

# Erasmus+

## Information Regarding TU Berlin Application Procedures

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## 1. WHAT IS ERASMUS+?

Erasmus+ is the European Union's current program for education, training, youth, and sport (2021 – 2027).

Erasmus+ brings together previous EU programs for life-long learning, training, youth, and sport as well as European higher education cooperation programs. Erasmus+ consists of three Key Actions (KAs) as well as other funding programs:

- KA 1 – Learning Mobility of Individuals
- KA 2 – Cooperation among Organisations and Institutions
- KA 3 – Support to Policy Development and Cooperation
- Jean Monnet Actions

## 2. INFORMATION AND CONTACTS

### 2.1. Official information provided by the European Commission and responsible agencies

#### 2.1.1 Erasmus+ Programme Guide

Key information concerning Erasmus+ is provided by the [Erasmus+ Programme Guide](#). This includes detailed information about all offers supported by Erasmus+ in the current round of calls.

<https://erasmus-plus.ec.europa.eu/programme-guide/erasmusplus-programme-guide>

All applicants are strongly advised to read the relevant section of the [Erasmus+ Programme Guide](#) and take advantage of the information and guidance services provided by the respective [National Agencies](#) and the [EACEA](#)!

#### 2.1.2 Erasmus+ National Agencies and EACEA

In Germany, there are four Erasmus+ National Agencies providing guidance, assisting with the submission of applications and supporting project management for different educational areas.

- EU cooperation in higher education [NA within the DAAD: http://eu.daad.de](#)
- Education for Europe - Federal Institute for Education and Training (BIBB) [NA BIBB: www.na-bibb.de](#)
- EU programs in the schools sector: [NA PAD: www.kmk-pad.org](#)
- Erasmus+ Youth in Action [NA JFE: www.jugendfuereuropa.de](#)
- Website of the [German National Agencies: https://www.erasmusplus.de/](#)

Applications for a number of funding instruments must be submitted directly via the EACEA, the central agency of the European Union in Brussels. This is the case for E+ KA2 Capacity Building in the field of Higher Education and E+ KA2 Alliances for Innovation (previously Knowledge Alliances). However, the German National Agencies also offer some guidance for these funding instruments.

- [EACEA website: https://eacea.ec.europa.eu/erasmus-plus](#)

### **2.1.3 Erasmus+ NA DAAD Newsletter**

The [Erasmus+ Newsletter](#) is sent out every month. It provides current information about Erasmus+ and its programs as well as news about European higher education policy and developments.

<https://eu.daad.de/service/medien-und-publikationen/erasmus-plus-newsletter/de/>

## **2.2 Contact persons at TU Berlin**

In principle, academic chairs and other units within TU Berlin can apply for all Key Actions and funding instruments. The nature of the project determines which program/educational area to apply to. Of particular relevance to TU Berlin are KA1 and KA2 in the field of higher education (NA DAAD and EACEA).

Depending on the Key Action, coordination of the application will either be conducted 1) centrally by the Central University Administration (ZUV) or 2) de-centrally by the academic chair or specific TUB unit. The ZUV also provides an information service on the basis of the most relevant guidelines for applications submitted de-centrally.

### **2.2.1 KA 131 and KA 171: Centrally coordinated submission of applications (ZUV)**

Submission of applications for most KA1 funding instruments is coordinated centrally by units of the Central University Administration (ZUV). Academic chairs or degree programs may not apply directly for these funding instruments. If you would like to apply for one of these instruments, please contact the relevant section:

#### **KA 131 – Mobility in Higher Education with Programme Countries<sup>1</sup>**

Department of International Affairs - Student Mobility and International Students  
Amelie Krüger: [amelie.krueger@tu-berlin.de](mailto:amelie.krueger@tu-berlin.de)

#### **KA 131 – Mobility in Higher Education with Programme Countries – Internships**

Department I - Career Service  
Katja Glaeske: [katja.glaeske@tu-berlin.de](mailto:katja.glaeske@tu-berlin.de)

#### **KA 171 – Mobility in Higher Education with Partner Countries<sup>2</sup>**

Department of International Affairs - International Projects  
Patricia Szendro Terán: [ip@international.tu-berlin.de](mailto:ip@international.tu-berlin.de)

### **2.2.2 KA 2 Cooperation in the Field of Higher Education: Information services provided by ZUV for applications submitted by academic chairs or other units at TU Berlin**

#### **KA 2 European Universities**

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<sup>1</sup> Programme Countries are EU member states and Third Countries associated to the Erasmus+ Programme: Iceland, Liechtenstein, North Macedonia, Norway, Serbia, Turkey. A small percentage of mobilities with Partner Countries can be funded under KA 131.

<sup>2</sup> Partner Countries are Third Countries not associated to the Erasmus+ Programme.

TU Berlin coordinates the European University Alliance [ENHANCE](#) funded under KA 2. Since any university can only be member in one European University Alliance, no further applications are possible.

### **KA 2 in the Field of Higher Education**

International Projects provides interested academic chairs with information about the three most relevant KA2 funding instruments for TU Berlin in the area of cooperation in higher education:

- **KA 220 Cooperation Partnerships (previously Strategic Partnerships)**
- **KA 2 Alliances for Innovation (previously Knowledge Alliances)**
- **KA 2 Capacity Building in the Field of Higher Education**

Applications should be submitted via the academic chair or other unit at TU Berlin. All applicants are strongly advised to read the relevant section of the [Erasmus+ Programme Guide](#) and take advantage of the information and guidance services provided by [NA DAAD](#).

### **Your contact persons in International Projects**

Jella Hauß (-28680)

Sandra Hornoff (-21560)

Patricia Szendro Terán (-26556)

Max Vidal Carranza (-20051)

ip@international.tu-berlin.de

### **KA 2 Erasmus Mundus Joint Master Degrees (Erasmus Mundus Lot 1)**

Applications for this program should be submitted directly via the degree program. When applying, please liaise with IB Examinations (Jana Weber: [jana.weber@tu-berlin.de](mailto:jana.weber@tu-berlin.de)) and inform Student Mobility and International Students (Amelie Krüger: [amelie.krueger@tu-berlin.de](mailto:amelie.krueger@tu-berlin.de)).

Signatures for Declarations of Honour / mandates for KA2 applications submitted de-centrally have to be obtained via International Projects. Please also refer to the relevant information in section 3 of these guidelines.

### **2.2.3. Other Erasmus+ funding instruments - no information service provided by TU Berlin**

No information service is provided for Erasmus+ funding instruments not referred to in 2.2.1 and 2.2.2. This includes instruments which are not primarily intended for the funding of higher education. Please contact the relevant [National Agencies](#) or the [EACEA](#).

## **3. APPLYING FOR E+ KA2 PROJECTS AT TU BERLIN**

### **3.1 Signature for Declaration of Honour / mandate**

In general, Erasmus+ projects are consortial projects. TU Berlin can either have the role of coordinator (with responsibility for submitting the application) or partner. Either a Declaration

of Honour (TU Berlin = coordinator) or a mandate (TU Berlin = partner) must be signed by the president of TU Berlin in his capacity as legal representative of the University. The president's signature can only be obtained via the International Projects section of the Department of International Affairs.

### 3.2 Institutional details for completing the Declaration of Honour / mandate

Please use the details provided below when completing the application form and when drafting the Declaration of Honour / mandate, or forward them to the project coordinator. Generally you need to provide the following information when completing a Declaration of Honour / mandate. The exact information and the form in which this needs to be provided can vary slightly from funding instrument to funding instrument. Under no circumstances should you use your own PIC or OID numbers for your projects. Please only use the official TU Berlin numbers provided below.

- **Full official name of the future beneficiary:** Technische Universität Berlin, Germany
- **Acronym:** TUB
- **Full official address:** Straße des 17. Juni 135, 10623 Berlin, Germany
- **Official legal status or form:** public university
- **Official registration no.:** n/a
- **Legal representative:** Prof. Dr. Christian Thomsen, President
- **VAT-number:** DE811231089:
- **TU Berlin PIC number:** 999986678  
(for funding instruments applied for via the EACEA, e.g. KA2 Capacity-Building Projects, KA 2 Alliances for Innovation)
- **TU Berlin OID number:** E10209450:  
(for funding instruments applied for via National Agencies, e.g. KA2 220 Cooperation Partnerships)

In order to provide information about TU Berlin in your application, you usually need a **list of EU-funded projects from the last 3-4 years**. This information will be available from International Projects. Please submit a brief request to: [ip@international.tu.berlin.de](mailto:ip@international.tu.berlin.de)

### 3.3 Budgeting / Co-financing / Applicant's funding obligations

Erasmus+ projects are usually co-funded projects. It is expected that the partners bear a part of the costs from their own budgets or additionally acquired funds.

In cases where TUB is the applicant institution /coordinator, the following points need to be observed when drafting a budget:

- Please check if an external audit or any other measures requiring payment are mandatory and budget for these accordingly. Where appropriate, inquire with the relevant agency to find out if an audit is mandatory. The costs for the audit are a EUR 1,000 basic payment plus an additional 0.4% of the direct costs of the project (staff, travel, equipment etc.).

- Please note the specific regulations that apply to individual funding instruments, particularly regarding the use of subcontractors and applying for equipment. It is often the case that individual budget categories may not exceed a specific proportion of the overall budget (e.g. 10% maximum for subcontracting) or that funding is not available to all partners for the acquisition of equipment.
- Please also check to see if overhead costs can be applied for within the funding instrument. If yes, then you should apply for the maximum sum available.
- As a rule, it is not possible to apply retroactively for additional funding once your application has been approved. The academic chair or other unit which submitted the application is responsible for any costs not covered by the funding.

Before the electronic project announcement (ePA) replacement form (cf. 3.4) is submitted, the following points should be checked by the applicant:

- When do costs arise from the project for the faculty / TU Berlin and how high are these costs likely to be?
- Is co-financing guaranteed?
- Are there any long-term liabilities (particularly those of a structural nature)?
- Is the requested budget complete and realistic? Does the budget comply with all the funding instrument's regulations?

### **3.4 Replacement for the electronic project announcement (ePA-replacement)**

The president's signing of the Declaration of Honour / mandate is conditional upon submission of a long-track [electronic project announcement \(ePA\)](https://epa.zuv.tu-berlin.de/epa/) (co-signed by the dean and the managing director (GD): <https://epa.zuv.tu-berlin.de/epa/>). Since it is currently not possible to submit an ePA via the electronic tool, the TU Berlin project lead with an assigned cost center (Kostenstelleninhaber\*in) needs to send the [form ePA-replacement](#) long-track per email to International Projects (ip@international.tu-berlin.de).

Please fill in the [form ePA-replacement](#) completely and pay particular attention to the following aspects:

- Long and short version of the title have been filled in and correspond to the title in the Declaration of Honour / the mandate.
- The field (other) project leads contains a member of TU Berlin with an assigned cost center (Kostenstelleninhaber\*in)
- In the field donor (Mittelgeber) fill in "EU".
- In the calculation overview please fill in the amounts budgeted for TU Berlin in the respective categories (both if TU Berlin is coordinator or partner in the project).
- In addition to the calculation overview you have to attach a detailed budget overview. If TU Berlin is a partner, it is sufficient to just upload TU Berlin's share. If TU Berlin is coordinator, the entire project budget is required.
- The ePA-replacement must expressly state, in the "additional application information" field,
  - a) that the chair / faculty / unit submitting the application will assume any additional or life-cycle costs which may arise. Without this explicit declaration concerning the

bearing of additional or life-cycle costs, the Declaration of Honour / mandate for the project cannot be signed.

**Suggested wording:**

“The budget has been checked by the applicant in terms of its completeness and feasibility. Should it emerge during the course of the project that additional resources are required, these shall be provided by the chair / faculty etc. which submitted the application. The chair / faculty etc. shall additionally bear any life-cycle costs connected with the project.”

- b) That the employment period of the project lead with an assigned cost center (kostenstelleninhabende\*r Projektkoordinator\*in) covers the entire project duration.

The ePA-replacement is submitted to International Projects exclusively for Erasmus+ projects. For all other applications and general questions concerning the ePA and ePA-replacement please contact the respective financial administrator in the EU Office (für EU-funded projects) or the Research Promotion Section (for all other application) of the Research and Technology Transfer Department (Department V).

### 3.5 Obtaining the president's signature

- The applicant prepares the application;
- The applicant submits an electronic project announcement replacement (ePA-replacement) via email long-track to the respective instances (for faculties: GD/Dean) to obtain their approval in writing;
- The applicant submits the ePA-replacement and the written approval by GD/Dean or their equivalent via email to International Projects;
- The applicant submits the drafted Declaration of Honour (TUB = applicant) or mandate (TUB = partner) to International Projects;
- International Projects checks that the ePA-replacement is complete;
- International Projects requests the president to sign the Declaration of Honour (TUB = applicant) or mandate (TUB= partner) and returns the signed documents both as a scan and originals to the applicant.

**Please note: Only one appointment is scheduled per funding instrument for obtaining the president's signature. It is therefore essential to keep to the deadlines below!**

### 3.6 Deadlines:

#### 3.6.1 Lead time for all funding instruments

The following stages must be completed **14 days prior to the application submission deadline:**

- Electronic project announcement replacements (ePA-replacements) submitted by long-track must be received by International Projects (please note the sequence of signatories for your faculty / unit and schedule sufficient time for this process).
- The completed Declaration of Honour or mandate must be received by International Projects.

### 3.6.2 E+ KA 2 Capacity Building in the Field of Higher Education

- **Thursday, 3 February 2022:** Electronic project announcement replacements (ePA-replacements) submitted by long-track must be received by International Projects (please note the sequence of signatories for your faculty / institute and schedule sufficient time for this process).  
The completed Declaration of Honour or mandate must also be received by International Projects by this date.
- **Thursday, 17 February 2022, 17:00 Brussels time:** Online application must be received by the EACEA

### 3.6.3 E+ KA 220 Cooperation Partnerships (previously Strategic Partnerships)

- **Wednesday, 9 March 2022:** Electronic project announcement replacements (ePA-replacements) submitted by long-track must be received by International Projects (please note the sequence of signatories for your faculty / institute and schedule sufficient time for this process).  
The completed Declaration of Honour or mandate must also be received by International Projects by this date.
- **Wednesday, 23 March 2022, 12:00 noon Brussels time:** Online application must be received by the German National Agency NA DAAD.

### 3.6.4 E+ KA 2 Alliances for Innovation (previously Knowledge Alliances)

- **Thursday, 1 September 2022:** Electronic project announcement replacements (ePA-replacements) submitted by long-track must be received by International Projects (please note the sequence of signatories for your faculty / institute and schedule sufficient time for this process).  
The completed Declaration of Honour or mandate must also be received by International Projects by this date.
- **Thursday, 15 September 2022, 17:00 Brussels time:** Online application must be received by the EACEA.

## 3.7 Checklist for submitting applications

### 3.7.1 TU Berlin as coordinator/applicant

- Check to see if applications for the funding instrument you are applying for have to be submitted via one of the German National Agencies or via the EACEA.
- To submit your application you require a [personal EU-Login account](https://webgate.ec.europa.eu/cas/login):  
<https://webgate.ec.europa.eu/cas/login>
- When applying via the EACEA:
  - Submit your application via the [funding and tender opportunities portal](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home):  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>
  - Your application must always include **the official TU Berlin PIC code: 999986678**.
- When applying via a National Agency:



- Submit your application via the [Erasmus+ and European Solidarity Corps platform](https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home):  
<https://webgate.ec.europa.eu/erasmus-esc/organisation-registration/screen/home>
- Your application must always include **the official TU Berlin OID code: E10209450**
- Prepare your application and plan your project budget. Please pay careful attention to the information in section 3.3 Budgeting.
- Draft the mandate in good time. Obtain the institutional details of your partners. Request your partners to obtain the signatures of their legal representatives for the mandate. For some funding instruments mandates may need to be signed by the legal representative of both the partner organization and the coordinator. The mandate bearing the signature of the partner organization should be returned to you as a scan at least 14 days prior to the application deadline.
- Ensure that you submit a long-track ePA-replacement to obtain signatures in the correct sequence; the project budget must be submitted with the ePA-replacement. The ePA-replacement must be received by International Projects at the latest 14 days before the application submission deadline. Please ensure that you comply with the correct signatory sequence for your faculty / unit and plan sufficient time for obtaining signatures.
- You must ensure that the Declaration of Honour / mandate reaches International Projects at least 14 days before the application deadline.
- Both a scan and the original of the Declaration of Honour / mandate will be sent to you once signed. Generally, this will be several days before the application deadline.
- Submit your application via the appropriate portal, ensuring that you do so before the deadline. The Declaration of Honour and mandates should be attached as uploads with your application.
- International Projects looks forward to receiving your completed application.

### 3.7.1 TU Berlin as partner

- Inform the project coordinator in good time that TU-internal procedures for obtaining the legal representative's signature for a mandate require about 21 days.
- Forward TU Berlin's institutional details to the project coordinator so that they can complete the application and the mandate.
- Request a preliminary budget (or if possible a complete budget) and the mandate in good time (at least 21 days before the application deadline, depending on the ePA signatory sequence for your unit). For funding instruments which require the mandate to be signed by both the coordinator and the partner, the mandate should ideally already bear the signature of the legal representative of the coordinator. A scan is sufficient.
- Ensure that you submit a long-track ePA-replacement to obtain signatures in the correct sequence. The project budget must be submitted with the ePA-replacement. The ePA-replacement must be received by International Projects at the latest 14 days before the application submission deadline. Please ensure that you comply with the

correct signatory sequence for your faculty / unit and plan sufficient time for obtaining signatures.

- You must ensure that the Declaration of Honour / mandate reaches International Projects at least 14 days before the application deadline.
- Both a scan and the original of the mandate will be sent to you once signed. Generally, this will be several days before the application deadline.
- Send the mandate signed by TU Berlin to the coordinator in sufficient good time to allow them to submit the application before the deadline.
- International Projects looks forward to receiving your completed application.