

Erasmus+

How to prepare a good project proposal?

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Brno, 6th November 2017

Erasmus+ Info Day:

Seminar on International Dimension of Erasmus+ Programme in Higher Education
6th November 2017, Brno, Czech Republic



Preparation of a proposal

Read carefully:

- the programme guide of Erasmus+
- the relevant call for proposals
- the actual application form
- if you already know the former programme generation: there are changes!
- the summaries / homepages of already funded projects in similar (academic) fields from the former programme generation are useful

Contact your Erasmus+ National Agency:

- Participate in (inter-)national info days and regional workshops
- Discuss your project idea and ask for advice
- if applicable: contact the National Erasmus+ Offices

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Project idea

- Make sure that your project idea, the content, the targets and the beneficiaries match with the objectives of the programme
- Identify the correct action and check possible priorities, e.g.:
 - academic fields, thematic topics, regions, target groups like minorities
- Decide which role you like to take over in the project, esp. applicants need the administrative and financial capacities for realizing the project
- Will you have the support of your HEI?
- Is your project innovative enough?
 - academic field, (non-)academic partners, mobility tracks, labour market
- Check the legal requirements, e.g.:
 - PIC, ECHE, diploma supplement, joint degrees, tuition fees

Partnership

- Check the eligibility of your partners (e.g. ECHE)
- Respect the minimum number of partners
- Reflect on the size and capacities of your consortium
- Think about the participation of and support from companies for:
 - placements, thesis
 - additional financial support like scholarships
- Complementarity between the partners:
 - role and responsibility of each partner should be clear for having an added value
- Do you have the best team on board? Do you know your partners long enough?
- Ensure institutional commitment of all partners

Start thinking about your application now!

- Have your project idea clearly in mind before starting to write your application
- Plan face-to-face meetings with the academic and administrative staff during the preparation phase
- Each partner should be actively involved
- Inform partners early enough which figures / documents / signatures you need
- Set up an activity plan with milestones
- Is there a weakest link? Do you need an “exit solution”?
- Write it in a clear, short and easily understandable way. Have it checked by someone who speaks the mother tongue of your proposal
- Start to write your proposal 3 months before the deadline

The proposal (1)

- Find a meaningful, informative project name / acronym for marketing!
- Present your project in a detailed, coherent and broad way
- Explain the demand of your project very detailed for all beneficiaries, e.g.:
 - HEI, students, labour market, society
- Present a detailed dissemination and sustainability strategy for attracting potential students and for getting self-funders
- Financial plan has to reflect partners' participation / role – has to be transparent and detailed – esp. participation fee
- Where necessary: calculate enough own / other funds – do you have a scholarship programme for self-funders? Explain the financial sources

The proposal (2)

- The applicant is mainly responsible for the management!
- Plan milestones in your project (e.g. meetings, reports, presenting results)
- Divide the responsibility between the partners or the different boards
- Applicant is responsible for accounting, funding and controlling
- Applicant has to write the interim and final reports to the EACEA
- Evaluation, quality control, monitoring and audit are very important instruments! Internal (through the consortium) and external (through independent experts)
- The summary (!!!) has to be complete (sum-up the whole project) and very well formulated

The proposal (3)

In general don't forget keywords like:

- ECTS, diploma supplement, double / multiple / joint degrees, integration, recognition / accreditation, institutional commitments, added value, quality assurance, dissemination, sustainability, employability, visibility, transparency, ... JOINT!

When preparing the proposal:

- Use additional documents from the EACEA homepage like model agreements, financial and administrative handbooks or expert assessment manual

Helpful sources esp. for the preparation of EMJMD:

- ERASMUS MUNDUS funded the project JDAZ – Joint Degrees from A to Z: 6 EM-NS (now: E+NA) are producing a comprehensive, practical reference guide on joint degrees / joint degree programmes: <http://www.nuffic.nl/en/expertise/jdaz>
- ERASMUS MUNDUS funded the project EMAP: Training workshops of ERASMUS MUNDUS National Structures – tips and best practices: <http://emap-project.webnode.cz>
- Guidelines and good practice examples on the administrative issues related to Joint Degrees' management: <http://www.joiman.eu>
- Handbook of excellent higher-education practice - interactive tool to assess your own course: <http://www.emqa.eu>
- Network for recognition of academic & professional qualifications: <http://www.enic-naric.net>
- European Consortium for Accreditation in HE: Mutual Recognition of Accreditation Results regarding Joint Programmes: <http://www.eacaconsortium.net>
- Crossroads presents information regarding quality assured and accredited HE in Europe: <http://www.grossroads.eu/about-grossroads?Source=/default.aspx>

More information about Jean Monnet:

- Jean Monnet Activities:

http://eacea.ec.europa.eu/erasmus-plus/actions/jean-monnet_en

- Funding - Jean Monnet Activities within Erasmus+:

http://eacea.ec.europa.eu/erasmus-plus/funding_en

- Jean Monnet Directory:

<https://eacea.ec.europa.eu/JeanMonnetDirectory/#/search-screen/>

- Jean Monnet selection results:

http://eacea.ec.europa.eu/erasmus-plus/selection-results_en

- Mailbox Jean Monnet:

EACEA-JMA@ec.europa.eu

Thank you for your attention!
&
😊 Good luck! 😊

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