

Az elektronikus pályázati űrlap (eForm) létrehozása

Az Európa a polgárokért programban a projektjavaslatokat elektronikus pályázati űrlap (e-űrlap) használatával kell benyújtani.

A papír alapon, postai úton, faxon vagy e-mailben benyújtott pályázatokat NEM bírálják el. Ezért kérjük, hogy az e-űrlapot és a csatolt dokumentumok másolatát ne küldje el postai úton az EACEA-nak.

A pályázat benyújtásához a pályázóknak és a pályázatban részt vevő szervezeteknek – tehát a partnereknek is – meg kell adniuk a pályázati űrlapon a résztvevő – azonosító kódjukat (Participant Identification Code – PIC). A PIC kódot a szervezet az oktatási, audiovizuális, kulturális, polgári és önkéntes Résztvevői Portálon található egységes regisztrációs rendszerben történő regisztráció után kapja meg.

Az egységes regisztrációs rendszer az Európai Bizottság más szolgálataival közösen használt eszköz. Amennyiben az Ön szervezete már rendelkezik más programokhoz (például kutatási programokhoz vagy Erasmus+ pályázatokhoz) használt résztvevő – azonosító kóddal, akkor ugyanaz a kód a jelenlegi pályázati felhívás esetében is érvényes.

- Ha még nem rendelkezik PIC kóddal a szervezete, először regisztrálja azt a [Résztvevői Portálon](#).
- A szervezetek Résztvevői Portálon való regisztrációjához magyar nyelvű, rövidített [útmutató](#) nyújt segítséget.
- Ha szervezete már rendelkezik PIC kóddal, megkezdheti az űrlap létrehozását.

Tartalom

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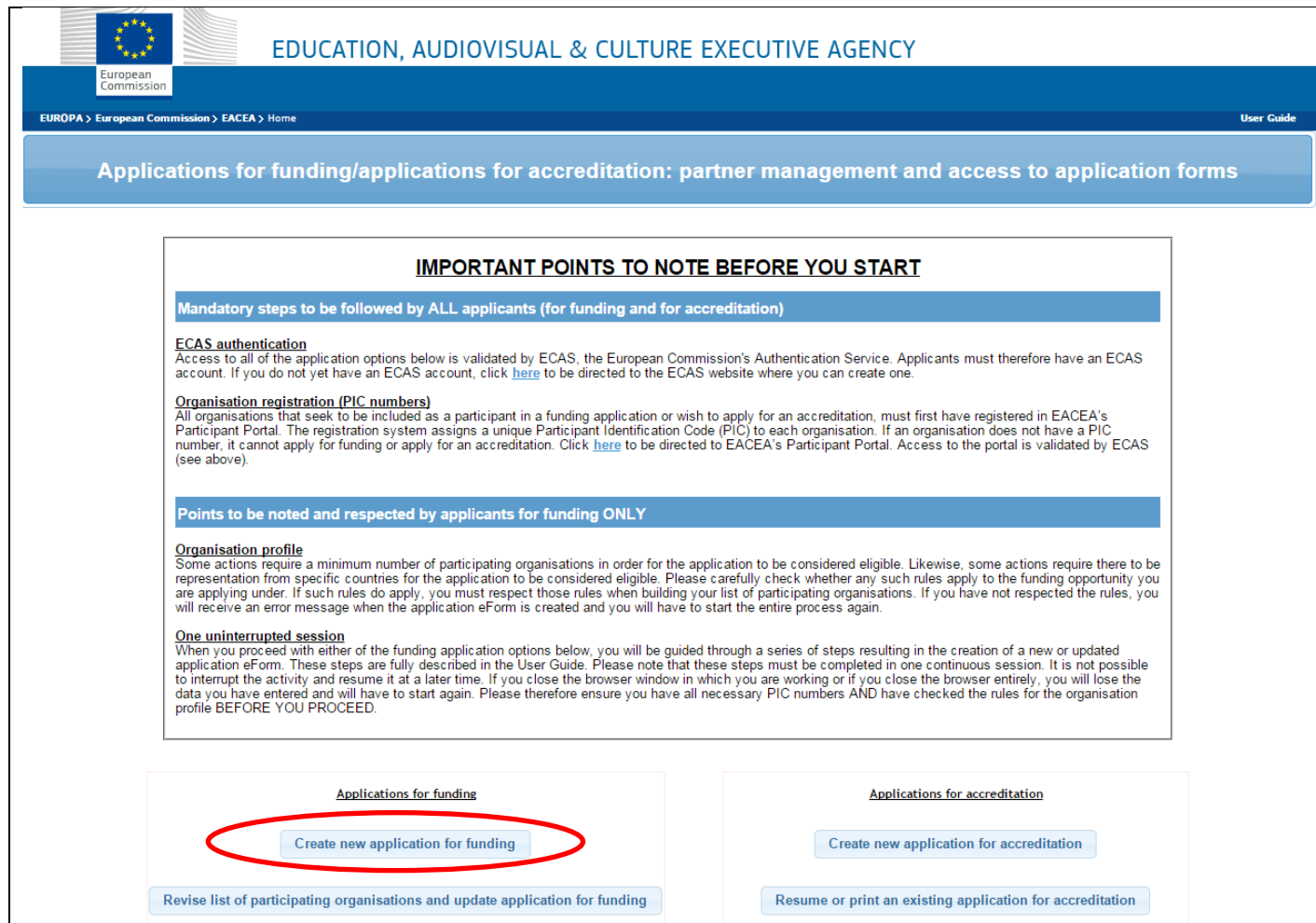
AZ ELEKTRONIKUS PÁLYÁZATI ŰRLAP LÉTREHOZÁSA

1. lépés

Az űrlap létrehozását a következő linken lehet elkezdni:

<https://eacea.ec.europa.eu/PPMT/>

Kattintson az ablak bal alsó részén található „**Create new application for funding**” gombra.



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home User Guide

Applications for funding/applications for accreditation: partner management and access to application forms

IMPORTANT POINTS TO NOTE BEFORE YOU START

Mandatory steps to be followed by ALL applicants (for funding and for accreditation)

ECAS authentication
Access to all of the application options below is validated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create one.

Organisation registration (PIC numbers)
All organisations that seek to be included as a participant in a funding application or wish to apply for an accreditation, must first have registered in EACEA's Participant Portal. The registration system assigns a unique Participant Identification Code (PIC) to each organisation. If an organisation does not have a PIC number, it cannot apply for funding or apply for an accreditation. Click [here](#) to be directed to EACEA's Participant Portal. Access to the portal is validated by ECAS (see above).

Points to be noted and respected by applicants for funding ONLY

Organisation profile
Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check whether any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session
When you proceed with either of the funding application options below, you will be guided through a series of steps resulting in the creation of a new or updated application eForm. These steps are fully described in the User Guide. Please note that these steps must be completed in one continuous session. It is not possible to interrupt the activity and resume it at a later time. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

Applications for funding

Create new application for funding

Revise list of participating organisations and update application for funding

Applications for accreditation

Create new application for accreditation

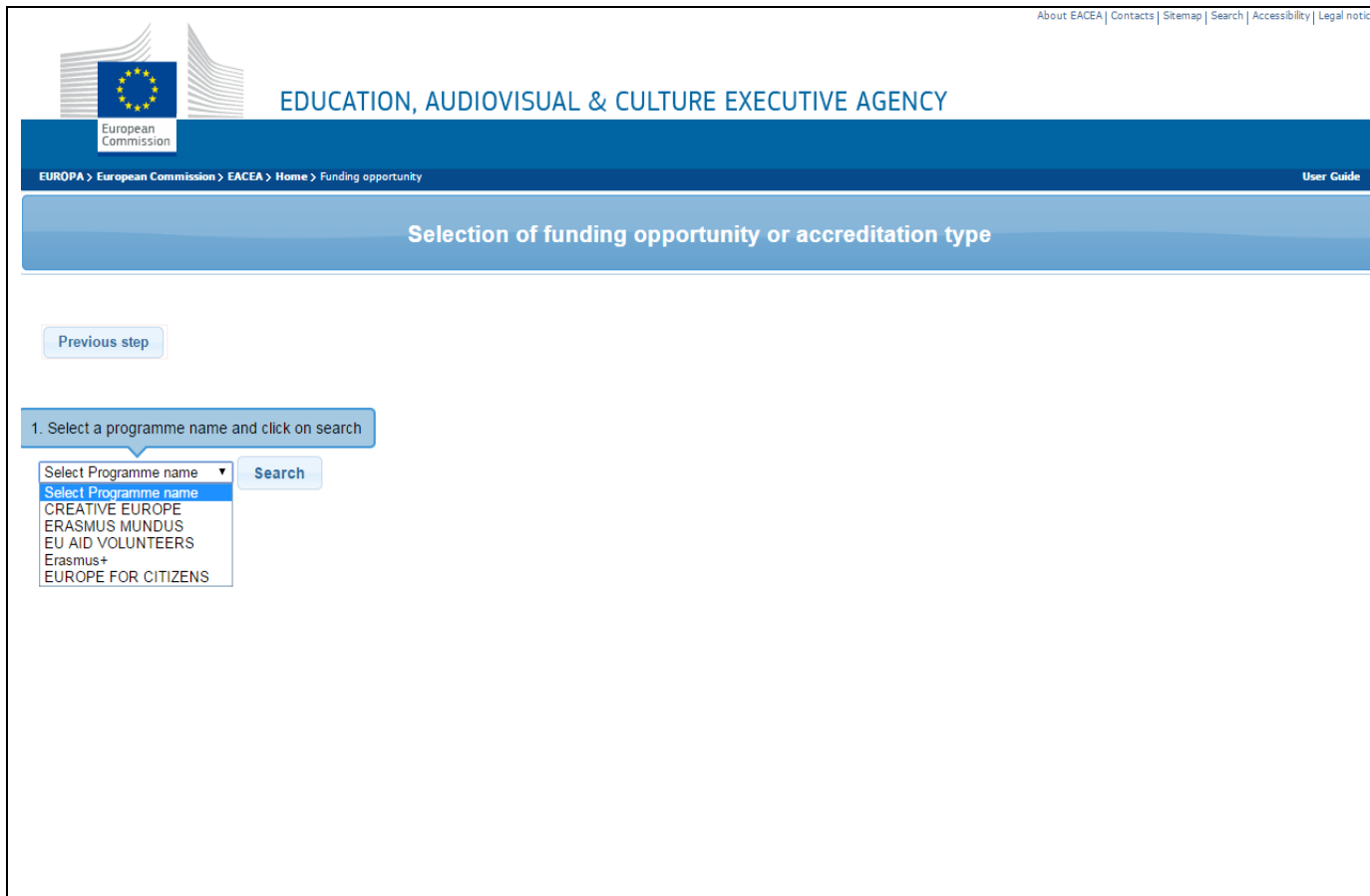
Resume or print an existing application for accreditation

2. lépés: A program kiválasztása

A legördülő menüből válassza ki azt a pályázati programot, amelyben pályázni szeretne (Europe for citizens).

Ezután kattintson a „Search” gombra

Megjegyzés: a „Previous step” gombbal (a továbbiakban is) bármikor visszatérhet az előző lépéshez.



The screenshot displays the EACEA website interface. At the top, there is a navigation bar with the EACEA logo and the text 'EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY'. Below this, a blue banner reads 'Selection of funding opportunity or accreditation type'. A 'Previous step' button is visible. A blue instruction box says '1. Select a programme name and click on search'. Below this, there is a search form with a dropdown menu labeled 'Select Programme name' and a 'Search' button. The dropdown menu is open, showing the following options: 'CREATIVE EUROPE', 'ERASMUS MUNDUS', 'EU AID VOLUNTEERS', 'Erasmus+', and 'EUROPE FOR CITIZENS'.

3. lépés: A pályázati kategória kiválasztása

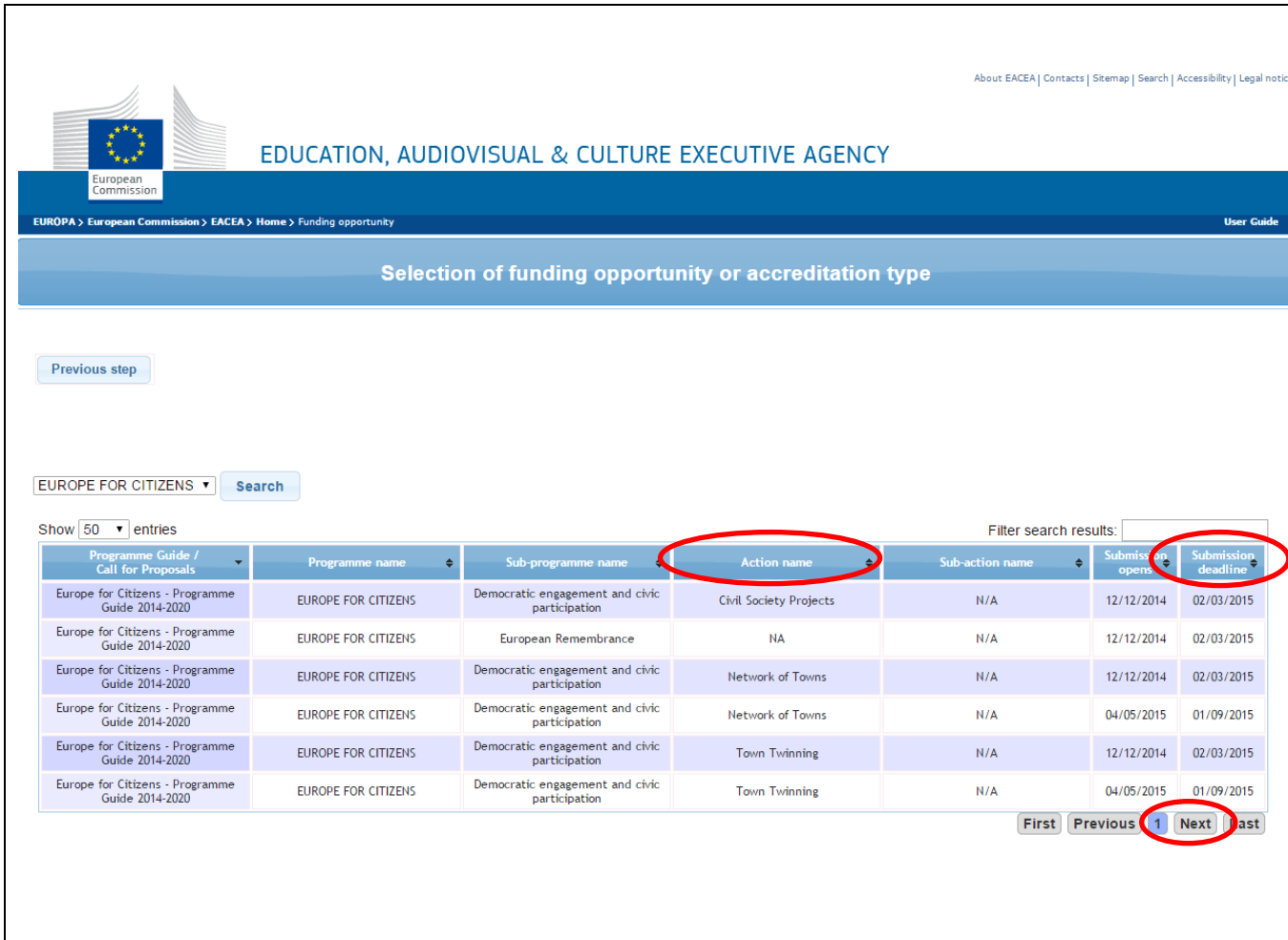
Itt választhatja ki, melyik pályázati kategóriában (pl.: testvérváros program, civil társadalmi projektek) szeretne pályázni.

- A kategóriák az „**Action name**” nevű oszlopban láthatóak.

Figyeljen arra, hogy a megfelelő pályázati határidőhöz tartozó űrlapot válassza.

- A benyújtási határidők a jobb oldali, „**Submission deadline**” nevű oszlopban láthatóak.

Ezután kattintson a „**Next**” gombra.



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home > Funding opportunity

Selection of funding opportunity or accreditation type

Previous step

EUROPE FOR CITIZENS Search

Show 50 entries Filter search results:

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	European Remembrance	NA	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	04/05/2015	01/09/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Town Twinning	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Town Twinning	N/A	04/05/2015	01/09/2015

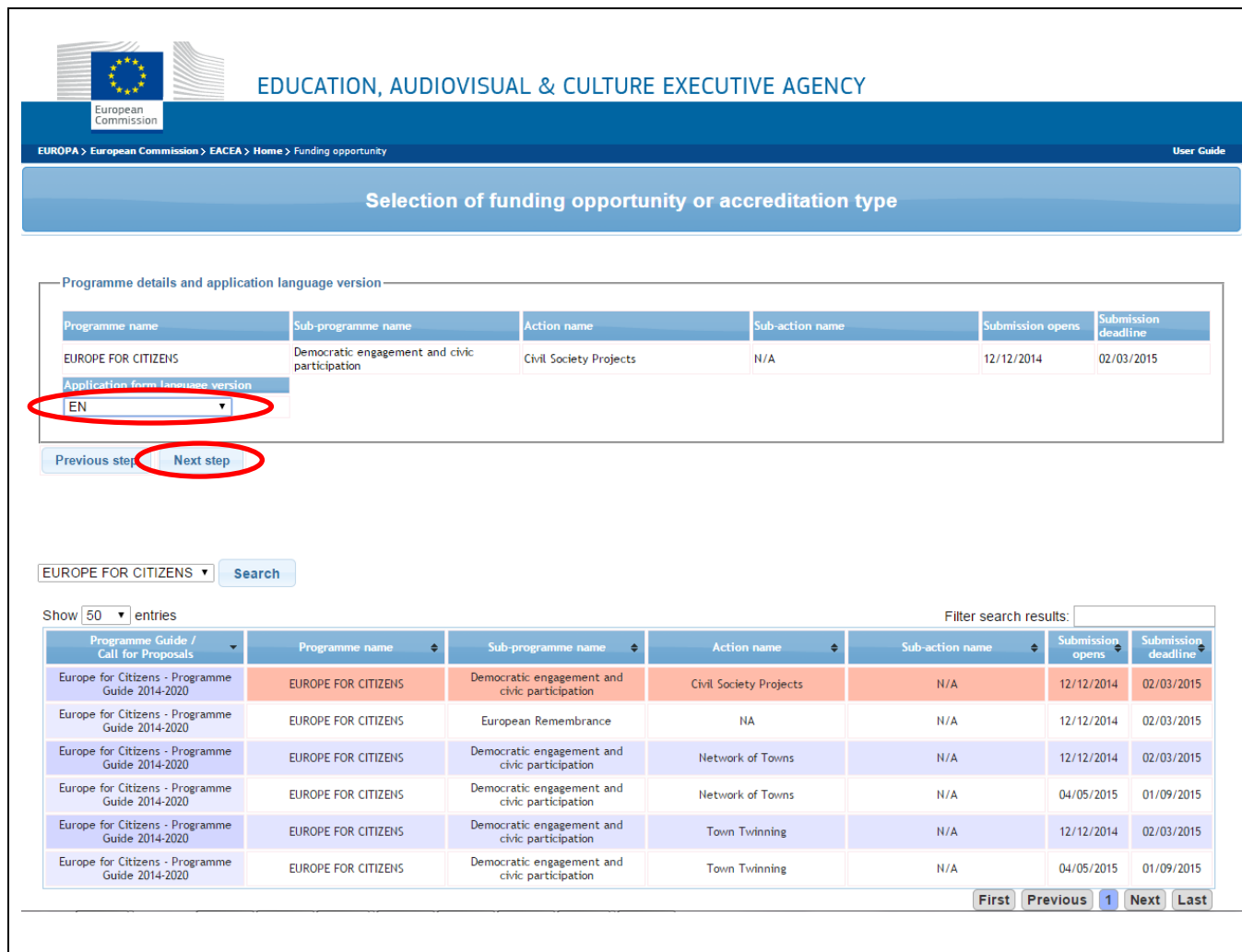
First Previous 1 Next Last

4. lépés: Az űrlap nyelvének kiválasztása

A legördülő menüből az „**Application form language version**” résznél válassza ki, milyen nyelven szeretné létrehozni az elektronikus pályázati űrlapot (milyen nyelven jelenjenek meg a kérdések).

- Az űrlap angolul, németül vagy franciául hozható létre.
- A válaszokat az EU valamennyi hivatalos nyelvén meg lehet adni, így magyarul is.
- Egyedül a C.4-es kérdést kell angolul, németül vagy franciául kitölteni az űrlapban.

Ezután kattintson a „**Next step**” gombra.



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home > Funding opportunity

Selection of funding opportunity or accreditation type

Programme details and application language version

Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A	12/12/2014	02/03/2015

Application form language version

EN

Previous step Next step

EUROPE FOR CITIZENS Search

Show 50 entries Filter search results:

Programme Guide / Call for Proposals	Programme name	Sub-programme name	Action name	Sub-action name	Submission opens	Submission deadline
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	European Remembrance	NA	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Network of Towns	N/A	04/05/2015	01/09/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Town Twinning	N/A	12/12/2014	02/03/2015
Europe for Citizens - Programme Guide 2014-2020	EUROPE FOR CITIZENS	Democratic engagement and civic participation	Town Twinning	N/A	04/05/2015	01/09/2015

First Previous 1 Next Last

5. lépés: A PIC kódok megadása

Írja be az üres mezőbe a **pályázó** szervezet PIC kódját, majd kattintson az „Add to list” gombra.

FONTOS! Ezután írja be a projektben részt vevő **partner** szervezetek PIC kódjait is, és adja ezeket a listához.

- A megadott PIC kódok alapján az űrlapban automatikusan megjelennek a projektben részt vevő szervezetek és adataik.
- A már létrehozott űrlapba manuálisan nem lehet újabb partnert felvinni.

A szervezet neve melletti négyzet megjelölésével, majd a „Remove checked organisation(s)” gomb megnyomásával törölhet szervezetet a listából.

Kattintson a „Next step” gombra.



The screenshot shows the 'Application for funding: selection of the participating organisation(s)' page. At the top, there is a navigation bar with the European Commission logo and the text 'EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY'. Below this, a breadcrumb trail reads 'EUROPA > European Commission > EACEA > Home > Funding opportunity > Participating organisation(s)'. The main heading is 'Application for funding: selection of the participating organisation(s)'. Below the heading, there is a section titled 'List of participating organisation(s)'. This section contains instructions: 'For each organisation participating in the application, enter the organisation's PIC number and click Add to list. To search for a PIC using e.g. the organisation name, click here to be directed to the EACEA Participant Portal.' Below the instructions, there is a form with a 'PIC number:' label, an input field, and an 'Add to list' button. A table below the form lists the participating organisations. The table has columns for 'PIC', 'Name', and 'Country'. The first row shows '929051257' for PIC, 'PÁLYÁZÓ MINTA SZERVEZET' for Name, and 'HU' for Country. There is a small square checkbox next to the 'Name' cell, which is circled in red. At the bottom right of the table area, there is a button labeled 'Remove checked organisation(s)'. At the bottom of the page, there are two buttons: 'Previous step' and 'Next step'.

EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home > Funding opportunity > Participating organisation(s)

Application for funding: selection of the participating organisation(s)

List of participating organisation(s)

For each organisation participating in the application, enter the organisation's PIC number and click Add to list. To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number: Add to list

	PIC	Name	Country	
1	929051257	PÁLYÁZÓ MINTA SZERVEZET	HU	<input type="checkbox"/>

Remove checked organisation(s)


Previous step Next step

6. lépés: A pályázó szervezet kiválasztása

A legördülő menüből válassza ki azt a szervezetet, amelyik pályázóként vesz részt a projektben (a többi szervezet automatikusan partnerként jelenik meg az űrlapban).

Kattintson a megjelenő „**Next step**” gombra.

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EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home > Funding opportunity > Participating organisation(s)
User Guide

Application for funding: selection of the participating organisation(s)

Applicant organisation

Important information! The Applicant organisation is always listed as the **first** organisation in an application eForm. Consequently, when you create your application eForm, the Applicant Organisation selected below will **automatically** appear as the first partner in the eForm. Once the application eForm has been created, it is not possible to switch the role of Applicant Organisation to a different partner organisation. For this reason, it's essential to unequivocally establish the applicant organisation before creating your application eForm.

Select the Applicant Organisation:

Partner Demo Organisation
PÁLYÁZÓ MINTÁ SZERVEZET

List of participating organisation(s)

For each organisation participating in the application, enter the organisation's PIC number and click Add to list. To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

PIC number:

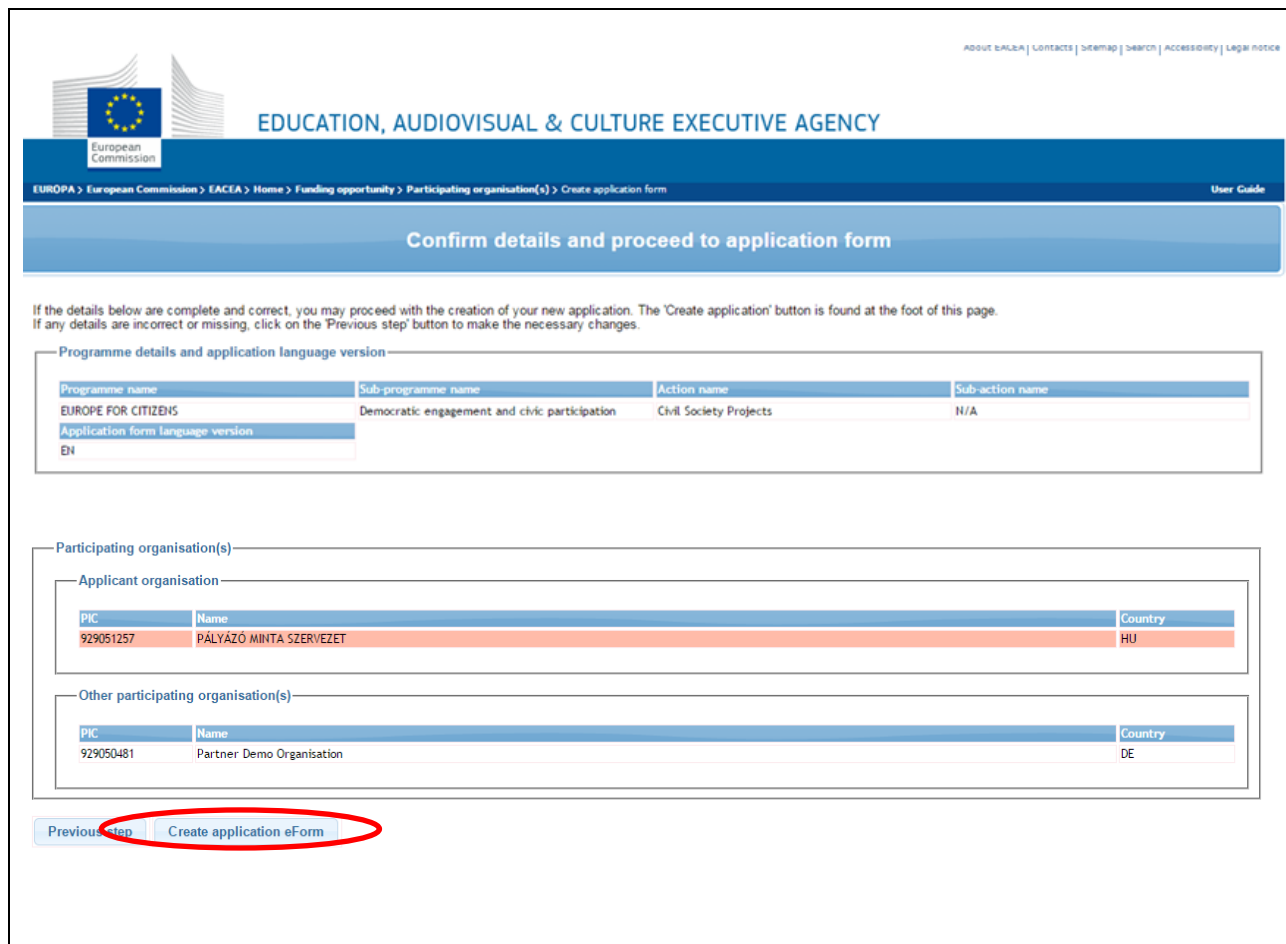
	PIC	Name	Country	
1	929051257	PÁLYÁZÓ MINTÁ SZERVEZET	HU	<input type="checkbox"/>
2	929050481	Partner Demo Organisation	DE	<input type="checkbox"/>

7. lépés: Az űrlap létrehozása

Itt ellenőrizheti az eddig kiválasztott beállításokat és adatokat.

Kattintson a „**Create application eForm**” gombra az űrlap létrehozásához.

Mentse el az űrlapot saját számítógépére.



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home > Funding opportunity > Participating organisation(s) > Create application form

Confirm details and proceed to application form

If the details below are complete and correct, you may proceed with the creation of your new application. The 'Create application' button is found at the foot of this page. If any details are incorrect or missing, click on the 'Previous step' button to make the necessary changes.

Programme details and application language version

Programme name	Sub-programme name	Action name	Sub-action name
EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A

Application form language version
EN

Participating organisation(s)

Applicant organisation

PIC	Name	Country
929051257	PÁLYÁZÓ MINTA SZERVEZET	HU

Other participating organisation(s)

PIC	Name	Country
929050481	Partner Demo Organisation	DE

Previous step **Create application eForm**

SZERVEZET / PIC KÓD UTÓLAGOS HOZZÁADÁSA AZ ŰRLAPHOZ

1. lépés

Ha az űrlap létrehozása után csatlakozik újabb szervezet a projekthez, akkor az új partner PIC kódját a következőképpen adhatja hozzá a már létező űrlaphoz:

Térjen vissza az űrlap generálásához használt oldalra a következő link segítségével:

<https://eacea.ec.europa.eu/PPMT/>

Kattintson az ablak bal alsó részén található „**Revise list of participating organisations and update application for funding**” gombra.



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home User Guide

Applications for funding/applications for accreditation: partner management and access to application forms

IMPORTANT POINTS TO NOTE BEFORE YOU START

Mandatory steps to be followed by ALL applicants (for funding and for accreditation)

ECAS authentication
Access to all of the application options below is validated by ECAS, the European Commission's Authentication Service. Applicants must therefore have an ECAS account. If you do not yet have an ECAS account, click [here](#) to be directed to the ECAS website where you can create one.

Organisation registration (PIC numbers)
All organisations that seek to be included as a participant in a funding application or wish to apply for an accreditation, must first have registered in EACEA's Participant Portal. The registration system assigns a unique Participant Identification Code (PIC) to each organisation. If an organisation does not have a PIC number, it cannot apply for funding or apply for an accreditation. Click [here](#) to be directed to EACEA's Participant Portal. Access to the portal is validated by ECAS (see above).

Points to be noted and respected by applicants for funding ONLY

Organisation profile
Some actions require a minimum number of participating organisations in order for the application to be considered eligible. Likewise, some actions require there to be representation from specific countries for the application to be considered eligible. Please carefully check whether any such rules apply to the funding opportunity you are applying under. If such rules do apply, you must respect those rules when building your list of participating organisations. If you have not respected the rules, you will receive an error message when the application eForm is created and you will have to start the entire process again.

One uninterrupted session
When you proceed with either of the funding application options below, you will be guided through a series of steps resulting in the creation of a new or updated application eForm. These steps are fully described in the User Guide. Please note that these steps must be completed in one continuous session. It is not possible to interrupt the activity and resume it at a later time. If you close the browser window in which you are working or if you close the browser entirely, you will lose the data you have entered and will have to start again. Please therefore ensure you have all necessary PIC numbers AND have checked the rules for the organisation profile BEFORE YOU PROCEED.

Applications for funding

Create new application for funding

Revise list of participating organisations and update application for funding

Applications for accreditation

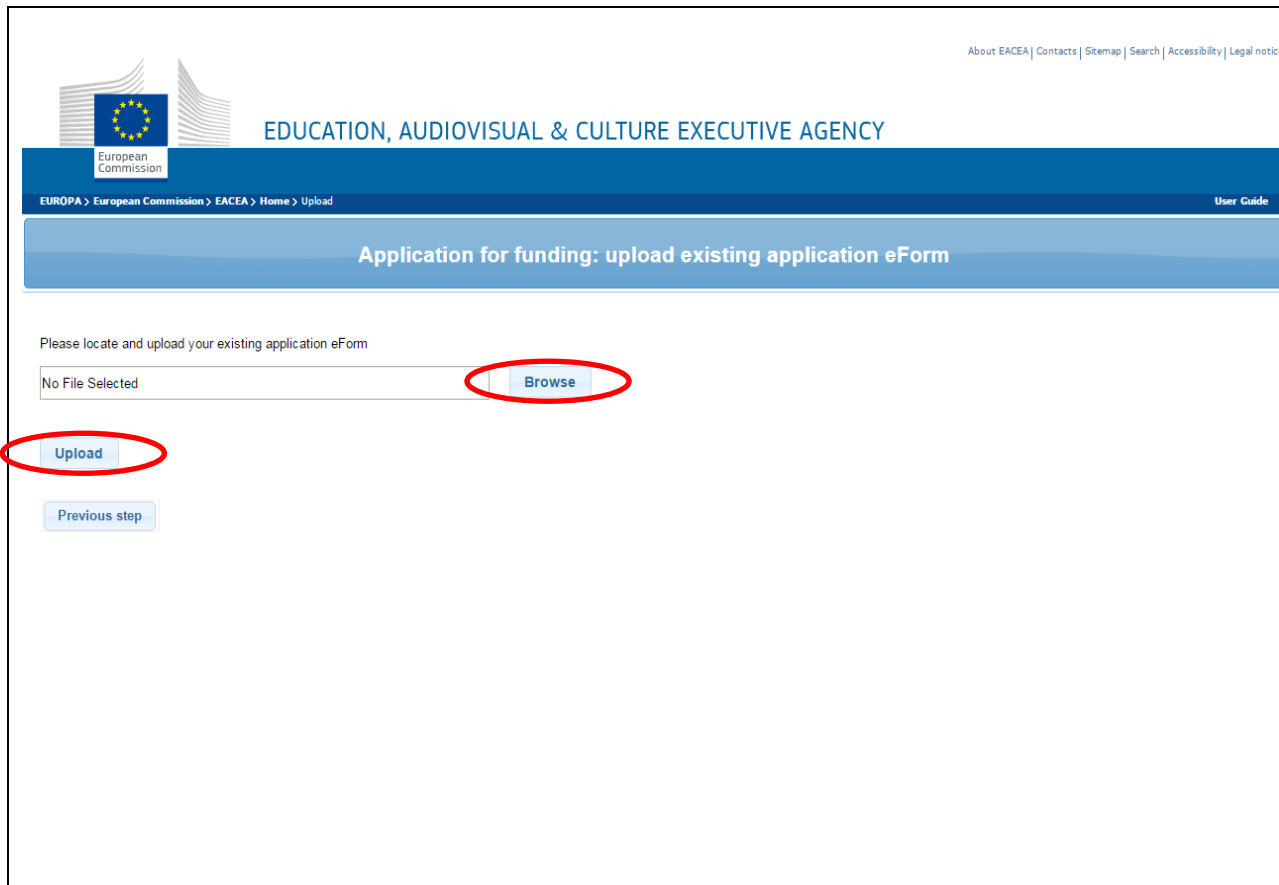
Create new application for accreditation

Resume or print an existing application for accreditation

2. lépés: A már létező űrlap feltöltése a rendszerbe

A „Browse” gombra kattintva a felugró ablakban válassza ki saját számítógépéről a korábban elmentett űrlapot.

Kattintson az „Upload” gombra.

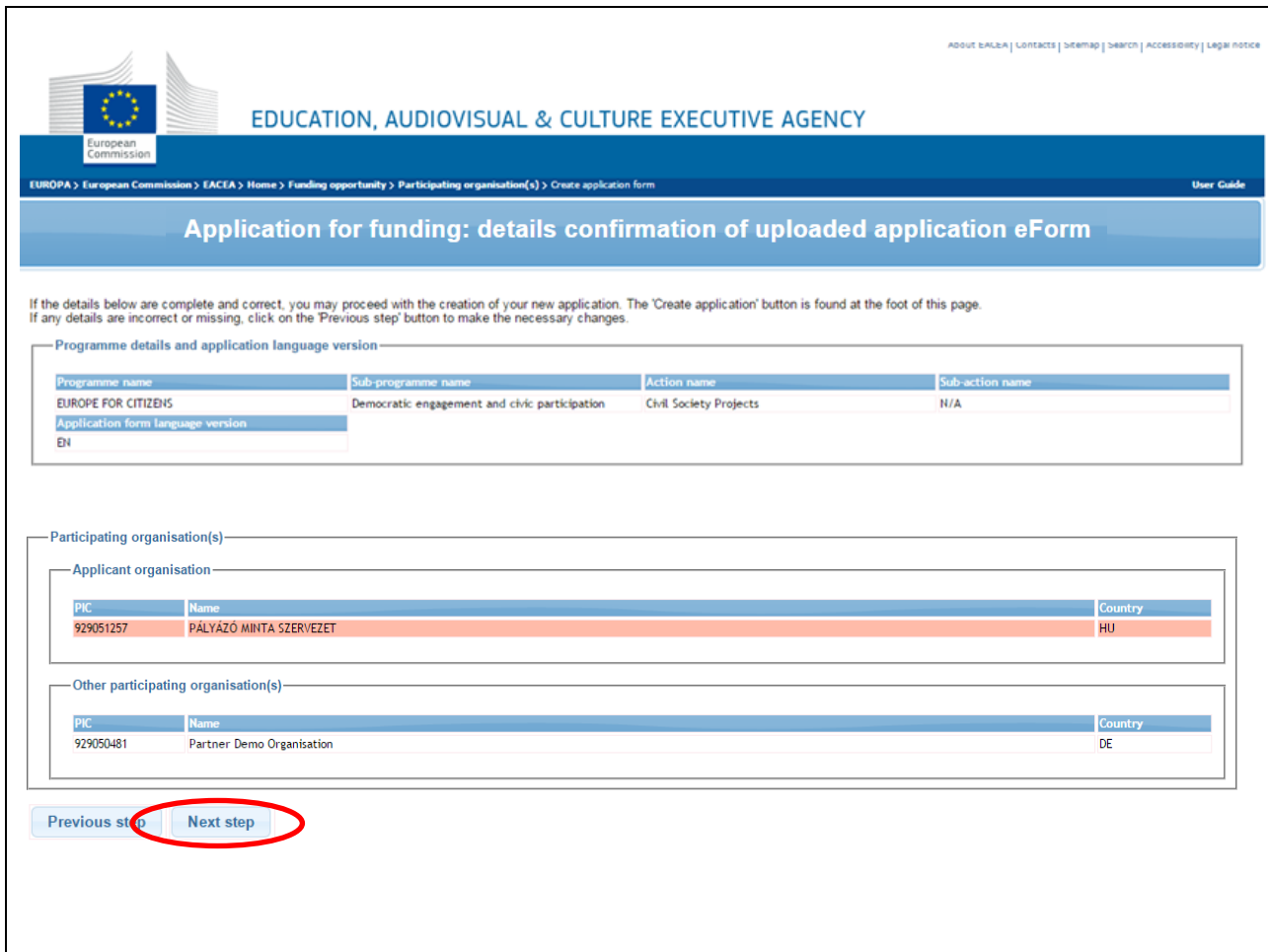


The screenshot shows the 'Application for funding: upload existing application eForm' page. At the top, there is a header with the European Commission logo and the text 'EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY'. Below the header, a breadcrumb trail reads 'EUROPA > European Commission > EACEA > Home > Upload'. The main content area contains the instruction 'Please locate and upload your existing application eForm'. Below this, there is a file selection area with the text 'No File Selected' and a 'Browse' button. Below the file selection area, there is an 'Upload' button and a 'Previous step' button. The 'Browse' and 'Upload' buttons are circled in red in the image.

3. lépés: Az űrlap adatainak megtekintése, ellenőrzése

A megjelenő ablakban láthatóak az űrlap jelenlegi beállításai a korábban megadott információk szerint.

Kattintson a „**Next step**” gombra a folytatáshoz.



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home > Funding opportunity > Participating organisation(s) > Create application form

Application for funding: details confirmation of uploaded application eForm

If the details below are complete and correct, you may proceed with the creation of your new application. The 'Create application' button is found at the foot of this page. If any details are incorrect or missing, click on the 'Previous step' button to make the necessary changes.

Programme details and application language version

Programme name	Sub-programme name	Action name	Sub-action name
EUROPE FOR CITIZENS	Democratic engagement and civic participation	Civil Society Projects	N/A

Application form language version
EN

Participating organisation(s)

Applicant organisation

PIC	Name	Country
929051257	PÁLYÁZÓ MINTA SZERVEZET	HU

Other participating organisation(s)


PIC	Name	Country
929050481	Partner Demo Organisation	DE

Previous step | **Next step**

4. lépés: Új PIC kód hozzáadása

Írja be az üres mezőbe a **hiányzó** szervezet PIC kódját, majd kattintson az **„Add to list”** gombra.

Kattintson a **„Next step”** gombra a folytatáshoz.



European Commission

EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

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EUROPA > European Commission > EACEA > Home > Upload > Details confirmation > Revision User Guide

Application for funding: revision of the list of participating organisation(s)

List of participating organisation(s)

For each new organisation participating in the application, enter the organisation's PIC number and click Add to list. To search for a PIC using e.g. the organisation name, click [here](#) to be directed to the EACEA Participant Portal.

You may also remove organisations from your list using the "remove" button on this page. However, please note the following:

- It is not possible to remove the applicant organisation;
- If you have one or more organisations to remove but no new organisation(s) to add, this can be carried out by using the delete organisation button within the application eForm (i.e. you can cancel this operation to revise your existing application eForm and continue to use it.)

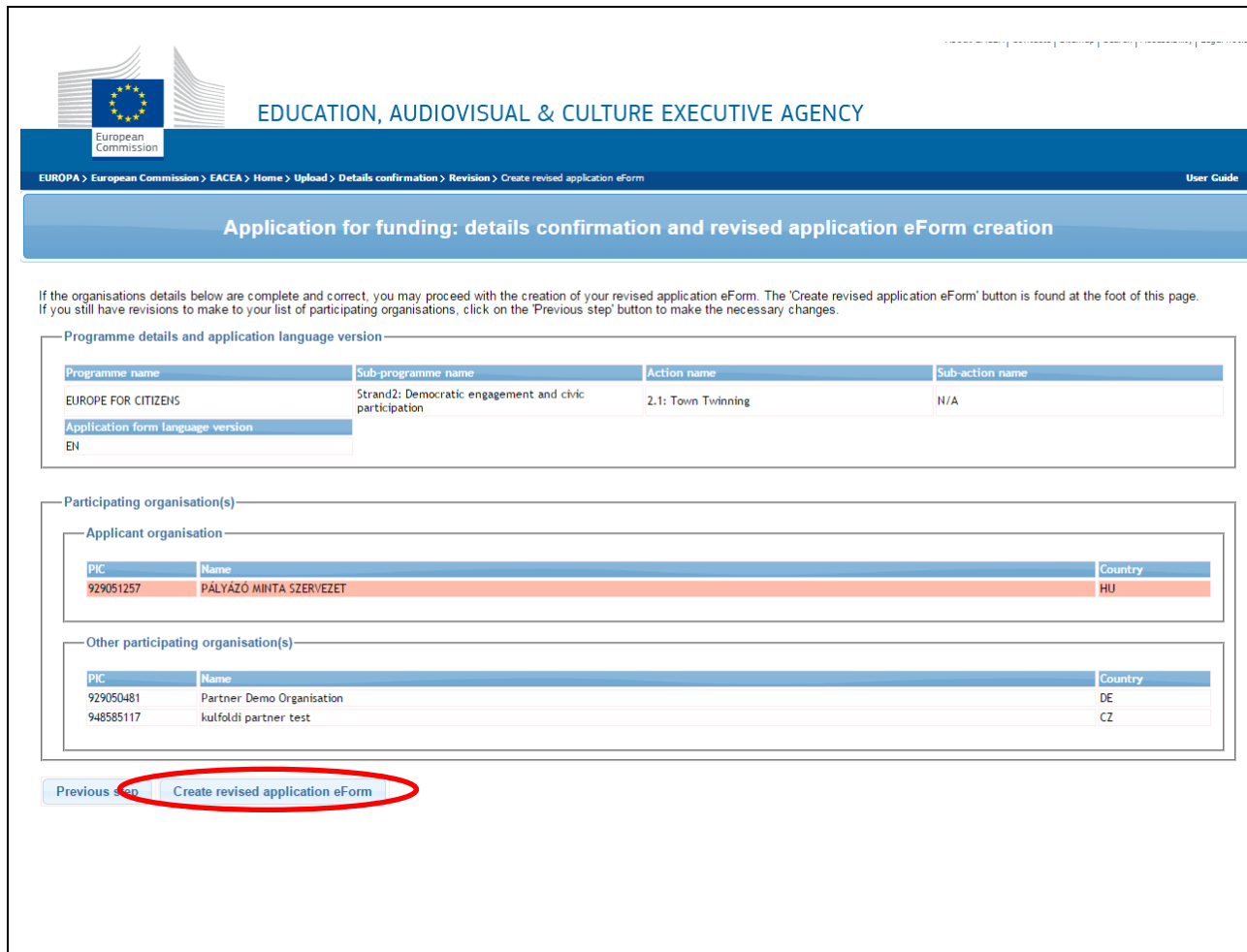
	PIC	Name	Country	
1	929051257	PÁLYÁZÓ MINTA SZERVEZET	HU	<input type="checkbox"/>
2	929050481	Partner Demo Organisation	DE	<input type="checkbox"/>

5. lépés: A módosított űrlap létrehozása

Itt ellenőrizheti a módosított űrlap beállításait.

Kattintson a „**Create revised application eForm**” gombra a kiegészített űrlap létrehozásához.

Mentse el az űrlapot saját számítógépére.



EDUCATION, AUDIOVISUAL & CULTURE EXECUTIVE AGENCY

EUROPA > European Commission > EACEA > Home > Upload > Details confirmation > Revision > Create revised application eForm User Guide

Application for funding: details confirmation and revised application eForm creation

If the organisations details below are complete and correct, you may proceed with the creation of your revised application eForm. The 'Create revised application eForm' button is found at the foot of this page. If you still have revisions to make to your list of participating organisations, click on the 'Previous step' button to make the necessary changes.

Programme details and application language version

Programme name	Sub-programme name	Action name	Sub-action name
EUROPE FOR CITIZENS	Strand2: Democratic engagement and civic participation	2.1: Town Twinning	N/A

Application form language version
EN

Participating organisation(s)

Applicant organisation

PIC	Name	Country
929051257	PÁLYÁZÓ MINTA SZERVEZET	HU

Other participating organisation(s)

PIC	Name	Country
929050481	Partner Demo Organisation	DE
948585117	külföldi partner test	CZ

Previous step **Create revised application eForm**