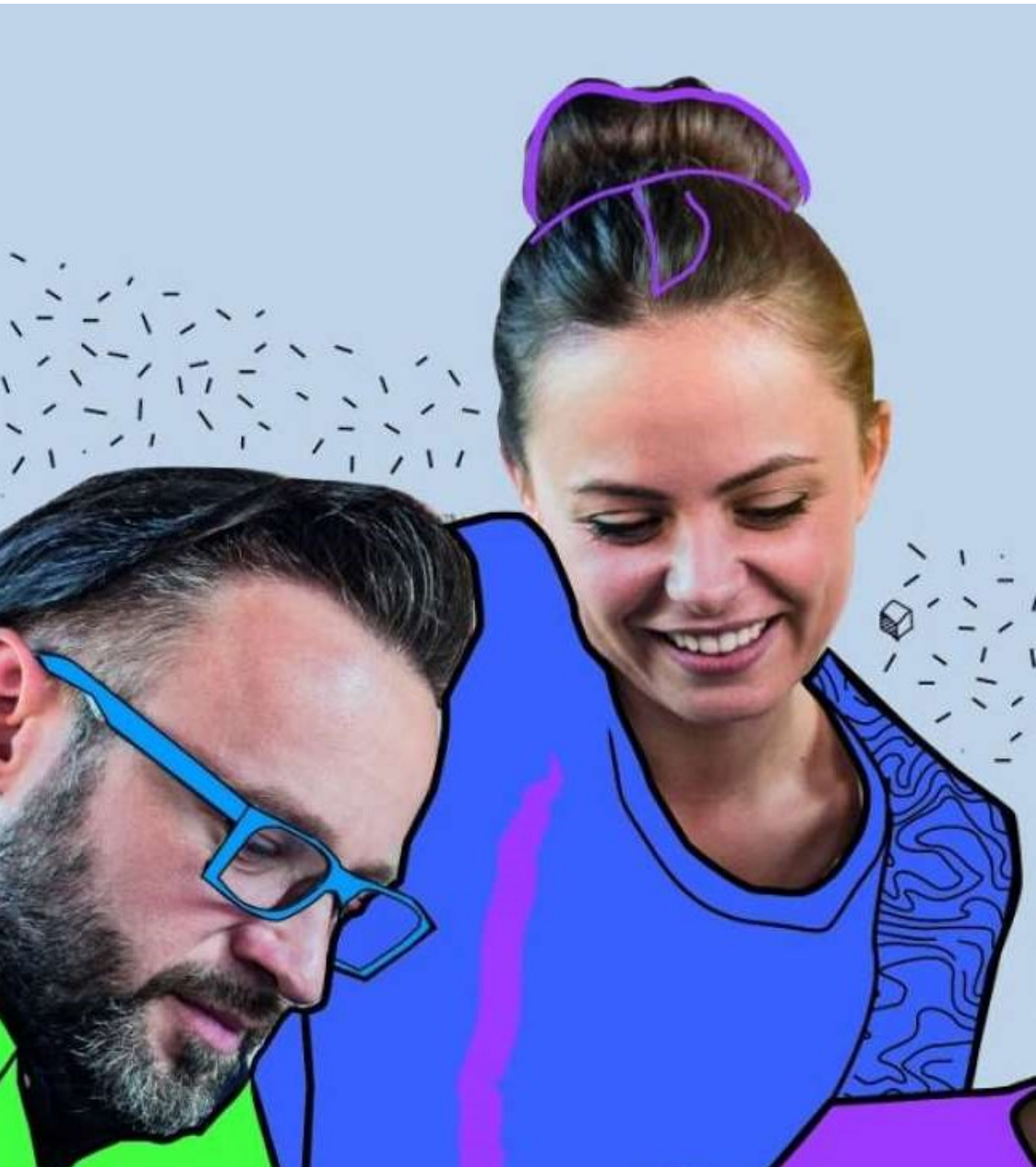




How to Fill in an Application in the FTP system

Anders STJERNBERG

European Education and Culture Executive Agency (EACEA)



**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



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)



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

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

EU Login

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



EU Login
One account, many EU services

Where is ECAS?

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

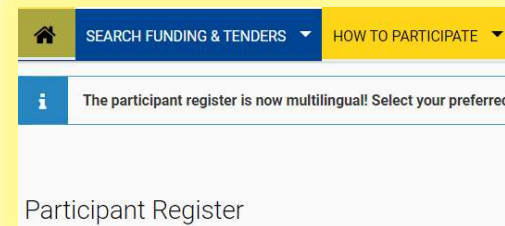
E-mail language
English (en)

9-digit PIC =
Participant Identification Code 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**



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 user, you need to create a new account. Check what information you need to register in the Online Manual - and keep it to hand during the registration process.

Register your organisation

Use of PIC

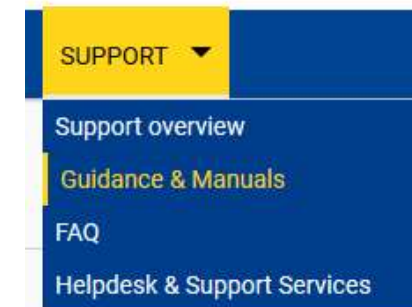
The applicant coordinator needs to enter all participating organisations' PICs into the **application form Part A**:

- 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 compulsory before 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



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

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>

The Portal F&TOP

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

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

SEARCH FUNDING & TENDERS ▾ HOW TO PARTICIPATE ▾ PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT ▾

⚠ All the external Horizon Dashboards will be unavailable on Thursday, 10.06.2021, between 12:30 and 19:30 CET due to a server maintenance. We apologise

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... 🔍 Search

EU Programmes

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Customs Control Equipment Instrument (CCEI)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)	Customs Programme (CUST)
Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Parliament (EP)	European Solidarity Corps (ESC)	Erasmus+ Programme (ERASMUS+)	European Social Fund + (ESF)



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



The screenshot displays the European Commission's 'Funding & tender opportunities' page. The header includes the European Commission logo and the text 'Single Electronic Data Interchange Area (SEDIA)'. A navigation bar contains links for 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', and 'WORK AS AN EXPERT'. Below the navigation bar is a search bar with the placeholder text 'Search calls for proposals and tenders by keywords, programmes...' and a 'Search' button. The main content area is titled 'EU Programmes' and features a grid of program categories. 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)

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

EU Programmes

Erasmus+ Programme (ERASMUS+)

Erasmus+
Programme
(ERASMUS+)

Find the call:

Virtual Exchanges in Higher Education and Youth

View (20)

e. See all calls for



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

single-stage

Opening date

23 March 2022



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

nder opportunit
nge Area (SEDIA)



Example: How to start your application



Call data

Call: ERASMUS-EDU-2022-VIRT-EXCH
Topic: ERASMUS-EDU-2022-VIRT-EXCH-IPA
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.

Find your organisation

PIC Short name

Organisations you have been previously associated with. (Click to select)

PIC: 956444445 Baird Consulting SCS Vieille rue du Moulin-Rouge 20 Uccle, BE	PIC: 913842918 Test Camelia-Valeria place Rogier Brussels, BE
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Your role

Please indicate your role in this proposal *

Main contact
 Contact person

Your proposal

It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym * (20)

Short Summary * (2000)

Download Part B templates

Support & Helpdesk

Service Desk:

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



Example: How to add partners

Participants

Deadline
20 September 2022 17:00:00 Brussels Local Time
98 days left until closure

Call data
Call: ERASMUS-EDU-2022-VIRT-EXCH
Topic: ERASMUS-EDU-2022-VIRT-EXCH-IPA
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: fds
Draft ID: SEP-210871558

Download Part B templates
Download part B templates

Coordinator
Baird Consulting SCS

Number of participants: 1

1 Baird Consulting SCS
Add Affiliated Entity +

Contacts: 0 Add contact +

Main contact
Anders STJERNBERG

Baird Consulting SCS
Uccle, BE
PIC: 956444445
Change organisation Contact organisation

Add Partner + **Add Associated partner +**

SAVE SAVE AND GO TO NEXT STEP NEXT

- 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