



Erasmus+

Напряом Жан Моне 2025

Підготовка та подання заявки на Порталі EU Funding & Tenders Portal

Спікер: Петро Крайнік, менеджер НЕО в Україні

Національний Еразмус+ офіс в Україні та команда експертів з реформування вищої освіти
National Erasmus+ Office – Ukraine and Higher Education Reform Experts Team

Erasmus+
Enriching lives, opening minds

Які типи проєктів підтримуються для України?



Проєкти з викладання та досліджень у сфері вищої освіти/ Jean Monnet Actions in the field of higher education:

- Модуль Жан Моне: [ERASMUS-JMO-2025-MODULE](#)
- Кафедра Жан Моне: [ERASMUS-JMO-2025-CHAIR](#)
- Центр досконалості Жан Моне: [ERASMUS-JMO-2025-COE](#)

Створена заявка (шаблон) в кабінеті акаунту



European Commission | EU Funding & Tenders Portal

Welcome Petro Krainik

Home Funding Procurement Projects & results News & events Work as an expert Guidance & documents

My area

- My profile
- F&T user profile
- Content centre
- Notifications **NEW**
- Subscriptions
- Bookmarks
- Saved searches
- My organisations
- Formal notifications
- Grants centre
- Proposals**

Proposals

Results: 1

PROGRAMME	CALL	TYPE OF ACTION	PROPOSAL ID	ACRONYM	STATUS	REMAINING TIME	CLOSURE DATE (Brussels time)	ACTIONS
ERASMUS2027	ERASMUS-JMO-2025-HEI-TCH-RSCH	ERASMUS-LS	SEP-211115949	EU4UA digitalization	Draft	72	12/02/2025 17:00:00	Actions Edit Draft Delete Proposal

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Щоб продовжити роботу на заявкою, потрібно натиснути «Actions» і обрати «Edit Draft»

Модуль Жан Моне: робота над заявкою



European Commission | Funding: Submission Service

Welcome Petro Krainik PK

Progress: Login ✓ Topic selection ✓ Create proposal ✓ Participants ✓ Proposal forms **✎** Submit ○

Proposal forms

Deadline
12 February 2025 17:00:00 Brussels Local Time
72 days left until closure

Call data
Call: ERASMUS-JMO-2025-HEI-TCH-RSCH
Topic: ERASMUS-JMO-2025-MODULE
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS
⚠ Topic and type of action can only be changed by creating a new proposal.

Proposal data
Acronym: EU4UA digitalization
Draft ID: SEP-211115949

Administrative forms (Part A)
[Edit forms] [Edit Part C (KPI)] [View history] [Print preview]

Part B and Annexes
In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B of proposal * [] [Upload]

Calculator * [] [Upload]

⚠ Your proposal contains changes that have not yet been submitted.

ⓘ In this step you can edit the Administrative Forms and upload the proposal and its annexes. You may return to this step from the 'My Proposals' section of the Funding & Tenders Portal. Submit your proposal as early in the process as possible - you can update and resubmit an improved version many times before the call closure. Submitting a proposal will overwrite any previous versions of this same proposal - this process is irreversible. Any changes made to the proposal will not be available to the European Commission service unless resubmitted before the call closure.

Основне вікно:
верхня частина
сторінки

Модуль Жан Моне: робота над заявкою



European Commission | Funding: Submission Service

Welcome Petro Krainik PK

Topic: ERASMUS-JMO-2025-MODULE
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS

⚠ Topic and type of action can only be changed by creating a new proposal.

Administrative forms (Part A)

Edit forms Edit Part C (KPI) View history Print preview

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B of proposal * Upload
Calculator * Upload
CVs Upload
List of previous projects Upload
Other annexes Upload

BACK TO PARTICIPANTS LIST VALIDATE SUBMIT

Proposal data
Acronym: EU4UA digitalization
Draft ID: SEP-211115949

Download Part B templates
Download part B templates

Support & Helpdesk
Online Manual IT How To
IT Helpdesk FAQ

Service Desk:
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu
+32 2 29 92222

Основне вікно:
нижня частина
сторінки

Модуль Жан Моне: робота над заявкою



Save As dialog box showing file path: Erasmus+ 2022-2024 > PKR2023 > 1_Jean Monnet 2023 > Infobox JMA 2023. File name: templates. Save as type: Compressed (zipped) Folder.

Downloads window showing file list: 101126654 - EU_LEAD_Infobox_JMA_2022-2023.docx, 101126811-EE4CES_Infobox_JMA_2022-2023_EE4CES.d...

Proposal data: Acronym: EUDigit4UA, Draft ID: SEP-211011562.

Part B and Annexes: Upload buttons for Part B, Calculator, CVs, List of previous projects, Other annexes.

Navigation buttons: Edit forms, Edit Part C (KPI), View history, Print preview, VALIDATE, SUBMIT.

**Завантаження
шаблонів частини В
заявки / Download
part B templates (хто
не завантажив на
початку створення
заявки)**

Модуль Жан Моне: робота над заявкою



Application forms

Call: ERASMUS-JMO-2025-HEI-TCH-RSCH
(Jean Monnet Actions in the field of Higher Education Teaching and Research)

Topic: ERASMUS-JMO-2025-MODULE
Type of Action: ERASMUS-LS
(ERASMUS Lump Sum Grants)

Proposal number: SEP-21115949
Proposal acronym: EU4UA digitalization

**Внесення
інформації в
частину А
заявки, коли
натиснули
опцію
«Edit forms»**

Модуль Жан Моне: робота над заявкою



Browser tabs: Відні (39) - pkrayn@gmail.com, Amendments - Online Mo..., How to prepare an amen..., EU Funding & Tenders Po..., Funding: Submission Ser..., EU Funding & Tenders Po..., eForms, National Erasmus+ Office

URL: https://ec.europa.eu/research/participants/submission/eforms/secure/renderform?editmode=inline&fRepository=HTML5&draftid=SEP-211115949&ticket=ST-10419516-OzH50OqcmYgXfoNW9qWG8wGu7vL1pME0ZEbhDa4V...

< Exit form Table of contents General Information >

Table of contents Validate form Save form Save & exit form

Proposal acronym: E040A digitalization

Type of Model Grant Agreement: ERASMUS Lump Sum Grant

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

[How to fill in the forms](#)
The forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the forms are pre-filled based on the steps in the submission wizard.

[Read more](#)

Windows taskbar: Cold weather Now, Search, ENG, 11:18 02.12.2024

**Внесення
інформації в
частину А
заявки:
зміст
частини А**

Модуль Жан Моне: робота над заявкою



Browser tabs: Вхідні (39) - pkrayn@gm... | Amendments - Online M... | How to prepare an amen... | EU Funding & Tenders Po... | Funding: Submission Ser... | EU Funding & Tenders Po... | eForms | National Erasmus+ Office

URL: https://ec.europa.eu/research/participants/submission/eforms/secure/renderform?editmode=inline&fRepository=HTML5&draftid=SEP-211115949&ticket=ST-10419516-OzH50OqjcmYgXfoNw9qWG8wGu7V1pME0ZEbhDa4V...

< Table of contents General Information Participants & contacts >

Table of contents Validate form Save form Save & exit form

Remaining characters 1895

PG-V2-FORMSET ver 1.00 20240104 Page 1 Last saved 22/11/2024 00:02

Application forms

Proposal ID **SEP-211115949**

Acronym **EU4UA digitalization**

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? Yes No **?**

PG-V2-FORMSET ver 1.00 20240104 Page 2 Last saved 22/11/2024 00:02

Application forms

Proposal ID **SEP-211115949**

Acronym **EU4UA digitalization**

Declarations **?**

Field(s) marked * are mandatory to fill.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *

Taskbar: Cold weather Now | Search | Windows icons | System tray: UKP, Wi-Fi, 11:50, 02.12.2024

Внесення інформації в частину А заявки: опція для додання інформації про відхилену раніше заявку (важливо зазначити, якщо заявку подаєте повторно, щоб уникнути плагіату)

Модуль Жан Моне: робота над заявкою



Browser tabs: Вхідні (39) - pkrayn@gmail.com, Amendments - Online M..., How to prepare an am..., EU Funding & Tenders Po..., Funding: Submission Ser..., EU Funding & Tenders Po..., eForms, National Erasmus+ Office

URL: https://ec.europa.eu/research/participants/submission/eforms/secure/renderform?editmode=inline&Repository=HTML5&draftid=SEP-211115949&ticket=ST-10419516-OzH50OajcmgXfoNW9qWG8wGu7vL1pME0ZEbhDa4V...

Navigation: < Table of contents | General Information | Participants & contacts >

Buttons: Table of contents, Validate form, Save form, Save & exit form

Page 1: PG-V2-FORMSET ver 1.00 20240104 | Last saved 22/11/2024 00:02

Application forms

Proposal ID **SEP-211115949**
Acronym **EU4UA digitalization**

Has this proposal (or a very similar one) been submitted in the past 2 years in response to a call for proposals under any EU programme, including the current call? Yes No ?

Please give the proposal reference or contract number. Add

Previously submitted proposals should be with either 6 or 9 digits.

Page 2: PG-V2-FORMSET ver 1.00 20240104 | Last saved 22/11/2024 00:02

Application forms

Proposal ID **SEP-211115949**
Acronym **EU4UA digitalization**

Declarations

Field(s) marked * are mandatory to fill.

1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *

Внесення інформації в частину А заявки: опція «так» для додання інформації про відхилену раніше заявку

Модуль Жан Моне: робота над заявкою



Table of contents | General Information | Participants & contacts >

Table of contents | Validate form | Save form | Save & exit form

Proposal ID **SEP-211115949**
Acronym **EU4UA digitalization**

1 - General information

Field(s) marked * are mandatory to fill.

Topic	ERASMUS-JMO-2025-MODULE	Type of Action	ERASMUS-LS
Call	ERASMUS-JMO-2025-HEI-TCH-RSCH	Type of Model Grant Agreement	ERASMUS-AG-LS

Acronym *

Proposal title *
Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: < > " &

Language

Duration in months

Fixed keyword 1

Free keywords

Abstract *

Внесення
інформації в
частину А
заявки:
загальна
інформація

Модуль Жан Моне: робота над заявкою



Table of contents | General Information | Participants & contacts >

Table of contents | Validate form | Save form | Save & exit form

Proposal ID **SEP-211115949**
Acronym **EU4UA digitalization**

Declarations ?

Field(s) marked * are mandatory to fill.

- 1) We declare to have the explicit consent of all applicants on their participation and on the content of this proposal. *
- 2) We confirm that the information contained in this proposal is correct and complete and that none of the project activities have started before the proposal was submitted (unless explicitly authorised in the call conditions). *
- 3) We declare:
 - to be fully compliant with the eligibility criteria set out in the call
 - not to be subject to any exclusion grounds under the [EU Financial Regulation 2018/1046](#)
 - to have the financial and operational capacity to carry out the proposed project. *
- 4) We acknowledge that all communication will be made through the Funding & Tenders Portal electronic exchange system and that access and use of this system is subject to the [Funding & Tenders Portal Terms and Conditions](#). *
- 5) We have read, understood and accepted the [Funding & Tenders Portal Terms & Conditions](#) and [Privacy Statement](#) that set out the conditions of use of the Portal and the scope, purposes, retention periods, etc. for the processing of personal data of all data subjects whose data we communicate for the purpose of the application, evaluation, award and subsequent management of our grant, prizes and contracts (including financial transactions and audits). *
- 6) For Lump Sum Grants with a detailed budget table: We understand and accept that the EU lump sum grants must be reliable proxies for the actual costs of a project and confirm that the detailed budget for the proposal has been established in accordance with our usual cost accounting practices and in compliance with the basic eligibility conditions for EU actual cost grants (see [AGA - Annotated Grant Agreement, art 6](#)) and exclude costs that are ineligible under the Programme. Purchases and subcontracting costs must be done taking into account best value for money and must be free of conflict of interest.

The coordinator is responsible for the information relative to their own organisation. Each applicant remains responsible for the information declared for

Внесення
інформації в
частину А
заявки: Розділ
декларації
добросовісності

Модуль Жан Моне: робота над заявкою



Participants & contacts Budget >

Table of contents Validate form Save form Save & exit form

Application forms

Proposal ID **SEP-211115949**
Acronym **EU4UA digitalization**
Short name **УоН**

Departments carrying out the proposed work

[Add a Department](#) ?

Department 1

Department name *Name of the department/institute carrying out the work.* not applicable
 Same as proposing organisation's address

Street *Please enter street name and number.*

Town *Please enter the name of the town.*

Postcode *Area code.*

Country *Please select a country*

Внесення
інформації в
частину А
заявки:
Participants
and Contacts

Модуль Жан Моне: робота над заявкою



Application forms

Proposal ID **SEP-211115949**

Acronym **EU4UA digitalization**

3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	Uoh	UA	0.00
	Total		0.00

**Внесення
інформації в
частину А
заявки:
Бюджет**

Модуль Жан Моне: робота над заявкою



Browser tabs: Відні (39) - pkrayn@gm... | Amendments - Online M... | How to prepare an amen... | EU Funding & Tenders Po... | Funding: Submission Serv... | EU Funding & Tenders Po... | eForms | National Erasmus+ Office

URL: https://ec.europa.eu/research/participants/submission/eforms/secure/renderform?editmode=inline&fRepository=HTML5&draftid=SEP-211115949&ticket=ST-10419516-OzH50OqjcmgXfoNW9qWG8wGu7vL1pME0ZEbhDa4V...

< Budget Other questions Validation result >

Table of contents Validate form Save form Save & exit form

Application forms

Proposal ID **SEP-211115949**

Acronym **EU4UA digitalization**

4 - Other questions

Not applicable for this topic

Windows taskbar: Temps to drop Wednesday, Search, ENG, 11:56, 02.12.2024

**Внесення
інформації в
частину А
заявки: 4 – Не
застосовується**

Модуль Жан Моне: робота над заявкою



Browser tabs: Вхідні (39) - pkrayn@gm... | Amendments - Online Mi... | How to prepare an amen... | EU Funding & Tenders Po... | Funding: Submission Ser... | EU Funding & Tenders Po... | eForms | National Erasmus+ Office

URL: https://ec.europa.eu/research/participants/submission/eforms/secure/renderform?editmode=inline&fRepository=HTML5&draftid=SEP-211115949&ticket=ST-10419516-OzH50OqjcmgXfoNW9qWG8wGu7vL1pME0ZEbhDa4V...

< Exit form | Table of contents | General Information >

Table of contents | Validate form | Save form | Save & exit form

Proposal number: SEP-211115949
Proposal acronym: EU4UA digitalization
Type of Model Grant Agreement: ERASMUS Lump Sum Grant

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

Read-only information

The list of participants and contact persons, the Participant Identification Code (PIC) and the respective summary data of the participants (shown in blue in the form) are read-only fields. To modify the list of participants or contact persons, please go back to Step 4. To modify the legal data of the organisation, changes have to be requested via the Organisation Registry by the authorized persons. Read more about the [modification of the organisation data](#).

Who can fill in the forms?

Windows taskbar: Temps to drop Wednesday | Search | 11:57 02.12.2024

**Заповнення
форми: Коротка
інструкція**

Модуль Жан Моне: робота над заявкою



The screenshot displays a web browser window with the URL <https://ec.europa.eu/research/participants/submission/eforms/secure/renderform?editmode=inline&fRepository=HTML5&draftid=SEP-211115949&ticket=ST-10419516-OzH50OqjcmgXfoNW9qWG8wGu7vL1pME0ZEbhDa4V...>. The page features a navigation bar with options: '< Exit form', 'Table of contents', and 'General Information >'. Below this, a secondary bar contains 'Table of contents', 'Validate form', 'Save form', and 'Save & exit form'. The main content area is titled 'Read-only information' and contains the following text:

The list of participants and contact persons, the Participant Identification Code (PIC) and the respective summary data of the participants (shown in blue in the form) are read-only fields. To modify the list of participants or contact persons, please go back to Step 4. To modify the legal data of the organisation, changes have to be requested via the Organisation Registry by the authorized persons. Read more about the [modification of the organisation data](#).

Who can fill in the forms?

'Coordinator contacts' and Participant contacts', who must be identified at Step 4 of the submission wizard. The 'coordinator contact(s)' can edit any parts of the administrative form, 'Participant contacts' can only edit the respective section of the organisation in section 2, including the contact persons' data.

Guidance in the form

If you click on the question marks in blue, you can read more information about the question or section. In order to print this guidance, the blue question marks must be open.

Each box of the form contains a short guidance on the format, the length and the expected level of information. Once you click on the text or start editing the information, it disappears automatically from the box.

Navigation in the form

To view the different sections in the form, you may either use the scroll bar or the blue "Show" buttons as seen in the Table of contents.

Validation

The system offers some automatic checks and gives warning messages in case mandatory fields are not completed. Please click on the "Validate" button to check your data. Errors and warnings will be listed at the end of the form. Errors mean that mandatory information is missing (such as the Proposal Title) and the proposal cannot be submitted until these are resolved. Warning messages do not block submission, but indicate missing information that may be important for the proposal and you should ideally also be cleared. By clicking on the "Show" button, you can easily get back to the field with an error highlighted in yellow with the other fields with

Заповнення
форми: Коротка
інструкція

Модуль Жан Моне: робота над заявкою



< Exit form **Table of contents** **General Information >**

Table of contents Validate form Save form Save & exit form

If you click on the question marks in blue, you can read more information about the question or section in order to print this guidance, the blue question marks must be open.

Each box of the form contains a short guidance on the format, the length and the expected level of information. Once you click on the text or start editing the information, it disappears automatically from the box.

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Saving of the data

Before closing the form, click on the button "Save and Close". The save function works even if the form is not completely filled in. This will take you back to Step 5, where you can upload the Technical Annex and any additional documents.

You may return to edit the form as many times as you wish prior to call closure. Any changes saved on the form need to be resubmitted in order to be received by the European Commission and considered for evaluation

Close

Заповнення
форми: Коротка
інструкція

Модуль Жан Моне: робота над заявкою



European Commission | Funding: Submission Service

Welcome Petro Krainik PK

Topic and type of action can only be changed by creating a new proposal.

[Edit forms](#) [Edit Part C \(KPI\)](#) [View history](#) [Print preview](#)

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

Part B of proposal * [Upload](#)

Calculator * [Upload](#)

CVs [Upload](#)

List of previous projects [Upload](#)

Other annexes [Upload](#)

[BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

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Основне вікно
заявки:
прикріплення
частини В та
додатків

Складові частини заявки



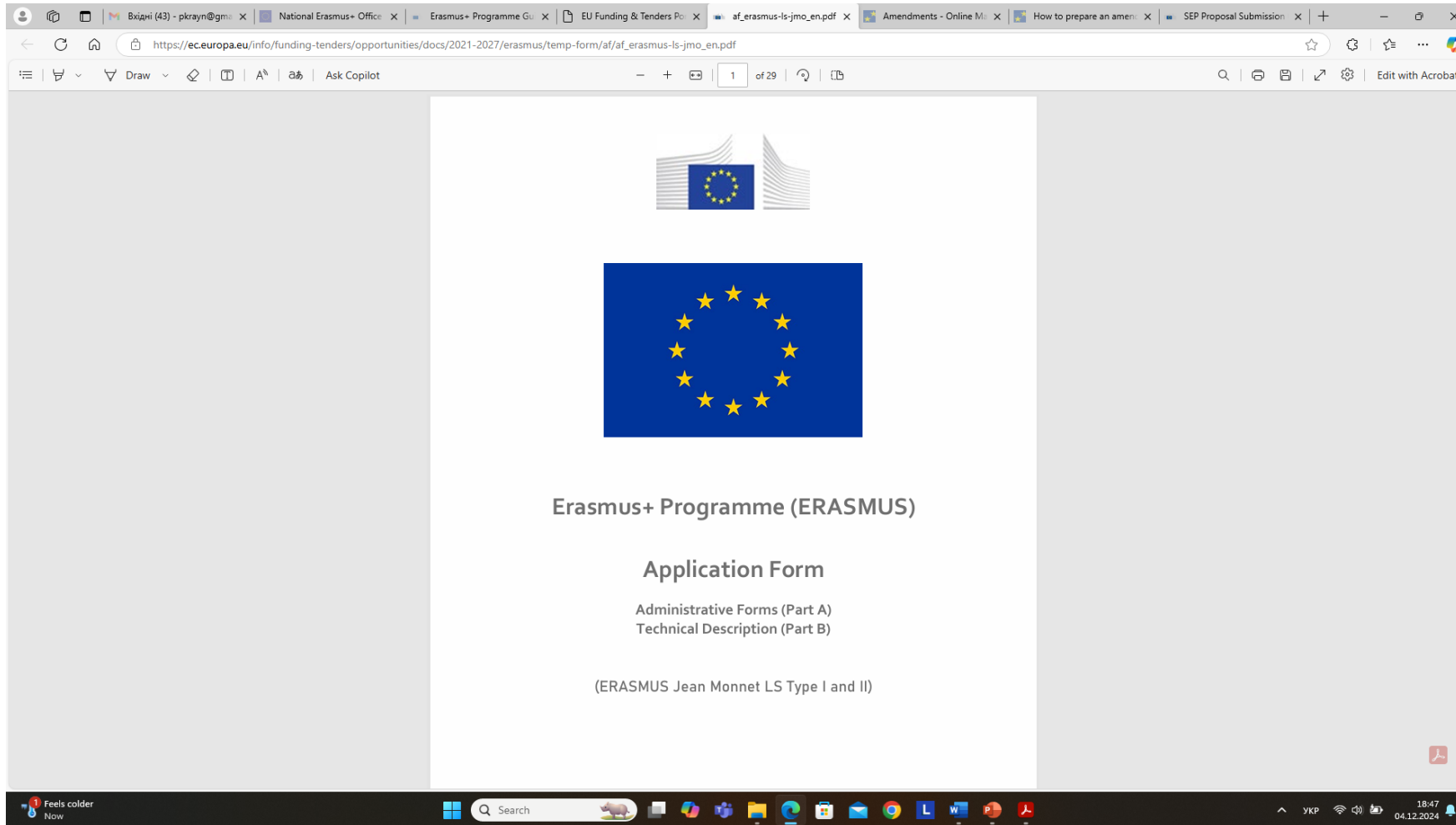
- Частина А (потрібно натиснути на синю кнопку Edit forms) генерується в системі після заповнення інформації у вікнах/скрінах системи.
- Частина В є шаблоном для заповнення (документ у Word-форматі); має обмеження в 40 сторінок для модулів та кафедр Жан Моне, в 70 сторінок для інших типів проєктів, якщо не зазначена інша інформація в конкурсі та Керівництві до Програми. Сторінки, які виходять за межі зазначеної кількості, не будуть видимі для експертів з оцінювання.
- Частина В має додатки, сторінки яких не враховуються в зазначеному ліміті, але обмежуються кількістю мегабайт інформації, що зазначено в системі при роботі з заявкою та завантаженні додатків.

Складові частини заявки



- Усі шаблони та додатки заявки (частина В, CVs, список попередніх проєктів університету, якщо є такі проєкти, завантажуються у зазначеному в опції форматі – як правило, pdf, калькулятор бюджету (для модулів та кафедр) чи детальний бюджет (для центрів досконалості) завантажуються у форматі Excel, прикріплюються безпосередньо в системі, в основному вікні заявки.
- При заповненні частини В є розділи, які не стосуються модулів та кафедр Жан Моне, про що зазначено в цих розділах, напр.: Cost effectiveness and financial management (n/a for JMO Chairs and JMO Modules).
- Всі інші розділи заповнюєте та вносите інформацію, яку вважаєте необхідною для оцінки заявки. Усі розділи, що не заповнюються, обов'язково залишаються в документі (з шаблону нічого не видаляється).

Складові частини заявки



**Стандартна
аплікаційна
форма:
інструктивний
зразок, не для
заповнення:
перші 13
сторінок про
частину А**

Складові частини заявки



Call: [insert call identifier] — [insert call name]
EU Grants: Application form (ERASMUS LS JMO): V2.0 – 01.06.2022

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the gray IMPORTANT NOTICE box should be deleted before uploading.

Note: Please read carefully the conditions set out in the Call document/Programme Guide (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

TABLE OF CONTENTS

ADMINISTRATIVE FORMS (PART A).....	3
TECHNICAL DESCRIPTION (PART B).....	4
COVER PAGE.....	4
PROJECT SUMMARY.....	5
1. RELEVANCE.....	5
1.1 Background and general objectives.....	5
1.2 Needs analysis and specific objectives.....	5
1.3 Complementarity with other actions and innovation— European added value.....	5
2. QUALITY.....	6
2.1 PROJECT DESIGN AND IMPLEMENTATION.....	6
2.1.1 Concept and methodology.....	6
2.1.2 Project management, quality assurance, and monitoring and evaluation strategy.....	6
2.1.3 Project teams, staff and experts.....	6
2.1.4 Cost effectiveness and financial management.....	7
2.1.5 Risk management.....	7
2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS.....	7
2.2.1 Consortium set-up.....	7
2.2.2 Consortium management and decision-making.....	8
3. IMPACT.....	8
3.1 Impact and ambition.....	8
3.2 Communication, dissemination and visibility.....	8
3.3 Sustainability and continuation.....	8
4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING.....	10
4.1 Work plan.....	10
4.2 Work packages, activities, resources and timing.....	10

**Стандартна
аплікаційна
форма:
інструктивний
зразок, не для
заповнення: з
14 сторінки
про частину В**

Складові частини заявки



Call: [insert call identifier] — [insert call name]

EU Grants: Application form (ERASMUS LS JMO): V2.0 – 01.06.2022

LIST OF PREVIOUS PROJECTS

List of previous projects
Please provide a list of your previous projects for the last 4 years.

Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

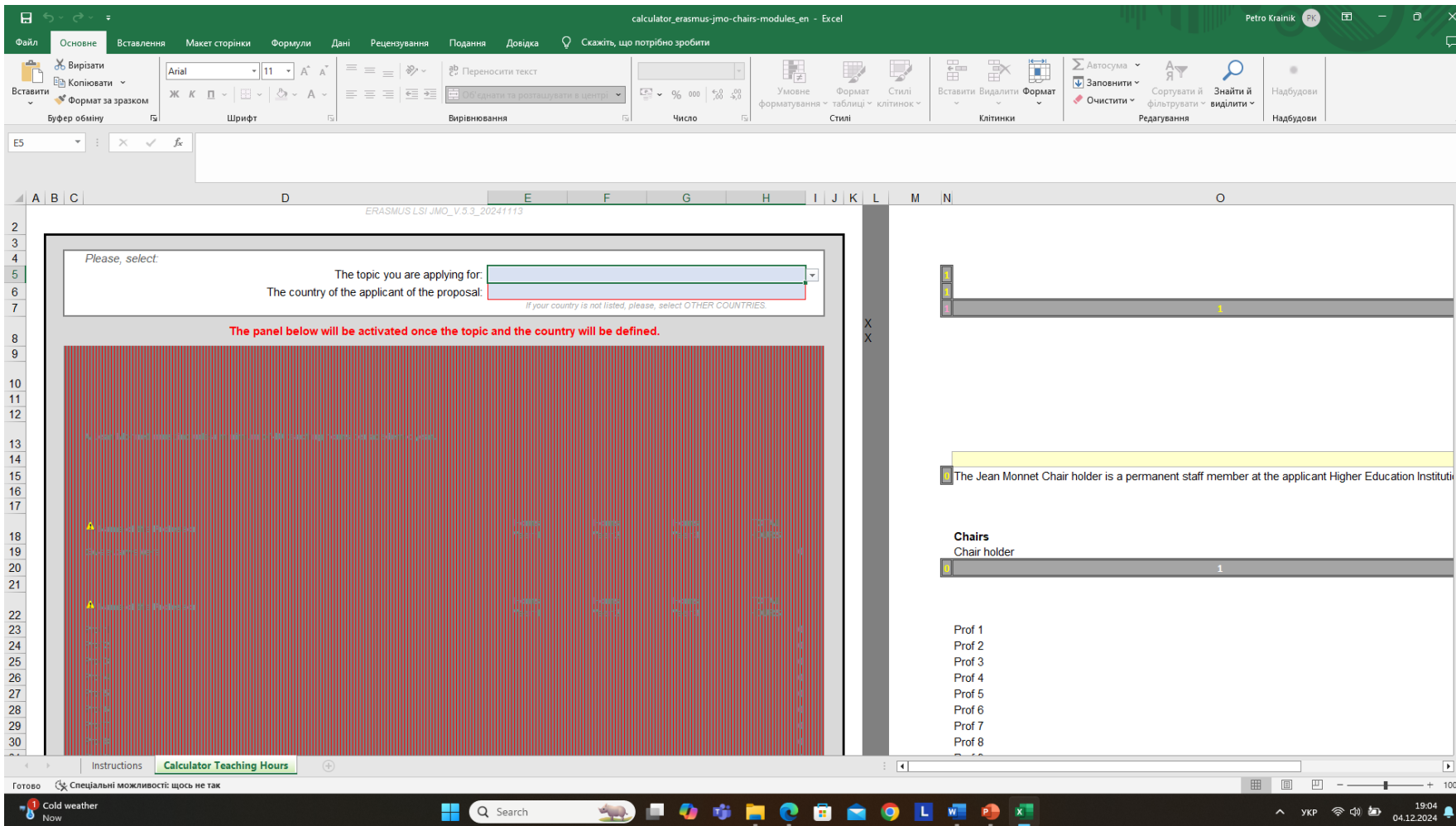
**Стандартна
аплікаційна форма:
інструктивний зразок,
не для заповнення:
перелік проєктів ЄС в
університеті – бажано
скопювати зразок
таблиці та заповнити
перелік окремим
документом.**

Складові частини заявки



Калькулятор гранту – зразок для модулів та кафедр: сторінка інструкції.

Складові частини заявки



Калькулятор гранту – зразок для модулів та кафедр: сторінка для заповнення – потрібно обрати країну Ukraine та тип проєкту Modules або Chairs.

Складові частини заявки



Калькулятор гранту – зразок для модулів та кафедр: сторінка для заповнення – обрано країну Ukraine та тип проєкту Modules.

A screenshot of an Excel spreadsheet titled 'calculator_erasmus-jmo-chairs-modules_en - Excel'. The spreadsheet is used for calculating grant components. It features a form with dropdown menus for 'Modules' and 'Ukraine (UA)'. A red error message states: 'The form is not valid: the total of each column must be minimum 40 hours.' Below this is a table for 'JMO Modules Teaching Hours' with columns for 'Name of the Module leader / academic coordinator', 'Hours Year 1', 'Hours Year 2', 'Hours Year 3', and 'TOTAL HOURS'. Another table lists 'Name of the Professor' from Prof 1 to Prof 8 with similar hour columns. On the right side, there is a 'Chairs' section with a 'Chair holder' dropdown set to '1'. The spreadsheet is displayed in a window with a Windows taskbar at the bottom showing the date 04.12.2024 and time 19:08.

Складові частини заявки



Name of the Professor	Hours Year 1	Hours Year 2	Hours Year 3	TOTAL HOURS
Prof 1				0
Prof 2				0
Prof 3				0
Prof 4				0
Prof 5				0
Prof 6				0
Prof 7				0
Prof 8				0

Chairs	Chair holder
	1

Калькулятор гранту – зразок для модулів та кафедр: сторінка для заповнення – обрано країну Ukraine та тип проєкту Chairs.

Складові частини заявки



ANNEX 1 to Part B
Detailed Estimation of Costs for Lump Sums

Instructions

1	This workbook for Lump Sum calculation must be uploaded in the Submission system as a mandatory document in annex to the application. Please note that if you do not upload the fully completed Excel workbook as an annex, the application cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will normally be paid only when the entire Work Package has been completed. Please take this into consideration while structuring your proposal. Work Packages should be designed in a way that enables the evaluator to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to set the relevant Maximum Grant Amount (in row 34 of this sheet), and the maximum co-financing rate (in row 35, both in column E) applicable for the call. This data can be found on the Portal under Topic Conditions and in the Call document.
6	You then have to fill in only the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BE XXX' (one sheet per Participating Organisation) – 'Depreciation costs' (if your budget includes the purchase of equipment). The final tab 'Any comments' must be used to provide key information required for a full evaluation of your detailed budget (see point 18 below).
7	You first need to start filling in the sheet 'Beneficiaries List' where you are asked to enter all participants in the project including any Affiliated Entities. To add beneficiaries, please double-click on 'Add a Beneficiary': to add an affiliated entity, please, double-click

Детальний бюджет проекту – зразок для Центрів досконалості: інструкції та інші аркуші книги Ексель для заповнення, тип проекту Centers of Excellence.

Складові частини заявки



Europass Curriculum Vitae як зразок для заповнення CV, можна завантажити у форматі WORD.

A screenshot of a web browser displaying the Europass Curriculum Vitae template. The browser's address bar shows the URL: https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.eeas.europa.eu%2Fsites%2Fdefault%2Ffiles%2Feu_cv_template_en.doc&wdOrigin=BROWSELINK. The page content includes the Europass logo and the following sections:

- Personal information**
 - First name(s) / Surname(s): **First name(s) Surname(s)** (remove if not relevant, see instructions)
 - Address(es): House number, street name, postcode, city, country (remove if not relevant, see instructions)
 - Telephone(s): (remove if not relevant, see instructions) Mobile: (remove if not relevant, see instructions)
 - Fax(es): (remove if not relevant, see instructions)
 - E-mail: (remove if not relevant, see instructions)
 - Nationality: (remove if not relevant, see instructions)
 - Date of birth: (remove if not relevant, see instructions)
 - Gender: (remove if not relevant, see instructions)
- Desired employment / Occupational field** (remove if not relevant, see instructions)
- Work experience**
 - Dates: Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions)
 - Occupation or position held
 - Main activities and responsibilities
 - Name and address of employer
 - Type of business or sector
- Education and training**
 - Dates: Add separate entries for each relevant course you have completed, starting from the most recent. (remove if not relevant, see instructions)
 - Title of qualification awarded
 - Principal subjects/occupational skills covered
 - Name and type of organisation providing education and training

The browser interface includes a search bar, navigation buttons, and a taskbar at the bottom showing the date 04.12.2024 and time 19:27.

Інструкція щодо подання заявки



**Інструкція щодо
подання заявки
та онлайн
варіант**

Корисні матеріали та посилання



[Ініціатива «Academics to Academics» \(A2A\)](#)

[Новий портал для підтримки дослідників України від ЄС: European Research Area for Ukraine' \(ERA4Ukraine\)](#)

[Для виконавців та потенційних учасників Програми ЄС Еразмус+](#)

[Онлайн інструкції щодо управління грантом](#)

[Портал Європейської Комісії Програми ЄС Еразмус+](#)

Керівництво до [Програми ЄС Еразмус+ / Erasmus+ Programme Guide.](#)

[Європейське виконавче агентство з питань освіти і культури – European Education and Culture Executive Agency \(EACEA\)](#)

Платформа ЄС для конкурсів, що координуються **EACEA**: реєстрація профілю організації (**PIС**), оголошення конкурсів, пріоритетів, тренінгів, пошуку партнерів, завантаження аплікаційних форм, подання заявок, отримання результатів, підписання грантової угоди тощо [EU Funding & Tenders Portal](#)

Презентацію підготовлено на основі матеріалів ЕАСЕА, НЕО в Україні та інших партнерів. Малюнки взято з відкритих ресурсів Інтернет



Корисні джерела:

- Платформа результатів проєктів ЄС: [Erasmus+ projects results](#)
- [База проєктів Еразмус+ в Україні](#)
- !!!(Відео)ресурси Erasmus+ World Seminar – Jean Monnet Actions: <https://erasmusplus.mci-events.eu/speakers/>
- [Національний Еразмус+ офіс в Україні \(проєкт ЄС\)](#)

Все було, є і буде Україна!

#ErasmusPlus #ErasmusUA #ErasmusPlus35yearsUkraine #StandUpWithUkraine #ErasmusJointForces



Erasmus+

Бажаємо успіхів!
Запрошуємо звертатись до команди
Національного Еразмус+ офісу в Україні
за допомогою та консультаціями!

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+38 095 458 67 95 (WhatsApp, Telegram) – напрям Жан Моне

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Enriching lives, opening minds