Capacity Building in the field of

Higher Education

Capacity-Building Projects are transnational cooperation projects based on **multilateral partnerships** primarily between **higher education** institutions (HEIs) from Programme and more than 150 eligible Partner Countries. The **Programme Countries** contributing financially to Erasmus+ are the EU Member States + Iceland, Liechtenstein, Norway, Serbia, Turkey and North Macedonia. Among the Partner Countries, please note that Chile and Uruguay may take part in the 2020 call, though not as coordinators. Check the call on line when issued in early November.

Capacity-Building Projects are **aimed** at using HEIs as a vector **to deliver the knowledge requirements for economic development** through job creation, better governance, increased entrepreneurship and mobility, and a stronger civil society. Enhancing **management, governance and innovation capacities**, and the **internationalisation** of HEIs as well as **modernising education systems** is one of the expected impacts of the action together with regional and cross regional cooperation.

There are two types of projects aiming to impact the higher education institutions **(Joint Projects)** and/or education systems **(Structural Projects)**.

The project proposals must clearly address the national/regional priorities defined for the Partner Countries (see details on the "funding and tenders opportunities" portal; link under point 1. below) .

I. How and what do I submit?

Before starting your application:

1. All details and relevant information on the Erasmus+ Capacity Building in Higher Education 2020 Call for proposals are available on the European Commission Portal for "Funding and tenders opportunities". Applicants are invited to consult the information contained in the relevant page of the portal in order to get familiar with the specific requirements of the call:

    https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

2. Applicants must have an ECAS account (*European Commission Authentication Service*). If you already have an ECAS account, you may use it, if not, you should create one. For information on how to create an ECAS account, go to the following website:

https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-c/what-to-do/step-1_en

You are now ready to start the application process:

3. Each organisation involved in your project must register in the Participants' Portal (http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register.html) and receive a Participant Identification Code (PIC). The PIC will be requested in the application form. To access the Participants' Portal, you will need your ECAS username and password.

    Given that each applicant organisation should use only one PIC code, please first check with your legal representative's office whether such a PIC number has already been created for your organisation, or use the following search tool:
    http://ec.europa.eu/research/participants/portal/desktop/en/organisations/register_sec.html.

    If this is the case, you may use this PIC code to create your electronic application form.

4. Create your **official electronic application form**, also called the **eForm**. Use the official application package and the correct application form for the **Capacity Building in the Field of Higher Education** programme action.

5. Fill in the **eForm** (project data – parts A, B, C). Do not forget to complete and attach the following **mandatory annexes:**

    - ✓ **Detailed project description** (Word doc) – parts D, E, F, G
    - ✓ **Budget tables** (Excel doc)
    - ✓ **Declaration of Honour+ Mandates** (in one single PDF doc)

6. Once you have completed the eForm and attached the annexes, **validate the eForm**. This triggers an automatic check that informs you if your application package is complete. If this is the case, you can **submit it online.**

7. When you have submitted your application online, the applicant organisation should receive a **confirmation email** and **reference number**.

II. Application form - structure & contents

1. eForm (PDF Adobe document)

A. Identification of the applicant and other partners

B. Description of the project (summary information)

C. Specific information related to CBHE

2. Detailed project description (Word document attached to eForm)

D. Relevance Quality of the project team and the cooperation arrangements

E. Quality of the project design and implementation

F. Quality of the project team and the cooperation arrangements

G. Impact, dissemination and exploitation, sustainability; LFM; Workplan

3. Budget tables (Excel document)

4. Declaration of Honour+ Mandates (in one single PDF document)

Deadline: Applicants have to submit their grant application **on-line** to the Education, Audiovisual and Culture Executive Agency (EACEA) by **5 February 2020 at 17:00 (CET, Brussels time)**.

October 2019