

# JORNADAS ANUALES INFORMATIVAS ERASMUS+ 2021

Cómo solicitar una  
subvención KA220

Madrid, 21 de abril de 2021

## ÍNDICE

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2. **Mis solicitudes**
3. **Mis contactos**
4. **Cómo completar el formulario de solicitud**

1

# Cómo crear una solicitud de subvención

## Acceso a la plataforma Erasmus+ y Cuerpo Europeo de Solidaridad

- e Desde la Web del SEPIE [www.sepie.es](http://www.sepie.es) → Accedemos a nuestro sector → Solicitud y Seguimiento → Convocatoria 2021 KA2 → Acceso a la convocatoria 2021



The screenshot shows the SEPIE website interface. At the top, there is a green header for 'Convocatoria 2021'. Below it, there are several sections: 'Información sobre el coronavirus', 'Clave de atención telefónica personalizada', and 'Registro electrónico'. Under 'Registro electrónico', there is a link for 'Acceso al registro electrónico del SEPIE' and another for 'Instrucciones sobre cómo firmar un documento digitalmente'. A yellow box highlights the 'Convocatoria' section, which contains a link for 'Acceso a la convocatoria de 2021'. A large yellow arrow points from this link towards the right. On the right side of the screenshot, there is a sidebar with 'Convocatoria 2021' (including KA1 and KA2), 'Convocatorias anteriores', 'Portal e-sepie', and 'Contacto' (with email addresses for KA1 and KA2).

- e Desde la Web de la CE <https://webgate.ec.europa.eu/erasmus-esc/home/>

# Acceda a "Oportunidades" y seleccione un programa.

The screenshot shows the homepage of the Erasmus+ and European Solidarity Corps platform. The main navigation menu on the left includes: HOME, ORGANISATIONS, OPPORTUNITIES (highlighted with an orange box), PROJECTS, SUPPORT, and RESOURCES. An orange arrow points from the 'OPPORTUNITIES' menu item to a dark blue overlay menu. This overlay menu contains three options: 1. OPPORTUNITIES (with a megaphone icon and a checkmark), 2. Erasmus+ (with a radio button), and 3. European Solidarity Corps (with a radio button). Below the overlay, the main content area features two cards: 'Erasmus+' and 'European Solidarity Corps', each with a 'View opportunities and start your application' button and an 'Opportunities' button.

# Ver convocatorias abiertas

## Opportunities for Erasmus+

Welcome to the Erasmus+ Applications. Here you can apply for one or more of the actions supported by the Erasmus+ Programme and managed by the Erasmus+ National Agencies. Below you can browse applications by field of opportunity or key action.

Before starting your application, please check if your organisation has a unique Organisation ID that is required to participate in Erasmus+ actions managed by National Agencies. You can search for your Organisation ID or register a new organisation using the Erasmus+ and European Solidarity Corps platform: Search for an organisation

If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit: EACEA Funding Opportunities /CF

### FIELD OF OPPORTUNITY

1

#### SCHOOL EDUCATION



[See open calls](#)

3

#### HIGHER EDUCATION



[See open calls](#)

#### VOCATIONAL EDUCATION AND TRAINING



[See open calls](#)

#### YOUTH



[See open calls](#)

#### ADULT EDUCATION



[See open calls](#)

2

### KEY ACTIONS

#### Learning Mobility of Individuals (KA1)

This Key Action supports mobility of learners and staff to undertake a learning and/or professional experience in another country.



[See open calls](#)

3

#### Partnerships for cooperation and exchanges of practices (KA2)

This Key Action enables participating organisations to gain experience in international cooperation and to strengthen their capacities.



[See open calls](#)

# Solicite una oportunidad

Open Calls - Vocational Education and Training



Muy importante tener en cuenta el sector al que enviamos nuestra solicitud:

- SCH Educación Escolar
- ADU Educación de Adultos
- VET Formación Profesional
- HED Educación Superior

1 KA220-VET

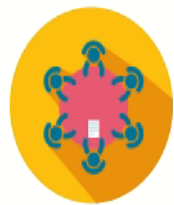
Cooperation partnerships in vocational education and training

2

This action enables participating organisations to gain experience in international cooperation and to strengthen their capacities, but also to produce high-quality innovative deliverables. The primary goal of Cooperation Partnerships is to allow organisations to increase the quality and relevance of their activities, to develop and reinforce their networks of partners, to increase their capacity to operate jointly at transnational level, boosting internationalisation of their activities and through exchanging or developing new practices and methods as well as sharing and confronting ideas.

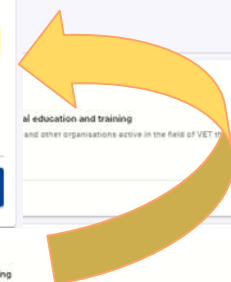
3

Deadline : 20-05-2021 12:00:00 (Brussels time)  
 Remaining days: 83



4

Apply



KA310-VET

Small-scale partnerships in vocational education and training

This action enables participating organisations to gain experience in international cooperation and to strengthen their capacities. Small-scale Partnerships are designed to widen access to the programme to small-scale actors and individuals who are hard to reach in the fields of school education, adult education, vocational education and training, education, youth and sport.

Deadline : 20-05-2021 12:00:00 (Brussels time)  
 Remaining days: 83

Apply



KA220-VET

Cooperation partnerships in vocational education and training

This action enables participating organisations to gain experience in international cooperation and to strengthen their capacities, but also to produce high-quality innovative deliverables. The primary goal of Cooperation Partnerships is to allow organisations to increase the quality and relevance of their activities, to develop and reinforce their networks of partners, to increase their capacity to operate jointly at transnational level, boosting internationalisation of their activities and through exchanging or developing new practices and methods as well as sharing and confronting ideas.

Deadline : 20-05-2021 12:00:00 (Brussels time)  
 Remaining days: 83

Apply



al education and training and other organisations active in the field of VET to want to organise learning mobility

Apply

## Inicie sesión en EU Login (si es necesario)

The screenshot shows the EU Login website interface. At the top left, it says "EU Login" with the tagline "One account, many EU services". There is a yellow button labeled "Where is ECAS?" and a language dropdown menu set to "English (en)". A large orange stamp with the word "ACCESO" is overlaid on the top left. The main heading reads "Application Forms requires you to authenticate" followed by "Sign in to continue". Below this is a white box containing a form with the label "Use your e-mail address" and an empty input field. A blue "Next" button is positioned below the input field. Underneath the button is a link that says "Create an account". Below the link is the word "Or" flanked by horizontal lines. Further down, it says "Or use the eID of your country" and features a teal icon of a person next to the text "Select your country". At the bottom of the page, there is a promotional message: "Easy, fast and secure: download the EU Login app". Below this message are three logos for app stores: "Download on the App Store", "GET IT ON Google Play", and "Get it from Microsoft".



## Formulario de solicitud creado

### Draft application already exists

You have already created a draft application for this action under the current call and round. Would you like to create a new application or open the existing one ?

Open existing draft

Create new application

1

Si nunca hemos creado una solicitud, se crea un nuevo formulario tan pronto como hagamos clic en **Solicitar**.

Si ya hemos iniciado (pero no enviado) una solicitud, aparece una ventana emergente para elegir si deseamos abrir el borrador existente o crear una nueva solicitud.

Se abre la pantalla "Detalles de la solicitud" y podemos comenzar a completar el formulario de solicitud .

2

Se asigna un **ID de formulario único** a la solicitud, que se puede utilizar más tarde para identificarla en **Mis solicitudes**, así como en todas las comunicaciones relacionadas con el SEPIE.

### Application details

Form ID: KA130-HED-AB6AF173

Programme: Erasmus - Call 2021 - Round 1 - Key action: KA1 - Action type: KA130-HED - Erasmus accreditation for higher education mobility consortia

23 days left

Start

Quit

### Content menu

Context

Consortium Summary

Participating organisations

Consortium Descriptors

Follow-up

Annexes

Checklist

Sharing

History

### Context

Please note that the validity of the requested accreditation will be for the Calls 2021 to 2027

National Agency of the Applicant Organisation \*

Language used to fill in the form \*

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

### Protection of Personal Data

Please read our privacy statement to understand how we process and protect your personal data

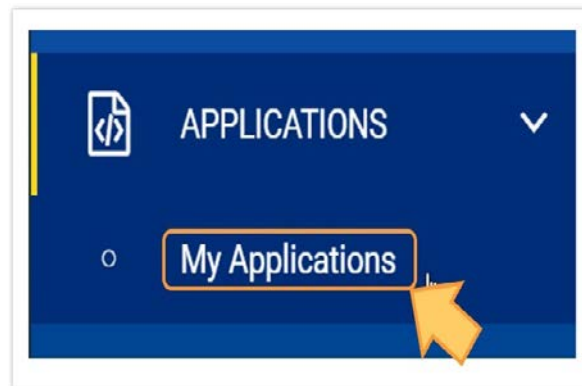
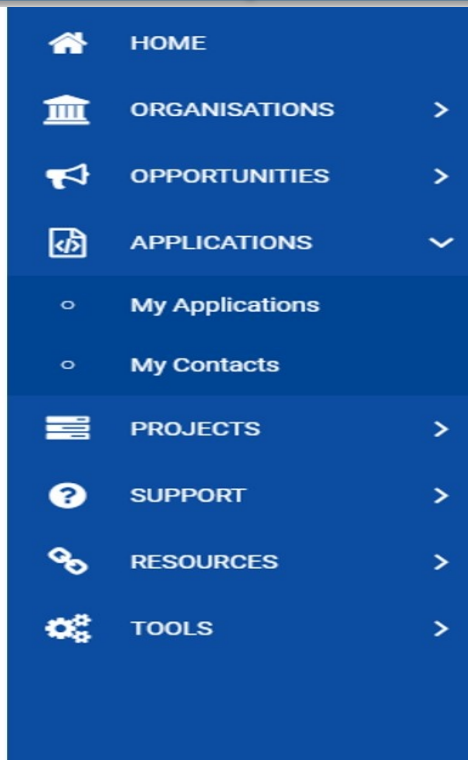
2

## Mis solicitudes

## Recupere la solicitud en "Mis solicitudes"

1

2



Una vez que hemos creado el formulario de solicitud, podemos completarlo y enviarlo inmediatamente o podemos acceder a él en cualquier momento posterior para su edición seleccionando en el menú principal de la plataforma "Erasmus + y del Cuerpo Europeo de Solidaridad "

Solicitudes > Mis solicitudes

# Ventana Mis Solicitudes

## My Applications

**1**

Search and filter

Active filter

You are currently not using any active filter

Quick filter

Search

Programmes

Calls

Rounds

KEY ACTIONS

## Search results

**2**

744 items found

Selected criteria: All programmes All calls All Rounds

Export

Customise

Sort By

<p><b>Form Id : KA121-ADU-4600AB03</b></p> <p>Applicant : ABBAYE AUX DAMES - LA CITE MUSICALE- SAINTES (E10187567 - France)</p> <p>Programme : Erasmus+ - Call : 2021 - Round : Round 1 - Key Action : KA1 - Action type : KA121-ADU - Accredited projects for mobility of staff in adult education</p>	<p>91 days left   <b>DRAFT</b> Draft</p> <p>Actions</p>
<p><b>Form Id : KA121-SCH-B0169631</b></p> <p>Programme : Erasmus+ - Call : 2021 - Round : Round 1 - Key Action : KA1 - Action type : KA121-SCH - Accredited projects for mobility of learners and staff in school education</p>	<p>91 days left   <b>DRAFT</b> Draft</p> <p>Actions</p>
<p><b>Form Id : KA121-ADU-9E62E42C</b></p> <p>Applicant : Globalnet sp. z o.o. (E10095034 - Poland)</p> <p>Programme : Erasmus+ - Call : 2021 - Round : Round 1 - Key Action : KA1 - Action type : KA121-ADU - Accredited projects for mobility of staff in adult education</p>	<p>91 days left   <b>DRAFT</b> Draft</p> <p>Actions</p>
<p><b>Form Id : KA121-ADU-B4353CB2</b></p> <p>Applicant : Globalnet sp. z o.o. (E10095034 - Poland)</p> <p>Programme : Erasmus+ - Call : 2021 - Round : Round 1 - Key Action : KA1 - Action type : KA121-ADU - Accredited projects for mobility of staff in adult education</p>	<p>91 days left   <b>DRAFT</b> Draft</p> <p>Actions</p>
<p><b>Form Id : KA121-VET-AB675D06</b></p> <p>Applicant : UNIVERSITATEA DIN BUCURESTI (E10208074 - Romania)</p> <p>Programme : Erasmus+ - Call : 2021 - Round : Round 1 - Key Action : KA1 - Action type : KA121-VET - Accredited projects for mobility of learners and staff in vocational education and training</p>	<p>91 days left   <b>SUBMITTED</b> Submitted</p> <p>Actions</p>

**3**

Items per page: 5 | 1 - 5 of 744 | < >

## Acciones a realizar sobre mis solicitudes

Form Id : ESC51-5B556A7C

Applicant : CENTRUM INICJATYW MŁODZIEZOWYCH HORYZONTY (E10061963 - Poland)  
 Programme : European Solidarity Corps - Call : 2021 - Round : Round 1 - Key Action : ESC - Action type : ESC51-VTJ - Volunteering, traineeships and jobs projects

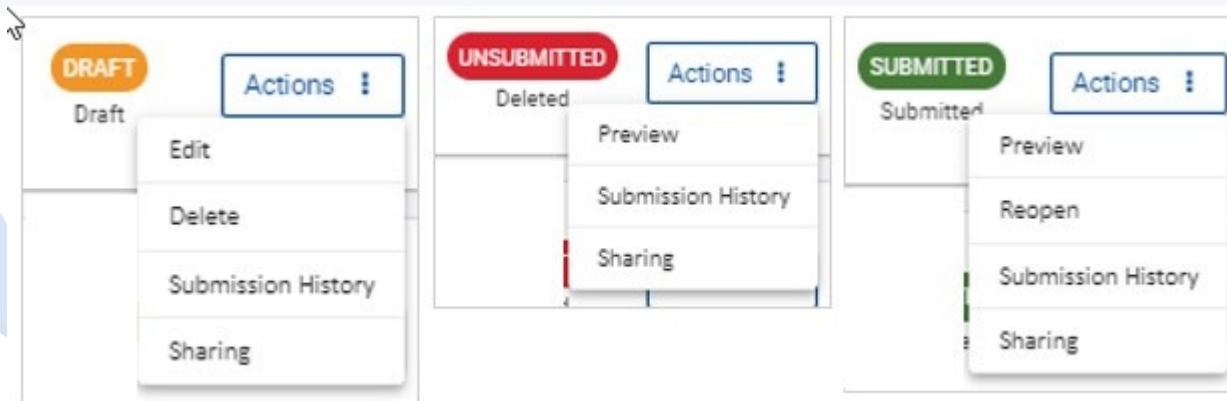
64 days left!

DRAFT

Actions

- Edit
- Delete
- Submission History
- Sharing

Items per page: 5 1 - 1 of 1



**DRAFT**  
Draft

- Edit
- Delete
- Submission History
- Sharing

**UNSUBMITTED**  
Deleted

- Preview
- Submission History
- Sharing

**SUBMITTED**  
Submitted



- Preview
- Reopen
- Submission History
- Sharing

Si el formulario se envió, pero el estado actual permite la eliminación mediante el botón de menú, aparecerá una ventana emergente: "La solicitud enviada anteriormente no se puede eliminar".

3

## Mis contactos

# Acceder a Mis Contactos


Home
Welcome  Cristina POP

Erasmus+ and European Solidarity Corps

- HOME
- ORGANISATIONS
- OPPORTUNITIES
- APPLICATIONS
  - My Applications
  - My Contacts
- PROJECTS
- SUPPORT
- RESOURCES
- TOOLS































## My Contacts

Search Filter


Quick Filter

Search Results

36 contacts found

OID ↓	Legal Name	Title	First name	Last name	Email	Telephone	Comments	Actions
E10088588	Fundatia Life Tineret	Mrs	Magdalena	SURNAME	magdalena@testn+48987654321			  
E10066276	Lingwistyczna Szkoła Wyzsza w Mr Warszawie		Michael	TESTUSER	michael@testmail.+48123456789			  
		Mr	Jan	EAC IT TRAINING	jan@testmail.com +32123456789			  
		Mr	Kacper	NAME	kacper@testmail.c+48654321987			  
		MRs	Mary	LastName	dfs@gso.be	+6545464698448€		  
		Mrs	Anna	FAMILY-NAME	anna@test.com	+48987456123		  
		Mr	John	Family Name	2FirstNameTest@+3285698547498€			  
		Mrs	Jane	LastName	test2ab@test.com+31634864684		Project lead	  
		Mrs	Isabella	NAME	isabella@testmail.+123456789		Project assistant	  
		Mr	FirstName1	LastName1	t@klmkkdsIhrojoi+12045752662564LEAR test			  

Items per page: 10 1 - 10 of 36



# Funciones generales en Mis Contactos

My Contacts

[+ Create](#) [Download](#) [Print](#)

3

5

6

Search Filter

Quick Filter

1 Search...

Search Results

7 contacts found

OID	Legal Name	Title	First name	Last name	Email	Telephone	Comments	Actions
E10088588	Fundatia Life Tineret	Mrs	Magdalena	SURNAME	magdalena@testma+48987654321		a comment	
E10066276	Lingwistyczna Szkola Wyzsza w Warszawie	Mr	Michal	TESTUSER	michal@testmail.co+48123456789		comment here	
		Mr	Jan	EAC IT TRAINING	jan@testmail.com	+32123456789		
		Mr	Kacper	NAME	kacper@testmail.co+48654321987			
		Mrs	Anna	FAMILY-NAME	anna@test.com	+48987456123		
		Mr	Aleksander	NAME	aleksander@testma+48987654321			
		Mrs	Anna	EAC IT TRAINING	mail@mailing.com	+48123456987		

2

7

4

8

Items per page: 10 1 - 7 of 7



4

## Cómo completar el formulario de solicitud

# Diseño del formulario

Application details ⓘ

1 Form ID : KA220SCH-A4770E6D

Programme : Erasmus+  
 Call : 2021 - Round : 1  
 Action type : Mobility of higher education students and staff (KA131-HED)

5 Submit PDF 6

DRAFT

Deadline for submission : 03/02/2021 12:00:00 - Brussels, Belgium Time

2 Content menu

- Context
- Participating organisations
- Activities
- Annexes 0
- Checklist
- History

3 Navigation

Filter Expand all

- Participating organisations
- Applicant organisation

4 Participating organisations

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.

If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case, you must not register your organisation again. Follow this link to find the OID that has been assigned to your PIC: [Organisation Registration System](https://webgate.ec.europa.eu/erasmus-esc/organisation-registration) [Hyperlink <https://webgate.ec.europa.eu/erasmus-esc/organisation-registration>]

You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

Applicant organisation

Applicant organisation OID	Legal name	Country	Actions
Applicant organis	Legal name	Country	✖

# Encabezado

Form ID : KA220-HED-34D7D60B

3

3/2 days left !  
DRAFT  
Draft

1

Title : Proyecto de demostración

2

Programme : Erasmus+ - Call : 2021 - Round : Round 1 - Key action : KA2 - Action type : KA220-HED - Cooperation partnerships in higher education



4

Application Owner : @sepie.es  
Created by : @sepie.es  
Created on : 08-04-2021 21:24:25 (Local time)  
Shared with :

Deadline : 20-05-2021 12:00:00 (Brussels time)  
Last modification : 16-04-2021 16:29:45 (Local time)  
Progression :



# Campos y secciones obligatorios

**Erasmus Policy Statement**

Please provide the link to the webpage where your Erasmus Policy Statement is published.

250

**Content menu**

- Context
- Participating organisations
- Activities**
- Annexes
- Checklist

**Navigation**

Filter Expand all

- Activities
- Mobility Activities
- Blended Intensive Programmes
- Budget share for international mobility

**Content menu**


- Context
- Participating organisations
- Activities**
- Annexes
- Checklist
- History

**Navigation**

Filter Expand all

- Activities
- Mobility Activities
- Blended Intensive Programmes
- Budget share for international mobility

# Pautas

Application details  [Click here to see guideline for the page](#)

**Form ID : KA151YOU-7D78F6B9**  
 Programme : Erasmus+  
 Call : 2021 - Round : 1  
 Action type : Mobility of young people for


**Guidelines**

Please have a look at the following information about the application for KA151YOUR12021 Mobility of young people for accredited organisations (KA151-YOU)


- In navigation menu before each section, an information icon ⓘ is displayed, when the user clicks it, a pop up appears with explanation about the section.
- Mandatory fields are marked with red star (\*). 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 there is some information missing or not all rules have been respected. The above mentioned validations do not apply for sections 'Submission history' and 'Sharing'.


- Most individual questions will be marked in the same way to make it easy to identify and fix issues.



- Length of answers to text questions is limited. The maximum number of characters that can be used in each answer is indicated next to the text box. Please note that it is not compulsory to use the maximum allowed number of characters.



- Multiple sections of the form contain tables. You should notice the button on the right side of the table:



## Mensajes de advertencia e información

**Participating organisations**

Associated persons : POLSKO JAPONSKA AKADEMIA TECHNIK KOMPUTEROWYCH PJWSTK (E10163228)

At least one and at most one associated person must be a Primary Contact Person

At least one and at most one associated person must be a Online linguistic support.

Last name	First name	Email address	Legal representative	Online linguistic support	Primary contact person	Actions
-----------	------------	---------------	----------------------	---------------------------	------------------------	---------

+ Add an associated person    🔍 Search on my contact list

**Applicant organisation**

Applicant organisation OID: E10067998    Legal name: Conservatorio Statale di Musica "E. F. E"    Country: Italy    Actions: [X] [Refresh] [Eye]

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

Professio... ⌵    5    10    100    10

Please, check activity duration. It is indicated longer than maximum duration for particular Activity Type.

# Apartado 1: Contexto

Application details 🔍

Form ID : KA220-HED-34D7D60B 34 days left! DRAFT

Title : Proyecto de demostración  
 Programme : Erasmus+ - Call : 2021 - Round : Round 1 - Key action : KA2 - Action type : KA220-HED - Cooperation partnerships in higher education

**Content menu**

- ✓ Context 1
- ✓ Participating Organisations 1
- ✓ Project Description 1
- ✓ Preparation 1
- ✓ Management 1
- ✓ Production of Project Results 1
- ✓ Multiplier Events 1
- ✓ Learning, Teaching, Training Activities 1
- ✓ Timetable 1
- ✓ Special Costs 1
- ✓ Follow-up 1
- ✓ Budget Summary 1
- ✓ Project Summary 1
- ✓ Annexes 1
- ✓ Checklist 1
- Sharing 1
- History 1

**Context**

Field: Higher Education

Project Title \* 225  
 Proyecto de demostración **Título del proyecto**

Project Title in English \* 223  
 Demo project **Título en inglés**

Project Acronym 249  
 DP **Acronymo**

Project Start Date (dd/mm/yyyy) \* 24 **fecha inicio**      Project total Duration (Months) \* duración      Project End Date (dd/mm/yyyy) 01/11/2023

National agency of the applicant organisation \* idioma  
 ES01 - Servicio Español para la Internacionalización de la Educación (SEPIE) **Agencia Nacional**      Spanish

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

**Protection of Personal Data**

Please read our privacy statement to understand how we process and protect your personal data

## Apartado 2: Organizaciones participantes

**Content menu**

- Context
- Participating Organisations**
- Project Description
- Preparation
- Management
- Production of Project Results
- Multiplier Events
- Learning, Teaching, Training Activities
- Timetable
- Special Costs
- Follow-up

**Navigation**

- Participating Organisations
  - Profile
  - Accreditation
  - Background and experience
  - Associated persons
    - Martinez Nuria
    - Martinez Victoria
  - Partner Organisations
    - Profile
    - Accreditation
    - Background and experience

**Participating Organisations**

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.

If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case, you must not register your organisation again. Follow this link to find the OID: [Organisation Registration System](#)

You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

**Applicant**

Applicant organisation OID	Legal name	Country	Actions
OID institución coordinadora	<input type="text"/>	Spain	<input type="button" value="x"/> <input type="button" value="↺"/> <input type="button" value="👁"/>

**Partner Organisations**

Partner organisation OID	Legal name	Country	Actions
OID socio 1	<input type="text"/>	Belgium	<input type="button" value="x"/> <input type="button" value="↺"/> <input type="button" value="👁"/>
Partner organisation OID	Legal name	Country	Actions
OID socio 2	<input type="text"/>	Greece	<input type="button" value="x"/> <input type="button" value="↺"/> <input type="button" value="👁"/>

N° of participating organisations: 3

34 days left!
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Draft

+ Add partner org



## Apartado 2: Organizaciones participantes. Perfil y Acreditación

Round 1 - Key action : KA2 - Action type : KA220-HED - Cooperation partnerships in higher education

Navigation < Participating Organisations

Filter Expand all

- Participating Organisations
  - SCOOP (E1010/6/4 - Spain)
    - Profile

Profile ( - Spain)

Type of Organisation \*

School/Institute/Educational centre - Vocational Training (tertiary level)

1. Seleccionamos el tipo de organización
2. Si la organización por su perfil necesita estar acreditada → automáticamente se abre la ventana con los datos de la acreditación.



Navigation < Participating Organisations

Filter Expand all

- Participating Organisations
  - JK S ( )
    - Profile
    - Accreditation
    - Background and

Accreditation : ( - Spain)

Accreditation Type	Accreditation Reference
Erasmus Charter for Higher Education	
Erasmus Charter for Higher Education	

## Apartado 2: Organizaciones participantes. Historial y personas asociadas

Participating Organisations Submit PDF Download Form Translations

Background and experience : [Organization Name] - Spain)

Please briefly present the organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group) \*

**Descripción de la organización**

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 persons involved in this project? \*

**Experiencia de la organización**

Action Type	As Applicant		As Partner or Consortium Member	
	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects
VET learner and staff mobility (KA102)	0	0	15	13
Higher education student and staff mobility (KA103 OLD)	1	1	0	0
Strategic Partnerships addressing more than one field (KA200)	0	0	2	1
Strategic Partnerships for school education (KA201)	2	2	5	1

S.COOP (E1010764 - Spain)

- Profile
- Accreditation
- Background and experience
- Associated persons**
  - Martínez Nuria
  - Martínez Victoria
- Partner Organisations
  - UNIVERSITEIT GENT (E10209444 - Belgium)
  - Profile
  - Accreditation

Associated persons : POLITEKNIKA IKASTEGIA TXORIERRI S.COOP (E10107674 - Spain)

Last name	First name	Email address	Legal representative	Primary contact person	Actions
Martínez	Nuria	nuria.mlopez@sepie.es		<input checked="" type="checkbox"/>	
Martínez	Victoria	nuria125@gmail.com	<input checked="" type="checkbox"/>		

[+ Add an associated person](#)



## Apartado 3: Descripción del proyecto

**1**

Navigation < Project Description

Filter Expand all

- Project Description
- Priorities and Topics
- Project Description
- Participants

**Priorities and Topics**

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

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

**HE: Developing STEM/STEAM in higher education, in particular women participation in STEM**

Please explain how your chosen priorities relate to the aims and objectives of your project. \*

**2**

Navigation < Project Description

Project Description

Please explain the context and the concrete objectives of your project. \*

How will the project meet the needs of your partnership and those of the target group? \*

Outline the benefits of cooperating with transnational partners to achieve the project objectives. \*

What outcomes, including project results when relevant, are expected during the project and in its completion? \*

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 EU-funded partnership project? \*

Please, briefly describe how you will select and involve participants (e.g. learners, staff, etc.) in the different activities of your project. \*

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

Yes

How many participants would fall into this category? \*

Which types of situations are these participants facing? \*

**Disability**

How will you support these participants so that they will fully engage in all phases of the planned activities (including selection, preparation and follow-up)? \*

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

**3**

EXCELENCIA INNOVACIÓN SOSTENIBILIDAD  
200 EFOM

## Apartado 4: Preparación

### Application details






Form ID : KA220-HED-34D7D60B

Title : Proyecto de demostración

Programme : Erasmus+ - Call : 2021- Round : Round 1 - Key action : KA2 - Action type : KA220-HED - Cooperation partnerships in higher education

### Content menu

#### Preparation

- ✓ Context 
- ✓ Participating Organisations 
- ✓ Project Description 
- ✓ Preparation 
- ✓ Management 

Please describe what will be done in preparation by your organisation/group and by your partners/group before the actual project activities take place, e.g. administrative arrangements, communication about the activities, selection of the persons, coaches, involvement of stakeholders, etc. \* 3000

**Descripción de la preparación previa a las actividades ( acuerdos establecidos, selección de participantes, comunicación de actividades, etc...)**

## Apartado 5 : Gestión

Management

Funds for Project Management and Implementation

Funds for "Project Management and Implementation" are provided to all Cooperation Partnerships based on the number of participating organisations and the 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, sharing of project results 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" grant per month.

	Grant per organisation and per month	Number of organisations	Grant
Coordinator		1	12000
Partner		2	12000
<b>Total</b>		<b>3</b>	<b>24 000</b>


1

Management

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? \*

organise the planned transnational project meetings.

Meeting id	Leading Organisation	Meeting Title	Country of Venue	Starting Period	N° of Participants	Grant	Actions
1	Organización líder	primera reunión transnacional título	Spain	Mes de inicio	3	1.335	
<b>Total</b>					<b>3</b>	<b>1.335</b>	

2

➔ Add a Transnational project meeting

Añadir reuniones de coordinación

↑

## Apartado 5: Gestión

1

**Management**

Transnational Project Meetings Budget (1)

To estimate the distances between places, please use the European Commission's distance calculator: [https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en)

Sending Organisation	Country of the Sending Organisation	Nº of Participants	Distance Band	Distance calculator	Grant per participant	Grant	Actions
<input type="text"/>	Belgium	<input type="text" value="1"/>	100-1999 km	<input type="text"/>	576	576	<input type="checkbox"/>
<input type="text"/>	Spain	<input type="text" value="1"/>	0-99 km	<input type="text"/>	0	0	<input type="checkbox"/>
<input type="text"/>	Greece	<input type="text" value="1"/>	>> 2000 km	<input type="text"/>	790	790	<input type="checkbox"/>

2

**Management**

**Project Management**

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

describe the tasks and responsibilities of each partner organisation in the project. \*

How will you communicate and cooperate with your partners? \*

How will you monitor the progress, quality and achievement of project activities? What qualitative and quantitative indicators will you use to measure the quality of the projects results? \*

How will you give information about the involved staff, as well as the timing and frequency of the monitoring activities. \*

How will you describe your plans for handling risks which could happen during the project (e.g. delays, budget, conflicts, etc.)? \*

3

**Implementation**

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

How will you communicate and cooperate with your partners? \*

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.

# Apartado 6: Resultados del proyecto

1

Result ID	Leading Organisation	Result Title	Starting Period	Ending Period	Grant	Action
1		Resultado 1	2021-11-01	2022-10-01	31340	

[Add a Project result](#)

2

**Production of Project Results**

**Project Results Details (1)**

Result ID: 1

Result Title: Resultado 1

Result Leading Organisation:

Result Description (including: needs analysis, target groups, elements of innovation, expected impact and transferability potential):  
descripción resultado 1

Result Type:  
Services / structures - Database development

Please describe the division of work, the tasks leading to the production of the result and the applied methodology:  
descripción de la división del trabajo

Result Production Start Date (dd-mm-yyyy): 01/11/2021

Result Production End Date (dd-mm-yyyy): 01/10/2022

Result Language: Spanish

Result Media: Television

Result Participating Organisations:  
UNIVERSITEIT GENT (E10209444 - Belgium) ARISTOTELIO PANEPISTIMIO THESSALONIKIS (E10209096 - Greece)

# Apartado 6: Resultados del proyecto

3

Send 1 - Key action: KA2 - Action type: KA220-HED - Cooperation partnerships in higher education

Navigation: Production of Project Results

Project Results Budget

Please specify the staff resources which you need to produce the project results.

Result Id	Organisation	Managers	Teachers / Trainers / Researchers / Youth workers	Technicians	Administrative Staff / Volunteers	Grant	Actions
1	<input type="text"/>	0	1370	1020	0	2390	
2	<input type="text"/>	0	2140	1620	0	3760	
3	<input type="text"/>	0	1370	1020	0	2390	
<b>Total</b>		<b>0</b>	<b>17210</b>	<b>12840</b>	<b>0</b>	<b>30050</b>	

[Add a Project Result Budget](#)



# Apartado 7: Eventos Multiplicadores

BT - Module 1 - Key action: KA2 - Action type: KA22-HE01 - Cooperation partnership in higher education

Navigation < Multiplier Events

Multiplier Events

Do you plan to include multiplier events in your project? \*

Yes

Multiplier Events Summary

Event id	Leading organisation	Event Title	Starting period	Ending period	Grant	Action
1		EM1	2022-10-10	2022-10-11	3150	
					3150	

[+ Add multiplier event](#)

Grant support for multiplier events can only be asked for if the project intends to produce substantial project results. Other sharing and promotion activities will be supported via the Project Management and implementation grant.



Cooperation partnership in higher education

Multiplier Events

Multiplier Events Details

Event id: 1

Event Title: EM1

Event Leading Organisation: \*

Country of Venue: Spain

Event Description (including targets, goals and objectives): \*

description del EM1

Event Start Date (dd/mm/yyyy): \*

10/10/2022

Event End Date (dd/mm/yyyy): \*

11/10/2022

Project Funding Source: \*

Multiplier Events Budget

Event id	Organisation	Country of the Organisation	Local Participants	Foreign Participants	Participants in virtual events	Grant per Local Participant	Grant per Foreign Participant	Grant per Participant in virtual events	Grant
1		Spain	10	10	10	150	200	30	3150



## Apartado 8: Actividades de aprendizaje, enseñanza y formación

1

Learning, Teaching, Training Activities

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

Yes

Activities Summary

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

ID	Activity Title	Leading Organisation	Country of venue	Start period	N° of Participants	N° of Accompanying Persons	Total Grant	Action
C1	UTT demonstration	Spain	Spain	2023-01	2	0	900	<input checked="" type="checkbox"/>
Total								

2

2. Teaching, Training Activities

Activity Details (UTT demonstration)

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, to define the activity's lead organisation, and to list the other participating organisations. The lead organisation is 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 on the topic of external venues. The other participating organisations are all project partners who will send their participants to take part in the activity, alongside the organisation to the top of participating organisations with whom you are working for your 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 the section is to calculate the budget that the project will require for the participants' travel, individual support and other expenses. The participants are organised in groups for easier calculation. Each group and its budget are listed in the table below.

UTT: C1

Activity Title (UTT demonstration)

Activity Description (including name of participants per organisation, plus any details of the activity) \*

Description de la actividad (UTT)

Start period: 2023-01

Duration (days):

End period (YYYY-MM):

Country of venue: Spain

Participating Organisations: \*

Lead organisation (lead organisation - Region): 0

Activity Budget (UTT demonstration)

Budget Name	Start
Travel Support	900
Individual Support	340
Insurance Support	

# Apartado 8: Actividades de aprendizaje, enseñanza y formación

Learning, Teaching, Training Activities

Summary of Groups of Participants (CL, LTT demonstration)

In the following table, please define the groups of participants who will require funding for this activity. Participants who do not require funding (for example local participants) do not need to be entered in this table.

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: costs directly falling on the planned activity (persons referred to as participants) and accompanying persons. Accompanying persons include teachers or other staff traveling together with students, as well as assistants supporting participants with special needs.

Grant rates for individual support are different from grants and accompanying persons. Therefore, you need to specify the requested duration for individual support separately for the two categories of persons. The table below has the same columns for participants and accompanying persons. Therefore, you should add together all persons entering a grant. Always, please be aware that in case later on you need to modify the information about the activity (e.g. its duration or number of participants), the modification will not be automatically reflected for the different groups of participants and different budget items. Therefore, please make sure that all budget requests are correct before submitting your application.

Summary of Groups of Participants (CL, LTT demonstration)

Group ID	Inviting organisation	Type of participant	Number of participants	Number of accompanying persons	Duration of activity excluding travel	Overseas travel	Distance bands	Travel days	Total duration	Grant	Action
1	UNIVERSITY OF BRUXELLES (Belgium)	Learners	2	0	1	<input type="checkbox"/>	500 - 1000 km	1	5	100	<input checked="" type="checkbox"/>

[Add a Group](#)

Navigation

Learning, Teaching, Training Activities

Group Budgets Summary

Budget Name

Travel support (CL, LTT demonstration, 1)

Individual support (CL, LTT demonstration, 1)

Inclusion Support (CL, LTT demonstration, 1)

1

2

3

4

Travel support (CL, LTT demonstration, 1)

Group Name: 001

Distance Band: 800-1000 km

Grant Rate: 100

Number of Participants: 2

Grant per Participant: 50

Total Grant: 100

Individual support (CL, LTT demonstration, 1)

Please note that applying individual support for up to two travel days may be requested if the participants are required to travel on the day before or after the activity and three days in case of greater travel.

Type of participant: Learner

Number of Participants: 2

Duration per Participant (days): 1

Grant per Participant: 100

Total for Participants: 200

Number of Accompanying Persons: 0

Duration per Accompanying Person (days): 0

Grant per Accompanying Person: 0

Total for Accompanying Persons: 0

Total Individual Support: 200

Inclusion Support (CL, LTT demonstration, 1)

Number of participants: 0

Number of participants for inclusion support: 0

Inclusion support for organisations: 0

## Apartado 8: Actividades de aprendizaje, enseñanza y formación

NA User: ESS1  
NA User: ESS1

Submit PDF Download Form Trans

Navigation < Learning, Teaching, Training Activities

Filter 1 Expand all

- Learning, Teaching, Training Activities
  - Activities Summary
  - Activity Details (LTT demonstration)
  - Summary of Groups of Participants
    - Group 1
      - Group of Participants
        - Budget
        - Budget Summary
        - Travel Support
        - Individual Support
        - Inclusion Support
        - Background Information

Background Information

How will these learning, teaching or training activities help achieving your project objectives? <sup>1</sup>

descripción de cómo la actividad va a contribuir a la consecución de los objetivos

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.) <sup>2</sup>

¿Cómo seleccionará, preparará y apoyará a los participantes y garantizará su seguridad?

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, EDTS etc. or any national instruments identified? <sup>3</sup>

reconocimiento o validación de los resultados

# Apartado 9: Calendario

Application details

Content menu

- Context
- Participating Organisations
- Project Description
- Preparation
- Management
- Production of Project Results
- Multiple Events
- Learning, Teaching, Training Activities
- Timetable**
- Special Costs
- Followup
- Budget Summary
- Project Summary
- Annexes
- Checklist
- Sharing
- History

Navigation

Filter Expand all

- Timetable
- Other Relevant Activities in the Timetable

Timetable

Notes that transcriptional project meetings, production of project results, multiple 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.  
You can create other relevant activities that do not receive specific support but are funded by the Project Management and Implementation grant and add them to the table.

ID	Activity Type	Starting period	End of Period	Activity Title
Other Relevant Activities in the Timetable				
Do you want to add other relevant activities not yet included in the timetable and that do not receive a specific grant but can be funded by the Project Management and Implementation grant? *				
No				

Submit PDF Download Form Translated

# Apartado 10: Costes especiales

Application details

Content menu < Special Costs

- Context
- Participating Organisations
- Project Description
- Preparation
- Management
- Production of Project Results
- Multiple Events
- Learning Teaching Training Activities
- Timetable
- Special Costs**
- Portfolio
- Budget Summary
- Project Summary
- Annexes
- Checklist
- Sharing
- History

Special Costs

In this section, you may request budget for types of expenses that are funded based on their actual cost. For more detailed information on what can be supported, please consult the Programme Guide or request advice from your National Agency.

### Apoyo por inclusión

ID	Organisation	Country of the Organisation	N° of Participants eligible for real costs under Inclusion	Description and Justification	Requested Grant (EUR)	Actions
1	<input type="text"/>	Spain	<input type="text"/>	minerals	300	
Total					300	

[Add an inclusion support](#)

### Costes excepcionales

ID	Organisation	Country of the Organisation	Description and Justification	Expected real cost (100%)	Requested Grant (80%)	Actions
1	<input type="text"/>	Spain	página web	€ 5 000	4 000	
Total					4 000	

[Add an exceptional costs](#)

## Apartado 11: Seguimiento

Application details

Content menu

- Context
- Participating Organisations
- Project Description
- Preparation
- Management
- Production of Project Results
- Multiplier Events
- Learning, Teaching, Training Activities
- Timetable
- Special Costs
- Follow-up**
- Budget Summary
- Project Summary
- Annexes
- Checklist
- Sharing
- History

Follow-up

Impact

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

description impacts

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

Impacto del proyecto

How will you measure the previously mentioned impacts? \*

Sharing, Promotion and Use of the Project's Results

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

What will be the target groups of your sharing and promotion activities inside and outside your partnership? Please define in particular your target audience(s) at local/regional/national/European/international level and motivate your choice. \*

grupos objetivo

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

actividades de difusión

Who will be responsible for the sharing and promotion 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 sharing and promotion plans? \*

descripcion responsabilidades

Erasmus+ has an open access requirement for all materials developed through its projects. If your project is producing tangible project results, 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 license, please specify the reasons, extent and nature of this limitation. \*

pagina web

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

disponibilidad resultados

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

promoción

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? \*

resultados una vez finalizado el proyecto

Sostenibilidad

## Apartado 12: Resumen del presupuesto

Apartado no editable, con dos opciones de vista:

1. Resumen del presupuesto por actividad
2. Resumen del presupuesto por organización

Content menu < Navigation < Budget Summary

Filter: 1 Expand all

- Participating Organisations
- Project Description
- Preparation
- Management
- Production of Project Results
- Multiple Events
- Learning, Teaching, Training Activities
- Timetable
- Social Costs
- Follow-up
- Budget Summary**
- Project Summary
- Annexes
- Chartist
- Sharing
- History

**Budget Summary**

Project Budget Summary

Budget Items

Budget Item	Grant
Project Management and implementation	24000
Transnational Project Meetings	1335
Project Results	30050
Multiple Events	3150
Virtual Multiple Events	150
Learning, Teaching, Training Activities	958
Inclusion Support	300
Exceptional Costs	4000
Total grant	63833

Transnational Project Meetings

Meeting Id	Meeting Title	N° of Participants	Grant
1	primera reunion transnacional	3	1.335
Total		3	1.335

Project Results

Result Id	Output Title	Category Of Staff	N° of Working Days	Grant
1	Project Results Details (1)	Teachers/Trainers/Researchers	120	17210
1	Project Results Details (1)	Technicians	120	12840
Total			240	30 050

Multiple Events

Event Id	Event Title	Country of Venue	Local Participants	Foreign Participants	Virtual Participants	Grant
----------	-------------	------------------	--------------------	----------------------	----------------------	-------



## Apartado 13: Resumen del proyecto

Content menu **<** Project Summary

- ✓ Contact 0
- ✓ Participating Organisations 0
- ✓ Project Description 0
- ✓ Preparation 0
- ✓ Management 0
- ✓ Production of Project Results 0
- ✓ Multiple Events 0
- ✓ Learning Teaching Training Activities 0
- ✓ Timetable 0
- ✓ Specific Goals 0
- ✓ Follow-up 0
- ✓ Budget Summary 0
- ✓ **Project Summary** 0
- ✓ Annexes 0
- ✓ Checklist 0
- ✓ Drafting 0
- ✓ History 0

Please provide short answers to the following questions, summarising the information you have provided in the rest of the application form.  
Please use full sentences and clear language. In case your project is accepted, the provided summary will be made public by the European Commission.

**Background:** Why did you apply for this project? What are the needs you plan to address? \*

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

**Objectives:** What do you want to achieve by implementing the project? \*

Please provide a translation in English. \*

**Implementation:** What activities are you going to implement? \*

Please provide a translation in English. \*

**Results:** What project results and other outcomes do you expect your project to have? \*

Please provide a translation in English. \*

1

Proporcionamos respuestas breves a las preguntas, resumiendo la información que se ha proporcionado en el resto del formulario de solicitud

2

Utilizamos frases completas y un lenguaje claro. En caso de que el proyecto sea aceptado, la CE y las AN harán público el resumen proporcionado.

## Apartado 14: Anexos

- Content menu
- Context
  - Participating Organisations
  - Project Description
  - Preparation
  - Management
  - Production of Project Results
  - Multiplier Events
  - Learning, Teaching, Training Activities
  - Timetable
  - Special Costs
  - Follow-up
  - Budget Summary
  - Project Summary
  - Annexes**
  - Checklist
  - Sharing
  - History

### Annexes

The maximum size of a file is 15 MB and the maximum total size is 100 MB.  
The maximum number of all attachments is 100.

## 1 Declaración de honor

### Declaration on Honour

Please download the Declaration on Honour, print it, have it signed by the legal representative, and attach it here. [Download Declaration On Honour](#)

File Name	File Size (kB)	
DCH-declaration-on-honour.pdf	130	
<b>Total Size (kB)</b>	130	

[+ Add Declaration On Honour](#)

## 2 Mandatos

### Mandates

Please download the Mandates, have them signed by the legal representatives and attach them here. [DOWNLOAD MANDATES](#)  
Please ensure that mandates are valid before submitting them to the National Agency. Mandates shall be provided at the latest before the signature of the grant agreement.

File Name	File Size (kB)	
MAN-mandate_E10200444.pdf	97	
MAN-mandate_E10200098.pdf	97	
MAN-mandate_E10168003.pdf	97	
<b>Total Size (kB)</b>	292	

[+ Add Mandate](#)

## Otros documentos que estimemos relevantes

### Other Documents

Please attach any other relevant documents. Please use clear file names.  
If you have any additional questions, please contact your National Agency. You can find their contact details here

## Apartado 15: Checklist

**Content menu**

- ✓ Context ?
- ✓ Participating Organisations ?
- ✓ Project Description ?
- ✓ Preparation ?
- ✓ Management ?
- ✓ Production of Project Results ?
- ✓ Multiplier Events ?
- ✓ Learning, Teaching, Training Activities ?
- ✓ Timetable ?
- ✓ Special Costs ?
- ✓ Follow-up ?
- ✓ Budget Summary ?
- ✓ Project Summary ?
- ✓ Annexes ?
- ✓ Checklist ?

**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: ES01 - Servicio Español para la Internacionalización de la Educación (SEPIE)

Please also keep in mind the following:

Mandates of each partner to the applicant, signed by both parties, should be submitted latest before the signature of the grant agreement. 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 Organisation Registration System, here: [Organisation Registration System](#)

The grant exceeds 60 000 EUR. If the applicant organisation is not a public body or an international organisation, please do not forget to upload the necessary documents to give proof of your financial capacity in the Participant Portal (for more details, see the section 'Selection Criteria' in Part C of the Programme Guide).

### Es necesario confirmar que:





1. Se cumplen todos los criterios de elegibilidad establecidos en la guía del programa
2. Todos los campos se han completado
3. Hemos seleccionado la Agencia Nacional correcta (ES01)

## Apartado 16: Compartir el formulario

Content menu

- Context
- Participating Organisations
- Project Description
- Preparation
- Management
- Production of Project Results
- Multiplier Events
- Learning, Teaching, Training Activities
- Timetable
- Special Costs
- Follow-up
- Budget Summary
- Project Summary
- Anneves
- Checklist
- Sharing

Sharing

Active	ID	Last modification	Email	Last Name	First Name	OID	Organisation Legal Name	Permission Level	Shared By	Comment	Actions
<input type="checkbox"/>	1	11/04/2021 10:10:40						Read	nmargit		 
<input type="checkbox"/>	2	12/04/2021 11:37:14						Write	nmargit		 

Please note that your email address will be included in the notification about sharing this application!

[Save Changes](#)

[Share with a new person](#)
[Share with an associated person](#)
[Share from my contact list](#)

- Tipos de permisos:**
- lectura
  - lectura/escritura
  - lectura/escritura/envío

**Nota: La sincronización de permisos puede no ser inmediata**

## Envío del formulario

The screenshot shows the final step of the application form submission process. At the top right, there are three buttons: 'Submit', 'PDF', and 'Download Form Translat'. A yellow callout box with an arrow points to the 'Submit' button, containing the text 'Botón para el envío de nuestro formulario'. A green callout box with an arrow points to the 'PDF' button, containing the text 'Botón para la descarga del formulario como archivo en formato PDF'. Below the buttons, there is a 'left' button and a 'DRAFT' status indicator. The main content area is titled 'Checklist' and contains the following text and items:

Checklist

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

- It fulfills 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: AT01 OeAD – OeAD (Österreichische Austauschdienst)-GmbH

## Apartado 17: Historial de envíos

**Importante: No dejar el envío del formulario para el último día**

### Submission History

#### Submission History

Version	Submission time	Submitted by	Submission id	Submission status
1	2020-10-01T09:37:15.131Z	John Doe	7	Submitted
2	2020-10-01T08:52:54.793Z	John Doe	5	Failed
3	2020-10-01T08:53:23.042Z	John Doe	6	Failed

# ¡Gracias por su atención!

# sepie

SERVICIO ESPAÑOL PARA LA  
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2020

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

