How to use ESPRESSO for application in Nordplus Junior 2018

Before you start to apply for grants from Nordplus Junior - Please read the Nordplus Handbook 2018 thoroughly! You will find the Handbook 2018 on www.nordplusonline.org

Login to ESPRESSO at the following address: http://espresso.siu.no/espresso/nordplus

Login by following the instructions on the first page.

Please only use addresses to job e-mails (not private e-mail addresses!) in all connections with applying for grants from the Nordplus Junior Programme!
Please follow the instructions in the e-mail which you receive after you have registered.

After you have followed the instructions in the confirming e-mail, please login at the Espresso address again. And then click on the link Nordplus.
# Available application forms

This section lists available application forms for this programme.

<table>
<thead>
<tr>
<th>Programme</th>
<th>Application Dates</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nordplus Higher Education 2015</strong></td>
<td>Oct 1, 2014 to Feb 28, 2015</td>
<td>Use the link below to create a new application, or continue working with an existing application under &quot;My Applications&quot;.</td>
</tr>
<tr>
<td><strong>Nordplus Adult 2015</strong></td>
<td>Oct 27, 2014 to Feb 28, 2015</td>
<td>Use the link below to create a new application, or continue working with an existing application under &quot;My Applications&quot;.</td>
</tr>
<tr>
<td><strong>Nordplus Junior 2015</strong></td>
<td>Nov 4, 2014 to Mar 1, 2015</td>
<td>Use the link below to create a new application, or continue working with an existing application under &quot;My Applications&quot;.</td>
</tr>
<tr>
<td><strong>Nordplus Nordic language 2015</strong></td>
<td>Nov 9, 2014 to Mar 31, 2015</td>
<td>Use the link below to create a new application, or continue working with an existing application under &quot;My Applications&quot;.</td>
</tr>
<tr>
<td><strong>Nordplus Horizontal 2015</strong></td>
<td>Dec 1, 2014 to Feb 28, 2015</td>
<td>Use the link below to create a new application, or continue working with an existing application under &quot;My Applications&quot;.</td>
</tr>
</tbody>
</table>

Click here to create a new application

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# My tasks

This section lists tasks that are assigned to you. You can handle a task by clicking its name.

No tasks found.

# My applications

This section lists your applications. Use the links under Actions to view or edit the applications.
How to use ESPRESSO for application in Nordplus Junior 2018

The Swedish Council of Higher Education

Espresso is available in two languages, Norwegian and English. Choose language in the top right corner.

Espresso is made up of several sections and subsections that address various aspects of the application.

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<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Start</td>
<td>Fill in the title of the project.</td>
</tr>
<tr>
<td>2. Institutions</td>
<td>Here you can choose the contact person of your partners to give the access to reading the application or alter the application. Please follow the instructions in Espresso after clicking on “Search”.</td>
</tr>
<tr>
<td>3. General info</td>
<td></td>
</tr>
<tr>
<td>4. Project descri</td>
<td></td>
</tr>
<tr>
<td>5. Mobility</td>
<td></td>
</tr>
<tr>
<td>6. Budget</td>
<td></td>
</tr>
<tr>
<td>7. Check list</td>
<td></td>
</tr>
<tr>
<td>8. Submission</td>
<td></td>
</tr>
</tbody>
</table>

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1.1. Fill in the title of the project.
1.2. Here you can choose the contact person of your partners to give the access to reading the application or alter the application. Please follow the instructions in Espresso after clicking on “Search”.

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2017-11-01
For Junior you will not find any registered persons to give access to reading your application but you can add your partners using the link below.

You as coordinator can now enter the data of the contact person of your partner, which you have chosen to have access to read the application. The person in question, who will receive an e-mail, must be informed about this so that he/she can fulfil the registration.
2. Institutions: As the next step you insert data of your own institution and of those of your partner/-s. Please be aware of that this section consists of several subsections, which also need to be filled in. But it is possible to jump back and forth between sections and subsection, in order to see what data one is expected to fill in where. Register the coordinating institution. Please, first search among the registered institutions if your institution is already in the system. (You can search by part of the institution name). If you do not find your institution, you can register your institution by pressing “Add institution”.

How to use ESPRESSO for application in Nordplus Junior 2018
2.3. Letter of Intent (LOI): An eligible application in Nordplus Junior must have a correctly signed Letter of intent from all participating institutions, coordinator and partners, by the legal representative and contact person attached to the application when it is submitted.

Note: Please remember to save your data.

The Letter of Intent (LOI) shall be sign by all participating institutions in the project. The partner institutions need to print, sign and return the LOI to the coordinating institution, which then upload the sign LOI in the application. The coordinating institution must also print, sign and upload the LOI for its own institution. The LOIs can be uploaded under the section “Budget”.

Sending of Letter of Intent

Tick of for these institutions you want to send the Letter of Intent to. The Letter of Intent will be sent by e-mail to the contact person at the partner institution. (If you want to give individual comments alongside the Letter of Intent, send the Letter of Intent singly to each partner institution).

You can also download the Letter of Intent to your computer by pressing the institution name, and then save it.

Remember to tick of the LOI that you want to send in these boxes, **before** you press the “Send” button. If you don’t, Espresso will not send the LOI. Espresso can send several LOIs at one time if you tick of more than one box.

After that you have registered your own institution as coordinating institution and the partner institution (-s) in the application, Espresso automatically generates Letters of Intent for each registered institution. In this subsection you can create individual comments to your partner(-s) by ticking of this box and writing your text in the space below.
3. General info: Follow the instructions given in Espresso

### General information

#### 3.1. Nordplus contact seminar and/or PV

Did you receive support for a preparatory visit to prepare this application/project?
- No
- Yes, spring 2018
- Yes, but earlier than spring 2018

#### 3.2. What shall you apply for?

Choose which type of project you shall apply for: This is an application for Preparatory visits you can not apply for other activities in the same application. (Preparatory visits is support to a short meeting for planning a project application). You can choose both project/network support and mobi ty support in the same application. If you do so, there must be a relation between these two activities. See Nordplus Handbook chapter 2 for information about the activity types.

Choose type of support:
- PREPARATORY VISITS
- MOBILITY - Class exchange
- MOBILITY - Pupil exchange
- MOBILITY - Teacher exchange
- PROJECT NETWORK SUPPORT

#### 3.3. Project theme

Please select the theme which you find most representative for your project. You must choose among the themes listed below and you can choose one theme only. If none of the themes listed are representative for your project, please choose "Other". The themes are generally universal in the sense that they are broad and can be used to cover all Nordplus programmes across sectors and types of applications.

To select the theme you find most representative for your project please click here.

#### 3.4. Other information

**Web page**

If your project have a web page (or use one of the institutions web pages), please write it below:

**Project period**

The project period can not start before 1. June. This means that Nordplus do not support activities that have been carried out before the project have been approved. Projects in Nordplus Junior can last up to three years. Your project shall be submitted three month before the end of the project period.

*From date (dd.mm.yyyy)*

*To date (dd.mm.yyyy)*

#### 3.5. Earlier/other Nordplus project

Has the coordinator school earlier been granted support from Nordplus Junior? If Yes, state the project ID and explain shortly:
- No
- Yes

#### 3.6. Earlier Nordplus project

Is this project related to another Nordplus project in this application round? If yes, state the project ID and explain shortly:
- No
- Yes
4. **Project description**: This section is for Mobility activities and project/network support (with the exception of Preparatory visits). According to your choice of support category in the previous section (3. General info) Espresso will automatically choose the correct version for your application. This version has four subsections. Be sure to insert project information in all of them.

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**Relevance and aims of the project**

**4.1. Relevance**

Shortly and as clearly as possible describe the purpose of the intended Project. Does the application conform to the overall objects of Nordplus? Does the application fit in the programme framework in terms of target group and activity?

Identify development needs of all participating organizations. Furthermore, how does the aim of the project correspond to one or two of the objectives of the program? Clarify why all the participants/partners will benefit from the project, and that the results of the project will contribute to a positive development in the participating organizations. Explain and clarify the international added value of the project.

---

**4.1.2. Aims and contribution**

In what ways will each partner contribute to be able to reach the aims of the project? – In what way does the management of each institution support the project?
4. Project description: This section is for applications for Preparatory visits only. If you have chosen to apply for Preparatory visit, Espresso will automatically choose this version for your application. It has only two subsections. Be sure to insert project information in both of them.

Information of the project/cooperation

Preparatory visit (PV)

4.1. Relevance, purpose and target group

3.2. Description of preparatory visit

Relevance, purpose and target group

Give a short outline of the future project you wish to prepare for *

What is the background and motivation for the project? What will be the subject and target group(s) of the future project and which type of project activity do you intend to apply for? Shortly describe each organisation and in what capacity the organisation will participate in the project – i.e. the particular expertise and role and contribution to the project.
5. Mobility: This section is about registering the correct number of travels for each category of participants. You find more information on this in the Nordplus Handbook 2018 under the title mobility activities and funding. Espresso automatically calculates the correct amount for mobility grant, and for teachers and pedagogical staff also the grant for accommodation and board, when the applicant inserts information about sum of traveller for each category, number of travellers from and to each applicable country and the duration for each category. To apply for internal travel support within a country (see Nordplus Handbook for rates, possible countries and more information): Choose the actual country in both “From country” and “To country”. You must also choose “0” on duration for this registration.

Note: Please remember to save your data

|----------|----------------|----------------|----------------|-------------|-----------|---------------|---------------|

Mobility activities in Nordplus Junior

The possibilities to apply for mobility support is based on the choices you made under section “General Information” when you ticked off for type of support. If you only applying for Project/Network support, continue to section “Budget”.

5.1. Class exchange

Registration of mobility - Class exchange

5.1. Registration of mobility - Class exchange

Register who is traveling, which country there are traveling from and to, number of travellers and the duration of the exchange. The mobility can be registered in several turns.

Choose “Add mobility” to register the mobility.

Class exchange

<table>
<thead>
<tr>
<th>Who</th>
<th>From country</th>
<th>To country</th>
<th>Number of travellers</th>
<th>Duration each traveller</th>
<th>Total grant</th>
<th>Action(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accompagnying teacher (class exchange)</td>
<td>Sweden</td>
<td>Norway</td>
<td>2</td>
<td>0m, 1w, 0d</td>
<td>1 210</td>
<td>Edit, Delete</td>
</tr>
<tr>
<td>Pupils (class exchange)</td>
<td>Sweden</td>
<td>Norway</td>
<td>15</td>
<td>0m, 1w, 0d</td>
<td>3 750</td>
<td>Edit, Delete</td>
</tr>
<tr>
<td>Pupils (class exchange)</td>
<td>Sweden</td>
<td>Sweden</td>
<td>15</td>
<td>0m, 0w, 0d</td>
<td>2 250</td>
<td>Edit, Delete</td>
</tr>
</tbody>
</table>

Total: 22 | 7 210

Ev. comments to the mobility

If you apply for domestic travel you must choose “0” on the field Duration each traveller.
6. Budget: For applications only containing mobility support, Espresso will automatically have calculated the mobility grants applied for, based on the data the applicant has inserted earlier in the application. Please note that there is no need to attach any kind of budget here. A detailed budget is only required for applications concerning projects and networks. However for all applicants it is very important that correctly signed Letters of Intent from all participants, coordinator and partner(s), are uploaded further down on this form.

Note: Please remember to save your data*

<table>
<thead>
<tr>
<th>EUR - Euro</th>
<th>Nordplus contribution</th>
<th>Own contribution</th>
<th>Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class exchange</td>
<td>7 210</td>
<td>0</td>
<td>7 210</td>
</tr>
<tr>
<td>SUM - Mobility</td>
<td>7 210</td>
<td>0</td>
<td>7 210</td>
</tr>
<tr>
<td>Total</td>
<td>7 210</td>
<td>0</td>
<td>7 210</td>
</tr>
</tbody>
</table>

Comments to the budget

6.2. Attachment

Please attach a detailed budget here. Attached budget is required only for project and network activities (not for your mobility activities).

We recommend that you use the Nordplus budget model, which can be downloaded here: [Nordplus budget model](#)

Sign Letter of Intent (LOIs) from all participant institutions shall be uploaded here.

File upload

Choose a file to upload

Current files on document:

- (32393) LOI - coordinator.pdf
- (32394) LOI - partner.pdf

Very important! Without Letters of Intent attached to the submitted application in Espresso on, the date of the deadline - an application in Nordplus Junior is not eligible.
6. **Budget**: For applications containing **project or network support** the applicant is required to fill in financial data in the Form below, attaching a detailed budget and the required Letters of Intent from all participants.

In Nordplus Junior you can also combine an application for mobility activities with i.e. project support, in such case the Budget in Espresso will also contain the automatically calculated mobility grants as shown on page 14 in this manual.

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**Note**: Please remember to save your data

<table>
<thead>
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<td>0</td>
<td>7 210</td>
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<tr>
<td>SUM - Mobility</td>
<td>7 210</td>
<td>0</td>
<td>7 210</td>
</tr>
<tr>
<td>Total</td>
<td>7 210</td>
<td>0</td>
<td>7 210</td>
</tr>
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</table>

**Comments to the budget**

---

**6.2. Attachment**

Please attach a detailed budget here. Attached budget is required only for project and network activities (not for your mobility activities).

We recommend that you use the Nordplus budget model, which can be downloaded here: **Nordplus budget model**

Sign Letter of Intent (LOIs) from all participant institutions shall be uploaded here.

---

**File upload**

Choose a file to upload

**Current files on document**:

- (32393) LOI - coordinator.pdf
- (32394) LOI - partner.pdf
- (32395) Test Budget.xlsx

---

Very important! Without the detailed budget and the required Letters of Intent attached to the submitted application in Espresso on the date of the deadline - an application for project/network is **not eligible**.
7. Check list: In this section you can have a look at the application, print it or save it in your computer. This gives you an opportunity to perform an extra check of the necessary data in the application.

Note: Please remember to save your data*


Submission

7.1. Preview

[Print preview (opens in new window)]

[Download PDF]

**6. Budget - Budget**

<table>
<thead>
<tr>
<th>EUR - Euro</th>
<th>Nordplus contribution</th>
<th>Own contribution</th>
<th>Sum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class exchange</td>
<td>12 420</td>
<td>0</td>
<td>12 420</td>
</tr>
<tr>
<td>SUM - Mobility</td>
<td>12 420</td>
<td>0</td>
<td>12 420</td>
</tr>
<tr>
<td>SUM - Total</td>
<td>12 420</td>
<td>0</td>
<td>12 420</td>
</tr>
</tbody>
</table>

Comments to the budget

6.2. Attachment

Attachment

* LOI-coordinator.pdf
* LOI-partner.pdf

For example: All the uploaded attachments are visible in the copy of the application. You can easily see if you have uploaded the necessary attachments or not.
8. Submission: When you reach this point and there is still lack of information in mandatory fields, you will here find information about that, marked with red, as in the example below. Use the numbers to identify the sections and fields that have not been filled in and insert the missing information to make your application complete.

Note: Please remember to save your data.


Forhåndsvisning av søknad

1. The field "Institution" in "2.1.1. Registration of coordinating institution" is required. Please complete.
2. The field "3.1. Preparatory visit" in "3.1. Nordplus contact seminar and/or PV" is required. Please complete.
3. The field "Choose a theme" in "3.3. Project theme" is required. Please complete.
4. The field "Give a short summary of the project (250 words max)" in "3.3. Summary" is required. Please complete.
5. The field "Project period" in "3.4. Other information" is required. Please complete.
6. The field "Previous Nordplus projects" in "3.5. Earlier/other Nordplus project" is required. Please complete.
7. The field "Nordplus applications in this round" in "3.5. Earlier/other Nordplus project" is required. Please complete.
8. The field "Nordplus objectives" in "4.1.1. Relevance" is required. Please complete.
9. The field "Aims and contribution" in "4.1.2. Aims and contribution" is required. Please complete.
10. The field "Activity in "4.1.2. Activity plan" is required. Please complete.
11. The field "Sharing responsibilities and workload in "4.3.1. Sharing responsibilities and workload" is required. Please complete.
12. The field "Anchorage in "4.3.2. Anchorage" is required. Please complete.
13. The field "Effective communication in "4.3.3. Effective communication" is required. Please complete.
14. The field "Evaluation in "4.3.4. Evaluation" is required. Please complete.
15. The field "Outcome in "4.4.1. Outcome" is required. Please complete.
16. The field "Dissemination of results in "4.4.2. Dissemination of results" is required. Please complete.
17. The field "If applied for only mobility, there are at least two institutions from two different Nordplus countries participating. If applied for project support, there are at least three institutions from three different Nordplus countries participating" in "7.2. Check list number of institutions" is required. Please complete.
18. The field "Enclosed Letter of Intent from ALL participants - coordinator and partners" in "7.2. Check list LOI" is required. Please complete.

8.1. Submission

Submit application

[...]

Cancel
8. Submission: B: When you have filled in your application completely, use the checklist at 7.2 finally confirm that your application is correctly completed.

### 7.2. Check list

Before you submit your application, confirm that all everything in the check list is OK.

**NOTE!** Applications that are not fulfilling all these requirements will not be assessed

- ✓ If applied for only mobility, there are at least two institutions from two different Nordplus countries participating. If applied for project support, there are at least three institutions from three different Nordplus countries participating*
- ✓ Detailed budget is enclosed to the application*
- ✓ Enclosed Letter of Intent from ALL participants - coordinator and partners*

### 8.1. Submission

Submit application

Then submit your application.

After submission you will get the confirming message below. You will also receive an e-mail confirming that your application has been submitted. Please download your application and send it also to your partners.

God Luck with your application!

---

**Application and Reporting**

**Submission complete**

The document has been submitted successfully.
A copy of the document i PDF format has been sent by e-mail to the following people:
- Santos, Cristina (paula.pinto.dias.dos.santos@programkontoret.se)

You can also download the PDF now by using the link below.

[Download PDF]

Return to home page