

# Web Forms: Erasmus+ & ESC

How to complete the form



When completing the form, there are certain elements that are common in every section. This page covers these basic functionalities and highlights the sections that are common for all applications.

The form provides on-screen information, as well as warning messages, specific for the application form or field currently being entered.

Please read this on-screen information and if you require further assistance please consult the content related to the specific key action application request.

This can be viewed from the Index pages:

- [Erasmus+ Web Application Forms Guidelines](#)
- [European Solidarity Corps Web Application Forms Guidelines](#)

**Important: Do not use multiple tabs in browser**

When filling in the required information in the Web Application Form do not use multiple tabs or open several browser windows for your application. This will cause problems with the auto save functionality of the form and result in lost data in your application.

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## Form Layout.

After you click **Apply** for the desired opportunity and close the welcome message, the application web form is displayed.

The currently selected screen is displayed in the main window. In this example the **Guidelines** screen is displayed. It is highly recommended to read the content carefully before you begin completing your form.

**Information** on the call and your application form ID is displayed at the top of the main window.

The **side menu** allows you to navigate to the various sections in the form. The currently selected section is highlighted in yellow. A warning icon next to the title of the section indicates that there is missing information. A green check mark will appear when all mandatory information in the section is completed.

The form is saved automatically and the last time of save is indicated at the bottom left side of the screen. Just below there is the button to export the application form to a **PDF** file. The **Submit** button becomes active only once all sections are indicated as completed.

If during your application you need to be aware of any important information concerning the action type you are applying for (e.g. deadline extension, etc.), this information will be shown in the **Notifications** screen.

The screenshot shows the Erasmus+ Applications web form. The interface includes a top navigation bar with the Erasmus+ logo and the text 'Erasmus+ Applications'. A side menu on the left lists various sections, with 'Guidelines' highlighted in yellow. The main content area displays the 'Guidelines' section, which contains a list of instructions for applicants. At the top right, there is a header for the current call: 'Call 2019 Round 1 KA2 - Cooperation for innovation and the exchange of good practices KA205 - Strategic Partnerships for youth FormId KA205-82354807 Deadline (Brussels Time) 05/02/2019 12:00:00'. At the bottom left, there is a status bar showing the last save time and buttons for 'PDF' and 'SUBMIT'.

3

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1

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Programme Guide | Contact | Data Protection English EU  
EDAS EAC\_TRAINING (EAC-TRAINING-14@ec.europa.eu)

TST Commission Erasmus+ Applications

Erasmus+

### Guidelines

Please have a look at the following information about the KA205 Strategic Partnerships for youth application:

- Mandatory fields are marked in red. They need to be filled in before you are able to submit the form.
- Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: . If a section is marked with this sign: . This means that either there is some information missing or not all rules have been respected. Most individual questions will be marked in the same way to make it easy to identify and fix the issues.
- Multiple sections of the form contain tables. You should notice the button on the right side of the table: . This button will allow you to access additional options to work with the table contents.
- Throughout the form, you can display more information about particular questions by positioning your mouse pointer over the question mark sign .
- The form is automatically saved every 2 seconds.
- After closing the form, you will be able to access it under the 'My Applications' tab on the homepage.
- Once the form is submitted, you will be able to re-open and re-submit it until the submission deadline has expired. You can re-open the form from the 'My Applications' tab on the homepage.
- You can find more information in the Guidelines for completing WEB applications:  
<https://webgate.ec.europa.eu/gpf/wikis/display/NAITDOC/Web+Application+Form+Guidelines>
- If you have any additional questions or if you encounter a technical problem, please contact your **National Agency**. You can find their contact details here: <http://ec.europa.eu/programmes/erasmus-plus/contact>

This application form consists of the following main sections:

- **Context:** This section asks for general information about your project proposal and about the National Agency that will receive, assess and decide on selection of your proposal. Unless otherwise specified in the Programme Guide, the receiving National Agency must be located in the country of the applicant organisation.
- **Participating Organisations:** This section asks for information about the applicant organisation and about other participating organisations involved as partners in the project. The organisation included in the application, needs to be registered in order to receive a Participant Identification Code (PIC) through the Participant Portal.  
The PIC is a unique identifier for the organisation within the whole Erasmus+ Programme. It should be requested only once per organisation and used in all applications for all Erasmus+ actions and calls. Organisations that have previously registered for a PIC should not register again. If an organisation needs to change some of the information linked to the PIC, this can be done through the Participant Portal.
- **Project description:** This section asks for information about the stages of the project which should include: preparation, implementation and follow-up.

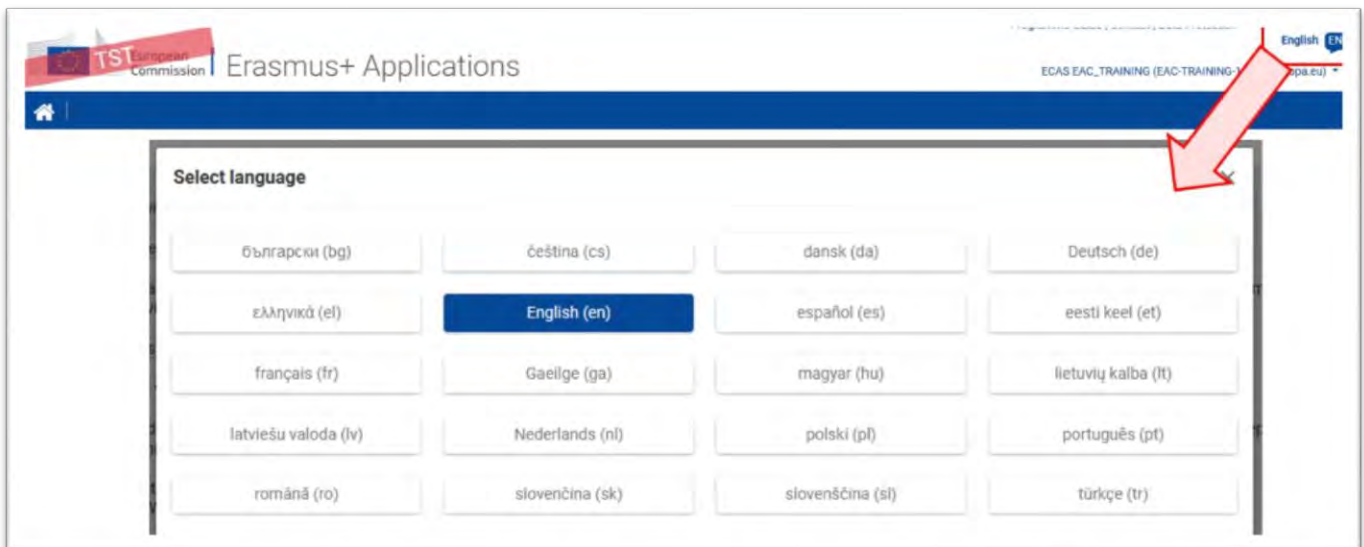
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11 Dec 2019 12:29:10  
by EAC-30 EAC\_TRAINING

PDF SUBMIT

## Language Selection.

The default **language** of the screens is set to English. To change it, click on the language icon at the right hand of your screen and select the desired language.


Note: When you select a language, your choice will be preserved for all future sessions.

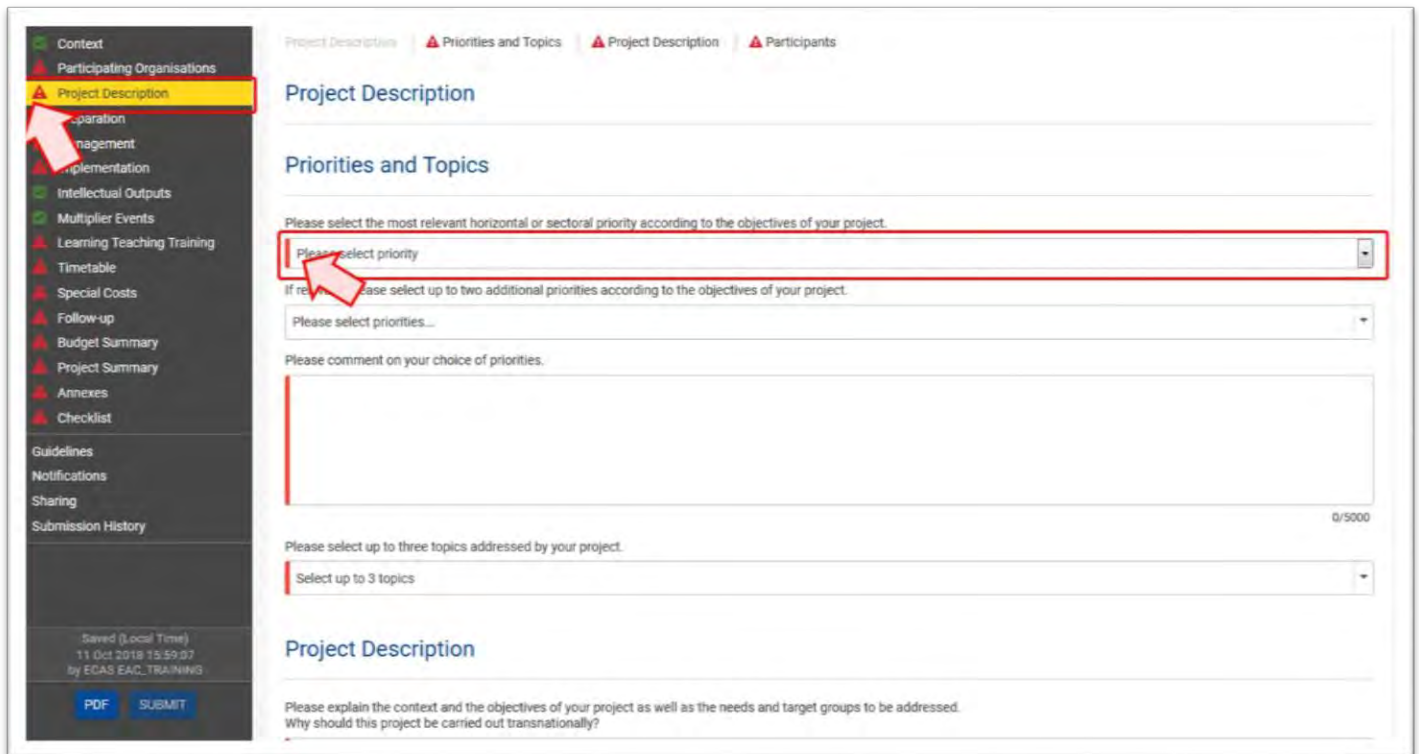


The screenshot shows the 'Erasmus+ Applications' interface. At the top right, there is a language selection dropdown menu currently set to 'English'. A red arrow points to this menu. Below the header is a 'Select language' section with a grid of buttons for various languages. The 'English (en)' button is highlighted in blue.


Select language			
български (bg)	čeština (cs)	dansk (da)	Deutsch (de)
ελληνικά (el)	<b>English (en)</b>	español (es)	eesti keel (et)
français (fr)	Gaeilge (ga)	magyar (hu)	lietuvių kalba (lt)
latviešu valoda (lv)	Nederlands (nl)	polski (pl)	português (pt)
română (ro)	slovenčina (sk)	slovenščina (sl)	türkçe (tr)

## Mandatory Sections and Fields.

Mandatory sections are marked with a red exclamation mark  indicating missing information or that not all rules for filling in the application form were respected.  
Most individual fields which are mandatory are marked with red.



The screenshot displays a web-based application form with a dark sidebar on the left and a main content area on the right. The sidebar contains a list of sections, each with a status icon: a green checkmark for completed sections and a red exclamation mark for mandatory sections with missing information. The 'Project Description' section is highlighted in yellow and has a red exclamation mark icon next to it, with a red arrow pointing to it. Other sections with red exclamation marks include 'Participating Organisations', 'Preparation', 'Management', 'Implementation', 'Timetable', 'Special Costs', 'Follow-up', 'Budget Summary', 'Project Summary', 'Annexes', and 'Checklist'. Completed sections like 'Context', 'Intellectual Outputs', 'Multiplier Events', 'Learning Teaching Training', 'Guidelines', 'Notifications', 'Sharing', and 'Submission History' have green checkmarks. The main content area shows the 'Project Description' section, which is currently empty. Below it, the 'Priorities and Topics' section is visible, with a dropdown menu for 'Please select priority' and a text area for 'Please comment on your choice of priorities.' The 'Project Description' section at the bottom of the main area is also empty, with a prompt: 'Please explain the context and the objectives of your project as well as the needs and target groups to be addressed. Why should this project be carried out transnationally?'. At the bottom of the sidebar, there is a 'Saved (Local Time)' message: '11 Oct 2018 15:59:07 by ECAS EAC\_TRAINING', and two buttons: 'PDF' and 'SUBMIT'.

Once all mandatory fields are completed and validation rules in a section are met, sections will be marked with a green check . Individual mandatory fields completed are marked with green.

Context

Erasmus+

Call 2019 Round 1 KA2 - Cooperation for innovation and the exchange of good practices  
KA205 - Strategic Partnerships for youth  
Formid KA205-82354BD7 Deadline (Brussels Time) 05/02/2019 12:00:00

### Context

Main objective of the project  
Exchange of Good Practices

Is your project a Transnational Youth Initiative (initiated, set-up and carried out by young people themselves)?  
No

Project Title  
Strategic Partnership for Youth

Project Acronym  
TTT

Project Start Date (dd-mm-yyyy)  
01-06-2019

Project Total Duration  
12 months

Project End Date (dd-mm-yyyy)  
31-05-2020

National Agency of the Applicant Organisation  
FR02 Agence du service civique

Language used to fill in the form  
English

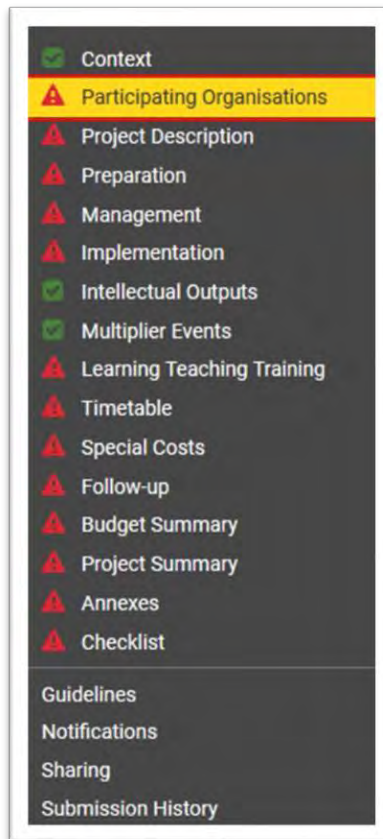
For further details about the available Erasmus+ National Agencies, please consult the following page:  
<https://ec.europa.eu/programmes/erasmus-plus/contact>

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11 Oct 2018 14:23:41  
by ECAS EAC\_TRAINING

PDF SUBMIT

## Navigation through/within application sections.

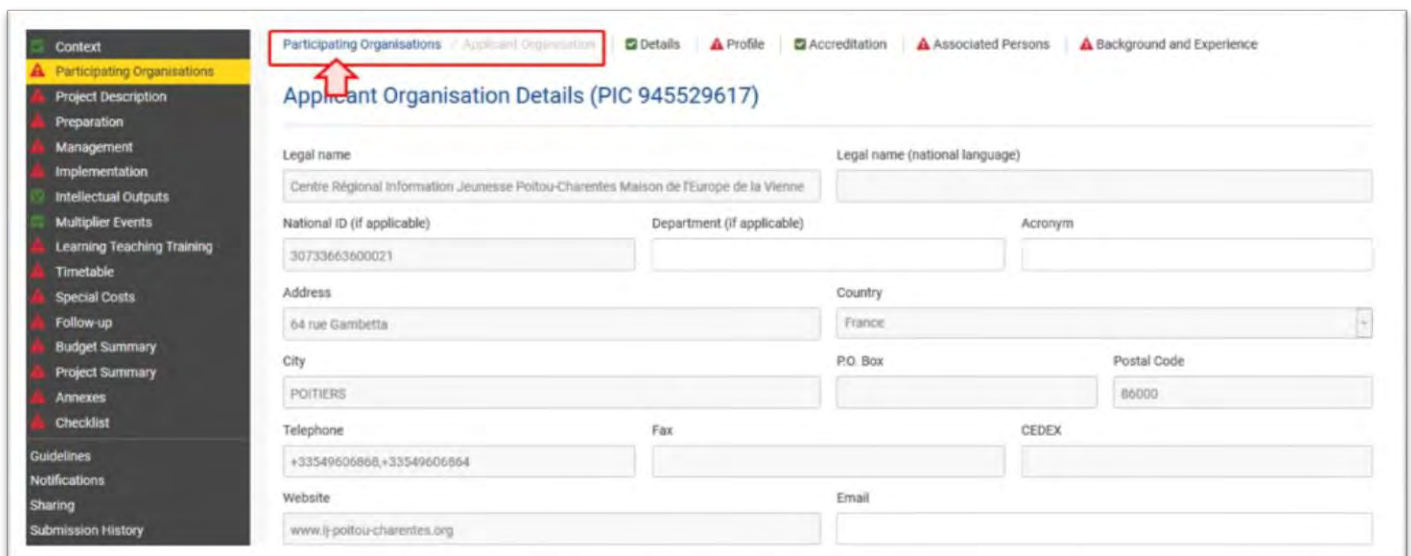
To access a specific project section, use the left **side navigation** menu.



In a variety of screens you have a **navigation breadcrumb and/or screen tabs** along the top of the screen. The breadcrumb allows you to follow *a trail of breadcrumbs* to return to the screen from where you launched the current screen.

In the example indicated below, **Applicant Organisation** is shown in grey as it is the current screen displayed. The **Applicant Organisation** is accessed from the **Participating Organisations** screen.

Clicking on the hyperlink of **Participating Organisations** returns you to the previous screen.



The tabs next to the breadcrumb allow you to jump to a section in the current screen or alternatively use the scroll bar to navigate up and down.

In this example, the various sections of the applicant organisation (**Details, Profile, Accreditation, Associated Persons** and **Background and Experience**) can be accessed by using the tabs along the top or by scrolling down the screen.

These tabs also allow an overview of which section is completed.

Participating Organisations / Applicant Organisation

**Details** Profile Accreditation Associated Persons Background and Experience

### Applicant Organisation Details (PIC 9-552967)

Legal name: Centre Régional Information Jeunesse Poitou-Charentes Maison de l'Europe de la Vienne

Legal name (national language):

National ID (if applicable): 30733663600021

Department (if applicable):

Acronym:

Address: 64 rue Gambetta

Country: France

City: POITIERS

P.O. Box:

Postal Code: 86000

Telephone: +33549606868,+33549606868

Fax:

CEDEX:

Website: www.@poitou-charentes.org

Email:

The **Home button** brings you back to the My Applications page.





## Menu button.

A list of items can be added, viewed or edited by either clicking the name of the item or using the menu button.

Underlined links or menu button.

You can access an item's details by clicking on the hyperlinked **Name/title**. If the details have not yet been added, click on the dotted line to enter the details, as in the example shown below.



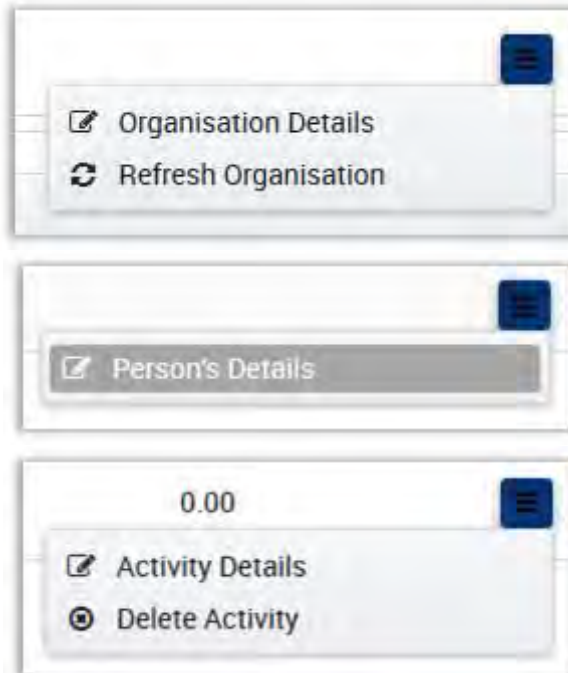
ID	Name	Role	Preferred Contact
1	<u>          </u>	Legal Representative	
2	<u>          </u>	Contact Person	*

ADD ASSOCIATED PERSON

Items may have a **MENU** button available, allowing access to view, edit, refresh or delete the details for that item.



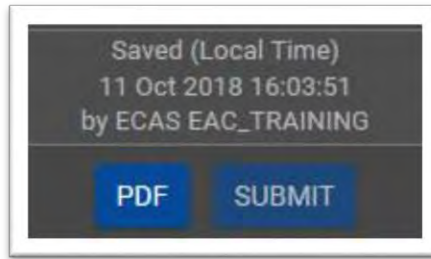
Different options are available. Click the menu button to view the options. Here are some examples:



## Auto Saving & Draft

The form is automatically saved every 2 seconds. The **Saved (Local Time)** information on the left hand side of the screen is updated accordingly.

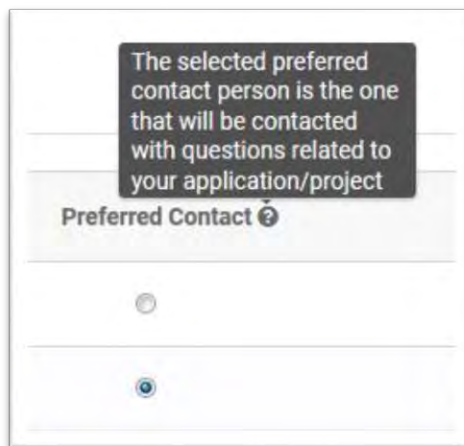
After closing the form, you can access it again under the **My Applications** tab on the Web Applications homepage.



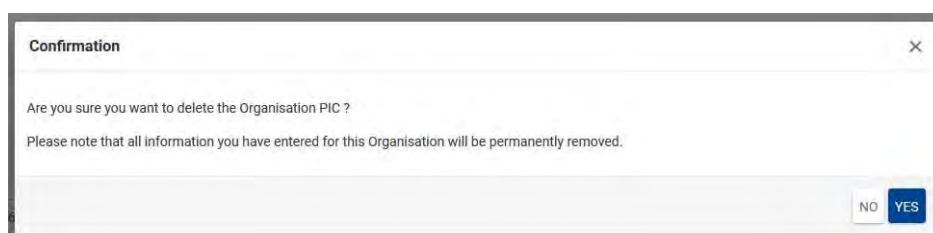
## Additional help and Guidelines.

Throughout the form it is possible to acquire more information about particular sections by positioning your

mouse pointer over the question mark



Your actions in the form may also trigger certain warning or information messages. Here are some examples:



View the **Guidelines** section for information and links to help you complete the form.

**Guidelines**

Please have a look at the following information about the KA205 Strategic Partnerships for youth application:

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<https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Web+Application+Forms+Guidelines>
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- **Project description:** This section asks for information about the stages of the project which should include: preparation, implementation and follow-up.
- **Preparation:** This section asks for information about preparation that you plan to do before the actual project activities take place.
- **Management:** This section asks for information about the activities related to the management of the project, including project management meetings between partner organisations.
- **Implementation:** This section asks about your plans for the implementation of the project, such as monitoring activities, plans for handling of risks, etc.
- **Intellectual Outputs:** This section asks for detailed information about Intellectual Outputs, if you are planning to include any in your project. Only Strategic Partnerships supporting innovation may apply for dedicated funding for Intellectual Outputs.
- **Multiplier Events:** This section asks for information about Multiplier Events. Funding under this category may be requested only if your project plans to produce Intellectual Outputs that can be disseminated through the Multiplier Events.
- **Learning, Teaching, Training Activities:** This section asks for details about the Learning, Teaching and Training Activities you plan to organize, including the amount of EU grant that you are requesting to implement them.
- **Timetable:** In this section you will see a list of activities (Transnational project meetings, Intellectual Outputs, Multiplier Events, Learning, Teaching and Training Activities) of your project.

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11 Oct 2018 14:03:51  
By ESCO EAC TRAINING

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