European Universities
Call for Proposals EAC/A03/2018

Guide for Applicants
Instructions for Completing the Application Package

Erasmus+ Programme
KA2 – Cooperation for Innovation and the Exchange of Good Practices

English version, October 2018
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1. INTRODUCTION

This document is intended to help you to complete your application for the European Universities action of the Erasmus+ call. You are also invited to consult other documents listed below. The information contained in these other documents will not be repeated in this guide, although references are made where appropriate.

The Legal Base of Erasmus+ ¹

The legal base will provide you the rationale, the main scope and objectives of the Erasmus+ Programme.

The Call for Proposals 2019 - EAC/A03/2018 ²

The above link will bring you to the call official notice. It is a short document that provides you, inter alia, information on the countries that can participate and the submission deadline for each of the Erasmus+ calls involved.

The Erasmus+ Programme Guide ³

This is a key document providing information on the Erasmus+ actions included in the General Call for Proposals. It includes the new action "European Universities". The Erasmus+ Programme Guide is structured as follows:

Introduction
Part A – General information about the Erasmus+ Programme
Part B – Information about the Erasmus+ actions covered by this guide (see in particular the specific section on 'European Universities' on p. 125)
Part C – Information for applicants
Annex I – Specific rules and information relating to mobility activities, strategic partnerships and capacity building in the field of higher education
Annex II – Dissemination and exploitation of results
Annex III – Glossary of Terms
Annex IV – Useful references and contact details

The document provides information on the funding framework (including on the rules relating to project budgets), explanations on the assessment procedures and information on dissemination and exploitation strategies. This document also provides information on the different eligibility, exclusion, selection and award criteria that are applied to each application through the selection procedure. Therefore we strongly advise you to carefully read the European Universities section of the Erasmus+ Programme Guide, before submitting your application.


² Link to the call official notice EAC/A03/2018: https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.C_.2018.384.01.0004.01.ENG

The Proposal Submission 'User Guide'
This guide, also called "User Guide", is a technical guide that will help you in generating and submitting your application as an eForm. This document is published together with the eForm.

Frequently Asked Questions (FAQ)
Closer to the submission deadline, the Agency is likely to publish on the European Universities action webpage answers to questions that are frequently asked by potential applicants. We invite you to check these FAQs to make sure that you benefit from clarifications provided by the Commission or the Agency.

2. PRIOR REGISTRATION IN THE 'PARTICIPANT PORTAL'

In order to submit the application, the 'applicant' and the 'full partner' organisations need a Participant Identification Code (PIC) number. This number is obtained through registration in the 'Participant Portal'.

If a participating organisation is already registered in the Participant Portal and therefore already holds a PIC number, that PIC number should be used. Otherwise create a new one, but please check carefully in order to avoid multiple registrations.

Please note that 'associated partners' and 'affiliated entities' must not register in the eForm and thus will not need a PIC number at the proposal submission stage. However, if your application is selected, the affiliated entities will need a PIC number at the contracting stage. The validation of the PIC numbers will be done by EC services at contracting stage if your application is selected.

You can also consult the Erasmus+ Programme Guide (Part C) and the User Guide on this registration process.

The European University action is not aimed at providing direct support to 'individuals'. Only 'organisations' are eligible to apply.

3. THE GENERATION OF YOUR EFORM

On the eForm's homepage at https://eacea.ec.europa.eu/documents/eforms_en choose the eForm of the European Universities and follow the instructions on screen. Insert the PIC numbers of the applicant and full partner organisations. Specify which is the 'applicant' organisation.

When generating the eForm, all the administrative information of the participating organisations will be retrieved from the participant portal and automatically displayed in the form. This means that without a proper registration of these organisations in the participant portal, you will not be able to complete the eForm. For further information, please consult the User Guide.

4 Link to the 'Participant Portal': http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html
5 Associated partners (optional): European Universities can involve associated partners who contribute to the implementation of specific tasks/activities or support the dissemination and sustainability of the alliance. For contractual management issues, “associated partners” are not considered as part of the partners of the European University, and they do not receive funding. However, their involvement and role in different activities have to be clearly described.

6 Affiliated entities (optional): Organisations that contribute to the achievement of the European University’s objectives and activities. Affiliated entities must be identified in the grant application. As described in the Annex III ‘Glossary of Terms’ of Erasmus+ Programme Guide, the following can be considered as Affiliated Entities (in accordance with Art. 187 of the Financial Regulation): a) legal entities having a legal or capital link with beneficiaries; this link is neither limited to the action nor established for the sole purpose of its implementation; b) several entities which satisfy the criteria for being awarded a grant and together form one entity which may be treated as the sole beneficiary, including where the entity is specifically established for the purpose of implementing the action. The Affiliated Entities must comply with the eligibility and non-exclusion criteria, and where applicable also with the selection criteria applying to applicants.
4. YOUR APPLICATION PACKAGE

The application package consists of the following compulsory documents:

- 4.1 the eForm
- 4.2 and the eForm attachments

The application package must be completed using the compulsory templates published on the Agency’s website at https://eacea.ec.europa.eu/erasmus-plus/funding_en under the "European Universities 2019" call for proposals (see 'eForm' and 'Annexes'). It must be submitted electronically by the deadline indicated in the European Universities section of the Erasmus+ Programme Guide. The application package must be written in one of the EU official languages and one only. The chosen language must be understood by all the members of your alliance.

4.1 THE EFORM

The eForm requires administrative information on the participating organisations as well as basic information on your application. Please complete the different sections as required.

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**Generic e-form for a project grant**

**Before you begin completing this eForm:**
- Test your connection to the Agency’s online submit form service. Click on the “Test your connection” button in the footer of the eForm. This is not to submit your form but merely to test that your software settings and Internet connection allow an application to be submitted. If having clicked on this button you do not receive a confirmation that your connection was successful, please consult the “Known issues” section of the eForm homepage. Here you can find, amongst other things, advice on Internet settings and Adobe (Reader or Acrobat) security settings, either of which can prevent a successful connection to the Agency’s online submission service. Please note that, if after performing a successful test, you move your eForm to a different computer or Internet connection version of Adobe Reader, you will need to perform the test again. This is because each version of Adobe Reader is built from different code, potentially resulting in a failure to submit. Please choose a meaningful title for your project and an acronym. The acronym must not exceed 7 characters. The acronym can contain letters (Latin characters only), numbers and common punctuation marks.

**Cover page: main call and project identification data**

Different fields appear on the cover page of the eForm. Some may be automatically completed, depending on the action chosen.

Please choose a meaningful title for your alliance and an acronym. The acronym must not exceed 7 characters. The acronym can contain letters (Latin characters only), numbers and common punctuation marks.

**Part A: Identification of the applicant and the other participating organisations**

This page will automatically provide the list of the applicant and all the full partners involved in the alliance.
As applicant you should verify the information displayed in this section, which is retrieved from the participant portal. This cannot be modified, updated or corrected directly in the eForm. It must be modified in the Participant Portal. In order to incorporate the modifications into the eForm, please follow the steps described in part B of the "User Guide", section "Revise list of participating organisations and update existing application eForm".

All the fields marked * are mandatory.

**A.1: Organisations**
Most fields in part A1 are completed automatically based on the information provided through the Participant Portal. These fields are protected and not modifiable.

**A.2 Person responsible for the management of the application (contact person)**
Please note that the contact person should also be the first key staff member to be listed under Partner 1 (P1) in the annex 'Detailed Project Description'.

**A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)**
Please provide the requested administrative information on the legal representative. If the legal representative has a different address from the registered address, check the corresponding box to access the fields necessary to provide this information.

Please note that if the application is successful the legal representative will be required to sign the Grant Agreement and other associated documents on behalf of all the participating organisations.

Please note that as from Partner 2 (P2) only section A.1 and A.2 information are required.

**Part B: Organisation and activities**

**B.1 Structure**
Only the field "Type of Organisation" needs to be completed by choosing an available option from the drop-down list.

Please note that, in line with the eligibility requirements of the European Universities action, eligible participating organisations are any higher education institution holding a valid Erasmus Charter for Higher Education (ECHE) with its affiliated entities, if any. Any eligible participating higher education institution established in an EU Member State or Programme country can be the applicant. This organisation applies on behalf of all participating organisations involved in the European university.

**B.2 Aims and activities of the organisation**
This section is not applicable.

**B.3 Other EU grants**
You should list the projects in the field of higher education for which your organisation, or the department responsible for the management of this application, has received financial support from the EU programme during the last three years. Also other grant applications submitted by your organisation, or the department responsible for this proposal should be listed. This information is not required for the other full partners.
Part C: Dates, budget and description of the project

C.1 Dates and Duration
Indicate the starting and ending date of your project in format xx/xx/2019. The duration will be automatically calculated. The activities must start between the 01/09 and 01/12/2019 (provided that the grant agreement is signed by both parties). The project duration must be of 36 months.

C.2 Summary budget
You should insert the total grant requested from the European Union and the total costs of the project (direct and indirect costs). Please note that the EU will co-finance activities up to 80% of the total eligible costs for a maximum of 5 M EUR.

C.3 Summary of the project
You are invited to provide the key information on your application. Please note that the abstract of the successful applications will be published on the Erasmus+ Project result Platform. You should therefore ensure that it provides a clear overview of the long-term vision of your alliance and of its innovative approach to achieve this vision; it should also include a concise overview of the work the alliance plans to undertake and of expected outputs.

Please indicate the language of the summary choosing one of the language options. For dissemination purposes, if the initial language chosen was different from English, an additional version of the abstract must be provided in English.

Part D: Erasmus+ Programme topics

Tick the topics (at least one) that are the most suitable to describe the main focus of your proposal. Justify briefly your choice(s) in the text box. This information will be used for statistical purposes.

4.2 THE EFORM COMPULSORY ATTACHMENTS

Attachments
The maximum size of all attachments together cannot exceed 10 MB.

Detailed description of the project in word format (doc, docx, txt) or in PDF document (pdf)

Delete this document  View this document  Document: DocSample.pdf

The eform has three compulsory attachments (see the section below). They include annexes that provide essential information on your application. They are compulsory and must be based on the templates available on the Agency's website at https://eacea.ec.europa.eu/erasmus-plus/funding_en under the "European Universities 2019" call for proposals (in section 'Annexes'). Once the eform has been completed, before submitting online, make sure you have included all the compulsory attachments.
The Detailed Project Description is a word document composed of 5 parts. It must be completed using the compulsory template published at [https://eacea.ec.europa.eu/erasmus-plus/funding_en](https://eacea.ec.europa.eu/erasmus-plus/funding_en) under the 'European Universities 2019' call for proposals in section 'Annexes'.

The objective is to explain what is the long-term joint vision (2025) of your European University alliance, and how you plan to concretely progress towards that vision during the 3-year project funded under this action. It will be used by the evaluation committee to evaluate the quality of your application against the five award criteria stated in the European Universities section of the Erasmus+ Programme Guide. Please read the requirements of the Detailed Project Description carefully and complete each section as instructed. We also invite you to read the award criteria while compiling the information required.

All fields in all sections are obligatory. For adding new columns/rows of the tables, please use the copy-paste function.

Please note that a maximum number of words is recommended for each text box. You also have the possibility to insert pictures and diagrams. However, please limit those in order to avoid any potential problem during the submission of the application (the maximum size of the three attachments can not exceed 10 MB).

The Detailed Project Description is structured in the same way as the 5 award criteria, as follows:

**Part I. Relevance of the proposal (max. 25 points)**

I.1. Relevance of the proposal  
I.2. Level of ambition and innovative approach of the proposal  
I.3. European added value

This part will describe the strategic framework of your alliance and its European added value. When completing this part, refer to the alliance mission statement whenever relevant to support your explanations.

**Part II. Geographical balance (max. 15 points)**

This part will explain how the alliance is structured in terms of number of partners and geographical areas covered by the partnership. You will be asked to justify the rationale behind its composition and why it is relevant for the long-term vision of the alliance and for the European Education Area.

**Part III. Quality of the proposal and implementation (max. 20 points)**

III.1. Work programme and roadmap  
III.2. Aims of the alliance and planned activities to achieve them  
III.3. Quality and financial assessment
This part will provide information on the workplan, its specific activities, and on the resources necessary for its implementation.

You should provide a description of each work package as instructed in the template.

Work Package 1 'Management of the project' and the last Work Package 'Sustainability and dissemination' are compulsory. The other Work Packages shall be determined by your alliance on the basis of its strategy and proposed activities.

NB: all the travels and subsistence activities associated to management/partnership meetings should be explained and funded under the Work Package 1.

Part IV. Quality of the alliance cooperation arrangements (max.20 points)
IV.1. Composition of the European Universities alliance
IV.2. Details on the 'Applicant' and on each 'Full partner' organisation
IV.3. Quality of the alliance's cooperation arrangements
IV.4. Working modalities of the alliance

This part will provide information on the different partners of the alliance (applicant and full partners) and on their planned cooperation arrangements.

If 'associated partners' and/or 'affiliated entities' are also involved, please make sure that the relevant information is provided as instructed in the template. Please note that associated partners do not receive funding.

You will also have to list the key staff from the applicant and full partner organisations that will contribute to the project activities and their main skills. NB: Please note that the first staff member to be listed under the partner P1 should be the applicant (alliance coordinator).

Part V. Dissemination and sustainability (max.20 points)
V.1. Long-term strategy for sustainability of the alliance
V.2. Capacity of the alliance to act as role model
V.3. Dissemination
V.4. Open Educational and Open Science and Citizen Science resources

This part will explain how your alliance will ensure sustainability in the long run and how it will act as a model of good practices towards other higher education institutions. It should also provide information on how to disseminate results and good practices in an open access way.

Once completed, the Detailed Project Description, must be attached to the eForm, in word or pdf format, as 1st attachment before submission.

Attachment 2: Declaration of Honour (AND the Mission Statement)

For technical reasons this attachment shall consist of:
- a Declaration of Honour,
- and a Mission Statement.

Attachment 2 The Declaration of Honour:
This document must be completed using the compulsory template available at: https://eacea.ec.europa.eu/erasmus-plus/funding_en (under the 'European Universities 2019' call for proposals in section 'Annexes').
The applicant organisation will submit this declaration on behalf of all the partner organisations and their affiliated entities. The declaration must be signed by the legal representative of the applicant organisation on behalf of all the participating organisations.

Please make sure that the total grant indicated in this declaration corresponds to the total grant indicated in the eForm as well as in the Detailed Budget (3rd attachment).

**Attachment 2 The Mission Statement:**
This document is internal to the alliance, it can be submitted in any format, no specific template is provided.

This document presents the long-term joint strategy (2025) of your alliance and should be based on the common shared vision of all the participating organisations, including staff at all levels and students. It should provide the "mandate" of the alliance for pursuing a high level of enhanced, sustainable cooperation across various levels of the organisation, and across different areas of activity, building on the complementary strengths of all the members. The Mission statement should:
- be endorsed by relevant decision-making bodies in each of the partner institutions
- explain how your European University alliance will look like in 2025
- explain the unique and differentiated vision of your alliance, building on the section "What are European Universities?"

**Scanning Attachment 2 and Attachment 2 together**
Once the two documents are ready, scan them one after the other and attach the resulting file (PDF) as one single document to the eform as 2'nd attachment before submission.

**Attachment 3: Detailed Budget Table (sheets 1 to 3 and 'readme'- Excel file)**

The Detailed Budget must be completed using the compulsory template published at: [https://eacea.ec.europa.eu/erasmus-plus/funding_en](https://eacea.ec.europa.eu/erasmus-plus/funding_en) (under the 'European Universities 2019' call for proposals in section 'Annexes').

This is an excel file composed of four sheets:

"Readme"
"1. Consolidated summary report"
"2. Expenditures per partner organisation"
"3. Expenditures per workpackage"

Complete all the sheets as instructed. The document also includes a 'Readme' where you can find further guidance. For detailed information on the different budget items please refer to the 'European universities' funding rules available in the 'Erasmus+' Programme Guide. Once the Detailed Budget is complete, make sure that the figures are consistent with the financial information provided in the eForm and in the Declaration on Honour, and coherent with the narrative information provided in the Detailed Project Description.

The Detailed Budget must be attached to the eForm, in excel format, as 3rd attachment before submission.

4. THE SUBMISSION OF YOUR APPLICATION PACKAGE

At the very end of the eForm you will be asked the following question 'Has similar application already been submitted under a previous call for proposals?' Please answer 'No' since it is the first time the 'European Universities' action is launched.

Once the eForm is complete and includes all the three attachments, click on the 'validate form'. Various checks will be automatically performed to check whether your form is ready for submission. Do not validate your eForm before it is complete, as validation slightly alters the look of the form. If your eForm contains errors, such as missing mandatory information, you will receive a warning message. To correct your eForm use the 'Go to next error' that appears automatically next to the 'Validate eform'.

After you have successfully validated your eForm and before proceeding with the submission, please test your internet connection. Click on the 'test your connection' to verify whether your computer settings and internet connection allow a successful connection to EACEA's submission server. This test will not automatically submit your application. You can proceed to the final step after the test.

The submission procedure may require longer than expected. To avoid late submissions, we recommend not wait for the last moment to submit your application. Please note that submitted applications can be replaced by a revised version before the deadline. Only the last version will be taken into account. For further guidance in any of the testing, validation and submission steps you can consult the User Guide.
Once the eForm and attachments have been submitted, an application reference number is automatically generated on the eForm. In addition, a notification message is sent to the e-mail address of the contact person of the applicant organisation (as indicated in the eForm).

Please ensure the following:

- The application is completed electronically by computer and submitted online (no paper submissions will be accepted).
- No information or documents other than the Application Package can be submitted or sent. Any further document will not be taken into consideration in the evaluation of the application.
- No change to the Application Package can be made after the submission deadline has expired. However, the applicant may be contacted by the Agency if there is a need to clarify any administrative informations (e.g. contact details).
- Please note the date and time of the online submission. Applicants are strongly advised to submit their Application Package well in advance of the deadline and to keep the confirmation of submission of the application in the system.
- If you experience any technical submission problem, please contact the Agency's IT Helpdesk immediately at EACEA-HELPDESK@EC.EUROPA.EU with a detailed explanation of the problem faced. If you face technical submission problems close to the submission deadline, please also send by email a screenshot of the submission error message and time of occurrence, as well as a copy of the eForm and attachments.

If you have questions about the content of the eForm and attachments, please contact the operational team at the Agency at EACEA-EUROPEAN-UNIVERSITIES@ec.europa.eu.