

European Education and Culture Executive Agency (EACEA)

Ms. Tamara PROCA

Project Adviser

Unit A2: Platforms, Skills and Innovation



Submission procedure

How to submit a proposal?

- **Where?**

Applications must be submitted through the European Commission's **Funding and Tender Opportunities Portal (F&TP)** using the Portal Submission System:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

- **Who?**

Proposals must be created and submitted by a contact person of the coordinating organisation

- **When?**

Deadline: 15 March 2022 – 17:00 Brussels time



Get prepared

- **Read the 22 Erasmus+ Call for proposal documents:**
 - Erasmus+ Programme Guide, application templates and specific instructions published in the Funding and Tender Opportunities Portal
- **Consult the “How to find and apply for funding opportunities” presentation, and watch the video on how to find and apply for calls and proposals at the EACEA website: <https://www.eacea.ec.europa.eu>**
- **Read the information on the “Roles and access rights” and decide the person who will manage the application**

Application package

Submit by 15 March 2022
17:00 Brussels Time

The application form is structured in 3 parts:

- **Part A – Administrative Forms**

Contains general information about the project, data on the application organisation and contact persons.

- **Part B – Technical description and annexes**

Contains the narrative part of the project, the work packages, milestones and 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 Forward-Looking Projects action

- Complete part A and C directly in the Portal
- Prepare Part B in advance and upload it (word document and excel sheet)

How to get to your submission area

Create proposal

TEST MODE

Deadline
15 March 2022 17:00:00 Brussels Local Time

Call data:
Call: ERASMUS-EDU-2022-PI-FORWARD
Topic: ERASMUS-EDU-2022-PI-FORWARD-LOT1
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

- Please double-check that you are applying to the correct action and lot:

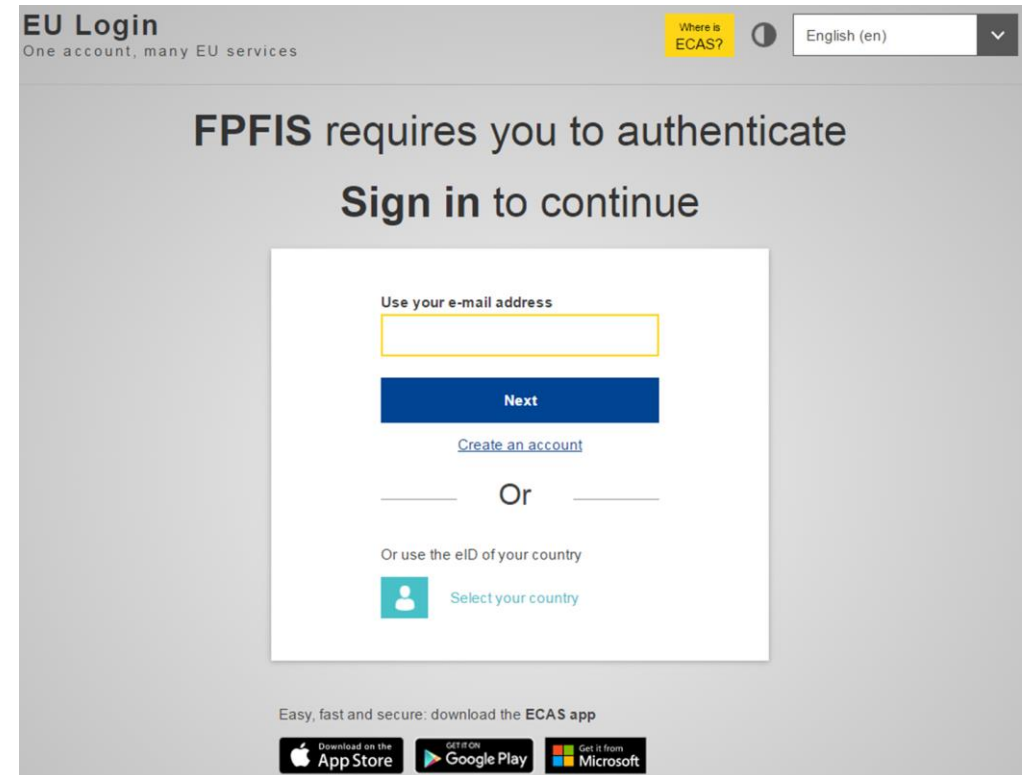
ERASMUS-EDU-2022-PI-FORWARD-LOT1

ERASMUS-EDU-2022-PI-FORWARD-LOT2

ERASMUS-EDU-2022-PI-FORWARD-LOT3

How to participate

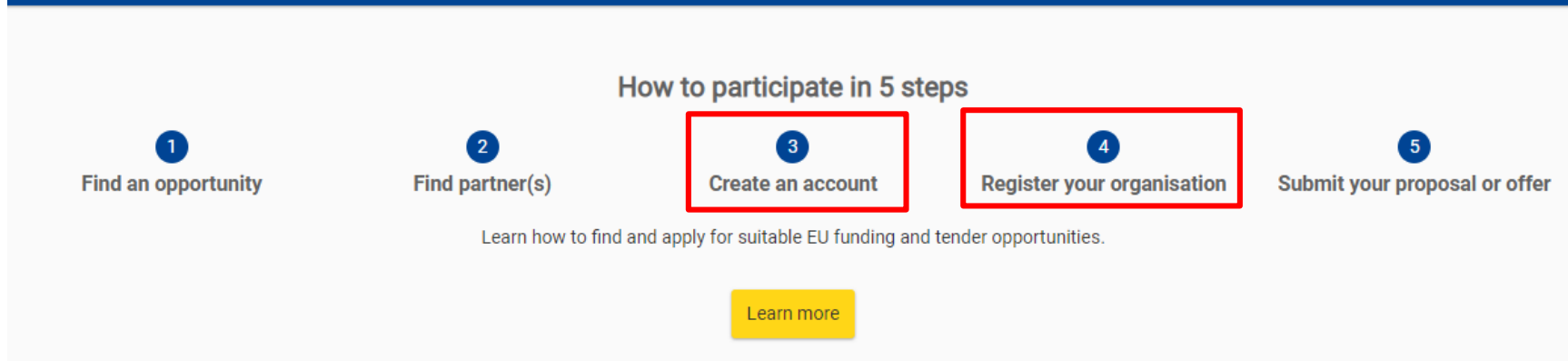
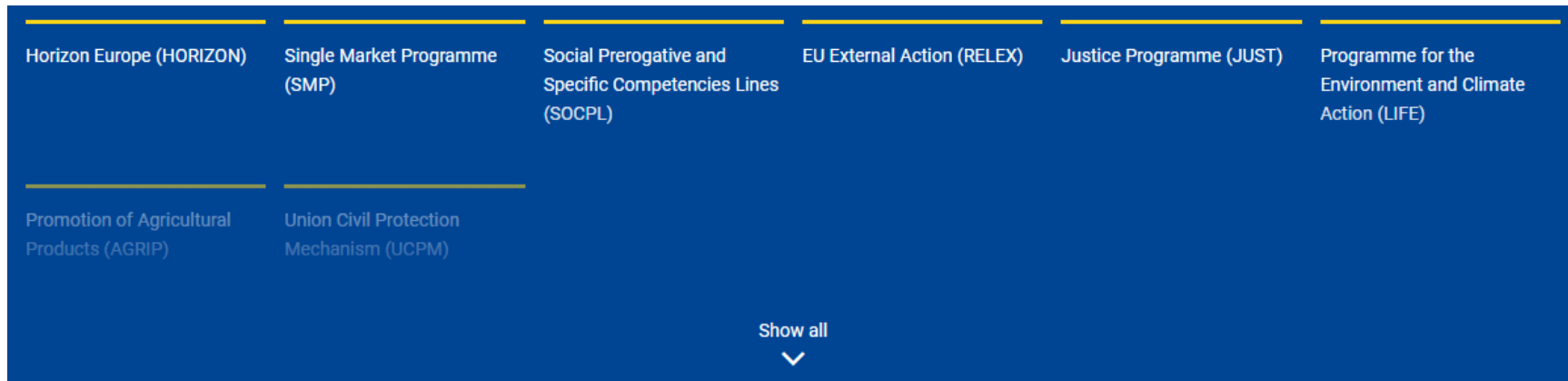
- To apply, you will need the following:
 1. You, as the coordinator, must have a **valid EU Login account**.
 2. Your organisation must have a **9-digit PIC** (Participant Identification Code). You receive this when you register your organization.
- You will be prompted to enter your EU Login details in order to start or update your application.



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 that is the word "Or" flanked by horizontal lines. Further down is the text "Or use the eID of your country" above a blue 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 the white box are three buttons: "Download on the App Store", "GET IT ON Google Play", and "Get it from Microsoft".

How to participate

- To create your EU Login account and register your organisation, click on the steps 3 and 4 on the F&TP homepage.
- [Funding & tenders \(europa.eu\)](https://europa.eu)



How to participate (screenshots for demonstration only)

Create proposal

TEST MODE

Deadline
15 March 2022 17:00:00 Brussels Local Time

Call data:
Call: ERASMUS-EDU-2022-PI-FORWARD
Topic: ERASMUS-EDU-2022-PI-FORWARD-LOT1
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

Warning: Topic and type of action can only be changed by creating a new proposal.

Download Part B templates
Download part B templates

Support & Helpdesk

Online Manual IT How To
IT Helpdesk FAQ

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

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

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.

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

How to participate

Create proposal

TEST MODE

Deadline
15 March 2022 17:00:00 Brussels Local Time

Call data:

Call: ERASMUS-EDU-2022-PI-FORWARD
Topic: ERASMUS-EDU-2022-PI-FORWARD-LOT1
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.

Download Part B templates

Download part B templates

Support & Helpdesk

Online Manual

IT How To

IT Helpdesk

FAQ

Service Desk:

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

+32 2 29 92222



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.

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

- Use the PIC to search for your organisation in the F&TP database.
- You can select your organisation from the search results that appear.

How to participate

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

<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](#)

- Please check first if your organisation has a PIC (normally you should all have a PIC already). [PIC Registration - Welcome \(europa.eu\)](https://europa.eu/pic-registration)
- If not, create one.
- Your PIC does not need to be validated for the submission of the application. The validation is required for the signature of the Grant Agreement

Roles

Create proposal

TEST MODE

Deadline
15 March 2022 17:00:00 Brussels Local Time

Call data:

Call: ERASMUS-EDU-2022-PI-FORWARD
Topic: ERASMUS-EDU-2022-PI-FORWARD-LOT1
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.

Download Part B templates

 Download part B templates

Support & Helpdesk

 Online Manual

 IT How To

 IT Helpdesk

 FAQ

Service Desk:

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

 +32 2 29 92222



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.

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

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

How to participate

Online Manual

IT How To

IT Helpdesk

FAQ

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

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

- Fill in the acronym of your project

and

- the summary of your proposal and move onto the next step.

How to participate

Participants

Deadline
15 March 2022 17:00:00 Brussels Local Time
22 days left until closure

Call data:
Call: ERASMUS-EDU-2022-PI-FORWARD
Topic: ERASMUS-EDU-2022-PI-FORWARD-LOT3
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

Proposal data:
Acronym: Sport test
Draft ID: SEP-210734188

[Download Part B templates](#)

In this step you as coordinator should manage and review the participants of your proposal. ×
Only you as coordinator can edit the elements on this screen.
Note: Your changes will be applied only after you click the "Save Changes" button.

Number of participants: 1 ⓘ

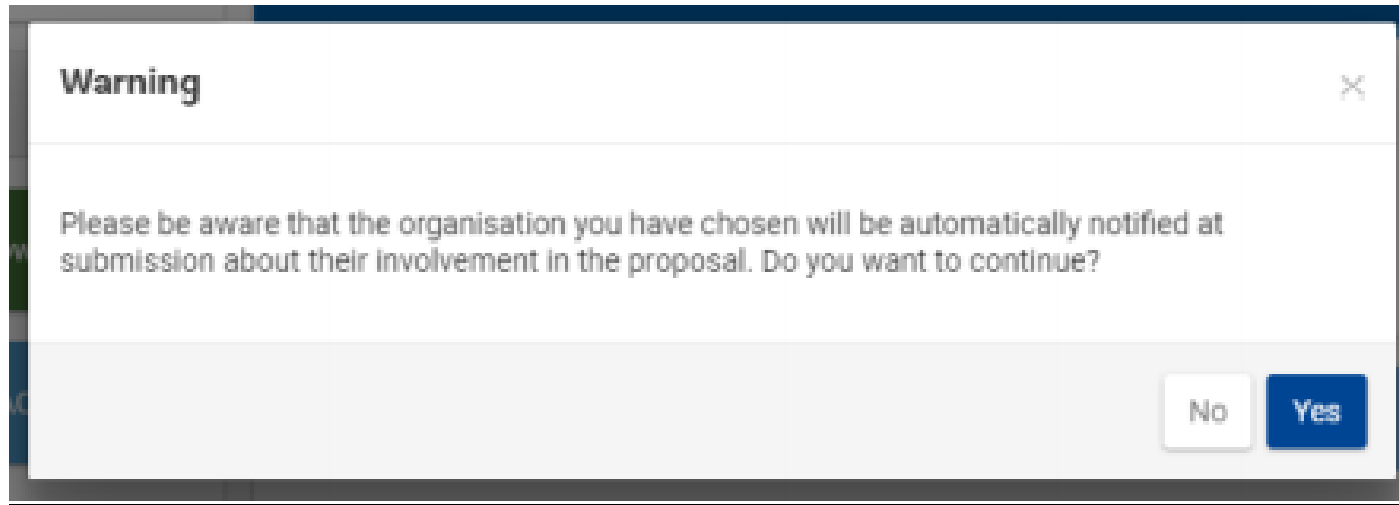
Coordinator

Add partner +

SAVE SAVE AND GO TO NEXT STEP

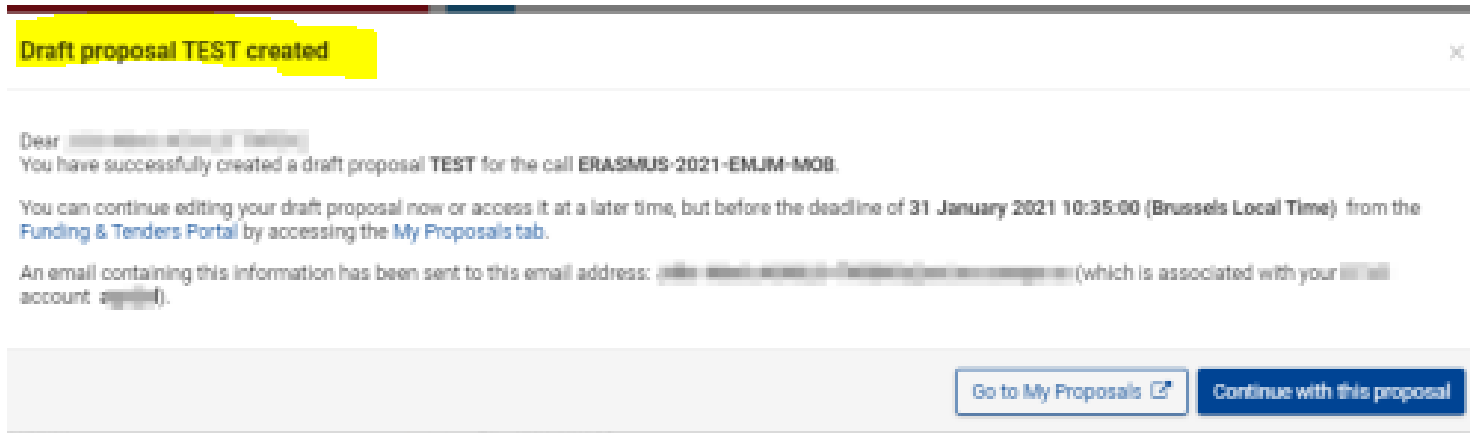
- You will have to add the partners to your project.

How to participate



Your organisation will usually get a notification of its involvement when the proposal is submitted, as suggested by the warning

How to participate



The following message confirms that your draft proposal has been created, and your draft will be given a temporary Proposal ID.

You will also receive a confirmation email.

How to participate

Proposal forms

Deadline
15 March 2022 17:00:00 Brussels Local Time

Call data:

Call: ERASMUS-EDU-2022-PI-FORWARD
Topic: ERASMUS-EDU-2022-PI-FORWARD-LOT3
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

Warning: Topic and type of action can only be changed by creating a new proposal.

Proposal data:

Acronym: kj
Draft ID: SEP-210825717

Download Part B templates

Download part B templates

Administrative forms (Part A)

[Edit forms](#) [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	<input type="text"/>	Upload
Detailed budget table	<input type="text"/>	Upload

[BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

Info: In this step you can edit the Administrative Forms and upload the proposal itself.

Error: Your proposal contains changes that have not yet been submitted.

How to participate

Call: ERASMUS-EDU-2022-PI-FORWARD
(Partnerships for Innovation - Forward Looking Projects)

Topic: ERASMUS-EDU-2022-PI-FORWARD-LOT1

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

[Read more](#)

- Fill in Part A (online administrative forms).
- Click on ‘Table of Contents’ to see the parts that you need to complete.

How to participate

- Edit Part A, save it and validate.


<i>Section</i>	<i>Title</i>	<i>Action</i>
1	General information	Show
2	Participants & contacts	Show
3	Budget	Show


Download part B template

You will have to download 2 documents

- a Word document (Application form **Part B Technical description** of the Action)
- an excel budget table (**Detailed budget table**)

INDIC

 Tpl_Application Form (Part B SEP) (ERASMUS BB and LSII).rtf

 Tpl_Detailed Budget Table (ERASMUS LSII).xlsm

Tick the boxes in Part C

Choose fields of education and topics (min 1, max 5)

Which field(s) of education will benefit from your project activities/ outcomes?

Education level

- School education
- Higher education
- Adult education
- Vocational training
- Youth

Please indicate below the topics that are addressed by this application

- | | |
|--|---|
| <input type="checkbox"/> EU Citizenship, EU awareness and Democracy | <input type="checkbox"/> ICT - new technologies - digital competences |
| <input type="checkbox"/> Creativity and culture | <input type="checkbox"/> Disabilities - special needs |
| <input type="checkbox"/> Access for disadvantaged | <input type="checkbox"/> Early School Leaving / combating failure in education |
| <input checked="" type="checkbox"/> Economic and financial affairs (including funding issues) | <input type="checkbox"/> Social dialogue |
| <input checked="" type="checkbox"/> Labour market issues incl. career guidance / youth unemployment | <input type="checkbox"/> Energy and resources |
| <input checked="" type="checkbox"/> Enterprise, industry, SMEs and entrepreneurship | <input type="checkbox"/> Environment and climate change |
| <input type="checkbox"/> Ethics, religion and philosophy (incl. Inter-religious dialogue) | <input type="checkbox"/> Gender equality / equal opportunities |
| <input type="checkbox"/> Health and wellbeing | <input type="checkbox"/> Home and justice affairs (human rights & rule of law) |
| <input type="checkbox"/> Inclusion - equity | <input type="checkbox"/> Intercultural/intergenerational education and (lifelong) learning |
| <input type="checkbox"/> International cooperation, international relations, development cooperation | <input type="checkbox"/> Key Competences (incl. mathematics and literacy) - basic skills |
| <input type="checkbox"/> Natural sciences | <input type="checkbox"/> New innovative curricula/educational methods/development of training courses |
| <input type="checkbox"/> Overcoming skills mismatches (basic/transversal) | <input type="checkbox"/> Pedagogy and didactics |
| <input type="checkbox"/> Quality and Relevance of Higher Education in Partner Countries | <input type="checkbox"/> Quality assurance |
| <input type="checkbox"/> Quality Improvement Institutions and/or methods (incl. school development) | <input type="checkbox"/> Reaching the policy level/dialogue with decision makers |
| <input type="checkbox"/> Recognition (non-formal and informal learning/credits) | <input type="checkbox"/> Regional dimension and cooperation |
| <input type="checkbox"/> Research and innovation | <input type="checkbox"/> Roma and/or other minorities |
| <input type="checkbox"/> Rural development and urbanisation | <input type="checkbox"/> Teaching and learning of foreign languages |
| <input type="checkbox"/> Recognition, transparency, certification | <input type="checkbox"/> Transport and mobility |
| <input type="checkbox"/> Youth (Participation, Youth Work, Youth Policy) | <input type="checkbox"/> Open and distance learning |
| <input type="checkbox"/> Post-conflict/post-disaster rehabilitation | <input type="checkbox"/> Entrepreneurial learning - entrepreneurship education |
| <input type="checkbox"/> Combat violence and tackle racism, discrimination and intolerance in sport | <input checked="" type="checkbox"/> Healthy lifestyle, active ageing |
| <input type="checkbox"/> Sustainable financing in sports, dual careers involving sports, good governance | <input checked="" type="checkbox"/> Grassroots sports |
| <input type="checkbox"/> Encourage social inclusion and equal opportunities in sport | |

Choose countries (min 3)


Which countries are targeted by your main project activities /outcomes?

Programme Countries

- | | | | |
|--|--|---|-------------------------------------|
| <input type="checkbox"/> Austria | <input type="checkbox"/> Belgium | <input type="checkbox"/> Bulgaria | <input type="checkbox"/> Croatia |
| <input checked="" type="checkbox"/> Cyprus | <input checked="" type="checkbox"/> Czech Republic | <input type="checkbox"/> Denmark | <input type="checkbox"/> Estonia |
| <input type="checkbox"/> Finland | <input type="checkbox"/> France | <input checked="" type="checkbox"/> Germany | <input type="checkbox"/> Greece |
| <input type="checkbox"/> Hungary | <input type="checkbox"/> Iceland | <input checked="" type="checkbox"/> Ireland | <input type="checkbox"/> Italy |
| <input type="checkbox"/> Latvia | <input checked="" type="checkbox"/> Liechtenstein | <input checked="" type="checkbox"/> Lithuania | <input type="checkbox"/> Luxembourg |
| <input checked="" type="checkbox"/> Malta | <input type="checkbox"/> Netherlands | <input checked="" type="checkbox"/> Republic of North Macedonia | <input type="checkbox"/> Norway |

How to participate

Call: **ERASMUS-EDU-2022-PI-FORWARD**
Topic: **ERASMUS-EDU-2022-PI-FORWARD-LOT3**
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: **Sport test**
Draft ID: **SEP-210734188**

Download Part B templates

 Download part B templates

Support & Helpdesk

 Online Manual

 IT How To

 IT Helpdesk

 FAQ

Service Desk:

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

 +32 2 29 92222


[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 Technical Annex

 Upload 

[← BACK TO PARTICIPANTS LIST](#)

[VALIDATE](#)

[SUBMIT](#)

- When you are ready, you can validate and submit.
- If in doubt, you can access support resources at any moment.

How to participate

Deadline
15 March 2022 17:00:00 Brussels Local Time

Call data:

Call: ERASMUS-EDU-2022-PI-FORWARD
Topic: ERASMUS-EDU-2022-PI-FORWARD-LOT3
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

Warning: Topic and type of action can only be changed by creating a new proposal.

Download Part B templates

Download part B templates

Support & Helpdesk

- Online Manual
- IT How To
- IT Helpdesk
- FAQ

All information is available in the online manual
(Support and Helpdesk box)

[sep_usermanual.pdf \(europa.eu\)](http://sep_usermanual.pdf(europa.eu))

Q&A

Thank you for your attention.



© European Union 2021

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.

