



# Erasmus+ Programme

## Capacity Building in the field of Higher Education

**Capacity-Building Projects** are transnational cooperation projects based on **multilateral partnerships** primarily between **higher education** institutions (HEIs) from Programme and more than 150 eligible Partner Countries. The **33 Programme Countries** contributing financially to ERASMUS+ are the EU Member States + Turkey, Iceland, Liechtenstein, Norway, Former Yugoslav Republic of Macedonia.

**Capacity-Building Projects** are **aimed** at using HEI as a vector **to deliver the knowledge requirements for economic development** through job creation, better governance, increased entrepreneurship and mobility, and a stronger civil society. Enhancing **management, governance and innovation capacities**, and the **internationalisation** of HEIs as well as **modernising education systems** is one of the expected impacts of the programme together with regional and cross regional cooperation.

There are two types of projects aiming to impact the higher education institutions (**Joint Projects**) and/or education systems (**Structural Projects**). Furthermore for a limited number of successful projects there is also funding foreseen for a specific mobility strand.

The project proposals must clearly address the national/regional priorities defined for the Partner Countries (see on the EACEA website: [http://eacea.ec.europa.eu/erasmus-plus/funding/key-action-2-capacity-building-in-field-higher-education-2015\\_en](http://eacea.ec.europa.eu/erasmus-plus/funding/key-action-2-capacity-building-in-field-higher-education-2015_en)).

## I. How and what do I submit?

### Before starting your application:

1. Applicants must have an ECAS (European Commission Authentication Service) account. If you already have an ECAS account, you may use this, if not, create an ECAS account.

### You are now ready to start the application process:

2. Each organisation involved in your project must register in the Participants' portal and receive a Participant Identification Code (PIC). The PIC will be requested in the application form. To access the Participants' portal, you will need your ECAS username and password.

[eacea.ec.europa.eu/erasmus-plus\\_en](http://eacea.ec.europa.eu/erasmus-plus_en)

Given that each applicant organisation should use only one PIC code, please first check with your legal representative's office whether such a PIC number has already been created for your organisation. If this is the case, you may use this PIC code to create your electronic application form.

3. Create your **official electronic application form**, also called the **eForm**. Use the official application package and the correct application form for the **Capacity Building in the Field of Higher Education** programme action.
4. Fill in the **eForm**. Do not forget also to **complete and attach** to the eForm **the four (3) mandatory annexes**

**eForm**: project data – parts A, B, C

+ **compulsory** annexes:

- ✓ **Detailed project description** (Word doc) – parts D, E, F, G, H, I, J
- ✓ **Budget tables** (Excel doc)
- ✓ **Declaration of Honour+ Mandates** (in one single PDF doc)

5. Once you have completed the eForm and attached the annexes, **validate the eForm**. This triggers an automatic check that informs you if your application package is complete. If this is the case, you can **submit it online**.
6. When you have submitted your application online, the applicant organisation should receive a **confirmation email and reference number**.

## II. Application form - structure & contents

### **eForm (PDF Adobe document)**

- A. Identification of the applicant and other partners
- B. Description of the project (summary information)
- C. Specific information related to CBHE

### **1. Detailed project description (Word doc. Attached to eForm)**

- D. Quality of the project team and the cooperation arrangements
- E. Project characteristics and relevance
- F. Quality of the project design and implementation
- G. Impact, dissemination and exploitation, sustainability; LFM; Workplan
- H. Work packages
- I. Special Mobility Strand (where applicable)
- J. Other EU Grants

### **2. Budget tables** (Excel doc)

### **3. Declaration of Honour+ Mandates** (in one single PDF doc)

Applicants have to submit their grant application **on-line** to EACEA by **10 February at 12:00 (midday Brussels time)** for projects starting on 15 October of the same year.

