ERASMUS+

Technical guidelines for completing application e-Forms Call 2017

For actions managed by National Agencies

Version 1 of 21/11/2016

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Introduction

This document describes the use of electronic application forms (eForms) for the Erasmus+ programme actions managed by the National Agencies in the Programme Countries. For simplicity reasons, we will call them "decentralised actions" in this guide.

Preparation

Before we dive into the process of completing an electronic application form (the "e-Form"), it is important to know which forms are available for which actions of the Erasmus+ Programme.

Electronic forms catalogue

The following tables provide you with an overview of the available electronic application forms:

	Action Type
Accreditation	KA108 - Accreditation of Higher Education Mobility Consortia
	KA109 - Vocational Education and Training Mobility Charter
	KA110 - Accreditation of youth volunteering organisations

	Action Type
KA1 – Learning Mobility of Individuals	KA101 - School education staff mobility
	KA102 - VET learner and staff mobility
	KA103 - Higher education student and staff mobility within programme countries
	KA104 - Adult education staff mobility
	KA105 - Youth mobility
	KA107 - Higher education student and staff mobility between Programme and Partner Countries
	KA116 - VET learner and staff mobility with VET mobility charter
KA2 – Cooperation for	KA201 - Strategic Partnerships for school education

innovation and the exchange of good practices	KA202 - Strategic Partnerships for vocational education and training
	KA203 - Strategic Partnerships for higher education
	KA204 - Strategic Partnerships for adult education
	KA205 - Strategic Partnerships for youth
	KA219 – Strategic Partnerships for schools only
KA3 – Support for policy reform	KA347 - Dialogue between young people and policy makers

Technical requirements and settings needed to use an electronic form

Adobe Reader and Acrobat Reader DC

The Erasmus+ decentralised actions application forms were built using Adobe Forms technology. You need Adobe Reader or Adobe Acrobat Reader DC to use the forms.

In order to be able to properly use an Erasmus+ application form you will need to use the following versions of Adobe Reader:

Minimum Adobe Reader version	Adobe Reader 9.3.3 or higher (except Adobe Reader DC version 15.8)
Recommended Adobe Reader version	Acrobat Reader DC version 15.20

Adobe Reader and Acrobat Reader DC can be downloaded for free from the internet at the following location:

http://get.adobe.com/reader/otherversions/

If you are using Windows 10 this is how the download page should look like:
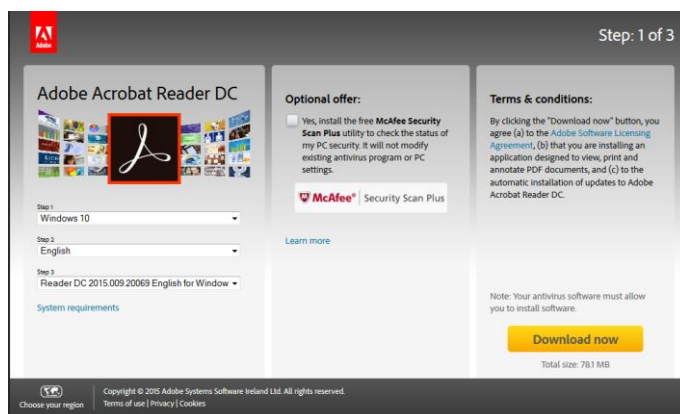
If you are using a different version than the above mentioned ones you will not be able to properly use the form and will be confronted with the following screen:
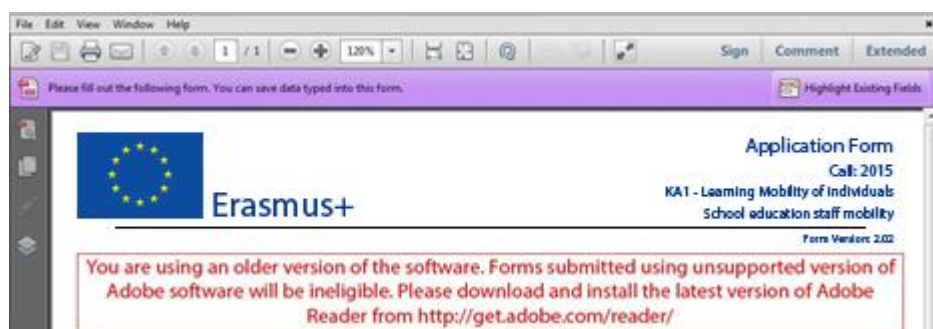
Incompatible Readers

Adobe Reader and Acrobat Reader DC are the only accepted readers. If you happen to use another reader such as "Foxit" or Adobe Acrobat X PRO you will not be able to use the electronic form and may even corrupt it as the following message shows:
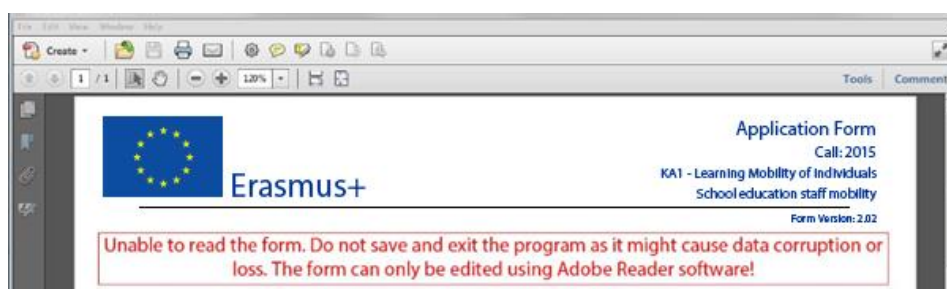
Incompatible Acrobat Reader DC Versions

The above mentioned Acrobat Reader DC version 15.8 released by Adobe on the 14th of July 2015 has introduced several issues with the Erasmus+ electronic application forms and must not be used.

If you happen to open one of the electronic application forms still using Acrobat Reader DC 15.8 the electronic form will be blocked and you will not be able to fill it in.

If you are still using Acrobat Reader DC 15.8 please make sure that you uninstall it and install instead latest Acrobat Acrobat DC version as explained above.

Operating Systems

The above mentioned Adobe Reader and Acrobat Reader DC versions are supported on Microsoft Windows and Apple OS X. Mobile platforms such as iOS, Android, Microsoft Windows RT, Windows Phone and BlackBerry are not supported by the application forms.

Please note that Windows XP is no more supported by Microsoft since 8th April 2014. This is explained clearly on Microsoft webpage: https://www.microsoft.com/en-us/WindowsForBusiness/end-of-xp-support.

However, it is true that you can easily found on Internet some ways to make some updates to make Adobe Reader working with the PDF forms. If you consider them you must know the exact consequences and weaknesses on your computer and also all potential related legal issues. If you have any doubt or have some legal issues on the solution, we strongly advise you to consider another platform fully supported.

Application forms can be opened on Linux platform only with Adobe Reader version 9.1.

Please note that Adobe was providing a native Reader version on Linux until the version 9.5.5 (26/06/2013). This version is no more available on Adobe website. However, different versions of the package are still downloadable on Internet with the procedure to install them. Please note that we strongly discourage you to use these old versions with unknown PDFs as no more security patches are applied on it.

Security and Java Script Settings

When an electronic form is downloaded from the internet for the first time, Adobe Reader and Acrobat Reader will detect that the form has originated from a potentially unsafe location and ask you to confirm the safeness of the file:
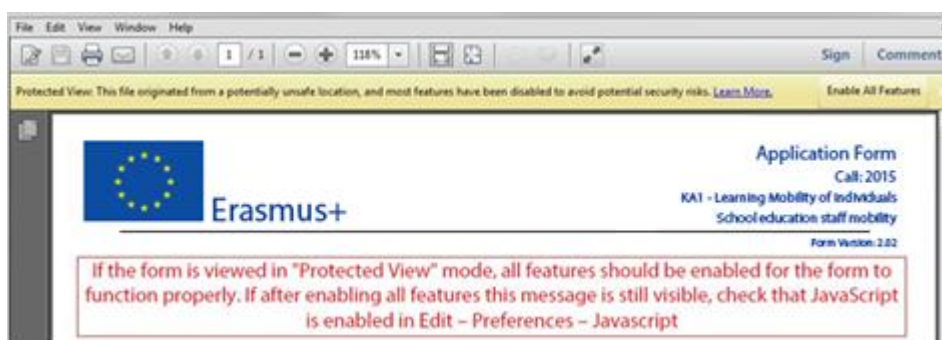
In this case you should press button "Options", choose "Trust this document always" and save the electronic form:
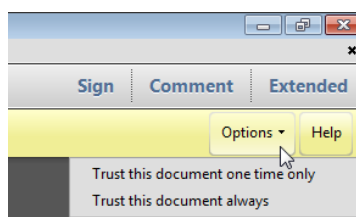
If the problem persists, check your Java Script settings in Adobe Reader and Acrobat Reader:
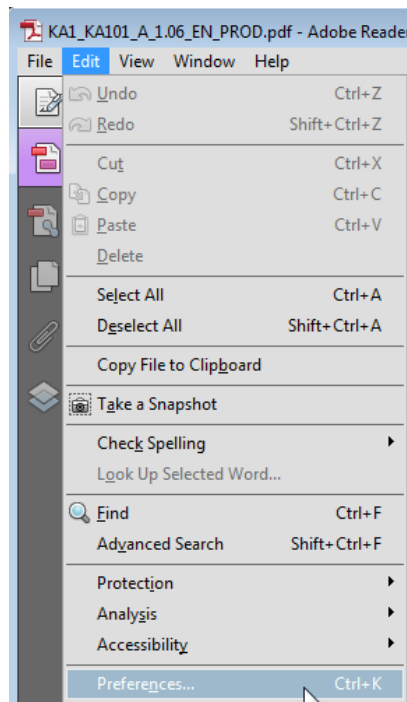
You should have the following configuration:
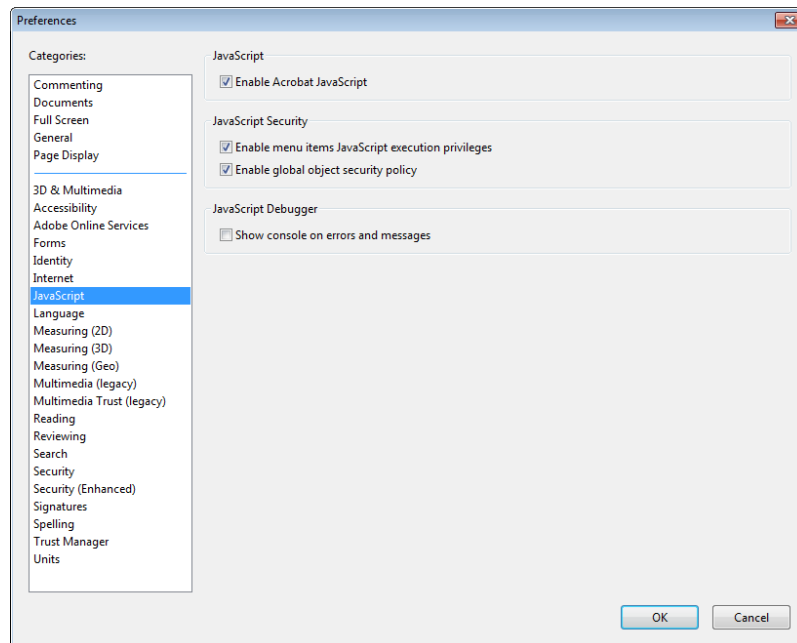
On top of what is written above, Adobe Reader and Acrobat Reader uses an enhanced security feature that detects when the electronic form is attempting to connect to the internet. Such situation will happen every time you need to input and validate a PIC (Participant Identification Code, provided to the organisation upon registration in the Participant Portal (see section on "Registering your organisation in the European Commission's Participant Portal" at the end of this document) for a participating organisation, or when you have changed a piece of data that impacts the budget section, such as a distance band in the "Travel" budget section. In both scenarios the electronic form will contact central European Commission servers to fetch the latest data and information. The message displayed by Adobe Reader and Acrobat Reader is as follows:
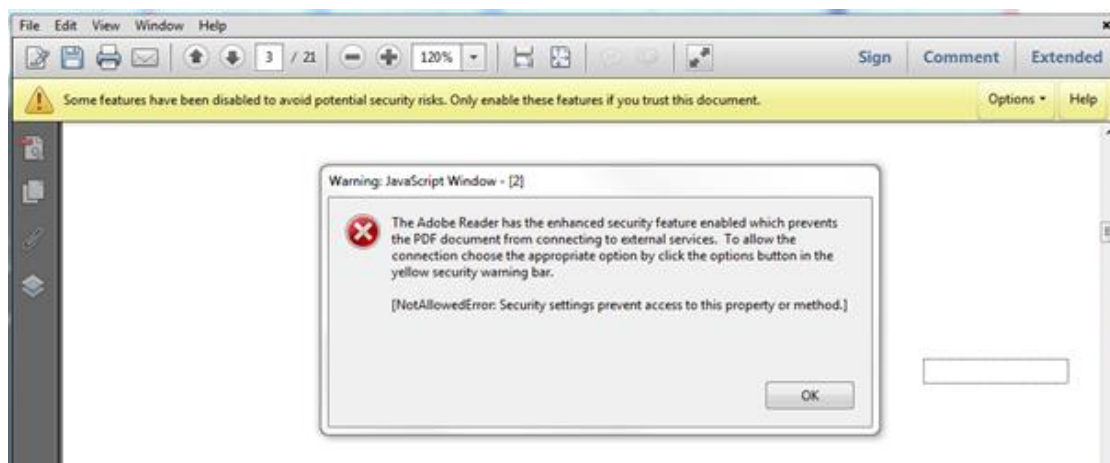
When confronted with this message you should press button "Options", select "I trust this document always" and, when asked, save the form with the <u>same</u> name. This process is sometimes a bit slow, so just let it finish before proceeding.

New security feature introduced in the Acrobat Reader DC 15.9

When the user uses Acrobat Reader DC 15.9 for the first time with an electronic form which is not stored in an already trusted folder, Acrobat Reader will prompt the user with a new security question asking if the user trusts the "europa.eu" domain (it could happen on Check PIC, on budget change or on submission).
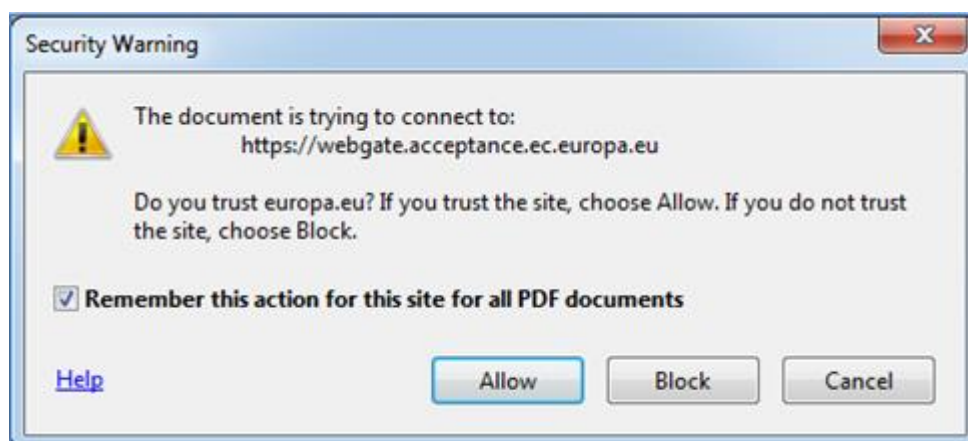
IT IS COMPULSORY FOR THE USER TO ANSWER "ALLOW" SO THAT THE DOMAIN "EUROPA.EU" IS A TRUSTED DOMAIN AND THE FORM WORKS PROPERLY.

If by mistake the user answers "Block" on the prompt about the "europa.eu" domain then that answer will be applied to all electronic application forms and none will properly work in that specific computer. The expected behaviour of the forms will be to show the following error message every time the domain "europa.eu" needs to be accessed e.g. when checking a PIC or computing budget:

In order to revert the previous decision to block the "europa.eu" domain and make the electronic application forms work normally, the user needs to:

1) Access Menu "Edit" -> "Preferences…" or Ctrl + K
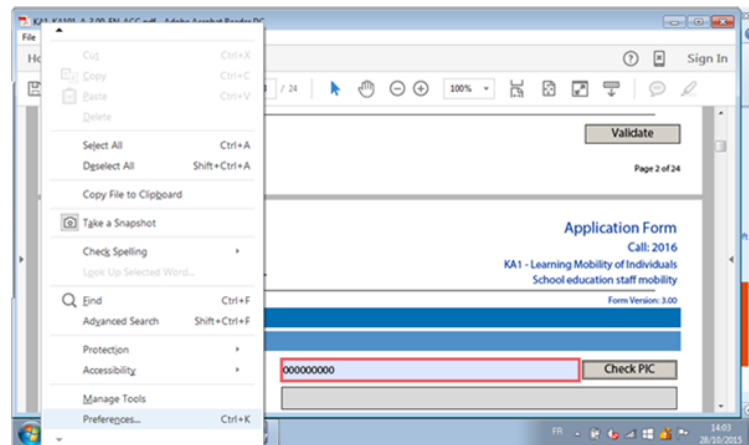
2) Choose "Trust Manager" and "Change Settings…" button
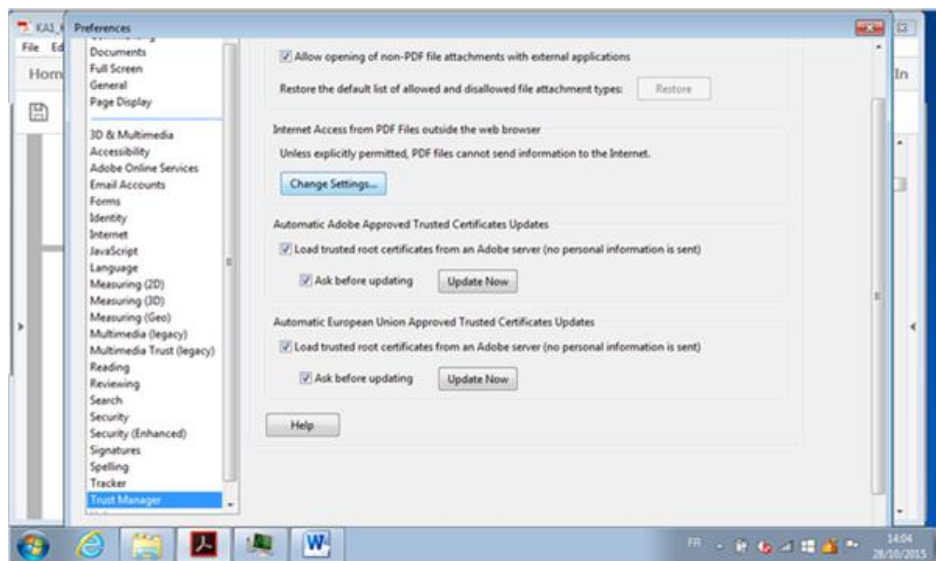
3) In the Web Sites table select row "europa.eu" "Always Block" and click on "Delete" button
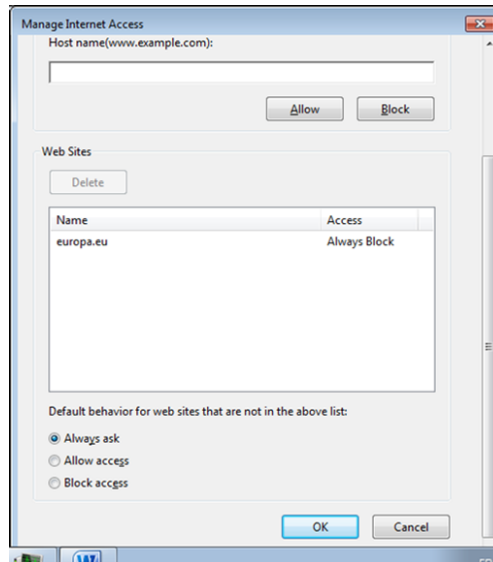
4) Finally click on "OK" buttons to apply the changes and close the properties' windows.

After that try to open the electronic application form and make sure that this time you choose the option "Allow" when prompted to trust the "europa.eu" domain.

How to fill an electronic application form

This section will guide you through the main aspects to consider when filling an electronic application form for applying for a grant under an Erasmus+ action managed by the National Agencies.

Checking that you have downloaded the correct form

Before you start working on your application and filling in your project's data, it is important that you check that you have the right form for the right "Action Type", "Call" and "Round". Page 1 of every electronic application form contains this information:

B. Context	
Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	VET learner and staff mobility
Call	2017
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	02-02-2017 12:00:00

Field "Action Type" will show you the action type and the field of education, training and youth which the application form concerns. Do make sure you are using the right one as your application will not display all fields that apply to your project if you submit it through a different form and may be considered as ineligible as a consequence.
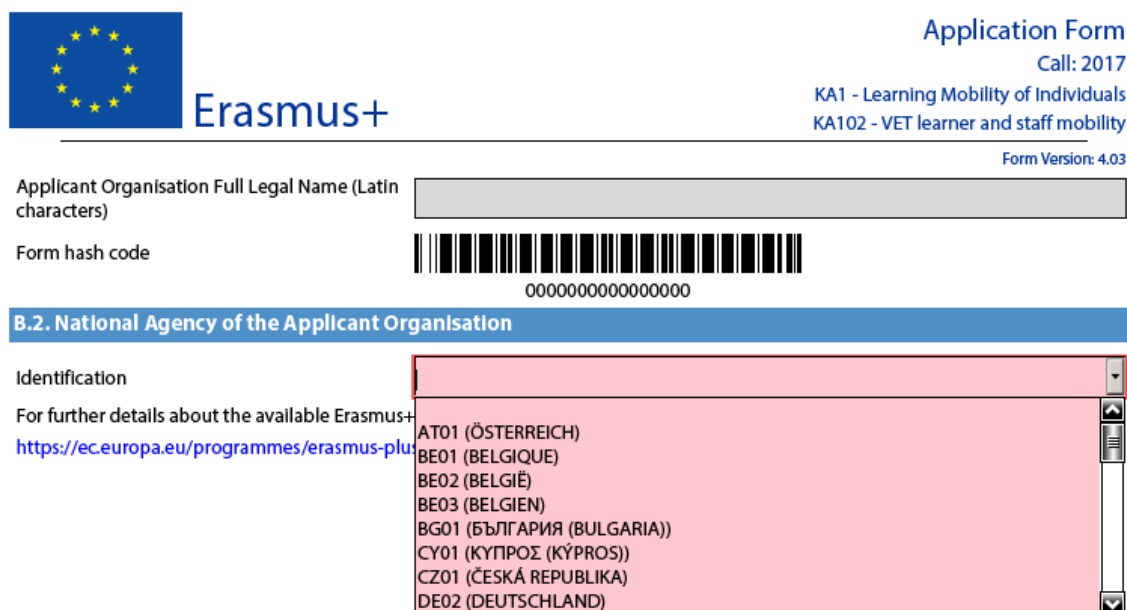
Field "Call" is another important piece of information, as it indicates the year of the Erasmus+ Call for proposals concerned.

In some cases, more than one application round may be organised within the same call. Therefore, it is also important to check the selected application "Round" to which you want to apply, since selecting an inactive round, i.e. one that is already closed, will not allow you to submit your application.

Note that you cannot change the content of these three fields. If you find out that you have selected the wrong application form, you need to close it and download the correct form from your National Agency's website (see "electronic forms catalogue").

Choosing the correct National Agency

Another important aspect to take into account is the National Agency to which you want to submit your application. The selection of the National Agency is normally done on page 2 of an application form. There you can find a drop-down list with the allowed Erasmus+ National Agencies covering each field of education, training and youth. In the list of values below, each National Agency is identified by a unique code accompanied by the name of the country in the national language:

If a country has more than one National Agency, use the following hyperlink to consult the full list of National Agencies, and find out the code of the National Agency responsible for your field of education, training and youth to which you should submit your application:

https://ec.europa.eu/programmes/erasmus-plus/contact

The information to look for is illustrated in the screen shots below and includes the National Agency code and the fields in which it is active.

Austria ⌄

Österreichische Austauschdienst GmbH (OeAD)

Ebendorferstraße 7
1010, Wien
Austria

NA Code: AT01

+43 1 53408605

erasmusplus@oead.at

http://www.erasmusplus.at

Fields
School Education
Vocational Education and Training
Higher Education
Adult Education

The last aspect concerning the field(s) for which a National Agency has been designated is of particular importance as this needs to match the electronic application form you have chosen. In order to help you, the electronic application forms will only show you the relevant National Agency reference according to the field of education, training and youth that you want to submit your project to.

As an example, if you are interested in applying for a "KA101 - **School** education staff mobility" grant, the application form will allow you only to select the following NA: AT01 (ÖSTERREICH). Whereas if you are interested in applying for a "KA105 - **Youth** mobility", the application form will display the following NA: AT02 (ÖSTERREICH)

INTERKULTURELLES ZENTRUM (IZ)

Dresdner Straße 82/12
1200, Wien
Austria

NA Code: AT02

+43 1 586 75 440

iz@iz.or.at

http://www.erasmusplus.at

Fields
Youth

Using your PIC in an electronic form

For most actions, all participating organisations should be registered in URF and should use their PIC (Participant Identification Code) when filling-in an e-Form (please see section on "Registering your organisation in the European Commission's Participant Portal" at the end of this document and User's Guide of the Unique Registration Facility (URF) and User's Guide of the Unique Registration Facility (URF) and Participant Portal for Education, Audio-visual, Culture, Citizenship and Volunteering).[1]

When you and your partner organisations or consortium members have a PIC, you can start using these identifiers in your electronic application forms.

The PIC field name is the place where you need to enter your organisation's identification:

C. Participating organisation(s)		
C.1. Applicant Organisation		
PIC	948425746	Check PIC
Full legal name (National Language)		
Full legal name (Latin characters)		
Acronym		
National ID (if applicable)		
Department (if applicable)		
Address		
Country		

After you have entered it, press button "Check PIC" so that the electronic form fetches the organisation's data from the Participant Portal. In other words, you do not need to enter again in the application form the organisation data that are already registered in the Participant Portal.

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[1] Specific guidelines for higher education student and staff mobility between Programme and Partner Countries is provided in the section devoted to KA107.

C. Participating organisation(s)

C.1. Applicant Organisation

PIC	948425746
Full legal name (National Language)	The Organisation D
Full legal name (Latin characters)	Organisation D
Acronym	
National ID (if applicable)	BE-BIZ
Department (if applicable)	
Address	Avenue Louise 1
Country	Belgium

Once you have entered the PIC and the eForm has fetched the relevant information in section C.1., you will also see that part of the information in section C.1.1 has also changed:

C.1.1. Profile

Type of Organisation	Other
Is your organisation a public body?	No
Is your organisation a non-profit?	No
Total number of staff	
Total number of learners	

In the 2017 e-Forms the applicants can indicate the type of the organisation as this information is no longer filled in the Participants Portal. Please note that, as the field Type of Organisation is a compulsory one, the applicant cannot leave it empty and should pick one option from the drop-down menu. If you cannot find the right organisation type in the list of the drop-down menu, the organisation type can stay "Other" in the electronic form. If you have already applied for Erasmus+ the field type of Organisation will be already prefilled. Please check if the value displayed is correct. In case the value in not correct, please choose another option from the drop-down menu.

Mandatory fields

Mandatory (compulsory) fields are clearly identified in electronic forms through a pink colour as depicted below:

D. European Development Plan

What are the organisation's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

Please outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs.

Please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

They need to be filled in, otherwise you will not be able to validate and submit your electronic form.

Lists of values

Lists of values represent closed questions that you will need to answer by choosing one or more entries from the ones available in the list. The example below represents the selection of the language used to fill in the electronic form i.e. the language used by the applicant to enter the project information:

B. Context

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	VET learner and staff mobility
Call	2017
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	02-02-2017 12:00:00
Language used to fill in the form	German

B.1. Project Identification

Project Title

Project Title in English

Project Acronym

Project Start Date (dd-mm-yyyy)

Croatian
Czech
Danish
Dutch
English
Estonian
Finnish
French
German

Dynamic sections

Some selections made in an electronic form will trigger the appearance or disappearance of fields or sections following them. A typical example of this is the "Consortium" section where an applicant can enter if it is applying on behalf of a consortium:

C.1.2. Consortium

Are you applying on behalf of a consortium?

Yes

If the applicant enters "Yes" then a new "Consortium Member" section will be shown where the members of the consortium can be identified:

C.1.2. Consortium

Are you applying on behalf of a consortium?

Yes

No
Yes

C.1.2.1. Consortium Member

PIC		Check PIC
Full legal name (National Language)		
Full legal name (Latin characters)		
Acronym		
National ID (if applicable)		
Department (if applicable)		
Address		
Country		
P.O. Box		
Post Code		
CEDEX		
City		
Website		
Email		
Telephone 1		

Manually adding entire sections and entries

In certain places, you can add entire sections to the form, if they are relevant and necessary for you. An example is adding project Partners.

Participating Organisations

In this section the data about your organisation is already available in the sub-section "Applicant Organisation":

If you need to add partner organisations to your application, you can do so by pressing the button "Add Partner" located at the end of the "Applicant Organisation" sub-section:

For some actions, a new sub-section will then appear, called "Partner Organisation", where you can enter all needed details:

C.3. Partner Organisation

PIC	Check PIC
Full legal name (National Language)	
Full legal name (Latin characters)	
Acronym	
National ID (if applicable)	
Department (if applicable)	
Address	
Country	

Partner organisations can be removed by pressing the button "Remove Partner" located at the end of the last partner organisation:

Add Partner	Remove Partner

Please note that you can only add partners at the end of the already introduced partner sections, e.g. you cannot add partners between partners 2 and 3, if you have already included 3 partners.

C.1.5. Contact Person

Title	
Gender	
First Name	
Family Name	
Department	
Position	
Email	
Telephone 1	
Online Linguistic Support Contact Person?	

If the address is different from the one of the organisation, please tick this box

Add Contact Person

In the sections for the contact persons, the field "Online Linguistic Support Contact Person?" has been introduced in the KA103, KA102, KA105, KA135 and KA116 2017 application forms to indicate whether a contact person is also responsible for Online Linguistic Support.

OLS Contact Person?	Yes

To be able to validate the forms, one of the contact persons must be flagged as Online Linguistic Support contact person. It is not possible to flag more than one person. The Online Linguistic Support contact person receives a notification by email when licences for language assessments and language courses are available in the Online Linguistic Support (OLS) system, and is responsible for sending invitations to mobility participants to take the language assessment and start the language course, if awarded. The Online Linguistic Support contact person is also responsible for monitoring the usage of licences and can create additional Online Linguistic Support users (aliases) with the same access rights if needed.

Adding new entries in lists of values

You can add new entries by clicking a button. For example, the question about the list of topics that is most relevant to a given application:

You should press the "+" button to add new entries or the "-" to delete existing ones. Please note that the question is compulsory, so once you add a new entry you will need to fill it in with one of the available options:

E. Description of the Project

Why do you want to carry out this project? What are its objectives?

How did you choose your project partners? What experiences and competences will they bring to the project? Please also describe how the project meets the needs and objectives of your partners.

What are the most relevant topics addressed by your project?

Access for disadvantaged
Agriculture, forestry and fisheries
Approaches to contain violence and tackle racism and intolerance in sport
Creativity and culture
Disabilities - special needs
Early School Leaving / combating failure in education
Economic and financial affairs (incl. funding issues)
Energy and resources

You can enter the same topic only once.

Filling in the budget section

The budget is one of the most important sections of your electronic application form. It is partly completed based on what you have entered before in the content related questions of the form.

More concretely, if you are preparing an application under "KA1 - Learning Mobility of Individuals", the "Activities' Details" section will be the most important.

If you apply for a Strategic Partnership grant under "KA2 - Cooperation for innovation and the exchange of good practices", note that the sections "Participating Organisations", "Intellectual Outputs", "Multiplier Events" and "Learning/Teaching/Training Activities" will drive most of the information contained in the budget sections.

We will use an example of KA1 to illustrate the behaviour of the electronic application forms in detail.

Activities' Details

Bellow you will find an example on how to fill the section Activities' details for one of the actions. Please note that there are some differences in information requested across actions and business rules may be different.

Let's assume that you are preparing an application for "KA102 - VET learner and staff mobility" and you have the following scenario:

Mobility Activity Type	Origin	Destination	Duration Excluding Travel	Total No. of Participants	Participants With special needs (out of total number of Participants)	No. of apprentices (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Acc. Persons (out of total number of Participants)
VET learners traineeships in companies abroad	Austria	Belgium	30 days	10	4	3	1	2
	Austria	Portugal	60 days	10	4	3	1	2
Staff training abroad	Austria	France	60 days	10	4			2

The first step is to create the needed activities for both types mentioned above: "VET learners traineeships in companies abroad" and "Staff training abroad". You can start with the first two flows that will cater for the "VET learners in companies abroad" type:

The first activity will cater for the 4 participants going to Belgium for 30 days and the remaining 6 participants going to Portugal for 60 days. Please note that, in this activity type, column "No. of Participants" refers to the total number of persons within the flow which also includes participants with special needs, accompanying persons, etc. The different destinations and corresponding flow durations are handled by breaking down the total number of participants in the activity into two different flows. In the given example, all flows include two additional days accommodating the travel time to and from both destinations.

Depending on the answer to the question "Is the activity duration longer than one month (30 days excluding travel)?", different fields for duration (months or days) will be editable.

H.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

Activity No.					A1
Activity Type				VET-COMP - VET learners traineeships in companies abroad	
Is the activity duration longer than one month (30 days excluding travel)?					
Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	No Yes

Finally, you have to create a new activity to cater for the flow for all other relevant staff participants that are going from Austria to France for 60 days:

Activity No.										A3	
Activity Type			VET-STA - Staff training abroad								
Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Accompanying Persons (out of total number of Participants)
1	Austria	France	500 - 1999 km	2	0	60	2	62	10	4	2
+	-										
				Total		60	2	62	10	4	2

Add Activity   Remove Activity

Completing the Budget

Now that you have entered the needed activities and other relevant information, it's time to look into the budget section where the funds needed to support your project are to be specified.

One of the most important principles of Erasmus+ is the wide use of unit cost based grant items. In the case of unit costs, you do not have to calculate the real cost of expenses, but instead indicate the number of units (number of days or number of participants) for a given grant item; based on that number, the form then calculates automatically the grant amount that <u>can</u> be requested, multiplying the number of units with the unit cost concerned. You can find all information in the Programme Guide to verify the type of costs eligible under each grant item, the unit cost levels and rules of allocation. Please note that not all Budget sections are relevant for all actions.

When filling in an application form for <u>KA2</u>, it is also very important to bear in mind that each project activity must be assigned to a specific organisation in order for the grant to be allocated and calculated correctly. This means that if you enter activities but don't state which participating organisations will implement them, they will not appear in the budget section.

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Travel

The first section you need to check is "Travel". The electronic form should have retrieved the proper travel grant per participant depending on the correct distance band entered for each of the previously created flows.

If duly justified in the application form, a participant can be entitled to receive two top-ups for expensive domestic travel costs to participate within the same mobility activity: one to reach a main HUB/airport and/or a train/bus station within the country of origin and one more to reach a remote final destination within the receiving country.

J. Budget

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

J.1. Travel

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	Travel Grant per Participant	No. of Participants (including accompanying persons)	Top-up for "Expensive Domestic Travel Cost"	No. of Top-ups (including those granted to accompanying persons) for "Expensive Domestic Travel Cost"	Total Travel Grant Requested
A1	VET-COMP - VET learners traineeships in companies abroad	1	Austria	Belgium	500 - 1999 km	275.00	4	180.00	0	1100.00
A1	VET-COMP - VET learners traineeships in companies abroad	2	Austria	Portugal	2000 - 2999 km	360.00	6	180.00	0	2160.00
A2	VET-STA - Staff training abroad	1	Austria	France	500 - 1999 km	275.00	10	180.00	0	2750.00
									Total	6010.00

Some participants may not need to receive a grant for travel purposes. In that case you can decrease the No. of Participants and fund less than the total number of participants indicated previously:

J. Budget

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

J.1. Travel

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	Travel Grant per Participant	No. of Participants (including accompanying persons)	Top-up for "Expensive Domestic Travel Cost"	No. of Top-ups (including those granted to accompanying persons) for "Expensive Domestic Travel Cost"	Total Travel Grant Requested
A1	VET-COMP - VET learners traineeships in companies abroad	1	Austria	Belgium	500 - 1999 km	275.00	3	180.00	0	825.00
A1	VET-COMP - VET learners traineeships in companies abroad	2	Austria	Portugal	2000 - 2999 km	360.00	5	180.00	0	1800.00
A2	VET-STA - Staff training abroad	1	Austria	France	500 - 1999 km	275.00	5	180.00	0	1375.00
									Total	4000.00

In order to select the correct distance band, you need to get the distance calculated by the web tool that you can access via this hyperlink:

http://ec.europa.eu/programmes/erasmus-plus/resources_en#tab-1-4

http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm

With this tool you can enter the Origin and Destination cities in two given countries and get the calculation of the distance in one direction. On the basis of this information you have to select the corresponding distance band. If the participant needs to go to a farther city to get to his/her final destination (to reach the airport for example) it is possible to take this city as departure point.
The distance band chosen will determine the grant amount available for that distance, as specified in the Erasmus+ Programme Guide. You only need to enter the distance band: the correct grant amount corresponding to the distance band is completed automatically.

Nota bene: When calculating the actual distance you should fill in only the distance from the place of origin to the place of destination and not both ways. The unit cost is calculated on the basis of one way distance; however, the related grant is a contribution to the expenses for travelling in both directions.

Instructions

In order to use the calculator, you should:

1. Begin typing a location in the "From:" box
   when provided with the list of locations, click on the correct one.
2. Repeat the procedure for the "To:" box.
3. Click "Calculate" to obtain the distance, **provided in kilometres**.

If you do not click on an option in the "From" and "To" boxes, no result will be displayed.

If you receive a distance of NaN, please refresh your page and follow the instructions above.

From: Vienna

To: Istambul   Calculate

Distance: **1274.44** km.
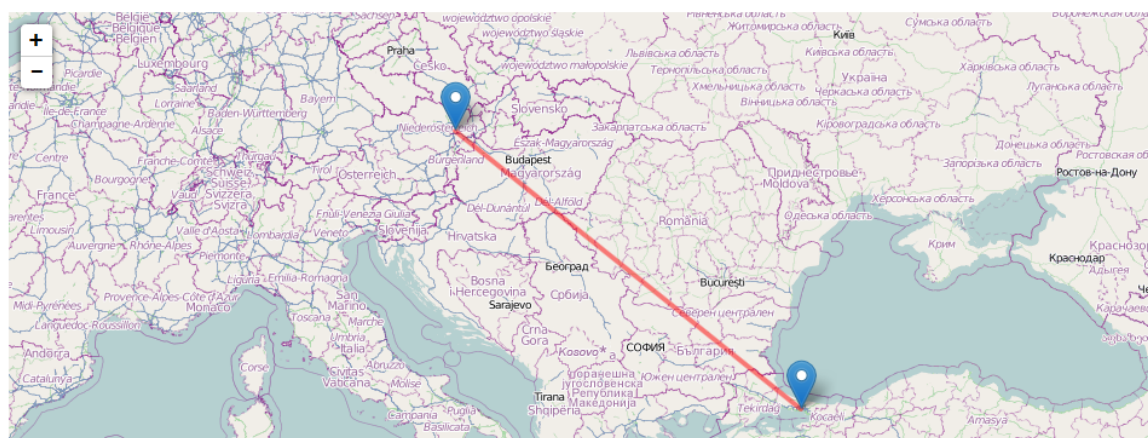
If you do not click on an option in the "From" and "To" boxes, no result will be displayed.

If you receive a distance of NaN, please refresh your page and follow the instructions above.

From: Vienna

To: Trabzon

Calculate

Distance: **2004.70** km.
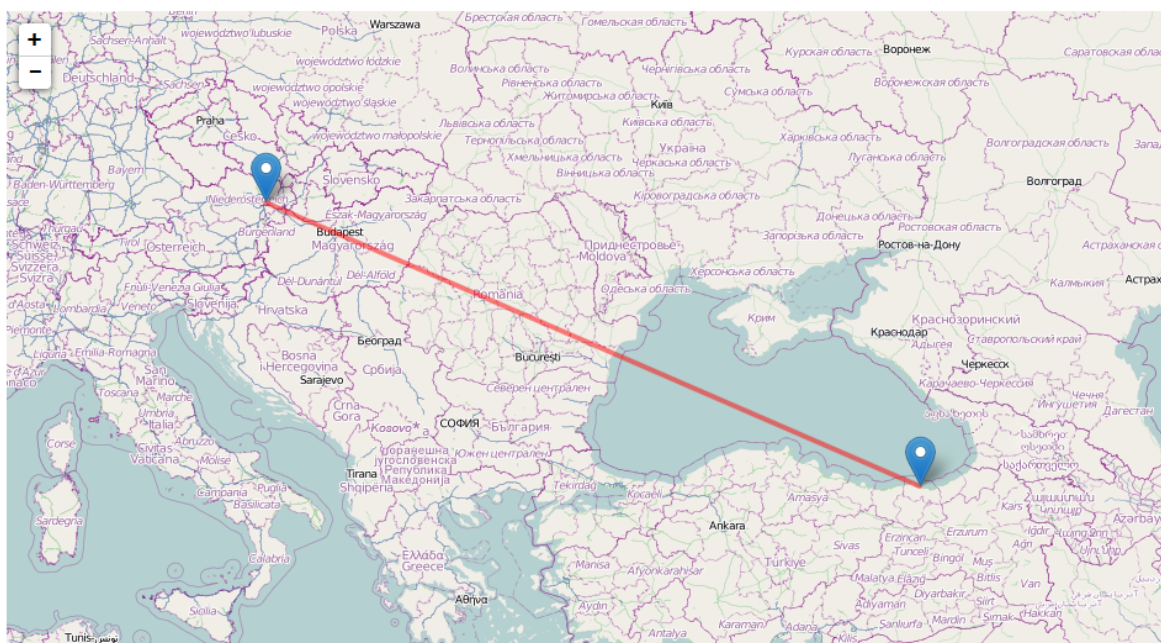
The distance band calculator calculates the actual distance. As a consequence, you may get a situation whereby travelling from one country to another may result in the use of different distance bands depending on the actual place of origin and arrival for each mobility. In such cases, you can, if you wish, create several flows with the same Countries of Origin and Destination in order to get the breakdown that you will need to indicate different distance bands in the budget section.

If for example, you have two groups of participants both going from Wien, Austria to two different cities in Turkey that are quite distant from each other like Istanbul and Trabzon, you use this approach to request the right travel grant for both groups of participants:

Origin	Destination	Distance (from Distance Calculator Web Tool)	Corresponding Distance Band	Travel Grant per Participant
Vienna, Austria	Istanbul, Turkey	1274 km	Band [500 – 1999] km	275€
Vienna, Austria	Trabzon, Turkey	2004 km	Band [2000 – 2999] km	360€

H.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

Activity No.															A1
Activity Type					VET-COMP - VET learners traineeships in companies abroad										
Is the activity duration longer than one month (30 days excluding travel)?															

Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	No. of apprentices (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Accompanying Persons (out of total number of Participants)
1	Austria	Belgium	500 - 1999 km	1	0	30	2	32	4	4	3	1	2
2	Austria	Portugal	2000 - 2999 km	2	0	60	2	62	6	4	3	1	2
3	Austria	Turkey	500 - 1999 km	2	0	60	2	62	3	0	0	0	0
4	Austria	Turkey	2000 - 2999 km	2	0	60	2	62	3	0	0	0	0
+	-												
					Total	210	8	218	16	8	6	2	

This approach will allow you, in the budget section, to specify a different distance band for the two different groups of participants, even if they share the same Origin and Destination countries:

J.1. Travel

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	Travel Grant per Participant	No. of Participants (including accompanying persons)	Top-up for "Expensive Domestic Travel Cost"	No. of Top-ups (including those granted to accompanying persons) for "Expensive Domestic Travel Cost"	Total Travel Grant Requested
A1	VET-COMP - VET learners traineeships in companies abroad	1	Austria	Belgium	500 - 1999 km	275.00	3	180.00	0	825.00
A1	VET-COMP - VET learners traineeships in companies abroad	2	Austria	Portugal	2000 - 2999 km	360.00	5	180.00	0	1800.00
A1	VET-COMP - VET learners traineeships in companies abroad	3	Austria	Turkey	500 - 1999 km	275.00	3	180.00	0	825.00
A1	VET-COMP - VET learners traineeships in companies abroad	4	Austria	Turkey	2000 - 2999 km	360.00	3	180.00	0	1080.00
A2	VET-STA - Staff training abroad	1	Austria	France	500 - 1999 km	275.00	5	180.00	0	1375.00
									Total	5905.00

In the Country of Origin you should specify the country from which the participants will travel, i.e. the country in which the sending organisation is based.

When applying for a structured course for School education staff mobility or Adult education staff mobility, it is possible that the exact distance cannot be specified at application stage. The sending institution might have a realistic idea about the place of destination but in case it doesn't, the average distance for the chosen country should be inserted. At final report stage, the actual final destination will have to be used to select the correct distance band.

Individual Support

Some cells in the budget tables do not require you to enter any values. This is because the information you have entered before in the Activities' Details section allows the electronic form to calculate automatically the grant amounts that you can request. Please note that here you can request funding for a lower number of participants by changing the units which in this case are the number of participants (excluding accompanying persons) and the number of accompanying persons. The budget section Individual Support is one such example as you can see below:

J.2. Individual Support

Activity No.	Activity Type	Flow No.	Country of Destination	Participants (Excluding Accompanying Persons)			Accompanying Persons			Total Grant Requested
				Duration per Participant (days)	No. of Participants (Excluding Accompanying Persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Person	
A1	VET learners traineeships in companies abr	1	Belgium	32	2	752.00	32	2	2050.00	5604.00
A1	VET learners traineeships in companies abr	2	Portugal	62	4	1142.00	62	2	3106.00	10780.00
A2	Staff training abroad	1	France	62	7	3670.00	62	1	3670.00	29360.00
									Total	45744.00

Normal Participants vs Accompanying Persons Mobility Durations

Sometimes the accompanying persons stay for a shorter period than the normal participants. If this is the case, you can simply amend the duration of the accompanying persons in the budget section to a lower value:

J.2. Individual Support

Activity No.	Activity Type	Flow No.	Country of Destination	Participants (Excluding Accompanying Persons)			Accompanying Persons			Total Grant Requested
				Duration per Participant (days)	No. of Participants (Excluding Accompanying Persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Person	
A1	VET learners traineeships in companies abr	1	Belgium	32	2	752.00	2	2	154.00	1812.00
A1	VET learners traineeships in companies abr	2	Portugal	62	4	1142.00	2	2	132.00	4832.00
A2	Staff training abroad	1	France	62	7	3670.00	2	1	154.00	25844.00
									Total	32488.00

Special Needs Support

This budget section is different from the ones mentioned above because here the electronic form will not perform any automatic calculations. You will therefore have to indicate the additional amount you wish to receive as a grant for those mobility activities that include participants with special needs. Please note that "participants with special needs" refers exclusively to persons with disabilities as specified in the Erasmus+ Programme Guide. The number of participants indicated per activity cannot exceed the total number of participants with special needs mentioned in Activities' Details section.

J.4. Special needs' Support

Activity No.	Activity Type	No. of Participants With Special Needs	Description of Costs	Total Grant Requested
A1	VET learners traineeships in companies abroad	5	description	200.00
			Total	200.00

Nota bene: As regards special needs support for Strategic Partnerships, it concerns any additional costs related to involvement of participants with special needs, i.e. it is not limited to additional costs of persons with special needs taking part only in teaching/training/learning activities.

Budget Summary

The budget summary will give you a complete overview of your project's budget, broken down per activity and per budget section:

K.2. Budget Summary

The sum of previous sections representing the total grant requested for this application.

Activity No.	Activity Type	Travel	Individual Support	Special Needs Support	Exceptional Costs	Total
A1	VET learners traineeships in companies abroad	2985.00	6644.00	500.00	600.00	10729.00
A2	Staff training abroad	1375.00	25844.00			27219.00
	Total	4360.00	32488.00	500.00	600.00	37948.00

Organisational Support	4900.00
Linguistic Support	150.00

K.2.1. Project Total Grant

Grant Calculated	42998.00

The values shown in the Budget Summary are calculated automatically on the basis of the values calculated and/or entered in the detailed budget sections. Any corrections (for example because you forgot to introduce a certain grant request) have to be made in the detailed budget sections, not in the Budget Summary. Please note that in the above given example Organisational Support and Linguistic support are also shown for completeness reasons.

Project Total Grant

Finally, the electronic form will show you the total calculated grant requested in your application form:

K.2.1. Project Total Grant

Grant Calculated	42998.00

Checklist

After you have completed the application form but before you validate it and submit it to the National Agency, it is highly recommended that you check the points listed in the Checklist to make sure that your application fulfils all basic requirements.

Please note that in **KA1 mobility project applications**, the attachment of **mandates** for each partner organisation is required only for applications in the **youth** field and for partner organisations in **national consortia in school education, higher education, vocational education and training and adult education**.

In case you are applying for a grant exceeding 60.000 EUR and your organisation is not a public body or an international organisation, you must have uploaded the required documents to give proof of your financial capacity in the Participants' Portal where you registered your organisation. These documents must be available to your National Agency at the latest before signing the grant agreement in case your project is selected.

Concerning the attachment of supporting documents, you should only attach the documents that are required for the type of organisation in question. For further reference, please check the national requirements that your National Agency may have set and the applicable rules for your type of organisation.

Validating a form

In order to ensure correctness of the data entered into the form, the electronic application form will apply the relevant Erasmus+ rules as much as possible. The following non-exhaustive list shows the major types of validations carried out:

Compulsory fields

If you do not enter an answer in a compulsory field, you will not be able to submit your application, and the electronic form will ask you to enter the missing information.

Duplicated PICs in participating organisations

Once a PIC is used for one of the participating organisations, the same PIC cannot be used for another organisation.

Double entries in lists

If you are confronted with a closed question asking you to select one or more items from a list, you cannot choose the same entry twice.

Invalid flow duration for a given activity type

Each flow within an activity type is constrained by several rules that guarantee the respect of the eligible duration per type of activity.

Activity No.											A2
Activity Type		Staff training abroad									
Flow No.	Country of Origin	Country of Destination	Distance Band	Duration (full months)	Duration (extra days)	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Accompanying Persons (out of total number of Participants)
1	Austria	France	500 - 1999 km	3	0	90	2	92	10	4	2
+	-										
					Total	90	2	92	10	4	2

If you enter a duration that is under the minimum or above the maximum allowed, the form will not be valid.

Warning: JavaScript Window - DurationMobilityInDays

The duration excluding travel time of each flow in the selected activity must be between 2 days and 2 months (60 days).

OK
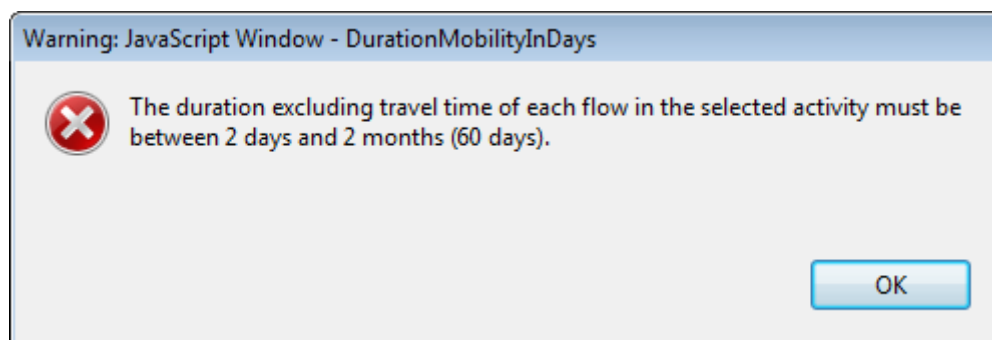
You will also <u>not</u> see any grant amounts in the budget section for such an activity.

J.2. Individual Support

Activity No.	Activity Type	Flow No.	Country of Destination	Participants (Excluding Accompanying Persons)			Accompanying Persons			Total Grant Requested
				Duration per Participant (days)	No. of Participants (Excluding Accompanying Persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Person	
A1	VET learners traineeships in companies abr	1	Belgium	32	2	752.00	2	2	154.00	1812.00
A1	VET learners traineeships in companies abr	2	Portugal	62	4	1142.00	2	2	132.00	4832.00
A2	Staff training abroad	1	France	92	7		92	1		
									Total	

If any such issue is present in a form, the validation process will detect it and redirect you to the question where the issue was identified. You should correct your input and validate the form again.

This process needs to be repeated until all validation rules are met and the form is in a validated status, at which moment you will see the following message:

Warning: JavaScript Window - The form is valid

The form is valid

OK

Annexing documents

You need to attach some files to your application.

O. Annexes		
Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.		

File Name	File Size (kB)	
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
Total Size		

There are, however, constraints that need to be observed, such as the allowed number of attachments, the file types used and the total size of all attached files.

The allowed number of attachments is constrained by the number of rows in the above table to a maximum of 10 files.

Concerning the attachment of mandates to the applicant organisation, the documents should be scanned together with the Declaration of Honour in a single file. The file types allowed are the following:
[MAXIMUM NUMBER OF ATTACHMENT: 10]

 [MAXIMUM TOTAL SIZE OF ATTACHMENTS: 10 MB]

[ALLOWED FILE TYPES, CDOC,DDOC,BDOC]

- PDF

- DOC (a pre-2007 word document)

- DOCX (a post-2007 word document)

- XLS (a pre-2007 excel file)

- XLSX (a post-2007 excel file)

- JPG (an image file in *jpeg* format)

- TXT (a text document)

- ODT (open office word processor document)

- ODS (open office spreadsheet document)

- CDOC,DDOC,BDOC (electronic signature)

In 2017 you can use a maximum of 10.240 kB for all your attachments, meaning that you can have files of different sizes as long as their total combined size does not exceed this limit. If you do exceed this limit your form will not be valid and you will get the following message:
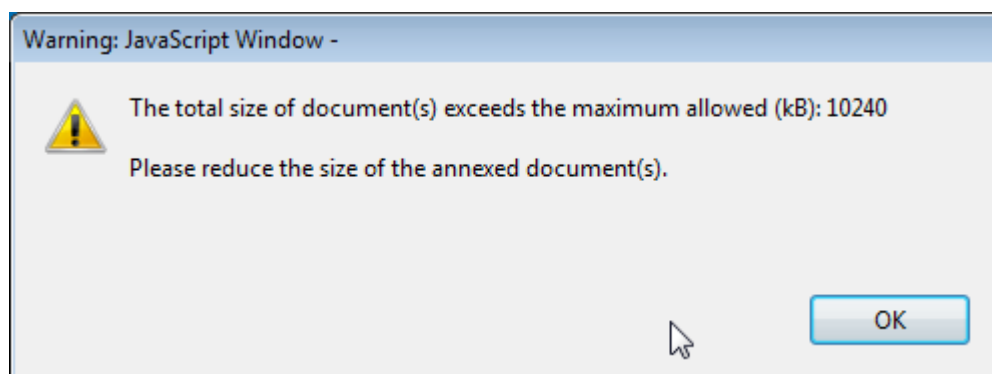
If you need to attach a lot of documents to your electronic application form, you should scan, group and attach them so that they fit the 10 available slots for annexes. An example of this case would be the participating organisations' mandates. In this example you can perfectly well group all scanned mandates into a single PDF file and attach it to the form.

Please find some advices how to decrease the total size of documents.

Often the big size of a document is due to images. These images can be a direct file or attached inside a document like a word document or PDF document (a scan).

WARNINGS:
- **Before implementing any of these following solutions, please make a backup copy of your documents.**
- **After applying the solutions, please check the quality of the result and be sure that the documents are still readable without difficulty.**

PDF files:
WARNING: Don't use this solution with the PDF form itself. It will break it definitely.
It exists a lot of free online tools to compress big PDF files. You can easily find some of them by searching "compress PDF file" on Internet. So you can use the convenient one with your criteria: using your language, with more or less warranty of confidentiality, etc.

Some PDF tools (other than the Acrobat Reader) have the option to save as "optimized PDF". These tools must not be used with the PDF form.

DOC/DOCX Word document with image embedded:
Recent version of Microsoft word has an option to compress one selected image or all images of the documents. The place of this option is changing from one version to another, so we cannot explain here how to reach it. Please have a look on your documentation or on Internet for your specific version.

ODF documents
Since version 4.0, LibreOffice has the option to compress all images like Microsoft Word.

Scanned documents
If you still have the original file, you can consider rescanning the document with a lower quality. This can be done by answering these questions:
- Do you need colour? Grayscale or Black and White is enough?
- Do you need a good resolution (ppm/ppi)? Generally 300 are enough for images and even less for text.
- Do you save the file in a compressed format? Depending of the tool you use it could be difficult to know the answer and you may need to make some different tests to compare the resulted file size. Please note that the .JPG is a compressed image file format. The output in PDF could be or not compressed (if it is not compressed, you can apply the solution above).

Remarks: Additional effect to reduce the size of the documents will be to make the submission faster as less data need to be transferred through Internet.

Annexing a Declaration of Honour
One of the files you are required to annex to your application form is a duly signed Declaration of Honour, partially depicted here:

N. Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.

- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.

- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:	Date (dd-mm-yyyy):

Name of the applicant organisation:

Name of legal representative:

Signature:

National ID number of the signing person (if requested by the National Agency):

Stamp of the applicant organisation (if applicable):

<div align="right">

Print Declaration of Honour

</div>

To do so you first need to print it. This can be done by using the "Print Declaration of Honour" button as illustrated above. You must then have it signed by the person who is **legally authorised** to represent your organisation.

For mobility project applications, the attachment of mandates for each partner organisation is required only for applications in the youth field and for partner organisations in national consortia in the fields of school education, higher education, vocational education and training, and adult education.

Finally, you must scan the signed document to a PDF or JPG format so that you can attach it to your electronic application form. In case mandates from the partner organisations are required (see "Checklist" above) you are advised to scan them together with the Declaration of Honour to limit the number of annexes to the form. The final result should be somewhat like the one depicted below with your own filename specified:

O. Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)	
Declaration_of_honour.pdf	304	Remove
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
Total Size	304	

Submitting a form

After you have validated and annexed all documents needed to your electronic application form you are ready to submit it to your National Agency.

Different application deadlines will apply depending on the "Call", "Action Type" and the "Round" (where applicable) that you are applying for.

B. Context

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	VET learner and staff mobility
Call	2017
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	02-02-2017 12:00:00
Language used to fill in the form	Dutch

Because there are several rounds within a call for Youth action types, please make sure that you respect the deadline for the specific round that you are applying to (see Programme Guide for details on deadlines).

The submission of an electronic application form is done in the "Submission" section:

You should first make sure you have a valid application form by pressing the "Validate" button one last time.

If everything is correctly filled in you can press the "Submit" button to have your electronic application sent to your National Agency. If all goes well, you will see the following screen:

Let's look at each of these fields in order to understand their meaning and use:

➔ The "Submitted" column indicates if the submission was successful. A "YES" indicates a successful outcome.

➔ The "Submission ID" is an identifier returned automatically by the European Commission IT servers that uniquely identifies your specific submission. If you submit again you will get a new identifier.

➔ The "Submission Date" is the date and time at which your application was received by the European Commission IT servers. It is therefore specified in Brussels time as will be explained later in this chapter.

➔ Finally, the "Hash Code" is a code automatically generated by the electronic form to monitor changes in the contents of your form. Every time you change something in the form and save it, a new hash code is generated to reflect the changes. In this way you and your National Agency can quickly spot if there are content changes from one form submission to another and take the necessary actions.

Applications must be submitted to the National Agency only online. You don't have to send a printed version of the application, nor of the attachments. The print option is intended for your own use.

Submitting more than once

After you have submitted your form, the "Submit" button will no longer be available:

P.2. Standard Submission Procedure

Online submission (requires internet connection)   Submit Online

However, you can resubmit your form if you have found a problem with its contents and provided that you have detected the problem before the deadline for submission. In order to be able to submit again you need to save the form, close and reopen it:

P.2. Standard Submission Procedure

Online submission (requires internet connection)   Submit Online

The form will keep track of all your submissions and their status in the table "Submission summary":

P.4. Submission Summary

This table provides additional information (log) of all form online submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Form Hash Code	Submitted	Description
1	2014-12-10 16:53:38 (Brussels, Belgium Time)	7D3D4591ED45A33E	YES	Your submission was successful. Submission ID: 1000893
2	2014-12-10 16:58:03 (Brussels, Belgium Time)	7D3D4591ED45A33E	YES	Your submission was successful. Submission ID: 1000894

The "Time" column shows you the date and time at which you have submitted your form according to the Brussels time zone.

Late submission of the application

If you miss the official application deadlines you will not be able to apply. However, an exception is made if you can prove that you tried to apply before the official application deadline and were not able to do so due to technical reasons.

In the latter case, your National Agency may still consider your application, if all three conditions listed below are met:

1. The date and time of your <u>last submission attempt</u> as mentioned in the electronic application form "Submission Summary" section are <u>before</u> the applicable official application deadline.

2. You have informed your National Agency within <u>2 hours</u> after the application deadline (<u>Brussels</u> time!). After this time, your application can no longer be considered.

3. You have sent to your National Agency within <u>2 hours</u> after the application deadline (<u>Brussels</u> time!), by email, your complete application form unmodified after your submission attempt.

Specific guidelines concerning the different Erasmus+ action types

The following section will emphasise certain specific characteristics of the application forms for KA1, KA2 and KA3 and the respective Action types.

Nota bene: the **quality** of your application will be assessed against the award criteria specified in the Programme Guide. Please make sure that in your application you provide all the necessary information that will allow experts to assess all elements of analysis of each award criterion. If you want more information on how experts will assess the award criteria, please consult the Erasmus+ Guide for Experts, which is available at the Erasmus+ website at http://ec.europa.eu/programmes/erasmus-plus/resources_en

Please note that for higher education, applications for Mobility of learners and staff do not undergo quality assessment, as this has already taken place through the award of the Erasmus Charter for Higher Education;

Application forms for Accreditation

KA108 - Accreditation of Higher Education Mobility Consortia

Profile Section

If the Type of Organisation is prefilled with "Other", the correct organisation type should be selected from the drop-down list. Below you'll find three examples of relevant organisation types.

In the case of a higher education institution, select "Higher education institution (tertiary level)":

C.1.1. Profile

Type of Organisation	Higher education institution (tertiary level)

In the case of a chamber of commerce, select "Social partner or other representative of working life (chamber of commerce, trade union, trade association)":

C.1.1. Profile

Type of Organisation	Social partner or other representative of working life (chambers of commerce, trad

In the case of an SME, select "Small and medium sized enterprise":

C.1.1. Profile

Type of Organisation	Small and medium sized enterprise

Accreditation Section

Independently of the type of organisation, in this section the field "Accreditation Type" will always be pre-set with "Erasmus Charter for Higher Education (ERASPLUS-ECHE)":

D.2. Accreditation

If you are a higher education institution and if the field "Accreditation Reference" below is empty instead of showing an Erasmus Code, it means that the PIC you entered is not linked to an Erasmus Code. Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes: http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en If you are not a higher education institution, please write "Non applicable" in the field "Accreditation Reference".

Accreditation Type	Accreditation Reference
Erasmus Charter for Higher Education (ERAPLUS-ECHE)	

- **Higher education institutions**

If the applicant/coordinator or a member of the consortium is a higher education institution (HEI), the institution must have the "Erasmus Charter for Higher Education (ECHE)" accreditation. The HEI is supposed to have a single PIC linked to an Erasmus Code. The Erasmus Code (e.g., A WIEN05) is the institution's accreditation reference.

Once you enter the PIC of an HEI, the field "Accreditation Reference" (in section D.2 for the applicant and D.6 for the consortium members) will be automatically filled in with the corresponding Erasmus Code (e.g., A WIEN05, A WIEN02, respectively):

D.2. Accreditation

If you are a higher education institution and if the field "Accreditation Reference" below is empty instead of showing an Erasmus Code, it means that the PIC you entered is not linked to an Erasmus Code. Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes: http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en If you are not a higher education institution, please write "Non applicable" in the field "Accreditation Reference".

Accreditation Type	Accreditation Reference
Erasmus Charter for Higher Education (ERAPLUS-ECHE)	A WIEN02

D.6.2. Accreditation

If your organisation is a higher education institution and if the field "Accreditation Reference" below is empty instead of showing an Erasmus Code, it means that the PIC you entered is not linked to an Erasmus Code. Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes: http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en If your organisation is not a higher education institution, please write "Non applicable" in the field "Accreditation Reference".

Accreditation Type	Accreditation Reference
Erasmus Charter for Higher Education (ERAPLUS-ECHE)	A WIEN05

If the field "Accreditation Reference" remains empty, it means that the PIC you entered is not linked to an Erasmus Code. Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes (http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en) and use in your application the corresponding PIC that is displayed in this list.

In case you see any discrepancy in this list, please contact EACEA at the email address EACEA-ECHE@ec.europa.eu

- ### Non-higher education institutions

If the applicant/coordinator or a member of the consortium is not a higher education institution, you must write "Non applicable" in the field "Accreditation Reference" (in section D.2 for the applicant and D.6 for the consortium members). This field cannot be left empty:

Background and Experience Section

For each of the higher education institutions as well as for other organisations that are either the applicant or members of the consortium, the Background and Experience section is also displayed so that information relevant for the consortium can be entered. The information related to individual organisations complements general information entered in the Section E.

Application forms for Mobility of learners and staff under KA1: Learning Mobility of Individuals

KA101 - School education staff mobility

Context Section

Mobility projects in school education should have as project start date the 1st June 2017 and can last for one or two years.

Partner Organisation Section

Depending on the characteristics of the Mobility project, there is a possibility of filling in information about your partner organisations in the Partner Organisation section.
In the case of school education and adult education, the receiving partner organisations may be identified in the application form, but this is not obligatory, even in the case of job shadowing and teaching assignments as specified in the Programme Guide. This is, however, possible and thus the application form allows for adding partner organisations. If the application is submitted by a national consortium, please provide details of each organisation taking part in the consortium.

European Development Plan Section

In the application form for *School education staff mobility*, there is a section called European Development Plan. This section requires specific information about the organisation's needs, plan for European mobility and the integration of acquired competences and knowledge by staff into the strategic development of the organisation. Moreover, an additional question concerning the use of the eTwinning platform should be answered when completing the form for School education staff mobility.

D. European Development Plan

What are the organisation's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

Please outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs.

Please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

Will your organisation use eTwinning in connection with your mobility project? If so, please describe how.

The eTwinning website can be accessed through the following hyperlink:

www.etwinning.net

Activities details section
WARNING!
PLEASE BE AWARE THAT ALTHOUGH SERBIA APPEARS ON THE LIST OF POSSIBLE
DESTINATION COUNTRIES, IT IS NOT AN ELIGIBLE DESTINATION UNDER THIS
ACTION.

Follow-up Section
In the 'Follow-up' section you should provide information on the expected impact of
your Mobility project, as well as dissemination and evaluation activities.

When describing the expected impact, applicants should include estimation in terms of
quantity, i.e. how many people the organisation intends to reach through
implementing the project.

I. Follow-up

Please describe what will happen after the end of your main activities.

I.1. Impact

What is the expected impact on the participants, participating organisation(s) and target groups?

I.2. Dissemination of projects' results

Which activities will you carry out in order to share the results of your project outside your organisation and partners? What will be the target groups of your dissemination activities?

I.3. Evaluation

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

KA102 - VET learner and staff mobility

Context Section

Mobility projects in vocational education and training should have as project start date the 1st June 2016 and can last for one to two years.

Participating Organisations Section

Depending on the characteristics of the Mobility project, there is a possibility of filling in information about your consortium member organisations. In the case of *VET learner and staff mobility,* if the application is made by a national consortium, please provide details of each sending organisation taking part in the consortium. Please note that all members of your national consortium should be mentioned including intermediary organisations

Partner Organisation Section

In addition, applications should also mention at least one host organisation in the application. It is advisable to provide as many details as possible about the host organisations that you intend to use to show the scope of your project and the intended training activities as fully as possible.

European Development Plan Section

In the application form for *VET mobility* there is a section called European Development Plan. This section requires specific information about the organisation's needs, plan for European mobility and the integration of acquired competences and knowledge by staff into the strategic development of the organisation.

D. European Development Plan

What are the organisation's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

Please outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs.

Please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

Activities details section

WARNING!
PLEASE BE AWARE THAT ALTHOUGH SERBIA APPEARS ON THE LIST OF POSSIBLE DESTINATION COUNTRIES, IT IS NOT AN ELIGIBLE DESTINATION UNDER THIS ACTION.

Follow-up Section

In the 'Follow-up' section you should provide information on the expected impact of your Mobility project, as well as dissemination and evaluation activities.

When describing the expected impact, applicants should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.

I. Follow-up

Please describe what will happen after the end of your main activities.

I.1. Impact

What is the expected impact on the participants, participating organisation(s) and target groups?

What is the desired impact of the project at the local, regional, national, European and/or international levels?

I.2. Dissemination of projects' results

Which activities will you carry out in order to share the results of your project outside your organisation/consortium and partners? What will be the target groups of your dissemination activities?

I.3. Evaluation

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

KA103 - Higher education student and staff mobility within Programme Countries

Applicant Organisation Section

In the case of national mobility consortia for *Higher education student and staff mobility*, the coordinator of the consortium applies on behalf of the whole consortium. The organisations members of the consortium are not mentioned as they are already described in the consortium accreditation application form (KA108).

Profile Section

If the Type of Organisation is prefilled with "Other", the correct organisation type should be selected from the drop-down list. Below you'll find three examples of relevant organisation types.

In the case of a higher education institution, select "Higher education institution (tertiary level)":

C.1.1. Profile

Type of Organisation	Higher education institution (tertiary level)	▾

In the case of a chamber of commerce, select "Social partner or other representative of working life (chamber of commerce, trade union, trade association)":

C.1.1. Profile

Type of Organisation	Social partner or other representative of working life (chambers of commerce, trad	▾

In the case of an SME, select "Small and medium sized enterprise":

C.1.1. Profile

Type of Organisation	Small and medium sized enterprise	▾

Consortium Section

If you apply as a single higher education institution, you must reply 'No' to the question "Are you applying on behalf of a consortium?" in this section.
If you apply as a coordinator of a higher education mobility consortium, you must reply 'Yes' to the question "Are you applying on behalf of a consortium?" in this section.

C.1.2. Consortium

Are you applying on behalf of a consortium?

No	▾

Accreditation Section

- ### Application from a single higher education institution (HEI)

If you apply as a single higher education institution (see the Consortium section), your institution must have the "Erasmus Charter for Higher Education" accreditation. Your institution is supposed to have a single PIC linked to an Erasmus Code. The Erasmus Code (e.g., A WIEN01) is your institution's accreditation reference.

The field "Accreditation Type" will be filled in with "Erasmus Charter for Higher Education (ERASPLUS-ECHE)".

Once you enter the PIC of your HEI, the field "Accreditation Reference" (in section C.1.3) will be automatically filled in with the corresponding Erasmus Code (e.g., A WIEN01):

C.1.3. Accreditation

Have you received any type of accreditation before submitting this application?

If there are several PICs for your institution, you must choose the PIC linked to your Erasmus Code (which is displayed as accreditation reference below). Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes:

http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

Accreditation Type	Accreditation Reference
Erasmus Charter for Higher Education (ERAPLUS-ECHE)	A WIEN01

If the field "Accreditation Reference" remains empty, it means that the PIC you entered is not linked to an Erasmus Code. Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes (http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en) and in your application use the corresponding PIC that is displayed in this list.

In case you see any discrepancy in this list, please contact EACEA at the email address EACEA-ECHE@ec.europa.eu

- ### Application from the coordinator of a mobility consortium

If you apply on behalf of a higher education mobility consortium (see the Consortium section), the field "Accreditation Type" will be filled in with "Higher Education Mobility Consortium Accreditation (ERAPLUS-ERA-CONSORTIA)":

C.1.3. Accreditation

Have you received any type of accreditation before submitting this application?

Accreditation Type	Accreditation Reference
Higher Education Mobility Consortium Accreditation (ERAPLUS-ER	

If you already have the consortium accreditation reference number following your successful application for the mobility consortium accreditation (KA108) in previous years (an accreditation reference number structured like 2016-1-ES01-KA108-023947) and if this accreditation remains valid for the current call, you must add this accreditation reference number in the field "Accreditation Reference".

If your mobility consortium has no consortium accreditation yet, you must submit a KA108 application for the accreditation of the consortium in parallel to this application. In this case, you have to write "Requested" in the field "Accreditation Reference":

C.1.3. Accreditation

Have you received any type of accreditation before submitting this application?

Accreditation Type	Accreditation Reference
Higher Education Mobility Consortium Accreditation (ERAPLUS-ER	Requested

Main Activities - Activities' Details Section

From call 2017 on, there will only be a line for requested numbers and no longer one for estimated and actual numbers from previous calls (see screenshot below).

D. Main Activities

D.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

Activity No.					A1
Activity Type					▾
When	Total No. of Participants	Total Duration (full months)	Total Duration (extra days)	Total Duration (days)	
Requested					

You should specify the number of mobilities ("Total No. of Participants") to be funded from EU funding per activity type.

In case you request a certain number of additional mobilities as "zero-grants" (funded from other sources of funding than the Erasmus+ Programme), this should be specified in an annex attached to the application form.

Applicants on behalf of a mobility consortium should enter data on the requested mobilities numberfor the whole consortium.

You must enter the total duration of all requested student mobilities in full months and extra days and of all requested staff mobilities in days.

After entering the total duration, when pressing the Validate button, a check against the minimum and maximum possible total duration will be done. If the total duration is not between the allowed minimum and maximum, multiplied by the entered 'Total No. of Participants', an appropriate error message will be displayed. Concerning the minimum and maximum duration rules, cfr. the 2017 Programme Guide, page 38-39 (English version).

Erasmus Policy Statement

If you apply as a single HEI, you are requested to provide the weblink to your HEI's Erasmus Policy Statement published on your website. This field is compulsory.

This information will then be transferred to the Erasmus+ Project Results Database (VALOR).

If you apply on behalf of a consortium, this section will not be shown.

KA104 - Adult education staff mobility

Context Section

Mobility projects in adult education should have as project start date the 1st June 2016 and can last for one or two years.

Partner Organisation Section

Depending on the characteristics of the Mobility project, there is a possibility of filling in information about your partner organisations in the Partner Organisation section.
In the case of adult education, the receiving partner organisations may be identified in the application form, but this is not obligatory, even in the case of job shadowing and teaching assignments as specified in the Programme Guide. This is, however, possible and thus the application form allows for adding partner organisations.. If the application is submitted by a national consortium, please provide details of each organisation taking part in the consortium.

European Development Plan Section

In the application form for *Adult education staff mobility*, there is a section called European Development Plan. This section requires specific information about the organisation's needs, plan for European mobility and the integration of acquired competences and knowledge by staff into the strategic development of the organisation.

D. European Development Plan

What are the organisation's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

Please outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs.

Please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

Activities details section

WARNING!
PLEASE BE AWARE THAT ALTHOUGH SERBIA APPEARS ON THE LIST OF POSSIBLE DESTINATION COUNTRIES, IT IS NOT AN ELIGIBLE DESTINATION UNDER THIS ACTION.

Follow-up Section

In the 'Follow-up' section you should provide information on the expected impact of your Mobility project, as well as dissemination and evaluation activities.

When describing the expected impact, applicants should include an estimate in terms of quantity – how many people the organisation intends to reach through implementing the project.

I. Follow-up

Please describe what will happen after the end of your main activities.

I.1. Impact

What is the expected impact on the participants, participating organisation(s) and target groups?

What is the desired impact of the project at the local, regional, national, European and/or international levels?

I.2. Dissemination of projects' results

Which activities will you carry out in order to share the results of your project outside your organisation/consortium and partners? What will be the target groups of your dissemination activities?

I.3. Evaluation

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

KA105 - Youth mobility

Application form in general

If you plan to organise several activities (Youth Exchanges, EVS, mobility of youth workers) within the same Youth mobility project, please keep in mind that there are often questions in the form where you need to provide information relating to all the activities planned in your project. In such cases, try as much as possible to do it in a structured way so that it is clear for which activity you are giving the information.

Context Section

There are **three** application rounds per year. For each year, please check the exact deadlines and project start/end dates in the Programme Guide.

Participating organisations Section

Accreditation Type – you can only choose one type of accreditation here "Accreditation of youth volunteering Organisations (ERAPLUS-EVS)". This is also valid for organisations accredited under the Youth in Action Programme.

All participating organisations involved in an EVS activity must hold a valid EVS accreditation at the application deadline.

Participants' profile Section

For Youth Exchanges, please describe as precisely as possible the participants that will take part in each activity, including their age range.

Please note that participants, with the exception of trainers and facilitators, must be residents in the country of their sending or receiving organisation.

Description of the Project

Addressed topics - here you can only chose a maximum of three relevant topics addressed by your project.

Preparation Section

If your project will include young people with fewer opportunities, add information on the specificities related to the preparation, practical arrangements and project management.

In the case of Youth Exchanges and European Voluntary Service, please also describe under the preparation of the participants how your project will ensure the protection and safety of the young people involved.
If you plan any Advance Planning Visits, please specify to which activities they relate to.

Main Activities Section

In this part, you should also give detailed information on how the participants will be actively involved in each stage of the project. If applicable, you should also explain the need for accompanying persons.

Activities' Details Section

Please create one table per activity you plan to implement.
The start and end dates to be encoded are days where at least one activity is foreseen, you can then add up to 2 days for travel, if relevant. Please note that the

eligible duration mentioned in the Programme Guide is the duration excluding travel days.

As demonstrated below, for Youth Exchanges, you need to give a number (1, 2, 3…) to each National Group in the activity.

G.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

| Activity No. | | | | | | | | | | | | | | | A1 |
| Activity Type | | | Youth Exchanges - Programme Countries | | | | | | | | | | | | |

Flow No.	Group	Country of Origin	Country of Destination	Venue (City)	Distance Band	Start Date	End Date	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Accompanying Persons (out of total number of Participants)	Group Leaders/ Trainers/ Facilitators (out of total number of Participants)
1	1	Austria	France	Paris	500 - 1999 km	01-06-2015	11-06-2015	11	2	13	8	0	0	0	1
2	2	Belgium	France	Paris	100 - 499 km	01-06-2015	11-06-2015	11	1	12	10	0	0	0	2
3	3	France	France	Paris	10 - 99 km	01-06-2015	11-06-2015	11	0	11	8	0	0	0	1
							Total	33	3	36	26	0	0	0	4

Add Activity   Remove Activity

If needed, you can encode different flows for a given National Group as per the example below.

G.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

| Activity No. | | | | | | | | | | | | | | | A1 |
| Activity Type | | | Youth Exchanges - Programme Countries | | | | | | | | | | | | |

Flow No.	Group	Country of Origin	Country of Destination	Venue (City)	Distance Band	Start Date	End Date	Total Duration Excluding Travel (days)	Travel Days	Total Duration Including Travel (days)	No. of Participants	Participants with Special Needs (out of total number of Participants)	Participants with Fewer Opportunities (out of total number of Participants)	Accompanying Persons (out of total number of Participants)	Group Leaders/ Trainers/ Facilitators (out of total number of Participants)
1	1	Austria	France	Paris	500 - 1999 km	01-06-2015	11-06-2015	11	1	12	8	0	0	0	1
2	2	Belgium	France	Paris	100 - 499 km	01-06-2015	11-06-2015	11	1	12	10	0	0	0	2
3	3	Finland	France	Paris	500 - 1999 km	01-06-2015	11-06-2015	11	2	13	2	0	0	0	0
4	3	Finland	France	Paris	2000 - 2999 km	01-06-2015	11-06-2015	11	2	13	7	0	0	0	1
							Total	44	6	50	27	0	0	0	4

Add Activity   Remove Activity

As an example, if you chose the activity type "European Voluntary Service - Partner Countries" and answer affirmatively to the long-term activity question, a new box will appear under the section **I. Budget** entitled **"I.4. Linguistic Support".**
Please be aware that for Youth, linguistic support is only available for long-term EVS activities using Bulgarian, Czech, Danish, German, Greek, English, Spanish, Finnish, French, Croatian, Hungarian, Italian, Dutch, Polish, Portuguese, Romanian, Slovak and Swedish (or other languages as they become available in OLS) as their main language of volunteering.

Follow-up Section

In the 'Follow-up' section you should provide information on the expected impact of your Mobility project, as well as dissemination and evaluation activities.

When describing the expected impact, applicants should include an estimation in terms of quantity – how many people the organisation intends to reach through implementing the project.

Annexing documents – Timetables of activities

If you plan to organise several activities (Youth Exchanges, EVS, mobility of youth workers) within the same Youth mobility project, you need to: 1) fill-in a timetable for each activity, 2) print and group all the activity tables in one document, 3) scan the single document and attach it. In this way you can fit with available slots for annexes. The same procedure must be followed for attaching the mandates of participating organisations involved in the project.

KA107 - Higher education student and staff mobility between Programme and Partner Countries

Applicant Organisation Section

In KA107 mobility projects, this section refers only to the applicant. Higher education institutions from Partner Countries are added under the "Quality Questions Section" (please see below).

In the case of national mobility consortia for *Higher education student and staff mobility*, the coordinator of the consortium applies on behalf of the whole consortium. The organisations members of the consortium are not mentioned as they are already described in the consortium accreditation application form (KA108).

Profile Section

If the Type of Organisation is prefilled with "Other", the correct organisation type should be selected from the drop-down list, e.g. "Higher education institution (tertiary level)" for HEIs.

Consortium Section

If you apply as a single higher education institution, you must reply 'No' to the question "Are you applying on behalf of a consortium?" in this section.
If you apply as a coordinator of a higher education mobility consortium, you must reply 'Yes' to the question "Are you applying on behalf of a consortium?" in this section.

Accreditation Section

- **Application from a single higher education institution (HEI)**

If you apply as a single higher education institution (see the Consortium section), your institution must have the "Erasmus Charter for Higher Education" accreditation. Your institution is supposed to have a single PIC linked to an Erasmus Code. The Erasmus Code (e.g., A WIEN01) is your institution's accreditation reference.

The field "Accreditation Type" will be filled in with "Erasmus Charter for Higher Education (ERASPLUS-ECHE)".

Once you enter the PIC of your HEI, the field "Accreditation Reference" (in section C.1.3) will be automatically filled in with the corresponding Erasmus Code (e.g., A WIEN01):

C.1.3. Accreditation

Have you received any type of accreditation before submitting this application?

If there are several PICs for your institution, you must choose the PIC linked to your Erasmus Code (which is displayed as accreditation reference below). Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes:

http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

Accreditation Type	Accreditation Reference
Erasmus Charter for Higher Education (ERAPLUS-ECHE)	A WIEN01

If the field "Accreditation Reference" remains empty, it means that the PIC you entered is not linked to an Erasmus Code. Please go to the EACEA website for the most recent list of PICs and corresponding Erasmus Codes (http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en) and use in your application the corresponding PIC that is displayed in this list.

In case you see any discrepancy in this list, please contact EACEA at the email address EACEA-ECHE@ec.europa.eu

- **Application from the coordinator of a mobility consortium**

If you apply on behalf of a higher education mobility consortium (see the Consortium section), the field "Accreditation Type" will be filled in with "Higher Education Mobility Consortium Accreditation (ERAPLUS-ERA-CONSORTIA)":

C.1.3. Accreditation

Have you received any type of accreditation before submitting this application?

Accreditation Type	Accreditation Reference
Higher Education Mobility Consortium Accreditation (ERAPLUS-ER	

If you already have the consortium accreditation reference number following your successful application for the mobility consortium accreditation (KA108) in previous years (an accreditation reference number structured like 2016-1-ES01-KA108-023947) and if this accreditation remains valid for the current call, you must add this accreditation reference number in the field "Accreditation Reference".

If your mobility consortium has no consortium accreditation yet, you must submit a KA108 application for the accreditation of the consortium in parallel to this application. In this case, you have to write "Requested" in the field "Accreditation Reference":

C.1.3. Accreditation

Have you received any type of accreditation before submitting this application?

Accreditation Type	Accreditation Reference
Higher Education Mobility Consortium Accreditation (ERAPLUS-ER	Requested

Main Activities Section

You will be asked to enter the different outgoing and incoming mobility activities for each of the Partner Countries with which you intend to cooperate. If you choose "incoming", the country of destination will be automatically prefilled with your country.

In the "Activities' Details" table, you can select up to three activity types: Staff Mobility for Teaching, Staff Mobility for Training and Student Mobility for Studies. For

each activity type, the applicant must list each mobility flow that is to be considered for funding.

D.1. Activities' Details

Activity No.			A1
Activity Type			

Flow No.	Incoming/Outgoing	Country of Origin	Staff mobility for Teaching To/From Partner Countries
			Staff mobility for Training To/From Partner Countries
1			Student mobility for Studies To/From Partner Countries

+   -

	Total				

Add Activity   Remove Activity

When filling in the activity table, remember to indicate the TOTAL duration of each planned mobility flow for ALL participants. For example, if you send 2 members of staff from Sweden to Chile for 16 days each, in the activity table, you should indicate the TOTAL duration for both staff: 32 days (28 days + 4 days travel). The budget will then be calculated automatically.

Bear in mind that, due to limited budget availability, National Agencies may limit: i) mobility flows in (a) particular degree level(s) (for example limiting applications to one or two cycles only – first, second or third cycle): ii) mobility for staff only or students only, iii) the duration of mobility periods. Please consult your National Agency's website to find out if any of limitations apply: http://ec.europa.eu/programmes/erasmus-plus/tools/national-agencies/index_en.htm

If the city of origin and the city of the venue are the same for all mobility activities in a flow, you will introduce the travel distance between those cities. If there are several cities of origin and/or venue in a flow, you will introduce the average of the different travel distances. The form will not allow you to set more than one distance band for a given flow between two given countries.

Please use the distance calculator available here: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

Quality Questions Section

The name of the Partner Countries indicated in the "Activities' details" table will appear automatically in the "Quality Questions" section. For each Partner Country, you must enter the full legal name of each partner institution(s), indicating their corresponding PIC (validated or non-validated) if one exists.

F. Quality Questions

Please answer the following quality questions for each of the previously mentioned Partner Countries (entered either as an origin or destination country).

Your answer to each question should refer to your higher education institution and to all other higher education institutions involved in the Programme and Partner Country.

It is important that you avoid any repetition. If the answers given for your higher education institution are the same for each Partner Country, please answer them only once, and refer to your answer throughout.

Finally, we advise you to refer to the guide for experts on quality assessment which indicates how your answers to these quality questions will be assessed.

F.1. Partner Country Chile

Provide a list of the higher education institutions from the Partner country indicating their corresponding PIC if one exists.

Sequence No.	PIC	Partner Country Higher Education Institution (Legal Name in Latin characters)
1	986427436	UNIVERSIDAD DE SANTIAGO DE CHILE

+	-

Remember that the grant agreement between your National Agency and your institution will include in Annex II the description of the project provided here and the names of the partner institutions are therefore legally binding.

You will then be asked to answer four questions relating to i) the relevance of the strategy, ii) the quality of the cooperation arrangements, iii) the quality of project design and implementation and iv) its impact and dissemination. This section is crucially important as it will determine which projects will ultimately be selected. You should avoid repetition in your answers to the quality questions, such as those sections relating to your institution's strategy, by referring to your first answer throughout.

If your National Agency supports first and second cycle outgoing student mobility to regions 6, 7, 8, 9, 10 and 11, you must clearly indicate in your answer to Question 3: 'Quality of project design and implementation' how many students your institution plans to send at each study level and the total duration for all participants (months and extra days) for each study level. This information is required for the National Agency to ensure that the requested flows are eligible, according to the secondary criteria that they may have set. Please note that mobility with **region 9** is only possible since this call, but the same restrictions apply as to all other regions listed above.

Finally, when preparing your application, we recommend reading our 'Do's and don'ts for applicant higher education institutions'[2] which provide suggestions and useful examples of what to include and avoid in the application, in order to increase the chances of your project being selected for funding.

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[2] The "Dos and don'ts for applicant higher education institutions" are available on the following website: http://ec.europa.eu/education/opportunities/international-cooperation/documents/credit-mobility-guidance_en.pdf

Application forms for Strategic Partnerships under KA2: Cooperation for innovation and exchange of good practices

When filling-in an application form for a Strategic Partnership you should choose the relevant eForm according to the field in which you will be implementing your project. If you are interested in implementing a Strategic Partnership concerning several fields, you should choose the eForm relevant to the field at which your project will have most impact on. If you are applying for a project in the field of school education, you should also choose appropriately between the eForm provided for projects which involve only schools and the eForm for all other Strategic Partnerships in the field of school education.

Context Section

For Strategic Partnerships in education and training, there is only one selection round per year. For Strategic Partnerships in the youth field, there are three selection rounds.

For Strategic Partnerships in education and training, applicants have to submit their grant application by:

- **29 March 2017 at 12pm (midday Brussels time)** for projects starting between 1 September and 31 December 2017.

For Strategic Partnerships in the youth field, applicants have to submit their grant application by:

- **2 February 2017 at 12pm (midday Brussels time)** for projects starting between 1 June and 30 September 2017;

- **26 April 2017 at 12pm (midday Brussels time)** for projects starting between 1 September 2017 and 31 January 2018.

- **4 October 2017 at 12pm (midday Brussels time)** for projects starting between 1 February and 31 May 2018.

Strategic Partnerships in the youth field can last between 6 and 36 months, Strategic Partnerships in the field of higher education can last between 24 and 36 months, and Strategic Partnerships in the field of VET, school education and adult education can last between 12 and 36 months. In all cases, projects must end not later than 31 August 2020.

Depending on the objectives and the composition of the Strategic Partnership, projects may be of two types:

- **Strategic Partnerships supporting innovation**

- **Strategic Partnerships supporting exchange of good practices**

Strategic Partnerships relevant to the field of higher education will not support projects for exchange of good practices. This means that if you choose Strategic Partnerships for Higher Education (KA203) the main objective of the project will be pre-filled with "development of innovation".

Strategic Partnerships for schools only will only support projects for exchange of good practices. This means that if you choose Strategic Partnerships for schools (KA219) the main objective of the project will be pre-filled with "Exchange of Practises".

Depending on the main objective of the Strategic Partnership you will have to select one of the two possibilities as depicted below:

Please be aware that as specified in the Programme Guide, the Strategic Partnerships supporting exchange of good practices will not be able to apply for funding for Intellectual Outputs and Multiplier Events, and can apply for funding for Learning/Teaching/Training Activities equal to 100 participants.

To that end, by selecting to apply for a Strategic Partnerships supporting exchange of good practices, the eForm will not visualise the Intellectual Outputs and Multiplier Events sections, and will apply limitations on the requested budget for Learning/Teaching/Training Activities.

For 2017, the KA205 application form (Strategic Partnerships for Youth) has a new question when choosing the main objective "Exchanges of Practices".
You will be asked to answer the question: "Is your project a Transnational Youth Initiative (initiated, set-up and carried out by young people themselves)?"
When answering affirmatively, the electronic form will trigger the appearance of tailored questions.

Priorities Section

Please note that in this part of the application form you can select compulsorily one main priority (either horizontal or sector specific). Optionally, you can select two additional priorities (either horizontal or sector specific) relevant to the objectives of your project.

Regardless of the chosen priorities, the whole project application should be relevant to the chosen field, (as specified in page 1 of the Form).
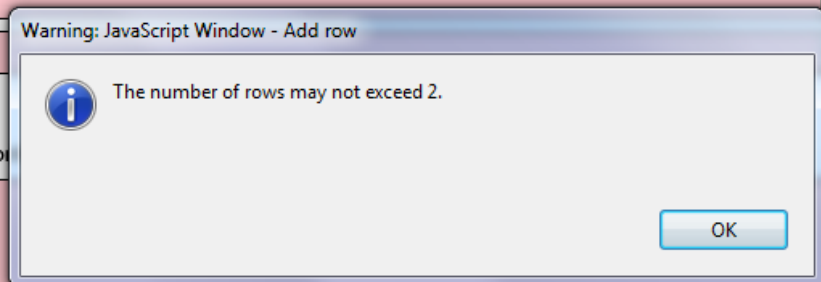

Please note that if you try to add more than two other relevant horizontal or sectoral priorities, the application form will not allow you to do so as shown on the screen below:
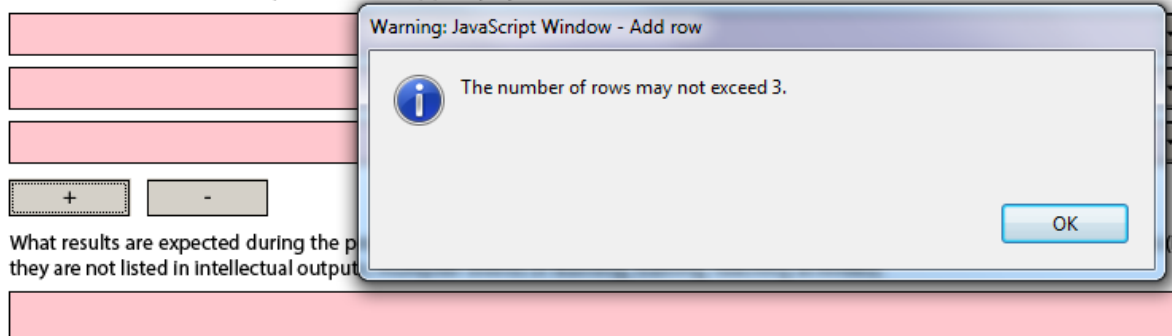
Description of the Project Section

Please note that you can select maximum three topics in this part of the application form.

Implementation Section

It is of utmost importance that you provide as detailed information as possible concerning the project activities. The section on implementation of the project is the core element of the application and particular attention should be drawn to it. You should also clearly state the role of each project partner, especially in case you do not plan the production of Intellectual Outputs and the organisation of Multiplier Events.
For Strategic Partnerships in the youth field, if you plan a Transnational Youth Initiative and do not foresee the production of Intellectual Outputs, please give detailed information on your project and the activities you plan to implement under the question "Please elaborate on the methodology you intend to apply in your project. Please also provide detailed information about the project activities that you will carry out with the support of the grant requested under the item "Project Management and Implementation".

In this section of the application form, you will have to first select whether or not your project will include intellectual outputs. If you choose "No" you will only have to provide information on the activities that your project will organise and the methods you intend to use. If you choose "Yes" you will have to provide information about the project activities you will support under the "Project Management and Implementation" budget item and in addition you will have to describe the intellectual output(s) your project will produce.

Intellectual Outputs Section (only applicable to Strategic Partnerships supporting Innovation)

As specified in the Programme Guide, the grant item Intellectual outputs aims at supporting the development of intellectual outputs/tangible deliverables such as curricula, pedagogical and youth work materials, Open Educational Resources, IT tools, etc. that are **substantial** in quality and quantity.

G.1. Intellectual Outputs

Do you plan to include intellectual outputs in your project?

Yes

When filling in the Intellectual outputs section, please take into account that this information will allow to specify and evaluate the appropriateness of the corresponding costs in the specific section of the budget below.

Output Identification	O1
Output Title	
Output Description (including: elements of Innovation, expected impact and transferability potential)	
Please describe the division of work, the tasks leading to the production of the intellectual output and the applied methodology	
Start Date (dd-mm-yyyy)	
End Date (dd-mm-yyyy)	
Languages	+ −
Media(s)	+ −
Activity Leading Organisation	
Participating Organisations	+ −

Add Output   Remove Output

This grant item can therefore not be used to contribute to staff costs for activities already covered by the "Project management and implementation" grant item, which will cover a wide variety of activities and smaller scale outputs of the project, including the tasks related to programme management. Therefore, additional staff costs for management and administrative support staff can only be applied for in the Budget section for Intellectual Outputs in exceptional and duly justified cases. The need for such additional costs must be well explained in the Project Activities section - Intellectual Outputs of the application form.

When including an Intellectual Output, please bear in mind that all tasks related to its development should be well detailed and described in the relevant text box in order for the evaluators to judge the relevance and quality of your Intellectual Output.

When filling in the Intellectual Outputs section, you have to clearly specify the Leading and the participating organisations for each of the activities under each of the outputs; otherwise you will not have the possibility to specify the corresponding costs in the specific section of the Budget.

Please also note that you cannot insert new intellectual outputs between the outputs already introduced in your application form. So when filling in the form, make sure that you list the intellectual outputs in the logical order.

Multiplier Events Section (only applicable to Strategic Partnerships supporting Innovation)

You can apply for grant support for Multiplier Events **only** if you intend to produce substantial Intellectual Outputs. For other dissemination activities, the support from the grant item "Project management and implementation" has to be used.

When describing a Multiplier event, you should indicate in the Event's description the country in which it is going to take place.

G.2. Multiplier Events

Do you plan to include Multiplier Events in your project?

| Yes | ▾ |

Grant support for Multiplier Events can only be asked for if the project intends to produce substantial Intellectual Outputs. Other dissemination activities will be supported via the grant item Project Management and Implementation.

Event Identification	E1
Event Title	
Country of Venue	▾
Event Description	
Start Date (dd-mm-yyyy)	
End Date (dd-mm-yyyy)	
Intellectual Outputs Covered	▾
	[+] [-]
Activity Leading Organisation	▾
Participating Organisations	[+] [-]

[Add Event] [Remove Event]

Learning/Teaching/Training Activities Section

As the Programme Guide presents general information on the possible Learning/Teaching/Training activities there are small differences between the types of activities listed and the corresponding activities in the eForm depending on the given field. The table below explains these differences:

Field	Type of activity as per Programme Guide	Corresponding activity in the eForms
School education	Blended mobility of learners	Blended mobility of school learners
	Long-term study mobility of pupils	Long-term study mobility of pupils
	Long-term teaching or training assignments	Long-term teaching assignments
	Short-term exchanges of groups of pupils	Short-term exchanges of groups of pupils
	Short-term joint staff training events	Short-term joint staff training events
Vocational education and training	Blended mobility of learners	Blended mobility of VET learners
	Long-term teaching or training assignments	Long-term teaching or training assignments
	Short-term joint staff training events	Short-term joint staff training events
Higher education	Blended mobility of learners	Blended mobility of higher education students
	Long-term teaching or training assignments	Long-term teaching assignments
	Intensive Study Programmes	Intensive programmes for higher education learners
	Intensive Study Programmes	Intensive programmes for teaching staff
	Intensive Study Programmes	Invited teachers at higher education Intensive Study Programmes
	Short-term joint staff training events	Short-term joint staff training events
Adult education	Blended mobility of learners	Blended mobility of adult learners

	Long-term teaching or training assignments	Long-term teaching or training assignments
	Short-term joint staff training events	Short-term joint staff training events
Youth	Blended mobility of learners	Blended mobility of young people
	Long-term teaching or training assignments	Long-term mobility of youth workers
	Short-term joint staff training events	Short-term training events for youth workers

Please note that according the Programme guide activities of learners from or to Partner countries are not eligible. Please check this manually as there are no business rules implemented in application to prevent this.

Higher education

As regards the Learning/Teaching/Training activities "Intensive programmes for teaching staff" and "Invited teachers at higher education Intensive Study Programmes", the duration of the activity could be less than 5 working days.

The three options in the drop-down menu for Intensive Study Programmes cover all the possibilities mentioned in the Programme Guide:

- "Intensive programmes for higher education learners", for students from participating Higher Education Institutions;
- "Intensive programmes for teaching staff", for teaching staff from participating Higher Education Institutions;
- "Invited teachers at higher education Intensive Study Programmes", for other relevant experts/specialist/professionals, meaning invited staff from Higher Education Institutions or from companies or other associations not participating in the consortium.

Youth

Please also describe in this section if you plan to use Youthpass or any other recognition and validation tool in the planned Learning/Teaching/Training Activities (this can be done either under the main question or in each activity table in the description field).

Specificities of the Budget

Project Management and Implementation

As detailed in the Programme Guide, there is no maximum number of partners. However, in case of projects involving more than 10 participating organisations, the grant support for project management and implementation will be limited to the amount equivalent to 10 participating organisations (1 coordinating and 9 partner organisations) for the project duration.

Multiplier Events

As detailed in the Programme Guide, the grant support for multiplier events will be limited to a maximum amount of 30.000 EUR per project regardless of its duration.

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Exceptional Costs

As detailed in the Programme Guide, the grant support for exceptional costs will be limited to a maximum amount of 50.000 EUR (with the exception of costs providing a financial guarantee) per project and to a proportion of 75% of the eligible costs. Please note that in the application form you should enter the grant amount requested, corresponding to maximum 75% of the eligible costs.

Project Total Grant

As detailed in the Programme Guide, the total grant support for Strategic Partnerships is a variable amount, defined by multiplying 12 500 EUR by the duration of the project (in months) and up to 450 000 EUR for projects with duration of 36 months

Application form for Stakeholder dialogue and policy promotion under KA3: Support for Policy Reform (relevant only for the field of Youth) (KA347)

Application form in general

If you plan to organise several activities within the project, please keep in mind that there are often questions in the form where you need to provide information relating to all the activities planned in your project. In such cases, try as much as possible to do it in a structured way so that it is clear for which activity you are giving the information.

Context Section

There are **three** application rounds per year. For each year, please check the exact deadlines and project start/end dates in the Programme Guide.

Main Activities Section

In this part, you should also give information on how the participants will be actively involved in each stage of the project.

Activities' Details Section

The start and end dates to be encoded here are the days where at least one activity is foreseen, you can then add up to 2 days for travel, if relevant.

Follow-up Section

In the 'Follow-up' section you should provide information on the expected impact of your Mobility project, as well as dissemination and evaluation activities.
When describing the expected impact, applicants should include estimation in terms of quantity – how many people the organisation intends to reach through implementing the project.

Annexing documents – Timetables of activities

If you plan to organise several activities within the same project, you need to: 1) fill-in a timetable for each activity, 2) print and group all the activity tables in one document, 3) scan the single document and attach it. In this way you can fit with available slots for annexes. The same procedure must be followed for attaching the mandates of participating organisations involved in the project.

Registering your organisation in the European Commission's Participant Portal

All organisations that are to be included in any application form under the Erasmus+ decentralised actions, whether they act as applicant or partner, are required to register in the **Unique Registration Facility** (**URF**) through the Participant Portal.

For applications to international mobility in Higher education, only the applicant organisation in a Programme Country is required to register during the application stage. The Partner Country organisation will be required to do so only once the project has been selected.

Therefore, to register organisations for participation in the Erasmus+ Programme, you need to go to the following web site:

http://ec.europa.eu/education/participants/portal/

The registration should be done only once on behalf of a legal entity as a whole. Exceptionally:

- schools that fall under the scope of a local or regional public authority as legal entity should register separately from the legal entity of which they are part; they should in that case also upload the necessary supporting documents proving their legal relation with this legal entity.

- organisations active in the youth field may register separately from the legal entity of which they are part; in that case they should also upload the necessary supporting documents proving their legal relation with this legal entity. After the successful registration the organisation will receive a unique 9-digit Participant Identification Code (PIC) which has to be typed in each application form the organisation fills.

It is strongly recommended to start the registration process as early as possible and if possible well before the submission deadline. Most often the registration process is quick and easy. However, in some cases (i.e. organisation previously registered but with data that needs to be updated) the process can be lengthy.

You will find detail guidelines here

User's Guide of the Unique Registration Facility (URF) and Participant Portal for Education, Audio-visual, Culture, Citizenship and Volunteering)