



How to submit the grant application
via the SPIRIT GRANTS WEB APPLICATION

SPIRIT GRANTS EXTERNAL USERS' MANUAL

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FIRST STEPS:

Important:

You are strongly advised to complete and upload the grant application and its annexes well in advance in the SPIRIT-GRANTS web application. If you encounter technical problems please write an email to SCIC-Grants-to-universities@ec.europa.eu.

Even if the application is already submitted, changes are still possible until the deadline. The submitted applications are visible to the SCIC administration only after the deadline.

After the deadline, no grant applications can be submitted or updated anymore by the applicant.

EU-Login:

To access the functions available on the SPIRIT Grant web application, you must have an EU Login account. To create an EU Login all you need is your **name** and **work e-mail address**

As [EU Login](#) is phasing out the option of authenticating via SMS code, it is important that you configure **another second factor authentication method** to continue accessing SPIRIT. You may want to consider downloading and installing the **EU Login mobile app**, which is the recommended option.

You can find detailed [guidelines on how to update your authentication method](#) on the EU Login Portal, including how to install one of these your alternatives on your laptop or smartphone. For technical support on adding a mobile device to your EU Login account, please visit the relevant [Help page](#).

Additional guidance is available in [the step-by-step tutorial](#) or the [video tutorial](#) and the [SMS related FAQ page](#).

If you need assistance with the process, please first visit the [EU Login Help & FAQ page](#) (select “I am external to the European Institutions”), and if necessary, contact EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu

Remember your log-in and password, which you will need to access the [SPIRIT-GRANTS web application](#) to introduce information, identify your application and submit the completed grant application and its annexes.

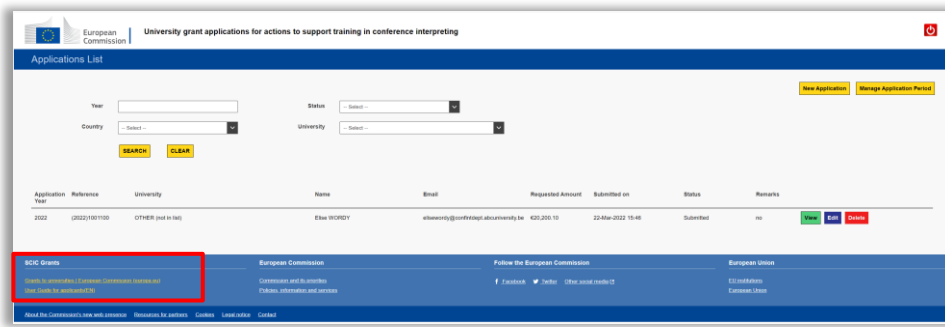
DOCUMENTS REQUIRED FOR THE GRANT APPLICATIONS

All the templates for the required documents can be downloaded from the **Grants to universities web page** – following the link for the **[“call for proposals”](#)**.

They are also available via the yellow hyperlink at the bottom of the Applications List screen “Grants to universities”.

After having completed the application form and its annexes, save them in your to upload them later clicking the “Manage documents” button. The files’ size shall not exceed 50MB and the file names cannot be longer than 80 characters (excluding special characters). Should

the file's size exceed 50 MB, please split it into several files (indicating part 1, 2... in the file name). Compressed files are not allowed

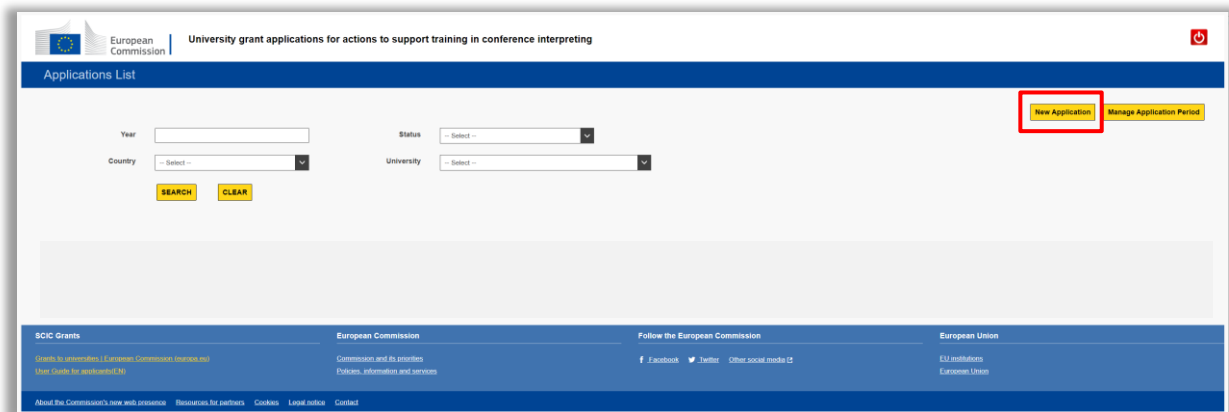


The homepage of SPIRIT – grant applications

The homepage is displayed as shown on the picture below and contains the following elements. It can be accessed via the link: <https://scic.ec.europa.eu/spirit-grants/>.

The tool is only available in English.

How to create a new Application



The New Application button

In order to create a new Application, click the **New Application** button.

The **Application form** screen opens.

Action Type ? A (Post-graduate/MA Course in Conference Interpreting)

B (Other actions)

Eligible country: -- Select --

University: ?

First Name:

Last Name:

Function:

Address: ?

Work email:

Phone: ?

Mobile phone: ?

Requested Amount: ?

Applicant Remarks:

Awarded Amount: ? Awarded by EP

Final Amount: ?

Status:

Remarks:

The **First Name**, **Last Name** and **Email** fields are automatically pre-filled according to your EU Login connection. Fill in all the other fields listed on the screen and click on the **SAVE** button.

All the mandatory fields not properly completed will be indicated in red.

 Please read the information boxes before completing.

Grant application

Action Type ? A (Post-graduate/MA Course in Conference Interpreting)

B (Other actions)

Eligible country:

University: ?

Other university:

First Name:

Last Name:

Function:

Address: ?

Work email:

Phone: ?

Mobile phone: ?

Requested Amount: ?

Applicant Remarks:

Awarded Amount: ? Awarded by EP

Final Amount: ?

Status:

Remarks:

After having clicked the **SAVE** button, a confirmation message will pop up indicating that the Application details have been successfully saved and the **Manage Documents** button will appear.

SUCCESS Application details saved successfully. Click on **Manage Documents** button to add documents of the application.

Action Type **A** (Post-graduate/MA Course in Conference Interpreting)
 B (Other actions)

Eligible country: BELGIUM
University: OTHER (not in list)
Other university: ABC University
First Name: Elise
Last Name: WORDY
Function: coordinator
Address: Rue de la Loi 100 B
B-1049 BRUSSELS (BELGIUM)
Work email: elisewordy@confintepet.abcuniversity.be
Phone: +3221234567
Mobile phone: +32123457890
Requested Amount: 20200.10
Applicant Remarks: Annex 6 is split in 2 parts
Awarded Amount:
Final Amount:
Status: Draft
Remarks:
 Awarded by EP

Save **Back** **Manage Documents**

Manage the required Documents

Application Documents

Required documents
Mandatory for all applications:
Grant application: Section I (Identification), Section II (Action description), Section III (Budget overview), Section IV (Declaration on Honour), Section V (Checklist), Annex 6 (Staff information) and Annex 8 (Budget details).
To be provided if information has changed compared to last application:
Annex 1 (Legal Entity), Annex 2 (Financial Identification), Annex 3 (Recognition by National Authority).
To be provided:
Annex 4 (Financial capacity) **only** if requested grant amount is higher than 60,000 euros and if the applicant is not a public institution.
Annex 5 (Partners' list) **only** if partner universities participate in the proposed action.
Annex 7 (Course plan) **only** for A type application.

No.	File name	Type	Description
-- No records available --			

Upload File

File Type: -- Select --
Description:
Select file: No file chosen

CHECK LIST

- I have read the call for proposals and the Applicant's Guide
- I have verified the Section V (Checklist) on the last page of the grant application
- The Section IV (Declaration on Honour) of the grant application is signed and dated by the legal representative
- All necessary documents are attached and will be submitted by the deadline

Previous **Submit Application** **Go to Applications List**

To add the required documents of the application, click on the **Manage Documents** button.

All the **Required documents** are listed at the top of the screen.

Required documents

Mandatory for all applications:
Grant application: Section I (Identification), Section II (Action description), Section III (Budget overview), Section IV (Declaration on Honour), Section V (Checklist), Annex 6 (Staff information) and Annex 8 (Budget details).
To be provided if information has changed compared to last application:
Annex 1 (Legal Entity), Annex 2 (Financial Identification), Annex 3 (Recognition by National Authority).
To be provided:
Annex 4 (Financial capacity) **only** if requested grant amount is higher than 60,000 euros and if the applicant is not a public institution.
Annex 5 (Partners' list) **only** if partner universities participate in the proposed action.
Annex 7 (Course plan) **only** for A type application.

The documents have to be submitted in the correct format according to the information below:

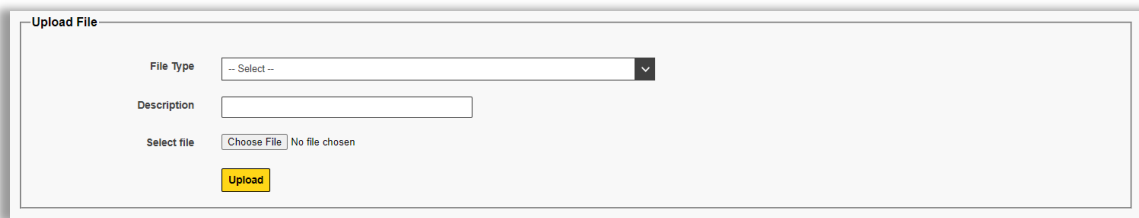
- in pdf: Section I, II, III, IV and all the Annexes
- Section III (Budget details) and Annex 6 (Course plan) in xls

The required documents can be added in the **Upload File** section.

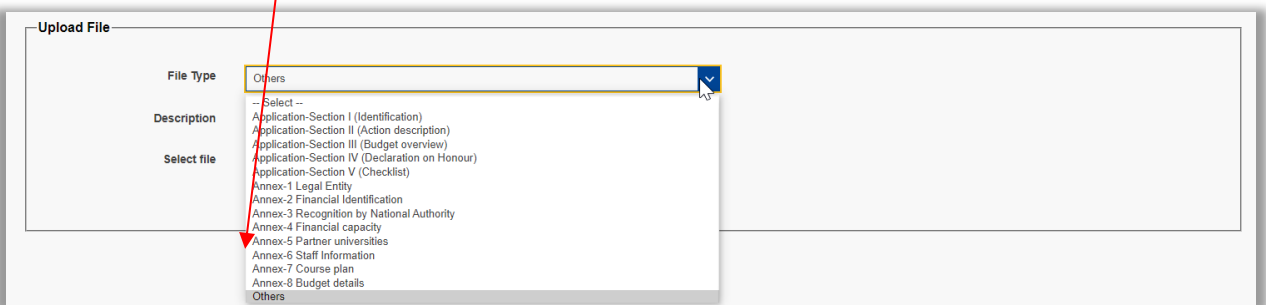
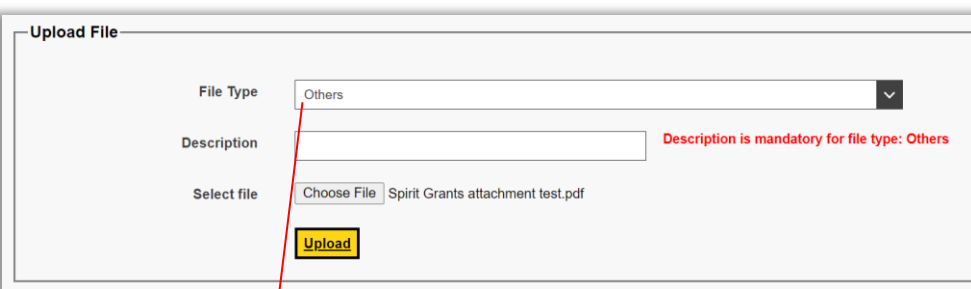
Select the **File Type** and attach the document using the **Choose File** button. The name of the document appears next to it.

Then click the **Upload** button.

You may delete and upload a revised version at any time before the deadline.



Note: When selecting the option **Others** in the drop-down list of the **File Type** field, the **Description** field becomes mandatory.



The attached documents appear in the list with the **Delete** button next to each document.

Application Documents

Required documents

Mandatory for all applications:
Grant application: Section I (Identification), Section II (Action description), Section III (Budget overview), Section IV (Declaration on Honour), Section V (Checklist), Annex 6 (Staff information) and Annex 8 (Budget details).
To be provided if information has changed compared to last application:
Annex 1 (Legal Entity), Annex 2 (Financial Identification), Annex 3 (Recognition by National Authority).
To be provided:
Annex 4 (Financial capacity) **only** if requested grant amount is higher than 60,000 euros and if the applicant is not a public institution.
Annex 5 (Partners' list) **only** if partner universities participate in the proposed action.
Annex 7 (Course plan) **only** for A-type application.

No.	File name	Type	Description	
1	Section I IDENTIFICATION_EC_SCIC Grant application 2022-23.pdf	Application-Section I (identification)		Delete
2	Section II Type A Action description_EC_SCIC Grant application 2022-23.pdf	Application-Section II (Action description)		Delete
3	Section III BUDGET OVERVIEW_EC_SCIC Grant application 2022-23.pdf	Application-Section III (Budget overview)		Delete
4	Section IV Declaration on Honour_EC_SCIC Grant application 2022-23.pdf	Application-Section IV (Declaration on Honour)		Delete
5	Section V Checklist_EC_SCIC Grant application 2022-23.pdf	Application-Section V (Checklist)		Delete
6	Annex 6 Part 1_Staff information and CVs_EC_SCIC Grant application 2022-23.pdf	Annex-6 Staff Information		Delete
7	Annex 6 Part 2_Staff information and CVs_EC_SCIC Grant application 2022-23.pdf	Annex-6 Staff Information		Delete
8	Annex 7 example course plan staff overview 2022-23.xlsx	Annex-7 Course plan		Delete
9	Annex 8 Budget details 2022-23 including examples of staff calculation.xlsx	Annex-8 Budget details		Delete
10	Work plan.pdf	Others	Workplan	Delete

Upload File

File Type: -- Select --

Description:

Select file: No file chosen

CHECK LIST

- I have read the call for proposals and the Applicant's Guide
- I have verified the Section V (Checklist) on the last page of the grant application
- The Section IV (Declaration on Honour) of the grant application is signed and dated by the legal representative
- All necessary documents are attached and will be submitted by the deadline

If you need to go back to the Edit Application Form, click the **Previous** button.

The documents are stored in the draft version and you may still update or add new documents.

Before submitting the Application, check that everything is complete and tick the checkboxes of the **Check List**. Only then will you be able to **Submit your Application**.

A confirmation pop-up window will appear. Click **OK** to confirm.

scic.acceptance.ec.europa.eu says

You are about to submit the Application.
Please confirm to proceed?

Another message appears informing you that the Application was submitted successfully.

You will also receive an email confirming the submission of the application. You may always modify your application until the deadline, even after having submitted it. To do so, click on the **Edit** button (see below). Do not forget to resubmit!

Required documents

Mandatory for all applications.
Grant application: Section I (Identification), Section II (Action description), Section III (Budget overview), Section IV (Declaration on Honour), Section V (Checklist), Annex 6 (Staff information) and Annex 8 (Budget details).
To be provided if information has changed compared to last application:
Annex 1 (Legal Entity), Annex 2 (Financial Identification), Annex 3 (Recognition by National Authority).
To be provided:
Annex 4 (Financial capacity) **only** if requested grant amount is higher than 60,000 euros and if the applicant is not a public institution.
Annex 5 (Partners' list) **only** if partner universities participate in the proposed action.
Annex 7 (Course plan) **only** for A type application.

SUCCESS: The application was submitted successfully. You may still modify your grant application until the deadline **11-May-2022 17:00 (CET)**. After the deadline, grant applications cannot be submitted anymore. Click on **Save and go to Applications List** button to go to the list page.

Click on the **Go to Applications List** button to return to the list of Applications page.

The new Application appears in the **Applications List**. If the application has not been submitted it shows still the status “Draft”.

Applications List

Year

Status

Country

University

[New Application](#)
[Manage Application Period](#)

SEARCH

CLEAR

Application Year	Reference	University	Name	Email	Requested Amount	Submitted on	Status	Remarks	
2022	(2022)1001100	OTHER (not in list)	Else WORDY	elsewordy@confintdept.abcuriversity.be	€20,200.10	22-Mar-2022 15:46	Submitted	no	View Edit Delete

SCIC Grants

[Grants to universities | European Commission \(eurcom.eu\)](#)

[User Guide for applicants\(EU\)](#)

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How to view, edit or delete the application details from the Applications list

- In order to **view the details** of an Application, click the **View** button.
The Application Details screen opens. To go back to the list of Applications, click the “Go to Applications List” button.
- If you need to **modify the Application**, click the **Edit** button from the Applications List screen.
The possible actions are **Update** the Application form, go **Back** to the Applications List and **Manage Documents** (see chapter ‘Manage the required documents’ of this manual).

Reference (2022)1001100

Action Type ? A (Post-graduate/MA Course in Conference Interpreting)
 B (Other actions)

Eligible country BELGIUM ?

University OTHER (not in list) ?

Other university ABC University

First Name Elise

Last Name WORDY

Function coordinator

Address Rue de la Loi 100 B
B-1049 BRUSSELS
(BELGIUM) ?

Work email elisewordy@confintdept.abcuniversity.be

Phone +3221234567 ?

Mobile phone +32123457890 ?

Requested Amount 20200.10 ?

Applicant Remarks Annex 6 is split in 2 parts

Awarded Amount ? Awarded by EP

Final Amount ?

Status Submitted ?

Remarks

- Clicking the “Delete” button will remove the selected application.

After having changed or newly uploaded any documents/information, do not forget to click once again the SUBMIT button.

Please check in the application list that your application shows the status “submitted” prior the deadline. A confirmation with the single reference number will be automatically sent by email once the application has been submitted.

If you encounter technical problems, please write an email to
SCIC-Grants-to-universities@ec.europa.eu.