How to Fill in an Application in the FTP system
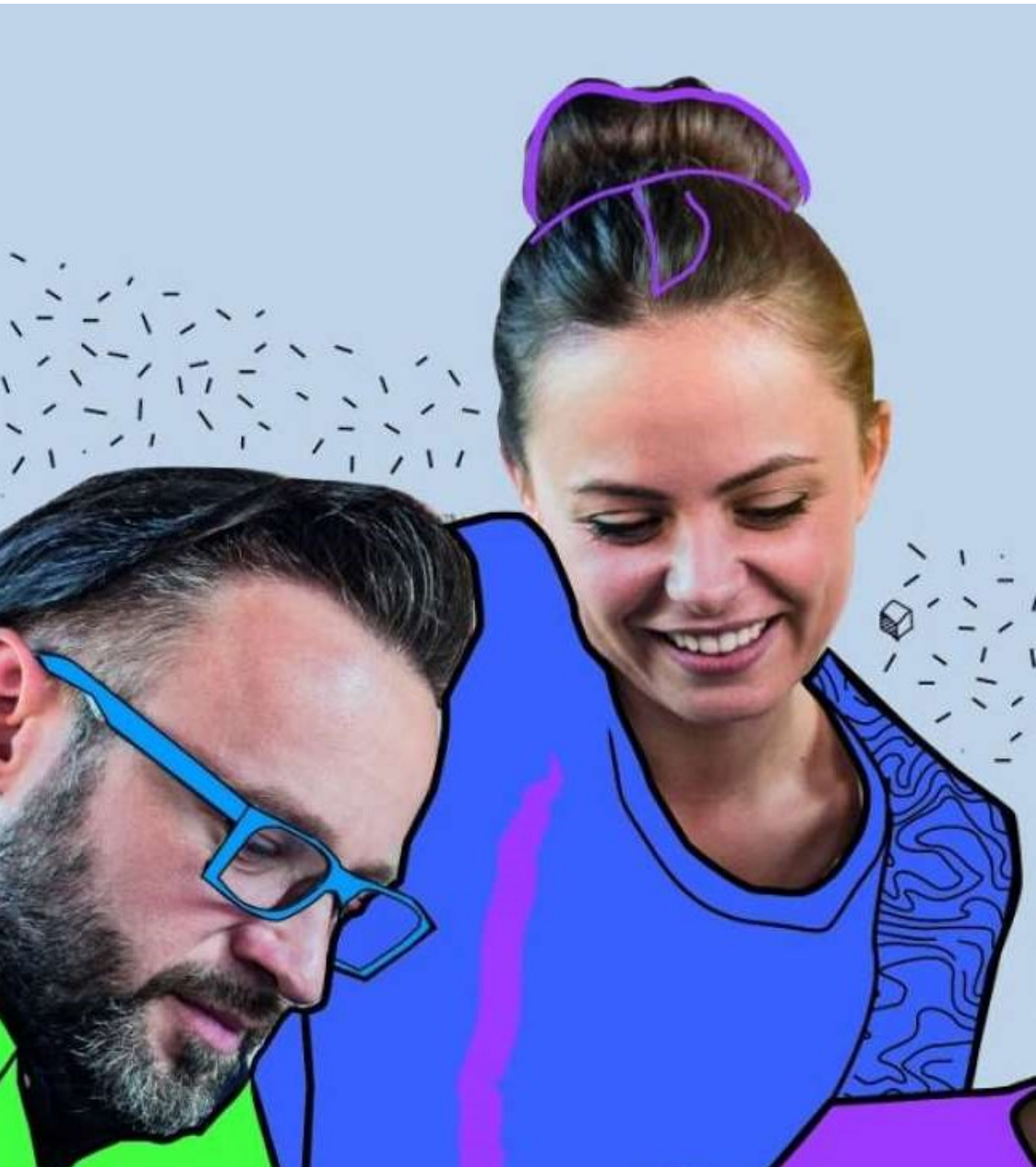
Anders STJERNBERG
European Education and Culture Executive Agency (EACEA)

European Commission

Anders STJERNBERG

Call Coordinator

European Education and
Culture Executive Agency (EACEA)

4 Technical Steps for the
Coordinating organisation submitting the application

1. Applicant coordinator has to have an **EU Login account (**formerly ECAS**)**

2. Ensure that applicant & partner organisations have a **PIC** (Participant Identification Code)

3. Find the funding opportunity call on the Funding & Tender Opportunities Portal (**F&TOP**).

4. Fill in the **e-application form** & submit

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Steps 1-2

1. Applicant coordinator has to have:

EU Login account
(= formerly ECAS account)

2. Organisation of applicant coordinator and partner organisations must have:

9-digit PIC
(Participant Identification Code)

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

🏠 | SEARCH FUNDING & TENDERS ▼ | HOW TO PARTICIPATE ▼ | PROJECTS & RESULTS | WORK AS AN E

https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1

European Commission

EU Log-in Account

③ Create an EU Login account

Need help?

Each user has to have an EU Login account to log in on the Portal. If you already have such an account, you can use it for any interactions supported on this site from proposal submission to reporting.

If you do not have an account yet, you need to create it by clicking on the REGISTER button. Otherwise you get access only to the public services of the site (eg. searching funding opportunities, reading guidance, etc.)

Register an EU login account

European Commission

EU Login

Use or create your unique identifier for individuals with work e-mail address

Create an account

Help for external users

First name

Last name

E-mail

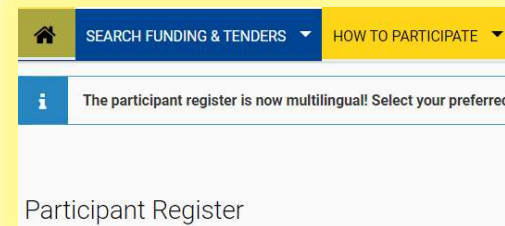**Confirm e-mail**

E-mail language

English (en)

European Commission

9-digit PIC =
Participant **I**dentification **C**ode of organisation

Check & find the **9-digit PIC of the applicant coordinator's** organisation

or

Or register your organisation for the first time to get the **9-digit PIC**

SEARCH FUNDING & TENDERS ▼   HOW TO PARTICIPATE ▼

ℹ The participant register is now multilingual! Select your preferred

Participant Register

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

Search a PIC

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new u

Check what information you need to register in the Online Manual - and keep it to hand during the registra

Register your organisation

European Commission

Use of PIC

The applicant coordinator needs to enter all participating organisations' PICs into the **application form Part A**:

- ❑ of the applicant coordinator.
- ❑ of the full partners, and
- ❑ of the associate partners

The application can be **submitted without a valid PIC.**

! **The validation of the PIC** is <u>**compulsory**</u> <u>**before**</u> the signature of the Grant Agreement

! A set of documents is needed to validate a PIC ➔ **takes time**

Check the Online Manual for more information on the PIC

SUPPORT ▼

Support overview

Guidance & Manuals

FAQ

Helpdesk & Support Services
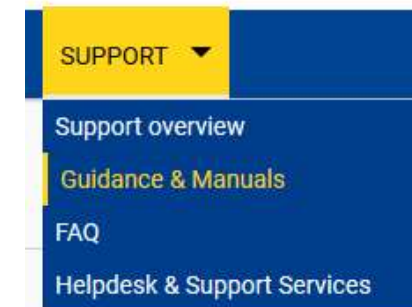
It is recommended to prepare in advance the documentation which will be requested for the validation of your PIC

European Commission

3. Find the **funding opportunity call** on the **F&TOP** (Funding & Tender Opportunities Portal)

EACEA's funding opportunity calls are also published on the European Commission's

Funding & Tender Opportunities Portal (F&TP)

Funding opportunities are made available through '**calls for proposals**'.

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

European Commission

The Portal F&TOP
https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

EACEA's funding programmes

Funding programmes are subdivided by calls for proposals.

EACEA's 4 funding programmes :

- **Erasmus+ Programme (EPLUS)**
- Creative Europe
- European Solidarity Corps
- Citizens, Equality, Rights and Values programme

Where to find **Erasmus+ Virtual Exchanges** call

EU Programmes

Erasmus+
Programme
(ERASMUS+)

Erasmus+ Programme (ERASMUS+)

View (20)

e. See all calls for

Find the call:

Virtual Exchanges in Higher Education and Youth

European Commission

Where to find **Erasmus+ Virtual Exchanges** call

Find the call **Virtual Exchanges in Higher Education and Youth** under Erasmus+ Programme (ERASMUS+).

CLICK the call link!

Find calls for proposals in Erasmus+ Programme

🔍 Search calls for proposals by keywords, programme parts, ...   View (20)

Call

Virtual Exchanges in Higher Education and Youth (ERASMUS-EDU-2022-VIRT-EXCH)

Type of action

ERASMUS-LS ERASMUS Lump Sum Grants

Deadline model	Opening date
single-stage	**23 March 2022**

European Commission

TIPs

Carefully read all the information related to the call. This should give you all the information you need in order to apply

If in doubt, you can access support resources at any moment from the portal

der opportuniti

nge Area (SEDIA)

PROJECTS & RESULTS   WORK AS AN EXPERT   SUPPORT ▼

Support overview

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Example: How to start your application

Example: How to add partners

- Follow the same steps as before.

- Add partners by searching for them using their PIC.

Useful links

F&TP online manual	https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual
Key steps "how to participate"	https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1
F&TOP support section	https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support
EACEA website 'How to get a grant'	https://www.eacea.ec.europa.eu/grants/how-get-grant_en

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