

# **FORMULARIO COMENTADO Erasmus+ Convocatoria 2019**

## **Asociaciones Estratégicas de Educación de Personas Adultas KA204**

***Unidad de Educación Escolar y de  
Personas Adultas***

## 1. Introducción

El objeto de este documento es facilitar ayuda a las instituciones interesados en la solicitud de un proyecto de Asociaciones Estratégicas, Acción Clave 2 (KA2) del Programa Erasmus+ en el Sector de la Educación de Adultos (Formulario de solicitud KA204).

En este documento encontrará una guía comentada que le ayudará en la cumplimentación del formulario *web* para la solicitud de su proyecto. Dicho formulario consta de los siguientes apartados:

- Información general
- Contexto
- Organizaciones participantes
- Descripción del proyecto
- Preparación
- Gestión
- Ejecución
- Resultados intelectuales
- Eventos multiplicadores
- Actividades de aprendizaje, enseñanza y formación
- Calendario
- Costes especiales
- Actividades posteriores
- Resumen del presupuesto
- Resumen del proyecto
- Anexos
- Lista de comprobación

A través del enlace que aparece más abajo podrá acceder a los formularios web de Erasmus+. Al entrar, se le solicitará que acceda haciendo uso de su cuenta EU Login, que es el servicio de autenticación de usuarios de la Comisión Europea.

Si no se ha registrado anteriormente, deberá crear una cuenta para tener acceso. Se recomienda utilizar siempre un correo electrónico institucional al que varias personas tengan acceso y conservar los datos para futuras acciones.

Verá que en la parte superior derecha hay un menú desplegable que, en caso necesario, le permitirá cambiar el idioma de la aplicación.

### [Acceso a los formularios web](#)

EU Login  
One account, many EU services

Where is ECAS? español (es)

erasmus-applications pide la autenticación del usuario

## Para continuar inicie sesión

Utilice su dirección de correo electrónico

**Siguiete**

[Crear cuenta](#)

o utilice el documento de identidad electrónico de su país

[Elija su país](#)

Una vez haya accedido con su cuenta EU Login, se abrirá el espacio de formularios web:

European Commission | Erasmus+ Applications

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**Para poder acceder al formulario de solicitud existen dos alternativas: seleccionando en *Adult Education*, o bien en *Cooperation for Innovation and the Exchange of Good practices (KA2)*. Se recuerda que antes de rellenar el formulario se debe disponer de número PIC.**

Opportunities | My Applications | All Applications | Translations

Welcome to the Erasmus+ Applications portal. This portal allows you to apply for one or more of the actions supported by the Erasmus+ Programme and managed by the Erasmus+ National Agencies. Below you can find the application forms for actions that are currently open for applications, together with their application deadlines.

Before starting your application, please check if your organisation already has a unique Participant Identification Code (PIC) required to participate in Erasmus+. If your organisation does not have a PIC number, please register in the Participant Portal to obtain a PIC. You can access the Participant Portal here: <http://ec.europa.eu/education/participants/portal>

If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit its website: <https://eacea.ec.europa.eu/homepage>

Field of opportunity

- Higher Education
- School Education
- Vocational Education and Training
- Adult Education
- Youth

Key actions

- Learning Mobility of Individuals (KA1)  
This action supports transnational mobility.
- Cooperation for Innovation and the Exchange of Good Practices (KA2)  
This action supports development, transfer and implementation of innovative practices, as well as joint initiatives for cooperation, peer learning and exchange of good practices at European level.
- Support for Policy Reform (KA3)  
This action supports the active participation of young people in democratic life and fosters debate around topics centred on the themes and priorities set by the Structured Dialogue and the EU Youth Strategy.

**En esta pestaña se puede acceder a las solicitudes que se están preparando o que han sido enviadas por parte de la institución solicitante, y ver el estado de las mismas.**



Oportunidades / Oportunidades por ámbito



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### Movilidad del personal de Educación de Personas Adultas (KA104)

Esta acción apoya la movilidad del personal de Educación de Personas Adultas. Docentes, formadores y otro personal de Educación de Personas Adultas pueden participar en actividades de desarrollo profesional en otro país. Las actividades disponibles incluyen periodos de observación, estancias docentes, cursos y actividades de formación estructurada.

**Plazo de solicitud (dd-mm-aaaa hh:mm:ss - hora de Bruselas, Bélgica): 05-02-2019 12:00:00**

Solicitar



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### Strategic Partnerships for Adult Education (KA204)

This action supports the development, transfer and implementation of innovative practices, as well as joint initiatives for cooperation, peer learning and exchange of good practices at European level. This application form should be used for Strategic Partnership that will be focused primarily on priorities related to the adult education field.

**Plazo de solicitud (dd-mm-aaaa hh:mm:ss - hora de Bruselas, Bélgica): 21-03-2019 12:00:00**

Solicitar

Para acceder al formulario se debe seleccionar en proyectos de asociaciones estratégicas de la acción de Strategic Partnerships for Adult Education (KA204)

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Guidelines

**En esta primera pantalla se encuentran las instrucciones para rellenar el formulario.  
IMPORTANTE: Se recomienda una lectura detallada.**

- Please have a look at the
- Mandatory fields are marked with an asterisk (\*)
  - Once all mandatory fields are filled in, you can click on the 'Submit' button to save your application.
  - 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 find more information in the Guidelines for completing WEB applications: <https://webgate.ec.europa.eu/fpfis/wikis/display/NAITDOC/Web+Application+Forms+Guidelines>
  - If you have any additional questions or if you encounter a technical problem, please contact your National Agency

**En este enlace se encuentra una guía detallada para rellenar el formulario.  
Contiene explicaciones detalladas para interactuar con el formulario.**

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.
- **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.
- **Special costs:** In this section, in case you are asking EU grant for Exceptional costs and Special Needs costs you will need, additionally to the amount of EU grant, to provide description and justification.
- **Follow-up:** This section asks for information about the expected impact of your project, as well as dissemination and evaluation activities you plan to carry out.

PDF SUBMIT

Este documento no es un formulario oficial, sino un formulario comentado para proyectos de Asociaciones Estratégicas de la acción de Educación de Personas Adultas (KA204)

The screenshot shows the 'Erasmus+ Applications' form interface. On the left is a navigation menu with sections like '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', and 'Checklist'. Below this are 'Guidelines', 'Notifications', 'Sharing', and 'Submission History'. At the bottom of the menu are 'PDF' and 'SUBMIT' buttons. The main form area is titled 'Erasmus+ Applications' and includes the following fields and callouts:

- Main objective of the project:** A dropdown menu with 'Innovation' selected. Callout: **Se debe seleccionar Innovación o Intercambio de buenas prácticas (sin productos intelectuales).**
- Project Title:** A text input field with a red border. Callout: **Los campos con línea roja son obligatorios (no se podrá validar el formulario si alguno está vacío).**
- Project Title in English:** A text input field with a red border. Callout: **El título en inglés facilitará la identificación de su proyecto en la plataforma de resultados o E+PRP.**
- Project Start Date (dd-mm-yyyy):** A dropdown menu with '10-12-2019' selected. Callout: **Atención: La fecha se debe seleccionar del desplegable. Si se escribe directamente da error.**
- National Agency of the Applicant Organisation:** A text input field with a red border. Callout: **Podrá incluirse cualquier fecha entre el 01/09/2019 y el 31/12/2019. Debe ajustarse a las necesidades y objetivos de su proyecto.**
- Language used to fill in the form:** A dropdown menu. Callout: **Debe coincidir con la lengua en la que se completará el formulario.**
- Project Acronym:** A text input field with a grey background. Callout: **Los campos sin línea roja son opcionales.**

At the bottom of the form, there is a footer: 'version 3.1.11.19 - 19/11/2018 11:10'. A large callout at the bottom center states: **El texto de los campos grises no se puede modificar.**

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Indique su código PIC (código de 9 dígitos generado al registrarse en URF). Los campos en gris se cumplimentarán automáticamente.  
**RECUERDE: Si su institución tiene ya de un código PIC validado por la Agencia Nacional, este es el que tienen que indicar aquí.**  
**Rogamos NO generen un código PIC nuevo si ya disponen de uno validado.**

Please note that the PIC code is a unique identifier for organisations previously registered for a PIC should be used.

### Applicant Organisation

	PIC	Legal name	Country
✓	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Partner Organisations

No		PIC	Legal name	Country
1	✓	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	✓	<input type="text"/>	<input type="text"/>	<input type="text"/>

En el formulario aparecen dos socios por defecto. Los demás se han de añadir uno a uno mediante este botón

ADD PARTNER


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Erasmus+

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 KA204 - Strategic Partnerships for adult education  
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Participating Organisations / Applicant Organisation  Details  Profile  Associated Persons  Background and Experience

### Applicant Organisation Details (PIC \_\_\_\_\_)

Legal name  
Confederación Ger

National ID (if applic  
\_\_\_\_\_

Address  
Paseo Infanta Isab

City  
Madrid

Telephone  
+34914350612

Fax  
\_\_\_\_\_

Website  
\_\_\_\_\_

Email  
\_\_\_\_\_

CEDEX

### Profile

Type of Organisation  
Organisation or association representing (parts of) the sport sector

Is your organisation a public body?  
No

Is your organisation  
Yes

**La información de las instituciones participantes se carga a partir del PIC. Todos los socios deberán contar con un PIC en el momento de completar la solicitud o no podrán incluirse. Cualquier modificación de los datos de la entidad debe hacerse en el URF, en el formulario no es posible. Es muy importante que en URF el socio introduzca correctamente su nombre legal completo para evitar incidencias a la hora de su validación por parte de su Agencia Nacional. Los nombres, en ningún caso, deben traducirse al inglés.**

**MUY IMPORTANTE: El SEPIE utilizará como medio de comunicación los emails incluidos en la solicitud. Deben ser correos que se revisen periódicamente. Cuidado con las erratas. Se recomienda que se utilicen cuentas de correos institucionales y no personales para evitar posibles problemas si hay cambios en el Representante legal o Persona de Contacto.**

**En este apartado deberá seleccionar una de las opciones disponibles en la que se identifique la actividad principal de la entidad.**

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PDF SUBMIT

Is your organisation a public body?

Is your organisation a non-profit?

### Associated Persons

ID	Name	Role	Preferred Contact
1	.....		
2	.....		

ADD ASSOCIATED PERSON

Con objeto de justificar la relevancia del proyecto y la calidad de la asociación, deberá explicarse convenientemente la actividad de cada uno de los socios y su vinculación con el sector de la formación de personas adultas.

### Background and Experience

Please briefly present your organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/

What are the activities and experience of the organisation in the areas relevant for this project? What are the skills and/or expertise of key pe

En este apartado se debe aclarar la vinculación entre la actividad de la institución que se ha descrito en la pregunta anterior y el trabajo que se va a desarrollar durante el proyecto. Los proyectos son institucionales, por lo que debería haber más de una persona cuya participación sea relevante; no es necesario explicitar nombres sino más bien cargos, departamentos y funciones.

Has your organisation participated in a European Union granted project in the 3 years preceding this application?

Se deben incluir solo proyectos del Programa de Aprendizaje Permanente (PAP), Erasmus+ u otros de la Comisión Europea, no proyectos a nivel nacional.

V:\SEPIE\Unidad de Educación Escolar y adultos\KA2 - Asociaciones estratégicas\6. Convocatoria 2019

Programme Guide | Legal notice | FAQ | Contact English EN

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Participating Organisations / Partner Organisation / Associated Person

### Associated Person (Virtual Campus Lda)

Title  Gender  First Name

Role  Department  Position

Email  Telephone

USE SAME ADDRESS AS ORGANISATION

Address  Country

City  P.O. Box  Postal Code  CEDEX

Saved (Local Time)  
22 Nov 2018 15:27:15  
by Gonzalo VISEDÓ

PDF SUBMIT

Los datos del representante legal y la persona de contacto se introducen a mano. Revise bien las direcciones de correo electrónico para evitar errores. Es recomendable que, en la medida de lo posible, se usen direcciones de correo electrónico institucionales.

No se deben traducir los nombres de cargos y departamentos, puesto que se cargarán en el convenio de subvención en caso de que su proyecto resulte subvencionado.

Si el proyecto es subvencionado, se gestionará en la herramienta de gestión Mobility Tool+ utilizando una cuenta EU Login vinculada a esta dirección de email. Esta dirección, junto a la de la persona de contacto (siguiente pantalla), se usará para todas las comunicaciones por parte del SEPIE, así como para el acceso al portal e-sepie.

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# Erasmus+ Applications

Erasmus+

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Participating Organisations / Partner Organisation / Associated Person

## Associated Person (Virtual Campus Lda)

Title	Gender	First Name	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Role	Department	Position	
<input type="text" value="Contact Person"/>	<input type="text"/>	<input type="text"/>	
Email	Telephone		
<input type="text"/>	<input type="text"/>		
<input type="checkbox"/> USE SAME ADDRESS AS ORGANISATION			
Address			
<input type="text"/>			
City	P.O. Box		
<input type="text"/>	<input type="text"/>		

**Importante: Si se gestionan proyectos Erasmus+ de otras Convocatorias o ámbitos y se desea utilizar la misma cuenta EU Login para acceder a todos los proyectos en la herramienta de gestión Mobility Tool+, se deberá indicar para la dirección de correo electrónico de la persona de contacto la misma dirección que la que esté vinculada a la cuenta EU Login (anteriormente llamada cuenta ECAS).**

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version 3.1.11.22 - 22/11/2018 12:11

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Participating Organisations / Partner Organisation |  Details |  Profile |  Associated Persons |  Background and Experience

### Partner Organisation Details (PIC)

Legal name:

National ID (if applicable):  Department (if applicable):  Acronym:

Address:

City:

Telephone:  Fax:  CEDEX:

Website:  Email:

Seguir las instrucciones sobre los datos del coordinador para los socios.

**IMPORTANTE: Si en el proyecto participan instituciones de Educación Superior estas deberán estar acreditadas con la carta ECHE.**

### Profile

Type of Organisation:

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Project Description | Priorities and Topics | Project Description | Participants

### Project Description

### Priorities and Topics

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

Please select priority

Es obligatorio seleccionar, al menos, una prioridad del desplegable.

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

Please select priorities...

Si quiere añadir otra/s prioridades (máximo 2 más), se deberán seleccionar del desplegable.

Please comment on your choice of p

0/5000

Please select up to three topics addressed by your project.

Select up to 3 topics

Es obligatorio seleccionar, al menos, uno del desplegable.

### 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?

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## 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?

**Es un error frecuente que el primer producto del proyecto sea un análisis de necesidades. El análisis debería haberse hecho previamente y explicarse aquí. Es muy importante definir el grupo objetivo del proyecto y explicar por qué la mejor manera de afrontar la necesidad que se ha detectado es mediante la cooperación transnacional.**

What results are expected during the project and on its completion?

**En el caso de que no haya productos intelectuales, en este apartado se deben explicar todos los resultados (concretos) que se esperan obtener del proyecto.**

In what way is the project innovative and/or complementary to other projects already carried out by the participating organisations?

How did you choose the project partners and what will they bring to the project? Does it involve organisations that have never previously been involved in a Strategic Partnerships project?

**No existen impedimentos en la experiencia previa que tenga ni la propia asociación estratégica ni los socios que la forman. Se debe explicar en detalle cuál será la aportación del proyecto sobre lo ya existente sobre ese tema. El proyecto debe tener entidad propia al margen de su vinculación con colaboraciones previas o futuras.**

How will the tasks and responsibilities be distributed among the partners?

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How will the tasks and responsibilities be distributed among the partners? 0/5000

**Es necesario identificar el papel y la aportación de cada uno de los socios al proyecto.**

If relevant, please identify and explain the involvement of associated partners, not formally participating in the project. Please explain how they will contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project. 0/5000

## Participants

Please briefly describe how you will select and involve participants in the different activities of your project?

**Defina los criterios de selección que utilizará y explique el tipo de información que facilitará previamente a los candidatos. Recuerde que debe ser un proceso transparente e igualitario.**

Participants with fewer opportunities: does your project involve participants facing situations that make their participation more difficult?

**Participantes con necesidades especiales y/o de entornos desfavorecidos.**

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sustainability of the project.

0/5000

## Participants

Please briefly describe how you will select and involve participants in the different activities of your project?

0/5000

Participants with fewer opportunities: does your project involve participants facing situations that make their participation more difficult?

How many participants would fall into this category?

Which types of situations are these participants facing?

How will you support these participants so that they will fully engage in the planned activities?

0/5000

Please describe briefly how and in which activities these persons will be involved.

0/5000

Indicar cifras realistas de participantes con menos oportunidades. De ser aprobado, se evaluará en función de lo que se especifique.

En el apartado anterior es suficiente dar una cifra; aquí se explicará en qué consiste su relación con el proyecto.

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Management
▲ Funds for Project Management and Implementation
▲ Transnational Project Meetings
▲ Project Management

## Management

### Funds for Project Management and Implementation

Se calcula automáticamente en función del número de socios y número de meses solicitados.

Funds for 'Project Management and Implementation' are provided to all Strategic Partnerships that incur, such as planning, communication between partners, small scale project materials, virtual cooperation, local project activities, promotion, dissemination and other similar activities not covered by other types of funding. A partnership may receive a maximum of 2750 EUR of 'Project Management and Implementation cost' per month

Organisation Role ↕	Grant per organisation and per month ↕	Number of Organisations ↕	Grant ↕
Coordinator	500.00 EUR	1	18000.00 EUR
Partner	250.00 EUR	2	18000.00 EUR
<b>Total</b>		<b>3</b>	<b>36000.00 EUR</b>

Please provide detailed information about the project activities that you will carry out with the support of the grant requested under the item 'Project Management and Implementation'

En el caso de que el proyecto incluya productos intelectuales, deberán detallarse en este apartado todas las actividades del programa de trabajo que no tienen otra categoría específica. Si no va a haberlos, deberá explicarse completamente el programa de trabajo del proyecto y los resultados que se proponen conseguir.

### Transnational Project Meetings

Transnational project meetings: how often do you plan to meet, who will participate in those meetings, where will they take place and what will be the goal?

**MUY IMPORTANTE:** Las reuniones transnacionales y las actividades de movilidad son dos cosas diferentes. En esta sección, se trata de reuniones de gestión del proyecto, mientras que la movilidad para formación se describe más adelante. Es importante aclarar y justificar si va a haber encuentros bilaterales o en los que no participen todos los socios. Si en algún caso algún socio va a llevar a más de 1 o 2 personas a un encuentro, debería justificarse muy bien la necesidad.

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## Transnational Project Meetings Summary

ID	Leading Organisation	Meeting Title	Country of Venue	Starting Period	No. of Participants	Grant
No records found						
Total					0	0.00 EUR

Este botón activa la pantalla de la página siguiente.

Se pulsa para añadir.

Seleccionar *Details* para abrir la pantalla *Transnational Project Meetings Details*

## Project Management

How will you ensure proper budget control and time management in your project?

**El programa de trabajo debe ser realista y estar bien estructurado/temporalizado. Incluye los acuerdos que se llevarán a cabo con el resto de los socios en lo relativo al control del presupuesto (distribución temporal de los pagos, etc.).**

How will the progress, quality and achievement of project activities be monitored? Please describe the qualitative and quantitative indicators you will use. Please give information about the involved staff, as well as the timing and frequency of the monitoring activities.

**Es importante proponer medidas realistas (por ejemplo, no comprometerse a emitir informes internos periódicos o evaluaciones externas salvo que realmente vaya a ser viable llevarlos a cabo).**

How will you evaluate to which extent the project reached its results and objectives? What indicators will you use to measure the quality of the project's results?

**El plan de autoevaluación y seguimiento debe estar planificado en el momento de la solicitud. No es un plan que haya que realizar durante el proyecto.**

What are your plans for handling risks which could happen during the project (e.g. delays, budget, conflicts, etc.)?

**Podrá indicarse la experiencia previa que se ha tenido en la resolución de conflictos en proyectos previos. Se debe minimizar el riesgo de problemas como el reemplazo o la salida de socios del proyecto.**

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Management / Transnational Project Meetings Details | Transnational Project Meetings Details

### Transnational Project Meetings Details - 1

Meeting Title

Starting Period

▲ The Starting Period should be between project start date and project end date.

Leading Organisation

Country of Venue

**Es necesario especificar quién organizará la reunión.**

### Transnational Project Meetings Groups

Id	Sending Organisation	Country of the Sending Organisation	No. of Participants	Distance Band	Grant per Participa...	Grant
1	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	0.00	0.00
<b>Total</b>						<b>0.00 EUR</b>

ADD

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Seleccione la banda de distancia según [la calculadora de distancias](#). Para usar la calculadora de banda de distancias, introduzca el lugar de la organización de envío en la casilla "Start" y la localización de la organización de destino en la casilla "End".

URL: [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)  
La distancia mínima contemplada es de 100 Km. Si el número de participantes por reunión es mayor que 2 se debe justificar.

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### Implementation

Please explain how will the project activities lead to the achievement of the project objectives and delivery of the planned results?

0/5000

How will you communicate and cooperate with your partners?

0/5000

Have you used or do you plan to use eTwinning, School Education Gateway, EPALe or the Erasmus+ Project Results Platform for preparation, implementation or follow-up of your project? If yes, please describe how.

0/5000

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## Intellectual Outputs

Do you plan to include intellectual outputs in your project?

Esta opción solo está disponible en proyectos de Innovación. En principio, un proyecto de Innovación en Educación de Adultos debería incluir la elaboración de algún producto intelectual.

### Intellectual Outputs

In case you plan to include Intellectual Outputs please describe them here.

ID	Leading Organisation	Output Title	Starting Period	Grant
O1	.....	.....		0.00 EUR
<a href="#">Details</a>				
<b>Total</b>				

Este botón activa la pantalla de la página siguiente.

Seleccionar *Details* para abrir pantalla *Intellectual Outputs Details (O1)*

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Intellectual Outputs / Intellectual Outputs Details | Intellectual Outputs Details | Intellectual Output Budget

### Intellectual Outputs Details (01)

Output Title

Output Description (including: elements of innovation, expected impact and transferability potential)

Output Type

Start Date (dd-mm-yyyy) 10-12-2019

End Date (dd-mm-yyyy) 10-12-2019

Please describe the division of work, the tasks leading to the production of the intellectual output and the applied methodology

Languages

Select ...

Select ...

**Un error frecuente consiste en crear diferentes productos que no son tales sino partes de un mismo producto. Es necesario describir cada producto intelectual en su integridad v no dividido en partes.**

**Se debe describir adecuadamente el concepto del producto y las tareas necesarias para elaborarlo. De lo contrario, el producto podría ser suprimido o bien podrían recortarse los días de trabajo dedicados. Independientemente del tipo de producto que se seleccione, tenga en cuenta que deben ser productos de envergadura y con acabado profesional (se deben usar ambas cajas de texto).**

**Atención: Se debe indicar las fechas de inicio y fin previstas para cada producto, no las fechas de inicio y fin del proyecto.**

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Languages

Media

Leading Organisation

Participating Organisations

**Solamente se podrá imputar presupuesto para ese producto a los socios que aparezcan aquí mencionados.**

**Intellectual Output Budget**

Please specify the staff resources which you need

Id	Organisation	Administrative Support Staff	Managers	Teachers/Trainers/Researchers	Technicians	Grant
No records found						
<b>Total</b>		0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR

**Deberá incluirse una fila por cada uno de los socios, para cada producto y para cada categoría del personal. No se aceptarán costes en la categoría de *Manager* y *Administrative*, salvo que estén muy bien justificados.**

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### Multiplier Events

Do you plan to include Multiplier Events?

Yes

### Multiplier Events Summary

Grant support for Multiplier Events can only be asked for if the project intends to produce substantial Intellectual Outputs. Other dissemination activities will be supported via the grant item Project and Implementation.

ID	Leading Organisation	Event Title	Starting Period	Grant
E1	.....	.....	12-2019	0.00 EUR
Total				

ADD

Details

Debe tenerse en cuenta que, en general, los productos intelectuales se difundirán a través de eventos multiplicadores. Un producto que no requiera un evento de difusión probablemente no sea un auténtico producto intelectual.

Este botón activa la pantalla de la página siguiente.

Seleccione *details* para abrir pantalla *Multiplier Even Details (E1)*

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Multiplier Events / Multiplier Event Details | Multiplier Event Details | Multiplier Event Budget

### Multiplier Event Details (E1)

**Se deben indicar las fechas de inicio y fin previstas del evento, no las fechas de inicio y fin del proyecto.**

Event Title

Country of Venue: **País anfitrión del evento.** Start Date (dd-mm-yyyy): 10-12-2019 End Date (dd-mm-yyyy): 10-12-2019

▲ The start and end dates of a Multiplier Event must be within the project start and end date.

Event Description (Including : Targets groups and objectives)

**Los eventos deben estar vinculados al menos a un producto.**

Intellectual Outputs Covered: Select ...

Leading Organisation: [Redacted] Participating Organisations: Virtual Campus Lda

▲ The field is mandatory.

### Multiplier Event Budget

ID	Organisation	Country of the Organisation	Local Participants	Foreign Participants	Grant per Local Participant	Grant per Foreign Participant	Grant
1	[Redacted]	Spain	0	0	0.00 EUR	0.00 EUR	0.00 EUR
Total							0.00 EUR

**En el caso de que el evento se vaya a organizar por más de un socio.**

**Una fila por cada socio: El personal y el alumnado de los socios, sean o no anfitriones del evento, no pueden contarse como participantes.**

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[Learning, Teaching, Training Activities](#) | [List of Activities](#) | [Background Information](#)

### Learning, Teaching, Training Activities

#### List of Activities

Do you plan to include transnational learning, teaching or training activities in your project?

Yes

In case you plan to include learning, teaching or training activities please encode them here.

ID	Activity Title	Leading Organisation	Activity Type	Field	Starting Period	No. of Participants	No. of Accompanying Persons	Grant
C1								0.00 EUR
Total						0	0	

ADD

[Details](#)

#### Background Information

What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives?

**Recuerde que las actividades de movilidad son un medio para alcanzar los objetivos y resultados del proyecto, no un fin en sí mismas.**

How will you select, prepare and support participants and ensure their safety? Please describe the practical arrangements including training, teaching or learning agreements, if applicable. 0/5000

Please also describe the arrangements for recognition or validation of the learning outcomes of the participants in learning, teaching or training activities. Will your project make use of European instruments like Europass, ECVET, Youthpass, ECTS etc. or any national instruments/certificates? 0/5000

Este botón activa la pantalla de la página siguiente.

Seleccionar *details* para abrir pantalla Activity Details (C1)

Recuerde que las actividades de movilidad son un medio para alcanzar los objetivos y resultados del proyecto, no un fin en sí mismas.

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Learning, Teaching, Training Activities / Activity Details | ▲ Activity Details | ▲ Groups of Participants

## Activity Details (C1)

In this section, you are asked to provide details about this specific activity.

The section consists of two parts: Activity Details and Groups of Participants.

In the first part (Activity Details) you are asked to provide information about the planned activity as a whole (e.g. its venue, duration, etc.), to define the activity's lead organisation, and to list the other participating organisations. The lead organisation is typically the one hosting the activity in its premises. In case you decide to organise the activity outside of the lead organisation's premises, you must respect the detailed rules provided in the Programme Guide and you need to provide an explanation for this choice as part of the activity description. The other participating organisations are all project partners who will send their participants to take part in the activity. Adding a partner organisation to the list of participating organisations will allow you to ask funding for their participants in the second part of this section.

In the second part (Groups of Participants) you are asked to provide some details about the participants who will take part in this activity. The main purpose of this section is to calculate the budget that the project will receive for the participants' travel, individual support and other expenses. The participants are organised in groups for easier calculation. Each group and its budget are linked to their sending organisation.

Field

Activity Title

Activity Description (Including profile of participants per organisation, goals and results of the activity)

Leading Organisation

Participating Organisations

Country of Venue

Starting Period

▲ The Starting Period should be between project start date and project end date.

**Seleccionar *details* para abrir pantalla *Group 1, Activity C1*.**

**IMPORTANTE: los participantes en las actividades deben ser personal o alumnos de los socios del proyecto.**

**No deberá incluirse el socio anfitrión, solamente a aquellos socios que se desplacen.**

0/5000

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 by Gonzalo VISEDO

### Groups of Participants

In the following table, please define the groups of participants who will require funding to participate in this activity. Participants who do not require funding should be specified in this part.

ID	Sending Organisation / Country	Distance Band	...	No. of Participants	No. of Accompanying Persons	Grant
1	.....			0		0.00 EUR
<b>Total</b>				0	0	0.00 EUR

Este botón activa la pantalla de la página siguiente.

Seleccionar *details* para abrir pantalla *Group 1, Activity C1*.

### Activity Budget

Budget Items	Grant
No records found	
<b>Total Grant</b>	<b>0.00 EUR</b>

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## Group 1, Activity C1 ()

To request funds for participants in this group, please complete the information below.

Please note that there are two categories of persons who can be funded: people directly taking part in the planned activity (always referred to as participants) and accompanying persons. Accompanying persons include teachers or other staff travelling together with pupils, as well as assistants supporting participants with special needs.

Grant rates for Individual Support are different for participants and accompanying persons. Therefore, you need to specify the requested duration for Individual Support separately for the two categories of persons. At the same time, grants for travel are the same for participants and accompanying persons. Therefore, for travel you should add together all persons requiring a grant.

Activity Type <input type="text"/>	Country of Venue <input type="text"/>
Organisation / Country <input type="text"/>	Duration (days) <input type="text"/>
No. of Participants <input type="text" value="0"/>	No. of Accompanying Persons <input type="text" value="0"/>
Total No. of Participants and accompanying persons <input type="text" value="0"/>	

 Number of Participants must be greater than zero

**La duración de cada tipo de actividad de formación ha de ajustarse a lo establecido en la Guía del Programa.**

## Group Budget

### Travel

Distance Band <input type="text"/>	No. of Participants <input type="text" value="0"/>	Grant per Participant <input type="text"/>	Total Travel Grant <input type="text"/>
		EUR	EUR

Se debe justificar detalladamente la necesidad de este coste y aclarar que no se producirá doble financiación a una misma persona en el viaje dentro de la actividad de formación.

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Exceptional Costs for Expensive Travel

Request Exceptional cost for expensive travel.

Individual Support

No. of Participants	Duration per Participant (days)	Grant per Participant	Total (for Participants)
<input type="text" value="0"/>	<input type="text" value="0"/> <small>⚠ Duration per Participant must be greater than zero and lower or equal than Duration (days) of the activity plus 2 days</small>	<input type="text" value="0.00"/> EUR	<input type="text" value="0.00"/> EUR
No. of Accompanying Persons	Duration per Accompanying Person (days)	Grant per Accompanying Person	Total (for Accompanying Persons)
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/> EUR	<input type="text" value="0.00"/> EUR
<b>Total Individual Support Grant</b>		<input type="text" value="0.00"/> EUR	

GET RATE

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### Timetable

Note that Transnational Project Meetings, Intellectual Outputs, Multiplier Events and Learning, Teaching and Training activities will be listed in this table automatically once you have created them in the dedicated section of the form.

ID	Activity Type	Starting Period ↕	Description
1	Multiplier Event	12-2019	
2	Intellectual Output	12-2019	

En esta pantalla aparecen todas las actividades que se han introducido en la solicitud con las respectivas fechas. Sirve como cronograma orientativo.

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### Special Costs

Se debe justificar el coste en el que se va a incurrir por la participación de estas personas. Se debe explicar bien la necesidad de los costes solicitados.

#### Special Needs Support

ID	Organisation	Country of the Organisation	No. of Particip... With Special Needs	Description and Justification	Grant (EUR)
No records found					
<b>Total</b>					<b>0.00 EUR</b>

ADD

#### Exceptional Costs

ID	Organisation	Country of the Organisation	Description and Justification	Grant (EUR)
No records found				
<b>Total</b>				<b>0.00 EUR</b>

ADD

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No se indica el coste real, sino el que se solicita a la Comisión Europea.  
 Conviene tener muy presente que la categoría tiene el nombre de Costes excepcionales y no simplemente de Otros o Subcontrataciones. Por lo tanto, solo podrán financiarse costes derivados de características muy particulares que pueda tener un proyecto en concreto.  
 No se considerará elegible ningún coste que no se haya justificado debidamente. Existiendo siempre la posibilidad de que la Agencia Nacional practique ajustes respecto a lo solicitado.

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Follow-up | **Impact** | Dissemination and Use of Project's Results | Sustainability

### Follow-up

### Impact

What is the expected impact on the participants, participating organisations, target groups and other relevant stakeholders?

**Impacto interno del proyecto en la entidad: se puede distinguir entre profesorado o personal propio, alumnos o personas en formación y colectivos que hayan participado en el mismo.**

0/5000

What is the desired impact of the project at the local, regional, national, European and/or international levels?

**Impacto externo en el entorno de la institución.**

0/5000

How will you measure the previously mentioned impacts?

**Es fundamental ser muy concretos y muy realistas a la hora de hablar del impacto del proyecto, evitando las generalidades. El impacto debe ser cuantificable o medible utilizando indicadores.**

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## Dissemination and Use of Project's Results

0/5000

You are requested to make plans for the dissemination of your project results. Please provide answers to the questions below.

What will be the target groups of your dissemination activities inside and outside your partnership?

Please define in particular your target audience(s) at local/regional/national/EU level and motivate your choice.

**¿Cuál es el grupo objetivo destinatario y cómo vamos a llegar a él? Lo importante no siempre es la cantidad o el número de destinatarios sino la eficiencia de los medios de difusión que utilizemos para llegar a nuestro público. En ocasiones puede tratarse de medios más masivos y en otros de medios más específicos.**

Which activities will you carry out in order to share the results of your project beyond your partnership?

0/5000

Who will be responsible for the dissemination activities within your partnership and which specific expertise do they have in this area? What resources will you make available to allow for the proper implementation of your dissemination plans?

0/5000

**Es importante proyectar un plan de difusión concreto y definido, y luego llevarlo a la práctica, es decir, debe ser realista.**

Erasmus+ has an open access requirement for all materials developed through its projects. If your project is producing intellectual outputs/tangible deliverables, please describe how you intend to ensure free access for the public to a digital form of this material. If you intend to put any limitation on the use of the open licence, please specify the reasons, extent and nature of this limitation.

0/5000

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0/5000

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How will you ensure that the project's results will remain available and will be used by others? 0/5000

**Hacer mención a páginas web o difusión en redes sociales debería ir siempre acompañado de otras medidas que garanticen que dichas webs o perfiles serán a su vez debidamente difundidas para que tengan el número de visitas e interacciones de los usuarios deseados.**

If relevant, please provide any other information you consider appropriate to give a full understanding of your dissemination plan and its expected impact (e.g. how you have identified which results are most relevant to disseminate; how you will ensure the involvement of all partners; how you see synergies with other stakeholders, etc.) 0/5000

### Sustainability 0/5000

What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them?

**¿Cómo se va a asegurar el impacto del proyecto una vez finalizado? ¿Los productos van a ser actualizados y/o mantenidos? ¿Se seguirá haciendo difusión de los mismos?**

0/5000

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## Project Budget Summary

**Las siguientes cuatro pantallas muestran un resumen del presupuesto del proyecto.**

Budget Items <span>⌵</span>	Grant <span>⌵</span>
Project Management and Implementation	45,000.00 EUR
Transnational Project Meetings	5,340.00 EUR
Intellectual Outputs	60,730.00 EUR
Multiplier Events	300.00 EUR
Learning, Teaching, Training Activities	70,320.00 EUR
Special Needs Support	2,500.00 EUR
Exceptional Costs	50.00 EUR
<b>Total Grant</b>	<b>184,240.00 EUR</b>

## Transnational Projects Meetings

ID	Meeting Title <span>⌵</span>	No. of Participants <span>⌵</span>	Grant (EUR) <span>⌵</span>
1	Kick off	8	EUR
<b>Total</b>			<b>EUR</b>

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## Intellectual Outputs

ID	Output Title	Category of Staff	No. of Working Days	Grant (EUR)
01		Ma	10	
01			40	
01			10	
01			40	
02			25	4
02			30	
02			25	
02		as	20	
<b>Total</b>			<b>42</b>	<b>6</b>

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Total	425	60,730.00 EUR
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### Multiplier Events

ID	Event Title	Country of Venue	Local Participants	Foreign Participants	Grant
E1					EUR
<b>Total</b>					EUR

### Learning, Teaching, Training Activities

ID	Activity Type	Travel Grant	Grant for Exceptional Costs for Expensive Travel	Individual Support Grant	Linguistic Support Grant	Grant (EUR)
C1		EUR	EUR	EUR	EUR	EUR
C2		EUR	EUR	EUR	EUR	EUR
C3		EUR	EUR	EUR	EUR	EUR
<b>Total</b>		EUR	EUR	EUR	EUR	EUR

### Special Needs Support

ID	Description and Justification	Grant (EUR)
1	gfgdg	EUR
<b>Total</b>		EUR

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### Exceptional Costs

ID	Description and Justification ↕	Grant ↕
		) EUR
<b>Total</b>		) EUR

### Budget per Participating Organisation

Organisation ↕	Country of Organisation ↕	Grant (EUR) ↕
		) EUR

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## Project Summary

Please provide a short summary of your project. Please recall that this section (or part of it) may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ Project Results Platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits. The summary will be publicly available in case your project is awarded.

In view of further publication on the Erasmus+ Project Results Platform, please also be aware that a comprehensive public summary of project results will be requested at report stage(s). Final payment provisions in the contract will be linked to the availability of such summary.

0/5000

Please provide a translation in English. This summary will be publicly available in case your project is awarded.

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**Resumen del proyecto.  
Debe tener en cuenta que este resumen es el que se trasladará a E+PRP si su proyecto resulta seleccionado.**

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**Firma de la solicitud:**

- debe descargar las tres hojas de las declaración responsable.
- el pdf obtenido debe ser firmado con firma electrónica de representación jurídica por el representante legal de la institución solicitante.
- no escanear, anexas directamente el pdf firmado electrónicamente a la propuesta antes del envío en línea.

Annexes

The maximum number of files is 10.

Please download the Declaration of Honour, print it, have it signed by the legal representative and attach. [DOWNLOAD DECLARATION OF HONOUR](#)

File Name	File Size (kB)
⚠ Declaration of Honour is required.	
<a href="#">ADD DECLARATION OF HONOUR</a>	

Please download the Mandates, print them, have them signed by the legal representatives and attach. [DOWNLOAD MANDATES](#)

File Name	File Size (kB)
⚠ Mandates are required.	
<a href="#">ADD MANDATES</a>	

Please attach any other relevant documents. [?](#)

If you have any additional questions, please contact your National Agency. You can find their contact details here.

File Name	File Size (kB)
Total Size (kB)	0
<a href="#">ADD FILE</a>	

**DOCUMENTACIÓN que se debe ADJUNTAR:**

- Únicamente los mandatos, que han de estar convenientemente firmados.

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28 Nov 2018 15:27:18

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### Checklist

Before submitting your application, please ensure that:

- It fulfils the eligibility criteria listed in the Programme Guide.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is:

**MUY IMPORTANTE: Prestar especial atención a los siguientes tres criterios de elegibilidad de la propuesta. El incumplimiento de uno solo de ellos significa que la propuesta no pueda ser evaluada.**

Please also keep in mind the following:

Mandates of each partner to the applicant, signed by both parties, should be submitted as an annex to the application form. If the application is approved for funding, signed mandates will be considered as a condition for signature of the grant agreement.

The documents proving the legal status of the applicant must be uploaded in the participants' portal (for more details, see Part C of the Programme Guide - 'Information for applicants').

### Data Protection Notice

#### PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e. the processing of your application in accordance with the specifications of the call for proposals, the management of the administrative and financial aspects of the project if eligible and the dissemination of results through appropriate Erasmus+ IT tools. For the latter, as regards the details of the projects' contact persons, an unambiguous consent will be requested.

For the full description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement (see link below) associated with this form. [http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/documents/epluslink-eforms-privacy_en.htm)

I agree with the Specific Privacy Statement on Data Protection

**Seleccionar.**

version 3.1 - 28/11/2018 13:21

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# Erasmus+ Applications



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KA204 - Strategic Partnerships for adult education  
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## Guidelines

Please have a look at the following information about the KA202 Strategic Partnerships for vocational education and training:

- 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/tpfis/wikis/display/NAITDOC/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.

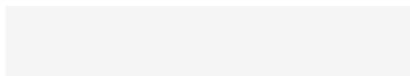
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KA202 - Strategic Partnerships for vocational education and training  
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Published Wed Nov 14 2018 10:24:11 GMT+0100  
Currently there are no notifications to be displayed



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El formulario puede ser compartido con otras personas (instituciones). Se recomienda que compartan el formulario con sus socios para que todos ellos conozcan los términos en que se desarrollará el proyecto y así mejorar su implicación en el mismo.



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### Sharing Summary

No	User
No records found	
<a href="#">SHARE APPLICATION</a>	

Clicando aquí puede compartir la solicitud.

### Sharing History

No	Date	Requestor	User	Permission Level	Comment
No records found					

En esta sección se puede verificar con quién ha compartido el formulario.

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 02 Jan 2019 12:17:30  
 by Gonzalo VISEDO

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Submission History

**Una vez enviado en línea, aparecerán aquí los datos del envío. solo es válido el envío en línea, no se debe enviar versión impresa.**

Version	Submission Time	Submitted by	Submission ID
1	2018-10-29 02:05 PM CET		1016118
2	2018-11-30 11:34 AM CET		1017256

**Atención: solamente se admitirá una solicitud recibida fuera de plazo si se notifica por correo electrónico entre las 12 y las 14 horas del día 21 de marzo en caso de problema técnico demostrado y que este apartado muestre algún intento de envío fallido antes de las 12, de lo contrario la solicitud será automáticamente rechazada.**

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[sepie@sepie.es](mailto:sepie@sepie.es)

