Erasmus+
Information Regarding TU Berlin Application Procedures

Contents

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

The Erasmus+ Programme Guide contains detailed information about the Erasmus+ programme and all funding lines supported in the current call for proposals.
https://erasmus-plus.ec.europa.eu/erasmus-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 (NA) providing guidance, assistance with the submission of applications and project management support. The four NAs are responsible for different education sectors:

- 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 four 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. 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 thematic focus 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, the 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 TU Berlin 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[1]
Department of International Affairs - Student Mobility and International Students
Amelie Krüger: amelie.krueger@tu-berlin.de

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[1] Programme Countries are EU member states and Third Countries associated to the Erasmus+ Programme: Iceland, Liechtenstein, North Macedonia, Norway, Serbia, Turkey.

KA 131 – Mobility in Higher Education with Programme Countries – Internships
Department I - Career Service
Katja Glaeske: katja.glaeske@tu-berlin.de

KA 171 – Mobility in Higher Education with Partner Countries[2]
Department of International Affairs - International Projects
Patricia Szendro Terán: 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
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
- KA 2 Alliances for Innovation
- 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.

Contact point for the three above mentioned KA 2 programme lines is the International Projects section: ip@international.tu-berlin.de

Information on Erasmus+ cooperation projects and the application process can be found on our website: https://www.tu.berlin/en/international/researchers-staff/funding-opportunities-at-tu-berlin/erasmus-cooperation-projects

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[2] Partner Countries are Third Countries not associated to the Erasmus+ Programme.

- KA 2 Erasmus Mundus Joint Master Degrees (Erasmus Mundus Lot 1)

Applications for this program should be submitted directly via the degree programme coordinator. When applying, please involve the Office of Academic and Student Affairs of your Faculty and inform the IB Examinations Department (contact Jana Weber: jana.weber@tu-berlin.de) and the Student Mobility and International Students Section (contact Amelie Krüger: amelie.krueger@tu-berlin.de). For the confirmation of TU Berlin's system accreditation or the accreditation of the relevant degree programme, which is usually required for the application, please contact Strategic Controlling (contact Dr Patrick Thurian, patrick.thurian@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 this document.

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.

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 this document.

3. APPLYING FOR E+ KA2 PROJECTS AT TU BERLIN
3.1 Signature for Declaration of Honour / Partner 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 her capacity as legal representative of the University, at the latest after the project has been selected and before the grant agreement is signed.

Important: Signatures are only obtained via the International Projects section of the Department of International Affairs and only after a complete ePA replacement form (see 3.4) has been submitted.

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. Geraldine Rauch, E-Mail: p@tu-berlin.de, phone: +49 314-22200
- **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

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 TU Berlin 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)

A condition for the President's signature under the Declaration of Honour / the Mandate is that an electronic project announcement (ePA) has been submitted via the long-track (co-signature of the dean and the managing director (GD). 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** (only available in German) long-track per email to International Projects (ip@international.tu-berlin.de).

Download "ePA-replacement" form:
https://www.static.tu.berlin/fileadmin/www/10004219/INT_IP/Dokumente/ePA-ERSATZ_EPlus.docx

Please fill in the form 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)
- Donor (Mittelgeber) ist he "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 send a detailed budget overview as attachment. 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):
https://www.tu.berlin/en/forschung/forschung/antrag-stellen/application-processing

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 (TU Berlin=applicant) or mandate (TU Berlin=partner) to International Projects;
- International Projects checks that the ePA-replacement is complete;
- International Projects requests the president to sign the Declaration of Honour (TU Berlin=applicant) or mandate (TU Berlin=partner) and returns the signed documents both as a scan and originals to the applicant.

Please allow at least 3 weeks for the entire process, i.e. for signing the ePA form and obtaining the President's signature.

3.6 Deadlines

In some programme lines no signed partner mandates or neither a signed Declaration of Honour (DoH) nor partner mandates are required at the time of application. In these cases, the President of TU Berlin will usually only sign the application after the project has been approved.

Please clarify in good time whether you need to submit a signed DoH/partner mandate with your application.

3.6.1 Signed DoH/mandates required for application

If it is mandatory to submit a Declaration of Honour/ partner mandate signed by the President of TU Berlin at the time of application, the following deadlines apply:

Internal deadline: 14 days prior to the application submission deadline:
- Electronic project announcement replacement (ePA-replacement) submitted by long-track must be sent to by International Projects (please note the sequence of signatories for your faculty / unit and plan sufficient time for this process).
- The completed Declaration of Honour or mandate must be sent to International Projects.

E+ KA 2 Capacity Building in the Field of Higher Education
- **Thursday, 25 January 2024 internal deadline**
- **Thursday, 8 February 2024, 17:00 Brussels time:** Online application must be submitted to the EACEA

E+ KA 220 Cooperation Partnerships
- **Tuesday, 20 February 2024: internal deadline**

- **Tuesday, 5 March 2024, 12:00 noon Brussels time**: Online application must be submitted to the German National Agency NA DAAD.

E+ KA 2 Alliances for Innovation
- **Thursday, 22 February 2024: internal deadline**
- **Thursday, 7 March 2024, 17:00 Brussels time**: Online application must be submitted the EACEA.

3.6.2 Signed DoH/ mandates not required for application

If no signature of DoH/ partner mandate is required at the time of application, the signature process is postponed until AFTER approval of the project. This means that the ePA replacement form and the prepared DoH/ partner mandate must then be submitted, because the grant agreement cannot be signed without a complete ePA signed in the long track.

Important note: We strongly recommend to ensure already at the time of application that you can later obtain the necessary signatures from your faculty/ institute for the long track ePA. If the relevant departments refuse to sign, the grant agreement will not be signed by the TU - even if the project is approved. In addition, the period between approval and the deadline for submitting the required documents (such as the DoH) is often very short.

Please allow at least 3 weeks for the entire process, i.e. for signing the ePA form and obtaining the President's signature.

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/eim/external/register.cgi
- 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
  - 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

- o 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.
- Check whether you need to submit a Declaration of Honour signed by the President of TU Berlin and the partners' mandates at the time of application.
- Please pay careful attention to the regulations and deadlines mentioned under 3.6.
- If the DoH does not have to be signed at the time of submitting the application, please send an information about the application (ideally with the application number, name of the project and name of the coordinating university) to the International Projects section. This will enable us to forward any enquiries that the research department/the President's Office sends us in the event of approval to you (the EU does not name the person responsible for the project in its correspondence - this makes it difficult to assign an approval).
- 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. Please also pay careful attention to the regulations and deadlines mentioned under 3.6.
- Forward TU Berlin's institutional details to the project coordinator so that they can complete the application and (if applicable) the mandate.
- Please send an information about the application (ideally with application number, name of the project and name of the coordinating university) to the International Projects section.
- International Projects looks forward to receiving your completed application.