

## ERASMUS+ STAFF MOBILITY FOR TEACHING

### Checklist Administrative Procedure

### Before, during and after your Erasmus+ teaching period

#### BEFORE YOUR ERASMUS+ TRAINING PERIOD

	What?	When?	Done?
1	Fill out the Mobility Agreement for Teaching.		
2	Sign the Mobility Agreement and ask the responsible persons at Leiden University and the receiving institution/organisation to do the same.		
3	Save a copy of the Mobility Agreement (in one PDF document).		
4	Fill out the <a href="#">online application form</a> and attach the Mobility Agreement.		
5	Save 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 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 copy (in one PDF document) of the signed application form to <a href="mailto:outbound@sea.leidenuniv.nl">outbound@sea.leidenuniv.nl</a>	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 copy (in one PDF document) of the signed Grant Agreement to <a href="mailto:outbound@sea.leidenuniv.nl">outbound@sea.leidenuniv.nl</a>	At least 2 weeks before the start of your Erasmus+ training period.	
11	If your teaching assignment 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 copy of the Certificate of Attendance to <a href="mailto:outbound@sea.leidenuniv.nl">outbound@sea.leidenuniv.nl</a> .	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).		