



***INSTRUCTIONS FOR COMPLETING THE
2013 ERASMUS MUNDUS ACTION 3
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 aim at guiding applicants who are interested in submitting an Action 3 Promotion Project towards preparing a complete and correct online application form.

Please note that these instructions have to be read in conjunction with the eForm User Guide which provides guidance on the technical functionalities of the electronic form and on the on-line submission of applications. The User Guide will be available on EACEA website once the final version of the eForm is published.

1.2. Contents of the Application Package

The Application Package consists of **the following components:**

1. Application form:

The application form has **three parts** as follows:

- Part A: Identification of the applicant and 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 2.1 of these instructions.

2. Attachments

- **Project information** (word document)
- **Declaration on Honour, Legal Entity, Bank Account Form** by the Legal Representative of the Applicant Organisation (pdf, tiff, jpeg)
- **Budget** (Excel document)
- **Partnership statements** and more specifically Letters of Endorsement and Declaration on Honour by all the project partner organisations (pdf, tiff, jpeg)

You will find information and advice for completing each of these parts in Chapter 2.2 of these instructions.

➤ **All parts of the eForm are mandatory**

Please note that:

If any of the **two (2) parts** that constitute the application package is incomplete or unsigned (when applicable), the application will be considered as **ineligible** and will not be accepted.

Furthermore, the electronic submission of the eForm is not possible unless all mandatory parts are filled in and all attachments are included.

1.3. Application deadline and submission procedure

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

➤ **BY 15 APRIL 2013**

A. By midday – 12:00:00 (Brussels/Central European Time - CET) at the latest

→ **Electronic Application form composed of the duly completed Application Package (the application form itself and 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 this electronic application to the Agency.

NOTE: Only the electronic submission (including attachments) will be considered as the formal valid application. Failure to meet this electronic submission deadline will lead to the automatic rejection of any proposal received through other means (paper or e-mail). It is highly recommended to avoid last minute submission, notably because submission may take time depending on the Internet connection and server usage.

B. By midnight – 24:00:00 (Brussels/Central European Time - CET) at the latest

→ **By post: one paper copy identical to the application submitted electronically (including annexes) must be sent by registered mail to the following address:**

Education, Audiovisual and Culture Executive Agency
Unit P4 Erasmus Mundus and External Cooperation
Call for proposals EACEA/38/12 — Action 3
BOUR 02/029
Avenue du Bourget/Bourgetlaan 1
B-1040 Brussels
Belgium

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

➤ **ATTACHMENTS TO THE e-FORM**

ATTENTION: There is a limit of 5MB to the total (combined) size of all attachments

All attachments are mandatory and each should be identified with a (short and) meaningful name so as to facilitate its identification at assessment stage. It is recommended to use the Acronym of your project as shown below:

- *the project information e.g. "DecHon_Project information"*
- *the declaration on honour, legal entity and bank account forms e.g. "DecHon_Declaration_LEF_BAF"*
- *the budget e.g. "DecHon_budget"*
- *the partnership statements e.g. "DecHon_Partnership statements"*

Because of the strict application submission deadline, **applicants are strongly advised not to wait until the last moment to prepare and submit your electronic application(s).**

Applicants must ensure that the presentation of the application package complies with the following provisions:

- The eForm (submitted electronically) must be filled in properly and contain correct information in all mandatory fields.
- You must use templates for the attachments that are provided in the following link under the section " Documents for applicants under Action 3":
http://eacea.ec.europa.eu/erasmus_mundus/funding/2013/call_eacea_38_12_en.php?action3
- Note that there are templates for the following attachments: Project Information, Declaration on Honour, Legal Entity and Bank Account forms, Budget and Partnership Statements. As regards the Partnership Statements, there is a template for the declaration on honour by the partner organisation(s). However, there is no template for the endorsement letters by the partner organisation(s).
- Applicants must fill in, sign and stamp (when requested) the Declaration on Honour, the Legal Entity and the Bank Account forms by the applicant organisation. These documents must be duly completed and signed by the legal representative of the applicant organisation and attached to the eForm as a single document in pdf, tiff or jpeg format.
- **By signing the Declaration on Honour the legal representative of the applicant organisation acknowledges the validity of the entire application form, including the budget.**
- Applicants must provide endorsement letters and declarations on honour by each of the partner organisations. These documents must be completed and signed by the legal representative of the partner organisations and attached to the eForm as a single document in pdf, tiff or jpeg format.
- No changes to the application can be made after it has been submitted. However, if there is an absolute need to clarify certain aspects, the applicant may contact the Agency for this purpose.

Applicants are **STRONGLY** advised to keep proof of the safe arrival of the application in the system.

1.4. Key reference documents

Applicants should refer to the following documents in order to prepare their project and complete the 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, the 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/2012/em_programmeguide_dec2012_en.pdf

- **Erasmus Mundus Call for Proposals 2013 (EACEA/38/12)**

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

1.5. The Award Criteria and Experts Assessment Mechanism

The award criteria can be found at the Erasmus Mundus Call for proposals 2013 page:

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

The eligible proposal will be assessed against five award criteria by at least two external independent experts who will have to reach a consensus on the scoring as well as on the comments that will be sent as feedback to each applicant.

Independent experts will be asked to assess how the elements covered by the award criteria have been addressed in the application. In this context, their evaluation will not only cover the answers provided to each individual criterion. It will also review the relevance of other elements of the application form to the award criteria, such as for example:

- The way the participating organisations (applicant and partner organisations) have described their expertise and concrete contribution to the proposal;
- The impact of the main activities and outputs on the target groups.

Once the evaluation procedure is complete, applicants will receive feedback from the Agency:

- The consolidated comments provided by the external independent experts who have evaluated the proposal;
- An indication of the proposal's overall quality as compared to all applications received under the corresponding action.

More information on the expert assessment procedure that was followed for last year's selection [2012](#) can be found under the section "Documents for applicants under Action 3":

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

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

1.6. Frequently Asked Questions (FAQs)

On the Agency's website (http://eacea.ec.europa.eu/erasmus_mundus/tools/faq_en.php), you will find the answers provided by the Erasmus Mundus Team to the most frequent (/relevant) questions raised by Action 3 applicants and/or beneficiaries while preparing or implementing their project. 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.

CHAPTER 2 : THE APPLICATION PACKAGE

2.1. Document 1 - The Application Form

The eForm is an Adobe software development and applicants should ensure that they can install (at least) Adobe Reader version 8.1.5 on the computer they will be using to complete the application form. In certain organisations this may require the intervention of your central helpdesk as some organisations do not allow installation on local PCs. The form is downloaded on to a local computer and can be completed remotely. Once the text is ready and the mandatory attachments are linked to the application, it needs to be submitted using an Internet connection.

The eForm is designed to ensure that applicants have the greatest chance of submitting an eligible application. Therefore you will find that the submission is impossible unless all mandatory fields are completed and mandatory attachments enclosed (see above section 1.2). Full details of these are available in section 4.4 of the *"eForm User Guide"* that will be published alongside the eForm:

http://eacea.ec.europa.eu/eforms/index_en.php

2.1.1 Cover page of the application form

Once you enter the eForm, the following screen appears:

| | |
|--|---|
| Programme : | ERASMUS MUNDUS |
| Sub-programme * : | Action 3 – Promotion Projects |
| Programme Guide / Call for Proposals : | EACEA 38/2012 |
| Action * : | Action 3 – Promotion Projects Open Call |
| Sub-action * : | N/A |
| Deadline for submission : | 15/04/2013 12:00 midday (Brussels time) |
| Project title * : | Choose a title that will be meaningful to someone who knows nothing about the project. See the instructions below regarding filling in this part. |
| Project acronym * : | The acronym is the main project ID. It should be short (max 7 characters) and easy to remember. |
| Language used to complete the form : | English |

Note:

- Once the appropriate sub-programme has been selected (in this case Action 3 – Promotion Projects), the eForm will only display the fields and questions relevant to that Action.
- The application form must be completed ONLY in English. 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.
- The project title field must be filled in as following: *Project Acronym –Project title*
- The project acronym cannot exceed 7 characters.

2.1.2 Part A. Identification of the applicant other organisation(s) participating in the project

Note:

Please read section 5.2 of the "*eForm User Guide*" for information on the way Parts A and B behave and need to be filled in.

- 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 partners of the Action 3 Promotion Project in accordance with the minimum partnership composition stated in section 7.2.1 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.
- The parts marked with * and highlighted with a red frame in the tables below are all mandatory fields.

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 official regions for the country selected in the previous field

Internet address:

Telephone 1 * : Telephone 2 Fax

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 and partner organisations.
- 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 project. 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 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.
- The countries are displayed in a drop down menu and ordered alphabetically and by region. This means that in the case of the applicant organisation the 27 European Union Member States appear first followed by Croatia (that should become the 28th Member State of the European Union as of 1 July 2013). In the case of the partner organisations the 27 European Union Member States appear first, followed by Croatia, then by the EFTA-EEA States (Iceland, Liechtenstein and Norway) and then the rest of the world.

- When selecting a country value, instead of deploying the drop-down menu, enter the initial letter of the country into the field. This will take you to the first country in the list that begins with that letter. Press the same letter again to bring up the next country beginning with the same letter. The up and down arrow keys on the keyboard can also be used to navigate the menu without deploying the drop down function once an initial selection has been made.
- The regions drop-down menu displays the regions of the selected country in alphabetic order. In the case one region is not displayed in the list, applicants may select the option "extra-regio" which is also displayed in alphabetic order.

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 * :

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

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

Note:

- Section A.3 will have to be filled in **for the applicant organisation only** (it will not be displayed for the partner organisations).
- The person identified in this section must also sign the Declaration on Honour attached to the eForm with which he/she acknowledges the validity of the application form including its budget and other attachments. 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 contracting 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.

2.1.3 Part B. Organisation and activities

This section is a very important element for the assessment of the award criteria relating to the technical capacity as well as the quality and expertise of the applicant and partner organisations. It should be completed in the same language as the rest of the application form (and not, for example, in the languages of the respective partners).

Part B. Organisation and activities

B.1 Structure

Status * :

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:

- The applicant and each partner organisation must complete this section (as mentioned above).
- 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 Short Presentation of the organisation:** This description should include a short general description of the respective organisation. For organisations which are not Higher Education

institutions please provide a short description of your activities in the field of higher education. This section is short and the text should not exceed 1000 characters. Further information about the scope of the organisation's work can be provided in the attachment "Project Information" in Part A.5 Technical Capacity.

- **B.2 Role of the organisation in the project:** This section must provide information on the organisation's expertise in relation to the activities covered in the application and explain the role of the organisation in the project. As above, this section is short and the text should not exceed 1000 characters. Further information about the role of the organisation in the project can be provided in the attachment "Project Information" in Part A.5 Technical Capacity.

Parts A and B must be completed for each participating organisation (applicant and partner organisations). Adding blocks of fields for an organisation can be done in the section Partner Controls. This can be done by indicating a number in the field "Number of organisations to add" which will automatically generate empty fields (Parts A and B) to fill in for the organisation in question. The new rows are introduced into the form above the Partner Controls section and not below it thus, the applicant would have to scroll up in order to complete them.

Partner Controls

Number of organisations to add : Add organisation(s)

List of partner organisations

| Partner no | Role | Organisation Name | City | Country |
|------------|------|-------------------|------|---------|
| P1 | | | | |

Note:

- 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.
- Note that the List of partner organisations is protected and cannot be used to add or delete organisations. This can only be done through the green *Add* and orange *Delete* buttons.

2.1.4 Part C. Description of the project

Note:

Please read section 5.3 of the "eForm User Guide" for information on the way Part C behaves and needs to be filled in.

C.1 Summary of the project / activities

This section invites applicants to provide some key information on their Action 3 Promotion Project focusing on the main description of the project and providing a summary of its objectives, activities, target groups, main outcomes and dissemination strategies.

PART C. Description of the project / activities

C.1 Summary of the project / activities

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



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 and its projects.

Applicants should therefore ensure that the text gives a concrete overview of the project; its objectives, activities, target groups, dissemination strategies and the main outcomes. The limit of 2000 characters (including spaces) cannot be exceeded. **The abstract must be provided in English.**

C.2 Summary budget

| C.2 Summary budget * | | |
|---|----|--|
| Expenditure | | |
| 1. Direct costs | | |
| 1.1 Staff | | |
| 1.2 Travel and subsistence | | |
| 1.3 Equipment and material | | |
| 1.4 Production, communication, dissemination and valorisation | 0€ | |
| 1.5 Subcontracting, consultancy and external services | | |
| 1.6 Costs in connection with conferences, seminars or workshops | | |
| 1.7 Other costs directly linked to project activities | | |
| Sub-Total Direct Costs | 0€ | |
| 2. Indirect costs | | |
| Total Of Costs | 0€ | |
| Income | | |
| 1. Grant requested from the European Union | | |
| 2. Other grants | | |
| 2.1 Public Institutions | | |
| 2.2 Private Institutions | | |
| 3. Income generated by the project | | |
| 4. Self-financing by applicants and partners | | |
| 4.1 Applicant | | |
| 4.2 Partners | | |
| Total Of Income | 0€ | |

Note:

- The budget must cover the whole project period as indicated in Part A.3 of the attachment "Project Information".
- The total of costs should be equal to the total of income.
- The grant requested from the European Union will not cover more than 75% of the total eligible costs. The eForm will not allow applicants to enter amounts that exceed this percentage.
- The total of Indirect costs cannot exceed 7% of the Sub-Total Direct Costs.
- All amounts must be provided in Euros.
- The budget must be realistic, coherent and cost-effective in relation to the activities planned and the expected outputs.
- The budget must be coherent with the work plan provided under the attachment "Project Information".

- In addition to the Summary budget above, a detailed budget has to be provided using the Excel template of the attachment "Budget" of the eForm. The amounts entered in the budget (Excel template) attached to the eForm should correspond to the amounts entered in the section C. 2 Summary budget of the eForm.
- The field *1.4 Production, communication, dissemination and valorisation* is not relevant for Action 3 The eForm will automatically prevent the applicant from filling in this field.
- All other fields of the budget are mandatory. Please note that if any mandatory field remains incomplete the eForm will not validate successfully and thus cannot be submitted. Where a numerical field is mandatory but you have no value to enter, make sure you enter a zero to indicate a null value.

2.2. Attachments

Note:

Please read section 6 of the "eForm User Guide" for information on the way the attachment behave and need to be filled in.

The following mandatory attachments of the eForm are a formal part of your application:

- **Project information** (word document)
- **Declaration on Honour, Legal Entity, Bank Account Form** by the Legal Representative of the Applicant Organisation (pdf, tiff, jpeg)
- **Budget** (Excel document)
- **Partnership Statements** and more specifically Letters of Endorsement and Declaration on Honour by all the project partner organisations (pdf, tiff, jpeg)

Each attachment must be provided as a single document. In the case of the Declaration on Honour and Legal Entity and Bank Account Forms as well as in the case of the Partnership Statements, applicants should scan all the required documents as one single document of low resolution.

There is a limit of 5MB to the total (combined) size of the four (4) attachments. Should you try to upload attachments that exceed this limit the eForm will generate an automatic warning message and you will not be allowed to proceed. You are strongly advised to:

- reduce the resolution of your documents;
- avoid including any photos, images or logos in 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

Each attachment should be given filenames using the following conventions and respect the format restrictions mentioned above:

| 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 |

Here are some instructions concerning the attachments to the eForm

2.2.1 Project Information

| A.2 PRIORITY | | | | | |
|--|----------------------|----|----------------------|--------------|----------------------|
| Please identify the priority area in which your project falls (see also the Call for Proposals) | | | | | |
| <input type="checkbox"/> Promotion of European higher education in certain geographical areas (notably Eastern and Southern neighbourhood countries including: Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, the Republic of Moldavia, Morocco, The Palestinian Occupied Territory, Syria, Tunisia and Ukraine). | | | | | |
| <input type="checkbox"/> Improving services for international students; | | | | | |
| <input type="checkbox"/> Addressing the international dimension of Quality Assurance; | | | | | |
| <input type="checkbox"/> Promoting the joint programmes towards students; | | | | | |
| <input type="checkbox"/> Promoting the joint programmes towards employers; | | | | | |
| <input type="checkbox"/> Creating better synergies between the EU policy dialogue with third countries and the cooperation projects supported by the European programmes in higher education. | | | | | |
| A.3 DURATION | | | | | |
| <i>(Please indicate the total duration for which the grant is requested, including any preparatory work at the beginning of the project and time required for completion and initial dissemination of the final product(s) financed by the grant at the end of the project. Please note that the project must start in Autumn 2013. The maximum project duration is 36 months)</i> | | | | | |
| From | <input type="text"/> | To | <input type="text"/> | Total Months | <input type="text"/> |

→ Part A.2

- According to the Call for Proposals, projects should address one or more of the six priorities indicated in this section. So, more than one box can be ticked.

→ Part A.3

- Indicate the total duration for which the grant is requested taking into account that the project must start in Autumn 2013 and the maximum project duration is 36 months.

| PART A.5 TECHNICAL CAPACITY <i>(to be filled in by the applicant organisation and all the partners)</i> | |
|--|--|
| A. Provide a short presentation of your organisation including the following (max 40 lines): | |
| 1. A general description of your organisation's objectives and activities; | |
| 2. For organisations which are not Higher Education institutions provide a description of your activities in the field of higher education; | |
| 3. Your organisation's expertise in relation to the activities covered by the proposal (title of the project(s), duration, partners involved, funding programme if relevant, etc.); | |
| 4. The role of your organisation in the project. | |
| B. Provide information on the key staff involved in the project and the role they play in the project management. | |
| <i>Please note that in Key staff information (2 persons per partner maximum), the summary of relevant skills should not exceed 1000 words per person and it will be used as CVs.</i> | |
| Name of the Organisation | ... |
| A. Presentation of your organisation | ... (max 40 lines) |
| B. Name of Key person (1) | Summary of relevant skills and experience |
| ... | ... (1000 words maximum) |
| B. Name of Key person (2) | Summary of relevant skills and experience |
| ... | ... (1000 words maximum) |

→ Part A.5

- The applicant is requested to provide information on the key staff involved in the project and their role in the management of the activities. This part should be filled in by the applicant organisation and all the partners for a maximum of 2 persons per organisation. The summary provided - which should not exceed 1000 words - will reflect the CV of the person concerned. No more CVs will be attached to the eForm.

2.2.2 Declaration on Honour, Legal Entity Form, Bank Account Form

These three (3) documents must be provided by the applicant organisation. They should be scanned and attached as a single document of low resolution (pdf, tiff, jpeg).

→ Declaration on Honour

The template for the Declaration on Honour by the Legal Representative of the applicant organisation should be downloaded from the Agency website:

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

The Declaration on Honour must be dated, signed and stamped by the Legal Representative of the applicant organisation. As mentioned in Part 1.3 above by signing the Declaration on Honour the Legal Representative acknowledges the validity of the entire application including the budget.

→ **Legal Entity Form**

The applicant organisation must submit proof of their legal status and official documents related to their registry as a private company or association or their establishment as a public law entity. The link to the Legal Entity Form as well as further information about the required documentation can be found in the Agency website:

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

→ **Bank Account Form**

The applicant organisation must complete and sign the form which can be found in the Agency website mentioned above.

2.2.3 Budget

The detailed budget form (Excel) can be found in the Agency website:

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

You are strongly advised to consult the Erasmus Mundus Programme Guide (Section 7.5), the Call for Proposals as well as the Administrative and Financial Handbook for Action 3 (2012 version) before completing the budget form.

The amounts entered in the detailed budget form (Excel) attached to the eForm should correspond to the amounts entered in the section C. 2 Summary budget of the eForm.

2.2.4 Partnership statements

The applicant organisation must include letters of endorsement as well as the Declarations on Honour from all partner organisations. These should be properly signed and stamped by the Legal Representative of the partner organisations. All partnership statements must be scanned and attached to the eForm as a single document of low resolution (pdf, tiff, jpeg).

2.3. Validate your eForm

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

2.4. 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).