



E+ MOBILITY AND PROJECTS – OPPORTUNITIES,
PROCEDURE, AND BUDGETS

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OUTLINE OF THE PRESENTATION

Funding Opportunities

How to apply? | How to prepare a proposal?

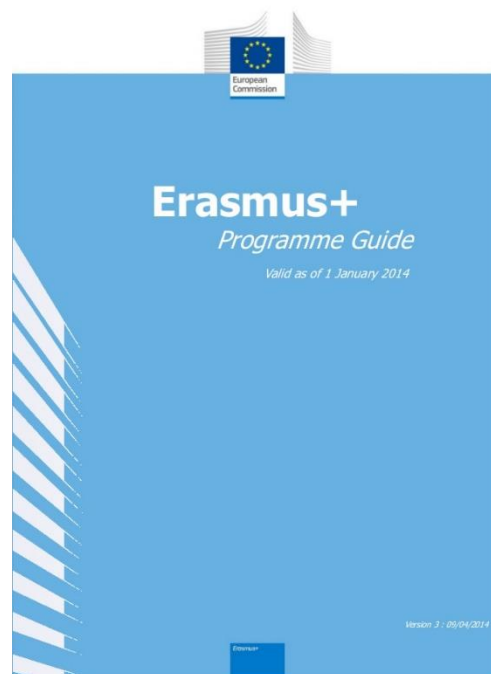
Budgetary Guidelines

Dos and Don'ts



WHERE TO FIND INFORMATION?

ec.europa.eu/programmes/erasmus-plus/opportunities



Erasmus+ Programme Guide

Version 2 (2018): 15/12/2017



PROGRAMME COUNTRY AND PARTNER COUNTRY?

Can fully participate in the action

Programme Countries

28 EU countries +
Former Yugoslav
Republic of Macedonia
Iceland
Liechtenstein
Norway
Turkey

Can take part in certain Actions of the Programme

Partner Countries

All other countries*

India is a partner
country

Region 6



FUNDING OPPORTUNITIES

Individuals

Students

Studying abroad

Erasmus Mundus Joint Master Degree

Erasmus+ Master Degree Loans

Traineeships for students

Staff

Teaching periods at HEIs

Vocational education and training

School Education

Adult Education

Scholars/guest lecturers at EMJMD

Jean Monnet

Organisation

Key Action 1: Learning mobility of individuals

Key Action 2: Innovation and good practices

- Strategic partnerships
- Knowledge Alliances
- Sector Skills Alliances

▪ Capacity-building in Higher Education

▪ Capacity-building in the field of Youth

Key Action 3: Support for policy reform

Jean Monnet

Sport



STUDYING ABROAD

Erasmus+ helps organise student and doctoral candidate exchanges within Erasmus+ Programme countries and to and from Partner countries

Opportunities to study abroad are available to students at Bachelor and Master levels and Doctoral candidates

Duration

Minimum of 3 months (or 1 academic term or trimester) to a maximum of 12 months

One Erasmus+ scholarship per cycle

- First cycle (Bachelor or equivalent) EQF – 5/6
- Second cycle (Master or equivalent) EQF 7
- Third cycle (Doctoral or equivalent) EQF 8

For "one-cycle" courses such as medicine or architecture, you can go abroad with Erasmus+ for as long as 24 months



STUDYING ABROAD

Conditions

You must be registered in a higher education institution

For students in the first cycle, you need to be at least in the second year of your studies

Inter-Institutional Agreement?



ERASMUS MUNDUS JOINT MASTER DEGREE

An Erasmus Mundus Joint Master Degree (EMJMD), is a prestigious, integrated, international study programme, jointly delivered by an international consortium of higher education institutions

Study must take place in at least two of the Programme countries. Part of the studies can also take place in a Partner countries if there is a partner-country institution involved

Duration

An EMJMD is a study programme of 60, 90 or 120 ECTS credits. This means that it lasts from a minimum of 12 months, to a maximum of 24 months

Conditions

Students at Master's level worldwide can apply

EQF 6 and above



ERASMUS MUNDUS JOINT MASTER DEGREE

Financial support

To receive Erasmus+ financial support, you must first be admitted onto the course by the organising consortium and then be selected for an EMJMD scholarship

What cost is covered?

Participation costs, travel, installation costs and monthly subsistence allowance for the entire duration of the study programme

The total amount of the scholarship varies according to the duration of your course and your nationality (non-EU students receive larger scholarships)

A minimum of 75% of the scholarships are awarded to candidates from Partner countries

EMJMD Catalogue eacea.ec.europa.eu/erasmus-plus/library/scholarships-catalogue_en



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- Traineeships for students

Staff

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- Vocational education and training
- School Education
- Adult Education
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TEACHING PERIODS AT HEIs

Erasmus+ supports teaching periods at higher education institutions (HEIs) abroad

Duration

A teaching period between a Programme country and a Partner country must last a minimum of **5 days** and maximum of **2 months**. This excludes travelling time

a **minimum of 8 hours per week**

Conditions

Inter-institutional agreement

Mobility Agreement

Financial Support

Costs for travel and subsistence



SCHOLARS/GUEST LECTURERS AT EMJMD

If you have an outstanding academic and/or professional profile, you can be involved in an EMJMD

The minimum duration per engagement of an EMJMD scholar is 4 to 7 consecutive calendar days

EMJMD Catalogue eacea.ec.europa.eu/erasmus-plus/library/scholarships-catalogue_en



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LEARNING MOBILITY OF INDIVIDUALS

International Credit Mobility (ICM) supports the mobility of individual participants enrolled or employed at a higher education institution (HEI), namely:

Student mobility for short cycle, first cycle (Bachelor or equivalent) or second cycle (Master or equivalent) students, as well as third cycle doctoral candidates. The mobility period can last from 3 months (or one academic term) to 12 months

Staff mobility for teaching for academic staff to teach at a partner institution abroad. The length of the mobility period must be between 5 days and 2 months

Staff mobility for training for teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI. The length of the mobility period must be between 5 days and 2 months

Source: Erasmus+ International Credit Mobility: Handbook for Higher Education Institutions

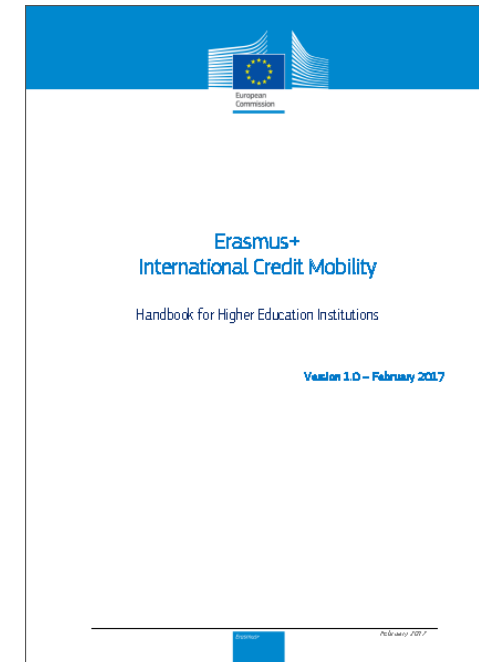
LEARNING MOBILITY OF INDIVIDUALS

HEIs from Partner Countries can not apply as a lead applicant

However, they are eligible to take part in the action (except Andorra, Monaco, San Marino, Vatican City State, Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates)

Everything you need to know about International Credit Mobility!

Partner search – be proactive



CAPACITY-BUILDING IN HIGHER EDUCATION

These are transnational cooperation projects, based on multilateral partnerships, primarily between higher education institutions from Programme and eligible Partner Countries

Capacity building projects typically focus on one of three main activities:

- curriculum development activities
- modernisation of governance and management of HEIs and systems
- strengthening of relations between higher education and the wider economic and social environment

Organisations can choose from two types of projects:

Joint projects, which aim to support organisations from partner countries (i.e. through curriculum development, modernisation of management, etc.), and

Structural Projects, which aim to strengthen higher education systems and promote reforms at national and/or regional level.

HOW DOES IT WORK?

For projects addressing one Partner Country, a consortium must in principle include two Programme Countries, as well as:

- at least one HEI from each Programme Country taking part
- at least three HEIs from the Partner Country
- at least as many Partner Country HEIs as Programme Country HEIs

For projects addressing more than one Partner Country, at least two eligible Partner Countries and at least two Programme Countries must be involved. A consortium must, in principle, include:

- at least one HEI from each Programme Country taking part
- at least two HEIs from each Partner Country taking part
- at least as many Partner Country HEIs as Programme Country HEIs



DURATION AND BUDGET

Projects typically last 2 or 3 years and the grant varies between EUR 500,000 and EUR 1 million

It can be used to cover staff costs, travel costs, costs of stay, equipment and subcontracting activities

BUDGET HEADINGS

40%

Staff costs

- Contribution to the costs of staff performing tasks which are directly necessary to the achievements of the project's objectives

Travel costs

- Unit costs based on the travel distance per participant
- Distance calculator

Costs of stay

- Unit costs based on the duration of the stay of the participants

30%

Equipment costs

- Contribution for the purchase of equipment necessary for the implementation of the project

10%

Sub-contracting activities

- Support for sub-contracting costs that are necessary to the implementation of the project

Unit costs

Actual costs

CAN YOU ESTIMATE THE BUDGET?

Made-up consortium

Activity 7.1: Coordinators Meeting in Ciudad Real, Spain (22-23 December 2017)

Participants are:

1 Manager and 1 teacher from India,

1 Coordinator from Italy, and

1 Coordinator of Spanish HEI

FYI

Distance between

Milan and Ciudad Real is **1295.78 km**

Manipal and Ciudad Real is **8111.05 km**

Exclude the travel dates.

CAN YOU ESTIMATE THE BUDGET?

| | Staff cost | Travel cost | Cost of Stay |
|----------------|-------------|-------------|--------------|
| Spanish | 328 | 0 | 0 |
| Indian Manager | 94 | 1100 | 240 |
| Indian Teacher | 66 | 1100 | 240 |
| Italian | 560 | 275 | 240 |
| | 1048 | 2475 | 720 |

Total Budget required

EUR 4243

JEAN MONNET

Modules

Short teaching programmes, of at least 40 hours per academic year, on general, specific, or multiple disciplines in the field of EU studies

Chairs

Teaching posts with a specialisation in EU studies of at least 90 hours per academic year for university professors

Centres of Excellence

These centres are focal points of expertise and knowledge on EU subjects



JEAN MONNET

Support to Associations

Designed to contribute to the study of the European integration process, bringing together professors, teachers and researchers specialising in EU studies

Networks

Designed to create and develop consortia on EU studies. Activities can include gathering information, exchanging practices, building knowledge, and promoting EU integration

Projects

Aim to support innovation, knowledge-sharing, and communication on European issues



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MANIPAL ACADEMY
OF HIGHER EDUCATION

(Deemed to be University under Section 3 of the UGC Act, 1956)

How to develop a competitive proposal?



OUTLINES

Step 1 - Preparing the application based on the requirements of the call

Step 2 - Application form and requirements



COMMON REQUIREMENTS FOR ALL ERASMUS+ CALLS

- Submission on-line to EACEA
- eForm & Annexes

(https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/forms_en)

- Criteria
 - Eligibility Criteria
 - Exclusion Criteria
 - Selection Criteria (financial and operational capacity)
 - Award Criteria



ELIGIBILITY CRITERIA

- Most of eligibility criteria (see E+ Programme Guide) 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 fulfill the eligibility criteria: it will lead to automatic rejection of the proposal



AWARD CRITERIA 1 - RELEVANCE (30 POINTS)

- 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)

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
- Work packages and breakups



AWARD CRITERIA 3 – QUALITY TEAM AND COOPERATION (20 POINTS)

- 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



AWARD CRITERIA 4 – IMPACT AND SUSTAINABILITY (20 POINTS)

- 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 Partner Countries



QUALITY DESIGN & IMPLEMENTATION

- 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





APPLICATION FORM

When? How? Where?

- One deadline - One-phase submission - on-line to EACEA
- Each project has one unique 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)



APPLICATION FORM

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

A.1. Organisation

Person responsible for the management of the application (contact person)

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

Part B: Description of the project (general information)

Summary of the project

Priorities of the E+ Programme

Dates and languages



APPLICATION FORM

Part C: Specific information related to CBHE projects

Aims and objectives addressed

Specific objectives of the project as indicated in the Logical Framework Matrix

Project themes and priorities addressed by the application

Partner countries and regions involved in the project

Project history

Special Mobility Strand

Grant requested



E-FORM 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



E-FORM 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)



E-FORM 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)



- 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



HOMEWORK

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



WHERE TO FIND PARTNERS?

Start locally – In your institution, colleagues, Heads

International partners – Your list of academic contacts

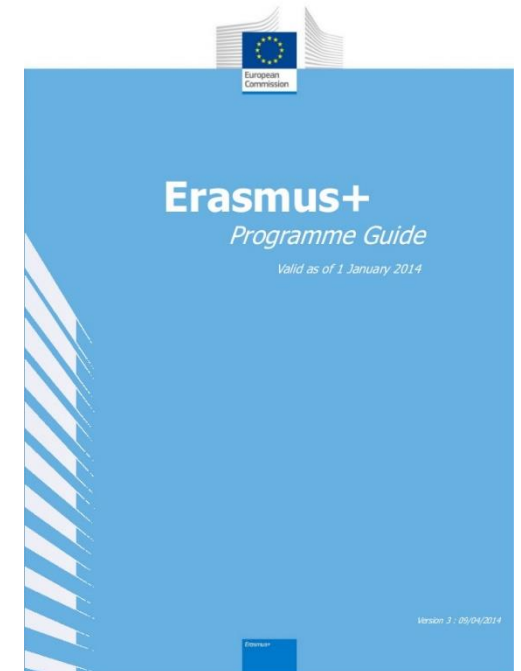
Each partner must

- Bring a concrete added value to the project
- Gain a concrete added value from the project



To turn your idea into reality, you must become a "master" in the relevant Erasmus+ Action (objectives, priorities, requirements, criteria, etc.)

- 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





A IDEAL PROPOSAL IS

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

EXPLICIT: do not take anything for granted; don't assume: evaluators cannot read your mind; avoid abbreviations or explain them

FOCUSED: stick to what is asked

COMPLETE: ensure (twice!) you have followed all the instructions and that the proposal fulfils all the mandatory requirements.



DOs AND DON'Ts

Dos

Respect the Call requirements & criteria

Be clear, well-structured, concise, to the point (see guiding questions in the Application Form)

Clear communication channel

Manageable partnership

Weekly meetings – preparation phase

Clear roles and responsibility

Don'ts

Do not underestimate the paperwork!

Do not take the entire responsibility of writing the project

Don't lose patience

FEW IMPORTANT THINGS

EU Login is required (Formerly known as ECAS)

Exchange rate?

Documentation to justify the cost

Differences in accounting



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Thank you