Erasmus+
Alliances for Innovation 2024

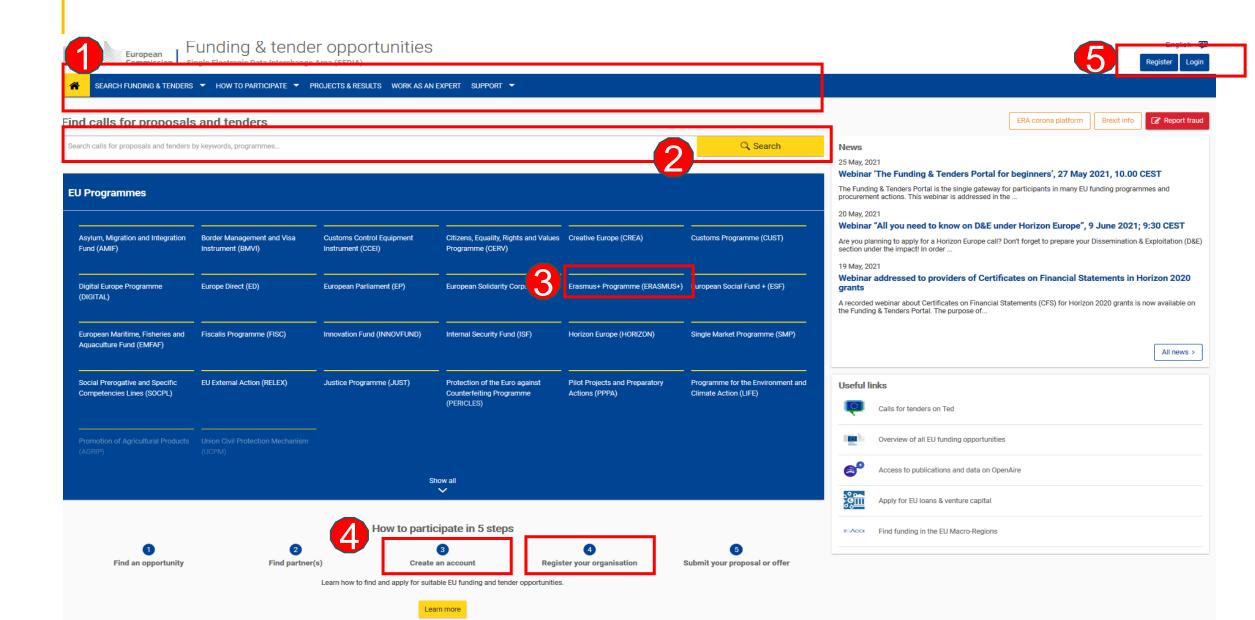## How to prepare and submit an application

European Commission

APPLICATION FORM AND SUBMISSION

- Funding & tender opportunities portal

- Application form

- How to participate - creating and submitting proposal

- Useful information

- Tips

European Commission

Funding & tender opportunities portal (FTOP)

APPLICATION FORM
Overview

eForm (Part A)

structured Administrative Forms with data on the participants, legal declarations and contact persons, programme priorities and requested grant

eForm (Part C)

Choise of EQF levels, partnership composition, industrial ecosystem (LOT 2 only)
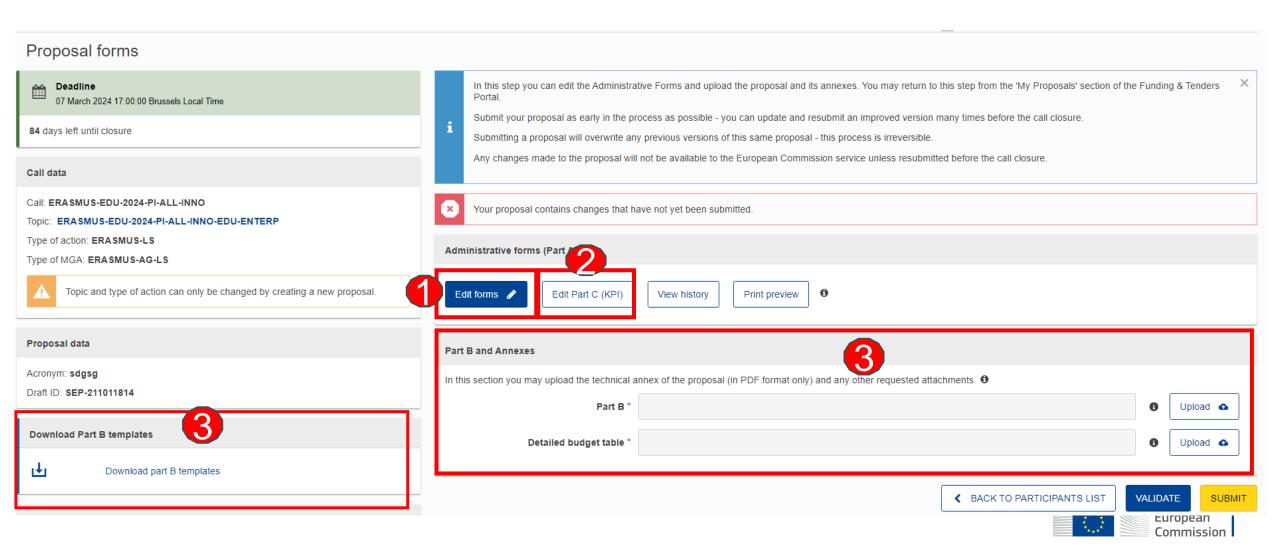
Part B documents (attached to eForm)

1. Technical description
2. Budget calculator for costs' estimation

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

Tpl_Detailed Budget Table (ERASMUS LSII)

European Commission

APPLICATION FORM
Overview - 2

Proposal forms

Deadline
07 March 2024 17:00:00 Brussels Local Time

84 days left until closure

Call data

Call: **ERASMUS-EDU-2024-PI-ALL-INNO**

Topic: **ERASMUS-EDU-2024-PI-ALL-INNO-EDU-ENTERP**

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: **sdgsg**

Draft ID: **SEP-211011814**

Download Part B templates

⬇ Download part B templates

In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

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

Administrative forms (Part

Edit forms ✏ | **Edit Part C (KPI)** | **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 * [   ] ⓘ Upload ☁

Detailed budget table * [   ] ⓘ Upload ☁

‹ BACK TO PARTICIPANTS LIST | VALIDATE | SUBMIT

European Commission

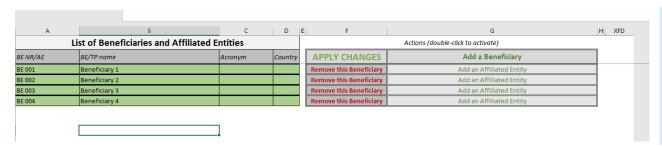# APPLICATION FORM
Part B – Technical Description

- Template to be downloaded by the applicant in the submission system.

- Completed form to be uploaded in **pdf format**.

- Includes sections corresponding to the **4 award criteria and a section on Work Plan**

- **CVs not required** but description of **profiles and expertise of staff** have to be included in section 2.1.3

- List of **previous projects** to be filled at the end of the form (it is part of the 120 page limit)

- Maximum **120 pages (for both LOTs),** exceeding pages will not be readable

APPLICATION FORM
Part B -Detailed budget table

- Fill in the budget calculator

- Use the templates available in the submission system

Please, refer to BUDGET TOOLKIT for further details
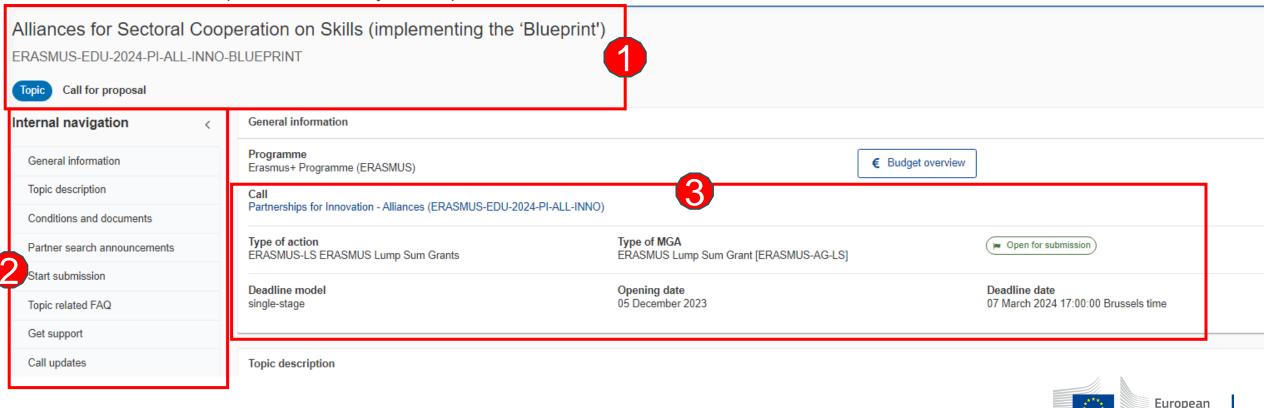
APPLICATION FORM
Part C

- Erasmus + Programme types of organisations

- ***Only for LOT 2*** please choose the relevant Industrial ecosystem

- EQF levels addressed

- Types of organisations by their role in the project (in compliance with the eligibility requirements of the Call and LOT)

Proposal ID
SEP-210754086

Call for Proposal
ERASMUS-EDU-2024-PI-ALL-INNO

Please select the type of organisation

Number	Name	PIC Number (if available)
1	SME Test	892863661

Sectors Addressed

- ☐ Tourism
- ☐ Mobility-Transport-Automotive
- ☐ Aerospace & Defence
- ☐ Construction
- ☐ Agri-food
- ☐ Low-carbon energy Intensive Industries
- ☐ Textile
- ☐ Creative & Cultural Industries
- ☐ Digital
- ☐ Renewable Energy
- ☐ Electronics
- ☐ Retail
- ☐ Proximity & Social Economy
- ☐ Health

Please select minimum 1 option(s)

EQF level(s) addressed

- ☐ Upper secondary education (ISCED-3)
- ☐ Post-secondary non-tertiary education (ISCED-4)
- ☐ Short cycle within the first cycle / Short-cycle tertiary education (ISCED-5)
- ☐ First cycle / Bachelor's or equivalent level (ISCED-6)
- ☐ Second cycle / Master's or equivalent level (ISCED-7)
- ☐ Third cycle / Doctoral or equivalent level (ISCED-8)

Please select minimum 1 option(s)

Partnership

Participating organisation PIC	Participating organisation's name
892863661	SME Test

HOW TO PARTICIPATE
How to access your call submission area

Search for your LOT on [Funding & tenders (europa.eu)](europa.eu)
ERASMUS-EDU-2024-PI-ALL-INNO-EDU-ENTERP or ERASMUS-EDU-2024-PI-ALL-INNO-BLUEPRINT (or relevant keywords)

Alliances for Sectoral Cooperation on Skills (implementing the 'Blueprint')

ERASMUS-EDU-2024-PI-ALL-INNO-BLUEPRINT

1

Topic   Call for proposal

Internal navigation	<
General information
Topic description
Conditions and documents
Partner search announcements
Start submission
Topic related FAQ
Get support
Call updates

2

General information

Programme
Erasmus+ Programme (ERASMUS)

€ Budget overview

3

Call
Partnerships for Innovation - Alliances (ERASMUS-EDU-2024-PI-ALL-INNO)

Type of action
ERASMUS-LS ERASMUS Lump Sum Grants

Type of MGA
ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

⚑ Open for submission

Deadline model
single-stage

Opening date
05 December 2023

Deadline date
07 March 2024 17:00:00 Brussels time

Topic description

European Commission

HOW TO PARTICIPATE
How to access your call submission area - 2

Internal navigation ‹

General information

Topic description

Conditions and documents

Partner search announcements

Start submission

Topic related FAQ

Get support

Call updates

← Go back to search results

Partner search announcements

26 **Searches of partners to collaborate on this topic**

View / Edit

LEARs, Account Administrators or self-registrants can publish partner requests for open and forthcoming topics after logging into this Portal, as well as any user having an active public Person profile.

Start submission

🛟 Need help?

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]
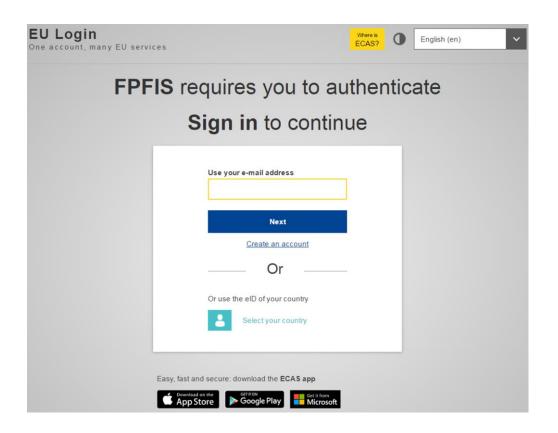
Start submission

European Commission

HOW TO PARTICIPATE
Before creating your proposal
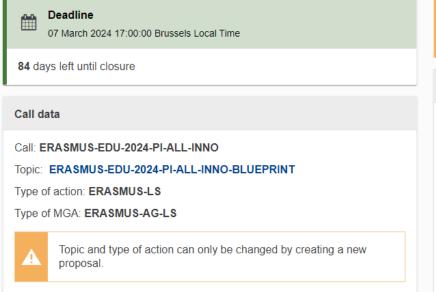
You will need the following:

1. To have **a valid EU Login account. If you do not have EU Login you can create it here**.

2. Your organisation must have a **9-digit PIC** (Participant Identification Code). If your organization is not registered in the Participant Register you can register it at https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register.

HOW TO PARTICIPATE
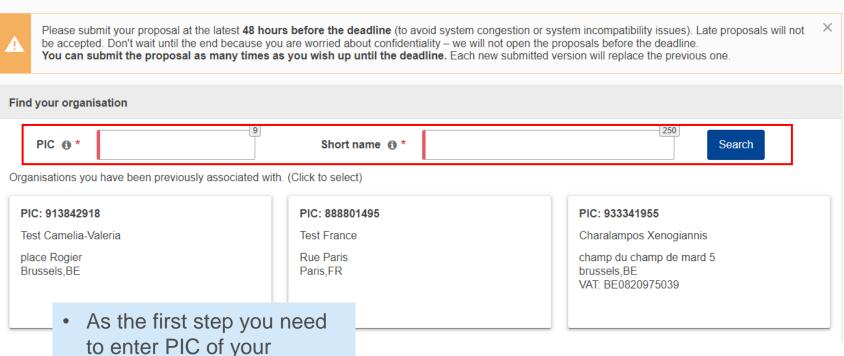## Start your proposal

Create proposal

Deadline
07 March 2024 17:00:00 Brussels Local Time

84 days left until closure

Call data

Call: **ERASMUS-EDU-2024-PI-ALL-INNO**

Topic: **ERASMUS-EDU-2024-PI-ALL-INNO-BLUEPRINT**

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

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 ⓘ * | [   ] 9 | Short name ⓘ * | [   ] 250 | Search |

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

PIC: 913842918	PIC: 888801495	PIC: 933341955
Test Camelia-Valeria	Test France	Charalampos Xenogiannis
place Rogier	Rue Paris	champ du champ de mard 5
Brussels,BE	Paris,FR	brussels,BE
		VAT: BE0820975039

- As the first step you need to enter PIC of your organisation in the dedicated box.

- Please check first if your organisation already has a PIC.

HOW TO PARTICIPATE
Finding PIC

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 | 247 | **Search** |

PIC: 901482014
ULB Coopération
Avenue F.D. Roosevelt 50
Bruxelles,BE
Status: DECLARED

Use | **CO**

PIC: 999986290
ULB
AVENUE FRANKLIN ROOSEVELT 50
BRUXELLES,BE
VAT: BE0407626464
Status: VALIDATED

Use | **CO**

PIC: 907953660
ULB COOPERATION
Avenue F.D. Roosevelt 50
BRUSSELS,BE
VAT: BE0407626464
Status: DECLARED

Use | **CO**

PIC: 922241857
Bureau des étudiants de la faculté de philosophie et sciences sociales de l'ULB
6 avenue Paul Heger
Bruxelles,BE
Status: DECLARED

Use | **CO**

PIC: 937496562
CEFES-ULB
50 Av. Fr. Roosevelt
Bruxelles,BE
Status: DECLARED

Use | **CO**

PIC: 899373719
HOPITAL ERASME - CLINIQUES UNIVERSITAIRES DE BRUXELLES
808 ROUTE DE LENNIK
BRUXELLES,BE
VAT: BE0941792893
Status: VALIDATED

Use | **CO**

PIC: 901330500
Specque ULB
Avenue Franklin Roosevelt 39
Ixelles,BE
Status: DECLARED

Use | **CO**

PIC: 905956818
ULB LIMITED
75 Camelot House Camden Park Road
London,UK
Status: DECLARED

Use | **CO**

PIC: 940211786
BEST Brussels ULB
Av. F.D.Roosevelt
Bruxelles,BE
Status: DECLARED

Use | **CO**

More results were found

View complete list

To register your organisation for a Participant Identification Code (PIC) Click here

U-2021-POL-NTWK-EQF-EUROPASS-IBA

- Enter the name of your organisation to see if it already has a PIC.

- If not, create one here.

- PIC does not need to be validated for the submission of the application. The validation is required for the signature of the Grant Agreement
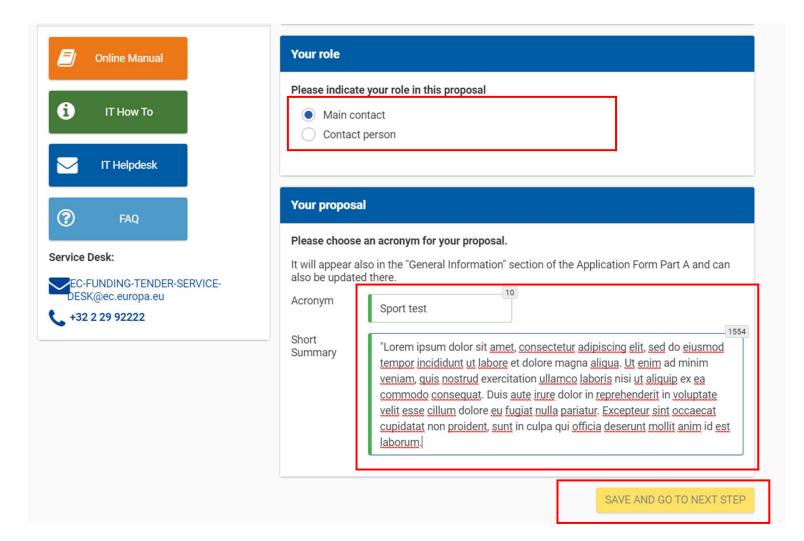
European Commission

HOW TO PARTICIPATE
Create your proposal

Create proposal

Deadline
07 March 2024 17:00:00 Brussels Local Time

84 days left until closure

Call data

Call: **ERASMUS-EDU-2024-PI-ALL-INNO**

Topic: **ERASMUS-EDU-2024-PI-ALL-INNO-BLUEPRINT**

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] [ℹ IT How To]

[✉ IT Helpdesk] [❓ FAQ]

⚠ Please submit your proposal at the latest **48 hours bef**
wait until the end because you are worried about confide
You can submit the proposal as many times as you w

Find your organisation

PIC ⓘ * [9]
This field is **required**

Organisations you have been previously associated with. (Click

PIC: 913842918

Test Camelia-Valeria

place Rogier
Brussels,BE

Your role

Please indicate your role in this proposal *
● Main contact
○ Contact person

- Indicate your role in the application process

- Main contact : Proposal coordinator (mandatory)

- Contact person : role delegated by the main contact (optional)

European Commission

HOW TO PARTICIPATE
Create your proposal - 2

- Fill in the acronym of your project

- Include a summary of your proposal and move to 'Save and go to next step'.

HOW TO PARTICIPATE
Edit part A of your proposal

< Exit form   Table of contents   General Information >

Table of contents   Validate form   Save form   Save & exit form

Call: **ERASMUS-EDU-2024-PI-ALL-INNO**
(Partnerships for Innovation - Alliances)

Topic: **ERASMUS-EDU-2024-PI-ALL-INNO-BLUEPRINT**

Type of Action: **ERASMUS-LS**
(ERASMUS Lump Sum Grants)

Proposal number: **SEP-211011824**

Proposal acronym:

Type of Model Grant Agreement: **ERASMUS Lump Sum Grant**

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

- Fill in the eForm (Part A).

- Click on 'Table of Contents' to see the parts that you need to complete.

- Go to 'Exit form' to return to previous step

- Save every time before closing part of your proposal

European Commission

HOW TO PARTICIPATE
Edit part A of your proposal

< Participants & contacts

Type or select a participant

Table of contents   Validate form   Save form   Save & exit form

Application forms
Proposal ID   SEP-211011824
Acronym   fhdfgh
Short name   Test Camelia-Valeria

Organisation data   [?]

PIC   **Legal name**
913842918   *Test Camelia-Valeria*

Short name: Test Camelia-Valeria
Address: place Rogier   Legal person: no
Town: Brussels   Public body: unknown
Postcode: 1000   Non-profit: unknown
Country: Belgium

SME data

SME self-declared status: no   SME self-assessment: unknown   SME validation: unknown

Research organisation: unknown   Secondary or higher education: unknown

International organisation: unknown

Accreditations

Accreditation type: unknown

Accreditation
number: unknown   Expiration date: unknown

Type of Organisation

[▾]

Page 1

NEW 2024 – Type of organisation need to be indicated in Part A as well.

- Type of organisations indicated in Part A should be exactly the same as those indicated in Part C

European Commission

HOW TO PARTICIPATE
Add your partners

In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal.

Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.

Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.

Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Your proposal contains changes that have not yet been submitted.

Administrative forms (Part A)

[Edit forms ✏] [Edit Part C (KPI)] [View history] [Print preview] ℹ

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. ℹ

Part B *   ℹ [Upload ☁]

Detailed budget table *   ℹ [Upload ☁]

[‹ BACK TO PARTICIPANTS LIST]   [VALIDATE]   [SUBMIT]

European Commission

HOW TO PARTICIPATE
Add your partners - 2

- All partners must have PIC (not validated PIC is acceptable for submission of proposal)

- Add partners (full partners or associated partners)

- Affiliated partners are added as Partners and their link is defined in Part A

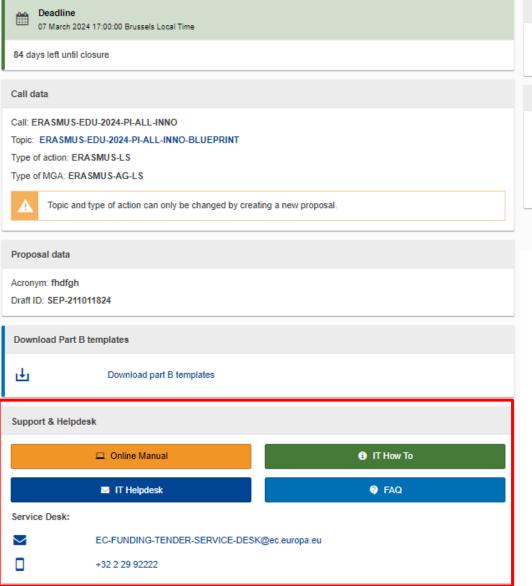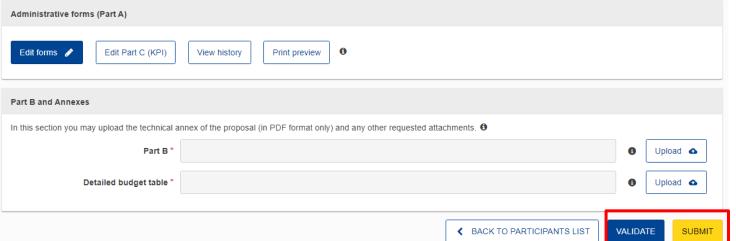# HOW TO PARTICIPATE
How to access your draft proposal

European Commission

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

User   EN

☰   🏠 HOME   SEARCH FUNDING & TENDERS ▼   HOW TO PARTICIPATE ▼   PROJECTS & RESULTS   WORK AS AN EXPERT   SUPPORT ▼

⚲ MY PERSON PROFILE

🏢 MY ORGANISATION(S)

GRANTS   ︿

📄 **My Proposal(s)**

TECHNICAL SUPPORT INSTRU...   ︿

📄 Monitor requests

📄 Monitor projects

🌐 MY FORMAL NOTIFICATION(S)

My Proposal(s)   ℹ   🛟 Need help?

Results: 2   ⤓   ⚲ Search..

PROGRAMME ⇕	CALL ⇕	TYPE OF ACTION ⇕	PROPOSAL ID ⇕	ACRONYM ⇕	STATUS ⇕	REMAINING TIME ⇕	CLOSURE DATE (Brussels time) ⇕	ACTIONS
ERASMUS2027	ERASMUS-EDU-2024-PI-ALL-INNO	ERASMUS-LS	SEP-211011824		Draft	84	07/03/2024 17:00:00	Actions ⚙
ERASMUS2027	ERASMUS-EDU-2024-PI-ALL-INNO	ERASMUS-LS	SEP-211011814		Draft	84	07/03/2024 17:00:00	Actions ⚙

|◁ ◁ **1** ▷ ▷| 10 ⌄

European Commission

HOW TO PARTICIPATE
Validate and submit proposal

- When you are ready, you can **validate** and **submit**.

- While the call remains open you can always update your proposal and submit again.

- You can access numerous support resources.

Useful links

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

- F&TP online manual: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual

- The Funding & Tenders Portal for beginners (webinar recording) https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm

- Short guide on submission system https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Submission+system

- Video tutorials https://www.eacea.ec.europa.eu/grants/how-get-grant_en

- F&TP support section: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support

European Commission

Tips

- **Partners have to be relevant for your proposal and correspond to the Call requirements**. All participating organisations must have PIC (not validated is fine).

- Ensure that **Part B – Technical Description is not longer than 120 pages** as the text on excess pages will not be visible for evaluators.

- Check in advance **recommended system configuration.**

- Validate and **submit the form well in advance (at least 48 hours before deadline)**. You will be able to update your proposal until the call closure and submit updated version.

- In case of submission failure due to technical error on Portal side a complaint must be filed **within 4 calendar days** after call closure.

Thank you and good luck with your application.

European Commission