

# LLP Application eForms 2010

## Applicant's Guide



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## ***I.Introduction***

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

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 2010 Call, 'LLP Application eForm' is 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
- Comenius and Grundtvig In-Service Training
- Comenius Assistants and Hosts

'LLP Application eForm' is a PDF file and can be filled with Adobe Reader. **The applicant will need to use version 8.1 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 at [www.adobe.com](http://www.adobe.com)

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

## ***II.Main steps of the eForm Application***

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

- Download the application form as a PDF file
  - From the National Agency website through internet;
- Fill the eForm (offline)
  - No need to be connected to Internet;
- Validate the eform (offline):
  - The validation checks the completeness of the compulsory information<sup>1</sup> and that the data meets **some** eligibility requirements;

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<sup>1</sup> It is not possible to submit online the eForm *unless* the application is valid

- Submit eForm:
  - 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 the applicant receives immediately another PDF file called “Submission confirmation”. It will contain the “submission ID” and instructions for the next steps;
  - *Create Email attachment and send it to the NA email address (backup solution only if the online submission is not possible or available);*
- Print:
  - the submitted form (to be signed) and
  - the submission confirmation;
- Send by Post to the National Agency:
  - both, the printed-signed form and the submission confirmation.

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

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

1. The eForm is available at the National Agencies websites.

**! EFORMS ARE PROVIDED BY THE NATIONAL AGENCIES AS A TOOL FOR SIMPLIFICATION AND IMPROVEMENT OF THE DATA ENTRY PROCESS.**

2. Applicants should **download the application** form from the website of the National Agency of their country and save it locally, in their PC or network. It is a PDF file.

**! ALTHOUGH IT IS POSSIBLE TO EDIT THE EFORMS DIRECTLY ON THE USER BROWSER, WE RECOMMEND TO DOWNLOAD IT TO A LOCAL DRIVE. THIS WILL PREVENT THE LOST OF THE FILLED EFORM AFTER CLOSURE OF THE BROWSER.**

**ADVANTAGE:**

**A. IT WILL PREVENT FOR CERTAIN BROWSERS TO LOAD THE CONFIRMATION MESSAGE IN THE SAME PAGE OF THE SUBMITTED EFORM CAUSING THE LOST OF THE SUBMITTED EFORM.**

**B. THE DOWNLOADED EFORM CAN BE SAVED AND CLOSED AT ANY MOMENT WITHOUT LOSSING THE ENCODED DATA.**

**! NOTE: THE FOLLOWING DESCRIPTION IS MADE ASSUMING THAT THE APPLICANT HAS DOWNLOADED AND SAVED THE EFORM LOCALLY.**

3. The applicant **opens the eForm** using the ‘Open’ function of Adobe Reader or by double-clicking on the PDF file. The “Open Form” window allows searching for the file in the available drives and folders of the computer.

The applicant **fills in the required fields on the form**, using the mouse or tab keys to navigate.

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   or  .
- d. The results of numeric calculations and the numbering or rows in some tables and repeaters appear automatically in other cases, when a button  appears, the applicant have to click on this button to obtain the result of the calculations.

While filling the form the applicant can always **save the data already filled**, it is (still) possible to save the form before it has been validated, using ‘Save’. In order to avoid losing data because of a technical failure or a wrong manipulation of the tool, **it is good practice to save the form regularly** while completing the eForm.

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

4. After filling the form, the applicant presses the “**Validate**” button to verify that the form is filled correctly and that there is no missing compulsory data .  
When the applicant:
  - 1.1. has finished completing the eForm,
  - 1.2. has ensured that all compulsory fields had been filled and the eForm is valid and
  - 1.3. is satisfied with the data it contains – i.e. the applicant has proof read it on the printout of its last version,
5. The applicant presses the “**Submit Online**” button to submit the form. If there are no errors in the submission process, the server sent immediately to the applicant another PDF file, the “Submission confirmation”, containing the **Submission ID** and the description of the following steps to complete the procedure. This file opens automatically (the application will remain also open in Adobe Reader) and it has also to be saved.

In case of failure of the submission procedure (e.g. if the “Submission confirmation” doesn't appear after 1 minute or there is an error 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.**

**! AFTER SUCCESSFUL SUBMISSION ANOTHER PDF DOCUMENT WILL APPEAR ON THE SCREEN. BOTH FILES SHOULD BE MANAGED SEPARATELY AS DESCRIBED IN THE FOLLOWING.**

6. The applicant then **prints out**:
  - a. ***the completed application form submitted*** (PDF eForm as downloaded and submitted online). To print the form, use the 'Print Form' button (or the "print" function in the File menu).
  - b. ***the PDF file "Submission confirmation" containing the Submission ID*** by using the "print" function in the File menu;
  - c. On the printed submitted application form and in particular in the Declaration of honor (last page), the applicant:
    - i. Fill in manuscript the compulsory fields: place, **names** and date
    - ii. Fill in any other field if relevant and required
    - iii. Add the stamp of the applying organization (if required)
    - iv. Sign the application
7. In the case of a "Partnership" form
  - a. The coordinator sends to the partners the completed and submitted application form (the PDF file) and also the "Submission confirmation" (PDF), well before the deadline to allow them to respect it.
  - b. The partners and the coordinator must insert the following into the grant application form (section M. SIGNATURE):
    - i. 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 TO BE ENTERED BY THE PARTNERS IS EXCLUSIVELY IN MANUSCRIPT MODE.**

8. **The applicant (coordinator and partners in the case of partnerships) sends by post to the address of the National Agency, that can be found in section B.3. NATIONAL AGENCIES of the form, before the dead-line:**
  - a. **the signed application form together with,**
  - b. **the "Submission confirmation".**
9. **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 PROCEDURES;**
- c. **IF NOT 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 <sup>2</sup>;

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<sup>2</sup> 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

- 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 form:
- B. The applicant prints out:
- α. the application form validated but not submitted;
  - a. In the Declaration of Honour (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 by post to the National Agency before the deadline the signed application form.

## 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.

C.1 Organisation	
Role in the application	Applicant
Legal Name	
in Latin Characters	
Acronym	
National ID number	

Fig. 1. eForms Application field types.

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

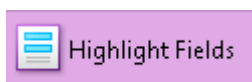


Fig. 2. Highlight Fields function.

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has to be attached to a message and sent to the NA address. *Attention!* Do not send this file if you have succeeded a submission online or if the form is not valid.

Compulsory fields appear highlighted with a red border.

C. HOST ORGANISATION	
C.1 Organisation	
Role in the application	Applicant
Legal Name	
in Latin Characters	
Acronym	
National ID number	

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, a message with the name of the first incomplete field encountered is displayed and the focus is set to the relevant field in the form. This button appears 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 the server sends back to the applicant another PDF file, the “Submission confirmation”, containing the **Submission ID** and the description of the following steps to complete the procedure.
- **“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.

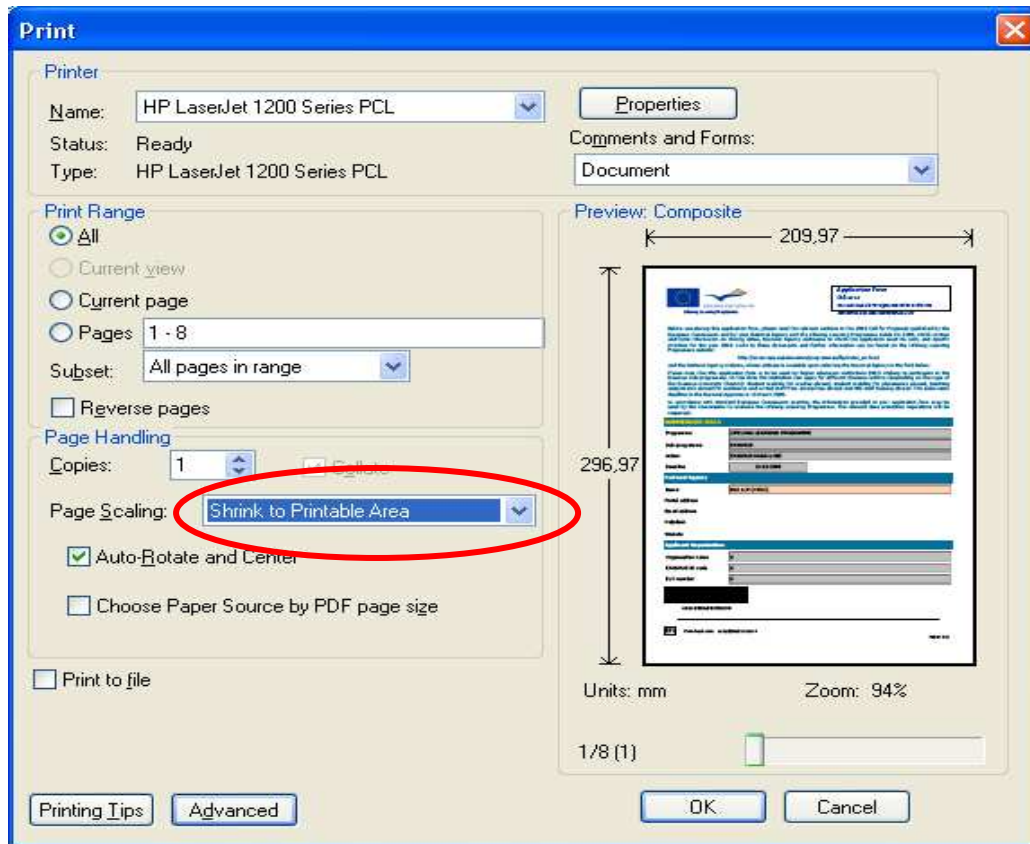


Fig. 5. Printing options.

- **“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 Acrobat Reader used by the applicant. They are explained in the Help system of Acrobat Reader.