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European Commission

Erasmus+ Programme
Capacity Building in the field of Higher Education

Capacity-Building Projects are transnational cooperation projects based on **multilateral partnerships** primarily between **higher education** institutions (HEIs) from Programme and more than 150 eligible Partner Countries. The **33 Programme Countries** contributing financially to ERASMUS+ are the EU Member States + Turkey, Iceland, Liechtenstein, Norway, Former Yugoslav Republic of Macedonia.

Capacity-Building Projects are **aimed** at using HEI as a vector **to deliver the knowledge requirements for economic development** through job creation, better governance, increased entrepreneurship and mobility, and a stronger civil society. Enhancing **management, governance and innovation capacities**, and the **internationalisation** of HEIs as well as **modernising education systems** is one of the expected impacts of the programme together with regional and cross regional cooperation.

There are two types of projects aiming to impact the higher education institutions **(Joint Projects)** and/or education systems **(Structural Projects)**. Furthermore for a limited number of successful projects there is also funding foreseen for a specific mobility strand.

The project proposals must clearly address the national/regional priorities defined for the Partner Countries (see on the EACEA website: http://eacea.ec.europa.eu/erasmus-plus/funding/key-action-2-capacity-building-in-field-higher-education-2015_en).

I. How and what do I submit?

Before starting your application:

1. Applicants must have an ECAS (European Commission Authentication Service) account. If you already have an ECAS account, you may use this, if not, create an ECAS account.

You are now ready to start the application process:

2. Each organisation involved in your project must register in the Participants' portal and receive a Participant Identification Code (PIC). The PIC will be requested in the application form. To access the Participants' portal, you will need your ECAS username and password.

Given that each applicant organisation should use only one PIC code, please first check with your legal representative's office whether such a PIC number has already been created for your organisation. If this is the case, you may use this PIC code to create your electronic application form.

3. Create your **official electronic application form**, also called the **eForm**. Use the official application package and the correct application form for the **Capacity Building in the Field of Higher Education** programme action.

4. Fill in the **eForm**. Do not forget also to **complete and attach** to the eForm **the four (3) mandatory annexes**

   eForm: project data – parts A, B, C
   + **compulsory** annexes:
   - ✓ **Detailed project description** (Word doc) – parts D, E, F, G, H, I, J
   - ✓ **Budget tables** (Excel doc)
   - ✓ **Declaration of Honour+ Mandates** (in one single PDF doc)

5. Once you have completed the eForm and attached the annexes, **validate the eForm**. This triggers an automatic check that informs you if your application package is complete. If this is the case, you can **submit it online.**

6. When you have submitted your application online, the applicant organisation should receive a **confirmation email and reference number**.

II. Application form - structure & contents

eForm (PDF Adobe document)

A. Identification of the applicant and other partners
B. Description of the project (summary information)
C. Specific information related to CBHE

1. Detailed project description (Word doc. Attached to eForm)

D. Quality of the project team and the cooperation arrangements
E. Project characteristics and relevance
F. Quality of the project design and implementation
G. Impact, dissemination and exploitation, sustainability; LFM; Workplan
H. Work packages
I. Special Mobility Strand (where applicable)
J. Other EU Grants

2. Budget tables (Excel doc)

3. Declaration of Honour+ Mandates (in one single PDF doc)

Applicants have to submit their grant application **on-line** to EACEA by **10 February at 12:00 (midday Brussels time)** for projects starting on 15 October of the same year.