



## **III. Información práctica acerca de la presentación de las solicitudes**

- III.1- Registrarse en el Portal del Participante**
- III.2- El impreso electrónico**
- III.3- Consejos prácticos**



# Programa Erasmus+ Deporte Presentación en línea de la solicitud

Agencia ejecutiva Educación,  
Audiovisual y Cultura (EACEA)



# III.1- Portal del participante

## ?Qué es le Portal del participante?

- El punto de entrada único para el registro de las organizaciones que quieren presentar proyectos en el marco de los siguientes programas europeos:
  - Erasmus+
  - Europa creativa
  - Europa con los ciudadanos
  - *EU Aid Volunteers*
- El punto de entrada único para los expertos que se presenten a la manifestación de interés EACEA/2013 relativa a los expertos



## Registro – organizaciones

- Cualquier organización (el solicitante y las organizaciones socias del proyecto) debe registrarse con el fin de recibir el código de identificación del participante, **el PIC (Participant Identification Code, 9 dígitos)**
- **Este trámite debe hacerse previamente a cualquier participación a una convocatoria. Sin PIC no se podrá cumplimentar el impreso electrónico**

## Registro – organizaciones

- El PIC permitirá que varios capítulos del impreso de solicitud se rellenen automáticamente
- Las organizaciones no deberán enviar o rellenar los datos de identificación con cada solicitud sino que una vez el PIC obtenido y válido, este servirá para todos los proyectos en el ámbito de los programas anteriormente mencionados
- ***Ventaja: mayor rapidez de los trámites y simplificación***

## Registro - Etapas

- Crear una cuenta individual ECAS para iniciar el registro
- Registrarse lleva alrededor de 10 minutos si ya se tiene todos los datos
- Trás el registro y la creación del PIC, los documentos se pueden colgar



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# Página del Portal del participante

<http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>

Contact | Legal Notice | English ▾

Education, Audiovisual, Culture, Citizenship and Volunteering  
Participant Portal

European Commission > Education And Formation > Participant Portal > Home

HOME ORGANISATIONS ▾ EXPERTS ▾ SUPPORT ▾ LOGIN REGISTER

### Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your [organisation](#) or expert details here. In the Organisation tab you will be able to search for registered organisations.

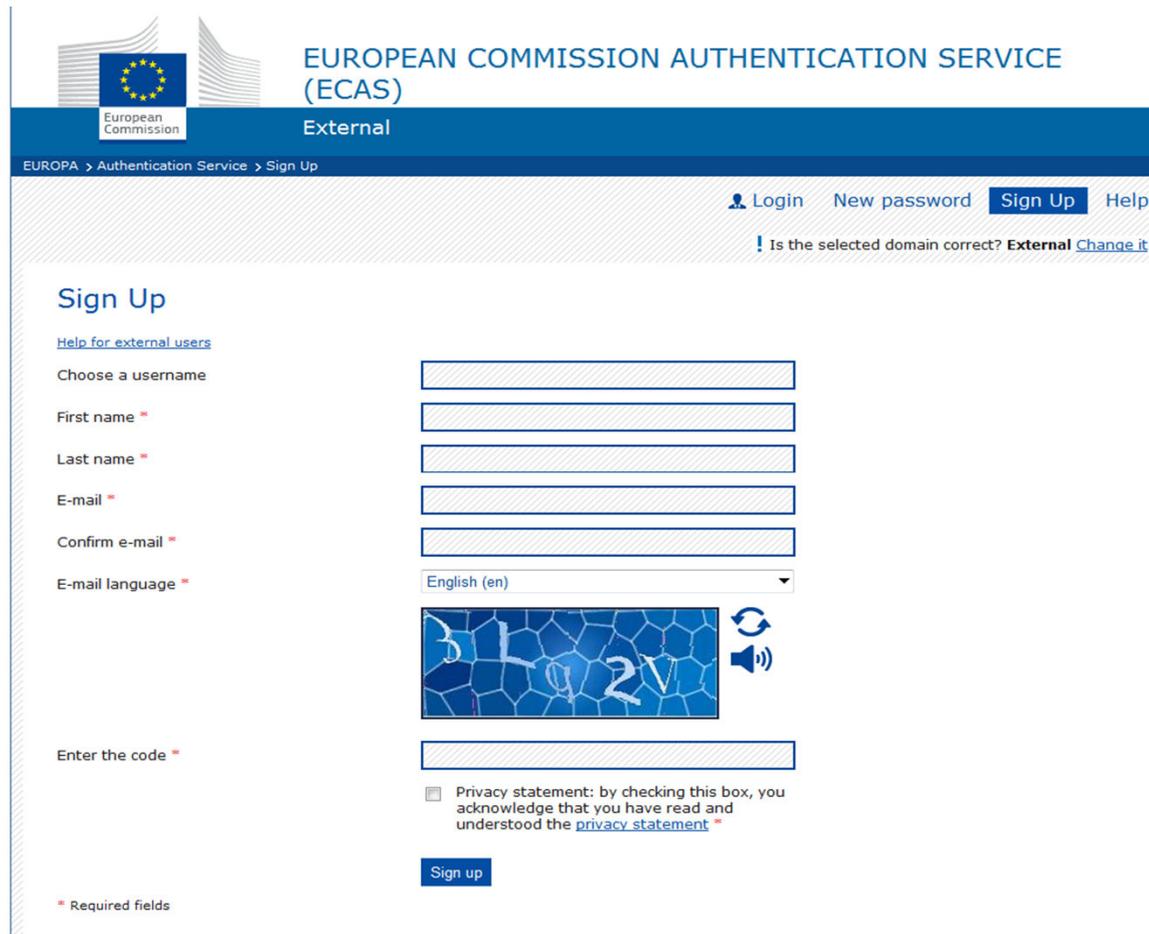
Are you a new user?

- 1** To register your organisation or expert details, you need first to have an ECAS account (European Commission Authentication Service)
- 2** If you don't have an ECAS account, you can create one by clicking [here](#) or by using the "Register" button above. Further information on ECAS accounts can be found [here](#).
- 3** Authenticate your identity using the "Login" button above and continue your registration by clicking the Organisations or Expert tabs.

Do you already have an ECAS account?

Erasmus+

# Cuenta ECAS (Servicio de autenticación de la Comisión europea)



The screenshot shows the 'Sign Up' page for the European Commission Authentication Service (ECAS) for external users. The page header includes the European Commission logo and the text 'EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS) External'. Below the header, there are navigation links for 'Login', 'New password', 'Sign Up', and 'Help'. A warning message asks if the selected domain is correct, with 'External' selected and a 'Change it' link. The main form area is titled 'Sign Up' and includes a link for 'Help for external users'. The form fields are: 'Choose a username', 'First name', 'Last name', 'E-mail', 'Confirm e-mail', and 'E-mail language' (set to English (en)). There is a CAPTCHA image with the code '3LQ2V' and a refresh button. Below the CAPTCHA is a checkbox for the 'Privacy statement' and a 'Sign up' button. A legend indicates that fields with an asterisk are required.

- Es necesario crear una cuenta individual ECAS para iniciar el registro
- Recibirán un correo electrónico cuando esté creada la cuenta
- Esta etapa todavía no es la creación del PIC, pero es imprescindible para empezar el proceso



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# Ayuda y preguntas más frecuentes

Contact | Legal Notice | English

 Education, Audiovisual, Culture, Citizenship and Volunteering  
Participant Portal

European Commission > Education & Training > Participant Portal > FAQ

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

## Frequently Asked Questions (FAQ)

The questions and answers are organised along the following categories:

- 1. Participant Portal**
  - What is the Participant Portal?
- 2. User Registration and Authentication**
  - How do I register and then log into the Participant portal?
  - Although I am certain that I am using the correct username/password combination, the system refuses to give me access. What shall I do?
  - After ECAS registration, I did not receive any email. What shall I do?
  - I tried to request to change my password by using the link in ECAS "Change password". When I filled in the username or my email address as requested, I never received the email to initialise my password.
  - I tried to request my forgotten password by using the link in ECAS "Forgotten your password". When I filled in the username or my email address as requested, I never received the email to initialise my password.
  - Why can I not log-out directly from the participant portal?
  - How can I change my email address in ECAS?
- 3. Roles**
  - What are the different roles?
  - What are my rights as a Legal Entity Appointed Representative (LEAR) or Account Administrator?
  - How can I appoint a LEAR?

Erasmus+



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# Busquedor – herramienta Search tool

Search a registered organisation and PIC

Search Term

Country of Registration -- Select the country --

City

VAT

Website   
e.g. www.mvora.com

Captcha code

- La herramienta "Search tool" permite verificar si su organización ya está registrada en la base de datos
- Por supuesto, si su organización ya existe y tiene un PIC, **no se debe crear otro nuevo PIC**
- El Portal del participante es común para varios servicios de la Comisión europea (Investigación; Erasmus+ etc.)

# Registro

European Commission > Education And Formation > Participant Portal > Register An Organisation

HOME ORGANISATIONS EXPERTS SUPPORT MATTEO SOLARO

## Register an Organisation

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

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### Organisation Registration

**Please keep the legal data of the organisation and programme related information at hand.** You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

**You can pause the registration process at any time and continue it later.** The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

[REGISTER ORGANISATION](#) [RESUME REGISTRATION](#)

### How to update your organisation data?

Modify registered data	Upload supporting documents	Modify validated data
<p><b>If the Validation Services have not started the validation of your data yet:</b></p> <p>To modify the data of your organisation, click the <b>My Organisations</b> option in the Organisations menu, then click the <b>ED button</b> next to the name of your organisation.</p>	<p><b>If the Validation Services have already started the validation process:</b></p> <p>You are able to <b>upload additional documents up to 10 MB</b>. Once uploaded, these documents may not be withdrawn or modified.</p>	<p><b>If your data has been validated by the Validation Services:</b></p> <p>Only the <b>Legal Entity Appointed Representative (LEAR)</b> (or a person with the Account Administrative role for your organisation) is authorised to request organisation data modifications and provide the supporting documents via the <b>My Organisations</b> option in the Organisations menu.</p>

- Si su organización no existe, se debe crear mediante el botón "registro" - "**Register organisation**"
- El botón abre el registro único (Unique Registration Facility-URF) -para rellenar los datos necesarios



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# Página del registro único (URF)

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

## Registration overview

The Registration Wizard will guide you through the process of registration. At the end, it will assign and display the Participant Identification Code (PIC) of your organisation.

Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly. The registration process normally takes about 5-10 minutes to complete. The current Welcome page will prompt you for some preliminary information about your organisation required to check if this organisation has already been registered, as well as to identify any existing PIC numbers of similar organisations that could potentially match your request.

Please enter the data of the organisation that you are registering. If you register on behalf of another entity, please fill in the data accordingly.

Note: To access a previous registration of yours, close this window and select the relevant PIC number from "My Organisations" > "Organisation" tab in the Participant Portal.

## Welcome

What is the Legal Name of your organisation?

What is the Country of registration?

Does your organisation have a Value Added Tax (VAT) number?  Yes  No

Does it have a Business Registration Number?  Yes  No

Does it have a website?  Yes  No



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# URF – Dirección oficial

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

### Legal address data

Enter the registered, official legal address of the organisation. If you are registering on behalf of another organisation, please provide the relevant Legal Address information for the other entity.

### Enter Legal Address information

<b>Address</b>	
Street Name and Number *	<input type="text" value="Rue Colonel Bourg 149"/>
P.O. Box	<input type="text"/>
Postal Code	<input type="text" value="1049"/>
CEDEX	<input type="text"/>
City *	<input type="text" value="Bruxelles"/>
Region/County	<input type="text" value="Arr. Admin. Bruxelles-Capitale - Ar"/>
Country *	<input type="text" value="Belgium"/>
<b>Phones</b>	
Main Phone *	<input type="text" value="+32 22222222"/>
Fax	<input type="text"/>
Secondary Phone	<input type="text"/>
<b>Internet Address</b>	
Internet web address / website	<input type="text" value="www.desk.eu"/>

\* Mandatory data

Close Save Draft Delete Draft < Back Next >

Erasmus+

# Datos de contacto de la organización

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

**Contact data**  
During this step, you are prompted to provide official contact information for communication relating to your organisation during the validation process and as a future participant. The Validation Services will use this information to contact you (or the designated Contact Person) during the process of validation of your organisation data.

**Enter contact information**

**Contact**

Title

Position in the organisation

Department

Professional E-mail \*

Gender \*  Male  Female

Last Name \*

First Name \*

**Address**  
*Use the existing Legal Person's address?*  Yes  No

Street Name and Number \*

P.O. Box

Postal Code

CEDEX (France only)

City \*

Close Save Draft Delete Draft < Back Next >

- **Los datos de contacto** son los datos generales de la organización, es decir que no están vinculados con un proyecto específico
- Se trata de la información acerca de la organización y / o previa a la validación de los datos



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# Identificación de un programa específico

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

### Programme-specific data

Thank you for completing the first step in registering your organisation.

Now you can either:

- finish your registration and receive the Participant Identification Code, or
- provide additional information relating to a Specific Programme: select a Specific Programme from the list on the right-hand side and follow the instructions in the submission form pages that will open for the specific programme (you will return to the current page when done).

### Programme-Specific Information

You can finish the first step of the registration and get a PIC or you can come back later if you saved your draft.

[Finish your registration](#)

You can also continue your registration with filling in program specific information. After filling-in, you will return here and you can finish your registration.

Programme:

- Select a Programme from the list:
- Erasmus+
- Creative Europe**
- Europe for Citizens
- EU AID Volunteers

< Back Save Draft Delete Draft Close

Erasmus+



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## Datos – programa específico – última etapa

Registration of an organisation - Windows Internet Explorer

English(en)

WELCOME ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

**EAC**  
Please select from the lists the type and scope of your organisation. If none of the options is relevant for your organisation, select 'OTHER' and add a short description of your organisation.  
Small or medium-sized enterprise (SME) is an enterprise with:  
• Less than 250 employees.  
• A balance sheet lower than 50M €.  
• A year turnover of less than 43M €.

**EAC**

Organisation type: Film Producer

Is your organisation a small/medium-sized enterprise (SME)?:  Yes  No

Organisation description: Production company specialized in TV animation series

Close < Back Save Draft Save and Return

- Cada programa presentará distintos tipos de entes
- Tras elegir uno de esos tipos de ente, el sistema volverá a la pantalla inicial, indicando "finalizar el registro" / "Finish your registration".
- El sistema enviará un correo electrónico con el número PIC a la dirección de contacto mencionada



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# Portal del participante – PIC creado

The screenshot shows the 'Participant Portal' for the 'Education, Audiovisual, Culture, Citizenship and Volunteering' program. The user is logged in as 'MATTEO SOLARO'. The 'My Organisations' menu is open, showing options like 'Register', 'My Organisations', and 'Search'. Below the menu is a legend with icons for 'View Organisations (VO)', 'Modify Organisations (MO)', 'View Proposals (OP)', 'View Roles (OR)', and 'View Profile (VP)'. A table lists 6 organizations with columns for NAME, PIC, VAT, STATUS, and ACTIONS. The first two rows are partially visible, and the last two are fully visible.

NAME	PIC	VAT	STATUS	ACTIONS
	950479139			
	950479333			
	957458386			
	950479818			
Bulgaro-Rumanska Targovsko Promishlena Palata	950405516	117611755	DECLARED	VO MO
Remming d.o.o. Cveticanin	950405225	not applicable	DECLARED	VO MO

- Todas las organizaciones creadas en ECAS, con sus respectivos PIC, estarán en el Portal. Se consultará la lengüeta "My organisation"
- Para modificar los datos de la organización y / o cargar documentos, hacer clic en "Modify Organisations (MO)"

## Portal – Datos y documentos

Update of organisation data - Mozilla Firefox

www.acceptance.ec.europa.eu https://www.acceptance.ec.europa.eu/research/participants/ur/secure/update.do?pic=950405225&source=RPP

Welcome **Matteo SOLARO**, you can edit Remming d.o.o. Cveticanin 950405225 English(en)

Messages Documents Organisation Legal Address Contact Person LEAR

**Documents**

On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file.

Important: Your updates here take immediate effect when you click the 'Submit for processing.' button.

Disclaimer: Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).

Add a new document

No documents have been submitted for this organisation yet.

To add a supporting document, click the 'Add new document' button above.

File  Browse...

Document Type

- Archive
- Balance Sheet
- Balance sheet + Profit loss accounts
- Business Plan
- Cart. Decl. Current Patrimony
- Certification Methodology
- External Auditor's Report
- FEL Form private entity
- FEL Form public entity**
- FEL form natural person
- FP7 Verification Check List
- ICM Justification
- ID Card Passport Copy
- International Treaty
- LEAR Appointment Letter
- LEAR Roles Tasks Form
- Last Income Tax
- Law/Decree Extract
- List of Debts Certified
- Low economic activity note

Description

Original Language

Choose your Framework Program  Update your data Reset filter Quit

User manual

- Los documentos oficiales (actos constitutivos, Normativa IVA, cuentas anuales, etc.), relativos a la organización se pueden colgar en el sistema
- La normativa específica de la convocatoria indicará cuales son los documentos necesarios



## **III.2-Impreso electrónico (e-form)**



European Commission

# ?Adónde? La página Internet de la EACEA

<https://eacea.ec.europa.eu/PPMT/>

Executive Agency  
Education, Audiovisual & Culture

About EACEA | Contacts | Sitemap | Search | Accessibility | Legal notice

Europa > European Commission > EACEA > Home

User Guide

## Application for funding: partner list management and application eForm creation

### IMPORTANT POINTS TO NOTE BEFORE YOU START

**PIC numbers**  
In order for an organisation to be included as a participant in a funding application, it must first have been registered in EACEA's Participant Portal and been allocated a unique Participant Identification Code (PIC). If an organisation does not have a PIC number, it will not be possible to include it in an application.  
Organisations can obtain their PIC number by registering in EACEA's Participant Portal. Click [here](#) to be directed to the Participant Portal.

**Organisation profile**  
Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please scrupulously check if any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

**One uninterrupted session**  
When you proceed with either of the options below, you must complete all of the steps involved in one continuous session. Once you have clicked on one of the buttons, it is not possible to interrupt the activity and resume it at a later time. All the steps mentioned below must be carried out in one go. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

**ECAS authentication**  
Access to the options below you is authenticated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create your account including an ECAS login username and password. After creating your account, please return to this webpage in order to continue with your chosen option.

Create a new application eForm

You will be required to complete the following steps in one session once you have clicked on the button below:

- Select the funding opportunity you are applying under.
- Select the language version of the application eForm.
- Select the organisation(s) participating in your funding application and build your list of participating organisations.
- Create the application eForm.
- Save the application eForm to your local computer or network drive.

[Create new application eForm](#)

Revise your list of participating organisations and incorporate it in your existing application eForm

If you have already created an application eForm but need to update it because of the inclusion of additional organisations or because an organisation's details have changed, please use the button below.  
Once you click on the button, you will be required to complete the following steps in one session:

- Upload your existing application eForm.
- Make the necessary revisions to your list of participating organisations.
- Create the updated version of your application eForm bearing your revised list of participating organisations.
- Save the updated application eForm to your local computer or network drive.

[Revise list of participating organisations and update application eForm](#)



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# Generar el e-Form – Elegir la convocatoria idónea

Application for funding: selection of funding opportunity

Selected funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
CREATIVE EUROPE	MEDIA	Festivals	NA	01/10/2013	02/04/2014

eForm language version  
EN

Previous step Next step

CREATIVE EUROPE Search

Show 50 entries Filter search results:

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
EACEA/XX/XXX	CREATIVE EUROPE	MEDIA	Distribution Automatic support	Automatic generation	01/10/2013	02/04/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 1 Smaller scale projects	01/06/2013	04/02/2014
CE Culture Cooperation Projects 2014	CREATIVE EUROPE	CULTURE	Cooperation measures	Category 2 Larger scale projects	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/06/2013	04/02/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Animation	01/03/2014	01/09/2014
CE Media Development 2014	CREATIVE EUROPE	MEDIA	Development Single Project Cinema/Television/Digital platform	Development Single Project Creative Documentary	01/06/2013	04/02/2014
			Development Single Project	Development Single Project Creative		

# Indicar el PIC del solicitante y seleccionar las organizaciones socias, con sus respectivos PICs

**Application for funding: selection of the participating organisation(s)**

**Applicant organisation**

**Important information!** The Applicant organisation is always listed as the **first** organisation in an application eForm. Consequently, when you create your application eForm, the Applicant Organisation selected below will **automatically** appear as the first partner in the eForm.  
Once the application eForm has been created, it is not possible to switch the role of Applicant Organisation to a different partner organisation. For this reason, it's essential to unequivocally establish the applicant organisation before creating your application eForm.

Select the Applicant Organisation: MORPHO CARDS GMBH ▾

**List of participating organisation(s)**

For each organisation participating in the application, enter the organisation's PIC number and click Add to list.  
To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:  Add to list

	PIC	Name	Country	
1	997566043	Thémis Holding	BE	<input type="checkbox"/>
2	997666438	Biofortuna Ltd	UK	<input type="checkbox"/>
3	999949333	MORPHO CARDS GMBH	DE	<input type="checkbox"/>



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# Verificar que el número de socios, los países y el tipo de ente corresponden a la normativa de la convocatoria

## Application for funding: details confirmation and application eForm creation

If the details below are complete and correct, you may proceed with the creation of your application eForm. The 'Create application eForm' button is found at the foot of this page. If any details are incorrect or missing, click on the 'Previous step' button to make the necessary changes.

### Funding opportunity and eForm language version

Programme name	Sub-programme name	Action name	Sub-action name
CREATIVE EUROPE	MEDIA	Festivals	NA
eForm language version			
EN			

### Participating organisation(s)

#### Applicant organisation

PIC	Name	Country
999949333	MORPHO CARDS GMBH	DE

#### Other participating organisation(s)

PIC	Name	Country
997566043	Thémis Holding	BE
997666438	Biofortuna Ltd	UK

Previous step

Create application eForm



# Guía técnica del usuario para generar el impreso electrónico

- [https://eacea.ec.europa.eu/sites/eacea-site/files/proposal\\_submission\\_user\\_guide\\_og\\_2014\\_v1\\_en.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/proposal_submission_user_guide_og_2014_v1_en.pdf)

## Simple Test form

This form is only for testing purposes

Instructions
1. Save this file to your local computer (filename of your choice).
2. Complete all mandatory fields (indicated by an asterisk *).
3. As you enter a repeating section details, note how they are automatically transferred to the table below it.
4. Add another repeating section using the appropriate green button and complete the fields that appear.
5. Delete the additional repeating section that you just entered using the orange delete button. It will be deleted from the form and from the list of repeating section table
6. Attach a document (xls, pdf, jpeg or jpg).
7. Click the <i>Validate form button</i> .
8. If any errors (highlighted in pink) click Go to next error button to navigate through the errors. Please correct them.
9. Click the <i>Submit this form button</i> . During the submission process, the form instigates 2 mandatory submissions - 1 before the submission and 1 after the submission. Please keep the SAME filename throughout the entire submission process. If you see a pop-up message asking if you trust the site, click the <i>Allow</i> button.
Please note
On successful submission of the test form you will see a pop-up window advising you of the test project/submission number. However, you will not receive an Acknowledgement Receipt email.
The instructions above are merely suggested steps that you may follow in order to become familiar with the functionality of the eForm. Feel free to perform more operations to reinforce your understanding of how the form works.

NB: El e-Form es un formato PDF interactivo que necesita "Adobe reader" software (min. version 9.1). Se puede descargar gratuitamente

Submission number:  
000000000

Validate form

<http://ecscs.ec.europa.eu>

Page 1 of 5

Call for Test	Form for testing purposes
Test deadline for submission	31 Dec 2014 <b>15 May 2014</b>
Title *	
Acronym *	
Language used to complete the form *	<ul style="list-style-type: none"> <li>Bulgarian</li> <li>Spanish</li> <li>Czech</li> <li>Danish</li> <li>German</li> <li>Estonian</li> <li>Greek</li> <li>English</li> <li>French</li> </ul>



El impreso electrónico existe en 3 idiomas EN, FR y Alemán **pero se puede rellenar en cualquier idioma oficial de la UE** (con la excepción del resumen). Por supuesto, el impreso debe ser comprensible para los socios del proyecto.

Submission number:  
000000000

Validate form

<http://ecscs.ec.europa.eu>

## Generar el impreso

- Cuando se haya verificado las organizaciones participantes, se hace clic en el botón "*Create application e-Form*".
- Si ciertos datos son erróneos o faltan, hacer clic en el botón "*Previous step*" para modificar los datos.

# Submission – Validación del impreso para presentación

Form version : 1.2 -Adobe Reader version : 10.104

Simple Test Form



Submit this form

000000000 Test number

*No se debe cambiar el número del impreso que se genera automáticamente cuando se hace clic en el botón "submit".*

**Para guardar el impreso electrónico: "Submit"**

*Ese número será la referencia de su solicitud.*

Submission number:  
000000000

Validate form

<http://ec.europa.eu>



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# Anexos del impreso electrónico (obligatorios)

**Attachments**

Detailed description of the project. Word document (doc, docx, odt) or PDF document(pdf). \*:

Attach a document

Declaration of Honour. PDF document only (pdf). \*:

Attach a document

Budget. Excel document only (xls,xlsx, ods). \*:

Attach a document

As the screenshot above is merely an example, your own eForm may include different document attachments from the ones displayed above.

To carry out the attach operation, click on the relevant *Attach a document* button and a window will pop up enabling you to browse, locate and select the file you wish to attach:

**Attachments**

Detailed description of the project. Word document (doc, docx, odt) or PDF document(pdf). \*:

Attach a document

Declaration of Honour. PDF document only (pdf). \*:

Attach a document

Budget. Excel document only (xls,xlsx, ods). \*:

Attach a document

Warning: JavaScript Window - Select a data file to import

Look in: Documents for grant application

Name	Date modified
Strand 1.1_BE_Bestco_ProjDesc.pdf	18/11/2013 16:52

Click on the 'Open' button to attach the selected file to your application.

Los anexos forman parte de la solicitud y son obligatorios

*La solicitud electrónica puede alcanzar como máximo 10 MB*

## Impreso electrónico - Asistencia técnica

EACEA Helpdesk	Horario
<p><b>Tel.: +32 229 90705</b></p> <p><b>E-mail:</b> <a href="mailto:eacea-helpdesk@ec.europa.eu"><u>eacea-helpdesk@ec.europa.eu</u></a></p>	<p><b>8h30 - 17h30, De lunes a jueves</b></p> <p><b>8h30 - 17h00, Viernes</b></p> <p><b>Excluyendo los días festivos en Bruselas y los de la Comisión europea</b></p> <p><b><u>Hora de Bruselas</u></b></p>



# Erasmus+ : Sport

## III.3-Consejos prácticos

EACEA

## Erasmus+: DEPORTE - Objetivos específicos

- Luchar contra las amenazas transfronterizas a la integridad del deporte, como el dopaje, los partidos amañados y la violencia, así como todos los tipos de intolerancia y discriminación
- Fomentar y respaldar la buena gobernanza en el deporte y las carreras duales de los atletas.
- Promover las actividades de voluntariado en el deporte, así como la inclusión social, la igualdad de oportunidades y la sensibilización con respecto a la importancia de las actividades físicas beneficiosas para la salud (HEPA) mediante una mayor participación en el deporte y un acceso al mismo igual para todos.



## Solicitud – documentos de apoyo

- **La guía del solicitante** (Guidelines for applicants)
- Las preguntas más frecuentes (FAQ)

Ejemplos de la convocatoria precedente

[http://eacea.ec.europa.eu/erasmus-plus/funding/sport-collaborative-partnerships-in-sport-field-and-not-for-profit-european-sport-events-eacs1113\\_en](http://eacea.ec.europa.eu/erasmus-plus/funding/sport-collaborative-partnerships-in-sport-field-and-not-for-profit-european-sport-events-eacs1113_en)

## Solicitud – errores comunes

- No utilización de los modelos específicos obligatorios
- Documentos enviados vacíos
- Plazo – Hora 12h00- Mediodía (y no medianoche)
- CET – Hora de Bruselas

## Errores comunes

- No se envía el impreso electrónico
- Solicitud enviada después de la fecha límite
- Información obligatoria no indicada
- Impreso de solicitud no válido para envío
- Problemas técnicos / informáticos comunicados posteriormente al plazo límite

## Declaración jurada- errores

- Sin firma
- Firmada por otra persona que el representante legal indicado en el impreso de solicitud
- Información obligatoria no indicada
- Importe de la subvención diferente del importe indicado en el impreso electrónico

## Presupuesto - Errores

- Presupuesto no equilibrado (costes = ingresos)
- Información incompleta
- Lagunas en la información presupuestaria (costes demasiado generales, indefinidos, sin vinculación clara con las actividades, viajes, etc.)
- Presupuestos separados por cada socio
- Incoherente con los importes indicados en el e-form

## Collaborative Partnership – errores

- Organizaciones sin ánimo de lucro / con ánimo de lucro
- Países del programa / Países asociados del mundo

[http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide\\_en.pdf](http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf)

- No confundir una organización socia del proyecto con un país asociado del mundo

## Collaborative Partnership – mistakes

- Duración, calendario y agenda diferentes en el anexo "descripción del proyecto" y en el e-form
- La composición de la asociación

## Acontecimientos deportivos europeos sin ánimo de lucro - Errores

- Exclusivamente una organización solicitante y participantes de países del programa
- El número mínimo de grupos de participantes debe ser de **3 o 12 países del programa**
- Las organizaciones que envían los grupos de participantes deben estar identificadas en el formulario electrónico

## Calidad

- 👍 **Coherente** (identificación de los problemas, grupos meta, actividades, objetivos, presupuesto, realista, experiencia y saber-hacer)
- 👍 **Simple** (problema – objetivos - actividades- presupuesto)
- 👍 **Fundamentado en hechos y conocimientos** (análisis riguroso de los problemas, estudios existentes sobre el tema)
- 👍 **Claro** (analizando los problemas y identificando las posibles soluciones)

## Calidad

- 👍 **Bien estructurado** (qué actividades, cuando, qué organizaciones, cuanto tiempo, con qué recursos)
- 👍 **Explícito** (lo que no se explica no se puede evaluar positivamente; si hay carencias de información, se considerará como una debilidad del proyecto)
- 👍 **Circunscrito** (el proyecto debe enfocar un problema específico y no pretender resolver problemas globales: "el fin de la discriminación ; "la paz mundial"...)



- Gracias por su atención

*Education, Audiovisual & Culture  
Executive Agency*

<http://eacea.ec.europa.eu/erasmus-plus/actions/sport>

[EACEA-SPORT@ec.europa.eu](mailto:EACEA-SPORT@ec.europa.eu)