

LLP Application eForms

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)
- Printing the application form to be signed and sent by post

In 2009 Call, ‘LLP Application eForm’ is available for the following 3 actions:

- Preparatory Visits (for Comenius, Grundtvig, Erasmus and Leonardo).
- Erasmus Mobility Higher Education Institutions
- Leonardo Transfer of Innovation

‘LLP Application eForm’ is a PDF file and can be filled with Adobe Reader. **The applicant will need to use version 7.05 or higher of Adobe Reader for Preparatory Visits and Erasmus Mobility HEI and version 8.1 or higher for Leonardo Transfer of Innovation.** It is recommended, in all cases, to use the latest version of Adobe Reader and at least version 8, due to performance, multilingual and other issues of Adobe Reader 7.x family.

Adobe Reader is free and available at 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 (offline, that means no need to be connected to Internet):
 - Fill compulsory and optional requested data;
- Validate the form (offline):
 - The validation checks the completeness of the compulsory information¹ and that the data meets some eligibility requirements;
- Submit eForm:
 - Submission online and reception of a “Submission confirmation” with a submission ID (the applicant needs to be connected to Internet);
 - *Create Email attachment and send it to the NA email address (backup solution only if the online submission is not 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. It is a PDF file.
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.

¹ It is not possible to submit online the eForm *unless* the application is valid

- 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, the applicant can add rows by using the  icon or delete rows by selecting the  icon relevant for the row.
- d. The results of numeric calculations and the numbering or rows in some tables and repeaters appear automatically.

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 control if the form is filled correctly and no missing or wrong compulsory data exists.
When the applicant:
 - a. has finished completing the eForm,
 - b. has ensured that all compulsory fields had been provided and the eForm is valid and
 - c. is satisfied with the data it contains – i.e. the applicant has proof read it on the printout of its last version,

! 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.

5. The applicant presses the "**Submit Online**" button to submit the form. If there are no errors in the submission process, the server sent 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 should open 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.

! 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 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 the applicant and in particular In the Declaration of honor (last page):

- i. Fills in place and date
 - ii. Puts the stamp of the applying organization (if required)
 - iii. Signs
- 7. **The applicant sends by post to the address of the National Agency (can be found in the first page of the application form) before the dead-line:**
 - a. the signed application form together with,
 - b. the "Submission confirmation".
- 8. 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 ²;
 - b. The applicant sends this file as an attachment to the email address of the National Agency (can be found in the first page of the application form):
- B. The applicant prints out:
 - α. the application form validated but not submitted;
 - a. On the application form submitted the applicant and in particular in the Declaration of Honour (last page):
 - i. Fills in place and date
 - ii. Puts the stamp of the applying organization if relevant
 - iii. 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 (i.e. *Role in the application* in Fig. 1).

2. Compulsory Fields:

² 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 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.

They appear with an orange background or with a red border (i.e. *Legal Name* in Fig. 1). 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 (i.e. *Acronym* in Fig. 1). They have to be filled if relevant but they are not compulsory.

Fig. 1. eForms Application field types.

A different way to distinguish between compulsory and optional fields is by clicking on the Highlight Fields button in the information pane (see Fig. 2).



Fig. 2. Highlight Fields function.

In that case compulsory fields are highlighted with a red border.

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.

Fig. 4 is an example of mobility data.

E.3 Mobility Table					
Number	Country	Destination	Start Date	Duration	
1					Delete
2					Delete
Add Destination					

Fig. 4. Repeater - Default layout.

In the case of more than one destination new rows have to be added by pressing the *Add New* button.

It is possible to remove any row from the list by pressing the *Delete* button. In case of certain tables, where the table data is tied to other tables in the form, it may only be possible to delete the last row of the table.

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.
- **“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.

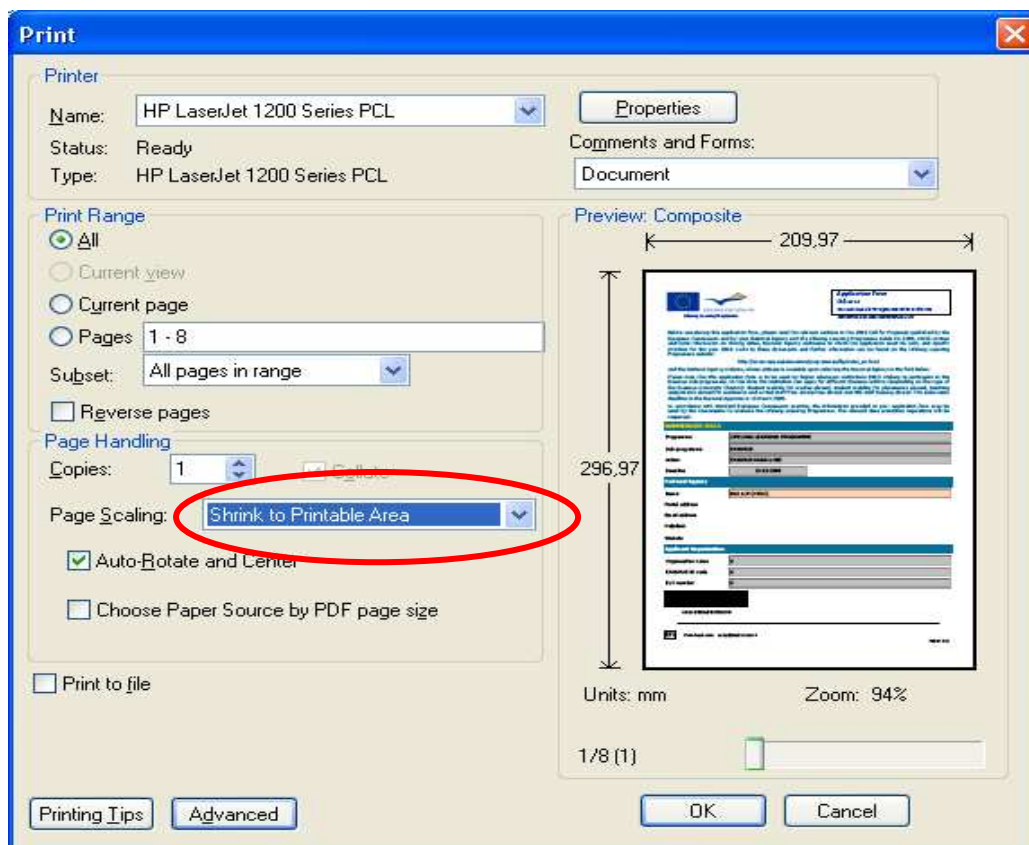


Fig. 5. Printing options.

- ***“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.