

Erasmus+

HOW TO PREPARE A COMPETITIVE PROJECT PROPOSAL?



Erasmus+

OUTLINES

Part I. Preparing the application based on the requirements of the call

Part II. Application form and requirements



Part I

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 partners, 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

**Special
Mobility
Strand**



Quality Design & Implementation

**Additional
Award
Criteria**

DEFINITION

- *Full contribution to the achievement of the related project and added value of the project*
- *Transparent procedures selection of participants*
- *Quality systems*



CONTENT

Relevance of the mobility strand for the project

Well-**articulated** with the project; demonstrated **added value**

Demonstration of positive **impact** for individual and institutions

Validation and recognition at institutional level



Part II

Application form and requirements



Application form

When? How? Where?

- One deadline - One-phase submission - on-line to EACEA
- Application form = unique reference information for the submission deadline.

What?

- Specific application form:
 - eForm**: project data – parts A, B, C
 - + **compulsory** annexes:
 - ✓ **Detailed project description** (Word doc) – parts D, E, F, G, H, I, J
 - ✓ **Budget tables** (Excel doc)
 - ✓ **Declaration of Honour+ Mandates** (in one single PDF doc)

eForm - contents

Part A: Identification of the applicant and other organisations participating in the project (administrative information)

- A.1. Organisation
- A.2 Person responsible for the management of the application (contact person)
- A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)

Part B: Description of the project (general information)

- B.1 Summary of the project
- B.2 Priorities of the E+ Programme
- B.3 Dates and languages

Part C: Specific information related to CBHE projects

- C.1 Aims and objectives addressed
- C.2 Specific objectives of the project as indicated in the Logical Framework Matrix
- C.3 Project themes and priorities addressed by the application
- C.4 Partner countries and regions involved in the project
- C.5 Project history
- C.6 Special Mobility Strand
- C.7 Grant requested

eForm compulsory ATTACHMENTS - 1

1. Detailed description of the project (MS Word document)

D - Quality of the project team and the cooperation arrangements

E - Project characteristics and relevance

F - Quality of the project design and implementation

G - Impact, dissemination and exploitation, sustainability

Logical Framework Matrix

Workplan

H - Work packages

I – Special Mobility Strand (where applicable)

J - Other EU Grants

eForm compulsory ATTACHMENTS - 2

2. Detailed Budget (Excel tables)

- **Overview**
- **Staff costs**
- **Travel Costs and Costs of Stay**
- **Equipment Costs**
- **Sub-contracting Costs**
- **Special Mobility Strand - Students**
- **Special Mobility Strand - Staff**
- **Co-financing**
- **Breakdown and project funding (automatically fully filled in)**
- **Indicative rates (*informative*)**

eForm compulsory ATTACHMENTS - 3

3. Declaration of Honours + Mandates (PDF)

- **Declaration of Honours – only from the Applicant organisation**
- **Mandates – from all partners (except for P1 – Applicant)**
 - not required for Associated Partners (if applicable)
 - must be scanned and attached in one single document, with Mandates keeping the order as in List of Partners (P1-Pn)



- ✓ **Successful vs. good proposals**
- ✓ **How should I start?**
- ✓ **Drafting a good proposal**
- ✓ **When can I start?**



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.



- Necessary condition but... **not sufficient** !
- 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.





1. You have a "**broad knowledge**" of Erasmus+

- What/who is it for? How does it work? What activities does it support and how? Who could help you understand it better?

2. You have a **concrete idea** for an international cooperation project

- Does it fit the programme's objectives, priorities, requirements, intervention modalities, etc.?
- Does it address your institution (/sector /country) 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



➤ Start locally

- *In your institution
(other colleagues, services, departments, authorities, etc.)*
- *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



➤ Cooperation is based on trust, confidence **AND** on formalized agreements



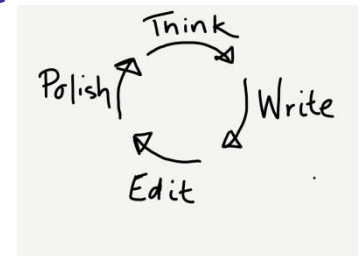
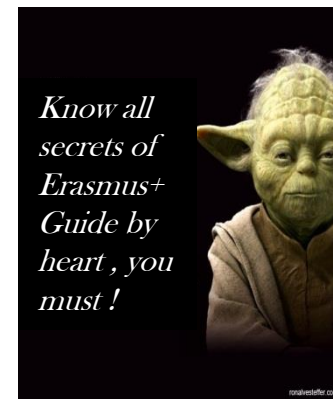
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➤ Broad knowledge of Erasmus+ is not sufficient anymore

- You must become a "master" in the relevant Erasmus+ Action (objectives, priorities, requirements, criteria, etc.)
- Most probably, you will need to adapt your idea to the Action requirements.

➤ 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



- **COHERENT** in its entirety; avoid contradictions; avoid "patchwork"
- **SIMPLE**: better a few well-chosen words than long/vague explanations
- **CONCRETE**: use examples, justify your statements, bring proofs
- **CLEAR**: Follow the questions and answer them in the right order
- **EXPLICIT**: do not take anything for granted; don't assume: experts cannot read your mind; avoid abbreviations or explain them
- **RIGOROUS**: the application is the basis on which your project will be implemented; it is also the cornerstone of your partnership commitment
- **FOCUSED**: stick to what is asked
- **COMPLETE**: ensure (twice!) you have followed all the instructions and that the proposal fulfils all the mandatory requirements.



When to start? Now!

- ❖ Propose / Discuss potential cooperation projects within your institution (e.g., CBHE, with or without mobility Special Mobility Strand)
- ❖ If a mobility action is in view,
 - **What type** of student mobility (level of study, duration, thematic area, type of activities, etc.) or staff mobility?
 - **What added value** can you offer to incoming students / staff?
 - Does your university fulfil the **principles of the Erasmus Charter** ?
 - On what criteria will you select your **EU mobility partners**?

- ✓ **Respect the Call requirements & criteria**
- ✓ **Be clear, well-structured, concise, to the point (see guiding questions in the Application Form)**
- ✓ **Manageable partnership**
- ✓ **Cost-effective**

CONCLUSIONS

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

Good luck !!



Questions & Answers

