



Tu zaczyna się nowe doświadczenie

Narodowa Agencja Programu Erasmus+ i Europejskiego Korpusu Solidarności



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

Procedura wnioskowania i omówienie formularza wniosku

Konkurs 2021



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

Procedura wnioskowania

- Wnioski składane są do **Narodowej Agencji kraju**, w którym siedzibę ma instytucja koordynująca projekt – za pośrednictwem platformy składania wniosków
- Wnioski składane są **online** – nie wysyła się wniosków do NA w formie papierowej lub pocztą elektroniczną
- Wypełnianie wniosku należy rozpocząć z odpowiednim **wyprzedzeniem czasowym**.



Wniosek online wypełniamy bezpośrednio na stronie KE logując się przez system **EU Login**.

EU Login

One account, many EU services

Nowi użytkownicy muszą w nim dokonać rejestracji.

[EU Login – European Commission Authentication Service](#).



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe

[Create an account](#)

Login

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language

English (en)



Enter the code



By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

Create an account

Strona z wnioskami online KA220 - HED

<https://webgate.ec.europa.eu/erasmus-esc/index/>

Wypełniany formularz zapisany będzie w zakładce „Moje formularze wniosków” (*My Applications*).



Numer OID

- Wszystkie instytucje uczestniczące w projekcie muszą mieć numer identyfikacyjny OID (jeden dla całej organizacji), który zastąpił dotychczasowy numer PIC (OID jest inny niż PIC)
- Obowiązkowa jest rejestracja w **Systemie Rejestracji Organizacji** w programie Erasmus+. **Wyjątek:** instytucje, które miały numer PIC nie muszą się ponownie rejestrować (mają automatycznie nadane OID)
- Do wniosku pobierane są dane instytucji z Systemu Rejestracji Organizacji – jeśli dane są nieaktualne, we wniosku pojawią się błędne informacje.



Źródła informacji:

<https://erasmusplus.org.pl/strony-informacyjne/dla-wnioskodawcow/jak-zlozyc-wniosek/>

<https://webgate.ec.europa.eu/erasmus-esc/index/>

Przewodnik PL do składania wniosków:

<https://webgate.ec.europa.eu/fpfis/wikis/x/44XuKg>



Z czego składa się formularz wniosku?

Wnioski online:

<https://webgate.ec.europa.eu/app-forms/af-ui-opportunities/#/erasmus-plus>

Formularz wniosku online dla Akcji 2 Szkolnictwo wyższe - załączniki:

- Oświadczenie prawnego przedstawiciela/ *Declaration on honour* – **załącznik obowiązkowy**
- Pełnomocnictwa/ *mandates* od instytucji partnerskich dla koordynatora

Załączniki pobiera się wewnątrz formularza wniosku



Oświadczenie prawnego przedstawiciela

W oświadczeniu przedstawiciel potwierdza m. in.:

- prawdziwość informacji we wniosku
- zdolność prawną organizacji
- zdolność operacyjną i finansową
- że instytucja nie znajduje się w sytuacji wykluczającej (np. w stanie upadłości).



Oświadczenie prawnego przedstawiciela

- Przedstawiciele instytucji składający wniosek do NA, bez względu na sektor i akcję, podpisują się w wyznaczonym miejscu **na ostatniej stronie** dokumentu (pkt. VIII)
- Wnioskodawca będący **osobą fizyczną** prowadzącą działalność gospodarczą podpisuje się w pkt. VIII na końcu tabeli (poniżej adnotacji „tylko w przypadku osób fizycznych” - należy użyć poprawnej/oficjalnej nazwy wnioskodawcy). Osób fizycznych dotyczy cała treść oświadczenia (chyba, że wskazano inaczej, np. w pkt. III jest wykluczenie dot. os. fiz.).



Oświadczenie prawnego przedstawiciela

- Należy wydrukować, uzyskać podpis prawnego przedstawiciela, opieczetować i zeskanować, a następnie załączyć do wniosku
- Jeśli podpisała inna osoba niż przedstawiciel prawny instytucji do wniosku należy załączyć pełnomocnictwo do podpisania dokumentu.



Pełnomocnictwa od partnerów/ *mandates*

- Muszą być wypełnione na wzorze pobranym z formularza wniosku
- odpisane przez obie strony tj.: przez prawnego przedstawiciela instytucji partnerskiej udzielającej pełnomocnictwa oraz instytucji koordynującej projekt
- zeskanowane i załączone do wniosku.



<https://erasmusplus.org.pl/>



O NARODOWEJ AGENCJI ERASMUS+



PL

+A | A | A-



ZOBACZ MENU

W Erasmus+ **wspieramy** międzynarodową współpracę edukacyjną. Otwórz się na **nowe możliwości!**



O programie

Erasmus+ to program Unii Europejskiej na rzecz edukacji, szkoleń, młodzieży i sportu. Otwiera umysły, zmienia życie!



Jak złożyć wniosek?

O dofinansowanie mogą starać się instytucje, organizacje, placówki edukacyjne i firmy. Jak zacząć? Tu znajdziesz informacje na start.



Zainspiruj się!

Zastanawiasz się, czy warto? Poznaj najciekawsze zrealizowane projekty, nagradzane w międzynarodowych konkursach.



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Zmienia życie, otwiera umysły

Szkolnictwo wyższe

<https://erasmusplus.org.pl/jak-zlozyc-wniosek>



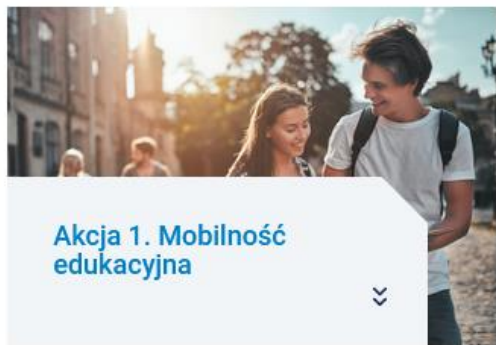
Instrukcja rejestracji organizacji w Rejestrze Organizacji

Zobacz szczegóły dotyczące rejestracji organizacji w Systemie Rejestracji Organizacji Erasmus+ i Europejskiego Korpusu Solidarności.
Poniżej prezentujemy proces rejestracji krok po kroku.

[SZCZEGÓŁY >>](#)



▼ Wybierz akcję, w której chcesz złożyć wniosek



Wnioskodawcą może być każda organizacja uczestnicząca ustanowiona w kraju programu. Organizacja ta składa wniosek w imieniu wszystkich organizacji zaangażowanych w dany projekt. Szkoły wyższe z krajów programu, które zamierzają uczestniczyć w projektach muszą posiadać Kartę Erasmusa dla szkolnictwa wyższego. Dowiedz się więcej o Karcie Erasmusa dla szkolnictwa wyższego [na stronie Komisji Europejskiej](#).

Partnerstwa w zakresie współpracy

20 maja 2021 r., godz. 12.00



Więcej szczegółów można znaleźć w przewodniku po programie Erasmus+ na 2021 r.

ZOBACZ!

FORMULARZE WNIOSKÓW

Wnioski można składać wyłącznie przez *formularz on-line*. Aby uzyskać dostęp do wniosków, konieczne jest posiadanie konta w systemie EU_Login.

SZCZEGÓŁY >>

ZOBACZ!

PRZEWODNIK PO PROGRAMIE

Niniejszy przewodnik na rok 2021 w języku polskim przeznaczony jest dla osób, które chcą zdobyć gruntowną wiedzę na temat programu Erasmus+.

SZCZEGÓŁY >>

Formularz wniosku



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe



Erasmus+ and European Solidarity Corps



HOME



ORGANISATIONS



Search for an Organisation



Register my Organisation



OPPORTUNITIES



PROJECTS



SUPPORT



RESOURCES



Prerequisites for organisation registration

WHY DO I NEED TO REGISTER MY ORGANISATION?

To submit an application or become a partner in a project, you will need an Organisation ID. You can get your Organisation ID if you fill in a simple form proving some basic information about your organisation. Please note that organisations that have already participated in an Erasmus+ or European Solidarity Corps action managed by a National Agency and have a Participant Identification Code (PIC) have automatically assigned an Organisation ID.

WHAT ARE THE PREREQUISITES FOR ORGANISATIONS REGISTRATION?

The organisation registration goal is to create a unique identifier for every organisation - applicant, beneficiary or partner - participating in the programme. That's why before you register your organisation, it's essential to check whether your organisation already exists in the system. Please use the search field below and type in either the legal name, business name, an organisation website hyperlink, PIC or an OID number to check whether your organisation exists.

CHECK IF MY ORGANISATION EXISTS IN THE SYSTEM



Erasmus+ and European Solidarity Corps



HOME



ORGANISATIONS



OPPORTUNITIES



PROJECTS



SUPPORT




Applicant and beneficiary
guides





Contact


Welcome to Erasmus+ and European Solidarity Co...

Here you can apply for one or more of the actions supported by the Erasmus+ Programme or European Solidarity Corps and managed by the Erasmus+ National Agencies.


In section "Opportunities" below, you can browse open calls by the programme and apply. Please note, that to start your application you will need to register or login with your EU Login credentials. Check our [applicant and beneficiary guides](#)  for complete step-by-step guidelines.

More information

If you need more information about Erasmus+ Programme, please visit the programme [home page](#) . In case you're looking for information about European Solidarity Corps, please visit [European Youth Portal](#) 

If you are interested in applying for Erasmus+ actions managed by the Education, Audiovisual and Culture Executive Agency, please visit the [website of the Agency](#) 

Looking for support or have further questions?

Do you have further questions about the Erasmus+ Programme? Get in touch with a National Agency in your country. Please check the [list of contacts](#)  in the Support menu.



Opportunities for Erasmus+

Erasmus+ and European
Solidarity Corps



HOME



ORGANISATIONS



OPPORTUNITIES



Erasmus+



European Solidarity Corps



PROJECTS



SUPPORT



RESOURCES



FIELD OF OPPORTUNITY

SCHOOL
EDUCATION



See open calls

HIGHER
EDUCATION



See open calls

VOCATIONAL
EDUCATION
AND
TRAINING



See open calls

YOUTH



See open calls

ADULT
EDUCATION



See open calls

KEY ACTIONS

Erasmus+ and European Solidarity Corps

 HOME ORGANISATIONS > OPPORTUNITIES v

o Erasmus+

o European Solidarity Corps

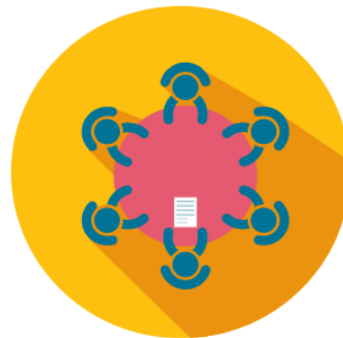
 PROJECTS > SUPPORT > RESOURCES >

Open Calls - Higher Education

KA220-HED

Cooperation partnerships in higher education

This action enables participating organisations to gain experience in international cooperation and to strengthen their capacities, but also to produce high-quality innovative deliverables. The primary goal of Cooperation Partnerships is to allow organisations to increase the quality and relevance of their activities, to develop and reinforce their networks of partners, to increase their capacity to operate jointly at transnational level, boosting internationalisation of their activities and through exchanging or developing new practices and methods as well as sharing and confronting ideas.



Deadline : 20-05-2021 12:00:00 (Brussels time)

Remaining days : 21

[Apply](#)



HOME



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OPPORTUNITIES >



APPLICATIONS ▾



My Applications



My Contacts



PROJECTS >



SUPPORT >

My Applications

Search and filter <

Active filter

Delete

You are currently not using
any active filter

Actions

Quick filter

Search



Programmes


All


Erasmus+


European Solidarity Corps


Wniosek – Context (podstawowe informacje o projekcie) i menu


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✓ Learning, Teaching, Training Activities 

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Context

Field

Higher Education

Project Title *

Title

245

Project Acronym

250

Project Start Date (dd/mm/yyyy) *

01/11/2021



Project total Duration (Months) *

12



Project End Date (dd/mm/yyyy)

01/11/2022



National Agency of the Applicant Organisation *

PL01 - Foundation for the Development of the Education System



Language used to fill in the form *

English



For further details about the available Erasmus+ National Agencies, please consult the following page: <https://ec.europa.eu/programmes/erasmus-plus/contact>

Wniosek – Context (podstawowe informacje o projekcie) i menu

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Sharing

History

Context

Field

Higher Education

Project Title *

Title

245

Project Acronym

250

Project Start Date (dd/mm/yyyy) *

01/11/2021



Project total Duration (Months) *

12



Project End Date (dd/mm/yyyy)

01/11/2022



National Agency of the Applicant Organisation *

PL01 - Foundation for the Development of the Education System



Language used to fill in the form *

English



For further details about the available Erasmus+ National Agencies, please consult the following page: <https://ec.europa.eu/programmes/erasmus-plus/contact>

Application details ?

Submit

PDF

D



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Participating Organisations

To complete this section, you will need your organisation's identification number (OID). Since 2019, the Organisation ID has replaced the Participant Identification Code (PIC) as unique identifier for actions managed by the Erasmus+ National Agencies.

If your organisation has previously participated in Erasmus+ with a PIC number, an OID has been assigned to it automatically. In that case, you must not register your organisation again. Follow this link to find the OID that has been assigned to your PIC: [Organisation Registration System](#)

You can also visit the same page to register a new organisation that never had a PIC or an OID, or to update existing information about your organisation.

Applicant

Applicant organisation
OID

Numer OID

Legal name

POLITECHNIKA LUBELSKA

Country

Poland

Actions



Partner Organisations

Organizacje uczestniczące

Navigation

Filter Expand all

- Participating Organisations
 - POLITECHNIKA LUBELSKA (510000000 Poland)
 - Profile
 - Accreditation
 - Background and experience**
 - Associated persons
 - Jan Nowak
 - Anna Kowalska
 - Partner Organisations
 - SLEZSKA
 - UNIVERZITA V OPAVE (F10126793 -)
 - Profile
 - Accreditation

Participating Organisations

Background and experience : POLITECHNIKA LUBELSKA

Please briefly present the organisation/group (e.g. its type, scope of work, areas of activity and if applicable, approximate number of paid/unpaid staff, learners and members of the group) *

opis

3996

What are the activities and experience of the organisation in the areas relevant for this project? What are the skills and/or expertise of key persons involved in this project? *

opis

3996

	As Applicant		As Partner or Consortium Member	
Action Type	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects
No past participation has been found for Organisation ID				

Organizacje uczestniczące

Participating Organisations

Action Type	As Applicant		As Partner or Consortium Member	
	Number of project applications	Number of granted projects	Number of project applications	Number of granted projects
Higher education student and staff mobility between Programme and 1 Partner countries (KA107)		0	0	0




I understand and agree that the National Agency can use the information it has about my organisation's previous participation to assess my organisation's capacity to implement activities under this application.




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Szkolnictwo wyższe


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Project Description

Priorities and Topics

Please select the most relevant horizontal or sectoral priority according to the objectives of your project. *

HE: Rewarding excellence in learning, teaching and skills development

If relevant, please select additional priorities according to the objectives of your project.

Please explain how your chosen priorities relate to the aims and objectives of your project. *

tekst

3995

Please select up to three topics addressed by your project *

Cultural heritage 

Project Description

Please explain the context and the concrete objectives of your project. *

tekst

3995

Opis projektu – partnerzy stowarzyszeni

W tym miejscu należy wymienić nazwy i kraje **partnerów stowarzyszonych** (jeśli są przewidziani); tylko jeśli partnerzy ci są zidentyfikowani w tym miejscu, możliwe będzie prowadzenie działań w krajach, w których mają siedziby.

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Navigation

Project Description

If relevant, please identify and explain the involvement of associated partners, not formally participating in the project. Please explain how they will contribute to the implementation of specific project tasks/activities or support the sharing of project results and the sustainability of the project.


tekst


3995


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Management

Funds for Project Management and Implementation

Funds for "Project Management and Implementation" are provided to all Cooperation Partnerships based on the number of participating organisations and the duration of the project. The purpose of these funds is to cover diverse expenses that any project may incur, such as planning, communication between partners, small-scale project materials, virtual cooperation, local project activities, promotion, sharing of project results and other similar activities not covered by other types of funding.














A partnership may receive a maximum of 2750 EUR of "Project Management and Implementation" grant per month.

Organisation role	Grant per organisation and per month	Number of organisations	Grant
Coordinator	500	1	6000
Partner	250	2	6000
Total		3	12 000

Please provide detailed information about the project activities that you will carry out with the support of the grant requested under the item "Project Management and Implementation" *

information

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Management



Transnational Project Meetings

Transnational project meetings: how often do you plan to meet, who will participate in those meetings, where will they take place and what will be the goal? *

meetings

3992


Please specify the funds requested to organise the planned transnational project meetings.

Meeting ID	Leading Organisation	opis	Actions
1	<input type="text" value="POLITECHNIKA LUBELSKA (E10200002 - Poland)"/>		
2	<input type="text" value="UNIVERSITA DEGLI STUDI GABRIELE D'ANNUNZIO DI CHIETI-PESCARA (E1020885..."/>		
Total			 

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Production of Project Results

Production of Project Results

Action

Do you plan to produce project results in your project? *

Yes



Project Results Summary

Result ID

Leading Organisation

1

POLITECHNIKA LUBELSKA

Rezultat 1

Total



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✓ **Production of Project Results**



✓ Multiplier Events



✓ Learning, Teaching, Training Activities



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✓ Special Costs



Production of Project Results

Project Results Details (1)

Result ID

1

Result Title

Rezultat 1

Result Leading Organisation

POLITECHNIKA LUBELSKA (

Result Description (including: needs analysis, target groups, elements of innovation, expected impact and transferability potential) *

3989

Description

Result Type *













Course / curriculum – Design and development

Please describe the division of work, the tasks leading to the production of the result and the applied methodology *

3996

text

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Production of Project Results




UNIVERSITA DEGLI STUDI

Action



Project Results Budget












Please specify the staff resources which you need to produce the project results.

Result ID	Organisation	Managers	Teac
1	POLITECHNIKA LUBELSKA ( *	0	
2	SLEZSKA UNIVERZITA '  *	0	
3	UNIVERSITA DEGLI STUDI  *	0	
Total		0	

+ Add a Project Result Budget

Wydarzenia upowszechniające rezultaty

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Multiplier Events

Do you plan to include multiplier events in your project? *

Yes

Multiplier Events Summary












Event ID	Leading organisation	E
1	POLITECHNIKA LUBELSKA  *	ME 1



[+ Add multiplier event](#)

Grant support for multiplier events can only be asked for if the project intends to produce substantial project results. Other sharing and promotion activities will be supported via the Project Management and Implementation grant.

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Multiplier Events

Event Start Date (dd-mm-yyyy) *

01/11/2021



Event End Date (dd-mm-yyyy) *

10/10/2022



Project Results Covered *

Rezultat 1 

Event other Participating Organisations

SLEZSKA UNIVERZITA \

UNIVERSITA DEGLI STUDI (
 - Italy) 













Multiplier Events Budget

Event ID	Organisation	Country of the Organisation	Local Participants	F
1	POLITECHNIKA LUBELSKA *	Poland	100 *	

Grant per Local Participant	Grant per Foreign Participant	Grant per Participant in virtual events
100	200	15

Działania związane z uczeniem się, nauczaniem, szkoleniami

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Learning, Teaching, Training Activities



Do you plan to include transnational learning, teaching or training activities in your project? *

Yes

Activities Summary

In case you plan to include learning, teaching or training activities please encode them here.

Activities Summary

ID	Activity Title	Leading Organisations	Action
C1	Szkolenie  *	SLEZSKA UNIVERZITA 1	
Total			


+ Add a LTT


Działania związane z uczeniem się, nauczaniem, szkoleniami


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Learning, Teaching, Training Activities

In this section, you are asked to provide details about this specific activity. The section consists of two parts: Activity Details and Groups of Participants.

In the first part (Activity Details) you are asked to provide information about the planned activity as a whole, to define the activity's lead organisation, and to list the other participating organisations. The lead organisation is typically the one hosting the activity in its premises. In case you decide to organise the activity outside of the lead organisation's premises, you must respect the detailed rules provided in the Programme Guide and you need to provide an explanation for this choice as part of the activity description. The other participating organisations are all project partners who will send their participants to take part in the activity. Adding a partner organisation to the list of participating organisations will allow you to ask funding for their participants in the second part of this section.

In the second part (Groups of Participants) you are asked to provide some details about the participants who will take part in this activity. The main purpose of this section is to calculate the budget that the project will receive for the participants' travel, individual support and other expenses. The participants are organised in groups for easier calculation. Each group and its budget are linked to their sending organisation.

LTT ID

Activity Title

C1

Szkolenie

Activity Description (including profile of participants per organisation, goals and results of the activity) *

opis szkolenia

3986

Start period

2022-05

Duration (days) *

5

End period

2022-05

Country of Venue

Czech Republic

Participating Organisations *





POLITECHNIKA LUBELSKA

UNIVERSITA DEGLI STUDI

Działania związane z uczeniem się, nauczaniem, szkoleniami

Summary of Groups of Participants (C1, Szkolenie)

Group ID	Sending organisation	Type of participant	Number of participants	Number of accompanying persons
1	POLITECHNIKA LUBELSKA (Learners	10	0
2	UNIVERSITA DEGLI STUDI	Learners	10	0

Duration of activity excluding travel	Green travel	Distance bands	Travel days	Total duration	Grant	Action
5	<input checked="" type="checkbox"/>	500 - 1999 km	2	7	7 260	 
5	<input type="checkbox"/>	500 - 1999 km	2	7	6 810	 

Content menu



- ✓ Context
- ✓ Participating Organisations
- ✓ Project Description
- ✓ Preparation
- ✓ Management
- ✓ Production of Project Results
- ✓ Multiplier Events
- ✗ Learning, Teaching, Training Activities
- ✓ Timetable
- ✗ Special Costs
- ✓ Follow-up

Follow-up

How will you ensure that the project results will remain available and will be used by others? *

3973

availability of the results

If relevant, please provide any other information you consider appropriate to give a full understanding of your sharing and promotion plan and its expected impact (e.g. how you have identified which results are most relevant to share and promote; how you will ensure the involvement of all partners; how you see synergies with other stakeholders, etc.)

4000

Sustainability



What are the activities and results that will be maintained after the end of the EU funding, and how will you ensure the resources needed to sustain them? *

3986

Sustainability

Koszty specjalne

Content menu



✓ Multiplier Events

✗ Learning, Teaching, Training Activities

✓ Timetable

✓ **Special Costs**

✓ Follow-up

✗ Budget Summary

✓ Project Summary

✗ Annexes 0

✗ Checklist

Sharing

History

Special Costs

Inclusion Support

ID	Organisation	Country of the Organisation	N° of Participants eligible for real costs under inclusion	Description and Justification	Requested Grant (EUR)	Actions
Tota						*
						+ Add an inclusion support

Exceptional Costs


ID	Organisation	Country of the Organisation	Description and Justification	Expected real cost (100%)	Requested Grant (80%)	Actions
1	<input type="text" value="POLITECHNIKA LUBELSK..."/>	<input type="text" value="Poland"/>	<input type="text" value="opis"/> 3996 *	<input type="text" value="1 000"/> 14 *	800 *	
Tota					800 *	
						+ Add an exceptional costs


Podsumowanie budżetu (automatyczne)


Content menu


✓ Production of Project Results 


✓ Multiplier Events 


✓ Learning, Teaching, Training Activities 

✓ Timetable 

✓ Special Costs 

✓ Follow-up 

✗ Budget Summary 

✓ Project Summary 

✗ Annexes 0 

Navigation

Budget Summary

Transnational Project Meetings	6900
Project Results	9090
Multiplier Events	23000
Virtual Multiplier Events	3000
Learning, Teaching Training Activities	19155
Exceptional Costs	800
Total grant	70945

The total project grant must be greater or equal to 100000 EUR

Transnational Project Meetings

Meeting ID

Meeting Title

Content menu



✓ Production of Project Results

✓ Multiplier Events

✓ Learning, Teaching, Training Activities

✓ Timetable

✓ Special Costs

✓ Follow-up

✗ Budget Summary

✓ Project Summary

✗ Annexes 0

✗ Checklist

Sharing

History

Annexes

Please download the Declaration on Honour, print it, have it signed by the legal representative, and attach it here.

Download Declaration On Honour

File Name	File Size (kB)
Total Size (kB)	0

[+ Add Declaration On Honour](#)

Mandates

Please download the Mandates, have them signed by the legal representatives and attach them here. [DOWNLOAD MANDATES](#)

Please ensure that mandates are valid before submitting them to the National Agency. Mandates shall be provided at the latest before the signature of the grant agreement.

File Name	File Size (kB)
Total Size (kB)	0

[+ Add Mandate](#)

Other Documents

Dziękujemy za uwagę!

he2@erasmusplus.org.pl



Erasmus+
Zmienia życie, otwiera umysły

Szkolnictwo wyższe