

FAQs: Erasmus Plus Projects at the University of Vienna

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1) At Application Stage

Q. What is Erasmus Plus?

A. Erasmus + is the EU Programme for education, training, youth and sport, which supports the educational, professional and personal development of people in Europe and beyond, thereby contributing to sustainable growth, jobs and social cohesion and to strengthening European identity. In addition to mobility, Erasmus + also supports cooperation projects and policy development.

Q. Where do I find and apply for an Erasmus Plus call?

A. *Erasmus calls can be either managed directly by EACEA or go via the National Agency for Erasmus (OEAD).* If a call is managed directly by the EACEA you will need to apply via the [Funding and Tenders Portal](#), while if a call is managed by the National Agency you will need to apply via the [Erasmus Plus and European Solidarity Corps Portal](#). For example, KA2 Cooperation Partnerships in the field of Sport are via the F&T Portal, while applications for other fields are via the Erasmus Plus Portal. More information on which portal is the correct one for your call can be found on the [Erasmus Plus website](#) and the [FSNF Erasmus website](#).

Q. Where do I find all the relevant documents?

A. There are a number of useful resources that can be easily accessed via the following links:

- [Programme guide](#)
- [Applicant Guide](#) (for Erasmus Portal applications)
- [Erasmus Plus website](#)
- [FSNF Erasmus website](#)
- [The National agency for Erasmus, OEAD](#)

Q. Who should I contact if I want to apply for an Erasmus Plus call?

A. The [International Office](#) is still responsible for mobility related calls (KA1) as well as Erasmus mundus. For all other Erasmus Plus schemes please get in touch with your Faculty and the [Research Services and Career Development Department \(FSNF\)](#).

Q. Who can apply for Erasmus plus calls?

A. A project leader's University contract must cover the entire duration of the proposed project. Please contact your Faculty and the Human Resources department before submission to make sure you are eligible to apply for an Erasmus plus project, and for any additional questions related to individual circumstances.

Q. What is the internal authorisation process Erasmus Plus applications at the University?

A. For all third-party funding applications the following rule applies: For a project with a **funding volume \geq 100.000 Euro** (the University's share), you will need the authorisation from the Rectorate (currently by **Vice-Rector Jean-Robert Tyran**) via the Office for Research Services & Career Development. Please electronically submit your proposal (plus budget) **2 weeks before the call deadline** to the Office for Research Services & Career Development. Please inform your Faculty/Centre/Platform/Dean (independent of the funding volume) in due time about the proposal submission. If the **funding volume $<$ 100.000 Euro** (the University's share) then the Dean (or Vice-Dean) of your Faculty / the Head (or Vice Head) of Centre or Research Platform authorises your project application. If the application is submitted by the Head of a Research Platform, the Rectorate will authorise the proposal submission regardless of the funding amount.

Q. How do I set up the application on the portal?

A. If you are coordinating, you will need an EU login to start the application via the relevant link on the appropriate portal. If you are a partner, your coordinator will add you to the application (you will still need an EU login).

Q. What is the PIC (Participation Identification Code) of the University of Vienna?

A. 999866883. The University is already registered with this PIC, which is linked with the University's basic data in the EU Funding & Tenders Portal system (e.g. the university's legal form, status, our Legal Entity Appointed Representative (LEAR), etc.).

Q. What is the Organisation Identification Code (OID) for University of Vienna?

A. E10208854. For applications via the Erasmus portal you will need to add the OID for all organisations including UNIVIE. There are multiple entries for UNIVIE in the Organisations section; the correct one is the one that you will find if you search by PIC number.

Q. What is the University's VAT no?

A. ATU37586901.

Q. What is the legal name and address of the University?

A. Universität Wien, Universitätsring 1, 1010 Vienna, Austria.

Q. What is the short name?

A. UNIVIE.

Q. What is the legal form of the University?

A. legal entity under public law.

Q. How do I add the Partner Organisations to the application?

A. *For applications via the Erasmus Portal:* you will need the OID number for all the Partner Organisations. These can be searched for in the "Search for an Organisation" section of the portal. *For applications via the Funding and Tenders Portal:* you will need the PIC number of the partner organisations.

Q. Who is the Contact Person?

A. In the administrative forms, the 'Person in Charge of the Proposal' or 'Main Contact' is usually the Principal Investigator (PI). Other contacts (e.g. other researchers who are involved) can also be added to the project in the portal. For applications managed by FSNF, please also add Stefania Benetton (eu.fsib@univie.ac.at) as a contact.

Q. How do I give access to the application to other contacts?

A. For applications via the Erasmus Portal you can add other contacts to the organisation section for administrative purposes (e.g. Legal Representative), however if you would like to give access to another contact you need to do so in the "Share" section of the application *and tick the relevant box to activate each contact*. For applications via the Funding and Tenders Portal, simply add the other contacts at Step 4.

Q. Who signs the Declaration on Honour or the Mandate?

A. If a Declaration on Honour or a Mandate is required (e.g. Cooperation Partnerships applied for via the Erasmus Portal) the person responsible for the internal approval of the application (either Vice-Rector Tyran or the Faculty Dean/Centre Head, see above) will need to be added to the Portal as the Legal Representative and sign the Declaration (if UNIVIE is coordinating) or Mandate (if UNIVIE is a partner) as required.

Q. Where do I find the templates for my application?

A. Templates can be downloaded after you start the application. For applications via the Funding and Tenders Portal, templates are usually Word documents that need to be filled in and then reuploaded to the portal. For applications via the Erasmus Portal the template is a PDF (which is just for reference), but the text needs to be added directly to the relevant sections on the Portal.

Q. How does the budget work for Erasmus plus applications and how should I calculate my budget?

A. Most Erasmus Plus applications are based on lump sum budgets, except for Cooperation Partnerships in fields other than Sport, which are based on unit costs. The DLE FSNF has developed a budget tool for Cooperation Partnerships based on unit costs, but in addition to this actual staff costs can be calculated in the standard budget tool. Using the standard tool to plan/calculate how to spend lump sums is also recommended. Please note that some calls e.g. Jean Monnet include their own specific budget tools as part of the downloadable templates.

Q. What happens if the portal doesn't work/crashes/doesn't let me save or add contacts?

A. Should this happen, either try again later, switch to Chrome or Internet Explorer as browsers or press Ctrl+F5 and click on the page: a drop-down menu will appear, you can click on reload page and it should work. You may also contact directly the available Helpdesk Services of the respective EU submission portal.