



## HOW TO NOMINATE A MOBILITY APPLICATION BY THE HOME Participating Unit

1. Direct and easy access via home Desktop to all open outgoing mobilities:

CEEPUS Network Desktop

Final Traffic Sheet - How To [↗](#)

Survey "Application Form" results [↗](#)

New Application Round 22/23

Partner [↗](#)

4 awarded mobilities	23 mobilities waiting	9M 10D used months	215M 20D free months	4% fulfillment
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outgoing mobilities [↗](#)

2  
waiting for nomination

incoming mobilities [↗](#)

0  
waiting for nomination

2. Open the specific applications under “Your mobilities”

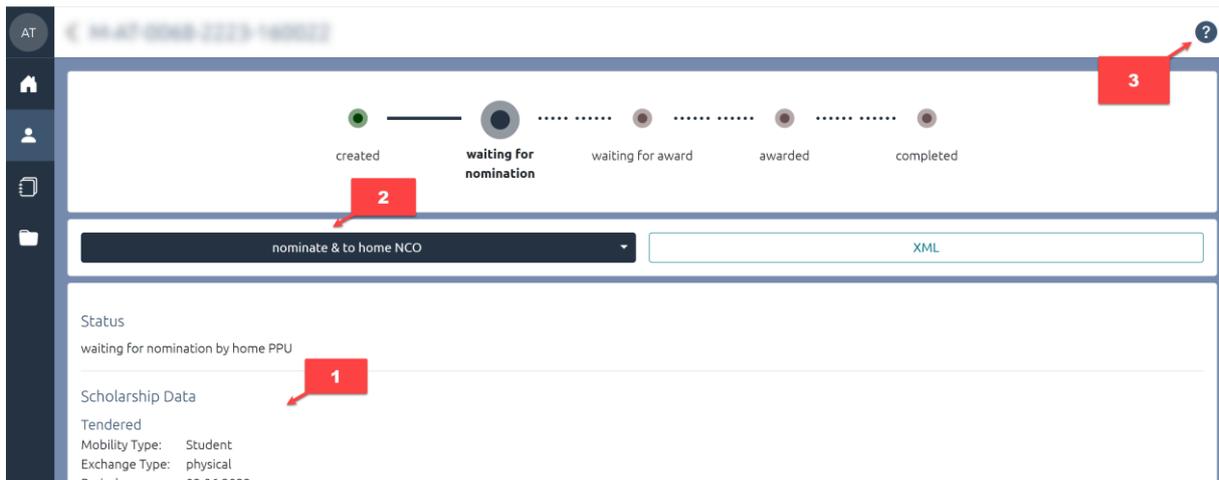
AT < Your outgoing mobility applications ?

Your mobilities

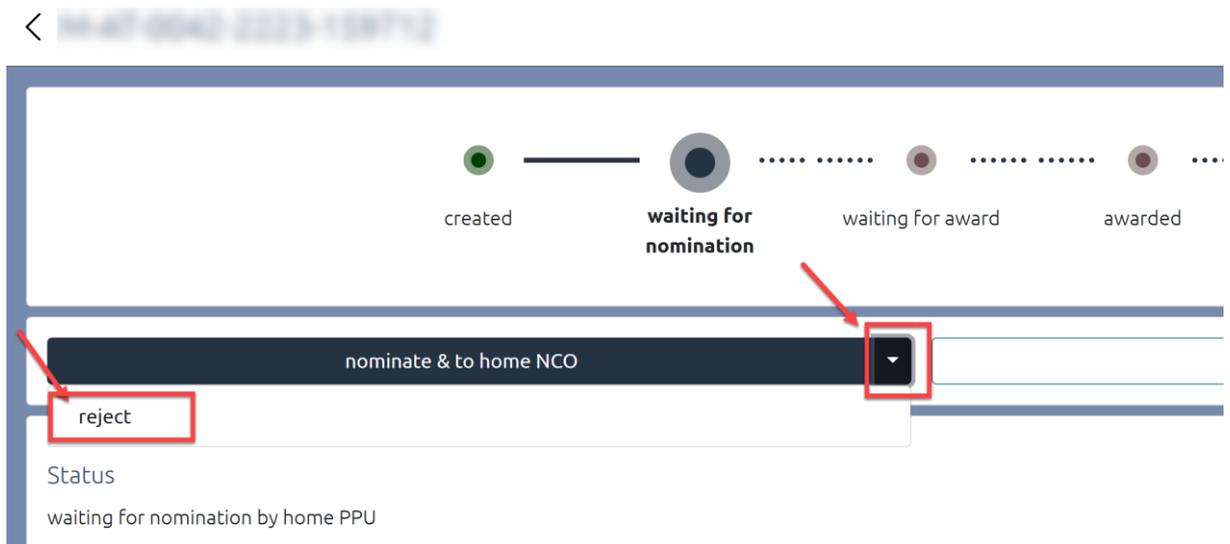
CPNR	MNR	NAME	HOST PPU	
CPNR : AT-				
			THE ACADEMY OF ECONOMIC STUDIES	<a href="#">↗</a>
				<a href="#">↗</a>

3. Note, as overall network coordinator you have also access to the mobility applications of your partner institutions under “Partner mobilities”

#### 4. Nominate a mobility application



1. Here you find the the complete application (scroll down for all information)
2. If everything is correct with the application click on the “nominate & to home NCO” button
3. Press “?” for help and technical live support.
5. You can also **reject** an application: access the drop down near the “nominate ... “ button and press “reject”



And confirm:

#### Workflow execution

Do you really want to execute the workflow: reject?

Cancel

OK