TOOLKIT
Erasmus+ Alliances for Innovation 2024 (ERASMUS-EDU-2024-PI-ALL-INNO)

Tips on how to write a good project proposal
Do's and Don'ts

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What is a good proposal?

> **Proposal aligned to the objectives and policy priorities of the Action which fulfills all the criteria set out in the call for proposals complying with quality standards**
>
> *Very competitive call based on the quality of proposals and available budget*

- A complete **APPLICATION PACKAGE** is not necessarily a good **PROPOSAL**

- An **ADMISSIBLE** and **ELIGIBLE** proposal is not a **good** proposal

- The availability of **BUDGET** does not guarantee that all proposals will be funded, ONLY quality proposals will be funded.

- Only proposals **ABOVE FUNDING THRESHOLDS** may be funded

- QUALITY of your proposal must be in line with your REQUESTED **LUMP SUM GRANT**

Tips to succeed

1. Start **early**

2. Read the relevant **information**

3. Have a good **understanding** of the award criteria

4. Check the Call **requirements**

5. Choose your project **idea**, structure it and stick to it

6. Build a strong **consortium**

7. **Write** a clear and convincing Work Plan

8. Forecast the **budget** and request the adequate lump sum grant

9. Final **polishing**

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Tip 1: Start early

- From the opening day: 4 December 2023

- To the submission deadline: **See Funding and Tenders opportunities portal**

3 MONTHS

- Do not leave it until the very last minute

- A good proposal evolves and matures during the drafting process..!

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Tip 2: Read the relevant information

To PREPARE your project proposal:	To SUBMIT your project proposal:
2024 Erasmus+ Programme Guide Application forms (Part B) Lump sum funding F&TOP section Get inspired: Projects & Results (europa.eu) (F&TOP from 2021) & Erasmus+ project results platform (legacy projects) For resubmitted applications: carefully read the Evaluation Summary Report with experts' feedback	An introduction to the Funding & Tenders Portal IT tools: Business process flow video tutorial F&TOP Online Manual F&TOP IT How To Presentation How to submit

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Tip 3: Have a good understanding of the award criteria

Addressing the award criteria	*Some applicants do not understand the importance of addressing each point of the award criteria.*
Award criterion 1 - RELEVANCE	*Under criterion Relevance, the low quality proposals did not succeed to demonstrate a sufficiently **developed needs analysis**, which weakens the innovative aspects of the proposed activities and outcomes.*
Repurposed proposals	***Some proposals** are clearly **written** to suit different calls. These might be relevant but then, they **fail to address the specificities** of the Alliances for Innovation **call** as they don't precisely match the **call objectives** because the focus is too general.*
Resilience	*It is forgotten among the skills. **Green and resilience skills** are often **only mentioned** and are **not fully integrated** in the implementation activities. The integration of resilience skills in training content sometimes remains **very generic** and poorly addressed in low scored proposals.*

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Needs analysis and the innovative factor	*They are often missing, unclear or they are proposed during the project implementation for a long estimated period in parallel with the curricula. This lack of information <u>questions</u> the **relevance**, **innovation** and specific reason and **need to have the proposal**. Is the proposal responding to a need to fill-in a gap?* *Proposals **fail to acknowledge existing course/programme** and market provision and innovation **are difficult to judge**. Lots of applicants mention **digital** and **green** but they **do not reflect on the state-of-the-art**, to justify the proposed investment. For the majority of them **innovation** is to simply combine HEIs, VET providers and labour market actors..!*
Award criterion 2 – Quality Project DESIGN and implementation	*Some proposals with a low score failed to properly **describe arrangements** for the **validation and recognition of qualifications**.*
Award Criterion 3 - Quality PARTNERSHIP and cooperation arrangements	***Industry involvement**, especially **SMEs**, is weak in some proposals, the cross-fertilisation between academic and non academic partners is sometimes not properly integrated. **Lack of balanced partners' involvement** weakened by **insufficient details** concerning the specific **expertise and roles of partners** in relation to assigned activities.*

Tip 3: Have a good understanding of the award criteria

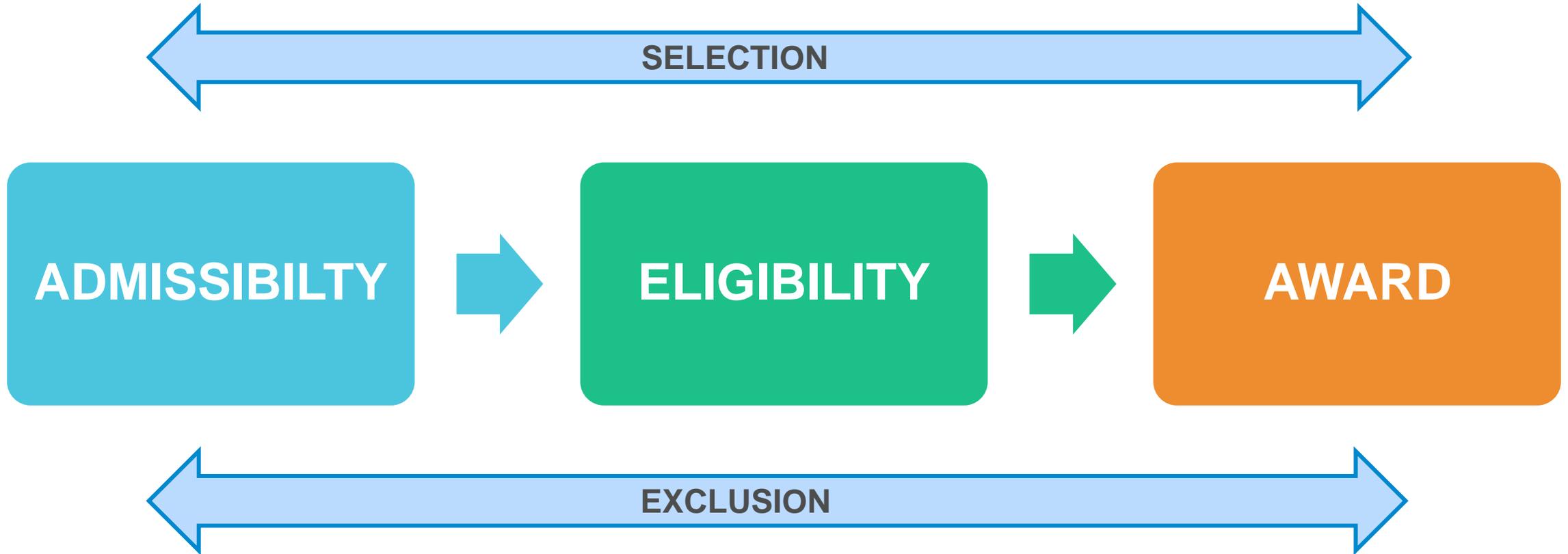|	
Award Criterion 3 - Quality PARTNERSHIP and cooperation arrangements	*Presence of education and training providers is overall very good, whereas the presence and role of **VET providers** is not always secured. **University cooperation** still prevails in most of the applications. Labour market actors should represent the relevant sector.* *<u>Staff description</u>: applicants should **focus on their expertise** directly **related to the project domain**.* *<u>Associated partners</u>: focus should be on describing how they are relevant to the call and notably which relevant input and added value they are bringing to the proposal. What is the **specific reason** for them **to join** the proposal?*
Award Criterion 4 - IMPACT	*Exploitation is often not well understood and proposals do not convincingly declare the rewards to partners. Some proposals do not clearly explain how they will use and exploit the solution. Others, do **not differentiate between sustainability** actions **and exploitation**.*

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Tip 3: Have a good understanding of the award criteria

EU tools	*Proposals should explain exactly how the different transparency and recognition tools are to be used. Often, tools were listed but without further detail.*
Accreditation	*It takes time, nevertheless if a solid needs analysis is completed and the idea behind the proposal is clear, accreditation steps could already be included as evidence of willingness to prepare a solid and concrete work plan. Micro credentials are not often considered.*
Outcomes of the project	*Clear information on the actual contents to be produced by the project, measurable outcomes, KPIs, at early stages of the project are needed.*

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Tip 4: Check the call requirements

SELECTION

| ADMISSIBILTY | → | ELIGIBILITY | → | AWARD |

EXCLUSION

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Admissibility conditions

Submit your application well **before the deadline** (48 h)

Use only **OFFICIAL** forms (available in the F&TOP)

Submit **ALL** the required forms and fill in ALL the applicable sections

Experts assess your proposal based on the **information available in your application only**

Draft your proposal in an **EU language understandable** to all your consortium

Proposals received by email are **disregarded**

Pages of Part B beyond **120 pages** are disregarded during evaluation

INADMISSIBLE PROPOSAL ➡ PROPOSAL EXCLUDED FROM EVALUATION PROCESS

ADMISSIBLE PROPOSAL ➡ ELIGIBILITY CHECK

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Eligible countries

	27 EU Member States	Third countries associated to the Programme	Third countries not associated to the Programme*
		Iceland Liechtenstein Norway Republic of North Macedonia Republic of Serbia Republic of Türkiye	Rest of the world e.g.: *United Kingdom, Albania, Bosnia and Herzegovina, Switzerland, Montenegro, Ukraine, Asia, Latin America, Africa, US, Canada, etc.* *INELIGIBILITY OF BELARUSSIAN and RUSSIAN organisations*
APPLICANT	👍	👍	🚫
PARTNER	👍	👍	⚠️
AFFILIATED ENTITIES	👍	👍	👍
ASSOCIATED PARTNERS	👍	👍	👍

*For Lot 1 and Lot 2 Third Countries not associated to the Programme <u>are eligible</u> to participate as partner

CONSORTIUM composition (example for Lot 1)

- Min. of 8 full partners, min. 4 partners from different EU countries and countries associated to the Programme (if applicable), at least 3 labour market actors, at least 3 HEs and training providers (2+1 or 1+2)

- Large consortium does not make a good proposal..!

- Participating organisations can participate as **AFFILIATED ENTITES** (PIC required)

- Affiliated entities have access to **grant** (share to be included in budget calculator)

- Participation of **THIRD COUNTRIES** if they bring an **added value**

- Participation of **ASSOCIATED PARTNERS** is not compulsory but can participate if they bring an **added value** (PIC required) – no allocated budget

Tip 5: Choose your idea, structure it well and stick to it!

Ask yourself if you have:

- A clear project **objective**

- A clear understanding of the current **state of art** in the field/sector

- A clear identified **need**

- A clear **target group**(s)

- A clear set of **partners** covering a wide geographical area

- A clear **innovative** proposal that makes the difference or brings an **added value**

Your proposal must fit into the **requirements** of the Action and **fill in a gap** in the needs of the participating organisations and specific sector

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Tip 6: Build a strong consortium

Be **consistent** – remain relevant to your objective & target group

Be **adaptable** – be ready to omit a country if you do not secure the right partner

Choose well your partners – with diverse competences

Partnership with a wide EU cover and beyond is important!

Involve partners in the proposal preparation – avoid surprises after submission

Keep **communication** with partners during the whole process

Do not cover the EU map **artificially**.

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# Tip 7 Write a clear and convincing Work Plan

> During the project's lifetime, your **performance** will be continuously assessed by EACEA based on the deliverables to be submitted **periodically**

- Be **realistic** and **reasonable** - Adapt the number of deliverables to the size of your project and work packages

- Structure your deliverables and **do not multiply** them – try to combine similar deliverables into one.

- Refer only to **major outputs** - Do NOT include minor sub-items, internal working papers, meeting minutes, etc.

- Try to keep **balance** of the deliverables to be submitted along the lifetime of the project

- **Horizontal** deliverable (over the whole project): if possible, try to split it into two deliverables (one for the first part of the project and another one for the second part). If not possible, submit it at the end of the project.

- **EU reporting documents** (progress and final reports) **are not considered as deliverables. Please do not include them as deliverables**

- Please <u>avoid writing</u> a **Work Plan** which <u>is not finalized</u>. Structure your WPs and deliverables well to avoid amendments

Tip 8: Create a budget

Define your budget

➢ First describe the **tasks** – then define the **budget**

➢ Check **consistency** while working on your work plan:

   ➢ Share of resources

   ➢ Appropiate allocation between partners

➢ Choose the **suitable budget for each WP**

LUMP SUM

⬆

COSTS

⬆

RESOURCES

⬆

TASKS

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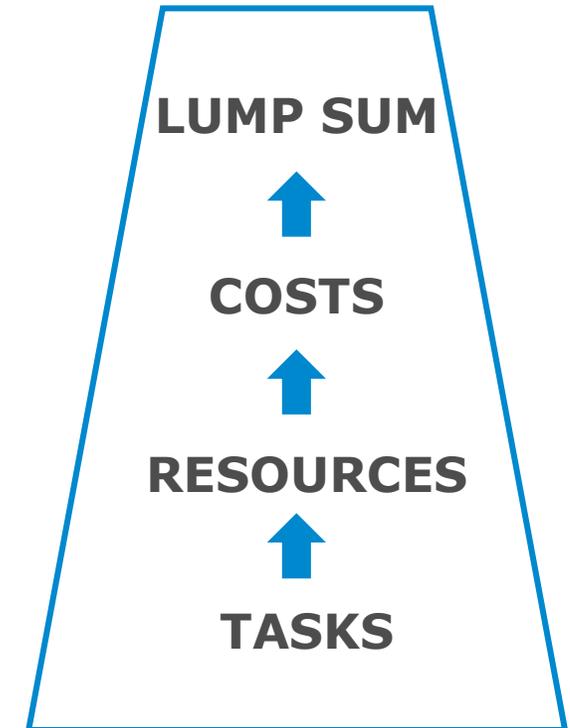
Tip 9: Final polishing

- Check the **completeness** of the proposal

- Check **consistency** of your description of activities and budget

- Ask someone for **critical reading** and feedback

- If you have the chance, have a native speaker for **proofreading**

- And, last but not least….. **SUBMIT IT ON TIME!!!**

BE REACHABLE – keep Coordinator's contact details updated during the whole evaluation process

Overall tips & hints

👍	👎
Be **coherent** with the objectives of the Action and **relevant** to the policy priorities, avoid contradictions and patchwork	Do not use very **long sentences** – 1 main idea per sentence
Be **concrete** use examples, justify your statements, bring evidence	Beware of **jargon** - Avoid jargon wherever possible, but if you have to use a jargon term then explain it in plain language at first use
Be **focused**, think before your write, stick to what is asked, think about your audience - what is the main message?	Avoid abbreviations and **acronyms** - Spell out abbreviations and acronyms at first use and avoid using them if possible (or if used less than three times in a section)
Be **accurate**, **clear** and **complete** – give adequate reply to each question	Do not be **repetitive** – avoid repeating the same information in different parts of the application
Keep it **simple** - complexity creates fog; simplicity clears it	Be aware of **plagiarism** – checked during evaluation
Be **precise** - develop the idea, provide concrete examples	
Make sure you apply under the **correct Lot** (1, 2) and follow the applicable requirements	

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Thank you and good luck!

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