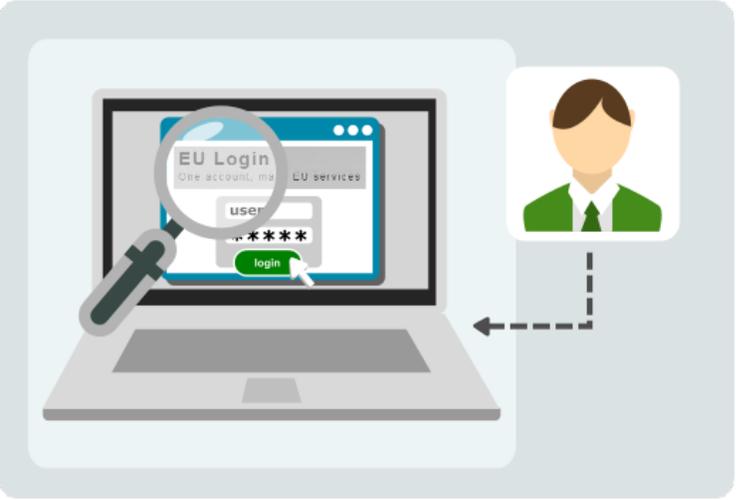# Application process for Web Forms

Application Process Explained

The following page describes the application process for prospective applicants when applying for an EU grant under the Erasmus+ Programme.

Applicants can use the Erasmus+ Forms specific for each Action and these are available, in general, on the website of the European Commission, and in certain cases on the website of the National Agencies. To submit an Erasmus+ project, applicants must follow the steps described below.

Scenario	Illustration
1. Before applications can be filled, the applicant must have an **EU login**. The **EU Login** Authentication Service (previously **ECAS**) is a single point for user authentication to a wide range of Commission information systems. It is the first step before registering as an organisation or individual when accessing certain IT Tools such as the **Organisation Registration system**. • Creating an EU Login	
2. The organisation or individual needs to register only once in the **Organisation Registration system**. Once the registration is completed, the organisation/individual will obtain an **Organisation ID**. The **Organisation ID** is a unique identifier and is necessary for the submission of applications. It enables the organisation/group to fill in the Erasmus+ electronic application forms in a simple manner (i.e. by inserting the Organisation ID in the form, all the information provided by the organisation/individual at registration stage will be automatically displayed in the form). • Organisation Registration system	

| 3.	For most actions of the Programme, applicants are required to submit their application online to the appropriate National Agency of their country, using the correct electronic form and including all requested annexes. The electronic form must be completed in one of the official languages used in Programme Countries. • Web Application Forms	
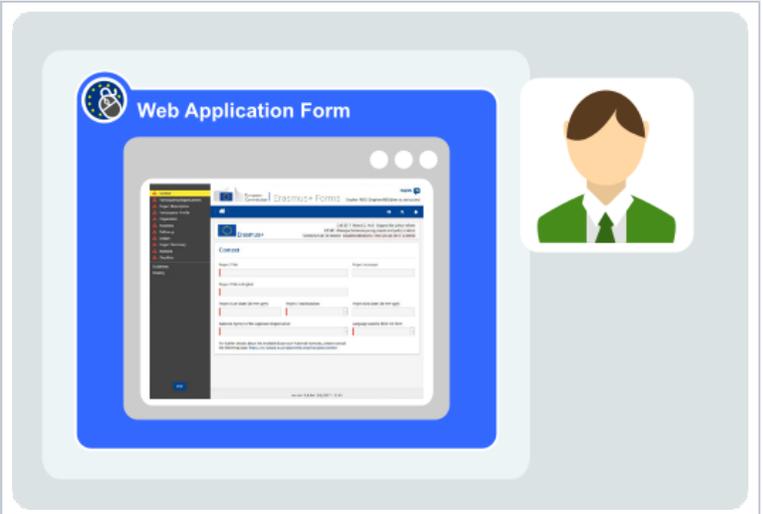
| 4.	Before starting your application, please take note of the following information about the **Web Application Form,** to ensure successful submission. • Mandatory fields are in red. • Once all mandatory fields and validation rules in a section are met, sections will be marked with a green tick. If a section is marked with a red warning sign it means that either some information is missing or that all the rules have not been respected. • After closing the form, you will be able to access it under the **My Applications** tab on the homepage. • Web Application Forms: Application Functionality Basics • Web Application Forms: Home screen	
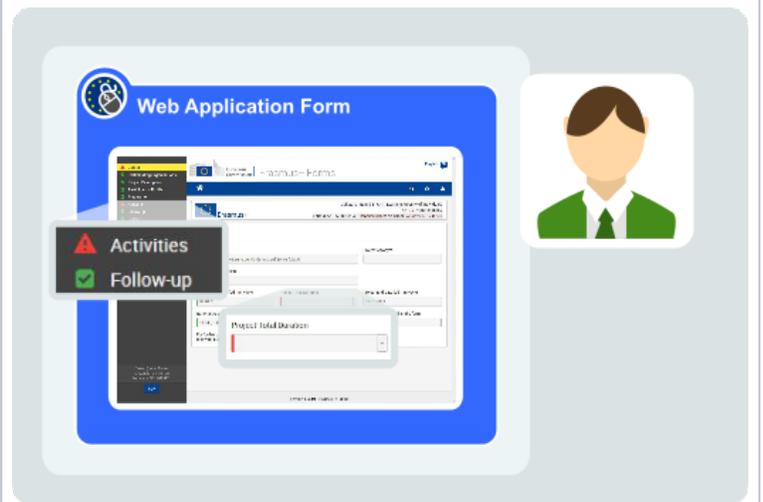
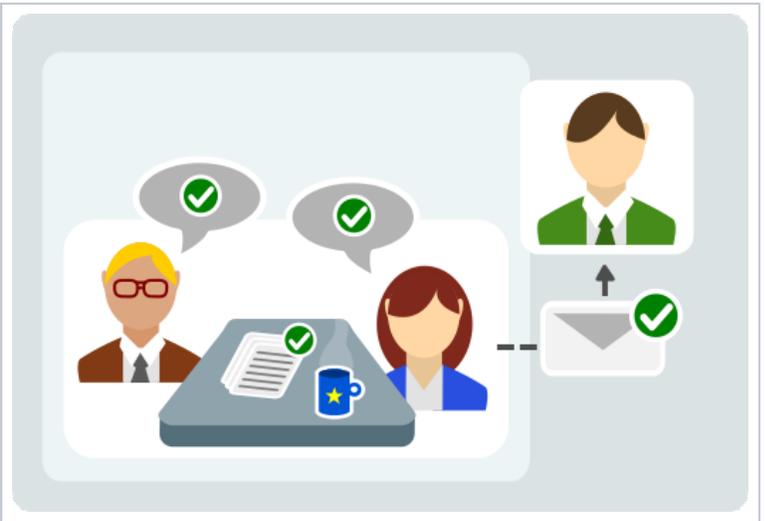| 5.	Once the form has been completed, click **Submit** to send it. You will be able to reopen and resubmit the form until the submission deadline has expired. You can reopen the form from the **My Applications** tab on the homepage. • Web Application Forms: Submission	
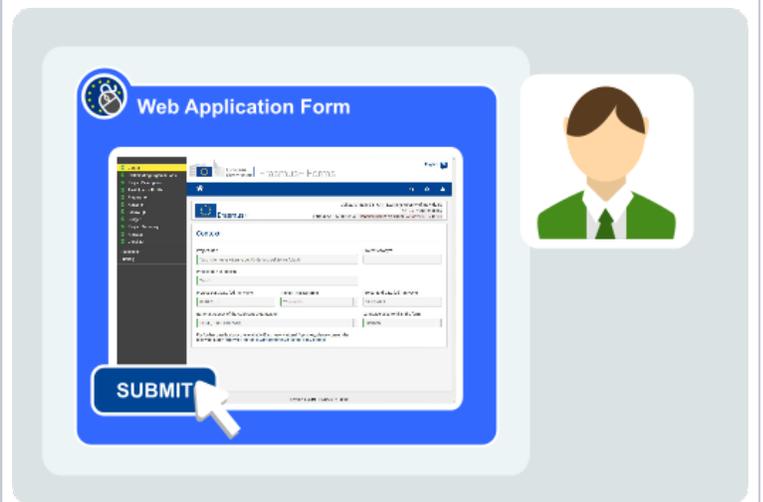
| 6. | All applications received by the **National Agencies** undergo an evaluation procedure. Project proposals are assessed by the Agency receiving the application, exclusively on the basis of the criteria described.

At the end of the evaluation procedure, the National Agency decides on the projects to be granted. Once the selection process is complete, the NA will contact the organisation or individual in regards to the outcome of the selection process.

- Resources
- The Erasmus+ and European Solidarity Corps Selection Process | |

How to do this in the tools