PROGRAMA ERASMUS+:JUVENTUD





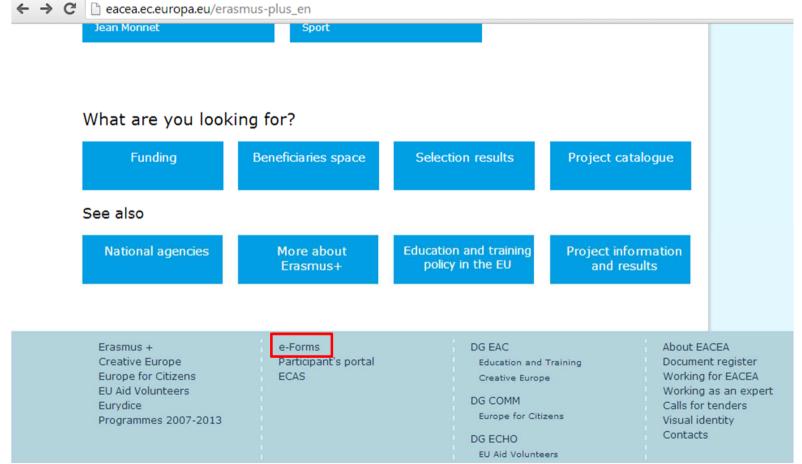








Portal de la Agencia Ejecutiva en el pie de página → e-Forms















Electronic Application Forms - eForms



This page contains the resources and information required by applicants who have an application eForm to complete and submit.

In the table below are listed the programmes and actions for which eForms are currently available. The table also contains the User Guide for each eForm as well as the link to the Application eForm homepage.

The Application eForm homepage is where applicants must follow a series of steps in order to create and then download their eForm.

Please read the relevant eForm User Guide (for the programme/action you are applying under) before starting to create and fill in your eForm.

Please note:

- The eForms require you to have version 9 or higher of Adobe Reader installed on your computer. Likewise if you are using Adobe Acrobat (Standard) or Adobe Acrobat Professional the version must 9 or higher. See the tab "Minimum requirements" for more details.
- . If the browser you are using is Microsoft's Internet Explorer, please ensure that it is version 9 or higher. See the tab "Minimum requirements" for more details.

Subscribe to RSS feeds to receive the latest updates about eForms in real time.

Available eForms

Programme	Strand / action	eForm Version	Released on	eForms	User Guides	FAQ
Erasmus+	Key Action 2: Cooperation for innovation and the exchange of good practices - Capacity Building in the field of youth	1.0	13/02/2014	Application eForm homepage	en	
Erasmus+	Jean Monnet Actions	1.0	12/02/2014	Application eForm homepage	a en	
Erasmus+	2013 Call EAC/S11/2013: Key Action 1: Learning Mobility of Individuals - Large scale European Voluntary Service Events	1.0	29/01/2014	Application eForm homepage	en	
Erasmus+	2014 Call EACEA/05/2014: Civil Society Cooperation (1001) 05/03/2014	1.0	29/01/2014	Application eForm homepage	en	

please check the known issues below











EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

European Commission

EUROPA > European Commission > EACEA > Home

Application for funding: partner list management and application eForm creation

IMPORTANT POINTS TO NOTE BEFORE YOU START

PIC numbers

In order for an organisation to be included as a participant in a funding application, it must first have been registered in EACEA's Participant Portal and been allocated a unique Participant Identification Code (PIC). If an organisation does not have a PIC number, it will not be possible to include it in an application.

Organisations can obtain their PIC number by registering in EACEA's Participant Portal. Click here to be directed to the Participant Portal.

Organisation profile

Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check if any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session

When you proceed with either of the options below, you must complete all of the steps involved in one continuous session. Once you have clicked on one of the buttons, it is not possible to interrupt the activity and resume it at a later time. All the steps mentioned below must be carried out in one go. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

ECAS authentication

Access to the options below you is authenticated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account, If you do not yet have an ECAS account, click here to be directed to the ECAS website where you can create your account including an ECAS login username and password. After creating your account, please return to this webpage in order to continue with your chosen option.

Create a new application eForm

You will be required to complete the following steps in one session once you have clicked on the button below:

Revise your list of participating organisations and incorporate it in your existing application eForm

If you have already created an application eForm but need to update it because of the

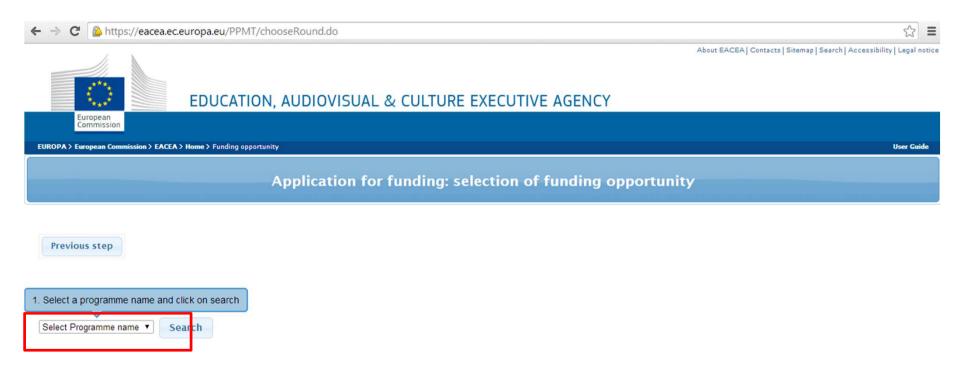








Seleccionar "Erasmus+" entre los programas (si no has entrado antes en ECAS, primero te pedirá introducir tu usuario y contraseña en ECAS):













Están abiertas las dos convocatorias. Seleccionar según la convocatoria a la que se quiera solicitar (última columna \rightarrow fecha límite de envío del proyecto):













Seleccionar un idioma entre los 3 oficiales (inglés, francés o alemán):





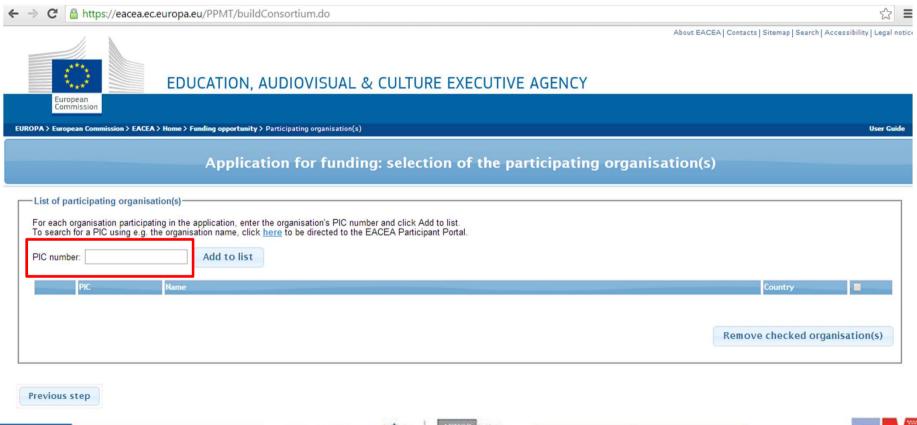








Hay que introducir todos los números PIC's de las entidades que participan en el proyecto. Una vez generado el formulario, no hay opción de añadir, quitar o cambiar estas entidades!





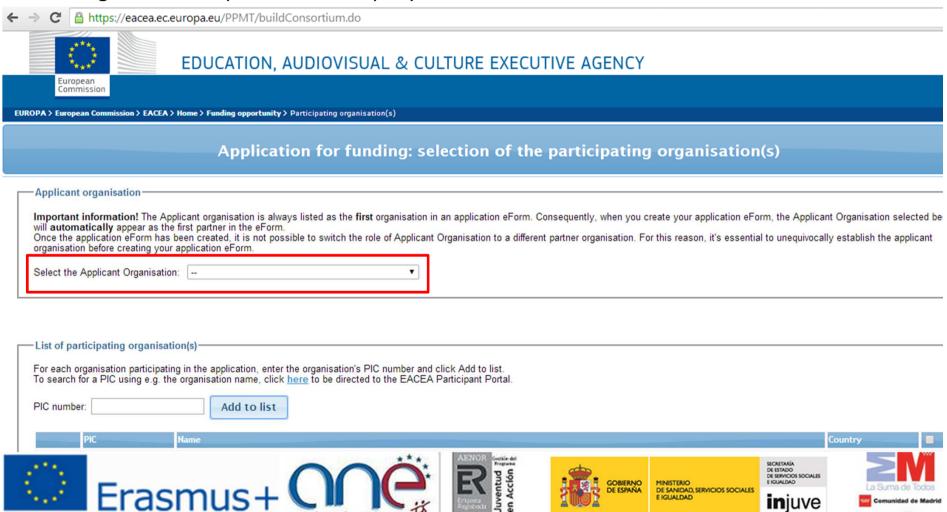








Una vez introducidos 2 o más PIC's, te pide seleccionar cuál es la organización que solicita el proyecto:



Cuando estén todos los números PIC y la organización que solicita el proyecto marcada, a pie de página pinchar en el botón "Next step".

Te abre una pantalla de confirmación, pinchar en "Create application form"

> C 🖺 https://eacea.ec.europa.eu	J/PPMT/submitConsortium.do		r
EUROPA > European Commission > EACEA > Home > Fu	nding opportunity > Participating organisation(s) > Create application for	n (User Gui
Арр	olication for funding: details confi	rmation and application eFor	m creation
f any details are incorrect or missing, click on t	ou may proceed with the creation of your application eForm. The he 'Previous step' button to make the necessary changes.	'Create application eForm' button is found at the foot of	this page.
Funding opportunity and eForm langua			
Programme name Erasmus+	Sub-programme name Cooperation and Innovation for Good Practices	Action name Capacity Building for youth in ACP countries, Latin America and Asia	Sub-action name Capacity Building for youth in ACP countries, Latin America and Asia
eForm language version EN			
—Participating organisation(s)————————————————————————————————————			
Previous step Create application	n eForm	NOR deside all frequence page of Gobierno Ministerio	SICALTANÍA DI ESTADO DI SERVICIOS SOCIALES EL GUALDAD

Te sale un mensaje, pinchar en "Ok".

El formulario electrónico generado tienes que guardarlo en tu ordenador (como pdf) y abrirlo desde la carpeta de guardarlo (si se abre directamente en el enlace del navegador web, no te mostrará nada).

El formulario electrónico contiene la información mínima, a la que hay que adjuntar (en el propio eform) la descripción detallada del proyecto, el presupuesto detallado y la declaración de honor. La plantilla de estos documentos se pueden encontrar en el link:

http://eacea.ec.europa.eu/erasmus-plus/funding/key-action-2cooperation-for-innovation-and-exchange-good-practices-capacity_en

(en la pestaña "Annexes", en el lateral izquierdo)







