CALL FOR PROPOSALS – EACEA/33/2014

Erasmus+ Programme
KA3 – Support for Policy Reform
Forward-Looking Cooperation Projects

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1. INTRODUCTION

For the Call - EACEA/33/2014, applicants must use an online application form (eForm) and its attachments.

The purpose of the Instructions for Applicants is to offer guidance on the content of the eForm (content-wise) and the application procedure.

Please note that it does not replace the specific 'eForm User Guide' that is aimed at providing guidance on the technical aspects of completing and submitting the eForm available at: https://eacea.ec.europa.eu/PPMT/

2. REGISTRATION OF THE ORGANISATIONS IN THE PARTICIPANT PORTAL

In order to submit an application, applicants (all organisations listed in the application form) will have to register their organisation in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal and receive a Participant Identification Code (PIC). The PIC will be requested to generate the application form.

Without this PIC code, no application will be possible.

The Participant Portal is the tool through which all legal and financial information related to organisations will be managed. Information on how to register can be found in the portal under the following address:

https://ec.europa.eu/education/participants/portal

Documents related to the organisation can also be uploaded in the portal.

For the Call all organisations involved in one application should register. For further information on eligible applicants, please refer to the Call Guidelines - Section 6.1.

3. ACCESSING AND FILLING IN THE EFORM

3.1. ACCESSING THE EFORM

Once carried out the organisations’ registration procedure with the obtention of a Participant Identification Code (PIC) for each organisation, you can proceed with the creation of the eForm at: https://eacea.ec.europa.eu/PPMT/

Under the heading 'Applications for funding', you will have to select 'Create new application for funding' and on the next page input the following information:

- **Programme**: Erasmus+
- **Funding opportunity**: Please choose the specific line related to the Call for Proposals 'EACEA-33-2014', action type 'Forward-Looking Cooperation Projects';
- **Language**: The English, German or French version of the eForm can be selected by using the dropdown menu (German and French will not be available at the date of publication of the Call but will be made available soon after);
✓ **List of participating organisations:** Please add all participating organisations by entering the PIC number into the requested field. The applicant organisation is always listed as the first organisation in an application eForm. Consequently, when you create your application eForm, the Applicant Organisation selected below will automatically appear as the first partner in the eForm. If you want your applicant organisation to be another partner in the list, you need to specifically select it at this stage on the menu of the Participant Portal asking you to choose your Applicant because once the application eForm has been created, it is not possible to switch the role of Applicant Organisation to a different partner organisation. For this reason, it's essential to unequivocally establish the applicant organisation before creating your application eForm.

Only after these steps you will be able to confirm your selection and create the application form.

At this stage, it is strongly recommended to save the eForm to your local computer or network drive, as it will not be possible to use the browser to fill this online application form. By not following this recommendation, you would encounter the risk to lose all the information entered so far (PICs etc.) and you would have to start the process again.

The eForm is an interactive PDF form that requires Adobe Reader software and applicants should ensure that they can install Adobe version 9 or higher on the computer they will be using to complete the application eForm. The eForm is downloaded onto a local computer and completed remotely. Once the text is ready and the attachments are linked to the application, it has to be submitted using an internet connection.

The eForm is settled to ensure that applicants have the greatest chance to submit an eligible application. Therefore you will find that submission will be impossible unless all mandatory fields are completed.

The Applicant will be able to fill in this eForm by either:

- clicking inside a text field to enter data;
- clicking to select options from e.g. dropdown lists, checkboxes, pop-up calendars and radio buttons;
- pressing Tab to move forward one field or Shift+Tab to move backward one field;
- pointing and clicking with the mouse to select a specific field.

### 3.2. EFORM COVER PAGE

Most of the information contained in this page is protected and not modifiable (grey lines). Please verify carefully all the information mentioned. In case some of this information is not correct, you will have the opportunity to modify it by entering on the Participant Portal clicking on the icons enter Participant Portal and Revise list of participating organisations and update application eForm.

The only information to be filled in on this page relates to the **title of your project**, the **project acronym** and the **language used to complete the eForm** which must be an official
EU language. Please note that the application form must be completed in one language only.

3.3 LIST OF PARTNER ORGANISATIONS

This list will provide the name of all the organisations that participate in the proposal and are listed in the eForm.

It will also provide a number of validation messages. To be able to use the eForm, please be sure that all the items contained in the table are marked as valid. One or more of these items marked as invalid means that all the eligibility rules were not properly respected and will make impossible for you to validate or submit the eForm. The eligibility rules are: minimum 3 organisations from 3 different participating countries (See Section 6.1 of the Call Guidelines).

If these eligibility requirements are not met, a new application eForm must be created and you must be sure that this time all the eligibility rules will be followed.

This part must be completed separately for each organisation participating in the project, after they have registered in the EACEA’s Participant Portal. Please ensure you use the same partner numbering when you fill in the following attachments of the eForm:
- Detailed project description;
- Detailed Budget table.

3.4 PART A - IDENTIFICATION OF THE APPLICANT AND OTHER ORGANISATIONS PARTICIPATING IN THE PROJECT

3.4.1 Part A.1 - Organisation

The first organisation listed in the Participant Portal will will automatically be defined as the "Applicant Organisation" in the eForm.

Most of the information contained in this page appears with grey lines meaning it is protected and not modifiable.

The only field to be filled in on this page is the Region of the registered address, by using the dropdown list.

Please note that fields related to Accreditation Type and to Accreditation number are not applicable for the present Call.

3.4.2 Part A.2 and Part A.3 - Contact Person and Legal Representative

In Part A2, complete the title, family name, first name, role in the organisation and e-mail address of the contact person.

As part of the eForm submission process, an email message acknowledging receipt of your eForm will be automatically sent to the email address entered for the contact person.

If the contact person has a different address from the registered address of the organisation, click on the related box and provide the professional address and telephone number.

The contact person is the person responsible for the daily management and monitoring of the project activities, as well as for the submission of reports on activities and outcomes to the Agency. This person might be different from the Legal Representative.
The Legal Representative is the person authorised by the Applicant organisation to represent the organisation in legally binding agreements (only his/her signature will be accepted by the Agency on all documents related to the grant (e.g. Grant Agreement, declaration on honour, any request for amendment, progress and final reports,…). You will have to fill in Part A.3 of the eForm in case the contact person is different from the Legal Representative of the project.

3.5 PART B – DESCRIPTION OF THE PROJECT

3.5.1 Part B.1 – Summary of the project

Please provide a comprehensive summary of the main features, components and aspects of the project (area, scope, perspective, activities and benefits). Given the limited number of 2000 characters is has to be short, clear and pertinent. This summary must be written in English.

3.5.2 Part B.2 – Horizontal and Sectoral Priorities and Topics

In this part of the application form, applicants have to select:

- the horizontal priorities,
- the sectoral priorities,
- and the topics addressed by the application and comment on the horizontal and sectoral priorities targeted.

The field(s) of education that will benefit from the activities / outcomes also need to be specified in this part of the eForm.

For the Call priorities, see Part C. of the eForm.

3.5.3 Part B.3.1 – Project duration

Please indicate your project start date and end date. Your project start date should be 1 November 2015, 1 December 2015 or 1 January 2016. The system automatically calculates your project duration in months once your 2 project dates have been filled in. The maximum project duration is 36 months.

3.5.4 Part B.3.2 – Communication language

The Grant Agreement of the Agency will be drawn up in English.

3.5.5 Part B.4 – Budget

Under this section, please provide a summary of the budget for the project. Please note that you are strongly advised to complete the eForm budgetary annex (Detailed budget table - Excel attachment) before completing this section because it is more detailed. Please ensure full consistency between the eForm and Detailed budget table data: the amounts in the Excel tables and in this section must be identical. The grey boxes are automatically
calculated. All budgetary information must be provided in Euro/€. Total costs and Total Revenue must be identical. The EU grant requested in the first table must match the total of the Distribution of grant by organisation of the second table under Part B.4.

3.6 PART C – SPECIFIC INFORMATION RELATED TO FORWARD-LOOKING COOPERATION PROJECTS

This section is dedicated to the Call priorities. If the applicant addresses several priorities, one priority must be chosen as the "main priority" and must be satisfactorily addressed. Applications that do not address satisfactorily the "main priority" will not be considered for funding. The form permits multiple selection of the call priorities for the Education and Training strand (Strand 1, priorities 1 to 6). However, if you are selecting the Youth-related priority theme (Strand 2, priority 7), it must be the only one selected. If you attempt to select priorities from both strands, the form blocks this by retaining your most recent selection and automatically unchecking your previous selection(s).

In the comment box, you have to briefly describe how your project addresses the 'main priority' and, if applicable, the other priority/ies. It is very important to start indicating in the comment box the number of your main priority and if you address more priorities which are the remaining ones you are addressing in the following format:
Main priority: priority nr. X
(if applicable) Other priorities: priorities Y and Z

4. EFORM ATTACHMENTS

4.1 ATTACHMENTS TO THE EFORM

The eForm includes 4 compulsory attachments:
1. Detailed project description;
2. Detailed budget table;
3. Declaration on Honour;
4. Mandate letters.

4.2 DETAILED PROJECT DESCRIPTION

This Word annex must be completed in ONE language only (the same language as used in the eForm). The language used to complete the project description must be an official EU language and must be a language that is understood by all the members of your consortium. This is also in line with the Declaration of Honour stating that all the partners should have agreed to the content of the application and should have confirmed their intention to carry out the tasks described. In addition, it is important that the application is compiled in one language only, as the experts assessing the application should be able to understand the language in which it is written.
All text fields in all sections are obligatory. For adding information in new columns/rows of the tables, please use the copy-paste function of your computer.

Please note that each comment box should contain maximum 1000 words (spaces do not count), except if stated otherwise above the comment box.

You have to respect it in order to avoid potential problems during the submission of your application. If the maximum number of words is exceeded, the assessment of your proposal will only take into account the information provided up to this maximum. The information exceeding the word limit will therefore not be assessed.

As this is a word document, it is possible to insert pictures and diagrams into the text boxes. However, please do limit those in order to avoid any potential problem during the submission of the application. The maximum capacity of the Application Package (eForm + four annexes) is 10 MB.

The Detailed project description comprises 5 parts:

PART 1. Applicants' presentation, role and operational capacity
PART 2. Award criteria
PART 3. Work plan and work packages
PART 4. Overview of consortium partners involved and resources required
PART 5. Overview of project expected results

PART 1. Applicants' presentation, role and operational capacity
Please describe each partner organisation in the project. To this end, this part 1.1 to 1.4 must be completed separately by the applicant and each partner in the project.

PART 2. Award criteria
This part covers the 4 award criteria of the call:
1. Relevance
2. Quality of the project design and implementation
3. Quality of the partnership and cooperation arrangements
4. Impact, dissemination and sustainability

with 5 sub-headings per individual award criteria. See Section 9 of the Guidelines for more information about the call award criteria.

PART 3. Work plan and work packages
Please describe each workpackage activities (3.1) and expected results (3.2) to be implemented within the frame of the project. To this end, parts 3.1 to 3.2 must be completed for each workpackage separately by copying this part as many times as the number of workpackages of the project.
PART 4. Overview of consortium partners involved and resources required
This table provides an overview of the planned staff resources (split per staff category and per partner) for each workpackage.

PART 5. Overview of project expected results
This table provides an overview of the planned results for each workpackage.

4.3 DETAILED BUDGET TABLE
This section provides information on the unit costs funding system applicable to Prospective initiatives - Forward-Looking Cooperation Projects and practical information for the completion of the Detailed Budget table (Excel Workbook).

The forecasted budget must be complete, in balance and clearly state all the eligible costs (costs that could be subsidised by the Union Budget). Applicants not established in the «Euro zone» must use the exchange rate published in the Official Journal of the European Union on date of publication of the Call. For this purpose the following web site shall be consulted:


Please read the Guidelines for Applicants carefully (in particular the Section 11 "Financial Provisions") before completing the application form.

4.3.1 Overview of individual sheets

The Excel Workbook must be completed and annexed to the eForm as a part of the application package. The detailed budget consists of the following nine individual sheets:

- Sheet 1: Consolidated Budget
- Sheet 2: A. Staff
- Sheet 3: B1. Travel and subsistence
- Sheet 4: B2. Equipment
- Sheet 5: B3 Subcontracting
- Sheet 6: B4 Other
- Sheet 7: Indirect costs
- Sheet 8: Revenue
- Sheet 9: Countries list, this list is for your information and nothing to be filled in
4.3.2 General remarks:

- **Only** the light green cells should be completed by the applicant.
- Certain validation checks need to be undertaken in order to respect the rules and thresholds that apply to some of the costs. The aim is to ensure that applicants present correct, coherent and completed budgets.
- All figures must be presented in Euros, but no currency symbol is required. Please enter only whole numbers, and no fractions or decimals must be used.
- In order to allow the validation checks to function correctly, please do not copy/paste data from any other file and you must not link the budget table to any external tables. All figures must be entered manually into the budget table.
- Sheet 1 (Consolidated Budget) lists Partnership and presents a summary of the financial data supplied. It should be completed before the other sheets. This is due to some of the data entered into sheet 1 is automatically reported to the other sheets.
- The form is available in three languages (English, French or German) and must be selected in Sheet 1 (Consolidated Budget) cell D10. This will automatically affect the language in the other sheets.

Please indicate clearly the name and country of the consortium partners in Sheet 1 (Consolidated Budget) from row 38.

4.3.3 Consolidated Budget (Sheet 1)

Identification of the project: This section provides a brief summary of the main project data.

<table>
<thead>
<tr>
<th>Language</th>
<th>Action</th>
<th>Duration number of months</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td>Key action 3. Support for policy reform — Forward-Looking Cooperation Projects</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>From 01/01/2015 to 01/01/2015</td>
<td>To 31/12/2017 - 31/12/2018</td>
</tr>
</tbody>
</table>

Language: The language should be selected (English, French or German) from the drop down list, cell D10. Once the language is selected, the language of all sheets will be automatically updated.

Duration: The start and end dates should be entered in cell I12 and V12. The dates must be within the period mentioned.

Project Acronym: The project acronym should be maximum 7 characters.

Project Title: Please write the project title.
**Part I – Consolidated figures**

The section "Part I" is automatically completed by formulas.

A warning message appears if the maximum has been exceeded, or if the Total Costs does not equal Total Revenue.

**Part II - Distribution of grant by organisation**

Partner: In section "Part II", all organisations participating in the project should be listed, following the same order as in the eForm. Every single partner should be identified with a name and a country (to be selected from the drop down list).

P1 is the applicant organisation.

4.3.4 "A. Staff" (Sheet 2)

Please indicate for each partner the category of staff and the number of days to be worked on the project and the cost per day. The staff costs for each partner should be recorded in one row only and should not be spread across multiple rows. Where different salary levels apply to staff members working for the same partner and belonging to the same category, an average amount per day/per category must be calculated and recorded.

Partner number: The selection should be done from the drop down list. The information regarding partner name and partner country will be automatically retrieved from the first worksheet (consolidated budget).

The four categories available when completing the worksheet "A. Staff" are defined as follows:

- Manager: This staff category includes legislators, senior officials and managers (Staff Category 1 of the ISCO-88 (COM)).
- Teacher/Trainer/Researcher: This staff category includes science, health, teaching and other professionals (Staff Category 2 of the ISCO-88 (COM)).
- Technician: This staff category includes technicians and associate professionals (Staff Category 3 of the ISCO-88 (COM)).
- Administrative: This staff category includes office and customer service clerks (Staff Category 4 of the ISCO-88 (COM)).
Number of working days on the project:
Please list the number of working days per category for each partner. Please note that this is related to permanent, temporary, and interim staff employed by partner organisations and listed in the eForm Annex - "Detailed description of the project" - PART 4. Overview of consortium partners involved and resources required (page 13), with an employment contract and assigned to the project implementation.

Cost per day: Please write foreseen cost per day per category for each partner.

The estimated staff cost results from multiplication of (the number of persons per category x the number of days x the cost per day).

Learners, volunteers and persons working through subcontracting (e.g. freelancers, self-employed person) cannot be considered as staff member and must be reported in the worksheet "B3. Subcontracting").

4.3.5 "B1. Travel and subsistence" (Sheet 3)

This section should be completed for any travel and subsistence that have been foreseen within the project including the 2 compulsory meetings to Brussels.

Please indicate first the partner number, as indicated in worksheet 1 "Consolidated Budget".

Partner number: The selection should be done from the drop down list. The information regarding partner name and partner country will be automatically retrieved from the first worksheet.

Country of destination: Please choose the country of destination from the dropdown menu.
Purpose of the journey: Please explain the purpose of the journey.

Work Package Title/Number: Please enter the work package title/number related to this travel or subsistence following the same numbering as in the Detailed Project Description.

Number of persons: The cell should be completed with the number of persons travelling on this journey.

Number of days: The cell should be completed with the total number of travel days including the travel itself.

Daily subsistence cost per person: Please enter the daily subsistence cost per person in line with the partner's usual practices.

Average price return journey: Please enter the average price per journey per person which must be reasonable, justified and comply with the principle of sound financial management in particularly regarding economy and efficiency, and in line with the partner’s usual practices.

The estimated travel and subsistence cost results from multiplication of (a x (b x c) + d) the number of persons x (the number of days x subsistence cost per day) + average price return journey.
4.3.6 "B2. Equipment" (Sheet 4)

This section should be completed for any purchase of equipment provided that it is written off in accordance with the national tax and accounting rules applicable to the partners and generally accepted for items of the same kind.

Partner number: The selection should be done from the drop down list. The information regarding partner name and partner country will be automatically retrieved from the first worksheet.

Description: Please describe what type of equipment you want to purchase or lease.

Justification: Please provide the justification of the purchase or lease of this equipment and if possible refer to which work package it relates.

The number of items: Please indicate how many of this equipment/item you will buy.

Cost per item: Please write the expected price of the item

Usage rate%: This relates to the amount of time the equipment concerned will be used on the project. It should be expressed as a percentage, but please only write the number as the percentage sign is not necessary.

Depreciation rate %: Please indicate the depreciation rate of this equipment for the duration of the project according to the partner's national tax and accounting rules. But please only write the number as the percentage sign is not necessary. E.g. the annual depreciation is 48% and the duration of the project is 24 months then in this example please indicate that the depreciation rate is 96.

The estimated equipment cost results from multiplication of (a x b x c x d) the number of items x the cost per item x usage rate% x depreciation rate%.
4.3.7 "B3. Subcontracting" (Sheet 5)

This section is intended for specific, time-bound, project-related tasks that cannot be performed by the Consortium members themselves. Tasks to be subcontracted have to be identified in the proposal and the estimated amount entered in this budget table. The total costs for subcontracting may not be more than 30% of the total direct costs of the project. The management and the general administration of the project may not be subcontracted.

Partner number: The selection should be done from the drop down list. The information regarding partner name and partner country will be automatically retrieved from the first worksheet.

Subcontract and Work Package Title/Number: Please enter the expected name of the subcontractor and work package title/number related to this task following the same numbering as in the Detailed Project Description.

Task description: Please describe what type of tasks the subcontractor is supposed to do.

Total costs: Please enter the total expected costs.

4.3.8 "B4. Other" (Sheet 6)

This section is intended for other costs directly linked to the project. E.g. from requirements linked to the performance of the project. Only activities which are specific and necessary for achieving the goals of the project are considered.

Costs which are not covered by the other categories are also considered as other costs. Some examples are: one-off costs for press releases and publicity, purchase of copyrights and other Intellectual Property Rights, purchase of information materials (books, studies and electronic data), conference fees; meeting registration costs; rental of exhibition space, etc. Consumables and supplies that are identifiable and assigned to the project should be put under this heading.

All costs related to the administration of the project e.g. photocopying costs, telephone costs, internet access, paper, etc., are covered by indirect costs of the project (see below).
Partner number: The selection should be done from the drop down list. The information regarding partner name and partner country will be automatically retrieved from the first worksheet.

Description: Please describe what type of costs you are foreseeing.

Work Package Title/Number: Please enter the work package title/number related to the other cost following the same numbering as in the Detailed Project Description.

Total costs: Please enter the total expected costs.

4.3.9 "Indirect costs" (Sheet 7)

A flat rate amount up to 7% of the eligible direct costs for the general administrative costs, but not specific costs directly linked to performance of the project. Most of the data in this work sheet is automatically retrieved from the other sheets. You only need to enter the amounts in the column K per partner.

Indirect costs: Please enter the amount foreseen for indirect cost per partner.

4.3.10 "Revenue" (Sheet 8)

The revenue per partner must be entered in this worksheet with the split of foreseen EU grant and co-financing (own funding and other sources). The EU grant is limited to a maximum co-financing rate of 75% of eligible costs.

Grant total (up to 75%): Please enter the amount that is foreseen for EU grant per partner.
Co-financing – own funding: Please enter the amount per partner of the partner's own funding amount that is foreseen.

Co-financing – Other sources amount and specification: Please indicate the amount per partner that is foreseen as part of the co-financing coming from other sources than the partnership. Please describe under specification column R where this amount is coming from and other relevant information.

<table>
<thead>
<tr>
<th>Other sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount (c)</td>
</tr>
<tr>
<td>Specification</td>
</tr>
</tbody>
</table>

### 4.4 THE DECLARATION ON HONOUR

Applicants must submit a Declaration on Honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.

- On page 1 of the declaration: the Legal representative name, the grant amount (not the whole application budget!) and the project title must be filled in.
- On page 2 of the declaration: the private or public status of the applicant organisation has to be ticked, the Legal Representative name, its function, signature, stamp of the organisation and signature date must be filled in. This declaration must be signed by the Legal Representative (same person as in Part A3. of P1 in the eForm) of the Applicant organisation only (not the partners). The Declaration on Honour needs to be scanned and attached to the eForm with the mandate letters (see below) as one single attachment.

### 4.5 THE MANDATE LETTERS

Each organisation listed in the eForm (except the applicant organisation) needs to fill in and sign a mandate letter (compulsory template available on the Agency website) to give a mandate to the applicant organisation for the Grant Agreement. This mandate letter addressed to the applicant organisation must be signed and stamped by the Legal Representative of each partner organisation. Those mandate letters need to be scanned and attached to the eForm with the Declaration on Honour as one single attachment.