Web Forms Submitting an application

Relevant for...

Call Year	ActionType
2019	All

This page explains how to submit an application for Erasmus+ and how to handle a resubmission.

Additionally you will find information on what to do if your application needs to be submitted after the official application deadline.
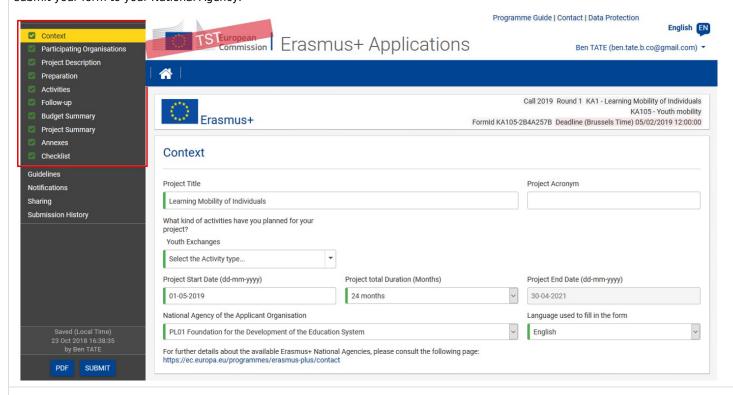
Quick steps

Detailed steps

Submitting the application.
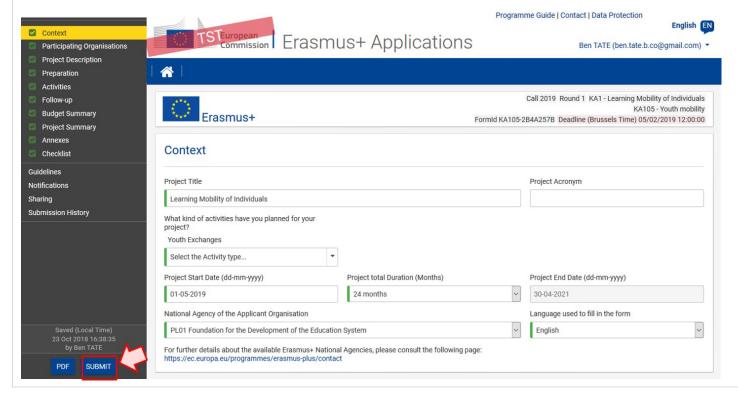
Ensure the application is complete.

If all sections of your application form are valid (marked with a green check) and you have attached all required documents, you can submit your form to your National Agency.

Click "Submit".

To submit the application, click the **Submit** button in the bottom left corner.
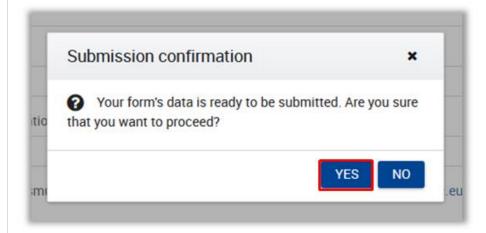
This button will only be active if all sections of the application are filled in, required documents are attached and the checklist is confirmed.

Confirm the submission.

A pop-up message will display, asking you to confirm the submission. Click **YES** if you are sure. Selecting **NO** will stop the submission, and the application form will remain in draft.

In the final **Submission confirmation** window you will see a short summary. Click **OK** to close the window.

The application form will also close and you will be redirected to the **My Applications** page.

In this page you can find your submitted application now marked as **SUBMITTED** and having the completion status **COMPLETED**.

Confirmation notification.

A confirmation email will be sent after submission:

The email contains the following information regarding your submission:

- **Project Title**
- **Action**
- **National Agency**
- **Submission ID**
- **Form ID**
- **Submission Time (Brussels, Belgium time)**

Submitting the application more than once (Resubmission).

Access the "My Applications" tab.

Should you need to make changes to an already submitted application before the submission deadline, you can reopen the form and resubmit it after the adjustments are made.

This is only possible within the application period and not after the submission deadline.

On the **Web Application Forms** webpage go to the **My Applications** tab.

Should you have a long list of applications in various states, use the **Search** functionality to quickly find the application you need to modify and resubmit.

Click the "Menu" button and select "Reopen".

Once you found the application you need to adjust and resubmit, click the **Menu** button and select the option **Reopen**.

Adjust your application and click "Submit".

The application form opens, including all already submitted details. Make the adjustments/changes. Once the changes are made, click the **Submit** button again, otherwise the changes are only stored in the form but not submitted to your National Agency.
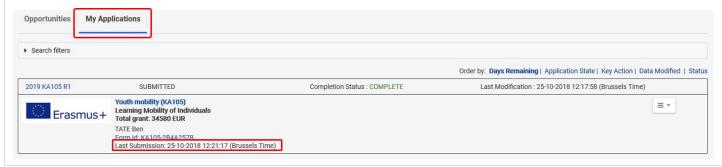
As with the initial application, the **Submit** button will only be active if all sections in the form are completed and marked with a green check.

Confirm the submission.

The **Submission confirmation** window pops up, where you will see a new **Submission ID**. Click **OK** to confirm.

Once the application has been submitted, the **Submission Confirmation** window displays the submission details. Click **OK** to close the window.

Your application is successfully resubmitted. You can find it in the the **My applications** list with the new **Last Submission** date/time updated.

Late submission of the application.

Applications for Erasmus+ have a set deadline, visible on the home screen and in the header of the form. If you miss the official application deadline you will not be able to apply.

An exception is made if you can prove that you tried to apply before the official application deadline and were not able to do so for technical reasons. In such case contact your **National Agency.**
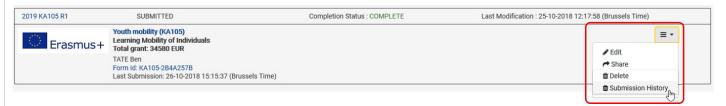
Your application may still be considered for late submission, if the following three conditions are met:

1. The date and time of your last submission attempt as mentioned in the electronic application form **Submission Summary** section are before the applicable official application deadline.
2. You have informed your National Agency **within 2 hours** after the application deadline (Brussels time). After this time, your application can no longer be considered.
3. You have sent to your National Agency **within 2 hours** after the application deadline (Brussels time), by email, a complete application form unmodified after your submission attempt (in pdf form). See how to **print the form**.

The NA will then decide whether to accept your late submission or not. If it is accepted, the National Agency will "reopen" your application. You can then submit it in the same way as described under **Submitting the application.**
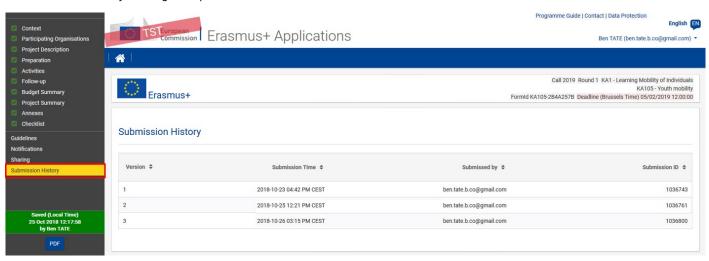
Submission History.

Every time you submit your application, that submission is recorded in the the **Submission History** section. To access this section either click **Submission History** in the side menu of your application or select the option from the contextual menu in the **My applications** list.

The following details are available for every submission.

- the version number of the submitted application
- the time and date of submission
- the user in your organisation who submitted the application
- the submission ID

You can sort the list by clicking the up/down arrows in the header of the desired column.

Related articles

- Application process for Web Forms
- Erasmus+ Web Forms Sharing an application
- Web Application Forms Guidelines
- Web Forms Add associated persons to organisations
- Web Forms Checklist
- Web Forms Home screen
- Web Forms How to complete the form
- Web Forms Start the application
- Web Forms Submitting an application
- Web Forms: Add applicant organisation
- Web Forms: Add participating organisation(s)
- Web Forms: Annexes
- Web Forms: Context
- Web Forms: Participating Organisations
- Web Forms: Pre Checks
- Web Forms: Print PDF functionality