

ERASMUS+ STAFF MOBILITY FOR TRAINING

Checklist Administrative Procedure

Before, during and after your Erasmus+ training period

BEFORE YOUR ERASMUS+ TRAINING PERIOD

	What?	When?	Done?
1	Fill out the Mobility Agreement for Training.		
2	Sign the Mobility Agreement and ask the responsible persons at Leiden University and the receiving institution/organisation to do the same.		
3	Make a scanned copy of the Mobility Agreement (in one PDF document).		
4	Fill out the online application form and attach the Mobility Agreement.		
5	Print the online application form.		
6	Submit the online application form with the attached Mobility Agreement.	At least 1 month before the start of your Erasmus+ training period.	
7	Sign the printed application form and ask the relevant budget holder at your faculty, institute or department to complete the last section (declaration budget holder).		
8	Send a scanned copy (in one PDF document) of the signed application form to outbound@sea.leidenuniv.nl	At least 1 month before the start of your Erasmus+ training period.	
9	If you are awarded an Erasmus+ grant, you will receive a provisional decision letter and the Grant Agreement via email. Read the Grant Agreement carefully and sign it.		
10	Return a scanned copy (in one PDF document) of the signed Grant Agreement to outbound@sea.leidenuniv.nl	At least 2 weeks before the start of your Erasmus+ training period.	
11	If your training is postponed, cancelled, shortened or extended, or if there is any other reason why you no longer meet the conditions of the Erasmus+ grant, you are obliged to inform the Scholarships Team by email of this change.	As soon as possible, but before the start date of the training period at the latest.	

DURING YOUR ERASMUS+ TRAINING PERIOD

	What?	When?	Done?
1	Fill out the Certificate of Attendance with the responsible person at the receiving institution/organisation and sign it both.	At the end of your Erasmus+ training period.	

AFTER YOUR ERASMUS+ TRAINING PERIOD

	What?	When?	Done?
1	Fill out and submit the Online Participant Report for Erasmus+ staff mobility. You will receive an automatic invitation to fill out the report via email.	Within 1 month after your Erasmus+ training period.	
2	Send a scanned copy of the Certificate of Attendance to outbound@sea.leidenuniv.nl .	Within 1 month after your Erasmus+ training period.	
3	Based on the start and end date provided in the Certificate of Attendance, your final grant amount will be calculated. Both you and the budget holder will receive a final calculation of the Erasmus+ grant via email.		
4	You can claim the Erasmus+ grant via SAP Self Service (LUMC: Albinusnet).		