

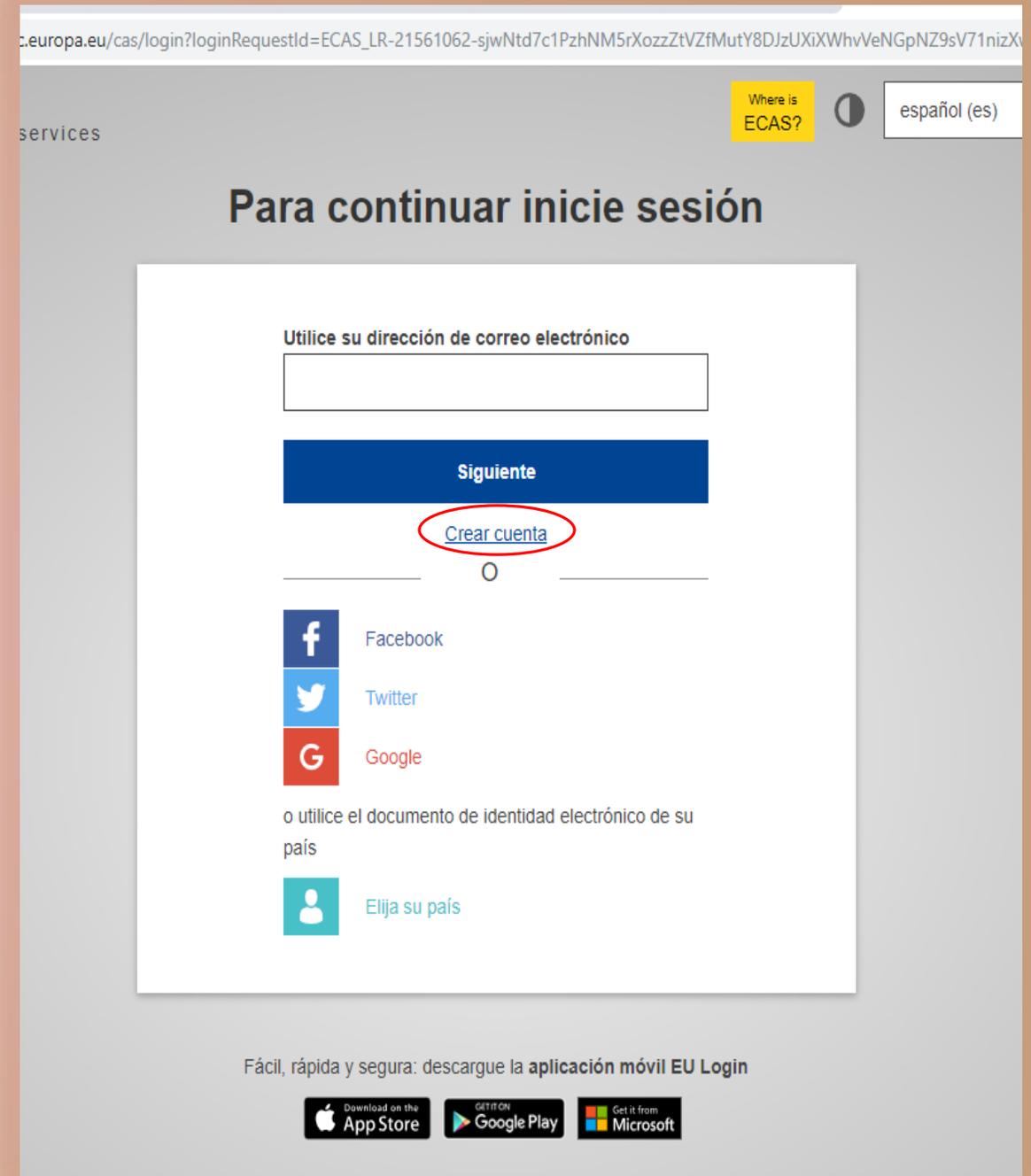
## **Paso 1: Crear redes/puentes de diálogo**

- Crear/Disponer puentes de diálogo con:
  - Pares UE/Resto del mundo.
  - Agentes de la sociedad civil.



## Paso 2: Registro y PIC

- Regístrese en el portal de la UE.
  - Una vez registrado le llegará un mensaje automático al correo electrónico facilitado para que cree una contraseña.
- **Solicitar** al área de apoyo académico de su unidad el Código de Identificación del Participante (**PIC**).



The screenshot shows the EU Login portal interface. At the top, there is a navigation bar with the URL 'c.europa.eu/cas/login?loginRequestId=ECAS\_LR-21561062-sjwNtd7c1PzhNM5rXozzZtVZfMutY8DJzUXiXWhvVeNGpNZ9sV71nizXv', a 'Where is ECAS?' button, a moon icon, and a language selector set to 'español (es)'. The main heading is 'Para continuar inicie sesión'. Below this is a form with the label 'Utilice su dirección de correo electrónico' and an empty text input field. A blue button labeled 'Siguiete' is positioned below the input field. Underneath the button is a link 'Crear cuenta' which is circled in red. Below the link is a horizontal separator line with a small circle in the center. Further down are three social media login options: Facebook (blue icon), Twitter (light blue icon), and Google (red icon). Below these is the text 'o utilice el documento de identidad electrónico de su país' and a final option 'Elija su país' with a person icon. At the bottom, there is a footer with the text 'Fácil, rápida y segura: descargue la aplicación móvil EU Login' and three app store logos: 'Download on the App Store', 'GET IT ON Google Play', and 'Get it from Microsoft'.

## Paso 3: Descarga el “eForm”

- **Descarga** el formulario de solicitud oficial (**eForm**):
  - Entrar en el [siguiente enlace](#).
  - Una vez en la página de la derecha, hacer clic en *“Create new application for funding”*.

The screenshot shows the EACEA website header with the European Commission logo and the text 'EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY'. Below the header, there is a navigation bar with 'European Commission', 'EACEA', and 'Home'. The main content area is titled 'Applications for funding/applications for accreditation: partner management and access to application for...'. A central box contains the following text:

**IMPORTANT POINTS TO NOTE BEFORE YOU START**

**Mandatory steps to be followed by ALL applicants (for funding and for accreditation)**

**EU LOGIN (PREVIOUSLY KNOWN AS ECAS) authentication**  
Access to all of the application options below is validated by EU LOGIN (PREVIOUSLY KNOWN AS ECAS), the European Commission's Authentication Service. Applicants must therefore have an EU LOGIN (PREVIOUSLY KNOWN AS ECAS) account. If you do not yet have an ECAS account, click [here](#) to be directed to the EU LOGIN (PREVIOUSLY KNOWN AS ECAS) website where you can create one.

**Organisation registration (PIC numbers)**  
All organisations that seek to be included as a participant in a funding application or wish to apply for an accreditation, must first have registered in EACEA's Participant Portal. The registration system assigns a unique Participant Identification Code (PIC) to each organisation. If an organisation does not have a PIC number, it cannot apply for funding or apply for an accreditation. Click [here](#) to be directed to EACEA's Participant Portal. Access to the portal is validated by EU LOGIN (PREVIOUSLY KNOWN AS ECAS) (see above).

**Points to be noted and respected by applicants for funding ONLY**

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

**One uninterrupted session**  
When you proceed with either of the funding application options below, you will be guided through a series of steps resulting in the creation of a new or updated application eForm. These steps are fully described in the User Guide. Please note that these steps must be completed in one continuous session. It is not possible to interrupt the activity and resume it at a later time. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

At the bottom of the page, there are two buttons: 'Create new application for funding' (highlighted with a red circle and a red arrow) and 'Create new application for accreditation'.

## Paso 3: Descarga el “eForm”

- Hacer clic encima de **“Jean Monnet Modules”** .
- Automáticamente aparecerá el cuadro de la parte superior.
- Seleccionar idioma.
- Hacer clic en **“Next step”**.

Programme details and application language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
Erasmus+	Jean Monnet Activities	Jean Monnet Modules	Jean Monnet Modules	20/11/2018	22/02/2019

Application form language version  
EN

Previous step Next step

Erasmus+ Search

Show 50 entries Filter search results:

Programme Guide / Call for Proposals	Programme	Key Action	Action	Action Type	Submission opens	Submission deadline
EAC-A03-2018	Erasmus+	Sport	Not-for-profit European sport events	Support to Non-Profit European Sport Events	20/12/2018	04/04/2019
EAC-A03-2018	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building in higher education	Joint Projects	05/12/2018	07/02/2019
EAC-A03-2018	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building in higher education	Structural Projects	05/12/2018	07/02/2019
EAC-A03-2018	Erasmus+	Sport	Collaborative Partnerships	Collaborative Partnerships	20/12/2018	04/04/2019
EAC-A03-2018	Erasmus+	Sport	Collaborative Partnerships	Small Collaborative Partnerships	20/12/2018	04/04/2019
EAC-A03-2018	Erasmus+	Cooperation for innovation and the exchange of good practices	European Universities	European Universities	26/10/2018	28/02/2019
EAC-A03-2018	Erasmus+	Jean Monnet Activities	Jean Monnet Centres of Excellence	Jean Monnet Centres of Excellence	20/11/2018	22/02/2019
EAC-A03-2018	Erasmus+	Jean Monnet Activities	Jean Monnet Chairs	Jean Monnet Chairs	20/11/2018	22/02/2019
EAC-A03-2018	Erasmus+	Jean Monnet Activities	Jean Monnet Modules	Jean Monnet Modules	20/11/2018	22/02/2019
EAC-A03-2018	Erasmus+	Jean Monnet Activities	Jean Monnet Networks	Jean Monnet Networks	20/11/2018	22/02/2019
EAC-A03-2018	Erasmus+	Jean Monnet Activities	Jean Monnet Projects	Jean Monnet Projects	20/11/2018	22/02/2019
EAC-A03-2018	Erasmus+	Jean Monnet Activities	Jean Monnet Support to Institutions and Associations	Jean Monnet Support to Associations	20/11/2018	22/02/2019
EAC-A03-2018	Erasmus+	Cooperation for innovation and the exchange of good practices	Knowledge Alliances for higher education	Knowledge Alliances for higher education	28/11/2018	28/02/2019

## Paso 3: Descarga el “eForm”

- Escribir el **PIC** previamente solicitado al área de apoyo académico de su unidad.
- Automáticamente, se descargará el **“eForm”** que tendrá que ser requisitado.

EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

European Commission

EUROPA European Commission EACEA Home Funding opportunity Participating organisation(s) User Guide

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

List of participating organisation(s)

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

PIC number:

PIC	Name	Country
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## Paso 4: Completar el “eForm”

- El “**eForm**” es un **PDF editable** en el que hay que:
  1. Escribir los datos generales y resumen del proyecto.
  2. Adjuntar “Formulario del proyecto en formato Word”.
  3. Adjuntar “Excel con presupuesto detallado”.
  4. Adjuntar la “Declaración de Honor”.
    - Tendrá que ser solicitada al área de apoyo académico de su unidad.

Tener en cuenta que el tamaño de los archivos no superen el límite.

*The maximum size of all attachments together cannot exceed 10 MB.*

*Please use mandatory templates as described on the website.*

Description of the project in WORD format (doc, docx, odt) \*

Attach a document

Detailed budget tables and Workplan/Workpackages summary chart in EXCEL format (xls,xlsx, ods) \*

Attach a document

Declaration Of Honour By Legal Representative Of Applicant Organisation [Applicant Organisation only] (PDF) \*

Attach a document

## Paso 4.1: Antes de completar el “eForm”

- **Verifica la conexión:**

- Hacer clic en “Test your connection”.
- Al final del “eForm”.
- Si no hay problemas en la parte inferior aparecerá “the connection test succeeded”.



Erasmus+

Form version : 2.5 EN Adobe Reader version : 10.113

### Erasmus+ Jean Monnet

**Before you begin completing this eForm:**

- Test your connection to the Agency's online submission service. Click on the 'Test your connection' button in the footer of the eForm. This is not to submit your form but merely to test that your software settings and internet connection allow an application to be submitted. If having clicked on this button, you do not receive a confirmation that your connection was

Protege el siguiente formulario: Si es un autor de formularios, selecciona Distribuir formularios en el menú Formularios para enviárselo a sus destinatarios. Reservar campo oculto

Project title \* :

Project acronym \* :

Language used to complete the form \* :

Submission number: 00000000 Page 1 of 14 Validate form Test your connection

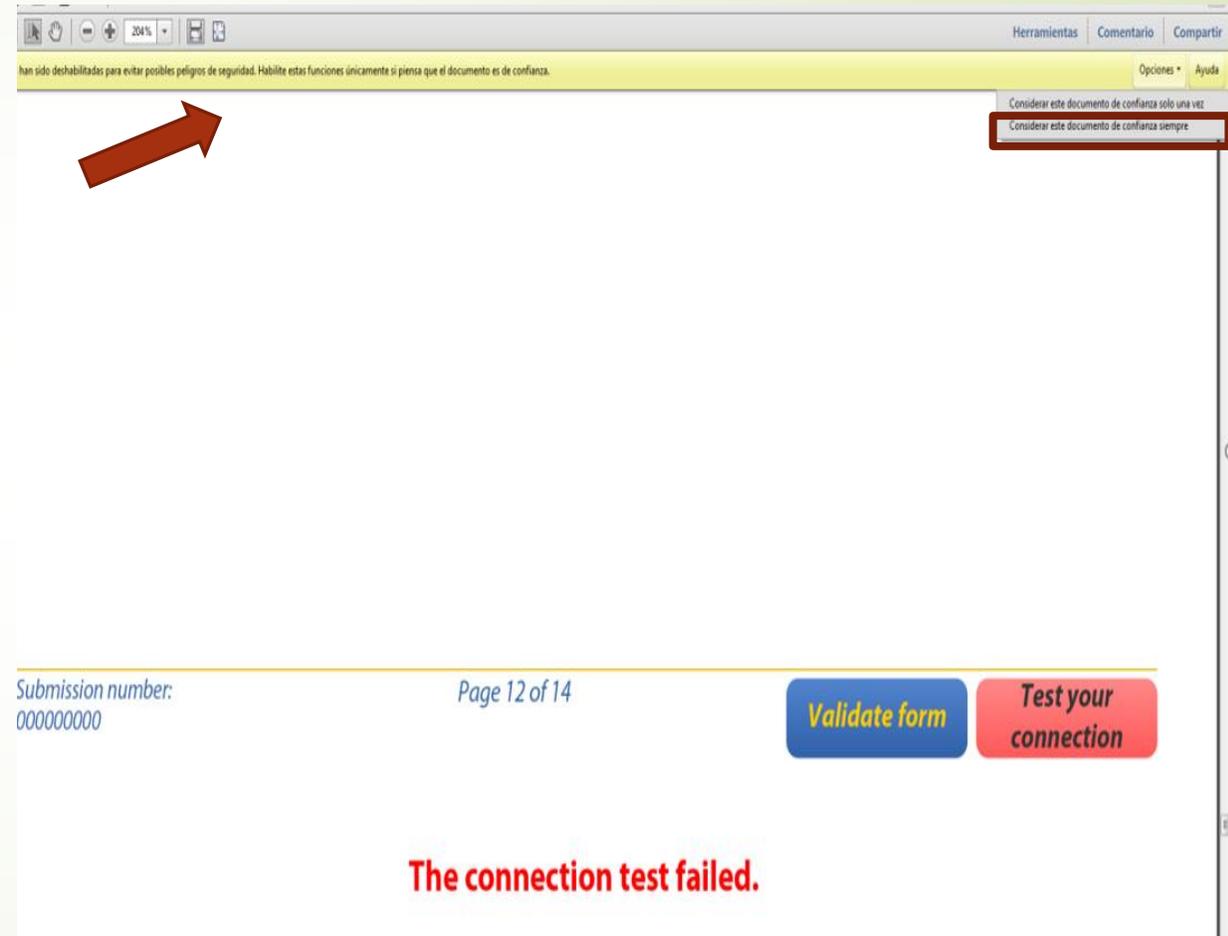


Submission number: 00000000 Page 12 of 14 Validate form Test your connection

The connection test succeeded.

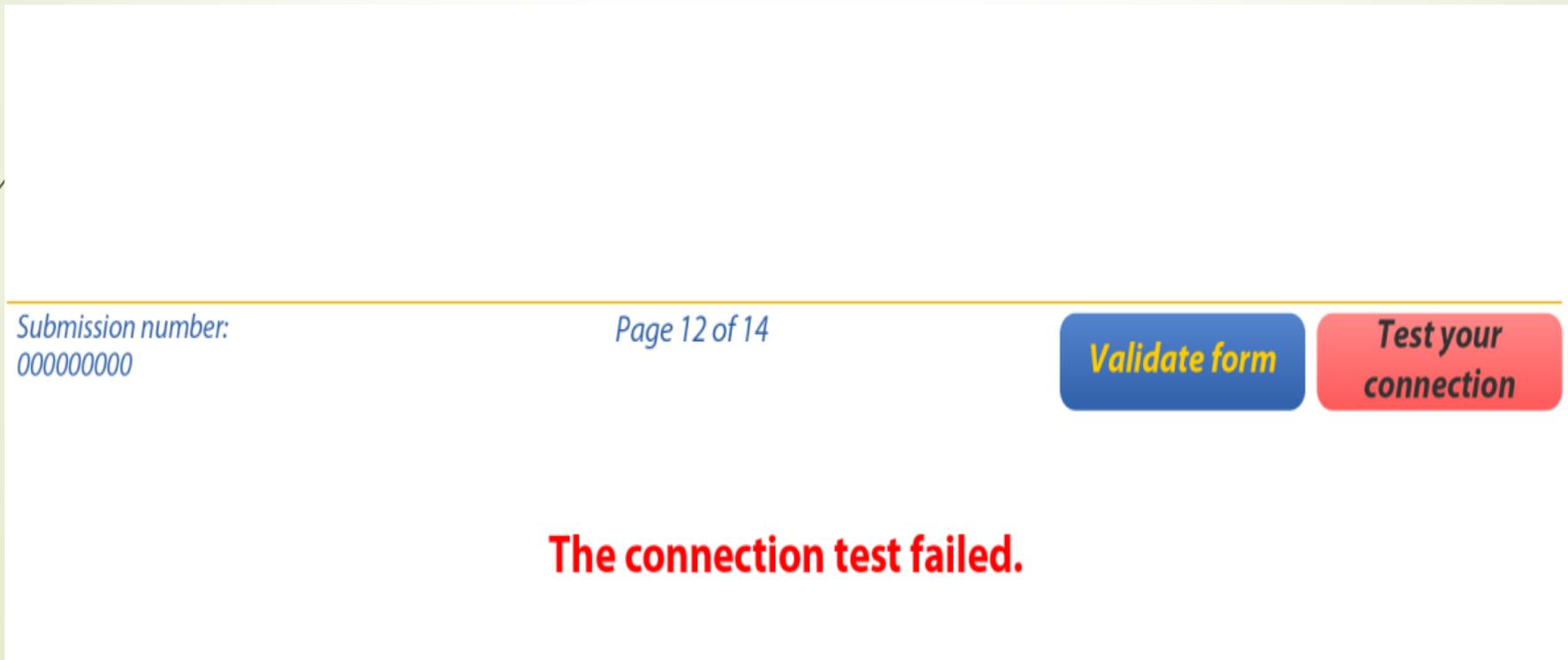
## Paso 4.1: Antes de completar el “eForm”

- Si aparece un **recuadro amarillo** en la parte superior del documento alertando sobre la **seguridad**:
  - Desplegar el menú “*opciones*”
  - Seleccionar “*considerar este documento de confianza siempre*”



## Paso 4.1: Antes de completar el “eForm”

Si el test de conexión da **error**, **verificar** y en su caso **actualizar** la versión de Adobe Acrobat:



The screenshot shows a white rectangular area representing a page from an eForm. At the bottom of this area, there is a horizontal line. Below the line, on the left, is the text "Submission number: 000000000" in blue. In the center, it says "Page 12 of 14" in blue. On the right side, there are two buttons: a blue button with the text "Validate form" in yellow, and a red button with the text "Test your connection" in white. Below these elements, centered, is the message "The connection test failed." in red. A red arrow points from the left edge of the slide towards the "Test your connection" button.

Submission number:  
000000000

Page 12 of 14

Validate form

Test your connection

**The connection test failed.**

## Paso 4.2: Completar el “Formulario del proyecto en formato Word”

Consta de 5 partes que deberán ser completadas:

- **Parte D** -> Características y relevancia de la propuesta.
- **Parte E** -> Organización y participantes. Solicitar el apartado E1 y E2.
- **Parte F** -> Diseño e implementación de la propuesta.
- **Parte G** -> Impacto, difusión y explotación.
- **Parte H** -> CV y publicaciones.

Una vez que esté debidamente requisitado, **adjuntar** el archivo **Word** al “**eForm**”



## Paso 4.4: Solicitar la “Declaración de Honor”

- Solicitar al área de apoyo académico de su unidad la “**Declaración de Honor**”.
- Una vez solicitado, **adjuntar** el archivo al “**eForm**”.

## Paso 5: Enviar el archivo “eForm”

- Una vez esté el “eForm” y los respectivos archivos adjuntos y debidamente requisitados, el profesor interesado tendrá que **subir** el archivo “eForm”. Para ello;

1. Hacer clic en el [siguiente enlace](#).
2. Hacer clic en “*Revise list of participating organisations and update application for funding*”.

EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

Applications for funding/applications for accreditation: partner management and access to application

**IMPORTANT POINTS TO NOTE BEFORE YOU START**

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**Applications for funding**

Create new application for funding

Revise list of participating organisations and update application for funding

**Applications for accreditation**

Create new application for accreditation

Resume or print an existing application for accreditation

## Paso 5: Enviar el archivo “eForm”

3. **Buscar** el “eForm” en nuestro dispositivo.
4. **Subir** el archivo “eForm”.
5. Tener en cuenta:
  - Se debe de recibir un **mensaje de confirmación** al correo electrónico facilitado.
  - Se debe de **recibir** un “*Número de envío de solicitud*” en la página 13 del “eForm”.



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

European Commission

EUROPA European Commission EACEA Home Upload

Application for funding: upload existing application eForm

Please locate and upload your existing application eForm

No File Selected

Browse

Upload

Previous step

**Una vez presentado el proyecto...**

Evaluación



Información  
a los  
solicitantes

**Una vez aprobado el proyecto...**

Firma del  
convenio



Comienzo  
de la  
actividad