Erasmus +: Mogućnosti za mlade

Ključne aktivnosti 2 i 3

Postupak prijave projekata

06. ožujka 2014. Ana Nahod

















Registracija - zašto

- Organizacije (i partneri) moraju se registrirati prije prijave projekata na tzv. <u>Participant Portalu</u> (također za programe Creative Europe, Europe for Citizens, EU Aid Volunteers)
- Registracijom se dobiva PIC (Participant Identification Code) broj od 9 znamenki
- Upis osnovnih pravnih i financijskih podataka o organizaciji samo jednom: kada se unese PIC broj e-obrazac će 'povući' podatke unesene prilikom registracije
- Prijavitelji više ne trebaju slati dokumentaciju o svojoj organizaciji prilikom svake prijave, već ih prilažu samo pri registraciji







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Pred-korak

Prije registracije na Participant Portalu potrebno je kreirati ECAS korisnički profil

Lommission Partic	pant Portal		
opean Commission >Education And Formation	> Participant Portal > Home		
ME ORGANISATIONS - EXPERTS -	SUPPORT -		🔒 LOGIN 🛔 REGIST
Welcome to the Education, A	udio-visual, Culture, Citizen	ship and Volunteering Partici	pant Portal
The Participant Portal is your entry point for	the electronic administration of EU-funded	projects under the programmes:	
Creative Europe			
Erasmus+			
Erasmus+ Europe for Citizens			
 Erasmus+ Europe for Citizens EU Aid Volunteers. 			
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ECAS korisnički profil

	EUROPEAN COMMISSION AUTHENTICATION SERVICE (ECAS)
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UROPA > Authentication Service	s Sign Uo
	Login New password Sign Up Help
	Is the selected domain correct? External Change it
Sign Up	
Help for external users	
Choose a username	
First name *	
Last name =	
E-mail *	
Confirm e-mail *	
E-mail language *	English (m)
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Enter the code *	
	Privacy statement: by checking this box, you acknowledge that you have read and understood the <u>privacy statement</u> "
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* Required fields	

- Kreiranjem profila na ECAS-u dobiva se korisničko ime i lozinka za Participant Portal
- bitno je odabrati domenu - *external*
- Sustav šalje potvrdu putem emaila, s korisničkim podatcima
- Tek nakon ovog koraka možete početi s registracijom organizacije
- Kreiranje profila traje svega par minuta















asmus+

Traženje organizacija

			Ca	ntact Legal Notice English 👻
0	Education, Audio	ovisual, Culture, C	itizenship and	Volunteering
European Commission	Participant Portal			
HOME ORGANISATIONS -	EXPERTS - SUPPORT -	isation Search		A LOUM & REDUCTER
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Search Term				
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Captcha code				
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Obzor 2020.

PLICIXE

CEEPUS

- Vodite računa o tome da se ECAS sustav koristi i za druge EU programe i provjerite je li vaša organizacija već registrirana!
- Za provjeru koristite Search tool
- Za jednu organizaciju ne smije se kreirati više PIC brojeva

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Participant Portal

Contact | Legal Notice | English 🔻

Education, Audiovisual, Culture, Citizenship and Volunteering

Participant Portal

European Commission > Education & Training > Participant Portal > Home

HOME ORGANISATIONS * EXPERTS * SUPPORT*

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

Creative Europe

European

Commission

- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your organisation or expert details here. For informal groups of young people, one member of the group should register, as a natural person, in the Organisation tab, on behalf of the group. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

 To register your organisation or expert details, you need first to have an ECAS account (European Commission Authentication Service)

Do you already have an ECAS account?

If you don't have an ECAS account, you can create one by clicking here or by using the "Register" button above. Further information on ECAS accounts can be found here. Authenticate your identity using the "Login" button above and continue your registration by clicking the Organisations or Expert tabs. Ako organizacija nije prethodno registrirana, kliknite na *Register* kako biste započeli registraciju putem URF (Unique Registration Facility) sustava

© European Communities















URF sustav





Odabir programa – obavezno!







Specifične informacije vezane uz program

					English(en)			
WELCOME	ORGANISATION	ADDRESS	CONTACT	PROGRAMM	ΛE	SUBMIT	DOM	IE
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- A year turnove	n of iess than 40m e.							
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Završetak registracije

source I paul Report





Sažetak unesenih podataka

-					r (glian(en)	
WELCOME	ORGANISATION	ADDRESS	CONTACT	PROGRAMME	SUBMIT	DONE
Summary:	Rev	iew the organisa	tion information	you entered	•	
Once you review and veri	ly your organisation Org	anisation Address	Contact Specific p	rograms		
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After that you will be able	to upload Estal	blishment/Registration Co	ountry *	Croatia		
supponing documents.	Lega	l Name		Probatest		
	Offic	al Language *		Croatian		
	Busir	ness Name		TEST		
	Busir	ess Registration Numbe	r	67586970		
	VAT	number		0532459080		
	NAC	Ecode				
	Regi	stration Date		2014-01-13		
	Regi	stration Authority		Privredni sud Zagre	:b	
	Lega	l Form		UDRUGE		
	Lega	Legal Address information				
	Stree	t Name and Number *		Gunduliceva 24		
	P.O.	Box				
	Post	al Code		10000		





Dodjela PIC koda





Postavljanje datoteka



-	DRAVNA OCORA		FINANCIJSKA IDENTIFIKACIJA
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ATÉOR			
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THOM PRESLIKON	I OSOBNE ISKAZNICE ILI PUTOVNICE	PECAT BANK - POTPH PRODUCT	DATUM - FOTTIG V, AMAKA RAČUNA Dimensi

Legal Entity Form

Financial Identification Form















Postavljanje datoteka

Welcome verzija TEST, you can view Probatest 948998434		English(en)	
Messages Documents Organisation Legal Address Contact Person LEAR			
Messages Documents Organisation Legal Address Contact Person LEAR Documents On this page you can review, add and update documents for the current organisation. You can upload document files with sizes up to 6 Mb per file. No documents have been submitted for this organisation yet. Important. Your updates here take immediate effect when you click the 'Submit for processing.' button. No add a supporting document, click the 'Add new document' button above. Disclaimer. Before you upload a supporting document, always ensure their consistency and quality. Scan your documents for viruses or any other data, which may potentially harm recipient user systems. It is recommended to use PDF file format when you submit Legal Address Contact Person LEAR	File Document Type Description Original Language	Choose File No file chosen Archive	
the following document types: FEL Form (Legal Entity Form), VAT extract, VAT exemption and Registration Documents (Extract of registration).	uraxess &	Submit for processing	୧୨



E-obrazac







euraxess 80







e-obrazac

- e-obrazac je dinamički PDF dokument
- potrebno ga je preuzeti sa stranica Agencije i spremiti lokalno na svoje računalo prije popunjavanja
- za korištenje je potreban besplatni program Adobe Reader, najmanje verzija 10
- za popunjavanje je potrebna internetska veza
- obavezna polja označena su crveno; siva polja popunjavaju se automatski















Dijelovi e-obrasca

- kontekst opće informacije o tipu projektne prijave, roku za prijavu i o nacionalnoj agenciji kojoj se prijava šalje
- organizacije informacije o prijavitelju i partnerima u projektu
- opis projekta priprema, provedba, glavne aktivnosti, evaluacija
- **budžet** izračun i iznos traženih sredstava
- **uvjeti prijave** popis za provjeru, zaštita podataka, deklaracija časti
- dodatci prijavi dodavanje potrebnih dokumenta
- prijava projekta sažetak informacija i potvrda točnosti unesenih podataka















- trajanje projekta paziti na najraniji mogući datum početka projekta i maksimalno trajanje
- PIC broj provjeriti jeste li unijeli sve potrebne podatke u URF sustavu
- kontakt osoba unijeti podatke osobe koja će biti upoznata s projektom
- partnerske organizacije paziti na minimalni broj partnerskih organizacija potrebnih za pojedinu aktivnost
- opis projekta voditi računa o kvalitativnim kriterijima za pojedinu aktivnost; sva polja trebaju biti popunjena
- aktivnosti projekta prema odabranim aktivnostima generiraju se stavke u budžetu















- putni troškovi za izračun je potrebno koristiti službeni kalkulator
- tražena sredstva paziti na maksimalni budžet za pojedinu aktivnost
- sažetak projekta obavezno na hrvatskom i engleskom jeziku
- popis za provjeru koristiti kako ne biste preskočili neki obavezni korak
- deklaracija časti potrebno isprintati, potpisati i priložiti skenirani dokument
- dodatci provjeriti na popisu što sve treba priložiti, ovisno o aktivnosti
- validacija podataka, podnašanje prijave (*submit*), printanje za vlastitu evidenciju

Napomena: nije potrebno slati tiskanu verziju Agenciji!















Korisni linkovi

- ECAS priručnik
- URF priručnik
- Obrazac o pravnoj osobi
- Obrazac financijske identifikacije
- <u>Često postavljana pitanja</u> registracija
- Priručnik za ispunjavanje e-obrazaca
- Kalkulator za izračun putnih troškova
- Predlošci prijavnih obrazaca
- <u>Službeni prijavni obrasci</u> nisu još dostupni za KA2 i KA3





























