



**ERASMUS+**

**Technical guidelines  
for completing  
electronic PDF Forms:  
KA201, KA202, KA203 and KA204  
Call 2018**

**For actions managed by  
National Agencies**

**Version 1 of 01/02/2018**

## Table of Contents

INTRODUCTION .....	4
PREPARATION .....	4
Technical requirements and settings needed to use an electronic PDF form .....	4
Adobe Reader and Acrobat Reader DC.....	4
Incompatible Readers .....	5
Incompatible Acrobat Reader DC Versions.....	5
Operating Systems.....	6
Security and Java Script Settings.....	6
New security feature introduced in the Acrobat Reader DC 15.9.....	9
HOW TO FILL AN ELECTRONIC PDF FORM .....	12
Checking that you have downloaded the correct form .....	12
Choosing the correct National Agency.....	14
Using your PIC in an electronic PDF form .....	15
Mandatory fields.....	16
Lists of values.....	17
Dynamic sections.....	18
Manually adding entire sections and entries.....	20
Participating Organisations .....	20
Adding new entries in lists of values.....	21
Priorities Section .....	22
Priorities Section .....	22
Description of the project and Project management and implementation sections .....	24
Intellectual Outputs Section (only applicable to Strategic Partnerships supporting Innovation).....	24
Multiplier Events Section (only applicable to Strategic Partnerships supporting Innovation).....	25
Filling in the Budget section .....	26
Completing the Budget.....	26

Checklist .....	30
Validating a form.....	31
Compulsory fields .....	31
Duplicated PICs in participating organisations.....	32
Double entries in lists.....	32
Invalid flow duration for a given activity type.....	33
Annexing documents.....	34
Annexing a Declaration of Honour .....	36
Submitting a form .....	37
Submitting more than once .....	39
Late submission of the application.....	40

## Introduction

This document describes the use of the electronic PDF forms for the Erasmus+ programme **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** within programme countries managed by the National Agencies in the Programme Countries.

## Preparation

### Technical requirements and settings needed to use an electronic PDF form

#### Adobe Reader and Acrobat Reader DC

The Erasmus+ decentralised actions electronic PDF forms were built using Adobe Forms technology. You need Adobe Reader or Adobe Acrobat Reader DC to use the forms.

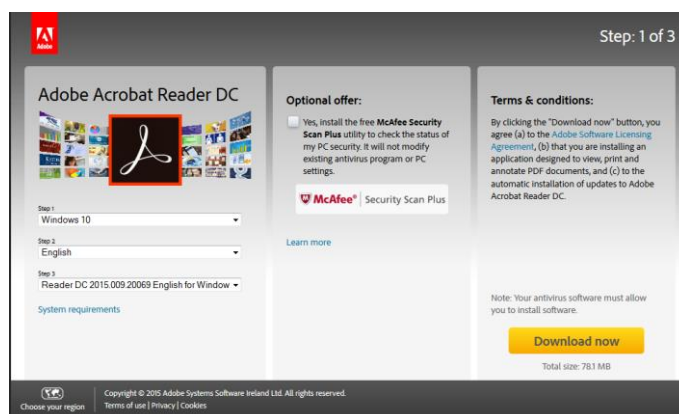
In order to be able to properly use an Erasmus+ electronic PDF form you will need to use the following versions of Adobe Reader:

Minimum Adobe Reader version	Adobe Reader 9.3.3 or higher (except Adobe Reader DC version 15.8)
<u>Recommended</u> Adobe Reader version	Acrobat Reader DC version 15.20

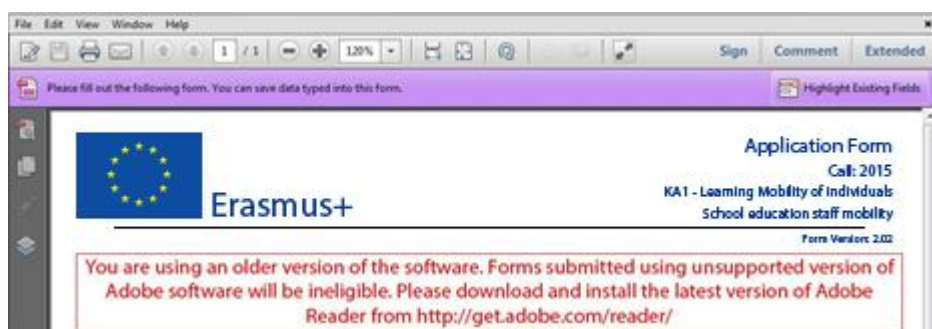
Adobe Reader and Acrobat Reader DC can be downloaded for free from the internet at the following location:

<http://get.adobe.com/reader/otherversions/>

If you are using Windows 10 this is how the download page should look like:

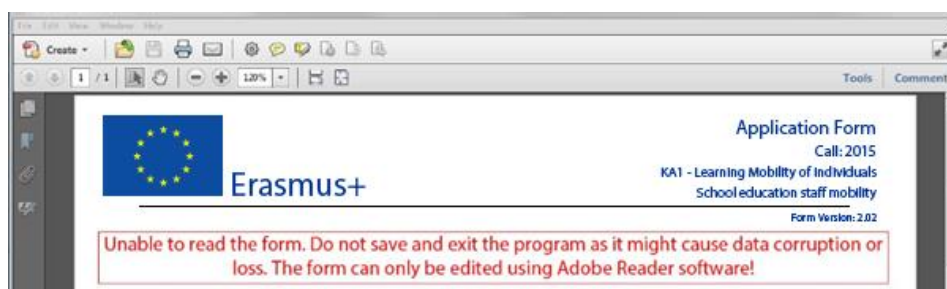


If you are using a different version than the above mentioned ones you will not be able to properly use the form and will be confronted with the following screen:



### Incompatible Readers

Adobe Reader and Acrobat Reader DC are the only accepted readers. If you happen to use another reader such as "Foxit" or Adobe Acrobat X PRO you will not be able to use the electronic PDF form and may even corrupt it as the following message shows:



### Incompatible Acrobat Reader DC Versions

The above mentioned Acrobat Reader DC version 15.8 released by Adobe on the 14<sup>th</sup> of July 2015 has introduced several issues with the Erasmus+ PDF forms and must not be used.

If you happen to open one of the electronic PDF forms still using Acrobat Reader DC 15.8 the electronic PDF form will be blocked and you will not be able to fill it in.

If you are still using Acrobat Reader DC 15.8 please make sure that you uninstall it and install instead latest Acrobat Acrobat DC version as explained above.

There are other Acrobat Reader DC Versions that introduce blocking issues with the Erasmus+ PDF forms and must not be used.

**Adobe Reader DC Version 2015.023.20053**  
**Adobe Reader DC Version 2015.006.30279**

If you open one of the electronic PDF forms using one of these versions mentioned above will be blocked and you will not be able to fill it in. The following message will be retrieve:

The Acrobat Reader version you are using has known issues with display or calculation of the form data. Please download and install the latest version of Adobe Reader from <http://get.adobe.com/reader/>

## Operating Systems

The above mentioned Adobe Reader and Acrobat Reader DC versions are supported on Microsoft Windows and Apple OS X. Mobile platforms such as iOS, Android, Microsoft Windows RT, Windows Phone and BlackBerry are not supported by the electronic PDF forms.

Please note that Windows XP is no more supported by Microsoft since 8<sup>th</sup> April 2014. This is explained clearly on Microsoft webpage: <https://www.microsoft.com/en-us/WindowsForBusiness/end-of-xp-support>.

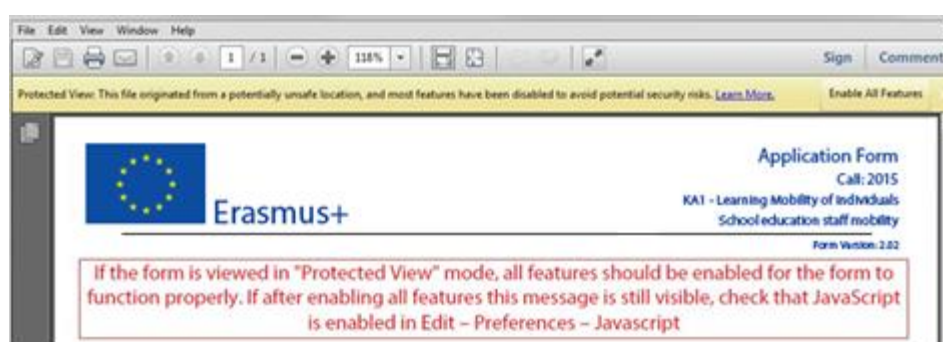
However, it is true that you can easily find on Internet some ways to make some updates to make Adobe Reader working with the PDF forms. If you consider them you must know the exact consequences and weaknesses on your computer and also all potential related legal issues. If you have any doubt or have some legal issues on the solution, we strongly advise you to consider another platform fully supported.

Electronic PDF forms can be opened on Linux platform only with Adobe Reader version 9.1.

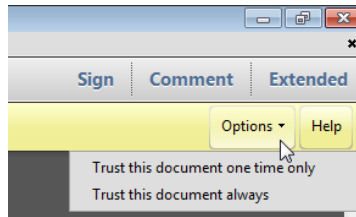
Please note that Adobe was providing a native Reader version on Linux until the version 9.5.5 (26/06/2013). This version is no more available on Adobe website. However, different versions of the package are still downloadable on Internet with the procedure to install them. Please note that we strongly discourage you to use these old versions with unknown PDFs as no more security patches are applied on it.

## Security and Java Script Settings

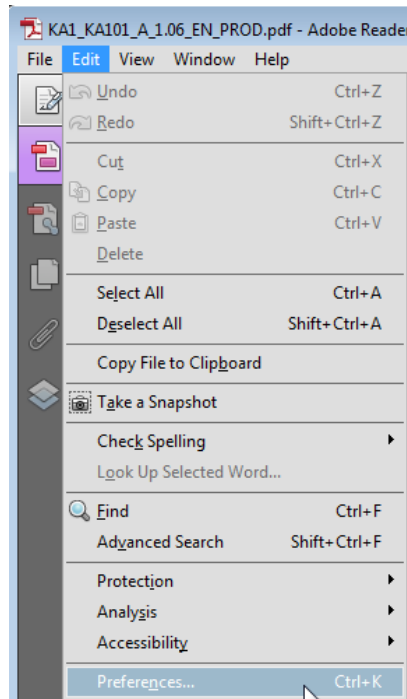
When an electronic PDF form is downloaded from the internet for the first time, Adobe Reader and Acrobat Reader will detect that the form has originated from a potentially unsafe location and ask you to confirm the safeness of the file:



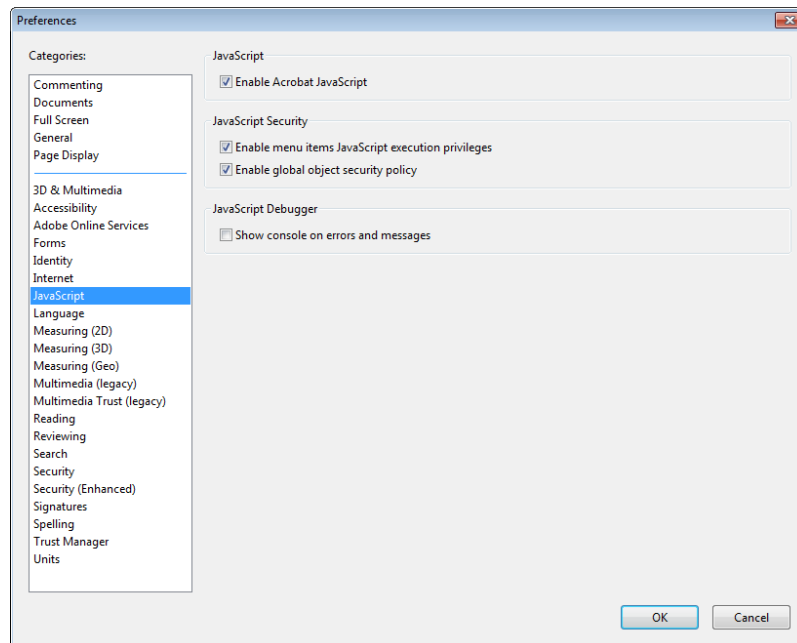
In this case you should press button "Options", choose "Trust this document always" and save the electronic PDF form:



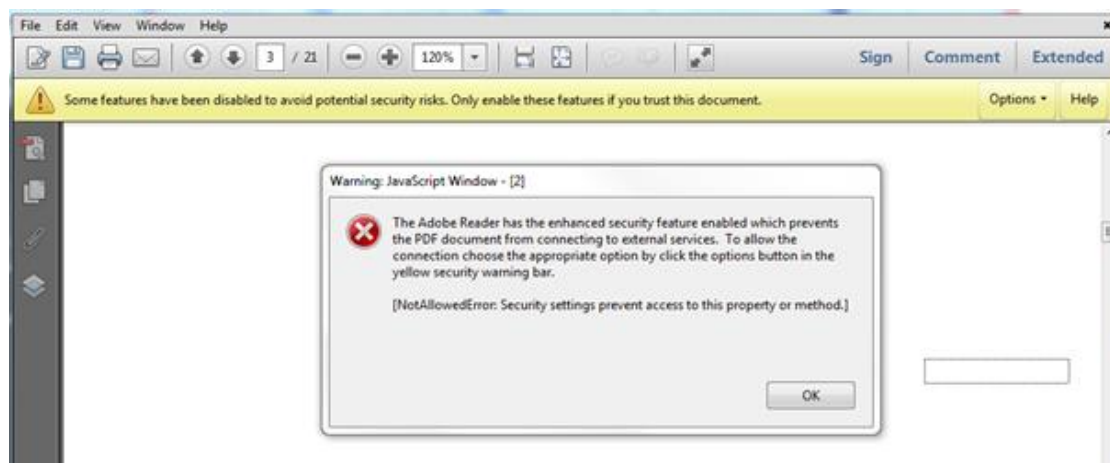
If the problem persists, check your Java Script settings in Adobe Reader and Acrobat Reader:



You should have the following configuration:



On top of what is written above, Adobe Reader and Acrobat Reader uses an enhanced security feature that detects when the electronic PDF form is attempting to connect to the internet. Such situation will happen every time you need to input and validate a PIC (Participant Identification Code, provided to the organisation upon registration in the Participant Portal (see section on "Registering your organisation in the European Commission's Participant Portal" at the end of this document) for a participating organisation, or when you have changed a piece of data that impacts the budget section, such as a distance band in the "Travel" budget section. In both scenarios the electronic PDF form will contact central European Commission servers to fetch the latest data and information. The message displayed by Adobe Reader and Acrobat Reader is as follows:

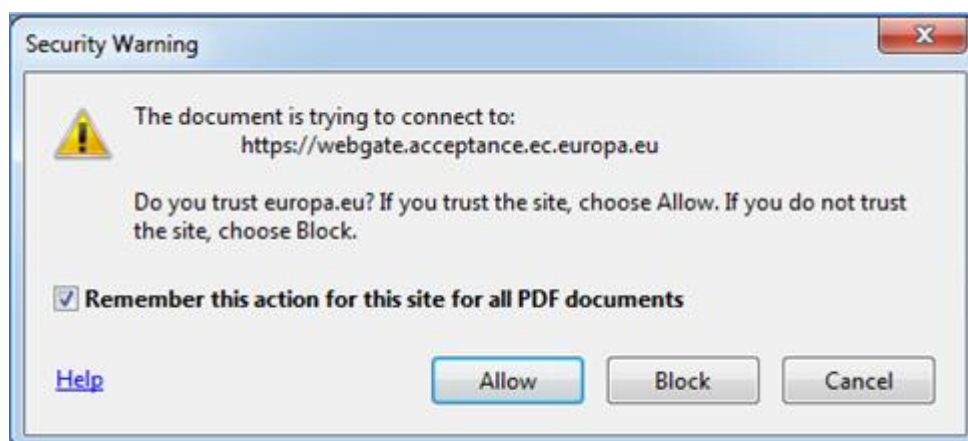


When confronted with this message you should press button "Options", select "I trust this document always" and, when asked, save the form with the same name. This process is sometimes a bit slow, so just let it finish before proceeding.



## New security feature introduced in the Acrobat Reader DC 15.9

When the user uses Acrobat Reader DC 15.9 for the first time with an electronic PDF form which is not stored in an already trusted folder, Acrobat Reader will prompt the user with a new security question asking if the user trusts the "europa.eu" domain (it could happen on Check PIC, on budget change or on submission).



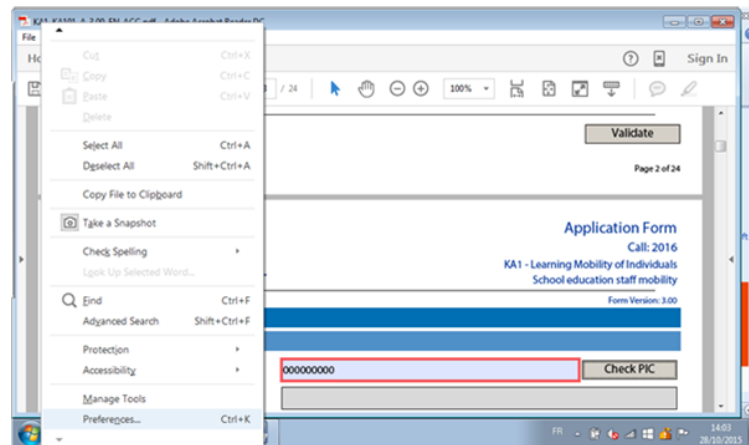
**IT IS COMPULSORY FOR THE USER TO ANSWER "ALLOW" SO THAT THE DOMAIN "EUROPA.EU" IS A TRUSTED DOMAIN AND THE FORM WORKS PROPERLY.**

If by mistake the user answers "Block" on the prompt about the "europa.eu" domain then that answer will be applied to all electronic PDF forms and none will properly work in that specific computer. The expected behaviour of the forms will be to show the following error message every time the domain "europa.eu" needs to be accessed e.g. when checking a PIC or computing budget:

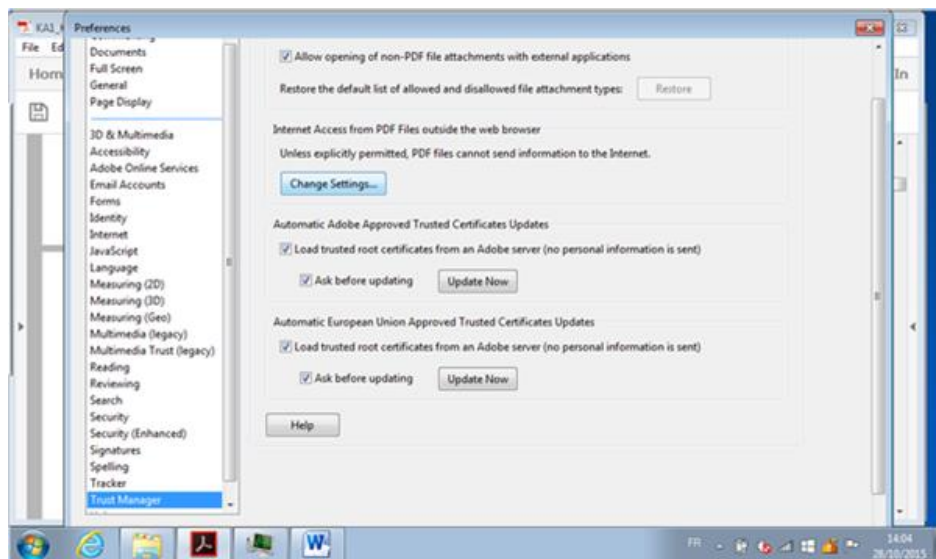


In order to revert the previous decision to block the "europa.eu" domain and make the electronic PDF forms work normally, the user needs to:

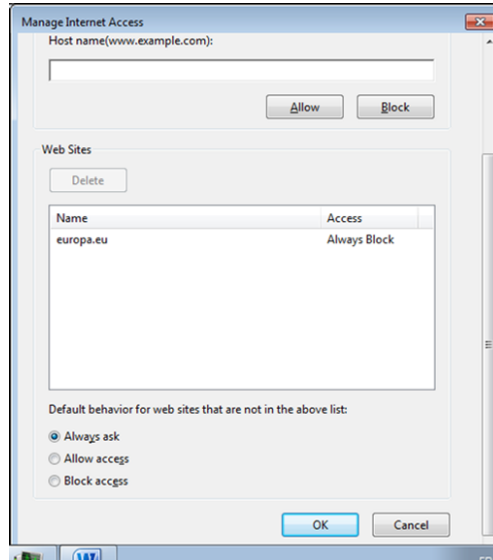
1) Access Menu "Edit" -> "Preferences..." or Ctrl + K



2) Choose "Trust Manager" and "Change Settings..." button



3) In the Web Sites table select row "europa.eu" "Always Block" and click on "Delete" button



4) Finally click on "OK" buttons to apply the changes and close the properties' windows.

After that try to open the electronic PDF form and make sure that this time you choose the option "Allow" when prompted to trust the "europa.eu" domain.

## How to fill an electronic PDF form

This section will guide you through the main aspects to consider when filling an electronic PDF form for applying for a grant under an Erasmus+ action managed by the National Agencies.

### Checking that you have downloaded the correct form

Before you start working on your application and filling in your project's data, it is important that you check that you have the right form for the right field of action, call and round. Page 1 of every electronic PDF form contains this information:

B. Context	
Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Which field is the most impacted?	Strategic Partnerships for school education
Main objective of the project	
Call	2018
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	21-03-2018 12:00:00
Language used to fill in the form	

Field "Which field is the most impacted?" will show you the field of action of Strategic Partnerships that the electronic PDF form concerns. Do make sure you are using the right one as your application will not display all fields that apply to your project if you submit it through a different form and may be considered as ineligible as a consequence.

Field "Call" is another important piece of information, as it indicates the year of the Erasmus+ Call for proposals concerned.

Note that you cannot change the content of these three fields. If you find out that you have selected the wrong electronic PDF form, you need to close it and download the correct form from your National Agency's website.

Depending on the objectives and the composition of the Strategic Partnership you will have to select one of the two possibilities as depicted below:

B. Context	
Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Which field is the most impacted?	Strategic Partnerships for school education
Main objective of the project	<div style="background-color: #f08080; padding: 2px;"> <span style="float: right;">▼</span> </div>
Call	<div style="background-color: #add8e6; padding: 2px;">Exchange of Good Practices</div> <div style="background-color: #f08080; padding: 2px;">Innovation</div>
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	21-03-2018 12:00:00
Language used to fill in the form	<div style="float: right;">▼</div>

Strategic Partnerships relevant to the field of higher education will not support projects for exchange of good practices. This means that if you choose Strategic Partnerships for Higher Education (KA203) the main objective of the project will be pre-filled with "Development of innovation".

Please be aware that as specified in the Programme Guide, the Strategic Partnerships supporting exchange of good practices will not be able to apply for funding for Intellectual Outputs and Multiplier Events, and can apply for funding for Learning/Teaching/Training Activities.

To that end, by selecting to apply for a Strategic Partnerships supporting exchange of good practices, the eForm will not visualise the Intellectual Outputs and Multiplier Events sections, and will apply limitations on the requested budget for Learning/Teaching/Training Activities.

## Choosing the correct National Agency

Another important aspect to take into account is the National Agency to which you want to submit your application. The selection of the National Agency is normally done on page 2 of an electronic PDF form. There you can find a drop-down list with the allowed Erasmus+ National Agencies covering each field of education, training and youth. In the list of values below, each National Agency is identified by a unique code accompanied by the name of the country in the national language:

**B.2. National Agency of the Applicant Organisation**

Identification

For further details about the available Erasmus+ <https://ec.europa.eu/programmes/erasmus-plus/>

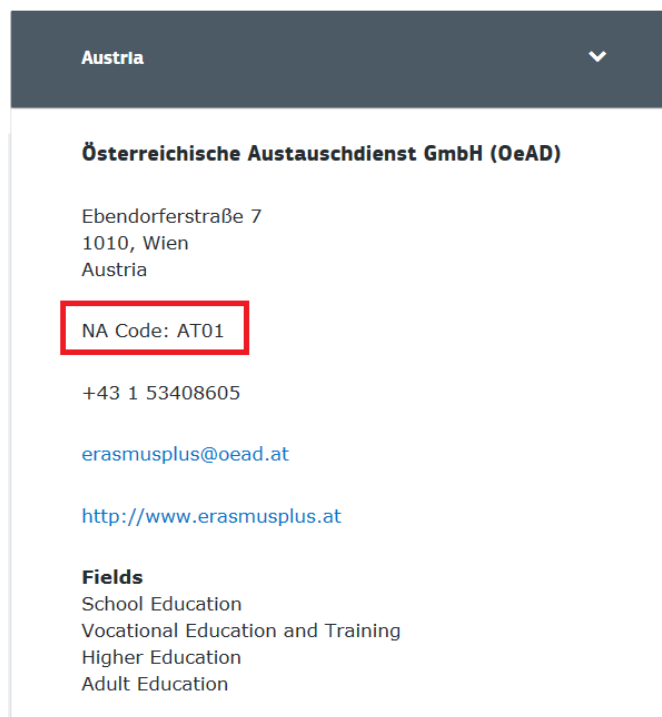


- AT01 (ÖSTERREICH)
- BE01 (BELGIQUE)
- BE02 (BELGIÉ)
- BE03 (BELGIEN)
- BG01 (БЪЛГАРИЯ (BULGARIA))
- CY01 (ΚΥΠΡΟΣ (ΚΥΠΡΟΣ))
- CZ01 (ČESKÁ REPUBLIKA)
- DE03 (DEUTSCHLAND)

If a country has more than one National Agency, use the following hyperlink to consult the full list of National Agencies, and find out the code of the National Agency responsible for your field of education, training and youth to which you should submit your application:

<https://ec.europa.eu/programmes/erasmus-plus/contact>

The information to look for is illustrated in the screen shot below and includes the National Agency code and the fields in which it is active.



**Austria**

**Österreichische Austauschdienst GmbH (OeAD)**

Ebendorferstraße 7  
1010, Wien  
Austria

**NA Code: AT01**

+43 1 53408605

[erasmusplus@oead.at](mailto:erasmusplus@oead.at)

<http://www.erasmusplus.at>

**Fields**

- School Education
- Vocational Education and Training
- Higher Education
- Adult Education

The last aspect concerning the field(s) for which a National Agency has been designated is of particular importance as this needs to match the electronic PDF form you have chosen. In order to help you, the electronic PDF forms will only show you the relevant National Agency reference according to the field of education, training and youth that you want to submit your project to.

## Using your PIC in an electronic PDF form

For most actions, all participating organisations should be registered in URF and should use their PIC (Participant Identification Code) when filling-in an e-Form. More information about the PIC you will find here: [Participant Portal](#).

When you and your partner organisations or consortium members have a PIC, you can start using these identifiers in your electronic PDF forms.

The PIC field name is the place where you need to enter your organisation's identification:

D. Participating organisation(s)	
D.1. Applicant Organisation	
PIC	<input type="text" value="948753703"/> <input type="button" value="Check PIC"/>
Full legal name (National Language)	<input type="text"/>
Full legal name (Latin characters)	<input type="text"/>
Acronym	<input type="text"/>
National ID (if applicable)	<input type="text"/>
Department (if applicable)	<input type="text"/>
Address	<input type="text"/>
Country	<input type="text"/>
P.O. Box	<input type="text"/>
Post Code	<input type="text"/>
CEDEX	<input type="text"/>
City	<input type="text"/>
Website	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>
Fax	<input type="text"/>

After you have entered it, press button "Check PIC" so that the electronic PDF form fetches the organisation's data from the Participant Portal. In other words, you do not need to enter again in the electronic PDF form the organisation data that are already registered in the Participant Portal.

**D. Participating organisation(s)**

**D.1. Applicant Organisation**

PIC	948753703	<input type="button" value="Check PIC"/>
Full legal name (National Language)		
Full legal name (Latin characters)	Asociación Xuvenil Vrenza	
Acronym		
National ID (if applicable)	1992/002579-3	
Department (if applicable)		
Address	Solláns 50 bj	
Country	Spain	
P.O. Box		
Post Code	15866	
CEDEX		
City	Teo	
Website		
Email		
Telephone 1	+34981806412	
Fax	+34981806412	

Once you have entered the PIC and the eForm has fetched the relevant information in section D.1., you will also see that part of the information in section D.1.1 has also changed:

**D.1.1. Profile**

Type of Organisation	<input type="text" value=""/>
Is your organisation a public body?	No
Is your organisation a non-profit?	Yes

In the 2018 PDF Forms the applicants can indicate the type of the organisation as this information is no longer filled in the Participants Portal. Please note that, as the field Type of Organisation is a compulsory one, the applicant cannot leave it empty and should pick one option from the drop-down menu.

**Mandatory fields**

Mandatory (compulsory) fields are clearly identified in electronic PDF forms through a pink colour as depicted below:



## G. Project Management and Implementation

Please provide detailed information about the project activities that you will carry out with the support of the grant requested under the item "Project Management and Implementation".

Please describe the methodology you intend to apply in your project.

Transnational project meetings: how often do you plan to meet, who will participate in those meetings, where will it take place and what will be the goal?

How will you communicate and cooperate with your partners?

What are your plans for handling risks which could happen during the project (e.g. delays, budget, conflicts, etc.)?

If relevant for your project, do you plan to use Erasmus+ online platforms (e.g. EPALE, School Education Gateway, eTwinning) for the preparation, implementation and/or follow-up of your project?

They need to be filled in, otherwise you will not be able to validate and submit your electronic PDF form.

## Lists of values

Lists of values represent closed questions that you will need to answer by choosing one or more entries from the ones available in the list. The example below represents the selection of the language used to fill in the electronic PDF form i.e. the language used by the applicant to enter the project information:

B. Context	
Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Which field is the most impacted?	Strategic Partnerships for school education
Main objective of the project	
Call	2017
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	29-03-2017 12:00:00
Language used to fill in the form	
B.1. Project Identification	
Project Title	
Form hash code: 0000000000000000	Bulgarian Croatian Czech Danish Dutch English Estonian Finnish
Form has not been submitted yet	

## Dynamic sections

Some selections made in an electronic PDF form will trigger the appearance or disappearance of fields or sections following them. For example in "Learning/Teaching/Training Activities" section where applicants can enter if they plan to include transnational learning, teaching or training activities in their project:

G.2. Learning/Teaching/Training Activities	
Do you plan to include transnational learning, teaching or training activities in your project?	
No	
Yes	

If the applicant enters "Yes" then a new section will be shown where the applicants are asked to give more information about these activities:

**G.2. Learning/Teaching/Training Activities**

Do you plan to include transnational learning, teaching or training activities in your project?

Yes

What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives?

Please describe each of the learning, teaching or training activities you intend to include in your project

Activity No.	C1
Fields	
Activity Type	
Activity Description (including profile of participants per organisation)	
Country of Venue	
No. of Participants	
Participants with Special Needs (out of total number of Participants)	
Accompanying Persons (out of total number of Participants)	
Duration (days)	
Duration (months)	
Participating Organisations	
	<input type="button" value="+"/> <input type="button" value="-"/>

How will you select, prepare and support participants and ensure their safety? Please describe the practical arrangements including training, teaching or learning agreements, if applicable.

Please also describe the arrangements for recognition or validation of the learning outcomes of the participants in learning, teaching or training activities. Will your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc. or any national instruments/certificates?

## Manually adding entire sections and entries

In certain places, you can add entire sections to the form, if they are relevant and necessary for you. An example is adding project Partners.

### Participating Organisations

In this section the data about your organisation is already available in the sub-section "Applicant Organisation":

D. Participating organisation(s)	
D.1. Applicant Organisation	
PIC	<input type="text"/> <input type="button" value="Check PIC"/>
Full legal name (National Language)	<input type="text"/>
Full legal name (Latin characters)	<input type="text"/>
Acronym	<input type="text"/>
National ID (if applicable)	<input type="text"/>
Department (if applicable)	<input type="text"/>
Address	<input type="text"/>
Country	<input type="text"/>
P.O. Box	<input type="text"/>
Post Code	<input type="text"/>
CEDEX	<input type="text"/>
City	<input type="text"/>
Website	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>
Fax	<input type="text"/>

In subsection D.2. you can already add a partner organisation but if you need to add more partner organisations to your application, you can do so by pressing the button "Add Partner" located at the end of the D.2. "Partner Organisation" sub-section:



For some actions, a new sub-section will then appear, called "Partner Organisation", where you can enter all needed details:

D.3. Partner Organisation	
PIC	<input style="border: 2px solid red;" type="text"/> <input type="button" value="Check PIC"/>
Full legal name (National Language)	<input type="text"/>
Full legal name (Latin characters)	<input type="text"/>
Acronym	<input type="text"/>
National ID (if applicable)	<input type="text"/>
Department (if applicable)	<input type="text"/>
Address	<input type="text"/>
Country	<input type="text"/>

Partner organisations can be removed by pressing the button "Remove Partner" located at the end of the last partner organisation:

<input type="button" value="Add Partner"/>	<input style="border: 2px solid red;" type="button" value="Remove Partner"/>
--	--

Please note that you can only add partners at the end of the already introduced partner sections, e.g. you cannot add partners between partners 2 and 3, if you have already included 3 partners.

### Adding new entries in lists of values

You can add new entries by clicking a button. For example, the question about the list of topics that is most relevant to a given application:

### E. Description of the Project

Please explain the context and the objectives of your project as well as the needs and target groups to be addressed? Why should this project be carried out transnationally?

In what way is the project innovative and/or complementary to other projects already carried out?

How did you choose the project partners and what will they bring to the project? Does it involve organisations that have never previously been involved in a similar project?

How will the tasks and responsibilities be distributed among the partners?

What are the most relevant topics addressed by your project?

+-

You should press the "+" button to add new entries or the "-" to delete existing ones. Please note that the question is compulsory, so once you add a new entry you will need to fill it in with one of the available options:

What are the most relevant topics addressed by your project?

- Access for disadvantaged
- Agriculture, forestry and fisheries
- Creativity and culture
- Disabilities - special needs
- Early School Leaving / combating failure in education
- Economic and financial affairs (incl. funding issues)
- Energy and resources
- Enterprise, industry and SMEs (incl. entrepreneurship)

You can enter the same topic only once.

## Priorities Section

### Priorities Section

Please note that in this part of the application form you can select compulsorily one main priority (either horizontal or sector specific). Optionally, you can select two

additional priorities (either horizontal or sector specific) relevant to the objectives of your project.

Regardless of the chosen priorities, the whole project application should be relevant to the chosen field, (as specified in page 1 of the Form).

### C. Priorities

Please select the most relevant horizontal or sectoral priority according to the objectives of your project.

Please select other relevant horizontal or sectoral priorities according to the objectives of your project.

Please comment on your choice of priorities.

Please note that if you try to add more than two other relevant horizontal or sectoral priorities, the application form will not allow you to do so as shown on the screen below:

### C. Priorities


Please select the most relevant horizontal or sectoral priority according to the objectives of your project.

Please select other relevant horizontal or sectoral priorities according to the objectives of your project.

Please comment on

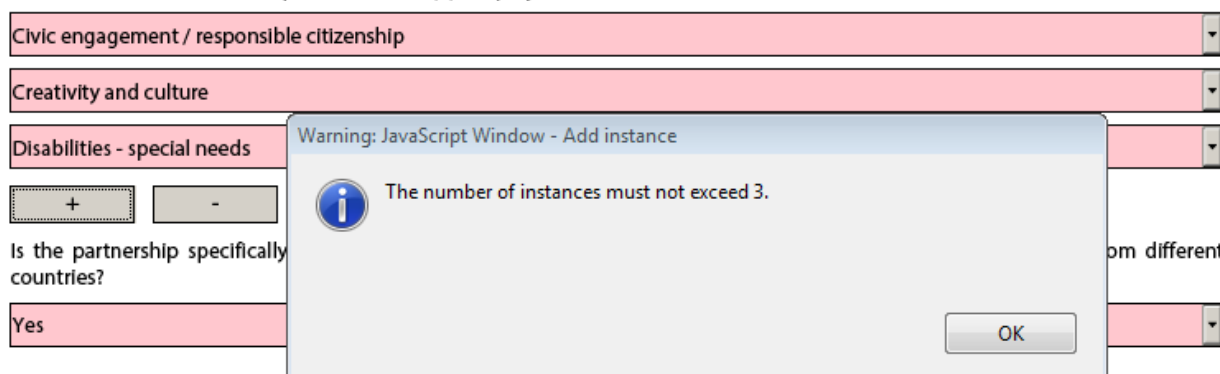
Warning: JavaScript Window - Add instance

 The number of instances must not exceed 2.

## Description of the project and Project management and implementation sections

In the section E. Description of the project section please note that you can select maximum three topics.

What are the most relevant topics addressed by your project?



The screenshot shows a form with several dropdown menus for selecting topics. The visible options are:
 

- Civic engagement / responsible citizenship
- Creativity and culture
- Disabilities - special needs
- Is the partnership specifically from different countries?
- Yes

 A JavaScript warning dialog box is overlaid on the form, stating: "Warning: JavaScript Window - Add instance. The number of instances must not exceed 3." with an "OK" button.

In both sections of Description of the project and Project management and implementation it is of utmost importance that you provide as detailed information as possible concerning the description of the project and the project activities. These sections is the core element of the application and particular attention should be drawn to them. You should also clearly state the role of each project partner, especially in case you do not plan the production of Intellectual Outputs and the organisation of Multiplier Events.

In section G. Project management and implementation of the application form, you will have to select whether or not your project will include intellectual outputs. If you choose "No" you will only have to provide information on the activities that your project will organise and the methods you intend to use. If you choose "Yes" you will have to provide information about the project activities you will support under the "Project Management and Implementation" budget item and in addition you will have to describe the intellectual output(s) your project will produce.

### Intellectual Outputs Section (only applicable to Strategic Partnerships supporting Innovation)

As specified in the Programme Guide, the grant item Intellectual outputs aims at supporting the development of intellectual outputs/tangible deliverables such as curricula, pedagogical and youth work materials, Open Educational Resources, IT tools, etc. that are **substantial** in quality and quantity.



### G.1. Intellectual Outputs

Do you plan to include intellectual outputs in your project?

Yes

When filling in the Intellectual outputs section, please take into account that this information will allow to specify and evaluate the appropriateness of the corresponding costs in the specific section of the budget below.

Output Identification	O1
Output Title	
Output Description (Including: elements of innovation, expected impact and transferability potential)	
Output Type	
Please describe the division of work, the tasks leading to the production of the intellectual output and the applied methodology	<input type="checkbox"/> Course / curriculum – Design and development <input type="checkbox"/> Course / curriculum – Other <input type="checkbox"/> Course / curriculum – Pilot course / module <input type="checkbox"/> Course / curriculum – Training scheme <input type="checkbox"/> Learning / teaching / training material – Academic / scientific publication <input type="checkbox"/> Learning / teaching / training material – Audiovisual material <input type="checkbox"/> Learning / teaching / training material – Educational game <input type="checkbox"/> Learning / teaching / training material – Literature (novels, short stories, tales, poetry, comi
Start Date (dd-mm-yyyy)	
End Date (dd-mm-yyyy)	
Languages	
Media(s)	<input type="button" value="+"/> <input type="button" value="-"/>
Activity Leading Organisation	
Participating Organisations	<input type="button" value="+"/> <input type="button" value="-"/>

This grant item can therefore not be used to contribute to staff costs for activities already covered by the "Project management and implementation" grant item, which will cover a wide variety of activities and smaller scale outputs of the project, including the tasks related to programme management. Therefore, additional staff costs for management and administrative support staff can only be applied for in the Budget section for Intellectual Outputs in exceptional and duly justified cases. The need for such additional costs must be well explained in the Project Activities section - Intellectual Outputs of the application form.

When including an Intellectual Output, please bear in mind that all tasks related to its development should be well detailed and described in the relevant text box in order for the evaluators to judge the relevance and quality of your Intellectual Output.

When filling in the Intellectual Outputs section, you have to clearly specify the Leading and the participating organisations for each of the activities under each of the outputs; otherwise you will not have the possibility to specify the corresponding costs in the specific section of the Budget.

Please also note that you cannot insert new intellectual outputs between the outputs already introduced in your application form. So when filling in the form, make sure that you list the intellectual outputs in the logical order.

### Multiplier Events Section (only applicable to Strategic Partnerships supporting Innovation)

You can apply for grant support for Multiplier Events **only** if you intend to produce substantial Intellectual Outputs. For other dissemination activities, the support from the grant item "Project management and implementation" has to be used.

When describing a Multiplier event, you should indicate in the Event's description the country in which it is going to take place.

### G.2. Multiplier Events

Do you plan to include Multiplier Events in your project?

Yes

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 via the grant item Project Management and Implementation.

Event Identification	E1
Event Title	
Country of Venue	
Event Description	
Start Date (dd-mm-yyyy)	
End Date (dd-mm-yyyy)	
Intellectual Outputs Covered	
	<input type="button" value="+"/> <input type="button" value="-"/>
Activity Leading Organisation	
Participating Organisations	
	<input type="button" value="+"/> <input type="button" value="-"/>

## Filling in the Budget section

The budget is one of the most important sections of your electronic PDF form. It is partly completed based on what you have entered before in the content related questions of the form.

## Completing the Budget

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 form 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.

In the I.1. "Project Management and Implementation" section the information of your organisation will be automatically retrieved from your PIC that you have indicated earlier in section D.

### I. Budget

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

#### I.1. Project Management and Implementation

PIC of Organisation	Role of Organisation	Name of the Organisation	Country of the Organisation
945741756	Applicant Organisation	YFU Eesti MTÜ	Estonia
942992970	Partner Organisation	WOIS Institut	Germany
942070985	Partner Organisation	LE COLLECTIF	Belgium
Total Grant Requested			12000.00

For the other sections in budget you need to add your organisation's PIC or your partner organisation's PIC. Afterwards, you add the total number of participants and the travel distance:

I.2. Transnational Project Meetings					
PIC of Sending Organisation	Country of the Organisation	Total No. of Participants	Distance Band	Grant per Participant	Grant Requested
945741756: YFU Eesti MTÜ	Estonia	20	100 - 1999 km	575.00	11500.00
942992970: WOIS Institut	Germany	10	100 - 1999 km	575.00	5750.00
Total					17250.00

In order to select the correct distance band, you need to get the distance calculated by the web tool that you can access via this hyperlink:

[http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

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. On the basis of this information you have to select the corresponding distance band. 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.

The distance band chosen will determine the grant amount available for that distance, as specified in the Erasmus+ Programme Guide. You only need to enter the distance band: the correct grant amount corresponding to the distance band is completed automatically.

**Nota bene: When calculating the actual distance you should fill in only 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.**

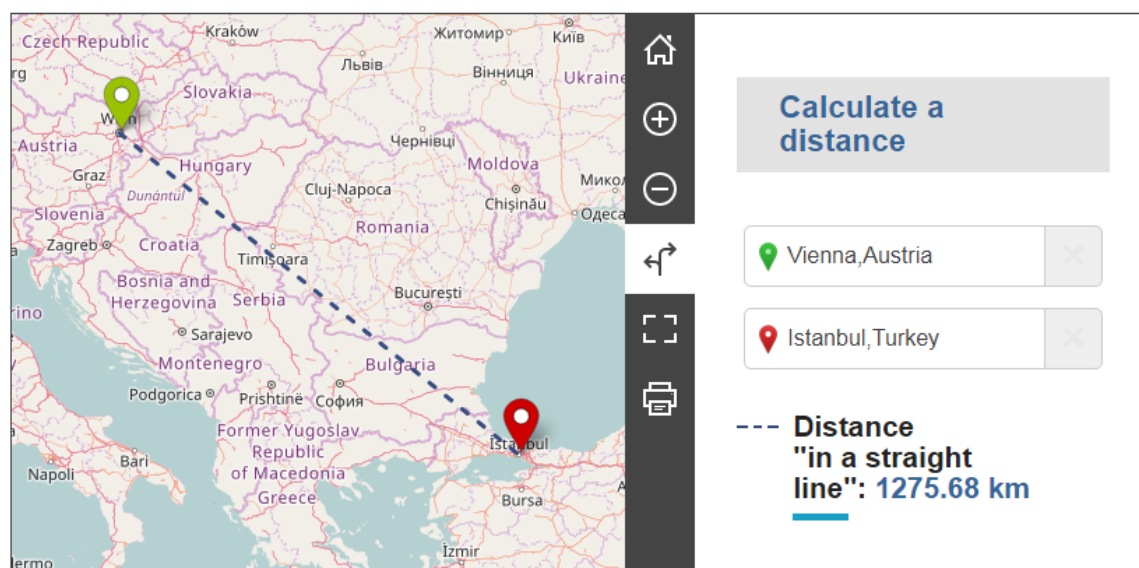
## Instructions

In order to use the calculator, you should:

1. Begin typing a location in the "Start:" box when provided with the list of locations, click on the correct one
2. Repeat the procedure for the "End:" box.
3. Press the "Enter" key on your keyboard to obtain the distance, **provided in kilometres.**

Please note that you **must choose a specific city, town, or village** and not a country.

For detailed information on the funding rules, please consult the [Erasmus+ Programme Guide](#).



Leaflet | © OpenStreetMap contributors | Disclaimer

Some cells in the budget tables do not require you to enter any values. This is because the information you have entered before allows the electronic PDF form to calculate automatically the grant amounts that you can request. The "Grant per Participant" and the "Grant Requested" fields will then be automatically filled with the amounts of grant per participant per meeting and the total grant requested.

I.2. Transnational Project Meetings					
PIC of Sending Organisation	Country of the Organisation	Total No. of Participants	Distance Band	Grant per Participant	Grant Requested
948753703: Asociación Xuvenil Vrenza	Spain	10	100 - 1999 km	575.00	5750.00
				Total	5750.00

+ -

## Individual Support

Please note that here you can request funding for a lower number of participants by changing the units which in this case are the number of participants (excluding accompanying persons) and the number of accompanying persons. The budget section Individual Support is one such example as you can see below:

**I.5.2. Individual Support**

Short-term Learning/Teaching/Training Activities

PIC of Organisation	Country of the Organisation	Activity No.	Activity Type	Duration per Participant (days)	No. of Participants (without accompanying persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Persons	Grant Requested
942992970: WOIS Ins	Germany	C1	SP-ADULT-BLEND - Blended mobility of adult learners	10	8	580.00	10	2	1060.00	6760.00
Total				10	8	Total	10	2	Total	6760.00

**Normal Participants vs Accompanying Persons Mobility Durations**

Sometimes the accompanying persons stay for a shorter period than the normal participants. If this is the case, you can simply amend the duration of the accompanying persons in the budget section to a lower value:

**I.5.2. Individual Support**

Short-term Learning/Teaching/Training Activities

PIC of Organisation	Country of the Organisation	Activity No.	Activity Type	Duration per Participant (days)	No. of Participants (without accompanying persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Persons	Grant Requested
942992970: WOIS Ins	Germany	C1	SP-ADULT-BLEND - Blended mobility of adult learners	10	8	580.00	8	2	848.00	6336.00
Total				10	8	Total	8	2	Total	6336.00

**Special Needs Support**

This budget section is different from the ones mentioned above because here the electronic PDF form will not perform any automatic calculations. You will therefore have to indicate the additional amount you wish to receive as a grant for those mobility activities that include participants with special needs. Please note that "participants with special needs" refers 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 Activities' Details section.

**I.6. Special Needs**

PIC of Organisation	Country of the Organisation	No. of Participants With Special Needs	Description	Grant Requested
942992970: WOIS Institut	Germany	2	Description	15000.00
Total				15000.00

Nota bene: As regards special needs support for Strategic Partnerships, it concerns any additional costs related to involvement of participants with special needs, i.e. it is not limited to additional costs of persons with special needs taking part only in teaching/training/learning activities.

## Budget Summary

The budget summary will give you a complete overview of your project's budget, broken down per activity and per budget section:

J.2. Budget Summary											
PIC of Organisation	Country of the Organisation	Transnational Project Meetings	Intellectual Outputs	Multiplier Events	Learning/Teaching/Training Activities				Special Needs	Exceptional Costs	Total
					Travel	Individual Support	Linguistic Support	Exceptional Costs for Expensive Travel			
945741756	Estonia	11500.00	4980.00	9000.00	8200.00			10000.00		2000.00	45680.00
942992970	Germany	5750.00	8400.00		8200.00	6336.00			15000.00		43686.00
942070985	Belgium										
Total		17250.00	13380.00	9000.00	16400.00	6336.00		10000.00	15000.00	2000.00	89366.00
										Project Management and Implementation	12000.00
J.2.1. Project Total Grant											
Grant Calculated					101366.00						

The values shown in the Budget Summary are calculated automatically on the basis of the values calculated and/or entered in the detailed budget sections. Any corrections (for example because you forgot to introduce a certain grant request) have to be made in the detailed budget sections, not in the Budget Summary. Please note that in the above given example Organisational Support and Linguistic support are also shown for completeness reasons.

## Project Total Grant

Finally, the electronic PDF form will show you the total calculated grant requested in your electronic PDF form:

J.2.1. Project Total Grant	
Grant Calculated	101366.00

## Checklist

After you have completed the electronic PDF form but before you validate it and submit it to the National Agency, it is highly recommended that you check the points listed in the Checklist to make sure that your application fulfils all basic requirements.

**Please note** that the attachment of **mandates** for each partner organisation is required for partner organisations in **national consortia in vocational education and training**.

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 Participants' Portal 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.

Concerning the attachment of supporting documents, you should only attach the documents that are required for the type of organisation 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.

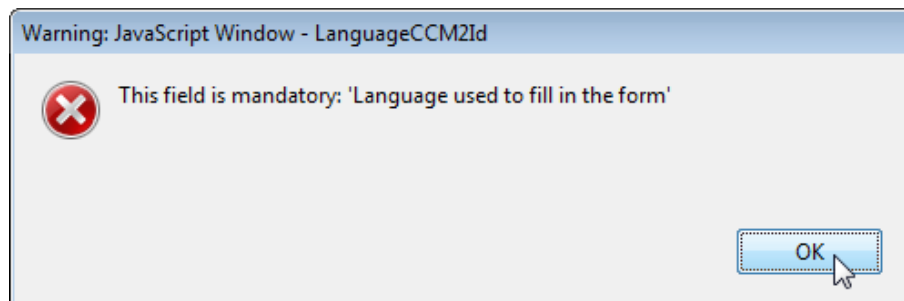
## Validating a form

In order to ensure correctness of the data entered into the form, the electronic PDF form will apply the relevant Erasmus+ rules as much as possible. The following non-exhaustive list shows the major types of validations carried out:

### Compulsory fields

If you do not enter an answer in a compulsory field, you will not be able to submit your application, and the electronic PDF form will ask you to enter the missing information.

B. Context	
Programme	Erasmus+
Key Action	Cooperation for Innovation and the exchange of good practices
Action	Strategic Partnerships
Which field is the most impacted?	Strategic Partnerships for school education
Main objective of the project	
Call	2017
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	29-03-2017 12:00:00
Language used to fill in the form	



## Duplicated PICs in participating organisations

Once a PIC is used for one of the participating organisations, the same PIC cannot be used for another organisation.

**D. Participating organisation(s)**

**D.1 Applicant Organisation**

PIC: 948753703

Full legal name (National Language):

Full legal name (Latin characters): Asociación Xuvenil Vrenza

Acronym:

National ID (if applicable): 1992/002579-3

Department (if applicable):

Address: Solláns 50 bj

Country: Spain

---

**D.2 Partner Organisation**

PIC: 948753703

Full legal name:

Full legal name:

Acronym:


National ID (if applicable):

Department (if applicable):

Address:

Country:

Warning: JavaScript Window -

 The PIC entered for a participating organisation cannot be repeated in another participating organisation.

## Double entries in lists

If you are confronted with a closed question asking you to select one or more items from a list, you cannot choose the same entry twice.

What are the most relevant topics addressed by your project?


Agriculture, forestry and fisheries

Agriculture, forestry and fisheries

What results are expected from the partnership?

Is the partnership between authorities from different countries?

Warning: JavaScript Window -

 This value has already been selected



### Invalid flow duration for a given activity type

Each flow within an activity type is constrained by several rules that guarantee the respect of the eligible duration per type of activity.

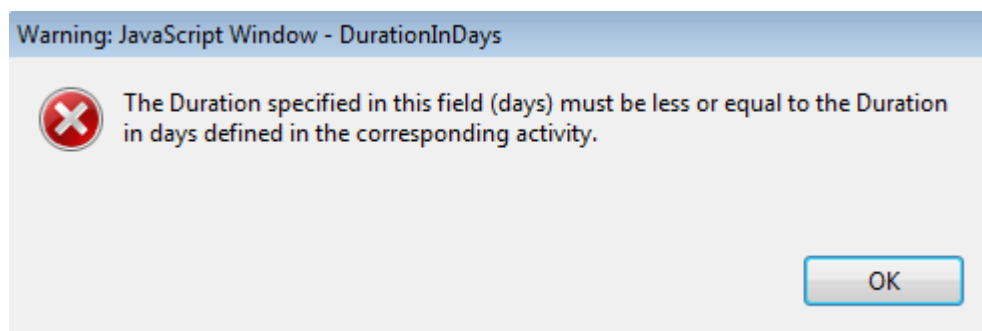
#### I.5.2. Individual Support

Short-term Learning/Teaching/Training Activities

PIC of Organisation	Country of the Organisation	Activity No.	Activity Type	Duration per Participant (days)	No. of Participants (without accompanying persons)	Grant per Participant	Duration per Accompanying Person (days)	No. of Accompanying Persons	Grant per Accompanying Persons	Grant Requested
942992970: WOIS Ins	Germany	C1	SP-ADULT-BLEND - Blended mobility of adult learners	63	8		63	2		
Total				63	8	Total	63	2	Total	

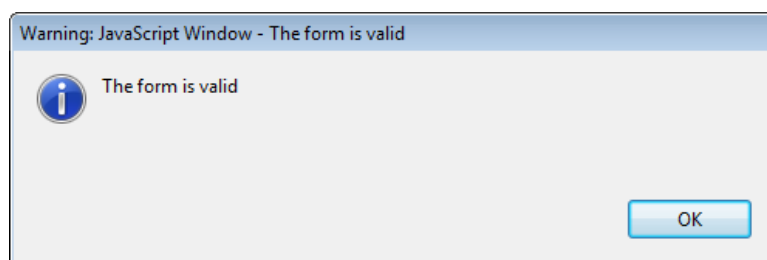
+ -

If you enter a duration that is under the minimum or above the maximum allowed, the form will not be valid and you will also not see any grant amounts in the budget section for such an activity.



If any such issue is present in a form, the validation process will detect it and redirect you to the question where the issue was identified. You should correct your input and validate the form again.

This process needs to be repeated until all validation rules are met and the form is in a validated status, at which moment you will see the following message:



## Annexing documents

You need to attach some files to your application.

N. Annexes		
Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.		
File Name	File Size (kB)	
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
Total Size (up to a maximum of 10 240 kB)		

There are, however, constraints that need to be observed, such as the allowed number of attachments, the file types used and the total size of all attached files.

The allowed number of attachments is constrained by the number of rows in the above table to a maximum of 10 files.

Concerning the attachment of mandates to the applicant organisation, the documents should be scanned together with the Declaration of Honour in a single file. The file types allowed are the following:

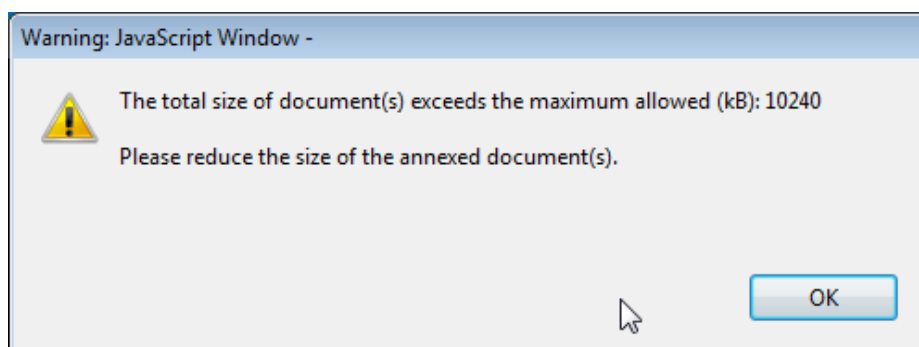
[MAXIMUM NUMBER OF ATTACHMENT: 10]

[MAXIMUM TOTAL SIZE OF ATTACHMENTS: 10 MB]

[ALLOWED FILE TYPES, CDOC,DDOC,BDOC]

- 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 (open office word processor document)
- ODS (open office spreadsheet document)
- CDOC,DDOC,BDOC ( electronic signature)

In 2018 you can use a maximum of 10.240 kB for all your attachments, meaning that you can have files of different sizes as long as their total combined size does not exceed this limit. If you do exceed this limit your form will not be valid and you will get the following message:



If you need to attach a lot of documents to your electronic PDF form, you should scan, group and attach them so that they fit the 10 available slots for annexes. An example of this case would be the participating organisations' mandates. In this example you can perfectly well group all scanned mandates into a single PDF file and attach it to the form.

### **Please find some advices how to decrease the total size of documents.**

Often the big size of a document is due to images. These images can be a direct file or attached inside a document like a word document or PDF document (a scan).

#### **WARNINGS:**

- **Before implementing any of these 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.**

#### PDF files:

**WARNING: Don't use this solution with the PDF form itself. It will break it definitely.**

It exists a lot of free online tools to compress big PDF files. You can easily find some of them by searching "compress PDF file" on Internet. So you can use the convenient one with your criteria: using your language, with more or less warranty of confidentiality, etc.

Some PDF tools (other than the Acrobat Reader) have the option to save as "optimized PDF". These tools must not be used with the PDF form.

#### **DOC/DOCX Word document with image embedded:**

Recent version of Microsoft word has an option to compress one selected image or all images of the documents. The place of this option is changing from one version to another, so we cannot explain here how to reach it. Please have a look on your documentation or on Internet 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 consider rescanning the document with a lower quality. This can be done by answering these questions:

- Do you need colour? Grayscale or Black and White is enough?
- Do you need a good resolution (ppm/ppi)? Generally 300 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 some different tests to compare the resulted file size. Please note that the .JPG is a compressed image file format. The output in PDF could be or not compressed (if it is not compressed, you can apply the solution above).

Remarks: Additional effect to reduce the size of the documents will be to make the submission faster as less data need to be transferred through Internet.

### **Annexing a Declaration of Honour**

One of the files you are required to annex to your electronic PDF form is a duly signed Declaration of Honour, partially depicted here:

#### **M. Declaration of Honour**

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:	Date (dd-mm-yyyy):
Name of the applicant organisation:	
Name of legal representative:	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the applicant organisation (if applicable):	

[Print Declaration of Honour](#)

To do so you first need to print it. This can be done by using the "Print Declaration of Honour" button as illustrated above. You must then have it signed by the person who is **legally authorised** to represent your organisation.

Finally, you must scan the signed document to a PDF or JPG format so that you can attach it to your electronic PDF form. In case mandates from the partner organisations are required (see "Checklist" above) you are advised to scan them together with the Declaration of Honour to limit the number of annexes to the form. The final result should be somewhat like the one depicted below with your own filename specified:

**N. Annexes**

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)	
Declaration_of_honour.pdf	304	Remove
		Add
		Add
		Add
		Add
		Add
		Add
		Add
		Add
Total Size	304	

**Submitting a form**

After you have validated and annexed all documents needed to your electronic PDF form you are ready to submit it to your National Agency.

Different application deadlines will apply depending on the "Call", "Field" and the "Round" (where applicable) that you are applying for.

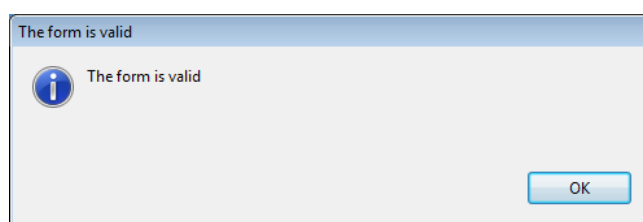
B. Context	
Programme	Erasmus+
Key Action	Cooperation for Innovation and the exchange of good practices
Action	Strategic Partnerships
Which field is the most impacted?	Strategic Partnerships for school education
Main objective of the project	Exchange of Good Practices
Call	2018
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	21-03-2018 12:00:00
Language used to fill in the form	Portuguese

Please make sure that you respect the deadline for the specific round that you are applying to (see Programme Guide for details on deadlines).

The submission of an electronic PDF form is done in the "Submission" section:

O. Submission				
Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.				
O.1. Data Validation				
Validation of compulsory fields and rules	<a href="#">Validate</a>			
O.2. Standard Submission Procedure				
Online submission (requires internet connection)	<a href="#">Submit Online</a>			
Submitted	YES			
Submission ID	1014586			
Submission date (Brussels, Belgium Time)	2018-02-14 14:10:50			
Hash code	475A2032CB489838			
O.3. Alternative Submission Procedure				
If you cannot submit your form online you can still do it by sending an email to your National Agency within the 2 hours following the official deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.				
O.4. Submission Summary				
This table provides additional information (log) of all form online submission attempts, particularly useful for the National Agencies in case of multiple form submissions.				
Number	Time	Form Hash Code	Submitted	Description
1	2018-02-14 14:10:50 (Brussels, Belgium Time)	475A2032CB489838	YES	Your submission was successful. Submission ID: 1014586
O.5. Form Printing				
Print the entire form	<a href="#">Print Form</a>			

You should first make sure you have a valid application form by pressing the "Validate" button one last time.



If everything is correctly filled in you can press the "Submit" button to have your electronic application sent to your National Agency. If all goes well, you will see the following screen:

O.2. Standard Submission Procedure	
Online submission (requires Internet connection)	<input type="button" value="Submit Online"/>
Submitted	YES
Submission ID	1014586
Submission date (Brussels, Belgium Time)	2018-02-14 14:10:50
Hash code	475A2032CB489838

Let's look at each of these fields in order to understand their meaning and use:

- ➔ The "Submitted" column indicates if the submission was successful. A "YES" indicates a successful outcome.
- ➔ The "Submission ID" is an identifier returned automatically by the European Commission IT servers that uniquely identifies your specific submission. If you submit again you will get a new identifier.
- ➔ The "Submission Date" is the date and time at which your application was received by the European Commission IT servers. It is therefore specified in Brussels time as will be explained later in this chapter.
- ➔ Finally, the "Hash Code" is a code automatically generated by the electronic PDF form to monitor changes in the contents of your form. Every time you change something in the form and save it, a new hash code is generated to reflect the changes. In this way you and your National Agency can quickly spot if there are content changes from one form submission to another and take the necessary actions.

Applications must be submitted to the National Agency only online. You don't have to send a printed version of the application, nor of the attachments. The print option is intended for your own use.

## Submitting more than once

After you have submitted your form, the "Submit" button will no longer be available:

O.2. Standard Submission Procedure	
Online submission (requires internet connection)	<input type="button" value="Submit Online"/>

However, you can resubmit your form if you have found a problem with its contents and provided that you have detected the problem before the deadline for submission. In order to be able to submit again you need to save the form, close and reopen it:

## O.2. Standard Submission Procedure

Online submission (requires internet connection)

Submit Online

The form will keep track of all your submissions and their status in the table "Submission summary":

Number	Time	Form Hash Code	Submitted	Description
1	2018-02-14 14:10:50 (Brussels, Belgium Time)	475A2032CB489838	YES	Your submission was successful. Submission ID: 1014586
2	2018-02-14 14:15:16 (Brussels, Belgium Time)	475A2032CB489838	YES	Your submission was successful. Submission ID: 1014587

The "Time" column shows you the date and time at which you have submitted your form according to the Brussels time zone.

### Late submission of the application

If you miss the official application deadlines you will not be able to apply. However, 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 due to technical reasons.

In the latter case, your National Agency may still consider your application, if all three conditions listed below are met:

1. The date and time of your last submission attempt as mentioned in the electronic PDF form "Submission Summary" 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, your complete electronic PDF form unmodified after your submission attempt.