



Erasmus+



European
Commission

Erasmus+ Capacity Building in Higher education

**How to prepare a competitive project
proposal?**

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Culture Executive Agency*

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OUTLINES

I. How to get started

II. Preparing the application based on the requirements of the call

III. Selection process



Part I

How to get started



A **successful proposal demonstrates** that the combination of all its elements will produce **concrete and sustainable results** for the benefit of all the parties concerned.

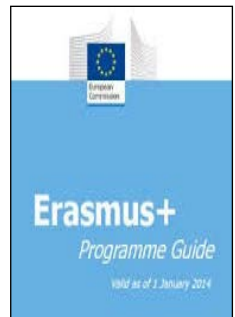
What is a good proposal?

- A good proposal is a proposal that
 - Has been prepared and agreed jointly by the partnership.
 - Has received the full **commitment** and support of the participating institutions.
 - Is ready to start immediately after the selection decision.
- **All** proposals start from **individual initiatives**.
- **Good** proposals are always the result of a joint **institutional commitment**.



Necessary conditions

1. You have a "**broad knowledge**" of **Erasmus+**
2. You have a **concrete idea** for an international cooperation project
 - Does it fit the programme's objectives and requirements?
 - Does it address your institution's (/sector's /country's) needs?
3. Your idea is **supported** by your institution
 - You have discussed it with the relevant authorities
 - You will be supported for the proposal preparation and, if successful, the project implementation
4. You can set up (/be part of) an **international partnership** for carrying out the project



Building the partnership

➤ Start locally

- *In your institution*
- *Among local stakeholders (other universities, education providers, employers, local / regional / national authorities, **NEOs in Partner Countries** etc.)*

➤ International partners

- *Colleagues / Organisations you (/your partners) have worked with in the past*



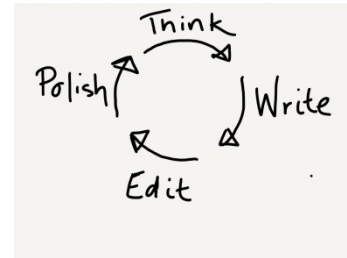
Partners are not individuals, they are organisations

➤ Each partner **must**

- Bring a concrete added value to the project
- Gain a concrete added value from the project

Drafting the proposal

- Drafting the proposal is a shared exercise
 - It reflects the partners shared responsibilities at project implementation stage
 - It requires regular revisions/rewriting in order to ensure
 - ✓ Consistency and coherence
 - ✓ Comprehensiveness
 - ✓ Fulfilment of all the E+ Action requirements



Choose the language common/comfortable to all project partners

Have your final Draft **proofread** by a colleague not involved in the proposal



Remember

1. A good proposal is (much) more than a successful proposal.
2. Nobody else knows your institution's or country's needs better than you.
3. Have everybody on board as early as possible.

When to start? Now !





Part II

**Preparing the application based
on the requirements of the call**

Common requirements for all Erasmus+ International dimension – Centralised Actions

- Submission on-line to EACEA
- eForm & Annexes
- Criteria

- ❖ Eligibility Criteria
- ❖ Exclusion Criteria
- ❖ Selection Criteria
- ❖ Award Criteria

Eligibility criteria

Most of eligibility criteria (see E+ Programme Guide – CBHE action) are featured in the e-form; following criteria are double checked by the Agency staff:

- Formal submission requirements
- Grant size (and duration)
- Applicant, Partners and Partnership requirements (number of HEIs, status of the grant applicant & partners, etc.)

It does not matter how well the project has been designed if it does not fulfil the eligibility criteria: this will lead to the **automatic rejection** of the proposal

Award Criteria: 1. Relevance (30 points)

DEFINITION

- *The project contributes to the achievement of the policy objectives of the participating partners*
- *It is based on and addresses real needs & problems of the target groups*



CONTENT

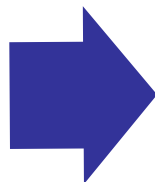
- How clearly the project addresses the Programme **objectives** and **priorities** (thematic, geographical priorities: National / Regional)
- **Needs analysis** and presentation of **specific problems** addressed
- Definition of **target groups**
- What is **innovative** or complementary to other initiatives
- How the **project was prepared**



Award Criteria: 2. Quality of Design and Implementation (30 points)

DEFINITION

- *The activities proposed are appropriate to achieve the specific and wider objectives*
- *It uses the most appropriate methodology*
- *It demonstrates a logical and sound planning capacity*



CONTENT

Description of the project as a whole, including:

- **specific objectives**
- **activities**, expected **outcomes**, wider and specific objectives
- academic **content** and pedagogical **approach**
- **involvement** of academics, students and stakeholders at large
- **quality control** processes

Award Criteria: 3; Quality Team and Cooperation (20 points)

DEFINITION

- *The partnership includes all the skills, recognised expertise and competences required*
- *Suitable distribution of tasks*
- *Sound communication and coordination*



CONTENT

- Presentation of the **partners competences** and **roles** in the project
- Description of any **complementary skills**, expertise and competences directly relating to the planned project activities
- ensure **regional dimension**
- Planned measures to ensure effective **communication**

Award Criteria: 4. Impact and Sustainability (20 points)

DEFINITION

- *Information/outcomes of the project are made available to groups not directly involved (multiplier effect)*
- *Optimal use of the results during & beyond the project lifetime*
- *Expected impact will be substantial and sustainable in the long term (financial, institutional and policy level)*



CONTENT

- Expected **impact** at different levels
- **Dissemination strategy:** outputs to be disseminated, target groups, dissemination tools & activities
- **Measures** planned to ensure the sustainability of project outcomes and outputs at **three levels:** financial, institutional and political
- **Evidence of impact** on HE at institutional / national level in PCs



Part III

Selection process

Part III: Selection Process

Project
Proposal

EACEA

Eligibility check

Assessment by
Independent
experts

Ranking on
QUALITY based
on award criteria

EACEA

Consultation: EU
Delegations, PC
authorities, NEOs

Evaluation
Committee
EACEA, DGs,
EEAS

Final ranking
list

EACEA

Grant Award
Decision

What is assessed? - Award Decision

**EACEA takes
decision based on:**

**Evaluation
Committee's
recommendation,
taking into account:**

*ranking list on quality established by
external experts*

the results from the consultation process

the budget available for each region

*the need to achieve a geographical balance
within a region*

sufficient coverage of the priorities

Questions & Answers

