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).

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.

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.

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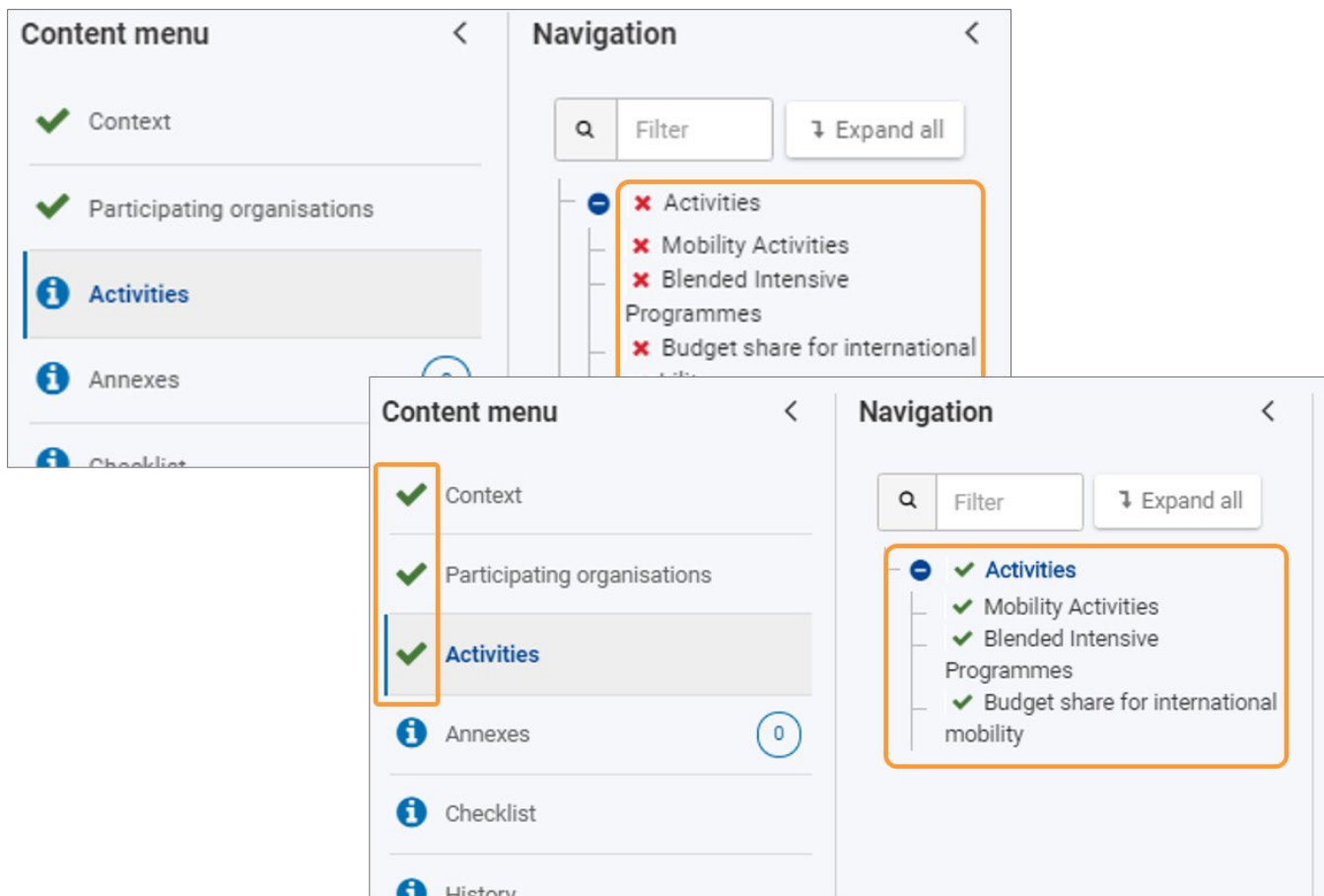
4. Mandatory fields and sections

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

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.

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.

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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.

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.

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.
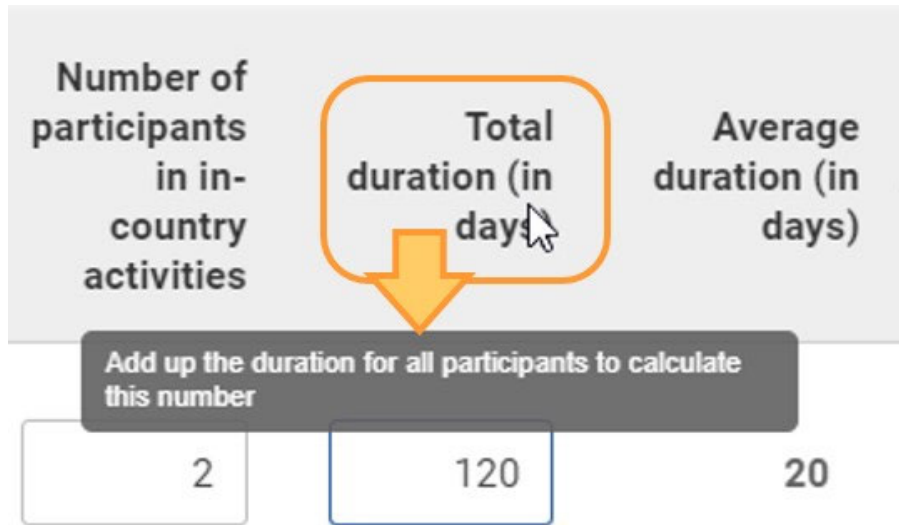
Once a section is completed, a green check is displayed instead of the information icon.
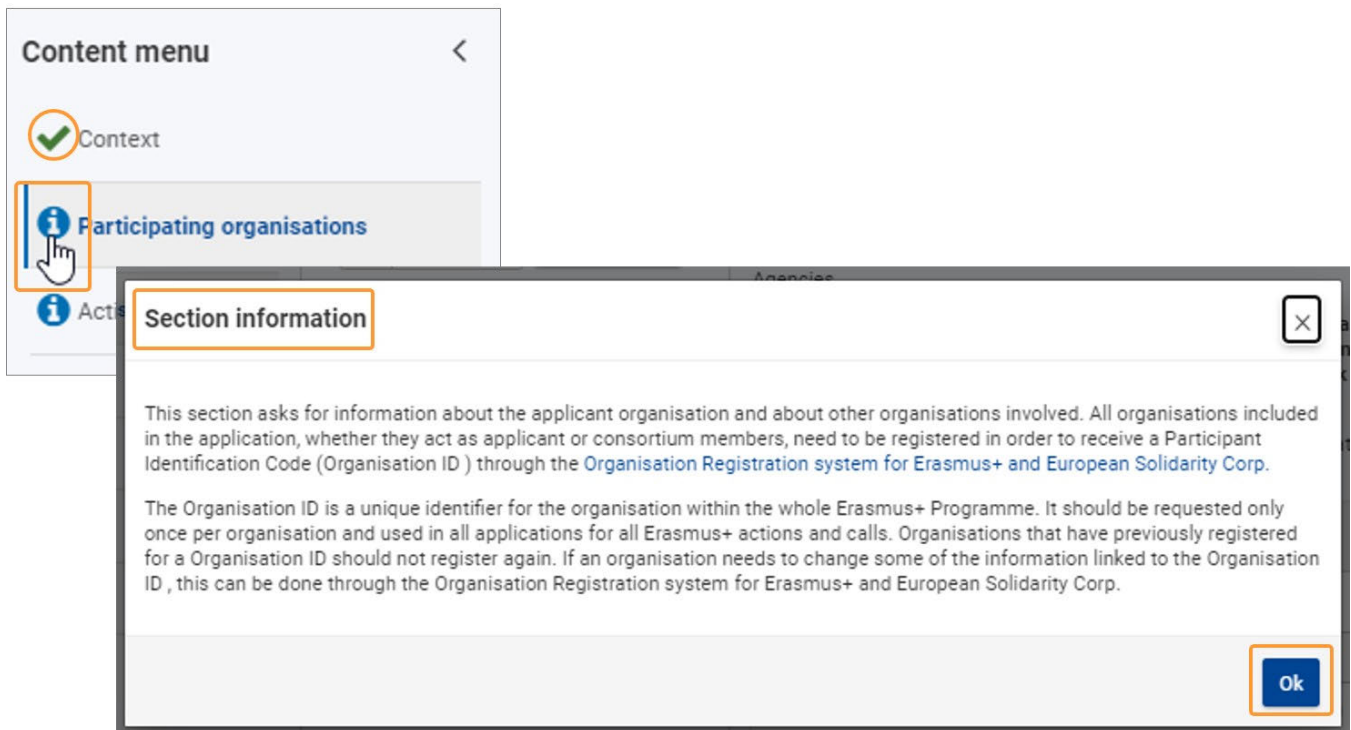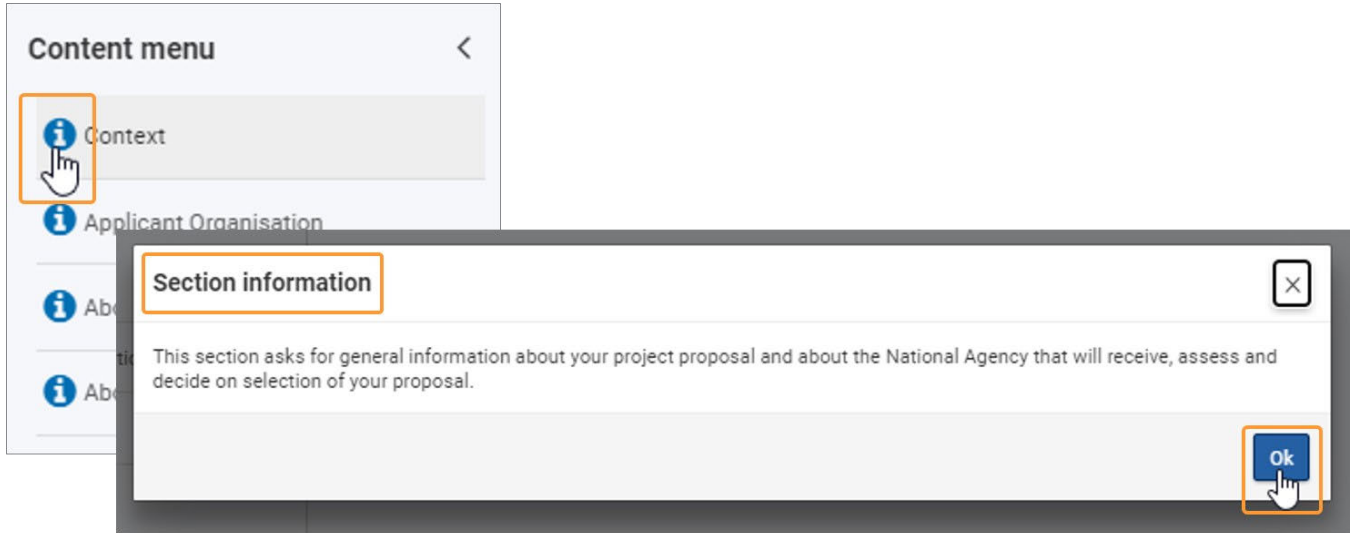
7.3. Field specific tooltips

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:

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.
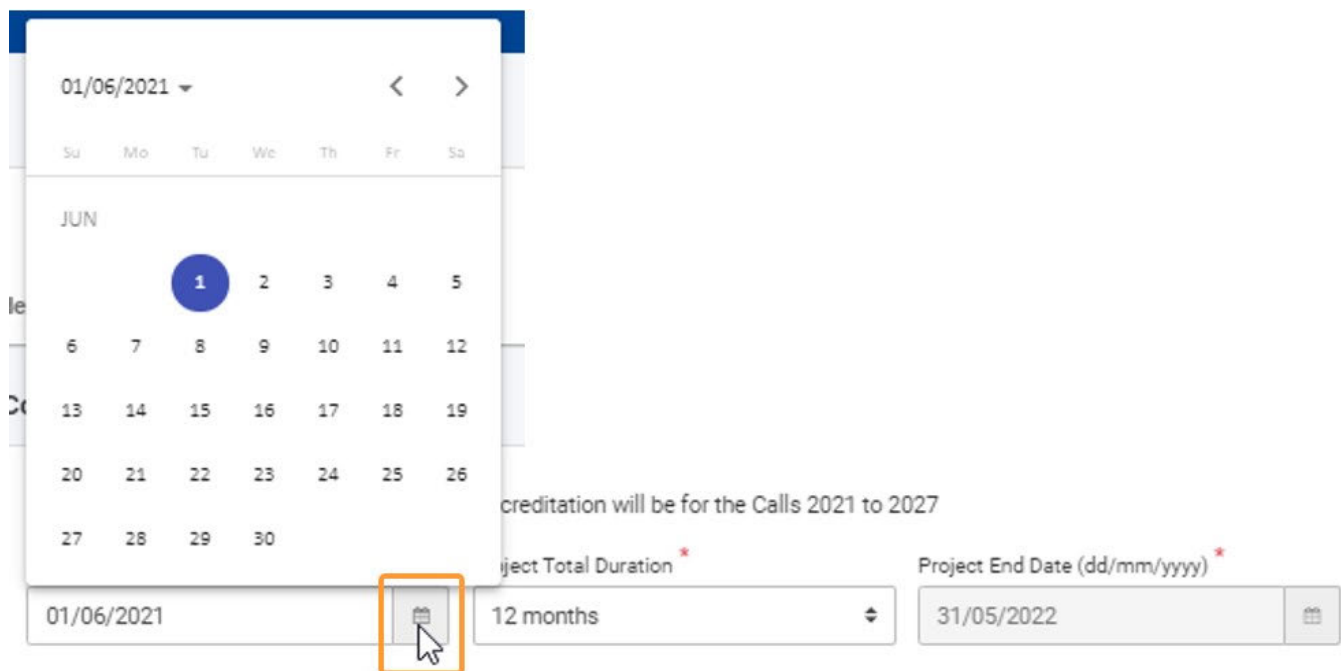

7.6. Date and number formats

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 default **currency** used in the forms is the Euro unless otherwise specified. Currencies in the forms are displayed using the following formats: 1.3 00,00 / 23.140,05 / 1,20 / 0,50.