



GOBIERNO
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Y UNIVERSIDADES



Erasmus+

FORMULARIO COMENTADO Erasmus+ Convocatoria 2019

Asociaciones Estratégicas de Educación Superior KA203

Unidad de Educación Superior

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 Superior (Formulario de solicitud KA203).

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:

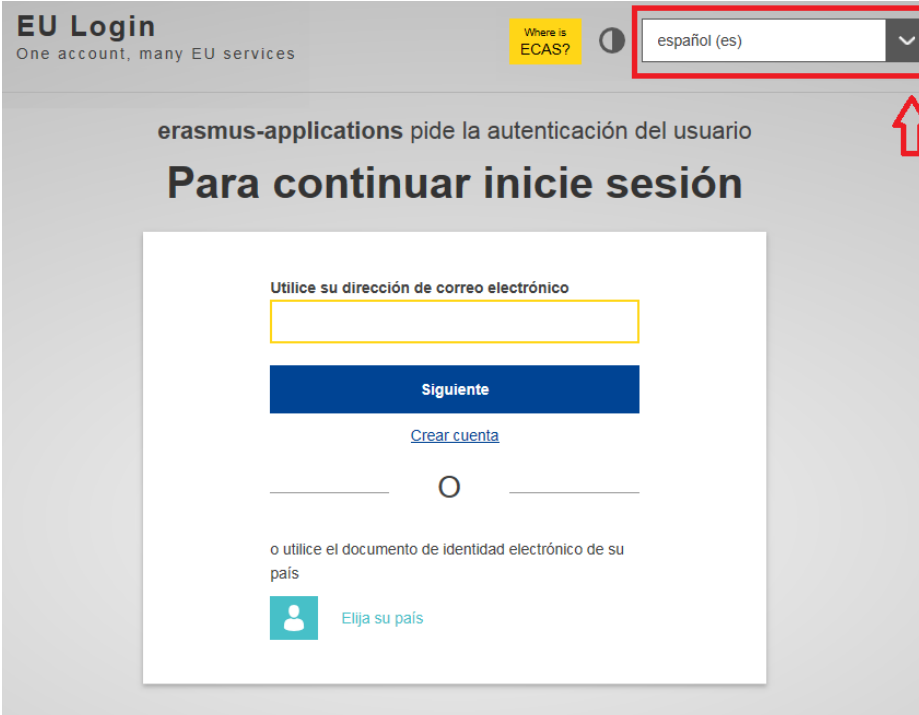
- Información general
- Contexto
- Organizaciones participantes
- Descripción del proyecto
- Preparación
- Gestión
- Ejecución
- Resultados intelectuales
- Eventos multiplicadores
- Actividades de aprendizaje, enseñanza y formación
- Calendario
- Costes especiales
- Actividades posteriores
- Resumen 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 del texto que muestra la aplicación, incluso una vez cumplimentado, tantas veces como desee.

[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

Siguiente

[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

Programme Guide | Legal notice | FAQ | Contact

Para poder acceder al formulario de solicitud existen dos alternativas: seleccionando *Higher 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.

Opportunities / Opportunities by key action



Strategic Partnerships for School Education (KA201)

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 school education field.

Application deadline (dd-mm-yyyy hh:mm:ss - Brussels, Belgium Time): 21-03-2019 12:00:00

[Apply](#)



Strategic Partnerships for Vocational Education and Training (KA202)

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 VET field.

Application deadline (dd-mm-yyyy hh:mm:ss - Brussels, Belgium Time): 21-03-2019 12:00:00

[Apply](#)



Strategic Partnerships for Higher Education (KA203)

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 higher education field.

Application deadline (dd-mm-yyyy hh:mm:ss - Brussels, Belgium Time): 21-03-2019 12:00:00

[Apply](#)



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.

Application deadline (dd-mm-yyyy hh:mm:ss - Brussels, Belgium Time): 21-03-2019 12:00:00

[Apply](#)



Strategic Partnerships for Youth (KA205)

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 youth field.

Application deadline (dd-mm-yyyy hh:mm:ss - Brussels, Belgium Time): 05-02-2019 12:00:00

[Apply](#)



School Exchange Partnerships (KA229)

This action supports exchanges of pupils and staff to help the participating schools develop as organisations and increase their ability to work in international projects.

Application deadline (dd-mm-yyyy hh:mm:ss - Brussels, Belgium Time): 21-03-2019 12:00:00

[Apply](#)



Para acceder al formulario se debe seleccionar en proyectos de asociaciones estratégicas de la acción de Strategic Partnerships for Higher Education (KA203)



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

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
- You can find more information in the Guidelines for completing WEB applications:
<https://webgate.ec.europa.eu/efta/ukhr/display/NATDOC/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 t

En este enlace se encuentra una guía detallada para rellenar el formulario. Contiene explicaciones muy relevantes 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.

Este documento no es un formulario oficial, sino un formulario comentado para la acción de Proyectos de Asociaciones Estratégicas de Educación Superior (KA203)

The screenshot shows the 'Erasmus+ Applications' form. 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 (no es posible presentar proyectos con el objetivo de Intercambio de buenas prácticas en el ámbito de la Educación Superior).' (Green box)
- 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).' (Green box)
- 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.' (Green box)
- Project Start Date (dd-mm-yyyy):** A date picker showing '10-12-2019'. Callout: 'Atención: La fecha se debe seleccionar del desplegable. Si se escribe directamente dará error.' (Green box)
- National Agency of the Applicant Organisation:** A dropdown menu with 'ES01' selected. Callout: 'Seleccionar ES01' (Green box)
- Project Acronym:** A text input field with a red border. Callout: 'Los campos sin línea roja son opcionales.' (Green box)
- Language used to fill in the form:** A dropdown menu. Callout: 'Debe coincidir con la lengua en la que se completará el formulario.' (Green box)

At the bottom of the form, there is a footer: 'version 3.1.11.19 - 19/11/2018 11:10'.

El título figurará en los Mandatos. Es muy importante no modificarlo una vez se hayan generado los mandatos de los socios, para que estos no presenten defectos formales en la fase de admisibilidad.

El texto de los campos grises no se puede modificar.

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Erasmus+

Participating Organisations

Please note that the PIC code is a unique identifier for the organisation within the whole Era previously registered for a PIC should not register again. If an organisation needs to change

Applicant Organisation

	PIC	Legal name	Country
✓	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Partner Organisations

No		PIC	Legal name	Country
1	✓	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
2	✓	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

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 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.**

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

ADD PARTNER
PDF

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Erasmus+ Call 2019 Round 1 KA2 - Cooperation for innovation and the exchange of good practices
KA203 - Strategic Partnerships for higher education
FormId KA203-A400AEBG Deadline (Brussels Time) 21 Mar 2019 12:00:00

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

Applicant Organisation Details (PI 17)

Legal name
Confederación

National ID (if applicable)

Address
Paseo Infanta

City
Madrid

Telephone
+34914350612

Fax
CEDEX

Website

Email

Profile

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

Is your organisation a public body?
No

Is your organisation a private body?
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 las entidades socias debe hacerse en el URF, directamente 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 del PIC 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.

Como perfil de la organización deberá seleccionar una de las opciones disponibles, la que mejor describa su actividad habitual.

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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 para el sector y la calidad de la asociación, deberá describirse convenientemente para cada uno de los socios su actividad en relación con el sector de la educación superior.

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 p

En este apartado se debe mostrar el valor añadido que aporta cada institución a la propuesta, en relación con sus capacidades, experiencia y su papel como socio del 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 PAP, Erasmus+ u otros de la Comisión Europea, no incluya proyectos de ámbito nacional.

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Erasmus+ Applications

Erasmus+

Participating Organisations / Partner Organisation / Associated Person

Associated Person (Virtual Campus Lda)

Title Gender First Name Family Name

Role Department Position

Email Telephone

USE SAME ADDRESS AS ORGANISATION

Address

City P.O. Box Postal Code CEDEX

PDF SUBMIT

Los datos del representante legal y la persona de contacto se introducen a mano. Deberán coincidir con quien firma el Mandato. Revise bien las direcciones de correo electrónico para evitar errores en las comunicaciones con SEPIE. Es recomendable que, en la medida de lo posible, se usen las direcciones de correo electrónico institucionales.

No se deben traducir los nombres de cargos y departamentos, puesto que se cargarán desde aquí en el convenio de subvención en el 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+ Call 2019 Round 1 KA2 - Cooperation for innovation and the exchange of good practices KA203 - Strategic Partnerships for higher education FormId KA203-A400AEBC Deadline (Brussels Time) 21 Mar 2019 12:00:00

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"/>	<input type="text"/>		<input type="text"/>

Persona de contacto.

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).

PDF SUBMIT

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Erasmus+ Applications



Call 2019 Round 1 KA2 - Cooperation for innovation and the exchange of good practices
KA202 - Strategic Partnerships for vocational education and training
FormId KA202-7880AB20 Deadline (Brussels Time) 21/03/2019 12:00:00
Call 2019 Round 1 KA2 - Cooperation for innovation and the exchange of good practices
KA203 - Strategic Partnerships for higher education
FormId KA203-A400AEBC Deadline (Brussels Time) 21 Mar 2019 12:00:00

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

Partner Organisation Details (PIC)

Legal name: Virtual

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

Address: City: Porto

Telephone: Fax: CEDEX:

Website: virtual-campus.eu 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:

PDF SUBMIT

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Erasmus+

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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

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

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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?

En el desplegable se muestran las prioridades horizontales y sectoriales, de las que debe seleccionar, al menos, una y hasta un máximo de tres. En el caso de seleccionar alguna de las prioridades especialmente relevantes en el contexto nacional en esta convocatoria (Inclusión/ Patrimonio), únicamente se tendrá en cuenta para el desempate entre proyectos de igual calidad si figura como primera prioridad.

Las prioridades seleccionadas deben ser coherentes con los objetivos del proyecto y con los indicadores de impacto del apartado "Follow up". La información detallada sobre todas las prioridades se encuentra en la Guía del Programa.

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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.

Describe los cambios o innovaciones necesarias en el ámbito de la educación superior y en las organizaciones socias que justifican la solicitud del proyecto. Los objetivos específicos deben estar en línea con: Los objetivos específicos del programa Erasmus+ en el ámbito de la educación y la formación disponibles en la Guía del Programa Erasmus+, PARTE B, Apartado EDUCACIÓN Y FORMACIÓN y con los resultados esperados y los objetivos específicos de la Acción KA2 disponibles en la Guía del Programa Erasmus+, PARTE B, Apartado ¿QUÉ ACCIONES SE SUBVENCIONAN?

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

No plantee como resultado del proyecto un análisis de necesidades. El proyecto debe aportar actividades innovadoras basadas en la cooperación transnacional que respondan a necesidades y destinatarios concretos vinculados a las organizaciones socias y a los sistemas educativos. Necesaria coherencia con el ámbito, los objetivos y prioridades seleccionados. Los resultados esperados servirán de base para controlar el desarrollo del proyecto y para definir los indicadores de impacto del apartado "Follow up".

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

El proyecto debe tener entidad propia al margen de su vinculación con colaboraciones previas o futuras. En el caso de basar la solicitud en resultados de proyectos o iniciativas previas, será imprescindible dejar claro la aportación novedosa (Valor añadido) de la solicitud con respecto a lo anteriormente desarrollado, y facilitar enlaces a la información publicada sobre dicha iniciativa anterior que sirve de punto de partida del proyecto. Es igualmente válido tanto partir de cero como de una experiencia de colaboración previa con los mismos

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?

Es conveniente mencionar las capacidades que aporta cada socio al proyecto, explicando la complementariedad o posibles sinergias entre los diferentes perfiles en relación con los objetivos de la asociación, en lugar de mencionar en términos generales el consorcio.

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Es necesario identificar el papel o la aportación principal de cada uno de los socios al proyecto, en línea con las capacidades descritas en el punto anterior, para demostrar la calidad de la asociación y sus posibilidades de cooperar en torno a los objetivos del proyecto.

Especialmente en el caso de incluir socios de países asociados, ya que sólo se permite su participación si se ve clara su aportación a los objetivos del proyecto y a su impacto sobre los países del programa.

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

0/5000

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.

Identifique, en su caso, aquí a los “miembros asociados” o "socios no formales" del proyecto: organizaciones del sector público o privado que no participan formalmente en las actividades del proyecto ni solicitan fondos, pero que pueden contribuir a la ejecución de determinadas tareas/ actividades del proyecto o a reforzar la difusión y sostenibilidad del proyecto.

Describa, en su caso, cómo han formalizado dichas instituciones su compromiso con las actividades del proyecto y justifique qué aportan al proyecto, o el valor añadido para los resultados e impacto esperados si pretender acoger, en su caso, algún evento multiplicador.

0/5000

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Los participantes acceden a las actividades del proyecto a través de las organizaciones socias: instituciones, entidades y organismos que articulan, convocan y coordinan tales actividades. Los criterios y procesos de selección de los participantes deben documentarse y ser transparentes e igualitarios. Los estudiantes deben estar matriculados oficialmente en las instituciones socias en estudios reconocidos en los Países del Programa. El personal vinculado a los socios de países asociados también puede participar, y se puede contar con profesores invitados (no vinculados a los socios) o profesionales de empresas en algunas actividades formativas.

Participants

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

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?

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

Indicar cifras realistas de participantes con menos oportunidades.

Describe los colectivos desfavorecidos a los que el proyecto puede involucrar como participantes, su relación con el proyecto y cómo se les preparará o apoyará desde cada institución socia para garantizar su participación plena en el proyecto.

Recuerde que la Inclusión es una de las Prioridades europeas en el contexto nacional. En caso de consignarse como primera prioridad, se tomará como criterio de desempate en la selección (aquellos proyectos con idéntica puntuación en calidad cuya primera prioridad sea una de las especialmente relevantes en el contexto nacional serán priorizados en la selección frente al resto con los que empatan en calidad).

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

Management

Se calcula automáticamente en función del número de socios y número de meses solicitados. Se utilizará para cubrir cualquier coste no subvencionable por el resto de partidas presupuestarias.

Funds for Project Management and Implementation

Funds for 'Project Management and Implementation' are provided to all Strategic Partnerships based on the number of participating organisations and duration of the project. The purpose of these funds is to cover diverse expenses that any project may 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
Total		3	36000.00 EUR

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'

Especifique si tiene previsto utilizar alguna aplicación o protocolo que facilite la gestión y coordinación, basándose por ejemplo, en su experiencia previa.
Se calcula automáticamente en función del número de socios y número de meses solicitados. Se utilizará para cubrir

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, pues lo habitual será una participante por socio y reunión.

Seleccionar *Details* para abrir la pantalla: *Trasnational Project Meetings Details* Este botón activa la pantalla de la página siguiente.

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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

ADD

Project Management

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

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

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?

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

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Se pulsa para añadir.

El cumplimiento del cronograma, así como el del presupuesto, deben ser revisados periódicamente. Incluya los acuerdos que se prevean con el resto de socios en lo relativo al control del presupuesto (distribución temporal y/o condiciones internas para los pagos, etc.).

Las actividades de seguimiento de la calidad de las actividades subvencionables deben estar centradas en los objetivos, resultados e indicadores de impacto del proyecto y en el marco de las prioridades seleccionadas y deben estar planificadas. Es importante proponer medidas realistas (por ejemplo, no comprometerse a emitir informes internos periódicos o evaluaciones externas salvo que realmente sea imprescindible llevarlas a cabo).

Las actividades de seguimiento de la consecución de los resultados y objetivos, deben ser coherentes con los indicadores de impacto del proyecto en el marco de las prioridades seleccionadas.

¿Qué conflictos podrían surgir y cómo prevé resolverlos (retrasos de trabajos de socios, discrepancias relevantes, falta de compromiso de entidades participantes) Se debe minimizar el riesgo de 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" value="0"/>	<input type="text"/>	0.00	0.00
Total						0.00 EUR

ADD

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Seleccione la banda de distancia según [la calculadora de distancias](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en).
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
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?

Describe la relación entre las actividades para las que solicita subvención y los cambios o innovaciones necesarias en el ámbito de la educación superior y en las organizaciones socias que justificaban en apartados anteriores la necesidad del proyecto.

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How will you communicate and cooperate with your partners?

Especifique si tiene previsto utilizar alguna aplicación o protocolo que facilite la comunicación y coordinación, basándose por ejemplo ,en su experiencia previa.

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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.

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Intellectual Outputs

Do you plan to include intellectual outputs in your project?
Yes

Intellectual Outputs

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

ID	Leading Organisation	Output Title	Starting Period	Grant
01		0.00 EUR
Total				Details

ADD

Este botón activa la pantalla de la página siguiente. Seleccionar *Details* para abrir pantalla *Intelectual*

Cada producto intelectual debe ser innovador y tener sentido en sí mismo, calidad profesional para su publicación y potencial de impacto para terceros (organizaciones, sistemas o personas activas en el ámbito de la educación superior). En caso contrario, no podrá recibir fondos en la partida de costes de personal.

Los materiales formativos deben ofrecerse gratuitamente y de forma abierta a terceros interesados, sin perjuicio del respeto de su propiedad intelectual.

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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

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Describir cada producto intelectual en su integridad y no dividido en partes. Cada producto intelectual se publicará en la plataforma EPRP para que terceras organizaciones no vinculadas al proyecto aprovechen su potencial de uso.

Se debe describir adecuadamente el concepto del producto y las tareas necesarias para elaborarlo.

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

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						
Total		0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR	0.00 EUR

Seleccionar a todos los socios involucrados en su elaboración. Solamente se podrá solicitar presupuesto para ese producto para los socios que se seleccionen en este desplegable.

Deberá incluirse una fila por cada uno de los socios, para cada producto y para cada categoría del personal. No se aceptarán costes de personal en la categoría de Manager y Administrative, pues están cubiertos dentro de la partida de gestión.

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Multiplier Events

Do you plan to include Multiplier Events in your project?

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 Management and Implementation.

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

ADD

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Los eventos multiplicadores (nacionales o transnacionales) se asocian a los productos intelectuales. Subvencionan la organización de eventos centrados exclusivamente en difundir su potencial de uso a los usuarios potenciales (terceras organizaciones diferentes a las organizaciones socias) identificados en la solicitud. Coherencia necesaria con los objetivos de impacto del proyecto.

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)

Event Title

Country of Venue

Event Description (Including : Targets groups and objectives)

Intellectual Outputs Covered

Leading Organisation

End Date (dd-mm-yyyy)

10-12-2019

Multiplier Event Budget

ID	Organisation	Country of the Organisation	Local Participants	Foreign Participants	Grant per Local Participant	Grant per Foreign Participant	Grant
1	<input type="text"/>	Spain	0	0	0.00 EUR	0.00 EUR	0.00 EUR
Total							0.00 EUR

País que organiza y coordina el evento. Si se realizase en la sede de un miembro asociado, solicita la subvención el PIC del socio que lo coordina.

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

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

En el caso de que el mismo evento se vaya a organizar por más de un socio, debe reflejarse aquí.

Una fila por cada socio: El personal y los alumnos vinculados a organizaciones socias, sean o no anfitriones del evento, no son subvencionables como participantes. Únicamente se subvenciona a participantes vinculados a organizaciones ajenas al consorcio. Describir claramente a los colectivos destinatarios, que deben ser coherentes con los posibles usos de los productos difundidos y con los objetivos, prioridades, resultados e impacto esperados del proyecto

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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?

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		

ADD

Background Information

What is the added value of these learning, teaching or training activities?

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)**

Las actividades de movilidad son un medio para alcanzar resultados del proyecto (prueba de los Productos intelectuales que se pretenden conseguir, etc.) y no son un fin en sí mismas. Deben relacionarse con los objetivos de impacto previstos para cada organización socia y sobre las prioridades, siempre relacionadas con la modernización y mejora de los sistemas educativos europeos, en especial el de E. Superior. Los destinatarios deben respetar lo establecido para cada tipo de actividad en el Anexo 1 de la Guía del Programa.

Los participantes acceden a las actividades del proyecto a través de las organizaciones socias a las que están formalmente vinculados: son las instituciones socias quienes convocan y organizan tales actividades. Los criterios y procesos de selección de participantes deben documentarse y ser transparentes e igualitarios. En general los participantes deben proceder de organizaciones con sede en los Países del Programa, sin perjuicio de las opciones abiertas al personal (NO a los estudiantes) de los países asociados. Consideraciones muy importantes sobre las actividades en el Anexo I de la Guía del Programa.

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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.

IMPORTANTE: los participantes en las actividades transnacionales deben ser personal (vínculo laboral, no mercantil) o alumnos oficialmente vinculados a los socios del proyecto.

No recibe apoyo el socio anfitrión, solamente los participantes que se desplacen a las actividades transnacionales.

Field 0/5000

Activity Title

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

Leading Organisation Participating Organisations

Select ...

Country of Venue Starting Period

12-2019

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

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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 (for example local participants) do not need to be specified in this part.

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

Activity Budget

Budget Items	Grant
No records found	
Total Grant	0.00 EUR

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Learning, Teaching, Training Activities / Activity Details / Group Details | ▲ Group 1 | ▲ Group Budget

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

Organisation / Country

No. of Participants

Country of Venue

Duration (days)

No. of Accompanying Persons

Total No. of Participants and accompanying persons

▲ Number of Participants must be greater than zero

La duración, objetivo y tipo de participantes de cada tipo de actividad de formación transnacional ha de ajustarse a lo establecido en el Anexo 1 de la Guía del Programa.

Group Budget

Travel

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

En el caso de Programas Intensivos, los destinatarios siempre son estudiantes, nunca personal. Reconocimiento con ETCS.
Se deberá insertar una actividad con un código C1, C2 diferente por cada uno de los perfiles de participantes necesarios (al menos un C1 para los estudiantes y C2 para solicitar la subvención para el personal docente de los socios transnacionales y/o expertos invitados de otras organizaciones).

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Exceptional Costs for Expensive Travel

Request Exceptional cost for expensive travel.

















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.

Individual Support

No. of Participants	Duration per Participant (days)	Grant per Participant	Total (for Participants)
0	0	EUR	0.00 EUR
⚠ Duration per Participant must be greater than zero and lower or equal than Duration (days) of the activity plus 2 days			
No. of Accompanying Persons	Duration per Accompanying Person (days)	Grant per Accompanying Person	Total (for Accompanying Persons)
0	0	EUR	0.00 EUR
Total Individual Support Grant			
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 de ayuda para elaborar el cronograma orientativo.

En la elaboración del presupuesto, tenga en cuenta que uno de los criterios de evaluación de la calidad es la relación coste/beneficio, es decir, que la subvención solicitada es realista con respecto a las actividades previstas (para más información, consulte la Guía de evaluación para los expertos para acciones gestionadas por las Agencias Nacionales).

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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					
Total					0.00 EUR

ADD

Exceptional Costs

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

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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 que no sean habituales en los socios y derivados de características muy particulares que pueda tener un proyecto en concreto.

No se considerará elegible ningún coste cuya necesidad y excepcionalidad no se haya justificado debidamente.

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

Follow-up

Impacto interno del proyecto: coherente con las prioridades, objetivos y resultados. Se recomienda consultar los resultados esperados de una asociación disponibles en la Guía del Programa Erasmus+, PARTE B, Apartado ¿QUÉ ACCIONES SE SUBVENCIONAN?

Impact

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

Empty text box for expected impact. A downward arrow points from the highlighted text above to this box.

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

Impacto externo que se pretende conseguir en el entorno de la institución.

How will you measure the previously mentioned impacts?

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El impacto debe ser cuantificable o medible utilizando indicadores vinculados al cambio, innovación o mejora que se pretende provocar en las organizaciones socias y/o en los sistemas de Educación Superior a través de las actividades del proyecto. Evitar generalidades.

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Dissemination and Use of Project's Results

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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 colectivo destinatario de cada producto intelectual y del resto de los resultados y cómo vamos a llegar a él? Difusión de los resultados obtenidos vinculada a la detección de necesidades que origina el proyecto y con la innovación o mejora que queremos provocar en las instituciones y sistemas de educación europeos.

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

Lo importante es la eficiencia de la estrategia y de los medios de difusión en relación con el tipo de destinatarios.

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?

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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.

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No se prohíbe expresamente la realización de productos explotables con fines comerciales o con limitaciones al libre acceso, pero deben especificarse claramente los casos en los que no se piensa hacer una distribución libre y gratuita de los productos. Explicar cómo afectarían las limitaciones al potencial de impacto.

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

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Se recomienda alojar los productos intelectuales en la página oficial del coordinador para garantizar el mantenimiento de los resultados y fomentar su uso en el medio y largo plazo. Se presupone un interés por mantener la cooperación para los objetivos compartidos del proyecto.

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.)

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Sustainability

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?

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¿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?



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Project Budget Summary

Budget Items 	Grant 
Project Management and Implementation	EUR
Transnational Project Meetings	EUR
Intellectual Outputs	EUR
Multiplier Events	EUR
Learning, Teaching, Training Activities	70,320.00 EUR
Special Needs Support	2,500.00 EUR
Exceptional Costs	50.00 EUR
Total Grant	184,240.00 EUR

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

Transnational Projects Meetings

ID	Meeting Title 	No. of Participants 	Grant (EUR) 
1	Kick off	8	EUR
Total			EUR

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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			20	
Total			42	6

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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
Total					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
Total		EUR	EUR	EUR	EUR	EUR

Special Needs Support

ID	Description and Justification	Grant (EUR)
1	gfgdg	EUR
Total		EUR

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Exceptional Costs

ID	Description and Justification ↕	Grant ↕
) EUR
Total) EUR

Budget per Participating Organisation

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

Debe tener en cuenta que este resumen es el que será visible en E+PRP si su proyecto resulta seleccionado. Debe ser claro y conciso.

Mencione al menos los siguientes elementos: contexto y objetivos del proyecto, número y perfil de los participantes, descripción de las actividades, metodología utilizada para llevar a cabo el proyecto, una descripción breve de los resultados y el impacto previsto y, finalmente, los posibles beneficios a largo plazo.

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Please provide a translation in English. This summary will be

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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.	
ADD DECLARATION OF HONOUR	

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.	
ADD MANDATES	

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
ADD FILE	

DOCUMENTACIÓN que se debe ADJUNTAR:

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

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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.

Checklist

Before submitting your application form to the National Agency, please make sure 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:

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

I agree with the Specific Privacy Statement on Data Protection

Seleccionar.

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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/tfpis/wikis/display/NATDOC/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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Published Wed Nov 14 2018 10:24:11 GMT+0100
Currently there are no notifications to be displayed

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	Permission Level	Date
No records found			
SHARE APPLICATION			

Sharing History

No	Date	Requestor	User	Permission Level	Comment
No records found					

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Clicando aquí puede compartir la solicitud.

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

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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 en ningún caso una 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 12:00 y las 14:00 horas del día 21 de marzo en caso de problema técnico demostrado ADJUNTANDO IMAGEN DEL ERROR y si este apartado muestra algún intento de envío fallido antes de las 12:00:00. De lo contrario, la solicitud será automáticamente rechazada por fuera de plazo.

Todos los errores de validación deben revisarse y corregirse antes del envío.

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