



Erasmus+ Programme (ERASMUS)

Call for proposals

European Higher Education Area (EHEA)
and
National Academic Recognition Information Centres (NARIC)

ERASMUS-EDU-2024-EHEA-NARIC

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EUROPEAN EDUCATION AND CULTURE EXECUTIVE AGENCY (EACEA)

EACEA.A – Erasmus+ and EU Aid Volunteers
EACEA.A.1 - European Higher Education

CALL FOR PROPOSALS

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0. Introduction

This is a call for proposals for EU **action grants** in the field of 'Support to policy development and cooperation' under the **Erasmus+ Programme**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation 2018/1046 ([EU Financial Regulation](#))
- the basic act (Erasmus+ Regulation [2021/817](#)¹).

The call is launched in accordance with the 2024 Work Programme² and will be managed by the **European Education and Culture Executive Agency (EACEA)** ('Agency').

The call covers the following **topics**:

- **ERASMUS-EDU-2024-EHEA – European Higher Education Area (EHEA)**
- **ERASMUS-EDU-2024-NARIC – National Academic Recognition Information Centres (NARIC)**

Each application under the call must address only one of the above mentioned topics. Applicants wishing to apply for more than one topic must submit a separate proposal under each topic.

We invite you to read the **call documentation** carefully, and in particular this Call Document, the Model Grant Agreement, the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA – Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
 - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
 - timetable and available budget (sections 3 and 4)
 - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
 - criteria for financial and operational capacity and exclusion (section 7)
 - evaluation and award procedure (section 8)
 - award criteria (section 9)
 - legal and financial set-up of the Grant Agreements (section 10)
 - how to submit an application (section 11)
- the [Online Manual](#) outlines the:

¹ Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing Erasmus+: the Union Programme for education and training, youth and sport (OJ L 189, 28.5.2021, p. 1)

² Commission Implementing Decision C(2024) 1750 final of 21.3.2024 amending the Commission Implementing Decision C(2023)6157 on the financing of Erasmus+: the Union Programme for Education, Training, Youth and Sport and the adoption of the work programme for 2024

- procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')
- recommendations for the preparation of the application
- the AGA – Annotated Grant Agreement contains:
 - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc*).

You are also encouraged to visit the [Erasmus+ Project Results](#) website to consult the list of projects funded previously.

1. Background

European Higher Education Area (EHEA)

The Council Resolution on a strategic framework for European cooperation in education and training towards the European Education Area and beyond (2021-2030)³ stated the importance for Member States to continue working within the Bologna process. It emphasises that to support Member States' efforts to facilitate transformation of higher education in Europe, and to promote deeper cooperation between higher education institutions, stronger synergies between the European Education Area (EEA), the European Higher Education Area (EHEA) and European Research Area (ERA) should be ensured.

In this context, the European Commission publishes a new call to support EHEA countries to further cooperate within the Bologna process and to implement its priorities.

The Bologna process, launched with the Bologna Declaration of 1999, is nowadays implemented by 49 countries, which together define the EHEA⁴. The Bologna process is intergovernmental and relies on voluntary convergence. The Bologna Follow-Up Group (BFUG) is the executive structure overseeing and supporting the implementation of the Bologna process, with the Commission as a full voting member.

The EHEA focuses on creating the conditions necessary for successful student and staff mobility and for international academic cooperation. Working within the EHEA is underpinned by three key commitments: (1) the implementation of the three-cycle Bachelor-Master-Doctorate degree structure, (2) the recognition of qualifications in compliance with the Lisbon Recognition Convention while working towards automatic recognition in the EHEA and (3) quality assurance in compliance with the Standards and Guidelines for Quality Assurance in the EHEA.

³ Council Resolution on a strategic framework for European cooperation in education and training towards the European Education Area and beyond (2021-2030): <https://www.consilium.europa.eu/media/48584/st06289-re01-en21.pdf>

⁴ The participation of Russia and Belarus in EHEA was first suspended following the decision of the BFUG of the 11th and 12th of April 2022. The Tirana Communiqué of 2024 maintains the suspension of the rights of participation of Russia and Belarus in all structures and activities of the EHEA.

The EHEA and the EEA are mutually reinforcing. The EU's ambitious higher education initiatives under the European strategy for universities⁵, such as the European Universities alliances, the European degree, the European student card, a European Quality Assurance and Recognition System and a European framework for attractive and sustainable careers in higher education, help drive the Bologna process. Similarly, the existing tools and instruments of the Bologna process are enabling factors for the EU higher education ambitions.

The goal of the present call for project proposals is to support the implementation of the latest commitments made within the Bologna process, as expressed in the Tirana Communiqué⁶. These commitments are crucial to move forward the EHEA. In this context, the proposed projects should aim at enhancing the cooperation among national authorities, EHEA consultative members and other stakeholders in the EHEA member countries.

National Academic Recognition Information Centres (NARIC)

The NARIC network, created in 1984, is a European Commission initiative, supported by the Erasmus+ programme. Its core objective is the strengthening of academic recognition procedures across Erasmus+ programme countries.

The NARIC network cooperates closely and overlaps with the European Network of Information Centres in the European Region (ENIC), which comprises all State Parties (57 signatories, including all Member States) of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region (Lisbon Recognition Convention)⁷. While the Commission serves as the Secretariat for the NARIC network, the Council of Europe and UNESCO serve as co-Secretariats of the ENIC network. Together, these two networks are known as the ENIC-NARIC network⁸. They share a common Charter, work programme and board, and organise one joint meeting a year.

The network plays a major role in supporting the achievement of automatic recognition of qualifications and of the outcomes of learning periods abroad. This is a key priority both of the EEA⁹ and the EHEA, and crucial for the achievement of the 2018 Council Recommendation on automatic mutual recognition of higher education and upper secondary education and training qualifications and the outcomes of learning periods abroad¹⁰.

The Commission's 2023 report to the Council on the implementation of the Council Recommendation¹¹ showed uneven progress in the automatic recognition of

⁵ See COM(2022) 16 final - Commission Communication on a European strategy for universities: <https://education.ec.europa.eu/document/commission-communication-on-a-european-strategy-for-universities>

⁶ Available at: <https://ehea.info/Immagini/Tirana-Communique.pdf>

⁷ (ETS No. 165) (1997, Entry into force 1999)

⁸ More information available at: [ENIC-NARIC - gateway to recognition of qualifications](https://education.ec.europa.eu/about-eea)

⁹ More information available at: <https://education.ec.europa.eu/about-eea>

¹⁰ 2018/C 444/01

¹¹ REPORT FROM THE COMMISSION TO THE COUNCIL on the implementation of the Council Recommendation on promoting automatic mutual recognition of higher education and upper secondary education and training qualifications and the outcomes of learning periods abroad (COM/2023/91 final)

qualifications. The Conclusions adopted by the Council on 16 May 2023¹² reaffirm the commitment of Member States to making automatic mutual recognition a reality and calls on Member States for more ambitious actions, especially in upper secondary education and training.

The achievement of automatic recognition is essential for the achievement of the priorities within the European Strategy for Universities¹³, in particular for the development of a European degree¹⁴ and the development of a European Quality Assurance and Recognition System¹⁵, both outlined in the European Commission's higher education package published in March 2024, as well as for the continued roll-out of the European Universities initiative¹⁶.

The Commission's proposal for a European quality assurance and recognition system in higher education recognises the link between automatic recognition and quality assurance and invites Member States and higher education institutions to simplify and improve their procedures. It recognises that the European degree will depend on strong quality assurance and automatic recognition. In the area of automatic recognition, it includes invitations to develop and/or strengthen evaluation and data collection in automatic recognition; capacity building and networking in ENIC-NARIC centres; the provision of information and guidance on automatic recognition; and links between those working in quality assurance and recognition.

In November 2023, the Commission adopted a skills and talent mobility package¹⁷. Among its main objectives, it aims to boost information on recognition procedures and comparability of qualifications. It announced that the Commission will encourage and support Member States to develop databases on the comparability of third-country qualifications and to ensure these databases' interoperability. For relevant qualifications, which would primarily be academic, databases should be able to generate a statement of comparability free of charge, and where possible indicate procedures for recognising the qualification.

The Communication also sets out that Member States could explore whether – with Commission support – the role of NARIC centres could cover VET. This could pave the way for statements of comparability regarding EU and third-country VET qualifications, as well as for academic qualifications.

The package also included a Commission Recommendation which addressed measures to Member States to simplify recognition of qualifications of third-country nationals in cases of academic recognition, for the purposes of access to regulated professions, and for labour migration, where relevant.

Part of the talent mobility package was a proposal for a Council Recommendation on supporting learning mobility, which was adopted by the Council in May 2024. It encourages Member States to make learning mobility an integral part of all education and training strands and includes new EU-level targets by 2030 in higher education, in

¹² (2023/C 185/10)

¹³ COM (2022) 16 final

¹⁴ COM (2024) 144 final

¹⁵ COM (2024) 147 final

¹⁶ More information available at: [European Universities initiative - European Education Area \(europa.eu\)](https://ec.europa.eu/european-universities-initiative)

¹⁷ https://ec.europa.eu/commission/presscorner/detail/en/ip_23_5740

vocational education and training and on inclusive mobility. The Council Recommendation stresses the importance of full automatic mutual recognition of qualifications and the outcomes of learning periods abroad.

2. Objectives – Themes and priorities – Activities that can be funded – Expected impact

European Higher Education Area (EHEA)

Objectives

This action aims to foster the collaborative engagement of EHEA national authorities, EHEA consultative members, higher education institutions and, in general, all relevant stakeholders in bottom-up activities to address the gaps identified in the Bologna Process Implementation Report 2024¹⁸, or to achieve the priorities of the Tirana Communiqué¹⁹. In general, the proposed projects should support the implementation of the Bologna process, as well as its commitments, which are crucial for the further evolution of the EHEA.

Themes and priorities (scope)

In line with the Tirana Communiqué, adopted in May 2024 at the Ministerial Conference of the European Higher Education Area, this action will support projects working on one or more of the themes and priorities outlined in the Communiqué. These may cover, among others, support for: implementation of key commitments; setting up a long-term, independent, internationally staffed secretariat; the future-proof development of Bologna tools; the working structures established by the BFUG.

Activities that can be funded (scope)

The activities, which can be eligible for funding, concern two types of projects. However, each submitted proposal can cover only one type of projects. Applicants are requested to mention inside their Application Form part B (under section 1.1 - Relevance – Background and general objectives) the type of project they are applying for.

Type 1 – Transnational cooperation projects

- Support actions to implement the work plan of the working structures established under the Bologna Follow-Up Group in the form of peer groups, advisory groups and working groups;
- Transnational peer support activities targeting any of the current member countries of the EHEA. These activities (peer learning, peer counselling, peer review etc.), should involve both national authorities and national stakeholders (higher education institutions, academics, students etc.) and where relevant consultative members of the EHEA;
- Countries that have sufficiently implemented a particular key commitment, or a specific part thereof, may deliver peer-to-peer support to other countries that

¹⁸ Available at: [The European Higher Education Area in 2024: Bologna Process Implementation Report \(europa.eu\)](https://ehea.info/en/2024/05/2024-bologna-process-implementation-report/)

¹⁹ More information available at: [European Higher Education Area and Bologna Process. \(ehea.info\)](https://ehea.info/en/2024/05/tirana-communication/)

want to better implement reforms related to that commitment. They may review and comment upon the policies in the countries currently facing implementation challenges and help them to draw up plans on how to overcome these challenges;

- Countries that have not yet fully implemented the key commitments may review the way the peers have implemented a key commitment-related reform including its impact. They should develop a publishable action plan, in line with the Tirana Communiqué, and be ready to discuss the actions that they will undertake to step up and fulfil the implementation process.

Other activities based on the cooperation of national authorities and relevant stakeholders can be, for example:

- Assistance to drafting legislation, or actions plans (i.e. on the tools of the EHEA to support implementation at national/regional/institutional level);
- Development of monitoring and relevant tools for instance based on digital instruments;
- Conferences, seminars or workshops in particular with the purpose to build a shared ownership and commitment between national authorities and stakeholders;
- Study visits and follow-up studies, analyses and dissemination material;
- Legal and administrative support (i.e. support for the design and implementation of a long-term secretariat).

Type 2 – Technical and administrative support

Provide professional support for the BFUG and its working structures by operating the BFUG Secretariat in accordance with the Terms of Reference agreed with the BFUG. It includes, among others, activities to:

- Provide administrative and operational support for the BFUG and its Board - including planning meetings, taking minutes, and sharing the minutes withing the agreed deadline;
- Assist the BFUG and its Board in the follow-up work – including planning of activities and following up on the BFUG decisions;
- Support all Working Groups, Advisory Groups and other structures, and on demand, preparing the draft reports;
- Carry out any special tasks concerning the implementation of the work programme of the European Higher Education Area;
- Assist with communication and knowledge sharing activities within the EHEA in line with the final report from the Task Force on Enhancing Knowledge Sharing in the EHEA Community.
- Maintain, review and update the European Higher Education Area website and archives;
- Act as an external and internal contact point for the European Higher Education Area;
- Share important messages with members and stakeholders;
- Prepare background discussion documents upon request (liaising with relevant authors as appropriate);
- Provide representation at external events upon request of the organisers;
- Support the preparation for the upcoming Ministerial Conference and the Global Policy Forum in cooperation with the host countries, under the supervision of the BFUG, which is responsible for the agenda of the Ministerial Conference.

Expected impact

- More innovative, interconnected and inclusive EHEA;
- more even implementation of reforms, especially related to the flexible implementation of the three key commitments of the Bologna process, promotion and protection of fundamental values, enhancement of the sustainable development goals and strengthening the social dimension on higher education;
- improved application of EHEA tools enhancing automatic recognition, quality, transparency and trust, supporting mobility and internationalisation;
- enhanced cooperation between national authorities, EHEA consultative members and stakeholders in the implementation of reforms to facilitate deeper cooperation between higher education institutions within the European Higher Education Area;
- increased capacity to support the shift to student-centred learning in higher education institutions;
- improved synergies between the EHEA, the higher education dimensions of the European Education Area and the European Research Area;
- More professional, independent and efficient support of the work of the BFUG and its working structures;
- Enhanced knowledge about the EHEA among stakeholders and the public.

National Academic Recognition Information Centres (NARIC)

Objectives

This action aims to support NARICs in implementing the key EU and EHEA commitments in the area of recognition, in particular automatic mutual recognition and fair recognition practices for the qualifications of third-country nationals. They should aim to address the gaps identified in the Commission's report to the Council on the implementation of the 2018 Council Recommendation on automatic mutual recognition of higher education and upper secondary education and training qualifications and the outcomes of learning periods abroad²⁰, as well as the Bologna Process Implementation Report 2024²¹, and full implementation of the Lisbon Recognition Convention.

Themes and priorities (scope)

The action will support projects working on the following themes and priorities:

- Higher Education - Reaching automatic recognition:

- Supporting the achievement of automatic recognition of academic qualifications;
- Transparent and fair recognition of qualifications of third-country nationals.²²

²⁰ 2018/C 444/01

²¹ [The European higher education area in 2024 - Publications Office of the EU \(europa.eu\)](https://european-council.europa.eu/media/en/press-communications/infographic/infographic_higher_education_2024.pdf)

²² In line with Commission Recommendation [C (2023) 7700 final]

- Upper Secondary Education and Training (General School Education / Vocational Education and Training)

- Supporting the automatic recognition of qualifications;
- Transparent and fair recognition of qualifications of third-country nationals.²³

- Improving coordination and networking among the centres;

- Supporting capacity building activities for NARIC centres, including extension of competencies for VET qualifications.

Activities that can be funded (scope)

The activities that can be eligible for funding concern four types of projects. However, each submitted proposal can cover only one type of projects. Applicants are requested to mention inside their Application Form part B (under 1.1 section - Relevance – Background and general objectives) the type of project they are applying for.

Type 1 – Transnational cooperation projects: Achieving fair and transparent recognition procedures, especially automatic recognition (Higher Education and Upper Secondary Education and Training – School Education / VET)

Relevant activities included in this category of projects:

- Common guidelines and tools;
- Development of online and digital tools and learning material;
- Exploring the possibilities and challenges of artificial intelligence for credential evaluation and recognition;
- Countering diploma and accreditation mills, fraudulent qualifications and academic cheating services;
- Adaptation and use of existing EU tools including European Digital Credentials for Learning and European Qualifications Framework (e.g. for comparability statements);
- Development of interoperable databases on the comparability of qualifications, including third-country qualifications. Databases should be able to generate a statement of comparability free of charge, and where possible indicate procedures for recognition of qualification. To ensure interoperability, databases should follow the standards of the European Learning Model;
- Training seminars, conferences and meetings (online, physical and hybrid);
- Peer-learning activities; mobile taskforces with focus on specific issues;
- Working groups on medium- and long-term issues and prospects;
- Studies, research activities and reports;
- Information and dissemination seminars, promotion and other activities;
- Staff mobility;
- Information provision on VET qualifications.

²³ In line with Commission Recommendation [C (2023) 7700 final]

Type 2 – Capacity building of the centres of the NARIC Network

This type of project will support the capacity building of one centre of the NARIC network that has been less active in cooperation projects to implement automatic recognition, to build competences in the upper secondary education and training school education and VET fields where appropriate.

Relevant activities included in this category of projects:

- Training seminars, conferences and meetings (online, physical and hybrid)
- Peer-learning activities
- Mobile taskforces with focus on specific issues
- Studies, research activities and reports
- Information and dissemination seminars, promotion and other activities
- Staff mobility

Type 3 - Annual joint ENIC-NARIC network meetings

Hosting the annual joint ENIC-NARIC networks meeting in 2026 and 2027

The action will support two NARIC centres in the organisation of the two Joint ENIC-NARIC annual meetings (one in 2026 and one in 2027).

The annual ENIC-NARIC networks meetings will bring together over 120 participants from the ENIC-NARIC networks in 2026 and 2027, respectively. They are hosted and organised by one of the NARIC centres (different each year), decided by the ENIC Bureau and the NARIC Advisory Board (EB/NAB). The meetings may include a two-day meeting programme, a presentation of the higher education system of the organising country, and preparatory meetings (EB/NAB and ELCORE).

Relevant activities include:

- Hosting of the events (venue, catering, reception, social programme strictly related to the meeting objectives);
- IT tools and digital coverage of the events (enabling hybrid meetings, recording, transmission of the event in social media, video, electronic voting).

Type 4 - “Technical Support Team” - Technical support and assistance to the ENIC Bureau (EB), the NARIC Advisory Board (NAB), to ELCORE and to the ENIC-NARIC Co-Secretariats

The Technical Support Team will be at the service and under the guidance of the EB/NAB, ELCORE and the ENIC-NARIC Co-Secretariats in the facilitation of new network activities that are in line with the priorities of the current call for proposals (topic 2) and with the new recognition initiatives. It will be responsible for developing training activities and regular upgrading and maintaining of the website of the network.

The Technical Support Team is not involved in any strategic decisions or policymaking, as this remains a competency of the EB/NAB, ELCORE and Secretariats. It will be in regular contact with the EB/NAB and will participate in the EB/NAB and in the ELCORE meetings. The work of the Technical Support Team will be guided by the EB/NAB, ELCORE and Secretariats and it will report on its work regularly at the EB/NAB and ELCORE meetings. At the first EB/NAB and ELCORE meeting after the establishment of the Technical Support Team, the Team should agree with EB/NAB, ELCORE and the

Secretariats on the working methods, as well as on the annual work plan of the Team. The Technical Support Team will be accountable to the Commission through the grant agreement established with EACEA.

Once every year, the work of the Technical Support Team is internally evaluated by the EB/NAB and the Secretariats. The EB/NAB and ELCORE may propose adjustments of the work plan and working methods of the Technical Support Team within the limits of the grant agreement with EACEA. The selected NARIC responsible for the management of the Technical Support Team will share with EACEA and the Commission the result of the evaluation. The continuation of the work of the Technical Support Team will be decided based on the assessment of EB/NAB and the Secretariats.

Relevant activities of the Technical Support Team should include:

- Supporting the EB/NAB to build on the results of different ENIC-NARIC initiatives (project results etc.) to make these sustainable and widely used by the different centres, not only by those that were partners in the projects. It includes, among others, dissemination, keeping track of implementation – by collecting information, on the basis of which the EB/NAB may formulate suggestions and encourage future action;
- Maintenance and regular update of the ENIC-NARIC website so that it better reflects the priorities of NARICs and the objectives of the Council Recommendation on automatic recognition and the overall objectives of the ENIC-NARIC network (action foreseen may include elaborating a new concept and appropriate architecture for the website, creating a new visual identity, graphic layout, a new restricted area, new databases and other services);
- Developing (in cooperation with and under the strategic guidance of EB/NAB) web-based training activities for the ENIC-NARIC network and for credential evaluators at education institutes, disseminate and regularly update it;
- Updating of tools that facilitate the work and communication among ENIC/NARIC centres;
- Organising and hosting trainings, workshops and events to support the network, and improve recognition practice;
- Providing administrative and logistic support for the organisation of online training courses;
- Ensuring the daily management and maintenance of the revamped website;
- Gathering, organising and disseminating information about recognition (projects, databases, events, etc.);
- Disseminating of the results of relevant NARIC projects financed so far in the framework of Erasmus+;
- Supporting under the guidance of the EB/NAB, ELCORE and Secretariats the organisation of the ENIC-NARIC Annual joint meeting and of the Annual NARIC meeting. This will imply also preparation of documents, minutes taking, logistics arrangements.

Expected impact

Projects funded under topic 2 are expected to generate impact at several levels:

- More consistent implementation of automatic recognition of qualifications, including micro-credentials, as an essential element of the European Education Area and the European Strategy for Universities;
- Improved links between quality assurance and recognition and fewer obstacles to the recognition of joint degrees;
- Broader application of automatic recognition of upper secondary qualifications including user- friendly online information service of upper secondary qualifications as well as extension of NARIC capacity and role to upper secondary education and training;
- Better equipped NARICs for designing and applying automatic recognition practices;
- More effective use of digital technologies, including artificial technology, to promote and improve automatic recognition practices;
- Improved cooperation between ENIC-NARIC centres on tools and working methods;
- Improved links and dialogue with policy-makers, higher education institutions and relevant stakeholders for accelerating automatic recognition;
- Smoother recognition of third-country qualifications, through a more even application of the Lisbon Recognition Convention, the UNESCO Global Convention of recognition of qualifications and the recognition of qualifications of refugees.

3. Available budget

The estimated available call budget is **EUR 9 000 000**.

Specific budget information per topic can be found in the table below:

Topic	Topic budget
1 — European Higher Education Area	6 000 000 EUR
2 — National Academic Recognition Information Centres	3 000 000 EUR

We reserve the right not to award all available funds or to redistribute them between the call priorities (from topic 1 to topic 2 and vice versa), depending on the proposals received and the results of the evaluation.

4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	19 September 2024
<u>Deadline for submission:</u>	<u>18 December 2024 – 17:00:00 CET</u> (Brussels)
Evaluation:	January – March 2025 (indicative)
Information on evaluation results:	End of June 2025 (indicative)
GA signature:	September 2025 (indicative)

5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the: Topic page in the [Search Funding & Tenders](#) section. Paper submissions are NOT possible.

Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠️ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- Application Form Part A — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- Application Form Part B — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- Part C — contains additional project data and the project’s contribution to EU programme key performance indicators (*to be filled in directly online*)
- **mandatory annexes and supporting documents** (*templates available to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*):
 - detailed budget table
 - CVs (standard) of core project team
 - activity reports of last year: not applicable
 - list of previous projects (key projects for the last 4 years) (*template available in Part B*)
 - Designation letter (applicable only for topic 1, where needed, as specified in section 6)


Please be aware that since the detailed budget table serves as the basis for fixing the lump sums for the grants (and since lump sums must be reliable proxies for the actual costs of a project), the costs you include **MUST** comply with the basic eligibility conditions for EU actual cost grants (see [AGA – Annotated Grant Agreement, art 6](#)). This is particularly important for purchases and subcontracting, which must comply with best value for money (or if appropriate the lowest price) and be free of any conflict of interests. If the budget table contains ineligible costs, the grant may be reduced (even later on during the project implementation or after their end).

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **70 pages**. Evaluators will not consider any additional pages.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#)

6. Eligibility

Applications will only be considered eligible if their content corresponds wholly (or at least in part) to the topic description for which they are submitted.

[Eligible participants \(eligible countries\)](#)

European Higher Education Area (EHEA)

Eligible applicants (beneficiaries and affiliated entities, if applicable)	In order to be eligible, applicants must be public or private legal entities working on the implementation of the Bologna Ministerial Communiqués and Bologna process priorities established in one of the eligible countries, i.e.: <ul style="list-style-type: none">o EU Member States²⁴ and third countries associated²⁵ to the Programme;
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²⁴ Belgium, Bulgaria, Czechia, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden

²⁵ Norway, Iceland, Liechtenstein, Republic of North Macedonia, Republic of Türkiye and Republic of Serbia

	<ul style="list-style-type: none"> ○ Third countries not associated to the Programme which are part of the European Higher Education Area²⁶. <p>For higher education institutions (HEIs) established in Erasmus+ Programme Countries: be holders of the ECHE certificate (Erasmus Charter for Higher Education)</p>
<p>Eligible Coordinators</p>	<p>Among the entities described above, only the following organisations can be coordinators:</p> <ul style="list-style-type: none"> - National authorities, delegated bodies by national authorities in EU Member States and third countries associated to the programme, working on the implementation of the Bologna Ministerial Communiqués and Bologna process priorities²⁷; - official organisations established directly as a result of the Bologna Process²⁸; - European organisations represented in the European Higher Education Area (Bologna process) as consultative members²⁹.

²⁶ Albania, Andorra, Armenia, Azerbaijan, Belarus (suspended), Bosnia and Herzegovina, Georgia, Holy See, Kazakhstan, Moldova, Montenegro, Russian Federation (suspended), San Marino, Switzerland, United Kingdom, Ukraine

²⁷ In this respect, a designation letter must be signed by national authorities in EU Member States and third countries associated to the programme that wish to designate other bodies, working on the implementation of the Bologna Ministerial Communiqués and Bologna process priorities, to apply as coordinator. This designation letter must be uploaded as annex in the submission system (see section 5).

²⁸ European Quality Assurance Register for Higher Education (EQAR)

²⁹ Business Europe, Council of Europe, Education International, European Association for Quality Assurance in Higher Education (ENQA), European Students' Union (ESU), European University Association (EUA), European Association of Institutions in Higher Education (EURASHE), United Nations Educational, Scientific and Cultural Organization (UNESCO)

National Academic Recognition Information Centres (NARIC)

<p>Eligible applicants (beneficiaries and affiliated entities, if applicable)</p>	<p>In order to be eligible, applicants must be public or private legal entities, representing:</p> <ul style="list-style-type: none"> - the European Network of Information in the European Region (ENIC)³⁰ or the National Academic Recognition Information Centres (NARIC)³¹ in all eligible countries where they are located; - Organisations established in EU Member States and third countries associated to the Programme contributing to the promotion and implementation of fair, transparent or automatic recognition, including of upper secondary education and training qualifications – general school education and VET, for example Quality Assurance Agencies.
<p>Eligible Coordinators</p>	<p>NARIC centres</p>

For both topics, beneficiaries and affiliated entities must register in the [Participant Register](#) – before submitting the proposal – and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

³⁰ The ENIC Network encompasses the following countries:

Albania, Andorra, Armenia, Australia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Holy See, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, Netherlands, New Zealand, North Macedonia, Norway, Poland, Portugal, Romania, Russian Federation, San Marino, Serbia, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, Turkmenistan, Türkiye, Ukraine, United Kingdom, USA.

In line with the EU restrictive measures under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU), organisations from Belarus and the Russian Federation shall be excluded from participation in this action.

³¹ The NARIC network encompasses the following countries:

- European Union Member States: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden; and

- Countries associated to the Erasmus+ programme: Norway, Iceland, Liechtenstein, Republic of North Macedonia, Republic of Türkiye and Republic of Serbia

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc (*see section 13*).


Specific cases

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons³².

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'³³.  Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations for participation in the programme (*see list of participating countries above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature and if the association covers the call (i.e. is retroactive and covers both the part of the programme and the year when the call was launched).

EU restrictive measures — Special rules apply for certain entities (*e.g. entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*³⁴). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).



For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Consortium composition

Proposals must be submitted in line with the following conditions:

European Higher Education Area (EHEA)

- Type 1 (transnational cooperation projects): Minimum two eligible entities from two eligible countries;
- Type 2 (technical and administrative support): Eligible entity(ies) from the

³² See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

³³ For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

³⁴ Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

countries hosting the Secretariat as accepted by the BFUG meeting XC of 11-12 April 2024 and approved by the Tirana Ministerial Conference.

National Academic Recognition Information Centres (NARIC)

- Type 1 (transnational cooperation projects): Minimum three NARIC centres;
- Type 2 (capacity building): It may involve only one NARIC centre;
- Type 3 (joint ENIC-NARIC annual meetings): One NARIC centre for the organisation of each ENIC-NARIC Annual Meeting (in 2026 and 2027), as decided by the ENIC Bureau and the NARIC Advisory Board (EB/NAB);
- Type 4 (technical support team): minimum two NARIC centres.

Eligible activities

Eligible activities are the ones set out in section "Activities that can be funded (scope)" above.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Projects must comply with EU policy interests and priorities (*such as environment, social, security, industrial and trade policy, etc*).

Financial support to third parties is not allowed.

Geographic location (target countries)

Proposals must relate to activities taking place in EHEA member countries (*see above*).

Duration

European Higher Education Area (EHEA): Depending on the type of project, projects should normally last 24 or 36 months.

National Academic Recognition Information Centres (NARIC): All types of projects should normally last 24 months.

Extensions are possible, if duly justified and through an amendment.

7. Financial and operational capacity and exclusion

Financial capacity

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit*

and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all coordinators, except:

- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- public legal entities, and institutions and organisations in the fields of education and training, youth and sport that have received over 50% of their annual revenue from public sources over the last two years
- if the project requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
 - an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
 - prefinancing paid in instalments
 - (one or more) prefinancing guarantees (*see below, section 10*)
- or
- propose no prefinancing
 - request that you are replaced or, if needed, reject the entire proposal.



For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Quality' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their operational capacity via the following information:

- profiles (qualifications and experience) of the staff responsible for managing and implementing the project
- description of the consortium participants
- list of previous projects (key projects for the last 4 years; *template available in*

Part B).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate³⁵:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct³⁶ (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant.
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant.
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant.
- guilty of irregularities within the meaning of Article 1(2) of EU Regulation [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant.
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant.

Applicants will also be rejected if it turns out that³⁷:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information

³⁵ See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

³⁶ Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

³⁷ See Article 141 EU Financial Regulation [2018/1046](#).

- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

8. Evaluation and award procedure

Proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).


An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated (for each topic) against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores. The evaluation committee reserves the right to ensure that all types of projects (as detailed further above) under each topic are funded.

For proposals with the same score (within a topic or budget envelope) a **priority order** will be determined according to the following approach:

Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

- 1) Projects focusing on a theme that is not otherwise covered by higher ranked projects will be considered to have the highest priority;
- 2) The *ex aequo* proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'. When these scores are equal, priority will be based on their scores for the criterion 'Impact';
- 3) If this does not allow to determine the priority, a further prioritisation can be done by considering the overall project portfolio and the creation of positive synergies between projects, or other factors related to the objectives of the call. These factors will be documented in the panel report;
- 4) After that, the remainder of the available call budget will be used to fund projects across the different topics in order to ensure a balanced spread of the geographical and thematic coverage and while respecting to the maximum possible extent the order of merit based on the evaluation of the award criteria.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

 No commitment for funding — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

Grant preparation will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

9. Award criteria

The **award criteria** for this call are as follows:

1.Relevance (maximum 30 points)	
<p>Consistency</p> <p>Innovation</p> <p>EU added value</p> <p>EU values</p>	<p>The extent to which the proposal:</p> <ul style="list-style-type: none"> • addresses the objectives, thematic areas and priorities of the call and the topic chosen; • describes goals that are clearly defined, realistic and which address issues/challenges/gaps faced by the participating organisations and target groups; • delivers an adequate needs analysis; • considers state-of-the-art methods and techniques and leads to innovative results and solutions in general, or for the geographical context in which the project will be implemented (e.g. content; outputs produced, working methods applied, organisations involved or targeted); • brings added value at EU level, through results that would not be achieved at country level alone and with the potential of transferring results to other countries not involved in the project; brings outcomes that have the potential to feed into relevant EU policy agendas; • is relevant for the respect and promotion of shared EU values, such as respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, as well as fighting any sort of discrimination.
2. Quality (maximum 40 points)	
<p>Project design and implementation (maximum 20 points)</p> <p>Methodology</p>	<p>The extent to which the proposal:</p> <ul style="list-style-type: none"> • describes adequately the methodology (including a coherent and comprehensive set of appropriate activities) to meet the identified needs and lead to the expected results;

<p>Coherence</p> <p>Work plan</p> <p>Management</p> <p>Budget</p> <p>Evaluation</p>	<ul style="list-style-type: none"> • ensures consistency between project objectives, methodology, activities and planned budget; • provides a clear and feasible work plan (including work packages, tasks, deliverables, milestones, and resources, within defined timelines) in order to achieve the objectives - and which foresees appropriate phases for preparation, implementation, monitoring, evaluation, dissemination and exploitation; • provides a sound project management plan with adequate resources allocated to the different tasks (timelines, organisation, tasks and responsibilities are well defined and realistic); • demonstrates cost effectiveness and value for money; • provides financial management arrangements that ensure coherence between tasks, roles and financial resources allocated to partners; • describes specific measures for monitoring the project processes and deliverables (quality assurance) and defines a clear set of Key Performance Indicators with a relevant timeline for their assessment; • identifies potential risks in project implementation and a mitigating action plan.
<p>Partnership and cooperation arrangements <i>(maximum 20 points)</i></p> <p>Configuration</p> <p>Commitment</p> <p>Cooperation</p>	<p>The extent to which the proposal:</p> <ul style="list-style-type: none"> • demonstrates the pertinence and complementarity of the consortium/team members in terms of skills, expertise and experience needed for ensuring full achievement of the project's objectives; • describes the commitment and full involvement of each participating organisation/team, corresponding to its capacities and specific area of expertise; • provides effective cooperation arrangements for ensuring coordination, decision-making, communication and conflict resolution between the participating organisations/team members and any other relevant stakeholders.
<p>3.Impact (maximum 30 points)</p>	
<p>Dissemination</p>	<p>The extent to which the proposal:</p> <ul style="list-style-type: none"> • includes a clear awareness raising, dissemination and communication strategy for reaching out to the

Exploitation	<p>relevant target groups, as well as to the general stakeholders and the public during the lifetime of the project; This strategy includes plans for making any produced materials accessible through open licenses;</p> <ul style="list-style-type: none"> • defines outcomes that have the potential to support long-term changes, improvements, or developments for the benefit of the target groups and systems concerned, through an exploitation approach that is clearly described; • describes the potential for mainstreaming the expected results; • defines the expected impact for the identified target groups, as well as appropriate measures for ensuring that the impact can be achieved and evaluated; • includes appropriate measures and resources to ensure that the results and benefits can be sustained beyond the project lifetime.
Impact	
Sustainability	

Award criteria	Minimum pass score	Maximum score
Relevance	16	30
Quality – Project design and implementation	11	20
Quality – Partnership and cooperation arrangements	11	20
Impact	16	30
Overall (pass) scores	60	100

Maximum points: 100 points.

Individual thresholds per criterion: 16/30, 11/20, 11/20 and 16/30 points.

Overall threshold: 60 points.

Proposals that pass the individual thresholds AND the overall threshold will be considered for funding – within the limits of the available budget (i.e. up to the budget ceiling). Other proposals will be rejected.

10. Legal and financial set-up of the Grant Agreements

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. A retroactive starting date can be granted exceptionally for duly justified reasons but never earlier than the proposal submission date.

Project duration: *see section 6 above*.

Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budget (maximum grant amount):

European Higher Education Area (EHEA)

- Maximum EUR 500 000 per project (Type 1 – Transnational cooperation projects, indicative number of projects to be funded: 10)
- Maximum EUR 750 000 per project (Type 2 – Technical and administrative support, number of projects to be funded: 1)

National Academic Recognition Information Centres (NARIC)

- Maximum EUR 300 000 per project (Type 1 – Transnational cooperation projects, indicative number of projects to be funded: 6)
- Maximum 100 000 EUR per project (Type 2 - Capacity Building, indicative number of projects to be funded: 4)
- Maximum EUR 100 000 per project (Type 3 - Annual ENIC-NARIC meetings, number of projects to be funded: 2)
- Maximum EUR 500 000 per project (Type 4 - Technical Support Team, number of projects to be funded: 1)

The grant awarded may be lower than the amount requested.

The grant will be a lump sum grant. This means that it will reimburse a fixed amount, based on a lump sum or financing not linked to costs. The amount will be fixed by the granting authority on the basis of the estimated project budget and a funding rate of **90%**.

Budget categories and cost eligibility rules

The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).



Budget categories for this call:

- Lump sum contributions³⁸

Specific cost eligibility rules for this call:

- the lump sum amount must be calculated in accordance with the methodology set out in the lump sum decision and using the detailed budget table/calculator provided (if any)
- the lump sum calculation should respect the following conditions:
 - for lump sums based on estimated project budgets: the estimated budget must comply with the basic eligibility conditions for EU actual cost grants (see [AGA – Annotated Grant Agreement, art 6](#))
 - for lump sums based on estimated project budgets: costs for financial support to third parties: not allowed

Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally **70%** of the maximum grant amount; exceptionally less or no prefinancing). The prefinancing will be paid 30 days from entry into force/financial guarantee (if required) – whichever is the latest.

There will be no interim payments.

Payment of the balance: At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.



Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us – in line with the conditions set out in the Grant Agreement (see *art 22*).

Please also note that you are responsible for keeping records on all the work done.

³⁸ [Decision](#) of 24 March 2021 authorising the use of lump sum contributions and unit contributions under the Erasmus+ Programme 2021-2027.

Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are normally requested from the coordinator, for the consortium. They must be provided during grant preparation, in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement (*art 23*).

Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is one of the following:

- limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*
 - unconditional joint and several liability — *each beneficiary up to the maximum grant amount for the action*
- or
- individual financial responsibility — *each beneficiary only for their own debts*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5)*:

- rights of use on results: Yes
- access to results for policy purposes: Yes
- access rights to ensure continuity and interoperability obligations: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5)*:

- additional communication and dissemination activities: Yes

Specific rules for carrying out the action: *see Model Grant Agreement (art 18 and Annex 5)*:

- EU restrictive measures: Yes

Other specificities

n/a

Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).



For more information, see [AGA – Annotated Grant Agreement](#).

11. How to submit an application

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) create a user account and register your organisation

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EU Login account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) submit the proposal

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 3 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Part C containing additional project data. To be filled in directly online.
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (see section 4). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

Guidance on the use of generative AI tools for the preparation of the proposal

When considering the use of generative artificial intelligence (AI) tools for the preparation of the proposal, it is imperative to exercise caution and careful consideration. The AI-generated content should be thoroughly reviewed and validated by the applicants to ensure its appropriateness and accuracy, as well as its compliance with intellectual property regulations. Applicants are fully responsible for the content of the proposal (even those parts produced by the AI tool) and must be transparent in disclosing which AI tools were used and how they were utilised.

Specifically, applicants are required to:

- Verify the accuracy, validity, and appropriateness of the content and any citations generated by the AI tool and correct any errors or inconsistencies.
- Provide a list of sources used to generate content and citations, including those generated by the AI tool.

Double-check citations to ensure they are accurate and properly referenced.

- Be conscious of the potential for plagiarism where the AI tool may have reproduced substantial text from other sources. Check the original sources to be sure you are not plagiarizing someone else's work.
- Acknowledge the limitations of the AI tool in the proposal preparation, including the potential for bias, errors, and gaps in knowledge.

12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions in open calls)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

Contact

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address:

EACEA-EHEA-NARIC@ec.europa.eu

Please indicate clearly the reference of the call and topic to which your question relates (*see cover page*).

13. Important

IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems. The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.
- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights

and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).

- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.
- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (e.g. own contributions, income generated by the action, financial contributions from third parties, etc). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No cumulation of funding/no double funding** — It is strictly prohibited to cumulate funding from the EU budget (except under 'EU Synergies actions'). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared under two EU grants. If you would like to nonetheless benefit from different EU funding opportunities, projects must be designed as different actions, clearly delineated and separated for each grant (without overlaps).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see AGA — Annotated Grant Agreement, art 6.2.E).
- **Multiple proposals** — Applicants may submit more than one proposal for different projects under the same call (and be awarded funding for them).

Organisations may participate in several proposals.

BUT: if there are several proposals for very similar projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw the others (or they will be rejected).

- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be rejected. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see section 12).
- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with Regulation [2018/1725](#). It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).