



Central European Joint Infodays 2024

Training seminar focusing on the Erasmus+ centralised actions in higher education and cooperation with partner countries.

3–4 December 2024



How to write a successful proposal?

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Preparation of a proposal

The first steps

Before you start, read carefully .

- The current programme guide
- Relevant information and instructions published in the Funding & Tender Opportunities Portal (FTOP)

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

- The actual application templates (→ FTOP)
- Websites and summaries of already funded projects in similar (academic) fields from the former programme generation

https://ec.europa.eu/programmes/erasmus-plus/projects_en



Inform yourself ...

- Compared to the former calls / former programme generation: there are changes!
- Contact your Erasmus+ National Agency (NA) for advises
- Write to the Executive Agency in Brussels (EACEA) if you need (technical) support
- In case of international actions like CBHE: contact the National Erasmus+ Offices (NEO), the Erasmus+ National Focal Points (ENFP) and the EU Delegation in Third Countries: they know the country, the needs and priorities best
- Participate in (inter-)national info days and workshops

https://www.eacea.ec.europa.eu/news-events/events_en



Project idea

Check your project idea

- Make sure that your project idea, the content, the targets, the priorities, the countries and the institutions match with the objectives of the selected action
- Is your project idea innovative enough (priorities, academic fields, thematic topics, partners, regions, target groups, labour market)?
- Check the internationalisation strategy of your HEI and of your partners
- Decide which role you like to take over in the project - applicants need the administrative and financial capacities for realizing the project

Get support

- Will you get the support of your institution and your hierarchy?
- Will you get the staff and the financial resources for the preparation?
- Contact experienced colleagues
- Involve all departments that might contribute to your project from the beginning
- Check together with your partners the legal requirements, like Participant Identification Code (PIC), ECHE, joint degrees, tuition fees, accreditation,...

Partnership



Partner search

- Check the eligibility of your partners, e.g., ECHE
- Verify the type of institutions needed
- Respect the minimum number of partners
- Reflect on the size and capacities of your consortium
- Think about the participation of and support from companies:
 - Link to the labour market
 - Placements, thesis
 - Additional financial support like scholarships



Role of the partners

- Complementarity between the partners is important – the role and responsibility of each partner should be clear for having an added value
- Do you know your partners long enough?
- Do you have the best team on board?
- Do they have the experiences needed for the project?
- Do the partner fit together, or might there be conflicts?
- Ensure the institutional commitment of all partners - even if not required by the EC - already during the application phase



Start your application now!

- Have your project idea clearly in mind before starting to write your application
- Plan face-to-face or online meetings with the academic and administrative staff during the preparation phase
- Each partner should be actively involved - do you need an “exit solution”?
- Set up an activity plan with milestones for the preparation phase
- Inform partners early enough which figures, documents, strategic papers, signatures, ... you need

Application template & Award criteria

General structure

- Part A – Administrative form (e-form): online
- Part B – Technical description: word-template
 - Respect the page limit
 - Follow the instructions of the **award criteria** (max. 100 points)
 - Relevance of the project
 - Quality of the project design and implementation
 - Quality of the partnership and the cooperation arrangements
 - Sustainability, impact and dissemination of the expected results
- Part C – Additional project data: online (please check on FTOP if / what is needed!)
- Budget tables: excel-template



The Proposal

The proposal (1)

- Find a meaningful, informative project title / acronym for marketing!
- Prepare the application jointly by all partners and present your project in a detailed, coherent and broad way
- Ad Part B: answer all questions completely - often one question consists of several sub-questions! Consider the award criteria
- Refer to studies, analyses and strategic papers to explain the needs of, e.g., HEI, students, labour market, society, countries
- Explain the composition of the partners
- Present a detailed dissemination and sustainability strategy



The proposal (2)

- Financial plan has to reflect partners' participation / role and has to be transparent and detailed
- If necessary: calculate enough own / other funds - explain them
- Applicant is mainly responsible for the management!
- Plan milestones in your project in a proper way
- Divide the responsibility between the partners / boards involved
- Applicant – in cooperation with the partners - has to write the interim and final reports to the EACEA
- Applicant is responsible for accounting, funding and controlling



The proposal (3)

- 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 and very well formulated – serves as a reference and will be published by the EACEA
- In general, don't forget keywords like:
institutional commitments, added value, quality assurance, risk management, dissemination, sustainability, employability, visibility, transparency, ECTS, diploma supplement, double/joint degrees, recognition/accreditation, integration, ...

Thank you for the attention!

😊😊😊 **Good luck!** 😊😊😊



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