



Espresso Application Form step-by-step

<https://espresso.hkdir.no/nordplus>

January 8th, 2026



Agenda

- Introduction to the application form step-by-step
- Your questions – please also ask during the presentation

Before starting the application

Before you start filling in the application form in Espresso, it is a good idea to have the following information ready:

- Name, address, phone number and website of all participating partners
- Name, e-mail and phone number of the contact person and legal representative of all participating partners
- VAT/Organisation number, bank account, IBAN and Swift code of the coordinating organisation



Norwegian Directorate
for Higher Education
and Skills

Espresso

Application and Reporting



Help

Login

Login

Please log in with user name (e-mail address) and password

If you have previously used HK-dir's online services, you can use the same user name and password as before.

If you experience technical problems with registration or login, please use our [support](#) page.

Username

Password

Login

Register new user

Forgot password



Available application forms

This section lists available application forms for this programme.

Nordplus Adult 2026

This application form is available between **Nov 3, 2025 9:00 AM** and **Feb 2, 2026 11:59 PM**.

Use the link below to create a new application, or continue working with an existing application under "My Applications".

The call for application may be found [here](#).

[Click here to create a new application](#)

Nordplus Higher Education 2026

This application form is available between **Nov 3, 2025 9:00 AM** and **Feb 2, 2026 11:59 PM**.

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The call for application may be found [here](#).

[Click here to create a new application](#)

Nordplus Nordic Languages 2026

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The call for application may be found [here](#).

[Click here to create a new application](#)

Nordplus Horizontal 2026

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Use the link below to create a new application, or continue working with an existing application under "My Applications".

The call for application may be found [here](#).

[Click here to create a new application](#)



Create new application?

You have already created one or more applications for **Nordplus Higher Education 2026**.
What would you like to do?

☒ Continue editing application "Untitled project (NPHE-2026/10047)" ☐ Create new application

OK

Cancel



Nordplus Higher Education - Application 2026

NPHE-2026/10047 - Untitled project

1.Start

2.Institutions

3.General information

4.Activity

5.Budget

6.Check list

7.Submission

Basic information

1.1. Network



Help

To register a new network, press "Create new" and give it a unique name

For already registered networks:

If you applied for support in 2013 or later and registered your network, you can choose the network from the list below and press "Copy data". The information about all participating institutions in the network will then be copied to your application. You can edit the information under "2. Institutions". It is only the coordinator for the network (and users that have been given editor access to the network/project by the coordinator) that will be able to choose the network and apply within it. This means that if you shall coordinate a networks project/application, the coordinator that created the network must give you editor access to one of the networks projects. The coordinator do that from his/hers user account in Espresso.

Name on network

Create new

Copy data



1.2. Name on project

Please write the name of your network/project partnership and year: Network NN/2026

Untitled project

Project ID *

NPHE-2026/10047

1.3. Project access

Here you can choose who shall have access to the application. This person need to register/create an account in Espresso. Then you can choose the person from the list of registered users.

You can decide if you want the person to have "Editor access" or only "Read only access".

Editor access

Editor access means that the person you give access can make changes in the application.

Search for user by email address

Search

Read only access

Read only access means that the person that you give access can read everything in the application, but not make changes.

Search for user by email address

Search

Save

Save and Close

Cancel

* If you use the **BACK** button, all unsaved changes on the current page is lost.

The current page is saved automatically when navigating between the sections, or by using the Save button at the bottom of the page.



1.Start

2.Institutions

3.General information

4.Activity

5.Budget

6.Check list

7.Submission

Registration of institutions Nordplus Higher Education

2.1.Coordinating institution

2.2.Partner institutions

2.3.Letter of Intent (LOI)

Coordinating institution

2.1.1. Registration of coordinating institution

Register the coordinating institution. Please, first search among the registered institutions if your institution is already in the system. (You can search by part of the institution name). If you do not find your institution, you can register your institution by pressing "Search".

Add institution

Add institution

Coordinating institution *

Please choose type of institution.

Type of institution *

Choose one ▼

Info

The contact information of the institution cannot be changed. But the programme administrator will contact you at the address you fill in under 2.1.2 Unit



2.1.2. Unit

Unit at coordinating institution

Update unit

Add new unit

2.1.3. Legal representative

Press "edit" to register a legal person for your institution. A legal person is the person at your institution that can sign a contract on behalf of the institution.

	Name	E-mail	Action(s)
			Edit

2.1.4. Contact person

Press "edit" to register contact person for the project. Contact person will be the person at the coordinating institution that will receive information from Nordplus regarding the project/application.

	Name	E-mail	Action(s)
			Edit

Save

Save and Close

Cancel



1.Start

2.Institutions

3.General information

4.Activity

5.Budget

6.Check list

7.Submission

Registration of institutions Nordplus Higher Education

2.1.Coordinating institution

2.2.Partner institutions

2.3.Letter of Intent (LOI)

Partner institutions

Press «Add new partner» to register the partner institution(s). Also here you must first search among the registered institutions before you can manually register a new institution.

Add new partner

Partner institution

Unit

Contact person

Action(s)

Save

Save and Close

Cancel



Network partner

Before you can register a partner institution you have to search among the registered institution to see if the institution is already registered.

Add institution

Add institution

Partner institution *

Please choose type of institution. (If you can't find your type, choose "other" and specify when you describe the institutions under "Project description".

Type of institution *

Unit

Add new unit

Update unit

Contact person

Please press edit button to fill in/update information on the contact person at the partner institution, including personal data/contact information.

	Name	E-mail	Action(s)
			<p>Edit</p>

Legal representative

Please press edit button to fill in/update information on the contact person at the partner institution, including personal data/contact information.

	Name	E-mail	Action(s)
			<p>Edit</p>



Letter of intent – LOI

It is the responsibility of the coordinator to send the letter of intent to each participating organisation.

The coordinating organisation and each partner organisation must do the following with the letter of intent:

- Print the document
- The document must be signed by the legal representative and the contact person by hand or electronically
- The signed document must be scanned and sent to the coordinator
- The coordinator attaches all letters of intent to the application in tab 5 "Budget"

Letter of Intent

If the network is new: The Letter of Intent (LOI) must be signed by all participating institutions in the project. The partner institution prints, signs and returns the LOI to the coordinating institution, which then upload the signed LOI's in the application. The coordinating institution must also print, sign and upload their own LOI.

For established networks, who already have sent Letter of Intent for all partners (and received a grant) during the current programme period (2023-2027), do not need to send LOI's. The LOI's are valid throughout the whole programme period. If there are new partners in your network this year, you need to send LOI's for these partners. If there is a change of coordinator the new coordinating institution must send a new LOI as well as the old coordinator (if still member of the network).

The LOI's can be uploaded under the section "Budget".

LOI

Send Letter of Intent

Tick of for those institutions you want to sent the Letter of Intent to. The Letter of Intent will be sent to the contact person at the partner institution. (If you want to give individual comments alongside the Letter of Intent, send the Letter of Intent separately to each partner institution).

You can also download the Letter of Intent to your computer by pressing the institution name, and then save it.

Institution	Contact person	
-------------	----------------	--



☐ Provide a custom message with the Letter of Intent

Send Letter(s) of Intent



1.Start

2.Institutions

3.General information

4.Activity

5.Budget

6.Check list

7.Submission

General information and summary

3.1. Type of project

In Nordplus Higher Education you can apply for several activities within the same application. Please tick of for the activities you are applying for in this application.

See Nordplus Handbook for more information about the activities.

What type of activities do you want to apply for:

- ☒ Intensive courses
- ☒ Joint study programme
- ☒ Development projects
- ☒ Network support
- ☒ Mobility

Subject area *

Choose a subject area for your project. From 2025 onwards, ISCED fields of education and training are used.

00 Generic programmes and qualifications



- 0011 Basic programmes and qualifications



3.2. Summary

This summary is supposed to give a short description of the network. It will be used as information for the program committee, the Nordic Council of Ministers and similar. If the application is successful it will be published on www.nordplusonline.org, where we publish information about all projects that receive grants. **Therefore you should pay special attention to the summary.**

The summary should include:

- Information on the network/ project partnership (name, participating institutions, subject area, collaboration activities/areas)
- Overall goals and objectives
- Background for the network and the collaboration

Summary (max 250 words) *

B *I* U | | Paragraph |

Path: p

Web page

If your project/network has a web page (or use one of the institutions web page), please write it below:



3.3. Project theme

Please select the theme which you find most representative for your project. You must choose among the themes listed below and you can choose one theme only. If none of the themes listed are representative for your project, please choose "Other".

The themes are generally universal in the sense that they are broad and can be used to cover all Nordplus programmes across sectors and types of applications.

Please note that the registration is meant for statistical purposes only allowing the administration to identify and communicate the issues and fields addressed by the applications that are granted under Nordplus each year. The themes should not be seen as programme priorities and the registration is not used in the assessment of the application.

For more information see [description of project themes](#)

Choose a theme *

Choose one 

3.4. Other Nordplus projects

Previous Nordplus projects *

Has the network earlier been granted support from Nordplus Higher Education? If yes, state the project ID from the last three applications.

- ☐ No
☐ Yes

Nordplus applications in this round *

Is this project related to another Nordplus project in this application round? If yes, state the project ID and/or explain.



[1.Start](#)[2.Institutions](#)[3.General information](#)**[4.Activity](#)**[5.Budget](#)[6.Check list](#)[7.Submission](#)

Register the activities you are applying for. The possibilities below are based on the choices you made under “General information”.
See Nordplus Handbook for more information about the activities.

[4.1.Intensive course](#)[4.2.Joint study programme](#)[4.3.Development projects](#)[4.4.Network meetings](#)[4.5.Mobility](#)**[Apply for support to Intensive course](#)****4.1. Intensive course**

Press «Add activity» to register an Intensive course.
(If you shall apply for more than one Intensive course, you must “Add activity” for each of them)

Add activity

What	Name of Intensive course	Amount applied for	Action(s)
Total			

4.2. Download detailed budget for Intensive course

You must use the Nordplus budget model for each intensive course you apply for, i.e. if you apply for more than one intensive course, you must use a separate budget for each course.

You can download the detailed budget here: [Nordplus Budget Model for Intensive Courses](#)



4.2. Download detailed budget for Intensive course

You must use the Nordplus budget model for each intensive course you apply for, i.e. if you apply for more than one intensive course, you must use a separate budget for each course.

You can download the detailed budget here: [Nordplus Budget Model for Intensive Courses](#)

Attachment

Upload the detailed budget for each Intensive course here:

File upload

Choose a file to upload

 Upload

Current files on document:

No attachments

Save

Save and Close

Cancel



Intensive course

General information

Description

Budget

What *

Intensive course ▼

Name of Intensive course *

The expected start month is not binding but the course shall be implemented within the contract period

The Intensive Course expected to start in: *

Choose one ▼

Country that host the intensive course *

Choose one ▼

Is this a new intensive course or renewal of an earlier course? *

- ☐ New
- ☐ Renewal and got funding from Nordplus in 2025
- ☐ Renewal and got funding from Nordplus in 2024 and 2025

Level *

- ☐ Bachelor
- ☐ Master
- ☐ Not applicable



Which countries are planned to take part in the intensive course?

Participating countries *

- ☐ Aaland
- ☐ Denmark
- ☐ Estonia
- ☐ Faroe Islands
- ☐ Finland
- ☐ Greenland
- ☐ Iceland
- ☐ Latvia
- ☐ Lithuania
- ☐ Norway
- ☐ Sweden



For how many mobile students and teachers is the intensive course planned?

Number of mobile students: *

Number of mobile teachers: *

State the number of ECTS that the intensive course give

Number of ECTS *

Give the length of the intensive course in days (intensive courses must last for at least five working days)

Duration in days *

Hosting institution and location (city) of the course *

Save

Save and Close

Cancel



Intensive course

General information

Description

Budget

If you apply for renewal funding for your intensive course, please fill out only section 4. If there has been a one year break in applying, please fill out all sections.

In order to enhance the quality of your application, please try to answer all questions listed below. To smooth the assessment process, we recommend you to indicate your answers with corresponding letters.

Relevance, objectives and innovation

- A. Present the course objectives and its relevance for the participating institutions, including a description of relevant current conditions, a brief needs analysis and any previous or preparatory work/activities relevant for the course. Why is this course needed for the participating institutions?
- B. Explain how the course is integrated in or linked to study programmes or other educational activities at the involved institutions.
- C. If relevant, explain how the intensive course will be connected to working life and/or research (scientific/artistic).
- D. Explain the innovative aspects of the intensive course, e.g. new theme, teaching methods, use of technology, etc.

1. Relevance, objectives and innovation (max 3900 characters)



Organization and implementation

- A. Present the expected learning outcomes and how you will assess whether students have achieved them, e.g. examinations, tests, reports, performance etc.
- B. Indicate the main teaching methods and activities used in the course.
- C. Indicate how many ECTS credits the course will yield and if and how the studies will be recognized in the student's degree at home institution.
- D. Present a work plan for the implementation of the course, describing division of responsibility and tasks assignment among partners and progress monitoring.
- E. Present a day to day work programme (can be tentative) of the course.

2. Organization and implementation (max 3900 characters)

Results and dissemination (max 4000 characters)

- A. What are the envisaged outputs of the course (e.g. teaching material especially produced for the course, student reports/theses, web-based exercises, multimedia products etc.).
- B. Describe how you will exchange and disseminate experiences, best practices and results from the course among the partner institutions.

3. Results and dissemination (max 3900 characters)



If you apply for renewal funding for your intensive course, please fill out only section 4. If there has been a one year break in applying, please fill out all sections.

In order to enhance the quality of your application, please try to answer all questions listed below. To smooth the assessment process, we recommend you to indicate your answers with corresponding letters.

Renewal applications (max 4000 characters)

(if your course has been funded from Nordplus in the last year's application round (1st renewal) or also in the year before (2nd renewal))

- A. Indicate if this is the first or second (the last possible renewal application)
- B. If applicable, summarise the changes you intend to implement with this new course compared to the previous course(s), e.g. objectives, methodology, envisaged outputs, learning outcomes, innovation, partnership, management, monitoring and evaluation measures, dissemination and exploitation of results, work programme, location, participant and duration. Also, indicate why these changes are necessary.
- C. If your previous course has not taken place yet, please provide a summary of the progress of preparation.

4. Renewal applications (max 3900 characters)

Save

Save and Close

Cancel



Intensive course

General information

Description

Budget

A detailed budget must be attached for each intensive course. **You can download the detailed budget for Intensive courses here:** [Nordplus Budget Model for Intensive Courses](#)

Fill out the budget by copying the total applied sums calculated in the Excel sheet for Organisational support, travel and subsistence to the corresponding fields in Espresso. Make sure, that the sums are identical in Espresso and the attached Excel budget.

Planned expenses

EUR - Euro	Support from Nordplus	Sum
Activity		
Organisational support (as calculated in attached budget)	<input type="text" value="0"/>	0
Travel (as calculated in attached budget)	<input type="text" value="0"/>	0
Subsistence (as calculated in attached budget)	<input type="text" value="0"/>	0
SUM - Activity	0	0
Total	0	0
		<button>Update sums</button>

Save

Save and Close

Cancel



4.1.Intensive course

4.2.Joint study programme

4.3.Development projects

4.4.Network meetings

4.5.Mobility

Apply for support to Joint study programme

4.2. Joint study programme

A detailed budget must be attached for each project.

You can download the detailed budget model here: [Nordplus Budget Model](#)

Press «Add activity» to register a Joint study programme.

(If you shall apply for more than one Joint study programme, you must "Add activity" for each of them)

Add activity

What	Name on Joint Study programme	Amount applied for	Action(s)
Total			

Save

Save and Close

Cancel



Joint Study Programme

General information

Description

Budget

What *

Joint study programme ▼

Name on Joint Study programme *

Level *

Choose one ▼

Is this a new joint study programme or renewal of an earlier programme? *

- ☐ New
- ☐ Renewal and got funding from Nordplus in 2025
- ☐ Renewal and got funding from Nordplus in 2024 and 2025

Do all institutions in the network participate *

- ☐ All institutions participate
- ☐ NOT all institution participate



Participating Countries *

- ☐ Aaland
- ☐ Denmark
- ☐ Estonia
- ☐ Faroe Islands
- ☐ Finland
- ☐ Greenland
- ☐ Iceland
- ☐ Latvia
- ☐ Lithuania
- ☐ Norway
- ☐ Sweden

If not all institutions in the network participate in the Joint Study program, list the participating institutions below:

Participating institutions

Save

Save and Close

Cancel



Joint Study Programme

General information

Description

Budget

If you apply for renewal funding for your joint study programme, please fill out only section 5 and if applicable also section 3 (development work). If there has been a one year break in applying, please fill out all sections.

In order to enhance the quality of your application, please try to answer all questions listed below. As Nordplus can award grants for all stages of the development process, from the very first idea up to finalization, some questions might not be relevant at the moment but try to reflect on all of them.

To smooth the assessment process, we recommend you to indicate your answers with corresponding letters.

Relevance, objectives and innovation

- A. Present the study programme objectives (what is it aiming to achieve – overall goals and results) and its relevance for the participating institutions, including a description of relevant current conditions, a brief needs analysis, any previous or preparatory work/activities relevant for the programme, and the added value of this specific study programme compared to similar existing study programmes (national and joint). Why is this joint study programme needed? What are the expected learning outcomes?
- B. Describe the complementarity of the partner institutions' competences and previous collaborative experiences relevant for this study programme programme.
- C. If relevant, explain how the study programme will connect or interact with working life and/or research (scientific/artistic).
- D. Explain the innovative aspects of the study programme, e.g. new theme, teaching methods, use of technology, etc.

1. Relevance, objectives and innovation (max 3900 characters)



Organization and implementation

- A. Present a work plan for the establishment of the full degree joint study programme, describing division of responsibility and tasks assignment among partners, and progress monitoring.
- B. Describe the current situation on how institutional leadership and management are committed to the establishment and implementation of the full degree joint study programme.
- C. Budget: If the applied sum exceeds 100 000 €, please describe how you intend to fund the rest of the budget in the text box "Comments to the budget".
- D. If you are planning a two or three years project and intend to apply for renewed funding next year please specify which activities you are applying for now, and what activities you wish to apply for later the following year.

2. Organization and implementation (max 4000 characters)



If you are applying for support for development work, please describe:

- A. The tasks to be covered
- B. The expected outcome
- C. The extent of the work: number of individuals involved and total amount of days
- D. Who will do the work
- E. In which way is this development work necessary for the project?

3. Development work (max 4000 characters)

Dissemination and sustainability

- A. If applicable, describe the promotion measures for the joint programme to increase it's visibility and attractiveness.
- B. If applicable, describe any plans regarding the sustainability of the joint programme after the external funding has ended.

4. Dissemination and sustainability(max 3900 characters)



If you apply for renewal funding for your joint study programme, please fill out only section 5 and if applicable also section 3 (development work). If there has been a one year break in applying, please fill out all sections.

In order to enhance the quality of your application, please try to answer all questions listed below. As Nordplus can award grants for all stages of the development process, from the very first idea up to finalization, some questions might not be relevant at the moment but try to reflect on all of them.

To smooth the assessment process, we recommend you to indicate your answers with corresponding letters.

Renewal applications

(if your programme has been funded from Nordplus in the last year's application round (1st renewal) or also the year before last's application round (2nd renewal))

- A. indicate if this is the first or second (last possible) renewal application
- B. Summarise the activities that already have been implemented in order to establish the joint programme and if any changes in the original work plan has been made and the reasons for it.
- C. present the activities that you are now applying for including a work plan and a description of the division of labour and responsibilities among the institutions involved.

5. Renewal applications (max 3900 characters)



Joint Study Programme

General information

Description

Budget

A detailed budget must be attached for each joint study programme applied for.

You can download the detailed budget model here: [Nordplus Budget Model](#)

Fill out the budget by copying the total applied sums in the Excel sheet for Organisational support, Travel and subsistence and Development work to the corresponding fields in Espresso. The used/applied amounts in Espresso should in most cases be identical, as instructed in Espresso and the handbook, but they may be lower if preferred by the applicant.

Budget

EUR - Euro	Support from Nordplus	Sum
Activity		
Organisational support (as calculated in attached budget)	<input type="text" value="0"/>	0
Travel and subsistence (as calculated in attached budget)	<input type="text" value="0"/>	0
Development work (as calculated in the attached budget)	<input type="text" value="0"/>	0
SUM - Activity	0	0
Total	0	0
		<button>Update sums</button>

Comments to the budget.



4.1.Intensive course

4.2.Joint study programme

4.3.Development projects

4.4.Network meetings

4.5.Mobility

Apply for support to Development project

4.3. Development project

A detailed budget must be attached for each project. **You can download the detailed budget model here:** [Nordplus Budget Model](#)

Press «Add activity» to register a Development project.

(If you shall apply for more than one Development project, you must “Add activity” for each of them)

Add activity

What	Name of development project	Amount applied for	Action(s)
Total			

Save

Save and Close

Cancel

* If you use the **BACK** button, all unsaved changes on the current page is lost.

The current page is saved automatically when navigating between the sections, or by using the Save button at the bottom of the page.



Development project

General information

Description

Budget

What *

Development project ▼

Name of development project *

Is this a new development project or renewal of an earlier project? *

- ☐ New
- ☐ Renewal and got funding from Nordplus in 2025
- ☐ Renewal and got funding from Nordplus in 2024 and 2025

Do all institutions in the network/project participate *

- ☐ All institutions participate
- ☐ NOT all institution participate



Participating country

- ☐ Aaland
- ☐ Denmark
- ☐ Estonia
- ☐ Faroe Islands
- ☐ Finland
- ☐ Greenland
- ☐ Iceland
- ☐ Latvia
- ☐ Lithuania
- ☐ Norway
- ☐ Sweden

If **not** all institutions in the network participate in the Development Project, list the participating institutions below:

Participating institutions

Save

Save and Close

Cancel



Development project

General information

Description

Budget

If you apply for renewal funding for your development project, please fill out only section 5 and if applicable also section 3 (development work). If there has been a one year break in applying, please fill out all sections.

In order to enhance the quality of your application, please try to answer all questions listed below. To smooth the assessment process, we recommend you to indicate your answers with corresponding letters.

Relevance, objectives and innovation

- A. Present the project objectives (what it is aiming to achieve – overall goals and expected results) and its relevance for all the partners. Describe also the background of the project, e.g. any needs analysis, previous or preparatory collaboration/activity relevant for the project.
- B. Describe in a concrete way how the DP is integrated to the degree education up to and including master level at the involved institutions. If relevant, explain how the project will connect education with working life and/or research.
- C. Describe/What is the innovative aspects of the project.

1. Relevance, objectives and innovation (max 3900 characters)



Organization and implementation

- A. Present a concrete (tentative) work plan, showing when different tasks and activities will be carried out and completed.
- B. Describe how the project will be managed among partner institutions, including division of responsibility, tasks assignment and progress monitoring
- C. Budget: If the applied sum exceeds 100 000 €, please describe how you intend to fund the rest of the budget in the text box "Comments to the budget".
- D. If you are planning a two or three years project and intend to apply for renewed funding next year please specify which activities you are applying for now, and what activities you wish to apply for later the following year.

2. Organization and implementation (max 4000 characters)**If you are applying for support for developing work, please describe:**

- A. The tasks to be covered
- B. The expected outcome
- C. The extent of the work: number of individuals involved and total amount of days
- D. Who will do the work
- E. In which way is this development work necessary for the project?

3. Development work (max 4000 characters)

Results and dissemination

- A. Present the expected outputs (e.g. knowledge, skills, competences and/or concrete products and services).
- B. Indicate who will benefit of these results and describe how you will disseminate the results to these target groups.

4. Results and dissemination (max 3900 characters)

If you apply for renewal funding for your development project, please fill out only section 5 and if applicable also section 3 (development work). If there has been a one year break in applying, please fill out all sections.

In order to enhance the quality of your application, please try to answer all questions listed below. To smooth the assessment process, we recommend you to indicate your answers with corresponding letters.

Renewal applications

(If your project has been funded from Nordplus in the last year's call (1st renewal) or also in the year before (2nd renewal))

- A. Indicate if this is the first or second (last possible) renewal application.
- B. Summarise the activities that have been implemented already.
- C. If applicable, describe any changes made to the original work plan and explain the reasons for the changes.
- D. Present the activities that you are now applying for, including work plan and descriptions of division of responsibilities, tasks assignments and progress monitoring among partners.

5. Renewal applications (max 3900 characters)



Development project

General information

Description

Budget

A detailed budget must be attached for each development project applied for.

You can download the detailed budget model here: [Nordplus Budget Model](#)

Fill out the budget by copying the total applied sums in the Excel sheet for Organisational support, Travel and subsistence and Development work to the corresponding fields in Espresso. The used/applied amounts in Espresso should in most cases be identical, as instructed in Espresso and the handbook, but they may be lower if preferred by the applicant.

Budget

EUR - Euro	Support from Nordplus	Sum
Activity		
Organisational support (as calculated in attached budget)	<input type="text" value="0"/>	0
Travel and subsistence (as calculated in attached budget)	<input type="text" value="0"/>	0
Development work (as calculated in the attached budget)	<input type="text" value="0"/>	0
SUM - Activity	0	0
Total	0	0
		<button>Update sums</button>

Comments to the budget.



4.1.Intensive course

4.2.Joint study programme

4.3.Development projects

4.4.Network meetings

4.5.Mobility

Apply for Network meeting

4.4. Network meetings

A detailed budget must be attached for each project. You can download the detailed budget model here: [Nordplus Budget Model](#)

Press "Add activity" to apply for Network meetings.

Add activity

What

Name

Amount applied
for

Action(s)

Total

Save

Save and Close

Cancel



Network meetings

General information

Description

Budget

What *

Network support ▼

Name of network meeting should be the same as the name of your network.

Name *

What is/are the network meeting(s) for: *

- ☐ Meetings for establishing NEW networks. The network is defined as new for three consecutive years but annual applications must be submitted.
- ☐ Meetings for staff for developing ESTABLISHED networks
- ☐ Meetings for implementing, developing and quality assurance of Erasmus+ funded student and teacher mobility within the Nordplus network

Save

Save and Close

Cancel



Network meetings

General information

Description

Budget

If you apply for **renewal funding** of the establishment of your **new network**, please answer only the questions in section 4. If there has been a one year break in applying, please fill out all sections.

If you apply for meetings for **staff within established networks** for the quality assurance of mobility and/or courses and/or admissions of new partners, please answer only the questions in **section 5**.

In order to enhance the quality of your application, please try to answer all questions listed below. To smooth the assessment process, we recommend you to indicate your answers with corresponding letters.

Relevance and objectives (for new networks)

- A. Explain the background for how partner institutions are chosen for the network, including a description of their complementary competencies and their rationale for taking part in the network.
- B. Define the overall objectives of the network.

1.Relevance and objectives (for new networks) (max 3900 characters)



Organization and implementation

- A. Describe the activities you will conduct in order to establish the network.
- B. Indicate the specific tasks assigned to each partner institution involved.
- C. Present a concrete work plan for the network activities.
- D. Describe how the network is managed and the collaboration is organized among the involved institutions.
- E. If you are planning a two or three years project and intend to apply for renewed funding next year, please specify which activities you are applying for now, and what activities you wish to apply for later on.

2. Organization and implementation (max 3900 characters)

Dissemination

- A. Describe how you will exchange and disseminate experiences, best practices and results from the collaboration.

3. Dissemination (max 3900 characters)



For renewal applications for the establishment of NEW networks

- A. Please, indicate if this is the first or second (maximum) renewal application.
- B. Describe shortly the activities taking place so far and the overall results
- C. Describe the objectives and the needs for the continuing activities and who will participate
- D. Present a work plan for the activities: preparations, implementation and follow-up.

4. For renewal applications for the establishment of new networks (max 3900 characters)

For meetings of staff within **established networks** for the quality assurance of mobility and/or courses and/or admission of new partners.

- A. Describe the planned meeting(s), e.g. topic(s) for discussion, where and when and why needed?
- B. Describe the profile of expected participants, who will attend and why?

5. For meetings of staff within established networks (max 3900 characters)



Network meetings

General information

Description

Budget

A detailed budget must be attached for the network meeting.

You can download the detailed budget model here: [Nordplus Budget Model](#)

Fill out the budget by copying the total applied sum calculated in the excel sheet for Travel and subsistence to the corresponding field in Espresso. Make sure, that the sum is identical in Espresso and the attached excel budget.

Planned expences

EUR - Euro	Support from Nordplus	Sum
Activity		
Travel and subsistence (as calculated in attached budget)	<input type="text" value="0"/>	0
SUM - Activity	0	0
Total	0	0
		<button>Update sums</button>

Ev. comments to the budget.



4.1.Intensive course

4.2.Joint study programme

4.3.Development projects

4.4.Network meetings

4.5.Mobility

4.5.1.General

4.5.2 Express mobility

4.5.3.Short Term Mobility

4.5.4.Long Term Mobility

4.5.5.Teacher mobility

General description

Describe the mobility and then choose type of mobility to register the mobility.

4.5.1. General description

General description

- Describe the objectives and goals of your planned mobility programme within the network.
- Describe how the mobility is organized and how it is quality assured (the criteria for selection, recognition of studies abroad, ECTS, learning/training agreement, confirmation of grant award, report, practicalities)
- Describe how the network views complementarity with Erasmus+, specially regarding Long-term student mobility and Staff mobility. Nordplus networks are encouraged to examine the possibilities of other funding (e.g. Erasmus+) at partner institutions and how it could be used for student/staff mobility in the Nordplus network.

B *I* U | Paragraph



4.5.1.General

4.5.2 Express mobility

4.5.3.Short Term Mobility

4.5.4.Long Term Mobility

4.5.5.Teacher mobility

Choose between A., B. or C. depending on the duration of the Express mobility.

The mobility can be registered in several turns.

Choose "Add mobility" to register the express mobility.

A. One week express mobility

Add mobility

Type of mobility	From country	To country	Number of students	Type in the duration (1. week)	Total grant	Action(s)
Total						

B. Two weeks express mobility

Add mobility

Type of mobility	From country	To country	Number of students	Type in the duration (2. weeks)	Total grant	Action(s)
Total						

C. Three weeks express mobility

Add mobility

Type of mobility	From country	To country	Number of students	Type in the duration (3. weeks)	Total grant	Action(s)
Total						

Express mobility one week

Register what type of mobility you are applying for, home and destination country, the total sum of students and **for the duration, fill out 1 week**.

Type of mobility *

From country *

To country *

Number of students *

Type in the duration (1. week) * Weeks

Save

Cancel



Student mobility short

Register what type of mobility you are applying for, home and destination country, the total sum of students and the length of the stay **per student**. If the length of the stay varies, you can use the average length or do the registration in several turns.

Type of mobility *

From Country *

To Country *

Number of students *

Duration (average) each student * Months

Save

Cancel



Student mobility long

Register what type of mobility you are applying for, home and destination country, the total sum of students and the length of the stay **per student**. If the length of the stay varies, you can use the average length or do the registration in several turns.

Type of mobility *

From Country *

To Country *

Number of students *

Duration (average) each student * Months

Save

Cancel



Teacher mobility

Register what type of mobility you are applying for, home and destination country, the total sum of teachers and the length of the stay **per teacher**. If the length of the stay varies, you can use the average length or do the registration in several turns.

Type of mobility *

Choose one



From country *

Choose one



To country *

Choose one



Number of teachers *

The duration of the stay is registered either as weeks, months or days. If the stay is more than three weeks you must register is as months (4 weeks = 1 month). The minimum duration is 8 working hours/one day.

Duration (average) each teacher

Months

Weeks

Days



[1.Start](#)[2.Institutions](#)[3.General information](#)[4.Activity](#)**[5.Budget](#)**[6.Check list](#)[7.Submission](#)

5.1. Budget

EUR - Euro	Support from Nordplus	Sum
Mobility		
One week express mobility	5 800	5 800
SUM - Mobility	5 800	5 800
Project activity		
Intensive course - Name	8 000	8 000
Joint study programme - Name	20 000	20 000
Network support - Name	2 000	2 000
SUM - Project activity	30 000	30 000
Total	35 800	35 800
<button>Update sums</button>		

Ev. comments to the budget

B *I* U | | Paragraph | | | | |



5.2. Attachment

A more detailed budget must be attached for each intensive course/joint study programme/ development project/ network activity.

You can find the detailed budget here:

[Nordplus Budget Model](#)

[Nordplus Budget Model for Intensive Courses](#)

NB: there is one budget model specific for intensive courses and one (common) for the other activities (joint study programme/development project/network activity).

Also attach the signed Letter of Intent's (LOIs) here.

File upload

Choose a file to upload



Current files on document:

No attachments



5.3. Bank information

The following bank information will show in the contract if you will receive a grant. Please fill in the bank information carefully.

Bank name: *

Bank account holder: *

Adress bank account holder: *

IBAN: *

BIC-code/SWIFT-address: *

VAT-number OR Organisation number *

Every organisation in the EU has a VAT number (Value added tax number). If coordinating institution is from Norway, Iceland or Faroe Island you may use organisation number which is equivalent to VAT. Nordplus needs this number in order identify that a certain organisation is really the owner of a certain bank account.



1.Start

2.Institutions

3.General information

4.Activity

5.Budget

6.Check list

7.Submission

Preview and Check list

6.1.Preview



Print preview (opens in new window)



Download PDF

6.2. Nordplus General Data Protection Regulation

Nordplus applicants have to accept Nordplus Data Protection Policy before they send in their application.

[Nordplus Data Protection Regulation can be seen here](#)

☐ I confirm that I have read and accept the Nordplus General Data Protection Regulation *



6.3. Check list

Before you submit your application, confirm that everything in the check list is OK

Enclosed budget *

- ☐ The network has only applied for mobility support and enclosed budget is not a requirement
- ☐ The network has applied for project support and a detailed budget is enclosed for each project activity

Number of institutions *

- ☐ The network has applied only for mobility support and there are at least two institutions from two different Nordplus countries participating
- ☐ The network has (also) applied for project support and there are at least three institutions from three different Nordplus countries participating

Letter of Intent *

- ☐ This is a new network and Letters of Intent from all participants (coordinator and partners) are enclosed
- ☐ This is an old network, i.e. it has been granted support from Nordplus before and enclosed Letter of Intent is not a requirement
- ☐ This is an old network but some of the partner institutions are new and their Letters of Intent are enclosed. Also, in the case where an old partner takes over the coordination, a new Letter of Intent as coordinator is enclosed as well as a new Letter of Intent from the former coordinating institution

Save

Save and Close

Cancel

* If you use the **BACK** button, all unsaved changes on the current page is lost.

The current page is saved automatically when navigating between the sections, or by using the Save button at the bottom of the page.



1.Start

2.Institutions

3.General information

4.Activity

5.Budget

6.Check list

7.Submission

Please enter a project title in the 'Start' section.

The field "I confirm that I have read and accept the Nordplus General Data Protection Regulation" in "6.2. Nordplus General Data Protection Regulation" is required.
Please complete.

7.1. Preview



Print preview (opens in new window)



Download PDF

7.2. Submission

Submit application

Save

Save and Close

Cancel





www.nordplusonline.org

<https://espresso.hkdir.no/nordplus>