



Erasmus+ Capacity Building in Higher Education

Focus on Asia and Pacific
How to submit a proposal

17 December 2021

*European Education and Culture
Executive Agency*

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EACEA.A.4

How to submit a proposal?

■ Where?

Applications must be submitted through the [European Commission's Funding & Tender Opportunities Portal](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home) (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?

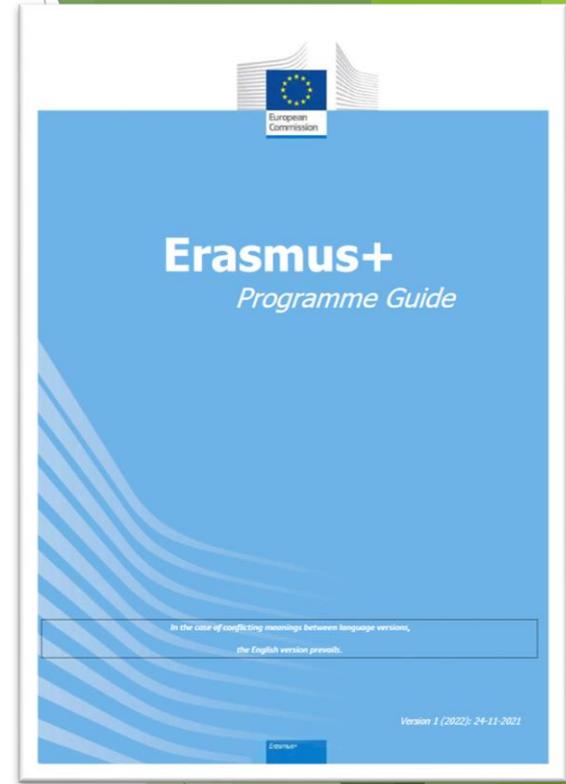
Deadline: by 17 February 2022 - 17:00 (Brussels time)



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

Get prepared

- Read carefully all the **2022 Erasmus+ Call for proposals 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**



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.

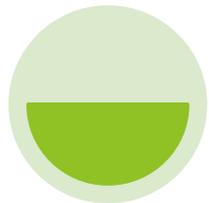
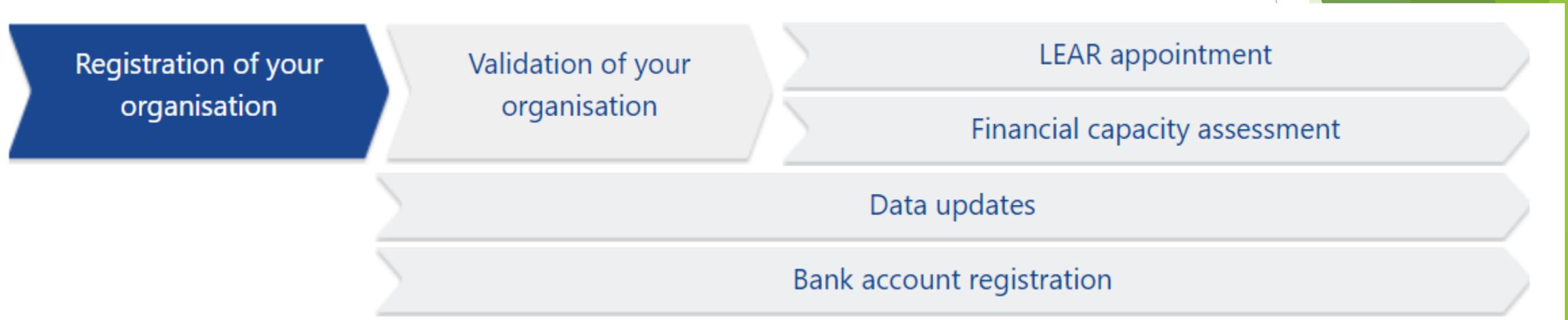


FTOP - electronic submission

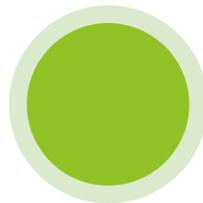


[Proposal submission - User manual.pdf \(europa.eu\)](#)

FTOP - registration of organisation



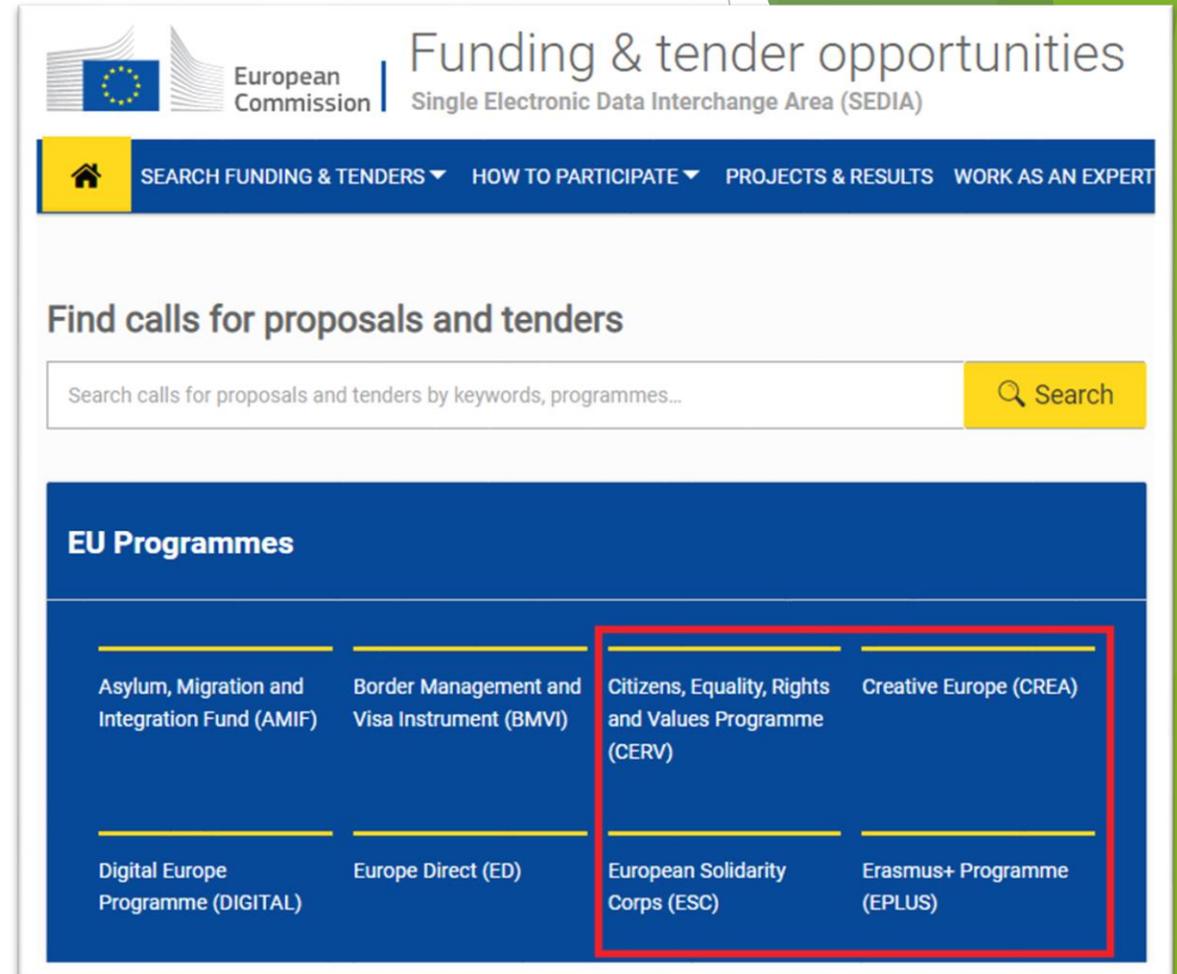
A valid EU login account



PIC number

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.



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

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

Find calls for proposals and tenders

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

EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)
Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Solidarity Corps (ESC)	Erasmus+ Programme (EPLUS)

Application package

The application form is structured in 3 parts:

- **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
- Submit by **17/02/2022** (at 17:00 Brussels time)

Timeline



Thank you



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