

Erasmus+

Opće obrazovanje odraslih

Upute za prijavu KA1 i KA2



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Odjel za obrazovanje odraslih

2. prosinca 2014., Zagreb



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Erasmus+



Obzor 2020.



euraxess



eTwinning



europass



eurodesk



eurodesk
hrvatska



CEEPUS



Sadržaj:

Postupak prijave

Provjera financijskih uvjeta

Popunjavanje i podnošenje projektne prijave

Stvaranje ECAS računa

Registracija na portalu za korisnike (URF portal)

Provjera financijskih uvjeta

Popunjavanje i podnošenje projektne prijave

Vodič kroz Erasmus + 2015. (str. 232.-243.)




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KA1 I KA2 UPUTE ZA PRIJAVU STVARANJE ECAS RAČUNA

EUROPEAN COMMISSION AUTHENTICATION SERVICE
(ECAS)
External

EUROPA > Authentication Service > Login

[Login](#) [New password](#) [Sign Up](#) [Help](#)


(authenticates your identity on European Commission websites)

Login [Not registered yet](#)

Is the selected domain correct?
External [Change it](#)

Username or e-mail address *




Password *

[More options...](#)

[Login!](#) [Lost your password?](#)

* Required fields

Or log in with your

 [Mobile phone](#)  [Token](#)  [eId](#)

Last update: 07/01/2014 (3.6.2.1-mon) | 10 ms | [Top](#)

ECAS priručnik na hrvatskom i engleskom jeziku na našoj mrežnoj stranici.





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KA1 I KA2 UPUTE ZA PRIJAVU REGISTRACIJA NA PORTALU ZA KORISNIKE (URF PORTAL)

The screenshot shows the homepage of the Participant Portal. At the top right, there are links for 'Contact', 'Legal Notice', and a language dropdown menu set to 'English'. The main header features the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. Below this is a breadcrumb trail: 'European Commission > Education And Formation > Participant Portal > Home'. A navigation bar includes 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT', along with 'LOGIN' and 'REGISTER' buttons. The main content area has a blue background with the heading 'Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal'. It states that the portal is the entry point for EU-funded projects and lists four programs: Creative Europe, Erasmus+, Europe for Citizens, and EU Aid Volunteers. A note mentions that users must register their organization or expert details. At the bottom of the content area, there are two input fields: 'Are you a new user?' and 'Do you already have an ECAS account?'. The footer contains the copyright notice '© European Communities'.

Priručnik za registraciju na hrvatskom i engleskom jeziku također se nalazi na našoj mrežnoj stranici.





KA1 I KA2 UPUTE ZA PRIJAVU REGISTRACIJA NA PORTALU ZA KORISNIKE (URF PORTAL)

English(en) ▾

WELCOME STATUS ORGANISATION ADDRESS CONTACT PROGRAMME SUBMIT DONE

Next steps

You can now use the following PIC number to identify your organisation in your further communication or interactions with the European Commission and its Agencies. You will receive an email confirming your registration shortly.

You are now able to modify your organisation's data and upload supporting documents from the My Organisations tab in the Participant Portal.

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

Thank you for using the Participant Portal

Print Close

PIC broj je jedinstven i vrijedi za sve natječajne godine Erasmus+ programa.

- Tijekom registracije odnosno najkasnije do trenutka podnošenja prijave potrebno je dodati obrasce o:
 - Pravnoj osobi (trgovačko društvo i javni subjekt)
i
 - Financijskoj identifikaciji
- 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.

Nemogućnost
retroaktivne
isplate

Bespovratna sredstva EU-a ne mogu se dodijeliti retroaktivno za projekte koji su već dovršeni ili započeti.

Dvostruko
financiranje

Za svaki projekt koji se financira na razini EU može se dobiti samo jedno bespovratno sredstvo iz proračuna EU za bilo kojeg korisnika.

Neostvarivanje
dobiti i
sufinanciranje

- Bespovratna sredstva Europske unije ne smiju imati svrhu stvaranja dobiti u okviru projekta koji provodi korisnik
- Sufinanciranje znači da se bespovratnim sredstvima EU ne trebaju nužno financirati svi troškovi projekta

- Prijavni obrasci 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 (*Annexes*)
- Punomoć (*Mandate*) priložiti za konzorcij u KA1 i u KA2 za sve partnere
- Vremenski plan projektnih aktivnosti i rezultata (*Activities Timetable Template*) priložiti uz KA2 prijavni obrazac

Ispunjene dokumente skenirati i dodati uz prijavni obrazac (*Annexes*)



N. Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation.

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.

TITLED

My organisation and the other partner organisations hereby 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](#)



O. 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)	
KA1_KA101_A_1.06_EN_PROD_DECLARATION_OF_HONOUR.pdf	34	Remove
		Add
		Add
		Add
		Add
Total Size	34	

P.4. Submission Summary

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form Hash Code	Status
1	2014-01-23 11:39:27 *	Form has not been submitted yet	2962B1CB477374B5	Unknown
2	2014-02-07 13:04:00	Online submission	2962B1CB6F5FD501	OK (1023163)

* means local PC time, which cannot be considered authoritative and cannot be used for claiming that the form has been submitted in time



- Vodič kroz program Erasmus+
- ECAS priručnik
- URF priručnik
- Upute za ispunjavanje prijavnih obrazaca

www.mobilnost.hr



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Hvala na
pažnji!

