Web Application Forms Guidelines

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

Select your language

If your language is not available, please refer to the English documentation.

- CZ_Pokyny k vyplňování online elektronického formuláře žádostí
- DE_Online-Antragsformular Leitlinien
- EL_Οδηγίες Υποβολής Φόρμας Ηλεκτρονικής Αίτησης
- ES_Instrucciones generales para cumplimentar formularios "web"
- FR_Guide technique des formulaires de candidature en ligne
- HU_Útmutató az online pályázati űrlapok kitöltéséhez
- LT_Elektroninių paraiškų formų pildymo gairės
- PL_Instrukcje wypełniania wniosków online
- PT_Orientações para os Formulários de Candidatura Eletrónicos
- SI_Navodila za uporabo spletnih obrazcev
- Web Application Forms Guidelines

Introduction

The following pages describe the use of the WEB application forms (further - application) for the Erasmus+ Programme actions managed by the National Agencies in the Programme Countries https://webgate.ec.europa.eu/web-eforms/.

Important

If you are a new user, you must create an **EU Login account** before accessing the WEB application forms.

Detailed information on the EU Login set up can be accessed under **EU Login - European Commission Authentication Service**. Additional information is available here.

The quality of your application will be assessed against the award criteria specified in the Programme Guide. More information can be found under http://ec.europa.eu/programmes/erasmus-plus/resources_en . Make sure that you provide all the necessary information in your application. This allows experts to assess all elements of each award criteria.

If you would like more information on how experts will assess the award criteria, please consult the other supporting documents, which are available at the Erasmus+ website at http://ec.europa.eu/programmes/erasmus-plus/resources/documents-for-applicants/model-application-forms_en

You can also consult Model Application Forms online under http://ec.europa.eu/programmes/erasmus-plus/resources/documents-for-applicants/model-application-forms_en

Technical requirements and settings needed to use the WEB application form

Web Application Forms are built on the latest standards of the web platform. The forms support all of modern browsers. The forms have been successfully tested on following browsers:

- Microsoft Edge 41
- Firefox 52.9.0
- Chrome 76

Please note that Internet Explorer is no longer supported as it is frozen by Microsoft since 2015.

The Web Application Forms are online applications and therefore need fast constant Internet connection to action. It is not possible to work offline with the forms.

Printer and scanner devices will be needed to complete the submission of Web Application Form. Additionally PDF reader software will be required (most preferably Adobe Reader) to print, sign and scan the Declaration of Honour.

Important

When filling in the required information in the Web Application Form **do not use multiple tabs** or open several browser windows for your application.

This will cause problems with the auto save functionality of the form and **result in lost data** in your application.

Clear your browser cache!

Please **always clear your web browser's cache** and refresh the form for the latest changes in the web application forms to be effective **before you start filling in an application form or continue working on a draft application**.

How to do this in the tools

Select your Web Application Form

Pages related to grant applications KA1 & KA3

- Forms - Index - KA101 School education staff mobility
- Forms - Index - KA102 VET learner and staff mobility
- Forms - Index - KA103 Higher education student and staff mobility within Programme Countries
- Forms - Index - KA104 Adult education staff mobility
- Forms - Index - KA105 Youth mobility
- Forms - Index - KA107 Higher education student and staff mobility between Programme and Partner Countries
- Forms - Index - KA116 VET learner and staff mobility with VET mobility charter
- Forms - Index - KA347 Youth Dialogue Projects

Pages related to accreditation

- Forms - Index - KA108 Accreditation of Higher Education Mobility Consortia
- Forms - Index - KA109 Vocational Education and Training Mobility Charter
- Forms - Index - KA120 Erasmus Accreditation (Adult Education, School Education and Vocational Education and Training)

Pages related to grant applications KA2

- Forms - Index - KA201 Strategic Partnerships for School education
- Forms - Index - KA202 Strategic Partnerships for vocational education and training
- Forms - Index - KA203 Strategic Partnerships for higher education
- Forms - Index - KA204 Strategic Partnerships for adult education
- Forms - Index - KA205 Strategic Partnerships for youth
- Forms - Index - KA229 School Exchange Partnerships

FAQs

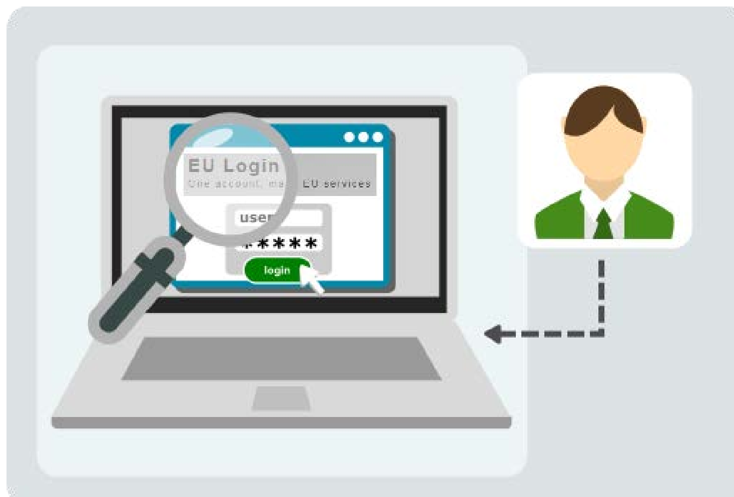
- Web Application Forms FAQs

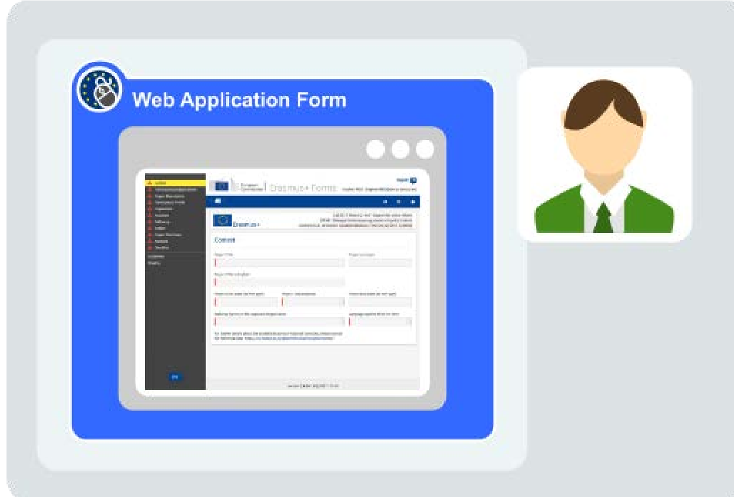
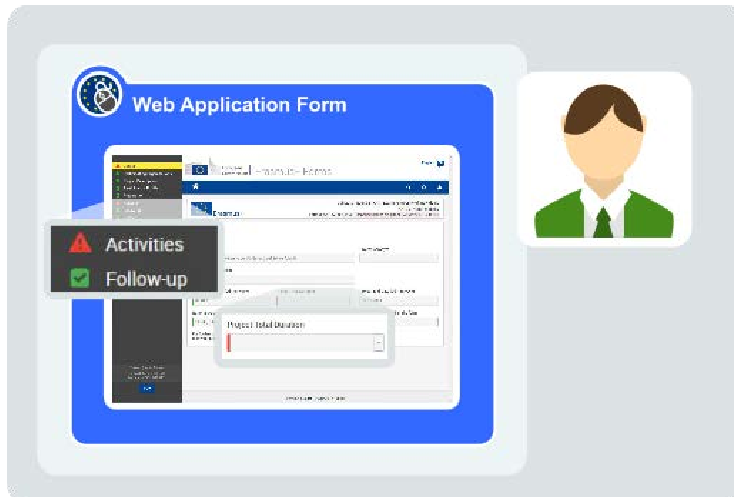
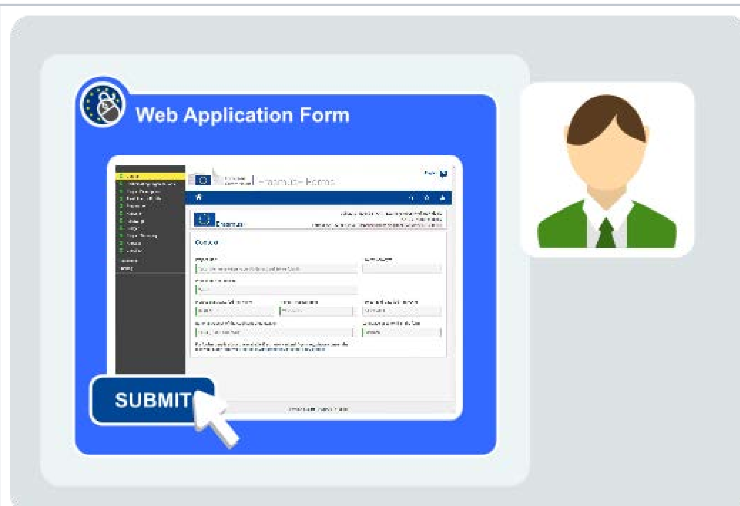
Application process for Web Forms

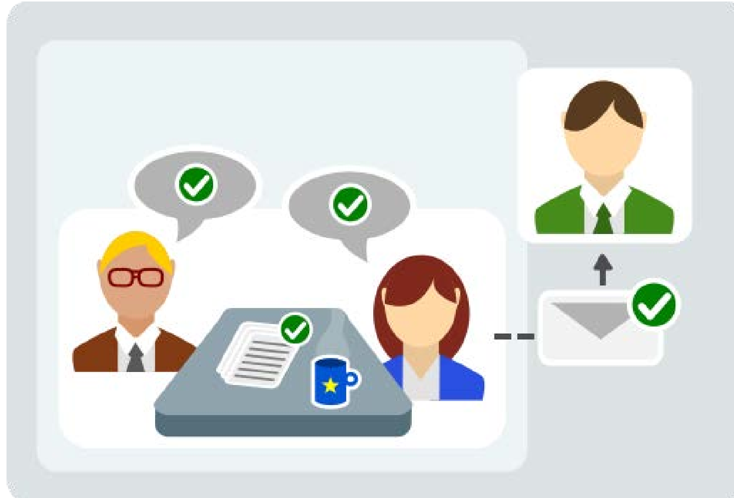
Application Process Explained

The following page describes the application process for prospective applicants when applying for an EU grant under the Erasmus+ Programme.

Applicants can use the Erasmus+ Forms specific for each Action and these are available, in general, on the website of the European Commission, and in certain cases on the website of the National Agencies. To submit an Erasmus+ project, applicants must follow the steps described below.

Scenario	Illustration
1. Before applications can be filled, the applicant must have an **EU login**. The **EU Login** Authentication Service (previously **ECAS**) is a single point for user authentication to a wide range of Commission information systems. It is the first step before registering as an organisation or individual when accessing certain IT Tools such as the **Organisation Registration system**. • Creating an EU Login	
2. The organisation or individual needs to register only once in the **Organisation Registration system**. Once the registration is completed, the organisation/individual will obtain an **Organisation ID**. The **Organisation ID** is a unique identifier and is necessary for the submission of applications. It enables the organisation/group to fill in the Erasmus+ electronic application forms in a simple manner (i.e. by inserting the Organisation ID in the form, all the information provided by the organisation/individual at registration stage will be automatically displayed in the form). • Organisation Registration system	

3.	For most actions of the Programme, applicants are required to submit their application online to the appropriate National Agency of their country, using the correct electronic form and including all requested annexes. The electronic form must be completed in one of the official languages used in Programme Countries. • Web Application Forms	
4.	Before starting your application, please take note of the following information about the **Web Application Form,** to ensure successful submission. • Mandatory fields are in red. • Once all mandatory fields and validation rules in a section are met, sections will be marked with a green tick. If a section is marked with a red warning sign it means that either some information is missing or that all the rules have not been respected. • After closing the form, you will be able to access it under the **My Applications** tab on the homepage. • Web Application Forms: Application Functionality Basics • Web Application Forms: Home screen	
5.	Once the form has been completed, click **Submit** to send it. You will be able to reopen and resubmit the form until the submission deadline has expired. You can reopen the form from the **My Applications** tab on the homepage. • Web Application Forms: Submission	

6.	All applications received by the **National Agencies** undergo an evaluation procedure. Project proposals are assessed by the Agency receiving the application, exclusively on the basis of the criteria described. At the end of the evaluation procedure, the National Agency decides on the projects to be granted. Once the selection process is complete, the NA will contact the organisation or individual in regards to the outcome of the selection process. • Resources • The Erasmus+ and European Solidarity Corps Selection Process	

How to do this in the tools

Web Forms Home screen

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

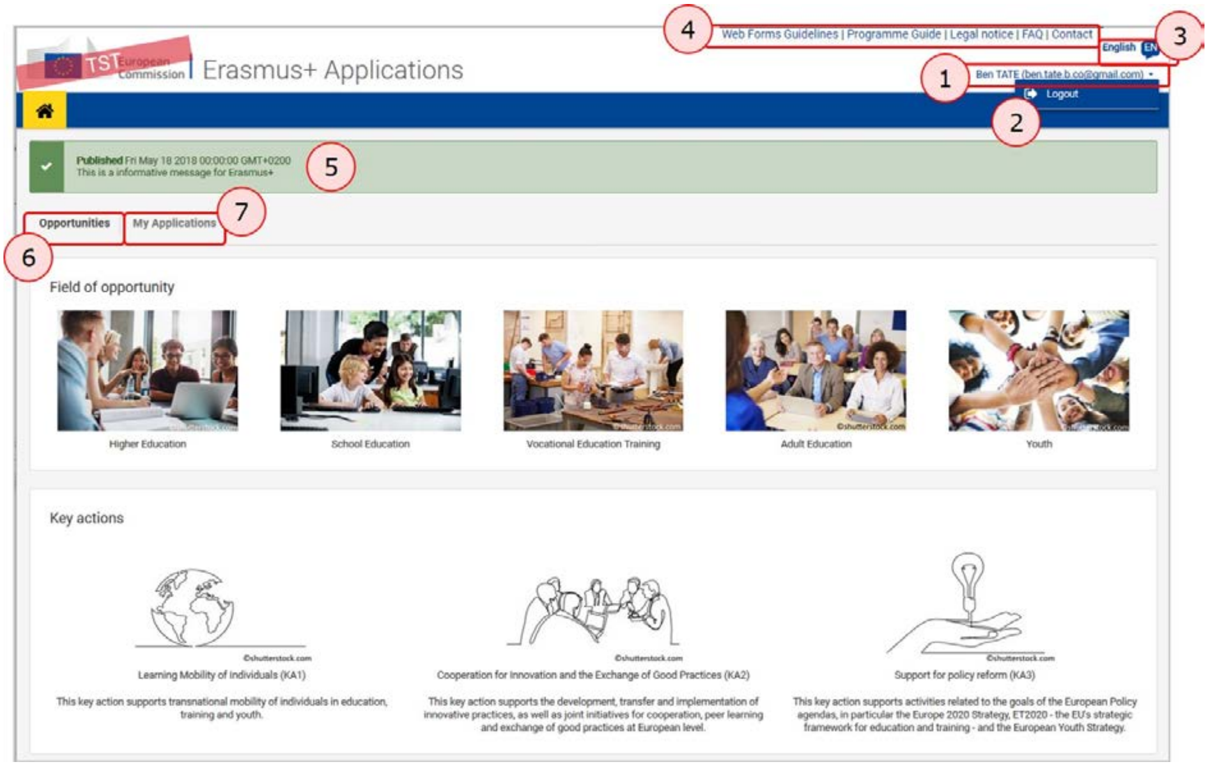
The Erasmus+ Applications **home screen** is the starting point to all applications. Here you can access two main tabs: the **Opportunities** tab and **My Applications** tab.

If you have not previously started an application, once you log into the web forms page or whenever you click the **Home** icon, the **Opportunities** tab will open by default. Otherwise, the **My Applications** tab will open.

The following elements are displayed on the screen:

1. Your **Username and email** address are in the top right corner.
2. A **Logout** button is displayed when you click on the arrow next to your name.
3. The **Language selection** button is available on top of your name. When you select a language, your choice will be preserved for all future sessions.
4. A series of **links** will take you to the Web Form Guidelines, the Erasmus+ Programme Guide, Legal notice, FAQ and Erasmus+ Contact information pages respectively.
5. A **Notification** area is shown if there are general or action-specific messages to display; its background colour varies based on the nature of the message:
   a. **green** - information messages
   b. **yellow** - warning messages
   c. **blue** - alert messages
   d. **red** - error messages

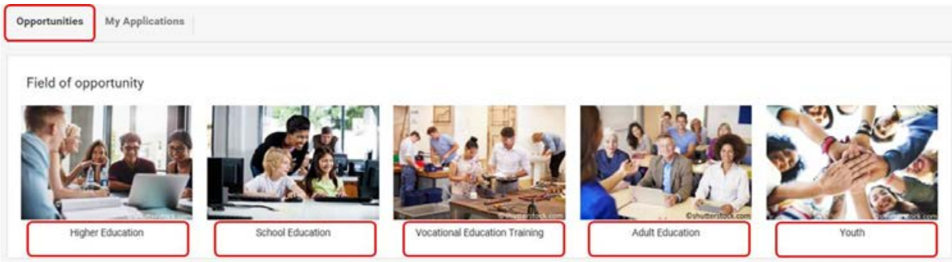
   Please note: if any notifications also apply to a specific action type, those notifications will be displayed in all applications for that action type.
6. The **Opportunities** tab displays the Key actions you can currently apply for.
7. The **My Applications** tab allows you to view your ongoing draft and submitted applications.



- "Opportunities" Tab.
- "My Applications" Tab.
  - General information.
  - Application States.
  - List of applications.
  - Menu button options.
- Search filters.
  - Search using filters.
  - Save, use and delete a Search filter.
  - The default filter.
  - Search by Form ID.

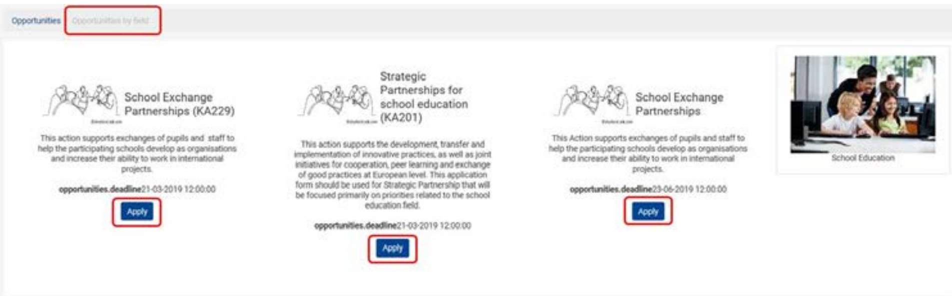
"Opportunities" Tab.

Explanation and illustration
The **Opportunities** tab includes descriptions of **all** Erasmus+ opportunities, which are grouped either by **Field of Opportunity** or by **Key Action**.



Clicking on a key action (in the example below we clicked on **School Education**) or a field will take you to the respective list of opportunities in that category. The **Opportunities by field** screen appears.

Only currently open opportunities have the **Apply** button available. Click this button to start your application (see Web Forms How to complete the form).



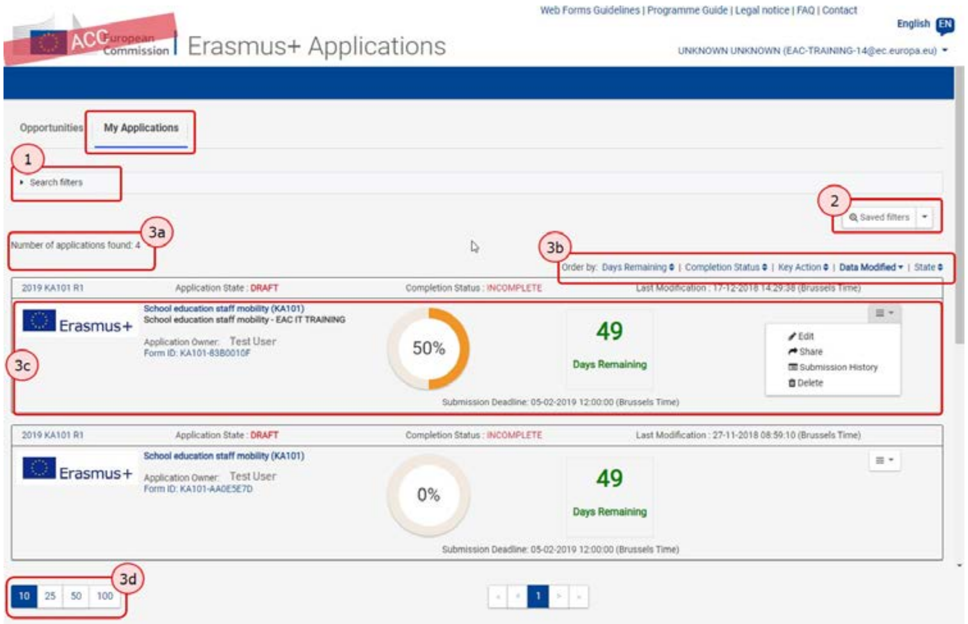
"My Applications" Tab.

General information.

The **My Applications** tab allows you to view all of your applications as well as applications that other users have shared with you. If it is the first time you are accessing the online form and have not started filling it in, the list of applications will be empty.

Information displayed under **My Applications** is:

1. **Search Filters:**
   a. Expand to filter the list of applications accessible to you.
   b. The search filters will default to the latest call year. Change these filters according to your preferences.
2. **Saved filters:**
   a. This button can be used if you have already saved a filter. If you have not saved a filter yet, no filters will appear. See how to save a filter below.
3. **Application list:**
   The following are displayed:
   a. The number of applications accessible to you.
   b. List sorting criteria. By default, the list is ordered by **Data Modified** in descending (latest modified at the top) order.
   c. The details of the application.
   d. The number of items listed on the current page, is by default set to 10 applications. If the application list is longer, then you can select to view more or to navigate to the next page.

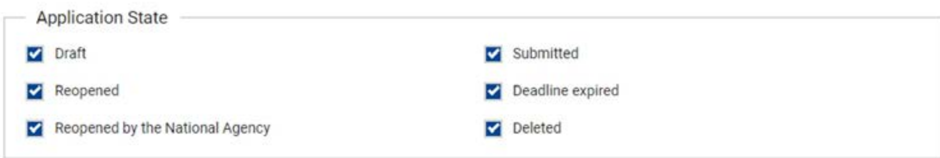


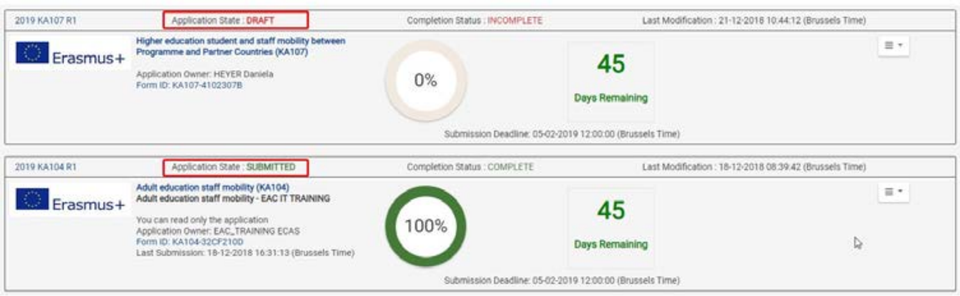
Application States.

Application States available are:

1. **Draft**: The application form can be edited and may be incomplete or complete, but not yet submitted OR the application was reopened or reactivated.
2. **Reopened**: The application form was submitted but was reopened by the applicant before the application deadline. This state is also considered a draft.
3. **Reopened by National Agency**: The submission deadline has passed but the National Agency has provided an extension. Extensions are only provided if you have a valid exception for not submitting by the official deadline. This state is also considered a draft.
4. **Submitted**: The application was submitted to the relevant National Agency or to the Education, Audiovisual and Cultural Executive Agency (EACEA).
5. **Deadline Expired:** The form was not submitted by the submission deadline.
6. **Deleted**: The form was not submitted and deleted after deadline.

You will find the application states in the search filters as well as in the application information in the list of applications.





List of applications.

The list of applications displays all your applications: submitted, unsubmitted, expired, deleted and shared ones.

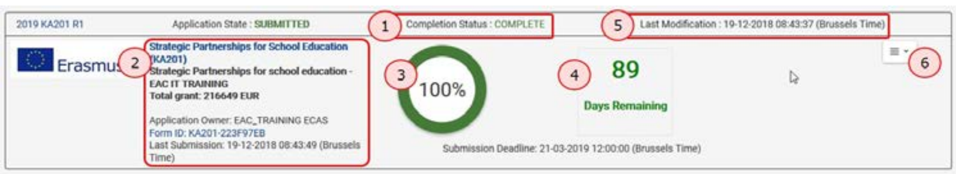
If you are accessing the web application forms page for the first time and have not yet started filling in a form or received access to a web application form via the sharing functionality, the list of applications will be empty.

Application details.

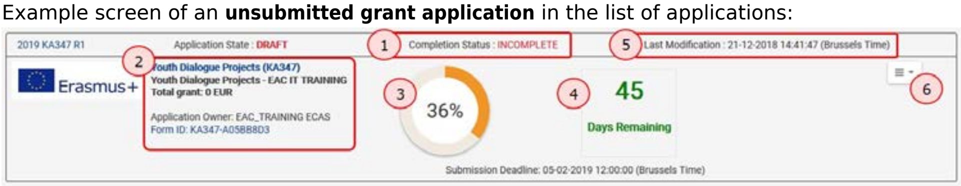
The following information is available for each application form:

1. **Completion Status**: Either **Incomplete** or **Complete**. This indicates whether all mandatory fields have been filled in and/or all rules in the form have been observed.
2. **Application information**: Click on the **Form ID** or the **Action Type name** (both hyperlinked, in blue) to view/edit the form. Information available is:
   a. Action type
   b. Project name as in the form
   c. Total Grant as calculated in the form (if applicable)
   d. Application Owner
   e. Form ID
   f. Last Submission (if applicable)
3. **Form progress chart**: Displays the completion of the form in percentages. Not visible for expired or deleted applications.
4. **Days Remaining**: Number of days remaining until the submission deadline. Visible only if the form is in draft state and for submitted forms before the deadline.
   Note: In case of late submission the deadline is set by the National Agency and is different from the call/round deadline.
5. **Last Modification**: Date and Time.
6. The **menu button** to access the menu items. You can perform different actions, depending on the application state and your role. See next section for detailed information.

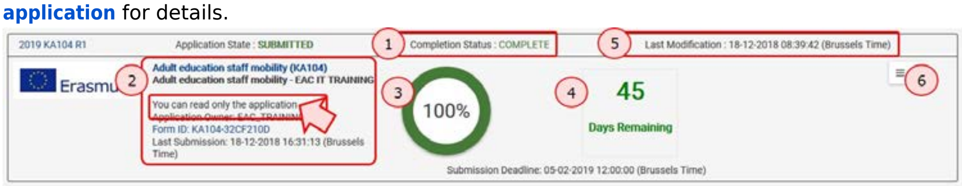
Example screen of a **submitted grant application** in the list of applications:



Example screen of an **unsubmitted grant application** in the list of applications:



Example of a **shared submitted grant application** in the list of applications, displaying also the access level given. See **Web Forms Sharing an application** for details.



Menu button options.

Options available via the menu button are:

1. **Edit**: Opens the application form in edit mode for further updates. This option is only available for applications in draft state if the submission deadline has not expired.
2. **Share**: Opens the sharing screen of the form. Available for all application states.
3. **Submission History**: Opens the submission history screen of the form. Available for all application states.
4. **Preview**: Opens the application form in **Read only** mode. Not available for applications in draft, unless user has Read only access due to sharing.
5. **Reopen**: Reopens an already submitted application for editing and changes the application state to Reopen. Available for submitted applications until the submission deadline.
6. **Reactivate**: Enables a user with submission rights to retrieve and reopen a deleted application, provided the deadline for submission has not been reached. The retrieved application will be a draft.
7. **Delete**: Deletes the application form. Not available for submitted applications.
   Note: If the form was submitted in the past but the current state allows deletion via the menu button, a pop-up displays: "Formerly submitted application cannot be deleted".

Search filters.

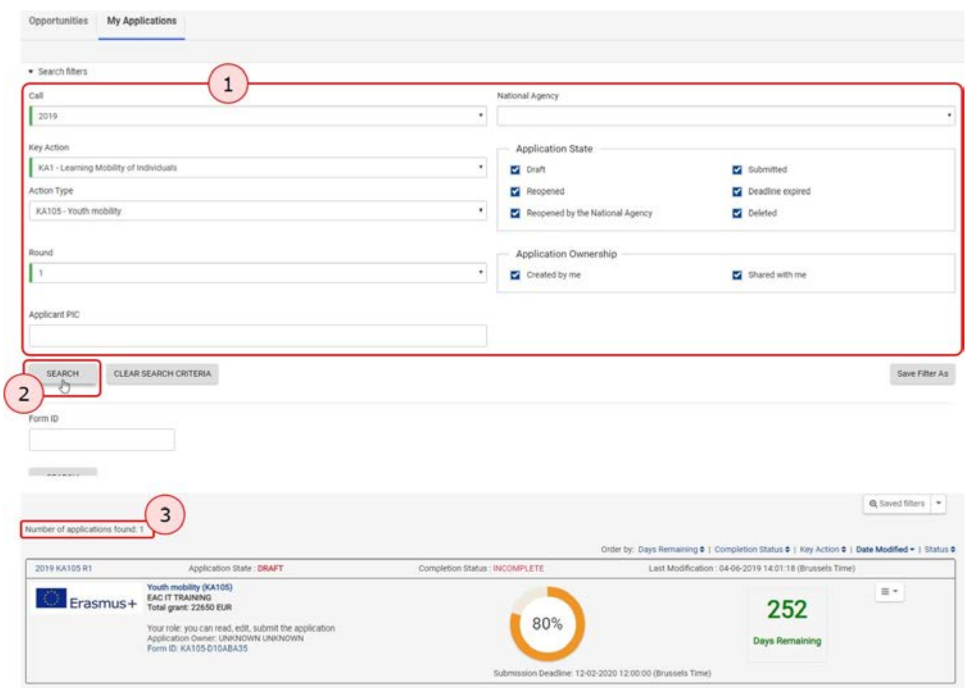
Search using filters.

The search section allows you to look for applications based on one or more criteria, as shown in the screen capture below. By default, the **Search filters** are hidden.

Click on **Search filters** to open the search filters settings. A variety of options are available, such as Call, National Agency, Key Action, Application state or Application Ownership.
Note: To perform the search, at least one of the following must be provided: call, round and/or action type.

1. Select your search **filter options**, such as Call Year, Key Action and Round.
2. Click **Search**.
3. Applications fulfilling the set criteria will be displayed in the list.

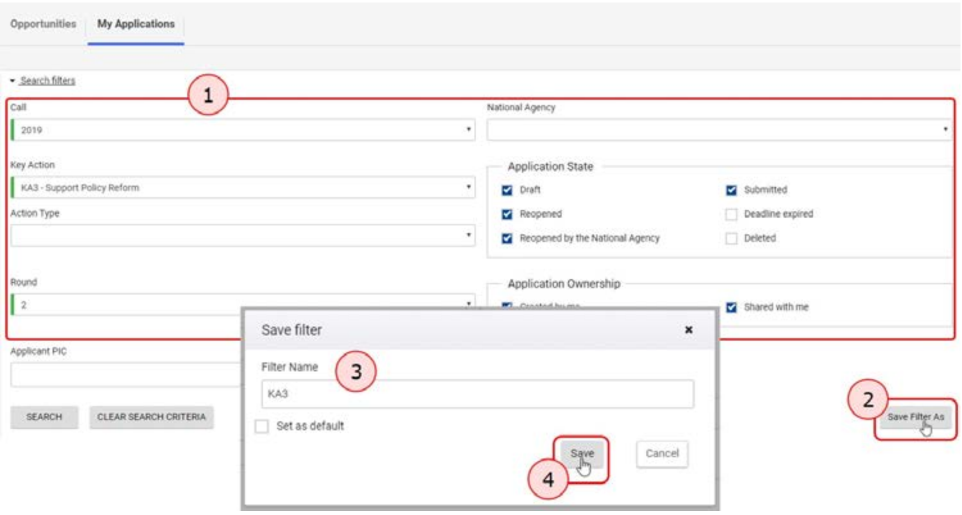
To reset the search, click the **Clear Search Criteria** button.



Save, use and delete a Search filter.

To save a filter:

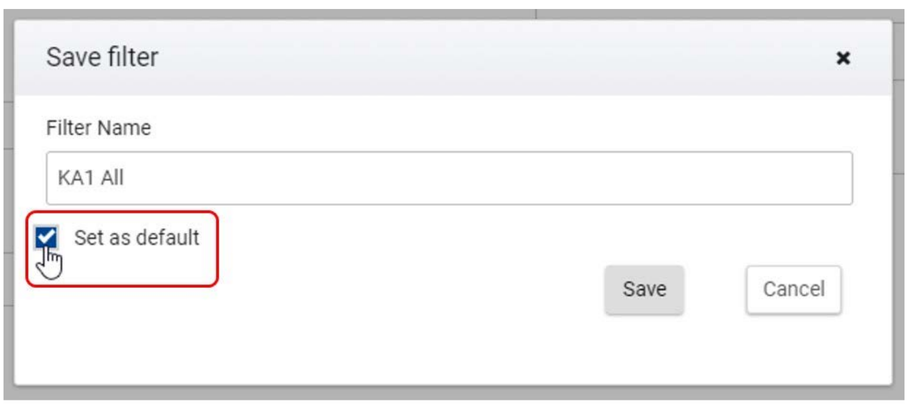
1. Enter your **search criteria**.
2. Click the **Save Filter As** button.
3. In the pop-up window provide a unique **Filter Name**. If a filter with the same name already exists, a warning is displayed, You must adjust the filter name before being able to save it.
4. Click **Save**.

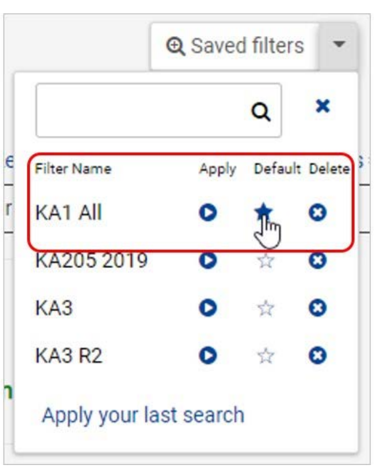


The default filter.

When saving a filter for later use you have the option to click the **Set as default** filter check box in the **Save filter** pop-up. Checking this box will save the filter as default, therefore the next time you open the **My Applications tab,** this specific filter is applied immediately. The default filter is marked with a **star** in the **Saved filters** drop-down.

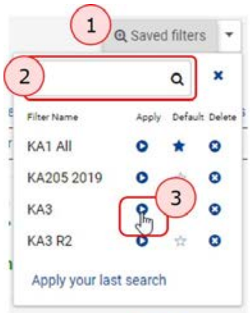
Only one filter can be set as default. If you check the box when saving a new filter but already have a default filter set, the new filter becomes the default one. The filter previously set as default will stay available as a saved filter, but will no longer be marked as the default one.

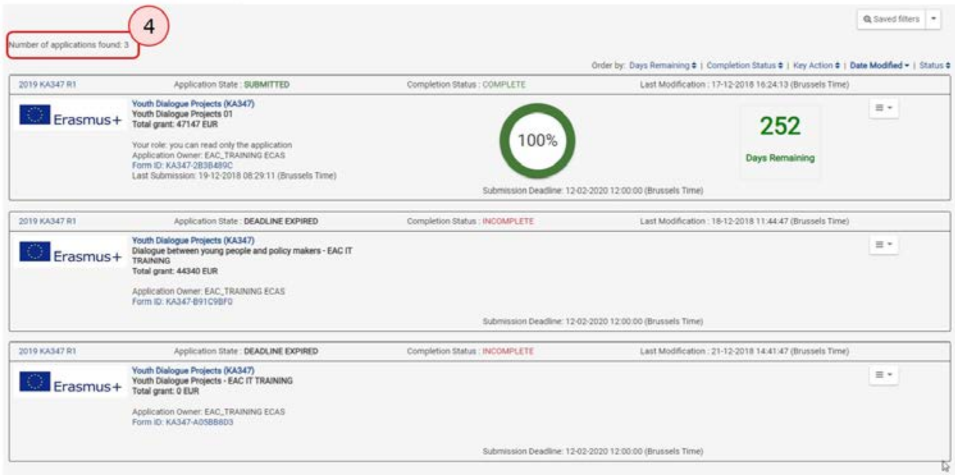




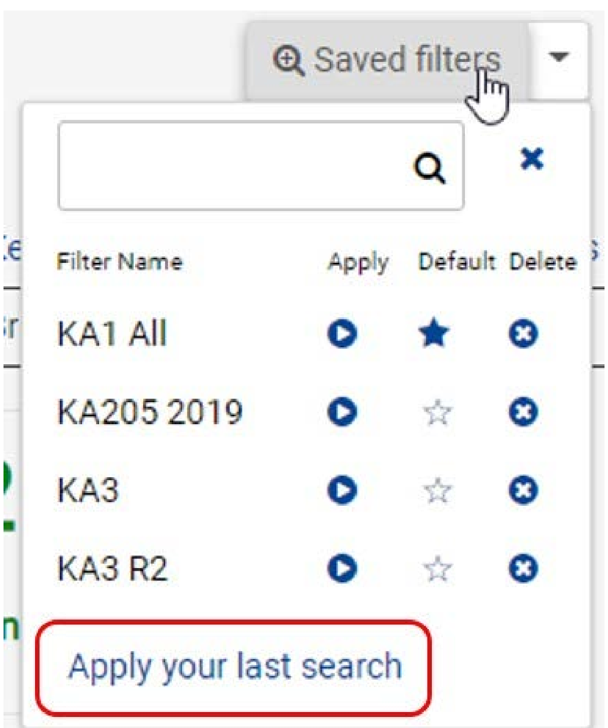
To use a saved filter:

1. Click on the **Saved Filters** drop-down.
2. Should you have a long list of saved filters, use the **Search box** to find the specific filter. Start typing part of the filter name and the list will dynamically filter out the results.
3. Click the arrow under **Apply**.
4. Applications fulfilling the criteria are displayed in the list.



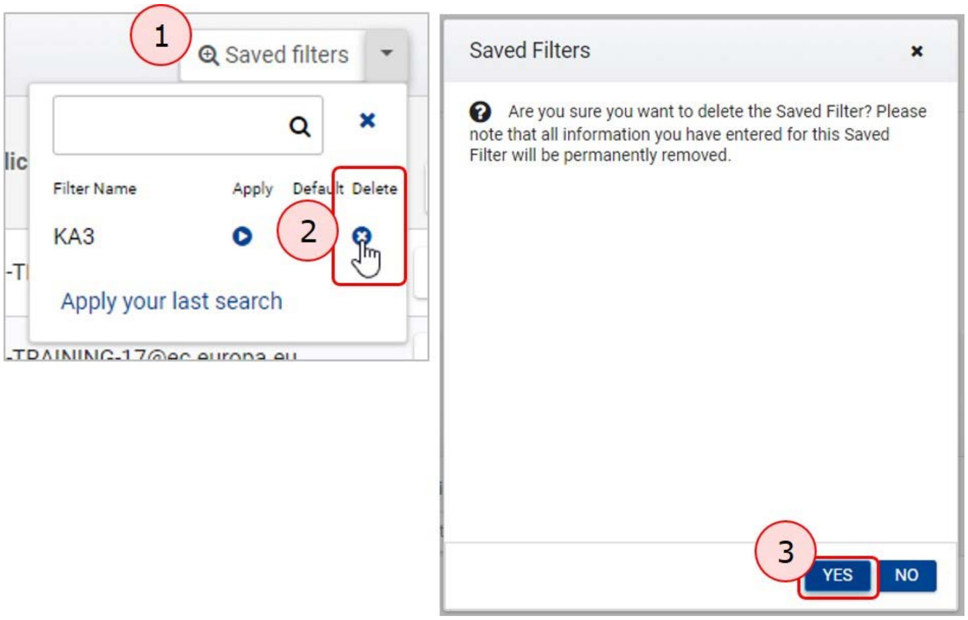


You also have the option to **Apply your last search** from the **Saved filters** drop-down. Clicking this hyperlink will set your search filters to the last used ones and filter the results accordingly.



To delete a saved filter:

1. Access the **Saved Filters** drop-down.
2. Click the **X** under **Delete** for the filter you want to remove.
3. **Confirm** the deletion.

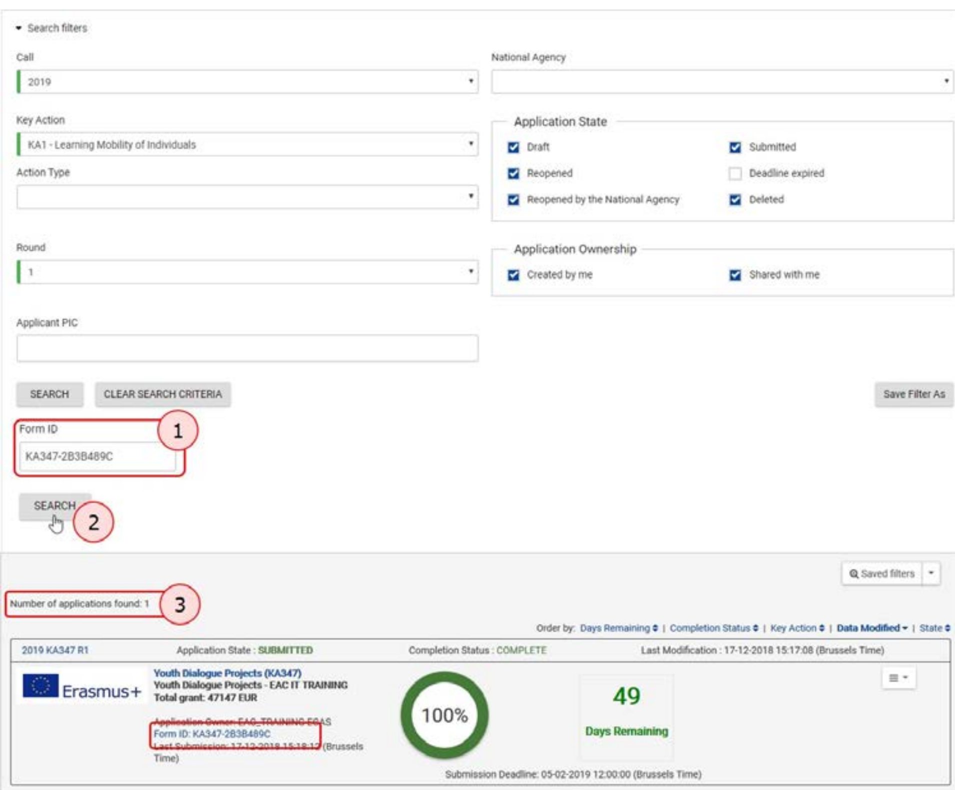


Search by Form ID.

You can also search by Form ID.

1. Enter a minimum of 5 characters of the Form ID in the **Form ID** field.
2. Click the dedicated **Search** button.
3. The form is displayed in the list of applications.

<u>**Note**</u>: Entering the Form ID will remove any search criteria you might have set in the search filters.



Related articles

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application

Web Forms How to complete the form

When completing the form, there are certain elements that are common in every section. This page covers these basic functionalities and highlights the sections that are common for all applications.

The form provides on-screen instructions as well as warning messages specific for the application form or field currently being edited.

Please read this on-screen information and if you require further assistance please consult the content related to the specific key action application request. This can be viewed from the Index page: Web Application Forms Guidelines.

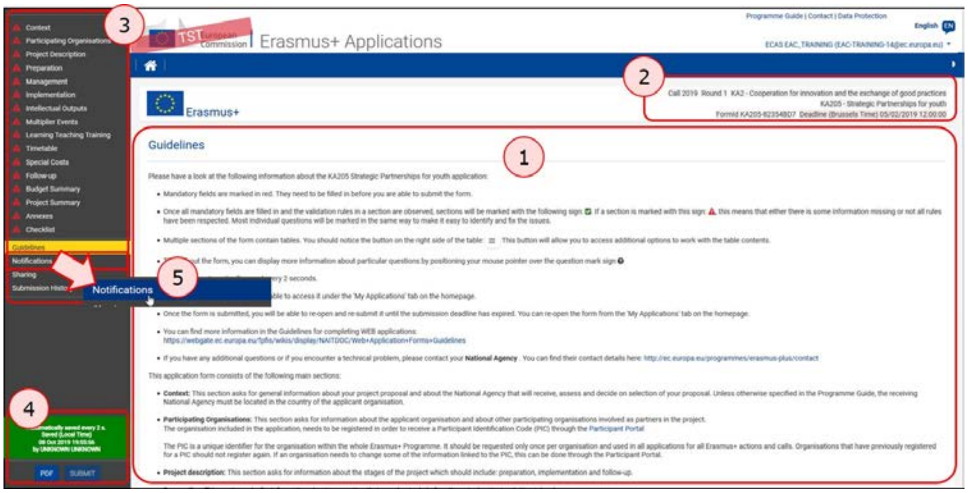
IMPORTANT

When filling in the required information in the Web Application Form **do not use multiple tabs** or open several browser windows for your application. This will cause problems with the auto-save functionality of the form and **result in loss of data** in your application.

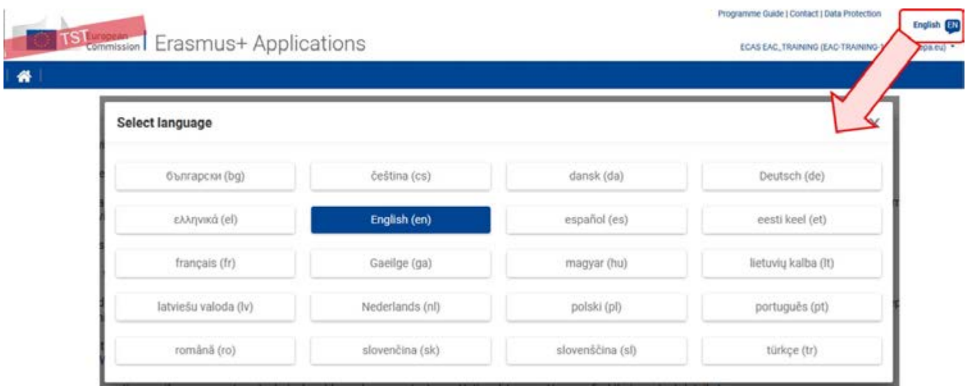
Additionally, please **always clear your web browser's cache** and refresh the form for the latest changes in the web application forms to be effective.

Form Layout.

Explanation and illustration
After you click **Apply** for the desired opportunity and close the welcome message, the application web form is displayed. 1. The currently selected screen is displayed in the main window. In this example the **Guidelines** screen is displayed. It is highly recommended to read the content carefully before you begin completing your form. 2. **Information** on the call and your application form ID is displayed at the top of the main window. 3. The **side menu** allows you to navigate to the various sections in the form. The currently selected section is highlighted in yellow. A warning icon next to the title of the section indicates that there is missing information. A green check mark will appear when all mandatory information in the section is completed. 4. The form is saved automatically and the last time of save is indicated at the bottom left side of the screen. Just below there is the button to export the application form to a **PDF** file. The **Submit** button becomes active only once all sections are indicated as completed. 5. If during your application you need to be aware of any important information concerning the action type you are applying for (e.g. deadline extension, etc.), this information will be shown in the **Notifications** screen.

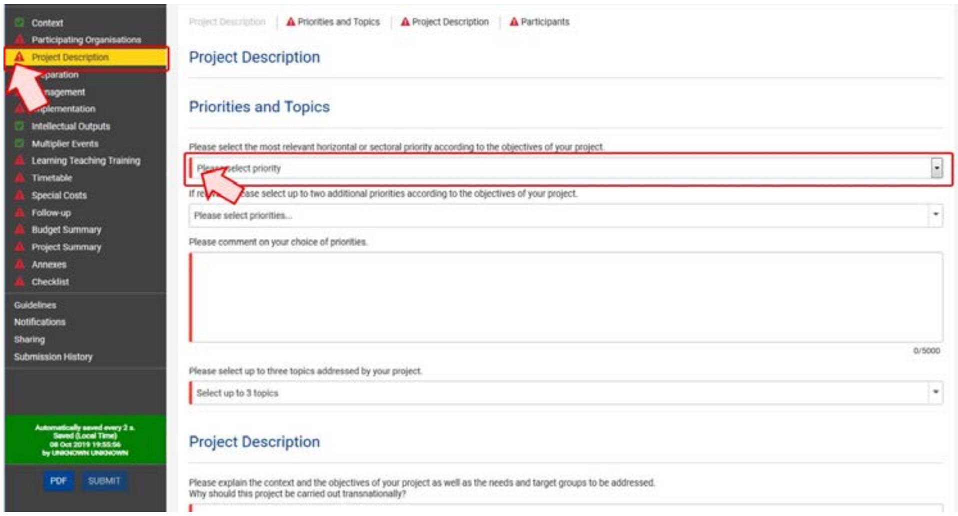


Language Selection.

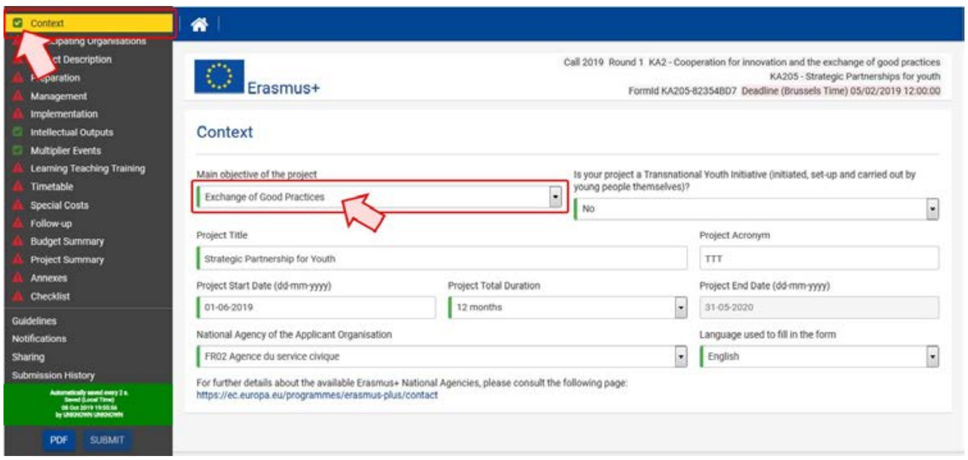
Explanation and illustration
The default **language** of the screens is set to English. To change it, click on the language icon at the right hand of your screen and select the desired language. Note: When you select a language, your choice will be preserved for all future sessions.


Mandatory Sections and Fields.

Explanation and illustration
Mandatory sections are marked with a red exclamation mark  indicating missing information or that not all rules for filling in the application form were respected. Most individual fields which are mandatory are marked with red.

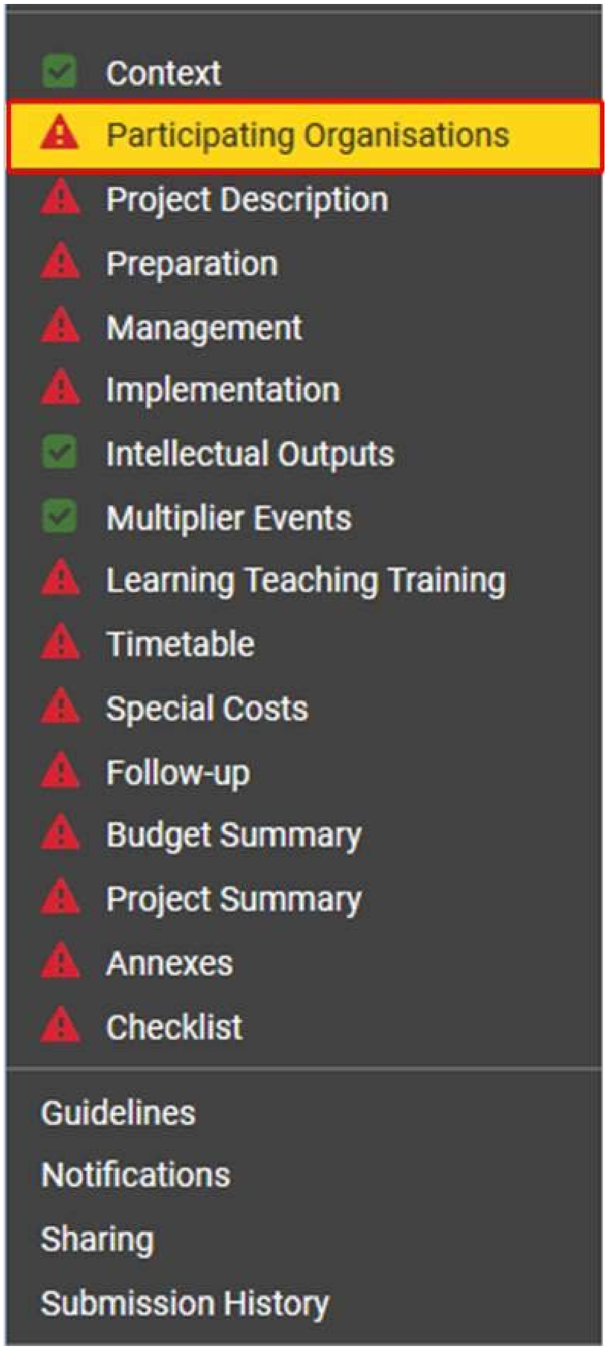


Once all mandatory fields are completed and validation rules in a section are met, sections will be marked with a green check  . Individual mandatory fields completed are marked with green.



Navigation through/within application sections.

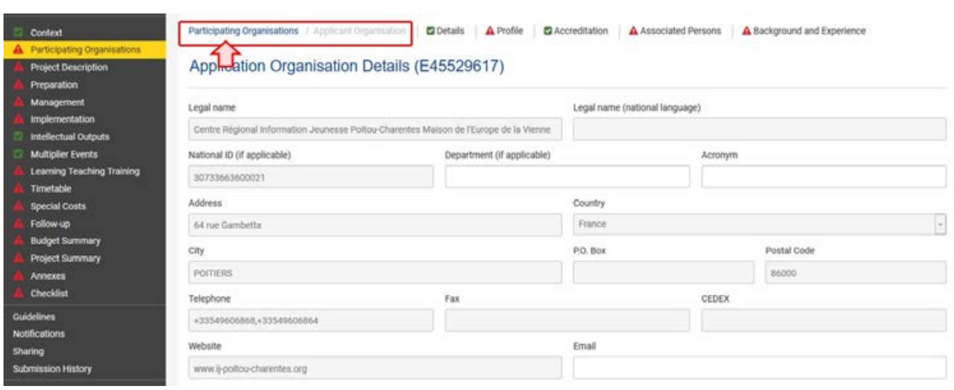
Explanation and illustration
To access a specific project section, use the left **side navigation** menu.



In a variety of screens you have a **navigation breadcrumb and/or screen tabs** along the top of the screen**.** The breadcrumb allows you to follow *a trail of breadcrumbs* to return to the screen from where you launched the current screen.

In the example indicated below, **Applicant Organisation** is shown in grey as it is the current screen displayed. The **Applicant Organisation** is accessed from the **Participating Organisations** screen.

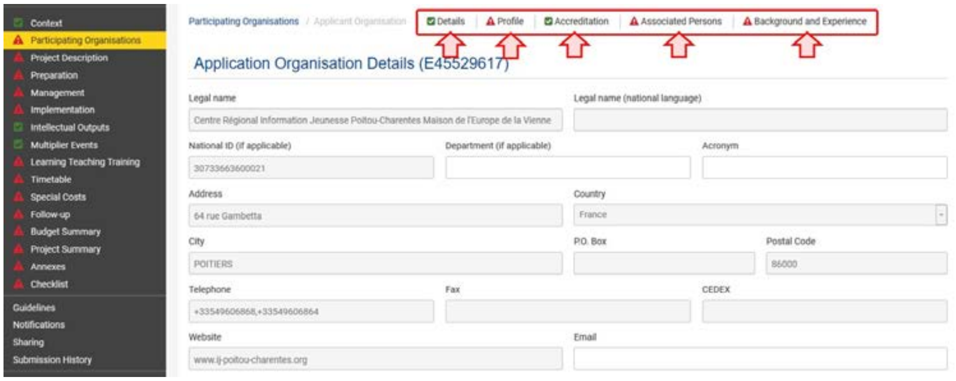
Clicking on the hyperlink of **Participating Organisations** returns you to the previous screen.



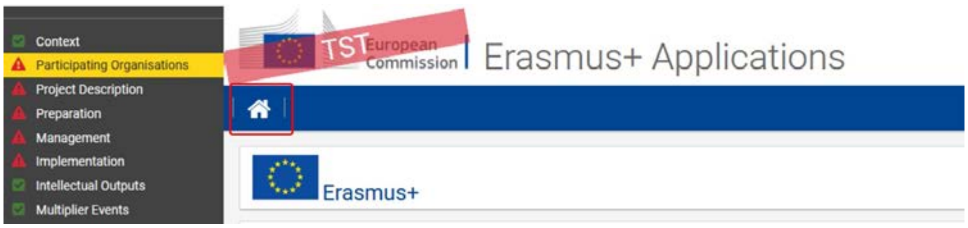
The tabs next to the breadcrumb allow you to jump to a section in the current screen or alternatively use the scroll bar to navigate up and down.

In this example, the various sections of the applicant organisation (**Details, Profile, Accreditation, Associated Persons** and **Background and Experience**) can be accessed by using the tabs along the top or by scrolling down the screen.

These tabs also allow an overview of which section is completed.



The **Home button** brings you back to the My Applications page.

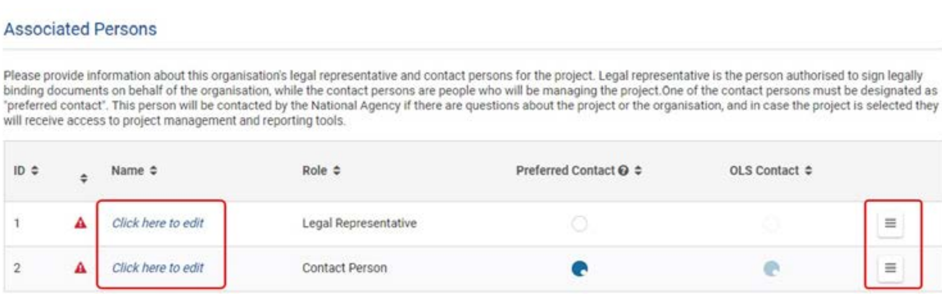


Menu button.

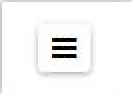
Explanation and Illustration
A list of items can be added, viewed or edited by either clicking the name of the item or using the menu button.

"Click here to edit" or menu button.

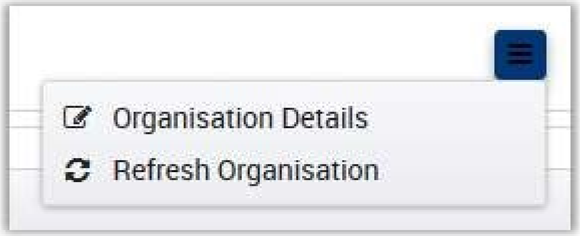
You can access an item's details by clicking on **Click here to edit**, if available.

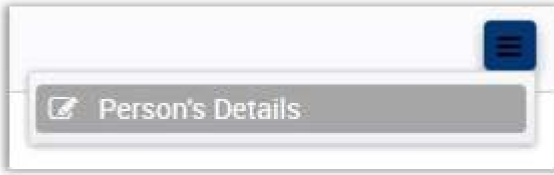


Items may have a **MENU** button, allowing access to view, edit, refresh or delete the details for that specific item.



Different options are available. Click the menu button to view the options. Here are some examples:





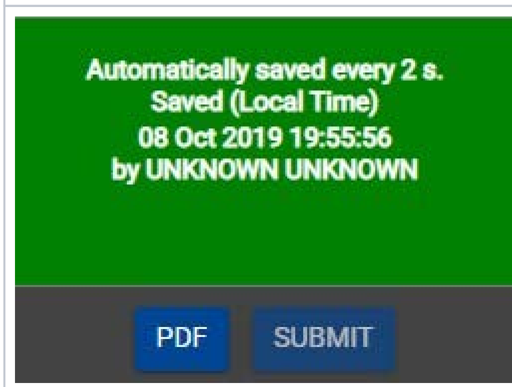
Auto Saving & Draft.

Explanation and illustration

The form is automatically saved every 2 seconds. The **Saved (Local Time)** information on the left hand side of the screen is updated accordingly.

After closing the form, you can access it again under the **My Applications** tab on the Web Applications homepage.

> **Important**
>
> When filling in the required information in the Web Application Form **do not use multiple tabs** or open several browser windows for your application.
>
> This will cause problems with the auto save functionality of the form and **result in lost data** in your application.

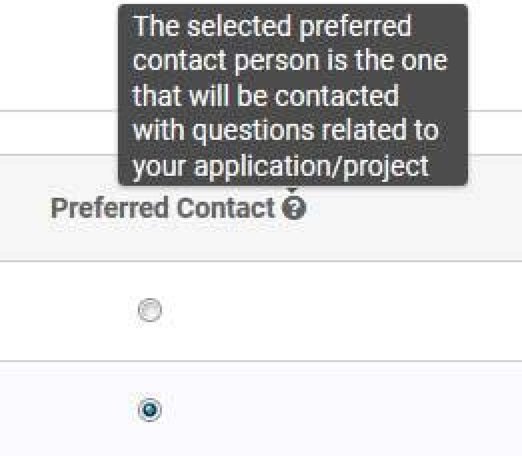


Additional help and Guidelines.

Explanation and Illustration

Tool tips.

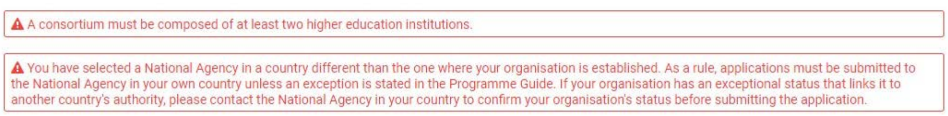
Throughout the form it is possible to acquire more information about particular sections by positioning your mouse pointer over the question mark  .

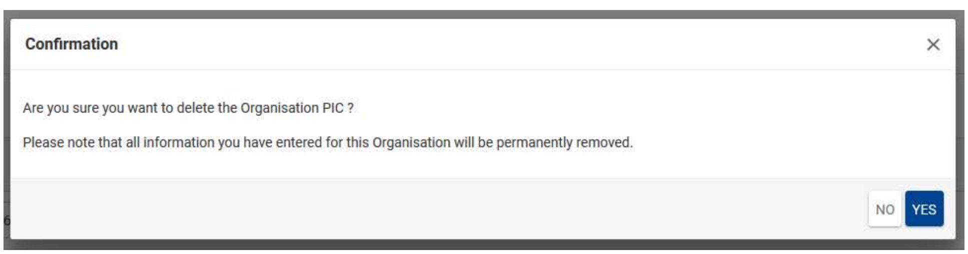


Warning and information messages.

Your actions in the form may also trigger certain warning or information messages. Read those carefully.

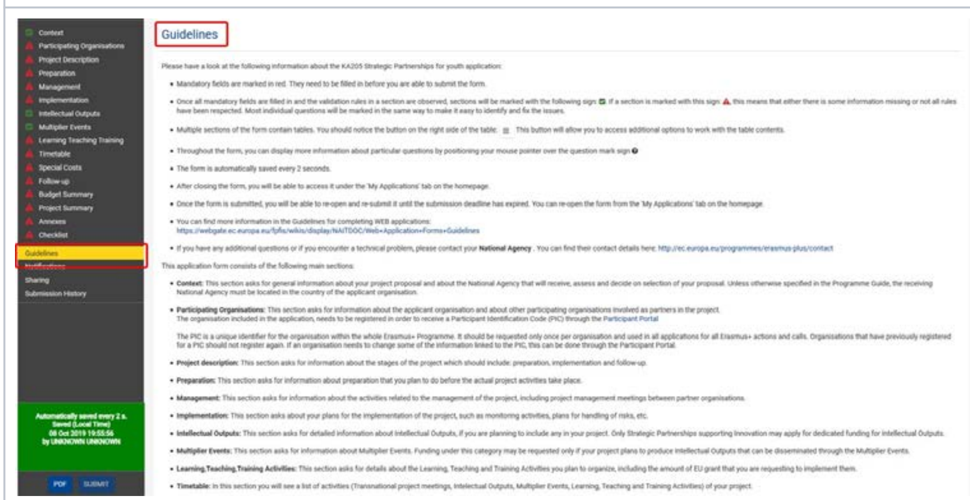
Here are some examples:





Guidelines.

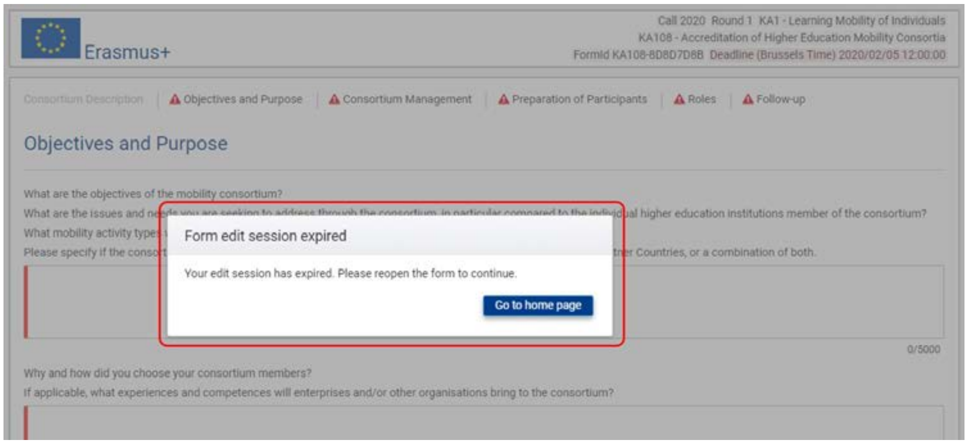
View the **Guidelines** section for information and links to help you complete the form.



Form edit session expired.

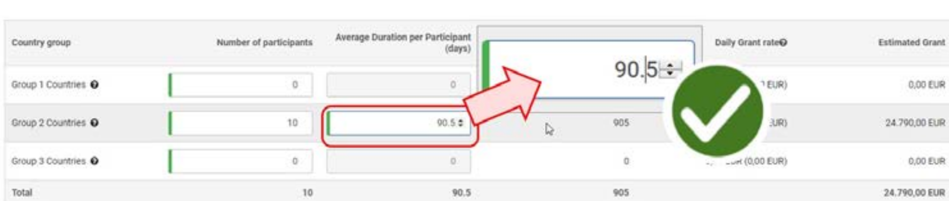
If no information is added or edited in an open web application form for at least 10 minutes, the **Form edit session expired** message displays due to inactivity. The only option is to click on the button **Go to home page**. This will bring you back to the application forms home screen.

Access the My Applications tab to find the form you worked on and continue editing it. As the form is saved every 2 seconds, you will be able to retrieve your latest changes.



Decimal numbers in the Web Forms.

It is sometimes possible to use decimal numbers in the Web Forms. This may occur in form sections like activities, when providing the average duration of an activity. If decimal numbers are allowed in a field, this is specifically mentioned. To enter decimals in the form, use the dot instead of a comma. Otherwise the form will return an error.



Common to all forms

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation

- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application
- Web Forms Submitting an application

Web Forms Start the application

Quick steps

1 Open the Erasmus+ Applications.
2 Select an opportunity and click "Apply".
3 Draft application already exists.
4 Start Screen.

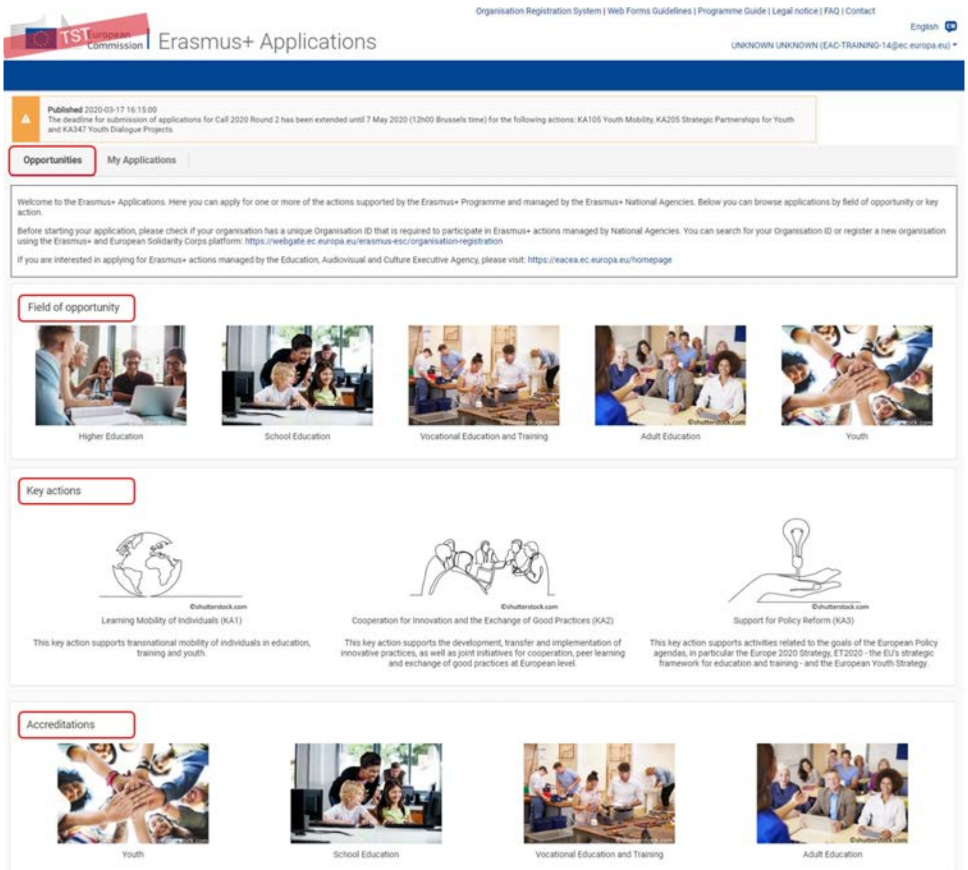
Detailed steps

<table>
<tr><th></th><th>Steps</th></tr>
<tr><td>1</td><td>

Open the Erasmus+ Applications.

To start your application, access the Erasmus+ Applications web page. Open calls are available from the **Opportunities** tab.

All opportunities are grouped by **Field of Opportunity**, by **Key Action** or **Accreditations**.



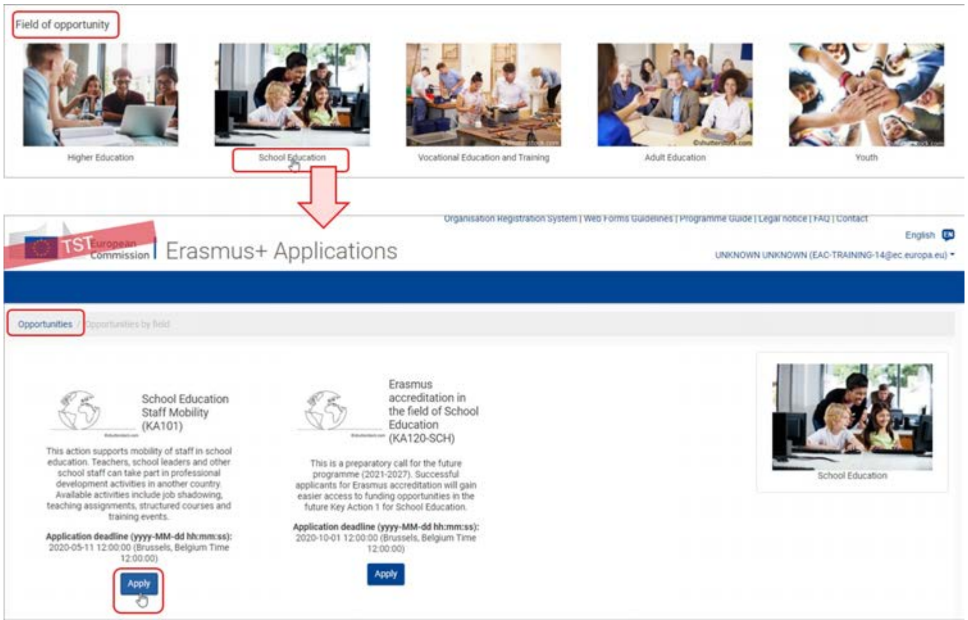
</td></tr>
</table>

2

Select an opportunity and click "Apply".

Click on the desired field, key action or accreditation to find the full list of opportunities in that category. Opportunities that are currently open display an **Apply** button.

In the example below, we clicked on the **School Education** field of opportunity. Select the opportunity you want to apply for and click the **Apply** button.

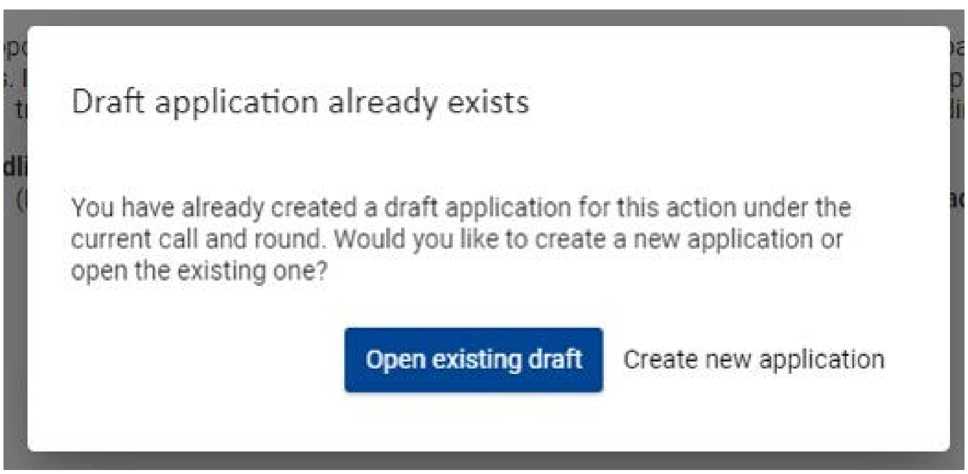


3

Draft application already exists.

If you already started to draft an application for a selected action type, a pop up will display stating **Draft application already exists**, after you clicked the Apply button.

Click on **Open existing draft** to open the already existing form in edit mode to continue filling it in. Click on **Create a new application** to start from an empty form.



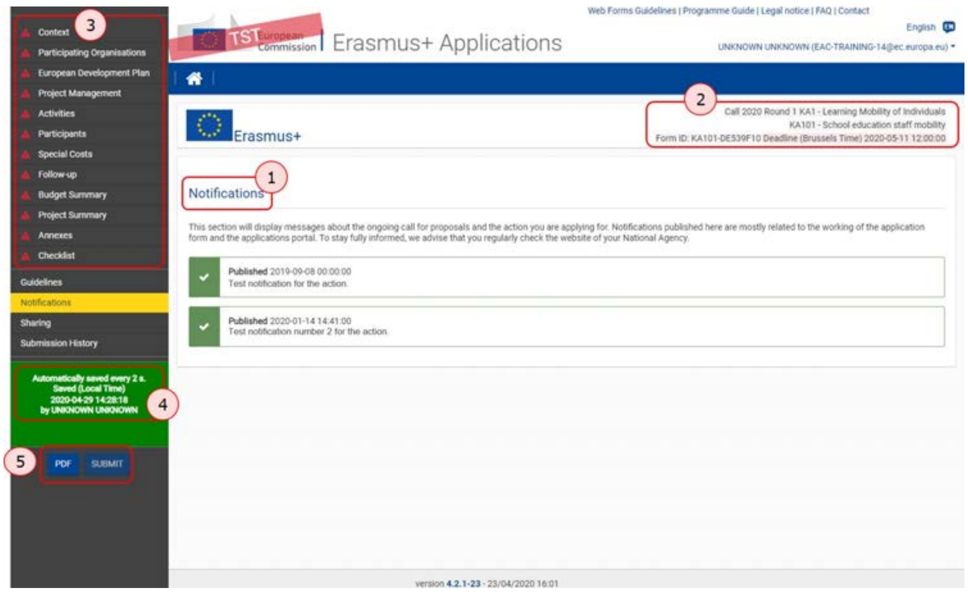
4

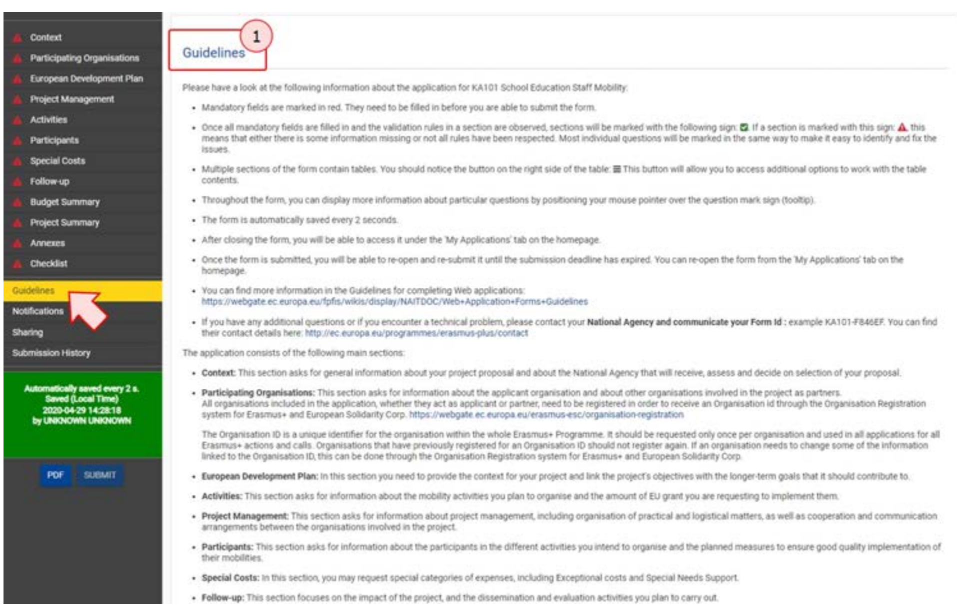
Start Screen.

The start screen opens. Here you will find:

1. **Notifications** - this section is displayed as soon as you click on the Apply button if there are important announcements regarding the key action you are applying for. Otherwise, the form opens with the **Guidelines** section. Please read this section carefully before you start, as it contains important information that assists you in filling out the application form.
2. **Information** on the selected opportunity and key action
3. Application **main sections** menu, displaying sections such as Context, Participating Organisations, Project Description, Annexes, Checklist and more, depending on the action type.
4. The **Auto save** information.
5. A **PDF** button, used to export the application as a PDF file. And the **Submit** button, which will only be active once all parts of the application are filled in.

You can now start entering all details of your application.





Related articles

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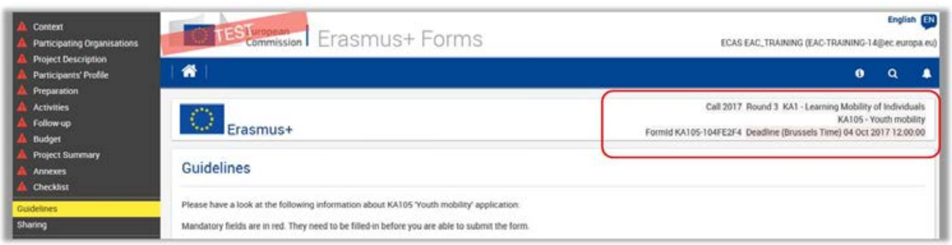
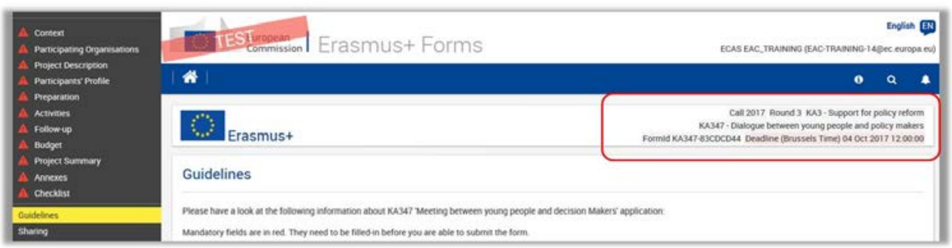
- Web Forms Start the application

Web Forms Pre Checks

Before you start: Pre-Check

Explanation and illustration
Before you start working on your application and filling it in, it is important to check that you have opened the correct form for the Action you wish to apply to. This information can be seen in the right hand top corner of the application screen. This header displays following information: • Call and Round • Key Action • Action Type • Form ID – This is the identification code of your application • Deadline for the application Note: You cannot change the content of these fields. If you selected the wrong application form, close it and choose the correct form from the home page. To access the homepage, click the **HOME** button.





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Web Forms Context

Relevant for...

Call Year	Key Action	Action
2017 onward	**All**	All

In the first part of the application you will have to provide basic information on the **Context** of your project.

Take note

Questions or fields may vary depending on the key action of your application.

Quick steps

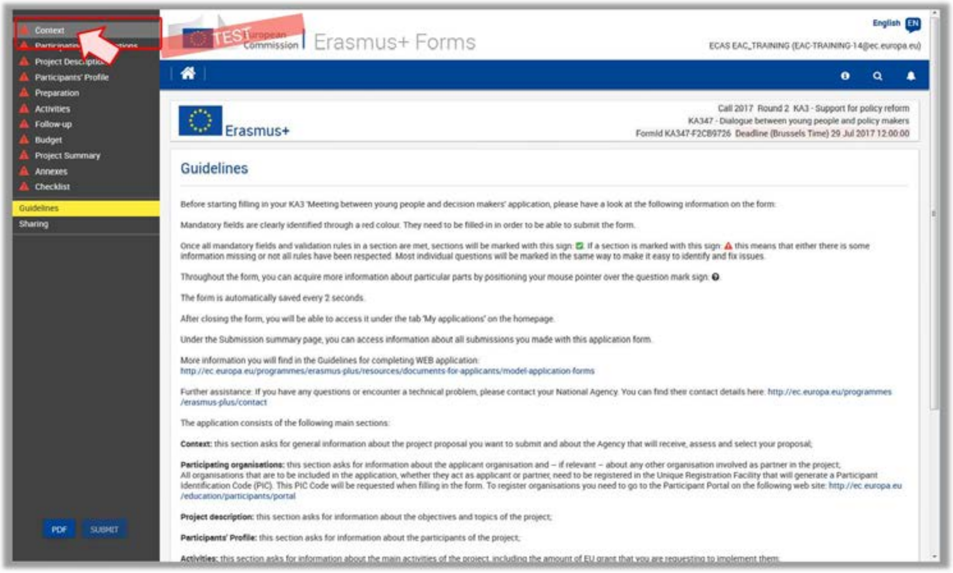
1 Click the "Context" menu.
2 Enter the project context details.
3 Select your National Agency.

Detailed steps

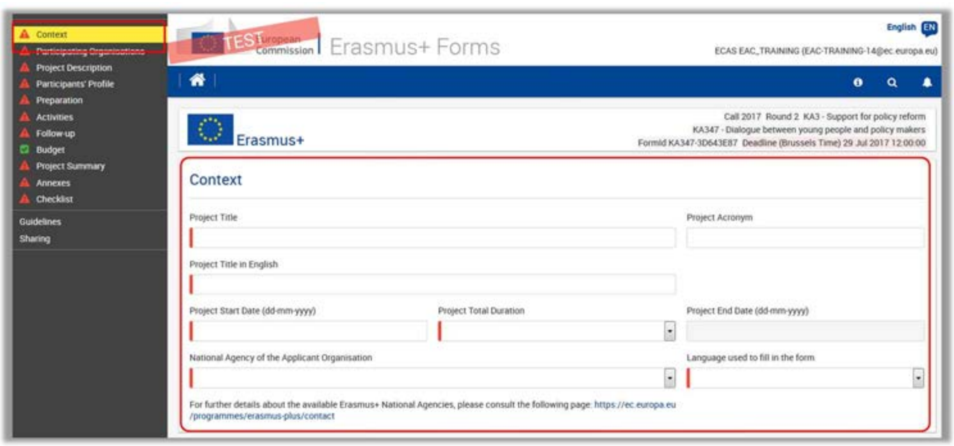
Steps

Click the "Context" menu.

To start the application, from the home screen, access the **Context tab** on the left menu.



The **Context** screen opens.

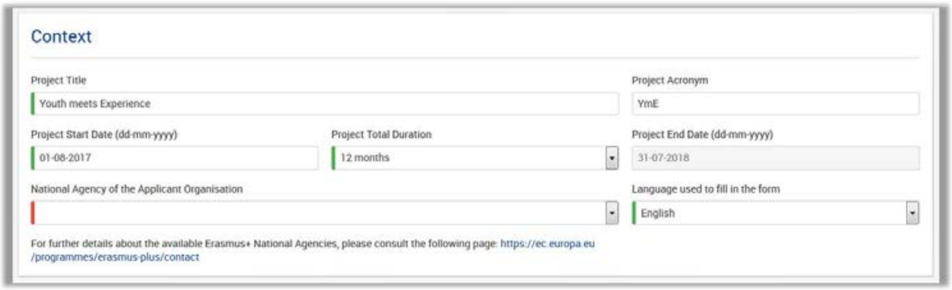


Enter the project context details.

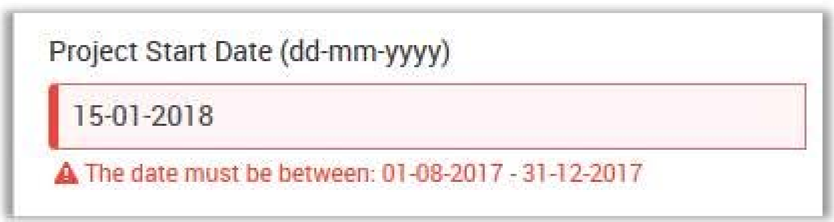
All mandatory fields are indicated in **RED** and have to be filled in. You might have to provide following information:

- Project Title
- Project Title in English
- Project Start Date
- Project Total Duration
- National Agency of the Applicant Organisation (see details below)
- Language used to fill in the form

National Agency and Language used to fill in the form have drop-down options available. Once all information is entered, the fields are marked in green.



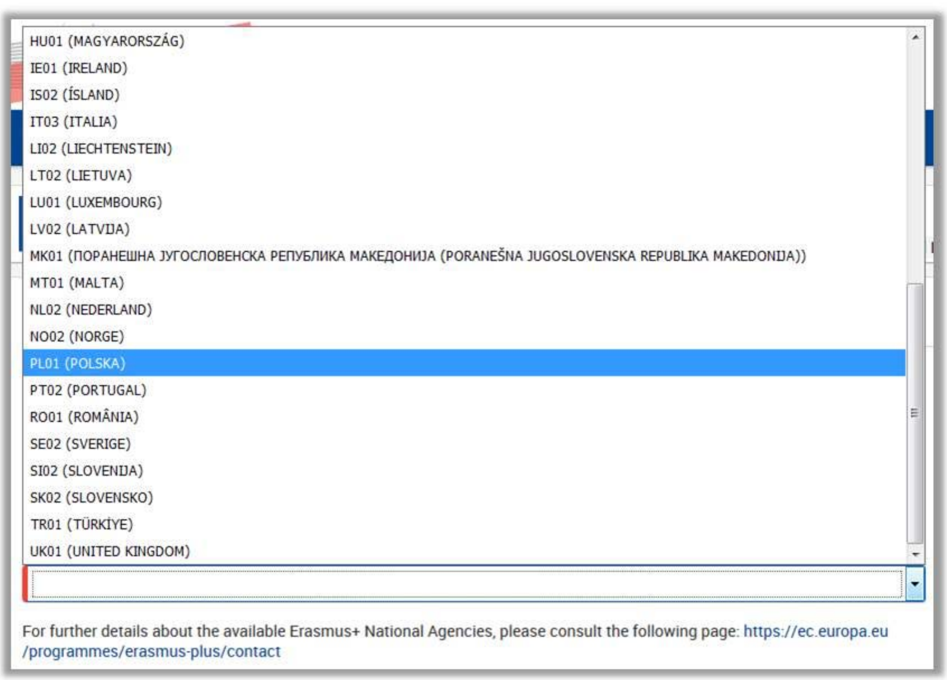
Note: If information in the form is incorrectly entered / does not fulfil certain criteria, a warning message is displayed. To proceed, such errors have to be corrected.



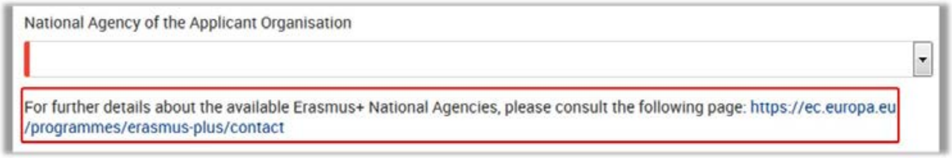
Select your National Agency.

One important aspect to take into account at this step of your application is the **National Agency** to which you want to submit your application.

You will find a drop-down list with the relevant Erasmus+ National Agencies covering each field of education, training and youth. In the drop down list, each National Agency is identified by a unique code accompanied by the name of the country in the national language:



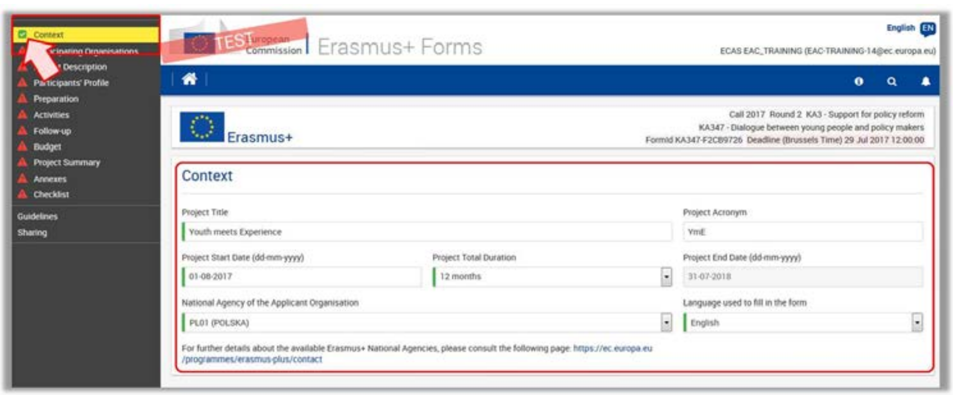
If a country has more than one National Agency, consult the full list of National Agencies via the link provided in the form.



To find the code of the National Agency responsible for your field of education, training and youth to which you should submit your application.

The information to look for is on the webpage is **NA Code** and the fields in which it is active.

On the left hand side, the **CONTEXT** tab in the menu is marked with a green check to indicate that this section of your application is completed.



Related articles

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Web Forms Participating Organisations

What is the topic about?

> *A **participating organisation** is an organisation or informal group of young people involved in the implementation of an Erasmus+ project. Depending on their role in the project, participating organisations can be applicants or partners (also defined as co-applicants, if they are identified at the time of submission of the grant application). Once the project is granted, applicants become beneficiaries and partners may become co-beneficiaries if the project is financed through a multi-beneficiary grant.*

Erasmus+ Programme Guide 2020; Glossary

All participating organisations have to be registered in the Organisation Registration system and have received an **Organisation ID** before completing the Web Form. The **Organisation ID** will be used to complete the organisation details in the application form. Organisation details cannot be updated in the application form, only in the Organisation Registration system. Check the Organisation Registration Guide for more details.

Depending on the application or request form being completed, organisations of different roles to the project may be added. In general for all roles:

- The organisation details are added via the **Organisation ID**.
- Associated persons to the organisation are added.
- Additional organisations may be added depending on the application.
- These organisations may then be used in other sections of the application form to indicate the organisations involvement in the project.

Role of organisations

The role of the organisation will vary depending on the type of application form being completed. For some, the applicant will be the sole participating organisation indicated and for other applications all roles may be used.

> - ***Applicant***: *participating organisation or informal group that submits grant application. Applicants may apply either individually or on behalf of other organisations involved in the project. In the latter case, the applicant is also defined as coordinator.*
> - ***Consortium***: *two or more participating organisations teaming up to prepare, implement and follow up a project or an activity within a project. A consortium can be national (i.e. involving organisations established in the same country) or international (involving participating organisations from different countries).*
> - ***Coordinator/ Coordinating organisation***: *a participating organisation applying for an Erasmus+ grant on behalf of a consortium of partner organisations.*
> - ***Partner (organisation)***: *participating organisation involved in the project but not taking the role of applicant.*

Erasmus+ Programme Guide 2020; Glossary

How to complete participating organisation(s) details

Click on the link below to see how to complete the participating organisation(s) details. If unsure as to which role of organisation is required for your application form, please return to the index for your current application.

Web Forms Add applicant organisation

This page explains how to enter the applicant organisation details for your organisation in the application form.

> **Take note**
>
> Please note that questions or fields may vary depending on the key action of your application.

In the example used below, the applicant organisation is added. If you are applying on behalf of a mobility consortium, please also see Web Forms Mobility Consortium.

All participating organisations have to be registered in the Organisation Registration system and have received an **Organisation ID** before completing the Web Form. The **Organisation ID** will be used to complete the organisation details in the application form. Organisation details cannot be updated in the application form, only in the Organisation Registration system. Check the Organisation Registration Guide for more details.

Quick steps

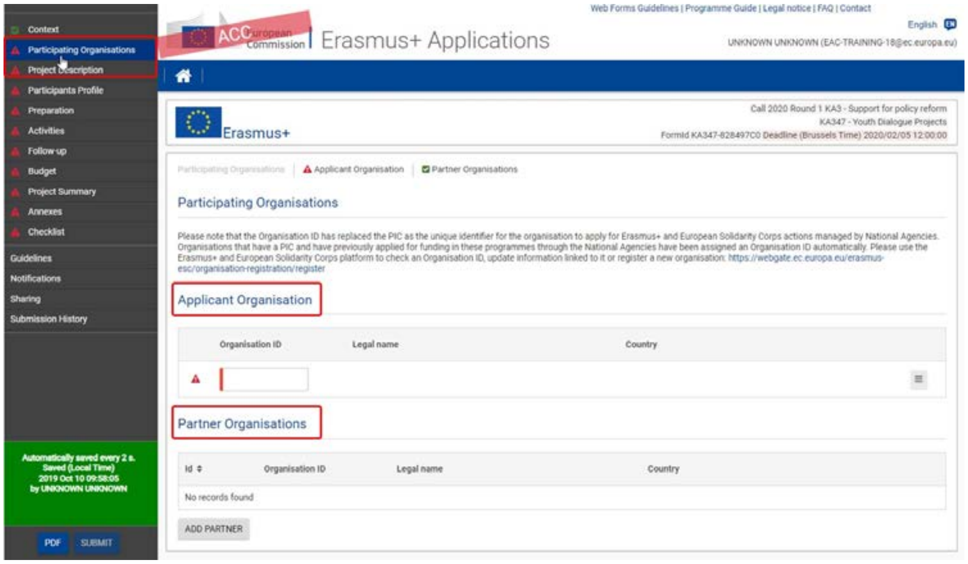
1 Click "Participating Organisations" in the side menu.
2 Enter the "Organisation ID".
3 Update Organisation Details.
4 Update the Profile (if applicable).
5 Add the "Associated Persons".
6 Update Additional fields and tabs.
7 Complete the applicant organisation information

Detailed steps

Steps

Click "Participating Organisations" in the side menu.

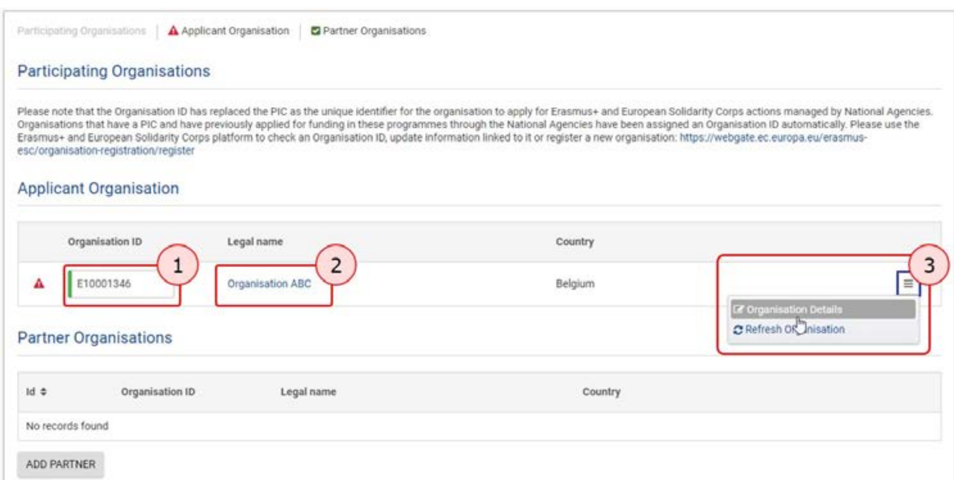
Click on the **Participating Organisations** link in the side menu. The **Participating Organisations** screen opens. In this example, the **Applicant Organisation** and **Partner Organisations** can be added.



Enter the "Organisation ID".

Enter the **Organisation ID** of the applicant organisation**.** The organisation details linked to this ID are automatically inserted into the application form.

1. The **Organisation ID** field indicates a green stripe. This means that the provided Organisation ID is recognised. The red warning sign before the Organisation ID field however indicates that additional organisation details are required.
2. The organisation details linked to this Organisation ID are entered into the application form. On this screen, the **Legal name** and **Country** are displayed.
3. To view the full details of the organisation and provide the additional mandatory organisation details, click on the **menu button** and select **Organisation Details**.

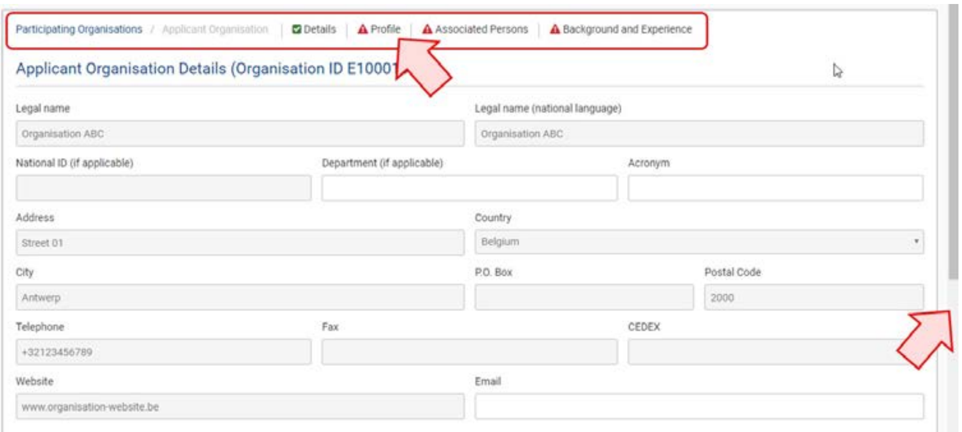


Update Organisation Details.

The **Applicant Organisation Details** screen opens.

The tabs along the top can be clicked to navigate to the different sections of the current screen. Alternatively, scroll down to reveal more of the screen. Tabs indicated with a green check mark are completed. Tabs displaying a red warning sign indicate missing information.

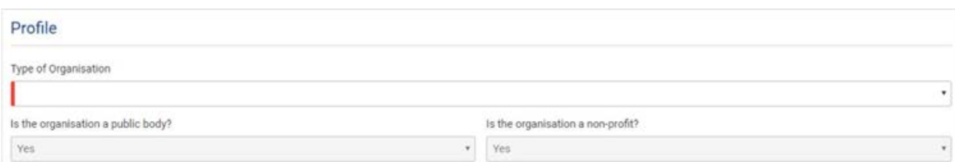
The applicant organisation details are automatically completed with the organisation details as provided in the **Organisation Registration system**. Those cannot be edited in the form, but additional non-mandatory information can be added in this section (for example: Department or Email).

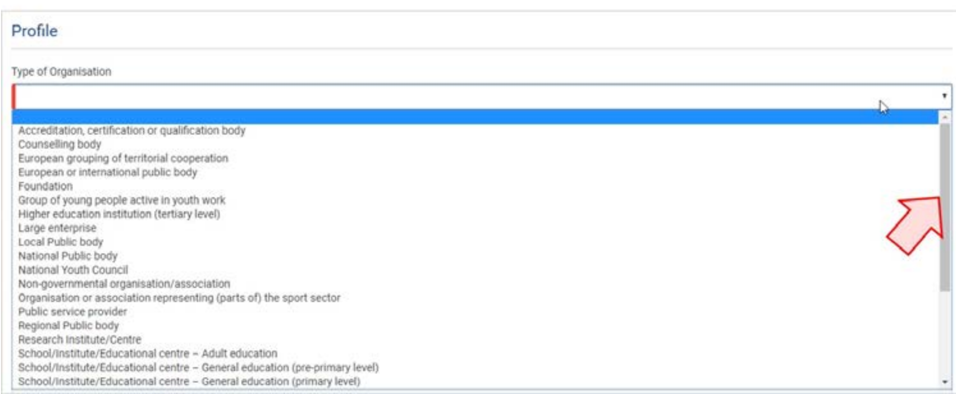


Update the Profile (if applicable).

The first information to update is the **Profile**.

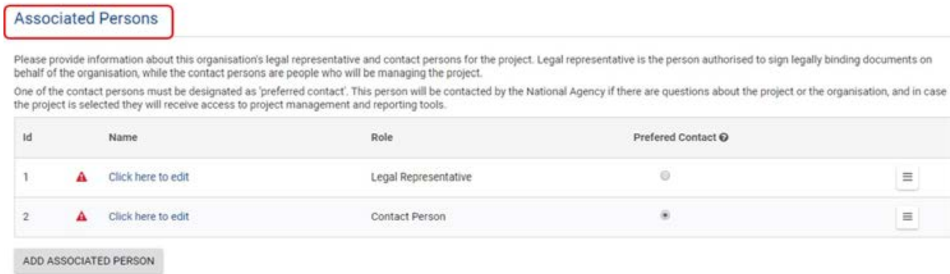
Select the **Type of Organisation** from the drop-down menu. If you have already applied for Erasmus+ in the past, the field **Type of Organisation** will be pre-filled. Please check if the value displayed is correct. If it is not correct, please choose the correct option from the drop-down menu.





Add the "Associated Persons".

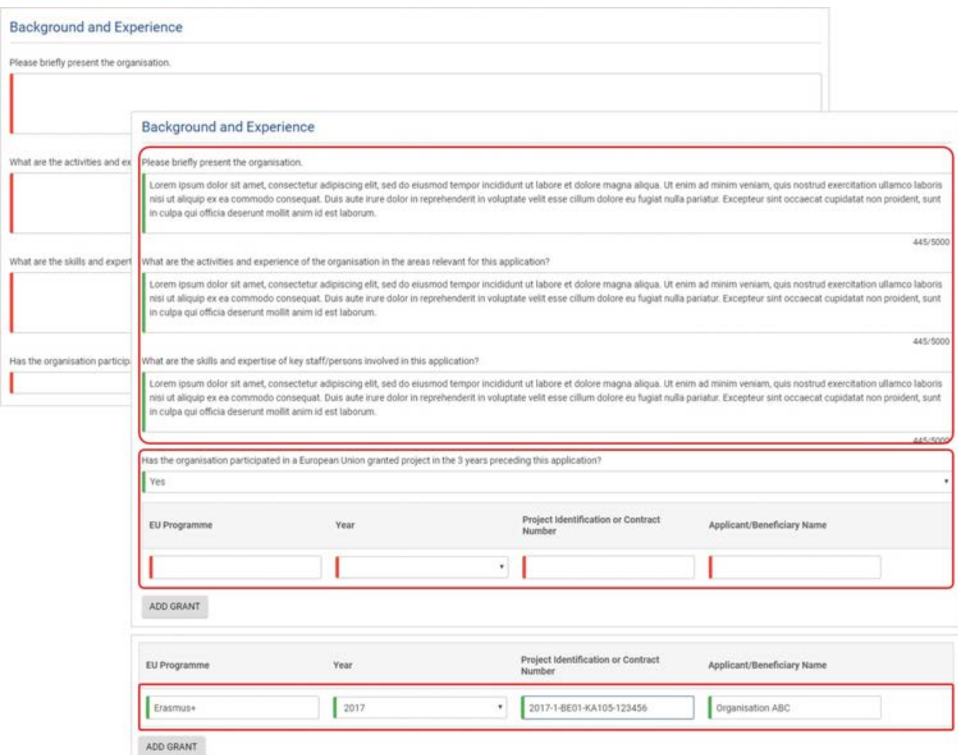
The next section to complete in the applicant organisation details is **Associated Persons**. Visit Web Forms Add associated persons to organisations to see how to add those to the application form.



Update Additional fields and tabs.

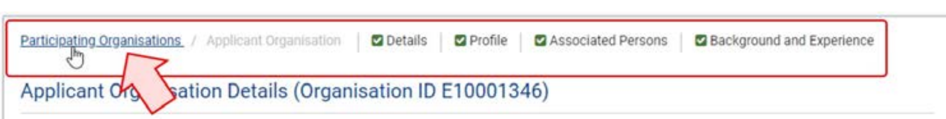
Additional information is required in the section **Background and Experience.** Provide the required information in the available free text field fields.

In this example, additional fields display because **Yes** was selected under the question on previous participation in a project. In such a situation, you have to provide the additionally required information to complete the section.

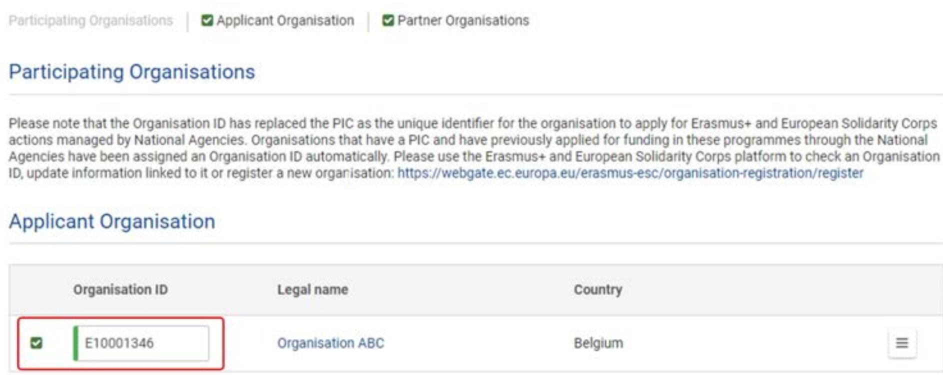


Complete the applicant organisation information

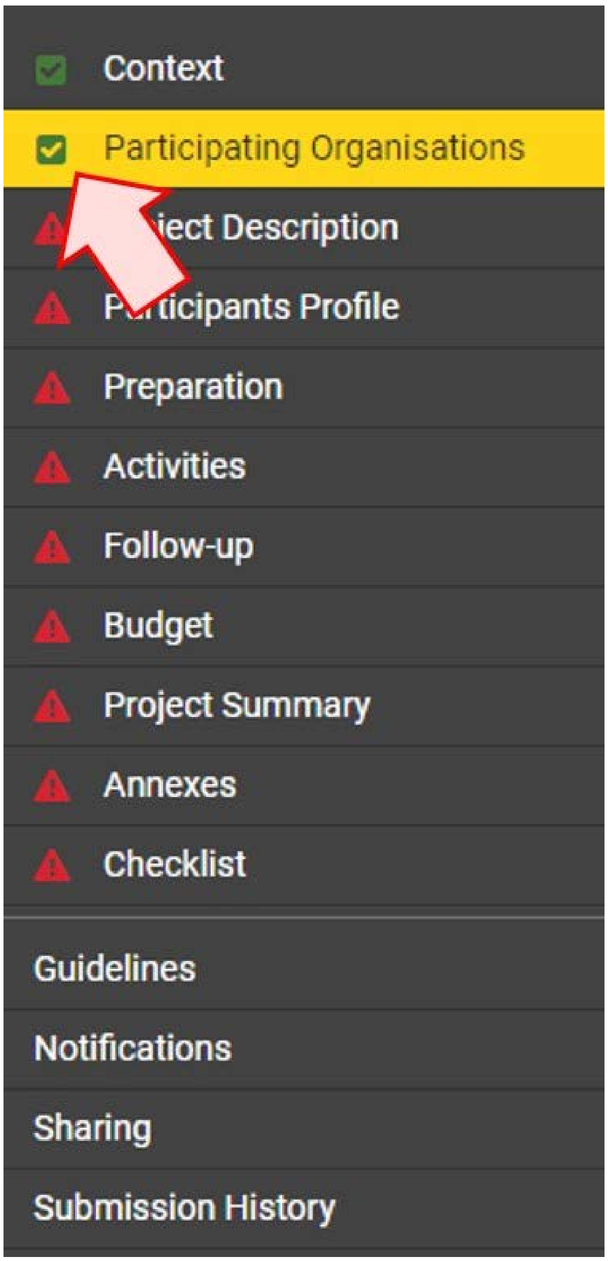
Once all details for the organisation are updated in the form, navigate back to the **Participating Organisations** main screen.



The **Applicant Organisation** information is now marked with a green check, meaning all mandatory information was entered.



If the applicant organisation is the only organisation required in the form and all details are completed, **Participating Organisations** is marked with a green check in the side menu.



Related articles

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- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application

Web Forms Add participating organisation(s)

All participating organisations have to be registered in the Organisation Registration system and have received an **Organisation ID** before completing the Web Form. The **Organisation ID** will be used to complete the organisation details in the application form. Organisation details cannot be updated in the application form, only in the Organisation Registration system. Check the Organisation Registration Guide for more details.

This page explains how to enter additional participating organisation(s) details. The general process is the same for the applicant, partner organisations and consortium members.

Take note

Please note that questions or fields may vary depending on the key action of your application.

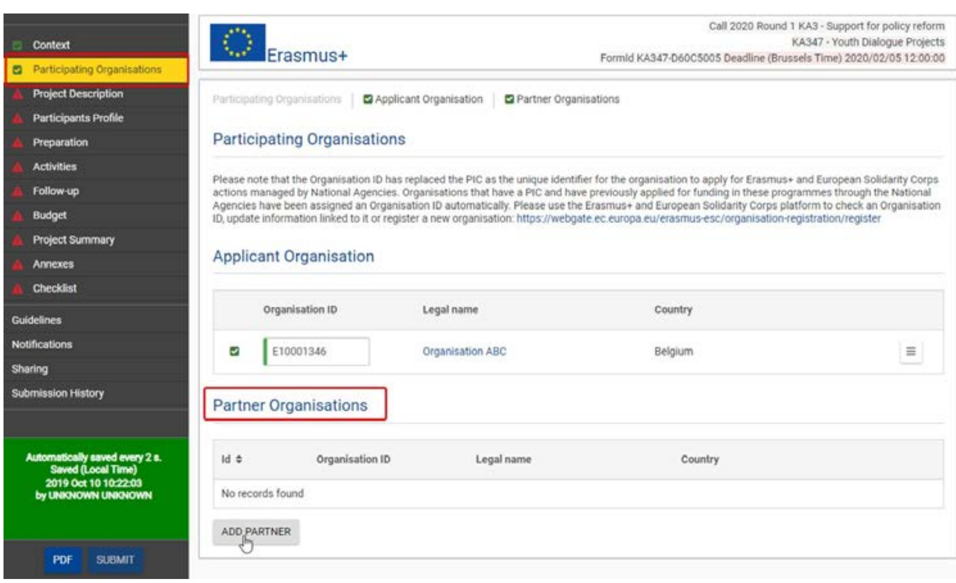
Quick steps

1 Click "Participating Organisations" in the side menu.
2 Click on add "Partner Organisations".
3 Provide the "Organisation ID"
4 Update Organisation Details.
5 Update the Profile (if applicable).
6 Add the "Associated Persons".
7 Complete additional sections.
8 Navigate back to the Participating Organisations screen.
9 Add additional Partner Organisations (if applicable).
10 Delete a Participating Organisation.
11 Duplicated Organisation ID in participating organisations.

Detailed steps

Steps

Click "Participating Organisations" in the side menu.



Click on add "Partner Organisations".

To add a partner organisation, click on the **ADD PARTNER** button in the **Partner Organisation** section.

Provide the "Organisation ID"

Type the **Organisation ID** of the (first) partner organisation in the Organisation ID field in the newly displayed row**.** The organisation details linked to this ID are automatically inserted into the application form.

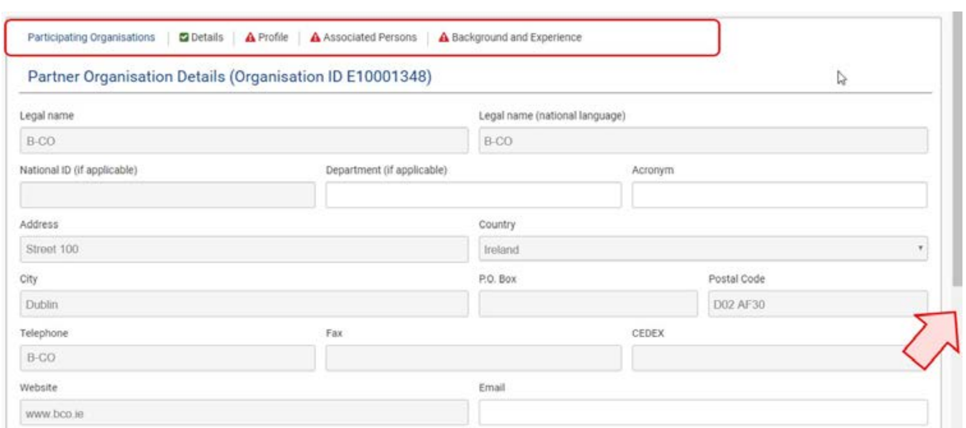
1. The **Organisation ID** field now has a green stripe. This means that the provided Organisation ID is recognised. The red warning sign before the Organisation ID field indicates that additional organisation details are required.
2. The organisation details linked to this Organisation ID are entered into the application form. On this screen, the **Legal name** and **Country** are displayed.
3. Click on the **menu button** and select **Organisation Details** to fill in the additional mandatory organisation information,

Update Organisation Details.

The **Partner Organisation Details** screen opens.

The tabs at the top can be clicked to navigate to the different sections of the current screen; alternatively, scroll down to reveal more of the screen. Tabs indicated with a green check mark are completed. Tabs displaying a red warning sign indicate missing information.

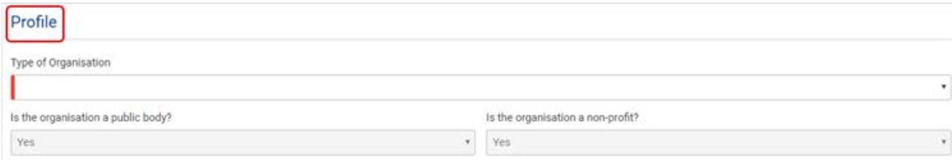
The applicant organisation details are automatically filled in with the ones provided in the Organisation Registration system. Those details cannot be edited in the form, but additional non-mandatory information can be added in this section such as Department or Email.

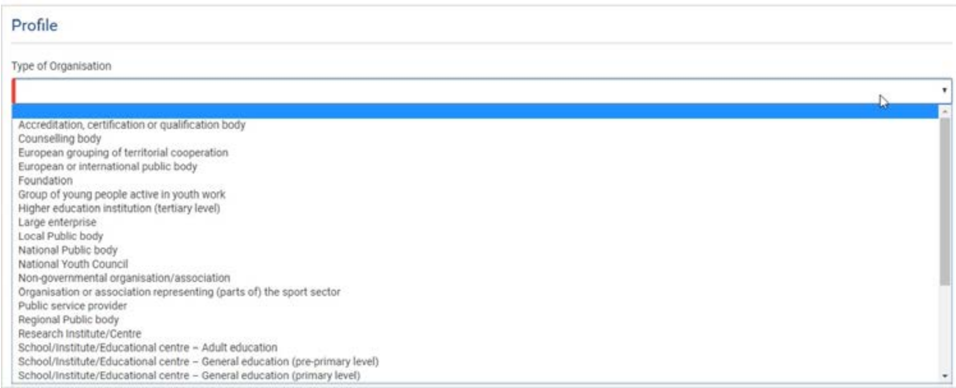


Update the Profile (if applicable).

The first information to update is the **Profile**.

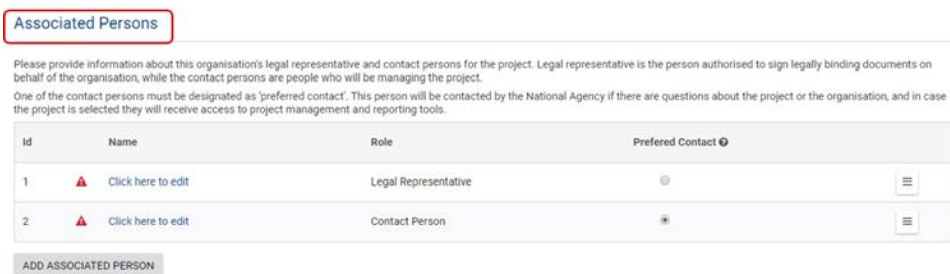
Select the **Type of Organisation** from the drop-down menu. If you have already applied for Erasmus+ in the past, the field **Type of Organisation** is prefilled. Please check if the value displayed is correct. If it is not correct, choose the correct option from the drop-down menu.





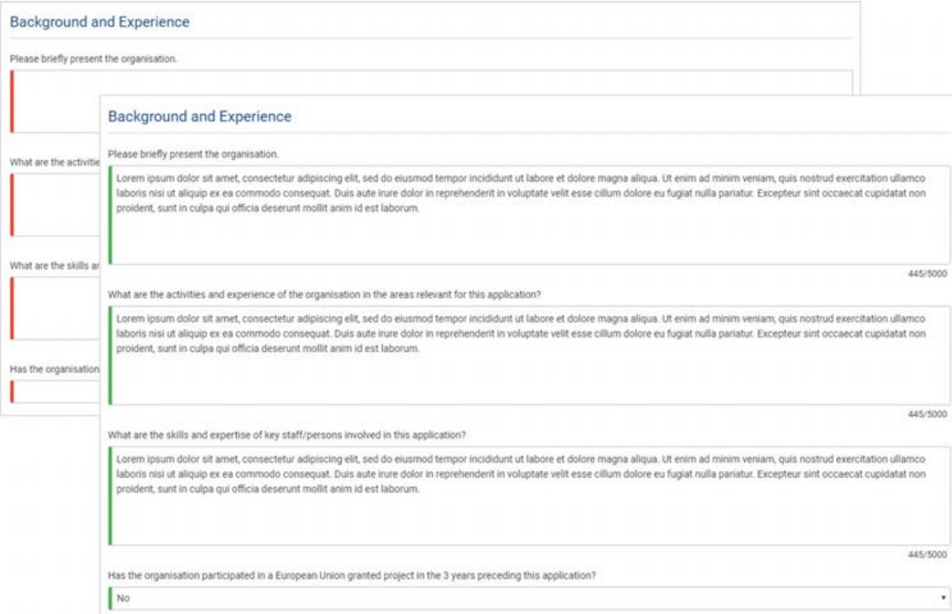
Add the "Associated Persons".

The next section to fill in the applicant organisation details is **Associated Persons**. See **Web Forms Add associated persons to organisations** on how to add those to the application form.



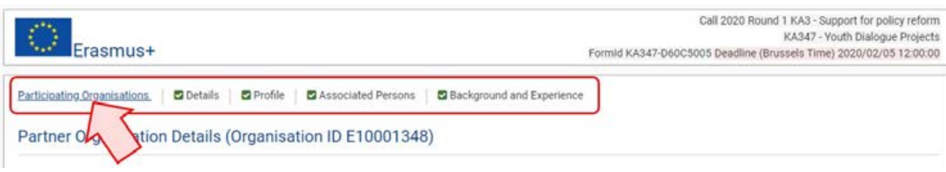
Complete additional sections.

In this example, additional information is required in the **Background and Experience** section. Fill in the required information.

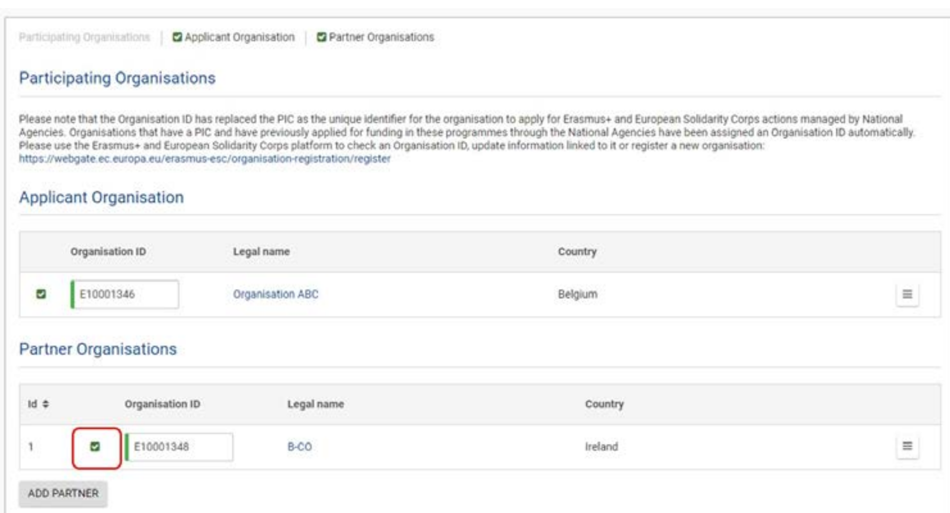


Navigate back to the Participating Organisations screen.

Once all details for the organisation are filled in, navigate back to the **Participating Organisations** main screen.



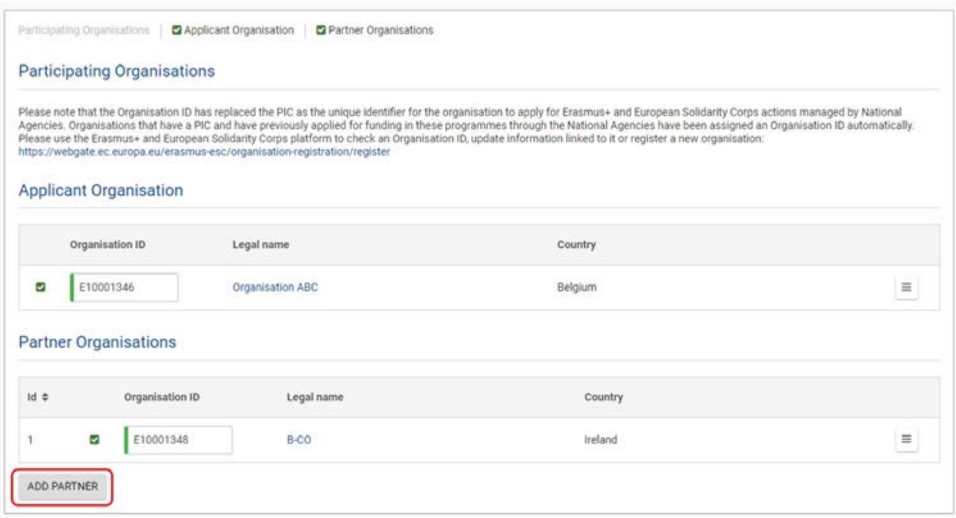
The **Partner Organisation** is now marked with a green check, meaning all mandatory information was provided.

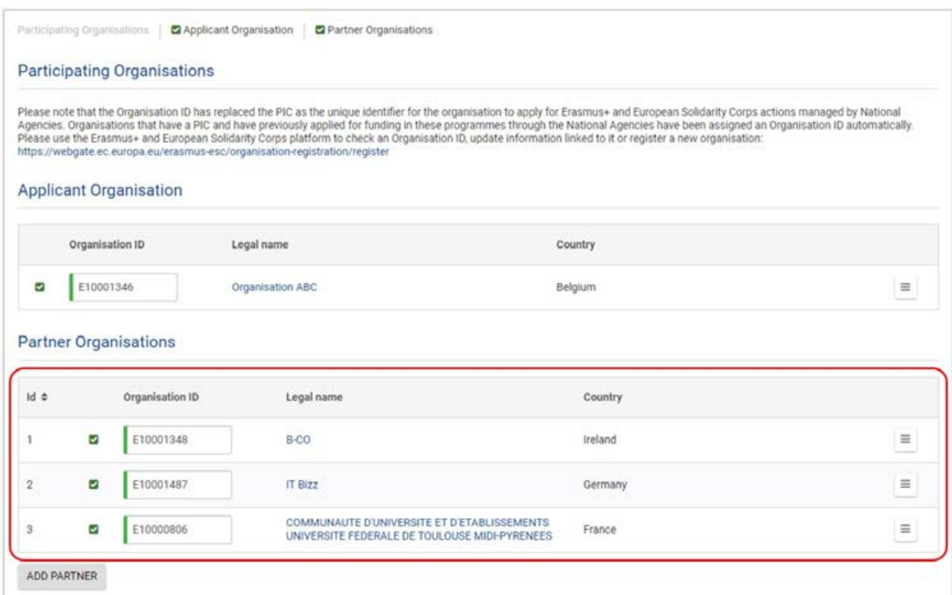


Add additional Partner Organisations (if applicable).

To add more partner organisations, click the **Add Partner** button again and repeat the steps to complete the partner organisation details. This has to be done for all partners participating in the project.

Add all partner organisation the same way as described for the first partner.

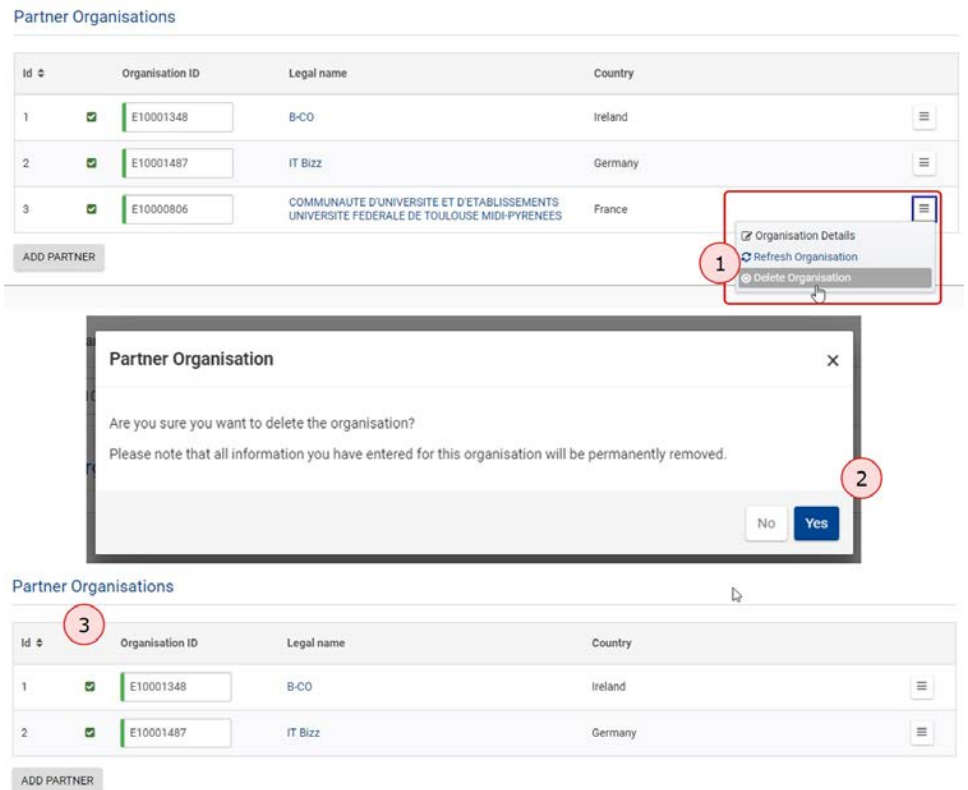




Delete a Participating Organisation.

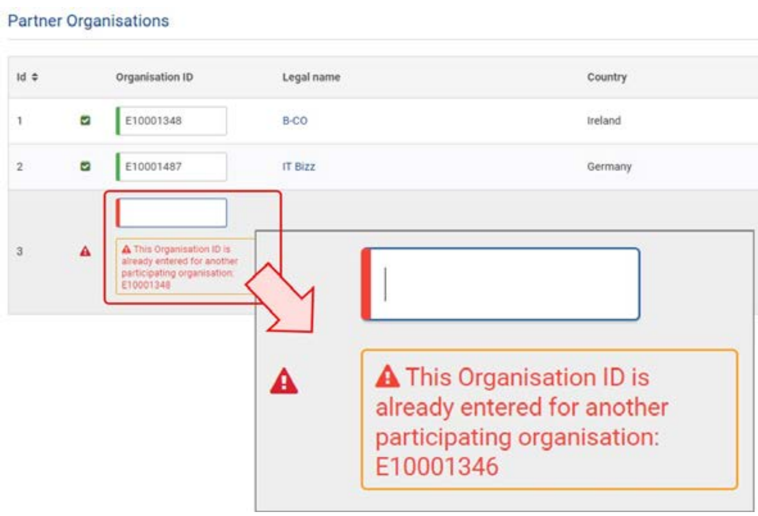
Should you have to remove a organisation (for example incorrect organisation added), this can be done easily:

1. Click on the **Menu** button next to the organisation to remove and select **Delete Organisation**.
2. Confirm the deletion in the pop up by clicking **Yes**.
3. The organisation is now removed from the list of partner organisations.



Duplicated Organisation ID in participating organisations.

Once an Organisation ID is used for one of the organisations in the form, the same Organisation ID cannot be used again. In case you entered the same Organisation ID more than once you will receive a warning message and the Organisation ID is automatically removed from the respective field. You will not be able to add an organisation twice.



Related articles

- Application process for Web Forms

- Web Application Forms Guidelines
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Web Forms Hosting Partner Organisation

Relevant for...

Call Year	Key Action	Action
2020	KA1 - Mobility of individuals	KA101 - School education staff mobility KA102 - VET learner and staff mobility KA104 - Adult education staff mobility KA116 - VET learner and staff mobility with VET mobility charter

This page explains how to enter **Hosting Partner Organisation** details in the application form.

> **Take note**
>
> Questions or fields may vary depending on the action you apply for. Please read the on-screen information carefully to complete the relevant fields and sections.

Quick steps

Detailed steps

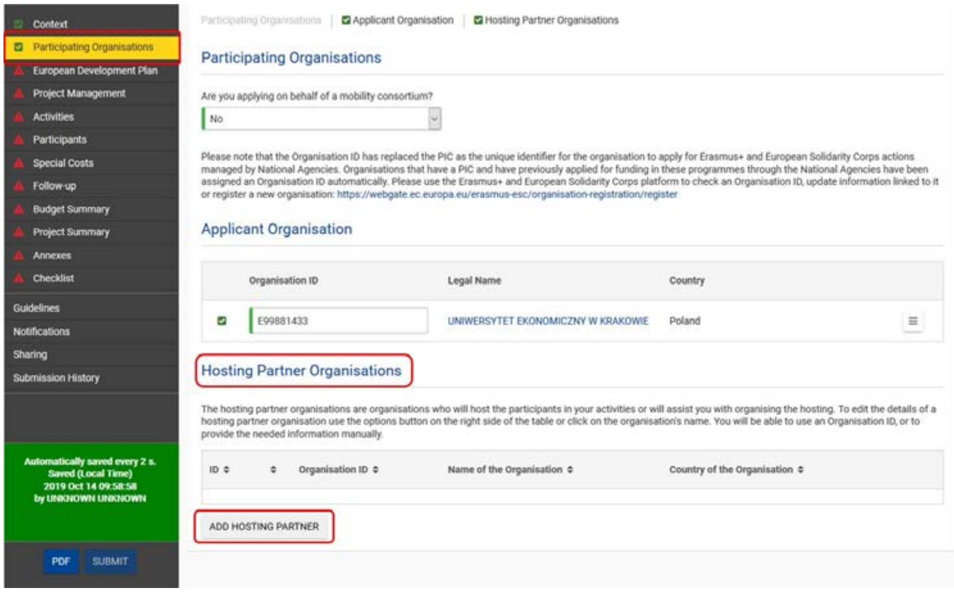
Hosting Partner Organisation with an Organisation ID.

Click "Participating Organisations" in the side menu.

Hosting Partner Organisations can be added in the **Participating Organisations** section.

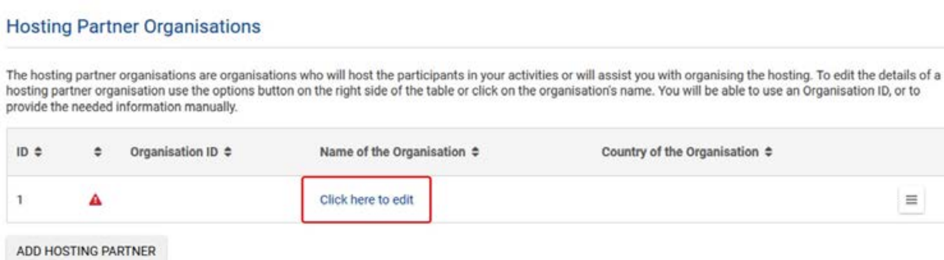
To do so, click the **Add Hosting Partner** button.

Take note: Depending on the form, you might already see an empty row to provide the Hosting Partner Organisation details without having to click on the button first.



Click on "Click here to edit".

The entry for the first hosting partner is created. Click on the **Click here to edit** hyperlink to start filling in the organisation details.

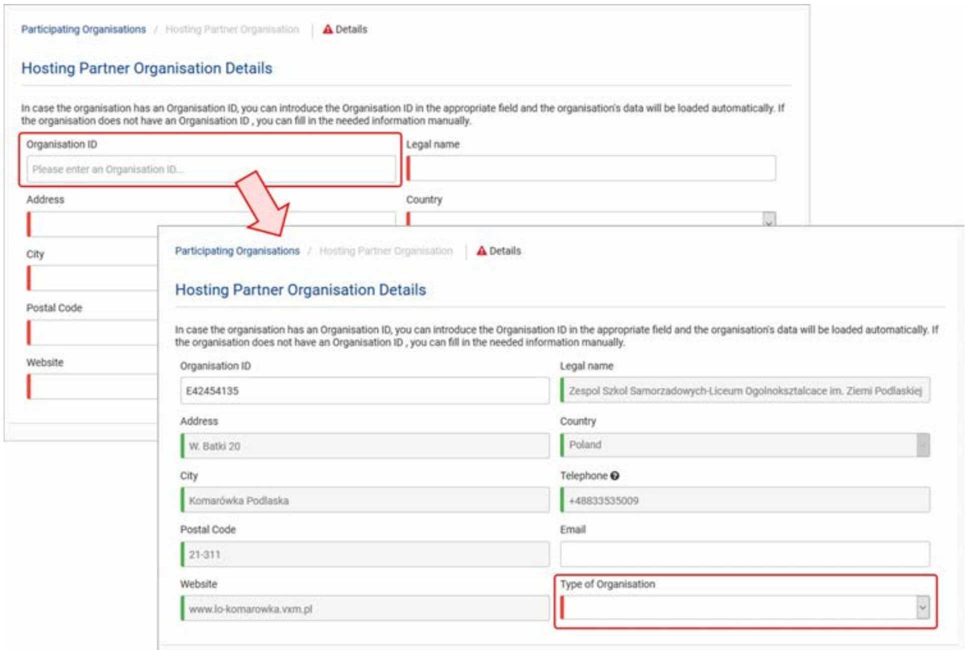


Enter the "Organisation ID" of the Hosting Partner Organisation and provide the missing information.

Organisations registered in the Organisation Registration system have a unique identifier - the **Organisation ID.** The **Organisation ID** will be used to complete the core organisation details in the application form.

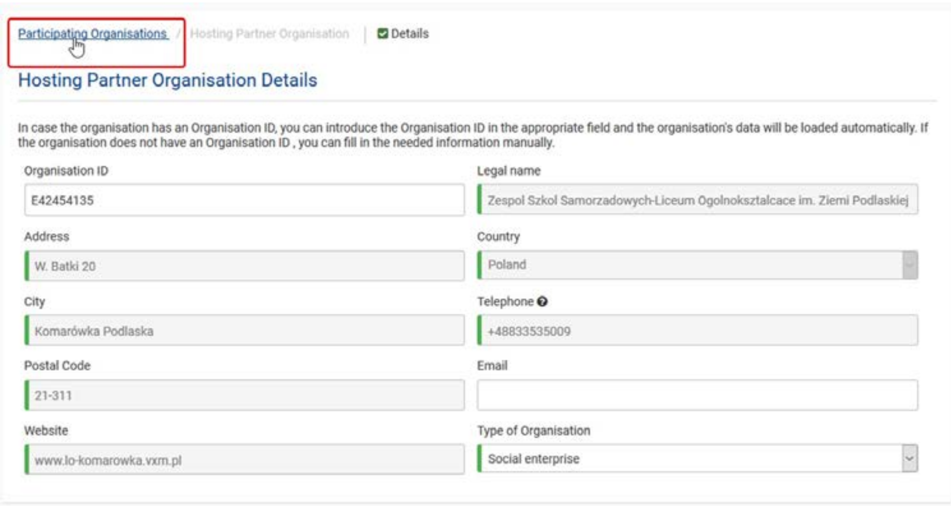
Enter the **Organisation ID** of the hosting partner organisation you want to add. The organisation details linked to the Organisation ID as registered in the Organisation Registration system are automatically filled in the application form. Most organisation details fields are greyed out and cannot be changed in the application form, only in the Organisation Registration system. Check the Organisation Registration Guide for more information.

Mmissing mandatory information has to be completed. In this example, we have to provide the **Type of Organisation** using the available drop-down.

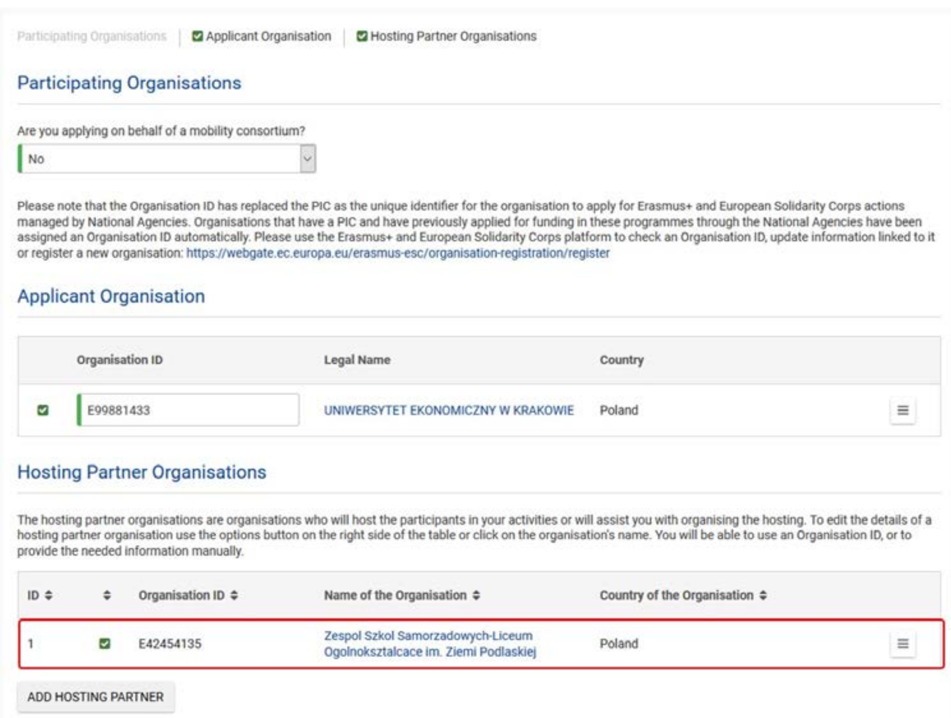


Return to the "Participating Organisations" screen.

After all the requirerd information is provided (all mandatory fields are marked green), return to the **Participating Organisations** screen via the breadcrumb.



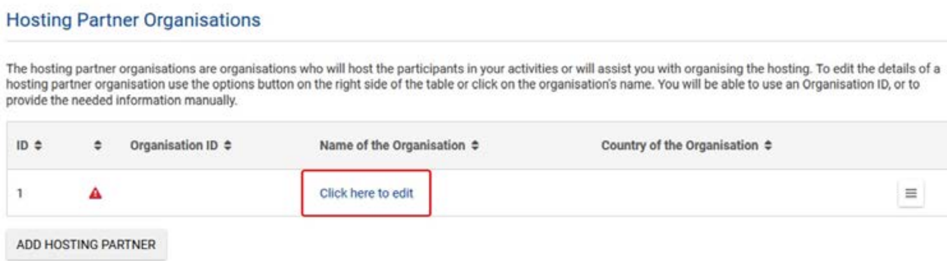
The organisation is now marked with a green check, indicating that all mandatory information has been filled in.



Hosting Partner Organisation without an Organisation ID.

Access the organisation details.

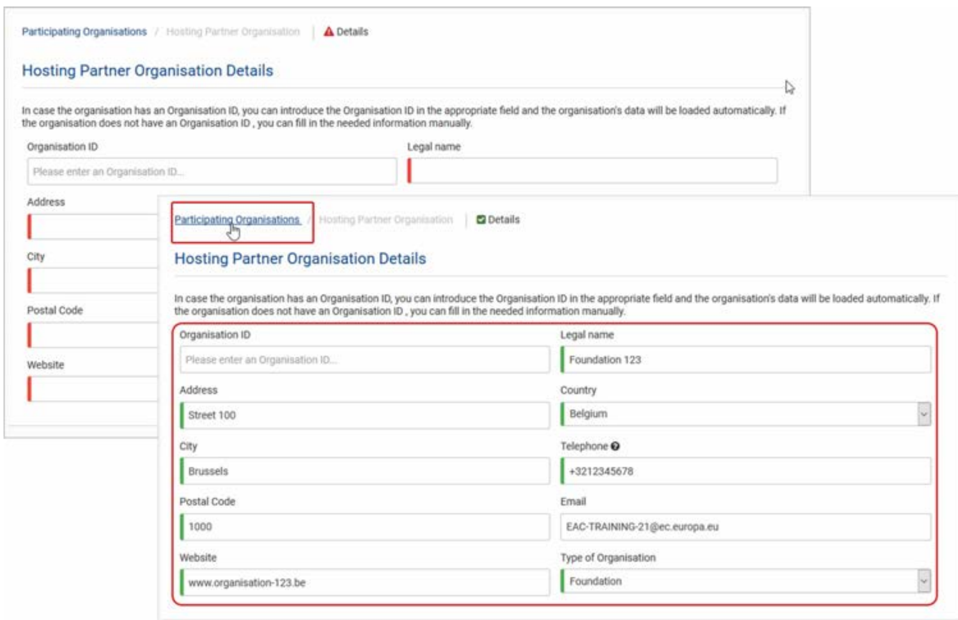
It is also possible to enter hosting partner organisations without an Organisation ID. From the **Hosting Partner Organisations** section of the Participating Organisations screen, click on the **Add Hosting Partner** button. Then, click on the **Click here to edit** hyperlink to access the organisation details.



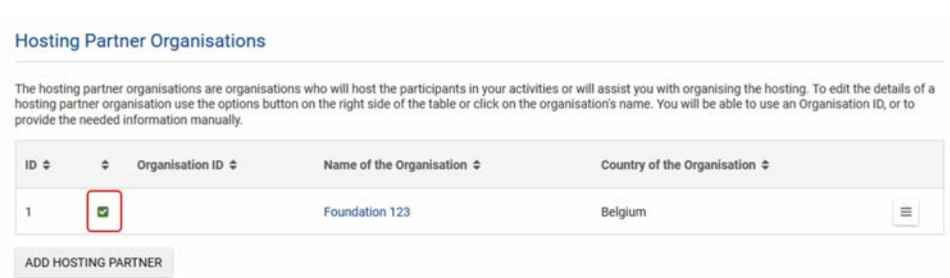
Provide the required information and return to the "Participating Organisations" screen.

Provide the missing mandatory information in the available fields, marked with red. The Organisation ID field is not marked as mandatory, as it is not required.

Once all fields are complete, return to the **Participating Organisations** screen.

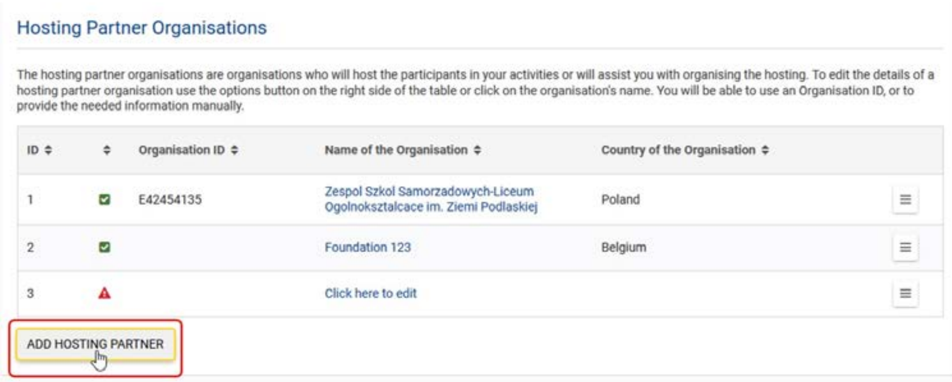


The **Hosting Partner Organisation** is now marked with a green check, indicating that all mandatory information has been filled in.



Add additional Hosting Partner Organisations.

Click on the **ADD HOSTING PARTNER** button to enter additional hosting partner organisations in the form. Follow the steps as described above for organisations with or without an Organisation ID.



Edit Hosting Partner Organisations Details.

To update the existing organisation details, click the **Menu button** and select **Organisation Details**. Alternatively click on the hyperlinked name of the organisation to access the details.

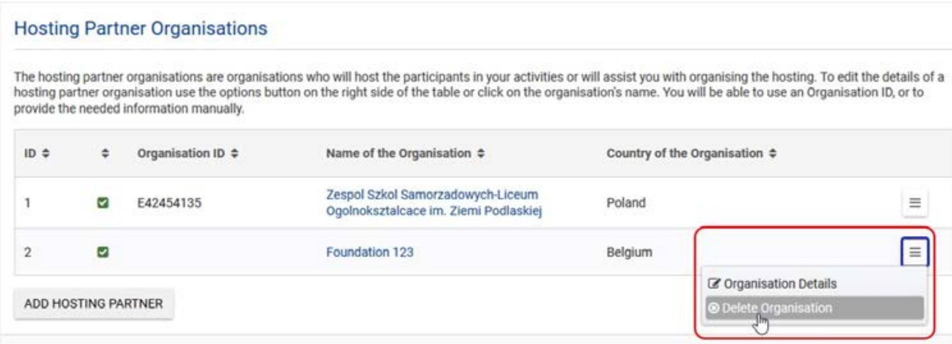
The **Hosting Partner Organisation Details** screen will open and you can make the necessary adjustments.

> **Information**
>
> For hosting partner organisations that were added using the Organisation ID, most organisation details cannot be updated in the application form. If any changes are required, the organisation information has to be updated in the Organisation Registration system.

Delete a Hosting Partner Organisation.

Should you need to remove an organisation, click the **Menu button** next to the organisation to be removed and select **Delete Organisation**.

Confirm the deletion in the pop-up dialogue.



Related articles

- Web Forms Checklist
- Web Forms Sharing an application
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- Web Forms How to complete the form
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- Web Forms Annexes
- Web Forms Print PDF functionality
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- Web Forms Add participating organisation(s)
- Web Forms Add associated persons to organisations
- Web Forms Participating Organisations

Web Forms Add associated persons to organisations

This page explains how to add the details of **associated persons** for a participating organisation in the web application forms. Associated persons can only be added after the organisation (applicant or partner) is added to the project.

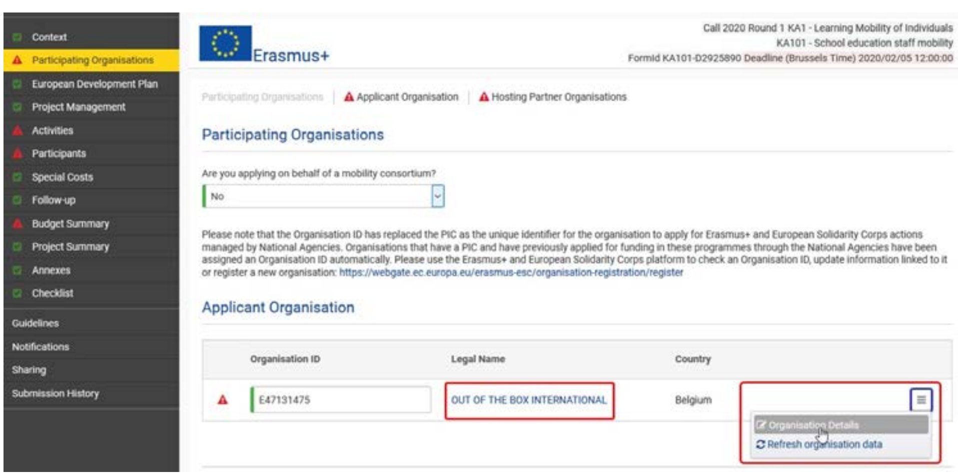
The information below is applicable for both applicant and any partner/participating organisations.

Take note

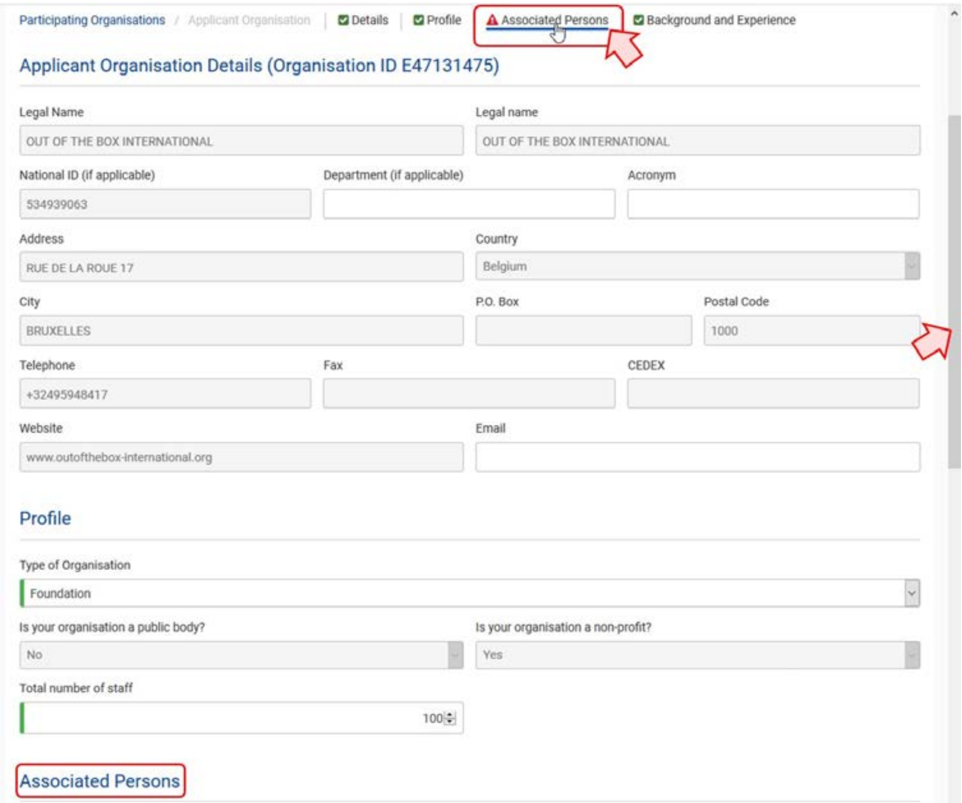
Please note that questions or fields may vary depending on the key action of your application.

Quick steps

Detailed steps

Steps
Click on "Participating Organisations" in the side menu. Access the Participating Organisations screen by clicking on **Participating Organisations** in the side menu.
Open the "Organisation Details". Select **Organisation Details** from the menu button for the organisation for which you want to add associated persons. Alternatively, click on the hyperlinked **Legal Name** of the organisation. 
Access the "Associated Persons" section.

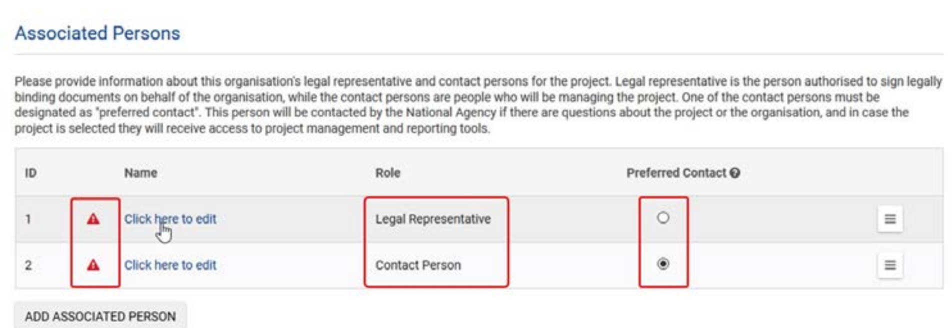
Scroll down to the **Associated Persons** section or click on the **Associated Persons** tab via the breadcrumb.



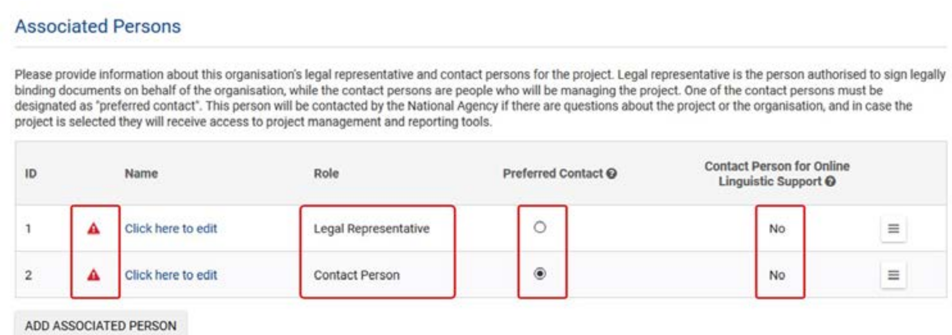
Add Associated Persons.

Associated persons are persons related to the project in the selected organisation. At least two types of associated persons must be indicated: a **Legal Representative** and a **Contact Person.**

By default, the first **Contact Person** is flagged as **Preferred Contact** even if no information is yet filled in. This can be changed later, as you add more associated persons.

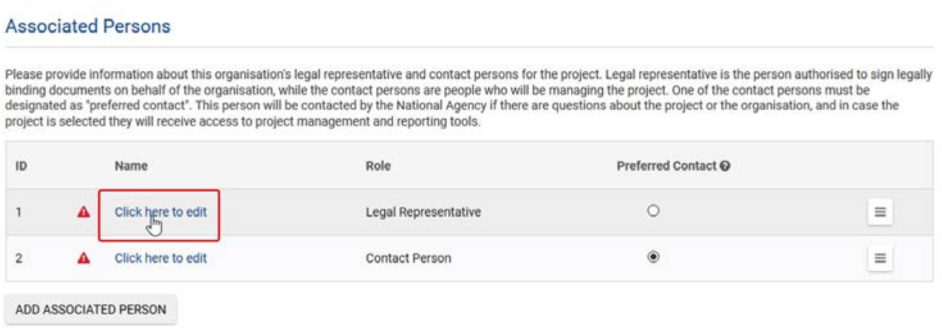


In some application forms (for example KA102 - VET learner and staff mobility) the **Associated Persons** list also displays the column **Online Linguistic Support**. See below for additional information.

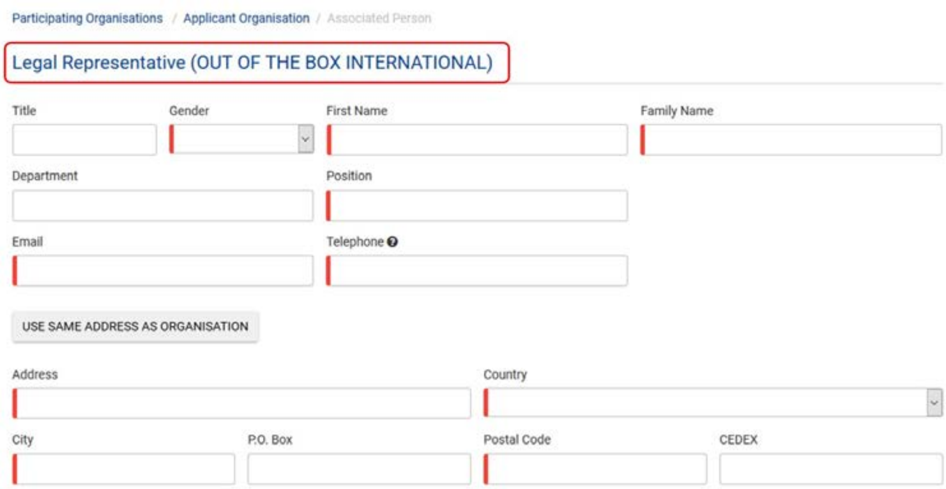


Add the "Legal Representative".

To provide the legal representative information, click on **Click here to edit** in the **Legal Representative** row.



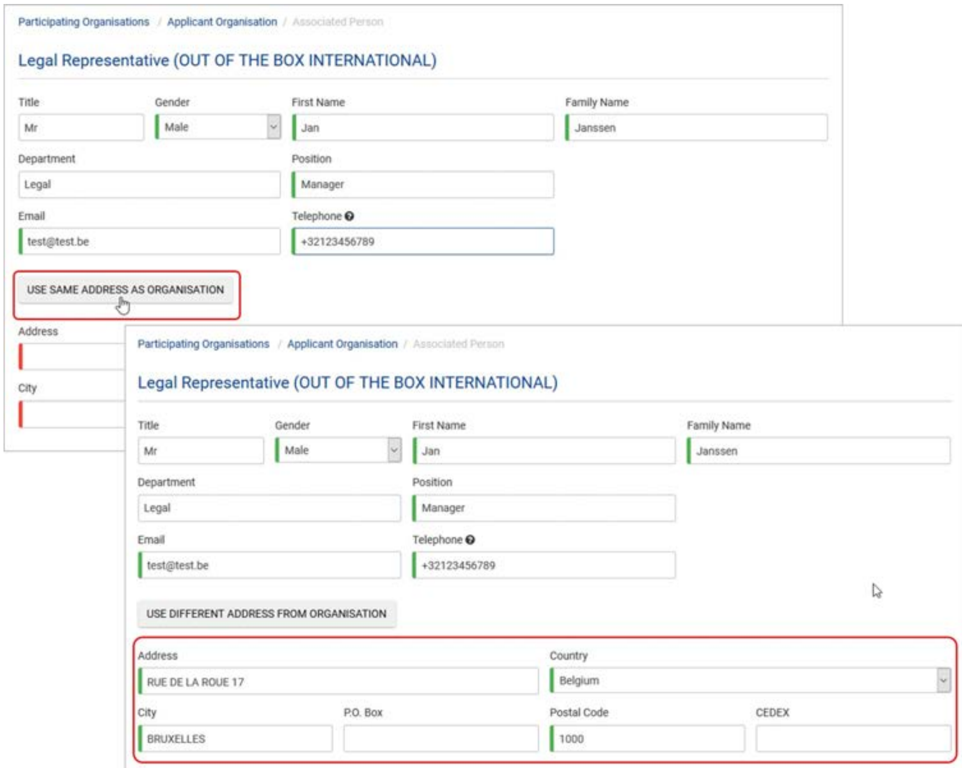
The **Legal Representative** screen opens. Mandatory fields are indicated in red.



Provide the required information in the available fields. Once the mandatory fields are filled in, they are marked green.

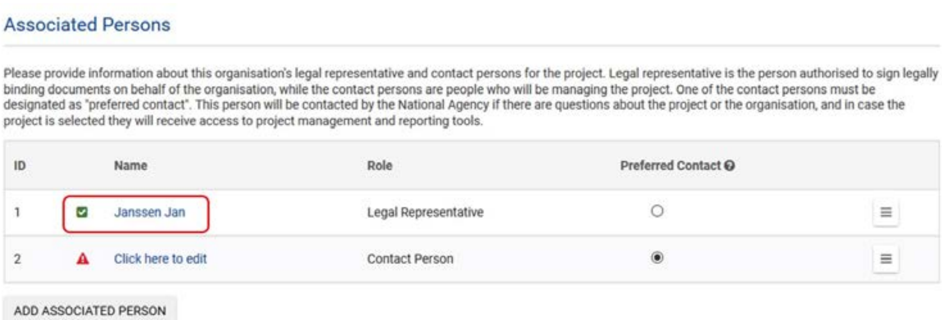
If the address of the legal representative is the same as the organisation address, click the **USE SAME ADDRESS AS ORGANISATION** button. The address of the organisation as provided in the Organisation Registration system is automatically filled in the form.

If the address is different from the organisation address, fill it in manually.



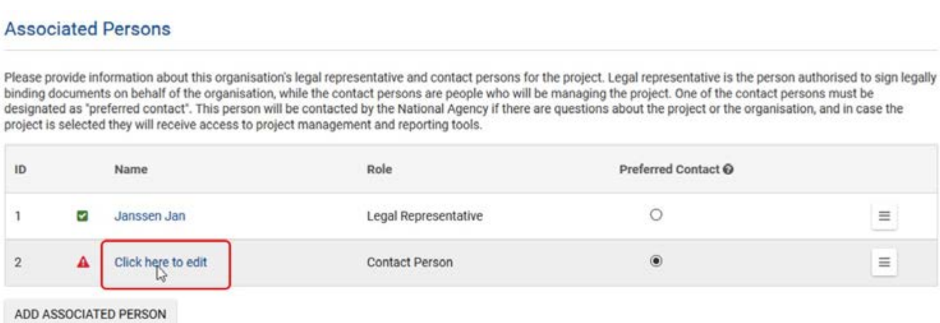
Once all information is entered, return to the organisation details using the breadcrumb.

The **Legal Representative** information is now visible in the list of **Associated Persons** and marked with a green check.



Add the "Contact Person".

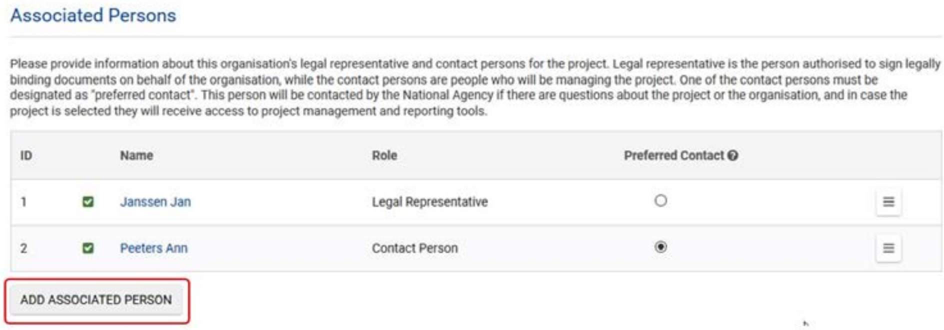
To add the contact person click on **Click here to edit** in the **Contact Person** row. Provide all needed information as you did for the legal representative.

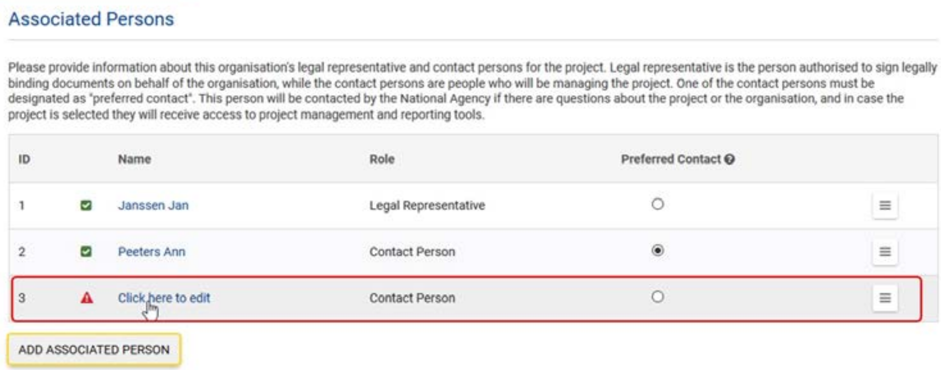


Add additional contacts (if applicable).

If needed, you can list additional contacts for your organisation by using the **ADD ASSOCIATED PERSON** button.

Provide the information on this additional contact as described above. All additional associated persons will be indicated as **Contact Persons**.



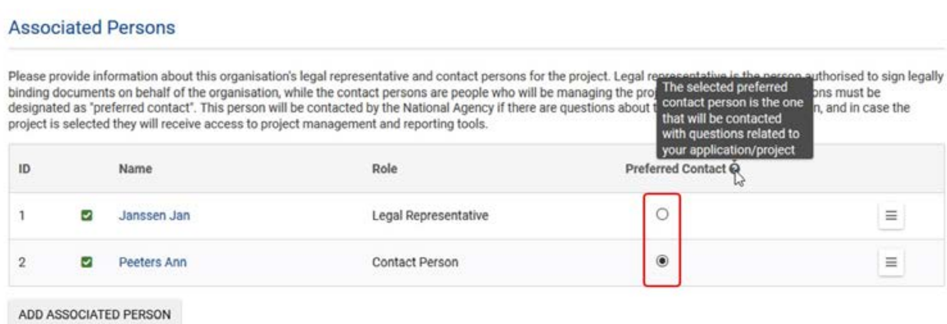


The "Preferred Contact".

By default, the first contact person is set to be the **Preferred Contact**. This is indicated by the radio button that is selected by default in the **Associated Persons** list.

If you wish to select another person as the preferred contact, select the respective **radio button** for that person.

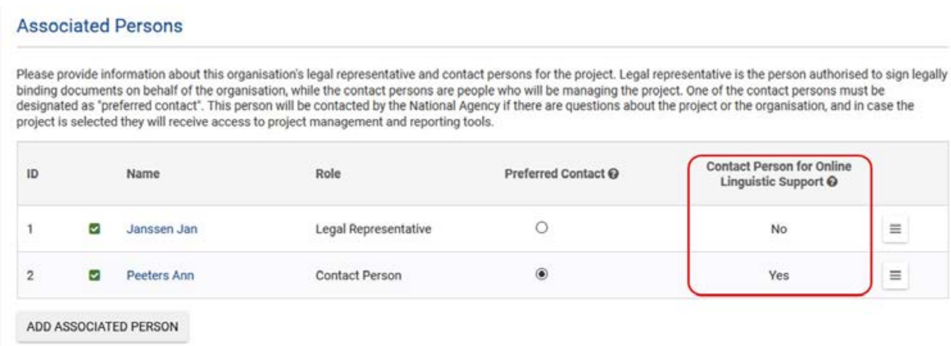
> **Important**
>
> Only one person in the organisation can be the preferred contact.



The Online Linguistic Support Contact Person for KA102 & KA116 applications.

In some application forms you have the possibility to request funding for **Online Linguistic Support**. For this purpose, a specific **Online Linguistic Support Contact Person** is required. This contact person will receive an email with the credentials to access the Erasmus+ Online Linguistic Support Licence Management System.

To select a contact person as Online Linguistic Support contact, see **Web Forms - Linguistic Support**. **Online Linguistic Support** and **Preferred Contact** do not have to be the same person, but they can be.



Associated Persons

Please provide information about this organisation's legal representative and contact persons for the project. Legal representative is the person authorised to sign legally binding documents on behalf of the organisation, while the contact persons are people who will be managing the project. One of the contact persons must be designated as "preferred contact". This person will be contacted by the National Agency if there are questions about the project or the organisation, and in case the project is selected they will receive access to project management and reporting tools.

ID		Name	Role	Preferred Contact	Contact Person for Online Linguistic Support	
1		Janssen Jan	Legal Representative	○	No	
2		Peeters Ann	Contact Person	◉	Yes	

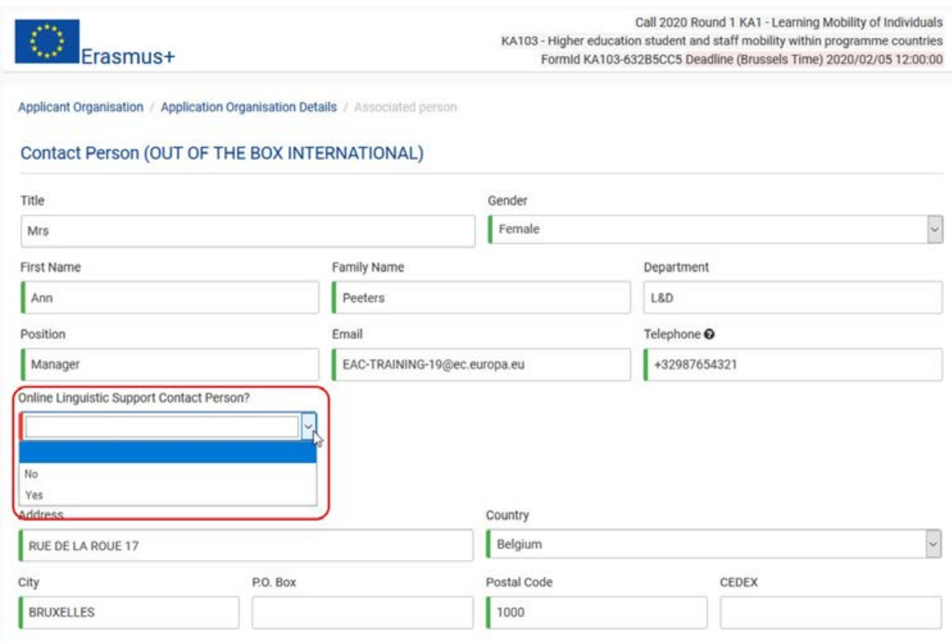
ADD ASSOCIATED PERSON

The Online Linguistic Support Contact Person for KA103 applications.

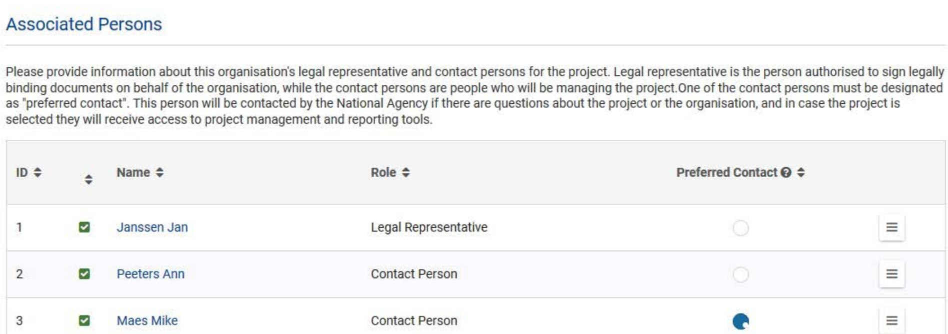
For KA103 - Higher education student and staff mobility within Programme Countries application forms, the role of **Online Linguistic Support Contact Person** must be selected inthe **Associated Persons Details** screen of the relevant contact person.

A mandatory drop-down is available. Select **Yes** to indicate a person as **Online Linguistic Support Contact Person**. Once selected, it cannot be changed, unless another person is set up as the Online Linguistic Support Contact Person. In that case, the drop-down will automatically change to No.

> **Important**
>
> The drop-down **Online Linguistic Support Contact Person** is **not available for the Legal Contact**
> .



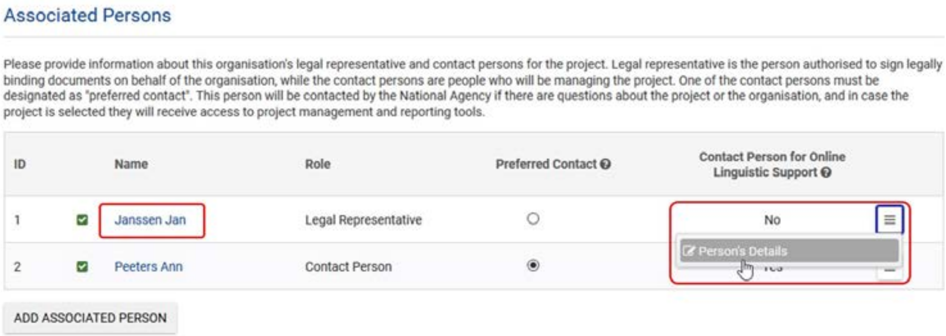
There is no Online Linguistic Support column in the list of associated persons in KA103 applications.



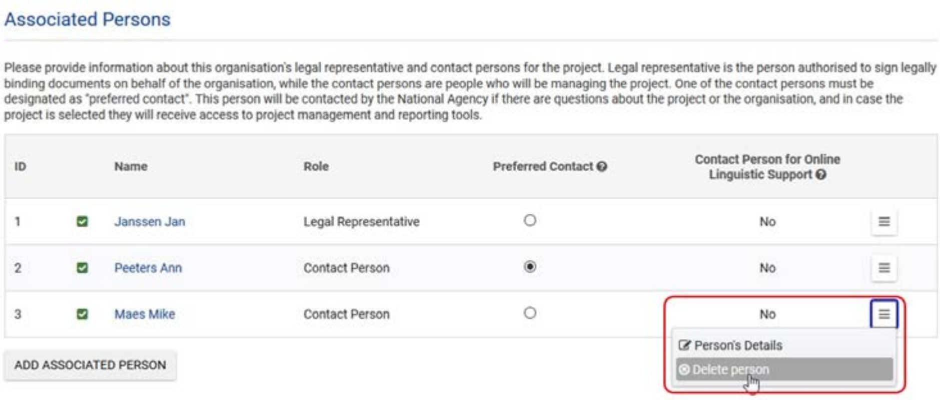
ID		Name	Role	Preferred Contact	
1		Janssen Jan	Legal Representative		
2		Peeters Ann	Contact Person		
3		Maes Mike	Contact Person		

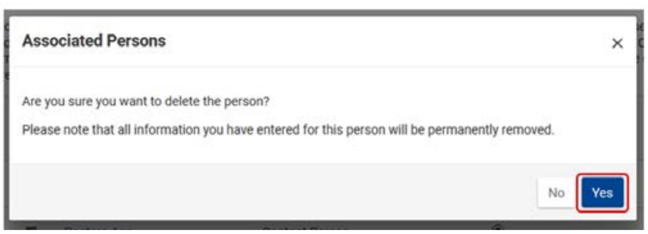
Edit or Delete an Associated Person.

To **edit** information for an existing associated person, access the **Person's Details** option from the menu button or click on the name to make the adjustments.



To delete an associated person from the list, choose **Delete person** from the menu button. This option is only available if at least two contact persons are added. The legal representative cannot be deleted.





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Web Forms Consortium

Relevant for...

Call Year	Key Action	Action
2020	**KA1 - Mobility of individuals**	KA101 - School education staff mobility KA102 - VET learner and staff mobility KA103 - Higher education student and staff mobility within Programme Countries KA104 - Adult education staff mobility KA107 - Higher education student and staff mobility between Programme and Partner Countries KA108 - Accreditation of Higher Education Mobility KA116 - VET learner and staff mobility with VET mobility charter

What is a consortium?

A consortium is "**two or more participating organisations teaming up to prepare, implement and follow up a project or an activity within a project**. A consortium can be national (i.e. involving organisations established in the same country) or international (involving participating organisations from different countries)."

Erasmus+ Programme Guide; Glossary

When do I enter organisations as a consortium?

See **Participating Organisations** for information concerning the different roles of organisations in a project.

Accreditation of Higher Education Mobility Consortia (KA108) should be requested in order to apply for the following grant requests as a consortium.

KA103 - Higher education student and staff mobility within Programme Countries
KA107 - Higher education student and staff mobility between Programme and Partner Countries

See how to complete a request for **accreditation of Higher Education Mobility Consortia (KA108).**

Information

Once the grant request forms for KA103, KA107 and KA116 are available you will be able to enter the **Organisation ID** for the coordinating organisation and select the accreditation reference or Web ID of the submitted KA108 accreditation for Call 2020 in the grant request form. After the accreditation reference is selected, the relevant consortium members will be displayed.

Consortium members for the following grant requests can be added directly in the relevant form.

KA101 - School education staff mobility
KA102 - VET learner and staff mobility
KA104 - Adult education staff mobility
KA116 - VET learner and staff mobility with VET mobility charter

Related articles

- Web Forms Consortium
- Web Forms KA108 Participating Organisations
- Web Forms Mobility Consortium
- Web Forms: KA108 Consortium Description
- Web Forms: KA108 Consortium Summary

Web Forms: Project Description

Relevant For...

Call Year	Key Action	Action
2018	**KA1 - Mobility of individuals**	KA105 - Youth mobility KA347 - Dialogue between young people and policy makers
	KA2 - Cooperation for innovation and the exchange of good practices	KA205 - Strategic Partnerships for youth KA229 - School Exchange Partnerships
2019	**KA1 - Mobility of individuals**	KA105 - Youth mobility KA347 - Dialogue between young people and policy makers
	KA2 - Cooperation for innovation and the exchange of good practices	All

This section of the application asks for information about the **Objectives** and **Topics** of the project.

Take note

Questions or fields may vary depending on the action you apply for. Please read the on-screen information carefully to complete the relevant fields and sections.

Quick steps

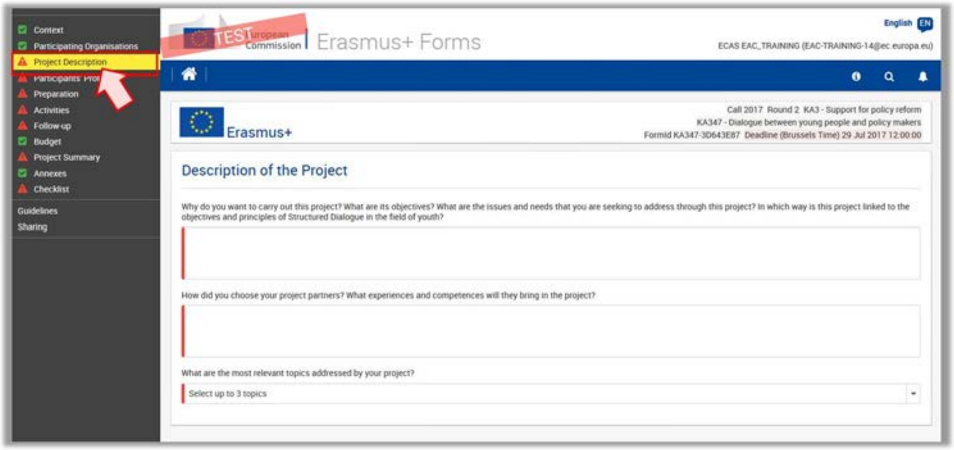
1 Click the "Project Description" tab.
2 Enter the description of the project
3 Select the "Most Relevant Topics".

Detailed steps

Steps

Click the "Project Description" tab.

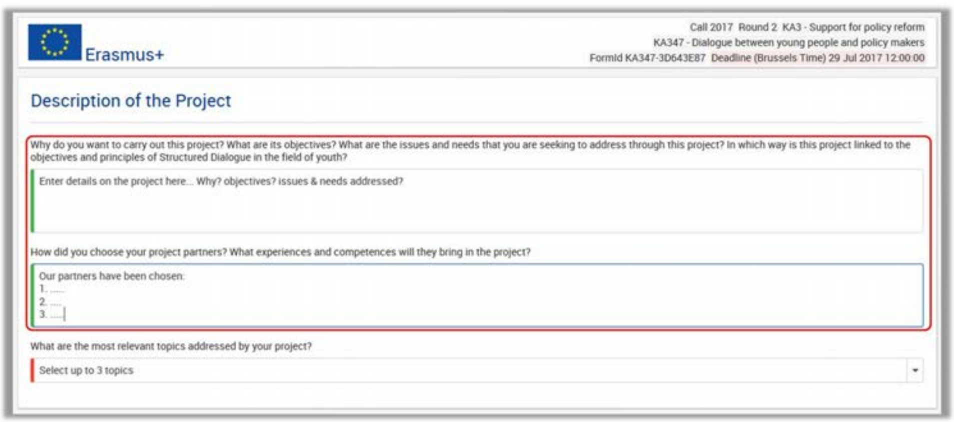
To continue with the application, click **Project Description** from the side menu. The **Description of the Project** screen opens.



Enter the description of the project

The first two fields in this part of the application are free text fields. Provide detailed information to the questions provided.

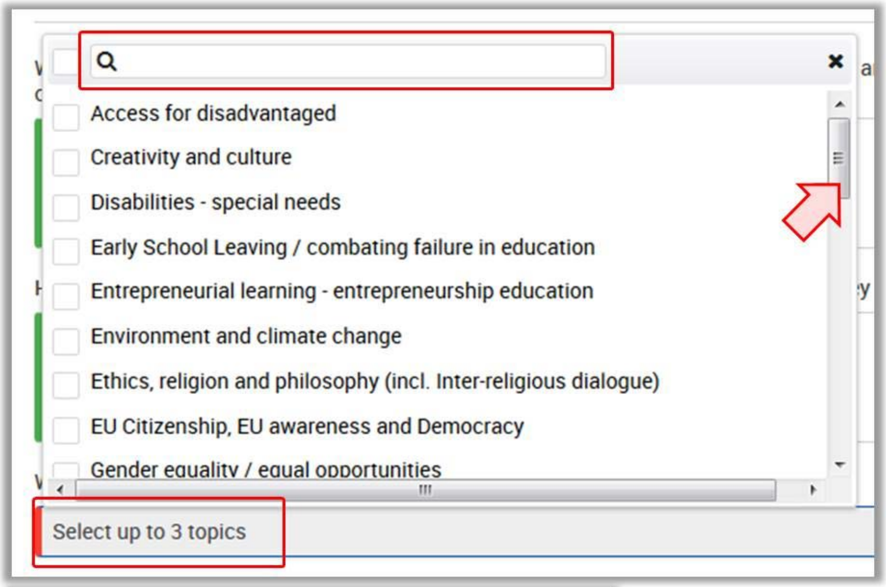
Once information is entered, the fields will be marked with green.

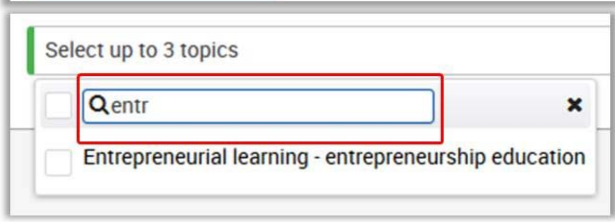


Select the "Most Relevant Topics".

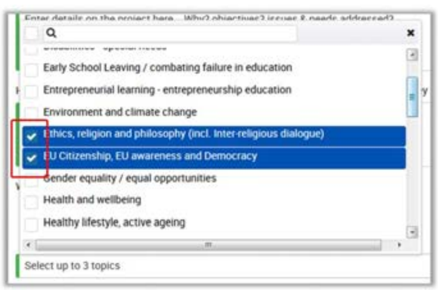
In the last part of this screen you have to select the **most relevant topics addressed by your project**. From the drop down list you can select up to three topics by ticking the appropriate check boxes.

A **Search field** is available for you to find specific topics quickly.

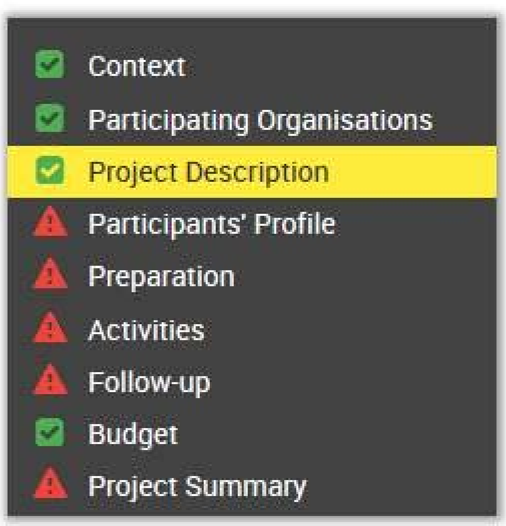




Once you selected the topics, those will be displayed in the form.



Once complete, the **Project Description** tab in the left hand side of your screen will be marked with a green check.



Related articles

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application

Web Forms: Preparation

Relevant for...

Call Year	Key Action	Action
2018 onward	**KA1 - Mobility of individuals**	KA105 - Youth mobility
2018	**KA2 - Cooperation for innovation and the exchange of good practices**	KA205 - Strategic Partnerships for youth
2019	**KA2 - Cooperation for innovation and the exchange of good practices**	KA201 - Strategic Partnerships for School education KA202 - Strategic Partnerships for vocational education and training KA203 - Strategic Partnerships for higher education KA204 - Strategic Partnerships for adult education KA205 - Strategic Partnerships for youth
2018 onward	**KA3 - Support for policy reform**	KA347 - Dialogue between young people and policy makers

In this part of the application you have to provide information regarding the **Preparation** of the project.

Take note

Please note that fields and required information may vary depending on the key action of your application.

Quick steps

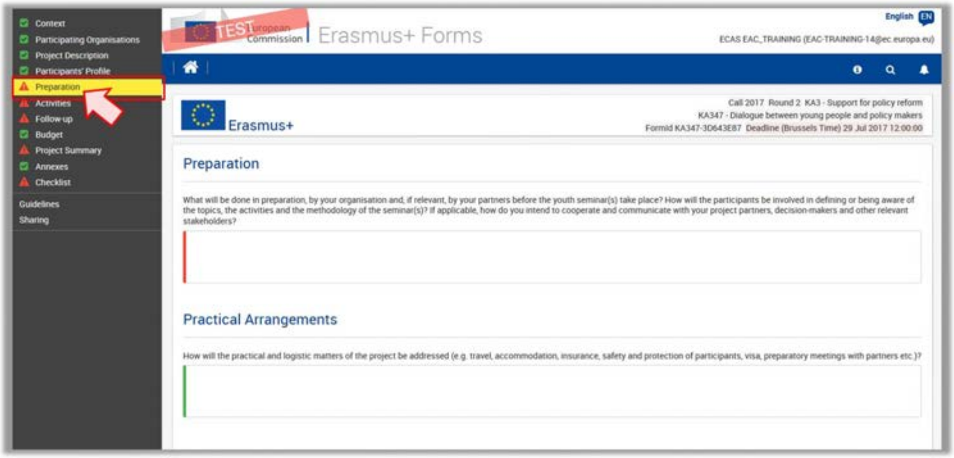
1. Click "Preparation" in the side menu.
2. Enter the details.

Detailed steps

Steps

Click "Preparation" in the side menu.

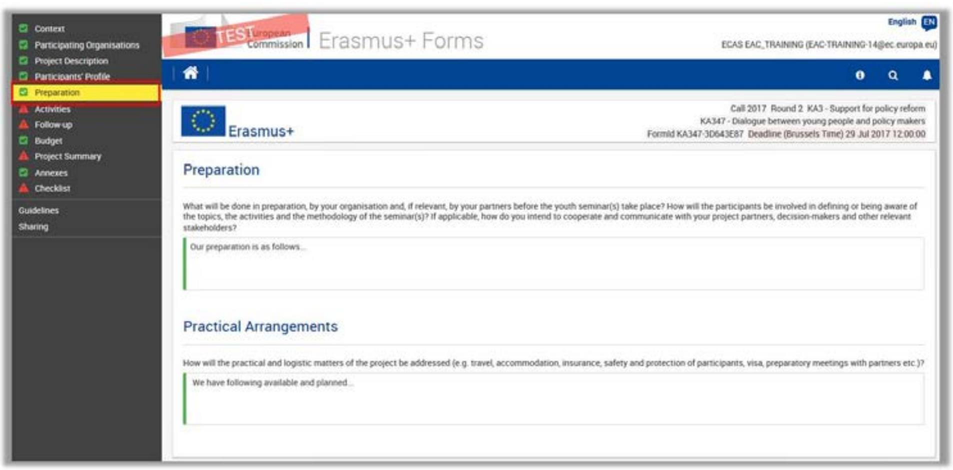
The next step in the application is to provide information on the preparation of the project. Click **Preparation** in the side menu to access the screen.



Enter the details.

Provide the requested information in the free text fields.

Once complete, the **Preparation** tab in the left hand side of your screen will once again be marked with a green check.



Related articles

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations

- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application

Web Forms: Follow Up

Relevant for...

Call Year	Key Action	Action
2018	**KA1 - Mobility of individuals**	KA105 - Youth mobility KA109 - Vocational Education and Training Mobility Charter KA125 - Volunteering Projects
	KA2 - Cooperation for innovation and the exchange of good practices	KA205 - Strategic Partnerships for youth KA229 - School Exchange Partnerships
	KA3 - Support for policy reform	KA347 - Dialogue between young people and policy makers
2019	**KA1 - Mobility of individuals**	KA101 - School education staff mobility KA102 - VET learner and staff mobility KA105 - Youth mobility KA109 - Vocational Education and Training Mobility Charter
	KA2 - Cooperation for innovation and the exchange of good practices	All
	KA3 - Support for policy reform	KA347 - Dialogue between young people and policy makers

This section in the Web Application Form asks for information about the **Impact of the project** as well as about the **Dissemination** and **Evaluation** activities you will carry out.

> **Take note**
>
> Please note that questions or fields may vary depending on the key action of your application.

Quick steps

1. Click "Follow-up" in the side menu.
2. Enter the Follow-up details.

Detailed steps

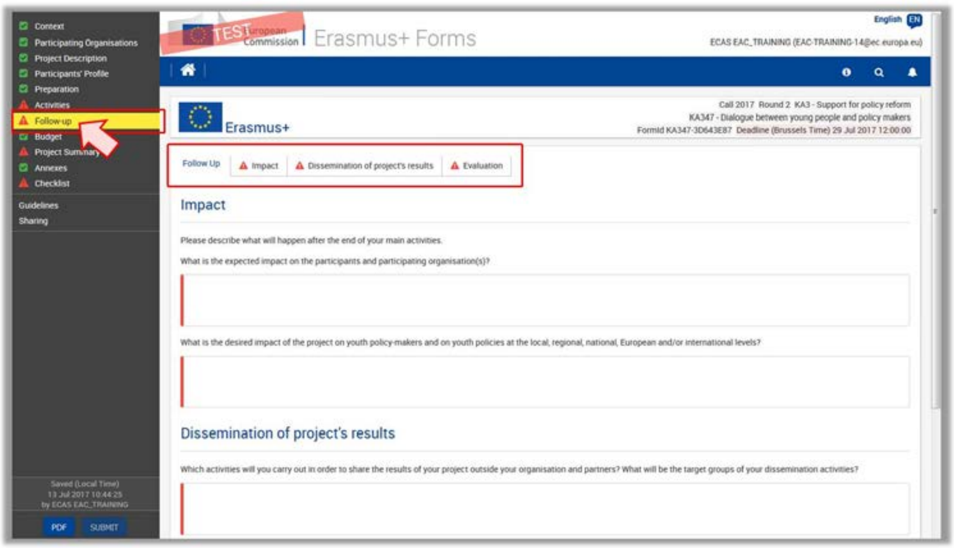
Steps

Click "Follow-up" in the side menu.

In the next step of your application you have to provide information on the planned Follow-up of your project. Click the **Follow-up** option in the side menu. The respective screen opens.

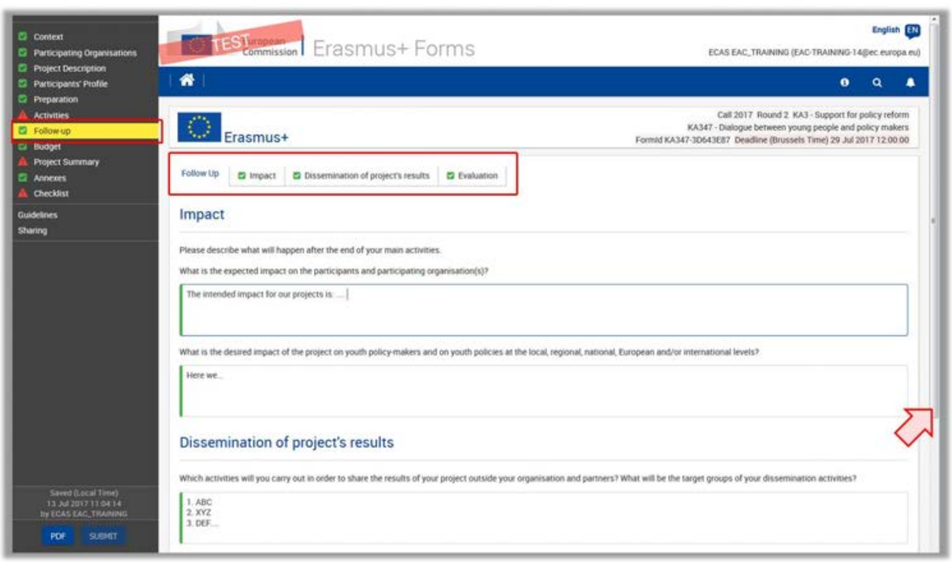
In this section you have to provide information on:

- Impact of your project
- Dissemination of projects' results and
- Evaluation



Enter the Follow-up details.

All fields in this section are free text. Provide the requested information. When describing the expected **impact**, applicants should include estimation in terms of quantity, for example: How many people the organisation intends to reach through implementing the project. Once complete, the **Follow-up** tab in the left hand side of your screen will be marked with a green check.



Related articles

- Application process for Web Forms
- Web Application Forms Guidelines

- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
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- Web Forms Annexes
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- Web Forms Start the application

Web Forms Special Costs

Relevant for...

Call Year	Key Action	Action
2020	**KA1 - Mobility of individuals**	KA101 - School education staff mobility KA102 - VET learner and staff mobility KA104 - Adult education staff mobility KA116 - VET learner and staff mobility with VET mobility charter
2020	**KA2 - Cooperation for innovation and the exchange of good practices**	All

In this part of your application you will have to provide details of any **Special Costs** needed for **Special Needs Support** and **Exceptional Costs,** including a description and justification.

> **Take note**
>
> Questions or fields may vary depending on the action you apply for. Please read the on-screen information carefully to complete the relevant fields and sections.

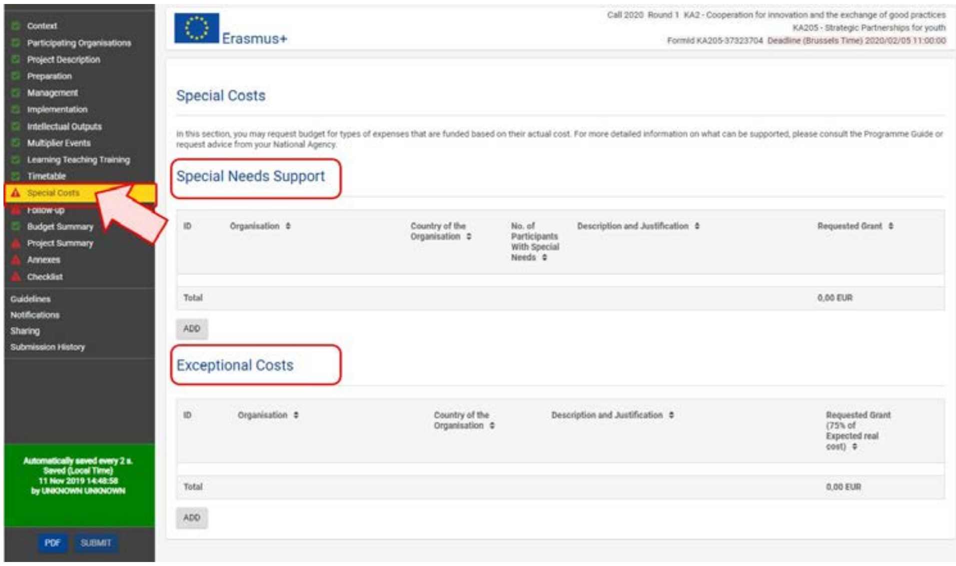
Quick steps

Detailed steps

Steps

Click "Special Costs" in the side menu.

Click **Special Costs** in the side menu. It consists of the following main sections: **Special Needs Support** and **Exceptional Costs**.



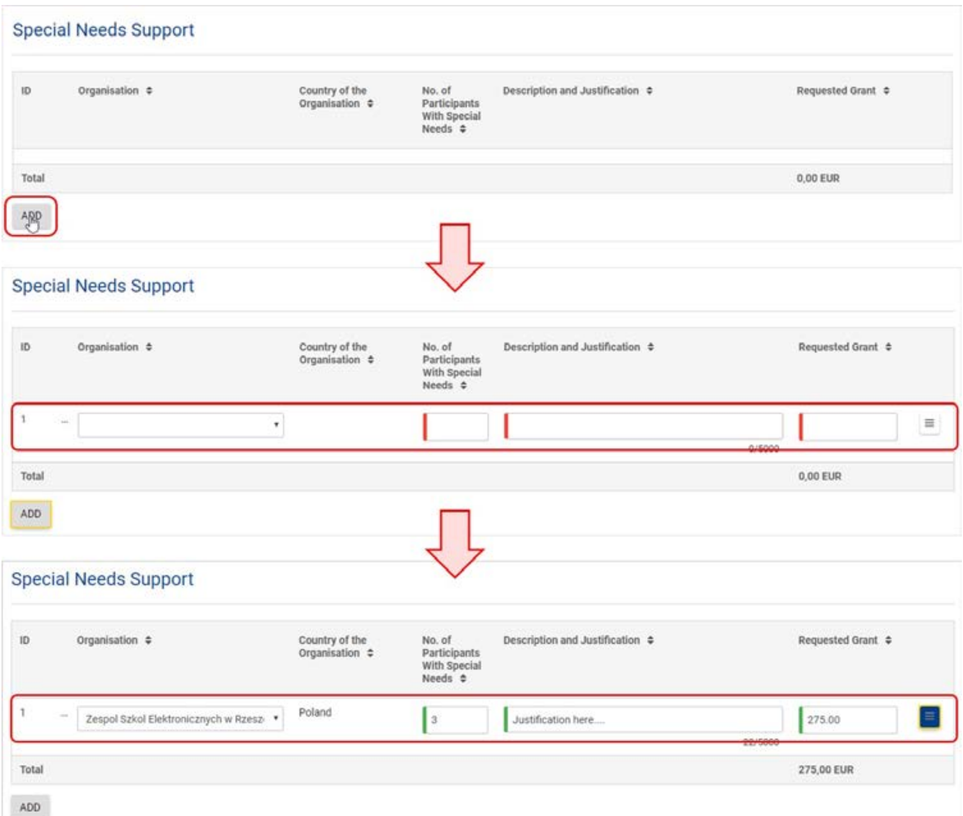
Add "Special Needs Support" items.

Special Needs Support covers additional costs directly related to participants with disabilities. In order to record costs for special needs support, click the **ADD** button under the **Special Needs Support** table.

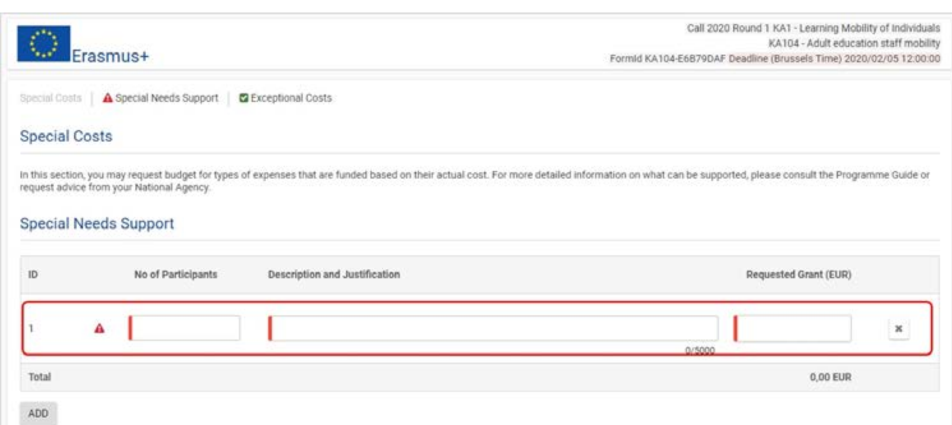
Depending on the action you apply for, the following fields become available to provide the required information:

- **Organisation:** Drop-down. Any organisation which was added in the Participating Organisations section can be selected. This drop-down is only available for KA2 action type application forms.
- **No of Participants with Special Needs**: Free text field.
- **Description and Justification:** Free text field.
- **Requested Grant (EUR):** Free text field. Allows decimal numbers with two digits. You must use a dot (".") when entering the decimals, but a comma (",") is used when displaying such numbers.

Here is an example of the **Special Needs Support** screen for a KA205 - Strategic Partnerships for youth application form:

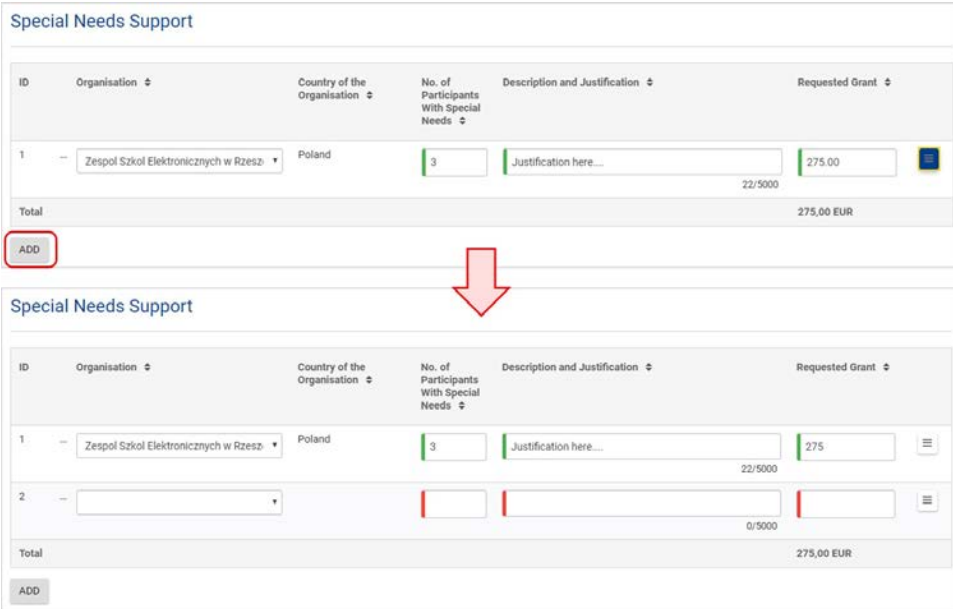


Here is an example of the **Special Needs Support** screen for a KA104 - Adult education staff mobility application:



Add additional Special Needs Support items (if applicable).

If needed, you can add more than one special needs support request. Click the **ADD** button and proceed the same way as with the first entered special needs support request.



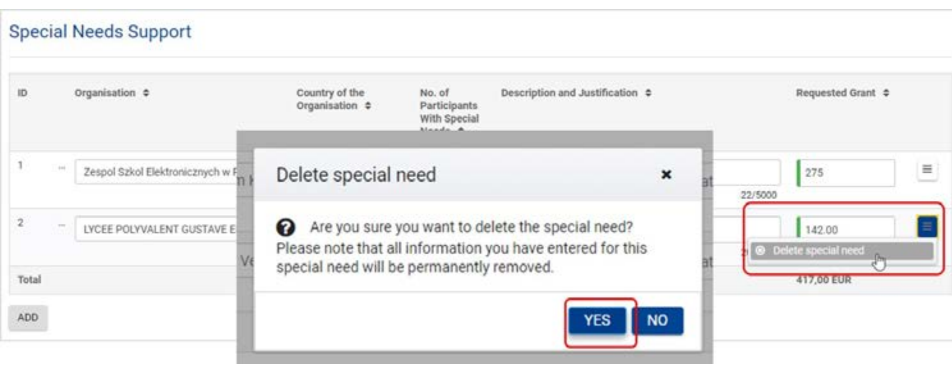
Editing a "Special Needs Support" item.

You can easily modify the information entered in the **Special Needs Support** list by overwriting the current information in the desired fields

Deleting a "Special Needs Support" item.

To delete a **Special Needs Support** item, click the contextual menu button and select **Delete special need.**

Confirm the deletion in the displayed pop-up.



Add "Exceptional Costs" items.

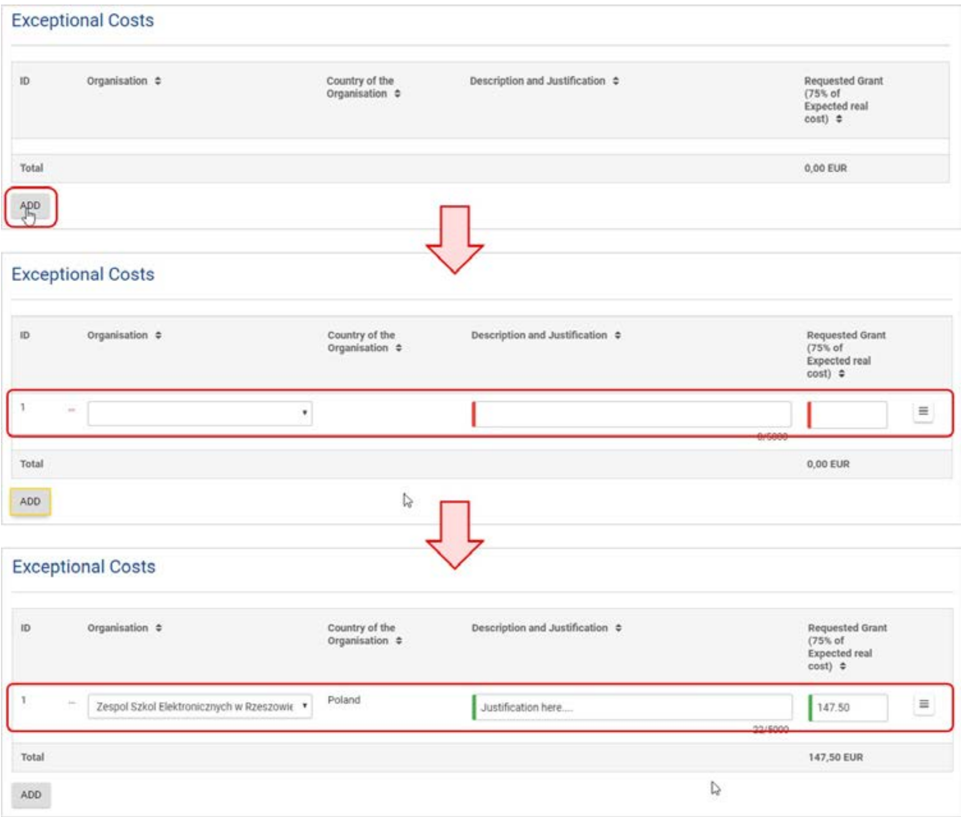
To insert **Exceptional Costs** details, click the **ADD** button in the Exceptional Cost section under the Special Needs Support items.

> **Information**
>
> Do not confuse the **Exceptional Costs** in this section with the **Exceptional costs for expensive travel,** which is entered (if available) in the Activities section (KA1/KA3) or in the Learning, Teaching and Training Activities (KA2) section of the relevant application forms.

Depending on the action you apply for, the following fields become available to provide the required information:

- **Organisation**: Drop-down. Any organisation which was added in the Participating Organisations section can be selected. This drop-down is only available for KA2 action type application forms.
- **Description and Justification:** Free text field.
- **Requested Grant (75% of expected real cost) or Requested Grant (EUR):** free text field. Allows decimal numbers with two digits. You must use a dot (".") when entering the decimals, but a comma (",") is used when displaying such numbers.

Here an example screen of the Special Needs Support for a KA205 - Strategic Partnerships for youth application form:

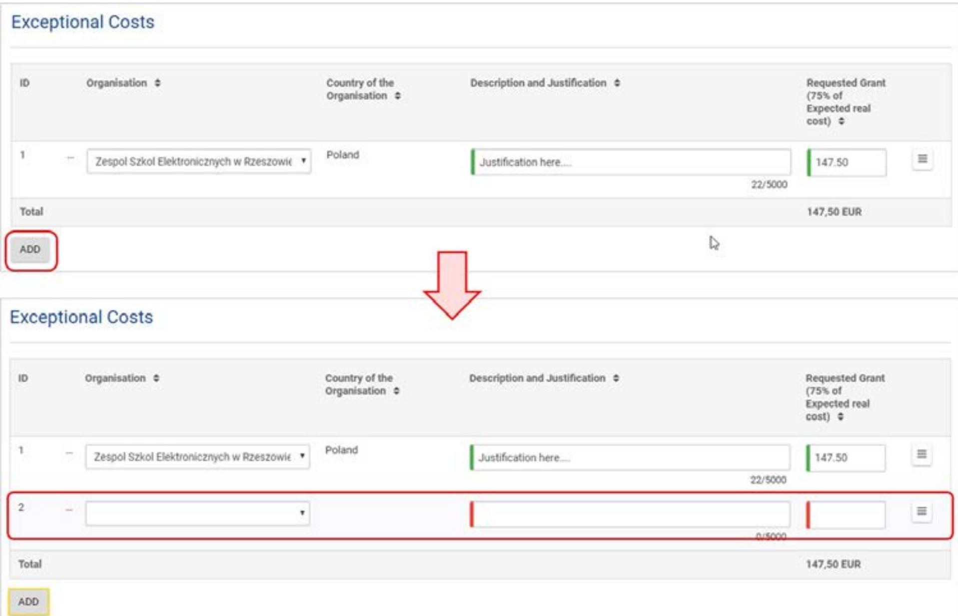


Here is an example of the Special Needs Support screen for a KA104 - Adult education staff mobility application form:

Add additional "Exceptional Costs" items (if applicable).

To add additional **Exceptional Costs** items, click the **ADD** button and provide the requested information.

> **Information**
>
> Note that the total grant requested for exceptional costs cannot exceed a maximum of EUR 50 000 per project.



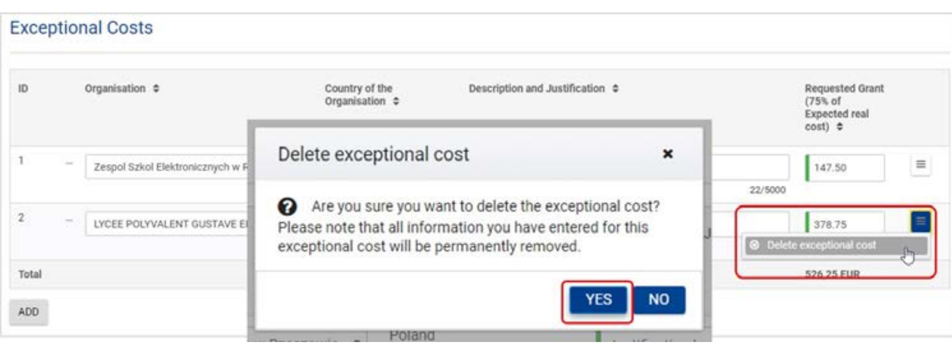
Editing a "Exceptional Cost" item.

You can easily modify the information entered in the **Exceptional Cost list** by overwriting the current information in the desired fields.

Deleting a "Exceptional Cost" item.

To delete a **Exceptional Cost** item, click the menu button and select **Delete exceptional cost.**

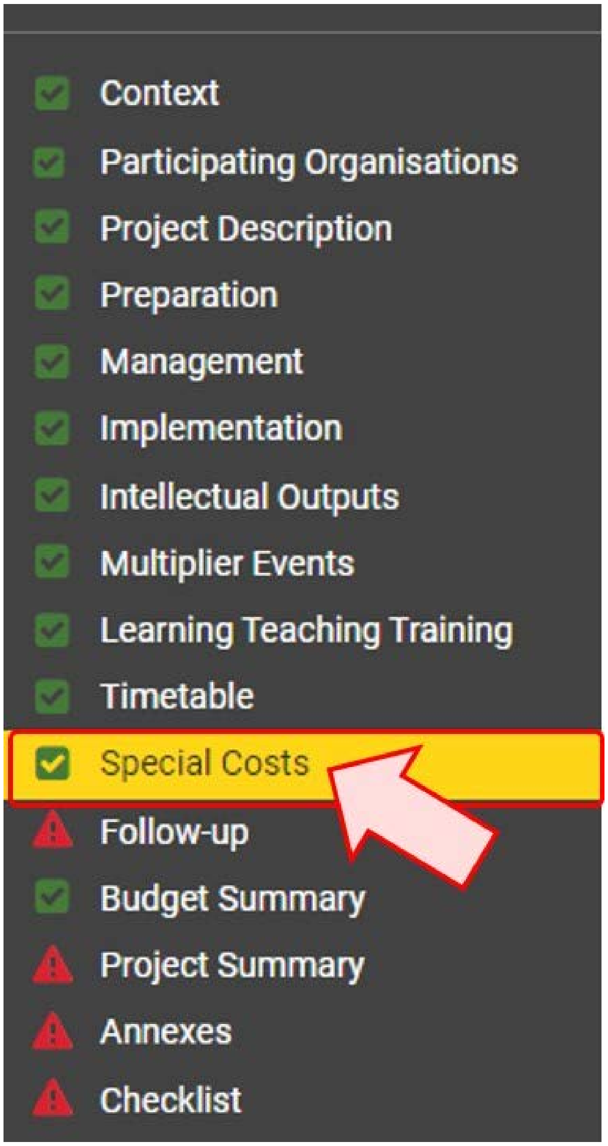
Confirm the deletion in the displayed pop-up.



"Special Costs" marked complete.

As the **Special Costs** in the application form are not mandatory, the green check also displays if no such cost is requested, after you click on **Spec ial Costs** in the side menu.

The **Special Costs** section in the side menu will display a green check if all mandatory fields are filled in.



Related articles

- Web Forms Checklist
- Web Forms Sharing an application
- Web Application Forms Guidelines
- Web Forms How to complete the form
- Web Forms Submitting an application
- Web Forms Annexes
- Web Forms Print PDF functionality
- Web Forms Home screen
- Web Forms Start the application
- Web Forms Pre Checks

- Web Forms Context
- Web Forms Add applicant organisation
- Web Forms Add participating organisation(s)
- Web Forms Add associated persons to organisations
- Web Forms Participating Organisations

Web Forms: Project Summary

Relevant for...

Call Year	Key Action	Action
2018	**KA1 - Mobility of individuals**	KA105 - Youth mobility KA125 - Volunteering Projects
	KA2 - Cooperation for innovation and the exchange of good practices	KA205 - Strategic Partnerships for youth KA229 - School Exchange Partnerships
	KA3 - Support for policy reform	KA347 - Dialogue between young people and policy makers
2019	**KA1 - Mobility of individuals**	KA101 - School education staff mobility KA102 - VET learner and staff mobility KA104 - Adult education staff mobility KA105 - Youth mobility KA116 - VET learner and staff mobility with VET mobility charter
	KA2 - Cooperation for innovation and the exchange of good practices	All
	KA3 - Support for policy reform	KA347 - Dialogue between young people and policy makers

In this section you will be asked to provide a **Summary** of your project.

Take note

Please note that questions or fields may vary depending on the key action of your application.

Quick steps

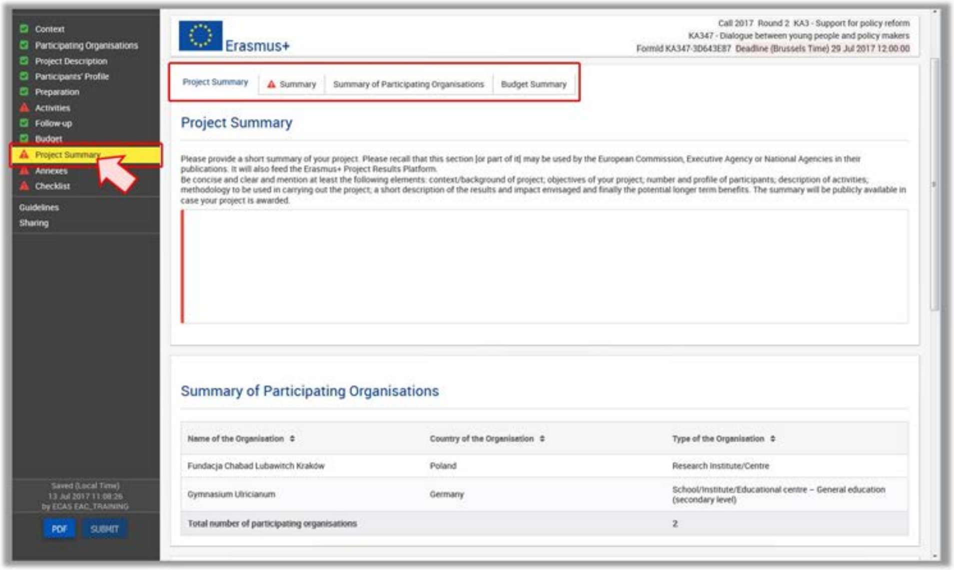
1. Click "Project Summary" in the side menu.
2. Enter the details and check pre-filled information.

Detailed steps

Steps

Click "Project Summary" in the side menu.

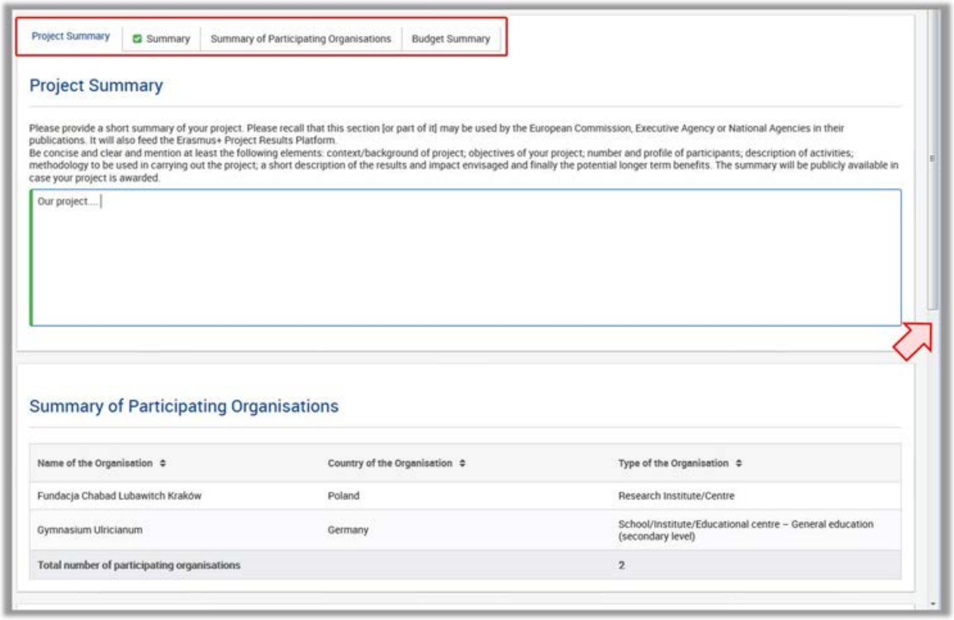
In the next step of your application you have to provide information on the **Project Summary**. Click the **Project Summary** option in the side menu. The Project Summary screen opens.

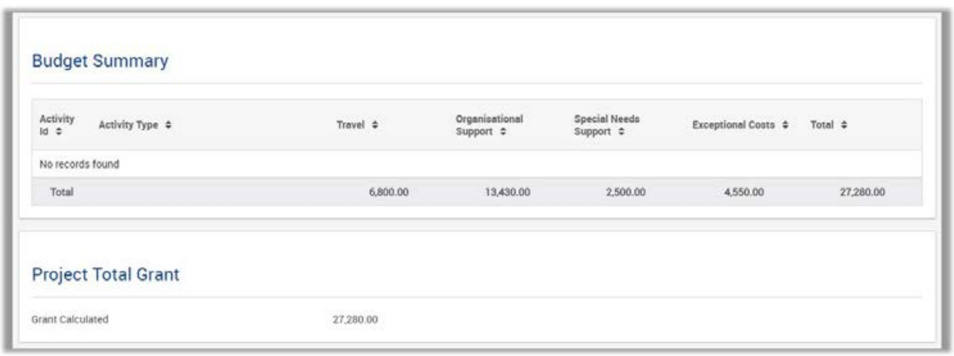


Enter the details and check pre-filled information.

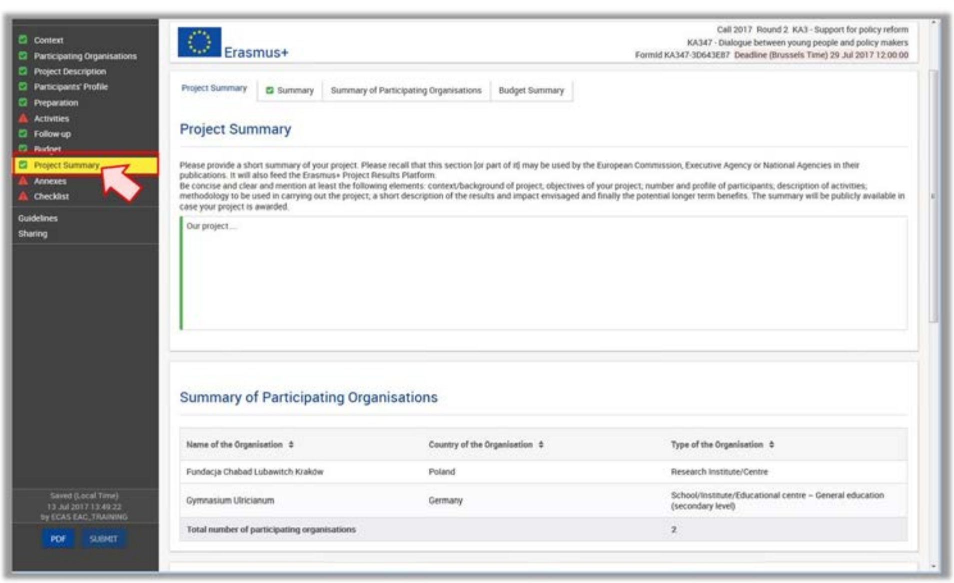
Provide the **Project Summary** in the free text field.

The **Summary of Participating Organisations**, **Summary of Activities and Participants**, **Budget Summary** and **Project Total Grant** are read only and pre-filled in. All data is taken from the information provided in the various application sections. It is advised to check those.





Once the project summary details are entered, the **Project Summary** tab in the left hand side of your screen will be marked with a green check.



Related articles

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application

Web Forms Annexes

Relevant for...

Call Year	Key Action	Action
2020 onward	All	All

Before you can submit your application, you have to attach **Annexes** to the application form. This page explains the types of annexes and how to attach them to the Web Application Forms.

You should only attach the supporting documents that are required/relevant for the type of organisation or key action in question. For further reference, please check the national requirements that your National Agency may have set and the applicable rules for your type of organisation.

Important

The documents to be annexed vary per key action. **Read the instructions in the Web Application Form carefully to upload the correct files.** The Declaration of Honour is mandatory for all applications.

Latin characters should be avoided in the file name of attachments.

Quick steps

1 Click "Annexes" in the side menu.
2 Annexing a Declaration of Honour.
3 Annexing mandates, activity timetables and other relevant documents.
4 "Annexes" marked complete.
5 Removing an Annex.
6 Technical guidelines for Annexes.
7 How to decrease the total size of documents?
8 Access attachments after submission.

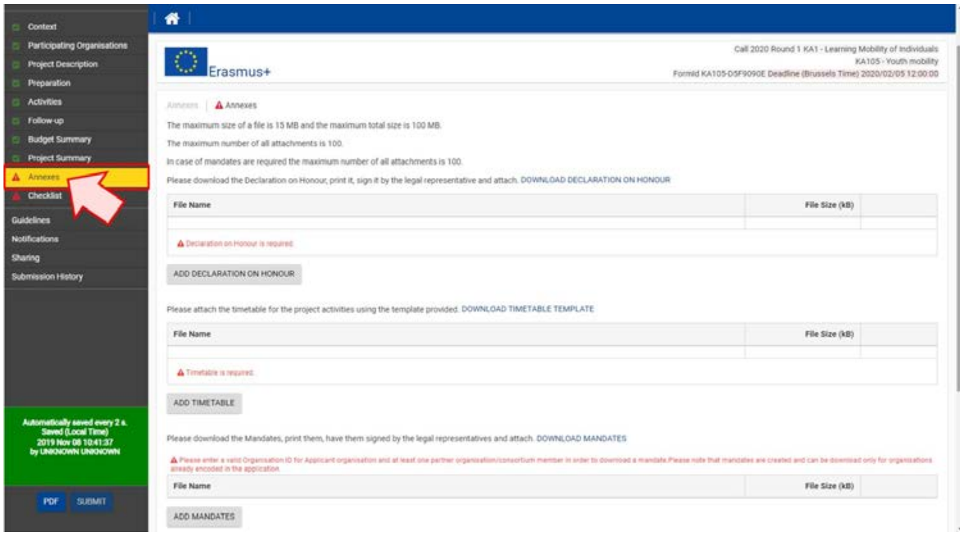
Detailed steps

Steps

Click "Annexes" in the side menu.

To add the relevant supporting documents, click on **Annexes** in the side menu. The Annexes screen will open.

> **Take note**
>
> The **Declaration of Honour** is required for all applications.
>
> Other documents may also be required, depending on the key action you are applying for. For example, a timetable of activities and mandates are required for KA105 - Youth mobility applications.



At the top of the annexes screen you will find specific information on the maximum number of files, maximum file sizes and total file size allowed for your action type. As those vary per action type, read this information carefully.

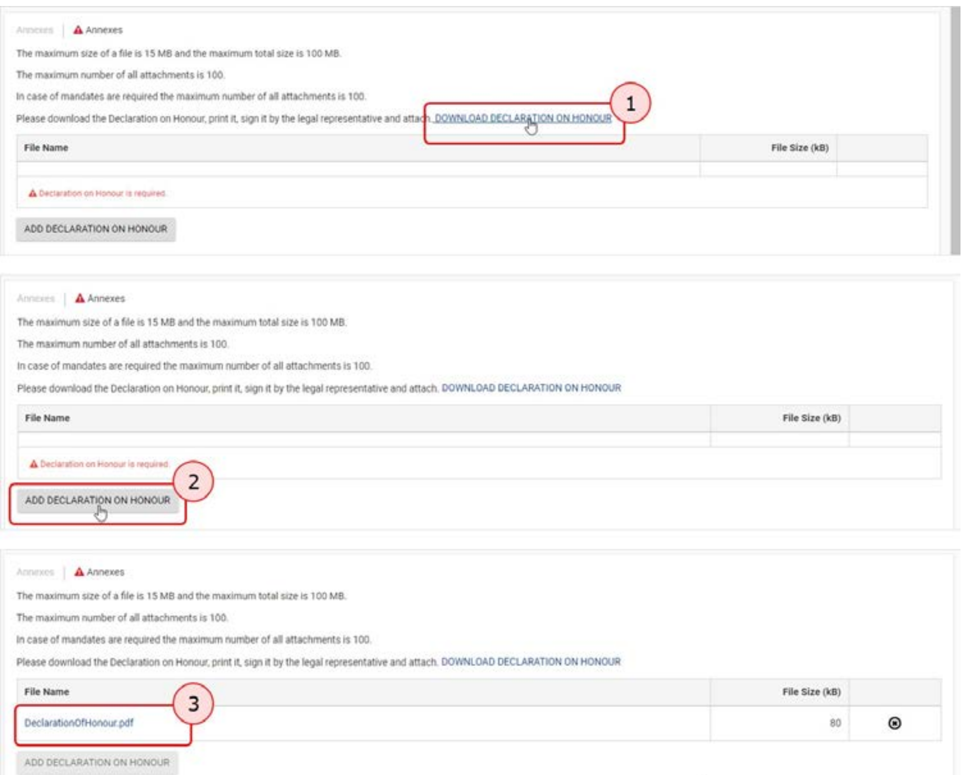
Annexing a Declaration of Honour.

The **Declaration of Honour** is required for all applications.

1. Click the **DOWNLOAD DECLARATION OF HONOUR** button and follow the on-screen instructions to save it locally.
   Print the declaration, **have it signed** by the person who is legally authorised to represent your organisation.
   Note: If available, the document will be downloaded in the language chosen in the right top corner of your application. Otherwise, it will be downloaded in English.
2. Once signed, **scan** it and upload it via the **ADD DECLARATION OF HONOUR** button.
3. The file is then displayed in the table.

Note: Check if your National Agency accepts digital signature. If yes, you can use the digital signature instead of printing and hand signing.

> **Information**
>
> A signature may not be sufficient and a stamp for the organisation may be required as well. Within the Declaration of Honour you will find the field **Stamp of the applicant organisation (if applicable).** If this is applicable in the national context, it must be used.



Annexing mandates, activity timetables and other relevant documents.

Depending on the key action you will be asked to provide additional documents. The form will provide the information on the required documents per each action.

For example:

- A **Timetable for activities** is required for KA105 and KA347 applications.
- **Mandates** are required from Partner organisations to the Applicant/Consortium Coordinator to act on their behalf for the following applications:
  - KA105, KA201, KA202, KA203, KA204, KA205: in all cases
  - KA101, KA102, KA103, KA104, KA107, KA116: if the application is submitted on behalf a Consortium
  - KA347: if there is at least one partner organisation

Take note

Templates may be available for download depending on the action type. If a template is available, you must use it to fill in the requested information.

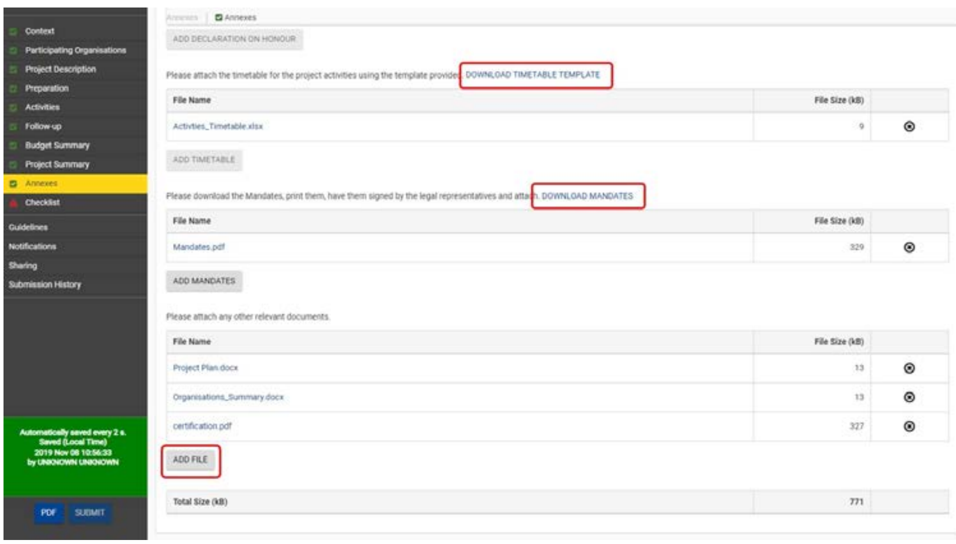
1. Click the **DOWNLOAD XXX** button (for example: DOWNLOAD MANDATES) and save the file locally.
2. Once you have filled in the requested information and saved the file, upload the file to your application by clicking the **ADD XXX** button.
3. Browse to the file you want to attach and click **Open**. The file will then be visible in the relevant section of the screen.

Information

For mandates you will download a zip (archive) file containing a separate file for each of your partners.

However, it is not possible upload zip files, therefore you can either upload each signed mandate separately, or a single scanned PDF file containing all the signed mandates.

For any other files you want/have to upload and for which no template is provided, click the **ADD FILE** button at the bottom of the screen and attach the files in the same way.

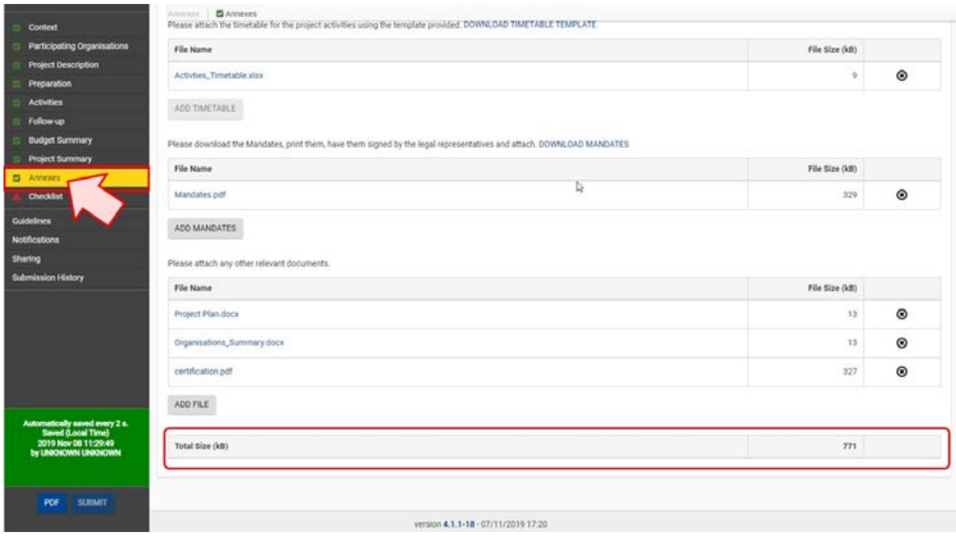


Important

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

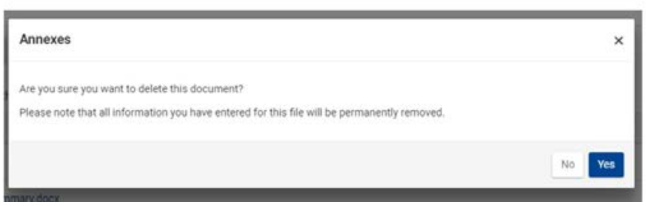
"Annexes" marked complete.

Once all mandatory files are uploaded, the Annexes section in the side navigation is marked with a green check, indicating completion. At the bottom of the screen you also find the total file size. This information helps you ensure that you do not exceed the allowed maximum (in KB).



Removing an Annex.

If you need to remove an already uploaded annex, click the X next to the file you need to remove and confirm deletion.



Technical guidelines for Annexes.

There are some constraints for adding annexes, such as the maximum allowed number of attachments, maximum file size and the total size of all attached files. For each action type, this information is displayed at the top of the annexes screen. The maximum total file size can be up to 100 MB, but not for all action types.If you exceed these limits your form will not be valid and you will be unable submit the application. The allowed file types are:

- PDF
- DOC (a pre-2007 Word document)
- DOCX (a post-2007 Word document)
- XLS (a pre-2007 Excel file)
- XLSX (a post-2007 Excel file)
- JPG (an image file in jpeg format)
- TXT (a text document)
- ODT (OpenOffice word processor document)
- ODS (OpenOffice spreadsheet document)
- CDOC, DDOC, BDOC (electronic signature)

Tip If you need to attach a lot of documents to your application, you should scan, group and attach them so that they fit the available slots for annexes. An example for such a scenario would be the participating organisations' mandates. You can group all scanned mandates into a single PDF file and attach it to the form. Latin characters should be avoided in the file name of attachments.

How to decrease the total size of documents?

Images are often large files or can increase the size of a document significantly. These images can be a standalone file or attached inside a document like a Word or PDF file. Here are some ideas that can help you with reducing file sizes for various document types.

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

There are a lot of free online tools to compress big PDF files. You can easily find them by searching "compress PDF file" online. You can use the most convenient one for your criteria: using your language, with more or less warranty of confidentiality, etc.

DOC/DOCX Word document with embedded image
Recent versions of Microsoft Word have an option to compress one selected image or all images in the document. The location of this option can change from one version to another. Please consult the relevant Microsoft Word documentation or Internet sources for your specific version.

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

Scanned documents
If you still have the original file you can rescan the document with a lower quality. To help you with the decision if this is an option, ask yourself:

- Do you need colour? Is grayscale or B/W enough?
- Do you need a good resolution (ppm/ppi)? Generally 300 dpi are enough for images and even less for text.
- Do you save the file in a compressed format?
- Depending of the tool you use it could be difficult to know the answer and you may need to make different tests to compare the resulted file size.
- Please note that *.JPG is a compressed image file format.
- The output in PDF could be compressed or not (if it is not compressed, you can apply the solution above).

Remember: Any additional effort to reduce the size of your documents will also make the submission faster.

Access attachments after submission.

Attachments submitted with the application form can be viewed and downloaded if the submitted form is previewed.

Related articles

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality

- Web Forms Sharing an application
- Web Forms Start the application

Web Forms Checklist

The **Checklist** section of the application form will help you double-check if your application is ready for submission.

> **Take note**
>
> Please note that questions or fields may vary depending on the key action of your application.

Quick steps

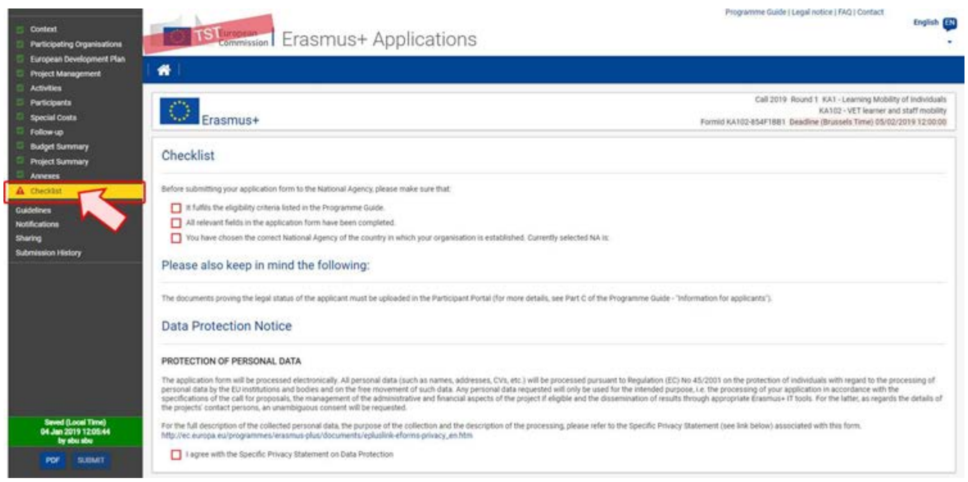
1 Click "Checklist" in the side menu.
2 Check the items and mark as ok.

Detailed steps

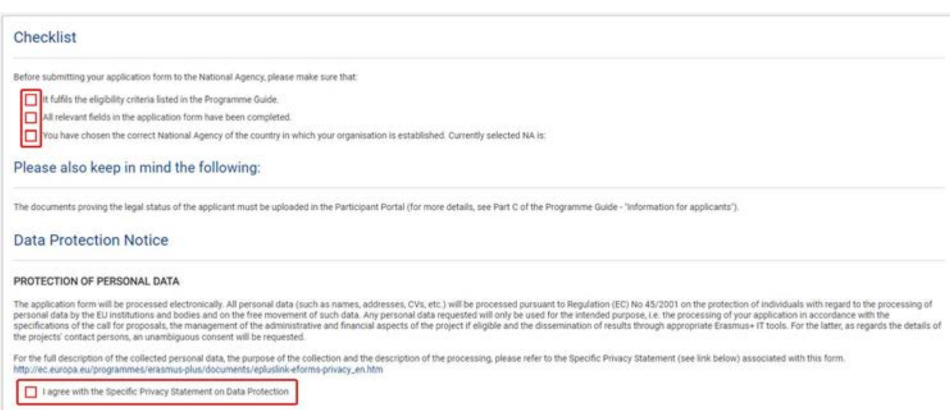
Steps

Click "Checklist" in the side menu.

Click the **Checklist** option in the side menu. The Checklist screen will open.



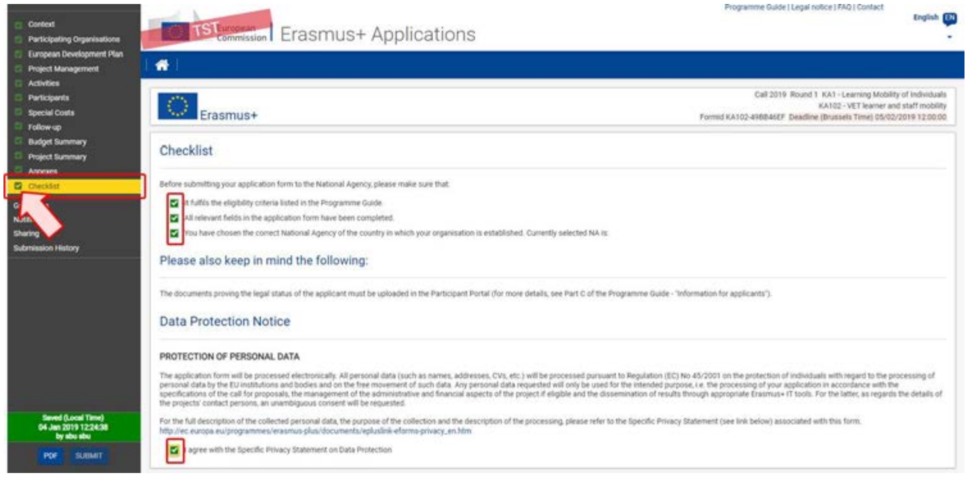
You will find a variety of things to check under the **Checklist** part of the screen as well as a **Data Protection Notice**, and the corresponding check boxes.



Check the items and mark as ok.

Review the items according to the checklist and if okay check the corresponding boxes. All boxes have to be checked.

Once all items have been reviewed and the boxes checked the **Checklist** item on the left side menu is marked green.



Related articles

- Application process for Web Forms
- How to use the Distance Band Calculator
- Web Application Forms FAQs
- Web Application Forms Guidelines
- Web Forms Activities for KA101 School education staff mobility
- Web Forms Activities for KA103 Higher education student and staff mobility within Programme Countries
- Web Forms Activities for KA104 Adult education staff mobility
- Web Forms Activities for KA107 Higher education student and staff mobility between Programme and Partner Countries
- Web Forms Activities for KA116 VET learner and staff mobility with VET mobility charter
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Budget Summary KA2
- Web Forms Checklist

How to use the Distance Band Calculator

The distance calculator is designed for organisations taking part in the Erasmus+ Programme to calculate travel distances for grant support to individuals.

Quick steps

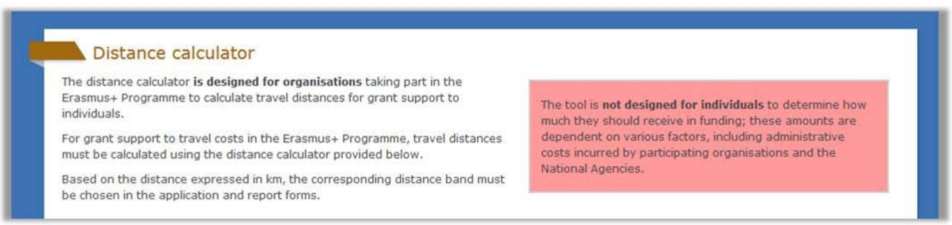
Detailed steps

Steps

Access the Distance Calculator

In order to select the correct distance band for travel in activities you need calculate the distance. This is to be done via the Distance Calculator.

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



With this tool you can enter the **Origin and Destination cities** in two given countries and get the calculation of the distance in one direction.

If the participant needs to go to a farther city to get to his/her final destination (to reach the airport for example) it is possible to take this city as departure point.

How to use the distance calculator

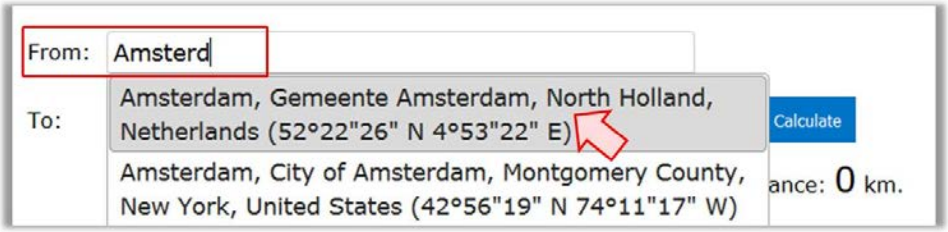
In order to use the calculator, you shave to:

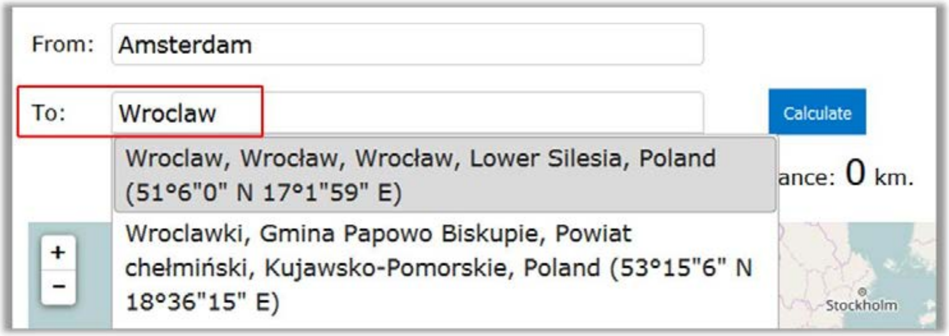
1. Begin typing a location in the **From:** box when provided with the list of locations, click on the correct one.
2. Repeat the procedure for the **To:** box.
3. Click **Calculate** to obtain the distance, provided in kilometres.

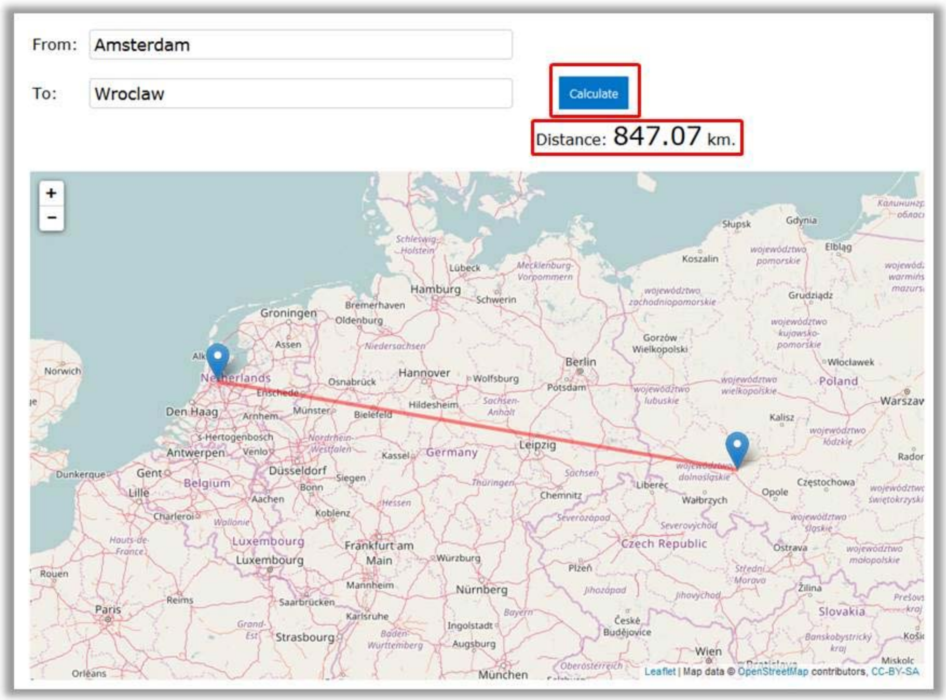
Important

You must choose a specific city, town, or village and not a country. If you do not click on an option in the From and To boxes, no result will be displayed.

If you receive a distance of NaN, please refresh your page and follow the instructions on the site. http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm







On the basis of this information you have to select the corresponding distance band from the drop down menu in your application, **activities section.**

The distance band chosen will determine the grant amount available for that distance, as specified in the Erasmus+ Programme Guide.

> **Important**
>
> The distance bands correspond to the distance from the place of origin to the place of destination and not both ways.
> The unit cost is calculated on the basis of one way distance; however, the related grant is a contribution to the expenses for travelling in both directions.

Related articles

- Application process for Web Forms

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- Web Forms Start the application

Web Forms Print PDF functionality

You have the possibility to export, save and/or print your application at any time as a pdf file. The page here explains how.

Quick steps

1 Click the "PDF" button.
2 Select the opening option.
3 Enable all features in the pdf.

Detailed steps

Steps
Click the "PDF" button.

Click the "PDF" button.

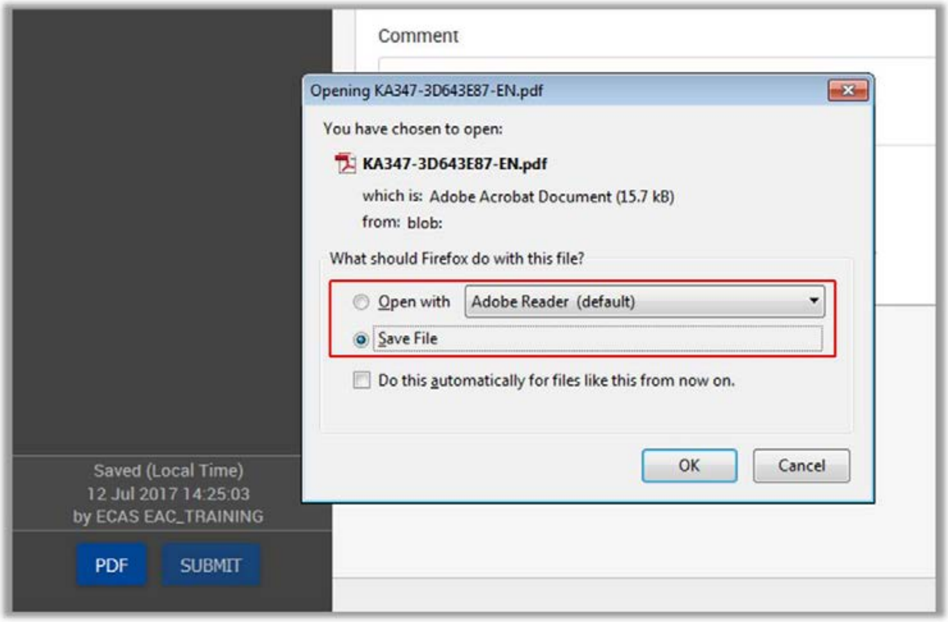
Within your application form the **PDF button,** which you will find at the left bottom corner of the screen, is available.

To export, save and/or print the application, click the **PDF button**.

Select the opening option.

A pop up will open, asking you to choose an option to either directly open the form or save it on your local machine.

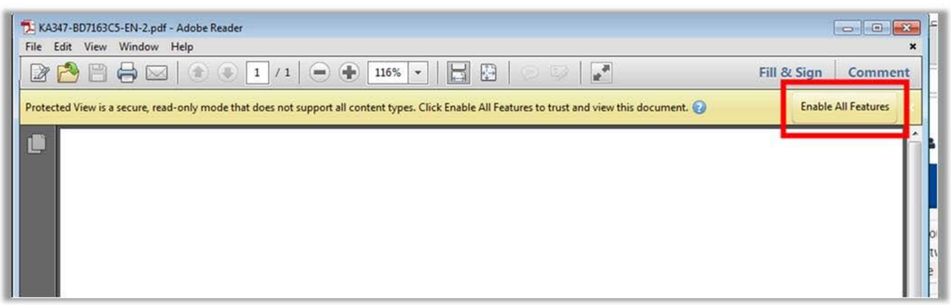
Choose the option most convenient for you and click **OK**.



Enable all features in the pdf.

Once you open the extracted pdf file you will notice a message on top of the document. This message informs you that the file is opened in protected view. You will not see any details of your application.

Click **Enable All Features**. The pdf will then display all details from your application.



Related articles

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Web Forms Sharing an application

Relevant for...

Call Year	Action Type
2019 onward	All

You have the possibility to **share an application** with your colleagues or partners as long as the deadline for submission has not expired. Please note that any person accessing the form will need an **EU login** account registered with the email address you entered.

It is also possible to change access permissions and revoke access to applications.

Quick steps

Detailed steps

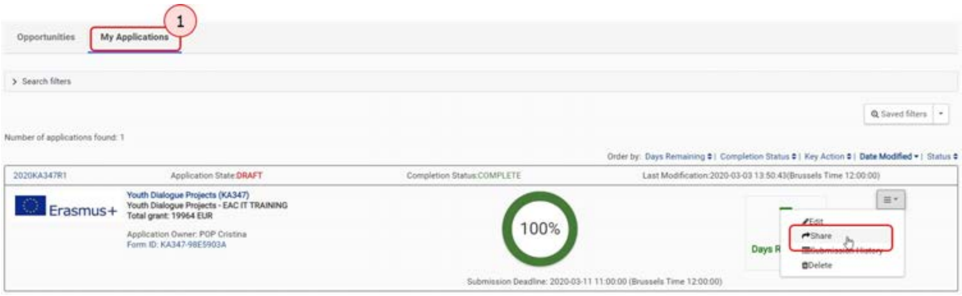
	Share an application.

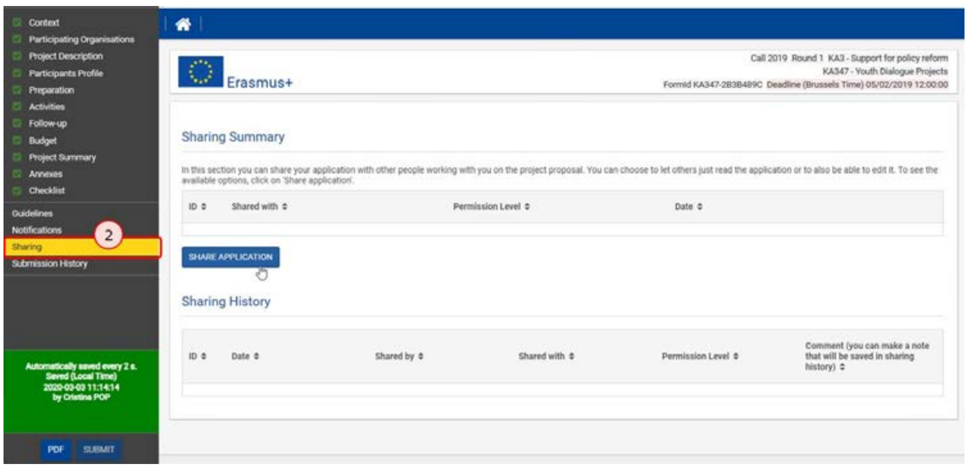
1

Select "Sharing" option.

There are two ways to share an application:

1. In the **My Applications** tab, select the **Share** option from the contextual menu next to the application form you want to share, or
2. In the application form, click **Sharing** in the left side menu.



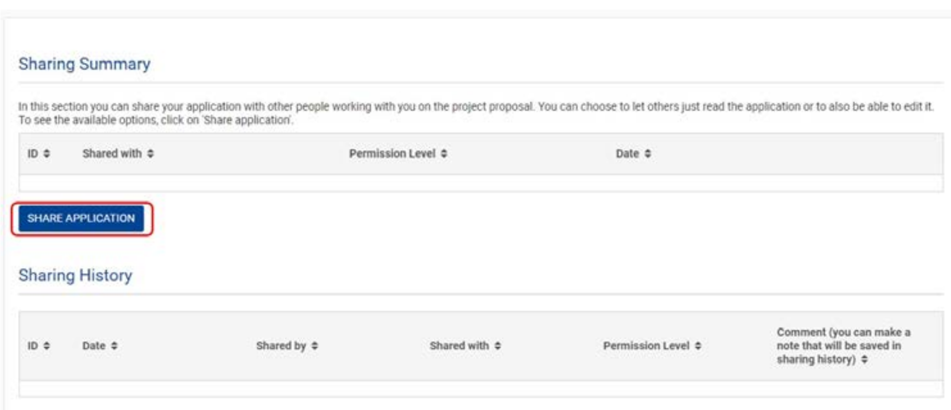


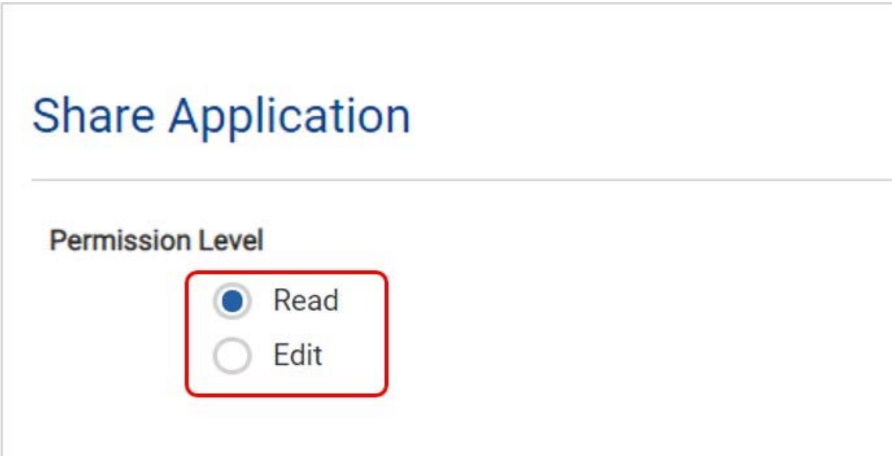
The sharing screen opens, with the two sections: **Sharing Summary** and **Sharing History**.

2

Click "Share Application" button.

In the Sharing Summary section click the **Share Application** button to open the sharing screen.



3	**Select the "Permission Level".** In the **Sharing Application** screen select whether the recipients can only **read** the information in the form or also **edit** the form. If you share the form with more than one person at the same time, all recipients will be given the same permissions. This can be changed subsequently, using the **Edit Sharing** option for each individual recipient. **Note:** if you give editing permissions to other users, you will not be able to submit the application as long as it is opened by one of those users. However, no other users with editing permissions are able to share or submit the application on your behalf. 

4 **Specify recipients, add notification and click on "Share".**

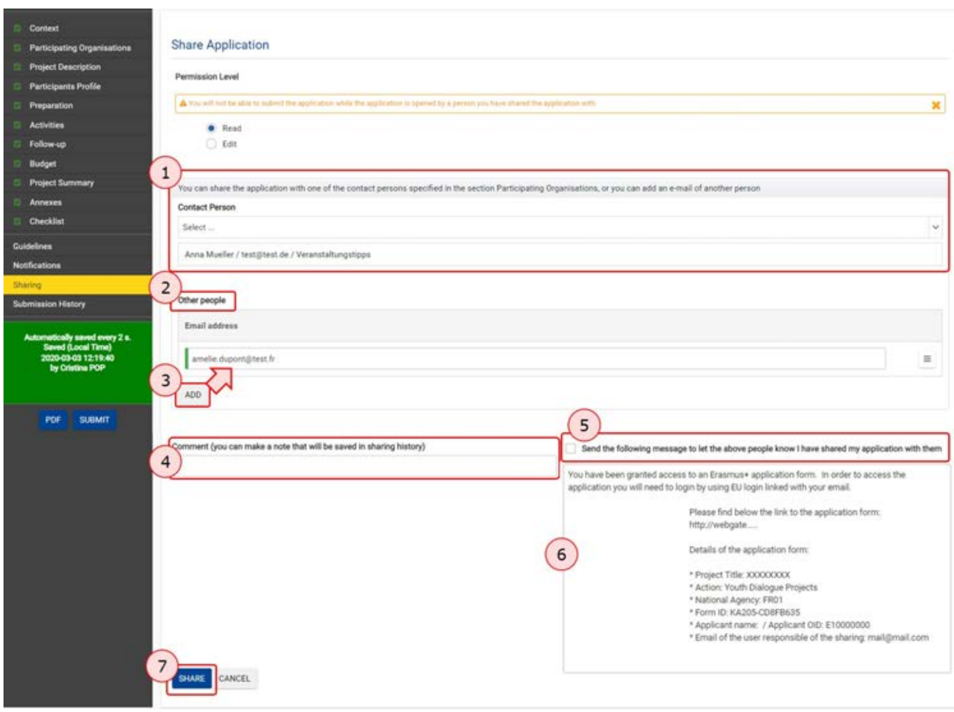
You can share your application:

1. With the contact persons of your own organisation and partner organisations by selecting their names in the **Contact Person** drop-down. The selected contact persons will be displayed under the drop-down
2. With anyone else, by providing their email address in the **Other Person** section.
   Please note that if the email address is case sensitive, it should also be entered with the correct upper/lower case used. This is only relevant for certain email services.
3. Click the **ADD** button to add the **Email address** field for each recipient.
4. Optionally add a message in the **comment field** for internal communication. This message is only visible to members of your organisation.
5. Check the relevant tick box to notify the selected contacts that you have shared the application with them.
6. **Comment field** containing a standard **notification** message that will be sent to your recipients when you share the application. You can modify this message.
7. Click on **Share** to send the application to your recipients.

Take note

When sharing your application using the **ADD** option, your recipient's email address must be linked to an EU Login account, otherwise they will not be able to access the application.

Additionally, there is a **10 minute delay** between sharing an application and edit rights being transferred to your contact. This delay applies any time edit rights change from one person to another. This means that only one user will be able to edit the application at any given time.



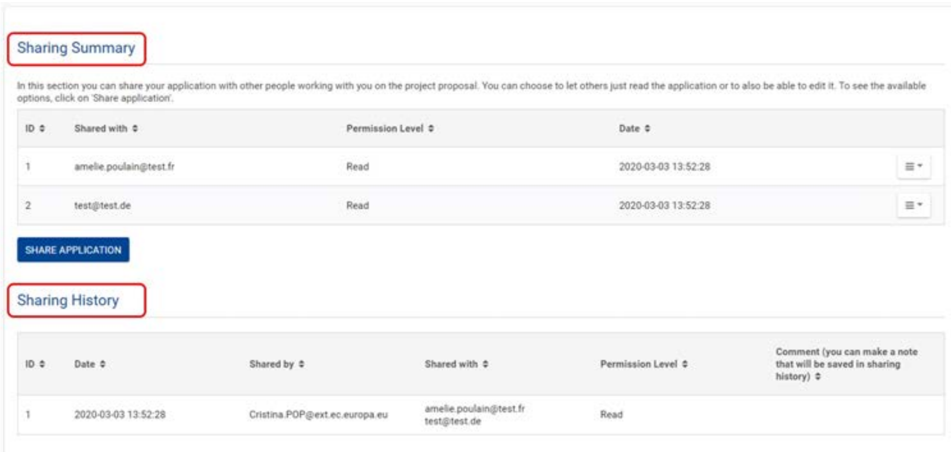
5

View the Sharing Summary and History.

The **Sharing Summary** and **Sharing History** will display the details of the share.

The **Sharing Summary** displays an overview of all users currently having access to the application form, displaying the email address, the permission level, and the date of sharing.

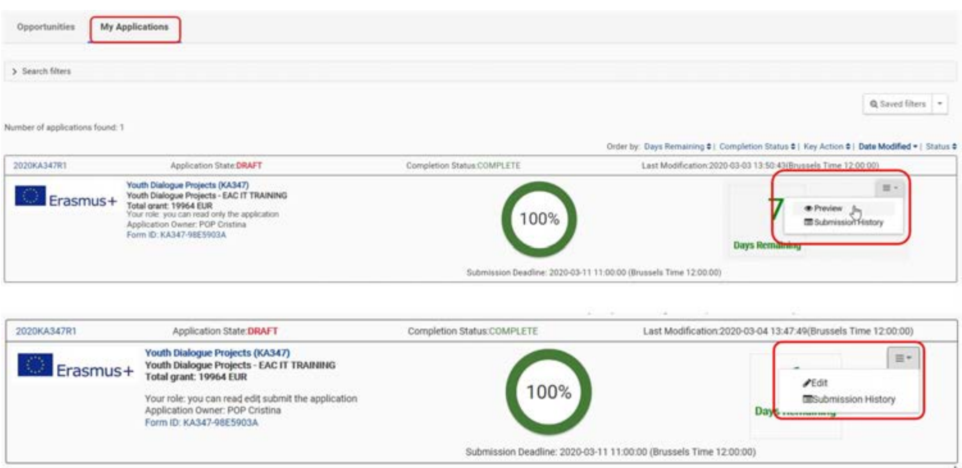
The **Sharing History** displays a list of all sharing actions, including information about when and to whom access was given, modified or revoked.



Your recipient will see the shared form in the **My Applications** tab, including information on their access rights on the shared form.

Selecting **Preview** from the menu button will enable them to see all the information you provided in the application, however they cannot make any changes to it.

If you have given them editing rights, at least 10 minutes have passed since the sharing of the form, and nobody else has the form currently open, the **Edit** option is displayed.



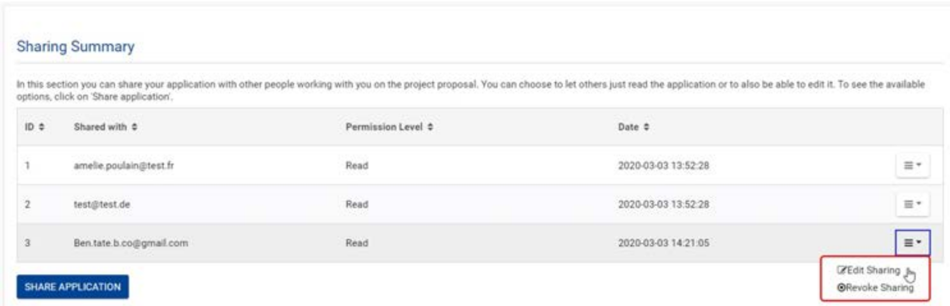
Edit Sharing.

<table>
<tr>
<td>1</td>
<td>

Select the "Edit Sharing" option.

The **Edit sharing** option enables you to change the permissions granted to the recipients of a shared application, from **Read** to **Edit** and vice-versa.

In the **Sharing Summary** screen, select **Edit Sharing** in the contextual menu next to the person for whom you wish to change the permissions.

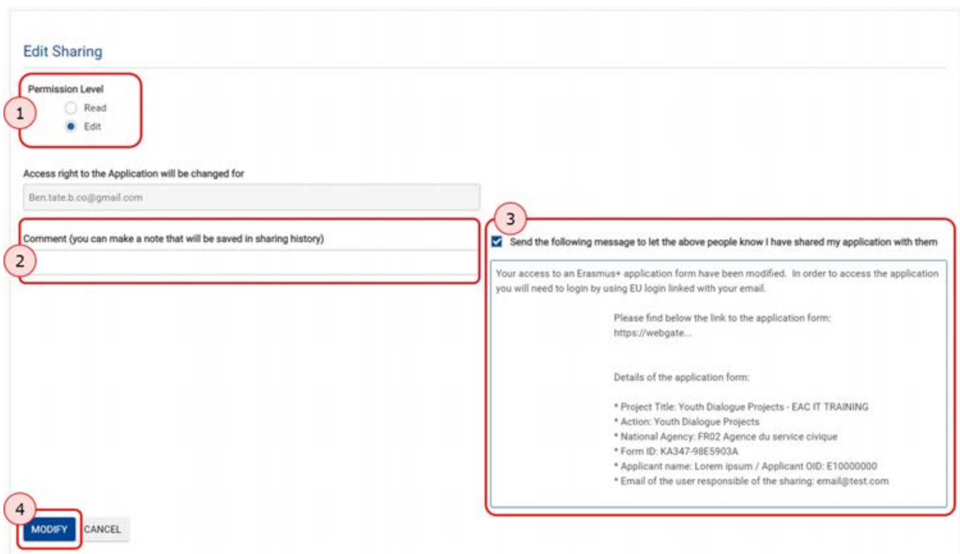


</td>
</tr>
<tr>
<td>2</td>
<td>

Make desired changes and click "Modify".

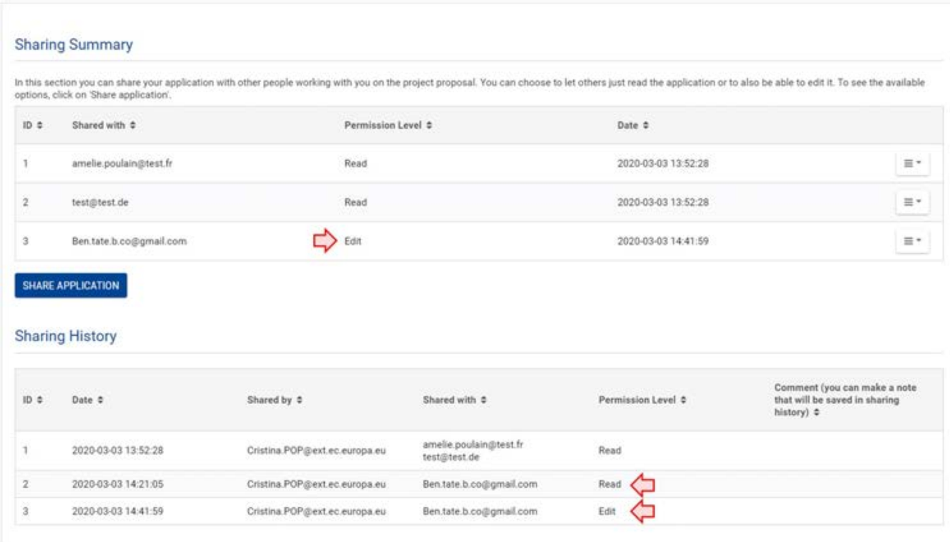
1. You can change the **Permission level** using the radio buttons.
2. Optionally add a **Comment**.
3. To share the change **notification** with all previously shared contacts, check the box.
4. Once you have made the desired changes, click the **Modify** button.

Note that your recipients will not be able to share or submit an application on your behalf.



</td>
</tr>
</table>

3 Your action will be recorded in the **Sharing Summary** and the **Sharing History**. Your recipient will receive a new notification that their access has been modified.



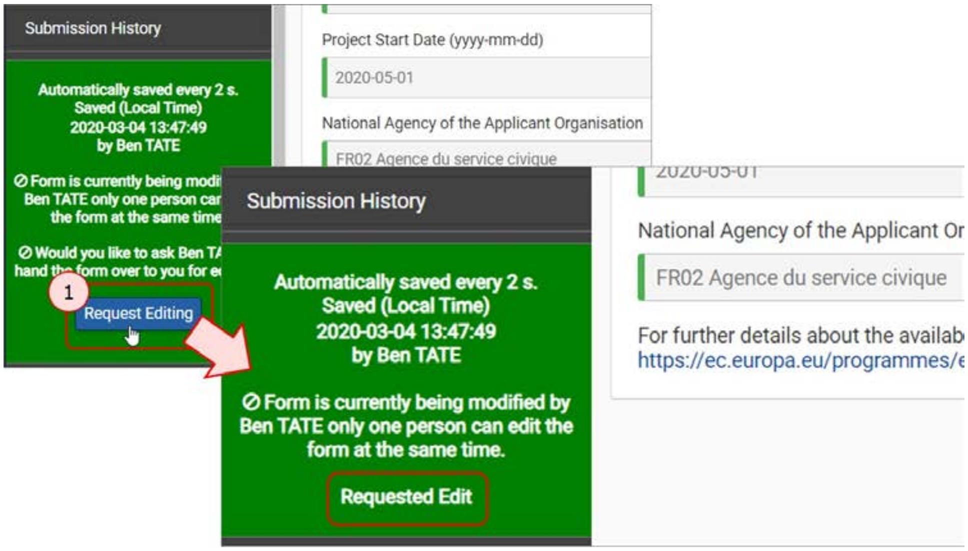
"Request editing" for an application.

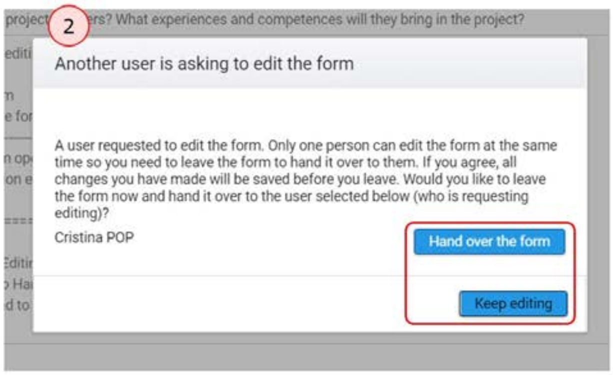
1 Once you have shared your application and given **editing** permissions to another user, you can both work on the form but not at the same time.

Therefore if the application is already open by one user, it cannot be modified by other users unless they **request editing** the form. This is also applicable to you as the owner of that application.

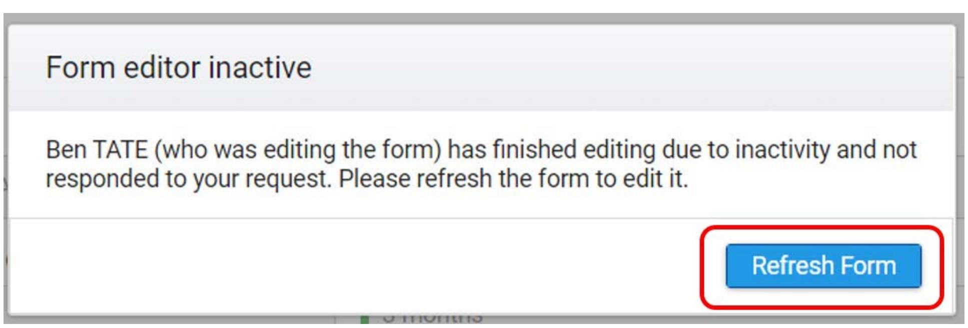
To request editing:

1. Open the form and click the **Request Editing** button.
2. The user currently working on the form will receive a pop-up notification and can either **hand over the form** or **keep editing** it by clicking on the relevant button.
3. The owner only has the option to **keep editing** the application.





If the editor's form has been open and inactive for more than 10 minutes, the requester is notified to refresh the form in order to edit it.



If the editor's form has been closed for more than 10 minutes, any other user with **edit permissions** can work on it with no need to request editing the form.

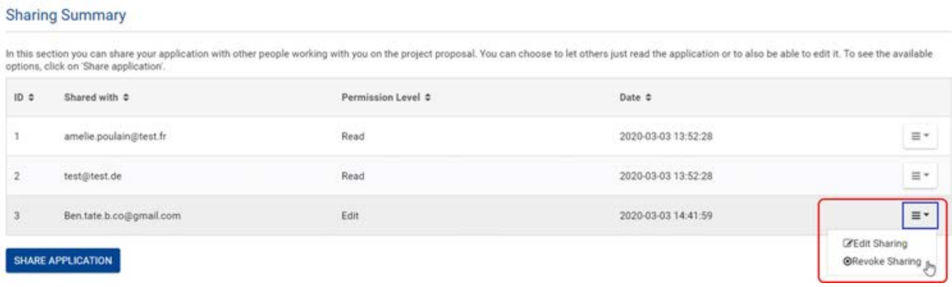
There are no email notifications for this process. All notifications are displayed onscreen when the form is open.

Revoke Sharing.

1

Select the "Revoke Sharing" option.

In the **Sharing** screen select **Revoke Sharing** in the contextual menu for the recipient whose access you wish to revoke. The **Revoke Sharing** screen will open.

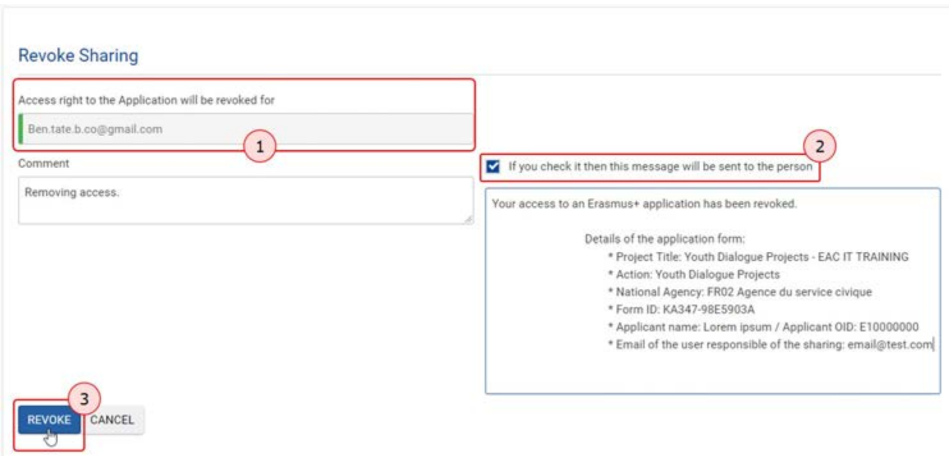


2

Click "Revoke".

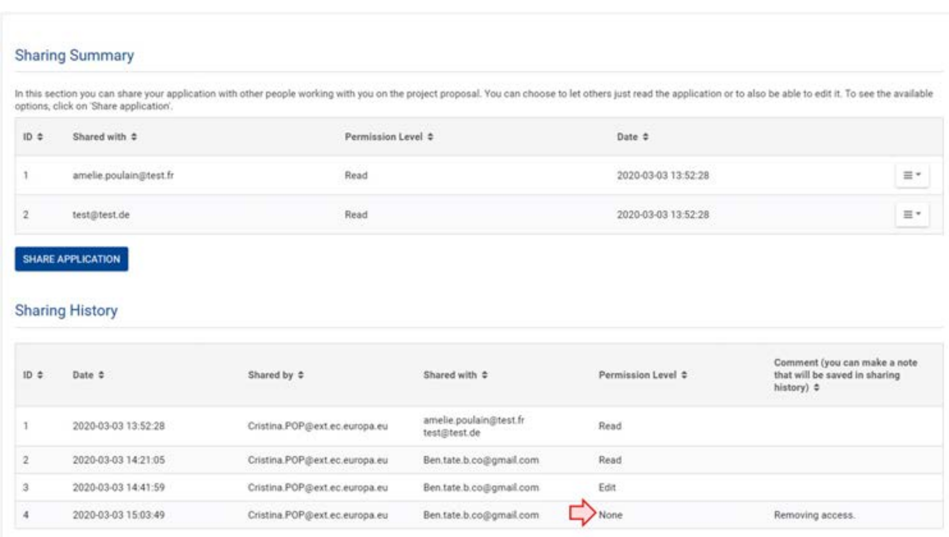
To revoke the access:

1. (Optionally) Provide a reason for revoking the user's access in the **Comment** field.
2. To share the revocation **notification** with the contact that will be removed check the box. The text displayed in the text field can be adjusted.
3. Click the **Revoke** button.



Your action will be recorded in the **Sharing History**, while the recipient's user email will be deleted from the **Sharing Summary**.

The recipient will receive the notification that their access to your application was revoked if you selected the message option. The application will also be removed from their dashboard.



Related articles

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Web Forms Submitting an application

Relevant for...

Call Year	ActionType
2019	All

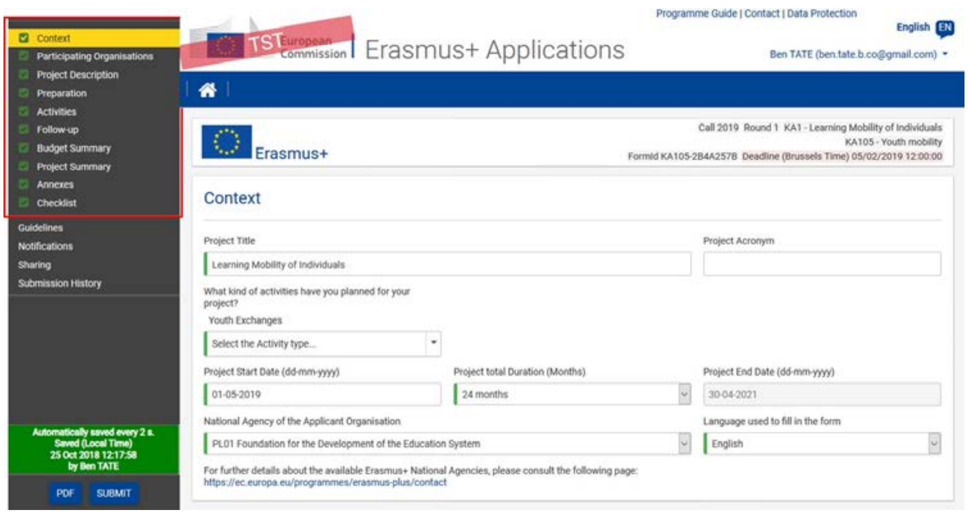
This page explains how to submit an application for Erasmus+ and how to handle a resubmission.

Additionally you will find information on what to do if your application needs to be submitted after the official application deadline.

Submitting the application.

Ensure the application is complete.

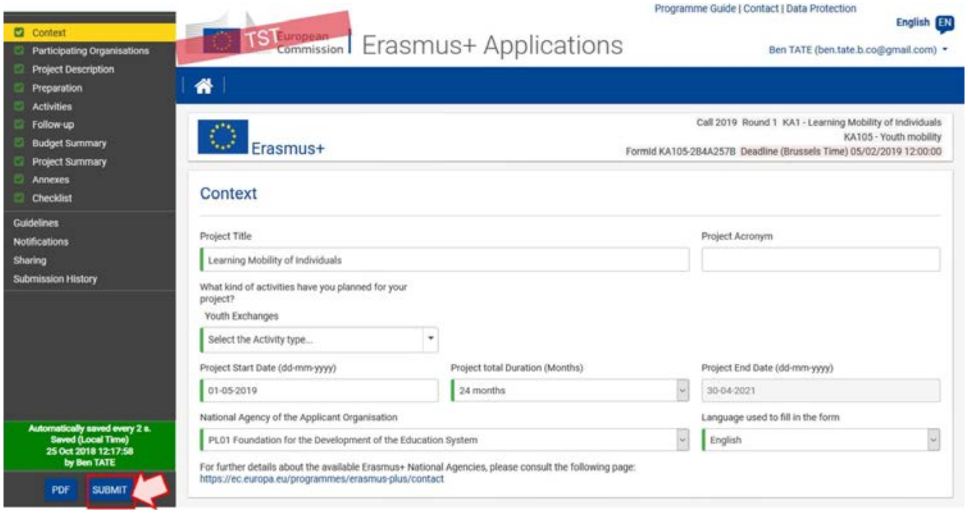
If all sections of your application form are valid (marked with a green check) and you have attached all required documents, you can submit your form to your National Agency.



Click "Submit".

To submit the application, click the **Submit** button in the bottom left corner.

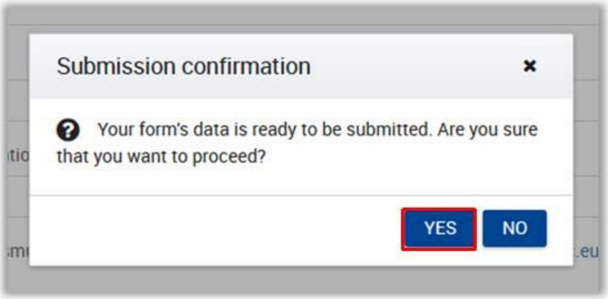
This button will only be active if all sections of the application are filled in, required documents are attached and the checklist is confirmed.

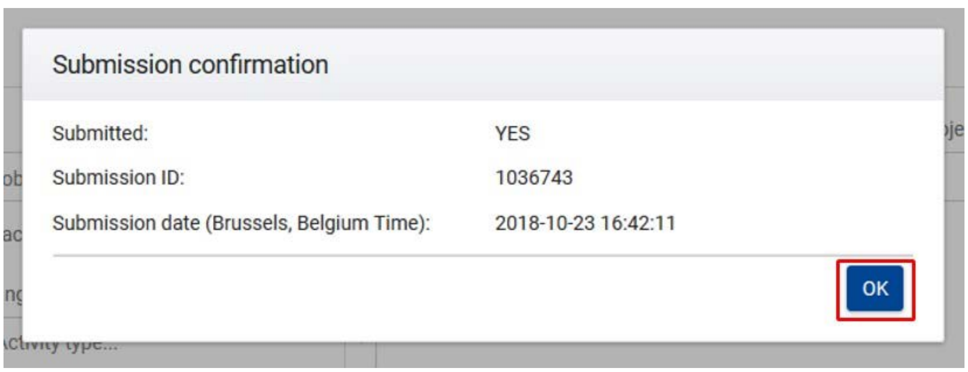


Confirm the submission.

A pop-up message will display, asking you to confirm the submission. Click **YES** if you are sure. Selecting **NO** will stop the submission, and the application form will remain in draft.

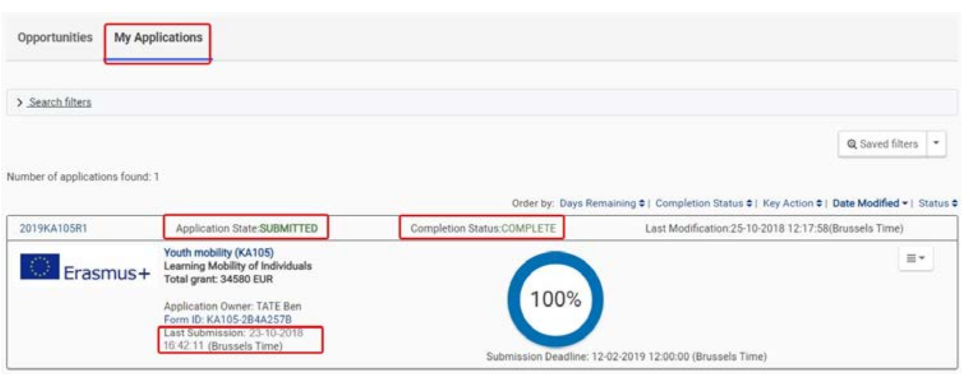
In the final **Submission confirmation** window you will see a short summary. Click **OK** to close the window.





The application form will also close and you will be redirected to the **My Applications** page.

In this page you can find your submitted application now marked as **SUBMITTED** and having the completion status **COMPLETED**.



Confirmation notification.

A confirmation email will be sent after submission:

The email contains the following information regarding your submission:

- **Project Title**
- **Action**
- **National Agency**
- **Submission ID**
- **Form ID**
- **Submission Time (Brussels, Belgium time)**

Submitting the application more than once (Resubmission).

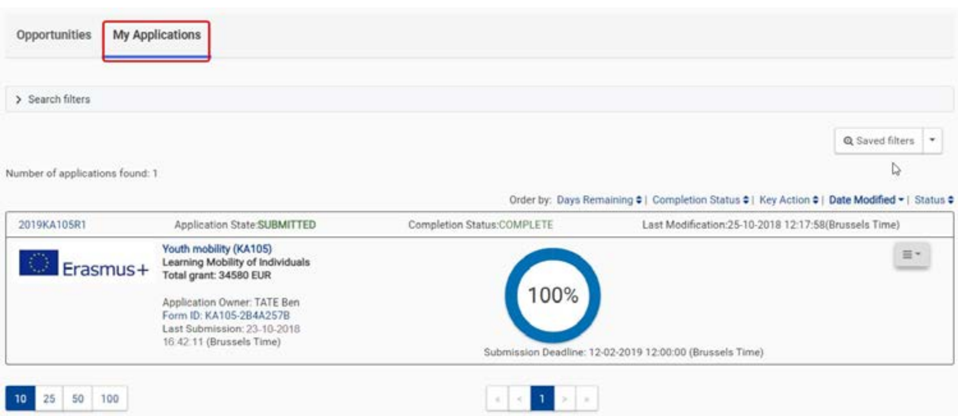
Access the "My Applications" tab.

Should you need to make changes to an already submitted application before the submission deadline, you can reopen the form and resubmit it after the adjustments are made.

This is only possible within the application period and not after the submission deadline.

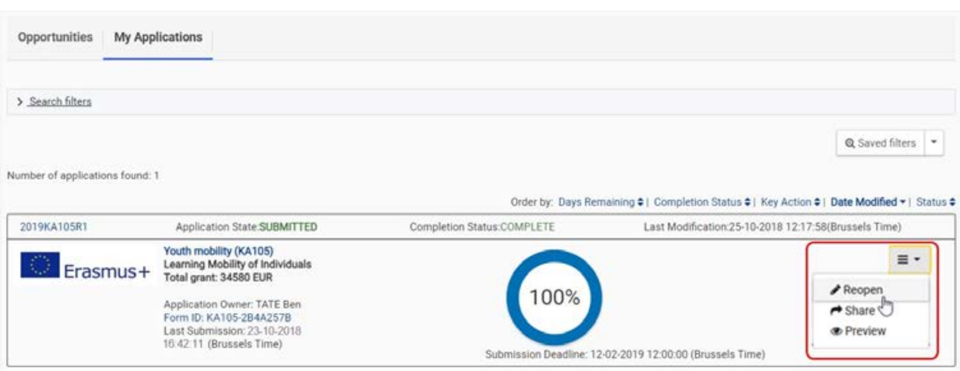
On the **Web Application Forms** webpage go to the **My Applications** tab.

If you have a long list of applications, use the **Search** functionality to quickly find the application you need to modify and resubmit.



Click the "Menu" button and select "Reopen".

Once you found the desired application, click the **Menu** button and select the option **Reopen**.



Adjust your application and click "Submit".

The application form opens, including all already submitted details. Make the adjustments/changes. Once the changes are made, click the **Submit** button again, otherwise the changes are only stored in the form but not submitted to your National Agency.

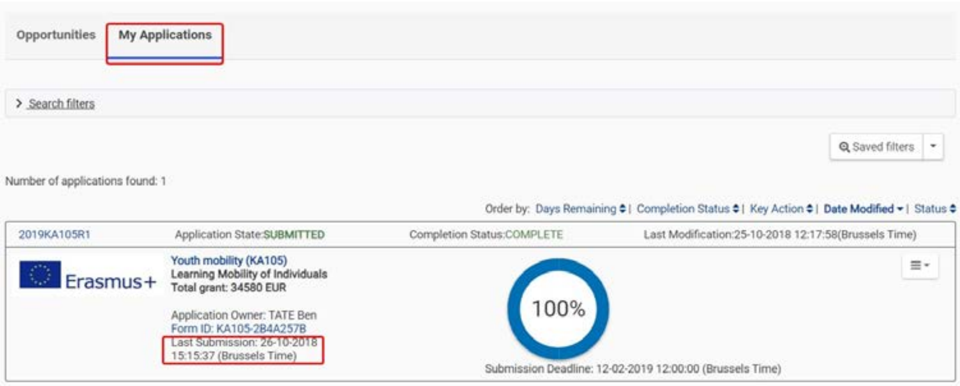
As with the initial application, the **Submit** button will only be active if all sections in the form are completed and marked with a green check.

Confirm the submission.

The **Submission confirmation** window pops up, where you will see a new **Submission ID**. Click **OK** to confirm.

Once the application has been submitted, the **Submission Confirmation** window displays the submission details. Click **OK** to close the window.

Your application is successfully resubmitted. You can find it in the the **My applications** list with the new **Last Submission** date/time updated.



Late submission of the application.

Applications for Erasmus+ have a set deadline, visible on the home screen and in the header of the form. If you miss the official application deadline you will not be able to send your application.

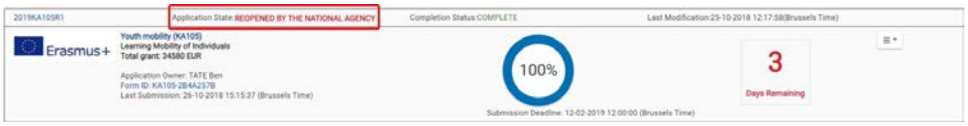
An exception is made if you can prove that you tried to apply before the official application deadline and were not able to do so for technical reasons. In such case contact your **National Agency.**

Your application may still be considered for late submission if the following three conditions are met:

1. The date and time of your last submission attempt as mentioned in the electronic application form **Submission History** section are before the applicable official application deadline.
2. You have informed your National Agency **within 2 hours** after the application deadline (Brussels time). After this time, your application can no longer be considered.
3. You have sent to your National Agency **within 2 hours** after the application deadline (Brussels time), by email, a complete application form unmodified after your submission attempt (in pdf form). See how to **print the form**.

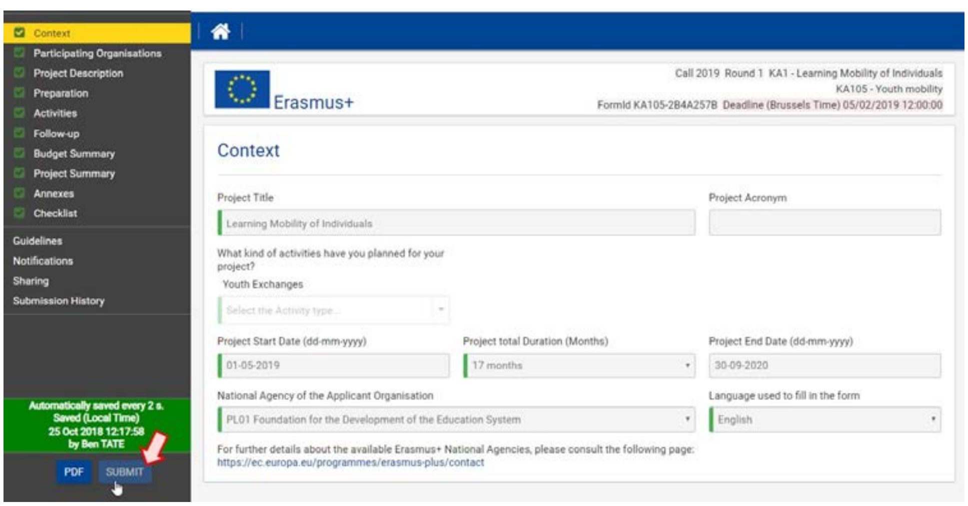
The National Agency will then decide whether to accept your late submission or not. If it is accepted, the National Agency will reopen your application and give you permission to either only submit or make changes to your application before submitting it.

The new deadline for submission will be communicated to you by the National Agency, and the number of days left for late submission is also displayed in the **My applications** tab. The original call/round deadline remains displayed inside the form.



After the application is reopened, submit it in the same way as described under **Submitting the application.**

> **Take note**
>
> You may see the **Edit** option in the contextual menu of your application even if you only have the permission to **submit it without further edits**. In this case, when you open the application all the fields are greyed out and only the **Submit** button is active. This behaviour is normal.



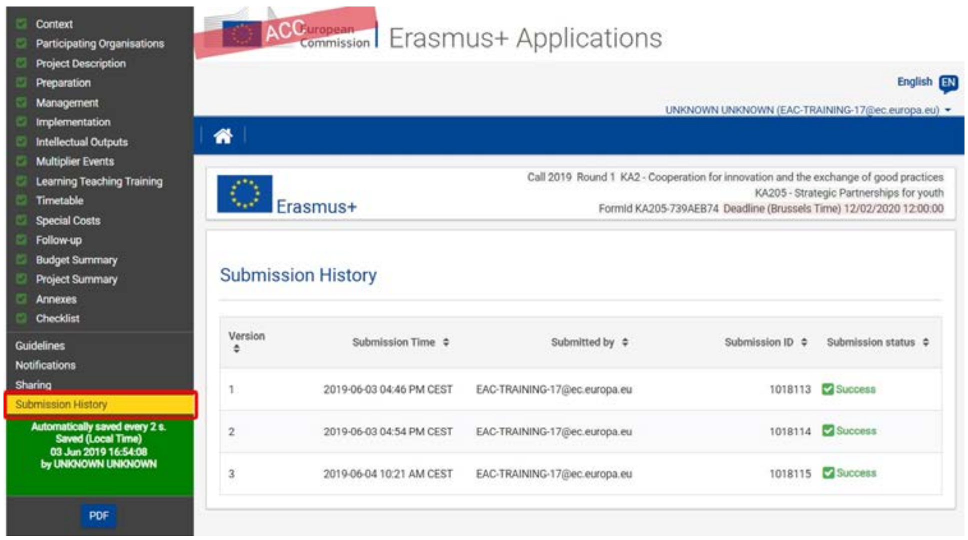
Submission History.

Every time you submit your application, that submission is recorded in the **Submission History** section. To access this section either click **Submission History** in the side menu of your application or select the option from the contextual menu in the **My applications** list.

The following details are available for every submission.

- the version number of the submitted application
- the time and date of submission
- the user in your organisation who submitted the application
- the submission ID
- the submission status. For failed submissions, the reason is also specified.

You can sort the list by clicking the up/down arrows in the header of the desired column.



Questions?

Check the frequently asked questions: FAQs or the related articles below.

Related articles

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application

- Web Forms Start the application
- Web Forms Submitting an application

Web Forms Introduction to Accreditation/Charter

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

What is accreditation?

> *Accreditation process that ensures that the organisations wishing to receive funding under an Action of the Erasmus+ Programme respect a set of qualitative standards or pre-requisites defined by the European Commission for that given Action. Depending on the type of Action or on the country where the requesting organisation is located, the accreditation is carried out by the Executive Agency, a National Agency or a SALTO Resource Centre. The accreditation process is in place for organisations wishing to participate in higher education projects (including mobility) or in mobility activities in the field of youth.*

Erasmus+ Programme Guide; Glossary

When is accreditation required?

		Useful links
Erasmus Charter for Higher Education (ECHE)	*The award of an Erasmus Charter for Higher Education (ECHE) is a pre-requisite for all higher education institutions established in a Programme Country that wish to participate in a Higher Education mobility project either as a single higher education institution or as a member of a national mobility consortium. Every year, the European Commission - via the Education, Audiovisual and Culture Executive Agency – publishes a specific call for proposals that sets the detailed conditions to be followed and qualitative criteria to be met in order to be awarded with an ECHE. This call is available on the website of the Executive Agency.* *For HEIs established in a Partner Country, the HEI must be accredited by the relevant national accreditation organisation. As they are not eligible to receive an ECHE, they must in addition have established an inter-institutional agreement with their Programme Country partner(s) which encapsulates the principles of the ECHE.* Erasmus+ Programme Guide; page 41 ff	• Erasmus Charter for Higher Education 2014-2020
Accreditation in Higher Education Mobility Consortia (KA108)	*An organisation from a Programme Country, applying on behalf of a national mobility consortium, must hold a valid consortium accreditation. This accreditation is awarded by the same National Agency that assesses the request of funding for a higher education mobility project. The requests for accreditation and for mobility projects grant can be made at the same time. However, the grant for mobility projects will be awarded only to those HEIs and organisations that are successful at the end of the accreditation process.* Erasmus+ Programme Guide; page 41 ff	• Online web Form • Web forms guide for KA108

The Erasmus+ VET Mobility Charter **(KA109)**	> *The Erasmus+ VET Mobility Charter aims to improve European internationalisation strategies in the field of VET and to make them more sustainable, thus enhancing the quality and quantity of transnational VET mobility. Calls for awarding the VET Mobility Charter are published annually on National Agencies' websites.* > *The acquirement of a VET Mobility Charter gives the VET Mobility Charter holders the possibility to apply in a simplified way under the Erasmus+ Key Action 1 mobility for VET learners and staff.* Erasmus+ Programme Guide; page 53 ff	• European Quality Charter for Mobility

How to use accreditation reference in an application request form

Accreditation once awarded is linked to the organisation details via the PIC. When the PIC is entered in the form, the organisation details linked to the PIC will automatically be inserted into the form.

Depending on the key action the accreditation reference may:

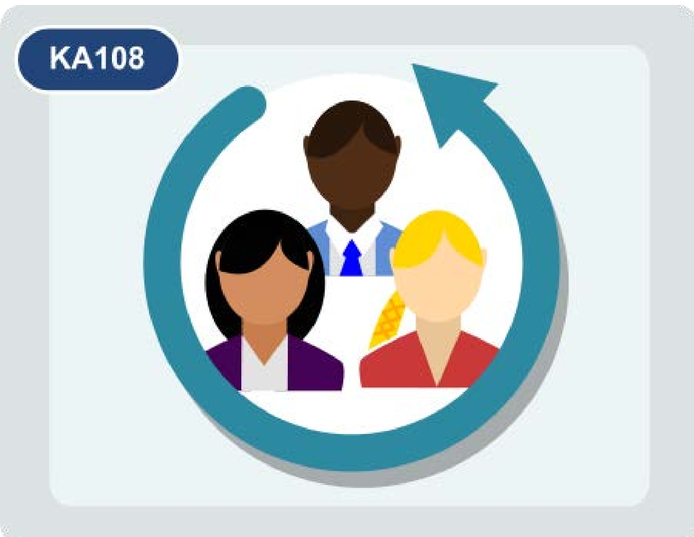
- be visible but not editable
- be selected from a drop down menu
- be entered into a free text field
- not be visible.

How to apply for accreditation using Web Forms?

Forms - Index - KA108 Accreditation of Higher Education Mobility Consortia

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new** **organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

KA108 - Accreditation for Higher Education Mobility Consortia	General	Specifics
	• Application process for Web Forms • Web Application Forms Guidelines • Web Forms Add applicant organisation • Web Forms Add associated persons to organisations • Web Forms Add participating organisation(s) • Web Forms Annexes • Web Forms Checklist • Web Forms Context • Web Forms Home screen • Web Forms How to complete the form • Web Forms Participating Organisations • Web Forms Pre Checks • Web Forms Print PDF functionality • Web Forms Sharing an application • Web Forms Start the application • Web Forms Submitting an application	• Web Forms Consortium • Web Forms Introduction to Accreditation/Charter • Web Forms KA108 Participating Organisations • Web Forms Mobility Consortium • Web Forms: KA108 Consortium Description • Web Forms: KA108 Consortium Summary

Web Forms: KA108 Consortium Summary

Relevant for...

Call Year	Key Action	Action
2018 / 2019	**KA1 - Learning Mobility of Individuals**	KA108 - Accreditation of Higher Education Mobility Consortia

In this part of the application you will have to provide the **Consortium Summary**. This section is where you detail the objectives of your consortium. Also included are the basic elements of the main activities and description of the results and impact envisaged.

Take note

Please note that questions or fields may vary depending on the key action of your application.

Quick steps

1 Click the "Consortium Summary" section.

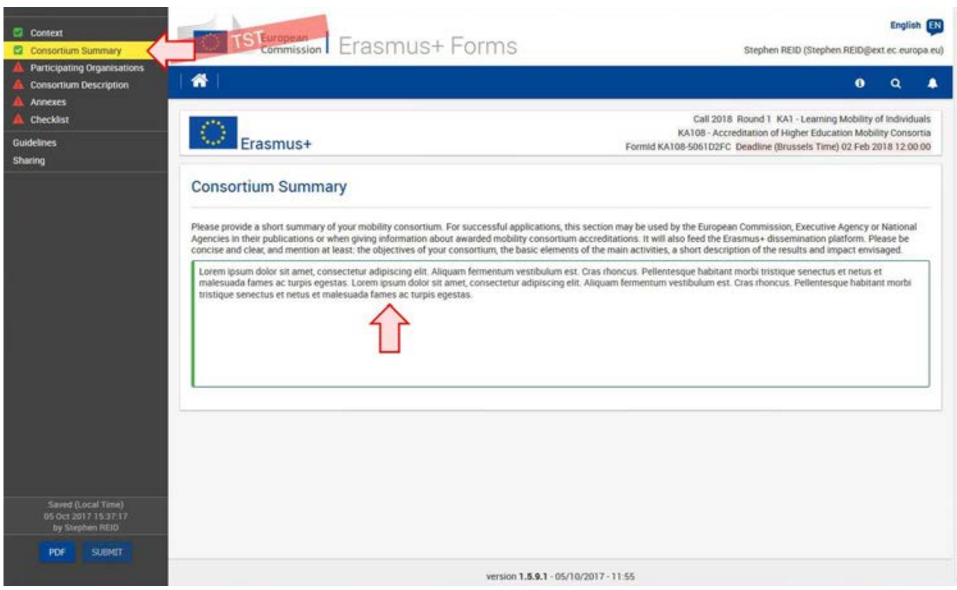
Detailed steps

Steps

Click the "Consortium Summary" section.

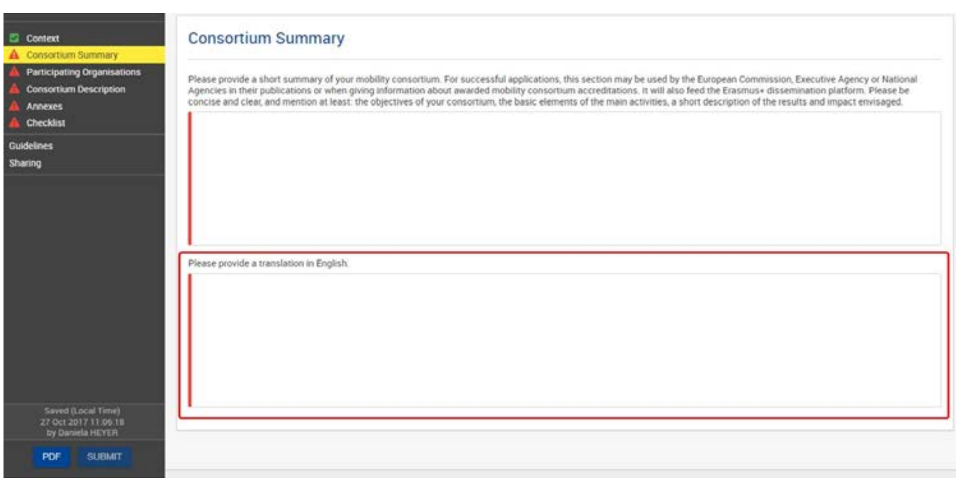
Click the **Consortium Summary** section and provide a brief summary of the mobile consortium.

Once the **Consortium Summary** field has been completed, a green tick is indicated.



Should you have selected any other language than English to fill in the form, you will have to provide a **translation in English**.

In such case you have a second field available to provide the information in English.



Related articles

- Web Forms: KA108 Consortium Description
- Web Forms: KA108 Consortium Summary
- Web Forms KA108 Participating Organisations
- Web Forms Mobility Consortium
- Forms - Index - KA108 Accreditation of Higher Education Mobility Consortia
- Web Forms Consortium
- Web Forms Introduction to Accreditation/Charter

Web Forms KA108 Participating Organisations

Relevant for...

Call Year	Key Action	Action
2020 onward	KA1 - Learning Mobility of Individuals	KA108 - Accreditation of Higher Education Mobility Consortia

All participating organisations should be registered in the **Organisation Registration system** and have a unique identifier - the **Organisation ID**. This Organisation ID will be used to complete the organisation details in the application form.

Organisation details cannot be updated in the application form. Updates must be done in the **Organisation Registration system**. Check Organisation Registration Guide for more details.

Role of organisations in mobility projects for Higher education students and staff.

> *Participating organisations involved in the mobility project assume the following roles and tasks:*
>
> - ***Applicant organisation** from a Programme Country: in charge of applying for the mobility project, signing and managing the grant agreement and reporting. The applicant can be a consortium coordinator: leading a mobility consortium of partner organisations of the same country aimed at organising any type of student and staff mobility.*
> - ***Sending organisation**: in charge of selecting students/staff and sending them abroad. This also includes grant payments (for those in Programme Countries), preparation, monitoring and recognition related to the mobility period.*
> - ***Receiving organisation**: in charge of receiving students/staff from abroad and offering them a study/traineeship programme or a programme of training activities, or benefiting from a teaching activity.*
> - ***Intermediary organisation**: this is an organisation active in the labour market or in the fields of education, training and youth work in a Programme Country. It may be a partner in a national mobility consortium, but is not a sending organisation. Its role may be to share and facilitate the administrative procedures of the sending higher education institutions and to better match student profiles with the needs of enterprises in case of traineeships and to jointly prepare participants.*

Erasmus+ Programme Guide; Chapter: Mobility Project for Higher Education Students and Staff

All participating organisations can be added in a similar way for all forms. To access detailed information on adding organisations details and associated persons please follow the links below.

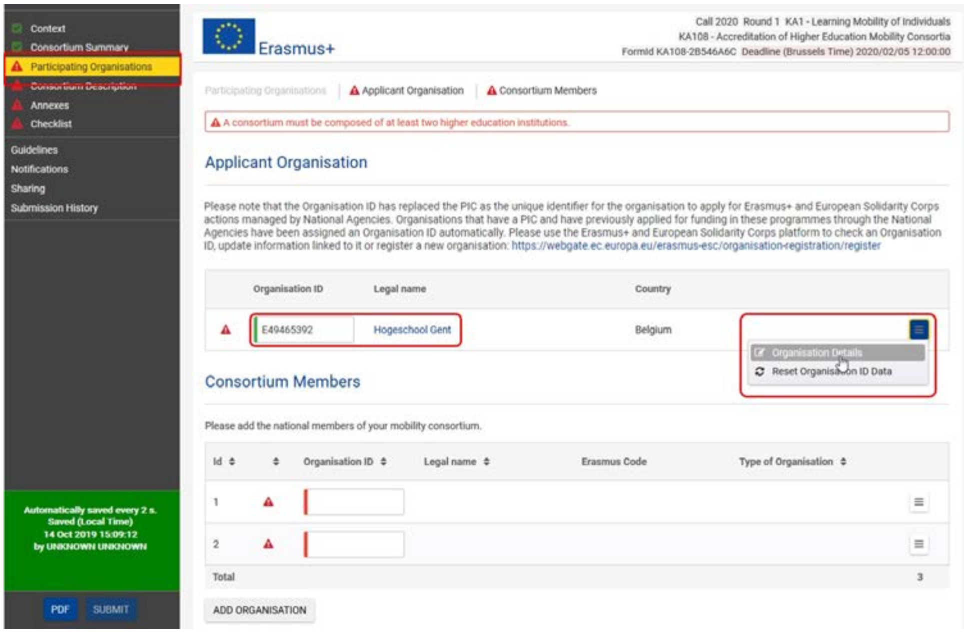
- Applicant organisation
- Consortium members (same as participating organisations)
- Associated persons for each organisation.

A **consortium** must be composed of **at least two** higher education institutions. You will find small differences in the **KA108 - Accreditation of Higher Education Mobility Consortia** application form, which are described here.

Steps

Access "Participating Organisations" in the side menu and add the "Applicant Organisation ID".

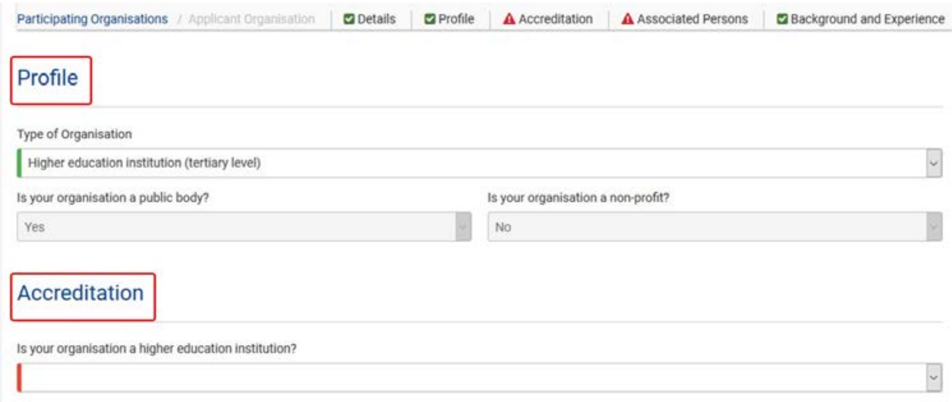
The name of the organisation is displayed after the **Organisation ID** is filled in. Access the **Organisation Details** via the menu button or by clicking on the hyperlinked **Legal name** of the organisation.



The "Profile" and "Accreditation" sections.

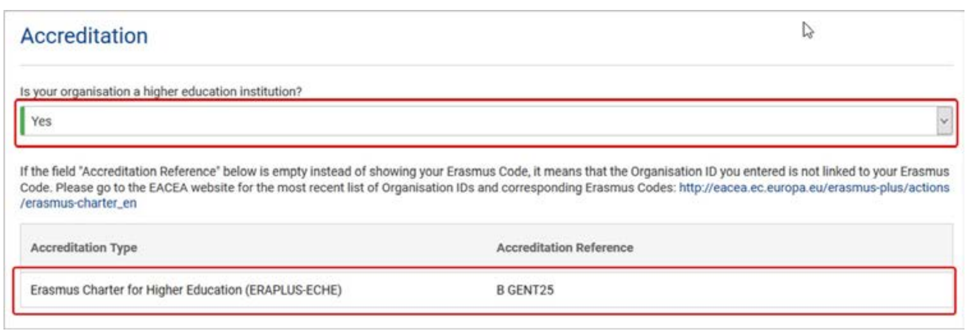
In the **Profile** section to select the type of organisation from the drop-down. In certain cases this information is pre-filled. If so, please check that the information is correct. If not, select the correct organisation type.

In the **Accreditation** section, indicate whether your organisation is a higher education institution.



For a higher education insitution, selecting **YES** in the Accreditation section will display the **ECHE** code for your organisation under **Accreditation Reference**.

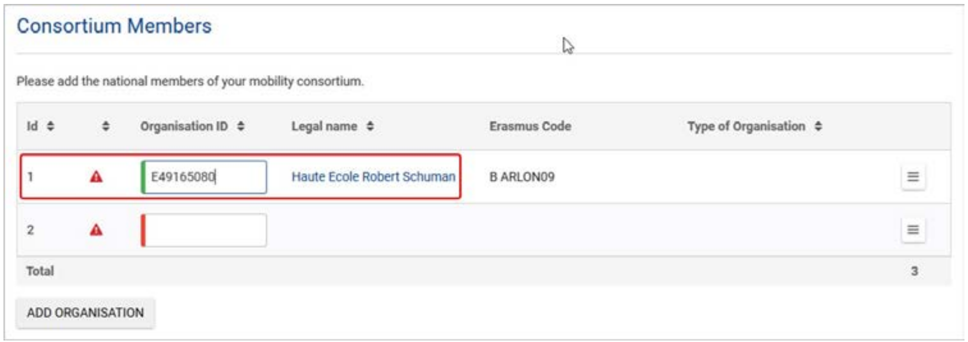
> **Information**
>
> If the **Accreditation Reference** is empty instead of showing your Erasmus Code, it means that the Organisation ID you entered is not linked to your Erasmus Code. Please go to the EACEA website for the most recent list of Organisation IDs and corresponding Erasmus Codes: http://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en



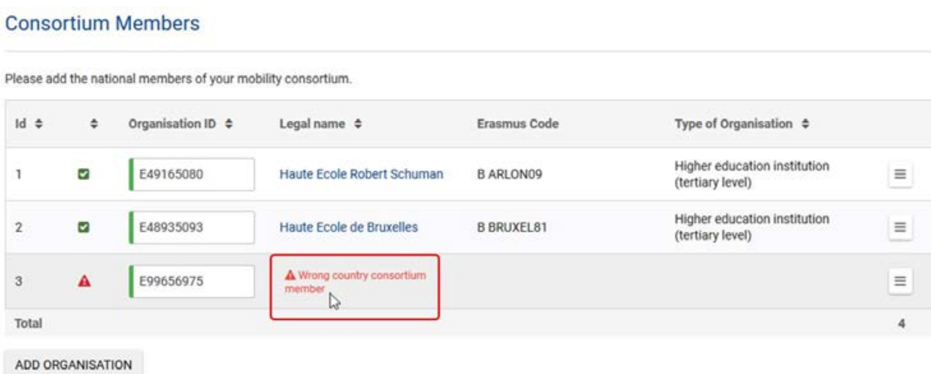
Adding Consortium members.

To add consortium members, provide the **Organisation ID** for the organisations in the respective fields, then provide the organisation information via the organisation details screen as described above. For detailed instructions please see Web Forms Add participating organisation(s).

Should you need to add more than two consortium members, use the **ADD ORGANISATION** button to for each additional organisation that you wish to add.



If you try to add a consortium member from a country other than the applicant's country, an error message will be displayed, as this is not permitted.



Related articles

- Forms - Index - KA108 Accreditation of Higher Education Mobility Consortia
- Web Forms Consortium
- Web Forms Introduction to Accreditation/Charter
- Web Forms KA108 Participating Organisations
- Web Forms Mobility Consortium
- Web Forms: KA108 Consortium Description
- Web Forms: KA108 Consortium Summary

Web Forms: KA108 Consortium Description

Relevant for...

Call Year	Key Action	Action
2018 onward	**KA1 - Learning Mobility of Individuals**	KA108 - Accreditation of Higher Education Mobility Consortia

In this part of the application you will have to provide details of the **Consortium Description**.This section asks for information about the consortium's approach in the preparation, implementation and follow-up of the activities.

Take note

Please note that questions or fields may vary depending on the key action of your application.

Quick steps

1 "Objectives and Purposes".
2 "Consortium Management".
3 "Preparation of Participants".
4 "Roles".
5 "Follow-up".

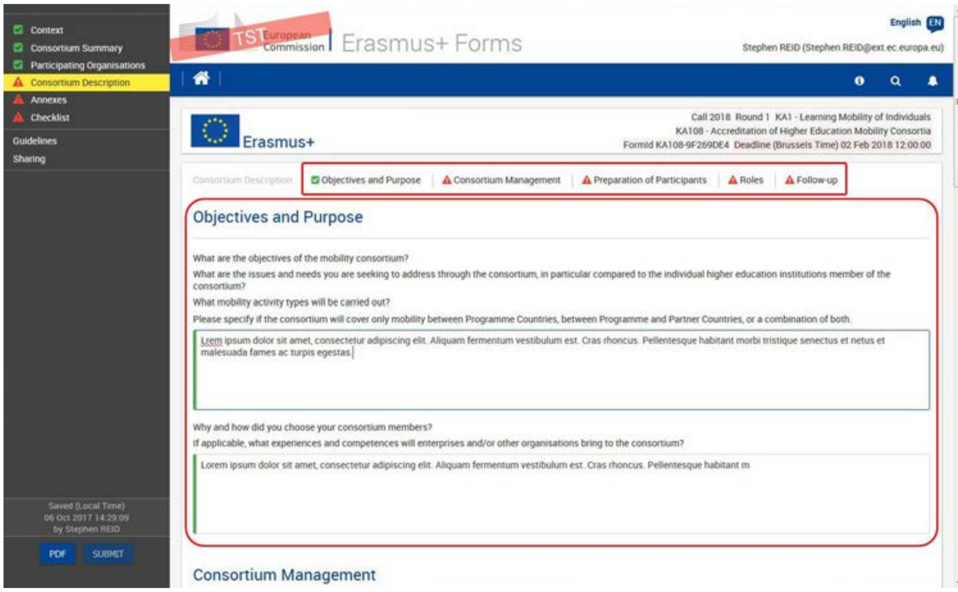
Detailed steps

Steps

"Objectives and Purposes".

In **Consortium Description**, In the section **Objectives and Purposes**, the details of objectives, issues and needs and how they are addressed by the consortium are detailed here. You must also fill in what mobility activity types will be carried out and specify if the consortium will cover only mobilities between programme countries, between programme and partner countries or a combination of both.

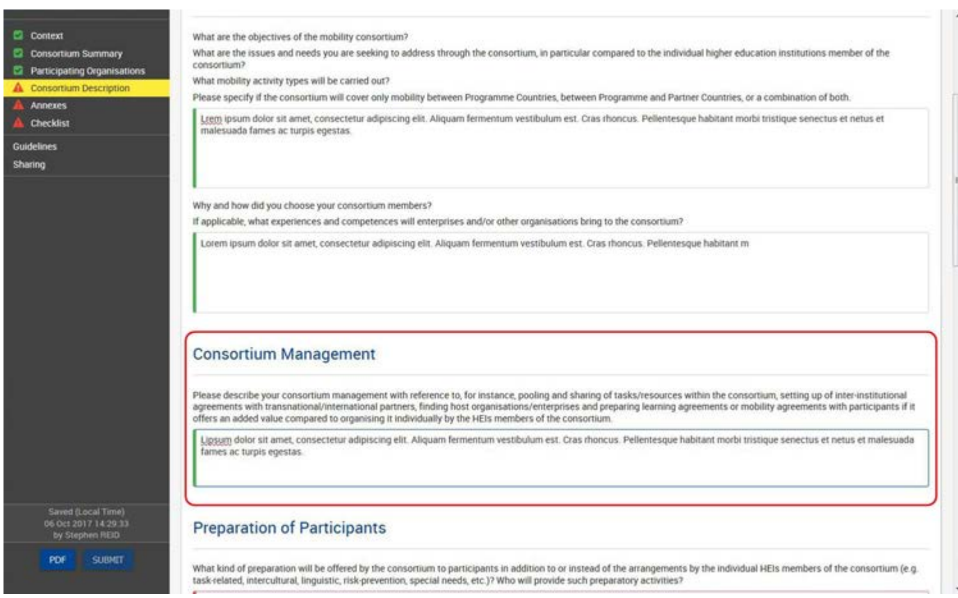
The reasons for why and how the consortium members were chosen needs to be indicated by including experiences and competences of the organisations.



"Consortium Management".

The tasks and resources sharing within the consortium management is to be described here, for example:

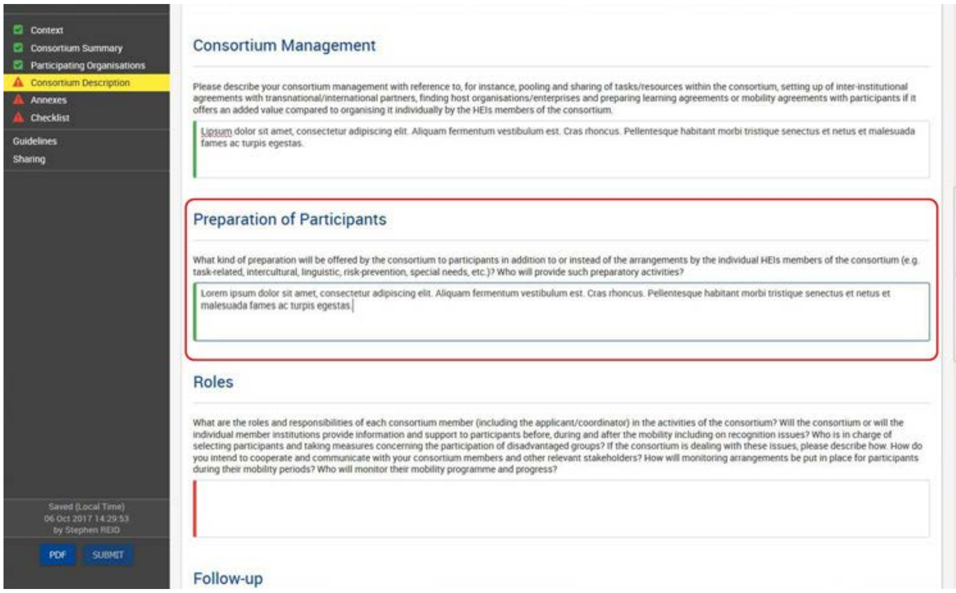
- setting up of inter-institutional agreements with transnational and international partners
- finding host organisations and enterprises
- preparing learning agreements or mobility agreements with participants



"Preparation of Participants".

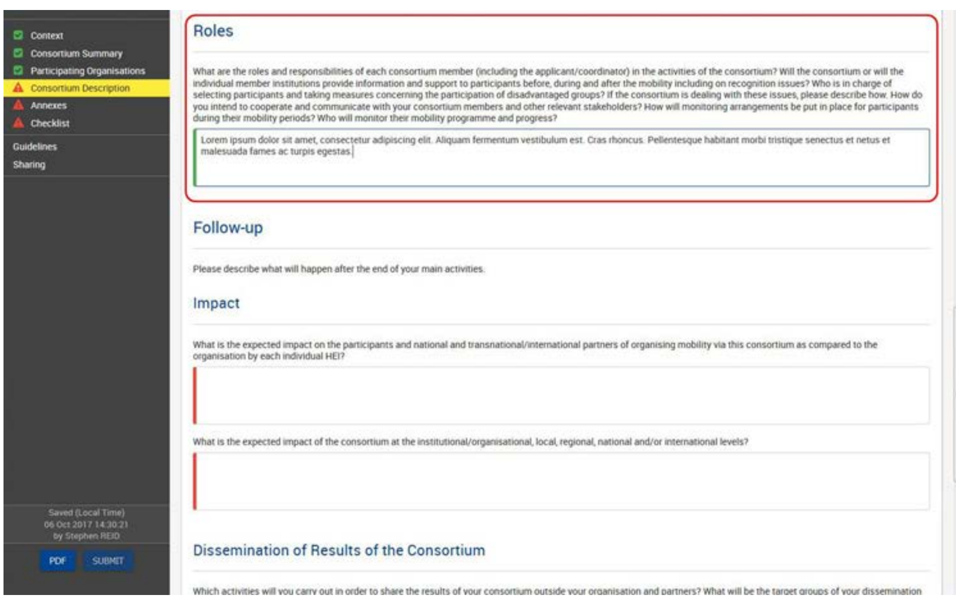
In the **Preparation of Participants** field details of the type of preparation offered by the consortium to participants needs to be included. This can be in addition or instead of arrangements by the individual Higher Education Institutions.

Details of task-related, intercultural, linguistic, risk-prevention and/or special needs, etc are to be included and who will provide these preparatory activities.



"Roles".

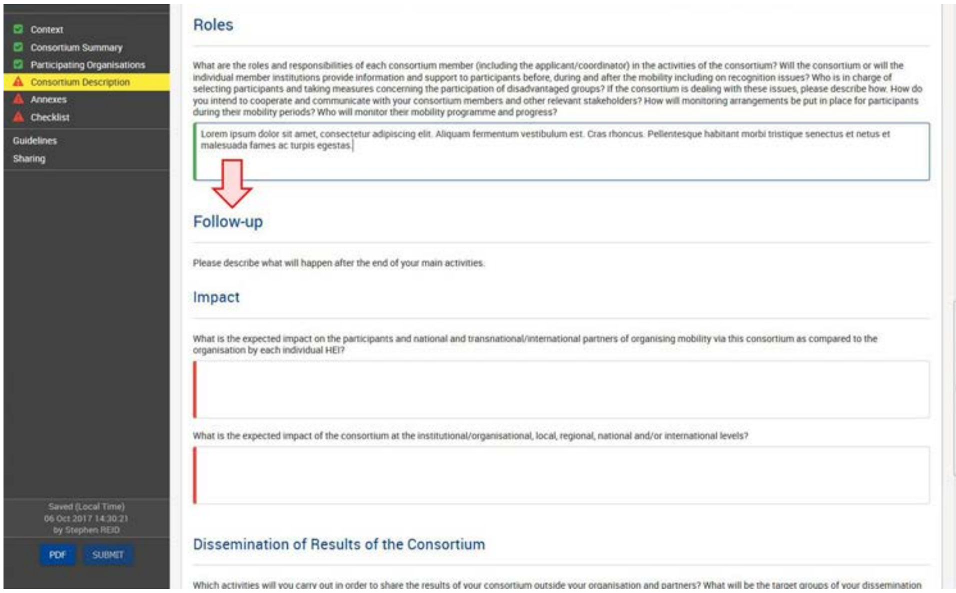
The roles and responsibilities of each consortium member are to be detailed here including the applicant or coordinator. What information and support is to be provided and who is in charge of selecting the participants.



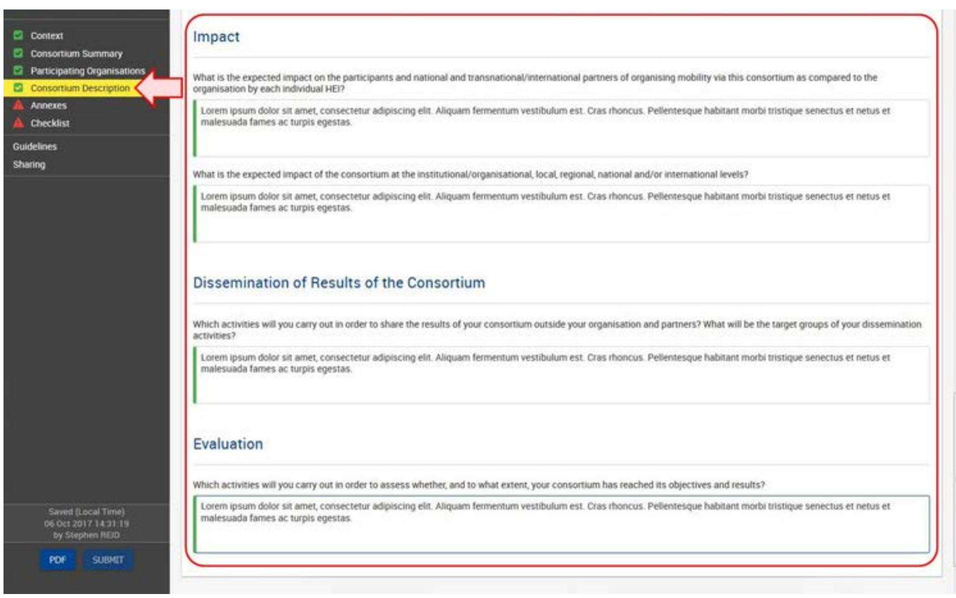
"Follow-up".

The **Follow-up** section is divided into three sections;

- **Impact** - Details of the impact on participants, national and transnational/international partners and the impact on an institutional and local or regional level.
- **Dissemination of Results in the Consortium** - The activities carried out in order to share the results of the consortium and the target groups of the dissemination activities.
- **Evaluation** - The activities carried out in order to assess whether the consortium has reached its objectives and results.



Once the fields has been completed, a **green tick** is indicated in the side menu.



Related articles

- Web Forms: KA108 Consortium Description
- Web Forms: KA108 Consortium Summary
- Web Forms KA108 Participating Organisations
- Web Forms Mobility Consortium
- Forms - Index - KA108 Accreditation of Higher Education Mobility Consortia
- Web Forms Consortium

- Web Forms Introduction to Accreditation/Charter

Forms - Index - KA109 Vocational Education and Training Mobility Charter

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

KA109 - Vocational Education and Training Mobility Charter	General	Specifics

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
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- Web Forms Sharing an application
- Web Forms Start the application
- Web Forms Submitting an application
- Web Forms Introduction to Accreditation/Charter
- Web Forms Mobility Consortium

- Web Forms Introduction to Accreditation/Charter
- Web Forms Participants (KA101, KA102, KA104, KA109, KA116)
- Web Forms Project Management (KA101, KA102, KA104, KA109)
- Web Forms: Budget Summary KA1/KA3
- Web Forms: Follow Up
- Web Forms: KA109 Future Developments
- Web Forms: KA109 Internationalisation Strategy
- Web Forms: KA109 Outcomes
- Web Forms: KA109 Past Activities

Web Forms: KA109 Future Developments

Relevant for...

Call Year	Key Action	Action
2018 onward	KA1 - Learning Mobility of Individuals	KA109 - Vocational Education and Training Mobility Charter

This section asks for your **five year mobility plan** and any new developments foreseen.

Information

While encoding the required information in your application form, **make sure you read the textual information provided in the form carefully**. This will ensure you provide the correct information for the specific fields /sections.

Quick steps

1. Click "Future Developments" in the side navigation.
2. Enter Amount of "Staff" and "Learners" for future years.
3. Provide information on mobilities funded by other national mobility schemes or own funds (if applicable).

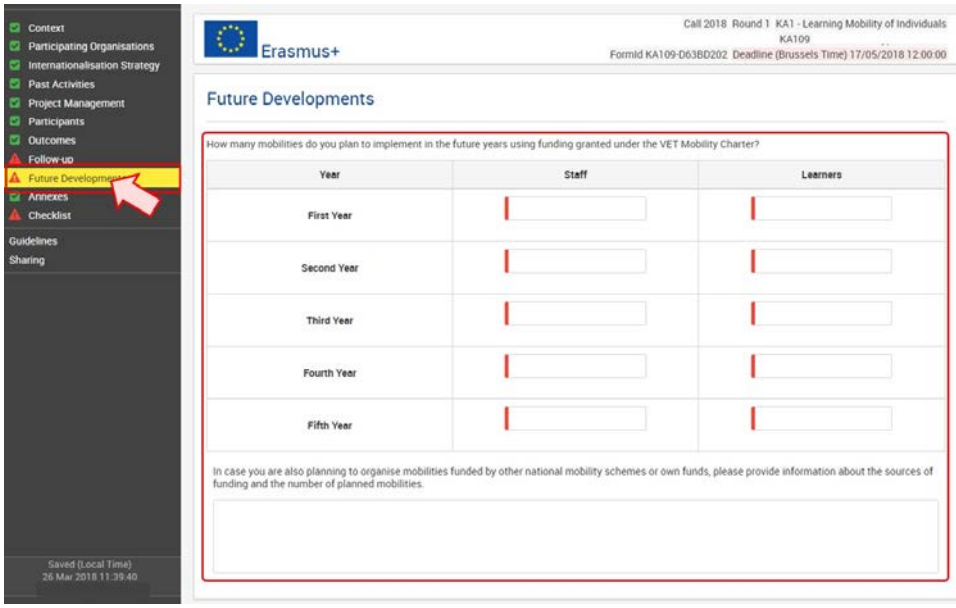
Detailed steps

Steps

Click "Future Developments" in the side navigation.

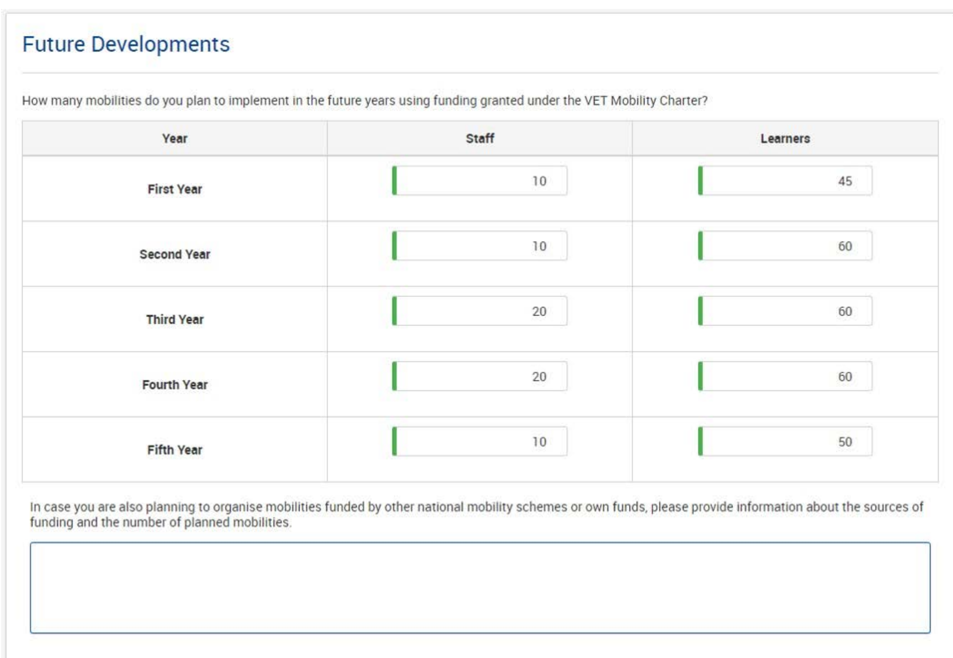
To encode information on future developments, click **Future Developments** in the side navigation. The related screen opens.

You will find a table to encode the required information and a not mandatory free text field.



Enter Amount of "Staff" and "Learners" for future years.

In the table, enter the number of **Staff** and **Learners** you want to implement in future years. The fields are marked green, once the information is provided.



Provide information on mobilities funded by other national mobility schemes or own funds (if applicable).

If you plan to organise mobilities funded by other national mobility schemes or using your organisations own funds, please provide information about the sources of funding and the number of planned mobilities in the available free text field under the list of Future Developments.

This field is not mandatory, and can also remain empty.

Future Developments is marked with a green check after all mandatory fields were updated. You can proceed with the next part of your application.

Related articles

- Web Forms: KA109 Future Developments
- Web Forms: KA109 Internationalisation Strategy
- Web Forms: KA109 Past Activities
- Web Forms: KA109 Outcomes
- Web Forms Project Management (KA101, KA102, KA104, KA109)
- Web Forms: Follow Up
- Web Forms Participants (KA101, KA102, KA104, KA109, KA116)
- Web Forms: Budget Summary KA1/KA3
- Forms - Index - KA109 Vocational Education and Training Mobility Charter
- Web Forms Introduction to Accreditation/Charter

Web Forms: KA109 Internationalisation Strategy

Relevant for...

Call Year	Key Action	Action
2018 onward	KA1 - Learning Mobility of Individuals	KA109 - Vocational Education and Training Mobility Charter

This section asks for the **strategy for implementation of cooperation and networking projects at international level** during at least the next five years.

> **Information**
>
> While encoding the required information in your application form, **make sure you read the textual information provided in the form carefully**. This will ensure you provide the correct information for the specific fields /sections.

Quick steps

1 Access "Internationalisation Strategy" via the side navigation.

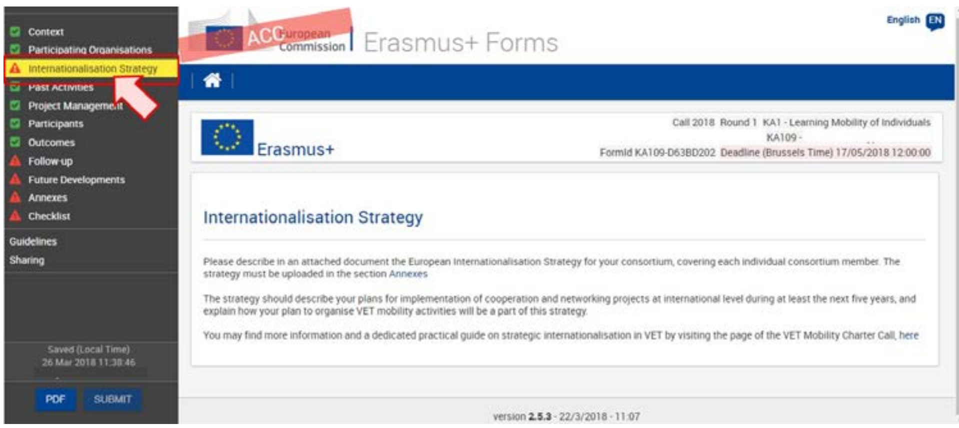
Detailed steps

Steps

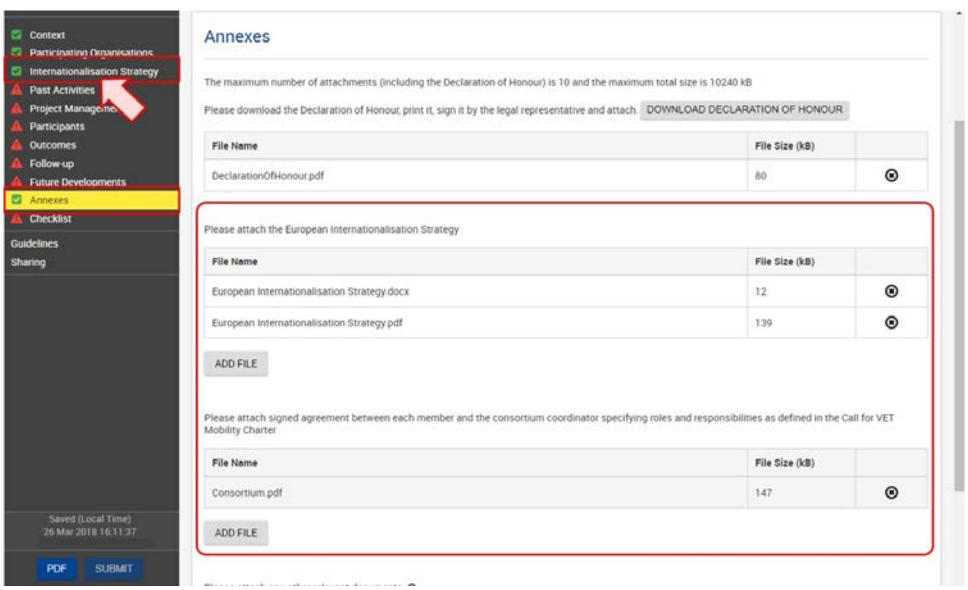
Access "Internationalisation Strategy" via the side navigation.

Click **Internationalisation Strategy** in the side navigation. This screen of the application form is read only. The textual information displayed provides you with details on specific documents to be attached to the application.

Those requested document(s) vary, if you are applying on behalf of a mobility consortium or not.



The red exclamation mark for the section will only change to a green check for completion after you uploaded the specifically required document (s) under **Annexes**.



.

Related articles

- Web Forms: KA109 Future Developments
- Web Forms: KA109 Internationalisation Strategy
- Web Forms: KA109 Past Activities
- Web Forms: KA109 Outcomes
- Web Forms Project Management (KA101, KA102, KA104, KA109)
- Web Forms: Follow Up
- Web Forms Participants (KA101, KA102, KA104, KA109, KA116)
- Web Forms: Budget Summary KA1/KA3
- Forms - Index - KA109 Vocational Education and Training Mobility Charter
- Web Forms Introduction to Accreditation/Charter

Web Forms: KA109 Outcomes

Relevant for...

Call Year	Key Action	Action
2018 onward	KA1 - Learning Mobility of Individuals	KA109 - Vocational Education and Training Mobility Charter

This section asks about **learning outcomes and the impact of the past mobility projects** on the organisations involved.

Information

While encoding the required information in your application form, **make sure you read the textual information provided in the form carefully**. This will ensure you provide the correct information for the specific fields /sections.

Quick steps

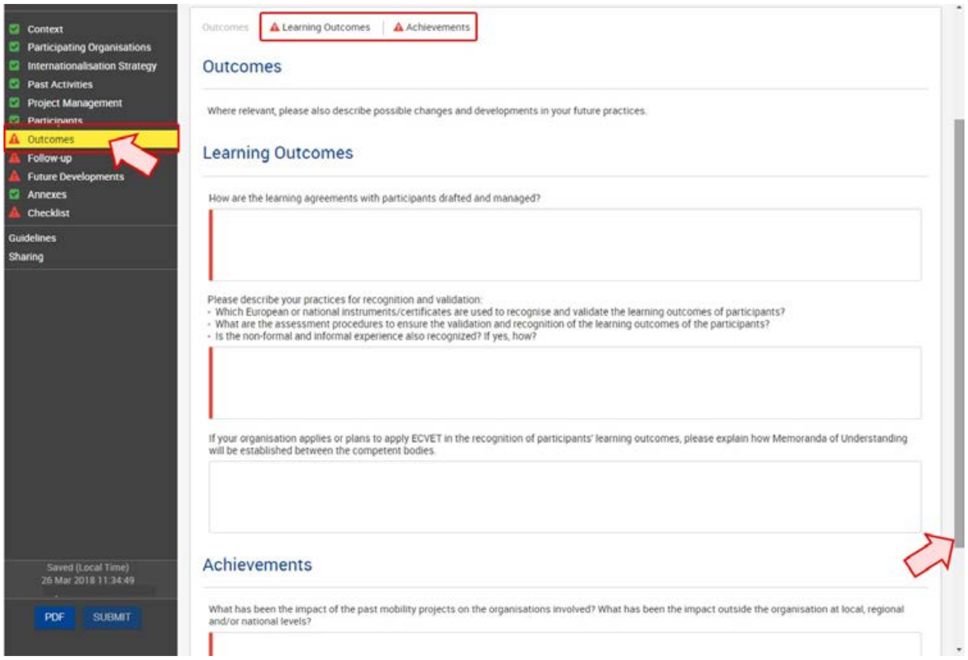
1 Click "Outcomes" in the side navigation.
2 Provide information on "Learning Outcomes".
3 Provide information on "Achievements".

Detailed steps

Steps

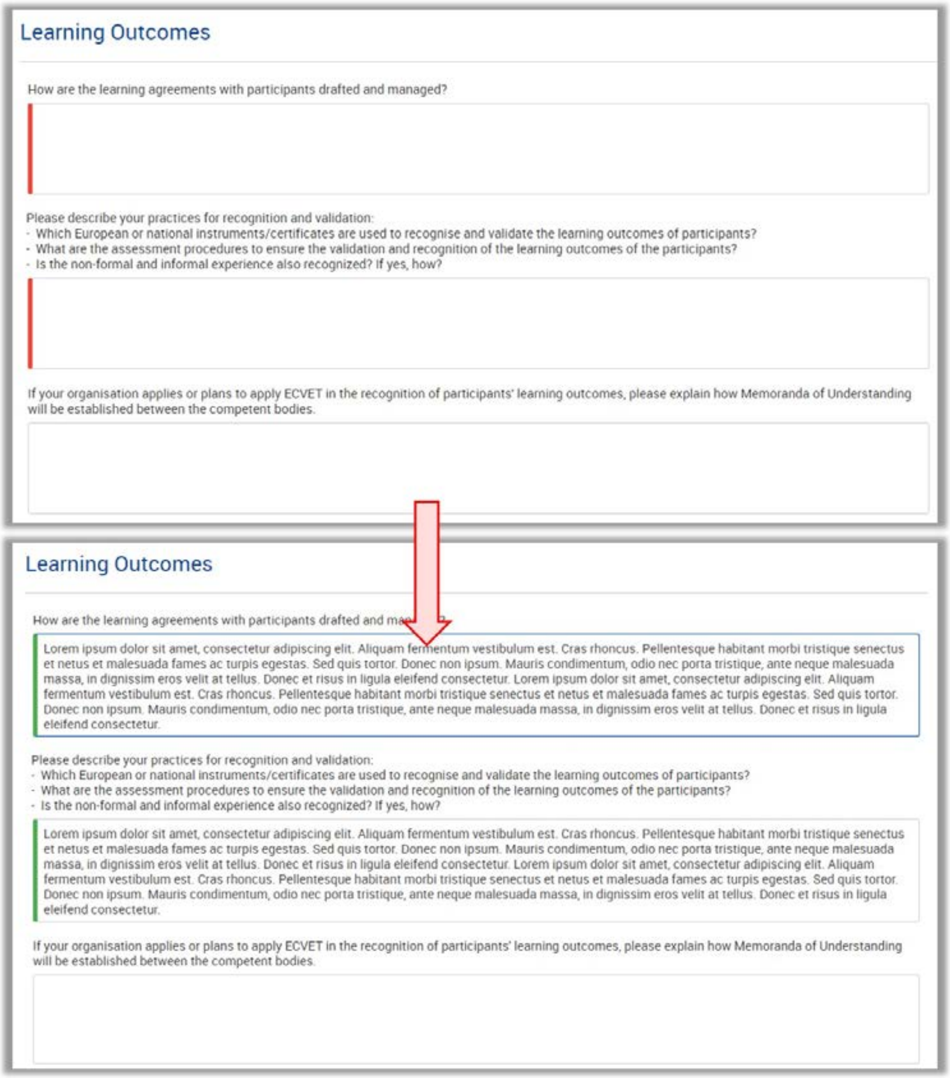
Click "Outcomes" in the side navigation.

To encode information on Learning Outcomes and Achievements, click **Outcomes** in the side navigation. The related screen opens. It consists of the sections **Learning Outcomes** and **Achievements**.

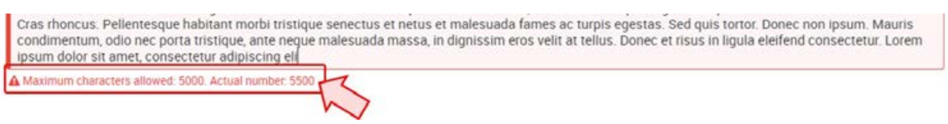


Provide information on "Learning Outcomes".

Under **Learning Outcomes** you find two mandatory free text fields. The maximum amount of characters you can enter is 5000. After information is entered, the fields are marked green.

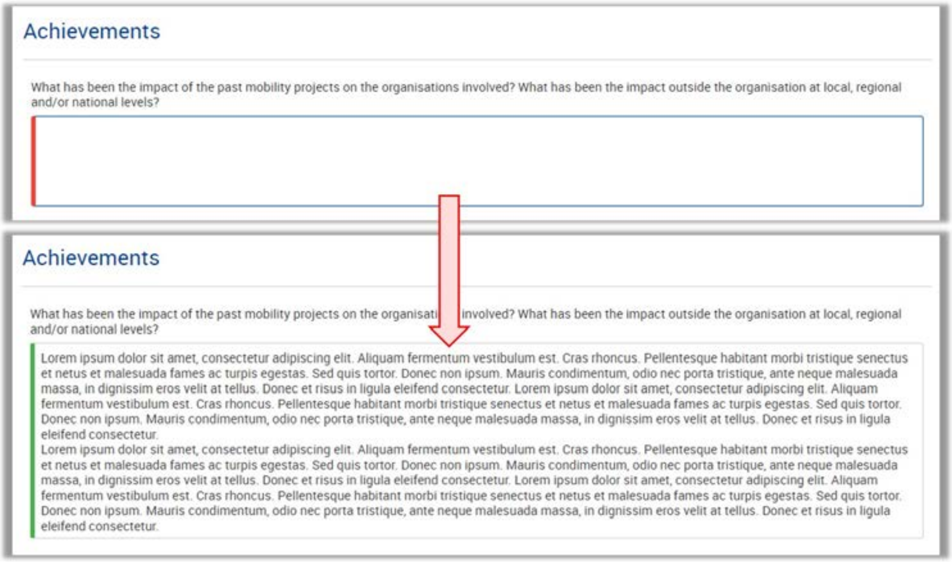


The application form will display warning messages, should you exceed to maximum amount of characters allowed in a field. You must correct such entries.

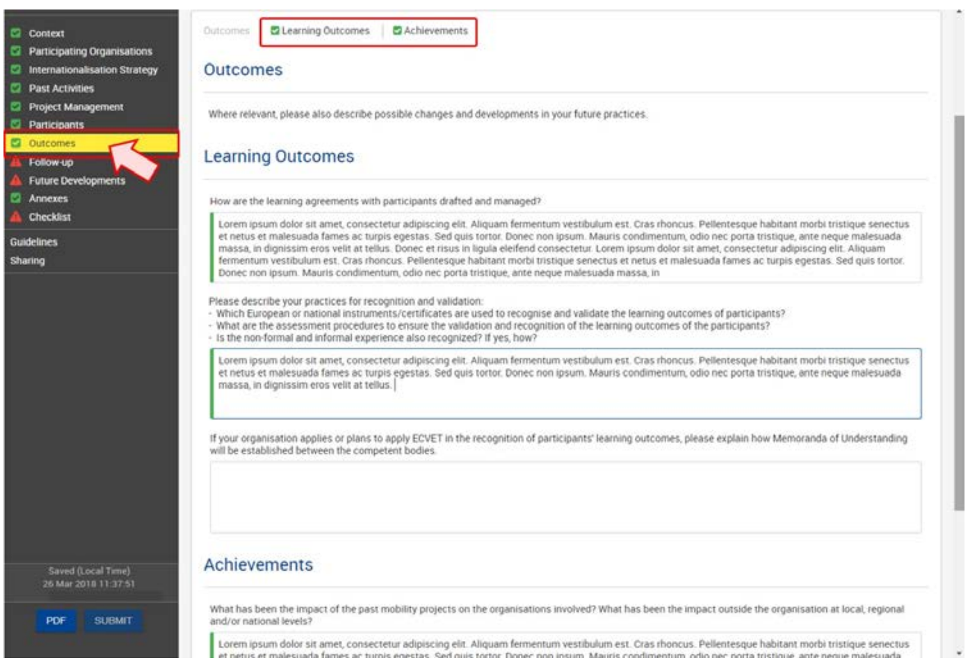


Provide information on "Achievements".

Under **Achievements** you have to provide the specific requested information in the available free text field. The maximum amount of characters you can enter is 5000. After information is entered, the fields are marked green.



Once all mandatory fields are filled in, the related menu item in the side navigation is marked with a green check. You can proceed to the next part of your application.



Related articles

- Web Forms: KA109 Future Developments
- Web Forms: KA109 Internationalisation Strategy
- Web Forms: KA109 Past Activities
- Web Forms: KA109 Outcomes
- Web Forms Project Management (KA101, KA102, KA104, KA109)
- Web Forms: Follow Up
- Web Forms Participants (KA101, KA102, KA104, KA109, KA116)

- Web Forms: Budget Summary KA1/KA3
- Forms - Index - KA109 Vocational Education and Training Mobility Charter
- Web Forms Introduction to Accreditation/Charter

Web Forms: KA109 Past Activities

Relevant for...

Call Year	Key Action	Action
2018 onward	KA1 - Learning Mobility of Individuals	KA109 - Vocational Education and Training Mobility Charter

This section asks for information and relevant contract numbers and titles about the **mandatory 3 completed VET mobility projects** completed under the Lifelong Learning Programme or Erasmus+.

Information

While encoding the required information in your application form, **make sure you read the textual information provided in the form carefully**. This will ensure you provide the correct information for the specific fields /sections in your form.

Quick steps

1. Click "Past Activities" in the side navigation.
2. Enter "Project Number(s)" and "Project Title(s)".
3. Enter the required information on the past activities.

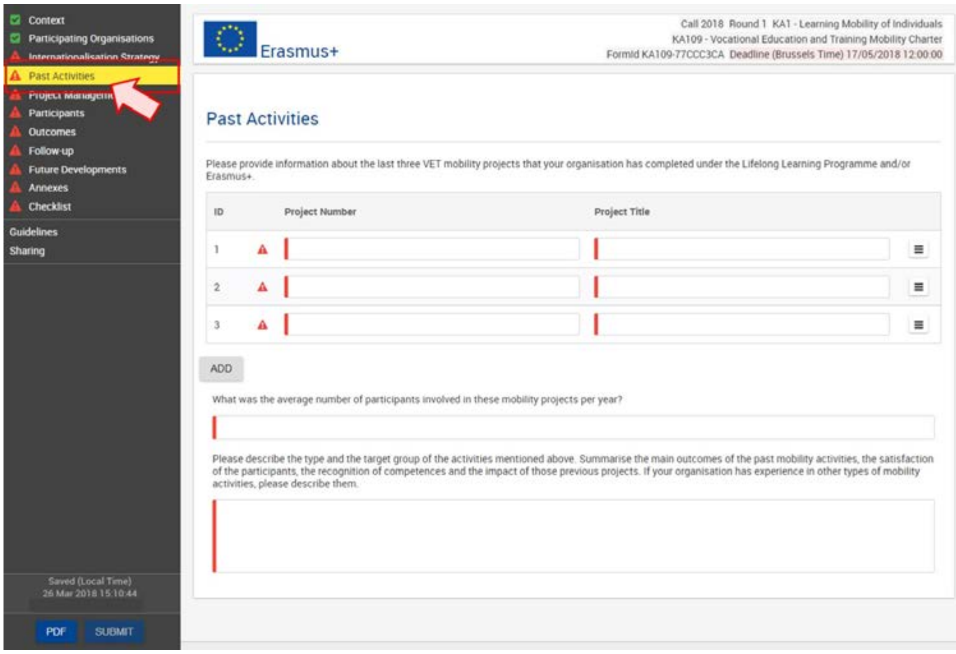
Detailed steps

Steps

Click "Past Activities" in the side navigation.

To encode information on the three mandatory, completed VET mobility projects, click **Past Activities** in the side navigation. The related screen opens.

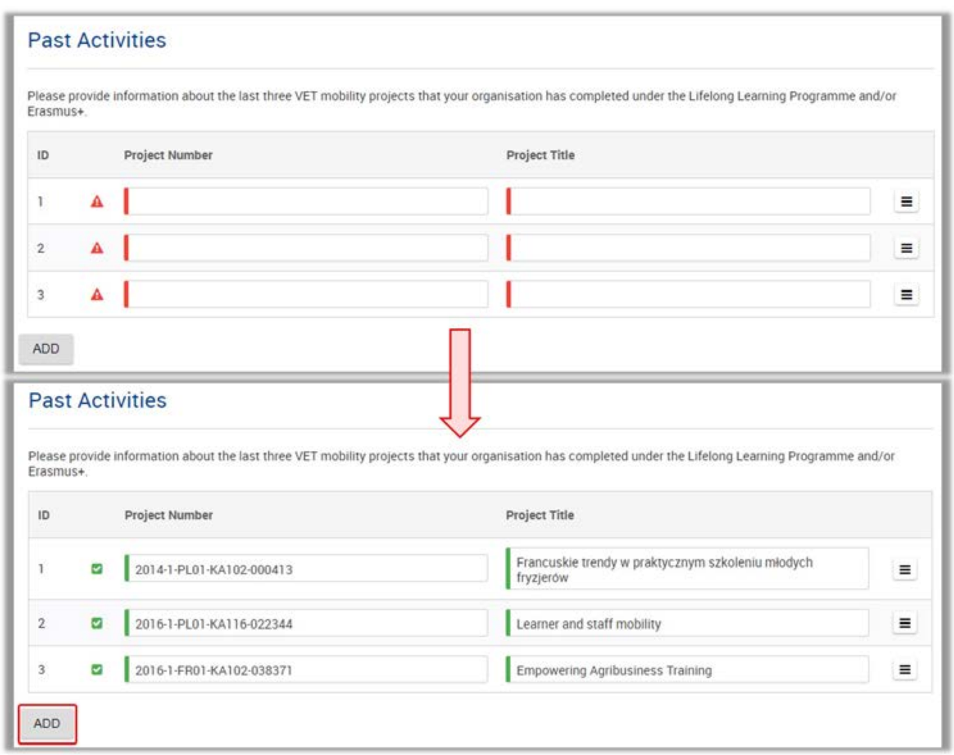
You see by default three rows displayed under Past Activities, it is here you have to provide the required data.



Enter "Project Number(s)" and "Project Title(s)".

Provide the **Project Number** and related **Project Title** for the last three VET projects your organisation completed in the past. The fields are marked green.

Via the **ADD** button you have the possibility to encode additional projects, if needed.

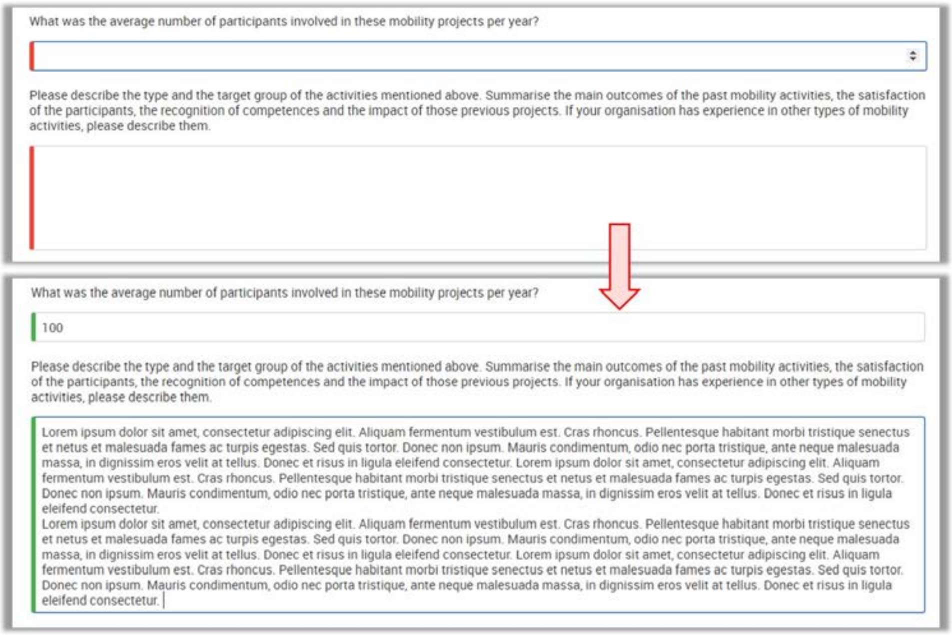


Enter the required information on the past activities.

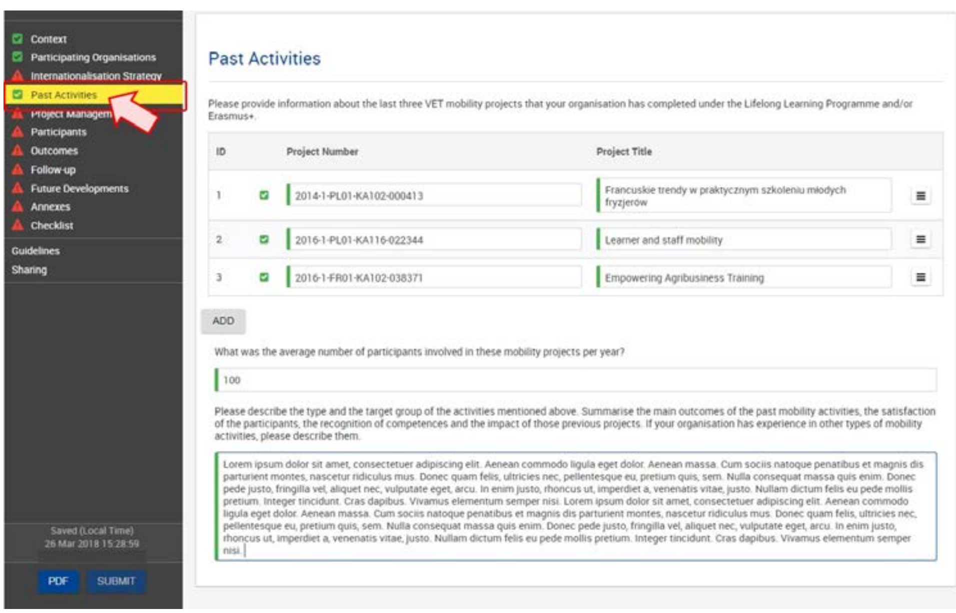
In the second part of the Past Activities screen you have to specify the **average number of participants in those past projects.**

In the free text field underneath you have to provide information on type and target group of past activities, main outcomes and more. The maximum characters allowed here is 5000.

The fields are marked green, after information was entered.



Once all mandatory fields are filled in, the related menu item in the side navigation is marked with a green check. You can proceed to the next part of your application.



Related articles

- Web Forms: KA109 Future Developments
- Web Forms: KA109 Internationalisation Strategy
- Web Forms: KA109 Past Activities
- Web Forms: KA109 Outcomes

- Web Forms Project Management (KA101, KA102, KA104, KA109)
- Web Forms: Follow Up
- Web Forms Participants (KA101, KA102, KA104, KA109, KA116)
- Web Forms: Budget Summary KA1/KA3
- Forms - Index - KA109 Vocational Education and Training Mobility Charter
- Web Forms Introduction to Accreditation/Charter

Forms - Index - KA120 Erasmus Accreditation (Adult Education, School Education and Vocational Education and Training)

KA120 - Erasmus Accreditation	General	Specifics
	• Application process for Web Forms • Web Application Forms Guidelines • Web Forms Add applicant organisation • Web Forms Add associated persons to organisations • Web Forms Add participating organisation(s) • Web Forms Annexes • Web Forms Checklist • Web Forms Context • Web Forms Home screen • Web Forms How to complete the form • Web Forms Participating Organisations • Web Forms Pre Checks • Web Forms Print PDF functionality • Web Forms Sharing an application • Web Forms Start the application • Web Forms Submitting an application	• Web Forms KA120 Background • Web Forms KA120 Erasmus Plan Activities • Web Forms KA120 Erasmus Plan Management • Web Forms KA120 Erasmus Plan Objectives • Web Forms KA120 Quality Standards and KA150 Youth Quality Standards

Web Forms KA120 Background

Relevant for...

Call Year	Key Action	Action
2020 onward	KA1 - Mobility of individuals	KA120 - Erasmus accreditation

In this section of the application form you have to give comprehensive information about your organisation. Our example shows the **Background** section in the application form of a 2020 KA120 - Erasmus Accreditation for Schools.

> **Take note**
>
> Questions or fields may vary depending on the accreditation field you are applying for.

Quick steps

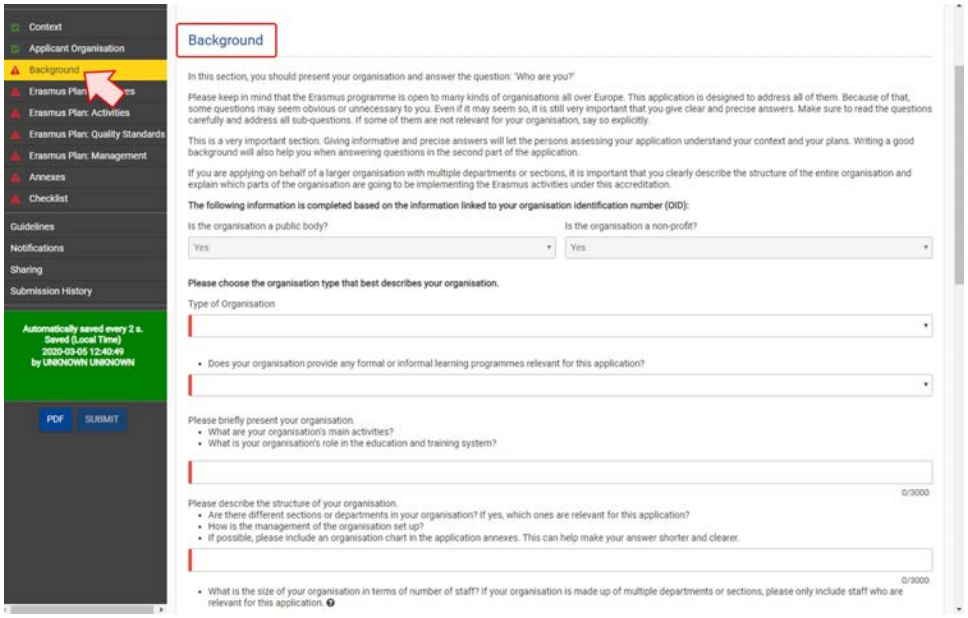
1 Click on "Background" in the side menu.
2 Provide the "Type of organisation".
3 Provide the mobility consortium information (if applicable).
4 Provide additional information on your organisation.
5 Read and check the "Strategic Documents" section.
6 Background section marked complete.

Detailed steps

Steps

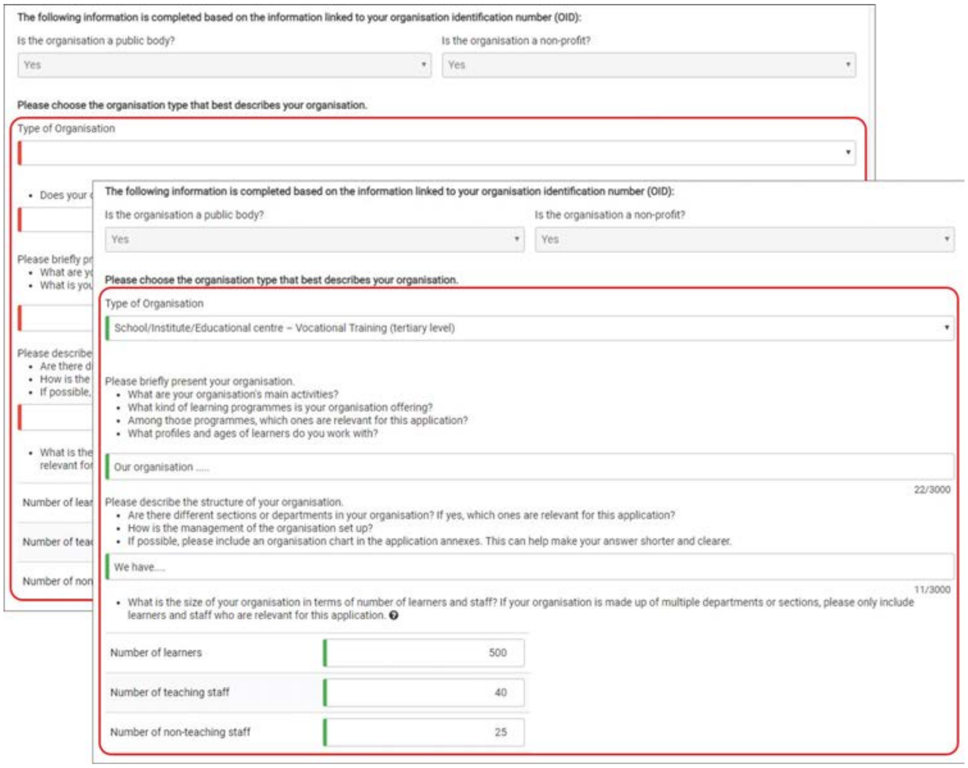
Click on "Background" in the side menu.

Click on the **Background** link in the side menu. The **Background** screen opens.



Provide the "Type of organisation".

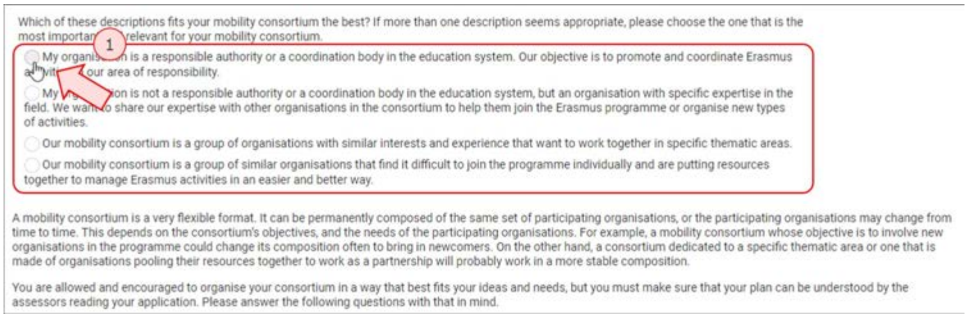
If the **Type of Organisation** is not prefilled, select it from the available drop-down. Then, fill in the related additional information, including the amount of learners, teaching staff and non-teaching staff. Certain fields and questions vary according to the type of organisation.



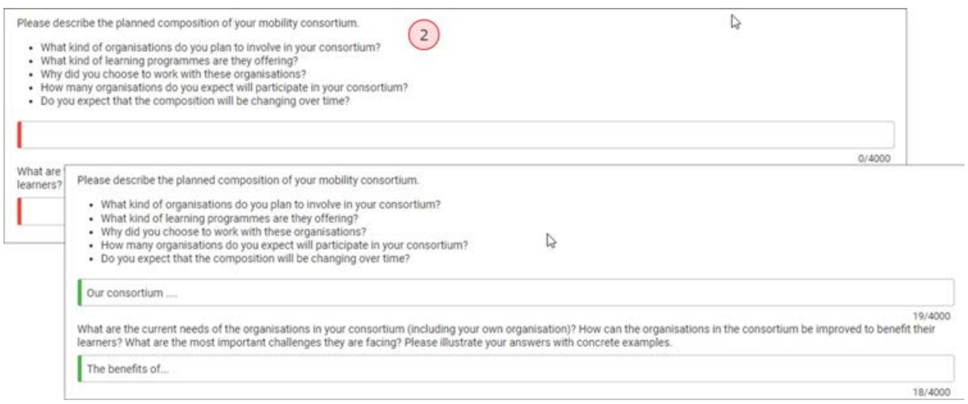
Provide the mobility consortium information (if applicable).

If you have selected to apply on behalf of a mobility consortium in the **Context** section of the application form, you must provide information on the consortium.

1. Select the **consortium type** from the available options by clicking the respective radio button.
   Note: If you change your selection, you will be asked to confirm the change as all the answers given based on the previous selection will be erased.



2. Provide all other required information in the available fields on topics such as the planned composition of your consortium. The information to provide depends on the selected consortium type.

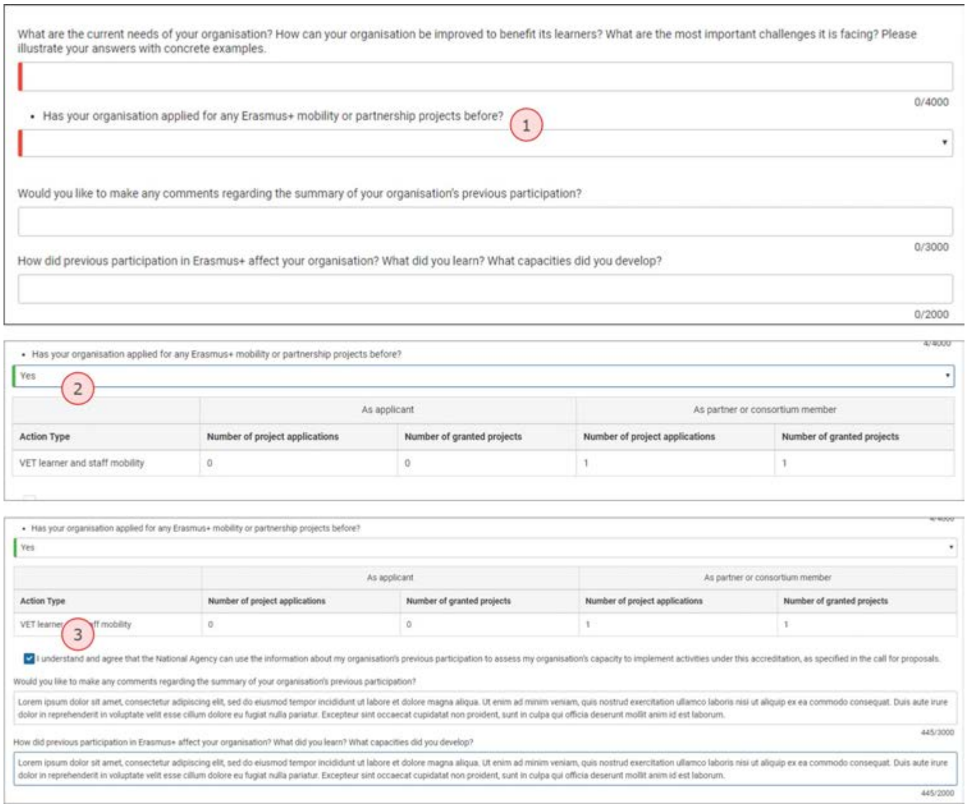


Provide additional information on your organisation.

Complete all other required information in the form.

One of the questions to answer is about any **previous participation in any Erasmus+ mobility or partnership project**.

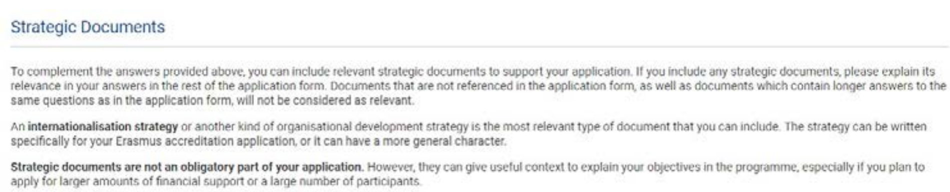
1. Select **Yes** or **No** from the available drop-down.
2. Selecting **Yes** will display a summary of your previous participation as an applicant and/or partner/consortium member per action type.
3. You must also check the box to agree that the National Agency can use the information about your organisation's previous participation to assess its capacity to implement activities under this accreditation, as specified in the call for proposals.
   Non-mandatory fields are also available for you to provide additional comments on any previous participation.



Read and check the "Strategic Documents" section.

In the **Strategic Documents** section you will find information on relevant strategic documents you can include to support your application.

Read this section carefully. Depending on the accreditation you apply for, you may find useful links to additional guidance documentation.



Background section marked complete.

Once all mandatory information is provided, the **Background** section in the side menu will display a green check. Continue to the next part of the application form.

Related articles

- Web Forms KA120 Erasmus Plan Activities
- Web Forms KA120 Erasmus Plan Management
- Web Forms KA120 Background
- Web Forms KA120 Erasmus Plan Objectives
- Web Forms KA120 Quality Standards and KA150 Youth Quality Standards
- Forms - Index - KA120 Erasmus Accreditation (Adult Education, School Education and Vocational Education and Training)
- Web Forms Checklist
- Web Forms Sharing an application
- Web Application Forms Guidelines
- Web Forms How to complete the form
- Web Forms Submitting an application
- Web Forms Annexes
- Web Forms Print PDF functionality

- Web Forms Home screen
- Web Forms Start the application

Web Forms KA120 Erasmus Plan Activities

Relevant for...

Call Year	Key Action	Action
2020	KA1 - Mobility of individuals	

In this section of the application form you have to provide information on a broad planning for **Activities** you want to organise and participants you want to support with Erasmus funds.

Our example shows the **Activities** section in the application form of a KA120 - Erasmus Accreditation for Schools.

Take note

Questions or fields may vary depending on the accreditation field you are applying for.

Quick steps

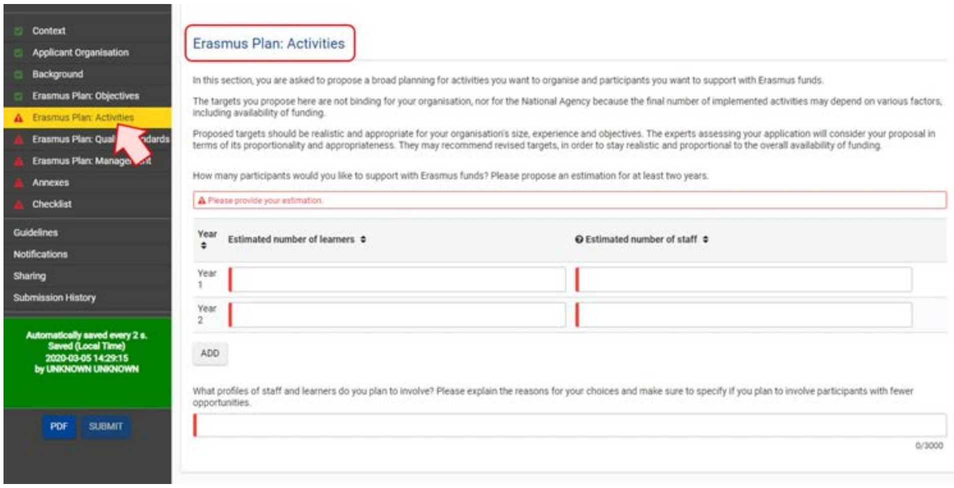
1 Click on "Erasmus Plan: Activities" in the side menu.
2 Enter information on the estimated number of learners and/or staff.
3 Provide information on the profiles of learners and/or staff.
4 Delete an activity.
5 "Erasmus Plan: Activities" marked complete.

Detailed steps

Steps

Click on "Erasmus Plan: Activities" in the side menu.

Click on the **Erasmus Plan: Activities** link in the side menu. The **Erasmus Plan: Activities** screen opens.

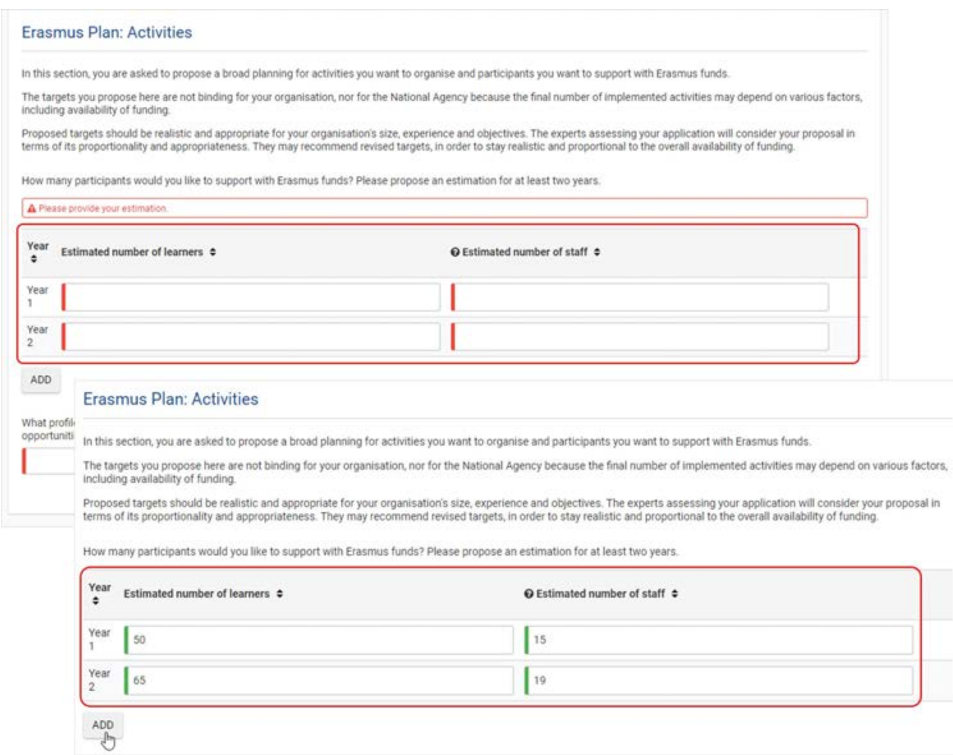


Enter information on the estimated number of learners and/or staff.

In the displayed table you have to provide the estimated number of learners and/or staff for at least two years. The options depend on the field (Adult, Schools or VET) of accreditation you apply for.

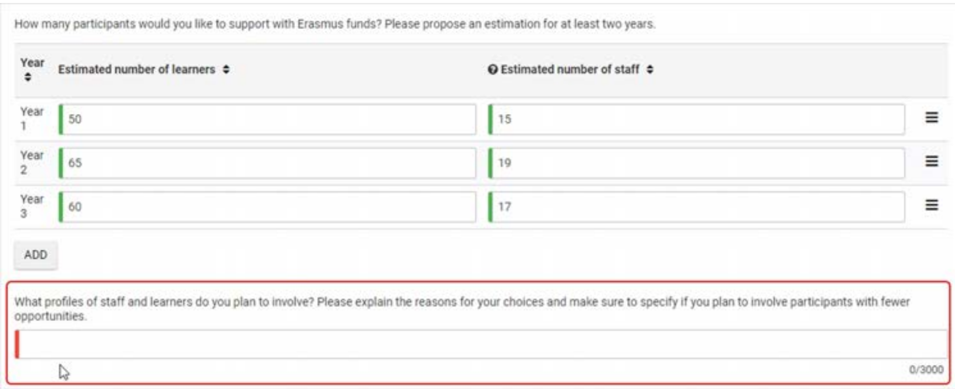
Note: The targets you propose here are not binding for your organisation, nor for the National Agency because the final number of implemented activities may depend on various factors, including availability of funding.

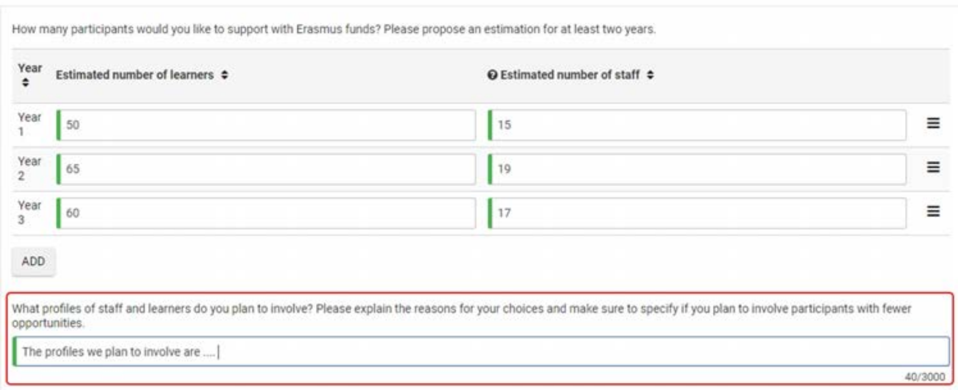
To add more targets, click on the available **ADD** button and fill in the target numbers in the additional row that will open.



Provide information on the profiles of learners and/or staff.

At the bottom of the page you have to provide information on the learners and/or staff you plan to involve in the available free text field.

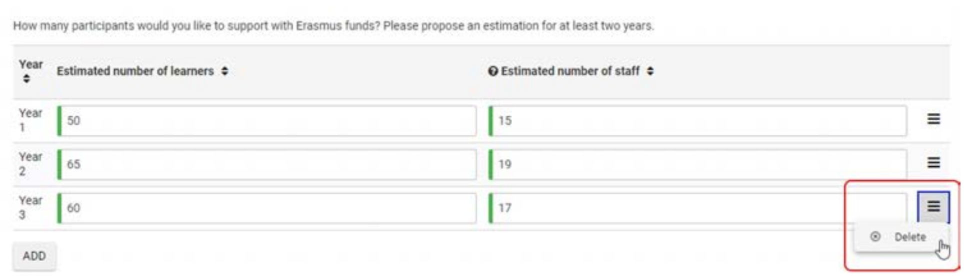




Delete an activity.

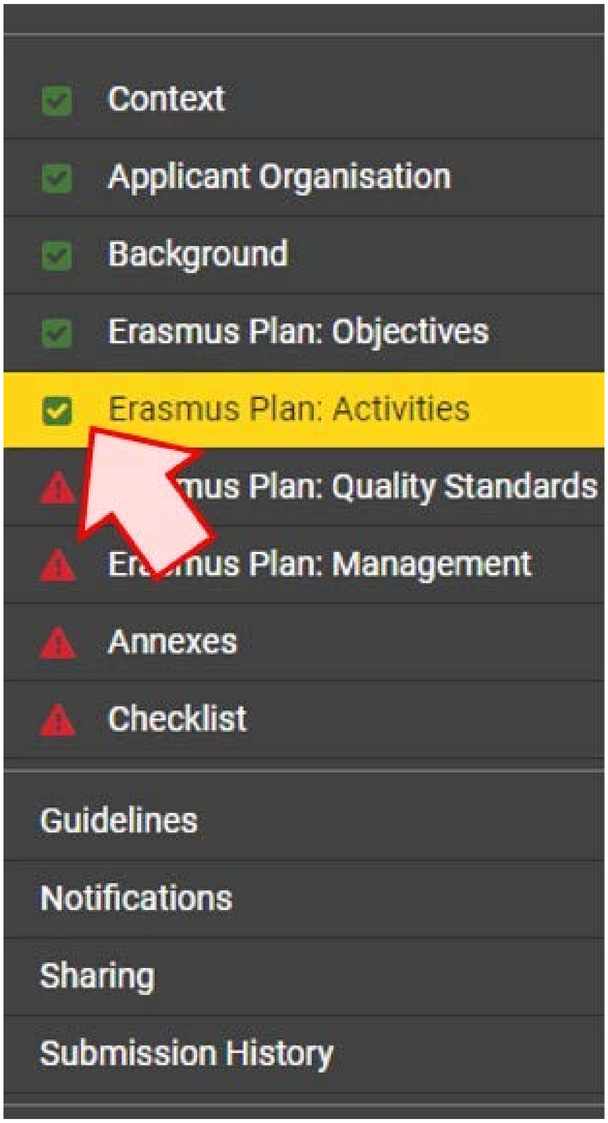
If you want to remove an objective, click on the contextual menu button and select **Delete**. Confirm the deletion by clicking **Yes** in the confirmation pop-up.

Note: You have to provide estimates for a minimum of two years.



"Erasmus Plan: Activities" marked complete.

Once all mandatory information is provided for at least two years of activities, the **Erasmus Plan: Activities** section in the side menu will display a green check. Continue to the next part of the application form.



Related articles

- Web Forms KA120 Erasmus Plan Activities
- Web Forms KA120 Erasmus Plan Management
- Web Forms KA120 Background
- Web Forms KA120 Erasmus Plan Objectives
- Web Forms KA120 Quality Standards and KA150 Youth Quality Standards
- Forms - Index - KA120 Erasmus Accreditation (Adult Education, School Education and Vocational Education and Training)
- Web Forms Checklist
- Web Forms Sharing an application
- Web Application Forms Guidelines
- Web Forms How to complete the form
- Web Forms Submitting an application
- Web Forms Annexes

- Web Forms Print PDF functionality
- Web Forms Home screen
- Web Forms Start the application

Web Forms KA120 Erasmus Plan Management

Relevant for...

Call Year	Key Action	Action
2020 onward	KA1 - Mobility of individuals	KA120 - Erasmus+ Accreditation

In this section of the application form you have to explain how you plan to set up the **management** of Erasmus+ mobility activities within your organisation to make sure their implementation is successful.

Take note

Questions or fields may vary depending on the accreditation field you are applying for.

Our example shows the **Erasmus Plan: Management** section in the application form of a KA120 - Erasmus Accreditation for Schools.

Quick steps

1. Click on "Erasmus Plan: Management" in the side menu.
2. Enter the required information under "Quality Standards Part I: Contributing to programme objectives".
3. Enter the required information under "Quality Standards Part II: Good management of Erasmus mobility activities".
4. Enter the required information under "Quality Standards Part III: Providing quality and support to the participants".
5. Enter the required information under "Quality Standards Part IV: Sharing results and knowledge about the programme".
6. "Erasmus Plan: Management" marked complete.

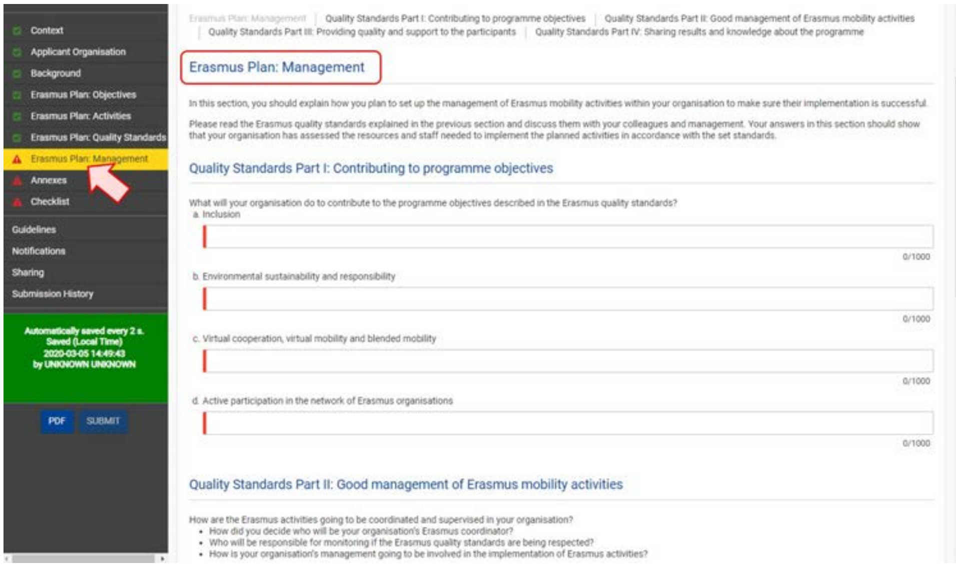
Detailed steps

Steps

Click on "Erasmus Plan: Management" in the side menu.

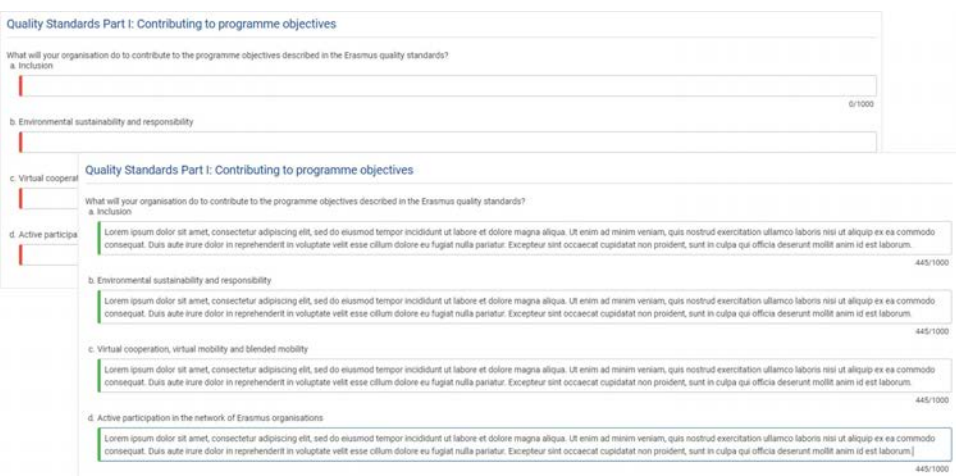
Click on the **Erasmus Plan: Management** link in the side menu. The **Erasmus Plan: Management** screen opens. It consists of four sections:

1. **Quality Standards Part I**: Contributing to programme objectives
2. **Quality Standards Part II**: Good management of Erasmus mobility activities
3. **Quality Standards Part III**: Providing quality and support to the participants
4. **Quality Standards Part IV**: Sharing results and knowledge about the programme



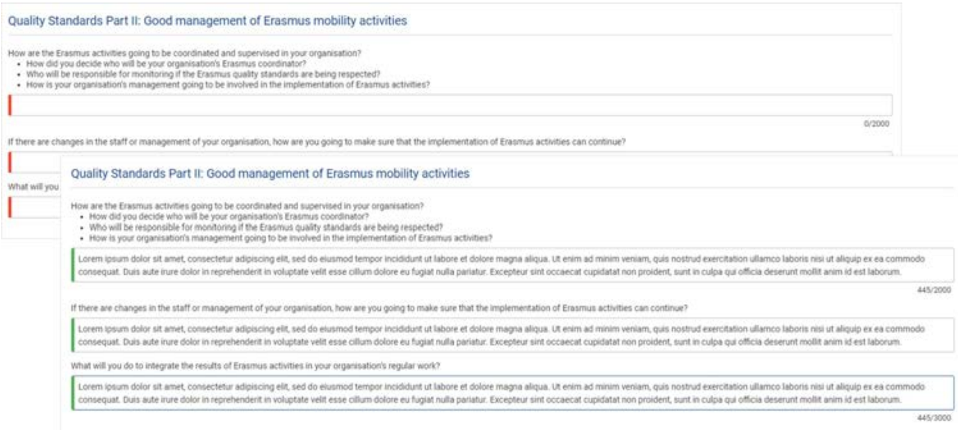
Enter the required information under "Quality Standards Part I: Contributing to programme objectives".

In the available fields of this section you have to provide information such as your contributions as an organisation or consortium contributions to the programme objectives as described in the Quality Standards. Provide information on topics such as inclusion, environmental sustainability and responsibility, virtual cooperation, virtual mobility and blended mobility and active participation in the network of Erasmus organisations.



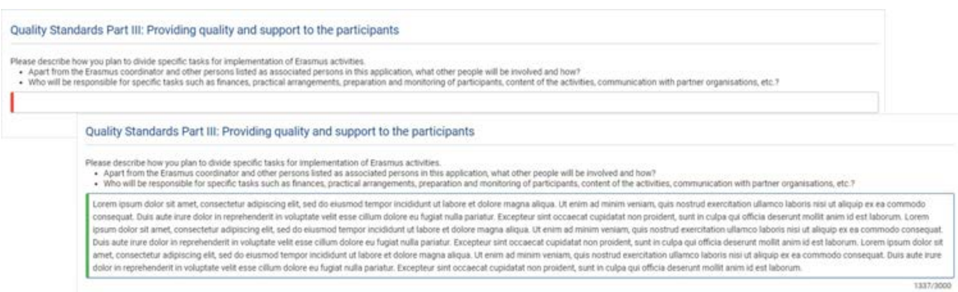
Enter the required information under "Quality Standards Part II: Good management of Erasmus mobility activities".

In the available fields of this section you have to provide information on the coordination and supervision of the Erasmus+ activities.



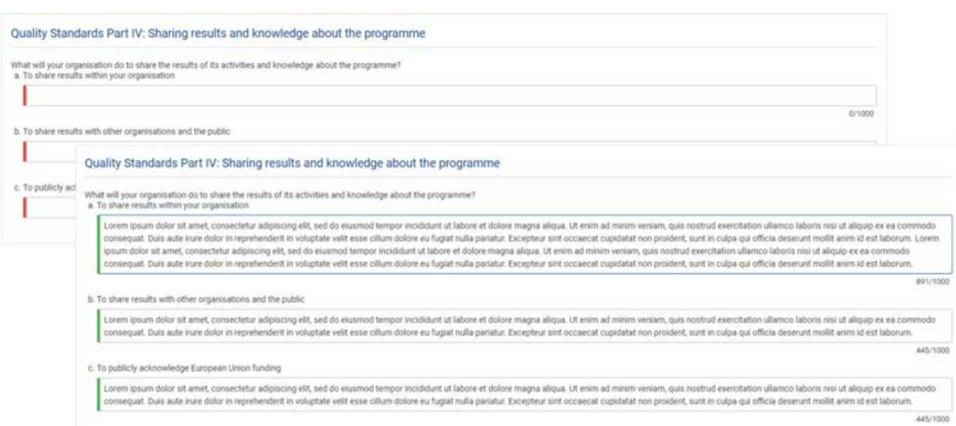
Enter the required information under "Quality Standards Part III: Providing quality and support to the participants".

In the available field provide information on how you plan to divide specific tasks for implementation of Erasmus activities.



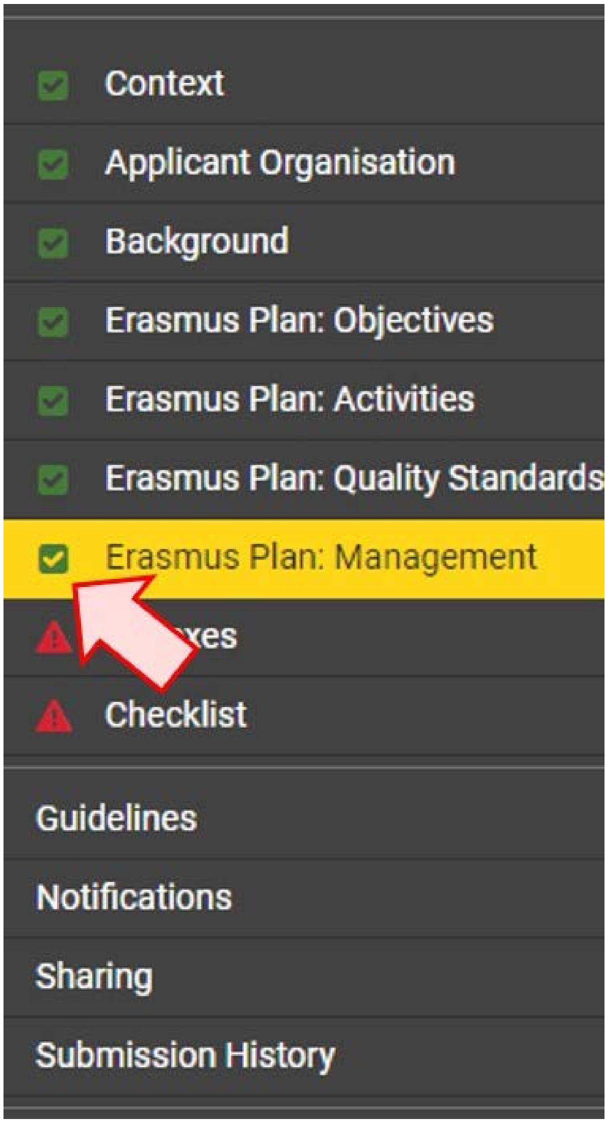
Enter the required information under "Quality Standards Part IV: Sharing results and knowledge about the programme".

In the available field provide information on what your organisation/consortium will do to share the results of its activities and knowledge about the programme.



"Erasmus Plan: Management" marked complete.

Once all mandatory information is provided the **Erasmus Plan: Management** section in the side menu will display a green check. Continue to the next part of the application form.



Related articles

- Web Forms KA120 Erasmus Plan Activities
- Web Forms KA120 Erasmus Plan Management
- Web Forms KA120 Background
- Web Forms KA120 Erasmus Plan Objectives
- Web Forms KA120 Quality Standards and KA150 Youth Quality Standards
- Forms - Index - KA120 Erasmus Accreditation (Adult Education, School Education and Vocational Education and Training)
- Web Forms Checklist
- Web Forms Sharing an application
- Web Application Forms Guidelines
- Web Forms How to complete the form
- Web Forms Submitting an application
- Web Forms Annexes

- Web Forms Print PDF functionality
- Web Forms Home screen
- Web Forms Start the application

Web Forms KA120 Erasmus Plan Objectives

Relevant for...

Call Year	Key Action	Action
2020	**KA1 - Mobility of individuals**	KA120 - Erasmus Accreditation

In this section of the application form you have to provide information on the objectives your organisation wants to achieve by implementing Erasmus activities. Our example shows the **Erasmus Plan: Objectives** section in the application form of a KA120 - Erasmus Accreditation for Schools.

> **Take note**
>
> Questions or fields may vary depending on the accreditation field you are applying for.

Quick steps

1 Click "Erasmus Plan: Objectives" in the side menu.
2 Read the "Introduction" section carefully.
3 Describe your first objective.
4 Add additional objectives (if applicable).
5 Delete an objective.
6 "Erasmus Plan: Objectives" marked complete.

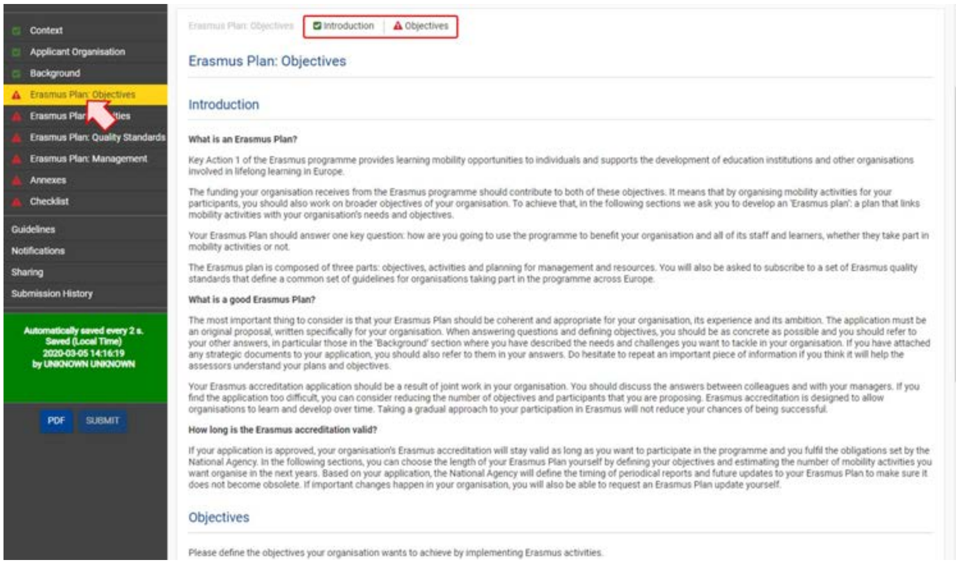
Detailed steps

Steps

Click "Erasmus Plan: Objectives" in the side menu.

Click on the **Erasmus Plan: Objectives** link in the side menu. The **Erasmus Plan: Objectives** screen opens. It consists of two sections:

- **Introduction**
- **Objectives**



Read the "Introduction" section carefully.

The **Introduction** section provides valuable information on the following topics:

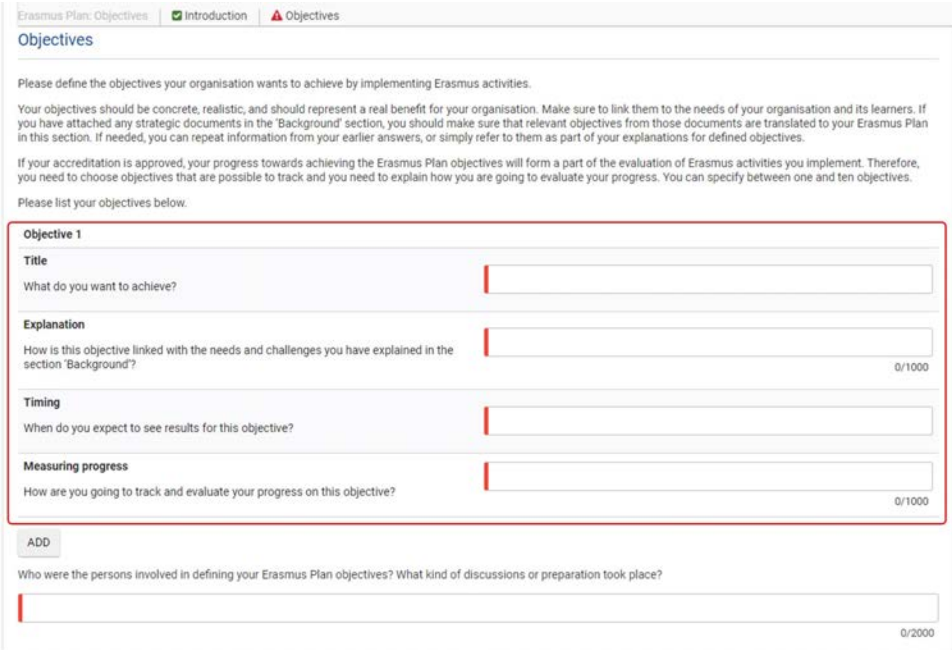
- **What is an Erasmus Plan?**
- **What is a good Erasmus Plan?** and
- **How long is the Erasmus accreditation valid?**

Read all the information carefully, as it can assist with the information to be filled in in the **Objectives** section.

Describe your first objective.

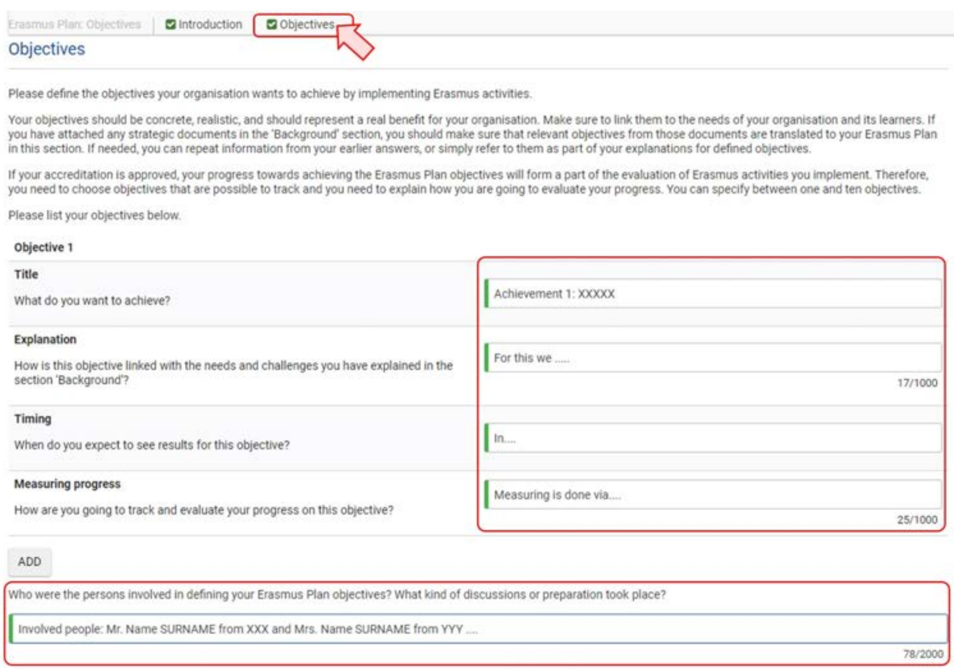
In the **Objectives** section of the screen, add the following information for your first objective in the dedicated fields:

- **Title,**
- **Explanation,**
- **Timing,**
- **Measuring progress.**



In addition, provide information on the **persons involved in defining your Erasmus Plan objectives**, in the dedicated field at the bottom of the screen.

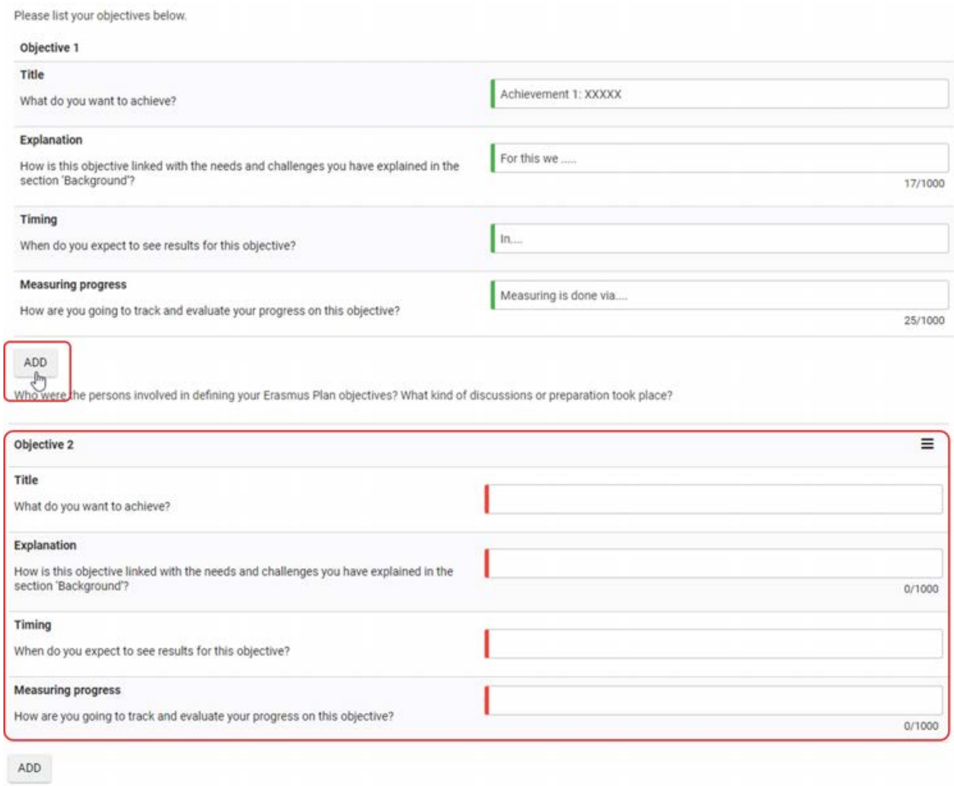
When all the fields are filled in, the **Objectives** section in the breadcrumb is marked with the green check.



Add additional objectives (if applicable).

To add subsequent objectives, click on the **ADD** button. The subsection **Objective 2** displays.

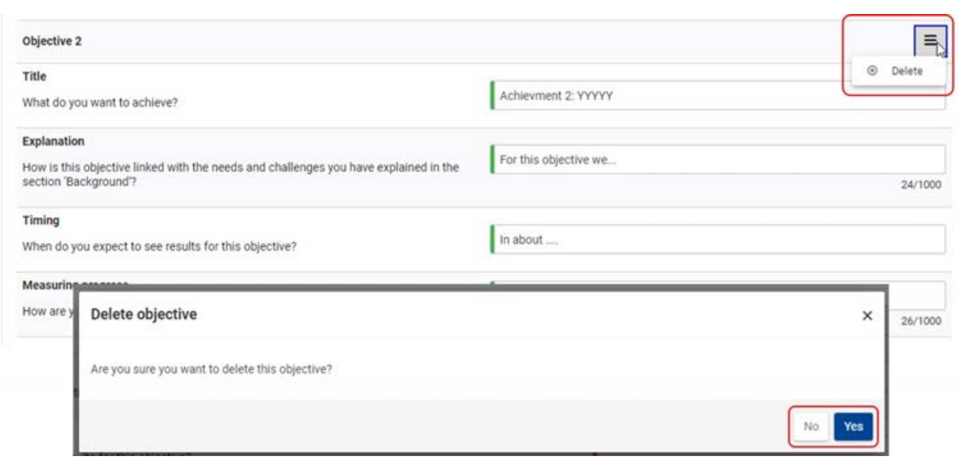
As with the first objective, provide all mandatory information in the available fields.



Delete an objective.

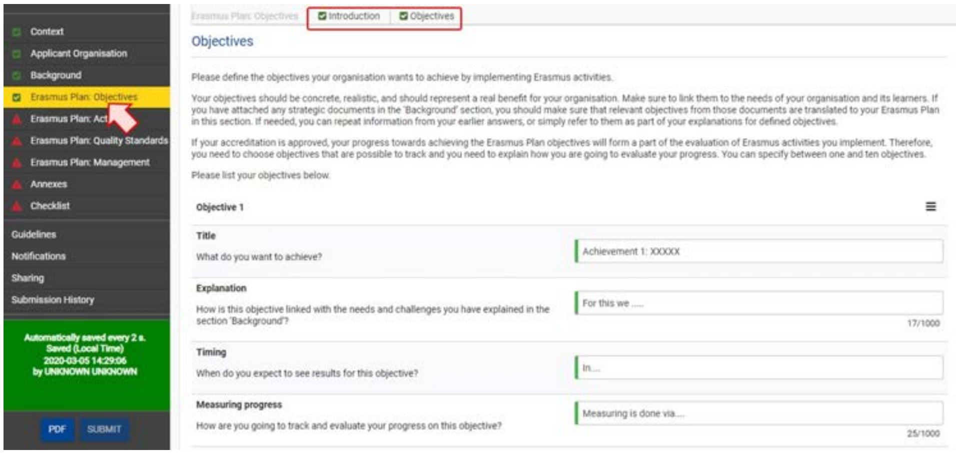
If you want to remove an objective click on the contextual menu button and select **Delete**. Confirm the deletion by clicking **Yes** in the confirmation pop-up.

Note: At least one objective must be filled in.



"Erasmus Plan: Objectives" marked complete.

Once all mandatory information is provided for all objectives (if you have provided more than one), the **Erasmus Plan: Objectives** section in the side menu will display a green check. Continue to the next part of the application form.



Related articles

- Web Forms KA120 Erasmus Plan Activities
- Web Forms KA120 Erasmus Plan Management
- Web Forms KA120 Background
- Web Forms KA120 Erasmus Plan Objectives
- Web Forms KA120 Quality Standards and KA150 Youth Quality Standards
- Forms - Index - KA120 Erasmus Accreditation (Adult Education, School Education and Vocational Education and Training)
- Web Forms Checklist
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- Web Forms Home screen
- Web Forms Start the application

Web Forms KA120 Quality Standards and KA150 Youth Quality Standards

Relevant for...

Call Year	Key Action	Action
2020	KA1 - Mobility of individuals	KA120 - Erasmus Accreditation KA150 - Erasmus Accreditation for Youth

This page explains the steps to take to complete the **Erasmus Plan: Quality Standards** or **Erasmus Plan: Youth Quality Standards** section in the application forms. Our example shows the **Erasmus Plan: Quality Standards** section in the application form of a 2020 KA120 - Erasmus Accreditation for Schools application form.

Quick steps

1. Click on "Erasmus Plan: Quality Standards"/"Erasmus Plan: Youth Quality Standards" in the side menu.
2. Confirm your agreement to the outlined quality standards.
3. "Erasmus Plan: Quality Standards"/"Erasmus Plan: Youth Quality Standards" marked complete.

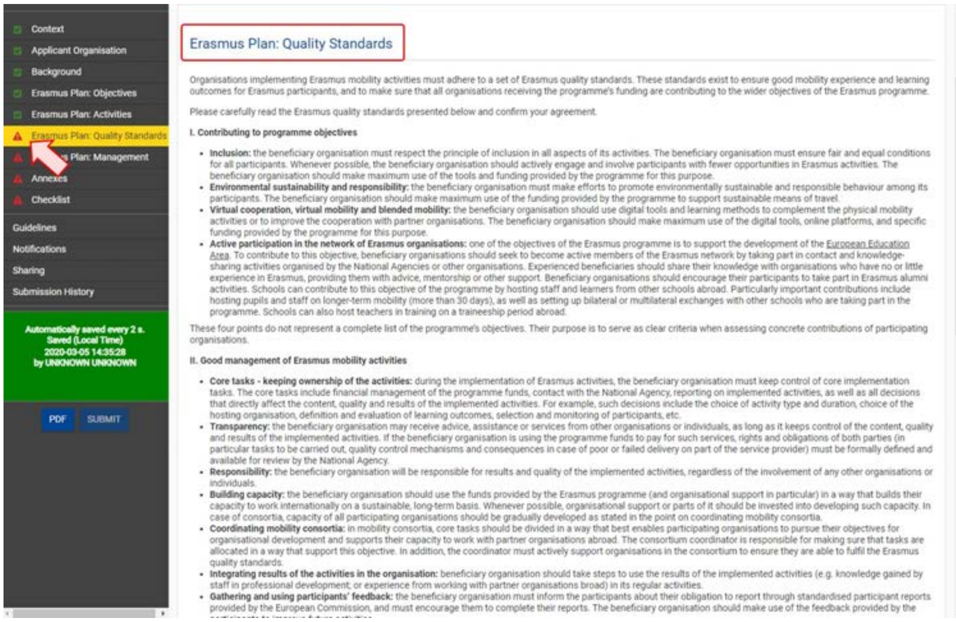
Detailed steps

Steps

Click on "Erasmus Plan: Quality Standards"/"Erasmus Plan: Youth Quality Standards" in the side menu.

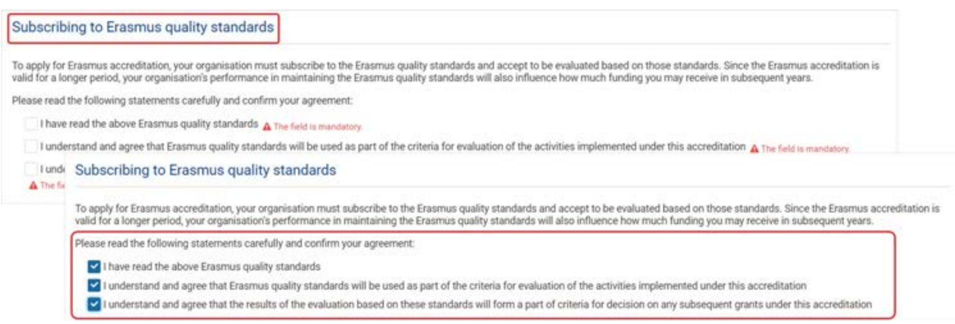
Click on the **Erasmus Plan: Quality Standards"/"Erasmus Plan: Youth Quality Standards** link in the side menu. The respective **Quality Standards** screen opens.

Read the information displayed on the standards carefully. They vary according to the key action and field of accreditation you have chosen.



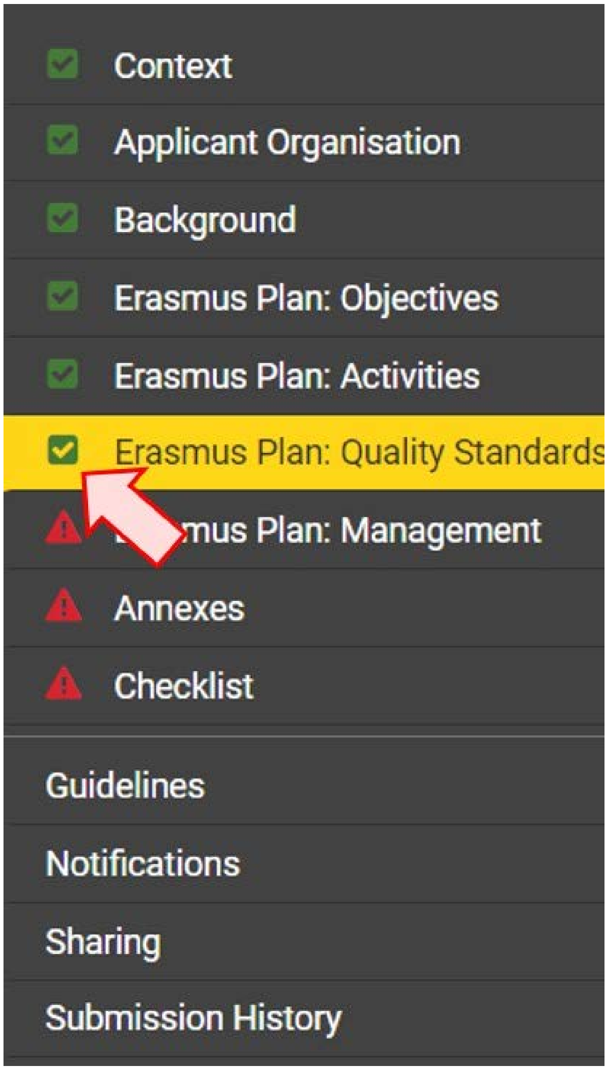
Confirm your agreement to the outlined quality standards.

Scroll down to the **Subscribing to Erasmus quality standards** section at the bottom of the page. Read the outlined statements carefully and check the boxes to confirm your agreement.



"Erasmus Plan: Quality Standards"/"Erasmus Plan: Youth Quality Standards" marked complete.

Once you confirm the outlined standards the **Erasmus Plan: Quality Standards/Erasmus Plan: Youth Quality Standards** section in the side menu will display a green check. Continue to the next part of the application form.



Related articles

- Web Forms KA120 Erasmus Plan Activities
- Web Forms KA120 Erasmus Plan Management
- Web Forms KA120 Background
- Web Forms KA120 Erasmus Plan Objectives
- Web Forms KA120 Quality Standards and KA150 Youth Quality Standards
- Forms - Index - KA120 Erasmus Accreditation (Adult Education, School Education and Vocational Education and Training)
- Web Forms Checklist
- Web Forms Sharing an application
- Web Application Forms Guidelines
- Web Forms How to complete the form
- Web Forms Submitting an application
- Web Forms Annexes
- Web Forms Print PDF functionality

- Web Forms Home screen
- Web Forms Start the application

Web Forms Introduction to KA1 and KA3 projects

Relevant for...

Call Year	Key Action
2018	**KA1 - Learning Mobility of Individuals**
2019	**KA3 - Support for policy and reform**

Introduction

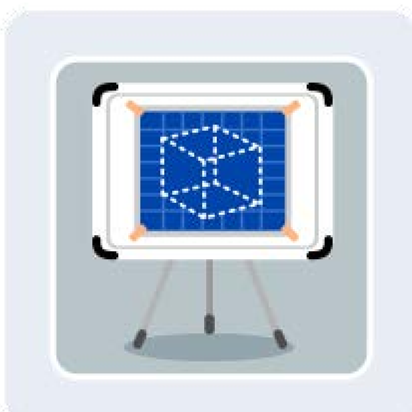
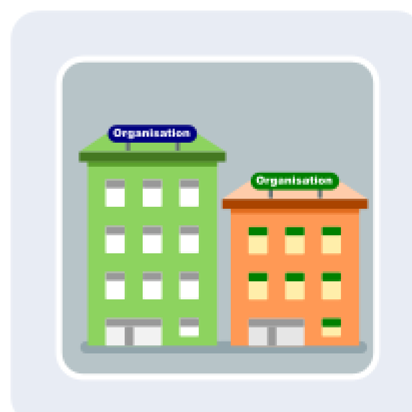
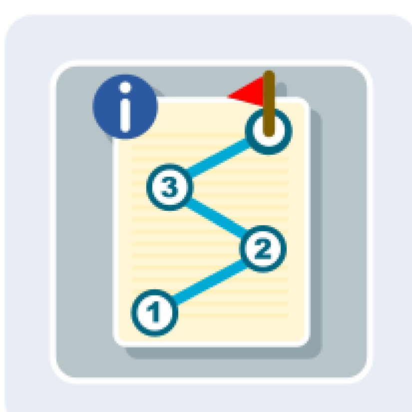
The following pages describe the use of the Web Application Forms (further - application) for **Key action 1 - Learning Mobilities of Individuals** and **Key action 3 - Support for policy and reform** in the Erasmus+ Programme.

The Erasmus+ Programme actions are managed by the National Agencies in the Programme Countries and the quality of your application will be assessed against the award criteria specified in the Programme Guide. Make sure that you provide all the necessary information in your application as this allows experts to assess all elements of each award criteria. More information can be found on the page Web Application Forms Guidelines.

The Web Application Forms are online applications and therefore need a fast and constant Internet connection. It is not possible to work offline with the forms. They can be saved as a draft and can be completed at a later time.

Web Application Forms - Sections and Fields

Below is a brief outline of the various sections and fields within the Web Application Form for KA1 and KA3 applications. Please note that questions or fields may vary depending on the key action of your application.

Guidelines Outlines the guideline information about the application for KA1 and KA3 projects.		**Participating Organisations** This section asks for the information about the participating organisation involved in the project. This may include applicant and participating organisations or consortium members.	
Project Description This section asks for information about the stages of the project.		**Activities** Asks for information about the main activities of the project, including the amount of EU grant that you are requesting to implement them.	

Annexes Where relevant documents of the project are attached to complete the application.		**Checklist** This section helps you double-check your application before submission.	

Funding Rules

For more details on specific funding for **KA1** and **KA3** projects, see the Erasmus Guide.

Related links

Forms - Index - KA101 School education staff mobility

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

KA101 - School education staff mobility	General	Specifics

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application
- Web Forms Submitting an application

- How to use the Distance Band Calculator
- Web Forms Introduction to KA1 and KA3 projects

- Web Forms Activities for KA101 School education staff mobility
- Web Forms Consortium
- Web Forms European Development Plan (KA101, KA102, KA104)
- Web Forms Hosting Partner Organisation
- Web Forms Participants (KA101, KA102, KA104, KA109, KA116)
- Web Forms Project Management (KA101, KA102, KA104, KA109)
- Web Forms Special Costs
- Web Forms: Activities
- Web Forms: Budget Summary KA1/KA3
- Web Forms: Follow Up
- Web Forms: Project Summary

Forms - Index - KA102 VET learner and staff mobility

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

KA102 - VET learner and staff mobility	General	Specifics

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application
- Web Forms Submitting an application

- How to use the Distance Band Calculator
- Web Forms Introduction to KA1 and KA3 projects

- Web Forms Consortium
- Web Forms European Development Plan (KA101, KA102, KA104)
- Web Forms Hosting Partner Organisation
- Web Forms Linguistic Support (KA102, KA116)
- Web Forms Participants (KA101, KA102, KA104, KA109, KA116)
- Web Forms Project Management (KA101, KA102, KA104, KA109)
- Web Forms Special Costs
- Web Forms: Activities
- Web Forms: Activities for KA102 - VET learner and staff mobility projects
- Web Forms: Budget Summary KA1/KA3
- Web Forms: Follow Up
- Web Forms: Project Summary

Forms - Index - KA103 Higher education student and staff mobility within Programme Countries

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

KA103 - Higher education student and staff mobility within Programme Countries	General	Specifics

<table>
<tr>
<td>
</td>
<td>

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application
- Web Forms Submitting an application
- How to use the Distance Band Calculator
- Web Forms Introduction to KA1 and KA3 projects

</td>
<td>

- Web Forms Activities for KA103 Higher education student and staff mobility within Programme Countries
- Web Forms Consortium
- Web Forms Mobility Consortium
- Web Forms: Activities

</td>
</tr>
</table>

Web Forms Mobility Consortium

Relevant for...

Call Year	Key Action	Action
2020	KA1 - Learning Mobility of Individuals	KA103 - Higher education student and staff mobility within Programme Countries KA107 - Higher education student and staff mobility between Programme and Partner Countries

Higher education mobility consortium accreditations

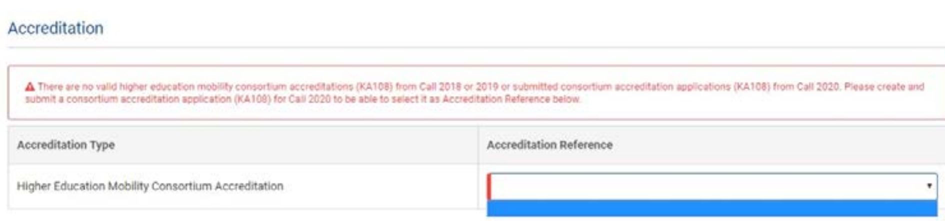
If you apply on behalf of a **higher education mobility consortium**, your consortium must be accredited with a higher education mobility consortium accreditation (**KA108 - Accreditation of Higher Education Mobility Consortia**) before a grant agreement for the higher education mobility project (**KA103/KA107**) can be signed.

In the drop-down box "**Accreditation Reference**", displayed in the Applicant Organisation section of the application form, you can see all the relevant higher education mobility consortium accreditations (KA108) linked to your applicant **Organisation ID**, from which you must choose one reference:

- The accreditation reference of your existing valid mobility consortium accreditations (KA108) from call 2018 or 2019;
- The Web Application ID of your submitted applications for mobility consortium accreditations (KA108) from call 2020. The Web Application ID consists of the Call year and the Form ID, for example 2020-KA108-0D2E57E5.

If the drop-down box **Accreditation Reference** is empty it means there are no valid higher education mobility consortium accreditations (KA108) from Call 2018 or 2019 or submitted consortium accreditation applications (KA108) from Call 2020.

A warning message will display in the form. In such situation, you must create and submit a KA108 - Accreditation of Higher Education Mobility Consortia application for the accreditation of the mobility consortium before the grant application (KA103). Once created and submitted, the Web Application ID will be available in the drop-down box **Accreditation Reference** of the KA103 - Higher education student and staff mobility within Programme Countries application.

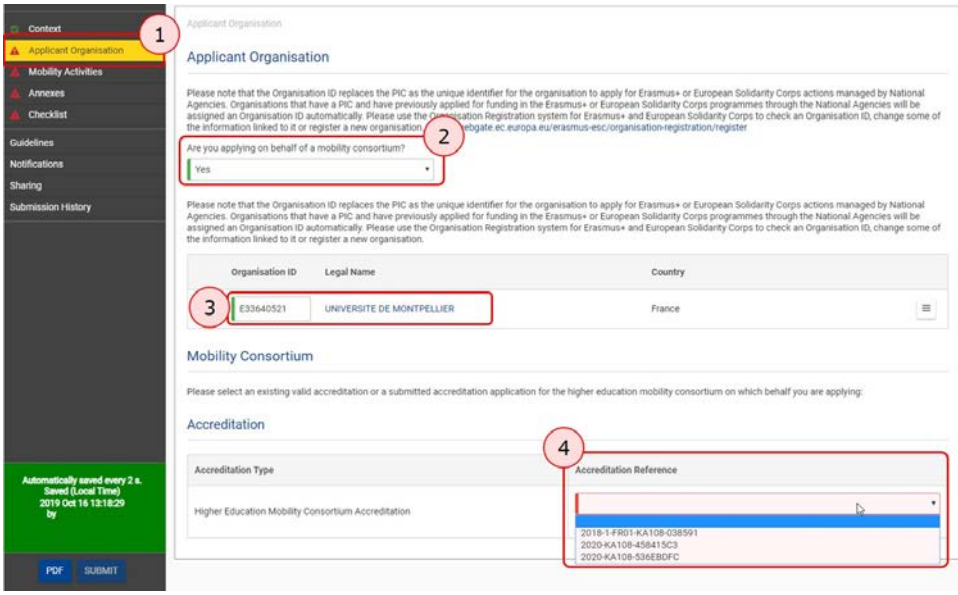


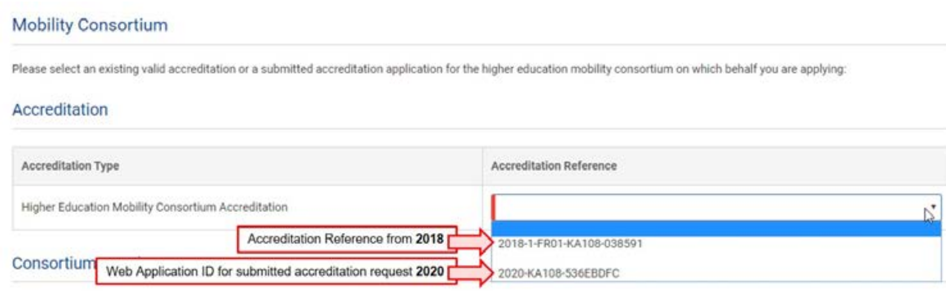
How to add the mobility consortium

In the section **Application Organisation**, select **YES** from the drop-down under: **Are you applying on behalf of a mobility consortium?**

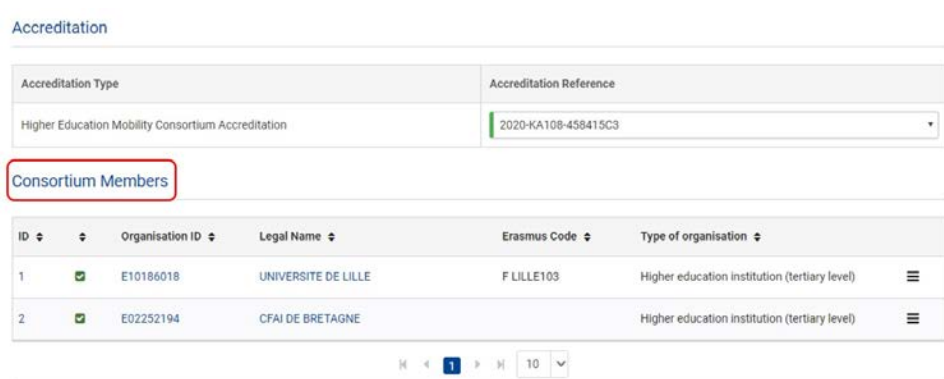
Enter your organisations **Organisation ID** (to complete missing organisation details see Add Application organisation). Finally, in the section **Accreditation**, select the appropriate accreditation reference.

1. Go to section **Application Organisation**.
2. Are you applying on behalf of a mobility consortium?: **Yes**
3. **Add Organisation ID** for the applicant organisation
4. Select the **Accreditation Reference**





After the accreditation reference has been selected, the respective **Consortium Members** will display. All required information for those organisations is filled in, as provided in the related accreditation.



Information

Please note that if you apply on behalf of a mobility consortium, the question on the Erasmus Policy Statement will not be shown. If you see the Erasmus Policy Statement this means you have answered **No** to the question **Are you applying on behalf of a mobility consortium?**

Menu Mobility Activities

Total Duration

You have to fill in the fields **No. of Participants** for each mobility activity and **Total Duration** with the numbers you request. "Total duration" means the sum of all months and/or days of mobility activities for which you request funding.

A **full month** is defined as **30 days**.

Zero-grant mobility activities

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

If you apply on behalf of a mobility consortium you should provide data on the requested number of participants (mobility activities and their total duration) for the whole consortium.

Related Articles

- Web Forms Mobility Consortium
- Web Forms Consortium
- Web Forms: Activities
- Web Forms Activities for KA103 Higher education student and staff mobility within Programme Countries
- Web Forms Activities for KA107 Higher education student and staff mobility between Programme and Partner Countries
- Forms - Index - KA103 Higher education student and staff mobility within Programme Countries
- Web Forms: KA107 Budget Summary
- Forms - Index - KA107 Higher education student and staff mobility between Programme and Partner Countries
- Web Forms KA107 Partner Countries
- Web Forms: KA107 Introduction

Forms - Index - KA104 Adult education staff mobility

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

KA104 - Adult education staff mobility	General	Specifics

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application
- Web Forms Submitting an application

- How to use the Distance Band Calculator
- Web Forms Introduction to KA1 and KA3 projects

- Web Forms Activities for KA104 Adult education staff mobility
- Web Forms Consortium
- Web Forms European Development Plan (KA101, KA102, KA104)
- Web Forms Hosting Partner Organisation
- Web Forms Participants (KA101, KA102, KA104, KA109, KA116)
- Web Forms Project Management (KA101, KA102, KA104, KA109)
- Web Forms Special Costs
- Web Forms: Activities
- Web Forms: Budget Summary KA1/KA3
- Web Forms: Project Summary

Forms - Index - KA105 Youth mobility

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

KA105 - Youth mobility	General	Specifics
	• Application process for Web Forms • Web Application Forms Guidelines • Web Forms Add applicant organisation • Web Forms Add associated persons to organisations • Web Forms Add participating organisation(s) • Web Forms Annexes • Web Forms Checklist • Web Forms Context • Web Forms Home screen • Web Forms How to complete the form • Web Forms Participating Organisations • Web Forms Pre Checks • Web Forms Print PDF functionality • Web Forms Sharing an application • Web Forms Start the application • Web Forms Submitting an application • How to use the Distance Band Calculator • Web Forms Introduction to KA1 and KA3 projects	• Web Forms: Activities • Web Forms: Activities for KA105 - Youth Mobility projects • Web Forms: Budget Summary KA1/KA3 • Web Forms: Follow Up • Web Forms: Preparation • Web Forms: Project Description • Web Forms: Project Summary

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

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

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

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application
- Web Forms Submitting an application

- Web Forms Activities for KA107 Higher education student and staff mobility between Programme and Partner Countries
- Web Forms Consortium
- Web Forms KA107 Partner Countries
- Web Forms Mobility Consortium
- Web Forms: Activities
- Web Forms: KA107 Budget Summary
- Web Forms: KA107 Introduction

Web Forms: KA107 Introduction

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

Relevant for...

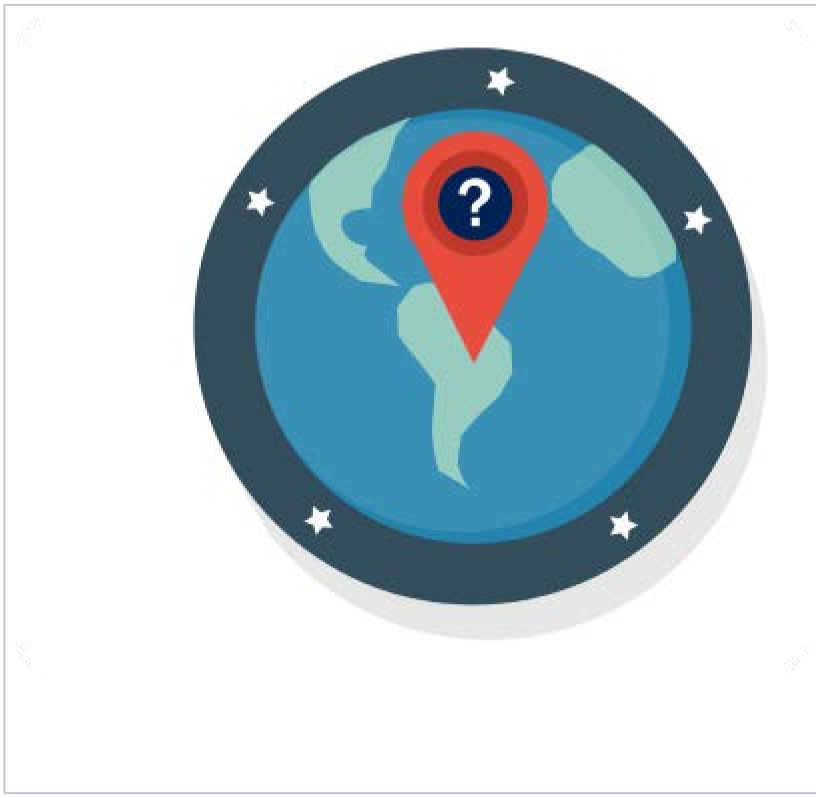
Call Year	Key Action	Action
2020	KA1 - Learning Mobility of Individuals	KA107 - Higher education student and staff mobility between Programme and Partner countries

What is a Partner Country?

> *The Erasmus+ Programme is designed to support Programme Countries' efforts to efficiently use the potential of Europe's talent and social assets in a lifelong learning perspective, linking support to formal, non-formal and informal learning throughout the education, training and youth fields. The Programme also enhances the opportunities for cooperation and mobility with Partner Countries, notably in the fields of higher education and youth.*
>
> *A partner country is a country which does not participate fully in the Erasmus+ Programme, but may take part (as partners or applicants) in certain Actions of the Programme. The list of Erasmus+ Partner Countries is described in the **Erasmus+ Programme Guide**, in the section **Who can participate in the Erasmus+ Programme**.*
>
> *Erasmus+ Programme Guide; page 5 and Glossary*

Mobility between Programme and Partner Countries

> *The budget available for mobility between Programme and Partner Countries is divided between different regions of the world in **12 budgetary envelopes** and the size of each budgetary envelope is different. Further information on the amounts available under each budgetary envelope is published on the **National Agencies'** websites.*
>
> *In general, the funds will have to be used in a geographically balanced way. The EU has set a number of targets regarding geographical balance and priorities that have to be attained at European level over the whole duration of the programme (2014-2020). The targets do not have to be attained by individual higher education institutions, but National Agencies will take these targets into account in order to allocate the available budget. In addition, higher education institutions are encouraged to work with partners in the poorest and least developed Partner Countries.*
>
> *Erasmus+ Programme Guide; page 41*



*These are the **geographical targets** set for mobility between Programme and Partner Countries at EU level by 2020:*

- *With Developing Asia and Latin America, 25% of the funds should be used to organise mobility with the least developed countries of the region. These countries are:*
  - *For Asia: Afghanistan, Bangladesh, Cambodia, Laos, Nepal, Bhutan and Myanmar;*
  - *For Latin America: Bolivia, El Salvador, Guatemala, Honduras and Nicaragua;*
  - *No more than 30% of the budget available for Asia should be spent on mobility with China and India;*
  - *And no more than 35 % available for Latin America on Brazil and Mexico.*

*For more details of the eligibility of Partner Countries, see **Section A** of the **Erasmus+ Programme Guide**. There will however be a few exceptions for certain Programme Countries. Please check your National Agency's website.*

Erasmus+ Programme Guide; Page 39

Information

Higher education institutions are free to apply for 100% staff mobility or 100% student mobility or any combination thereof, provided this complies with any secondary criteria set by the National Agency.

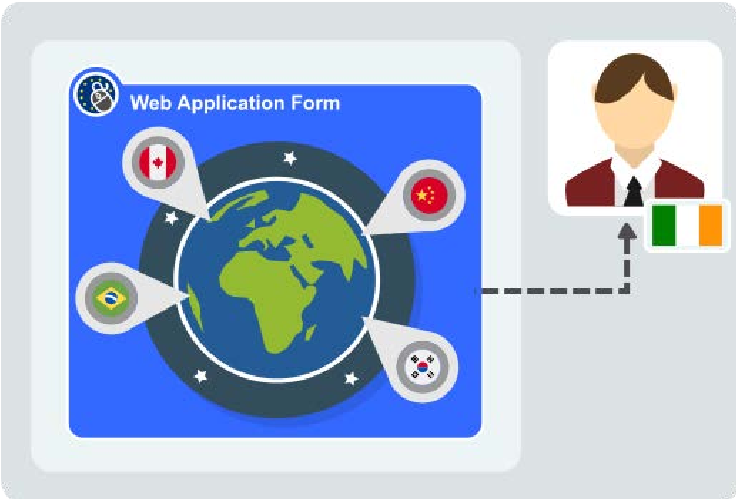
... Where the budget envelope for a particular Partner Region or Country is limited, a National Agency may choose to add one or more secondary criteria from the list below. In the event that a National Agency chooses to use secondary criteria this decision will be communicated in advance of the deadline, in particular on the National Agency's website.

- *The degree level (for example limiting applications to one or two cycles only – BA, MA or PhD);*
- *Privileging only staff or only student mobility;*
- *Limiting the duration of mobility periods (for example limiting student mobility to 6 months, or limiting staff mobility to 10 days).*

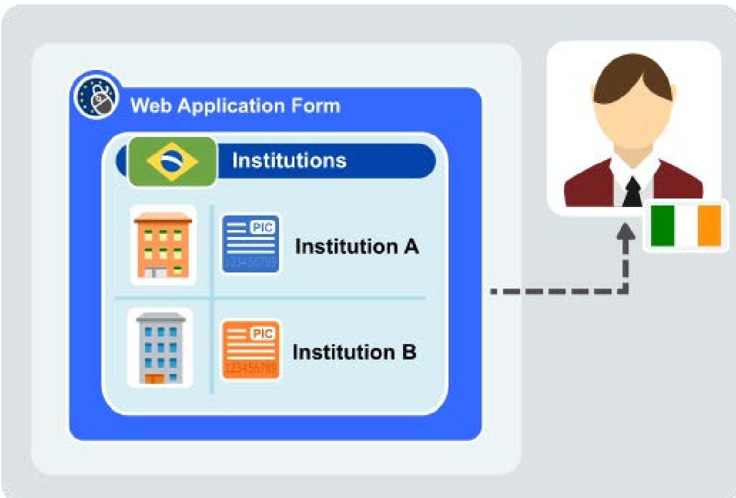
Erasmus+ Programme Guide; Page 39

The Partner Countries section in Web Forms

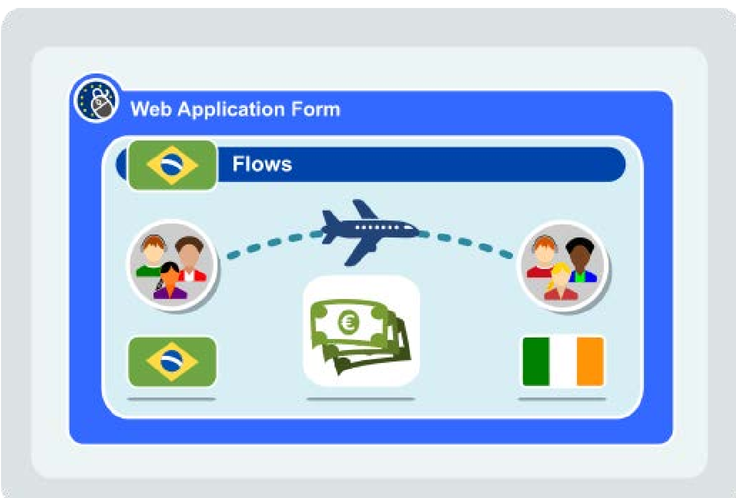
In the **Partner Countries** section in Web Forms, create a list of the partner countries which you intend to work with.



Next for each partner country, list the **higher education institutions** and/or **host organisations for traineeships** (if applicable) in that Partner Country.



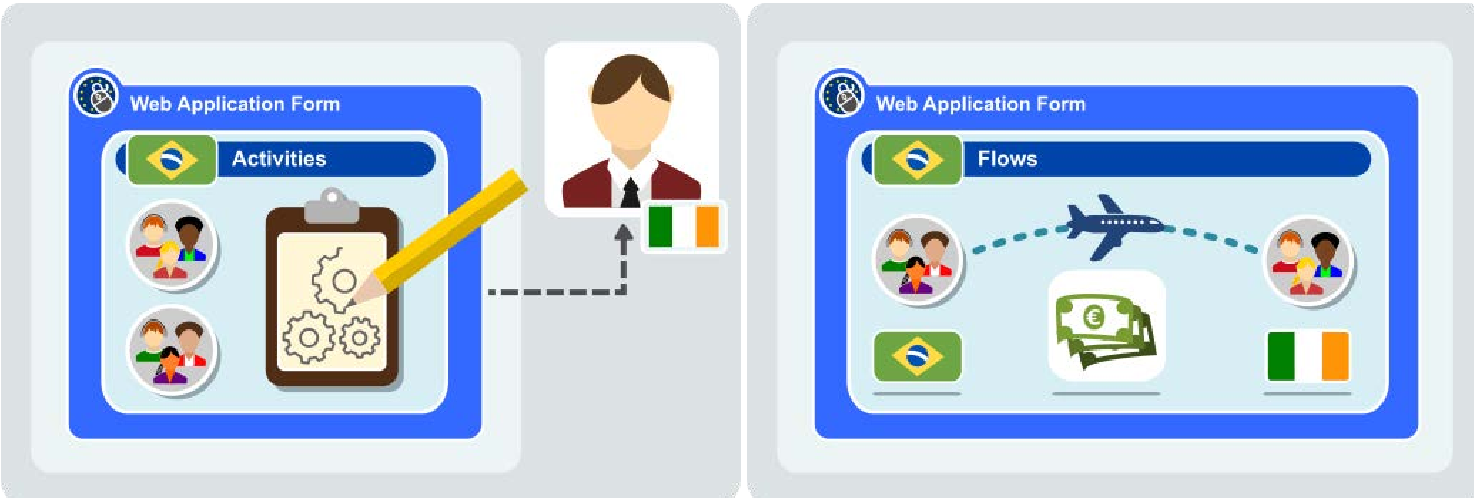
Under the **Quality Questions** section, you will be asked to demonstrate the relevance of the planned mobilities, the quality of cooperation agreements, the quality of the project design and its impact and dissemination.



In the **Main Activities** section, the **activity type** should be selected and then the number of participants from one country to the other country outlined.

Each group of participants coming from a particular country and going to a particular country will be indicated as a **mobility flow** where either one of the countries must be the applicant and the other a partner country.

The activity flow details calculates the amount of the EU grant requested for that particular flow, based on the duration and the number of participants for that particular activity type.



Related Articles

- Web Forms Mobility Consortium
- Web Forms Activities for KA107 Higher education student and staff mobility between Programme and Partner Countries
- Web Forms: KA107 Budget Summary
- Forms - Index - KA107 Higher education student and staff mobility between Programme and Partner Countries
- Web Forms KA107 Partner Countries
- Web Forms: KA107 Introduction
- Web Forms Consortium
- Web Forms: Activities

Web Forms KA107 Partner Countries

Relevant for...

Call Year	Key Action	Action
2020 onward	KA1 - Learning Mobility of Individuals	**KA107 - Higher education student and staff mobility between Programme and Partner countries**

In this part of the application, you have to provide information about the **Partner Countries** with which you intend to work for **KA107 - Higher education student and staff mobility between Programme and Partner countries** projects.

Eligible countries for the Erasmus+ Programme, including Partner Countries per region are available under the Online Programme Guide.

Quick steps

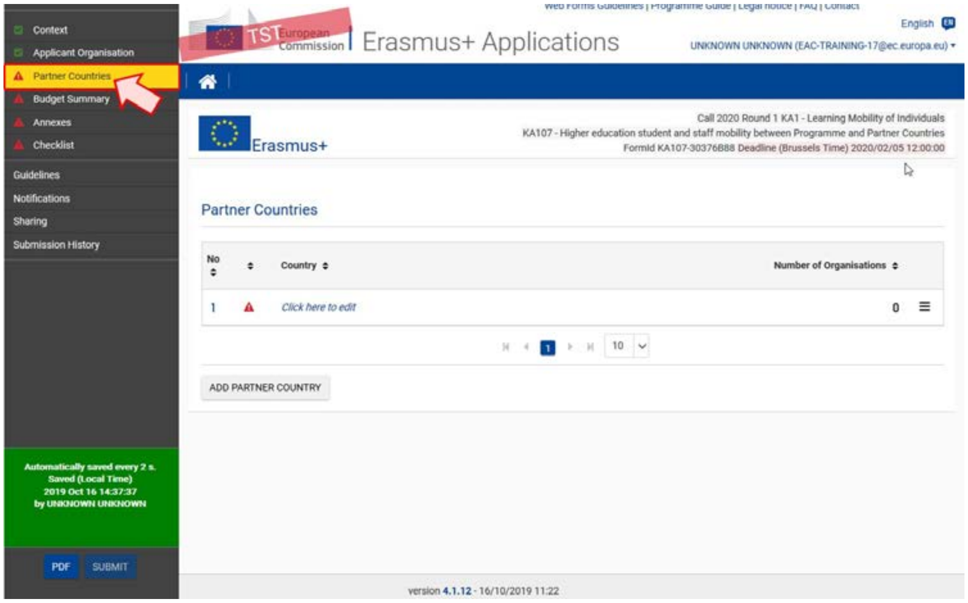
1 Click the "Partner Countries" tab in the side menu.
2 Add a Partner Country.
3 Add the "Partner Country details".
4 Select the "Partner Country".
5 Add the higher education "Institutions".
    5.1 Deleting an "Institution".
6 Add a "Non-academic partner" (if applicable).
    6.1 Delete a "Non-academic partner".
7 Answer the "Quality Questions".
8 Enter the "Main Activities".
9 The Partner Country "Budget".
10 Navigate back to the "Partner Countries" screen.
11 Add additional "Partner Country" (if applicable).
12 Edit or Delete a Partner Country.

Detailed steps

Steps

Click the "Partner Countries" tab in the side menu.

To add partner countries to your application, click the **Partner Countries** tab in the left side menu. The main screen opens, where you will list the cou
displayed.



Add a Partner Country.

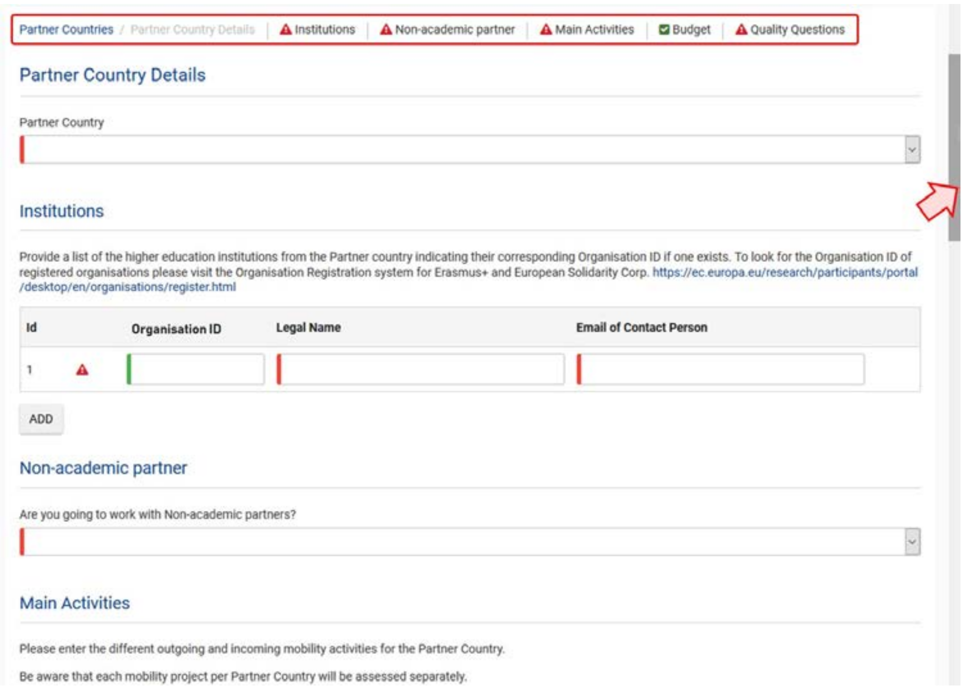
To add the **first** partner country, click on **Click here to edit**. The **ADD PARTNER COUNTRY** button can be used later on to add more countries, if neede

Add the "Partner Country details".

The **Partner Country Details** screen opens. Here you will have to provide information on:

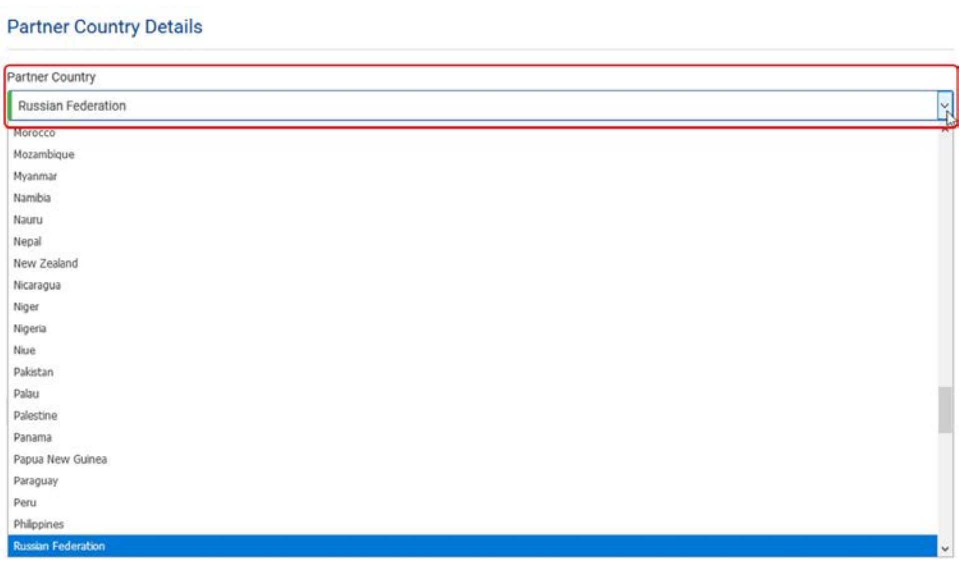
- **Partner Country**: Drop-down to select the Partner Country.
- **Institutions**: Provide details of the higher educational institutions from the partner country.
- **Non-academic partner**: Provide details of receiving organisations in your country for incoming mobilities and in the Partner Country for outgoing staff mobility. This option is not visible by default.
- **Main Activities**: Provide details of the various outgoing and incoming mobility activities for the Partner Country. Information on this section is ava Activities for KA107 Higher education student and staff mobility between Programme and Partner Countries.
- **Quality Questions:** Provide information concerning the relevance of the planned mobilities, the quality of cooperation agreements, the quality of impact and dissemination for the Partner Country.

The **Budget** section will display the automatically calculated budget for the entered main activites for the partner country. This section cannot be edit



Select the "Partner Country".

First, select the **Partner Country** from the drop-down. A country can only be selected once. If already selected. the country is no longer displayed in tl



Add the higher education "Institutions".

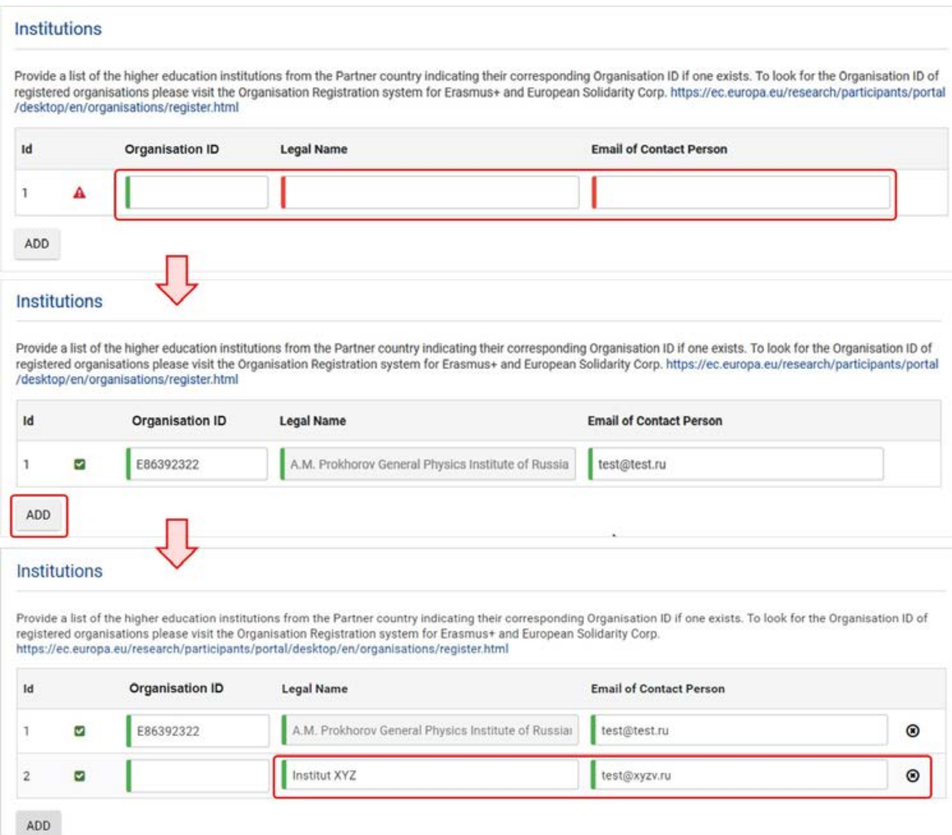
After having selected the country, provide the higher education **Institutions** in that partner country that you want to work with.

Provide the following information:

- **Organisation ID**: The Organisation ID of the Institution; if it exists. Leave blank if the institution does not have an Organisation ID.
- **Legal Name:** The legal name of the institution. This is filled in automatically if a valid Organisation ID has been entered.
- **Email of Contact Person:** The email of the contact person associated with the institution. This field may be filled in automatically, but can be adju

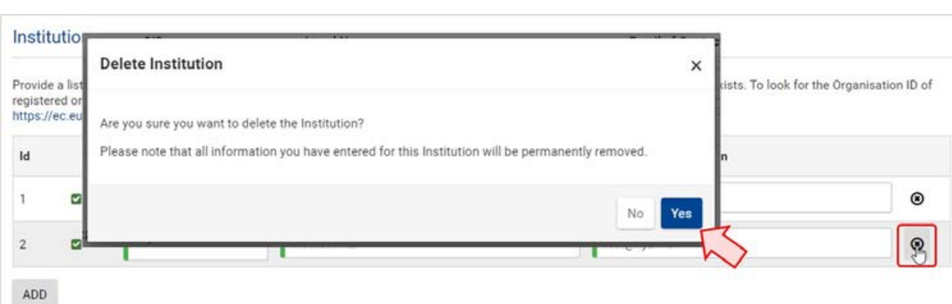
Use the **ADD** button to add more institutions.

> **Important**
>
> If you are applying only for traineeships/staff mobility for the Partner country, the application will request that at least one institution is p ovided in the form. In this case please fill in the **Legal Name** field "Not applicable" and in the **Email of Contact Person** field fill in the email address of the applicant.



Deleting an "Institution".

In case you want to remove an institution from the list, click the **X** button and confirm the deletion.



Add a "Non-academic partner" (if applicable).

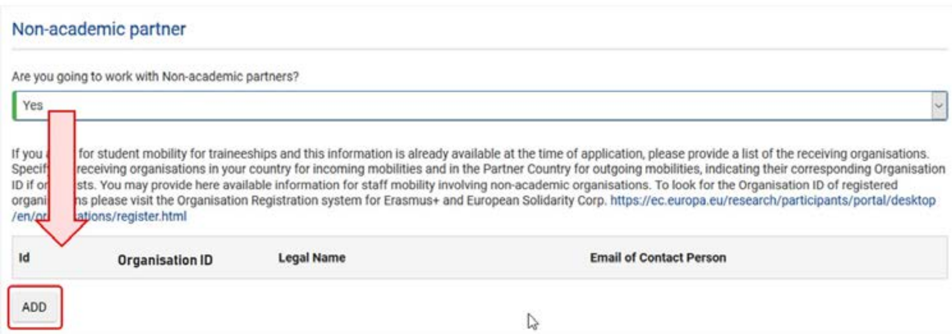
Under the list of Institutions, a drop-down asking if you are going to work with **Non-academic partners** is displayed.

Select **NO**, if no such collaboration is planned. No further action is then required in this section of the screen.

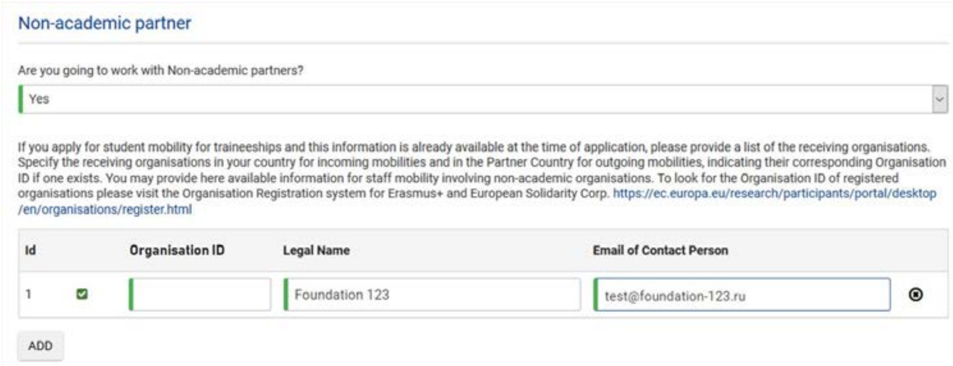
Selecting **YES** will display the Non-Academic Partner section. You must provide the list of receiving organisations. Information to enter is:

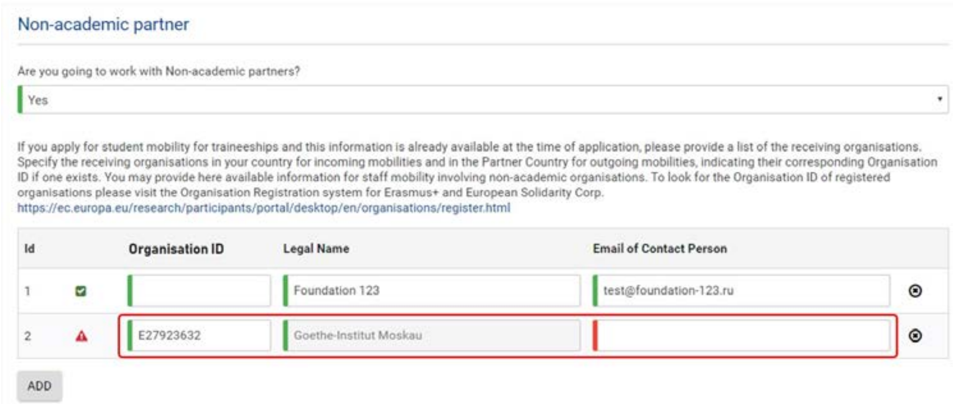
- **Organisation ID**: The Organisation ID of the institution; if it exists. Leave blank if the institution does not have an Organisation ID.
- **Legal Name:** The legal name of the institution. This is filled in automatically if a valid Organisation ID has been entered.
- **Email of Contact Person:** The email of the contact person associated with the institution. This field may be filled in automatically, but can be adju

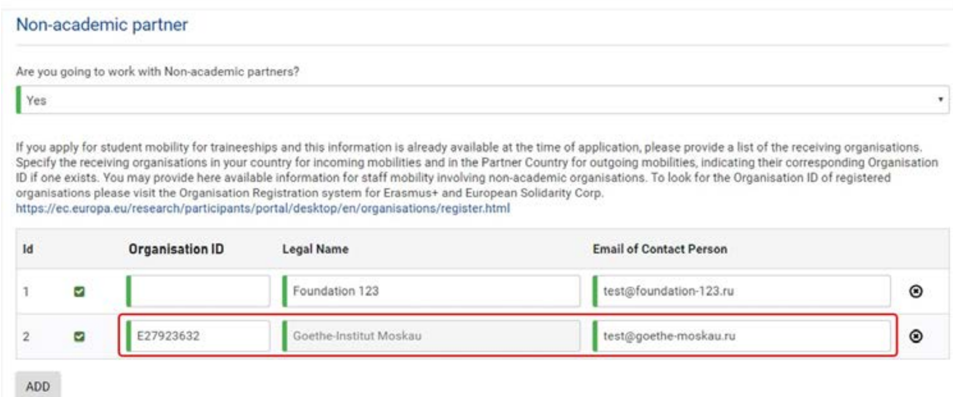
Click the **Add** button to add the first institution to the list and enter the required details.



As with the institutions, add the partners either with or without an Organisation ID.

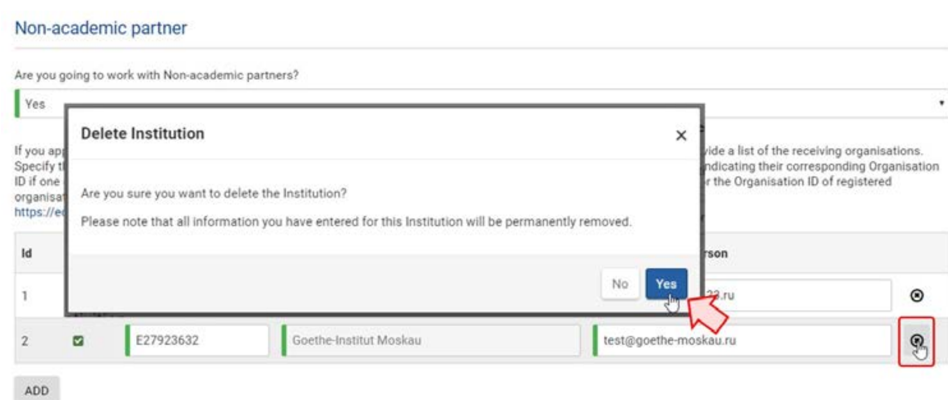






Delete a "Non-academic partner".

In case you want to remove a Non-academic partner from the list, click the **X** button and then confirm the deletion.

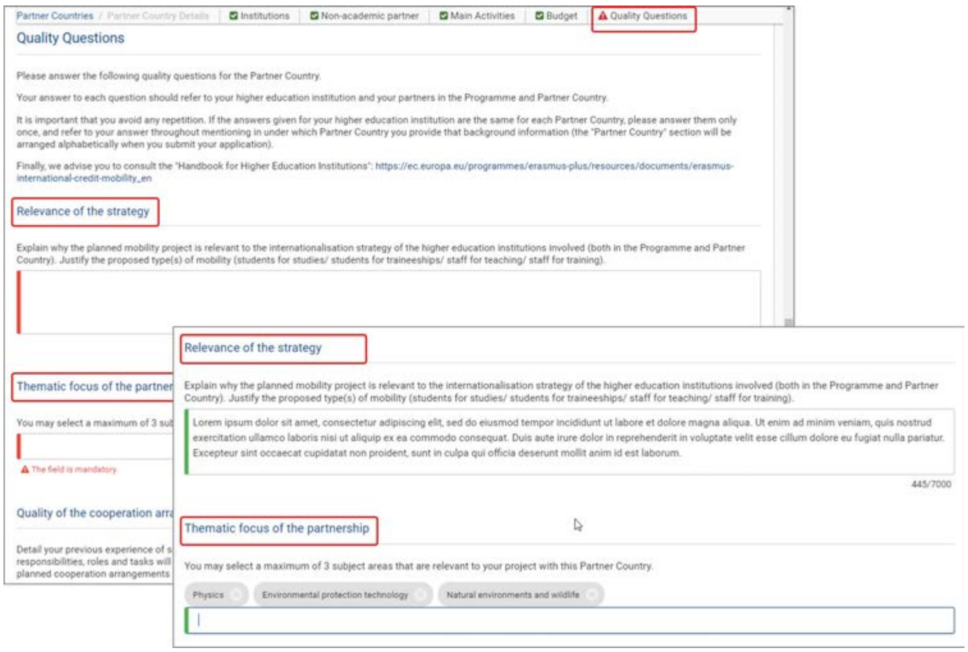


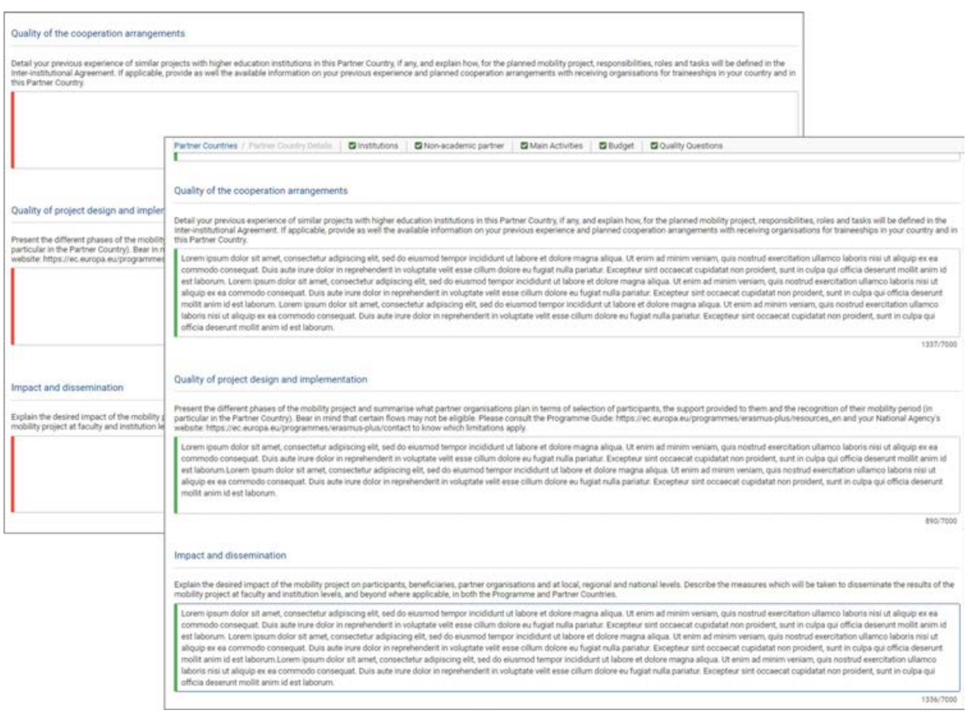
Answer the "Quality Questions".

The **Quality Questions** section consists of a series of quality questions for the intended cooperating partner country. Here you are asked to demonstra
planned mobilities, the quality of cooperation agreements, the quality of the project design and **its impact and dissemination.**

- **Relevance of the strategy**: Free text field; provide information about why the planned mobility project is relevant to the internationalisation strat of both the Programme and Partner Countries.
- **Thematic Focus of the Partnership**: Drop-down; choose a maximum of 3 subject areas that are relevant to the project with the Partner Country. (on top of the drop-down. To remove a selected focus, click the X to remove it.
- **Quality of the cooperation arrangements**: Free text field; provide information on the experience of similar projects with higher education institut
- **Quality of the project design and implementation**: Free text field; outline the different phases of the mobility project and summarise information participant selection or recognition of mobility periods.
- **Impact and dissemination**: Free text field; explain the desired impact of the mobility project on participants, beneficiaries, partner organisations national levels.

The fields are marked green, once information is entered.

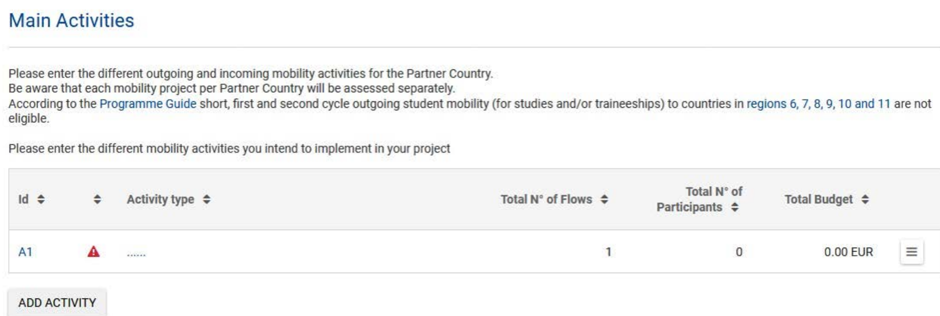




Enter the "Main Activities".

In the **Main Activities** section, the list of activity types are displayed. Enter the different outgoing and incoming mobility activities for each of the Part intend to cooperate.

To do this, see detailed information under **Web Forms: KA107 - Activities.**

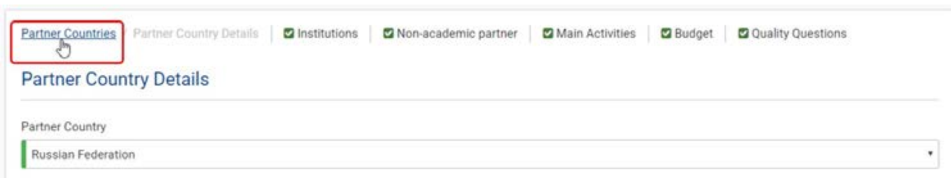


The Partner Country "Budget".

After activities were entered, the calculated **Budget** for the partner country is displayed. This information is read only. This section provides you with **and Individual Support** grant you want to request for the activities planned for the specific partner country.

Navigate back to the "Partner Countries" screen.

Once all details for the partner country are entered, all sections in the top navigation are marked with a green check. Navigate back to the **Partner C** using the breadcrumbs.

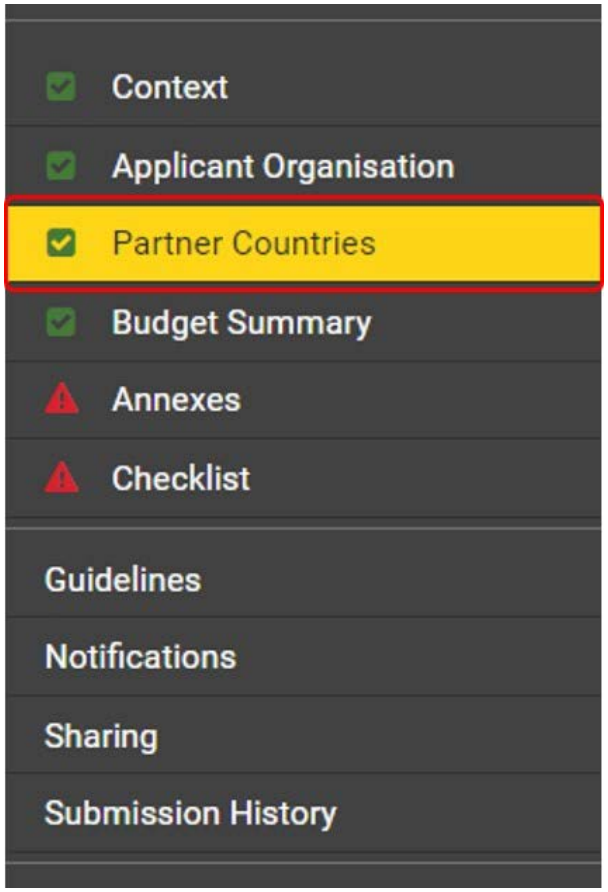


Add additional "Partner Country" (if applicable).

When all the information has been filled in for the first partner country, a green check is displayed next to the record on the Partner Countries main s number of organisations added for the country.

Click the **ADD PARTNER COUNTRY** button to add another partner country. A new row becomes available. Provide the required information in the same the first **partner country**.

The **Partner Countries** section in the main navigation is marked with a green check once the first partner country information is completed.



Edit or Delete a Partner Country.

Should you need to make any changes or delete information for a partner country, use the **Menu** button in the list of Partner Countries.

Select **Details** to make adjustments or **Delete** to remove all information for this partner you already entered.

Related Articles

- Application process for Web Forms
- Forms - Index - KA107 Higher education student and staff mobility between Programme and Partner Countries
- Web Application Forms Guidelines
- Web Forms Activities for KA107 Higher education student and staff mobility between Programme and Partner Countries
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes

- Web Forms Checklist
- Web Forms Consortium
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms KA107 Partner Countries
- Web Forms Mobility Consortium
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application

Web Forms: KA107 Budget Summary

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

Relevant for...

Call Year	Key Action	Action
2018 onward	KA1 - Learning Mobility of Individuals	KA107 - Higher education student and staff mobility between Programme and Partner countries

This section provides an overview of the budget of your project and EU grant requested. All calculations in the Web Application Forms are done in the background.

You can find the detailed funding rules including the specific amounts per project section for KA1 projects in the Erasmus+ Programme Guide contin ued.

Quick steps

- Access the "Budget Summary" via the side menu.
- The Project "Budget Summary".
- The "Budget per Partner Country" table.

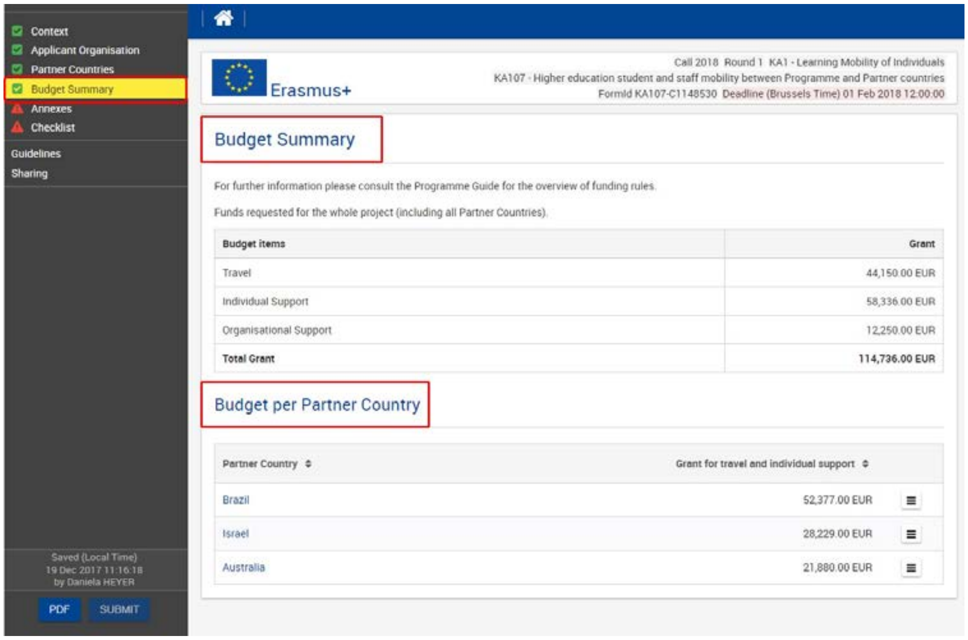
Detailed steps

Steps

Access the "Budget Summary" via the side menu.

Click **Budget Summary** in the side menu. The budget summary screen opens, consisting of Budget Summary and Budget per Partner Country.

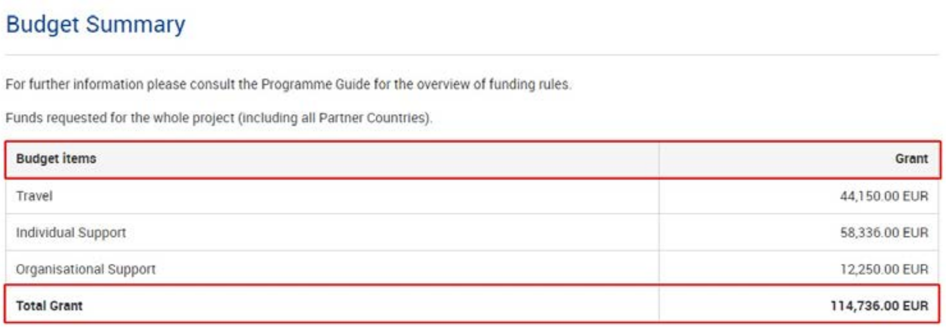
This part of your application is read-only and will provide you an easy to read overview of the budget details for your planned project.



The Project "Budget Summary".

The first table provides you with the budget overview per project section. You will find the total amounts calculated for your planned **Budget Items,** s

- **Travel**: Contribution to the travel costs of participants, from their place of origin to the venue of the activity and return.
- **Individual Support**: Costs directly linked to the subsistence of participants during the activity.
- **Organisational Support**: Costs directly linked to the implementation of mobility activities (excluding subsistence for participants), including prepa intercultural, linguistic), monitoring and support of participants during mobility, validation of learning outcomes, dissemination activities.
- **Total Grant**: Total of grant spending of the above.



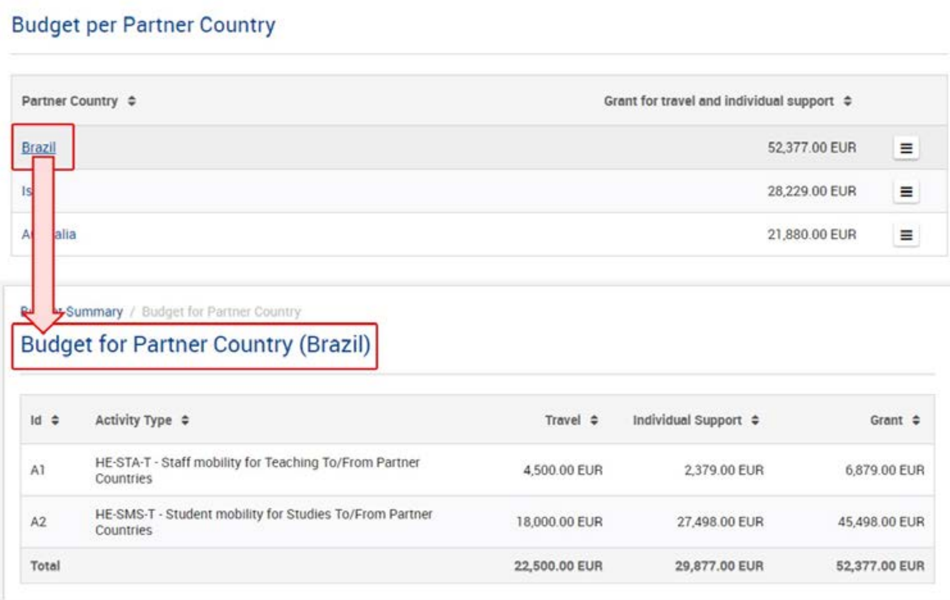
Budget items	Grant
Travel	44,150.00 EUR
Individual Support	58,336.00 EUR
Organisational Support	12,250.00 EUR
Total Grant	**114,736.00 EUR**

The "Budget per Partner Country" table.

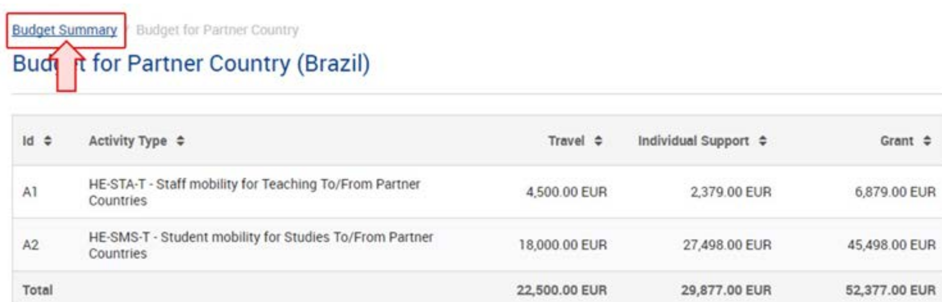
The **Budget per Partner Country** table displays the list of partner countries entered under **Partner Countries** and the **Grant for travel and individual s**

Clicking on the Partner Country will open the **Budget for Partner Country (XXX)** screen. Here you will find the **list of Activities** planned for this countr **Individual Support and Grant** details for each activity.

The Totals for all activities is also displayed. No changes can be made here. All details are read only.



From the **Budget for Partner Country (XXX)** screen you can easily navigate back to the Budget Summary screen via the top navigation.



Related Articles

- Web Forms Mobility Consortium
- Web Forms Activities for KA107 Higher education student and staff mobility between Programme and Partner Countries
- Web Forms: KA107 Budget Summary
- Forms - Index - KA107 Higher education student and staff mobility between Programme and Partner Countries
- Web Forms KA107 Partner Countries
- Web Forms: KA107 Introduction
- Web Forms Consortium
- Web Forms: Activities

Forms - Index - KA116 VET learner and staff mobility with VET mobility charter

UPDATES COMING

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KA116 - VET learner and staff mobility with VET mobility charter	General	Specifics

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application
- Web Forms Submitting an application

- How to use the Distance Band Calculator
- Web Forms Introduction to KA1 and KA3 projects

- Web Forms Activities for KA116 VET learner and staff mobility with VET mobility charter
- Web Forms Consortium
- Web Forms Hosting Partner Organisation
- Web Forms Linguistic Support (KA102, KA116)
- Web Forms Participants (KA101, KA102, KA104, KA109, KA116)
- Web Forms Special Costs
- Web Forms: Activities
- Web Forms: Budget Summary KA1 /KA3
- Web Forms: Project Summary

Forms - Index - KA347 Youth Dialogue Projects

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

<table>
<tr><th>KA347 - Youth Dialogue Projects</th><th>General</th><th>Specifics</th></tr>
<tr>
<td>
</td>
<td>

Application process for Web Forms
Web Application Forms Guidelines
Web Forms Add applicant organisation
Web Forms Add associated persons to organisations
Web Forms Add participating organisation(s)
Web Forms Annexes
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Web Forms Sharing an application
Web Forms Start the application
Web Forms Submitting an application
How to use the Distance Band Calculator
Web Forms Introduction to KA1 and KA3 projects

</td>
<td>

Web Forms: Activities
Web Forms: Budget Summary KA1/KA3
Web Forms: Follow Up
Web Forms: KA347 Introduction
Web Forms: KA347 Participants' Profile
Web Forms: Preparation
Web Forms: Project Description
Web Forms: Project Summary

</td>
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</table>

Web Forms: KA347 Introduction

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

Relevant for...

Call Year	Key Action	Action
2020	**KA3 - Support for policy reform**	KA347 - Youth Dialogue Projects

Youth Dialogue Projects

*This Action promotes the **active participation of young people in democratic life** and fosters **debate around topics centred on the themes and priorities set under the EU Youth Strategy**, in particular with regards to the Youth Goals, and its dialogue mechanisms. Dialogue mechanisms are structured around priorities and timing and foresee events where **young people discuss the agreed themes among themselves and with policy-makers, youth experts and representatives of public authorities** in charge of youth in order to obtain results which are useful for policy-making.*

Youth Dialogue projects can take the form of meetings, conferences, consultations and events. These events promote the active participation of young people in democratic life in Europe and their interaction with decision-makers. As a concrete result of these events, young people are able to make their voice heard (through the formulation of positions, proposals and recommendations) on how youth policies should be shaped and implemented in Europe.

A Youth Dialogue project has three phases:

- *planning and preparation;*
- *implementation of the activities;*
- *evaluation (including reflection on a possible follow-up).*

***Source:** Part B - Information about the actions covered by this guide > Three Key Actions > Key Action 3: Support for policy reform > Youth Dialogue projects*

Activities supported

Under this Action, a project can comprise one or more of the following activities:

- ***national meetings*** *and* ***transnational /international seminars*** *that offer space for information, debate and active participation of young people – in dialogue with youth decision-makers - on issues which are relevant to the EU Youth Strategy and its Dialogue mechanisms;*
- *national meetings and transnational seminars that prepare the ground for the official Youth Conferences organised during each semester by the Member State holding the turn of Presidency of the European Union;*
- ***events*** *that promote debates and information on youth policy themes linked to the activities organised during the European Youth Week;*
- ***consultations of young people****, with a view to find out their needs on matters relating to participation in democratic life (online consultations, opinion polls, etc.);*
- ***meetings and seminars, information events or debates*** *between young people and decision-makers/youth experts around the theme of participation in democratic life;*
- ***events*** *simulating the functioning of the democratic institutions and the roles of decision-makers within these institutions.*

The activities are ***led by young people****; the young participants must be actively involved in all the stages of the project, from preparation to follow-up. Non-formal learning principles and practices are reflected throughout the implementation project.*

The following activities are not eligible for grants under this Action: statutory meetings of organisations or networks of organisations; politically influenced events.

Source: Part B - Information about the actions covered by this guide > Three Key Actions > Key Action 3: Support for policy reform > Youth Dialogue projects

General eligibility criteria for Youth Dialogue projects

Eligible participating organisations

A participating organisation can be:

- *a non-profit organisation, association, NGO;*
- *a European Youth NGO;*
- *a public body at local or regional level;*

established in a Programme Country or in a Partner Country neighbouring the EU (regions 1 to 4; see section "Eligible Countries" in Part A of this Guide). Organisations from eligible Partner Countries can only take part in the project as partners (not as applicants).

Who can apply?

Any participating organisation established in a Programme Country can be the applicant. In case of projects realised by two or more participating organisations, one of the organisations applies on behalf of all participating organisations involved in the project.

Number of participating organisations

Transnational/International meetings: the activity must involve ***at least two participating organisations*** *from at least* ***two different countries****, of which at least one is a Programme Country.*

National meetings: the activity involves at least one organisation from a Programme Country.

Duration of project

- *From* ***3 to 24 months****.*

Eligible participants

- ***Young participants****: young people aged* ***between 13 and 30*** *resident in the countries involved in the project.*
- ***Decision-makers****: if the project foresees the participation of decision-makers or experts in the youth policy field, these participants can be involved regardless of their age and geographical provenance.*

Number of participants

- ***Minimum 30 young participants*** *must be involved in the project.*
- *Participants from the country of the receiving organisation must be involved in each activity.*

Take note

Additional, detailed information for KA347 - Youth Dialogue projects regarding the eligibility criteria, organisations, assessment criteria, funding and more is available for you in the **Erasmus+ Programme Guide, Page 193ff**

How to apply

Web Forms: KA347 Participants' Profile

Relevant for...

Call Year	Key Action	Action
2017 onward	KA3 - Support for policy reform	KA347 - Dialogue between young people and policy makers projects

This section of the application asks for specific information about the **Participants of the project**.

Take note

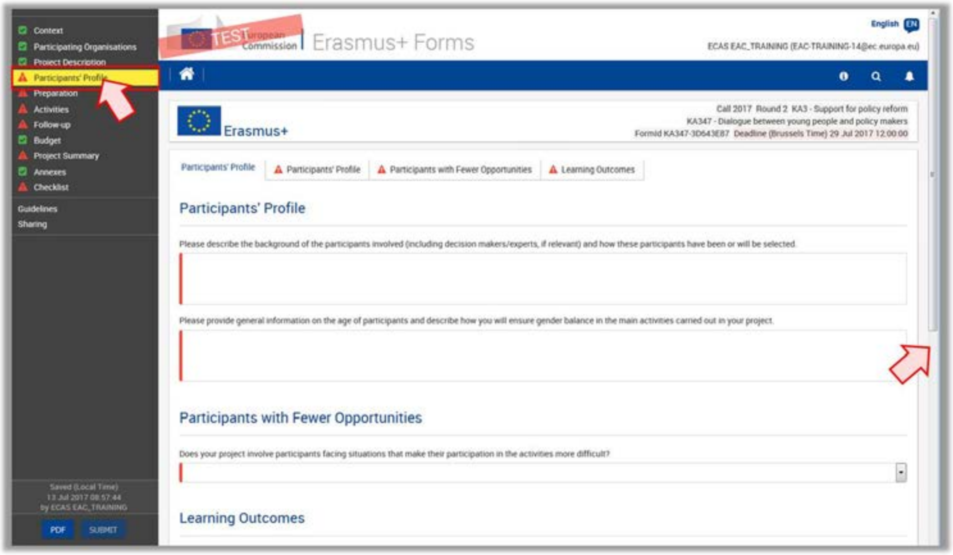
Questions or fields may vary depending on the action and call year you apply for. Please read the on-screen information carefully to complete the relevant fields and sections.

Quick steps

1 Click "Participants' Profile" in the side menu.
2 Enter the "Participants' Profile".
3 Select "Participants' with Fewer Opportunities".
4 Provide information on "Learning Outcomes".

Detailed steps

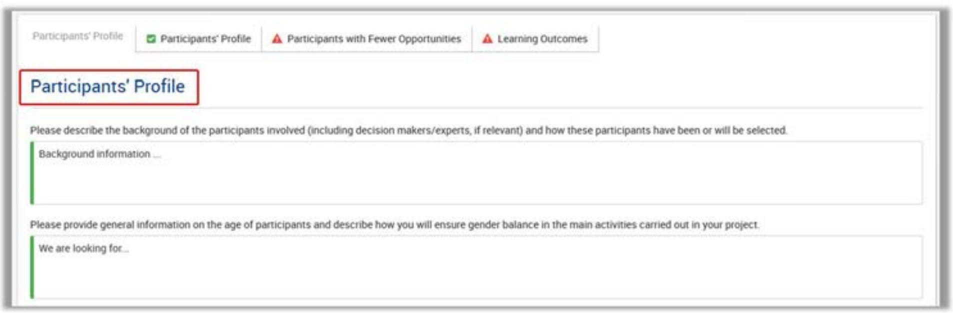
Steps
Click "Participants' Profile" in the side menu. In the next step of your application you have to provide information on the **Participants' Profile**. Click the Participants' Profile option in the side menu. In this section you have to provide information on: • Background of the participants involved • General information on the age of participants and gender balance • Participants with Fewer Opportunities and • Learning Outcomes



Enter the "Participants' Profile".

The first information needed are Background of the participants involved and General information on the age of participants and gender balance.

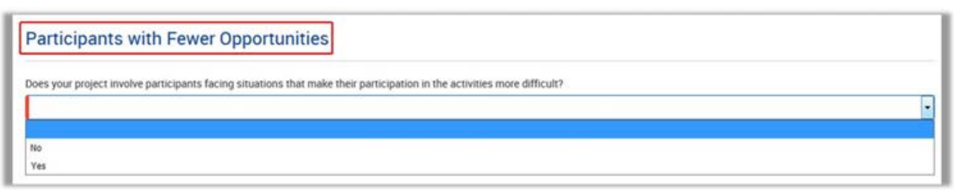
Those fields are free text. Once information is entered, the fields are marked in green.



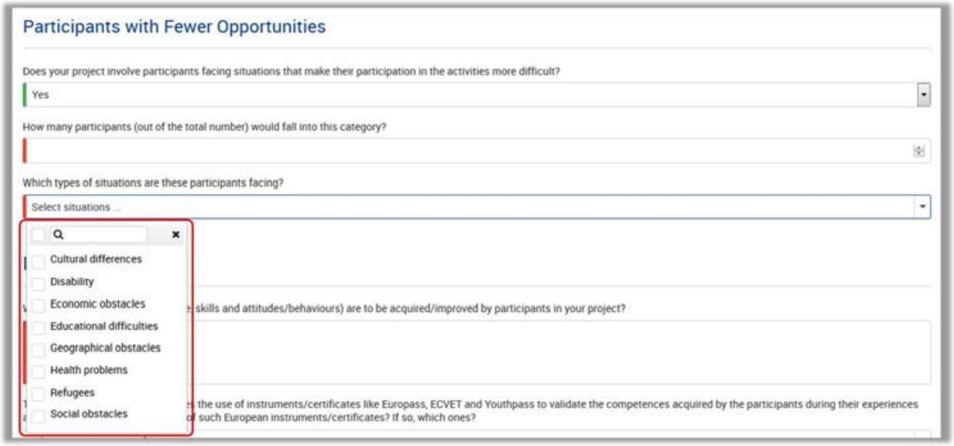
Select "Participants' with Fewer Opportunities".

This information is to be selected from a drop down. Possible answers are **YES** or **NO**.

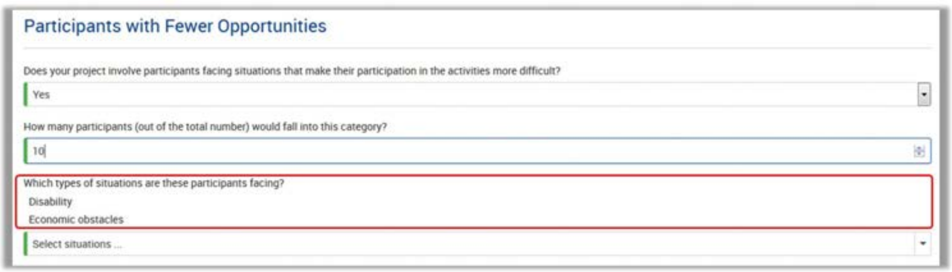
If you select YES, more fields will become active.



Enter the amount of participants with fewer opportunities. Select the types of situation from the drop down menu.



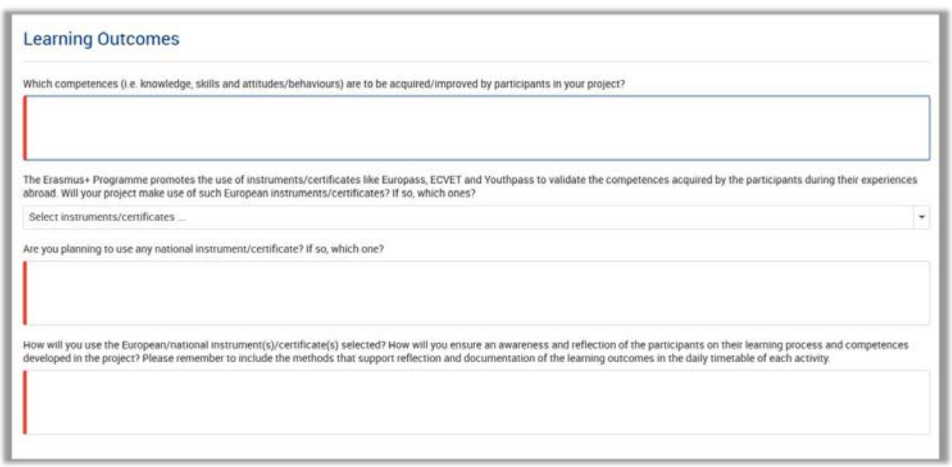
Once all information is entered / selected, the fields are marked in green.



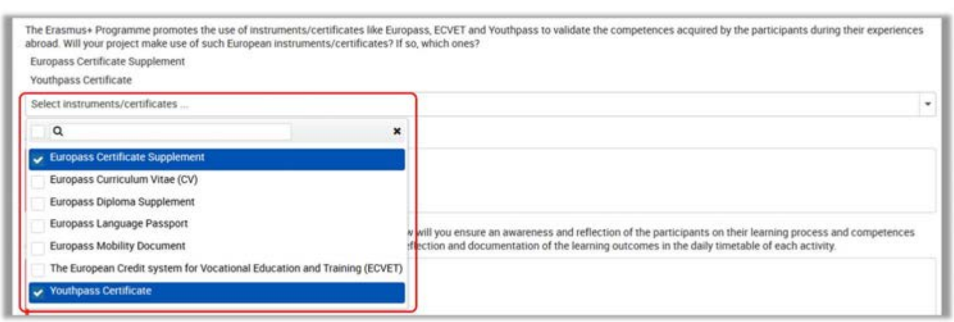
Provide information on "Learning Outcomes".

In the last part of the Participants' Profile section you have to provide information on the required Learning Outcomes.

You have mostly free text fields available.

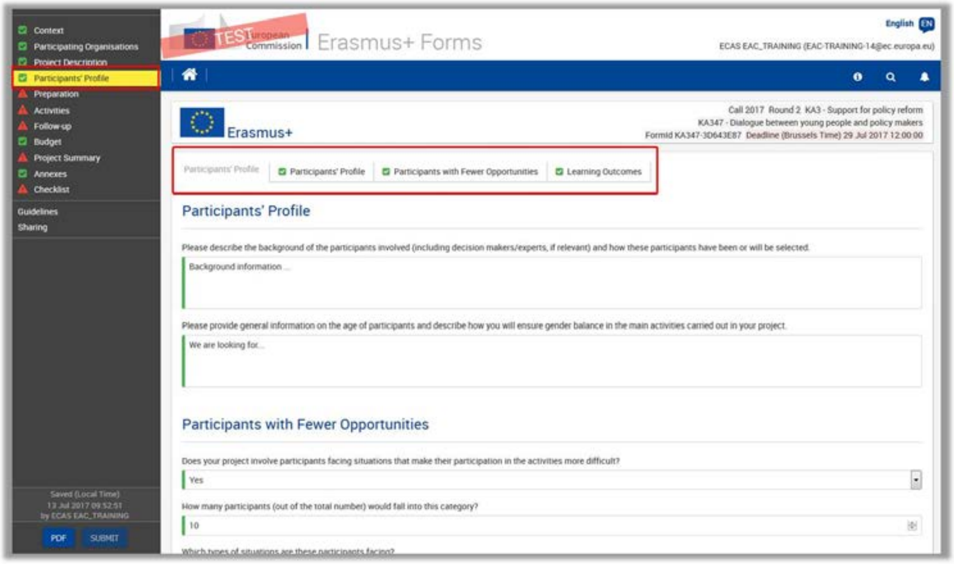


The field **Select instruments/certificates** is once more a drop down, from which you can select the applicable options.



Once all details are provided, fields are marked green and the sections are marked with a green check.

The Participants' Profile tab in the side menu is also marked with a green check.



Related articles

- Forms - Index - KA347 Youth Dialogue Projects
- Web Forms: Activities
- Web Forms: Budget Summary KA1/KA3
- Web Forms: Follow Up
- Web Forms: KA347 Introduction
- Web Forms: KA347 Participants' Profile
- Web Forms: Preparation
- Web Forms: Project Description
- Web Forms: Project Summary

Web Forms: Activities

UPDATES COMING

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Relevant for...

Call Year	Key Action	Action
2018	**KA1 - Learning Mobility of Individuals**	KA103 - Higher education student and staff mobility within Programme Countries KA105 - Youth mobility KA125 - Volunteering Projects
	KA3 - Support for policy reform	KA347 - Dialogue between young people and policy makers
2019	**KA1 - Learning Mobility of Individuals**	KA101 - School education staff mobility KA102 - VET learner and staff mobility KA103 - Higher education student and staff mobility within Programme Countries KA104 - Adult education staff mobility KA105 - Youth mobility KA116 - VET learner and staff mobility with VET mobility charter
	KA3 - Support for policy reform	KA347 - Dialogue between young people and policy makers

Within the Erasmus+ programme and based on the specific key action, **activities** play a definitive part of the participating organisations' project. An activity type can vary from the mobility of participants to learning or training events and meetings.

Participating organisations are those organisations, institutions, bodies organizing activities supported by the Erasmus+ Programme and **participants** are those individuals (students, trainees, apprentices, pupils, adult learners, young people, volunteers, or professors, teachers, trainers, youth workers, professionals in the field of education, training, youth and sport, etc.) involved in activities organised by the participating organisations.

Activity Process Explained

	Scenario	Illustration

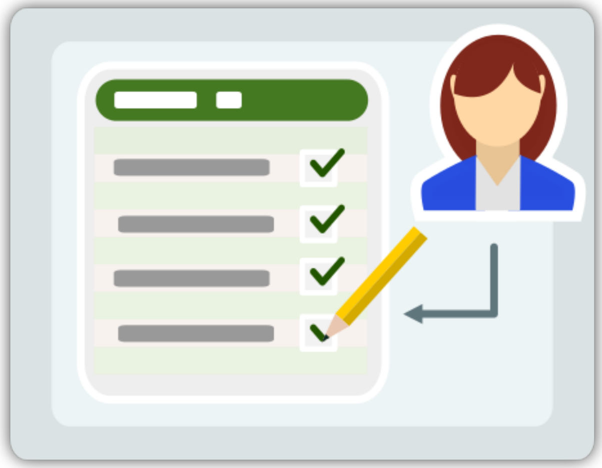
1. In the application form, you will complete the details of the planned project. Depending on the type of the project (key action), the activities may vary. For each type of key action the activities types are predefined and your organisation's planned activities must be completed within the constraints of the selected activities.

2. For example, you may wish to send 5 students from Ireland to France and 2 staff members from Ireland to Germany. In the form, depending on the key action, this may refer to two different activity types, such as student mobility and staff mobility. In the application form, the activity type has to be selected and then the number of participants from one country to the other country outlined. Each group of participants coming from a particular country and going to a particular country will be indicated as an activity flow.

3. The activity flow or travel details may include:

   - Country of origin
   - Country of destination
   - City of Venue
   - Start and End dates
   - Participant numbers and support (if needed)
   - Special Needs and Exceptional Costs (if applicable)

4. The applicant may add additional flows for different activities types or add additional flows for the same activity types already entered, with different details (different countries, different dates etc.)



How to do this in the tools

Web Forms Activities for KA101 School education staff mobility

Relevant for...

Call Year	Key Action	Action
2019	**KA1 - Mobility of individuals**	KA101 - School education staff mobility

In this part of the application, you will encode information about the main activities of the project, including the amount of EU grant you are requesting to implement them. This page here explains how to do this for **KA101 - School education staff Mobility** applications.

Take note

Questions or fields may vary depending on the action you apply for. Please read the on-screen information carefully to complete the relevant fields and sections.

Quick steps

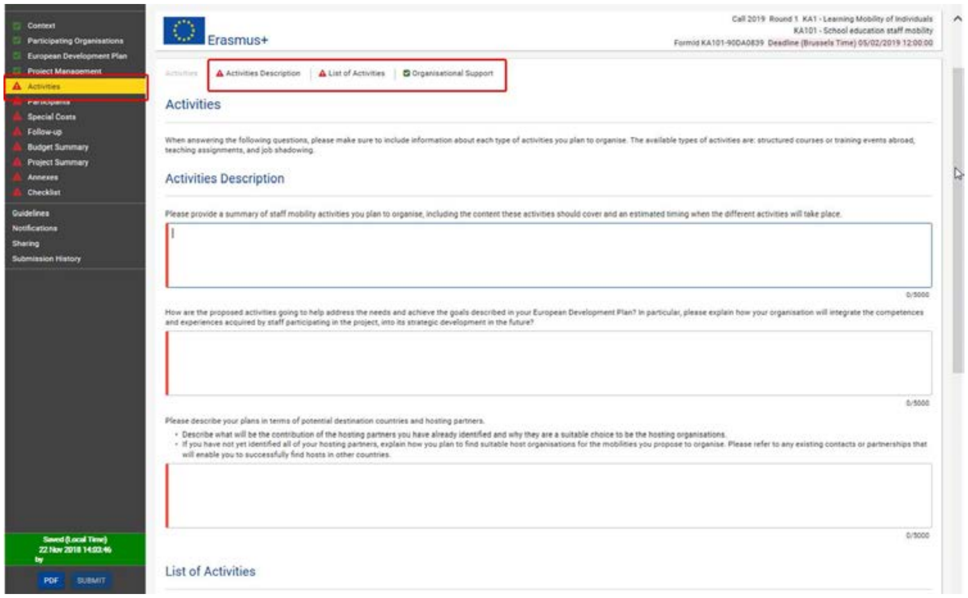
Detailed steps

Steps

Click the "Activities" tab in the side menu.

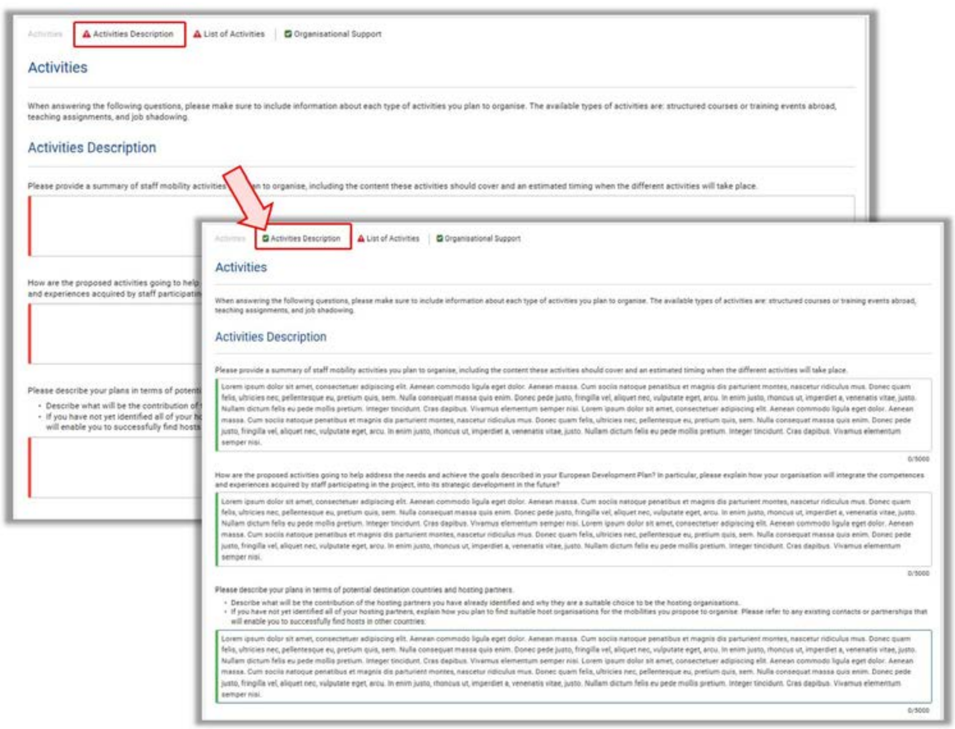
To add activities to your application, click the **Activities** tab in the left side menu. The activities main screen opens.

Here you find three sections: **Activities Description, List of Activities** and **Organisational Support.**



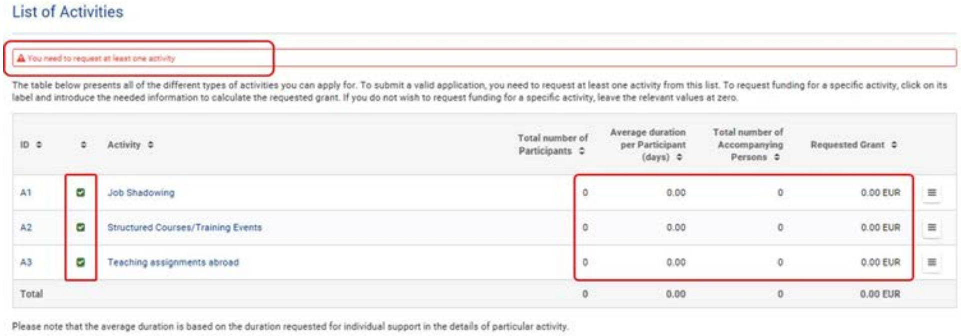
Provide details of "Main Activities".

In the free text fields under **Activities Description** provide the required information on the planned activities. Once the information is entered, the fields are marked green.



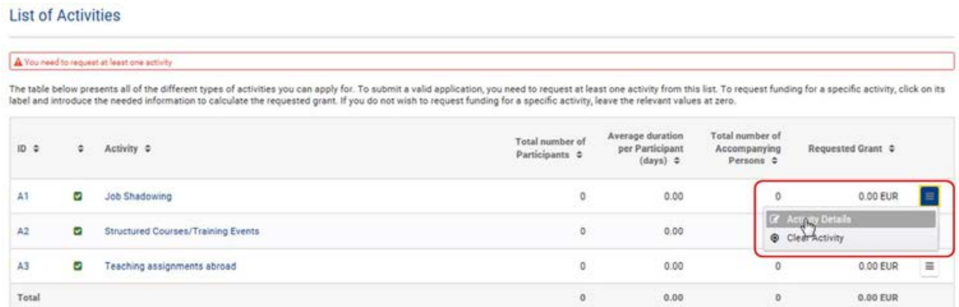
Encode activities under "List of Activities".

In the **List of Activities** section, at least one activity must be encoded and all mandatory fields for at least one activity have to be provided. All activities in the list are marked with the green check by default, even if no specific information is yet encoded. All displayed values in the table display "0".



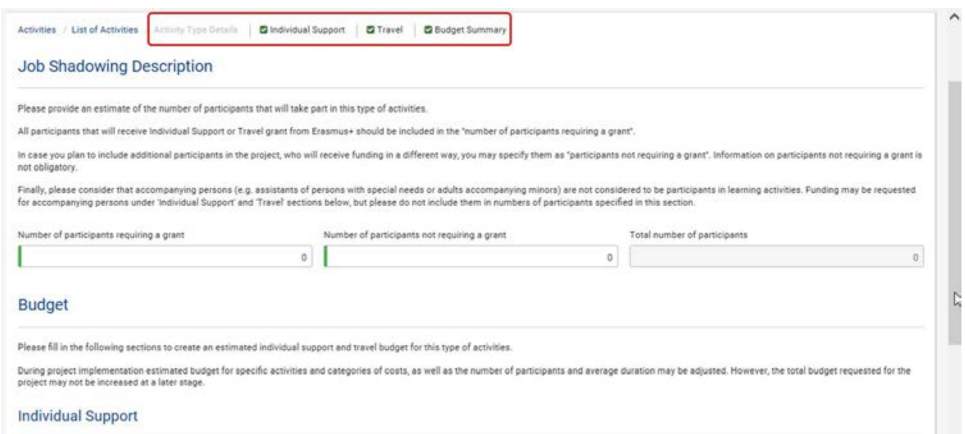
Access the "Activity Details".

In our example the first activity we want to enter a **Job Shadowing**. We select **Activity Details** via the **Menu button** in the specific row.



The **Activity Type Details** screen opens, consisting of:

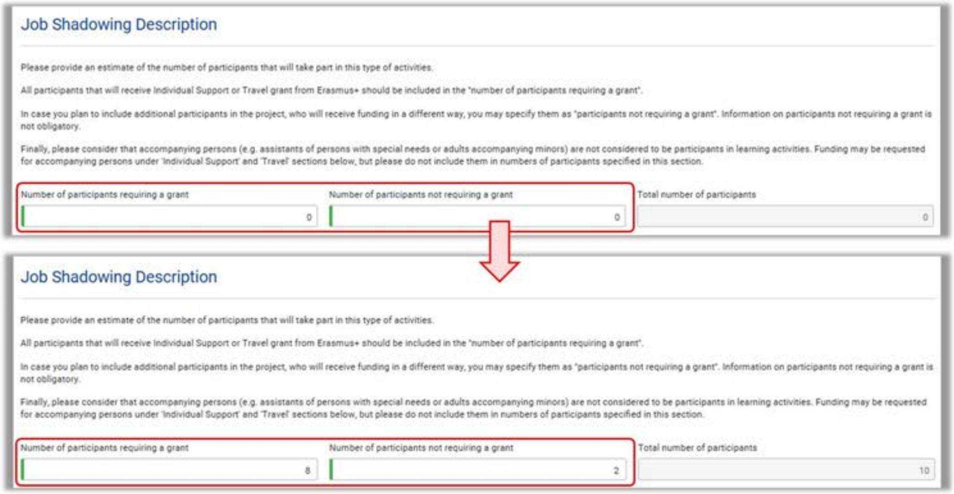
- **Individual Support**
- **Travel** and
- **Budget Summary**



Provide the "Number of participants" information.

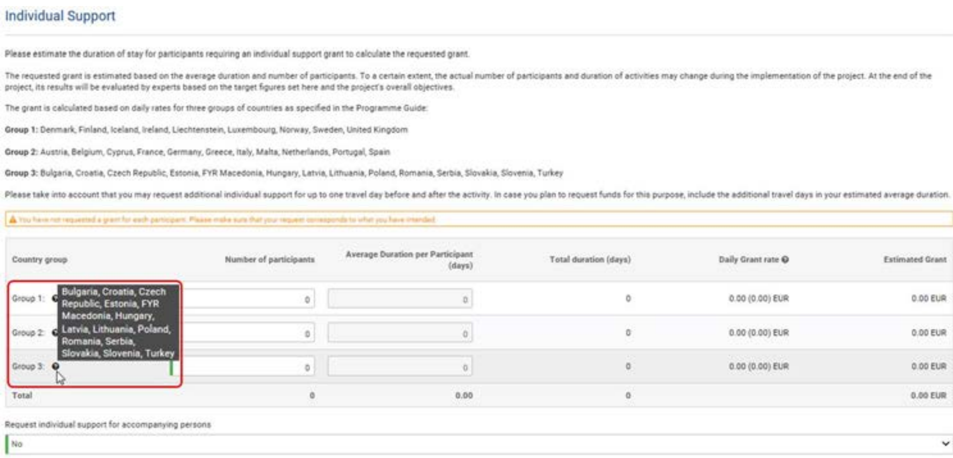
Please provide an estimate of the number of participants that will take part in this type of activities. By default, the values are set to "0".

> **Take note**
>
> Accompanying persons (e.g. assistants of persons with special needs or adults accompanying minors) are not considered to be participating in learning activities and are specified in a separate section below. Please do not include them when adding values in this section.



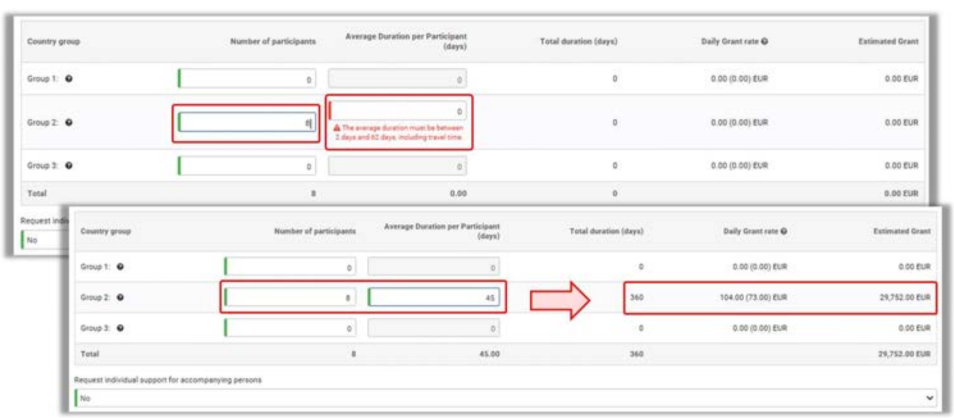
Provide the "Individual Support" information.

Provide an estimate on the number of participants per **Country Group** that will take part in the activity. The available Tool Tips also provide additional information to assist you.



Fill in:

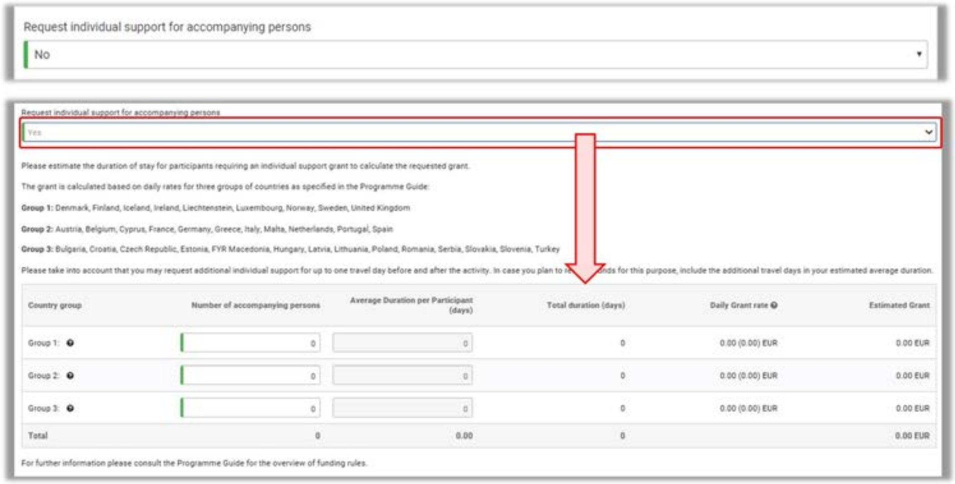
- **Number of participants**: By default, the number of participants is set to "0" for all available country groups. Update the numbers for the country groups of the participants.
- **Average Duration per Participant (days)**: By default, the field is set to read-only. Only after the number of participants is updated, it becomes editable. A message below the duration field provides specific information on the minimum/maximum duration for the selected activity type.



Request individual support for accompanying persons (if applicable).

A drop-down is available to specify if any individual support is needed for accompanying persons. By default, it is set to **No**.

If changed to **Yes**, another table displays, requiring the number of accompanying persons and average duration per country group. Update the values accordingly.



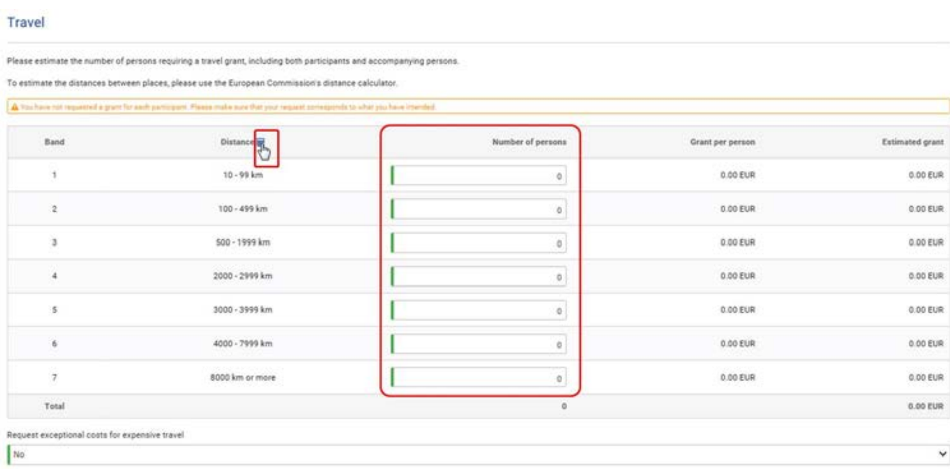
Update the "Travel" section.

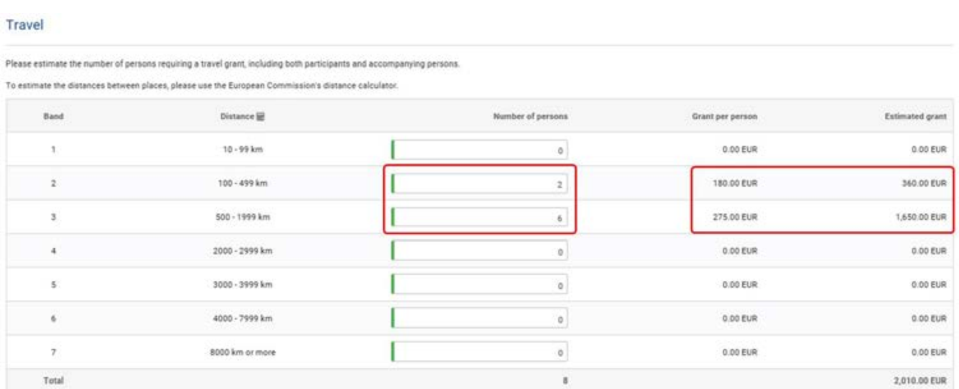
In this part, estimate the **Number of persons** (including accompanying persons) requiring a travel grant for participants per distance band. Update the values in column **Number of persons** per specific **Distance Band**. By default, all fields are set to "0".

To estimate the distances between places use the **distance calculator**, accessible via the **calculator icon**.

The Grant Estimations are then automatically calculated.

Note: The total number of persons cannot exceed the total number of participants (including accompanying persons) entered under the Activity Details. Should you exceed the number of total participants, a warning message displays. Correct the form accordingly.





Request "Exceptional costs for expensive travel" (if applicable).

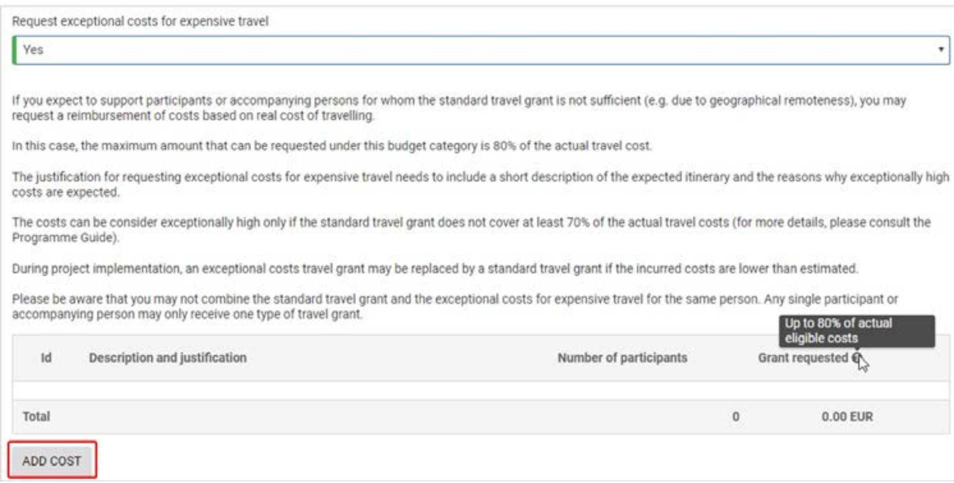
If you expect to support participants for whom the standard travel grant is not sufficient (e.g. due to geographical remoteness), you may request a reimbursement of the costs based on the real cost of travelling, the **Exceptional costs for expensive travel** .

Take note

You cannot combine the standard travel grant and the exceptional costs for expensive travel for the same person. **Any single participant or accompanying person may only receive one type of travel grant.**

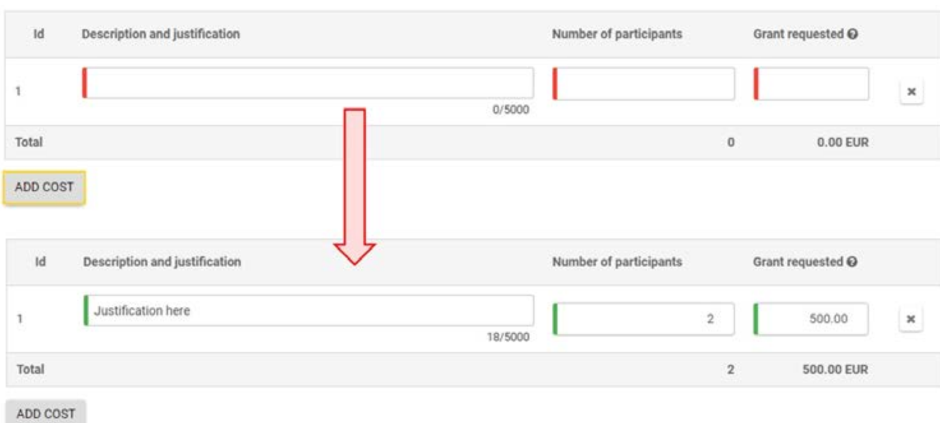
The **Sum of the total number of participants** requesting standard travel and total number of participants requesting exceptional costs for expensive travel must be lower or equal the sum of the number of participants requiring a grant and number of accompanying persons of the activity.

The available drop-down under the Travel table is set to **No** by default. Select **Yes** to request the exceptional costs for expensive travel. Click the **ADD COST** button and provide the required information.



Provide the required information in the available fields. Once complete, the Exceptional Cost item is marked with a green check.

To delete, click the X and confirm.



The "Budget Summary" section.

The **Budget Summary** section is filled in automatically depending on the information provided in the previous different sections.

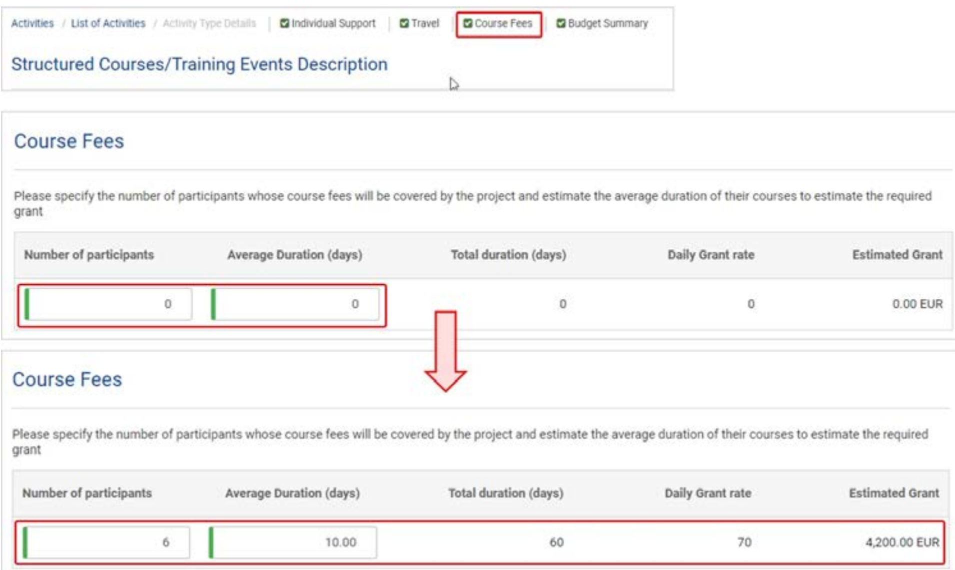
Budget Summary

Budget Items	Grant
Individual Support	0.00 EUR
Travel	2,010.00 EUR
Exceptional Costs for Expensive Travel	0.00 EUR
Course Fees	0.00 EUR
Total Grant	2,010.00 EUR

Update the "Course Fees" (if applicable).

For activity type **Structured Courses/Training Events** an additional section is available in the Activity Details: **Course Fees**. Here you have to provide the **Number of participants** and **Average Duration (days)**.

By default, all fields are set to "0".

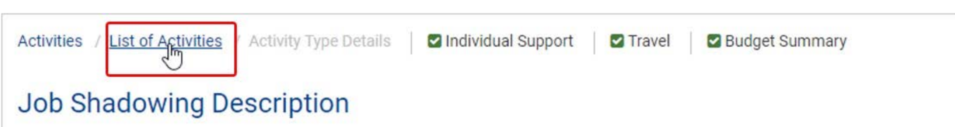


Number of participants	Average Duration (days)	Total duration (days)	Daily Grant rate	Estimated Grant
0	0	0	0	0.00 EUR

Number of participants	Average Duration (days)	Total duration (days)	Daily Grant rate	Estimated Grant
6	10.00	60	70	4,200.00 EUR

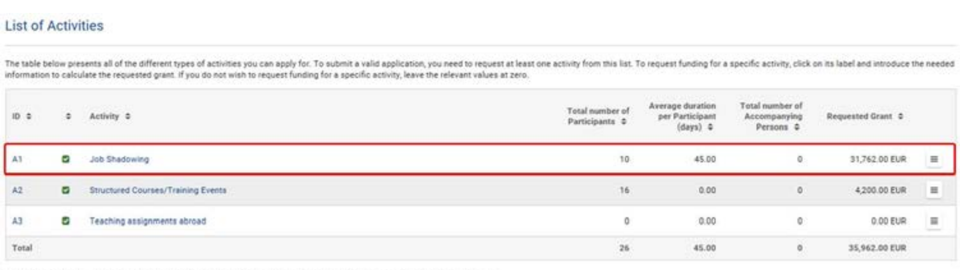
Navigate back to the Activities main screen.

The **Activity Details** sections and the **Activities** menu are marked with a green check once completed. Navigate back to the **Activities** main screen via the breadcrumb or by accessing **List of Activities** tab in the side menu.



In the list of activities the **Total Number of Participants**, **Average duration per Participants (days)**, **Total number of Accompanying Persons** and the **Requested Grant** are now displayed.

Note: The average duration displayed is based on the duration requested for individual support in the details of the specific activity.



List of Activities

The table below presents all of the different types of activities you can apply for. To submit a valid application, you need to request at least one activity from this list. To request funding for a specific activity, click on its label and introduce the needed information to calculate the requested grant. If you do not wish to request funding for a specific activity, leave the relevant values at zero.

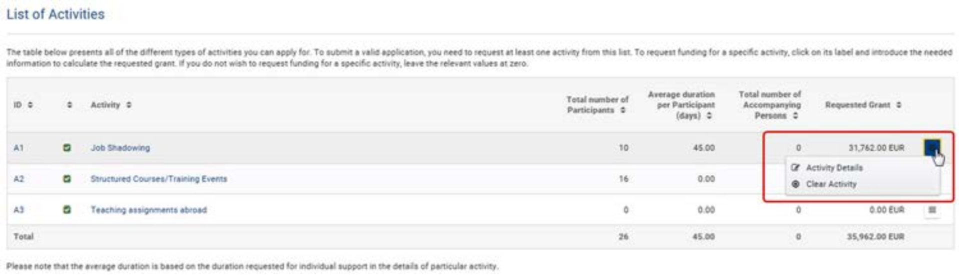
ID		Activity	Total number of Participants	Average duration per Participant (days)	Total number of Accompanying Persons	Requested Grant
A1		Job Shadowing	10	45.00	0	31,762.00 EUR
A2		Structured Courses/Training Events	16	0.00	0	4,200.00 EUR
A3		Teaching assignments abroad	0	0.00	0	0.00 EUR
Total			26	45.00	0	35,962.00 EUR

Please note that the average duration is based on the duration requested for individual support in the details of particular activity.

Update or remove data from an encoded activity.

To **update** the encoded activity, select **Activity Details** via the menu button.

To **remove** all information encoded in an activity, select **Clear Activity** via the menu button and confirm.



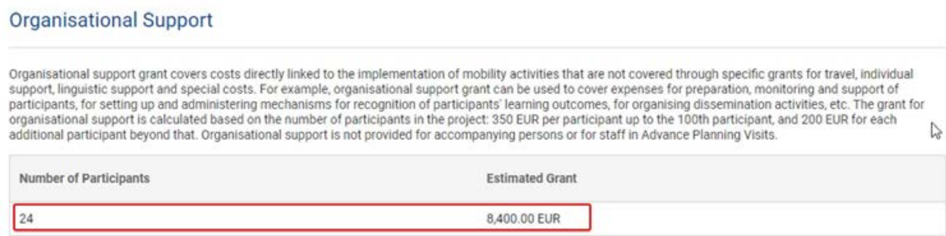
Update the next activity (if applicable).

Proceed to encode the details for other planned activities in the same way as just explained.

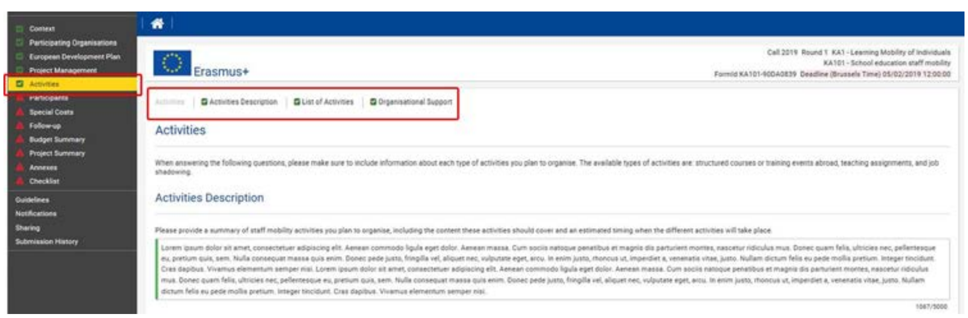
"Organisational Support".

The **Organisational Support** grant covers costs directly linked to the implementation of mobility activities that are not covered through specific grants for travel, individual support and special costs. This section of the activities screen is read only.

It provides an overview of the total **Number of Participants** from all activity types and the **Estimated Grant**.



Once you encoded at least one activity for your planned project, Activities in the side menu is marked with a green check, indicating completion.



Related articles

- Web Forms Checklist
- Web Forms Sharing an application
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- Web Forms Pre Checks
- Web Forms Context

- Web Forms Add applicant organisation
- Web Forms Add participating organisation(s)
- Web Forms Add associated persons to organisations
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Web Forms: Activities for KA102 - VET learner and staff mobility projects

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

Relevant for...

Call Year	Key Action	Action
2019	KA1 - Mobility of individuals	KA102 - VET learner and staff mobility

This section asks for information about the mobility activities you plan to organise and the amount of EU grant you are requesting to implement them.

Take note

Questions or fields may vary between different actions you can apply for. Please read the on-screen information carefully to complete the relevant fields and sections.

Quick steps

Detailed steps

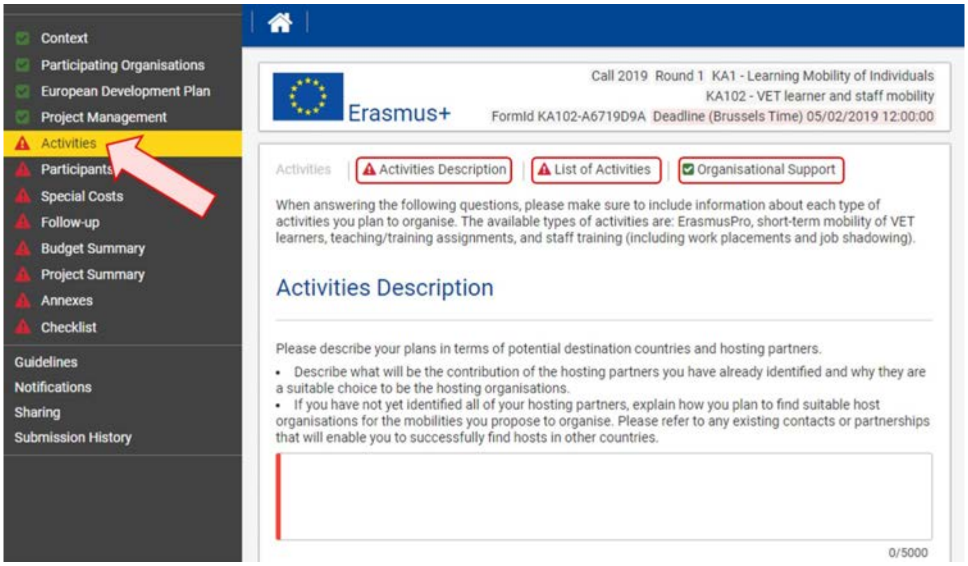
Steps

Click "Activities" in the side menu.

Click **Activities** in the side menu and the **List of Activities** screen opens.

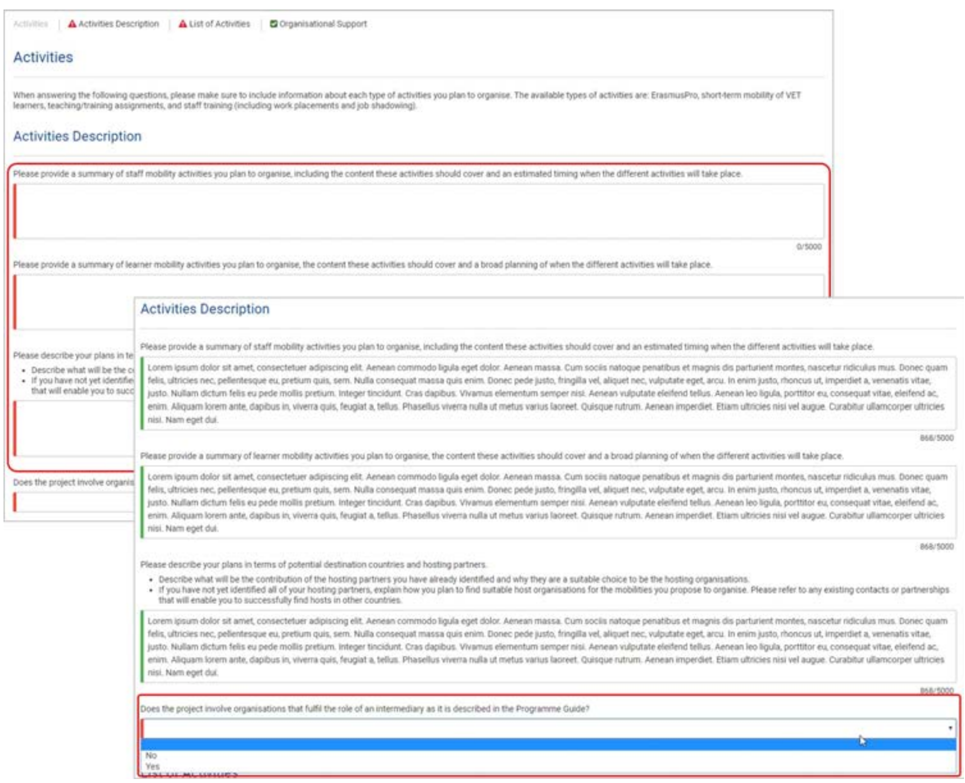
Here you find following sections:

- Activities Description
- List of Activities
- Organisational Support



Provide the "Activities Description"

Use the free text fields to provide the description of all planned activities.



Should your project involve organisations that provide the role of an intermediary, select **Yes** in the available drop-down menu.

Additional fields become available. Provide the required information.

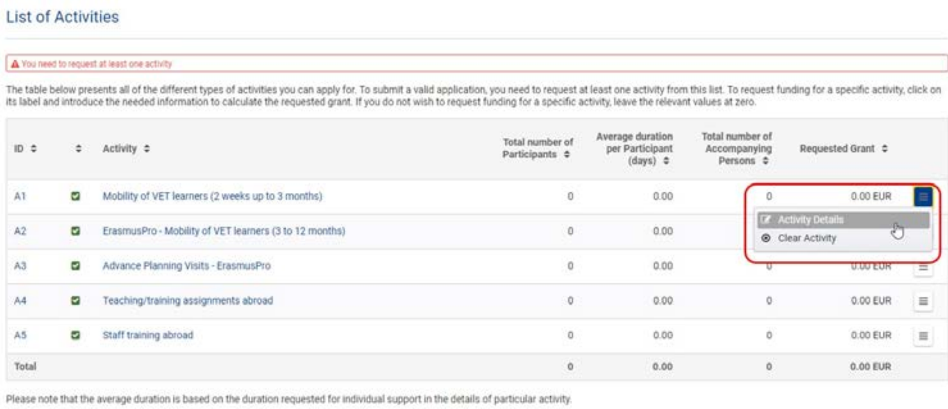
Encode activity(ies) in the "List of Activities".

In the **List of Activities** section, all activities' available for KA102 projects are displayed. All values are set to "0" by default and all activities marked with green checks. As the details for each activity are updated, this section will automatically update itself to reflect the changes.

Note: The average duration is based on the duration requested for individual support in the details of particular activity.

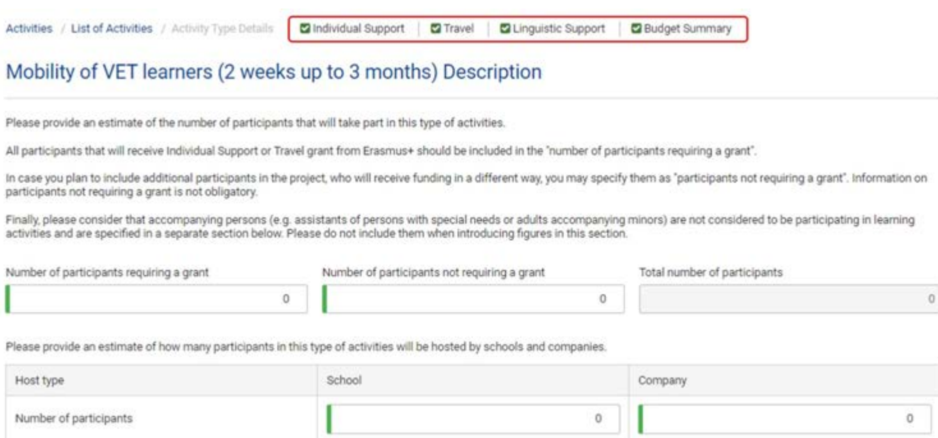
Access the "Activity Details".

In our example we want to enter an **Mobility of VET learners (2 weeks up to 3 months)** activity. Select **Activity Details** via the **Menu button**. Alternatively, click on the title of the activity.



The **Activity Details** screen opens, consisting of the following sections:

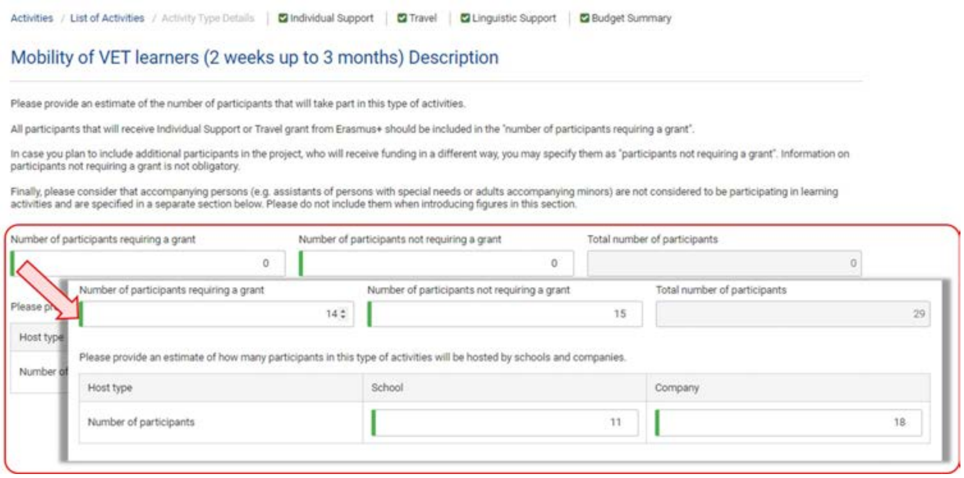
- Individual Support
- Travel
- Linguistic Support
- Budget Summary



Provide the "Activity Details" information.

Please provide the number of participants that will take part in this type of activity. By default, all values are set to "0".

Replace the values as appropriate.



Fill in the "Budget".

Fill in the following sections to create an estimated individual support and travel budget for this type of activities.

Update the "Individual Support".

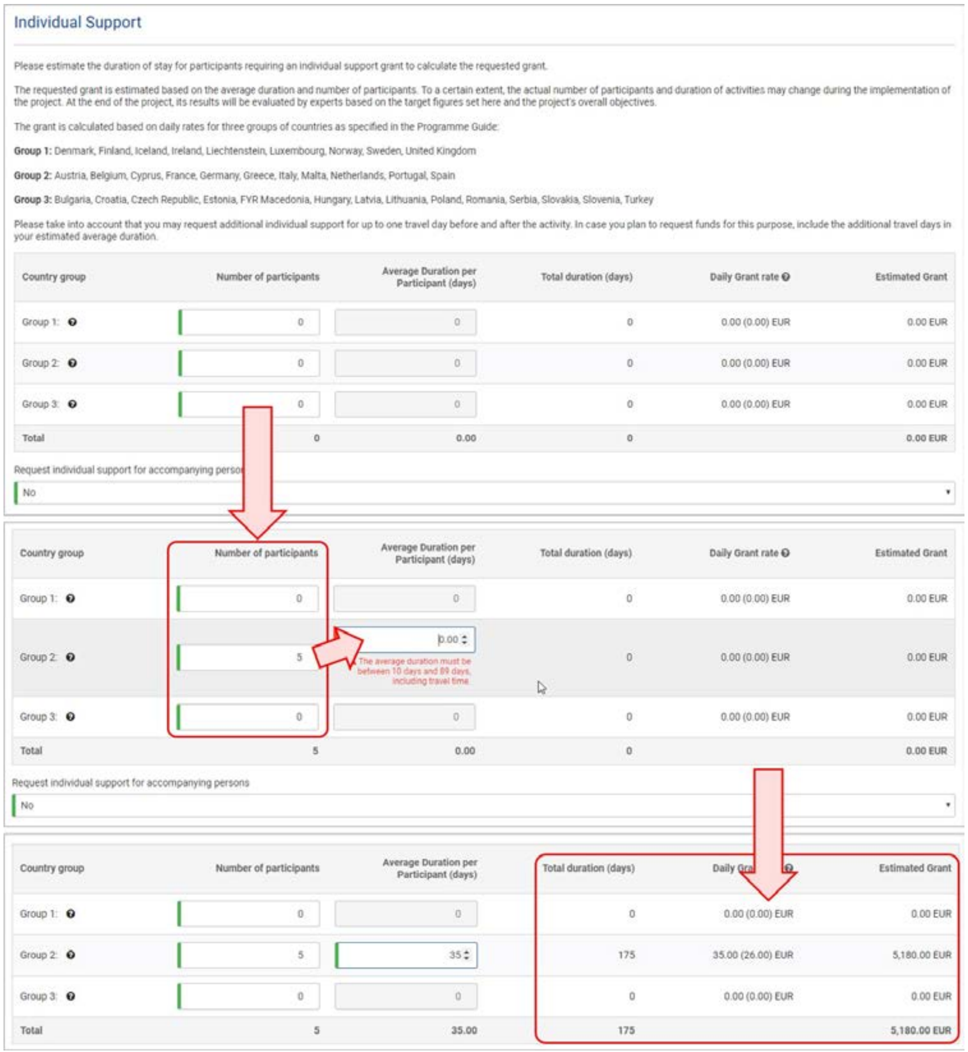
Enter here an estimation per Country group (scroll over the tool-tip to see the list) about the duration of stay for participants requiring an individual support grant to calculate the requested grant.

The fields to be filled in are the following:

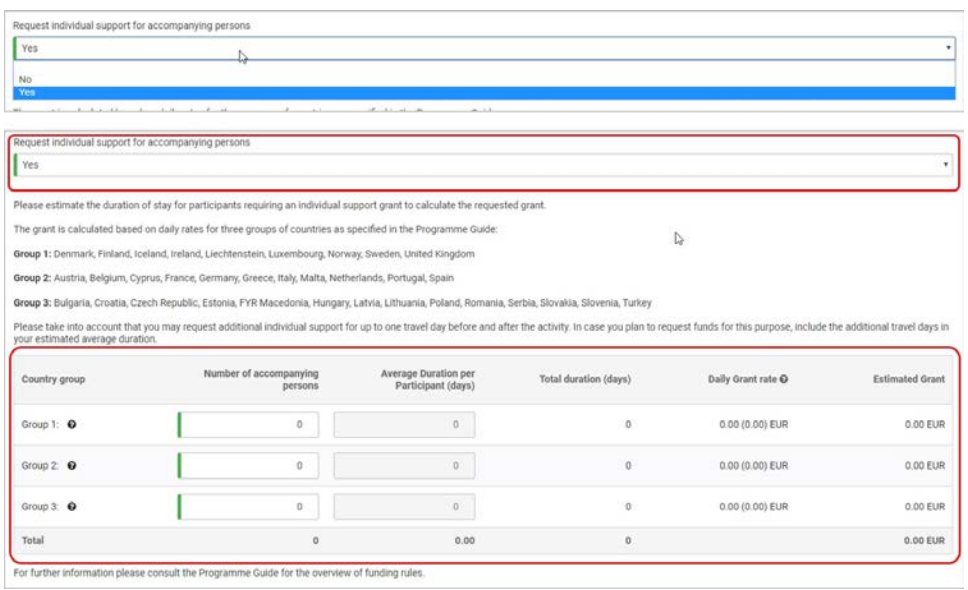
- **Number of participants:** By default, the number of participants is set to "0" for all available country groups. Update the numbers for the country groups of the participants.
- **Average Duration per Participant (days)**: By default, those fields are set to read-only. Only after the number of participants is updated, it becomes editable. A message below the duration field provides specific information on the minimum/maximum duration for the selected activity type.

Other fields are automatically populated depending on the information entered in the above fields:

- Total duration (in days)
- Daily Grant rate (scroll over the tool-tip for more information)
- Estimated Grant



If **individual support for accompanying persons** is required, select **Yes** from the drop-down below the table. This will open another table to include the **Individual Support** details for accompanying persons.



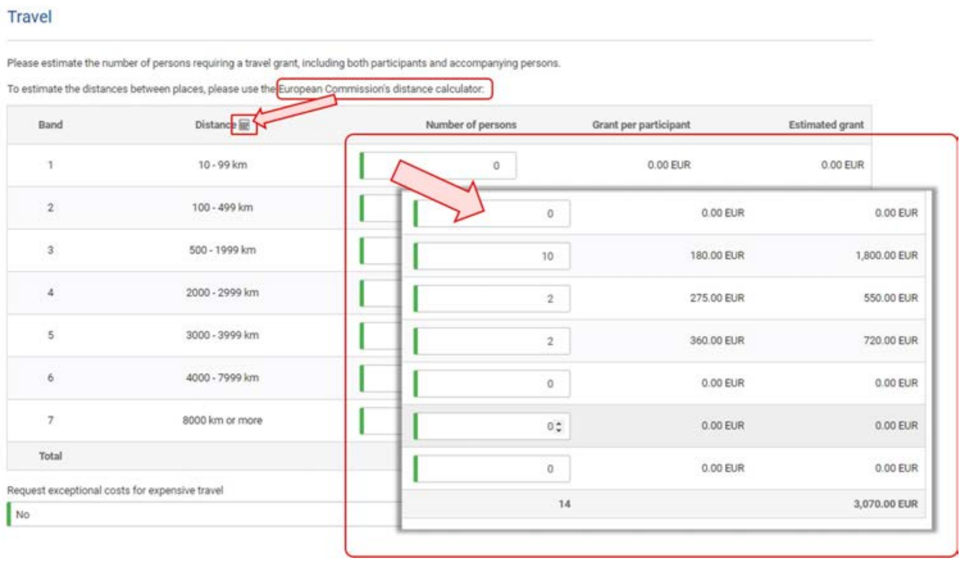
Update the "Travel" expenses.

Please estimate the **Number of persons** (mandatory fields) requiring a travel grant, including both participants and accompanying persons.

Update the values in column **Number of persons** per specific **Distance Band**. By default, all fields are set to "0".

To estimate the distances between places use the **distance calculator**, accessible via the **calculator icon**. The grant estimations are then automatically updated.

Note: The total number of persons cannot exceed the total number of participants entered under the Activity Details. Should you exceed the number of total participants, a warning message displays. Correct the form accordingly.



Request "Exceptional costs for expensive travel" (if applicable).

If you expect to support participants or accompanying persons for whom the standard travel grant is not sufficient (e.g. due to geographical remoteness), you may request a reimbursement of costs based on real cost of travelling.

Select **Yes** in the drop-down Request exceptional costs for expensive travel.

Click the **ADD COST** button in the newly displayed table and provide the following information:

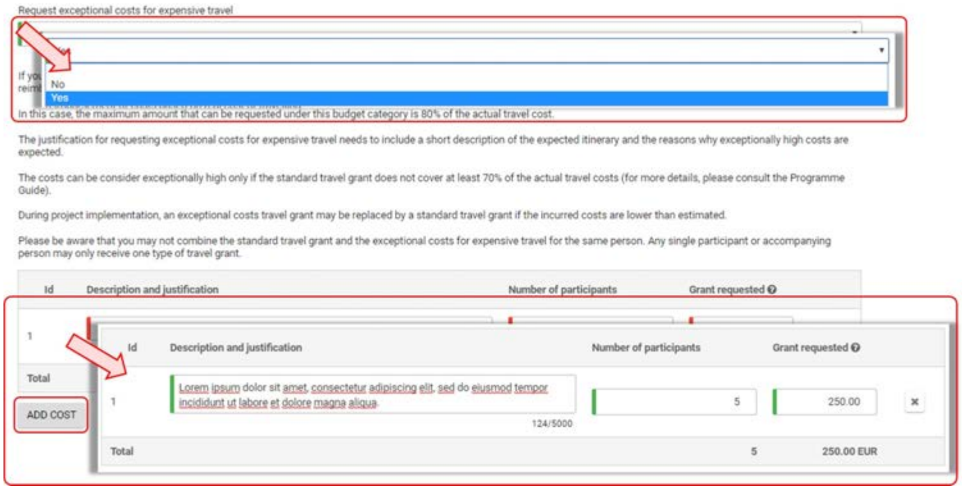
- Description and justification
- Number of participants
- Grant requested

Note: The **Grant requested** amount must be up to 80% of actual eligible costs.

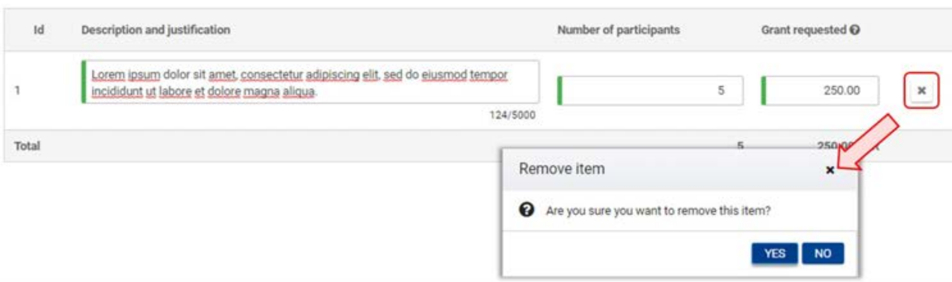
Take note

You cannot combine the standard travel grant and the exceptional costs for expensive travel for the same person. **Any single participant or accompanying person may only receive one type of travel grant.**

The **Sum of the total number of participants** requesting standard travel and total number of participants requesting exceptional costs for expensive travel must be lower or equal the sum of the number of participants requiring a grant and number of accompanying persons of the activity.



The **Exceptional Costs** input boxes are marked green when all information was entered. To delete the row, click on the cross and confirm.



Specify information for "Linguistic Support" (if applicable).

Specify information about the linguistic support for learners in mobility activities. See Web Forms Linguistic Support (KA102, KA116) for details.

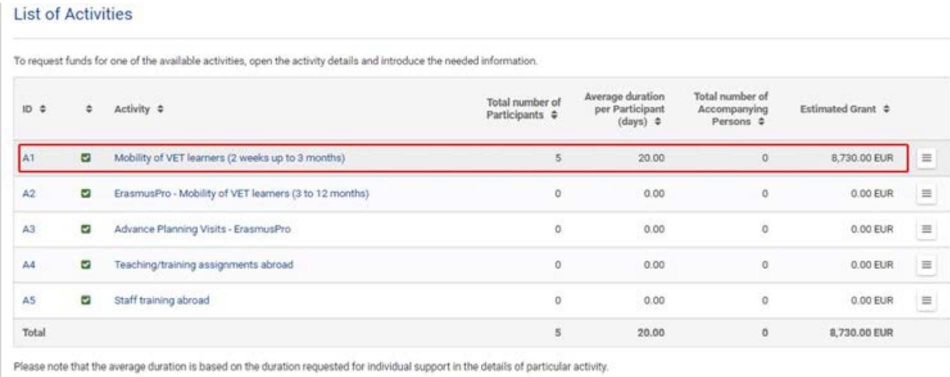
The "Budget Summary".

The **Budget Summary** section is filled in automatically depending on the information provided in the previous different sections and provides an overview of the **Total Grant** of the activity.

Navigate back to the Activities main screen.

The **Activity Details** sections and the **Activities** menu are marked with a green check once completed. Navigate back to the **Activities** main screen via the breadcrumb or by accessing **Activities** tab in the side menu.

In the list of activities the **Total Number of Participants**, **Average duration per Participants (days)**, **Total number of Accompanying Persons** and the **Estimated Grant** for this activity are now displayed.



List of Activities

To request funds for one of the available activities, open the activity details and introduce the needed information.

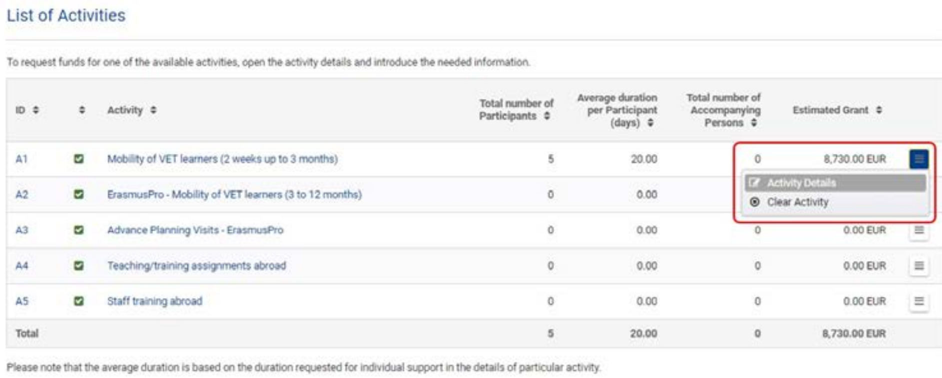
ID		Activity	Total number of Participants	Average duration per Participant (days)	Total number of Accompanying Persons	Estimated Grant
A1		Mobility of VET learners (2 weeks up to 3 months)	5	20.00	0	8,730.00 EUR
A2		ErasmusPro - Mobility of VET learners (3 to 12 months)	0	0.00	0	0.00 EUR
A3		Advance Planning Visits - ErasmusPro	0	0.00	0	0.00 EUR
A4		Teaching/training assignments abroad	0	0.00	0	0.00 EUR
A5		Staff training abroad	0	0.00	0	0.00 EUR
Total			5	20.00	0	8,730.00 EUR

Please note that the average duration is based on the duration requested for individual support in the details of particular activity.

Update or remove data from an encoded activity.

To **update** the encoded activity, select **Activity Details** via the menu button.

To **remove** all information encoded in an activity, select **Clear Activity** via the menu button and confirm.



List of Activities

To request funds for one of the available activities, open the activity details and introduce the needed information.

ID		Activity	Total number of Participants	Average duration per Participant (days)	Total number of Accompanying Persons	Estimated Grant
A1		Mobility of VET learners (2 weeks up to 3 months)	5	20.00	0	8,730.00 EUR
A2		ErasmusPro - Mobility of VET learners (3 to 12 months)	0	0.00		
A3		Advance Planning Visits - ErasmusPro	0	0.00	0	0.00 EUR
A4		Teaching/training assignments abroad	0	0.00	0	0.00 EUR
A5		Staff training abroad	0	0.00	0	0.00 EUR
Total			5	20.00	0	8,730.00 EUR

Please note that the average duration is based on the duration requested for individual support in the details of particular activity.

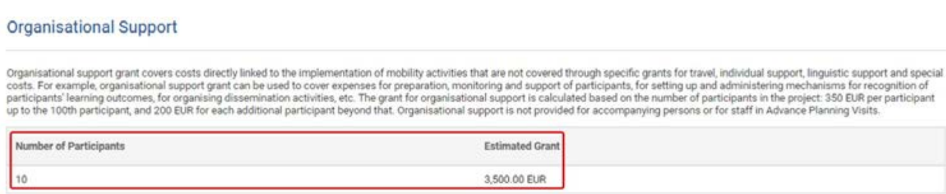
Update the next activity (if applicable).

Proceed to encode the details for other planned activities available in the list in the same way as just explained.

"Organisational Support".

The **Organisational Support** grant covers costs directly linked to the implementation of mobility activities that are not covered through specific grants for travel, individual support, linguistic support and special costs. This section of the activities screen is read only.

It provides an overview of the **Total number of participants** from all activity types and the **Estimated Grant**.



Organisational Support

Organisational support grant covers costs directly linked to the implementation of mobility activities that are not covered through specific grants for travel, individual support, linguistic support and special costs. For example, organisational support grant can be used to cover expenses for preparation, monitoring and support of participants, for setting up and administering mechanisms for recognition of participants' learning outcomes, for organising dissemination activities, etc. The grant for organisational support is calculated based on the number of participants in the project: 350 EUR per participant up to the 100th participant, and 200 EUR for each additional participant beyond that. Organisational support is not provided for accompanying persons or for staff in Advance Planning Visits.

Number of Participants	Estimated Grant
10	3,500.00 EUR

Related articles

- Web Forms Checklist
- Web Forms Sharing an application
- Web Application Forms Guidelines
- Web Forms How to complete the form
- Web Forms Submitting an application
- Web Forms Annexes
- Web Forms Print PDF functionality
- Web Forms Home screen
- Web Forms Start the application
- Web Forms Pre Checks
- Web Forms Context
- Web Forms Add applicant organisation
- Web Forms Add participating organisation(s)
- Web Forms Add associated persons to organisations
- Web Forms Participating Organisations

Web Forms Activities for KA103 Higher education student and staff mobility within Programme Countries

Relevant for...

Call Year	Key Action	Action
2018 onward	**KA1 - Learning Mobility of Individuals**	KA103 - Higher education student and staff mobility within programme countries

Quick steps

1 Click the "Mobility Activities" tab in the side menu.
2 "Click here to edit" in the first activity.
3 Select "Activity Type".
4 Add the "No. of Participants" and total durations.
5 Create additional "Mobility Activities".
6 Provide a percentage for "Share of staff mobility for specific training".
7 The "Mobility Activities" tab is complete.
8 Edit or Delete an activity.

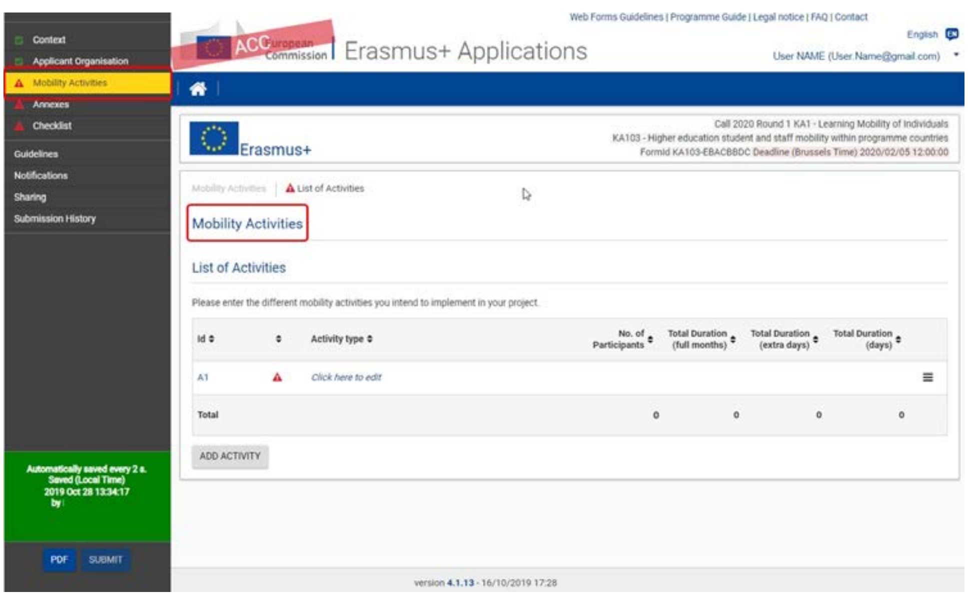
Detailed steps

Steps

Click the "Mobility Activities" tab in the side menu.

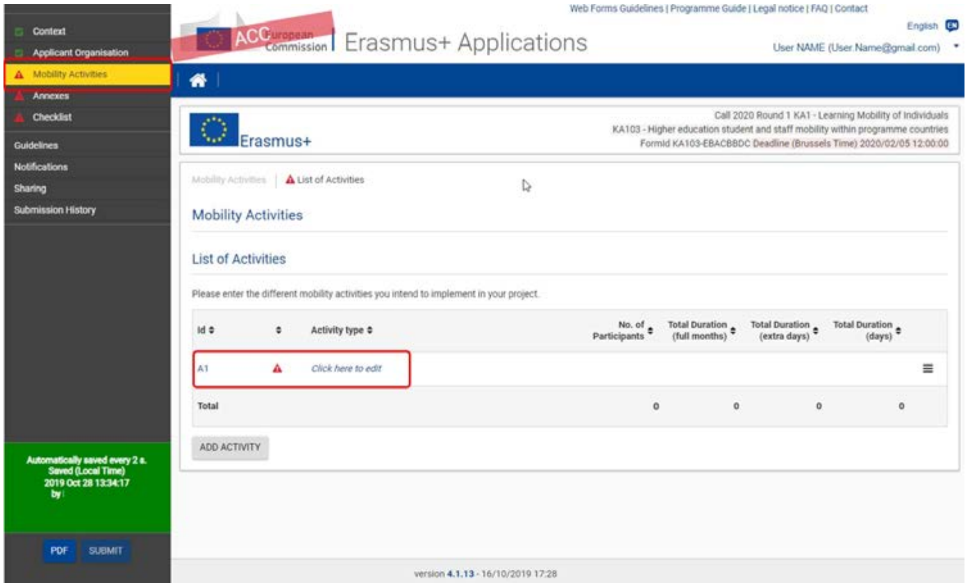
To add activities to your application, click the **Mobility Activities** tab in the left side menu. The **Mobility Activities** main screen opens.

This screen will display the **List of Mobility Activities**.



"Click here to edit" in the first activity.

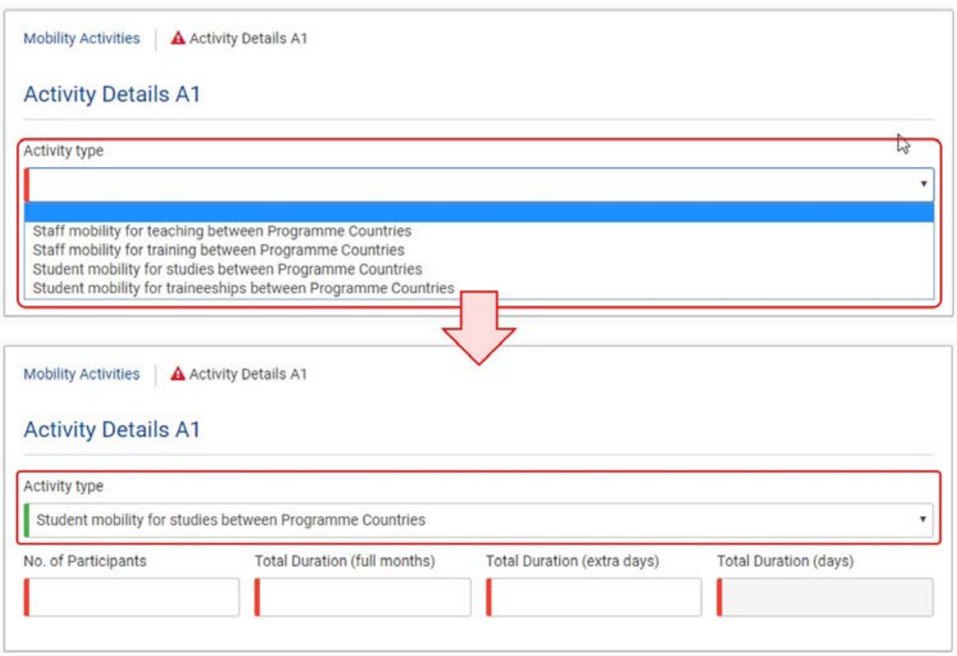
To add your (first) mobility activity you intend to implement in your project, click on **Click here to edit** in the available row with ID **A1**.



Select "Activity Type".

Before you provide the details for your activity, select the **Activity Type** from the available drop-down.

The type of activity selected will change the active fields. For example for "Staff mobility for teaching between Programme Countries", the fields **Total duration (full months)** and **Total duration (extra Days)** will not be available to edit.



Add the "No. of Participants" and total durations.

Depending on the **Activity type** previously selected you will be asked to fill in some the following fields:

- **No. of Participants**
- **Total duration (full months)**
- **Total duration (extra days)**
- **Total duration (days)**

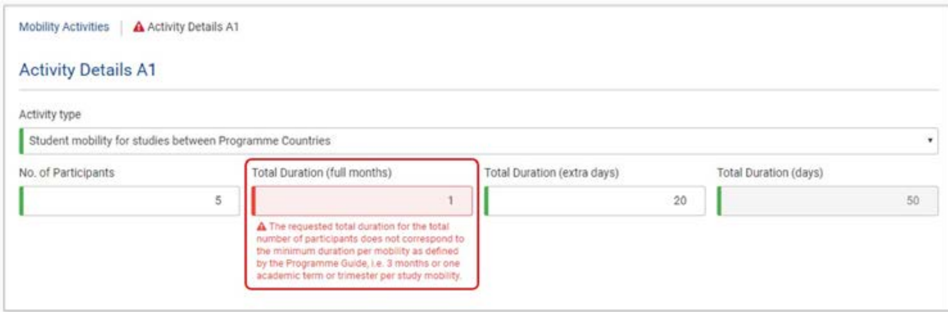
In our example below, we must add the **No. of Participants**, the **Total duration (full months),** and **Total Duration (extra days)**. Incorrectly entered values will result in a red warning. You have to correct such entries to complete the activity information. .

Information on the duration calculations

The **minimum duration** of a **higher education student/recent graduate mobility for traineeship is two months**. The period from 1 January to 28 February in days is 58 days, but **typically** the **minimum duration is 60 days**. Therefore in such situations, enter a minimum duration of 2 months.

The **minimum duration** of a **higher education student mobility for studies** is **three months** or an academic term or trimester. However, as there is no standard minimum duration for a term, the minimum is set to the same minimum as for traineeships, which is two months.

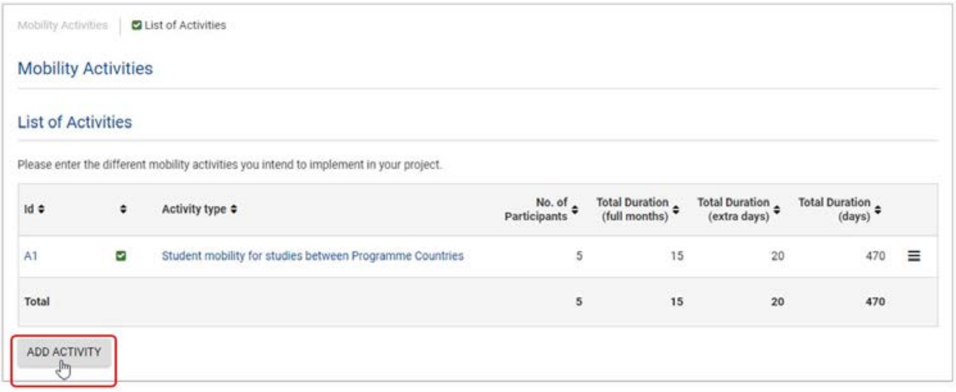
In the case of **invited staff from enterprises**, the **minimum duration** for a mobility between Programme Countries is **one day**. However, the form does not (yet) allow a minimum of one day. Therefore please enter two days for such activities if one day does result in an error.

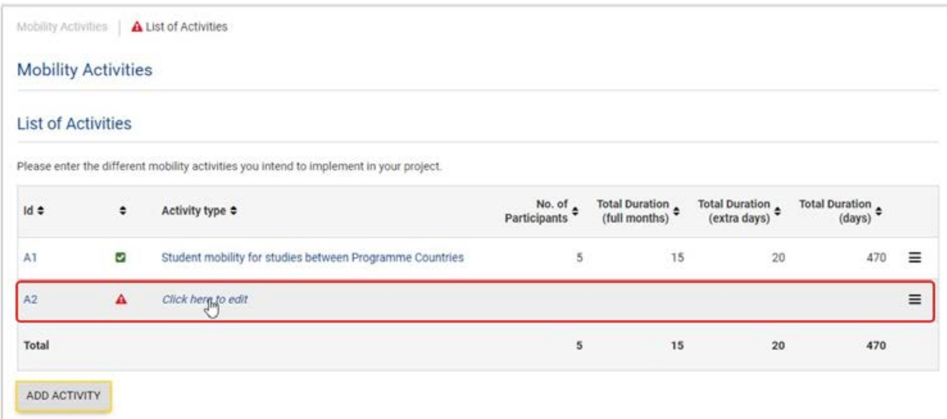


Create additional "Mobility Activities".

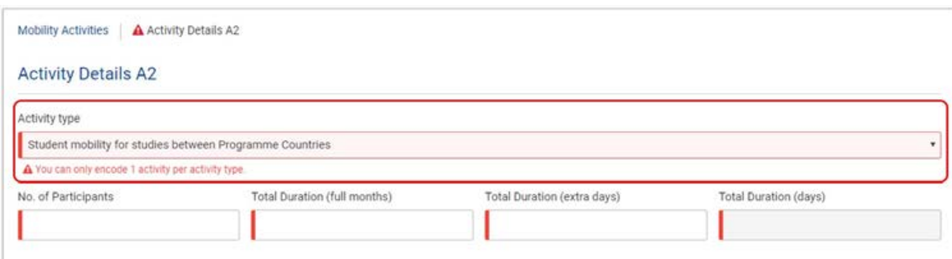
Navigate back to the **Mobility Activities** screen, using the bread crumbs.

Click on the **Add Activity** button. In the newly displayed row, click on **Click here to edit** and provide the required information, as just done with activity A1.



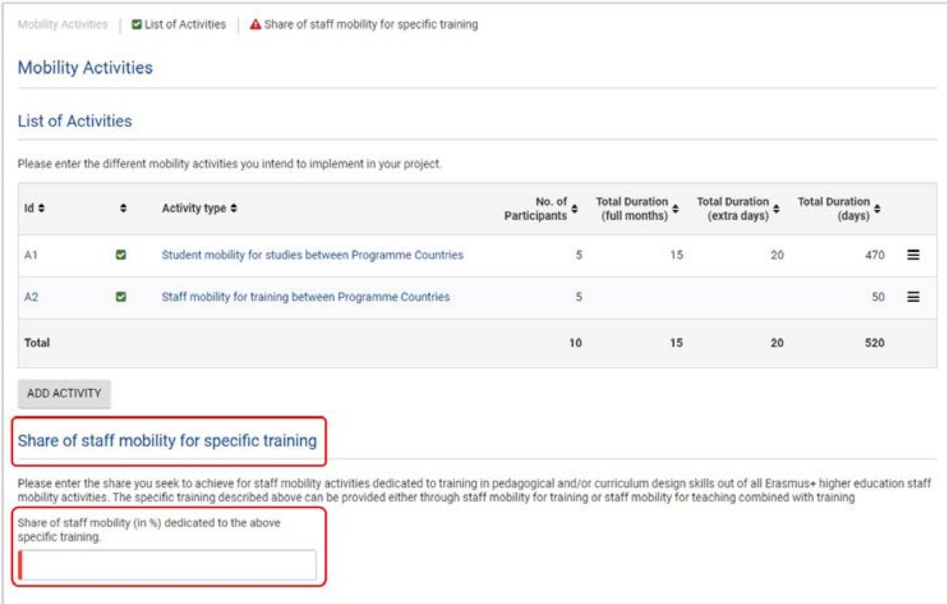


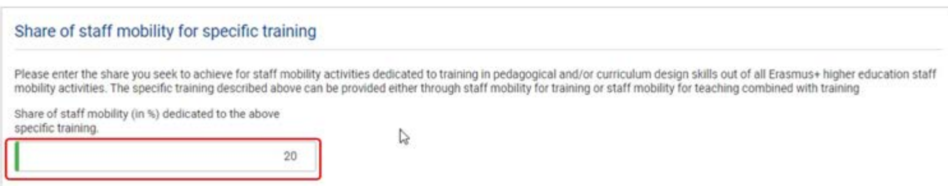
Each activity type can only be selected once in your form. An error displays if this rule is not adhered to.



Provide a percentage for "Share of staff mobility for specific training".

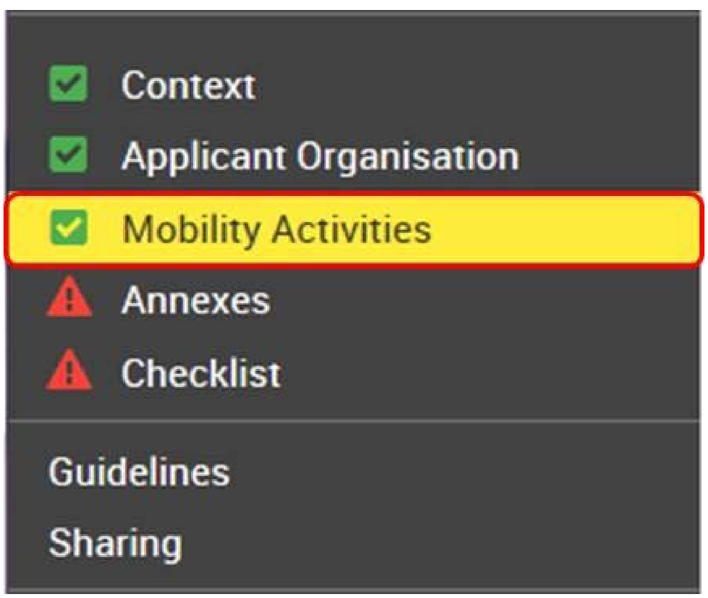
In the field **Share of staff mobility (%) dedicated to the above specific training**, enter the share you seek to achieve for staff mobility activities dedicated to training in pedagogical and/or curriculum design skills out of all Erasmus+ higher education staff mobility activities. The specific training described can be provided either through staff mobility for training or staff mobility for teaching combined with training.





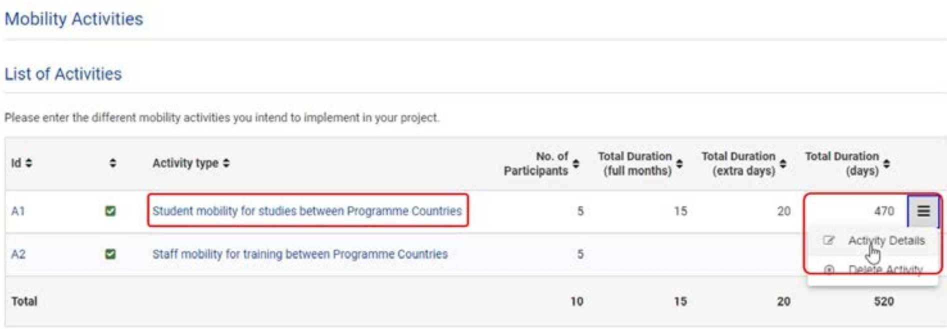
The "Mobility Activities" tab is complete.

If at least one activity and the share of staff information are completed, the **Mobility Activities** tab in the side navigation is marked with a green check.

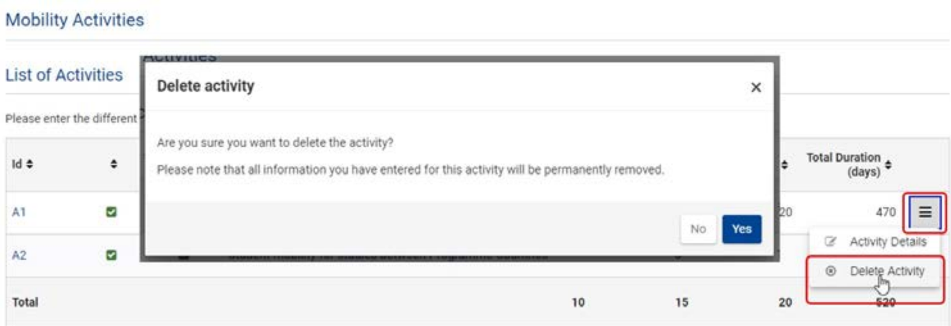


Edit or Delete an activity.

To edit an activity, either select **Activity Details** from the contextual menu button or click on the hyperlinked activity type.



To remove an activity from the list, select **Delete Activity** from the contextual menu button and confirm the deletion.



Related Articles

- Application process for Web Forms
- Forms - Index - KA103 Higher education student and staff mobility within Programme Countries
- Web Application Forms Guidelines
- Web Forms Activities for KA103 Higher education student and staff mobility within Programme Countries
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Consortium
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Mobility Consortium
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application
- Web Forms Submitting an application
- Web Forms: Activities

Web Forms Activities for KA104 Adult education staff mobility

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

Relevant for...

Call Year	Key Action	Action
2019	KA1 - Mobility of individuals	KA104 - Adult education staff mobility

This section of your application asks for information about the mobility **activities** you plan to organise and the EU grant amount that you are requesting to implement them.

Quick steps

1 Click "Activities" in the side menu.
2 Fill in the "Activities Description" section.
3 Fill in the "List of Activities" you plan to carry out.
4 Return to the "Activities" screen.
5 "Clear" Activity Details.
6 "Organisational Support".

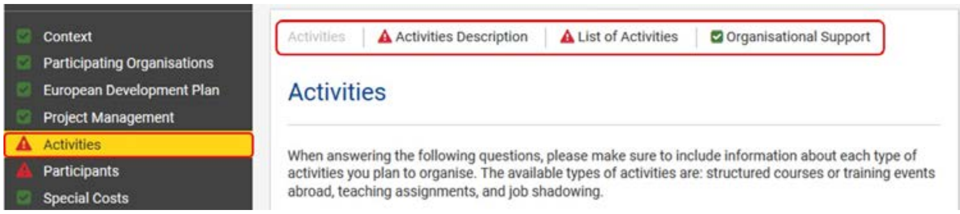
Detailed steps

Steps

Click "Activities" in the side menu.

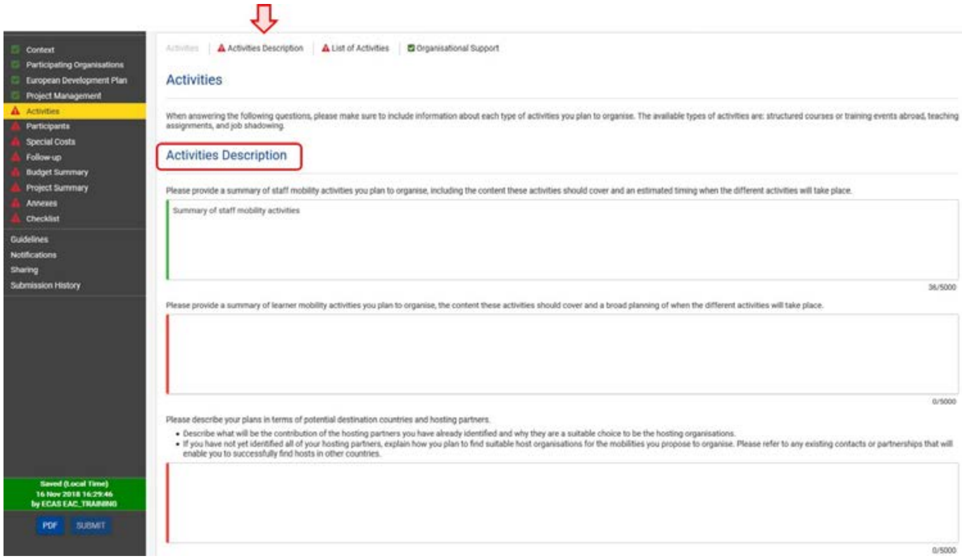
In your web application, click **Activities** in the side menu. The **Activities** screen opens, with the following sections:

- Activities Description
- List of Activities
- Organisational Support



Fill in the "Activities Description" section.

All the fields in this section are mandatory and marked in red. As you fill them in they will be marked in green.

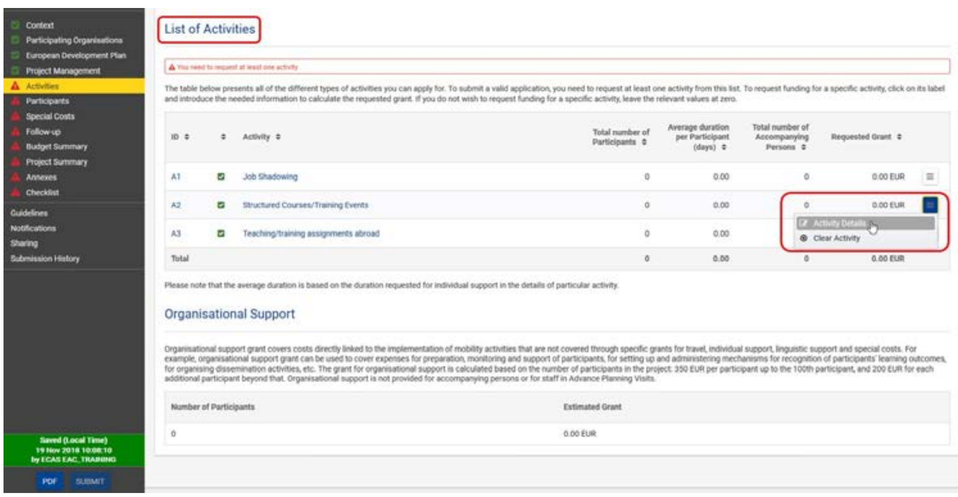


Once you have filled in all the fields, scroll down to the **List of Activities**.

Fill in the "List of Activities" you plan to carry out.

The **List of Activities** section displays all the activity types that can be carried out under this Action Type. At least one activity must be encoded and all mandatory information for at least one activity must be provided.

Click the **Menu button** next to the activity(ies) you plan to carry out and select **Activity Details**.



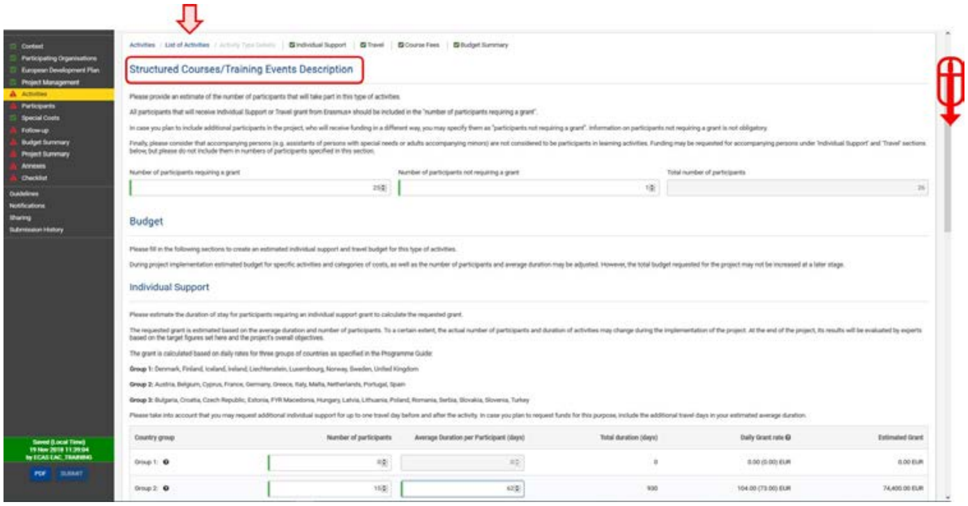
In the **Activity Details** screen, the name of the chosen activity appears at the top of the screen.

Fill in all the sub-sections and fields of the form as applicable. You may need to scroll down to complete all the fields.

Information

Questions or fields may vary depending on the activity you select. Please read the on-screen information carefully to complete the relevant fields. Where available, click the question mark next to a field for additional tips.

For **Groups** and **Distance Bands**, you only need to fill in the fields corresponding to the countries involved in the project and the relevant distances between locations, respectively.



The requested grants are calculated automatically based on the details you provide, and are displayed in the **Budget Summary** section for that particular activity.

Budget Summary

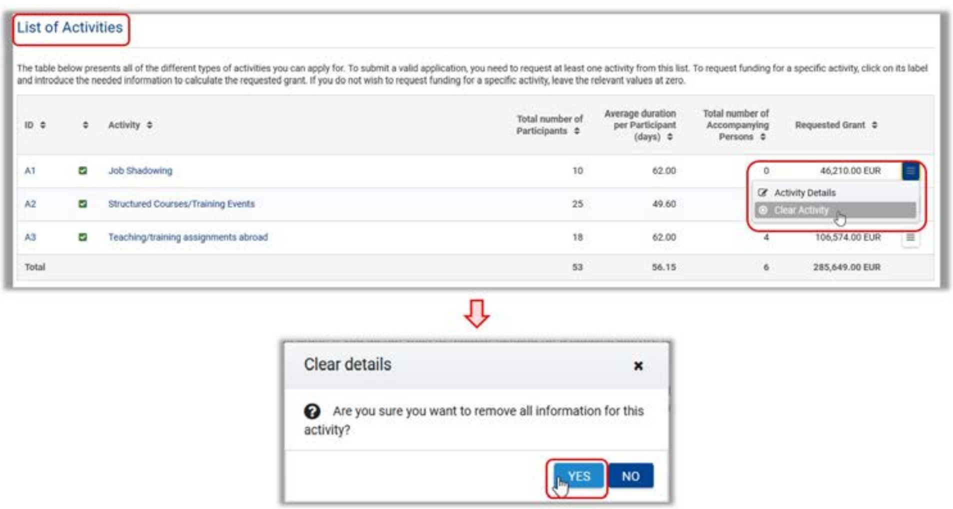
Budget Items	Grant
Individual Support	107,940.00 EUR
Travel	7,425.00 EUR
Exceptional Costs for Expensive Travel	0.00 EUR
Course Fees	17,500.00 EUR
Total Grant	132,865.00 EUR

Return to the "Activities" screen.

Once all the sections are filled in, navigate back to the **Activities** main screen via the breadcrumb or by clicking the **Activities** tab in the side menu.

"Clear" Activity Details.

The activities in the **List of Activities** cannot be deleted, however you can delete all the details you have provided for a specific activity. To do so, click the **Menu** button and select the **Clear Activity** option. A pop-up message will be displayed. Click **Yes** to clear the details.



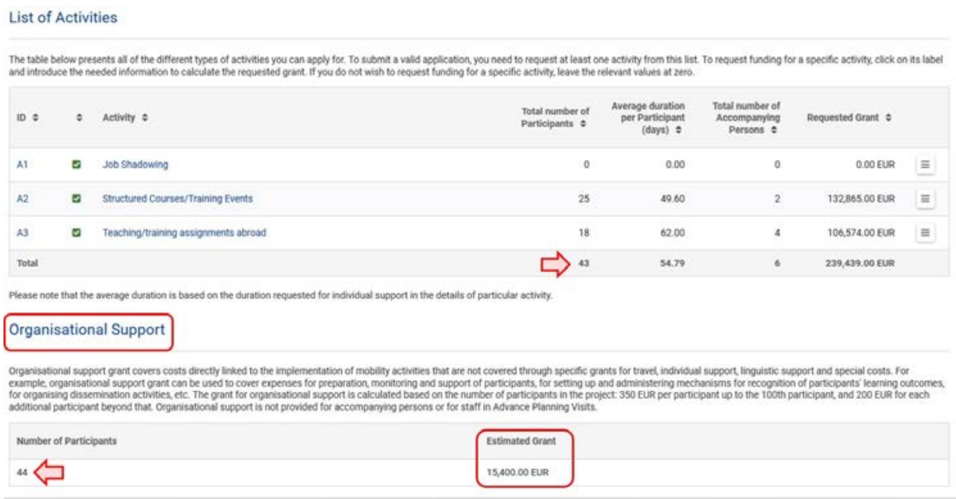
"Organisational Support".

In this section you can view the organisational support amount granted to your organisation based on the total number of participants you have reported in the activities.

Take note

As stated in the **Activity Details** section, your organisation can receive organisational support for participants who do not require a grant, provided their mobility is organised under the same conditions as for other project participants and that the mobility is eventually reported in the project final report.

Note that in the List of Activities, participants not requiring a grant are not taken into account in the **Total number of Participants.**



List of Activities

The table below presents all of the different types of activities you can apply for. To submit a valid application, you need to request at least one activity from this list. To request funding for a specific activity, click on its label and introduce the needed information to calculate the requested grant. If you do not wish to request funding for a specific activity, leave the relevant values at zero.

ID		Activity	Total number of Participants	Average duration per Participant (days)	Total number of Accompanying Persons	Requested Grant
A1		Job Shadowing	0	0.00	0	0.00 EUR
A2		Structured Courses/Training Events	25	49.60	2	132,865.00 EUR
A3		Teaching/training assignments abroad	18	62.00	4	106,574.00 EUR
Total			43	54.79	6	239,439.00 EUR

Please note that the average duration is based on the duration requested for individual support in the details of particular activity.

Organisational Support

Organisational support grant covers costs directly linked to the implementation of mobility activities that are not covered through specific grants for travel, individual support, linguistic support and special costs. For example, organisational support grant can be used to cover expenses for preparation, monitoring and support of participants, for setting up and administering mechanisms for recognition of participants' learning outcomes, for organising dissemination activities, etc. The grant for organisational support is calculated based on the number of participants in the project: 350 EUR per participant up to the 100th participant, and 200 EUR for each additional participant beyond that. Organisational support is not provided for accompanying persons or for staff in Advance Planning Visits.

Number of Participants	Estimated Grant
44	15,400.00 EUR

Related articles

- Application process for Web Forms
- Forms - Index - KA104 Adult education staff mobility
- Web Application Forms Guidelines
- Web Forms Activities for KA104 Adult education staff mobility
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Consortium
- Web Forms Context
- Web Forms European Development Plan (KA101, KA102, KA104)
- Web Forms Home screen
- Web Forms Hosting Partner Organisation
- Web Forms How to complete the form

Web Forms: Activities for KA105 - Youth Mobility projects

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

Relevant for...

Call Year	Key Action	Action
2018 onward	KA1 - Mobility of individuals	KA105 - Youth Mobility

In this part of the application, you will encode information about the main activities of the project, including the amount of EU grant you are requesting to implement them.

This page here explains how to do this for **KA105 - Youth Mobility** applications.

Take note

Fields and required information may vary depending on the Activity Type selected in this part of your application for KA105 projects.

Some screens in the form may have slight differences depending on the round of the application. **Make sure you read the information displayed on screen in the Web Application Form carefully to provide the correct /required information.**

The page here provides the basic guidelines.

Quick steps

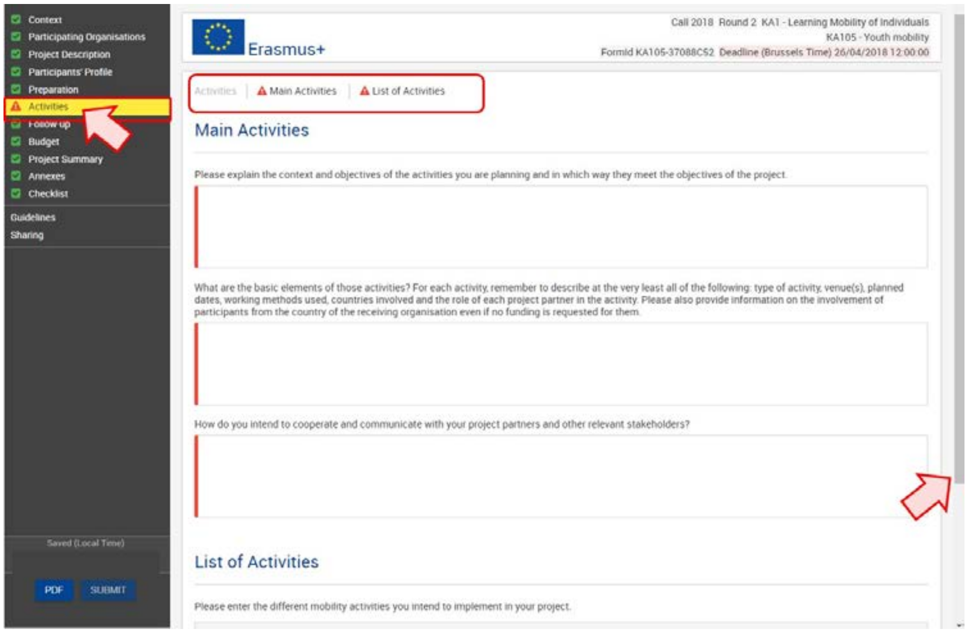
Detailed steps

Steps

Click the "Activities" tab in the side menu.

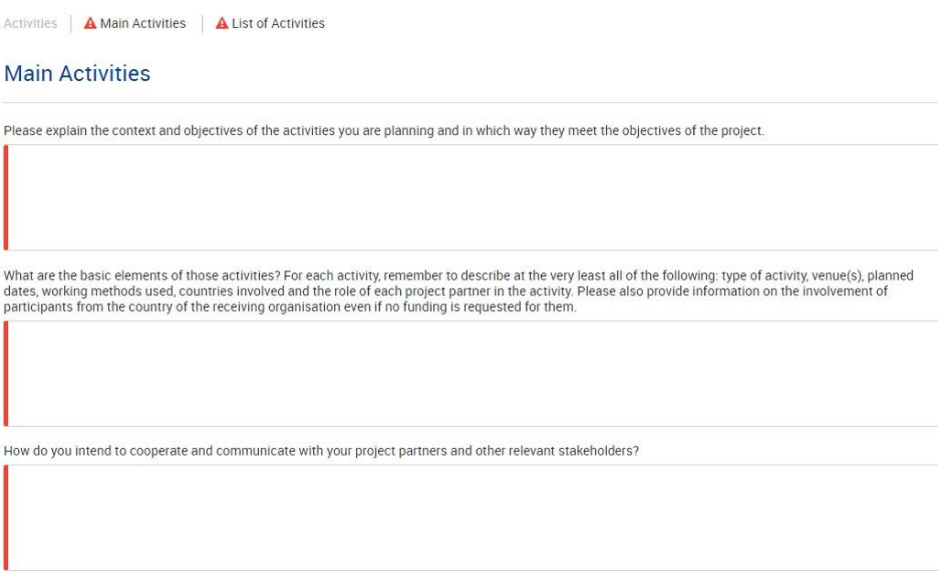
To add activities to your application, click the **Activities** tab in the left side menu and the activities main screen opens.

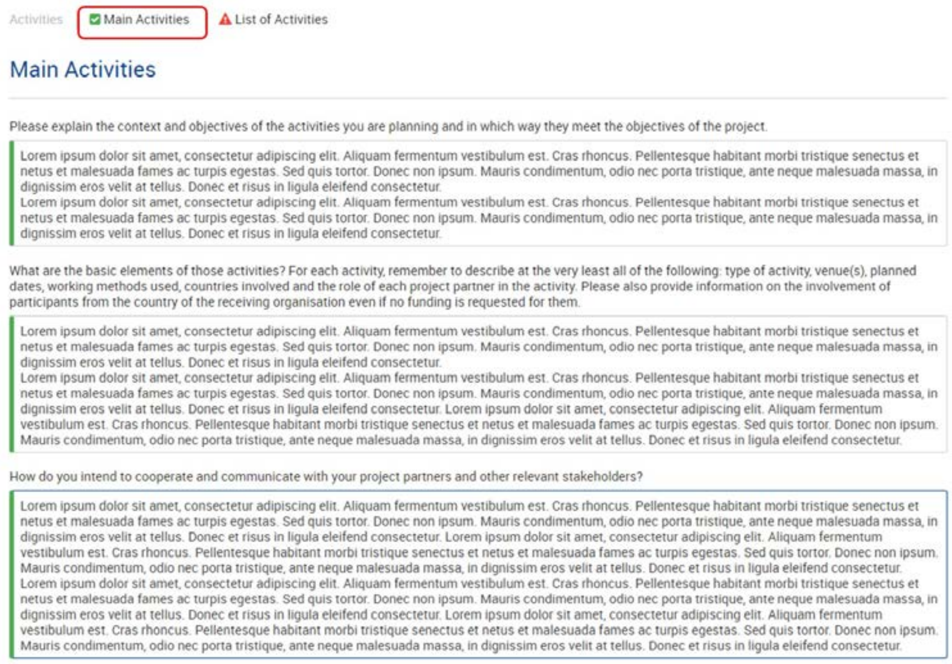
Here you find two sections: **Main Activities** and **List of Activities**.



Provide details of "Main Activities".

In the **Main Activities** fields you enter a description of the activities. All fields are free text and once the information is entered, the fields are marked green.

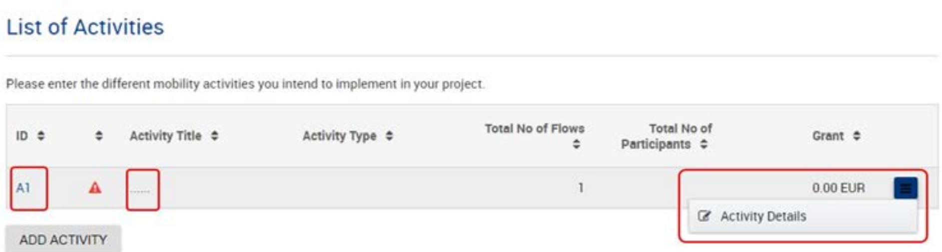




"Add Activity" under the "List of Activities".

Scroll down to the **List of Activities**. To add your (first) activity, click on the **Menu** button and select **Activity Details** to proceed. Alternatively you can click the **dotted line** in column Title or on the ID.

The **ADD ACTIVITY** button can be used for additional activities later on.

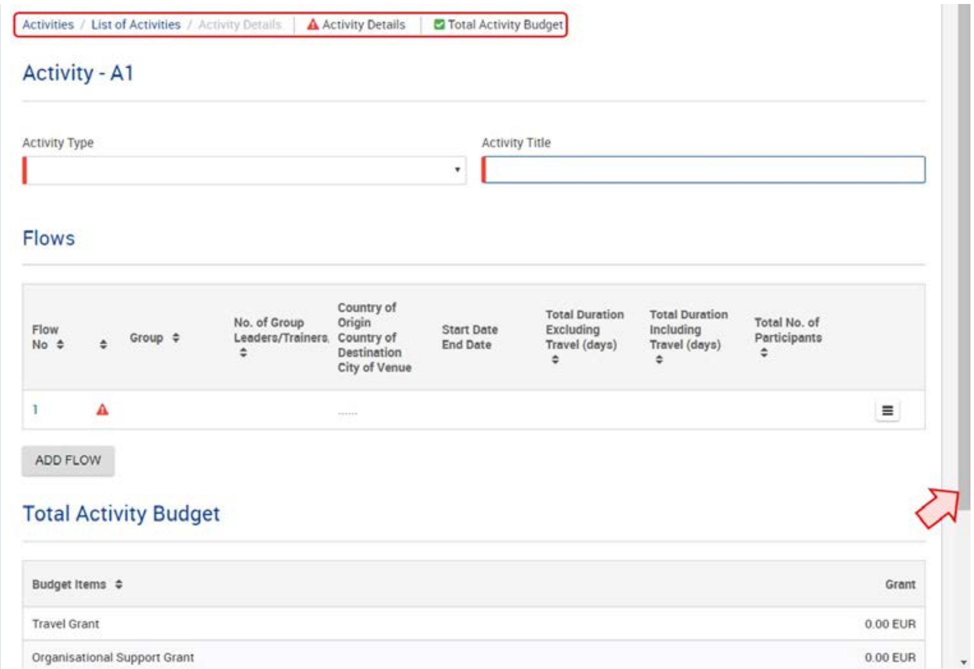


The **Activity** screen opens. This screen consists of two parts:

- **Activity Details** and
- **Total Activity Budget**.

You will notice that the Total Activity Budget section is already marked with a green check. This is due to the fact that the amounts displayed here are calculated automatically after the activity details are encoded. When adding a new activity all amounts in this section will display 0.00 EUR.

You will also notice as each activity is encoded it is automatically numbered. In this case, as it is the first activity added, it is numbered **Activity - A1**.

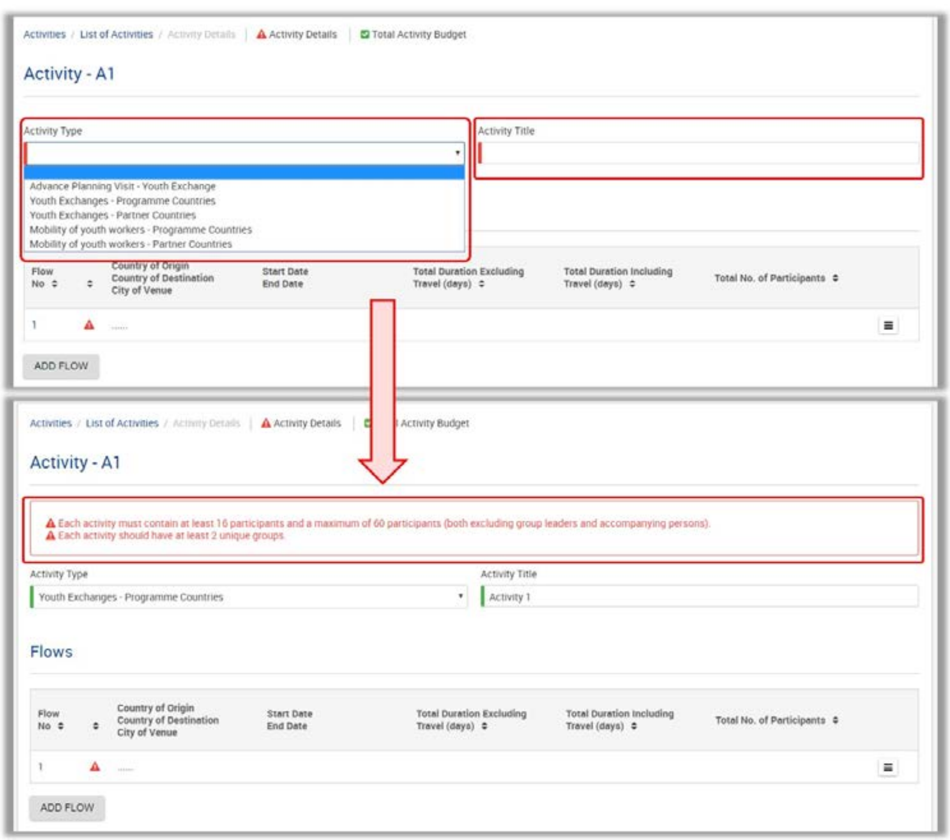


Select the "Activity Type" and enter the "Activity Title".

Next you select the **Activity Type** from the drop-down menu. For KA105 you have several options available.

Based on the Activity Type chosen, messages in red may be displayed providing information on the conditions that need to be met for this type of activity.

Then in the free text field, add the **Activity Title**.



Add "Flows" to your activity.

INFO

For certain activity types, in order for the flows to be completed correctly, the participating organisation section has be completed first.

Select "Flow Details" from the Menu.

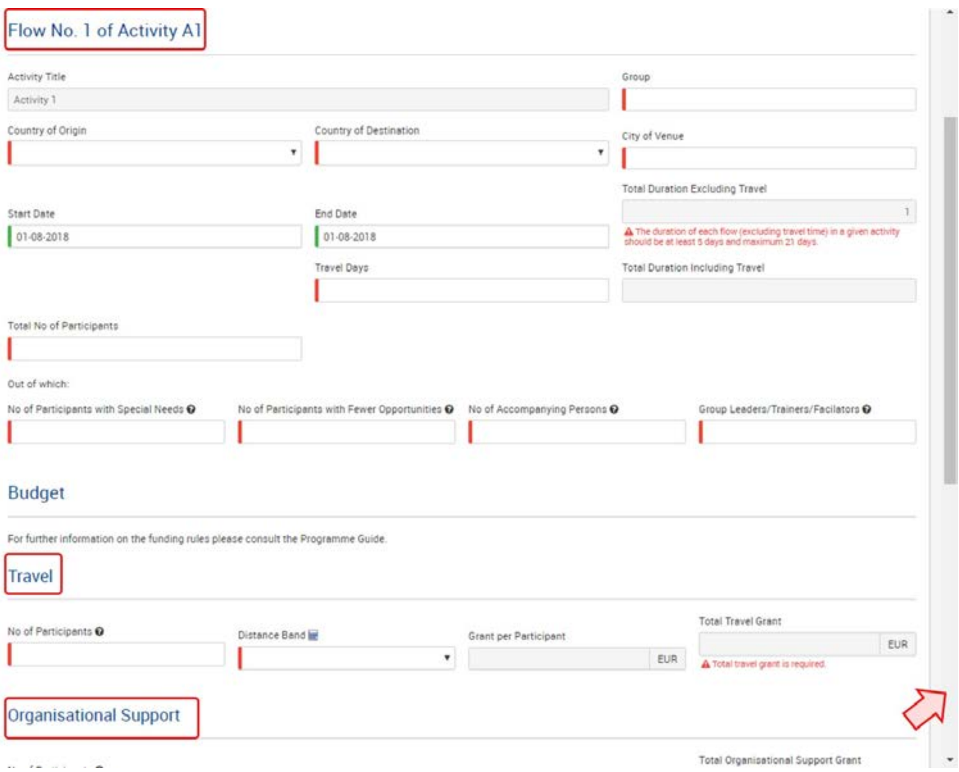
After the **Activity Type** and **Title** have been specified, you can start encoding the flows of this activity. The first flow row is displayed empty. Click the **Menu** button and select **Flow Details** to start encoding the first flow.

The **ADD FLOW** button can be used later to add more flows to this activity if necessary.

The Flow screen consists of:

- **Flow Details**
- **Budget**, consisting of:
  - **Travel**
  - **Organisational Support**
  - **Special Needs Support** and
  - **Exceptional Cost**

As with the activity, the flow will be numbered automatically. In our example it is **Flow No. 1 of Activity A1.**



Add the "Flow Details".

In the flow details screen you specify the following details:

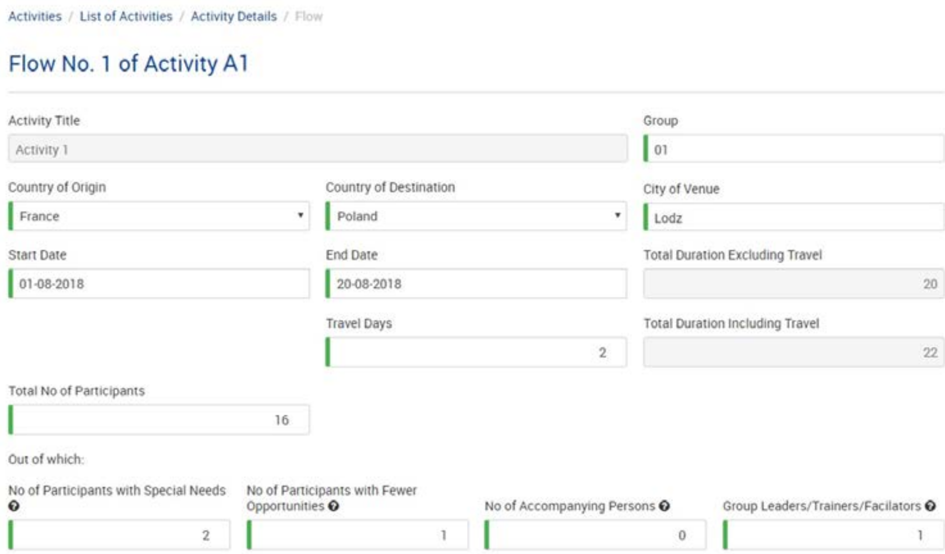
- Group (not applicable for all Activity Types)
- Country of Origin
- Country of Destination
- City of Venue

- Start Date, End Date
- Travel days
- Total No of Participants
- No of Participants with Special Needs
- No of Participants with Fewer Opportunities
- No of Young Participants
- No of Accompanying Persons

INFO

- Hovering over the question marks provides assistance on what type of information to enter.
- Some fields in this section have a drop-down option available.
- Additionally you will get warning messages displayed if any entry does not match the validation rules.

Once the information is entered, the fields are marked green.

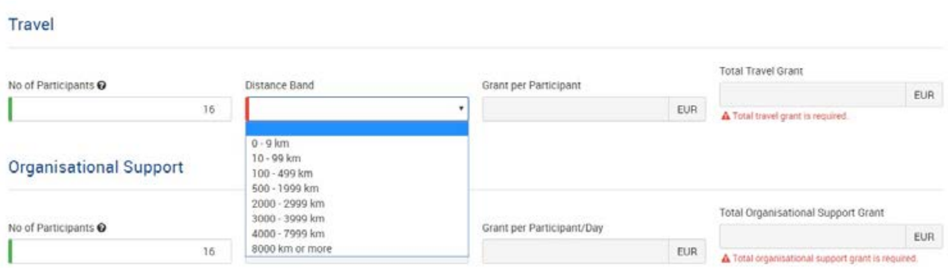


Update "Travel" information.

In the Travel section of the flow you provide the **Number of Participants**, including **participants with special needs**, **fewer opportunities**, **accompanying persons** and **group leaders / trainers / facilitators**.

By default the total entered earlier is displayed. You can reduce the number, if needed.

Select the **Distance Band** from the drop-down. The **Grant per Participant** and **Total Travel Grant** fields will be updated automatically.



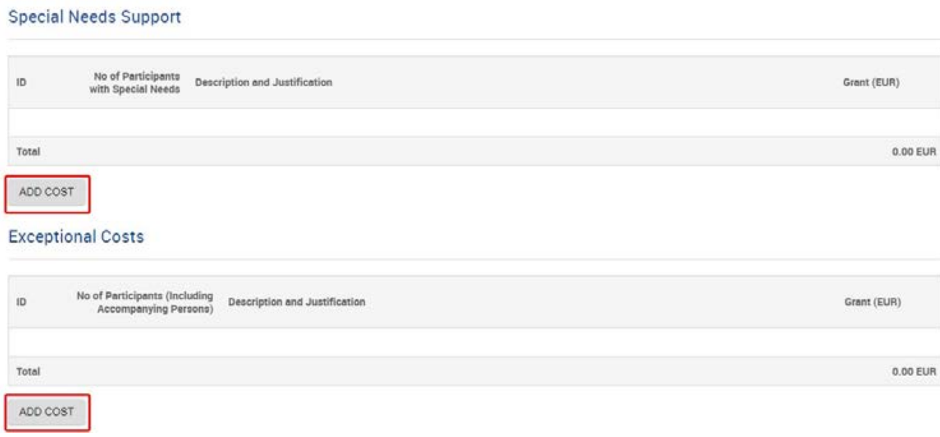
Update the "Organisational Support".

In this section, the **Organisational Support** information can be adjusted. The **No of Participants** is filled in automatically, but can be adjusted, if needed. The other fields will then be updated automatically.

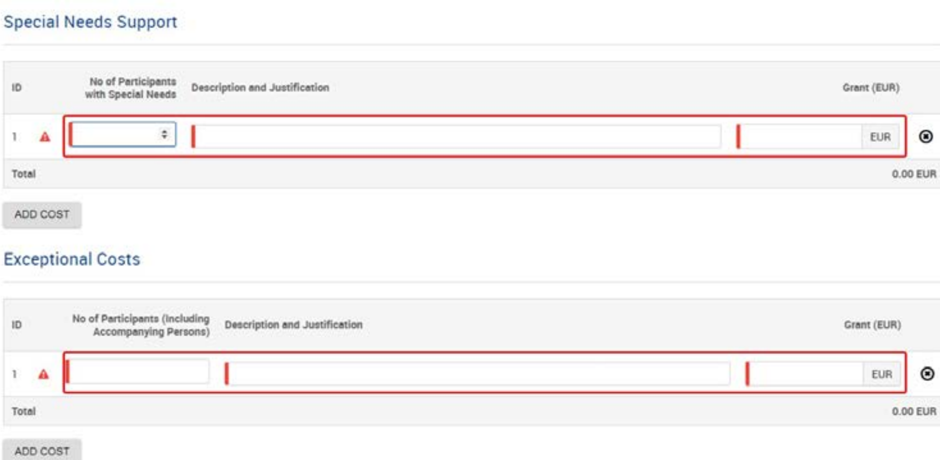
Add "Special Needs Support" and "Exceptional Costs" (if applicable).

If needed, you can also encode the **Special Needs Support** and/or **Exceptional Costs**. To enter details, use the appropriate **ADD COST** button.

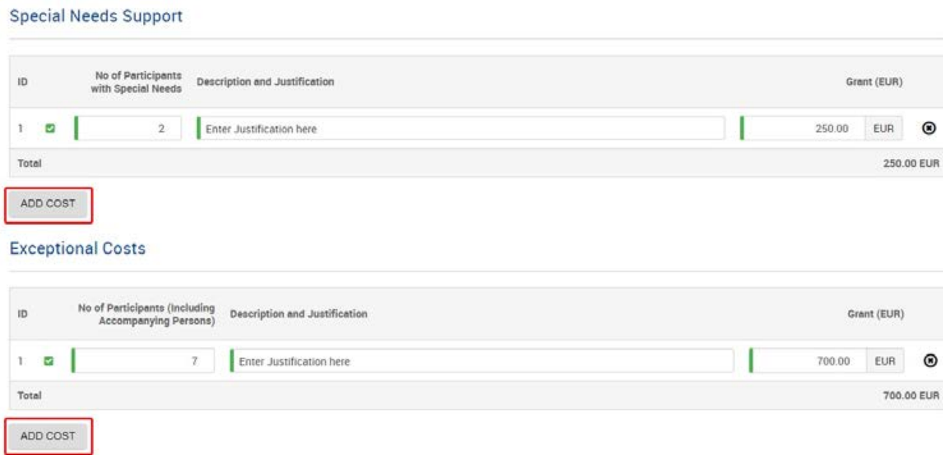
> **Important**
>
> **Participants with special needs** refer exclusively to persons with disabilities as specified in the Erasmus+ Programme Guide. The number of participants indicated per activity cannot exceed the total number of participants with special needs mentioned in the **Activities' Details** section.



You will have to provide the **Number of Participants with Special Needs / No of Participants (incl. Accompanying persons)**, provide a **Description and Justification** and enter the requested **Grant in EUR.**



Via the **ADD COST** button, you can enter additional rows for Special Needs Support or Exceptional Cost.

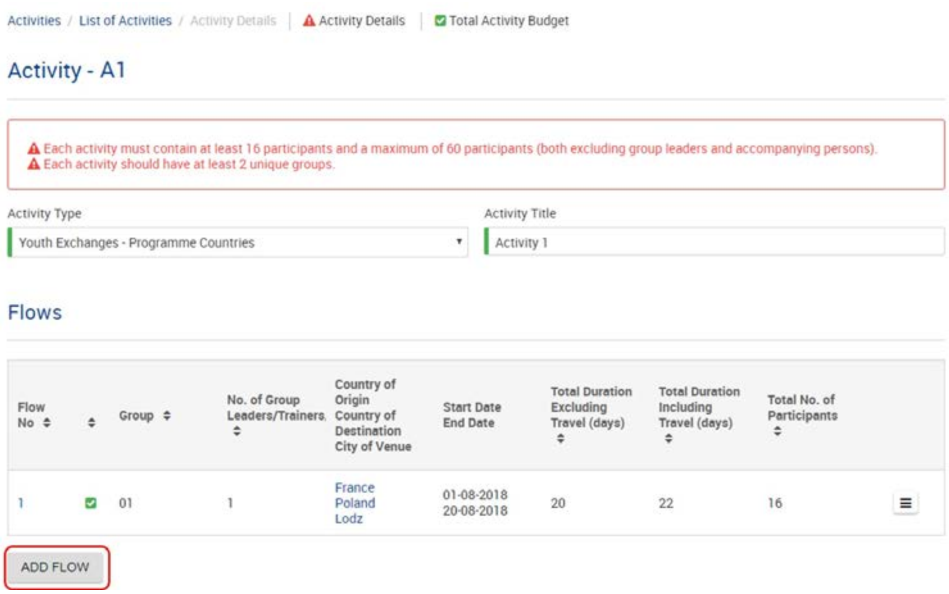


To delete an item, click the **Delete** button.

Navigate back to the Activity Details.

Once all information on the flow is updated, navigate back to the **Activity Details**. The flow just added is now visible in the list of flows.

You can add additional flows to your activity by using the **ADD FLOW** button. Provide all information the same way as you did with **Flow 1**.



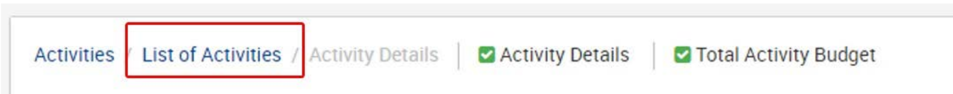
Edit or Delete a Flow.

Should you need to make changes to a flow added or remove a flow completely, you can do this via the **menu button** next to the specific flow in the **Activity Details** screen.

Select **Flow Details** to adjust or **Delete Flow** to remove it completely. Selecting **Flow Details** will open the screen with all details for that flow.

Navigate back to the "List of Activities".

Once you have recorded all information for your first **Activity**, navigate back to the **List of Activities,** using the top menu.

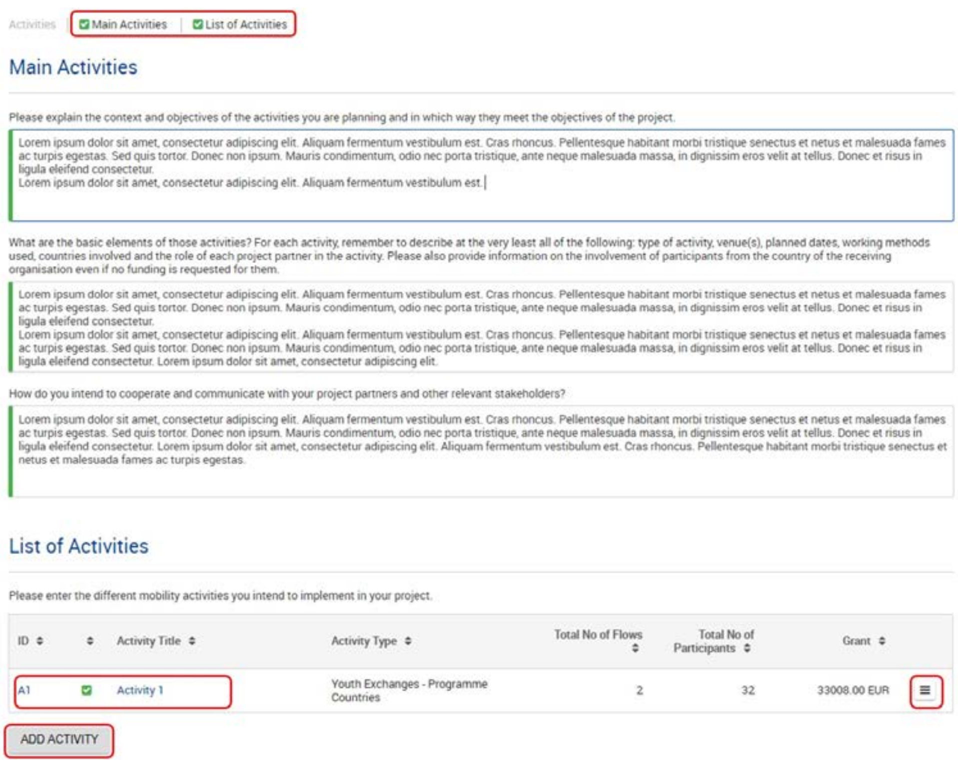


Add additional activities.

if all the information for the activity is entered correctly, you will see a green check mark in front of it in the **List of Activities**.

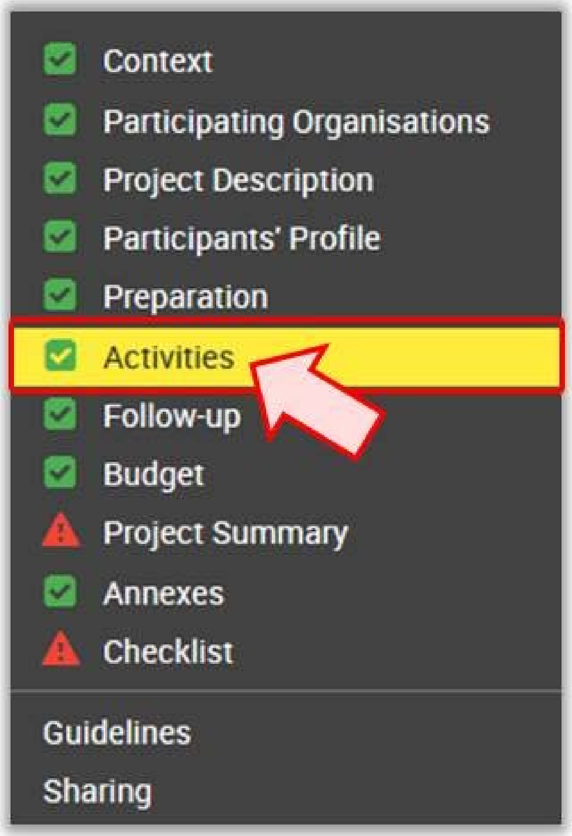
You can add additional activities from here by clicking the **ADD ACTIVITY** button and providing all information as with **Activity 1**.

Via the **Menu** button you can edit or delete activities from the list.



Once all activities and the respective flows are added, proceed with the next section of your application.

If at least one activity is added completely, the **Activities tab** in the left hand side menu is marked with a green check.



Related articles

- Web Application Forms Guidelines
- Web Forms Pre Checks
- Web Forms Context
- Web Forms: Project Description
- Web Forms: Preparation
- Web Forms: Follow Up
- Web Forms: Project Summary
- Web Forms Print PDF functionality
- Forms - Index - KA105 Youth mobility
- Web Forms: Budget Summary KA1/KA3
- Web Forms: Activities
- Web Forms: Activities for KA105 - Youth Mobility projects
- Web Forms Checklist
- Web Forms Home screen
- Web Forms Submitting an application
- Application process for Web Forms
- Web Forms Participating Organisations
- Web Forms Add applicant organisation
- Web Forms Add participating organisation(s)
- Web Forms Add associated persons to organisations
- Web Forms How to complete the form

- Web Forms Annexes
- Web Forms Sharing an application
- Web Forms Start the application

Web Forms Activities for KA107 Higher education student and staff mobility between Programme and Partner Countries

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

Relevant for...

Call Year	Key Action	Action
2018 onward	**KA1 - Learning Mobility of Individuals**	KA107 - Higher education student and staff mobility between Programme and Partner countries

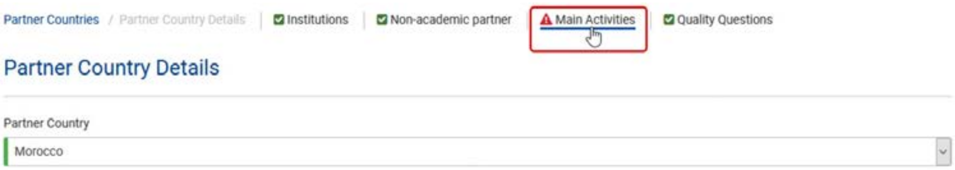
In this part of the application, you will provide information about the **Activity Details**, the type and number of mobilities foreseen with a specific partner country. The Activities for KA107 projects are entered under **Partner Countries** menu, specifically under the **Main Activities** section for a specific Partner Country in the **Partner Country Details**.

Quick Steps

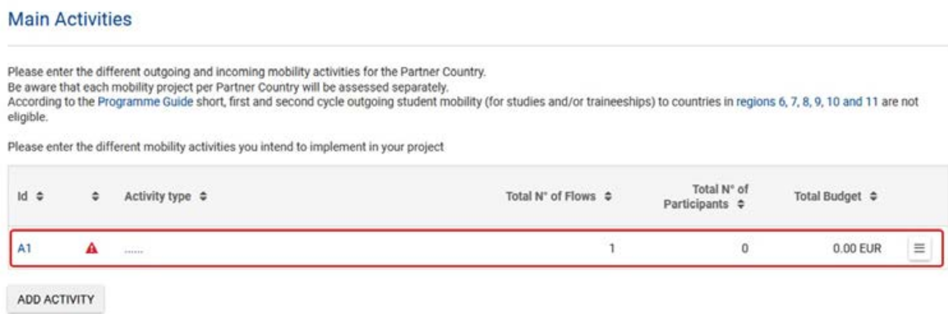
Detailed Steps

Steps
Access the "Main activities" section within the Partner Country details.

To enter the Activities planned with a specific partner country, access the Partner Country details and access the **Main Activities** section of the screen.



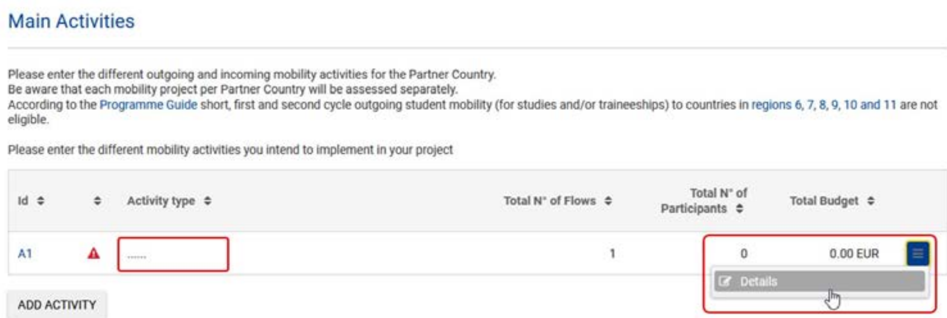
A table is displayed and the first row empty.



Access the "Activity Details" screen.

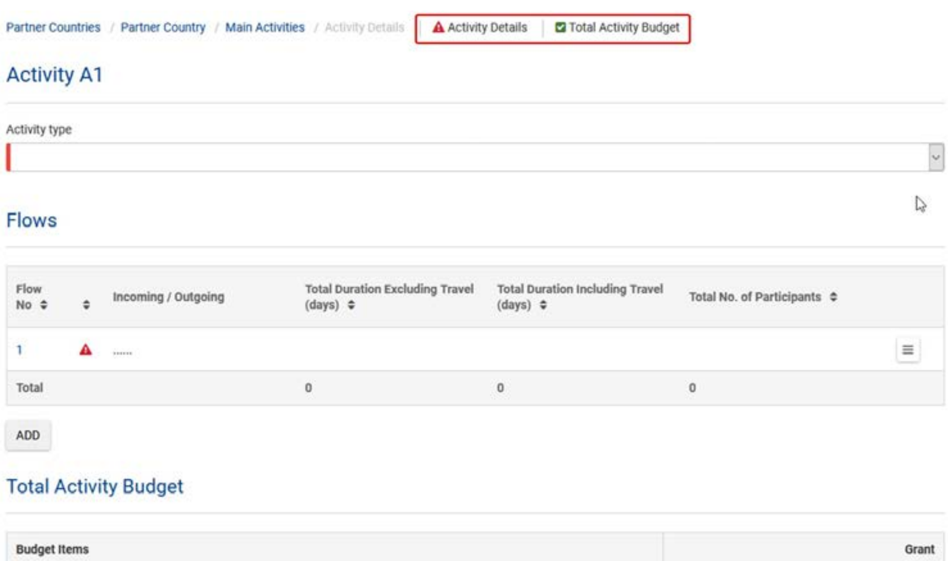
Access the "Activity Details".

To start encoding details select **Activity Details** from the menu button in the displayed empty row.



In the Activity Details screen you have to provide the **Activity Type** and the related **Activity Flows**. The Total Activity Budget section is also displayed. It displays no information if no activity has been added yet.

You will also notice the Activity is numbered (**Activity A1**).



Select the "Activity Type".

Select from the drop-down under **Activity Type** the activity for which you want to encode details. The options available depend on the Partner Country and if there was already an Activity Type entered.

> **Take note**
>
> Each activity type can be selected only once per Partner Country.

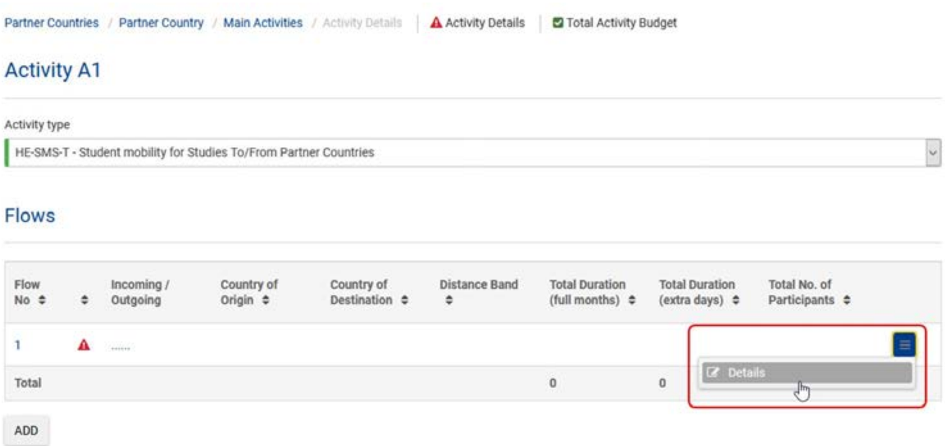
For example if your partner country is Morocco, you have four options to choose from for your first activity.

If your partner country is for example Switzerland, only one option is available to choose.

Select "Flow Details" from the Menu.

After the **Activity Type** is specified, you can start encoding the flow(s) of your activity. The first row in the Flows section is displayed empty.

Click the **Menu** button and select **Details** to start encoding the first flow. Alternatively can also click on the flow number or the dotted line in column Incoming/Outgoing.

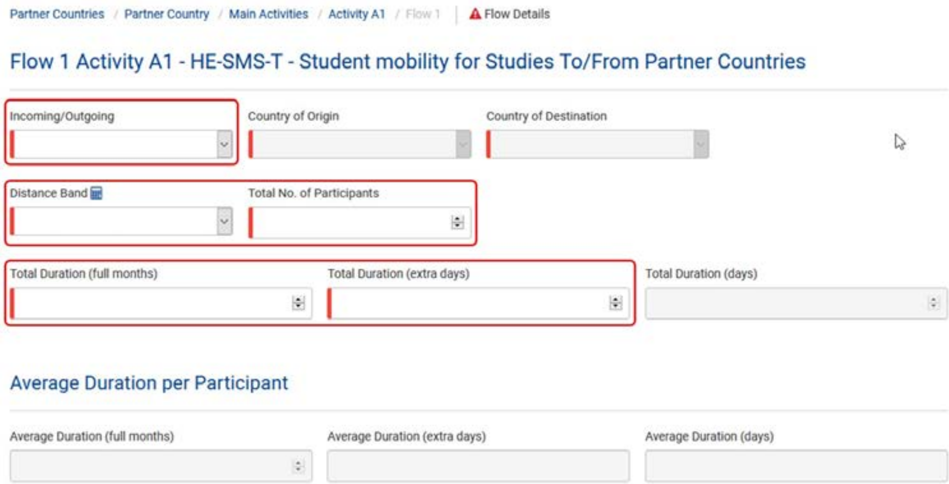


Enter the "Flow Details".

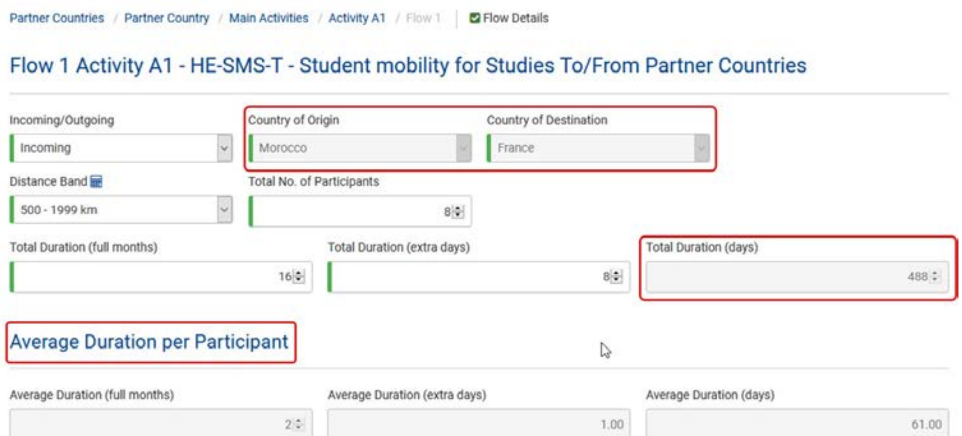
Depending on the **Activity Type** selected, you have to provide the details such as:

- **Incoming/Outgoing:** Drop-down; Two options available: **Incoming** or **Outgoing**.
- **Distance Band:** Drop-down; You can access the Distance Band calculator from the calculator icon; Details on distance band selection under **How to use the Distance Band Calculator**.
- **Total No. of Participants:** Free text field.
- **Total Duration:** Free text field; Depending on the activity type, to be entered as **days** or full **months**. A month is defined as 30 days.
- **Total Duration (extra days)** or **Travel Days**: Free text field; Depending on the activity type.

As with the activity, the flow is numbered automatically. The activity type is also displayed.



The grayed out fields (**Country of origin, Country of Destination, Total Duration** and all fields under **Average Duration per Participants** are auto-calculated and filled in automatically.

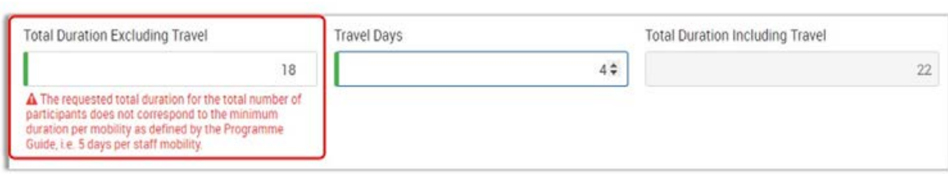


Duration.

The various **Duration** fields require either an entry in days or full months. This depends on the earlier selected Activity Type.

The pictures below show you possible duration displays in the KA107 application form. You will notice different fields, for example **Total Duration (extra days)** or **Travel Days**.

Any incorrectly entered duration values will trigger a warning message. The warning messages will assist you to correct the entry. You will not be able to submit the form if those incorrect entries are not fixed according to the Programme Guide.



Once all details for the flow are entered, **Flow details** is marked with a green check in the top navigation.

"Short, first and second cycle outgoing student mobility".

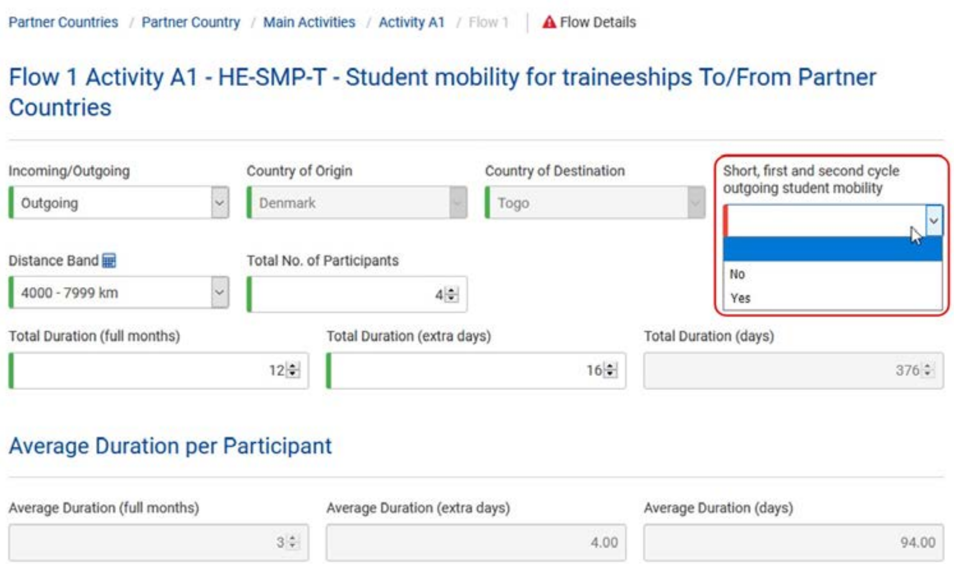
Some National Agencies have made funds available to support short, first and second cycle **outgoing student mobility** to specific regions (6,7,8,9,10 or 11). Please check your National Agency website: http://ec.europa.eu/programmes/erasmus-plus/contact.

To apply for these funds, add a flow for the given activity and select **Yes** in the drop-down **Short, first and second cycle outgoing student mobility** when you encode these mobility flows. If you apply as well for third cycle outgoing mobility to these countries, you will have to add another flow for the same activity and select "No" in the field "short, first and second cycle outgoing student mobility".

You will find the drop-down **Short, first and second cycle outgoing student mobility** only if:

- Your **National Agency** made funds available to support short, first and second cycle outgoing student mobility.
- You select **Activity type Student mobility** for Studies (HE-SMP-T - Student mobility for traineeships To/From Partner Countries and/or HE-SMS-T - Student mobility for Studies To/From Partner Countries).
- You choose **Outgoing.**

If the drop-down is available, you have to choose **Yes** or **No**.



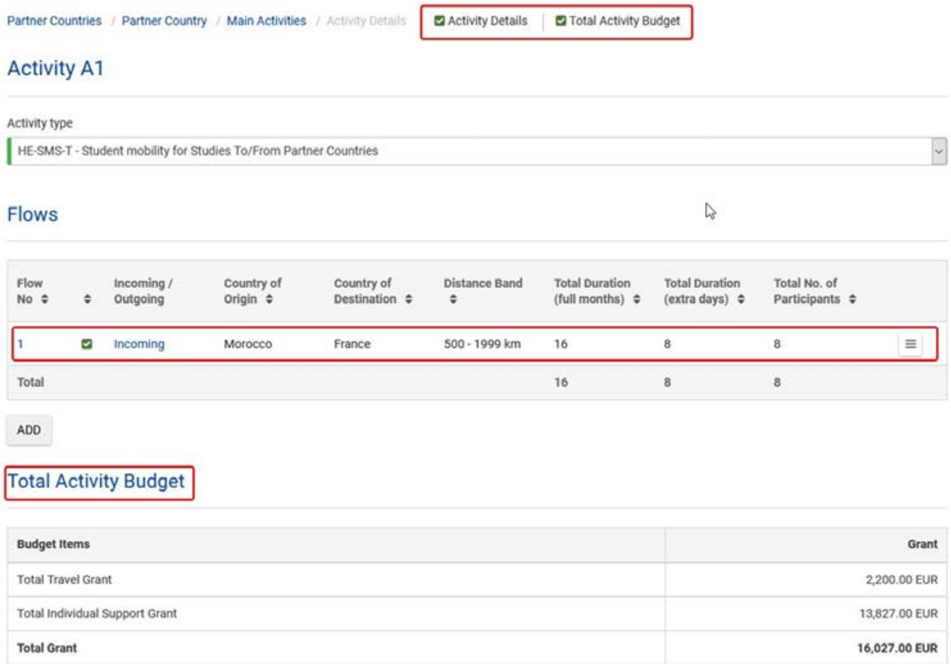
Add additional flows to the activity (if applicable).

Navigate back to the "Activity Details".

Navigate back to the **Activity Details** section by clicking on **Activity A...** via the top menu. In our example it is **Activity A1**.

The Activity Details screen opens again. All sections in the top menu are marked with a green check. You will see the basic **flow** information for the just added flow.

The **Total Activity Budget** section is now updated with the summary of the costs for the planned activity.



Click the "Add Flow" button (if applicable) and provide details.

Should you want to add another flow to the same Activity, click the **Add Flow** button under the Flows table.

Provide the required information as you did for the **earlier added flow**.

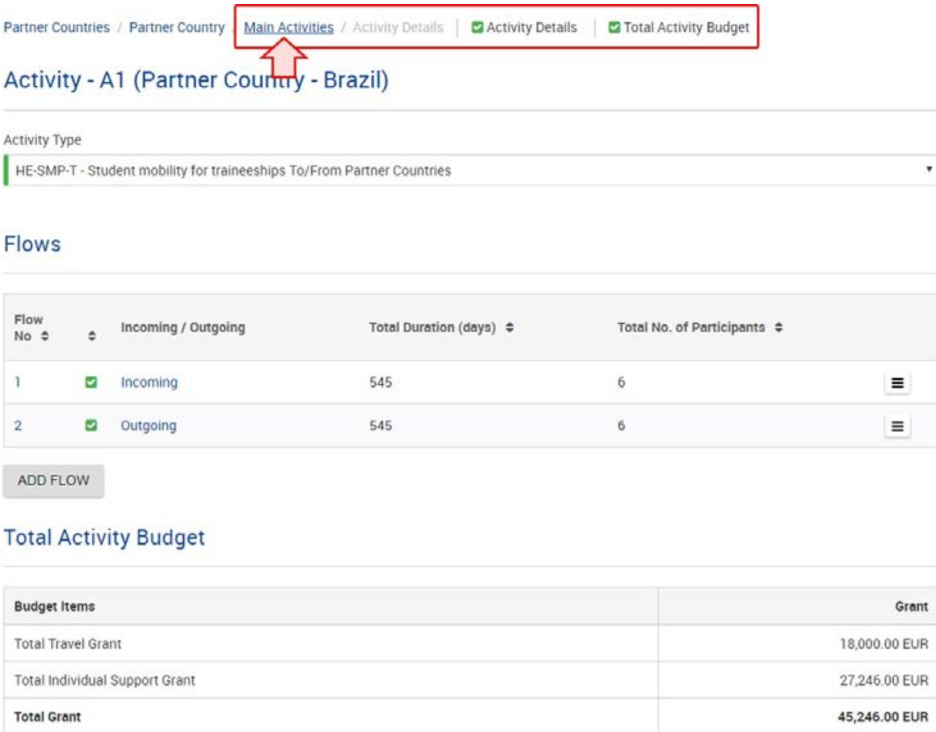
Edit or Delete a Flow.

To **edit** a flow, select **Details** from the Menu button and make the needed adjustments.

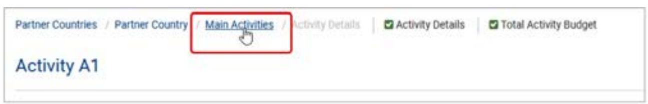
To completely **remove** a flow from an activity, select **Delete** from the Menu Button and confirm deletion.

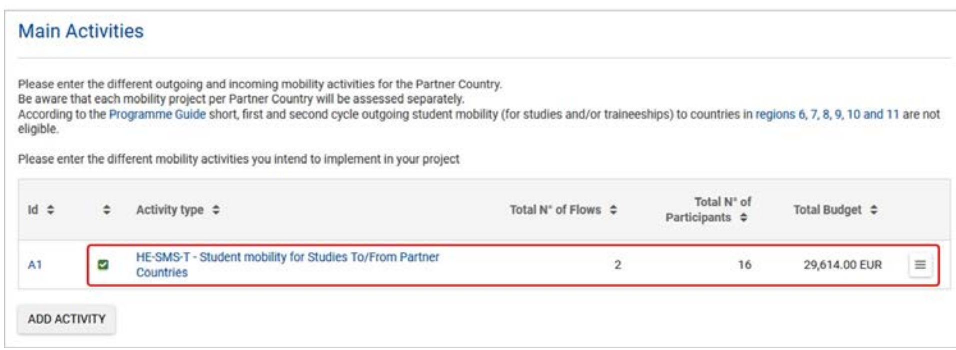
Navigate back to the "Main Activities".

Once you added all flows to your activity, navigate back to the **Main Activities** using the Top Navigation.



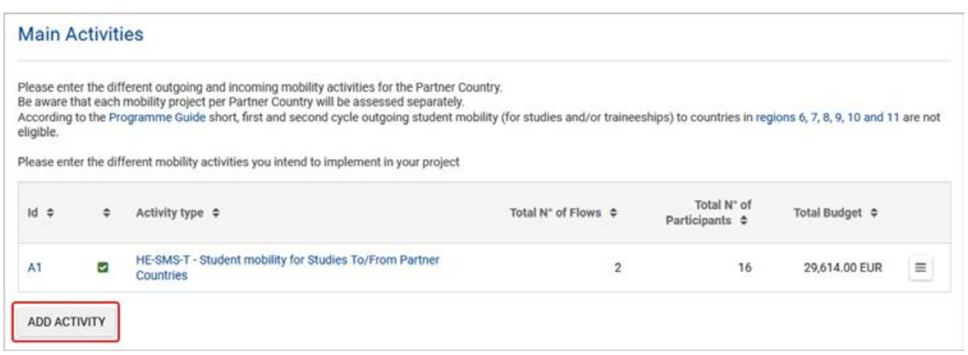
You will now see a green check in the **Main Activities** table for the Activity Type just added, meaning all information required has been entered.



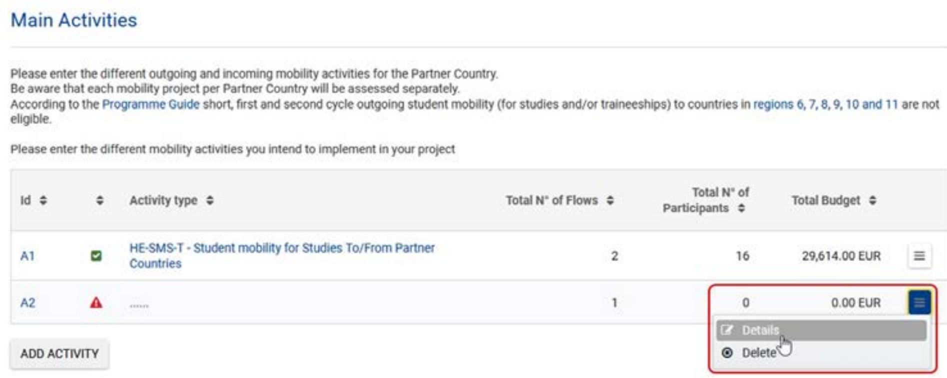


Add additional Activities (if applicable).

Should you need to add additional activities for a Partner Country, click the **ADD ACTIVITY** button under the Main Activities table.



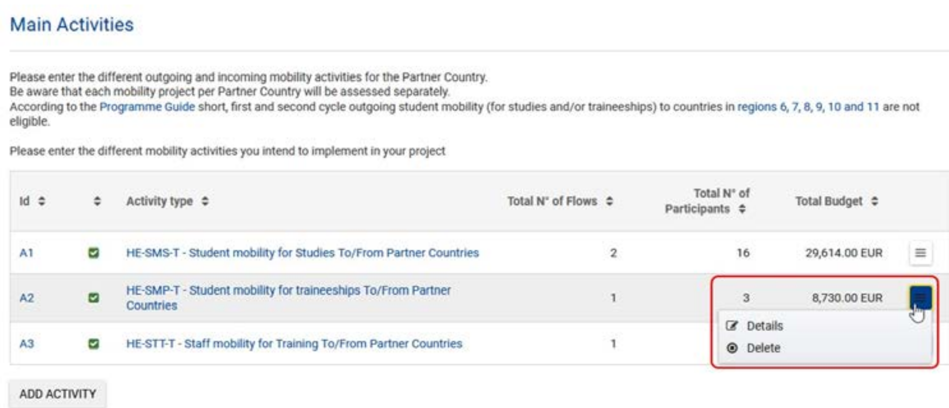
Access the Activity Details screen for the new Activity by selecting **Details** from the **Menu Button**. Enter all required information as just done for the **first activity**.



Edit or Delete an Activity.

To **edit** an activity, select **Details** from the Menu button and make the needed adjustments.

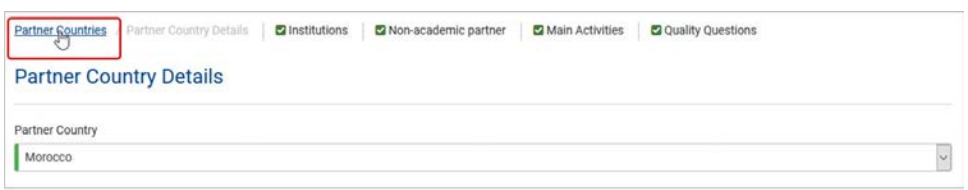
To completely **remove** an activity, select **Delete** from the Menu Button and confirm deletion.



Navigate back to "Partner Countries".

After you provided all activities and respective flows for a partner country, navigate back to the **Partner Countries** screen either via the top navigation or the side menu.

From here you can then add additional countries (if applicable) and the related activities in the same way as just explained.



Related Articles

- Application process for Web Forms
- Forms - Index - KA107 Higher education student and staff mobility between Programme and Partner Countries

- Web Application Forms Guidelines
- Web Forms Activities for KA107 Higher education student and staff mobility between Programme and Partner Countries
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Consortium
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms KA107 Partner Countries
- Web Forms Mobility Consortium
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application
- Web Forms Submitting an application
- Web Forms: Activities
- Web Forms: KA107 Budget Summary
- Web Forms: KA107 Introduction

Web Forms Activities for KA116 VET learner and staff mobility with VET mobility charter

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

Relevant for...

Call Year	Key Action	Action
2019	**KA1 - Mobility of individuals**	KA116 - VET learner and staff mobility with VET mobility charter

This section asks for information about the mobility **activities** you plan to organise and the amount of EU grant that you are requesting to implement them.

Take note

Questions or fields may vary depending on the action you apply for. Please read the on-screen information carefully to complete the relevant fields and sections.

Quick steps

Detailed steps

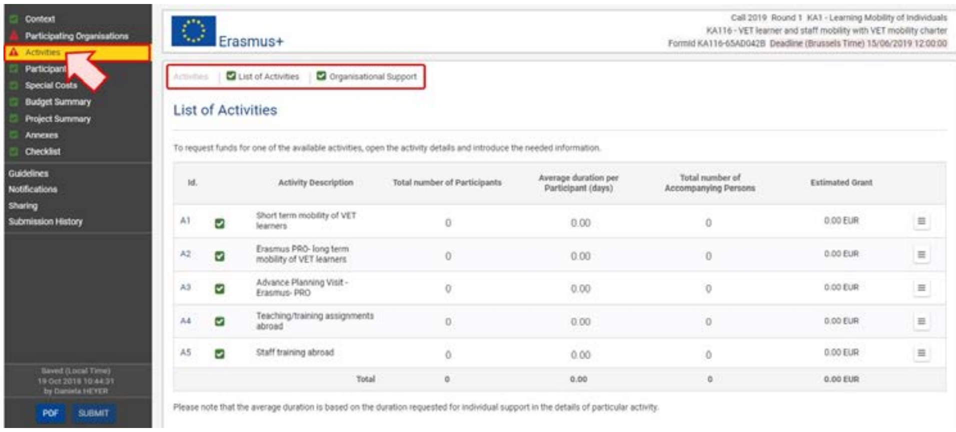
Steps

Click "Activities" in the side menu.

Click **Activities** in the side menu. The **List of Activities** screen opens.

Here you find following sections:

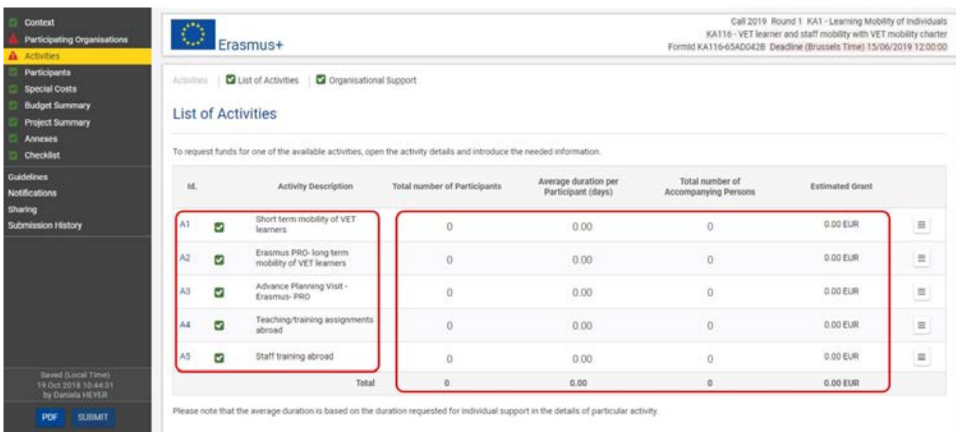
- List of Activities
- Organisational Support



Encode activity(ies) in the "List of Activities" screen.

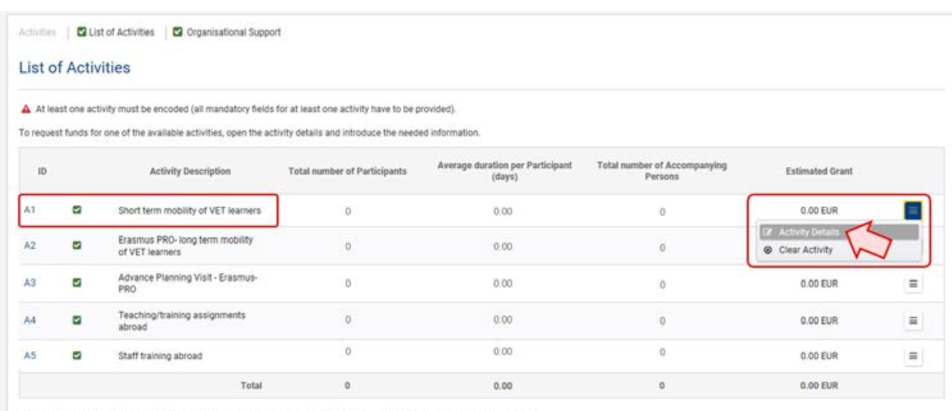
In the **List of Activities** section, at least one activity must be encoded and all mandatory fields for at least one activity to be provided.

By default, all activities in the list are marked with a green check, even if no specific information is yet encoded.



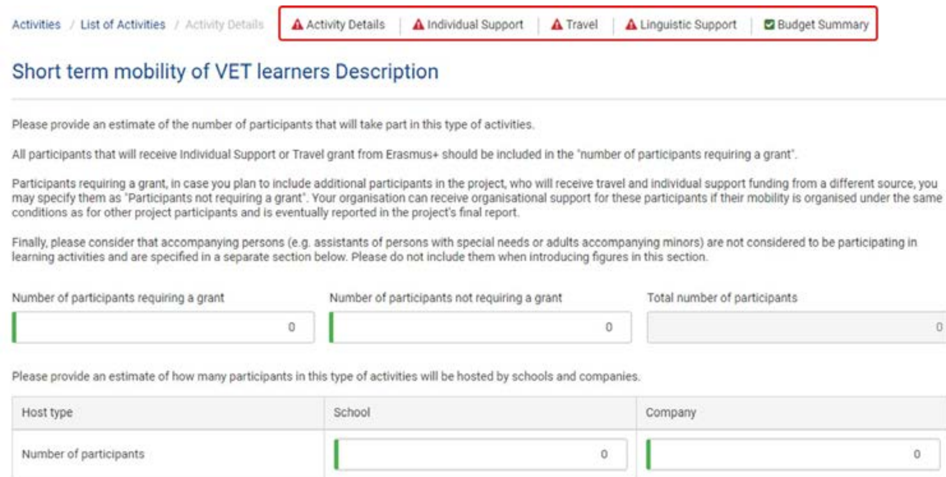
Access the Activity Details.

In our example the first activity we want to enter a **Short term mobility of VET learners** activity. We select **Activity Details** via the **Menu button** in the specific row.



The **Activity Details** screen opens, consisting of the following sections:

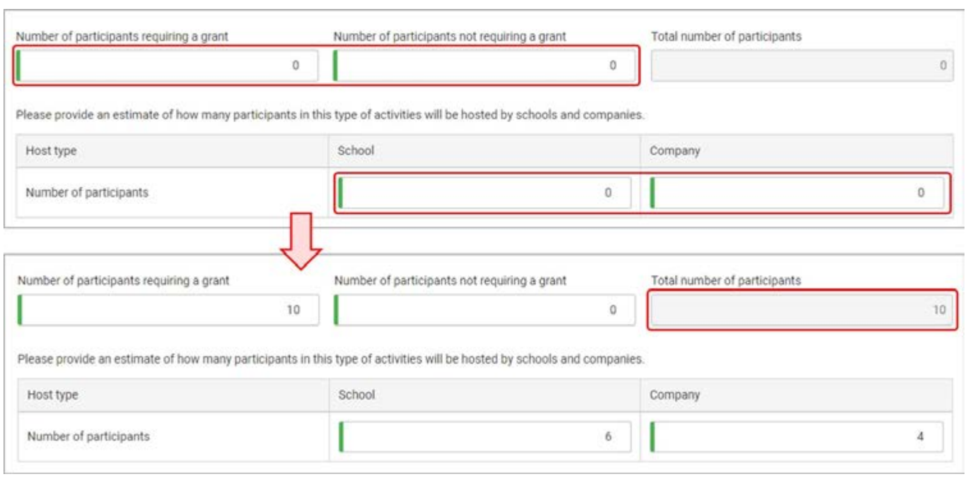
- Activity Details
- Individual Support
- Travel
- Linguistic Support
- Budget Summary



Provide the "Activity Details" information.

Please provide an estimate of the number of participants that will take part in this type of activity. By default, all values are set to "0".

Update the different **Number of participants** fields with the correct values for your project.



Fill in the "Budget".

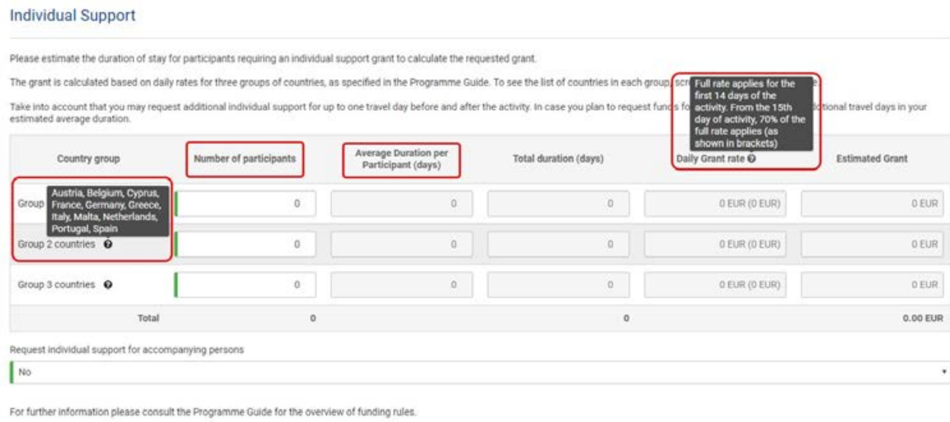
Fill in the following sections in the activity to create an estimated individual support and travel budget.

Update the "Individual Support".

Provide an estimate on the number of participants that will take part in the activity. The available Tool Tips provide additional information to assist you.

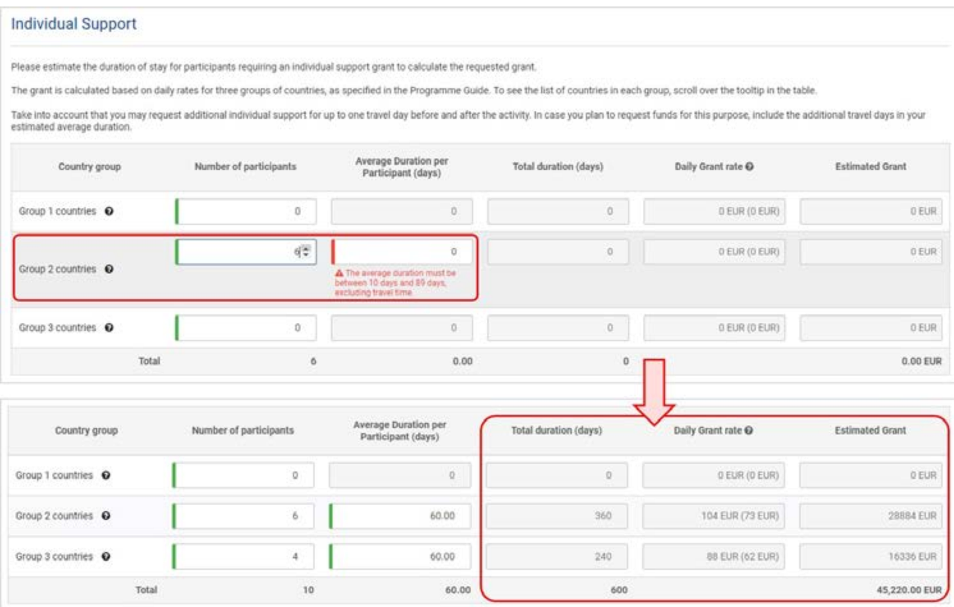
Fill in:

- **Number of participants**: By default, the number of participants is set to "0" for all available country groups. Update the numbers for the country groups of the participants
- **Average Duration per Participant (days)**: By default, the field is set to read-only. Only after the number of participants is updated, it becomes editable. A message below the duration field provides specific information on the minimum/maximum duration for the selected activity type.



Other fields are automatically populated depending on the information entered in the above fields:

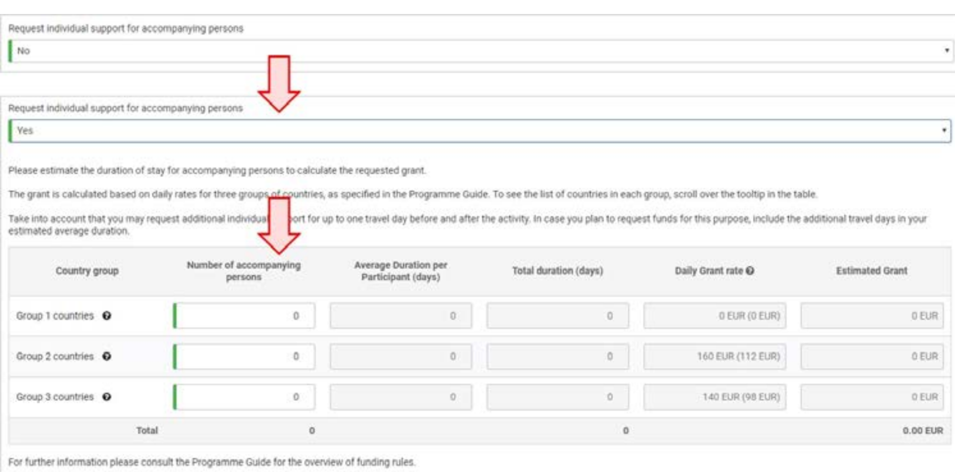
- Total duration (in days)
- Daily Grant rate (scroll over the tool tip for more information)
- Estimated Grant



Add "Individual Support for accompanying persons (if applicable).

A drop-down is available to specify if any individual support is needed for accompanying persons. By default, it is set to **No**.

If changed to **Yes**, another table displays, requiring the number of accompanying persons and average duration per country group. Update those.



Update the "Travel" expenses.

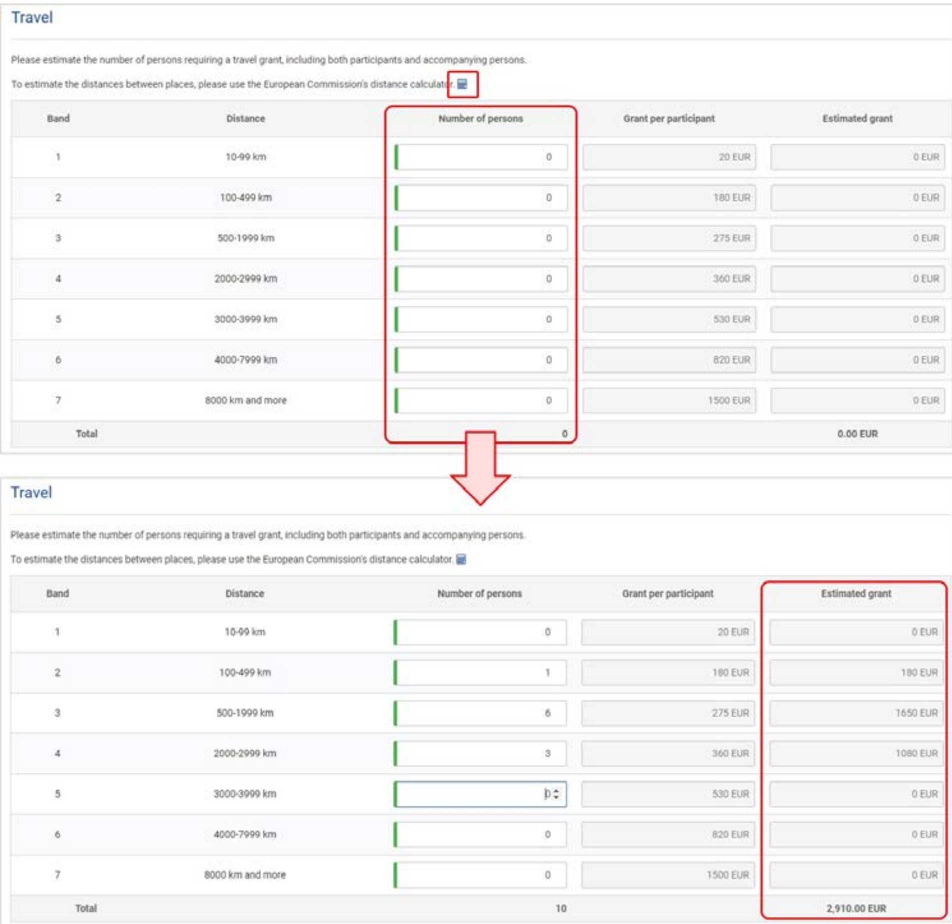
In this part, estimate the **Number of persons** requiring a travel grant for both participants and accompanying persons, if applicable.

Update the values in column **Number of persons** per specific **Distance Band**. By default, all fields are set to "0".

To estimate the distances between places use the **distance calculator**, accessible via the **calculator icon**.

The Grant Estimations are then automatically calculated.

Note: The total number of persons cannot exceed the total number of participants entered under the Activity Details. Should you exceed the number of total participants, a warning message displays. Correct the form accordingly.



Travel

Please estimate the number of persons requiring a travel grant, including both participants and accompanying persons.

To estimate the distances between places, please use the European Commission's distance calculator.

Band	Distance	Number of persons	Grant per participant	Estimated grant
1	10-99 km	0	20 EUR	0 EUR
2	100-499 km	0	180 EUR	0 EUR
3	500-1999 km	0	275 EUR	0 EUR
4	2000-2999 km	0	360 EUR	0 EUR
5	3000-3999 km	0	530 EUR	0 EUR
6	4000-7999 km	0	820 EUR	0 EUR
7	8000 km and more	0	1500 EUR	0 EUR
Total		0		0.00 EUR

Travel

Please estimate the number of persons requiring a travel grant, including both participants and accompanying persons.

To estimate the distances between places, please use the European Commission's distance calculator.

Band	Distance	Number of persons	Grant per participant	Estimated grant
1	10-99 km	0	20 EUR	0 EUR
2	100-499 km	1	180 EUR	180 EUR
3	500-1999 km	6	275 EUR	1650 EUR
4	2000-2999 km	3	360 EUR	1080 EUR
5	3000-3999 km	0	530 EUR	0 EUR
6	4000-7999 km	0	820 EUR	0 EUR
7	8000 km and more	0	1500 EUR	0 EUR
Total		10		2,910.00 EUR

Add "Exceptional costs for expensive travel" (if applicable).

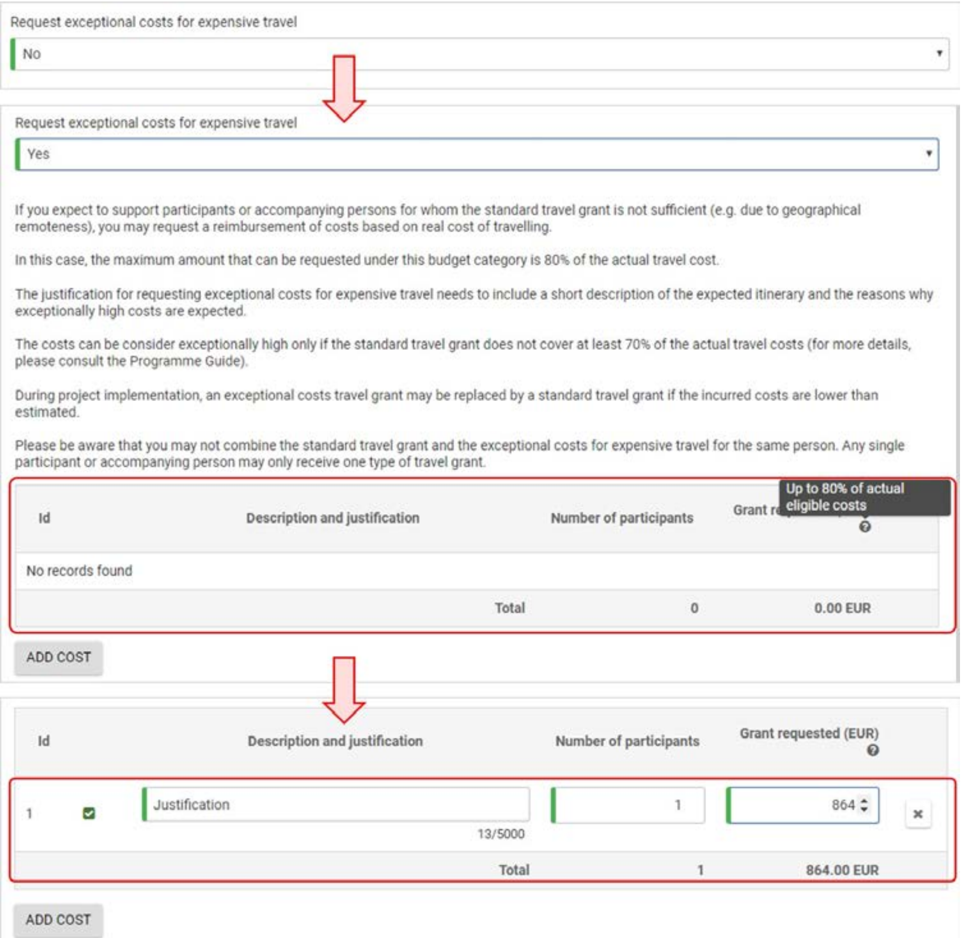
If you expect to support participants or accompanying persons for whom the standard travel grant is not sufficient (e.g. due to geographical remoteness), you may request a reimbursement of costs based on real cost of travelling.

The available drop-down is set to **No** by default. Select **Yes** to request the exceptional costs for expensive travel.

Click the **ADD COST** button and provide the required information.

Once complete, the Exceptional Cost item is marked with a green check. To delete the row, click on the X and confirm.

> **Take note**
>
> You cannot combine the standard travel grant and the exceptional costs for expensive travel for the same person. **Any single participant or accompanying person may only receive one type of travel grant.**
>
> The **Sum of the total number of participants** requesting standard travel and total number of participants requesting exceptional costs for expensive travel must be lower or equal the sum of the number of participants requiring a grant and number of accompanying persons of the activity.



Specify information for "Linguistic Support" (if applicable).

See Web Forms Linguistic Support (KA102, KA116) for details.

The "Budget Summary".

The **Budget Summary** section is filled in automatically depending on the information provided in the previous sections and provides an overview of the **Total Grant** of the activity.

Budget Summary

Budget Items	Short term mobility of VET learners
Individual Support	45,220.00 EUR
Travel	2,910.00 EUR
Exceptional Costs for Expensive Travel	864.00 EUR
Linguistic Support	0.00 EUR
Total Grant	48,994.00 EUR

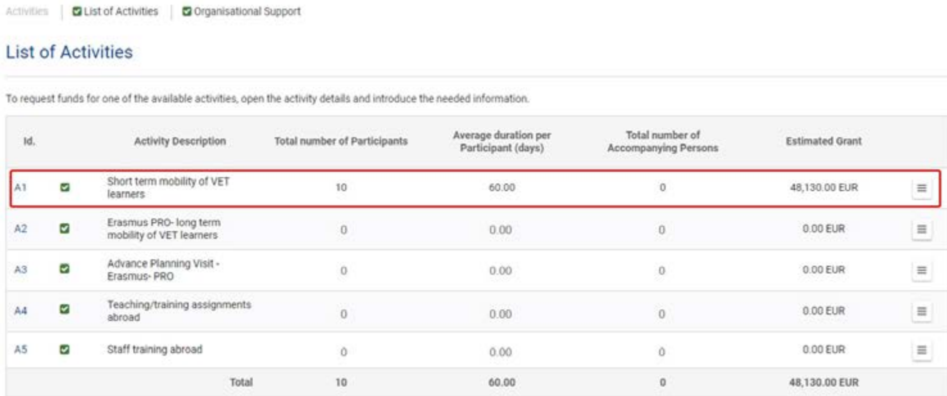
Navigate back to the Activities main screen.

The **Activity Details** sections and the **Activities** menu are marked with a green check once completed.

Navigate back to the **Activities** main screen via the breadcrumb or by accessing **Activities** tab in the side menu.

In the list of activities the **Total Number of Participants**, **Average duration per Participants (days)**, **Total number of Accompanying Persons** and the **Estimated Grant** are now displayed.

Note: The average duration displayed is based on the duration requested for individual support in the details of the specific activity.

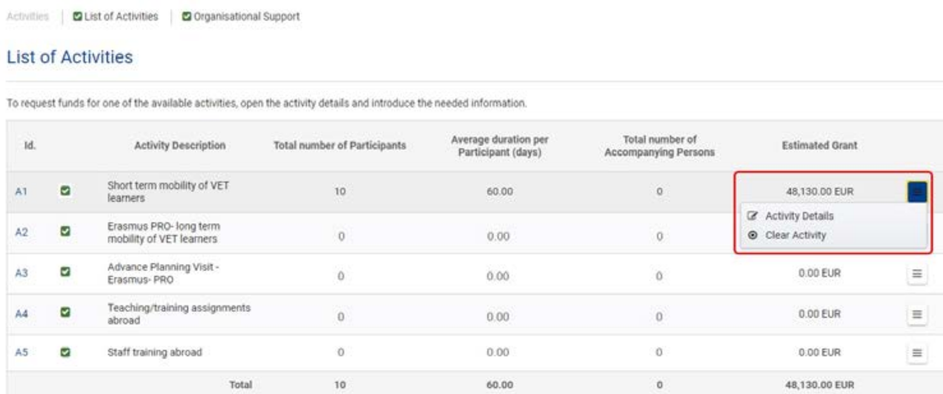


Id.		Activity Description	Total number of Participants	Average duration per Participant (days)	Total number of Accompanying Persons	Estimated Grant	
A1		Short term mobility of VET learners	10	60.00	0	48,130.00 EUR	
A2		Erasmus PRO- long term mobility of VET learners	0	0.00	0	0.00 EUR	
A3		Advance Planning Visit - Erasmus- PRO	0	0.00	0	0.00 EUR	
A4		Teaching/training assignments abroad	0	0.00	0	0.00 EUR	
A5		Staff training abroad	0	0.00	0	0.00 EUR	
		Total	10	60.00	0	48,130.00 EUR	

Update or remove data from an encoded activity.

To **update** the encoded activity, select **Activity Details** via the menu button.

To **remove** all information encoded in an activity, select **Clear Activity** via the menu button and confirm.



Id.		Activity Description	Total number of Participants	Average duration per Participant (days)	Total number of Accompanying Persons	Estimated Grant	
A1		Short term mobility of VET learners	10	60.00	0	48,130.00 EUR	
A2		Erasmus PRO- long term mobility of VET learners	0	0.00	0		
A3		Advance Planning Visit - Erasmus- PRO	0	0.00	0	0.00 EUR	
A4		Teaching/training assignments abroad	0	0.00	0	0.00 EUR	
A5		Staff training abroad	0	0.00	0	0.00 EUR	
		Total	10	60.00	0	48,130.00 EUR	

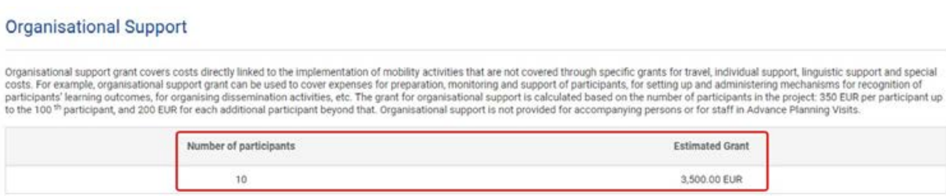
Update the next activity (if applicable).

Proceed to encode the details for other planned activities in the same way as just explained.

"Organisational Support".

The **Organisational Support** grant covers costs directly linked to the implementation of mobility activities that are not covered through specific grants for travel, individual support, linguistic support and special costs. This section of the activities screen is read only.

It provides an overview of the **Total number of participants** from all activity types and the **Estimated Grant**.



Number of participants	Estimated Grant
10	3,500.00 EUR

Related articles

- Web Forms Activities for KA116 VET learner and staff mobility with VET mobility charter
- Web Forms Linguistic Support (KA102, KA116)
- Web Forms: Project Summary
- Web Forms Special Costs
- Web Forms Participants (KA101, KA102, KA104, KA109, KA116)
- Web Forms: Budget Summary KA1/KA3
- Web Forms Checklist
- Web Forms Sharing an application
- Web Forms Hosting Partner Organisation
- Web Application Forms Guidelines
- Web Forms How to complete the form
- Web Forms Submitting an application
- Web Forms Annexes
- Web Forms Print PDF functionality
- Web Forms Home screen

Web Forms: Activities for KA125 - Volunteering Projects

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

Relevant for...

Call Year	Key Action	Action
2018	**KA1 - Mobility of individuals**	KA125 - Volunteering Projects

This section of the KA125 application form asks for information about the **main activities of the project**, including the amount of EU grant that you are requesting to implement them.

For this action, there is a distinction between **Volunteering Activities** and **Complementary Activities**. The page here explains how to encode both types of activities in the application form.

Volunteering activities will provide you with two basic option: **Activities with all elements identified** and **Activities with not all elements identified**. The example below shows how to encode Activities with all elements identified. Activities with not all elements identified will require less information input.

Information

While encoding the activities for your project in the form, **make sure you read the textual information provided in the form carefully**. You will also find tool tips for fields or sections that assist you. This will ensure you provide the correct information for the specific activities.

Quick steps

Detailed steps

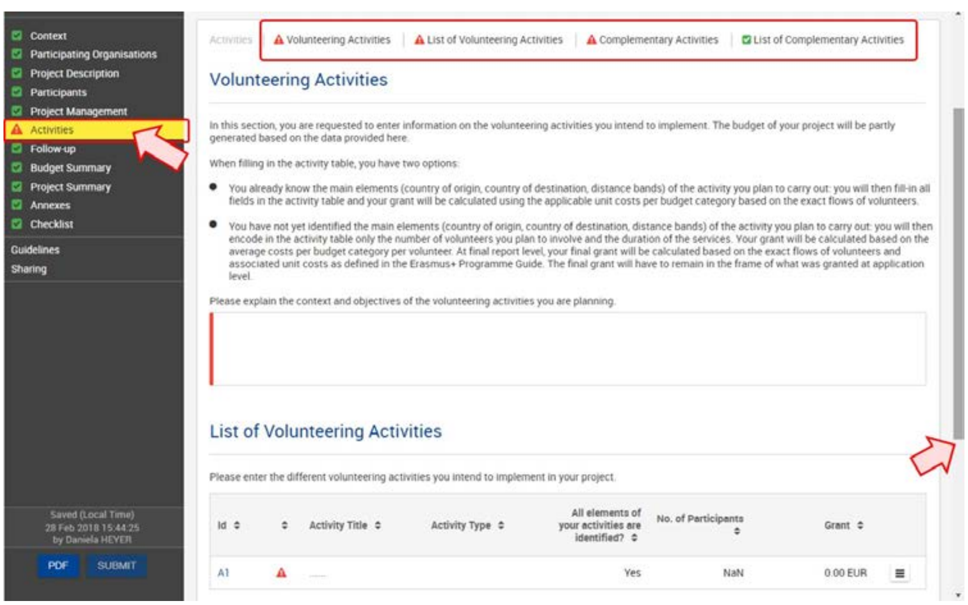
Steps

Click the "Activities" tab in the side menu.

To add activities to your application, click the **Activities** tab in the left side menu and the activities main screen opens.

Here you find following sections:

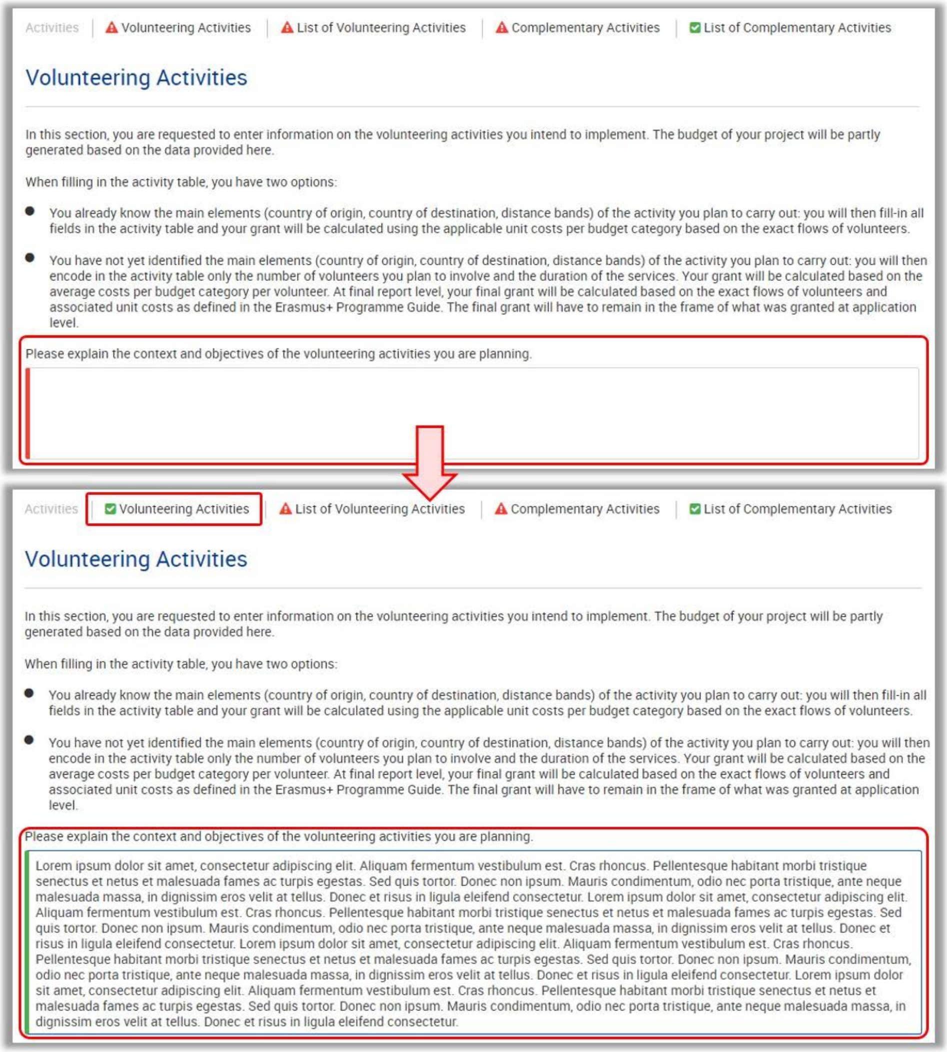
- Volunteering Activities
- List of Volunteering Activities
- Complementary Activities and
- List of Complementary Activities (only visible if certain condition fulfilled)



Provide context/objectives of Volunteering Activities.

The first information to provide is context/objectives of the Volunteering Activities planned in the available free text field. The max. amount of characters you can enter is 5000.

Once information is provided, the field is marked green.



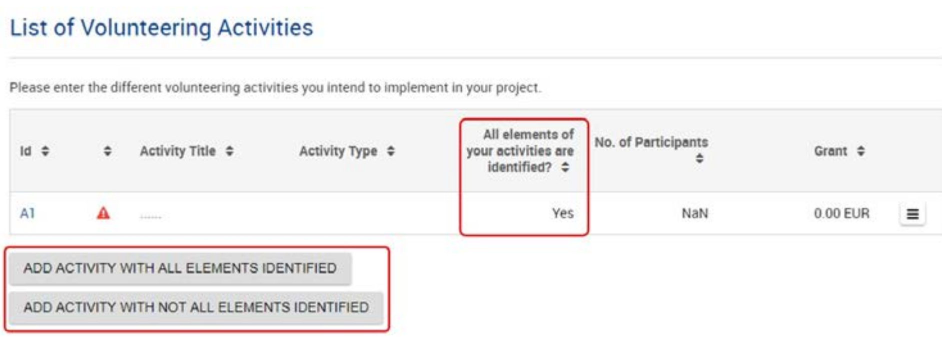
The List of Volunteering Activities.

Your planned activities have to be entered via the **List of Volunteering Activities**.

By default, the first row displayed is empty and in column **All elements of your activities are planned?,** you see a prefilled **Yes**.

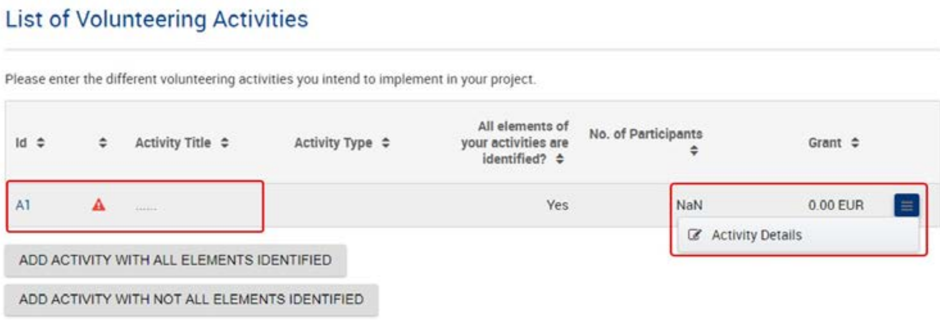
Two buttons beneath the list are available, which you can use to encode additional activities. Here you can choose to add an **Activity with all elements identified** or **Activity with not all elements identified**.

If you do not have any activity with all elements identified, first add a new **Activity with not all elements identified** and then delete the first activity created by default.

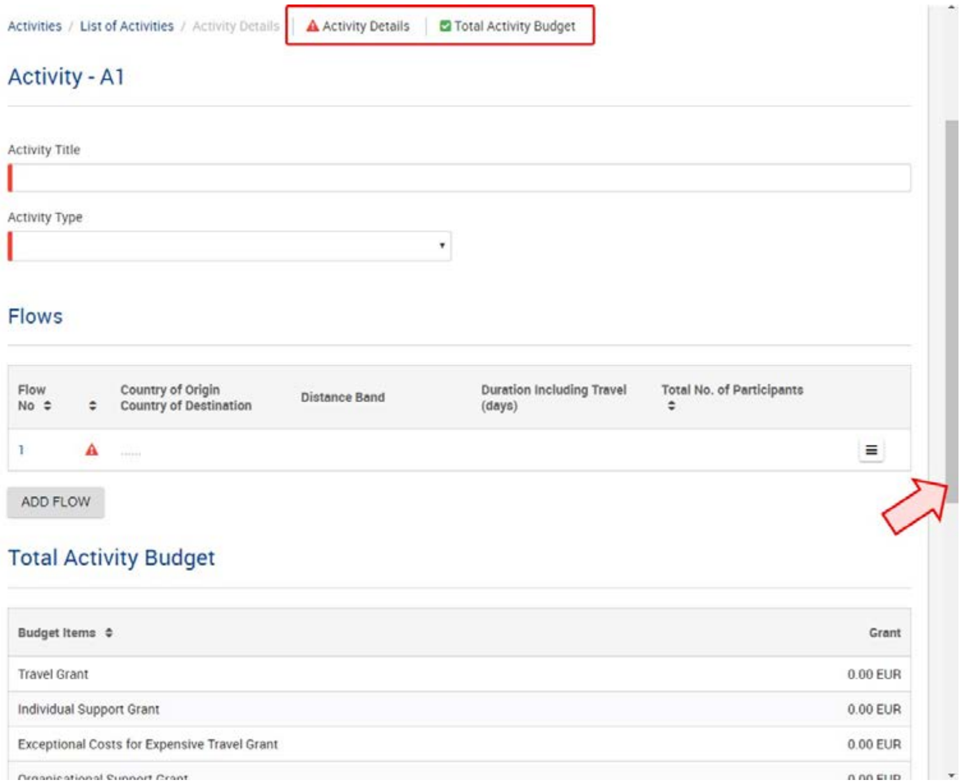


Select "Activity Details" via the menu button.

In our example, the first activity we want to enter is an activity with **all elements identified**. We select **Activity Details** via the **Menu button** in the by default available row.



The Activity Details screen opens, consisting of the sections **Activity Details** incl. **Flows** and **Total Activity Budget.**

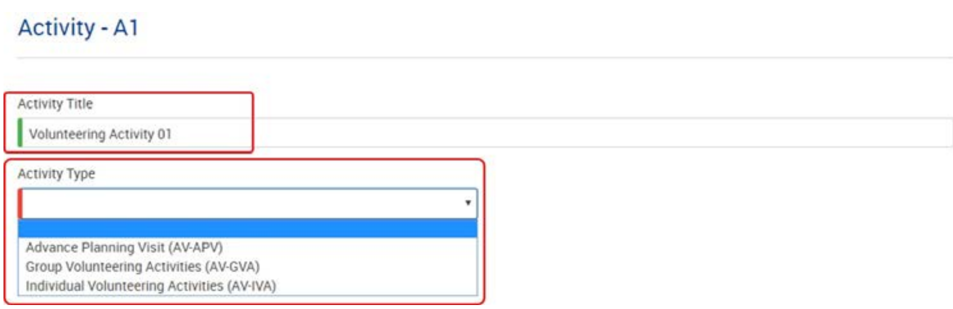


Provide Activity Title and select the Activity Type.

The first thing to provide is an **Activity Title** in the free text field. Once information is filled, the field is marked green.

Then select the **Activity Type** from the available drop-down. You can choose between:

1. Advance Planning Visit (AV-APV)
2. Individual Volunteering Activities (AV-IVA) and
3. Group Volunteering Activities (AV-GVA)



If you select **Individual Volunteering Activities (AV-IVA),** another drop-down field becomes available: **Is this a long-term activity?** You have to select **Yes** or **No**. A long term activity refers to an activity of a duration of 60 days or more, excluding travel days. In our example we choose No.

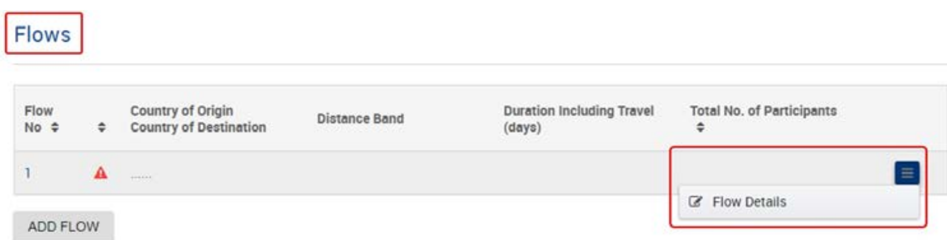
Note: This field does not display for the other two activity types.

Add Flow(s) to your Activity.

Click "Flow Details".

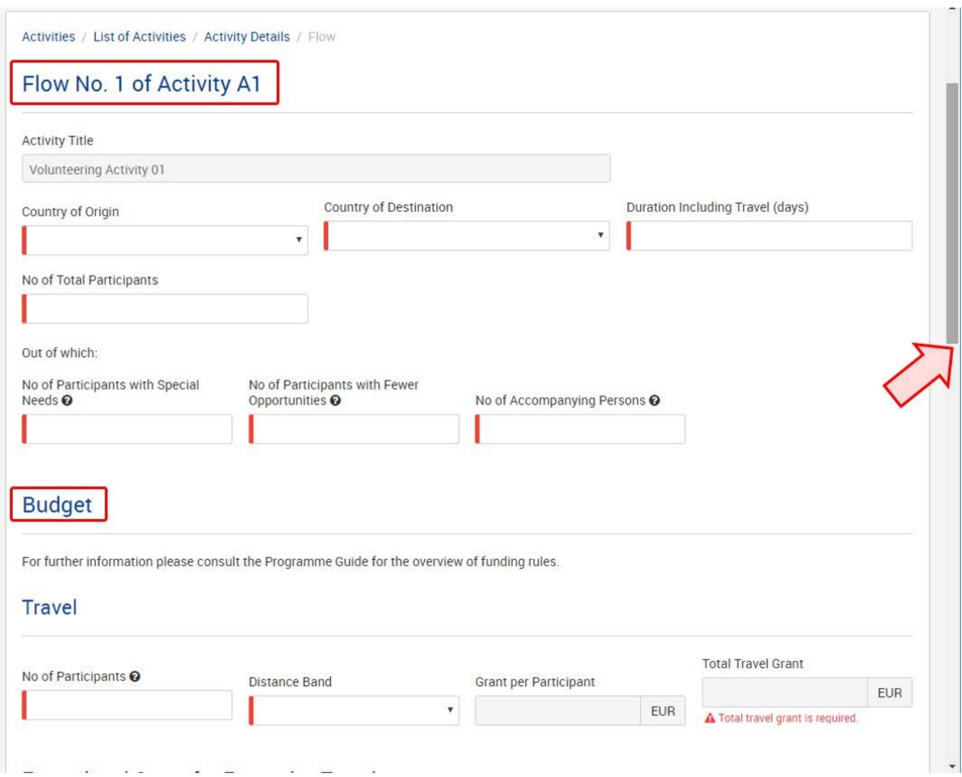
In the next part of the activities section, you have to encode the flows for the specific activity.

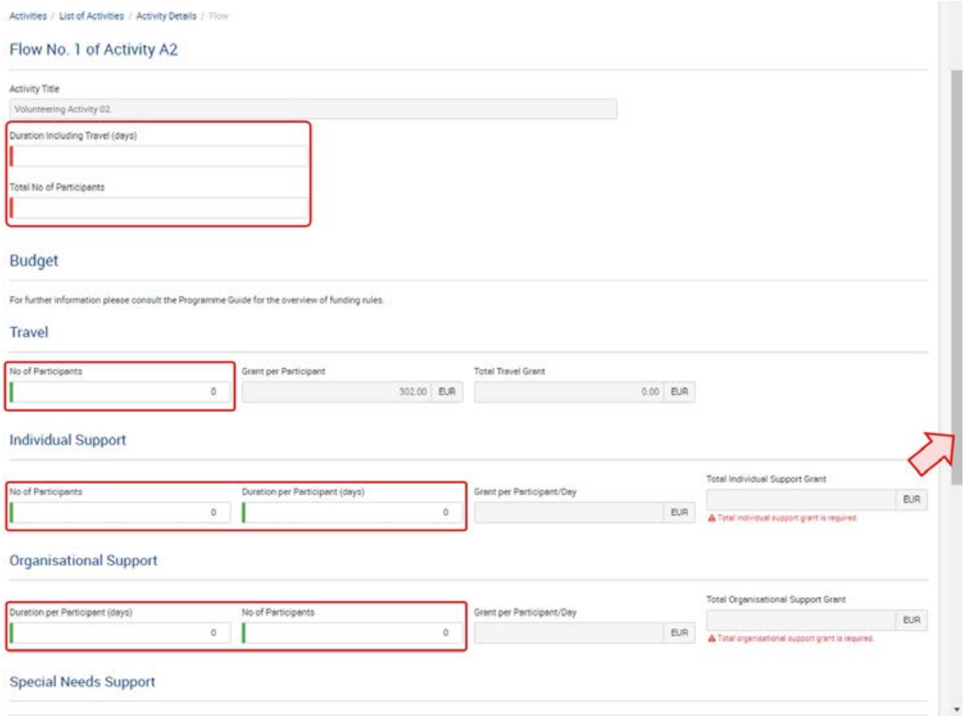
In the **Flows** table, an empty row displays by default. To enter the details, select **Flow Details** via the **Menu button**.



The Flow details screen opens. Two main sections are available: **Flow No. # of Activity Detail** and **Budget.**

Here the screen for an Activity with all elements identified:



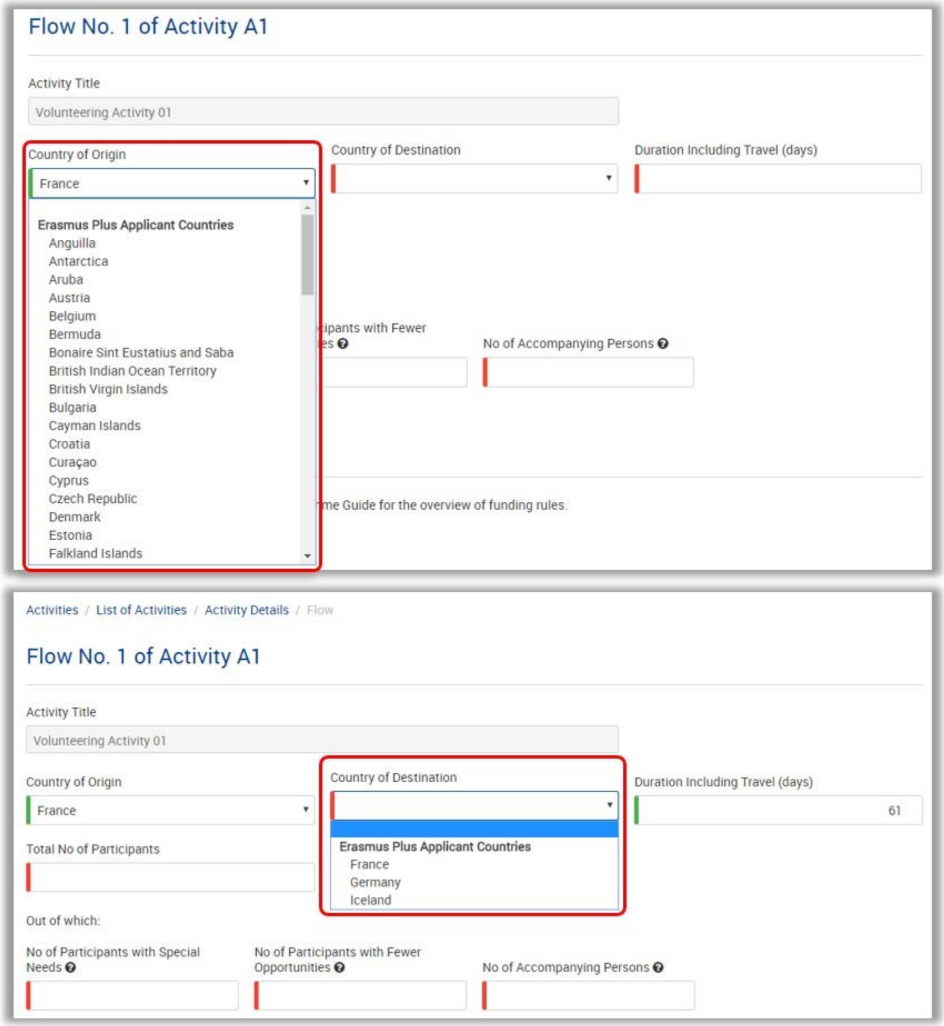


Select "Country of Origin" and "Country of Destination".

Select from the drop-downs under **Country of Origin** and **Country of Destination** the correct values.

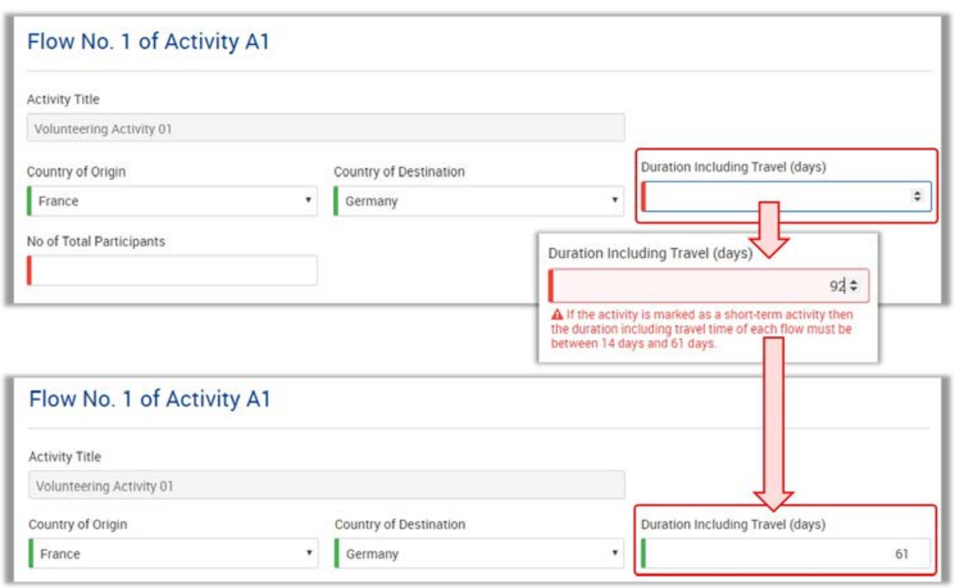
If you have identified partner organisations, the list of countries of destination will only contain the countries of the organisations encoded under "participating organisations".

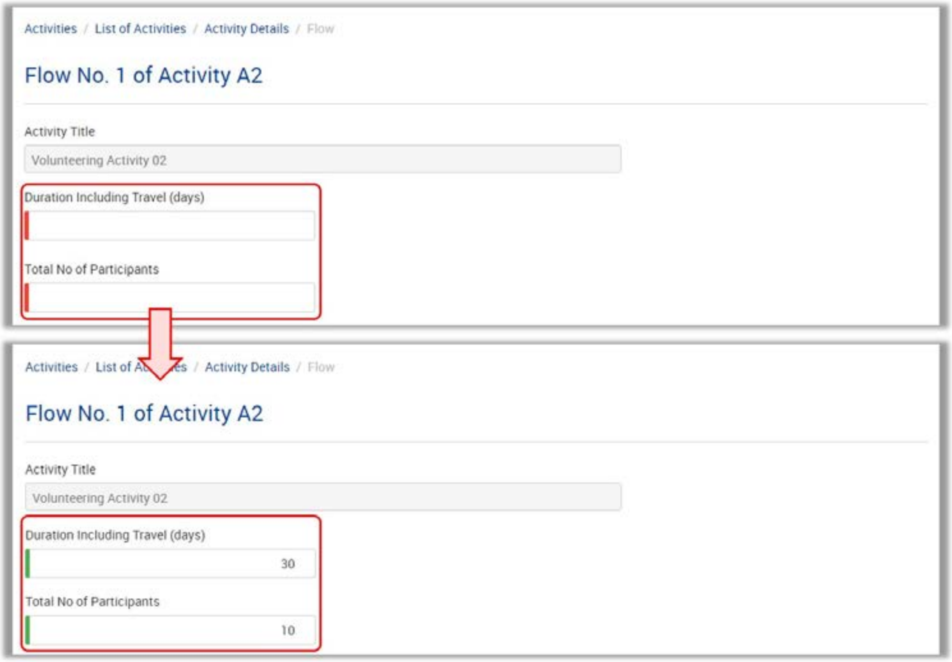
> **Take note**
>
> The Country selection fields are **not available** for activities marked as **Activity with not all elements identified.**



Enter "Duration Including Travel (Days)".

Provide the duration of the planned activity in days in the field **Duration including Travel (days)**. Should you enter a value not adhering to the rules according to the selected activity type, a red warning displays. Correct such entries.





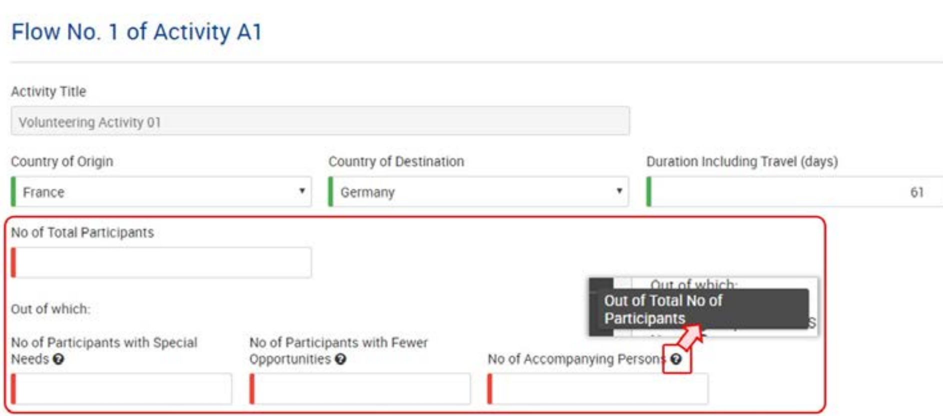
Provide "No. of Participants" for the flow.

The next fields relate to the number of participants. First, enter the **Total** for all participants.

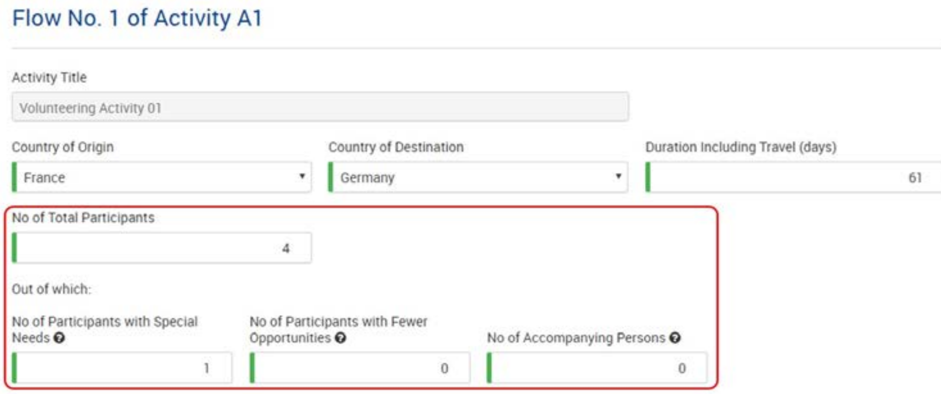
Second, specify the numbers for participants with **Special Needs**, **Fewer Opportunities** and **Accompanying Persons**. Enter 0 if any of those is not applicable for your activity flow.

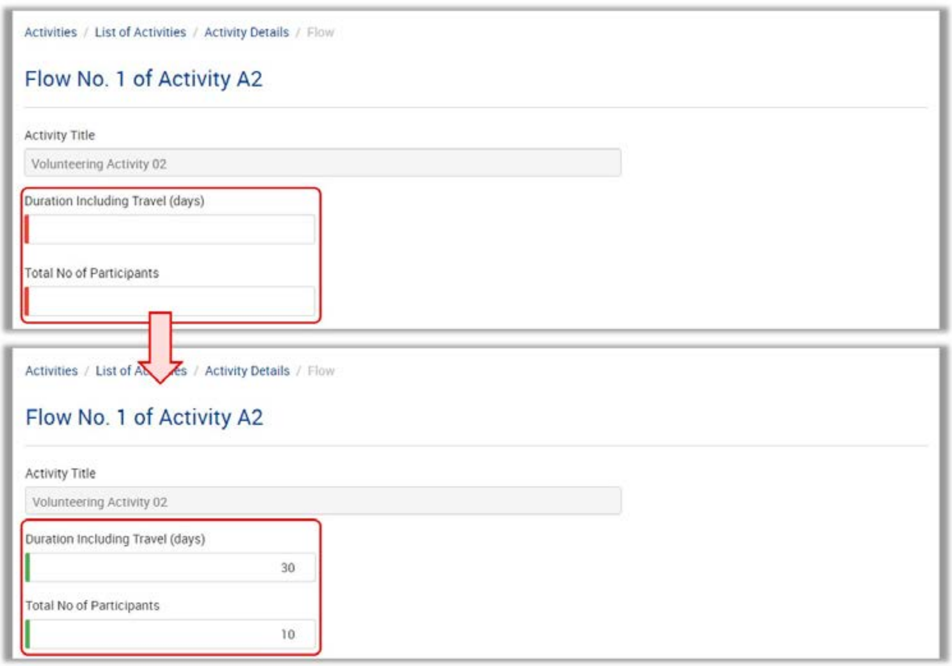
The little question mark on top of those fields will provide additional information.

> **Take note**
>
> The fields for No of participants with **Special Needs, Fewer Opportunities and Accompanying Persons** are **not available** for activities marked as **Activity with not all elements identified.**



All fields completed are marked green.

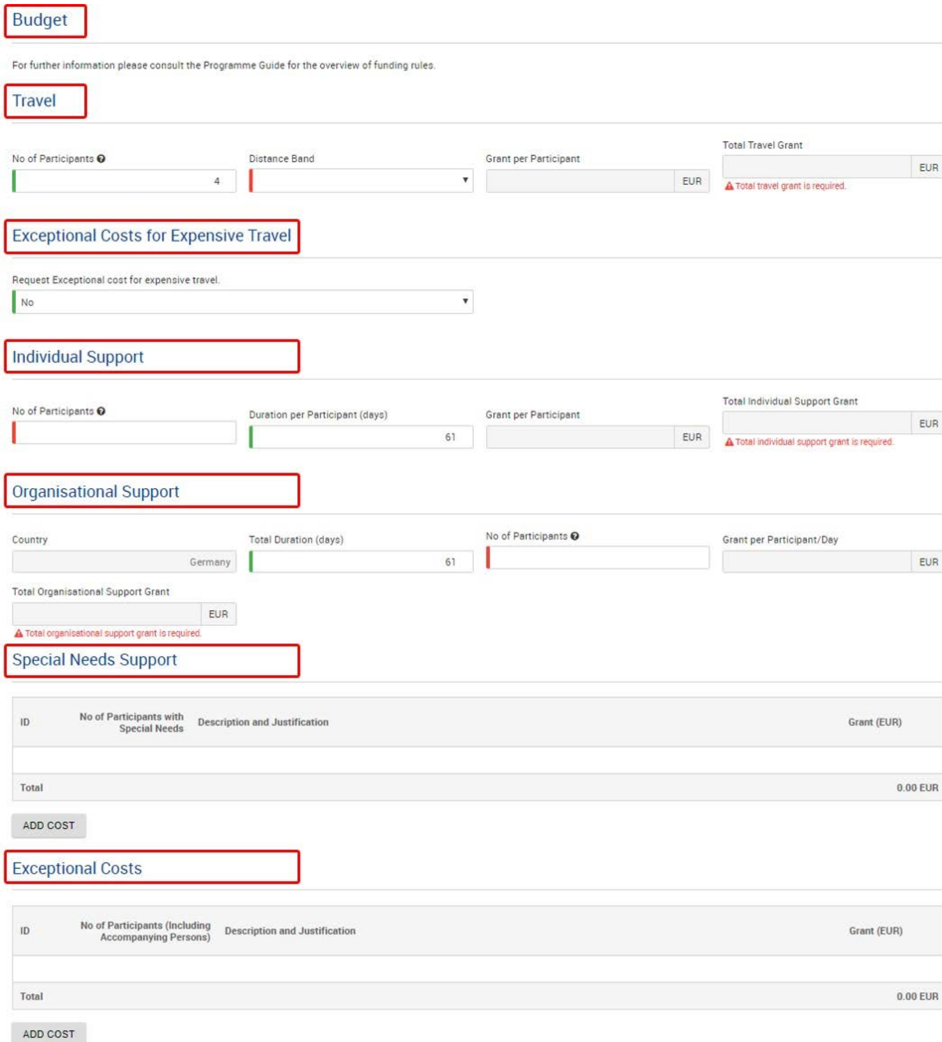


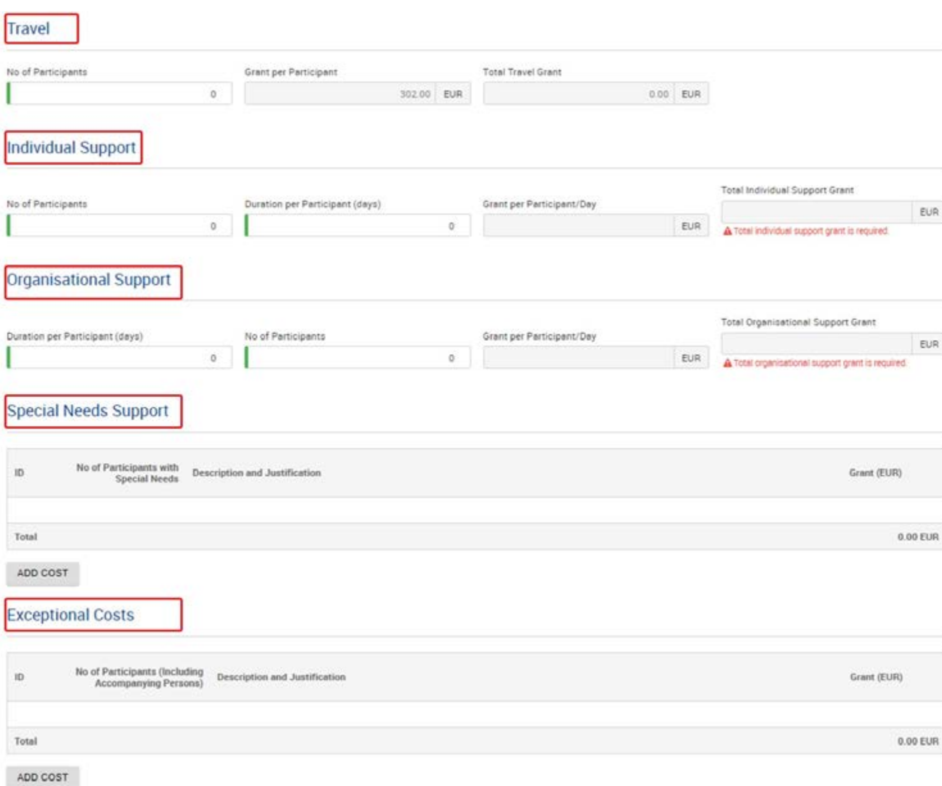


The Flow "Budget".

The next part in the Flow is the **Flow Budget**. The screen can consist of below sections, determined by the Activity Type chosen earlier:

- Travel
- Exceptional Cost for Expensive Travel
- Individual Support
- Organisational Support
- Special Needs Support
- Exceptional Costs
- Linguistic Support (only available under certain conditions)





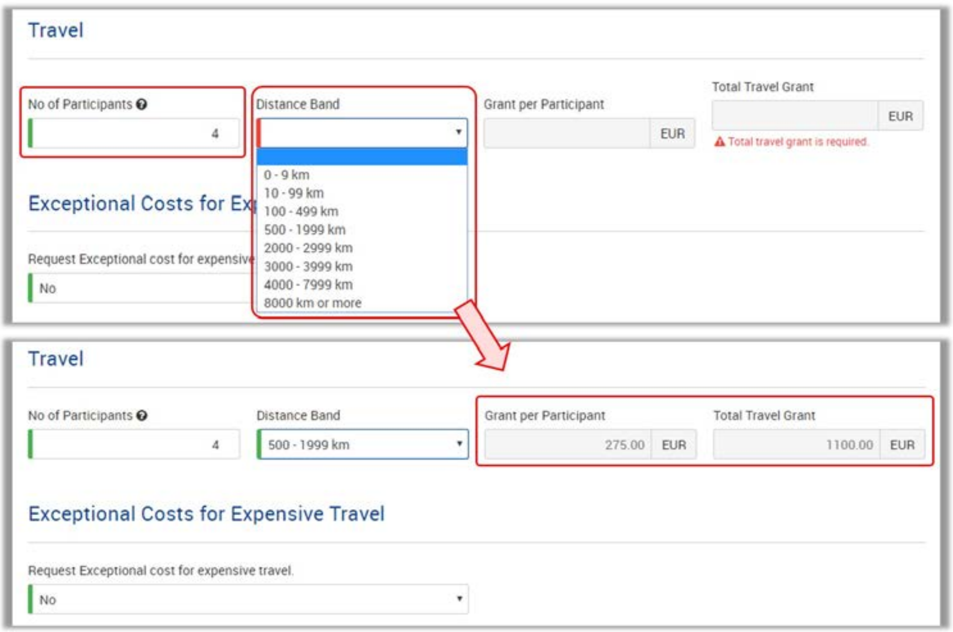
Enter "Travel" information.

In the Travel section of the flow budget, you will request a contribution to the travel costs of the participants, incl. accompanying persons, from their place of origin to the venue of the activity and return.

The **No of Participants** field is prefilled with the value entered earlier. You can adjust this value, if needed. Fill in here the number of participants for which you request a travel grant.

Then select the distance for the travel via the drop-down under **Distance Band.** The fields **Grant per Participant** and **Total Travel Grant** are automatically calculated and updated.

> **Take note**
>
> The Distance Band selection is **not available** for activities marked as **Activity with not all elements identified.**



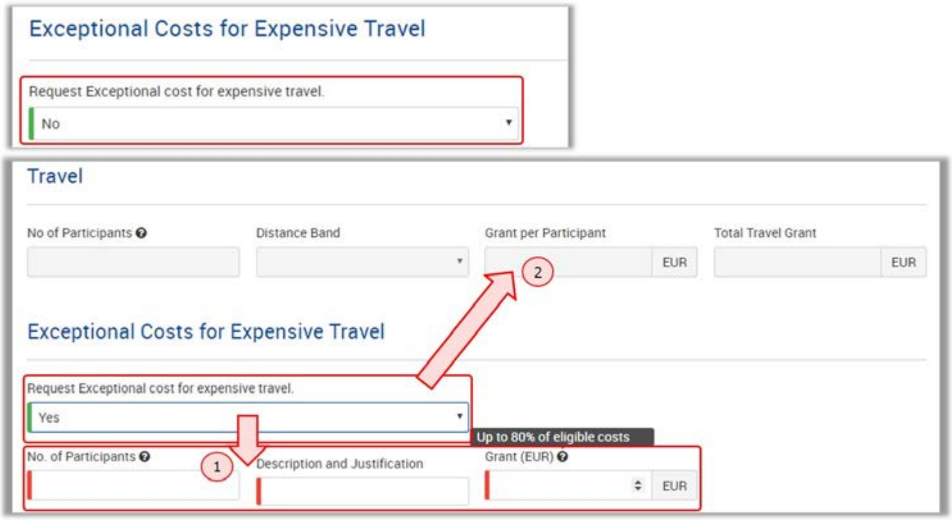
Enter "Exceptional Cost for Expensive Travel", if applicable.

Should you require Exceptional Cost for Expensive Travel, it can be requested in this section. By default, the drop-down under Exceptional Cost for Expensive Travel is set to No.

To request such budget item, change the drop-down value to **Yes**. The following happens:

1. The fields **No. of Participants, Description and Justification** and **Grant (EUR)** become available. Provide the required information.
2. Any data you might have already entered under Travel is removed consequently.

> **Take note**
>
> Exceptional Cost for Expensive Travel is **not available** for activities marked as **Activity with not all elements identified.**

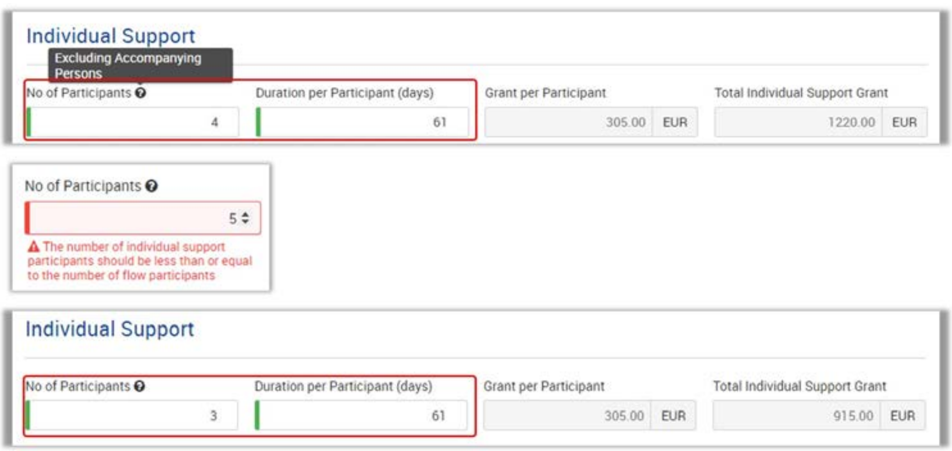


Enter "Individual Support".

Individual support is defined as "Pocket money" to the volunteer for additional personal expenses. It is based on the duration of the stay per participant (if necessary, including also one travel day before the activity and one travel day following the activity).

It should be requested in this section.

The fields **No. of Participants** and **Duration per Participant (days)** are prefilled with the information provided earlier. You can adjust those values. The **Grant per Participant** and **Total Individual Support Grant** are auto-calculated. Incorrect entries are marked with a warning message and have to be fixed accordingly.



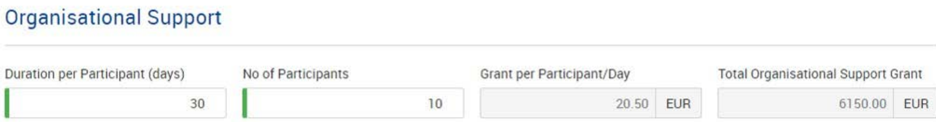
Enter "Organisational Support".

Organisational Support are costs directly linked to the implementation of mobility activities. It is based on the duration of the stay per participant (if necessary, including also one travel day before the activity and one travel day following the activity).

By default, **Total Duration (days)** and **No of Participants** are prefilled with the values entered earlier. You can adjust those.

The **Country** field is also prefilled using the data under Country of Destination and cannot be changed. The **Grant per Participant/Day** and **Total Organisational Support Grant** are auto-calculated.

> **Take note**
>
> Organisational Support is **not available** for activities of type **Advance Planning Visit (AV-APV).**
>
> For activities marked as **Activity with not all elements identified,** not all fields described above are visible.

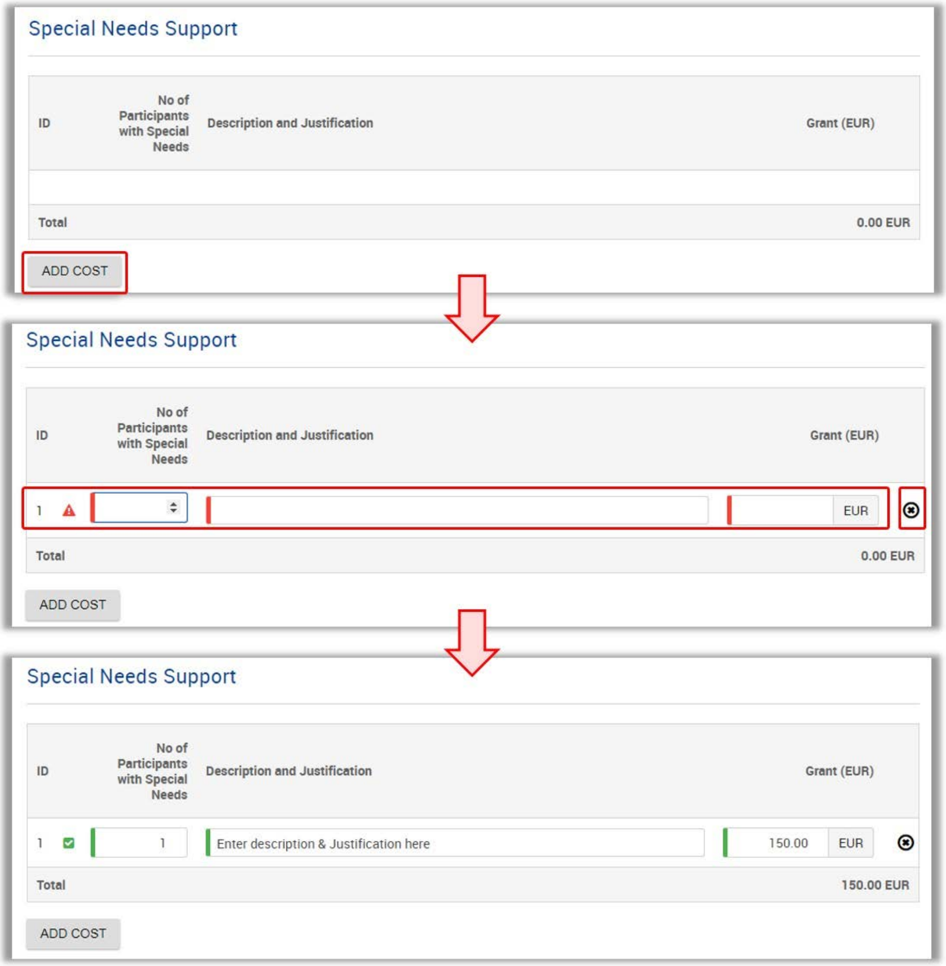


Request "Special Needs Support", if applicable.

To request costs related to the participation of participants with special needs, click the **ADD COST** button. Enter in the newly displayed the **No of Participant with Special Needs f**or which you ask for additional support, provide a **Description and Justification** of the costs (max. 5000 characters) and the **Grant (EUR).**

Via the **X** in that row, you can delete the entry.

> **Take note**
>
> If the activity is with **All elements identified** the value under No of Participants with Special Needs must be higher than 0 and equal/less to the No. of Participants with Special Needs from the flow.
>
> If the activity is with **Not all elements identified** the value under No of Participants with Special Needs must be higher than 0 and equal/less to the Total No. of Participants from the flow.



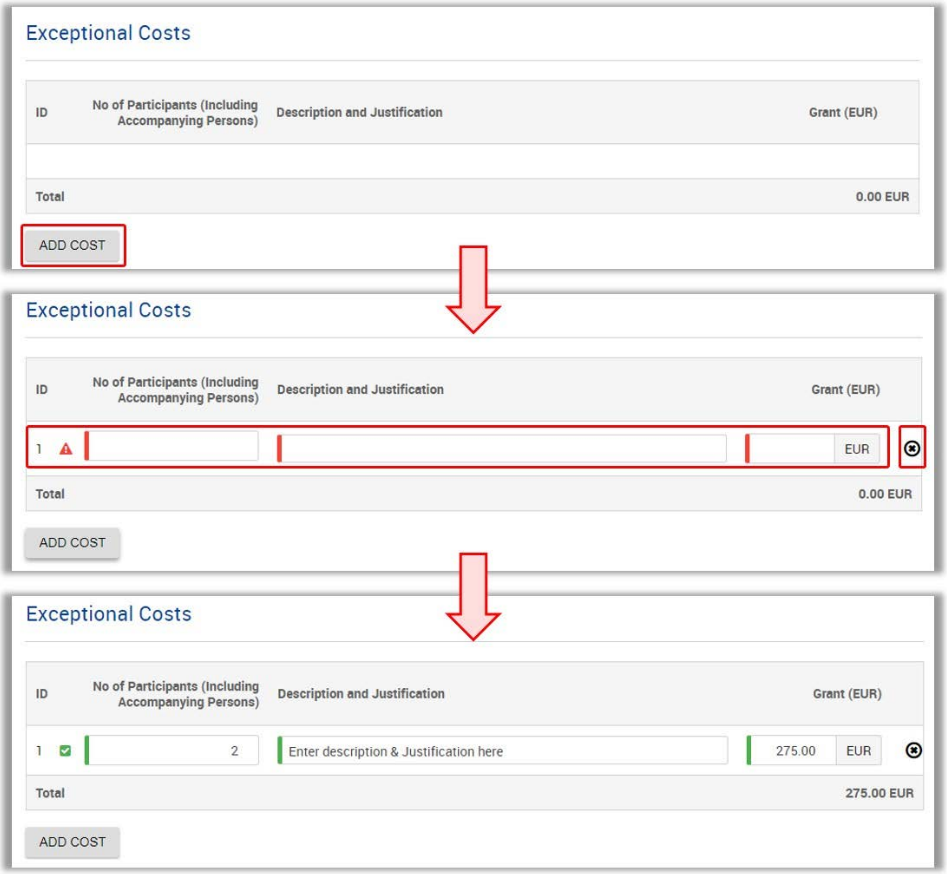
Request "Exceptional Costs", if applicable.

Details on costs funded under this budget item are available for you on the Erasmus+ Programme Guide.

To request Exceptional Cost, click the **ADD COST** button in the relevant section.

Enter in the newly displayed row the **No of Participants** requiring such support, provide a **Description and Justification** of the costs (max. 5000 characters) and the **Grant (EUR).**

Via the **X** in that row, you can delete the entry.



Request "Linguistic Support", if applicable.

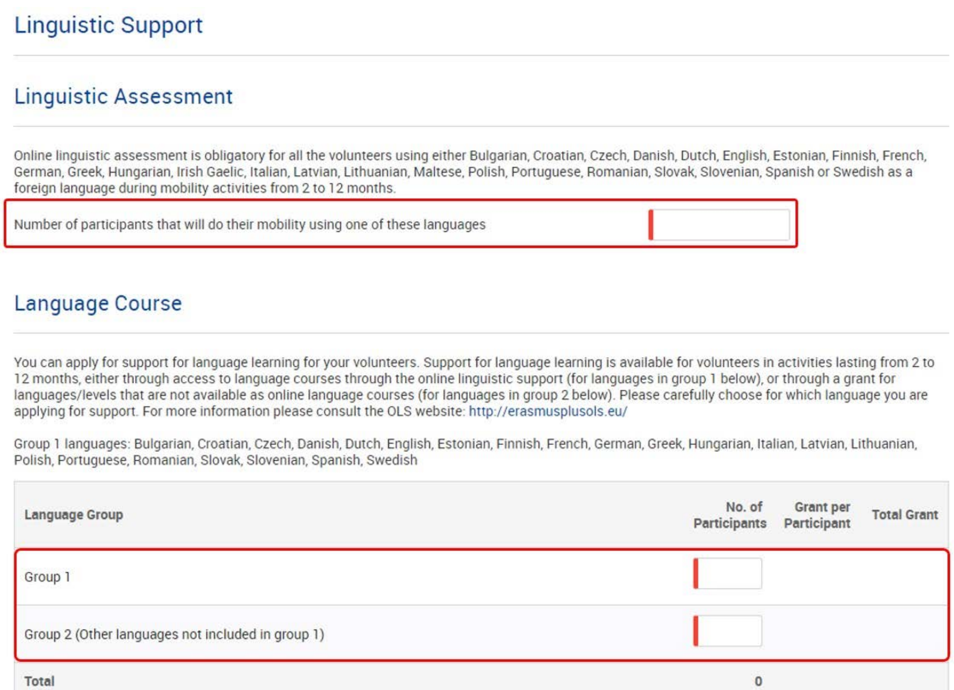
The **Linguistic Support** section in the flow budget is only available for **Individual Volunteering Activities (AV-IVA)**, marked as **long-term activities**.

For Linguistic Assessment, you have to provide the total number of participants using any of the displayed languages during their mobility.

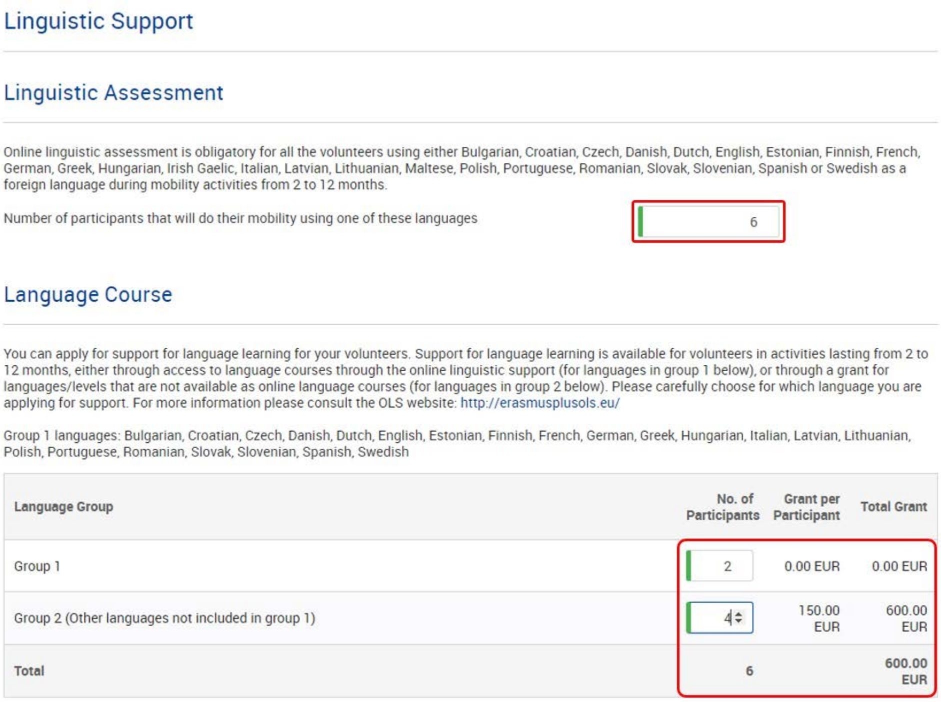
For Language courses, you have to specify:

- under Group 1, the number of participants that will make use of an online linguistic course (based on the available languages and levels) and
- under Group 2, the number of participants for which you request a linguistic support grant.

The textual information on the screen provides detailed information.



The fields are marked green after information is provided and the **grant** per participant and totals are automatically calculated and displayed.



Linguistic Support

Linguistic Assessment

Online linguistic assessment is obligatory for all the volunteers using either Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Irish Gaelic, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish or Swedish as a foreign language during mobility activities from 2 to 12 months.

Number of participants that will do their mobility using one of these languages: 6

Language Course

You can apply for support for language learning for your volunteers. Support for language learning is available for volunteers in activities lasting from 2 to 12 months, either through access to language courses through the online linguistic support (for languages in group 1 below), or through a grant for languages/levels that are not available as online language courses (for languages in group 2 below). Please carefully choose for which language you are applying for support. For more information please consult the OLS website: http://erasmusplusols.eu/

Group 1 languages: Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish

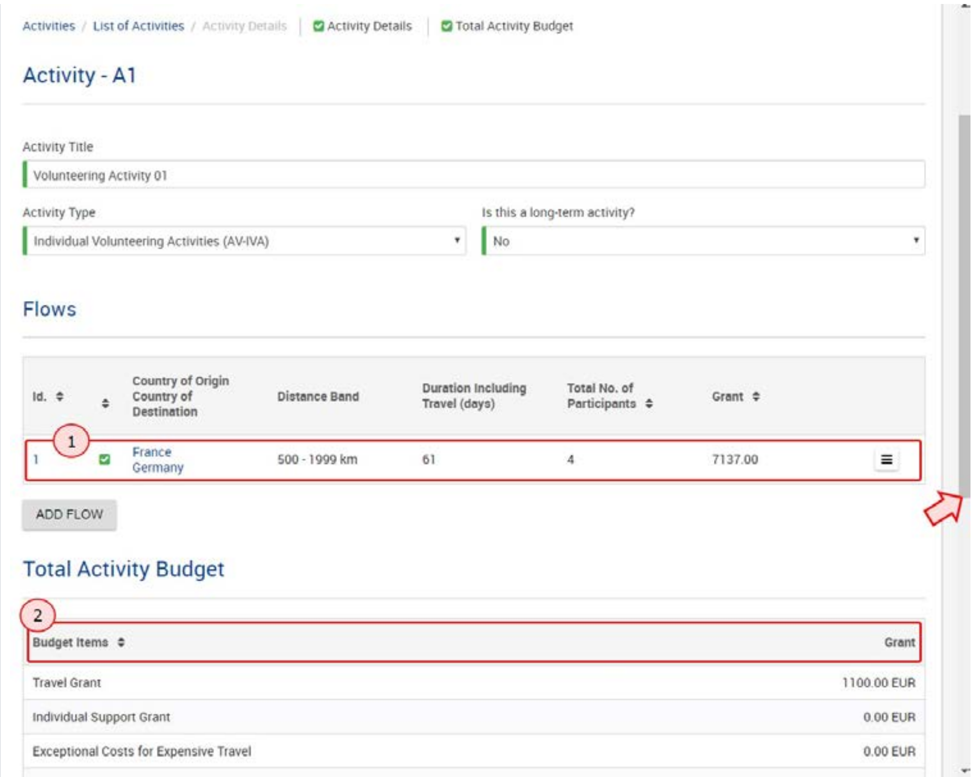
Language Group	No. of Participants	Grant per Participant	Total Grant
Group 1	2	0.00 EUR	0.00 EUR
Group 2 (Other languages not included in group 1)	4	150.00 EUR	600.00 EUR
Total	6		600.00 EUR

Navigate back to "Activity Details".

Once all information for the flow is entered, navigate back to the **Activity Details** screen via the top navigation.

In the Activity Details screen you see now:

1. The **Flow** just entered in the table, marked with a green check, indicating all required information is provided.
2. The **Total Activity Budget** updated, according to the requested budget items of the flow(s).

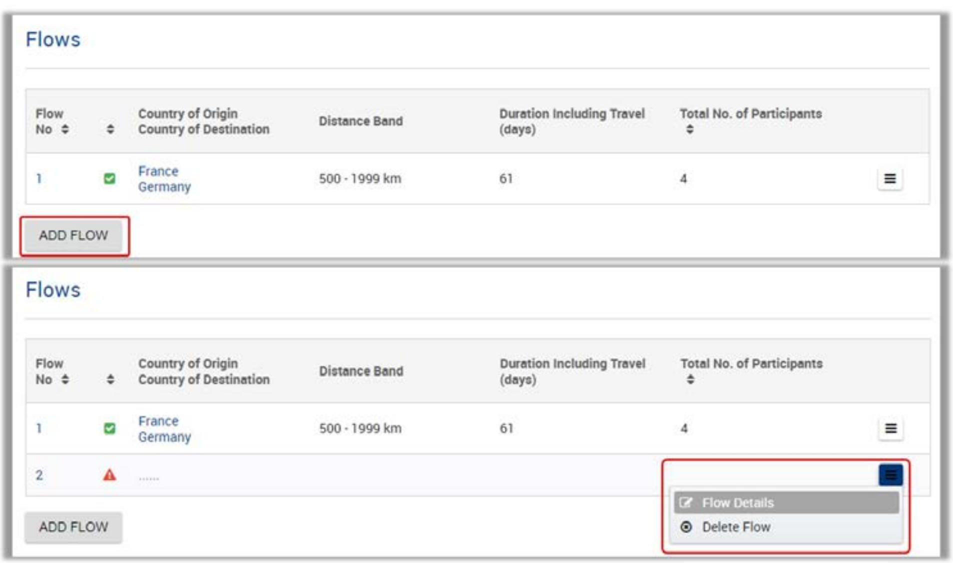


Add additional Flow(s) to the activity.

Should you need to add additional flows to your activity, click the **ADD FLOW** button.

Select **Flow Details** from the **Menu button** in the new row and enter all required details as you did for the first flow.

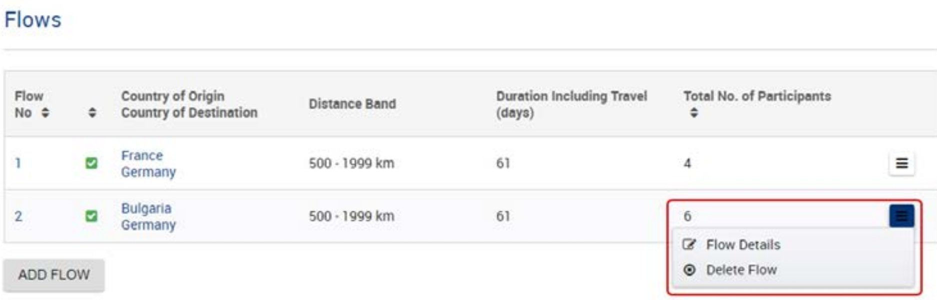
> **Take note**
>
> You may get a situation whereby travelling from one country to another may result in the use of different distance bands depending on the actual place of origin and arrival for each mobility. In such cases, you can create several flows with the same Countries of Origin and Destination in order to get the breakdown that you will need to indicate different distance bands in the budget section.



Edit or Delete a Flow.

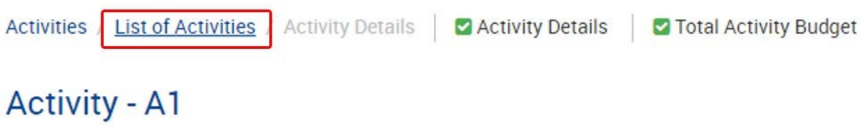
If you need to adjust details for an already encoded flow or wish to delete one, click the **Menu button** next to the respective flow.

Select **Flow Details** to edit and **Delete Flow** to remove the flow from the activity.

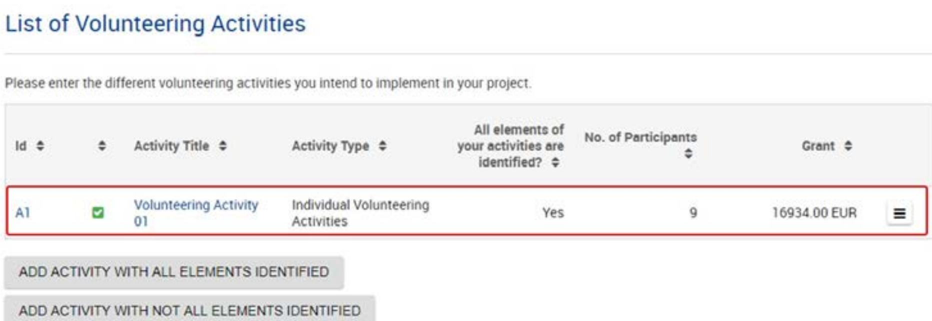


Navigate back to the "List of Activities".

Once all information for the Activity is entered, navigate back to the **List of Activities** screen via the top navigation.



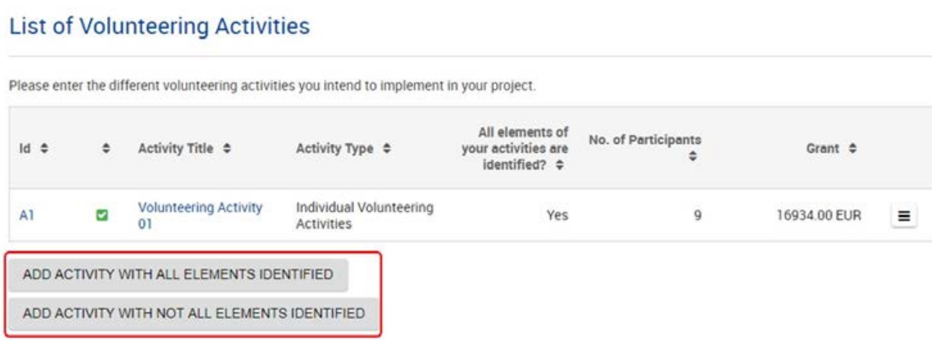
In the List of Activities, you will see a green check in front of the activity encoded, if all required details were provided.



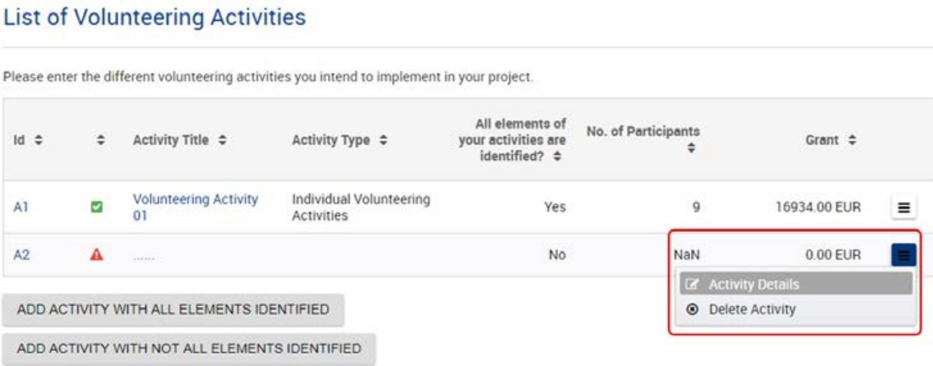
Add additional activities.

To add more activities, use the available buttons under the List of Volunteering Activities.

You can choose between **Add Activity with all elements identified** and **Add Activity with not all elements identified.**



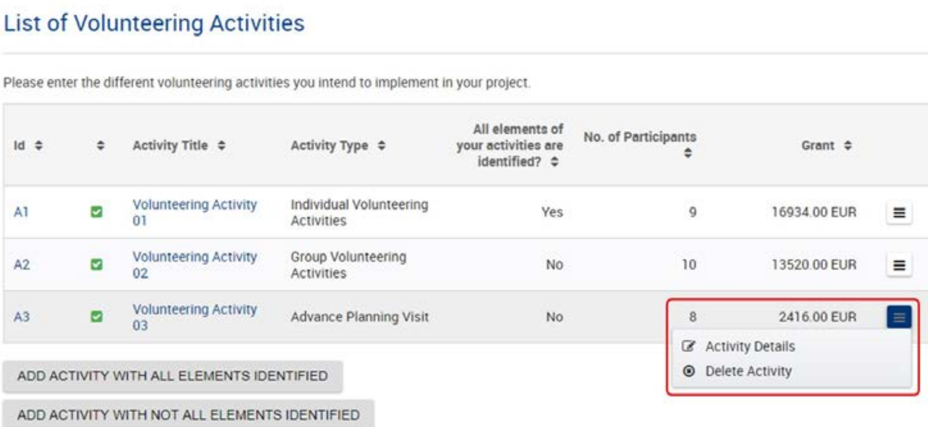
In the newly displayed empty row, select **Activity Details** via the **Menu Button** and enter the required details, incl. the Flow(s) for the activity as described for the first activity.



Edit or Delete an Activity.

To adjust an already encoded activity or to delete one, click the **Menu button** next to the respective activity.

Select **Activity Details** to edit and **Delete Activity** to remove the activity completely.

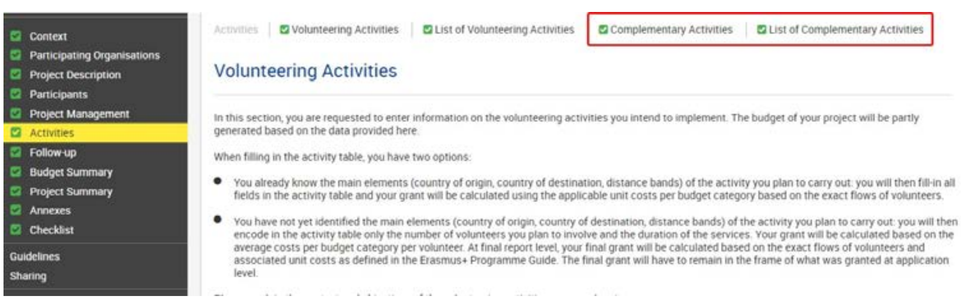


Add "Complementary Activities".

Access "Complementary Activities" under Activities.

Complementary activities aiming at strengthening the impact of the project. If you plan such activities, you have to encode the information in your application form under the Activities section.

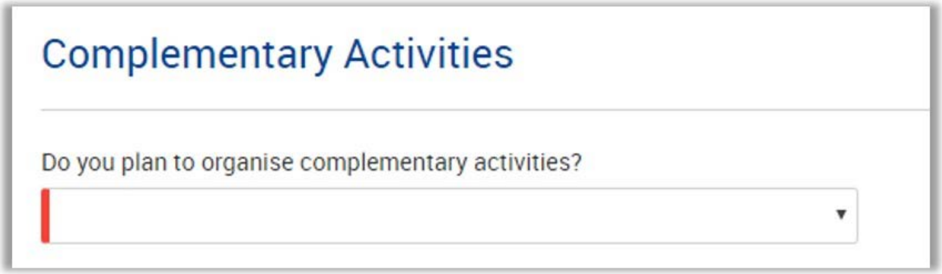
From the main activities page, click on **Complementary Activities** in the top navigation.



Answer "Do you plan to organise Complementary Activities?"

Select from the available drop-down if you plan such Complementary Activities or not, by selecting **Yes** or **No**.

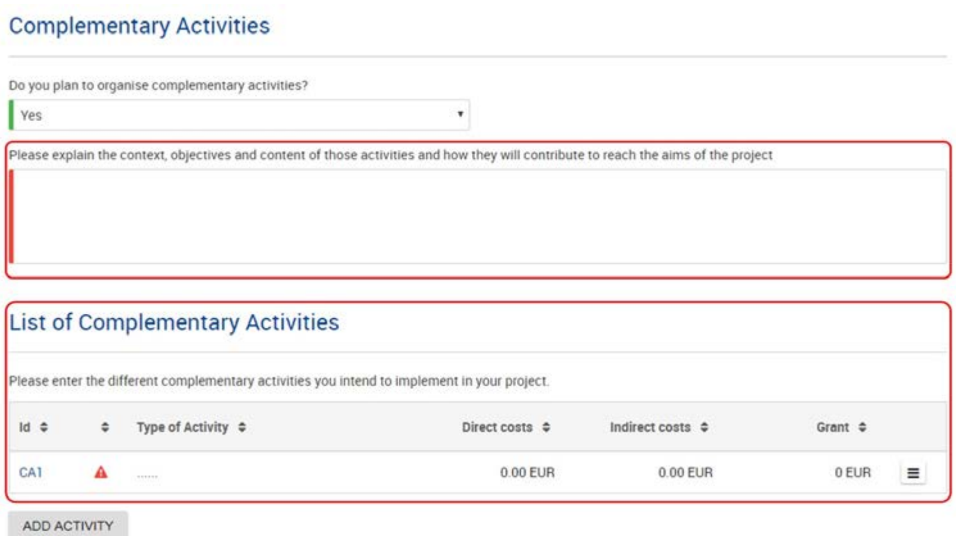
Choosing **No** requires no further action in this part of the application.



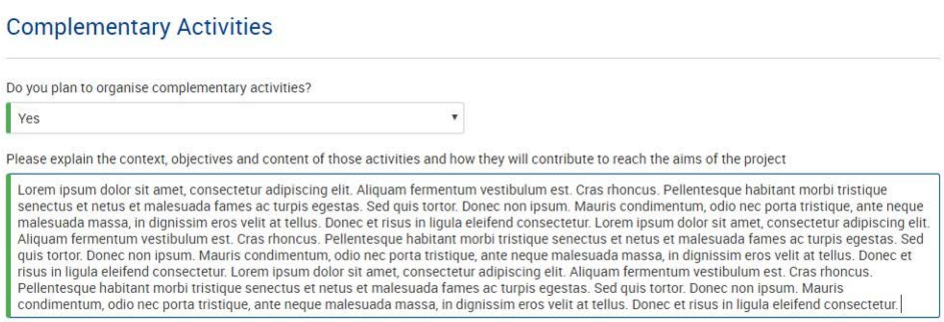
Provide information on the context of the Complementary Activities.

If you chose **Yes**, new fields become available.

You see a free text field asking for information on **context, objectives and content** of those activities. A **List of Complementary Activities** also displays.

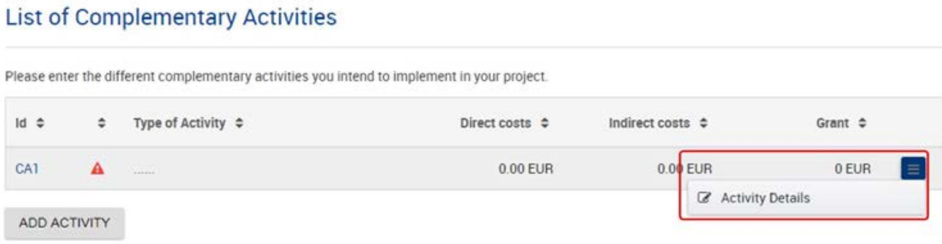


Enter the information required in the free text field. The field is then marked green.



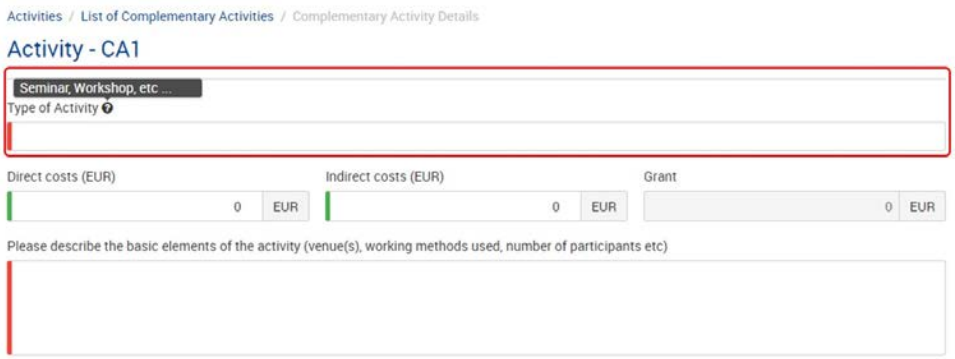
Select "Activity Details".

In the **List of Complementary Activities,** the first row displayed is empty. Select **Activity Details** from the Menu button to open the Complementary Activities screen.



Enter "Type of Activity".

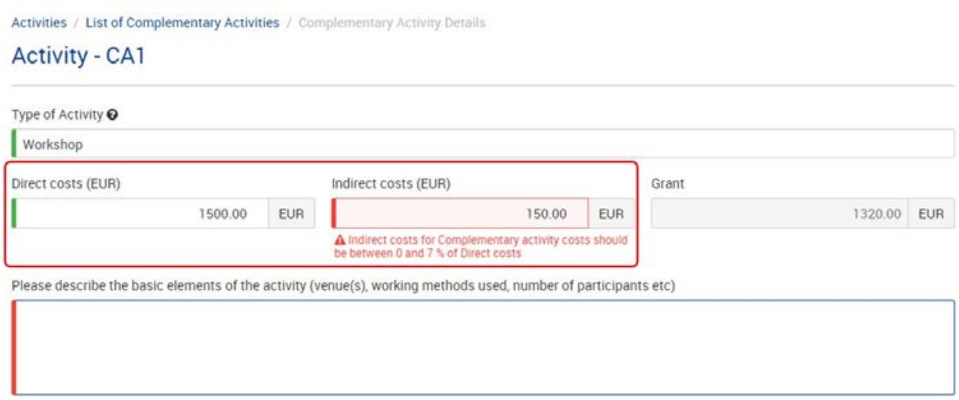
First, provide in the free text field the **type** of Complementary Activities planned.



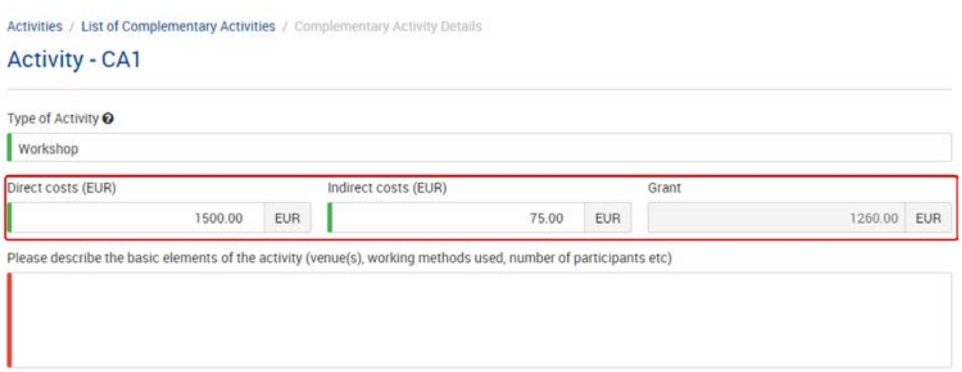
Enter "Direct costs" and "Indirect costs".

Provide the required **Direct costs (EUR)** and **Indirect Costs (EUR)** in the two fields available. If under Indirect Costs a value entered does not respect the funding rules, a warning is displayed.

Correct such entry.

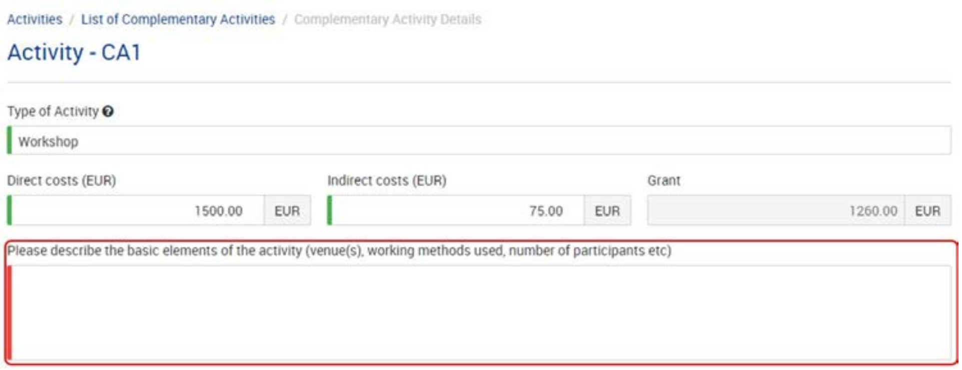


The **Grant** is automatically calculated and displayed.

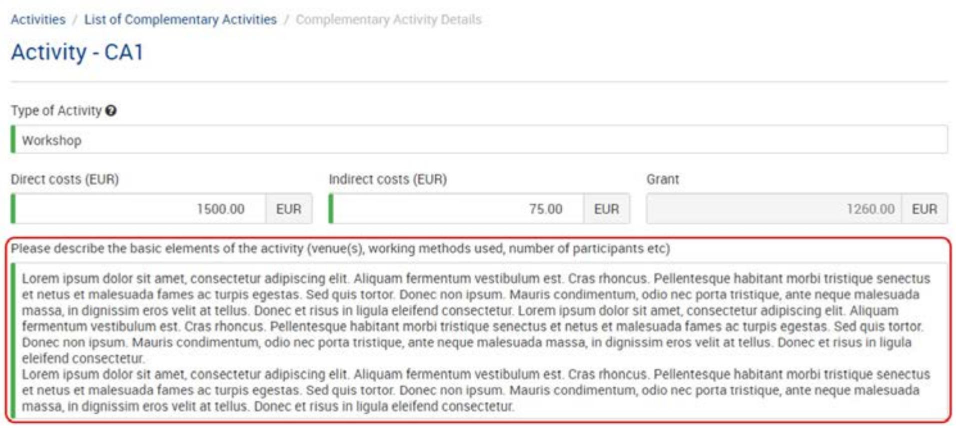


Provide the basic elements of the activity.

In the free text field in the Complementary Activities section you have to provide details for the activity. The max. amount of characters you can enter is 5000.

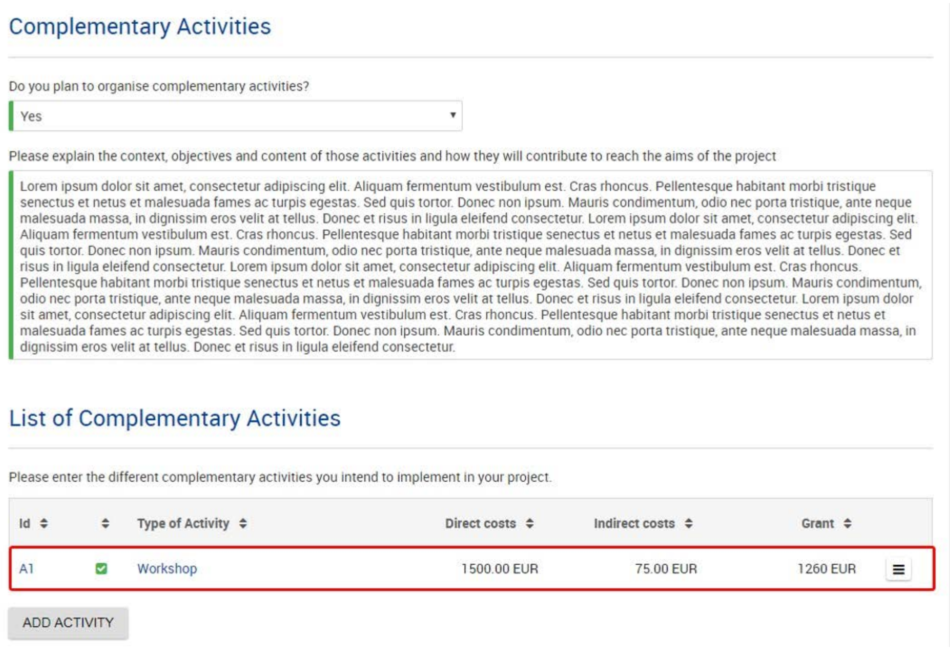


As with all other fields in the form, once information was entered, it s marked green.



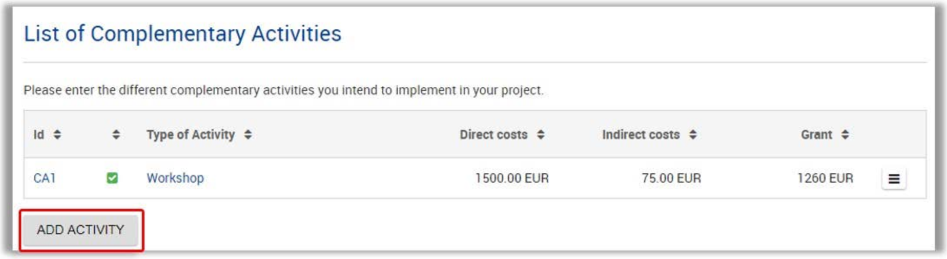
Navigate back to the **List of Complementary Activities** via the top navigation.

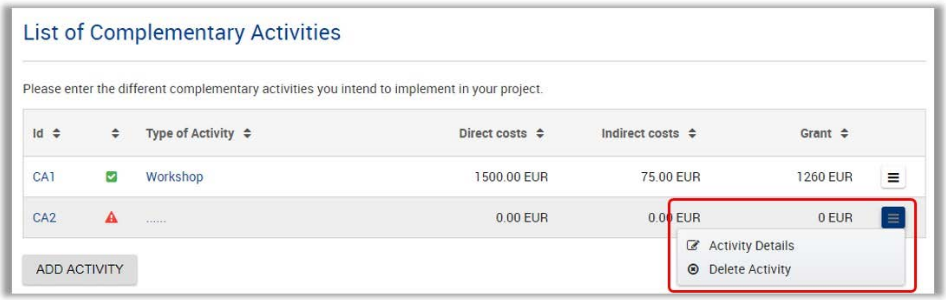
Your activity is now displayed in the table, marked with the green check.



Add additional Complementary Activities.

Via the **ADD ACTIVITY** button, you can encode additional activities. In the new row, select **Activity Details** from the **Menu button** and provide the required information as just explained.

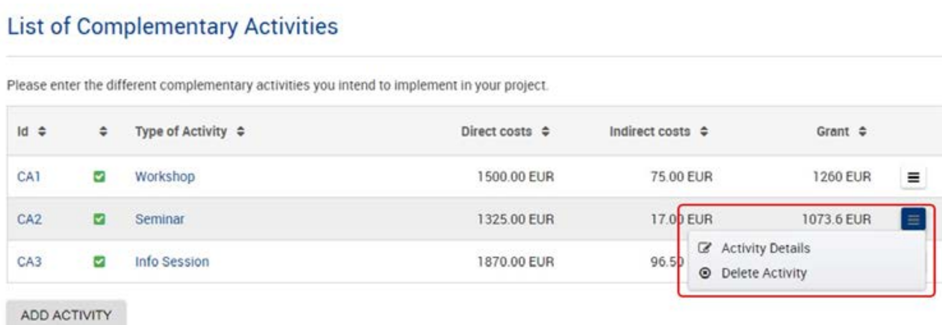




Edit or delete a Complementary Activity.

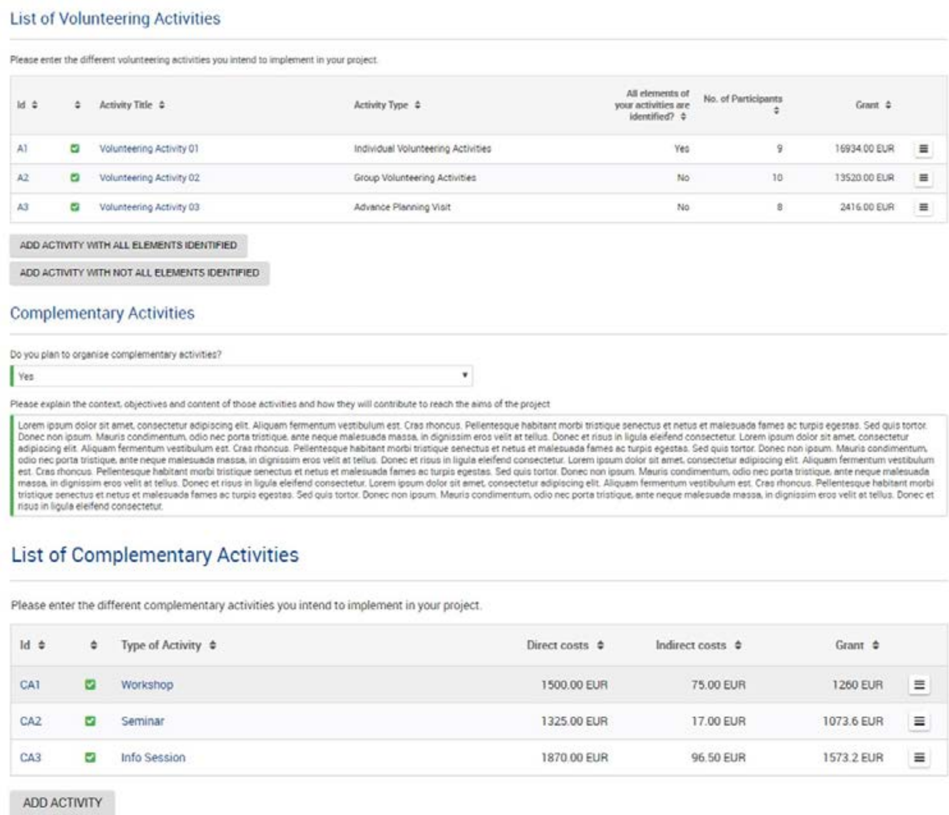
To adjust an already encoded Complementary Activity or to delete one, click the **Menu button** next to the respective Complementary Activity.

Select **Activity Details** to edit and **Delete Activity** to remove the activity completely.



Completion of entering Activities.

All fields and sections in the Activities will be marked green/with a green check, if all information was entered.


List of Volunteering Activities

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

Id		Activity Title	Activity Type	All elements of your activities are identified?	No. of Participants	Grant	
A1	✔	Volunteering Activity 01	Individual Volunteering Activities	Yes	9	16934.00 EUR	≡
A2	✔	Volunteering Activity 02	Group Volunteering Activities	No	10	13520.00 EUR	≡
A3	✔	Volunteering Activity 03	Advance Planning Visit	No	8	2416.00 EUR	≡

ADD ACTIVITY WITH ALL ELEMENTS IDENTIFIED

ADD ACTIVITY WITH NOT ALL ELEMENTS IDENTIFIED

Complementary Activities

Do you plan to organise complementary activities?

Yes

Please explain the context, objectives and content of those activities and how they will contribute to reach the aims of the project

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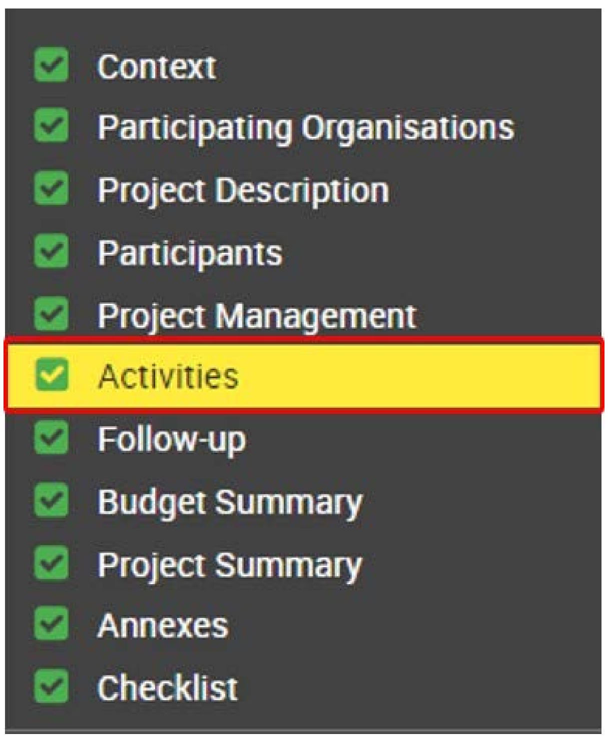
List of Complementary Activities

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

Id		Type of Activity	Direct costs	Indirect costs	Grant	
CA1	✔	Workshop	1500.00 EUR	75.00 EUR	1260 EUR	≡
CA2	✔	Seminar	1325.00 EUR	17.00 EUR	1073.6 EUR	≡
CA3	✔	Info Session	1870.00 EUR	96.50 EUR	1573.2 EUR	≡

ADD ACTIVITY

In the side navigation the Activities section is also marked with a green check. Proceed to the next section of your application.



Related articles

- Web Forms: Follow Up
- Web Forms: Project Summary
- Web Forms: Activities for KA125 - Volunteering Projects

- Web Forms Participants (KA101, KA102, KA104, KA109, KA116)
- Web Forms: Budget Summary KA1/KA3
- Web Forms: Activities

Web Forms Participants (KA101, KA102, KA104, KA109, KA116)

Relevant for...

Call Year	Key Action	Action
2018	**KA1 - Mobility of individuals**	KA109 - Vocational Education and Training Mobility Charter KA110 - Accreditation of youth volunteering organisations KA125 - Volunteering Projects
2019	**KA1 - Mobility of individuals**	KA101 - School education staff mobility KA102 - VET learner and staff mobility KA104 - Adult education staff mobility KA109 - Vocational Education and Training Mobility Charter KA116 - VET learner and staff mobility with VET mobility charter

This section asks for information about the **participants** in the different activities you intend to organise.

> **Take note**
>
> Questions or fields may vary depending on the action you apply for. Please read the on-screen information carefully to complete the relevant fields and sections.

Quick steps

1. Click "Participants" in the side menu.
2. Enter the required information in the available free text fields.
3. Update the "Learners" and "Staff" tables (if applicable).
4. Update the other available sections (if applicable).

Detailed steps

Steps

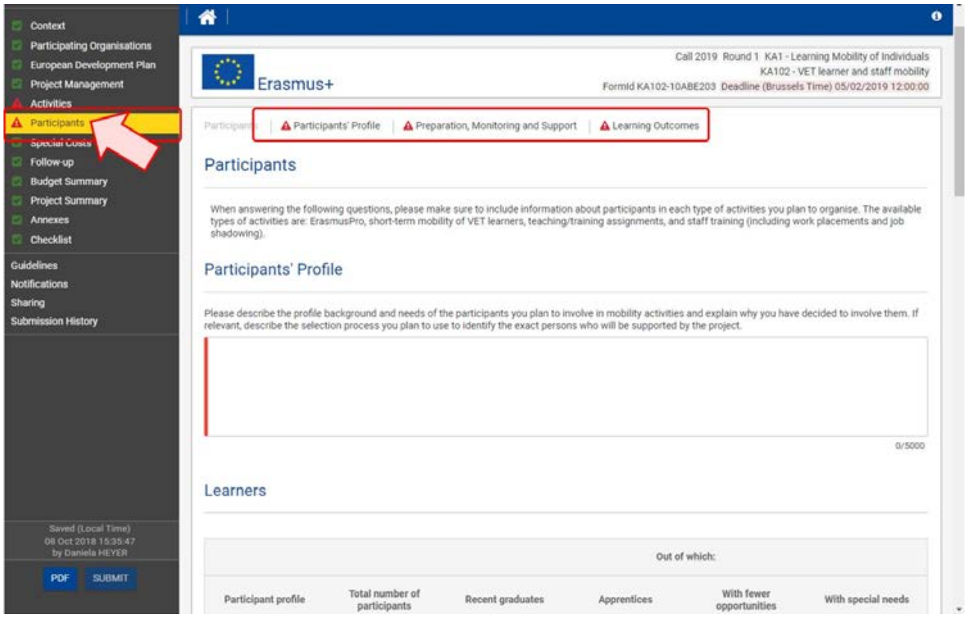
Click "Participants" in the side menu.

Click the **Participants** option in the side menu. In this section you provide information such as the **Participants Profile, Preparation, Monitoring and Support and/or Learning Outcomes**.

Take note

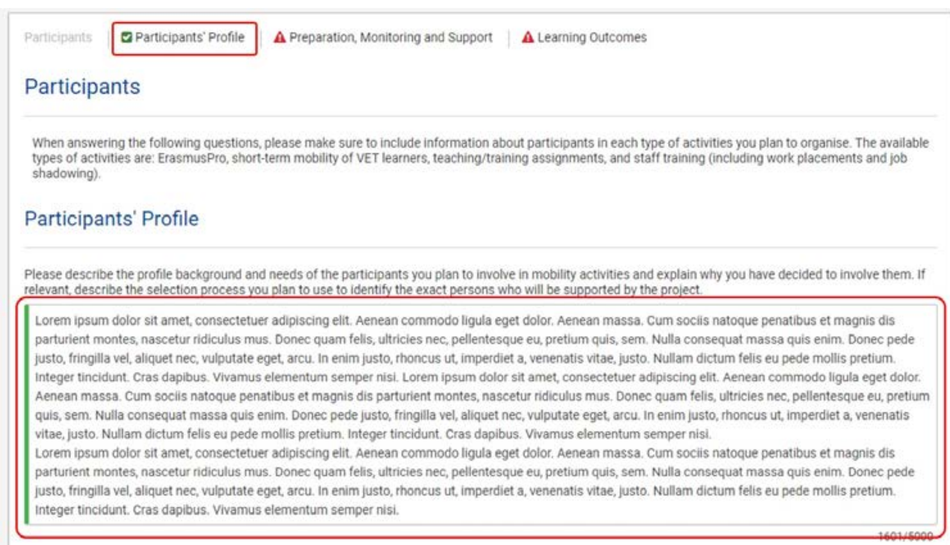
Not all sections are available for all application forms.

Here an example screen for a 2019 KA102 - VET learner and staff mobility application form.



Enter the required information in the available free text fields.

Provide the required information in the available free text fields. The fields available vary, according to the action you apply for.



Update the "Learners" and "Staff" tables (if applicable).

You might find specific tables in this section of your application to provide an estimated number of participants you plan to support according to the specified displayed categories.

A **Learners** and a **Staff** table may display. The **Total number of participants** in each of the tables displayed is taken over from the activities section of your application. Update the available fields if needed. By default, all values display "0".

Next to the number of **Recent Graduates** and **Apprentices** the amount of **participants with fewer opportunities** and **special needs** have to be specified here.

If you do not provide this information here, you will not be able to complete the section Web Forms: Special Costs in your application form.

Learners

		Out of which:			
Participant profile	Total number of participants	Recent graduates	Apprentices	With fewer opportunities	With special needs
Short term mobility of VET learners	10	0	0	0	0
Erasmus PRO- long term mobility of VET learners	5	0	0	0	0
Total	15	0	0	0	0

Staff

		Out of which:
Participant profile	Total number of participants	With special needs
Advance Planning Visit - Erasmus- PRO	5	0
Staff training abroad	10	0
Total	15	0

Learners

		Out of which:			
Participant profile	Total number of participants	Recent graduates	Apprentices	With fewer opportunities	With special needs
Short term mobility of VET learners	10	3	7	0	2
Erasmus PRO- long term mobility of VET learners	5	5	0	1	0
Total	15	8	7	1	2

Staff

		Out of which:
Participant profile	Total number of participants	With special needs
Advance Planning Visit - Erasmus- PRO	5	0
Staff training abroad	10	1
Total	15	1

After updating the tables, additional free text field(s) may become available. Provide the required information.

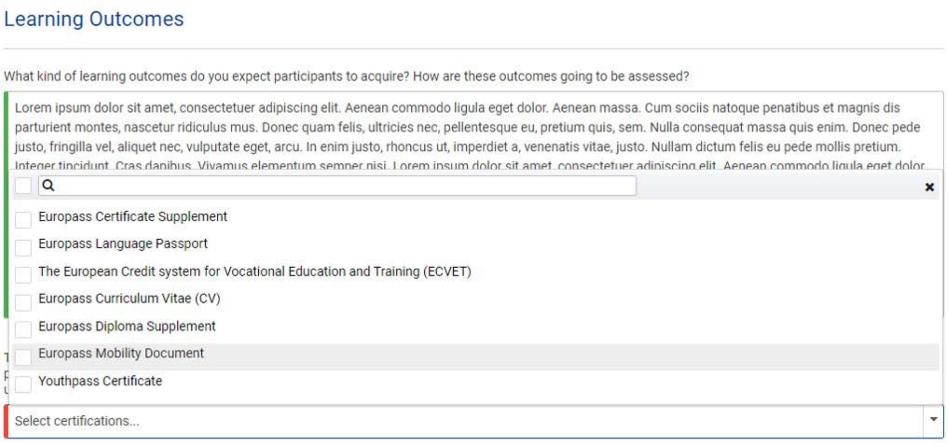
Please provide information about the profile, background and specific needs of the participants with fewer opportunities.

0/3000

Update the other available sections (if applicable).

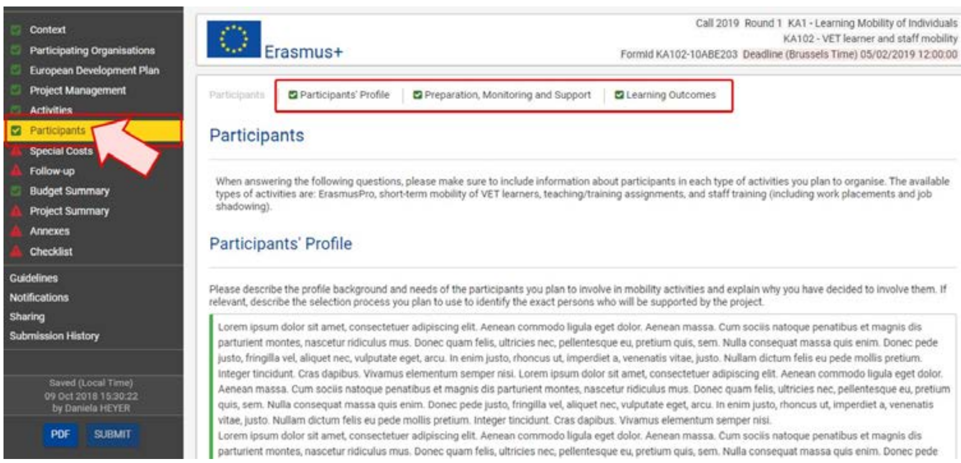
Additional sections might need to be filled in, such as **Preparation, Monitoring and Support** and/or **Learning Outcomes**.

If the section Learning Outcomes is shown, a drop-down is available to **Select certifications.** You can select a maximum of three certifications.



Once all details are provided, the fields are marked green and each section in the top navigation are marked with a green check.

The **Participants** tab in the side menu is also marked with a green check.



Related articles

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application

Web Forms Project Management (KA101, KA102, KA104, KA109)

Relevant for...

Call Year	Key Action	Action
2019	**KA1 - Mobility of individuals**	KA101 - School education staff mobility KA102 - VET learner and staff mobility KA104 - Adult education staff mobility KA109 - Vocational Education and Training Mobility Charter

This section in the application form asks for information about project management, including organisation of practical and logistical matters, as well as cooperation and communication arrangements between the organisations involved in the project.

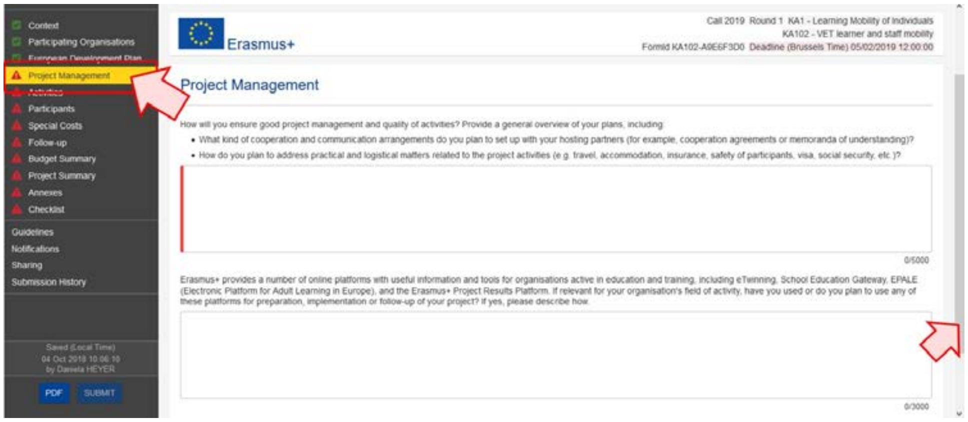
> **Take note**
>
> Questions or fields may vary depending on the action you apply for. Please read the on-screen information carefully to complete the relevant fields and sections.

Quick steps

1. Click "Project Management" in the side menu.
2. Enter the required information.

Detailed steps

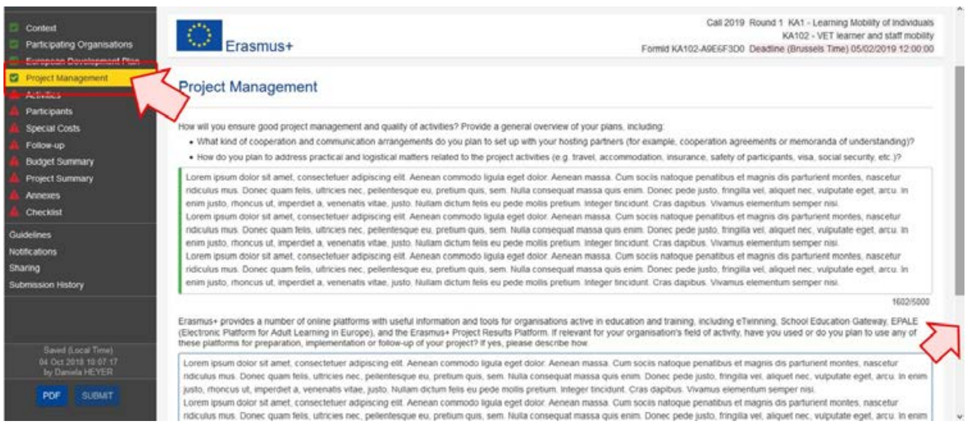
Steps
Click "Project Management" in the side menu. To provide the information about the Project Management, click **Project Management** in the side menu.



Enter the required information.

Provide the information required in this section. You will find free text fields. Once completed, **Project Management** in the side menu is marked with a green check.

You can proceed with the next part of the application.



Related articles

- Web Forms Checklist
- Web Forms Sharing an application
- Web Application Forms Guidelines
- Web Forms How to complete the form
- Web Forms Submitting an application
- Web Forms Annexes
- Web Forms Print PDF functionality
- Web Forms Home screen
- Web Forms Start the application
- Web Forms Pre Checks
- Web Forms Context
- Web Forms Add applicant organisation
- Web Forms Add participating organisation(s)
- Web Forms Add associated persons to organisations
- Web Forms Participating Organisations

Web Forms European Development Plan (KA101, KA102, KA104)

Relevant for...

Call Year	Key Action	Action
2019	**KA1 - Mobility of individuals**	KA101 - School education staff mobility KA102 - VET learner and staff mobility KA104 - Adult education staff mobility

In this section of your application form you need to provide the context for your project and **link the project's objectives with the longer-term goals** that it should contribute to.

Take note

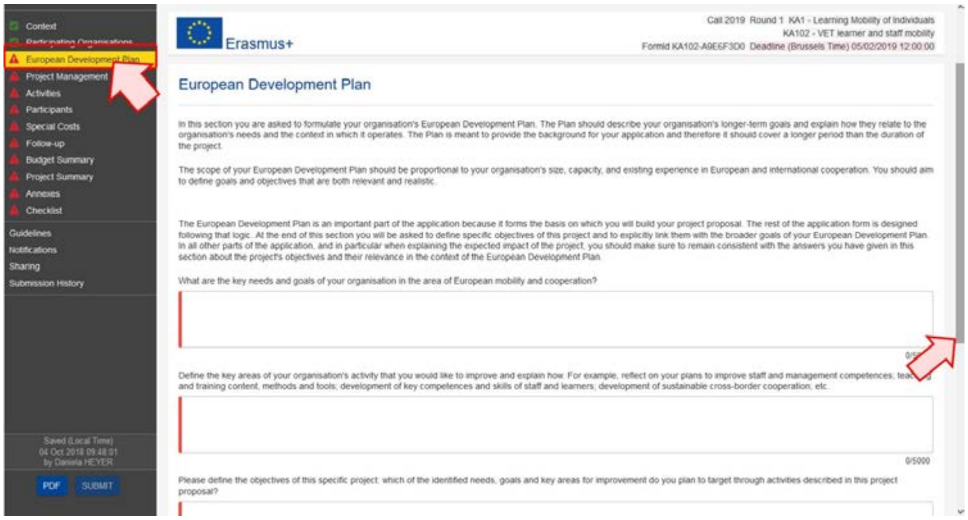
Questions or fields may vary depending on the action you apply for. Please read the on-screen information carefully to complete the relevant fields and sections.

Quick steps

1 Click "European Development Plan" in the side menu.
2 Enter the required information.

Detailed steps

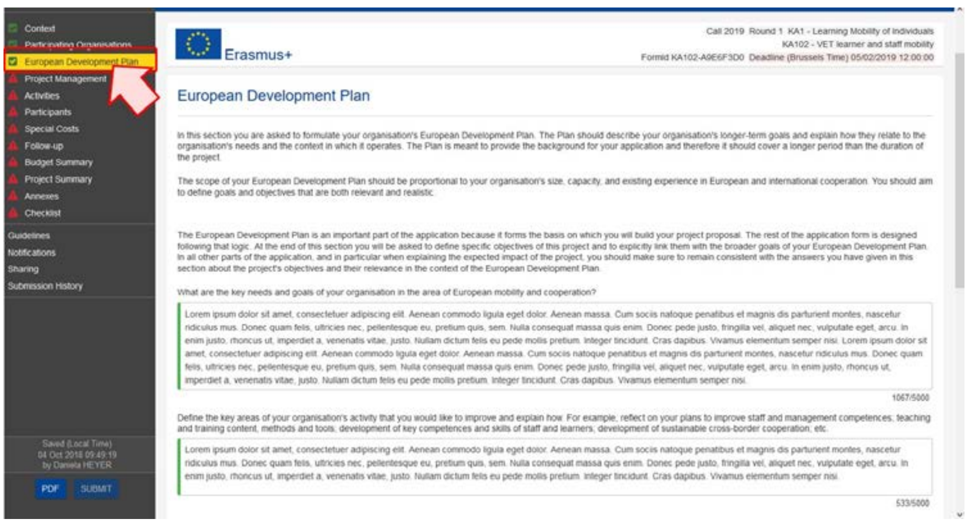
Steps
Click "European Development Plan" in the side menu. To provide the information on the project's objectives with the longer-term goals, click **European Development Plan** in the side menu.



Enter the required information.

Provide the information required in this section. You will find free text fields and drop-down(s). Once completed, European Development Plan in the side menu is marked with a green check.

You can proceed with the next part of the application.



Related articles

- Web Forms Checklist
- Web Forms Sharing an application
- Web Application Forms Guidelines
- Web Forms How to complete the form
- Web Forms Submitting an application
- Web Forms Annexes
- Web Forms Print PDF functionality
- Web Forms Home screen
- Web Forms Start the application
- Web Forms Pre Checks
- Web Forms Context
- Web Forms Add applicant organisation

- Web Forms Add participating organisation(s)
- Web Forms Add associated persons to organisations
- Web Forms Participating Organisations

Web Forms: Budget Summary KA1/KA3

Relevant for...

Call Year	Key Action	Action
2018	**KA1 - Mobility of individuals**	KA105 - Youth mobility KA107 - Higher education student and staff mobility between Programme and Partner Countries KA109 - Vocational Education and Training Mobility Charter KA125 - Volunteering Projects
	KA3 - Support for policy reform	KA347 - Dialogue between young people and policy makers
2019	**KA1 - Mobility of individuals**	KA101 - School education staff mobility KA102 - VET learner and staff mobility KA104 - Adult education staff mobility KA105 - Youth mobility KA107 - Higher education student and staff mobility between Programme and Partner Countries KA109 - Vocational Education and Training Mobility Charter KA116 - VET learner and staff mobility with VET mobility charter
	KA3 - Support for policy reform	KA347 - Dialogue between young people and policy makers

The **Budget Summary** section in the application form is filled in automatically and all information is read only. This section provides an overview of the budget of your project and the EU grant you are about to request.

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

Take note

Please note that displayed information may vary depending on the key action of your application.

Quick steps

1 Click "Budget Summary" in the menu.

Detailed steps

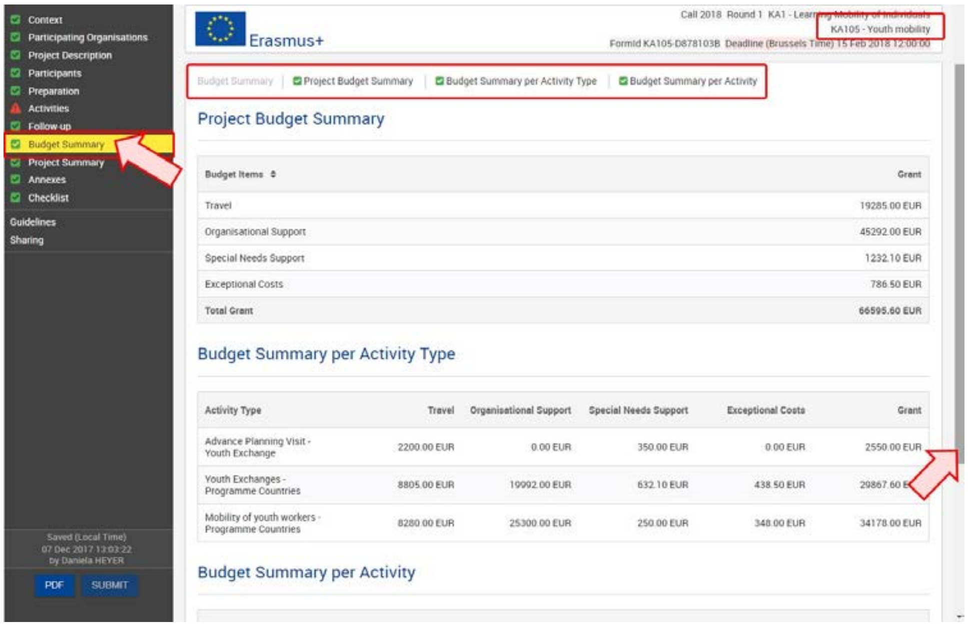
Steps

Click "Budget Summary" in the menu.

To view the budget for your project, click the **Budget Summary** option in the side menu. As you may notice, all sections within the Budget Summary already have the green check.

All information here is read only and automatically filled in. You will find a summary of all costs for the project.

For example in KA105 projects you have the possibility to view the requested **budget** for the **Project**, per **Activity Type** and per **Activity**.



Related articles

- Application process for Web Forms
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
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- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Start the application
- Web Forms Submitting an application

Web Forms Linguistic Support (KA102, KA116)

Relevant for...

Call Year	Key Action	Action
2019	**KA1 - Mobility of individuals**	KA102 - VET learner and staff mobility KA116 - VET learner and staff mobility with VET mobility charter

The **Online Linguistic Support** (OLS) supports language learning for Erasmus+ mobility participants.

OLS offers participants in various Erasmus+ mobility activities (KA1 - Mobility of individuals) the opportunity to assess their skills in the foreign language(s) they will use to study, work or volunteer abroad. In addition, selected participants may follow an online language course to improve their competence (https://erasmusplusols.eu/).

In a some web application forms you have the possibility to **request funding for Linguistic Support** in the Activities section of the form. Linguistic support for learners in mobility activities is provided in two ways:

1. Through EU's online linguistic support platform (OLS)
2. In form of a financial grant (150 EUR per participant) to cover expenses such as classroom courses or learning materials for languages or proficiency levels that are not available in OLS

Note: Online language courses are available for all proficiency levels in Dutch, English, French, German, Italian and Spanish. Linguistic support for these languages cannot be provided in form of a financial grant.

This page provides an overview on how to request funding for linguistic support via the web application forms.

Available OLS assessments and courses.

The following languages are available for **OLS assessment and courses**.

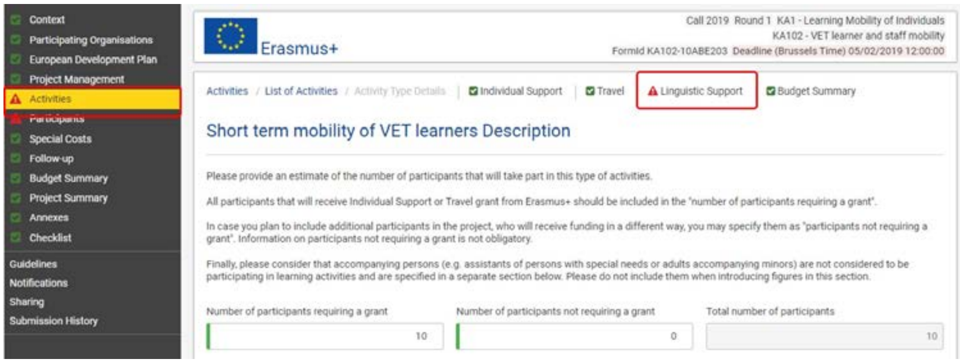
Languages	Language assessment available	Language course available
English, German, French, Italian, Spanish, Dutch	Yes	Yes; all levels
Bulgarian, Danish, Greek, Finnish, Croatian, Hungarian, Polish, Romanian, Slovak, Swedish, Estonian, Latvian, Lithuanian, Slovenian	Yes	Yes; at A1 level
Czech	Yes	Yes; at A1-A2 levels
Portuguese	Yes	Yes; at A1-B2 levels
Irish Gaelic, Maltese	Yes	No

How to request the funding for OLS in the web application form.

Steps

Access "Linguistic Support".

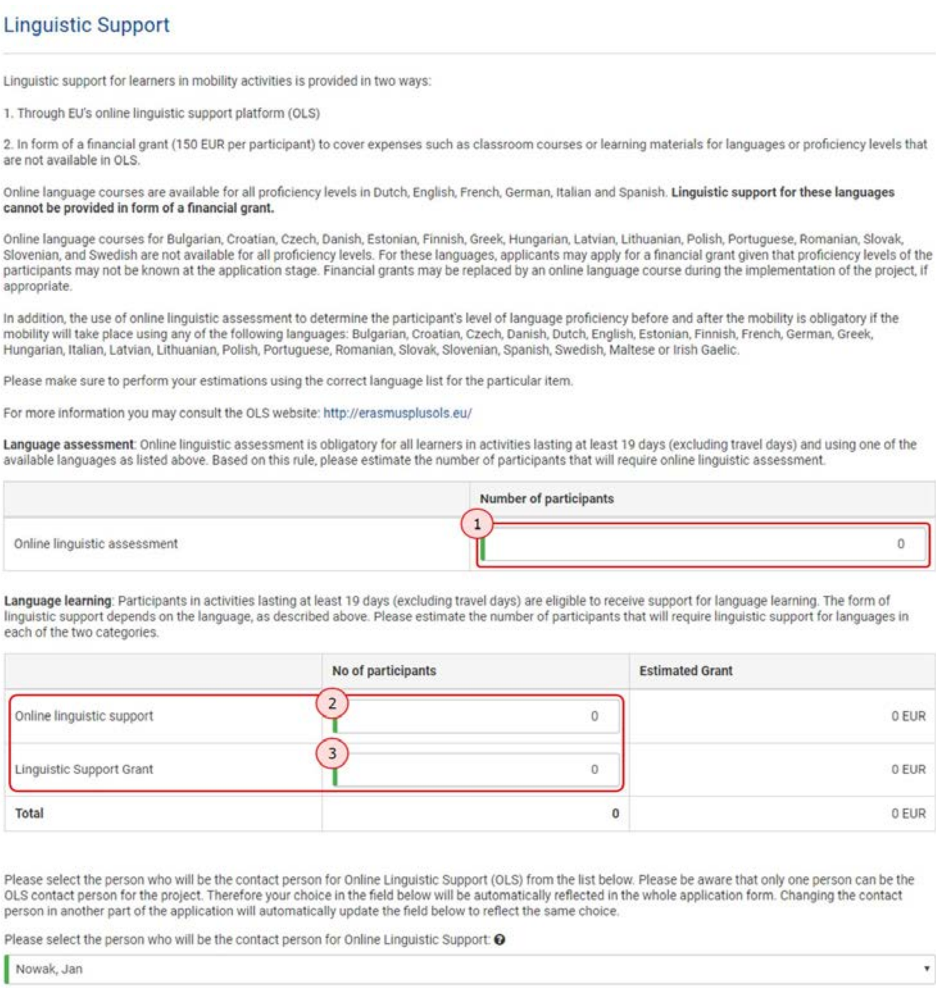
To request funding for **Linguistic Support**, access this section in the specific activities details screen, either by using the bread crumbs or scrolling down the page.



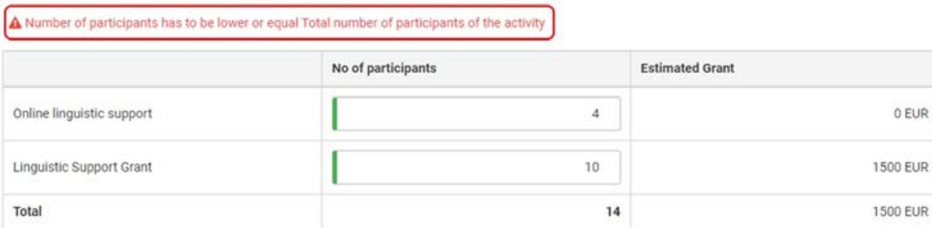
Update the required information.

Provide the information required:

1. Number of participants for Online Linguistic Assessment.
2. No of participants for Online Linguistic Support.
3. No of participants for Linguistic Support Grant.



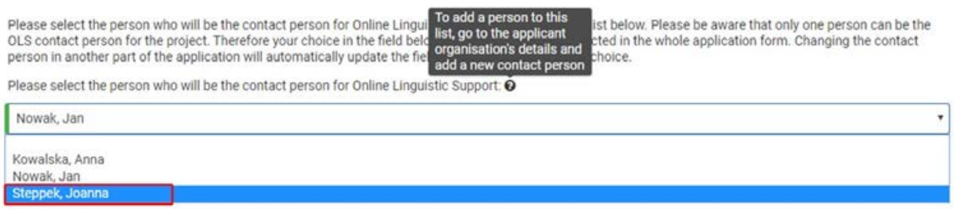
Any incorrectly entered information results in a warning message.



Select the "Contact Person" for Online Linguistic Support.

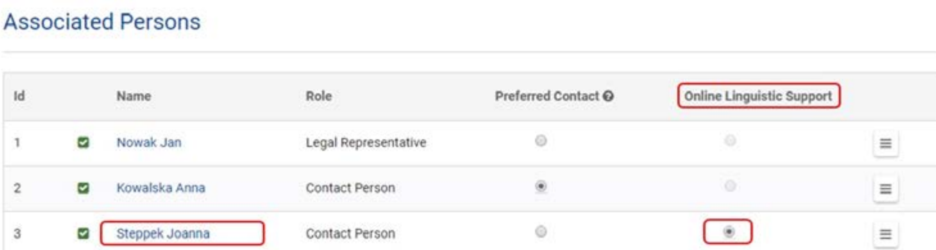
Online Linguistic Support Contact Person is the person who will receive personal credentials by email in order to access the Erasmus+ Online Linguistic Support Licence Management System.

From the drop-down, select the **contact person** for Online Linguistic Support. The list displays all associated persons entered for the applicant organisation. If the person you want to select as OLS contact is not displayed, please add it as additional associated person for your applicant organisation.

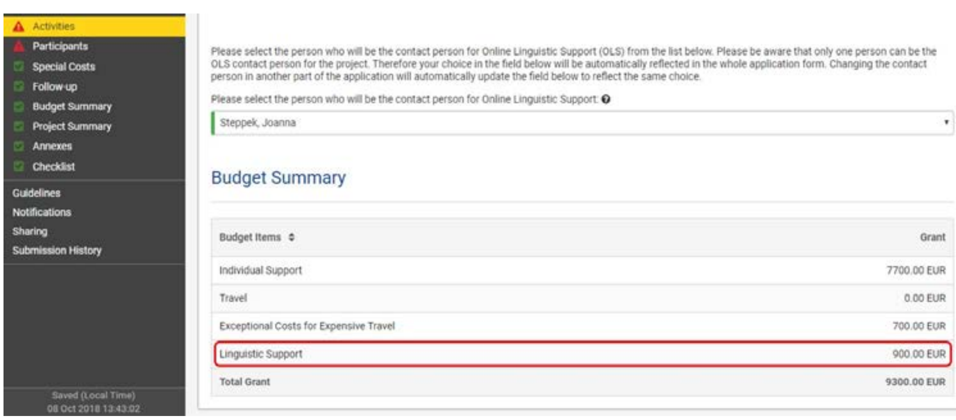


Once a contact is selected, in the Associated Persons screen of your applicant organisation this Online Linguistic Support contact is marked with a radio button.

Online Linguistic Support and **Preferred Contact** do not have to be the same person.



The **Budget Summary** section of the activity is updated with the calculated grant for **Linguistic Support**.



Related articles

- Web Forms Linguistic Support (KA102, KA116)
- Web Forms: Project Summary

- Web Forms Special Costs
- Web Forms Participants (KA101, KA102, KA104, KA109, KA116)
- Web Forms: Budget Summary KA1/KA3
- Web Forms Hosting Partner Organisation
- Web Forms Consortium
- Web Forms Activities for KA116 VET learner and staff mobility with VET mobility charter
- Web Forms: Activities for KA102 - VET learner and staff mobility projects
- Web Forms: Activities
- Web Forms Project Management (KA101, KA102, KA104, KA109)
- Web Forms: Follow Up
- Web Forms European Development Plan (KA101, KA102, KA104)
- Forms - Index - KA116 VET learner and staff mobility with VET mobility charter
- Forms - Index - KA102 VET learner and staff mobility

Web Forms Introduction to KA2 Projects

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

Relevant for...

Call Year	Key Action
2018 onward	**KA2 - Cooperation for innovation and the exchange of good practice**

Introduction

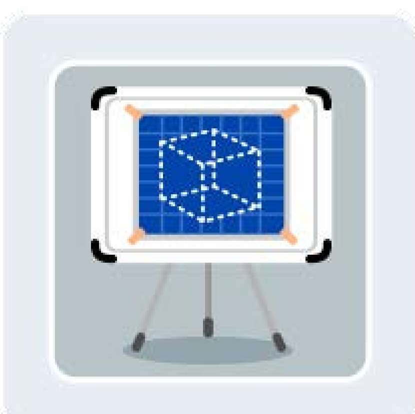
The following pages describe the use of the Web Application Forms (further - application) for **Key action 2 - Cooperation for innovation and the exchange of good practices** in the Erasmus+ Programme.

The Erasmus+ Programme actions are managed by the National Agencies in the Programme Countries and the quality of your application will be assessed against the award criteria specified in the Programme Guide. Make sure that you provide all the necessary information in your application as this allows experts to assess all elements of each award criteria. More information can be found on the page Web Application Forms Guidelines.

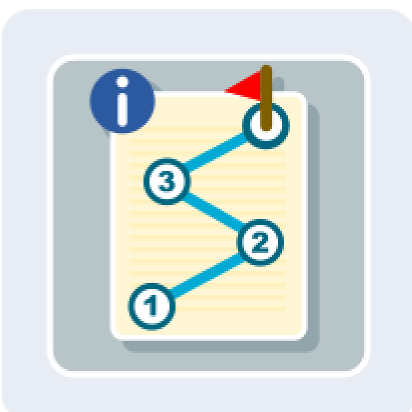
The Web Application Forms are online applications and therefore need a fast and constant Internet connection. It is not possible to work offline with the forms. They can be saved as a draft and can be completed at a later time.

Web Application Forms - Sections and Fields

Below is a brief outline of the various sections and fields within the Web Application Form for KA2 applications. Please note that questions or fields may vary depending on the key action of your application.

Guidelines Outlines the guideline information about the application for KA2 project		**Context** The section asks for general information about the project proposal and abo		**Participating Organisations** This s	

s with the exception of KA229.		ut the National Agency that will receive, assess and decide on the selection of your proposal.		ection asks for the information about the applicant organisation and about other participating or	

				ganisations involved as partners in the project.	
Project Description This section asks for information about the stages of the project.		**Preparation** Asks for information about the preparation you plan to do before the project activities take place.		**Management** Asks for information about the activiti	

				es related to the management of the project including project management meetings between part	

				ner organisations.	
Implementation This section asks about the plans for implementing the project – monitoring activities/plans for handling risks, etc.		**Transnational Project Meetings** This section asks for details such meeting types, sending organisation and distance bands of the transnational project meetings organised by part		**Intellectual Outputs** Asks for detailed information about Intellectual Outputs if t	

		icipating organisations.		hey are to be included. Note – Only Strategic Partnerships supporting Innovation may only apply for d	

				edicated funding for IOs.	
Multiplier Events Asks for information about Multiplier Events Funding only if your project plans to produce IOs.		**Learning, Teaching, Training Activities** This section asks for details about the Learning, Teaching and Training activities you plan to organise, including the amoun		**Special Costs** This section is to provide descriptions and justifications for	

		t of EU grant requested to implement them.		Exceptional Costs and Special Needs needed, additional to the EU grant.	
Timetable This section asks for the list of different		**Follow-up** Asks for information about the expected imp		**Budget Summary** This s	

activities in the project with a short description and estimated timing.		act of your project together with dissemination and evaluation activities you plan to carry out.		ection will provide an overview of the budget of your project and EU grant you request.	
Project Summary Provid		**Annexes** Where relevant		**Checklist**	

e a summary of your project.		documents of the project are attached to complete the application.		This section helps you double-check your application before resubmission.	

Funding Rules

Strategic Partnerships will range from fairly simple cooperation projects between small scale organisations (like schools or informal groups of young people) to rather sophisticated and large-scale projects focusing on the development and exchange of innovative outputs in all fields of education, training and youth. The expenses incurred by the different types of projects will necessarily vary accordingly.

By consequence, the proposed funding model consists of a menu of cost items from which applicants will choose according to the activities they want to undertake and the results they want to achieve. The first two items, "project management and implementation" and "transnational project meetings" are cost items that all types of Strategic Partnerships may apply for, as they are meant to contribute to costs that any project will incur. The other cost items can only be chosen by projects that will pursue more substantial objectives in terms of intellectual outputs/products, dissemination or embedded teaching, training and learning activities. Additionally, if justified by the project activities/outputs, exceptional costs and costs for participation of persons with special needs can be covered.

The total project grant is a variable amount, defined by multiplying 12 500 EUR by the duration of the project (in months), and capped at 450 000 EUR for projects with duration of 36 months.

Related links

Web Forms Implementation KA2

Relevant for...

Call Year	Key Action	Action
2018	KA2 - Cooperation for innovation and the exchange of good practices	KA205 - Strategic Partnerships for youth
2019	KA2 - Cooperation for innovation and the exchange of good practices	KA201 - Strategic Partnerships for School education KA202 - Strategic Partnerships for vocational education and training KA203 - Strategic Partnerships for higher education KA204 - Strategic Partnerships for adult education KA205 - Strategic Partnerships for youth

This section of the application asks about your plans for the implementation of the project, such as monitoring activities, plans for handling of risks, etc.

Take note

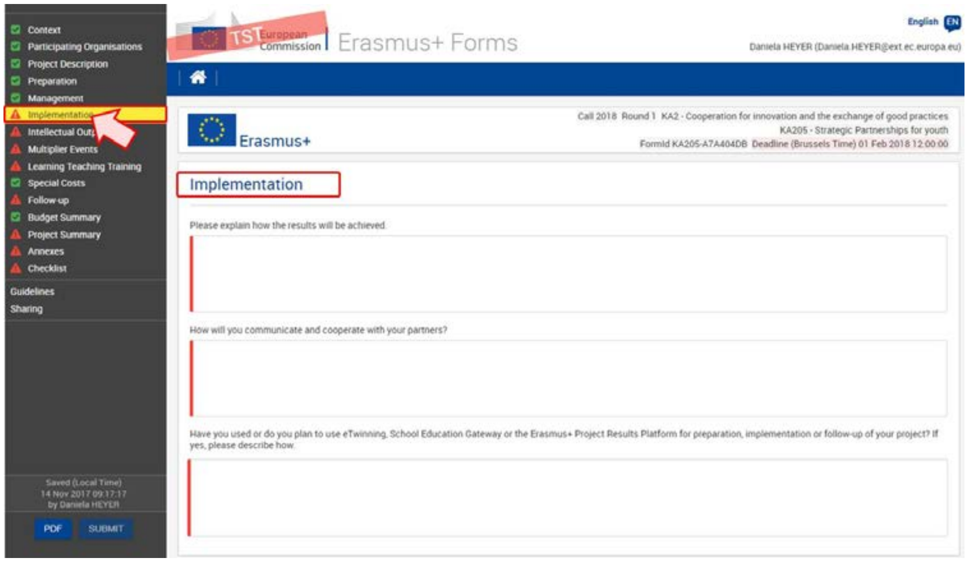
Questions or fields may vary depending on the key action of your application.

Quick steps

1 Click "Implementation" in the side navigation.
2 Provide the required information.

Detailed steps

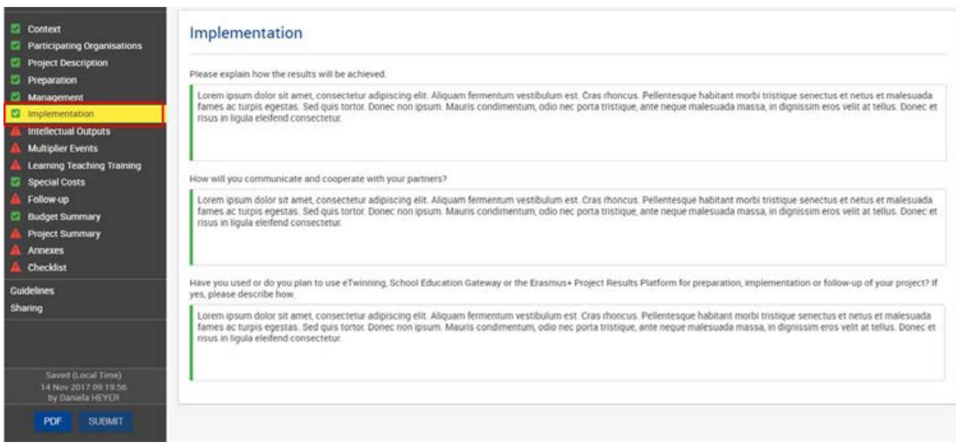
Steps
Click "Implementation" in the side navigation. Access the Implementation part of the application by clicking on **Implementation** in the side navigation.



Provide the required information.

Enter all required details in the implementation screen. All fields are free text fields.

The filled in fields are marked green. **Implementation** in the side navigation will be marked with a green check, once information is available in all required fields.



Related articles

- Application process for Web Forms
- How to use the Distance Band Calculator
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Budget Summary KA2
- Web Forms Checklist
- Web Forms Context
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Implementation KA2

- Web Forms Introduction to KA2 Projects
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Special Costs
- Web Forms Start the application
- Web Forms Submitting an application
- Web Forms: Follow Up
- Web Forms: Project Description
- Web Forms: Project Summary

Web Forms Intellectual Outputs KA2

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

Relevant for...

Call Year	Key Action	Action
2018	**KA2 - Cooperation for innovation and the exchange of good practices**	KA205 - Strategic Partnerships for youth
2019	**KA2 - Cooperation for innovation and the exchange of good practices**	KA201 - Strategic Partnerships for School education KA202 - Strategic Partnerships for vocational education and training KA203 - Strategic Partnerships for higher education KA204 - Strategic Partnerships for adult education KA205 - Strategic Partnerships for youth

This section asks for detailed information about Intellectual Outputs, if you are planning to include any in your project. Only **Strategic Partnerships supporting Innovation** may apply for dedicated funding for Intellectual Outputs.

Take note

Questions or fields may vary depending on the key action of your application.

Quick steps

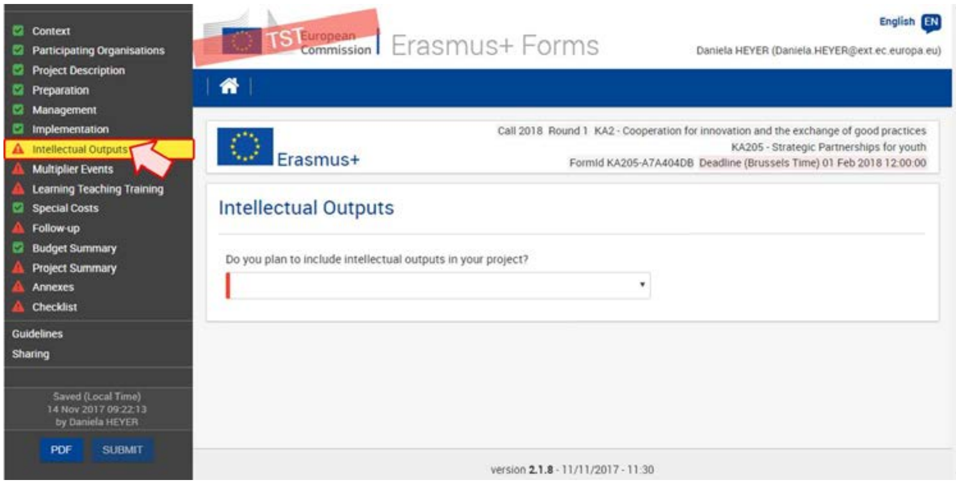
1 Click "Intellectual Outputs" in the side menu.
2 Start entering the required information.
3 Add the first Intellectual Output.
   3.1
   3.2 Provide the mandatory information for the Intellectual Output.
   3.3 Access the Intellectual Output Budget items.
   3.4 Access the Intellectual Outputs Budget details.
   3.5 Enter the number of working days per staff member.
   3.6 Navigate back to the Intellectual Output Budget screen.
   3.7 Continue to update the Intellectual Output Budget details (if applicable).
   3.8 Enter justification of grant request.
4 Add additional Intellectual Outputs.

Detailed steps

Steps

Click "Intellectual Outputs" in the side menu.

Access the Intellectual Outputs section in your application form by clicking **Intellectual Outputs** in the side menu. The Intellectual Outputs screen opens.

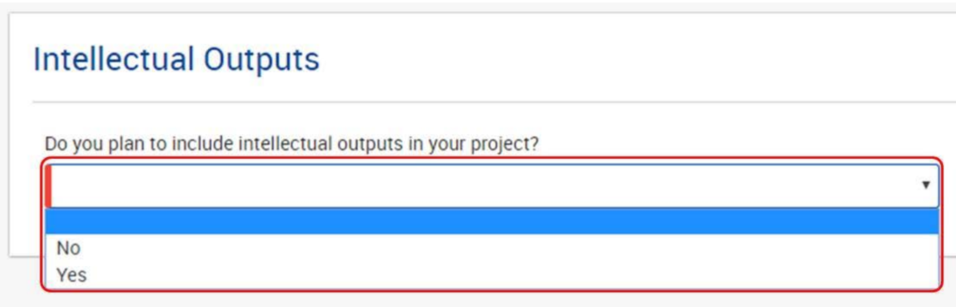


Start entering the required information.

Before you can start encoding the planned Intellectual Outputs for your project, you need to select an answer to the question: **Do you plan to include Intellectual Outputs in your project?**

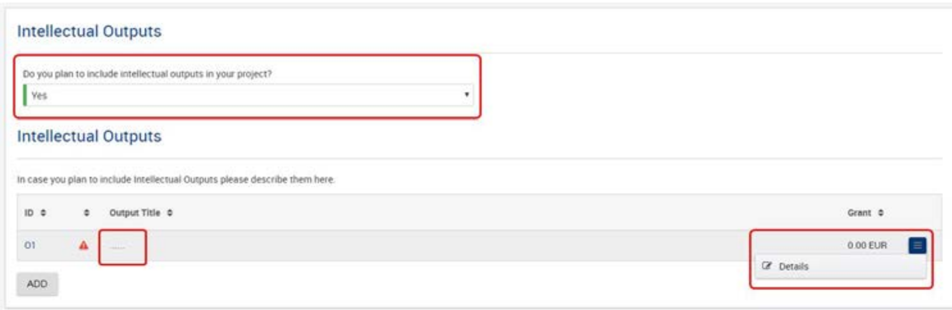
- If you select **No**, no further action is required and you can continue with the next part of your application.
- If you select **Yes**, more fields become available.

> **Information**
>
> This drop-down is automatically set to NO if in the Context section of your application you selected as main objective for the project **Exchange of Good Practises**. In that case, no further action is required in this part of your application.
>
> If you change the answer to NO after you selected YES and already added Intellectual Output details, a warning popup will be displayed: **Are you sure you don't want to include Intellectual Outputs in your project? Already provided records will be deleted.**
>
> If you continue, all already entered details will be removed.

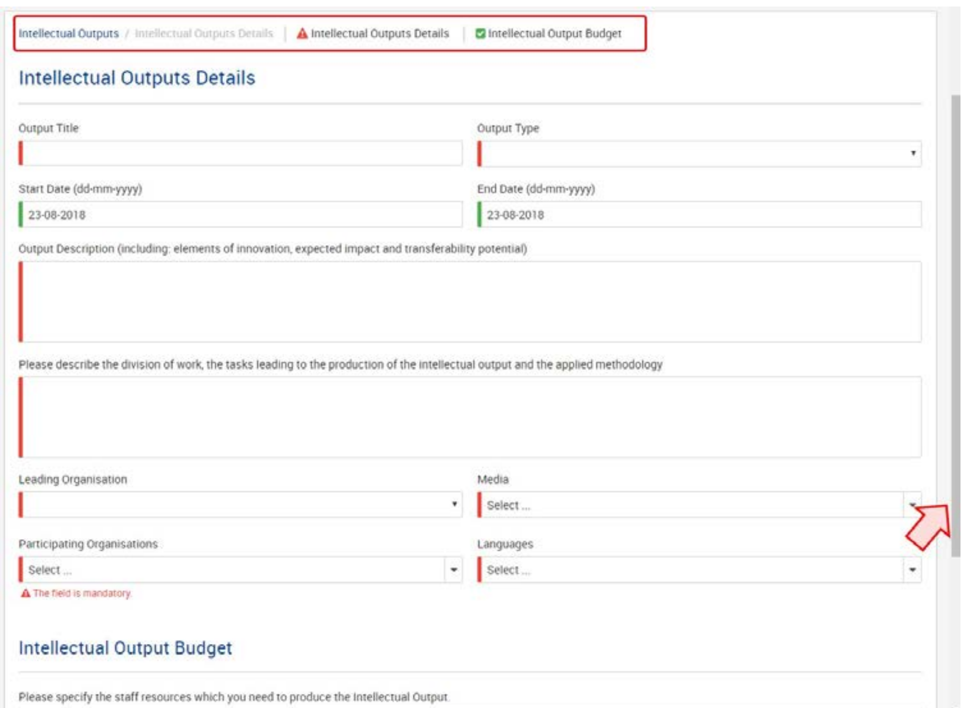


Add the first Intellectual Output.

In the newly opened list of Intellectual Outputs the first row is displayed and empty. To enter the details, click either the **dotted line** or use the **De tails** option from the **Menu button**.



The Intellectual Outputs Details screen opens, consisting of the sub-sections **Intellectual Outputs Details** and **Intellectual Outputs Budget**.

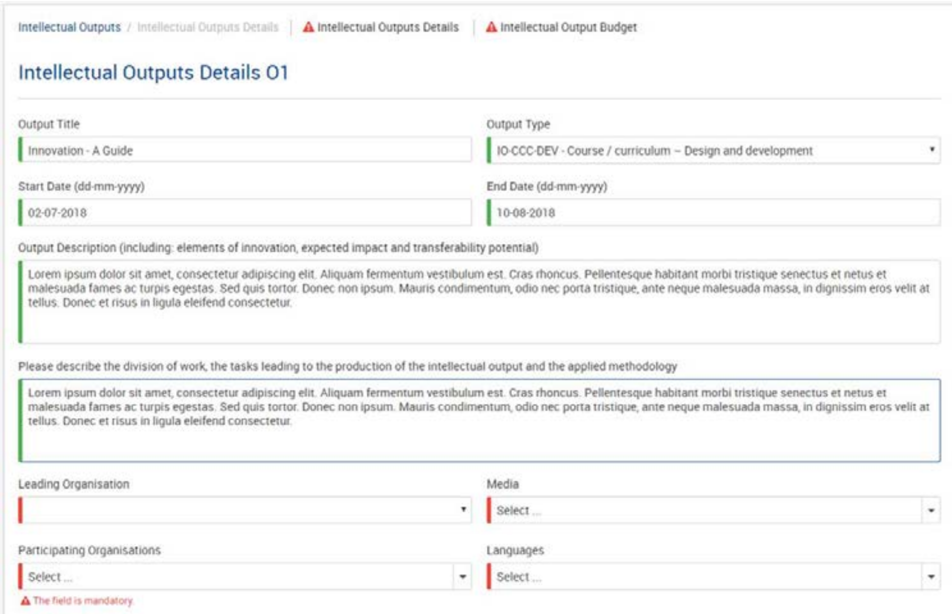


Provide the mandatory information for the Intellectual Output.

Enter the required details for the first Intellectual Output you have planned. Provide following details:

1. **Output Title**: Free text field
2. **Output Type**: Selection drop-down; only one selection possible
3. **Start/End Date:** The start and end dates must be within the project start and end date. On default the start and end date are pre-filled in with the project start date entered under the Context section of your application.
4. **Output Description**: Free text field to include elements of innovation, expected impact and transferability potential
5. **Description of division of work:** Free text field
6. **Leading Organisation**: Selection drop-down displaying the encoded participating organisations to choose from
7. **Participating Organisations**: Selection drop-down where multiple selections are possible, displaying the encoded participating organisations to choose from
8. **Media**: Selection drop-down where multiple selection is possible
9. **Languages**: Selection drop-down where multiple selection is possible

Fields completed will be marked green.

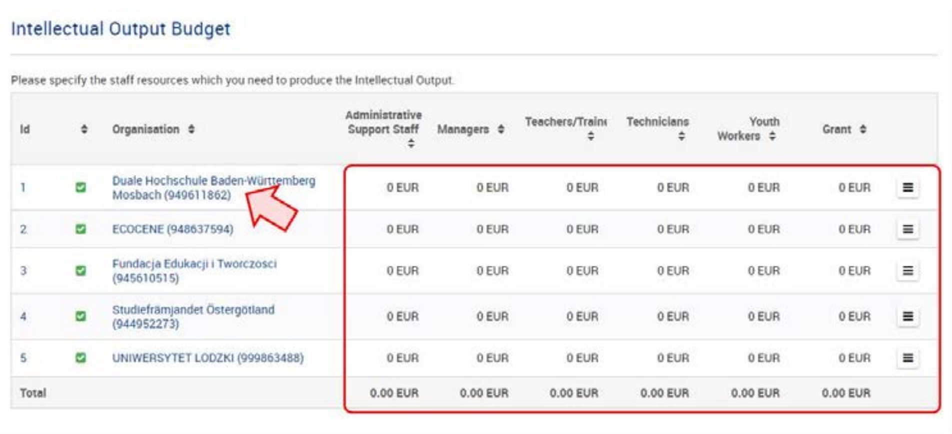


Access the Intellectual Output Budget items.

The second part of the Intellectual Output is the **Intellectual Outputs Budget** where staff resources to help produce the Intellectual Outputs have to be specified.

Use the top navigation or scroll down the screen.

The list displays the organisations participating in this Intellectual Output including the leading organisation; all EUR amounts are set to 0.



Access the Intellectual Outputs Budget details.

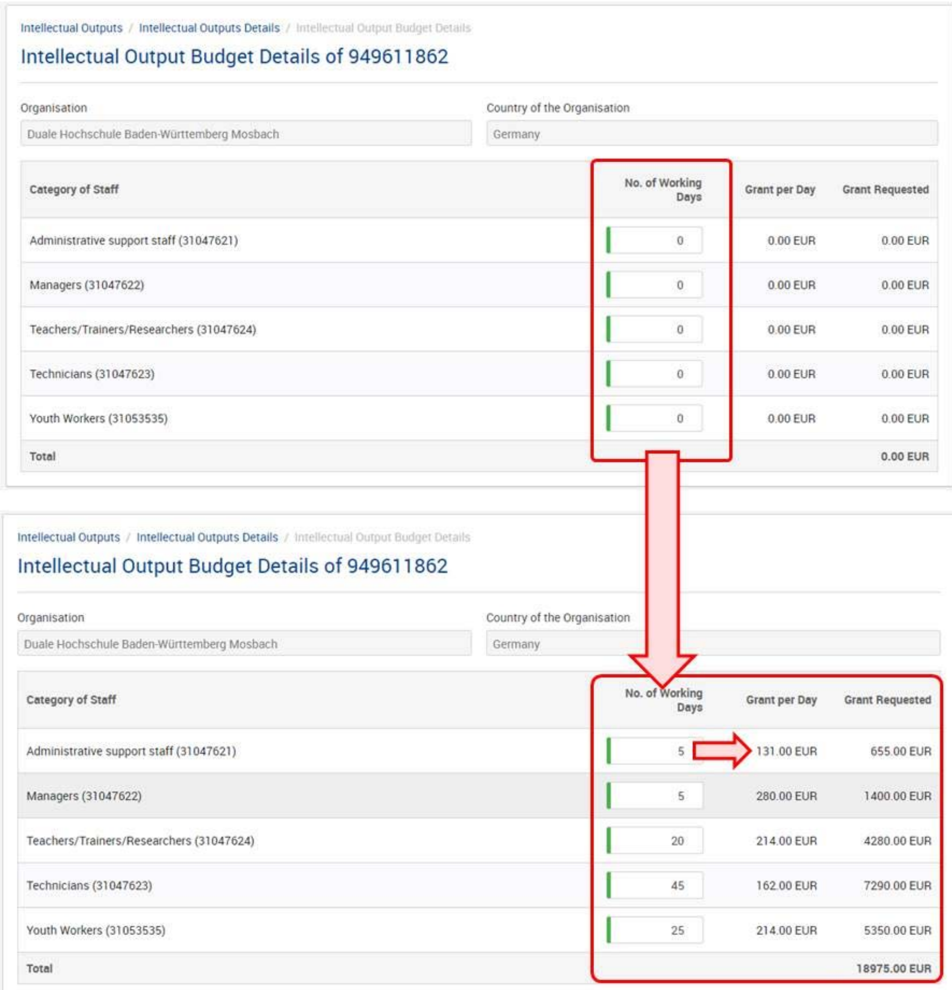
Click the name of the organisation to access the details screen. Alternatively, click the **Menu button** next to the first organisation you want to provide details for and select **Details**.

Enter the number of working days per staff member.

In the Intellectual Output Budget detail screen you first see the Organisation name and Country. Those fields are read only.

In the list below you will have to enter the **No. of Working Days** per staff category. The **Grant per Day** and **Grant Requested** will be displayed and updated automatically.

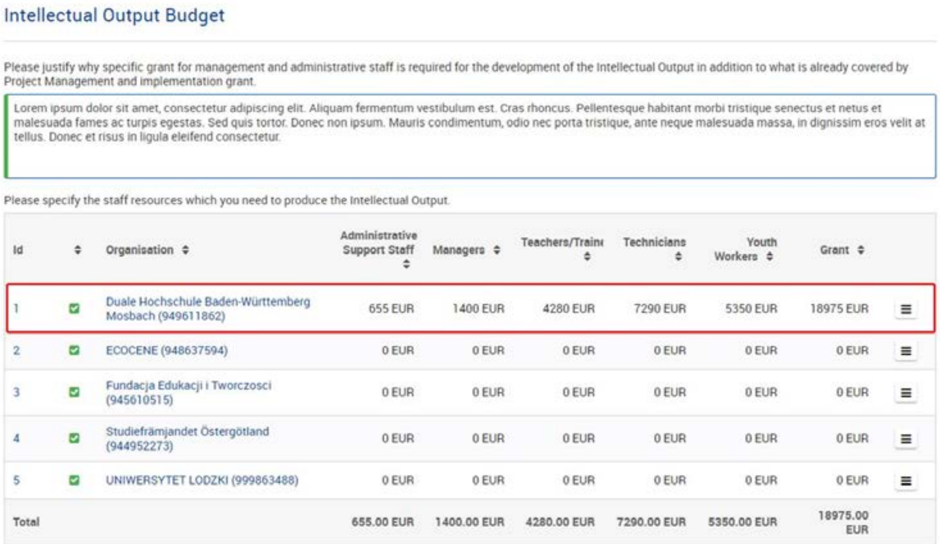
> **Take note**
>
> If you have for one or several staff categories no working days to encode, leave the 0. If the field is empty the item will be marked as incomplete and you won't be able to finalize the application.



Navigate back to the Intellectual Output Budget screen.

Once the items for the first organisation are entered, navigate back to the Intellectual Output Budget screen.

You will now notice that in the row for the organisation you just added staff information, the grant specifics are now displayed.



Intellectual Output Budget

Please justify why specific grant for management and administrative staff is required for the development of the Intellectual Output in addition to what is already covered by Project Management and implementation grant.

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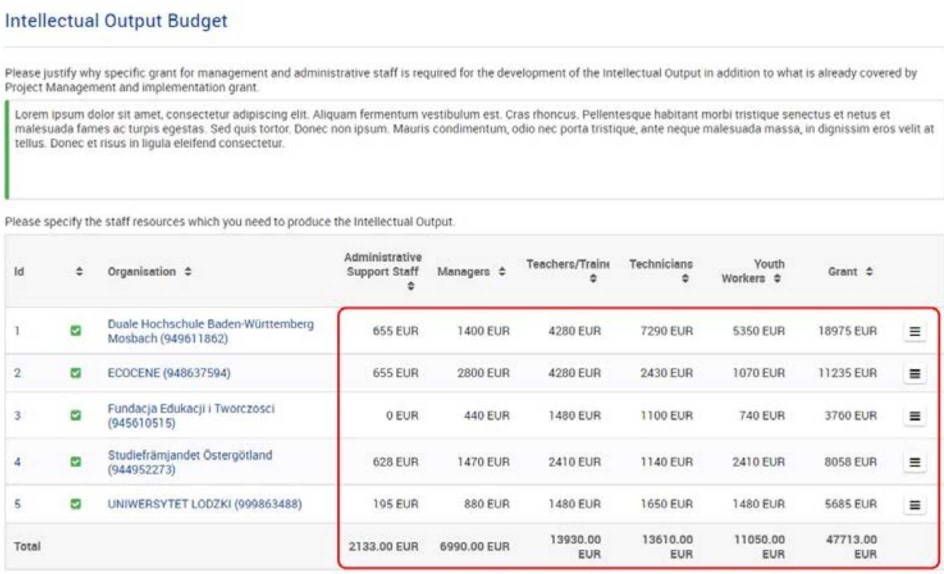
Please specify the staff resources which you need to produce the Intellectual Output.

Id	⇕	Organisation ⇕	Administrative Support Staff ⇕	Managers ⇕	Teachers/Traine ⇕	Technicians ⇕	Youth Workers ⇕	Grant ⇕	
1		Duale Hochschule Baden-Württemberg Mosbach (949611862)	655 EUR	1400 EUR	4280 EUR	7290 EUR	5350 EUR	18975 EUR	≡
2		ECOCENE (948637594)	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	≡
3		Fundacja Edukacji i Tworczosci (945610515)	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	≡
4		Studiefrämjandet Östergötland (944952273)	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	≡
5		UNIWERSYTET LODZKI (999863488)	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	0 EUR	≡
Total			655.00 EUR	1400.00 EUR	4280.00 EUR	7290.00 EUR	5350.00 EUR	18975.00 EUR	

Continue to update the Intellectual Output Budget details (if applicable).

Update the Intellectual Output Budget details for the other organisations visible in the list. Once this is done the grants for the staff types is displayed and also the totals per organisation and the totals for this Intellectual Output.



Intellectual Output Budget

Please justify why specific grant for management and administrative staff is required for the development of the Intellectual Output in addition to what is already covered by Project Management and implementation grant.

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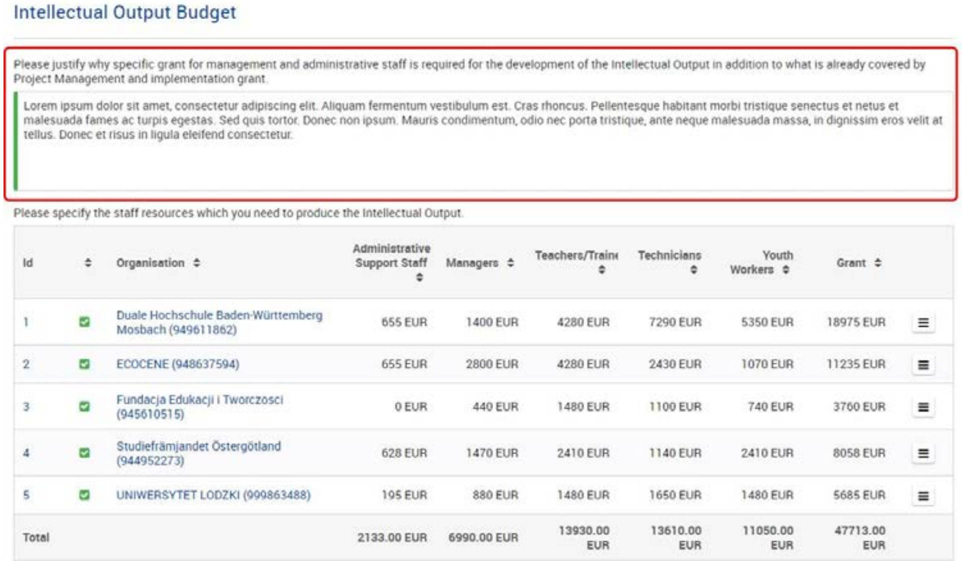
Please specify the staff resources which you need to produce the Intellectual Output.

Id	⇕	Organisation ⇕	Administrative Support Staff ⇕	Managers ⇕	Teachers/Traine ⇕	Technicians ⇕	Youth Workers ⇕	Grant ⇕	
1		Duale Hochschule Baden-Württemberg Mosbach (949611862)	655 EUR	1400 EUR	4280 EUR	7290 EUR	5350 EUR	18975 EUR	≡
2		ECOCENE (948637594)	655 EUR	2800 EUR	4280 EUR	2430 EUR	1070 EUR	11235 EUR	≡
3		Fundacja Edukacji i Tworczosci (945610515)	0 EUR	440 EUR	1480 EUR	1100 EUR	740 EUR	3760 EUR	≡
4		Studiefrämjandet Östergötland (944952273)	628 EUR	1470 EUR	2410 EUR	1140 EUR	2410 EUR	8058 EUR	≡
5		UNIWERSYTET LODZKI (999863488)	195 EUR	880 EUR	1480 EUR	1650 EUR	1480 EUR	5685 EUR	≡
Total			2133.00 EUR	6990.00 EUR	13930.00 EUR	13610.00 EUR	11050.00 EUR	47713.00 EUR	

Enter justification of grant request.

In the Intellectual Output Budget section you will have to enter the **justification for the request**. This is a free text field which is only available once the first Intellectual Output was entered.

Once all details are provided in the screen for the first Intellectual Output the menu item in the side menu will be marked with a green check. You can however continue to add additional Intellectual Outputs.



Intellectual Output Budget

Please justify why specific grant for management and administrative staff is required for the development of the Intellectual Output in addition to what is already covered by Project Management and implementation grant.

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Id		Organisation	Administrative Support Staff	Managers	Teachers/Traine	Technicians	Youth Workers	Grant	
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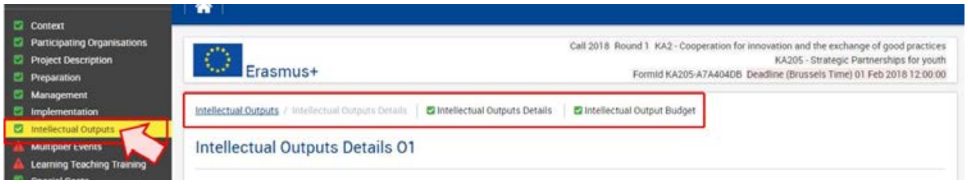
5		UNIWERSYTET LODZKI (999863488)	195 EUR	880 EUR	1480 EUR	1650 EUR	1480 EUR	5685 EUR	
Total			2133.00 EUR	6990.00 EUR	13930.00 EUR	13610.00 EUR	11050.00 EUR	47713.00 EUR	

Add additional Intellectual Outputs.

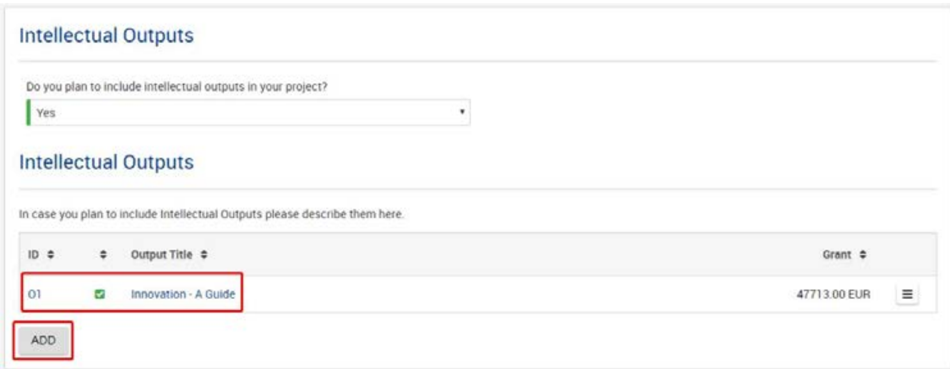
Navigate back to the Intellectual Outputs screen, either via the side navigation or the top navigation.

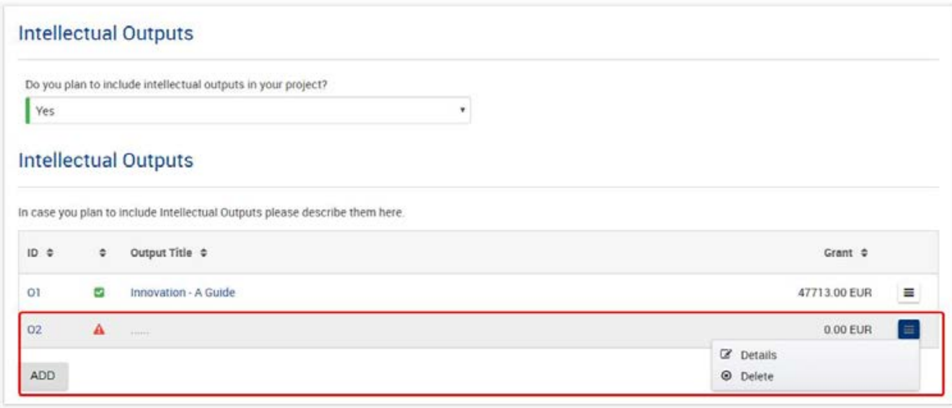


Click the "Add" button.

Under the list of Intellectual Outputs you can click the **Add** button to add additional planned Intellectual Outputs.

As before, the Intellectual Outputs Details screen opens. Encode all information as just explained for the first Intellectual Output.





Editing an Intellectual Output.

If you need to make changes to an already encoded Intellectual Output (example: adding a participating organisation), access the Intellectual Outputs main screen (via side navigation).

In the list of Intellectual Outputs click the **Menu button** next to the Intellectual Output you want to modify and select **Details**. Alternatively click on the Output title.

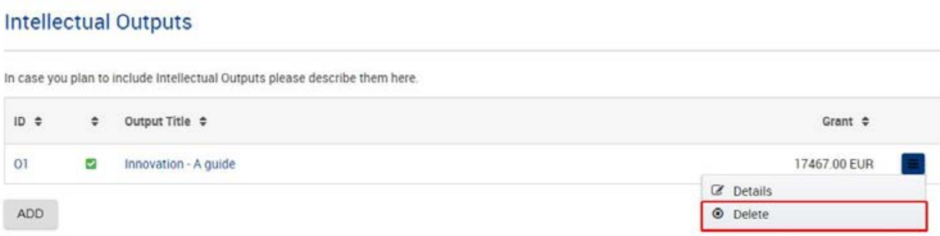
The Intellectual Outputs Details screen opens and you can make changes.

> **Take note**
>
> If you make changes on the Intellectual Outputs (example: change title) after you already encoded Multiplier Events you might find the Multiplier Events section in your application requiring updates as well. If that is the case, the Multiplier Events section in the side navigation will be marked with the red exclamation mark. The same applies should you delete an Intellectual Output already linked to a Multiplier Event.

Deleting an Intellectual Output.

If you want to delete an already encoded Intellectual Output, access the Intellectual Outputs main screen (via side navigation).

In the list of Intellectual Outputs click the **Menu button** next to the Intellectual Output you want to delete and select **Delete**.



Related articles

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Web Forms Multiplier Events KA2

UPDATES COMING

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Relevant for...

Call Year	Key Action	Action
2018	**KA2 - Cooperation for innovation and the exchange of good practices**	KA205 - Strategic Partnerships for youth
2019	**KA2 - Cooperation for innovation and the exchange of good practices**	KA201 - Strategic Partnerships for School education KA202 - Strategic Partnerships for vocational education and training KA203 - Strategic Partnerships for higher education KA204 - Strategic Partnerships for adult education KA205 - Strategic Partnerships for youth

This section asks for information about **Multiplier Events**.

Funding under this category can only be requested if your project plans to produce substantial Intellectual Outputs that can be disseminated through the Multiplier Events.

Other dissemination activities will be supported via Management and Implementation.

Take note

Questions or fields may vary depending on the key action of your application.

Quick steps

1 Click "Multiplier Events" in the side menu.
2 Add the first Multiplier Event.
  2.1 Provide the Multiplier Event details.
  2.2 Provide the Multiplier Event Budget.
  2.3 Add additional Multiplier Event Budget items.
  2.4 Delete a Multiplier Event Budget item.
3 Add additional Multiplier Events.

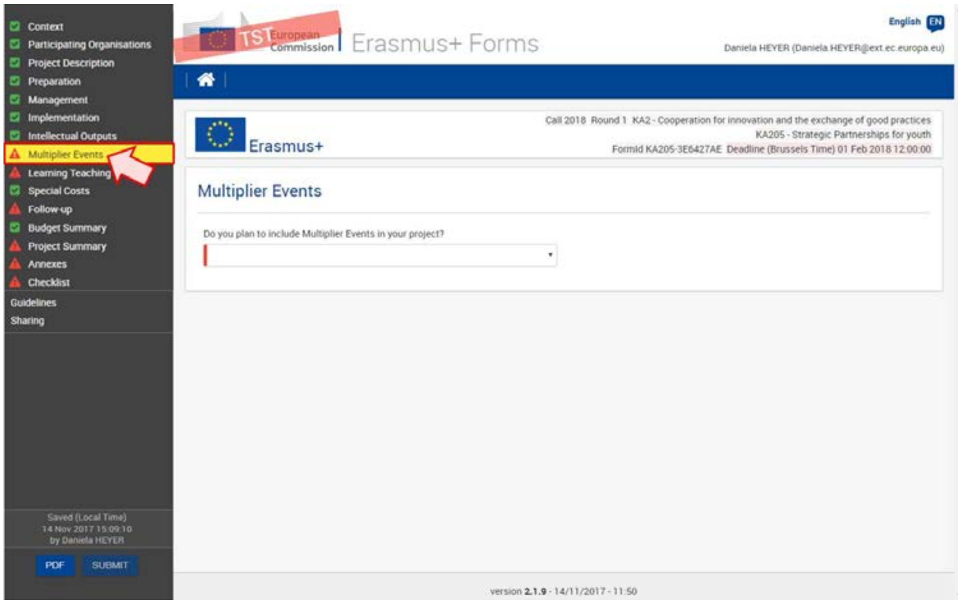
4 Edit a Multiplier Event.
5 Delete a Multiplier Event.

Detailed steps

Steps

Click "Multiplier Events" in the side menu.

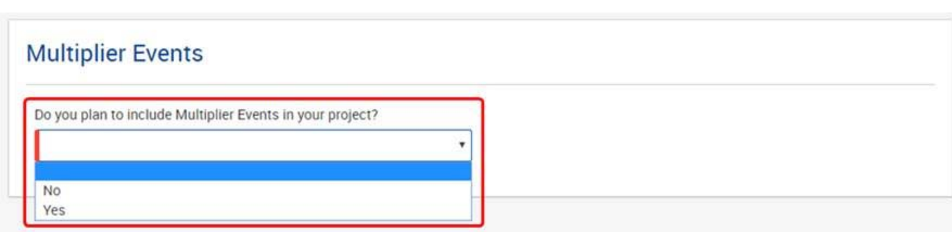
In order to record any planned Multiplier Events, click **Multiplier Events** in the side menu.



Do you plan to include Multiplier Events in your project?

Before you can enter information on Multiplier Events you have to answer the question **Do you plan to include Multiplier Events in your project?** using the available drop-down.

> **Important**
>
> This drop-down is automatically set to **NO** if in the Context section of your application you selected as main objective for the project **Exchange of Good Practices**. In that case, no further action is required in this part of your application.
>
> Grant support for Multiplier Events can only be asked for if the project intends to produce substantial Intellectual Outputs. Other dissemination activities will be supported under the grant menu items Management and Implementation.



Selecting **Yes** will open the list of Multiplier Events and you can enter the details.

Selecting **No** means no further action in this part of the application is required. You can proceed to the next step of your application.

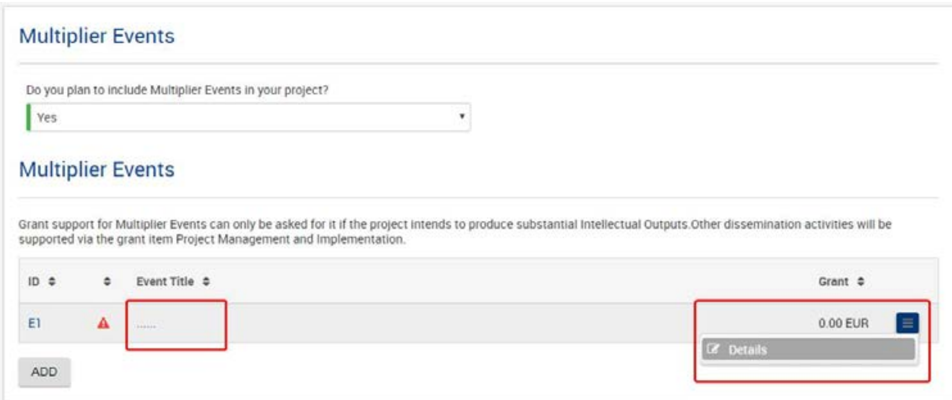
> **Information**

If you change the answer from **Yes** to **No** and already added multiplier events earlier, a warning pop-up will be displayed: **Are you sure you don't want to include ME in your project? Already provided records will be deleted**.

If you continue, all entered details will be removed.

Add the first Multiplier Event.

After choosing **Yes** in the drop-down menu, the list of Multiplier Events opens with the first row displayed empty. Click the **Menu** button and select **Details** or click on the **dotted line** to access the specific details screen.

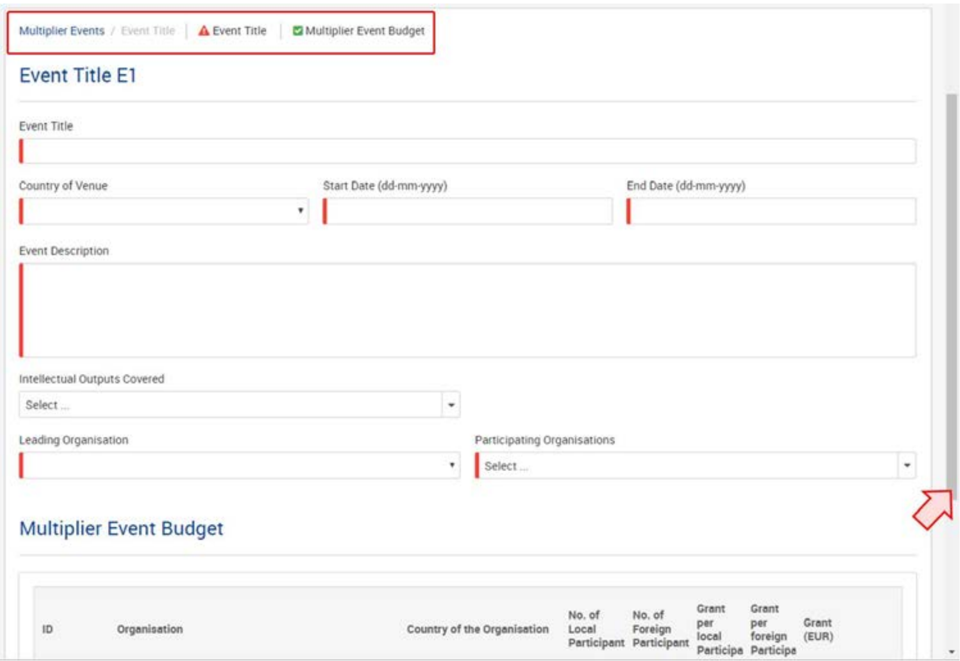


Provide the Multiplier Event details.

The Multiplier Events Details screen opens, consisting of **Multiplier Events Details** and **Multiplier Event Budget**.

In this section, provide information on:

1. **Event Title**: Free text field.
2. **Country of Venue**: Drop-down menu displays all available programme and partner countries.
3. **Start and End Date**: This must be within the project start and end date.
4. **Event Description**: Free text field.
5. **Intellectual Output Covered**: Selectable from the list entered in the Intellectual Outputs section where multi-selection is possible. Each intellectual output can be added only once.
6. **Leading Organisation**: Selectable from the list of organisations added under Participating Organisations.
7. **Participating Organisations**: Selectable from the list of organisations added under Participating Organisations and not already selected as Leading Organisation.



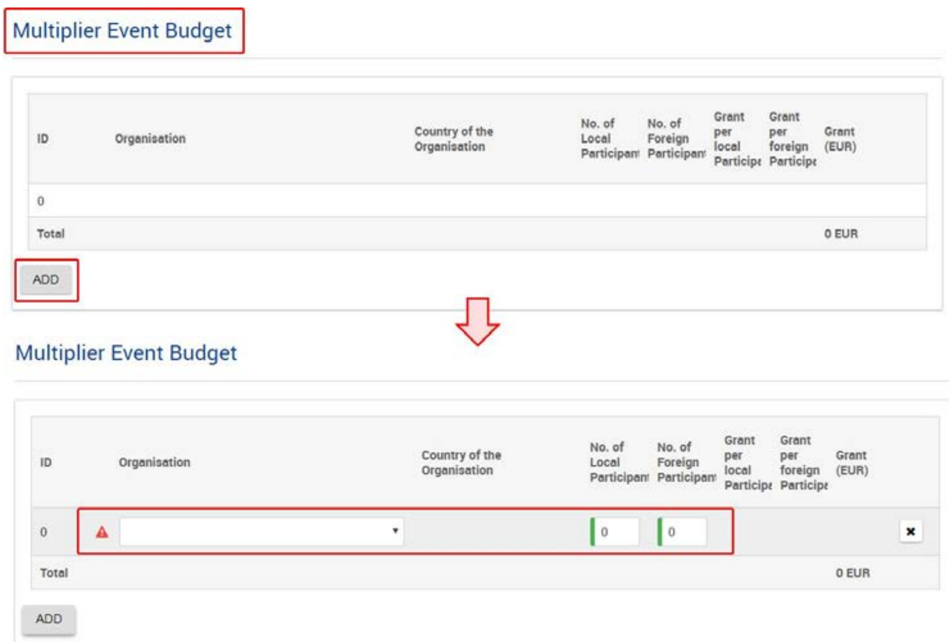
Provide the Multiplier Event Budget.

In the bottom part of the screen you provide the **Multiplier Event Budget** information. Click the **ADD** button to enter the first budget information.

Details to enter are:

- Select the **Organisation**: Drop-down displaying organisations added in the Activity Leading Organisation or Participating Organisations.
- **No. of Local Participants**
- **No. of Foreign Participants**
- The **Grant** fields will be auto-populated.

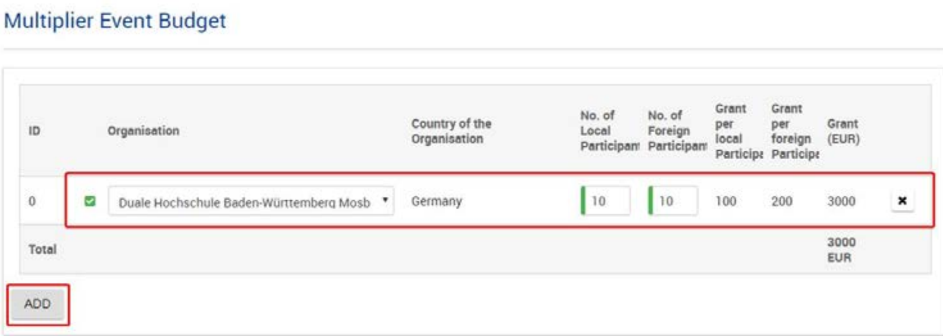
> **Take note**
>
> If you have no local or foreign participants for one of the budget items, enter **0**. Leaving the field empty will mark the item as incomplete and you won't be able to finalize the application.



Add additional Multiplier Event Budget items.

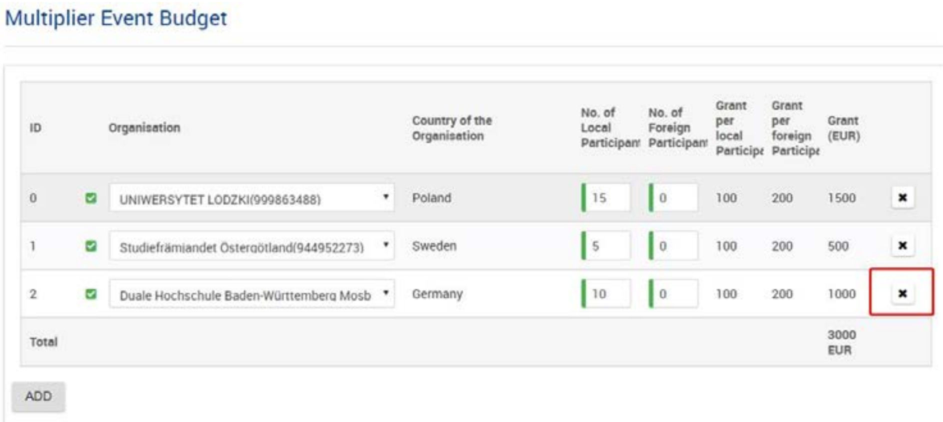
If you need to add more budget items for your Multiplier Event click the **ADD** button below the list and enter the required information.

> **Take note**
>
> The maximum budget for Multiplier Events is 30 000 EUR per project. Should your entered Multiplier Events exceed this limit, a warning will be displayed, stating: "**The total grant requested for Multiplier Events cannot exceed a maximum of 30 000 EUR per project.**" In such case you will have to adjust your Multiplier Events to lessen the budget item total.



Delete a Multiplier Event Budget item.

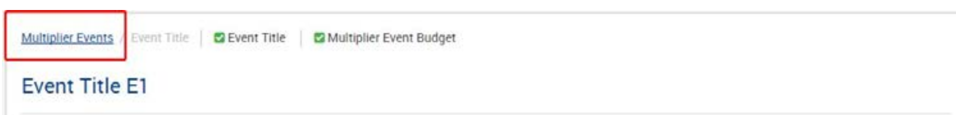
To delete a budget from the list, click the **X** button next to the item.



Add additional Multiplier Events.

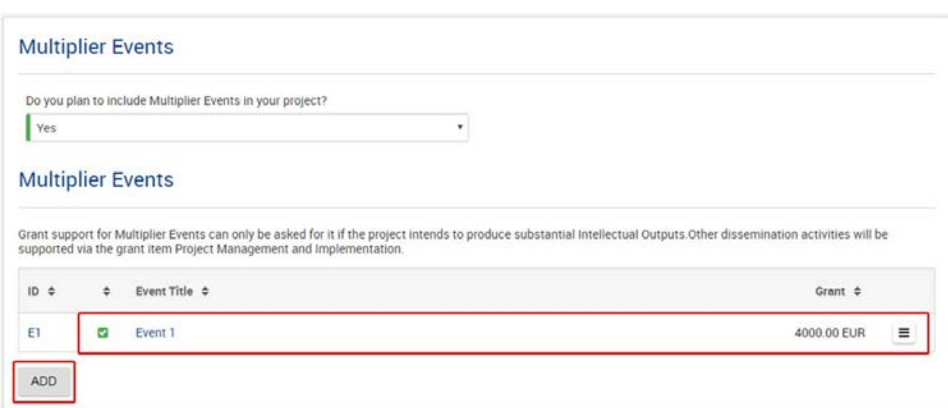
Once all information for the first Multiplier Event is entered, the related menu item in the side navigation will be marked with a green check.

To add additional Multiplier Events, navigate back to the Multiplier Events screen via the top navigation or via the side menu.



You will notice that the first Multiplier Event entered is now displayed in the list and marked with a green check.

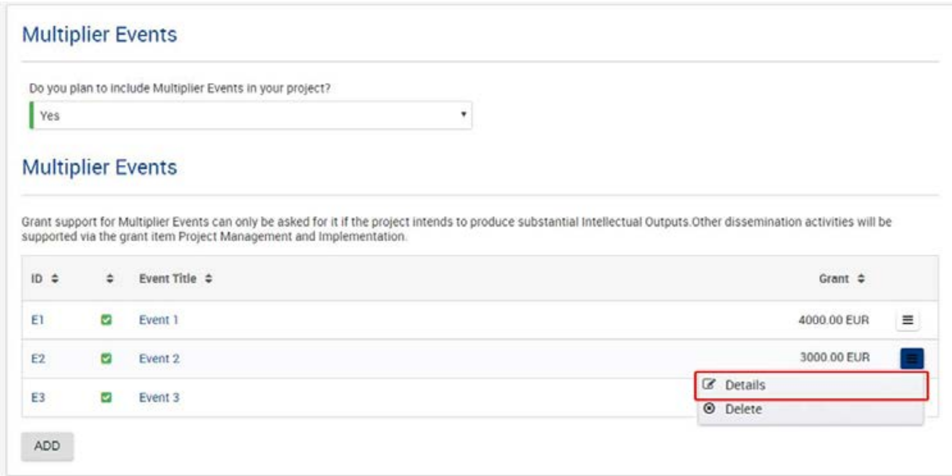
Click the **ADD** button below the list to add the next Multiplier Event. Provide all information as you did with the first Multiplier Event and repeat for all planned Multiplier Events.



Edit a Multiplier Event.

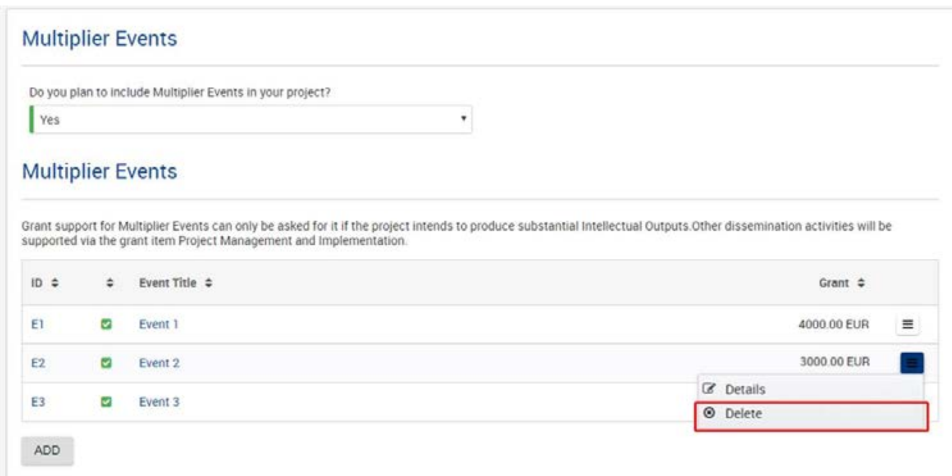
To edit a Multiplier Event click the **Menu** button next to the event and select **Details**. Alternatively click on the Event Title of the event you need to update.

The Multiplier Events Detail screen opens again where you can make the adjustments.



Delete a Multiplier Event.

To delete a Multiplier Event, click the **Menu button** next to it and select **Delete**. All information entered for this event (including details and budget items) will be deleted.



Related articles

- Application process for Web Forms
- How to use the Distance Band Calculator
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
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Web Forms Management KA2

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

Relevant for...

Call Year	Key Action	Action
2019	**KA2 - Cooperation for innovation and the exchange of good practices**	KA201 - Strategic Partnerships for School education KA202 - Strategic Partnerships for vocational education and training KA203 - Strategic Partnerships for higher education KA204 - Strategic Partnerships for adult education KA205 - Strategic Partnerships for youth

This section asks for information about the the activities related to the management of the project, including project management meetings between partner organisations.

Take note

Questions or fields may vary depending on the key action of your application.

Quick steps

1 Click "Management" in the side menu.
2 Provide information about the project activities.
    2.1 "Funds for Project Management and Implementation".
    2.2 The "Transnational Project Meetings" tab.
    2.3 Update the "Transnational Project Meetings Summary".
    2.4 Provide Meeting Title, Starting Period, Leading Organisation and Country of Venue.
    2.5 Select Sending Organisation, enter No. of Participants and Distance band.
3 Add additional meetings.
4 Edit or Delete a Transnational Project Meeting.
5 Click the "Project Management" tab.

Detailed steps

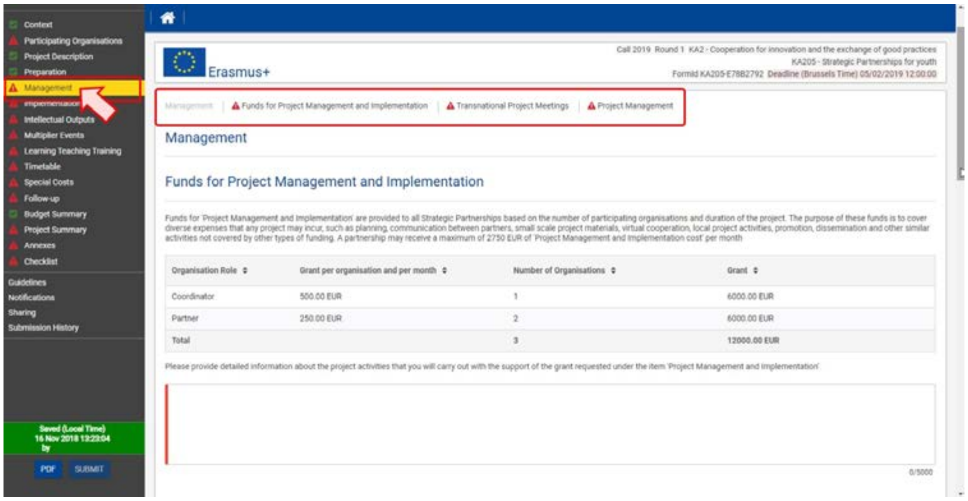
Steps

Click "Management" in the side menu.

Click **Management** in the side menu and the **Management** section opens.

It consists of the following main sections:

- **Funds for Project Management and Implementation** - Detailed information about funding for project management and implementation.
- **Transnational Project Meetings** - Description, timing, participants and location of transnational project meetings.
- **Project Management** - Specific information about the project management procedures, such as budget control and project activity monitoring.

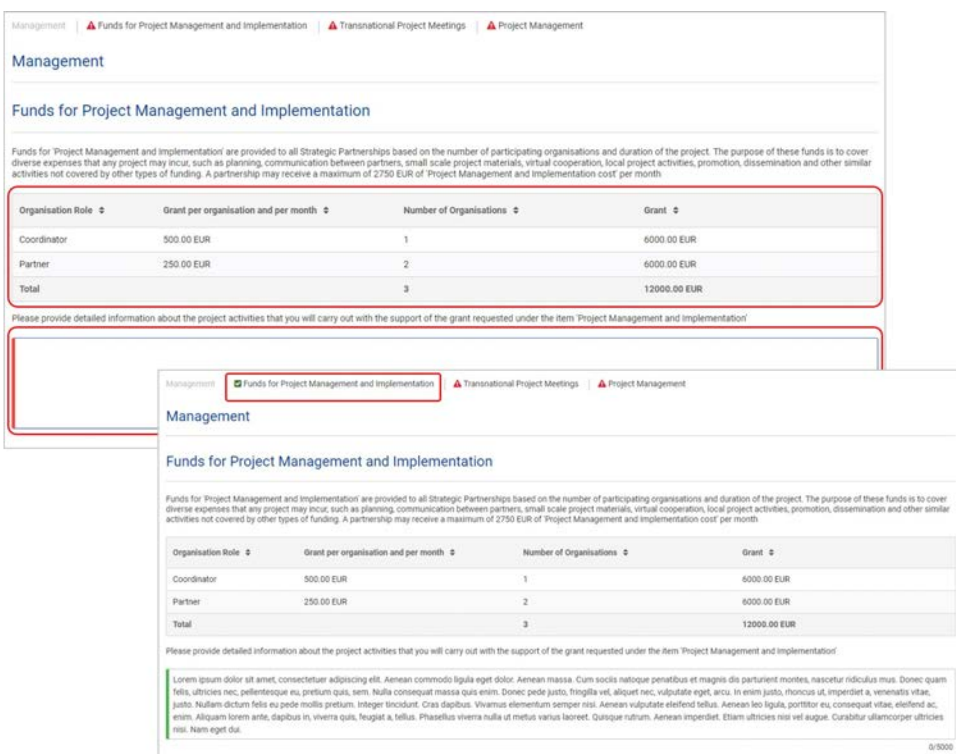


Provide information about the project activities.

"Funds for Project Management and Implementation".

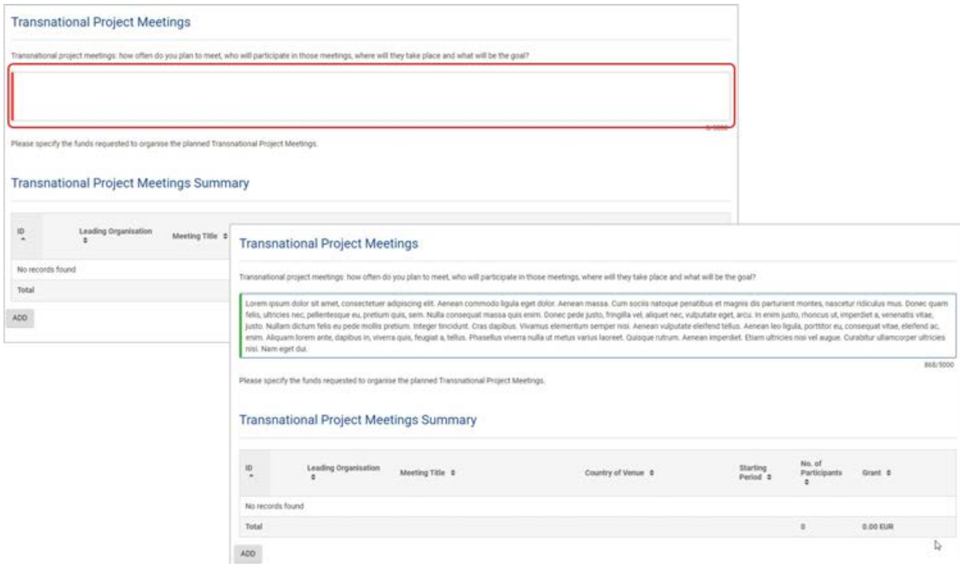
In the **Funds for Project Management and Implementation** section, you have to provide information about the project activities you want to carry out with the support of the grant requested under the item **Project Management and Implementation**. Enter the information in the available free text field.

You will notice that the information in the displayed table in this section is pre-filled in, using basic information about the organisations provided earlier in the application.



The "Transnational Project Meetings" tab.

Scroll down or click the **Transnational Project Meetings** tab from the navigation bar at the top of the page. In this part you have to provide a description of any meetings planned in the free text field.



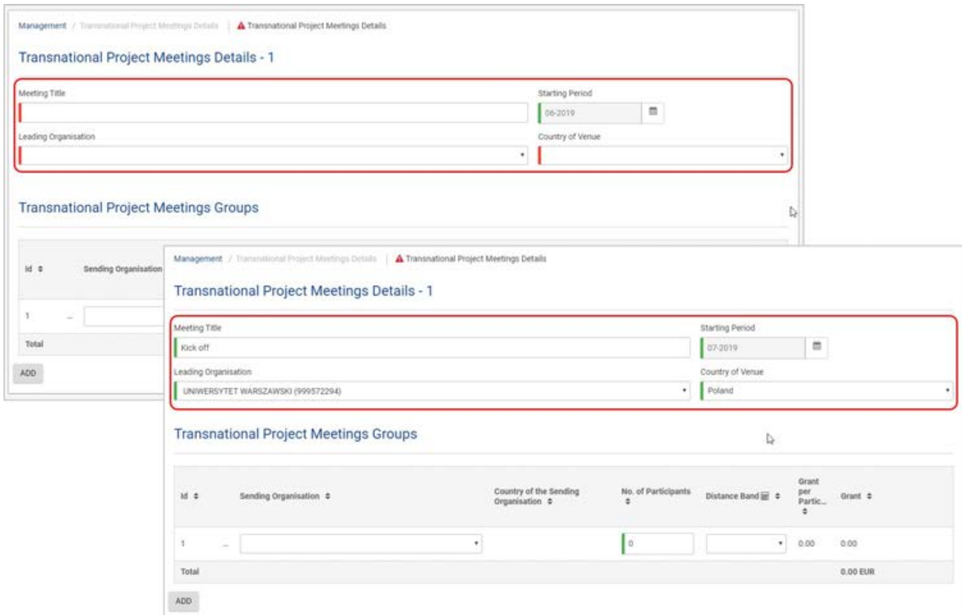
Update the "Transnational Project Meetings Summary".

To provide specific information for all **Transnational Project Meetings** you plan to have, click the **ADD** button. In the empty row, select **Details** from the Menu button.

Provide Meeting Title, Starting Period, Leading Organisation and Country of Venue.

Enter the required details.

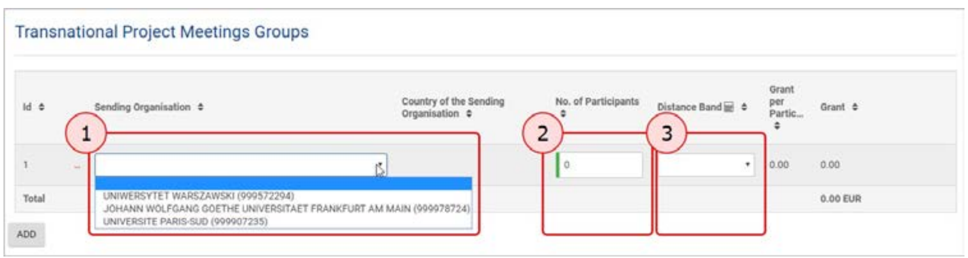
- **Meeting Title:** Free text field.
- **Leading Organisation:** Drop-down; Displays all organisations previously added under Participating Organisations.
- **Starting Period:** Drop-down. Opens a calendar to choose from.
- **Country of Venue:** Drop-down; Displays the list of Erasmus Program Countries to select from.



Select Sending Organisation, enter No. of Participants and Distance band.

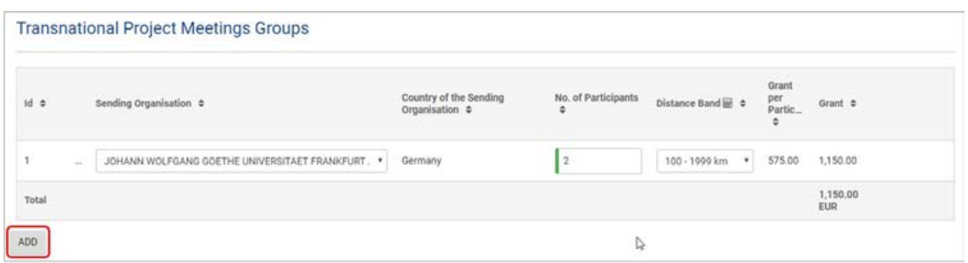
1. Select the **Sending Organisation** from the drop-down.
2. Enter the **Number of Participants**.
3. Select the correct **Distance Band** from the drop-down.

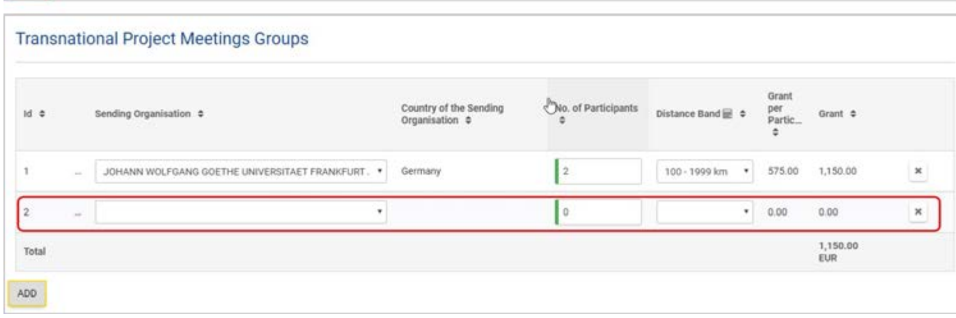
Grant per Participant (EUR) and **Grant (EUR)** will be filled in automatically.



To add additional organisations and participants, use the **Add** button and add the required information in the same way.

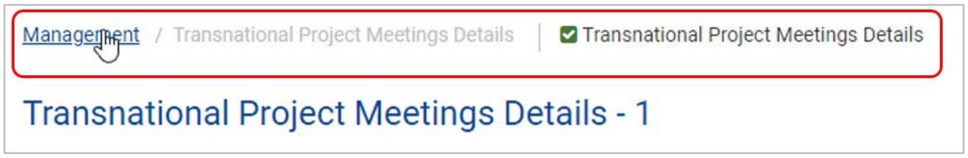
Click the **X** button to delete Sending Organisation details.





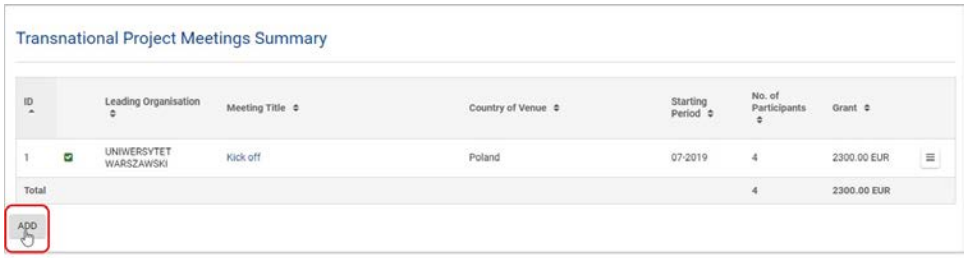
Once all details are entered, the Transnational Project Meetings Details in the top navigation is marked with a green check, indicating it's completion.

Navigate back to the **Management** screen via the top navigation or the side menu.

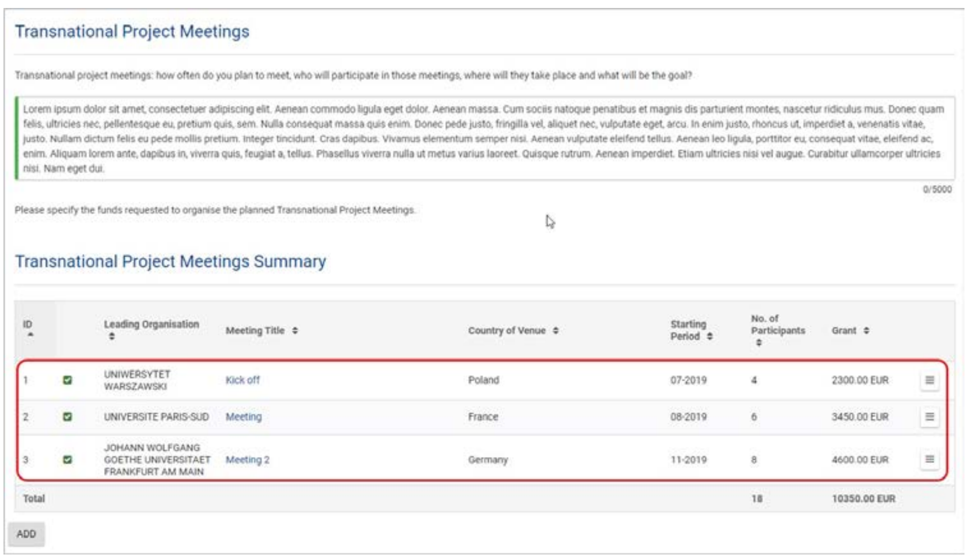


Add additional meetings.

Via the **Add** button, you can provide details on additional meetings you have planned. The process and information required is the same as previously explained.



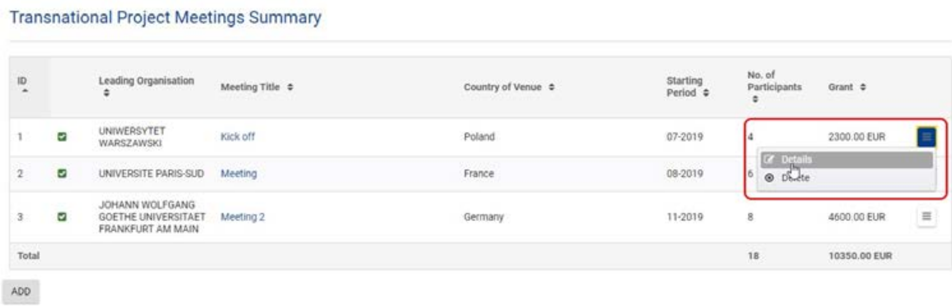
All added Transnational Project Meetings will be displayed in the list after they have been encoded. The **Grant** and **Total** for the meetings are auto-calculated.



Edit or Delete a Transnational Project Meeting.

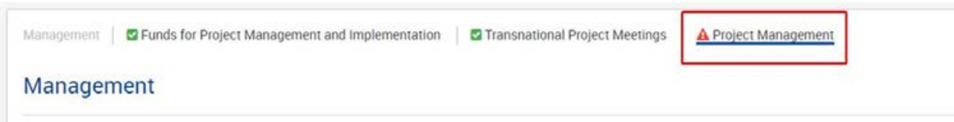
To edit an already encoded Transnational Project Meeting, click the **Menu button** and select **Details**. You can also click on the **Meeting Title** to open the Transnational Project Meeting Details screen to make changes.

To remove an already entered meeting, click the **Menu button** and select **Delete**.

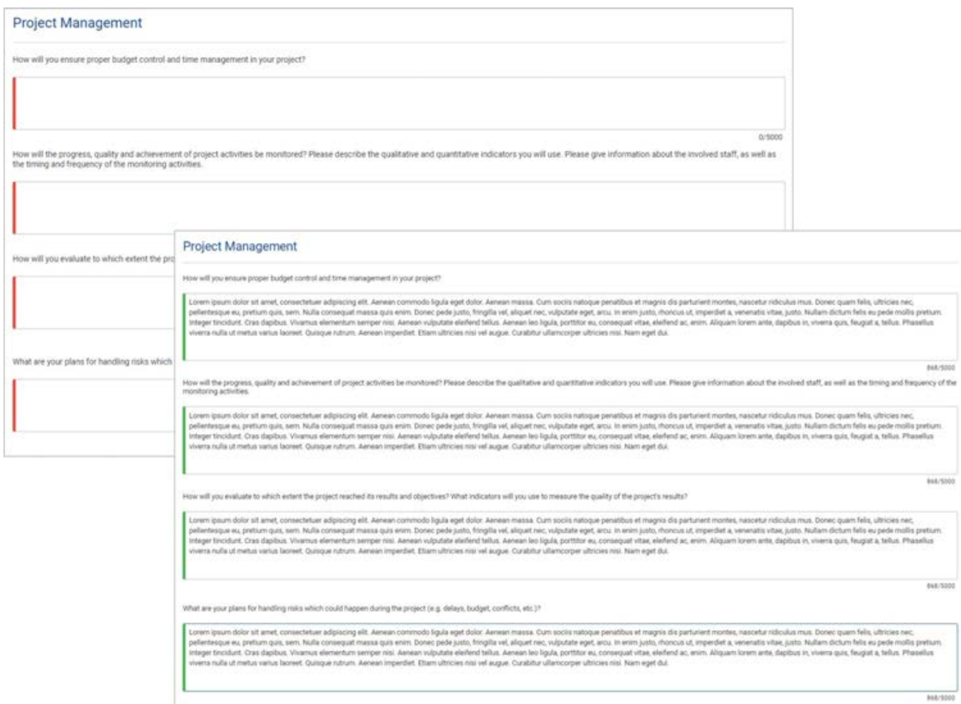


Click the "Project Management" tab.

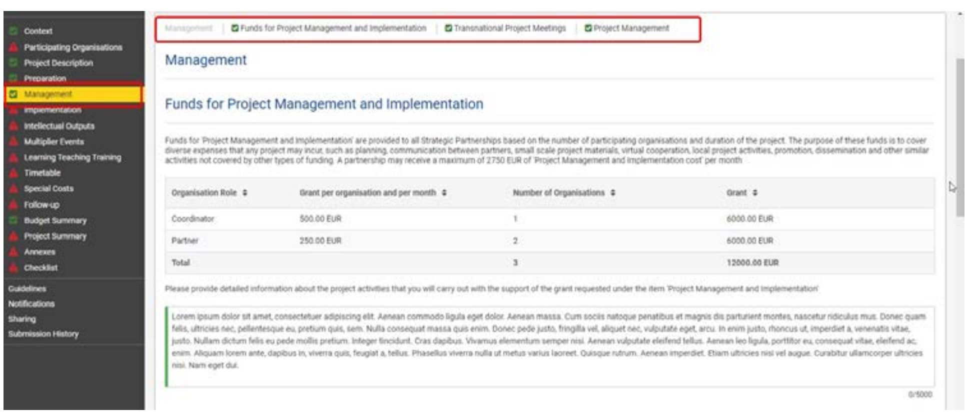
Click the **Project Management** tab in the top navigation.



All fields in this section are free text fields. Once all details are entered, the fields will be marked green.



If all sections under **Management** are filled in, the section in the side navigation is marked with a green check. All sub-sections also display a green check in the top navigation.



Related articles

- Application process for Web Forms
- How to use the Distance Band Calculator
- Web Application Forms Guidelines
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Web Forms Budget Summary KA2

Relevant for...

Call Year	Key Action	Action
2018	**KA2 - Cooperation for innovation and the exchange of good practices**	KA205 - Strategic Partnerships for youth KA229 - School Exchange Partnerships
2019	**KA2 - Cooperation for innovation and the exchange of good practices**	All

This section provides an overview of the budget of your project and EU grant requested. All calculations in the Web Application Forms are done in the background.

You can find the detailed funding rules including the specific amounts per project section for KA2 projects in the **Erasmus+ Programme Guide.**

Take note

Details displayed may vary depending on the key action and main objective of your application.

Quick steps

1 Access the "Budget Summary" via the side menu.
2 The "Project Budget Summary".
3 The "Transnational Project Meetings" budget.
4 The "Intellectual Outputs" budget.
5 The "Multiplier Events" budget.
6 The "Learning, Teaching and Training Activities" budget.
7 The "Special Needs" budget.
8 The "Exceptional Costs" budget.
9 The "Budget per Organisation".

Detailed steps

Steps

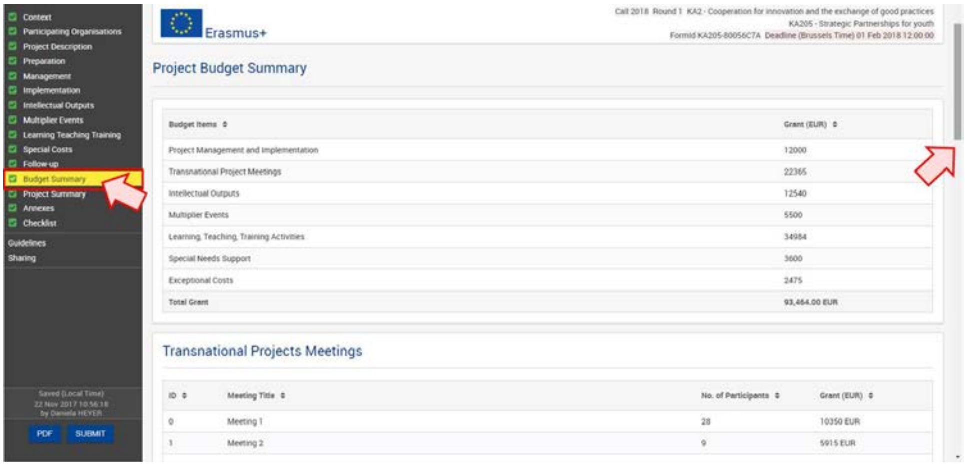
Access the "Budget Summary" via the side menu.

Click **Budget Summary** in the side menu. The budget summary screen opens. This part of your application is read-only and will provide you an easy to read overview of the budget details for your planned project.

Information

The maximum grant awarded is a variable amount, defined by multiplying €12,500 EUR by the duration of the project (in months) and up to €450,000 EUR for projects with duration of 36 months.

More specific details are available in the **Erasmus+ Programme Guide.**



The "Project Budget Summary".

The first table provides you with the budget overview per project section. You will find the total amounts calculated for your planned **Budget Items,** for example items such as:

- Project Management and Implementation
- Transnational Project Meetings
- Intellectual Outputs
- Multiplier Events
- Learning, Teaching and Training Activities
- Special Needs Support
- Exceptional Cost

If you did not encode any details under Intellectual Outputs you will find no amount displayed in column **Grant (EUR)**.

Project Budget Summary

Budget Items	Grant (EUR)
Project Management and Implementation	12000
Transnational Project Meetings	22365
Intellectual Outputs	12540
Multiplier Events	5500
Learning, Teaching, Training Activities	34984
Special Needs Support	3600
Exceptional Costs	2475
Total Grant	93,464.00 EUR

The "Transnational Project Meetings" budget.

Scrolling down will display further detailed budget sections. The **Transnational Project Meetings** budget table displays the earlier entered **Transnational Project Meetings** including the number of participants and Grant (EUR) per meeting.

Transnational Projects Meetings

ID	Meeting Title	No. of Participants	Grant (EUR)
0	Meeting 1	28	10350 EUR
1	Meeting 2	9	5915 EUR
2	Meeting 3	9	6100 EUR
Total			22365.00 EUR

The "Intellectual Outputs" budget.

In the table summarizing the detailed budget for **Intellectual Outputs**, you will find the amount per staff category and the number of working days for each encoded **Intellectual Output**. You will also see the total budget of all encoded Intellectual Outputs.

Intellectual Outputs

ID	Output Title	Category of Staff	No. of Working Days	Grant (EUR)
O1	Innovation - A guide	Administrative support staff	4	524.00
O1	Innovation - A guide	Managers	10	1,456.00
O1	Innovation - A guide	Teachers/Trainers/Researchers	45	4,730.00
O1	Innovation - A guide	Technicians	20	1,100.00
O1	Innovation - A guide	Youth Workers	45	4,730.00
Total				12,540.00 EUR

The "Multiplier Events" budget.

The **Multiplier Events** budget provides an overview of the encoded **Multiplier Events**, Country of Venue and Participants (Local and Foreign). For each event the grant is displayed together with the total of all planned events.

Multiplier Events

ID	Event Title	Country of Venue	No. of Local Participants	No. of Foreign Participants	Grant (EUR)
E1	Event 1	Poland	10	0	1,000.00
E2	Event 2	Poland	15	0	1,500.00
E3	Event 3	Germany	30	0	3,000.00
Total					5,500.00 EUR

The "Learning, Teaching and Training Activities" budget.

The **Learning, Teaching and Training Activities** budget table provides an overview of the encoded **Learning, Teaching and Training Activities** incl uding Total Travel Grant per activity, any requested Individual Support and Linguistic Support.

Learning, Teaching, Training Activities

ID	Activity Type	Total Travel Grant	Grant for Exceptional Costs or Expensive Travel	Total Individual Support Grant	Total Linguistic Support Grant	Grant (EUR)
C1	SP-HE-IPL Intensive programmes for higher education learners	5,400.00 EUR	900.00 EUR	9,000.00 EUR	0.00 EUR	15,300.00 EUR
C2	SP-HE-SHORT Short-term joint staff training events	3,600.00 EUR	600.00 EUR	15,484.00 EUR	0.00 EUR	19,684.00 EUR
C3	SP-ADULT-BLEND Blended mobility of adult learners	5,600.00 EUR	1,200.00 EUR	50,192.00 EUR	0.00 EUR	56,992.00 EUR
Total		14,600.00 EUR	2,700.00 EUR	74,676.00 EUR	0.00 EUR	91,976.00 EUR

The "Special Needs" budget.

If you entered any **Special Needs** support, the summary of the grant amounts of those items are displayed in the table.

Special Needs

ID	Description and Justification	Grant (EUR)
0	Description & Justification	1,500.00
1	Description & Justification	2,100.00
Total		3,600.00 EUR

The "Exceptional Costs" budget.

If you entered any **Exceptional Costs** items under the **Special Cost** section of your application, they will be displayed with the grant amounts in this table.

Exceptional Costs

ID	Description and Justification	Grant
0	Description & Justification	1,500.00
1	Description & Justification	750.00
2	Description & Justification	2,250.00
Total		4,500.00 EUR

The "Budget per Organisation".

The last budget table available lists the **Budget per Organisation**.

Budget per Organisation

Organisation	Country of Organisation	Grant (EUR)
UNIWERSYTET LODZKI	Poland	6000
HOCHSCHULE FUR NACHHALTIGE ENTWICKLUNG EBERSWALDE	Germany	3000
UNIVERZITA KOMENSKEHO V BRATISLAVE	Slovakia	3000

Here you have the possibility to check more details, by clicking the **Menu** button and choosing **Show Budget Details**.

Budget per Organisation

Organisation	Country of Organisation	Grant (EUR)
UNIWERSYTET LODZKI	Poland	6000
HOCHSCHULE FUR NACHHALTIGE ENTWICKLUNG EBERSWALDE	Germany	Show Budget Details
UNIVERZITA KOMENSKEHO V BRATISLAVE	Slovakia	3000

Another table opens where you will find all budget items listed specific to the organisation.

UNIWERSYTET LODZKI

Budget Items	Grant (EUR)
Project Management and Implementation	6000
Transnational Project Meetings	5175
Intellectual Outputs	12540
Multiplier Events	2000
Learning, Teaching, Training Activities	
Special Needs Support	1500
Exceptional Costs	3750
Total Grant	30,965.00 EUR

Related articles

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Web Forms Learning Teaching and Training Activities (KA201, KA202, KA203, KA204, KA205)

Relevant for...

Call Year	Key Action	Action
2020 onward	**KA2 - Cooperation for innovation and the exchange of good practices**	KA201 - Strategic Partnerships for School education KA202 - Strategic Partnerships for vocational education and training KA203 - Strategic Partnerships for higher education KA204 - Strategic Partnerships for adult education KA205 - Strategic Partnerships for youth

In this section of the application you have the possibility to provide information about **Learning, Teaching and Training Activities** you are planning to include in your project.

Our example shows Learning, Teaching and Training Activities for a KA205 - Strategic Partnerships for youth application form. The process explained is the same for KA201 - Strategic Partnerships for School education, KA202 - Strategic Partnerships for vocational education and training, KA203 - Strategic Partnerships for higher education and KA204 - Strategic Partnerships for adult education applications.

For KA203 - Strategic Partnerships for higher education you find specific instructions at the bottom of the page with regards to Invited teachers /experts for intensive study programme activities.

> **Take note**
>
> Questions or fields may vary depending on the action you apply for. Please read the onscreen information carefully to complete the relevant fields and sections.

Quick steps

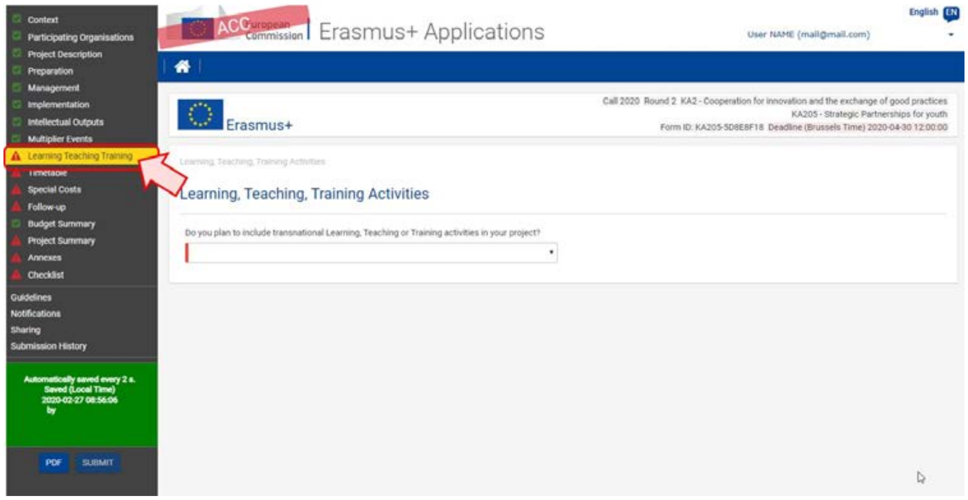
6 Provide "Background Information".
7 KA203 Specifics: Invited teachers/experts for intensive study programme activities.

Detailed steps

Steps

Click "Learning Teaching Training" in the side menu.

Click **Learning Teaching Training** in the side menu and the **Learning Teaching Training** screen opens.

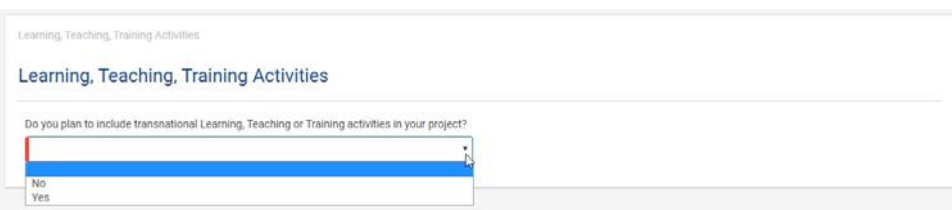


Answer the question about transnational Learning, Teaching or Training activities.

Before you can encode any details you have to answer the question: **Do you plan to include transnational learning, teaching or training activities in your project?**

Choose **Yes** from the drop-down menu if you plan such activities. Selecting Yes will open the list of Learning, Teaching and Training Activities and you can add details.

If you select **No**, no further action in this section of the application is needed and you can continue to the next section.



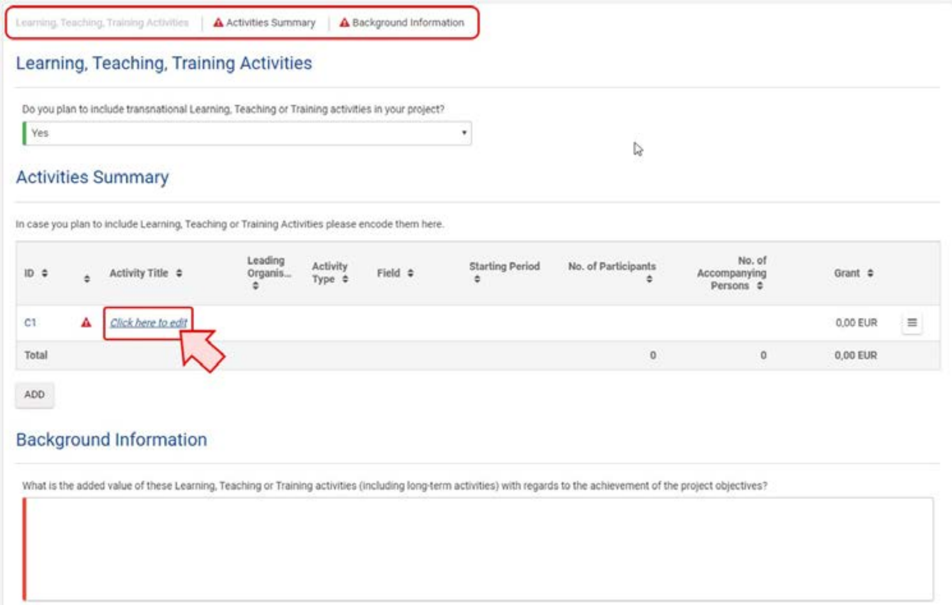
> **Take note**
>
> If you choose **No** after you have added Learning, Teaching or Training activities a warning pop-up will appear: **Are you sure you want to change the answer of this question? Please note that if you change your answer all information you have provided in related questions will be permanently removed.**
>
> If you click on **OK** the entire section including the already entered background information will be deleted.

Add the first Learning, Teaching, Training Activity.

The Activity Details.

If you answered the initial question with **Yes**, you can now start to provide information on the Learning, Teaching or Training Activities you have planned. This part of the application consists of two parts: **Activities Summary** and **Background Information**.

Start providing information in the **Activities Summary** table. The first row displayed (**C1**) is empty. Click on the hyperlinked **Click here to edit** text or alternatively use the **menu button** and select the **details** option to enter the information for the first activity.

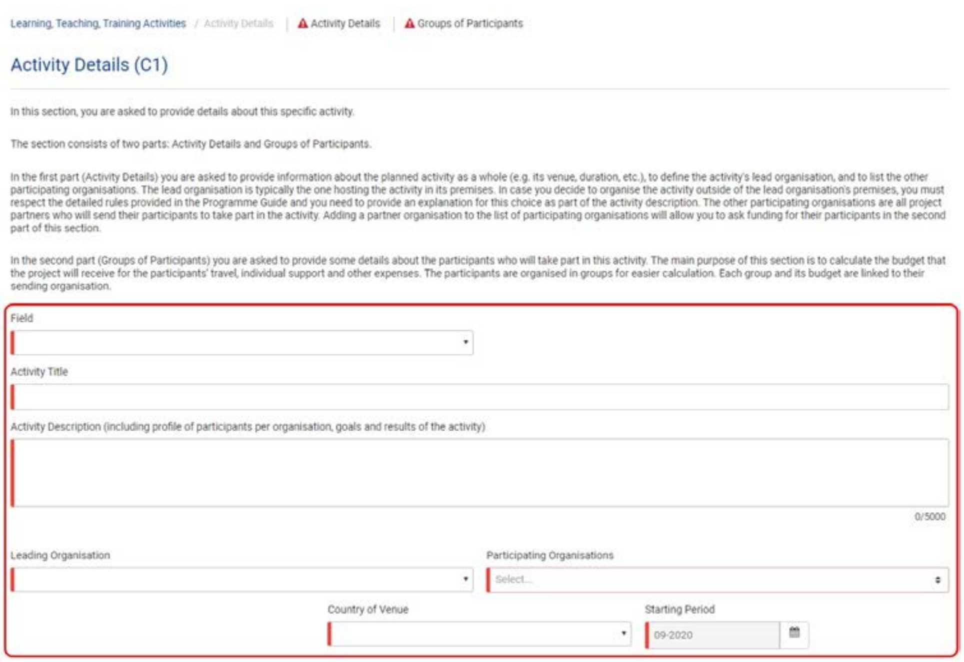


The **Activity Details (C1)** screen opens; consisting of the two sections **Activity Details** and **Groups of Participants**.

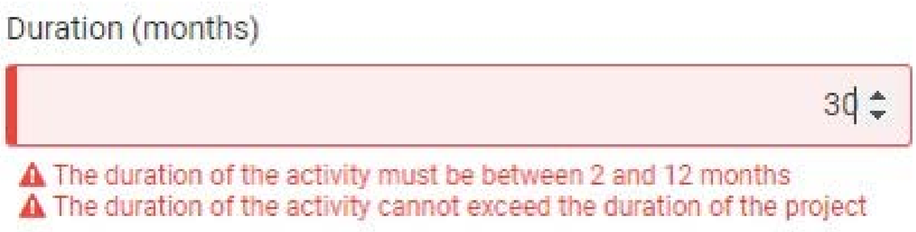
Provide all mandatory information in the **Activity Details** section, indicated in red. You have to select or fill in the following details:

1. **Field**: Drop-down to specify the field of education, training and youth for the planned activity.
2. **Activity Type**: Drop-down to select the type of activity. The options available depend on the previous **Field** selection.
3. **Activity Title**: Free text field.
4. **Activity Description:** Free text field.
5. **Leading Organisation:** Any organisation which was added in the **Participating Organisations** section can be selected from the drop-down.
6. **Participating Organisations:** Drop-down. Multi-selection possible where any organisation which was added in the **Participating Organisations** section and **not** selected as **Leading Organisation** can be selected.
7. **Duration:** Either in days or months; depending on activity the type. The minimum duration of the activity type needs to be respected. Travel days do not count in the duration of the activity.
8. **Country of venue:** Drop-down list of countries: Activities must take place in the seat of an institution of the European Union or in the countries of the organisation's participating in the project.
9. **Starting period**: Select the month of the starting period via the calendar function.

In our example, we are encoding a Long-term study mobility of pupils for a school activity. Once the information is entered in the mandatory fields, they are marked green.

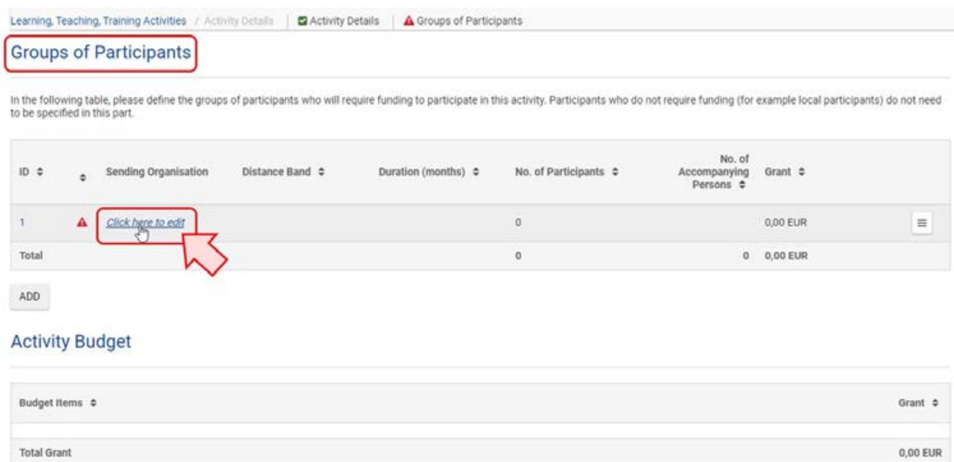


If any information is entered incorrectly, a warning message will appear.



Add the "Groups of Participants" for the activity.

In the **Groups of Participants** section of your screen, Click on the hyperlinked **Click here to edit** text or alternatively use the **menu button** and select the **details** option to enter the details on the groups of participants of this activity.



Provide the Group details.

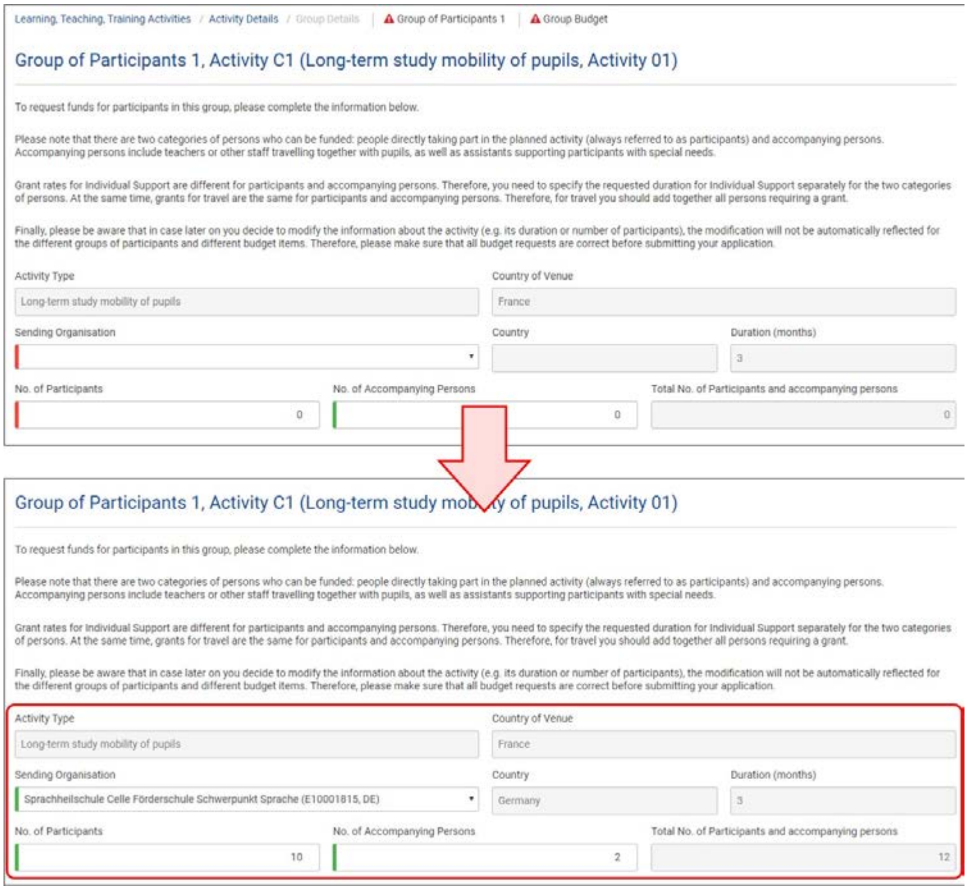
In the **Group of Participants** screen, you provide information for each group of participants related to the specific activity.

Add information on following items:

- **Sending Organisation:** Drop-down; it can be selected from the list of organisations added to the activity.
- **Number of participants** and **Accompanying persons:** Enter the number of participants and accompanying persons.

The other available fields will be updated according to the information provided in these two fields.

- **Country of Venue:** Read-only; Using the information encoded earlier in the Activity Details > Country of Venue.
- **Duration**: Read-Only; Using the information encoded earlier in the Activity Details > Duration
- **Total No. of Participants and accompanying persons:** Automatically calculated.



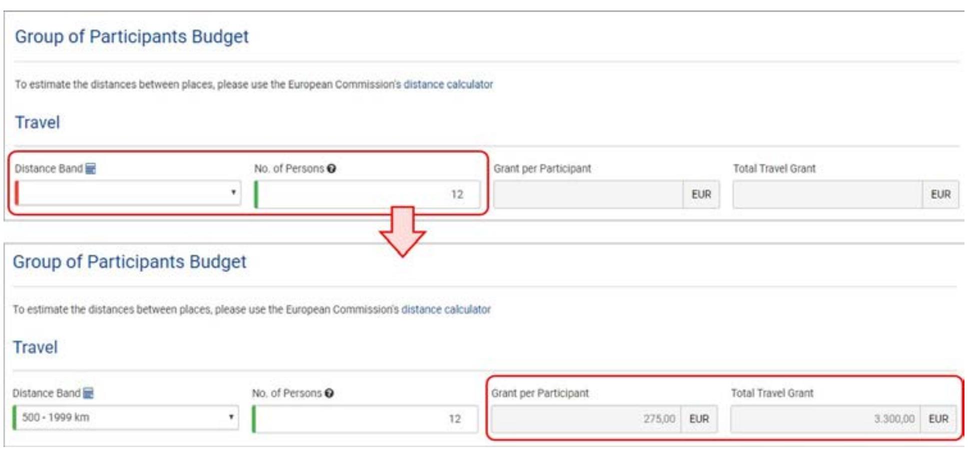
Update the "Group of Participants Budget" - "Travel".

The second part of the group details is the **Group of Participants Budget,** divided into the sections: **Travel**, **Exceptional Costs for Expensive Travel** and **Individual Support**.

In the **Travel** section, you need to:

- Select the **Distance Band**.
- The **No. of Participants requiring a Travel Grant** (including accompanying persons) is prefilled. This number can be edited if the number of participants requiring a travel grant is lower than the total of all participants.

Once these details are entered, the **Grant per Participant** and **Total Travel Grant** are populated.



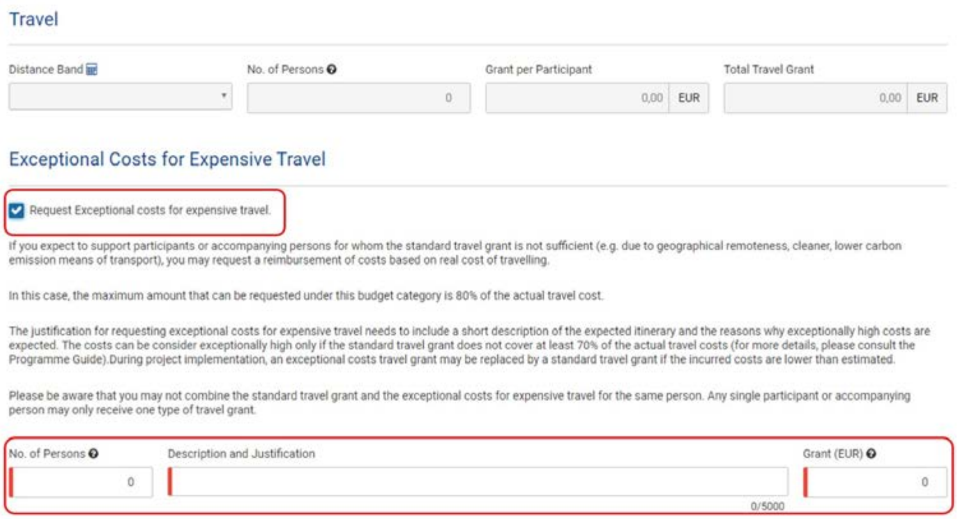
Add "Exceptional costs for Expensive Travel" (if applicable).

On default, the check box under **Exceptional cost for Expensive Travel** is not ticked. No information has to be entered if you do not require this type of funding.

If you however have to request such cost, check the box and provide the following details:

1. **No. of Participants** eligible for such exceptional cost. By default the number of participants is filled in but, if needed, you can adjust this number.
2. Enter a **Description and Justification** for the request of these costs.
3. The **Grant** requested; which can be up to 80% of eligible costs.

> **Take note**
>
> If you select the Exceptional Costs for Expensive Travel, the Travel section will grey out and any information you may have entered earlier is removed.

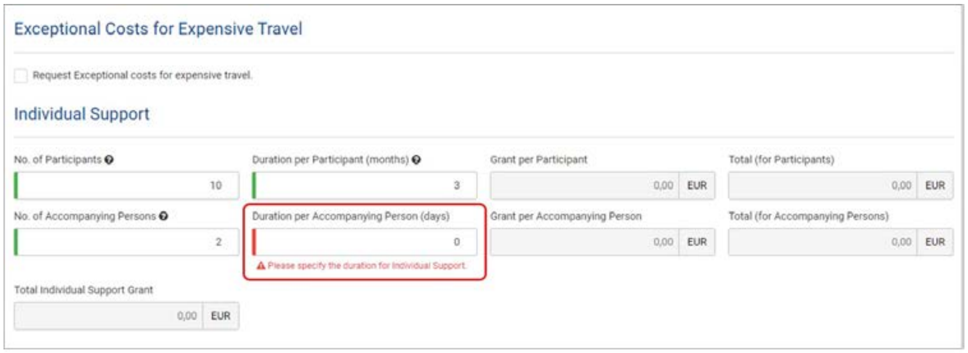


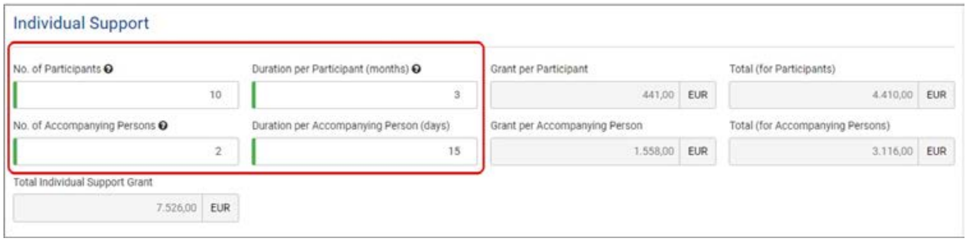
Add "Individual Support" for the Group of Participants.

In this section, provide all necessary information on the **Individual Support** needed. As in other sections of the group information, some details are pre-filled but can be edited.

The information to provide or update in this section is:

1. **No. of Participants** requiring an Individual Support Grant (excluding accompanying persons).
2. **Duration per Participant:** To be entered in days or months; depending on activity type. Please note that up to two travel days can be added here.
3. **Grant per Participant** and **Total (for Participants)** are calculated automatically.
4. **No. of Accompanying Persons** requiring the Individual Support Grant.
5. **Duration per Accompanying Person** in days. Please note that up to two travel days can be added here.
6. **Grant per Accompanying Person** and **Total (for Accompanying Persons)** are calculated automatically.
7. The **Total Individual Support Grant** is calculated using the totals for the entered participants and accompanying persons.





Add "Linguistic Support" for the Group of Participants (if applicable).

Linguistic Support is only available for **some activities** and not available for accompanying persons. Linguistic Support covers the costs linked to the support offered to participants in order to improve the knowledge of the language of instruction or work.

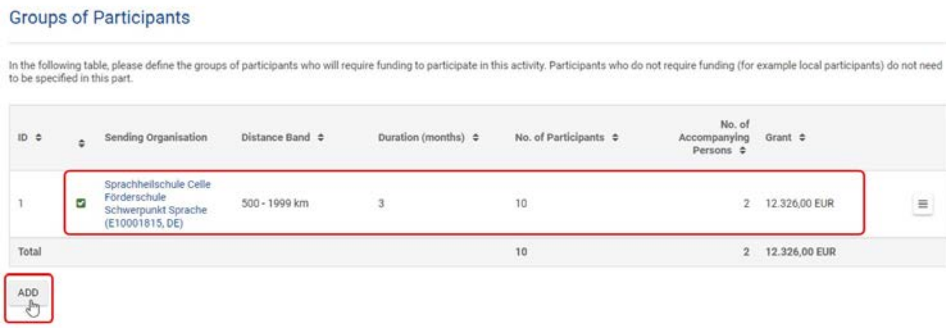
The **No. of Participants** needing such support is prefilled in with the total number of participants entered earlier. You can reduce this number, according to your needs. The **Grant per participants** and **Total Linguistic Support Grant** are automatically calculated again.

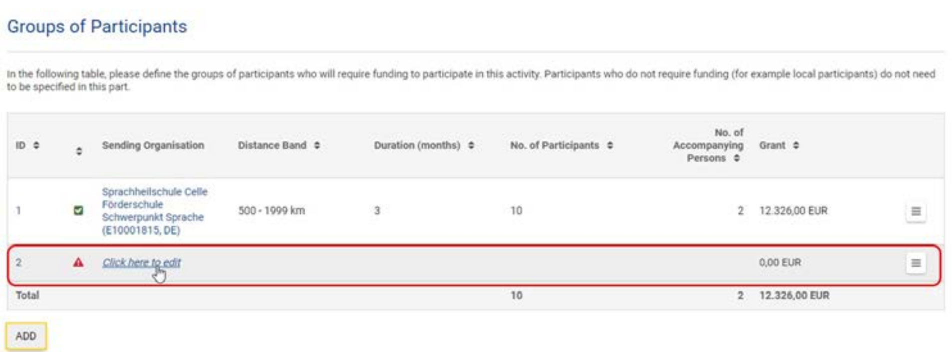
Add additional Groups of Participants to the activity.

If all information has been entered correctly, navigate back to the activity details.

If you need to add more groups to the activity, click the **ADD** button below the **Groups of Participants** list and a new empty row becomes available.

Click on the hyperlinked **Click here to edit** text or alternatively use the menu button and select the **details** option. Provide the details for the new group of participants in the same way as just explained.





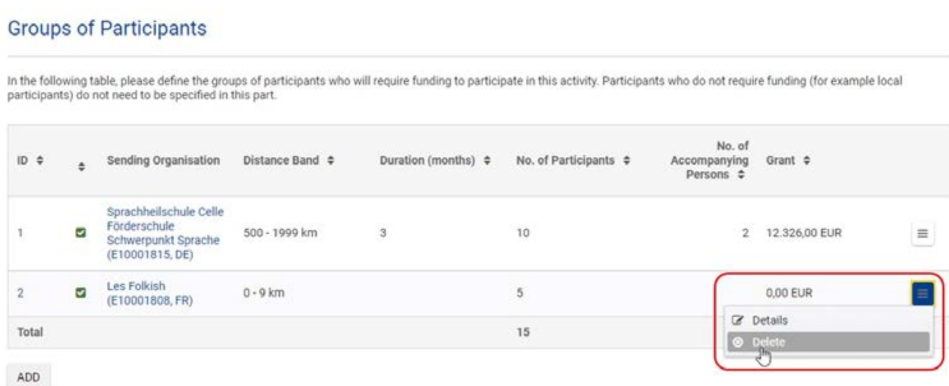
The "Activity Budget".

The **Activity Budget** section in the **Activity Details** provides an overview of all calculated costs for the activity. All information displayed here is read only.

Edit or Delete a Group of Participants.

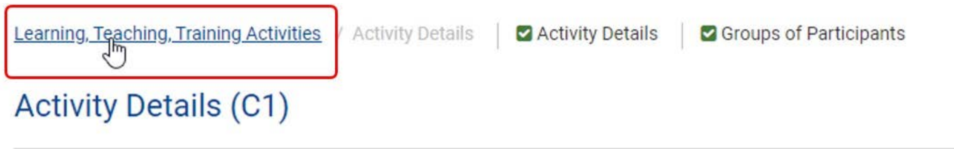
To **edit** information for a group of participants, click the **Menu button** next to the specific group and select **Details**.

To **delete** a group from an activity, click the **Menu button** next to the specific flow and select **Delete**.



Add additional Learning, Teaching or Training activities.

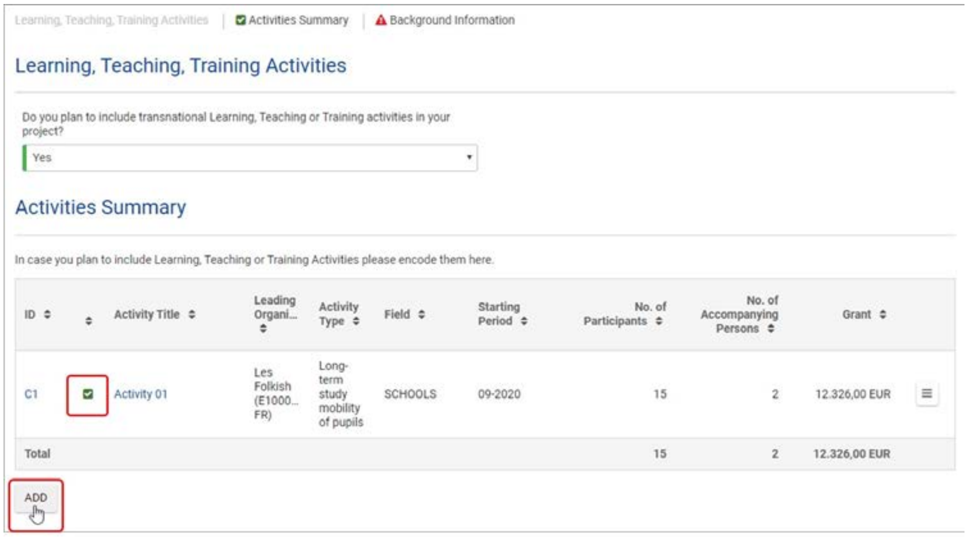
If you need to add additional activities, navigate back to the **Learning, Teaching or Training Activities** screen either via the side navigation or the menu on top.

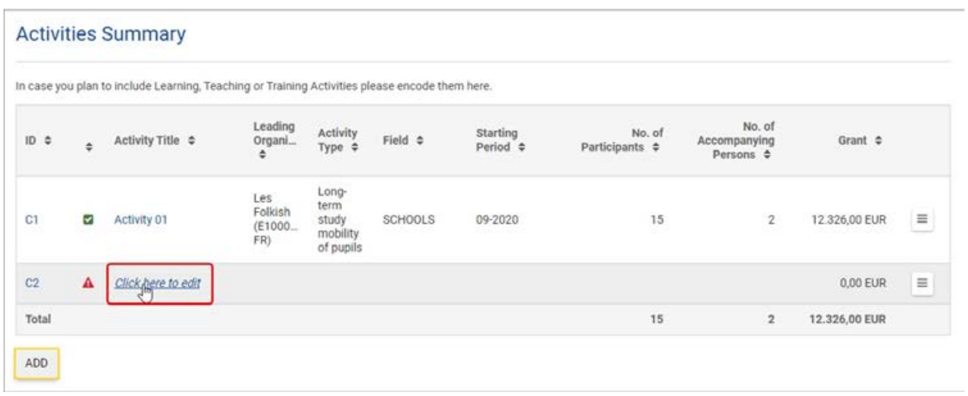


You will notice a green check in the list of Learning, Teaching, Training Activities next to the activity just encoded in the application.

Click the **ADD** button under the **List of Activities** to add the next activity. Select **Details** via the Menu button or click the **dotted line** to open the activity details screen for the new activity.

Provide all information for the activity as explained above, including the groups of participants.

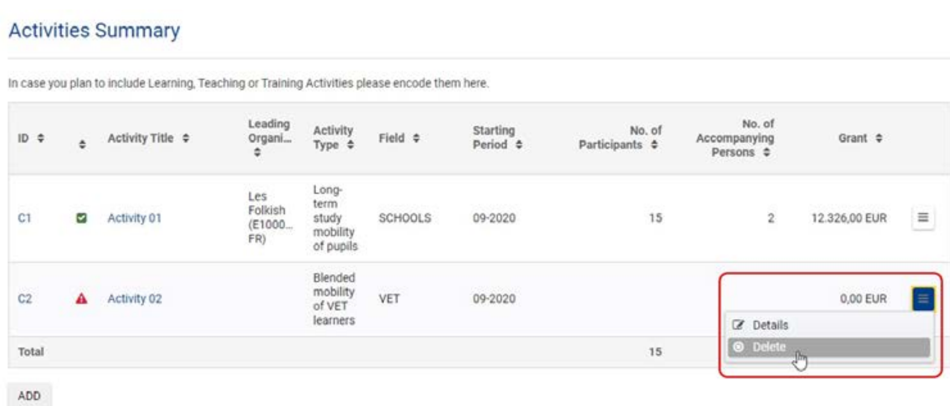




Edit or Delete a Learning, Teaching and Training Activity.

To **edit** an already entered Learning, Teaching and Training Activity, select **Details** via the **Menu button** or click on the hyperlinked Activity type. The Activity Details screen will open and you can make adjustments.

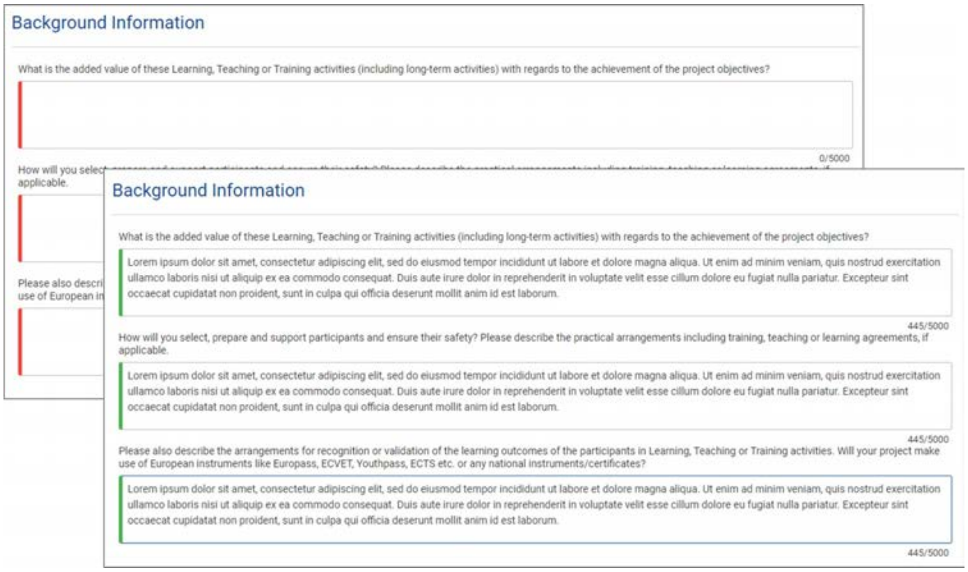
Te **delete** an already encoded Learning, Teaching and Training Activity, select **Delete** via the **Menu button**



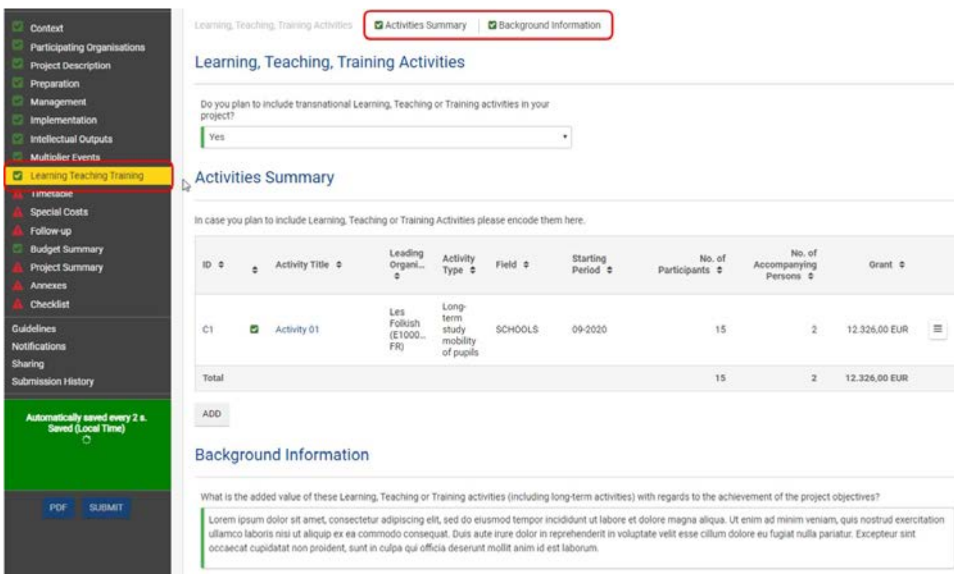
Provide "Background Information".

Once you entered all your planned Learning, Teaching and Training Activities, you have to provide some **Background Information**. This is done from the Learning, Teaching and Training Activities screen. The free text fields are available under the activities summary.

Enter the requested information in the available free-text fields.



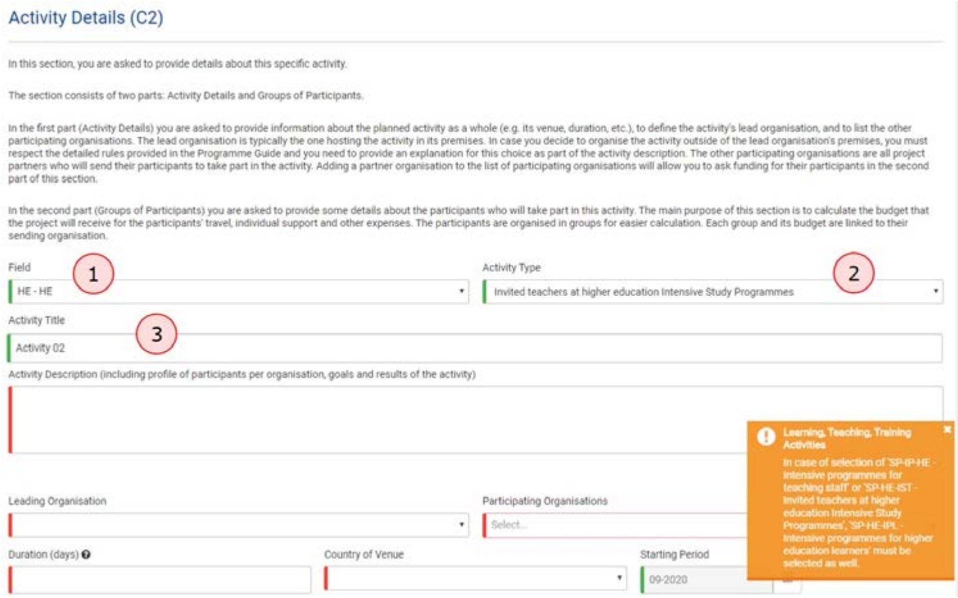
Once all fields are filled in for at least one Learning, Teaching and Training Activity, the **Learning Teaching Training** section in the side navigation is also marked with a green check.



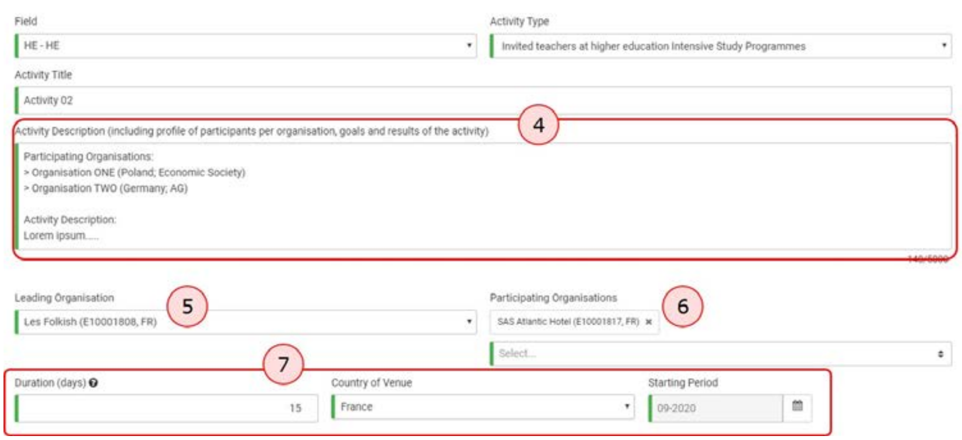
KA203 Specifics: Invited teachers/experts for intensive study programme activities.

To request funding for invited teachers/experts for the **KA203 Invited teachers at higher education Intensive Study Programmes** who come for example from an external company or from enterprises of other organisations in programme or partner countries, the applicant should proceed as follows:

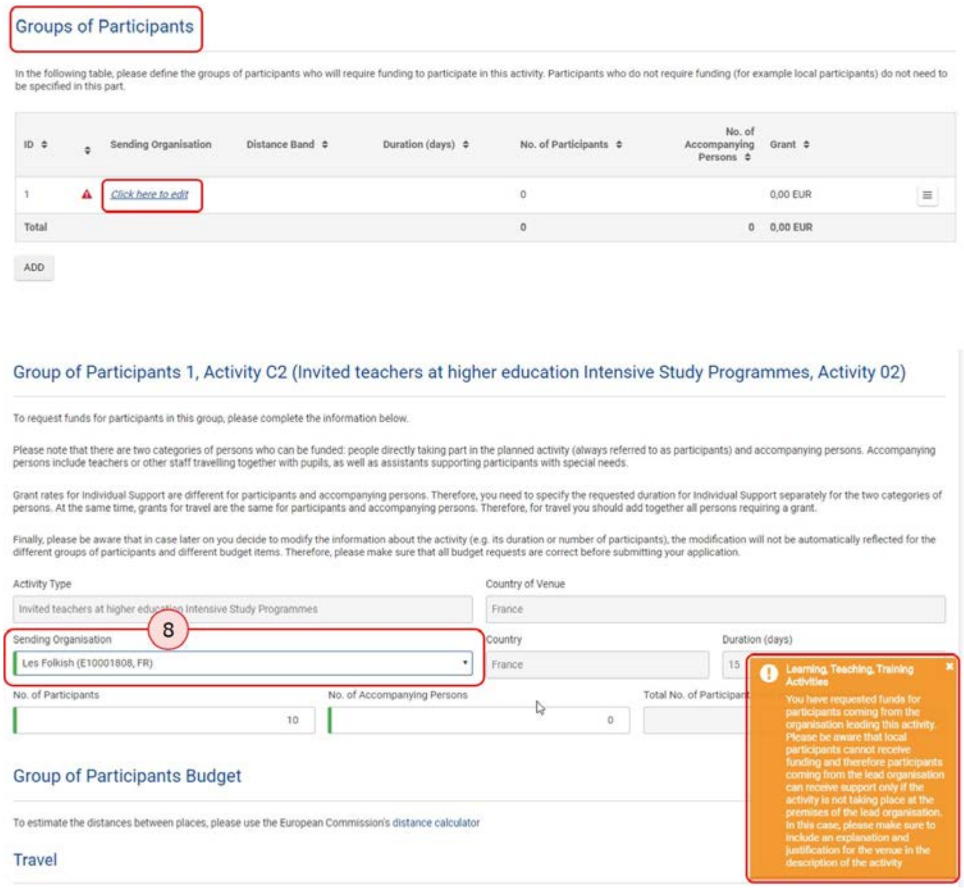
1. Select **HE - HE** from the **Field** drop-down**.**
2. Select **Invited teachers at higher education Intensive Study Programmes** from the **Activity Type** drop-down**.**
   Note the orange notification requiring you to add a similar activity for HE - Intensive programmes for higher education learners.
3. Provide the **Activity Title**.



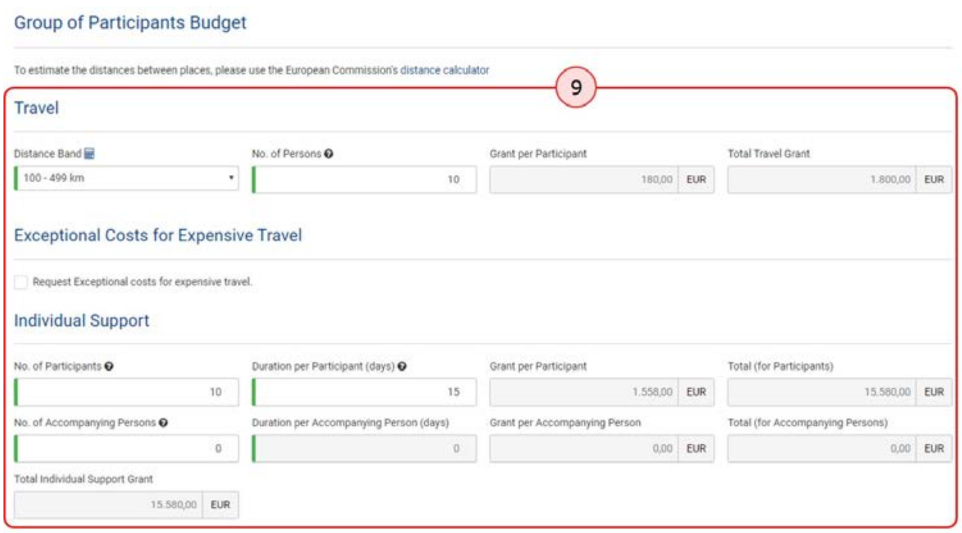
4. In the **Activity Description** add the organisations that the invited teachers/experts come from. Provide the **organisation name, country, and type of organisation**.
   These organisations are not considered as participating organisations, meaning they will not receive Project Management and Implementation funding.
5. Select the **Leading Organisation** from the list of organisations via the available drop-down. This has to be the organisation hosting the intense study programme.
6. Select other **Participating Organisations** from the list of organisations via the available drop-down.
   Important: The selected participating organisations should match those selected for the activity type **Higher education learners** of the same intensive study programme.
7. Provide **Duration (days)**, **Country of Venue** and, if needed, update the **Starting Period**.



8. In the **Groups of Participants** section (access via **Click here to edit**) define the budget for the invited teacher mobility by selecting:
   - The previously defined leading organisation as **Sending Organisation** and provide the required information in the other available fields.
   - An information pop-up will open once you select the organisation. You can close it by clicking on the **x.**



9. Fill in all the other fields and complete all relevant information, such as **Travel** and **Individual Support**.



Related articles

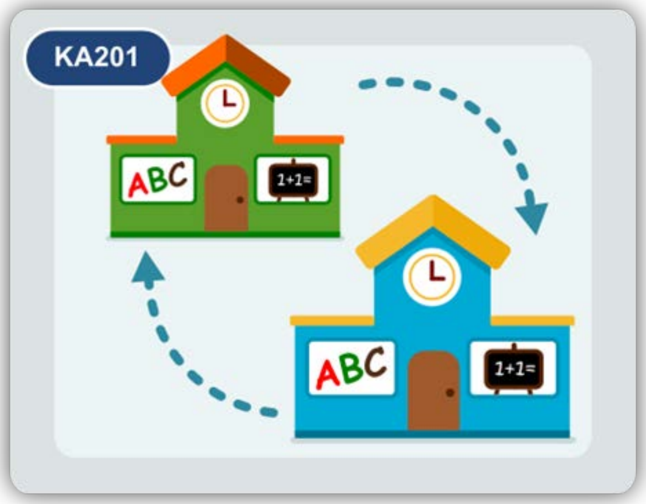
- Application process for Web Forms
- Forms - Index - KA201 Strategic Partnerships for School education
- Forms - Index - KA202 Strategic Partnerships for vocational education and training
- Forms - Index - KA203 Strategic Partnerships for higher education
- Forms - Index - KA204 Strategic Partnerships for adult education
- Forms - Index - KA205 Strategic Partnerships for youth

- How to use the Distance Band Calculator
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Budget Summary KA2
- Web Forms Checklist
- Web Forms Context

Forms - Index - KA201 Strategic Partnerships for School education

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new** **organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

KA201 - Strategic Partnerships for School education	General	Specifics
	• Application process for Web Forms • Web Application Forms Guidelines • Web Forms Add applicant organisation • Web Forms Add associated persons to organisations • Web Forms Add participating organisation(s) • Web Forms Annexes • Web Forms Checklist • Web Forms Context • Web Forms Home screen • Web Forms How to complete the form • Web Forms Participating Organisations • Web Forms Pre Checks • Web Forms Print PDF functionality • Web Forms Sharing an application	• Web Forms Implementation KA2 • Web Forms Intellectual Outputs KA2 • Web Forms Learning Teaching and Training Activities (KA201, KA202, KA203, KA204, KA205) • Web Forms Management KA2 • Web Forms Multiplier Events KA2 • Web Forms: Preparation

	• Web Forms Start the application • Web Forms Submitting an application • How to use the Distance Band Calculator • Web Forms Budget Summary KA2 • Web Forms Introduction to KA2 Projects • Web Forms Special Costs • Web Forms: Follow Up • Web Forms: Project Description • Web Forms: Project Summary	

Forms - Index - KA202 Strategic Partnerships for vocational education and training

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

KA202 - Strategic Partnerships for vocational education and training	General	Specifics
	• Application process for Web Forms • Web Application Forms Guidelines • Web Forms Add applicant organisation • Web Forms Add associated persons to organisations • Web Forms Add participating organisation(s) • Web Forms Annexes • Web Forms Checklist • Web Forms Context • Web Forms Home screen • Web Forms How to complete the form • Web Forms Participating Organisations • Web Forms Pre Checks • Web Forms Print PDF functionality • Web Forms Sharing an application	• Web Forms Implementation KA2 • Web Forms Intellectual Outputs KA2 • Web Forms Learning Teaching and Training Activities (KA201, KA202, KA203, KA204, KA205) • Web Forms Management KA2 • Web Forms Multiplier Events KA2 • Web Forms: Preparation

	• Web Forms Start the application • Web Forms Submitting an application • How to use the Distance Band Calculator • Web Forms Budget Summary KA2 • Web Forms Introduction to KA2 Projects • Web Forms Special Costs • Web Forms: Follow Up • Web Forms: Project Description • Web Forms: Project Summary	

Forms - Index - KA203 Strategic Partnerships for higher education

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

<table>
<tr><th>KA203 - Strategic Partnerships for higher education</th><th>General</th><th>Specifics</th></tr>
<tr><td></td><td>
Application process for Web Forms
Web Application Forms Guidelines
Web Forms Add applicant organisation
Web Forms Add associated persons to organisations
Web Forms Add participating organisation(s)
Web Forms Annexes
Web Forms Checklist
Web Forms Context
Web Forms Home screen
Web Forms How to complete the form
Web Forms Participating Organisations
Web Forms Pre Checks
Web Forms Print PDF functionality
Web Forms Sharing an application
</td><td>
Web Forms Implementation KA2
Web Forms Intellectual Outputs KA2
Web Forms Learning Teaching and Training Activities (KA201, KA202, KA203, KA204, KA205)
Web Forms Management KA2
Web Forms Multiplier Events KA2
Web Forms: Preparation
</td></tr>
</table>

	• Web Forms Start the application • Web Forms Submitting an application • How to use the Distance Band Calculator • Web Forms Budget Summary KA2 • Web Forms Introduction to KA2 Projects • Web Forms Special Costs • Web Forms: Follow Up • Web Forms: Project Description • Web Forms: Project Summary	

Forms - Index - KA204 Strategic Partnerships for adult education

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

KA204 - Strategic Partnerships for adult education	General	Specifics
	• Application process for Web Forms • Web Application Forms Guidelines • Web Forms Add applicant organisation • Web Forms Add associated persons to organisations • Web Forms Add participating organisation(s) • Web Forms Annexes • Web Forms Checklist • Web Forms Context • Web Forms Home screen • Web Forms How to complete the form • Web Forms Participating Organisations • Web Forms Pre Checks • Web Forms Print PDF functionality • Web Forms Sharing an application	• Web Forms Implementation KA2 • Web Forms Intellectual Outputs KA2 • Web Forms Learning Teaching and Training Activities (KA201, KA202, KA203, KA204, KA205) • Web Forms Management KA2 • Web Forms Multiplier Events KA2 • Web Forms: Preparation

	• Web Forms Start the application • Web Forms Submitting an application • How to use the Distance Band Calculator • Web Forms Budget Summary KA2 • Web Forms Introduction to KA2 Projects • Web Forms Special Costs • Web Forms: Follow Up • Web Forms: Project Description • Web Forms: Project Summary	

Forms - Index - KA205 Strategic Partnerships for youth

UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

KA205 - Strategic Partnerships for youth	General	Specifics
	• Application process for Web Forms • Web Application Forms Guidelines • Web Forms Add applicant organisation • Web Forms Add associated persons to organisations • Web Forms Add participating organisation(s) • Web Forms Annexes • Web Forms Checklist • Web Forms Context • Web Forms Home screen • Web Forms How to complete the form • Web Forms Participating Organisations • Web Forms Pre Checks • Web Forms Print PDF functionality • Web Forms Sharing an application • Web Forms Start the application • Web Forms Submitting an application • How to use the Distance Band Calculator	• Web Forms Implementation KA2 • Web Forms Intellectual Outputs KA2 • Web Forms Learning Teaching and Training Activities (KA201, KA202, KA203, KA204, KA205) • Web Forms Management KA2 • Web Forms Multiplier Events KA2 • Web Forms: Preparation

	• Web Forms Budget Summary KA2 • Web Forms Introduction to KA2 Projects • Web Forms Special Costs • Web Forms: Follow Up • Web Forms: Project Description • Web Forms: Project Summary	

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UPDATES COMING

We are updating the Erasmus+ and European Solidarity Corps documentation to reflect the changes introduced by the **new organisation registration process** as of **22 October 2019**. During this period, you may still see references to URF and the PIC in some pages and graphics. Please consider that as a rule, URF is replaced by the Organisation Registration system and the PIC is replaced by the Organisation ID.

KA229 - School Exchange Partnerships	General	Specifics
	• Application process for Web Forms • Web Application Forms Guidelines • Web Forms Add applicant organisation • Web Forms Add associated persons to organisations • Web Forms Add participating organisation(s) • Web Forms Annexes • Web Forms Checklist • Web Forms Context • Web Forms Home screen • Web Forms How to complete the form • Web Forms Participating Organisations • Web Forms Pre Checks • Web Forms Print PDF functionality • Web Forms Sharing an application • Web Forms Start the application • Web Forms Submitting an application • How to use the Distance Band Calculator • Web Forms Budget Summary KA2 • Web Forms Introduction to KA2 Projects • Web Forms Special Costs • Web Forms: Follow Up • Web Forms: Project Description	• Forms - Index - KA229 School Exchange Partnerships • Web Forms KA229 Learning, Teaching, Training • Web Forms: KA229 Introduction • Web Forms: KA229 Management • Web Forms: KA229 Timetable

	• Web Forms: Project Summary	

Web Forms: KA229 Introduction

UPDATES COMING

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Relevant for...

Call Year	Key Action	Action
2020	**KA2 - Cooperation for innovation and the exchange of good practices**	KA229 - School Exchange Partnerships

School Exchange Partnerships

*The **main goal** of School Exchange Partnerships is to strengthen the European dimension in the participating schools, to build up their capacity for cross-border cooperation and their ability to cope with new challenges.*

By organising mobility activities for pupils, these partnerships will also promote the common values of freedom, inclusion, tolerance and non-discrimination as underlined in the Paris Declaration of March 2015.

Erasmus+ Programme Guide; page 113

Activities for School Exchange Partnerships

> *School Exchange Partnerships can implement different activities for exchange of staff and pupils.*

Short-term exchanges of groups of pupils (3 days to 2 months):

pupils from different countries can work together in activities linked to the aims of the partnership. The short-term exchange activities are designed to offer international learning experiences to pupils, to develop their understanding of the diversity of European cultures and languages, and to help them acquire social, civic and intercultural competences necessary for their personal development.

Long-term study mobility of pupils (2 to 12 months):

pupils aged at least 14 may spend a period in a receiving school and a host family abroad. The sending and hosting schools are expected to ensure high quality learning outcomes, to provide appropriate recognition for the involved pupils, and to constantly support them during their mobility period. Applicants for School Exchange Partnerships may focus entirely on organisation of long-term pupil mobility as a tool to develop the international cooperation potential of the involved schools.

Short-term joint staff training events (3 days to 2 months):

teaching and non-teaching staff can work together to exchange experience and know-how, or receive joint training.

Long-term teaching or training assignments (2 to 12 months):

through a longer posting in a partner school, this activity allows staff to develop their knowledge and understanding of other countries' education and training systems, and helps them share and acquire professional competences, methods and practices.

Erasmus+ Programme Guide; page 113

Specific eligibility criteria applying to school exchange partnerships

Compared to other Strategic Partnerships, the following specific rules will apply for KA229 applications:

- *Partnerships must involve a **minimum of two and a maximum of six schools***
  Note: Depending on the country where the school is registered, a specific definition of eligible schools applies for this type of partnerships. The definition and/or a list of eligible schools is published on the website of each National Agency.
- *Only schools from **Programme Countries** can participate;*
- *As a general rule, **projects** will last **between 12 and 24 months**. Only projects organising long-term mobility of pupils may last up to 36 months, if justified by their workplan;*
- ***Funds** are provided for mobility activities of staff and pupils (including accompanying teachers or other qualified persons), as well as general project management and implementation costs. Dedicated funding is not provided for Intellectual Outputs, Multiplier Events and Transnational Project Meetings. Additional funds for support to participants with special needs, as well as Exceptional costs may be requested, if justified. ...*
- ***Funding** will be **limited to a maximum of 16 500 EUR per year and per participating school**. This cap will apply at project level. Funds for support to participants with special needs, as well as Exceptional costs for expensive travel will not count towards this cap.*

Successful School Exchange Partnerships use a specific contracting model compared to other Strategic Partnerships.

> *At application stage, **the applicant school takes the lead of the project** and **applies on behalf of all the participating schools.** However, once the partnership is selected, each participating school will sign a separate grant agreement with the National Agency established in its country. **The applicant school remains in a coordinating role for the duration of the project** and will be responsible for reporting on the project's overall results, while the partner schools report only on their specific expenses.*
>
> *Erasmus+ Programme Guide; page 113 and 114*

How to apply

Web Forms: KA229 Management

Relevant for...

Call Year	Key Action	Action
2018 / 2019	**KA2 - Cooperation for innovation and the exchange of good practices**	KA229 - School Exchange Partnerships

This section of the application form asks for information about the **distribution of tasks between the partner organisations**, as well as **cooperation and communication arrangements**.

Take note

Please note that questions or fields may vary depending on the key action of your application.

Quick steps

1 Click the "Management" tab in the side menu.
2 Provide information under "Project Management and Implementation".

Detailed steps

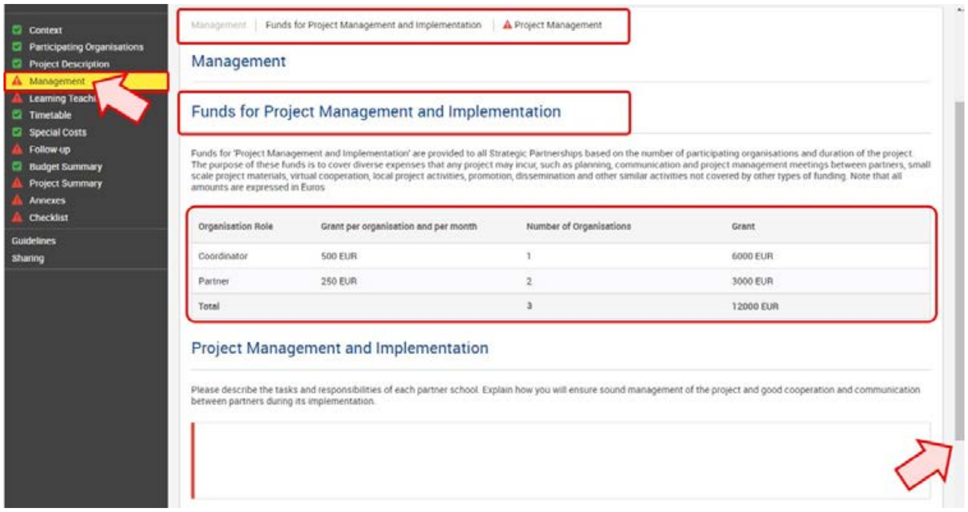
Steps

Click the "Management" tab in the side menu.

To add the required information for the distribution of tasks between the partner organisations, as well as cooperation and communication arrangements, click the **Management** tab in the left side menu.

The Management screen opens, consisting of the sections **Funds for Project Management and Implementation** and **Project Management and Implementation**.

The information displayed under **Funds for Project Management and Implementation** is read only and displays an overview of the grant provided for the coordinator and partner organisations.

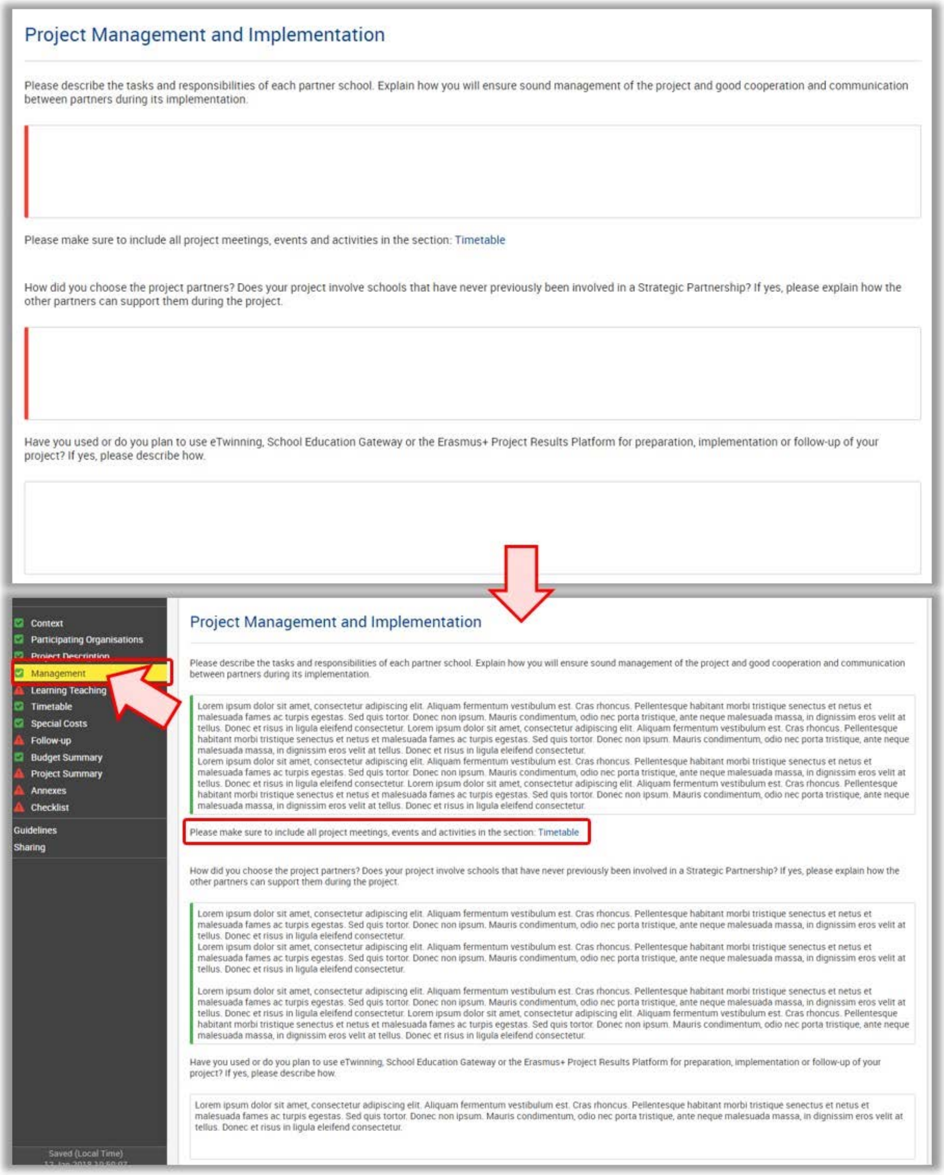


Provide information under "Project Management and Implementation".

In the second part of the management screen you have to provide information on things such as tasks and responsibilities of each partner school or the management of the project and good cooperation and communication between partners.

All fields in this section of your application are free text fields. Once the information is entered, the fields are marked green. The **Management** section in the side navigation will receive a green check, once the fields are completed.

Take note that you will have to include all project meetings, events and activities later on in the section Timetable.



Related articles

- Application process for Web Forms
- Forms - Index - KA229 School Exchange Partnerships
- How to use the Distance Band Calculator
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
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- Web Forms Add participating organisation(s)
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- Web Forms KA229 Learning, Teaching, Training
- Web Forms Participating Organisations
- Web Forms Pre Checks
- Web Forms Print PDF functionality
- Web Forms Sharing an application
- Web Forms Special Costs

Web Forms KA229 Learning, Teaching, Training

UPDATES COMING

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Relevant for...

Call Year	Key Action	Action
2019	**KA2 - Cooperation for innovation and the exchange of good practices**	KA229 - School Exchange Partnerships

In this section of the application you have to provide details about **Learning, Teaching and Training Activities** that you plan to organize, including the amount of EU grant you are requesting to implement them.

Take note

Please note that questions or fields may vary depending on the key action of your application.

Quick steps

1 Click the "Learning Teaching Training" tab in the side menu.
2 Answer the question "Do you plan to include transnational learning, teaching or training activities to your project?".
3 Enter practical arrangement information.
4 Access the "Activity Details".
5 Provide the required details in the "Activity Details" screen.
  5.1 Select the "Activity Type" and provide the "Activity Title".
  5.2 Select the "Leading Organisation" and "Participating Organisation(s)".
  5.3 Enter "Starting Period" and "Duration (days/months)".
  5.4 Select "Country of Venue".
  5.5 Provide "Description of the activity".
6 Add the "Groups of participants" for the activity.
  6.1 Provide the Group details.
7 Update the "Group Budget".
  7.1 Enter "Individual Support" details.
  7.2 Provide "Travel" details.
  7.3 Enter "Exceptional Cost for Expensive Travel" (if applicable).
  7.4 Provide information for Linguistic Support (if applicable).
8 Navigate back to "Activity Details".
9 Add additional Groups of Participants to the activity (if applicable).
10 Edit or Delete a Group.
11 Navigate back to "Learning, Teaching, Training Activities ".
12 Add additional activities (if applicable).
13 Edit or Delete an Activity.

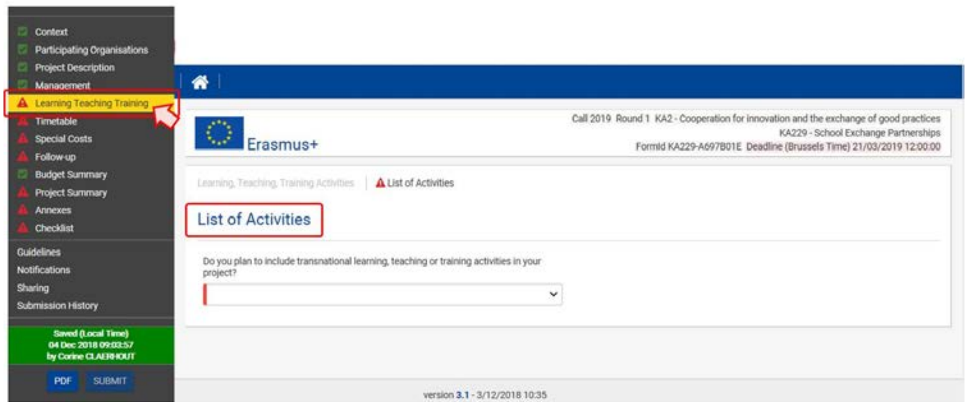
Detailed steps

Steps

Click the "Learning Teaching Training" tab in the side menu.

To add the required information for Learning, Teaching and Training Activities you plan to organise, click the **Learning Teaching Training** tab in the le application form.

The **Learning, Teaching, Training Activities** screen opens.

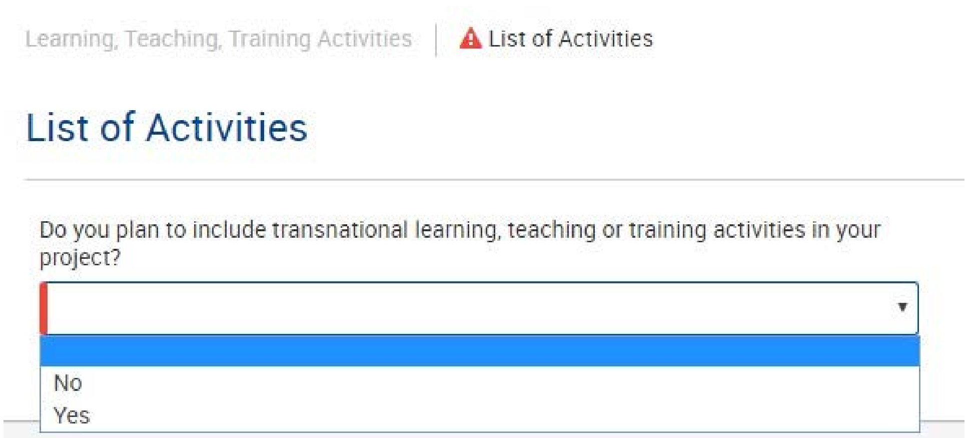


Answer the question "Do you plan to include transnational learning, teaching or training activities to you

Before you can encode information on your planned activities, you have to select from the available drop-down **Yes** or **No**.

Selecting **No** means you do not need to provide other information in this section of your application and can continue to the next section.

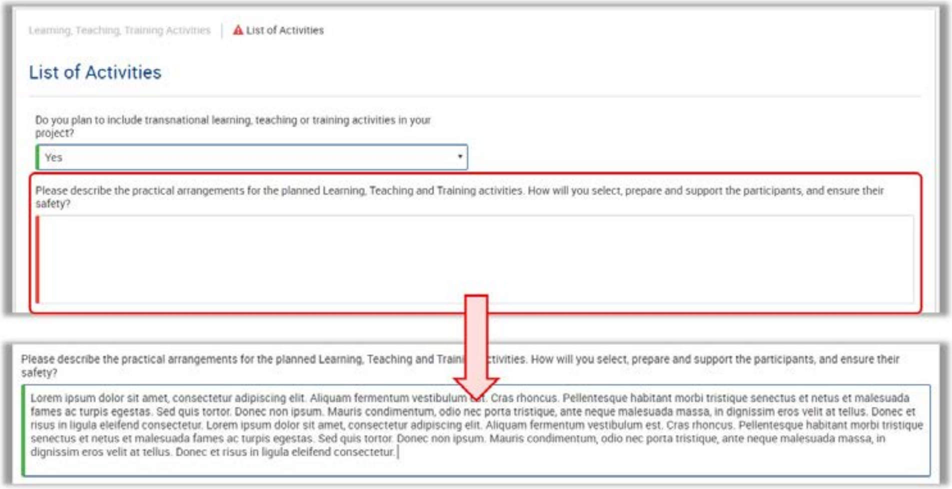
Selecting **Yes** will open up the List of Activities and you can begin providing the required details.



Enter practical arrangement information.

After you selected **Yes** from the drop-down, you will notice additional fields on the screen.

Firstly, you have a free text field to enter any practical arrangements for the planned activities. Once information is entered, the field is marked gree



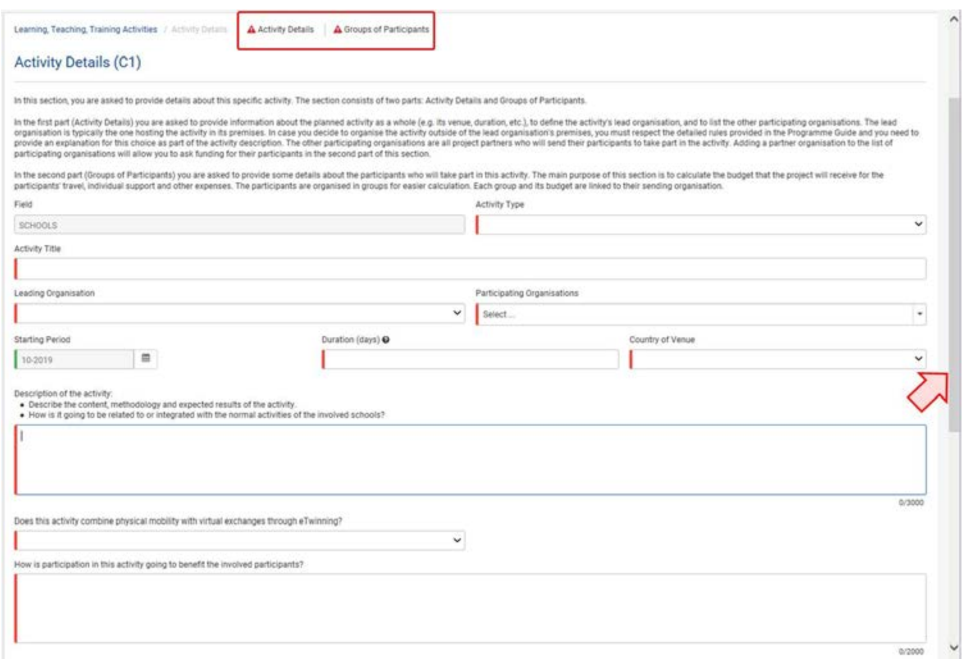
Access the "Activity Details".

To start entering the details for your planned activities, in the table underneath the practical arrangements, you will see an empty row. This is where

Select **Details** via the **menu button** from the list of activities table. Alternatively, you can click on the activity **ID** or the **dotted lines** under **Activity Titl**

Provide the required details in the "Activity Details" screen.

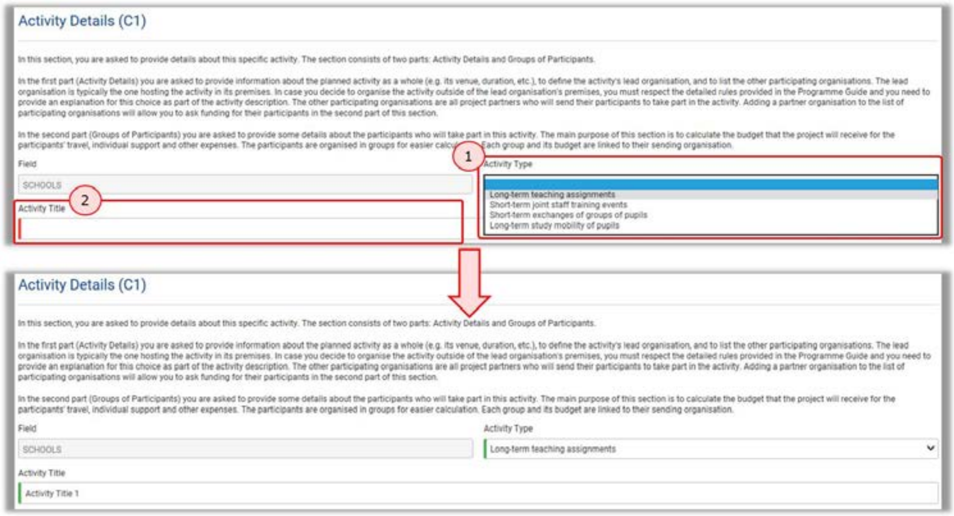
The **Activity Details** screen opens. It consists of the sections **Activity Details** and **Groups of Participants**. In the Activity Details section, you will notice is greyed out and cannot be edited.



Select the "Activity Type" and provide the "Activity Title".

1. Select the **Activity Type**. A drop-down provides you with 4 options to choose from.
2. Provide the **Activity Title** in the free text field.

Once the information is selected/entered, the fields are marked green.



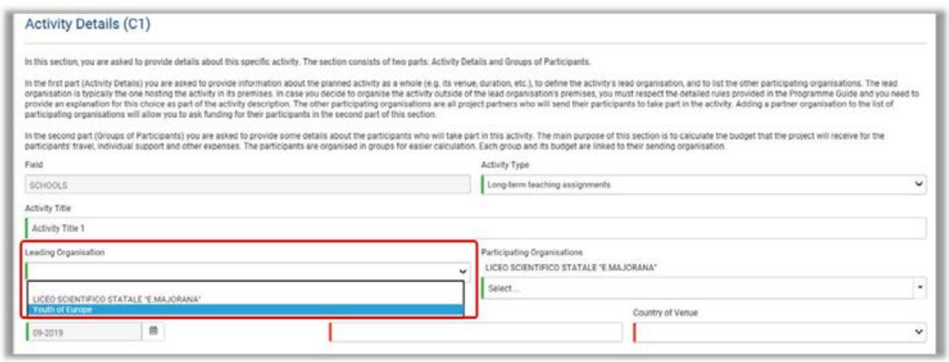
Select the "Leading Organisation" and "Participating Organisation(s)".

The **Leading Organisation** drop-down will provide the list of all organisations added earlier in your application under Participating Organisations.

Select the organisation leading the activity. The lead organisation is typically the one hosting the activity in its premises.

The **Participating Organisations** have to be selected after that. The drop-down will display again the organisations, with the exception of the organisa organisation.

You can select multiple or all organisations displayed, if needed.



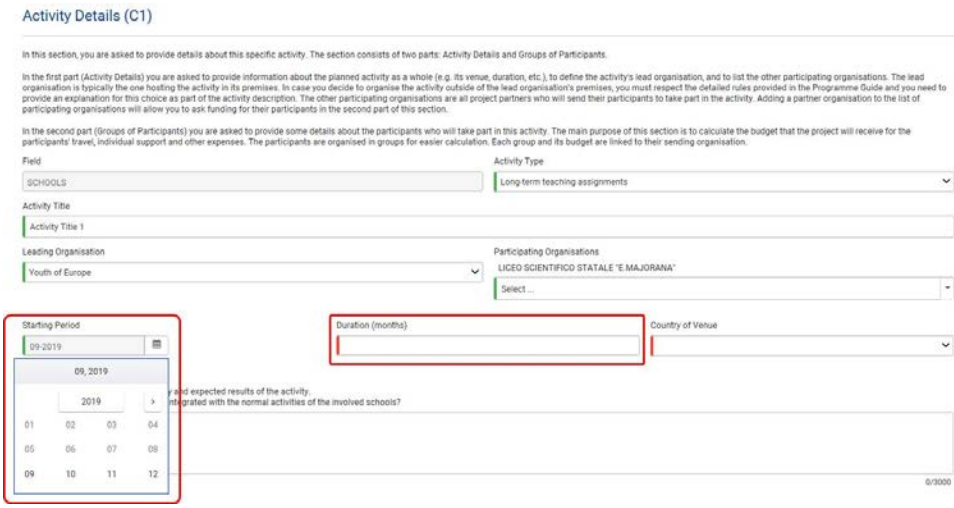
Enter "Starting Period" and "Duration (days/months)".

Provide the **Starting Period** for the activity. A calendar will display when you click in the field. **Note:** Only the month and year are displayed in the fiel

Enter the **duration** of your planned activity. Depending on the selection made earlier under Activity Type the **duration has to be entered as days or n** information carefully to ensure you enter the correct value.

In our example, we see **Duration (months)**, as the activity type selected was Long-term teaching assignments.

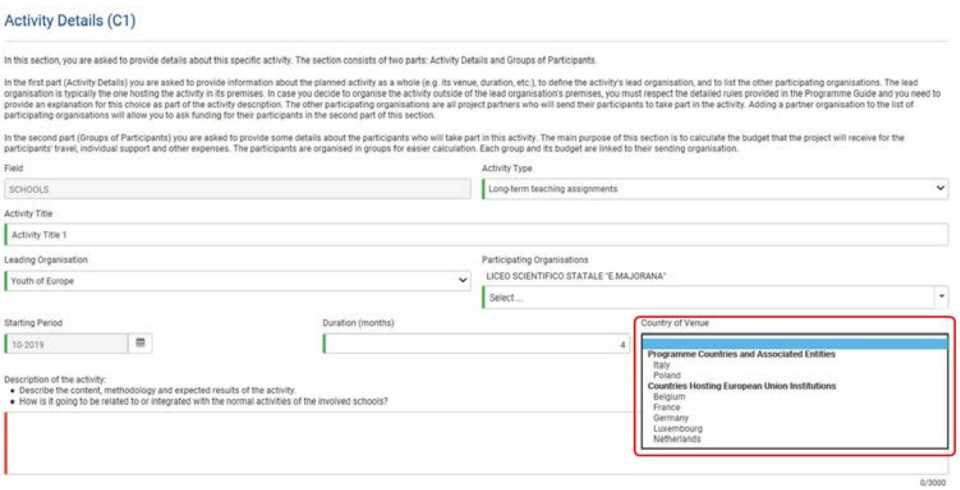
Note: A full month is defined as 30 days.



Select "Country of Venue".

The **Country of Venue** field once more provides a drop-down to select from. You will see the Erasmus Plus Applicant Countries displayed first, then Era
institutions.

Choose the country in which your activity will take place.



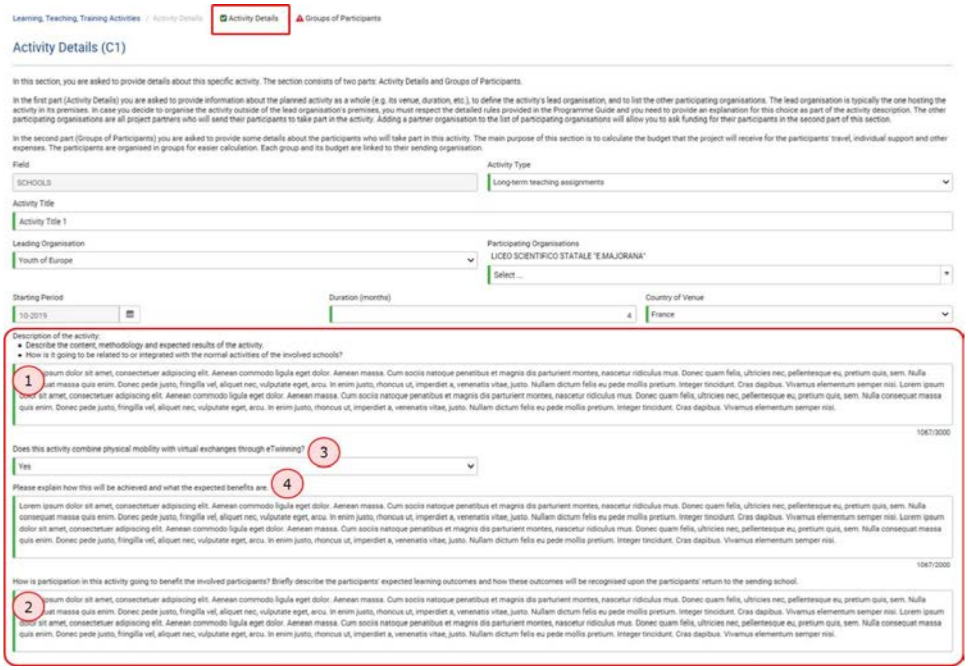
Provide "Description of the activity".

In the two free text fields (1 & 2) in the **Activity Details** screen, you have to provide details on topics such as content, methodology and expected res

Read the information on the screen carefully to ensure you enter the correct information.

Provide the answer **Yes** or **No** to the question Does this activity physical mobility with virtual exchanges through eTwinning? and also explain how this
the expected benefits are (3 & 4).

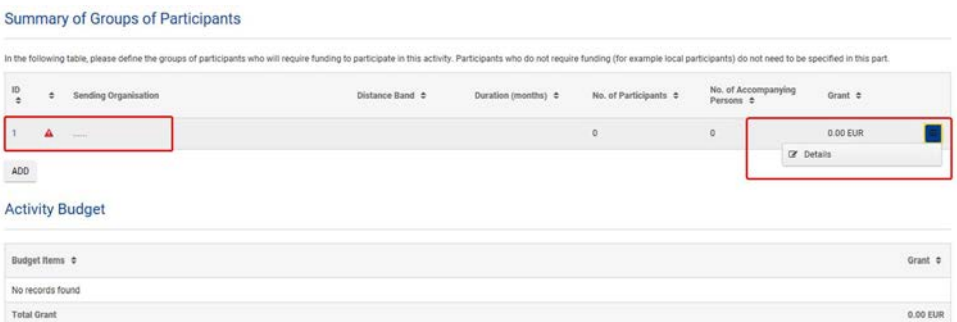
Once the details are provided, **Activity Details** in the top navigation is marked with a green check.



Add the "Groups of participants" for the activity.

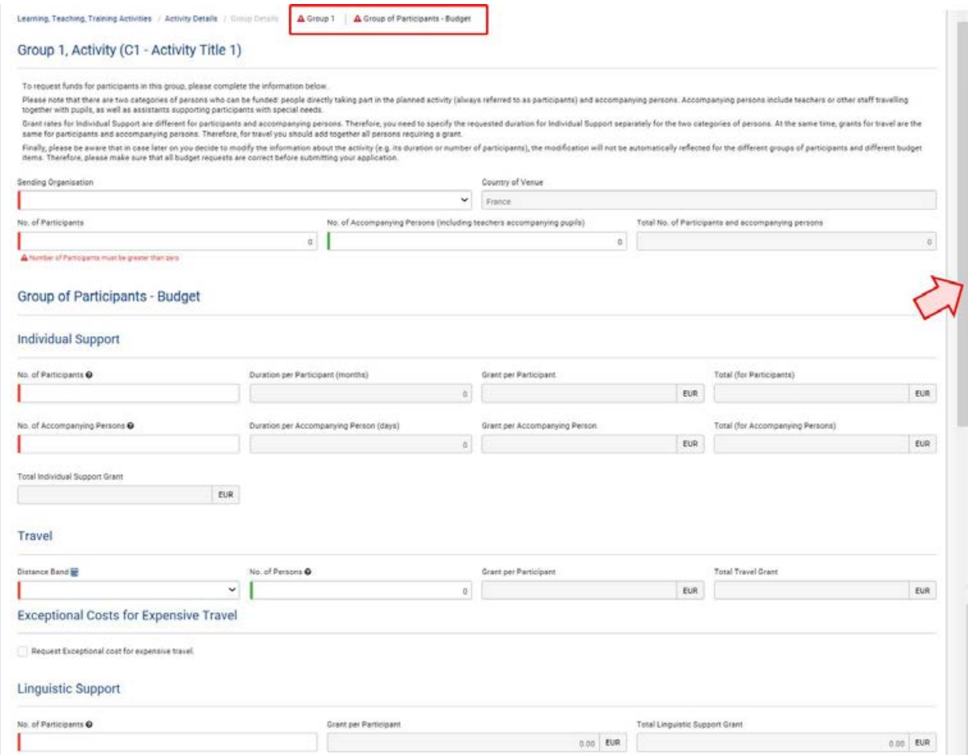
Now you have to enter the Groups of participants for your activity. In the **Summary of Groups of Participants** section you will see the table from whicl details.

Select **Details** via the menu button. Alternatively, you can click on the **ID** or the **dotted line** under **Sending Organisation**.



The Group Details screen opens, consisting of the sections **Group** and **Group of Participants - Budget**.

You will notice that the Group is automatically numbered and displays the activity title provided earlier in brackets.

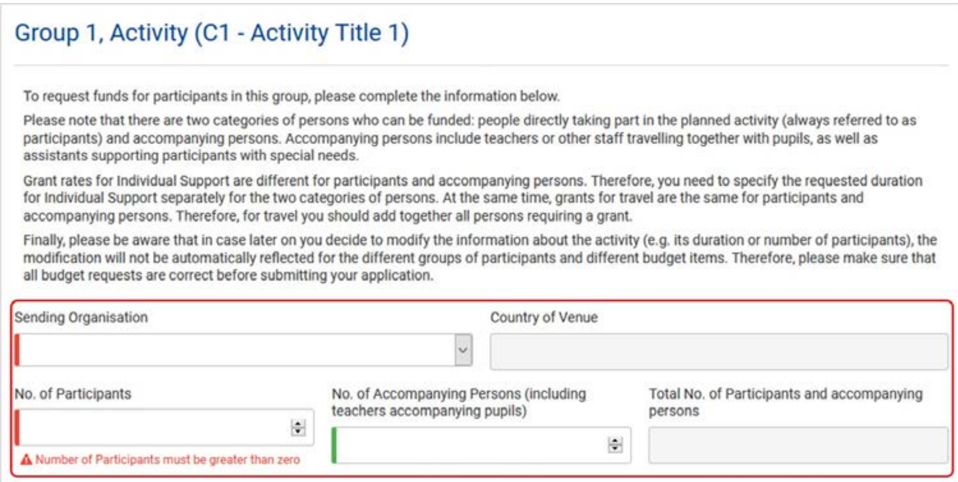


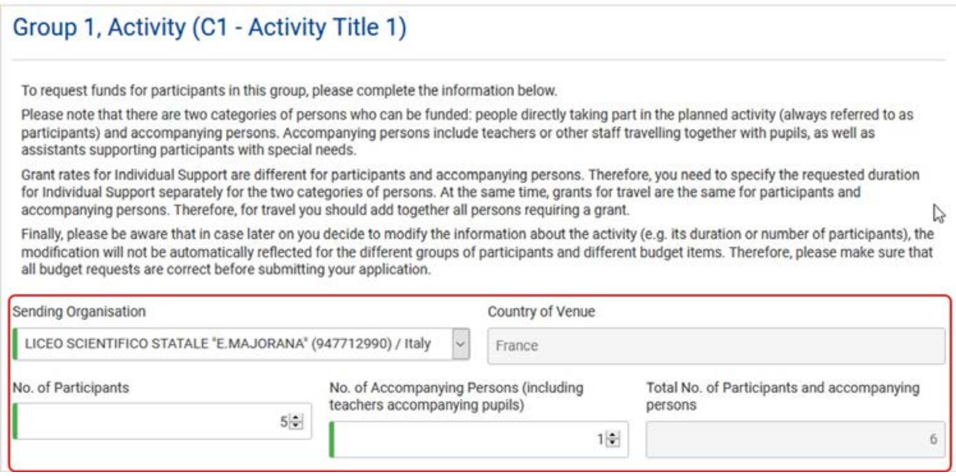
Provide the Group details.

In the **Group** screen, you provide information for each group of participants related to the specific activity.

Add information on following items:

1. **Sending Organisation:** Drop-down; it can be selected from the list of organisations added to the activity.
2. The **Country of Venue:** Read-only; Using the information encoded earlier in the Activity Details > Country of Venue.
3. **Number of participants** and **Accompanying persons:** Enter the number of participants and accompanying persons. Please note the difference bet accompanying persons in the different activity types. Teachers accompanying pupils in activity type "group exchange of pupils" count as accomp
4. The **Total No. of Participants and accompanying persons:** Automatically calculated.





Update the "Group Budget".

The next part of the Group details is the **Group of Participants - Budget**. This part of your application consists of the sections **Individual Support, Trav Expensive Travel and Linguistic Support.**

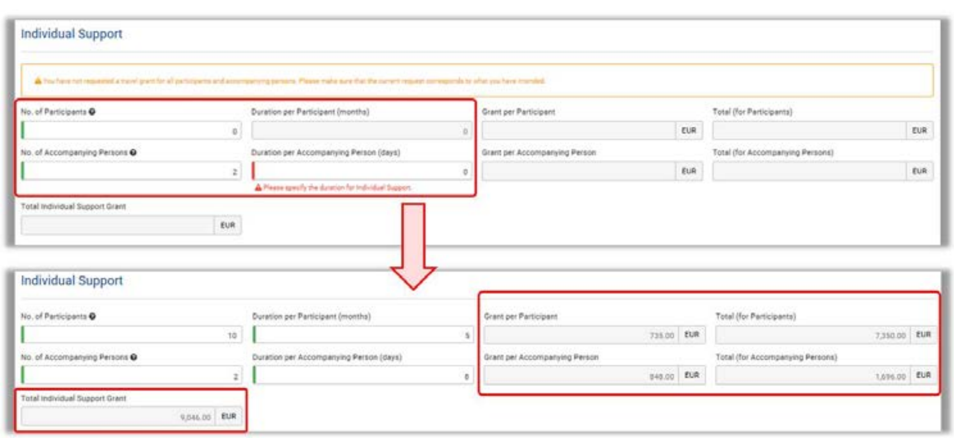
Enter "Individual Support" details.

In the **Individual Support** section, you can update or enter the **No. of Participants**, **Duration** and **No. of Accompanying** persons.

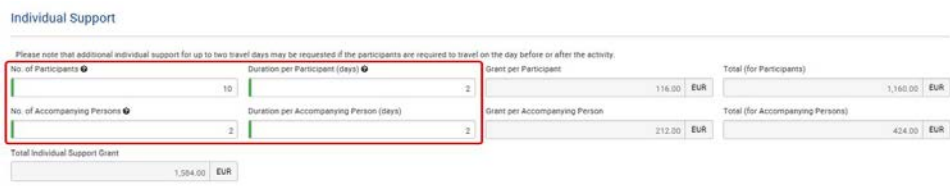
The fields are pre-filled (once you click in the fields) with the No. of Participants of the Group, the value of the Duration per Participant of the activity Accompanying Persons of the Group, but they can be updated.
The value of the **Duration per Accompanying Person** is pre-filled with "0" and needs to be entered if needed.

Note: The values for those fields cannot be higher than the data entered in the group/activity details. For the duration up to two extra days for travel

The respective Grant and Total fields displayed in this section will be auto-calculated. The screenshot here shows the fields for a Long-term study mo for participants has to be entered in months.



The screenshot here shows the fields for Activity Type Short-term exchanges of groups of pupils. Here you see that the duration has to be entered in

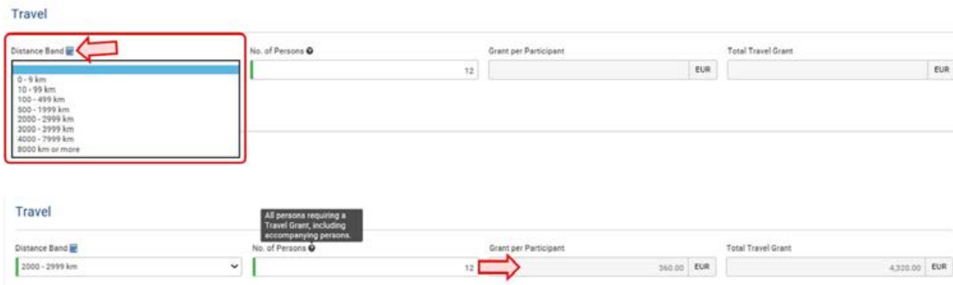


Provide "Travel" details.

To calculate the travel grant for the group of participants, you have to select the **Distance Band** from the available drop-down. Enter the **number of p**
funding, including accompanying person.

Once you click in this field, it is automatically updated with the Total No. of Persons and accompanying persons of the group. You can reduce the num

Once you enter the details, the **Grant per Participant** and **Total Travel Grant** are calculated and displayed.

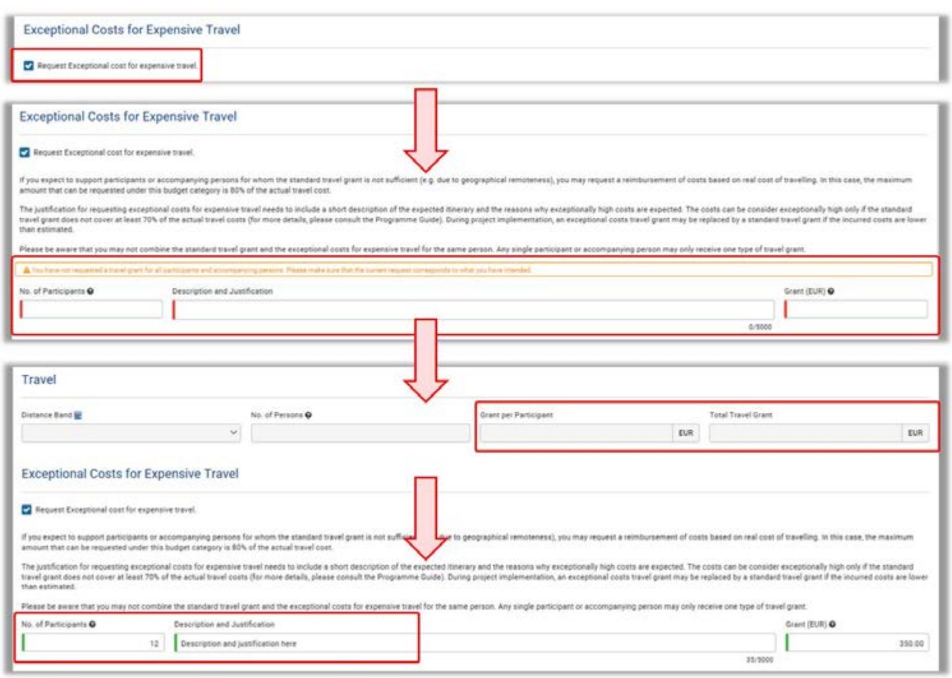


Enter "Exceptional Cost for Expensive Travel" (if applicable).

By default, the check box under **Request Exceptional Cost for expensive travel** is not ticked. Should you require such funding, tick the **checkbox**.

Once done, additional fields become available. Provide the **No. of Participants** that need additional funding together with the **Description and Justific**
you want to request.

> **Important**
>
> If Exceptional costs for expensive travel are requested, the Travel grant and number of participants for Travel grant will be greyed out.
>
> Details on this cost item are available in the funding rules in the Erasmus Programme Guide.



Provide information for Linguistic Support (if applicable).

The Linguistic Support section is only available for activities lasting between 2 and 12 months.

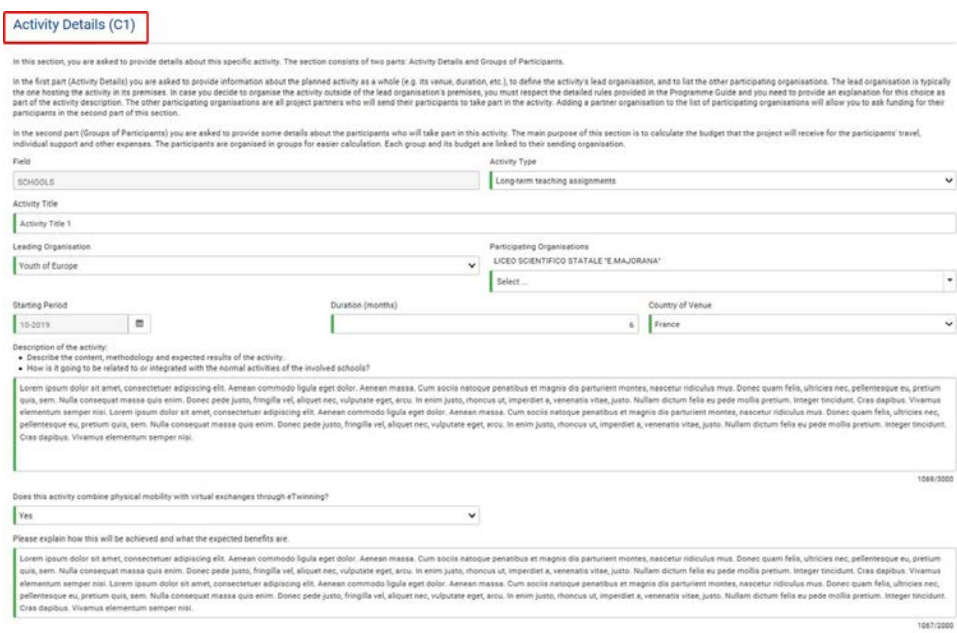
Here you can add or update the **No. of Participants** requiring such support. The field is pre-filled with the value entered under No. of Participants in th

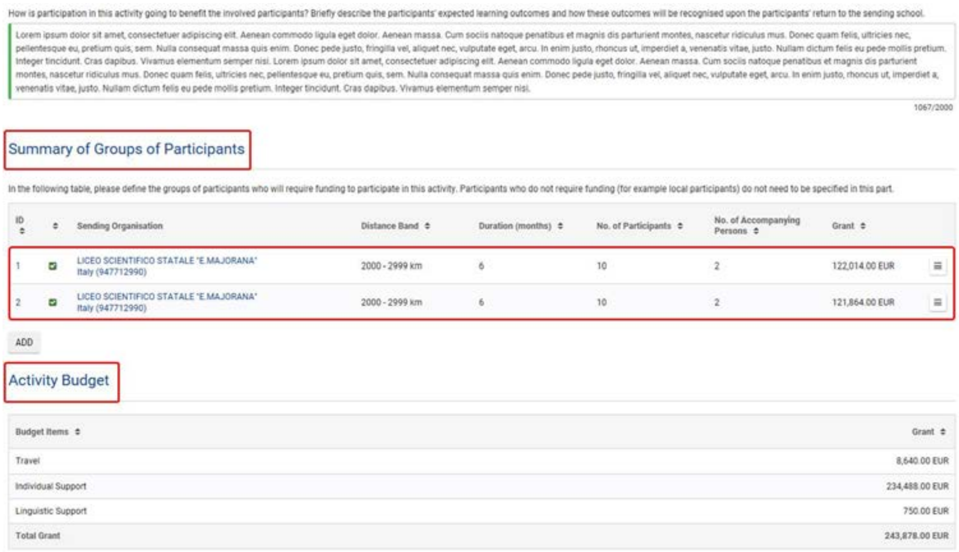
Note: The linguistic support cannot be requested for accompanying persons. The Grant per participants and Total Linguistic Support Grant fields are a

Navigate back to "Activity Details".

If all sections for the group are entered, the sections in the top navigation are marked with a green check. To navigate back to the Activity Details, cli top menu.

You will notice that all details are now marked green/with a green check. At the bottom of the page, under **Activity Budget** you see the overview of th activity.

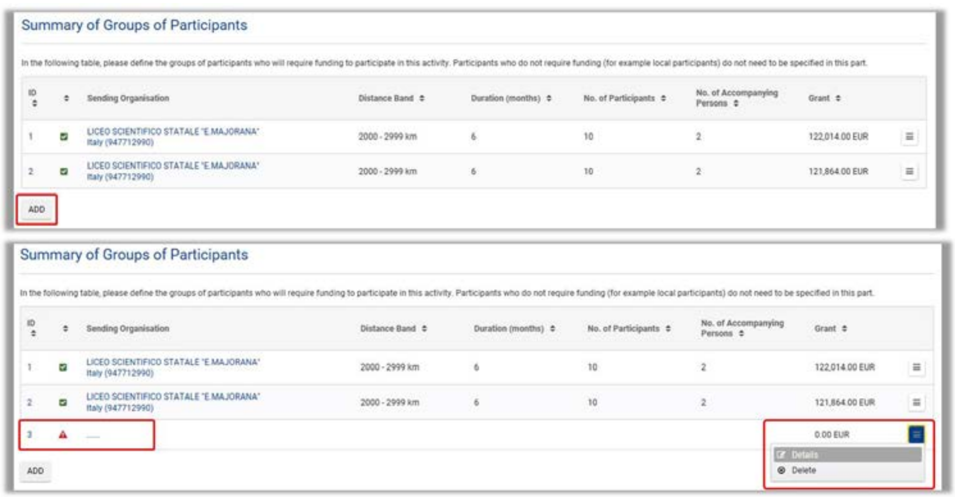




Add additional Groups of Participants to the activity (if applicable).

If needed, you can add additional groups of participants to the activity. Under the Summary of Groups of Participants table, click the **ADD** button and available.

Select **Details** from the menu button and provide the details for this new group in the same manner as just explained for the first group.



Edit or Delete a Group.

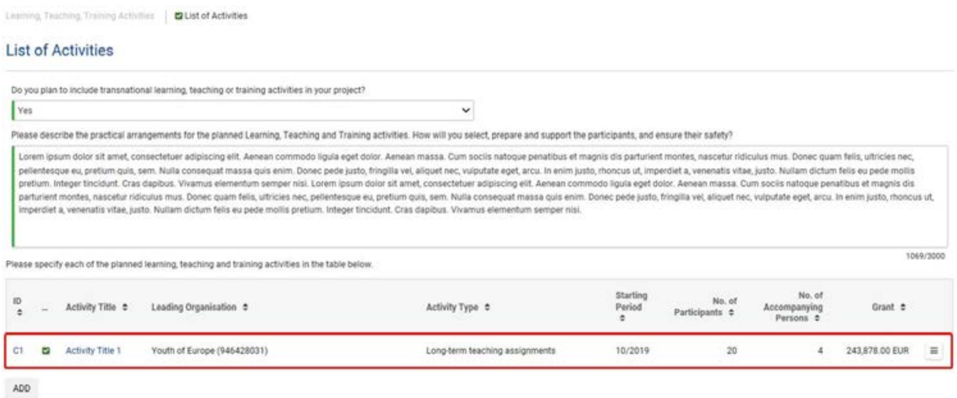
To edit an already encoded Group, select **Details** from the menu button next to the group you want to modify. The Group details screen will open aga required adjustments.

To delete an already encoded Group, select **Delete** from the menu button next to the Group to remove from the activity and confirm deletion.

Navigate back to "Learning, Teaching, Training Activities ".

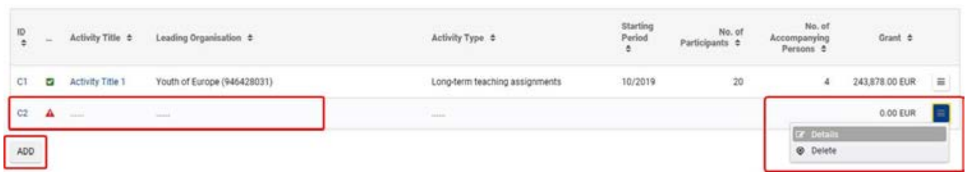
If all information for your activity is entered, navigate back to **Learning, Teaching, Training Activities** via the top navigation.

A green check indicates that all details for the activity are completed.



Add additional activities (if applicable).

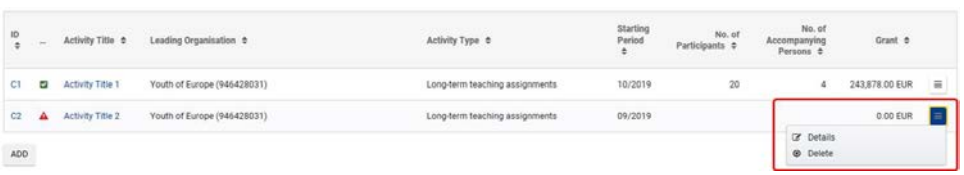
To add additional Activities, click **ADD** underneath the Activities table. A new row will open. Select **Details** from the menu button and start providing t the first activity.



Edit or Delete an Activity.

To edit an already encoded activity, select **Details** from the menu button next to the activity you want to modify. The activity details screen for this a can make the required adjustments.

To delete an already encoded activity, select **Delete** from the menu button next to the activity you want to remove.



Related articles

- Application process for Web Forms
- Forms - Index - KA229 School Exchange Partnerships
- How to use the Distance Band Calculator
- Web Application Forms Guidelines
- Web Forms Add applicant organisation
- Web Forms Add associated persons to organisations
- Web Forms Add participating organisation(s)
- Web Forms Annexes
- Web Forms Budget Summary KA2
- Web Forms Checklist

- Web Forms Context
- Web Forms Home screen
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- Web Forms KA229 Learning, Teaching, Training
- Web Forms Participating Organisations
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- Web Forms Start the application
- Web Forms Submitting an application
- Web Forms: Follow Up
- Web Forms: KA229 Introduction
- Web Forms: KA229 Management

Web Forms: KA229 Timetable

Relevant for...

Call Year	Key Action	Action
2018 / 2019	**KA2 - Cooperation for innovation and the exchange of good practices**	KA229 - School Exchange Partnerships

In this section of the application you have to list the different activities in your project with a short description and an estimated timing. Learning, Teaching and Training activities are included automatically.

Take note

Please note that questions or fields may vary depending on the key action of your application.

Quick steps

1 Access "Timetable" via the side navigation.
2 Add Project Activities.
3 Select "Details" via the menu button.
4 Provide "Starting Period" and "Description".
5 Navigate back to Timetable.
    5.1 Add additional project activities. (if applicable)
6 Edit or Delete a project activity.

Detailed steps

Steps

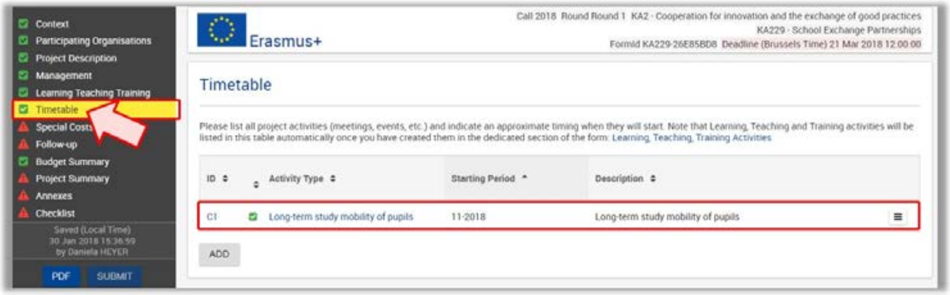
Access "Timetable" via the side navigation.

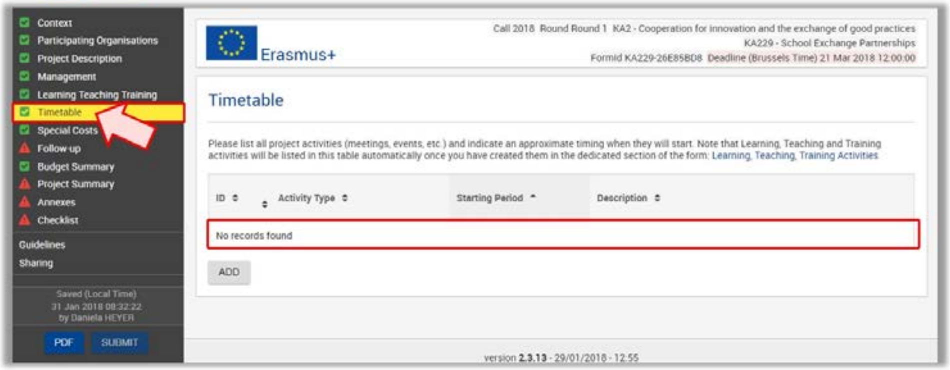
Click on **Timetable** in the side navigation to access this part of your application. The timetable screen is displayed.

If you encoded Learning, Teaching and Training Activities in your application, they will be displayed here.

If you did not encode such activities, the displayed list is empty.

Note: The Timetable section in the side navigation automatically displays a green check, even if no information is displayed or added here.

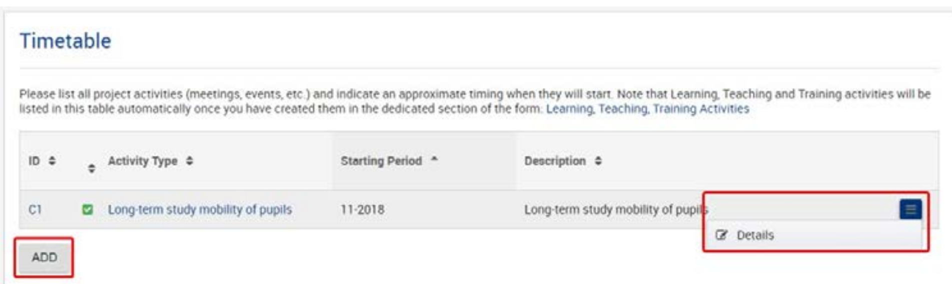




Add Project Activities.

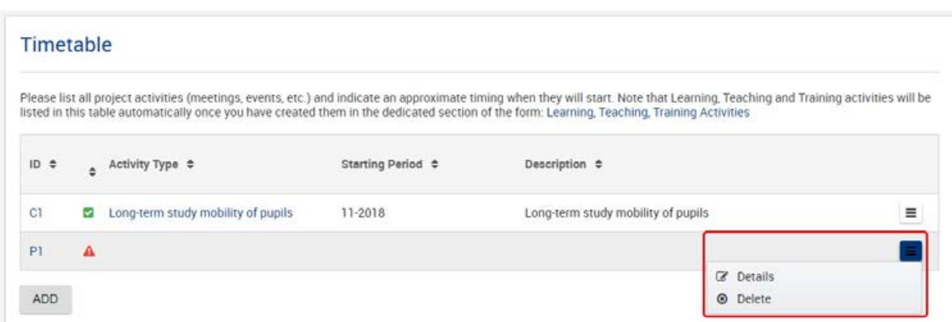
To add (additional) project activities, click on the **ADD** button.

Note: If already encoded activities are displayed, selecting **Details** via the menu button will open the respective Learning, Teaching and Training Activities details screen.



Select "Details" via the menu button.

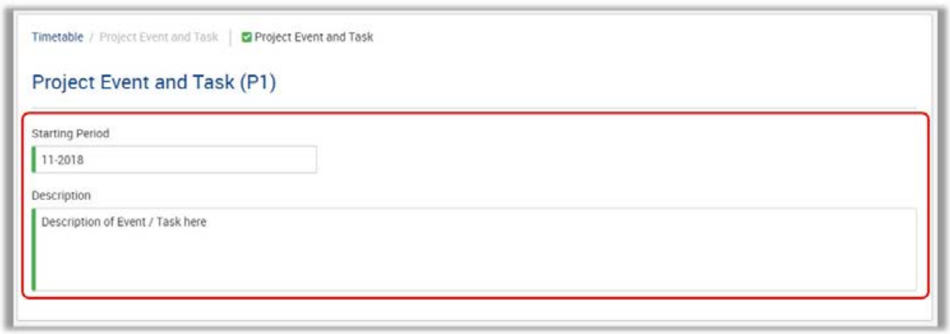
In the new empty row displayed, select **Details** via the menu button to provide details.



Provide "Starting Period" and "Description".

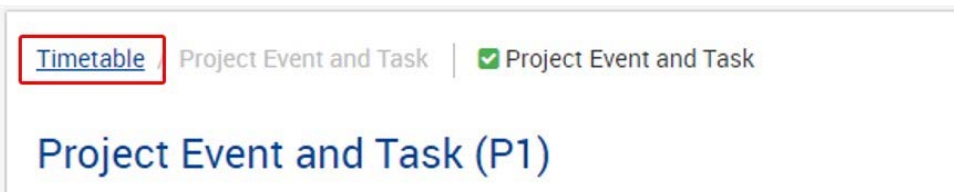
In the Project Event and Task screen section, you have to select a **starting period** and provide a **description** in the free text field.

Note: The starting period only displays the month and year, even if you select a specific date from the calendar pop-up.



Navigate back to Timetable.

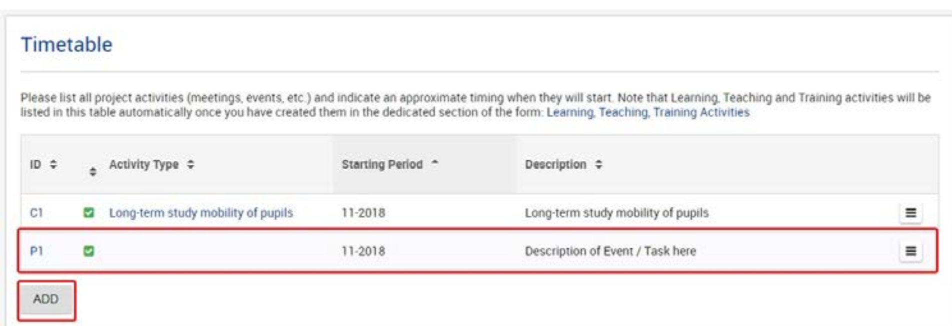
Once the information is entered, navigate back to the **Timetable** main page; either via the top navigation or the side menu.



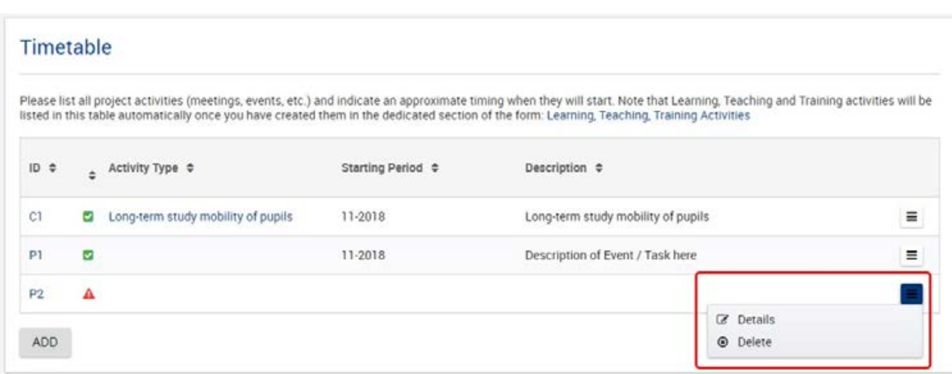
Your encoded activity is now displayed in the table. The green check indicates that all required information is provided.

Add additional project activities. (if applicable)

Click the **ADD** button to encode additional project activities or events.



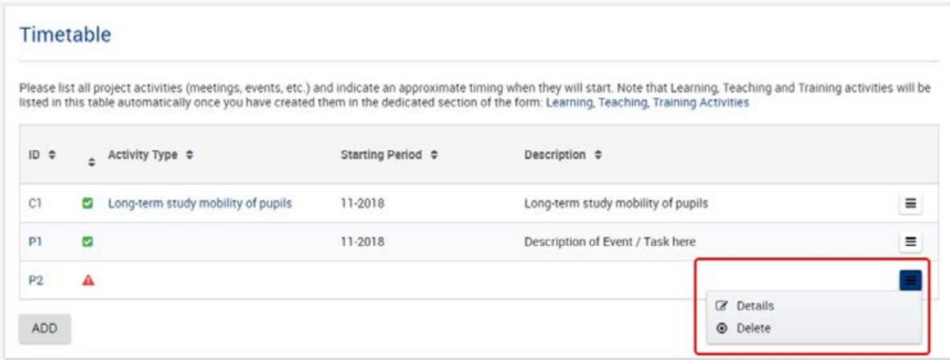
As before, select **Details** from the menu button to provide details.



Edit or Delete a project activity.

To **edit** an already entered project activity / event, select **Details** via the menu button.

To **delete** a project activity / event, select **Delete** via the menu button.



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- Web Forms Special Costs

Web Application Forms FAQs

Select your language

If your language is not available, please refer to the English documentation.

- DE_Online-Antragsformular FAQs
- EL_Ηλεκτρονικές Αιτήσεις - FAQs
- HU_Online Pályázati Űrlapok: GYIK
- PL_Wnioski online: Często zadawane pytania (FAQs)
- SI_Spletni obrazci: Pogosta vprašanja o spletnih prijavnih obrazcih

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General Questions

How can I save the text of my application? Can I resume it later?

The text you add is automatically saved every 2 seconds and can be resumed later. Additional information is available here.

How many users can view simultaneously on the same web form?

There is **no restriction** on the amount of viewers.

Is there a time limit to be working on the same web form?

No, there is no time limit. You can edit the application as many times as you want before the deadline, even after you submitted it already.

If I delete text can I retrieve it?

No, you cannot retrieve the text after you delete it.

If I delete text will there be two applications?

No, you will continue working on the same application.

What languages and respective levels are available in Online Linguistic Support (OLS)?

Follow the link here to see all information related to the Online Linguistic Support (OLS): Erasmus+ OLS.

How can I add a person responsible for the OLS management?

Information on the OLS Contact in the application form is available here.

Is there an alternative way of submitting the application form after the official deadline?

If you cannot submit your application online you can still do it by sending an email to your National Agency within 2 hours after 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 the section "Submission Summary" indicating that the electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

Additional information is available here.

Why can't I edit the form?

There are 4 possible reasons why you can't edit a form:

1. A form can be edited up until the deadline of submission. Check the submission deadline. If the submission deadline has passed you no longer have rights to edit. If you believe you should be entitled to an extension please check this page.
2. You have already submitted the form. If you have submitted the form and the deadline has not passed, you can reopen the form. If the deadline has passed it is no longer possible to edit the submitted form unless reopened by your National Agency.
3. The form has been shared with you in order to edit but you can not edit the form. In this case please wait 10 minutes. The form is only editable 10 minutes after the initial sharing of the form.
4. The form is shared with another colleague who is currently editing the form. See how to view who is editing the form. After the colleague has stopped editing the form, there is a delay of 10 minutes before you will be able to edit the form.

If none of the above reasons apply, please contact your National Agency indicating the form ID and request technical assistance.

Which browsers are supported?

Web Application Forms are built on the latest standards of the web platform. The forms support all of modern browsers. The forms have been successfully tested on following browsers:

- Microsoft Edge 41
- Firefox 52.9.0
- Chrome 76

Please note that Internet Explorer is no longer supported as it is frozen by Microsoft since 2015.

My form shows: Form edit session expired. What do I do?

The message **Form edit session expired** displays due to inactivity in the form for at least **10 minutes**. Click on the **Go to home page button**. T he Web Applications home screen opens.

Access the **My applications** tab, find the relevant application form, select edit from the menu and continue filling it in. All information entered previously will be available.

What can I do if the system is not providing the correct calculations in the form or if I am not able to submit an applications due to errors?

Please **refresh the Web Application page** (by pressing the **F5** key on your keyboard when using a computer). If it still does not work, clear your browser cache and reopen the Web Application forms.

This way you are sure you are using the latest version of the web application forms. (Alternative: Press **Shift + F5** to force your web browser to ignore its cached contents and retrieve a fresh copy of the web page).

If you work on a tablet, clear your browser cache and reload the web application form page.

If none of the above solutions work, please contact your National Agency indicating the Form ID and request technical assistance.

I am unable to enter a decimal value in a field. What can I do?

Decimal numbers can sometimes be added in the Web Form, for instance, to provide duration of an activity. If allowed (this is usually indicated under a field) and needed, please enter the value using a **dot** instead of a comma to provide the value. For example: Type "90.5" instead of "90,5".

See additional information under Web Forms How to complete the form.

What is the the maximum total file size of uploaded documents?

The maximum total file size can be up to 100 MB, but not for all action types.

See the Technical guidelines for Annexes.

Why can't I see the submit button?

If you can not see the submit button, it's possible that you have shared the application form and your colleague is still working on the form. Please ask your colleague to complete their tasks in the form and close the browser. Once this is done you should see the submit button.

Participating Organisation Specific Questions

How can I add information about a Host Organisation that does not have an Organisation ID?

Please check the information on Hosting Partner Organisations.

Details under Web Forms Hosting Partner Organisation.

Key Action Specific Questions

There are currently no FAQs for specific key actions available.