Erasmus+

How to submit your Capacity Building for Higher Education (CBHE) proposal

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How to apply

- **Where?**

  ✓ Applications must be submitted through the **European Commission's Funding & Tender Opportunities Portal** (F&TP) using the Portal Submission System.

  ➢ **Call ID:** ERASMUS -EDU-2022-CBHE

  ➢ **Topic ID:**   ERASMUS -EDU-2022-CBHE-STRAND-1

  ERASMUS -EDU-2022-CBHE-STRAND-2

  ERASMUS -EDU-2022-CBHE-STRAND-3

- **Who?**

  ✓ Proposals must be created and submitted by a contact person of the coordinating organization.

- **When?**

  Deadline: 17 February 2022 – 17:00 (Brussels time)

  Applicants are highly recommended to submit proposals as early as possible and at least 48 hours prior to the call deadline.

Preliminary steps

- Consult the **How to find and apply for funding opportunities** presentation

- Get more guidance on how the Funding and Tender Opportunities portal works on the **F&TP online manual** and the **User Guide of the Submission System**.

- Read carefully the information on the **Roles and access rights** and decide the persons who will manage the application.

Get prepared

- Read carefully all the **call documents**: **Erasmus+ Programme Guide**, application templates and specific instructions published in the F&TP

- Read carefully the information on the **Regional priorities** published in FTOP.

- Plan your project and **define your work plan**: Work packages, milestones, deliverables

- Create an **EU Login account**: to be able to submit a proposal, you must register on the Portal for an **EU Login account**

- Make sure your organisation has a valid **Participant Identification Code** (PIC). If not, get one via the **Participant Register**

Erasmus+
Programme Guide
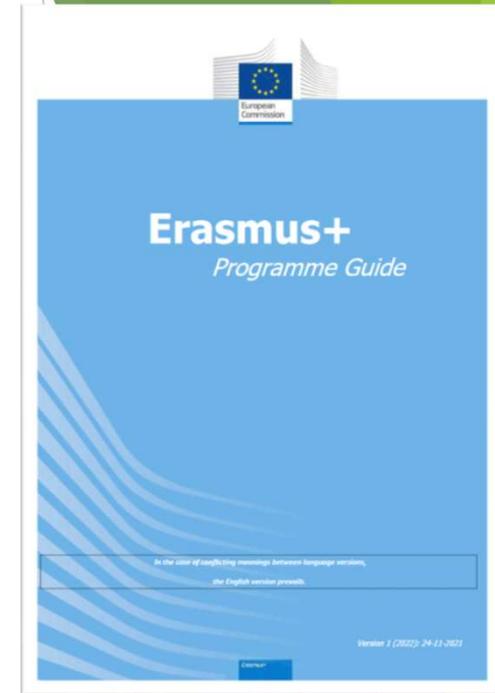
Get prepared

▶ To create your **EU Login account** and **register your organisation**, click on the **steps 3** and **4** the EU programmes on the F&TP homepage.

Start your application

▶ Calls for proposals are listed by funding programme. EACEA's four funding programmes are:

  ▶ **Erasmus+**

  ▶ Creative Europe

  ▶ the European Solidarity Corps

  ▶ the Citizens, Equality, Rights and Values programme (CERV)

▶ You can find these on the F&TP homepage.

Start your application

▶ Click on the programme Erasmus+.

▶ This will take you to the 'programme page'.

▶ Scroll down to 'Find calls for proposals' and click on 'view' to see which funding opportunities are available:

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                 ERASMUS -EDU-2022-CBHE-STRAND-3

Erasmus+ Programme (EPLUS)

Find calls for proposals in Erasmus+ Programme

Q   Search calls for proposals by keywords, programme parts, ...   ⬍   view (15)

Start your application

▶ You will now see a list of all the 3 programme's calls for CBHE proposals listed under 'Funding and tenders'. Each call shows an opening date and a deadline.

▶ You can enter keywords into the search bar to refine your search.

▶ **Make your choice among the 3 strands..**

▶ Click on a call to find out more about it.

Start your application

- ▶ Read all the information relating to the call. This should give you all the information you need in order to apply.

- ▶ If you are ready to apply, click on 'start submission'.

How to participate

- ▶ You can now begin your application.
- ▶ You will need to enter your PIC in the box shown in red.

How to participate

▶ Add partners to the proposal. You will have to search for them using their PIC, and follow the same steps as before.

Application package

The application form is structured in <u>3 parts:</u>

- **Part A - Administrative Forms**

Contains general information about the project, data on the applicant organisation and contact persons

- **Part B – Technical description & annexes**

Contains the narrative part of the project, the work packages, milestones & deliverables. Detailed budget table is an annex of Part B

- **Part C – Administrative forms**

Tick boxes related to the proposal's general objective(s) and indicators specific to the CBHE action (N° of impacted students, N° of new study programmes, N° of involved/trained staff, etc.)

➢ Complete Parts A & C directly on the Portal

➢ Prepare Part B in advance and upload it together with the mandatory annexes

Application package: Part A – Administrative forms

- Use the icon [Edit forms ✏] to access the administrative forms

Remember to SAVE & Save regularly !

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

✓ Section 1 **General information**: provide general information about the project

✓ Section 2 **Participants**: provide information about the **list of participating organisations with PIC number,** the department(s) involved and contact persons

✓ Section 3 **Budget**: encode total budget per partner

Application package: Part B – Technical description & annexes

- Part B **must be prepared in advance** using the **templates downloaded** from the system

Download Part B templates

⬇ Download part B templates

- There are only **2 mandatory documents to be uploaded:**

  ✓ Part B

  ✓ Annex 1 "Detailed budget table"

  No other additional annexes are required.

Application package: Annex1 to Part B:Budget Overview

➢ Applicants will need to fill in the Budget Table (Annex 1 to Part B – Detailed Estimation of Costs for Lump Sums)

➢ Important: **Read the Instructions!**

➢ Budget table contains information on:
  - Beneficiaries List
  - Work Package
  - Estimated costs
  - Proposed budget

Application package: Part C – Administrative forms
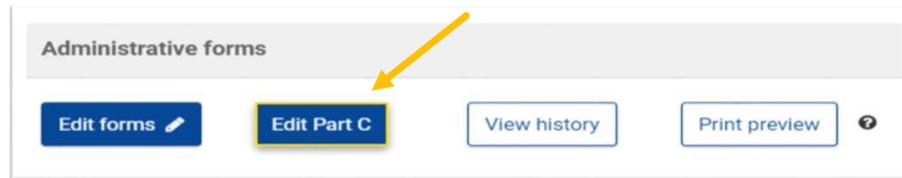
In this part, applicants will have to provide:

- ✓ The proposal's general objective(s),
- ✓ Iindicators specific to the CBHE action

Validate & Submit your proposal

- **Edit** your draft proposal as many times as you need to complete/correct information.

- Run a **validation** of your draft proposal to make sure it meets the requirements and that no information is missing

    | VALIDATE | SUBMIT |

- **Errors** and **warnings** will be listed at the end of the form.

    Show Error
    Show Error
    Errors mean that mandatory information is missing and the proposal cannot be submitted until these errors are corrected

    Show Warning
    Show Warning
    Warning messages do not block submission, but they indicate missing information. Ideally, these should be addressed by correcting the information provided

- After submission, you can still edit and update the proposal at any time <u>before the deadline</u>. However, if you change the content you will need to re-submit for the changes to be reflected.

Timeline

Publication: 24 Nov 2021 → Deadline: 17 Feb 2022 → Evaluation process: March - July 2022 → Information to applicants: August 2022 → Start of projects: end 2022

Good luck !

Contact us at: EACEA-EPLUS-CBHE@ec.europa.eu

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