LLP Application eForms 2011

Applicant's Guide

Summary

I.Introduction

'LLP Application eForms' allow the completion and submission in electronic format of application forms for certain actions of the Lifelong Learning Programme (hereinafter referred as LLP).

It also allows:

- Validating the form (check whether the compulsory data is complete and correct)
- Submitting the application form online
- Printing the application form to be signed and sent by post

In the 2011 Call, 'LLP Application eForms' are available for the following 7 actions:

- Preparatory Visits (for Comenius, Grundtvig, Erasmus and Leonardo).
- Erasmus Mobility Higher Education Institutions
- Leonardo Transfer of Innovation
- Partnerships (for Comenius Multilateral and Bilateral, Grundtvig and Leonardo)
- Leonardo Mobility (for IVT, PLM, VETPRO)
- Comenius and Grundtvig In-Service Training
- Comenius Assistantships (Assistants and Hosts)

'LLP Application eForms' are PDF files and can be filled in with the use of Adobe Reader. **The applicant will need to use version 8.2 or higher of Adobe Reader**. It is recommended, in all cases, to use the latest version of Adobe Reader.

Adobe Reader is free and available from www.adobe.com

The 'LLP Application eForms' have to be downloaded from the Website of the National Agency of the country of the Applicant.

II.Main steps of the Application eForm

The main steps for the submission of a LLP Application eForm are:

- ☑ Download the Application eForm as a PDF file
    - o From the National Agency website through internet;
- ☑ Complete the Application eForm (offline)
    - o No need to be connected to Internet;
- ☑ Validate the Application eForm (offline):
    - o The validation checks the completeness of the compulsory information[1] and that the data meets **some** eligibility requirements;
- ☑ Submit Application eForm:

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[1]   It is not possible to submit the eForm online *unless* the application is valid

- The submission has to be done online (connected to Internet at the moment of clicking on the button "submission online"). If the submission is successful it is confirmed by the insertion of the "submission ID" in section SUBMISSION of the application form;

- *Create Email attachment and send it to the NA email address (backup solution only if the online submission is not possible or available)*;

☑ Save:
- It is recommended to save the application eForm on your PC for future reference

☑ Print:
- the submitted application eForm (to be signed)

☑ Send by Post to the National Agency:

- the printed-signed form.

III. How to fill in, submit, print and send the application form

The procedure that the applicant should follow to complete an application for a specific action is described below step by step:

1. The eForm can be downloaded from the National Agencies websites.

> **!** *APPLICATIONS ARE PROVIDED BY THE NATIONAL AGENCIES.*

2. Applicants should **download the application form** (PDF file) from the website of the National Agency of their country and save it locally, on their PC or network.

3. Although it may be possible to edit the eForms directly in the user's web browser, we recommend DOWNLOADING IT TO A LOCAL DRIVE.

> *ADVANTAGES:*
>
> *A. IT WILL PREVENT THAT SOME BROWSERS OPEN THE LINKS PRESENT IN THE APPLICATION EFORM IN THE SAME WINDOW AS THE EFORM, THEREBY LOSING THE CHANGES MADE IN THE APPLICATION EFORM..*
>
> *B. THE DOWNLOADED EFORM CAN BE SAVED AND CLOSED AT ANY MOMENT WITHOUT LOSING THE ENCODED DATA.*

> *THE FOLLOWING PROCEDURE IS MADE ASSUMING THAT THE APPLICANT HAS DOWNLOADED AND SAVED THE EFORM LOCALLY.*

4. The applicant **opens the eForm** using the 'Open' function of Adobe Reader or by double-clicking on the PDF file. The "Open" window allows searching for the file in the available drives and folders of the computer.

5. The applicant **fills in the required fields on the form**, using the mouse or tab keys to navigate to the different fields in the application eForm.
   Please note that:
   a. Mandatory fields are marked by special color as described in §Field Types IV.A.2.

b. Fields appearing in **grey** are "***Prefilled or calculated Fields***" as described in §IV.A - Field Types**.** They cannot be modified by the applicant and will display either default values, calculation results or data already inputted in other fields or tables.

c. If there are tables and fields in the form where multiple entries are possible or blocks/sections that can be repeated, the applicant can add or delete rows or sections by clicking on the buttons [Add] [Delete] or [+] [-] .

d. The results of numeric calculations and the numbering or rows and repeaters appear automatically in some tables but in other cases, when a button [Calculate] appears, the applicant has to click on this button to obtain the result of the calculations. This case applies to calculations, which can be overridden by the applicant in case (s)he would like to correct the calculated amount (i.e. apply for a higher than standard grant, when it is allowed).

Whilst filling in the form, the applicant can always **save the data already filled in.** It is possible to save the form before it has been validated**,** using 'Save'. In order to avoid losing data because of any technical failure or problem**, it is a good practice to save the form regularly** while completing the eForm.

> **❗ *IT IS ALWAYS POSSIBLE TO SAVE A FORM BEFORE VALIDATION.***

6. After filling in the form, the applicant presses the "***Validate" button*** to verify that the form is filled in correctly and that there is no missing compulsory data.

7. The applicant presses the ***"Submit Online" button*** to submit the form. If there are no errors in the submission process, the success in submission is confirmed by the insertion of the "Submission ID" in section SUBMISSION of the application form.

In case of failure of the submission procedure (e.g. the "Submission ID" doesn't appear in section SUBMISSION and/or an error message concerning submission is displayed), the applicant should follow the alternative procedure described in § III.9.

> **❗ *PLEASE NOTE THAT IN ORDER TO SUBMIT A FORM IT MUST BE VALID. A NON-VALID FORM WILL GENERATE AN ERROR MESSAGE IF THE APPLICANT TRIES TO SUBMIT IT.***

8. The applicant **prints out**:
   the completed application form submitted (PDF eForm as submitted online). To print the form, use the 'Print Form' button (or the "print" function in the File menu).

   On the printed submitted application form and in particular in the Declaration of honor (last page), the applicant:
   > Fill in manuscript the compulsory fields: **place, names and date**
   > Fill in any other field if relevant and required
   > Add the stamp of the applying organization (if required)
   > Sign the application

9. In the case of a "Partnership" application eForm

a. The coordinator sends to the partners the **completed and submitted application eForm** (the PDF file) well before the paper submission deadline.

b. The partners and the coordinator must insert the following information into the grant application form (section M. SIGNATURE):

    i. On the printed application eForm fill in, manuscript, the compulsory fields: date, names, position, etc.

    ii. Add the stamp of the applying organization if required by your National Agency

    iii. Sign the application

> ❗ *PARTNERS MUST NOT MODIFY ANY DATA IN THE FORM ONCE THE FORM HAS BEEN SUBMITTED BY THE COORDINATOR. THE INFORMATION MUST BE ENTERED BY THE PARTNERS EXCLUSIVELY IN MANUSCRIPT MODE.*

10. **The applicant (coordinator and partners in the case of partnerships) send by post the signed application eForm(s) to the address of the National Agency (that can be found in section B.3. NATIONAL AGENCIES of the eForm) before the dead-line:**

11. In case of failure of the online submission procedure:

> ❗ *IN CASE THE EFORM IS COMPLETE AND VALIDATED, BUT THE SUBMISSION IS IMPOSSIBLE, PLEASE:*

> *a. CHECK THAT THE COMPUTER IS CONNECTED TO THE INTERNET;*
>
> *b. ASK YOUR NATIONAL AGENCY ABOUT KNOWN PROBLEMS IN THE SUBMISSION PROCEDURE;*

> *c. IF NO SOLUTION IS FOUND, FOLLOW THE ALTERNATIVE PROCEDURE DESCRIBED BELOW*

A. The applicant clicks on the button "Create Email Attachment":

  a. A new small file with extension XML is created; it contains the data of the application form. The applicant saves this file [2];

  b. The applicant sends this file as an attachment to the email address of the National Agency that can be found in section B.3. NATIONAL AGENCIES of the eForm:

B. The applicant prints out:

  a. the application form validated but not submitted;

  b. In the Declaration of Honour section (last page of the application form) the applicant :

    i. Fills in place and date

    ii. Fills in any other field if relevant and required

    iii. Puts the stamp of the applying organization if relevant

    iv. Signs

C. The applicant sends the signed application form by post to the National Agency **before the submission deadline**.

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[2] If there is any difficulty with the generation of the message containing as an attachment the xml file, it is also possible to produce the same file using the top menu and selecting **Document / Forms / Export Data**. The file created has to be attached to a message and sent to the NA address. *Attention!* Do not send this file if you have a successful submission online or if the form is not valid.

IV.Types of fields and functionalities

IV.A.Field Types

In eForms there are 3 types of fields:

1. *Prefilled or calculated Fields*:

   They appear with a grey background. They are not available for data entry.

2. *Compulsory Fields*:

   They appear with an orange background or with a red border. All have to be filled to be able to validate the form.

3. *Optional Fields*:

   They appear with a yellow background or without red border. They have to be filled if relevant but they are not compulsory.

Fig. 1. eForms Application field types.

To highlight the compulsory fields, click on the Highlight Fields button in the information pane.

Fig. 2. Highlight Fields function.

Compulsory fields appear highlighted with a red border.

Fig. 3. eForms Application field types: compulsory fields highlighted.

IV.B.Repeaters

Two standard functionalities are available to add and delete one or more items to a list.

No.	Participating organisations	Approx. start date	From country	To country	Duration (days)	Nr. pupils/ learners/ trainees	Nr. teachers/ trainers	Pupils' Age Range
1	▼		▼	▼				▼
2	▼		▼	▼				▼

+	−

Fig. 4. Repeater - Default layout.

If new rows are needed they can be added by pressing the "+" button.

It is possible to remove any row from the list by pressing the "-" button.

IV.C.Functions that appear as "buttons"

- *"Validate" button*: Checks that all the compulsory fields have been filled in. If some of them are not filled in, a message with the name of the first incomplete field encountered is displayed and the focus is moved to the relevant field in the form. This button is placed in all pages. It will check all the fields of the form, not only those on the same page of the button clicked.

- *"Submit Online" button*: Performs the same validation as that of the "Validate" button and, if the form is valid, sends the data to a central server. If the submission is successful it is confirmed by the insertion of the "submission ID" in section SUBMISSION of the application form.

- *"Print Form" button*: Launches the printing of the application form.

For a correct print-out of the form it is recommended to select the option "Shrink to Printable Area" in the "Print" window as shown in figure 4 below.
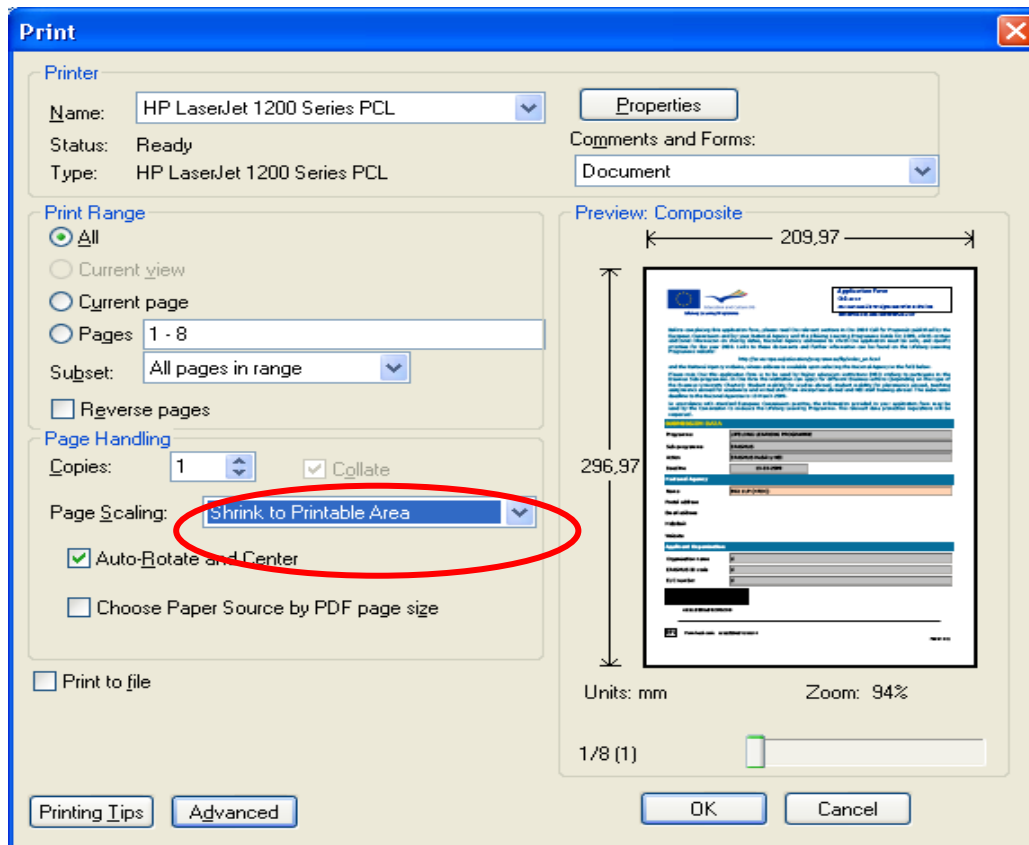
Fig. 5. Printing options.

- ▪ *"Create Email Attachment" button*: Allows the applicant to extract the data of the application in a small "XML" file that can be sent as an attachment to the National Agency in case of failure of the online submission.

IV.D. PDF Standard functions

Standard PDF functions that can be found in the top menu and/or as icons in the navigation pane vary depending on the version of Adobe Reader used by the applicant. They are explained in the Help system of Adobe Reader.