



***INSTRUCTIONS FOR COMPLETING THE
2013 ERASMUS MUNDUS ACTION 2
APPLICATION FORM
(EFORM)***

**ERASMUS MUNDUS PROGRAMME
CALL 2013 (EACEA/38/12)**

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CHAPTER 1 : INTRODUCTION

1.1. Presentation and organisation of these instruction notes

These detailed instructions follow the same order as the 2013 Erasmus Mundus Action 2 – Partnerships Application Form (eForm).

If you do not refer to these notes or do not follow the instructions and guidance in them, you risk submitting an incomplete or incorrect application, and therefore significantly reducing the chances of your application being successful.

Before reading these instructions you should read the eForm User Guide which provides guidance on the technical requirements and functionalities of the electronic form as well as on the on-line submission of applications. It also includes contact details of the helpdesk to answer any technical questions that applicants may have.

1.2. Definitions

Some of the definitions of participating organisations used in the Application (eForm) are slightly different from those used in the EM Programme Guide. See the list below:

In the Programme Guide	In the eForm	
	Strand 1	Strand 2
Applicant/Coordinating institution	Applicant	Applicant
Third-country co-coordinating institution	Management co-ordinator	N/A
Partner	Partner	Partner
Associated members	Associate partner	Associate partner

1.3. Contents of the Application Package

The Application Package consists of **the following mandatory parts:**

1. The Application form (eForm)

- Part A: Identification of the applicant and if applicable other organisation(s) participating in the project
- Part B: Organisation and activities
- Part C: Description of the project/activities

You will find information and advice for completing each of these parts in Chapter 2 of these instructions.

2. Attachments to the Application form (eForm)

- Project information
- Declaration on honour, Legal entity form, Bank Account Form
- Budget
- Partnership statements

If any of the **mandatory parts** that constitute the application package is not submitted, is incomplete or unsigned (if required), the application will be considered as **ineligible** and will not be accepted.

1.4. Application deadline and submission procedure

The following table provides a summary of the application deadline as well as of the submission procedure and obligations.

Because of the strict application submission deadline, **you are strongly advised not to wait until the last minute to prepare and submit your electronic application.**

DEADLINE: 15 APRIL 2013

- **Electronic application form (eForm)** must be submitted by midday 12:00:00 (Brussels/Central European Time – CET) at the latest
- **Paper copy** must be submitted by 15 April 2013 (postmark) at the latest
-

SUBMISSION PROCEDURE

Submission of the Application must be done in two ways:

- **Electronic Application form** (master copy) composed of the duly completed Application Package (the application form itself, plus the attachments)

ATTENTION: At 12:00:00 Brussels/CET on 15 April 2013, the electronic submission procedure will be blocked and it will no longer be possible to submit electronic applications to the Agency.

NOTE: Failure to meet this electronic submission deadline will lead to the automatic rejection of any proposal received through other means. It is highly recommended to avoid last minute submission, notably because submission may take time depending on the connection used and levels of server usage.

- **Paper copy** of the following documents submitted with the eForm must be sent in one package via mail:
 - Print-out of the submitted *application form* (containing a submission number)
 - Print-out of the *Project information* annex
 - Originals of *Declaration on honour, Legal entity form, Bank Account Form*
 - Print-out of the *Budget* annex
 - Originals of the *partnership statements* (scanned copies are acceptable with a condition that originals will be provided during when preparing the agreement, if the application is accepted for funding).

No additional documents should be added to this hard copy version.

The documents mentioned above have to be sent to the Agency as following:

Education, Audiovisual and Culture Executive Agency
Call for proposals EACEA/38/12 – Action 2
Att. Ms Monika Holik
Unit P4
Avenue du Bourget 1 (BOUR 02/29)
B-1040 Brussels
Belgium

NOTE: The Application Package must not be sent by e-mail to the EACEA mailbox. Any e-mail related to the Application Package and sent to the EACEA mailbox will be disregarded. Any annexes related to the proposal **must** be uploaded and attached to the e-Form in line with the explanation provided above.

1.5. Key reference documents

Please refer to the following documents in order to prepare your project and complete your form:

- **Erasmus Mundus 2009-2013 Programme Guide**

This document provides information on the different eligibility, exclusion, selection and award criteria, the assessment and selection procedure and timetable, and the contractual and financial regulations applicable to selected proposals. Please consult the last version of this document available under the following link:

http://eacea.ec.europa.eu/erasmus_mundus/programme/documents/2013/em_programmeguide_dec2012_en.pdf

- **Erasmus Mundus Call for Proposals 2013**

http://eacea.ec.europa.eu/erasmus_mundus/funding/2013/call_eacea_38_12_en.php#call

- **Erasmus Mundus Action 2 Guidelines to the Call for Proposals 38/12**

http://eacea.ec.europa.eu/erasmus_mundus/funding/2013/documents/call_3812/2013_guidelines_38_2012_en_220_2.pdf

- **Experts Assessment and Scoring Mechanism**

More information on the expert assessment procedure that was followed for last year's selection of May 2012 can be found under:

http://eacea.ec.europa.eu/erasmus_mundus/funding/2012/documents/a2/a2expertmanualcfp2012.pdf

This document is provided only for information and does not constitute part of the application package and/or requirements.

- **Frequently Asked Questions (FAQs)**

On the Agency's website (please refer to the link below this section), you will find the answers provided by the Erasmus Mundus Team to the most frequent (/relevant) questions raised by Action 2 applicants and/or beneficiaries while preparing or implementing their projects. These answers are updated regularly and more frequently during the period that follows the publication of the call for proposal and prior to the application deadline(s).

You should refer to these FAQs regularly to clarify possible doubts and ensure that you benefit from the information and clarification provided by the Agency to other applicants and beneficiaries.

http://eacea.ec.europa.eu/erasmus_mundus/funding/2013/call_eacea_38_12_informations_guidance_en.php

http://eacea.ec.europa.eu/erasmus_mundus/tools/faq_en.php

CHAPTER 2 : THE APPLICATION PACKAGE

2.1. Filling in the Application Form (eForm)

Before starting to work with the eForm please make sure you have read the eForm User Guide which provides guidance on the technical requirements and functionalities of the electronic form as well as on the on-line submission of applications.

Submission of the application (eForm) is impossible unless all mandatory fields are completed and mandatory attachments enclosed. Full details of these are available in section 4.4 of the "*eForm User Guide*" that will be published alongside the eForm under the following link: http://eacea.ec.europa.eu/eforms/index_en.php

Cover page of the application form

Programme :	ERASMUS MUNDUS
Sub-programme * :	Action 2 – Erasmus Mundus Partnerships
Programme Guide / Call for Proposals :	EACEA 38/2012
Action * :	Drop down list with two (2) values: Action 2 - Strand 1 or Action 2 - Strand 2
Sub-action * :	Not applicable (N/A)
Deadline for submission :	15/04/2013 12:00 midday (Brussels time)
Project title * :	Please see the instructions below regarding filling in this part
Project acronym * :	It should be short and easy to remember (limited to seven characters)
Language used to complete the form :	English eForm must be completed in English

**YOU MUST COMPLETE ALL FIELDS ON THIS FIRST PAGE BEFORE COMPLETING ANY OTHER PARTS OF THE FORM.
SELECTIONS YOU MAKE ON THIS FIRST PAGE, DICTATE THE APPEARANCE AND BEHAVIOUR OF THE REST OF THE FORM.**

Note:

- Under "Sub-programme", choose Action2.
- Next, under "Action", select the appropriate Strand – "Action 2 – Strand 1" or "Action 2 - Strand 2". Once you have selected this, the drop-down menus in the eForm will only display the fields relevant to the Strand you have selected.
- If the application is selected for funding, the contents of the application form will constitute the basis of the agreement between the Agency and the applicant organisation. As a result, the language used must be the communication language used between all the members of your partnership. Do not provide information on individual partners in various languages as the experts selected to assess your application will not necessarily be able to understand what is written.
- All fields marked with * are obligatory.
- Project title field must be filled in as following:

Project Acronym –Project title – Strand... Lot... (third countries involved in the project)
Please choose a title that will be meaningful to someone who knows nothing about the project.

- Project acronym field is limited to seven characters; if your project acronym is longer – please fill in this field the first seven characters and the full project acronym should be written in the project title field as indicated just above.

Part A. Identification of the applicant and if applicable other organisation(s) participating in the project

Please refer to sec. 5.2 of the "eForm User Guide" when filling in Part A of the eForm.

Note:

- Part A (with the exception of section A.3 applicable to the applicant organisation only) and Parts B.1 and B.2 **must be completed by all the partnership members (including associated members) in accordance with the partnership minimum requirements stated in sections 6.1.2a (Strand 1) or 6.2.2.a (Strand 2) of the EM Programme Guide.**
- As explained in section 5.2 of the "eForm User Guide", each organisation registered in Parts A and B will be allocated a "Partner number" that starts with P1 for the applicant organisation. Please, register your consortium members in the following order:
 - first - the applicant organisation as already predefined by the eForm
 - secondly - only for Strand 1 - please register the third-country co-coordinating institution (=> "Management co-ordinator" in the eForm).
 - next - the full members of the consortium (official partners)
 - finally - the associated members (=> "Associate partner" in the eForm)

Part A. Identification of the applicant and if applicable other organisation(s) participating in the project.

Parts A and B must be completed separately by each organisation participating in the project.

A.1 Organisation

Partner number

P1

By default, Part A always starts with the applicant organisation, identified as "P1". This is the only organisation record that cannot be deleted.

Role in the application

Applicant Organisation

Full name of the organisation * :

Full name of the organisation in latin characters

Acronym * :

Erasmus University Charter number

Department / Faculty

Registered address

Street * : Number

Post code * : Town * :

Country * : Region * :

Drop down list providing the names of the countries

Drop-down list providing the official regions for the European country selected in the previous field

Internet address:

Telephone 1 * : Telephone 2 Fax

Note:

- "Country" field drop-down list contains the countries concerned by the Strand and the "Role in the application" selected. Please note that the countries are listed in several alphabetical orders: EU countries, accession to EU countries, third countries.
- "Region" field drop-down list contains the regions of the European country (selected in the "Country field") in alphabetical order. If you are not aware of the region where the organisation is located, please select the option "Extra Regio". For all non-European countries the region will be appear as not applicable => "N/A". If you are filling in the application for the following Strand 1 lots:
 Lot 13 India
 Lot 14 Latin America Regional
 Lot 15 Latin America Regional
 Lot 16 Brazil
 please refer to the instructions in section 2.2. *Next steps - Preparation of the annexes* on how to enter regions from non-EU countries in the "Project information" attachment part B.1.

A.2 Person responsible for the management of the application (contact person)

Title * : Family name * : First name * :

Role in the organisation * : E-mail address * :

Check this box if the address is different from the address provided in section A.1 Tick the box ONLY if the address is different from that provided under A.1. Then the system will not replicate the contact details inputted in A1

Note:

- Section A.2 has to be filled in for all organisations registered under Part A, i.e. applicant, management co-ordinator (if applicable), full partner organisations, associated partners.
- The contact person in the Applicant Organisation must be the **“project coordinator”**. If the proposal is selected, he/she will be the sole contact of the Agency for project monitoring purposes and will liaise with the other partners in order to ensure the effective implementation of the

partnership. It is therefore crucial to identify a person who is genuinely in charge of the project and can dedicate the required time to its management (as opposed to the head of an administrative, academic or research department who may be responsible for the project but not directly involved in its implementation). The same applies to the contact persons in the partner organisations.

- Since correspondence with the Agency will mainly take place through e-mail, it is very important that the mailbox for which the e-mail address provided is checked at least on a daily basis and, if possible, accessed by (/shared with) more than one person in the (applicant) organisation.

A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)

Title * : Family name * : First name * :

E-mail * :

Role in the organisation * :

Check this box if the address is different from the address provided in section A.1

Tick the box ONLY if the address is different from that provided under A.1. Then the system will not replicate the contact details entered in A1

Note:

- Section A.3 will have to be filled in **for the applicant organisation only** (it will not be displayed for other participating organisations).
- The person identified in this section must also sign the Declaration on Honour attached to the eForm. If the application is successful this person will also be required to sign the Grant Agreement, as well as any other associated documents. If it is discovered in later stages of the selection or contractualisation processes that the person identified as the legal representative did not have the authority to sign, the application may be withdrawn and lead therefore to its rejection.
- If the legal representative has a different address from the registered address, click on the box provided to access the fields necessary to provide this information.

Part B. Organisation and activities

Please refer to sec. 5.2 of the "eForm User Guide" when filling in Part B of the eForm.

Part B. Organisation and activities

B.1 Structure

Status * :

Select from the drop-down list the status of the organisation: public or private

Type of organisation * }

Select from the drop-down list a type of organisation

B.2 Aims and activities of the organisation*

Please provide a short presentation of your organisation (key activities, affiliations etc.) relating to the domain covered by the project. (Max. 1000 characters)

Please describe the role of the organisation in the project. (Max. 1000 characters)

Note:

- Each organisation of the partnership must complete this section.
- The Erasmus Mundus Programme considers as public bodies all recognised higher education institutions, and all institutions or organisations which have received over 50 % of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives.
- Only one "type of organisation" may be selected for each organisation. If an organisation could be considered under a variety of the organisation type options offered, select the one that most closely relates to the statutes of the organisation and/or the one that most closely relates to the specific role in this application (additional explanations on the organisation type can be provided under section B.2).
- B.2 section => Short Presentation of the organisation: This description should include the scope of the organisation's work, its areas of specific expertise and competence in relation to the project proposed.
- B.2 section => Role of the organisation in the project: The information provided in this section must correspond to the specific tasks allocated to the organisation in the implementation and evaluation of the project.

Part C. Description of the project

PART C. Description of the project / activities

C.1 Summary of the project / activities

*(The summary must be provided in English, max. 2000 characters) * :*

Note:

- For successful applications, this section will be reproduced, as presented, in the form of an abstract in compendia and other publications used for the promotion and publicity of the Erasmus Mundus programme.
- Applicants should therefore ensure that the text gives a concrete overview of the project in its content, structure and main characteristics (thematic areas covered, institutions involved etc.) The limit of 2000 characters (including spaces) cannot be exceeded. The abstract must be provided in English.

Please refer to sec. 5.3 of the "eForm User Guide" when filling in Part C.2 of the eForm

C.2 Summary budget *

Total grant requested from the European Union *:

Note:

- Total grant requested from the European Union in section C2 must correspond with the total grant in the Budget annex attached to the application (eForm).

2.2. Preparation of the attachments

Annexes to the eForm should be downloaded from the Agency website

http://eacea.ec.europa.eu/erasmus_mundus/funding/2013/call_eacea_38_12_en.php#action2

Please be reminded that there is a limit of 5MB to the total (combined) size of all attachments.

If you receive a message advising you that the total size of documents exceeds the maximum allowed

- please reduce the size of the image-based documents e.g. by reducing their resolution
- if you have included any logos/photos in the annexes of your application, please remove them

Each attachment should be given a file name using the following conventions, so it is easy to identify at assessment stage

Attachment	Required Filename	Required Format
Project information	[Your project acronym]_Project Information	doc or docx
Declaration on honour, Legal entity form, Bank Account Form*	[Your project acronym]_DH-LEF-BAF	pdf or tiff or jpeg
Budget	[Your project acronym]_Budget	xls or xlsx
Partnership statements*	[Your project acronym]_Partnership statements	pdf or tiff or jpeg

**attachments must be scanned as one single document*

Please find here below some tips regarding each of the four annexes:

1) PROJECT INFORMATION

Section A.1 or A.2

Kindly tick the appropriate box:

new submission **re-submission**

Please provide the reference number of the previous submission
(if applicable)

Note:

- Tick the resubmission box if your partnership has already been selected in the past to manage an Erasmus Mundus Action 2 project and this application is a continuation of the partnership's work in the same region.

Project title	
Lot	

Note:

- In the "Project title" field, provide the project acronym followed by the project title as following: Project Acronym –Project title.

Section A.1.4 or A.2.4

A.1.4. Number of individual mobility activities foreseen and distribution of mobility per type

The distribution of mobility must be in compliance with the percentage indicated for each individual lot in section 5.4.1 of the Guidelines to the Call for proposals.

Type of Mobility	Outgoing		Third country ¹	Incoming			Total	Distribution per mobility type	
	Europeans			Third country nationals					
	Target Group 1	Target Group 2		Target Group 1	Target Group 2	Target Group 3			
Undergraduates			C				B	...%	A
Masters								...%	
Doctorates								...%	
Post-doctorates								...%	
Staff								...%	
TOTAL	B			B					

Note:

- Distribution per mobility type (column is marked as "A" in the table) must comply with the percentage requirement indicated for your lot in the section 5.4.1 or 5.4.2 of the Guidelines to the Call for proposals.
- Total mobility figures (cells is marked as "B" in the table) must be the same as the total mobility in the table A.1.1 or A.2.1 accordingly and coherent with the budget annex. The totals per target group must be one figure per cell (do not have to be split per third country).
- In the column "Third country" (column is marked as "C" in the table) you must insert the third countries participating in the project one after the other and to indicate the outgoing and incoming mobility per country accordingly.
- If you are applying under Lot 16, doctorate mobility has to represent 35-45 % of the total mobility; out of this share "full doctorates" have to represent 20-30% and "sandwich doctorates" – 70-80% of the total doctorate mobility (as requested by the Guidelines to the Call for proposals EACEA 38/2012). Bear this in mind when filling in this table and the budget annex to be attached to the application (eForm).
- *Target 1 – if you are applying for Strand 2: please be reminded that during the selection of candidates, priority must be given to students and staff under TG 1

Part B: Technical capacity:

B.1 Partnership experience and technical capacity in implementing the eligible activities and in managing international cooperation projects of this size

This section will be taken into account when evaluating the technical capacity of the partnership to manage the project.

ORGANISATION (1)	...	REGION	... (mandatory for Lot 13, 14, 15, 16)
Experience and technical capacity	... (300 words maximum)		
Name of Key person (1)	Summary of relevant skills and experience		
...	... (150 words maximum)		
Name of Key person (2)	Summary of relevant skills and experience		
...	... (150 words maximum)		

Note:

- "Region" => if you are applying for the following lots of Strand 1:
Lot 13 India
Lot 14 Latin America Regional
Lot 15 Latin America Regional
Lot 16 Brazil
You must fill in the "Region" field for all the third-country organisations involved as in the partnership (except associate members) indicating the country and the region (the location of the organisation).
- "Name of Key person" – Summary of relevant skills and experience
You should provide information on no more than two key staff members per organisation. Each summary (limited to 150 words) should outline the expertise and added-value that the person will bring to the implementation of the project. This should reflect in major points the CV of the perso. No CVs can be attached in addition to this.

2) DECLARATION ON HONOUR, LEGAL ENTITY FORM, BANK ACCOUNT FORM

Documents mentioned in the title of this annex have to be downloaded from the Agency website and filled in only for the applicant organisation. The declaration on honour and the legal entity form must be signed by the legal representative indicated in the section A.3 of the application (eForm). The bank account form has to be signed by the account holder.

All the three documents have to be scanned to form a single document in order to be attached to the application online (eForm).

3) BUDGET

The budget form for the correct lot should be downloaded from the Agency website.

Before starting to fill in the budget annex related to your application's lot, it is advisable to follow the e-tutorial about preparing an Action 2 budget. This is available on the Call page:

http://eacea.ec.europa.eu/erasmus_mundus/funding/2013/call_eacea_38_12_en.php#action2

4) PARTNERSHIP STATEMENTS

The partnership statement template has to be downloaded from the Agency website, filled in, signed and stamped for each full partner organisation, including for the third- country co-coordinating institution. This is not required from associate partners.

All the partnership statements have to be scanned to form a single document in order to be attached to the application online (eForm).

2.3. Submission of the electronic application (eForm)

Up to this point, you will have entered all the information required to complete **the application form (eForm)** and prepared **the annexes** of the Application Package. The next steps are:

1. Attach the annexes:

- Project information
- Declaration on honour, Legal entity form, Bank Account Form
- Budget
- Partnership statements

2. Validate your eForm

Please refer to Section 7 of the "*eForm User Guide*".

3. Submit your eForm

Please refer to Section 8 of the "*eForm User Guide*".

As part of the submission process, an e-mail message acknowledging receipt of your eForm is automatically sent to the e-mail address you entered for the contact person of the Applicant Organisation (Part A.2). You are **STRONGLY** recommended to keep proof of the submission of your application (*submission number*).

You must ensure that the application package complies with the following provisions:

- The eForm (submitted electronically) must include its four mandatory annexes listed above. These documents must be attached to the eForm. See the section 6 of the "*eForm User Guide*" for guidance on how to attach documents in the eForm.
- Any information or documents other than the mandatory parts constituting the Application Package will be considered as additional information only, and will not necessarily be taken into consideration by experts in the evaluation of the application. Therefore make sure the relevant information is provided under each section so that the application can be evaluated on this sole basis.
- No changes to the application can be made after it has been submitted. However, if there is a need to clarify certain aspects, the applicant concerned may be contacted by the Agency for this purpose.