



NORDPLUS

Projektu pieteikumu rakstīšanas seminārs

Sagatavošanas vizītēm

Jauniešu izglītības un Pieaugušo izglītības programmas

Liene Gailīte

Starptautiskās sadarbības

Programmu nodaļas

Vecākā projektu vadītāja

Valsts izglītības

attīstības aģentūra

Nordplus

2011.Gada nogalē Ziemeļu Ministru padome ir apstiprinājusi Nordplus ietvarprogrammas 2008-2011 turpinājumu -

Nordplus programma 2012-2016:

- Jauniešu izglītības apakšprogramma
- Augstākās izglītības apakšprogramma
- Pieaugušo Izglītības apakšprogramma
- Horizontālā apakšprogramma
- Ziemeļvalstu valodu apakšprogramma

Nordplus programma 2012-2016

Mērķi:

- stiprināt un attīstīt Ziemeļvalstu izglītības institūciju sadarbību un Ziemeļu un Baltijas reģiona izglītības telpas izveidi;
- atbalstīt, attīstīt un sekmēt inovatīvu rezultātu un pieeju izplatīšanu izglītībā, daloties pieredzē un informējot par labas prakses piemēriem;
- sniegt ieguldījumu kvalitatīvā un inovatīvā mūžizglītības attīstībā;
- veicināt Ziemeļvalstu kultūru un valodu apguvi, kā arī savstarpējo Ziemeļvalstu un Baltijas valstu valodu un kultūru izpratni;
- Stiprināt Ziemeļvalstu valodu saprašanu un lietošanu, īpaši starp bērniem un jauniešiem, prioritāri dāņu, zviedru un norvēģu valodas.

Nordplus programma 2012-2016

Dalībvalstis

- Ziemeļvalstis un Baltijas valstis: Dānija (arī Grenlande un Fēru salas), Somija, (arī Ālandu salas), Īslande, Norvēģija, Zviedrija, Latvija, Lietuva un Igaunija.

Nodplus ietvaros atbalstu piešķir šādām aktivitātēm:

- mobilitātēm
- projektiem
- Tīklojumiem

Sagatavošanas vizītes ir viens no Mobilitātes aktivitāšu veidiem!

Pieteikumu sagatavošanas vizītēm vispārējie nosacījumi

- Sagatavošanas vizītes paredzētas, lai potenciālie projektu iesniedzēji tiktos ar potenciālajiem partneriem (uz projekta iesniegšanas laiku tiem jābūt zināmiem!!!) un sāktu plānot projektu, gatavotu projekta pieteikumu (projekta idejai jābūt skaidrai)
- Pieteikumus sagatavošanas vizītēm iespējams iesniegt tikai **Nordplus Junior** un **Nordplus Adult** apakšprogrammās
- Pieteikumu iesniegšanas termiņš – **2012.gada 1.oktobris**
- Sagatavošanas vizīšu īstenošanas laiks – no 2012.gada novembra (projekta apstiprināšanas brīža) līdz 30.06.2013. (01.02.2013.)
- Pieteikums ir jāaizpilda angļu valodā
- Projektu pieteikumi jāaizpilda un jāiesniedz, izmantojot tiešsaistes sistēmu ARS: <http://ars.norden.org>.

Pieteikumu sagatavošanas vizītēm vispārējie nosacījumi (2)

- Sagatavošanas vizīšu ilgums – līdz 5 dienām, ieskaitot laiku ceļā
- Jauniešu apakšprogrammā – maksimāli viena sagatavošanas vizīte ar maksimums 2 skolotājiem no katras skolas (institūcijas)
- Pieaugušo apakšprogrammā – maksimāli 2 sagatavošanas vizītes ar maksimums 2 dalībniekiem no katras organizācijas
- Sagatavošanas vizītēm Nordplus sedz 100% ceļa izdevumus (saskaņā ar likmēm) un uzturēšanās izdevumus (70 eiro dienā)

Pieteikuma aizpildīšana

Nordplus Application and Reporting system (ARS)

- Reģistrēšanās
- Jauna pieteikuma izveide
- Programmas izvēle (Junior vai Adult)
- Pamatdati par projekta iesniedzēju-koordinatoru
- Projekta apraksts
- Nodoma vēstule
- Sadarbības partneri
- Aktivitātes
- Budžets
- Projekta pieteikuma apskate un iesniegšana

Reģistrēšanās

<http://ars.norden.org>



Welcome to the on-line application and reporting system (ARS) for the Nordplus programme.

This is your portal for submitting applications, for the follow-up of ongoing projects and for submitting reports within the Nordplus programmes. New applicants and organisations must register in the database in order to obtain an username and password.

Login

User name	<input type="text"/>	I am a new user
Password	<input type="password"/>	Send me my password
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>

A red arrow points from the right side of the page towards the "I am a new user" link in the login form.

Reģistrēšanās

<http://ars.norden.org>



NORDPLUS

Welcome to the on-line application and reporting system (ARS) for the Nordplus programme.

This is your portal for submitting applications, for the follow-up of ongoing projects and for submitting reports within the Nordplus programmes. New applicants and organisations must register in the database in order to obtain an username and password.

Login

User name	<input type="text"/>	*
First name	<input type="text"/>	*
Middle name	<input type="text"/>	
Surname	<input type="text"/>	*
Title	<input type="text"/>	*
Phone number	<input type="text"/>	*
Mobile number	<input type="text"/>	
Email	<input type="text"/>	*
Password	<input type="password"/>	*
Password - retype	<input type="password"/>	*



Pieteikumu atrašana

- Lai atrastu iesāktu pieteikumu, ir jāizmanto cilne “*Your applications*” loga labajā pusē. Visi jūsu pieteikumi - gan esošie, gan iepriekš aizpildītie, atrodas zem cilnes “*Your applications*”.

Jauna pieteikuma izveide

- Izmantojiet cilni labajā pusē, lai sāktu jauna Nordplus pieteikuma aizpildīšanu



Start a new application here

[Nordplus 2012 1b](#)

Next deadline: October 1st 2012

ARS User Manual

[Download the manual \(English\)](#)

[Last ned manual \(Norsk\)](#)

Welcome to the Nordplus Application and Reporting system (ARS).

Please select one of the programmes below and commence making your application to the Nordplus Programme.

Throughout the system you will see information on 'i' icons and hyperlinked text that provide assistance and instructions for completing your application. As it is important that you comply with the Nordplus regulatory requirements when submitting your application, please read these texts carefully so that all required material is included when you submit your application.

Please pay particular attention to the red instructional text throughout the application process.

Please use the headlines on your right to navigate through the application form. You can use 1.5 Print application at any time to retrieve a PDF version of your application with the content that you have completed.

Select Programme

Programme name

*



Nordplus Language

Institutions, organisations, schools and individuals from the Nordic countries



Nordplus Junior

Pre-schools, primary/secondary schools and upper secondary schools (academic or vocational schools)



Nordplus Higher Education

Higher education institutions



Nordplus Adult

All types of participants within the area of adult learning



Nordplus Horizontal

Is a cross-sector programme aimed at cooperation between different target groups and participants in the area of education

Atzīmējiet programmu,
kurā piesakāt projektu

These are the steps to complete:

1. Application

1.1 Intro

Welcome

1.2 Application

Project

1.3 Activities and expenses

Select activity types

1.4 LOIs

Attach LOIs

1.5 Print application

Print

1.6 Review and submission

Review application and submit

Application has been sent

Informācija par pieteicēju



NORDPLUS

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Nordplus

You are here: **Applicant Junior**

Help

Save

Logged in

User: Liene Gailite

Log off »



These are the steps to complete:

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Select activity types

1.4 LOIs

Confirm co-applicants

Institution

Institution name

Nosaukums *

Address

Adrese

Institution type

Choose here *

Choose here

Compulsory school

Pre-school

Upper secondary school

Vocational school/Apprentice Programmes

Postal code

Pasta indekss *

City

Pilsēta *

Country

Choose here *

Web page

Fax no.

Legal person

Title

Direktors *

First name

Vārds *

Middle name

Surname

Uzvārds *

E-mail address



NORDPLUS

Informācija par pieteicēju

E-mail address

e-pasta adrese

-Applicant Unit

Name

Struktūrvienības nosaukums

Address

Adrese

Postal code

City

Country

Latvia

Fax no.

-Applicant person

Title

Nodaļas vadītājs

First name

Vārds

Middle name

Surname

Uzvārds

Telephone no.

Tālruna nr.

Mobile no.

E-mail address

e-pasta adrese

Confirm co-applicants

Attach LOIs

1.5 Print application

Print

1.6 Review and submission

Review application and submit

Application has been sent

Save

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NORDPLUS



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Nordplus

You are here: **Project**

Help

Save

Logged in

User: Liene Gailite

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1.5 Print application

Project summary

Application ID: JR-2012_1b-31747

Please note that information regarding your project will be made publicly available should your project be granted funding. You can save your work as you go by clicking the Save button at the top and bottom of the form. If you leave your work unsaved and your session expires after 25 minutes of inactivity, your work will be lost.

Title

Projekta nosaukums *

Purpose (describe the purpose of the project)

Projekta mērķis - lūdzu aprakstiet, kāds ir jūsu vizītes (partneru tikšanās) nolūks, kādi kontakti ar partneriem Jums ir bijuši pirms plānotās tikšanās, kāda ir nākotnē plānotā projekta ideja. Vai tikšanās laikā sagatavosiet projekta pieteikumu? *

Project summary (write a synopsis of the project, not more than 250 words)

Projekta kopsavilkums - īsi aprakstiet savas idejas par turpmāko sadarbību noteiktajā projekta jomā. Aprakstiet, kādēļ jūs un jūsu partneri esat izvēlējušies gatavot projektu noteiktā jomā, kā projekta īstenošana uzlabos izglītības kvalitāti jūsu un jūsu partneru institūcijās. *

Projekta numurs

Objectives Junior

Please choose the objectives that in the best way correspond with your project

The objectives for the Nordplus Junior programme are:

- Strengthening and developing co-operation and creating networks of pre-schools, primary, secondary and upper secondary schools (general and vocational) in the participating countries
- Promoting the development of quality, creativity and innovation in education
- Learning for all; to promote equal opportunities in inclusive education
- Strengthening the Nordic languages and promoting knowledge and understanding about Nordic cultures, languages and ways of life in schools, and in daily life
- Promoting knowledge and understanding of Nordic and Baltic languages and cultures
- Promoting co-operation between schools (including pre-schools) and working life

Project website

Relations to other Nordplus applications

Is this application related to other Nordplus applications in this round? *

- Yes
- No

Is this application related to previous Nordplus activities? *

- Yes
- No

Network name

1.5 Print application

Print

1.6 Review and submission

Review application and submit

Application has been sent

Atzīmējiet, ja esat iesnieguši vairākus savstarpēji saistītus projektus

Atzīmējiet, ja iesniegtais projekta iesniegums ir saistīts ar kādu jau iepriekš Nordplus programmā iesniegtu/īstenotu projektu

Detailed specifications

Background/motivation for the project

Projekta motivācija - jāsasauca ar projekta kopsavilkumā minēto *

Project description (including account of planned activities/project plan)

Projekta apraksts - norādiet, kas uzņems pie sevis plānotās sagatavošanas vizītes partnerus, kādu ieguldījumu katrs no sadarbības partneriem plāno dot projekta īstenošanā. Aprakstiet sagatavošanas vizītē plānotās aktivitātes, kā jūs plānojat izstrādāt projekta pieteikumu. *

Description of partnership ("who does what")

Sadarbības apraksts - jāsasauca ar projekta aprakstā minēto *

Results

Expected outcome (Please describe the expected results of your project, who will be effected and how, directly and/or indirectly)

Plānotā projekta sagaidāmie rezultāti - lūdzu aprakstiet sagaidāmos rezultātus no jūsu plānotās sadarbības un īstenojamā projekta - kas un kā būs ieguvējs no projekta īstenošanas (atsevišķi indivīdi, noteiktas cilvēku grupas (kādas) un institūcijas)? *

Dissemination of results (Please focus on sharing the results with individuals, organisations or groups who are not your partners this project)

Plānotā projekta rezultātu izplatīšana - lūdzu mēģiniet paskaidrot kā jūs varētu izplatīt projekta rezultātus tiem, kas projekta īstenošanā nav iesaistīti (sabiedrība, citas institūcijas, utt.)! *

How will you evaluate that your project has met its objectives

Kā jūs novērtēsiet, vai projekts ir sasniedzis tā mērķus - lūdzu izklāstiet, vai sagatavošanas vizītes rezultātā plānojat iesniegt kopēgu projektu!

Project period

Start date

* (YYYY-MM-DD)

Duration

* (In months)

Letter of Intent

To complete your application, you will need to submit a signed letter of intent to the Nordplus Programme. The LOI contains data that you entered in this page, and the previous page but is only sent when selecting the check box on this page, and clicking on 'Continue'. If you wish to receive a new corrected LOI when you change relevant details on the previous page, you MUST return to this page and click on 'Continue'.

I would like the ARS to send me my Letter of Intent (LOI)

Save

< Back

Continue >

Ieklikšķiniet, lai uz Jūsu norādīto e-pastu tiktu atsūtīta nodoma vēstule (LOI)

Informācija par nodoma vēstuli (LOI)

- Sistēma ARS to ģenerē automātiski un nosūta uz projekta pieteikuma kontaktinformācijā norādīto e-pastu
- Saņemtā LOI ir jāizdrukā, jāparaksta, jāieskenē un jāpievieno projekta pieteikumam
- LOI paraksta katrs projekta partneris, visas parakstītās LOI pievienojamas projekta pieteikumam



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Nordplus

You are here: **Add co-applicant information**

Help

Save

Co-applicant 1

Institution information

Institution

Sadarbības partnera organizācijas nosaukums *

Unit

Country

Estonia *

Institution type

Choose here *

Choose here

Compulsory school

Pre-school

Upper secondary school

Vocational school

Personal information

Name

Kontaktpersonas vārds, uzvārds *

E-mail

partnera@epasts.lv

Telephone number

Tālruņa numurs *

Mobile number

Remove last co-applicant

Add co-applicant

Save

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Logged in

User: Liene Gailite

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These are the steps to complete:

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Add co-applicant information

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Select activity types

1.4 LOIs

Confirm co-applicants

Attach LOIs

1.5 Print application

Print

Izmantojiet šo pogu, lai pievienotu vairāk projekta partneru

Nodoma vēstules nosūtīšana



NORDPLUS

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Nordplus

You are here: **Send LOIs to co-applicants**

Help

When you continue from this page, a letter of intent will be created and sent to each of the checked co-applicants.

After signing the letter of intent, the co-applicant must send it back to you to be uploaded electronically in the application. You can add more co-applicants by returning to the previous step. Please remember to deselect the check boxes next to the co-applicants that have already received their letters of intent, and to select the checkboxes next to any new co-applicants to ensure that you only send emails to those that need to receive a letter of intent.

Send LOI

1. Kontaktpersonas vārds, uzvārds : Sadarbības partnera organizācijas nosaukums

If you wish, you can add a personal message by checking the box below.

Add personal message

Ieklikšķiniet, lai uz partneru kontaktinformācijā norādīto e-pastu tiktu atsūtīta nodoma vēstule (LOI)

Ieklikšķiniet, ja e-pastam, ar kuru tiks sūtīta nodoma vēstule (LOI), vēlaties pievienot savu ziņojumu

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These are the steps to complete:

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Confirm co-applicants

Attach LOIs



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Projekta aktivitātes



NORDPLUS

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Nordplus

You are here: **Select activity types**

Help

To ensure a correct submission of your expenses, please mouse over the "i" icon to read the instruction next to each activity type below

The activity type you choose depends on your project scope and the nature of the activities you are requesting funding for. You may either choose one or both activity types. The activity type(s) chosen will appear in the navigational menu to the right.

Activity types

 Mobility 

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These are the steps to complete:

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Add co-applicant information ✓

Send LOIs to co-applicants ✓

1.3 Activities and expenses

Select activity types

1.4 LOIs

Confirm co-applicants



NORDPLUS

Mobilitāte

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Nordplus

You are here: **Mobility**

[Help](#)

Please choose an activity from the drop-down list. Enter all expenses for each activity in the given form.

Please read the explanations under the hyperlinked text below carefully to ensure that you complete the mobility budget accurately. Incorrect completion may cause an incorrect representation of your plans and may make your application invalid, or result in insufficient funds to complete your project.

Travel categories

Greenland: travel from any destination to Greenland, or from Greenland to any destination. This is the most expensive category so if travelling to Faroe Islands from Greenland, choose this option, not the Faroe Islands and Iceland option.

Faroe Islands and Iceland: travel from any destination to Faroe Islands and Iceland, or from Faroe Islands and Iceland to any destination

Scandinavia and Baltic: between the countries within the Scandinavia and Baltic regions. Includes Finland.

Domestic: travel within your own country

Total board and lodging

Please insert the total number of days/weeks/months, i.e. the total time for all the persons travelling in this category. (Example: 4 teachers travelling each 2 weeks gives a total Board and Lodging 8 weeks).

Number of return trips

Total number of mobilities. (Example: 1 teacher travelling to a destination and back on three occasions under the same activity will be counted as 3 return trips. 3 teachers travelling to a destination and back on one occasion under the same activity will also be counted as 3 return trips).

[Save](#)

Logged in

User: Valda Cepurite

[Log off »](#)



These are the steps to complete:

1. Application

1.1 Intro

Welcome

1.2 Application

Applicant Adult

Project

Add co-applicant information

Send LOIs to co-applicants

1.3 Activities and expenses

Select activity types

Mobility

Mobility travel plans



Nordplus

You are here: **Mobility**

Help

Please choose an activity from the drop-down list. Enter all expenses for each activity in the given form.

Please read the explanations under the hyperlinked text below carefully to ensure that you complete the mobility budget accurately. Incorrect completion may cause an incorrect representation of your plans and may make your application invalid, or result in insufficient funds to complete your project.

Travel categories

Greenland: travel from any destination to Greenland, or from Greenland to any destination. This is the most expensive category so if travelling to Faroe Islands from Greenland, choose this option, not the Faroe Islands and Iceland option.

Faroe Islands and Iceland: travel from any destination to Faroe Islands and Iceland, or from Faroe Islands and Iceland to any destination

Scandinavia and Baltic: between the countries within the Scandinavia and Baltic regions. Includes Finland.

Domestic: travel within your own country

[Total board and lodging](#)

[Number of return trips](#)

Save

Activity

Activity

- Preparatory visits teacher (days) *
- Preparatory visits teacher (days)
- Preparatory visits, teachers and other pedagogical staff (days)

Total reimbursement
€

Greenland

Faroe Islands and Iceland

Scandinavia and Baltic

Domestic > 500 km

Please describe the activity in detail

Remove last activity

Add new activity

Save

Logged in

User: Liene Gailite

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These are the steps to complete:

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Project ✓

Add co-applicant information ✓

Send LOIs to co-applicants ✓

1.3 Activities and expenses

Select activity types ✓

Mobility

Mobility travel plans

View budget total

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Confirm co-applicants

Attach LOIs

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Print

1.6 Review and submission

Review application and submit

Application has been sent

Nordplus

You are here: **Mobility**

Help

Please choose an activity from the drop-down list. Enter all expenses for each activity in the given form.

Please read the explanations under the hyperlinked text below carefully to ensure that you complete the mobility budget accurately. Incorrect completion may cause an incorrect representation of your plans and may make your application invalid, or result in insufficient funds to complete your project.

Travel categories

Greenland: travel from any destination to Greenland, or from Greenland to any destination. This is the most expensive category so if travelling to Faroe Islands from Greenland, choose this option, not the Faroe Islands and Iceland option.

Faroe Islands and Iceland: travel from any destination to Faroe Islands and Iceland, or from Faroe Islands and Iceland to any destination

Scandinavia and Baltic: between the countries within the Scandinavia and Baltic regions. Includes Finland

Domestic: travel within your own country

Total board and lodging

Number of return trips

2 skolotāji x 4 dienas=8

2 skolotāji, katram viens brauciens turp un atpakaļ

Kopējā summa, sistēma sarēķina automātiski

Travel category	Total Board & Lodging (days)	Number of return trips	Total reimbursement €
Greenland			
Faroe Islands and Iceland	8	2	1880
Scandinavia and Baltic			
Domestic > 500 km			

Please describe the activity in detail

Piemērs: 2 skolotāji no Latvijas dodas uz Islandi 4 dienu sagatavošanas vizītē

Remove last activity Add new activity Save

Logged in

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Select activity types ✓

Mobility ✓

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Review application and submit

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Nordplus

You are here: [View budget total](#)

[Help](#)

Total budget

Network and Project total	<input type="text" value="0"/>
Mobility total	<input type="text" value="1880"/>
Total activity	<input type="text" value="1880"/>
Nordplus contribution Network/project	<input type="text" value="0"/> i
Nordplus contribution mobility	<input type="text" value="1880"/> i
Total grant	<input type="text" value="1880"/>
Own contribution (at least)	<input type="text" value="0"/> i

Are you receiving funds from other funding body * [i](#)

- Yes
 No

Please attach a detailed budget here
(not needed for mobility applications
and Preparatory Visits):

[Attach Files](#)

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[Continue >](#)

Logged in

User: Liene Gailite

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Select activity types ✓

Mobility ✓

[View budget total](#)

1.4 LOIs

Confirm co-applicants ✓

Attach LOIs ✓

Sadarbības partneru apstiprināšana



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Nordplus

You are here: **Confirm co-applicants**

Help

Please confirm your co-applicants participation, by marking the individual check boxes below.

1. Sadarbības partnera persona vārds un uzvārds : Partnerorganizācijas/iestādes nosaukums

Confirm
Participation



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Apstipriniet pēc nodoma vēstules saņemšanas



Pieteikuma apskate un drukāšana



NORDPLUS

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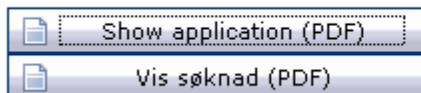
Nordplus

You are here: **Print**

Help

You can print your application for review at any stage of creating your application.

Click on the button below to create a PDF file containing the information you have completed so far, and print the file.



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Logged in

User: Valda Cepurite

Log off >>



These are the steps to complete

1. Application

1.1 Intro

Welcome

1.2 Application

Applicant Adult

Project

Add co-applicant information

Apskatīt, saglabāt, izdrukāt
pieteikumu PDF formā

Pieteikuma nosūtīšana

Nordplus

You are here: **Review application and submit**

Help

Print, scan and attach

Click on the button below to view project data

Show application

Vis søknad

Here you have the opportunity of reviewing the data and attachments provided by your co-applicants.

Attach Files

Is application ready for processing? *

Yes

No

Do you approve the documents? *

Yes

No

PLEASE REMEMBER TO CONFIRM YOUR CO-APPLICANTS

< Back

Submit >



NORDPLUS

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These are the steps to complete:

1. Application

1.1 Intro

Welcome ✓

1.2 Application

Applicant Junior ✓

Project ✓

Add co-applicant information ✓

Send LOIs to co-applicants ✓

1.3 Activities and expenses

Select activity types ✓

Mobility ✓

View budget total ✓

1.4 LOIs

Confirm co-applicants ✓

Attach LOIs ✓

1.5 Print application

Print ✓

1.6 Review and submission

Review application and submit

Application has been sent

Pieteikuma posmi



Paldies par uzmanību!

Liene Gailīte

***Nordplus* Jauniešu izglītības programma
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