



# Erasmus+ Sport Webinar 2023

Practical session on how to write successful proposals with  
Partner Countries under Cooperation Partnership Action in Sport

*European Education and Culture  
Executive Agency*

*7 March 2023*

# Agenda

## 1. Presentation of Cooperation Partnerships

- a. Objectives & Priorities in detail
- b. Eligibility and Award criteria (including the quality & justification of the partnership)
- c. Work packages, lump sums and deliverables

## 2. How to participate

- a. Possible role in the projects: Full Partner or Associated Partner
- b. Where to find the calls and how to register (EU login and PIC)
- c. How to find and contact a suitable project partner (FTOP, Valor, ConnexMe)

## 3. What's next and what if my project is selected?

- a. Roadmap
- b. PIC and LEAR validation
- c. Consortium agreement
- d. Payment arrangements

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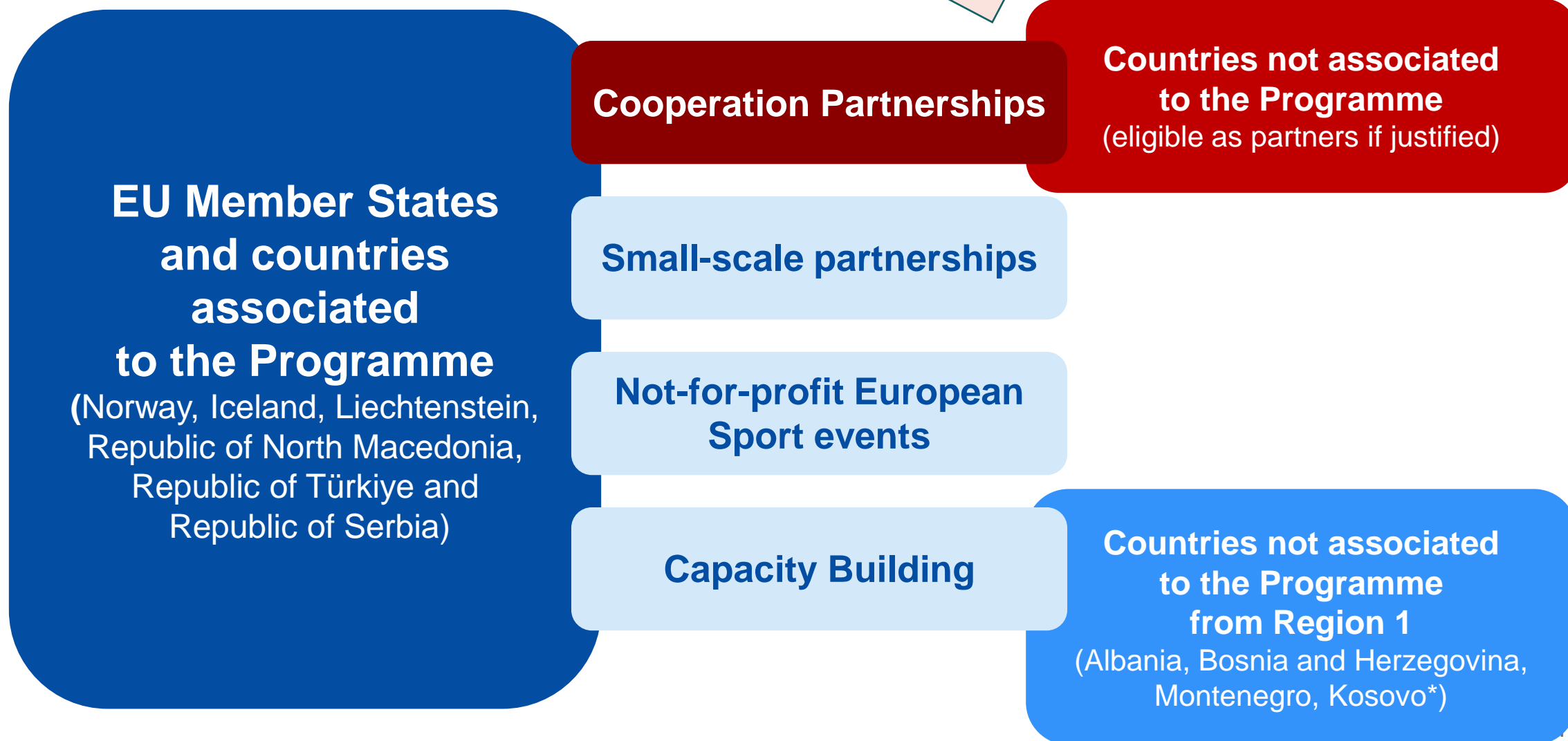
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# Eligible countries



\*This designation is without prejudice to positions on status and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence.



# Cooperation Partnerships Objectives

- To allow organisations to increase the quality & relevance of their activities
- To reinforce their networks of partners
- To reinforce their capacity to operate at transnational level

# Partnerships for Cooperation

## Specific Priorities in the field of Sport



### 1. Encouraging healthy lifestyles for all:

- a) the implementation of the HealthyLifestyle4All initiative
- b) the implementation of the EU Physical Activity Guidelines
- c) the support to the implementation of the European Week of Sport
- d) the promotion of sport and physical activity as a tool for health
- e) the promotion of all activities encouraging the practice of sport and physical activity
- f) promotion of traditional sport and games and intergenerational sport.



# Partnerships for Cooperation

## Specific Priorities in the field of Sport

### 2. Promoting integrity and values in sport:

- a) combating the usage of doping
- b) combating match fixing and corruption in sport
- c) improving good governance in sport and
- d) promoting the positive values of sport.



# Partnerships for Cooperation

## Specific Priorities in the field of Sport



### 3. Promoting education in and through sport:

- a) supporting skills development in sport
- b) encouraging Dual Careers of Athletes
- c) promoting the quality of coaching and staff
- d) using mobility as a tool for improving qualifications
- e) promoting employability through sport.



# Partnerships for Cooperation

## Specific Priorities in the field of Sport

### 4. Promoting equality and European values in and through sport:

- a) equality in sport, including gender equality
- b) European values including using sport as a mean for peace and inclusion
- c) values of non-discrimination on any ground, anti-racism, openness and tolerance to others.



# Eligibility criteria

Only eligible proposals can be evaluated

# Eligibility criteria

Who can apply?

Eligible participating organisations

N° & profile of participating organisations

Priorities addressed

Venue(s) of the activity(ies)

Duration of project

Where to apply?

When to apply?

Detailed in  
Erasmus+  
Programme Guide  
under each action

A wide-angle photograph of a sailboat race on a blue sea. Numerous sailboats with various colored sails (white, red, green, yellow) are visible, scattered across the horizon. In the background, a steep, rocky cliff rises from the water's edge. The sky is a clear, deep blue.

# Cooperation Partnerships

## Eligibility – who can apply

- Any participating organisation established in an EU Member State or third country associated to the Programme can participate as coordinator or partner.
- Organisations established in any country not associated to the Programme can participate, if they bring added value to the project.



A background image showing a fleet of sailboats with various colored sails racing on a blue sea. In the background, there are steep, rocky cliffs under a clear sky.

# Cooperation Partnerships

## Eligibility of the consortium

- Eligible consortia: **minimum 3** organisations from 3 different EU Member States or third countries associated to the Programme.
- Organizations established in countries not associated to the Programme can participate if the proposal meets the above minimum.
- Project **duration**: between 12 and 36 months
- **Venue**: all activities must take place in the countries of the organisations involved (*including countries not associated to the Programme*)



# Award criteria

Evaluation of the content and scoring

# Award criteria

- Relevance for objectives and priorities
- Relevance of the participating organisations
- Innovation
- EU added-value

## 1. Relevance of the project

## 2.1. Quality of the project design & implementation

- Objectives clearly defined, realistic
- Clear, adequate and feasible methodology
- Cost-effectiveness
- Quality control, monitoring and evaluation mechanism
- Inclusiveness
- Digital tools
- Eco-friendliness

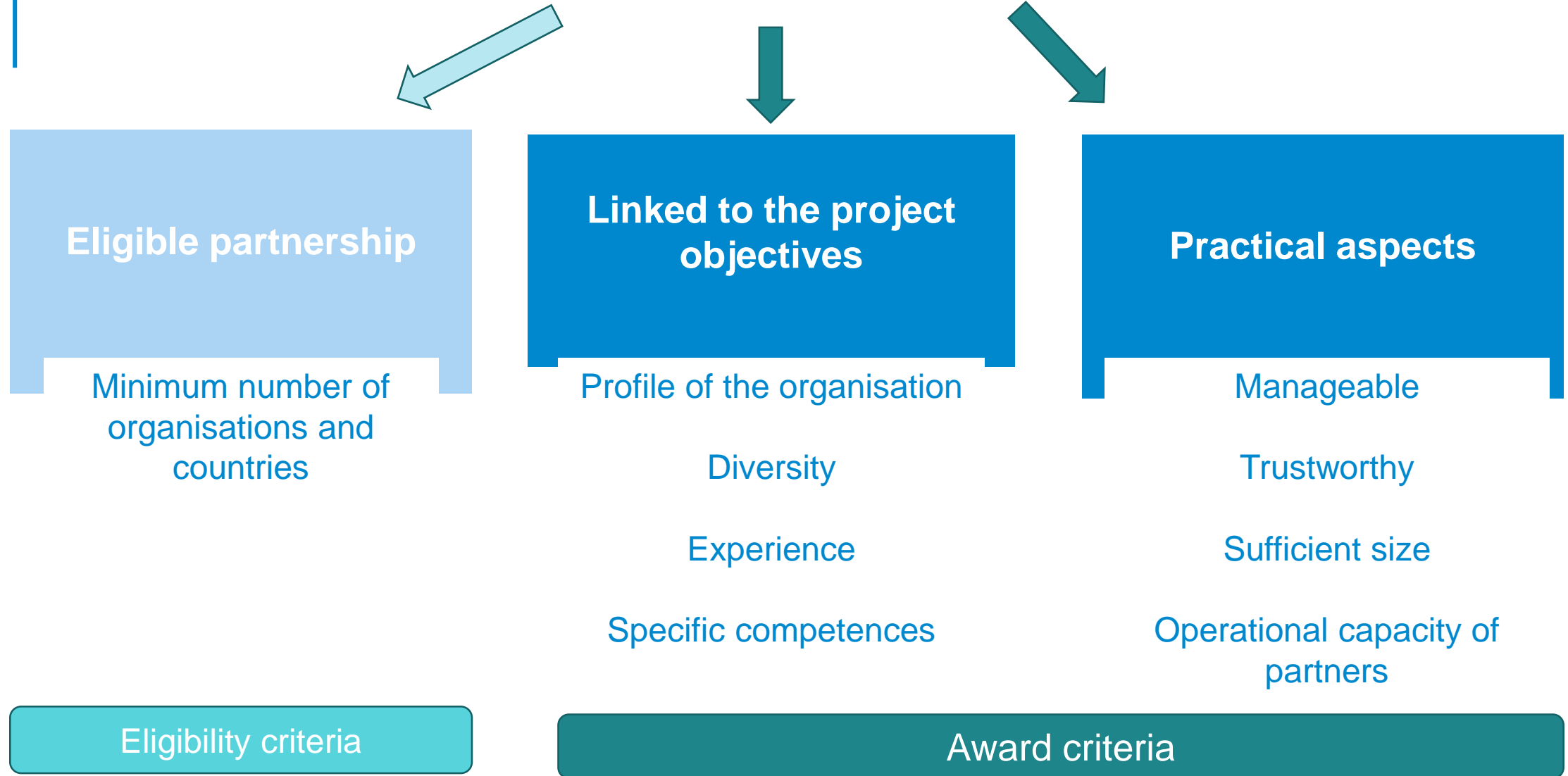
## 2.2. Quality of the partnership & the cooperation arrangements

- Appropriate mix of organisations
- Newcomers involved
- All partners have an active role
- Communication and coordination ensured
- **The extent to which the involvement of a participating organization from a third country not associated to the Programme brings an added value to the project**

## 3. Impact

- Further integration/use of project results
- Positive impact on organizations and communities
- Sharing results with others
- Sustainability

# Consortium



# Award criteria – Scoring

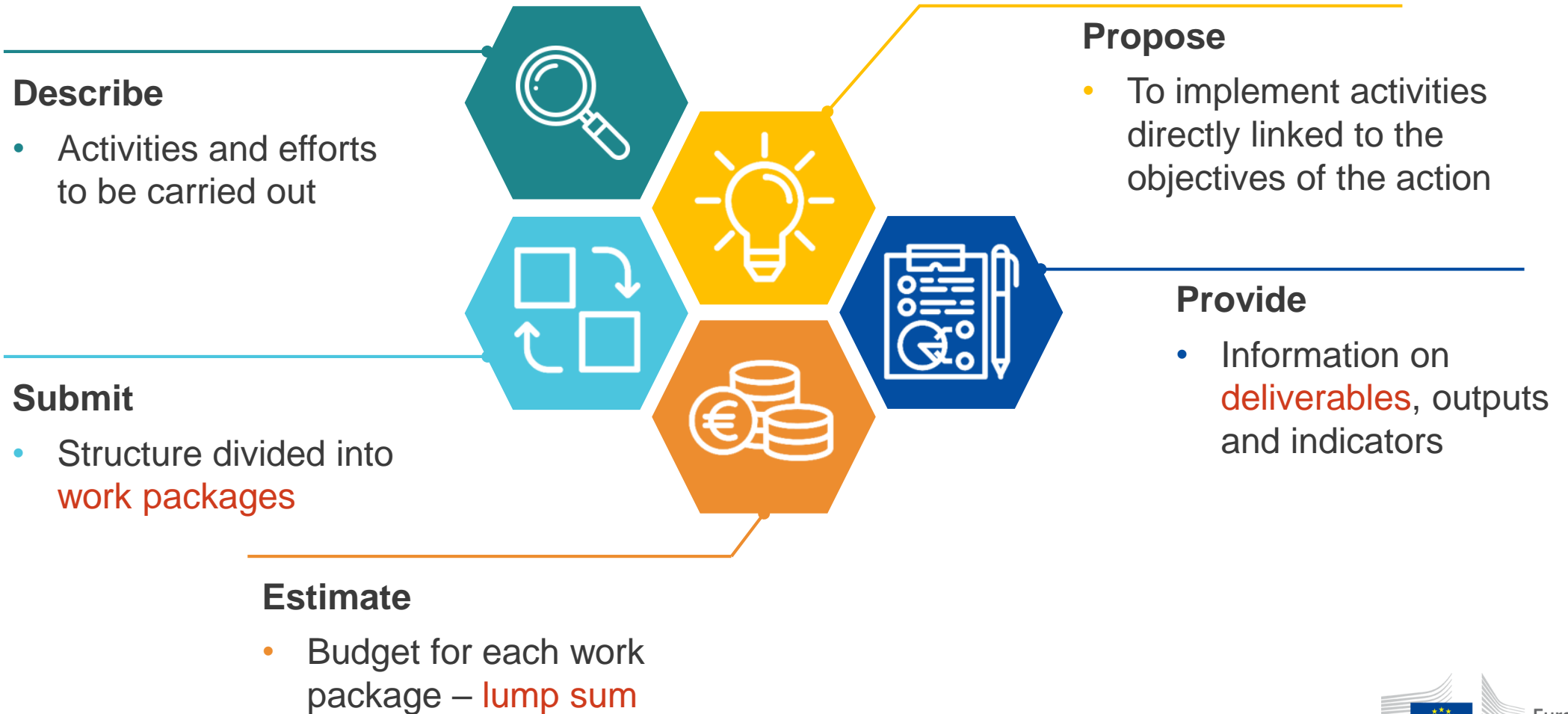


Award Criteria	Cooperation partnerships
Relevance of the project	25 p
Quality of the project design and implementation	30 p
Quality of the partnership and cooperation arrangements	20 p
Impact	25 p
<b>Total</b>	<b>100 p</b>

## Double threshold:

- 50% of each criterion
- at least 60 points in total

# Work Packages, deliverables and lump sums





# Project budget - Lump sum amounts

## Cooperation Partnerships

- 120.000 EUR
- 250.000 EUR
- 400.000 EUR

The choice needs to be:

- ✓ adequate to the ambitions and expected results of their project
- ✓ appropriate to cover the costs of the project, based on their needs and objectives



**LUMP SUM TYPE I –  
NO OTHER AMOUNT  
IS AUTHORISED**

# Funding Rules – Lump sum Type I

- **Select one** of the three **lump sums** for the entire project
- Establish the **list of work packages**, e.g. project management, dissemination, events, etc.
- **Estimate budget per each work package and per beneficiary**, satisfying the principles of economy, efficient and effectiveness with regard to the objectives of the action
- **Focus on results** and outputs (rather than on financial elements)
- Enumerate **at least one deliverable per work package** (!) (*no personal/sensitive data if public*)

# Funding Rules – Lump Sum Type I

<p>EACH ACTION HAS A PRE-FIXED LUMP SUM. <b>NO OTHER AMOUNT CAN BE AWARDED.</b></p> <p><b>TO AVOID REJECTION</b>, MAKE SURE THAT THE TOTAL OF THE BUDGET TABLE BELOW (cell I13) CORRESPONDS TO THE PRE-FIXED LUMP SUM <u>FOR THE CHOSEN ACTION</u>.  ONCE YOUR BUDGET TABLE IS FILLED IN, CHECK THAT THERE ARE NO OUTSTANDING ERROR MESSAGES (RED) AND ENSURE THAT IT IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.</p>								
CHOSEN ACTION		PRE-FIXED LUMP SUM AS PER CALL (in €)						
Cooperation partnerships (SCP)		120.000	250.000	400.000				
Small-scale partnerships (SSCP)		30.000	60.000					
Not-for-profit European sport events (SNCESE)		200.000	300.000	450.000				
The total budget corresponds to a pre-fixed lump sum. Make sure that this table is consistent with "Section 3 - Budget" of the eForm (PartA)								
DETAILED BUDGET TABLE ERASMUS SPORT								
Estimated budget — Lump sum breakdown - <b>MAKE SURE THIS TABLE IS CONSISTENT WITH "SECTION 3 - BUDGET" OF THE eFORM.</b>								
<b>Participants</b> <i>(only 1 participant for SNCESE Type III - EU WIDE Events - 450.000€)</i>	WP 1	WP 2	WP 3	WP 4	WP 5	WP 6	WP 7	TOTAL (in €)
	Design and set up	Implement	Disseminate	[title]	[title]	[title]	[title]	400.000
Test Camelia Valeria		150.000						150.000
Charama²		100.000	150.000					250.000

# Lump sum - Financial reporting

- No need to report on actual costs
- No need to present invoices etc. to EACEA
- Payments depend on the completion of activities and submission of deliverables rather than the amount spent
- The lump sum share is fixed in the grant agreement for each work package:

Work package completed  Payment

**Lump sum**  
**=**  
**Maximum grant amount**

# Questions and Answers



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# Possible roles in the Partnership Cooperation projects

## Full Partner

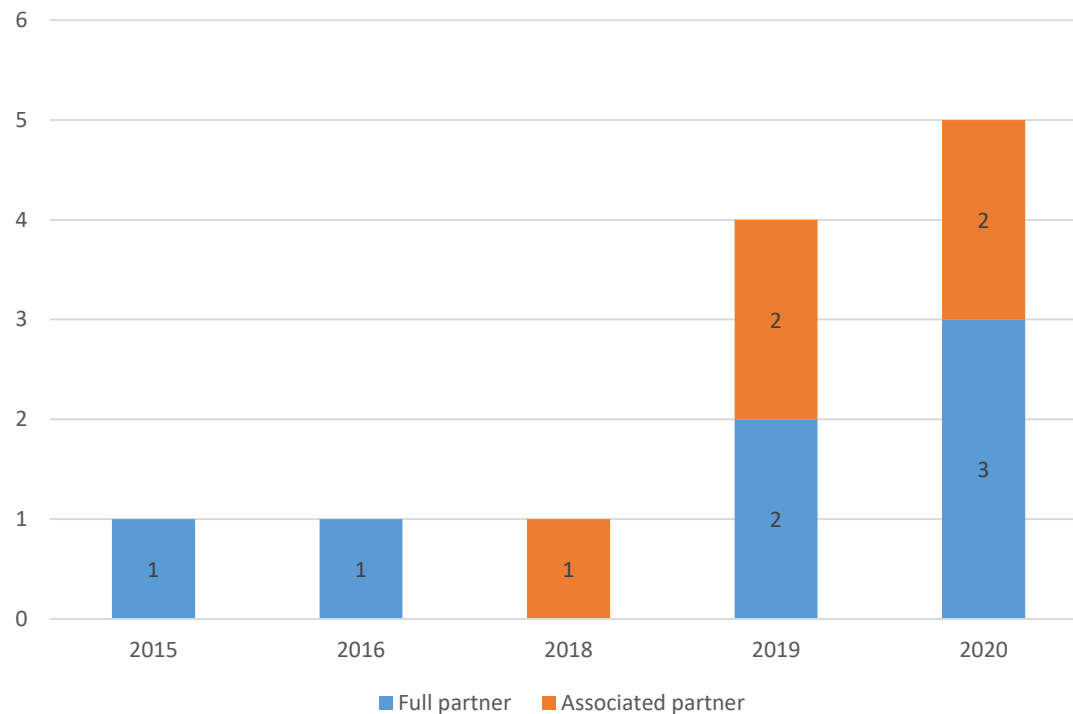
- Needs to assign effort to the implementation of WPs
- Responsible for the implementation of its share of the project
- Reports on the implementation
- Needs to sign a Declaration on honour and Accession form
- Receives funds (share of the grant)

## Associated Partner

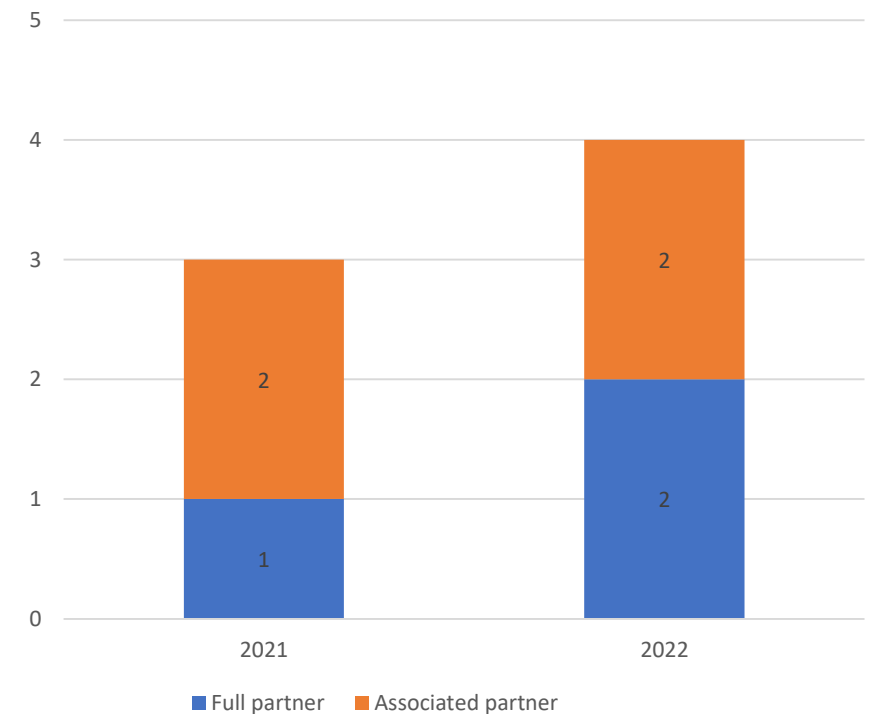
- Participates in the project on no-cost basis
- Does not receive funds but can be invited by project partners to participate in some activities
- No need to validate the PIC
- No need to report

# UA organizations experienced in both roles – as full partner and as associated partner

UA organisations in E+ Sport projects 2014-2020



UA organisations in E+ Sport projects 2021-2022



# Where to find the calls

All Agency's call for proposals are published in F&TP:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

=> Specific call identification (Call id): **ERASMUS-SPORT-2023-SCP**

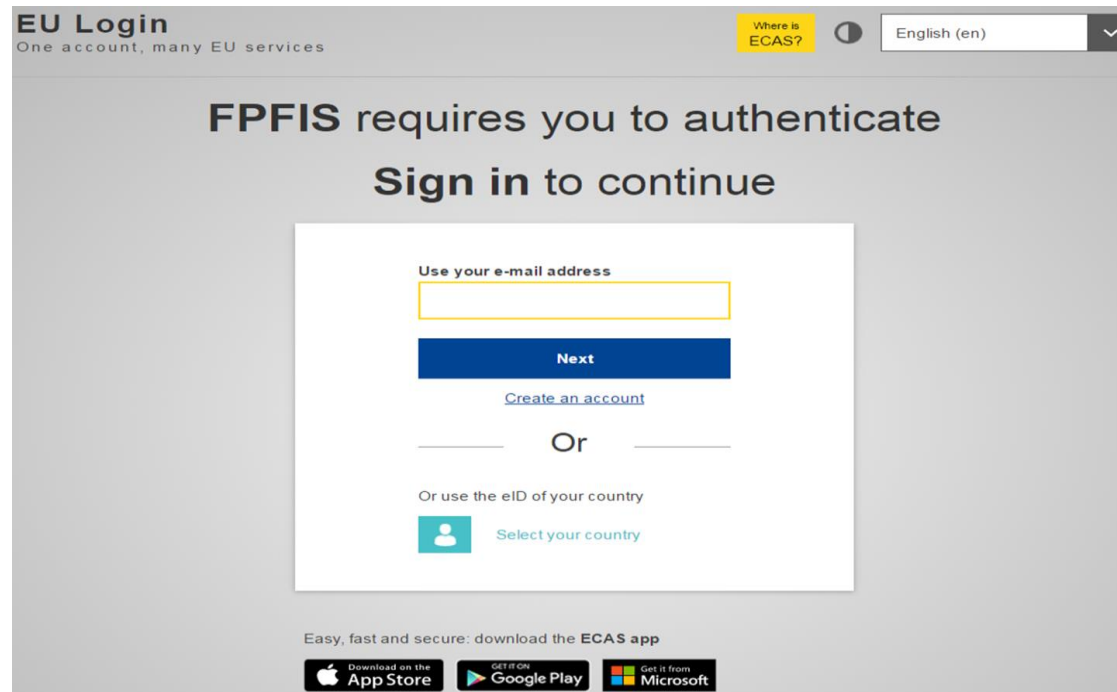
The screenshot displays the European Commission's Funding and Tenders Portal. The top navigation bar includes links for 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', 'WORK AS AN EXPERT', and 'SUPPORT'. The search bar on the left contains the text 'erasmus-sport-2023'. Below the search bar, there are filters for 'Match whole words only', 'GRANTS', and 'TENDERS'. The 'Submission status' section shows 'Forthcoming', 'Open for submission (3)', and 'Closed'. The 'Programming period' section shows 'Erasmus+ (ERASMUS+)'. The 'Filter by call' section shows 'ERASMUS-SPORT-2023 (3)'. The search results on the right are titled 'Funding and tenders (3)'. The first result is 'Small-scale partnerships' with the call ID 'ERASMUS-SPORT-2023-SSCP'. The second result is 'Not-for-profit European sport events' with the call ID 'ERASMUS-SPORT-2023-SNCESE'. The third result is 'Cooperation partnerships' with the call ID 'ERASMUS-SPORT-2023-SCP'. Each result shows details such as 'Programme', 'Type of action', 'Opening date', 'Status', 'Deadline model', and 'Deadline date'. The 'Cooperation partnerships' result is highlighted with a red arrow pointing to the 'Call for proposal' button.

Programme	Type of action	Opening date	Status	Deadline model	Deadline date
Erasmus+ (ERASMUS+)	ERASMUS Lump Sum Grants	17 January 2023	Open for submission	single-stage	22 March 2023 17:00:00 Brussels time
Erasmus+ (ERASMUS+)	ERASMUS Lump Sum Grants	17 January 2023	Open for submission	single-stage	22 March 2023 17:00:00 Brussels time
Erasmus+ (ERASMUS+)	ERASMUS Lump Sum Grants	17 January 2023	Open for submission	single-stage	22 March 2023 17:00:00 Brussels time

# Registration of the organisation

To take part you need to have

1. a **valid EU Login** and
2. a **9-digit PIC (Participant Identification Code)**



The screenshot shows the EU Login website interface. At the top, it says "EU Login" and "One account, many EU services". There is a language selector set to "English (en)". The main heading reads "FPFIS requires you to authenticate" and "Sign in to continue". Below this, there is a form with the prompt "Use your e-mail address" and an input field. A blue "Next" button is below the input field. Below the button is a link "Create an account". In the center, there is an "Or" separator. Below the separator, it says "Or use the eID of your country" and there is a button with a person icon and the text "Select your country". At the bottom, there is a banner that says "Easy, fast and secure: download the ECAS app" with logos for the App Store, Google Play, and Microsoft.



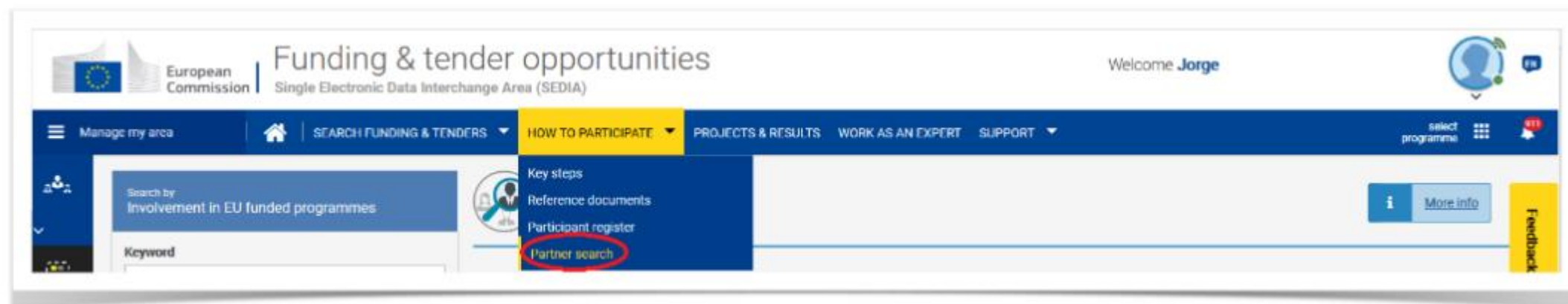
No EU Login => create an account  
No PIC => register your organisation

The screenshot shows the top navigation bar of the European Commission F&T Portal with links: SEARCH FUNDING & TENDERS, HOW TO PARTICIPATE, PROJECTS & RESULTS, WORK AS AN EXPERT, and SUPPORT. Below the navigation bar is a warning message: "Grant and Audit Management Services may not be accessible due to the issues experienced by the European Commission Authentication Service (EU Login). The Expert Registration, Legal Entity, Bank Account, Contracts and Payment functionalities in the Experts Area of the F&T Portal may be unavailable due to the issues experienced by the European Commission Authentication Service (EU Login)." Below the warning is a search bar with the text "Find calls for proposals and tenders" and a "Search" button. Below the search bar is a section titled "EU Programmes" with a grid of 12 programmes: Asylum, Migration and Integration Fund (AMIF), Border Management and Visa Instrument (BMVI), Citizens, Equality, Rights and Values Programme (CERV), Connecting Europe Facility (CEF), Creative Europe Programme (CREA), Customs Control Equipment Instrument (CCEI), Customs Programme (CUST), Digital Europe Programme (DIGITAL), Erasmus+ Programme (ERASMUS), EU Anti-fraud Programme (EUF), EU External Action (RELEX), and EU4Health Programme (EU4H). Below the "EU Programmes" section is a section titled "How to participate in 5 steps" with a horizontal timeline of five steps: 1. Find an opportunity, 2. Find partner(s), 3. Create an account, 4. Register your organisation, and 5. Submit your proposal or offer. Steps 3 and 4 are circled in red. Below the timeline is a yellow button labeled "Learn more".

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Within the very first page of the portal, at the bottom you can find all necessary resources to both create an account or register your organisation to get a PIC

# Where to find project partners: F&T Portal



The 'Partner search' form includes the following fields and options:

- Search by keyword, name...** (with a 'Search' button)
- ☒ Organisations ☒ Persons (with an 'Advanced search ^' link)
- Programme / Topic**
  - Programme: Erasmus+ Programme (ERASMUS) (93)
  - Topic: ERASMUS-SPORT-2023-SCP (93)
- Location**
  - Country: Select a Country...
  - City: Type a City...
- Organisation**
  - Organisation type: Select an Organisation type...
- Person profile**
  - Professional profile: Select a Professional profile...
- ☐ Profiles with published Partner search announcements (93)

Names of the cities and the organisations can appear either in English or in the official language of the organisation, depending on how it was registered.

# Where to find project partners: F&T Portal

Showing results 1 to 21

 Need help?

 Sort by

## Insieme per Camminare

Organisation

Type Other  
Location Rossano / Italy  
0 Projects 30 Partner search announcements

## CENTRO INTERNAZIONALE PER LA PROMOZIONE DELL'EDUCAZIONE E LO SVILUPPO ASSOCIAZIONE

Organisation

Type Other  
Location PALERMO / Italy  
27 Projects 117 Partner search announcements

## CENTRO UNIVERSITARIO SPORTIVO - CUSPADOVA - ASSOCIAZIONE SPORTIVA DILETTANTISTICA

Organisation

Type Other  
Location PADOVA / Italy  
6 Projects 6 Partner search announcements

## ASD KRAP

Organisation

Type Other  
Location SCHIO / Italy  
3 Projects 5 Partner search announcements

To display the details of an organisation click on it in your search results list.

# Where to find project partners: F&T Portal

The screenshot displays the F&T Portal interface. At the top, a blue header contains the search criteria: 'Partner search: CENTRO UNIVERSITARIO SPORTIVO - CUSPADOVA - ASSOCIAZIONE SPORTIVA DILETTANTISTICA'. To the right of the header, a 'PIC:' field shows the value '93816911'. Below the header, a navigation bar includes a location filter 'Italy - PADOVA', a 'Contact organisation' button, and a status indicator '6 projects funded'. The main content area is divided into two sections: 'Description' on the left, which states 'No description available.', and 'Tags/Keywords' on the right, which lists various tags such as 'digital transformation', 'low-income sedentary individuals', 'personal trainers', 'physical activity', 'social movement', and 'technology'. Below these sections, there are two pie charts: 'Programmes' and 'Roles'. The 'Programmes' chart shows a distribution between 'EPLUS(4)' and 'ERASMUS2027(2)'. The 'Roles' chart shows a distribution between 'BENEFICIARY(5)' and 'COORDINATOR(1)'. A green arrow points from the 'Contact organisation' button to the 'Description' section.

Partner search: CENTRO UNIVERSITARIO SPORTIVO - CUSPADOVA - ASSOCIAZIONE SPORTIVA DILETTANTISTICA

PIC: 93816911

Italy - PADOVA

Contact organisation

6 projects funded

Description

No description available.

Tags/Keywords

digital transformation low-income sedentary individuals personal trainers physical activity social movement technology

Charts pie

Main collaboration partners

Projects list

Partner search announcements

Programmes

Roles

EPLUS(4) ERASMUS2027(2)

BENEFICIARY(5) COORDINATOR(1)

You can contact the organisation by clicking on the **Contact organisation** button

# Where to find project partners: F&T Portal

## Contact the Legal Entity Appointed Representative (Lear) of the Organisation

Dear Legal Entity Appointed Representative (LEAR) / Account Administrator / Self Registrant\* of ARCI Madiba Onlus,

I am contacting you for the following reason:

Your message...

I would be grateful for a reply to my e-mail address below:

You can contact the LEAR of the organisation by sending them a direct message.

# Where to find project partners: F&T Portal

The screenshot displays the F&T Portal interface. On the left, a sidebar contains navigation links: 'Charts pie', 'Main collaboration partners', 'Projects list', and 'Published partner searches' (highlighted with a red box). A large teal arrow points from this box to a callout at the bottom. The main content area features a table of project listings with columns for project descriptions, IDs, dates, and 'Contact project' buttons. Below this is a section titled 'Published partner searches' showing search results with columns for 'REQUEST DATE', 'TOPIC', 'EXPERTISE REQUEST OR OFFER', and 'ACTIONS'. The first result is for 'Epidemics-EICPrize-2020' with an 'Expertise offer' and 'Actions' button (highlighted with a red box). The second result is for '3HP-2020-TEST-2-topicA' with an 'Expertise offer' and 'Actions' button.

REQUEST DATE	TOPIC	EXPERTISE REQUEST OR OFFER	ACTIONS
02-Jun-2020	Epidemics-EICPrize-2020   EIC Horizon Prize for 'Early Warning for Epidemics'	Expertise offer	Actions
	3HP-2020-TEST-2-topicA   3HP-2020-TEST-2-topicA	Expertise offer	Actions

You find a list of topics in which the organisation has an interest and for which they are currently searching for partners – click on “Partner search announcements”

# Where to find project partners: F&T Portal

The owner of a profile may publish offer/interest announcements for one or more of the open/forthcoming topics of a call on the Portal:

- **Expertise request:** To find partners for your project ideas, you may publish an **Expertise request** announcement and make it visible to other users. For instance, you need additional experts to join the consortium and help on the project.
- **Expertise offer:** To find partners for your project ideas, you may publish an **Expertise offer** announcement and make it visible to other users. For instance, you are an expert in the field and you want to offer your expertise by joining projects.



# Where to find project partners: F&T Portal

For further details on and a step by step how to

- manage your organisation partner search
- publish/unpublish your partner search

**See:** F&T Portal – IT how to – How to participate – find partners

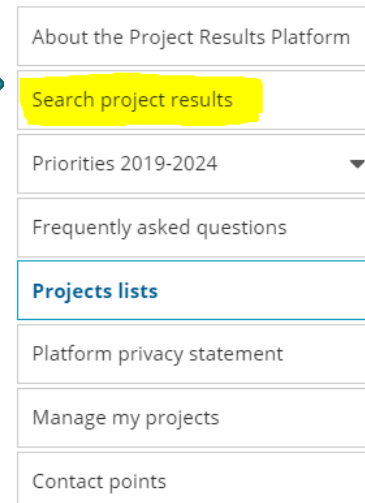
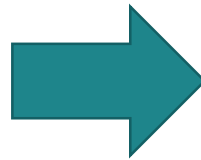
[Find partners - IT How To - Funding Tenders Opportunities \(europa.eu\)](#)

# Where to find inspiration & potential project partners: E+ Project Results Platform

<https://erasmus-plus.ec.europa.eu/projects/projects-lists>



Search project results



## Projects lists for download

This page lists all the projects funded by the European Commission under the Erasmus+ programme.

You can download the following Excel or CSV files to do your own analysis on the data.

These files have

- a maximum of 38 partners per project
- links to the Project details pages, for all project information
- the latest details, as they are updated regularly

## Project lists

# Where to find inspiration & potential project partners: E+ Project Results Platform

## Filters

### Project

#### Project status

☒ Ongoing (4)

#### Actions

☒ Sport (4)

#### Action Types

☒ Collaborative Partnerships (4)

#### Activity Years

☐ 2023 (4)

☒ 2022 (4)

☐ 2021 (4)

#### Call Years

☒ 2020 (4)

☐ 2019 (2)

### Organisation

COORDINATOR PARTNERS

#### Name

Search by coordinator name

Example: university, school, etc.

#### Countries

Search by countries

Germany, Italy etc.

☒ Germany (4)

## Search results

Showing 1 - 4 of 4 projects , filtered by:

Ongoing X Sport X Collaborative Partnerships X (Coordinator) - Germany X 2020 X 2022 X [Clear filters](#)

Sort by Updated (latest first)

Download results (XLS)  
Limited to 1000 projects

View as Grid Map

### Identifying novel injury risk factors in women's soccer and educating grassroots soccer clubs on how to effectively manage them

Status: Ongoing Start date: 01 January 2021 End date: 31 December 2023

Soccer is an effective way to increase physical activity, thus helping to combat obesity and cardiovascular disease. The popularity of women's soccer in Europe has increased markedly in recent yea...

Action Type: Collaborative Partnerships

Countries Covered: DE Germany GB United Kingdom ES Spain

Project details

Save in My Booklet

### Move the Mind: Empowerment for well-being through Sport

Status: Ongoing Start date: 01 January 2021 End date: 30 June 2023

The Move the Mind project addresses mental consequences of crises, such as the COVID pandemic, with the main aim of harnessing the positive mental aspects of physical activity and sport for overco...

Action Type: Collaborative Partnerships

Countries Covered: DE Germany GB United Kingdom NL Netherlands ES Spain DK Denmark HU Hungary

Project details

Save in My Booklet

Search Collaborative Partnership projects according to their

- status e.g. “ongoing”
- call year
- activity year
- country
- organisation type, e.g. “sport club”, “sport federation”, “NGO”

# Where to find inspiration & potential project partners: E+ Project Results Platform

Access project  
data, including  
contact details of  
the participating  
organisations



**Project Reference:** 623082-EPP-1-2020-1-DE-SPO-SCP

Status <b>Ongoing</b>	Start date <b>01-01-2021</b> End date <b>30-06-2023</b>	Eu Grant <b>349.865,00 €</b>
Programme <b>Erasmus+</b>	Key Action <b>Sport</b>	Action Type <b>Collaborative Partnerships</b>
Countries covered <b>6</b>	Website <b><a href="http://www.move-the-mind.eu">http://www.move-the-mind.eu</a></b>	

## Summary

The Move the Mind project addresses mental consequences of crises, such as the COVID pandemic, with the main aim of harnessing the positive mental aspects of physical activity and sport for overcoming and adapting to challenging situations, and thus contributing to the well-being of people. A unique combination of partners – with an Eastern inner science institution from Denmark, a recreation education HEI from Hungary, the International Council for coaching excellence based in the UK, a social impact business from Germany, and two regional sports organizations with grassroots level outreach to around 900,000 sport club members from the Netherlands and Spain – ensures the implementation of an innovative Move the Mind approach. Move the Mind begins with the creation of a knowledge network of 20-30 experts, which increases understanding of the context of movement and mindfulness. This feeds into the development of a Continuing Professional Development course for sports participation coaches, which is piloted through 3 training sessions. It leads to improved competence of 60-75 multipliers, who then have the capacity to empower participants in organized sport to use sport as a tool for improving healthy minds and psychosocial well-being. A European impact and sustainability workshop supports the international sport community to mainstream the project's results and to promote physical activity-based policy interventions related to mental health. The project maximizes end-user outreach through the development and implementation of a virtual education platform that includes coach education online resources and an empowerment program for adults who are impacted by crises and mental well-being. It informs about the contribution and added value of sport "from cope to hope", and about how sport can support overcoming challenging situations and improve mental health and well-being.

## Coordinator

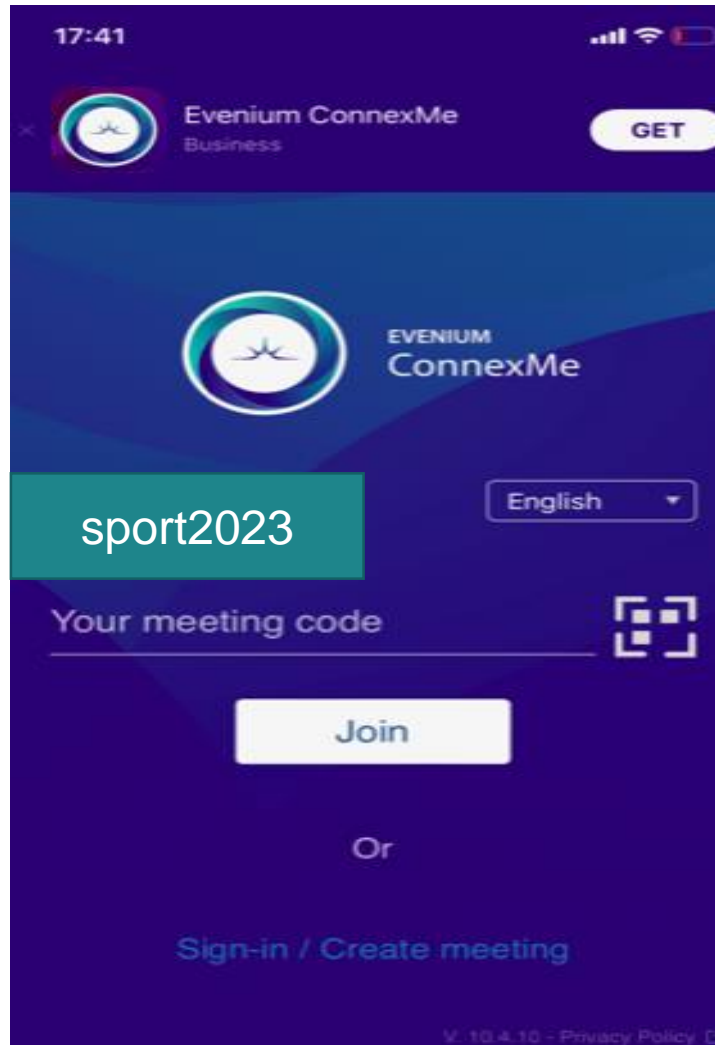
**SPIN SPORT INNOVATION GMBH & CO KG**  
MAX-REGER-WEG 12  
96450 COBURG  
BAYERN  
**DE Germany**

**Coordinator Type:** Research Institute/Centre  
**Phone:** +4995613515949

## Participants map



# Where to find project partners: ConnexMe



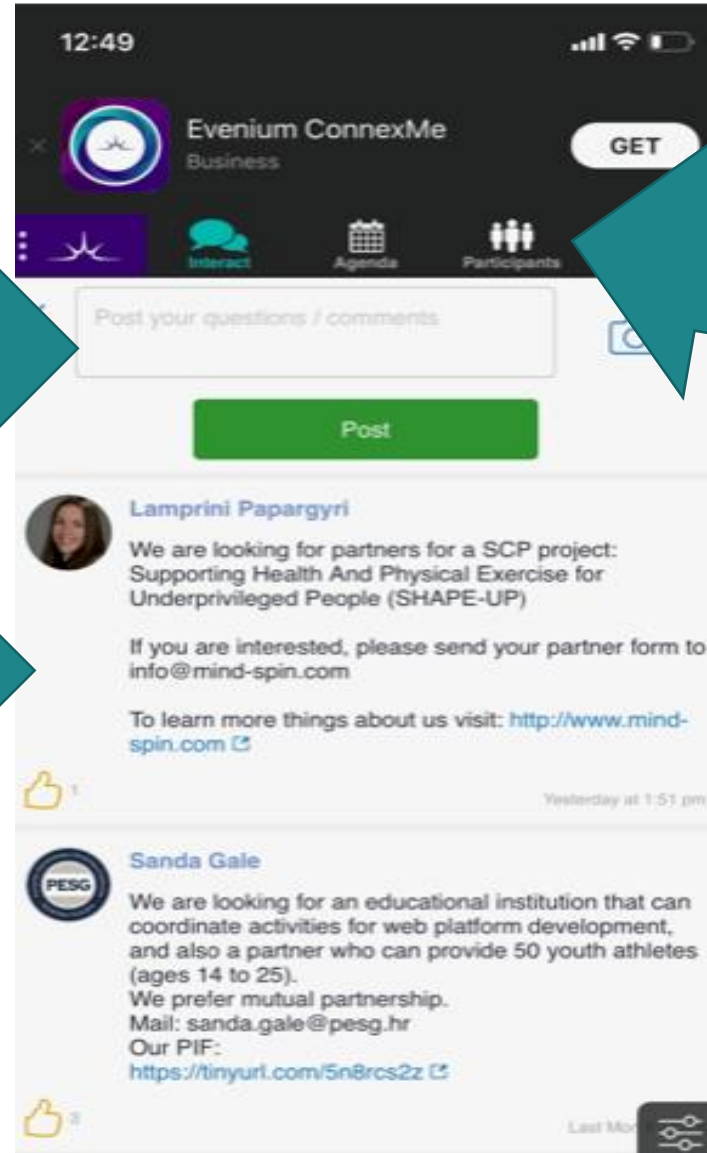
- ConnexMe is a mobile application facilitating the networking.
- Open from Sport Info Day (30.01.2023) **until the Call deadline (22.03.2023)**
- Use it to meet other participants and exchange views with potential partners.
- Create a profile and take advantage of this opportunity.

# ConnexMe - How to use

Post your questions or comments

Find organisations looking for partners

Connect with other participants and interact



# Questions and Answers



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- a. Possible role in the projects: Full Partner or Associated Partner
- b. Where to find the calls and how to register (EU login and PIC)
- c. How to find and contact a suitable project partner (FTOP, Valor, ConnexMe)

## 3. What's next and what if my project is selected?

- a. Roadmap
- b. PIC and LEAR validation
- c. Consortium agreement
- d. Payment arrangements

# Beyond submission

Application is submitted electronically via the [Funding & Tender Opportunities Portal](#)

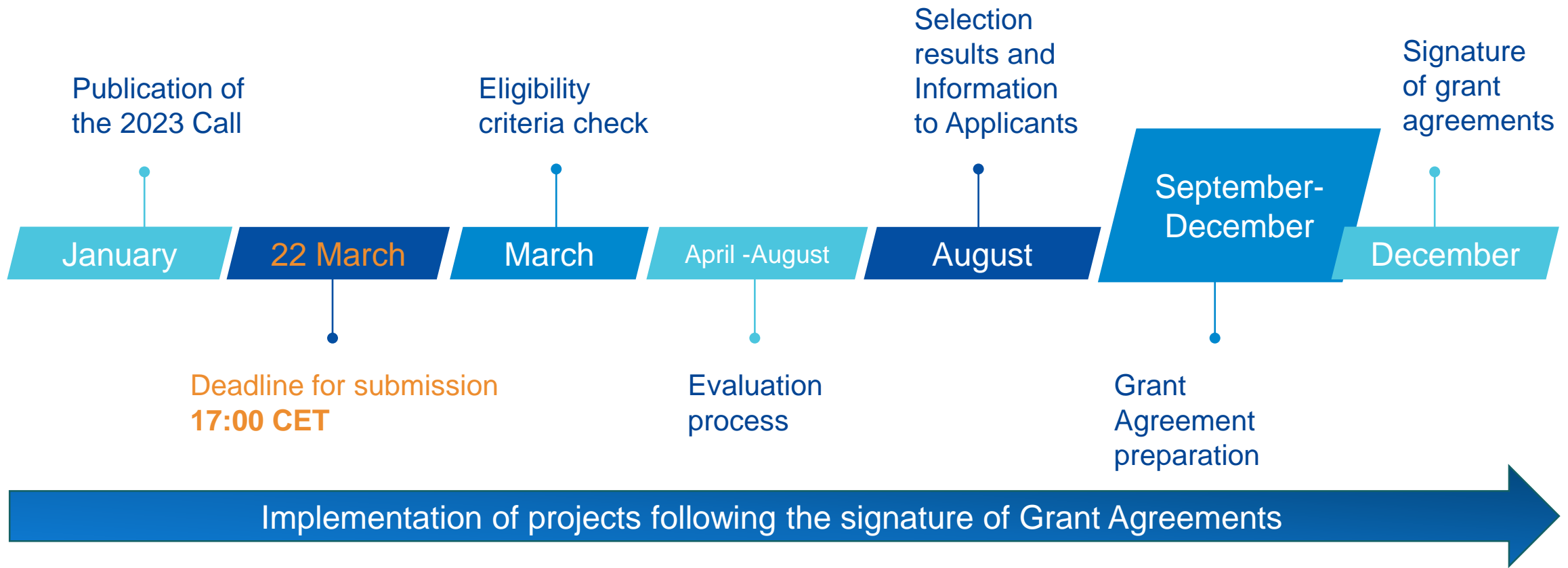
Selection process by EACEA and external evaluators

Notification of the results

Grant agreement preparation-GAP

=>Several additional steps which will lead to the funding of the project and its implementation

# Indicative roadmap

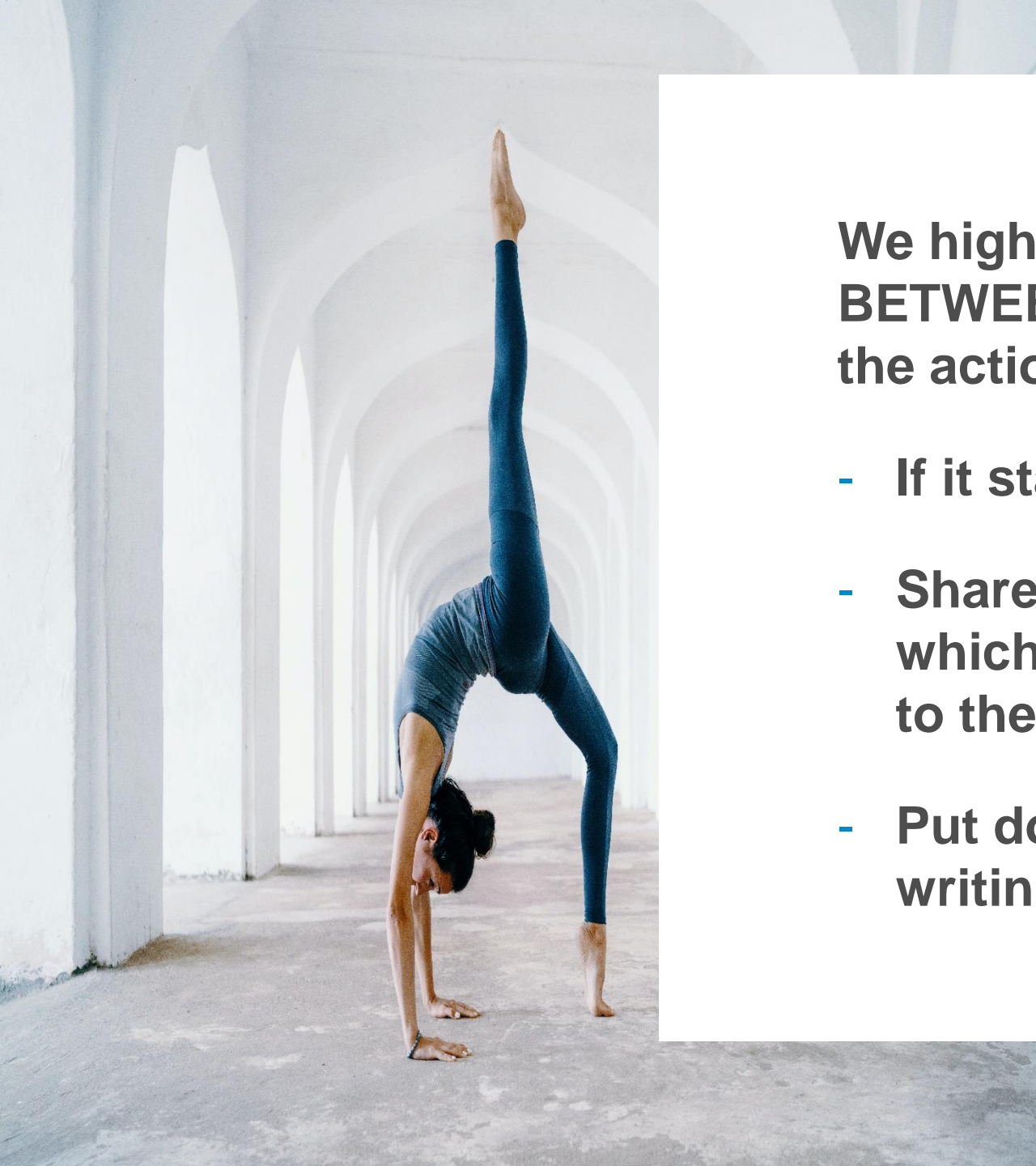


# Preparing for the future: **PIC validation**

- 1) If your proposal is successful, you will be contacted by the CENTRAL VALIDATION SERVICE (REA) for the validation of your PIC registration data.
- 2) Validation is needed only for certain types of participants: Beneficiaries (including the Coordinator) and Affiliated Entities; it is not needed for Associated Partners, Subcontractors or other participants.
- 3) The Central Validation Service will contact the person who registered the organization and ask them to upload official supporting documents (via the My Organizations page).
- 4) The documents that are required will be listed in the notification you receive.

# Preparing the future: LEAR APPOINTMENT

- 1) Parallel to the validation of your organization, you will be requested by the Central Validation Service to appoint your **Legal Entity Appointed Representative (LEAR)**.
  - 2) The LEAR is a person, usually an administrative staff member in the central administration, appointed by the legal representative of the organization (CEO, rector, Director-General, etc.).
  - 3) His/her tasks are to manage the legal and financial information of the organization in the Participant Register on the Funding & Tenders Portal and **to provide and update the list of persons in his/her organization who are authorized to sign grant agreements (LSIGN) or financial statements (FSIGN)**. For more details see the Online Manual in the F&TP of the EC.
- <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/LEAR+appointment+and+validation>



**We highly recommend AGREEMENTS  
BETWEEN PARTNERS before the start of  
the action**

- **If it starts badly it is likely to end badly.**
- **Share of the grant - when and under which conditions instalments transferred to the partners.**
- **Put down the rights and the obligations in writing and it shall be OK.**

# Different payments during the project period

## **PRE- FINANCING PAYMENT**

**70% in most cases**

**Automatically triggered  
after the GRANT  
AGREEMENT has been  
signed by all parties**

**Payment 30 days from  
entry into force**

## **2<sup>ND</sup> PREFINANCING PAYMENT – OPTIONAL – few cases**

*MID TERM of the project  
for project with reduced  
pre-financing*

*(35%-35%)*

***Additional pre-financing  
report***

## **FINAL PAYMENT**

**30% in most cases**

**LINKED TO A FINAL  
REPORT**

**Due 60 days after the  
end of the project**

**Payment 90 days from  
the reception of the  
report**



# Questions and Answers

# Thank you



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