

CALL FOR PROPOSALS – EACEA/41/2016

Erasmus+ Programme

KA3 – Support for Policy Reform

Forward-Looking Cooperation Projects

INSTRUCTIONS FOR APPLICANTS

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1. INTRODUCTION

For the Call - EACEA/41/2016, 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-41-2016', action type 'Forward-Looking Cooperation Projects'. You can perform a search with 'forward' and find it;

Language: The eForm is available in English. See below for information on the language to fill the eForm in.

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 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 and it must be a language that is understood by all the members of your consortium.

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 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 – ORGANISATION AND ACTIVITIES

3.5.1 Part B.1 – Structure

Most of the information contained in this section is protected and not modifiable (grey lines). The applicant has to indicate the type of organisation.

3.5.2 Part B.2 – Aims and activities of the organisation

This part has to be detailed in the Detailed Project Description (Section 1 – part 1.1). As specified in the Call Guidelines, projects should be led and implemented by key stakeholders with a proven record of excellence and state of the art knowledge, the capacity to innovate or reach a systemic impact through their activities and the potential to drive the policy agenda in the fields of education and training.

3.5.3 Part B.3 – Other EU grants

In this section the applicants must list the projects for which they have received financial support from the EU programme during the last three years or applications submitted for this project proposal or a similar project. You can add and delete rows as appropriate.

3.6 PART C – DATES, BUDGET AND DESCRIPTION OF THE PROJECT

3.6.1 Part C.1 – Dates and duration

This section must indicate the start and end date of your project. Bare in mind that activities must start on 1 November 2017, 1 December 2017 or 1 January 2018. The project duration must be between 24 and 36 months.

3.6.2 Part C.2 – Summary budget

Under this section, please provide the total EU grant requested and the total project cost for the project. The percentage of funding will be automatically calculated. 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. All budgetary information must be provided in Euro/€.

3.6.3 Part C.3 – 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 it has to be short, clear and pertinent. The summary can be written in any of the all 24 official EU languages, however an English version must also be provided below.

4. EFORM ATTACHMENTS

4.1 ATTACHMENTS TO THE EFORM

The eForm includes 4 compulsory attachments:

1. Detailed project description;
2. Declaration on Honour;
3. Detailed budget table;
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.

All text fields in all sections are obligatory except otherwise stated ('if applicable'). 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 6 parts:

PART 1. Applicants' presentation, role and operational capacity

PART 2. Priorities and topics of the call

PART 3. Award criteria

PART 4. Work plan and work packages

PART 5. Overview of consortium partners involved and resources required

PART 6. Overview of project expected results

PART 1. Applicants' presentation, role and operational capacity

Please describe each partner organisation in the project under 'Coordinator and partners'. To this end, this part 1.1 to 1.3 must be completed separately by the applicant and each partner in the project. If one or more partners have affiliated entities which will perform part of the tasks of the project for the partner, these affiliated entities have to fill in their PIC number as well as part 1.1 to 1.3 under the relevant section 'Affiliated entities'. As regard to 'Associate partners', the list is also available under this section 1.

PART 2. Priorities and topics of the call

Proposals submitted under the present call must select **one** of the following call priorities to be specified under part 2.1:

Priority 1 – Acquisition of basic skills by low-skilled adults;

Priority 2 – Promoting performance based approaches in VET;

Priority 3 - Promoting innovative technology in the field of providing career guidance;

Priority 4 - Professionalisation of staff (school education, including early childhood education and care);

Priority 5 - Achieving the aims of the renewed EU strategy for higher education.

In addition, the educational sector(s) (part 2.2), horizontal (part 2.3) and sectoral priorities (part 2.4) and topics (part 2.5) should be indicated if applicable.

PART 3. Award criteria

This part covers the 4 award criteria of the call:

1. Relevance of the project
2. Quality of the project design and implementation
3. Quality of the partnership and cooperation arrangements
4. Impact on policy development and dissemination

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

PART 4. Work plan and work packages

Please describe each workpackage activities (4.1), expected results (4.2) and explanation of work package expenditures (4.3) to be implemented within the frame of the project. To this end, parts 4.1 to 4.3 must be completed for each workpackage separately by copying those parts as many times as the number of workpackages of the project.

PART 5. 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 6. 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 budget based funding system applicable to Initiatives for Policy Innovation - **Forward-Looking Cooperation Projects** and practical information for the completion of the **Detailed Budget table** (Excel Workbook).

The forecasted budget must be **complete, balanced** 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 the date of publication of the Call. For this purpose the following web site shall be consulted:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_fr.cfm

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

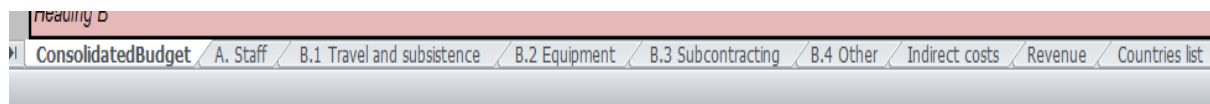
Sheet 5: B3 Subcontracting

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). The language should 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. Please use the same partner numbering as you have in the eForm and project description.

4.3.3 Consolidated Budget (Sheet 1)

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

Language	English	
Action	Key action 3: Support for policy reform — Forward-Looking Cooperation Projects	
Duration number of months	0	From: (1/11/2015-1/01/2016) To: (31/10/2017 - 31/12/2018)
Organisation name		
Project acronym		
Project title		

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.

Language	Language selected
Action	Language selected
Duration number of months	English Français Deutsch

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

Duration number of months	0	From: (1/11/2015-1/01/2016)	To: (31/10/2017 - 31/12/2018)
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Project Acronym: The project acronym should be maximum 7 characters.

Project acronym	Acronym
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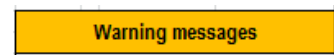
Project Title : Please write the project title.

Project title	Title
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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.

	Partner	
	Name	Country
P1		
P2		Select your country
P3		Austria
P4		Denmark
P5		Ireland
P6		Liechtenstein
P7		Luxemburg
P8		Netherlands
P9		Norway
P10		

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).

Partner	
Name	Country
P1	
P2	
P3	
P4	
P5	
P6	
P7	
P8	

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 project description" - PART 5. Overview of consortium partners involved and resources required, with an employment contract and assigned to the project implementation.

Number of working days on the project
0

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

Cost per day

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 for one person.

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.

10	Partner	
	Name	Country
11		
12		
	P1	
	P2	
	P3	
	P4	
	P5	
	P6	
	P7	
	P8	

Country of destination: Please choose the country of destination from the dropdown menu

Country of destination	
Belgium	ips per
Bulgaria	
Croatia	
Cyprus	
Czech Republic	
Denmark	
Estonia	
Finland	

Purpose of the journey: Please explain the purpose of the journey

Purpose of the journey
2 trips per project year

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.

Work Package Title/Number
compulsary activity

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

Number of persons
a

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

Subsistence costs	
Number of days	

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

Daily subsistence cost per person
c

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.

Average price return journey
d

The estimated travel and subsistence cost results from multiplication of $(a \times (b \times c) + d)$ the number of persons \times (the number of days \times 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.

10	Partner	
11	Name	Country
12		
P1		
P2		
P3		
P4		
P5		
P6		
P7		
P8		

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

Description

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

Justification

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

Number of items	Cost per Item	Usage rate %	Depreciation rate %
a	b	c	d

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

Usage rate in %: 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 in %: 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 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.

10	Partner	
	Name	Country
11		
12		
P1		
P2		
P3		
P4		
P5		
P6		
P7		
P8		

Subcontract and Work Package Title/Number: Please enter the expected task to be subcontracted and work package

Subcontract and Workpackage title/number

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.

Task description

Total costs: Please enter the total expected costs.

Total 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.

10	Partner	
11	Name	Country
12	<div style="border: 1px solid black; padding: 2px;"> P1 P2 P3 P4 P5 P6 P7 P8 </div>	
Description		

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

Work Package Title/Number

Total costs

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
Total project indirect costs (up to 7%) rounded with ZERO decimals

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.

Grant total (up to 75%) (a)

Co-financing – own funding: Please enter the amount per partner of the partner's own funding amount that is foreseen.

Own funding (b)

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.

Other sources	
Amount (c)	Specification

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. This is followed by 3 pages where tick boxes have to be selected (YES/NO/Not Applicable)
- On the last page of the declaration: the Legal Representative name, its function, signature, stamp of the organisation and date of signature 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**.
