



UNIÓN EUROPEA

Searching for Partners and How to Write a good Proposal

Erasmus+

Enriqueciendo vidas, abriendo mentes

2021-2027



What is a good proposal?

Proposal aligned to the **objectives** and policy **priorities** of the Action which fulfills all the **criteria** set out in the call for proposals complying with **quality standards**

Calls are competitive based on the quality of proposals and available budget

- A complete APPLICATION PACKAGE is not necessarily a good PROPOSAL
- An ADMISSIBLE and ELIGIBLE proposal is not necessarily a good proposal
- The availability of BUDGET does not guarantee that all proposals will be funded, ONLY quality proposals will be funded.
- Only proposals ABOVE FUNDING THRESHOLDS may be funded
- QUALITY of your proposal must be in line with your REQUESTED GRANT



Tips

1. Start **early**
2. **Read** the relevant information
3. Have a good understanding of the **award criteria**
4. Check the **Call requirements**
5. Choose the **project idea**, structure it and stick to it
6. Build a **strong consortium**
7. Write a clear and convincing **Work Plan**
8. Forecast the **budget** and request the adequate **grant**
9. Final **polishing**

Tip 1: Start 1

- From the opening day: November 202X
- To the submission deadline: [See Funding and Tenders opportunities portal](#)

Example: February 8, 202X

- Do not leave it until the very last minute

A successful proposal develops and improves throughout the writing stage.

Tip 2: Read the relevant information

To PREPARE the project proposal:

- 2025 Erasmus+ Programme Guide
- Application forms
- Get inspired: Projects & Results - [Erasmus+ project results platform](#)

To SUBMIT the project proposal:

An introduction to the Funding & Tenders Portal
IT tools: [video tutorial](#)
F&TOP [Online Manual](#)
F&TOP IT [How To](#)
Presentation [How to submit](#)



Tip 3: Have a good understanding of the award criteria

Addressing the award criteria

Some applicants do not understand the importance of addressing each point of the award criteria.

Award criterion 1 - RELEVANCE

Under criterion Relevance, the low quality proposals did not succeed to demonstrate a sufficiently developed **needs analysis**, which weakens the innovative aspects of the proposed activities and outcomes.

Award criterion 2 – Quality Project DESIGN and implementation

Some proposals with a low score failed to properly describe arrangements for the validation and recognition of qualifications.

Tip 3: Have a good understanding of the award criteria

Award Criterion 3 - Quality PARTNERSHIP and cooperation arrangements

Staff description: applicants should focus on their expertise directly related to the project domain.

Associated partners: focus should be on describing how they are relevant to the call and notably which relevant input and added value they are bringing to the proposal. What is the specific reason for them to join the proposal?

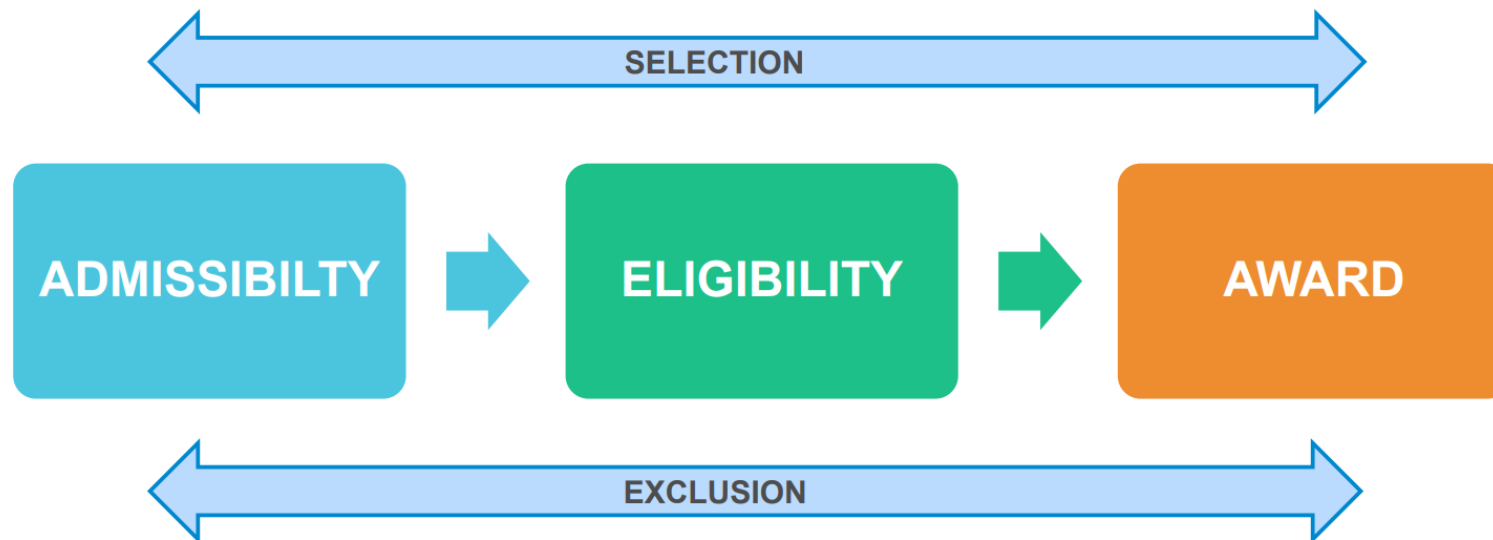
Award Criterion 4 - IMPACT

Exploitation is often not well understood and proposals do not convincingly declare the rewards to partners. Some proposals do not clearly explain how they will use and exploit the solution. Others, do not differentiate between sustainability actions and exploitation.

Outcome of the Project

Clear information on the actual contents to be produced by the project, measurable outcomes, KPIs, at early stages of the project are needed.

Tip 4: Check the call requirements



Tip 5: Choose your idea, structure it well and stick to it!

Do they have?

- A clear project objective
- A clear understanding of the current state of art in the field of intervention / sector
- A clear identified need
- A clear target group(s)
- A clear set of partners or geographical scope
- A clear path to make the difference or to bring an added value

Your proposal must fit into the requirements of the Action and fill in a gap in the needs of the participating organisations and specific sector



Tip 6: Build a strong consortium

- Be consistent – remain relevant to the objective & target group
- Be adaptable – be ready to omit a country if they do not secure the right partner
- Choose the partners well – with diverse competencies
- Partnership with a wide EU cover and beyond is Important
- Involve partners in the proposal preparation – avoid surprises after submission
- Keep communication with partners during the whole process



Tip 7: Write a clear and convincing Workplan

- Be realistic and reasonable - Adapt the number of deliverables to the size of the project and work packages
- Structure the deliverables and do not multiply them – try to combine similar deliverables into one.
- • Avoid writing a Work Plan which is not finalized. Structure WPs and deliverables well to avoid amendments

Tip 8: Create a budget

- Define your budget
 - First describe the tasks – then define the budget
 - Check consistency while working on the work plan:
- ➤ Share of resources
- ➤ Appropriate allocation between partners
- ➤ Choose the suitable budget for each WP

Tip 9: Final polishing

- Check the completeness of the proposal
- Check consistency of the description of activities and budget
- Ask someone for critical reading and feedback
- If having the chance, have a native speaker for proofreading
- And, last but not least..... **SUBMIT IT ON TIME!!!**

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

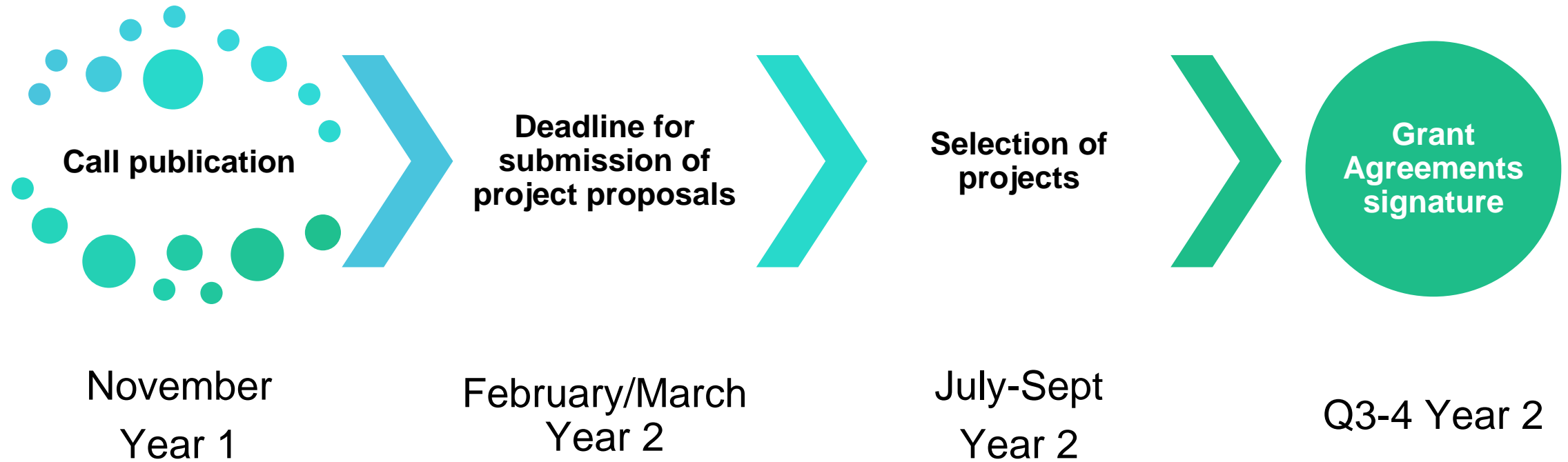
Centralised actions (CBHE, JMA, EMJM and EMDM, CBVET, EVE)

- European Education and Culture Executive Agency (EACEA)

Decentralised actions (ICM)

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

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



Publication of the Calls for proposals

The screenshot shows the homepage of the Funding & Tender Opportunities Portal (FTOP). At the top, there is a header with the European Commission logo and the text 'Funding & tender opportunities Single Electronic Data Interchange Area (SEDIA)'. To the right, there are links for 'English', 'Register', and 'Login'. Below the header is a navigation bar with a home icon and links to '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...'. 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' which contains a grid of links to various EU programmes: 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, there is a 'News' section with two articles. The first article is dated 24 Nov, 2021 and is titled 'Self-test helping you to understand the rules on cost reporting in Horizon 2020'. The second article is dated 11 Nov, 2021 and is titled 'Webinar on avoiding personnel cost errors in Horizon 2020 grants, 02 December 2021, 10:00am CEWT'.

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

English EN

Register Login

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

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes... Search

ERA corona platform Brexit info Report fraud

EU Programmes

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)	Creative Europe (CREA)
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News

24 Nov, 2021

Self-test helping you to understand the rules on cost reporting in Horizon 2020

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,...

11 Nov, 2021

Webinar on avoiding personnel cost errors in Horizon 2020 grants, 02 December 2021, 10:00am CEWT

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

EU Programmes

Asylum, Migration and Integration Fund (AMIF)

Customs Programme (CUST)

European Solidarity Corps (ESC)

Fiscalis Programme (FISC)

SEARCH FUNDING & TENDERS

Erasmus+ Programme (ERASMUS)

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)

clear filter

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

Erasmus+ Programme (ERASMUS)

Work programme part

ERASMUS-2021

Call

Virtual Exchanges in Higher Education and Youth (ERASMUS-EDU-2021-VIRT-EXCH)

Work programme year

ERASMUS-2021

See budget overview

Type of action

ERASMUS-PJG ERASMUS Project Grants

Type of MGA

ERASMUS Action Grant Budget-Based [ERASMUS-AG]

Open for submission

Deadline model

single-stage

Opening date

03 November 2021

Deadline date

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;

Participant Register

[Need help?](#)[Key steps](#)[Reference documents](#)[Participant register](#)[Partner search](#)

The participant register is now multilingual!

at the top right corner of the Portal.

If you want to participate in a call for proposals or in a call for tenders with eSubmission, your organisation needs to be registered and have a 9-digit Participant Identification Code (PIC). Please quote your PIC in all correspondence with the Commission.

The register contains all participants of EU programmes.

Is your organisation already registered? PIC search

Please check whether your organisation has already been registered. If so, no need to register it again.

[Search a PIC](#)

**Make sure your organisation
doesn't have a PIC already**

Register your organisation

To register your organisation or as a natural person, you need to login into the Portal or, if you are a new user, create your account.

Check what information you need to register in the Online Manual - and keep it to hand during the registration procedure. To start registration, click on the button below

[Register your organisation](#)

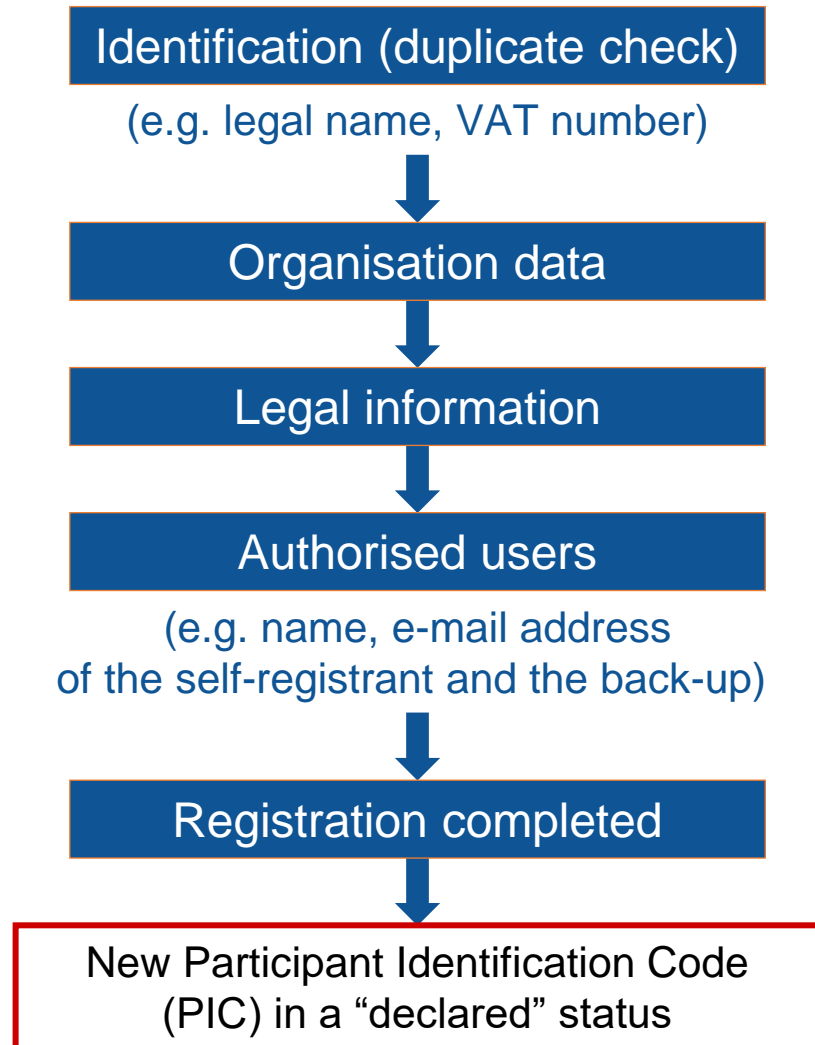
You can suspend the registration process at any time: the data entered can be saved as draft and you can continue your registration later. To return to your registration, please log in and get into My Organisation(s) in the My Area section. Incomplete, draft registrations are automatically deleted after one year.

Additionally, for actions where the SME status is an eligibility criterion (like, e.g. the SME Instrument) you must also carry out the SME self-assessment.

Should your project or tender be successfully evaluated, the registered data will be verified by the Validation Service team before the signature of the Grant Agreement or of the Framework Contract.

If not, you can start registering

How to register in the Participant Register



The screenshot shows the 'Participant's Register' interface. At the top, there is a progress bar with six steps: 1. Identification (active), 2. Organisation Data, 3. Legal Information, 4. Authorised Users, 5. Summary, and 6. Success. A 'Need help?' link is in the top right corner. The 'Identification' section contains the following fields:

- Legal name * (240 characters)
- Registration country * (dropdown menu)
- Registration number (50 characters)
- VAT number * (20 characters) with a toggle switch labeled 'not applicable'
- Website (500 characters)

At the bottom, there are two buttons: 'Review the Form' and 'Next'.

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

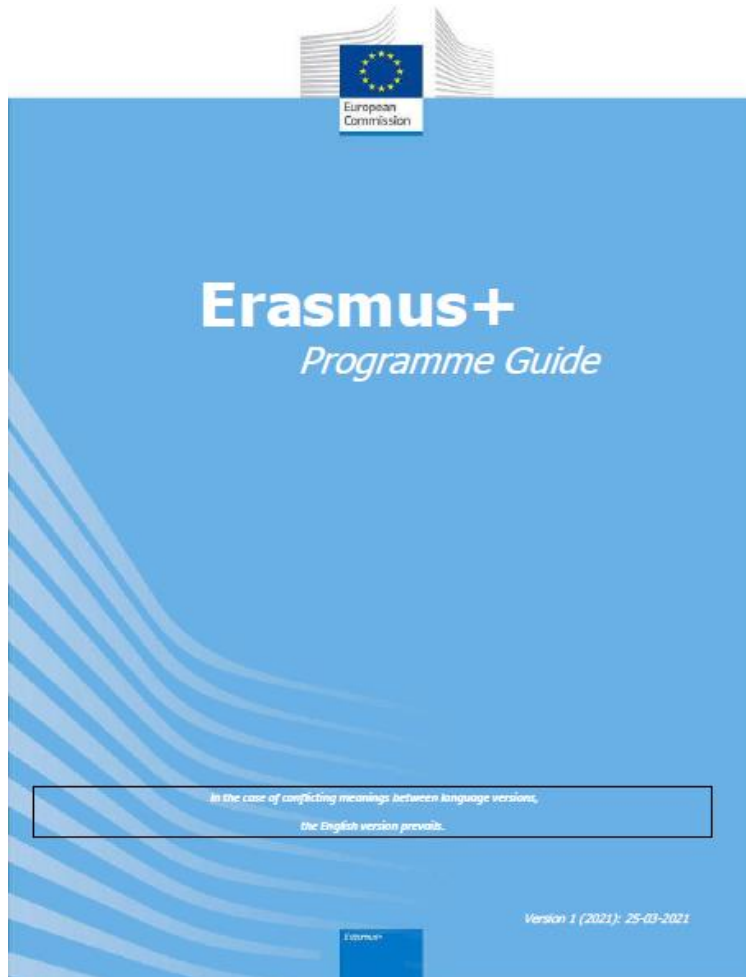
Guide for applicants

Model Grant Agreement

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

Start submission

The Erasmus+ Programme Guide



The Erasmus+ Programme Guide is essential to understanding Erasmus+.

It provides participating organisations and individuals a comprehensive list of opportunities supported by the programme.

It is an integral part of the annual Erasmus+ Call for Proposals

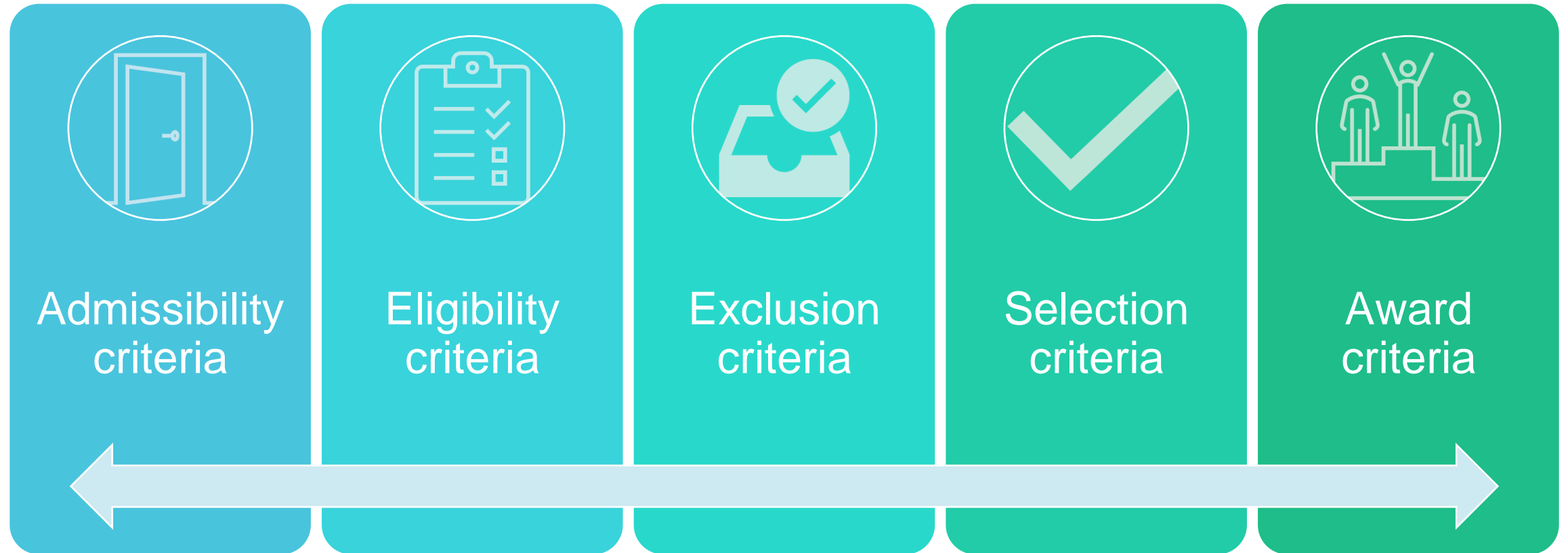
The Erasmus+ Programme Guide

Organisations and institutions seeking funding in the framework of any call must comply with the conditions for participation and funding expressed in this Guide.

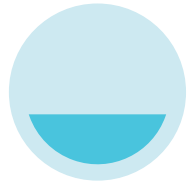
The document provides information on:

- the priorities of the programme
 - the actions supported
 - the funding available for different actions
 - detailed information on participation
-
- The Programme Guide is published in web format and as a downloadable pdf.
 - Make sure you access the latest version

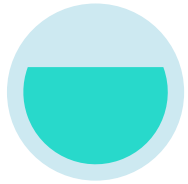
Criteria for participation



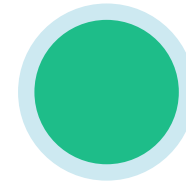
Admissibility criteria



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

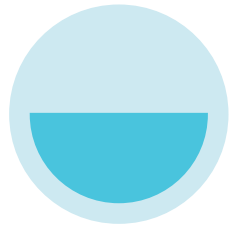
Criteria applied to applicants and activities

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

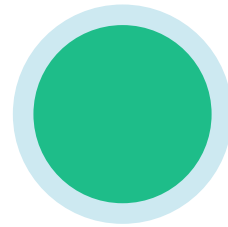
Bankrupt, fraud, corruption, money laundering, terrorism, etc.

Selection criteria



Operational capacity

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



Financial capacity

(sufficient sources of funding to maintain its activity)



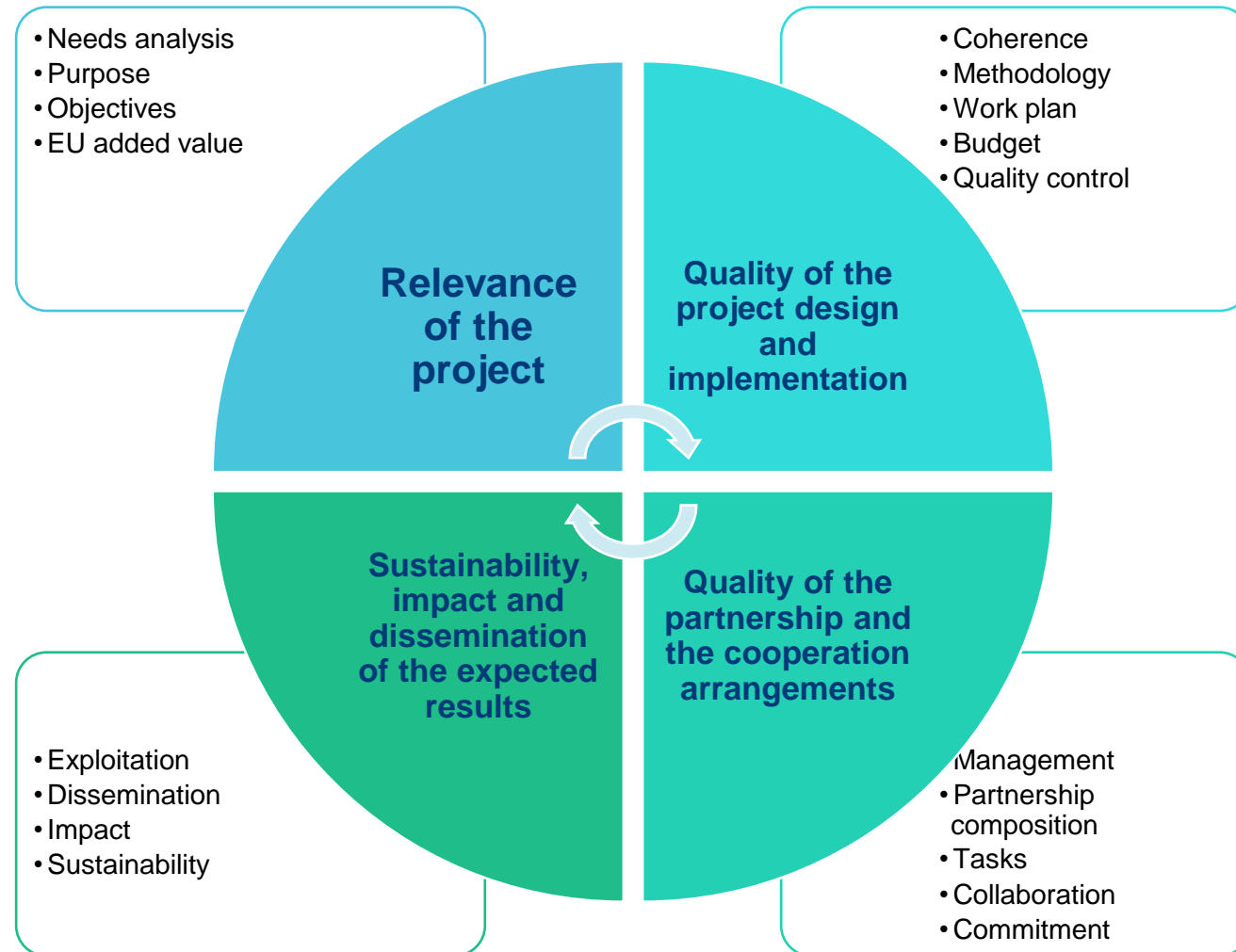
Admissibility criteria

- Applications must be sent **no later than the deadline for submitting applications as indicated in the call.**
- The applications must be readable and accessible.
- Applications must be complete containing all parts and mandatory annexes.
- Only clerical errors can be corrected after the submission deadline upon request of the managing agency for duly justified cases.
- **For actions managed by the Executive Agency**, applications must be submitted **electronically** via the [Funding & Tenders Portal Electronic Submission System](#). Applications (including annexes and supporting documents) must be submitted using the forms provided in the Submission System.

Eligibility criteria

- To be eligible, the applicant and the project must meet all the eligibility criteria relating to the Action under which the proposal is submitted. If the project does not meet the eligibility criteria at application stage, it will be rejected without being further evaluated.
- If it appears at implementation or final report stage that these criteria have not been fulfilled, the activities may be considered ineligible with a consequent recovery of the EU grant initially awarded to the project.
- The eligibility criteria for applying to each of the Actions implemented through the Erasmus+ Programme Guide are described in [Part B of the Guide](#).

Award criteria



Tip 1 in Finding Partners:
The Erasmus+ Project Results Platform

Projects - Erasmus+

Tip 2 in Finding Partners – the EU Funding and Tenders Portal

- [Partner Search | EU Funding & Tenders Portal](#)

Tip 3: Find your ENFP and get connected to the ENFP Network

[National Focal Points | Erasmus Networks Platform](#)

OID for decentralized action: International Credit mobility

1.2.6.2. Second Step – OID or PIC?

Follow these steps if your applicant intends to join the International Credit Mobility (ICM) action (de-centrally managed by E+ National Agencies)

To get started with ICM, new organisations from Third countries not Associated to the Programme need to get an Organisation ID (OID):

OID



After completing the new registration, they will receive the Organisation ID. It is an 8-digit unique identifier preceded by the letter E.

Congratulations! You are done. The Applicant Higher Education institution located in EU27/ E+ Associated countries will now be able to include your organisation in its application form.

Please note: If your OID status remains "Under validation", your registration is still valid. For ICM applications, the NA may certify your OID, but this is not a mandatory step. A certified OID is mandatory only for participation in Cooperation Partnerships in higher education (KA220-HED).

The registration steps (OID) are essentially based on the guidelines published [here](#).



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What happens once the application is submitted?

