Welcome to the Generativity training modules.

The project "Generativity – manage it!" has been funded with support from the European Commission under the Erasmus+ program Cooperation for innovation and the exchange of good practices, Strategic Partnerships for adult education.

The partnership is composed by: FEANTSA (Belgium) as applicant, Diciannove (Italy), Danmar Computers (Poland), European Evaluation Company (UK), Cardet (Cyprus), KEA and the University of Thessaly (Greece), FNARS (France), and FIOpsd (Italy).

Training module slides are composed of two parts: the body (focusing on key-points) and associated notes (which give more details, explanations and tips).

The body of the slides is in English because it is important to become familiar with the terminology and glossary from the perspective of an EU commission official; English is the more common language between applicants.

The slide notes are translated into partner languages to provide a more effective understanding of the major points in the slides.

Regarding the implementation of this training module: the original training module is by Paolo Brusa and Federica Cadeddu (Diciannove), this module was implemented by University of Thessaly and KEA, revised by EEC and finalised by Danmar Computers.

Module 4

Submission procedures according to the guidelines of the European Commission

In module 4 we will consider issues relating to the proposal submission to ensure a successful outcome

This training set is a series of five modules and its purpose is to give an overview to European citizens on how to succeed with EU funding.

Module 0 provides an introduction to the Generativity project and to the essentials of Project Cycle Management (PCM) which is being used as an essential tool for EU project management success.

The first module of the training set explores issues concerning ways of selecting an appropriate EU funding programme. Module two provides information on how to structure an innovative and sustainable project idea.

In module three we will learn how to build partnerships. In module four we will find out about proposal submission procedures. Finally, module five explores issues facing the partnership when running a successful project after an application has been accepted.

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- ✓ Useful tips for a successful submission
- ✓ References

The first group of slides considers the pre-submission period with useful general and technical guidelines.

The second group concerns the application procedure, with particular reference to to Erasmus+ and H2020 proposals.

Finally, you will find some useful tips for a successful submission and external links for further information.

Before submitting a EU proposal

- ✓ The Call Announcement of the various (different) EU calls provides the essential information about the evaluation procedure, eligibility and evaluation criteria.
- ✓ These are the necessary guidelines that briefly explain some technical issues related to the proposal submission.
- ✓ Most EU project calls use an electronical submission procedure which will be available at the official webpage of each European call.
- ✓ *Detailed instructions for the procedure that applicants should follow in order to submit a successful a project proposal, including timeframes, evaluation conditions and proposal templates should be identified in the relevant call description page, usually under the section "call documents".*

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The period before submitting an EU proposal is crucial.
Call Announcement specify all the information you need about the evaluation procedure, eligibility and evaluation criteria.

Most EU projects calls use online submission tools that you can find at the official webpage of each call.
In the "call documents" section you can find detailed instructions including timeframes, evaluation condition and proposal templates that applicants should follow in order to achieve a successful proposal.

Before submitting a EU proposal

- ✓ Prepare your proposal and ensure you are well informed of the rules and requirements of the call to which you are submitting. Read the documents containing all the relevant information.
- ✓ These documents are usually:
- ✓ General call for applicants'
- ✓ Guide for applicants
- ✓ Financial rules
- ✓ FAQ (related to the eligibility issues and the technical aspects for the submission)

Before starting to write the proposal, make sure you understand the rules and requirements of the call which you submit a proposal.

Usually the documents that contains all the information are the General call for applicants', the Guide for applicants, the Financial rules, and the FAQ (related to the eligibility issues and the technical aspects for the submission)

This is the part related to the administrative and financial information contained in the in the Announcement of Call for Proposals.

Before submitting a EU proposal

1. Select a suitable Call that matches your project idea
2. Design and develop your Partnership
   Make the right decision: Coordinator or Project partner?
3. Register in ECAS
   a) create an EU Login account & find the unique identifier at the Commission
   b) get a PIC number and validate your institution
4. Virtual preparatory and work meetings with the partners
   Allocation of tasks and roles

After reading the Call documents it's time to select the suitable call that matches your project idea.

Some of these issues have been considered in more detail in previous modules.

Also in the partnership development process you have to decide if you are going to be a coordinator or a project partner.

Moreover you have to register in ECAS to create an EU Login account & find the unique identifier at the Commission, so you can get your unique PIC number that validates your organization.

Allocate the task and roles of each partner through working meetings and using virtual preparatory meeting opportunities.

Before submitting a EU proposal

5. Identify and consult all the relevant (updated) EU (policy) documents relevant to your project idea and the call that you selected to apply*:
   - ✓ EU policies (http://ec.europa.eu/policies/index_en.htm)
   - ✓ Europe 2020 strategy (http://ec.europa.eu/europe2020/index_en.htm)
   - ✓ Work programme (https://ec.europa.eu/programmes/horizon2020/h2020-sections)
6. Preparation of the project concept and the outline of the proposal
7. Preparation of the budget

Identify and consult all relevant (updated) EU (policy) documents relevant to your project idea and the call submission.
These include EU policies, Europe 2020 strategy, and the work programme Also, prepare the project concept, the outline, and the budget of the proposal.

General guidelines

✓ Proposals / applications are submitted online through the relevant online systems (e.g. Interreg Europe online system –iOLF-, H2020: EU Participant Portal).
✓ Usually the system is available shortly before the call opens, so that applicants can register and start preparing their applications.
✓ Usually the 'Submit application' button, is active only during an open call.
✓ Specific terms of reference are published for each call that define specific criteria for each call
✓ for example the maximum amount of funding available, the topics open for funding and so on.

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Some useful general guidelines:

all project proposals / applications are submitted online through the relevant online systems according to the call.
Usually the system is available shortly before the call opens so that applicants can register and start preparing their applications. However, the 'Submit application' button is active only during an open call.

Specific terms of reference are published for each call and they can define criteria for each call such as the maximum amount of funding availability, topics open for funding, etc.

Technical guidelines

European Commission
Authentication Service (ECAS)

Partner authentication through
ECAS account & Registration
for PIC number

We continue with the technical guidelines of submission so you can have view from the whole procedure.

Register with ECAS

First step is to register to ECAS through the website:
https://webgate.ec.europa.eu/cas/eim/external/register.cgi
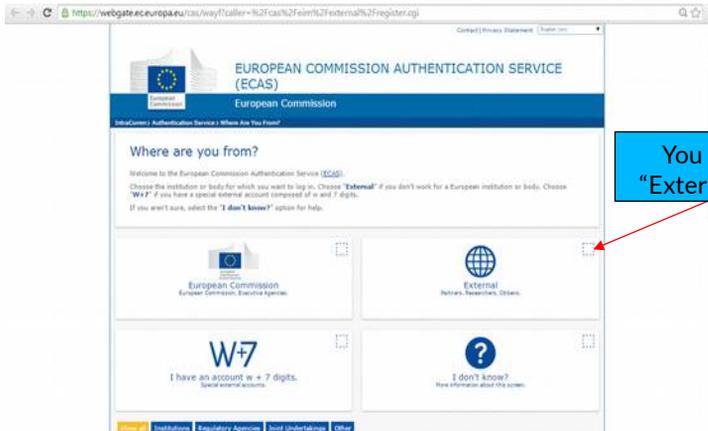
You are an "External" User

The first step is to register with ECAS through the website:
https://webgate.ec.europa.eu/cas/eim/external/register.cgi

For more information about the process of obtaining ECAS account you can also consult the ECAS manual through: http://eeas.europa.eu/media/subscribe/ecas-user-manual.pdf

Register with ECAS

The process is really simple:

✓ Fill in the fields and follow the instructions
✓ A confirmation e-mail will be sent to you
✓ Enter to the proposed link in order to be able to complete the registration
✓ Make sure the domain is "External".
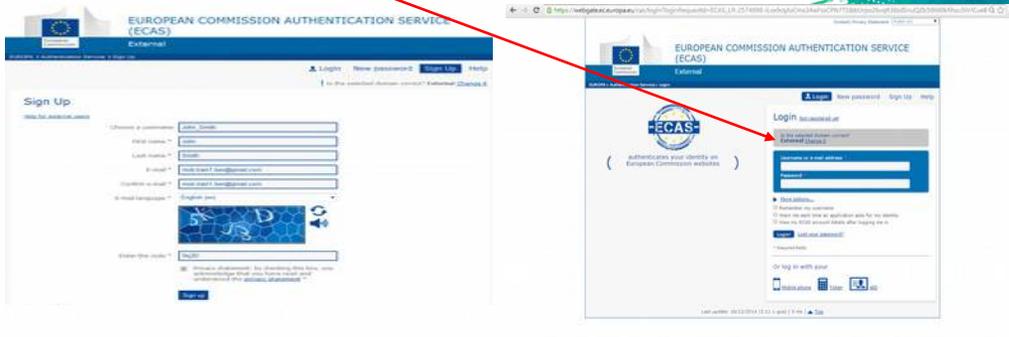
The process is really simple just fill in the fields in a form, follow the instructions and after saving a confirmation e-mail will be sent to you.
Enter the link to complete the registration and be sure the domain is "External".

Participant Identification Code (PIC)

✓ Your organisation must have a Participant Identification Code (PIC) to apply for any EU grant programme, including Erasmus+.
✓ PIC numbers are created centrally ONLY by the European Commission.
✓ PICs are used to ensure that European funding is only supplied to authentic organisations.
   Any organisation that will be entered as a partner in an application form must have a PIC.
✓ The process has two stages, self-registration and submission of supporting documents.
   Both stages must be completed before the application deadline.

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Every organisation that applies for any EU grant must have a Participant Identification Code (PIC).
PIC numbers are created centrally ONLY by the European Commission and are used to ensure that European funding is only supplied to authentic organisations.

The process to get a PIC has two stages, self-registration and submission of supporting documents.
Both stages have to be completed before the application deadline and so it is vital to ensure that all partners have received a PIC code well before the application deadline.
Any submission with a partner who lacks a PIC code will be declared void from the start.

Participant Identification Code (PIC)

In order to access the Participant Portal you can:
http://ec.europa.eu/education/participants/portal
Then you can check if your organization is already registered:
Click 'organisations' and then 'search' to check if your organisation is already registered.
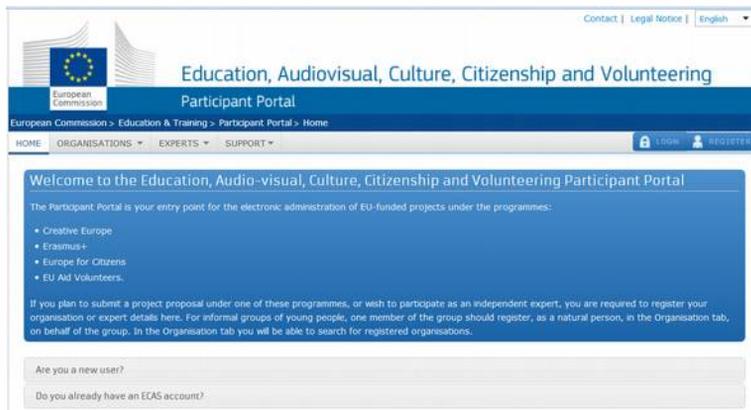
In order to access the Participant Portal, go to the link
Check to see whether your organization is already registered:

Go to 'organizations' and then 'search' to check.

Participant Identification Code (PIC)

In order to Begin your PIC registration:
✓ *Log in to the Participant Portal using your EU Login details.*
✓ *Your user name will be displayed on the right of the screen.*
Click 'organizations' and then "register"register'.
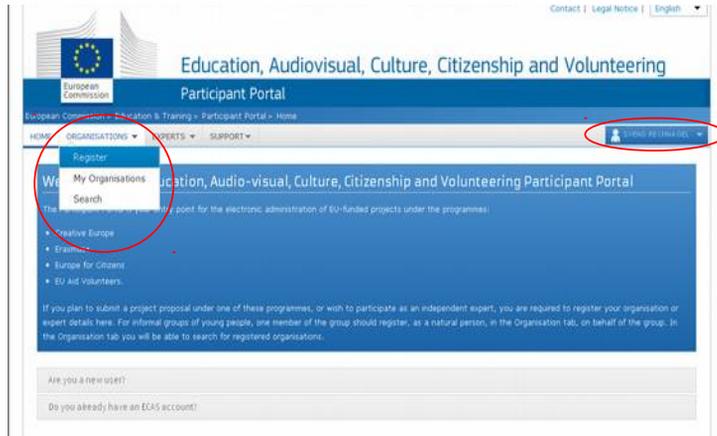
To begin your PIC registration log in to the Participant Portal using your EU Login details.
Your user name will be displayed on the right of the screen.
Then click 'organizations' and then "register".

Click 'Register organisation'.
If you have to stop at any time in the registration process, you can save your details and click **'Resume registration'** when you begin again.
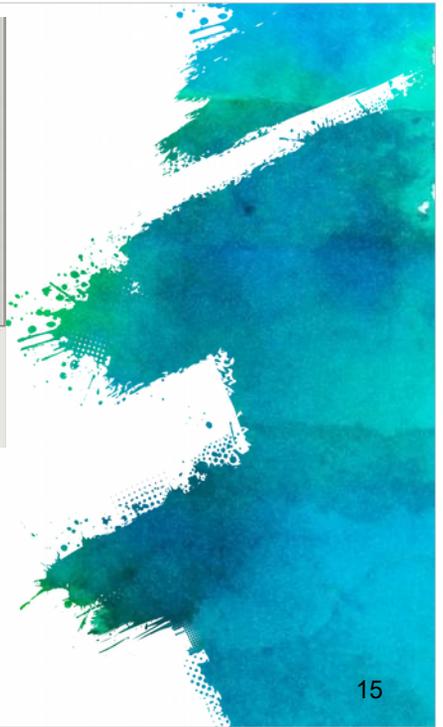
Click 'Register organisation' and you have the option to stop at any time the registration process, save your details and click 'Resume registration' when you want to begin again.

Completing the EC forms

✓ All the requested documents and forms are available from the European Commission
In order to download these documents you need to install Adobe Acrobat Reader (https://get.adobe.com/reader)
✓ The requested documents are:
❑ Legal Entity (FEL) Form:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm
❑ Financial Identification Form:
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

You also have to provide extra some necessary EU Documentations.
You can find all the requested documents and forms from the European Commission website (links provided).
To download these documents first you need to install Adobe Acrobat Reader (link provided).
The requested documents are the: Legal Entity (FEL) Form (link provided) and the Financial Identification Form (link provided)

Legal Entity Form (FEL)

On each link, scroll down to the 'en' (English) section.

For the Legal Entity (FEL) form, click on the correct document for your organisation type (for public Universities it is 'Public Entities').

The Legal Entity Form (FEL) is a form that asks for information about your organisation (name, address, VAT number etc).
You can find it in every EU language and you have to choose the correct document for your organisation type (Natural Person, Private Companies, Public Law Body)?

Legal Entity Form (FEL)

After you open the form, if you see 'Fill & Sign' in Adobe Reader you can complete the form on your computer.
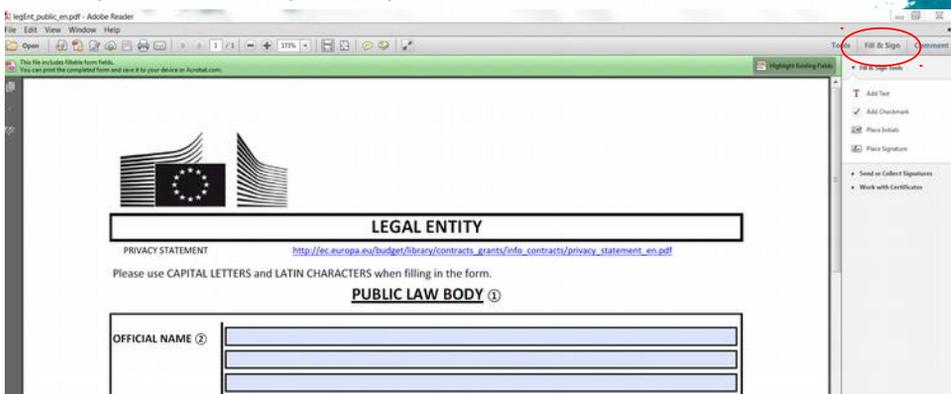
If you don't see this option, print the form and fill it in by hand

After you open the form with Adobe Reader you will see 'Fill & Sign' and you can complete the form on your computer.

Otherwise you can print the form and complete it by hand.

Financial Identification Form

✓ The Financial Identification form must be signed and dated by the account holder
✓ A recent bank statement OR bank signature are also required.

| BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤ | DATE (Obligatory) |
| | SIGNATURE OF ACCOUNT HOLDER (Obligatory) |

① Enter the final bank data and not the data of the intermediary bank.

② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.

③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established

④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.

⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement,

The Financial Identification is a form that you have to fill in in and shows your financial information (organisation bank account, bank information, etc).
It must be signed and dated by the account holder. Also, a recent bank statement OR bank signature will be required.

Uploading the requested documents

When you have prepared all the necessary documents, log in to the Participant Portal to upload them.

Next to your organisation name, click 'MO' (for 'modify organisation').

Click the 'Documents' tab

Click 'Add document'
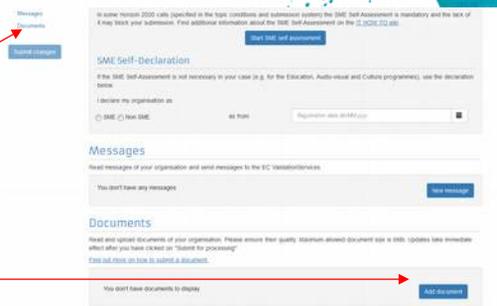
After you have completed the two requested documents, log in to the Participant Portal (link provided) to upload them.
Next to your organisation name, click 'MO' to 'modify organisation' status. Click the 'Documents' tab and Click 'Add document' .
And all is done.

The role of the co-ordinator (1)

✓ The project coordinator will lead the consortium throughout the application procedure and is fully responsible for the overall project coordination.
✓ The responsible authority* will only communicate with the project coordinator.
✓ The project coordinator is obliged to share all the information provided by the responsible authority with the other consortium partners.
✓ It is highly important the project coordinator to ensure that all partners fulfil the requirements requested from the present call and at the same time they respect all the national / regional requirements and criteria
✓ To ensure as well that all of them participate actively in the proposal preparation, by doing their best to guarantee the project eligibility and quality.

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The role of the project coordinator is to lead the whole application process and be fully responsible for the overall project coordination.
The project coordinator should share all the information provided by the responsible authority with the other partners.

It is highly important from the beginning, that the project coordinator is sure that all partners fulfil the requirements requested from the present call and at the same time they respect all the national / regional requirements and criteria.

Also ensure that all partners participate actively in the proposal preparation, by doing their best to guarantee the project eligibility and quality.

The role of the co-ordinator (2)

✓ Awareness about the legal, administrative & financial requirements – e.g. H2020 Funding Guide

You can find details about the legal, administrative & financial requirements in the guides of each programme – e.g. H2020 Funding Guide

The role of the co-ordinator (3)

Additionally:
✓Each project coordinator should check early enough the login procedures and further conditions.
✓The project coordinator should also not underestimate the effort needed to collect the required information from their project partners or fill in the online forms.
✓Therefore it is strongly recommended to submit the first version of proposals well before the deadline of the call.
✓Only the coordinator of an invited proposal can enter, edit and save the electronic forms, upload the changed project description and submit the proposal.

Only the coordinator of an invited proposal can enter, edit and save the electronic forms, upload the changed project description and submit the proposal.

The coordinator should make sure to check on time the login procedures and further conditions.
Co-ordinators should not underestimate the effort needed to collect the required information from their project partners or fill in the online forms.
Therefore it is strongly recommended to submit the first version of proposals well before the deadline of the call.

Application Procedure

- ✓ The application process is usually a single-phased process. Proposals must be submitted by the project coordinator exclusively using the electronic submission system proposed by the call.
- ✓ Only in few calls (usually under H2020) there is a need for a Two - stage process of submission:
- ✓ In this case during the first stage a brief project outline is submitted „First stage proposal", following a successful evaluation, a full proposal will be prepared in the 2nd Stage.

	Call budget overview
TOPIC : Architectured /Advanced material concepts for intelligent bulk material structures	

Topic identifier:	NMBP-04-2017		
Publication date:	14 October 2015		
Types of action:	RIA Research and Innovation action		
DeadlineModel:	two-stage		
Planned opening date:	11 May 2016	Deadline:	27 October 2016 17:00:00
		2nd stage Deadline:	04 May 2017 17:00:00
		Time Zone : (Brussels time)	

Horizon 2020
Pillar: Industrial Leadership
Work Programme Year: H2020-2016-2017
Work Programme Part: Nanotechnologies, Advanced Materials, Biotechnology and Advanced Manufacturing and Processing
Call : H2020-NMBP-2016-2017

H2020 website

The application process is usually a single-phased process.
Proposals must be submitted by the project coordinator exclusively using the electronic submission system provided by the call.
Some calls require a 2-stage process where, in the first stage, a brief project outline is submitted – the "First stage proposal".
Following a successful evaluation, a full proposal will be prepared in the 2nd Stage.

How to submit a project proposal (1)

- ✓ Most European projects are submitted in electronic format through the associated electronic tool.
- ✓ The "Guide for Applicants" information pack released for each call will provide clear instruction of what should be uploaded.
- ✓ *For example the submission of the H2020 projects is done in electronic format via the Participant Portal*
- ✓ *Apart from the proposal document, referred to as* ***"Part B"*** *of the proposal (that needs to be uploaded on the Participant Portal), there is a set of forms (Part A) with legal, administrative and financial information about each participant, that need to be filled out directly on the Participant Portal.*

It's time to see how to submit a project proposal.

As it has been already indicated the submission of most European projects is done in electronic format through the associated electronic tool.
According the "Guide for Applicants" information pack released for each call there is clear regulation what should be uploaded.
For example, the submission of the H2020 projects is done in electronic format via the Participant Portal.

Different calls require different submission technical procedures but there is generally a set of forms (Part A) that require legal, administrative and financial information about each participant.
This needs to be completed directly on the Participant Portal.
The project proposal document itself, referred to as "Part B" of the proposal, needs to be uploaded on the Participant Portal,

How to submit a project proposal (2)

- ✓ For ERASMUS+ applications should be submitted to the **National Agency** in the Programme Country where the applicant organisation is established.
  "APPLICATION FORMS ON PAPER"
- ✓ Some centralized Actions of the Programme may not be supported by electronic forms. For these Actions, applications must be sent by post (date as per postmark) or courier service (date of receipt by the courier service) to the Executive Agency
- ✓ Applications sent by fax or email will not be accepted.
- ✓ Applicants cannot make any changes to their grant application after the submission deadline.

In case of the Erasmus+ applications these should be submitted to the National Agency (link provided) in the Programme Country of the applicant organisation.

Some centralized Actions of the Programme may not be supported by electronic forms. For these Actions, applications must be sent by post (date as per postmark) or courier service (date of receipt by the courier service) to the Executive Agency.

It is important to note that applications sent by fax or email will not be accepted and applicants cannot make any changes to their grant application after the submission deadline.

The submission procedure of Erasmus+ project proposals

We continue with the submission procedure of Erasmus+ projects' proposals.
You will have to check some things before the submission to make sure everything is done properly.

Submission of Application in Erasmus+

✓ Electronic Application Forms
Requires Adobe Acrobat Reader version 11+
Can be downloaded from www.adobe.com
✓ Only electronic application (no copy to NA, no hard copies)
✓ Check of PIC on application: Verify the data of organisation
✓ Annexes to the application eform
Declaration of honour
Mandates of partners
✓ National Agencies (NA)
The list of NA per country: https://ec.europa.eu/programmes/erasmus-plus/contact/national-agencies_it

Check the Electronic Application Forms that requires Adobe Acrobat Reader version 11+.
Remember only electronic application is allowed , no copy to NA, no hard copies.
Check all partner PICs on the application and verify the data of each organisation.
Annexes to the application e-form, declaration of honour and mandates letters of partners must be signed.
It is always a good idea to contact your National Agency (NA) to make sure you are doing things correctly.
A List of NA per country is provided.

1st Step: check PIC

- ✓ Organisation details retrieved from URF for successful check of PIC
- ✓ Not possible to change details in eForm, only from URF

C. Participating organisation(s)

C.1. Applicant Organisation

PIC	948274523	Check PIC
Full legal name (National Language)		
Full legal name (Latin characters)	CYTEST	
Acronym		
National ID (if applicable)	1111111	
Department (if applicable)		
Address	TEST	
Country	Cyprus	

After the check it's time for the submission.

First step in the electronic application form is check PIC number.
Organisation details retrieved from the Unique Registration Facility (URF) for successful check of PIC; it is not possible to change details in the eForm, because all the data are retrieved from the URF.

2nd Step: Distance calculator

✓ Always confirm the choice of the corect band in the distance calculator
✓ Online distance calculator for the selection of the right band: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm
✓ Country of destination (choice of city)

J.1. Travel

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	No. of Participants	Travel Grant per Participant	Total Travel Grant Requested
A1	Staff training abroad	1	Cyprus	Belgium	2000 - 2999 km	10	360.00	3600.00
							Total	3600.00

0 - 99 km	
100 - 499 km	
500 - 1999 km	
2000 - 2999 km	
3000 - 3999 km	
4000 - 7999 km	
8000 - 19999 km	

J.2. Individual Support

Activity No.	Activity Type	Flow No.	Country of Destination	No. of Participants	Grant per Participant	Total Grant Requested
A1	Staff training abroad	1	Belgium	10	6468.00	64680.00
					Total	64680.00

The second step is the Distance calculator section.

Always remember to confirm the choice of the right band in the distance calculator you can query the Online distance calculator for the selection of the right band (link provided).

Ensure you have entered the correct Country of destination/city you have arrange for the project.

3rd Step: Preparation of Declaration of Honour (DoH)

Days before the submission the Declaration of Honour (DoH) should be prepared. You should:

1. Print
2. Fill
3. Sign & stamp
4. Scan it (To be uploaded before the submission)

The third Step is the Preparation of Declaration of Honour (DoH).
It is good practice to prepare the DOH some time before the submission deadline.
You should, print, complete, sign & stamp, and scan it so that you can uploaded before the submission deadline.

4th Step: Uploading the attachments

Before submitting make sure you upload the necessary documents to the eform: *Declaration of honour, Mandates of partners, Invitation letters (for schools)*.
Acceptable formats: pdf, doc, docx, xls, xlsx, jpg, txt, odt, ods. Max 10 MB for 5 file (annexes). If more than 5 files, merge similar ones to 1 file. Zip formats are not allowed
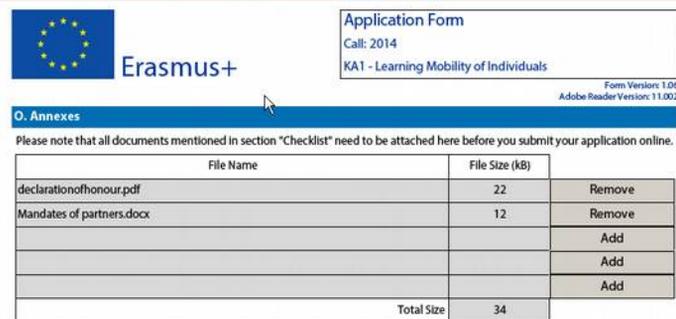
Erasmus+

Application Form
Call: 2014
KA1 - Learning Mobility of Individuals
Form Version: 1.06
Adobe Reader Version: 11.002

O. Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)	
declarationofhonour.pdf	22	Remove
Mandates of partners.docx	12	Remove
		Add
		Add
		Add
Total Size	34	

The fourth step is Uploading the attachments.
Before submitting make sure you upload the three necessary documents to the eform:
Declaration of Honour, Mandates of partners, and Invitation letters for schools, etc.

The acceptable file formats are : pdf, doc, docx, xls, xlsx, jpg, txt, odt, ods.
The maximum size is 10 MB for 5 files (annexes).
If you have more than 5 files, merge similar ones to one file.

Remember that Zip formats are not allowed

5th Step: Validate and Submit

1. Check for potential errors during validation and correct them.
2. After validation you should be able to submit

In the fifth step you validate and submit.
Check carefully for potential errors during validation and correct them because it is your final opportunity.
After the validation stage you are able to submit online.

The submission procedure of H2020 project proposals

THE FRAMEWORK PROGRAMME FOR RESEARCH AND INNOVATION

HORIZ⊙N 2020

The submission of H2020 project proposals differs a little from Erasmus+ submission procedure.

Submitting H2020 projects

- ✓ Submission done in electronic format via the Participant Portal.
- ✓ Part A contains legal, administrative and financial information about each participant, that need to be filled out directly on the Participant Portal.
- ✓ Part B is the proposal document and needs to be uploaded on the Participant Portal

The submission of all H2020 projects is done in electronic format via the Participant Portal (link provide).

Apart from the proposal document, referred to as "Part B" of the proposal that needs to be uploaded on the Participant Portal), there is a set of forms (Part A) with legal, administrative and financial information about each participant, that need to be filled out directly on the Participant Portal.

Procedure for proposal submission

The procedure is similar for other than Erasmus+ calls
ALWAYS keep in mind that you need to consult the relevant "Guide for Applicants" where the submission "tool" is indicated
✓Connect to the Participant Portal:
http://ec.europa.eu/research/participants/portal/desktop/en/home.html
✓Log in ECAS
✓Go to «Funding opportunities»

The procedure is similar for Erasmus+ calls. ALWAYS keep in mind that you need to consult the relevant "Guide for Applicants" where the submission "tool" is indicated

First you connect to the Participant Portal, Log in with ECAS and go to «Funding opportunities».

Procedure for proposal submission

1. Go to «Calls» tab
2. Find your call by using the filters.
3. On the call page, select the topic of your interest.

Go to Call description tab, find your interest call using the filters and select the topic of your interest.

Procedure for proposal submission

4. To access the Electronic Submission System, select the type of action,
5. Press «Start Submission»

To access the Electronic Submission System, select the type of the action you want and then click on «Start Submission».

Tips for a successful submission (1)

- ✓ Always try to submit early! Do not submit at the last minute!
- ✓ Take time to familiarize yourself with the proceedings.
- ✓ Read all the documents provided by the EC.
- ✓ Under the framework of Erasmus+, the application must be submitted by the deadline set for each Action.

  The deadlines for the submission of projects are specified for each Action in the Part B "Eligibility Criteria" of the Erasmus+ Guide.

- ✓ Check you last submission to be the correct one
- ✓ Save and keep the eform application after submission for future reference and/or distribution to partners
- ✓ Strictly respect the templates and length limitations.
- ✓ Check the completeness and quality of your forms and files.

Some useful tips for a successful submission of a project proposal:

Submit early! Do not submit at the last minute because unexpected problems may occur.

Take time to familiarize yourself with the proceedings read all the documents provided by the EC.

Have in mind that with the Erasmus+ framework the application must be submitted by the deadline set for each Action. (eadlines for the submission of projects are specified for each Action in the Part B "Eligibility Criteria" of the Erasmus+ Guide.)

Check that your last submission is the correct one and save/keep the eForm application after submission for future reference and distribution to partners.

Strictly respect the templates and length limitations and check the completeness and quality of your forms and files.

Tips for a successful submission (2)

✓ **DON'T FORGET**: Every project proposal has to serve the needs of the European Community / European Policies (Impact)
✓ Ensure your proposed *objectives* and *work plan* meet the challenges addressed by the call.
✓ Follow exactly the structure given in the *guide for applicants*.
✓ Be as *concise* and *precise* as possible.
✓ Provide clear indication of the *objectives* and show how you achieve them.
✓ The *consortium* of partners must be excellent and appropriate for the tasks.
✓ Try to think of the *evaluators* and the evaluation criteria when you are preparing the proposal.

Furthermore don't forget that every project proposal has to have clear potential for impacting on the needs of the European Community / European Policies.
Ensure your proposed objectives and work plan meets the challenges addressed by the call and follow exactly the structure given in the guide for applicants.
Be as concise and precise as possible and provide a clear indication of the objectives and show how you will achieve them.
Make sure that your consortium of partners is excellent and all partners are appropriate for the tasks,
It is important is to think every time of the evaluators and the evaluation criteria when you are preparing the proposal to increase your project proposal success.

References

- ✓ EU programme for education, training, youth and sport
  https://ec.europa.eu/programmes/erasmus-plus/updates/20161020-erasmus-plus-call-and-guide_en
- ✓ Erasmus+ Programme Guide
  http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_en.pdf
- ✓ Horizon 2020 Online Manual
  http://ec.europa.eu/research/participants/docs/h2020-funding-guide/index_en.htm
- ✓ Proposal Submission Service User Manual
  http://ec.europa.eu/research/participants/data/support/sep_usermanual.pdf
- ✓ Guide on proposal submission and evaluation
  http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/pse/h2020-guide-pse_en.pdf
- ✓ Other H2020 reference documents (rules for participation, guides for applicants, proposal templates, evaluation forms, etc)
  http://ec.europa.eu/research/participants/portal/desktop/en/funding/reference_docs.html

In the references you can find all the external links about the EU programmes, such as The Erasmus+ Programme Guide, Horizon 2020 Online Manual, Proposal Submission Service User Manual, Guide on proposal submission and evaluation. There may also be other H2020 reference documents

In the next module 5 we will consider the issues facing the partnership when an application is accepted