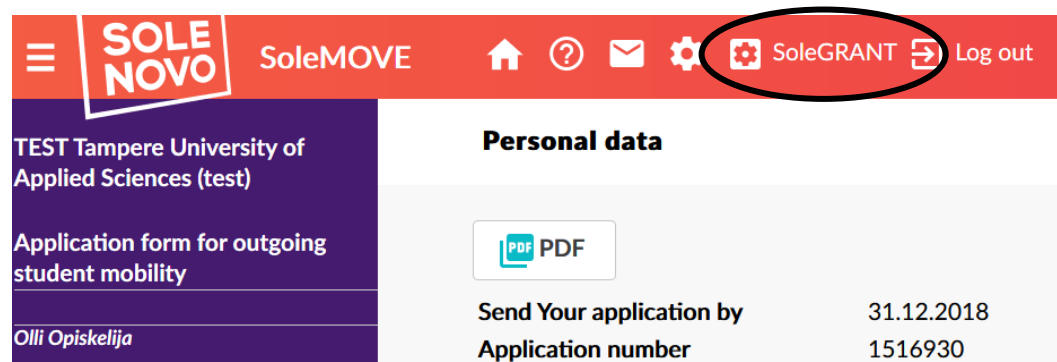


SoleGRANT instructions for students & trainees

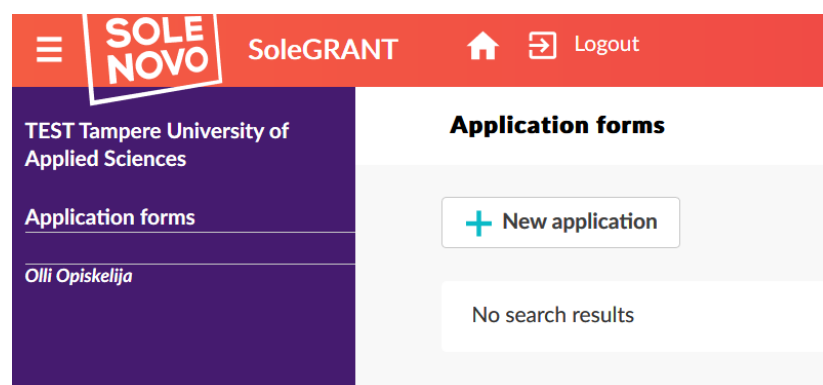
You can apply for a grant when you have a confirmed exchange application in SoleMOVE and you have received an acceptance letter / e-mail from the host university OR in case of traineeship, you have a signed LA for Traineeship / work placement contract.

1. Once you are logged into [SoleMOVE](#), click “SoleGRANT” on top of the page.



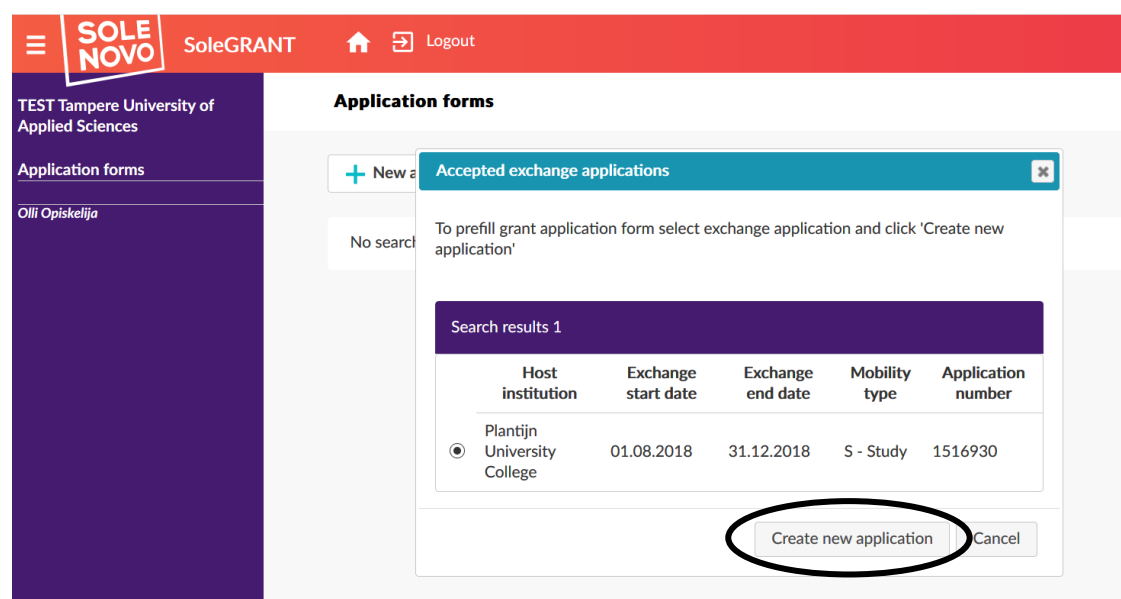
The screenshot shows the SoleMOVE interface. The top navigation bar is red and contains the SoleNOVO logo, the text 'SoleMOVE', a home icon, a help icon, an email icon, a settings icon, a gear icon with 'SoleGRANT' text, and a 'Log out' button. The 'SoleGRANT' link is circled in black. On the left, a purple sidebar shows 'TEST Tampere University of Applied Sciences (test)', 'Application form for outgoing student mobility', and 'Olli Opiskelija'. The main content area is titled 'Personal data' and shows a PDF icon, 'Send Your application by 31.12.2018', and 'Application number 1516930'.

2. Click “new application”.



The screenshot shows the SoleGRANT interface. The top navigation bar is red and contains the SoleNOVO logo, the text 'SoleGRANT', a home icon, and a 'Logout' button. The left sidebar is purple and shows 'TEST Tampere University of Applied Sciences', 'Application forms', and 'Olli Opiskelija'. The main content area is titled 'Application forms' and features a '+ New application' button and a 'No search results' message.

3. Select the correct confirmed exchange application and click “create new application”.



The screenshot shows the SoleGRANT interface with a modal window titled 'Accepted exchange applications'. The modal contains the text: 'To prefill grant application form select exchange application and click \'Create new application\''. Below this is a table with the following data:

Host institution	Exchange start date	Exchange end date	Mobility type	Application number
Plantijn University College	01.08.2018	31.12.2018	S - Study	1516930

At the bottom of the modal, there is a 'Create new application' button circled in black and a 'Cancel' button.

4. Start filling in the grant application tab by tab. Some of the personal data comes automatically from your SoleMOVE-application. Remember to press “save” after each tab.

SOLE NOVO SoleGRANT Logout

TEST Tampere University of Applied Sciences

Application forms

Olli Opiskelija

Personal data

Save Delete application Return

Application number 32329

Status Not ready

Last edited by 11.04.2018 9:59 / Olli Opiskelija

Exchange application information Application number: 1516930 Status: Confirmed

Personal data Exchange/traineeship information Grant information Enclosures Send application

Last name* Opiskelija

Given name* Olli

Social security number(*)

Date of birth (dd.mm.yyyy)* 01.04.2000

Missing data

- Social security number
- Municipality of taxation

5. On “grant information” tab, choose the correct grant type from the drop down menu. Please check the Erasmus+ groups (Europe) from intra: <https://intra.tuni.fi/en/handbook?page=2119> (Grant application) or contact Exchange Student Services (outgoing.tamk@tuni.fi) in case of questions. If you are going outside Europe, please choose “Foundation Scholarship Fund”.

Personal data Exchange/traineeship information Grant information Enclosures Send application

Instructions for applying the grant

Grant period* 01.08.2018 - 31.12.2018

Grant duration(months) 5

Grant type Erasmus+ Study Group 1

Amount* 1750 Erasmus duration: 5Mo 0d

Additional grant amount

IBAN Account number*

BIC-code*

Name of the bank

Erasmus+ Global Study

Erasmus+ Global Training

Erasmus+ Study Group 1

Erasmus+ Study Group 2

Erasmus+ Training Group 1

Erasmus+ Training Group 2

FIRST

Foundation Scholarship Fund

Nordplus

After choosing the correct grant type, click “calculate” and you will see the total grant amount. Please make sure, that you fill in the correct account number and BIC-code!

...

Grant period* 01.08.2018 - 31.12.2018

Grant duration(months) 5

Grant type Erasmus+ Study Group 1

Amount* 1750 Calculate Erasmus duration: 5Mo 0d

Additional grant amount

Fill in your **travel insurance information** (name of the insurance company and insurance number) to “additional information” field. Please note that the grant application will not be handled without insurance information!

0/2000

SWIFT code

Clearing code

IF 12345678-123

Additional information

15/2000

On the bottom of the page, read and accept the conditions.

Conditions*

☒ (Conditions - maintained by administrator)

SPECIAL CONDITIONS ARTICLE 1 – SUBJECT MATTER OF THE AGREEMENT 1.1 The institution shall provide support to the participant for undertaking a mobility activity for studies/traineeships/studies and traineeship under the Erasmus+ Programme. 1.2 The participant accepts the financial support in the amount specified in article 3.1 and undertakes to carry out the mobility activity for studies/ traineeships/ studies and traineeship as described in the Learning Agreement. 1.3.

6. Add a copy of the acceptance letter / e-mail (study exchange) or signed Learning Agreement for Traineeship/Work placement contract (placement exchange) to “enclosures” tab. Please note that the grant period on the application should have same dates as the Acceptance Letter / Learning Agreement, as day-based counting forms most of the grants.

Personal data	Exchange/traineeship information	Grant information	Enclosures	Send application
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Instructions for enclosing files

Please upload the Acceptance Letter / Acceptance e-mail (study exchange) or signed Learning Agreement for Traineeship/ Work placement contract (placement exchange) which has been sent to you from the receiving organisation. The exact dates of the exchange period must be seen on the document.

Enclosure type File

No enclosed files

[+ Add enclosure](#)

Add enclosure

Enclosure type* Letter of Acceptance / Acceptance e-mail

File* Acceptance Letter.docx

7. After you have filled in all required information, remember to **send the application**.

Send application

 Send application  Return

Application number 32329
 Status Not ready
 Last edited by 11.04.2018 10:21 / Olli Opiskelija
 Exchange application information Application number: 1516930
 Status: Confirmed

Personal data	Exchange/traineeship information	Grant information	Enclosures	Send application
Personal data	OK	OK	OK	OK

Now your grant application has a status “sent to decision”.

Application forms

 New application

Search results 1

Status	ERASMUS institutional code	Host institution	Sent date	Created
 Sent to decision	B ANTWERP58	Plantijn University College	11.04.2018	11.04.2018

8. Once your grant application has been handled, you will receive an email from the system and your application status changes to “approved”. If you want to, you can print a Grant Certificate from the system by entering your application’s “enclosures” tab.

Enclosures

 Return

Application number 32329
 Status Approved
 Last edited by 11.04.2018 11:19 / tamktest
 Exchange application information Application number: 1516930
 Status: Confirmed

Personal data	Exchange/traineeship information	Grant information	Enclosures	Decision						
Instructions for enclosing files Please upload the Acceptance Letter / Acceptance e-mail (study exchange) or signed Learning Agreement for Traineeship/ Work placement contract (placement exchange) which has been sent to you from the receiving organisation. The exact dates of the exchange period must be seen on the document. <table border="1"> <thead> <tr> <th>Enclosure type</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Letter of Acceptance / Acceptance e-mail</td> <td>Acceptance Letter.docx</td> </tr> <tr> <td>Grant Certificate</td> <td>Grant Certificate</td> </tr> </tbody> </table>					Enclosure type	File	Letter of Acceptance / Acceptance e-mail	Acceptance Letter.docx	Grant Certificate	Grant Certificate
Enclosure type	File									
Letter of Acceptance / Acceptance e-mail	Acceptance Letter.docx									
Grant Certificate	Grant Certificate									

Please note that the first part (80 %) of the grant is paid approximately 1 month before the starting date of the exchange, given that you have applied for the grant well in advance and delivered all necessary documents and information.

The second part of the grant is calculated after you have returned all necessary documents to SoleMOVE and completed other required steps. **Do not make a new application to SoleGrant regarding the second part!**

In case you have any questions, please contact Exchange Student Services

outgoing.tamk@tuni.fi

Service Street B1-48/B1-53