



A. General Information

This application form consists of the following main sections:

- Context: this section asks for general information about the type of project proposal you want to submit and about the Agency that will receive, assess and select your proposal;
- Participating organisation(s): this section asks for information about the applicant organisation and - if relevant - about any other organisation involved as partners in the project;
- Description of the project: this section asks for information about all the stages of the project: preparation, implementation of main activities (meaning the Mobility activities) and follow-up;
- Budget: in this section you will be asked to give information about the amount of the EU grant you request;
- Check List/Data Protection Notice/Declaration of Honour: in these sections, the applicant is made aware of important conditions linked to the submission of the grant request;
- Annexes: in this section, the applicant needs to attach additional documents that are mandatory for the completion of the application;
- Submission: in this section, the applicant will be able to confirm the information provided and to submit the form online;

For more information on how to fill in this application form, you can read the e-Forms Guideline.

B. Context

Programme	Erasmus+
Key Action	Learning Mobility of Individuals
Action	Mobility of learners and staff
Action Type	VET learner and staff mobility
Call	2014
Round	Round 1
Deadline for Submission (dd-mm-yyyy hh:nn:ss - Brussels, Belgium Time)	17-03-2014 12:00:00
Language used to fill in the form	Icelandic

B.1. Project Identification

Project Title	Heiti verkefnis
Project Acronym	
Project Start Date (dd-mm-yyyy)	01-07-2014
Project Total Duration (Months)	24 months
Project End Date (dd-mm-yyyy)	30-06-2016
Applicant Organisation Full Legal Name (Latin characters)	THE ICELANDIC CENTRE FOR RESEARCH

Form hash code



30534D61966416D7

Form hash code: 30534D61966416D7

Form has not been submitted yet



Erasmus+

Application Form

Call: 2014

KA1 - Learning Mobility of Individuals

Form Version: 1.06
Adobe Reader Version: 11.006

B.2. National Agency of the Applicant Organisation

Identification

IS01 (ISLAND)

For further details about the available Erasmus+ National Agencies, please consult the following page:

http://ec.europa.eu/education/erasmus-plus/national-agencies_en.htm

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EN



C. Participating organisation(s)

C.1. Applicant Organisation

PIC	999547268
Full legal name (National Language)	RANNIS
Full legal name (Latin characters)	THE ICELANDIC CENTRE FOR RESEARCH
Acronym	
National ID (if applicable)	5310942129
Department (if applicable)	
Address	Laugavegur 13
Country	Iceland
Region	
P.O. Box	
Post Code	101
CEDEX	
City	REYKJAVIK
Website	http://www.rannis.is
Email	www.rannis.is
Telephone 1	+3545155800
Telephone 2	
Fax	

C.1.1. Profile

Type of Organisation	
Is your organisation a public body?	Yes
Is your organisation a non-profit?	Yes

C.1.2. Accreditation

Have you received any type of accreditation before submitting this application?

Accreditation Type	Accreditation Reference
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**C.1.3. Background and Experience**

Please briefly present your organisation.

Lýstu stofnuninni/samtökunum þínum í stuttu mál

What are the activities and experience of your organisation in the areas relevant for this application?

Hvaða starfsemi og reynslu hefur stofnunin þín á þeim sviðum sem þessi umsókn fjallar um?

- ath að fjalla hér um þau SVIÐ sem eiga við í umsókninni

- ath einnig að segja frá því ef stofnunin hefur tekið þátt í svipuðum verkefnum áður og ef það eru verkefni á vegum Evrópusambandsins, t.d. mannaskiptaverkefni í Leonardo, að skrá þau í listann hér fyrir neðan.

What are the skills and expertise of key staff/persons involved in this application?

Hver er færni og sérkunnátta lykilstarfsmanna/einstaklinga sem koma að þessari umsókn

- leggjð áhersu á verkefnastjóra verkefnisins og fagstjóra sem bera faglega ábyrgð

- látið vita ef skóli eða stofnun hefur skilgreinda alþjóðastarfsemi og t.d. alþjóðafulltrúa

- þekking og reynsla á notkun t.d. ECVET einingakerfis í starfsmenntun og Europass starfsmenntavegabréfi er mikilvæg.

Have you applied for/received a grant from any European Union programme in the 12 months preceding this application?

Yes

Please indicate:

EU Programme	Year	Project Identification or Contract Number	Applicant/Beneficiary Name
LLL	2012	IS-LLL- Leo01-111222	nafn þess sem sótti um

C.1.4. Legal Representative

Title

Gender

Female

First Name

Nafn ábyrgðaraðila stýristofnunar / umsækjanda. Viðkomandi þarf að hafa heimild til að skuldbinda stofnunina fjárhagslega og er venjulega skólameistari, forstöðumaður, framkvæmdastjóri eða sambærilegt

Family Name

eftirnafn

Department

Position

Skólameistari



Email

Telephone 1

If the address is different from the one of the organisation, please tick this box

C.1.5. Contact Person

Title

Gender

First Name

Family Name

Department

Position

Email

Telephone 1

If the address is different from the one of the organisation, please tick this box



C.2. Partner Organisation

PIC	947028073
Full legal name (National Language)	
Full legal name (Latin characters)	Prufa
Acronym	
National ID (if applicable)	2424242424
Department (if applicable)	
Address	kambavegur 3
Country	Spain
Region	
P.O. Box	
Post Code	
CEDEX	
City	Reykjavík
Website	
Email	
Telephone 1	+3548978987
Telephone 2	
Fax	

C.2.1. Profile

Type of Organisation	Other
Is the partner organisation a public body?	No
Is the partner organisation a non-profit?	No

C.2.2. Background and Experience

Please briefly present the partner organisation.

Lýstu samstarfsaðilanum í stuttu máli
- Hvers konar stofnun, þeirra sérhæfing, stærð o.s.frv.



What are the activities and experience of the organisation in the areas relevant for this application?

- Hvaða starfsemi og reynslu hefur samstarfsaðilinn á þeim sviðum sem þessi umsókn fjallar um?
- Hvers vegna varð þessi samstarfsaðili fyrir valinu
- Hafið þið unnið saman í verkefni eða á öðrum vettvangi áður
- Hefur samstarfsaðilinn reynslu af móttöku nema

What are the skills and expertise of key staff/persons involved in this application?

Hver er færni og sérkunnátta lykilstarfsmanna/einstaklinga sem koma að þessari umsókn?

C.2.3. Legal Representative

Title	
Gender	Female
First Name	nafn ábyrgðaraðila móttökustofnunarinnar
Family Name	eftirnafn
Department	
Position	staða
Email	mottakandi@nn.es
Telephone 1	555 5555 5555

If the address is different from the one of the organisation, please tick this box



C.3. Partner Organisation

PIC	947038452
Full legal name (National Language)	
Full legal name (Latin characters)	Hallæri
Acronym	
National ID (if applicable)	6002143445
Department (if applicable)	
Address	Munkensvej 66
Country	Denmark
Region	
P.O. Box	
Post Code	
CEDEX	
City	Copenhagen
Website	
Email	
Telephone 1	+3545556767
Telephone 2	
Fax	

C.3.1. Profile

Type of Organisation	Other
Is the partner organisation a public body?	No
Is the partner organisation a non-profit?	No

C.3.2. Background and Experience

Please briefly present the partner organisation.

Lýstu samstarfsaðilanum í stuttu máli
- Hvers konar stofnun, þeirra sérhæfing, stærð o.s.frv.

Form hash code: 30534D61966416D7



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What are the activities and experience of the organisation in the areas relevant for this application?

- Hvaða starfsemi og reynslu hefur samstarfsaðilinn á þeim sviðum sem þessi umsókn fjallar um?
 - Hvers vegna varð þessi samstarfsaðili fyrir valinu
 - Hafið þið unnið saman í verkefni eða á öðrum vettvangi áður
 - Hefur samstarfsaðilinn reynslu af móttöku nema
- Hér er einnig gott að skýra frá hlutverki viðkomandi þátttakanda í verkefninu

What are the skills and expertise of key staff/persons involved in this application?

Hver er færni og sérkunnátta lykilstarfsmanna/einstaklinga sem koma að þessari umsókn?

C.3.3. Legal Representative

Title	
Gender	Male
First Name	nafn 2
Family Name	eftirnafn 2
Department	
Position	staða 2
Email	email2@nn.dk
Telephone 1	4444 4444 444

If the address is different from the one of the organisation, please tick this box



D. Description of the Project

Why do you want to carry out this project? What are its objectives? What are the issues and needs are you seeking to address through this project?

Leggið áhersu á að gefa gott yfirlit yfir verkefnið þannig að sá sem les skilji strax út á hvað verkefnið gengur. Hafið einnig í huga markmið Evrópusambandsins á sviði menntamála og í starfsmenntun þegar yfirlit er skrifað.

Af hverju viljið þið framkvæma þetta verkefni?

Hver eru markmið þess?

Hver eru viðfangsefnum?

Hvaða þörfum á verkefnið að sinna

How did you choose your project partners? What experiences and competences will they bring in the project?

- góðir samstarfsaðilar eru grundvöllur að góðu verkefni.
- ekki þarf lengur að skila samstarfsyfirlýsingu frá móttökuaðilum.

Ef verkefnið er samstarfsverkefni innlendra aðila "consortia" ber að skýra frá því hér. Athugið að það þarf að skila "mandate" fyrir íslenska þátttakendur sem undirritað er af bæði umsækjanda og þeim stofnunum sem taka þátt í verkefninu.

What are the most relevant topics addressed by your project?

Agriculture, forestry and fisheries

Health and wellbeing

Overcoming skills mismatches (basic/transversal)



E. Participants' Profile

Please describe the background and needs of the participants involved and how these participants have been or will be selected.

Lýstu bakgrunni og þörfum þátttakenda í verkefninu og hvernig þátttakendur voru valdir.

E.1. Learning Outcomes

Which competences (i.e. knowledge, skills and attitudes/behaviours) are to be acquired/improved by participants in your project?

Lærdómur

Hvaða færni (þ.e. þekkingu, hæfileika og viðhorf/hegðun) munu þátttakendur í verkefninu öðlast eða efla?
Mikilvægt að skýra hvernig staðið verður að mati á námi og þjálfun einstakra þátttakenda

The Erasmus+ Programme promotes the use of instruments/certificates like Europass, ECVET and Youthpass to validate the competences acquired by the participants during their experiences abroad. Will your project make use of such European instruments/certificates? If so, which ones?

Europass Mobility Document

The European Credit system for Vocational Education and Training (ECVET)

Are you planning to use any national instrument/certificate? If so, which one?

How will you use the European/national instrument(s)/certificate(s) selected?

Notkun á ECVET og Europass starfsmenntavegabréf eru mikilvæg "verkfæri" til að auka gæði verkefna.
Hvað varðar ECVET er nauðsynlegt að umsækjandi þekki kerfið og geti útskýrt hvernig á að nota það.
Ef ECVET verður notað til að meta og viðurkenna nám og þjálfun er að skýra það.



F. Preparation

Please describe what will be done in preparation, by your organisation and, if relevant, by your partners before the main activities take place.

F.1. Practical Arrangements

How will the practical and logistic matters of the project be addressed (e.g. travel, accommodation, insurance, safety and protection of participants, visa, social security, mentoring and support, preparatory meetings with partners etc.)?

Hvernig verður praktískum atriðum við framkvæmd verkefnisins háttað (t.d. ferðir, gisting, tryggingar, öryggi og vernd þátttakenda, vegabréfsáritanir, stuðning, undirbúningsfundir með samstarfsaðilum o.s.frv.)?

Ef um er að ræða "consortia" ber að skýra vel skiptingu og skipulag verkefna.

F.2. Project Management

How will you address quality and management issues (e.g. setting up of agreements or Memoranda of Understanding with partners, learning agreements with participants, etc.)?

Hvernig verður stjórnun verkefnisins háttað (t.d. samningar við samstarfsaðila, lærdómssáttmálar við þátttakendur o.s.frv.)

F.3. Preparation of Participants

Which kind of preparation will be offered to participants (e.g. task-related, intercultural, linguistic, risk-prevention etc.)? Who will provide such preparatory activities?

Hvernig undirbúningur verður í boði fyrir þátttakendur (t.d. í tengslum við sjálfboðastarf, starfsþjálfun, nýja menningu, tungumálanám, forvarnir o.s.frv.)? Hver mun sjá um þann undirbúning?



G. Main Activities

Please outline the main activities you plan to organise. If relevant, please describe the role of each project partner in the activities.

Lýstu helstu viðfangsefnum og ferðunum sem þú ætlar að skipuleggja innan verkefnisins. Ef við á skaltu lýsa hlutverki hvers samstarfsaðila í hverri ferð/ hverju flæði.

If applicable, how do you intend to cooperate and communicate with your project partners and other relevant stakeholders?

Ef við á, hvernig ætlið þið að eiga í samstarfi og samskiptum við samstarfsaðilana og aðra sem koma að verkefninu?

What is the role of each partner in the activities? How do you intend to cooperate and communicate with your project partners and other relevant stakeholders? How will the participants be monitored during their training placement? Who will monitor their work programme and progress?

Hvert er hlutverk hvers samstarfsaðila í ferðunum? Hvernig ætlið þið að eiga í samstarfi og samskiptum við samstarfsaðilana og aðra sem koma að verkefninu? Hvernig verður fylgst með þátttakendum, þátttöku þeirra og árangri?

If applicable, please explain the need of accompanying persons.

Ef við á, vinsamlegast útskýrðu hvers vegna fylgdarmanna er þörf.

G.1. Activities' Details

Please enter the different mobility activities you intend to implement in your project.

Activity No.						A1
Activity Type	VET learners in vocational institutes					
No. of Participants	5					
Participants with Special Needs (out of total number of Participants)	0					
Participants with Fewer Opportunities (out of total number of Participants)	0					
Accompanying Persons (out of total number of Participants)	0					
Is this a long-term activity?	No					
Flow No.	Country of Origin	Country of Destination	Duration (months)	Duration (days)	No. of Participants	
1	Iceland	Spain		12	5	



Flow No.	Country of Origin	Country of Destination	Duration (months)	Duration (days)	No. of Participants	
					Total	5

G.1.1. Summary of Activities and Participants

Activity Type	No. of Activities	No. of Participants
VET learners in vocational institutes	1	5
Total	1	5



H. Follow-up

Please describe what will happen after the end of your main activities.

H.1. Impact

What is the expected impact on the participants, participating organisation(s) and target groups?

Hver verða áhrif verkefnisins á þátttakendur, stofnanirnar/samtökin sem koma að verkefninu og markhópa verkefnisins?

What is the desired impact of the project at the local, regional, national, European and/or international levels?

Hvaða áhrifum er stefnt að í nærsamfélaginu og lands-, Evrópu- og/eða alþjóðavísu?

H.2. Dissemination of projects' results

Which activities will you carry out in order to share the results of your project outside your organisation and partners? What will be the target groups of your dissemination activities?

Hvað ætlið þið að gera til þess að miðla niðurstöðum verkefnisins til annarra aðila en þeirra sem taka þátt í því? Hverjir verða markhópar þessarar miðlunar?

H.3. Evaluation

Which activities will you carry out in order to assess whether, and to what extent, your project has reached its objectives and results?

Hvað ætlið þið að gera til þess að meta hvort, og þá hversu vel, verkefnið hefur náð markmiðum sínum og niðurstöðum?

**I. Budget**

For further information please consult the Programme Guide for the overview of funding rules. Please note that all amounts must be expressed in Euros.

I.1. Travel

Activity No.	Activity Type	Flow No.	Country of Origin	Country of Destination	Distance Band	No. of Participants	Travel Grant per Participant	Total Travel Grant Requested
A1	VET learners in vocational institutes	1	Iceland	Spain	2000 - 2999 km	5	360.00	1800.00
Total								1800.00

I.2. Individual Support

Activity No.	Activity Type	Flow No.	Country of Destination	Duration (days)	No. of Participants	Grant per Participant	Total Grant Requested
A1	VET learners in vocational institutes	1	Spain	12	5	1008.00	5040.00
Total							5040.00

I.3. Organisational Support

No. of Participants (excluding accompanying persons)	Total Grant Requested
5	1750.00

I.4. Linguistic Support

Support for linguistic preparation is available for VET Learners in mobility activities lasting from 1 to 12 months. However, online linguistic assessment is obligatory for all the VET Learners using a language from Group 1 (see table below) as a foreign language during mobility activities from 1 to 12 months.

Language Group	No. of Participants for online linguistic assessment	No. of Participants for linguistic preparation	Grant per Participant	Total Grant Requested
Group 1 (DE, EN, ES, FR, IT)	5	5	0.00	0.00



Group 2 (Other EU official languages not included in group 1)		5	150.00	750.00
Total	5	10	Total	750.00

Please note that assessment and courses in languages included in Group 1 are planned to be supported through the online linguistic service organised by the European Commission. When the service is available, linguistic support will be provided in the form of accesses to online assessment and online language courses instead of grants for these languages. Linguistic preparation in languages included in Group 2 will be supported through grants, which can be used for different forms of linguistic preparation (e.g. traditional taught courses, self-study, etc.). Linguistic preparation can be carried out before or during mobility.

I.5. Special needs' Support

Activity No.	Activity Type	No. of Participants With Special Needs	Description of Costs	Total Grant Requested
Total				

I.6. Exceptional Costs

Activity No.	Activity Type	No. of Participants	Description of Costs	Total Grant Requested
Total				

Please provide any further comments you may have concerning the above entered budget.

Hér er mikilvægt að útskýra áætlun varðandi kostnað fólks með sérþarfir.



J. Project summary

Please provide a short summary of your project. Please recall that this section [or part of it] may be used by the European Commission, Executive Agency or National Agencies in their publications. It will also feed the Erasmus+ dissemination platform.

Be concise and clear and mention at least the following elements: context/background of project; objectives of your project; number and profile of participants; description of activities; methodology to be used in carrying out the project; a short description of the results and impact envisaged and finally the potential longer term benefits.

YFIRLIT VERKEFNISINS - texti sem nýttur verður til að kynna verkefnið.
Lýsingin á að vera hnitmiðuð og skýr. Nauðsynlegt er að minnast að minnsta kosti á eftirtalin atriði:
Uppruni og samhengi verkefnisins,
Markmið
Fjöldi og bakgrunnur þátttakenda
Lýsing ferða; skipulag undirbúnings, framkvæmdar og eftirfylgni
Niðurstöður og áhrif verkefnisins fyrir þátttakendur
Hugsanleg langtímaáhrif verkefnisins

Please provide a translation in English.



J.1. Summary of participating organisations

Name of the Organisation	Country of the Organisation	Type of Organisation
THE ICELANDIC CENTRE FOR RESEARCH	Iceland	
Prufa	Spain	Other
Hallæri	Denmark	Other
Total number of participating organisations		3



J.2. Budget Summary

The sum of previous sections representing the total grant requested for this application.

Activity No.	Activity Type	Travel	Individual Support	Special Needs Support	Exceptional Costs	Total
A1	VET learners in vocational institutes	1800.00	5040.00			6840.00
Total		1800.00	5040.00			6840.00

Organisational Support	1750.00
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Linguistic Support	750.00
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J.2.1. Project Total Grant

Grant Calculated	9340.00
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Grant Requested	
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K. Checklist

Before submitting your application form to the National Agency, please make sure that it fulfils the eligibility criteria listed in the Programme Guide and check that:

- you have used the official Key- Action 1 application form.
- all relevant fields in the application form have been completed.
- the application form is submitted to the National Agency of the country in which your organisation is established.
- the application form has been completed using one of the official languages of the Erasmus+ Programme Countries.
- you have annexed all the relevant documents:
 - the Declaration of Honour signed by the legal representative mentioned in the application.
 - the mandates of each partner to the applicant signed by both parties.
- all participating organisations have uploaded the documents to give proof of their legal status in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide).
- for grants exceeding 60 000 EUR, you have uploaded the documents to give proof of your financial capacity in the participants' portal (for more details, see the section "Selection Criteria" in Part C of the Programme Guide). Not applicable in the case of public bodies or international organisations.
- you are complying with the deadline published in the Programme Guide.
- you have saved or printed the copy of the completed form for yourself.



L. Data Protection Notice

PROTECTION OF PERSONAL DATA

The application form will be processed electronically. All personal data (such as names, addresses, CVs, etc.) will be processed in pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Any personal data requested will only be used for the intended purpose, i.e.:

- In the case of grant application forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of application for accreditation forms: the evaluation of your application in accordance with the specifications of the call for proposals,
- In the case of report forms: statistical and financial (if applicable) follow-up of the projects.

For the exact description of the collected personal data, the purpose of the collection and the description of the processing, please refer to the Specific Privacy Statement accompanying this form.

You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to your National Agency. You have the right of recourse at any time to your national supervising body for data protection or the European Data Protection Supervisor for matters relating to the processing of your personal data.

You are informed that for the purposes of safeguarding the financial interest of the Communities, your personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

<http://www.edps.europa.eu/>



M. Declaration of Honour

To be signed by the person legally authorised to enter into legally binding commitments on behalf of the applicant organisation.

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. I put forward a request of an Erasmus+ grant as set out in section BUDGET of this application form.

Declare that:

- All information contained in this application, is correct to the best of my knowledge.
- In the case of projects in the field of youth, the participants involved in the activities fall in the age limits defined by the Programme.
- The organisation I represent has the adequate legal capacity to participate in the call for proposals.

EITHER

The organisation I represent has financial and operational capacity to complete the proposed action or work programme

OR

The organisation I represent is considered to be a "public body" in the terms defined within the Call and can provide proof, if requested of this status, namely:

It provides learning opportunities and

- Either (a) at least 50% of its annual revenues over the last two years have been received from public sources;
- Or (b) it is controlled by public bodies or their representatives

I am authorised by my organisation to sign Community grant agreements on its behalf.

Certify that (in case the grant requested exceeds 60.000€):

The organisation I represent:

- is not bankrupt, being wound up, or having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, nor is it in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- has not been convicted of an offence concerning its professional conduct by a judgment which has the force of 'res judicata';
- has not been guilty of grave professional misconduct proven by any means which the National Agency can justify;
- has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or those of the country where the grant agreement is to be performed;
- has not been the subject of a judgment which has the force of 'res judicata' for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- it is not currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Acknowledge that:

The organisation I represent will not be awarded a grant if it finds itself, at the time of the grant award procedure, in contradiction with any of the statements certified above, or in the following situations:

- subject to a conflict of interest (for family, personal or political reason or through national, economic or any other interest shared with an organisation or an individual directly or indirectly involved in the grant award procedure);
- guilty of misrepresentation in supplying the information required by the National Agency as a condition of participation in the grant award procedure or has failed to supply this information.

In the event of this application being approved, the National Agency has the right to publish the name and address of this organisation, the subject of the grant and the amount awarded and the rate of funding.

Commit:



- my organisation and the other partner organisations herein, to take part upon request in dissemination and exploitation activities conducted by National Agencies, the Executive Agency and/or the European Commission, where the participation of individual participants may also be required.

I acknowledge that administrative and financial penalties may be imposed on the organisation I represent if it is guilty of misrepresentation or is found to have seriously failed to meet its contractual obligations under a previous contract or grant award procedure.

Place:	Date (dd-mm-yyyy):
Name of the applicant organisation:	
Name of legal representative:	
Signature:	
National ID number of the signing person (if requested by the National Agency):	
Stamp of the applicant organisation (if applicable):	



N. Annexes

Please note that all documents mentioned in section "Checklist" need to be attached here before you submit your application online.

File Name	File Size (kB)
Total Size	



O. Submission

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

O.1. Data Validation

Validation of compulsory fields and rules

O.2. Standard Submission Procedure

Online submission (requires internet connection)

O.3. Alternative Submission Procedure

If you cannot submit your application online you can still do it by sending an email to your National Agency within the 2 hours following the official application deadline. The email must contain the complete electronic form and any file attachments you wish to send. You must also attach a snapshot of section "Submission Summary" indicating that this electronic form could not be submitted online. Your National Agency will analyse your situation and provide you with further instructions.

O.4. Submission Summary

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form Hash Code	Status
1	2014-02-14 14:20:29 *	Form has not been submitted yet	30534D61DFC8B17E	Unknown

* means local PC time, which cannot be considered authoritative and cannot be used for claiming that the form has been submitted in time

O.5. Form Printing

Print the entire form