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1 Eligibility and formalities

I have heard that there is an exception for applicants under ERASMUS Networks and Accompanying Measures to allow submission by 16th March due to difficulties with the eForm. As this is the same application form as for other LLP actions, do all applicants using this form have until the 16th March to submit?

No. The exception has been allowed in a small number of specific cases where applicants with large partnerships have encountered a bug in the form that prevents them from completing and submitting it. The solution is that they have to start to complete a new form and therefore, to ensure equal treatment, an extra period of time is being allowed.

The deadline is in 2 days and we are having problems with the submission. What should we do?

The Agency needs to ensure equal treatment of all applications in the same selection. Additionally we do understand that electronic forms can behave differently on different computers and different networks. We are not in a position to consider exceptions to the application procedures unless the applicant has contacted the helpdesk at the Agency (eacea-external-helpdesk@ec.europa.eu) to ensure that there is indeed a technical problem with the form itself, rather than a problem of failing to understand the instructions. However, if a problem has been identified which cannot be readily solved by the Helpdesk, they will propose an alternative.

If there is any doubt at all in the last 2 days before the deadline:

- Ensure you send a message to the helpdesk explaining the problem
- Post the back-up paper copy, with all attachments, BEFORE the deadline to the address provided in the Instructions for Applicants
http://eacea.ec.europa.eu/llp/funding/2009/documents/call_llp/instructions_2009_mod_v2_en.pdf Include a printout of the email that you sent to the Helpdesk and their reply (if you received one). Please also include an electronic copy of the form and attachments, where possible, on a CD ROM.

I have scanned the Declaration of Intent but as it requires 2 pages my scanner creates 2 documents and the form only allows me to attach 1 document.

If your local support in your organisation cannot assist you to scan 2 pages onto 1 document, you should take the following action:

1. Attach the page with the signature to the eForm
2. Send the complete Declaration with the paper and e-mail back-up copies.
3. Explain in the e-mail that the form only contains 1 page of the declaration
4. Include the relevant action-specific helpdesk in copy :

Comenius: EACEA-LLPCOMENIUS@ec.europa.eu

Erasmus:

Multilateral Projets - Virtual Campuses: EACEA-VIRTUALCAMPUSES@ec.europa.eu

Modernisation of higher education: EACEA-MODERNISATIONHE@ec.europa.eu

Cooperation between universities and enterprises: EACEA-COOPERATIONUE@ec.europa.eu

Curriculum Development: EACEA-CURRICULUMDEVELOPMENT@ec.europa.eu

Erasmus Networks: EACEA-ERA-NETWORKS@ec.europa.eu

Erasmus Accompanying Measures: EACEA-ERA-ACCOMPANYING@ec.europa.eu

Leonardo da Vinci: EACEA-Leonardo-da-Vinci@ec.europa.eu

Grundtvig: EACEA-LLPGRUNDTVIG@ec.europa.eu

Transversal Programme

KA1 - Policy cooperation and innovation: EACEA-LLP-KA1@ec.europa.eu

KA2 - Languages: EACEA-LANGUAGES@ec.europa.eu

KA3 - ICT: EACEA-ICT-LLP@ec.europa.eu

KA4 - Dissemination and exploitation of results: EACEA-LLP-KA4@ec.europa.eu

Can organisations in the Republic of Croatia and The former Yugoslav Republic of Macedonia participate in a project?

No: not for the Centralised Actions in 2009.

The countries eligible to participate in the 2009 Call are listed in Article 2 of the official announcement of the Call: <http://eur-lex.europa.eu/lex/LexUriServ/LexUriServ.do?uri=OJ:C:2008:255:0006:0007:EN:PDF>

The Commission has just published an addendum to this list which specifies a number of LLP Actions that now allow the participation of organisations in these two countries.

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2009:035:0018:0019:EN:PDF>

However the activities concerned **do not include the centralised Actions** managed by the Executive Agency.

Can the same institution be awarded several grants?

Yes, an institution can present several applications / be awarded several grants at the same time, within different or the same part of the programme, provided that each project is different, and the institution has sufficient capacity to implement these projects.

Does the fact that we already have a grant for one project (2008-2010) has any influence if we apply again under the 2009 Call?

No – as long as the new application relates to a different project (you cannot receive two grants for the same project). Each year the applications will be compared with each other and evaluated according to the published award criteria. You must declare however the current project in Section B of the application form where asked.

Could you please clarify whether a paper application has to be "received" in Brussels by the deadline or "posted" by the deadline?

A The paper and the e-mail versions of your application are to be sent as back-up. We ask that once you have submitted your eForm as instructed, you save the final "locked" version that includes the reference number, on your computer. You send the electronic version of the form and attachments by e-mail and then print out one copy of all documents and send them by post. They will be used only if there is a technical problem with the eForm.

2 Partnership issues

Can you define "associated partners" and explain how they differ from consortium partners?

There is no fixed definition of associated partner organisations (also referred to by some consortia as 'silent partners', 'ineligible partners'). They may fulfil a number of roles within a project that add value to the overall implementation: typically they may be involved in 'steering committees' for events or publications or campaigns; they may be organisations that have offered to fulfil a limited function at no cost (such as piloting draft materials, reviewing documents etc.); they may quite simply be organisations that are not eligible to participate as partners because they are established outside the countries eligible to participate in the LLP but they have an interest in the area of the project proposed and are willing and able to participate using their own funds.

Full consortia partners have a range of obligations (relating to the grant agreement that govern inter alia, how financial accounts are kept, and how their costs must be budgeted, how their participation is recognised and publicised, the degree to which they recognise the contribution made by the LLP to the costs of their products). They also benefit of course from direct publicity (their participation is recognised in the compendia of projects for example) and a portion of their costs for participation are covered by the LLP grant. Their obligations include tasks specified within the work programme (work packages) and they are obliged to the beneficiary organisation to provide reports and regular updates on their work (as specified in specific partnership agreements that the consortium will need to put in place). Associated partner participation is not directly governed in this way: as far as the formal arrangements are concerned, they are essentially "invisible" to the Agency.

What sort of costs relating to associated partners could be included in the budget? (staff costs, travel, equipment, subcontracting)

All budget items must conform to the rules governing the programme. The overall rules can be found in page 38 of the Programme Guide Part 1: http://ec.europa.eu/education/llp/doc/call09/part1_en.pdf. Taking into account the issues presented in the previous response there are a number of rules published in the Call texts that help define the scope of costs that could be considered :

<ul style="list-style-type: none"> • They must be incurred by the legal bodies/institutions of the official Consortium
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Therefore if Associated partner organisations (or staff working within them) are to be reimbursed for the costs of certain activities, the reimbursement passes de facto via the account of (one of) the partner organisations within the consortium. All partner organisations are governed by the same rules relating to eligible costs.

Eligible countries:

<ul style="list-style-type: none"> • They must relate to activities involving countries that are eligible to participate in the programme. Any costs relating to activities undertaken outside these countries or by organisations that are not registered in an eligible country are not eligible unless they are necessary for the completion of the project and duly explained and justified in the application form and /or in the report;
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Therefore if (someone working in) an organisation outside the countries eligible to participate wishes to have costs reimbursed, such costs need to be specifically defined, quantified and justified and receive specific approval for them to be eligible.

Staff costs / subcontracting costs.

Staff costs relate to the costs of people working within the partner organisations within eligible countries. They are governed by maximum daily amounts that are published in the Programme Guide. Therefore no staff costs for associated partners can be included under the heading for "Staff Costs".

All other costs relating to the reimbursement of staff time for undertaking tasks fall under the heading of **sub-contracting** and are subject to the rules governing **public procurement**. Subcontracting refers to "carrying out specific and limited work for the project, [which] can be considered eligible when awarded by a partner to an external body, organisation or individual" and is subject to Community rules concerning procurement (several offers must be requested over a certain amount – see Guide, part I, page 44). As these include equal treatment, an associated partner in a project could contravene the rules relating to the **absence of conflict of interest**, unless, in advance of the submission of the application, the relevant partner organisation had already completed an open and fair procurement procedure.

Therefore if an organisation requires the payment of costs relating to their staff's involvement in a project, that organisation would either need to join the consortium as a full partner, or participate in an open procurement procedure and be considered therefore a sub-contractor rather than an associated partner.

Small costs, that are below the amounts for procurement legislation (such as honoraria for conference speakers for example) could however be considered as an eligible cost within the project budget, and should be included under "Other costs" (subject, as always, to the rules governing eligible countries).

Travel and Subsistence

Travel and subsistence costs relate only to the costs of staff from the partner organisations and to the eligible countries. Therefore no travel and subsistence costs for associated partners can be included under the heading "travel and Subsistence".

However it is possible that a project includes seminars or conferences that would benefit from the input or participation of staff from associated partner organisations. If this is the case, the costs can be included under the budget head "Other costs" although they are subject to the same rules governing the maximum rates of subsistence etc.. If they are from countries not eligible to participate in the LLP, they can only have travel / subsistence costs reimbursed under the conditions stated in the Programme Guide, page 38

Equipment

Equipment costs relate closely to what is necessary, justifiable and reasonable for the completion of the specific project concerned, and are subject to procurement regulations. By default therefore, equipment that is not to be used in the partner organisations cannot be considered eligible within the project budget (cannot be considered necessary if not required by the partner organisations)

Is any documentation required from associated partners?

No. Applicants need only provide a list of associated partners that is attached as Part 5 of the Application Package. No letters of intent are therefore required from associated partners.

Can there be a different Applicant Organisation and Coordinating Organisation?

Yes. In this case the Applicant Organisation is legally and contractually responsible to the Agency, and the Coordinating Organisation would have day to day contacts with the Agency and Partners on the implementation.

Can an Accompanying Measures project be unilateral (only one organisation or country in the application)?

Yes. However the evaluation still takes account of the European impact, therefore the proposal would need to include specific and clear measures for ensuring an impact in several European countries.

3 If the application is approved (contracts, management, etc.)

Who holds the copyright of products? (Coordinator? Partners? Is it public? Commission? Agency?)

The grant agreement specifies that the copyright is held by the Beneficiary. It is for the members of a consortium to agree copyright issues within their partnership and according to the respective contributions of organisations and individuals and taking into account variations in national legislation regarding intellectual property. Thus the beneficiary passes the copyright to the authors of and contributors to materials. The agreement should be formalised legally within the partnership in the form of a Partnership Agreement.

4 The selection procedure

How can we apply for a preparatory visit?

A The National Agency in each participating country can provide you with information on preparatory Visits. The address can be found on: http://ec.europa.eu/education/programmes/llp/national_en.html

Who are the experts?

Experts are drawn from a list of individuals that have responded to a Call for Experts published by the Agency in 2008. Details of this call can be found on the Agency's website (http://eacea.ec.europa.eu/about/procurement/eacea_2007_experts/index_en.htm) . The selection of specific experts is made by the teams responsible for each action, taking into account the number of applications received, the languages of submission, the range of expertise required. These experts are also checked to ensure that there is no conflict of interest with any of the applications to be analysed.

5 The eForm

When I clicked on the Submit button, I saw a network/connection error message. The submission did not complete and no submission number was automatically inserted into the form. HOWEVER, I received an email acknowledgement which contained a submission number. What should I do?

1. Please do not make any more attempts to submit your form.
2. Contact the EACEA External Helpdesk by email (eacea-external-helpdesk@ec.europa.eu) sending the following:
 - a. your completed form (make sure you have validated it).
 - b. the submission number from the email acknowledgement that you received.
 - c. If you made several failed submission attempts, please provide the submission numbers from **all** of the acknowledgement receipts.
3. The External Helpdesk will send you back a **SUBMITTED version of your eform**. It will incorporate your **valid submission number** (this will be different from the original submission number from the failed submission or submissions). Your project coordinator will also receive **directly** the email acknowledgement receipt for this submitted form.
4. Check that the form that we return to you is fully correct (all the data you entered is present and correct). Confirm this to the External Helpdesk. Confirm also that you have received the acknowledgement receipt email.
5. If everything is correct, you now have YOUR copy of your submitted application form. Use it to provide the backup copies required by the Agency (emailed electronic copy + paper copy of the original).
6. If it is not correct contact the External Helpdesk for further assistance.
7. The agency will ensure that the submission numbers generated by the failed submissions are deleted.

The region code field does not appear to work.

Select your country code again. This will refresh the region code field and you will be able to select your region. (This can happen if you initially select your country codes but select the accompanying region codes later.)

I entered a Lead partner in one of my work packages but now I want to change it. The form won't let me.

Contact the EACEA External Helpdesk. They will give you instructions to enable you to change the lead partner.

In C.6 Profile of the consortium, what do MS, ACC, AC and OCT stand for?

Please refer to the Instructions for applicants page 31 (EN version) where you will find a detailed explanation of how to deal with this table

In part C.3, some of the codes don't appear and can't be selected.

Make sure you have selected your sub-programme, action and sub-action on the first page of the eForm. If you have not made these selections some of the codes will indeed not work as they need to be filtered according to your selections on the first page.

I have validated my form and the errors list tells me that there are mandatory fields not filled in. However there are no corresponding fields highlighted in pink.

In an early version of the form, the field 'Language Version' in Part F.2 did not highlight when there was an error. Please check all occurrences of this field in your form and check that they have been correctly completed.

There are blank rows appearing at the end the List of Partner Organisations summary table. How can I delete them?

A few users have experienced this but it is harmless. The blank rows are not validated, they do not prevent you from submitting the form – you can ignore them.

There is a problem in C.2, the List of Deliverables. The list does not reflect the deliverables I have entered in Part F.

A few users have experienced this but it is harmless. If this happens, you may ignore the list in C.2 and the problem will not prevent you from submitting . All the details of your deliverables will be correctly displayed in Part F and it these details that are transferred during the submission operation.

When I add a row to the table in B.3, a blank page is added to the form that I can't delete.

A few users have experienced this but it is harmless. If this happens, you may ignore the blank pages.

Section C.3: I cannot type supporting text in the box below the "Priorities" question and the form will not allow me to submit until this field is validated.

This bug was caused by the fact that the text field for Priorities was incorrectly defined as a numerical field. It has been fixed in the later versions of the eForm. You have 2 options:

- 1) Download the current version of the form and copy your texts into the later version.
 - 2) Use one of the next options further down the form (Horizontal Policies) to input your supporting text and justification, making it clear that the text supplied relates to your priority selection. Then, go back to the supporting text fields for the Priority codes and enter a number in them. This is so that the fields will validate OK.
- When your form is submitted the Agency will ensure that the correct selections are made for both priorities and horizontal policies.

Section C3: In version 1.5 of the form the supporting text field for priorities does not allow the text to wrap therefore most of the text is invisible.

This bug has been corrected in later versions of the eForm. You have 2 options:

- 1) Download the current version of the form and copy your texts into the later version.
- 2) Enter your text in the description box as normal. Text that overflows the box will not be visible in the file or on the printout but the **whole text** will be submitted i.e. transferred to the Agency's applications database.

Parts A and B: The form appears to be adding blank (empty) rows to the List of Partner Organisations at the end of Parts A and B. I have not added these rows myself.

A few users experience this bug in the form. It is harmless – it doesn't affect the partners listed in Parts A and B, nor does it affect validation and submission. Please continue to complete and submit your form.

Section C.3: Some of the codes in Part C.3 do not appear and therefore cannot be selected.

On the first page of the eForm, make sure you have selected a sub-programme, Action and, where necessary, a sub-action BEFORE you start completing any other Part of the form. If you have not made these selections on the first page you will find that some dropdown lists in Part C.3 will not be activated.

Section C.3: Where can I find the full text for the sections on "Horizontal Policies" and "Complementarity"?

These come from Articles 12 and 13 of the Legal Base (Decision) <http://eur-lex.europa.eu/lex/LexUriServ/LexUriServ.do?uri=OJ:L:2006:327:0045:0068:EN:PDF>

Code	Description EN	Description FR	Description DE
Div	Promoting an awareness of the importance of cultural and linguistic diversity within Europe, as well as of the need to combat racism, prejudice and xenophobia	en favorisant une prise de conscience de l'importance de la diversité culturelle et linguistique et du multiculturalisme au sein de l'Europe, ainsi que de la nécessité de lutter contre le racisme, les préjugés, et la xénophobie	die Schärfung des Bewusstseins für die Bedeutung der kulturellen und sprachlichen Vielfalt und des Multikulturalismus innerhalb Europas sowie für die Notwendigkeit, Rassismus, Vorurteile und Fremdenfeindlichkeit zu bekämpfen;
CulDiv	Cultural and linguistic diversity	la diversité culturelle et linguistique	Kulturelle und sprachliche Vielfalt
RacXen	Fight against racism and xenophobia	lutter contre le racisme, les préjugés, et la xénophobie	Kampf gegen Rassismus, Vorurteile und Fremdenfeindlichkeit

SpecNeed	Making provision for learners with special needs, and in particular by helping to promote their integration into mainstream education and training	en tenant compte des apprenants ayant des besoins spécifiques, et notamment en contribuant à favoriser leur intégration dans le système traditionnel d'éducation et de formation;	die Berücksichtigung von Lernenden mit besonderen Bedürfnissen, insbesondere durch Vorkehrungen zur Förderung ihrer Integration in reguläre Bildungs- und Berufsbildungsgänge;
Discr	Promoting equality between men and women and contributing to combating all forms of discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation	en favorisant l'égalité entre les hommes et les femmes et en contribuant à la lutte contre toutes les formes de discrimination fondée sur le sexe, la race ou l'origine ethnique, la religion ou les convictions, un handicap, l'âge ou l'orientation sexuelle.	die Förderung der Gleichstellung von Männern und Frauen und die Bekämpfung jeglicher Form von Diskriminierung aufgrund des Geschlechts, der Rasse, der ethnischen Herkunft, der Religion oder der Weltanschauung, einer Behinderung, des Alters oder der sexuellen Ausrichtung.
Equal	Equal opportunities men and women	l'égalité entre les hommes et les femmes	Gleichstellung von Männern und Frauen
SexDis	Sexual discrimination, orientation	la lutte contre toutes les formes de discrimination fondée sur le sexe ou l'orientation sexuelle.	Diskriminierung aufgrund des Geschlechts oder der sexuellen Ausrichtung
RacEth	Racial or ethnic origin	la lutte contre toutes les formes de discrimination fondée sur la race ou l'origine ethnique	Diskriminierung aufgrund der Rasse oder der ethnischen Herkunft
Age	Age	la lutte contre toutes les formes de discrimination fondée sur l'âge	Diskriminierung aufgrund des Alters

There is a new version of the form, but I have already started to complete a previous version. Do I need to start everything again?

No. Applications will be accepted on all versions of the eForm. Check the content of the updated forms to see if any of the improvements assist you, in which case you would need to copy your existing data from the old for into the new version. However most of the corrections affect very few applicants. In case of doubt, contact the eForm helpdesk (details on the cover of the user guide.

How long should the summary of the project (Section C1) be: 4000 characters or 2000 characters?

It should be 2000 characters maximum. An error in the form has been corrected in version 1.4 of the eForm.

The fields given in Some sections are too short for the answers – especially section B3 Other Community Grants. What should I do?

For section B3 the field length has been increased slightly in Version 1.4 of the eForm. If you are using an older version, or even if the new version is still too short, you should abbreviate the information to provide a sufficient amount of unique information to enable Agency staff to find records of the projects mentioned if necessary. Therefore include the "unique" part of the reference number + the last 2 digits of the year. For the Beneficiary organisation use an acronym or common abbreviations (such as Uni, Univ for University), and for the title, either the acronym or the first words

of the project title (if there is no acronym). This problem will be dealt with properly in the eForms for future calls for proposals.

How do I upgrade my Adobe Reader software?

A. Section 2 of the eForm User Guide provides advice on how to download Adobe Reader or upgrade your existing version of the software.

Is it required to purchase a license from Adobe in order to complete the eForm?

A. No license is required. The Adobe Reader software can be downloaded free of charge from the Adobe website and no supplementary license or additional software is required.

Can I submit my application in a format other than Adobe pdf e.g. Microsoft Word?

A. No. The form may only be submitted in Adobe pdf format. If you encounter any problems using the Adobe form you must contact the heldesk immediately.

Can I include diagrams, charts and graphs in my application form?

No. The form does not accept such items.

Can I include formatted text in my application e.g. bold or underlined text?

A. No. The eForm does not accept such formatting and it is automatically removed if you copy-and-paste formatted text into the form.

Can I complete the English version of the form in a language other than English?

A. Yes. The form may be completed in any one of the Official Languages that appear in the dropdown list, 'Language used to complete the form'. Please note however that the language selected must be a language that is used by your partnership.

Is the "Reference number" for the Letter of Intent the same as the "Submission number" of the application form?

A. Yes. Please note however that the letters of intent should not be submitted with the application: they will be requested if your application is approved.

Should I generate the electronic copy (for emailing to the Agency) and the printed copy from the form after it has been submitted?

A. Yes. This ensures that the electronic copy and printed copy reflect the final version of your application form and includes the submission number. The electronic (e-mail back-up) copy and the printed back-up copy should be generated from the file copy of the form that is stored on your local computer.

I have submitted an application form but I have omitted some data or have made a mistake. Is it possible to amend and resubmit my form?

A. In this scenario, you should contact the eForm Helpdesk whose contact details can be found in the eForm User Guide and on the call website.

My question is not of a technical nature, it relates to the content of the form. Who can I contact to assist me?

A. The website for the call includes e-mail links to the teams responsible for each part of the programme (http://eacea.ec.europa.eu/lfp/funding/2009/call_lifelong_learning_2009.htm#helpdesk). Please send an email with your query to the appropriate e-mail Helpdesk according to the part of the programme you are applying for.

6 Contacts with the Agency

Can we have a contact list of Agency staff?

The website for the call includes e-mail links to the teams responsible for each part of the programme (http://eacea.ec.europa.eu/lfp/funding/2009/call_lifelong_learning_2009.htm#helpdesk). Your enquiries are dealt with by the person who is most appropriate given the nature of each request.

Is it possible to come to the EACEA and to get consultancy on the content of a proposal?

NO. The Executive Agency must remain objective in order to manage the selection procedures on the basis of equal treatment to all candidates: preference cannot be given to applicants who have easy access to our offices in Brussels, or who have the resources to pay for a trip. As a result no specific consultation will be provided either face to face or by telephone.