



Education, Audiovisual and Culture Executive Agency

Erasmus+: Higher Education – Knowledge Alliances, Bologna Support, Jean Monnet

## **Erasmus+**

### **Support to the implementation of European Higher Education Area (EHEA) reforms**

### **Invitation to submit a proposal EACEA/35/2018 to National Authorities for Higher Education in Erasmus+ programme countries**

**Please note** that the standard grant agreements of the Agency are currently under revision due to the entry into force of the new Financial Regulation. For this reason the draft grant agreements related to this call are sent as an example and consequently the Agency reserves the right to introduce changes or additional details in accordance with the text of the new Financial Regulation.

## Table of Contents

1. INTRODUCTION – BACKGROUND.....	3
2. OBJECTIVES – PRIORITIES - ACTIVITIES .....	5
2.1 Objectives and priorities.....	5
2.2 Activities .....	6
3. TIMETABLE .....	9
4. BUDGET AVAILABLE .....	9
5. ADMISSIBILITY REQUIREMENTS.....	9
6. ELIGIBILITY CRITERIA .....	10
6.1 Eligible applicants .....	10
6.2 Eligible activities.....	11
7. EXCLUSION CRITERIA .....	12
7.1. Exclusion from participation .....	12
7.2. Rejection from the award procedure .....	14
7.3. Supporting documents .....	15
8. SELECTION CRITERIA.....	15
8.1. Financial capacity.....	16
9. AWARD CRITERIA.....	16
10. LEGAL COMMITMENTS .....	17
11. FINANCIAL PROVISIONS .....	18
11.1 General principles.....	18
11.2 Funding Forms .....	20
11.3 Eligible costs .....	20
11.4 Ineligible costs.....	22
11.5 Payment arrangements .....	24
12. PUBLICITY .....	24
12.1. By the beneficiaries .....	24
12.2. By the Executive Agency and/or the Commission.....	24
13. DATA PROTECTION .....	25
14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS.....	26
14.1 Publication.....	26
14.2 Registration in the Unique Registration Facility (URF).....	26
14.3 Application package .....	26
14.4 Submission of the grant application .....	26
14.5 Rules applicable .....	27
14.6 Contacts .....	27

## 1. INTRODUCTION – BACKGROUND

This Invitation to submit a proposal is based on Regulation (EU) n° 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing Erasmus+, the Union programme for action in the field of education, training, youth and sport for the period from 1 January 2014 to 31 December 2020<sup>1</sup>.

"Support for policy reform" under this Regulation's Article 9(1) includes activities relating to the implementation of the Union policy agenda on education and training in the context of the Open Method of Coordination, as well as to the Bologna Process.

The **Bologna Process**, launched with the **Bologna Declaration** of 1999, is nowadays implemented by 48 countries, which together define the European Higher Education Area. The European Higher Education Area focuses on creating the conditions necessary for successful students and staff mobility and international academic cooperation. Working within the European Higher Education Area is underpinned by three key commitments: the implementation of the three-cycle Bachelor-Master-Doctorate degree structure, recognition of qualifications in compliance with the Lisbon Recognition Convention, and quality assurance in compliance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area. The Bologna Process is guided by voluntary convergence and an intergovernmental approach.

The European Union's ambitions for the creation of a European Education Area by 2025<sup>2</sup> and for the implementation of the renewed EU agenda for higher education<sup>3</sup> go beyond those of the Bologna Process. Still, the Bologna Process and the EU agenda are mutually reinforcing. The Council conclusions of November 2017 on a renewed EU agenda for higher education have therefore welcomed the Commission's intention to strengthen the links and coordination between the EU agenda and the European Higher Education Area<sup>4</sup>.

The goal of the present "Invitation to submit a proposal" is to support implementation of commitments made within the Bologna Process. These are crucial to consolidate the trust necessary for the further evolution of the European Higher Education Area. At the same time, they will be helpful for the initiatives launched in the context of the European Education Area and for the implementation of the renewed EU agenda for higher education.

---

<sup>1</sup> OJ L 347, 20.12.2013, p. 50–73

<sup>2</sup> Commission Communication on "Strengthening European identity through education and culture" [COM\(2017\) 673 final](#); Commission Communication on "Building a stronger Europe: the role of youth, education and culture policies" COM(2018) 268 final; Council conclusions on moving towards a vision of a European Education Area, OJ C 195, 7.6.2018, p. 7–12

<sup>3</sup> [COM\(2017\) 247 final](#)

<sup>4</sup> OJ C 429, 14.12.2017, p. 3–7

## **Key messages and priorities identified by the Bologna Process "Paris Communiqué"<sup>5</sup>:**

The Paris Communiqué, adopted at the Ministerial Conference of the European Higher Education Area in May 2018, states that despite some progress, the implementation of agreed reforms within the Bologna Process remains uneven.

This assessment is confirmed in the Bologna Process Implementation Report 2018<sup>6</sup>. In order to tackle the challenges identified in the Report, ensure the implementation of Bologna key commitments, and unlock the full potential of the European Higher Education Area, the Paris Communiqué endorsed a new structured peer support approach.

To develop the European Higher Education Area further, Ministers expressed the will to intensify cross-disciplinary and cross-border cooperation as well as develop inclusive and innovative approaches to learning and teaching.

The Paris Communiqué explicitly encourages the use of the Erasmus+ programme for increasing cooperation, beyond mobility, and achieving progress on the key commitments.

Ministers also acknowledged the importance of "concerted efforts of national policy-makers, public authorities, institutions, staff, students and other stakeholders". In this context, the projects under this "Invitation to submit a proposal" should aim at **enhancing the cooperation between authorities and stakeholders in the different countries, and where relevant, involve consultative members of the Bologna Process**<sup>7</sup>.

### **The structured peer support approach**

The structured peer support approach implies that three 'Bologna peer groups' will be established under the auspices of the Bologna Follow-up Group for each of the following three key commitments:

- Set up a three-cycle system compatible with the overarching framework of qualifications of the European Higher Education Area and first and second cycle degrees scaled by the European Credit Transfer and Accumulation System;
- Ensure compliance with the Lisbon Recognition Convention;
- Develop quality assurance in compliance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area.

The work of these Bologna peer groups is based on the Final report of the Advisory Group "Dealing with non-implementation"<sup>8</sup>. The three Bologna peer groups should work towards fostering, improving and speeding up implementation of the three key commitments in the countries of the European Higher Education Area. The Bologna peer

---

<sup>5</sup> <http://www.ehea2018.paris/Data/ElFinder/s2/Communiqué/EHEAParis2018-Communiqué-final.pdf>

<sup>6</sup> [https://eacea.ec.europa.eu/national-policies/eurydice/sites/eurydice/files/bologna\\_internet\\_0.pdf](https://eacea.ec.europa.eu/national-policies/eurydice/sites/eurydice/files/bologna_internet_0.pdf)

<sup>7</sup> <http://www.ehea.info/pid34251/consultative-members.html>

<sup>8</sup> [http://www.ehea.info/media.ehea.info/file/2018\\_Paris/72/4/MEN\\_conf-EHEA\\_AG3\\_05\\_950724.pdf](http://www.ehea.info/media.ehea.info/file/2018_Paris/72/4/MEN_conf-EHEA_AG3_05_950724.pdf)

groups will work under the coordination and oversight of the Bologna Implementation Coordination Group and report to the Bologna Follow-up Group on progress achieved. Each member country of the European Higher Education Area is expected to take part in the work of at least one peer group. Consultative members are also encouraged to participate in peer groups.

### **The two strands of this "Invitation to submit a proposal"**

The two strands of this "Invitation to submit a proposal" are designed to enable targeted support activities related to the goals identified by the Paris Communiqué, while taking into account the different needs of the European Higher Education Area member countries:

- Strand 1 will support the structured peer support approach based on solidarity, cooperation and mutual learning to foster, improve and speed up implementation of the key commitments of the Bologna Process.
- Strand 2 will support projects linked to the implementation of priorities identified in the Paris Communiqué that are not dealt with through the structured peer support approach, such as: fostering innovation in learning and teaching, which may include a focus on teaching or digitalisation; and developing the European Higher Education Area beyond 2020, which may include a focus on transnational cooperation or the social dimension of higher education.

The Education, Audiovisual and Culture Executive Agency (“the Executive Agency”) has been entrusted by the European Commission (“the Commission”) with the management of the two strands of this Invitation to submit a proposal.

## **2. OBJECTIVES – PRIORITIES - ACTIVITIES**

### **2.1 Objectives and priorities**

The general objective of this initiative is to support the implementation of reforms in the European Higher Education Area. To this end, National Authorities are invited to engage in partnership with other countries and stakeholders and implement self-identified and demand-driven activities to address the gaps identified in the Bologna Process Implementation Report<sup>9</sup> of 2018 and the priorities of the Paris Communiqué<sup>10</sup>.

This 'Invitation to submit a proposal' will support projects that are aiming to:

- help implementation of key commitments through the activities of the Bologna peer groups (strand 1)
- foster the implementation of other priorities identified in the Paris Communiqué (strand 2).

---

<sup>9</sup> [https://eacea.ec.europa.eu/national-policies/eurydice/sites/eurydice/files/bologna\\_internet\\_0.pdf](https://eacea.ec.europa.eu/national-policies/eurydice/sites/eurydice/files/bologna_internet_0.pdf)

<sup>10</sup> <http://www.ehea2018.paris/Data/ElFinder/s2/Communique/EHEAParis2018-Communique-final.pdf>

The specific objectives are:

- more even implementation of reforms, especially related to the three key commitments of the Bologna Process;
- improved application of European Higher Education Area tools enhancing recognition, quality, supporting mobility and internationalisation;
- enhanced cooperation between national authorities and stakeholders in the implementation of reforms;
- increased capacity to support the shift to student-centred learning in higher education institutions;
- stronger cooperation between Erasmus+ Programme countries and Partner countries within the European Higher Education Area to implement agreed commitments.

## 2.2 Activities

In drafting the application, the National Authority should present a work plan that will clearly outline the objectives of the project, based on identified needs, the planned activities and project team, as well as the expected impact.

### a) Strand 1: Activities related to the Bologna Peer Groups

Projects in strand 1 should be related to the activities of the Bologna peer groups, that target the implementation of one or more of the three key commitments identified by the Paris Communiqué (see in section 1).

The implementation of one or more of the above-mentioned key commitments should be done through **transnational peer support activities** targeting any member country of the European Higher Education Area, contributing to at least one of the three peer groups established under the Bologna Follow-Up Group. These transnational peer support activities (for example **peer learning, peer counselling, peer review**<sup>11</sup> etc.), should involve both national authorities and stakeholders at national level (higher education institutions, academics, students etc.) and, where relevant, consultative members of the Bologna Process. Proposals should cover activities involving at least 3 member countries of the European Higher Education Area.

Countries that have sufficiently implemented a particular key commitment, or a specific part thereof, should be ready to deliver peer-to-peer support to other countries that want to better implement reforms related to that commitment. They are expected to 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.

The countries that have not yet fully implemented the key commitments should be ready to review the way the peers have implemented a key commitment-related reform including its impact and be ready to discuss the actions that they will undertake in order to step up and fulfil the implementation process.

Projects under the strand 1 of this "Invitation to submit a proposal" can cover:

---

<sup>11</sup> See Annex 5 for a description of possible activities.

(a) Activities of sub-groups within the three Bologna peer groups formed by 3-6 countries and relevant consultative members. Peer support, in particular peer counselling or peer review, is usually more efficient if it involves such a smaller set of partners. Outcomes of the activities of these sub-groups must feed into the work of one of the three Bologna peer groups.

(b) Larger activities involving all members of one of the 3 Bologna peer groups (for example, for larger peer learning events or seminars, involving one of the 3 Bologna peer groups with all its members).

In addition to the peer support activities, other activities may also be eligible for support, for example:

- Drafting of legislative documents or relevant guidelines based on the tools of the European Higher Education Area to support implementation at national/regional/institutional level;
- Innovative collaboration methods, for instance based on digital instruments or tools;
- Conferences, seminars, workshops, with the purpose to build a shared ownership and commitment between national authorities and stakeholders;
- Studies, analyses and dissemination material.

The project work plan is expected to:

- identify the objectives of the project, in line with the Bologna Process Implementation Report 2018 and based on a needs analysis, as well as the expected impact of the peer support activities, for each country concerned;
- describe how peer support will be organised: the activities to be undertaken to respond to each identified objective, with indication of the duration of each activity;
- describe the different actors (national authorities and stakeholders) targeted by the activities and those implementing the activities showing for each country participating in the project what aspects of implementation will be tackled and how;
- propose indicators for measuring progress against the work plan;
- indicate how the outcomes of the activities will contribute to the objectives of the peer support groups established under the Bologna Follow-up Group;
- indicate whether experts in higher education and Bologna Process will be nominated to support the implementation of the project;
- define how activities and results will be reported and communicated to the relevant stakeholders, including the respective peer group under the Bologna Follow-up Group and the Bologna Implementation Coordination Group.

For projects including co-beneficiaries from Erasmus+ Partner Countries, applicants are advised to get in touch with the local National Erasmus+ Offices, in order to find synergies with the activities planned by the local Higher Education Reform Experts. The role of the Higher Education Reform Experts is to organise events and provide training in higher education reform topics in their countries. This network can therefore be a valuable source of information and support when looking at Bologna Process implementation in the countries concerned.

The contact details of the National Erasmus+ Offices can be found here:

[https://eacea.ec.europa.eu/erasmus-plus/contacts/national-erasmus-plus-offices\\_en](https://eacea.ec.europa.eu/erasmus-plus/contacts/national-erasmus-plus-offices_en)

## **b) Strand 2: Implementation of priorities identified in the Paris Communiqué**

The Paris Communiqué also identified other priorities to provide further impetus for the development of the European Higher Education Area. Strand 2 of this Invitation supports member countries of the European Higher Education Area to achieve these goals.

Projects under strand 2 should target the implementation of priorities identified by the Paris Communiqué, not covered in the context of the three dedicated Bologna peer groups. Projects should be based on cooperation between national authorities and stakeholders in the implementation of reforms. They should also include cooperation activities with at least one other member country of the European Higher Education Area.

### Possible activities:

- Transnational peer support activities (peer learning, peer counselling, peer review etc.), involving both national authorities and stakeholders at national level (higher education institutions, academics, students) and where relevant consultative members of the Bologna Process;
- Drafting of legislative documents or relevant guidelines based on European Higher Education Area tools to support implementation at national/regional/institutional level;
- Innovative collaboration methods, for instance based on digital tools;
- Conferences, seminars, workshops, with the purpose to build a shared ownership and commitment between national authorities and stakeholders;
- Studies, analyses and dissemination material.

### The project work plan is expected to:

- identify the priority action to be tackled, and the objectives of the project based on a needs analysis;
- describe the activities to be undertaken and how they will be organised to respond to each priority action and identified objective. Indicate also the duration of each activity;
- describe the different actors (national authorities and stakeholders at national level - higher education institutions, academics, students – and where relevant consultative members of the Bologna Process) targeted by the activities and those implementing the activities, showing what aspect of implementation will be tackled and how;
- describe the added value of involvement of at least one other member country of the European Higher Education Area to support the project objectives;
- indicate whether experts in higher education and Bologna Process will be nominated to support the implementation of the project;
- propose indicators for measuring progress against the work plan;
- define how activities and results will be reported and communicated to the relevant stakeholders.



To get support with the implementation of their work plan, National Authorities are encouraged to involve national and/or international **experts** in higher education and the Bologna process<sup>12</sup>.

### 3. TIMETABLE

The different stages of the selection with the indicative timeline are presented in the table below:

<b>Stages</b>	<b>Indicative period</b>
Release of the Invitation to submit	24 August 2018
Deadline for submitting applications	23 October 2018
Evaluation period	November-January 2019
Information to applicants	February 2019
Signature of grant agreement	March 2019
Starting date of the action	15 <sup>th</sup> March, 1 <sup>st</sup> April, 15 <sup>th</sup> April 2019

### 4. BUDGET AVAILABLE

The total budget earmarked for the co-financing of projects is estimated at maximum EUR 3,000,000. The financial contribution of the European Union cannot exceed 80%.

Each grant will amount up to maximum EUR 300,000.

This amount is subject to the availability of the appropriations provided for in the draft budget for 2018 after the adoption of the budget for 2018 by the budgetary authority or provided for in the provisional twelfths.

The Education, Audiovisual and Culture Executive Agency reserves the right not to distribute all the funds available.

### 5. ADMISSIBILITY REQUIREMENTS

Applications shall comply with the following requirements:

- ✓ they must be sent no later than the deadline for submitting applications referred to in section 3 of the present "Invitation to submit a proposal", i.e. **23<sup>rd</sup> October 2018, 12:00 (midday) Brussels time**;
- ✓ they must be submitted by using the online grant application form (eForm);

---

<sup>12</sup> The experts must have the professional and technical capacity to support the implementation of the objectives described in this Invitation to submit a proposal. The Evaluation Committee will assess the CVs of the experts. The experts will be invited by the European Commission to conferences for the purpose of peer learning. Fees for the experts can be budgeted for activities clearly identified in the work plan and necessary for the implementation of the project.

- ✓ they must be drafted in one of the EU official languages, preferably in English;

The application form must be accompanied by a work plan, a balanced budget and all the other documents referred to in the application form.

Failure to comply with these requirements will lead to the rejection of the application.

In order to submit an application, applicants, co-applicants and affiliated entities must provide their Participant Identification Code (PIC) in the application form. The PIC can be obtained by registering the organisation in the Unique Registration Facility (URF) hosted in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. The Unique Registration Facility is a tool shared by other services of the European Commission. If an applicant, co-applicant or affiliated entity already has a PIC that has been used for other programmes (for example the Research programmes), the same PIC is valid for the present invitation to submit a proposal.

The Participant Portal allows applicants, co-applicants and affiliated entities, to upload or update the information related to their legal status and attach the requested legal and financial documents.

See section 14.2 for more information.

## **6. ELIGIBILITY CRITERIA**

Applications which comply with the following criteria will be subject to an in-depth evaluation.

### **6.1 Eligible applicants**

Eligible applicants are the National Authorities for Higher Education in Erasmus+ programme countries. These countries are:

- the 28 Member States of the European Union;
- the EFTA/EEA countries: Iceland, Liechtenstein, Norway; and
- the EU candidate countries: Turkey, the Former Yugoslav Republic of Macedonia.

**For British applicants:** Please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, you will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article II.16.2.1(a) of the grant agreement for the mono beneficiary or Article II.16.3.1(a) of grant agreement for the multiple beneficiaries.

The National Erasmus+ Authorities are considered to be in a natural and unique position to support the implementation of EHEA reforms, as they have been designated to engage in self-identified, demand-driven activities based on the findings and gaps identified in the Bologna Implementation Report of 2018 and on the priority actions of the Paris Communiqué.

The National Authorities can be assisted in the implementation of this initiative (or part of it), while maintaining all legal responsibility, by any other public entity<sup>13</sup> such as their Erasmus+ national agency. In this case the role and responsibilities of each entity should be clearly described in the application.

In terms of the composition of the project consortium:

- For the activities co-financed under the section 2.2 a) Strand 1: Activities related to the Bologna Peer Groups, the consortium must include co-beneficiaries from at least three member countries of the European Higher Education Area.
- For activities co-financed under the section 2.2. b) Strand 2: Implementation of other priorities identified in the Paris Communiqué, the consortium must include co-beneficiaries from at least two member countries of the European Higher Education Area.

Co-beneficiaries can be:

- National Authorities for Higher Education and relevant stakeholder organisations from Erasmus+ Programme and/or Partner Countries from the European Higher Education Area;
- National Rectors Conferences (or equivalent), national student unions, quality assurance agencies, NARIC centres<sup>14</sup> and other relevant stakeholders;
- European stakeholder organisations that are consultative members of the Bologna Process<sup>15</sup>.

## 6.2 Eligible activities

Only activities described under Section 2.2 of under this present invitation to submit a proposal are eligible.

The duration of the projects is fixed at 2 years. The grant agreements will be signed from March 2019.

Applications for projects scheduled to run for a longer period than specified in the Invitation to submit a proposal will not be accepted.

However, if after the signing of the agreement or notification of the decision and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond their control, to complete the project within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of 6 additional months can be granted, if requested before the deadline specified in the grant agreement or decision. The maximum duration will then be 30 months.

---

<sup>13</sup> These organisations can be affiliated entities. Affiliated entities are defined as follows: legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation. These affiliated entities have to fulfil the eligibility and exclusion criteria and therefore the appropriate supporting documents will have to be provided. Affiliated entities may declare eligible costs as specified in section 11.3. For that purpose, applicants shall identify such affiliated entities in the application form.

<sup>14</sup> <http://www.enic-naric.net/>

<sup>15</sup> For the list of consultative members of the Bologna process see: <http://www.ehea.info/pid34251/consultative-members.html>

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

## **7. EXCLUSION CRITERIA**

### **7.1. Exclusion from participation**

The authorising officer shall exclude an applicant from participating in call for proposals procedures where:

(a) the applicant is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;

(b) it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the authorising officer is located or those of the country of the performance of the contract;

(c) it has been established by a final judgment or a final administrative decision that the applicant is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the applicant belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

- (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract, a grant agreement or a grant decision;
- (ii) entering into agreement with other applicants with the aim of distorting competition;
- (iii) violating intellectual property rights;
- (iv) attempting to influence the decision-making process of the Agency during the award procedure;
- (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;

(d) it has been established by a final judgment that the applicant is guilty of any of the following:

- (i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;

- (ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the applicant is established or the country of the performance of the contract;
  - (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;
  - (iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;
  - (v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
  - (vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;
- (e) the applicant has shown significant deficiencies in complying with main obligations in the performance of a contract, a grant agreement or a grant decision financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
- (f) it has been established by a final judgment or final administrative decision that the applicant has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95.
- (g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to:
- (i) facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
  - (ii) non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
  - (iii) decisions of the ECB, the EIB, the European Investment Fund or international organisations;
  - (iv) decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law.
  - (v) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.
- (h) a person who is a member of the administrative, management or supervisory body of the applicant, or who has powers of representation, decision or control with regard to that

applicant (this covers the company directors, members of the management or supervisory bodies, and cases where one person holds a majority of shares), is in one or more of the situations referred to in points (c) to (f) above.

(i) a natural or legal person that assumes unlimited liability for the debts of that applicant is in one or more of the situations referred to in point (a) or (b) above.

If an applicant is in one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to the declaration. This does not apply for the situations referred in point (d) of this section.

In the cases provided in (c) to (f) above, in the absence of a final judgement or where applicable a final administrative decision, the Agency may exclude an applicant provisionally from participating in a call for proposals where their participation would constitute a serious and imminent threat to the Union's financial interests.

## **7.2. Rejection from the award procedure**

The authorising officer shall not award a grant to an applicant who:

- (a) is in an exclusion situation established in accordance with the above section 7.1;
- (b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
- (c) was previously involved in the preparation of a call for proposals where this entails a distortion of competition that cannot be remedied otherwise.

The same exclusion criteria apply to affiliated entities.

Rejection from this procedure and administrative sanctions (exclusion or financial penalty) may be imposed on applicants or affiliated entities where applicable, if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

The applicants should be informed that the Agency may publish on its internet site the following information related to the exclusion and, where applicable, the financial penalty in the cases referred to in points (c), (d), (e) and (f) of the section 7.1<sup>16</sup>:

- (a) the name of the applicant concerned;
- (b) the exclusion situation;

---

<sup>16</sup> This information shall not be published in any of the following circumstances:

- (a) where it is necessary to preserve the confidentiality of an investigation or of national judicial proceedings;
- (b) where publication would cause disproportionate damage to the applicant concerned or would otherwise be disproportionate on the basis of the proportionality criteria and to the amount of the financial penalty;
- (c) where a natural person is concerned, unless the publication of personal data is exceptionally justified, inter alia, by the seriousness of the conduct or its impact on the Union's financial interests. In such cases, the decision to publish the information shall duly take into consideration the right to privacy and other rights provided for in Regulation (EC) No 45/2001.

(c) the duration of the exclusion and/or the amount of the financial penalty.

In case of a preliminary classification in law (i.e. absence of a final judgement or a final administrative decision), the publication shall indicate that there is no final judgement or final administrative decision. In those cases, information about any appeals by the applicant, their status and their outcome, as well as any revised decision of the authorised officer, shall be published without delay. Where a financial penalty has been imposed, the publication shall also indicate whether that penalty has been paid.

The decision to publish the information is taken by the Agency either following the relevant final judgement, final administrative decision or preliminary classification in law, as the case may be. That decision shall take effect three months after its notification to the economic operator.

The information published shall be removed as soon as the exclusion has come to an end. In the case of a financial penalty, the publication shall be removed six months after payment of that penalty.

In accordance with Regulation (EC) No 45/2001, where personal data is concerned, the Agency shall inform the applicant of its rights under the applicable data protection rules and of the procedures available for exercising those rights.

### **7.3. Supporting documents**

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to in the above sections 7.1. and 7.2, filling in the relevant form attached to the application form accompanying the invitation to submit a proposal. If applicable, the relevant documentary evidence which appropriately illustrates any remedial measures taken should be provided in annex to this declaration.

For multi beneficiaries grants it is required that the coordinator of a consortium signs a declaration on behalf of all applicants and their affiliated entities.

Applicants must use Annex 3.1 or 3.2 to this "Invitation to submit proposals".

## **8. SELECTION CRITERIA**

Applicants must submit a declaration of honour, completed and signed, attesting to their status as a legal person and their financial and operational capacity to complete the proposed activities.

Applicants must use Annex 3.1 or 3.2 to this "Invitation to submit proposals".

### **8.1. Financial capacity**

Financial capacity means that the applicant has stable and sufficient sources of funding to maintain its activity throughout the period during which the project is being carried out or the year for which the grant is awarded and to participate in its funding.

The verification of the financial capacity does not apply to public bodies and to international organisations.

*In the course of the procedure applicants may be requested to register and provide a Participant Identification Code (PIC, 9-digit number), serving as the unique identifier of their organisation in the Participant Register. Applicant(s) will receive instructions on how to create a PIC in due time.*

*Upon communication of the applicant's PIC, the EU Validation Services (Research Executive Agency Validation Services) will contact the applicant (via the messaging system embedded in the Participant Register) and request the latter to provide the supporting documents necessary to prove the legal existence and status and the financial] capacity of the organisation. All necessary details and instructions will be provided via this separate notification.*

## 9. AWARD CRITERIA

Eligible applications will be assessed on the basis of the following award criteria:

<p><b>AWARD CRITERIA</b></p> <p>Relevance (maximum 40 points)</p>	<p><b>THE EVALUATION COMMITTEE WILL LOOK AT THE FOLLOWING:</b></p> <p><b>Strand 1:</b></p> <ul style="list-style-type: none"> <li>• activities proposed contribute to the objectives of the Bologna peer groups established under the BFUG</li> </ul> <p><b>All proposals:</b></p> <ul style="list-style-type: none"> <li>• The project work plan is relevant to the general objectives of the Action, namely to support the implementation of European Higher Education Area reforms, based on the priorities identified in the Paris Communiqué and responding to the challenges identified in the Bologna implementation report 2018 (see section 1 and 2)</li> <li>• The extent to which the objectives identified in the work plan are based on a needs analysis in line with the priorities of the Paris Communiqué and responding to the challenges identified in the Bologna Process Implementation Report 2018</li> <li>• The proposal is innovative and/or complementary to other initiatives already carried out by organisations in the field</li> <li>• The objectives of the activities are clearly defined, realistic, and relevant to the specific objectives to the Action</li> <li>• The added value of the involvement of other members and/or consultative members of the Bologna Process for the objectives of the proposal are clearly demonstrated. In that regard, applicants are encouraged to present proposals that involve member countries of the European Higher Education Area which are not among the eligible applicants, but which can, nevertheless, be co-beneficiaries in projects</li> </ul>
<p>Quality of the project and its work plan (maximum 20 points)</p>	<ul style="list-style-type: none"> <li>• The clarity, completeness and quality of the work plan including appropriate phases for preparation, management, implementation, monitoring, evaluation and dissemination;</li> <li>• The consistency between identified needs, project objectives, and activities proposed</li> <li>• The extent to which the proposed activities are appropriate</li> </ul>



	<p>to the project aims and involve the required number of participants</p> <ul style="list-style-type: none"> <li>• The existence and relevance of measures to ensure that the project implementation is of high quality, completed in time and on budget</li> <li>• The budget proposed respects the principles of sound financial management</li> <li>• The indicators proposed to measure progress are relevant and clearly defined</li> </ul>
Quality of the project team (maximum 20 points)	<ul style="list-style-type: none"> <li>• The proposal clearly shows the fields of expertise of the involved staff/experts and how they are complementary and of added value for the implementation of the project</li> <li>• The distribution of responsibilities and tasks demonstrates the commitment and active contribution of all project partners including staff/experts</li> </ul>
Impact and dissemination (maximum 20 points)	<ul style="list-style-type: none"> <li>• The quality of measures for evaluating the outcomes and the impact of the project (including the use of quantitative and qualitative indicators)</li> <li>• The potential impact of the project to respond to the challenges identified in the Bologna Process Implementation Report 2018 and the priorities identified in the Paris Communiqué</li> <li>• The quality of the dissemination plan for stakeholders: the appropriateness and quality of measures aimed at sharing the outcomes of the project</li> <li>• Project results are properly reported and communicated to the relevant stakeholders</li> <li>• The quality of the plans for ensuring the sustainability of the project results</li> </ul>

The threshold for proposals to be put forward to the Evaluation Committee shall be minimum 60 points (out of 100 points in total), also taking into account the necessary minimum quality threshold for each of the four award criteria (50% of the possible score).

## 10. LEGAL COMMITMENTS

In the event of a grant awarded by the Executive Agency, a grant agreement drawn up in euro and detailing the conditions and level of funding, will be sent to the beneficiary, as well as the procedure in view to formalise the obligations of the parties.

- Multi-beneficiary grant agreement: the 2 copies of the original agreement must be signed first by the beneficiary on behalf of the consortium and returned to the Executive Agency immediately. The Executive Agency will sign them last.

Please note that the award of a grant does not establish an entitlement for subsequent years.

## **11. FINANCIAL PROVISIONS**

### **11.1 General principles**

#### *a) Non-cumulative award*

An action may only receive one grant from the EU budget.

In no circumstances shall the same costs be financed twice by the Union budget. To ensure this, applicants shall indicate in the application form the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action.

#### *b) Non-retroactivity*

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

#### *c) Co-financing*

Co-financing means that the resources which are necessary to carry out the action may not be entirely provided by the EU grant.

Co-financing of the action may take the form of:

- the beneficiary's own resources,
- income generated by the action,
- financial contributions from third parties.

#### *d) Balanced budget*

The estimated budget of the action is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants which foresee that costs will not be incurred in euros shall use the exchange rate published on the Infor-euro website on the date of the publication of this invitation to submit a proposal:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

*e) Implementation contracts/subcontracting*

Where the implementation of the action requires the award of procurement contracts (implementation contracts), the beneficiary must award the contract to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

In the event of procurement exceeding EUR 60,000, the beneficiary must abide by special rules as referred in the grant agreement annexed to this Invitation to submit a proposal. Moreover the beneficiary is expected to clearly document the tendering procedure and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities in the meaning of Directive 2014/24/EU<sup>17</sup> or contracting entities in the meaning of Directive 2014/25/EU<sup>18</sup> shall abide by the applicable national public procurement rules.

Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action as described in the proposal and which cannot be performed by the beneficiary itself must satisfy the conditions applicable to any implementation contract (as specified above) and in addition to them the following conditions:

- a) subcontracting does not cover core tasks of the action;
- b) recourse to subcontracting is justified because of the nature of the action and what is necessary for its implementation;
- c) the estimated costs of the subcontracting are clearly identifiable in the estimated budget;
- d) any recourse to subcontracting, if not provided for in description of the action, is communicated by the beneficiary and approved by the Agency. The Agency may grant approval:
  - (i) before any recourse to subcontracting, if the beneficiaries requests an amendment
  - (ii) after recourse to subcontracting if the subcontracting:
    - is specifically justified in the interim or final technical report and
    - does not entail changes to the grant agreement which would call into question the decision awarding the grant or be contrary to the equal treatment of applicants;

---

<sup>17</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC.

<sup>18</sup> Directive 2014/25/EU (repealing 2004/17/EC) coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sectors: <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32014L0025>

the beneficiaries ensure that certain conditions applicable to beneficiaries, enumerated in the grant agreement (e.g. visibility, confidentiality, etc.), are also applicable to the subcontractors.

The management and the general administration of the project may not be subcontracted.

*f) Financial support to third parties*

The applications may not envisage provision of financial support to third parties.

## **11.2 Funding Forms**

The grants financed through reimbursement of eligible costs in combination with flat rate covering overheads are calculated on the basis of a detailed estimated budget, indicating clearly the costs that are eligible for EU funding.

### Maximum amount requested

The EU grant is limited to a maximum co-financing rate of 80% of eligible costs.

Consequently, part of the total eligible expenses entered in the estimated budget must be financed from sources other than the Union grant.

The amount of 20% of the own resources indicated in the revenue part of the estimated budget is regarded as secured, and the same percentage, as a minimum, must be entered in the revenue section of the final account.

The grant amount may neither exceed the eligible costs nor the amount requested. Amounts are indicated in euros.

Acceptance of an application by the Executive Agency does not constitute an undertaking to award a grant equal to the amount requested by the applicant.

## **11.3 Eligible costs**

Eligible costs are costs actually incurred by the beneficiary of a grant which meet the following criteria:

- They are incurred during the duration of the action as specified in the grant agreement, with the exception of costs relating to final reports and certificates. The period of eligibility of costs will start as specified in the grant agreement. If a beneficiary can demonstrate the need to start the action before the agreement is signed, expenditure may be authorised before the grant is awarded. Under no circumstances can the eligibility period start before the date of submission of the grant application (see section 11.1b).
- They are indicated in the estimated overall budget of the action;
- They are incurred in connexion with the action which is the subject of the grant and are necessary for the implementation of the action;
- They are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting

standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary;

- They comply with the requirements of applicable tax and social legislation;
- They are reasonable, justified, and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenues declared in respect of the action with the corresponding accounting statements and supporting documents.

The same criteria apply to the affiliated entities.

### Eligible direct costs

The eligible direct costs for the action are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly, such as:

- The cost of personnel working under an employment contract with the applicant or equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in their remuneration, provided that these costs are in line with the applicant's usual policy on remuneration policy of the beneficiary or, where applicable, its co-beneficiaries or affiliated entities. NB: this cost must be actual cost incurred by the beneficiary, co-beneficiary, affiliated entity and staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary, by the co-beneficiary or by its affiliated entities. These costs may include additional remuneration, including payments on the basis of supplementary contracts regardless of their nature, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;

The corresponding salary costs of personnel of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned was not undertaken;

- The cost of experts assigned to the action must be actual cost incurred by the beneficiary, by the co-beneficiary or by its affiliated entities and is eligible only if it is paid directly or reimbursed by the beneficiary, by the co-beneficiary or by its affiliated entities. The work of an expert should be considered as researcher work and the related costs may include payments on the basis of compensation fees, provided that it is paid in a consistent manner whenever the same kind of work or expertise is required and independently from the source of funding used;
- subsistence allowances (for meetings, including kick-off meetings where applicable, European conferences, etc.) provided that these costs are in line with the beneficiary's usual practices;
- Costs of travel (for meetings, including kick-off meetings where applicable, European conferences, etc.), provided that they are in line with the beneficiary's usual practices on travel. There must be a provision in the budget to attend three meetings in Brussels during the project duration.
- Depreciation cost of equipment (new or second-hand), only the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action may be taken into account by the Executive

Agency, except where the nature and/or the context of its use justifies different treatment by the Executive Agency;

- Costs of consumables and supplies, provided that they are identifiable and assigned to the action;
- Costs entailed by other contracts awarded by the beneficiary or its co-beneficiaries for the purposes of carrying out the action, provided that the conditions laid down in grant agreement are met;
- All other costs arising directly from requirements linked to the performance of the action including costs of experts (dissemination of information, specific evaluation of the action, translations, reproduction),
- Costs relating to a pre-financing guarantee lodged by the beneficiary of the grant, where required;
- Costs relating to external audits where required in support of the requests for payments;
- Non-deductible value added tax ("VAT") for all activities which are not activities of the public authorities in the Member States.

#### Eligible indirect costs (overheads)

- A flat-rate amount, equal to 7% of the eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action.

Indirect costs may not include costs entered under another budget heading.

Applicants's attention is drawn to the fact that in the case of organisations receiving an operating grant, indirect costs are no longer eligible under specific actions.

#### **11.4 Ineligible costs**

The following costs shall not be considered eligible:

- return on capital;
- debt and debt service charges;
- provisions for losses or debts;
- interest owed;
- doubtful debts;
- exchange losses;
- costs of transfer from the Agency charged by the bank of the beneficiary;
- costs declared by the beneficiary and covered by another action receiving a European Union grant. In particular, indirect costs shall not be eligible under a grant for an action awarded to the beneficiary who already receives an operating grant financed from the Union budget during the period in question;
- contributions in kind;
- excessive or reckless expenditure;

#### ➤ **Calculation of the final grant amount – Supporting documents**

The final amount of the grant to be awarded to the beneficiary is established after completion of the action, upon approval of the request for payment containing the following documents:

- a final report providing details of the implementation and results of the action;
- the final financial statement of costs actually incurred,
- and:

#### Option 1

In case of grants for an action **equal or inferior to EUR 60,000**, the beneficiary is required to submit the following sample of supporting documents:

<b>Budget item/heading</b>	<b>Sample to be annexed to the Final Financial Report</b>
Staff	5% of all costs declared under this budget item.
Subcontracting	The three highest value subcontracts
Travel and subsistence	25% of the highest costs declared under this budget item

1. Staff costs: employment contract (or equivalent document), payslips (or remuneration's receipts), proof of payments (if applicable) and, if foreseen by the invitation to submit a proposal, the time sheets or equivalent documents showing the manpower's work effort (i.e. number of working days);
2. Subcontracting: quotes (if applicable), contracts, invoices and proofs of payments;
3. Travel and subsistence: copy of tickets and boarding passes, hotel invoices (and proof of payments).

#### Option 2

In case of grants for an action of more than EUR 60,000, but less than EUR 750,000, the beneficiary is required to submit, in support of the final payment, a "Report of Factual Findings on the Final Financial Report - Type I" produced by an approved auditor or in case of public bodies, by a competent and independent public officer.

The procedure and the format to be followed by an approved auditor or in case of public bodies, by a competent and independent public officer, are detailed in the following "Guidance Note": [http://eacea.ec.europa.eu/about/eacea\\_documents\\_register\\_en.php](http://eacea.ec.europa.eu/about/eacea_documents_register_en.php)

The use of the report format set by the "Guidance Note" is compulsory.

In the estimated budget, costs for such a certificate should be foreseen.

If the eligible costs actually incurred by the beneficiary are lower than anticipated, the Executive Agency will apply the rate of co-financing stated in the grant agreement to the expenditure actually incurred.

In the event of non-execution or clearly inadequate execution of an activity planned in the application attached to the funding agreement, the final grant will be reduced accordingly.

EU grants may not have the purpose or effect of producing a profit within the framework of the action of the beneficiary. **Profit shall be defined as a surplus of receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance.** In this respect, where a profit is made, the Agency shall be entitled to recover a percentage of the profit corresponding to the Union contribution to the eligible costs actually incurred by the beneficiary to carry out the action.

The verification of the non-profit rule does not apply to low value grants, i.e. grants below or equal to EUR 60,000.

### **11.5 Payment arrangements**

A pre-financing payment corresponding to 70% of the grant amount will be transferred to the beneficiary within 30 days either of the date when the last of the two parties signs the agreement, provided all requested guarantees have been received.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the calculation of the final grant amount (see section 11.4 above). If the total of earlier payments is higher than the final grant amount, the beneficiary will be required to reimburse the amount paid in excess by the Commission through a recovery order.

## **12. PUBLICITY**

### **12.1. By the beneficiaries**

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at:  
[http://ec.europa.eu/dgs/education\\_culture/publ/graphics/identity\\_en.html](http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.html)

If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement or grant decision.

### **12.2. By the Executive Agency and/or the Commission**

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on the Internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Executive Agency and/or the Commission will publish the following information:

- name of the beneficiary,



- locality of the beneficiary: address of the beneficiary when the latter is a legal person, region when the beneficiary is a natural person, as defined on NUTS 2 level if he/she is domiciled within the EU or equivalent if domiciled outside EU,
- the amount awarded,
- nature and subject of the grant.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

### **13. DATA PROTECTION**

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the European Community institutions and bodies and on the free movement of such data.<sup>19</sup>

Unless marked as optional, the applicant's replies to the questions in the application form are necessary to evaluate and further process the grant application in accordance with the specifications of the invitation to submit a proposal. Personal data will be processed solely for that purpose by the department or Unit responsible for the Union grant programme concerned (entity acting as data controller). Personal data may be transferred on a need to know basis to third parties involved in the evaluation of applications or in the grant management procedure, without prejudice of transfer to the bodies in charge of monitoring and inspection tasks in accordance with European Union law. In particular, for the purposes of safeguarding the financial interests of the Union, personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office and between authorising officers of the Commission and the executive agencies. The applicant has the right of access to, and to rectify, the data concerning him or her. For any question relating to these data, please contact the Controller. Applicants have the right of recourse to the European Data Protection Supervisor at any time. A detailed Privacy statement, including contact information, is available on EACEA's website:

[https://eacea.ec.europa.eu/sites/eacea-site/files/privacy\\_statement\\_access.pdf](https://eacea.ec.europa.eu/sites/eacea-site/files/privacy_statement_access.pdf)

Applicants and, if they are legal entities, persons who are members of the administrative, management or supervisory body of that applicant or who have powers of representation, decision or control with regard to that applicant, or natural or legal persons that assume unlimited liability for the debts of that applicant, are informed that, their personal data (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the Early Detection and Exclusion System (EDES) by the Authorising Officer of the Agency, should they be in one of the situations mentioned in Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending

---

<sup>19</sup> Official Journal L 8, 12.1.2001.

Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 PE/13/2018/REV/1, OJ L 193, 30.7.2018, p. 1–222.

## **14. PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

### **14.1 Publication**

The Invitation to submit a proposal will be sent out by the Executive Agency to the National Authorities by email.

### **14.2 Registration in the Unique Registration Facility (URF)**

Before submitting an electronic application, the applicant and co-beneficiaries will have to register their organisation in the Unique Registration Facility and receive a Participant Identification Code (PIC). The PIC will be requested in the application form.

The Unique Registration Facility is the tool through which all legal and financial information related to organisations will be managed. It is accessible via the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal.

Information on how to register can be found in the portal at the following address:

<http://ec.europa.eu/education/participants/portal>

The URF tool also allows applicants to upload different documents related to their organisation. These documents have to be uploaded once and will not be requested again for subsequent applications by the same organisation.

### **14.3 Application package**

Grant applications must be drawn up in one of the official EU languages, using the official Application Package sent via email to the designated bodies of this Invitation to submit.

### **14.4 Submission of the grant application**

Proposals must be submitted in accordance with the admissibility requirements under section 5 and by the deadline set out under section 3.

No modifications to the application are allowed once the deadline for submission has elapsed. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the Executive Agency may contact the applicant for this purpose during the evaluation process.

All applicants will be informed in writing about the results of the selection process.

### Electronic submission

Applicants are requested to log in at <https://eacea.ec.europa.eu/PPMT/> and follow the procedure for submitting an application.

### **14.5 Rules applicable**

Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012PE/13/2018/REV/1, OJ L 193, 30.7.2018, p. 1–222.

Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC (OJEU L 347/50 of 20.12.2013).

### **14.6 Contacts**

If you have any questions, please contact:

Ms Caterina Valitutti  
Education, Audiovisual and Culture Executive Agency  
Unit A2 – Erasmus+: Higher education – Knowledge Alliances, Bologna support, Jean Monnet  
Avenue du Bourget 1  
B-1049 Brussels  
Email: [EACEA-BOLOGNA@ec.europa.eu](mailto:EACEA-BOLOGNA@ec.europa.eu)

### **Annexes**

- 1.1 Detailed description of the project – Strand 1
- 1.2 Detailed description of the project – Strand 2
2. Budget tables
- 3.1 Declaration of honour
- 3.2 Declaration of honour (with affiliated entities)
4. Instructions for completing the application package
5. Examples of possible peer support activities
6. e-Form User Guide
7. Model Grant Agreement
8. List of Erasmus+ National Authorities for Higher Education