



STAFF APPLICANTS GUIDE

What are the main steps in preparing an application for an Erasmus+ grant?



1. Read the call

Read the call carefully, and ensure you meet the eligibility requisites.

2. Decide on the host department for your mobility

Decide which department you would like to go to for your mobility by checking their teaching and research offer through [their website](#). Get an initial idea of departments/academics who might be able to host you during your mobility.

Alternatively, you might already know the academic/department and approach them.

3. Fill in the Mobility Agreement

Fill in the necessary information on the **Mobility Agreement for Teaching*** and answer the questions on the second page (motivation statement, main objectives, added value, content of the teaching programme, and expected outcomes). Bear in mind that the mobility is 5 days long and should include at least 8 hours of teaching. The length of your answers is not limited (just keep within reasonable limits) and has to provide enough information for the evaluators to assess your application. **This part will matter the most in the evaluation.**

Note: you can also chose a **training mobility, so you will need to describe a proposal of the activities you will carry out. In case you are interested to apply for **training and teaching mobility**, the minimum teaching hours will be 4h.*

4. Get your Mobility Agreement signed

Approach the potential host academic/department at the receiving university with your mobility agreement proposal to check their availability/willingness to host your stay, and agree on the mobility dates. If necessary, contact the International Office in order to ask for help establishing contact or look for an academic/department who can act as a host.

Obtain signatures for your Mobility Agreement by your sending institution, the receiving institution, and sign it yourself. Scanned signatures are accepted. The Head of Department/Faculty, another designated person or the host academic can sign the Mobility Agreement on behalf of the sending and the receiving institutions.

5. Have your CV ready

Make sure it is updated and serves the purpose of helping the evaluator assess your application.
And also a picture of you and a picture of your passport.

6. Submit your application

Read the application instructions carefully to find the links and complete the required steps (1st get your identification codes 2nd Apply)
Fill the application form attaching the signed mobility agreement, CV and picture. Your application will be checked by Silvia Vilanova to make sure everything is correct. It is highly recommended to submit the application well in advance of the deadline to make sure there is enough time to do this check.