

How to complete the application form



This page explains the basic functionalities and common elements for all application forms.

Take note

The application forms provide detailed onscreen instructions, notifications and warning messages specific to the form you are working on. Please read that information carefully and if you require further assistance, consult the content related to the specific application form action.

In addition, certain fields have explanations which you can read by moving your cursor on the field title.

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1. Form Layout

After you click **Apply** for the desired opportunity the application form is displayed. The following elements are available:

1. Header

- Basic information on the call and your application form is displayed at the top of the work area.

2. Content menu

- Allows you to navigate to the various sections in the form.
- Click on the information icon next to the title of a section to read instructions about that section.
- When a section has been correctly completed, the information icon changes to a green check.

3. Navigation tree

- Only displayed if a main section has subsections.
- Subsections that require further information are marked with a red X. Completed subsections are marked with a green check.

4. Content area

- Includes the content of the form that you will fill in. In the following example, the **Content area** displays the **Participating organisations** section of the form.

5. Submit button

- Becomes active only once all sections are indicated as completed.

6. PDF button

- Click on the button to export the application form to a PDF file (for example for printing).

The screenshot shows the 'Application details' page. At the top right, there are 'Submit' and 'PDF' buttons (callout 5 and 6) and a 'DRAFT' status indicator. The main header (callout 1) displays 'Form ID : KA131HED-A4770E6D', 'Programme : Erasmus+', 'Call : 2021 - Round : 1', and 'Action type : Mobility of higher education students and staff (KA131-HED)'. A 'Deadline for submission : 03/02/2021 12:00:00 - Brussels, Belgium Time' is also shown. The left sidebar (callout 2) contains a 'Content menu' with items like 'Context', 'Participating organisations', 'Activities', 'Annexes', 'Checklist', and 'History'. The 'Navigation' area (callout 3) shows a search filter and a tree view with 'Participating organisations' and 'Applicant organisation'. The main 'Participating organisations' section (callout 4) contains instructions on how to complete this section, including a note about Organisation ID (OID) and a link to the 'Organisation Registration System'. Below the instructions is a form titled 'Applicant organisation' with fields for 'Applicant organisation OID', 'Legal name', and 'Country', and an 'Actions' column with a red 'X' icon.

2. Header

The header in the work area of the application forms displays basic information about your form. By default, it only shows key details. Click on the arrow to expand and view further information.

Information displayed in the header:

1. **Form ID**
2. General information on the selected application form: **Programme, Call** and **Action type**
3. **Status of the form** (e.g. draft, submitted) and **Submission deadline**
4. Detailed information such as **Application owner**, Application creator, creation and last modification dates, sharing information, and a progress bar indicating the completion percentage of the form.

Application details ⓘ

1 Form ID : KA131HED-1AB25E33

2 Programme : Erasmus+
Call : 2021 - Round : 1
Action type : Mobility of higher education students and staff (KA131-HED)

3 DRAFT
Deadline for submission : 03/02/2021 12:00:00 - Brussels, Belgium Time

4 Form ID : KA131HED-1AB25E33
Programme : Erasmus+
Call : 2021 - Round : 1
Action type : Mobility of higher education students and staff (KA131-HED)

DRAFT
Deadline for submission : 03/02/2021 12:00:00 - Brussels, Belgium Time

Application Owner : User Name
Created by : User Name
Created on : 16/10/2020 13:51:30
Shared with :

Days remaining : 109
Last modification : 16/10/2020 13:51:30
Progression :
20%

3. Navigation through/within application sections

To access a specific (main) section, use the **Content menu**.

An additional **Navigation** tree panel is displayed in sections that contain subsections. Use the + icon to further expand the current selection or alternatively use the **Expand All** button to display all subsections at once.

The navigation panel allows you to easily access a specific subsection. It is possible to scroll independently through the content menu, the work area as a whole, and the available panels of the work area.

The navigation tree also shows which subsections are complete or incomplete.

Content menu < Navigation < Participating organisations

Context
Participating organisations
Activities
Annexes (0)
Checklist

Filter Expand all

- Participating organisations
- Applicant organisation
 - Profile
 - Accreditation
 - Erasmus Policy Statement
 - Associated persons

Profile : Applicant organisation

Is the organisation a public body? Yes No

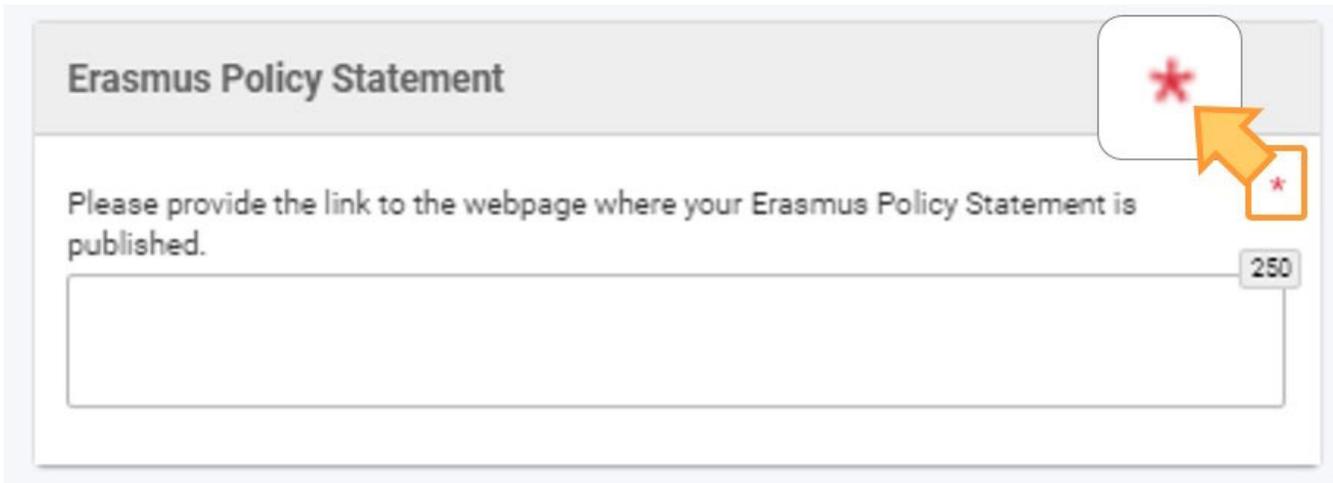
Is the organisation a non-profit? Yes No

Type of Organisation *

It is possible to collapse both the **Content menu** and the **Navigation** tree, using the dedicated arrows (<), in order to expand the content area.

4. Mandatory fields and sections

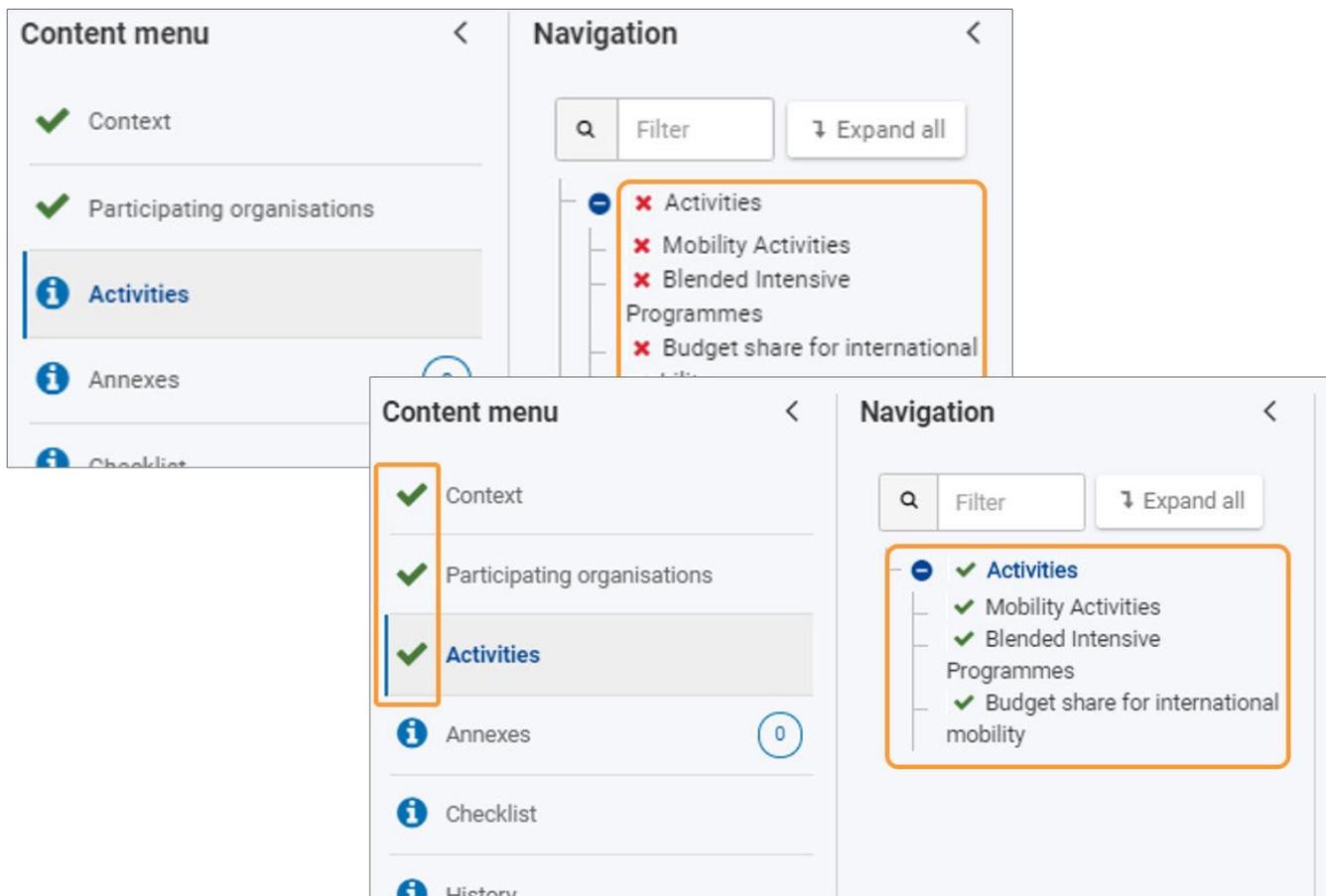
Mandatory fields are marked with a red asterisk. They must be filled in before you are able to submit the form.



The screenshot shows a form titled "Erasmus Policy Statement". Below the title, there is a text input field with the instruction: "Please provide the link to the webpage where your Erasmus Policy Statement is published." The field has a character count of 250. A red asterisk (*) is placed above the field, and an orange arrow points to it from a callout box, indicating that this field is mandatory.

If a section is marked with a red X it means that mandatory information is missing or not all rules have been observed, or that one or more subsections are incomplete.

If a section includes subsections (visible in navigation panel) these are also marked with a green check when all mandatory fields are filled in and all business rules are observed.



The first screenshot shows the navigation panel with the following sections and their status:

- Context: ✓
- Participating organisations: ✓
- Activities: i
- Annexes: i
- Checklist: i

The second screenshot shows the navigation panel with the following sections and their status:

- Context: ✓
- Participating organisations: ✓
- Activities: ✓
- Annexes: i (0)
- Checklist: i
- History: i

The third screenshot shows the navigation panel with the following sections and their status:

- Activities: ✗
- Mobility Activities: ✗
- Blended Intensive Programmes: ✗
- Budget share for international mobility: ✗

5. Auto-saving & draft

The form is automatically saved as you fill it in.

After closing the form, you can find it again by returning to [My Applications](#) via the [main menu](#).

6. Filling in form in other language than English

If you answer the questionnaire in any language other than English, you may be required to provide an English translation of your answer to certain fields.

In our example, the Consortium summary is required in both the foreign language and English for a KA130-HED application.

Consortium Summary

Consortium Summary

Please provide a short summary of your mobility consortium. For successful applications, this section may be used by the European Commission, Executive Agency or National Agencies in their publications or when giving information about awarded mobility consortium accreditations. It will also feed the Erasmus+ dissemination platform. Please be concise and clear, and mention at least: the objectives of your consortium, the basic elements of the main activities, a short description of the results and impact envisaged. *

4952

Consortium Summary in selected foreign language.

Please provide a translation in English. *

4970

Consortium Summary in English.

7. Additional help and guidelines

7.1. Guidelines

Click the ? icon next to the **Application details** to open the guidelines. Here you find information and links to help you complete the form. Click the **Close** button to close the guidelines.

The screenshot shows a web interface for an application form. At the top left, the text 'Application details' is displayed with a question mark icon to its right. A dark grey button with white text 'Click here to see guideline for the page' is positioned above the question mark. An orange arrow points from the question mark icon to a 'Guidelines' pop-up window. The pop-up window has a title bar 'Guidelines' and contains the following text:

Please have a look at the following information about the application for KA151YOUR12021 Mobility of young people for accredited organisations (KA151-YOU)

- In navigation menu before each section, an information icon ⓘ is displayed, when the user clicks it, a pop up appears with explanation about the section.
- Mandatory fields are marked with red star (*). They need to be filled in before you are able to submit the form.
- Once all mandatory fields are filled in and the validation rules in a section are observed, sections will be marked with the following sign: ✓

If a section is marked with this sign: ✘, this means that there is some information missing or not all rules have been respected. The above mentioned validations do not apply for sections "Submission history" and "Sharing".

- Most individual questions will be marked in the same way to make it easy to identify and fix issues.

Below the text, there is a large red rectangular box with a '4000' character count indicator in the top right corner. Below this box is a smaller red rectangular box with a '-50' character count indicator in the top right corner.

- Length of answers to text questions is limited. The maximum number of characters that can be used in each answer is indicated next to the text box. Please note that it is not compulsory to use the maximum allowed number of characters.
- Multiple sections of the form contain tables. You should notice the button on the right side of the table:

At the bottom right of the pop-up window, there is a blue button with a thumbs-up icon and the text 'Understood'. An orange arrow points to this button.

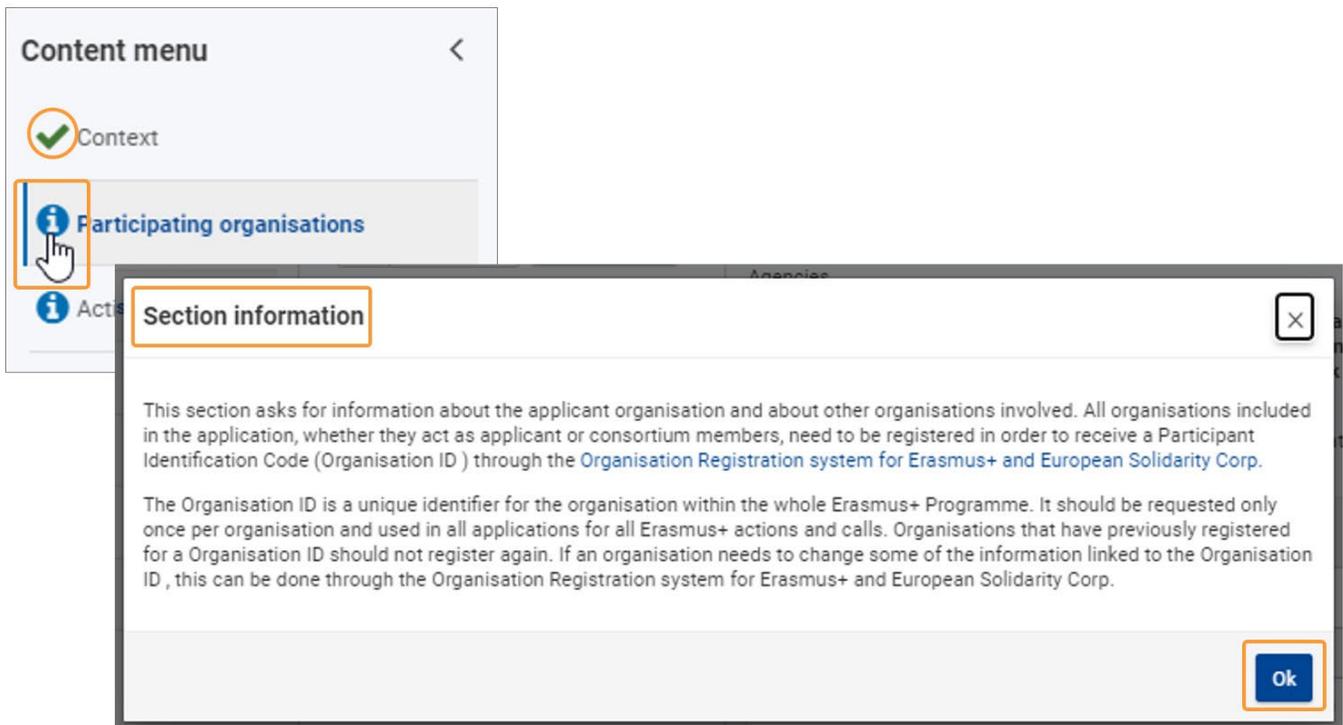
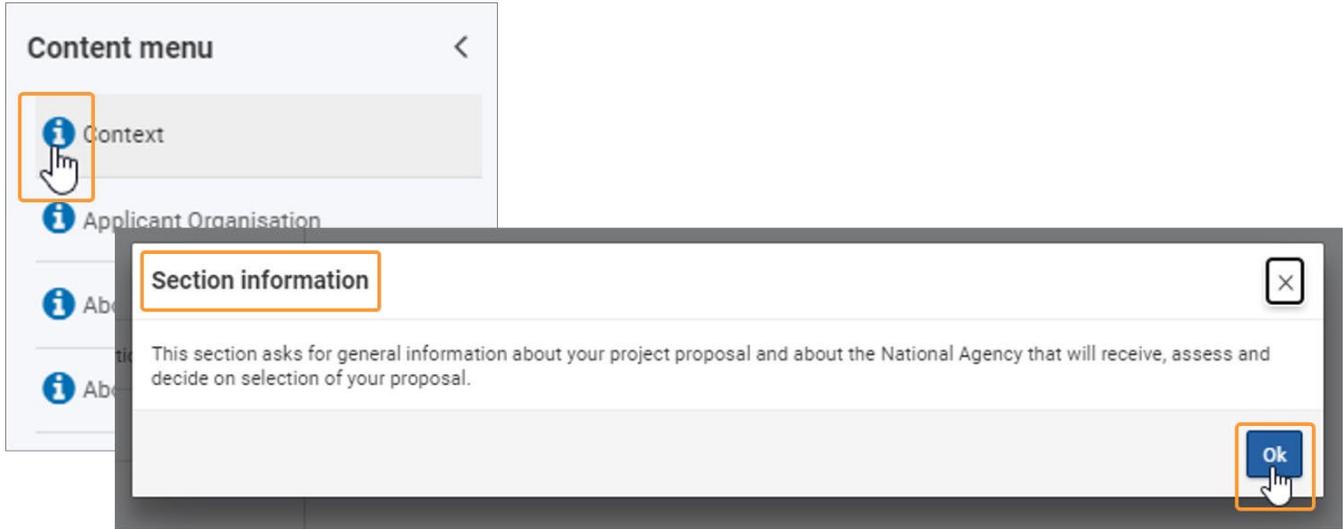
On the left side of the main interface, the 'Application details' section contains the following information:

Form ID : KA151YOU-7D78F6B9
Programme : Erasmus+
Call : 2021 - Round : 1
Action type : Mobility of young people for

7.2. Section specific guidelines

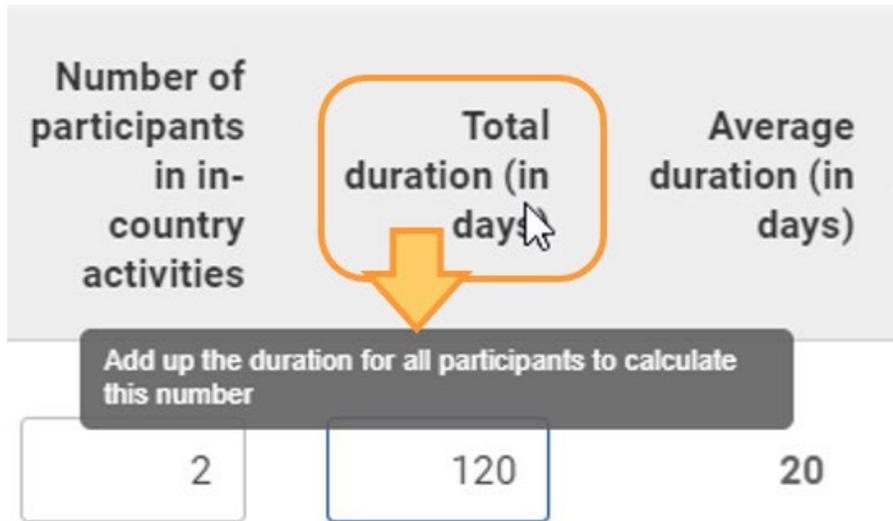
Throughout the form it is possible to find more information about a particular section to be filled in by clicking on the relevant information icon in the **Content menu**. The relevant **Section information** window displays. Clicking on **OK** will close the window.

Once a section is completed, a green check is displayed instead of the information icon.



7.3. Field specific tooltips

Certain fields have explanations which you can read by moving your cursor on the field title.



7.4. Warning and information messages

You might find notifications in certain parts of your form. Your actions in the form may also trigger certain warning messages. Read those notifications and messages carefully and, in the case of warning messages, make the appropriate corrections.

Here are some examples:

Participating organisations

Associated persons : POLSKO JAPONSKA AKADEMIA TECHNIK KOMPUTEROWYCH PJWSTK (E10163228)

 At least one and at most one associated person must be a Primary Contact Person

 At least one and at most one associated person must be a Online linguistic support.

Last name	First name	Email address	Legal representative	Online linguistic support	Primary contact person	Actions
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[+ Add an associated person](#) [Q Search on my contact list](#)

Applicant organisation

Applicant organisation OID	Legal name	Country	Actions
<input type="text" value="E10067998"/>	<input c."="" e.="" f.="" type="text" value="Conservatorio Statale di Musica "/>	<input type="text" value="Italy"/>	  

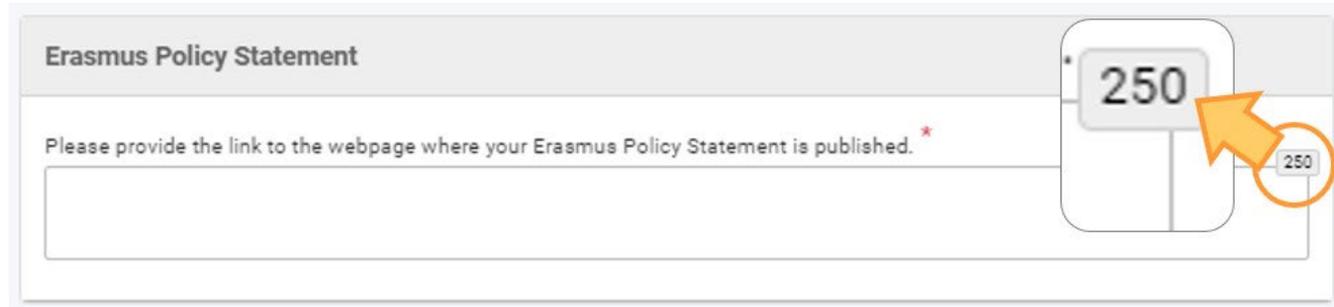
 You have selected a National Agency in a country different than the one where your organisation is established. As a rule, applications must be submitted to the National Agency in your own country unless an exception is stated in the Programme Guide. If your organisation has an exceptional status that links it to another country's authority, please contact the National Agency in your country to confirm your organisation's status before submitting the application.

<input type="text" value="Professio..."/>	<input type="text" value="5"/>	<input type="text" value="10"/>	<input type="text" value="100"/>	<input type="text" value="10"/>
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Please, check activity duration. It is indicated longer than maximum duration for particular Activity Type.

7.5. Character limits in text fields

Text fields may have a character limit. The maximum number of characters that can be used for a specific answer is indicated in the top right corner of the text box. It is not compulsory to use the maximum allowed number of characters. The character limit will count down automatically when you start filling information. If the maximum number of characters has been used, a red **0** is displayed. No more text can be added.

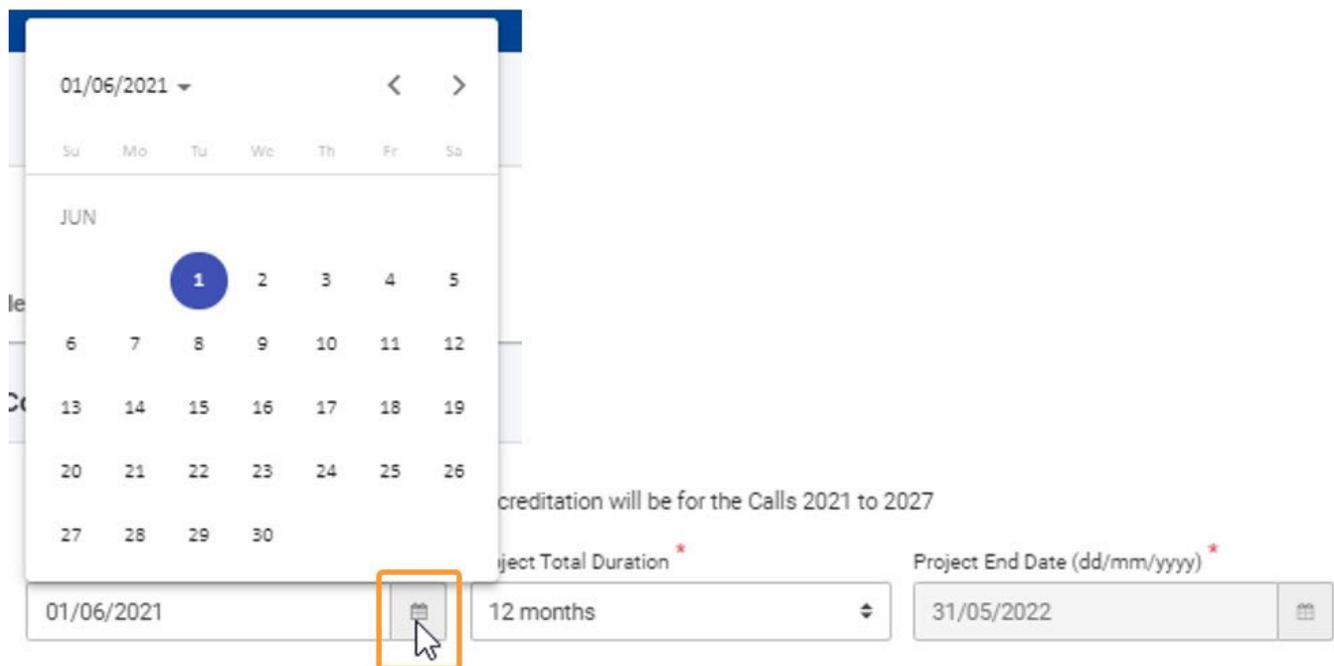


The screenshot shows a form titled "Erasmus Policy Statement". Below the title is a text input field with the placeholder text "Please provide the link to the webpage where your Erasmus Policy Statement is published." followed by a red asterisk. In the top right corner of the form, there is a character limit indicator showing "250" in a grey box. An orange arrow points to this indicator, and a smaller orange circle highlights the "250" value.

7.6. Date and number formats

Dates in the application forms must follow the **dd/mm/yyyy** format. A **date picker** (calendar) is available for most date fields, offering dates of a certain range in case there are duration restrictions.

The default date in the date picker is today's date, unless otherwise specified.



The screenshot shows a date picker calendar for June 2021. The calendar is open, showing the days of the month. Below the calendar, there are two form fields: "Project Total Duration" with a dropdown menu set to "12 months" and "Project End Date (dd/mm/yyyy)" with a date picker icon and the date "31/05/2022". An orange box highlights the date picker icon in the "Project End Date" field.

The default **currency** used in the forms is the Euro unless otherwise specified. Currencies in the forms are displayed using the following formats: 1.300,00 / 23.140,05 / 1,20 / 0,50.