



Erasmus+

How to submit your
Capacity Building for
Higher Education (CBHE)
proposal

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Executive Agency*

How to apply

▪ Where?

- ✓ Applications must be submitted through the [European Commission's Funding & Tender Opportunities Portal](#) (F&TP) using the Portal Submission System.
- 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: 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.

Preliminary steps

- Consult the [How to find and apply for funding opportunities](#) presentation

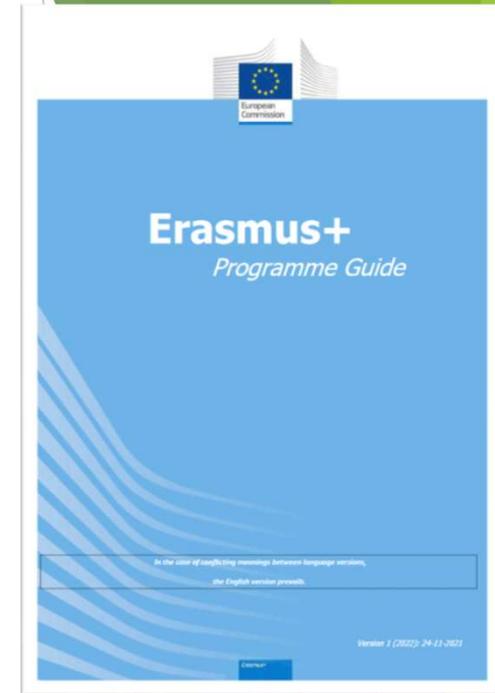


- Get more guidance on how the Funding and Tender Opportunities portal works on the [F&TP online manual](#) and the [User Guide of the Submission System](#).
- Read carefully the information on the [Roles and access rights](#) and decide the persons who will manage the application.



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](#)



Get prepared

- ▶ To create your **EU Login account** and **register your organisation**, click on the **steps 3** and **4** the EU programmes on the F&TP homepage.

The screenshot displays the F&TP homepage. At the top, there is a blue banner with a grid of EU programmes. Below this banner is a 'Show all' button with a downward arrow. The main content area features a section titled 'How to participate in 5 steps'. This section contains five numbered steps: 1. Find an opportunity, 2. Find partner(s), 3. Create an account, 4. Register your organisation, and 5. Submit your proposal or offer. Steps 3 and 4 are highlighted with red rectangular boxes. Below the steps, there is a line of text: 'Learn how to find and apply for suitable EU funding and tender opportunities.' and a yellow 'Learn more' button, which is circled in red.

Horizon Europe (HORIZON)	Single Market Programme (SMP)	Social Prerogative and Specific Competencies Lines (SOCPL)	EU External Action (RELEX)	Justice Programme (JUST)	Programme for the Environment and Climate Action (LIFE)
Promotion of Agricultural Products (AGRIP)	Union Civil Protection Mechanism (UCPM)				

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

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.

The screenshot shows the 'Funding & tender opportunities' page on the European Commission's Single Electronic Data Interchange Area (SEDIA). The page includes a navigation menu with options like 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', and 'WORK AS AN EXPERT'. Below the navigation is a search bar with the text 'Search calls for proposals and tenders by keywords, programmes...' and a 'Search' button. The main content area is titled 'EU Programmes' and displays a grid of eight programmes. A red box highlights the 'Citizens, Equality, Rights and Values Programme (CERV)' and the 'Erasmus+ Programme (EPLUS)'.

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)

Start your application

- ▶ Click on the programme Erasmus+.
- ▶ This will take you to the 'programme page'.
- ▶ Scroll down to 'Find calls for proposals' and click on 'view' to see which funding opportunities are available:
 - **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



Start your application

- ▶ You will now see a list of all the 3 programme's calls for CBHE proposals listed under 'Funding and tenders'. Each call shows an opening date and a deadline.

The screenshot shows the 'Funding & tender opportunities' portal. The search bar contains 'ERASMUS-EDU-2022-CBHE'. The results are filtered to 'GRANTS'. Three results are shown, each with a red box highlighting the call title:

- Strand 1 - Fostering access to cooperation in higher education**
- Strand 2 - Partnerships for transformation in higher education**
- Strand 3 - Structural reform projects**

Call Title	Programme	ID	Types of action	Deadline model	Opening date	Deadline date
Strand 1 - Fostering access to cooperation in higher education	Erasmus+ Programme (ERASMUS)	ERASMUS-EDU-2022-CBHE-STRAND-1	ERASMUS Lump Sum Grants	single-stage	25 November 2021	17 February 2022 17:00:00 Brussels time
Strand 2 - Partnerships for transformation in higher education	Erasmus+ Programme (ERASMUS)	ERASMUS-EDU-2022-CBHE-STRAND-2	ERASMUS Lump Sum Grants	single-stage	25 November 2021	17 February 2022 17:00:00 Brussels time
Strand 3 - Structural reform projects	Erasmus+ Programme (ERASMUS)	ERASMUS-EDU-2022-CBHE-STRAND-3	ERASMUS Lump Sum Grants	single-stage	25 November 2021	17 February 2022 17:00:00 Brussels time

- ▶ You can enter keywords into the search bar to refine your search.
- ▶ Make your choice among the 3 strands..
- ▶ Click on a call to find out more about it.

Start your application

General information

Topic description

Conditions and documents

Submission service

Topic related FAQ

Get support

Call information

Call updates

Funded project list

[Go back to search results](#)

Topic conditions and documents

1. Eligible countries: See section 5 of the Call Document and list of countries partic
<http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-c>

Full information and documents related to the call are available at: [Portal Reference](#)

2. Eligibility and admissibility conditions:

Admissibility: see section 4 of the Call Document

Start submission

[START SUBMISSION](#)

Topic related FAQ

There are no FAQ related to this topic.

- ▶ Read all the information relating to the call. This should give you all the information you need in order to apply.
- ▶ If you are ready to apply, click on 'start submission'.

How to participate

European Commission | Funding: Submission Service

Progress: Login (✓) | Topic selection (✓) | **Create proposal** (📍) | Participants (○) | Proposal forms (○) | Submit (○)

Create proposal

TEST MODE

Deadline
17 February 2022 17:00:00 Brussels Local Time

Call data:
Call: ERASMUS-EDU-2022-CBHE
Topic: ERASMUS-EDU-2022-CBHE-STRAND-1
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:

Search for your organisation

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

Support & Helpdesk

Online Manual | IT How To
IT Helpdesk | FAQ

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

- ▶ You can now begin your application.
- ▶ You will need to enter your PIC in the box shown in red.

How to participate

European Commission | Funding: Submission Service

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

Participants

TEST MODE

Deadline
17 February 2022 17:00:00 Brussels Local Time

Call data:
Call: ERASMUS-EDU-2022-CBHE
Topic: ERASMUS-EDU-2022-CBHE-STRAND-1
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: QDQDQ
Draft ID: SEP-210815298

Download Part B templates
Download part B templates

Support & Helpdesk
Online Manual IT How To IT Helpdesk FAQ

Number of participants: 1

Coordinator

1 Baird Consulting SCS Add Affiliated Entity Contacts: 0 Add contact +
Baird Consulting SCS Uccle, BE Eugenio DELFINO - Main contact
PIC: 956444445 Change organisation Contact organisation

Partner

2 Test Camella-Valeria Add Affiliated Entity Contacts: 0 Add contact +
Test Camella-Valeria Brussels, BE sSs SsSs - Main contact
PIC: 913842918 Change organisation Contact organisation

Add Partner + Add Associated partner +

SAVE SAVE AND GO TO NEXT STEP NEXT

- ▶ Add partners to the proposal. You will have to search for them using their PIC, and follow the same steps as before.

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

Application package: Part A - Administrative forms

- Use the icon  to access the administrative forms

Table of contents		
Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

- ✓ Section 1 **General information**: provide general information about the project
- ✓ Section 2 **Participants**: provide information about the **list of participating organisations with PIC number**, the department(s) involved and contact persons
- ✓ Section 3 **Budget**: encode total budget per partner

Remember to
 & 
regularly !

Application package: Part B - Technical description & annexes

- Part B must be prepared in advance using the templates downloaded from the system



- There are only 2 mandatory documents to be uploaded:
 - ✓ Part B
 - ✓ Annex 1 “Detailed budget table”

No other additional annexes are required.

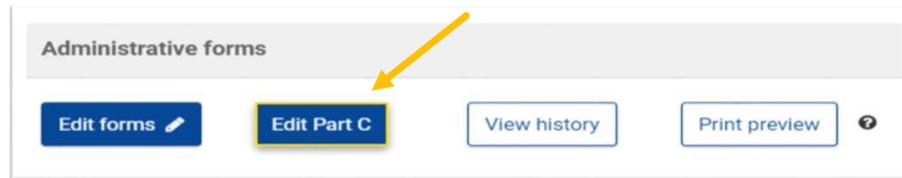
Application package: Annex1 to Part B: Budget Overview

- Applicants will need to fill in the Budget Table (Annex 1 to Part B – Detailed Estimation of Costs for Lump Sums)
- Important: **Read the Instructions!**
- Budget table contains information on:
 - Beneficiaries List
 - Work Package
 - Estimated costs
 - Proposed budget

The screenshot shows an Excel spreadsheet with a blue header box containing the title "ANNEX 1 to Part B Detailed Estimation of Costs for Lump Sums". Below the header is a section titled "Instructions" containing a table of instructions. The first instruction is highlighted with a red box. The spreadsheet also shows a tab bar at the bottom with various tabs like "Instructions", "Beneficiaries List", "Work Packages List", "BE 001", "Estim costs of the project", "Proposal Budget", "BE-WP Overview", "BE-WP Person Days", "Depreciation Costs", and "Any comments".

ANNEX 1 to Part B Detailed Estimation of Costs for Lump Sums	
Instructions	
1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission.
2	Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to submit).
3	2 According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed.
4	3 We recommend using Excel 2010 or more recent.
5	4 The only currency used in this worksheet is EURO.
6	5 The first thing you need to do is to set the appropriate Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E). This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)
7	6 You then have to fill in only the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BEx' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the last column of the 'Proposal Budget' sheet with the Requested EU Contribution. The appropriate number of individual Beneficiary sheets ('BEx') will be automatically generated with data from the 'Beneficiaries List' and 'Work Package list'
8	7 You first need to start filling in the sheet 'Beneficiary list' where you are asked to enter all participants in the project including any Affiliated Entity To add beneficiaries, please doubleclick on the appropriate icon Once you are done please ensure that the changes are applied by double clicking the relative icon
9	8 Once you have completed the 'Beneficiaries List' – 'Work Package list' sheet, you must click the "Apply changes" button to generate the related sheets in the Excel workbook.
10	9 At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BEx) for all the workpackages concerned You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage
11	10 You have to complete a 'BEx' sheet per Beneficiary. This sheet includes separate sections for the various cost categories for each WP of the

Application package: Part C - Administrative forms



In this part, applicants will have to provide:

- ✓ The proposal's general objective(s),
- ✓ indicators specific to the CBHE action

Validate & Submit your proposal

- **Edit** your draft proposal as many times as you need to complete/correct information.
- Run a **validation** of your draft proposal to make sure it meets the requirements and that no information is missing



- **Errors and warnings** will be listed at the end of the form.



Errors mean that mandatory information is missing and the proposal cannot be submitted until these errors are corrected



Warning messages do not block submission, but they indicate missing information. Ideally, these should be addressed by correcting the information provided



- After submission, you can still edit and update the proposal at any time before the deadline. However, if you change the content you will need to re-submit for the changes to be reflected.

Timeline



Good luck !



Contact us at: EACEA-EPLUS-CBHE@ec.europa.eu

F&TP Service Desk:



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



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