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

ERASMUS-EDU-2025-PI-FORWARD

Erasmus+

Enriching lives, opening minds.

European Commission

How to prepare and submit an application

European Commission

APPLICATION FORM AND SUBMISSION

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

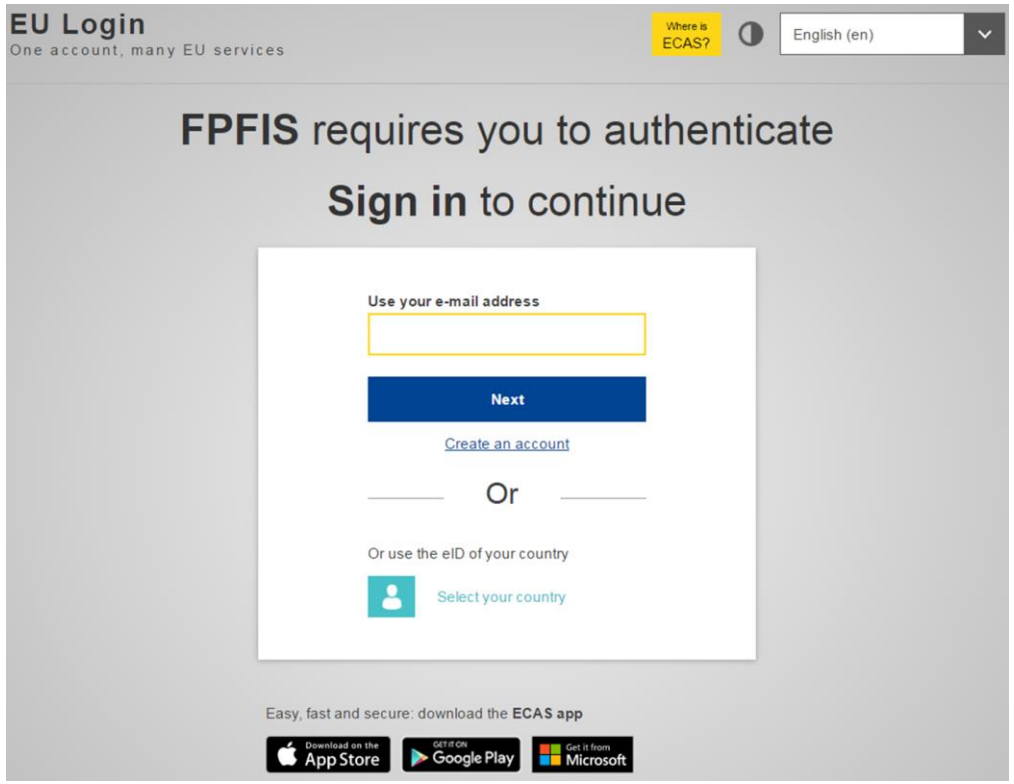
European Commission

HOW TO PARTICIPATE
Before creating your proposal

You will need the following:

1. To have **a valid EU Login account. If you do not have EU Login you can create it here**.

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.



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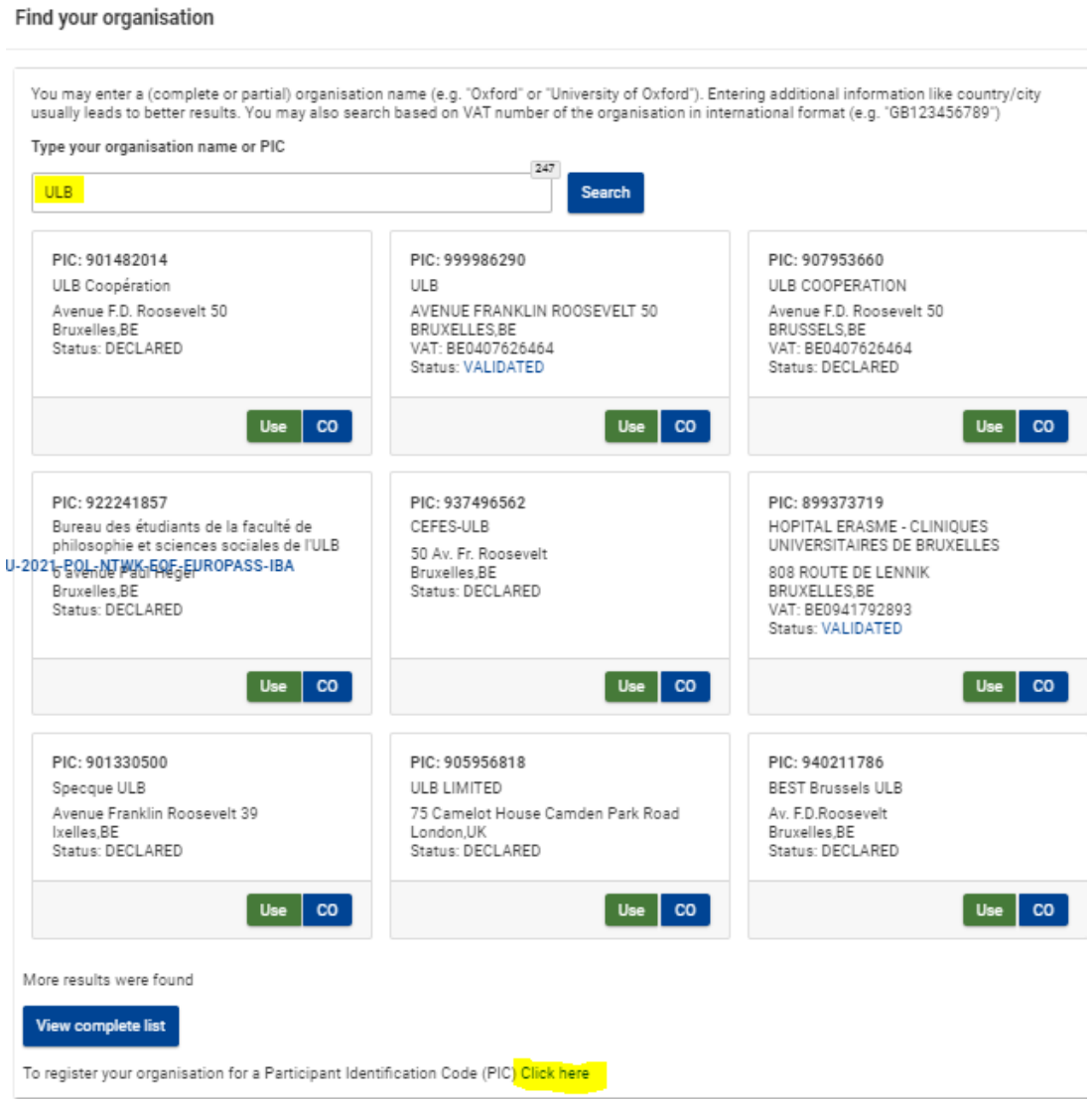
HOW TO PARTICIPATE
Finding PIC



U-2021-POL-NTWK-EOF-EUROPASS-IBA

- 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

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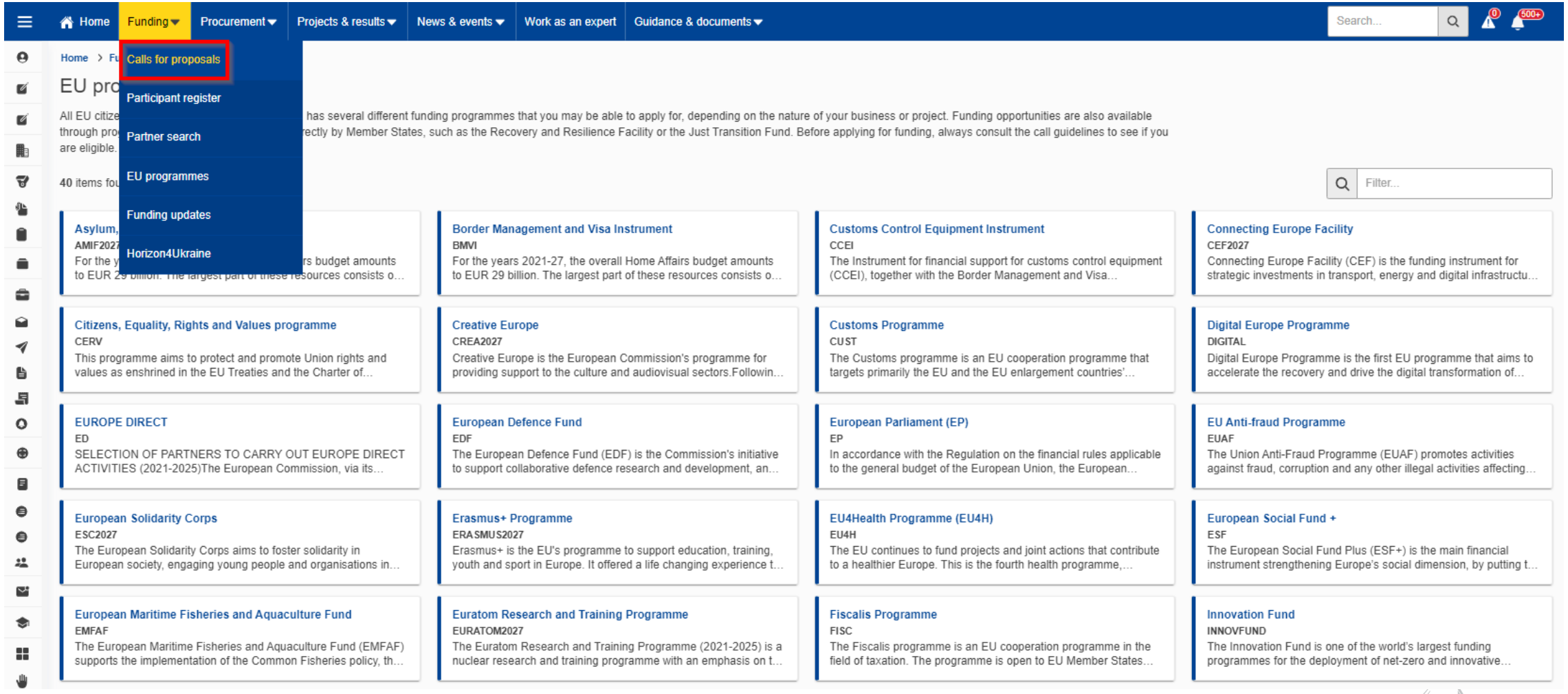
Funding & tender opportunities portal (FTOP)

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



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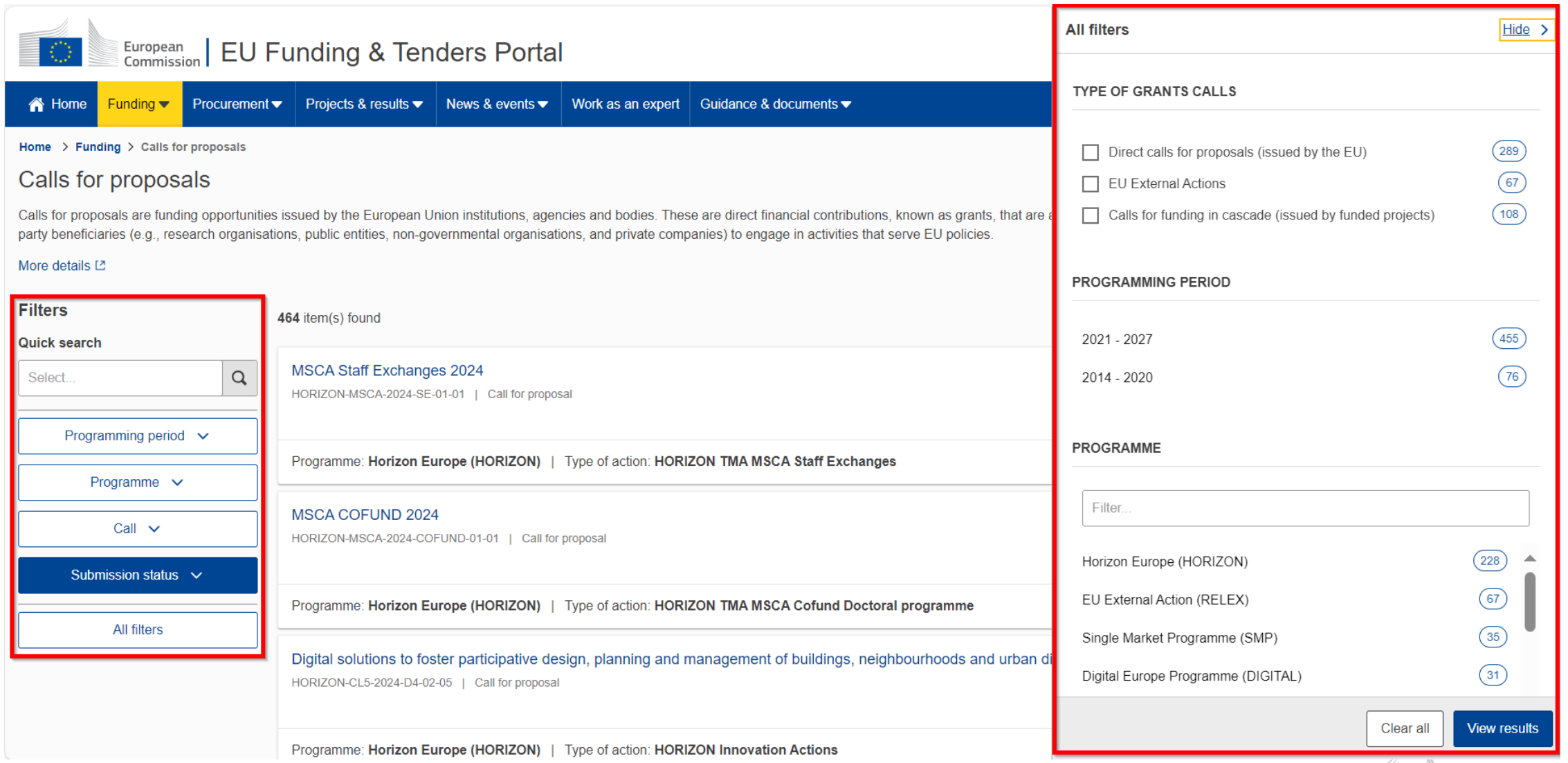
Funding & tender opportunities portal (FTOP)



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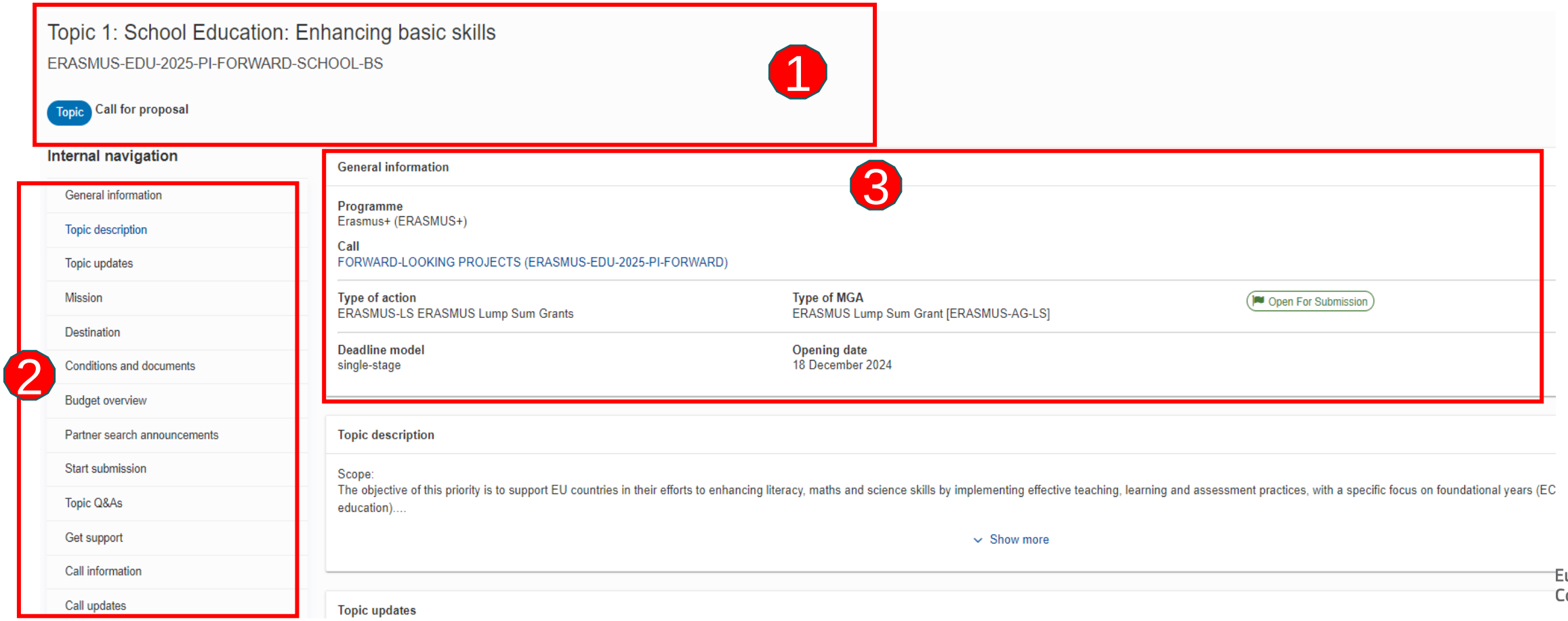
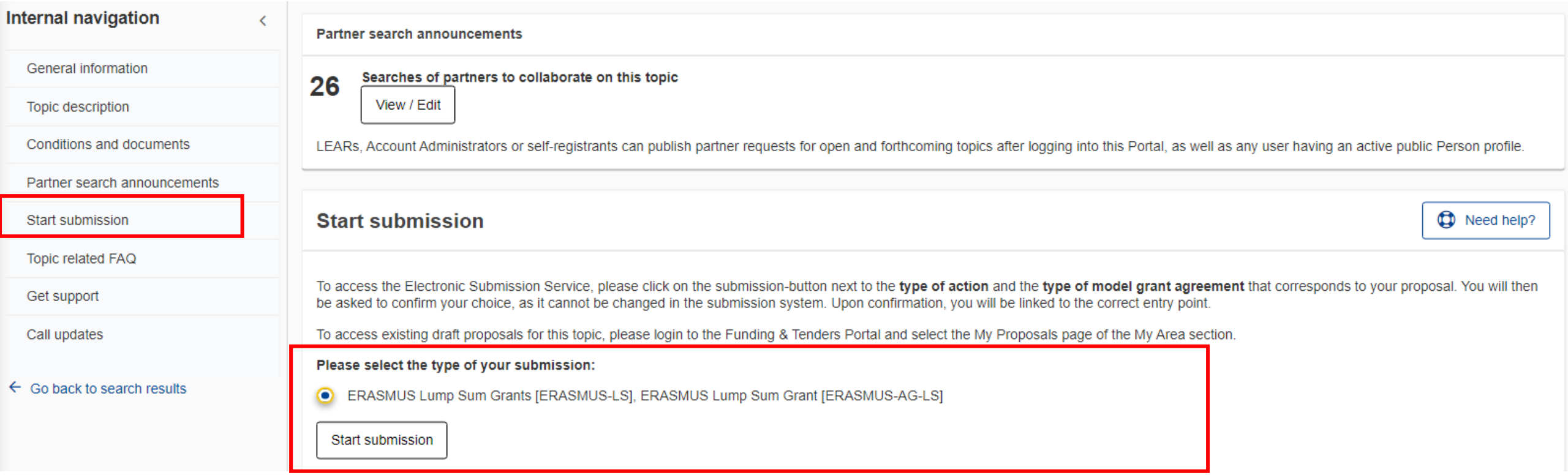
HOW TO PARTICIPATE
How to access your call submission area

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



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



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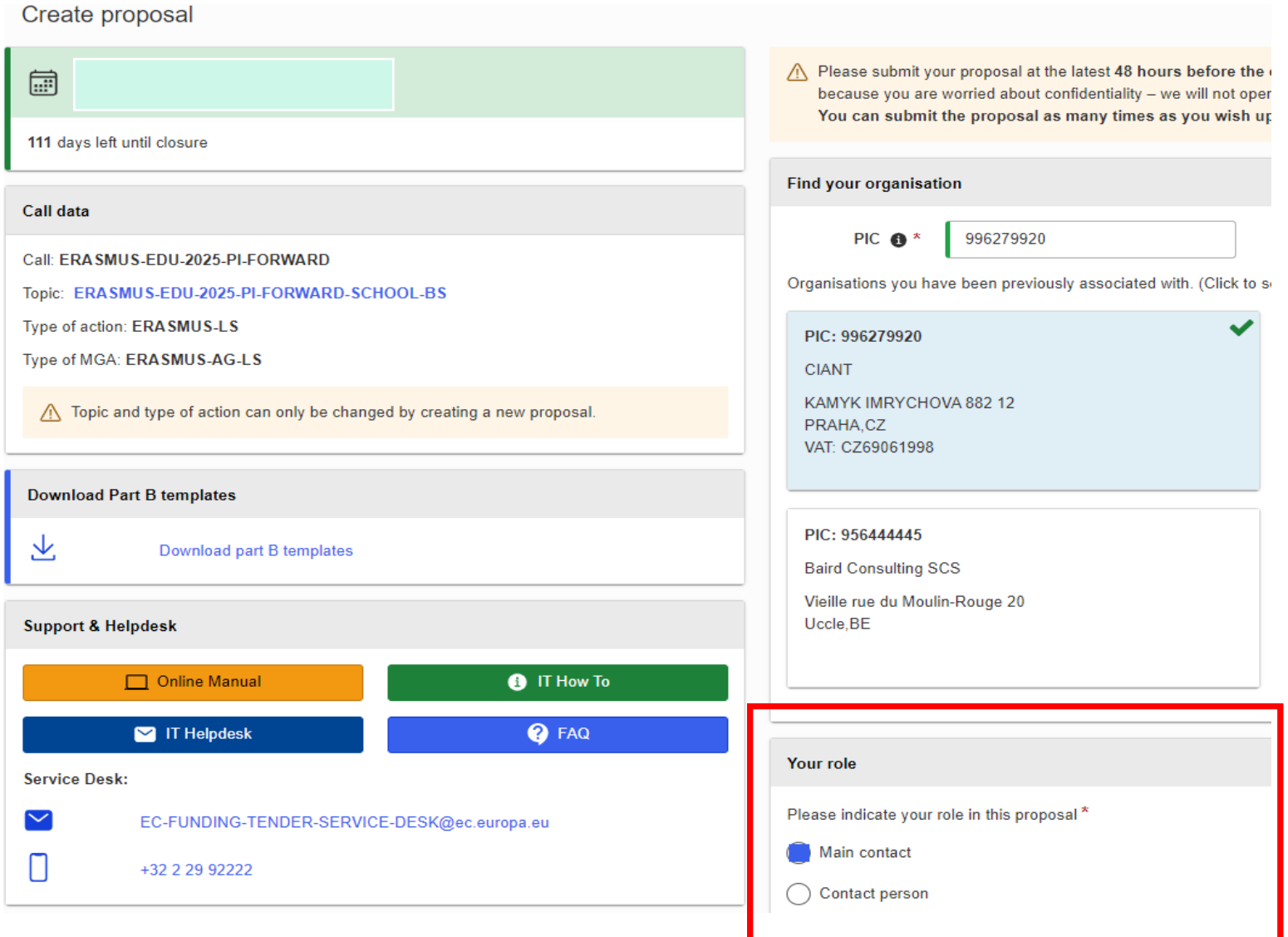
HOW TO PARTICIPATE
Create your proposal



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

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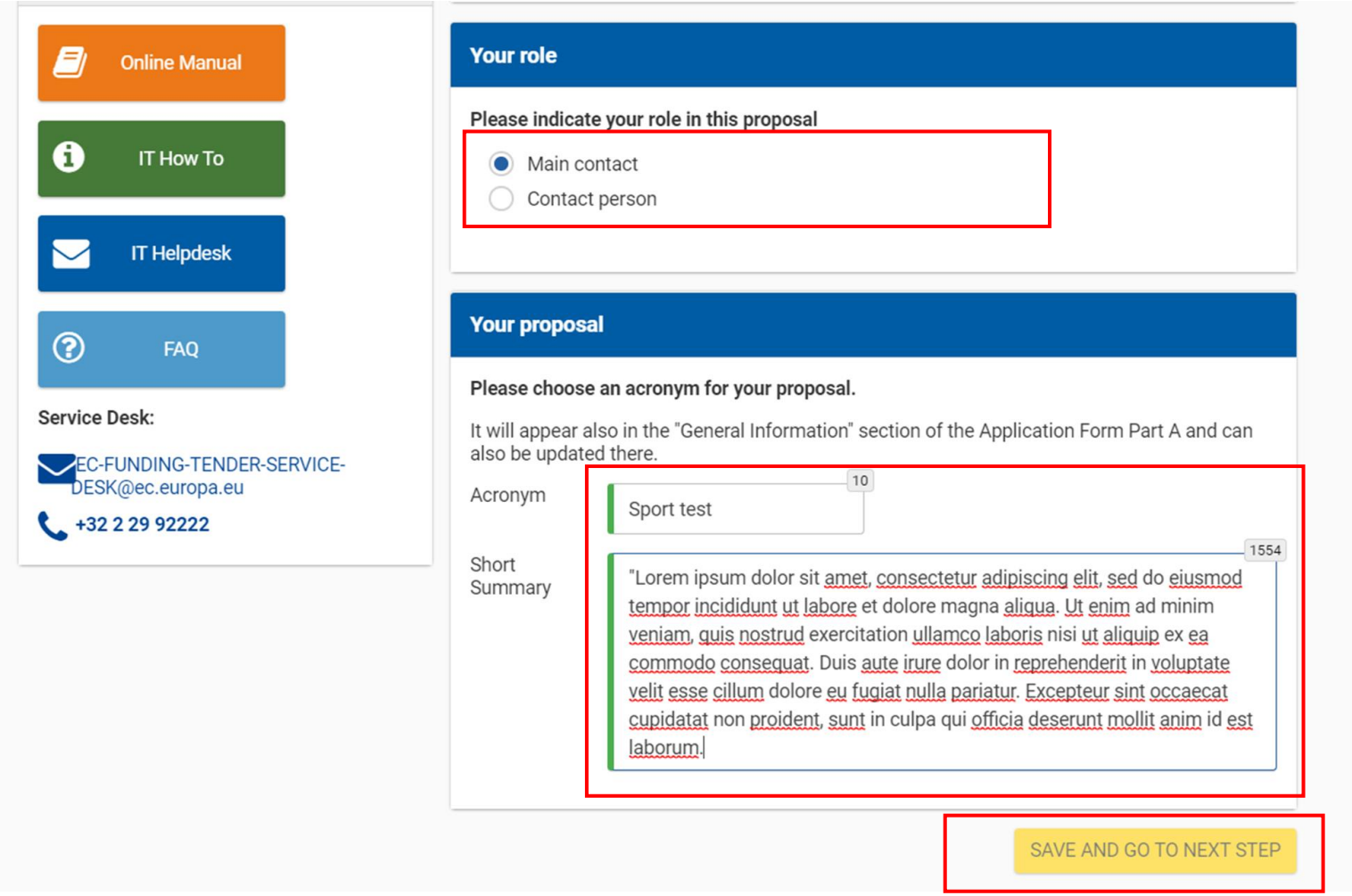
HOW TO PARTICIPATE
Create your proposal - 2



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

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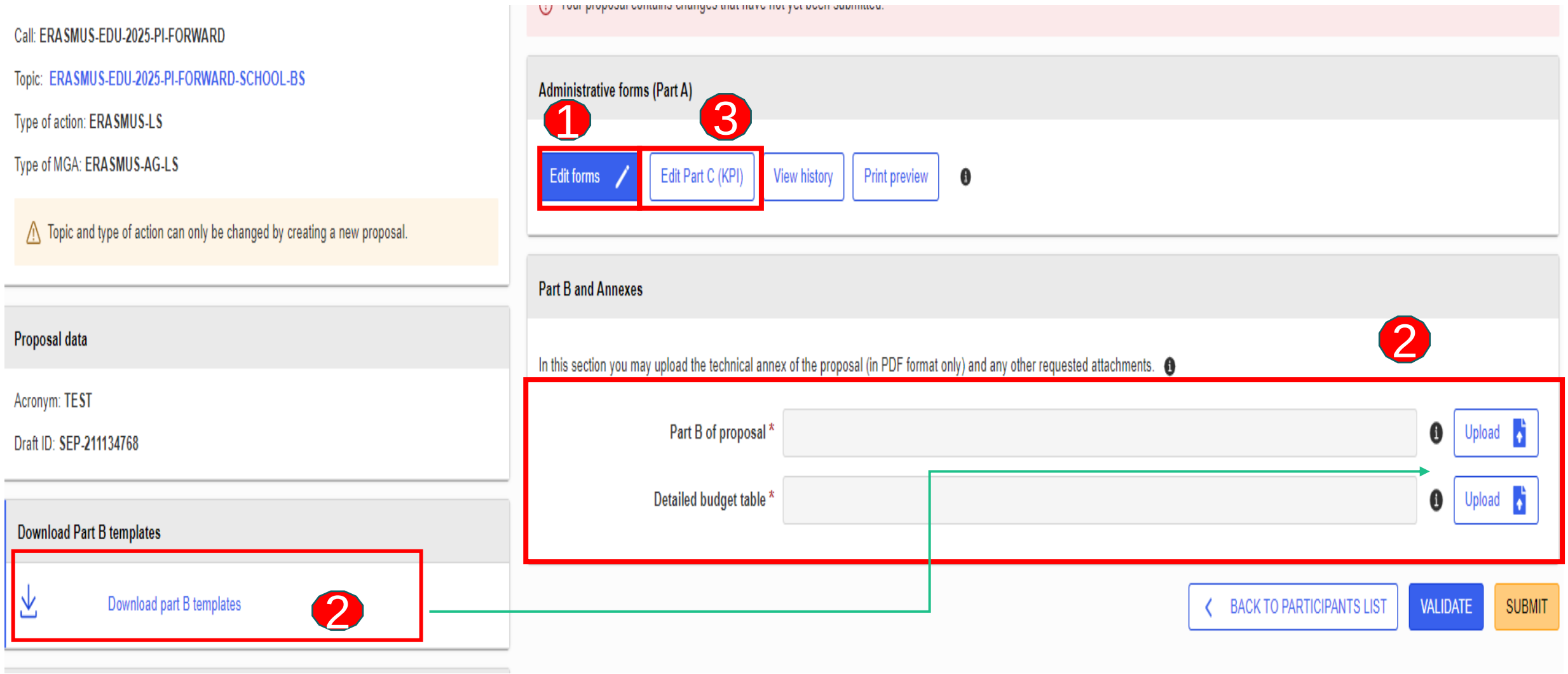
APPLICATION FORM
Overview

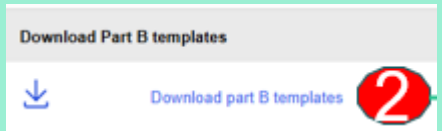


APPLICATION FORM
Overview

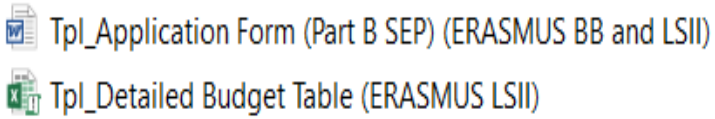
eForm (Part A)

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



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

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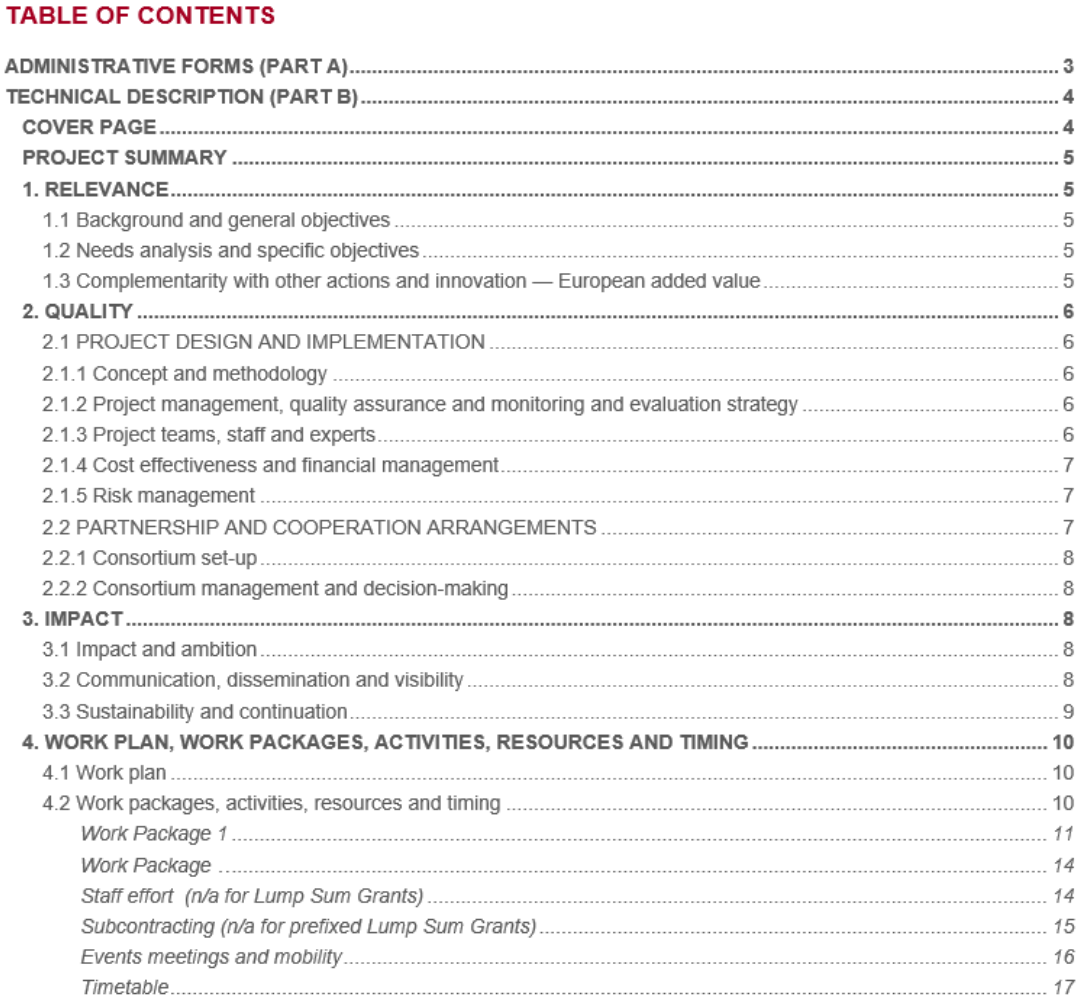
APPLICATION FORM
2 - Part B – Technical Description

- 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**
- **CVs not required** 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



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TECHNICAL DESCRIPTION (PART B) 4
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Subcontracting (n/a for prefixed Lump Sum Grants) *15*
Events meetings and mobility *16*
Timetable *17*

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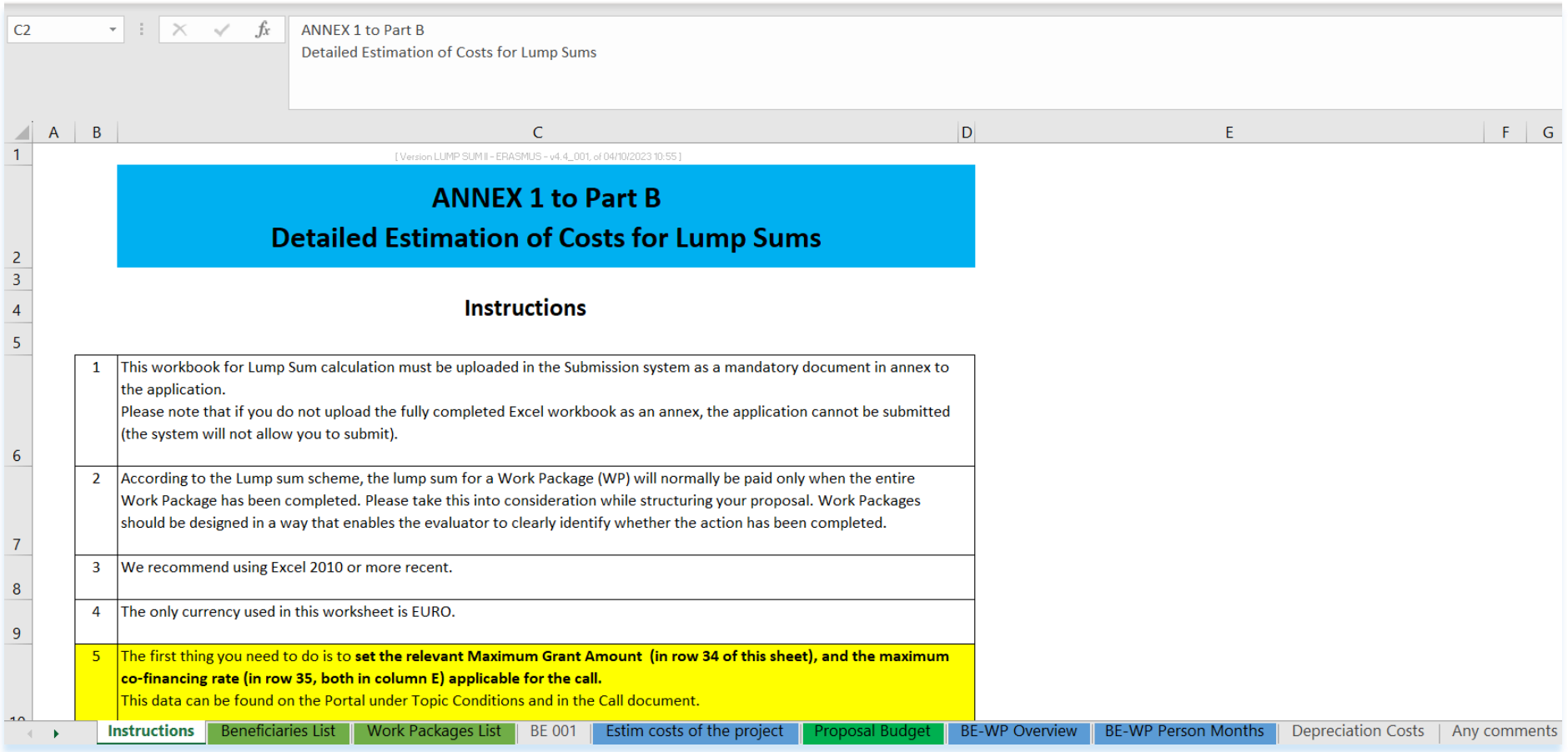
APPLICATION FORM
2 - Part B – Detailed budget table

Please, refer to the BUDGET TOOLKIT for further details

- Template to be downloaded by the applicant from the submission system.
- Fill in the budget calculator



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APPLICATION FORM
3 - eForm Part C KPI

Proposal ID	Call for Proposal	Topic	T
SEP-211134768	ERASMUS-EDU-2025-PI-FORWARD	ERASMUS-EDU-2025-PI-FORWARD-SCHOOL-BS	E

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

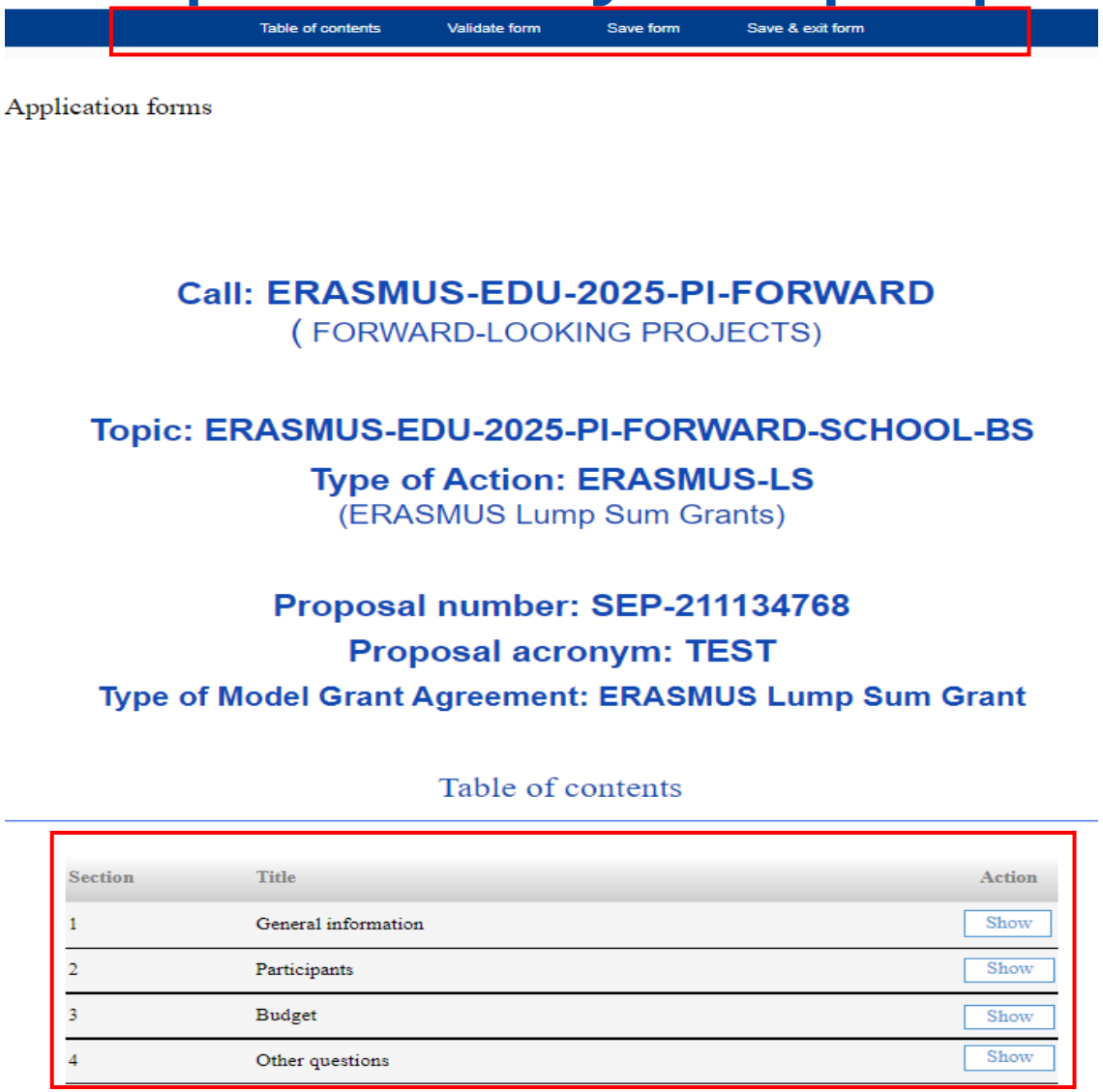
Country	NUTS1	NUTS2	+

Type of project, thematic areas and types of activities

Types of activities: *

- [ ] EU Citizenship, EU awareness and Democracy
- [ ] Creativity and culture
- [ ] Disabilities - special ne

HOW TO PARTICIPATE
Edit part A of your proposal



- 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

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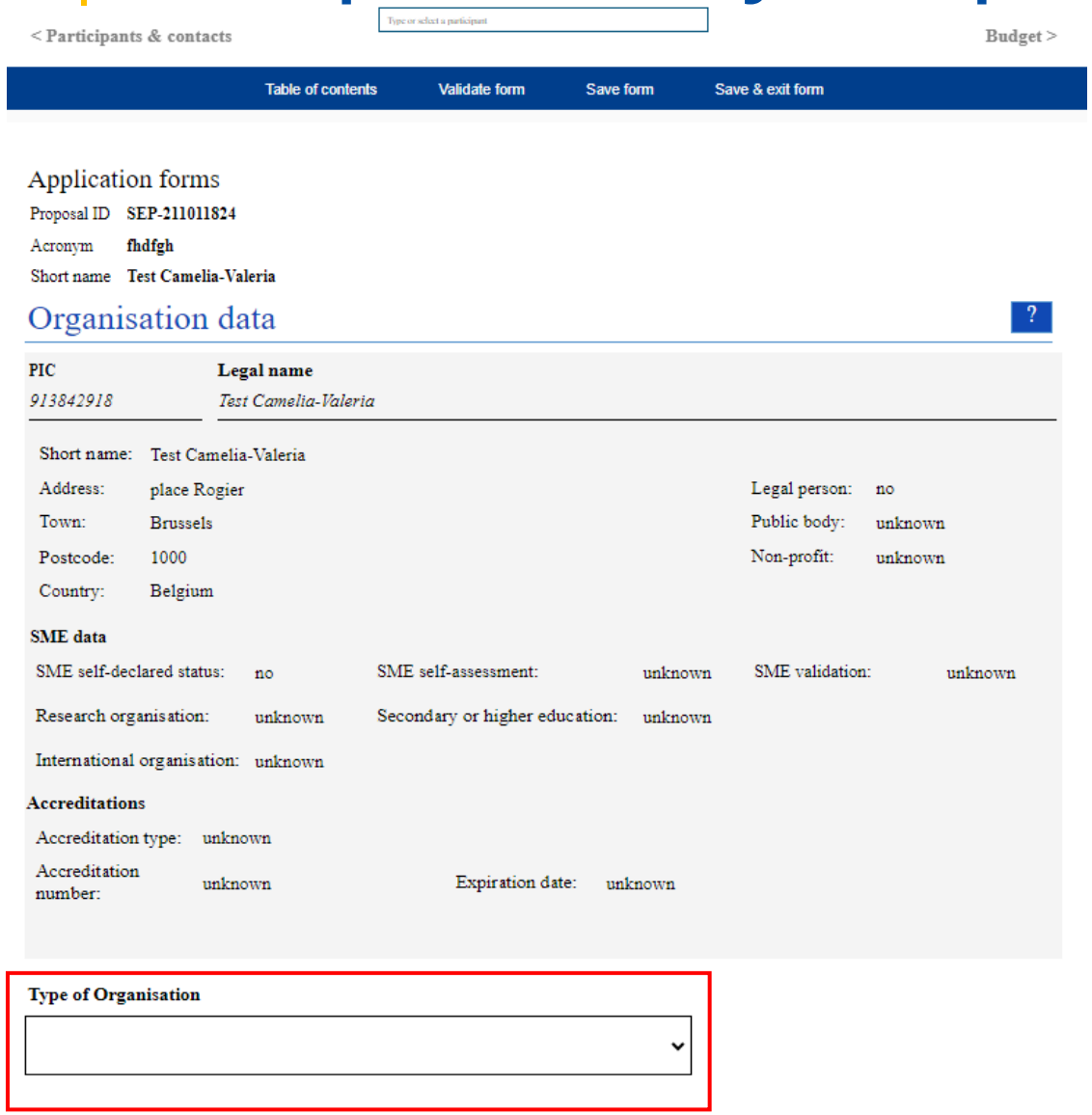
HOW TO PARTICIPATE
Edit part A of your proposal - 2



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

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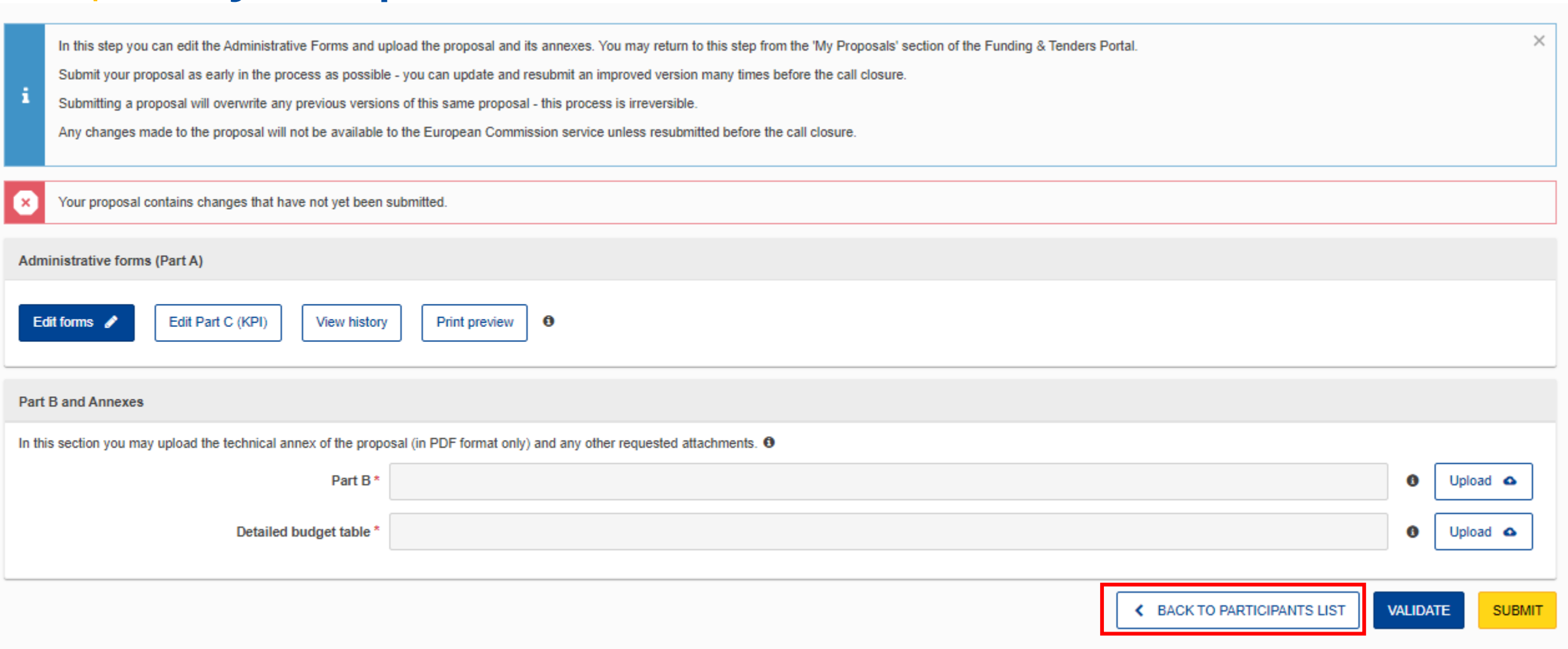
HOW TO PARTICIPATE
Add your partners



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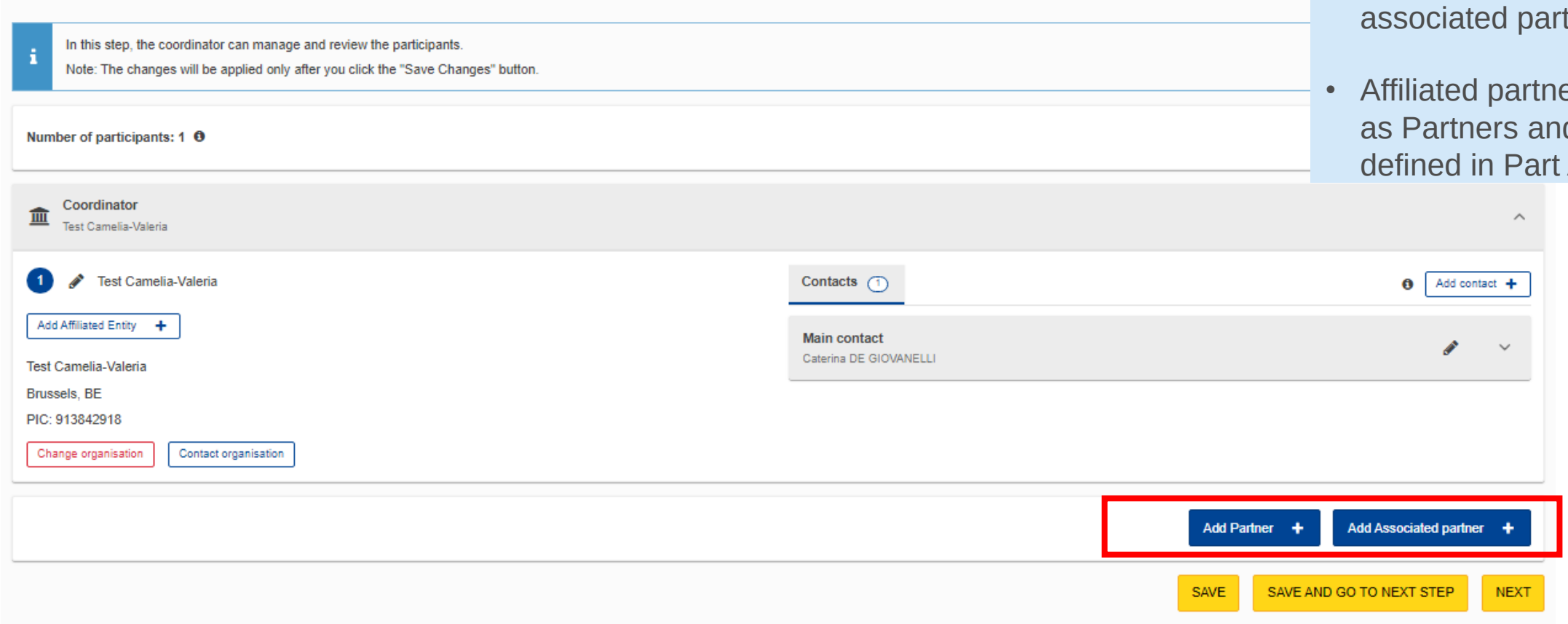
HOW TO PARTICIPATE
Add your partners - 2

- 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



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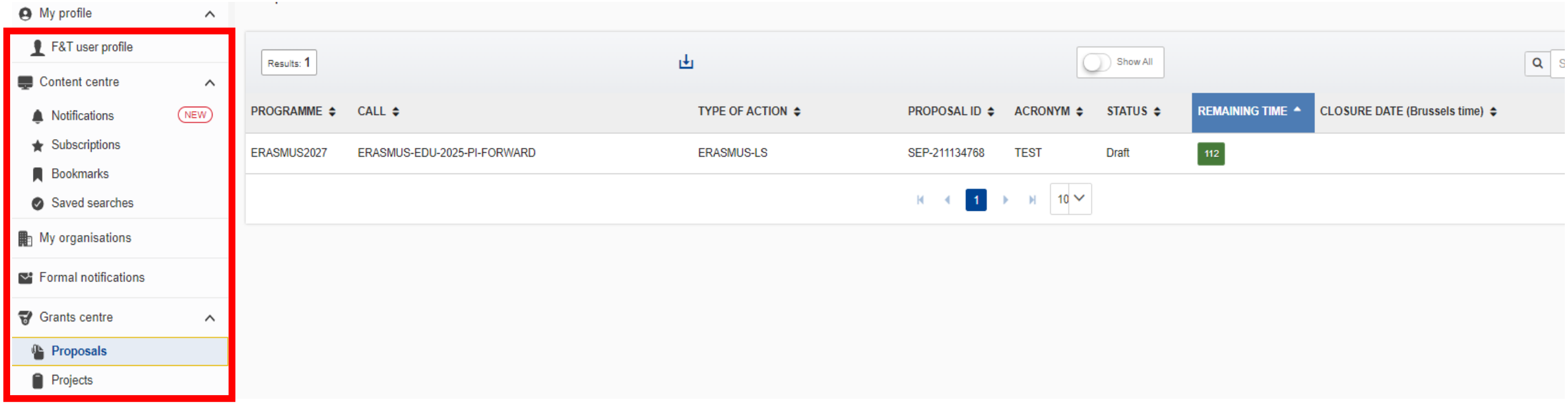
HOW TO PARTICIPATE
How to access your draft proposal



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HOW TO PARTICIPATE
Validate and submit proposal

Call data

Call: ERASMUS-EDU-2025-PI-FORWARD

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

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.

Support & Helpdesk

Online Manual | IT How To | IT Helpdesk | FAQ

Service Desk:

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

+32 2 29 92222

Administrative forms (Part A)

Edit forms | Edit Part C (KPI) | 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 * Upload

Detailed budget table * Upload

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.

European Commission

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

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Thank you and good luck with your application.

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