(s) addressed?**

- Upper secondary education (ISCED-3)
- Post-secondary non-tertiary education (ISCED-4)
- Short cycle within the first cycle / Short-cycle tertiary education (ISCED-5)
- First cycle / Bachelor's or equivalent level (ISCED-6)
- Second cycle / Master's or equivalent level (ISCED-7)
- Third cycle / Doctoral or equivalent level (ISCED-8)



# 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 Februaury  
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

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 (**must be completed**)
  - n/a Lump Sum Grants (**don't complete**)
  - 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**)
- Fill in part B based on information in Programme Guide:
  - **Address each guiding point in the Programme Guide under the 4 award criteria**
  - Financial support to third parties not eligible

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

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

# Pay attention to...



- Part A: Requested Grant Amount in part A has to correspond to the requested EU contribution in the 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 PIC (even not yet validated).
- You can find partners through the section “[Partner search announcements](#)” in the Funding & Tenders Opportunities Portal (FTOP).
- Check in advance **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 version.

# Useful links

- **Recording and presentations** of Info-session on Centres of Vocational Excellence: [Online Information Session: Centres of Vocational Excellence 2023 \(europa.eu\)](#)
- **Portal to prepare and submit your CoVE application (FTOP)** : [Funding & tenders \(europa.eu\)](#)
- **Programme guide** [Centres of Vocational Excellence | Erasmus+ \(europa.eu\)](#)
- 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](#) (pdf version)
- 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>
- Video tutorials [https://www.eacea.ec.europa.eu/grants/how-get-grant\\_en](https://www.eacea.ec.europa.eu/grants/how-get-grant_en)

# Thank you and good luck with your application



© European Union 2023

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.

# Questions?



© as-artmedia, stock.adobe.com

# Thank you for your participation

*More help at: [eacea-eplus-vet@ec.europa.eu](mailto:eacea-eplus-vet@ec.europa.eu)*



**Slides and recording  
available in the coming days !**

© European Union 2023

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.



European  
Commission