Guidelines for completing WEB application for Call 2017 Round 3

Erasmus+

EUROPEAN COMMISSION

Directorate-General for Education, Youth, Sport and Culture

European Commission
B-1049 Brussels

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European Commission

Guidelines for completing WEB application – General Requirements

Introduction

This document describes the use of the WEB application forms (further - application) for the Erasmus+ Programme actions managed by the National Agencies in the Programme Countries. https://webgate.ec.europa.eu/web-eforms
For simplicity reasons, we will call them "decentralised actions" in this guide.

Please note:
The quality of your application will be assessed against the award criteria specified in the Programme Guide. More information can be found under http://ec.europa.eu/programmes/erasmus-plus/resources_en

Make sure that you provide all the necessary information in your application. This allows experts to assess all elements of each award criteria. If you would like more information on how experts will assess the award criteria, please consult the other supporting documents, which are available at the Erasmus+ website at http://ec.europa.eu/programmes/erasmus-plus/resources/documents-for-applicants/model-application-forms_en

Technical requirements and settings needed to use the WEB application form

Web Application Forms are built on the latest standards of the web platform. The forms support all of modern browsers. The forms have been successfully tested on following browsers:

- Internet Explorer 11.0
- Firefox 45.7
- Chrome 56.0

The Web Application Forms are online applications and therefore need fast constant Internet connection to action. It is not possible to work offline with the forms.
Printer and scanner devices will be needed to complete submission of Web Application Form. Additionally PDF reader software will be required (most preferably Adobe Reader) to print, sign and scan the Declaration of Honour.

Application Access

Important:
If you are a new user, you must create an EU Login account before accessing the WEB application forms. Please use the following link
https://webgate.ec.europa.eu/cas/eim/external/register.cgi
More information is available under
http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/eu-login-information_en.pdf

You can access the forms here https://webgate.ec.europa.eu/web-eforms. In order to access the form you must first register in EU Login. For full details concerning how to register

with EU Login please see: http://ec.europa.eu/programmes/erasmus-plus/resources/documents-for-applicants/model-application-forms_en

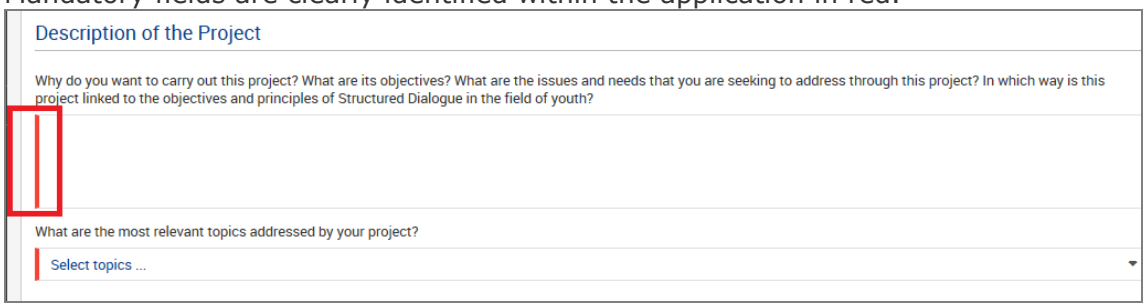
Important:
In order to **log out** you need to close the browser in which you are working completely

Application Functionality Basics

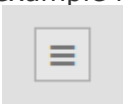
1. The form is automatically saved every 2 seconds.
2. After closing the form, you can access it again under the tab **My Applications** on the WEB application homepage.
3. The default **language** of the screens is set to English. To change it, click on the language icon at the right hand of your screen and select the required language

   English EN

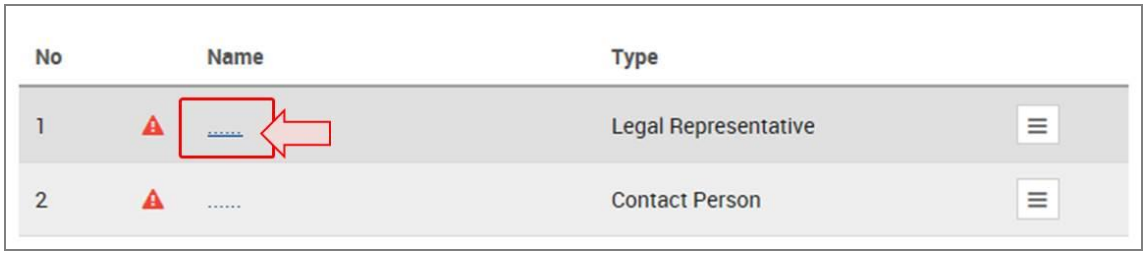
   from the drop down list.
4. Mandatory fields are clearly identified within the application in red.



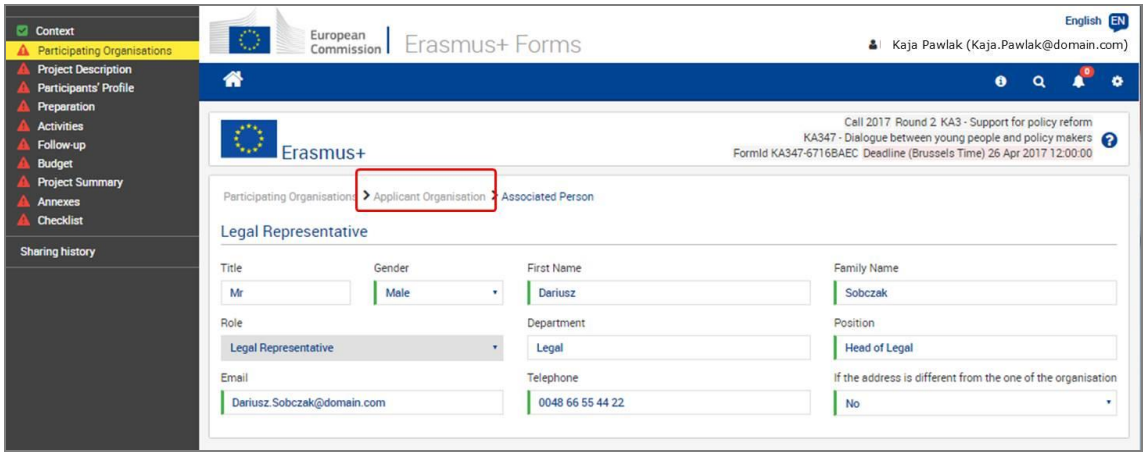
5. Sections marked with indicate missing information or that not all rules for filling in the application were respected. Most individual questions will be marked in the same way to make it easy to identify and fix issues.
6. Once all mandatory fields and validation rules in a section are met, sections will be marked with a green check
7. Throughout the form it is possible to acquire more information about particular parts by positioning your mouse pointer over the question mark sign
8. Within various parts of the application, you have a **MENU** button available; for example in the "Participating Organisations" or "Activities" sections.

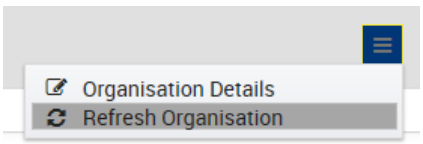


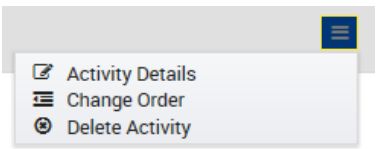
9. Depending on the section, you have different options available to select from once you clicked it.
10. You can access details of various elements of the application by clicking on underlined links.



11. In most of the form, you can navigate within the sections by using the top menu as per the screenshot below:







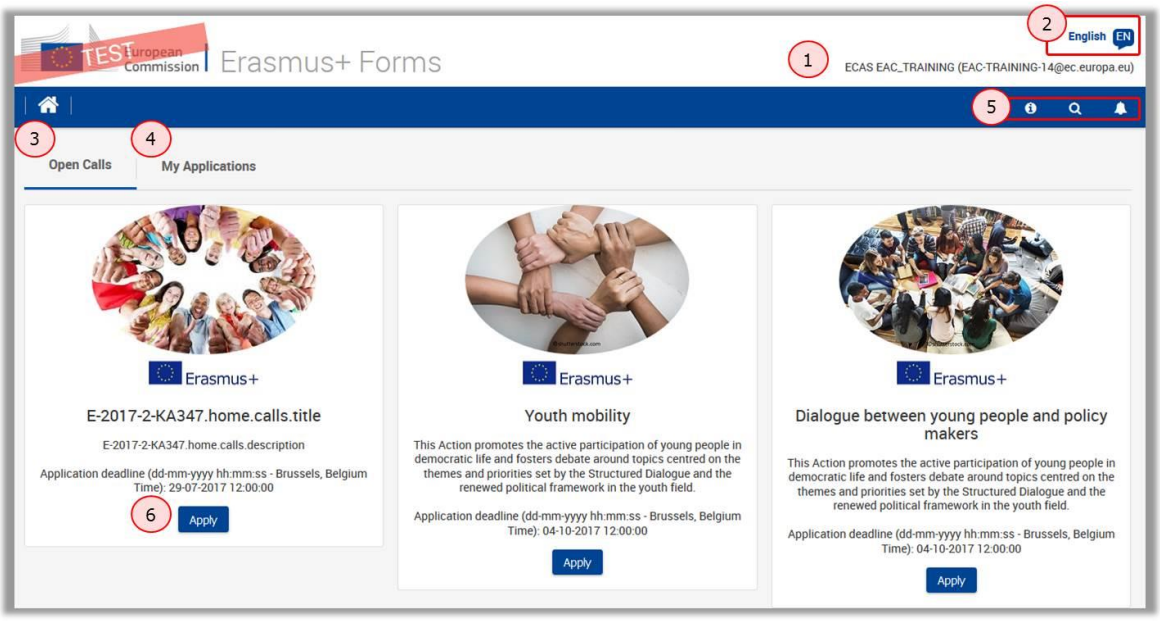
Home screen

The home screen of the web form is your starting point to apply. From here you can access 2 main tabs.

Open Calls Tab

This page displays all open calls for decentralised Actions. Additionally you will find:

1. EU login user name
2. Language selection
3. **Open Calls** tab
4. **My Applications** tab
5. Info, Search & Notifications
6. **Apply** button



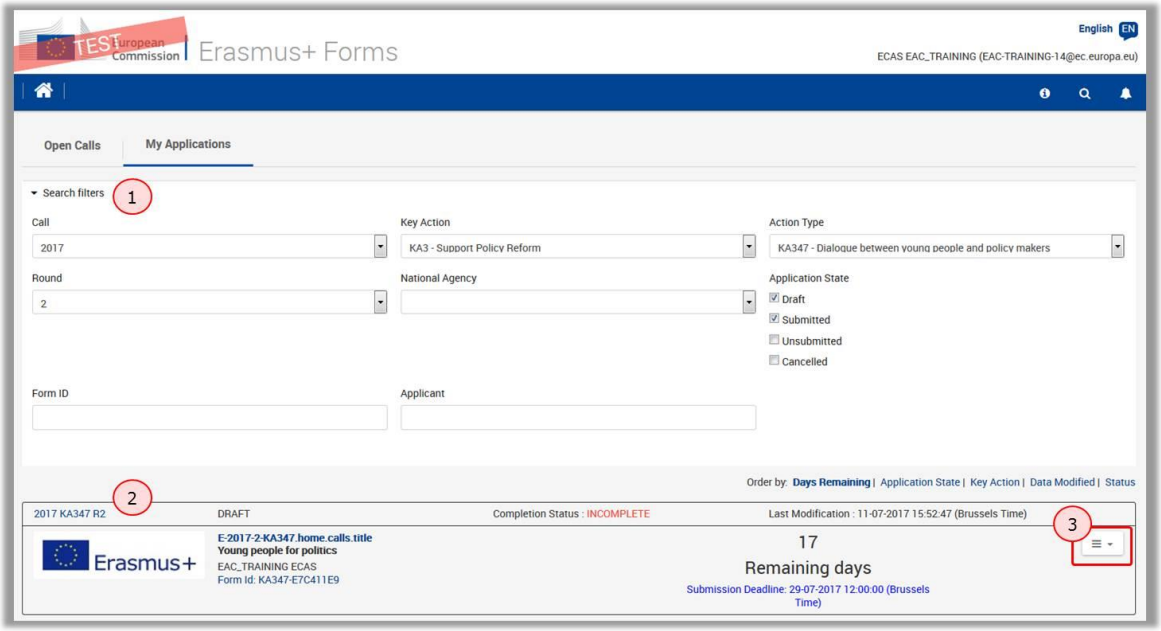
My Applications Tab

This page displays all your submitted or draft applications. If it is the 1st time you access the online forms and did not start filling in any form, the list will be empty.

1. Search to find your submitted or draft applications.

2. The full list of your submitted or draft applications is displayed by default here. If you have defined some search criteria, the list is filtered according to your selection.

3. The Menu button allows you to Edit, Share or Delete the application(s).



How to fill the electronic application form (KA347 and KA105)

This section will guide you through the main functionalities and important aspects of the web forms.
Below you can find the general specifications that apply for both, KA347 and KA105, if relevant.

Basics

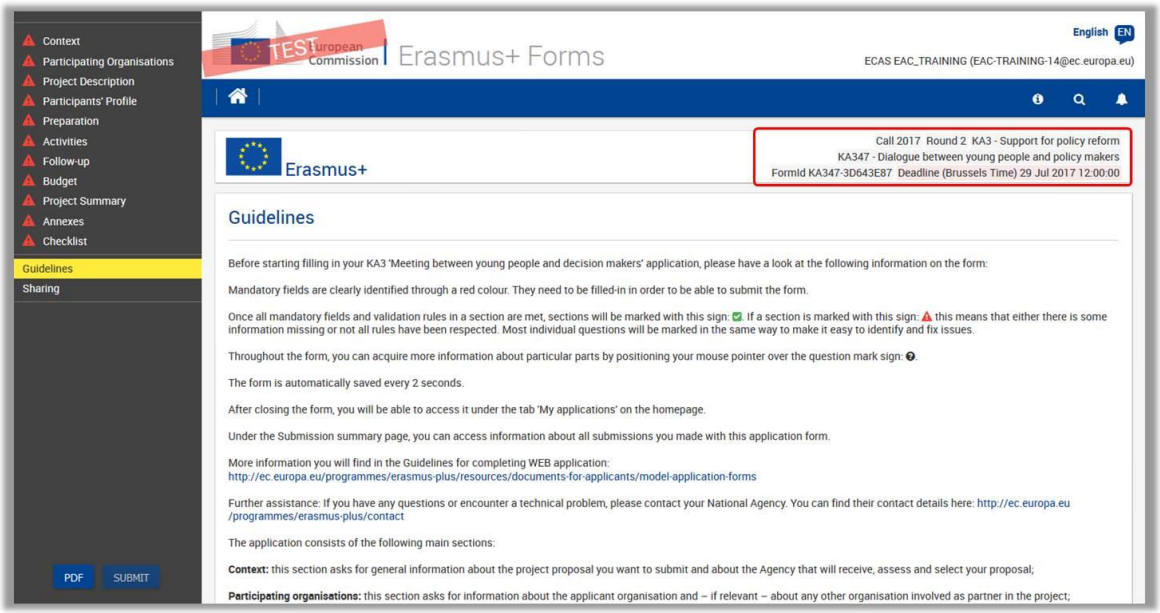
To start your application, click the **APPLY** button on the homepage under the call you want to apply for.

The application consists of the following main sections:

- Context
- Participating Organisations
- Project Description
- Participants' profile
- Preparation
- Activities
- Follow- up
- Budget
- Project Summary
- Annexes
- Checklist

Pre Checks

Before you start working on your application and filling it in, it is important to check that you have opened the correct form for the Action you wish to apply to. This information can be seen on the top of the application screen.



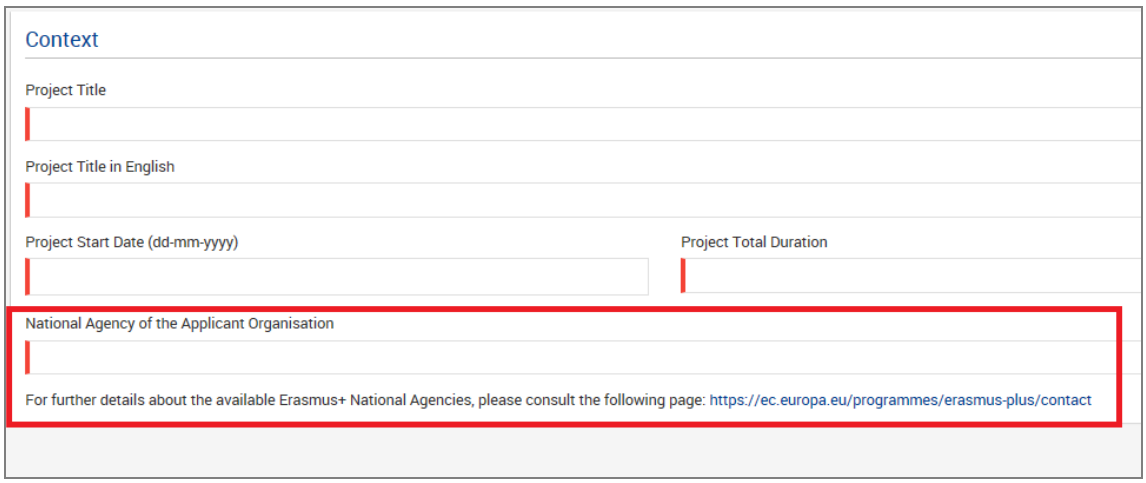
The header displays information on the:

- Call and Round
- Key Action
- Action Type
- Form ID – This is the identification code of your application
- Deadline for the application

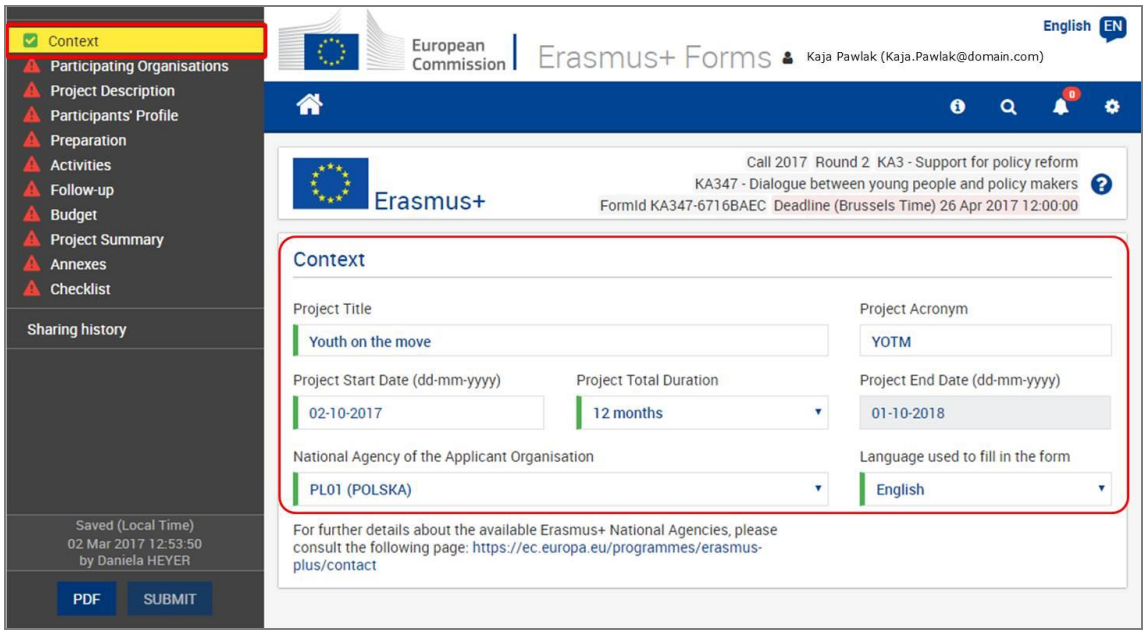
Please note:
You cannot change the content of these fields. If you find out that you have selected the wrong application form, you need to close it and choose the correct form from the home page. To access the homepage quickly, click the HOME button.

Section 1: Context

All mandatory fields are indicated in **RED** and have to be filled in. This behaviour applies to all sections of the application.



Once all information is entered, all fields are marked in green. On the left hand side, the **CONTEXT** tab in the menu is additionally marked with a green check to indicate that this section of your application is completed.



National Agency selection

One important aspect to take into account at this step of your application is the National Agency to which you want to submit your application. You will find a drop-down list with the relevant Erasmus+ National Agencies covering each field of education, training and youth.
In the drop down list, each National Agency is identified by a unique code accompanied by the name of the country in the national language:

If a country has more than one National Agency, consult the full list of National Agencies via this link https://ec.europa.eu/programmes/erasmus-plus/contact to find the code of the National Agency responsible for your field of education, training and youth to

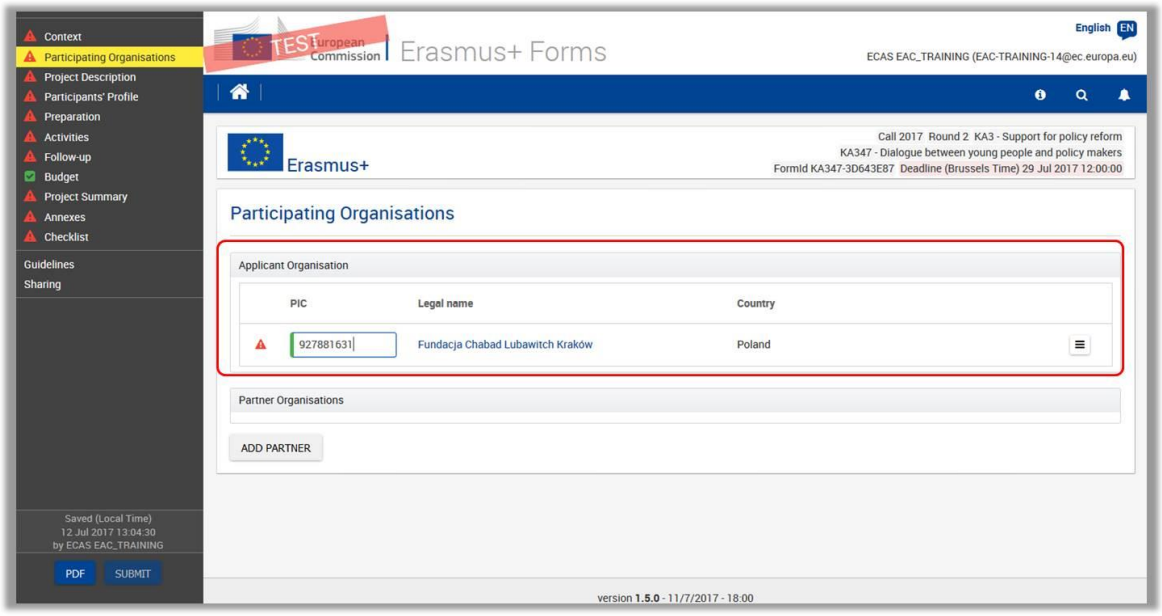
which you should submit your application. This link is also available within the context tab. The information to look for is **NA Code** and the fields in which it is active.

Section 2: Participating Organisations

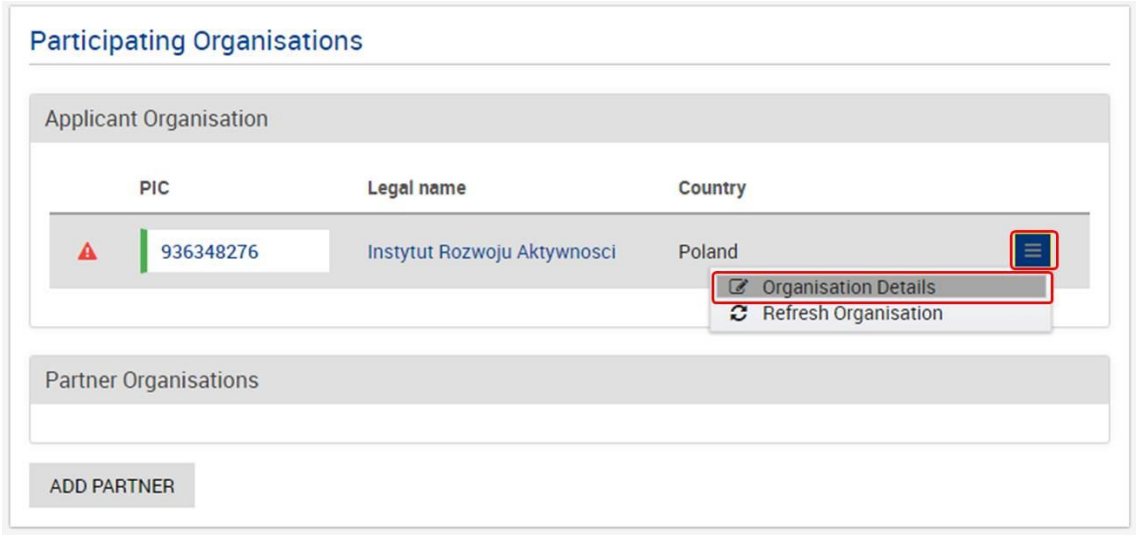
Using your PIC in an electronic form

All participating organisations should be registered in Participant Portal and use their PIC (Participant Identification Code) when filling-in an application. Check User's Guide (http://ec.europa.eu/programmes/erasmus-plus/resources/documents-for-applicants/model-application-forms_en) and Participant Portal for Education, Audio-visual, Culture, Citizenship and Volunteering for more details http://ec.europa.eu/education/participants/portal/desktop/en/home.html.

Once you and your partner organisations or consortium members have a PIC, you can start using these identifiers in your application. Enter the PIC in the **PIC field**. Legal name and country will then be filled in automatically.

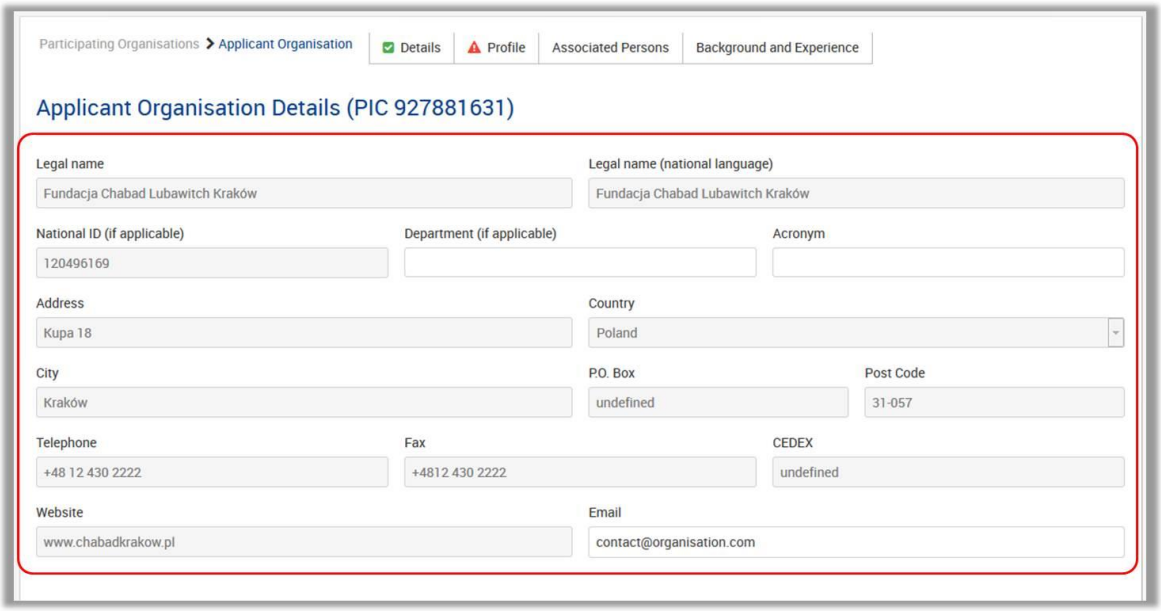


As you can see in the screenshot above, there is still a red exclamation mark next to the PIC. To resolve, you have to fill in Organisation details. Click the **menu button** and select **Organisation Details**.

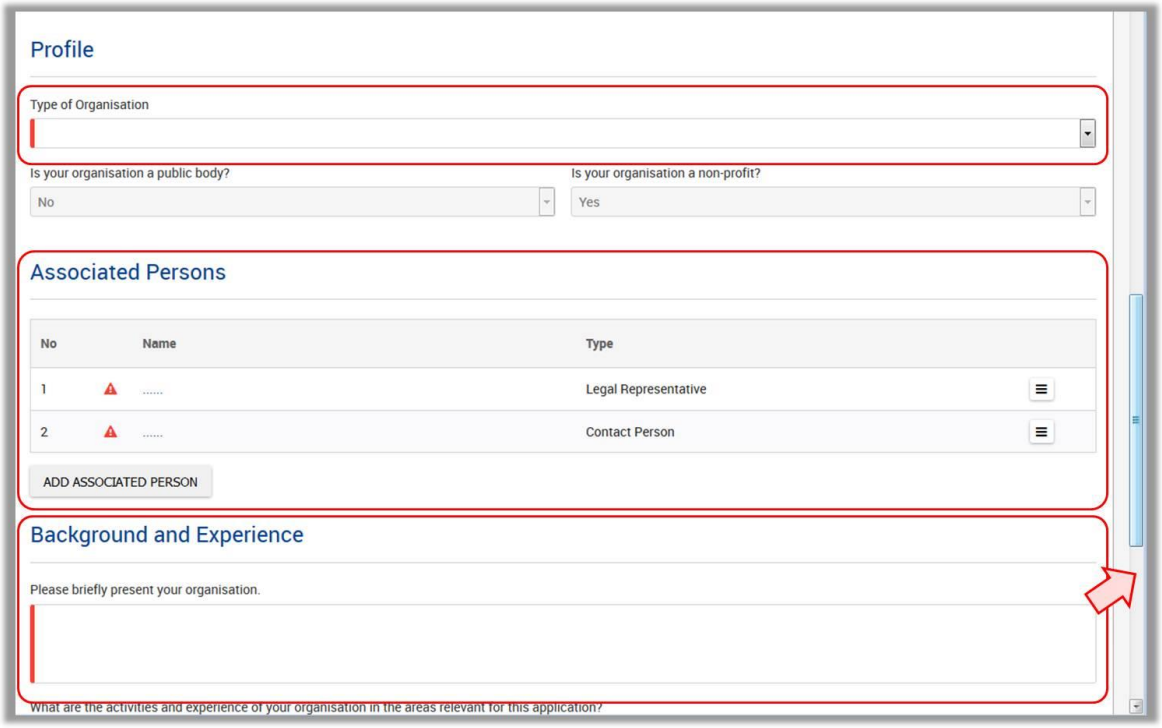


Update organisation details

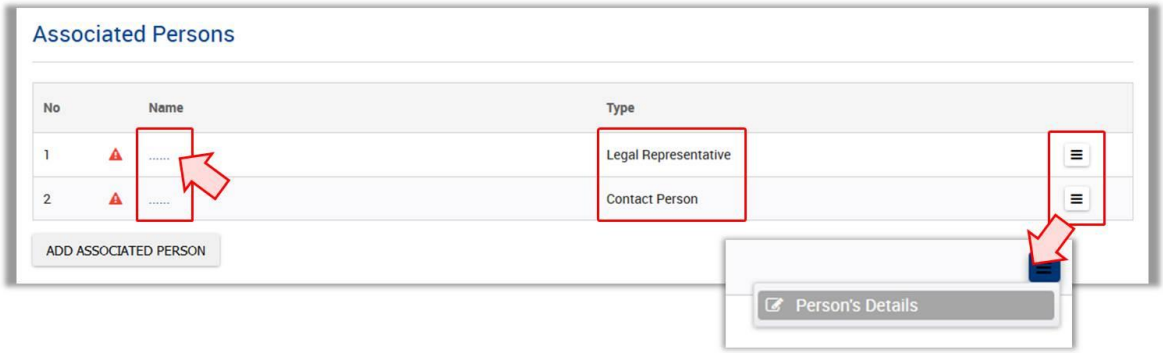
Some fields here are prefilled with the data from Participant portal but you still need to fill in all information indicated with red exclamation marks or red highlighted fields such as the **Associated Persons** information or details in the **Background and Experience**.



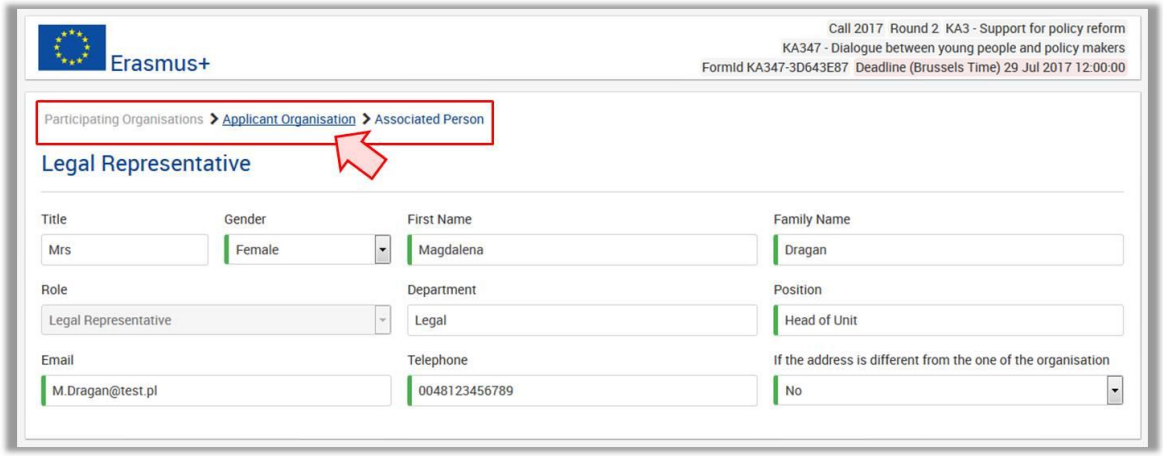
You might have to select additional information on the organisation, like select the Type of Organisation or Background and Experience.



Associated persons are persons related to the project – legal representative and contact person.
To add **Associated Persons** you have to, for each one of them, click the **Menu button** and on **Person's details** or use the linked dotted line.
To add additional persons, click on the "**Add Associated Person**" button.

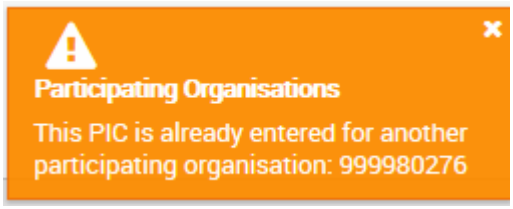


Note:
Once done, all fields will be marked green. To go back to the **Applicant Organisation Details** screen you can click on **Applicant Organisation** in the top menu as per screenshot below.



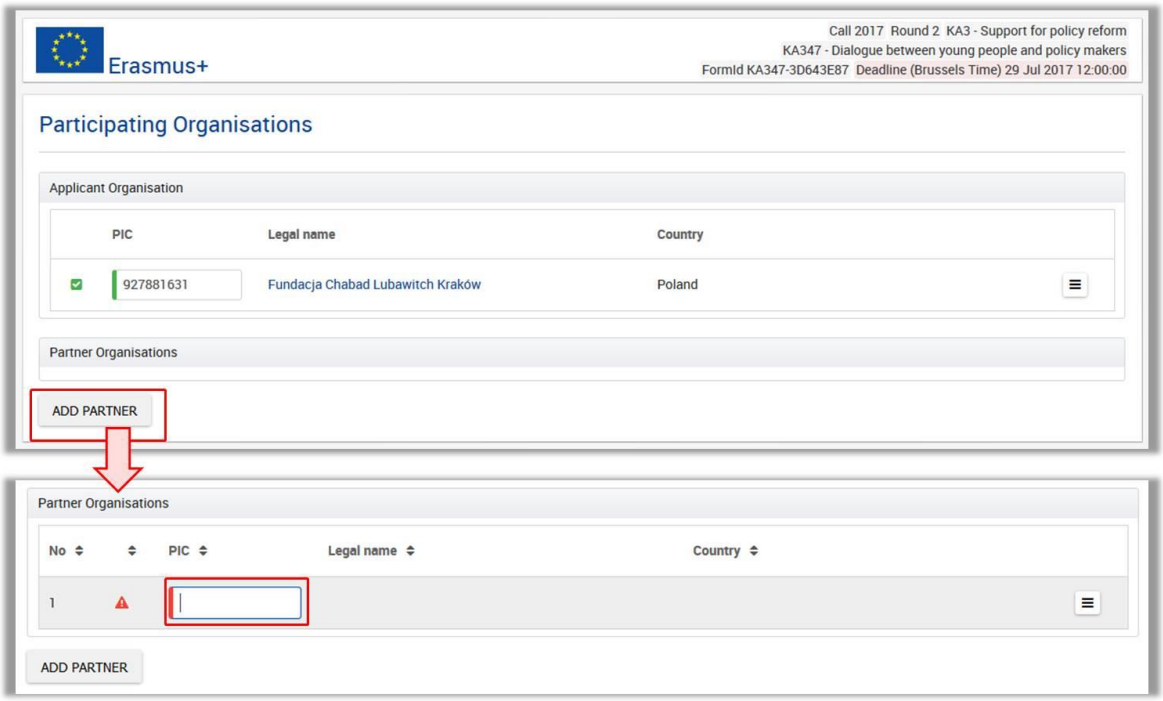
Duplicated PICs in participating organisations

Once a PIC is used for one of the participating organisations, the same PIC cannot be used for another organisation. In case you are trying to fill in the same PIC more than once you will receive the following message



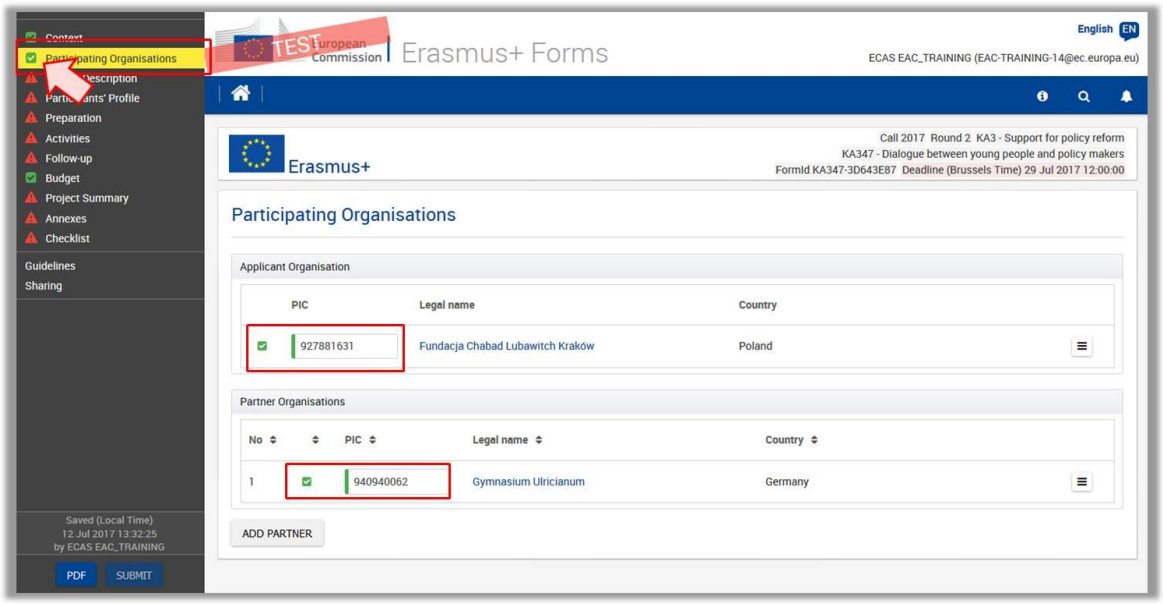
Add a partner organisation

On the **Participating Organisations** screen you can also add **Partner Organisations**. To do that, click on the **ADD PARTNER** button.
As with your own organisation, you have to enter the **PIC** of the partner organisation:



Once the correct PIC is entered, Legal Name and Country will be updated. Then you have to update the Organisation details. This is done in the same way as with your own organisation.

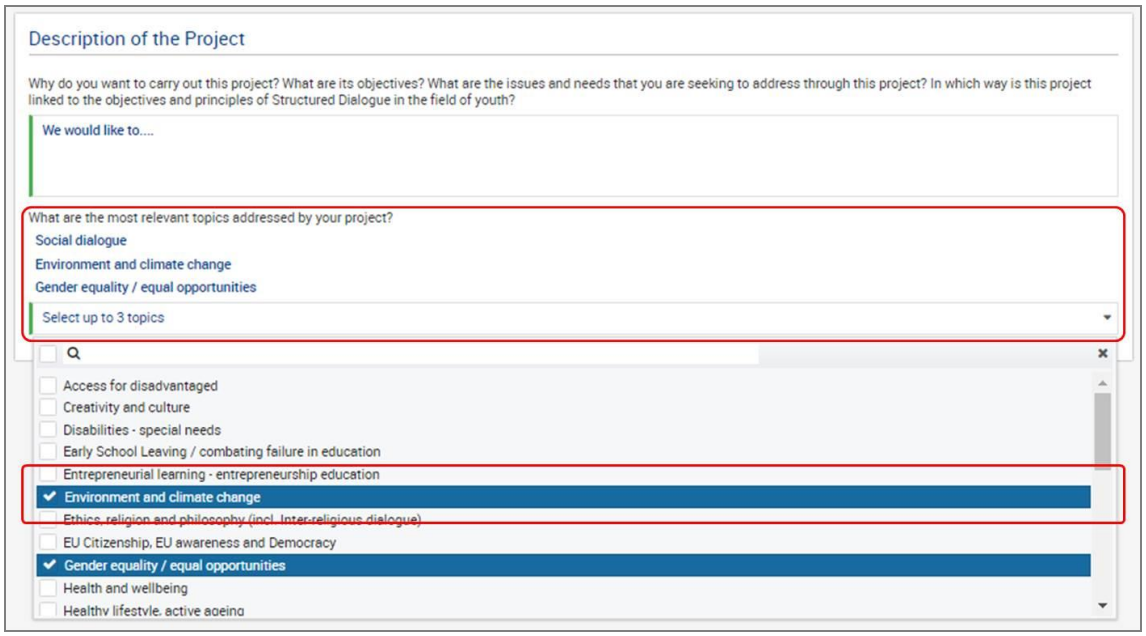
Once complete, the "Participating Organisations" tab in the left hand side of your screen will be marked with a green check.



Section 3: Project Description

Continue to fill in the **Project Description.**
In this part of the application, you have to select the **most relevant topics addressed by your project**.

Here you have a drop down list and you can select up to three topics by ticking the appropriate check boxes.



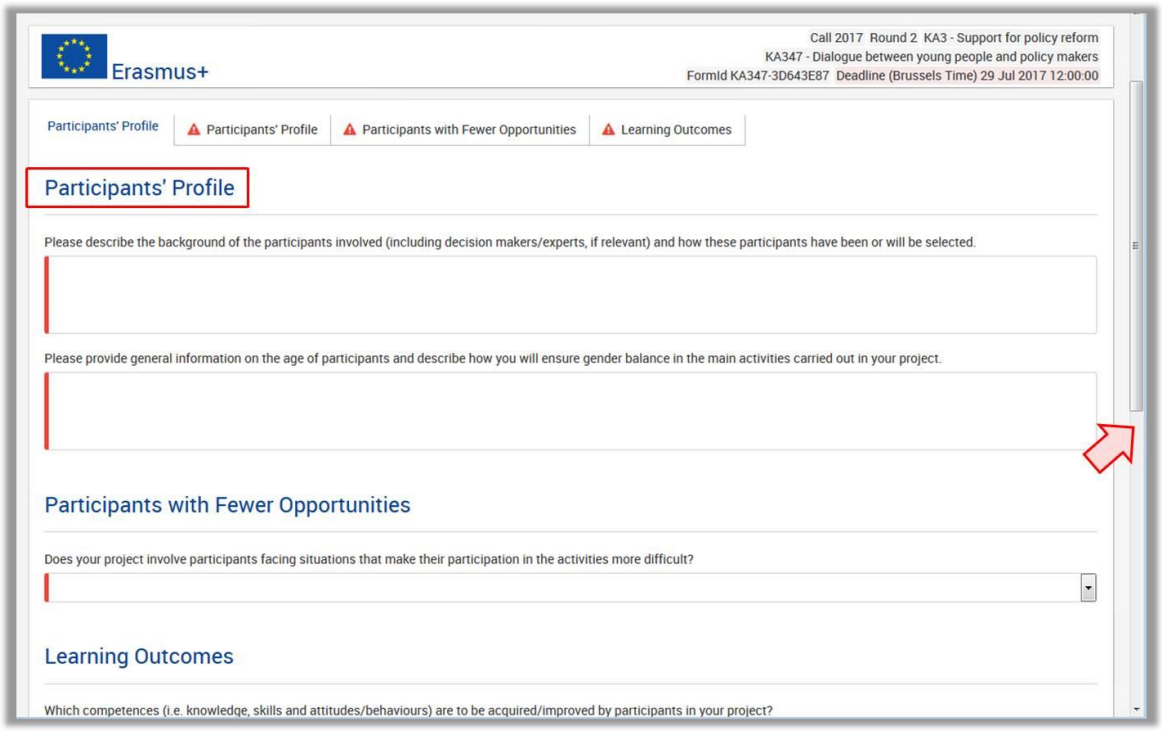
Once complete, the "Project's Description" tab in the left hand side of your screen will be marked with a green check.

Section 4: Participants' Profile

In the next step of your application you have to provide information on the **Participants' Profile**.
Information to enter is:

- Background of the participants involved
- General information on the age of participants and gender balance
- Participants with Fewer Opportunities and
- Learning Outcomes

Once complete, the "Participants' Profile" tab in the left hand side of your screen will be marked with a green check.

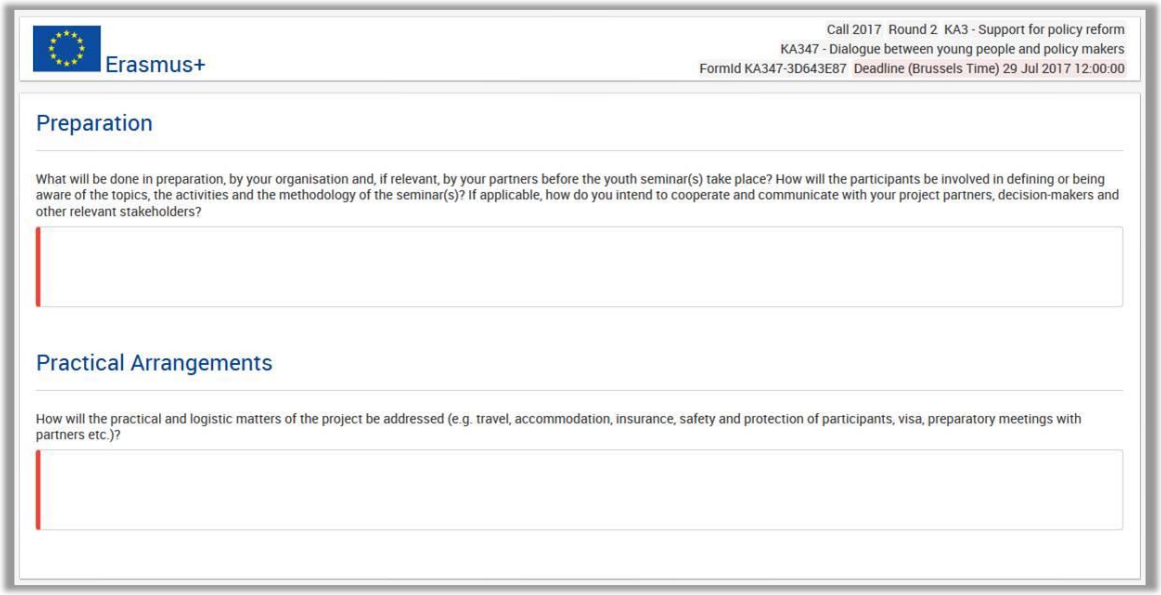


Section 5: Preparation

Proceed with your application and enter details of the **Preparation** regarding**:**

- Practical Arrangements
- Project Management
- Preparation of Participants

Once complete, the "Preparation" tab in the left hand side of your screen will be marked with a green check.



Section 6: Activities

The information provided below is common for the applications described in this document. However, there is specific content for every application that is referred in the detailed section designated for each application.

Distance Band calculation

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

http://ec.europa.eu/dgs/education_culture/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. If the participant needs to go to a farther city to get to his/her final destination (to reach the airport for example) it is possible to take this city as departure point.
On the basis of this information you have to select the corresponding distance band from the drop down menu in your application. The distance band chosen will determine the grant amount available for that distance, as specified in the Erasmus+ Programme Guide.

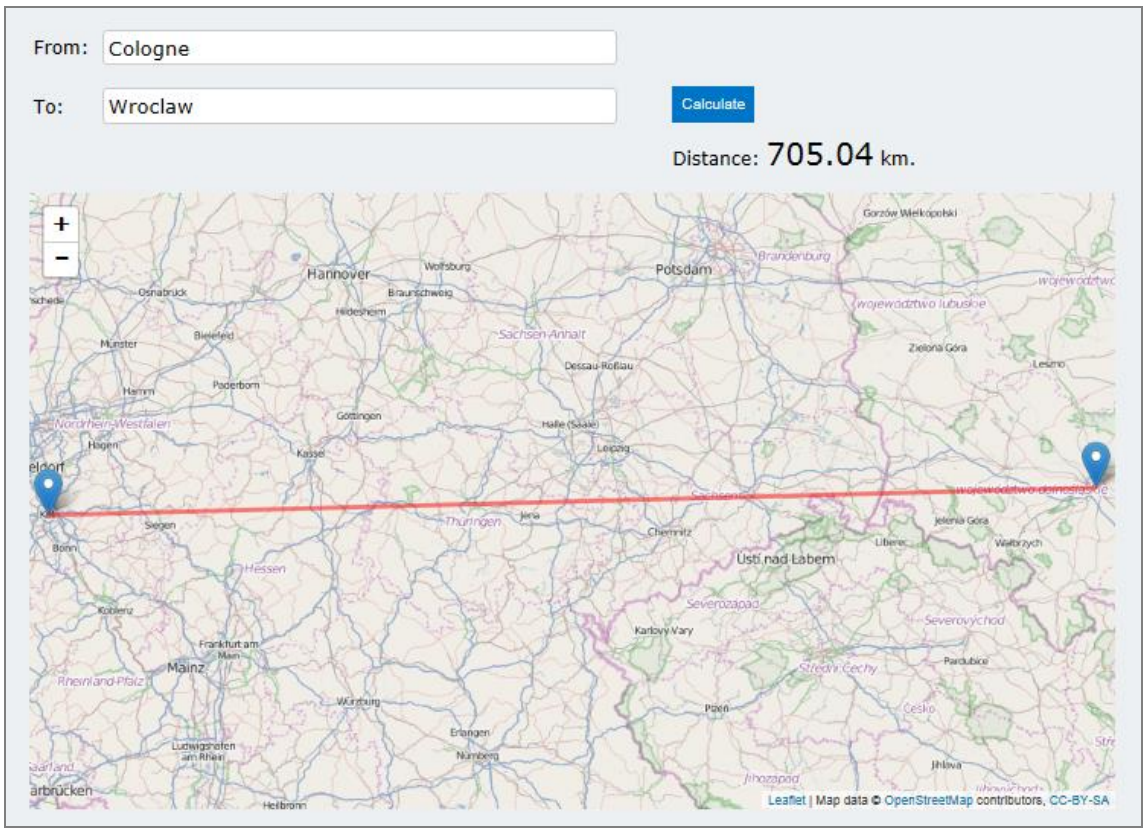
Please note that the distance bands correspond to the distance from the place of origin to the place of destination and not both ways. The unit cost is calculated on the basis

of one way distance; however, the related grant is a contribution to the expenses for travelling in both directions.

How to use the distance calculator

In order to use the calculator, you should:

1. Begin typing a location in the "From:" box when provided with the list of locations, click on the correct one.
2. Repeat the procedure for the "To:" box.
3. Click "Calculate" to obtain the distance, provided in kilometres.



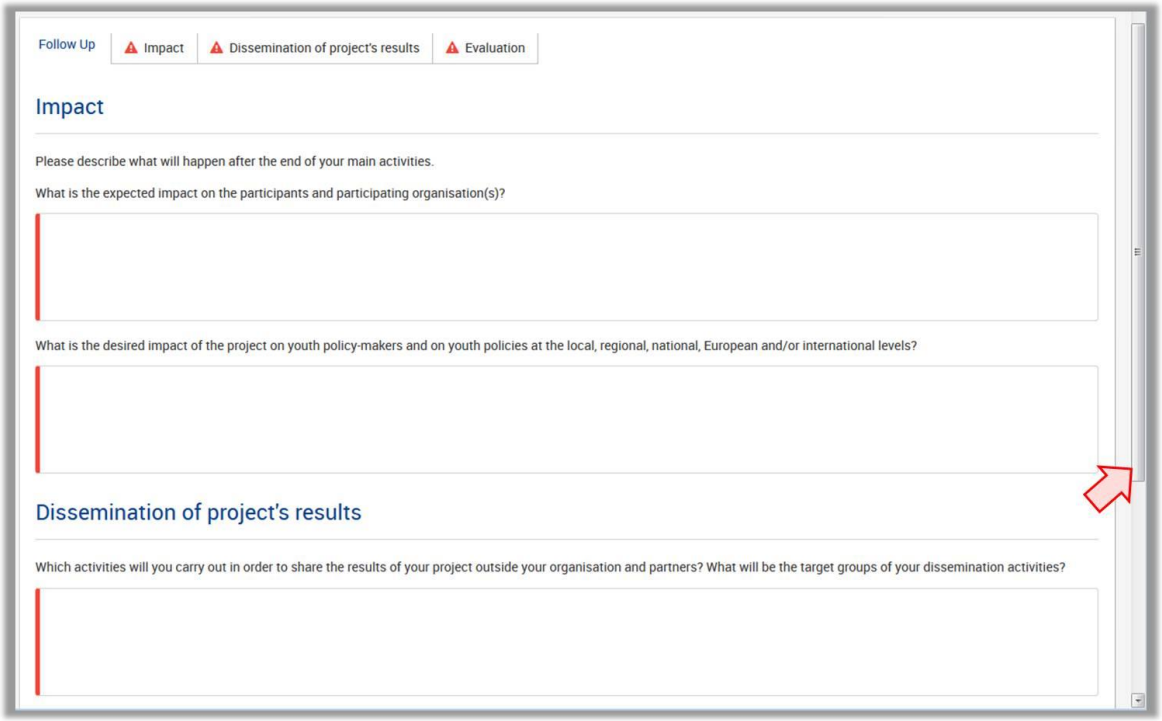
Please note:
You must choose a specific city, town, or village and not a country. If you do not click on an option in the "From" and "To" boxes, no result will be displayed.
If you receive a distance of NaN, please refresh your page and follow the instructions on the site. http://ec.europa.eu/dgs/education_culture/tools/distance_en.htm

For detailed information on the funding rules, please consult the Erasmus+ Programme Guide.
If you are having difficulties viewing the distance calculator, you can access an alternate version on this site http://ec.europa.eu/assets/eac/erasmus-plus/distance/dc_en.html

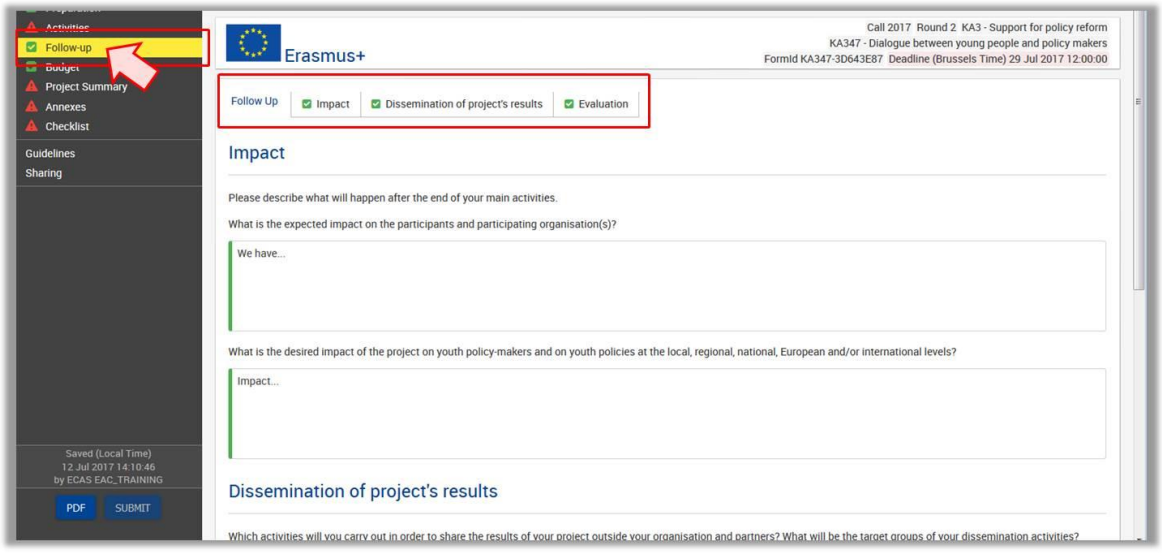
Section 7: Follow Up

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

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

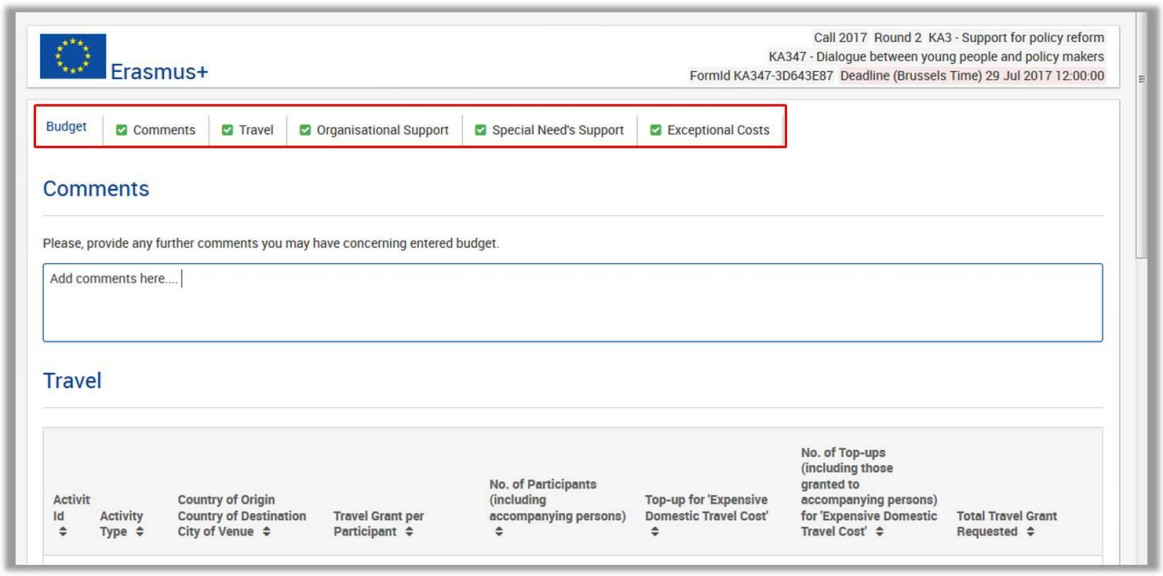


Once complete, the "Follow-up" tab in the left hand side of your screen will be marked with a green check.



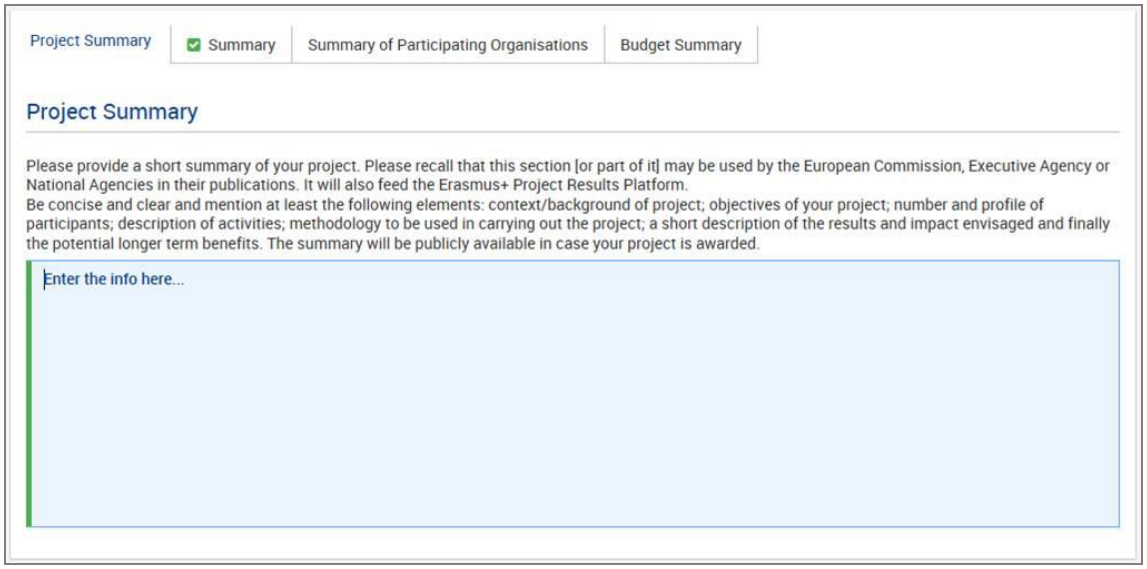
Section 8: Budget

All information under the **BUDGET** tab is read only and automatically filled in.
It summarizes all costs for the project. You will see the cost for specific concepts depending on the application such as **Travel, Organisational Support, Special Need's Support** and **Exceptional Costs**.



Section 9: Project Summary

In this section you should provide information on your **Project Summary.**



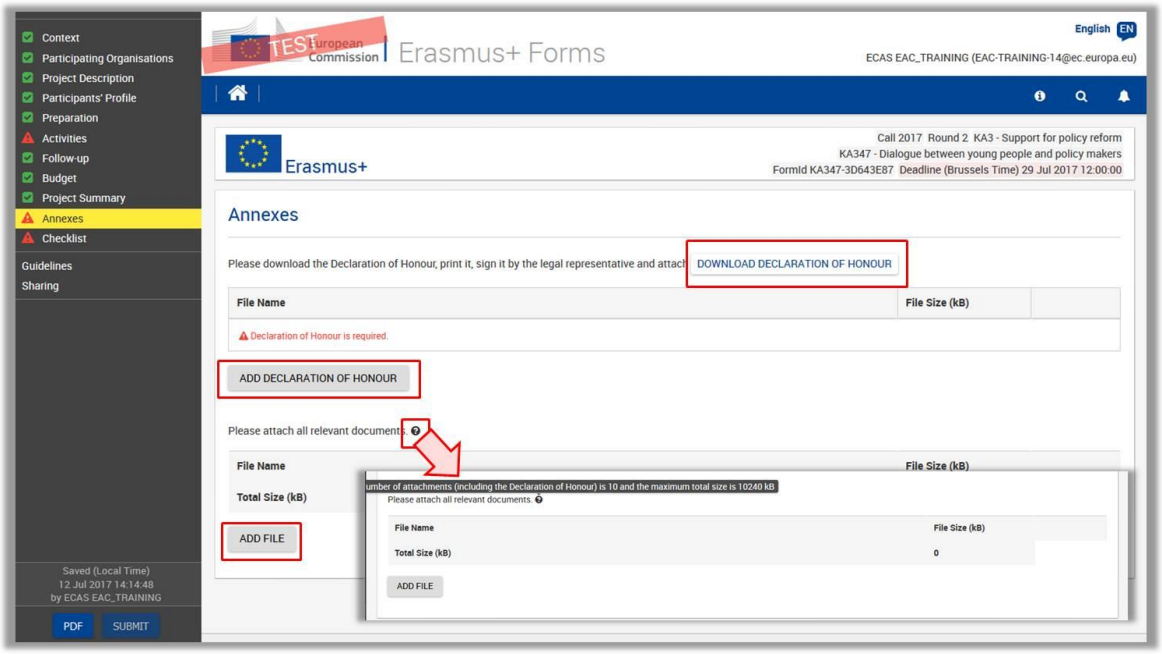
The **Summary of Participating Organisations**, **Summary of Activities and Participants**, **Budget Summary** and **Project Total Grant** are read only and pre-filled in. All data is taken from the previous information provided in your application.

Once complete, the "Project Summary" tab in the left hand side of your screen will be marked with a green check.

Section 10: Annexes

You need to attach some files to your application. This is done via the **Annexes** section of your application. Mandatory files to submit your application are:

- **Declaration of Honour**
- **Timetables of activities to be implemented**



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.**

1. You have to download it via the **DOWNLOAD DECLARATION OF HONOUR** button.
2. **Print** it and **have it signed** by the person who is legally authorised to represent your organisation. Please note that the document will be downloaded in the language which is chosen on the right top corner of your application.
3. Once signed, **scan** it and upload it via the **ADD DECLARATION OF HONOUR** button
4. Please check if your National Agency accepts digital signature. If yes, you could use it.

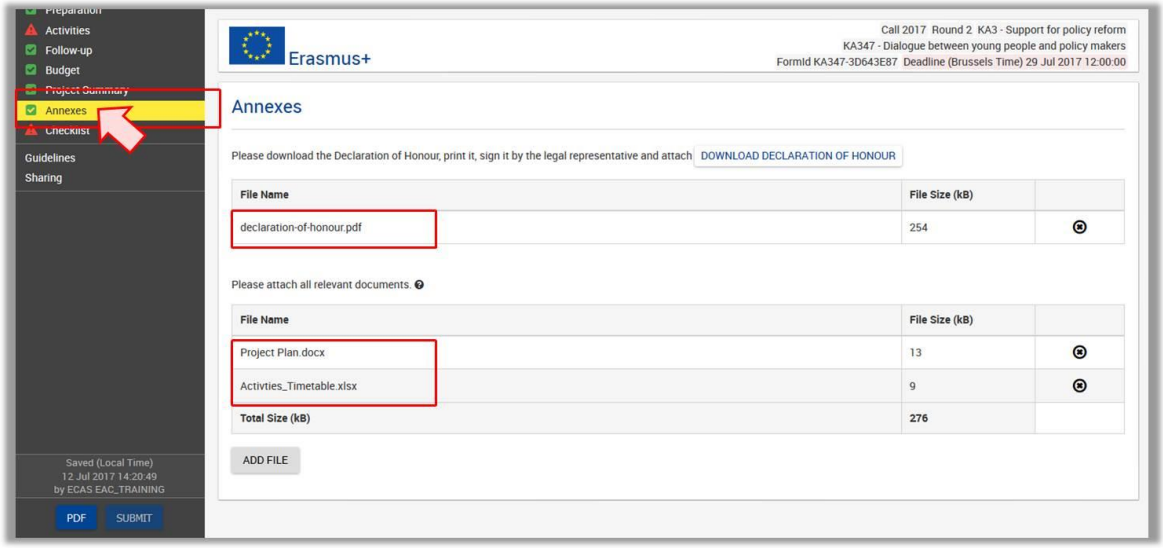
Annexing a Timetable of Activities

If you plan to organise several activities within the same 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.

Alternatively you can
1. Fill-in a timetable for each activity in a single excel document with one activity per worksheet
2. Attach the excel file containing all activity timetables.

This way you can fit with available slots for annexes.
The same procedure must be followed for attaching the mandates of participating organisations involved in the project.
Once the Declaration of Honour has been attached, the "Annexes" tab in the left hand side of your screen will be marked with a green check.

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.



Please note:
In case you are applying for a grant exceeding 60.000 EUR and your organisation is not a public body or an 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.

Technical guidelines for Annexes

There are some constraints for adding annexes, such as the allowed number of attachments, the file types used and the total size of all attached files.

- Maximum number of files: 10
- Maximum size of all files combined: 10,240 kB; meaning you can have files of different sizes as long as their total combined size does not exceed this limit.

If you do exceed those limitations your form will not be valid and you will be unable submit the application.

File types allowed are:

- 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)
- CDOC,DDOC,BDOC (electronic signature)

Tip:
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 10 available slots for annexes. An example would be the participating organisations' mandates. You can perfectly group all scanned mandates into a single PDF file and attach it to the form.

Some advice on how to decrease the total size of documents

Often the big size of a document is due to images. These images can be a direct file or attached inside a document like a Word document or PDF document.

- Before implementing any of these following solutions, please make a backup copy of your documents.
- After applying the solutions, please check the quality of the result and be sure that the documents are still readable without difficulty.

There are a lot of free online tools to compress i.e. big PDF files. You can easily find those by searching "compress PDF file" on the internet. You can use the most convenient one for your criteria: using your language, with more or less warranty of confidentiality, and so forth.

DOC/DOCX Word document with image embedded
Recent versions of MS Word have an option to compress one selected image or all images in the document. The place of this option is changing from one version to another, so we cannot explain here how to reach it. Please have a look on your documentation or on Internet for your specific version.

ODF documents
Since version 4.0, Libre Office has the option to compress all images like Microsoft Word.

Scanned documents

If you still have the original file, you can consider rescanning the document with a lower quality. This can be done by answering these questions:

- Do you need colour? Is grayscale or B/W enough?
- Do you need a good resolution (ppm/ppi)? Generally 300 dpi are enough for images and even less for text.
- Have you saved the file in a compressed format?
- Depending on the tool you use it could be difficult to know the answer and you may need to make some different tests to compare the resulted file size.
- Please note that *.JPG is a compressed image file format.
- The output in PDF could be compressed or not (if it is not compressed, you can apply the solution above).

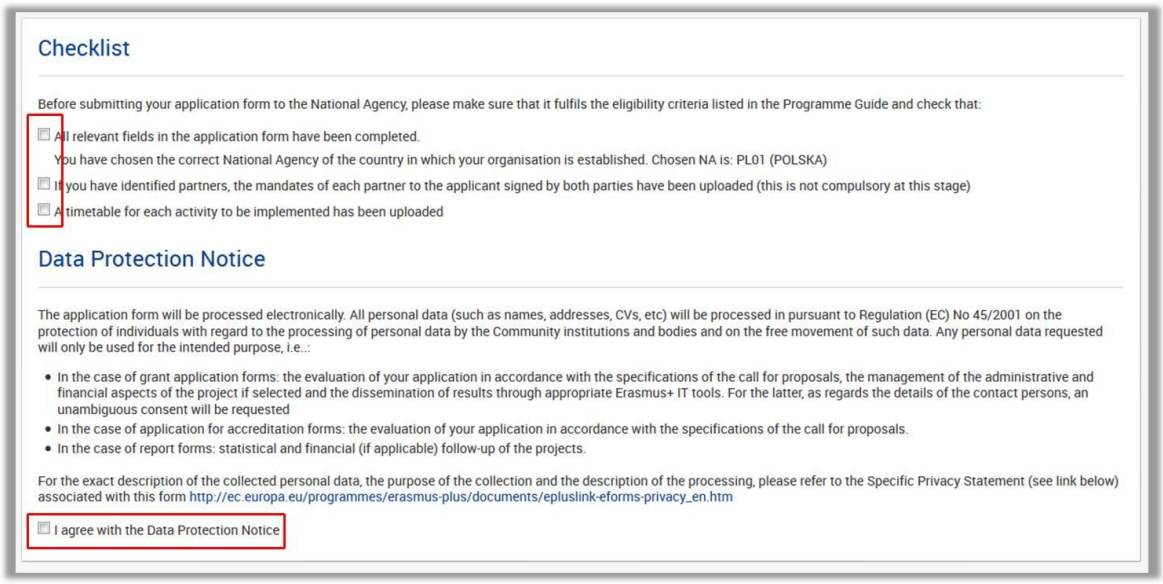
Remember

Any additional effect to reduce the size of your documents will also make the submission faster as less data is needed to transfer your data online.

Section 11: Checklist

After you have completed the application form you need check the points listed in the **Checklist** to make sure that your application fulfils all basic requirements before submitting it to the National Agency.

Review all the items and tick the check boxes accordingly.



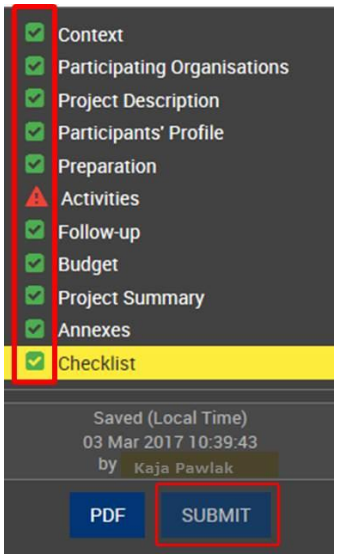
Once all fields have been ticked, the "Checklist" tab in the left hand side of your screen will be marked with a green check.

Submitting an application

If all sections of your application form are valid (marked with a green check) and you annexed all documents needed, you can submit your form to your National Agency.

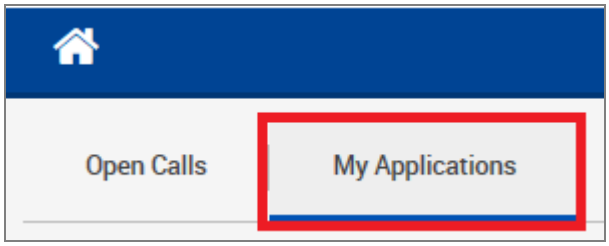
The submission of an electronic application form is done by using the **SUBMIT** button on the left hand bottom of the screen.

Note: This button will only be active if all sections in your applications are filled in completely and marked with a green check.



Submission history

The **Submission History** you will find in tab **My Applications.**



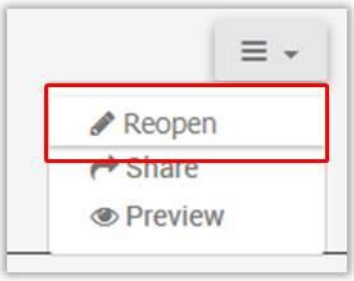
Applications to the National Agency can only be done online. You don't have to send a printed version of the application, nor of the attachments. The print option available in the web form is intended for your own use.

Submitting the application more than once

The form will keep track of all your submissions and their status in the table **Submission Summary**.

The **Time column** shows you the date and time at which you submitted your form according to the Brussels time zone.

If you want to do any changes before submitting the form or after submission but before the submission deadline, Use the **MENU** button next to the application, select **Reopen** and the form will be open for editing.



Late submission of the application

If you miss the official application deadline you will not be able to apply.

However, an exception can be 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 that case your National Agency may still consider your application, if the following three conditions are met:

1. The date and time of your last submission attempt as mentioned in the electronic application form **Submission Summary** section 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 unmodified after your submission attempt.

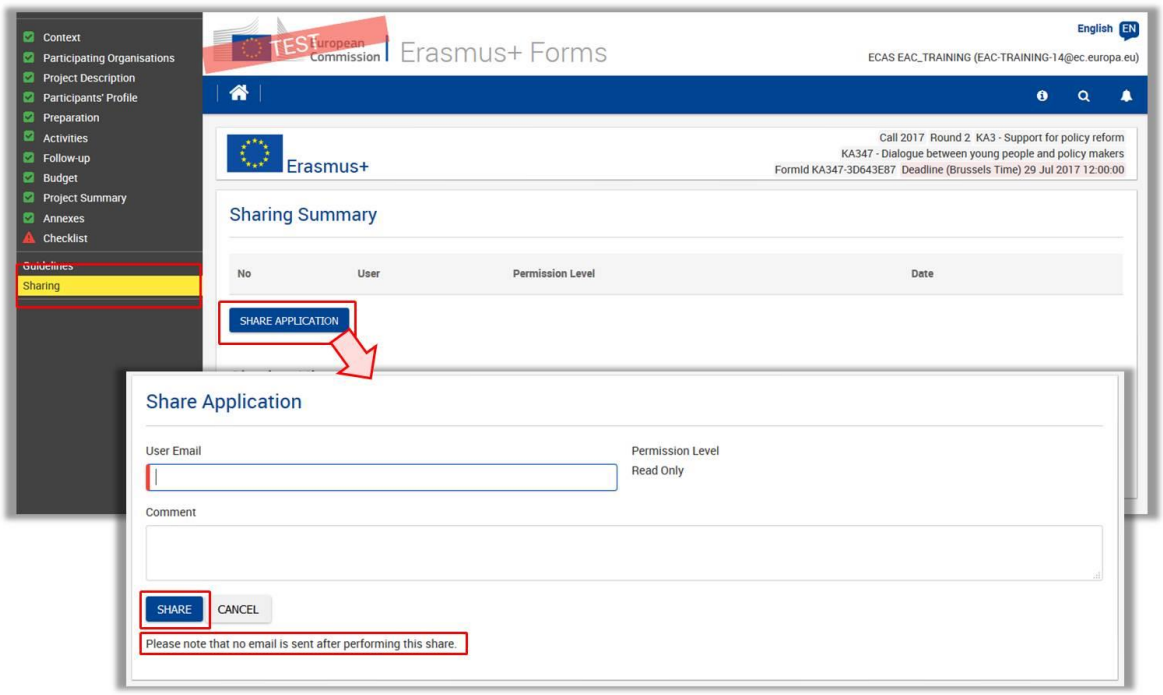
Sharing an application

You have the possibility to share the application as read only to your colleagues or partners by entering the email of the person whom you give access to. Please note that any person accessing the form will need an EU login account for the email you entered.

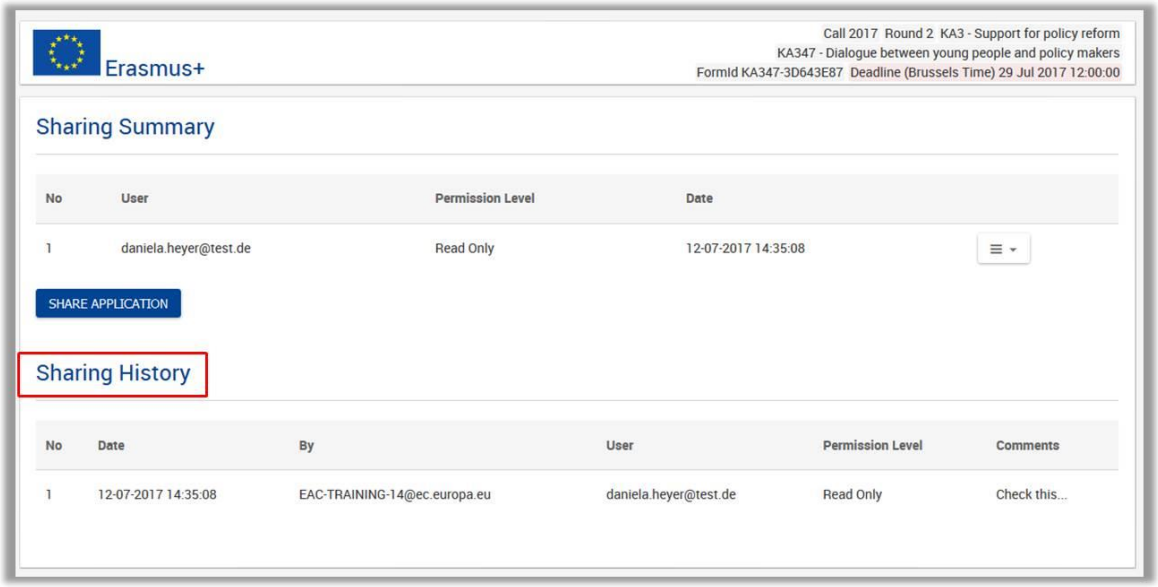
1. Click **Sharing History** in the left side menu
2. Click **SHARE APPLICATION**
3. Enter the **User Email** and a Comment (not mandatory)
4. Click **SHARE**

Important:
If you are a new user, you must create an EU Login account before accessing the WEB application forms. Please use the following link
https://webgate.ec.europa.eu/cas/eim/external/register.cgi
More information is available under
http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/eu-login-information_en.pdf

Important:
Please note that in the first version of the form no emails will be sent on the user and you will need to inform the user yourself.



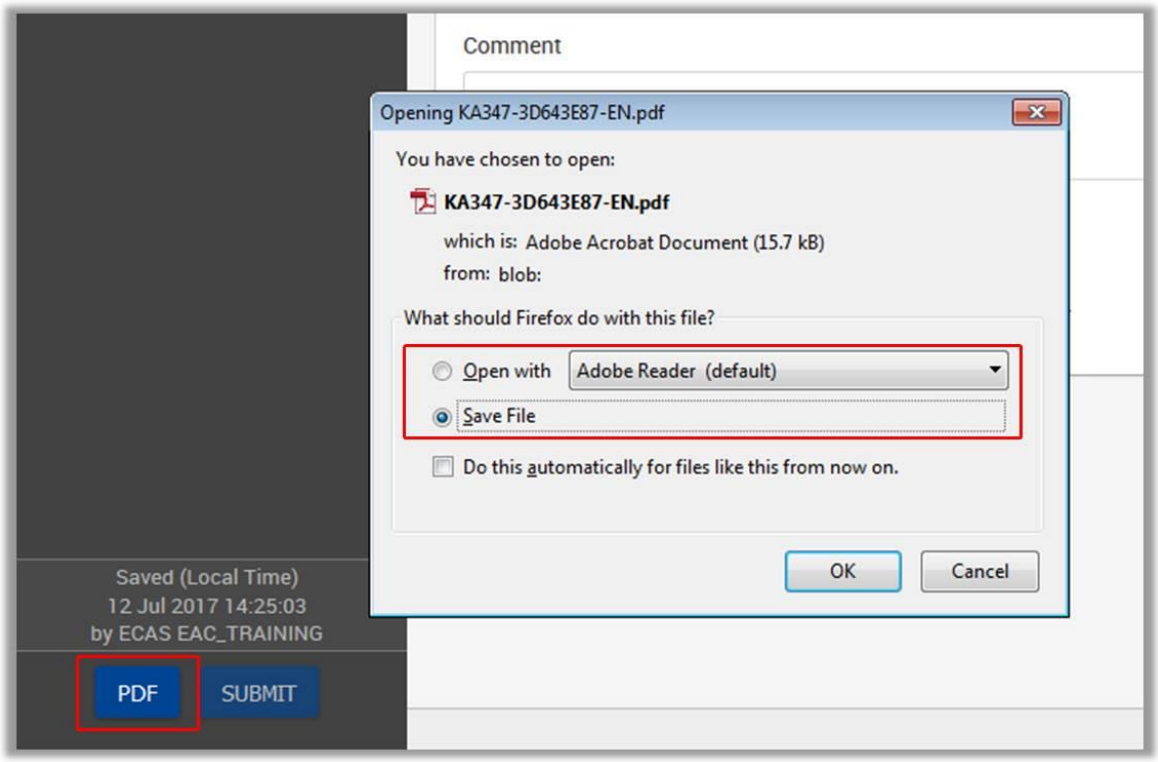
Once the application has been shared, it will show under the **Sharing History.**



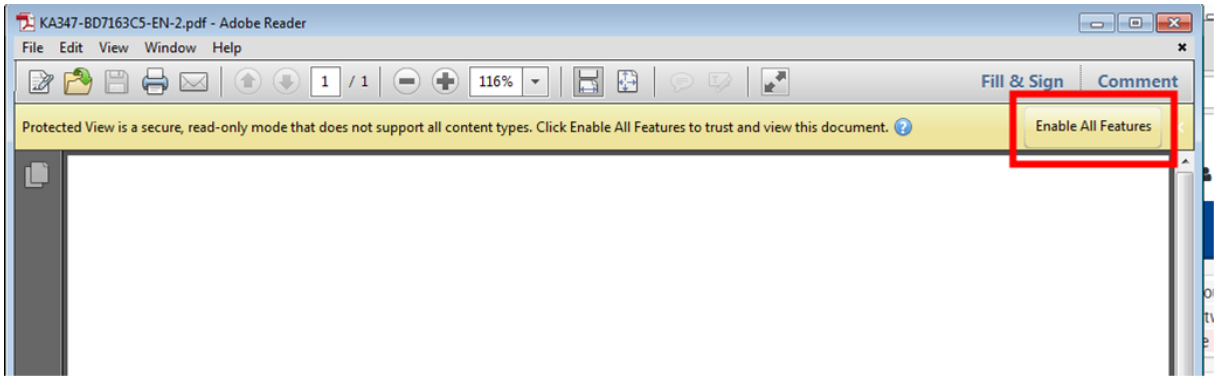
You can also share your application from the "My Applications" tab in the home screen.
Use the **MENU** button next to the application you want to share, select **SHARE** and enter the contact details.

Print PDF

You can print the application as PDF by using the button **PDF** which you will find at the left corner of the screen.



Please click "**Enable all features**" in order to have the application filled in and all information visible.



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  from the delegations in non-EU countries (http://eeas.europa.eu/delegations/index_en.htm);
  by contacting the Europe Direct service (http://europa.eu/europedirect/index_en.htm) or
  calling 00 800 6 7 8 9 10 11 (freephone number from anywhere in the EU) (*).

  (*) The information given is free, as are most calls (though some operators, phone boxes or hotels may charge you).

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Guidelines for completing WEB application for KA347 - Dialogue between young people and policy makers

Erasmus+

European Commission

Guidelines for completing WEB application for KA347 - Dialogue between young people and policy makers

Update 01/08/2017

Directorate-General for Education, Youth, Sport and Culture

2017

EN

How to fill the electronic application form (KA347)

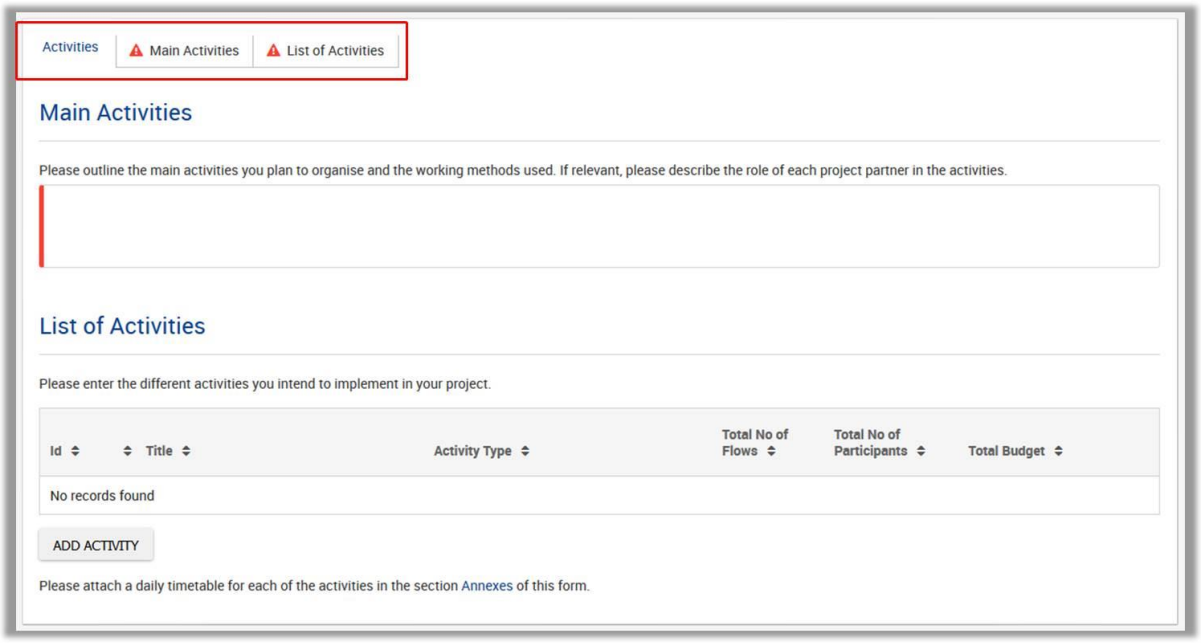
Concerning KA347, there are some differences regarding the main sections described above as part of the general guidelines that need to be filled-in for the application. Once the user clicks on APPLY button, the following sections are displayed (see the differences highlighted in bold):

- Context
- Participating Organisations
- Project Description
- Participants' profile
- Preparation
- **Activities**
- Follow- up
- Budget
- Project Summary
- Annexes
- Checklist

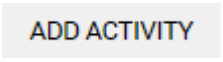
In this chapter, you can find below, the specifications from a user perspective regarding the sections that have particular content or behaviour different from the general specifications described in the first chapter of the guidelines.

Section: Activities

In this part of the application, you will encode information about the main activities of the project, including the amount of EU grant that you are requesting to implement them. In the first step you have to answer the question on the **Main Activities**.

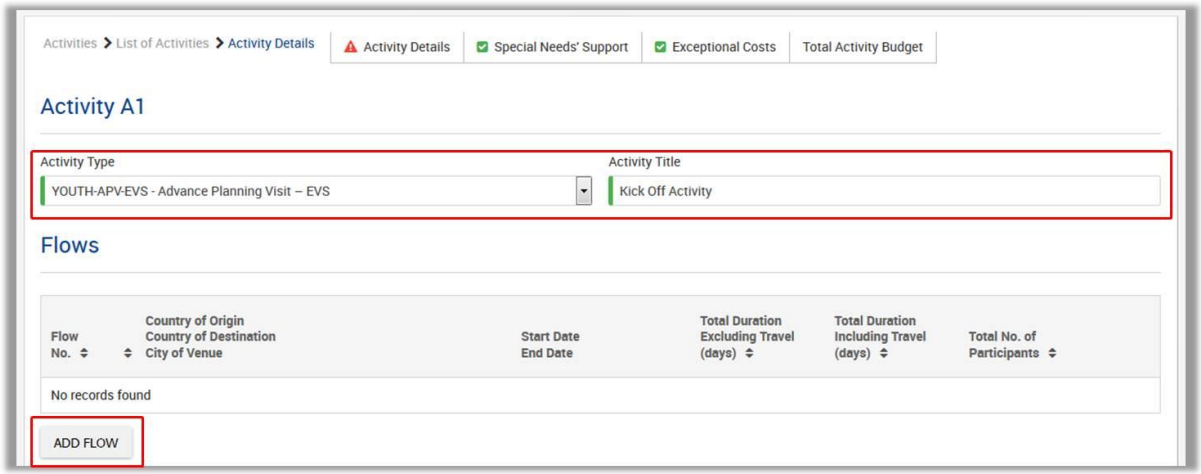


Then you can start encoding each one of the activities you plan to implement in your project by clicking the **ADD ACTIVITY** button.



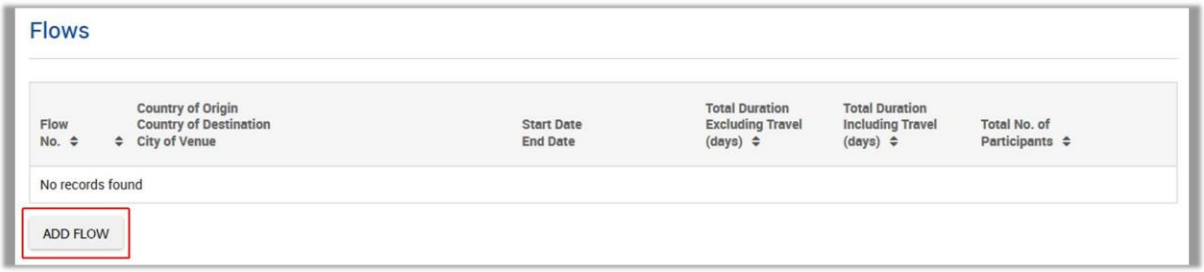
Activity Details

The first step when starting to fill in the "Activities details" screen is to select the **Activity Type** from the drop down list. Then, enter your **Activity Title.**



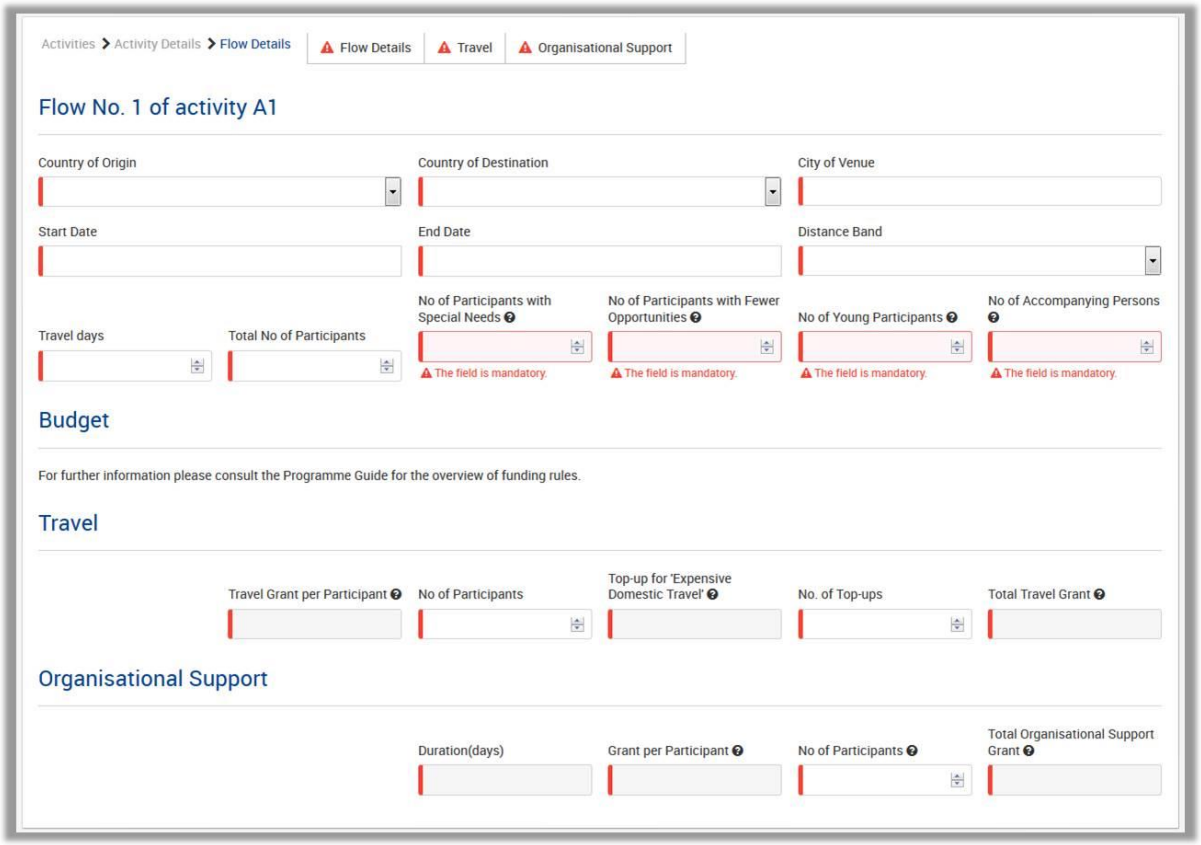
Flows

The **ADD FLOW** button becomes available once Activity Type and Activity were entered in the form.
You can start encoding the flows of your Activity by clicking the **ADD FLOW** button.



In the newly opened window you can now specify the following details:

- Country of Origin
- Country of Destination
- City of Venue
- Start Date, End Date
- Distance Band
- Travel days
- Total No of Participants
- No of Participants with Special Needs
- No of Participants with Fewer Opportunities
- No of Young Participants
- No of Accompanying Persons



Distance Band

*Distance Band calculation (see common section content "**part 6: Activities**" of General Requirements for KA347, KA205, KA105)*

Travel days

The distance band calculator calculates the 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.

Invalid flow duration for a given activity type

Each flow within an activity type is constrained by several rules that guarantee the respect of the eligible duration per type of activity.

Please make sure you do not enter duration under the minimum or over the maximum allowed.

Budget

Now that you have entered the details for flow, it's time to look into the budget section where the funds needed to support the flow 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 instead indicate the number of units (number of days or number of participants) for a given grant item.

Based on that number, the application then calculates automatically the grant amount that can be requested, multiplying the number of units with the unit cost concerned.

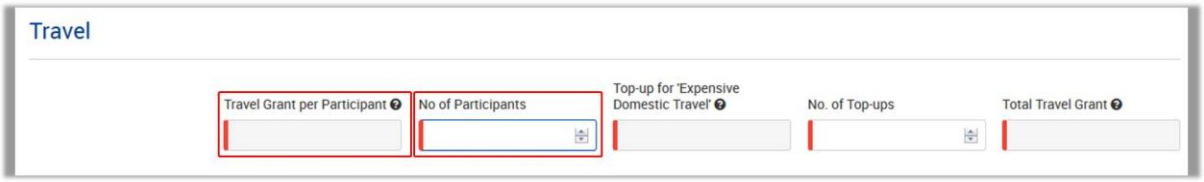
You can find all information in the Programme Guide to verify the type of costs eligible under each grant item, the unit cost levels and rules of allocation.

Travel

You need to specify how many participants will receive a grant for travel and how many participants will receive Top-up for Expensive Domestic Travel.

To do this, enter the mandatory fields **No of Participants** and **Participants Receiving the Top-up**.

The fields **Travel Grant per Participant**, **Top-up for Expensive Domestic Travel** and **Total Travel Grant** will be automatically filled in.



The application will retrieve the proper travel grant per participant based on the encoded distance band for the flow.

If duly justified in the application form, a participant can be entitled to receive two top-ups for expensive domestic travel costs to participate: one to reach a main HUB/airport and/or a train/bus station within the country of origin and one more to reach a remote final destination within the receiving country. If a participant receives two top-ups, then he should be counted twice when calculating and encoding the number of participants receiving the top-up.

Some participants may not need to receive a grant for travel purposes. In that case you can decrease the **No. of Participants** and fund less than the total number of participants indicated previously:

Organisational Support

You also have to specify how many participants will receive a grant for **Organisational support**.

Enter the amount of people in the **No of Participants** field. The other fields will be updated automatically.

Please note that here you can request funding for a lower number of participants by changing the units which in this case are the number of participants.

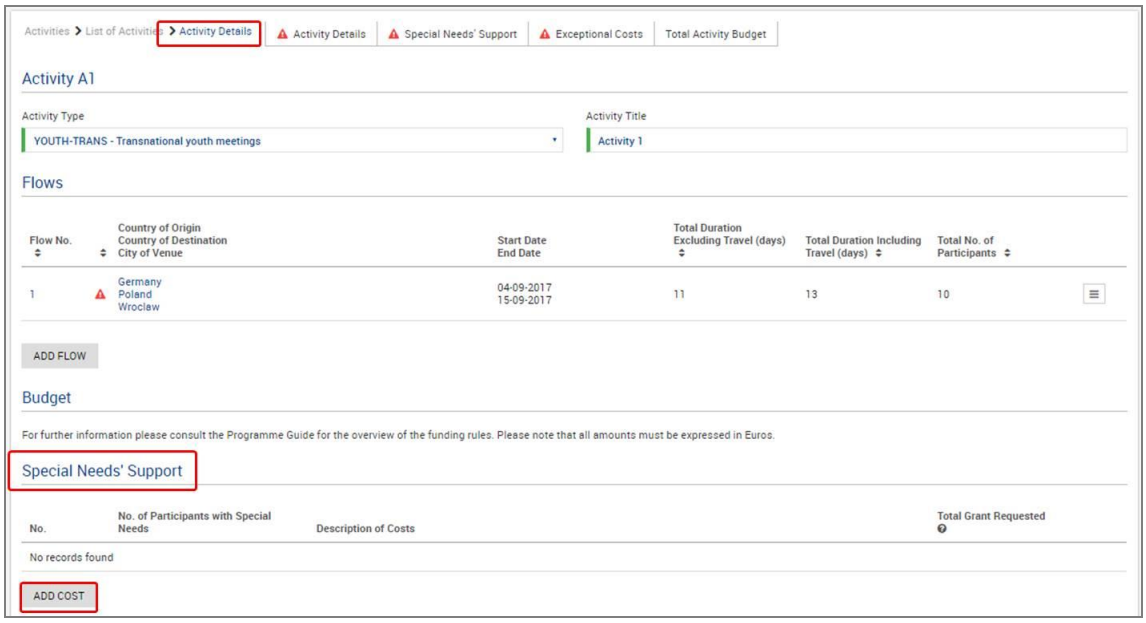
The application will retrieve the proper grant per participant based on the County of destination and calculate the total Organisational Support grant based on duration and number of participants.

Special Needs' Support

This budget section is different from the ones mentioned above: the application will not perform any automatic calculations. You have to indicate the additional amount you wish to receive as a grant for those activities that include participants with special needs.

To add the Participants with special needs use the **ADD COST** button in the section **Special Needs' Support** in the **Activity Details** screen for the specific activity.
You will have to enter the number of participants, describe the costs needed and the total grant requested.

Please note:
Participants with special needs refer exclusively to persons with disabilities as specified in the Erasmus+ Programme Guide. The number of participants indicated per activity cannot exceed the total number of participants with special needs mentioned in **Activities' Details** section.



More information can be found on the Erasmus+ Programme Guide. (http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_en.pdf)

Exceptional Costs

As the Special Needs part, this budget section is different from the ones mentioned above: the application will not perform any automatic calculations.

To add exceptional costs use the **ADD COST** button in the section **Exceptional Costs** in the **Activity Details** screen.

You have to indicate the number of participants, describe the costs needed and the total grant requested.

More information can be found on the Erasmus+ Programme Guide.

Once the activity details and flows have been completed for at least one activity, the "Activities" tab in the left hand side of your screen will be marked with a green check.

Guidelines for completing WEB application for KA105 - Learning Mobility of Individuals

Update 17/08/2017

How to fill the electronic application form (KA105)

Concerning KA105, there are some differences regarding the main sections described above as part of the general guidelines that need to be filled-in for the application. Once the user clicks on APPLY button, the following sections are displayed (see the differences highlighted in bold):

- Context
- Participating Organisations
- Project Description
- Participants' profile
- Preparation
- **Activities**
- Follow- up
- Budget
- Project Summary
- Annexes
- Checklist

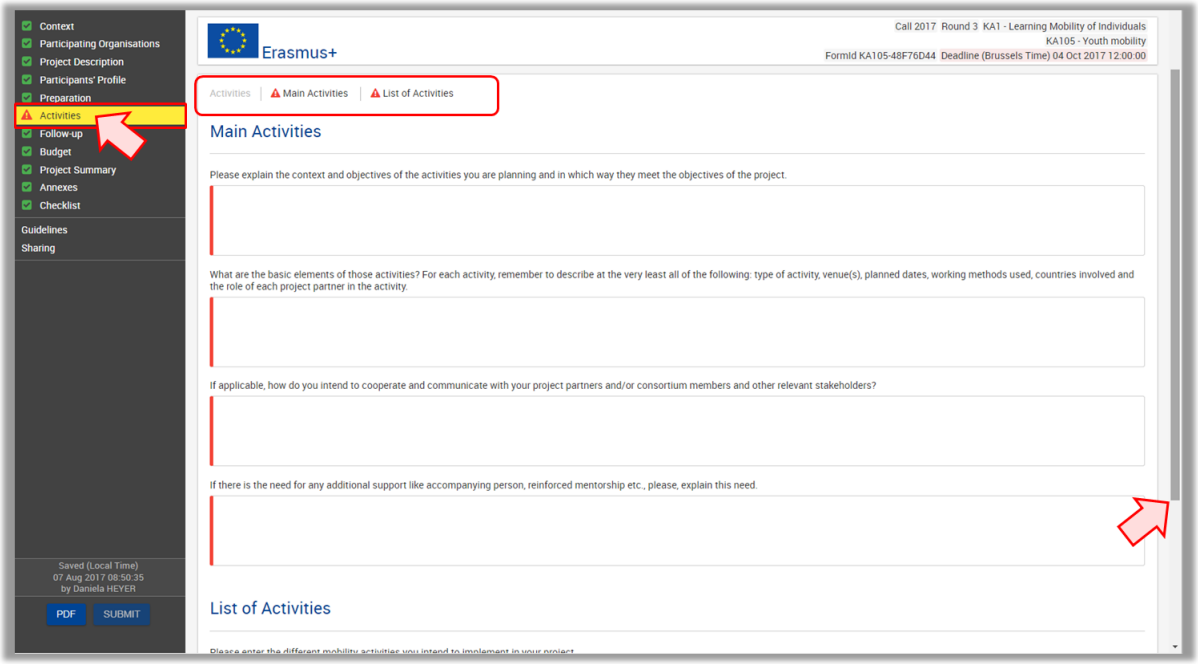
In this chapter you can find below the specifications (from a user perspective) regarding the sections that have particular content or behaviour different from the general specifications described in the first chapter of the guidelines.

Section: Activities

In this part of the application, you will encode information about the Activities you have decided to include in your project.

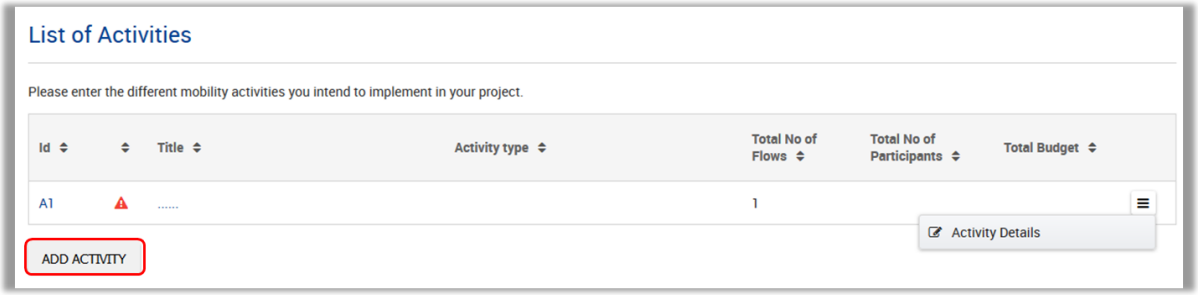
Main Activities

In the first step you have to answer the question on the **Main Activities**.
Then you can start encoding each one of the activities you plan to implement in your project.



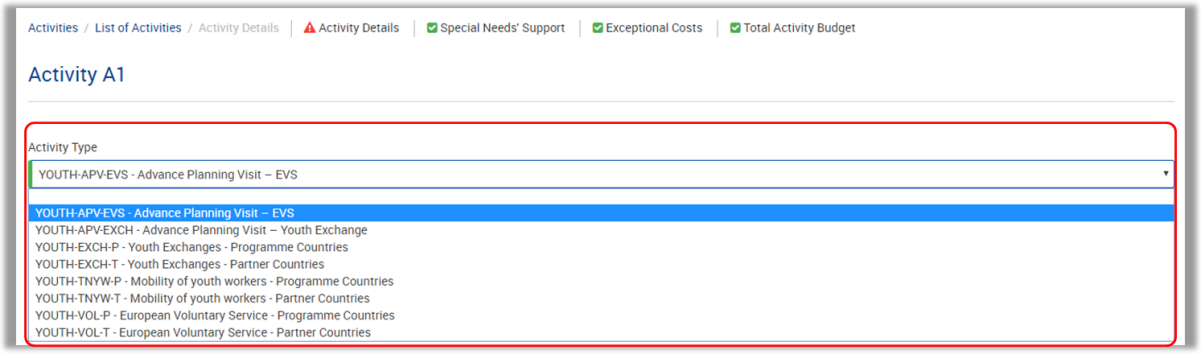
List of Activities

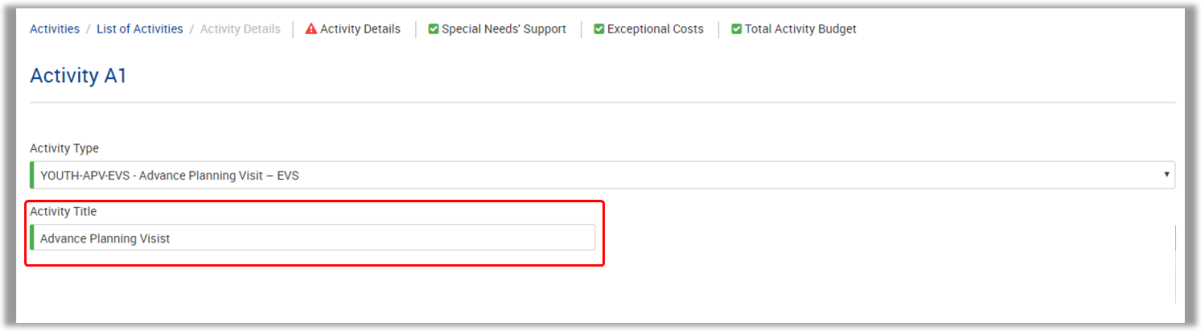
You can start encoding each one of the Activities by clicking the **ADD ACTIVITY** button.



Activity Details

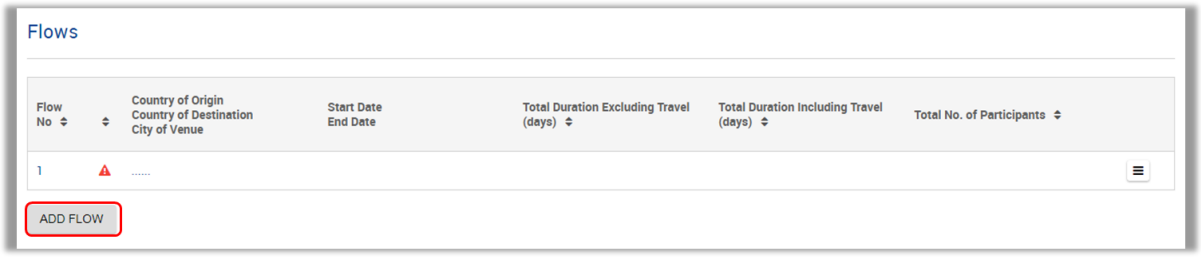
The first step when starting to fill in the "Activities details" screen is to select the **Activity Type** from the drop down list. Then, enter your **Activity Title.**





Flows

You can start encoding the flows of your Activity by clicking the **ADD FLOW** button.

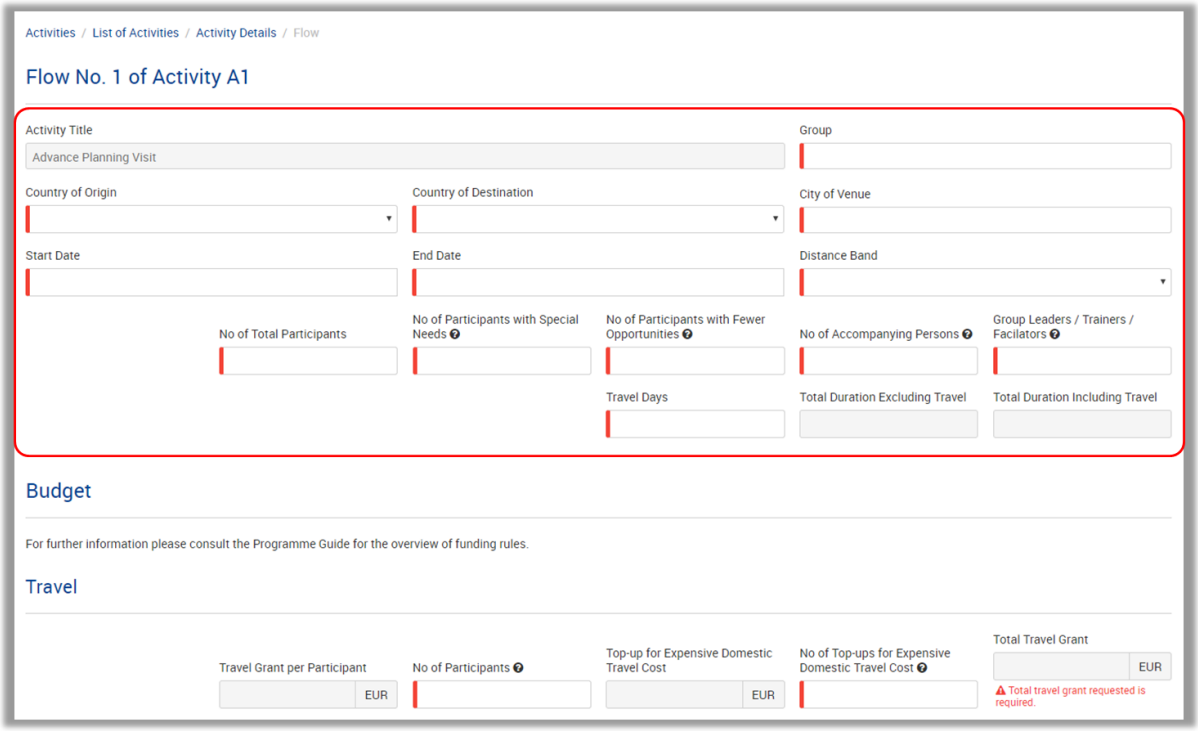


In the newly opened window you can now specify the following details:

- Group
- Country of Origin
- Country of Destination
- City of Venue
- Start Date, End Date
- Total No of Participants
- No of Participants with Special Needs
- No of Participants with Fewer Opportunities
- No of Accompanying Persons
- No of Group Leaders/Trainers/Facilitators

– Travel days

The fields **Total Duration Excluding Travel** and **Total Duration Including Travel** will be automatically filled in.



Flow Budget

Now that you have entered the details for flow, it's time to look into the budget section where the funds needed to support the flow 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 instead indicate the number of units (number of days or number of participants) for a given grant item.

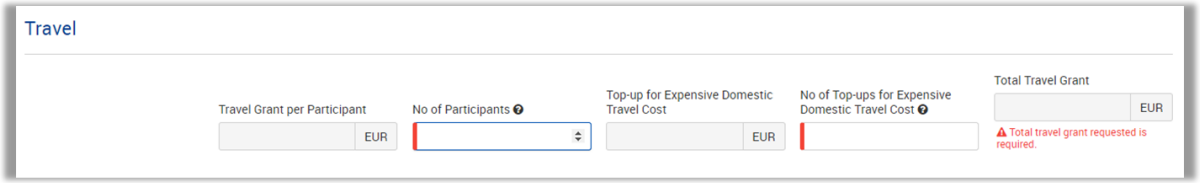
Based on that number, the application then calculates automatically the grant amount that can be requested, multiplying the number of units with the unit cost concerned.

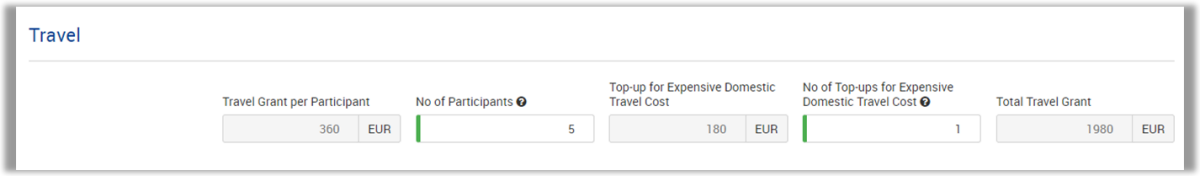
You can find all information in the Programme Guide to verify the type of costs eligible under each grant item, the unit cost levels and rules of allocation.

- Travel Grant

You need to specify how many persons (including accompanying persons) will receive a grant for travel and the No of Top-ups for Expensive domestic travel you want to request.
To do this, enter the mandatory fields **No of Participants and No of Top-ups for Expensive Domestic Travel Cost.**

The fields **Travel Grant per Participant** and **Total Travel Grant** will be automatically filled in.

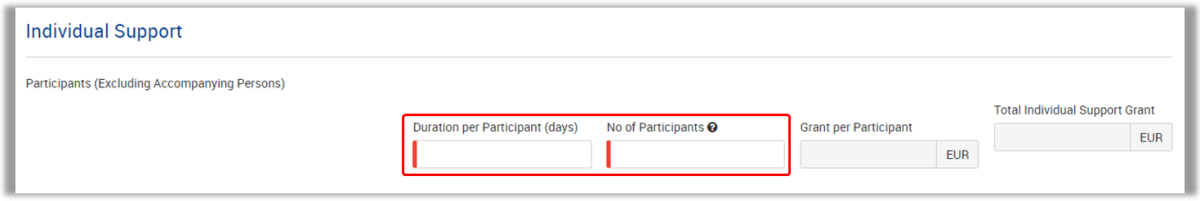




- Individual Support Grant

You also have to specify how many participants will receive a grant for **Individual Support**.

Enter the **No of Participants Requiring an Individual Support Grant (excluding Accompanying Persons)** and the **Duration per Participant** fields. The fields **Grant per Participant** and **Total Individual Support Grant** will be updated automatically.



- Organisational Support Grant

You also have to specify how many participants will receive a grant for **Individual Support**.

Enter the **No of Participants Requiring an Organisational Support Grant** field. The fields **Grant per Participant /Day** and **Total Organisational Support Grant** will be updated automatically.

Budget

After describing the flows of a specific activity, you can find below the Budget section referring to the following concepts:

-Special Needs' Support:

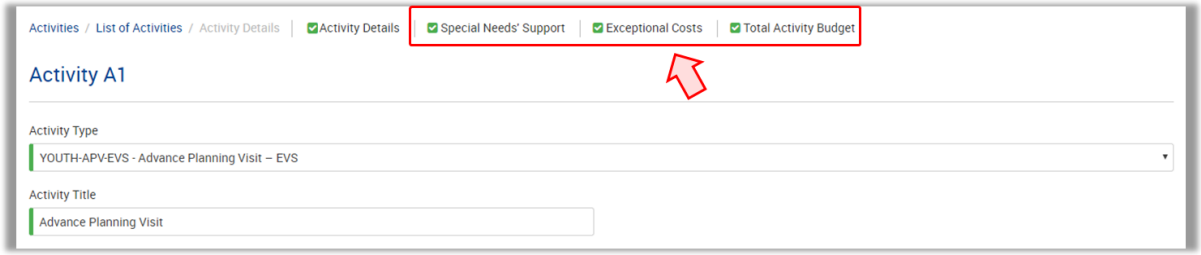
The **No. of Participants with Special Needs** field is prefilled from the activity specifications and editable.

The field **Grant Requested** is calculated by the system**.**

- Exceptional Costs

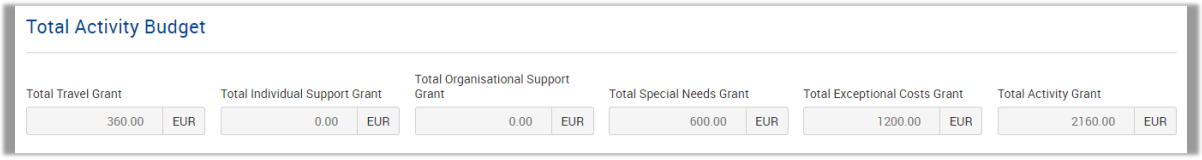
The **No. of Participants (including accompanying persons)** field is prefilled from the activity specifications and editable.

The field **Grant Requested** is calculated by the system**.**



Total Activity Budget

In this section you can find the Total Budget calculated for a specific Activity. All the fields are prefilled and non-editable.



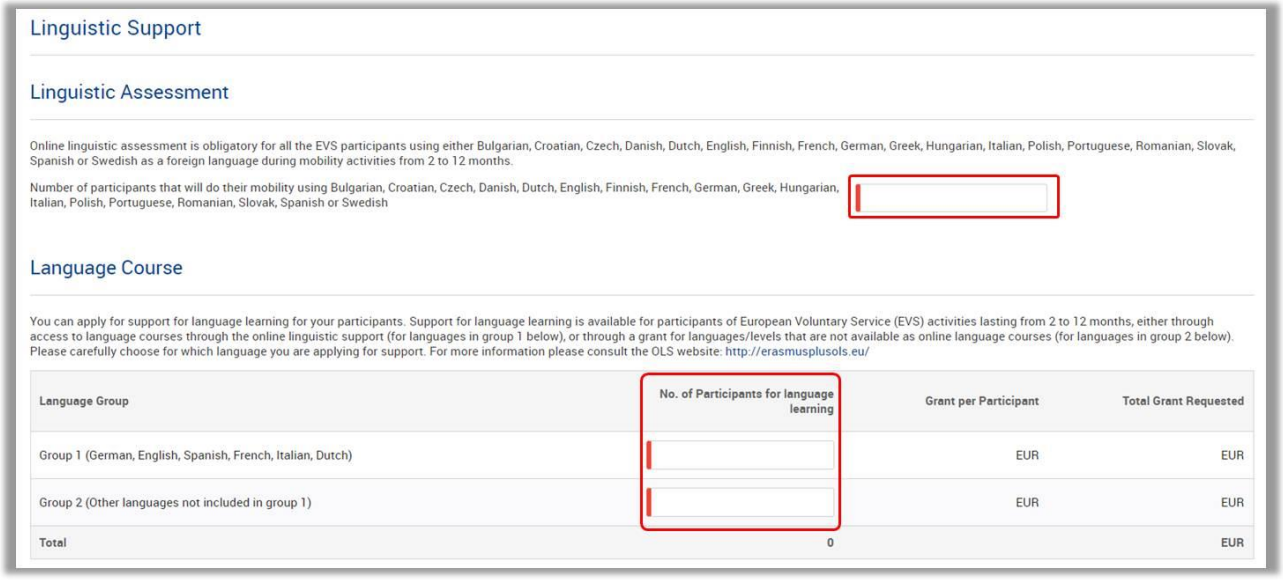
Linguistic Support

In the **Linguistic Support** sub-section of the Activities section you should provide information about two subjects:

- **Linguistic Assessment**: You must specify the number of participants that will do their mobility using one of the languages indicated.

- **Language Course**: You must specify the No of Participants for language learning for each language group you are applying for support.

The system automatically calculates the Grant per Participant and the Total Grant Requested.



Once complete the "Main Activities" description, the "List of Activities" and the "Linguistic Support" sub-sections, in the left hand side of your screen will be marked with a green check.