



**ERASMUS+**  
**Technical guidelines**  
**for completing**  
**application e-Forms**

**For actions managed by**  
**National Agencies**

**Version 2 of 7/3/2014**

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## Introduction

This document describes the use of electronic application forms (eForms) for the Erasmus+ programme actions managed by the National Agencies in the Programme Countries. For simplicity reasons, we will call them "decentralised actions" in this guide.

## Preparation

Before we dive into the process of completing an electronic application form (the "e-Form"), it is important to know which forms are available for which actions of the Erasmus+ Programme.

## Electronic forms catalogue

The following tables describe the relevant application forms:

	Action Type
Accreditation	KA108 - Accreditation of Higher Education Mobility Consortia
	KA109 - Accreditation of VET organisations <sup>1</sup>
	KA110 - Accreditation of youth volunteering organisations

	Action Type
KA1 - Learning Mobility of Individuals	KA101 - School education staff mobility
	KA102 - VET learner and staff mobility
	KA103 - Higher education student and staff mobility
	KA104 - Adult education staff mobility
	KA105 - Youth mobility
KA2 - Cooperation for innovation and the exchange of good practices	KA200 - Strategic Partnerships addressing more than one field
	KA201 - Strategic Partnerships for school education
	KA202 - Strategic Partnerships for vocational education and training
	KA203 - Strategic Partnerships for higher education
	KA204 - Strategic Partnerships for adult education
	KA205 - Strategic Partnerships for youth

KA3 - Support for policy reform	KA346 - Dialogue between young people and policy makers
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<sup>1</sup> A separate Call will be launched for VET accreditation in 2014.

## Technical requirements and settings needed to use an electronic form

### Adobe Reader

The Erasmus+ decentralised actions application forms were built using Adobe Forms technology. You need Adobe Reader to use the forms.

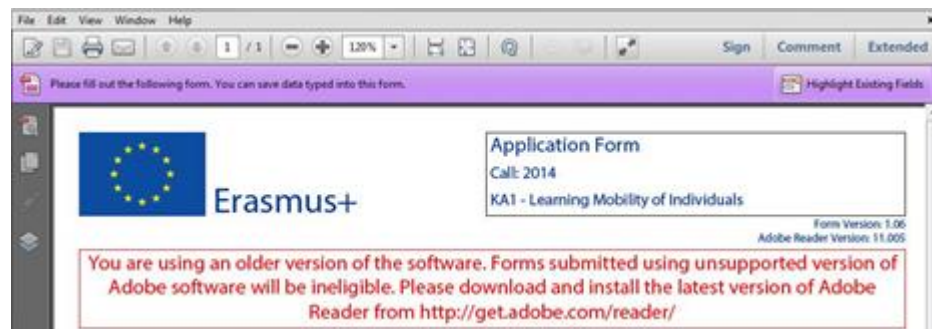
In order to be able to properly use an Erasmus+ application form you will need to use the following versions of Adobe Reader:

Minimum Adobe Reader version	Adobe Reader 9.1 or higher
Recommended Adobe Reader version	Adobe Reader XI version 11.0.06

Adobe Reader can be downloaded for free from the internet at the following location:

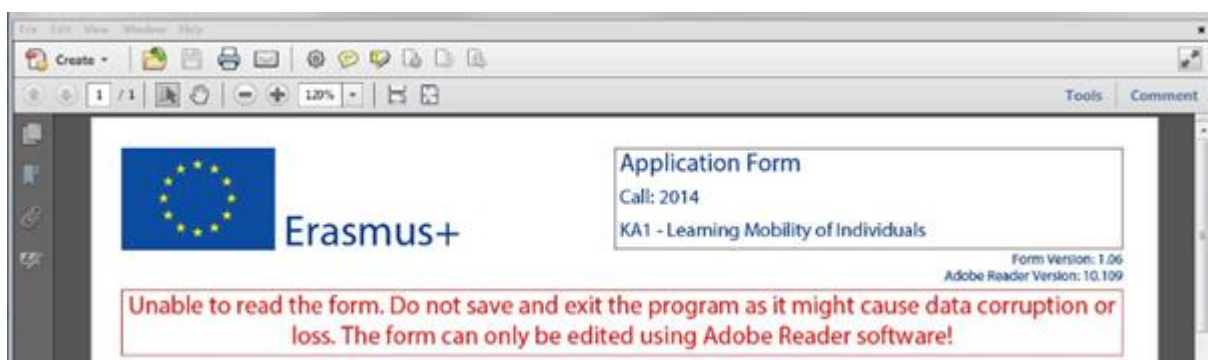
<http://get.adobe.com/reader/otherversions/>

If you are using a different version than the above mentioned ones you will not be able to use the form and will be confronted with the following screen:



### Incompatible Readers

Adobe Reader is the only accepted reader. If you happen to use another reader such as "Foxit" or Adobe Acrobat X PRO you will not be able to use the electronic form and may even corrupt it as the following message shows:

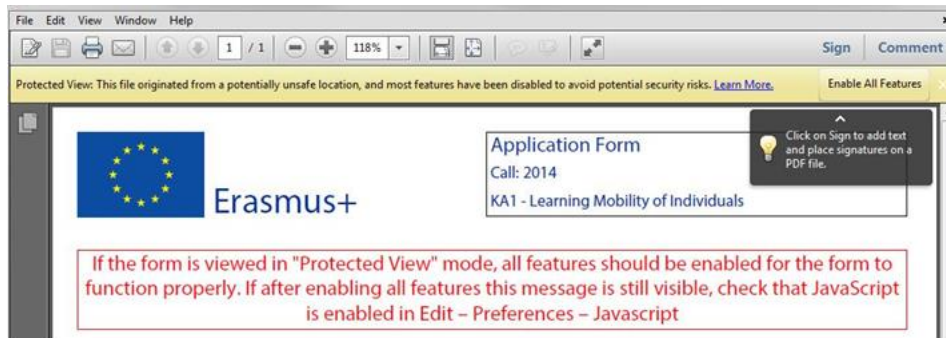


## Operating Systems

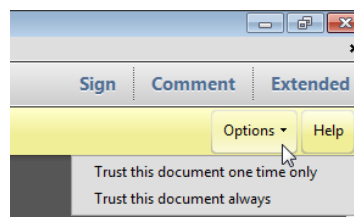
The above mentioned Adobe Reader versions support Windows, Linux and MacOS. Mobile platforms such as iOS, Android, Microsoft Windows RT, Windows Phone and BlackBerry are not supported.

## Security and Java Script Settings

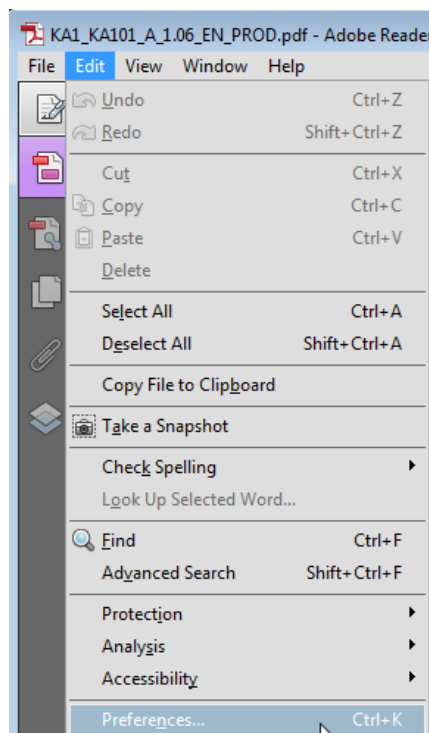
When an electronic form is downloaded from the internet for the first time, Adobe Reader will detect that the form has originated from a potentially unsafe location and ask you to confirm the safeness of the file:



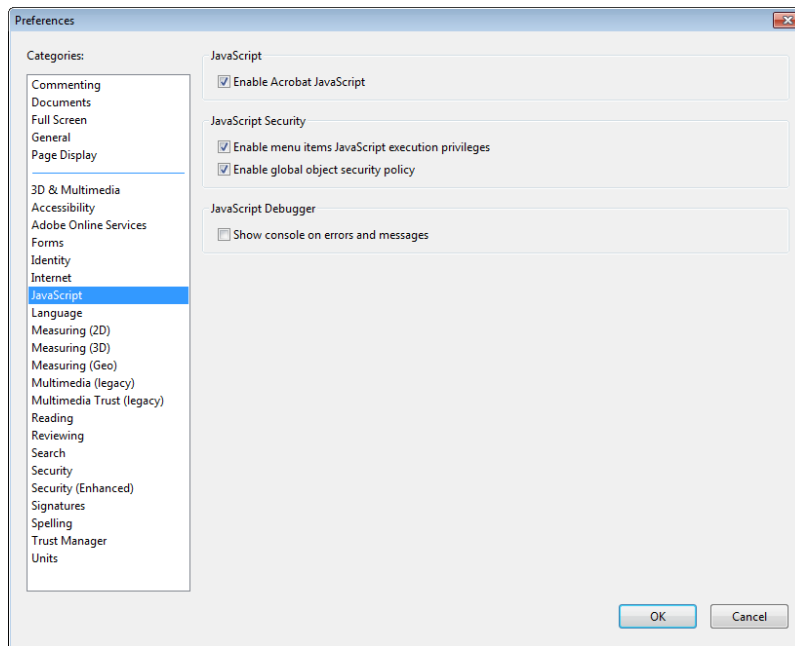
In this case you should press button "Options", choose "Trust this document always" and save the electronic form:



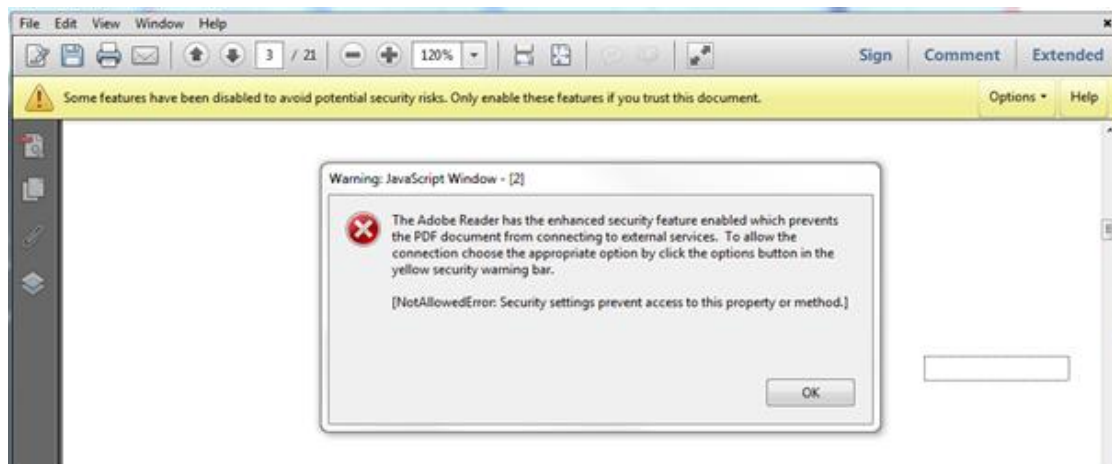
If the problem persists, check your Java Script settings in Adobe Reader:



You should have the following configuration:



On top of what is written above, Adobe Reader uses an enhanced security feature that detects when the electronic form is attempting to connect to the internet. Such situation will happen every time you need to input and validate a PIC<sup>2</sup> for a participating organisation, or when you have changed a piece of data that impacts the budget section, such as a distance band in the "Travel" budget section. In both scenarios the electronic form will contact central European Commission servers to fetch the latest data and information. The message displayed by Adobe Reader is as follows:



When confronted with this message you should press button "Options", select "I trust this document always" and, when asked, save the form with the same name. This process is sometimes a bit slow, so just let it finish before proceeding.

---

<sup>2</sup> PIC – Participant Identification Code, provided to the organisation upon registration in the Participant Portal (see section on Participant Portal hereafter).



## Registering your organisation in the European Commission's Participant Portal

All organisations that are to be included in any application form under the Erasmus+ decentralised actions, whether they act as applicant or partner, are required to register in the **Unique Registration Facility (URF)** through the Participant Portal.

Therefore, to register organisations for participation in the Erasmus+ Programme, you need to go to the following web site:

<http://ec.europa.eu/education/participants/portal/>

The registration should be done only once on behalf of a legal entity as a whole. Exceptionally, schools that fall under the scope of a local or regional public authority as legal entity should register separately from the legal entity of which they are part; they should in that case also upload the necessary supporting documents proving their legal relation with this legal entity.

After the successful registration the organisation will receive a unique 9-digit Participant Identification Code (PIC) which has to be typed in each application form the organisation fills.

### Logging into the Participant Portal

To have access to the Participant Portal you will need to login as depicted below:

Contact | Legal Notice | English ▾

Education, Audiovisual, Culture, Citizenship and Volunteering  
Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS ▾ EXPERTS ▾ SUPPORT ▾ LOGIN REGISTER

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

Do you already have an ECAS account?

© European Communities

## Register yourself in ECAS (European Commission Authentication Service)

If you have never used any European Commission's web platform, it is very likely that you need first to create your ECAS account (ECAS = European Commission Authentication Service). The ECAS account is your personal account through which you register your organisation. This is a simple registration that you can start by choosing the option "Register":

Then you have to enter your authentication details in the following screen:

The screenshot shows the 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External' sign-up page. The page header includes the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External'. Below the header, there is a navigation bar with 'EUROPA > Authentication Service > Sign Up' and links for 'Login', 'New password', 'Sign Up', and 'Help'. A warning message states: '! Is the selected domain correct? External Change it'. The main content area is titled 'Sign Up' and includes a link for 'Help for external users'. The form contains the following fields: 'Choose a username' (text input), 'First name' (text input with a red asterisk), 'Last name' (text input with a red asterisk), 'E-mail' (text input with a red asterisk), 'Confirm e-mail' (text input with a red asterisk), and 'E-mail language' (dropdown menu set to 'English (en)').

Once you have registered with ECAS, you will be able to access the [Participant Portal](#) by logging into your ECAS account. You can find more information about ECAS on this hyperlink:

<https://webgate.ec.europa.eu/cas/help.html>

### Enter your organisation's details

Now that you have access to the Participant Portal, you can start registering your organisation:

The screenshot shows the 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. The header includes the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. Below the header, there is a navigation bar with 'European Commission > Education & Training > Participant Portal > Home' and links for 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT'. A user profile 'ANTONIO SOARES' is visible. A dropdown menu is open under 'ORGANISATIONS', showing options: 'Register' (highlighted with a red box), 'My Organisations', and 'Search'. The main content area is titled 'Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal' and includes a list of programmes: 'Creative Europe', 'Erasmus+', 'Europe for Citizens', and 'EU Aid Volunteers'. A text block states: 'If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.' Below this, there are two input fields: 'Are you a new user?' and 'Do you already have an ECAS account?'. The footer includes '© European Communities'.

There are several screens that you will need to go through in order to enter all the information on your organisation. You can follow where you are in the entire process by looking to the progress bar located at the top of each page. The first screen "Organisation" will ask you for the following core data:

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

### Organisation data

Please enter the required data for the organisation you are registering.

If you are registering on behalf of another organisation, click 'Yes' on the respective prompt at the top of the page. In this case, the Participant Identification Code (PIC) that is assigned at the end of the registration process will be associated with that other organisation, so please provide contact data that is relevant to that entity, including a Contact Person who will be requested to provide supporting documents during the process of validation of the data.

### Enter information about your organisation

Are you registering on behalf of another organisation?  No  Yes

Is the organisation a Legal Person?  Yes  No, I'm a natural person.

Is it a non-profit organisation?  Yes  No

Is it a public body?  Yes  No

Is it a NGO?  Yes  No

Business Name

Business Registration Number \*

Registration Date \*

Registration Authority \*

Establishment/Registration Country \*

Region/County

Legal Name \*

Official Language \*

Close Save Draft Delete Draft Next >

From this point on you should select "Next" to advance and complete each screen in turn. The data you enter on each screen will be saved automatically when you click 'Next'.

## Enter the Erasmus+ specific information (a compulsory step!)

At a certain moment in the process, you will be confronted with a screen allowing you to finish your registration or to continue and answer specific programme questions:

The screenshot shows a registration process with a progress bar at the top containing steps: WELCOME, ORGANISATION, ADDRESS, CONTACT, PROGRAMME, SUBMIT, and DONE. The 'PROGRAMME' step is currently active. On the left, a blue sidebar titled 'Programme-specific data' contains instructions: 'Thank you for completing the first step in registering your organisation. Now you can either: - finish your registration and receive the Participant Identification Code, or - provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).' The main content area is titled 'Programme-Specific Information' and contains two options: 1. 'You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.' with a 'Finish your registration' button. 2. 'You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.' with a dropdown menu labeled 'Programme : Select a Programme from the list'. At the bottom, there are four buttons: '< Back', 'Save Draft', 'Delete Draft', and 'Close'.

Since your goal is to apply to one of the different action types under the Erasmus+ programme you must choose the second option and enter the required programme information (select "Erasmus+" from the list):

This screenshot is identical to the previous one, but the dropdown menu for 'Programme : Select a Programme from the list' is open, showing a list of options: 'Erasmus+', 'Creative Europe', 'Europe for Citizens', and 'EU AID Volunteers'. A mouse cursor is pointing at the 'Erasmus+' option. The rest of the page layout, including the progress bar and sidebar, remains the same.

In this screen you must select your type of organisation as this piece of information will be used in the electronic forms.

Once you have finished, press button "Save and Return" that will bring you back to the previous screen. You can find more complete instruction on how to use Participant Portal at the following location:

[http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf)

Note that if you don't fill in this information, your organisation's data in the Participant Portal will not be complete and it will not be possible to submit any application in which your organisation is listed as applicant or partner.

### Erasmus+ specific information entered in the Participant Portal

As mentioned before, the Type of Organisation you have entered in the Participant Portal is used in the electronic application forms. More specifically it is being used in the "Profile" sub-section of each participating organisation (whether applicant or partner organisation):

C.1.1. Profile	
Type of Organisation	Other
Is your organisation a public body?	No
Is your organisation a non-profit?	No

Since the list of organisation types is generic and includes some entries that are not relevant for the Erasmus+ Programme, you will need to choose your organisation type carefully. The following list enumerates the relevant organisation types for Erasmus+ decentralised actions:

Higher education institution (tertiary level)
School/Institute/Educational centre – General education (pre-primary level)
School/Institute/Educational centre – General education (primary level)
School/Institute/Educational centre – General education (secondary level)
School/Institute/Educational centre – Vocational Training (secondary level)
School/Institute/Educational centre – Vocational Training (tertiary level)
School/Institute/Educational centre – Adult education
National Public body
Regional Public body
Local Public body
Small and medium sized enterprise
Large enterprise
Non-governmental organisation/association/social enterprise
Foundation
Social partner or other representative of working life (chambers of commerce, trade union, trade association)
Research Institute/Centre
National Youth Council
European NGO
EU-wide network
Group of young people active in youth work
European grouping of territorial cooperation
Accreditation, certification or qualification body
Counselling body
International organisation under public law
Organisation or association representing (parts of) the sport sector
Sport federation
Sport league
Sport club
Other

If you happen to have chosen an organisation type that is not in the above list, the organisation type you have entered in the Participant Portal will be transformed to "Other" in the electronic form. Your master data in the Participant Portal will, however, not be changed.

## Wrapping up

Now that you have entered all required data about your organisation and the programme(s) in which you want to participate, you can finalise the registration process by selecting option "Finish your registration":

The screenshot shows a web interface for the registration process. At the top, there is a progress bar with steps: WELCOME, ORGANISATION, ADDRESS, CONTACT, PROGRAMME, SUBMIT, and DONE. The current step is PROGRAMME. On the left, a blue sidebar titled "Programme-specific data" provides instructions. The main content area is titled "Programme-Specific Information" and contains two paragraphs of text. The first paragraph says: "You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft." Below this is a blue button labeled "Finish your registration". The second paragraph says: "You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration." Below this is a dropdown menu labeled "Programme:" with the text "Select a Programme from the list". At the bottom of the page, there are four buttons: "< Back", "Save Draft", "Delete Draft", and "Close".

You will be given the opportunity to do a final check on the information you've entered. If you are sure that all is in order, you can finalise the process by pressing the "Confirm" button:

The screenshot shows a web interface for the registration process. At the top, there is a progress bar with steps: WELCOME, ORGANISATION, ADDRESS, CONTACT, PROGRAMME, SUBMIT, and DONE. The current step is SUBMIT. On the left, a blue sidebar titled "Summary:" provides instructions. The main content area is titled "Review the organisation information you entered" and contains two tabs: "Organisation" and "Specific programs". Below the tabs is a table with the following data:

Organisation information	
Establishment/Registration Country *	Belgium
Legal Name	Organisation D
Official Language *	English
Business Name	The Organisation D
Business Registration Number	BE-BIZ
VAT number	BE-VAT-123
NACE code	
Registration Date	2014-01-01
Registration Authority	BE-GOV
Legal Form	
Legal Address information	
Street Name and Number *	Avenue Louise 1
P.O. Box	

At the bottom of the page, there are five buttons: "Print", "Save Draft", "Delete Draft", an information icon, and "Confirm". The "Confirm" button is highlighted with a red border.



The Participant Portal will store all information and provide you with your PIC (your organisation's unique registration code), which you should use in the electronic application forms to apply for an Erasmus+ grant or accreditation:

English(en)

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

### Next steps

You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.

You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

### You have registered the following data for this organisation:

Legal Name	Organisation D
Legal Address	, Avenue Louise 1, Brussels, Belgium
VAT	BE-VAT-123
Business Registration Number	BE-BIZ
EAC/EACEA - specific information	
Organisation type	VET provider associations
Is it a Small Medium Enterprise (SME)?	No
Organisation description	My organisation is active in the areas of ...

**PIC number: 948425746**

Thank you for using the Participant Portal

Print Close


After the successful registration of your organisation, you will receive an email containing the information you provided and your unique PIC. You are also advised to print the page or write down the PIC number for further reference.

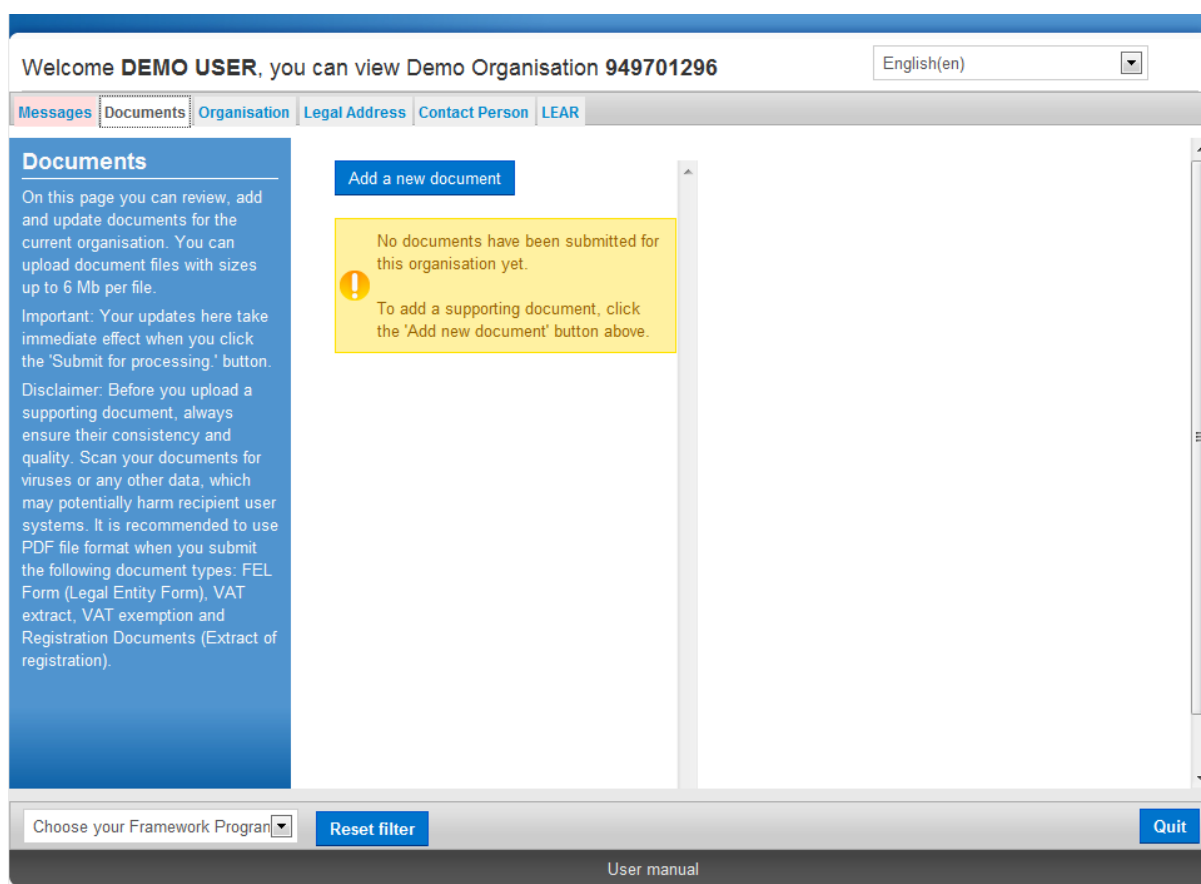
Note that you must enter a PIC for every organisation listed in the application form in order to complete it. You will not be able to submit the application form without a PIC for every organisation included in the application form.

## Uploading supporting documents in the Participant Portal

Once you have registered your organisation, you have to upload specific supporting documents. The Legal Entities Form is required for all organisations, whereas the Financial Identification Form is necessary only for the applicant organisation.

In case you are applying for a grant exceeding 60 000 EUR and your organisation is not a public body or international organisation, you must upload documents to give proof of your financial capacity. These documents must be available to your National Agency before signing the grant agreement in case your project is selected.

To upload the supporting documents, you should access the Participant Portal. In the Participant Portal, go to the 'Organisations' tab in the main menu and click on 'My Organisations'. Then click the  button next to the organisation for which you want to upload documents.



The screenshot shows the 'Documents' page in the Participant Portal. At the top, it says 'Welcome DEMO USER, you can view Demo Organisation 949701296' and 'English(en)'. The main menu includes 'Messages', 'Documents', 'Organisation', 'Legal Address', 'Contact Person', and 'LEAR'. The 'Documents' section has a blue sidebar with instructions: 'On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file. Important: Your updates here take immediate effect when you click the 'Submit for processing.' button. Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration)'. The main content area has a blue 'Add a new document' button and a yellow warning box: 'No documents have been submitted for this organisation yet. To add a supporting document, click the 'Add new document' button above.' At the bottom, there is a 'Choose your Framework Program' dropdown, a 'Reset filter' button, and a 'Quit' button. The footer says 'User manual'.

For more detailed guidelines on uploading the supporting documents, please check the User's Guide of the Unique Registration Facility (URF) and Participant Portal:


[http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/manualurf_en.pdf)

## How to fill an electronic application form

This section will guide you through the main aspects to consider when filling an electronic application form for applying for a grant under an Erasmus+ action managed by the National Agencies.

### Checking that you have downloaded the correct form

Before you start working on your application and filling in your project's data, it is important that you check that you have the right form for the right "Action Type", "Call" and "Round". Page 1 of every electronic application form contains this information:

	<b>Erasmus+</b>	<b>Application Form</b> Call: 2014 KA1 - Learning Mobility of Individuals	Form Version: 1.06 Adobe Reader Version: 11.005
<b>A. General Information</b>			
This application form consists of the following main sections:			
<ul style="list-style-type: none"><li>- Context: this section asks for general information about the type of project proposal you want to submit and about the Agency that will receive, assess and select your proposal;</li><li>- Participating organisation(s): this section asks for information about the applicant organisation and - if relevant - about any other organisation involved as partners in the project;</li><li>- Description of the project: this section asks for information about all the stages of the project: preparation, implementation of main activities (meaning the Mobility activities) and follow-up;</li><li>- Budget: in this section you will be asked to give information about the amount of the EU grant you request;</li><li>- Check List/Data Protection Notice/Declaration of Honour: in these sections, the applicant is made aware of important conditions linked to the submission of the grant request;</li><li>- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application;</li><li>- Submission: in this section, the applicant will be able to confirm the information provided and to submit the form online;</li></ul>			
For more information on how to fill in this application form, you can read the e-Forms Guideline.			
<b>B. Context</b>			
Programme	Erasmus+		
Key Action	Learning Mobility of Individuals		
Action	Mobility of learners and staff		
Action Type	School education staff mobility		
Call	2014		
Round	Round 1		
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	17-03-2014 12:00:00		
Language used to fill in the form			

Field "Action Type" will show you the action type and the field of education, training and youth which the application form concerns. Do make sure you are using the right one as your application will not display the questions that apply to your project if you submit it through a different form and may be rejected as a consequence.

Field "Call" is another important piece of information, as it indicates the year of the Erasmus+ Call for proposals concerned.

In some cases, more than one application round may be organised within the same call. Therefore, it is also important to check the selected application "Round" to which you want to apply, since selecting an inactive round, i.e. one that is already closed, will not allow you to submit your application.

Note that you cannot change the content of these three fields. If you find out that you have selected the wrong application form, you need to close it and download the correct form from your National Agency's website (see "electronic forms catalogue").

## Choosing the correct National Agency

Another important aspect to take into account is the National Agency to which you want to submit your application. The selection of the National Agency is normally done on page 2 of an application form. There you can find a drop-down list with the allowed Erasmus+ National Agencies covering each field of education, training and youth. In the list of values below, each National Agency is identified by a unique code accompanied by the name of the country in the national language:

Application Form  
Call: 2014  
KA1 - Learning Mobility of Individuals

Form Version: 1.06  
Adobe Reader Version: 11.005

Erasmus+

Identification

For further details about the available Erasmus+ <http://ec.europa.eu/education/erasmus-plus/na>

AT01 (ÖSTERREICH)  
BE01 (BELGIQUE)  
BE02 (BELGIË)  
BE03 (BELGIEN)  
BG01 (БЪЛГАРИЯ (BULGARIA))  
CEDEFOP (CEDEFOP)  
CH01 (SCHWEIZ/SUISSE/SVIZZERA)  
CY01 (ΚΥΠΡΟΣ (ΚΥΠΡΟΣ))

If a country has more than one National Agency, use the following hyperlink to consult the full list of National Agencies, and find out the code of the National Agency responsible for your field of education, training and youth to which you should submit your application:

[http://ec.europa.eu/programmes/erasmus-plus/national-agencies\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/national-agencies_en.htm)

The information to look for is illustrated in the screen shots below and includes the National Agency code and the fields in which it is active.

National agencies for Erasmus+			
Countries			
Austria	Belgium	Bulgaria	Switzerland
Cyprus	Czech Republic	Germany	Denmark
Estonia	Spain	Finland	France
United Kingdom	Greece	Croatia	Hungary
Ireland	Iceland	Italy	Liechtenstein
Lithuania	Luxembourg	Latvia	Macedonia
Malta	The Netherlands	Norway	Poland
Portugal	Romania	Sweden	Slovenia
Slovakia	Turkey		

National Agency Details	
<b>OeAD – OeAD (Österreichische Austauschdienst)-GmbH</b> Ebendorferstraße 7 1010, Wien <b>Austria</b> Tel: 0043 1 534 08 600 Web: <a href="http://www.erasmusplus.at">www.erasmusplus.at</a>	<b>AT01</b>  eMail: <a href="mailto:lebenslanges-lernen@oead.at">lebenslanges-lernen@oead.at</a>
Fields School Education : Vocational Education and Training : Higher Education : Adult Education :	

The last aspect concerning the field(s) for which a National Agency has been designated is of particular importance as this needs to match the electronic application form you have chosen. In order to help you, the electronic application forms will only show you the relevant National Agency reference according to the field of education, training and youth that you want to submit your project to.

As an example, if you are interested in applying for a "KA101 - **School** education staff mobility" grant, the application form will allow you only to select the following NA: AT01 (ÖSTERREICH). Whereas if you are interested in applying for a "KA105 - **Youth** mobility", the application form will display the following NA: AT02 (ÖSTERREICH).

## Using your PIC in an electronic form

When you and your partner organisations have a PIC (Participant Identification Code), you can start using these identifiers in your electronic application forms. The PIC field name is the place where you need to enter your organisation's identification:

C. Participating organisation(s)	
C.1. Applicant Organisation	
PIC	948425746 <input type="button" value="Check PIC"/>
Full legal name (National Language)	
Full legal name (Latin characters)	
Acronym	
National ID (if applicable)	
Department (if applicable)	
Address	
Country	
Region	

After you have entered it, press button "Check PIC" so that the electronic form fetches the organisation's data from the Participant Portal. In other words, you do not need to enter again in the application form the organisation data that are already registered in the Participant Portal.

C. Participating organisation(s)	
C.1. Applicant Organisation	
PIC	948425746 <input type="button" value="Check PIC"/>
Full legal name (National Language)	The Organisation D
Full legal name (Latin characters)	Organisation D
Acronym	
National ID (if applicable)	BE-BIZ
Department (if applicable)	
Address	Avenue Louise 1
Country	Belgium
Region	BE10 - Région de Bruxelles-Capitale/Brussels Hoofdstedelijk Gewest

## Mandatory fields

Mandatory (compulsory) fields are clearly identified in electronic forms through a pink colour as depicted below:

### D. European Development Plan

What are the organisation's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

Please outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs.

Please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

They need to be filled in, otherwise you will not be able to validate and submit your electronic form.

## Lists of values

Lists of values represent closed questions that you will need to answer by choosing one or more entries from the ones available in the list. The example below represents the selection of the language used to fill in the electronic form i.e. the language used by the applicant to enter the project information:

Action Type	School education staff mobility
Call	2014
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	17-03-2014 12:00:00
Language used to fill in the form	English
<b>B.1. Project Identification</b>	
Project Title	Bulgarian
Project Start Date (dd-mm-yyyy)	Croatian
Project Total Duration (Months)	Czech
Project End Date (dd-mm-yyyy)	Danish
	Dutch
	English
	Estonian
	Finnish

## Dynamic sections

Some selections made in an electronic form will trigger the appearance or disappearance of fields or sections following them. A typical example of this is the "Accreditation" section where an applicant can enter its different types of accreditation such as a "VET Mobility certificate" in the field of Vocational Education and Training.

### C.1.2. Accreditation

Have you received any type of accreditation before submitting this application?

Accreditation Type	Accreditation Reference
--------------------	-------------------------

Normally when an applicant organisation already has an accreditation, certain types of information do not need to be answered again in an application form since they are already known to the National Agency receiving the application. One such example is the section "Background and Experience" partially depicted here, where information about an applicant's organisation is asked for:

### C.1.3. Background and Experience

Please briefly present your organisation.

What are the activities and experience of your organisation in the areas relevant for this application?

What are the skills and expertise of key staff/persons involved in this application?

This section will therefore only be shown if there are no accreditation entries in the section "Accreditation". Since questions in this section are mandatory, the applicant will have to fill them in to be able to validate the electronic form.



## Manually adding entire sections and entries

In certain places, you can add entire sections to the form, if they are relevant and necessary for you. An example is adding project Partners.

### Participating Organisations

In this section the data about your organisation is already available in the sub-section "Applicant Organisation":

C. Participating organisation(s)	
C.1. Applicant Organisation	
PIC	<input type="text"/> <input type="button" value="Check PIC"/>
Full legal name (National Language)	<input type="text"/>
Full legal name (Latin characters)	<input type="text"/>
Acronym	<input type="text"/>
National ID (if applicable)	<input type="text"/>
Department (if applicable)	<input type="text"/>
Address	<input type="text"/>
Country	<input type="text"/>
Region	<input type="text"/>

If you need to add partner organisations to your application, you can do so by pressing the button "Add Partner" located at the end of the "Applicant Organisation" sub-section:

C.1.4. Contact Person	
Title	<input type="text"/>
Gender	<input type="text"/>
First Name	<input type="text"/>
Family Name	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>
<input type="checkbox"/> If the address is different from the one of the organisation, please tick this box	
If your project includes job shadowing or teaching assignment at a partner organisation abroad, please click the button below to add information about the partner organisation(s).	
<input type="button" value="Add Partner"/>	

This will make a complete new sub-section appear, called "Partner Organisation", where you can enter all needed details:

C.2. Partner Organisation	
PIC	<input type="text"/> <input type="button" value="Check PIC"/>
Full legal name (National Language)	<input type="text"/>
Full legal name (Latin characters)	<input type="text"/>
Acronym	<input type="text"/>
National ID (if applicable)	<input type="text"/>
Department (if applicable)	<input type="text"/>
Address	<input type="text"/>
Country	<input type="text"/>
Region	<input type="text"/>

Partner organisations can be removed by pressing the button "Remove Partner" located at the end of the last partner organisation:

C.2.3. Legal Representative	
Title	<input type="text"/>
Gender	<input type="text"/>
First Name	<input type="text"/>
Family Name	<input type="text"/>
Department	<input type="text"/>
Position	<input type="text"/>
Email	<input type="text"/>
Telephone 1	<input type="text"/>
<input type="checkbox"/> If the address is different from the one of the organisation, please tick this box	
<input type="button" value="Add Partner"/>	<input type="button" value="Remove Partner"/>

Please note that you can only add partners at the end of the already introduced partner sections, e.g. you cannot add partners between partners 2 and 3, if you have already included 3 partners.

## Adding new entries in lists of values

You can add new entries by clicking a button. For example, the question about the list of topics that are most relevant to a given application:

**E. Description of the Project**

How did you choose your project partners? What experiences and competences will they bring in the project?

What are the most relevant topics addressed by your project?

+-

You should press the "+" button to add new entries or the "-" to delete existing ones. Please note that the question is compulsory, so once you add a new entry you will need to fill it in with one of the available options:

**E. Description of the Project**

How did you choose your project partners? What experiences and competences will they bring in the project?

What are the most relevant topics addressed by your project?

Creativity and culture

Access for disadvantaged  
Agriculture, forestry and fisheries  
Creativity and culture  
Disabilities - special needs  
Early School Leaving / combating failure in education  
Economic and financial affairs (incl. funding issues)  
Energy and resources  
Enhance social inclusion, equal opportunities and participation in sports

You can enter the same topic only once.

## Filling in the budget section

The budget is one of the most important sections of your electronic application form. It is partly completed automatically based on what you have entered before in the content related questions of the form.

More concretely, if you are preparing an application under "KA1 - Learning Mobility of Individuals", the section "Activities' Details" will be paramount. Note that this section is not applicable to the application form for Higher education student and staff mobility under "KA1 - Learning Mobility of Individuals".

If you apply for a Strategic Partnership grant under "KA2 - Cooperation for innovation and the exchange of good practices", note that the sections "Participating Organisations", "Intellectual Outputs", "Multiplier Events" and "Learning/Teaching/Training Activities" will drive most of the information contained in the budget sections.

We will use an example of KA1 to illustrate the behaviour of the electronic application forms in detail.

### Activities' Details

There are two types of mobility activities in the Erasmus+ Programme:

- Short duration mobility from 2 days to 2 months (60 days) depending on the activity type as specified in the eligibility rules in the Programme Guide.
- Long duration mobility from 2 months (61 days) to 12 months depending on the activity type as specified in the eligibility rules in the Programme Guide

Let's assume that you are preparing an application for "KA102 - VET learner and staff mobility" and you have the following scenario:

Mobility Activity Type	Origin	Destination	Duration	Participants	With special needs	Acc. Persons
VET learners in companies	Austria	Belgium	30 days	4	5	1
	Austria	Portugal	60 days	6	0	1
Staff training abroad	Austria	France	60 days	5	0	0

The first step is to create the needed activities for both types mentioned above: "VET learners in companies" and "Staff training abroad". You start with the first two activities that will cater for the "VET learners in companies" type:

### G.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

Activity No.						A1
Activity Type	VET learners in companies					▼
No. of Participants	10					
Participants with Special Needs (out of total number of Participants)	5					
Participants with Fewer Opportunities (out of total number of Participants)	0					
Accompanying Persons (out of total number of Participants)	0					
Is this a long-term activity?	No					▼
Flow No.	Country of Origin	Country of Destination	Duration (months)	Duration (days)	No. of Participants	
1	Austria ▼	Belgium ▼		30	4	
Flow No.	Country of Origin	Country of Destination	Duration (months)	Duration (days)	No. of Participants	
2	Austria ▼	Portugal ▼		60	6	
+ <input type="text"/>		- <input type="text"/>				
Total					10	

The first mobility activity will cater for the 4 participants going to Belgium for 30 days and the remaining 6 participants going to Portugal for 60 days. The different destinations and mobility durations are handled by breaking down the total number of participants in the activity into two different flows.

Accompanying persons are only allowed for learner mobility activities. In our example this corresponds to activity type "VET learners in companies". Since you need to have 1 accompanying person for each of the mentioned flows and the grant amounts used to support accompanying persons are the same as the ones used for "Staff training abroad" you will need to create a new activity of this latter type:

Activity No.						A2
Activity Type						Staff training abroad
No. of Participants						2
Participants with Special Needs (out of total number of Participants)						0
Participants with Fewer Opportunities (out of total number of Participants)						0
Accompanying Persons (out of total number of Participants)						2
Is this a long-term activity?						No
Flow No.	Country of Origin	Country of Destination	Duration (months)	Duration (days)	No. of Participants	
1	Austria	Belgium		30	1	
2	Austria	Portugal		60	1	
<input type="button" value="+"/> <input type="button" value="-"/>						
Total						2

Please also bear in mind that accompanying persons are not allowed for staff mobility activities.

Finally, we create a third mobility activity to cater for type "Staff training abroad", with a single flow for all relevant participants that are going from Austria to France for 60 days:

Activity No.						A3
Activity Type						Staff training abroad
No. of Participants						5
Participants with Special Needs (out of total number of Participants)						0
Participants with Fewer Opportunities (out of total number of Participants)						0
Accompanying Persons (out of total number of Participants)						0
Is this a long-term activity?						No
Flow No.	Country of Origin	Country of Destination	Duration (months)	Duration (days)	No. of Participants	
1	Austria	France		60	5	
<input type="button" value="+"/> <input type="button" value="-"/>						
Total						5

## Completing the Budget

Now that you have entered the needed mobility activities and other relevant information, it's time to look into the budget section where the funds needed to support your project are to be specified.

One of the most important principles of Erasmus+ is the wide use of unit cost based grant items. In the case of unit costs, you do not have to calculate the real cost of expenses, but indicate the number of units for a given grant item; based on that number, the form then calculates automatically the grant amount that can be requested, multiplying the number of units with the unit cost concerned. You can find all information in the Programme Guide to verify the type of costs eligible under each grant item, the unit cost levels and rules of allocation.

When filling in an application form for KA2, it also very important to bear in mind that each project activity must be assigned to a specific organisation in order for the grant to be calculated correctly. This means that if you enter activities but don't state which participating organisations will implement them, they will not appear in the budget section.

### Travel

The first section you need to address is "Travel". Here you need to specify, for each combination of activities and flows, the correct distance band so that the electronic form can fetch the proper travel grant per participant.

I.1. Travel								
Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	No. of Participants	Travel Grant per Participant	Total Travel Grant Requested
A1	VET learners in companies	1	Austria	Belgium	500 - 1999 km	4	275.00	1100.00
A1	VET learners in companies	2	Austria	Portugal	500 - 1999 km	6	275.00	1650.00
A2	Staff training abroad	1	Austria	Belgium	500 - 1999 km	1	275.00	275.00
A2	Staff training abroad	2	Austria	Portugal	500 - 1999 km	1	275.00	275.00
A3	Staff training abroad	1	Austria	France	500 - 1999 km	5	275.00	1375.00
Total								4675.00

The row highlighted below shows an example of a mobility activity of type "VET learners in companies" where 6 participants are going from Austria to Portugal and back.

I.1. Travel								
Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	No. of Participants	Travel Grant per Participant	Total Travel Grant Requested
A1	VET learners in companies	1	Austria	Belgium	500 - 1999 km	4	275.00	1100.00
A1	VET learners in companies	2	Austria	Portugal	500 - 1999 km	6	275.00	1650.00
A2	Staff training abroad	1	Austria	Belgium	0 - 99 km	1	275.00	275.00
A2	Staff training abroad	2	Austria	Portugal	100 - 499 km	1	275.00	275.00
A3	Staff training abroad	1	Austria	France	500 - 1999 km	5	275.00	1375.00
Total								4675.00

In order to select the correct distance band, you need to get the distance calculated by the web tool that you can access via this hyperlink:

[http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

With this tool you can enter the Origin and Destination cities in two given countries and get the calculation of the distance in one direction. On the basis of this information you have to select the corresponding distance band.

The distance band chosen will determine the grant amount available for that distance, as specified in the Erasmus+ Programme Guide. You only need to enter the distance band: the correct grant amount corresponding to the distance band is completed automatically.

**Nota bene: When calculating the actual distance you should fill in only the distance from the place of origin to the place of destination and not both ways. The unit cost is calculated on the basis of one way distance; however, the related grant is a contribution to the expenses for travelling in both directions.**

### Distance calculator

For grant support to travel costs in the Erasmus+ Programme, travel distances must be calculated using the distance calculator provided below.

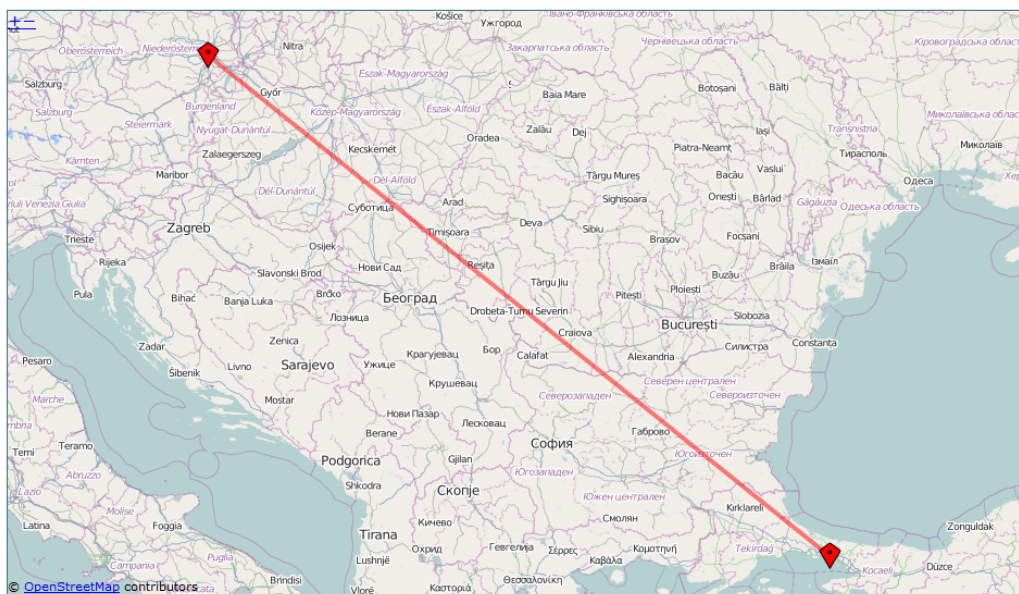
Based on the distance expressed in km, the corresponding distance band must be chosen in the application and report forms.

From:

To:

[Calculate](#)

Distance: 1274.44 km.





**Distance calculator**

For grant support to travel costs in the Erasmus+ Programme, travel distances must be calculated using the distance calculator provided below. Based on the distance expressed in km, the corresponding distance band must be chosen in the application and report forms.

From:

To:

Distance: **2004.70 km.**

The distance band calculator calculates actual distance. As a consequence, you may get a situation whereby travelling from one country to another may result in the use of different distance bands depending on the actual place of origin and arrival for each mobility. In such cases, you can if you wish create several flows with the same Countries of Origin and Destination in order to get the breakdown that you will need to indicate different distance bands in the budget section.

**G.1. Activities' Details**

Please enter the different mobility activities you intend to implement in your project.

Activity No.						A1
Activity Type	VET learners in companies					▼
No. of Participants	10					
Participants with Special Needs (out of total number of Participants)	5					
Participants with Fewer Opportunities (out of total number of Participants)	0					
Accompanying Persons (out of total number of Participants)	0					
Is this a long-term activity?	No					▼
Flow No.	Country of Origin	Country of Destination	Duration (months)	Duration (days)	No. of Participants	
1	Austria	Belgium		30	2	

Flow No.	Country of Origin	Country of Destination	Duration (months)	Duration (days)	No. of Participants	
2	Austria	Portugal		60	2	
3	Austria	Turkey		60	3	
4	Austria	Turkey		60	3	
					Total	10

This approach will allow you, in the budget section, to specify a different distance band for the two different groups of participants, even if they share the same Origin and Destination countries:

I.1. Travel								
Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	No. of Participants	Travel Grant per Participant	Total Travel Grant Requested
A1	VET learners in companies	1	Austria	Belgium	500 - 1999 km	2	275.00	550.00
A1	VET learners in companies	2	Austria	Portugal	500 - 1999 km	2	275.00	550.00
A1	VET learners in companies	3	Austria	Turkey	500 - 1999 km	3	275.00	825.00
A1	VET learners in companies	4	Austria	Turkey	2000 - 2999 km	3	360.00	1080.00
A2	Staff training abroad	1	Austria	Belgium	500 - 1999 km	1	275.00	275.00
A2	Staff training abroad	2	Austria	Portugal	500 - 1999 km	1	275.00	275.00
A3	Staff training abroad	1	Austria	France	500 - 1999 km	5	275.00	1375.00
Total								4930.00

If for example, you have two groups of participants both going from Wien, Austria to two different cities in Turkey that are quite distant from each other like Istanbul and Trabzon, you use this approach to request the right travel grant for both groups of participants:

Origin	Destination	Distance (from Distance Calculator Web Tool)	Corresponding Distance Band	Travel Grant per Participant
Vienna, Austria	Istanbul, Turkey	1274 km	Band [500 – 1999] km	275€
Vienna, Austria	Trabzon, Turkey	2004 km	Band [2000 – 2999] km	360€

In the Country of Origin you should specify the country from which the participants will travel, i.e. the country in which the sending organisation is based.

When applying for a structured course for School education staff mobility or Adult education staff mobility, it is possible that the exact distance cannot be specified at application stage. The sending institution might have a realistic idea about the place of destination but in case it doesn't, the average distance for the chosen country should be inserted. At final report stage, the actual final destination will have to be used to select the correct distance band.

## Individual Support

Some budget tables do not require you to enter any values. This is because the information you have entered before in the Activity section allows the electronic form to calculate automatically the grant amounts that you can request. The budget section Individual Support is one such example as you can see below:

I.2. Individual Support							
Activity No.	Activity Type	Flow No.	Country of Destination	Duration (days)	No. of Participants	Grant per Participant	Total Grant Requested
A1	VET learners in companies	1	Belgium	30	2	712.00	1424.00
A1	VET learners in companies	2	Portugal	60	2	1118.00	2236.00
A2	Staff training abroad	1	Belgium	30	1	1942.00	1942.00
A2	Staff training abroad	2	Portugal	60	1	3040.00	3040.00
A3	Staff training abroad	1	France	60	5	3562.00	17810.00
Total							26452.00

## Special Needs Support

This budget section is different from the ones mentioned above because here the electronic form will not perform any automatic calculations. You will therefore have to indicate the additional amount you wish to receive as a grant for those mobility activities that include participants with special needs. Please note that "participants with special needs" refers exclusively to persons with disabilities as specified in the Erasmus+ Programme Guide.

J.5. Special needs' Support				
Activity No.	Activity Type	No. of Participants With Special Needs	Description of Costs	Total Grant Requested
A1	Training/teaching assignments abroad	5	description	200.00
Total				200.00

Nota bene: As regards special needs support for Strategic Partnerships, it concerns any additional costs related to involvement of participants with special needs, i.e. it is not limited to additional costs of persons with special needs taking part only in teaching/training/learning activities.

## Budget Summary

The budget summary will give you a complete overview of your project's budget, broken down per activity and per budget section:

J.2. Budget Summary						
The sum of previous sections representing the total grant requested for this application.						
Activity No.	Activity Type	Travel	Individual Support	Special Needs Support	Exceptional Costs	Total
A1	VET learners in companies	3005.00	10812.00	200.00	300.00	14317.00
A2	Staff training abroad	550.00	4982.00			5532.00
A3	Staff training abroad	1375.00	17810.00			19185.00
Total		4930.00	33604.00	200.00	300.00	39034.00

The values shown in the Budget Summary are calculated automatically on the basis of the values calculated and/or entered in the detailed budget sections. Any corrections (for example because you forgot to introduce a certain grant request) have to be made in the detailed budget sections, not in the Budget Summary.

## Project Total Grant

Finally, the electronic form will show you the total calculated grant requested in your application form:

J.2.1. Project Total Grant	
Grant Calculated	42334.00
Grant Requested	

Please check if the total is correct and enter it again in field "Grant Requested" so that the electronic form knows what your final decision is. The entered amount can be the same as the one entered in field "Grant Calculated", but can never exceed it. The amount of "Grant requested" can, but does not have to be, lower than the amount "Grant calculated". You can provide any further information on the amount of "Grant requested" in the appropriate field as below:

Please provide any further comments you may have concerning the above entered budget.

## Checklist

After you have completed the application form but before you validate it and submit it to the National Agency, it is highly recommended that you check the points listed in the Checklist to make sure that your application fulfils all basic requirements.

**Please note** that in **KA1 mobility project applications**, the attachment of **mandates** for each partner organisation is required only for applications in the **youth** field and for partner organisations in **national consortia in higher education, vocational education and training and adult education**.

In case you are applying for a grant exceeding 60 000 EUR and your organisation is not a public body or international organisation, you must have uploaded the required documents to give proof of your financial capacity in the Participants' Portal where you registered your organisation. These documents must be available to your National Agency at the latest before signing the grant agreement in case your project is selected.

Concerning the attachment of supporting documents, you should only attach the documents that are required for the type of organisation in question. For further reference, please check the national requirements that your National Agency may have set and the applicable rules for your type of organisation.

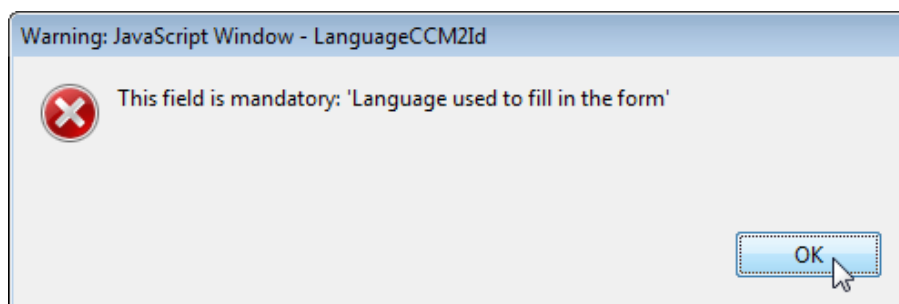
## Validating a form

In order to ensure correctness of the data entered into the form, the electronic application form will apply the relevant Erasmus+ rules as much as possible. The following non-exhaustive list shows the major types of validations carried out:

### Compulsory fields

If you do not enter an answer in a compulsory field, you will not be able to submit your application, and the electronic form will ask you to enter the missing information.

B. Context	
Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	School education staff mobility
Call	2014
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	17-03-2014 12:00:00
Language used to fill in the form	



## Duplicated PICs in participating organisations

Once a PIC is used for one of the participating organisations, the same PIC cannot be used for another organisation.

**C.1 Applicant Organisation**

PIC	948425746	Check PIC
Full legal name (National Language)	The Organisation D	
Full legal name (Latin characters)	Organisation D	
Acronym		
National ID (if applicable)	BE-BIZ	
Department (if applicable)		
Address	Avenue Louise 1	
Country	Belgium	

**C.3 Partner Organisation**

PIC	948425746	Check PIC
Full legal name (National Language)		
Full legal name (Latin characters)		
Acronym		
National ID (if applicable)		
Department (if applicable)		
Address		
Country		
Region		

Warning: JavaScript Window -

The PIC entered for a participating organisation cannot be repeated in another participating organisation.

OK

## Double entries in lists

If you are confronted with a closed question asking you to select one or more items from a list, you cannot choose the same entry twice.

**E. Description of the Project**

How did you choose your project partners? What experiences and competences will they bring in the project?

...

What are the most relevant topics addressed by your project?

Creativity and culture

Creativity and culture

+ -

Warning: JavaScript Window -

This value has already been selected

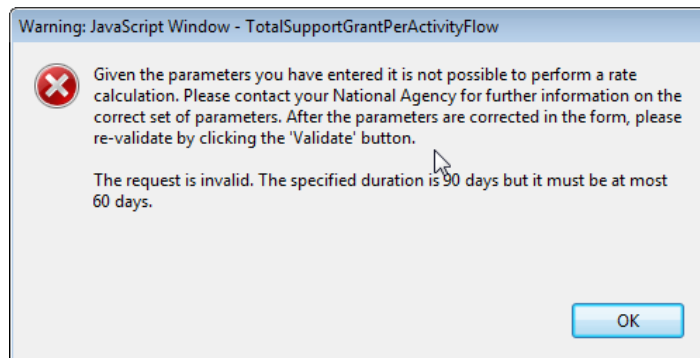
OK

### Invalid mobility activity duration given its type

Each mobility activity type is constrained by several rules that guarantee the respect of the eligible duration of this type of activities.

Activity No.						A1
Activity Type		Training/teaching assignments abroad				
No. of Participants		10				
Participants with Special Needs (out of total number of Participants)		5				
Accompanying Persons (out of total number of Participants)		0				
Is this a long-term activity?		No				
Flow No.	Country of Origin	Country of Destination	Duration (months)	Duration (days)	No. of Participants	
1	Austria	Belgium		90	4	
2	Austria	Portugal		60	6	
+ -						
					Total	10

If you enter a duration that is under the minimum or above the maximum allowed, the form will not be valid.



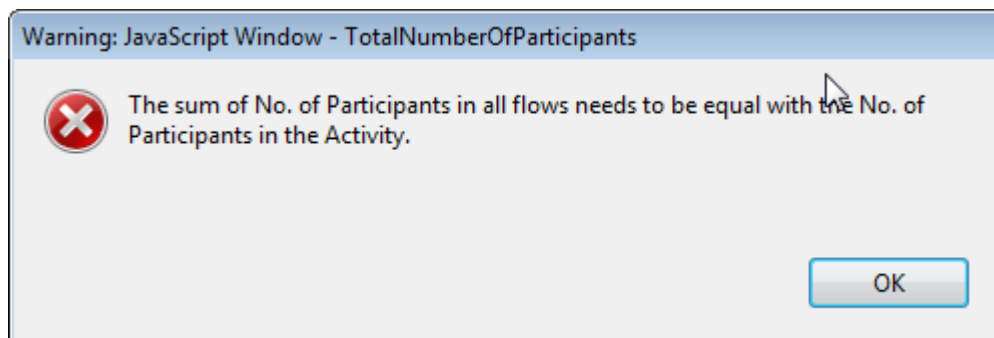
You will also not see any grant amounts in the budget section for such an activity.

J.2. Individual Support							
Activity No.	Activity Type	Flow No.	Country of Destination	Duration (days)	No. of Participants	Grant per Participant	Total Grant Requested
A1	Training/teaching assignments abroad	1	Belgium	90	4		
A1	Training/teaching assignments abroad	2	Portugal	60	6	3040.00	18240.00

### Inconsistent number of participants between an activity and its flows

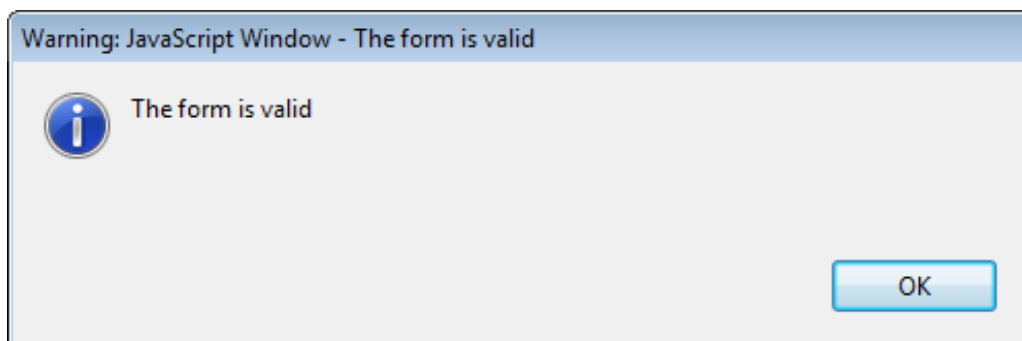
If you define a number of participants for a given mobility activity to be e.g. 10 and while defining the activity's flows you specify figures that sum up to a value different than the one specified at activity level e.g. 9, the form will not be valid.

Activity No.						A1
Activity Type	Training/teaching assignments abroad					
No. of Participants	10					
Participants with Special Needs (out of total number of Participants)	5					
Accompanying Persons (out of total number of Participants)	0					
Is this a long-term activity?	No					
Flow No.	Country of Origin	Country of Destination	Duration (months)	Duration (days)	No. of Participants	
1	Austria	Belgium		30	4	
2	Austria	Portugal		60	5	
+		-				
					Total	9



If any such issue is present in a form, the validation process will detect it and redirect you to the question where the issue was identified. You should correct your input and validate the form again.

This process needs to be repeated until all validation rules are met and the form is in a validated status, at which moment you will see the following message:





## Annexing documents

You need to attach some files to your application.

### O. Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)	
		Add
		Add
		Add
		Add
		Add
	Total Size	

There are, however, constraints that need to be observed, such as the allowed number of attachments, the file types used and the total size of all attached files.

The allowed number of attachments is constrained by the number of rows in the above table to a maximum of 5 files.

Concerning the attachment of mandates to the applicant organisation, the documents should be scanned together with the Declaration of Honour in a single file. The file types allowed are the following:

- PDF
- DOC (a pre-2007 word document)
- DOCX (a post-2007 word document)
- XLS (a pre-2007 excel file)
- XLSX (a post-2007 excel file)
- JPG (an image file in *jpeg* format)
- TXT (a text document)
- ODT (open office word processor document)
- ODS (open office spreadsheet document)

You can use a maximum of 5120 kB for all your attachments, meaning that you can have files of different sizes as long as their total combined size does not exceed this limit.

If you need to attach a lot of documents to your electronic application form, you should scan, group and attach them so that they fit the 5 available slots for annexes. An example of this case would be the participating organisations' mandates. In this example you can perfectly well group all scanned mandates into a single PDF file and attach it to the form.

## Annexing a Declaration of Honour

One of the files you are required to annex to your application form is a duly signed Declaration of Honour, partially depicted here:

### N. Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

ΕΠΙΛΕΞΩ

my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:	Date (dd-mm-yyyy):
Name of the applicant organisation:	
Name of legal representative:	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the applicant organisation (if applicable):	

Print Declaration of Honour

To do so you first need to print it. This can be done by using the "Print Declaration of Honour" button as illustrated above. You must then have it signed by the person who is **legally authorised** to represent your organisation.

For mobility project applications, the attachment of mandates for each partner organisation is required only for applications in the youth field and for partner organisations in national consortia in the fields of higher education, vocational education and training, and adult education.

Finally, you must scan the signed document to a PDF or JPG format so that you can attach it to your electronic application form. In case mandates from the partner organisations are required (see "Checklist" above), you are advised to scan them together with the Declaration of Honour to limit the number of annexes to the form. The final result should be somewhat like the one depicted below with your own filename specified:

## O. Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)	
KA1_KA101_A_1.06_EN_PROD_DECLARATION_OF_HONOUR.pdf	34	Remove
		Add
		Add
		Add
		Add
Total Size	34	

## Submitting a form

After you have validated and annexed all documents needed to your electronic application form you are ready to submit it to your National Agency.

Different application deadlines will apply depending on the "Call", "Action Type" and the "Round" (where applicable) that you are applying for.

## B. Context

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	School education staff mobility
Call	2014
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	17-03-2014 12:00:00

Because there are several rounds within a call for Youth action types, please make sure that you respect the deadline for the specific round that you are applying to (see Programme Guide for details on deadlines).

The submission of an electronic application form is done in the section "Submission":

## P. Submission

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

### P.1. Data Validation

Validation of compulsory fields and rules

Validate

### P.2. Standard Submission Procedure

Online submission (requires internet connection)

Submit Online

### P.3. Alternative Submission Procedure

If you cannot submit your application online you can still do it by sending an email to your National Agency within the 2 hours following the official application deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

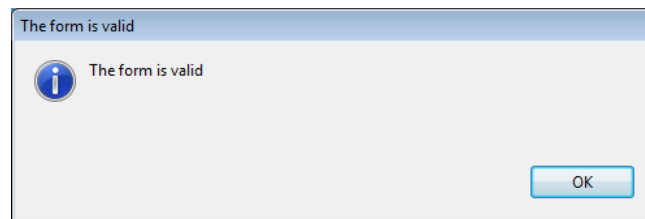
### P.4. Submission Summary

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form Hash Code	Status
1	2014-02-04 09:21:17 *	Form has not been submitted yet	49A3909C477374B5	Unknown

\* means local PC time, which cannot be considered authoritative and cannot be used for claiming that the form has been submitted in time

You should first make sure you have a valid application form by pressing the button "Validate" one last time.



If everything is correctly filled in you can press the button "Submit" to have your electronic application sent to your National Agency. If all goes well, you will see the following screen:

### P.2. Standard Submission Procedure

Online submission (requires internet connection)

Submit Online

Submission status	OK
Submission ID	1023163
Submission Local Date (Brussels)	2014-02-07 13:04:00
Hash code	2962B1CB6F5FD501

Let's look at each of these fields in order to understand their meaning and use:

- ➔ The "Submission Status" indicates if the submission was successful. An "OK" indicates a successful outcome.
- ➔ The "Submission ID" is an identifier returned automatically by the European Commission IT servers that uniquely identifies your specific submission. If you submit again you will get a new identifier.

- ➔ The "Submission Local Date" is the date and time at which your application was received by the European Commission IT servers. It is therefore specified in Brussels time as will be explained later in this chapter.
- ➔ Finally, the "Hash Code" is a code automatically generated by the electronic form to monitor changes in the contents of your form. Every time you change something in the form and save it, a new hash code is generated to reflect the changes. In this way you and your National Agency can quickly spot if there are content changes from one form submission to another and take the necessary actions.

Applications must be submitted to the National Agency only online. You don't have to send a printed version of the application, nor of the attachments. The print option is intended for your own use.

### Submitting more than once

After you have submitted your form, the "Submit" button will no longer be available:

#### P.2. Standard Submission Procedure

Online submission (requires internet connection)

Submit Online

However, you can resubmit your form if you have found a problem with its contents and provided that you have detected the problem before the deadline for submission. In order to be able to submit again you need to save the form, close and reopen it:

#### P.2. Standard Submission Procedure

Online submission (requires internet connection)

Submit Online

The form will keep track of all your submissions and their status in the table "Submission summary":

#### P.4. Submission Summary

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form Hash Code	Status
1	2014-01-23 11:39:27 *	Form has not been submitted yet	2962B1CB477374B5	Unknown
2	2014-02-07 13:04:00	Online submission	2962B1CB6F5FD501	OK (1023163)

\* means local PC time, which cannot be considered authoritative and cannot be used for claiming that the form has been submitted in time

The "Time" column shows you the local date and time at which you have submitted your form. If you want to know if you are within the submission deadline you have to convert this local time zone to the Brussels time zone as explained in the following section.

### Time zones

The application submission deadline is specified in terms of Brussels, Belgium time zone, so if it is specified as the 17<sup>th</sup> of March 2014 12:00:00 Brussels, Belgium time, and you happen to be in Lisbon, Portugal trying to submit your application on the same date at 12:00:00 local time, you are already one hour late. Whereas if you happen to be in Vilnius, Lithuania on the same date at 12:00:00 local time, you still have one hour to apply.

## Late submission of the application

If you miss the official application deadlines you will not be able to apply. However, an exception is made if you can prove that you tried to apply before the official application deadline and were not able to do so due to technical reasons.

In the latter case, your National Agency may still consider your application, if all three conditions listed below are met:

1. The date and time of your last submission attempt as mentioned in the electronic application form section "Submission Summary" are before the applicable official application deadline.
2. You have informed your National Agency within 2 hours after the application deadline (Brussels time!). After this time, your application can no longer be considered.
3. You have sent to your National Agency within 2 hours after the application deadline (Brussels time!), by email, your complete application form untouched after your submission attempt.

## Specific guidelines concerning the different Erasmus+ action types

The following section will emphasise certain specific characteristics of the application forms for KA1, KA2 and KA3 and the respective Action types.

**Nota bene:** the **quality** of your application will be assessed against the award criteria specified in the Programme Guide. Please make sure that in your application you provide all the necessary information that will allow experts to assess all elements of analysis of each award criterion. If you want more information on how experts will assess the award criteria, please consult the Erasmus+ Guide for Experts, which is available at the Erasmus+ website at <http://ec.europa.eu/programmes/erasmus-plus/>.

Please note that for higher education, applications for Mobility of learners and staff do not undergo quality assessment, as this has already taken place through the award of the Erasmus Charter for Higher Education; for Vocational education and training, applications for Mobility of learners and staff from the organisations that have received Leonardo da Vinci Mobility Certificate (applicable only for application submitted in 2014) or ERASMUS+ VET mobility Charter do not undergo quality assessment, as this has already taken place through the award of the Certificate/Charter.

### Application form for the accreditation of Higher Education Mobility Consortia under KA1: Learning Mobility of Individuals

#### Section Accreditation

For each of the higher education institutions that are members of the consortium, option ERASPLUS-ECHE must be chosen (option LLP-ERA-CHARTER is not valid and must not be used) with the Erasmus ID code of the HEI (e.g. ABADEN01) as the accreditation reference on the right side.

#### Section Signature

Please disregard the following sentence, which is not relevant to higher education: "I declare to be aware of the Erasmus+ quality standards (ECVET or EVS Charter) that represent a reference for the accreditation process. I undertake to adhere to these standards at all times if the organisation I represent will be accredited."

### Application forms for Mobility of learners and staff under KA1: Learning Mobility of Individuals

#### Application form in general

##### *Youth*

If you plan to organise several activities (Youth Exchanges, EVS, mobility of youth workers) within the same Youth mobility project, please keep in mind that there are often questions in the form where you need to provide information relating to all the activities planned in your project. In such cases, try as much as possible to do it in a structured way so that it is clear for which activity you are giving the information.

## Section Context

### *School education, vocational education and training, adult education*

Mobility projects in school education, vocational education and training and in adult education have to start between 1<sup>st</sup> June and 31<sup>st</sup> December 2014 and can last for one or two years.

### *Higher education*

Mobility projects in higher education should have as project start date the 1<sup>st</sup> June 2014. The project end date should be as follows: 30<sup>th</sup> September 2015 for a project of 16 months and 31<sup>st</sup> May 2016 for a project of 24 months.

### *Youth*

There are **three** application rounds per year. For each year, please check the exact deadlines and project start/end dates in the Programme Guide.

## Section Partner Organisation

Depending on the characteristics of the Mobility project, there is a possibility of filling in information about your partner organisations in the section Partner Organisation (except for *Higher education student and staff mobility*). In the case of *VET learner and staff mobility* and *Youth mobility* it is obligatory to fill in such information.

### *School education and adult education*

In the case of school education and adult education, the receiving partner organisations may be identified in the application form, but this is not obligatory, even in the case of job shadowing and teaching assignments.

### *Vocational education and training*

In the case of *VET learner and staff mobility*, if the application is made by a national consortium, please provide details of each sending organisation taking part in the consortium. In addition, applications should also mention at least one host organisation in the application. It is advisable to provide as many details as possible about the host organisations that you intend to use to show the scope of your project and the intended training activities as fully as possible.

### *Higher education*

In the case of national consortia for *Higher education student and staff mobility*, the coordinator of the consortium applies on behalf of the whole consortium. The partner organisations in the consortium do not need to be mentioned as they are already described in the accreditation application form.

## Section Accreditation

### *Higher education*

Application from a single higher education institution (HEI): you must choose the option ERASPLUS-ECHE (the option LLP-ERA-CHARTER is not valid and should not be used) and enter the Erasmus ID code of the HEI (e.g. ABADEN01) on the right side.

Application from the coordinator of a consortium: you must choose the option Higher Education Mobility Consortium Certificate. If the reference number is not known at application stage, you should write "requested" in the free text field asking for the accreditation reference (in this case the consortium should submit in parallel an application for the accreditation of the consortium).



## **Section Participants' profile**

### *Youth*

For Youth Exchanges, please describe as precisely as possible the participants that will take part in each activity, including their age range.

## **Section Preparation**

### *Youth*

If your project will include young people with fewer opportunities, add information on the specificities related to the preparation, practical arrangements and project management.

In the case of Youth Exchanges and European Voluntary Service, please also describe under the preparation of the participants how your project will ensure the protection and safety of the young people involved.

## **Section Main Activities**

### *Higher education*

You should specify the number of mobilities to be funded from EU funding. In case you foresee a certain number of additional mobilities as "zero-grants" (funded from other sources of funding than the Erasmus+ Programme), this should be specified in an annex attached to the application form. This number will be used by the NA to estimate the budget for the organisational support grant. The annex should specify the following numbers of "zero-grant" participants: Requested / Estimated (2013/14) / Actual (2012/13).

Applicants on behalf of a consortium should enter information on requested and former mobility activities based on the whole consortium. If the consortium was active under the Lifelong Learning Programme (LLP), it should indicate the past number of traineeships. If the consortium is new (without any prior experience from LLP Placement consortia) the numbers for previous years should be zero.

### *Youth*

In this part, you should also give information on how the participants will be actively involved in each stage of the project.

For a Mobility of Youth Workers activity, please provide in the description of the activity, the number of experts/trainers that will be facilitating the activity, if any.

## **Section European Development Plan**

### *School education and Adult education*

In the application forms for *School education staff mobility* and *Adult education staff mobility* there is a section called European Development Plan. This section requires specific information about the organisation's needs, plan for European mobility and the integration of acquired competences and knowledge by staff into the strategic development of the organisation. Moreover, an additional question concerning the use of the eTwinning platform should be answered when completing the form for School education staff mobility.

#### D. European Development Plan

What are the organisation's needs in terms of quality development and internationalisation? Please identify the main areas for improvement (for example management competences, staff competences, new teaching methods or tools, European dimension, language competences, curriculum, the organisation of teaching and learning).

Please outline the organisation's plans for European mobility and cooperation activities, and explain how these activities will contribute to meeting the identified needs.

Please explain how your organisation will integrate the competences and experiences acquired by staff participating in the project, into its strategic development in the future?

Will your organisation use eTwinning in connection with your mobility project? If so, please describe how.

The eTwinning website can be accessed through the following hyperlink:

[www.etwinning.net](http://www.etwinning.net)

### Section Follow-up

In the section 'Follow-up' you should provide information on the expected impact of your Mobility project, as well as dissemination and evaluation activities.

When describing the expected impact, applicants should include an estimation in terms of quantity – how many people the organisation intends to reach through implementing the project.

#### I. Follow-up

Please describe what will happen after the end of your main activities.

##### I.1. Impact

What is the expected impact on the participants, participating organisation(s) and target groups?

##### I.2. Dissemination of projects' results

Which activities will you carry out in order to share the results of your project outside your organisation and partners? What will be the target groups of your dissemination activities?

##### I.3. Evaluation

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

## Section Activities' Details

### *School education and Adult education*

When completing an application form either for *School education staff mobility* or *Adult education staff mobility* projects, you have to reply “no” in the section where you are asked whether or not the mobility is a long-term activity. This is because in accordance with the Erasmus+ Programme guide, in these action types the duration of mobility activities should be from 2 days to 2 months, excluding travel time, which is deemed a **short-term activity**.

### *Youth*

Advance Planning Visit (APV): the advance planning visits have to be encoded as a flow of the activity they relate to. This will automatically fill in the travel grant. Accommodation costs will have to be added under exceptional costs. If you plan to organise an APV in view of an EVS activity, you have to reply "no" in the section where you are asked whether or not the mobility is a long-term activity. This way you can encode the appropriate duration of the APV.

Group leaders: the number of group leaders in a Youth Exchange activity, out of the total number of participants, has to be specified in the accompanying persons' field, in the activity table.

## Section Budget - Travel

### *Youth*

For Youth Exchanges, if the distance between the country of origin and the country of destination is higher than 10km and lower than 100km, choose the distance band 10-99km (and not 0-99km). If participants from the same national group come from different cities or villages of the country, and if this means that these participants have different distance bands, then you should subdivide the group when entering the flows in the activity details table.

## Annexing documents – Timetables of activities

### *Youth*

If you plan to organise several activities (Youth Exchanges, EVS, mobility of youth workers) within the same Youth mobility project, you need to: 1) fill-in a timetable for each activity, 2) print and group all the activity tables in one document, 3) scan the single document and attach it. In this way you can fit with the 5 available slots for annexes. The same procedure must be followed for attaching the mandates of participating organisations involved in the project.

## Application forms for Strategic Partnerships under KA2: Cooperation for innovation and exchange of good practices

### Section Context

For Strategic Partnerships in education and training, there is only one selection round per year. For Strategic Partnerships in the youth field, there are two selection rounds in 2014 (but there will be three in the following programme years).

**For Strategic Partnerships in education and training**, applicants have to submit their grant application by:

- **30 April at 12pm (midday Brussels time)** for projects of:
  - **2 years** : starting on 1 September 2014 and ending on 31 August 2016;
  - **3 years**: starting on 1 September 2014 and ending on 31 August 2017.

**For Strategic Partnerships in the youth field**, applicants have to submit their grant application by:

- **30 April at 12pm (midday Brussels time)** for projects starting between 1 September of the same year and 28 February of the following year and ending at the latest on 27 February 2017;
- **1 October at 12pm (midday Brussels time)** for projects starting between 1 February and 30 September of the following year and ending at the latest on 29 September 2017.

### Section Description of the Project

Please note that you can select maximum two priorities and three topics in this part of the application form.

### Section Implementation

It is of utmost importance that you provide as detailed information as possible concerning the project activities. The section on implementation of the project is a core element of the application and particular attention should be drawn to it. You should also clearly state the role of each project partner, especially in case you do not plan the production of Intellectual Outputs and the organisation of Multiplier Events. You should also prepare a timeline for the project activities and outputs which should then be attached as an annex (see GANTT template).

#### F. Implementation

Please describe the activities that your project will organise. Please provide detailed information in particular about the project activities that will be supported from the grant for Project Management and Implementation.

What target groups do you address in your activities plan?

### Section Intellectual Outputs

As specified in the Programme Guide, the grant item Intellectual outputs aims at supporting the development of intellectual outputs/tangible deliverables such as curricula, pedagogical and youth

work materials, Open Educational Resources, IT tools, etc. that are **substantial** in quality and quantity.

This grant item can therefore not be used to contribute to staff costs for activities already covered by the grant item "Project management and implementation", which will cover a wide variety of activities and smaller scale outputs of the project, including the tasks related to programme management. Therefore, additional staff costs for management and administrative support staff can only be applied for in the Budget section for Intellectual Outputs in exceptional and duly justified cases. The need for such additional costs must be well explained in the section Project Activities - Intellectual Outputs of the application form.

When filling in the Intellectual Outputs section, you have to clearly specify the Leading and the participating organisations for each of the activities under each of the outputs; otherwise you will not have the possibility to specify the corresponding costs in the specific section of the Budget.

Please also note that you cannot insert new intellectual outputs between the outputs already introduced in your application form. So when filling in the form, make sure that you list the intellectual outputs in the logical order.

### Section Multiplier Events

You can apply for grant support for Multiplier Events only if you intend to produce substantial Intellectual Outputs as explained in the previous section. For other dissemination activities, the support from the grant item "Project management and implementation" has to be used.

When describing a Multiplier event, you should indicate in the Event's description the country in which it is going to take place.

F.2.2. Multiplier Events		
Event Identification	E1	
Event Title		
Event Description		
Intellectual Outputs Covered (using Output Identification number)		
Activity	Activity Code	E1-B1
	Project Phase	
	Title	
	Description	
	Tasks and role of each organisation	
	Estimated Start Date (dd-mm-yyyy)	
	Estimated End Date (dd-mm-yyyy)	
	Activity Leading Organisation	
	Participating Organisations	
		<input type="button" value="+"/> <input type="button" value="-"/>
		<input type="button" value="+"/> <input type="button" value="-"/>
<input type="button" value="Add Event"/> <input type="button" value="Remove Event"/>		

### Section Learning/Teaching/Training Activities Higher Education

The drop-down menu for Activity Type fails to include short-term joint staff training events. Please select Intensive programmes for teaching staff for this purpose. The two actions are similar in the way that they are both short term activities and adhere to the same funding rules. However, it must be clearly stated in the Activity Description that the activity in question is indeed joint staff training and not intensive programme teaching.

The screenshot shows a web form with the following elements:

- Buttons: "Add Output", "Remove Output", "Add Event", "Remove Event".
- Section: "F.2.2. Multiplier Events".
- Section: "F.2.3. Learning/Teaching/Training Activities".
- Question: "Do you foresee the inclusion of learning, teaching or training activities in your project?" with a dropdown menu set to "Yes".
- Text area: "What is the added value of these learning, teaching or training activities with regards to the achievement of the project objectives? Please describe also the arrangements for recognition or validation of the learning outcomes of the participants in learning, teaching or training activities. Will your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc. or any national instruments/certificates?"
- Text area: "Please describe each of the learning, teaching or training activities you intend to include in your project:"
- Table with columns for Activity No., Activity Type, Activity Description, No. of Participants, Participants with Special Needs, Accompanying Persons, Is this a long-term activity?, Duration (days), Duration (months), and Participating Organisations.

Activity No.	C1
Activity Type	[Dropdown menu]
Activity Description	Blended mobility of higher education students
No. of Participants	Cooperation activities, events and outputs
Participants with Special Needs (out of total number of Participants)	Intensive programmes for learners Intensive programmes for teaching staff
Accompanying Persons (out of total number of Participants)	Long-term teaching assignments
Is this a long-term activity?	[Dropdown menu]
Duration (days)	[Input field]
Duration (months)	[Input field]
Participating Organisations	[Dropdown menu]

### Youth

Please also describe in this section if you plan to use Youthpass or any other recognition and validation tool in the planned Learning/Teaching/Training Activities (this can be done either under the main question or in each activity table in the description field).

### Section Budget

Please check if the amount is respected as mentioned in the relevant budget tables. Note that the maxima mentioned below are not calculated automatically by the form, so you have to limit your grant request to these maximum amounts.

### Project Management and Implementation

As detailed in the Programme Guide, in case of projects involving more than 10 participating organisations, the grant support for project management and implementation will be limited to the amount equivalent to 10 participating organisations (1 coordinating and 9 partner organisations) for the project duration.

### Transnational Project Meetings

As detailed in the Programme Guide, the grant support for transnational project meetings will be limited to a maximum amount of €23.000 per project for a period of 12 months. For shorter project durations, the maximum amount will be reduced proportionally to the actual project duration in number of months.

**Multiplier Events**

As detailed in the Programme Guide, the grant support for multiplier events will be limited to a maximum amount of €30.000 per project regardless of its duration.

**Exceptional Costs**

As detailed in the Programme Guide, the grant support for exceptional costs will be limited to a maximum amount of €50.000 per project and to a proportion of 75% of the eligible costs. Please note that in the application form you should enter the grant amount requested, corresponding to maximum 75% of the eligible costs.

**Project Total Grant**

As detailed in the Programme Guide, the total grant support for Strategic Partnerships is limited to €450.000 per project for three years. This maximum amount will be reduced proportionally for projects with a duration shorter than three years.

## **Application form for Stakeholder dialogue and policy promotion under KA3: Support for Policy Reform (relevant only for the field of Youth)**

### **Application form in general**

If you plan to organise several activities within the project, please keep in mind that there are often questions in the form where you need to provide information relating to all the activities planned in your project. In such cases, try as much as possible to do it in a structured way so that it is clear for which activity you are giving the information.

### **Section Context**

You should specify the round that you're applying for, as follows:

Round 1: Deadline for submission of applications – 30<sup>th</sup> April 2014

Round 2: Deadline for submission of applications – 1<sup>st</sup> October 2014

### **Section Main Activities**

In this section you should elaborate the description of the main activities in your project. It is also the place to specify the role of the participating organisations.

### **Section Activities' Details**

You should fill in at least one activity as a part of your project. Apart from the numbers of participants, you should specify the country of origin and the country of destination as well as the duration of the activity.

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