

# My Applications

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## Take note

The illustrations in the Application Forms wiki pages are for consultation purpose only and may not always reflect the latest implementation.

There may be minor changes to the screen appearance and layout which are described on the updated page: [How to complete the application form.](#)

**My Applications** allows you to update all of your draft and submitted applications as well as applications that other users have shared with you.

To access **My applications**, you need to be signed in to the [Erasmus+ and European Solidarity Corps platform](#) using a [registered EU Login account](#).

This is the main page where you can follow and complete your application, once you have started to apply for an opportunity.

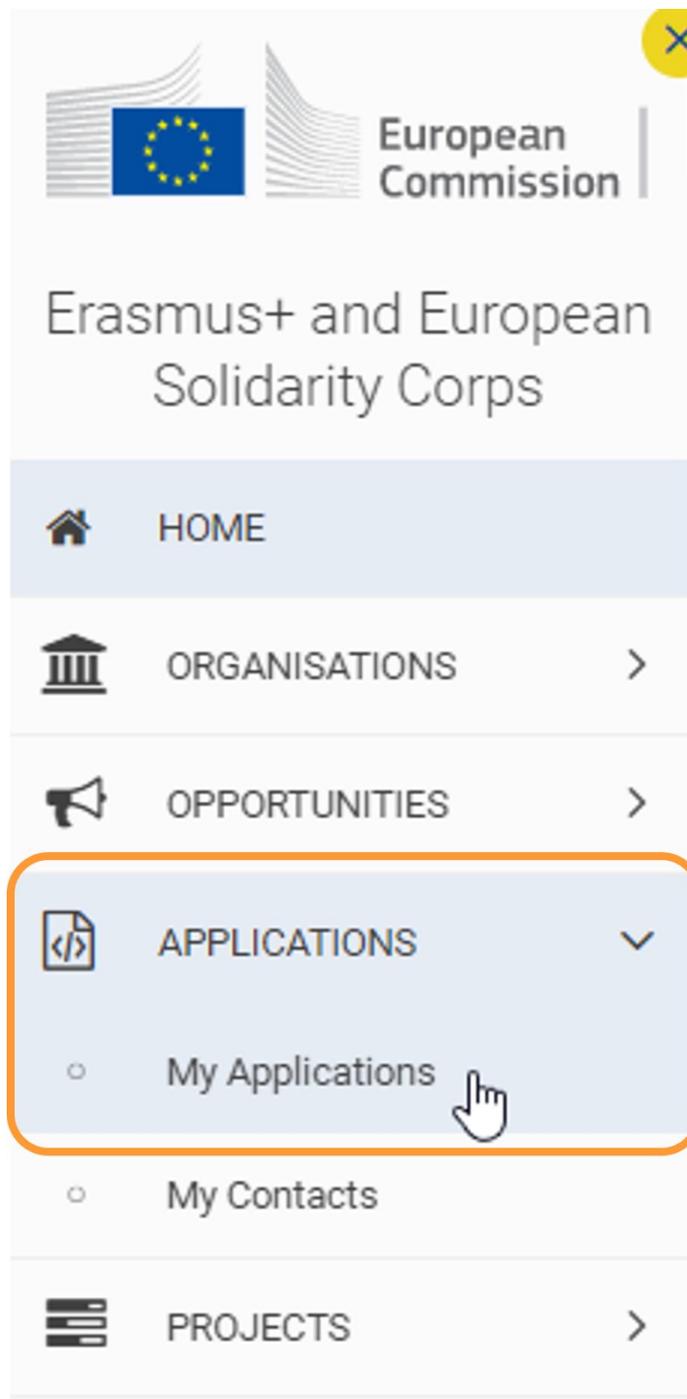
- If you have not yet started applying for an **Opportunity**, the list of applications will be empty.
- If you have many applications you can search or filter the results to show only relevant applications.

Depending on the status of an application (draft or submitted) a number of actions can be performed on an application, such as Edit, Preview, Share, Reopen, View Submission History and Delete.

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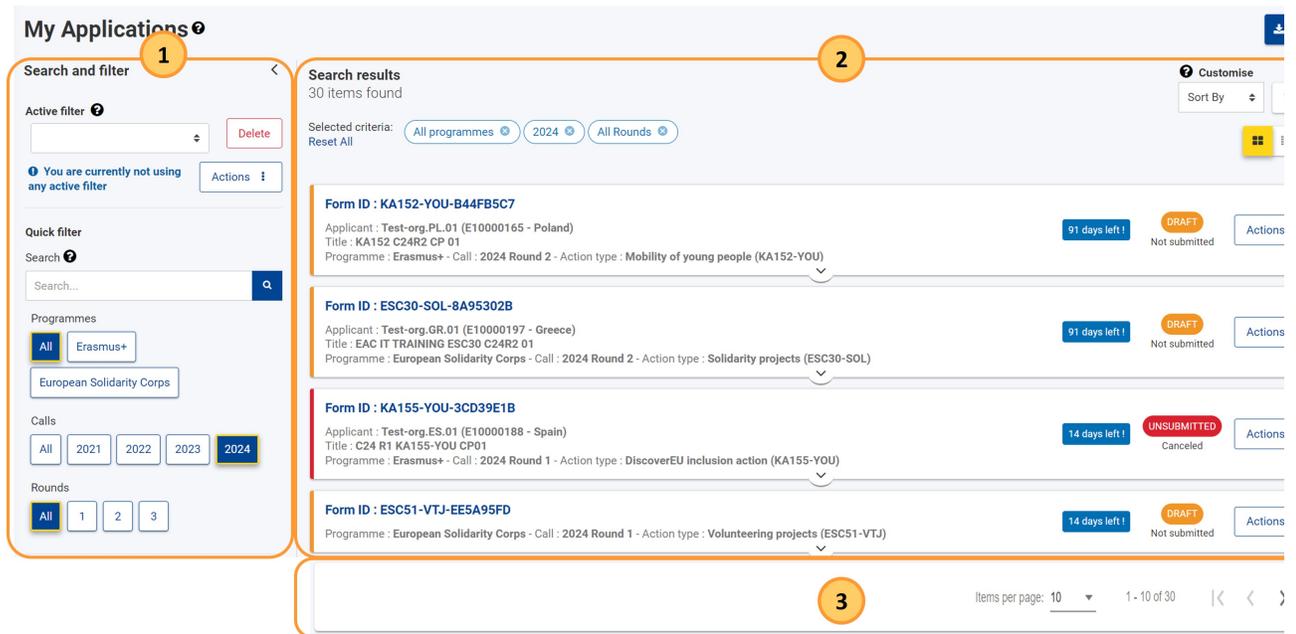
## 1. Accessing "My Applications"

In the main menu select **Applications** and then **My Applications**. The list of your applications displays.



The following are available:

1. **Search and filter** panel: used to search for a specific application form or group of forms. For basic information about the search filters, see [Search](#) below; for full details please see [Search filter basics](#).
2. **Search Results (Application List)**: displays a list of applications which you have access to, optionally filtered.
3. **List browsing options**: various options for page control are available.

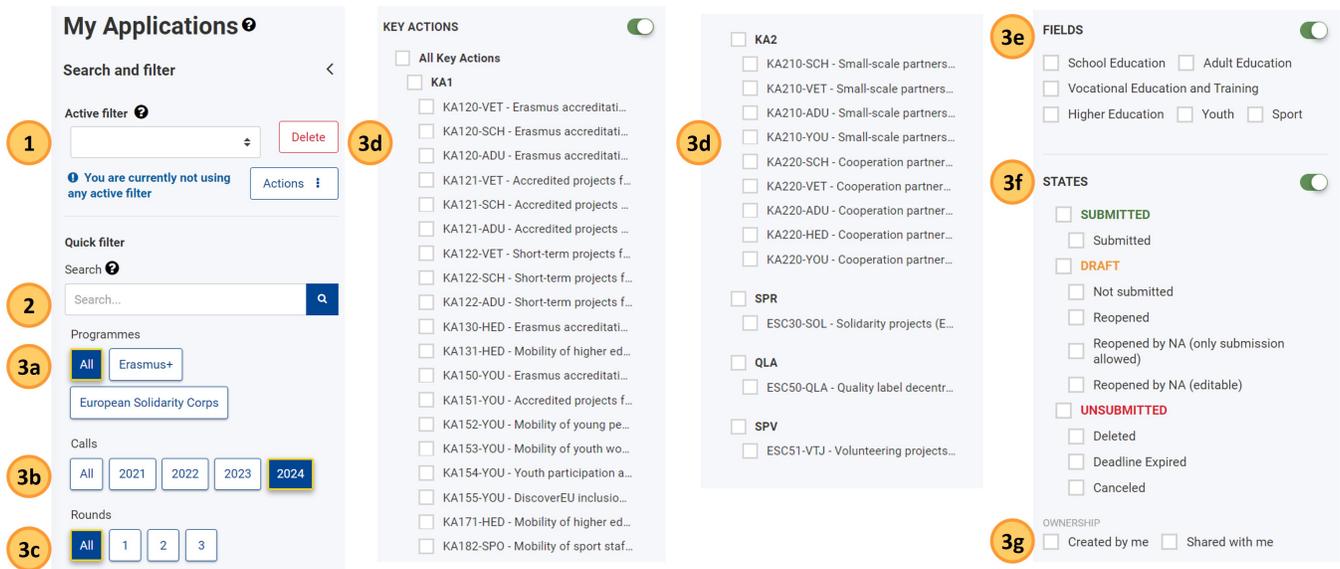


## 2. Searching for an application

A number of search and filtering options are available to assist you in finding a specific application. For full details about the general functionalities of the search filters, please see [Search filter basics](#).

The following filters are available:

1. **Active filter**: is the combination of criteria you are currently using; the active filter can be saved, updated and set as default.
2. **Quick Filter**: gives you the possibility to search for content inside the application forms, or to search for a specific form using the Form ID.
3. **Predefined filters**: allow you to narrow down your list of results. These are:
  - a. Programmes
  - b. Calls - set by default to the current year
  - c. Rounds
  - d. Key Actions
  - e. Fields
  - f. [States](#)
  - g. Ownership



### 2.1. Quick Filter (Search)

#### 2.1.1. Search for content

Type the exact term or combination of terms, including the correct spelling and special characters (-, @, :). This will impact the results you obtain.

- Example 1: Searching for **Jász kunmáriaifürdő** or **Jasz kunmáriaifurdo** will display different results.

- Example 2: Searching for **privacy statement** will display all items that contain this exact combination of terms; using inverted commas (" ") is not necessary.

Any text you type in the **Search** field is added to the **Selected criteria** at the top of the results list and will be used for all subsequent searches unless you remove it from the selected criteria.

## 2.1.2. Search by Form ID

Set the Programme, Call and Round filters to **All**.

Type the full Form ID of the application you are looking for, then click the dedicated **Search** icon.

The screenshot shows a search interface with a left-hand filter panel and a main results area. The filter panel includes sections for 'Active filter', 'Quick filter', 'Programmes', 'Calls', and 'Rounds'. The 'Programmes' section has 'All' and 'Erasmus+' buttons. The 'Calls' section has 'All', '2021', '2022', '2023', and '2024' buttons. The 'Rounds' section has 'All', '1', '2', and '3' buttons. The search field contains 'ESC50-QLA-47368538'. The main results area shows 'Search results' with '1 items found'. The selected criteria are 'All programmes', 'All calls', 'All Rounds', and 'ESC50-QLA-47368538'. The search results card displays 'Form ID : ESC50-QLA-47368538', 'Applicant : Organisation Romania (E10000059 - Romania)', 'Programme : European Solidarity Corps - Call : 2024 Round 1 - Action type : Quality label decentralised (ESC50-Q LA)', '268 days left!', 'SUBMITTED Submitted', and an 'Actions' button. The bottom of the results area shows 'Items per page: 10' and '1 - 1 of 1'.

## 3. Search results / List of Applications

The list of applications displays all applications available to you: submitted, unsubmitted, expired, deleted and shared ones, optionally filtered and/or sorted.

### 3.1. General functionality

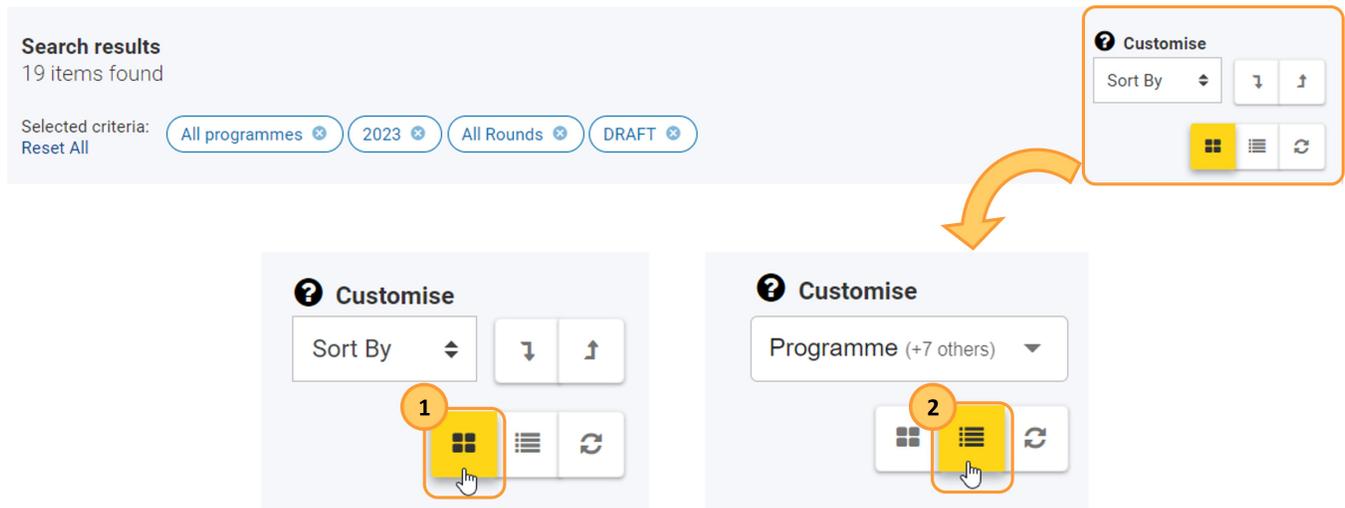
1. The **Search results** header shows
  - a. The number of records found with the current filter
  - b. The list of currently selected criteria (with **Reset All** option)
2. **Export** button: allows you to export the list of applications to an .xlsx file.
3. Page layout options
  - a. Options to sort the results
  - b. Customisation options in accordance with the selected view - see the **Card view and List view** section below.
  - c. Card view, list view and refresh buttons
4. **Number of items and browsing**: use the drop-down to change the number of items displayed per page and use the arrows to navigate to previous or next pages of the list.

The screenshot shows the search results interface with four numbered callouts:
 

- 1: Points to the 'Search results' header showing '19 items found' and the 'Selected criteria' section with 'All programmes', '2023', 'All Rounds', and 'DRAFT' buttons, and a 'Reset All' link.
- 2: Points to the 'Export' button in the top right corner.
- 3: Points to the 'Customise' section in the top right corner, which includes 'Sort By' options and view toggles (card/list/refresh).
- 4: Points to the pagination controls at the bottom right, showing 'Items per page: 10' and '1 - 10 of 19' with navigation arrows.

## 4. Card view and List view

You may select whether you want to view your results in **Card view (1)** (default) or **List view (2)** using the dedicated buttons at the top of the screen.



#### 4.1. Card view

This is the default view and displays the applications as a list of cards. Each card includes basic details about the application without having to open the form as well as an **Actions** button.

The following options are available to customise the card view:

- a. **Sort by:** by default, the list is ordered by **Last Modified** in descending order (latest modified application at the top). To change this, click on the drop-down field and choose the desired sorting option from the list. However, your choice is not preserved if you leave the page.
- b. **Expand / collapse** card details for all applications in the card view.

##### Details card

 You will find the same details card in the header of the application form.

By default, the details card is collapsed and displays the following details:

1. Completion Status: visible as a coloured bar at the left side of the application card, when the card is collapsed:
  - a. Orange: draft
  - b. Green: submitted
  - c. Red: unsubmitted
2. Form ID
3. Applicant name and Organisation ID
4. Call, Round, Key Action, Action Type
5. Days remaining till submission deadline: visible only if the form is in draft state and for submitted forms before the deadline
  - a. blue: 11 or more days left
  - b. orange: 2 to 10 days left
  - c. red: 1 day or less left

**Note:** In case of late submission the deadline is set by the National Agency and is different from the call/round deadline.
6. [Completion Status and Application State](#)

Click on the arrow to expand the card and view more details:

1. Application Owner, Created by, Created on, Shared with
2. Deadline, Last modification: Date and Time.
3. Progress bar: displays the completion of the form in percentages and colour:
  - a. orange: incomplete or under 50%
  - b. green: complete or over 50%

**Note:** This bar is not visible for expired or deleted applications.

In addition the **Actions** button is available, providing a variety of options, depending on the **state** of the application form.

**Form ID : KA182-SPO-9E5F0CD5**  
 Applicant : Organisation Romania (E10000059 - Romania)  
 Title : EAC IT TRAINING KA182 C23R1-01  
 Programme : Erasmus+ - Call : 2023 - Round : Round 1 - Action type : Mobility of sport staff (KA182-SPO)  
 96 days left ! DRAFT Not submitted Actions

**Form ID : KA182-SPO-FAC2F678**  
 Applicant : Scoil N Erc,Glenderry,Ballyheigue,Co Kerry (E10000333 - Ireland)  
 Title : My sport project 1  
 Programme : Erasmus+ - Call : 2023 - Round : Round 1 - Action type : Mobility of sport staff (KA182-SPO)  
 96 days left ! DRAFT Not submitted Actions

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**Form ID : KA182-SPO-9E5F0CD5**  
 Applicant : Organisation Romania (E10000059 - Romania)  
 Title : EAC IT TRAINING KA182 C23R1-01  
 Programme : Erasmus+ - Call : 2023 - Round : Round 1 - Action type : Mobility of sport staff (KA182-SPO)  
 Application Owner : mob.train3.ben@gmail.com  
 Created by : mob.train3.ben@gmail.com  
 Created on : 19-10-2022 11:47:19 (Local time)  
 Shared with :  
 Deadline for Submission : 23-02-2023 12:00:00 (Brussels time)  
 Last modification on : 16-11-2022 21:37:46 (Local time)  
 Completion : 56%

**Form ID : KA182-SPO-FAC2F678**  
 Applicant : Scoil N Erc,Glenderry,Ballyheigue,Co Kerry (E10000333 - Ireland)  
 Title : My sport project 1  
 Programme : Erasmus+ - Call : 2023 - Round : Round 1 - Action type : Mobility of sport staff (KA182-SPO)  
 Application Owner : Arne-Bo.SORENSEN@ext.ec.europa.eu  
 Created by : Arne-Bo.SORENSEN@ext.ec.europa.eu  
 Created on : 28-10-2022 10:19:03 (Local time)  
 Shared with : mob.train3.ben@gmail.com  
 Deadline for Submission : 23-02-2023 12:00:00 (Brussels time)  
 Last modification on : 10-11-2022 12:53:15 (Local time)  
 Completion : 44%

## 4.2. List view

This view displays the applications in a table, with one application per line and details displayed in columns. In addition the **Actions** button is available for each item, in a separate column.

In addition to the general functionality, the following options are available in the list view:

1. **Sorting** by column: by clicking on a column header (1st click ascending, 2nd click descending, 3rd click off). An arrow indicating the current sort sequence is displayed next to the selected column header.
2. **Horizontal scroll bar**: move from left to right to view all columns in the table.
3. **Customise** view by adding or removing columns: click in the drop-down field then select the columns to display or hide by ticking/unticking the relevant checkboxes.

By default, the following columns are displayed:

- Form ID: click on it to open the application
- Call
- Round
- Action Type
- Applicant name and Organisation ID
- **Status & State**
- Deadline
- Completion: as a percentage

**Search results**  
3 items found

Selected criteria: [All programmes](#) [2022](#) [All Rounds](#) [SUBMITTED](#)

Customise  
Programme (+7 others)

Form ID ↑	Programme	Call	Round	Action type	Applicant	Actions
KA130-HED-01D1697B	Erasmus+	2022	Round 1	KA130-HED	UNIVERSITATEA TEHNICĂ GHEORGHE ASACHI DI IASI (E10208735 - Roma	Actions
KA130-HED-3A9EB01E	Erasmus+	2022	Round 1	KA130-HED	UNIVERSITATEA TEHNICĂ GHEORGHE ASACHI DI IASI (E10208735 - Roma	Actions
KA171-HED-B85F35D3	Erasmus+	2022	Round 1	KA171-HED	Alliance Mondiale de la Jeunesse France (E10000176 - France)	Actions

Items per page: 10 1 - 3 of 3

**3**

Customise  
Programme (+7 others)

- Programme
- Call
- Round
- Key action
- Action type
- Applicant
- Title

## 5. Application Statuses / States

An application form status during the process of submission is either **Draft** or **Submitted**. If a draft form is never submitted it becomes **Unsubmitted** after the submission deadline or if the form is deleted before submission. A previously submitted form that has been cancelled becomes **Unsubmitted**. The state further defines the status of the application. The status is displayed as a coloured badge and the state is indicated under it. It is displayed when viewing the list of applications from [My Applications](#) and in the header of the Application Details. A search filter for application status and states is also available in My Applications.

Below is the list of the three possible statuses and corresponding states:

### 1. Draft

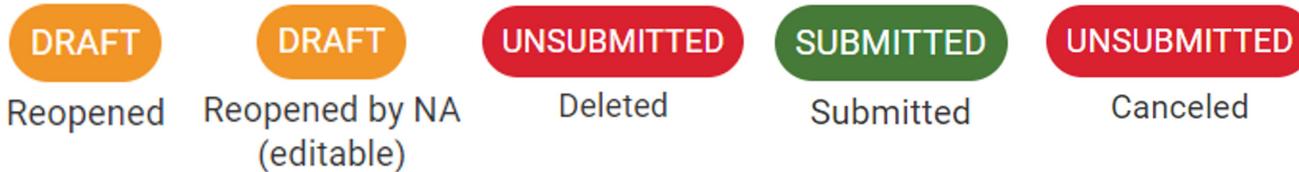
- a. **Not submitted:** this is the initial draft; the application form can be edited and may be incomplete or complete, but not yet submitted.
- b. **Reopened:** the application was reopened after submission by the applicant before the application deadline; it is still in draft mode and can be resubmitted before the deadline.
- c. **Reopened by NA (only submission allowed):** the submission deadline has passed but the National Agency has provided an extension. The applicant cannot make any changes on the form but can submit it.
- d. **Reopened by NA (editable):** the submission deadline has passed but the National Agency has provided an extension. The applicant can make changes on the form prior to submitting it.

### 2. Submitted

- a. **Submitted:** the application was submitted to the relevant National Agency or to the Education, Audiovisual and Cultural Executive Agency (EACEA).

### 3. Unsubmitted

- a. **Deadline Expired:** the form was not submitted by the submission deadline.
- b. **Deleted:** the form was never submitted and has been deleted. The form can be reopened by the applicant if the submission deadline has not passed.
- c. **Cancelled:** a previously submitted form was withdrawn from assessment. A cancelled form becomes read-only and can no longer be modified or resubmitted.



## 5.1. Submission Deadline and Extensions

Applications for Erasmus+ and European Solidarity Corps have a set deadline, visible on the home screen and in the header of the form. If the deadline expires, applicants will not be able to submit their applications.

An exception is made if the applicant can prove that they tried to apply before the official application deadline and were not able to do so for technical reasons. In such case the applicant must contact their [National Agency](#).

The late application may still be considered for late submission if the following three conditions are met:

1. The date and time of the last submission attempt as mentioned in the electronic application form [History](#) section are before the applicable official application deadline.
2. The applicant has informed the National Agency **within 24 hours** after the application deadline (Brussels time). After this time, the request can no longer be considered.
3. The applicant has sent to the National Agency within 24 hours after the application deadline (Brussels time), by email, a complete application form unmodified after their submission attempt (in pdf form). See how to [print the form](#) for details.

The National Agency will then decide whether to accept the late submission or not. If it is accepted, the National Agency will reopen the application and give the applicant permission to either only submit or make changes to the application before submitting it.

The new deadline for submission will be communicated by the National Agency, and the number of days left for late submission is also displayed in the **My applications** tab. The original call/round deadline remains displayed inside the form.

## 6. How to process an application from the list

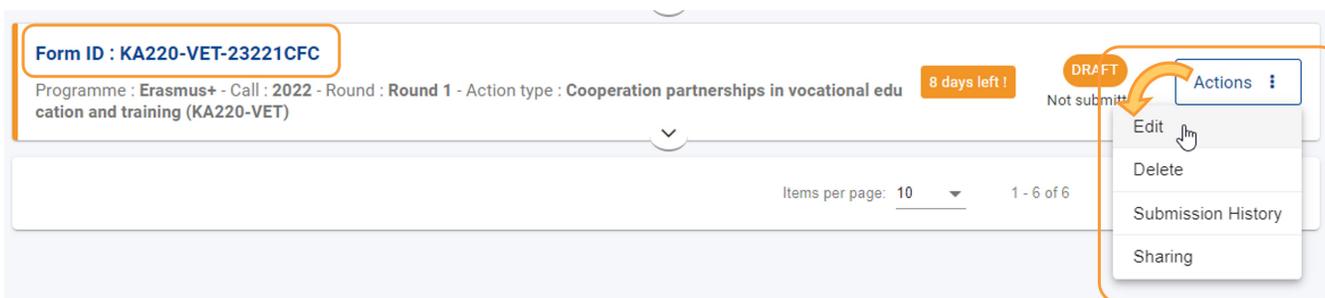
### 6.1. View / Edit application form details

Choose the **Edit** option to modify a draft application. After the deadline, this option is replaced by **Preview** and the application details can no longer be modified.

An already submitted application may be **reopened** for edit until its deadline - see **Reopen** under [Actions](#) button.

The following options are available to open the form:

- Click the blue **Form ID** to open the application form
- Click the [Actions](#) button to the right of the application, and select **Edit** (if available) or **Preview**.



### 6.2. "Actions" button

The **Actions** button is available to the right of each application in your list. Depending on the type of application, application state and your role, the following options may be available:

1. **Edit**: opens the application form in edit mode for further updates. This option is only available for draft applications if the submission deadline has not expired.
2. **Sharing**: opens the sharing screen of the form. Available for all application states.
3. **Submission History**: opens the submission history screen of the form. Available for all application states.
4. **Preview**: opens the application form in **Read only** mode. Not available for applications in draft, unless the user has read-only access due to sharing.
5. **Reopen**: reopens an already submitted application for editing and changes the application state to **Reopen**. Only available for submitted applications until the submission deadline.
6. **Delete**: deletes the selected application form. Not available for submitted applications.

If the form was submitted in the past but the current state allows deletion via the menu button, a pop-up displays: "Formerly submitted application cannot be deleted"

Below are samples of available selections depending on the status of the application:

**DRAFT**  
Not submitted

of 20

Actions ⋮

- Edit
- Delete
- Submission History
- Sharing

**UNSUBMITTED**  
Deadline Expired

1 of 1

Actions ⋮

- Preview
- Submission History
- Sharing

**SUBMITTED**  
Submitted

of 42

Actions ⋮

- Preview
- Reopen
- Submission History
- Sharing

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## Related articles

- [Add organisations to an application](#)
- [Annexes in applications](#)
- [Apply for grant or accreditation](#)
- [Associated Persons in applications](#)
- [Checklist in applications](#)
- [Context in applications](#)
- [Export your application form as a PDF file](#)
- [How to complete the application form](#)
- [My Applications](#)
- [My Contacts](#)
- [Opportunities](#)
- [Participating Organisations in applications](#)
- [Sharing an application form](#)
- [Submission History in applications](#)
- [Submitting an application form](#)