



Prijavni obrasci - tehnička pitanja i pitanja kvalitete - uvod

Seminar za područje visokog
obrazovanja
za prijavitelje Erasmus+
za 2015.

Zagreb, 5. prosinca 2014.



AGENCIJA ZA
MOBILNOST I
PROGRAME EU



Erasmus+



Obzor 2020.



euraxess



eTwinning



europass



eurodesk

hrvatska



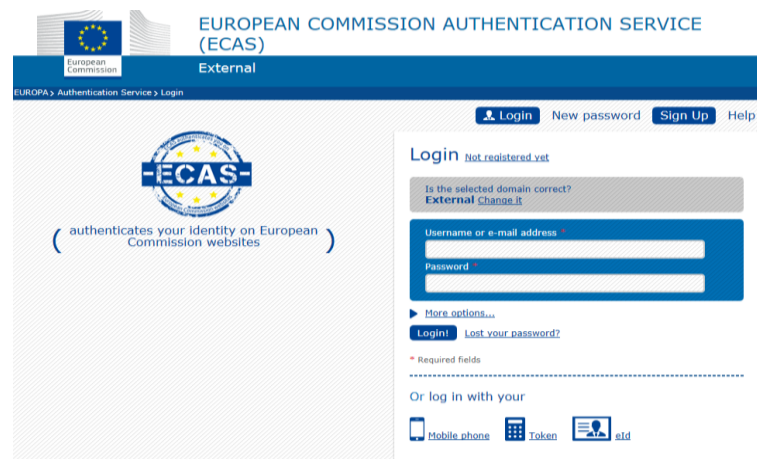
CEEPUS

Tehnička pitanja postupka prijave



Stvaranje ECAS računa

Za proces registracije potrebno je otvoriti
ECAS račun
(*European Commission Authentication Service*)



Registracija na portalu za korisnike (**URF portal**)

Preduvjet za sudjelovanje u programu Erasmus+ je registracija ustanove na
URF portalu (*Unique Registration Facility*)

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

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

Do you already have an ECAS account?

© European Communities

Nakon završetka registracije ustanove na URF portalu dobije se **PIC broj** (*Participant Identification Code*) - jedinstven je i vrijedi za sve natječajne godine Erasmus+ programa

You have registered the following data for this organisation:

Legal Name	Organisation D
Legal Address	, Avenue Louise 1, Brussels, Belgium
VAT	BE-VAT-123
Business Registration Number	BE-BIZ
EAC/EACEA - specific information	
Organisation type	VET provider associations
Is it a Small Medium Enterprise (SME)?	No
Organisation description	My organisation is active in the areas of ...

PIC number: 948425746

Dodavanje obrazaca na URF portal

Tijekom registracije odnosno najkasnije do trenutka podnošenja prijave potrebno je dodati obrasce o:

- **Pravnoj osobi** (trgovačko društvo ili javni subjekt) (engl. *Legal Entity Form*)
- i
- **Financijskoj identifikaciji** (engl. *Financial Identification Form*)

Provjera financijskih uvjeta


Ako zatraženi iznos financijske potpore premašuje **60.000,00 EUR**, a prijavu podnosi **privatna ustanova**, potrebno je dodati i:

račun dobiti i gubitka te bilancu za posljednju dostupnu godinu.




- hr** • [Izjava o zaštiti podataka u vezi s potvrđivanjem pravnih subjekata i bankovnih računa](#)
- [POJEDINAC](#)
- [TRGOVAČKO DRUŠTVO](#)
- [JAVNI SUBJEKT](#)

http://ec.europa.eu/budget/contract_s_grants/info_contracts/legal_entities/legal_entities_en.cfm#hr

	
PRAVNA OSOBA	
<small>IZJAVA O ZAŠTITI PODATAKA http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#hr</small>	
TRGOVAČKO DRUŠTVO	
PRAVNI OBRAZAC	<input type="text"/>
NAZIV(I)	<input type="text"/> <input type="text"/>
KRATICA	<input type="text"/>
ADRESA SJEDEŠTA / POREZNA ADRESA	<input type="text"/> <input type="text"/>
POŠTANSKI BROJ	<input type="text"/> POŠTANSKI PRETINAC <input type="text"/>
OPĆINA/GRAD	<input type="text"/>
DRŽAVA	<input type="text"/>
PDV broj ☉	<input type="text"/>
MJESTO REGISTRACIJE	<input type="text"/>
DATUM REGISTRACIJE	<input type="text"/> DD MM <input type="text"/> GGGG
BR. REGISTRACIJE ☉	<input type="text"/>
TELEFON	<input type="text"/> TELEFAXS <input type="text"/>
E-POŠTA	<input type="text"/>
<p><small>OVAJ OBRAZAC O „PRAVNOJ OSOBI“ TREBA ISPUNITI I DOSTAVITI ZAJEDNO S:</small></p> <p>☉ PRESLIKOM ISPRAVE O PDV-u, AKO JE PRIMJENLJIVO, I AKO SE PDV BROJ</p> <p>☉ PRESLIKA BILO KOJEG SLUŽBENOG DOKUMENTA (NARODNE NOVINE, REGISTAR POSLOVNIH SUBJEKATA ITD.)</p>	

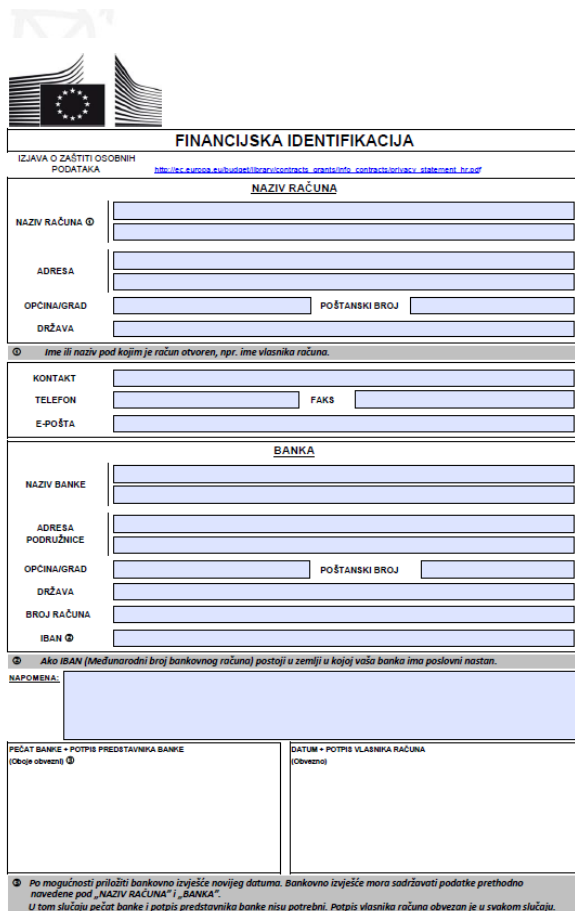
DATUM I POTPIS OVLASTENOG ZASTUPNIKA

	
PRAVNA OSOBA	
<small>IZJAVA O ZAŠTITI PODATAKA http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#hr</small>	
JAVNI SUBJEKT	
PRAVNI OBRAZAC	<input type="text"/>
NAZIV(I)	<input type="text"/> <input type="text"/>
KRATICA	<input type="text"/>
SLUŽBENA ADRESA	<input type="text"/> <input type="text"/>
POŠTANSKI BROJ	<input type="text"/> POŠTANSKI PRETINAC <input type="text"/>
OPĆINA/GRAD	<input type="text"/>
DRŽAVA	<input type="text"/>
PDV broj	<input type="text"/>
<small>AKO SE POLJE ISPUNJENO, MOLIMO PRELOŽITE SLUŽBENU ISPRAVU O PDV-u</small>	
MJESTO REGISTRACIJE	<input type="text"/>
DATUM REGISTRACIJE	<input type="text"/> DD MM <input type="text"/> GGGG
BROJ REGISTRACIJE	<input type="text"/>
TELEFON	<input type="text"/> TELEFAXS <input type="text"/>
E-POŠTA	<input type="text"/>
DATUM	PEČAT
IME + FUNKCIJA OVLASTENOG ZASTUPNIKA	<input type="text"/>
POTPIS	

Financial Identification Form

- hr • : [Izjava o zaštiti podataka u vezi s potvrđivanjem pravnih subjekata i bankovnih računa](#)
• : [FINANCIJSKA IDENTIFIKACIJA](#)

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm



FINANCIJSKA IDENTIFIKACIJA

IZJAVA O ZAŠTITI OSOBNIH PODATAKA http://ec.europa.eu/budget/contracts_grants/info_contracts/financijski_statementi_hr.pdf

NAZIV RAČUNA

NAZIV RAČUNA

ADRESA

OPĆINA/GRAD POŠTANSKI BROJ

DRŽAVA

KONTAKT

KONTAKT

TELEFON FAKS

E-POŠTA

BANKA

NAZIV BANKE

ADRESA PODRUŽNICE

OPĆINA/GRAD POŠTANSKI BROJ

DRŽAVA

BROJ RAČUNA

IBAN

NAPOMENA:

PEČAT BANKE + POTPIS PREDSTAVNIKA BANKE (Obavezan)

DATUM + POTPIS VLASNIKA RAČUNA (Obavezan)

• Po mogućnosti priložite bankovno izvješće novijeg datuma. Bankovno izvješće mora sadržavati podatke prethodno navedene pod „NAZIV RAČUNA“ i „BANKA“.
U tom slučaju pečat banke i potpis predstavnika banke nisu potrebni. Potpis vlasnika računa obavezan je u svakom slučaju.

Po mogućnosti priložite bankovno izvješće novijeg datuma. Bankovno izvješće mora sadržavati podatke prethodno navedene pod „NAZIV RAČUNA” i „BANKA”.

U tom slučaju pečat banke i potpis predstavnika banke nisu potrebni. Potpis vlasnika računa obavezan je u svakom slučaju.

Popunjavanje i podnošenje projektne prijave

- **Prijavni obrasci (PDF)** bit će dostupni na mrežnim stranicama Nacionalne agencije (AMPEU) i Europske Komisije
- Prijavitelji su dužni podnijeti **online prijavu** pripadajućoj nacionalnoj agenciji na ispravnom prijavnom obrascu poštujući krajnji rok za prijavu
- Stranicu prijavnog obrasca - **Izjava o časti (Declaration of Honour)** treba isprintati, potpisati i pečatirati zakonski predstavnik ustanove; ispunjeni dokument treba skenirati i dodati uz prijavni obrazac (dio - *Annexes*)
- Potrebno je dodati sve potrebne dokumente ovisno o tipu projekta
(npr. punomoć (*Mandate letter*) priložiti za konzorcij u KA1 i u KA2 za sve partnere; vremenski plan projektnih aktivnosti i rezultata tzv. *Activities Timetable Template* priložiti uz KA2 prijavni obrazac...)



Application Form – Call: 2015

KA1 - Learning Mobility of Individuals
Higher education student and staff mobility within
programme countries

Form version: 0.1 Adobe Reader Version: 10.104

Erasmus+

Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation. Once signed it must be scanned and annexed to this application form.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.

- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60 000€):

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;

EN

Form hash code: 0000000000000000

Validate

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Application Form – Call: 2015

KA1 - Learning Mobility of Individuals
Higher education student and staff mobility within
programme countries

Form version: 0.1 Adobe Reader Version: 10.104

Erasmus+

- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 109(1) of the Financial regulations (Council Regulation 966/2012).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
 - guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.
- In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

Commit:

- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:	Date (dd-mm-yyyy):
Name of the applicant organisation:	
Name of legal representative:	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the applicant organisation (if applicable):	

Print Declaration of Honour

EN

Form hash code: 0000000000000000

Validate

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Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)	
Filename1.docx	100	REMOVE
Filename2.xlsx	200	REMOVE
		ADD
		ADD
		ADD
Total Size	300	

[MAXIMUM NUMBER OF ATTACHMENT: 10]

[MAXIMUM TOTAL SIZE OF ATTACHMENTS: 10 MB]

[ALLOWED FILE TYPES: PDF,DOC,DOCX,XLS,XLSX,JPG,TXT,ODT,ODS]

Trenutačno dostupne **DRAFT verzije:**

- <http://www.mobilnost.hr/index.php?id=1012>
- http://ec.europa.eu/programmes/erasmus-plus/discover/guide/documents-applicants_en.htm

- **siva polja** su već ispunjena ili će se automatski ispuniti (npr. unosom PIC broja)
- **polja koja su označena ljubičastom bojom s crvenim obrubom** su obvezna za ispunjavanje! (to na draft obrascima ne vidi) - ako neko od tih polja nije ispunjeno nije moguće predati prijavu!
- postoje padajući izbornici
- dijelovi se mogu dodavati (npr. +/-, Add/Remove tipke)
- pomoću **tipke Validate** koja se nalazi u dnu desnog kuta svake stranice prijavnog obrasca možete provjeriti jesu li sva obvezna polja popunjena. Tipku možete stisnuti više puta tijekom ispunjavanja obrasca

Validate

➤ Vodič kroz program Erasmus+ 2015.

Erasmus+
Programme Guide

Važno! – uvijek paziti na korištenje posljednje dostupne verzije

http://ec.europa.eu/programmes/erasmus-plus/documents/erasmus-plus-programme-guide_en.pdf

➤ ECAS priručnik

www.mobilnost.hr

➤ URF priručnik

www.mobilnost.hr

Uskoro (verzije za 2015.):

- Upute za ispunjavanje prijavnih obrazaca (**Technical Guidelines for eForms**)
- **Guide for Experts** (na temu ocjene kvalitete projektnih prijedloga)

Prijava na natječaj – važni koraci



**Pročitati
relevantnu
dokumentaciju
i upute**

**Ispuniti
obrazac**

**Kliknuti
Submit online**



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

Odjel za visoko
obrazovanje
erasmus@mobilnost.hr

