EACEA Info session (04.12.2017)

Erasmus+
Knowledge Alliances

Call Knowledge Alliances 2018
How should I submit my proposal?

Nihal Yildirim
Project Officer, EACEA
ERASMUS+ KNOWLEDGE ALLIANCES
QUESTIONS FROM APPLICANTS
1. Register in the Participant Portal/search your PIC and login

2. Create and fill in your e-form

3. Prepare and attach the compulsory annexes

4. Submit your e-form!
1. Register in the Participant Portal/search your PIC
   - Check all organisations' existing PICs, select the valid one if available (=Participant Identification Code)

Need for a PIC but no need for a valid PIC at the application phase.

1. Register in the Participant Portal/search your PIC
   - If no PIC, if no EU login: create your EU Login account

Use your e-mail address

Create an account

Next
1. Register in the Participant Portal/search your PIC
   - If no PIC, if no EU login: create your EU Login account
1. Register in the Participant Portal/search your PIC
   ▪ If no PIC: register
1. Register in the Participant Portal/search your PIC
   - After registration: attach 2 forms
     You can start your eForm and attach them later on if not yet available
     - **Legal entity form** accompanied by the statutes of the applicant organisation
     - **Financial identification form** duly completed and certified by the bank
1. Register in the Participant Portal/search your PIC

- FAQ/Contact

**Education, Audiovisual, Culture, Citizenship and Volunteering**

**Participant Portal**

**Register an Organisation**

- FAQ
- Contact

EC-GMSS-EDUCATION-SUPPORT@EC.EUROPA.EU
2. Create your e-form

- Go to the Erasmus+ Funding page – Go to the eForm
  
  [Link: https://eacea.ec.europa.eu/erasmus-plus/funding_en]

<table>
<thead>
<tr>
<th>CALLS FOR PROPOSALS</th>
<th>ACTIONS</th>
<th>STATUS</th>
<th>DEADLINE FOR APPLICATION</th>
<th>CALL REFERENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Alliances 2018</td>
<td>Erasmus+, Key Action 2: Cooperation for innovation and the exchange of good practices, Knowledge alliances</td>
<td>OPEN</td>
<td>28/02/2018 - 12:00 (CET/CEST)</td>
<td>EAC/A05/2017</td>
</tr>
</tbody>
</table>

The eForm is available at: [Link: https://eacea.ec.europa.eu/documents/eforms_en]

The Proposal Submission User Guide is available.
2. Create your e-form

- Access and generate your eform

Electronic Application Forms - eForms

Available eForms

<table>
<thead>
<tr>
<th>PROGRAMME AND ACTION</th>
<th>STRAND / ACTION</th>
<th>ELECTRONIC APPLICATION VERSION</th>
<th>RELEASED ON</th>
<th>ACCESS TO THE ELECTRONIC APPLICATION</th>
<th>USER GUIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus+, Key Action 2: Cooperation for innovation and the exchange of good practices, Knowledge alliances</td>
<td>Knowledge Alliances 2018</td>
<td>2.4</td>
<td>30/11/2018</td>
<td>Application eForm homepage</td>
<td></td>
</tr>
</tbody>
</table>
2. Create your e-form

- Access and generate your eform

Applications for funding

Create new application for funding

Revise list of participating organisations and update application for funding
2. Create your e-form

- Access and generate your eform
2. Create your e-form

- Choose your language

<table>
<thead>
<tr>
<th>Programme name</th>
<th>Sub-programme name</th>
<th>Action name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus+</td>
<td>Cooperation for innovation and the exchange of good practices</td>
<td>Knowledge Alliances for higher education</td>
</tr>
</tbody>
</table>

Programme details and application language version

Previous step
2. Create your e-form

- Insert your PIC numbers

For each organisation participating in the application, enter the organisation's PIC number and click Add to list.
To search for a PIC using e.g. the organisation name, click here to be directed to the EACEA Participant Portal.

![List of participating organisation(s)](image)

PIC number: [Enter PIC number]  Add to list

<table>
<thead>
<tr>
<th>PIC</th>
<th>Name</th>
<th>Country</th>
</tr>
</thead>
</table>

Next step  Create application eForm  !!!SAVE!!!
2. Fill in your e-form

KA2 - Cooperation for Innovation and the exchange of good practices

Before you begin completing this e-form:

- Test your connection to the Agency’s online submission 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 the 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 upgrade your version of Adobe Reader, you will need to perform the test again. This is because the original test result will no longer be valid. For a fuller description of how the “Test your connection” function works please consult the eForm User Guide.

- Check that you have the latest available version of the eForm, in the event of a significant eForm problem arising, the Agency may decide to make available an updated i.e., corrected version of the eForm. The latest version number of each eForm is displayed on the eForm homepage whilst specific details of any problem and its impact would be published on the funding opportunity webpage of the programme concerned.

These resources and other useful links can be found in a table located at the end of this eForm.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Erasmus+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key action</td>
<td>Cooperation and Innovation for Good Practices (KA2)</td>
</tr>
<tr>
<td>Action</td>
<td>Knowledge Alliances in Higher Education</td>
</tr>
<tr>
<td>Action type</td>
<td>Knowledge Alliances in Higher Education</td>
</tr>
<tr>
<td>Call for proposals</td>
<td>EACAS5-2017</td>
</tr>
<tr>
<td>Deadline for submission</td>
<td>28/02/2018 12:00 midday (Brussels time)</td>
</tr>
<tr>
<td>Project title</td>
<td></td>
</tr>
<tr>
<td>Project acronym</td>
<td></td>
</tr>
</tbody>
</table>

List of participating organisations:

- Austria, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Turkey, United Kingdom

Your list of partner organisations is not valid. It should respect the rule(s) below:

- Not valid
- All participating organisations from participating countries at least 3 different Erasmus+ programmes with at least 3 different countries.

Applicant organisation should be from one of the following:

- Austria, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Turkey, United Kingdom

<table>
<thead>
<tr>
<th>Partner no</th>
<th>PIC</th>
<th>Role</th>
<th>Organisation Name</th>
<th>City</th>
<th>Country</th>
</tr>
</thead>
</table>

Language used to complete the form:
2. Fill in your e-form

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

This part must be completed separately for each organisation participating in the project, after they have registered in the central database (URF-PDM)

<table>
<thead>
<tr>
<th>A.1 Organisation</th>
<th>P1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partner number</td>
<td></td>
</tr>
<tr>
<td>Role in the application</td>
<td>Applicant Organisation</td>
</tr>
<tr>
<td>PIC number</td>
<td></td>
</tr>
<tr>
<td>Full name of the organisation in Latin characters</td>
<td></td>
</tr>
<tr>
<td>Business name</td>
<td></td>
</tr>
<tr>
<td>Accreditation type</td>
<td></td>
</tr>
<tr>
<td>Accreditation number</td>
<td></td>
</tr>
<tr>
<td>Status</td>
<td>Private</td>
</tr>
<tr>
<td>Non Profit Organisation</td>
<td>No</td>
</tr>
<tr>
<td>NGO</td>
<td>No</td>
</tr>
<tr>
<td>Type of organisation</td>
<td>Higher education institution (tertiary level)</td>
</tr>
<tr>
<td>Registration date</td>
<td>2013-10-03</td>
</tr>
<tr>
<td>Registration location</td>
<td></td>
</tr>
<tr>
<td>Registration country code</td>
<td></td>
</tr>
</tbody>
</table>

Registered address

<table>
<thead>
<tr>
<th>Street name and number</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town</td>
<td></td>
</tr>
<tr>
<td>Cedex</td>
<td></td>
</tr>
<tr>
<td>PO Box</td>
<td></td>
</tr>
</tbody>
</table>

Country

Region

Internet address

Telephone 1

Telephone 2

Fax
2. Fill in your e-form
2. **Fill in your e-form**

### Part B. Description of the project

**B.1 Summary of the project (max 2000 characters). Please note that this information may be used for dissemination purposes**

For successful applications, this section will be published, as presented below, in compendia etc. You should therefore ensure that it gives a concrete overview of the work your consortium plans to undertake including:

- The reason of your project
- Concise description of the outputs, results and/or products (including where relevant key pedagogical strategies, media used, language versions, etc.)
- The impact envisaged

Please indicate the language of the summary *:

**English**

Please provide your summary *:

```markdown
# [Project Title]

**Project Description**

*In brief, the project aims to...

**Objectives**

- *Objective 1*
- *Objective 2*

**Methodology**

- *Method 1*
- *Method 2*

**Expected Results**

- *Result 1*
- *Result 2*

**Impact**

*Impact Description*
```

### B.2 Education area

The content of this application is linked to the following area

The field of education that will benefit from the activities / outcomes:

---

Higher education

### B.3 Dates

**B.3.1 Dates and duration of the project**

- **Start date**: 01/11/2018
- **End date**: 30/10/2020
- **Duration (month)**: 24 months
2. Fill in your e-form

**B.4 Grant request**

**EU Grant**

<table>
<thead>
<tr>
<th>Programme Countries (PR)</th>
<th>Partner Countries (PA)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project implementation support**

<table>
<thead>
<tr>
<th>Project Implementation support</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>€0,00</td>
</tr>
</tbody>
</table>

**Learning Mobility activities (Optional)**

<table>
<thead>
<tr>
<th>Travel costs</th>
<th>Subsistence costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>€0,00</td>
<td>€0,00</td>
<td>€0,00</td>
</tr>
<tr>
<td>€0,00</td>
<td>€0,00</td>
<td>€0,00</td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>€0,00</td>
</tr>
</tbody>
</table>

**Distribution of grant by organisation**

<table>
<thead>
<tr>
<th>Partner n°</th>
<th>PIC code</th>
<th>Partner Name</th>
<th>Grant requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total grant requested**

<table>
<thead>
<tr>
<th>Total grant requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>€0,00</td>
</tr>
</tbody>
</table>
2. Fill in your e-form

C.2 Key Results (outputs/outcomes) *:

Please select the Key Results (outputs/outcomes) of your project. (minimum 1, maximum 3 choices)

- New curricula, study programmes, courses or training modules
- New learning and teaching methods or approaches
- Accreditation, certification or degree recognition processes
- Open educational resources
- Quality assurance outputs
- E-learning, including MOOC and other open online courses
- Virtual platform/community
- Mobility/placements/internships of students, including virtual mobility
- Exchange of academics and/or company staff
- Learning/development/recognition methods for behaviour, competences and skills
- Support services, such as career guidance, coaching and counselling
- Studies/good practices/guidelines on university-enterprise cooperation
- Other

<table>
<thead>
<tr>
<th>Type of mobility (Students/Staff/Researchers)</th>
<th>Home Country</th>
<th>Hosting country</th>
<th>№ of participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Belgium</td>
<td>Croatia</td>
<td>5</td>
</tr>
</tbody>
</table>
3. Prepare and attach the compulsory annexes

- Find them on https://eacea.ec.europa.eu/erasmus-plus/funding/knowledge-alliances-2018_en

Call notice

Guidelines

How to apply

Eforms

Annexes

Contacts

Templates of annexes to be completed and uploaded with the eForm:

Knowledge Alliances

- Detailed Project Description
- Detailed budget tables and Work packages overview
- Declaration on honour
3. Prepare and attach the compulsory annexes

- Attach them to your e-form

**Attachments (see compulsory templates on EACEA website)**

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

**Detailed Project Description (Word, PDF, RTF, ODT)**
Attach a document

**Detailed Budget (Excel, ODS)**
Attach a document

**Declaration on Honour (PDF, TIF, JPG)**
Attach a document

---

**Call notice**

**Guidelines**

**How to apply**

**Eforms**

**Annexes**

**Contacts**

Organisations wishing to apply for Knowledge Alliances are invited to submit applications online by 28 February 2018, 12:00 noon (midday, Brussels time) to the Education, Audiovisual and Culture Executive Agency in Brussels.

The Guidelines for applicants are intended to help applicant for Knowledge Alliances to find information they need to complete their applications.

**Guide for Applicants**

---

Before starting your application:
3. Prepare and attach the compulsory annexes

Detailed Project Description (Word, PDF, RTF, ODT)*

Attach a document

Erasmus+

Knowledge Alliances

Detailed Project Description

(Root to be attached to the eForm)
3. Prepare and attach the compulsory annexes

Detailed Project Description (Word, PDF, RTF, ODT)*

Attach a document

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(Please click right and update field - entire table - to refresh page numbers)

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PART III. Quality of the partnership, the team and the cooperation arrangements ........................ 10
PART IV. Impact, dissemination, exploitation, and sustainability .................................................... 20
3. Prepare and attach the compulsory annexes

Detailed Project Description (Word, PDF, RTF, ODT)*

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3. Prepare and attach the compulsory annexes

Detailed Budget (Excel, ODS) *

Attach a document
3. Prepare and attach the compulsory annexes

<table>
<thead>
<tr>
<th>Language</th>
<th>Language selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>KA</td>
</tr>
<tr>
<td>Duration number of months:</td>
<td>Duration to be completed</td>
</tr>
<tr>
<td>Project acronym</td>
<td></td>
</tr>
<tr>
<td>Project title</td>
<td></td>
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</tbody>
</table>

### Part I - Consolidated figures

<table>
<thead>
<tr>
<th>EU Grant</th>
<th>PROGRAMME COUNTRIES (PR)</th>
<th>PARTNER COUNTRIES (PR)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project implementation support</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

#### Learning mobility activities (Optional)

<table>
<thead>
<tr>
<th></th>
<th>Travel costs</th>
<th>Subsistence costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Warning messages**

- Learning mobility activities: OK

### Part II - Distribution of grant by organisation

<table>
<thead>
<tr>
<th>Partner (P) or Affiliated Entity (AE)</th>
<th>Affiliated Entity Linked to the Partner</th>
<th>Name</th>
<th>Country</th>
<th>Project implementation support</th>
<th>Learning mobility Travel costs</th>
<th>Learning mobility Subsistence costs</th>
<th>EU grant</th>
</tr>
</thead>
</table>
3. Prepare and attach the compulsory annexes

Declaration on Honour (PDF, TIF, JPG) *

Attach a document

---

<table>
<thead>
<tr>
<th>Declaration on honour</th>
</tr>
</thead>
<tbody>
<tr>
<td>The undersigned [insert name of the signatory of this form], representing the following legal person:</td>
</tr>
<tr>
<td>Full official name:</td>
</tr>
<tr>
<td>Official legal form:</td>
</tr>
<tr>
<td>Statutory registration number:</td>
</tr>
<tr>
<td>Full official address:</td>
</tr>
<tr>
<td>VAT registration number:</td>
</tr>
</tbody>
</table>

authorized to represent the applicant organisation hereby reports from the European Educational, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency") a grant of EUR [insert amount] with a view to implementing the [work programme] [insert reference to the work programme] on the terms laid down in this application and

| (1) declares that the applicant is fully eligible in accordance with the criteria set out in the call for proposals; |
| (2) declares that the applicant has the financial and operational capacity to carry out the proposed work programme; |
| (3) declares that the applicant has not received any other Union funding to carry out the work programme subject of this grant application and commits to declare immediately to the Agency any other such Union funding it would receive until the end of the work programme. |
| (4) declare whether the applicant is in one of the following situations or not: |

<table>
<thead>
<tr>
<th>SITUATION OF EXCLUSION CONCERNING THE APPLICANT</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Applications for funding

Create new application for funding

Revise list of participating organisations and update application for funding

EU Login

Sign In
How should I submit my proposal?

3. Submit your e-form!

Click on "Submit this form"

Please avoid last minute submission.

If you experience technical difficulties with the submission of your e-form you must contact the helpdesk (eacea-helpdesk@ec.europa.eu) BEFORE the submission deadline, explaining the nature of the problem.

Applications sent by post/fax/email will not be accepted.
How should I submit my proposal?

For more information:

- For questions on the call requirements and procedure: EACEA-KNOWLEDGE-ALLIANCES@ec.europa.eu

- For questions on technical issues:
  - PIC: EC-GMSS-EDUCATION-SUPPORT@EC.EUROPA.EU
  - eForm: EACEA-HELPDESK@ec.europa.eu +32 (0)2 299 07 05
How should I submit my proposal?

KA 2018 Application Toolkit (to be published in the coming days)

- Tool 1: Why Knowledge Alliances?
- Tool 2: Who can apply?
- Tool 3: Where can you find key information?
- Tool 4: How to build your proposal? (Award criteria)
- Tool 5: TIPS to write a good proposal
- Tool 6: How to submit your proposal?
- Tool 7: What about the selection procedure and timetable
EACEA Info session (04.12.2017)

Erasmus+
Knowledge Alliances

Where can I find information on the call?

Silvia De Benedetti
Project Officer, EACEA


PART A - GENERAL INFORMATION ABOUT THE ERASMUS+ PROGRAMME

This section is dedicated to explaining the objectives and values of the Erasmus+ programme notably to support the implementation of the European policy agenda for growth, jobs, equity and social inclusion.

PART B – INFORMATION ABOUT THE ACTIONS COVERED BY THIS GUIDE

Specific information on each action and notably KA

PART C - INFORMATION FOR APPLICANTS

This section is drafted in accordance with the provisions of the Financial Regulation applicable to the general budget of the European Union and with its rules of application and gives important technical information.
## KA 2018 funding page

### Knowledge Alliances 2018

**Related Action(s):**
1. Key Action 2: Cooperation for innovation and the exchange of good practices
2. Erasmus+ - Key Action 2 - Knowledge Alliances

<table>
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<tbody>
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</table>

### Announcement of the Erasmus+ Programme

Call for proposals 2018 - EAC/A05/2017 was published in Official Journal No. C 2017/361 on 25/10/2017 in all official languages of the EU.
Model Grant Agreement

Related Action(s):

Key Action 2: Cooperation for innovation and the exchange of good practices
Erasmus+ - Key Action 2 - Knowledge Alliances

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</table>

Call notice

Guidelines

How to apply

Eforms

The Erasmus+ Programme Guide is available on-line. This guide presents the Knowledge Alliances and explains the rules and conditions for setting-up an application.

For Information

- Grant agreement draft model
- General Conditions
Guide for Applicants

Key Action 2: Cooperation for innovation and the exchange of good practices
Erasmus+ - Key Action 2 - Knowledge Alliances

<table>
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Before starting your application:

- Guide for Applicants
# Proposal Submission User Guide


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