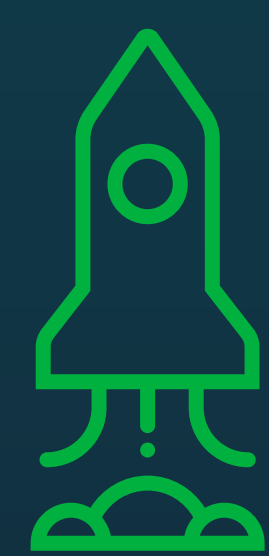


Submitting a Project Application



10 Steps to submitting an Erasmus+ Project Application

In 2021 Erasmus+ had a total budget of €2.9 billion, and funded over 19,000 projects. The EU is a great source of funding for projects that contribute to the priorities of the Erasmus+ programme, and bring positive and long-lasting effects on the participating organisations.

1

Contact

Discuss the proposed project with your HOD* and get their support to become involved in the project. This 1st step is important to ensure the continuity of the project as it is tied to, and requires buy-in from, the institution



4

Signatures

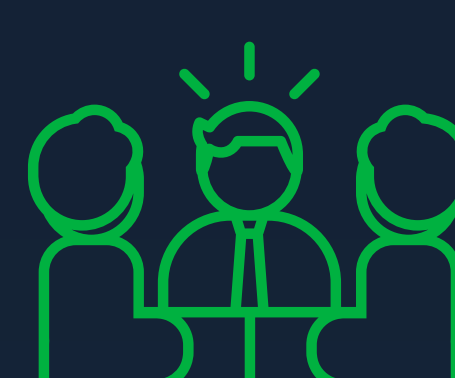
The completed Erasmus+ Projects Authorisation form will automatically be sent to the indicated HOD for approval. It is your responsibility to ensure the signed form, the full application, and any supporting annexes/documents are submitted to UL Global



3

Authorisation

Complete the Erasmus+ Projects Authorisation Form



2

Lets Meet

Arrange to meet with the Erasmus+ Projects Office to discuss the proposal, eligibility, and requirements of the call. Based on the discussion, the Projects Office will review pending and previous applications for potential overlap



5

Application Deadline

Applications must be submitted to UL Global at least 7 business days prior to the application deadline. If requested, and submitted to UL Global w/ sufficient time (>10 business prior to deadline) the project will be reviewed by the Erasmus+ Projects Team for quality.



6

Eligibility

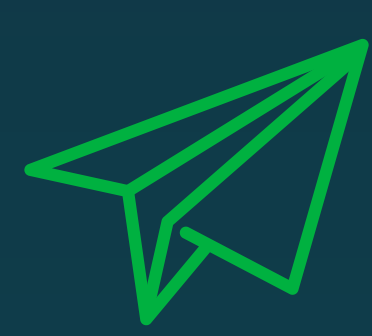
The Erasmus+ Projects Office will review the project for technical eligibility



7

Budget

The Erasmus+ Projects Office will review the budget and revert back to you with any questions prior to submitting project budget to Finance for University approval



10

EU Submission

You submit the project. The Erasmus+ Projects Office will be available to answer any questions you may have during the submission process.



9

All Systems Go!

The Erasmus+ Projects office will inform you when UL approval is in place



8

Legal

The Erasmus+ Projects Office will present the project proposal to Legal for Legal Representative approval