



Sport Info Day 2022

How to find the Call and how to apply

Erasmus+

*European Education and Culture
Executive Agency*

Today's session

1. Focus on **where to find** the call and **how to apply** and submit your application
2. Think ahead and anticipate some steps in the event the project is selected

Where can you find a Call and how can you submit an application

- All Agency's call for proposals are published in F&TP: [Access to Portal](#)
- For 'Calls on Invitation', a link to the submission platform is sent with the invitation

Find calls for proposals and tenders

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

EU Programmes

Programming period 2014-2020

3rd Health Programme (3HP)	Asylum, Migration and Integration Fund (AMIF)	Consumer Programme (CP)	Creative Europe (CREA)	Europe Direct (ED)
European Defence Industrial Development Programme (EDIDP)	EU Aid Volunteers Programme (EUAID)	European Solidarity Corps (ESC)	Erasmus+ Programme (EPLUS)	Europe For Citizens (EFC)
European Maritime and Fisheries Fund (EMFF)	European Statistics (ESTAT)	Innovation Fund (INNOVFUND)	EU External Action (RELEX)	Hercule III (HERC)



Where can you find a Call and how can you submit an application

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

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

Erasmus+ Programme (EPLUS)

sport

Match whole words only

GRANTS TENDERS

Submission status

Forthcoming Open for submission Closed(3)

Programming period

2014 - 2020 (3)

Erasmus+ Programme (EPLUS)

Filter by call

Select a Call...

CPV code (Tenders Only)

Select a CPV code...

Funding and tenders (3)

Need help?

Sort by:


Grant	Not-for-profit European Sport events
Closed	
Programme	Erasmus+ Programme (EPLUS - 2014-2020)
ID	EPP-SNCESE-2020
Types of action	EPLUS
Deadline model	single-stage
Opening date	02 January 2020
Deadline date	21 April 2020 17:00:00 Brussels time

Grant	Small Collaborative Partnerships
Closed	
Programme	Erasmus+ Programme (EPLUS - 2014-2020)
ID	EPP-SSCP-2020
Types of action	EPLUS
Deadline model	single-stage
Opening date	02 January 2020
Deadline date	21 April 2020 17:00:00 Brussels time

Grant	Collaborative Partnerships
Closed	
Programme	Erasmus+ Programme (EPLUS - 2014-2020)
ID	EPP-SCP-2020
Types of action	EPLUS
Deadline model	single-stage
Opening date	02 January 2020
Deadline date	21 April 2020 17:00:00 Brussels time

Choose the right action

Once the call found, and read all relevant information you can start the process of submission of the Application

General information	
Topic description	
Conditions and documents	Topic conditions and documents
Submission service	1. Eligible countries: See section 5 of the Call Document and list of countries participi http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-coi
Topic related FAQ	Full information and documents related to the call are available at: Portal Reference D
Get support	2. Eligibility and admissibility conditions:
Call information	Admissibility: see section 4 of the Call Document
Call updates	
Funded project list	Start submission
 Go back to search results	START SUBMISSION
	Topic related FAQ
	There are no FAQ related to this topic.



WHERE

How can you submit your application

Before you can access the system and start your submission there are two prerequisites:

1. You, as the coordinator and organiser of the project, have a **valid EU Login**
2. Your Organization has a **9-digit PIC** (Participant Identification Code)

We make the assumption that you have both these elements,

When selecting the link in the e-mail or select the submission button in the Portal you will be asked to enter your EU Login

Enter your email address in the field provided,
then click the **Next** button.
You will be prompted for your password.



EU Login
One account, many EU services

Where is ECAS? English (en)

FPFIS requires you to authenticate
Sign in to continue

Use your e-mail address

Next

Create an account

Or

Or use the eID of your country

Select your country

Easy, fast and secure: download the ECAS app

Download on the App Store | GET IT ON Google Play | Get it from Microsoft

How can you submit your application

No EU Login => create an account
No PIC => register your organisation

The screenshot displays the 'EU Programmes' section of a portal. It features a grid of funding programs under the heading 'Programming period 2014-2020'. Below the grid is a 'Show all (30)' link. At the bottom, a 'How to participate in 5 steps' section is shown, with steps 3 and 4 highlighted in red boxes. Step 3 is 'Create an account' and step 4 is 'Register your organisation'. A red line connects the text on the right to these two steps.

EU Programmes				
Programming period 2014-2020				
European Maritime and Fisheries Fund (EMFF)	European Statistics (ESTAT)	Innovation Fund (INNOVFUND)	EU External Action (RELEX)	Hercule III (HERC)
Horizon 2020 Framework Programme (H2020)	Support for information measures relating to the common agricultural policy (IMCAP)	Internal Security Fund Borders and Visa (ISFB)	Internal Security Fund Police (ISFP)	Justice Programme (JUST)

How to participate in 5 steps

- 1 Find an opportunity
- 2 Find partner(s)
- 3 Create an account
- 4 Register your organisation
- 5 Submit your proposal or offer

Learn how to find and apply for suitable EU funding and tender opportunities.

Learn more

Within the very first page of the portal, at the bottom you can find all necessary resources to both create an account or register your Organisation to get a PIC

Create proposal

Deadline
📅 07 April 2021 17:00:00 Brussels Local Time
22 days left until closure

⚠️ 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. ✕

Call data:
Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Type of action: ERASMUS-OG
Type of MGA: ERASMUS-OG

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

Find your organisation

PIC Short name

Search for your organisation

- Organisations you have been previously associated with. (Click to select)
- PIC: 904198208**
Charama²
7 Rue Paul Spaak bte12
BRUXELLES,BE
VAT: be0819214884
 - PIC: 996296022**
UMF IASI
STRADA UNIVERSITATII
16
IASI,RO
 - PIC: 956444445**
Baird Consulting SCS
Vieille rue du Moulin-
Rouge 20
Uccle,BE
 - PIC: 913842918**
Test Camelia-Valeria
place Rogier
Brussels,BE
 - PIC: 998728006**
bla
via via 1
rome,IT
VAT: 123456789
 - PIC: 952853893**
JANITOM Tomasz
Janisz
ul. Ogarna 111/112/6
Gdansk,PL

Download Part B templates
📄 Download part B templates

Support & Helpdesk
📖 Online Manual

Your role

You need to enter your PIC

Create proposal

Deadline
📅 07 April 2021 17:00:00 Brussels Local Time
22 days left until closure

⚠️ 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. ✕

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Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Type of action: ERASMUS-OG
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⚠️ Topic and type of action can only be changed by creating a new proposal.

Find your organisation

PIC Short name

Search for your organisation

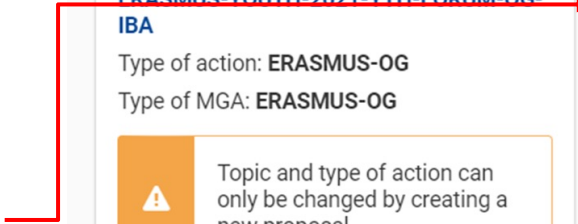
- Organisations you have been previously associated with. (Click to select)
- | | | |
|--|--|---|
| PIC: 904198208
Charama²
7 Rue Paul Spaak bte12
BRUXELLES,BE
VAT: be0819214884 | PIC: 996296022
UMF IASI
STRADA UNIVERSITATII
16
IASI,RO | PIC: 956444445
Baird Consulting SCS
Vieille rue du Moulin-
Rouge 20
Uccle,BE |
| PIC: 913842918
Test Camelia-Valeria
place Rogier
Brussels,BE | PIC: 998728006
bla
via via 1
rome,IT
VAT: 123456789 | PIC: 952853893
JANITOM Tomasz
Janisz
ul. Ogarna 111/112/6
Gdansk,PL |

Download Part B templates
📄 Download part B templates

Support & Helpdesk
📖 Online Manual

Your role

You can search your PIC



How can you submit your application

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

Paris

245

Search

PIC: 999865525

UNIVERSITE
PARIS DIDEROT-
PARIS7

RUE THOMAS
MANN 5
PARIS,FR
VAT: FR6619751
7238
Status: SUSPEND
ED

Use

CO

PIC: 951234575

Institut Panos
Paris

rue du Mail 10
Paris,FR
VAT: "not
applicable"
Status: DECLARE
D

Use

CO

PIC: 901155512

Paris.U


35 rue du Sentier
Paris,FR
VAT: FR 16
537771461
Status: DECLARE
D


Use


CO


You can Search
your PIC if you
do not know it

How can you submit your application


 Online Manual


 IT How To

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 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 summary and move to the next step



How can you submit your application

Participants

Deadline
07 April 2021 17:00:00 Brussels Local Time
22 days left until closure

Call data:
Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Type of action: ERASMUS-OG
Type of MGA: ERASMUS-OG

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

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

Deadline
07 April 2021 17:00:00 Brussels Local Time
22 days left until closure

Call data:
Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Type of action: ERASMUS-OG
Type of MGA: ERASMUS-OG

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

Participants
Number of participants: 1

Coordinator

1 Charama²
Charama²
BRUXELLES, BE
PIC: 904198208

Contacts: 0

Marco BOURSIER - Main contact

Change organisation | Contact organisation

Add partner +

SAVE | SAVE AND GO TO NEXT STEP

Add your Partners in the project, if needed, otherwise move to the next step

NB: For the Action EU Sport Events NO Partners nor Associated Partners

Additional partners can be added via the appropriate Icon
If selected, you will have to search its PIC and follow the same steps

How can you submit your application

Proposal forms

Deadline
07 April 2021 17:00:00 Brussels Local Time

22 days left until closure

Call data:

Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Type of action: ERASMUS-OG
Type of MGA: ERASMUS-OG

⚠ 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

Administrative forms

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

Your proposal contains changes that have not yet been submitted.

Administrative forms

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

- Edit and complete proposal
You need to fill:
- the eForm
 - the Part C
 - the attachments (Part B and Budget Calculator)

How can you submit your application

eForms - Google Chrome

Secure | <https://ec.europa.eu/research/participants/submission/eforms/secure/renderform?draftid=SEP-210458761&editmode=offline&fRepository=FORMSET>

Step 5

Table of contents

1 - General Information

Directorate-General Justice and Consumers
Proposal Submission Forms

Table Of Contents Save Save&Close

Please check our [wiki](#) for help on navigating the form.

Rights, Equality and Citizenship Programme
Call: REC-AG-2017
(Call for proposals for action grants under 2017 Rights, Equality and
Citizenship Work Programme)

Topic: REC-RDAP-GBV-AG-2017

Type of action: REC-AG

Edit and complete the eForm

How can you submit your application

Edit the eForm, save and validate

Step 5 Table of contents 1 - General Information

Table of contents

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

How can you submit your application

Please pay attention to the Budget Tab

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Test Camelia-valeria	BE	150000.00
2	Charama²	BE	250000.00
	Total		400000.00

Ensure that the amounts of the Excel Calculator of your Lump Sum are identical (and distributed among the same Beneficiaries)

EACH ACTION HAS A PRE-FIXED LUMP SUM. **NO OTHER AMOUNT CAN BE AWARDED.**
TO AVOID REJECTION, MAKE SURE THAT THE TOTAL OF THE BUDGET TABLE BELOW (cell I13) CORRESPONDS TO THE PRE-FIXED LUMP SUM FOR THE CHOSEN ACTION.
ONCE YOUR BUDGET TABLE IS FILLED IN, CHECK THAT THERE ARE NO OUTSTANDING ERROR MESSAGES (RED) AND ENSURE THAT IT IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.

CHOSEN ACTION	PRE-FIXED LUMP SUM AS PER CALL (in €)		
Cooperation partnerships (SCP)	120.000	250.000	400.000
Small-scale partnerships (SSCP)	30.000	60.000	
Not-for-profit European sport events (SNCESE)	200.000	300.000	450.000

The total budget corresponds to a pre-fixed lump sum. Make sure that this table is consistent with "Section 3 - Budget" of the eForm (PartA)

DETAILED BUDGET TABLE ERASMUS SPORT								
Estimated budget – Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.								
Participants <small>(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)</small>	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	TOTAL (in €)
		Design and set up	Implement	Disseminate	[title]	[title]	[title]	[title]
Test Camelia Valeria		150.000						150.000
Charama²		100.000	150.000					250.000

Part C – Application Form

Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Type of action: ERASMUS-OG
Type of MGA: ERASMUS-OG

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

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

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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

Proposal ID	Call for Proposal	Topic	Type of Action
SEP-210831051	ERASMUS-SPORT-2022-SCP	ERASMUS-SPORT-2022-SCP	ERASMUS-LS

Please select the type of organisation:

Number	Name	PIC Number (if available)	Type of organisation
1	Test Camelia-Valeria	913,842,918	Sport federation
2	Charama*	904,198,208	Sport club

Horizontal Priorities

- Inclusion and diversity in all fields of education, training, youth and sport
- Environment and fight against climate change
- Addressing digital transformation through development of digital readiness, resilience and capacity
- Common values, civic engagement and participation
- Encouraging the participation in sport and physical activity
- Promoting integrity and values in sport
- Promoting education in and through sport
- Combating violence and tackling racism, discrimination and intolerance in sport

For Cooperation partnerships and Small-scale partnerships

Type of organisation
Sport federation

How can you submit your application

Proposal forms

Deadline
07 April 2021 17:00:00 Brussels Local Time

22 days left until closure

Call data:
Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
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Acronym: Sport test
Draft ID: SEP-210734188

Download Part B templates
Download part B templates

Support & Helpdesk

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

✖ Your proposal contains changes that have not yet been submitted.

Administrative forms
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

Part B: Downloading and Completing the Annex Forms

How can you submit your application

Call: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Topic: ERASMUS-YOUTH-2021-YTH-FORUM-OG-IBA
Type of action: ERASMUS-OG
Type of MGA: ERASMUS-OG

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

Proposal data:

Acronym: Sport test
Draft ID: SEP-210734188

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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

You can validate and submit

NB: at any moment you have access to different support resources



Session 3

Submission procedure-PART B

Project description

Erasmus+

*European Education and Culture
Executive Agency*

Erasmus+Sport Calls under KA2: 4 actions

Cooperation Partnerships

Ref. call: [ERASMUS-SPORT-2022-SCP](#)

Small-scale Cooperation Partnerships

Ref. call: [ERASMUS-SPORT-2022-SSCP](#)

Not-for-profit European sport events

Ref. call: [ERASMUS-SPORT-2022-SNCESE](#)

+NEW

Capacity building in the field of sport

Erasmus+Sport Calls under KA2: 4 actions

The screenshot shows the European Commission's 'Funding & tender opportunities' portal. The header includes the European Commission logo and the text 'Single Electronic Data Interchange Area (SEIA)'. The main navigation bar contains 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', and 'PROJECTS'. A secondary navigation bar includes 'Partner search' and 'Erasmus+ Programme (ERASMUS)'. The search interface features a search bar with the text 'SPORT', a search button, and several filters: 'Match whole words only' (checked), 'GRANTS' (checked), and 'TENDERS' (checked). Below the filters, there are three boxes for 'Submission status': 'Forthcoming' (unchecked), 'Open for submission (5)' (checked with a green checkmark), and 'Closed' (unchecked). The 'Programming period' filter is set to '2021 - 2027 (5)'. At the bottom, a blue bar indicates the current search context: 'Erasmus+ Programme (ERASMUS)'.

Erasmus+Sport Calls under KA2: 4 actions

A vertical sidebar on the left side of the page. It features a blue header bar at the top. Below it are several interactive elements: a search icon (magnifying glass), a close icon (X), and three dropdown menus, each with a downward arrow and a small 'x' icon to its left.

Grant	Not-for-profit European sport events		
Open for submission			
Programme	Erasmus+ Programme (ERASMUS)	Deadline model	single-stage
ID	ERASMUS-SPORT-2022-SNCESE	Opening date	20 January 2022
Types of action	ERASMUS Lump Sum Grants	Deadline date	23 March 2022 17:00:00 Brussels time

Grant	Capacity building in the field of sport		
Open for submission			
Programme	Erasmus+ Programme (ERASMUS)	Deadline model	single-stage
ID	ERASMUS-SPORT-2022-CB	Opening date	20 January 2022
Types of action	ERASMUS Lump Sum Grants	Deadline date	07 April 2022 17:00:00 Brussels time

Grant	Small-scale cooperation partnerships		
Open for submission			
Programme	Erasmus+ Programme (ERASMUS)	Deadline model	single-stage
ID	ERASMUS-SPORT-2022-SSCP	Opening date	20 January 2022
Types of action	ERASMUS Lump Sum Grants	Deadline date	23 March 2022 17:00:00 Brussels time

Grant	Cooperation partnerships		
Open for submission			
Programme	Erasmus+ Programme (ERASMUS)	Deadline model	single-stage
ID	ERASMUS-SPORT-2022-SCP	Opening date	20 January 2022

Erasmus+Sport Calls under KA2: 4 actions

Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** 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.

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:

 ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

 [Start submission](#)

 [Need help?](#)

Erasmus+Sport Calls under KA2: 4 actions

Create proposal

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

Call data:



Call: **ERASMUS-SPORT-2022-SCP**
Topic: **ERASMUS-SPORT-2022-SCP**
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

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Support & Helpdesk

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Please submit your proposal as soon as possible to avoid compatibility issues). Late proposals will not be accepted for confidentiality – we will not open them. You can submit the proposal as soon as you receive the previous one.

Find your organisation

PIC

Organisations you have been previously contacted:

PIC: 903605635
tokio
test
test,JP

PIC: 956444445
Baird Consulting SCS
Vieille rue du Moulin-Rouge 20
Uccle,BE

Your role

Downloads

templates (24)


File Home Share View Compressed Folder Tools

Do... > templ...

Search templates (24)

Name	Type
Tpl_Application Form (Part B SEP) (ERAS...	Rich Text Format
Tpl_Calculator (ERASMUS LS SPORT)	Microsoft Excel Works...

2 items



Application form: part B

Project description (Word)



Erasmus+ Programme (ERASMUS)

Application Form

Technical Description (Part B)

(ERASMUS Standard LS Type I)

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Application form: part B – Budget (Excel)

Excel interface showing the budget form for ERASMUS LS SPORT. The spreadsheet is titled "Tp1_Calculator (ERASMUS LS SPORT) [Read-Only] - Excel".

The main data table is as follows:

CHOSEN ACTION	PRE-FIXED LUMP SUM AS PER CALL (in €)		
Cooperation partnerships (SCP)	120.000	250.000	400.000
Small-scale partnerships (SSCP)	30.000	60.000	
Not-for-profit European sport events (SNCESE)	200.000	300.000	450.000

WARNING: the total below does not correspond to a pre-fixed lump sum. The budget table needs to be filled in or corrected

DETAILED BUDGET TABLE ERASMUS SPORT

Estimated budget — Lump sum breakdown - MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.

	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	TOTAL (in €)
Participants <i>(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)</i>	[title]	[title]	[title]	[title]	[title]	[title]	[title]	-
[name]								0
[name]								0

Invalid request as no valid lump sum requested

Calculator



Thanks

NEXT=>key element: the LEAR

Preparing the future: Importance of the LEAR

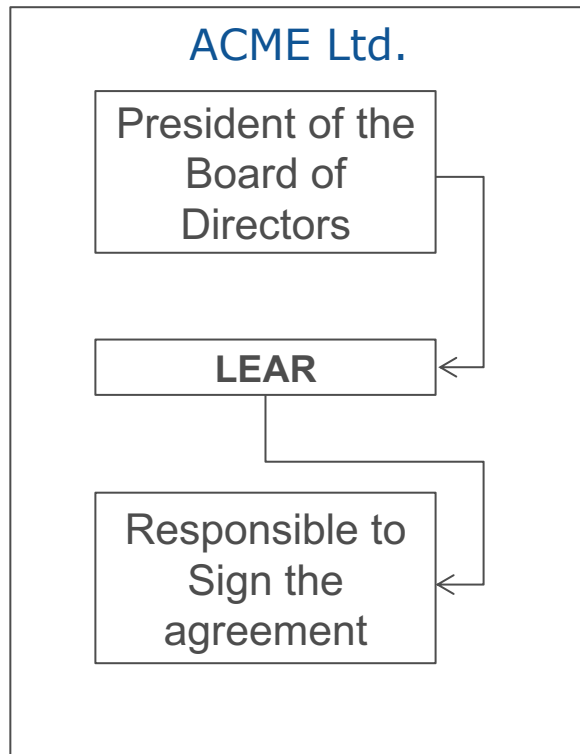
All interactions with the Agency are ‘digital’, signatures are electronic and can only be performed by authorized persons

In this context the **LEAR** (legal entity appointed representative) plays a key role

- For organisations (i.e. not individuals), this is a person formally **appointed by the legal representative** of the organisation to perform certain tasks on behalf of their organisation
- S/he regularly:
 - enters and updates the names of the colleagues authorised to act as legal representatives and signatories for the organisation. These are people who are able to commit the organisation legally by signing grant agreements or contracts and authorising amendments to them.
 - enters and update the names of any colleagues authorised to sign financial statements or invoices on behalf of the organisation.

Importance of the LEAR

S/he defines who signs the Agreement

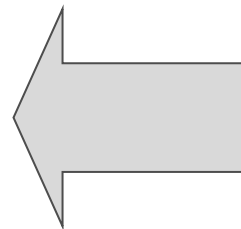
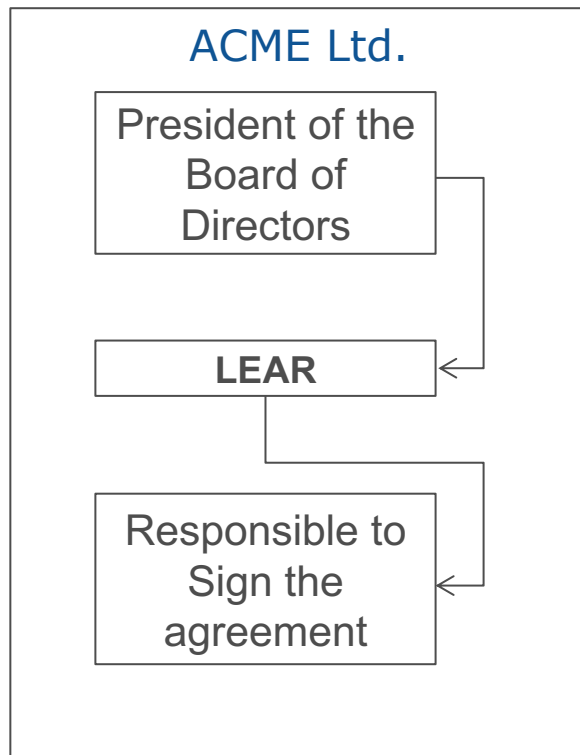


1) In my capacity as *President of the Board of Directors* and authorised to legally represent my organisation, **have appointed** as our legal entity appointed representative (LEAR) Mrs XXXX

2) Mrs XXXX enters and updates the names of the colleagues authorised to act as legal representatives and signatories for the organisation

3) Finally, this is the person who ultimately signs the Agreement

Importance of the LEAR: 2 remarks



This is the most difficult person to identify and s/he will be scrutinized to check that indeed s/he can represent the Organisation.

- Very complex for Public Administrations
- Easier for Private sector or small organisations

Official documents will have to be provided to the EC validation authority for its verification

Often however, the same person has the 3 roles



Importance of the LEAR: Example of some Documents

STANDARD PROCEDURES

LEV & LEAR INVITATION

RE: PIC Validation & LEAR appointment — Supporting documents

Dear Participant,

Following the registration of your organisation, we are now ready for your legal entity validation (PIC validation) and LEAR appointment.

1/. Validation

This validation will be done in accordance with the rules set out in the Rules for Legal Entity Validation available in the Participant Portal Reference Documents.

Please **upload** the documents listed below within **5 days** after receiving this message:

1.
2.

LEAR APPOINTMENT LETTER

(This document will be automatically generated by the Participant Register, once all the information required for the LEAR appointment will have been filled in. You should print it, have it signed by the legal representative and the LEAR and then upload it in the Participant Register with the supporting documents. Originals should be kept on file for controls. If you would like to consult other language versions, please refer to templates & forms section of the [Portal Reference Documents page](#).)

Subject: **PIC:**
 Legal entity name:

I, Mr/Ms/Mrs/Miss in my capacity as and authorised to legally represent my organisation, have **appointed** as our **legal entity appointed representative (LEAR)**:

First name:
Last name:
Title: Mr/Ms/Mrs/Miss
Gender:
Postal address (street, postcode, city and country):
e-mail:
Telephone: +()

+ Other specific documents. Procedure can be found [here](#)



European
Commission

Education, Audiovisual and Culture
Executive Agency

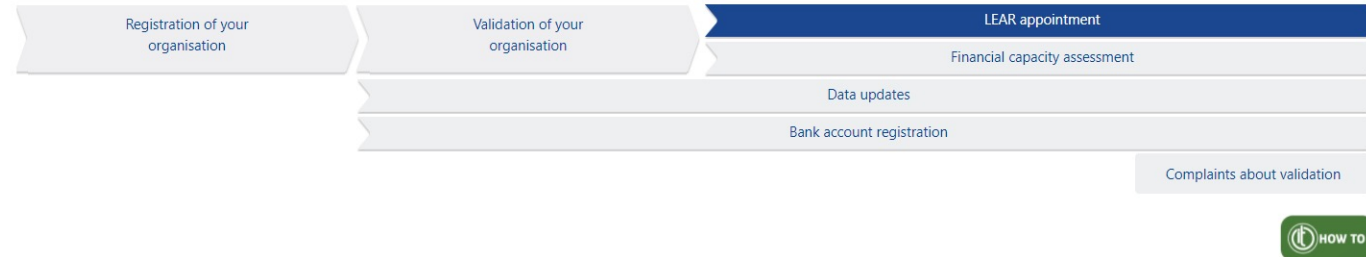
Importance of the LEAR: Documents

- Online Manual
- > My Area — User account and roles
- > Participant Register — Register your organisation
 - Registration and validation of your organisation
 - LEAR appointment and validation**
 - Bank account registration and validation
 - Financial capacity assessment
 - Data updates
 - Complaints about validation
- > Grants
 - Procurement
 - Prizes
 - Financial instruments
- > Working as an expert
- Help

Search

Online Manual / Participant Register — Register your organisation

LEAR appointment and validation



LEAR appointment and validation

Parallel to the validation of your organisation, you will be requested by the Central Validation Service to appoint your **Legal Entity Appointed Representative (LEAR)**.

This must be done by a legal representative of your organisation with the necessary legal authority to commit the organisation for this type of decisions (e.g. typically CEOs, rectors, Director-Generals, etc. always in accordance with the statutes of your organisation). ⚠️ If such decisions are normally reserved for joint decision-making by several representatives, the appointment must be done together (documents signed by all).

The LEAR role, which can be performed by any member of the organisation (typically from the central administration), is key. They are formally nominated to manage your organisation's use of the Portal and thus bear the final responsibility for all your actions in the Portal. Once validated, they will be responsible for:

- keeping an overview of all the proposals/projects/contracts your organisation is involved in
- managing all the legal and financial information about your organisation
- managing the access rights at organisation-level (and read-only access at project-level)
- appointing the persons which will be able to electronically sign grants/contracts (Legal Signatories — LSIGNs) and cost claims/invoices (Financial Signatories — FSIGNs).

Applicants that are natural persons do not need to prove their capacity to become a LEAR, but still need to enter their LEAR data and submit supporting documents.

Further details about the LEAR's rights and responsibilities are explained in the [Roles and access rights](#) section.

[LEAR appointment and validation - Online Manual - Funding Tenders Opportunities \(europa.eu\)](https://europea.eu)