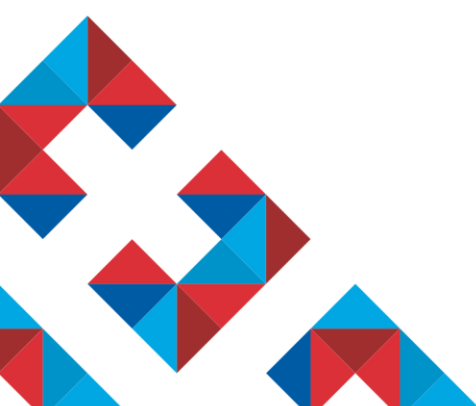


Key Action 1 (KA1) Guide for Applicants

Mobility for Higher Education Students and Staff to Programme Countries

Deadline: 11am (UK time) on Tuesday 2 February 2016

Version 2: 10 March 2016



This document is Version 2 of the guidance notes for the 2016 Call for Key Action 1 Mobility for Higher Education Students and Staff to Programme Countries

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

Any previous documents relating to the 2014 or 2015 Programme Guide should be ignored for the 2016 call.

Overview of changes to the guide

This document is version 2 of the 2016 Key Action 1 (KA1) Guide for Applicants for Mobility for Higher Education Students and Staff. The table below gives an overview of changes made compared to previous versions of the guide:

Page number in version 1 of the guide	Change	New page number in version 2 of the guide
N/A	Following sentences added: ‘Should you be successful in your application you may wish to measure the impact of the mobility. For more information about assessing impact and useful resources please visit the ‘Impact’ section on our website.’	6

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Introduction to Key Action 1: Mobility of Individuals

Erasmus+ is open to organisations across all sectors of education, training, youth and sport. Any public, private or not-for-profit organisation actively involved in these areas may apply for funding. The overall programme objectives are to:

- boost skills and employability;
- modernise education, training and youth work;
- focus on young people.

Key Action 1: Learning Mobility of Individuals is all about providing opportunities for individuals to improve their skills, enhance their employability and gain cultural awareness. Under Key Action 1 organisations can apply for funding to run mobility projects. These projects enable organisations to offer structured study, work experience, job shadowing, training and teaching opportunities to staff and learners.

Key Action 1 for Higher Education

UK Higher Education Institutions (HEIs) can apply for student and staff mobility funding under Key Action 1. Each project can last either 16 or 24 months and HEIs can apply for funding to support any of the following mobility activities within a project:

Student Mobility

- Study period in a programme country abroad lasting three to 12 months (or one academic term/trimester);
- Traineeship (work placement) abroad lasting two to 12 months.

Recent graduates may be supported to undertake a traineeship but they must be selected by their HEI during their last year of study and the traineeship must take place within 12 months of graduating.

Staff Mobility

- Teaching periods – HEI staff or staff from enterprises deliver teaching at another HEI abroad;
- Training periods – staff undertake a training event or undergo job shadowing/observation/training in a relevant organisation abroad.

Staff mobility activities can last from two days to two months, excluding travel time. Those minimum two days must be consecutive. Teaching staff must complete 8 hours teaching per week (or shorter duration).

Should you be successful in your application you may wish to measure the impact of the mobility. For more information about assessing impact and useful resources please visit the ['Impact'](#) section on our website.

Who is this guide for?

This step-by-step guide is to help UK HEIs complete the 2016 Erasmus+ Key Action 1 Learning Mobility of Individuals application form.

This guide is for HEIs who are considering applying for funding for mobility projects for students or staff. If you wish to apply for funding for a mobility project in another field, or for a Key Action 2 or Key Action 3 project, please see the [How to Apply](#) page on the UK website.

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

- The [2016 Erasmus+ Programme Guide](#);
- The European Commission's [Technical Guidelines](#)

Before you begin

Before you begin your application, we recommend you complete the following steps:

1. Read more about this type of project.
2. Check that you are an eligible organisation.
3. Read about organisational and financial capacity.
4. Register on the European Commission's Participant Portal.
5. Ensure you understand the quality criteria against which your application will be assessed.

1. Read more about this type of project

We recommend that you read the relevant sections of the UK Erasmus+ website and the European Commission's Erasmus+ [Programme Guide](#) to find out more about Key Action 1 for higher education.

For Key Action 1 higher education applications the relevant sections are:

- The [higher education mobility page](#) of the UK website.
- Pages 34-49 and pages 254-258 of the Erasmus+ Programme Guide.

2. Check that you are an eligible organisation

To be eligible to apply for Erasmus+, Higher Education Institutions (HEIs) must have an Erasmus Charter for Higher Education (ECHE). To check if your institution holds a valid ECHE, please see the updated [list of awarded ECHEs](#).

Consortia managing HE mobility under Erasmus+ KA1 must have a Consortium Certificate before they can apply for any Erasmus+ funding.

You may apply for the Consortium Certificate at the same time as applying for KA1 funding; see the Erasmus+ Programme Guide pages 34-49, especially pages 41-42. Your consortium application will be assessed and then, if it is approved, your KA1 application will be assessed for funding. If your Consortium Certificate application is not successful, your KA1 HE application will be automatically ineligible.

All applying organisations must be based and registered in the UK. For more information, please see the specific eligibility criteria for higher education Key Action 1 projects on page 36 of the Programme Guide.

Please note that, with limited exception, Sole Traders, Partnerships and Unincorporated Associations are not eligible to apply for funding in Erasmus+.

3. Read about operational and financial capability

3.1 What is operational capacity?

Applicants need to demonstrate they have adequate capacity to successfully deliver Erasmus+ projects and administer them in accordance with the grant agreement with the National Agency and the programme guide published by the European Commission.

Capacity checks of public sector higher education institutions (HEIs), colleges and schools may not

be as detailed as for other types of organisation. Note: for HEIs, organisational capacity is assessed through the ECHE.

The National Agency will limit the number of live projects an organisation manages at any one time if there is no evidence of sufficient organisational capacity to successfully deliver them.

3.2 What is financial capacity?

All Erasmus+ projects are co-funded and Erasmus+ grants will not cover all costs – the grant is **intended to be a contribution towards** the costs of project implementation and mobility activities.

A formal financial capacity check does not apply to public bodies and international organisations, or where the grant request is less than 60,000 euro.

In all other cases, you must demonstrate that they have suitable reserves or income to deliver the project successfully.

You 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 round to which you 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.



Erasmus+ grants should be used to deliver projects and should not therefore be expected to fund the running of an organisation. Erasmus+ grants should represent no more than 50% of an organisation's annual income.

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

All grants are paid in Euros. It is strongly recommended that you use 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 or the name of your group, so that we can make payments to you. If this is not possible please contact the British Council to discuss your options.

4. Register on the European Commission's Participant Portal

Registration on the [European Commission's Participant Portal](#) is compulsory and you will not be able to submit your application if you have not registered your organisation. If you have previously registered prior there is no need to re-register.

Please note that both the applicant organisation and partner organisations must have registered on the European Commission's [Participant Portal](#) before completing an Erasmus+ application form.

The Participant Portal is accessible via an individual's ECAS account. A video guide on how to register on ECAS together with a Participant Portal User Manual is on our [website](#).

5. Upload or update the Legal Entity and Financial Identification Form

Organisations will need to upload or update evidence of their legal status via a [Legal Entity form](#) and a completed [financial identification form](#).



Please note that any information included in the Legal Entity Form and Financial Identification Form must match details in the application form and Participant Portal.

Once registered, organisations will receive a nine digit Participant Identification Code (PIC). When a PIC is entered into an application form, the organisation's details will be entered automatically.



If your HEI has participated in other European Commission-funded programmes, particularly within research, you may already have a PIC, in which case please do not create a new one.

Please see the Erasmus+ Programme Guide, Part C Information for Applicants, page 237, which contains detailed guidance on how to complete these steps.

6. Ensure you understand the quality criteria against which your application will be assessed

Please ensure that each section of the application form is completed in full and that the activities conform to the Erasmus+ guidelines. Remember to proof-read your application.

Your application should reflect your institutional strategy, as set out in your ECHE. Your project will be monitored against the requirements and standards set out in that document.

All applications then go through the following processes:

- 1) A formal eligibility check undertaken by National Agency (NA) (as detailed in the application form).

2) The allocation stage. When allocating your grant, the NA will take into account:

- the number of mobilities you have applied for;
- the overall available budget for grants. This budget is allocated to the NA by the European Commission;
- your past performance.

For applications for a Consortium Certificate, there will be a qualitative assessment undertaken by external experts selected for their experience and knowledge of higher education. Please see the Programme Guide, page 41-42, for the quality criteria against which consortium applications will be assessed.



Please note that institutions should submit only one application for KA103. In the case that any duplicates or additional applications are submitted, the most recent application will be considered the single application for that institution.

When will results be notified?

KA103 applicants will receive a notification of awarded decision by 02 July 2016. For further information on the project life-cycle deadlines and payment modalities, please see page 248 of the 2016 Programme Guide.

Funding results for successful projects will also be published on our ['Funding Results'](#) page.

Where to find more help and advice

For further information, please refer to the [Apply for higher education student and staff mobility funding](#) section on our website.

The Erasmus+ team at the British Council are here to help you with any queries regarding your higher education application. You can contact us by phone on 029 2092 4311 or by email at Erasmus@britishcouncil.org.



The Erasmus+ HE Helpdesk is particularly busy before an application deadline so, while the National Agency will try to answer and solve your queries, it is always recommended to start completing your application well in advance of the deadline to avoid any unforeseen issues.

Step-by-step guide to completing the application form

Using Adobe Reader

It is compulsory to complete the electronic application form (eForm) when applying for Key Action 1 Youth funding. The eForm is available to download <https://erasmusplus.org.uk/apply-for-youth-mobility-funding#howtoapply>. Please ensure you download the correct application form.

The eForm is a PDF file which needs to be opened and edited using Adobe Reader. It is recommended that applicants use the latest version of Adobe Reader which is free to download from <https://get.adobe.com/uk/reader/otherversions/>.


The eForm will work with some earlier versions of Adobe Reader, but if you are experiencing problems with earlier versions, we recommend version 10 or above as a minimum. Please note the form may only open with early versions of Adobe Reader DC.

Introduction to the eForm

When you click on the link to download the eForm from the Erasmus+ website, the form will open as a one page PDF displaying the following message in red text:

The form has been opened inside a web browser window. Please download the form to your PC in order to be able to properly save the form after filling it in.

Saving the eForm

In order to save the form on your computer or network, click on the 'Save a copy' button  in the left-hand corner of the PDF. This will save the eForm locally on your computer. You will now be able to click on the form in your local files and open it up to edit. In order to avoid any older versions of Adobe Reader opening the file by default, it is best to open up the Adobe Reader software first then go to File>Open and open the eForm. It is important to remember that you will need to save your application as you go along in order to ensure that the information you have entered is retained in the form. This way, you can return to complete it as many times as necessary.

Online Functionality of the eForm

As long as you have saved the eForm locally, you do not have to be connected to the internet to enter information into the form. The downloaded eForm can be saved and closed at any moment without losing the encoded data. **Please note: you will need to be connected to the internet to complete certain functions such as checking your PIC code and validating the form using the 'validate' button at the bottom of each page. We recommend that you validate each page of the eForm as you complete it as some functions, such as the automatic calculations in the budget section, will not work unless the pages are validated.**

Important information on Completing Fields in the eForm

You must fill in the required fields on the form, using the mouse or tab keys to navigate. Please note that fields appearing in grey where you are unable to enter data are “Pre-filled or Calculated Fields”. You will not be able to modify these, and they will display either default values, calculation results or data already inputted in other fields or tables within the application form. If there are tables and fields in the form where multiple entries are possible or blocks/sections that can be repeated, you can add or delete rows or sections by clicking on the ‘Add’ and ‘Delete Last’ or the ‘+’ or ‘-’ buttons. Please note the ‘CEDEX’ field is only applicable to French organisations and can be left blank where applicable. Clicking the ‘validate’ button at the end of each page will ensure you can identify any missing fields as you go along.

Please allow sufficient time to complete the eForm, as functions such as copy and paste do not always work within the form. **Please note when completing answers to narrative questions in the form, there is a maximum limit of 5000 characters including spaces.**

A. General Information

This section consists of an overview of the application form.

B. Context

This section consists of a data table containing information specific to the application being made. Data fields including Programme, Key Action, Action, Action Type, Call, Round and Deadline for Submission have already been pre-filled.

You should check that the pre-filled fields: Key Action, Action and Action Type correspond to the funding being applied for. Applications for Key Action 1 - Higher Education Student and Staff Mobility – must ensure that the following details are consistent.

Key Action: Learning Mobility of Individuals

Action: Mobility of Learners and Staff

Action Type: Higher Education Student and Staff Mobility within Programme countries

Call: 2016

Round: Round 1

In this section you are only required to complete the field in relation to the languages used to fill in the form. All applications submitted to the UK National Agency must be completed in English. You must therefore select English from the drop down box for this field.

B.1. Project identification

Project Start Date: All projects start on 1 June 2016 and that date is automatically populated in this field of the application form

Project Total Duration [months]: A Higher Education mobility project must last either 16 or 24 months. You must choose the duration at application stage. The project duration is the total duration for your whole project and not just the proposed activity durations. The overall project duration will need to encompass all project-related activities from promotion and recruitment through to evaluation and dissemination.

Project End Date: The project end date will automatically populate depending on the project duration selected. For projects lasting 16 months, the end date will automatically populate as the 30 September 2017. For projects lasting 24 months, the end date will automatically populate as the 31 May 2018.

B.2. National Agency of the Applicant Organisation

Identification: Select **UK01 (United Kingdom)** from the drop down box.

C. Participating Organisation(s)

This section asks you to provide information relating to the applicant organisation.

Before completing this section of the form, you must register your organisation on the European Commission's Participant Portal to obtain a Personal Identification Code (PIC) number. Please refer to page 7 of this guide for further information.

C.1. Applicant Organisation

You must enter your organisation's PIC number into the application form and click 'Check PIC'. Once entered, the form will automatically populate your organisation's information.

The information entered into this section of the form will be based on the information provided during the PIC registration process. If there are any changes to the information originally provided, you should log onto the [Participant Portal](#) and update the information accordingly.

If you receive an error when clicking Check PIC, and you have checked that you are entering the right code, please contact Erasmus@britishcouncil.org.

C.1.1 Profile

This section of the form will also be pre-filled using the information submitted on to the European Commission's Participant Portal. Please check that this information is accurate. If there are errors, please update your details in the Participant Portal.

If you experience problems with this stage and the fields are **not** populating correctly, we recommend that you check your organisation's registration in the Participant Portal. If the field 'Type of Organisation' found in this section of the eForm has not been completed in the Participant Portal then your details will not populate the form and this will cause an error to occur. This field is not compulsory during the Participant Portal registration process but it is essential for the completion of the eForm.

C.1.2 Consortium

This is a dropdown menu. Please select 'No' if you are not applying on behalf of a consortium. Please select 'Yes' if you are applying on behalf of a consortium.

C.1.3 Accreditation

If you are an HEI with an Erasmus Charter for Higher Education (ECHE), the 'Accreditation Type' will automatically populate that your organisation holds an ECHE. Your institutions Erasmus code will display automatically. If you are an HEI but do not have an ECHE, you cannot apply for an Erasmus+ KA1 grant in this funding round. You can check if your institution has an ECHE

Any HEI partner in a Programme Country must be accredited. HEIs outside Programme Countries and most other types of organisation do not need to be accredited.

If you applying as a consortium and have selected 'Yes' in C.1.2, the 'Accreditation type' will automatically display 'Mobility Consortium Accreditation'.

If you do not yet have a consortium certificate, you can apply at the same time as applying for KA1 funding. You can write 'Application submitted' in the reference box. For further information, please visit page 42 in the 2016 Programme Guide.

C.1.4 Legal Representative

Please insert the details of the person who is authorised to enter into a legally binding commitment on behalf of your HEI. If your application is approved this person will be the signatory for the grant agreement.

Please complete every field in this section.



Please note: it is important that the Legal Representative details are consistent throughout the application form and in the Declaration of Honour. If there is inconsistency, your application may be deemed ineligible.

If the appropriate contact address for the legal representative is different from the HEI's as included on this form, please tick the box to indicate this and complete the address details.

We strongly recommend that the Legal Representative and appropriate officers within your organisation review the Declaration of Honour together with the 2016 Programme Guide, PART C, step 2: Compliance with the Compliance with the Programme Criteria on page 238. Please ensure you give special attention to the Exclusion Criteria.

C.1.5 Contact Person

Please ensure that the contact person's details are up to date and that those people will be available throughout the application process as well as the project lifetime. Please contact us as soon as there are possible changes, via the 'Change of Contact' form available in the 'National Agency and EC Forms' section of our [website](#).

Complete as per C.1.4 but for the contact person, who will generally be your HEI's Erasmus+ coordinator. We will use these details as the main point of contact with your HEI.

In this section you are also asked if the stated 'Contact Person' is going to the OLS (Online Linguistic Support) contact, by selecting 'Yes' or 'No'.

You are also able to record up to two more contacts for the project.

One of the recorded contacts must be stated as the 'OLS Contact Person'.

D. Main Activities

You must enter the requested figures for the 2016/17 year in this section. You will also need your estimated figures for 2015/16 and your actual figures for 2014/15


D.1 Activities' Details

Please complete the details of all anticipated mobilities to Programme Countries as accurately as you can, from 1 June 2016 to the selected end date of your project.

This application form is for mobilities to Programme Countries. There is a separate application form for mobility to Partner Countries which can be found [here](#) under 'International Credit Mobility'. **Please note the deadline for all higher education mobility applications is 11 am (UK time) 2**

February 2016.

Drop down menus allow you to choose the type of mobility: student study or traineeship, staff teaching or training. You will then need to fill in the numbers and duration for each type of mobility. You must enter the total duration of all mobilities requested.



You must enter the total duration of all requested/estimated/actual student mobility periods in full months and extra days and of all requested/estimated/actual staff mobility periods in days.

Please see the example below.

Example: Study students with different durations.

50 students on a 10 month mobility

= 50 x 10 months = 500 months.

30 students on a 3.5 month (3 months and 15 days) mobility

= 30 x 3 months = 90 months

= 30 x 15 days = **450 days**

Note: the European Commission considers a month to be 30 days long. In order to calculate how many months 480 days is, please divide by 30:

= 450 days/30 = 15 months

5 students on a 4 month 27 days mobility.

=5 x 4 months = 20 months

=5 x 27 days = 135 days

=135 days/30 = 4.5 months


To calculate the total duration, please add the total number of months and days for the total number of mobilities:

50 student + 30 students + 5 students = 85 students participating

500 months + 90 months + 15 months + 20 months + 4 months = 629 months total duration

.5 month = 15 days total duration

Any days that do not total a full month (up to 29) must be inserted in the total duration (total days) column.



For students you will only be able to insert figures in the 'Total No. of Participants', 'Total Duration (full months) and 'Total Duration (extra days)'.
For staff you will only be able to insert figures in the 'Total No. of Participants' and 'Total Duration (days).

Please note that the accuracy of your application numbers will affect your grant in subsequent years. When allocating funds, the National Agency may analyse past performance.

To add another mobility type, select 'Add Activity' and follow the process as above again. If you wish to remove an activity type, please select 'Remove Activity.' Please note it will remove the most recent activity type.

D.1.1 Summary of Activities and Participants

This section will populate automatically depending on the information you have entered in the Activities Details table on the previous page. If any of the information is incorrect, you will need to amend it in the Activities Details table above.

E. Erasmus Policy Statement

This section will not appear if you are applying on behalf of a consortium.

You are required to provide the link to the webpage where your Erasmus Policy Statement is published. The Erasmus Policy Statement was submitted as part of institutions ECHE application and should be published to your HEIs website within one month after the signature of the ECHE awarded by the European Commission. For more information, please see the [ECHE annotated guidelines](#).

F. Checklist

Before submitting your application, please make sure that it fulfils the requirements listed below:

- You have used the official Key Action 1 application form for all your planned mobility activities within Programme Countries.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency. The application form is submitted to the National Agency of the country in which your organisation is established.
- The application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- You have annexed all the relevant documents:
 - The Declaration of Honour signed by the legal representative

- mentioned in the application.
- For consortia, the mandates of each consortium partner originally signed by both parties using the [mandate template](#). Please note when preparing mandates:
 - The legal signatory named on the partner mandate must be the person who signs the document.
 - Partner mandates must be dated and signed (original signatures) in the relevant place as indicated on the mandate. The UK National Agency will not accept signatures on a different page or mandates without a date or place clearly indicated;
 - Partner mandates must be legible;
 - Organisations' details (name, address VAT and registration numbers as well as the legal status) must be identical to the details on the Participant Portal. The UK National Agency will not accept any spelling errors in names or incomplete addresses.
- In case your PIC is not yet validated, you have uploaded the documents to give proof of the legal status of your institution in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- In case you have not already done it in previous calls, for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- you have saved or printed the copy of the completed form for yourself.
- you have sent only one application form for all your mobility activities within Programme Countries as a single HEI (if you send more than one as a single HEI, please note that only the last one sent within the deadline will be processed).

G. Data Protection Notice

You are required to read the data protection notice in advance of signing the Declaration of Honour.

H. Declaration of Honour

This is your HEI's statement that all information in the application is correct to the best of your knowledge, there is no conflict of interest, and you will take part in dissemination and exploitation activities if required. It expresses a commitment to the activities you have outlined in your application.

The legal representative of your organisation must print the Declaration of Honour, read it carefully, complete the declaration section by hand and sign it (N.B. the National ID is not required in the UK for HEIs). Please stamp the Declaration of Honour before uploading it.

If you do not have an institution stamp, please inform the National Agency before you submit your application, so that the NA can review your case in good time.

The signed Declaration of Honour then needs to be scanned and attached as an annex before you submit your application form online.

I. Annexes

The following documents need to be annexed to the application form:

- The Declaration of Honour (see H. above) signed by the legal representative named in your application.
- For consortia, you need to ensure that all documents specified in the checklist (see section E) are submitted electronically with your application. To attach documents, click the 'add' button on the right hand side of the box displayed. This will then open an additional window which will allow you to browse files on your computer and upload them.

Please note that only .pdf, .doc, .docx, .xls, .jpg, .txt, .odt and .ods files can be submitted electronically 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 replaced the 'add' function on the right-hand side of the table.

J. Submission

J.1. Data Validation

You must ensure you have validated all sections of your application before submitting it. You can click the 'Validate' button in the corner of your application form at any point. A pop-up will appear, indicating if all required fields have been completed or if a required field is not completed correctly.

You must validate the form before you can submit your application.

J.2. Standard Submission Procedure

1. You should submit your application only when you are happy with the finalised version.
2. You need to ensure that your computer is connected to the internet in order to submit your application.

3. You should also 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 the eForm on your desktop in case of any technical issues with submission.
5. To submit the form applicants should click the 'Submit Online' button. The submission attempt will be recorded in the Submission Summary table.
6. If it has been successfully submitted it will say 'Online submission' under Event and 'OK' and the submission ID under Status.
7. If there is any technical issue preventing the form from being submitted it will say 'Error' under Status. If this happens again and you are unable to submit the form, you should follow the Alternative Submission Procedure.
8. Issues identified when validating the form and not resolved **are not** classed as a technical issue.
9. Your application must be submitted online by the deadline: **11am (UK time) on Tuesday 2 February 2016.**
10. If you submit your application after this deadline, and the alternative submission procedure outlined below is not completed in time, **your application will be made ineligible.**

J.3. Alternative Submission Procedure

This is only applicable if applicants are unable to submit their application online due to a **technical error**.

Please note: if your error message says one or more fields has been completed incorrectly, this is not a technical error.

If you have been unable to submit your application online, you must take the following steps:

1. Take a screenshot of the Submission Summary Page, I.4. demonstrating that your electronic form could not be submitted online.
2. Email us at erasmusplus.applications@britishcouncil.org with a copy of your application, any annexes and the screenshot attached within two hours of the application deadline. In the subject line of the email please put: KA1 HE Programme Countries application form – [insert here the name of your organisation].

Alternative Submissions are then determined by a panel if they are eligible applications that have suffered eligible technical issues. An Alternatively Submitted application does not guarantee that it will be considered an eligible application.

Please note than the UK National Agency will only accept applications via the Alternative Submission Procedure if, in addition to emailing the eForm to us within the 2-hour time frame following the deadline, a failed submission attempt in the form of an Error i.e. 'ERR-' (but not

ERR-01 or ERR-06) is recorded under 'Status' in the 'Submission Summary' section of the eForm with a timestamp prior to or on the deadline date/time.

If any of the following 'Statuses' appear in 'Submission Summary' your application won't be accepted under the Alternative Submission Procedure:

1. **'ERR-01'** as this Error relates to invalid data/missing fields in the eForm. This is not considered to be a technical issue and can be rectified by the applicant by correcting the application form and validating it again.
2. **'ERR-06'** as this Error means that there are errors with the annexes (i.e. the total size of the attachments exceeds 5MB or are in not file formats specified above in section N). This can be rectified either by reducing the size of the attachments or by removing them.
3. **'Unknown'** as this means that the eForm was not submitted and no submission attempts were made.
4. **'LOCAL-01'** Adobe Reader security enabled'. To allow the submission you must click the appropriate options in the yellow security warning bar at the top of the form.
5. **'LOCAL-02'** Network connection error'. Please verify your internet connection and try to submit again or try a different network connection to submit.

J.4. Submission Summary

A record of submission attempts made for the form will be recorded here. This should be used in the above instance when an alternative submission procedure is required.

J.5. Form Printing



We recommend that you print your final completed eForm and retain it for your own records. **Hard copies of the eForm do not need to be posted to the UK NA.**

After submitting your application

Once you have submitted your application you will receive an acknowledgement email.

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.

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