



Erasmus+

Submission and financing modalities

*European Education and Culture
Executive Agency (EACEA)*

How to submit a proposal- How to apply

■ Where?

- ✓ Proposals need to be submitted through the [European Commission's Funding & Tender Opportunities Portal](#) (F&TP) using the Portal Submission System.

➤ Call ID: e.g. *ERASMUS-EDU-2023-CBHE*

■ Who?

- ✓ Proposals must be created and submitted by a **contact person** of the coordinating organisation.

■ When?

Deadline: by the deadline mentioned in the respective call

[e.g. proposals for CBHE call 2023 must be submitted by 16 February 2023 - 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.

Preliminary steps

- Consult the [How to find and apply for funding opportunities](#) presentation:



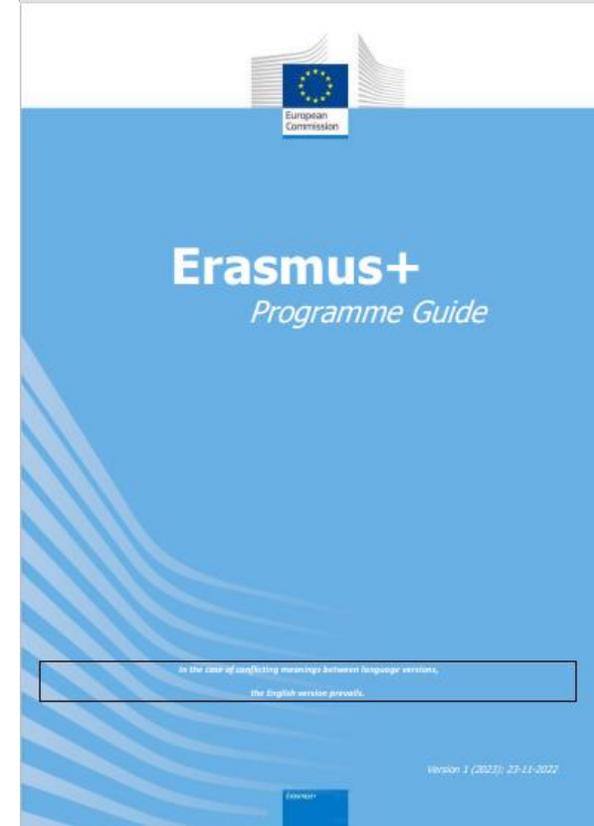
- Get more guidance on how the Funding and Tender Opportunities portal works on the [F&TP Online manual](#) and the [User Guide of the Submission System](#).
- Read carefully the information on the [Roles and access rights](#) and decide the persons who will manage the application.



Get prepared (1/2)

- Read carefully all the **call documents**: [Erasmus+ Programme Guide 2023](#), application templates and specific instructions published in the F&TP
- 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](#)

All you need to open an EU Login account is your work e-mail address.
- Make sure your organisation has a valid **Participant Identification Code (PIC)**-unique identifier for organisations. If not, get one via the [Participant Register](#)



Get prepared (2/2)

- ▶ To create your **EU Login account** and **register your organisation**, click on the **steps 3 and 4** of the EU programmes on the F&TP homepage.

The screenshot displays the F&TP homepage with a grid of EU programmes and a 5-step participation process. The programmes listed are:

- Horizon Europe (HORIZON)
- Single Market Programme (SMP)
- Social Prerogative and Specific Competencies Lines (SOCPL)
- EU External Action (RELEX)
- Justice Programme (JUST)
- Programme for the Environment and Climate Action (LIFE)
- Promotion of Agricultural Products (AGRIP)
- Union Civil Protection Mechanism (UCPM)

A "Show all" button with a downward arrow is located below the programme list.

The "How to participate in 5 steps" section includes:

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

Below the steps, the text reads: "Learn how to find and apply for suitable EU funding and tender opportunities." A yellow "Learn more" button is circled in red.

Start your application (1/4)

- ▶ 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.

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

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

Find calls for proposals and tenders

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

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)

Start your application (2/4)

- ▶ Click on the programme Erasmus+.
- ▶ This will take you to the 'programme page'.
- ▶ Scroll down to 'Find calls for proposals' and click on 'view' to see which funding opportunities are available:
 - Call ID: e.g. ERASMUS -EDU-2023-CBHE
 - Topic ID: e.g. ERASMUS -EDU-2023-CBHE-STRAND-3



Start your application (3/4)

- ▶ You will now see a list of all the programme's calls listed under 'Funding and tenders'. Each call shows an opening date and a deadline.

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

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

Due to technical maintenance, Funding and Tenders Portal services may not be available on 29/11 between 13:00 and 13:30 Brussels time. We apologize for the inconvenience caused.

ERASMUS-EDU-2022-CBHE

Match whole words only

GRANTS | TENDERS

Submission status: Forthcoming (3) | Open for submission | Closed

Programming period: Select a Programme period...

Filter by Programme / Programme group: Select a Programme...

Filter by call: Select a Call...

CPV code (Tenders Only)

Funding and tenders (3)

Grant	Strand 1 - Fostering access to cooperation in higher education
Forthcoming	
Programme	Erasmus+ Programme (ERASMUS)
ID	ERASMUS-EDU-2022-CBHE-STRAND-1
Types of action	ERASMUS Lump Sum Grants
Deadline model	single-stage
Opening date	25 November 2021
Deadline date	17 February 2022 17:00:00 Brussels time

Grant	Strand 2 - Partnerships for transformation in higher education
Forthcoming	
Programme	Erasmus+ Programme (ERASMUS)
ID	ERASMUS-EDU-2022-CBHE-STRAND-2
Types of action	ERASMUS Lump Sum Grants
Deadline model	single-stage
Opening date	25 November 2021
Deadline date	17 February 2022 17:00:00 Brussels time

Grant	Strand 3 - Structural reform projects
Forthcoming	
Programme	Erasmus+ Programme (ERASMUS)
ID	ERASMUS-EDU-2022-CBHE-STRAND-3
Types of action	ERASMUS Lump Sum Grants
Deadline model	single-stage
Opening date	25 November 2021
Deadline date	17 February 2022 17:00:00 Brussels time

- ▶ You can enter keywords into the search bar to refine your search.
- ▶ Make your choice among the one displayed.
- ▶ Click on a call to find out more about it.

Start your application (4/4)

General information

Topic description

Conditions and documents

Submission service

Topic related FAQ

Get support

Call information

Call updates

Funded project list

[Go back to search results](#)

Topic conditions and documents

1. Eligible countries: See section 5 of the Call Document and list of countries partic
<http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-cc>

Full information and documents related to the call are available at: [Portal Reference |](#)

2. Eligibility and admissibility conditions:
Admissibility: see section 4 of the Call Document

Start submission

No sub [START SUBMISSION](#)

Topic related FAQ

There are no FAQ related to this topic.

- ▶ Read all the information relating to the call. This should give you all the information you need in order to apply.
- ▶ If you are ready to apply, click on 'start submission'.

How to participate (1/2)

European Commission | Funding: Submission Service

Progress: Login, Topic selection, **Create proposal**, Participants, Proposal forms, Submit

Create proposal

TEST MODE

Deadline
17 February 2022 17:00:00 Brussels Local Time

Call data:
Call: ERASMUS-EDU-2022-CBHE
Topic: ERASMUS-EDU-2022-CBHE-STRAND-1
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.

Find your organisation

PIC: Short name:

Search for your organisation

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

▶ You can now begin your application.

▶ You will need to enter your PIC in the box shown in red.

How to participate (2/2)

The screenshot shows the 'Participants' step in the submission process. At the top, a progress bar indicates the current step is 'Participants', with previous steps (Login, Topic selection, Create proposal) completed and subsequent steps (Proposal forms, Submit) pending. The page is divided into several sections:

- TEST MODE:** A red-bordered box at the top left.
- Deadline:** A green box showing '17 February 2022 17:00:00 Brussels Local Time'.
- Call data:** Includes call reference 'ERASMUS-EDU-2022-CBHE', topic 'ERASMUS-EDU-2022-CBHE-STRAND-1', and action 'ERASMUS-LS'. A warning icon notes that topic and action changes require a new proposal.
- Proposal data:** Shows acronym 'QDQDQ' and draft ID 'SEP-210815298'. A 'Download Part B templates' button is present.
- Coordinator:** Lists 'Baird Consulting SCS' with contact 'Eugenio DELFINO - Main contact'. Buttons for 'Add Affiliated Entity', 'Change organisation', and 'Contact organisation' are available.
- Partner:** Lists 'Test Camelia-Valeria' with contact 'sSs SsSs - Main contact'. Similar management buttons are provided.
- Support & Helpdesk:** Includes links for 'Online Manual', 'IT How To', 'IT Helpline', and 'FAQ'.
- Actions:** At the bottom, there are buttons for 'Add Partner +', 'Add Associated partner +', 'SAVE', 'SAVE AND GO TO NEXT STEP', and 'NEXT'.

- ▶ Add partners to the proposal. You will have to search for them using their PIC, and follow the same steps as before.

Application package (1/6)

The application form is structured in several parts.

For example, for CBHE call it has 3 parts:

- **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 action (e.g. for CBHE: 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 (as pdf) together with the mandatory annexes (keep the Word version in your files for future use)

Application package (2/6): Part A - Administrative forms

- Use the icon  to access the administrative forms

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



- ✓ Section 1- **General information**: provide general information about the project
- ✓ Section 2- **Participants**: provide information about the **list of participating organisations with PIC number**, the department(s) involved and contact persons
- ✓ Section 3- **Budget**: encode total budget per partner

Application package (3/6):

Part B - Technical description & Annexes

- Part B must be prepared in advance using the templates downloaded from the system



- Read what are the mandatory documents to be uploaded
For example, for Capacity building in Higher Education these are only:
 - ✓ Part B
 - ✓ Annex 1 “Detailed budget table”No other additional annexes are required.

Application package (4/6): Annex1 to Part B: Budget Overview

- Applicants will need to fill in the Budget Table (Annex 1 to Part B – Detailed Estimation of Costs for Lump Sum II)
- Important: **Read the Instructions!**
- Budget table contains information on:
 - Beneficiaries List
 - Work Package
 - Estimated costs
 - Proposed budget

ANNEX 1 to Part B
Detailed Estimation of Costs for Lump Sums

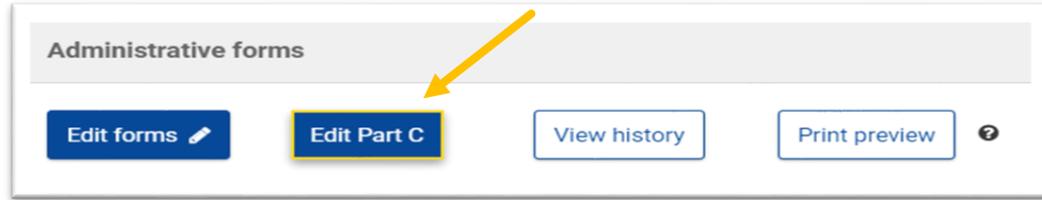
Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to set the appropriate Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E). This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)
6	You then have to fill in only the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BEx' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the last column of the 'Proposal Budget' sheet with the Requested EU Contribution. The appropriate number of individual Beneficiary sheets ('BEx') will be automatically generated with data from the 'Beneficiaries List' and 'Work Package list'
7	You first need to start filling in the sheet 'Beneficiary list' where you are asked to enter all participants in the project including any Affiliated Entity To add beneficiaries, please doubleclick on the appropriate icon Once you are done please ensure that the changes are applied by double clicking the relative icon
8	Once you have completed the 'Beneficiaries List' – 'Work Package list' sheet, you must click the "Apply changes" button to generate the related sheets in the Excel workbook.
9	At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BEx) for all the workpackages concerned You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage

Instructions Beneficiaries List Work Packages List BE 001 Estim costs of the project Proposal Budget BE-WP Overview BE-WP Person Days Depreciation Costs Any comments

Application package (5/6):

Part C - Administrative forms



In this part, applicants will have to provide:

- ✓ The proposal's general objective(s),
- ✓ Indicators specific to the action

Application package (6/6): Annexes

European Commission | Funding: Submission Service

Progress: Login ✓ Topic selection ✓ Create proposal ✓ Participants ✓ Proposal forms **●** Submit ○

Proposal forms

TEST MODE

Deadline
17 February 2022 17:00:00 Brussels Local Time

Call data:
Call: ERASMUS-EDU-2022-CBHE
Topic: ERASMUS-EDU-2022-CBHE-STRAND-1
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

Proposal data:
Acronym: QQQQQ
Draft ID: SEP-210815298

Download Part B templates
Download part B templates

Support & Helpdesk
Online Manual IT How To
IT Helpdesk FAQ

Administrative forms (Part A)
Edit forms 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
Part C	Upload
Detailed budget table	Upload
CVs	Upload
List of previous projects	Upload
Other annexes	Upload

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

Validate & Submit your proposal

- Edit your draft proposal as many times as you need to complete/correct information.
- Run a **validation** of your draft proposal to make sure it meets the requirements and that no information is missing



- Errors and warnings will be listed at the end of the form.



Errors mean that mandatory information is missing and the proposal cannot be submitted until these errors are corrected



Warning messages do not block submission, but they indicate missing information. Ideally, these should be addressed by correcting the information provided



- After submission, you can still edit and update the proposal at any time **before the deadline**. However, if you change the content you will need to **resubmit** for the changes to be reflected.

Budget Type Lump Sum II- Why using lump sums?

Significant simplification potential:

- ▶ Despite all simplifications tried until now, funding based on reimbursement of incurred costs remains complex and error-prone
- ▶ Lump sum system removes all obligations on actual cost reporting and financial ex-post audits - i.e. a major reduction of administrative burden

Focus on performance:

- ▶ Shift from focus on financial management and checking costs to focus on the content of the projects

Lump sum II: Approach - Basic principles (1/2)

- ▶ A new **methodology** has been developed to determine the amount of the lump sum of a proposal
- ▶ In the proposal, applicants must provide an **estimation of costs** and a **split of the lump sum per work package and per beneficiary**
- ▶ **Evaluators assess cost details during evaluation** and make recommendations, if needed.
- ▶ Based on this, the **lump sum is fixed during grant agreement preparation**

Lump sum II: approach - Basic principles (2/2)

Lump sum evaluation and grant agreement follow standard approach as much as possible:

- ▶ Same evaluation criteria
- ▶ Same pre-financing and payment scheme
- ▶ Reporting periods and technical reporting though focusing on completion of work packages

One lump sum share is fixed in the grant agreement for each work package (Annex 2, 'Estimated lump sum breakdown')

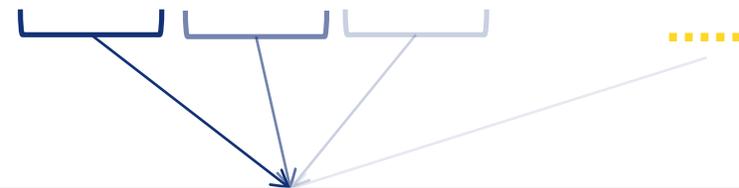
Lump sum II- Budget allocation

Annex 2

Lump sum = Maximum grant amount

Max. liability of the beneficiary after payment of balance

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Beneficiary A	250.000			50.000	300.000	250.000		300.000	1.150.000
Beneficiary B		250.000	350.000	50.000			100.000	150.000	900.000
Beneficiary C	100.000	100.000		50.000		280.000			530.000
Beneficiary D		120.000		50.000			100.000	150.000	420.000
Total	350.000	470.000	350.000	200.000	300.000	530.000	200.000	600.000	3.000.000



Share of the lump sum per WP

Lump sum II -Work packages (1/2)



- Beneficiaries might work simultaneously and/or sequentially in different or the same WP.

Lump sum II -Work packages (2/2)

- Applicant will divide their project in WPs and reflect this division in the budget attached to the application
- Each Work Package will define the activities/outputs and the corresponding deliverables.



Lump sum II- How many Work Packages

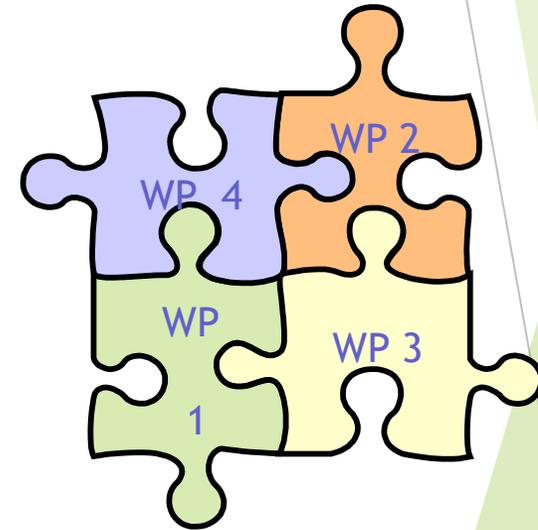
As many as needed but no more than what is manageable

'Work package means a major sub-division of the proposed project.'

Therefore:

- ✘ A single activity is not a WP
- ✘ A single task is not a WP
- ✘ A percentage (%) of the work's progress is not a WP (e.g. 50% of the tests)
- ✘ A lapse of time is generally not a WP (e.g. activities of year 1)

Horizontal work packages (e.g.: Management, Dissemination and Exploitation, etc.) may be approached differently



Lump sum II - How is the proposal assessed?

- The declared cost need to be close to actual cost and comply with the basic eligibility criteria of actual cost - Art 6 of the Annotated Grant Agreement (AGA)
- Consider the call specifications: co-financing rate, maximum amount of the grant, indirect cost
- Ensure justification and alignments to rules for subcontracting and support to third parties (if the case)
- During the evaluation it may be proposed to remove **ineligible costs** (outside eligibility period, activities already implemented, eligibility of consortium, financial audit, etc.) or **inflated costs**

FTOP - useful links

- [Online Manual - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)
- [User Guide of the Submission System](#)
- [Presentation on how to find and apply for funding opportunities](#)
- [Webinar session: The Funding & tenders Portal for beginners \(27 May 2021\) \(europa.eu\)](#)
- [FTOP – IT How to](#)
- [Frequently Asked Questions on FTOP](#)
- [FTOP Glossary](#)
- [Find partners](#)

Good luck!



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