

## Step 4: Fill in and submit the application form

To request an EU grant under the Erasmus+ Programme, applicants must use the forms specific for each action and available on the websites of the European Commission or of the National Agencies (for the contact details, please consult the following link: [http://ec.europa.eu/programmes/erasmus-plus/contact\\_en](http://ec.europa.eu/programmes/erasmus-plus/contact_en)).

In case of projects submitted in consortium, the coordinator submits a single application for the whole project on behalf of all the members of the consortium. The application must be submitted to the appropriate National or Executive Agency (see sections "where to apply" for each Action, in Part B of this Guide).

Applications sent by post, courier service, fax or email will not be accepted.

In case of actions managed by a National Agency, the electronic form must be completed in one of the official languages used in Programme Countries. In case of actions managed by the Executive Agency, applicants must fill in the form in one of the EU official languages.

Applications must be submitted only to one National Agency or to the Executive Agency. In case of multiple submissions of the same application in the same selection round to the same National Agency or the Executive Agency, the National or Executive Agency will always consider valid the last version submitted before the deadline has expired. In case of multiple submissions of the same or very similar applications of the same applicant organisation or consortium to different Agencies, all applications may be automatically rejected (see section on non-cumulative award).

For more information on how to fill in and submit the application form, please visit the following websites:

- **For actions managed by Erasmus+ National Agencies:** please consult the guidelines on how to fill in and submit an electronic form. These guidelines also provide information on what to do in case of technical problems; they are available on the websites of the National Agencies (for Actions managed by them) and the European Commission.
- **For actions managed by the Executive Agency:** Applications must be submitted electronically via the Funding & Tenders Portal Electronic Submission System. For more information about the submission process (including IT aspects), consult the Online Manual available at:  
<https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/c...>

## **Respect the deadline**

The application must be submitted by the deadline set for each Action. The deadlines for the submission of projects are specified for each Action in the Part B "Eligibility Criteria" of this Guide.

### **N.B.:**

**For actions managed by the Erasmus+ National Agencies, irrespective of the day of the deadline, the deadline for submission of electronic forms is always set at 12:00:00 (midday Brussels time).**

**For actions managed by the Executive Agency EACEA and covered in this Programme Guide, in line with the requirements of the Commission's Funding and Tender Opportunities Portal (FTOP), the deadline for submission of proposals to the EACEA is 17:00:00 (Brussels time).**

**Applicants established in countries that have a different time zone should carefully consider the time differences to avoid rejections.**