

A young woman with long dark hair, wearing a bright yellow turtleneck sweater, stands with her arms crossed and a friendly smile. She is positioned in the center-left of the image, partially framed by a white square border.

# EUROPEAN UNIVERSITIES

Erasmus+

Erasmus+

## INFORMATION SESSION FOR THE 2024 ERASMUS+ CALL FOR PROPOSALS

10

NOV



ONLINE  
(STREAMING SERVICE OF THE  
EUROPEAN COMMISSION)



EUROPEAN UNIVERSITIES

# Welcome and introduction

***Walter ZAMPIERI***

*Head of Unit EACEA A.1 European Higher Education*

# Agenda

**14:30 – 14:40**

## **Welcome and introduction**

*by Walter ZAMPIERI, Head of Unit EACEA.A1 for European Higher Education*

## **The 2024 Erasmus+ Call for Proposals**

**14:40 – 15:00**

## **Overall policy objectives**

*Vanessa DEBIAIS-SAINTON, Head of Unit DG EAC.B1 for Higher Education*

**15:00 – 15:30**

## **Call conditions and award criteria**

*Anila TROSHANI, Head of Sector EACEA.A1 for European Higher Education*

**15:30 – 16:00**

## **Guidance and tips for preparing an application**

*Iwona JABLONSKA, Team leader EACEA.A1 for European Higher Education*

**16:00 – 16:15**

## **Introduction to the Lump Sum Type II grants**

*Iwona JABLONSKA, Team leader EACEA.A1 for European Higher Education*

**16:15 – 16:55**

## **Questions & Answers**

**16:55 – 17:00**

## **Closing remarks**



You can submit your  
questions via:

**slido.com**

Enter the event code:

**#327599**

Or scan the  
QR code:





EUROPEAN UNIVERSITIES

# The 2024 Erasmus+ Call for Proposals



EUROPEAN UNIVERSITIES

# Overall policy objectives

***Vanessa DEBIAIS-SAINTON***

*Head of Unit DG EAC.B1 for Higher Education*

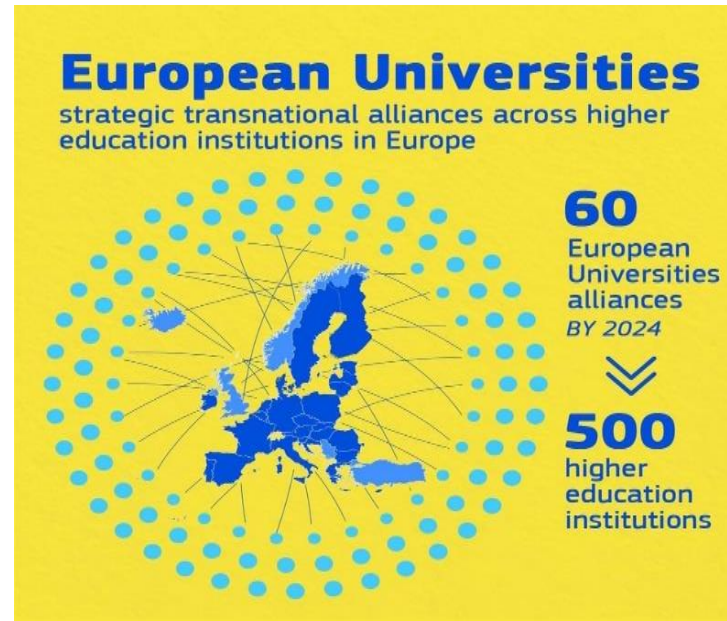
# Empowering European Higher Education



Commissioner Iliana Ivanova

*Our commitment for the European Universities stands strong. This 2024 Erasmus+ call will help us achieving the objective of the European strategy for universities by fostering deeper higher education cooperation between **more than 500 universities by mid-2024**. It offers opportunities to set up alliances dreaming together of a **continent with open, green and connected inter-university campuses**, where **mobility and cooperation experiences** are an integral part of every higher education programme. And where students have the opportunity to work with professors, researchers, companies and innovators on **transdisciplinary international projects to create new knowledge together and solve societal challenges**.*

# EU level support for the European Universities



## ERASMUS+ FUNDING



- EUR 1,1 Bn for 7 years (2021-2027)
- Sustainable funding
- Development of deep institutional transnational cooperation
- Community of practice



## EU LEVEL POLICY SUPPORT

- Council Conclusions May 2021 on the **European Universities** initiative
- European strategy for universities
- Council Recommendations on building bridges for effective **European higher education cooperation** (e.g. transnational cooperation, mobilities, micro-credentials, learning for environmental sustainability, attractive careers)



# Overall state of play to date

[European Universities initiative](https://europeanuniversities.eu) | [European Education Area \(europa.eu\)](https://europa.eu)

## **EUROPEAN UNIVERSITIES**

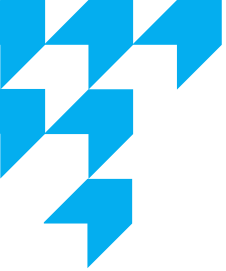
*A key pillar of the European Education Area*

50 alliances  
35 countries, including all 27 Member States

More than 430 higher education institutions

Up to EUR 14.4 Million from Erasmus+ per alliance for 4 years

Teaming up with almost 1700 associated partners, including higher education institutions from Bologna Process countries



# European Universities initiative: overview of Erasmus+ Calls

## Calls 2019, 2020, 2022

44 European Universities  
alliances  
340 HEIs  
31 countries  
1200 associated partners

## Call 2023

50 European Universities  
alliances  
430 HEIs  
35 countries  
1700 associated partners

## Call 2024

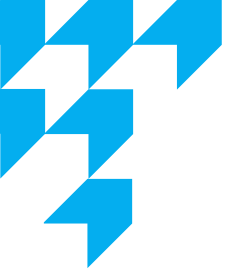
≥ 60 Alliances  
Community of practice  
Deadline 6 February  
2024  
**Results Summer 2024**

## 2025

No call

## 2026 & 2027

Possibility for  
+2 year funding  
  
(Subject to the adoption of  
the 2026 and 2027  
Erasmus+ Work  
Programmes)



# Call 2024

## deliver on Council Conclusions on the European Universities initiative 17 May 2021


- **Confirmation of the European Universities' concept**
- **Role models** for **European higher education transformation**
- **Balance** between **inclusion and excellence**
- **Synergies** education and R&I at the service of society
- **Geographical balance**
- **Diversity** of higher education institutions
- Subsidiarity, **institutional autonomy, academic freedom**
- **Sustainable funding** for the European Universities

# Main policy objectives

→ *maintained high ambition*

- Promote **European values** and strengthen **European identity**
- Improve **quality, performance, attractiveness** and **international competitiveness**
- **Institutionalised cooperation with systemic, structural and sustainable impact**
- **Whole-institution approach**
- **Mobilise all missions of higher education institutions**
- Deliver on **EEA, ERA, EHEA**
- Act as **role models**
  - ✓ Support **closer cooperation** between European Universities
  - ✓ Sharing **results and good practices** to the wider higher education sector





Deep level of  
inter-university cooperation  
with a joint long-term  
strategy

Structural, Systemic and  
Sustainable impact

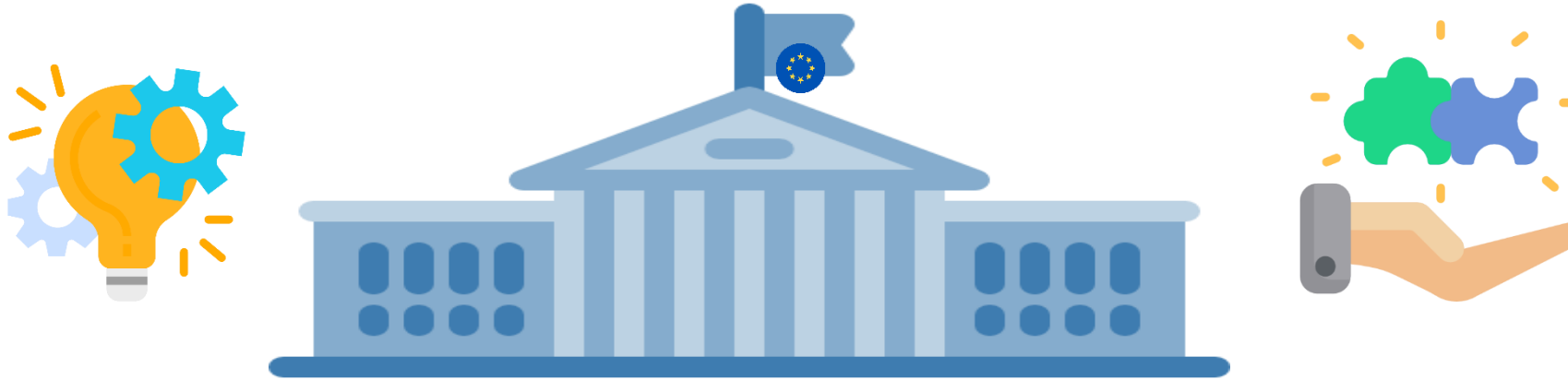
# EUROPEAN UNIVERSITIES

# Challenge-based approach: Transdisciplinary long-term visions



# European inter-university Campuses

Bachelor/Master/Doctoral levels



Flexible and personalised European curriculum

Innovative pedagogies and challenged-based transdisciplinary approach

Embedded and seamless student and staff mobility

**Future-proof skills**

# Sustainable support and geographical inclusion

## Sustainable funding

Same concept: bottom-up approach, allowing for different models

**Competitive selection**, based on **objective** criteria:  
transformational potential, potential qualitative impact on its ecosystem

Evaluation by **independent experts**

Opening up geographical scope of **full partners to all Western Balkan countries**

**Opening up geographical scope** of **associated partners** to all **Bologna** countries

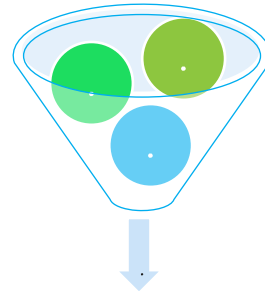
Promoting inclusion of more HEIs: **possibilities for new alliances**

## Seal of Excellence



# Outcome of the co-creation process

*Extensive targeted consultations with Member States and stakeholders:  
co-creation process on the further roll out of the European Universities initiative*



## 2024 European Universities open competitive Call

### Topic 1: Development of deep institutional transnational cooperation

- Form alliances establishing **deep institutional transnational cooperation**
- **Bottom-up**
- **Diverse cooperation models**

### Topic 2: Community of practice for European Universities alliances

- Create a **collaborative and supportive environment**
- Share **good practices and experiences**
- For the **benefit** of the community of **European Universities alliances** and the **wider higher education sector**

# Community of Practice for European Universities

## ❖ OBJECTIVE

- Collaborative and supportive environment
- Enhanced knowledge, skills and effectiveness
- Facilitated learning, collaboration and dissemination of results
- Closer cooperation between alliances & with wider higher education sector

## ❖ HOW

- Exchange of good practices and experiences
- Working groups to facilitate synergies & address common challenges
- Dissemination: input to online platform and events on added value

## ❖ TARGETING ONE JOINT PROJECT





EUROPEAN UNIVERSITIES

# Call conditions and award criteria

**Anila TROSHANI** *Head of Sector EACEA.A1 for European Higher Education*



# The 2024 Call for Proposals at a glance

- **Scope:** Supporting higher education institutions in gradually achieving their long-term ambitious vision towards becoming a fully-fledged European University.
- **2 Topics:**
  - ERASMUS-EDU-2024-EUR-UNIV-1 — European Universities – **Development of deep institutional transnational cooperation**
  - ERASMUS-EDU-2024-EUR-UNIV-2 — European Universities – **Community of practice**
- **Duration of grants : 48** months
- **Total budget:** EUR **189.2** million
- **Type of grant: Lump Sum Type II** (payment of fixed amounts linked to the delivery of the work packages)

## Topic 1 – Development of deep institutional transnational cooperation

This call topic will provide support for applicants **wishing to establish deep institutional transnational cooperation** in a ‘European Universities’ alliance.

## Topic 2 – Community of practice

This call topic will provide support for applicants **to set-up a Community of Practice of European Universities alliances**.



# Topic 1

- **Step-by-step approach towards deeper institutionalised transnational cooperation;**
- **Different models** for implementing and achieving the **long-term vision**;
- Partners agree on a **joint mission statement** including a **full joint strategy**;
- Flexibility to shape together the **joint work plan and joint activities** (as long as in line with the call requirements) ;
- Relevant to reach **strategic objectives** of European Universities;
- Supported by efficient and robust **common management and governance structures**.



## Topic 2

- **Ensure closer cooperation and synergies between the existing and future European Universities alliances** and other similar long-standing institutionalised cooperation models;
- **Promote and support dissemination of results** between alliances and to the **wider higher education sector**;
- **Enhance the transferability and uptake of the results** by relevant end-users.



# Available budget

The call budget is **EUR 189 200 000** :

EUR 182 700 000 + EUR 5 000 000 (IPA III)  
to further support the participation as full partners of  
higher education institutions from the Western Balkans  
countries

Topic	Indicative budget*
<b>1 - Development of deep institutional transnational cooperation</b>	<b>187.7 MEUR</b>
<b>2 – Community of practice</b>	<b>1.5 MEUR</b>

*\*We reserve the right not to award all available funds or to redistribute them between the call topics, depending on the proposals received and the results of the evaluation*





# Call 2024 - Timeline

Action	Timelines
Call opening	3 October 2023
Information session for applicants	Today – 10 November 2023
Deadline for submission of applications	6 February 2024 – 17:00:00 CET
Evaluation process	February 2024 - June 2024
Information on evaluation results	End of June 2024 (indicative)
Grant agreement signature	September - November 2024 (indicative)



# Admissibility

## **To be admissible, proposals must be:**

- submitted before the call deadline (6 February 2023, 17.00 CET)
  - electronically via the Funding & Tenders Portal
  - using the forms provided inside the Submission System
- complete and contain all the requested information and all required annexes and supporting documents



# Eligibility conditions - Who can apply?

## TYPE OF INSTITUTION

- **Higher Education Institutions** holding a valid **Erasmus Charter for Higher Education (ECHE)** and any entities affiliated to them
- **Any other organisation consisting of the above referred higher education institutions** - specifically set up with the purpose of implementing deep institutional transnational cooperation, including joint educational activities.

## COUNTRY

They have to be established in one of the **eligible countries**, i.e.:

- **EU Member States** (including overseas countries and territories (OCTs)).\*
- **Third countries associated to Erasmus+** and countries which are in **ongoing negotiations** for an association agreement to Erasmus+ and where that agreement enters into force before the grant signature.
- **Western Balkans third countries not associated to the programme** (Albania, Bosnia and Herzegovina, Montenegro and Kosovo)

\* Council Implementing Decision (EU) 2022/2506 on measures for the protection of the Union budget against breaches of the principles of the rule of law in Hungary.



# Alliance composition

Proposals must be submitted by a consortium of at least 3 applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

- minimum 3 eligible higher education institutions (HEIs) from 3 different eligible countries.



## IMPORTANT

- A HEI may participate as full partner (beneficiary) in **only one European Universities alliance funded by the Erasmus+ programme** at the same time.
- A HEI may only participate as full partner (beneficiary) in **one single European Universities application (if not already involved in an ongoing European University alliance)**; they may participate in other applications only as associated partners.



# Associated partners

They **do not receive EU funding** under this grant, but their **involvement** and **role** in different activities have to be described in the proposal.

The associated partners can be:

- Any **higher education institution** established in an EU Member State or a third country associated to the programme holding a valid ECHE;
- Any **public/private organisation** from an EU Member State or third country associated to the programme active in the field of education and training, research and innovation or in the world of work;
- Any **higher education institution** established in a third country not associated to the programme that is part of the **European Higher Education Area** (Bologna Process) or in Kosovo.



# Specific eligibility conditions for Western Balkans

HEIs from Western Balkans not associated to the Erasmus+ programme: **Albania, Bosnia and Herzegovina, Kosovo\* and Montenegro**, can now become **full partners** in an alliance

HEIs from Western Balkan countries associated to the Erasmus+ Programme - i.e. **Republic of North-Macedonia and Serbia** – were already eligible to become **full partners**

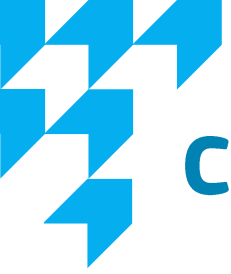
**Eligibility requirement for full partners:**  
**ALL HEIs** must be holders of a **valid Erasmus Charter for Higher Education (ECHE)**, also those from the Western Balkans not associated to the Erasmus+ programme

**ECHE call is currently open, with a cut-off on 25 January 2024**



# Call 2024 – Novelties (1/2)

- **Topic 2 Community of practice**
  - ✓ To help in building synergies and sharing best practices and experiences within the community and benefit the wider higher education sector;
  - ✓ To set up of a common flexible structure, including thematic working groups, allowing for efficient interaction and knowledge sharing on relevant topics (academic, pedagogic; administrative, etc.);
  - ✓ To identify gaps and/or areas to be reinforced in view of maximising synergies and impact;
  - ✓ To address common challenges and identifying possible solutions.



# Call 2024 – Novelties (2/2)

- **Slight revision of the award criteria** to better align them with call requirements and proposal template;
- **New thresholds:**

Award criteria		Minimum pass score	Maximum score
Relevance		17	25
Quality	Project design and implementation	17	25
	Partnership and cooperation arrangements	17	25
Impact		17	25
Overall (pass) scores		80	100





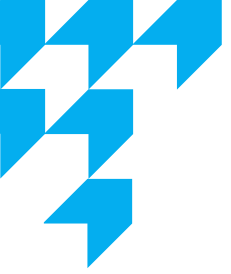
# Submission and evaluation

## Submitting the application

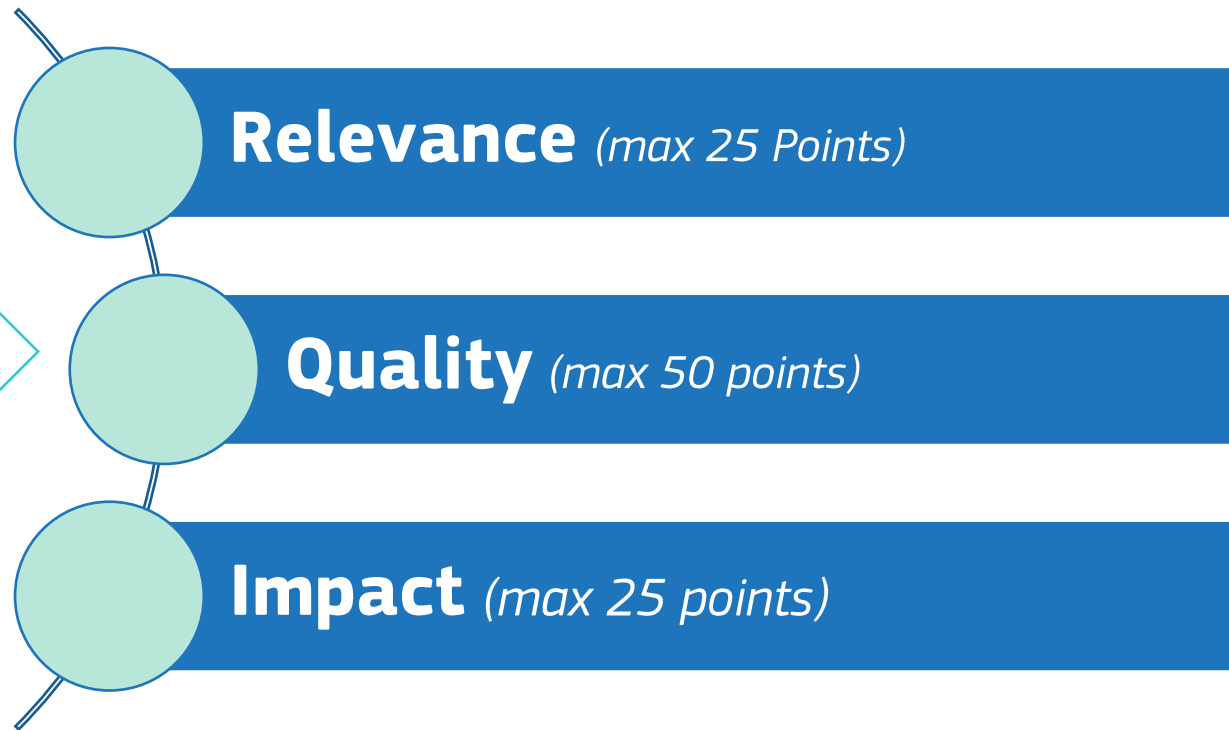
- Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System. Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents.

## Evaluation process

- An **evaluation committee** (assisted by independent outside experts) will assess all applications. For each topic, proposals found admissible and eligible will be evaluated against the **operational capacity and award criteria** and then ranked according to their scores.



# Award criteria Topic 1





# Relevance



**25 Points**

## Level of ambition and innovative approach

**Long term vision** of the European Universities initiative and **transformation of institutionalised cooperation** between the partners of the proposed alliance

Relevant **joint mission statement**

**Ambitious and innovative approach** to develop and strengthen new, systemic, structural, and sustainable **models for cooperation**

## Needs analysis

### 1. RELEVANCE

#### 1.1 Background and general objectives

##### Background and general objectives

Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Relevance'.

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call (if applicable)?

Insert text

#### 1.2 Needs analysis and specific objectives

##### Needs analysis and specific objectives

Please address the specific conditions/objectives set out in the Call document/ Programme Guide, if applicable.

Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?

The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).

Insert text

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# Relevance



## European added value

**Contribution to EEA**, in synergy with EHEA and ERA

Contribution to implementing the European strategy for universities and the new European Innovation Agenda, e.g. in cooperation with other alliances

## Transnational dimension and Regional development

Benefitting other institutions, by driving **inclusion & excellence** and respect and promotion of **shared EU values**

### 1.3 Complementarity with other actions and innovation — European added value

#### Complementarity with other actions and innovation

*Explain how the project builds on the results of past activities carried out in the field, and describe its innovative aspects (if any).*

*Explain how the activities are complementary to other activities carried out by other organisations (if applicable). Illustrate the trans-national dimension of the project; its impact/interest in the EU area; possibility to use the results in other countries, potential to develop /cross-border cooperation among Programme countries and Partner countries, if applicable, etc.*

*If your proposal is based on the results of one or more previous or ongoing projects, please provide precise references to these projects.*

Insert text



## 2.1 Project design and implementation

Deliver on **long-term strategy** with **concrete activities**

### Inter-university campus

**Quality & feasibility** of the work plan including effective project management, appropriate quality assurance mechanisms, and evaluation methods for progress monitoring, including measurable quantitative and qualitative indicators

**Work packages, tasks, deliverables, milestones, and resources**, within defined timelines, in order to achieve the objectives

Sound and **effective financial management and risk management** strategy (mitigation measures)

### 2.1 PROJECT DESIGN AND IMPLEMENTATION

#### 2.1.1 Concept and methodology

##### Concept and methodology

Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Quality of the project design and implementation'.

Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.

Insert text

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#### 2.1.2 Project management, quality assurance and monitoring and evaluation strategy

##### Project management, quality assurance and monitoring and evaluation strategy

Describe the measures foreseen to ensure that the project implementation is of high quality and completed in time.

Describe the methods to ensure good quality, monitoring, planning and control.

Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.

Insert text

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#### 2.1.3 Project teams, staff and experts

##### Project teams and staff

Describe the project teams and how they will work together to implement the project.

List the staff included in the project budget (budget category A) by function/profile (e.g., project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc — use the same profiles as in the detailed budget table, if any (n/a for prefixed Lump Sum Grants)) and describe briefly their tasks. Provide CVs of all key actors (if required by the Call document/Programme Guide).

Name and function	Organisation	Role/tasks	Professional profile and expertise

Outside resources (subcontracting, seconded staff, etc)  
If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).  
If there is subcontracting, please also complete the table in section 4.

Insert text

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#### 2.1.4 Cost effectiveness and financial management

##### Cost effectiveness and financial management (n/a for prefixed Lump Sum Grants)

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.

Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.

⚠ Do NOT compare and justify the costs of each work package—but summarize briefly why your budget is cost effective.

Insert text

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#### 2.1.5 Risk management

##### Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

Note: Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysts will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.

Risk No	Description	Work package No	Proposed risk-mitigation measures



## 2.2 Partnership and cooperation arrangements

Clear **distribution and division of active roles and responsibilities** for all participants

**Complementarity** of each participants, **diversity** of types of HEIs

**Opportunity of all staff** to be part of the co-creation of the alliance **and** involvement of **students**

Clear **management and governance structures**

Reduction of existing **administrative barriers and obstacles**

Motivation of **geographical balance**

### 2.2.1 Consortium set-up

#### Consortium cooperation and division of roles (if applicable)

Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Quality of the partnership and the cooperation [arrangements](#):'

Describe the participants (Beneficiaries, Affiliated Entities, Associated Partners and others, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

Insert text

### 2.2.2 Consortium management and decision-making

#### Consortium management and decision-making (if applicable)

Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.

Note: The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.

Insert text



Demonstrates **progresses towards the expected impact**

**Lead by example / role model**

Clear plan for **communication and dissemination** of results, **share knowledge** and spread **best practice**

Long-term strategy for **sustainability** and demonstrates how the results will be sustained **beyond the EU funded period**

### 3. IMPACT

#### 3.1 Impact and ambition

##### Impact and ambition

Please address each guiding points presented in the Call document/Programme Guide under the award criterion 'Impact'.

Define the expected short, **medium** and long-term effects of the project. Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?

Insert text

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#### 3.2 Communication, dissemination and visibility

##### Communication, **dissemination** and visibility of funding

Describe the communication and dissemination activities which are planned **in order to** promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, **policy makers** and the general public and explain the choice of the dissemination channels.

Describe how the visibility of EU funding will be ensured.

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#### 3.3 Sustainability and continuation

##### Sustainability, long-term **impact** and continuation

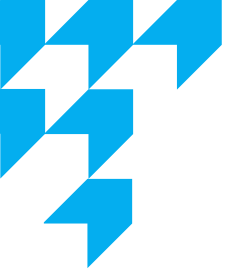
Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?

What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?

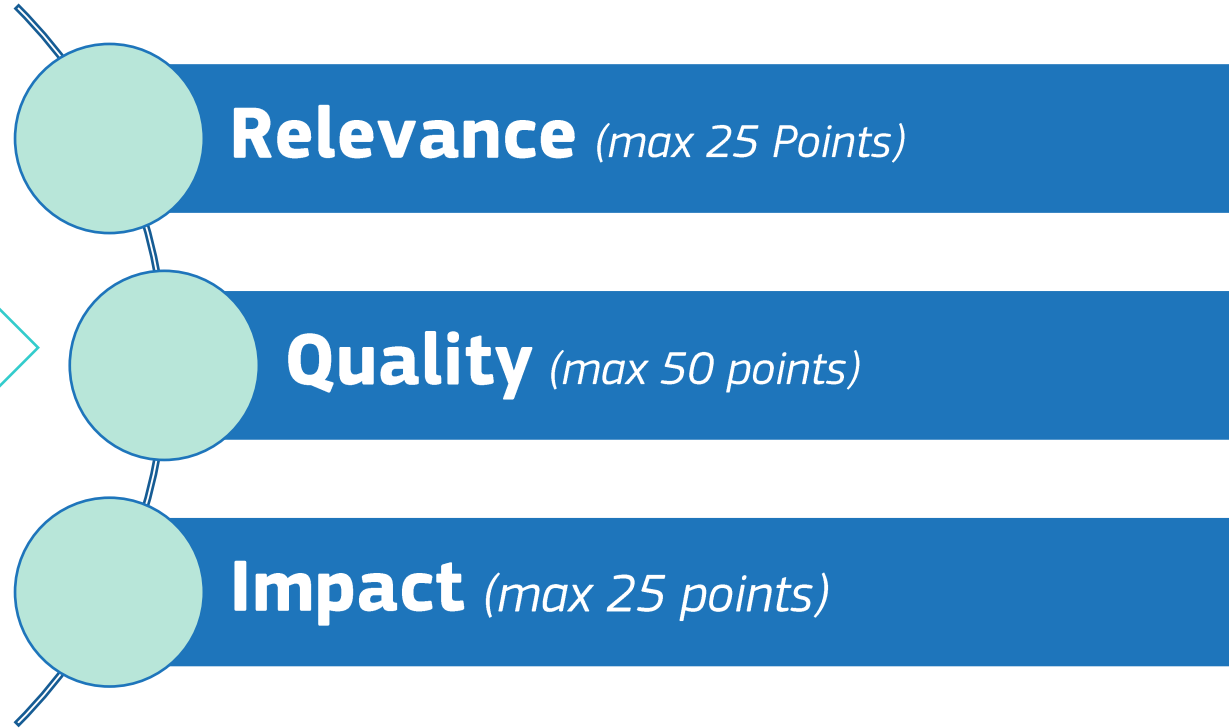
Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?

Insert text

#ESR-CON-SC#



# Award criteria Topic 2







# Relevance



**25 Points**

Addresses the **objectives** and the **scope** of the call

Contributes to the **themes** and **priorities** of the call

Provides a **sound needs analysis**, in line with the objectives of the call

Contributes to the **respect** and **promotion of shared EU values**

## 1. RELEVANCE

### 1.1 Background and general objectives

#### Background and general objectives

Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Relevance'.

Describe the background and rationale of the project.

How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call (if applicable)?

Insert text

### 1.2 Needs analysis and specific objectives

#### Needs analysis and specific objectives

Please address the specific conditions/objectives set out in the Call document/ Programme Guide, if applicable.

Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?

The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).

Insert text

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### 1.3 Complementarity with other actions and innovation — European added value

#### Complementarity with other actions and innovation

Explain how the project builds on the results of past activities carried out in the field, and describe its innovative aspects (if any).

Explain how the activities are complementary to other activities carried out by other organisations (if applicable). Illustrate the trans-national dimension of the project; its impact/interest in the EU area; possibility to use the results in other countries, potential to develop /cross-border cooperation among Programme countries and Partner countries, if applicable, etc.

If your proposal is based on the results of one or more previous or ongoing projects, please provide precise references to these projects.

Insert text



## Project design and implementation

Describes the **concept and methodology** and demonstrates that this approach is the most suitable to achieve the objectives;

**Effective project management**, appropriate quality assurance mechanisms, and evaluation methods for progress monitoring, including measurable quantitative and qualitative indicators

**Clarity and feasibility** of the **work plan**, including **work packages, tasks, deliverables, milestones, and resources**, within defined timelines, in order to achieve the objectives;

Sound and **effective financial management and risk management** strategy (mitigation measures)

### 2.1 PROJECT DESIGN AND IMPLEMENTATION

#### 2.1.1 Concept and methodology

##### Concept and methodology

Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Quality of the project design and implementation'.

Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives.

Insert text

#§CON-MET-CM§# #@PRJ-MGT-PM@#

#### 2.1.2 Project management, quality assurance and monitoring and evaluation strategy

##### Project management, quality assurance and monitoring and evaluation strategy

Describe the measures foreseen to ensure that the project implementation is of high quality and completed in time.

Describe the methods to ensure good quality, monitoring, planning and control.

Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.

Insert text

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#### 2.1.3 Project teams, staff and experts

##### Project teams and staff

Describe the project teams and how they will work together to implement the project.

List the staff included in the project budget (budget category A) by function/profile ([see](#) project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc — use the same profiles as in the detailed budget table, if any (n/a for prefixed Lump Sum Grants)) and describe briefly their tasks. Provide CVs of all key actors (if required by the Call document/Programme Guide).

Name and function	Organisation	Role/tasks	Professional profile and expertise

**Outside resources (subcontracting, seconded staff, etc)**

If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).

If there is subcontracting, please also complete the table in section 4.

Insert text

#§CON-SOR-CS§# #@FIN-MGT-FM@#

#### 2.1.4 Cost effectiveness and financial management

##### Cost effectiveness and financial management (n/a for prefixed Lump Sum Grants)

Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.

Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.

⚠ Do NOT compare and justify the costs of each work package but summarize briefly why your budget is cost effective.

Insert text

#§FIN-MGT-FM§# #@RSK-MGT-RM@#

#### 2.1.5 Risk management

##### Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

Note: Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.

Risk No	Description	Work package No	Proposed risk-mitigation measures



## Partnership and cooperation arrangements

Clear **distribution and division of active roles and responsibilities** for all participants

**Complementarity** of each participants, and **necessary expertise**

**Opportunity of all staff** to be part of the co-creation of the alliance **and** involvement of **students**

Clear **management and governance structures** and relevant decision-making mechanisms



### 2.2.1 Consortium set-up

#### Consortium cooperation and division of roles (if applicable)

Please address all guiding points presented in the Call document/Programme Guide under the award criterion 'Quality of the partnership and the cooperation [arrangements](#)'.

Describe the participants (Beneficiaries, Affiliated Entities, Associated Partners and others, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?

In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.

Insert text

### 2.2.2 Consortium management and decision-making

#### Consortium management and decision-making (if applicable)

Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.

*Note: The concept (including organisational structure and decision-making mechanisms) must be adapted to the complexity and scale of the project.*

Insert text



Demonstrates **progresses towards the expected impact**

Ensures a **tangible impact** on its **target groups and relevant stakeholders** at local, national, or regional level (short-long term impact).

How the effects will **benefit** the wide range of relevant stakeholders/targets groups (**transferability of results**)

Clear plan for **communication and dissemination** of results, **share knowledge** and spread **best practice**

Long-term strategy for **sustainability** and demonstrates **how the results will be sustained** beyond the EU funded period

### 3. IMPACT

#### 3.1 Impact and ambition

##### Impact and ambition

Please address each guiding points presented in the Call document/Programme Guide under the award criterion 'Impact'.

Define the expected short, **medium** and long-term effects of the project. Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?

Insert text

#§IMP-ACT-IA§# @@COM-DIS-VIS-CDV@#

#### 3.2 Communication, dissemination and visibility

##### Communication, **dissemination** and visibility of funding

Describe the communication and dissemination activities which are planned **in order to** promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, **policy-makers** and the general public and explain the choice of the dissemination channels.

Describe how the visibility of EU funding will be ensured.

Insert text

7

##### Sustainability, long-term **impact** and continuation

Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?

What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?

Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?

Insert text

#§SUS-COM-SCM



EUROPEAN UNIVERSITIES

# Guidance and tips for preparing an application

***Iwona JABLONSKA**, Team leader EACEA.A1 for European Higher Education*

# Call in the Funding & Tenders Portal (F&TP)

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

Register Login

HOME **SEARCH FUNDING & TENDERS** HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

Search funding & tenders Need help?

Search Clear all

2 item(s) found

Programme: Erasmus+ (ERASMUS+)

**European Universities - Community of practice**  
ERASMUS-EDU-2024-EUR-UNIV-2 Call for proposal  
Erasmus+ (ERASMUS+)

**European Universities - Development of deep institutional transnational cooperation**  
ERASMUS-EDU-2024-EUR-UNIV-1 Call for proposal  
Erasmus+ (ERASMUS+)

Items per page: 10 | Showing 1 - 2 of 2 items

**Type**

- Grants (2)
- Tenders

**Submission status**

- Forthcoming
- Open for submission (2)
- Closed

**Programming period**

2021 - 2027 (2)

**Programme / Programme group**

Erasmus+ (ERASMUS+)

**Call**

Select...

European Commission | Funding & tender opportunities | Single Electronic Data Interchange Area (SEDIA)

HOME **SEARCH FUNDING & TENDERS** HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

Find calls for proposals and tenders

Search calls for proposals and tenders by keywords, programmes.

**EU Programmes**

Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Policy Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERV)	Connecting Europe Facility (CEF)	Creative Europe Programme (CREA)	Customs Control Equipment Instrument (CCEI)
Customs Programme (CUST)	Digital Europe Programme (DIGITAL)	<b>Erasmus+ (ERASMUS+)</b>	EU External Action (RELEX)	EU4Health Programme (EU4H)	Euratom Research and Training Programme (EURATOM)
Europe Direct (ED)	European Defence Fund (EDF)	European Maritime, Fisheries and Aquaculture Fund (EMFAF)	European Parliament (EP)	European Social Fund + (ESF)	European Solidarity Corps (ESC)
Fiscals Programme (FISC)	Horizon Europe (HORIZON)	Information Measures for the EU Cohesion policy (IMREG)	Innovation Fund (INNOVFUND)	Internal Security Fund (ISF)	Interregional Innovation Investments Instrument (I3)
Just Transition Mechanism (JTM)	Justice Programme (JUST)	Neighbourhood, Development and International Cooperation Instrument – Global Europe (NDICI)	Pilot Projects and Preparation Actions (PPPA)	Programme for the Environment and Climate Action (LIFE)	Programme for the Protection of the Euro against Counterfeiting (PERICLES IV)

# How to apply?

2 item(s) found

European Universities - Development of deep institutional transnational cooperation  
ERASMUS+ EDU-2024-EUR-UNIV-1 Call for proposal Erasmus+ (ERASMUS+)

European Universities - Community of practice  
ERASMUS+ EDU-2024-EUR-UNIV-2 Call for proposal Erasmus+ (ERASMUS+)

Items per page 10

Showing 1 - 2 of 2 items

Need help?

Open for submission Grant

Open for submission Grant

Please confirm your choice

You selected this topic: **European Universities - Development of deep institutional transnational cooperation - ERASMUS+ EDU-2024-EUR-UNIV-1**

You selected this type of action and model grant agreement: **ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]**

Related Call: **European Universities**

Your selection cannot be changed subsequently in the submission system.

Cancel OK

1. Select the right topic

ERASMUS+ EDU-2024-EUR-UNIV-1

Topic Call for proposal

Internal navigation

- General information
- Topic description
- Conditions and documents
- Partner search announcements
- Start submission
- Topic related FAQ
- Get support
- Call updates

Go back to search results erasmus+

2. Read carefully all the call – topic – related information and conditions

## Start submission

To access the Electronic Submission Service, please click on the submission-button next to the **type of action** and the **type of model grant agreement** that corresponds to your proposal. You will then be asked to confirm your choice, as it cannot be changed in the submission system. Upon confirmation, you will be linked to the correct entry point.

To access existing draft proposals for this topic, please login to the Funding & Tenders Portal and select the My Proposals page of the My Area section.

Please select the type of your submission:

ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Start submission

3. Launch submission process



Topic 2 – Community of practice

Topic 1 – Development of deep institutional transnational cooperation



Funding & tender opportunities  
Single Electronic Data Interchange Area (SEDIA)

EN  
Register Login

HOME SEARCH FUNDING & TENDERS HOW TO PARTICIPATE PROJECTS & RESULTS WORK AS AN EXPERT SUPPORT

### European Universities - Development of deep institutional transnational cooperation

ERASMUS-EDU-2024-EUR-UNIV-1

Topic Call for proposal

- General information
- Topic description
- Conditions and documents
- Partner search announcements
- Start submission
- Topic related FAQ
- Get support
- Call updates

**General information**

**Programme**  
Erasmus+ Programme (ERASMUS)

**Call**  
European Universities (ERASMUS-EDU-2024-EUR-UNIV)

**Type of action**  
ERASMUS-LS ERASMUS Lump Sum Grants

**Type of MGA**  
ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

**Deadline model**  
single-stage

**Opening date**  
03 October 2023

**Open for submission**

**Deadline date**  
06 February 2024 17:00:00 Brussels time

**Topic description**

Objective:  
The 'European Universities' initiative is part of the 'Partnerships for Excellence' support provided in the framework of the new Erasmus+ Programme. This initiative has an ambitious mandate aimed to trigger and deepen unprecedented levels of institutional cooperation between higher education institutions, making it systemic, structural and sustainable. It aims to encourage the emergence of bottom-up alliances of universities across Europe, which will enable students to combine studies in...


[€ Budget overview](#)

**Budget overview**

Topic	Budget (EUR) - Year : 2024	Stages	Opening date	Deadline	Contributions	Indicative number of grants
ERASMUS-EDU-2024-EUR-UNIV-2 - ERASMUS-LS ERASMUS Lump Sum Grants	1 500 000	single-stage	03 October 2023	06 February 2024		
ERASMUS-EDU-2024-EUR-UNIV-1 - ERASMUS-LS ERASMUS Lump Sum Grants	187 700 000	single-stage	03 October 2023	06 February 2024		



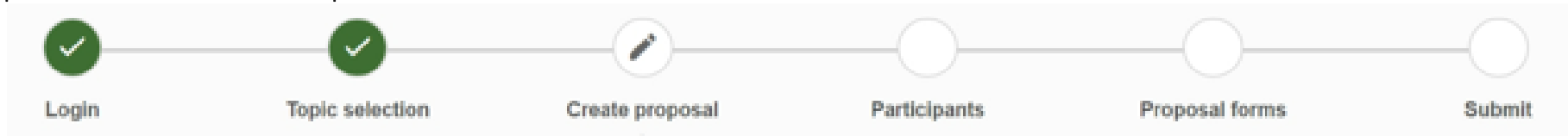




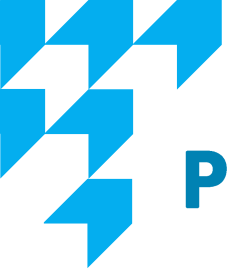
# Concrete steps to submit your proposal

Submit your Proposal – remember you can upload your document anytime

The submission process consists of 6 steps:



- Step 1: Log in the Portal
- Step 2: Select the call, topic and type of action
- Step 3: Create a draft proposal: Title, acronym, summary, main organisation and contact details
- Step 4: Manage your parties and contact details: add your partner organisations and contact details
- Step 5: Edit and complete web forms for proposal part A and upload proposal part B
- Step 6: Submit the proposal – Part B as a PDF



# Proposal content

**PART A –**  
*online  
administrative  
forms*

**PART B –**  
*technical  
information  
– in line with  
the proposal  
template*

**PART C –**  
*online  
statistical  
information\**

**MANDATORY  
ANNEXES**



# Proposal template – Part A – online form (1/2)

< Exit form      Table of contents      General Information >

Table of contents    Validate form    Save form    Save & exit form

**Call: ERASMUS-EDU-2024-EUR-UNIV**  
( European Universities)

**Topic: ERASMUS-EDU-2024-EUR-UNIV-1**

**Type of Action: ERASMUS-LS**  
(ERASMUS Lump Sum Grants)

**Proposal number: SEP-211002200**

**Proposal acronym: EUR UNIV 2024**

**Type of Model Grant Agreement: ERASMUS Lump Sum Grant**

## Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

### How to fill in the forms

The administrative forms must be filled in for each proposal using the templates available in the submission system. Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

[Read more](#)

### Application forms

Proposal ID **SEP-211002200**  
Acronym **EUR UNIV 2024**

**1 - General information** ?

Field(s) marked \* are mandatory to fill.

Topic **ERASMUS-EDU-2024-EUR-UNIV-1**      Type of Action **ERASMUS-LS**  
Call **ERASMUS-EDU-2024-EUR-UNIV**      Type of Model Grant Agreement **ERASMUS-AG-LS**

Acronym

Language

Proposal title \*   
Note that for technical reasons, the following characters are not accepted in the Proposal Title and will be removed: <> " &

Duration in months

Free keywords

**How will your project contribute to the Priorities of the European Commission?**

Please select at least one Priority or not applicable. For each Priority selected, indicate also at least one Domain and at least one Policy Area.  
Visit the EC website [https://ec.europa.eu/info/strategy/priorities-2019-2024\\_en](https://ec.europa.eu/info/strategy/priorities-2019-2024_en) for more information.

Priorities are applicable     Priorities are not applicable

[Add Priorities](#)

1 **Priority:**   
**Domain:**   
**Policy area:**  [Remove](#)

EACEA ver 1.00 20230904      Page 1      Last saved 10/10/2023 16:47

### Application forms

Proposal ID **SEP-211002200**  
Acronym **EUR UNIV 2024**

**Abstract** ?

➤ **To be filled in online**



# Proposal template – Part A – online form (2/2)

< General Information

Budget >

Table of contents    Validate form    Save form    Save & exit form

## Application forms

Proposal ID **SEP-211002200**

Acronym **EUR UNIV 2024**

**2 - Participants**

**PIC needed to encode participants, including associated partners**

### List of participating organisations

#	Participating Organisation Legal Name	Country	Role	Action
1	Test Camelia-Valeria	Belgium	Coordinator	<a href="#">Show Participant's Details</a>
2	JANITOM Tomasz Janisz	Poland	Partner	<a href="#">Show Participant's Details</a>

## Application forms

Proposal ID **SEP-211002200**

Acronym **EUR UNIV 2024**

**3 - Budget**

No	Name of Beneficiary	Country	Requested grant amount
1	Test Camelia-valeria	BE	0.00
2	Janitom Tomasz Janisz	PL	0.00
Total			0.00

**➤ To be filled in online**

# Proposal template - Part B vs. Call document

Part B is the description of the action and the technical content of the proposal following the award criteria

- Read and re-read carefully **ALL the call topic requirements** (scope, objectives, activities to be funded, expected impact etc.)
- **Follow the instructions** of the proposal template
- Address all the **admissibility and eligibility criteria**
- Address **ALL the call topic award criteria and subcriteria** throughout your proposal
- Provide clear and consistent information on the **work plan, work packages, milestones, tasks and deliverables**

➤ **Download the mandatory Word template from the submission system, fill it in and upload it as a PDF**

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (ERASMUS BB and LS Type II): V2.0 – 01.06.2022

**TECHNICAL DESCRIPTION (PART B)**

**COVER PAGE**

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey **IMPORTANT NOTICE** box should be deleted before uploading.

Note: Please read carefully the conditions set out in the Call document/Programme Guide (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

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3

Proposal forms

**Deadline**  
06 February 2024 17:00:00 Brussels Local Time  
95 days left until closure

**Call data**

Call: ERASMUS-EDU-2024-EUR-UNIV  
Topic: ERASMUS-EDU-2024-EUR-UNIV-1  
Type of action: ERASMUS-LS  
Type of MGA: ERASMUS-AG-LS

Topic and type of action can only be changed by creating a new proposal.

**Proposal data**

Acronym: EUR UNIV 2024  
Draft ID: SEP-211002200

Download part B templates



## Writing a proposal (1/2)

Writing a proposal is a big task so before you start, make sure that you:

- discuss the **intention to prepare the proposal** within your organisation – *to avoid its involvement in several proposals (ongoing alliances) and not fulfilling the eligibility criterion*
- **have time** – *a preparation of a good proposal takes at least 3 months*
- keep in mind the **deadline** for the submission of your proposal – *6 February 2024 – 17:00 CET*
- understand the **call conditions** (admissibility/eligibility), **requirements** (objectives/impact) and **award criteria** – *Call document (Call for proposals)*
- understand the **instructions** of the **proposal template (application form)**
- have an **EU Login Account** and a **PIC** (also associated partners)
- know the **legal, administrative** and **financial** framework – *Annotated Model Grant Agreement*
- are familiar with the EU **Funding and Tenders Portal**
- are familiar with the **frequently asked questions interface** in the Funding and Tenders Portal (will be published in the coming weeks) – *to avoid asking already answered question*
- are familiar with **EU helpdesk** in case of **technical issues**



## Writing a proposal (2/2)

- Set up the **clear general** and **specific objectives** and support the feasibility of their achievement with a **solid methodology/approach**;
- Say what is the **current state of the art** and what is the level of **expected deep institutional transformation** (Topic 1), beyond the current state of the art;
- Propose **methodology to measure the deep transformation** (Topic 1); identify quantitative/qualitative indicators – **key performance indicators**;
- State **what** the impact will be and **how** it will be achieved;
- Ensure **robustness** in terms of **partnership** configuration, gathered **expertise/expected contributions**, design of the **workplan/activities, budget estimation** – as these reinforce the overall quality of the proposal;
- Explain the **allocation of tasks** and **resources** say **how** the partners will contribute to a successful project outcome, *do not dismiss associated partners*;
- Work Package description – make sure that the **WP's objectives are clear** and reflected into **dedicated tasks**, including **sufficient detail** about who is going to do what, when and how;
- Don't have too many deliverables – however, please keep a **balanced approach to allow efficient monitoring of the project progress** (*further information on the next slides*);
- Adhere to the page limits and character limits.

# Writing a proposal - teamwork

- One person cannot write the proposal – this is a **team effort**;
- Proposal writing should be a shared activity – **contributions** should come from **all the consortium partners**;
- All consortium partners should be **updated** regularly to the evolution of the proposal content;
- Consider tasking one person as the overall owner of the proposal to make sure all written contributions – **to ensure final proofreading, quality check and harmonisation of different contributions**;
- The proposal should have a **simple** and **clear structure**,
- Apply the **pedagogical approach** – **explain**;
- Follow the **call objectives/requirements, award criteria** as well as the **instructions of the proposal template**.

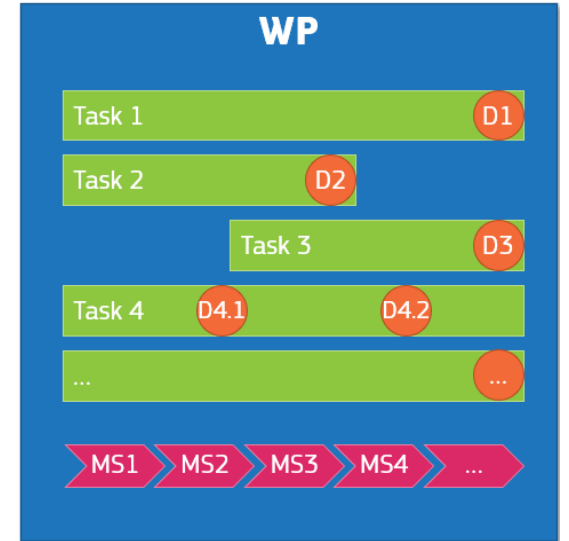
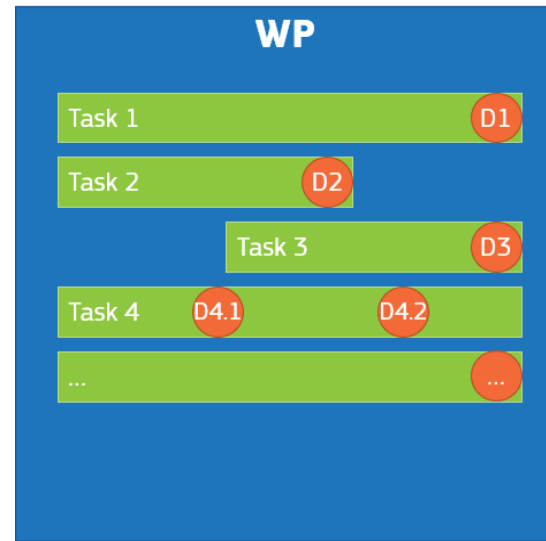
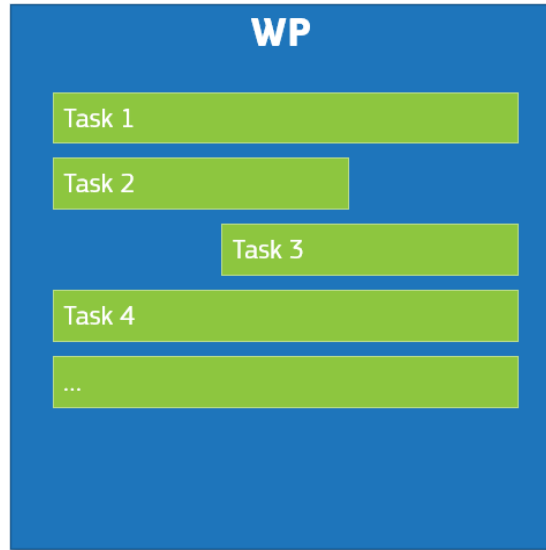


***Put yourself in the shoes  
of the evaluator, it can  
help !***





# Work plan





# Work packages and tasks

## Work Package

- **Major sub-division** of the work plan with **specific objectives** reflected into specific **tasks, milestones and deliverables**
- **Led by a WP leader** (assigned full partner)
- Average number of WPs 7-8, including horizontal ones:  
e.g. **WP1**: Management and coordination activities  
e.g. **WPX**: Impact and dissemination

## WP

Task 1

Task 2

Task 3

Task 4

...

## Task

- Distinct **actions/specific activities**
- The **smallest unit of work** in a project plan or schedule- **linked to a specific WP and its specific objectives**
- **With clear objectives, start and end dates**
- **Assigned to full and associated partners**, responsible for their execution
- As a result, **milestones and deliverables should emerge from the execution of tasks.**

# Tasks – in-kind contribution & subcontracting

Activities and division of work (WP description)					
Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

Column to be filled in only in case of **in-kind contributions free of charge from third parties, therefore other than full/associated partners and/or affiliated entities.**



In case in-kind contributions from third parties (**outside resources**) are intended – please keep consistency between this information at the WP level and the one inserted in the outside resources table which is dedicated to these specific cases of in kind contributions from external third parties – see section 2.1.3 of the proposal template

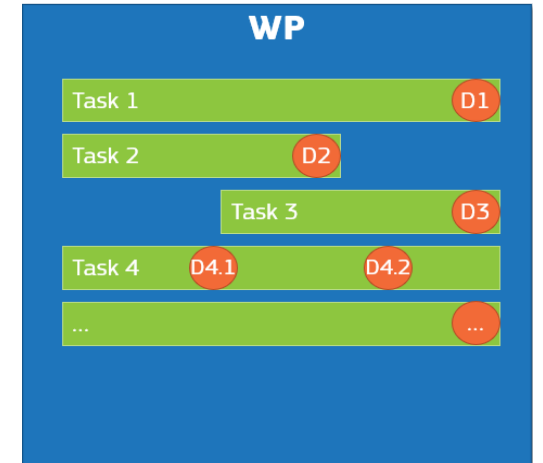
In case a **subcontracting** is foreseen for a specific WP/task the financial information in the excel budget table should be consistent together with a specific subcontracting table to be filled in - see section 4 of the proposal template.

Subcontracting						
Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).						
Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.						
Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.						
Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordination tasks).						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (Why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					
Other issues:			Insert text			

Outside resources (subcontracting, seconded staff, etc)
If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).
If there is subcontracting, please also complete the table in section 4.
Insert text

# Deliverables (1/2)

- Tangible or intangible **products, outcomes** and/or **results**
- **Focused on main/key results emerging from tasks** (e.g. avoid proposing minutes/agendas from the meetings, etc.)
- Often the result of **completing tasks** and **milestones**
- Measured by their **quality, completeness, and alignment** with the project/WP/task objectives
- Can be documents, reports, software, prototypes, services
- Should be designed in line with the **expected outcomes from tasks** and in line with the **WP/tasks timeframe - regular deliverables throughout the project duration are needed to allow proper project monitoring**



*Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. It is recommended to limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation.*

- Please be careful about this proposal recommendation highlighted in yellow, as **the number of deliverables should always be in line with the design of the workplan and timing of specific tasks and activities**. Foresee a reasonable number of deliverables, but avoid to consider them only in the first or only in the second half of the project – if this is not in line with the actually proposed timing of WPs and number of tasks/outcomes expected.

*e.g. in case the WP is expected to last from Month 1 to Month 48, we recommend to set up at least an initial mid-term and final deliverable to allow a proper project monitoring.*

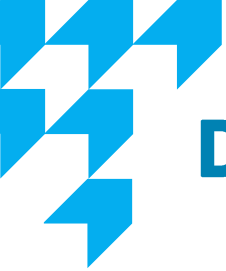
- **Methodological deliverables** allowing alignment of approaches among partners should be considered in the first months of the project (e.g. quality assurance plan, communication and dissemination plan, management handbook, etc.

In case of « **living** » deliverables, needed an update throughout the project implementation – consider proposing subsequent updates, e.g.

D1.1 Communication and dissemination plan (Month 6)

D1.2 Update of the Communication and Dissemination plan (Month 20)

D1.3 Final report on the implementation of the Communication and Dissemination plan (Month 48)



# Deliverables (2/2)

- **Deliverables description** : please provide in addition to the deliverable name (title) a very short description of the purpose of the deliverable.

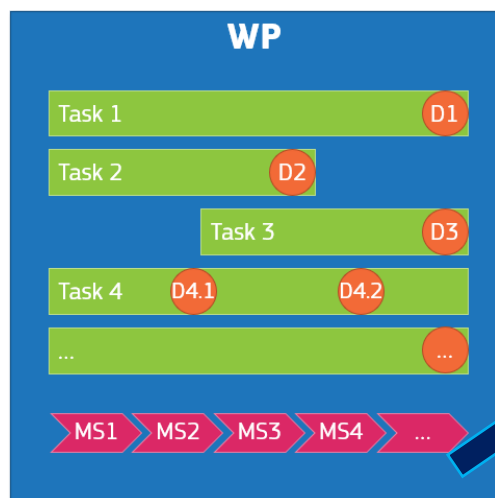
Deliverable No (continuous numbering)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and
--	------------------	--------------------	------------------	------	------------------------	----------------------------	--------------------------------------

- **Deliverables ' dissemination status:** Please only use the « public » or « sensitive » (confidential) options.

Deliverable No (continuous numbering)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and
--	------------------	--------------------	------------------	------	------------------------	----------------------------	--------------------------------------

[PU — Public]  
[SEN — Sensitive]  
~~[R-UE/EU-R —  
EU Classified]  
[C-UE/EU-C —  
EU Classified]  
[S-UE/EU-S —  
EU Classified]~~

# Milestones



- **Significant points** or events within a project and represent **task groups** or stages
- Mark **progress or completion of key phases** or objectives
- Measured by whether they have been reached within a **specific timeframe**
- Associated with the **achievement of key objectives**
- **Frequently linked to deliverables** as “means of verification”

Please avoid a confusion between a **milestone** and a **deliverable**

**Important objective/phase/step completion**  
(**important/strategic STEP - ADVANCEMENT ORIENTED**)  
E.g. M1: 'Advisory Board **appointed**'  
M2: 'Quality assurance approach **implemented**'  
M3: 'Results on XXX **disseminated** to relevant stakeholders'

**Tangible delivery of a specific report/process/update on the implementation status (concrete result - RESULT ORIENTED)**, e.g.:  
D1.1 : '**Process/procedure** for the appointment of the Advisory Board'  
D2.1: 'Quality assurance **plan**'  
D2..2: '**Report** on the implementaion of the **quality assurance plan**'  
D3.1: '**Report** on the execution of the **communication and dissemination plan**'

## Part B – Further clarifications (1)

To avoid **duplication of information and potential inconsistencies** compared with the similar information already included in the excel budget table, the specific tables in section ‘4.2 Work packages, activities, resources and timing’ should be left empty:

- **‘Estimated budget – Resources’**
- **‘Staff effort’**

Please note that the **research and innovation activities per se** (social sciences and humanities involving human participants, life sciences research, etc.) and raising ethics issues, are not expected. For this reason the following sections do not apply, and should be flagged as not applicable in the proposal:

- **‘5.1 Ethics’**
- **‘5.2 Security’**

*Please avoid any potential ambiguity on this matter in your proposal*

### Section ‘Project summary’

- Please note that the short project summary (abstract) appears in Part A already, please leave the table below as it is, see below:

**Project summary** *(in English)*

See Abstract (Application Form Part A).



## Part B – Further clarifications (2)

### Section 2.1.3: ‘Project teams, staff and experts’

- In the table ‘Project teams and staff’, list only **key staff members**

### Section 2.2.1: ‘Consortium set-up’

- If your proposal includes **associated partners**, their involvement and role have to be clearly described (also in section ‘4.2 Work packages, activities, resources and timing’)

### Section 4: ‘Events meetings and mobility’

- This table should be filled in in case some events are clearly identified in the workplan as an integral part of activities - to be organised or to attend (e.g. alliance meetings, conferences, summer schools, etc.):

#### *Events meetings and mobility*

##### Events meetings and mobility

This table is to be completed for events meetings and mobility that have been mentioned as part of the activities in the work packages above

Give more details on the type, location, number of persons attending, etc.

*(n/a for prefixed Lump Sum Grants)*

### How to interpret the following instruction:

- Please note that we are not in the framework of a prefixed lump sum grant – but **lump sum Type II**, therefore, please disregard this instruction, as the information is required.





# Proposal – mandatory annexes

Mandatory annexes	Topic 1	Topic 2
Detailed budget (excel) table (annex 1 to Part B)	<b>Required</b>	<b>Required</b>
CVs (annex 2 to Part B)	Not applicable	Not applicable
Annual activity reports (annex 3 to Part B)	Not applicable	Not applicable
List of previous projects (annex 4 to Part B)	<b>Required, if applicable</b>	Not applicable
Other - <b>Signed Joint Mission Statement</b>	<b>Required</b>	Not applicable

*Please adjust the numbering of annexes to your proposal and update the table of contents accordingly*



# Proposal template – Part C – online form

**Administrative forms (Part A)**

[Edit forms](#) [Edit Part C \(KPI\)](#) [View history](#) [Print preview](#)

**Part B and Annexes**

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.

**Part B \***  [Upload](#)

**Detailed budget table \***  [Upload](#)

**CVs**  [Upload](#)

**List of previous projects**  [Upload](#)

**Other annexes**  [Upload](#)

[← BACK TO PARTICIPANTS LIST](#) [VALIDATE](#) [SUBMIT](#)

**Part C collects further project data for statistical purposes only**

Please select the type of organisation

Number	Name	PIC Number (if available)	Type of organisation
1	Test Camelia-Valeria	913842918	-
2	JANITOM Tomasz Janisz	952853893	-

Types of Higher Education Institutions

Partnership	PIC Number (if available)	Highest degree level delivered	Comprehensive / Specialised	Specialisation field	Research oriented university	FTE students enrolled	FTE staff	Number of faculties
Test Camelia-Valeria	913842918	-	-	-	-	-	-	-

[Configuration Info](#)

[Validation Summary](#)

2.4.1 - 27 Oct 2023 12:11:47

[View PDF](#)

[Cancel changes](#)

[Save data](#)



# Attention to the nature of some activities

- **Research**

The call is targeting the strategic transformation of the European Universities across all their missions. However, it is not designed to fund the research activities as such (see also the ethics consideration above). There are specific funding programmes/mechanisms (e.g. Horizon Europe, etc.) designed for this purpose. [Please pay attention when designing your work plan/activities and budget estimation.](#)

- **Preparation of applications to any funding programmes (national, regional, European, international)**

Please differentiate the sustainability strategy/plan and associated indicators (e.g. number of jointly submitted and/or successful applications) from the alliance activity per se. The alliance is intended to reinforce the institutional capacities/robustness, have a sustainability strategy in place, to boost strategic collaboration indicators, but the call is not designed to directly support any preparation/development/consultancy needed to prepare/develop applications to any funding programmes (e.g. Erasmus+, Horizon Europe, etc.). [Please pay attention when designing your work plan/activities and budget estimation.](#)

- **International cooperation - outside the eligible countries**

Please note that the call is very clear about this aspect :

[Geographic location \(target countries\)](#)

Proposals must relate to activities taking place in the countries eligible

International dimension can still be considered at a strategic level in line with the call requirements.

[Please pay attention when designing your work plan/activities and budget estimation.](#)



# Useful links and contacts

## FURTHER GUIDANCE

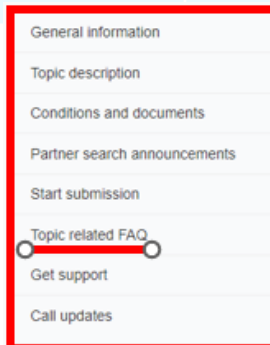
- [F&TP Online Manual](#)
- [IT How To](#)
- [Video tutorials: How to get a grant](#)
- [Webinar: F&TOP for beginners](#)
- [Event webpage](#)
- [Annotated Model Grant Agreement](#)
- [Call document](#)

## CONTACTS

- **Questions on the content of this Call:**  
[EACEA-EUROPEAN-UNIVERSITIES@ec.europa.eu](mailto:EACEA-EUROPEAN-UNIVERSITIES@ec.europa.eu)

- **Technical support for F&TOP**  
[EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu)

**Do not forget to consult the frequently asked questions in the Funding and Tenders Portal (when published) to avoid asking already answered questions**





EUROPEAN UNIVERSITIES

# Introduction to the Lump Sum Type II grants

*Iwona JABLONSKA, Team leader EACEA.A1  
for European Higher Education*



# Writing a lump sum proposal (1/2)

To write a lump sum proposal, you:

- Use the **standard Erasmus+ proposal template** available in the submission interface. You will also find the **Excel template - budget table**, to prepare your detailed costs estimations.
- Present the objectives and methodology of your project and address the expected outcomes and impacts **as in any proposal**
- Describe in detail the activities covered by each work package.

# Writing a lump sum proposal (2/2)

- In this detailed budget table, you provide **cost estimations for each cost category** per beneficiary (and affiliated entity, if any) and per work package.
- The cost estimations must be an **approximation of your actual costs**. They:
  - are **subject to the same eligibility rules as in actual costs grants**
  - must be **in line with your normal (usual beneficiary accounting) practices**
  - must be **reasonable / non-excessive**
  - must be **in line with and necessary for your proposed activities**.
- The cost estimations are used to generate in the detailed budget table a **breakdown of lump sum shares per work package and per participant**
- *The lump sum amount will be fixed by the granting authority on the basis of the estimated project budget and a **funding rate of 80%**.*

The lump sum breakdown per WP in the excel table is **generated automatically**.

In the **part A** of the application (online forms), you have to fill in the 'Budget for the proposal' table, entering the requested grant amount for each participant. To do so, please use the total amounts per beneficiary in the table 'Estimated breakdown of the lump sum per work package and per beneficiary' in the Excel file.

**Please keep a strict consistency between the information in Part A and excel table annexed to the proposal.**

Excel file

ESTIMATED BREAKDOWN OF THE LUMP SUM PER WORK PACKAGE AND PER BENEFICIARY						
BENEFICIARIES	Work Package 1	Work Package 2	Work Package 3	Work Package 4	Total	Pct
Beneficiary 1	62.812,50	9.250,00	9.750,00	46.125,00	127.937,50	39,9%
Beneficiary 2	11.625,00	18.750,00	28.750,00	17.500,00	76.625,00	25,9%
Affiliated entity to BE2	16.312,50	0,00	7.000,00	11.625,00	34.937,50	11,8%
Beneficiary 3	10.762,50	14.568,75	19.206,25	11.681,25	56.218,75	18,0%
<b>Totals:</b>	<b>101.512,50</b>	<b>42.568,75</b>	<b>64.706,25</b>	<b>86.981,25</b>	<b>295.718,75</b>	<b>100,0%</b>

Part A (online forms)

No	Name of Beneficiary	Country	Requested grant amount
1			0,00
		Total	0,00

# From budget based to the lump sum philosophy

**Why do we need a detailed budget based table given that we switch to the lump sum approach?**

The **eligibility of costs does not change** – what change is the moment where their eligibility is assessed: verification of the **proposal at the evaluation stage** (and during the **GAP phase** in some exceptional cases) instead of controlling costs during the project implementation

**Proposal**

**Evaluation**

**GAP**

**Project implementation**

**Detailed estimation of actual costs and staff effort** (resources) per beneficiary and per WP

**Robust budget and staff effort estimations** support project's feasibility, as the **activities are reflected in the solid and concrete figures.**

Lump sum

No actual costs

No financial checks and audits

Focus on completion of **work packages/activities/tasks, including milestones and deliverables**





# Evaluation of a lump sum proposal

- Your proposal will be evaluated by independent experts against the **award criteria: relevance, quality and impact**;
- The cost estimations will be assessed against the proposed activities under the **quality** criterion.
- Experts will:
  - ensure that the cost estimations are **reasonable and non-excessive**
  - evaluate whether the proposed resources and the split of the lump sum **allow completing the activities described in the proposal**.
- If the experts find overestimated costs, they make **concrete recommendations** on the budget that are recorded in the Evaluation Summary Report. This can lead to a modified lump sum amount in the grant agreement.
- Cost estimations that are clearly overestimated or underestimated can lead to a **decreased score** under the implementation criterion.



# How to fill in the detailed budget table

## Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to set the appropriate Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E). This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)
6	You then have to fill in <b>only</b> the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BEx' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the last column of the 'Proposal Budget' sheet with the Requested EU Contribution. The appropriate number of individual Beneficiary sheets ('BEx') will be automatically generated with data from the 'Beneficiaries List' and 'Work Package list'
7	You first need to start filling in the sheet 'Beneficiary list' where you are asked to enter all participants in the project including any Affiliated Entity To add beneficiaries, please doubleclick on the appropriate icon Once you are done please ensure that the changes are applied by double clicking the relative icon
8	Once you have completed the 'Beneficiaries List' – 'Work Package list' sheet, you must click the "Apply changes" button to generate the related sheets in the Excel workbook.
9	At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BEx) for all the workpackages concerned You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage

Read carefully the 'Instructions' tab where you will find the information needed to fill in this Excel file

For your proposal, you must always use the **file provided in the online submission system.**

Instructions

Beneficiaries List

Work Packages List

BE 001

Estim costs of the project

Proposal Budget

BE-WP Overview

BE-WP Person Months



European Commission



# Beneficiaries' list



Beneficiaries List

List of Beneficiaries and Affiliated Entities			
BE NR/AE	BE/TP name	Acronym	Country
BE 001	Université Libre de Bruxelles	ULB	BE

APPLY CHANGES  
Remove this Beneficiary

Instructions **Beneficiaries List** Work Packages List BE 001 Estim costs of the project Proposal Bud

**Double-click on 'Apply changes' once the information is duly completed or after any change**

- To add a beneficiary, click on the **Add BE** button to generate an additional line to the table. You can add as many beneficiaries as needed.
- To add an affiliated entity, click on the **Add AE** button on the line of the beneficiary to which the entity is affiliated.

For each beneficiary and each affiliated entity, write the name and the acronym of the organisation and chose the correct country and funding rate from the drop-down menus.

Once you have completed the 'BE list' sheet, you must click the **'Apply changes'** button to generate the related tabs in the Excel workbook: one tab will be generated for each beneficiary



# Work packages list



Work Packages List

	A	B	C	D	E	F	G	H
1	<b>List of Work Packages</b>							
3	<i>WP-number</i>	<i>WP-name</i>	<i>WP-description</i>	<b>Add WP</b>	<b>Apply changes</b>			
4	WP1	Work Package 1						
5	WP2	Work Package 2						
6	WP3	Work Package 3						
7	WP4	Work Pacakge 4						
8								

- To add a work package, click on the ‘Add WP’ button to generate an additional line to the table. You can add as many work packages as needed. Follow the same order as in the Part B of your application.
- Once you have completed the ‘WP list’ sheet, you must click the ‘Apply changes’ button: One table per work package will be added to the beneficiaries’ individual sheets

# Estimated actual costs – per beneficiary

## Work Packages

- Scroll down in the Excel sheet to see the other Work Packages
- You have to fill in the estimated actual cost per Work Package

The indirect costs are automatically calculated and are intended to cover all costs linked to the general administration of the project (e.g. laptops, phones/smartphones, supplies, paper, electricity, etc.)



BE 001	BE 001			BE 001
	Université Libre de Bruxelles			
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	BE+AE TOTAL CO
<b>Total WORK PACKAGES:</b>				
<b>Studies and reports 2021</b>				
<b>A. DIRECT PERSONNEL COSTS</b>				
<b>A1. Employees (or equivalent) man days</b>				
	Type 1		-	
	Type 2		-	
	Type 3		-	
	Type 4		-	
	Other		-	
	<b>A.2 Natural persons under direct contract</b>		-	
	<b>A.3 Seconded persons</b>		-	
	<b>A.4 SME Owners without salary</b>		-	
	<b>A.5 Volunteers</b>		-	
	<b>B. Subcontracting costs</b>		-	
	<b>C. Purchase costs</b>		-	
	<b>C.1 Travel and subsistence per travel or day</b>		-	
	Travel		-	
	Accommodation		-	
	Subsistence		-	
	<b>C.2 Equipment (please refer to the Depreciation Cost sheet)</b>		-	
	<b>C.3 Other goods, works and services</b>		-	
	Consumables		-	
	Services for Meetings, Seminars		-	
	Services for communication/promotion/dissemination		-	
	Website		-	
	Artistic Fees		-	
	Other		-	

WPK 001

- Complete one 'BEX' sheet per beneficiary. This sheet includes one separate section for each work package. For each work package, enter the cost estimations under each cost category used
- Enter only the **number of units** and the **cost per unit** for each cost category. Then, the total costs per cost category is calculated automatically.
- For the **cost per unit**, enter only whole numbers (integers)
- If the beneficiary does not contribute to a specific work package, leave the cells empty.





# Affiliated entity

If a beneficiary has an affiliated entity, columns for this entity are generated automatically in the 'BE sheet'.

BENEFICIARY 2: Beneficiary 2			Affiliated Entity: Affiliated entity to BE2			
UNITS	COST PER UNIT	BE TOTAL COSTS	UNITS	COST PER UNIT	AE TOTAL COSTS	BE+AE TOTAL COSTS

Enter the cost estimations of the affiliated entity in the same way as for the main beneficiary.

# Personnel costs - example

	A	B	C	D
1	<b>BENEFICIARY CALCULATION SHEET</b>			
2	summary	<b>BENEFICIARY 1: Beneficiary 1</b>		
3	<b>COST CATEGORY</b>	<b>UNITS</b>	<b>COST PER UNIT</b>	<b>BE TOTAL COSTS</b>
4				
5	<b>COSTS WORK PACKAGE 1: Work Package 1</b>			
6				
7	<b>A. DIRECT PERSONNEL COSTS</b>			
8	<b>A.1 Employees (or equivalent)</b>			
9	SENIOR SCIENTISTS (or equivalent in the private sector)	1,00	7000,00	7.000,00
10	JUNIOR SCIENTISTS (or equivalent in the private sector)	2,00	3500,00	7.000,00
11	TECHNICAL PERSONNEL (or equivalent in the private sector)			0,00
12	ADMINISTRATIVE PERSONNEL (or equivalent in the private sector)			0,00
13	OTHERS	0.50	3000,00	1.500,00

Please be accurate when encoding units for personnel costs as they will in turn nourish the **staff effort** part of the excel budget table – **person-months per WP and per beneficiary:**

BE-WP Person Months

Enter the total number of **units** and the average cost per unit for each category of personnel costs

Enter the **cost per unit**

**1 unit = 1 person-month**



# Subcontracting

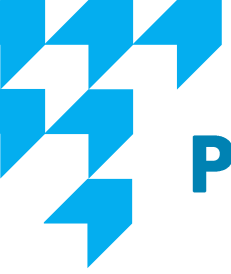
There is one line for subcontracting per beneficiary and work package (i.e., the amount entered covers all subcontracting activities for the beneficiary in a work package).

Enter the number of subcontracted tasks for a given beneficiary and a given work package as **number of unit**. The **cost per unit** will be an average of the costs for all subcontracting activities. No more detailed information is required in the Excel file.

**The tasks to be subcontracted and their costs must be described (in consistency with the excel budget table) and justified in the subcontracting table in the section 4 of the Part B application form:**

Subcontracting						
<i>Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).</i>						
<i>Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.</i>						
<i>Note: Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.</i>						
<i>Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordination tasks).</i>						
Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					
Other issues:			Insert text			





# Purchase costs

C. Purchase costs			
<b>C.1 Travel and subsistence per travel or day</b>			
Travel			
Accommodation			
Subsistence			
<b>C.2 Equipment (please refer to the Depreciation Cost sheet)</b>			
<b>C.3 Other goods, works and services</b>			
Consumables			
Services for Meetings, Seminars			
Services for communication/promotion/dissemination			
Website			
Artistic Fees			
Other			

Enter the total **number of units** and the average cost per unit for each relevant cost category.

The **cost per unit** will be an average of the prices of all items in the given category for a given beneficiary, and a given work package. No more detailed information is required in the Excel file.

**The costs should be filled in in line with the applicant (beneficiary) usual accounting practice.**



# Requested EU contribution

Complete this tab by putting the requested EU contribution amount

Due to decimals and rounded amounts you might have to slightly update the amount (withdrawing 1 €) in order to respect the maximal contribution

		D.	D.1		E.		
		Other cost categories	Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	
		-	-	13.800	966	14.766	
<b>TOTAL</b>	Consortium	-	-	13.800	966	14.766	11.813

MAX EU CONTRIBUTION =

80 % of 14.766 € or 250.000 €

Max EU CONTRIBUTION

For the **max. EU grant/contribution per topic**, please see section 10 of the call document (Legal and financial set-up of the Grant Agreements - Form of grant, funding rate and maximum grant amount).

Your Max. EU contribution will be automatically calculated as **80% of the total estimated actual costs** (including indirect costs)

# Ineligible costs

- **Certificate on the financial statement** (audit certificate) is not required;
- **Funding of associated partners;**
- **Indirect costs** for a beneficiary with an **ongoing operating grant** already covering its operating costs;
- Costs related to the **preparation of applications to any other funding programmes.**



To find out more please see the [Annotated Model Grant Agreement](#)



Please note that there are very specific conditions/requirements at the application level in relation to the **financial support to third parties**, see [Call document](#) and [Annotated Model Grant Agreement](#).

**financial support to third parties** is allowed for grants and prizes under the following conditions:

- The calls must be open, published widely and conform to EU standards concerning transparency, equal treatment, conflict of interest and confidentiality.
- The calls must remain open for at least two months.
- The outcome of the call must be published on the participants' websites, including a description of the selected projects, award dates, project durations, and final recipient legal names and countries.

<sup>19</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

<sup>20</sup> Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).

Call: –Partnerships for Excellence – European Universities- (ERASMUS-EDU-2024-EUR-UNIV)

- The calls must have a clear European dimension.

The maximum amount for the **financial support to third parties** may not exceed 60,000 EUR. It will be accepted in projects where such support will bring an added value.

Your project application must clearly specify why **financial support to third parties** is needed, how it will be managed and provide a list of the different types of activities for which a third party may receive financial support. The proposal must also clearly describe the results to be obtained.



EUROPEAN UNIVERSITIES

# Questions and answers

*Don't forget to submit your questions:*

**slido.com**

Event code: **#327599**

Or scan the  
QR code:





EUROPEAN UNIVERSITIES

# Closing remarks

***Walter ZAMPIERI***

*Head of Unit A.1 European Higher Education  
European Education and Culture Executive Agency*

Thank you for following this  
Information Session!

Please fill in our event survey:  
<https://europa.eu/!MKPMXY>

Or scan the  
QR code:

