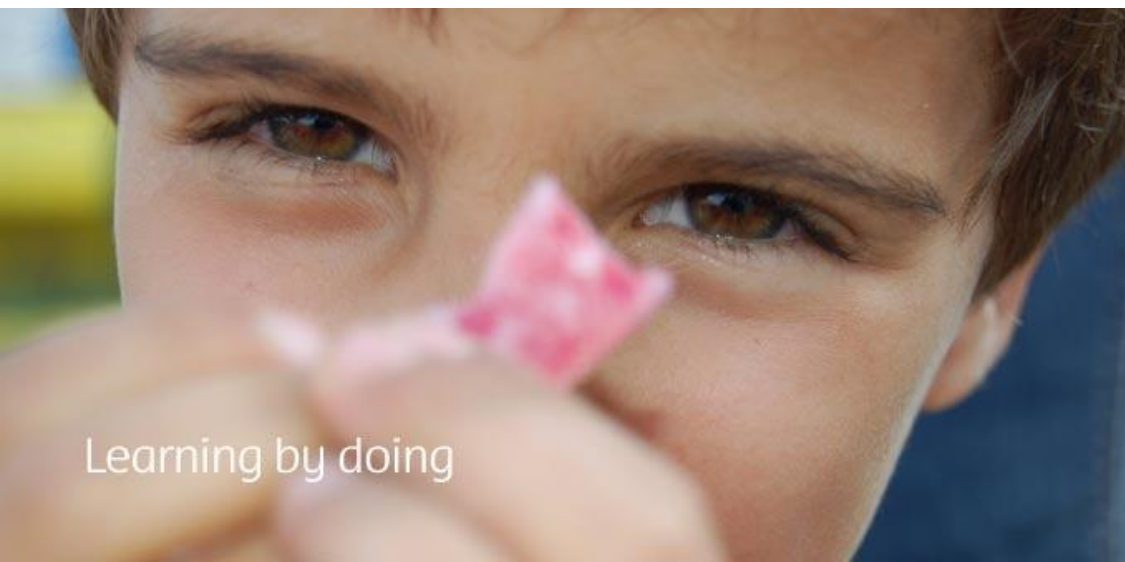




NORDPLUS

Projektu pieteikumu sagatavošanas seminārs

Jauniešu izglītības programma



Learning by doing

Liene Gailīte-Ernestsons
Starptautiskās sadarbības
Programmu nodaļas
Vecākā projektu vadītāja
Valsts izglītības
attīstības aģentūra

Pieteikumu vispārējie nosacījumi

Pieteikumiem ir jāatbilst programmas vispārējām vadlīnijām un mērķiem, jābūt saistītiem ar pieaugušo izglītību.

Pieteikums ir jāaizpilda angļu valodā.

Pieteikuma aizpildīšana

Nordplus Application and Reporting system (ARS)

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

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

[I am a new user](#)

Password

[Send me my password](#)

OK

Cancel



NORDPLUS

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		*
First name		*
Middle name		
Surname		*
Title		*
Phone number		*
Mobile number		
Email		*
Password		*
Password - retype		*
OK Cancel		



NORDPLUS

Pieteikumu atrašana

- Lai atrastu iesāktu pieteikumu, ir jāizmanto cilne *“Your applications”*. 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 2011 1a
Next deadline: March 1 st 2011

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:

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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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1.3 Activities and expenses

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

< Back

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NORDPLUS



NORDPLUS

<< Back to Start

Nordplus

You are here: **Project**

Help

Save

Projekta numurs

Project summary

Application ID: IR-2012_1a-29452

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 *

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

Projekta kopsavilkums - ne vairāk kā 250 vārdu *

Logged in

User: Liene Gailite

Log off »



These are the steps to complete:

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Attach LOIs



NORDPLUS

Projekta apraksts

- Projekta kopsavilkums rada pirmo iespaidu, svarīgi to uzrakstīt skaidri un vienkārši
- Kopsavilkumā norādiet
 - Mērķa grupu
 - Tēmu (“problem” or “challenge”)
 - Projekta aktivitāti (saskaņā ar vadlīnijām)
 - Sagaidāmo projekta rezultātu

Piemērs: “In the project we want to develop training materials on.... (content), to be used for training of ... (target group) in... (context). This will improve the quality of our training/the ... (target group)’s ability to take part in ... (effect)/ increase the (target group)’s awareness of ... (effect).”

Projekta apraksts

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

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

Kāpēc projekts ir radies, motivācija jeb nepieciešamība pēc projekta, ja iespējams, var atsaukties uz statistiku, pētījumiem, publiskajām debatēm par tēmu un tml. Norādiet, kāda ir pievienotā vērtība starptautiskai sadarbībai projekta ietvaros

*

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

Projekta apraksts (t.sk. plānoto aktivitāšu uzskaitījums/projekta plāns/ termiņi/ veikto aktivitāšu rezultāts)

:

Description of partnership ("who does what")

Partnerības apraksts ("kurš ko dara" – skaidri noteiktas lomas – pienākumu apraksts katram partnerim)

*

- Results

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

Sagaidāmais rezultāts (aprakstiet jūsu projekta plānotos rezultātus, kuras iedzīvotāju grupas projekta rezultātā gūs labumu un kādā veidā – tiešā un/vai netiešā)

Projekta apraksts

- Projekta rezultāti
 - Aprakstiet ieguvējus projekta īstenošanas rezultātā, kas var būt vairākos līmeņos (individuāli apmācāmie, skolotāji/pasniedzēji, organizācijas, valstiskais līmenis);
 - Ja projekta rezultātā rodas produkts, tad aprakstiet
 - Kas tas ir par produktu (mācību materiāli, pieredzes apkopojums, utt.)
 - Kas šajā produktā ietilpst
 - Kam tas ir domāts, kas un kā to var izmantot...

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

How will you evaluate that your project has met its objectives

Kā jūs novērtēsiet, ka jūsu projekts ir sasniedzis tā mērķus, plānotā izvērtēšanas sistēma/procedūra

Project period

Start date
 2012-08-20 * (YYYY-MM-DD)
Duration
12 * (In months)

Project period

Please note that the project period can only start three months after the application deadline at the earliest and may be adjusted by the Nordplus administration if your project is granted funding

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)



NORDPLUS

Projekta apraksts

- Plānotā projekta rezultātu izplatīšana
 - kam informācija tiks adresēta (citas jūsu organizācijas struktūrvienības, līdzīgas organizācijas, starptautiskās profesionālās organizācijas, u.c.)
 - kā informācija tiks nodota (web lapa, profesionālie laikraksti, preses izdevumi, konferences, prezentācijas, u.c.)
- Novērtēšana
 - Ko vai kuru jūs vērtēsiet (produkta funkcionalitāti, kā tika īstenota sadarbība ar partneriem/ organizācijas iekšienē, projekta īstenošanā iesaistīto ieguvumi, u.c.)?
 - Kā jūs vērtēsiet (aptaujas, testi, anketas, debates, ārējie vērtētāji, u.c.)?

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



<< Back to Start

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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Continue >

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

Attach LOIs

1.5 Print application

Print

Izmantojiet šo pogu, lai pievienotu vairāk projekta partneru

Sadarbības partneri

- Projektā aprakstiet
 - sadarbības partnerus, viņu darba specifiku, darbības jomu, interesi un vajadzību iesaistīties projektā
 - Pienākumu un atbildību sadalījumu starp partneriem
 - Projekta organizāciju, atbildīgās personas katrā partnerorganizācijā, iespējamās projekta darba grupas, uzraudzības padome, u.c.
 - Komunikācija projekta ietvaros – kā tā notiek šobrīd, kā tiks veidota nākotnē (skype konferences, telefonkonferences, u.c.)

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.

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

< Back

Send LOI

☐

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

Continue >

Logged in

User: Liene Gailite

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These are the steps to complete:

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



NORDPLUS

Projekta aktivitātes



NORDPLUS

<< Back to Start

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
- ☒  Network/Project



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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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1.3 Activities and expenses

Select activity types



NORDPLUS

Mobilitāte

[Back to Start](#)

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:

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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

Mobilitāte

Save

Activity

Activity

Class exchange, accompanying teacher (weeks) *

Class exchange, accompanying teacher (weeks)

Class exchange, student (weeks)

Further learning for teachers and other pedagogical staff (weeks)

Preparatory visits, teachers and other pedagogical staff (days)

Pupil exchange and work experience, accompanying teacher (days)

Pupil exchange and work experience, student (weeks)

Teacher and academic staff exchange (weeks)

Total reimbursement

€

Please describe the activity in detail

Remove last activity

Add new activity

Save

< Back

Continue >

Network/Project

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



NORDPLUS

Mobilitāte

Activity Save

Activity

Pupil exchange and work experience, student (weeks) *

Travel category	Total Board & Lodging (weeks)	Number of return trips	Total reimbursement €
Greenland			
Faroe Islands and Iceland			
Scandinavia and Baltic	8	4	1320
Domestic > 500 km			

Please describe the activity in detail

Piemēram 2 skolēni no Latvijas un 2 no Dānijas, katrs 2 nedēļas mācīsies partnervalstī

Remove last activity Add new activity Save

< Back Continue >

Sistēma aprēķina
automātiski

Mobility travel plans

Network/Project

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

Mobilitāte

<< Back to Start

Nordplus

You are here: **Mobility travel plans**

Help

Mobility travel plans

Please select the mobility activity from the drop menu below and complete the table with the number of people who will travel to and from the given destinations. The country of origin is on the vertical axis, the destination is on the horizontal axis. The activities chosen here relate to those chosen in the previous step.

Save

Activity 1

Activity

Choose here
Choose here
Class exchange, student
Class exchange, accompanying teacher
Pupil exchange and work experience, student
Pupil exchange and work experience, accompanying teacher
Teacher and academic staff exchange

Estonia (EE)

Faroe Islands (FO)

Finland (FI)

Greenland (GL)

Iceland (IS)

Latvia (LV)

Lithuania (LT)

Norway (NO)

Sweden (SE)

Remove last activity

Add new activity

Save

Logged in

User: Liene Gailite

Log off »



These are the steps to complete:

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Select activity types

Mobility

Mobility travel plans

Network/Project

View budget total

1.4 LOIs

Confirm co-applicants

Attach LOIs



NORDPLUS

Mobilitāte

<< Back to Start

Nordplus

You are here: **Mobility travel plans**

Help

Mobility travel plans

Please select the mobility activity from the drop menu below and complete the table with the number of people who will travel to and from the given destinations. The country of origin is on the vertical axis, the destination is on the horizontal axis. The activities chosen here relate to those chosen in the previous step.

Save

Activity 1

Activity

Pupil exchange and work experience, student *

Destination

Country of origin	AX	DK	EE	FO	FI	GL	IS	LV	LT	NO	SE
Åland (AX)											
Denmark (DK)								2			
Estonia (EE)											
Faroe Islands (FO)											
Finland (FI)											
Greenland (GL)											
Iceland (IS)											
Latvia (LV)		2									
Lithuania (LT)											
Norway (NO)											
Sweden (SE)											

Remove last activity

Add new activity

Save

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Select activity types

Mobility

Mobility travel plans

Network/Project

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1.4 LOIs

Confirm co-applicants

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1.5 Print application

Print



Projektu aktivitāte

Nordplus

You are here: **Network/Project**

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 network/project 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](#)

[Board and lodging](#)

[Other](#)

[Other expense description](#)

[Total](#)

Save

Activity

Activity

Mapping projects *

Travel €

2000

Board &
Lodging €

1000

Other €

2400

Other expense description

Kam tiks tērēti 2400 euro?

Total €

5400 *

Please describe the activity in detail

Aktivitātes detalizēts apraksts

Remove last activity

Add new activity

Save

< Back

Continue >

Projektu aktivitāte

Nordplus

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

[Help](#)

Total budget

Network and Project total 5400

Mobility total 0

Total activity 5400

Nordplus contribution Network/project 4050 [i](#)

Nordplus contribution mobility 0 [i](#)

Total grant 4050

Own contribution (at least) 1350 [i](#)

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

☐ Yes

☒ No

Please attach a detailed budget here:

[Attach Files](#)



[< Back](#)

[Continue >](#)

Pievienojiet detalizētu budžeta aprēķinu,
ja projekta kopējā summa pārsniedz
10000 eiro

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 ✓

Network/Project ✓

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



Sadarbības partneru apstiprināšana



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



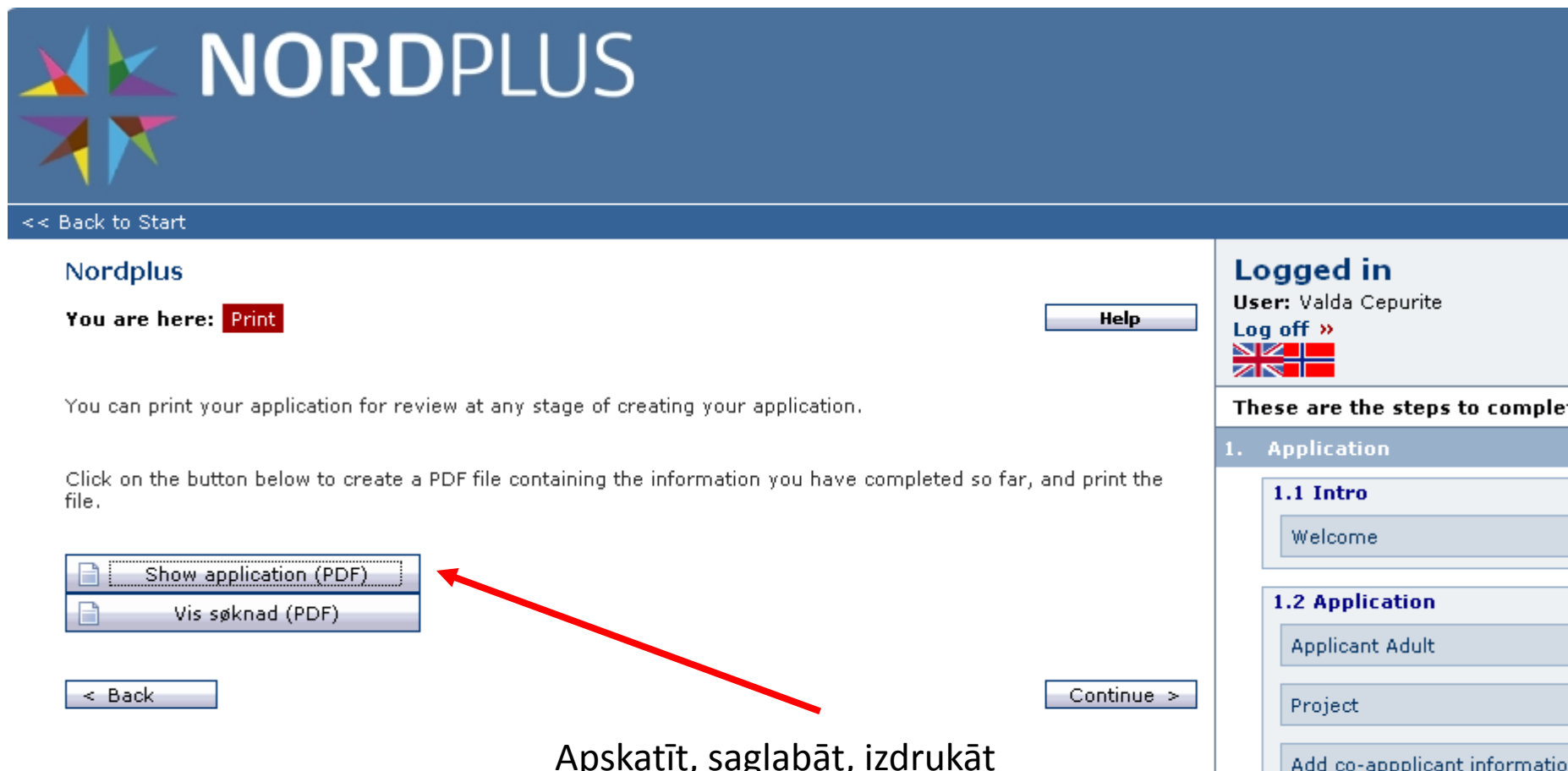
< Back

Continue >

Apstipriniet pēc nodoma vēstules
saņemšanas



Pieteikuma apskate un drukāšana



The screenshot shows the Nordplus application review and printing interface. At the top, there is a blue header with the Nordplus logo and the text "NORDPLUS". Below the header, there is a navigation bar with a "<< Back to Start" button. The main content area is divided into two columns. The left column contains the text "Nordplus" and "You are here: Print" (with "Print" in a red box). Below this, there is a paragraph: "You can print your application for review at any stage of creating your application." and another paragraph: "Click on the button below to create a PDF file containing the information you have completed so far, and print the file." Below these paragraphs, there are two buttons: "Show application (PDF)" and "Vis søknad (PDF)". A red arrow points from the text "Apskatīt, saglabāt, izdrukāt pieteikumu PDF formā" to the "Show application (PDF)" button. The right column contains a "Logged in" section with the text "User: Valda Cepurite" and "Log off >>" (with a flag icon). Below this, there is a section titled "These are the steps to complete" with a list of steps: "1. Application", "1.1 Intro" (with a "Welcome" sub-item), and "1.2 Application" (with sub-items "Applicant Adult", "Project", and "Add co-applicant information"). At the bottom of the right column, there is a "Continue >" button.

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.

Show application (PDF)

Vis søknad (PDF)

< Back

Continue >

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 sōknad

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

Paldies par uzmanību!

Liene Gailīte-Ernestsons

***Nordplus* Pieaugušo izglītības programma**

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