Erasmus+
Capacity Building in Higher education

How to prepare a good project proposal?

Piia Heinämäki

Education, Audiovisual and 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

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Proposal

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 <u>prepared and agreed **jointly**</u> by the partnership.*

  ➢ *Has received the <u>full **commitment** and support</u> of the participating institutions.*

  ➢ *Is <u>**ready** to start</u> 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*
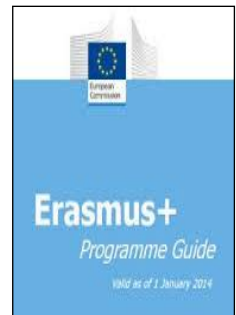
Building the partnership

➢ **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 <u>organisations</u>

➢ Each partner **must**

    ➢ *<u>Bring</u> a concrete added value <u>to</u> the project*

    ➢ *<u>Gain</u> a concrete added value from the project*

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Role of Partner Country partners

- **Identifying the needs**
  - *What reforms are essential in the institutions / the country?*
  - *What has been already done? (do not duplicate!)*

- **Involvement in the drafting**
  - *Don't let others decide on your behalf!*
  - *Provide detailed information and statistics on the situation in your country*

- **Concrete involvement in work packages**
  - *Sufficient involvement of relevant Partner Country staff members*
  - *Participation as Work Package leaders if relevant*

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Drafting the proposal

➢ **Drafting the proposal is a <u>shared exercise</u>**

   ➢ *It reflects the partners <u>shared responsibilities</u> at project implementation stage*

   ➢ *It requires <u>regular revisions/rewriting</u> in order to ensure*

      ✓ *Consistency and coherence*

      ✓ *Comprehensiveness*

      ✓ *Fulfilment of all the E+ Action requirements*
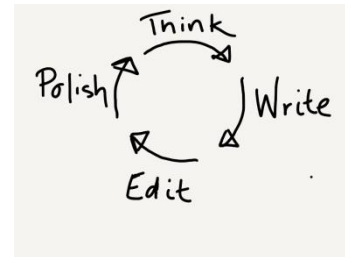
Choose the language common/comfortable to all project partners

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**

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## Award Criteria: 1. Relevance (30 points)

IMPORTANT:

- Carry out a **needs analysis before** application submission (including evidence coming from identified data sources)

- Identify and quantify clearly the **target groups** (helps to demonstrate the impact of the project)

- Show how the project addresses the chosen **national or regional priority** and how the priority links to national or institutional strategies

- Demonstrate that the project is **innovative / complementary** to other initiatives

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*
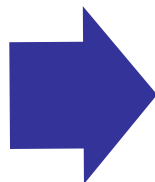
CONTENT

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: 2. Quality of design and implementation (30 points)

IMPORTANT:

- *Ensure that the **work plan is clear and realistic**, with well-defined activities, realistic timelines, clear deliverables and milestones*

- *Ensure the **coherence** between the Logical Framework Matrix, work plan, budget and Work Packages*

- *Include relevant **quality assurance measures** (internal and external) and **mitigating actions** for challenges and risks*

- *Demonstrate **cost-effectiveness***

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Award Criteria: 3; Quality of 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: 3. Quality of team and cooperation (20 points)

IMPORTANT:

- *Demonstrate that the team has the necessary **skills, experience, expertise and management support***

- *Demonstrate that the partners are chosen on the basis of their **specific and complementary expertise (academic and project management)***

- *Explain the foreseen mechanisms for good **coordination, decision making and communication***

- *Demonstrate that **Partner Countries are sufficiently involved** in the project implementation and decision making*

- *Involve also **"newcomer"** institutions*

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

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

IMPORTANT:

- *Focus must be on Partner Countries - demonstrate the **expected impact on Partner Country higher education institutions***

- *Describe foreseen **multiplier effects** outside of participating organisations*

- *Provide a **clear dissemination plan** covering the project lifetime and beyond*

- *Present your **plans for the sustainability** of the project results (including co-funding and other forms of support)*

Part III

Selection process

Part III: Selection Process

Project Proposal

EACEA

Assessment by Independent experts

EACEA

Evaluation Committee EACEA, DGs, EEAS

EACEA

Eligibility check

Ranking on QUALITY based on award criteria

Consultation: EU Delegations

Final ranking list

Grant Award Decision

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Part III: Selection Process

EACCEA takes decision based on:

Evaluation Committee's recommendation, taking into account:

- *ranking list on quality*
- *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*