Erasmus+
Capacity Building in Higher Education

Focus on Sub-Saharan Africa

How to submit a proposal?

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European Education and Culture Executive Agency

Giordana Bruno

EACEA.A.4

How to submit a proposal?

- **Where?**

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

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

  - **Call ID:** ERASMUS -EDU-2022-CBHE

  - **Topic ID:**   ERASMUS -EDU-2022-CBHE-STRAND-1

    ERASMUS -EDU-2022-CBHE-STRAND-2

    ERASMUS -EDU-2022-CBHE-STRAND-3

- **Who?**

  Proposals must be created and submitted by a contact person of the coordinating organization.
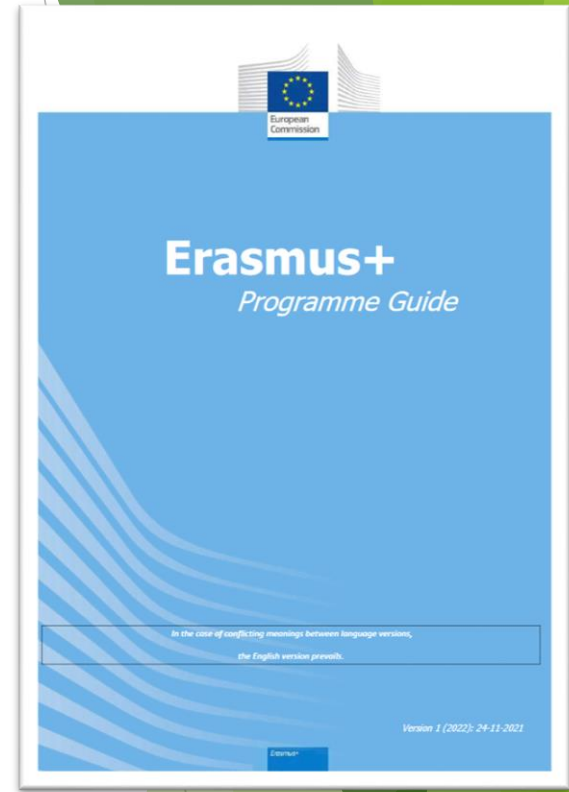
- **When?**

  Deadline: by 17 February 2022 – 17:00 (Brussels time)

Applicants are highly recommended to submit proposals as early as possible and at least 48 hours prior to the call deadline.

European Commission

Get prepared

- Read carefully all the **2022 Erasmus+ Call for proposals documents**: **Erasmus+ Programme Guide**, application templates and specific instructions published in the F&TP

- Read carefully the information on the **Regional priorities** published in FTOP.

- Plan your project and **define your work plan**: Work packages, milestones, deliverables

- Create an **EU Login account**: to be able to submit a proposal, you must register on the Portal for an **EU Login account**

- Make sure your organisation has a valid **Participant Identification Code (PIC)**. If not, get one via the **Participant Register**

Erasmus+
Programme Guide

In the case of conflicting meanings between language versions,
the English version prevails.

Version 1 (2022): 24-11-2021

Erasmus+

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Preliminary steps

- Consult the **How to find and apply for funding opportunities** presentation

- Get more guidance on how the Funding and Tender Opportunities portal works on the **F&TP online manual** and the **User Guide of the Submission System**.

- Read carefully the information on the **Roles and access rights** and decide the persons who will manage the application.
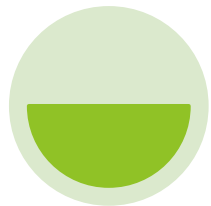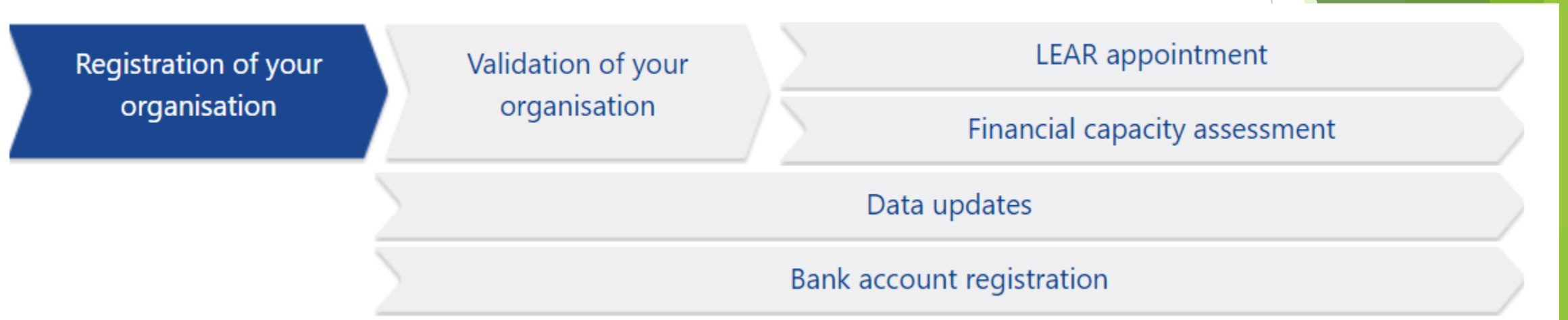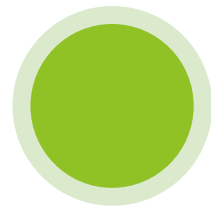
FTOP – electronic submission

Get an EU Login account → Get a PIC number (Participant Register) → Launch Submission wizard → Pre-register your draft proposal → List participants, contact persons → Fill in Administra-tive Part A and the specific Part C (if applicable) → Upload Technical Description (Part B) and any attachments (if applicable) → Submit your proposal → Acknowledge-ment of receipt

Proposal submission - User manual.pdf (europa.eu)

FTOP – registration of organisation

Registration of your organisation → Validation of your organisation → LEAR appointment

Financial capacity assessment

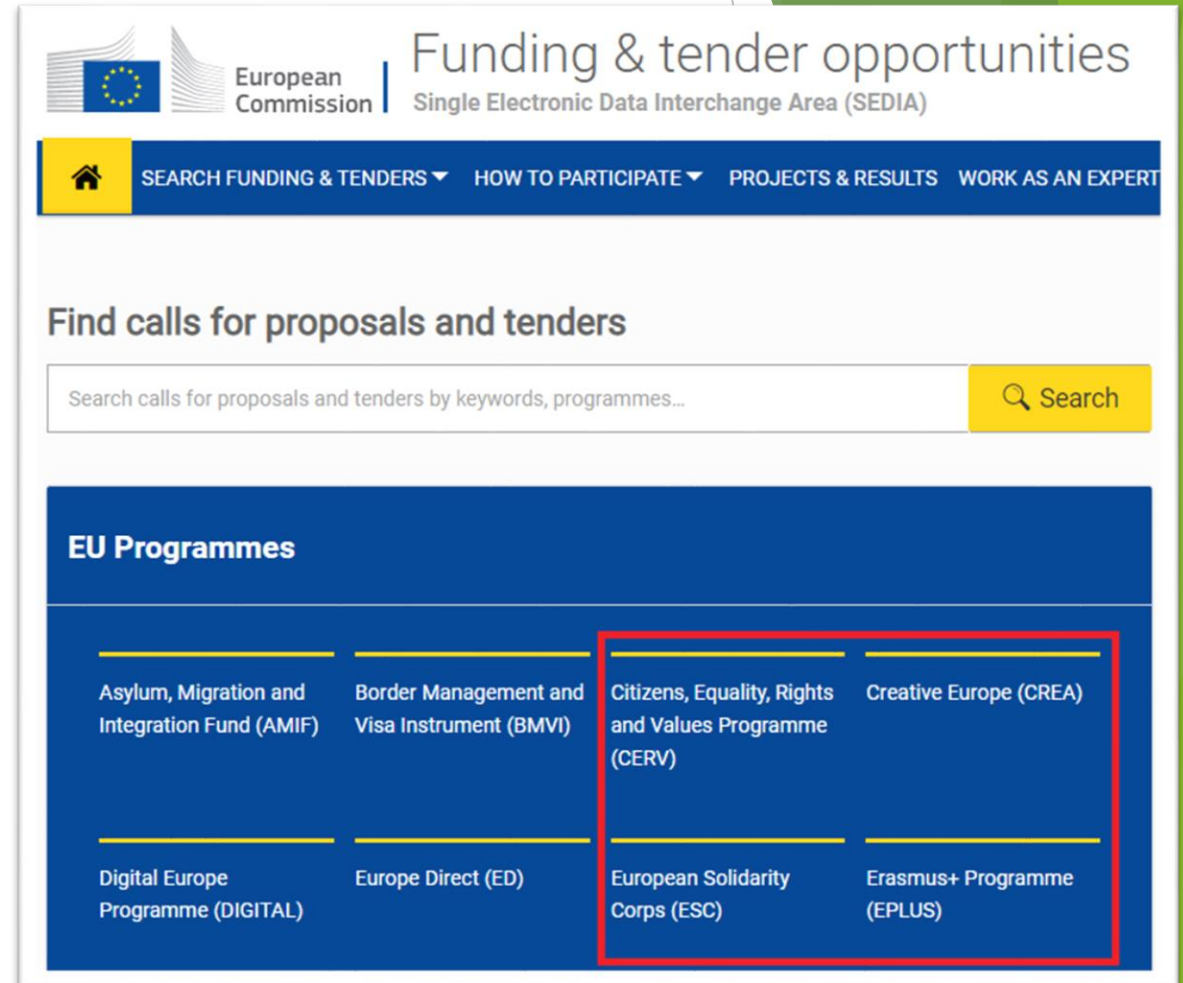Data updates

Bank account registration

A valid EU login account

PIC number

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Start your application

- Calls for proposals are listed by funding programme. EACEA's four funding programmes are:

  - **Erasmus+**

  - Creative Europe

  - the European Solidarity Corps

  - the Citizens, Equality, Rights and Values programme (CERV)

- You can find these on the F&TP homepage.

Application package

The application form is structured in <u>3 parts:</u>

- **Part A - Administrative Forms**

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

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

Contains the narrative part of the project, the work packages, milestones & 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 CBHE action (N° of impacted students, N° of new study programmes, N° of involved/trained staff, etc.)

➢ Complete Parts A & C directly on the Portal
➢ Prepare Part B in advance and upload it together with the mandatory annexes
➢ Submit **by 17/02/2022** (at 17:00 Brussels time)

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Thank you