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Key Action 1

Erasmus Mundus
Joint Master Degrees
EMJMD

Call for proposals 2016

How to prepare a competitive proposal

OUTLINE

Preparing the application based on the requirements of the call for proposals

Good practices for the preparation of EMJMD proposals

Application package (eForm & attachments)
and submission procedure

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Common requirements for all Erasmus+ International dimension – Centralised Actions

✓ Submission on-line to EACEA

✓ eForm & Attachments

✓ Four types of assessment criteria

    ❖ **Eligibility Criteria**

    ❖ *Exclusion Criteria*

    ❖ *Selection Criteria*

    ❖ **Award Criteria**

Eligibility criteria

➢ Erasmus+ Programme Guide – EMJMD, pages 98-99

➢ The eForm has been designed in a way that submission will be possible only if certain basic eligibility criteria are fulfilled:

e.g. submission deadline, minimum consortium composition (n°, profile and role), attachments uploaded in the eForm, maximum duration of the EMJMD, maximum amount of the grant requested, …

➢ Other eligibility criteria will be checked by the Agency staff:

e.g. accreditation, submission language, duly filled in attachments, valid ECHE, …

*It does not matter how well the project has been designed. If it does not fulfil the eligibility criteria, this will lead to the **automatic rejection** of the proposal*

Prerequisites for an Erasmus Mundus proposal

➢ Your consortium has a "**broad knowledge**" of **Erasmus+** and a "**sound knowledge**" of the Erasmus Mundus action

  ▪ What/who is it for? How does it work? What activities does it support and how? Who could help you understand it better?

➢ Your consortium has a **concrete idea** for an **international partnership** to jointly implement a **Erasmus Mundus Joint Master Degree**

  ▪ Does it fit the EMJMD objectives, priorities, requirements, etc.?
  ▪ Does it address the needs of all the consortium partners?

➢ Your idea is **embedded in your institutions**

  ▪ Have it discussed with the relevant instances (Rector, Dean, international affairs office, etc.)
  ▪ Ensure support for the proposal preparation and, if successful, the project implementation

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Building up your EMJMD consortium (1)

❖ **Start locally in your institution:**
other colleagues, services, departments with experience in running international mobility projects (in particular Erasmus Mundus)

❖ Consult your **Erasmus+ National Agency:**
for advice and networking opportunities

❖ Continue searching for **other stakeholders** from Programme Countries to **expand the consortium:**
other HEIs, research institutes, enterprises, local/regional/national authorities, etc.

❖ **Enlarge** the consortium with **international partners** from Partner Countries**:**
organisations you have worked with in the past with specific expertise, colleagues that share the same enthusiasm for international cooperation and mobility projects, etc.

✓ *Keep the size of the partnership manageable*

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Building up your EMJMD consortium (2)

❖ **Participating organisations:**
  ✓ bring specific expertise, concrete added value to the EMJMD
  ✓ gain a worldwide visibility, work together with excellent students
  ✓ benefit from a very attractive EU funding scheme

❖ Cooperation is based on **trust,** on **confidence** <u>and</u> on **formalised agreements,** ensuring institutional commitment and defining the role and tasks of each partner

❖ **Academic** and **administrative** management are **jointly** designed and structured

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Drafting the EMJMD proposal

- ✓ **<u>Coherent</u>** in its entirety; avoid contradictions; avoid "patchwork"

- ✓ **<u>Simple</u> & <u>concrete</u>:** use examples, justify your statements, bring proofs

- ✓ **<u>Clear</u>:** follow the questions and answer them in the right order

- ✓ **<u>Explicit</u>:** do not take anything for granted; do not assume experts will always immediately understand; avoid abbreviations or explain them

- ✓ **<u>Rigorous</u>:** the application is the basis on which your project will be implemented; it is also the cornerstone of your partnership commitment

- ✓ **<u>Focused</u>:** stick to what is asked

- ✓ **<u>Complete</u>:** ensure (twice!) you have followed all the instructions and that the proposal fulfils all the mandatory requirements

- ✓ **<u>Easy Read language</u>:** keep most sentences 10-15 words long. Use varied sentence length to make them interesting, but keep sentences simple.

Advice for a competitive proposal

A successful proposal…

- ✓ demonstrates that the combination of all its elements will produce <u>concrete and sustainable results</u> for the <u>benefit of all the parties concerned</u>

- ✓ has been prepared and agreed jointly by <u>all consortium partners</u>

- ✓ involves <u>representatives from the world of work</u> and bridges the <u>needs of academia and the labour market</u>

- ✓ has received the full <u>institutional commitment and support</u> of all consortium partners

- ✓ is <u>ready to start</u> immediately after the selection decision

Award criteria - General advice

DO's

✓ Respond to the **sub-points** of the Award Criteria paying attention to the **specific context**

✓ Make sure you get all your points across in a **structured** and **coherent** manner, but keep it **short and simple**

✓ Present all **important** and **distinguishing features** of your project – the experts' assessment will be based **only** on information provided in the application

✓ Provide **supporting evidence** for your statements

Award criteria - General advice

DON'Ts

✕ *Avoid being **vague** in demonstrating the project's reasoning and strengths*

✕ *Do not assume that because of your expertise and **previous experience**, you do not need to explain how your project is built-up and will develop in the future*

✕ *Make sure you are not presenting your proposal as the sum of each partner's contribution, but rather demonstrate the **joint undertaking** of the consortium*

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Award criterion 1
Relevance of the project (40 points)

DO's

- **Convincing evidence** for **"jointness"** and course integration
- **Thoroughly assessed results** of **needs analysis** at different levels
- **Innovation and excellence** for **HEIs** and attractiveness of **EHEA**
- **Concrete benefits** for each **targeted group** (students, academic staff, etc.)

DON'Ts

- **Dominance** of **coordinating institution** instead of a common and integrated approach
- **Imprecise** targets for the degree award and **lack of joint strategy**
- **Inaccurate** needs analysis methodology resulting in **irrelevant conclusions**
- **Weak integration** of **internationalisation** strategies at the cost of stakeholders

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Award criterion 2:Quality of project design and implementation (20 points)

DO's

- **Effective strategy** and **tools** for monitoring and ensuring excellence
- **Academically relevant** design and **rationale** of mobility paths with **concrete learning outcomes**
- **Proactive consortium** support responding to students and staff needs
- **Interaction** with world of work **integrated** in the course

DON'Ts

- **Absence of an established mechanism** to appropriately react to evaluation findings
- **Unfeasible, unbalanced** and **ineffective** mobility schemes
- **Underestimation** of the administrative **workload** to the detriment of the course
- **Negligence** of **student integration** in socio-cultural and professional context

Award criterion 3: Quality of project team and cooperation arrangements (20 points)

DO's

- *Synergies* resulting from the *complementarity* of the partners
- *Inclusive* and *transparent* cooperation mechanisms, based as well on *mutual trust*
- *Academic jointness* as *central theme* during course implementation
- *Realistic* and *transparent* financial plan

DON'Ts

- *Unclear motivation* of partners to join the project
- *Failure* to ensure *institutional backing* of the partners
- *Lack of attention* to the variety of national *legal frameworks*
- Avoid too *rigid cooperation arrangements* not allowing for necessary adaptations
- *Imprecise* financial management provisions of the consortium

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Award criterion 4
Impact and dissemination (20 points)

DO's

- **Concrete indicators** and **tools** for measuring the impact on all stakeholders
- **Tailored** promotion /dissemination approach to different audiences
- **Integration** of **labour-market elements** to promote employability and support sustainability
- Provisions for **wide access** to course materials

DON'Ts

- Lack of definition and promotion of the programme's **distinctive selling points** demonstrating its competitiveness
- No **networking activities** to ensure wide programme **visibility** and **recognition** by academia, students and future employers
- **Sustainability strategy** not adequately considered and not integrated in **all project stages**

Award criterion 5: Additional scholarships for targeted regions (5 points)

DO's

- *Mutual benefits* through the cooperation with the specific regions/countries

- *Concrete contribution* to meet the *challenges* in the *HE systems* of these countries

- Support for a strong and educated *human capital*

- Effects of the cooperation on *economic* and *social development*

DON'Ts

- *Imprecise plan* and *objectives* for building up cooperation with the regions/countries

- *Limitation* of collaboration to the level of student exchange

- *Unclear methodology* and *inappropriate approach* to reach excellent students

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How to apply (1)

- ***How?***

  - ✓ Applications to be **submitted to EACEA** using an ***eForm* with attachments**
  - ✓ **One-phase submission**

- ***When?***

  - ✓ **Deadline: 18 February 2016 – 12:00 CET (Brussels time)**

  Applicants are strongly advised to submit their application well in advance of the deadline, thus avoiding last-minute submission.

- **What?**

  eForm: Parts A, B, C, D - Consortium composition and basic project data

  + compulsory attachments:

✓ Description of the project (Word or .pdf format)

  - Step 1 – "Relevance of the project"
  - Step 2 - "Quality of the project design and implementation, Quality of the project team and the cooperation arrangements, Impact and dissemination"
    + if applicable: "Relevance of the project in the targeted region(s)"

✓ Grant request table (Excel format)

✓ Declaration on honour and Partners' Mandates (.pdf format)

❖ Optional: Other relevant annexes (Word or .pdf format)

How to apply (3) – Attachment specifications

❖ **Description of the project (Step 1 & 2):**

- Refers to the "Award criteria"
- Includes information on partners/key staff and EU grants received or applied for

❖ **Grant request table** automatically calculates the maximum EU grant requested based on the following input:

- ECTS credits / duration of an intake
- Whether a preparatory year will be implemented
- Participation costs of the EMJMD
- Estimated number of students per intake, split into Programme/Partner Country
- If applicable, number of additional scholarships for students from targeted regions of the world

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❖ **Declaration on Honour & Mandates**

  ▪ Declaration on Honour: signed by the legal representative of the applicant HEI
  ▪ Mandates: signed by the legal representative of each partner

    ➢ not required for Associated Partners (if applicable)
    ➢ must be scanned and <u>attached in one single .pdf document</u>, with Mandates keeping the order as in the List of Participating organisation of the eForm (P2-Pn)

❖ **Other relevant annexes (optional)**

  ▪ Cannot replace essential information expected in the mandatory parts of the Application Package
  ▪ Should support, illustrate or evidence the information already provided in the Award Criteria attachments
  ▪ Exhaustive list of documents provided in the "Instructions for completing the Application Package" (needs analysis, business plan, consortium/student agreement, etc.)

How to apply (5) – Procedure

- **Application procedure**

1. Check with your partners whether they have a Participant Identification Code (PIC). If they have a valid PIC no need for action

2. For those consortium partners who have not yet a PIC, register the organisations in the Participant Portal and receive a PIC

3. Create your electronic application form using your PICs

4. Fill in the eForm

5. Attach completed versions of the attachments within the eForm

   - *Description of the project (Step 1, Step 2, if applicable targeted regions), Grant request table, Declaration on honour and Partners' Mandates, Other relevant annexes*

6. Submit the eForm on-line

7. Acknowledgement of receipt with application reference number

How to apply (6)
Guidance for completing the eForm and annexes

✓ ***Instructions for completing the Application Package***
Rules and guidance on eForm content, annexes and the application process in general

✓ ***eForm User Guide***
Assistance with the technical aspects of completing the eForm

✓ ***Guide for Experts***
in particular section "Good practices in the implementation of EMJMDs"

✓ ***Documents available on the Agency's website:***

http://eacea.ec.europa.eu/erasmus-plus/funding/key-action-1-erasmus-mundus-joint-master-degrees-2016_en

We wish you a lot of success for your application!

For further questions, please contact us at:

EACEA-EPLUS-JMD@ec.europa.eu: questions on the application process and content of eForm & annexes

eacea-helpdesk@ec.europa.eu: technical problems in relation to the eForm [helpdesk phone: +32 (0)2 2990705]