



# What am I suppose to know afterwards ?

- candidate for success*
- criterias to be addressed*
- the forms and how to complete them*



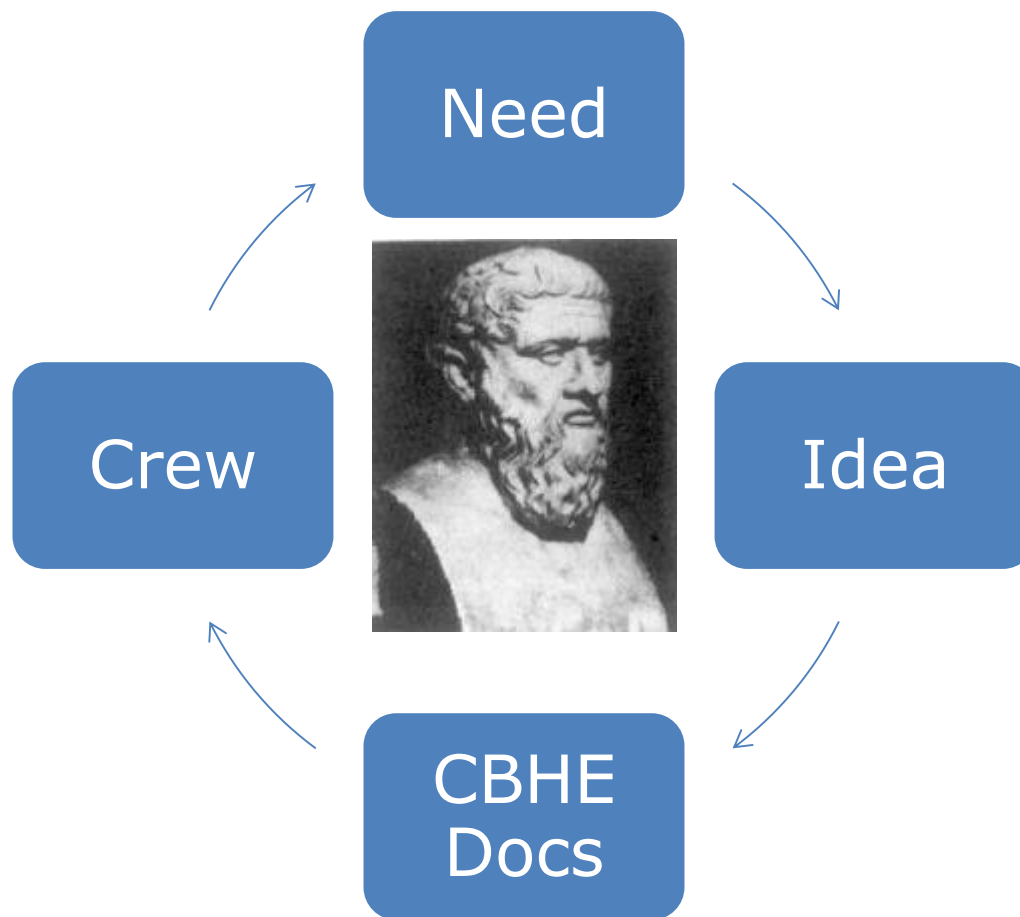
European  
Commission

By failing to  
prepare you  
are preparing  
to fail

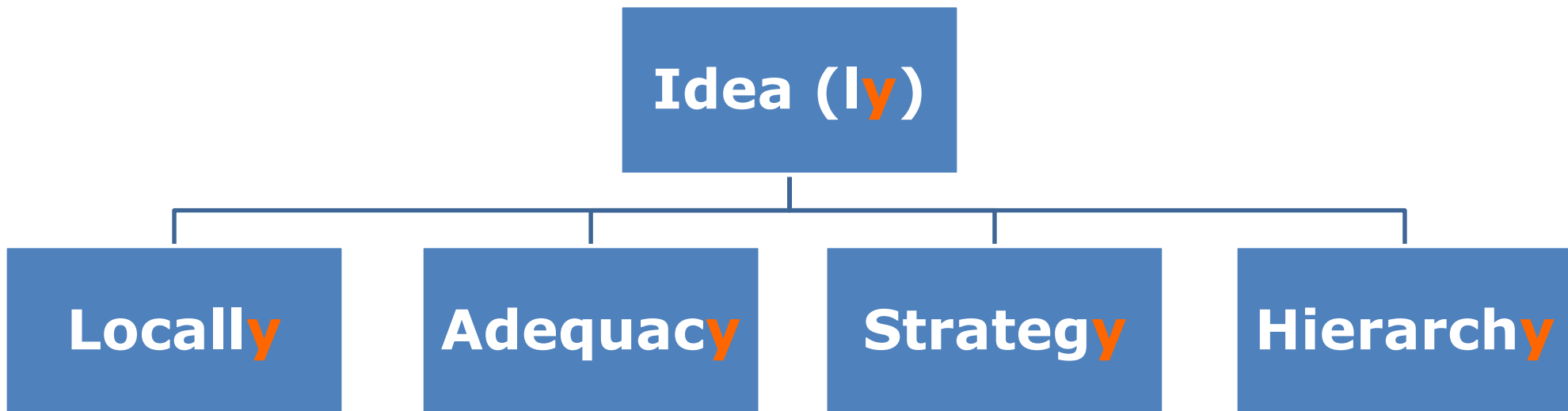
Benjamin Franklin



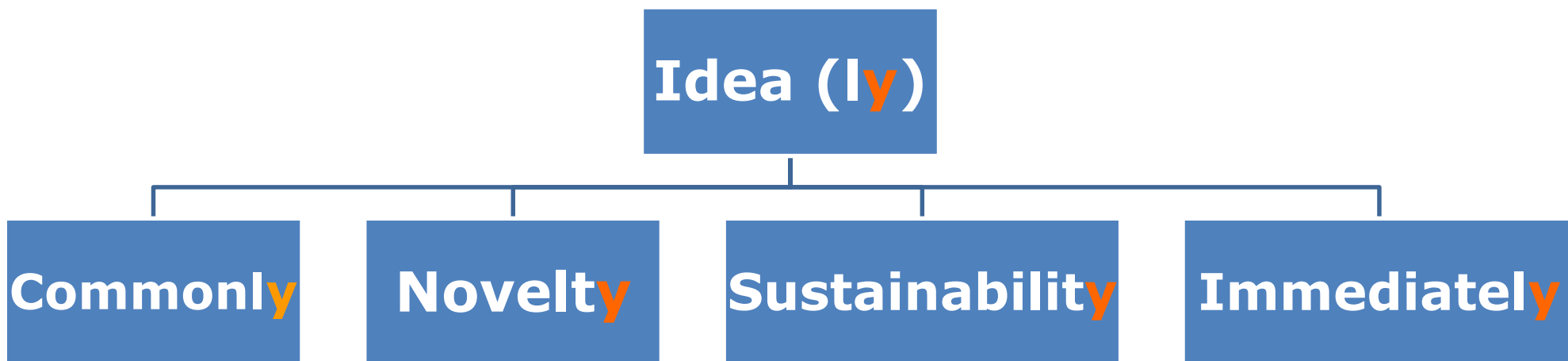
# *Necessity is the mother of all invention*



# The **Y** – Factors 1/2



## The Y – Factors 2/2





## 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](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](https://eeas.europa.eu/headquarters/headquarters-homepage/area/geo_en)

✓ **National Erasmus+ Offices**

[https://eacea.ec.europa.eu/erasmus-plus/contacts/national-erasmus-plus-offices\\_en](https://eacea.ec.europa.eu/erasmus-plus/contacts/national-erasmus-plus-offices_en)



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**

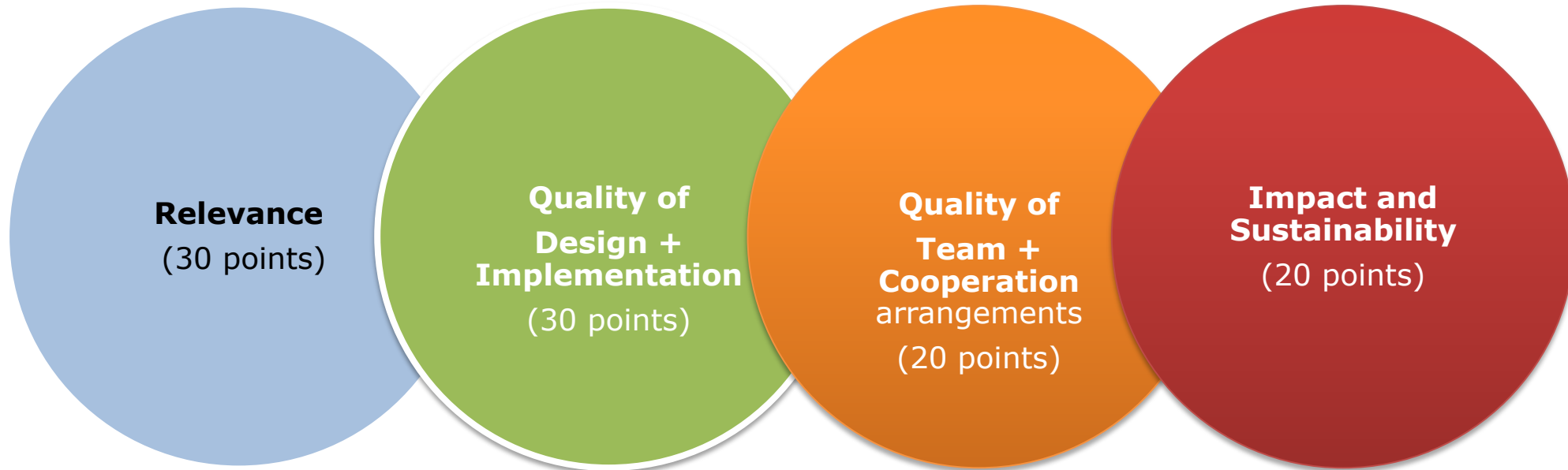
## Which Criteria am I ?

We are equal and we are not

We want sixty but count a hundred

We are the cour and we are four

## Award Criteria



**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**

## Relevance 2/3



### 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

<b>Work package type and ref.nr</b>	<b>PREPARATION</b>	
<b>Title</b>		
<b>Related assumptions and risks</b>		
<b>Description</b>		
<b>Tasks</b>		
<b>Estimated Start Date (dd-mm-yyyy)</b>		<b>Estimated End Date (dd-mm-yyyy)</b>
<b>Lead Organisation</b>		
<b>Participating Organisation</b>		
<b>Costs</b> <i>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.</i>		



## 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 be 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 are available? (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 purchased.*

*(limit 3.000 characters)*

# LFM – not using properly it very bad very bad

E.4 Logical Framework Matrix – LFM				
<b>Wider Objective:</b> <i>What is the general objective, to which the project will contribute?</i> [Redacted]	<b>Indicators of progress:</b> <i>What are the key indicators related to the wider objective?</i> [Redacted]	<b>How indicators will be measured:</b> <i>What are the sources of information on these indicators?</i> [Redacted]		
<b>Specific Project Objective/s:</b> <i>What are the specific objectives, which the project shall achieve?</i> [Redacted]	<b>Indicators of progress:</b> <i>What are the quantitative and qualitative indicators showing whether and to what extent the project's specific objectives are achieved?</i> [Redacted]	<b>How indicators will be measured:</b> <i>What are the sources of information that exist and can be collected? What are the methods required to get this information?</i> [Redacted]	<b>Assumptions &amp; risks</b> <i>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?</i> [Redacted]	<b>How the risks will be mitigated:</b> [Redacted]
<b>Outputs (tangible) and Outcomes (intangible):</b> <i>Please provide the list of concrete DELIVERABLES - outputs/outcomes (grouped in Work packages), leading to the specific objective/s.:</i> [Redacted]	<b>Indicators of progress:</b> <i>What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?</i> [Redacted]	<b>How indicators will be measured:</b> <i>What are the sources of information on these indicators?</i> [Redacted]	<b>Assumptions &amp; risks</b> <i>What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?</i> [Redacted]	<b>How the risks will be mitigated:</b> [Redacted]
<b>Activities:</b> <i>What are the key activities to be carried out (grouped in Work packages) and in what sequence in order to produce the expected results?</i> [Redacted]	<b>Inputs:</b> <i>What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?</i> [Redacted]		<b>Assumptions   &amp; risks</b> <i>What pre-conditions are required before the project starts? What conditions outside the project's direct control have to be present for the implementation of the planned activities?</i> [Redacted]	<b>How the risks will be mitigated:</b> [Redacted]

## Quality of Team and Cooperation – Part F

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).

### Only for Partner Country institutions, please provide information on:

Number of Memoranda of Cooperation/Understanding the HEI has signed with HEIs outside their own country?	
<u>Number of students</u>	
Number of Bachelor degrees offered	
Number of Master degrees offered	
Number of PhD degrees offered	
Have you participated in CBHE? If yes, list CBHE projects titles and reference numbers. Describe curricular/ courses developed/ modernised, if any (name of the subject area and courses titles)	

# F3 – CD Confirm and Specify

<b>F.3.3 – Curriculum development project (only for Partner Country institutions)</b> <i>Please fill in if you are applying for a curriculum development project</i>	
Please confirm that <u>no similar curricula/ courses/modules were developed/modernised</u> in Tempus IV projects in this HEI.	
<b>For new courses</b> What new courses will the project implement in your HEI?	
For each course please fill the following nested table:	
<input type="checkbox"/>	<b>Title</b>
	<b>Level of study</b>
	<b>List of subjects and credits (ECTS or comparable credit system) for each of them</b>
	<b>Estimated date of accreditation and accreditation body</b>
	<b>Estimated starting date of the new programme</b>

*Title of the Project / Acronym  
Page 19 of 27*

Capacity Building in th

Number of students to be accepted in the first year/ second year	
Number of teaching staff to be trained Internship /placements ( if applicable )	
List of equipment to be purchased for this course? ( if applicable)	

*Please copy and paste nested tables as neces*

# 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

- **Participant Portal:**  
<https://eacea.ec.europa.eu/PPMT/>

Annexes

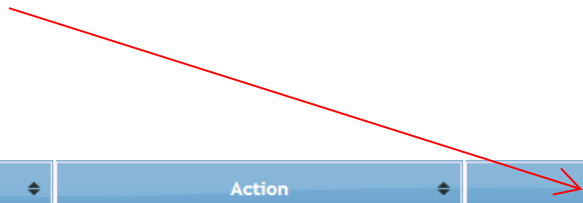
- [https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2019\\_en](https://eacea.ec.europa.eu/creative-europe/funding/support-european-cooperation-projects-2019_en)



# Creating the eForm

## Creating the eForm:

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



Programme Guide / Call for Proposals	Programme	Key Action	Action	Action Type
EAC-A05-2017	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building in higher education	Joint Projects
EAC-A05-2017	Erasmus+	Cooperation for innovation and the exchange of good practices	Capacity Building in higher education	Structural Projects

- Participant Identification Code (PIC) → validation
- Initial red messages:

Not valid

The role of each participating organisation should be introduced.

Not valid

The project should include at least 1 HEI from 2 Programme Countries. These HEIs should have the role of Applicant or Partner organisation.

Not valid

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.

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

### •A.1. Organisation

- Applicant → type of organisation

Role in the application \* :

*Full name of the organisation in Latin characters :*

	▼
Partner Organisation	
Affiliated entity	

#### C.8 List of affiliated entities

Affiliated entity	Name of the applicant/partner organisation to which this entity is affiliated
Test 2	

## • Type of organisation → Ministries = National Public body

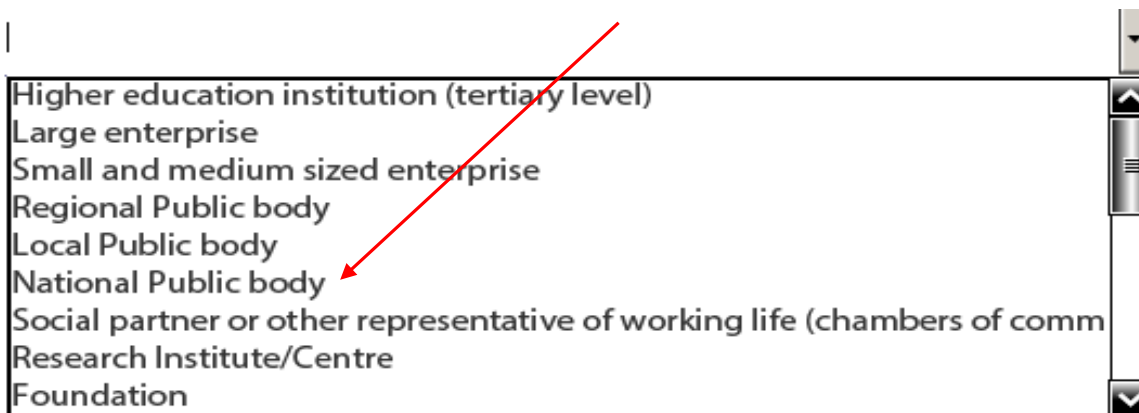
Type of organisation \* :

Registration date :

Registration location :

Registered address

Street name and number :



Higher education institution (tertiary level)  
Large enterprise  
Small and medium sized enterprise  
Regional Public body  
Local Public body  
National Public body  
Social partner or other representative of working life (chambers of comm  
Research Institute/Centre  
Foundation

### 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 \* :

End date :

Duration (months) \* :

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

English

# Annexes

[https://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-higher-education-2019\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding/capacity-building-higher-education-2019_en)

Call notice

Guidelines

How to apply

Eforms



**Annexes**

Contacts

## 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.

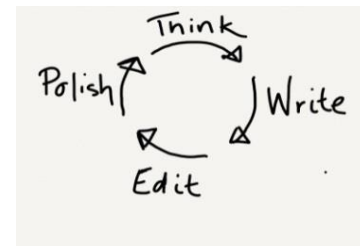
When saving the file on your hard disk, please choose the file extension .xlsm to activate the macros necessary to add/delete rows in the file.

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



European  
Commission

thank you

merci  
obrigado  
grazie  
gracias  
kiitos  
спасиби  
tack  
köszönöm  
hвала  
teşekkür ederim  
danke  
aciü  
Dank u  
hvala vam  
tak  
bakka þér  
σας ευχαριστώ  
ddiolch 'ch  
dëkuj  
dziękuje  
ありがとう  
תודה  
Dakujem  
Tapadh leibh  
falemmnderit  
hvala  
Tak  
благодаря  
mulțumesc  
tānan teid  
Дзякуй  
спасибо  
krugarez  
Vi благодарам  
谢谢  
धन्यवाद  
Go raibh maith agaibh  
Paldies