



Erasmus+: Sport Prijava projekata – tehničke upute

~
Ana Nahod Ohnjec
Erasmus+ Sport info dan
MZOS, 15. prosinca 2015.



AGENCIJA ZA
MOBILNOST I
PROGRAME EU



Erasmus+



Obzor 2020.



EURAESS



Twinning



europass



eurodesk



eurodesk
HRVATSKA



CEEPUS



Koraci u prijavi projekata



ECAS

- [European Commission Authentification Service](#)



PARTICIPANT PORTAL

- [Unique Registration Facility \(URF\)](#)
- Participant Identification Code (PIC)



PRIJAVNI PAKET

- [EACEA web stranica](#)



TRAŽENJE PARTNERA

- sporttool.teamwork.fr



POMOĆ I PODRŠKA

- EACEA-SPORT@ec.europa.eu

PARTICIPANTS PORTAL

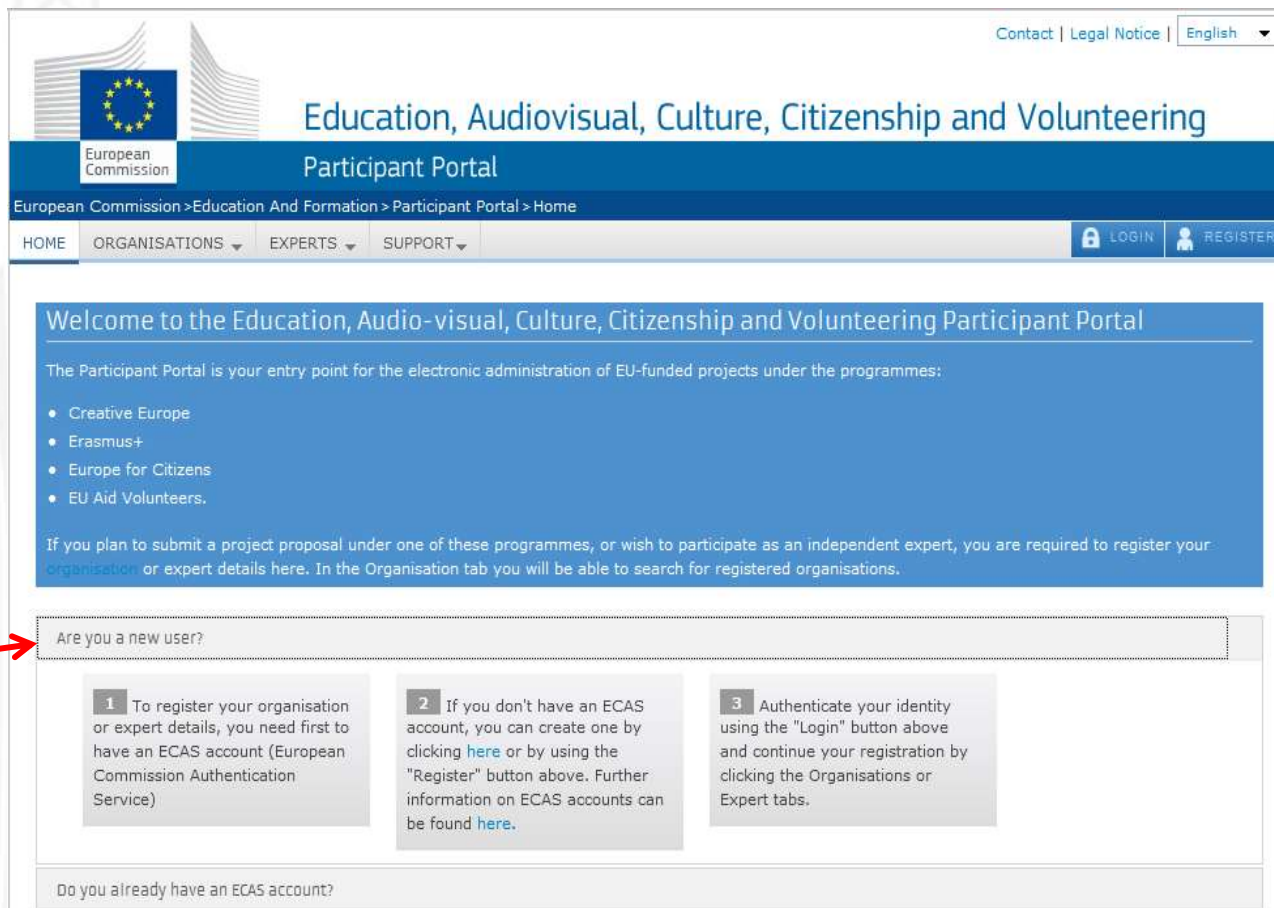
<http://ec.europa.eu/education/participants/portal/desktop/en/home.html>

Registracija organizacija

- Sve organizacije moraju se registrirati prije prijave projekata na tzv. [Participant Portalu](#) (također za programe Creative Europe, Europe for Citizens, EU Aid Volunteers)
- Registracijom se dobiva PIC (*Participant Identification Code*) broj od 9 znamenki
- Upis osnovnih pravnih i financijskih podataka o organizaciji samo jednom: kada se unese PIC broj e-obrazac će 'povući' podatke unesene prilikom registracije
- Prijavitelji više ne trebaju slati dokumentaciju o svojoj organizaciji prilikom svake prijave, već ih prilažu samo pri registraciji
- Priručnik:
<http://ec.europa.eu/research/participants/data/support/manual/urf.pdf>

- Za pristup registraciji potrebno je imati ECAS račun
- ECAS = European Commission Authentication System
- Servis koji korisnicima dopušta pristup većini digitalnih sustava razvijenih ili korištenih od strane europskih institucija
- Pristup ECAS sustavu preko stranice <https://webgate.ec.europa.eu/cas/>
- Priručnik: http://mobilnost.hr/cms_files/2015/06/1434457277_ecas-prirucnik.pdf
- Pomoć: <https://webgate.ec.europa.eu/cas/help.html>

Ako nemate ECAS račun, trebate ga kreirati prije registracije organizacije:



The screenshot shows the ECAS Participant Portal website. At the top, there is a navigation bar with 'Contact | Legal Notice | English' and a dropdown menu. Below this is the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. A breadcrumb trail reads 'European Commission > Education And Formation > Participant Portal > Home'. A menu bar contains 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT', along with 'LOGIN' and 'REGISTER' buttons. The main content area has a blue header 'Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal' and a paragraph: 'The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:'. A list of programmes follows: Creative Europe, Erasmus+, Europe for Citizens, and EU Aid Volunteers. Below this, a paragraph states: '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.' A red arrow points to a section titled 'Are you a new user?' which contains three numbered steps: 1. 'To register your organisation or expert details, you need first to have an ECAS account (European Commission Authentication Service)'; 2. 'If you don't have an ECAS account, you can create one by clicking here or by using the "Register" button above. Further information on ECAS accounts can be found here.'; 3. 'Authenticate your identity using the "Login" button above and continue your registration by clicking the Organisations or Expert tabs.' Below this section is a form field labeled 'Do you already have an ECAS account?'. The footer contains logos for Erasmus+, Obzor 2020, EUROXESS, eTwinning, europass, eurodesk, and CEEPUS.

EUROPEAN Authentication Service | Create an account

External

Create an account

[info for external users](#)

Choose a username:


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

- Bitno je odabrati domenu - *external*
- Kreiranjem ECAS računa dobiva se korisničko ime i lozinka za Participant Portal
- Najbolje je koristiti opću adresu organizacije (npr. info@...)
- Sustav šalje potvrdu putem emaila, s korisničkim podacima
- Tek nakon ovog koraka možete početi s registracijom organizacije
- Kreiranje profila traje svega par minuta

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education & Training > Participant Portal > Organisation Search

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

Search for an organisation and PIC

Search

Search Term* Fill the search term

4hw2f

Captcha code* Fill the captcha

SEARCH CLEAR

- Za jednu organizaciju ne smije se kreirati više PIC brojeva
- Vodite računa o tome da se ECAS sustav koristi i za druge EU programe i provjerite je li vaša organizacija već registrirana!
- Za provjeru koristite Search tool

Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

European Commission

HOME ORGANISATIONS PROJECTS EXPERTISE SUPPORT

Register

My Organisations Search

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation.

This is the 9-digit PIC (Participant Identification Code) number that will be used as a reference by the Commission in any future interactions. A single registration is required for each organisation in the system.

Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

REGISTER ORGANISATION RESUME REGISTRATION

How to update your organisation data?

Modify registered data	Upload supporting documents	Modify validated data
If the Validation Services have not started the validation of your data yet: To modify the data of your organisation, click the My Organisations option in the Organisations menu, then click the ED button next to the name of your organisation.	If the Validation Services have already started the validation process: You are able to upload additional documents up to 10 MB. Once uploaded, these documents may not be withdrawn or modified.	If your data has been validated by the Validation Services: Only the Legal Entity Appointed Representative (LEAR) (or a person with the Account Administrative role for your organisation) is authorised to request organisation data modifications and provide the supporting documents via the My Organisations option in the Organisations menu.

Ako organizacija nije prethodno registrirana, kliknite na **Register** kako biste započeli registraciju



Education and training

European Commission

Participant Portal - Beneficiary Register

European Commission > Education & Training > Participant Portal > Beneficiary Register

Welcome Identification Organisation Contact Summary Success

Welcome to the Beneficiary's Register

The Registration Wizard will guide you through the process of registration.

✓ Please keep the basic legal information (Registration extract, VAT data) of the organisation at hand so you can fill in the forms quickly and correctly.

✓ The registration process normally takes about 5-10 minutes to complete. The system will automatically save the information provided during registration in case you want to exit the wizard. Your data will be restored the next time you will access the Beneficiary's Register.

✓ At the end, it will assign and display the PIC (Participant Identification Code) of your organisation.

- Pažljivo i točno unosite podatke!
- Trebaju vam informacije o registraciji organizacije (broj, datum, mjesto, pravni oblik), poreznom broju, adresi, ...
- Kontakt osoba – vezano uz informacije o organizaciji, ne nužno projektu



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	Test Sveuciliste
Legal Address	, Frankopanska, Zagreb, Croatia
VAT	HR12345678
Business Registration Number	09876

PIC number: 949689074

Thank you for using the Participant Portal

PIC broj će stići i na e-mail adresu kontakt osobe

Promjena podataka i dodavanje dokumenata

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > My Organisations

HOME ORGANISATIONS EXPERTS SUPPORT MATTEO SOLARO

Register
My My Organisations

LEGEND VO View Organisations MO Modify Organisations OP View Proposals OR View Roles VP View Profile

Show 10 entries Search

NAME	PIC	VAT	STATUS	ACTIONS
	950479139			
	950479333			
	957458386			
	950479818			
Bulgaro-Rumanska Targovsko Promishlena Palata	950405516	117611755	DECLARED	VO MO
Remming d.o.o, Cveticanin	950405225	not applicable	DECLARED	VO MO

Showing 1 to 6 of 6 entries. ← PREVIOUS 1 NEXT →



SVE PRIJAVE

- obrazac [Pravna osoba](#)
- obrazac [Financijska identifikacija](#)



> 60.000 EUR

- račun dobiti i gubitka
- bilanca za posljednju dostupnu godinu

Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

European Commission > Education & Training > Participant Portal > FAQ

HOME ORGANISATIONS EXPERTS **SUPPORT** LOGIN REGISTER

Frequently Asked Questions (FAQ)

The questions and answers are organised along the following categories:

- Participant Portal**

- Priručnik: <http://ec.europa.eu/research/participants/data/support/manual/urf.pdf>
- FAQ: <http://ec.europa.eu/education/participants/portal/desktop/en/support/faq.html>
- Tehnički problemi: EC-GMSS-EDUCATION-SUPPORT@EC.EUROPA.EU

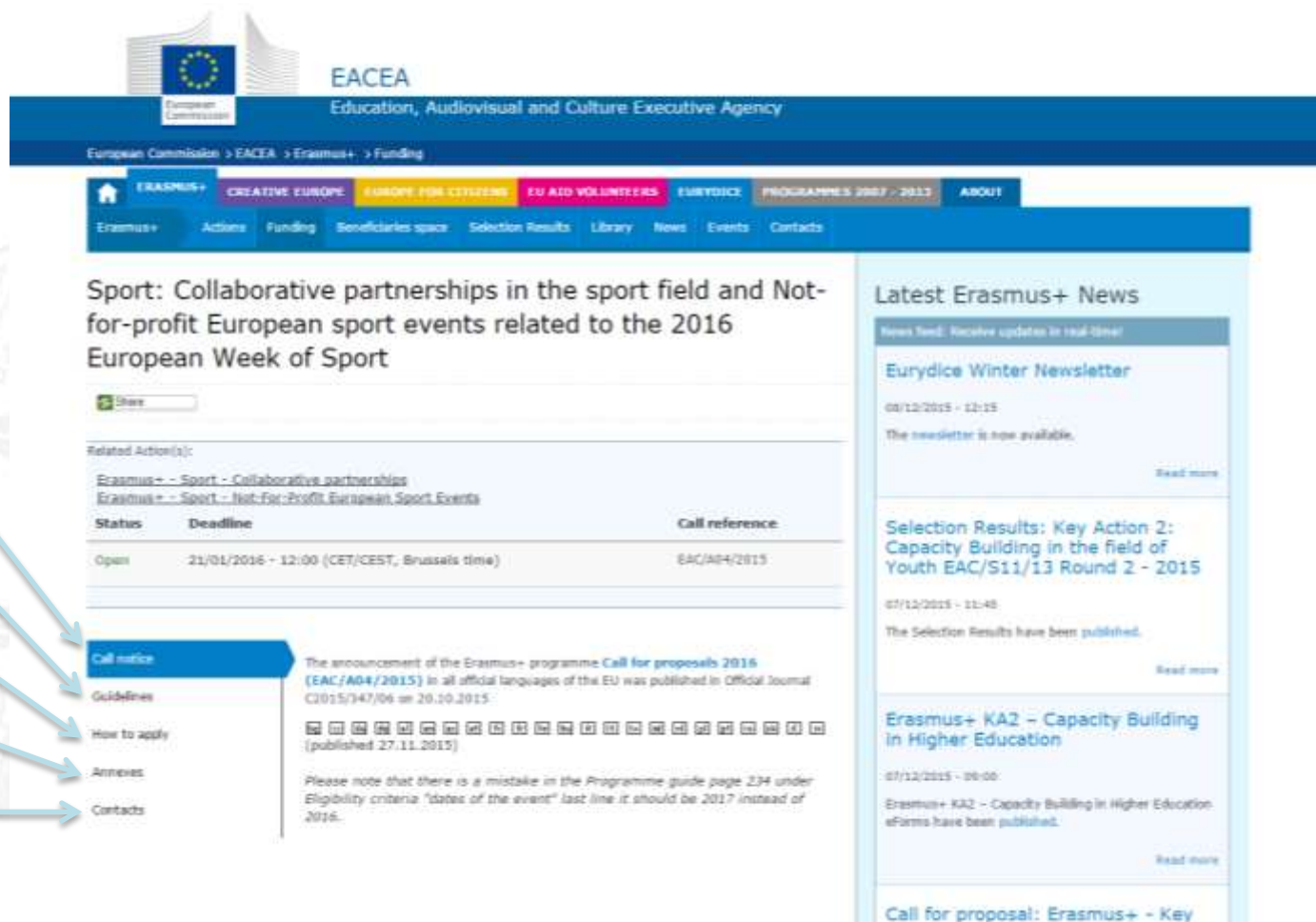


AGENCIJA ZA
MOBILNOST I
PROGRAME EU

PRIJAVA PROJEKATA

http://eacea.ec.europa.eu/erasmus-plus/funding/sport-collaborative-partnerships-in-sport-field-and-not-for-profit-european-sport-events-related-0_en





The screenshot shows the EACEA website interface. The main navigation bar includes 'ERASMUS+', 'CREATIVE EUROPE', 'EUROPE FOR CITIZENS', 'EU AID VOLUNTEERS', 'EURYDICE', 'PROGRAMMES 2007-2013', and 'ABOUT'. Below this, there are sub-navigation tabs for 'Erasmus+', 'Actions', 'Funding', 'Beneficiaries space', 'Selection Results', 'Library', 'News', 'Events', and 'Contacts'. The main content area features a news article titled 'Sport: Collaborative partnerships in the sport field and Not-for-profit European sport events related to the 2016 European Week of Sport'. Below the title, there is a search bar and a table of related actions. The table has columns for 'Status', 'Deadline', and 'Call reference'. The first row shows 'Open', '21/01/2016 - 12:00 (CET/CEST, Brussels time)', and 'EAC/A04/2015'. To the right of the table, there is a 'Call notice' section with a blue header and a text block. Below the call notice, there are links for 'Guidelines', 'How to apply', 'Annexes', and 'Contacts'. On the far right, there is a 'Latest Erasmus+ News' section with three news items, each with a date and a 'Read more' link.

European Commission > EACEA > Erasmus+ > Funding

ERASMUS+ CREATIVE EUROPE EUROPE FOR CITIZENS EU AID VOLUNTEERS EURYDICE PROGRAMMES 2007-2013 ABOUT

Erasmus+ Actions Funding Beneficiaries space Selection Results Library News Events Contacts

Sport: Collaborative partnerships in the sport field and Not-for-profit European sport events related to the 2016 European Week of Sport

Related Action(s):

Status	Deadline	Call reference
Open	21/01/2016 - 12:00 (CET/CEST, Brussels time)	EAC/A04/2015

Call notice

The announcement of the Erasmus+ programme Call for proposals 2015 (EAC/A04/2015) in all official languages of the EU was published in Official Journal C2015/747/06 on 20.10.2015.

Guidelines

How to apply

Annexes

Contacts

Latest Erasmus+ News

News feed: Receive updates in real-time!

Eurydice Winter Newsletter

08/12/2015 - 12:15

The newsletter is now available.

Read more

Selection Results: Key Action 2: Capacity Building in the field of Youth EAC/S11/13 Round 2 - 2015

07/12/2015 - 11:48

The Selection Results have been published.

Read more

Erasmus+ KA2 - Capacity Building in Higher Education

07/12/2015 - 09:00

Erasmus+ KA2 - Capacity Building in Higher Education eForms have been published.

Read more

Call for proposal: Erasmus+ - Key

Natječaj

Smjernice

E-obraci

Dodatci

Kontakt

http://eacea.ec.europa.eu/erasmus-plus/funding/sport-collaborative-partnerships-in-sport-field-and-not-for-profit-european-sport-events-related-0_en

urients/eforms_en

ERASMUS+ CREATIVE EUROPE EUROPE FOR CITIZENS EU AID VOLUNTEERS EURYDICE PROGRAMMES 2007 - 2013 ABOUT

Electronic Application Forms - eForms

3 items

This page contains the resources and information required by applicants who wish to complete and submit an electronic application form (eForm) for a **funding** opportunity or for an **accreditation**.

In the table below are listed the programmes and actions for which electronic application forms are currently available. The table contains the User Guide for each electronic application form as well as the link to the 'Application eForm homepage'. The Application eForm homepage is where applicants for funding and applicants for accreditation must follow a series of steps in order to create their new application. These steps are described in the User Guide and applicants are strongly recommended to consult the relevant User Guide for their application form and familiarise themselves with these steps **before they begin**.

Important information :

- ALL electronic application forms require applicants to have a minimum version of Adobe Reader software installed on their computer. This equally applies to applicants using Adobe Acrobat (Standard) or Adobe Acrobat Professional. The minimum version of software that is required is indicated on the "Minimum requirements" tab of this webpage.
- For certain types of web browser, the electronic application forms require applicants to have a minimum version of that web browser software. The minimum version of the browser software that is required is indicated on the "Minimum requirements" tab of this webpage.

Please therefore consult the "Minimum requirements" tab of this webpage and carry out any required software upgrade activity before you proceed any further.

[Subscribe to RSS feeds to receive the most updated news events in real time.](#)

Available eForms

Programme	Strand / action	Electronic application Version	Released on	Access to the electronic application	User Guides	FAQ
Erasmus+	KA2 - Capacity Building in the Field of Higher Education	1.1	4/12/2015	Application eForm homepage		
Erasmus+	Erasmus+ KA1 Joint Master Degrees 2016	2.2	4/12/2015	Application eForm homepage		
Erasmus+	Collaborative partnerships in the sport field and Not-for-profit European sport events related to the 2016 European Week of Sport	1.2	-	Application eForm homepage		
Creative Europe	Access to Markets 2016 EACEA/15/2015	1.0	20/11/2015	Application eForm homepage		
Creative Europe	Support for film festivals EACEA/16/2015	1.0	11/11/2015	Application eForm homepage		
Creative Europe	Development slate funding 2016	3.2	27/10/2015	Application eForm homepage		

Objava svih obrazaca za programe EU koji koriste ovaj sustav (Erasmus+, Creative Europe, EU Aid Volunteers, Europe for Citizens)

RSS izvor – informacije dolaze u vaš inbox istovremeno kad su objavljene na stranicama EACEA

https://eacea.ec.europa.eu/documents/eforms_en

- Prije otvaranja obrasca potrebno je kreirati ECAS račun i registrirati sve organizacije koje sudjeluju u projektu
- Obratite pažnju na minimalni broj partnera – sve partnerske organizacije treba unijeti u 1. koraku (PIC brojevi)

Applications for funding/applications for accreditation: partner management and access to application forms

IMPORTANT POINTS TO NOTE BEFORE YOU START

Mandatory steps to be followed by ALL applicants (for funding and for accreditation)

ECAS authentication

Access to all of the application options below is validated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create one.

Organisation registration (PIC numbers)

All organisations that seek to be included as a participant in a funding application or wish to apply for an accreditation, must first have registered in EACEA's Participant Portal. The registration system assigns a unique Participant Identification Code (PIC) to each organisation. If an organisation does not have a PIC number, it cannot apply for funding or apply for an accreditation. Click [here](#) to be directed to EACEA's Participant Portal. Access to the portal is validated by ECAS (see above).

Points to be noted and respected by applicants for funding ONLY

Organisation profile

Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check whether any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session

When you proceed with either of the funding application options below, you will be guided through a series of steps resulting in the creation of a new or updated application eForm. These steps are fully described in the User Guide. Please note that these steps must be completed in one continuous session. It is not possible to interrupt the activity and resume it at a later time. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

Applications for funding

Create new application for funding

Revise list of participating organisations and update application for funding

Application for accreditation

Create new application for accreditation

Resume or print an existing application for accreditation

1. Select a programme name and click on search

Select Programme name ▼

- Select Programme name
- CREATIVE EUROPE
- ERASMUS MUNDUS
- EU AID VOLUNTEERS
- Erasmus+**
- EUROPE FOR CITIZENS

Search

Erasmus+ ▼ Search

Show 50 ▼ entries

Programme Guide / Call for Proposals	Programme	Key Action	Activity
EAC-A04-2015	Erasmus+	Sport	Not-for-profit European sport events
EAC-A04-2015	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building in higher education
EAC-A04-2015	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building in higher education
EAC-A04-2015	Erasmus+	Sport	Collaborative Partnerships
EAC-A04-2015	Erasmus+	Jean Monnet Activities	Jean Monnet Centres of Excellence

Programme details and application language version

Programme name Sub

3. Select the application language version

Please select a language ▼

- Please select a language
- EN**
- FR
- DE

Prev

2. Click on a row to select your funding opportunity.

Različiti obrasci s obzirom na tip aktivnosti!

List of participating organisation(s)

For each new organisation participating in the application, enter the organisation's PIC number and click Add to list. To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

You may also remove organisations from your list using the "remove" button on this page. However, please note the follow

- It is not possible to remove the applicant organisation;
- If you have one or more organisations to remove but no new organisation(s) to add, this can be carried out by using the c

PIC number:

	PIC	Name
1	999500126	AGENCIJA ZA MOBILNOST I PROGRAME EUROPSKE UNIJE
2	999949333	MORPHO CARDS GMBH

Unos PIC broja
prijavitelja i svih
partnerskih
organizacija

Application for funding: details confirmation and revised application eForm creation

If the organisations details below are complete and correct, you may proceed with the creation of your revised application eForm. The 'Create revised application eForm' button is found at the foot of this page. If you still have revisions to make to your list of participating organisations, click on the 'Previous step' button to make the necessary changes.

Programme details and application language version

Programme name	Sub-programme name	Action name	Sub-action name
Erasmus+	Sport	Not-for-profit European sport events	Support to Not-For-Profit European Sport Events
Application form language version	DI		

Participating organisation(s)

Applicant organisation

PIU	Name	Country
9999074	Test Organisation	HR

Other participating organisation(s)

PIU	Name
99950126	AGENCIJA ZA MOBILNOST I PROGRAME EUROPSKE UNIJE
99994933	MORPHO CARDS GmbH

Previous step

Kreiranje prijavnog obrasca
nakon provjere podataka

- Priručnik za ispunjavanje e-obrasca za sport:
https://eacea.ec.europa.eu/sites/eacea-site/files/guidlines_for_applicants_2016_1.pdf
- Obrazac je nakon kreiranja potrebno spremiti na računalo
- Potrebno je osigurati internetsku vezu
- Obrazac je u PDF formatu, potrebna zadnja verzija [Adobe Reader programa](#)
- Tehnička pomoć: eacea-helpdesk@ec.europa.eu, +32 229 90705 (8.30 – 17h)

E-obrazac

- Organizacije, opis projekta, budžet

Opis projekta

- Word obrazac

Budžet

- Excel obrazac (prema aktivnostima!)

Deklaracija časti

- *Nije još objavljen obrazac*

http://eacea.ec.europa.eu/erasmus-plus/funding/sport-collaborative-partnerships-in-sport-field-and-not-for-profit-european-sport-events-related-0_en#

- Kompletan prijavni paket (e-obrazac + prilozi na službenim obrascima)
- Ispravni obrasci (rok za prijavu, aktivnost koja se prijavljuje)
- Rok za prijavu: do 12 h – **podne!**
- Tehničke probleme prijaviti **prije** roka (+ dokazi)
- Potpis na deklaraciji časti jednak kao u prijavi
- Iznos jednak u prijavi, razradi budžeta i deklaraciji časti
- Sva obavezna polja u prijavi treba ispuniti
- Poštivanje formalnih kriterija (trajanje projekta, maksimalni budžet, broj partnera...)
- Sastav partnerstva (profitne vs. neprofitne org., programske vs. partnerske zemlje)
- Što jasniji opis stavki u budžetu



AGENCIJA ZA
MOBILNOST I
PROGRAME EU

POMOĆ I PODRŠKA



<https://sporttool.teamwork.fr/find-partners/>

Education, Audiovisual and Culture Executive Agency - EACEA

ERASMUS+: SPORT Infoday
Brussels, 11 February 2015

HOME YOUR PROFILE FIND PARTNERS

Find partners

Country: All Type of organisation: All Search

Project	Summary	Type of organisation
Activities for healthy living	We want to share experiences in the field of sport with the EU countries. We want to be apart of the good examples of the citizens participation in sport activities.	Full Partner
Global Obesity	Our main aim to do this Project is to train our students about this disease. As a Kanyer Science High School, we want to help our students' development in many areas mainly about health and sports-related life.	Other

Sljedeći info dan u Bruxellesu:
03. ožujka 2016.

<http://ec.europa.eu/programmes/erasmus-plus/projects>



ERASMUS+
EU programme for education, training, youth and sport

European Commission > Programmes > Erasmus+ > Projects

Help Contact Us Legal Issues Login

sport Search

Projects Results Good practices Success stories Order by Most recently updated Show advanced filters

Showing 1 to 10 of 1543 entries

Project Title	Description	Topics	Start Year	Countries
 Yama Europeans Love Languages 2	"YELL 2" aims at disseminating and mainstreaming the pedagogical structures of existing "know-how" and "experiences" in language learning in Europe to new users. It aims to respond to the need of...	Adult education and learning, Attractiveness of learning, Collaborative working methods ...	2012	 
 LANGUAGES meet SPORT for REGIONAL & MINORITY LANGUAGES	The aim of the project is to further disseminate "Languages meet Sport" (LMS) projects and transfer results to Regional and Minority Languages (RML) by organising a Festival of RML through Sports...		2012	

