UPUTE ZA ISPUNJAVANJE PRIJAVNOG OBRASCA

Erasmus+ KA2 Suradnička partnerstva u području visokog obrazovanja, Natječaj 2021.

(Cooperation partnerships in higher education, KA220-HED)

KA220-HED

Cooperation partnerships in higher education

This action enables participating organisations to gain experience in international cooperation and to strengthen their capacities, but also to produce high-quality innovative deliverables. The primary goal of Cooperation Partnerships is to allow organisations to increase the quality and relevance of their activities, to develop and reinforce their networks of partners, to increase their capacity to operate jointly at transnational level, boosting internationalisation of their activities and through exchanging or developing new practices and methods as well as sharing and confronting ideas.



TEHNIČKI PREDUVJETI

Za pristup odnosno popunjavanje prijavnog obrasca potreban je **EU login račun** (nekadašnji ECAS) osobe koja ispunjava prijavu. Ako nemate EU login račun, upute za otvaranje možete naći u <u>EU Login</u> priručniku. Sve ustanove koje sudjeluju u konzorciju moraju imati **Organizacijski ID broj (OID)**, na koji će se u prijavi automatski vezati podaci za ustanovu. Provjerite koji je OID broj Vaše ustanove ako je već sudjelovala u Erasmus+ projektima (Napomena: Ne ponovno registrirati OID!), a ako ustanova još nije registrirana na <u>Platformi za Erasmus+ i Europske snage solidarnosti i Sustavu za registraciju</u> <u>organizacija</u> – molimo pratiti <u>upute za registraciju</u>.

Prijavnom obrascu pristupate putem <u>Erasmus+ and European Solidarity Corps platform</u>: $OPPORTUNITIES \rightarrow Erasmus+ \rightarrow HIGHER EDUCATION \rightarrow See open calls \rightarrow KA220-HED.$

Izravna poveznica za područje visokog obrazovanja jest <u>https://webgate.ec.europa.eu/app-forms/af-ui-opportunities/#/erasmus-plus/open-calls/field/43323848</u>, a zatim odabirete KA220-HED i prijavnom obrascu pristupate s pomoću opcije **Apply**.

OSNOVNE FUNKCIONALNOSTI OBRASCA

Klikom na ikonu pokraj **Application details** (na vrhu obrasca) otvaraju se upute **Guidelines** koje molimo pogledajte prije popunjavanja:

Application details @

Application details	Guidelines	×
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Također možete pogledati detaljne <u>EK upute za ispunjavanje prijavnih obrazaca na engleskom jeziku</u>.

Osnovne informacije o Pozivu i prijavi prikazuju se na vrhu obrasca:



Obvezna polja označena su crvenom zvjezdicom. Bude li potrebe za ispravcima ili dopunama unosa, obrazac će automatski prikazati poruke upozorenja.

Klikom na ikonu vojavljuju se upute za određeni dio obrasca. Nakon ispravnog popunjavanja obvezna polja u obrascu bit će označena zelenom kvačicom.

Prijava se automatski sprema tijekom popunjavanja. Nakon zatvaranja prijavnog obrasca ponovno mu možete pristupiti iz glavnog izbornika, putem **My Applications**.

Ako prijavu popunjavate na hrvatskom jeziku, za odgovor na neka pitanja trebat ćete unijeti i prijevod na engleski.

U dijelu **Checklist** možete provjeriti jeste li ispunili sve preduvjete za učitavanje prijave.

Prijavu predajete putem opcije **Submit**, čiji gumb postaje aktivan tek nakon što popunite sva obvezna polja u obrascu. Ako prije prijavnog roka utvrdite da nešto želite izmijeniti/dodati u prijavnom obrascu, možete ga ponovno otvoriti i ponovno učitati. U obzir će se uzimati posljednja kronološki zaprimljena prijava u sustavu.

Klikom na gumb PDF prijavu možete eksportirati u PDF format (npr. za ispis).

DIJELOVI OBRASCA

Glavni izbornik (**Content menu**) omogućuje navigiranje dijelovima obrasca. Uz dijelove obrasca koji sadržavaju i dodatna polja za popunjavanje prikazat će se **Navigation**. Dodatna polja označena su s **X** sve dok nisu ispunjena. Ispravno popunjena dodatna polja dobivaju zelenu kvačicu.



Struktura prijavnog obrasca za KA2 Suradnička partnerstva u području visokog obrazovanja prati logiku iz prethodne generacije Programa, odnosno vrlo je slična prošlogodišnjem prijavnom obrascu za KA2 Strateška partnerstva. Izmijenili su se neki termini, a od novosti izdvajamo sljedeće:

- minimum trajanja projekta sada je 12 mjeseci (ne više 24 mjeseca)

- dodana je financijska potpora za uključivost (Inclusion support) te za zeleno putovanje (Green travel)

- ako u prijavi nije ispunjen uvjet dodane vrijednosti sudjelovanja ustanove iz partnerske zemlje u formalnom konzorciju, ustanova iz partnerske zemlje bit će isključena iz projektnog prijedloga u fazi ocjenjivanja (ovo više nije kvalitativni kriterij za odbijanje cijele prijave)

- aktivnosti učenja, podučavanja i osposobljavanja više nemaju striktno određene tipove aktivnosti.

SAVJET: Na pitanja u obrascu valja odgovarati jasno i konkretno, a ograničenje broja znakova navedeno je uza svako polje za odgovor. Vi ste eksperti za temu kojom se vaš projektni prijedlog bavi, no važno je da sadržaj prijave bude koncizno pojašnjen i onima koji nisu nužno stručnjaci za isto specifično područje. Vodite brigu o dosljednosti i međusobnoj povezanosti dijelova prijave – svi dijelovi prijave trebaju slijediti logiku projekta i planiranih rezultata te nuditi precizna objašnjenja za prioritete i ciljeve koje se želi ostvariti.

Uzmite si dovoljno vremena za popunjavanje prijave i nemojte je podnositi u zadnji tren kako biste izbjegli opterećenje u sustavu ili druge tehničke poteškoće.

U nastavku izdvajamo neke dijelove prijavnog obrasca, posebno one vezane za unos proračuna.

Transnacionalni projektni sastanci (Transnacional Project Meetings)

Podatke o transnacionalnim projektnim sastancima unosite u zasebnom polju u dijelu Management. Na ovoj stavci možete budžetirati samo osobe formalno povezane s ustanovama iz konzorcija.

Content menu	<	Navigation <	Management			
✔ Context	0	Q Filter Expand all	Transnational Proje	ct Meetings		
X Participating Organisations	0	X Management	Transnational project r	neetings: how often do you plan to meet, who will participate in those meetings, where will they take place	and what will be the goal? *	4000
X Project Description	0	Management and Implementation				
X Preparation	0	Meetings				
🗙 Management	0	Meetings Budget (1)	Please specify the fun	ds requested to organise the planned transnational project meetings.		
X Production of Project Results	0	- × Implementation	Meeting ID	Leading Organisation	Meeting Title	Country of Venue
X Multiplier Events	0				250	
Learning, Teaching, Training Activities	0		1	•		•
🗙 Timetable	0		Total			
🗙 Special Costs	0		¢			>
🗙 Follow-up	0					+ Add a Transnational project meeting
X Budget Summary	0					

Projektni rezultati (Production of Project Results)

Stavka Intelektualni rezultati (Intellectual outputs) iz prijašnjih Strateških partnerstava u ovom se formatu zove Projektni rezultati.

Najprije u narativnom dijelu opisujete primjerice provedenu analizu potreba (VAŽNO: utvrđena konkretna potreba preduvjet je za suradničko partnerstvo u kojem ćete producirati inovativno i svima dostupno rješenje); ciljane skupine (ciljane su skupine u području visokog obrazovanja nastavno i nenastavno osoblje na visokim učilištima te studenti; utjecaj na više target skupina svakako je dobrodošao, no mora biti jasno da je glavna ciljana skupina identificirana u sektoru visokog obrazovanja); zatim elemente inovativnosti te potencijal prijenosa i koristi od rezultata na druga područja obrazovanja, osposobljavanja i mladih; podjelu zadataka i opis poslova partnera uključenih u izradu rezultata itd.

Content menu	<	Navigation <	Production of Project	Results		
🗸 Context	0	Q Filter % Expand all	Production of Project	Results		
X Participating Organisations	0	Production of Project Results	Do you plan to produce p	roject results in your project? *		
X Project Description	0	Project Results Details (1)	Yes	\$		
X Preparation	0	Project Results Budget				
🗙 Management	0		Project Results Summ	ary		
X Production of Project Results	0		Result ID	Leading Organisation	Result Title	Starting Period
X Multiplier Events	0				200	
Learning, Teaching, Training Activities	0		1	¢ *		2021-11-01
X Timetable	0		Total			
🗙 Special Costs	0		<			>
🗙 Follow-up	0					+ Add a Project result
🗶 Budget Summary	0					

Zatim popunjavate budžetni dio u kojem specificirate broj osoblja i kategorije osoblja uključene u izradu rezultata. NAPOMENA: Ako je za izradu rezultata potrebno osoblje iz kategorije *administrative staff* ili *managers*, valja pri opisu zadataka jasno argumentirati da posrijedi nije tip posla kakav je već pokriven sa stavke Upravljanje i provedba projekta (Project management and implementation).

Navigation <	Production of Project Results
Q Fiter 1Expand all	Project Results Details (1)
Production of Project Results	Rev/10 Rev/Tite
Project Results Details (1)	
- × Project Results Budget	Resiltading Systemston
	Reach Description (including needs and yok target groups, kinners of investion, target and target analysis, target groups, kinners of investion, target and target analysis target groups, kinners of investion, target and target groups, kinners of investion, target groups
	Rest figs *
	Peace decile the division if vork, the tasks leading to the production of the tests and the applied methodology ¹
	Rest Production Star Date (determined) * Rest Production Star Date (determined) *
	0/11/2021 m
	The start and and is a fault Those the match is written the project start and and a start and and a start the project start and and and a start the start and and a start the start and and a start
	Rest Languages Result Maga
	Result Participants Organizations 0
	Anishing State
	ringen neuros sostigen
	Plase specify the sulf resources which you need to produce the project much a
	Result D Organization Managem Teachers/Twinters/Resembers/Youth Technicians Administrativa stadt/Volumener Grant Action
	entro -
	Tend D O O O O
	♦ Job & Project Stack Redget.

Događanja s multiplicirajućim učinkom (Multiplier events)

Na ovoj stavci možete budžetirati samo osobe koje ne pripadaju formalnom konzorciju jer je smisao predstaviti producirane rezultate što široj publici. Financijsku potporu možete zatražiti jedino ako su zatražena sredstva i na stavci Projektni rezultati.

Content menu	<	Navigation <	Multiplier Events	
✔ Context	0	Q Filter Lxpand all	Multiplier Events Details	
X Participating Organisations	0	X Multiplier Events	Event I/0 Event Title	
X Project Description	0	X Multiplier Events Budget	* Fivet Leadin Dranisation * Country of Verue *	
X Preparation	0		crisis copies graphineteria	\$
X Management	0		Event Description (Including: Targets groups and objectives) *	5000
X Production of Project Results	0			
X Multiplier Events	0			
 Learning, Teaching, Training Activities 	0		Event Start Date (ds-mm-yyyy) * Event Evd Date (ds-mm-yyyy) * 01/12/2021 @	
X Timetable	0		Project Results Covered * Event other Participating Organisations	
X Special Costs	0		\$	٥
X Follow-up	0		Multiplier Events Budget	
X Budget Summary	0			
X Project Summary	0		Event ID Organisation Country of the Organisation Local Participants Foreign Participants	Participants in virtual events
X Annexes 0	0		· · · ·	•
🗙 Checklist	0		<	3

Aktivnosti učenja, podučavanja i osposobljavanja (Learning, Teaching, Training Activities)

Nema više striktnog tipa Aktivnosti učenja, podučavanja i osposobljavanja kao što se prije biralo kod Strateških partnerstava. U Suradničkom partnerstvu ove se aktivnosti mogu provoditi u bilo kojem obliku relevantnom za projekt i mogu uključivati više vrsta sudionika, pojedinačno ili kao skupinu. Planirate li ovakve aktivnosti u projektu, u obrascu trebati opisati i opravdati oblik, svrhu, trajanje te vrstu i broj sudionika.

Content menu	<	Navigation <	Learning, Tea	ching, Training Activities						
✔ Context	0	Q Filter Expand all	Do you plan to	include transnational learning, teaching or training a	ctivities in your project? *					
X Participating Organisations	0	Learning, Teaching, Training Activities	Tes							v
X Project Description	0	Activities Summary	Activities Su	mmary						
X Preparation	0	Summary of Groups of	In case you pla	n to include learning, teaching or training activiti	es please encode them here.					
🗙 Management	0	Participants	Activities S	ummary						0
X Production of Project Results	0	Group of Participants								
X Multiplier Events	0	Budget Group	ID	Country of venue	Start period	N° of Participants	N° of Accompanying Persons	Total Grant	Action	
Learning, Teaching, Training Activities	0	Budget Summary							_	
X Timetable	0	Support	C1	\$	2021-12 0	0	0	0	1	
🗙 Special Costs	0	Individual Support	Total							
X Follow-up	0	Support	٢							>
🗙 Budget Summary	0	Background Information							+ Add a	ацтт

Dodatak za zeleno putovanje (Green travel) u dijelu Travel support označavate u slučaju putovanja na kojem se veći dio puta rabe prijevozna sredstva s niskom razinom emisija, kao što su autobus ili vlak, ili se zajednički koristi automobilom. U slučaju visokih putnih troškova sudionika – putnih troškova koji se ne mogu pokriti u okviru standardne kategorije "putovanja" zbog geografske udaljenosti ili drugih prepreka odnosno ako doprinos jediničnom trošku prema udaljenosti ne pokriva najmanje 70 % putnih troškova po sudioniku, u padajućem izborniku ispod polja Distance Band trebate odabrati Exceptional costs i zatim unijeti iznos u polje Exceptional costs for expensive travel. Bude li trošak opravdan i prihvatljiv, može se odobriti 80 % prihvatljivog troška. Ako na aktivnostima sudjeluju osobe s manje mogućnosti* (fewer opportunities), trebate unijeti njihov broj u dijelu Inclusion support. Valja pripaziti na to da se osobe u pratnji (Accompanying Persons) mogu budžetirati jedino ako su u aktivnosti uključeni i sudionici s manje mogućnosti.

*Prema programskom Vodiču: "Osobe s manje mogućnosti su osobe koje iz gospodarskih, socijalnih, kulturnih, geografskih ili zdravstvenih razloga, zbog migrantskog podrijetla ili iz razloga kao što su invaliditet i poteškoće u učenju, ili iz bilo kojih drugih razloga, uključujući one koji mogu dovesti do diskriminacije prema članku 21. Povelje Europske unije o temeljnim pravima, nailaze na prepreke koje im onemogućuju pristup mogućnostima u okviru programa."

Content menu	<	Navigati	on	<	Learning, Teachi	ing, Training Activities									
🗸 Context	0	٩	Filter	1 Expand all	Summary of Gro	oups of Participants									
X Participating Organisations	0	l lo ;	× Learnin ictivities	g, Teaching, Training	In the following ta	ble, please define the groups of	participants who will require f	unding to participate in this a	ctivity. Participants who do not r	equire funding (for example loc	al participanta) do not n	red to be specified in this part.			
X Project Description	0	-	X A0	ivities Summary	To request funds f	or participants in this group, ple tere are two categories of perso	ase complete the information ns who can be funded: people	below. e directly taking part in the pla	nned activity (always referred to	as participants) and accompa	lying persons. Accompa	nying persons include teachers o	r other staff travelling togethe	r with pupils, as well as assistants	supporting participants with
X Preparation	0		1	X Summary of	special needs. Grant rates for Ind	ividual Support are different for	participants and accompanyi	ng persons. Therefore, you ne	ed to specify the requested dura	tion for Individual Support sep	rately for the two catego	ries of persons. At the same tim	e, grants for travel are the sam	e for participants and accompany?	ing persons. Therefore, for
X Management	0			Participants	Finally, please be a	add together all persons requirin sware that in case later on you d mitting your application	g a grant. ecide to modify the informati	on about the activity (e.g. its :	duration or number of participant	a), the modification will not be	sutomatically reflected f	or the different groups of particip	ants and different budget item	18. Therefore, please make sure the	rt all budget requests are
X Production of Project Results	0			Croup of Participants	Summary of G	muns of Participants									θ
🗙 Multiplier Events	0			Budget — X Group											
× Learning, Teaching, Training Activities	0			Budget Summary	Group ID	Sending organisation	Type of participant	Number of participants	Number of accompanying persons	Duration of activity excluding travel	Green travel	Distance bands	Travel days	Total duration	Grant
X Timetable	0			Support	1	•	•				0			0	0
🗙 Special Costs	0			Individual Support	2	•	•							0	0
🗙 Follow-up	0			Support											
X Budget Summary	0			Croup 2	<										>
X Project Summary	0			Budget											+ Add a Group
¥ Armeues	6			Budget											

Special costs: Inclusion Support, Exceptional Costs

U ovom dijelu potražujete stvarne troškove, za razliku od ostalih budžetnih kategorija koje su se odnosile na paušalne iznose. Možete zatražiti potporu za uključivost (Inclusion support) te Izvanredne troškove (Exceptional Costs):

Content menu	<	Special Costs						
X Production of Project Results	0	Special Costs						
X Multiplier Events	0	In this section, you may request budget for types of ex	penses that are funded based	l on their actual cost. For more detail	ed information on what can be suppor	ted, please consult the Programme Gui	de or request advice from your Nationa	il Agency.
Learning, Teaching, Training Activities	0	Inclusion Support						
X Timetable	0	ID	Organisation	Country of the Organisation	N° of Participants eligible for real costs under inclusion	Description and Justification	Requested Grant (EUR)	Actions
X Special Costs	0					4000		
X Follow-up	0	1	٥		•	*	19	×
🗶 Budget Summary	0							_
X Project Summary	0	Total						
X Annexes	0							+ Add an inclusion support
X Checklist	0	Exceptional Costs						
Sharing	0	ID	Organisation	Country of the Organisation	Description and Justification	Expected real cost (100%)	Requested Grant (80%)	Actions
History	0			,	4000			
		1	٥			19 x		×
		Total						

Potpora za uključivost (Inclusion support)

Ako u projektu sudjeluju sudionici s manje mogućnosti i, prema opravdanim razlozima, njihove osobe u pratnji, s njima izravno povezane dodatne troškove možete zatražiti u ovom dijelu. U polju Description and Justification treba jasno opisati i obrazložiti zatraženi trošak, pazeći pritom da se ne navedu privatni i povjerljivi podaci o sudionicima.

Inclusion Support						
ID	Organisation	Country of the Organisation	N° of Participants eligible for real costs under inclusion	Description and Justification	Requested Grant (EUR)	Actions
1	¢		•	4000	(19) *	×
Total					*	
						+ Add an inclusion support

Izvanredni troškovi (Exceptional Costs)

Ako su za projekt i ostvarenje rezultata nužne roba ili usluge/ekspertiza koje nijedna od ustanova iz konzorcija ne može ponuditi, takve troškove možete zatražiti pod stavkom Izvanredni troškovi do najviše 50.000,00 eura. Ova stavka ne uključuje opremu za redovni rad ustanova. Važno je zatražene troškove potkrijepiti argumentima i opravdati njihovu nužnost u polju Description and Justification. U polje Expected real cost (100%) unosite očekivani stvarni iznos, od kojeg će biti moguće odobriti 80% formalno prihvatljivog troška (polje Requested Grant (80%)).

Na ovoj stavci također možete zatražiti iznos u slučaju visokih troškova putovanja sudionika sa stavke Aktivnosti učenja, podučavanja i osposobljavanja (Exceptional costs for expensive travel), uz pripadajuće pojašnjenje. Dakle, iznos za visoke troškove putovanja odnosi se na putne troškove sudionika koji se ne mogu pokriti u okviru standardne kategorije Travel (slučaj kada paušalni iznos prema udaljenosti ne pokriva najmanje 70 % putnih troškova po sudioniku). U polje Expected real cost (100%) unosite očekivani stvarni iznos, od kojeg će biti moguće odobriti 80% formalno prihvatljivog troška (polje Requested Grant (80%)).

Exceptional Costs						
ID	Organisation	Country of the Organisation	Description and Justification	Expected real cost (100%)	Requested Grant (80%)	Actions
1	¢		4000	19		×
Total					*	
						+ Add an exceptional costs

Follow-up

Unosite odgovore na pitanja o očekivanom učinku i održivosti projekta te diseminaciji i korištenju ostvarenih rezultata.

Annexes

U ovom dijelu preuzimate Izjavu o časti (Declaration of honour) i mandatna pisma (Mandates) pa te dokumente nakon ispunjavanja učitavate u prijavni obrazac:

Annexes	
The maximum size of a file is 15 MB and the maximum total size is 100 MB.	
The maximum number of all attachments is 100.	
Declaration on Honour	
Please download the Declaration on Honour, print it, have it signed by the legal representative, and attach it here.	1. 📥 Download Declaration On Honour
File Name	File Size (kB)
Total Size (kB)	0
	+ Add Declaration On Honour
Mandates	
Please download the Mandates, have them signed by the legal representatives and attach them here. DOWNLOAN	ad Mandates
Please ensure that mandates are valid before submitting them to the National Agency. Mandates shall be provide	led at the latest before the signature of the grant agreement.
File Name	File Size (kB)
Total Size (kB)	0
	+ Add Mandate

NAPOMENA: Tijekom pripreme ovih uputa za ispunjavanje prijavnih obrazaca nije još bila dostupna ugovorna dokumentacija za Natječaj 2021. pa će potpuna dokazna dokumentacija po stavkama budžeta biti poznata tek nakon što EK pripremi predloške sporazuma i privitaka. Očekuje se i objava Vodiča za vanjske stručnjake, kojim se vode evaluatori pri ocjenjivanju projektnih prijedloga – u međuvremenu kriterije kvalitete možete provjeravati u programskom Vodiču, str. 181. – 183.

Za KA2 suradnička partnerstva u području visokog obrazovanja posebno važni dijelovi <u>Erasmus+ programskog Vodiča</u> jesu: 167. – 170., 175. – 191. str.; dio C – Informacije za prijavitelje: 292. – 313. str.

Ostale materijale namijenjene potpori pri prijavi na Natječaj 2021. možete pronaći na poveznicama:

- <u>https://www.mobilnost.hr/hr/sadrzaj/programi/erasmus/erasmus-visoko-obrazovanje/kako-sudjelovati/potpora-pri-prijavi-2021/</u>
- <u>https://www.mobilnost.hr/hr/sadrzaj/programi/erasmus/erasmus-visoko-obrazovanje/kako-sudjelovati/natjecajna-dokumentacija-2021/.</u>

Želimo puno uspjeha s projektnim prijedlogom! 😊 Odjel za visoko obrazovanje, <u>erasmus@mobilnost.hr</u>