Creating an IIA - New digital IIA

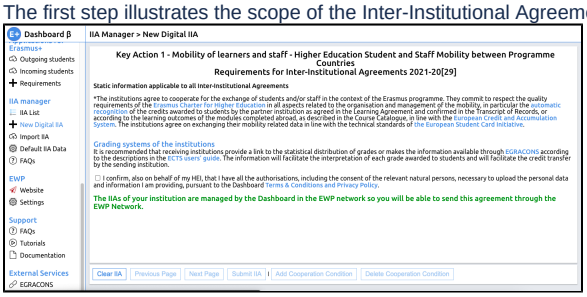
A new Inter-Institutional Agreement can be initiated in the section “New Digital IIA” clicking through the steps and indicating the cooperation conditions as per the official template.

Video tutorial

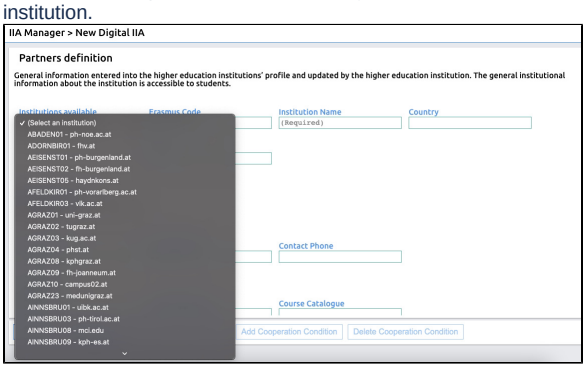
Video sections
Creating an IIA
Green text, managed by EWP or internally by Dashboard
The first cooperation condition
Setting the mobility type
Multiple mobility types (Adding cooperation conditions)
How to submit the IIA proposal
Editing and making changes to the IIA
Update and submit IIA changes
Finalising the IIA (definitive signature)

Step-by-step guide

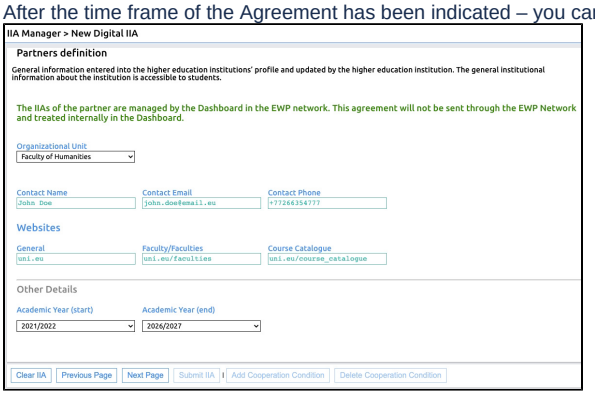
1. The first step illustrates the scope of the Inter-Institutional Agreement



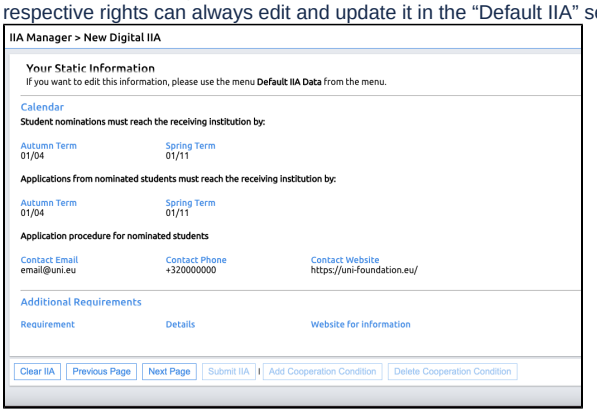
2. In the second step the specific partner institution can be chosen from the drop down menu. The indication of the partner will automatically fetch all the other basic information about the institution.



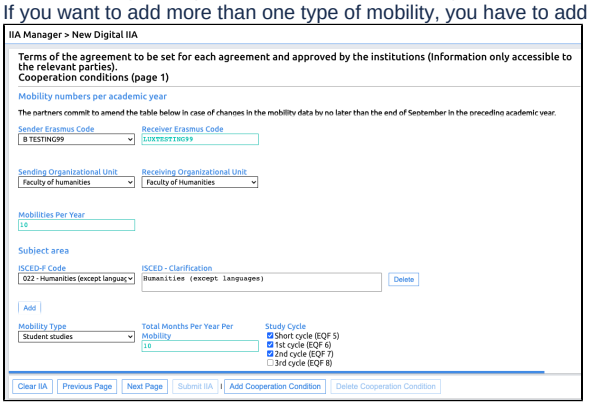
3. After the time frame of the Agreement has been indicated – you can go to the next page.



4. The overview of the general information about the HEI is illustrated. Staff members with respective rights can always edit and update it in the “Default IIA” section.



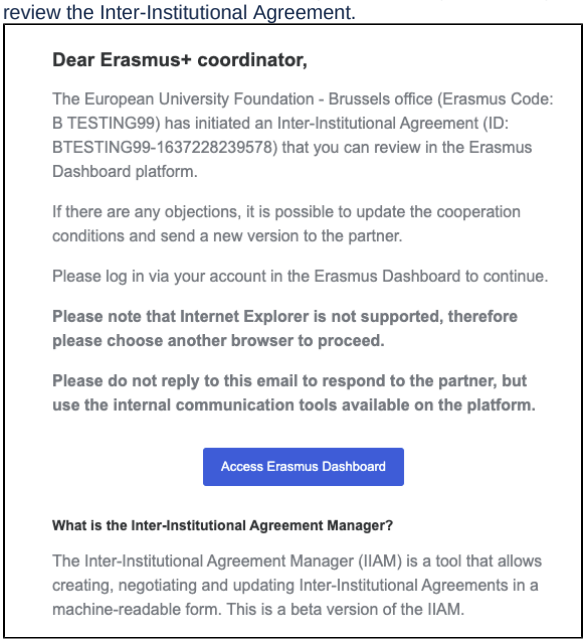
5. In the next steps, the partners can indicate the cooperation conditions for all types of mobilities. If you want to add more than one type of mobility, you have to add a new cooperation condition.



6. The next step allows for the final review of all the data in the IIA before signing and sending off to the partner. Clicking on "Submit IIA" (previously called "Sign and submit IIA") triggers a notification system and an email invitation to review the IIA is sent to the person indicated as the contact point in the agreement.



7. The email notification is sent to the partner inviting them to log in Erasmus Dashboard and review the Inter-Institutional Agreement.



Dear Erasmus+ coordinator,

The European University Foundation - Brussels office (Erasmus Code: B TESTING99) has initiated an Inter-Institutional Agreement (ID: BTESTING99-1637228239578) that you can review in the Erasmus Dashboard platform.

If there are any objections, it is possible to update the cooperation conditions and send a new version to the partner.

Please log in via your account in the Erasmus Dashboard to continue.

Please note that Internet Explorer is not supported, therefore please choose another browser to proceed.

Please do not reply to this email to respond to the partner, but use the internal communication tools available on the platform.

Access Erasmus Dashboard

What is the Inter-Institutional Agreement Manager?

The Inter-Institutional Agreement Manager (IIAM) is a tool that allows creating, negotiating and updating Inter-Institutional Agreements in a machine-readable form. This is a beta version of the IIAM.

Related articles

Content by label

There is no content with the specified labels