



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

**EXTERNAL USERS' MANUAL**

**Contents**

FIRST STEPS:.....	2
DOCUMENTS REQUIRED FOR THE GRANT APPLICATIONS .....	2
The homepage of SPIRIT – grant applications .....	3
HOW TO CREATE A NEW APPLICATION.....	3
The New Application button .....	3
Manage the required Documents .....	5
HOW TO VIEW, EDIT OR DELETE THE APPLICATION DETAILS FROM THE APPLICATIONS LIST .....	8

## 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](mailto: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 of **Wednesday, 15/05/2024 17:00** (CET time zone - Brussels) no grant applications can be submitted or updated anymore by the applicant.

### EU-Login:

EU Login is the new name for the previously used ECAS account (European Commission Authentication System).

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**.

If you already have an EU Login account, you must use that one and not create new ones.

Please follow the instructions provided on <https://ecas.ec.europa.eu/cas/contact.html>

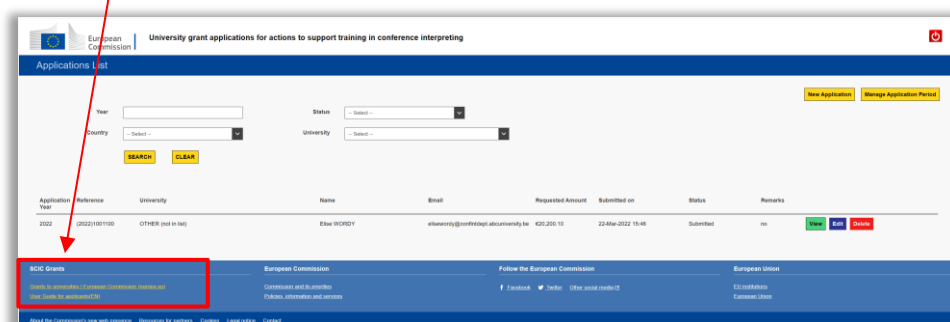
**Remember your log-in and password, which you will need to access the SPIRIT-GRANTS web application to introduce information, identify your application and submit the completed grant application and its annexes.**

## DOCUMENTS REQUIRED FOR THE GRANT APPLICATIONS

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

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 computer as a PDF file (except Annex 8 Budget details) 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).

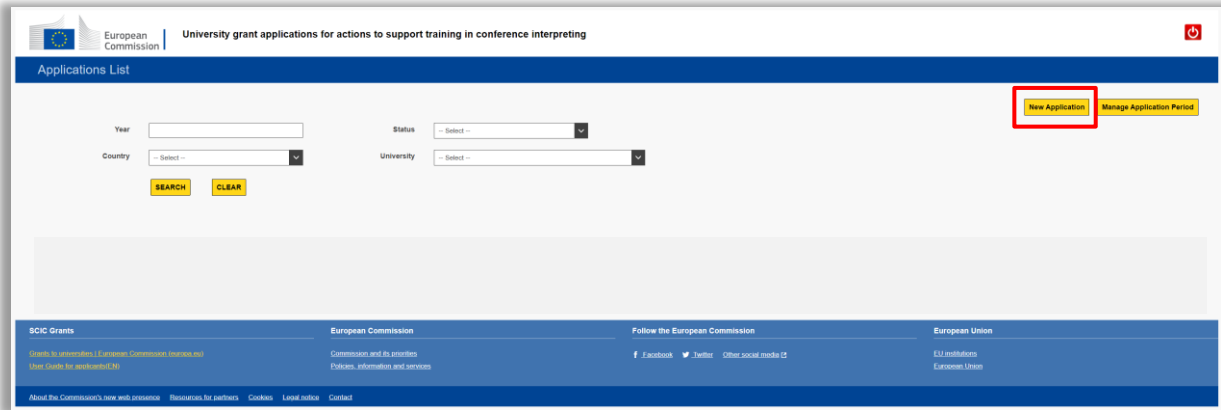


## The homepage of SPIRIT – grant applications

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

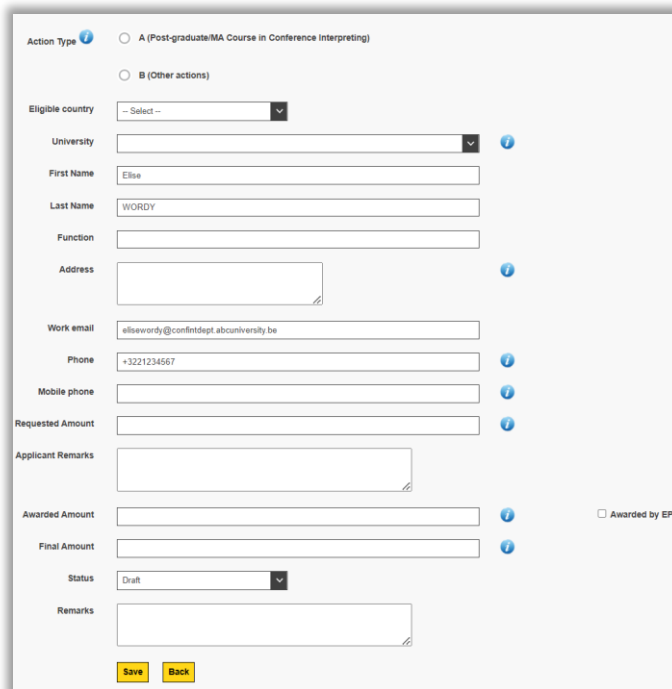


The screenshot shows the SPIRIT homepage. At the top, there is a header with the European Commission logo and the text 'University grant applications for actions to support training in conference interpreting'. Below this is a section titled 'Applications List'. It contains search filters for Year, Country, Status, and University, each with a dropdown menu. There are 'SEARCH' and 'CLEAR' buttons. A red box highlights the 'New Application' button in the top right corner. The footer contains links to SCIC Grants, European Commission, and European Union, along with social media links and a contact page.

## The New Application button

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

The **Application form** screen opens.

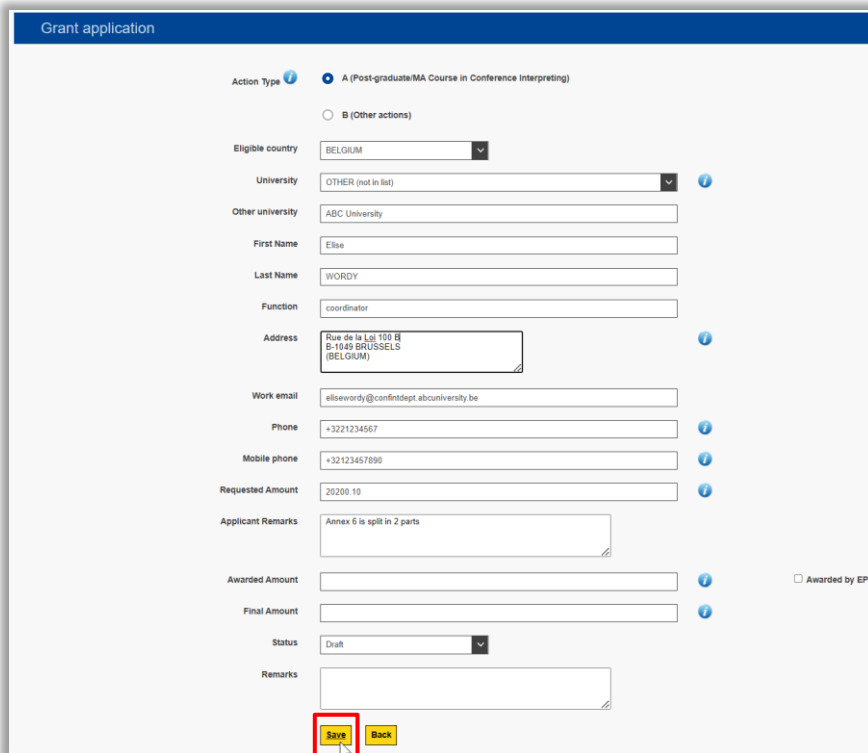


The screenshot shows the SPIRIT Application form. It starts with 'Action Type' radio buttons for 'A (Post-graduate/MA Course in Conference Interpreting)' and 'B (Other actions)'. Below this is a dropdown for 'Eligible country'. The form includes fields for 'University', 'First Name' (pre-filled with 'Elise'), 'Last Name' (pre-filled with 'WORDY'), 'Function', 'Address', 'Work email' (pre-filled with 'elisewordy@confintdept.abcniversity.be'), 'Phone' (pre-filled with '+3221234567'), 'Mobile phone', 'Requested Amount', 'Applicant Remarks', 'Awarded Amount', 'Final Amount', 'Status' (pre-filled with 'Draft'), and 'Remarks'. There are 'Save' and 'Back' buttons at the bottom. A checkbox 'Awarded by EP' is also present.

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.

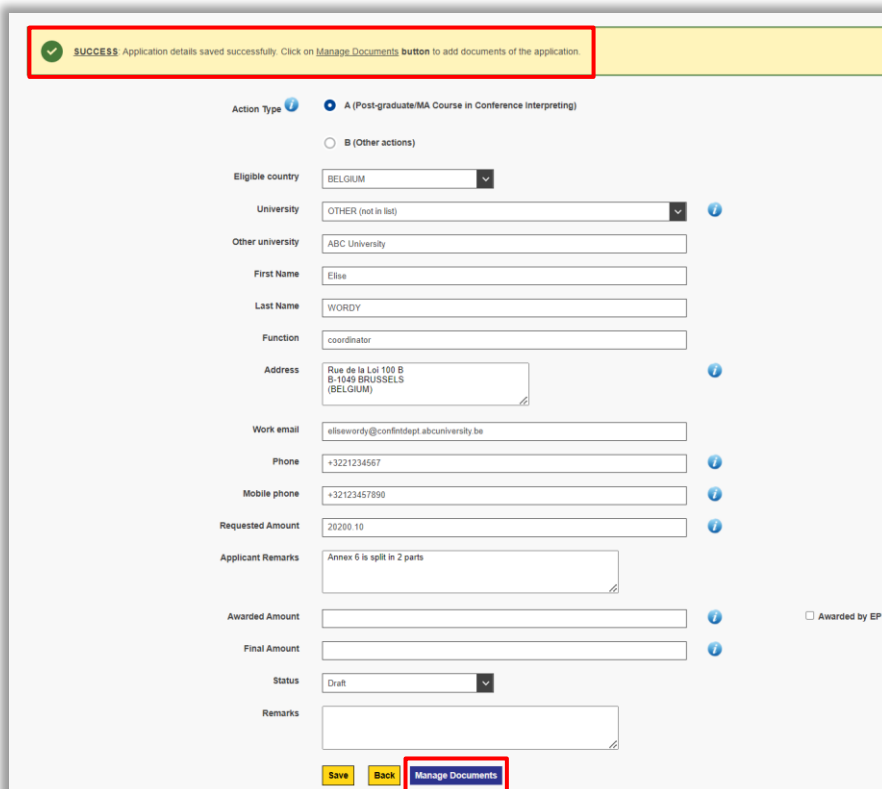
All the mandatory fields not properly completed will be indicated in red.

 Please read the information boxes before completing.



The screenshot shows a 'Grant application' form. At the top, 'Action Type' has two radio buttons: 'A (Post-graduate/MA Course in Conference Interpreting)' which is selected, and 'B (Other actions)'. Below this, 'Eligible country' is a dropdown menu set to 'BELGIUM'. 'University' is a dropdown menu set to 'OTHER (not in list)'. 'Other university' is a text field containing 'ABC University'. 'First Name' is 'Elise', 'Last Name' is 'WORDY', and 'Function' is 'coordinator'. 'Address' is a text field containing 'Rue de la Loi 100 B, B-1049 BRUSSELS (BELGIUM)'. 'Work email' is 'elisewordy@confindpt.abccuniversity.be'. 'Phone' is '+321234567', 'Mobile phone' is '+32123457890', and 'Requested Amount' is '20200.10'. 'Applicant Remarks' is a text field containing 'Annex 6 is split in 2 parts'. 'Awarded Amount' and 'Final Amount' are empty text fields. 'Status' is a dropdown menu set to 'Draft'. 'Remarks' is an empty text field. At the bottom, there are 'Save' and 'Back' buttons. The 'Save' button is highlighted with a red box.

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.



The screenshot shows the same 'Grant application' form as before, but with a success message at the top. The message is in a yellow box with a green checkmark icon and reads: 'SUCCESS Application details saved successfully. Click on Manage Documents button to add documents of the application.' Below the message, the form fields are the same as in the previous screenshot. At the bottom, there are 'Save', 'Back', and 'Manage Documents' buttons. The 'Manage Documents' button is highlighted with a red box.

## 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: [Choose File](#) No file chosen

[Upload](#)

**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, V and all the Annexes except:
- in xls: Annex 8 (Budget details), Annex 7 (Course plan)

*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.

**Upload File**

File Type: -- Select --

Description:

Select file:  No file chosen

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

**Upload File**

File Type: Others

Description:  **Description is mandatory for file type: Others**

Select file:  Spirit Grants attachment test.pdf

**Upload File**

File Type: Others

Description:

Select file:

- Select --
- Application-Section I (Identification)
- Application-Section II (Action description)
- Application-Section III (Budget overview)
- Application-Section IV (Declaration on Honour)
- Application-Section V (Checklist)
- Annex-1 Legal Entity
- Annex-2 Financial Identification
- Annex-3 Recognition by National Authority
- Annex-4 Financial capacity
- Annex-5 Partner universities
- Annex-6 Staff Information
- Annex-7 Course plan
- Annex-8 Budget details
- Others

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 10,000 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	<a href="#">Section I IDENTIFICATION_EC_SCIC Grant application 2022-23.pdf</a>	Application-Section I (Identification)		Delete
2	<a href="#">Section II Type A Action description_EC_SCIC Grant application 2022-23.pdf</a>	Application-Section II (Action description)		Delete
3	<a href="#">Section III BUDGET OVERVIEW_EC_SCIC Grant application 2022-23.pdf</a>	Application-Section III (Budget overview)		Delete
4	<a href="#">Section IV Declaration on Honour_EC_SCIC Grant application 2022-23.pdf</a>	Application-Section IV (Declaration on Honour)		Delete
5	<a href="#">Section V Checklist_EC_SCIC Grant application 2022-23.pdf</a>	Application-Section V (Checklist)		Delete
6	<a href="#">Annex 6 Part 1_Staff information and CVs_EC_SCIC Grant application 2022-23.pdf</a>	Annex-6 Staff Information		Delete
7	<a href="#">Annex 6 Part 2_Staff information and CVs_EC_SCIC Grant application 2022-23.pdf</a>	Annex-6 Staff Information		Delete
8	<a href="#">Annex 7 example course plan staff overview 2022-23.xlsx</a>	Annex-7 Course plan		Delete
9	<a href="#">Annex 8 Budget details 2022-23 including examples of staff calculation.xlsx</a>	Annex-8 Budget details		Delete
10	<a href="#">Work plan.pdf</a>	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”.

Year

Status

-- Select --

Country

-- Select --

University

-- Select --

SEARCH

CLEAR

New Application

Manage Application Period

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

**SCIC Grants**  
Grants to universities | European Commission (europe.eu)  
More Grants for applicants(26)

**European Commission**  
Commission and its priorities  
Policies, information and services

**Follow the European Commission**  
Facebook Twitter Other social media (2)

**European Union**  
EU institutions  
European Union


[About the Commission's new web presence](#)
[Resources for partners](#)
[Cookies](#)
[Legal notice](#)
[Contact](#)

## 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


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

- 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.**

**Only applications submitted prior 15 May 2024 (17:00 CET time zone - Brussels) are admissible and can be examined.**

If you encounter technical problems, please write an email to  
[SCIC-Grants-to-universities@ec.europa.eu](mailto:SCIC-Grants-to-universities@ec.europa.eu).

\*\*\*