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Application

Programme	Erasmus+
Action Type	Cooperation partnerships in higher education
Call	2021
Round	Round 1

Context

Field	Higher Education
Project Title	

Project Start Date (dd/mm/yyyy)	Project total Duration (Months)	Project End Date (dd/mm/yyyy)	National Agency of the Applicant Organisation	Language used to fill in the form
01-11-2021				

For further details about the available Erasmus+ National Agencies, please consult the following page:
https://ec.europa.eu/programmes/erasmus-plus/contact

Protection of Personal Data

Please read our privacy statement to understand how we process and protect your personal data

Sample

Project Summary

Please provide short answers to the following questions, summarising the information you have provided in the rest of the application form.
Please use full sentences and clear language. In case your project is accepted, the provided summary will be made public by the European Commission and the National Agencies.

Background: Why did you apply for this project? What are the needs you plan to address?

Please provide a translation in English. This summary will be publicly available in case your project is awarded.

Objectives: What do you want to achieve by implementing the project?

Please provide a translation in English.

Implementation: What activities are you going to implement?

Please provide a translation in English.

Results: What project results and other outcomes do you expect your project to have?

Please provide a translation in English.

Sample

Applicant organisation/Partner organisation

OID	Legal name	Country	Region	City	Website

Is the organisation a public body?	
Is the organisation a non-profit?	
Type of Organisation	
Main sector of activity	

Associated persons should not be shown in PDF because of GDPR compliance.

Sample

Budget Summary

Project Budget Summary

Project Management and Implementation	0
Transnational Project Meetings	0
Project Results	0
Multiplier Events	0
Virtual Multiplier Events	0
Learning, Teaching Training Activities	0
Inclusion Support	0
Exceptional Costs	0
Total grant	0

Budget per Participating Organisation

Sample

Timetable

Note that transnational project meetings, production of project results, multiplier events and learning, teaching and raining activities will be listed in this table automatically once you have created them in the dedicated section of the form.
You can create other relevant activities that do not receive specific support but are funded by the Project Management and Implementation grant and add them to the table.

Id	Activity Type	Starting period	End of Period	Activity Title

Other Relevant Activities in the Timetable

Sample

Participating Organisations

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.

If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case, you must not register your organisation again. Follow this link to find the OID that has been assigned to your PIC: Organisation Registration System

You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

Undefined applicant organisation

Applicant organisation OID	Legal name	Country

Applicant details

Legal name	
Country	
Region	
City	
Website	

Partner Organisations

Partner organisation OID	Legal name	Country

Undefined partner organisation

Partner organisation details

Legal name	
Country	
Region	
City	
Website	

Sample

Project Description

Priorities and Topics

Please select the most relevant horizontal or sectoral priority according to the objectives of your project.

If relevant, please select additional priorities according to the objectives of your project.

Please explain how your chosen priorities relate to the aims and objectives of your project.

Please select up to three topics addressed by your project

Project Description

Please explain the context and the concrete objectives of your project.

How will the project meet the needs of your partnership and those of the target groups?

Outline the benefits of cooperating with transnational partners to achieve the project objectives.

What outcomes, including project results when relevant, are expected during the project and on its completion?

In what way is the project innovative and/or complementary to other projects already carried out by the participating organisations?

How did you choose the project partners and what will they bring to the project? Does it involve organisations that have never previously been involved in a EU-funded partnership project?

If relevant, please identify and explain the involvement of associated partners, not formally participating in the project. Please explain how they will contribute to the implementation of specific project tasks/activities or support the sharing of project results and the sustainability of the project.

Participants

Please briefly describe how you will select and involve participants (e.g. learners, staff, etc.) in the different activities of your project.

Participants with fewer opportunities: does your project involve participants facing situations that make their participation more difficult?

Sample

Preparation

Please describe what will be done in preparation by your organisation/group and by your partners/group before the actual project activities take place, e.g. administrative arrangements, communication about the activities, selection of the persons, coaches, involvement of stakeholders, etc.

Sample

Management

Funds for Project Management and Implementation

Funds for "Project Management and Implementation" are provided to all Cooperation Partnerships based on the number of participating organisations and the duration of the project. The purpose of these funds is to cover diverse expenses that any project may incur, such as planning, communication between partners, small-scale project materials, virtual cooperation, local project activities, promotion, sharing of project results and other similar activities not covered by other types of funding.
A partnership may receive a maximum of 2750 EUR of "Project Management and Implementation" grant per month.

Organisation role	Grant per organisation and per month	Number of organisations	Grant
Coordinator		1	
Partner		1	
Total		2	

Transnational Project Meetings

Please specify the funds requested to organise the planned transnational project meetings.

Meeting Id	Leading Organisation	Meeting Title	Country of Venue	Starting Period	N° of Participants	Grant
Total					0	0

Project Management

How will you ensure proper budget control and time management in your project?

Please describe the tasks and responsibilities of each partner organisation in the project.

How will the progress, quality and achievement of project activities be monitored? What qualitative and quantitative indicators will you use to measure the quality of the project's results?

Please give information about the involved staff, as well as the timing and frequency of the monitoring activities.

What are your plans for handling risks which could happen during the project (e.g. delays, budget, conflicts, etc.)?

Implementation

Please explain how will the project activities lead to the achievement of the project objectives and delivery of the planned results?

How will you communicate and cooperate with your partners?

Have you used or do you plan to use eTwinning, School Education Gateway, EPALE or the Erasmus+ Project Results Platform for preparation, implementation or follow-up of your project? If yes, please describe how.

Sample

Production of Project Results

Do you plan to produce project results in your project?

Sample

Multiplier Events

Do you plan to include multiplier events in your project?

Learning, Teaching, Training Activities

Do you plan to include transnational learning, teaching or training activities in your project?

Sample

Special Costs

In this section, you may request budget for types of expenses that are funded based on their actual cost. For more detailed information on what can be supported, please consult the Programme Guide or request advice from your National Agency.

Inclusion Support

Id	Organisation	Country of the Organisation	N° of Participants eligible for real costs under inclusion	Description and Justification	Requested Grant (EUR)
1					
Total					

Exceptional Costs

Id	Organisation	Country of the Organisation	Description and Justification	Expected real cost (100%)	Requested Grant (80%)
1					
Total					

Sample

Follow-up

Impact

What is the expected impact of the project on the participants, participating organisations, target groups and other relevant stakeholders?

What is the desired impact of the project at the local, regional, national, European and/or international levels?

How will you measure the previously mentioned impacts?

Sharing, Promotion and Use of the Project's Results

You are requested to make plans for the sharing and promotion of your project results. Please provide answers to the questions below.

What will be the target groups of your sharing and promotion activities inside and outside your partnership? Please define in particular your target audience(s) at local/regional/national/European/international level and motivate your choice.

Which activities will you and your partner carry out in order to share the results of your project beyond your partnership?

Who will be responsible for the sharing and promotion activities within your partnership and which specific expertise do they have in this area? What resources will you make available to allow for the proper implementation of your sharing and promotion plans?

Erasmus+ has an open access requirement for all materials developed through its projects. If your project is producing tangible project results, please describe how you intend to ensure free access for the public to a digital form of this material. If you intend to put any limitation on the use of the open licence, please specify the reasons, extent and nature of this limitation.

How will you ensure that the project results will remain available and will be used by others?

If relevant, please provide any other information you consider appropriate to give a full understanding of your sharing and promotion plan and its expected impact (e.g. how you have identified which results are most relevant to share and promote; how you will ensure the involvement of all partners; how you see synergies with other stakeholders, etc.)

Sustainability

What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?

Sample

Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.
The maximum number of all attachments is 100.

Declaration on Honour

Please download the Declaration on Honour, print it, have it signed by the legal representative, and attach it here.

File Name	File Size (kB)

Total Size (kB) 0

Other Documents

Please attach any other relevant documents. Please use clear file names.
If you have any additional questions, please contact your National Agency. You can find their contact details

File Name	File Size (kB)

Total Size (kB) 0

Total Size (kB)
0

Sample

Checklist

Before submitting your application form to the National Agency, please make sure that:

☐ It fulfills the eligibility criteria listed in the Programme Guide.

☐ All relevant fields in the application form have been completed.

☐ You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is:

☐ I agree with the specific privacy statement on data-protection

Please also keep in mind the following:

Sample

History

Version	Submission time	Submitted by	Submission id	Submission status

Sample