

# **Erasmus+ Alliances for Innovation**

Online Info Session 8/06/2021

**Application form and submission** 

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#### APPLICATION FORM AND SUBMISSION

- Application form
- Funding & tender opportunities portal
- How to participate creating and submitting proposal
- Useful information
- Tips



#### APPLICATION FORM Overview - 1

#### 1. eForm (Part A)

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

#### 3. Part B documents (attached to eForm)

- 1. Technical description
- Estimated budget of the proposal

#### 2. eForm (Part C)

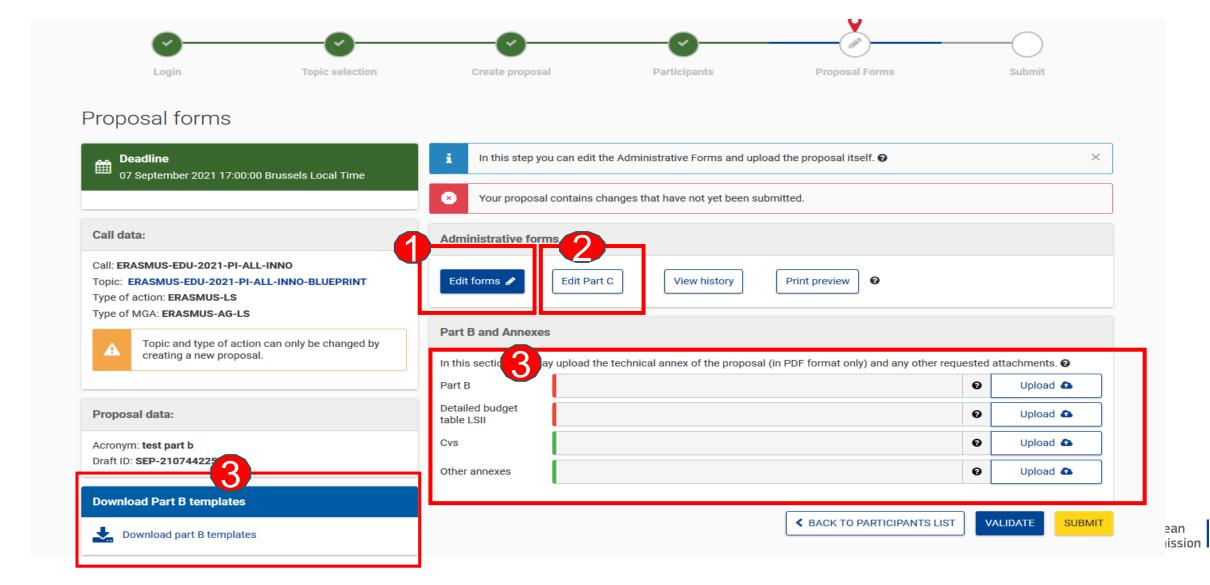
Choise of EQF levels, partnership composition, industrial ecosystem (LOT 2 only)



Tpl\_Detailed Budget Table (ERASMUS LSII)



#### APPLICATION FORM Overview - 2



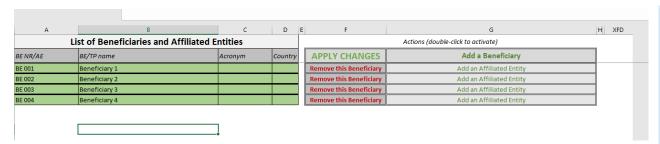
#### APPLICATION FORM Part B – Technical Description

- Template to be downloaded by the applicant in the submission system
- Completed form to be uploaded in pdf format
- Follow the instructions including character and page limits (page 2 of the template)
- Maximum 120 pages, excess pages will not be readable
- 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

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#### APPLICATION FORM Part B -Detailed budget table



- Fill in the budget of the proposal
- Use templates that are downloaded from the submission system
- Completed table to be uploaded to the submission system as xlsx or xls document

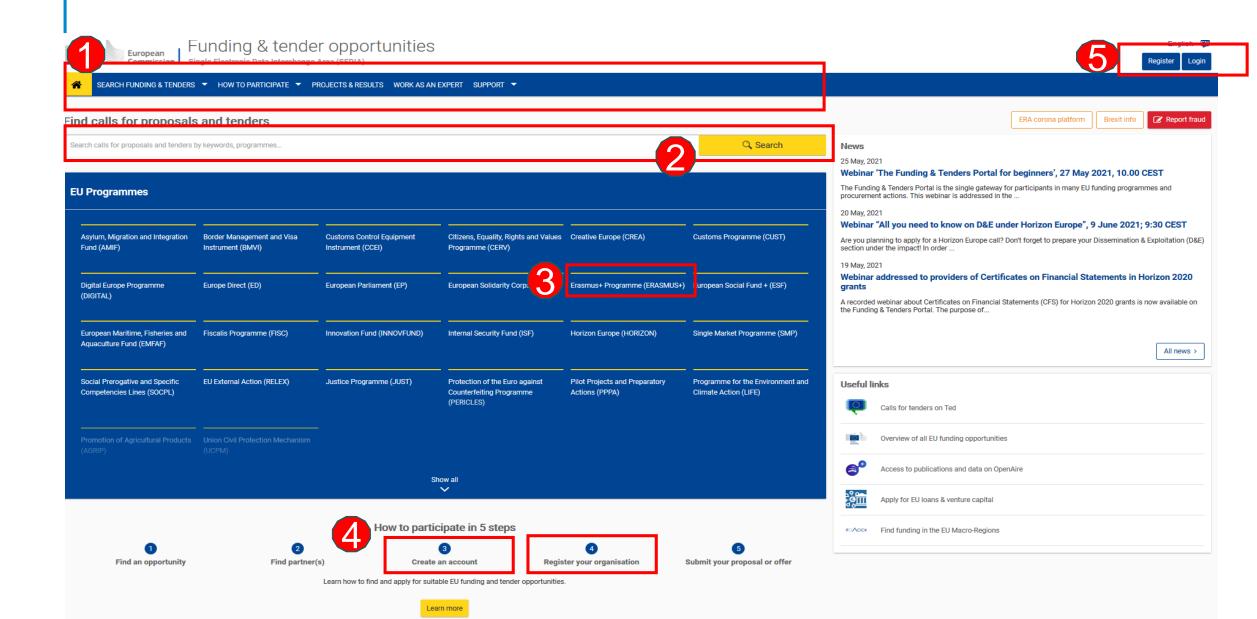


APPLICATION FORM
Part C

- Erasmus + Programme types of organisations
- Only LOT 2 Industrial ecosystem you are addressing
- EQF levels addressed
- Types of organisations by their role in the project (eligibility requirements of your action)

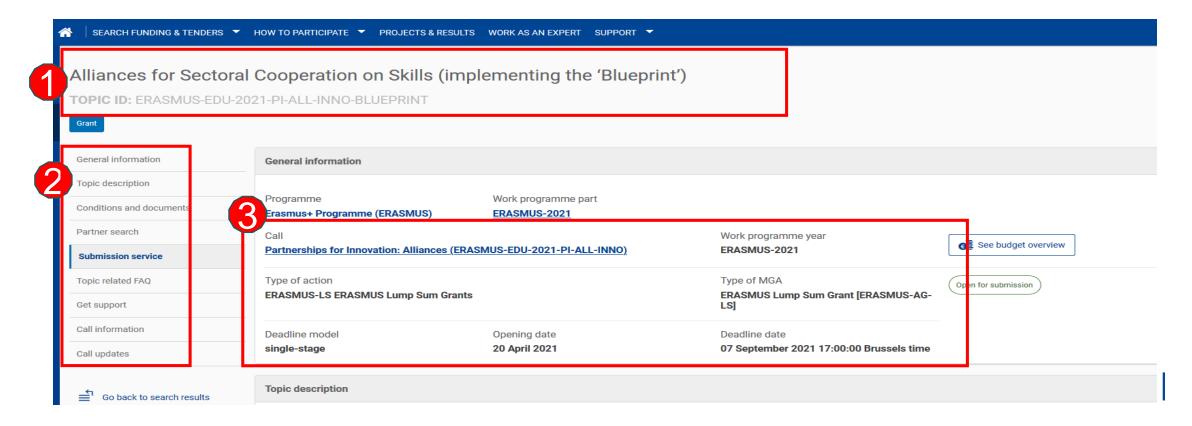
Proposal ID	Call for Proposal
SEP-210754086	ERASMUS-EDU-2021-PI-ALL-INNO
Please select the type of organisation	
ricase select the type of organisation	
Number Name	PIC Number (if available)
1 SME Test	892863661
I SML Test	072003001
Sectors Addressed	
Tourism	
Mobility-Transport-Automotive	
Aerospace & 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
	i at telepating organizations willie
892863661	SME Test

#### Funding & tender opportunities portal (FTOP)

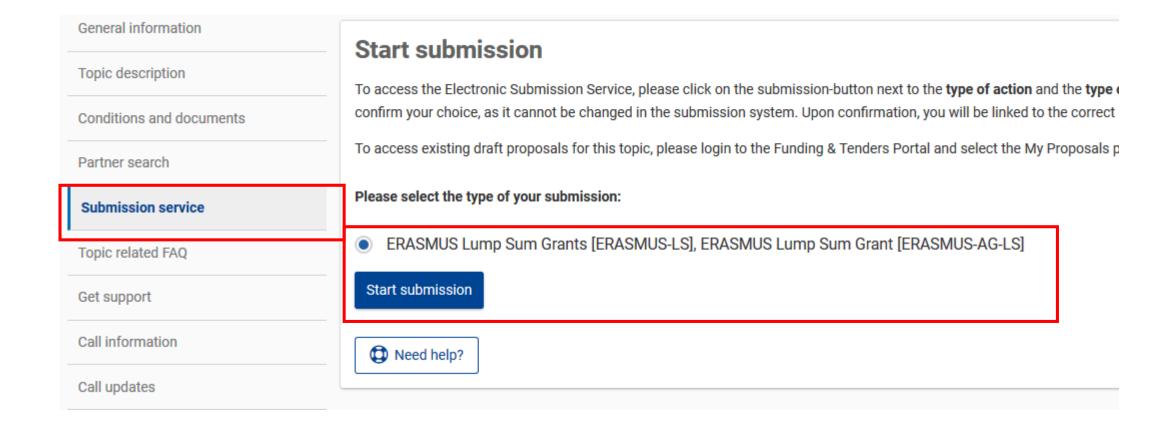


#### HOW TO PARTICIPATE How to access your call submission area - 1

Search for your action on <a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home</a> ERASMUS-EDU-2021-PI-ALL-INNO-EDU-ENTERP or ERASMUS-EDU-2021-PI-ALL-INNO-BLUEPRINT (or relevant keywords)



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

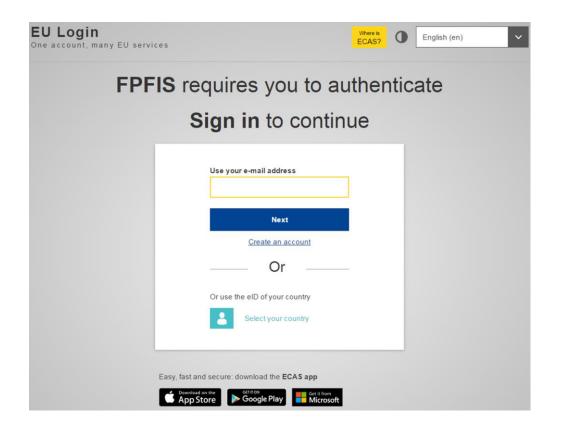




### HOW TO PARTICIPATE Before creating your proposal

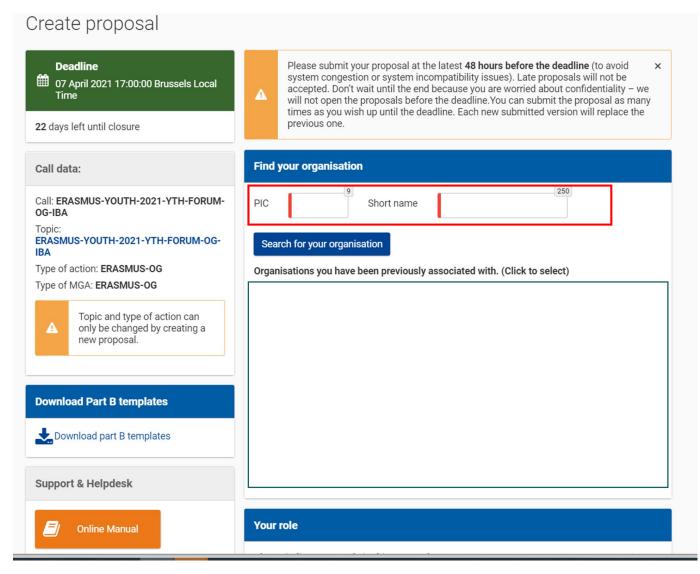
#### You will need the following:

- 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 <a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register</a>





### HOW TO PARTICIPATE Start your proposal

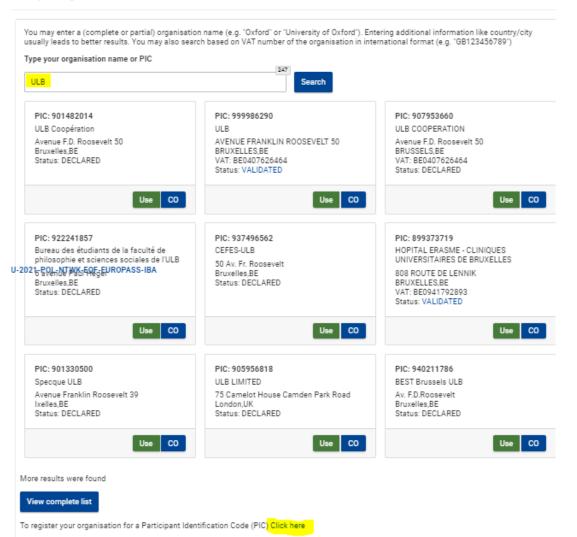


- As the first step you need to enter PIC of your organisation in the dedicated box
- Please check first if your organisation already has a PIC



### HOW TO PARTICIPATE Finding PIC

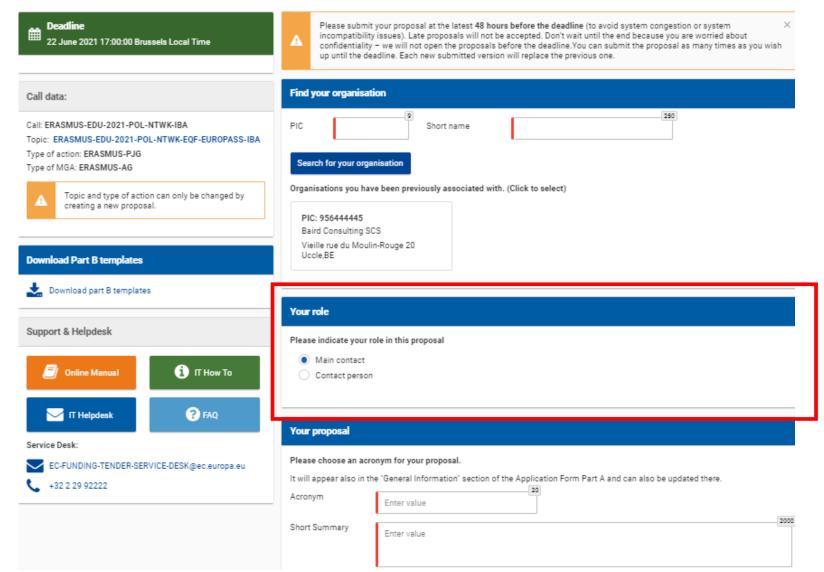
#### Find your organisation



- 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



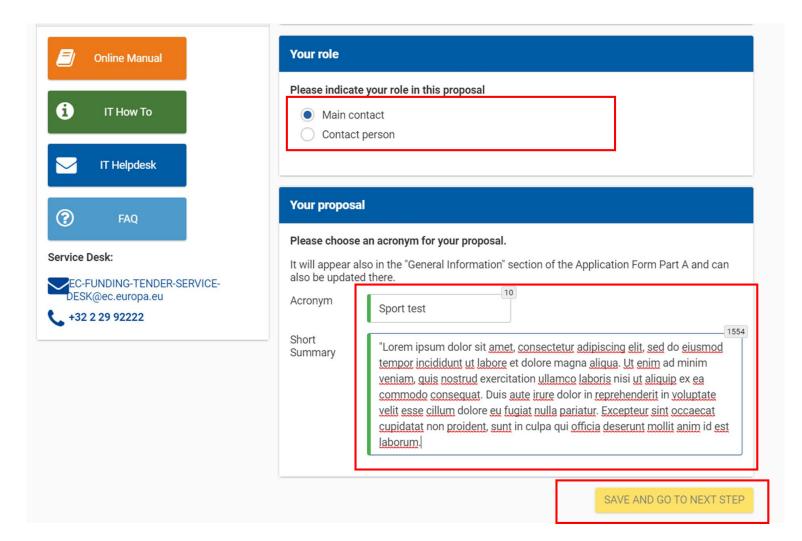
## HOW TO PARTICIPATE Create your proposal



- Indicate your role in the application process
- Main contact : Proposal coordinator (mandatory)
- Contact person : role delegated by the main contact (optional)



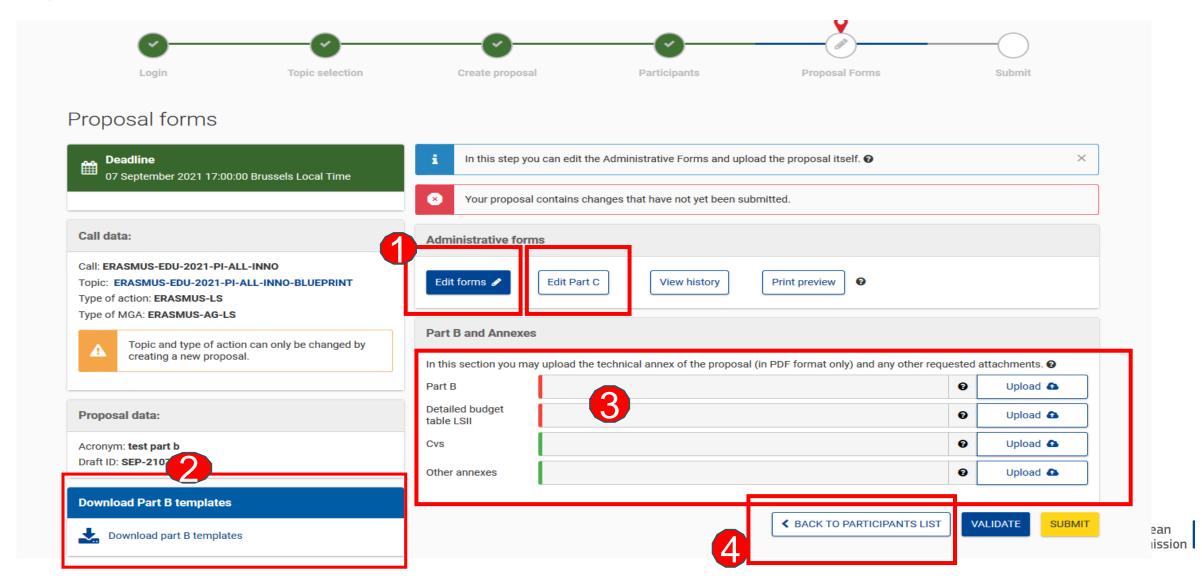
### HOW TO PARTICIPATE Create your proposal - 2



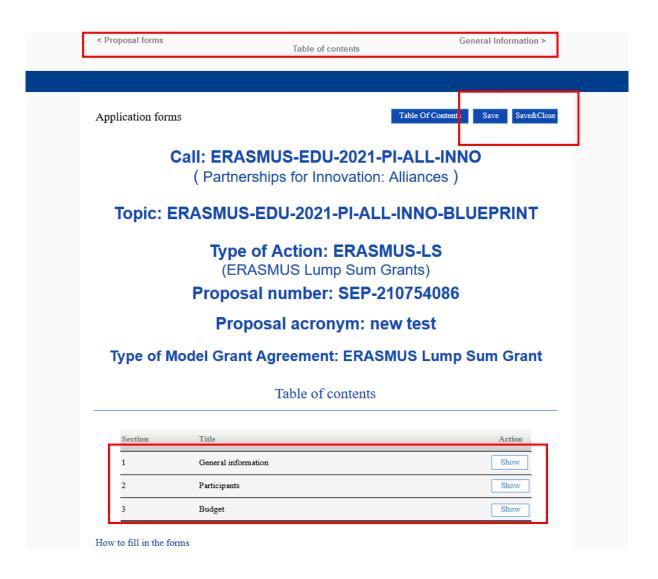
- Fill in the acronym of your project
- Include a summary of your proposal and move to 'Save and go to next step'



### HOW TO PARTICIPATE Access different parts of your proposal



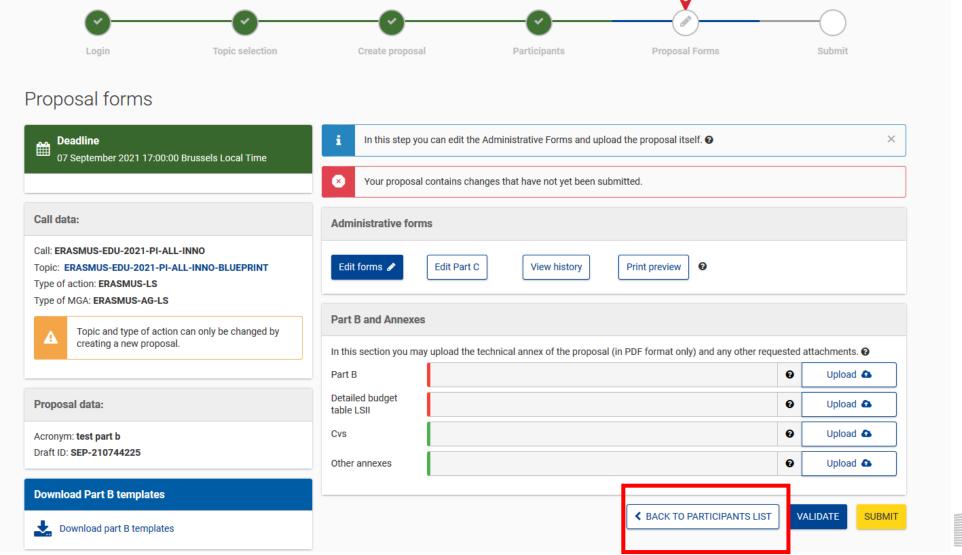
### HOW TO PARTICIPATE Edit part A of your proposal



- Fill in the eForm (Part A)
- Click on 'Table of Contents' to see the parts that you need to complete
- Go to 'Proposal forms' to return to previous step
- Save every time before closing part of your proposal

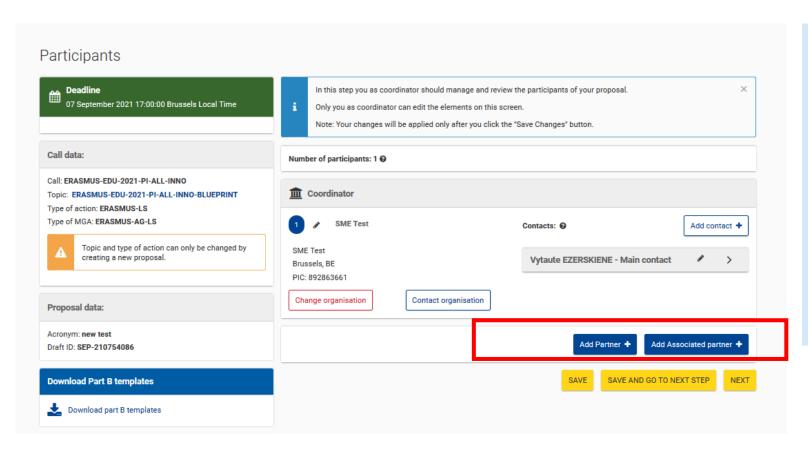


### HOW TO PARTICIPATE Add your partners



European Commission

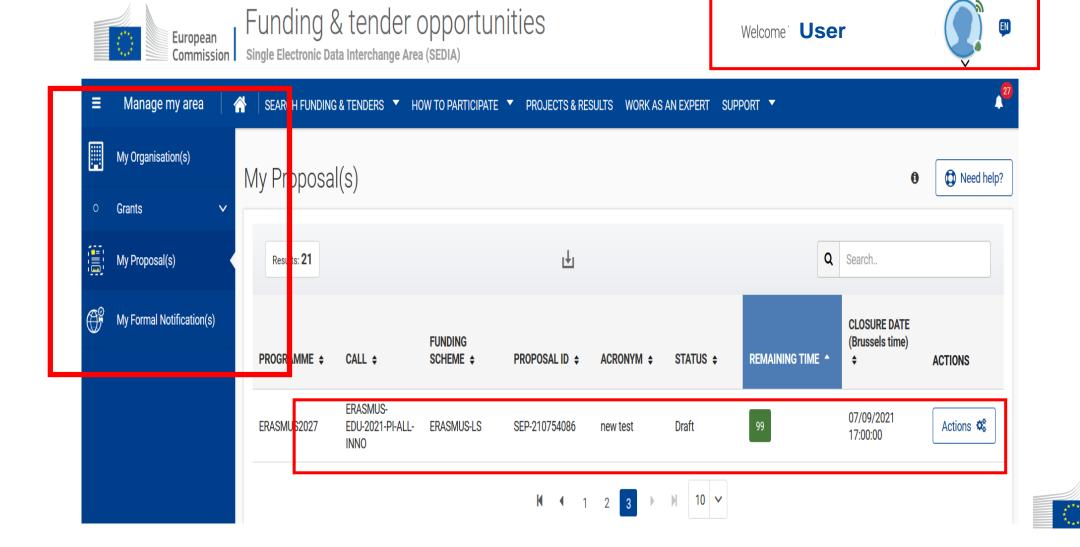
## HOW TO PARTICIPATE Add your partners - 2



- 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

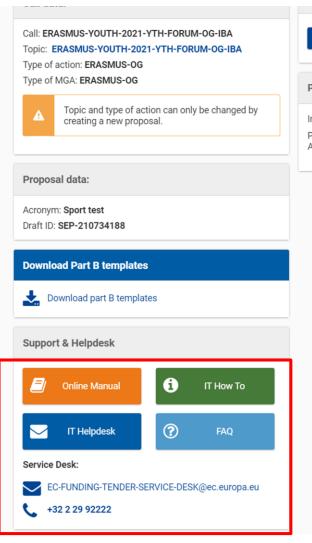


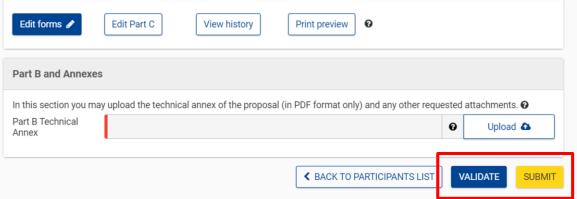
### HOW TO PARTICIPATE How to access your draft proposal



European Commission

## 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: <a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/1">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/1</a>
- F&TP online manual: <a href="https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual">https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual</a>
- F&TP support section: <a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support</a>
- The Funding & Tenders Portal for beginners (webinar recording)
   <a href="https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm">https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm</a>
- Short guide on submission system <a href="https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Submission+system">https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Submission+system</a>
- Video tutorials <a href="https://www.eacea.ec.europa.eu/grants/how-get-grant\_en">https://www.eacea.ec.europa.eu/grants/how-get-grant\_en</a>
- Recording and presentations of Info-session on Erasmus+ Alliances for Innovation 2021: <a href="https://www.eacea.ec.europa.eu/news-events/events/info-session-new-call-proposals-erasmus-alliances-innovation-2021\_en">https://www.eacea.ec.europa.eu/news-events/events/info-session-new-call-proposals-erasmus-alliances-innovation-2021\_en</a>

#### 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 at application level).
- 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.



# Thank you and good luck with your application



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