



# **Central European Joint Infodays 2025**

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

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# 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)
- 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/info/funding-tenders/opportunities/portal/screen/home>

[https://ec.europa.eu/programmes/erasmus-plus/projects\\_en](https://ec.europa.eu/programmes/erasmus-plus/projects_en)



# Inform yourself ...

- Compare to the former calls / former programme generation: there are changes!
- Contact your Erasmus+ National Agency (NA) for advice
- 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](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), Erasmus Charter for Higher Education (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
- *Additional project data (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!** 😊😊😊