



NORDPLUS

Projektu pieteikumu sagatavošanas seminārs

Pieaugušo izglītības programma



Liene Gailīte-Ernestsons

Starptautiskās sadarbības

Programmu nodaļas

Vecākā projektu vadītāja

Valsts izglītības attīstības aģentūra

Pieteikumu vispārējie nosacījumi

Pieteikumiem ir jāatbilst programmas vispārējām vadlīnijām un mērķiem, jābūt saistītiem ar pieaugušo izglītību.

Pieteikums ir jāaizpilda angļu valodā.

Pieteikuma aizpildīšana

Nordplus Application and Reporting system (ARS)

- Reģistrēšanās
- Jauna pieteikuma izveide
- Programmas izvēle
- Pamatdati par projekta iesniedzēju-koordinatoru
- Projekta apraksts
- Nodoma vēstule
- Sadarbības partneri
- Aktivitātes
- Budžets
- Projekta pieteikuma apskate un iesniegšana

Reģistrēšanās

<http://ars.norden.org>

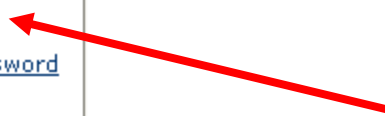


Welcome to the on-line application and reporting system (ARS) for the Nordplus programme.

This is your portal for submitting applications, for the follow-up of ongoing projects and for submitting reports within the Nordplus programmes. New applicants and organisations must register in the database in order to obtain an username and password.

Login

User name	<input type="text"/>	I am a new user
Password	<input type="password"/>	Send me my password
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>



Reģistrēšanās

<http://ars.norden.org>



NORDPLUS

Welcome to the on-line application and reporting system (ARS) for the Nordplus programme.

This is your portal for submitting applications, for the follow-up of ongoing projects and for submitting reports within the Nordplus programmes. New applicants and organisations must register in the database in order to obtain an username and password.

Login

User name	<input type="text"/>	*
First name	<input type="text"/>	*
Middle name	<input type="text"/>	
Surname	<input type="text"/>	*
Title	<input type="text"/>	*
Phone number	<input type="text"/>	*
Mobile number	<input type="text"/>	
Email	<input type="text"/>	*
Password	<input type="password"/>	*
Password - retype	<input type="password"/>	*



Pieteikumu atrašana

- Lai atrastu iesāktu pieteikumu, ir jāizmanto cilne *“Your applications”*. Visi jūsu pieteikumi, gan esošie, gan iepriekš aizpildītie, atrodas zem cilnes *“Your applications”*.

Jauna pieteikuma izveide

- Izmantojiet cilni labajā pusē, lai sāktu jauna Nordplus pieteikuma aizpildīšanu



Start a new application here

[Nordplus 2011 1a](#)

Next deadline: March 1st 2011

ARS User Manual

[Download the manual \(English\)](#)

[Last ned manual \(Norsk\)](#)

Welcome to the Nordplus Application and Reporting system (ARS).

Please select one of the programmes below and commence making your application to the Nordplus Programme.

Throughout the system you will see information on 'i' icons and hyperlinked text that provide assistance and instructions for completing your application. **As it is important that you comply with the Nordplus regulatory requirements when submitting your application, please read these texts carefully so that all required material is included when you submit your application.**

Please pay particular attention to the red instructional text throughout the application process.

Please use the headlines on your right to navigate through the application form. You can use 1.5 Print application at any time to retrieve a PDF version of your application with the content that you have completed.

Select Programme

Programme name

*

Nordplus Language

Institutions, organisations, schools and individuals from the Nordic countries

Nordplus Junior

Pre-schools, primary/secondary schools and upper secondary schools (academic or vocational schools)

Nordplus Higher Education

Higher education institutions

Nordplus Adult

All types of participants within the area of adult learning

Nordplus Horizontal

Is a cross-sector programme aimed at cooperation between different target groups and participants in the area of education

Atzīmējiet programmu,
kurā piesakāt projektu

These are the steps to complete:

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1.3 Activities and expenses

Select activity types

1.4 LOIs

Attach LOIs

1.5 Print application

Print

1.6 Review and submission

Review application and submit

Application has been sent

Informācija par pieteicēju



< Back to Start

Nordplus

You are here: **Applicant Adult**

Help

Save

Institution

Institution name

Nosaukums *

Institution type

Center for Adult Learning *

Address

Adrese *

Postal code

Pasta indekss *

City

Pilsēta *

Country

Latvia *

Web page

Fax no.

[Legal person](#)

Title

Direktors *

First name

Middle name

Surname

Logged in

User: Valda Cepurite

Log off >>



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Informācija par pieteicēju

E-mail address

e-pasta adrese

-Applicant Unit

Name

Struktūrvienības nosaukums

Address

Adrese

Postal code

City

Country

Latvia

Fax no.

-Applicant person

Title

Nodaļas vadītājs

First name

Vārds

Middle name

Surname

Uzvārds

Telephone no.

Tālruna nr.

Mobile no.

E-mail address

e-pasta adrese

Confirm co-applicants

Attach LOIs

1.5 Print application

Print

1.6 Review and submission

Review application and submit

Application has been sent

Save

< Back

Continue >



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Nordplus

You are here: **Project**

Projekta numurs

Help

Save

Project summary

Application ID: AD-2011_1a-25024

Please note that information regarding your project will be made publically available should your project be granted funding. You can save your work as you go by clicking the Save button at the top and bottom of the form. If you leave your work unsaved and your session expires after 25 minutes of inactivity, your work will be lost.

Title

Projekta nosaukums *

Purpose (describe the purpose of the project)

Projekta mērķis *

Project summary (write a synopsis of the project, not more than 250 words)

Projekta kopsavilkums (ne vairāk kā 250 vārdus) *

Logged in

User: Valda Cepurite

Log off »



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Projekta apraksts

- Projekta kopsavilkums rada pirmo iespaidu, svarīgi to uzrakstīt skaidri un vienkārši
- Kopsavilkumā norādiet
 - Mērķa grupu
 - Tēmu (“problem” or “challenge”)
 - Projekta aktivitāti (saskaņā ar vadlīnijām)
 - Sagaidāmo projekta rezultātu

Piemērs: “In the project we want to develop training materials on.... (content), to be used for training of ... (target group) in... (context). This will improve the quality of our training/the ... (target group)’s ability to take part in ... (effect)/ increase the (target group)’s awareness of ... (effect).”

Projekta apraksts

Objectives Adult

Please choose the objectives that in the best way correspond with your project

The objectives for the Nordplus Adult programme are:

- To strengthen adults key competences and recognition of adults informal and non-formal learning
- To support adult education and learning to meet the challenges of modern citizenship, with special focus on adult teacher education and multiculturalism
- To strengthen the link between adult learning and working life

Project website

Relations to other Nordplus applications

Is this application related to other Nordplus applications in this round? *

- Yes
 No

Application ID *

Project title *

Is this application related to previous Nordplus activities? *

- Yes
 No

If this application is being made on behalf of a network, please enter the network name here

Network name

1.5 Print application

Print

1.6 Review and submission

Review application and submit

Application has been sent

- Detailed specifications

Background/motivation for the project

Kāpēc projekts ir radies, motivācija jeb nepieciešamība pēc projekta, ja iespējams, var atsaukties uz statistiku, pētījumiem, publiskajām debatēm par tēmu un tml. Norādiet, kāda ir pievienotā vērtība starptautiskai sadarbībai projekta ietvaros

*

Project description (including account of planned activities/project plan)

Projekta apraksts (t.sk. plānoto aktivitāšu uzskaitījums/projekta plāns/ termiņi/ veikto aktivitāšu rezultāts)

Description of partnership ("who does what")

Partnerības apraksts ("kurš ko dara" – skaidri noteiktas lomas – pienākumu apraksts katram partnerim)

*

- Results

Expected outcome (Please describe the expected results of your project, who will be effected and how, directly and/or indirectly)

Sagaidāmais rezultāts (aprakstiet jūsu projekta plānotos rezultātus, kuras iedzīvotāju grupas projekta rezultātā gūs labumu un kādā veidā – tiešā un/vai netiešā)

Projekta apraksts

- Projekta rezultāti
 - Aprakstiet ieguvējus projekta īstenošanas rezultātā, kas var būt vairākos līmeņos (individuāli apmācāmie, skolotāji/pasniedzēji, organizācijas, valstiskais līmenis);
 - Ja projekta rezultātā rodas produkts, tad aprakstiet
 - Kas tas ir par produktu (mācību materiāli, pieredzes apkopojums, utt.)
 - Kas šajā produktā ietilpst
 - Kam tas ir domāts, kas un kā to var izmantot...

Dissemination of results (Please focus on sharing the results with individuals, organisations or groups who are not your partners this project)

Plānotā projekta rezultātu izplatīšana

How will you evaluate that your project has met its objectives

Kā jūs novērtēsiet, ka jūsu projekts ir sasniedzis tā mērķus, plānotā izvērtēšanas sistēma/procedūra

Project period

Start date * (YYYY-MM-DD)

Duration * (In months)

Project period

Please note that the project period can only start three months after the application deadline at the earliest and may be adjusted by the Nordplus administration if your project is granted funding

Letter of Intent

To complete your application, you will need to submit a signed letter of intent to the Nordplus Programme. The LOI contains data that you entered in this page, and the previous page but is only sent when selecting the check box on this page, and clicking on 'Continue'. If you wish to receive a new corrected LOI when you change relevant details on the previous page, you MUST return to this page and click on 'Continue'.

I would like the ARS to send me my Letter of Intent (LOI)

Save

Ieklikšķiniet, lai uz Jūsu norādīto e-pastu tiktu atsūtīta nodoma vēstule (LOI)

Projekta apraksts

- Plānotā projekta rezultātu izplatīšana
 - kam informācija tiks adresēta (citas jūsu organizācijas struktūrvienības, līdzīgas organizācijas, starptautiskās profesionālās organizācijas, u.c.)
 - kā informācija tiks nodota (web lapa, profesionālie laikraksti, preses izdevumi, konferences, prezentācijas, u.c.)
- Novērtēšana
 - Ko vai kuru jūs vērtēsiet (produkta funkcionalitāti, kā tika īstenota sadarbība ar partneriem/ organizācijas iekšienē, projekta īstenošanā iesaistīto ieguvumi, u.c.)?
 - Kā jūs vērtēsiet (aptaujas, testi, anketas, debates, ārējie vērtētāji, u.c.)?

Informācija par nodoma vēstuli (LOI)

- Sistēma ARS to ģenerē automātiski un nosūta uz projekta pieteikuma kontaktinformācijā norādīto e-pastu
- Saņemtā LOI ir jāizdrukā, jāparaksta, jāieskenē un jāpievieno projekta pieteikumam
- LOI paraksta katrs projekta partneris, visas parakstītās LOI pievienojamas projekta pieteikumam

Sadarbības partneri



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You are here: **Add co-applicant information**

Co-Applicant 1

Institution information

Institution

Partnerorganizācijas/iestādes nosaukums

Unit

Country

Denmark



*
Adult Education Assoc

Personal information

Name

Sadarbības partnera persona vārds un uzvārds *

E-mail

partnera@epasts.de *

Telephone number

Tālruna numurs *

Mobile number

Choose here

Actors Within Informal Learning

Adult Education Association

Center for Adult Learning

Centres for Special Needs Education

Day Folk High School

Employers' organization

Evening Class School

Farming School

Folk High School

Home Economics School

Language School

Open University

Private Enterprise

Public Enterprise

Research Centre

Social- and Health School

Trade Union

Training Opportunities Scheme

Union

Adult Education Assoc

Remove last Co-Applicant

Add Co-Applicant

Save

Logged in

Valda Cepurite

off >>



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Select activity types



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Sadarbības partneri

Institution			
<input type="text" value="Partnerorganizācijas/iestādes nosaukums"/> *			
Unit	Country	Institution type	
<input type="text"/>	<input type="text" value="Denmark"/> *	<input type="text" value="Adult Education Associ"/> *	
Personal information			
Name	E-mail		
<input type="text" value="Sadarbības partnera persona vārds un uzvārds"/> *	<input type="text" value="partnera@epasts.de"/> *		
Telephone number	Mobile number		
<input type="text" value="Tālruna numurs"/> *	<input type="text"/>		

Remove last Co-Applicant

Add Co-Applicant

Save

< Back

Continue >

Izmantojiet šo pogu, lai pievienotu vairāk projekta partneru

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Review application and submit

Application has been sent

Sadarbības partneri

- Projektā aprakstiet
 - sadarbības partnerus, viņu darba specifiku, darbības jomu, interesi un vajadzību iesaistīties projektā
 - Pienākumu un atbildību sadalījumu starp partneriem
 - Projekta organizāciju, atbildīgās personas katrā partnerorganizācijā, iespējamās projekta darba grupas, uzraudzības padome, u.c.
 - Komunikācija projekta ietvaros – kā tā notiek šobrīd, kā tiks veidota nākotnē (skype konferences, telefonkonferences, u.c.)

Nodoma vēstules nosūtīšana



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You are here: **Send LOIs to co-applicants**

Help

When you continue from this page, a letter of intent will be created and sent to each of the checked co-applicants.

After signing the letter of intent, the co-applicant must send it back to you to be uploaded electronically in the application. You can add more co-applicants by returning to the previous step. Please remember to deselect the check boxes next to the co-applicants that have already received their letters of intent, and to select the checkboxes next to any new co-applicants to ensure that you only send emails to those that need to receive a letter of intent.

1. Sadarbības partnera persona vārds un uzvārds : Partnerorganizācijas/iestādes nosaukums

If you wish, you can add a personal message by checking the box below.

Add personal message

Ieklikšķiniet, ja e-pastam, ar kuru tiks sūtīta nodoma vēstule (LOI), vēlaties pievienot savu ziņojumu

< Back

Continue >

Send LOI

Ieklikšķiniet, lai uz partneru kontaktinformācijā norādīto e-pastu tiktu atsūtīta nodoma vēstule (LOI)

Logged in

User: Valda Cepurite

Log off »



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Select activity types



Projekta aktivitātes



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You are here: **Select activity types**

[Help](#)

To ensure a correct submission of your expenses, please mouse over the "i" icon to read the instruction next to each activity type below

The activity type you choose depends on your project scope and the nature of the activities you are requesting funding for. You may either choose one or both activity types. The activity type(s) chosen will appear in the navigational menu to the right.

Activity types

-  Mobility 
-  Network/Project

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Logged in

User: Valda Cepurite

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Select activity types



Mobilitāte

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Nordplus

You are here: **Mobility**

Help

Please choose an activity from the drop-down list. Enter all expenses for each activity in the given form.

Please read the explanations under the hyperlinked text below carefully to ensure that you complete the mobility budget accurately. Incorrect completion may cause an incorrect representation of your plans and may make your application invalid, or result in insufficient funds to complete your project.

Travel categories

Greenland: travel from any destination to Greenland, or from Greenland to any destination. This is the most expensive category so if travelling to Faroe Islands from Greenland, choose this option, not the Faroe Islands and Iceland option.

Faroe Islands and Iceland: travel from any destination to Faroe Islands and Iceland, or from Faroe Islands and Iceland to any destination

Scandinavia and Baltic: between the countries within the Scandinavia and Baltic regions. Includes Finland.

Domestic: travel within your own country

Total board and lodging

Please insert the total number of days/weeks/months, i.e. the total time for all the persons travelling in this category. (Example: 4 teachers travelling each 2 weeks gives a total Board and Lodging 8 weeks).

Number of return trips

Total number of mobilities. (Example: 1 teacher travelling to a destination and back on three occasions under the same activity will be counted as 3 return trips. 3 teachers travelling to a destination and back on one occasion under the same activity will also be counted as 3 return trips).

Save

Logged in

User: Valda Cepurite

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Select activity types

Mobility

Mobility travel plans



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Mobilitāte

[Save](#)

Activity

Activity

Exchange of participants/adult learners (months) *

Exchange of participants/adult learners (months)

Exchange of participants/adult learners (weeks)

Exchange of participants/folk high school students (months)

Exchange of participants/folk high school students (weeks)

Further learning for teachers and other pedagogical staff (weeks)

Preparatory Visits, teachers and other pedagogical staff (days)

Domestic > 500 km

Please describe the activity in detail

[Remove last activity](#) [Add new activity](#) [Save](#)

[< Back](#) [Continue >](#)

Total reimbursement
€
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Mobility

[Mobility travel plans](#)

[View budget total](#)

1.4 LOIs

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Mobilitāte

Domestic: travel within your own country

[Total board and lodging](#)

[Number of return trips](#)

Save

Activity

Activity

Exchange of participants/adult learners (weeks) *

Travel category	Total Board & Lodging (weeks)	Number of return trips	Total reimbursement €
Greenland	<input type="text"/>	<input type="text"/>	<input type="text"/>
Faroe Islands and Iceland	<input type="text"/>	<input type="text"/>	<input type="text"/>
Scandinavia and Baltic	<input type="text" value="8"/>	<input type="text" value="4"/>	<input type="text" value="2600"/>
Domestic > 500 km	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please describe the activity in detail

Uz Dāniju (mērķis) dodas 4 pasniedzēji, katrs 2 nedēļas. 4 pasniedzēji, katram 1 lidmašīnas biļete turp un atpakaļ = 4 lidojumi)
Šajā sadaļā var detalizētāk izklāstīt mobilitātes mērķi

Remove last activity

Add new activity

Save

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Continue >

Piem., 2 pasniedzēji no LV, 2 pasniedzēji no DK – norādīt, uz kuriem dosies, laika periodu, ko plāno darīt utml.

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Select activity types

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Mobilitāte

Nordplus

You are here: **Mobility travel plans**

Help

Mobility travel plans

Please select the mobility activity from the drop menu below and complete the table with the number of people who will travel to and from the given destinations. The country of origin is on the vertical axis, the destination is on the horizontal axis. The activities chosen here relate to those chosen in the previous step.

Save

Activity 1

Activity

Choose here

Choose here

Further learning for teachers and other pedagogical staff

Exchange of participants/adult learners

Exchange of participants/folk high school students

Denmark (DK)

Estonia (EE)

Faroe Islands (FO)

Finland (FI)

Greenland (GL)

Iceland (IS)

Latvia (LV)

Lithuania (LT)

Norway (NO)

Sweden (SE)

NO SE

Logged in

User: Valda Cepurite

Log off »



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Select activity types

Mobility

Mobility travel plans

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Mobilitāte

Mobility travel plans

Please select the mobility activity from the drop menu below and complete the table with the number of people who will travel to and from the given destinations. The country of origin is on the vertical axis, the destination is on the horizontal axis. The activities chosen here relate to those chosen in the previous step.

Save

Activity 1

Activity

Further learning for teachers and other pedagogical staff *

Destination

Country of origin	AX	DK	EE	FO	FI	GL	IS	LV	LT	NO	SE
Åland (AX)											
Denmark (DK)								2			
Estonia (EE)											
Faroe Islands (FO)											
Finland (FI)											
Greenland (GL)											
Iceland (IS)											
Latvia (LV)		2									
Lithuania (LT)											
Norway (NO)											
Sweden (SE)											

Remove last activity

Add new activity

Save

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Projektu aktivitāte

Nordplus

You are here: **Network/Project**

Help

Please choose an activity from the drop-down list. Enter all expenses for each activity in the given form.

Please read the explanations under the hyperlinked text below carefully to ensure that you complete the network/project budget accurately. Incorrect completion may cause an incorrect representation of your plans and may make your application invalid, or result in insufficient funds to complete your project.

[Travel](#)

[Board and lodging](#)

[Other](#)

[Other expense description](#)

[Total](#)

Save

Activity

Activity

Mapping projects *

Travel €	Board & Lodging €	Other €	Other expense description	Total €
2000	1000	2400	Kam tiks tērēti 2400 euro?	5400 *

Please describe the activity in detail

Aktivitātes detalizēts apraksts

Remove last activity

Add new activity

Save

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Continue >

Projektu aktivitāte

Nordplus

You are here: [View budget total](#)

[Help](#)

Total budget	
Network and Project total	<input type="text" value="5400"/>
Mobility total	<input type="text" value="0"/>
Total activity	<input type="text" value="5400"/>
Nordplus contribution Network/project	<input type="text" value="4050"/> i
Nordplus contribution mobility	<input type="text" value="0"/> i
Total grant	<input type="text" value="4050"/>
Own contribution (at least)	<input type="text" value="1350"/> i
Are you receiving funds from other funding body * i	
<input type="radio"/> Yes	
<input checked="" type="radio"/> No	
Please attach a detailed budget here:	<input type="button" value="Attach Files"/>

Pievienojiet detalizētu budžeta aprēķinu,
ja projekta kopējā summa pārsniedz
10000 eiro

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Mobility travel plans ✓

Network/Project ✓

View budget total ✓

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Pieteikuma posmi



Sadarbības partneru apstiprināšana



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You are here: **Confirm co-applicants**

Help

Please confirm your co-applicants participation, by marking the individual check boxes below.

1. Sadarbības partnera persona vārds un uzvārds : Partnerorganizācijas/iestādes nosaukums

Confirm
Participation



< Back

Continue >

Apstipriniet pēc nodoma vēstules saņemšanas



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Pieteikuma apskate un drukāšana



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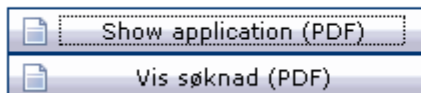
Nordplus

You are here: **Print**

Help

You can print your application for review at any stage of creating your application.

Click on the button below to create a PDF file containing the information you have completed so far, and print the file.



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Continue >

Logged in

User: Valda Cepurite

Log off >>



These are the steps to complete

1. Application

1.1 Intro

Welcome

1.2 Application

Applicant Adult

Project

Add co-applicant information

Apskatīt, saglabāt, izdrukāt
pieteikumu PDF formā

Pieteikuma nosūtīšana

Nordplus

You are here: **Review application and submit**

Help

Print, scan and attach

Click on the button below to view project data

Show application

Vis søknad

Here you have the opportunity of reviewing the data and attachments provided by your co-applicants.

Attach Files

Is application ready for processing? *

Yes

No

Do you approve the documents? *

Yes

No

PLEASE REMEMBER TO CONFIRM YOUR CO-APPLICANTS

< Back

Submit >



NORDPLUS

Paldies par uzmanību!

Liene Gailīte-Ernestsons

***Nordplus* Pieaugušo izglītības programma**

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