

# Erasmus+, puerta para la internacionalización de las instituciones educativas



## 7. El formulario de solicitud KA2



**Jornadas Anuales de Difusión Erasmus+ SEPIE**

**Madrid, 10 de diciembre de 2015**

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*Servicio Español para la Internacionalización de la Educación, SEPIE*

## El formulario

### “Continente” del proyecto

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- Guion estructurado de los contenidos

### Electrónico Se puede guardar y modificar cuanto sea preciso

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- Características técnicas: Acrobat Reader 15.9

### Limitado En su extensión

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- Cada apartado solo permite un máximo de 5000 caracteres

### Cerrado Solo es pertinente lo que está escrito

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- Enlaces o anexos no serán tenidos en cuenta por los evaluadores

## Selección del formulario



## Material de apoyo

**Guía del programa**

**Guía técnica**

**Información  
práctica: pasos  
previos**

**Formularios  
comentados**



## Cómo cumplimentar el formulario

### Cohesión

- Objetivos
- Actividades
- Productos
- Resultados
- Impacto

### Claridad

- Perspectiva del evaluador
- Desarrollo de siglas
- Sin tecnicismos

### Adecuación

- Relevancia (adecuación cualitativa al contexto)
- Proporcionalidad (adecuación cuantitativa a la institución)



Erasmus+

KA2 - Cooperation for Innovation and the Exchange of Good Practices  
Strategic Partnerships for school education

Application Form

Call: 2016

**A. General Information**

This application form consists of the following main sections:

- Context: this section asks for general information about the type of project proposal you want to submit;
- Participating organisation(s): this section asks for information about the applicant organisation and about other participating organisations involved as partners in the project;
- Description of the project: this section asks for information about the stages of the project which should include: preparation, implementation and follow-up;
- Budget: in this section you will be asked to give information about the amount of the EU grant you request;
- Project Summary: In this section you should describe in a compact way your project's rational, objectives and how you intend to achieve these.
- Check List/Data Protection Notice/Declaration of Honour: in these sections, the applicant organisation should provide important conditions linked to the submission of the grant request;
- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the application;
- Submission: in this section, the applicant will be able to confirm the information provided and to submit the application.

By using this electronic form you are applying for a Strategic Partnership in school education that will be contracted through a beneficiary Grant Agreement if selected for funding.

For information about the alternative contracting model for partnerships between schools only (through a Memorandum of Understanding), please consult Part C of the Programme Guide or contact your National Agency.

You can also find information on how to fill in this application form by reading the e-Forms Guidelines.

**B. Context**

Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Which field is the most impacted?	Strategic Partnerships for school education
Partnership between regions	
Main objective of the project	Exchanges of Practices
Call	2016
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:mm:ss - Brussels, Belgium Time)	31-03-2016 12:00:00
Language used to fill in the form	

**B.1. Project Identification**

Project Title	
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Application Form  
Call: 2016  
KA2 - Cooperation for Innovation and the Exchange of Good Practices  
Strategic Partnerships for school education

Form hash code: FFD4156214C93042  
Form has not been submitted yet

EN

Validate

## B. Context

Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Which field is the most impacted?	Strategic Partnerships for school education
Partnership between regions	
Main objective of the project	Exchanges of Practices
Call	Development of Innovation Exchanges of Practices
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	31-03-2016 12:00:00
Language used to fill in the form	

**201 y 204: selección del objetivo general**

**201: ¿Es entre regiones?**

## B. Context

Programme	Erasmus+
Key Action	Cooperation for innovation and the exchange of good practices
Action	Strategic Partnerships
Which field is the most impacted?	Strategic Partnerships for Schools Only
Main objective of the project	Exchanges of Practices
Call	2016
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	31-03-2016 12:00:00
Language used to fill in the form	

**219. Objetivo: intercambio de buenas prácticas**



## Estructura del formulario

A

- Información general

B

- Contexto: tipo, título, fechas inicio/fin, lengua, AN

C

- Prioridades

D

- Organizaciones participantes

E

- Descripción del proyecto
- Objetivos, socios, cooperación, temáticas, participantes.

F

- Preparación y gestión del proyecto

G

- Productos intelectuales
- Eventos multiplicadores
- Actividades de formación/enseñanza/aprendizaje

**opcionales**



H

- Seguimiento: impacto, difusión y sostenibilidad

I

- Presupuesto

J

- Resumen del proyecto

K

- Lista de control

L

- Aviso de protección de datos

M

- Declaración de honor

N

- Anexos

O

- Envío

## Productos intelectuales

### G.1. Intellectual Outputs

Do you plan to include intellectual outputs in your project?

Yes

When filling in the Intellectual outputs section, please specify the leading and the participating organisations under each output that have a significant contribution in terms of potential impact and transferability (e.g. new curricula, pedagogical materials, IT Tools, analysis and studies, etc.). This will allow for specifying the corresponding costs in the specific section of the budget.

Output Identification	O1	
Output Title		
Output Description		
Please describe the tasks leading to the production of the intellectual output and the applied methodology		
Start Date (dd-mm-yyyy)		
End Date (dd-mm-yyyy)		
Languages	<input data-bbox="730 962 865 1005" type="button" value="+"/>	<input data-bbox="884 962 1020 1005" type="button" value="-"/>
Media(s)	<input data-bbox="730 1025 865 1068" type="button" value="+"/>	<input data-bbox="884 1025 1020 1068" type="button" value="-"/>
Activity Leading Organisation		
Participating Organisations	<input data-bbox="730 1145 865 1188" type="button" value="+"/>	<input data-bbox="884 1145 1020 1188" type="button" value="-"/>

Add Output

Remove Output

## Eventos multiplicadores

### G.2. Multiplier Events

Do you plan to include Multiplier Events in your project?

Yes

Grant support for Multiplier Events can only be asked for if the project intends to produce substantial Intellectual Outputs. Other dissemination activities will be supported via the grant item Project Management and Implementation.

Event Identification	E1
Event Title	
Country of Venue	
Event Description	
Start Date (dd-mm-yyyy)	
End Date (dd-mm-yyyy)	
Intellectual Outputs Covered	
	<input type="button" value="+"/> <input type="button" value="-"/>
Activity Leading Organisation	
Participating Organisations	<input type="button" value="+"/> <input type="button" value="-"/>

Add Event

Remove Event

## Actividades de formación/enseñanza/aprendizaje

### G.3. Learning/Teaching/Training Activities

Do you plan to include transnational learning, teaching or training activities in your project?

Yes ▼

What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives?

Please describe each of the learning, teaching or training activities you intend to include in your project:

Activity No.	C1
Fields	<span style="float: right;">▼</span>
Activity Type	<span style="float: right;">▼</span>
Activity Description	
No. of Participants	
Participants with Special Needs (out of total number of Participants)	
Accompanying Persons (out of total number of Participants)	
Duration (days)	
Duration (months)	
Participating Organisations	<span style="float: right;">▼</span>
	<div style="display: flex; justify-content: center; gap: 10px;"> <span style="border: 1px solid black; padding: 2px 10px;">+</span> <span style="border: 1px solid black; padding: 2px 10px;">-</span> </div>

## Actividades de formación/enseñanza/aprendizaje

### G.3. Learning/Teaching/Training Activities

Do you plan to include transnational learning, teaching or training activities in your project?

Yes

What is the added value of these learning, teaching or training activities (including long-term activities) with regards to the achievement of the project objectives?

Please describe each of the learning, teaching or training activities you intend to include in your project:

Activity No.	C1
Fields	School Education
Activity Type	
Activity Description	Blended mobility of school learners
No. of Participants	Long-term study mobility of pupils
Participants with Special Needs (out of total number of Participants)	Long-term teaching assignments
Accompanying Persons (out of total number of Participants)	Short-term exchanges of groups of pupils
Duration (days)	Short-term joint staff training events
Duration (months)	
Participating Organisations	
	<input type="button" value="+"/> <input type="button" value="-"/>

Add Activity

Remove Activity

## Partidas presupuestarias

La tabla siguiente incluye todas las partidas presupuestarias, su descripción y el apartado de la parte descriptiva al que se refiere cada partida.





**Las casillas en gris se autocompletan**

**I. Budget**

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

**I.1. Project Management and Implementation**

PIC of Organisation	Role of Organisation	Name of the Organisation
		Total Grant Requested

**I.2. Transnational Project Meetings**

PIC of Sending Organisation	Total No. of Meetings	Total No. of Participants	Distance Band	Grant per Participant	Grant Requested
Total					

**I.3. Intellectual Outputs**

Which concrete participating organisations' staff resources are you planning to use in the production of outputs that have a significant contribution in terms of potential impact and transferability (e.g. new curricula, pedagogical materials, IT Tools, analysis and studies, etc.)?

PIC of Organisation	Output Identification	Category of Staff	Country	No. of Working Days	Grant per Day	Grant Requested
Total					Total	

**Reuniones de coordinación: 1-2 cada año, con 1-2 participantes por institución**

## Calculador de distancias de la Comisión

### 1.5. Learning/Teaching/Training Activities

#### 1.5.1. Travel

PIC of Organisation	Activity No.	Activity Type	No. of Participants (including accompanying persons)	Distance Band	Travel Grant per Participant	Grant Requested
Total					Total	

#### 1.5.2. Individual Support

##### Short-term Learning/Teaching/Training Activities

PIC of Organisation	Activity No.	Activity Type	Duration per Participant (days)	No. of Participants (without accompanying persons)	Grant per Participant	No. of Accompanying Persons	Grant per Accompanying Persons	Grant Requested
Total					Total		Total	

## Días de estancia

**Novedad 2016**

**I.5.3. Exceptional Costs (Overseas Countries and Territories Travel Costs)**

PIC of Organisation	Activity No.	Activity Type	No. of Participants (including accompanying persons)	Purpose and description of Costs	Grant requested (up to 80% of eligible costs)
			Total	Total	

**I.6. Special Needs**

PIC of Organisation	No. of Participants With Special Needs	Description	Grant Requested
			Total

**I.7. Exceptional Costs**

PIC of Organisation	Description of Cost Item	Grant Requested (75% of Total)
		Total

# Gracias por su atención

## #Eplus15

Servicio Español para la Internacionalización  
de la Educación (SEPIE)

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[www.erasmusplus.gob.es](http://www.erasmusplus.gob.es)

 @sepiegob

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