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8 Things you Need to Know to Write Your Own Erasmus+ Project!



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1

Introduction

“Start where you are. Use what you have. Do what you can.

– Arthur Ashe



Why this guide?



Learning, experiencing, working in Europe using European funding? How to do that? Is it really possible?

Yes. It is.

Erasmus+ is a useful programme that since 2014 has been offering an opportunity for **lifelong learning** to many. However, not many teachers, school staff, students from VET schools or universities know about Erasmus+ and the opportunities it can offer.

For this very reason, we at **Erasmusnet** have decided that was time to release a **guide on Erasmus+ funding** and how to get it. After all, it isn't impossible to write a project; however, not knowing how to start might be overwhelming and frustrating.

Through this guide, we are going to walk you through the 8 things you need to know to write **YOUR OWN Erasmus+ Project** starting from today!

2

Erasmus+ Essentials

“To succeed, you will soon learn, as I did, the importance of a solid foundation.”

– Alan Greenspan



All You Need to Know About Erasmus+



Erasmus Plus is the European Union Program for **Education, Training, Youth and Sport** 2014-2020.

The program, approved by EU Regulation N 1288/2013 of the European Parliament and the Council, combines and integrates all funding mechanisms implemented by the European Union until 2013:

the **Lifelong Learning Program** (Comenius, Erasmus, Leonardo da Vinci, Grundtvig) Youth in Action,

the five international cooperation programs (Erasmus Mundus, Tempus, Alfa, Edulink and the Bilateral Cooperation Program with the industrialized countries). Includes Jean Monnet Activities and, for the first time, a support for Sports.

The **integrated program** provides an overview of available funding opportunities, aiming to **facilitate access and promote synergies** between the different sectors by removing the barriers between the va-

Erasmus+ is designed to give concrete answers to these issues, through study opportunities, training, work experience or volunteering abroad.

rious types of projects. It also wants to attract new actors from the job market and from civil society and to stimulate new forms of cooperation.

Erasmus+ is part of a socio-economic context that sees almost **6 million unemployed young people in Europe**, with levels that in some countries exceed 50%. At the same time, over 2 million vacancies are registered and a third of employers report difficulties in recruiting staff with the **required qualifications**. This demonstrates the existence of significant skills deficit in Europe.

Erasmus+ is designed to give concrete answers to these issues, through **study opportunities, training, work experience or volunteering** abroad. The quality and relevance of European education, training and youth organizations and systems will be enhanced by supporting the improvement of teaching and learning methods, new programs and the professional development of teaching staff and youth workers, and through increased cooperation between the world of education and training and the job market world to address the **real needs in terms of human and social capital development** in Europe and elsewhere.

The budget of € 14.7 billion for the period 2014-2020 represents an increase of 40% compared to the previous programming. Additional funding concerns mobility in the field of higher education and capacity building with the involvement of third countries.

In 2015 Erasmus+ has a total of € 1 billion and € 736 million for funding to promote opportunities for:



- students, trainees, teachers and other teaching staff, youth exchanges, volunteering;
- creating or improving partnerships between institutions and organizations in the fields of education, training and youth and the job market;
- support dialogue and find a series of concrete information needed to implement the reform of education, training and assistance systems for young people.

For the first time, the Program grants funding not only to universities and training institutes, but also to innovative partnerships, so-called "**Knowledge Alliances**" and "**Sector Skills Alliances**", which will be synergies between the world of education and the job market world enabling higher education institutions, trainers and businesses to foster innovation and entrepreneurship, and to develop new programs and qualifications to bridge skill gaps.

In the field of sport, the program focuses on transnational projects aimed at supporting **amateur sports** and tackling cross-border challenges such as bargaining games, doping, violence and racism, and promoting good governance, gender equality, social inclusion and physical activity for all.

3

Erasmus for You

“Education is not preparation for life; education is life itself.”

– John Dewey



How to Find the Right Action?



Before we start telling you more about the different actions, it is very important for you to know that any country participating in the Erasmus+ programme has a National Agency.

“The National Agencies are based in Programme Countries and their role involves:

- providing information on Erasmus+;
- selecting projects to be funded;

- monitoring and evaluating Erasmus+;
- supporting applicants and participants;
- working with other National Agencies and the EU;
- promoting Erasmus+;
- sharing success stories and best practices.”

Turn the page to see what Erasmus+ can do for you!

SCHOOL STUDENT

If your school has an Erasmus + project running with other schools or other European organizations you can participate in activities, learn about students from other countries, be involved in project meetings or in a language exchange. Also, you might have the opportunity to study in a European school, being **hosted by a family for a period of 2 to 12 months**.

Talk to your teachers and, if they do not yet know the program, suggest them to participate in an Erasmusplus infoday or to go deep into the website.

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>> [go to dedicated website](#)

If you are a student in a **technical and vocational school**, you may have the opportunity to do a **traineeship** from **2 weeks to 12 months** in one of the countries participating in the Program, in a working context. In order to participate, your institution needs to activate an **Erasmus + mobility project** in the field of Education and Training.

>> [go to KA1 VET Mobility](#)

Have you ever heard of **eTwinning**?

eTwinning is the **community of schools in Europe**, an online platform that allows you to make electronic twinning and work with students from other countries through new technologies, opening up your school to Europe!

>> [explore eTwinning](#)

APPRENTICE, VET STUDENT

If you are a young apprentice, a student of a technical and vocational school or a student of a vocational training center, through Erasmus+ you can have the opportunity to **improve your training** and to **increase your skills** through a European internship experience or training at work.

>> [go to KA1 Traineeships](#)

You can, in fact, undergo a **two-week-to-12-month traineeship** in one of the countries of the program at companies and other working environments, such as public agencies, NGOs, or at schools or vocational training centers for **work-based learning**.

Before leaving, you will be provided with all the **support** you need to make the most of your European training experience: travel, accommodation, language support, insurance coverage and any other useful information for your mobility.

To participate, it is necessary that the school or training center that you are attending has activated an Erasmus + mobility project.

Europe is waiting for you! Get information from your school or training center.

Remember, however, that **individual applications are not eligible**.

UNIVERSITY STUDENT

- University
- High Artistic and Music Education
- High School for Language Mediators
- Superior Technical Institutes

What can a higher education student inside Erasmus+ do?

ERASMUS+ is pushing for the **internationalization of higher education institutions** with an exceptional investment in individual learning mobility. Novelty has been introduced that increase opportunities for students to experience a study and internship experience abroad, extending this latter activity to the undergraduates, as well.

The 1st, 2nd and 3rd cycle students can deal with university and work-related realities of the international type by attending **courses** and **undergoing examinations** at another Higher Education Institute and practicing an **internship at a company abroad**: the two experiences can either al-



The Erasmus + Program also provides a Loan Guarantee System for Master Degree students to attend a one or two year study abroad.

ternate or repeat with the total duration of **12 months** for each cycle of studies.

A student holding at least a 1st cycle degree may receive a scholarship to access a **Joint Master Degree** for a joint degree (one diploma issued by at least two Higher Education Institutes of several countries participating in the program) or a multiple title (at least two diplomas issued by two Higher Education Institutes from different countries participating in the program). The Erasmus+ Program also provides a **Loan Guarantee System** for Master Degree students to attend a one or two year study abroad.

YOUTH

Are you a young person between the ages of **13 and 30**? Are you interested in **learning cultures and languages** other than yours? Do you want to have a growth experience and acquire skills that are useful for your job placement, too? Do not attend school or university, but would you like to have a similar experience to the Erasmus+?

Then the **Erasmus+ Youth** chapter is the one for you!

You can do a mobility or strategic partnership experience by participating in one or more projects funded by Erasmus+.

Be careful though! An individual can not submit projects, but it is necessary to have a structure (association, local body, NGO) presenting the projects to the competent national agency.

An informal group of young people may also be present in order to facilitate participation, or a group of at least four people, of whom at least one of them shares a project or idea to realize without the need to form an association.

GRADUATE

If you are a professional vocational school graduate or have just completed a qualification at a vocational training center, with Erasmus+ you can have the opportunity to improve your training and increase your professional skills through a European experience of **apprenticeship** or **training at work** within one year of obtaining the title.

You may, in fact, undergo a training course of various duration from **2 weeks to 12 months** in one of the countries participating in the program, at companies and other working contexts, such as public bodies, NGOs, or schools or vocational training centers. envisage learning pathways in work-based learning.

Before leaving, you will be provided with all the support you need to make the most of your European training experience: travel, accommodation, language support, insurance coverage and any other useful information for your mobility.

To participate, it is necessary that the school or training center that you are attending has activated an Erasmus + mobility project. Europe is waiting for you! Get information from your school or training center.

SCHOOLMASTERS

The role of the Schoolmaster is crucial to opening the school to the European dimension and promoting synergies with the local authorities, universities and the job market world. The approach to the Erasmus+ program is institutional: no more than individual applications are spoken but it is the Institute that can submit project proposals.

Involve your school for a mobility project that allows the professional development of all school staff.

>> [go to School Education Opportunities](#)

What can a schoolmaster do?

Involve your school for a mobility project that allows the **professional development** of all school staff. Based on the needs of the Institute, teachers and administrative staff can attend a teaching period at a European partner institution or participate in **structured courses, training events and job-shadowing** in one of the countries participating in the Program. The duration of activities may vary from **2 days to 2 months**.

Participate personally in European mobility for training or job shadowing as part of the Institute's mobility project.

>> [go to School KA1 staff funding](#)

Involve your school for **cooperation projects** with other institutions, organizations, local authorities, universities, businesses, European associations of Erasmus+ participating countries, creating a Strategic Partnership to stimulate innovation, exchange of good practices, confrontation on topics of common interest.

>> [go to School KA2](#)

Promote participation in **eTwinning**, the School Community in Europe: a European platform for meeting colleagues, exchanging ideas and collaborative projects through electronic twinning. Without expiration and at no cost, eTwinning is also an important resource for implementing Erasmus+ projects

>> [explore eTwinning](#)

Involve your school for a mobility project that allows students and neo-graduates of professional institutes to complete a **12-month internship** at a company or other relevant organization.

>> [KA1 Traineeships](#)

All Erasmus+ opportunities for the school are described in detail in a [Practical Guide for School Executives](#).

The manual outlines the benefits that schools can derive from participating in the program, provides **step-by-step advice** on how to develop a successful and effective application to find the right European partners and draw inspiration from the experience of the different schools and provides examples of projects from which to draw inspiration.

TEACHERS

What can a teacher do within Erasmus+?

With the **Key Action 1 Mobility for Learning**, you can improve your skills and teaching methodology, learn and compare yours with other educational and training systems, and exchanging information with European colleagues through a personal mobility experience in one of the programme countries for a period of **2 days to 2 months**.

You can choose from different activities:

- for teachers it is possible to attend a **structured course or a training event**, a **job shadowing** or a **teaching assignment** at a partner school or other relevant organization active in the field of school education. >> [go to School KA1](#)
- for **vocational education teachers** it is possible to get involved in a mobility project and to participate in **work experience and job shadowing** in a company or VET (Vocational Education and Training) organization or to conduct a period of teaching / training in schools or centers for vocational training. >> [go to Training KA1 - Mobility of staff](#)

Individual applications are not admitted but the school can have a single mobility project for its teachers and staff, consistent with the training needs of the institute.

Key Action 2 allows schools to carry out co-operation projects of their own in partnership with other European organizations on subjects of common interest. Among the activities, in a partnership you can participate in **project meetings** or **joint training events**, organize a language exchange, teach for a period in a partner school and give your students the opportunity to spend a period of study in a European school.

>> [KA2 Training - Strategic Partnerships](#)

Participate in eTwinning, the European e-learning twinning portal. Thanks to eTwinning, you can get to know European colleagues and collaborate quickly and easily with projects that involve students directly. eTwinning is also a valuable support to Erasmus + projects and helps find partner institutions in Europe.

>> [explore eTwinning](#)

YOUTH WORKER

Are you an active worker in youth and youth organizations?

Are you a **Youth Worker**?

The Erasmus+ Youth sector offers you opportunities for **mobility, training and networking** to increase your skills and improve your work with young people.

There is no limit to participation.

Be careful though! The individual can not submit projects, but it is necessary to have a structure (association, local body, NGO) presenting the projects to the competent agency (in Italy the National Agency for Youth).

>> [go to Youth](#)

UNIVERSITY PROFESSOR

- University
- High artistic and musical education
- High School for Language Mediators
- Higher Technical Institutes

What can a higher education teacher within Erasmus+ do?



Within a strategic partnership, it is possible to participate, if anticipated, in long-term mobility from 2 to 12 months.

Through a period of teaching and training abroad, the teacher can profit from his / her skills and acquire others, with a relapse that is based on the professionalism of the individual and for the benefit of the entire institution.

Teaching mobility provides a **teaching assignment abroad** in any academic discipline at a Higher Education Institute in one of the countries participating in the Program from **2 days to 2 months**, with a minimum of 8 hours of activity.

Mobility for overseas training involves the possibility of participating in a **structured course** or a **training event** as well as job shadowing activities at a higher education institution or other organization of interest in one of the participating countries of the Program.

The minimum duration is **2 days up to 2 months**. This action does not fund participation in conferences.

>> [go to University Mobility Staff KA1](#)

Within a strategic partnership, it is possible to participate, if anticipated, in **long-term mobility** from 2 to 12 months.

The teacher to receive the grant must apply to the institution that manages the call for mobility.

>> [go to Strategic Partnership KA2 Universities](#)

COMPANY STAFF

If you work in an enterprise and want to **strengthen your skills** by experiencing professional experience in Europe in a challenging and dynamic context, Erasmus+ offers you this great opportunity. You can, in fact, train in one of the countries participating in the program at schools or vocational training centers from **2 days to 2 months** excluding travel time.

Before leaving, you will be provided with all the support you need to make the most of your European training experience: travel, accommodation, language support,

insurance coverage and any other useful information for your experience.

To participate, your business needs to have activated an Erasmus+ mobility project. Europe is waiting for you!

Individual nominations are not allowed.

>> [go to KA1 Training - Personnel Mobility](#)

Erasmus+ also offers you the opportunity to participate in **transnational cooperation projects** that will help your company to initiate an **internationalization** process and to discover the benefits of international exchange and comparison.

Find out more in the [KA2 Training section - Strategic Departments](#)

VOCATIONAL EDUCATION EXPERT

If you are an expert in vocational education and training (eg tutors, training providers, international mobility officials, staff with administrative functions, etc.) and are eager to increase your skills in Europe, Erasmus+ offers you many opportunities.

In fact, you can have **work experience** and **job shadowing** in one of the countries participating in the program, at companies

or organizations involved in vocational training or in teaching and training from 2 days to 2 months.

>> [go to Training KA1 - Mobility of staff](#)

In addition, also for you, Erasmus+ offers the opportunity to participate in transnational cooperation projects that will help your organization set up an internationalization process and discover the benefits of international exchange.

Find out more in the Strategic Partnership section.

>> [go to KA2 Training - Strategic Partnerships](#)

EDUCATOR, STAFF INVOLVED IN ADULT EDUCATION

If you are an educator or a professional in the formal, non formal and informal field, you can develop your skills and expand the knowledge and understanding of the policies and practices of European countries in adult education through a Mobility Project presented by your institution.

Possible activities: a period of teaching at a partner organization, structured courses, training events or a job-shadowing period,

working in a relevant organization active in the field in another European country.

>> [go to Adults KA1](#)

You can propose to your organization to carry out European cooperation projects in partnership with other organizations active in adult education or even in different fields, to encourage the development of innovative practices.

As part of the **Strategic Partnerships**, it is possible to participate in the first place and involve the learners in European mobility experiences for project meetings.

>> [go to Adults KA2](#)

You can join **EPALE**, a European portal for Adult Education Learning, a community for educators, trainers, researchers, adult education policy-makers, where you can exchange ideas and resources with other professionals across Europe and search for partners for Erasmus+ projects, look for training and courses.

>> [explore EPALE](#)

Adult Education in Erasmus + is understood in the widest sense of the term and involves educational centers, research institutes, non-profit organizations, associations, NGOs, adult learning facilities with

special needs, cultural organizations, libraries, museums, foundations but also companies, organizations for guidance and professional advice, public bodies etc.

SCHOOL TECHNICAL-ADMINISTRATIVE STAFF

The application is not individual but it is the school that presents a mobility project consistent with the training needs of the institute which may include teachers and staff.

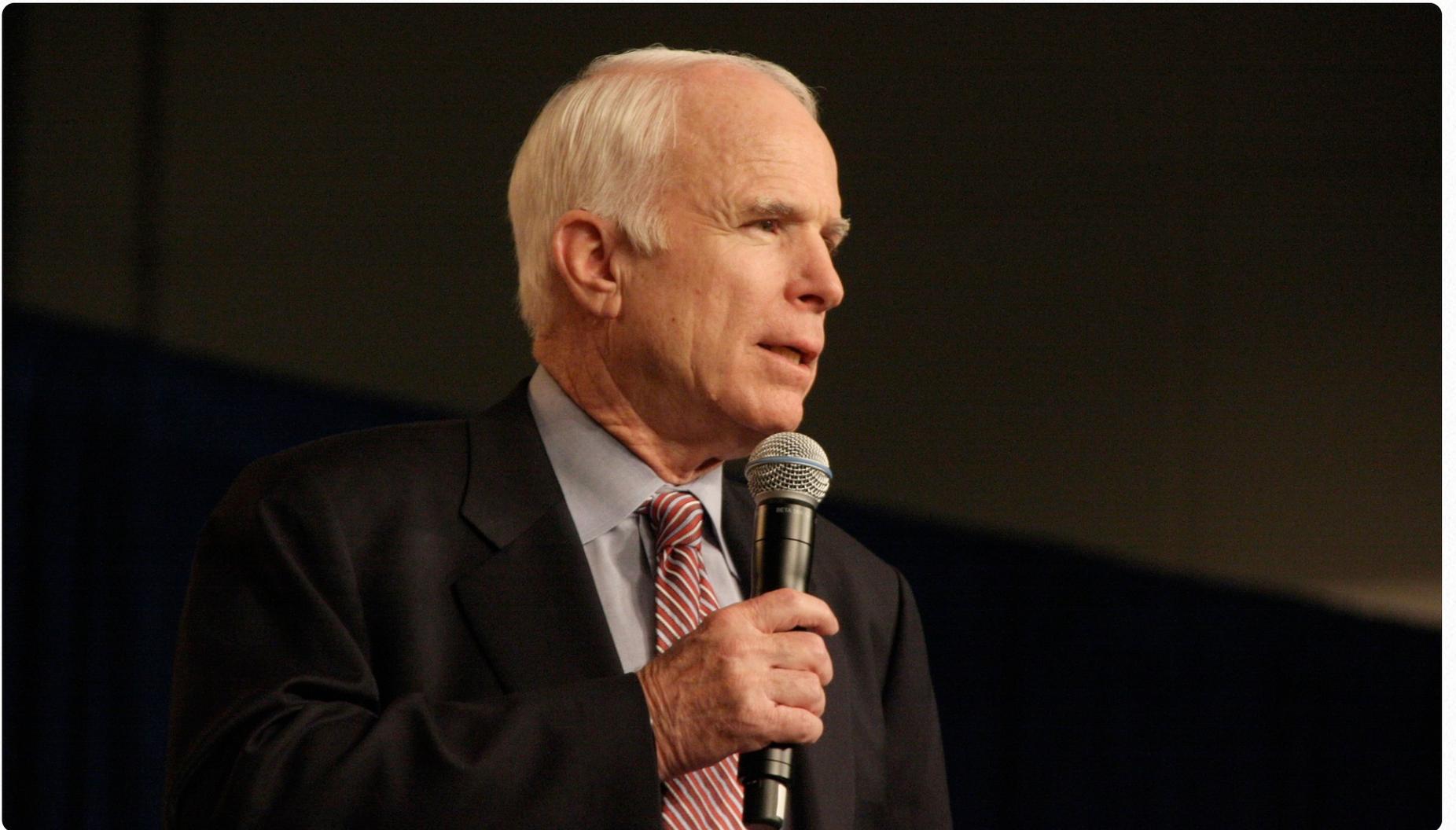
The school is also made by non-teaching staff, administrative staff etc. and especially if you think of a European-wide school it is important that the staff be directly involved.

Both the Director of Administrative Services (Dsga) and the school staff can participate in European mobility training experiences in one of the participating countries for a period of 2 days to 2 months, choosing between participating in a **structured course** or a period of **affiliation / observation, job shadowing** at a partner school or other relevant organization active in the field of school education.

The application is not individual but it is the school that presents a mobility project consistent with the training needs of the institute which may include teachers and staff.

>> [go to School KA1](#)

In addition, both Dsga and school staff have an active role in co-operation projects, particularly in partnerships with other European schools and institutions to stimulate the growth of professional skills, innovate educational practices and organizational management. Staff can participate in project meetings (technical meetings for project planning and implementation) and joint training events.



Institution representatives may be key stakeholders for co-operation in the fields of education, vocational training, adult education and youth.

UNIVERSITY TECHNICAL STAFF

The technical and administrative staff, the staff of the International Relations Office of all Higher Education Institutions may participate in periods of training abroad at a University or other Institute of Higher Education or other organization of interest for periods of 2 days to 2 months as part of a staff mobility plan submitted by the Institute.

>> [go to Ka1 University](#)

DECISION MAKERS

Institution representatives may be key stakeholders for co-operation in the fields of education, vocational training, adult education and youth. They can create a mobility experience in a

Before leaving you will be provided with all the support you need to make the most of your European training experience.

stimulating and dynamic context, but also have an active role in cooperation projects that contribute to sharing and exchanging new approaches in all countries participating in Erasmus+.

KA1: You can accomplish **work experience** and job shadowing, or do a teaching and training job in companies or organizations engaged in adult education or training, lasting from 2 days to 2 months.

KA2: Erasmus + also offers the opportunity to participate in **transnational cooperation projects** that will help you instigate your participation in an internationalization process and discover the benefits of international exchange and comparison.

KA3: In addition, the Youth Area reserves the Representatives of the Institutions specific opportunities:

The program defines your figure with the term "**political decision maker**" and the opportunities reserved to you, within the Youth chapter, reside in KA3 dedicated to Structured Dialogue that encourages dialogue between young people and political decision-makers.

You can then participate in this action through projects submitted by the reference body or a youth association in the area that can contribute to the definition of youth policies.

The projects of this action are the only ones that do not necessarily require a European partner. It is possible to present the project even if there are no partners provided the initiative has a national scope.

>> [go to Youth Action Key 3](#)



EPALE, the multilingual on-line community for adult learning.

ADULT LEARNING

Adult Education in Erasmus + is understood in the widest sense of the term and involves educational centers, research institutes, non-profit organizations, associations, NGOs, adult learning facilities with special needs, cultural organizations, libraries, museums, associations volunteering, foundations as well as companies, professional guidance and counseling bodies, public bodies, Provincial Centers for Adult Education CPIA.

If you are involved in a formal, informal or informal learning path, you can propose your organization to apply for a **strategic partnership** and start a European cooperation experience focusing on exchanging good practices and developing innovation: Within such a project, you can take part in the activities of the partnership and share work with people from different countries.



**Mauris pretium
aliquet, lectus eget
tincidunt. Porttitor
mollis et imperdiet
libero senectus
pulvinar. Etiam
molestie mauris.**

Talk to the people in charge of your organization and, if they do not yet know the Program, suggest participating in an Erasmus + infoday or to go deep into the site.

A good starting point for both starting projects and building contact networks on adult learning topics is the European Platform EPALE, the multilingual on-line community for adult learning professionals, designed for improving the quality of adult learning offerings in Europe.

4

Guide and Docs

“Your goals are road maps that guide you and show you what is possible [...].”

– Les Brown



Where to Retrieve the Guide and the Documents you Need?



The Erasmus+ Programme Guide is the **key document** for anybody who would like to have a thorough knowledge of the Erasmus+ programme.

Participants and participating organisations can find **full details** of all the opportunities supported by Erasmus+.

The latest Programme Guide is also available as an **online version**, with a more user friendly, accessible format to make it easier to find information.

LANGUAGES

The document provides information on:

- the priorities of the programme,
- the actions supported,
- the funding available for different actions,
- detailed information on participation.

The Programme Guide is currently available in the following languages:

bg, cs, da, de, et, el, en, es, fr, it, lvm, lt, hr, hu, mt, nl, pl, pt, ro, sk, sl, fi, sv.

>> [Access to all resources](#)

An online version is also available in English, French German Italian and Spanish (other language versions will be made available in 2017).

>> [Discover more about the guide](#)

USEFUL DOCUMENTS

- [Model Application Forms](#)
- [Model Grant Agreements](#)
- [Erasmus+ Charter of Higher Education](#)
- [Erasmus+ Student Charter](#)
- [European Credit Transfer and Accumulation System \(ECTS\)](#)
- [Inter-institutional Agreement](#)
- [Learning Agreement](#)
- [Mobility Agreement](#)
- [Mobility Charters](#)
- [European Voluntary Service Charter](#)
- [European Voluntary Service Info Kit](#)

5

Finding Inspiration

“Inspiration exists, but it has to find us working.”

– Pablo Picasso



What about Previous Experiences?



Finding an idea for your Erasmus+ project is the next step and is not an easy task. What can you do to facilitate it?

The EU commission has lately opened a website called **ERASMUS+ PROJECTS RESULTS PLATFORM**, which includes all the projects that have been approved, some concluded some others on the go.

There are different research parameters. You can search by year, programme, actions, topics and more.

Once you have a list of potential projects that respond to your query, by simply clicking on anyone of them, you can access **precious information**:

- **summary**, which explain the project you selected. It can give you an idea of what your project could be about;
- **results** (for those projects that have been completed), which can indicate you what should you look for in your own project;

You should have clear in mind which are the necessities and goals for your institution.

- **partners details**, you might want to use some of those partners for your own project.

You can also download all the information in a .pdf format.

This platform, therefore, can be part of your first **brainstorming** session. Although, you should have clear in mind which are the necessities and goals for your institution. This will make it easier for you to find projects that tried to tackle similar needs and to reach similar goals. If you are able to do that, some other person's work could become crucial for your own project drafting and management.



6

Registration

“Life was always a matter of waiting for the right moment to act.

– Paulo Coelho



Registration Platform



In order to complete and submit an application for an Erasmus+ project, it is necessary to follow an **authentication** and registration process that leads to obtaining the **PIC** (Personal Identification Code) to be included in the electronic submission form of the project proposal.

Are you already in possession of PIC code?

If for previous applications the institution has already been authenticated to the Euro-

pean system (ECAS until October 2016 - now EU Login), has already been registered in URF and has a PIC code it is not necessary to repeat the procedure.

The PIC remains valid for each new Erasmus+ application.

The authentication is the first step to proceed with an Erasmus+ application.

EU LOGIN is used by Commission staff and various categories of users and allows

you to connect to a range of online services managed by the European Commission. The procedure ends in 5 minutes.

LOG IN TO EU-LOGIN

[Download Guide EU login for the user \(EN\)](#)

This code remains valid for each new application within the Erasmus + Program without the need to resume the procedure.

The document also contains information on how to manage the EU LOGIN account through the dedicated application or QR code.

URF - THE EUROPEAN PORTAL OF PARTICIPANTS

The second step is to register your organization within the **URF system, Unique Registration Facility**. At the end of the procedure, you will receive the Personal Identification Code (PIC) code that must be included in the electronic application form to allow it to be sent. No PIC can complete the application.

This code remains valid for each new application within the Erasmus + Program without the need to resume the procedure. For example, organizations applying for mobility projects in Key Action 1 and wanting to apply for a Membership Action under Axis 2, Strategic Partnerships (or any other of those managed by the EACEA) do not have to obtain a new PIC.

The data recorded on the URF Participant Portal can be edited and updated at any time.

>>> [URF User Manual](#)

7

Forms

“A dream [...] takes sweat,
determination and hard
work.”

– Colin Powell



Where to Download the Forms?



The European Commission has released **E-forms**, it means they should be downloaded as PDF files, as they actually are .pdf files, but they are active. This means that all the spaces have to be filled and validated as well indicated on the form.

This also means that when you insert your PIC code in the form and click on validate, the form will immediately fill up on its own with the details you have inserted in the URF.

>>> [Guide on completing E-forms](#)

E-FORMS

KA101 - [Staff Mobility of School Institutions](#)

KA201 - [Strategic Education Partnerships](#)

KA219 - [Strategic partnerships between schools only](#)

KA109 - [Mobility Staff and VET Learners - Form for Acquiring the Mobility Charter - 2017 \(version 4.5\)](#)

KA102 - [Mobility for Staff and VET Learners](#)

KA116 - [Mobility Staff and VET Learners with VET Mobility Charter](#)

KA202 - [Strategic partnerships vocational education and training](#)

KA108 - [Accreditation HE Mobility Consortia](#)

KA103 - [Mobility between Countries of the Program](#)

KA107 - [Mobility to and from Partner Countries read the notes in the box next to each other](#)

KA203 - [Strategic Partnerships Higher Education](#)

KA104 - [Mobility of Adult Education Staff](#)

KA204 - [Strategic Partnerships Adult Education](#)

YOUTH

KA1 - [The mobility of young people and youth leaders](#)

KA2 - [Strategic Partnerships](#)

KA3 - [Dialogue between young people and political decision-makers \(web form\)](#)

FURTHER DOCUMENTS

There are some documents that need to be attached to the application form:

1. **DOH** - Declaration of Honor

The document is part of the application form KA1 and KA2. It must be signed by the legal representative of the institution and stamped.

2. **KA2 GANTT Chart** (activity calendar)

Template for timetable of activities. All KA2 Strategic Partnerships must attach to the application the schedule of completed activities.

>>> [Template for Business Calendar 2017](#)

3. **MANDATE** - Template of mandate

The mandate is the document by which the partners delegate to the project coordi-

nator the management of the entire budget.

>>> [Mandate Model 2017](#)

Who must attach the mandate?

The mandate must be filled out by all project partners and enclosed by the coordinator at the application (or sent later upon signature of the financial agreement). In case of a Consortium, in the field of Education, Vocational Education and Training, Higher Education and Education adults: the mandate must be filled in by all consortium members and sent by the coordinator together with the application.

Who doesn't need the mandate?

For school-to-school partnerships involving only schools, no mandate is required because the funding is provided directly to each partner school by the respective National Agency.

The mandate is the document by which the partners delegate to the project coordinator the management of the entire budget.

8

Deadlines

“I love deadlines. I like the whooshing sound they make as they fly by.

– Douglas Adams



What about Deadlines?



The EU commission and, therefore, the National Agencies of all Europe have specific **deadlines** for each action. You should **check on the website** of your national agency about the upcoming deadlines.

A suggestion? Generally, NAs have a **calendar** that you can print and hang up somewhere in your office, as you should do with all the Key Actions, so you can also take the chance to learn them by heart.

It is really important that you respect the deadline and, generally, it's also smarter if you submit one day earlier than the actual deadline. You might avoid, this way, technical issues due to the numerous forms being submitted at the same time.

Remember that you can submit your form until 12pm on the deadline day.

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Tech Issues

“Technology is a useful servant but a dangerous master.”

– Chirstian Lous Lange



What if You Experience Tech Issues when Submitting the Form?



On the deadline day, the servers are all being bombed with million forms all at the same time!

Therefore, as we already said in the previous section, it is a good custom to submit the **day before** or even two days earlier, just to make sure that everything goes according to plan. Submission, as you will see, will happen directly within the .pdf form. Clicking a button will suffice.

However, in the event of documented technical problems when submitting the form, the proposers must contact the National Agency **within two hours from the deadli-**

ne (by 2pm) and send the following documentation by email:

- **picture of the error screen** that documents the attempted sending by 12.00 pm (simultaneously click on CTRL-ALT-STAMP to get the screenshot)
- **the application form eform** completed with all the enclosed documents.

If you need extra help, on the website of your National Agency, you can find the numbers of those in charge of technical issues. As a last resort, give them a call!

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Conclusions

“Self-belief and hard work will always earn you success.”

– Virat Kohli



Well...so now...



Yes. Thanks to this guide, you got all you need to know to start writing your own Erasmus+ project.

Don't be scared if all this seems to be overwhelming for you. You may print this guide, have it with you when you need it.

Make sure you check out our blog every once in a while, we will keep posting more suggestions to make your Erasmus+ writing life easier.

However, most importantly, start writing your own project, discover and learn by doing. Putting all this into practice is the first secret to success.

Good luck!

- Erasmusnet Team

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If you found this guide useful, suggest it to your friends and share it.

You will help us grow our community of Erasmus+ practitioners.



www.erasmusnet.org | info@erasmusnet.org



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