



Erasmus+ és Európai Szolidaritási Testület platform

Szervezeti regisztráció és a pályázati űrlap rövid bemutatása

Bevezetés

- Központi belépési pont, minden felület egy helyen, egy belépéssel
- EU Login felhasználói fiók szükséges a belépéshez



The screenshot shows the homepage of the Erasmus+ and European Solidarity Corps portal. The header is blue with the European Commission logo on the left and a 'Home' button on the right. Below the header, there is a navigation menu with icons for HOME, ORGANISATIONS, OPPORTUNITIES, PROJECTS, SUPPORT, and RESOURCES. The main content area is white and features a welcome message: 'Welcome to Erasmus+ and European Solidarity Corps page!'. Below this, there are three sections: 'More information', 'Looking for support or have further questions?', and a footer with contact information. The text in the 'More information' section reads: 'Here you can apply for one or more of the actions supported by the Erasmus+ Programme or European Solidarity Corps and managed by the Erasmus+ National Agencies. In section "Opportunities" below, you can browse open calls by the programme and apply. Please note, that to start your application you will need to register or login with your EU Login credentials. Check our [applicant and beneficiary guides](#) for complete step-by-step guidelines.' The 'Looking for support or have further questions?' section contains: 'Do you have further questions about the Erasmus+ Programme? Get in touch with a National Agency in your country. Please check the [list of contacts](#) in the Support menu. Do you need support in applying for European Solidarity Corps? Please visit ["Contact us" page](#) on European Youth Portal.'

Navigáció az oldalon

1. Morzsamenü
2. Profil ikon
3. Nyelvválasztó ikon
4. Általános, közérdekű értesítések

Are you applying to an Erasmus+ or European Solidarity Corps National Agency and experience issues? Please contact the National Agency in your country.

1 Home

2 Register or login

3

4

5

European Commission

Erasmus+ and European Solidarity Corps

HOME

ORGANISATIONS >

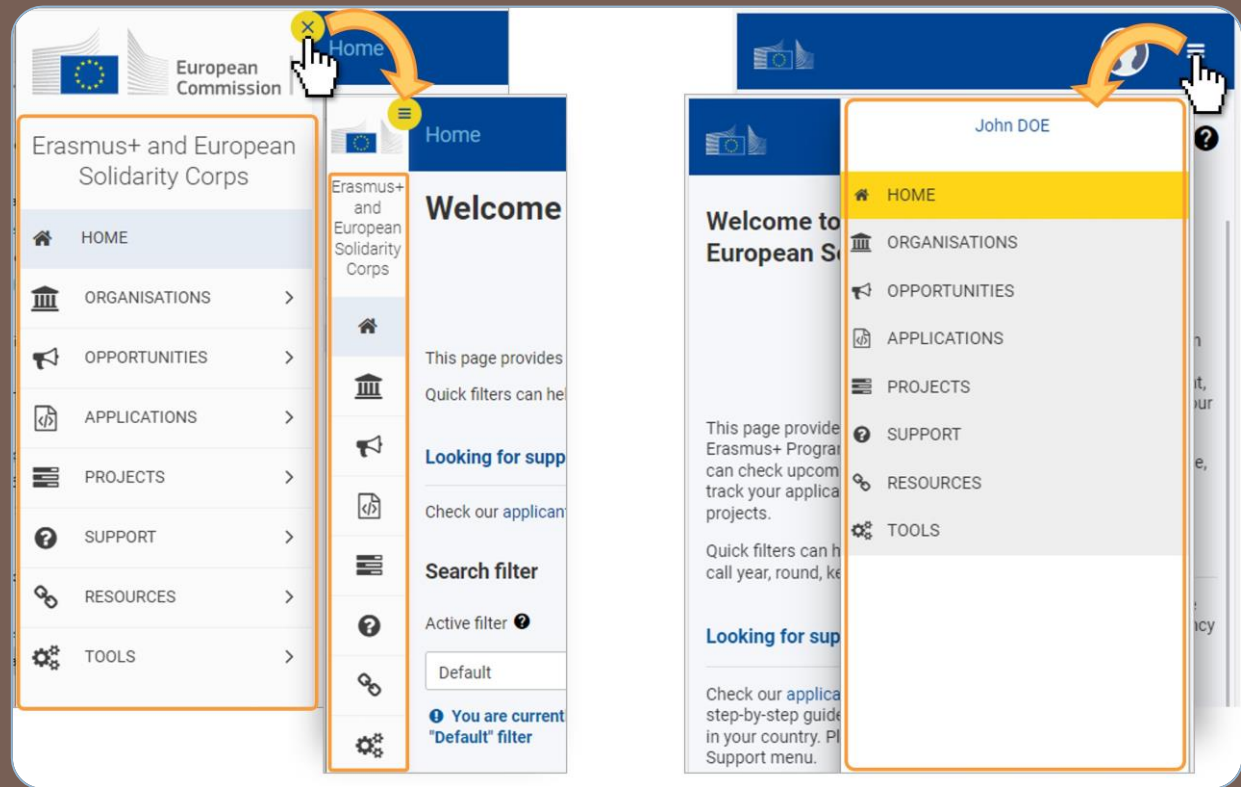
Welcome to Erasmus+ and European Solidarity Corps page! ?

Here you can apply for one or more of the actions supported by the Erasmus+ Programme or European Solidarity Corps and managed by the Erasmus+ National Agencies.

In section "Opportunities" below, you can browse open calls by the programme and apply. Please note, that to start your application you will need to register or login with your EU Login credentials. Check our [applicant and beneficiary guides](#) for complete step-by-step guidelines.

Baloldali menüsor

A Főmenü segítségével lehet navigálni a felület különböző részein.



Mindennek az origója: Kezdőlap

- Összesíti a nyitott felhívásokat
- A bejelentkezett felhasználóhoz tartozó pályázati űrlapok listázása

The screenshot shows the home page of the Erasmus+ and European Solidarity Corps platform. The page is titled "Welcome to Erasmus+ and European Solidarity Corps page!". It features a search filter section on the left, a search results section on the right, and a table of application forms at the bottom.

Search filter:

- Active filter: Default (Delete)
- Quick filters: All, Erasmus+, European Solidarity Corps
- Calls: All, 2021, 2022, 2023, 2024, 2025, 2026, 2027
- Rounds: All, 1, 2, 3
- Key actions: All Key Actions (checked), KA1, KA120-ADU - Erasmus accreditation L., KA120-SCH - Erasmus accreditation L., KA120-VET - Erasmus accreditation in..., KA121-ADU - Accredited projects for..., KA121-SCH - Accredited projects for..., KA121-VET - Accredited projects for..., KA122-ADU - Short-term projects for..., KA122-SCH - Short-term projects for..., KA122-VET - Short-term projects for..., KA130-HED - Erasmus accreditation f.

Search results:

- Active filters: Reset all
- OPPORTUNITIES: Erasmus+, European Solidarity Corps

UPCOMING DEADLINES (next 3 months):

- All dates and time in Brussels timezone
- European Solidarity Corps ESC50-QLA, Quality label decentralised, round 1 31/12/2022 12:00 See open calls

APPLICATION FORMS:

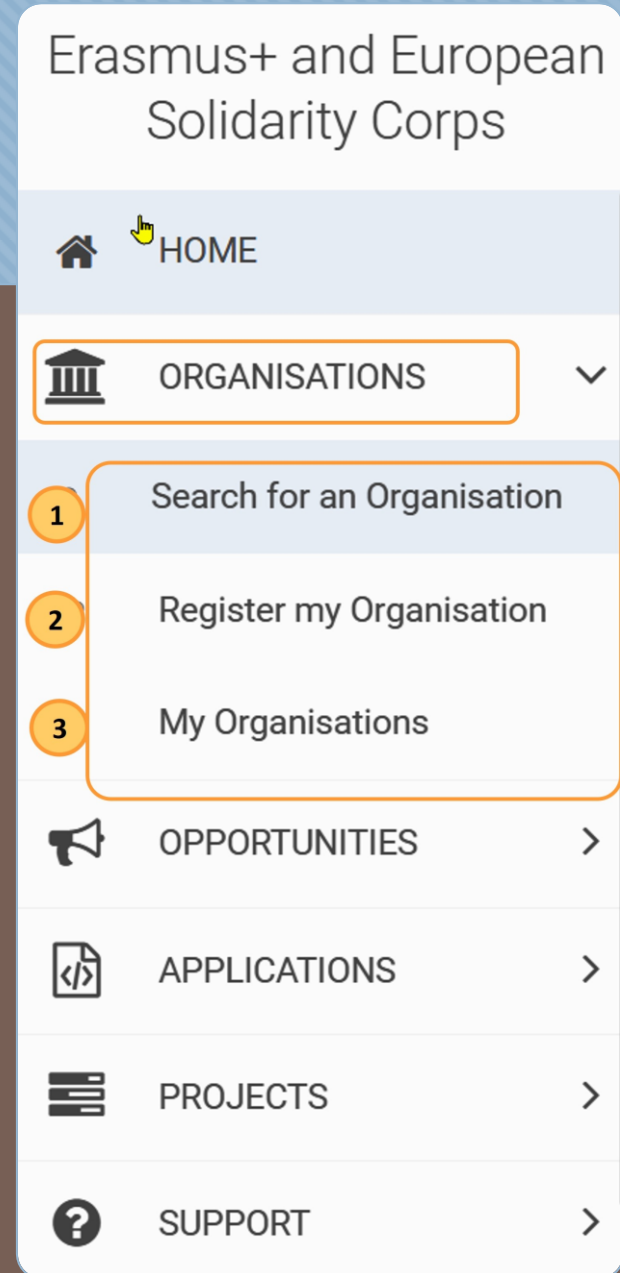
- All dates and time in Brussels timezone
- Search: Search... Search

Programme	Action type	Form ID	State	Completion	Deadline (Brussels time)	Sharing
Erasmus+	KA121-VET	KA121-VET-36AC5A9E	Deadline Expired	0%	23/02/2022 12:00	Not shared
European Solidarity Corps	ESC50-QLA	ESC50-QLA-F026F608	Draft	0%	31/12/2022 12:00	Not shared

Erasmus+ and European Solidarity Corps platform | version 1.40.0 - 2022-11-08 12:54:43 | Privacy statement

„Organisation” menüpont

- A Szervezetek Regisztrációs felülete az EESCP oldalon
- Minden szervezetnek szükséges OID azonosító
- Ha korábban nyújtottak már be pályázatot, rendelkeznek ilyen azonosítóval
- Ez a menüpont 3 almenüből áll



„Search for an organisation” almenü

- Ez az almenü bejelentkezés nélkül is elérhető
- Egyszerű kereső: már 3 karakter beírásával kereshetünk
- Összetett kereső: A találatok listájának szűkítése

The screenshot displays the 'Search for an Organisation' interface. At the top, there is a search bar with the placeholder text 'please enter a legal name, business name or a hyperlink' and a 'Search' button. Below this, the interface is split into two main sections. On the left, there is a vertical sidebar with a dropdown menu labeled 'Advanced search' and a hand icon. The main content area is divided into two panels. The top panel shows a 'Search results' section with a warning 'No organisation searched' and a 'REGISTER YOUR ORGANISATION' button. The bottom panel shows an 'Advanced search' form with fields for 'Legal name', 'Business name', 'Country', 'Website', 'PIC', 'Organisation ID', 'Registration number', 'VAT number', and 'Erasmus Charter for Higher Education Code'. To the right of the advanced search form, there is another 'Search results' section with a warning 'No organisation searched' and a 'REGISTER YOUR ORGANISATION' button. At the bottom of the interface, there are three cards: 'ORGANISATIONS' with a 'My Organisations' button, 'Erasmus+' with an 'Opportunities' button, and 'European Solidarity Corps' with an 'Opportunities' button.

„Register my organisation” almenü

- Első lépésként keressen rá, hogy van-e már a szervezetnek OID azonosítója!
- Ha keresés találatot ad, ne regisztráljanak újra
- Ha keresés nem ad találatot, kattintsanak a „Register my organisation” gombra

CHECK IF MY ORGANISATION EXISTS IN THE SYSTEM

Q X Search

> **Search results**

✖ **No organisation found**

Active filters: X
Reset all

I HAVE FOUND MY ORGANISATION

If you find your organisation, you can use the OID for the application. Please visit the [My Organisations](#) page for further options and instructions to modify your organisational data.

I COULDN'T FIND MY ORGANISATION

If, however, you cannot find your organisation in the search results, please register it by clicking here. [+ Register a new Organisation](#)

Regisztráció megkezdése és véglegesítése

- A csillaggal jelölt mezők kitöltése kötelező
- Organisation data menüben a nem csillagos mezők fontossága
- Bal oldali menüsorban a piros X zöld pipára vált, ha minden kötelező mezőt kitöltöttek
- Amíg az adott menüpontot piros X jelöli, addig nem jelennek meg a további menüpontok kérdései
- „Contact person” és „Authorised user” szerepe
- A regisztráció véglegesítésével egyedi OID azonosítót kap a szervezet

Register My Organisation

✓ Your form is complete, you can submit your organisation.

Content Menu

- ✓ Organisation data
- ✓ Legal address
- ✓ Organisation Contact Person
- ✓ Users

Users

Authorised Users

Clear contact person details

Title: Mr

First name *: John

Last name *: Doe

Department: Department

Edit My Organisation

Update

REGISTERED

Organisation ID : E10002052

Legal name : My School

Business name : School 1

PIC :

VAT number : BE123.456.789

Legal form : SOCIETE A RESPONSABILITE LIMITEE/BESLOTEN VENNOOTSCHAP BV/GESELLSCHAFT MIT BESCHRANKTER HAFTUNG GMBH

Establishment/registration country : Belgium

Last modification date : 16/12/2021 11:27:07 (Brussels time)

Last modified by : Doe John

Success

You have successfully registered your organisation.

Your new Organisation ID is:

E10002052

OK

Content Menu

- ✓ Organisation data
- ✓ Legal address
- ✓ Organisation Contact Person
- ✓ Users (1)
- ✓ Accreditations (0)
- ✓ Documents (0)

Department: Department

Dokumentumok feltöltése

- A regisztráció befejezése után válik elérhetővé
- Kattintsanak az „Add document” gombra
- Válasszák ki a sajátgépről a megfelelő dokumentumot (max. 20 MB)
- Beszédes elnevezés
- Dokumentum típusának kiválasztása a legördülő listából
- Upload gomb megnyomása

The screenshot displays the 'Edit My Organisation' web interface. On the left is a 'Content Menu' with items: Organisation data (checked), Legal address (checked), Organisation Contact Person (checked), Users (1), and Accreditations (0). The main area is titled 'Organisation data' and shows a 'Documents' section with 0 documents found. A blue '+ Add document' button is highlighted with an orange box. Below this is a text prompt: 'Please upload any relevant documents here.' A modal window titled 'Add document' is open in the foreground. It contains a file selection field with a 'Choose File' button and the text 'Registration document.pdf'. Below that is a 'Document Type' dropdown menu with 'Registration Document' selected. At the bottom right of the modal are 'Cancel' and 'Upload' buttons, with the 'Upload' button highlighted by an orange box.

Dokumentumok feltöltése, módosítások mentése

- Feltöltést követően sárga jelöléssel jelenik meg a dokumentum a felületen (típusonkénti bontás)
- Szükség van megerősítő mentésre („Update” gomb)
- „Update” gomb megnyomása nélkül olyan, mintha nem történt volna semmi

The screenshot displays the 'Edit My Organisation' interface. On the left, a 'Content Menu' lists various sections with green checkmarks, including 'Organisation data', 'Legal address', 'Organisation Contact Person', 'Users', 'Accreditations', and 'Documents'. The 'Documents' section is highlighted with a blue bar and a '1' in a circle. A yellow warning box at the top of the main content area reads: 'Your form is complete, don't forget to save your changes.' In the top right corner, a blue 'Update' button is highlighted with a yellow box. Below this, a 'Documents' section shows a search bar with '1 document(s) found [79.16 kB]' and an 'Add document' button. A modal window titled 'Success' is centered on the screen, displaying a green checkmark and the text: 'You have successfully updated organisation with ID: E10001850'. An 'OK' button is located at the bottom right of the modal. In the background, a table with columns 'Document', 'Status', and 'Actions' is partially visible, showing a row with 'last' in the 'Status' column.

„My organisations” almenü

- Csak akkor jelenik meg, ha a bejelentkezett felhasználó meghatalmazott kapcsolattartó
- A megjelenő listában a szervezet OID azonosítója hyperlink az adatok szerkesztéséhez

Legal name	Business name	Status	Country	City	Website	PIC	Organisation ID	Registration number	VAT number	Erasmus Charter for Higher Education Code
My company A/S	My firm	Registered	Denmark	hjemby			E10001916	123456789		
Name1	mycompany1	Registered	Denmark	Hovedstaden		898228634	E10001917	12345123		
My company ApS	My Company	Registered	Denmark	Hovedstaden			E10001922	123456789		

„Opportunities” menüpont

- Elérhető a Főmenün keresztül – Erasmus+ almenü kiválasztása
- Első lépés a pályázati űrlap megnyitásához

The screenshot shows the website interface for the Commission Européenne. The main navigation menu on the left includes: HOME, ORGANISATIONS, OPPORTUNITIES (with a dropdown arrow), PROJECTS, and SUPPORT. The 'OPPORTUNITIES' dropdown menu is expanded, showing three options: 1. OPPORTUNITIES (with a megaphone icon and a dropdown arrow), 2. Erasmus+, and 3. European Solidarity Corps. An orange arrow points from the 'OPPORTUNITIES' menu item in the main navigation to the expanded dropdown menu. The main content area of the page displays a welcome message and a list of opportunities, with the 'OPPORTUNITIES' menu item highlighted in blue.

Pályázati űrlap elérése


Filter by


You can filter your content but you must login to be able to apply

Status

Fields

Key Actions

 Learning Mobility of Individuals

 Partnerships for cooperation and exchanges of practices

Opportunities for Erasmus+


Filter by 1


You can filter your content but you must login to be able to apply

Status

Fields

Key Actions

 Learning Mobility of Individuals

 Partnerships for cooperation and exchanges of practices

Open Calls 2

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](#)

Erasmus accreditation in adult education (KA120-ADU)

Call 2022 | Learning Mobility of Individuals | Adult Education




Erasmus accreditation in adult education (KA120-ADU)

Erasmus accreditation is a tool for organisations that want to open up to cross-border exchange and cooperation on a continuous basis. Accredited organisations will gain easier access to Key Action 1 funding opportunities.

Erasmus accreditation in school education (KA120-SCH)

Call 2022 | Learning Mobility of Individuals | School Education



Erasmus accreditation in school education (KA120-SCH)

Erasmus accreditation is a tool for organisations that want to open up to cross-border exchange and cooperation on a continuous basis. Accredited organisations will gain easier access to Key Action 1 funding opportunities.

Erasmus accreditation in vocational education and training (KA120-VET)

Call 2022 | Learning Mobility of Individuals | Vocational Education and Training



Erasmus accreditation in vocational education and training (KA120-VET)

Erasmus accreditation is a tool for organisations that want to open up to cross-border exchange and cooperation on a continuous basis. Accredited organisations will gain easier access to Key Action 1 funding opportunities.

Pályázati űrlap elérése

- Az „Apply” gombra kattintva lehet legenerálni a kiválasztott pályázattípushoz tartozó űrlapot
- Minden létrehozott űrlap egyedi azonosítóval (FormID) rendelkezik
- Ha a kiválasztott pályázattípushoz van már létrehozott űrlap, mely még nincs benyújtva:
 - Meglévő űrlap megnyitása
 - Új űrlap létrehozása

Erasmus+ and European Solidarity Corps

HOME
ORGANISATIONS
OPPORTUNITIES
PROJECTS
SUPPORT
RESOURCES

Opportunities for Erasmus+

Filter by

You can filter your content but you must login to be able to apply

Status

All Open Upcoming

Fields

All Adult Education Vocational Education and Training School Education Higher Education Youth Sport

Key Actions

Learning Mobility of Individuals

Partnerships for cooperation and exchanges of practices

Open Calls

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](#)

Small-scale partnerships in youth (KA210-YOU)
Call 2023 | Round 1 | Partnerships for cooperation and exchanges of practices | Youth

Cooperation partnerships in youth (KA220-YOU)
Call 2023 | Round 1 | Partnerships for cooperation and exchanges of practices | Youth

Small-scale partnerships in youth (KA210-YOU)
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 for Submission: 22-03-2023 12:00:00 (Brussels time)
Remaining days: 63

Apply

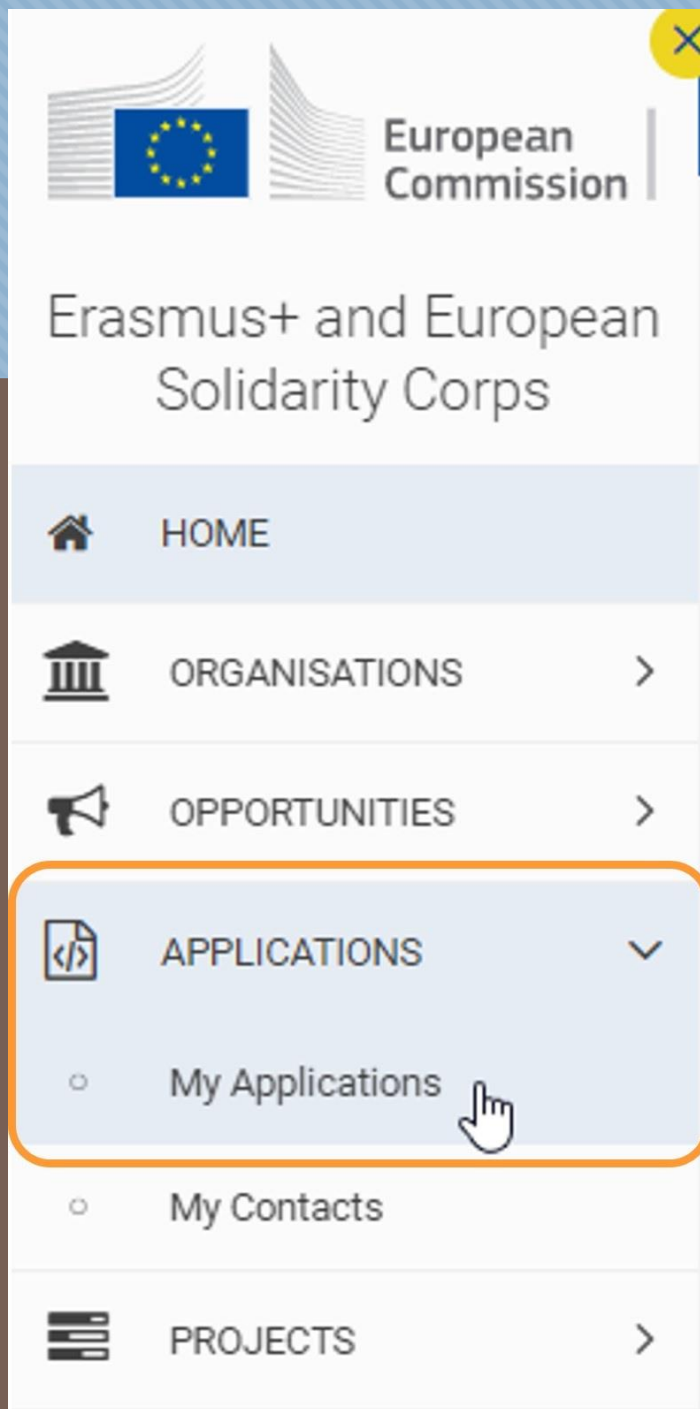
Cooperation partnerships in youth (KA220-YOU)
This action enables participating organisations to gain experience in international cooperation and to strengthen their capacities, but also to produce high-quality innovative deliverables. The primary goal of Cooperation Partnerships is to allow organisations 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 for Submission: 22-03-2023 12:00:00 (Brussels time)
Remaining days: 63

Apply

„Applications” menüpont

- A már megnyitott űrlapok innen érhetők el
- Két részből áll:
 - „My Applications”
 - „My Contacts”



„My applications” almenü

- Többféle szűrési lehetőség
- A pályázati azonosító (Form ID) hyperlinkként működik
- Az „Actions” gombra kattintva további lehetőségek érhetők el

The screenshot shows the 'My Applications' interface. At the top, there is a 'Search and filter' section with an 'Active filter' dropdown (callout 1) and a 'Delete' button. Below it, a message states 'You are currently not using any active filter' with an 'Actions' button (callout 2). A 'Quick filter' section contains a search input field. The main area displays a list of applications categorized by 'All Key Actions', 'KA1', and 'KA2'. Callout 3d points to the 'All Key Actions' header. Callout 3e points to the 'FIELD' filter section, which includes options for School, Vocational, Higher, and Youth education. Callout 3f points to the 'STATES' filter section, which includes options like SUBMITTED, DRAFT, and UNSUBMITTED. Callout 3g points to the 'OWNERSHIP' filter section, which includes options for 'Created by me' and 'Shared with me'. The interface also features 'Draft', 'Unsubmitted', and 'Submitted' status filters, each with an 'Actions' menu.

This close-up shows three 'Actions' menus. The first is for a 'DRAFT' application, with options: Edit, Delete, Submission History, and Sharing. The second is for an 'UNSUBMITTED' application, with options: Preview, Submission History, and Sharing. The third is for a 'SUBMITTED' application, with options: Preview, Reopen, Submission History, and Sharing.

„My contacts” almenü

- Közvetlenül itt is rögzíthetők névjegyek, melyeket ki lehet választani a pályázati űrlapokban, mint kapcsolattartók
- A pályázati űrlapokban megjelölt kapcsolattartók megjelennek itt
- A névjegyeket módosíthatják, törölhetik
- Törlés esetén csak a névjegylistából törlődik, a pályázati űrlapról nem

The screenshot shows the 'My Contacts' interface. The left sidebar contains a navigation menu with the following items: HOME, ORGANISATIONS, OPPORTUNITIES, APPLICATIONS (with sub-items 'My Applications' and 'My Contacts'), PROJECTS, SUPPORT, RESOURCES, and TOOLS. The 'My Contacts' item is highlighted. The main content area is titled 'My Contacts' and features a search and filter section with a search bar and a 'Status' filter (All, Complete, Incomplete). Below this, there are 14 search results, each representing a contact. Each contact entry includes a name, email address, telephone number, and applicant organization details, along with 'Complete', edit, and delete icons.

Name	Email Address	Telephone	Applicant Organisation	Legal Name	Position	Status
Maria FamilyName	mob.train7.ben@gmail.com	+491234567789	LR - Applicant organisation	E10208735	UNIVERSITATEA TEHNICA GHEORGHE ASACHI DIN IASI	Complete
Marie Pfifer-Name	mob.train5.ben@gmail.com	+35123456789	Applicant organisation	E10009582	ReAct Luxembourg	Complete
Jean Nom	gmazy7@discovery.com	+3352066128	Applicant organisation	E10000178	Ghera Tineretului	Complete
Lee NAME	lee@testLfr	+33123456789			HR	Complete
Phour Nume	mob.train4.ben@gmail.com	+32123456789	Applicant organisation	E10001331	DOM BOSCO ONDERWIJSCENTRUM	Complete
Joe Name	mob.train8.ben@gmail.com	+409876543221	LR - Applicant organisation	E10208735	UNIVERSITATEA TEHNICA GHEORGHE ASACHI DIN IASI	Complete
Jan Name	jan@test.test	+487560028415	Applicant organisation	E10001576	Chrzescijanska Sluzba Charytatywna Oddzial Swietokrzyski	Complete
Zorine Lastname	lastname@test.test	+99123456789	Applicant organisation	E10000112	Podkarpacka Fundacja "PANORAMA MOZLIWOSCI"	Complete
Diana Nume	diname.test	+49123456767	Applicant organisation	E10000178	Ghera Tineretului	Complete
Trey Nume de Familie	mob.train3.ben@gmail.com	+123456789	Applicant organisation	E10000014	Neague Isabela Alexandra	Complete

Pályázati űrlap kitöltése

1. Fejléc

- Pályázattípusra vonatkozó adatok
- Űrlap kitöltöttségi szintje
- Űrlap tulajdonosa, megosztás

2. Menüsor

- Főmenüpontok és almenüpontok
- Csak a piros jelzésű részek mutatása

3. Tartalmi rész

- A nyilak segítségével navigáció a menüpontok között
- Teljes képernyő

4. Benyújtás gomb

5. PDF gomb

The screenshot shows the 'Application form' interface. At the top right, there are 'Submit' and 'PDF' buttons (callout 4). Below them, the form ID 'KA220-YOU-92425144' is displayed (callout 1), along with program details. A '93 days left!' and 'DRAFT Not Submitted' status is shown (callout 5). On the left, a 'Content menu' is visible (callout 2) with options like 'Context', 'Participating Organisations', 'Undefined applicant organisation', 'Partner Organisations', and 'Relevance of the project'. The main form area shows 'Context' (callout 3) with fields for 'Project Title' and 'Project Title in English', both with 'Please complete...' prompts.

The diagram illustrates the transition of the 'Participating Organisations' menu item. On the left, the item is marked with a red 'X' and a dropdown arrow. A yellow arrow points to the right, where the item is now marked with a green checkmark and a dropdown arrow. Below this, a list of organizations is shown, each with a green checkmark and a dropdown arrow:

- TPF Demo TKA (E10144102 - HU)
- Partner Organisations
- Tempuska (E10175878 - SK)
- eqwreewr (E10263626 - FR)

Pályázati űrlap kitöltése

- A Kérdőjel ikonra kattintva további információk érhetők el a kitöltéssel kapcsolatban
- Automatikus mentés
- Több görgetősáv vízszintesen és párhuzamosan is
- Kötelező mezőket piros csillag jelöli
- Karakterlimit a szöveges mezőkben

Erasmus+ and European Solidarity Corps

Home > Application details

Application details

Content menu

- ✓ Context *i*
- ✓ Participating Organisations *i*
- ✓ Background *i*
- ✓ Project objectives *i*
- ✓ Activities *i*
- ✓ Quality Standards *i*
- ✓ Follow-up *i*
- ✓ Project Summary *i*
- ✓ Annexes **2** *i*
- ✓ Checklist *i*

Guidelines

Application details

Please have a look at the following information about the budget request form for KA122-SCH - Short-term projects for mobility of learners and staff in school education

- In navigation menu before each section, an information icon *i* 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.

4000

- 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.

-50

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

Close

„Sharing” menüpont

- Űrlap megosztása
 - Egy új személlyel
 - Űrlapban megjelölt kapcsolattartóval
 - „My Contacts” listában szereplő személlyel
- Megosztási szerepkör – Olvasás/Szerkesztés/Benyújtás
- Megosztás aktiválása
- Tulajdonjog átadása

The screenshot shows the 'Application details' page for 'Erasmus+ and European Solidarity Corps'. The user is 'Ben SURNAME'. A notification states: 'Form is currently being modified by mob.train2.ben@gmail.com. Only one person can edit form at the same time. You can request editing by clicking here Request editing.' A 'REQUEST EDITING' button is highlighted with a mouse cursor. Below this, a message says: 'Your priority on the form has been changed. The page will reload to reflect your new rights on the form'. A 'Handover form?' dialog is open, asking: 'Another user is asking to edit the form. Only one person can edit the form the same time so you need to leave the form to hand it over to them. If you agree, all changes which you have made will be saved before you leave. Would you like to leave the form now and hand it over to the user mob.train4.ben@gmail.com who is requesting editing?'. The dialog has two buttons: 'Keep editing' and 'Hand over the form'.

„Context” menüpont

- Projekt címe, projekt kezdete, projekt időtartama
- Nemzeti iroda kiválasztása: **HU01 Tempus Közalapítvány**
- A kitöltés nyelvének kiválasztása legördülő listából
- A projekt egyösszegű támogatás – kiválasztás a legördülő listából

Context ⓘ

Field

Youth

Project Title *

Please complete... 250

Project Title in English *

Please complete... 250

Project Acronym

Please complete... 250

Project Start Date (dd/mm/yyyy) *

01/09/2023 📅

Project total Duration (Months) *

Please select... ▾

Project End Date (dd/mm/yyyy) *

National Agency of the Applicant Organisation *

Please select on the list the National Agency of the Applicant Organisation

Language used to fill in the form *

Please select... ▾

Project lump sum *

Please select... ▾

For further details about the available Erasmus+ National Agencies, please consult the following page: [List of National Agencies](#). 📄

„Participating Organisations” menüpont

- Pályázó szervezet adatai OID azonosító alapján
- Partner szervezetek adatai OID azonosító alapján
- „Associated persons” (kapcsolattartók) megadása

First time applicant Yes No

Would you like to make any...
Please complete...

Create a Contact person

Title 250

Position 250

Last name * 250

First name * 250

Telephone *

Email Address * 250

Legal representative Primary contact person Add to my contact list

Cancel Save

Associated persons

Please complete this informati

The legal representative is the

The Primary contact person is

If needed, one person can have

Please note that information re

You need to name at

You need to include the organisation's legal representative

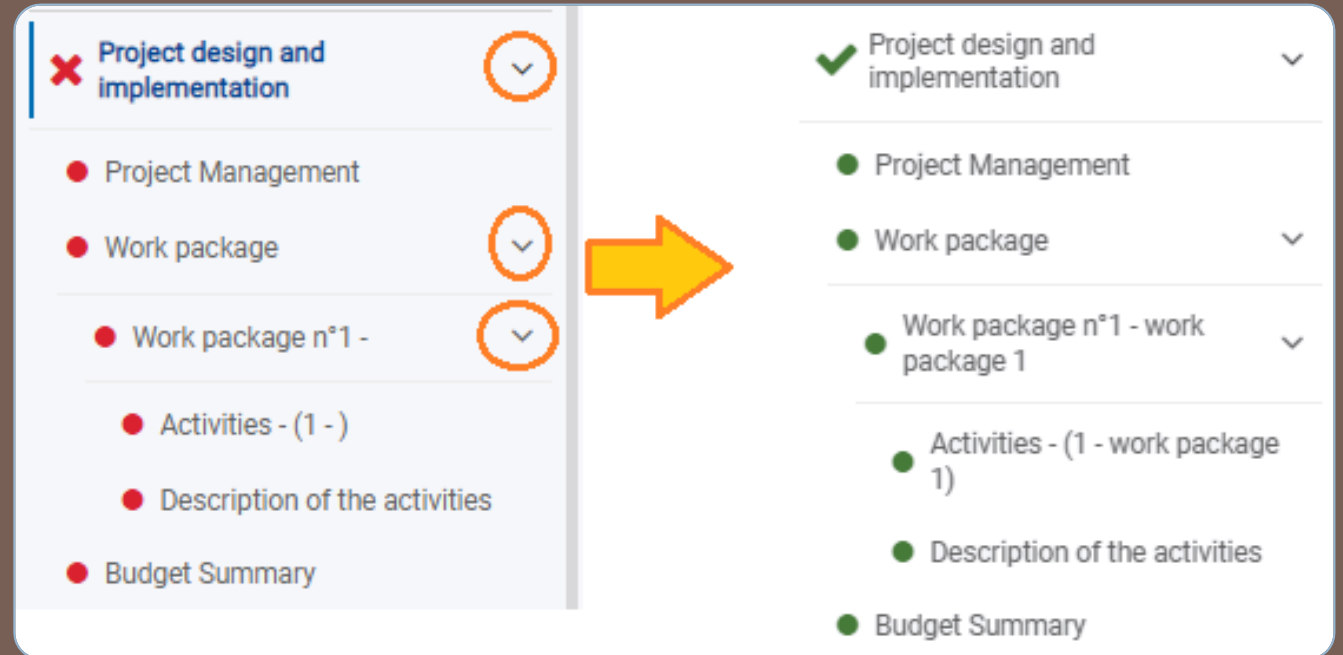
... must be a Primary Contact Person.

+ Add an associated person Search on my contact list

Project Summary Action Type Number of project applications Number of granted projects Number of project applications Number of granted projects

„Project design and implementation” menüpont

- Ez a menüpont több alrészből áll
- Több oldalsó görgetősáv is megjelenik ebben a menüben
- Alszakaszok közötti navigáláshoz nyíl ikon használata




Work package alszakasz







Project design and implementation 2 ⓘ

Work package

Please note that it is recommended to split your projects in a maximum of 5 work packages, including the one on project management.
In this section, please do not add the work package project management already included in the previous section.

List of work package Incomplete  ^

Work package found

Work package id	Title	Number of activities	Grant (EUR)	Actions
WP1	Project Management			 
WP2	<input type="text" value="Munkacsomag 1"/> <small>237</small>	1	0,00	 
WP3	<input type="text" value="Munkacsomag 2"/> <small>237</small>	1	0,00	 
Total			0,00	


[+ Add Work Package](#)

- Munkacsomag(ok) címének megadása
- További kitöltendő mezők elérése
 - Ceruza ikon
 - Navigációs menüsor
- Munkacsomag törlése

- Work package n°1 - 1. munkacsomag
- Activities - (1 - 1. munkacsomag)
- Description of the activities
- Work package n°2 - 2. munkacsomag
- Activities - (2 - 2. munkacsomag)
- Description of the activities

Work package - Activities




- Az első tevékenységhez kapcsolódó adatsor automatikusan megjelenik ebben a részben, kitöltése megkezdhető
- Törlés esetén az adott tevékenységhez tartozó összes megadott adat törlésre kerül
- Új tevékenység hozzáadása „Add activity” gombbal



Activities (Work package n°2 - Munkacsomag 1) 


In the following sections, you are asked to provide details about each activity of the work package.

You are asked to provide information about each planned activity as a whole (e.g. its venue, duration, estimated number of participants etc.), to define the activity's lead organisation, and optionally to list the other participating organisations. The lead organisation is typically the one organising the activity. The other participating organisations are all other project partners who will also take part in the particular activity. The estimated activity start and end dates can be changed during implementation.

Please specify each of the planned project activities in the table below

Venue : - Estimated start date : - Estimated end date : 2023-09-01
Leading Organisation : Incomplete   
Participating Organisations :
Amount allocated to activity (EUR) : € - Expected results :

Label	Value
Activity title *	Please complete...
Venue *	Please select...
Estimated start date *	dd/mm/yyyy 
Estimated end date *	01/09/2023 
Leading Organisation *	Please select...
Participating Organisations	Please select...
Amount allocated to activity (EUR) *	<input type="text"/> €
Expected results *	Please complete... <input type="text"/>
Total Sum of grant (EUR) : 0 €	

 + Add activity

„Budget Summary” menüpont első fele

A megadott adatok alapján automatikusan számolt támogatási összegek

Fontos az itt megjelenő adatok ellenőrzése

Az adatokon módosítani itt nem lehet

A módosítás a korábbi, kapcsolódó menüpontokban megadott információk javításával lehetséges

„Budget Summary” menüpont második fele

- A támogatás összegének elosztása a részt vevő szervezetek között
- A munkacsomagnál feltüntetett végösszeg nem haladhatja meg a munkacsomaghoz rendelt összeget
- A teljes igényelt támogatás nem lehet kevesebb, vagy több, mint a „A projekt egyösszegű támogatása” mezőben kiválasztott érték

Distribution of the grant amount among participating organisations

WP	Coordinator (EUR)	Partner 1 (EUR)	Partner 2 (EUR)	Total (EUR)
Project management	<input type="text" value="10 000"/> *	<input type="text" value="5 000"/> *	<input type="text" value="5 000"/> *	20 000
Work package n*1 - work package 1	<input type="text" value="180 000"/> *	<input type="text" value="100 000"/> *	<input type="text" value="100 000"/> *	380 000
Total (EUR)	190 000	105 000	105 000	400 000
Project lump sum (EUR)				400 000

„Annexes” menüpont

- Max. 100 db melléklet
 - 1 jogi nyilatkozat
 - 90 mandate
 - 9 egyéb
- A dokumentumok egyenként nem haladhatják meg 15 MB-ot
- Összesen 100 MB lehet a feltöltött dokumentumok mérete
- Jogi nyilatkozat feltöltése
- Megbízólevelek (Mandate) feltöltése
- Egyéb dokumentumok feltöltése

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.

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)
Total Size (kB)	0
Add Declaration On Honour	

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 should be provided at the latest before the signature of the grant agreement.

File Name	File Size (kB)
Total Size (kB)	0
Add Mandate	

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.

File Name	File Size (kB)
Total Size (kB)	0
Add Document	

Total Size (kB) 0

„Checklist” menüpont

- Miután minden mezőt kitöltöttek, nézzék át újra a megadott adatokat, információkat az ellenőrző lista mentén.
- Pipálják ki a rubrikákat

Checklist

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: HU01 - Tempus Public Foundation

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: [Organisation Registration System](#) (for more details, see the Programme Guide - "Information for applicants").


- „Submit” gomb a lap jobb oldalán fent található
 - Csak akkor válik aktívvá, ha az űrlap benyújtásra készen áll
- Fontos az ellenőrzés:
 - határidő tartása
 - kötelező melléletek feltöltése
- A „Submit” gomb megnyomása után, megjelenik egy felugró ablak, mely arról tájékoztat, hogy benyújtás sikeres volt-e.
- Mindenképpen mentsek le PDF-ben a pályázati űrlapot.
- Benyújtás után, és határidő előtt van lehetőség újraindítani a pályázati űrlapot

Pályázati űrlap benyújtása

„Submission History” menüpont

Benyújtási előzmények olvashatók ebben a részben

- Benyújtás után érdemes ellenőrizni



Itt jelenik meg, hogy mikor nyújtották be az űrlapot, hogy a benyújtás sikeres volt-e, vagy sem.

Pályázati űrlap sikertelen benyújtása

- Ha a hivatalos beadási határidőt elmulasztják, formai hibás lesz a pályázatuk.
- Ez alól egyetlen kivétel, ha be tudják bizonyítani, hogy pályázatot megpróbáltak benyújtani a hivatalos határidő előtt, de saját hibájukon kívül technikai akadályokba ütköztek (pl. bizottsági oldalon fellépő rendszerhiba miatt a beküldés technikai akadályokba ütközött).
- Ebben az esetben a Nemzeti Iroda dönthet pályázatának elfogadása mellett, ha az alábbi három feltétel teljesül:
 - Az utolsó benyújtási kísérlet dátuma és ideje a pályázati űrlap Benyújtási előzmények (Submission History) részében a hivatalos benyújtási határidő előttit jelzi.
 - A Nemzeti Irodát a (brüsszeli idő szerint megadott) határidő lejárta után 24 órán belül tájékoztatták. Ez után az időpont után pályázatok befogadására nincs lehetőség.
 - A hivatalos (brüsszeli idő szerint megadott) benyújtási határidő után 24 órán belül emailben elküldték Nemzeti Iroda részére a teljes pályázati űrlapot, a benyújtási kísérletének állapotában, tehát módosítások nélkül.

**Köszönöm szépen
a figyelmet!**

A szervezeti regisztrációval, illetve a pályázati űrlapokkal kapcsolatos részletes útmutató elérhető az Európai Bizottság oldalán:

<https://wikis.ec.europa.eu/display/NAITD/OC/Applicant+Guides+-+Submission+phase>

Elérhetőségünk: Erasmus+_IT@tpf.hu