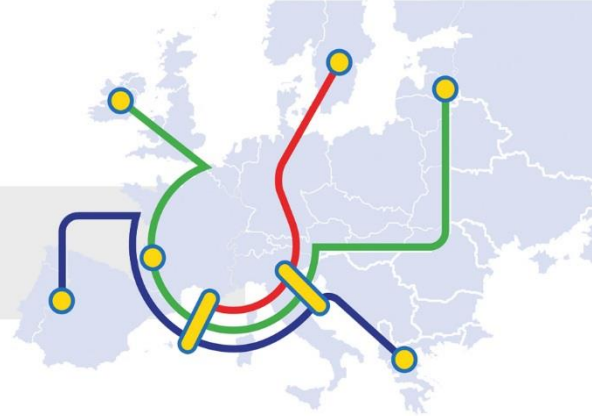# FROM IDEA TO APPLICATION

How to complete an Erasmus + KA1 eForm?

Section C of the application for contains information about your own organisation and your partner organisation(s).

As soon as you insert the PIC – the Participant Identification Code – a lot of information is filled in automatically. The only information you need to fill in are the type of organization, the number of staff and the number of learners besides background information about the organization and the legal representative as well as contact person.

Application Form
Call: 2016
KA1 - Learning Mobility of Individuals
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C. Participating organisation(s)

C.1. Applicant Organisation

PIC	[ ] Check PIC
Full legal name (National Language)	
Full legal name (Latin characters)	
Acronym	
National ID (if applicable)	
Department (if applicable)	
Address	
Country	
Region	
P.O. Box	
Post Code	
CEDEX	
City	
Website	
Email	
Telephone 1	
Telephone 2	
Fax	

C.1.1. Profile

Type of Organisation	
Is your organisation a public body?	
Is your organisation a non-profit?	
Total number of staff	
Total number of learners	

C.1.1. Profile - Type of organisation: Choose in the Drop-down menu

Fax	

C.1.1. Profile

Type of Organisation	
Is your organisation a public body?	Accreditation, certification or qualification body
	Art Agents
	Art association
Is your organisation a non-profit?	Art gallery
	Artist Agents
	Association of twinned towns
Total number of staff	Audiovisual Consultant
	Audiovisual Operators
Total number of learners	Audiovisual training institute

Form hash code: F5E721E35DBE19CA

Form has not been submitted yet

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[Validate]

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C.1.2. Consortium

Are you applying on behalf of a c

[dropdown field]

> **C.1.2. Consortium**: In general, a minimum of two organisations (at least one sending and at least one receiving organisation) from different Programme Countries must be involved. If you want to cooperate with national partners, you can found a consortium with at least 3 VET organisations.

C.1.3. Background and Experience

Please briefly present your organisation.

[text field]

What are the activities and experie

[text field]

> **C.1.3. Background and Experience**:
>
> Insert a brief but comprehensive and well-structured description of your organisation
>
> Describe your experiences in vocational education and training, especially in relation to the content of the planned mobility project.
>
> Which staff members will be involved in the organization and administration of this project, why have you chosen them, what are their professional and personal competences?

Please give information on the key
they will bring to the project.

[text field]

Have you applied for/received a grant from any European Union programme in the 12 months preceding this application?

[dropdown field]

C.1.4. Legal Representative

Title	[field]
Gender	[dropdown field]
First Name	[field]
Family Name	[field]
Department	[field]
Position	[field]
Email	[field]
Telephone 1	[field]

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

C.1.5. Contact Person

Form hash code: F5E721E35DBE19CA

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[Validate]

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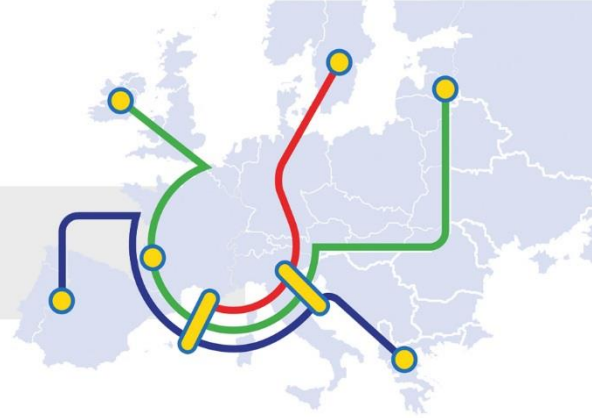
In part C.2 you need to fill in partly the same information for your partner organization(s). So ask your partner for:

- Their PIC
- Type of organization
- Total number of staff
- Total number of learners
- Brief presentation of the organization
- Activities and experience of the organisation in the areas relevant for this application
- Information on the key staff/persons involved in this application and on the competences and previous experience that they will bring to the project
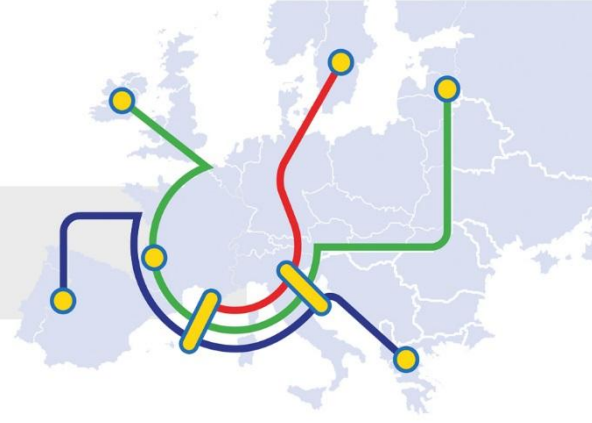
D. European Development Plan

In this section you explain what need to be improved in the field of internationalization. For example you can show that internationalization becomes part of the curriculum or that internationalization contributes to more intercultural awareness of the learners and staff, or that internationalization contributes to the personal development of the student, or that internationalization improves the skills and knowledge of the staff.

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.

Show which steps you want to undertake to achieve the organizational goals. Fox example you want to set up a sustainable network to organize international mobility more easily, you will make a module for students so that they can prepare themselves on an international activity, you want to organize a study visit for teachers.

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?

Internationalization can contribute to new knowledge, new insights, inspiration of staff. Ergo, internationalization can contribute to professionalization of the staff, which helps the development of the organization.

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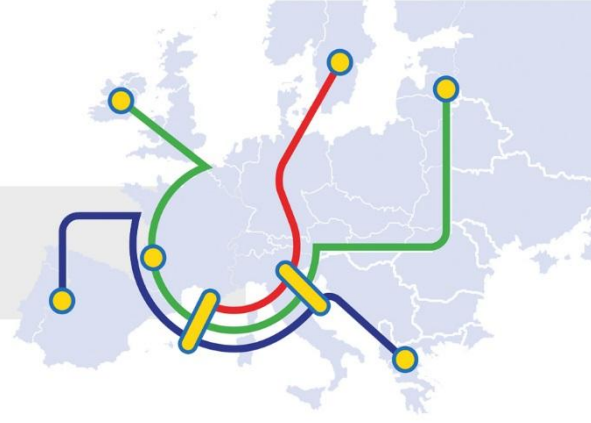
Section E

This section is very important as it provides the application with the opportunity to provide a rational for your project, it allows the applicant the prospect to inform the evaluator and to identify the project objectives and need for the project. You are expected to describe any added value of the project through identifying the skills and knowledge that beneficiaries will attain through the project participation and on completion of the EU mobility.

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E. Description of the Project

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

Within this section it is very important that the applicant provides clear links with EU priorities and the programme objectives, it is also very important to check and address any National Agency, Local Government priorities that may be stated through the National Agency. As part of this section it is expected that you shall specify the duration of the mobility/placement of the participants; staff or/and students.
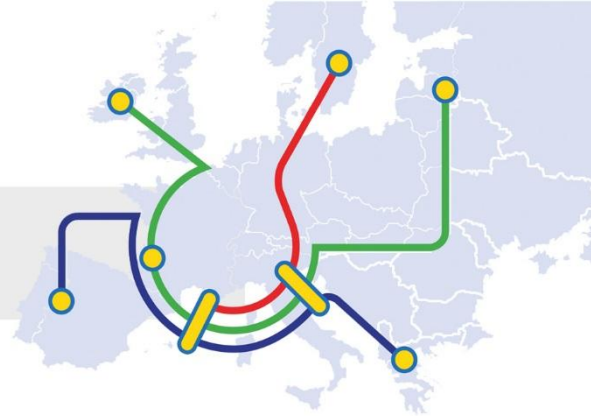
The commission priorities and programme objectives are stated within the Commission Erasmus + Programme guide for 2016.

http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf
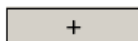
This section allows the applicant the opportunity to describe in detail the rational and needs of the project and the benefits to the participants in the way of project activity and specific outcomes. What the participants will gain from the experience of the mobility. Here you need to show/demonstrate the benefits to come from the project participation and individual

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.

This section provides the opportunity for the applicant to provide the relevant information on the hosting partners' suitability for hosting with regards to their expertise and what they can bring to the project delivery and the composition of the overall partnership. You must detail here the skills of the partner organisations and their experience of working with the applicants target group. You can also explain the relationship and the history behind the partnership and an explanation of why you have chosen this particular partner for the project. You will need to do this for each of the partner organisation involved within the project delivery. Here you should show how the partners assist you achieving the project priorities, objectives and that of the Erasmus programme. The applicant should also provide detail here on how they will be involved in any part of work based learning if necessary and if not, explain the reason why the hosting partner plays no part within vocational placements and what other skills they bring with regards to providing links to business, industry or to vocational training organisations whist ensuring project quality of delivery.

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What are the most relevant topics addressed by your project?

[+] [-]

The final input to Section 'E' is the selection of the three most important topics that will be addressed/tackled through the project delivery. The list is numerous (60+) topics and the applicant must select the topics that they feel is dealt with through the project; this may be in areas such as: Recognition (non-formal and informal learning/credits); Quality Improvement Institutions and/or methods (incl. school development) or Labour market issues incl. career guidance / youth unemployment.

The selection of the topic will depend very much upon the type of mobility applied for; student or staff. If both then as the application will cover both target groups (1 application for all within your organization) it will be necessary to choose relevant topic for both target groups. The application allows for 3 topics to be chosen and to add use the + button to select a further topic option.

F. Participant's profile

Please describe for each planned activity the background and needs of the participants involved and how these participants have been or will be selected.

Describe the profile of the different groups of participants (age, training background, experience, identified needs) for each mobility activity.

Define the selection criteria that will be put in place, describe how you will communicate with potential participants. The process must be transparent and providing with equal opportunities.

If you are dealing with participants with special needs, describe their profile and what special needs they will have.

F.1. Learning Outcomes

Which learning outcomes (i.e. knowledge, skills and competencies) or competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in each planned activity of your project?

Explain the background of the participants. Which sector of the vocational education do they represent: ICT, Retail, Health Care, Social Care, Sports, Tourism, etc. Explain why they want to go abroad, what are their learning points. Explain the criteria for going abroad, such as minimum age, minimum achieved results so far, flexible, independent, etc.

The Erasmus+ Programme promotes the use of instruments/certificates like Europass, ECVET and Youthpass to validate the competences acquired by the participants during their experiences abroad. Will your project make use of such European instruments/certificates? If so, which ones?

Click here and a menu will appear. Choose the instruments you will use.

You can add more by clicking the symbol +

| + | - |

Europass Certificate Supplement
Europass Curriculum Vitae (CV)
Europass Diploma Supplement
Europass Language Passport
Europass Mobility Document
The European Credit system for Vocational Education and Training (ECVET)
Youthpass Certificate

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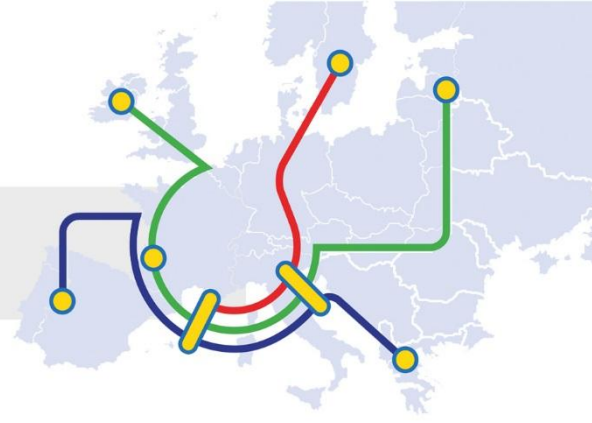
Are you planning to use any national instrument/certificate? If so, which one?

How will you use the European/national instrument(s)/certificate(s) selected?

Explain which personal and professional competences the participants can improve. If possible describe the competences according the principles of ECVET.

For example, after the international internship the student is able to carry out tasks autonomously and assume full responsibility for his/her tasks or is able to plan, monitor and check results of multiple tasks at the same time in order to work efficient and in the right work rate. Maybe you can explain in which way you will validate the learning outcomes.

In general the participants make use of the Europass, European CV and ECVET to validate their competences.
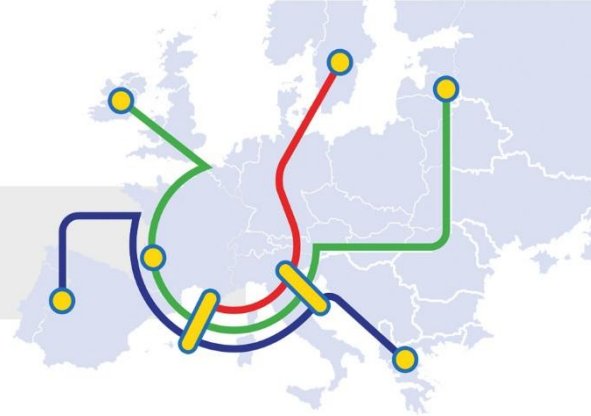
SECTION G. Preparation

Section G is on preparation activities at project level and also for each activity . A mobility activity is grouping the same kind of participants with the same needs that will be managed in the project in the same way.

One project can have many different mobility activities with different flows. For instance, a group of 10 mechatronics learners can take part in the same mobility activity (same duration, same content) but in two different flows: 5 will travel in February and the other 5 in June.

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G. Preparation

Please describe for each planned activity what will be done in preparation, by your organisation and, if relevant, by your partners and/or consortium members before the main activities take place.

G.1. Practical Arrangements

How will the practical and logistical arrangements be managed (e.g. travel arrangements, accommodation, protection of participants, visas...)?

G.1. Practical Arrangements

Describe with the maximum detail possible how are you planning to travel to destination, how you plan to arrange accommodation. How insurance is planned (it is compulsory in Erasmus +). What kind of support will receive the participant in receiving country. Explain how you plan to face any risk or unforeseen circumstances or if you have a risk plan.

Try to be clear, concise and realistic.

G.2. Project Management

How will you address quality and management issues (e.g. setting up of agreements or Memoranda of Understanding with partners, learning agreements with participants, etc.)?

G.2 . Project Management

Describe what will be the work share between partners on the sending and the hosting side according with the resources, competences and experience of each organization.

Describe the agreements between partners, what are their tasks and responsibilities in this project. Give details of whatever kind of formal agreement signed between partners: Memorandum of Understanding (ECVET), other cooperation agreements, contracts, etc.

Also describe how will you agree on learning agreements. Describe if you have any quality assurance methods and how decisions will be taken between partners.

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G.3. Preparation of Participants

Which kind of preparation will be offered to participants (e.g. task-related, intercultural, linguistic, risk-prevention etc.)? Who will provide such preparatory activities?

G.3. Participants preparation

Participants preparation is a must before sending participants. Describe the kind of preparation and training activities: duration, period, kind (intercultural, linguistic, technical, individual, in groups, face to face, online,etc).

Describe who will be in charge of the preparation and when.

Preparation activities must be coherent with the needs described and the participants profile. Remember to give details for activity or (in some cases) for each mobility flow as their needs can be different.

Remember that Erasmus + is providing with the Online Language Suport (OLS) system for learners stays longer than 30 days (French, English, German, Italian, Spanish and Ducth available). For other languages give details in budget section, you can ask 150 Eur for language training per participant.
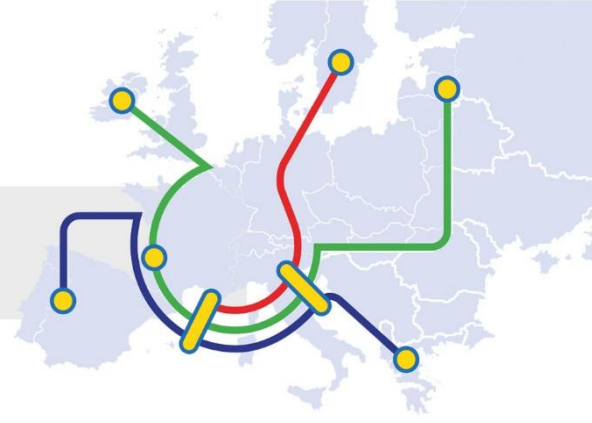
Section H. Main Activities

Section H is on main activities where you have to describe the kind of mobility activities that are going to take place along the project lifetime.

It is important taking into account that the project duration is longer than the mobility periods, including preparation and reporting activities. A K1 project can have a duration of 12 or 24 moths.

H. Main Activities

Please outline chronologically the main activities you plan to organise. If relevant, please describe the role of each project partner and/or consortium members in the activities.

H. Main Activities

Describe the mobility activity or activities and when they will take place along the project lifetime. Describe all project phases and their timeframe. Give reasons why you have chosen this kind of activities.

Describe the tasks and roles of each partner in the project:

Sending partner:

Organization that is sending learners for mobility abroad.

Hosting partner:

Organization in receiving country where the training will take place. It can be a company (traineeships) or a VET training center.

Intermediary partner:

Organization that is facilitating in receiving country the finding of suitable hosting partner (especially when a host company is sought for traineeships), is giving support with logistical aspects such as accommodation and transport, and also is giving local support and training follow up.

Coordinator:

When the project is managed by a mobility consortium, the coordinator it is the organization in charge of coordinating the activities of all sending partners. Usually it is the coordinator in charge of project management.
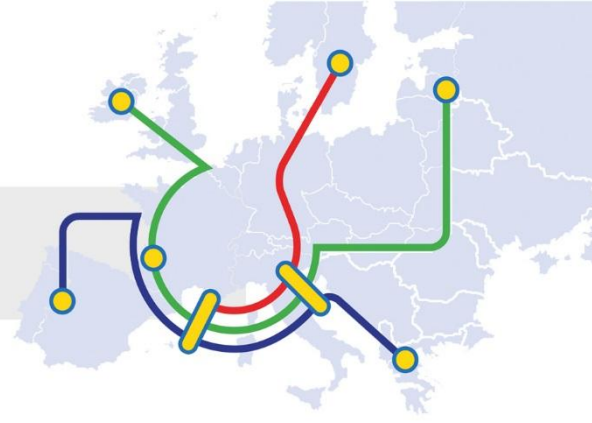
If applicable, how do you intend to cooperate and communicate with your project partners and/or consortium members and other relevant stakeholders?
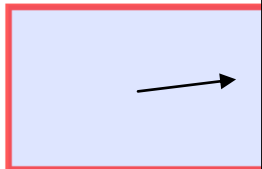
Give details on how communication is going to be between project partners. What will be the means and in which occasion they will be used: E-Mail, phone, Skype, Moodle platforms, video-conferences, face to face meetings, etc.

Describe if any series of periodical meetings is planned.

How will the participants be monitored during their training placement? Who will monitor their work programme and progress?
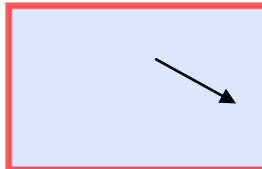
Indicate the role of each partner in monitoring duing the training placement. Who is doing what? Who is going to assess work programme performance and progress during and after the training placement ?

If applicable, please explain the need for accompanying persons.
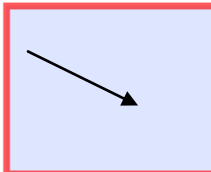
If your participants need an accompanying person, don't forget ask for budget support at budget section.

Explain clearly why you need accompanying persons: participants with special needs, minors, social risk, etc.

H.1 Activities' details

In this section you will have to list all planned activities. You can add as meny as you need.

 Important!! The budget is partly completed and based on what you have entered in the activities details section.

Choose the activity type:

1. Traineeships in companies abroad.
2. Traineeships in vocational institutes abroad.

Then the „Question is a long term activity?" will appear:

1. Answer yes if the mobility last more than 60 days.
2. Answer no if the mobility last less or equal than 60 days.

H.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.
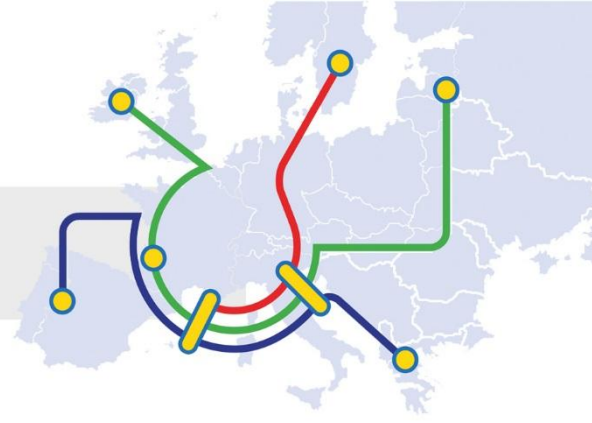
Activity No.												A1
Activity Type												▼

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	▼	▼	▼								
+	-										
								Total			

Add Activity **Remove Activity**

Choose sending and receiving countries country on the respectives menus

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/tools/distance_en.htm

Choose duration and number of participants, participants with special needs and Accompanying persons (if needed).

Distance calculator

For grant support to travel costs in the Erasmus+ Programme, travel distances must be calculated using the distance calculator provided below.

Based on the distance expressed in km, the corresponding distance band must be chosen in the application and report forms.

From: Terrassa

To: Leipzig

Calculate

Distance: **1342.63** km.
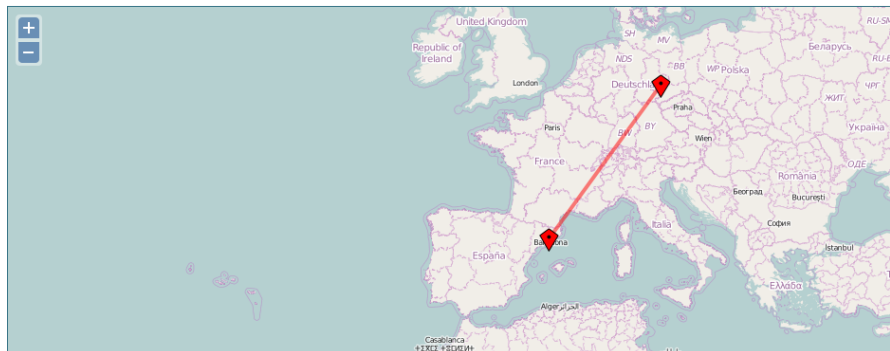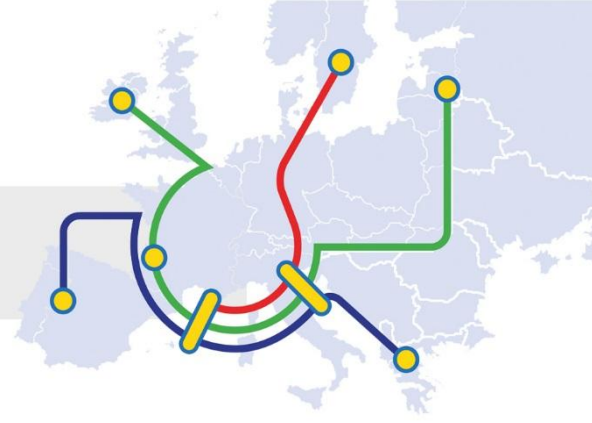
I. Follow-up

"Impact and dissemination of the proposal" is one of the three evaluation criteria that will be used by the external evaluators of your NA in order to assess the quality of the proposal. All together, the answers to the four following questions will represents 30% of the total evaluation score. Therefore, it is extremely important to provide relevant and coherent information, being particularly focused on the sustainability of the "European Development Plan" previously introduced in Section D.

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?

Although it may seem that the only beneficiaries of a transnational mobility project are those students who will take part at the mobility itself, on the contrary, a Erasmus+ KA1 project will generate a positive impact towards all the individuals and organizations involved: students, staff of the sending organization, tutors and mentors, members of the National Consortium, intermediary and hosting organizations.

In line with the Program horizontal and specific objectives, as well as with the identified needs of the different target groups, you should explain why, how and at what level the proposed activities will contribute to their medium and long-term achievement.
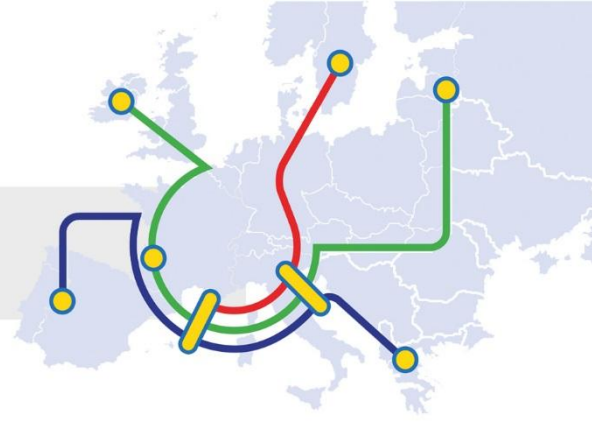
Key words to keep in mind: transversal competences, project management, measurable impact, transnational cooperation.

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

Whether your project foresees a National Consortium or not, the positive impact generated towards the above mentioned target groups has to be contextualized within a wider framework and explained in terms of structural, operational and territorial development. This task will be easier if your project activities are able to guarantee benefits also to bodies and systems other than those participating in the project, usually on the long-term, such as a specific business sector and/or a territorial network.

Moreover, do not forget to analyze and explain how the transnational cooperation, implemented within the framework of the project, will reinforce the Work Based Learning (WBL) approach of all the educational systems involved, as well as their capacity to enhance the European Qualification Framework through the exploitation of common tools and procedures (eg. ECVET, EQUAVET, Europass and the EUKCEM platform).

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?

Different target groups require different dissemination strategies and channels to be effectively reached and informed. It is very important to design a clear and good-quality dissemination plan, starting from the combination of several objectives:

- Disseminate information both in general about the project and on specific activities and products, highlighting their added value and innovation
- Reinforce and enlarge the involvement and participation of the target groups
- Foresee the involvement of the main public and private stakeholders at very early-stage, keeping them informed for the whole duration of the project, and not only at the very end in occasion of the final event
- Branding the project with a clear, recognizable and integrated image and marketing strategy, taking advantage of the opportunities provided by the social network and digital instruments.

Be aware that the results obtained with your project could be used in another context and for another target group (exploitation) and never forget to mention the financial contribution of the European Commission and the Erasmus+, by using the appropriate dissemination rules provided by the EACEA and your NA.
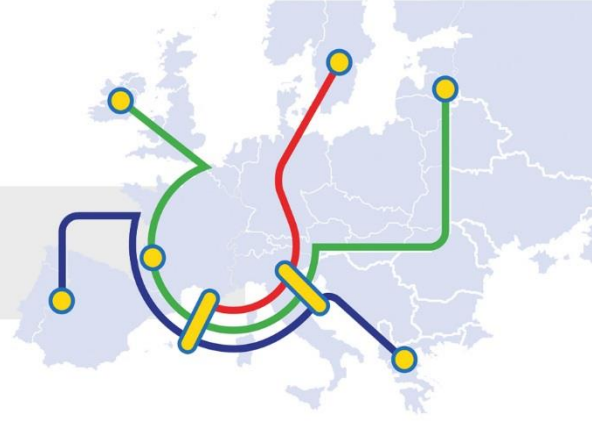
Last, but not least, keep in mind that a summary of the project will be automatically published in the platform for Erasmus+ Project Results, where you will also have the chance to upload additional information and material.

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?

Internal and external evaluation, process and product evaluation, quantitative and qualitative evaluation, etc… There are many different ways and detail levels of evaluating the achievement of your project objectives and results. Anyway, what that you have to stress out here, is the quality of the mobility learning outcomes (evaluation) and the effectiveness of the activated support measures (monitoring).

Based on the principles of the Quality Commitment for Erasmus+ VET mobility, your Monitoring and Evaluation plan should start from the management and administrative tools provided by the NA: the Grant Agreement and all its Annexes, including the ECVET MoU – Memorandum of Understanding – and LA – Learning Agreement – if you are applying for an ECVET project.

Section K of the application contains a summary of your planned project. It should include the context and background of your project, its objectives, the number and profile of the participants, a description of the activities, the methodology to be used in carrying out the project, a short description of the results and the impact envisaged as well as the potential long-term benefits.

This is an important part as it also serves for dissemination purposes. The European Commission, the Executive Agency or the National Agencies may use it in their publications. It will also feed the Erasmus+ dissemination platform.

Take care that you write the text in an attractive and clear structure, it must get to the heart of your project. Write it in your native language and provide a translation in English.

K.1. Summary of the participating organisations, K.2. Budget Summary and K.2.1. Project Total Grant are filled in automatically based on the information you provided in the relevant sections.

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Application Form
Call: 2016
KA1 - Learning Mobility of Individuals
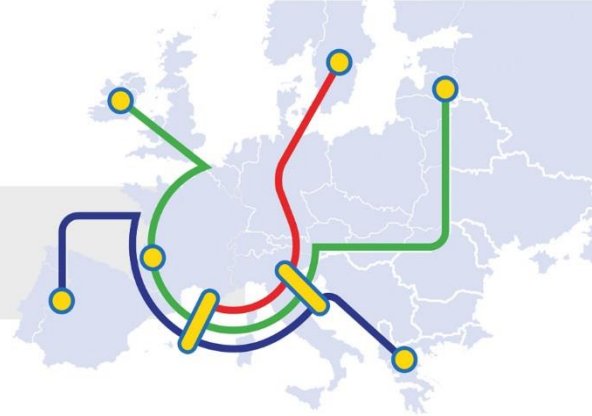VET learner and staff mobility

Form Version: 3.02

K. Project Summary

Please provide a short summary of your project. Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ dissemination platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits.

Please provide a translation in English.

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In **Section N** a declaration of honour must be given by the legal representative of your organization to enter into legally binding commitments.

1) Before you submit the application, print this declaration by clicking on **"Print Declaration of Honour".**

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KA1 - Learning Mobility of Individuals
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- 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):

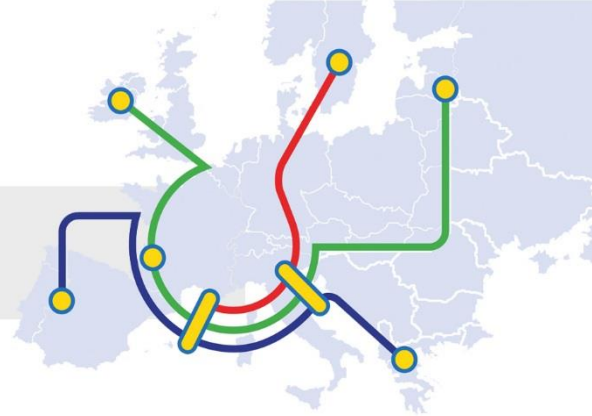Stamp of the applicant organisation (if applicable):

Print Declaration of Honour

2) Fill in your details, sign and stamp the document.
3) Scan the document, name it accordingly "Declaration of honour"
4) At the next page, **Section O**, you need to upload this declaration:

Form Version: 3.02

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

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In **Section N** a declaration of honour must be given by the legal representative of your organization to enter into legally binding commitments.

1) Before you submit the application, print this declaration by clicking on **"Print Declaration of Honour"**.

- 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):

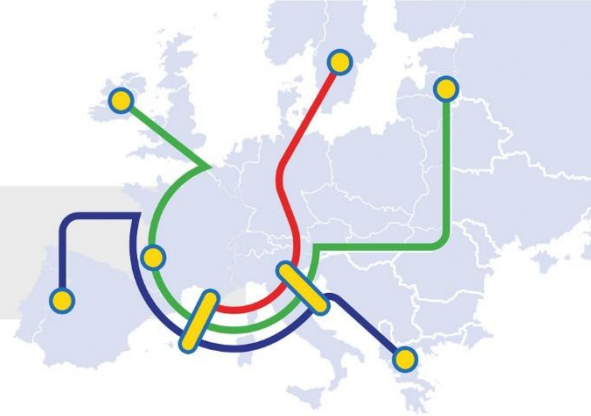Stamp of the applicant organisation (if applicable):

Print Declaration of Honour

2) Fill in your details, sign and stamp the document.
3) Scan the document, name it accordingly "Declaration of honour"
4) At the next page, **Section O**, you need to upload this declaration:

Form Version: 3.02

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

Erasmus+

P. Submission

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

P.1. Data Validation

Validation of compulsory fields and rules

Validate

P.2. Standard Submission Procedure

Online submission (requires internet connection)

Submit Online

P.3. Alternative Submission Procedure

If you cannot submit your form online you can still do it by sending an email to your National Agency within the 2 hours following the official deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

P.4. Submission Summary

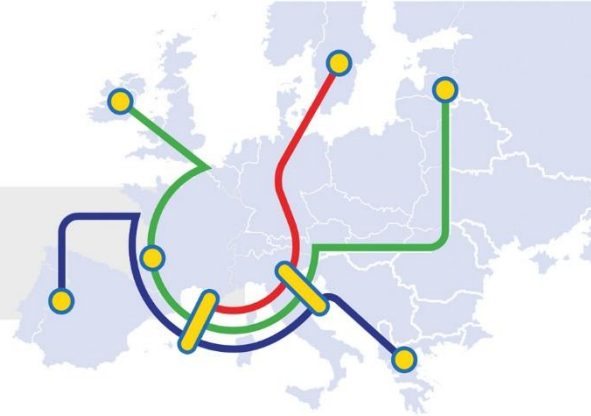This form has not been submitted yet.

P.5. Form Printing

Print the entire form

Print Form

It is necessary to ensure that all sections are validated before you can complete the submission. It is recommended that you validate each section of the application as you complete it. Validation can on occasion open another window of questions that is relevant to the question you are addressing. Therefore you can validate while you work your way through the application writing process.

There is a validation button at the bottom of every page making validation of the section you are working on easier to complete. As you validate a section, any compulsory text boxes left blank will be highlighted, hence they should be completed, on validating the form you are also automatically saving your data.

Unless your form has been validated successfully, the e-form will not be accepted by the NA.

On completion of a successful validation and submission your NA will then receive your form for evaluation prior to funding.

P.2. Standard Submission Procedure

Online submission (requires internet connection)   Submit Online

P.3. Alternative Submission Procedure

If you cannot submit your form online you can still do it by sending an email to your National Agency within the 2 hours following the official deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

P.4. Submission Summary

This form has not been submitted yet.

P.5. Form Printing

Print the entire form   Print Form

Please note that you should only press the submit button once you are happy with the final application form and you have completed all the necessary sections and relevant information.
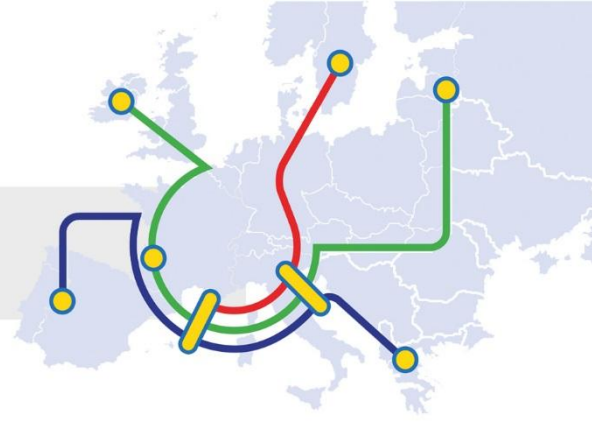
For the submission process you must have a good internet connection. Before submitting make sure that you have attached any other documents as required.

It is always best to save the submitted application to your desktop or some other save storage device in case there are any technical problems with the internet or EU platform.

As you click the submission button the eform will record your submission attempts on the submission summary table, this indicates that the form has been submitted and when submitted it will say 'Online submission' under Event and 'OK' and the submission ID under Status.

If the submission was un-successful you will get an ERROR message in the status box. If this is the case you should use the alternative submission procedure.

Please Note that Issues identified when validating should be corrected prior to submitting.

P.3. Alternative Submission Procedure

If you cannot submit your form online you can still do it by sending an email to your National Agency within the 2 hours following the official deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

If you cannot submit your form online you can still do it by sending an email to your National Agency within the 2 hours following the official deadline. You should take a screenshot of the submission summary page to show that the eForm could not be submitted online. Your email must contain the complete electronic form and any file attachments. On receipt of your email the National Agency will analyse your situation and provide further instructions.

Please Note: Certain Error messages do not meet the requirements for an invalid submission. If the form cannot be submitted due to missing details or un-attached or incorrect annexes (too large) then the NA will not accept these as Error faults within the system and will not record your application submission.

Please see the application guide for information and related Error messages. Your National Agency will only accept alternative submission if the error message is stated within the 'Status' Submission summary section of the Form and with a timestamp prior to or on the deadline date/time.

P.4. Submission Summary

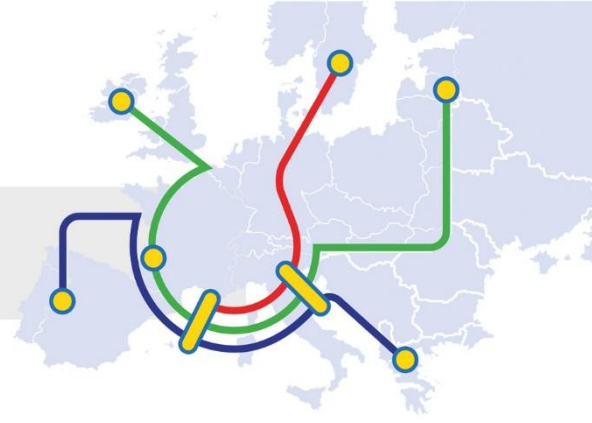This form has not been submitted yet.

P.5. Form Printing

Print the entire form

Print Form

Please ensure your application is submitted prior to the deadline for the call. You should also note that the eform will produce a record of submission attempts made for the form which will be recorded in this section of the form. This is important and will be necessary if you need to follow the alternative submission procedure as outlined above.

The Submission Summary box should read: 'Status Submitted'.

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It is also helpful, to complete the application checklist which covers all aspect of validation and submission. The checklist contains a number of points and helps confirm that you have validated, submitted and met the desired deadlines.

IE.

Have you used the correct official application form; checked the start and end dates of your project are in the correct format; your project duration time; correct PIC details; check on your partners details and legal status; consistent bidget figures; mandatory fields (red boxes) are completed; you have printed, signed, scanned and annexed the Declaration of Honour; the information on the mandates consistent with the Participant Portal and Legal Entity Form and you have validated your form.

P.5. Form Printing

Print the entire form   Print Form

It is advisable to print the entire form, most National Agency advises that applicants should print the final completed version of the eForm and retain it for their own records. This is necessary in a case of the agency not receiving the electronic version as it will show the submission status and date and time of submission.

However it should be noted that hard copies of the eForm do not need to be posted to the National Agency unless specifically asked for within agency rules and guidelines.