



Erasmus+ Alliances for Innovation 2025



How to prepare and submit an application



APPLICATION FORM AND SUBMISSION

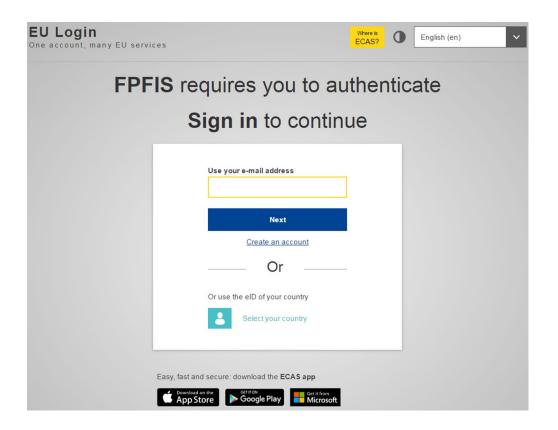
- Funding & tender opportunities portal
- Application form
- How to participate creating and submitting proposal
- Useful information
- Tips



HOW TO PARTICIPATE Before creating your proposal

You will need the following:

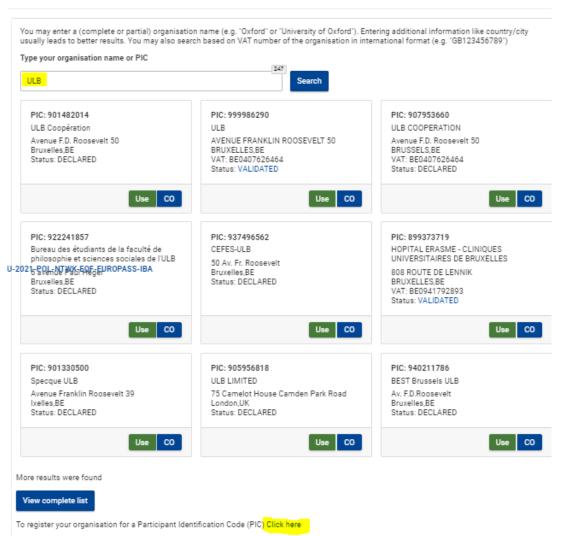
- 1. To have a valid EU Login account. If you do not have EU Login you can create it here.
- 2. Your organisation must have a **9-digit PIC** (Participant Identification Code). If your organization is not registered in the Participant Register you can register it at https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/particip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





HOW TO PARTICIPATE Finding PIC

Find your organisation

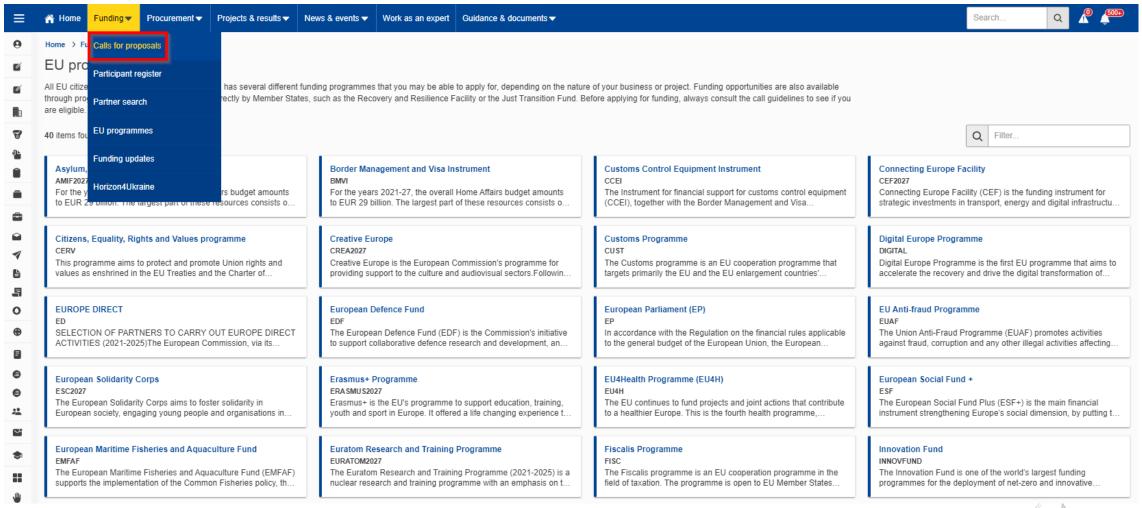


- Enter the name of your organisation to see if it already has a PIC.
- If not, create one here.
- PIC does not need to be validated for the submission of the application. The validation is required for the signature of the Grant Agreement



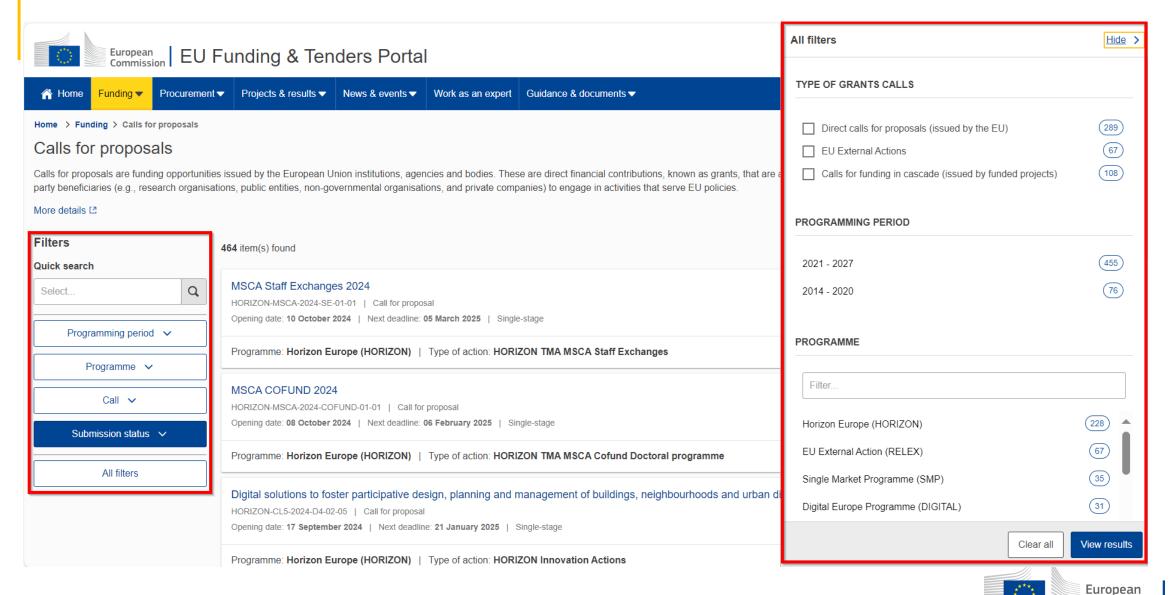
Funding & tender opportunities portal (FTOP)

https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/Find+a+call





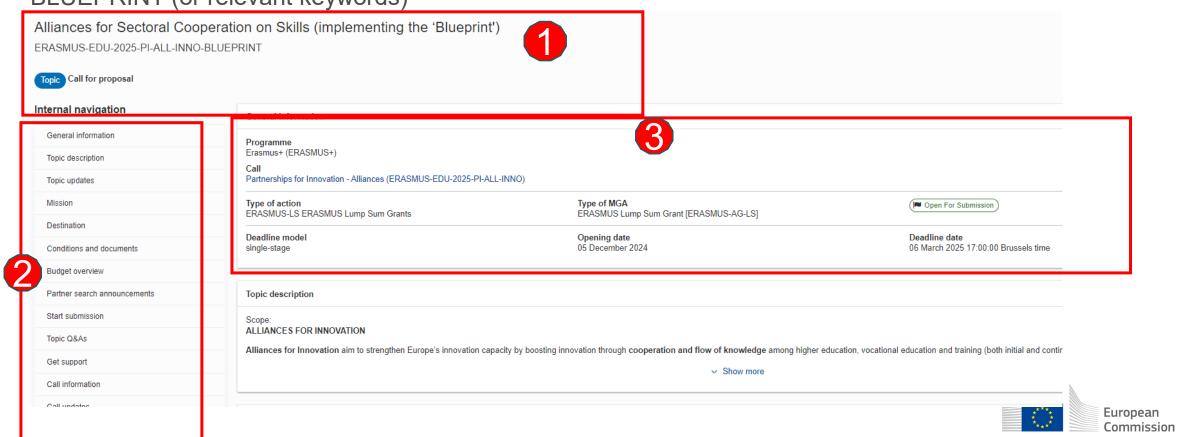
Funding & tender opportunities portal (FTOP)



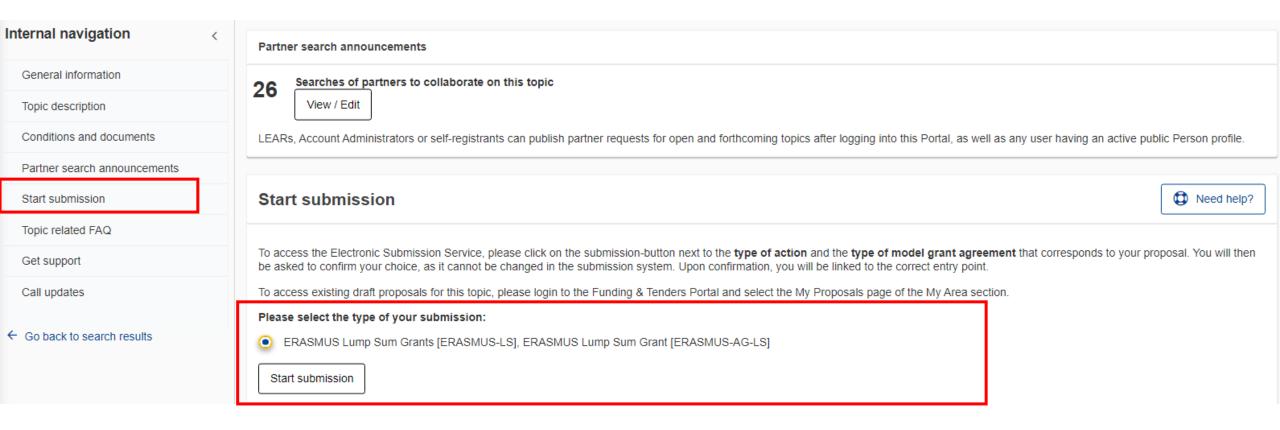
Commission

HOW TO PARTICIPATE How to access your call submission area

Search for your <u>LOT on Funding & tenders (europa.eu)</u> ERASMUS-EDU-2025-PI-ALL-INNO-EDU-ENTERP or ERASMUS-EDU-2025-PI-ALL-INNO-BLUEPRINT (or relevant keywords)

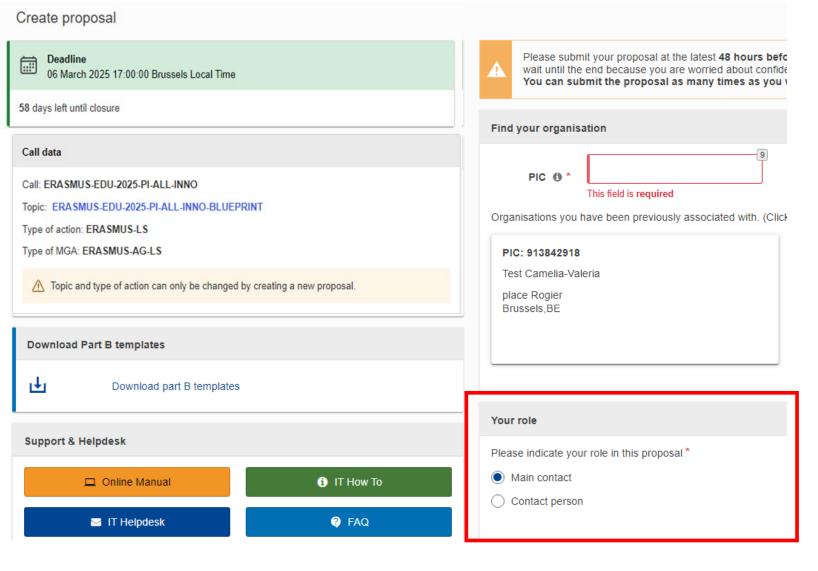


HOW TO PARTICIPATE How to access your call submission area - 2





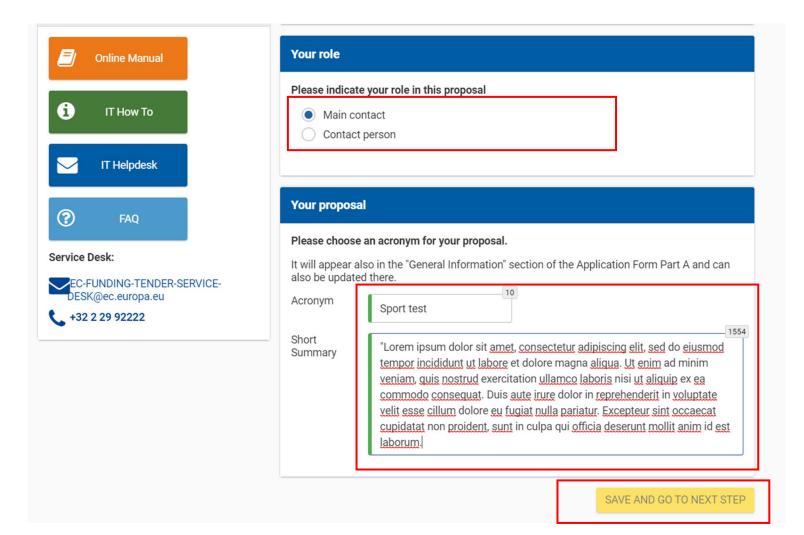
HOW TO PARTICIPATE Create your proposal



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



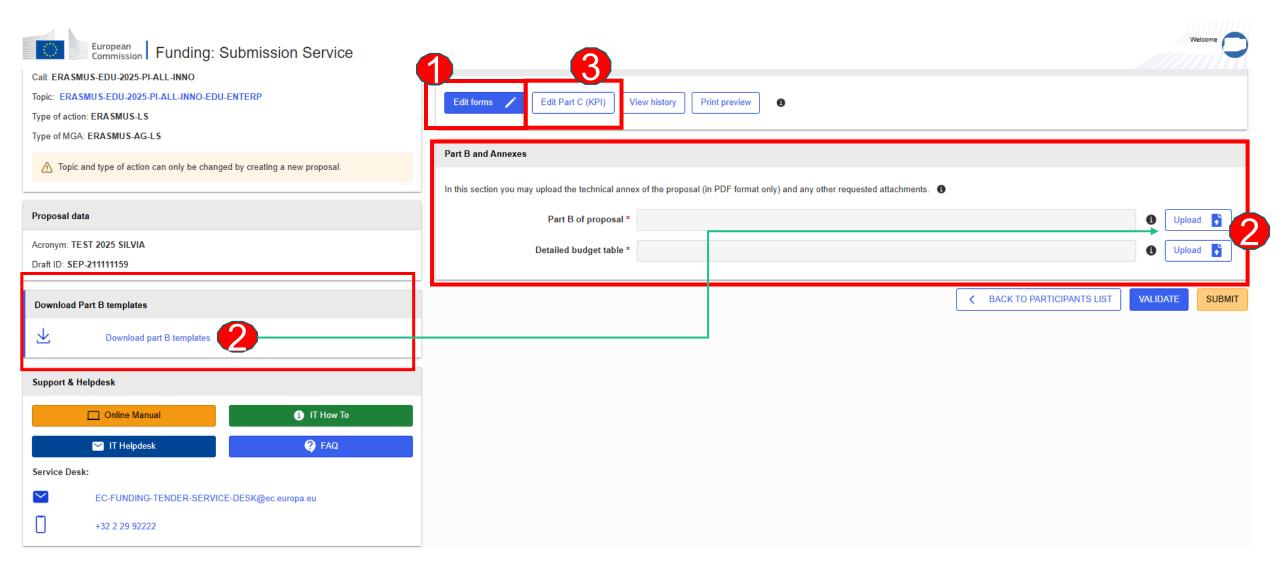
HOW TO PARTICIPATE Create your proposal - 2



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



APPLICATION FORM Overview



APPLICATION FORM Overview

eForm (Part A)



structured Administrative Forms with data on the type of organisations, participants, legal declarations and contact persons, programme priorities, requested grant, etc..

Part B documents (to attach to the eForm)



- 1. Technical description
- 2. Budget calculator for real costs' estimation
- Tpl_Application Form (Part B SEP) (ERASMUS BB and LSII)
- Tpl_Detailed Budget Table (ERASMUS LSII)

eForm (Part C KPI)



Key Performance Indicators data for your project on thematic aereas, participants, types of activities, EQF levels, etc...



APPLICATION FORM

1 - eForm Part A - Administrative information

< Exit form Table of contents General Information >

Table of contents Validate form Save form Save & exit form

Topic: ERASMUS-EDU-2025-PI-ALL-INNO-EDU-ENTERP

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

Proposal number: 211111159

Proposal acronym: TEST 2025 SILVIA

Type of Model Grant Agreement: ERASMUS Lump Sum Grant

Table of contents

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



APPLICATION FORM

2 - Part B — Technical Description

- Template to be downloaded by the applicant from the submission system.
- Completed form to be uploaded in pdf format.
- Includes sections corresponding to the 4 award criteria and a section on Work Plan
- <u>CVs not required</u> but description of <u>profiles and</u> expertise of staff have to be included in section 2.1.3
- List of previous projects to be filled at the end of the Part B – Technical Description (it is part of the 120 page limit)
- Maximum 120 pages (for both LOTs), exceeding pages will not be readable

TABLE OF CONTENTS

ADMINISTRATIVE FORMS (PART A)	3
TECHNICAL DESCRIPTION (PART B)	4
COVER PAGE	4
PROJECT SUMMARY	5
1. RELEVANCE	5
1.1 Background and general objectives	5
1.2 Needs analysis and specific objectives	5
1.3 Complementarity with other actions and innovation — European added value	5
2. QUALITY	
2.1 PROJECT DESIGN AND IMPLEMENTATION	
2.1.1 Concept and methodology	6
2.1.2 Project management, quality assurance and monitoring and evaluation strategy	6
2.1.3 Project teams, staff and experts	6
2.1.4 Cost effectiveness and financial management	
2.1.5 Risk management	
2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS	7
2.2.1 Consortium set-up	
2.2.2 Consortium management and decision-making	
3. IMPACT	
3.1 Impact and ambition	
3.2 Communication, dissemination and visibility	
3.3 Sustainability and continuation	
4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING	
4.1 Work plan	
4.2 Work packages, activities, resources and timing	
Work Package 1	
Work Package	
Staff effort (n/a for Lump Sum Grants)	
Subcontracting (n/a for prefixed Lump Sum Grants)	
Events meetings and mobility	
Timetable	17

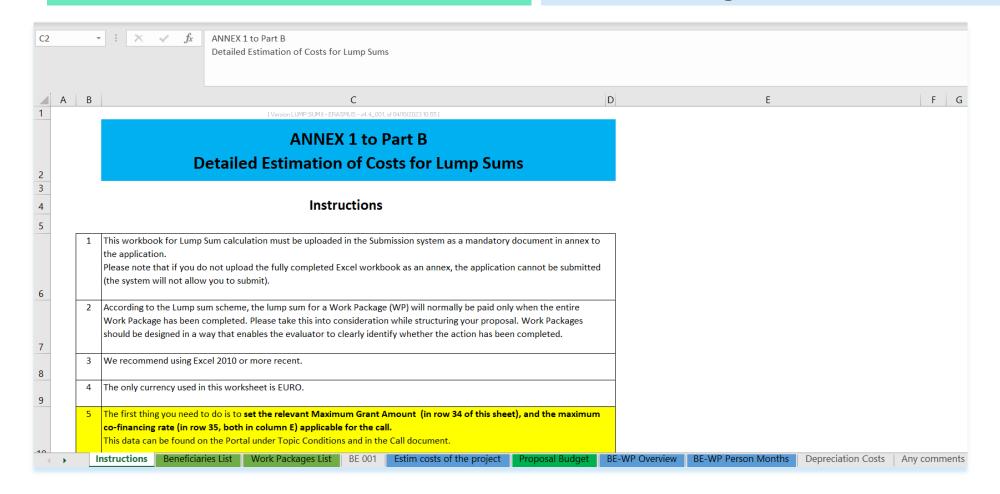


APPLICATION FORM

2 - Part B – Detailed budget table

Please, refer to the BUDGET TOOLKIT for further details

- Template to be downloaded by the applicant from the submission system.
- Fill in the budget calculator





APPLICATION FORM 3 - eForm Part C KPI

Funding: Submission Service			
Proposal ID SEP-	Call for Proposal ERASMUS-EDU-2025-PI-ALL-INNO	Topic ERASMUS-EDU-2025-PI-AL	Type o LI-INNO-EDU-ENTERP ERASM
KPIs (Key Performance Indicators)			
	data will be on your planned indicators; at reporting stage it shou	uld be the real indicators achieved (since the project start). The KPI tool should be updated w	ith the latest available data for each periodic report (the KPIs are mandatory part of
Erasmus+ Programme (ERASMUS) - Education (EDU)			
Location			
Country	NUTS1	NUTS2	•
Belgium			•
Germany	-		•
Type of project, thematic areas and types of activities			
Types of activities: * EU Citizenship, EU awareness and Democracy Access for disadvantaged Gender equality / equal opportunities Quality and Relevance of Higher Education in Partner Countries Research and innovation	So Ne Qu Te	reativity and culture ocial dialogue ew innovative curricula/educational methods/development of training courses uality Assurance eaching and learning of foreign languages	Disabilities - special needs Environment and climate change Pedagogy and didactics Recognition (non-formal and informal Youth (Participation, Youth Work, You



HOW TO PARTICIPATE Edit part A of your proposal

< Exit form Table of contents General Information >

Table of contents Validate form Save form Save & exit form

Topic: ERASMUS-EDU-2025-PI-ALL-INNO-EDU-ENTERP

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

Proposal number: 211111159

Proposal acronym: TEST 2025 SILVIA

Type of Model Grant Agreement: ERASMUS Lump Sum Grant

Table of contents

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

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



HOW TO PARTICIPATE Edit part A of your proposal - 2

< Participants & contacts Table of contents Validate form Save & exit form Save form Application forms Proposal ID SEP-211011824 Acronvm Short name Test Camelia-Valeria Organisation data Legal name 913842918 Test Camelia-Valeria Short name: Test Camelia-Valeria Address: place Rogier Legal person: no Public body: Town: Brussels unknown Postcode: 1000 Non-profit: unknown Belgium Country: SME data SME self-declared status: SME self-assessment: SME validation: unknown Research organisation: Secondary or higher education: unknown unknown International organisation: unknown Accreditations Accreditation type: unknown Accreditation Expiration date: unknown unknown number: Type of Organisation

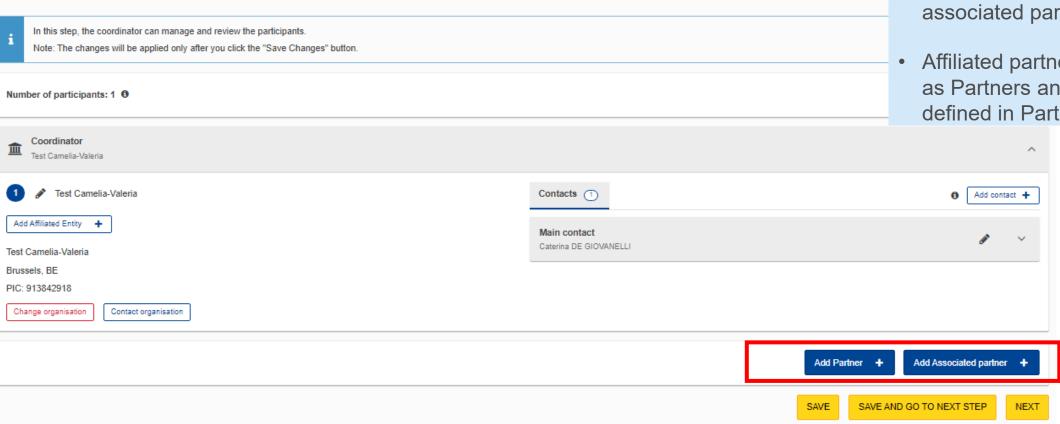
Type of organisation need to be indicated in Part A as well.



HOW TO PARTICIPATE Add your partners

i	In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal. Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure.		×			
	Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible.					
	Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.					
×	Your proposal contains changes that have not yet been submitted.					
Adm	ministrative forms (Part A)					
Ed	Edit Part C (KPI) View history Print preview 6					
Part B and Annexes						
In thi	his section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.					
	Part B*	Uplo	ad 🕰			
	Detailed budget table *	Uplo	ad 🛕			
	★ BACK TO PARTICIPANTS LIST VALIDA	ATE	SUBMIT			

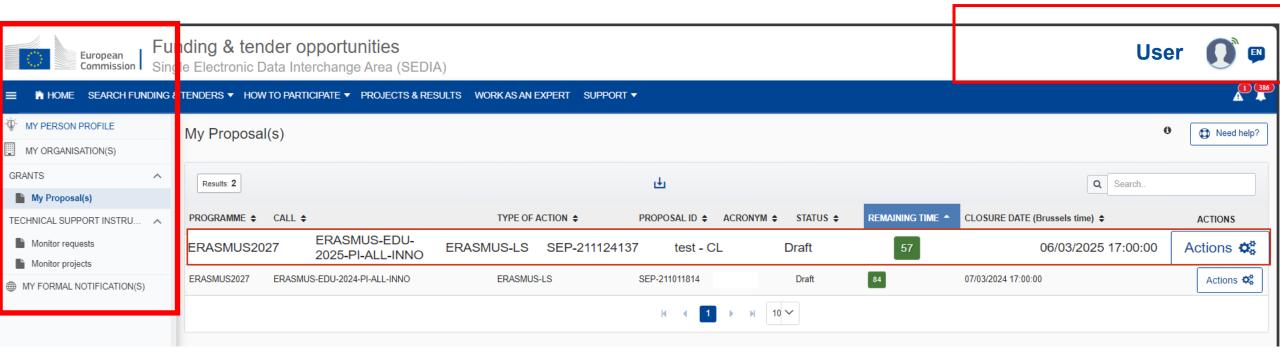
HOW TO PARTICIPATE Add your partners - 2



- All partners must have PIC (not validated PIC is acceptable for submission of proposal)
- Add partners (full partners or associated partners)
- Affiliated partners are added as Partners and their link is defined in Part A

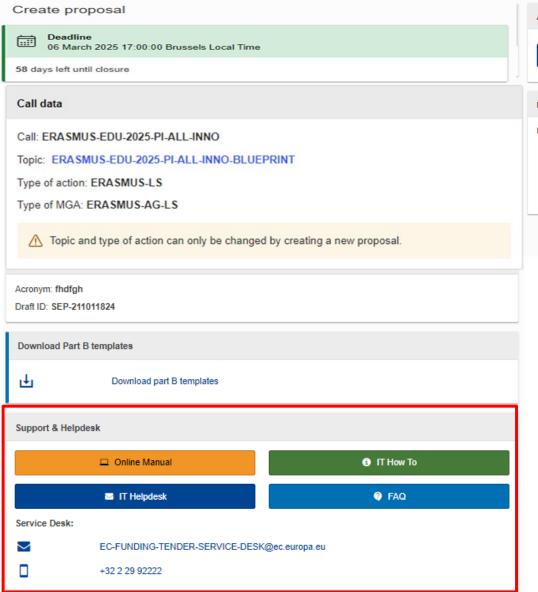


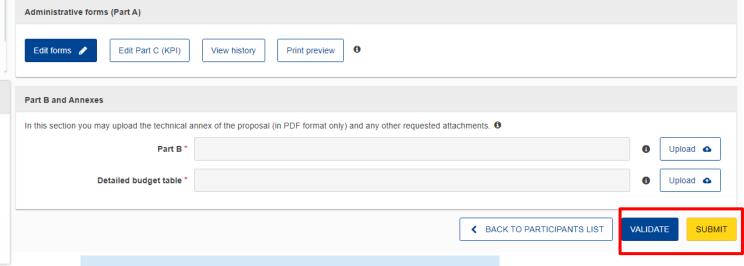
HOW TO PARTICIPATE How to access your draft proposal





HOW TO PARTICIPATE Validate and submit proposal





- When you are ready, you can validate and submit.
- While the call remains open you can always update your proposal and submit again.
- You can access numerous support resources.



Useful links

- How to participate: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1
- F&TP online manual: https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual
- The Funding & Tenders Portal for beginners (webinar recording) https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm
- Short guide on submission system <u>Proposals IT How To Funding Tenders Opportunities</u>
- Video tutorials https://www.eacea.ec.europa.eu/grants/how-get-grant_en
- F&TP support section: https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/support



Tips

- Partners have to be relevant for your proposal and correspond to the Call requirements. All participating organisations must have PIC (not validated is fine).
- Ensure that Part B Technical Description is not longer than 120 pages as the text on excess pages will not be visible for evaluators.
- Check in advance recommended system configuration.
- Validate and submit the form well in advance (at least 48 hours before deadline). You will be able to update your proposal until the call closure and submit updated version.
- In case of submission failure due to technical error on Portal side a complaint must be filed within 4 calendar days after call closure.

Thank you and good luck with your application.



© European Union 2021

Unless otherwise noted the reuse of this presentation is authorised under the <u>CC BY 4.0</u> license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.

