

# **Web Forms**

## **How to complete the form**



When completing the form, there are certain elements that are common in every section. This page covers these basic functionalities and highlights the sections that are common for all applications.

The form provides on screen information, as well as warning messages, specific for the application form or field currently being entered. Please read this on screen information and if you require further assistance please consult the content related to the specific key action application request. This can be viewed from the Index page: [Web Application Forms Guidelines](#).

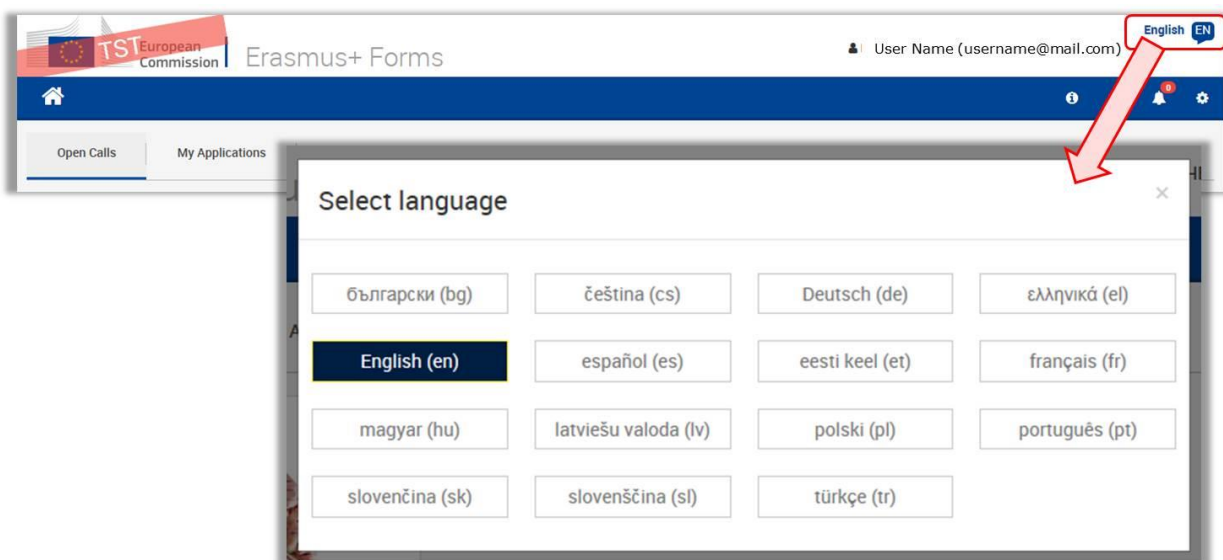
### Important: Do not use multiple tabs in browser

When filling in the required information in the Web Application Form **do not use multiple tabs** or open several browser windows for your application. This will cause problems with the auto save functionality of the form and **result in lost data** in your application.

- [Language Selection](#)
- [Mandatory Sections and Fields](#)
- [Navigation through/within application sections](#)
- [Menu button](#)
- [Underlined Links](#)
- [Auto Saving & Draft](#)
- [Help and Guidelines](#)

### Language Selection

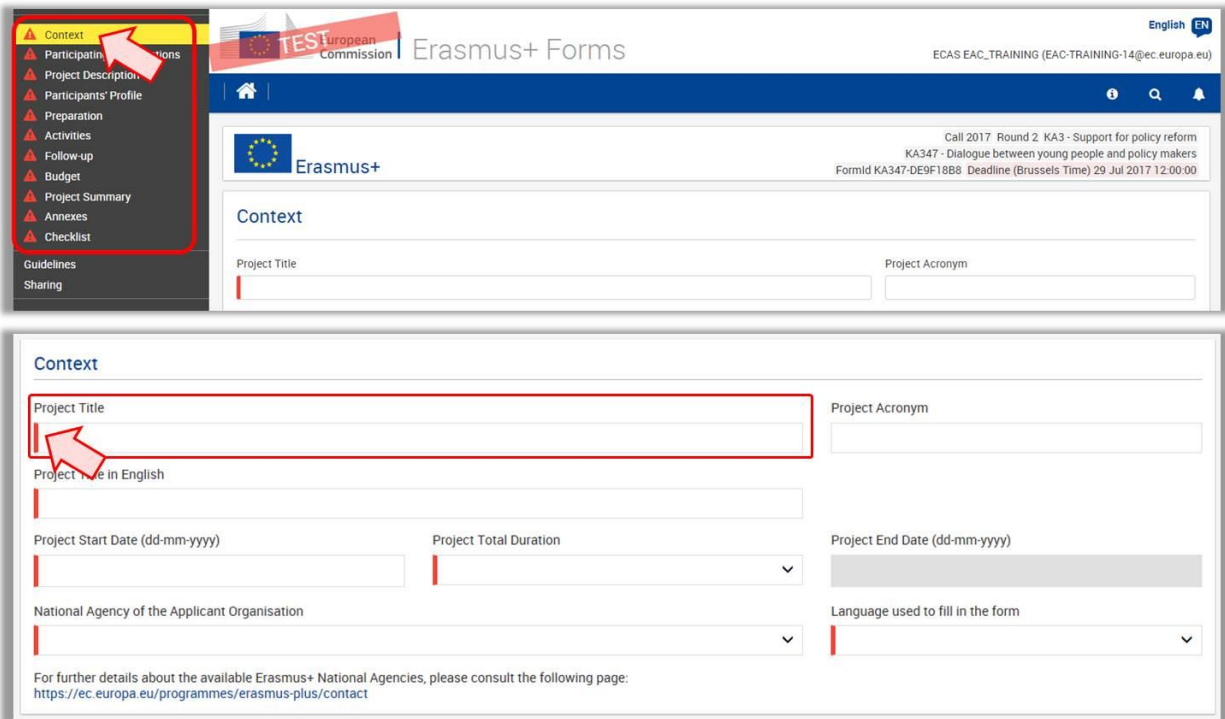
The default language of the screens is set to English. To change it, click on the language icon at the right hand of your screen and select the required language in the populated window.




## Mandatory Sections and Fields

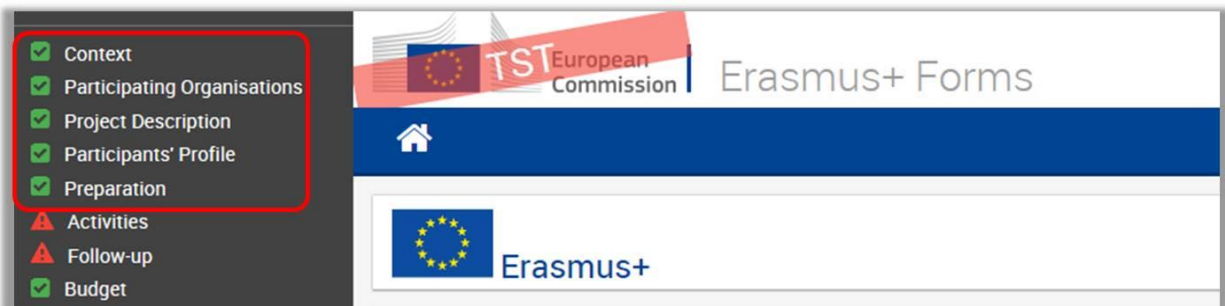
Mandatory sections are marked with a red exclamation mark  indicating missing information or that not all rules for filling in the application form were respected.

Most individual fields which are mandatory are marked with red to make it easy to identify and fix issues.



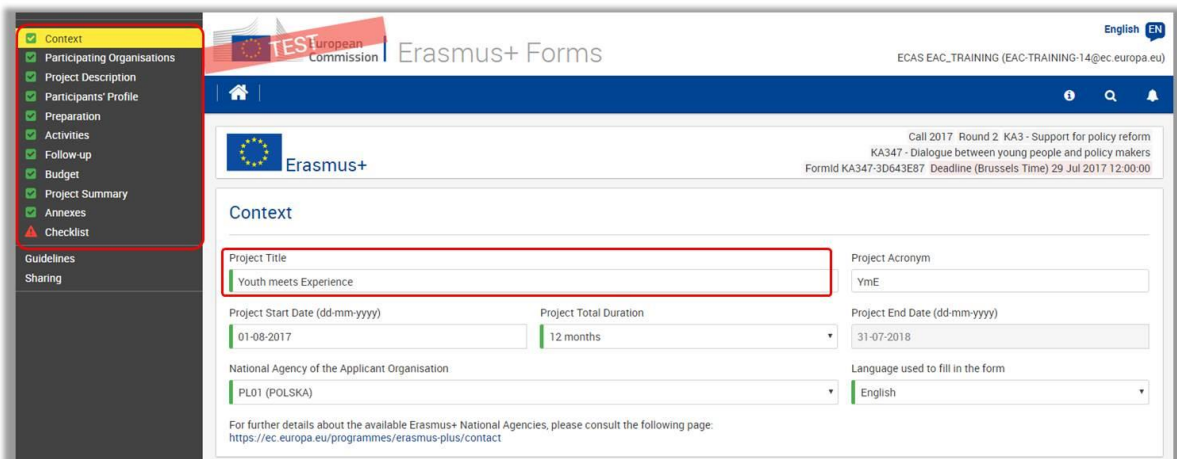
The screenshot shows the 'Erasmus+ Forms' application interface. On the left sidebar, the 'Context' section is highlighted with a red box and a red exclamation mark icon. The main content area shows the 'Context' section with several fields: 'Project Title', 'Project Acronym', 'Project Title in English', 'Project Start Date (dd-mm-yyyy)', 'Project Total Duration', 'Project End Date (dd-mm-yyyy)', 'National Agency of the Applicant Organisation', and 'Language used to fill in the form'. The 'Project Title' and 'Project Acronym' fields are marked with red borders and a red exclamation mark icon, indicating they are mandatory and currently empty.

Once all mandatory fields and validation rules in a section are met, sections will be marked with a green check. 



The screenshot shows the 'Erasmus+ Forms' application interface. On the left sidebar, the 'Context' section and other sections are marked with green checkmarks, indicating they are completed. The main content area shows the 'Context' section with several fields: 'Project Title', 'Project Acronym', 'Project Title in English', 'Project Start Date (dd-mm-yyyy)', 'Project Total Duration', 'Project End Date (dd-mm-yyyy)', 'National Agency of the Applicant Organisation', and 'Language used to fill in the form'. The 'Project Title' field is marked with a green checkmark, indicating it is completed.

Individual mandatory fields completed are marked green.



The screenshot shows the 'Erasmus+ Forms' application interface. On the left sidebar, the 'Context' section and other sections are marked with green checkmarks, indicating they are completed. The main content area shows the 'Context' section with several fields: 'Project Title', 'Project Acronym', 'Project Start Date (dd-mm-yyyy)', 'Project Total Duration', 'Project End Date (dd-mm-yyyy)', 'National Agency of the Applicant Organisation', and 'Language used to fill in the form'. The 'Project Title' field is marked with a green checkmark, indicating it is completed. The 'Project Start Date' field is marked with a green checkmark and contains the value '01-08-2017'. The 'Project Total Duration' field is marked with a green checkmark and contains the value '12 months'. The 'Project End Date' field is marked with a green checkmark and contains the value '31-07-2018'. The 'National Agency of the Applicant Organisation' field is marked with a green checkmark and contains the value 'PL01 (POLSKA)'. The 'Language used to fill in the form' field is marked with a green checkmark and contains the value 'English'.

## Navigation through/within application sections

Within the Web Application Form you have several options to easily navigate between sections or sub-sections. In a variety of screens you have a **top menu**, which can be used to navigate back and forth within a project section.

The screenshot shows the Erasmus+ application form interface. On the left is a vertical navigation menu with items like 'Context', 'Participating Organisations', 'Project Description', 'Participants' Profile', 'Preparation', 'Activities', 'Follow-up', 'Budget', 'Project Summary', 'Annexes', and 'Checklist'. The 'Activities' section is highlighted in yellow. The main content area shows the 'Activity Details' page for 'Activity A1'. At the top of this page, there is a breadcrumb trail: 'Activities > List of Activities > Activity Details'. A red box highlights this trail, and a red arrow points to the 'List of Activities' link. To the right of the breadcrumb trail are several status indicators: 'Activity Details', 'Special Needs' Support', 'Exceptional Costs', and 'Total Activity Budget'. Below the breadcrumb trail, the 'Activity Type' is set to 'YOUTH-TRANS - Transnational youth meetings' and the 'Activity Title' is 'Kick off meeting'. The 'Flows' section is visible below.

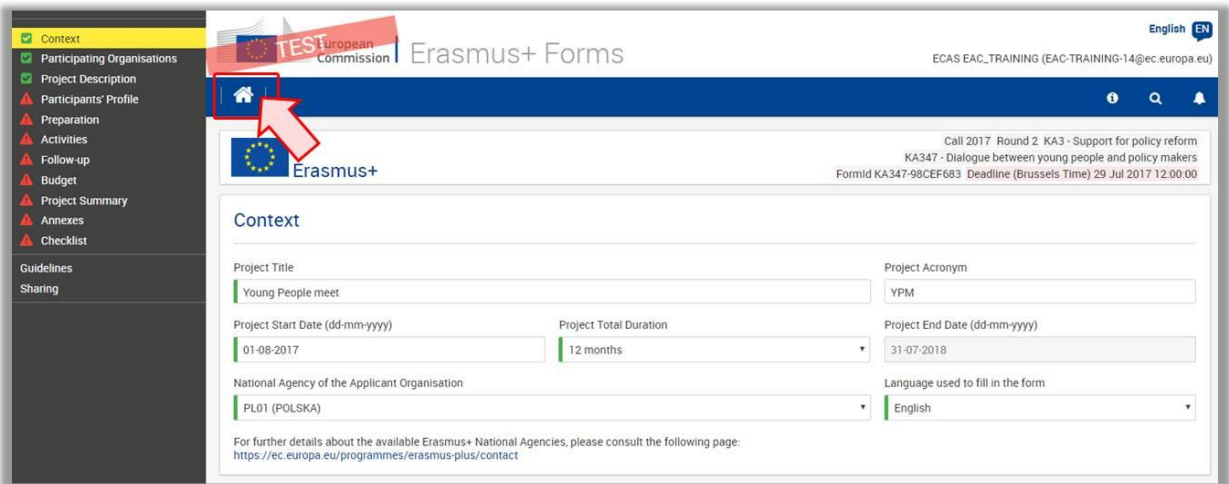
Within a project section you may have tabs available. Those can also be clicked on to quickly access specific information.

The screenshot shows the 'Participants' Profile' section of the Erasmus+ application form. The left navigation menu has 'Participants' Profile' highlighted in yellow. The main content area features a tabbed interface. A red box highlights the tabs: 'Participants' Profile', 'Participants with Fewer Opportunities', and 'Learning Outcomes'. Red arrows point to each of these tabs. The 'Participants' Profile' tab is active, showing a form with two main sections: 'Background information ...' and 'Please provide general information on the age of participants and describe how you will ensure gender balance in the main activities carried out in your project.' Below this is a red-bordered text input field with a mandatory field warning: 'The field is mandatory.' The 'Participants with Fewer Opportunities' section follows, with a question: 'Does your project involve participants facing situations that make their participation in the activities more difficult?' with a 'Yes' selection. Below that, a question asks 'How many participants (out of the total number) would fall into this category?' with a value of '10' entered.

To access a specific project section, use the left hand side navigation menu.

The screenshot shows the 'Context' section of the Erasmus+ application form. The left navigation menu is highlighted with a red box and a red arrow pointing to it. The main content area displays the 'Context' form with several fields: 'Project Title' (Young People meet), 'Project Acronym' (YPM), 'Project Start Date' (01-08-2017), 'Project Total Duration' (12 months), 'Project End Date' (31-07-2018), 'National Agency of the Applicant Organisation' (PL01 (POLSKA)), and 'Language used to fill in the form' (English). At the bottom, there is a link for further details: 'https://ec.europa.eu/programmes/erasmus-plus/contact'.

The **Home** button brings you back to the Web Application Forms main page.

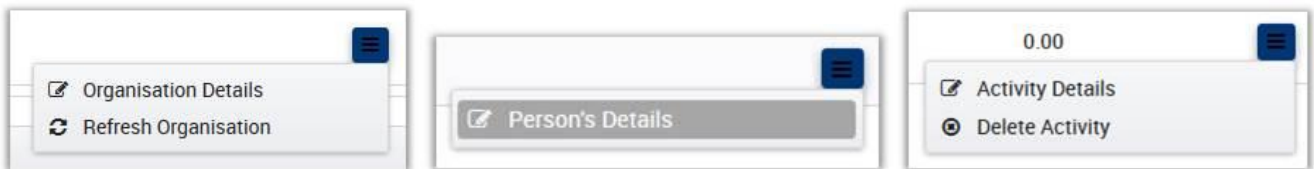


### Menu button

Within various parts of the application, you have a **MENU** button available; for example in the **Participating Organisations** or **Activities** sections.



Depending on the section you are working on you have different options available to select from once you clicked it. Here some examples:



### Underlined Links

You can access details of various elements of the application by clicking on hyperlinks. Those can be text or a dotted line.

Id	Title	Activity Type	Total No of Flows	Total No of Participants	Total Budget
A1	<a href="#">Kick Off Activity</a>	YOUTH-APV-EVS Advance Planning Visit à EVS	2	70	0.00

#### Associated Persons

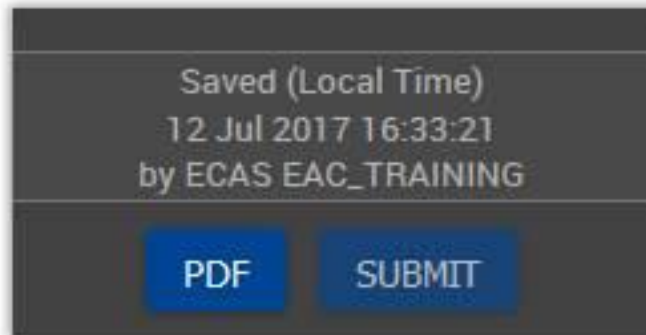
No	Name	Type
1	.....	Legal Representative
2	.....	Contact Person

ADD ASSOCIATED PERSON

## Auto Saving & Draft

The form is automatically saved every 2 seconds. The Saved (Local Time) information on the left hand side of the screen is updated accordingly.

After closing the form, you can access it again under the tab My Applications on the Web Application Forms homepage.



## Help and Guidelines

Throughout the form it is possible to acquire more information about particular parts by positioning your mouse pointer over the question mark sign.



Number of attachments (including the Declaration of Honour) is 10 and the maximum total size is 10240 kB  
Please attach all relevant documents. ?

In the left hand side menu you also have a Guidelines option. Clicking on this menu item will open the Guidelines screen with useful information.

Call 2017 Round 2 KA3 - Support for policy reform  
KA347 - Dialogue between young people and policy makers  
FormId KA347-3D643E87 Deadline (Brussels Time) 29 Jul 2017 12:00:00

### Guidelines

Before starting filling in your KA3 'Meeting between young people and decision makers' application, please have a look at the following information on the form:

Mandatory fields are clearly identified through a red colour. They need to be filled-in in order to be able to submit the form.

Once all mandatory fields and validation rules in a section are met, sections will be marked with this sign . If a section is marked with this sign this means that either there is some information missing or not all rules have been respected. Most individual questions will be marked in the same way to make it easy to identify and fix issues.

Throughout the form, you can acquire more information about particular parts by positioning your mouse pointer over the question mark sign: .

The form is automatically saved every 2 seconds.

After closing the form, you will be able to access it under the tab 'My applications' on the homepage.

Under the Submission summary page, you can access information about all submissions you made with this application form.

More information you will find in the Guidelines for completing WEB application:  
<http://ec.europa.eu/programmes/erasmus-plus/resources/documents-for-applicants/model-application-forms>

Further assistance: If you have any questions or encounter a technical problem, please contact your National Agency. You can find their contact details here:  
<http://ec.europa.eu/programmes/erasmus-plus/contact>

The application consists of the following main sections:

**Context:** this section asks for general information about the project proposal you want to submit and about the Agency that will receive, assess and select your proposal;

**Participating organisations:** this section asks for information about the applicant organisation and – if relevant – about any other organisation involved as partner in the project; All organisations that are to be included in the application, whether they act as applicant or partner, need to be registered in the Unique Registration Facility that will generate a Participant Identification Code (PIC). This PIC Code will be requested when filling in the form. To register organisations you need to go to the Participant Portal on the following web site: <http://ec.europa.eu/education/participants/portal>

**Project description:** this section asks for information about the objectives and topics of the project;

**Participants' Profile:** this section asks for information about the participants of the project;

**Activities:** this section asks for information about the main activities of the project, including the amount of EU grant that you are requesting to implement them;

**Follow-up:** this section asks for information about the impact of the project as well as about the dissemination and evaluation activities you will carry out;

**Budget:** this section will provide an overview of the budget of your project and the EU grant you request;

**Project Summary:** in this section you will be asked to provide a summary of your project;

**Annexes:** in this section, you will need to attach relevant documents needed for the completion of your application;

Saved (Local Time)  
14 Jul 2017 12:00:34  
by ECAS EAC\_TRAINING

PDF SUBMIT