

PROGRAMA ERASMUS+:JUVENTUD



GENERACIÓN FORMULARIO ACCIÓN CLAVE 2: CAPACITY BUILDING IN THE FIELD OF YOUTH

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

← → ↻ eacea.ec.europa.eu/erasmus-plus_en

Jean Monnet Sport

What are you looking for?

Funding Beneficiaries space Selection results Project catalogue

See also

National agencies More about Erasmus+ Education and training policy in the EU Project information and results

Erasmus + Creative Europe Europe for Citizens EU Aid Volunteers Eurydice Programmes 2007-2013	e-Forms Participant's portal ECAS	DG EAC Education and Training Creative Europe DG COMM Europe for Citizens DG ECHO EU Aid Volunteers	About EACEA Document register Working for EACEA Working as an expert Calls for tenders Visual identity Contacts
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GENERACIÓN FORMULARIO ACCIÓN CLAVE 2: CAPACITY BUILDING IN THE FIELD OF YOUTH

https://eacea.ec.europa.eu/documents/eforms_en

European Commission Education, Audiovisual and Culture Executive Agency

European Commission > EACEA > About EACEA > Electronic Application Forms – eForms

ERASMUS+ CREATIVE EUROPE EUROPE FOR CITIZENS EU AID VOLUNTEERS EURYDICE PROGRAMMES 2007 - 2013 ABOUT

Electronic Application Forms – eForms

Share

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 be 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	 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 UPDATE 05/03/2014	1.0	29/01/2014	Application eForm homepage	 en	

please check the [known issues](#) below



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← → ↻ <https://eacea.ec.europa.eu/PPMT/>



European
Commission

EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

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:



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

← → ↻ <https://eacea.ec.europa.eu/PPMT/chooseRound.do> ☆ ☰

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 EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home > Funding opportunity User Guide

Application for funding: selection of funding opportunity

[Previous step](#)

1. Select a programme name and click on search

[Search](#)



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

← → ↻ <https://eacea.ec.europa.eu/PPMT/chooseRound.do> ☆ ☰

Erasmus+ Search

Show 50 entries Filter search results:

Programme Guide / Call for Proposals	Programme	Key Action	Action	Action Type	Submission opens	Submission deadline
Call for proposals	Erasmus+	Support for Policy Reform	Networks - National Coordinators for the implementation of the European Agenda for Adult Learning	Networks - National Coordinators for the implementation of the European Agenda for Adult Learning	04/03/2014	13/05/2014
EAC/S11/13	Erasmus+	Cooperation and Innovation for Good Practices	Knowledge Alliances	Knowledge Alliances for higher education	20/02/2014	03/04/2014
EAC/S11/13	Erasmus+	Cooperation and Innovation for Good Practices	Sector Skills Alliances	Sector Skills Alliances in Vocational Education and Training	20/02/2014	03/04/2014
EAC/S11/13	Erasmus+	Learning Mobility of Individuals	Student and staff mobility in Joint Master Degrees	Joint Master Degrees	04/03/2014	27/03/2014
EACEA 06/2014	Erasmus+	Support for Policy Reform	Networks - Europass National Centres	Networks - Europass National Centres	25/02/2014	31/03/2014
EACEA 07/2014	Erasmus+	Support for Policy Reform	Networks - Euroguidance network	Networks - Euroguidance network	25/02/2014	31/03/2014
EACEA 09/2014	Erasmus+	Support for Policy Reform	Networks - EQF National Coordination Points (European Qualifications Framework)	Networks - EQF National Coordination Points (European Qualifications Framework)	24/02/2014	31/03/2014
Programme Guide	Erasmus+	Learning Mobility of Individuals	Large scale EVS events	Large-scale EVS events	28/02/2014	03/04/2014
Programme guide Erasmus+	Erasmus+	Cooperation and Innovation for Good Practices	Capacity Building for youth in ACP countries, Latin America and Asia	Capacity Building for youth in ACP countries, Latin America and Asia	13/02/2014	03/04/2014
Programme guide Erasmus+	Erasmus+	Cooperation and Innovation for Good Practices	Capacity Building for youth in ACP countries, Latin America and Asia	Capacity Building for youth in ACP countries, Latin America and Asia	01/05/2014	02/09/2014

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

← → ↻ <https://eacea.ec.europa.eu/PPMT/chooseRound.do> ☆

Application for funding: selection of funding opportunity

Selected funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
Erasmus+	Cooperation and Innovation for Good Practices	Capacity Building for youth in ACP countries, Latin America and Asia	Capacity Building for youth in ACP countries, Latin America and Asia	13/02/2014	03/04/2014

eForm language version

EN ▼

Previous step Next step

Erasmus+ ▼ Search

Show 50 ▼ entries

Filter search results:

Programme Guide / Call for Proposals	Programme	Key Action	Action	Action Type	Submission opens	Submission deadline
Call for proposals	Erasmus+	Support for Policy Reform	Networks - National Coordinators for the implementation of the European Agenda for Adult Learning	Networks - National Coordinators for the implementation of the European Agenda for Adult Learning	04/03/2014	13/05/2014
EAC/S11/13	Erasmus+	Jean Monnet Activities	Jean Monnet Centres of Excellence	Jean Monnet Centres of Excellence	11/02/2014	26/03/2014
EAC/S11/13	Erasmus+	Jean Monnet Activities	Jean Monnet Chairs	Jean Monnet Chairs	11/02/2014	26/03/2014



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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!

← → ↻ <https://eacea.ec.europa.eu/PPMT/buildConsortium.do> ☆ ☰

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 EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home > Funding opportunity > Participating organisation(s) User Guide

Application for funding: selection of the participating organisation(s)

List of participating organisation(s)

For each organisation participating in the application, enter the organisation's PIC number and click Add to list.
To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:

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

← → ↻ <https://eacea.ec.europa.eu/PPMT/buildConsortium.do>

 EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home > Funding opportunity > Participating organisation(s)

Application for funding: selection of the participating organisation(s)

Applicant organisation

Important information! The Applicant organisation is always listed as the **first** organisation in an application eForm. Consequently, when you create your application eForm, the Applicant Organisation selected be will **automatically** appear as the first partner in the eForm. Once the application eForm has been created, it is not possible to switch the role of Applicant Organisation to a different partner organisation. For this reason, it's essential to unequivocally establish the applicant organisation before creating your application eForm.

Select the Applicant Organisation: --

List of participating organisation(s)

For each organisation participating in the application, enter the organisation's PIC number and click Add to list.
To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:

PIC	Name	Country
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 **AENOR**
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UNE-EN ISO 9001
ER-0901/2011
Gestión del Programa
Juventud en Acción

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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"

← → ↻ <https://eacea.ec.europa.eu/PPMT/submitConsortium.do> ☆

EUROPA > European Commission > EACEA > Home > Funding opportunity > Participating organisation(s) > Create application form User Guide

Application for funding: details confirmation and application eForm creation

If the details below are complete and correct, you may proceed with the creation of your application eForm. The 'Create application eForm' button is found at the foot of this page.
If any details are incorrect or missing, click on the 'Previous step' button to make the necessary changes.

Funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name
Erasmus+	Cooperation and Innovation for Good Practices	Capacity Building for youth in ACP countries, Latin America and Asia	Capacity Building for youth in ACP countries, Latin America and Asia
eForm language version			
EN			

Participating organisation(s)

Applicant organisation



[Previous step](#) [Create application eForm](#)



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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-2-cooperation-for-innovation-and-exchange-good-practices-capacity_en

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

