Content

Get prepared

Application package

Content of the application forms

Recommendations on a good proposal

Get Prepared

- **Read** the Call text thoroughly and

- **Understand** the Programme context

- Put **your ideas** in writing:

  NEW
  - Plan your project based on **Programme objectives** and **the award criteria**
  - Define **your work plan** through: Work packages, milestones, deliverables

- **Discuss** your ideas with your colleagues/partners

- **Involve** your administration

- **Partner search** (African HEIs and EU Technical Partner)

  - Previous intra-Africa coordinators and partners

  - Other EU projects partners in similar fields

  - Previous/Ongoing (bi/multi-lateral) partnerships of your university

Application Package

Part A — Administrative Forms

(to complete directly in the portal)

General information about the project, data on the applicant and partner universities and contact persons

Part B — Technical description and annexes

(to prepare based on templates; to upload in the submission system)

Narrative part of the project, the work packages, milestones & deliverables (max 70 pages)

Annexes

NEW

Part A - Administrative forms

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show
4	Other questions	Show

Part A - Administrative forms

Section 1 - General information

- Information related to the acronym and title

- Indicate the **project duration** (=48 months)

- **Free keywords**: Enter keywords that are relevant to the scope of the proposal

- Project **Abstract**: Short Summary explaining the objectives, how they will be achieved and their relevance to the Programme (max 2000 chracters)

- **Declarations** on the correctness and accuracy of the information provided in the proposal

Part A - Administrative forms

Section 2 - Participants

- In this section you can edit information related to the **Participating Organisations** and the **key staff** linked to the proposal

- We advise you to provide as much information as possible for each partner

- <u>No warning about the eligibility of the consortium</u>

Section 3 – Budget

- Fill in the requested fields for the consortium members

- The Requested Grant amount **=** max Grant Amount in the Annex - Budget Calculator

Section 4 – Other : Not applicable

# Part B – Technical Description and Annexes

Description of the Action (DoA) and annexes:

- 3 templates provided for the **mandatory** annexes (4 in total):
  - Application form (Part B)
  - Detailed budget table/calculator*)*
  - List of previous projects – template i*(mandatory*s available at the end of Part B *(mandatory)*
  - List of academic Programmes *(mandatory)*
- Other annexes (optional) such as draft models of scholarship agreement, learning agreement, mobility agreement, transcript of records, diploma supplement, traineeship agreement

→ **Follow the instructions provided in Part B and annexes and do not change the structure, titles or subtitles of the form/annexes.**

Part B – Technical Description and Annexes

- **Project Summary:** copy from section « Abstract » of part A

- **Sections 1, 2, 3 and 4:**

Relevance	→	Design	→	Implementation	→	Sustainability
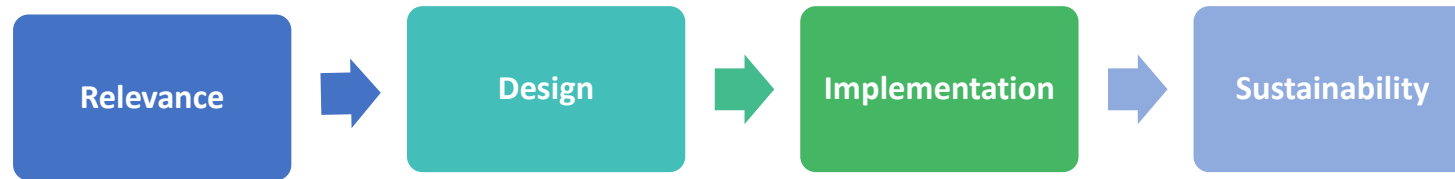
- **Section 5:** Workplan, work packages, activities, resources and timing

- *Section 6 – Not applicable for Intra-Africa*

- **Section 7** - Declarations concerning double funding

- **Annexes**: Budget form/Calculator, List of Academic Programmes, List of previous projects, Other annexes

1.1. Objectives and Priorities

- Relevance of the proposal to the:
  - Programme objectives and priorities
  - chosen themes/sectors/areas
→ cf. Section 1 – Background and Section 2 – Themes and priorities (scope) of the Call document

1.2. Needs analysis and specific objectives

- Needs analysis of the targeted countries and region(s), and the relevant sectors

Sub-regional project	Cross-regional project

- **Strategy** behind the choice of partners and final beneficiaries and the way the proposal addresses their needs and constraints

1.3. Complementarity with other actions and added-value

- **Synergies** and **complementarity** with initiatives carried out by other organisations

- **Added value** of the proposal compared to the past or ongoing activities, e.g.:

  - innovative aspects in the thematic area
  - newcomers
  - best practices

2.1. Concept and methodology

- **Coherence** of the Intervention logic
- **Clear and realistic** expected results and the methodology to achieve them
- Appropriateness of the **activities proposed** with the envisaged **outputs and outcome(s)**
- Proposed activities for the **academic student mobility** including academic programmes offered
- Features of the **traineeship scheme** and of the **staff mobility**
- Links of the proposed mobility activities with project objectives

→ In line with the Section 2 – Setting up a mobility scheme and Mobility activities

2.2. Cross-cutting issues

DESIGN

Planned **measures** to integrate in the project relevant cross-cutting elements such as:

- environmental/climate change issues,
- promotion of gender equality and equal opportunities,
- Involvement of younger students
- inclusion of people with special needs or vulnerable status

→ In line with the planned mobility activities listed in the section 2 of the CfP and with targets set in the section 2.1. Concept and Methodology of your proposal

2.3. Risk management

- **External factors**: Critical risks, uncertainties or difficulties related to the implementation of your project,

- Your measures/strategy for addressing them and **mitigating measures**,

- Fill in the table provided to indicate for each risk the **impact** and its **likelihood** (high, medium, low), even after taking into account the risk.

3.1 Consortium set-up

- **Description** of the participating universities, their **expertise** and **complementarity**

- **Role and involvement** of each partner university/organisation

- **Inclusion** of countries and applicants with different levels of experience in the Programme

- Strategy to **involve less experienced partners** and the plans to **develop their capacity**

- Measures to integrate organisations offering a **traineeship**

3.2 Project teams and staff

- Demonstration on the **operational capacity** of the partnership (in addition to the list of previous projects)

- **Know-how, qualifications and resources**: Project teams and staff involved from each partner and how they will work together to implement the project

- **Profiles** required: Project coordinator, manager/administrator, financial officer, staff of international relations office, etc.

- **Adequate human resources** at each participating HEI
    → cf. Section 7 – Operational Capacity of the Call document

3.3 Consortium management and decision-making

- Cooperation arrangements, governing bodies and management tools for project management, and for **efficient implementation of the mobility scheme**

- Decision taking procedures, **effective and solution-oriented** communication

3.4 Project management, quality assurance and monitoring and evaluation

- **Clear work plan** with a realistic timeline → a high-quality project implementation

  → cf. Section 5 of Part B - DoA

- **Monitoring and evaluation** systems and **Tools/indicators** to measure the impact:

  - Qualitative/quantitative indicators,

  - Relevant, realistic and measurable indicators (in coherence with 4.1. Impact and ambition)

  - Internal and external methods

- Measures **to assess the academic and the traineeship offer**

- Activities planned **to monitor scholarship holders**' activities, including post-tracking

3.5 Cost effectiveness and financial management

- **Financial** management of the project
- **Allocation of the financial resources** between the partners (i.e. institutional contribution)
- Management of different **budget categories**

3.6 Communication, dissemination and visibility

- Specific and targeted **activities to promote the project and its results**
- **Methodology to reach** target groups, relevant stakeholders, policy makers and the general public
- Justification on the choice of **dissemination channels**
- Strategy to ensure **visibility of the EU funding**

→ cf. Section 2 – Dissemination activities of the Call document

4.1. Impact and Ambition

- Short-, medium- and long-term **impact** of the project

- **In different levels**: individuals, institutions, countries/regions

    → cf. Section 2 – Expected Impact, p. 12 of the Call document

- **Long lasting benefits** to the target groups

- **Multiplier effects**, including scope for replication, capitalisation on experience and knowledge sharing

    → cf. the Section 2 – Activities that can be funded, in particular page 8 of the Call document

4.2. Sustainability

SUSTAINABILITY

- **Follow-up** of the project **after** the EU funding

- **Sustainability** of the expected results of the proposed action:

    - Financially → financing of follow-up activities, resources for covering future operating costs

    - institutionally → availability of structures, potential for local ownership of the project results

    - at policy level → structural impact of the project, e.g. improved legislation, quality assurance methods

    - Environmentally → environmental impact of the project

    → cf. the Section 2 – Activities that can be funded, in particular page 8 of the Call document

- Potential for synergies/complementarities with other activities to build on the project results

Technical Description - Section 5

5.1. Work Plan:

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).

5.2. Workpackages, activities, resources and timing

- Workpackage (WP) 1,2 and 3 (cf. next slides)

- Events and trainings:

    → To be completed if events and trainings are mentioned in the WPs

- Timetable:

    → To indicate timing of each activity per WP

Work Packages

WP 1 Management and implementation of the project

WP 2 Selection and supervision of scholarship holders

WP 3 Sustainability, dissemination and exploitation of results

Work Packages

- Objectives
- Activities and division of work
- **Milestones:** control points in the project to follow its progress (i.e. completion of a key deliverable allowing the next phase of the work to begin)

  →The number of **milestones** is free,

  →Better to limit it to the **most important** moments in your project

- **Deliverables** are project outputs which are submitted to show project progress:

  → max 15 for the entire project to group activities, to facilitate contracting and management

  → List of expected deliverables in the Call for Proposals (cf. Section 10, p 22)

- Estimated budget – not applicable

WP1 - Management and implementation of the project

- Management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, reporting, etc)
- Activities related to:
  - institutional capacity building,
  - academic cooperation and
  - quality of the academic programmes.

WP2 - Selection and supervision of scholarship holders

- Activities related to the mobility scheme:
  - Promotion of the scholarship opportunities,
  - Selection mechanism,
  - Recognition of studies,
  - Quality assurance,
  - Services to students,
  - Scholarship holders' administrative and academic supervision,
  - Post-mobility tracking, etc..

WP3 - Sustainability, dissemination and exploitation of results

- Activities linked to:
  - dissemination of the project activities/results,
  - impact at different levels, including method and tools to measure
  - sustainability of the project results

Annex - Budget Table and Calculator (mandatory)

- The Detailed budget table calculates the Intra-Africa requested grant **automatically**
- **The first worksheet** contains detailed instructions on how to use the calculator
- The calculation in **the second worksheet** is based on:
    - number of scholarship holders per type and the respective unit cost
    - average number of months per person in each mobility type
    - Number of units selected for Special needs, if any
- Only the blue fields of the calculator to be completed
- **Percentage** per type of mobility should be in line with the indicative minimum percentage in the Call
- An **error message** appears when the grant amount requested is higher than the maximum grant amount
- The numbers entered in the calculator are translated automatically into Unit contributions in the Detailed budget table (**worksheet 3**)

Annex - Budget Table and Calculator

NEW

MOBAF-2023

Calculation of max. GRANT amount

Please enter data only in cells highlighted in blue

					VALIDATION	VALID

	Unit costs (EUR)	Nr. Scholarship holders *(indicative)*	Percentage of scholarship holders per type of mobility *(indicative)*	Average Nr. of months per scholarship holder *(indicative)*	Heading NDICI	
					Total Person-months	Maximum GRANT amount (EUR)
A. Contribution for scholarships						
Master students	€ 890		#DIV/0!		-	-
Doctoral candidates	€ 1,230		#DIV/0!		-	-
Trainees	€ 1,230		#DIV/0!		-	-
Staff members	€ 2,370		#DIV/0!		-	-
Sub totals		-	#DIV/0!		-	
Total Contribution for scholarship holders						0
B. Institutional contribution	€ 900				-	0
					Number of special needs units	
C. Contribution for special needs	€ 60,000				-	0
GRAND TOTAL						0

Annex - List of Academic Programmes (mandatory)

LIST OF ACADEMIC PROGRAMMES* Project Acronym:					
Beneficiary name	Country**	Type of programme**	Name of the programme	Thematic field of study	Details on the accreditation obtained (institution and date)
* Please submit this list only in xls format.					
** Please select from the drop-down menu.					

Other annexes

- List of previous projects - **mandatory**

- **Optional** annexes can be added to the application package

- Draft **models** of **agreements**:

  - scholarship agreement,

  - learning agreement,

  - mobility agreement,

  - traineeship agreement,

  - transcript of records and diploma supplement.

A good proposal is…

- **Clear**: follow the questions and respond to the sub-points of the Award Criteria paying attention to the specific context

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

- **Coherent**: avoid contradictions, avoid 'patchwork'

- **Simple & concrete**: use examples, justify your statements, bring proofs

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

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

- **Focused**: stick to what is asked

A Competitive Application...

- **Combination of all its elements** will lead to:

  - an effective implementation of the mobility scheme
  - concrete and sustainable results for the benefit of all target groups and countries/regions

- It is **prepared and agreed jointly** by all consortium partners

- **Full institutional commitment and support** of all consortium partners

- **Ready to start** immediately after the selection decision

Reference Links and Documents
Intra-Africa Academic Mobility Scheme

- Global Gateway Investment Package

- Regulation (EU) 2021/947 of the European Parliament and of the Council of 9 June 2021 establishing the Neighbourhood, Development and International Cooperation Instrument – Global Europe

- Website - Intra-Africa Academic Mobility Scheme (2022-2027)

- Website - Intra-Africa Academic Mobility Scheme (2016-2020)

- List of selected Intra-Africa projects (2016-2020)

- Intra-Africa Project and Mobility Management Cluster Meeting: Conclusions from Workshops

- Statistics on the previous Intra-Africa Academic Mobility Scheme:

    List of HEIs involved in the selected projects

    Number of Selected projects per African country

    Number of proposals submitted by African country

- Intra-ACP academic mobility scheme - Scholarship holders' impact survey results - 2020

Any questions?

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