







ПОДАННЯ ЗАЯВКИ: ОСНОВНІ КРОКИ

Уважно прочитайте оголошення відповідного конкурсу Еразмус+ (Call for proposals) та Інструкції (Programme Guide).

- Зареєструйтесь в електронній базі Європейського Союзу (ECAS - European Commission Authentication Service account / Ідентифікаційної служби Європейської Комісії).
- Заявники та всі партнери повинні зареєструватися на Порталі учасників (Participant Portal) та отримати PIC Participant Identification Code / Ідентифікаційний код учасника.
- Тепер можна працювати над заповнюванням електронної форми (eForm).





НАВІЩО ЦЕ ПОТРІБНО?

- обов'язкова умова участі в реалізації будь-якого проекту, що фінансується коштами ЄС;

- база ВНЗ та зацікавлених організацій у майбутньому партнерстві;

- швидка комунікація з контактною особою будьякої організації, що Вас зацікавить на Порталі Учасника;

- можливість завантажувати аплікаційні форми.



Call for proposals та Інструкції (Programme Guide)

- Уважно прочитайте оголошення відповідного конкурсу Еразмус+ (Call for proposals) та Інструкції (Programme Guide):
- http://www.erasmusplus.org.ua/



Erasmus+ Programme Guide



 <u>http://ec.europa.eu/programmes/erasmus-</u> plus/discover/guide/index_en.htm











Що таке «Participant Portal»?

Єдина веб-платформа для проектів, що фінансуються Європейським Союзом (HORIZON 2020, Erasmus+, Creative Europe та інші).

Відкриває можливості:

- подавати проектні заявки;
- управляти проектами

впродовж всього циклу;

- шукати партнерів;
- послуги підтримки (FAQs);
- підписувати гранти;
- завантажувати документи про організацію.







Зареєструйтесь в електронній базі Європейського Союзу.



- Для цього усі заявники і партнери повинні мати рахунок ECAS - European Commission Authentication Service account / Ідентифікаційної служби Європейської Комісії.
- Щоб створити такий рахунок, відвідайте сайт НЕО в Україні: <u>www.erasmusplus.org.ua</u>





EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)

EUROPA > Authentication Service > Where Are You From?

Authenticates your identity on European Commission websites

What is ECAS?

ECAS is the European Commission Authentication Service. It allows users to access a wide range of Commission information systems, using a single username and password. Once you log in, ECAS will remember you as long as you keep your browser open. During that time, you won't have to identify yourself again, no matter how many online services of the Commission you access.

Where are you from?

Welcome to the European Commission Authentication Service (ECAS).

Choose the institution or body for which you want to log in. Choose "External" if you don't work for a European institution or b and 7 digits.

se "W+7" if you have a special external account composed of y

If you aren't sure, select the "I don't know?" option for help.



European Commission European Commission, Executive Agencies.

External Partners, Researchers, Otizens, I have an account w + 7 digits. Special external accounts.

I don't know? More information about this screen.

Після реєстрації відповідальна особа отримає username (login) та пароль (password).



External

Create an account

Help for external users

| Choose a username | |
|-------------------|---|
| First name | |
| Last name | |
| E-mail | |
| Confirm e-mail | |
| E-mail language | English (en) |
| Enter the code | By checking this box, you acknowledge that you have read and understood the privac |
| | By checking this box, you acknowledge that you have read and understood the privac statement |
| | CREATE AN ACCOUNT |







- Заявники та всі партнери повинні зареєструвати організацію на Порталі учасників (Participant Portal) та отримати PIC – Participant Identification Code / Ідентифікаційний код учасника.
- Сайт НЕО в Україні: <u>www.erasmusplus.org.ua</u>



 РІС потрібен, щоб завантажити аплікаційну форму, а також надалі РІС з'являтиметься на кожній аплікаційній формі.



- Важливо, щоб одна організація (університет, асоціація тощо) мала один РІС, який використовуватиметься для усіх електронних аплікаційних форм проектів ЄС. Можливо, Ваш університет вже отримав РІС. Тоді, Ви можете одразу завантажити електронну форму і почати заповнювати silinch a registered organisation and PIC
- Перевірте чи є
 Ваша організація
 в базі та має РІС:

| Search Term* | Fill the search term | |
|---------------|----------------------|--|
| | precib | |
| Captcha code* | Fill the captcha | |

http://ec.europa.eu/education/participants/portal/desktop/en/org anisations/search.html







КРОК 3

| European C | ommission | 1 > Research & Innovation > Pa | articipant Portal > Home | | | | |
|------------|-------------|--------------------------------|--|---|--------------------------------|---|------------------------------|
| MY AREA | HOME | FUNDING OPPORTUNITIES | HOW TO PARTICIPATE | EXPERTS | SUPPORT - | Search PP | ٩ |
| My Organ | nisation(s |) | | | | | |
| My Propo | sal(s) | | | | | L, | oriz |
| My Proje | ct(s) | | AL AL | | | | UTIZ |
| My Notifi | cation(s) | | | 200 | | | |
| My Form | al Notifica | ation(s) | | | | | |
| My Exper | t Area | On | this site you can find and | 50 | for projects | under the follow | ving EU p |
| | | • : | 2014-2020 Horizon 2020 2007-2013 7th research Research Fund for Coal & S |) - research an framework pro Steel, COSME, S | ogramme (FP7 3rd Health Pro | iramework progr 7) and Competiti ogramme, Consu | amme veness 8 imer Pro |
| | | Nor | n-registered users | | | Registered us | ers |
| | | • : | search for funding | | | • submit your | proposa |
| | | • 1 | read the H2020 Online Ma | nual & downlo | ad the | • sign the gra | nt |
| | | 1 | egal documents | | | • manage you | r project |
| | | • • | check if an organisation is | already registe | ered | • register as e | xpert ad |
| | | • (| contact our support service | es or check our | FAQs | | |



Do you want to continue the registration of your organisation to receive a PIC?

If you started the registration of your organisation in the Commission register some time ago, but did not finalise it - your organisation has not received a PIC number yet - you will not be able to see it above in the section My Organisations. Please continue its registration by clicking on the button that leads you to the registration tool. You may check the information that will be necessary for the registration in the user manual.







✔ Welcome to the Beneficiary's Register

The Registration Wizard will guide you through the process of registration.

✓ Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. ✓ The registration process normally takes about 5-10 minutes to complete. The system will automatically save the information provided during registration in case you want to exit the wizard. Your data will be restored the next time you will access the Beneficiary's Register. ✓ At the end, it will assign and display the PIC (Participant Identification Code) of your organisation.





КРОК 5

European Commission > Research & Innovation > Participant Portal > Beneficiary Register



Please fill in some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

| Legal name * | 0 | Legal name |
|--------------------------------------|---|--|
| Establishment/Registration country * | 6 | Select one |
| Registration number | 0 | Registration number |
| VAT number * | 6 | VAT number |
| | | VAT number not applicable |
| Website | 6 | The format should be www.homepage.domain - for example, www.mycompany.co |
| | | |



КРОК 6



Organisation

Fill in the information related to the organisation you want to register, as stated in your official documents (registration act/statute, VAT extract, etc)

Legal name and status

| Legal name * | 0 | University of Happiness | |
|--|-----------------|----------------------------------|---|
| Describe the legal status of your organisation by selecting the appr | opriate options | | |
| Legal status | 6 | a natural person a legal person | |
| | 0 | non-profit for profit | |
| | 0 | ● private entity ○ public body | |
| | 0 | NGO | |
| Registration data | | | |
| Establishment/Registration country * | 0 | Ukraine (UA) | Ŧ |
| Registration number | 0 | | |
| Registration date | 0 | Registration date dd-MM-yyyy | 1 |
| Registration authority | 0 | | |
| Legal form * | 0 | Select one | • |



| Legal form * | 6 | Select one |
|---------------------|---|---------------------------|
| VAT number * | 0 | |
| | | VAT number not applicable |
| Nace code | 6 | Select one |
| Business name | 6 | |
| Official language * | 6 | Select one |

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Legal Address

Enter the official registered address of the beneficiary

| Region/county | 6 |
|--------------------------|---|
| Street name and number * | 6 |
| P.O. Box | 6 |
| Postal code | 6 |
| City * | 0 |
| Main phone * | 0 |
| Fax | 0 |
| Secondary phone | 0 |
| Website | 0 |
| | |

| Select one |
|---|
| |
| |
| |
| |
| Expected format: +CCCNNNNNNNNNNNNNNSBBBB |
| Expected format: +CCCNNNNNNNNNNNNNNSBBBBB |
| Expected format: +CCCNNNNNNNNNNNNNNSBBBB |
| The format should be www.homepage.domain - for example, www.mycompany |



Contact information

Until the <u>LEAR of the organisation</u> has not been validated, the Commission will use this information to contact you and send automatic e-mail notifications about the actions to do. You have the so-called <u>Self-Registrant role</u> on the Participant Portal.

КРОК 7

- Is ______ the contact person?
- Title
- Position
- Department
- Professional e-mail
- Gender
- First name, Last name
- Adress, Main phone





| Welcome | Identification | Organisation | Contact | Summary | Success |
|---------|----------------|--------------|---------|---------|---------|
| | | | | | |
| | | | | | |

All required information has been provided. The Registration process is almost completed. Before submitting your data to the system, please take a minute to review the information.







КРОК 9

Після отримання PIC, на Participant Portal також необхідно завантажити певні документи відповідно до вимог конкурсів кожного напряму.

<u>Наприклад</u> (відповідно до Key Action 2 - Capacity building in the field of Higher Education) потрібно завантажити:

- Заповнену Legal entity form (дані про юридичну особу) та разом з нею Статут організації (з завіреним перекладом на англ.мову), що виступає заявником та/або партнером http://ec.europa.eu/budget/contracts grants/info contracts/legal entities/legal entities en.cfm;
- Financial identification form (інформацію про банківський рахунок), що має бути завірена печаткою банку (для заявників) http://ec.europa.eu/budget/contracts grants/info contracts/financial id/financial id en.cfm
- Інформація про фінансовий стан (баланс за останні два затверджених звітних періодів (<u>тільки для заявника - приватні організації</u>)
- VAT registration / Certificate of VAT Exception (Номер та копія свідоцтва платника ПДВ).



Детальна інформація щодо обов'язкових додатків (Key Action 2 - CBHE) за посиланням: <u>http://eacea.ec.europa.eu/erasmus-plus/funding/capacity-</u> <u>building-in-field-higher-education-eaca042015 en</u>

| Call notice | Compulsory annexes | | | | | | |
|---------------------|--|--|--|--|--|--|--|
| Guidelines | <u>Templates of annexes to be completed and uploaded with the e-Form:</u> 1. Detailed description of the project 📄 en fr 교 2. Budget tables 🗟 en 도니아 | | | | | | |
| How to apply | | | | | | | |
| Eforms | 3. Declaration of Honours 🖺 en fr de 4. Mandates 🖺 en fr de | | | | | | |
| Annexes | A To open the document "budget table", please right click on the words "en", "fr" or "de" (depending on the language you are filling the form) and select "save target as" or | | | | | | |
| Distance calculator | "save link as" to download the document. When saving the file on your hard disk, please choose the file extension, yism to | | | | | | |
| Contacts | activate the macros necessary to add/delete rows in the file. | | | | | | |
| | Documents to be uploaded in the Participants' Portal: | | | | | | |
| | 1. Legal entity form and its annexes for all the partners | | | | | | |
| | 2. Financial identification form duly completed and certified by the bank – for | | | | | | |
| | applicant organisation only | | | | | | |
| | 3. Financial capacity form including Profit and loss accounts and the Balance | | | | | | |
| | organisations) | | | | | | |



Паралельно з підготовкою аплікаційної форми та періодом оцінювання заявки важливо завершити валідацію РІС (VALIDATION), тобто завантажити відповідні документи з перекладами англ.мовою, призначити LEAR і надіслати відповідні додаткові документи з перекладами:

• LEAR Appointment Documents:

- LEAR appointment letter
- Letter with roles and duties of LEAR
- копія паспорту LEAR
- Копія паспорту Authorized Person
- документ, що підтверджує право підпису
- Ліцензія від МОН
- Свідоцтво про реєстрацію
- Та інші...





CONGRATULATIONS!!!

My Registered Organisations

| LEG | END | | View Organisatio | n MC | Modify Organisation | ОР | Organisation Proposals | 1 | OR View Roles | VP Orga Proje | nisation cts | CO Conta Organ | ct iisation |
|---------|---------|------|---------------------|------|------------------------|----|---------------------------|---|------------------|------------------|-----------------|-------------------|----------------|
| Show | 10 | ۲ | entries | | | | | | | | Search | | |
| | LEG | AL | NAME | ۵ | PIC | 0 | VA | г | \$ | STATUS | \diamond | ACTIO | N 0 |
| Univer | sity of | Hap | opiness | 9 | 23715772 | | | | DEC | LARED | V | омо | |
| Showing | g 1 to | 1 of | 1 entries. | | | | | | | ← PR | EVIOUS | 1 N | EXT → |

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CONTINUE REGISTRATION



Як завантажити електронну форму (<u>eForm</u>)!!!







Supporting projects and activities in the fields of education, training, youth and sp



| Calls for proposals | Actions | Status | Deadline for application | Call reference |
|--|---|--------|-------------------------------------|-------------------|
| Jean Monnet Activities 2016 | Erasmus+, Jean Monnet, Jean Monnet Chairs, Jean Monnet Centres of excellence, Jean Monnet support to associations, Jean Monnet Modules, Jean Monnet Networks, Jean Monnet Projects | Open | 25/02/2016 - 12:00 (CET/CEST) | EAC/A04/2015 |
| Capacity Building in the field of youth - 2016 - Round 1 | Capacity Building in the field of youth | Open | 02/02/2016 - 12:00 (CET/CEST) | EAC/A04/2015 |
| <u>Capacity Building in the Field</u> of Higher Education EAC/A04/2015 | Erasmus+, Key Action 2: Cooperation for innovation and the exchange of good practices, Capacity-building in higher education | Open | 10/02/2016 - 12:00 (CET/CEST) | EAC/A04/2015 |
| Knowledge Alliances-Sector Skills Alliances 2016 | Knowledge alliances, Sector skills alliances | Open | 26/02/2016 - 12:00 (CET/CEST) | EAC/A04/2015 |

Key Action 2: Cooperation for innovation and the exchange of good practices Erasmus+ - Key Action 2 - Capacity building in the field of higher education

| Status | Deadline | Call reference |
|--------|--|----------------|
| Open | 10/02/2016 - 12:00 (CET/CEST, Brussels time) | EAC/A04/2015 |
| | | |

Capacity Building in Higher Education



The announcement of the Erasmus+ programme Call for Proposals 2016 -EAC/A04/2015 in all official languages of the EU was published in Official Journal No

🙀 bg cs da de el en es et fi fr hr hu it It Iv mt nl pl pt ro sk sl sv (Published

The deadline for Applications for Capacity Building in the field of Higher Education



| Available eForms | | | | | | |
|------------------------|---|--------------------------------------|----------------|--|------------------|--|
| Programme | Strand / action | Electronic application Version | Released on | Access to the electronic application | User I Guides | |
| l <mark>rasmus+</mark> | KA2 - Capacity Building in the Field of Higher Education | 1.1 | 4/12/2015 | Application eForm homepage | en | |
| Erasmus+ | Erasmus+ KA1 Joint Master Degrees 2016 | 2.2 | 4/12/2015 | Application eForm homepage | 🚽 en | |
| Erasmus+ | Collaborative partnerships in the sport field and Not-for-profit European sport events related to the 2016 European Week of Sport | 1.2 | - | Application eForm homepage | 🚽 en | |
| Creative Europe | Access to Markets 2016 EACEA/15/2015 | 1.0 | 20/11/2015 | Application eForm homepage | 🚽 en | |
| Creative Europe | Support for film festivals EACEA/16/2015 | 1.0 | 11/11/2015 | Application eForm homepage | 🚽 en | |
| Creative Europe | Development slate funding 2016 | 3.2 | 27/10/2015 | Application eForm homepage | 🚽 en | |



IMPORTANT POINTS TO NOTE BEFORE YOU START

Mandatory steps to be followed by ALL applicants (for funding and for accreditation)

ECAS authentication

Access to all of the application options below is validated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click here to be directed to the ECAS website where you can create one.

Organisation registration (PIC numbers)

All organisations that seek to be included as a participant in a funding application or wish to apply for an accreditation, must first have registered in EACEA's Participant Portal. The registration system assigns a unique Participant Identification Code (PIC) to each organisation. If an organisation does not have a PIC number, it cannot apply for funding or apply for an accreditation. Click here to be directed to EACEA's Participant Portal. Access to the portal is validated by ECAS (see above).

Points to be noted and respected by applicants for funding ONLY

Organisation profile

Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check whether any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session

When you proceed with either of the funding application options below, you will be guided through a series of steps resulting in the creation of a new or updated application eForm. These steps are fully described in the User Guide. Please note that these steps must be completed in one continuous session. It is not possible to interrupt the activity and resume it at a later time. If you close the browser window in which you are working or if you close the browser entirely, you will be the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation of the proceed.









Як тільки ваша аплікаційна форма була сформована, вам необхідно зберегти файл *.pdf на локальному комп'ютері або мережевому диску.

Бажаємо УСПІХІВ !!!

KEEP CALM AND MAKE THE **BIG STEP**

Контакти НЕО в Україні: тел. +380 44 286 66 68, 33 22 645 e-mail: <u>office@erasmusplus.org.ua</u> <u>www.erasmusplus.org.ua</u>

