Erasmus+ Appeals Form

Please note that this form is for use by either:

1. **Erasmus+ applicants:** the person or organisation/institution submitting a grant application to the UK National Agency.

If you are submitting an appeal as an applicant, please note:

* The Appeals form must clearly specify that either an **administrative error** on the UK NA’s part has taken place or clearly state which **published procedures** the UK NA has not adhered too as detailed in our [Apply for funding](https://www.erasmusplus.org.uk/apply-for-funding) pages.
* Please note, we will not consider information that was not included in the original application form.

1. **Erasmus+ beneficiaries:** the person or organisation/institution who/which has signed the grant agreement issued by the UK National Agency.

If you are submitting an appeal as a beneficiary:

* The Appeals form must clearly specify either an **administrative error** on the UK National Agency’s behalf, or the grant agreement’s **Article(s) and/or annex which has/have not been adhered to**.
* Appeal forms may be considered in relation to your grant where, for example, you believe that your final grant amount may have been calculated incorrectly.

Before completing the appeals form, please note the following:

* If you require further clarification on an application outcome, assessment feedback or the calculation of a final grant amount, this is not the correct process to follow. Instead, please email your query to [erasmusplus@ecorys.com](mailto:erasmusplus@ecorys.com).
* In order to provide applicants and beneficiaries with the means of redress, you may only appeal once at each stage of the project lifecycle.
* Please note if you are dissatisfied with an outcome of an application round because you consider the application is eligible rather than the fact you can provide evidence the NA has made an administrative error or not followed the published procedures; then you should consider making a Complaint rather than an Appeal. To ensure your Complaint/Appeal is considered quickly, please ensure you use the correct form, based on the guidance provided in the Guide for applicants.
* Appeal forms which document non-specific evidence or which note dissatisfaction with the outcome of an application round or Final Report assessment will not be considered. In some cases, these may be viewed as complaints, and you might be asked to fill out a Complaint Form which will be processed accordingly.

Appellant Organisation and Project Details

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

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

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

Appeal Details

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

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

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

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

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

**British Council:** [**erasmusplus.feedback@britishcouncil.org**](mailto:erasmusplus.feedback@britishcouncil.org)

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

**Ecorys**: [**erasmusplus@ecorys.com**](mailto:erasmusplus@ecorys.com)

*Please note that we will ensure all appeals are circulated to the correct organisation, whichever of us receives them*

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