

Tips for the Application of an Erasmus+ Key Action 2 Project

- Make sure you have sufficient lead time, as there are many parties involved (faculty staff, Global Office (GO), legal department, consortium partners, associated partners, etc.) who may not be available at short notice.
- It is better not to upload the online application on the last day of the submission deadline, as experience has shown that the EU Commission's server is then completely overloaded and technical problems occur that jeopardise timely submission. Please note: There is no grace period!
- It can also be helpful to talk to experienced applicants from other departments/ institutes in advance.
- If possible, attend DAAD applicant seminars, use webinars (see also <https://eu.daad.de/service/veranstaltungen/de/>)
- Read DAAD information on the application process: <https://eu.daad.de/infos-fuer-hochschulen/antragstellung/de/>
- The EU Commission's Erasmus+ **Programme Guide** contains all the basic information on the programme, regulations and objectives. Please have a look at this (unfortunately very extensive) document in advance, which is now also available in German or other languages. → http://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en
- As an applicant, you must create your personal EU login.
- Detailed key data on Goethe University (GU) is requested in the application form, e.g.:
 - **OID** (Organisation ID) = **E10209408**. This means that Goethe University is already registered as an organisation in the Participant Portal of the EU Commission.
 - **PIC** number (Participant Identification Code) = 999978724
 - **Legal Representative** = the official legal representative of the GU is the President, Prof. Dr Enrico Schleiff. Please enter this in the application form.
- Depending on the type of project, you will probably have to deal with the following documents during the application and implementation process:
 - **Mandates/since 2024 so-called Accession Forms**: agreement which all institutions participating in the project must conclude with the coordinating organisation.
 - **Declaration of Honour** (Ehrenwörtliche Erklärung): This standard form has to be signed by the legal representative of the coordinating organisation. It is part of the online application form.
 - **Partnership Agreements**: will be set up after the application has been approved, i.e. are not part of the application. The coordinating university often draws up such an agreement itself, in which responsibilities, obligations, financial management, etc. are agreed with all project partners. Attention: Such a document must always be checked by the legal department before signing, as it is not a standard form of the EU Commission!
- Please note: Thanks to a signature authorisation issued by our president, the Head of the SLI division (Studium Lehre Internationales), Dr. Rebekka Göhring, is authorised to sign applications and contracts for mobility and partnership programmes on behalf of the Global Office. Please contact the Erasmus

Institutional Coordinator at the GO, Ms Uta Brucker (brucker@em.uni-frankfurt.de), in good time in advance. She will prepare a signature folder for the divisional management and arranges for all these documents (mandates, accession forms, declarations of honour, partnership agreements) to be signed.

- In this context, please also create a **short profile** for the GO that contains the most important project data in bullet points:
 - Key action/ programme type
 - Project title and acronym
 - Applicant/ coordinator
 - Contact person at the GU
 - Partner institutions
 - Duration from - to
 - Application volume/budget
 - Previous project experience (Erasmus/Mundus or similar? Please state project title and number)
 - Project measures
 - Project objectives
 - Informal confirmation: "Project XY will not result in any financial obligations for Goethe University Frankfurt."

- The GO does not approve the project **budget**. This is the responsibility of the applicant or project manager. If you need to calculate personnel costs, please ask the Human Resources Department for a current personnel cost table.

- Has your application been approved? Congratulations! Please also inform the GO immediately of any approvals or rejections. We need to be up to date for internal or external enquiries and be able to report on all international projects at the GU.

- Please publish/ advertise the project on your own website and inform the GO of the link, as we would also like to refer to it on our pages. The dissemination of project results is an important evaluation criterion!

The Global Office wishes you good luck with your application!