What am I suppose to know afterwards?

- candidate for success
- criterias to be addressed
- the forms and how to complete them
By failing to prepare you are preparing to fail

Benjamin Franklin
Necessity is the mother of all invention
The Y – Factors 1/2

Idea (ly)

Locally  Adequacy  Strategy  Hierarchy
The Y – Factors 2/2

Idea (ly)

- Commonly
- Novelty
- Sustainability
- Immediately
Looking for Christmas Gifts?

Books of the Year 2018

- Erasmus+ Programme Guide;
- Call for proposals;
- CBHE priorities;
- Budget allocation;
- E-form and attachments;
- The instructions for completing the Application Package;
- The Guide for experts;
- List of CBHE selected projects;
- Frequently Asked Questions.
Consult the other Erasmus+ Bodies (in time)

✓ Erasmus+ National Agencies in the Programme Countries:
https://eacea.ec.europa.eu/erasmus-plus/contacts/international-erasmus-plus-contact-points_en

✓ EU Delegations:
https://eeas.europa.eu/headquarters/headquarters-homepage/area/geo_en

✓ National Erasmus+ Offices
Which are the criteria used?

How does it work?

When is it born and when will it die?

How to apply?
Which Criteria am I?

I can't be ignored and I can't be late
I am one I am many
I can be cheap I can be expensive
Eligibility Criteria

- Formal submission requirements
- Grant size (and duration)
- Applicant, Partners and Partnership requirements
Which Criteria am I?

We are equal and we are not
We want sixty but count a hundred
We are the cour and we are four
To be considered for funding, proposals must score at least 60 points in total and - out of these points at least 15 points for "Relevance"
Relevance 1/2 - Part D Detailed Description

- Needs analysis
- Target groups
- Aims ∞ Programme objectives + National / Regional priorities
- Innovative and/or complementary to other projects
- European added value of the project
- Cross Regionals
Weaknesses

**Missing evidence** to underpin needs analysis (specific data sources such as unemployment rates from an official publication, findings from a survey on a specific topic etc)

**target groups** identified **vaguely and / or not quantified** difficult to demonstrate (and assess) the impact of the project

**DO NOT CLEARLY ADDRESS the priorities NOT FUNDED.** Make sure your proposal shows how both its objectives and results address the chosen priorities.
Quality Design/Implementation – Part E (LFM)

Methodology, outcomes, wider and specific objectives

Consistency objectives-activities-methodology results

Work plan / implementation schedule

Budget and cost-effectiveness (Equipment each partner, Costs per WP)

Quality measures/assurance of the project and Risk management
# Work Packages

<table>
<thead>
<tr>
<th>Work package type and ref.nr</th>
<th>PREPARATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Related assumptions and risks</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>Tasks</td>
<td></td>
</tr>
<tr>
<td>Estimated Start Date (dd-mm-yyyy)</td>
<td>Estimated End (mm-yyyy)</td>
</tr>
<tr>
<td>Lead Organisation</td>
<td></td>
</tr>
<tr>
<td>Participating Organisation Costs</td>
<td></td>
</tr>
</tbody>
</table>

**Please explain the necessary costs for this WP:** What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.
E.3 Budget and Cost Effectiveness

E.3 Budget and cost effectiveness

Please describe the strategy adopted to ensure that the proposed results and objectives will the most economical way, and on time. Explain the principles of budget allocation and Indicate the arrangements adopted for financial management. What sources of co-funding (limit 3,000 characters)

If your project involves any "exceptional costs" related to travel, please justify them here (limit 3,000 characters)

Title of the Project / Acronym
Page 5 of 27

Capacity Building in the field of Higher Education

Please justify the equipment costs for each Partner Country Institution:
- why the Partner Country institutions need them for the implementation of the project;
- their relations with the content to be developed and the specific activities to be implemented;
- the estimated timeframe for their purchase as well as the estimated place where they will be
(limit 3,000 characters)
## LFM – not using properly it very bad very bad

### E.4 Logical Framework Matrix – LFM

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wider Objective:</strong></td>
<td>What is the general objective, to which the project will contribute?</td>
<td></td>
</tr>
<tr>
<td><strong>Specific Project Objective/s:</strong></td>
<td>What are the specific objectives, which the project shall achieve?</td>
<td></td>
</tr>
<tr>
<td><strong>Indicators of progress:</strong></td>
<td>How indicators will be measured: What are the sources of information on these indicators?</td>
<td></td>
</tr>
<tr>
<td><strong>Indicators of progress:</strong></td>
<td>What are the key indicators related to the wider objective?</td>
<td></td>
</tr>
<tr>
<td><strong>How indicators will be measured:</strong></td>
<td>What are the quantitative and qualitative indicators showing whether and to what extent the project’s specific objectives are achieved?</td>
<td></td>
</tr>
<tr>
<td><strong>Outputs (tangible) and Outcomes (intangible):</strong></td>
<td>Please provide the list of concrete DELIVERABLES - outputs/outcomes (grouped in Work packages), leading to the specific objective/s.:</td>
<td></td>
</tr>
<tr>
<td><strong>Activities:</strong></td>
<td>What are the key activities to be carried out (grouped in Work packages) and in what sequence in order to produce the expected results?</td>
<td></td>
</tr>
<tr>
<td><strong>Inputs:</strong></td>
<td>What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?</td>
<td></td>
</tr>
<tr>
<td><strong>Assumptions &amp; risks:</strong></td>
<td>What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?</td>
<td></td>
</tr>
<tr>
<td><strong>How the risks will be mitigated:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Assumptions &amp; risks:</strong></td>
<td>What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?</td>
<td></td>
</tr>
<tr>
<td><strong>How the risks will be mitigated:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Specify the **partners expertise, competences and roles**

Underline **complementary skills**, relating to project activities

**Distribution of tasks**, including active participation of Partner Country institutions

**Cooperation, effective communication and project management arrangements**

Planned measures to ensure communication

Ensure regional dimension
F 3 – Meet the partner HEI

F.3.1 - Aims and activities of the organisation
Please provide a short presentation of your organisation (key activities, affiliations, size of the organisation, etc.) relating to the area covered by the project (limit 2000 characters).

<table>
<thead>
<tr>
<th>Only for Partner Country institutions, please provide information on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Memoranda of Cooperation/Understanding the HEI has signed with HEIs outside their own country?</td>
</tr>
<tr>
<td>Number of students</td>
</tr>
<tr>
<td>Number of Bachelor degrees offered</td>
</tr>
<tr>
<td>Number of Master degrees offered</td>
</tr>
<tr>
<td>Number of PhD degrees offered</td>
</tr>
<tr>
<td>Have you participated in CBHE?</td>
</tr>
<tr>
<td>If yes, list CBHE projects titles and reference numbers.</td>
</tr>
<tr>
<td>Describe curricular/ courses developed/ modernised, if any (name of the subject area and courses titles)</td>
</tr>
</tbody>
</table>
### F3 – CD Confirm and Specify

**F.3.3 – Curriculum development project (only for Partner Country institutions)**

*Please fill in if you are applying for a curriculum development project*

**Please confirm that no similar curricula/courses/modules were developed/modernised in Tempus IV projects in this HEI.**

**For new courses**

What new courses will the project implement in your HEI?

For each course please fill the following nested table:

<table>
<thead>
<tr>
<th>Title</th>
<th>Level of study</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>List of subjects and credits (ECTS or comparable credit system) for each of them</td>
</tr>
<tr>
<td></td>
<td>Estimated date of accreditation and accreditation body</td>
</tr>
<tr>
<td></td>
<td>Estimated starting date of the new programme</td>
</tr>
</tbody>
</table>

**Title of the Project / Acronym**

Page 39 of 27

**Capacity Building in the**

<table>
<thead>
<tr>
<th>Number of students to be accepted in the first year/second year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of teaching staff to be trained</td>
</tr>
<tr>
<td>Internship/placements (if applicable)</td>
</tr>
<tr>
<td>List of equipment to be purchased for this course? (if applicable)</td>
</tr>
</tbody>
</table>

*Please copy and paste nested tables as necessary*
Impact and Sustainability 1/2 – Part G

- **Expected impact:** at different levels
- **Dissemination strategy** including outputs to be disseminated, target groups, dissemination tools & activities
- **Sustainability** at three levels including financial, institutional and political
- **Evidence of impact:** institutional / national level at the Partner Countries
Impact and Sustainability 2/2

Weaknesses

Late start of related activities
Lack of involvement of stakeholders
Limited variety of tools for dissemination (not only website!) or unconvincing relevance of dissemination activities (study visit to EU, etc.)
Limited scope of sustainability related activities: sufficient number of staff should be involved in training and capacity building/official validation or recognition of project results
When attachment dies formalities are born ...

- **eForm**

- **Annexes**
Creating the eForm:

- Selecting the language of eForm & Action Type: (1) **Joint projects** or (2) **Structural Projects** in the Participant Portal

<table>
<thead>
<tr>
<th>Programme Guide / Call for Proposals</th>
<th>Programme</th>
<th>Key Action</th>
<th>Action</th>
<th>Action Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAC-A05-2017</td>
<td>Erasmus+</td>
<td>Cooperation for innovation and the exchange of good practices</td>
<td>Capacity Building in higher education</td>
<td>Joint Projects</td>
</tr>
<tr>
<td>EAC-A05-2017</td>
<td>Erasmus+</td>
<td>Cooperation for innovation and the exchange of good practices</td>
<td>Capacity Building in higher education</td>
<td>Structural Projects</td>
</tr>
</tbody>
</table>
- Participant Identification Code (PIC) → validation
- Initial red messages:

<table>
<thead>
<tr>
<th>Validity</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not valid</td>
<td>The role of each participating organisation should be introduced.</td>
</tr>
<tr>
<td>Not valid</td>
<td>The project should include at least 1 HEI from 2 Programme Countries. These HEIs should have the role of Applicant or Partner organisation.</td>
</tr>
<tr>
<td>Not valid</td>
<td>Projects addressing one Partner Country only (national projects) must include a minimum of 3 HEIs (cf. Type of organisation) from this Partner Country. These HEIs should have the role of Applicant or Partner organisation.</td>
</tr>
</tbody>
</table>
Part A: Identification of the applicant and other organisations participating in the project (administrative information)

- A.1. Organisation

  • Applicant → type of organisation

<table>
<thead>
<tr>
<th>Role in the application * :</th>
</tr>
</thead>
</table>
| Full name of the organisation in Latin characters :

- Partner Organisation
  - Affiliated entity

C.8 List of affiliated entities

<table>
<thead>
<tr>
<th>Affiliated entity</th>
<th>Name of the applicant/partner organisation to which this entity is affiliated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 2</td>
<td></td>
</tr>
</tbody>
</table>
• Type of organisation → Ministries = National Public body

Type of organisation *:

Registration date:

Registration location:

Registered address

Street name and number:

A.2 Person responsible for the management of the application (contact person)

→ E-mail address

A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)

→ Person authorised for signing the declaration of honour & the grant agreement
Part B: Description of the project (general information)

• B.1 Summary of the project → if selected, text will be published

B.2 Priorities

*The field of education that will benefit from the activities / outcomes:*  
Higher education

B.3 Dates and Languages

B.3.1 Dates and duration of the project

Start date *: 15/11/2018  
End date: 15/01/2019  
Duration (months) *:

B.3.2 Language for Grant Agreement and Communication with the Agency

English
Annexes


Compulsory annexes

Templates of annexes to be completed and uploaded with the eForm:

1. Detailed description of the project

Joint Projects

Structural Projects

2. Budget table

⚠ To open the document "budget table", please right click on the words "en" and select "save target as" or "save link as" to download the document.
When saving the file on your hard disk, please choose the file extension .xslm to activate the macros necessary to add/delete rows in the file.

3. Declaration on Honour and Mandates
Detailed project description

- PART D - RELEVANCE OF THE PROJECT
- PART E - QUALITY PROJECT DESIGN AND IMPLEMENTATION
- E.4 Logical Framework Matrix
- E.5 Workplan
- E.6 Work packages
- PART F - Quality Project Team and Cooperation Arrangements
- PART G - Impact and Sustainability
- PART H - Other EU grants
- PART I - CHECK LIST
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