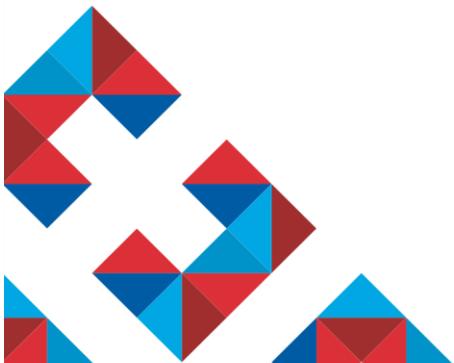


# Key Action 2 (KA2) Guide for Applicants

Strategic Partnership Projects for Higher Education

**Deadline: 11am (UK time) on Thursday 21 March 2019**

Version 1: 03 January 2019



This document is **version 1** of the guidance notes for the 2019 Key Action 2 Strategic Partnership Project for Higher Education.

It has been produced by the Erasmus+ UK National Agency to support you in completing and submitting your application.

Please refer to the **2019** Programme Guide for your respective projects.

If future versions of the Guide are created, an overview of changes made compared to previous versions will be displayed here.

## Table of Contents

<b>Plan your Project</b> .....	<b>5</b>
<b>Introduction to Strategic Partnerships</b> .....	<b>5</b>
<b>Preparing to Apply</b> .....	<b>11</b>
<b>Completing the Application Form</b> .....	<b>15</b>
Narrative .....	17
Project Description.....	21
Preparation .....	24
Management.....	24
Project Management.....	26
Implementation .....	27
Intellectual Outputs (only applicable for ‘Innovation’ projects) .....	27
Multiplier Events (only applicable for ‘Innovation’ projects) .....	29
Learning, Teaching and Training Activities.....	31
Linguistic support.....	34
Timetable.....	34
Special Costs.....	35
Follow Up.....	36
Budget summary.....	39
Budget per Organisation .....	39
Project Summary .....	39
Annexes .....	40
Checklist.....	40
Data Protection Notice .....	40
Declaration of Honour .....	41
Submission .....	41
Alternative Submission Procedure .....	42
Submission Summary .....	42
Sharing an application .....	42
<b>Additional Support and Next Steps</b> .....	<b>44</b>

## Erasmus+ and Brexit

The latest information about UK participation in Erasmus+ after Brexit can be found on the [Brexit Update](#) page of the Erasmus+ UK website. Please check this page regularly or [subscribe to our newsletter](#) to receive the latest updates.

## Who is this guide for?

This Step-by-Step guide is to help UK organisations complete the 2019 Erasmus+ Key Action 2 Strategic Partnerships for Higher Education application form.

This guide is for organisations who are considering applying for funding for Key Action 2 Strategic Partnerships for Higher Education, or for strategic partnerships in more than one sector where the main sector impacted is Higher Education. This guide should be read in conjunction with the 2019 Programme Guide.

The application form can be found [here](#)

If you wish to apply for funding for a mobility project in another field or for Key Action 1 or 3, please see the [How to Apply page on the UK Erasmus+ website](#).

We recommend that, as a minimum, you consult the following resources to help you complete your application:

[2019 call for proposals](#)

[2019 Programme guide](#)

[European Commission's Technical Guidelines](#)

## Using this application guidance

This guide has been split into five key sections:

- Plan your project
- Introduction to Strategic Partnerships
- Prepare to apply
- Complete the application
- Additional Support and Next Steps

**Important note:** Please make sure that you review each section of this guide to ensure that your organisation is compliant with the Erasmus+ programme rules and has completed the necessary steps to submit a complete and eligible application form in advance of the deadline

## Plan your Project

Please use this section of the guide to help plan your 2019 Strategic Partnership for Higher Education project.

We recommend that you plan to comply with UK legislation and consider relevant national legislation in the country of each partner. In the UK, this includes the [UK Data Protection Act 2018](#), and legislation/statutory guidance relevant to the [safeguarding and protection of children and vulnerable adults](#) (for example, [the UN Convention on the Rights of the Child and the Children Act 1989](#), Safeguarding Vulnerable Groups Act 2006). Your Grant Agreement, issued upon a successful application, will include an article thereby making it a contractual agreement that you comply with the necessary safety and protection policies.

Please consider the Foreign & Commonwealth Office's (FCO) travel advice for the countries to which you will travel or send participants, or travel through en route. We will ask you to observe their guidance: [www.gov.uk/foreign-travel-advice](http://www.gov.uk/foreign-travel-advice). The UK National Agency has the right to refuse funding for mobilities in cases where the FCO advises against it. It is the institution's responsibility to comply with FCO advice.

## Introduction to Strategic Partnerships

Erasmus+ is open to organisations across all sectors of education, training, youth and sport. Public, private or not-for-profit organisations actively involved in these areas may also apply for funding.

The overall programme objectives are to:

- Boost skills and employability;
- Modernise education, training and youth work; and
- Focus on young people.

Key Action 2, Co-operation for Innovation and Exchange of Good Practices, is about enabling organisations to work together in order to improve their provision for learners and share innovative practices. Under Key Action 2, organisations can apply for funding to work in partnership with organisations from other participating countries.

International relations with key stakeholders will help share new approaches and improve education and training across Europe. There is no limitation on the number of partners you may collaborate with, however, the budget for project management and implementation is capped (and equivalent to 10 partners).

The primary aim of Strategic Partnerships is to support the development, transfer and/or implementation of innovative practices at organisational, local, regional, national or European levels. It aims to increase the positive impact of European activities at all levels to ensure benefits for the individuals, organisations and countries involved in projects.

Strategic Partnerships in the Higher Education field focus on activities designed to improve Higher Education provision across the participating countries.

Activities could include:

- Developing, testing, adapting and implementing innovative practices relating to:
  - Joint study programmes and joint curricula, intensive programmes and common modules, including e-modules – between partnership members from different countries, disciplines and economic sectors (public or private), relative to the needs of the labour market;
  - Project-based transnational collaboration between enterprises and students/staff at Higher Education Institutions to study real life cases;
  - Pedagogical approaches and methodologies especially those delivering transversal competences such as entrepreneurial skills and creative thinking. This could include introducing multi-, trans- and interdisciplinary approaches, building learning mobility more systematically into curricula ('embedded mobility') and through a better exploitation of ICT;
  - The integration of a greater variety of study modes (distance, part-time, modular learning), notably through new forms of personalised learning, strategic use of open educational resources and virtual mobility and virtual learning platforms;
  - New approaches to facilitate permeability between education sectors (i.e. through validation of prior learning and possibility of flexible learning -modular studies, blended learning etc.);
  - Professional guidance and counselling and coaching methods and tools;
  - The collaboration of HEIs with local/regional authorities and other stakeholders in an international setting to promote regional development and cross sectoral cooperation with the intention to build bridges and share knowledge between the different formal and informal education and training sectors;
  - Cooperation and exchange of practice between staff responsible for support services (such as guidance counselling), coaching methods and tools, development of systems that help track student progress; or those involved in student support services. The underlying aim is to increase quality (i.e. attract and retain non-traditional learners, e.g. adults, and underrepresented groups in Higher Education);

- Facilitating recognition and certification of skills and competences at national level through effective quality assurance based on learning outcomes and by referencing them to European and national Qualification Frameworks;
- Developing flexible pathways for HE students and graduates, including validation of their prior learning.

You can find more information on page 101 of the 2019 Programme Guide.

## Projects Supporting Innovation

Strategic Partnerships projects in the field of Higher Education are expected to develop innovative outputs, and/or engage in intensive dissemination and exploitation activities of existing and newly produced products or innovative ideas. It is possible to request a dedicated budget for Intellectual Outputs and Multiplier Events in order to directly address the innovation aspect of the project. These types of projects are open to all fields of education, training and youth.

### Eligible Lead (applicant) Organisations

Higher Education Institutions (HEI's) and UK organisations involved in Higher Education can apply for Key Action 2 Strategic Partnerships in the field of Higher Education. One organisation must lead the project and act as the applicant institution, applying on behalf of all participating organisations involved in the project. UK organisations leading a project must apply to the UK National Agency on behalf of the partnership.

**Applicant organisations must be based and registered in a Programme Country.** All HEIs such as universities and other relevant organisations must hold the Erasmus Charter for Higher Education (ECHE). You can find further information about the ECHE on our website [here](#)

Any participating organisation established in a [Programme Country](#) can be the applicant. A list of other eligible organisations can be found on page 109 of the [2019 Programme guide](#).

It is possible for an organisation to participate in multiple Key Action 2 Strategic Partnership applications if the objectives, topics and outputs are distinctive and do not overlap with one another in order to prevent double funding. If your institution is applying for several projects you need to ensure that you have organisational and financial capacity to deliver the activities that you outline within your application.

**Important note:** Please be aware that the application organisations must be legally registered in the United Kingdom. Therefore, Sole traders, Partnerships (other than Scottish Partnerships and Limited Liability Partnerships), Trust and Unincorporated Associations are not eligible to apply for Erasmus+ funding.

## Eligible Partner Organisations

A participating organisation can be any public or private organisation, established in a Programme Country or in any Partner Country of the world (see page 108 for a [list of examples of eligible organisations and the section "Eligible Countries"](#) in Part A of the 2019 Programme Guide) Strategic Partnerships in the field of Higher Education must involve a minimum of three different organisations from three different Programme Countries.

As a general rule, Strategic Partnerships target the cooperation between organisations established in Programme Countries. However, organisations from Partner Countries can be involved in a Strategic Partnership, as partners (not as applicants), if their participation brings an essential added value to the project. This has to be strongly justified in the narrative part of the e-Form. Activities of learners as well as long-term activities of staff from or to Partner Countries are not eligible (See section "Eligible Countries" in Part A of the 2019 Programme Guide). Strategic Partnerships in the field of Higher Education must involve a minimum of three different organisations from three different Programme Countries.

## Horizontal and Sectoral Priorities

The European Commission sets Horizontal and Sector specific priorities for Key Action 2 that the project would need to address or target. Horizontal priorities are priorities that are applicable across all fields of education, training and youth. There are also specific priorities relevant to the Higher Education field. In order to be funded, Strategic Partnerships must address either:

- at least one horizontal priority; or
- at least one specific priority relevant to the field of Higher Education, that is mostly impacted.

The priorities can be found on page 103 of the [Programme Guide](#).

The Europe 2020 Strategy is an important European policy document which you should also consider when developing your application. This document sets out the aims and objectives of the European Union within the field of education and training. These documents may be useful to refer to when justifying the need for your project in your application. For an overview of the European initiatives in the field of higher education and for links to this document, please see the European Commission [website](#).

## Project duration

Partnerships in the field of higher education can last between 24 and 36 months. Your project start date must fall between 01 September 2019 and 31 December 2019. In all cases, projects must end no later than 31 August 2022. You must choose the duration at application stage, based on the objective of the project and the type of activities planned over time.

In exceptional cases, the duration of a Strategic Partnership may be extended, upon request by the beneficiary and with the agreement of the National Agency, by up to 6 months and provided that the total duration does not exceed 3 years. In such a case, the total grant will not change.

**Important note:** If your project application is successful, all Erasmus+ project activities must take place between the project start and end dates. Any activity that falls outside the project start and end date will be deemed ineligible for funding. Please choose your start date and duration carefully, using the information on this page to help you.

Things you should consider when choosing a project start date and duration:

- **The date when your organisation will receive its grant agreement and pre-financing payment if the project is successful.**

As per the [2019 Programme Guide](#) the indicative date of notification of award is 4 months from the application deadline. The indicative date for signing grant agreements is 5 months from the application deadline. This means that your organisation may not receive pre-financing payments before the project start date if an early date is chosen. Please note that the indicative dates provided are given for general information only and do not constitute a legal obligation for the National Agencies and the Executive Agency. Please consider the following when planning your project:

- **Your organisation and partner organisation's annual term-time calendar, noting any holiday time and dates of availability of staff / students undertake the mobilities.**

Further considerations may include; whether participants will be able to carry out activities in their holidays or own time, whether participants have commitments over the proposed Erasmus+ project dates, and whether there are any conflicts in any of the partner organisations' timetables (i.e. conflicts in timing regarding partner transnational meetings.)

- **The number of activities your organisation plans to apply for.**

Things to consider here are will your organisation and project partners be able to complete the proposed number of activities (e.g. transnational project meetings, learning, teaching training activities, intellectual outputs and multiplier events) proposed within a certain timeframe? You should also consider whether you and your project partners have enough participants and the capacity to undertake or complete the activities you plan to apply for.

- **Evaluation and Dissemination.**

Impact and dissemination are key parts of any Erasmus+ project, and are contractual obligations for the Strategic Partnership project. You should consider whether your project partnerships have enough time to carry out dissemination activities and evaluations of the project. Whilst dissemination and evaluation is expected to be conducted throughout the project lifecycle, you must allow enough time after activities have finished to evaluate the success of your project and carry out further impact and dissemination activities. For more information about dissemination please read Annex II of the 2019 Programme Guide (page 313). You will also find useful information and tools to carry our evaluation and dissemination on our website [here](#).

## What are the optional activities that can be requested?

Over the lifetime of a project, Strategic Partnerships may carry out a broad range of activities. Each project will differ in size, composition and objectives. The following section provides information about the activities you can request to help your project achieve its objectives. You are not obliged to include the following activities in your project, but may choose to do so if the activities are essential to achieving the successful delivery, impact and planned outcomes.

**Important note:** The UK National Agency reserves the right to remove or reduce the number of activities that you apply for if they are not justified fully throughout the application form; or are not deemed necessary for the successful implementation of the project.

### Transnational Project Meetings

You can apply to include Transnational Project Meetings as part of your Strategic Partnership project. These meetings should be used by project coordinators from participating partners for coordination and implementation purposes only. Transnational Project Meetings should not be confused with learning / teaching / training activities. You must be able to justify the need for these meetings in terms of the number of meetings and participants involved. You should only apply for transnational meetings where virtual cooperation cannot replace face to face meetings.

### Intellectual Outputs

Intellectual outputs are tangible deliverables of a project (such as curricula, pedagogical and youth work materials, open educational resources (OER), IT tools, analyses, studies, peer-learning methods, etc.). To be eligible for this type of grant support, the outputs should be substantial in quality and quantity and should prove their potential for wider use and exploitation, as well as for impact.

**Useful tip:** For project ideas, you can go to the [Erasmus+ Project Results](#) platform. This resource has examples of good practices and success stories with descriptions, results and contact information of all projects funded under the Erasmus+ programme and its predecessor programme.

### Multiplier Events

Funding for Multiplier Events is only available for strategic partnerships supporting innovation that create Intellectual Outputs. Multiplier Events are national and transnational conferences, seminars and events organised by the project to share and disseminate intellectual outputs produced by the project to organisations and individuals outside of the Erasmus+ project partnership. Support for Multiplier Events is provided only if in direct relation to the Intellectual Outputs of the project. A project without grant support for Intellectual Outputs cannot receive support for organising Multiplier Events.

## Learning / teaching / training activities

Learning / teaching / training activities for staff can be incorporated into a project, as long as they help to achieve its aims and bring added value. If you are interested in a project that focuses purely on individual development and experience through mobilities, you should consider a Key Action 1 project. You must be able to clearly demonstrate in the application form how learning / teaching / training activities are vital to the success and overall objectives of the project. Cultural tourism activities will not be accepted as eligible activities.

**Please note: Learning Teaching and Training activities can only be organised in Programme Countries.**

Unit cost contributions for 'travel', 'individual support' and 'linguistic support' can be requested in the budget section of the application form depending on the learning, teaching and training activity type(s) you apply for. For more information about unit cost contributions, please see the 'budget' section of this document. The following learning / teaching / training activities are available activity types to Higher Education projects:

Type of activity	Duration
Blended mobility of learners	5 Days To 2 Months Of Physical Mobility
Intensive Study Programmes for learners and staff	5 Days To 2 Months (excluding travel days)
Long-term teaching or training assignments	2 to 12 months
Short-term joint staff training events	3 days to 2 months (excl. travel days)

**Important note:** Full information about learning, teaching, training, activities can be found in Annex I of the [2019 Programme Guide](#) (page 270). Please read this information carefully before adding learning teaching, training activities to your application.

## Preparing to Apply

Please read this section carefully before beginning to complete your application form. Failure to complete some of these steps could result in your application being deemed ineligible.

### Understand the call project budget structure

Please construct the budget for your project carefully. **Activities or items not requested in your application form cannot be funded at a later stage.** You should ensure that your budget is realistic and demonstrates good value for money. An EU grant is intended to be a contribution to a project that would not be feasible without this financial support, and is based on the principle of co-

financing. Co-financing means that the EU grant may not finance the entire cost of the project; the project must be funded by sources other than the EU grant.

## Obtaining a Participant Identification Code (PIC)

All organisations involved in the application must be registered and provide their basic legal and financial data on the [Participant Portal](#). Registration is compulsory and you cannot submit your completed application form if you have not registered your organisation.

An organisation is only allowed to have one PIC number at one time. You can check to see if your organisation is already registered online [here](#).

If your organisation is not already registered, please use the instructions on the webpage to register your organisation(s) and upload proof of legal status and financial capacity. Once the registration is completed your organisation will obtain a Participant Identification Code (PIC). The PIC is unique and is necessary for the submission of applications. It will enable your organisation to complete the Erasmus+ application forms in a more efficient way. This is because once the PIC is inputted into the form all fields related to the organisation will automatically populate.

**Important note:** All Higher Education Institutions and other organisations whose core work is in the field of Higher Education based in Programme Countries that intend on participating in a Strategic Partnership must hold the Erasmus Charter of Higher Education (ECHE). You can find details of the ECHE and how apply on the ECHE page of the UK website.

## Uploading Financial Identification Form and Legal Entity forms to Participant Portal

**Please note:** If your organisation is already registered and has a PIC number, you will still need to upload new legal and financial identification forms for 2019, such as legal status documents or bank documents, to your PIC on the [Participant Portal](#). Without these documents, your application may be ineligible. You can download the two forms via the links below. Please select the forms in English by using the hyperlinks next to the  symbol:

- [Financial Identity Form](#)
- [Legal Entity Form](#)

To upload documents on the Participant Portal here please follow these steps:

- Click on the menu item "Login" top right
- You will be guided to your personal participant portal website
- Click in the top left in the navigation menu select "Organisations" then "My Organisation(s)".
- If you are the LEAR (the administrator) for the organisation you should see your Organisation Name. Click on the small circle on the right hand side labelled 'for Modify'.

A new window will open. You will then need to scroll down to the Documents section and click 'Add Documents.' Choose the file that you wish to upload and you will then see the status to show that the document has been received.

For more information on how to use the Participant Portal, please click [here](#) to download the Participant Portal User Guide.

## Assessment criteria

It is essential that you understand how your application will be assessed in order for you to write a high quality Key Action 2 application. The assessment process is carried out in two stages:

1. A formal eligibility check is undertaken by the UK National Agency staff (against the eligibility criteria published in the Programme Guide).
2. A qualitative assessment of the application is undertaken by external expert(s) who will have been selected based on their experience and knowledge of the higher education sector.

Please note; the overall budget for Key Action 2 is limited. Funding decisions are made based on the quality score. **Experts will assess each section of the application form against the Award Criteria on page [112 of the 2019 Programme Guide](#).** Please also see the quality guidance for experts [here](#).

Approved projects will be ranked in terms of their overall assessment score. The programme budget will be allocated from the highest to the lowest scoring project until the budget for that activity type is fully distributed. Approved applications that cannot be funded due to insufficient programme funds may be placed on a reserve list. If one or more applications score the same, they will then be ranked based on the score they received under the 'Impact and dissemination' quality criteria. If the applications scored the same under this criterion they will then be ranked based on the score they received under the 'Relevance of the project', followed by 'Quality of project design and implementation'.

Please ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines and the eligibility criteria (i.e. target group, placement duration, partners and financial provisions). Please make sure answers are clear and remember to proof read your application.

**Please note:** To be considered for funding, proposals must score at least **60 points out of 100**. You must score at least half of the maximum points in each of the categories (i.e. a minimum of 15 points for "relevance of the project" and "Impact and Dissemination" and 10 points for "quality of the project design and implementation" and "quality of the project team and the cooperation of arrangements").

## Additional information on quality criteria

Annexes II and III of the European Commission's Erasmus+ Programme Guide contain further information on quality criteria and a glossary of key terms. You may also find it beneficial to read the European Commission's Guide for Experts on Quality Assessment (the 'guide for assessors') which sets out the assessment process and the quality criteria for the assessment of applications. Both documents can be downloaded from the [Erasmus+ UK website](#).

## Organisational and financial capacity

### What is organisational capacity?

Applicant organisations need to demonstrate that they have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the Grant Agreement and the 2019 Programme Guide.

The assessment of organisational capacity will consider:

- The management of the organisation (e.g. details and roles of staff involved in delivery, management of the organisation, including details of any finance and administrative support);
- Its past history, if any, in delivering European Commission funded projects;
- The number of staff and volunteers who will be involved in managing the project;
- Access to support networks (only for smaller groups); and
- The results of previous monitoring or audits by the National Agency.

This information must be included in the application form and where necessary, further information may be requested. Capacity checks of public sector Higher Education Institutions, colleges and schools may not be as detailed as for other types of organisations.

The UK National Agency will limit the number of live projects an organisation manages at any one time if it does not evidence sufficient organisational capacity to successfully deliver them.

Please note: Applicant organisations will not be granted financial assistance if, on the date of the grant award procedure, they are subject to a conflict of interests or are found to have misrepresented the information required by the UK National Agency as a condition of participation in the grant award procedure or failure to supply that information (see the section 'Exclusion Criteria' in Part C, on page 253 of the 2019 Programme Guide).

### What is financial capacity?

Erasmus+ grants will not cover all costs – the grant is intended to be a contribution towards the costs of project implementation and mobility activities. Projects must be delivered and reported using only a pre-financing payment or advance. In some cases there might be interim pre-financing payments.

The UK National Agency can make a grant offer on the basis of either pre-financing covered by a financial guarantee, pre-financing in several instalments, or a grant offer without pre-financing.

Please note that a formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than €60,000. In all other cases, applicants must demonstrate that they have suitable reserves or income to deliver the project successfully. Applicants must, therefore, provide a set of accounts, in accordance with relevant UK legislation, not more than 15 months old, on the deadline date of the Call to which they are applying. The accounts should show a balance sheet with sufficient free reserves (e.g. cash at bank and debtors), which will exceed the amount of co-financing required and any additional shortfall, given the amount advanced as pre-financing and the total cost of the project.

For more information on financial capacity and eligibility see section 'Selection Criteria' Part C, page 252 of the 2019 Programme Guide.

**Important note:** Erasmus+ grants should only be used to deliver Erasmus+ projects and not to fund the running of an organisation. The Erasmus+ grant should represent no more than 50% of an organisation's annual income.

## What if my organisation is new or has no accounts?

The National Agency may consider applicants who are recently established and have not prepared financial accounts, but priority may be given to established organisations who can demonstrate financial capacity.

## What kind of bank account does my organisation need to have to receive Erasmus+ funding?

All grants are paid in Euros. It is strongly recommended that your organisation uses a Euro bank account to avoid exchange rate losses. Some UK bank accounts can accept Euro payments directly, while others require payments to be routed via another bank or bank account. It is important that the name of your bank account matches the name of your organisation in order to process payments without delay. If this is not possible, please [contact us](#) to discuss your options.

# Completing the Application Form

Please use this section to help you complete and submit your 2019 Key Action 2 Strategic Partnerships for Higher Education application.

It is important to note at application stage that, if approved, you will be contractually bound by the UK National Agency to deliver your project in line with the information provided in your application form. **No deviations from this information will be permitted**, as this could affect the assessment result. When completing your application form please ensure, all information presented in the form

(including partners, countries and participants involved, as well as the planned activities) is correct, realistic, and will not be subject to change.

It is also important to ensure that all parties involved are aware of their responsibilities and are fully committed to your project.

## Structure of this guide

This section of the guide has been divided between “Narrative” and “Budget”, where guidance is provided on how to complete the narrative sections of the form and where the technical aspects of completing the form for claiming funding are explained.

## Introduction to the Application Form

The web application forms are online applications. It is not possible to work on the form without an internet connection.

**Important:** If you are a new user, you must create an EU Login account before accessing the application forms. Please use the following link [here](#). More information is available [here](#)

Please allow plenty of time to complete the application form, as it can take time to resolve technical issues. If you need further guidance on completing the form, you can also read the European Commission’s [technical guidelines](#). This document contains more detailed information on the technical requirements needed to use the form and provides solutions to some common problems.

The form can be accessed at <https://webgate.ec.europa.eu/web-eforms>  
Please ensure you select the correct application form.

The application forms are built on the latest standards of the web platform. We recommend you use the following browsers;

- Internet Explorer 11.0
- Firefox 45.7
- Chrome 56.0



This action supports the development, transfer and implementation of innovative practices, as well as joint initiatives for cooperation, peer learning and exchange of good practices at European level. This application form should be used for Strategic Partnership that will be focused primarily on priorities related to the higher education field.

Application deadline (dd-mm-yyyy  
hh:mm:ss - Brussels, Belgium Time):  
21-03-2019 12:00:00

[Apply](#)

## Application Functionality Basics

1. The form is automatically saved every two seconds. There is no ‘save’ button.
2. After closing the form, you will be able to access it under the ‘My Applications’ tab on the homepage.
3. The default language of the screen is set to English. To change it, click on the language icon at the right hand of your screen and select the required language from the drop down list.

4. Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.
5. Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: 
6. If a section is marked with this sign: , this means that either there is some information missing or not all rules have been respected. Most specified questions will be marked in the same way to make it easy to identify and fix the issues.
7. Throughout the form you can display more information about particular questions by positioning your mouse pointer over the question mark sign.
8. Multiple sections of the form contain tables, you should notice the button on the right side of the table  this button will allow you access to additional options to work with the table contents.
9. **Important:** In order to log out you need to close the browser in which you are working completely.

You can find guidelines from the Commission on the application form itself.

**Please note:** You can also download a PDF Version of the form. This is recommended in order to work offline should any technical issues arise that prevent you from gaining access to the European Commission's website. The PDF version needs to be opened and edited using Adobe Reader. It is recommended that you use the latest version of Adobe Reader, which is free to download from the [Adobe website](#).

## Narrative

### Context

This section asks for general information about your project proposal and about the National Agency. Please ensure that you are completing the correct application form by checking: the Call, Round, Key Action, Action Type and Deadline for Submission at the top right hand corner of the electronic form (see image on page 16). Most of the fields for this section are self-explanatory.

**Main objective of the project:** Please select from the dropdown menu the type of project you are applying for

**Project title:** Please enter your project title.

**Project Acronym:** Please enter an acronym.

**Project Start Date:** Select a date from the calendar.

**Project Total Duration:** Please select the number of months from the drop-down menu.

**Project End Date:** The latest possible end date for activities is **31 August 2022**. The end date will populate automatically

**National Agency of the Applicant Organisation:** Select **UK01** for applications made to the UK National Agency

**Language used to fill in the Form:** Select English for applications made to the UK National Agency

**Useful tip:** The date format used throughout the form is 'dd-mm-yyyy'.

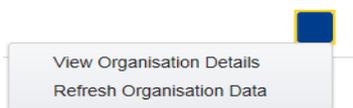
## Participating Organisations

This section asks for information about the applicant organisation and about other participating organisations involved in as partners in the project.

### Applicant Organisation

Once you have entered your PIC number into the box, the Legal name and Country fields will populate automatically.

You will then need to select 'View Organisation Details' by clicking on the 'legal name' or by clicking on:



### Applicant Organisation Details

**Please click on "legal name" to expand the applicant organisations details and gain access to other fields.**

**Type of organisation:** Please select the most relevant type from the drop-down menu. If you cannot find a suitable option in the list, please select the option 'Other'.

The 'Applicant Organisation Details' and 'Profile' will be pre-filled using the information submitted on the Participant Portal. If there are any changes to the information originally provided, you would need to amend this on Participant Portal and update the information accordingly. If you receive an error when entering your PIC number and you have checked that you are entering the right code, please [contact us](#).

**Useful Tip:** Check that there are no spaces before or after your PIC number if you are copying and pasting, as this would generate an error on the form.

## Associated Persons

### Legal Representative

Enter the details of the person who is authorised to enter into a legally-binding commitment on behalf of your organisation.

**Please complete every field in this section.**

**Important note:** Please ensure the Legal Representative details are consistent throughout the application form and in the Declaration of Honour. If there are inconsistencies your application may be rejected. Please notify the UK National Agency as soon as possible of any changes.

### Contact Person

We will use these details as the first point of contact for the application and, should it be successful, the remaining duration of the project. We strongly recommend that the contact person for the application is different from the Legal Representative.

**You can select up to three ‘contact persons’.** Please ensure that the contact person details are up-to-date – if the contact person changes after the application is submitted, please let us know as soon as possible. You can change the contact details by filling in the relevant form [here](#).

## Background and Experience (Organisations)

The information in this section will inform the assessment of your organisation's capacity to manage the project and proposed Grant successfully.

**Please briefly present your organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group).**

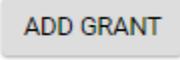
Please include all relevant information in this section such as who the people running the project will be. You should also include measures put in place in case the people in charge of the project leave their roles.

Please detail how your organisation's previous experience of delivering projects or activities or other work has built the skills and knowledge needed for the activities you propose in this application. Please indicate if this is a project format that you have delivered before.

### **What are the activities and experience of the organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project?**

Please explain any previous experience the organisation has encountered and how this can contribute and facilitate towards the new project.

### **Has your organisation participated in a European Union granted project in the 3 years preceding this application?**

Please select from the drop down menu. If you select 'yes' here, complete the table with the relevant information. Click on  to add new activities. Click on  to delete activities. If you have been involved in previous projects but do not know the exact details please contact the UK National Agency.

## **Partner Organisations**

Strategic Partnerships in the Higher Education field should have a minimum of three partners from three different Programme Countries (including the Applicant).

Partner organisations from any Partner Country in the world may participate in Strategic Partnerships (please see pages 21-23 of the 2019 Programme Guide for further details). However, it is important to note that Partner Countries can only be involved in a Strategic Partnership if they will bring significant added value to the project. Please see the 'eligible organisations' section of this handbook on page 8.

**Useful tip:** You will need to provide a signed **partner mandate** for each member of the partnership at application stage. The European Commission has provided a partner mandate template which must be used and which can be downloaded [here](#).

As with the 'Applicant Organisation' you will need to input a PIC number which will populate the organisations details. You will have to select the 'type' of organisation, add a legal representative and up to three 'contact persons.'

## Background and Experience

This section is broken down into sub-questions and asks for further information regarding the activities and experience of partner organisations in the areas relevant to the application. You should address all the questions outlined in the application form. Additionally, you must outline the relevant skills and expertise of key people at the partner organisations.

Finally, you are required to indicate whether partner organisations have participated in a European Union funded project in the three years preceding this application by selecting 'Yes' or 'No' from the drop down menu. If 'yes', you must provide further details.

## Add/Remove Partner Buttons

Additional partners can be added by clicking on the 'Add Partner' button. If a partner has been entered in error you can delete their information using the 'Delete organisation' button which is located on the right hand side.

## Project Description

### Priorities

**Please select the most relevant horizontal or sectoral priority according to the objectives of your project from the drop-down menu.** You can select up to three priorities. This can be a Higher Education-specific priority or a horizontal priority, which would be a main priority whereas a second or third priority can be a priority for a different field, in case your application has a more cross-sectoral approach.

For more information about the different priorities, please check pages 102-106 of the 2019 Programme Guide.

**Please comment on your choice of priorities.** Please explain why you have selected the priorities above.

**Important note:** Please ensure that you have selected the correct field when selecting field specific priorities.

**Please select up to three topics addressed by your project.**

Taking into consideration your project's objectives, please list the main topic areas of your project from the drop down box.

## Project Description

**Please explain the context and the objectives of the project as well as the needs and target groups to be addressed. Why should this project be carried out transnationally?**

Please refer to your needs analysis in this section. Where possible, evidence should be included to back up statements referring to the necessity of the project. You can do so by including a link to a website or an annex. Be sure to explain the need for this project to work with international partners.

If you aim to deliver a cross-sectoral Strategic Partnership (with Higher Education as its main focus), please make sure this is clear in the different sections of the application form as well as specifically in this section.

**What results are expected during the project and on its completion?**

Please provide a detailed description of the expected results (if they are not listed in Intellectual Outputs, Multiplier Events or Learning, Teaching and Training activities). The results are the outputs of your proposal during the project and upon completion – what you aim to produce or any immediate changes you hope to affect, i.e. changes in individuals or organisations. You will also need to consider impact (see below): for example, you may aim to develop transversal skills such as IT competence in a certain number of education professionals which will increase employment prospects for the members of staff.

**In what way is the project innovative and/or complementary to other projects already carried out by the participating organisations?**

This should clearly explain why the approach/method the project is implementing is innovative. It is not sufficient to simply state it will be applied to a different target group, but rather you should demonstrate how the methods you will develop are innovative for the proposed target group(s) and the countries involved and how this approach/project is likely to be more affective over others.

**How did you choose the project partners and what experiences and competences will they bring to the project? How was the partnership established and does it involve organisations that have never previously been involved in a Strategic Partnership project?**

Clearly explain the expertise of **all** partners and what they will bring to the project. You should demonstrate what relevant, complementary experience and expertise the partners will bring to ensure the project is delivered effectively. If your project includes organisations from outside the Programme Countries (i.e. from Partner Countries) the added value they bring to the project (e.g. by introducing new practices) must be demonstrated clearly in the narrative, otherwise this application may be rejected.

### **How will the tasks and responsibilities be distributed among the partners?**

Please describe clearly and in detail the distribution of roles and responsibilities within the partnership. Also explain the rationale for the distribution.

**If relevant, please identify and explain the involvement of associated partners, not formally participating in the project. Please explain how they will contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project.**

Your project may receive the support of organisations that are not listed as formal partners in the project, as they would not receive funding to take active part in the proposed activities. Please detail the support you will receive from any associated partners.

## **Participants**

**Please briefly describe how you will select and involve participants in the different activities of your project?**

Give as much detail as possible in terms of the selection process that will be applied in order to choose the participants, as well as how they will take part in the different activities.

- **Participants with fewer opportunities: does your project involve participants facing situations that make their participation in the activities more difficult?** Please select 'yes' or 'no' from the drop down menu. When selecting 'yes', the following questions appear:
- **How many participants (out of the total number) would fall into this category?** Please give the most accurate and up-to-date figure possible.
- **Which types of situations are these participants facing?** Please select the options as per the drop down box.

## **How will you support these participants so that they will fully engage in the planned activities?**

Please give the details requested including how you will support such groups to participate as planned. Further information regarding the obstacles or difficulties these individuals may face can be found on page 10 of the 2019 Programme Guide.

Please ensure that you give full details of safeguarding and support staff in place, in the case of mobility or related activities where minors (anyone under the age of 18) or young people are present/accommodating adult mobilities.

## **Please describe briefly how and in which activities these persons will be involved.**

Please describe the activities in which participants with fewer opportunities will be taking part.

## **Preparation**

**Please describe what will be done in preparation by your organisation/group and by your partner/groups before the actual project activities take place e.g. administrative arrangements, communication about the activities, selection of the persons, coaches, involvement of stakeholders, etc.**

You may wish to include the following (this list is not exhaustive):

- Risk management and approach to ensure safety of participants;
- Partnership coordination activity;
- Baseline surveys to support later impact measurement;
- Communication overall and promotion to local and wider community about your project;

## **Management**

### **Funds for Project Management and Implementation**

Funds for 'Project Management and Implementation' are based on the number of participating organisations and the duration of your project. A partnership can receive a maximum of 2750 EUR of Project Management and Implementation costs per month. The Applicant organisation (lead partner) will receive 500 Euros/month and each partner will receive 250 Euros/month. The application form will automatically calculate the correct funding amount for Project Management and Implementation.

**Please provide detailed information about the project activities that you will carry out with the support of the grant requested under the item "Project Management and Implementation"**

Eligible costs that can be claimed under the project management and implementation budget can be found on page 117 of the 2019 programme guide.

## Transnational Project Meetings

**Transnational Project Meetings: How often do you plan to meet? Who will participate in the meetings, where will it take place and what will be the goal?**

Transnational Project Meetings can be included as part of a Strategic Partnership project. These meetings should be used by project coordinators from participating project partners for project planning, coordination and implementation purposes. You must be able to justify the need for the meetings in terms of the number of meetings and participants involved. You should only apply for transnational meetings where virtual cooperation cannot replace face-to-face meetings.

*Please specify the funds requested to organise the planned Transnational Project Meetings.*

You will need to add the Transnational Project Meetings by clicking  and further details for each Transnational Project Meeting can be found by clicking on  and then the details button. The requested information is as follows:

**Meeting Title:**

**Starting period:** The date of when the meeting will start

**The Leading Organisation:** Select from the drop-down list which organisation will lead this meeting.

**Country of Venue:** Select from the drop-down list.

**Sending Organisation:** Select from the drop-down list

**No. of Participants:**

**Distance Band:** Travel distances must be calculated using the [European Commission Distance Calculator](#).

**Important note:** You will need to apply for the necessary funds on behalf of all participating organisations.

**Important note:** All the activities of a Strategic Partnership must take place in the countries of the organisations participating in the project. Activities can also take place at the seat of an Institution of the European Union (Brussels, Frankfurt, Luxembourg, Strasbourg and The Hague) even if in the project there are no participating organisations from the country that hosts the Institution.

## Project Management

### **How will you ensure proper budget control and time management in your project?**

Please provide information about the measures that you will put in place to ensure that your project's milestones will be met in a timely manner whilst adhering to the agreed budget.

### **How will the progress, quality and achievement of project activities be monitored? Please describe the qualitative and quantitative indicators you will use. Please give information about the involved staff, as well as the timing and frequency of the monitoring activities.**

This section relates to quality assurance during the project. How will you evaluate progress against your milestones as the project progresses? Who will be the key staff, what will their responsibilities be, and what is their experience in monitoring and evaluation? Preparation, implementation, evaluation and dissemination will need to be completed by the project end date. Please list appropriate monitoring and evaluation activities, including methods, tools and staff with appropriate skills and knowledge to conduct these activities that will be undertaken at critical stages in the project. Demonstrate how these activities will ensure successful project delivery and measure how the needs have been addressed, along with appropriate learning outcomes and impact measures. Please explain why it is relevant to perform these activities daily, weekly, monthly, etc.

### **How will you evaluate to which extent the project reached its results and objectives? What indicators will you use to measure the quality of the project's results?**

This relates to the evaluation of results and outputs. How will you measure the success of your project? What key quantitative and qualitative indicators of achievement will you put in place to measure progress against your overall objectives and targets? What monitoring and evaluation activities will you undertake to check that you have reached your targets? And who will be responsible for this? If you have not yet developed your indicators, you should say how you will do so. The proposed methodology should be realistic and appropriate for producing the expected

results. How will consistency between objectives, activities and results be measured? Are the proposed activities the most appropriate to address the project aims and objectives?

**What are your plans for handling project risks which could happen during the project (e.g. delays, budget, conflicts, etc.)?**

Please list the possible key risks that could occur during the project (related to context, nature of the activities planned, participants' needs etc.) with a control measure proposed to minimise the likelihood and/or impact of the risk. Measures to ensure good cooperation, such as partnership agreements or codes of conduct, may be outlined here and you should note any agreed process for mediating disputes or disagreements.

## Implementation

**Please explain how the project activities will lead to the achievement of the project objectives and delivery of the planned results.**

Please provide details as to how the activities will allow the partnership to successfully achieve innovative results in its field. You should make clear how the methods and work you and your partners will undertake over the lifetime of the project will enable you to achieve the objectives of your project.

**How will you communicate and cooperate with your partners?**

Please describe how all partners will communicate (i.e. what methods, how often), how you will work together to deliver the different activities and stages of the project, and how you will communicate with other important stakeholders, who should be identified as far as possible.

**Have you used or do you plan to use eTwinning, School Education Gateway or the Erasmus+ Project Results Platform for preparation, implementation or follow-up of your project? If yes, please describe how.**

If you have decided to use any of these platforms, you should explain which one(s) and how you have/intend to use them to support your project.

## Intellectual Outputs (only applicable for 'Innovation' projects)

Staff costs for Management and Administrative time are already covered through the Project Management and Implementation budget. These costs may be eligible for funding through the

Intellectual Outputs category if the staff member's role working on the output is distinct from their regular role as project manager or administrator of the project as a whole.

**Do you plan to include Intellectual Outputs in your project?**

If you are producing Intellectual Outputs, please select "Yes" in order to allow the form to load the applicable questions.

Information in regards to intellectual outputs can be found on page 119 of the 2019 programme guide.

You will need to distinguish the production of such outputs from those covered by the funding automatically awarded to a project for 'Project management and implementation'.

Please complete the following sections within each Intellectual Output:

**Output Title**

**Output Description (including: elements of innovation, expected impact and transferability potential)**

Please provide as much detail and information as to how this output will be useful for other organisations and bodies, for impact and dissemination purposes.

**Output Type:** Please select the output type from the dropdown list

**Start Date:** Please select the start date

**End Date:** Please select the end date

**Please describe the division of work, the tasks leading to the production of the Intellectual Output and the applied methodology.**

Please explain the distribution of the work to be carried out for the development of Intellectual Outputs by the most suitable partner(s), the work that will need to be carried out before and during the production of the Intellectual Output, as well as how the principles described in the previous sections apply to this work.

**Languages:** Select from the drop-down list

**Media:** Select from the drop-down list

**Leading Organisation:** Select from the drop-down list

**Participating Organisations:** Select from the drop-down list

## Intellectual Output budget

**Please specify the staff resources which you need to produce the Intellectual Output**

The category of staff time that is selected must reflect the work the individual will conduct on specified days, not their usual role in the organisation.

To be considered as “staff” for the development of Intellectual Outputs, the individuals must be contractually linked to one of the organisations in the partnership either on a professional or voluntary basis. In all cases, the beneficiary must be able to demonstrate a formal link with the staff member concerned. When you input the number of staff required to develop your Intellectual Output, you will be asked the following question:

**Please justify why specific grant for management and administrative staff is required for the development of the Intellectual Output in addition to what is already covered by Project Management and Implementation grant.**

You can only claim for additional Project Management or Administration staff costs if it is essential to the completion of the Intellectual Output.

In order to receive funding for Managers and Administrative Staff time, clear and explicit justification must be provided in the application form covering the above criterion. Intellectual Output staff time is intended to cover the specific amount of time working on only the Intellectual Output and no other area of the project.

**Useful tip:** If you are not planning to deliver Intellectual Outputs as part of your project you should carefully consider whether it would be more appropriate to apply for an ‘Exchange of Practice’ project instead of ‘Development of Innovation’.

## Multiplier Events (only applicable for ‘Innovation’ projects)

You will only be able to request funding for Multiplier Events as part of your project if you have listed Intellectual Outputs. Multiplier Events must be directly linked to sharing and disseminating the Intellectual Output to which they relate. Consequently, they should be planned to take place **after the Intellectual Outputs have been completed**, to maximise the dissemination potential.

Please see page 119 of the 2019 programme Guide for the Multiplier events unit cost rates.

**The maximum sum available for Multiplier Events funding is € 30,000 per project.**

Multiplier Events must take place in the countries of the organisations participating in the project. In addition, Multiplier events can be hosted in the country of any of the associated partners involved in the Strategic Partnership, if duly justified in relation to the objectives of the project OR Multiplier Events can be held at the seat of an Institution of the European Union. These include Brussels, Frankfurt, Luxembourg, Strasbourg and The Hague.

**Do you plan to include Multiplier events in your project?**

Please select from the drop down menu, if you select 'yes' a new section will appear.

## Multiplier Event Details

For each Multiplier Event you will be asked to answer the following questions:

**Event Title:**

**Country of Venue:** Please select from the dropdown menu the country where this event will take place. This can only be in one of the participating countries or in one of the seats of the European Union.

**Start Date:** Please select the start date for the event.

**End Date:** Please select an end date for the event.

**Event Description (including target groups and objectives):** Please provide as much detail as possible in regards to what will be covered during the event.

**Intellectual Outputs Covered:** Please select the Intellectual Outputs covered in this event.

**Leading Organisation:** Please select the organisation that will be responsible for this event.

**Participating Organisations:** Please select the organisations within the partnership that will take part in the event.

## Multiplier Event Budget

Please enter the number of local (from the host country) and the number of foreign participants that will take part in the event. Once you have entered the number of local and foreign participants the application form will automatically calculate the total budget for the Multiplier Event.

## Learning, Teaching and Training Activities

Learning, teaching and training activities can be funded in any Strategic Partnerships project provided they are embedded within the broader activities and bring added value in terms of supporting the achievement of the project's objectives. You need to make it clear how these activities will contribute to the wider project outcomes.

### List of Activities

**Do you plan to include transnational learning, teaching and training activities in your project?**

Please select an answer from the drop-down menu. If you select 'yes', further options will appear.

You can find more information in regards to the available activities for Strategic Partnerships in the Field of Higher Education on pages 106 – 107 and of the 2019 programme guide

Learning outcomes should be validated through EU validation tools such as [Europass](#).

If the transnational Learning, Teaching and Training activities include participants from remote areas of the country, Overseas Countries and Territories, it is possible to claim additional travel costs under the Exceptional Costs for Expensive Travel budget section. Please see section Exceptional Costs for Expensive Travel for more information. This type of funding should be claimed instead of the travel funding awarded using the Distance band rate.

**Important note:** Short-term joint staff training events to/from Partner countries is eligible. Please refer to page 110 of the 2019 Programme Guide for further information.

Please include any relevant recognition and validation, specifying the use of Europass where applicable.

**Important note:** Please ensure at least two Programme Countries are included in any transnational learning/teaching/training activities in your application for activities to be considered eligible.

Please complete each activity table as indicated:

- Field - select 'HE' for Higher Education'
- Activity Title
- Activity Description (including profile of participants per organisation, goals and results of the activity)
- Leading Organisation – Please include the name of the lead organisation
- Participating Organisations – Please select the names of the participating organisations
- Country of Venue – Please indicate the country of venue.
- Starting period – please indicate the start date

## Groups of participants

**Activity type, Country of venue:** These will both be automatically generated.

**Organisation:** Enter the partner who is leading on the activity

**Duration (days):** This will be automatically generated

**No of Participants, No of Accompanying persons:**

Please note that an accompanying person can be an adult that accompanies one or several young people, i.e. minors with little experience abroad), in order to ensure protection and safety as well as effective during the mobility experience.

A full definition of an Accompanying Person can be found in the 2019 Programme Guide, page 319.

## Group Budget

### Travel

The same distance band will apply to all participants in one flow, based on the venue of the participating organisations, i.e. the travel rate for all participants from a participating organisation should be calculated from the organisation address to the venue of the activity. Therefore, you will need to select the appropriate distance band using the distance band calculator [here](#).

If you are applying for **Exceptional Costs for Expensive Travel** you will need to tick the relevant box and add the number of participants that will need the additional support and an estimate of the funding that will be needed to cover the cost. Be prepared to fully justify the need for this type of funding, how it contributes to your project activities, travel routes it might affect and explain what it would be used for. Please bear in mind that you should only apply for Exceptional Costs for Expensive Travel if the funding awarded for the correct distance band does not cover at least 70% of the costs of travel.

**Important note:** Please check pages 115 and 121 of the 2019 Programme Guide for more information in regards to Exceptional Costs for Expensive Travel.

## Individual Support

Individual Support refers to the day-to-day living costs incurred by participants during the mobility activity. This includes accommodation, food and insurance as well as local travel to and from the venue of the activity in the host country.

Individual Support is calculated on a unit cost basis as detailed on page 120 of the 2019 Programme Guide and will be payable according to the country of destination, the duration of the activity and the activity type. There should be consistency between this budget section and what you have described in the Learning, Teaching and Training section.

**No of participants,**

**Duration per participant (days)**

**Grant per participant,**

**Total (per Participants):** these are automatically calculated

**No of accompanying persons,**

**Duration per accompanying person (days)**

**Grant per Accompanying person and**

**Total (for accompanying persons):** these are automatically calculated.

**Please note:** You should double check the amount of people and the duration of the activity that the form populates in order to ensure that the correct numbers are showing.

**Important note:** You will need to apply for funding for all organisations taking part in the activity. Each organisation should represent a different “Flow” within the activity

## Linguistic support

Linguistic Support refers to costs linked to the support offered to participants to improve their knowledge of the language of instruction or work during the mobility activity. You must clearly justify the need for financial support. Linguistic support is calculated on a unit cost basis and awarded at a rate of €150 per participant needing linguistic support. This type of support is only available for long-term mobility activities lasting between 2 and 12 months.

## Background Information

**What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives?**

Describe how any such activities will contribute to the project's objectives and include information regarding plans for recognition and validation of learning, specifying the use of Europass where applicable.

**How will you select, prepare and support participants and ensure their safety? Please describe the practical arrangements including training, teaching or learning agreements, if applicable.**

Please describe in detail the selection process and all the measures that you will adopt in order to ensure that their participation in the activities is successful and safe. Please ensure that you comply with your organisation's policies, as well as with the legislation of your country and those of the partnership.

**Please also describe the arrangements for recognition or validation of the learning outcomes of the participants in learning, teaching or training activities. Will your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc or any national instruments/certificates?**

Please ensure that you address the points above in answer to this question, providing full details of how you will ensure the recognition and/or validation of the learning outcomes of participants.

## Timetable

Please note that Transnational Project Meetings, Intellectual Outputs, Multiplier Events and Learning, Teaching and Training activities will be listed in this table automatically once you have created them in the dedicated sections on the form.

## Special Costs

### Special needs support

Any costs requested under this budget heading should not already be covered by the travel or individual support budget headings. This will need to be clearly justified in the application form.

**Useful tip:** A person with special needs is defined as a potential participant whose individual physical, mental or health-related situation is such that his/her participation in the project would not be possible without extra financial support.

Special needs support is calculated on an actual cost basis and will be assessed on a case-by-case basis. The individual situation should be described and any particular needs and extra costs should be clearly detailed in the application form and in the text box under this section. You will need to provide an estimate of the additional funding that will be required to support participants with Special Needs, as well as provide full details as to how this funding will be spent.

Please see page 118 of the 2019 Programme Guide for more information.

## Exceptional Costs

The awarding of Exceptional Costs is not guaranteed. Clear and full justification must be given when adding the costs under the Exceptional costs budget heading. Exceptional Costs are based on actual costs and must be supported by invoices and receipts at Final Report stage.

Exceptional Costs can be requested only if they are critical to the success of the project and are services/goods/items that cannot be provided by the organisations involved in the project.

**Please note you will need to enter 75% of the total amount of the Exceptional Cost within this section.**

The Exceptional Costs category, if eligible, can contribute up to a maximum of 80% of the real cost of services/goods/items that would have to be sub-contracted or procured by the project. However, please refer to the full estimated costs of the service/equipment to be subcontracted in the narrative. If Exceptional Costs are not sufficiently justified they will be removed from the project budget and not funded. Please see page 121 of the 2019 Programme Guide for further information.

**The maximum sum available for Exceptional Costs is €50,000 per project.**

## Follow Up

### Impact

Impact assessment is the process of examining the effect of Erasmus+ activity on individuals, organisations and society. The effects could be positive or negative, intentional or accidental, short or long-term. We have developed our own [Erasmus+ Impact Exercise](#) to help applicants and projects think about their impact. You can find it on our resources page along with other useful documents and links.

#### **What is the expected impact on the participants, participating organisations, target groups and other relevant stakeholders?**

Please describe the expected impact on all the groups of individuals and the organisations directly involved in the delivery of the project or affected by the project.

#### **What is the desired impact of the project at the local, regional, national, European and/or international levels?**

Please describe the expected impact at local levels and beyond. Please be clear where the impact will be strongest. Depending on the size and scope of your project, you should describe how any innovations may impact systems or policies, and how it may connect with other Erasmus+ programme and wider EU activity. You might want to consider addressing these separately in order to ensure that the expected impact of your project is clearly outlined and described.

#### **How will you measure the previously mentioned impacts?**

Please describe the means you will use, and your indicators of achievement, or how you will develop them. You may choose to measure impact both within the period of EC funding and after funding has been used. For more information about assessing impact and useful resources please visit the [Impact](#) section on our website.

### Dissemination and use of the Project's results

Dissemination is essentially communicating the project outcome and successes to ensure that the results are conveyed as widely as possible.

Dissemination and use of project results is an important focus of Erasmus+ (as per 2019 Programme Guide pages 313 to 317) as well as a contractual obligation. This ensures that project

funds enable a wide group of people, organisations and/or communities to benefit and not just those explicitly named in this application.

You are requested to make plans for the dissemination of your project results. Please provide answers to the below.

**What will be the target groups of your dissemination activities inside and outside your partnership? Please define in particular your target audience(s) at local/regional/EU level and motivate your choice.**

You need to include information such as organisations that have participated in your activities, stakeholders, decision makers, the press, the general public, etc. You should include details of how European stakeholders and other organisations will be approached in order to share the results of the project.

**Which activities will you carry out in order to share the results of your project beyond your partnership?**

Describe the activities you intend to carry out, linking them to your project activities and outputs (i.e. show how they are relevant) and describe what means (media channels, events, etc.) you will use. You may use a wide variety of media, and innovative means of dissemination are welcome. You may apply for funds, under Exceptional Costs, to translate any materials into the languages of project partners, provided it is clear why the partners cannot do this themselves and how translating these materials will increase the impact and dissemination of your project and its outputs.

**Who will be responsible for the dissemination activities within your partnership and which specific expertise do they have in this area? What resources will you make available to allow for the proper implementation of your dissemination plans?**

You need to say which partners will undertake the dissemination activities, what expertise they will bring, and what resources (staff days as well as physical resources) you will make available to implement the plans described in this section.

**Erasmus+ has an open access requirement for all materials developed through its projects. If your project is producing intellectual outputs/tangible deliverables, please describe how you intend to ensure free access for the public to a digital form of this material. If you intend to put any limitation on the use of the open licence, please specify the reasons, extent and nature of this limitation.**

You should clearly explain how each result and Intellectual Output (if applicable) produced will be shared with others upon completion. Please bear in mind that you will also need to make your main project outcomes available on the Erasmus+ Project Results Platform.

**Important note:** If your project is successful, you will need to be able to share your Project Results on the Project Results Platform, which has open access to all resources. You will need to ensure that you comply with rules and regulations in regards to data protection of participants when producing and publishing your results.

## **How will you ensure that the project's results will remain available and will be used by others?**

Describe how you will make your results widely available over the long term. This may include, for example, giving open access to resources you have developed, or making sure innovation becomes integrated into the practice of different organisations.

**If relevant, please provide any other information you consider appropriate to give a full understanding of your dissemination plan and its expected impact (e.g. how you have identified which results are most relevant to disseminate; how you will ensure the involvement of all partners; how you see synergies with other stakeholders, etc.)**

You may add any further information you feel is relevant, with particular reference to the selection criteria and the 2019 Programme Guide.

## **Sustainability**

Sustainability can be defined as the potential for the continuation of the project's activities, outcomes and impacts after the Erasmus+ funding has finished. Sustainability includes, but is not confined to, obtaining further funding for activities. It can also refer to integration of results and innovation into the management or pedagogy of participating organisations and ways in which new curricula, etc. will be updated.

### **What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?**

Please explain which aspects of your project you plan to maintain after funding finishes, how you will do this and what resources, including financial resources, you will use to assure sustainability. You may wish to reference your dissemination activities and use of results described in the previous section.

## Budget summary

This section provides an overview of the activity number, activity type and grant requested for the project.

The values shown in the budget summary are calculated automatically on the basis of the values calculated and/or entered in the detailed budget sections.

**Please note:** if you miscalculate your budget and request less than you are entitled to, you will only receive up to the amount requested. You must ensure that the budget provided is correct and consistent with the activity described in your application form before submitting your application, as the UK National Agency cannot award any funding above the amount requested at the application stage.

## Budget per Organisation

This pre-populated section contains the total grant calculated for each participating organisation, with the budget broken down per categories.

## Project Summary

In this section you are asked to provide a summary of your project

Please provide a short summary of your project. Please remember that this section (or part of it) may be used by European Commission, Executive Agency or National Agencies in their publications, it will also feed the Erasmus+ project results platform. Be concise and clear and mention at least the following elements:

- Context/background of project;
- Objectives of your project; number and profile of participants;
- Description of activities;
- Methodology to be used in carrying out the project;
- A short description of the results and impact envisaged and;
- Finally the potential longer term benefits.

This summary will be publicly available in case your project is awarded. At the end of your project, a description of results will also be requested for publication.

## Annexes

The following documents need to be attached as annexes to the application form:

- The Declaration of Honour signed by the Legal Representative mentioned in the application;
- The mandates of each partner to the applicant signed by both parties, where available and
- The Project Timetable Spreadsheet template.

Please ensure that all documents specified in the checklist are uploaded electronically with the application. To attach documents click the 'Add file' button on the right hand side of the box displayed. This will then open up an additional window which will allow applicants to browse files on your computer and upload.

Please note that only .pdf, .doc, .docx, .xls, .jpg, .txt, .odt and .ods files can be uploaded with an application. No other files will be accepted. A file which has been added in error can be removed by clicking the 'remove' button which replaces the 'add' function on the right hand side of the table.

If after checking that the annexes are within size and file format limits, you are still experiencing problems please contact us at; [erasmus@britishcouncil.org](mailto:erasmus@britishcouncil.org)

**Please note:** The Declaration of Honour form and the Mandates will need to be physically signed and then scanned, as we cannot accept electronic signatures.

## Checklist

Before submitting the application, please check the UK National Agency requirements at the end of this document. **Please note you will need to attach any relevant documents to your application.**

## Data Protection Notice

Applicants are required to read the data protection notice in advance of signing the Declaration of Honour. The Specific Privacy Statement referred to in this section can be found on our [website](#).

## Declaration of Honour

**Please use the 2019 declaration of honour form. We are unable to accept a declaration of honour from previous calls.**

The Legal Representative of the applicant organisation must print the declaration of honour, read it carefully, complete the declaration by hand and sign it with a wet signature. The signed declaration of honour then needs to be scanned and attached as an annex before the application can be submitted online.

**It is essential to submit the Declaration of Honour. Failure to submit the Declaration of Honour signed by the Legal Representative will result in your application being ruled ineligible.**

## Submission

You must ensure you have validated all sections of the application before submitting. If all sections have been validated a green tick will appear against each fully completed section.

1. You should only submit your application form once you are happy with the finalised version.
2. You need to ensure that you are connected to the internet in order to submit your completed application.
3. You should ensure that all sections of the form are valid and all annexes are attached before submitting the form.
4. The UK National Agency advises that you save the final completed version of your form on your desktop in case of any technical issues with submission. You will be able to save a PDF copy of the completed form.
5. To submit the form applicants should click the  button.

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

Your application must be submitted online by the deadline: **11am (UK time) on 21<sup>st</sup> March 2019.**

If you want to make any changes before submitting the form or after submission but **before the submission deadline**, use the  button next to the application, and select “EDIT” and Resubmit and the form will be open for editing.

## Alternative Submission Procedure

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

If you were not able to submit due to technical reasons, you would need to provide the following:

1. The date and time of your last submission attempt as mentioned in the electronic application form submission summary section.
2. Inform the UK National Agency **within 2 hours** of the application deadline (12:00 Brussels time) by emailing [erasmus@britishcouncil.org](mailto:erasmus@britishcouncil.org). In this email you should include:
  - A screenshot of the error message. This screenshot should also show the date and time when the message appeared.
  - Your PIC number
  - Your Form ID Number (which can be found on the top right-hand corner of your application form)

## Submission Summary

A record of submission attempts made for the form will be recorded here. This should be used if you need to follow the alternative submission procedure outlined above.

The UK National Agency advises printing the final completed version of your form and retaining it for your own records. Please note that hard copies of the form **do not need** to be posted to the UK National Agency.

## 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 to whom you provide access. Please note that any person accessing the form will need an EU login account for the email you have 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**

Please note in the first instance no email notification will be sent to the user and you will need to inform the user that they have access to the form.

## Application Checklist:

<input type="checkbox"/>	Have you used the correct application form: KA2 Higher Education, deadline 21 <sup>st</sup> March 2019?
<input type="checkbox"/>	Is your project start date between 1 September 2019 and 31 December 2019?
<input type="checkbox"/>	Is your project duration between 12 months and 36 months?
<input type="checkbox"/>	Have you checked your partners have provided you with the correct PIC number?
<input type="checkbox"/>	Have you checked if your partner's details are up-to-date and consistent between the application form and the Participant Portal?
<input type="checkbox"/>	Have you checked if budget figures are correct and consistent through the whole application form?
<input type="checkbox"/>	Have you checked that all the mandatory fields (red boxes) are completed?
<input type="checkbox"/>	Have you printed, signed, scanned and annexed the Declaration of Honour?
<input type="checkbox"/>	Have you attached mandates for each of your partners?
<input type="checkbox"/>	Is the information on the mandates consistent with the Participant Portal and Legal Entity Form?
<input type="checkbox"/>	Have you attached the Timetable of Activities?
<input type="checkbox"/>	Have you submitted your application before the deadline of 21 <sup>st</sup> March 2019? (11am UK time)

Have you saved the copy of your Application Form for your own records?

## Additional Support and Next Steps

### After submitting your application

Once you have submitted your application you will receive an acknowledgement email. If you have not heard back from us within four weeks of the deadline, then please get in touch to check it has been received successfully by calling the Erasmus+ helpline on **029 2092 4311** or by sending an email to [erasmus@britishcouncil.org](mailto:erasmus@britishcouncil.org).

All applications are checked for eligibility, and eligible applications will be assessed for quality. An Evaluation Committee then meets to review the applications. The highest scoring applications are selected, based on the budget available.

You will be informed of the outcome by email and grant agreements will then be issued to successful applicants.

### Support Videos and One to One Calls

We have published two videos on our [YouTube channel](#) to assist you with your application. Recordings can be viewed at any time.

Scheduled 30 minute telephone calls are available to UK organisations who have begun writing an application for funding under the 2019 Key Action 2 Higher Education Call. Applicants will have the opportunity to discuss their application and questions with UK National Agency Staff. The one to one telephone calls places are limited and available on a 'first come, first served' basis. To register to attend one of our sessions please register online [here](#).

### What happens now?

Once you have submitted your application, you will receive an acknowledgement email from the UK National Agency. We aim to acknowledge all applications within three weeks from the application deadline. If you have not received an acknowledgment email after three weeks, please [contact us](#).

The acknowledgment email will include information about when you should expect to receive the outcome of your application; for indicative dates see page 264 [2019 Programme Guide](#).

Project proposals are assessed by the National or Executive Agency receiving the application, exclusively on the basis of the criteria described in the [2019 Programme Guide](#). The assessment implies:

- **a formal check to verify that the eligibility and exclusion criteria are respected;**
- **a quality assessment to evaluate the extent to which the participating organisations meet the selection criteria**

(i.e. operational and financial capacity) and the project meets the award criteria. Such quality assessment is in most cases carried out with the support of independent experts. In their assessment, experts will be supported by guidelines developed by the European Commission; these guidelines are available in the [Key Resources](#) section of our website.

We will appoint an evaluation committee to oversee the management of the selection process. On the basis of the assessment carried out by experts, the evaluation committee will establish a list of projects proposed for selection using a ranked assessment scoring list. As many eligible projects will be funded within the budget allocated for that Call and application type.

For all successful organisations, the notification of results email will outline the dates in which we aim to complete the contracting process. We are only able to issue Grant Agreements once all of the necessary contracting documents have been submitted and accepted. Full details about the documents that need to be submitted to support the contracting process will be outlined in the contracting instructions issued to projects following the notification of results email.

## Keeping us up to date

We will be in contact with you throughout the duration of your project. It is important, therefore, that you keep us informed of your most up-to-date contact information for the Contact Person and Legal Representative of your project.

## Contacting us

The Erasmus+ Team is on hand to help you with any queries you may have regarding your Key Action 2 application. Please note that email and phone lines get extremely busy in the lead up to the application deadline. You can [contact us](#) via the following channels:

### Erasmus+ Help Line

You can contact us by phone on: 02920 924311

Our helpline is open:

Monday – Friday 10:00 – 16:00

### Erasmus+ Enquiries Email

For general enquiries you can contact us on: [erasmus@britishcouncil.org](mailto:erasmus@britishcouncil.org)

## Social Media

Keep up-to-date with the Erasmus+ programme by connecting with us through our social media channels. We advertise events, deadlines and further information through the following channels:



Sign up to our newsletter

[www.erasmusplus.org.uk/subscribe-to-our-newsletter](http://www.erasmusplus.org.uk/subscribe-to-our-newsletter)



Follow us on Twitter:

@erasmusplusuk / [www.twitter.com/erasmusplusuk](http://www.twitter.com/erasmusplusuk)



Like us on Facebook:

[www.facebook.com/ukerasmusplus](http://www.facebook.com/ukerasmusplus)



View our YouTube channel:

[www.youtube.com/erasmusplusuk](http://www.youtube.com/erasmusplusuk)



Follow us on Storify:

[www.storify.com/erasmusplusuk](http://www.storify.com/erasmusplusuk)

*By using this document, you accept this disclaimer in full. This guidance document has been produced solely for guidance by UK KA203 project beneficiaries and no other reason and therefore should not be relied upon by any third party. The content of this document is not advice and should not be treated as such. Neither the United Kingdom National Authority function for the Erasmus+ programme (the “National Authority”) nor the United Kingdom National Agency function for the Erasmus + Programme (the “National Agency”) nor any person acting on their behalf may be held responsible for the use which may be made of this guidance document and any information contained in this document. The National Authority and the National Agency have not verified, nor do they make any representations or assurances as to, the quality, nature of, efficacy or otherwise of this document or as to the accuracy, completeness or adequacy of any information contained in this document. Should you wish to use the materials in this document, you agree to acknowledge that the materials were originally developed by the National Agency for the UK Erasmus + Programme.*