



UNIÓN EUROPEA

# The Erasmus+ Call for proposals mechanism

**Erasmus+**

Enriqueciendo vidas, abriendo mentes

**2021-2027**



# Erasmus+ funding mechanism

## Grants

- Direct contribution to beneficiaries
- Finance actions to help achieve an objective
- Based on costs incurred/unit costs/lump sum

# Erasmus+ funding management

## Centralised actions (CBHE, JMA, EMJM and EMDM, CBVET, EVE)

- European Education and Culture Executive Agency (EACEA)

## Decentralised actions (ICM)

- Erasmus+ National Agencies in the countries associated to the programme

# Role of EACEA

promoting the programme and opportunities

launching calls for proposals

selecting project proposals

contracting and monitoring projects

communicating on results



# Calls for proposals (CfP) - An annual cycle...



# Publication of the Calls for proposals

The screenshot shows the top navigation bar of the FTOP website. On the left is the European Commission logo. The main header reads "Funding & tender opportunities" and "Single Electronic Data Interchange Area (SEDIA)". On the right, there is a language selector set to "English" and "EN", and two buttons: "Register" and "Login". Below the header is a dark blue navigation menu with a home icon and the following items: "SEARCH FUNDING & TENDERS", "HOW TO PARTICIPATE", "PROJECTS & RESULTS", "WORK AS AN EXPERT", and "SUPPORT".

The main content area is titled "Find calls for proposals and tenders" and features a search bar with the placeholder text "Search calls for proposals and tenders by keywords, programmes..." and a yellow "Search" button. To the right of the search bar are three buttons: "ERA corona platform", "Brexit info", and "Report fraud".

Below the search bar is a section titled "EU Programmes" with a grid of six categories: "Asylum, Migration and Integration Fund (AMIF)", "Border Management and Visa Instrument (BMVI)", "Customs Control Equipment Instrument (CCEI)", "Connecting Europe Facility (CEF)", "Citizens, Equality, Rights and Values Programme (CERV)", and "Creative Europe (CREA)".

On the right side of the page is a "News" section. The first news item is dated "24 Nov, 2021" and titled "Self-test helping you to understand the rules on cost reporting in Horizon 2020". The text below the title states: "A questionnaire is now available to test your knowledge on the cost reporting rules in Horizon 2020 grants. If you are involved in running a Horizon 2020 grant,..." The second news item is dated "11 Nov, 2021" and titled "Webinar on avoiding personnel cost errors in Horizon 2020 grants, 02 December 2021, 10:00am CEWT". The text below the title states: "On 02 December 2021 from 10:00am to 12:00am (CEWT, Brussels time) the European Commission is organising a webinar on the rules for reporting costs in grants und..."

## Funding & Tender Opportunities Portal (FTOP)

# FTOP – find a Call for proposals

SEARCH FUNDING & TENDERS

Legal Entity and

Find calls for proposals

Erasmus+ Programme (ERASMUS)

EU Programmes

Asylum, Migration and Integration Fund (AMIF)

Customs Programme (CUST)

European Solidarity Corps (ESC)

Fiscalis Programme (FISC)

SEARCH FUNDING & TENDERS

virtual

Match whole words only

GRANTS

Submission status

Forthcoming

Open

Programming period

2021 - 2027 (2)

Erasmus+ Programme (ERASMUS)

Filter by call

Select a Call...

European Commission | Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

English | Register | Login

SEARCH FUNDING & TENDERS | HOW TO PARTICIPATE | PROJECTS & RESULTS | WORK AS AN EXPERT | SUPPORT

Erasmus+ Programme (ERASMUS)

Virtual Exchanges with the Western Balkans

TOPIC ID: ERASMUS-EDU-2021-VIRT-EXCH-IPA

Grant

General information

Topic description		
Conditions and documents		
Partner search		
Submission service		
Topic related FAQ		
Get support		
Call information		
Call updates		

Go back to search results

General information

Programme	Work programme part	
<a href="#">Erasmus+ Programme (ERASMUS)</a>	<a href="#">ERASMUS-2021</a>	
Call	Work programme year	<a href="#">See budget overview</a>
<a href="#">Virtual Exchanges in Higher Education and Youth (ERASMUS-EDU-2021-VIRT-EXCH)</a>	ERASMUS-2021	
Type of action	Type of MGA	<a href="#">Open for submission</a>
ERASMUS-PJG ERASMUS Project Grants	ERASMUS Action Grant Budget-Based [ERASMUS-AG]	
Deadline model	Opening date	Deadline date
single-stage	03 November 2021	22 February 2022 17:00:00 Brussels time

Topic description

Objective:

The specific objectives of this call are the following:

- encouraging intercultural dialogue with third countries not associated to the programme and increasing tolerance through online people-to-people interactions, building on digital, youth-friendly technologies;
- promoting various types of virtual exchanges as a complement to Erasmus+ physical mobility, allowing more young people to benefit from intercultural and international experience;
- Enhancing critical thinking and media literacy, particularly in the use of internet and social media, such as to counter discrimination indoctrination, polarization and violent radicalisation;
- fostering the digital and soft skills development of students, young people and youth workers, including the practice of foreign languages and teamwork, notably to enhance employability;

# Call documents

Capacity Building in the field of Higher Education: Strand 1 - Fostering access to higher education

ERASMUS-EDU-2022-CBHE-STRAND-1

Topic Call for proposal

## Internal navigation

General informations

Topic description

Conditions and documents

Start submission

Topic related FAQ

Get support

Call updates

Information to applicants: August 2022

Signature of grant agreement: End of November 2022

### 5. Proposal templates, guidance and model grant agreements (MGA):

Standard proposal template

Call document

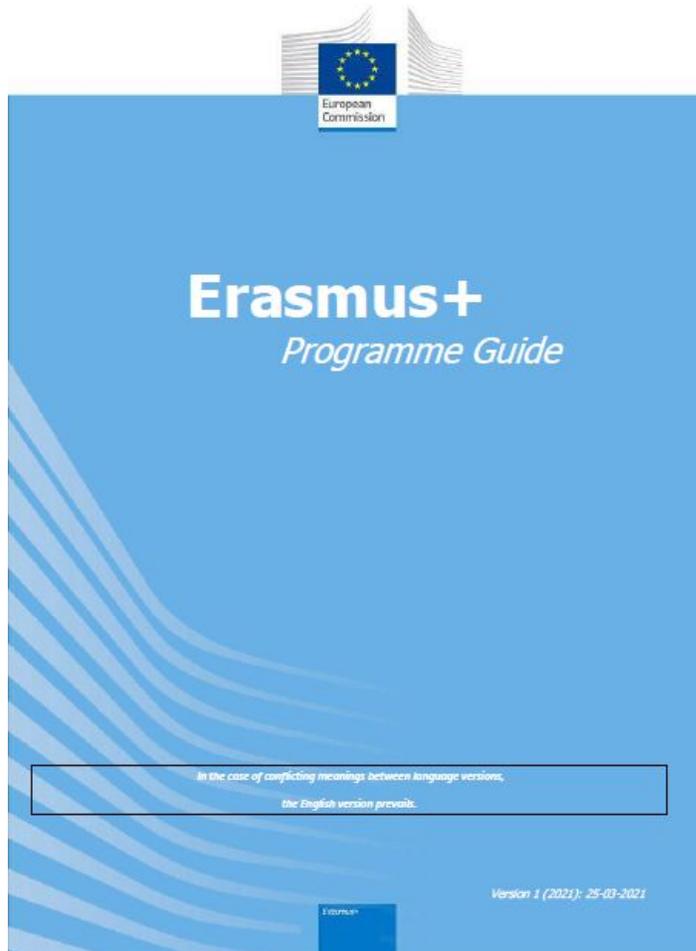
Guide for applicants

Model Grant Agreement

The Erasmus+ Programme Guide  
| Erasmus+  
(europa.eu)

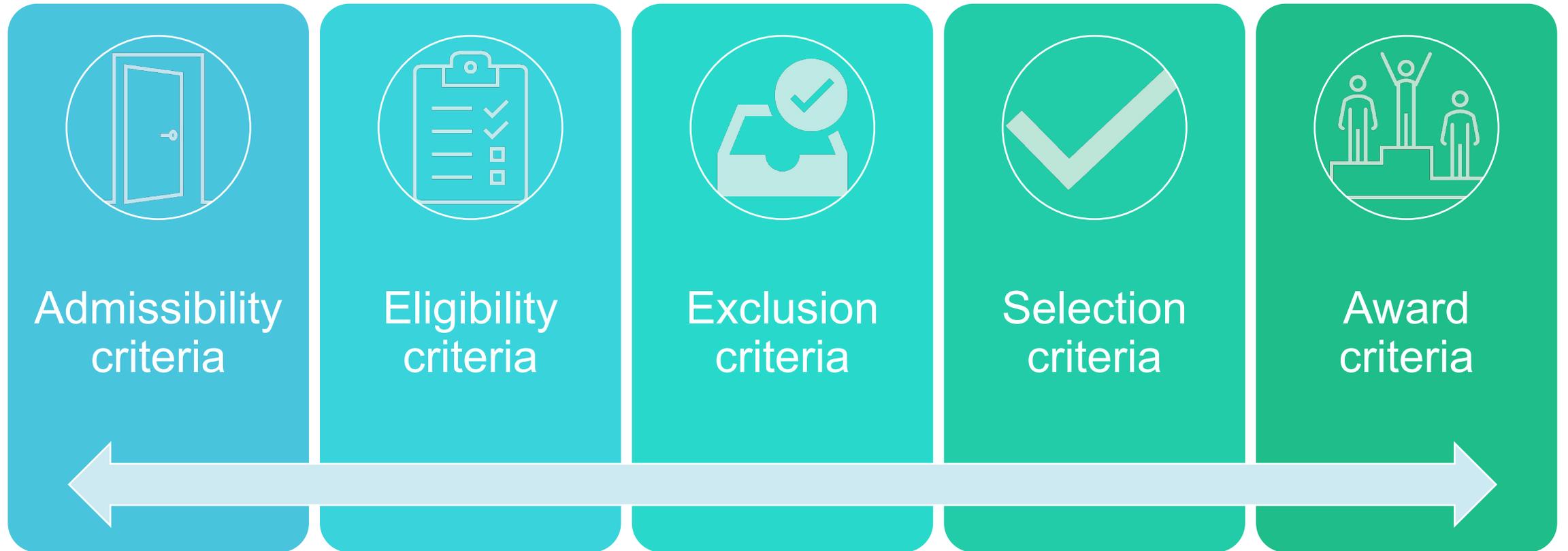
Start submission

# The Erasmus+ Programme guide

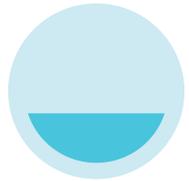


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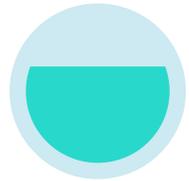
# Criteria for participation



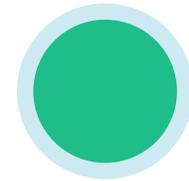
# Admissibility criteria



Respect of  
deadline



Format and way  
of submission



Completeness  
of application

# Eligibility criteria

Eligibility criteria per action

Used to determine whether the applicant is allowed to participate in a call for proposals and to submit a proposal for an action

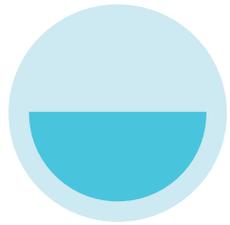
Criteria applied to applicants and activities

# Exclusion criteria

An applicant will be excluded from participating in calls for proposals if it is found to be in one of the exclusion situations in articles 136-141 of the Financial Regulation

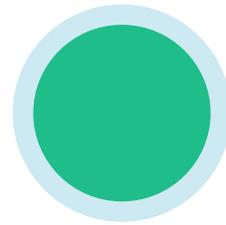
*Bankrupt, fraud, corruption, money laundering, terrorism, etc.*

# Selection criteria



## Operational capacity

*(know-how, qualifications and resources...)*

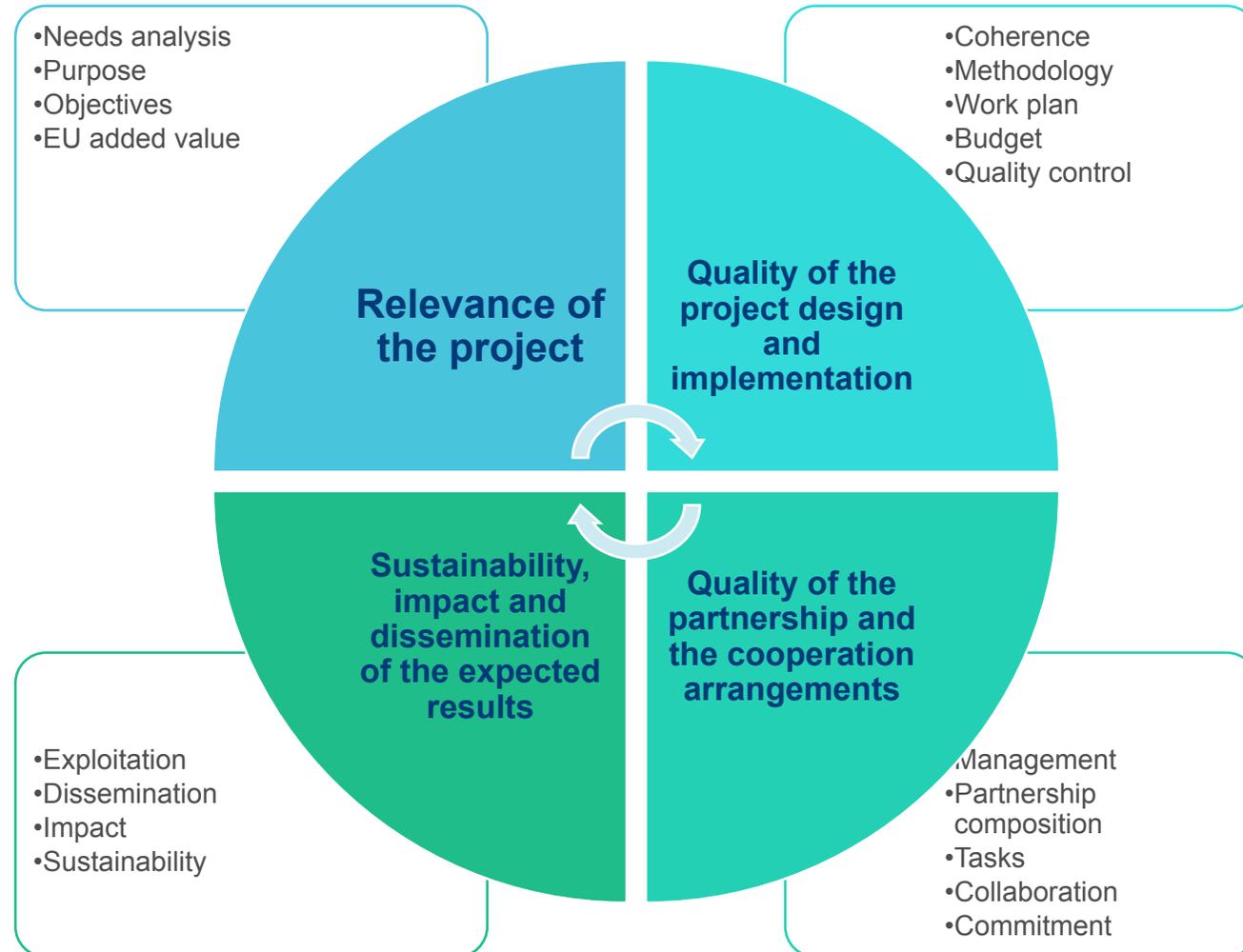


## Financial capacity

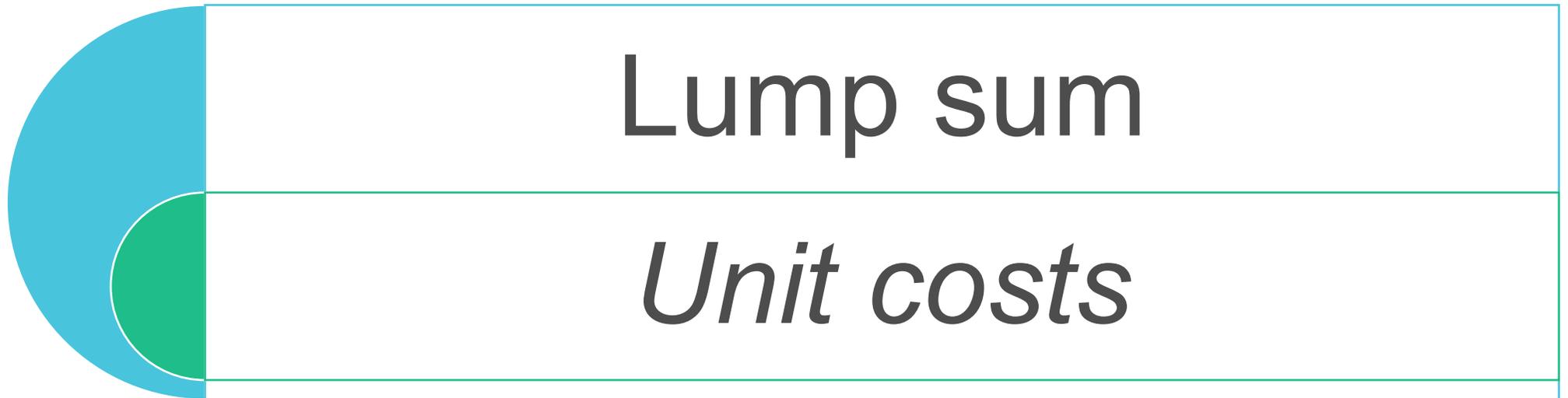
*(sufficient sources of funding to maintain its activity)*



# Award criteria



# Budget



# Lump sum

## Amount of the lump sum

1) Fixed in the call for proposals

2) Defined per project

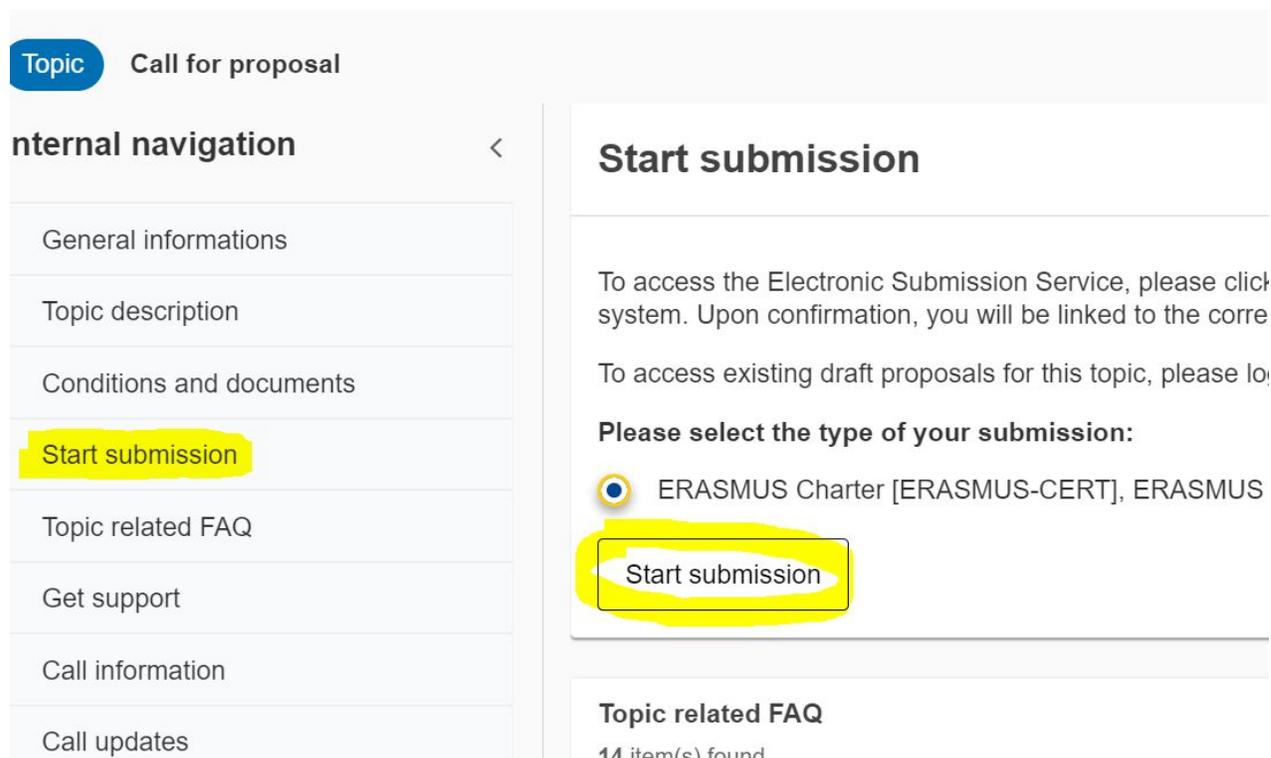
Beneficiaries report on the progress of the project (e.g. deliverables, milestones, outputs/outcomes, risks, indicators). Lump sum project funding removes obligations on actual cost reporting.

[All I need to know about Lump Sum Pilots - YouTube](#)



# How to apply?

- Apply directly on the [Funding & tender opportunities portal \(FTOP\)](#)



The screenshot shows a web interface for a 'Call for proposal' topic. On the left is a 'Internal navigation' sidebar with the following items: General informations, Topic description, Conditions and documents, Start submission (highlighted in yellow), Topic related FAQ, Get support, Call information, and Call updates. The main content area is titled 'Start submission' and contains the following text: 'To access the Electronic Submission Service, please click system. Upon confirmation, you will be linked to the corre', 'To access existing draft proposals for this topic, please lo', and 'Please select the type of your submission:'. Below this text is a radio button selection for 'ERASMUS Charter [ERASMUS-CERT], ERASMUS' and a 'Start submission' button (highlighted in yellow). At the bottom, there is a 'Topic related FAQ' section with the text '14 item(s) found'.

# FTOP – electronic submission

Get an EU  
Login  
account

Get a PIC  
number  
(Participant  
Register)

Launch  
Submission  
wizard

Pre-register  
your draft  
proposal

List  
participants,  
contact  
persons

Fill in  
Administra-tiv  
e Forms (Part  
A)

Upload  
Technical  
Description  
(Part B)

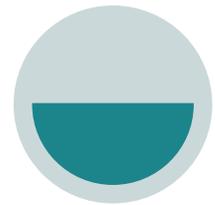
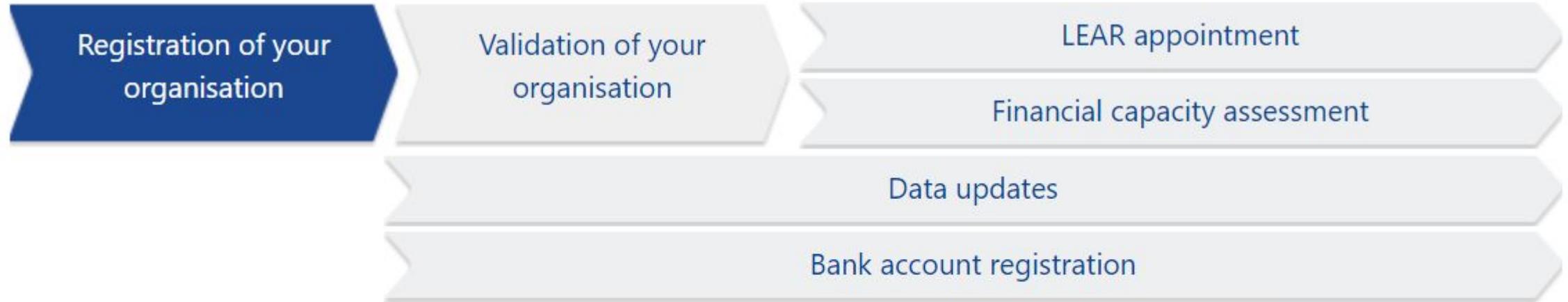
Submit your  
proposal

Acknowledge-  
ment of  
receipt

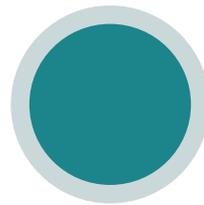
[Proposal submission - User manual.pdf \(europa.eu\)](#)



# FTOP – registration of organisation



A valid EU  
login account



PIC number

# FTOP – Online Manual

Online Manual [Online Manual - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)

My Area — User account and roles

## Grants

### Applying for funding

Find a call

Find partners

Register an organisation

Submit a proposal

### Evaluation & Grant signature

Admissibility and eligibility check

Evaluation of proposals

Grant preparation

Grant signature

### Grant management

Keeping records

Amendments

Reports & payment requests

Deliverables & milestones

Dissemination & exploitation

Communicating your project

Acknowledgement of EU funding

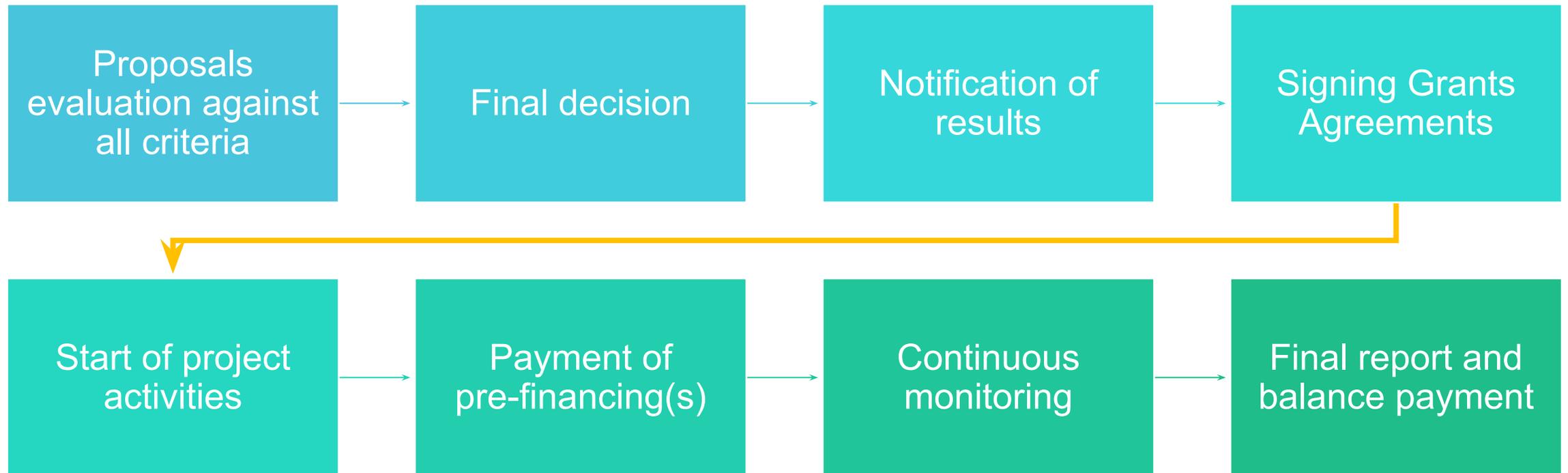
Checks, audits, reviews & investigations

# FTOP – useful links

- [Online Manual - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)
- [User Guide of the Submission System](#)
- [Presentation on how to find and apply for funding opportunities](#)
- [Webinar session: The Funding & tenders Portal for beginners \(27 May 2021\) \(europa.eu\)](#)
- [FTOP – IT How to](#)
- [Frequently Asked Questions on FTOP](#)
- [FTOP Glossary](#)
- [Find partners](#)



# What happens once the application is submitted?



# Support to applicants – Role of EACEA

## EACEA website

### How to get a grant (europa.eu)

- How to find and apply for funding opportunities – presentation
- Video: the Funding & Tender Opportunities Portal for beginners

## Information sessions

With presentations on *How to submit a proposal per action*

### Events (europa.eu)

## Get Support

Functional mailbox for questions from applicants

## Topic related FAQ

FAQ per action to be found in the FTOP specific Call