

# **Struktura prijave i konkurisanje**

**prvi konkursni rok  
za CBHE projekte  
2015.**



## Struktura i sadržaj aplikacionog formulara

- **eForm** - podaci o projektu – delovi A, B, C

+ obavezni aneksi:

- ✓ **Detaljni opis projekta** - Word doc – delovi D, E, F, G, H, I, J
- ✓ **Budžetske tabele** - Excel doc
- ✓ **Declaration of Honour** + **Mandati** u jednom PDF dokumentu

Informacije sa portala za učesnike popunjavaju A1 deo unošenjem PIC broja

# Key Action 2 - Capacity-building in the Field of Higher Education 2015

Related Action(s):

[Key Action 2: Cooperation for innovation and the exchange of good practices Capacity-building projects in the field of higher education](#)



Status	Deadline	Call reference
Open	10/02/2015 - 12:00 (CET/CEST, Brussels time)	EAC/A04/2014

















- Call notice
- Guidelines
- How to apply
- Annexes**
- Distance calculator
- Contact

**Documents to be uploaded in the Participants' portal:**

1. **Legal entity form** - for all the partners
2. **Financial identification form** duly completed and certified by the bank –for the applicant organisation only
3. **Financial capacity form** including **Profit and Loss Accounts** and the **Balance Sheet** for the last two approved accounting periods (*only for applicant - private organisations*)
4. VAT registration (*when applicable*)

**Application stage** (deadline 10/02/2015 at 12:00 midday Brussels time):

**EForm** and compulsory annexes - Please [click here](#) to access and fill in the eForm. For additional technical instructions, please refer to the [eForm User Guide](#) . See eForm "visual version"  

1. **Detailed description of the project**    
2. **Budget tables**   
  -  *To open the document "budget table", please right click on the words "en", "fr" or "de" (depending on the language you are filling the form) and select "save target as" or "save link as" to download the document*
3. **Declaration of Honour**     and **Mandates**     – all in a single document
  - **Please note that the Declaration of Honour and the Mandates must be scanned and attached in a single PDF document as one annex.**

## Latest Erasmus+ News

News feed: Receive updates in real-time!

### Erasmus Mundus Graduate Impact Survey: 55% of graduates have jobs within two months of graduation

08/01/2015 - 15:30

The Erasmus Mundus programme gives students from the whole world the chance to study in two or more European countries at Master's level. What do students and prospective students expect from a European masters programme, and how do Erasmus Mundus Masters Courses fulfil these expectations? Check out this year's Graduate Impact Survey .

[Read more](#)

### 20th January 2015 - Infoday Forward-Looking Cooperation Projects

08/01/2015 - 09:15

Registration is now open for Erasmus+ - Key Action 3 'Support for Policy Reform' - Prospective Initiatives – Forward-Looking Cooperation Projects (**Call n° EACEA/33 /2014**).

[Read more](#)

### 11 February 2015 - Sport infoday

08/01/2015 - 09:00

This Infoday, organised by the European Commission and the Education, Audiovisual and Culture Executive Agency (EACEA), is to explain the funding opportunities available under the Erasmus+: Sport.

[Read more](#)

### Knowledge Alliances - Sector Skills Alliances - eform now available

# Struktura i sadržaj aplikacionog formulara

## eForm (PDF Adobe dokument)

- A. Identifikacija podnosioca projekta i ostalih partnera
- B. Opis projekta (sažet prikaz informacija)
- C. Specifične informacije koje se odnose na izgradnju kapaciteta u visokom obrazovanju

**- Proposal Submission User Guide - How to create, complete and submit an Application eForm**

[https://eacea.ec.europa.eu/sites/eacea-site/files/proposal-submission-user-guide\\_version-1-cbhe-2015.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/proposal-submission-user-guide_version-1-cbhe-2015.pdf)

# Struktura i sadržaj aplikacionog formulara

## Detaljni opis projekta (Word doc. Prikačen za eForm)

D. Kvalitet projektnog tima i ostvarenih saradnji

E. Karakteristike i relevantnost projekta

F. Kvalitet dizajna projekta i sprovođenja

G. Uticaj, diseminacija i eksploatacija, održivost,

+ Matrica logičkog okvira

+ Radni plan

H. Radni paketi

I. Dodatni deo projekta za mobilnost (gde postoji)

J. Ostali EU projekti/grantovi

# Podnošenje projekta

- Odabir **programa i tipa projekta** (joint/structural)
- Odabir **podnosioca projektne prijave** (Applicant/P1 partner) i partnera
- Svaka organizacija treba da koristi **isključivo jedan PIC broj**
- Koristeći PIC broj, kreira se **official electronic application form (eForm)**



### Applications for funding/applications for accreditation: partner management and access to application forms

#### **IMPORTANT POINTS TO NOTE BEFORE YOU START**

##### **Mandatory steps to be followed by ALL applicants (for funding and for accreditation)**

###### **ECAS authentication**

Access to all of the application options below is validated 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 one.

###### **Organisation registration (PIC numbers)**

All organisations that seek to be included as a participant in a funding application or wish to apply for an accreditation, must first have registered in EACEA's Participant Portal. The registration system assigns a unique Participant Identification Code (PIC) to each organisation. If an organisation does not have a PIC number, it cannot apply for funding or apply for an accreditation. Click [here](#) to be directed to EACEA's Participant Portal. Access to the portal is validated by ECAS (see above).

##### **Points to be noted and respected by applicants for funding ONLY**

###### **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 whether 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 funding application options below, you will be guided through a series of steps resulting in the creation of a new or updated application eForm. These steps are fully described in the User Guide. Please note that these steps must be completed in one continuous session. It is not possible to interrupt the activity and resume it at a later time. 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.

##### **Applications for funding**

Create new application for funding

Revise list of participating organisations and update application for funding

##### **Applications for accreditation**

Create new application for accreditation

Resume or print an existing application for accreditation

# Podnošenje projekta

- **Popuniti i zakačiti zvanične obavezne anekse**
- **Validacija eFormulara**
- **Onlajn podnošenje prijave**
- **E-mail potvrda i referentni broj**
- **Podrška: [eacea-helpdesk@ec.europa.eu](mailto:eacea-helpdesk@ec.europa.eu)**



# Osnovni koraci u procesu apliciranja i odabira projekata

Rok za podnošenje prijava za projekte	<b>10 Februar 2015.</b> <b>12h, po briselskom vremenu</b>
Eksperti ocenjuju projekte	mart – april 2015.
Konsultacije sa lokalnim/regionalnim zainteresovanim stranama	maj – jun 2015.
Odluka o dodeli sredstava	jul 2015.
Obaveštavanje podnosilaca projektnih prijava i objavljivanje rezultata na EACEA veb sajtu	jul – avgust 2015
Priprema i potpisivanje ugovora o finansiranju	avgust – septembar 2015
Početak sprovođenja projekta	<b>15 oktobar 2015.</b>

- Erasmus+ website - EACEA

[http://eacea.ec.europa.eu/erasmus-plus\\_en](http://eacea.ec.europa.eu/erasmus-plus_en)

- Programme Guide Version 3 (2015): 14/11/2014

[http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)

- Relevantne strane Programskog vodiča:

- Str. 145-165 – opis CBHE projekata;
- Str. 232-245 (Part C) – podnošenje projekta i procedure selekcije;
- Str. 287-295 – Specifična pravila i informacije;

- Erasmus+ website – EACEA – finansiranje/CBHE

[http://eacea.ec.europa.eu/erasmus-plus/funding/key-action-2-capacity-building-in-field-higher-education-2015\\_en](http://eacea.ec.europa.eu/erasmus-plus/funding/key-action-2-capacity-building-in-field-higher-education-2015_en)

- Nacionalni i regionalni prioriteti

<https://eacea.ec.europa.eu/sites/eacea-site/files/budget-allocation-regional-and-national-priorities-protected.xls>