The submission procedure and application form
APPLICATION FORM AND SUBMISSION

• How to participate - creating and submitting proposal through the Funding & tender opportunities portal
• Application form
• Useful information and tips
Funding & tender opportunities portal (FTOP)

1. Home page
2. Search for calls for proposals and tenders
3. EU Programmes
4. How to participate in 5 steps
5. Register/Login button
How to access your call submission area

1. Partnership for Excellence - Centres of Vocational Excellence
   TOPIC ID: ERASMUS-EDU-2023-PEX-COVE

2. General information
   - Topic description
   - Conditions and documents
   - Partner search announcements
   - Submission service
   - Topic related FAQ
   - Get support
   - Call information
   - Call updates

3. Programme
   - Erasmus+ Programme (ERASMUS)
   - Call
   - Partnership for Excellence - Centres of Vocational Excellence (ERASMUS-EDU-2023-PEX-COVE)

Type of action
   - ERASMUS-LS ERASMUS Lump Sum Grants

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

Deadline model
   - single-stage

Opening date
   - 29 November 2022

Deadline date
   - 08 June 2023 17:00:00 Brussels time
How to access your call submission area - 2

Start submission

To access the Electronic Submission Service, please click on the submission button next to the type of action and the type to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct start submission.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page.

Please select the type of your submission:

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

Start submission

Need help?
You will need the following:

1. Create a valid EU Login account.

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](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register)
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.
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/ib usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. ‘BE021356789’).

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
Create your proposal

Indicate your role in the application process:

- Main contact: Proposal coordinator (mandatory)
- Contact person: role delegated by the main contact (optional)

- Fill in the acronym of your project
- Include a summary of your proposal and move to ‘Save and go to next step’
Add your partners

All partners must have PIC
(not validated PIC is acceptable for submission of proposal)
Access different parts of your proposal

<table>
<thead>
<tr>
<th>Component</th>
<th>URL Path</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call data</td>
<td>/call</td>
<td>Include the call ID and the deadline.</td>
</tr>
<tr>
<td>Proposal data</td>
<td>/prop</td>
<td>Include the acronym and draft ID.</td>
</tr>
<tr>
<td>Download Part B templates</td>
<td>/download</td>
<td>Download the templates for Part B.</td>
</tr>
<tr>
<td>Administrative forms (Part A)</td>
<td>/admin</td>
<td>Edit forms, Edit Part C, View history, Print preview.</td>
</tr>
<tr>
<td>Part B and Annexes</td>
<td>/part</td>
<td>Include mandatory sections.</td>
</tr>
</tbody>
</table>

**Mandatory Sections:**
- Detailed Budget Table
- CVs
- List of previous projects
- Info on Partnerships and activities
- Other annexes

**Upload Options:**
- Upload each mandatory section.
Application Form - Overview

1. eForm (Part A)
Structured Administrative Forms with data on
- Participants
- Legal declarations
- Contact persons
- Programme priorities and requested grant

2. eForm (Part C)
Chose:
- EQF Levels
- Types of organisation

3. Part B documents
(associated to eForm)
1. Technical description
2. Estimated budget of the proposal
3. Info. on partnership and activities
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
- Participants will be added through the ‘Participants list’ button
- Go to ‘Proposal forms’ to return to previous step
- Save every time before closing part of your proposal
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**
- List of **previous projects** to be filled at the end of the form
Part B – Annexes

**Detailed budget table**

- Download the template available in the submission system
- Fill in the budget of the proposal
- Upload the completed table to the submission system in the format indicated in the instructions

**Information on partnerships and activities**

- Participants must indicate their role in the project
- The project must choose the list of activities implemented from 3 Clusters

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**DO NOT UPLOAD** list of previous projects and CVs separately from the form. Information about the previous projects and the profile of participants should be included in the Part B – Technical Description.
Part C consists of an eForm

Each participant must indicate:

- Their type of organisation
- What EQF level(s) they address
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.
Pay attention to…

Part B:

• It is a template. Verify which parts you have to fill in:
  
  • n/a prefixed lump sum (must be completed)
  
  • n/a Lump Sum Grants (don’t complete)
  
  • 5.1 Ethics and 5.2 Security (don’t complete)
  
• Do not delete any instructions or change the format of the template!

• Keep in mind the maximum pages allowed (120 pages)

• Fill in part B based on information in Programme Guide:
  
  • Address each guiding point in the Programme Guide under the 4 award criteria
  
  • Financial support to third parties not eligible
Pay attention to…

• Part A: Requested Grant Amount in part A has to correspond to the requested EU contribution in the Budget Table (cannot be higher than € 4 000 000 in total).

• Partners have to be relevant for your proposal and correspond to the Call requirements. All participating organisations must have PIC (even not yet validated).

• You can find partners through the section “Partner search announcements” in the Funding & Tenders Opportunities Portal (FTOP).

• 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.
Useful links

• Portal to prepare and submit your CoVE application (FTOP) : Funding & tenders (europa.eu)
• Programme guide Centres of Vocational Excellence | Erasmus+ (europa.eu)
• How to participate: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1
• FTOP support section: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support
• The Funding & Tenders Opportunities 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
Thank you and good luck with your application