



European
Commission

eForms

PDF Application process

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The following page describes the application process for prospective applicants when applying for an EU grant under the Erasmus+ Programme using the **electronic application forms (eForms)**.

The **electronic application forms** were built using Adobe Forms technology and you will need Adobe Reader or Adobe Acrobat Reader DC to use the forms.

In order to be able to properly use an Erasmus+ application form you will need to use the following versions of [Adobe Reader](#).

Minimum Adobe Reader version	Adobe Reader 9.3.3 or higher (except Adobe Reader DC version 15.8)
Recommended Adobe Reader version	Acrobat Reader DC version 15.20

For more details on the technical requirements and settings needed to use the electronic application form click the [eForm technical guide](#).

Scenario

Illustration

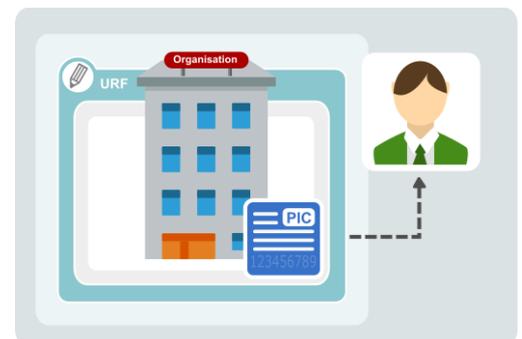
1. Before applications can be filled, the applicant must have an **EU login**. The **EU Login** Authentication Service (previously **ECAS**) is a point for user authentication to a wide range of Commission information systems. It is the first step before registering as an organisation or individual when accessing certain IT Tools such as the **Participant Portal (URF)**.

Click the links for more information.
[Create an EU Login](#)



2. The organisation or individual needs to register only once in the **Participant Portal (URF)**. Once the registration is completed, the organisation/individual will obtain a **Participant Identification Code (PIC)**.

The **PIC** is a unique identifier and is necessary for the submission of applications. It enables the organisation or group to fill in the Erasmus+ electronic application forms in a simpler manner (i.e. by inserting the PIC number in the form, all the information provided by the organisation/individual at registration stage will be automatically displayed in the form).



Click the links for more information.

[Participant Portal](#)

[Participant Portal/URF - user guide](#)

3. For most actions of the Erasmus+ Programme, applicants are required to submit their application to the appropriate National Agency using the correct **eForm** and including all requested annexes.

The **eForm** must be completed in one of the official languages used in Programme Countries.

Click the links for more information.

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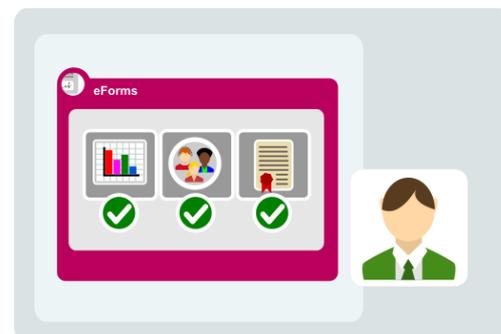
4. Before starting your application, please have a look at the following information about the **eForm**. There are certain criteria to adhere to for a successful submission and below are a number of guidelines:

- Check that you have downloaded the **correct** eForm.
- Ensure you have chosen the **correct** National Agency.
- **Mandatory fields** are depicted in pink and must be filled in.
- A list of **values** represent closed questions and you will be prompted to fill in one or more entries.
- **Dynamic sections** are fields that may appear or disappear based on questions answered.
- Additional sections can be **added** in certain areas, based on certain key actions.

5. After you have completed the application form, but before you validate it and submit it to the National Agency, it is highly recommended that you **check** the points listed in the **Checklist** to make sure that your application fulfils all basic requirements.



6. In order to ensure correctness of the data entered into the form, the electronic application form will apply the relevant **Erasmus+ rules** as much as possible. For example, the types of **validations** carried out include :
- Correctly filling in of compulsory fields.
 - Duplicate PICs cannot be used for another organisation.
 - The specific duration(s) should be filled in correctly.



7. Before you can submit your application, you have to provide **Annexes** with the application and you should only attach the documents that are required for the type of organisation in question. For further reference, please check the national requirements that your National Agency may have set and the applicable rules for your type of organisation.



8. After you have validated and annexed all documents needed for your electronic application form you are ready to **submit** it to your National Agency. Different application deadlines will apply depending on the **call**, **action type** and the **round** (where applicable) that you are applying for.



9. All applications received by the **National Agencies** undergo an evaluation procedure. Project proposals are assessed by the Agency receiving the application, exclusively on the basis of the criteria described.

At the end of the evaluation procedure, the National Agency decides on the projects to be granted. Once the selection process is complete, the NA will contact the organisation or individual in regards to the outcome of the selection process.



Click the links for more information.
[Resources](#)

