

## ERASMUS+ STAFF MOBILITY FOR TRAINING

### Checklist Administrative Procedure

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

If you have any questions or concerns about your Erasmus+ grant, do not hesitate to contact the Scholarships Team by sending an email to [outbound@sea.leidenuniv.nl](mailto:outbound@sea.leidenuniv.nl).

#### BEFORE YOUR ERASMUS+ TRAINING PERIOD

	What?	When?	Done?
1	Fill out the <b>Mobility Agreement</b> for Training.		
2	Sign the <b>Mobility Agreement</b> and ask your contact persons at Leiden University and the receiving institution/organisation to do the same.		
3	Save a copy of the <b>Mobility Agreement</b> as 1 PDF file (all pages in 1 document).		
4	Fill out the <a href="#">online application form</a> and attach the Mobility Agreement.		
5	Submit the <b>online application form</b> with the attached <b>Mobility Agreement</b> .	At least 1 month before the start of your Erasmus+ period.	
6	If you are awarded an Erasmus+ grant, you will receive a <b>grant award letter</b> and the <b>Grant Agreement</b> via email.		
7	Read the <b>Grant Agreement</b> carefully and sign it.		
8	Return a copy (in 1 PDF file) of the signed <b>Grant Agreement</b> to <a href="mailto:outbound@sea.leidenuniv.nl">outbound@sea.leidenuniv.nl</a>	At least 2 weeks before the start of your Erasmus+ period.	
9	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 your Erasmus+ period at the latest.	

#### AT THE END OF YOUR ERASMUS+ TRAINING PERIOD

	What?	When?	Done?
1	If you do <b>not</b> receive a standard Certificate of Attendance from the receiving institution/organisation:  Fill out the <b>Certificate of Attendance</b> (attached to your grant award letter) with your contact person at the receiving institution/organisation and sign it both.	At the end of your Erasmus+ period.	

**TIP:** Save a copy of all the signed Erasmus+ documents for your own administration.

## AFTER YOUR ERASMUS+ TRAINING PERIOD<sup>1</sup>

	What?	When?	Done?
1	Fill out and submit the <b>Erasmus+ Participant Report</b> . You will receive an automatic invitation for the report via email.	Within 30 calendar days after receiving the invitation.	
2	Send a copy of the completed and signed <b>Certificate of Attendance</b> to <a href="mailto:outbound@sea.leidenuniv.nl">outbound@sea.leidenuniv.nl</a> .	Within 1 month after your Erasmus+ 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 authorising officer at Leiden University will receive a <b>final decision letter</b> via email.		
4	You can claim the Erasmus+ grant via BAS InSite (or Albinusnet if you are an LUMC employee).		

### IMPORTANT

Note that it is at all times the responsibility of the staff member to:

1. Ensure that all the required documents are complete, signed and submitted within the timelines given.
2. Inform the Scholarships Team of any delays in submitting the required documents before the relevant deadline.

<sup>1</sup> Only for Una Europa-related staff mobilities: After Mobility steps 3 and 4 do **not** apply to your grant. This is because the financial follow-up for your staff mobility is arranged directly with and by the Una Europa project team at Leiden University.