GUIDELINES FOR COMPLETING AND DIGITALLY SIGNING THE GRANT AGREEMENT FOR PARTICIPANTS

The University of Thessaly has adopted a digitized signature system to speed up and simplify the procedure.

Instructions for completing the Grant Agreement

The Grant Agreement must be completed and sent to our office in Word format **without a signature**.

Attention! The Grant Agreement must be completed **ONLY electronically** (not handwritten).

Specifically, you must fill in all the yellow fields in the document:

1. Your **personal details** (page 1)

the **'participant'**

Mr/Ms/Mrs/Other: [[first name and family name],]

Father's name: [ ]

Address: [[official address in full]]

Date of birth: [ ]

ID Card No / Passport: [ ]

Phone: [ ]

E-mail: [ ]

[For OUTGOING mobility]: [ ]

[Full official name of the beneficiary organisation/consortium/receiving institution]

Erasmus ID Code or OID [if applicable]: [ ]

[For INCOMING mobility]: [ ]

[Full official name of the beneficiary organisation/consortium/sending institution]

Erasmus ID Code or OID [if applicable]: [ ]

2. Your **bank account information** (page 2)

Bank account where the financial support should be paid: [ ]

Bank account holder: [ ]

Bank name: [ ]

Clearing/BIC/SWIFT number: [ ]

Account/IBAN number: [ ]

3. Article 2 – Duration of your mobility

2.2 [The period covered by the agreement includes:

- a physical mobility period from [.....] to [.....], equal to [ONLY number of activity days] .....days]

4. Article 7 - Your **health insurance details** (page 6). **Please note that Third Part Liability and Personal Accident insurances are mandatory <u>ONLY</u> for internship/traineeship mobility.**

[**Health Insurance [Mandatory Insurance for STAFF/STUDIES/INTERNSHIP]**

The Participant is covered for health insurance by:

Sending Organisation: ☐ Receiving Institution/Organization: ☐

Covered by himself/herself: ☐

European Health Insurance Card Number:_____ and/or

Insurance Contract Number:_____

Insurance Company:_____]

[**General Third Party Liability Insurance [Mandatory ONLY for internships]**

The Participant is covered for third party liability insurance by:

Sending Organisation: ☐ Receiving Institution/Organization: ☐

Covered by himself/herself: ☐

Insurance Contract Number:_____

Insurance Company:_____]

[**Personal Accident Insurance [Mandatory ONLY for internships]**

The Participant is covered for personal accident insurance by:

Sending Organisation: ☐ Receiving Institution/Organization: ☐

Covered by himself/herself: ☐

Insurance Contract Number:_____

Insurance Company: _____]

5. Article 18 – Signatures. Fill in your information in the **signature section – without signing**.

For the Participant	**For the Organisation**
[name & surname]	Vice-Rector of Innovation, Internationalization, Collaborations & Digital Governance **Professor Chrysi Laspidou**
[signature] [Done at [place], [date]]	[signature] Done at [place], [date]

Digital Signature Instructions

As long as you have sent us all the required supporting documents listed on our website under the "Before the mobility" section:

1. You will receive an email from **"Erasmus Office UTH via Adobe Acrobat Sign"**, from the address **adobesign@adobesign.com**, with the subject **"Signature requested on {FILENAME}"**.
2. In the message, you will find a large blue button labeled **"Review and Sign"**. Click it to open the file and follow the signature instructions.
3. Click the **"Continue"** button, then click on the blue box **"1 requested field remaining"**, which will take you to the last page of the document where the signatures are required.
4. Sign in the indicated field by clicking **"Click to Sign"**. You can choose how to sign:
   - Typed signature (type)
   - Drawn signature (draw)
   - Upload an image (image)

   In the **Name** field, you must enter your full name as it appears on your official identification documents. Finally, you have to add your **Place**.

   After selecting the signature method, click the blue **"Apply"** button, then click **"Sign"** on the left, add the date of signature and finally click the **"Submit"** button that appears at the bottom of the page.

Once you have signed, you do not need to do anything further. The system will notify us that you have signed. Once all parties have signed, the system will automatically send the final document with all signatures to everyone involved. You may save this file.