Erasmus+ Appeals Form

Please note that this form is for use by:

* **Erasmus+ beneficiaries:** the person or organisation/institution who/which has signed the grant agreement issued by the UK National Agency. The Appeals form must clearly specify either an **administrative error** on the UK National Agency’s behalf, or the grant agreement’s **Article(s) and/or annex which has/have not been adhered to**.

Before completing the appeals form, please note the following:

* In order to provide applicants and beneficiaries with the means of redress, you may only appeal **once** at each stage of the project lifecycle.
* Appeal forms which document non-specific evidence or which note dissatisfaction with the outcome of an application round or Final Report assessment will not be considered. In some cases, these may be viewed as complaints, and you might be asked to fill out a Complaint Form which will be processed accordingly.
* If you believe that the final grant amount may have been calculated incorrectly and you are able to provide specific evidence, then you should submit an **Observation form**. If you have already submitted an observation form and has been rejected, you cannot submit an appeal form as this relates to the same process.

Appellant Organisation and Project Details

|  |  |
| --- | --- |
| **Appeal submitted by**  | Beneficiary organisation □ |
| **Erasmus+ Key Action** (please delete as appropriate) | 1 2 3 |
| **Field** (please delete as appropriate) | Higher education Vocational education and trainingSchoolsAdult educationYouth |
| **Erasmus+ PIC reference number (if applicable)** |  |
| **Organisation/institution name** |  |
| **Application/grant agreement reference** |  |

Appellant Contact Details -This must be from the legal signatory or the contact person for the project

|  |  |
| --- | --- |
| **Project contact** | Legal signatory □ Contact Person □ |
| **Forename(s)** |  |
| **Family name** |  |
| **Email address** |  |
| **Telephone number** |  |

Appeal Details

In order for the UK NA to process your Appeal Form, you need to **provide details against one of the criteria (1-3) below**. Please note if there is insufficient information contained within this section, the form will be returned to you for further information before an Appeal can be considered.

|  |  |
| --- | --- |
| **1.** Please detail the exact published procedure which you consider has not been adhered to by the NA [Before a grant agreement has been signed by the NA] |  |
| **2**. Please detail the administrative error which you consider has been made by the NA |  |
| **3.** Please detail the specific section / condition / clause of the Grant Agreement which has not been adhered to by the NA[After a grant agreement has been signed by the NA] |  |
| **Date of appeal submission** |  |

|  |
| --- |
| **Please provide further details of why you would like to appeal a decision in no more than 2 pages** (please note that if your appeal exceeds 2 sides of A4 you will be asked to reduce the word count and resubmit the form)**:**  |
|  |
|  |

Please email the completed form to the UK National Agency as follows:

For the below Key Actions and sectors, email the **British Council** at: **erasmusplus.feedback@ce.britishcouncil.org**

* Key Action 1 higher education and schools,
* Key Action 2 higher education, schools and youth,
* Key Action 3 youth

For the below Key Actions and sectors, email **Ecorys** at: **erasmusplus@ecorys.com**

* Key Action 1 vocational education and training, adult education and youth,
* Key Action 2 vocational education and training and adult education

­­­

­­