### Forward-Looking Projects: School Education, Vocational Education and Training, Adult learning, Digital education

### Erasmus+

Enriching lives, opening minds.

### ERASMUS-EDU-2025-PI-FORWARD







# How to prepare and submit an application



### **APPLICATION FORM AND SUBMISSION**

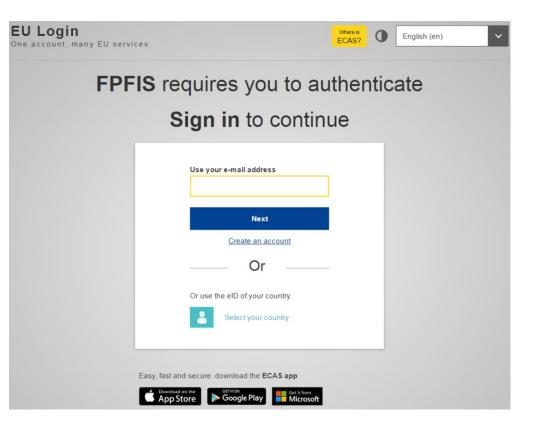
- Funding & tender opportunities portal
- Application form
- How to participate creating and submitting proposal
- Useful information
- Tips



# HOW TO PARTICIPATE Before creating your proposal

### You will need the following:

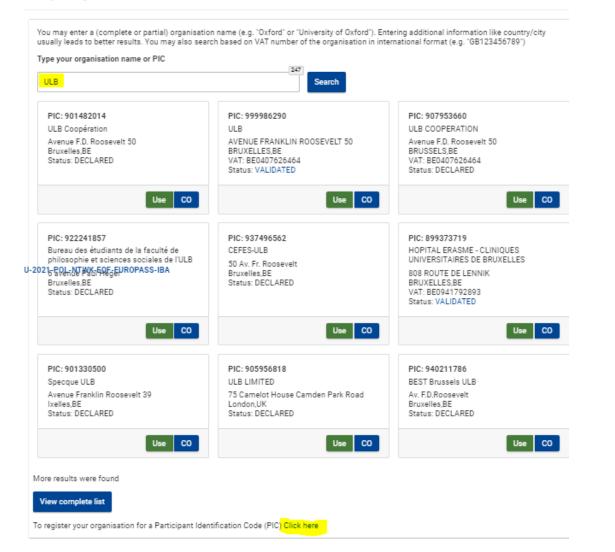
- To have a valid EU Login account. If you do not have EU Login you can create it <u>here</u>.
- 2. Your organisation must have a **9-digit PIC** (Participant Identification Code). If your organization is not registered in the Participant Register you can register it at <u>https://ec.europa.eu/info/funding-</u>
  - tenders/opportunities/portal/screen/how -to-participate/participant-register.





### HOW TO PARTICIPATE Finding PIC

#### Find your organisation



- Enter the name of your organisation to see if it already has a PIC.
- If not, create one <u>here</u>.
- PIC does not need to be validated for the submission of the application. The validation is required for the signature of the Grant Agreement



### Funding & tender opportunities portal (FTOP)

### https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Find+a+call

	Home Funding Procurement Projects & results			Search Q
	Home > Fu Calls for proposals			
	EU pro			
		t funding programmes that you may be able to apply for, depending on the natur tes, such as the Recovery and Resilience Facility or the Just Transition Fund. E		
á	are eligible.			
4	40 items fol EU programmes			Q Filter
	Funding updates Asylum, AMIF2027 For the y Horizon4Ukraine rs budget amounts	Border Management and Visa Instrument BMVI For the years 2021-27, the overall Home Affairs budget amounts	Customs Control Equipment Instrument CCEI The Instrument for financial support for customs control equipment	Connecting Europe Facility CEF2027 Connecting Europe Facility (CEF) is the funding instrument for
	to EUR 29 billion. The largest part of these resources consists o	to EUR 29 billion. The largest part of these resources consists o	(CCEI), together with the Border Management and Visa	strategic investments in transport, energy and digital infrastruct
1	Citizens, Equality, Rights and Values programme	Creative Europe	Customs Programme	Digital Europe Programme
	CERV	CREA2027	CUST	DIGITAL
	This programme aims to protect and promote Union rights and values as enshrined in the EU Treaties and the Charter of	Creative Europe is the European Commission's programme for providing support to the culture and audiovisual sectors.Followin	The Customs programme is an EU cooperation programme that targets primarily the EU and the EU enlargement countries'	Digital Europe Programme is the first EU programme that aims accelerate the recovery and drive the digital transformation of
	EUROPE DIRECT	European Defence Fund EDF	European Parliament (EP) EP	EU Anti-fraud Programme EUAF
	SELECTION OF PARTNERS TO CARRY OUT EUROPE DIRECT ACTIVITIES (2021-2025)The European Commission, via its	The European Defence Fund (EDF) is the Commission's initiative to support collaborative defence research and development, an	In accordance with the Regulation on the financial rules applicable to the general budget of the European Union, the European	The Union Anti-Fraud Programme (EUAF) promotes activities against fraud, corruption and any other illegal activities affectin
	European Solidarity Corps	Erasmus+ Programme	EU4Health Programme (EU4H)	European Social Fund +
	ESC2027	ERASMUS2027	EU4H	ESF
	The European Solidarity Corps aims to foster solidarity in European society, engaging young people and organisations in	Erasmus+ is the EU's programme to support education, training, youth and sport in Europe. It offered a life changing experience t	The EU continues to fund projects and joint actions that contribute to a healthier Europe. This is the fourth health programme,	The European Social Fund Plus (ESF+) is the main financial instrument strengthening Europe's social dimension, by putting
1	European Maritime Fisheries and Aquaculture Fund	Euratom Research and Training Programme	Fiscalis Programme	Innovation Fund
	EMFAF	EURATOM2027	FISC	INNOVFUND
	The European Maritime Fisheries and Aquaculture Fund (EMFAF) supports the implementation of the Common Fisheries policy, th	The Euratom Research and Training Programme (2021-2025) is a nuclear research and training programme with an emphasis on t	The Fiscalis programme is an EU cooperation programme in the field of taxation. The programme is open to EU Member States	The Innovation Fund is one of the world's largest funding programmes for the deployment of net-zero and innovative



### Funding & tender opportunities portal (FTOP)

European Commission	Funding & Tenders Portal	All filters Hide	>
A Home Funding Procuremen		TYPE OF GRANTS CALLS	-
	ies issued by the European Union institutions, agencies and bodies. These are direct financial contributions, known as grants, that are a ations, public entities, non-governmental organisations, and private companies) to engage in activities that serve EU policies.	<ul> <li>Direct calls for proposals (issued by the EU)</li> <li>EU External Actions</li> <li>Calls for funding in cascade (issued by funded projects)</li> <li>PROGRAMMING PERIOD</li> </ul>	
Filters Quick search	464 item(s) found	2021 - 2027 (455)	
Select Q	MSCA Staff Exchanges 2024 HORIZON-MSCA-2024-SE-01-01   Call for proposal	2014 - 2020 (76)	
Programming period V	Programme: Horizon Europe (HORIZON)   Type of action: HORIZON TMA MSCA Staff Exchanges	PROGRAMME	-
Call V	MSCA COFUND 2024 HORIZON-MSCA-2024-COFUND-01-01   Call for proposal	Filter Horizon Europe (HORIZON)	
Submission status V All filters	Programme: Horizon Europe (HORIZON)   Type of action: HORIZON TMA MSCA Cofund Doctoral programme	EU External Action (RELEX) 67 Single Market Programme (SMP) 35	1
	Digital solutions to foster participative design, planning and management of buildings, neighbourhoods and urban di HORIZON-CL5-2024-D4-02-05   Call for proposal		
	Programme: Horizon Europe (HORIZON)   Type of action: HORIZON Innovation Actions	Clear all View results	



### HOW TO PARTICIPATE How to access your call submission area

### Search for your Topic on Funding & tenders (europa.eu)

	Topic 1: School Education: Enhancing basic skills ERASMUS-EDU-2025-PI-FORWARD-SCHOOL-BS						
Topic Call for proposal							
Internal navigation	General information						
General information	Programme	<b>3</b>					
Topic description	Erasmus+ (ERASMUS+)						
Topic updates	Call FORWARD-LOOKING PROJECTS (ERASMUS-EDU-2025-PI-F	ORWARD)					
Mission	Type of action ERASMUS-LS ERASMUS Lump Sum Grants	Type of MGA ERASMUS Lump Sum Grant [ERASMUS-AG-LS]	(POpen For Submission)				
Destination	· · · · · · · · · · · · · · · · · · ·						
Conditions and documents	Deadline model single-stage	Opening date 18 December 2024					
Budget overview							
Partner search announcements	Topic description						
Start submission	Scope:						
Topic Q&As	The objective of this priority is to support EU countries in their efforts to enhancing literacy, maths and science skills by implementing effective teaching, learning and assessment practices, with a specific focus on education)						
Get support		✓ Show more					
Call information			Eu	uropean			
Call updates	Tonic undates		Co	Commissio			

# HOW TO PARTICIPATE How to access your call submission area - 2

In the second second second second	
Internal navigation <	Partner search announcements
General information	26 Searches of partners to collaborate on this topic
Topic description	View / Edit
Conditions and documents	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.
Partner search announcements	
Start submission	Start submission
Topic related FAQ	
Get support	To access the Electronic Submission Service, please click on the submission-button next to the <b>type of action</b> and the <b>type of model grant agreement</b> 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.
Call updates	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:
← Go back to search results	ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]
	Start submission



# HOW TO PARTICIPATE Create your proposal

#### Create proposal

	Please submit yo because you are You can submit
111 days left until closure	Find your organisati
Call data	
Call: ERASMUS-EDU-2025-PI-FORWARD Topic: ERASMUS-EDU-2025-PI-FORWARD-SCHOOL-BS	PIC 1 *
Type of action: ERASMUS-LS Type of MGA: ERASMUS-AG-LS	PIC: 996279920 CIANT
Topic and type of action can only be changed by creating a new proposal.	KAMYK IMRYCHO PRAHA,CZ VAT: CZ69061998
Download Part B templates	
Download part B templates	PIC: 956444445 Baird Consulting St
Support & Helpdesk	Vieille rue du Mouli Uccle,BE
Online Manual     IT How To	
IT Helpdesk  FAQ  Service Desk:	Your role
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu	Please indicate your r
+32 2 29 92222	Main contact

ur proposal at the latest 48 hours before the worried about confidentiality - we will not oper the proposal as many times as you wish up

, ,		
PIC 🏮 *	996279920	
rganisations you hav	e been previously associated with. (Click	to s
PIC: 996279920	~	-
CIANT		
KAMYK IMRYCHOV PRAHA,CZ VAT: CZ69061998	/A 882 12	

CS

in-Rouge 20

ole in this proposal \*

- Indicate your role in the application process
- Main contact : Proposal coordinator (mandatory)
- Contact person : role delegated by the main contact (optional)



### HOW TO PARTICIPATE Create your proposal - 2

Online Manual	Your role
i IT How To	Please indicate your role in this proposal  Main contact Contact person
TT Helpdesk	
FAQ	Your proposal Please choose an acronym for your proposal.
ervice Desk: EC-FUNDING-TENDER-SERVICE- DESK@ec.europa.eu +32 2 29 92222	It will appear also in the "General Information" section of the Application Form Part A and can also be updated there. Acronym Sport test Short Summary Ucrem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aligua. Ut enim ad minim veniam, guis nostrud exercitation ullamco laboris nisi ut aliguip ex ea commodo conseguat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

SAVE AND GO TO NEXT STEP

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

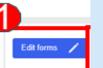


### APPLICATION FORM Overview

Call: ERASMUS-EDU-2025-PI-FORWARD	
Topic: ERASMUS-EDU-2025-PI-FORWARD-SCHOOL-BS	Administrative forms (Part A)
Type of action: ERASMUS-LS	1 3
Type of MGA: ERASMUS-AG-LS	Edit Forms       Image: Comparison of the start of the s
A Topic and type of action can only be changed by creating a new proposal.	
	Part B and Annexes
Proposal data	In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.
Acronym: TEST	
Draft ID: SEP-211134768	Part B of proposal * Upload 🚺
	Detailed budget table *
Download Part B templates	
Download part B templates	ACK TO PARTICIPANTS LIST                 VALIDATE

### APPLICATION FORM Overview

### eForm (Part A)



structured Administrative Forms with data on the type of organisations, participants, legal declarations and contact persons, programme priorities, requested grant, etc..

Part B documents (to attach to the eForm)

- 1. Technical description
- 2. Budget calculator for real costs' estimation
- Tpl\_Application Form (Part B SEP) (ERASMUS BB and LSII)

Download part B templates

Download Part B templates

 $\mathbf{x}$ 

eForm (Part C KPI)

Key Performance Indicators data for your project on thematic aereas, participants, types of activities, EQF levels, etc...



### APPLICATION FORM 1 - eForm Part A – Administrative information

Call: ERASMUS-EDU-2025-PI-FORWARD

(FORWARD-LOOKING PROJECTS)

Topic: ERASMUS-EDU-2025-PI-FORWARD-SCHOOL-BS

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

Proposal number: SEP-211134768 Proposal acronym: TEST 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
4	Other questions	Show



# APPLICATION FORM 2 - Part B – Technical Description

- Template to be downloaded by the applicant from the submission system.
- Completed form to be uploaded in **pdf format**.
- Includes sections corresponding to the 4 award criteria and a section on Work Plan
- <u>CVs not required</u> but description of profiles and expertise of staff have to be included in section 2.1.3
- List of previous projects to be filled at the end of the Part B – Technical Description (it is part of the 70 page limit)
- Maximum **70 pages**, exceeding pages will not be readable

#### TABLE OF CONTENTS

ADMINISTRATIVE FORMS (PART A)	3
TECHNICAL DESCRIPTION (PART B)	
COVER PAGE	
PROJECT SUMMARY	5
1. RELEVANCE	5
1.1 Background and general objectives	
1.2 Needs analysis and specific objectives	
1.3 Complementarity with other actions and innovation — European added value	
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2.1.5 Risk management	7
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2.2.2 Consortium management and decision-making	8
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3.2 Communication, dissemination and visibility	
3.3 Sustainability and continuation	
4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING	
4.1 Work plan	
4.2 Work packages, activities, resources and timing	
Work Package 1	
Work Package	
Staff effort (n/a for Lump Sum Grants)	
Subcontracting (n/a for prefixed Lump Sum Grants)	
Events meetings and mobility	
Timetable	17



### APPLICATION FORM 2 - Part B – Detailed budget table

### Please, refer to the BUDGET TOOLKIT for further details

• Template to be downloaded by the applicant from the submission system.

European Commission

• Fill in the budget calculator

2	-	$\rightarrow$ : $\times \checkmark f_x$	ANNEX 1 to Part B Detailed Estimation of Costs for	Lump Sums						
A	В			С			D	E		F G
		D		MUS-04.4_001.6704/00202330.55) ( 1 to Part B ) of Costs for L	ump Sun	ns				
			Instr	uctions						
	1	the application.	Sum calculation must be uploaded o not upload the fully completed E v you to submit).							
	2	Work Package has been o	um scheme, the lump sum for a W completed. Please take this into c vay that enables the evaluator to a	onsideration while structu	ring your propos	al. Work Packages				
	3	We recommend using Ex	cel 2010 or more recent.							
	4	The only currency used ir	n this worksheet is EURO.							
		co-financing rate (in row	o do is to <b>set the relevant Maxim v 35, both in column E) applicabl</b> n the Portal under Topic Condition ies List	<b>for the call.</b> Is and in the Call documer		et), and the maximum	BE-WP Overview	BE-WP Person Months	Depreciation Costs	Any comments

### **APPLICATION FORM 3 - eForm Part C KPI**

Proposal ID	Call for Proposal	Торіс	Ţ
SEP-211134768	ERASMUS-EDU-2025-PI-FORWARD	ERASMUS-EDU-2025-PI-FORWARD-SCHOOL-BS	Е
KPIs (Key Performance Indicators)			

Please fill in the data for your project. At submission and grant preparation stage, the data will be on your planned indicators; at reporting stage it should be the real indicators achieved (since the project start). The KPI tool should be update mandatory part of the project reporting).

#### Erasmus+ Programme (ERASMUS) - Education (EDU)

Location				
Please add at least one country				
Country	NUTS1		NUTS2	•
Type of project, thematic areas and types of activit	ies			
Types of activities: *		Creativity and culture		Disabilities - special ne

# HOW TO PARTICIPATE Edit part A of your proposal

Save form

Save & evit form

ontents Validate form

Application forms

#### Call: ERASMUS-EDU-2025-PI-FORWARD

(FORWARD-LOOKING PROJECTS)

#### Topic: ERASMUS-EDU-2025-PI-FORWARD-SCHOOL-BS

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

Proposal number: SEP-211134768 Proposal acronym: TEST 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
4	Other questions	Show

- Fill in the eForm (Part A).
- Click on 'Table of Contents' to see the parts that you need to complete.
- Go to 'Exit form' to return to previous step
- Save every time before closing part of your proposal



### HOW TO PARTICIPATE Edit part A of your proposal - 2

Save & exit form

< Participants & contacts

Budget >

Table of contents Validate form Save form

Application forms

Proposal ID SEP-211011824

Acronym fhdfgh

Short name Test Camelia-Valeria

#### Organisation data

PIC	L	egal name				
913842918	1	est Camelia-Valeri	a			
Short name:	Test Came	lia-Valeria				
Address: 1	place Rogi	er			Legal person:	no
Town:	Brussels				Public body:	unknown
Postcode:	1000				Non-profit:	unknown
Country: I	Belgium					
SME data SME self-declar	red status:	no	SME self-assessment:	unknown	SME validation	: unknown
Research organ	isation:	unknown	Secondary or higher education:	unknown		
International or	rganisation	n: unknown				
Accreditations						
Accreditation ty	ype: unk	nown				
Accreditation number:	unk	nown	Expiration date: u	nknown		

I	Type of Organisation		
l	~		
L			

# Type of organisation need to be indicated in Part A as well.



# HOW TO PARTICIPATE Add your partners

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)

i

Edit forms 🖋 Edit Part C (KPI)	View history	Print preview	0
--------------------------------	--------------	---------------	---

#### 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*		0	Upload 🛆	,
Detailed budget table *		0	Upload 🛆	·
	< BACK TO PARTICIPANTS LIST	VALIDA	TE SUE	зміт
				1



 $\times$ 

# HOW TO PARTICIPATE Add your partners - 2

In this step, the coordinator can manage and review the participants.

Number of participants: 1 0

Note: The changes will be applied only after you click the "Save Changes" button.

- All partners must have PIC (not validated PIC is acceptable for submission of proposal)
- Add partners (full partners or associated partners)
- Affiliated partners are added as Partners and their link is defined in Part A

Test Camelia-Valeria		^
1 🖋 Test Camelia-Valeria	Contacts (1)	Add contact +
Add Affiliated Entity + Test Camelia-Valeria	Main contact Caterina DE GIOVANELLI	ø ~
Brussels, BE		
PIC: 913842918		
Change organisation Contact organisation		
		Add Partner + Add Associated partner +
		SAVE SAVE AND GO TO NEXT STEP NEXT



### HOW TO PARTICIPATE How to access your draft proposal

My profile	^											
F&T user profile		Results: 1		ц.				(	Show All			QS
Content centre	^											
Notifications	NEW	PROGRAMME 🖨	CALL ¢	ТҮРЕ	OF ACTION 🗢	Ρ	ROPOSAL ID 🗢	ACRONYM 🗢	STATUS 🖨	REMAINING TIME	CLOSURE DATE (Brussels time) 🖨	
★ Subscriptions		ERASMUS2027	ERASMUS-EDU-2025-PI-FORWARD	ERAS	SMUS-LS	S	EP-211134768	TEST	Draft	112		
Bookmarks										_		
Saved searches							K 4 1	▶ N 10 ¥				
📳 My organisations												
Formal notifications												
😽 Grants centre	^											
Proposals												
Projects												



### HOW TO PARTICIPATE Validate and submit proposal

-	
	Administrative forms (Part A)          Edit forms       Edit Part C (KPI)       View history       Print preview
	Part B and Annexes
Call data	In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.  Upload  Upload
Call: ERASMUS-EDU-2025-PI-FORWARD Topic: ERASMUS-EDU-2025-PI-FORWARD-SCHOOL-BS	Detailed budget table *
Type of action: ERASMUS-LS	BACK TO PARTICIPANTS LIST     VALIDATE     SUBMIT
Type of MGA: ERASMUS-AG-LS	<ul> <li>When you are ready, you can</li> </ul>
Topic and type of action can only be changed by creating a new proposal.	validate and submit.
Support & Helpdesk	While the call remains open
Online Manual     IT How To	you can always update your proposal and submit again.
T Helpdesk ? FAQ	proposal and submit again.
Service Desk:	You can access numerous
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu         +32 2 29 92222	Support resources.

### Tips

• Ensure your partners align with the proposal and meet the Call requirements. All organizations must have a PIC, even if not validated.

• Keep Part B – Technical Description within the 70-page limit, as text exceeding this will not be visible and considered by evaluators.

• Verify your system configuration in advance.

• Validate and submit your form at least 48 hours before the deadline. You can update and resubmit your proposal until the Call closes.

• For technical submission errors, file a complaint via the Portal within 4 calendar days of the Call's closure.



# **Useful links**

- How to submit a proposal: <u>https://webgate.ec.europa.eu/funding-tenders-opportunities/pages/viewpage.action?pageId=1867927</u>
- How to participate: <u>https://ec.europa.eu/info/funding-</u> tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1
- F&TP online manual: <u>https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual</u>
- The Funding & Tenders Portal for beginners (webinar recording) <u>https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm</u>
- Short guide on submission system <u>Proposals IT How To Funding Tenders Opportunities</u>
- Video tutorials <a href="https://www.eacea.ec.europa.eu/grants/how-get-grant\_en">https://www.eacea.ec.europa.eu/grants/how-get-grant\_en</a>
- F&TP support section: <u>https://ec.europa.eu/info/funding-</u> tenders/opportunities/portal/screen/support/support



Thank you and good luck with your application.



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