

## Web Forms How to complete the form

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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 instructions as well as warning messages specific for the application form or field currently being edited.

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 page: [Web Application Forms Guidelines](#).

### IMPORTANT

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 loss of data** in your application.

Additionally, please **always clear your web browser's cache** and refresh the form for the latest changes in the web application forms to be effective.

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- [Language Selection](#).
- [Mandatory Sections and Fields](#).
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### Form Layout.

#### Explanation and illustration

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

1. 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.
2. **Information on the call and your application form ID is displayed** at the top of the main window.
3. 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.
4. 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.
5. 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.

## Explanation and illustration

The screenshot shows the Erasmus+ Applications portal. Annotations are as follows:

- 1**: Points to the 'Guidelines' section in the main content area.
- 2**: Points to the 'Call 2019 Round 1 KA2 - Cooperation for innovation and the exchange of good practices' banner at the top right.
- 3**: Points to the 'Notifications' link in the left-hand navigation menu.
- 4**: Points to the 'PDF' and 'SUBMIT' buttons at the bottom left of the page.
- 5**: Points to the 'Notifications' section in the main content area, which includes a warning about the submission deadline.

## Language Selection.

### Explanation and illustration

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 portal with the language selection dropdown menu open. The menu lists the following languages:

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.

### Explanation and illustration

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.

## Explanation and illustration

Context

Participating Organisations

**Project Description**

Preparation

Management

Implementation

Intellectual Outputs

Multiplier Events

Learning Teaching Training

Timetable

Special Costs

Follow-up

Budget Summary

Project Summary

Annexes

Checklist

Guidelines

Notifications

Sharing

Submission History

Automatically saved every 2 s.  
Saved (Local Time)  
08 Oct 2019 19:25:45  
by UNKNOWN UNKNOWN

PDF SUBMIT

Project Description

Priorities and Topics

Please select the most relevant horizontal or sectoral priority according to the objectives of your project.

Please select priority

If relevant, please select up to two additional priorities according to the objectives of your project.

Please select priorities...

Please comment on your choice of priorities.

0/5000

Please select up to three topics addressed by your project.

Select up to 3 topics

Project Description

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?

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

Participating Organisations

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PDF SUBMIT

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

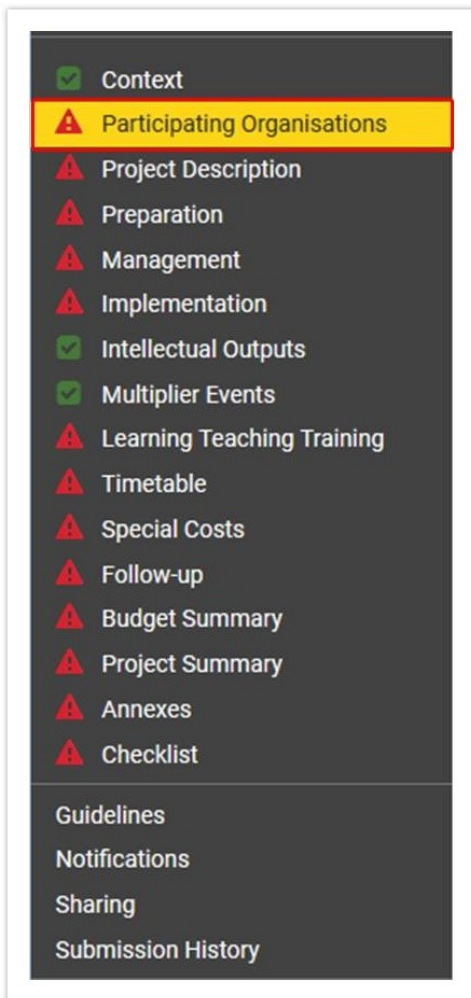
English

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

## Navigation through/within application sections.

### Explanation and illustration

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**

## Explanation and illustration

**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

Application Organisation Details (E45529617)

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,+33549606864

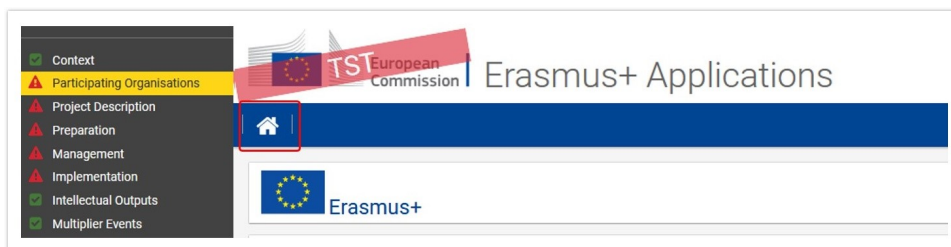
Fax:

CEDEX:

Website: www.ij-poitou-charentes.org

Email:

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



## Menu button.

### Explanation and Illustration

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

#### "Click here to edit" or menu button.

You can access an item's details by clicking on **Click here to edit**, if available.

Associated Persons

Please provide information about this organisation's legal representative and contact persons for the project. Legal representative is the person authorised to sign legally binding documents on behalf of the organisation, while the contact persons are people who will be managing the project. One of the contact persons must be designated as "preferred contact". This person will be contacted by the National Agency if there are questions about the project or the organisation, and in case the project is selected they will receive access to project management and reporting tools.

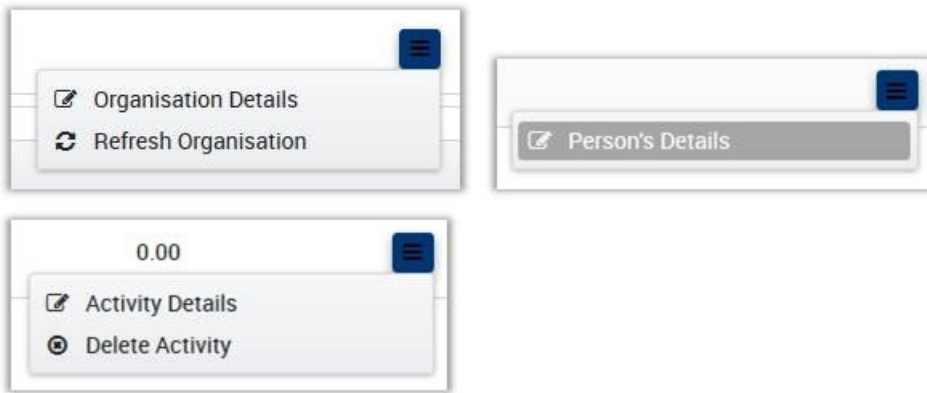
ID	Name	Role	Preferred Contact	OLS Contact
1	<a href="#">Click here to edit</a>	Legal Representative	<input type="radio"/>	<input type="radio"/>
2	<a href="#">Click here to edit</a>	Contact Person	<input checked="" type="radio"/>	<input checked="" type="radio"/>

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



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

#### Explanation and Illustration



#### Auto Saving & Draft.

##### Explanation and illustration

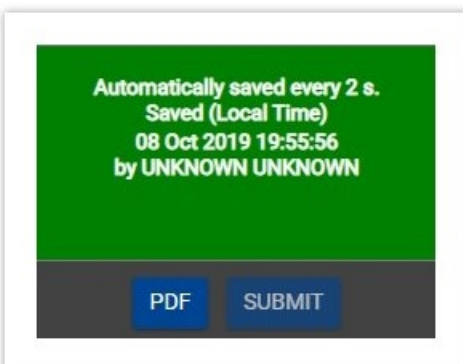
The form is automatically saved every 2 seconds. The **Saved (Local Time)** information on the left hand side of the screen is updated accordingly.

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

##### Important

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.



#### Additional help and Guidelines.

##### Explanation and Illustration

##### Tool tips.

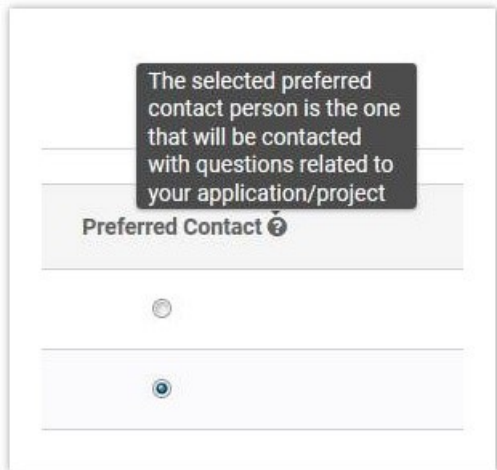
Throughout the form it is possible to acquire more information about particular sections by positioning your mouse pointer over



the question mark



## Explanation and Illustration



The selected preferred contact person is the one that will be contacted with questions related to your application/project

Preferred Contact ?

Two radio buttons are shown, with the second one selected.

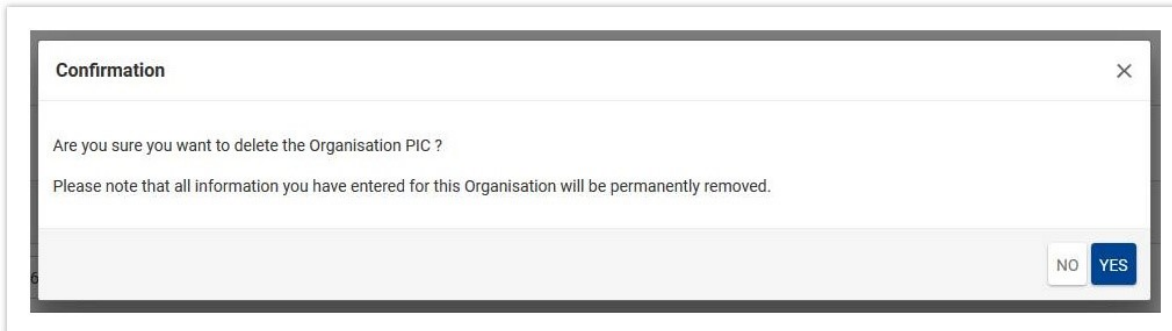
### Warning and information messages.

Your actions in the form may also trigger certain warning or information messages. Read those carefully.

Here are some examples:

⚠ A consortium must be composed of at least two higher education institutions.

⚠ You have selected a National Agency in a country different than the one where your organisation is established. As a rule, applications must be submitted to the National Agency in your own country unless an exception is stated in the Programme Guide. If your organisation has an exceptional status that links it to another country's authority, please contact the National Agency in your country to confirm your organisation's status before submitting the application.



**Confirmation** [X]

Are you sure you want to delete the Organisation PIC ?

Please note that all information you have entered for this Organisation will be permanently removed.

NO YES

### Guidelines.

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

## Explanation and Illustration

**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/fpfis/wikis/display/NA/DOC/Web+Application+Forms+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.
- 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.
- Multipier Events:** This section asks for information about Multipier Events. Funding under this category may be requested only if your project plans to produce Intellectual Outputs that can be disseminated through the Multipier 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, Multipier Events, Learning, Teaching and Training Activities) of your project.

Automatically saved every 2 s.  
Saved (Local Time)  
08 Oct 2019 19:53:56  
by UNKNOWN UNKNOWN

PDF SUBMIT

### Form edit session expired.

If no information is added or edited in an open web application form for at least 10 minutes, the **Form edit session expired** message displays due to inactivity. The only option is to click on the button **Go to home page**. This will bring you back to the application forms home screen.

Access the **My Applications** tab to find the form you worked on and continue editing it. As the form is saved every 2 seconds, you will be able to retrieve your latest changes.

Erasmus+

Call 2020 Round 1 KA1 - Learning Mobility of Individuals  
KA108 - Accreditation of Higher Education Mobility Consortia  
FormId KA108-8D8D7D8B Deadline (Brussels Time) 2020/02/05 12:00:00

Consortium Description | Objectives and Purpose | Consortium Management | Preparation of Participants | Roles | Follow-up

### Objectives and Purpose

What are the objectives of the mobility consortium?

What are the issues and needs you are seeking to address through the consortium, in particular compared to the individual higher education institutions member of the consortium?

What mobility activity types...

Please specify if the consort...

**Form edit session expired**

Your edit session has expired. Please reopen the form to continue.

**Go to home page**

0/5000

Why and how did you choose your consortium members?

If applicable, what experiences and competences will enterprises and/or other organisations bring to the consortium?

### Decimal numbers in the Web Forms.

It is sometimes possible to use decimal numbers in the Web Forms. This may occur in form sections like activities, when providing the average duration of an activity. If decimal numbers are allowed in a field, this is specifically mentioned. To enter decimals in the form, use the dot instead of a comma. Otherwise the form will return an error.



## Explanation and Illustration

The first screenshot shows an incorrect entry of '0' for the average duration. A red box highlights the input field, and a red arrow points to a warning message: "Provide your answer as a decimal number greater than zero. The average duration excluding travel time in a given activity must be between 3 months (90 days) and 12 months excluding travel time." The estimated grant is 0,00 EUR.

The second screenshot shows a correct entry of '90,5'. A red box highlights the input field, and a green checkmark is shown next to it. The estimated grant is 24.790,00 EUR.

The third screenshot shows an incorrect entry of '90,5' with a red 'X' mark. A red box highlights the input field, and a red arrow points to a warning message: "The average duration excluding travel time in a given activity must be between 3 months (90 days) and 12 months excluding travel time." The estimated grant is 0,00 EUR.

Country group	Number of participants	Average Duration per Participant (days)	Daily Grant rate	Estimated Grant
Group 1 Countries	0	0	0,00 EUR	0,00 EUR
Group 2 Countries	10	90,5	2,479 EUR	24.790,00 EUR
Group 3 Countries	0	0	0,00 EUR (0,00 EUR)	0,00 EUR
<b>Total</b>	<b>10</b>	<b>90,5</b>		<b>24.790,00 EUR</b>

## Common to all forms

- [Application process for Web Forms](#)
- [Web Application Forms Guidelines](#)
- [Web Forms Add applicant organisation](#)
- [Web Forms Add associated persons to organisations](#)
- [Web Forms Add participating organisation\(s\)](#)
- [Web Forms Annexes](#)
- [Web Forms Checklist](#)
- [Web Forms Home screen](#)
- [Web Forms How to complete the form](#)
- [Web Forms Participating Organisations](#)
- [Web Forms Pre Checks](#)
- [Web Forms Print PDF functionality](#)
- [Web Forms Sharing an application](#)
- [Web Forms Start the application](#)
- [Web Forms Submitting an application](#)
- [Web Forms: Context](#)

[Contact](#)

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