



Erasmus+ Teacher Academies 2024

The submission procedure and application form



EACEA/A2

HOW TO CREATE AND SUBMIT PROJECT PROPOSAL

1. Before creating your proposal
2. Application form overview
3. The Funding & tender opportunities portal
4. Steps for creating and submitting proposal
5. Useful links

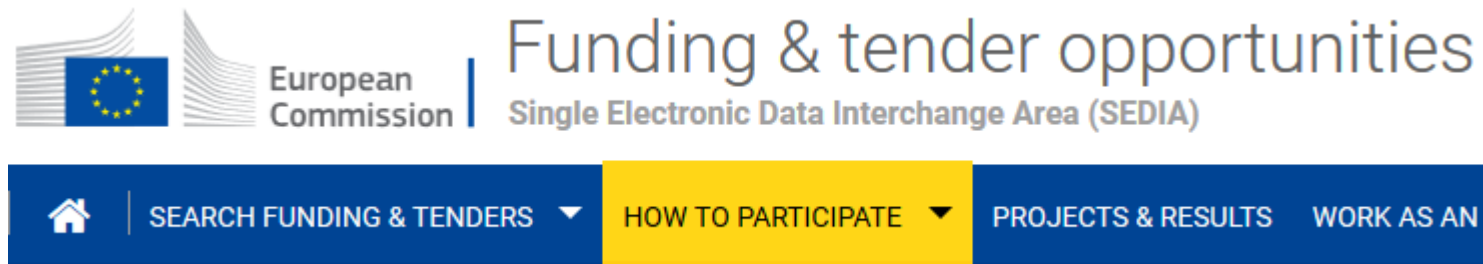
Before creating your proposal

1. **Applicant coordinator** has to have:

EU Login account
(= formerly ECAS account)

2. **Organisation** of applicant coordinator and partner organisations must have:

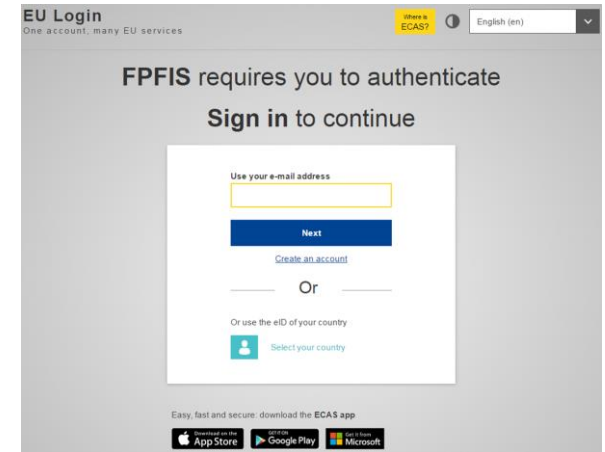
9-digit PIC
(Participant Identification Code)



<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/how-to-participate/1>

Before creating your proposal - 2

1. If you *do not have* EU Login you can create it [here](#).
2. If your organization is *not registered* in the Participant Register please register it at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>.



Your proposal form includes:

eForm (Part A)

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

Part B documents (to be attached to eForm)

1. Technical description
2. Estimated budget of the proposal

Application forms

Call: ERASMUS-EDU-2025-PEX-TEACH-ACA
(Erasmus+ Teacher Academies)

Topic: ERASMUS-EDU-2025-PEX-TEACH-ACA
Type of Action: ERASMUS-LS
(ERASMUS Lump Sum Grants)



Proposal number: SEP-1111111

Proposal acronym: test

Type of Model Grant Agreement: ERASMUS Lump Sum Grant

Table of contents

Section	Title	Action
1	General information	
2	Participants	
3	Budget	

-  Tpl_Application Form (Part B SEP) (ERASMUS BB and LSII)
-  Tpl_Detailed Budget Table (ERASMUS LSII)

Please use templates available for download on the Submission Service for your action on Funding and Tenders Opportunities Portal

Application documents

The application must include the following parts:

1. eForm (Part A) is filled online
general information entered by the participants – generated by the IT system and filled online

Application forms

Call: ERASMUS-EDU-2025-PEX-TEACH-ACA
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2. Mandatory Annexes filled using **provided** templates and uploaded as annexes:

- Part B - Technical description
- Part B - Estimated budget of the proposal

2.1 Optional Annex:

Other annexes – list of applicants with their role in the project

3. KPIs (Part of eForm) - filled online - Key Performance Indicators

Funding & tender opportunities portal (FTOP)

Navigating in the Portal

The screenshot shows the FTOP portal interface with five numbered steps highlighting key navigation elements:

- 1 Finding relevant activity**: Points to the 'EU Funding & Tender' header.
- 2 Search by keywords**: Points to the 'Quick search' input field.
- 3 Search by Programme**: Points to the 'Programme' filter dropdown.
- 4 Search by Call**: Points to the 'Call' filter dropdown.
- 5 For creating an application log in your EU Login account**: Points to the 'Sign in' button in the top right corner.

The main content area displays 'Calls for proposals' with a list of results. The first result is 'European Researchers' Night and Researchers at Schools 2026-2027' (HORIZON-MSCA-2025-CITIZENS-01-01), and the second is 'European Film sales agent' (CREA-MEDIA-2025-FILMSALES). Both are marked as 'Forthcoming'.

How to access your call submission area

Home > Funding > Calls for proposals > Erasmus+ Teacher Academies

Erasmus+ Teacher Academies


ERASMUS-EDU-2025-PEX-TEACH-ACA

Topic Call for proposal

Internal navigation

- General information
- Topic description
- Topic updates
- Mission
- Destination
- Conditions and documents
- Budget overview
- Partner search announcements
- Start submission**
- Topic Q&As
- Get support
- Call information
- Call updates

General information

Programme Erasmus+ (ERASMUS+)		
Call Erasmus+ Teacher Academies (ERASMUS-EDU-2025-PEX-TEACH-ACA)		
Type of action ERASMUS-LS ERASMUS Lump Sum Grants	Type of MGA ERASMUS Lump Sum Grant [ERASMUS-AG-LS]	 Open For Submission
Deadline model single-stage	Opening date 05 December 2024	Deadline date 26 March 2025 17:00:00 Brussels time

The Erasmus+ Teacher Academies aim to facilitate networking, knowledge sharing, mobility and provide teachers and trainers with learning opportunities at all phases of teachers' and trainers' careers

[Show more](#)

Topic updates

1 Check the action

2 Click on 'Start Submission'

How to access your call submission area 2

Projects & results ▾

News & events ▾

Work as an expert

Guidance & documents ▾

Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic,

Please select the type of your submission:

ERASMUS Lump Sum Grants [ERASMUS-AG-LS]

Start submission

1

Tick the box for the type of submission (the action cannot be modified at this step or later)

2

Click on 'Start Submission'

Start filling your form

Create proposal

1 Check call

Deadline
26 March 2025 17:00:00
107 days left until closure

Call data
Call: ERASMUS-EDU-2025-PEX-TEACH-ACA
Topic: ERASMUS-EDU-2025-PEX-TEACH-ACA
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

2 Download Part B templates

Download Part B templates
Download part B templates

Support & Helpdesk
Online Manual IT How To
IT Helpdesk FAQ
Service Desk:
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
+32 2 29 92222

6 Available guidelines and information about the technical help

3 Insert PIC number of your organisation. Non validated PICs are accepted for submission of proposal

Please submit your proposal at the latest 48 hours before the deadline (to avoid system congestion) before the deadline. You can submit the proposal as many times as you wish up until the deadline. Each new submission will not open the proposals before

Find your organisation
PIC *
Organisations you have been previously associated with (Click to select)

PIC: 903605635 tokio	PIC: 956444444 Baird Consulting SCS Vieille rue du Moulin-Rouge 20 Uccle, BE	UB SOSEAU PANDURI 90 BUCURESTI, RO
8001864 UNIVERSITY OF CHESTER PARKGATE ROAD CHESTER, UK VAT: UK310498083	PIC: 892863661 SME Test Rue ABC, 3 Brussels, BE	PIC: 913842918 Test Camelia-Valeria place Rogier Brussels, BE

4 Add your project acronym and short summary

Your role
Please indicate your role in this proposal *
 Main contact
 Contact person

Your proposal
It will appear also in the "General Information" section of the Application Form Part A and can also be updated there.

Acronym *
Short Summary *

5 SAVE and get to next step

SAVE AND GO TO NEXT STEP

How to navigate between different parts of your form

ⓘ 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

Enter into Part A

Create pdf document of your application

Attach filled Part B documents marked as mandatory and recommended list of partners with their roles in the proposal as 'Other annexes'.

Administrative forms (Part A)

Edit forms

Edit Part C (KPI)

View history

Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ⓘ

Part B of proposal *

MANDATORY

Detailed budget table *

MANDATORY

Other annexes

RECOMMENDED for list of partners with their roles

list of previous projects

List of previous projects not requested and will not be evaluated

Go to the partners list for adding/removing partners

Validation / Submission

< BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT

Fill in the eForm (Part A)

Navigation bar with buttons: < Exit form, Table of contents, General Information >

Click on required part to navigate between different parts of the form

Remember to save your changes

Click on 'Exit form' to return to previous step

Click on 'Table of Contents' to see the parts that you need to complete in the General Information part

Application forms

Call: ERASMUS-EDU-2025-PEX-TEACH-ACA
(Erasmus+ Teacher Academies)

ERASMUS-EDU-2025-PEX-TEACH-ACA
Type of Action: ERASMUS-LS
(ERASMUS Lump Sum Grants)

Proposal number: SEP-211117241
Proposal acronym: test
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

Fill in the General Information part containing 4 tabs. Tab 'Other questions' is not applicable for this action

Part B – Technical Description

- Template to be downloaded by the applicant in 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**
- CVs not required but description of **profiles and expertise of staff** have to be included in section 2.1.3
- List of **previous projects** to be filled at the end of the form (Part B)
- Maximum **70 pages**, excess pages will not be readable

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Part B -Estimated budget of the proposal

List of Beneficiaries and Affiliated Entities				Actions (double-click to activate)	
BE NR/AE	BE/TP name	Acronym	Country	APPLY CHANGES	Add a Beneficiary
BE 001	Beneficiary 1			Remove this Beneficiary	Add an Affiliated Entity
BE 002	Beneficiary 2			Remove this Beneficiary	Add an Affiliated Entity
BE 003	Beneficiary 3			Remove this Beneficiary	Add an Affiliated Entity
BE 004	Beneficiary 4			Remove this Beneficiary	Add an Affiliated Entity

- Fill in the budget of the proposal
- Use templates that are downloaded in the submission system.

How to access your draft proposal

1 For accessing your application log in to your EU Login account

2 Click on 'My Proposal(s)'

3 Click on 'Actions' to EDIT your proposal

European Commission | EU Funding & Tenders Portal

Home Funding Procurement Projects & results News & events Work

Welcome [User] EN

500+

Need help?

My area

- My profile
- F&T user profile
- Content centre
- My organisations
- Formal notifications
- Grants centre
 - Proposals**
 - Projects
- Technical Support Instrum...
- Monitor requests
- Monitor projects
- Tasks

Proposals

TYPE OF ACTION	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS		
ERASMUS2027	ERASMUS-EDU-2025-PEX-TEACH-ACA	ERASMUS-LS	SEP-211117241	test	Draft	107	26/03/2025 17:00:00	Actions

Validate and submit proposal

ⓘ 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.

Administrative forms (Part A)

Edit forms

Edit Part C (KPI)

View h

Part B and Annexes

In this section you may upload the technical annex of t

Part B

Detailed

List of pre

- **Validate and submit your proposal at least few days before the deadline**
- **Until the call deadline you can always update your proposal and submit it again.**

Upload

Upload

Upload

Upload

< BACK TO PARTICIPANTS LIST

VALIDATE

SUBMIT

General tips

- **Keep in mind all requirements of the call while preparing the application**, such as duration, eligible countries and consortium composition.
- **All participating organisations must have PIC**. Non-validate PICs are also accepted at application stage.
- You can find partners in the section “[Partner search announcements](#)” of the Funding & Tenders Opportunities Portal or contact organisations in ongoing projects.
- **Validate and submit your application well in advance** (at least 48 hours before the deadline). You can update your application until the call deadline and submit an updated version, if needed.

Useful links

Find a call	Find a call - IT How To - Funding Tenders Opportunities (europa.eu)
Find partners	Find partners - IT How To - Funding Tenders Opportunities (europa.eu)
Register an organisation	Register an organisation - IT How To - Funding Tenders Opportunities (europa.eu) Participant Register — Register your organisation - Online Manual - Funding Tenders Opportunities (europa.eu)
Submit a proposal	Submit a proposal - IT How To - Funding Tenders Opportunities (europa.eu) Submit a proposal — Electronic Submission System - Online Manual - Funding Tenders Opportunities (europa.eu)
Follow up on your proposal	Follow up your proposal - IT How To - Funding Tenders Opportunities (europa.eu) Selection — From evaluation to grant signature - Online Manual - Funding Tenders Opportunities (europa.eu)

Good luck with your proposal



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