



Erasmus+ program – A pályázati űrlap rövid bemutatása

Pribil-Kövesdy Döníz

Informatikai koordinátor

https://hibabejelento.tpf.hu/

2025. január 23.



Központi felületről minden

- ✓ Egységes belépési pont EESCP felület
- ✓ EU login regisztráció szükséges ügyfélkapus rendszerhez hasonló – szervezeti (központi) e-mail cím javasolt
- A felület mindig a böngésző inkognitó módjában legyen megnyitva



Belépés EU Login-nal

- ✓ Belépéshez elegendő az e-mail cím és a jelszó
- ✓ Lehetőség van a jelszómódosításra
- ✓ Alapértelmezett autentikáció ellenőrzése belépés előtt

	Welcome
	Erasmus+_IT@tpf.hu (External)
5	on in with a different email address?
Password	1
1	
Lost your	password?
Choose y	our verification method
ତ୍ୟ	Security Key or Trusted Platform Use a security key or frusted platform to admenticate with EU Login.







Organisations menüpont

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



My Organisations almenüpont



- ✓ Csak akkor jelenik meg, ha a bejelentkezett felhasználó meghatalmazott kapcsolattartó (authorised user)
- ✓ A megjelenő listában a szervezet neve hyperlink az adatok szerkesztéséhez

Eras	smus+ and European	My Organisations @			
Solidarity Corps		Looking for support or have further questions?			
Â		Check our applicant and beneficiary guides for complete step-by-step guidelines. In case you can't find an organisation or the results are different than what you expected, please contact your Erasmo	us+/E	European Solidarity Corps	National
0	Search for an Organisation	Agency for support. The list of contacts can be found here [2] for Erasmus+ National Agencies and here [2] for Europ	ean S	Solidarity Corps National A	gencies.
0	Register my Organisation	Number of Organisations 1 items found		Sort By	¢
0	My Organisations		۹	Search the results	Search
	OPPORTUNITIES >	TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS			
Ø	APPLICATIONS >	Business name : TEST ORGANISATION PLEASE DO NOT USE FOR REAL APPLICATIONS - Country : Belgium - City : Bruxelles - Website : http://www.website.com		Waiting For Na C	Certification
	PROJECTS >	organisation to . E10247394 - Registration number : 1231231234 - VAT number : BE1231231236			

Opportunities menüpont



✓ Elérhető a Főmenün keresztül – Erasmus+ almenü kiválasztása

✓ Első lépés a pályázati űrlap megnyitásához





Pályázati űrlap létrehozása

- ✓ A szűrési feltételeknél kattintsanak a releváns szektor elnevezésre
- A "Pályázat megnyitása" gombra kattintva lehet legenerálni a kiválasztott pályázattípushoz tartozó űrlapot
- Minden létrehozott űrlap egyedi azonosítóval (FormID) rendelkezik





Applications menüpont





- ✓ A már létrehozott űrlapok a Pályázatok menüpontból érhetők el
- Ezen belül a My Applications (Pályázataim) menüpontra kell kattintani
- Az űrlap azonosítószáma linkként funkcionál kattintva az űrlap megnyitásra kerül

5	\sim	Search results 1 results found State 1 Image: Comparison of the second sec
15 n.		Selected criteria: All programmes 2025 (All Rounds) (KA210-SCH (KA2
1 I	_	Form ID : KA210-SCH-14ACC20E Programme : Erasmus+ - Call : 2025 - Round : Round 1 - Action type : Small-scale partnerships in school 41 days left Not submitted Completion: 0 % Actions :
	>	▼

Pályázati űrlap kitöltése

- ✓ Fejléc
 - Pályázattípusra vonatkozó adatok
 - Űrlap kitöltöttségi szintje
 - Űrlap tulajdonosa, megosztás
- ✓ Menüsor
 - Főmenüpontok és almenüpontok
 - Csak a piros jelzésű részek mutatása

- 🗸 Tartalmi rész
 - A nyilak segítségével navigáció a menüpontok között
- ✓ Benyújtás gomb
- ✓ PDF gomb

Application - Form ID: k	KA210-SCH-14ACC20E	> Submit 🔁 PDF
Programme : Erasmus+ - Call : 2025 R	ound 1 - Action type : Small-scale partnerships in school education (KA210-SCH)	41 days left Not Submitted Completion: 0%
	Open more information V	
Content menu	< 🙁 Context 🥝	(\rightarrow)
All Red marks	Field	
Context	School Education	
Priorities and Topics	Project Title *	(566)
Project description	Please complete	230
😢 Participating Organisati ② 🎝	Project Title in English *	[250]



Content menu	<
All Red marks	
✓ Context	
 Priorities and Topics 	
 Project description 	
✓ Participating Organisatio… ④ ∨	
✓ Activities 5)
 Budget Summary 	
 Impact and Follow-up 	
 Project Summary 	
✓ Annexes ④)
✓ Checklist	
Submission History)

Alapadatok menüpont



×	Context 💡		(\rightarrow) (\times)
3	Select language	×	Döniz PRIBIL-KÖVESDY NA Administrator, HU01
	Language change confirmation	on	ΝΟΙ
1	Would you like to switch the	e language of the questions and other parts	s of the application form to the same language that you are using to fill in the form?
			No Yes
Γ	Hrvatski (hr)	Italiano (it)	→ 🖾 d/mm/yyyy)*
	Latviešu valoda (lv)	Lietuvių kalba (lt)	
	Magyar (hu)	Malti (mt)	fill in the form *
	Nederlands (nl)	Polski (pl)	
	Português (pt)	Română (ro)	250
	Slovenčina (sk)	Slovenščina (sl)	
	Suomi (fi)	S Project lump sum *	
p	Non-EU Languages	Please select Please select 30000 60000	yr N

Prioritások és témák menüpont



✓ Válasszák ki a legördülő lista elemeiből a pályázathoz illeszkedő prioritást/prioritásokat, témákat

Priorities and Topics 0	\Leftrightarrow \Rightarrow \times
All project proposals under the Erasmus+ Programme should contribute to one or more of the programme's policy priorities.	
Please select the most relevant priority according to the objectives of your project. *	
Please select priority	~
The field is mandatory.	
If relevant, please select up to two additional priorities according to the objectives of your project.	
Please select priorities	
Please select up to three topics addressed by your project. *	
Please select on the list up to three topics addressed by your project	
The field is mandatory.	



✓ Szöveges mezők kitöltése ✓ Karakterlimit figyelése Project description (\mathbf{a}) (\leftarrow) (\mathbf{X}) What are the concrete objectives you would like to achieve and 'outcomes or results you would like to realise'? How are these objectives linked to the priorities you have selected? * 3000 Please complete... Please outline the target groups of your project and describe their identified needs * 3000 Please complete... Please describe the motivation for your project and explain why it should be funded * 3000 Please complete...

A projekt leírása menüpont

Részt vevő szervezetek / intézmények menüpont

Participating Organisations (3) (3)

 $\boxed{\text{Scroll to } \checkmark} \leftrightarrow \bigcirc \times$

Whenever an OID has reached the limit agreed of appearances in drafts and submitted forms, a notification by email will be sent to the Authorized person of that OID. We can include in the email a list of projects where that OID is encoded providing all the information necessary for him to act if he needs to: Form ID, Name of the applicant organization, National agency. If we don't have the NA and the applicant organisation filled in the form **we don't count this** form to the value which triggers the email notification.

According to the Programme Guide, each organisation (OID) can apply only once as applicant organisation and can be included in a total of 5 Small-scale partnerships in the fields of vocational education and training, school education, adult education and youth per application round. The maximum number includes all applications in the listed fields, regardless of whether the organisation is a coordinator or a partner. Once this limit is reached, it will not be possible to submit further applications with the same organisation (OID).

Applicant

Drganisation ID *	Legal name	Country	Actions			
E10047287	Teszt Szervezetem /Intézményem	Hungary				
Partner Organisations 🕢						
Drganisation ID *	Legal name	Country				
E10336763	Testing Organisation - France	France				
Drganisation ID *	Legal name	Country				
E10378642	Testing Organisation – Finland	Finland				
		L				
Total No. of participating organisations : 3						

Részt vevő szervezetek / intézmények

- Minden szervezet / intézmény (OID), pályázati fordulónként, összesen 5 szakképzési, köznevelési, felnőtt tanulási és ifjúsági szektorhoz tartozó Kisléptékű partnerségek pályázatbanvehet részt.
- Ez a maximális szám magában foglalja az összes pályázatot ebben a pályázattípusban, függetlenül attól, hogy a szervezet / intézmény koordinátor vagy partner az adott pályázatokban.
- Ha ez a határérték elérésre kerül, ugyanazon szervezettel / intézménnyel (OID) további pályázatokat nem lehet benyújtani.

Organisation ID *

E10336763

This OID is participating in 3 draft applications and 2 submitted applications (including reopened ones) for Small-scale partnerships in the fields of vocational education and training, school education, adult education and youth. Please note the rules on maximum number of participations explained in the introductory text of this section and the Programme Guide.



Kapcsolattartók hozzáadása

Role(s) : Legal representative, Primary contact person	Incomplete 🖌 🕂 🗙 🔨					
Title	Position *					
Please complete	Please complete					
Last name *	First name *					
Please complete	Please complete					
Telephone *	Email Address *					
*	Please complete					
Legal representative Primary contact person						

i	X You need to name at least two different persons to make a	make sure it is always possible to contact your organisation even if one of them is not available					
x y Email A	ddress : xy@xy.com - Role(s) : Legal representative, Primary contact pe	erson	Complete	+ × ~			
			+ Add an associated person	Add from my contacts			

Describe the content of the proposed activity. *	Please complete	(2000)
× Activities 2 3	Please complete	
The total of Grant amount allocated to t	he activities should be equal Project lump sum	
Activity 1 Estimated start date : 01/09/2024 - Estimated end da Activity duration (in days) : 15 - Grant amount alloca	ate : 15/09/2024 ted to the activity (EUR) : 10 000 €	Complete 💉 🗸
Activity 2 Estimated start date : 23/09/2024 - Estimated end da Activity duration (in days) : 69 - Grant amount alloca	ate : 30/11/2024 ted to the activity (EUR) : 25 000 €	Complete 💉 🗸
Total Activity duration (in days) : 84 - Estimated o	ost of the activity (EUR) : 35 000 €	

Please	describe	how	you	determine	d the	grant	amount	attributed t	o this
activity.	*					-			

3755 Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Költségvetés összegzése menüpont

- ✓ A Tevékenység menüben megadott összegek összesítése
- ✓ Itt módosításra nincs lehetőség
- A módosítást a Tevékenységek menüben szükséges elvégezni, a módosításnak megfelelően a költségvetés összegzése rész automatikusan frissül

✓ Budget Summary ()		$\langle \cdot \rangle > \langle \cdot \rangle$	
This section provides a summary of the estimated project budget. The table is automatically completed taking into account the described project activities and their estimated cost.			
3 Activities found			
Activities	Estimated cost (EUR)		
A1	10 000,00		
A2	15 000,00		
A3	5 000,00		
Total	30 000,00 €		
Project lump sum (EUR) * 30 000,00 €			

Hatás és nyomon követés menüpont

- ✓ Szöveges mezők kitöltése
- ✓ Karakterlimit figyelése

😰 Impact and Follow-up 😮

How will you know if the project has achieved its objectives? What tools or methods will you use? *

Please complete ...

How will the participation in this project contribute to the development of the involved organisations in the long-term? Do you have plans to continue using the results of the project or continue to implement some of the activities after the project's end? *

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3000

3000

←

Please complete...

Please describe your plans for sharing and use of project results. *

- How will you make the results of your project known within your partnership, in your local communities and in the wider public? Who are the main target groups you would like to share your results with?
- Are there other groups or organisations that will benefit from your project? Please explain how.

Please complete...

Project Summary 🥝	Scroll to 🗸 🔶 🔾 🗙
Project Summary	
Please provide a short summary of your project. Please be aware that this section (or part of it) may be used by the European C Project Results Platform.	ommission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+
n view of further publication on the Erasmus+ Project Results Platform, please also be aware that a comprehensive public sum be linked to the availability of such summary.	nary of project results will be requested at report stage(s). Final payment provisions in the contract will
Objectives: What do you want to achieve by implementing the project? *	
Please complete	
mplementation: What activities are you going to implement? *	(500)
Please complete	
Results: What results do you expect your project to have? *	(500)
Please complete	
Franslation in English	

EU Values – EU értékek rész – 2024-es felhívástól

 Ebben a menüpontban leírtakat el kell olvasniuk és vállalniuk kell, hogy a projekttevékenységek megvalósítása és értékelése során betartják az uniós értékrendet.

× EU Values ()

The Erasmus+ programme's implementation, and therefore, the programme beneficiaries and the activities implemented under the programme, have to respect the EU values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities, in full compliance with the values and rights enshrined in the EU Treaties and in the EU Charter of Fundamental Rights.

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Article 2 of the TEU: The Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail.

Article 21 of the EU Charter of Fundamental Rights: 1. Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited. 2. Within the scope of application of the Treaties and without prejudice to any of their specific provisions, any discrimination on grounds of nationality shall be prohibited.

Subscribing to EU Values

I confirm that I, my organisation and the co-beneficiaries (where applicable) adhere to the EU values mentioned in Article 2 of the TEU and Article 21 of the EU Charter of Fundamental Rights

I understand and agree that EU Values will be used as part of the criteria for evaluation of the activities implemented under this project



Mellékletek



Annexes 0 🕜		$\boxed{\text{Scroll to } \lor} \leftrightarrow \bigcirc \bigcirc \bigcirc$		
The maximum size of a file is 15 MB and the maximum total size is 100 MB.				
Declaration on Honour				
Please download the Declaration on Honour, print it, have it signed by the legal representative and attac	Download Declaration On Honour			
0 Documents uploaded		Add Declaration On Honour		
File Name	File Size (kB)	Actions		
Accession forms				
Please download the accession forms, have them signed by the relevant legal representatives, and atta	ch the signed forms here. You can attach a ma	imum of 90 documents.		
Accession forms must be provided at the latest before the signature of the grant agreement.				
Download accession forms in Zip File				
Documents uploaded		Add Accession form		
File Name	File Size (kB)	Actions		
Other Documents				
If needed, please attach any other relevant documents (a maximum of 6 documents). Please use clear file names.				
If you have any additional questions, please contact your National Agency. You can find their contact details here: List of National Agencies.				
O Documents uploaded		Add Document		
File Name	File Size (kB)	Actions		
Total Size (kB)				

Ellenőrző lista rész

Checklist (1)

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

- It fulfills the eligibility criteria listed in the Programme Guide.
- All relevant fields in the application form have been completed.
- You have chosen the correct National Agency of the country in which your organisation is established. Currently selected NA is: HU01 Tempus Public Foundation

Original content and authorship

- I confirm that this application contains original content authored by the applicant and partner organisations.
- I confirm that no other organisations or individuals external to the applicant and partner organisations have been paid or otherwise compensated for drafting the application.

PROTECTION OF PERSONAL DATA

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

Please also keep in mind the following:

Accession forms of each partner to the applicant, signed by both parties, should be submitted <u>latest before the signature of the grant agreement.</u> If the application is approved for funding, signed accession form will be considered as a condition for signature of the grant agreement.

The documents proving the legal status of the applicant must be uploaded in the Organisation Registration System, here: Organisation Registration System

Pályázati űrlap benyújtása

Application - Form ID: KA210-SCH-14ACC20E

Applicant : Teszt Szervezetem /Intézményem (E10047287 - HU) Programme : Erasmus+ - Call : 2025 Round 1 - Action type : Small-scale partnerships in school education (KA210-SCH)

✓ Submit - Benyújtás gomb a lap jobb oldalán fent található

- Csak akkor válik aktívvá, ha az űrlap benyújtásra készen áll
- ✓ Fontos az ellenőrzés:
 - határidő tartása
 - kötelező melléklet feltöltése
- A Benyújtás gomb megnyomása után, megjelenik egy felugró ablak, mely arról tájékoztat, hogy benyújtás sikeres volt-e.
- ✓ Mindenképpen mentsék le PDF-ben a pályázati űrlapot.





Pályázati űrlap újranyitása/visszavonása

- ✓ Benyújtás után, és határidő előtt van lehetőség újranyitni a pályázati űrlapot (Reopen Újranyitás) és esetleges módosítás után újra benyújtani
- ✓ Visszavonás (Cancel): Ezt az opciót kizárólag akkor válasszák, ha az adott pályázati űrlapot nem akarják értékelésre benyújtani



Néhány fontos technikai tudnivaló

- ✓ Az űrlapot érdemes mindig a böngésző inkognitó módjában megnyitni
- ✓ Az űrlap 2 másodpercenként automatikusan ment
- ✓ A szöveges mezőkbe írandó részek legyenek elmentve word-ben is
- ✓ Az űrlapot meg lehet osztani másokkal, de ehhez ismerni kell a megosztási szabályokat (útmutatót elküldjük)
- ✓ Az űrlap naplózza a sikeres és a sikertelen benyújtásokat is (Benyújtási előzmények rész)
- ✓ Ha hiba lépne fel, jelezzék, érdemes azonnal jelezni, hogy időben tudjunk segíteni;

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- A pályázati azonosító (Form ID) feltüntetésével
- A probléma leírásával
- Hibaüzenet esetén, képernyőkép küldése, melyen a teljes oldal látszik





Köszönöm a figyelmet!

Útmutatók:

Szervezeti regisztráció: https://wikis.ec.europa.eu/display/NAITDOC/Organisation+Registration+Guide

Pályázati űrlap: https://wikis.ec.europa.eu/display/NAITDOC/Apply+for+grant+or+accreditation

