This info session will be recorded using the **web conferencing tool Webex for the purpose of publishing the recording on the EACEA website on Europa (until 10/02/2027).**

Please refer to the **Data Protection Notice** of the event for more information.

By turning on your camera and microphone, you consent to such recording and subsequent **publication of the recording on the EACEA website on Europa (event webpage).** Participants are reminded to keep their camera and microphone off/muted if they do not wish to appear in the recording.
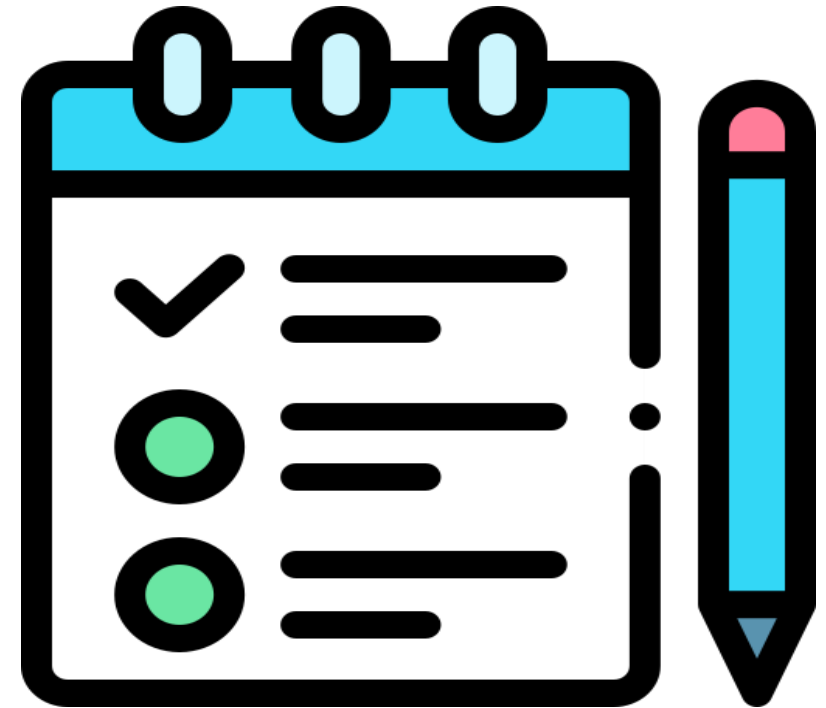
Agenda

9:30 **Welcome**

9:35 **How to Prepare an Application**

Admissibility, Eligibility, Award Criteria and Do's and Don'ts

10:30 **Q&A**

12:00 **End of the meeting**

Key Objectives

✔ **Foster Innovation & Creativity** – Promote innovation, creativity, and social entrepreneurship in education and training.

✔ **Develop & Scale Innovations** – Identify, test, and assess innovative approaches with the potential to improve education and training systems.

✔ **Transnational Cooperation** – Support large-scale projects with sectoral or cross-sectoral impact.

✔ **Strong & Impactful Partnerships**

• Mix of public and private organizations, researchers, practitioners, and policymakers.

• Based on excellence, innovation capacity, and systemic impact potential.

✔ **Systemic Change & Policy Impact**

• Strengthen Europe's innovation capacity in education and training.

• Ensure sustainable exploitation and transferability of results at the EU level.

Topics

Topic 1 - ERASMUS-EDU-2025-PI-FORWARD-SCHOOL-BS:
School Education: Enhancing basic skills

Topic 2 - ERASMUS-EDU-2025-PI-FORWARD-VET-VE: Vocational Education and Training: Promote an enabling and supportive environment for vocational excellence at national and/or regional level

Topic 3 - ERASMUS-EDU-2025-PI-FORWARD-VET-QM: Vocational Education and Training: Development of joint VET qualifications and modules

Topic 4 - ERASMUS-EDU-2025-PI-FORWARD-ADULT-PS:
Adult Learning: Support to the Pact for Skills

Topic 5 - ERASMUS-EDU-2025-PI-FORWARD-ADULT-CG: Adult Learning: Improving career guidance to support adults' participation in training

Topic 6 - ERASMUS-EDU-2025-PI-FORWARD-DIGITAL-SC:
Digital education: Assessment of digital skills and competences

Topic 7 - ERASMUS-EDU-2025-PI-FORWARD-DIGITAL-AI: Digital education: Ethical and effective use of generative Artificial Intelligence systems in education and training

Topic 8 - ERASMUS-EDU-2025-PI-FORWARD-DIGITAL-DM: Digital education: Innovative data collection and exchange approaches in primary, secondary education (including vocational education and training) for data-informed decision-making

Key sources of information

- ✓ **Call document (not in the E+ Programme guide!)**

- ✓ **Funding & Tenders Opportunities portal**

- ✓ **Model Grant Agreement**

- ✓ **EU Grants AGA – Annotated Model Grant Agreement**

- ✓ **Info session page**

Forward - Looking Projects – Available Budget

Total: 32 million €
Maximum grant amount: 1 million €
EU cofinancing: 80%

Topic	Topic Budget (EUR)
Topic 1 - ERASMUS-EDU-2025-PI-FORWARD-SCHOOL-BS	3 000 000
Topic 2 - ERASMUS-EDU-2025-PI-FORWARD-VET-VE	8 000 000
Topic 3 - ERASMUS-EDU-2025-PI-FORWARD-VET-QM	
Topic 4 - ERASMUS-EDU-2025-PI-FORWARD-ADULT-PS	8 000 000
Topic 5 - ERASMUS-EDU-2025-PI-FORWARD-ADULT-CG	
Topic 6 - ERASMUS-EDU-2025-PI-FORWARD-DIGITAL-SC	13 000 000
Topic 7 - ERASMUS-EDU-2025-PI-FORWARD-DIGITAL-AI	
Topic 8 - ERASMUS-EDU-2025-PI-FORWARD-DIGITAL-DM:	

Admissibility criteria

Where to apply

Funding and Tenders opportunities portal

Deadline

See on Funding and Tenders opportunities portal

Admissibility criteria – How to submit a proposal

✓**Application Form part A** – administrative information about the participants

✓**Application Form part B** – technical description of the project (max 70 pages)

✓**Part C** - KPI

✓**Detailed budget table/calculator**

We also invite you to consult to following documents on the [Online Info session event page](#)

14 FEBRUARY 2025

How to submit your proposal

14 FEBRUARY 2025

How to write a good project proposal. Do's and Don'ts.

14 FEBRUARY 2025

How to fill in the Detailed Budget Table

What is the role of participating organisations?

Compulsory roles:

- **Coordinator:** a participating organisation that submits the project proposal on behalf of all the partners (only 1)

- **Beneficiaries:** participating organisations which contribute actively to the accomplishment of the project (several)

Note: when the Call refers to "applicants" it means both the coordinator and the beneficiaries

What is the role of participating organisations?

Optional roles:

- **Affiliated entities:** entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves. They do not count towards the minimum eligibility criteria for consortium composition. *They receive a grant and are listed in the financial table (budget)*

- **Associated partners:** partner organisations which participate in the action but without the right to get grant money. They do not count towards the minimum eligibility criteria for consortium composition. *They are not listed in the financial table (budget)*

Eligibility criteria

Consortium composition

at least **3 applicants** from a minimum of **3 EU Member States** or third countries associated to the Programme
(+ additional requirements for Topics 2, 3 and 7)

Activities

Topic specific

Location

In the eligible countries

Duration

Between 24 and 36 months

Eligible participants

The **applicants (beneficiaries and affiliated entities)** must be:

- ✓ **legal entities** (public or private bodies) **active in the fields of education and training, research and innovation or in the world of work.**
  ❗(For Topic 4 '*Adult Learning: Support to the Pact for Skills*', these bodies should also be registered members of the Pact for skills)

- ✓ *established in EU Member States and third countries associated to the Programme (Iceland, Liechtenstein, North Macedonia, Norway, Serbia, Türkiye)*

Additional eligibility requirements (consortium composition)

Topic 2 'Vocational Education and Training VET-VE'
- at least 3 applicants (beneficiaries, not affiliated entities) must be beneficiaries (or affiliated entities) of ongoing or completed Erasmus+ CoVE projects

Topic 3 'Vocational Education and Training VET-QM'
- at least 2 applicants (beneficiary, not affiliated entity) must be a VET provider offering qualifications programmes at EQF ISCED level 3-4

Topic 7 'Digital education DIGITAL-AI'
- at least 1 applicant (beneficiary, not affiliated entity) must be a public education and training authority at national, regional or local level. Public education and training authorities are understood as **public bodies with the mandate, responsibility, and power to define and adopt systemic policy reforms** in the field of education and training at their level - being local, regional or national.

Additional eligibility criteria

✓ **Higher education institutions** established in an EU Member State or third country associated to the Programme must hold a valid *Erasmus Charter for Higher Education (ECHE)*

✓ Organisations from **third countries not associated to the Programme** can be involved as **associated partners** (not as beneficiaries and affiliated entities)

Exception: organisations from Belarus and the Russian Federation are not eligible to participate in this action.

Financial and operational capacity

FINANCIAL CAPACITY Stable and sufficient resources	OPERATIONAL CAPACITY Know-how, qualifications and resources
Provide **upon request during the Grant preparation** and upload in FTOP: • Profit and loss account • Balance sheet • Other documents if requested • Normally only for the coordinators	Show **in your application**: • Profiles (qualifications and experience) of the staff responsible for managing and implementing the project (<u>no</u> CVs) • Description of the consortium participants

Does not apply to public organisations

Exclusion

Exclusion situations linked to legal issues

defined in articles 138 and 143 of the Financial Regulation 2024/2509

Bankruptcy, in breach of tax obligations, misconduct, fraud, etc.

- Fields to **tick in your application**
- **Declaration on Honour** if selected

Award criteria and scoring system

Award criteria	Minimum pass score	Maximum score
Relevance of the project	15	30
Quality of the project design and implementation	10	20
Quality of the partnership and the cooperation arrangements	10	20
Impact	15	30
Total score: Maximum 100 points. To be considered for funding: **1. Minimum total score 70 points AND** **2. Minimum pass score**		

1. Relevance

1. **Link to EU policy and initiatives** ➔ *supports the implementation of EU policies, frameworks and initiatives*

2. **Purpose** ➔ *objectives of the Action and specific objectives of the Topic*

3. **EU values** ➔ *promotion of shared EU values*

4. **Scope** ➔ *addresses one of the Topics and the selected activities fit well that Topic*

5. **Well grounded needs analysis and consistency** ➔ *proposal is consistent between its objectives, activities and identified needs*

6. **Innovation** ➔ *innovative results and solutions that can be mainstreamed*

7. **European added value** ➔ *transnational cooperation and transferability potential*

2. Quality of the project design and implementation

1. **Coherence** ➔ *between project objectives, activities, budget, duration*

2. **Structure** ➔ *clear work programme +* **ex-ante & ex-post analysis of the innovation**

3. **Methodology** ➔ *feasible, qualitative and appropriate for addressing the needs*

4. **Management** ➔ *clear and realistic organisation and balanced responsibilities*

5. **Improving quality and effectiveness** ➔ *chosen activities translate into quality of E&T systems*

6. **Budget** ➔ *appropriate resources clearly linked to proposal activities*

7. **Financial and quality control** ➔ *via control measures (external evaluations at mid term and before end of project) & quality indicators*

3. Quality of the partnership and the cooperation agreements

1. **Configuration** ➔ *mix of partners (necessary profiles, experience, expertise, sector or cross-sectoral representation)*

2. **Commitment** ➔ *contributions from partners, distribution of responsibilities*

3. **Geographical dimension** ➔ *partners from the geographical areas described in the Call*

4. **Tasks** ➔ *quality management/coordination, allocation of tasks of partners based on know-how*

5. **Collaboration/ team spirit** ➔ *efficient partnership cooperation*

4. Impact

1. **Exploitation** ➔ *measures **how outcomes are mainstreamed** at system level (sector/countries)*

2. **Impact** ➔ ***measures & targets/indicators** of the (short/long-term) impact, at various levels (system, also from local to EU) and on targeted groups/sectors*

3. **Dissemination** ➔ ***clear and complete plan** incl. targets, activities, timing, responsibilities…*

4. **Open access** ➔ *results to be made as open educational resources (OER)*

5. **Sustainability** ➔ *further developments at different levels, **long-term action plan** (roll-out after implementation) based on **sustained partnerships***

Lump sum and concept of work packages

Simplification ! Lump sum system:

- focuses on **performance, content and quality of the project** and not on detailed financial reporting

- converts **several budget categories into a simple lump sum** (fixed) amount per work package (WP) and per partner

WP :	*WP is NOT :*
• Is a major sub-division of the project	• A single activity (e.g. conference)
• Has objectives, milestones and activities	• A period of time (e.g. first half year of your project)
• Has multiple deliverables	

Lump sum and concept of work package

Minimum **3** WP - maximum should be manageable (e.g.10): *(see part B-section 4.2)*

- WP1 "Management and coordination activities"

- WP2 and following "Project activities"

- Last WP "Impact and dissemination"
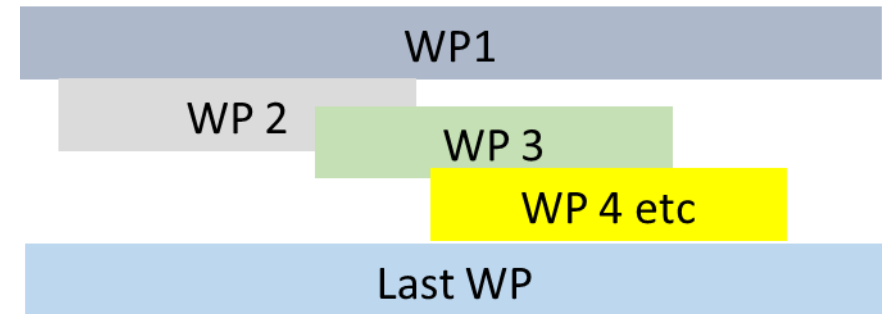
**TIP 1!** Prepare your budget with all actual costs and then convert it per WP/partner in the lump sum system

TIP 2! For travel/subsistence costs, use the unit cost system (see Annotated Grant Agreement)

TIP 3! Not to fill-in in Part B: *'Estimated budget – Resources' and 'Staff Effort'*

TIP 5! Dissemination level of deliverables = public or sensitive (Part B)

TIPS

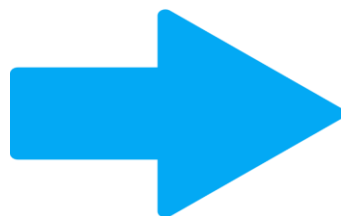# Lump sum

✓ **Info session page**
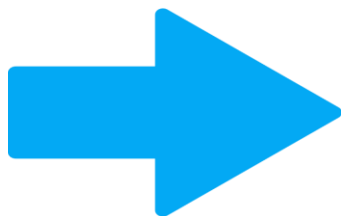
14 FEBRUARY 2025

How to fill in the Detailed Budget Table

English
(920.6 KB - PDF)

Preview 👁   Download ⤓

- How to manage your lump sum grants 🌐

Tips on how to write a good proposal (Do's & Don'ts)

What is a good proposal?

- **NOT ENOUGH** - submitting a **COMPLETE, ADMISSIBLE and ELIGIBLE** application;
- FUNDING availability is **competitive.** Only high-quality proposals **ABOVE FUNDING THRESHOLDS** may be granted;
- Proposal will be **evaluated only based on the information it provides** and not on its potential whether changes/improvements will be made.
- Proposal must be **fully aligned with objectives and policy priorities of call/topic**.
- Proposal must **STAND OUT** with well-structured and **QUALITATIVE NARRATIVE** on all award criteria and **COST – EFFECTIVENESS.**
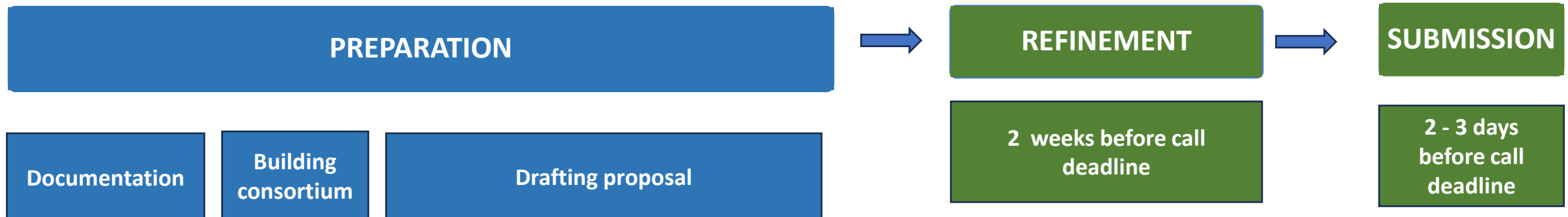
Tips to succeed

1. Start early

2. Get familiar with relevant information.

3. Check call requirements (eligibility & admissibility conditions).

4. Have a good understanding of award criteria thoroughly.

5. Develop a clear and compelling concept abstract.

6. Build a capable consortium and ensure collective intelligence management.

7. Draft your proposal with the evaluator in mind.

8. Write a realistic and fit-for-purpose Work Plan.

9. Ensure your proposal offers 'good value for money'.

10. Plan ahead to refine your proposal and mitigate last-minute stress.

Tip 1: Start early

- **Planning and time management are essential**!
- Substantial time will be needed for documentation and drafting the proposal.
- A good proposal evolves/matures during the drafting process (e.g. addresses different angles/viewpoints).
- Time should be set aside for partners to review final draft proposal/give feedback → **revise and optimize it**!

PREPARATION	REFINEMENT	SUBMISSION

Documentation	Building consortium	Drafting proposal	2 weeks before call deadline	2 - 3 days before call deadline

Tip 2: Get familiar with relevant information

To PREPARE your project proposal:

[Call document](#)

Application forms (Part B)

[Lump sum funding](#) F&TOP section

Get inspired: [Projects & Results (europa.eu)](#) (F&TOP from 2021-2024) &

[Erasmus+ project results platform](#) (legacy projects)

To SUBMIT your project proposal:

[An introduction to the Funding & Tenders Portal IT tools: Business process flow](#) video tutorial

F&TOP [Online Manual](#)

F&TOP [IT How To](#)

Tip 3: Check call requirements

✓ Always read call requirements thoroughly before starting the application.
✓ Each call topic has its own conditions, budget, scope (objectives) and expected outcomes.
✓ Make sure you don't waste time and effort on something that isn't a good fit!

SELECTION

| ADMISSIBILTY | → | ELIGIBILITY | → | AWARD |

EXCLUSION
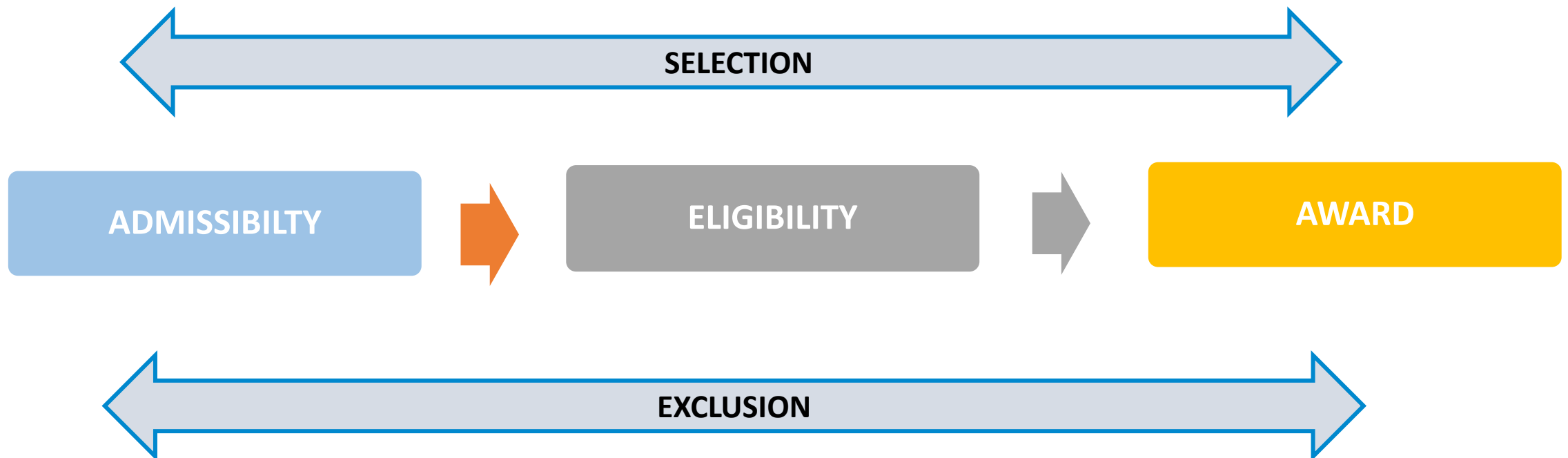
Tip 4: Have a good understanding of award criteria

Criterion 1: RELEVANCE

<u>**Key elements of a good proposal:**</u>

✓ **The proposal should present WHAT you want to do** (support a forward- looking idea at EU level) and **WHY you want to do it**.

✓ **Objectives should be clearly stated to match the call and topic specific objectives.**

✓ **Provide a convincing preliminary needs analysis** to address identified problems/challenges:

  Is the proposal responding to a need to fill-in a gap?

✓ **Back up your proposal with evidence:**

  • Use **statistics, refer to survey results, research data/reports, and stakeholder input** to show the need.

  • Define your **target groups** and demonstrate understanding of their specific needs.

✓ **Demonstrate innovation and European added value:**

  • **Show what makes your project unique** (e.g. innovative features, methods, techniques, solutions)

  • **Demonstrate transnational impact, transferability, and EU-wide relevance** (e.g. links with EU policies & values, synergies/complementarities with other actions).

<u>**Common mistakes to avoid:**</u>

✗ Generic or repurposed proposals that do not fit the call

✗ Weak needs analysis that fails to justify relevance

✗ Innovation is not sufficiently demonstrated (e.g. no reflection on state-of-the-art methods and techniques)

Tip 4: Have a good understanding of award criteria

Criterion 2 : QUALITY

Key elements of a good proposal:

✓ **Present a sound project management approach which is appropriate for achieving project objectives**

✓ **Use a SMART approach** when formulating objectives; **Be focused and realistic! Do not select too many specific objectives!**

✓ **Ensure consistency and coherence between OBJECTIVES - ACTIVITIES – RESULTS**

✓ **Introduce quality control measures and tools** (e.g. evaluation reports by external experts)

✓ **Define key performance indicators (KPIs)** to track progress and success

✓ **Explain the choice of partners and their complementarity** (expertise, geographical coverage, etc.). A large consortium is not necessarily better! **Choose partners to match the project idea!**

✓ **Balance partner roles & responsibilities.** Each partner should have an active role in the project.

✓ **Set up a suitable management structure** covering communication, decision-making and conflict resolution mechanisms (e.g. project management board; frequency of communication/meetings; external mediator, etc.)

✓ **Ensure 'good value for money'** → Lump sums calibrated per partner roles and tasks; no overestimate of staff/project management costs; subcontracting activities if any should be explained and budgeted)

Common mistakes to avoid:

✗ Project design not coherent with objectives, generic/ not well-defined outputs

✗ Consortium composition not aligned with the project topic; Unbalanced roles or insufficient information on specific expertise to reflect complementarities

✗ Overestimated/unrealistic budget not matching complexity of tasks/activities

Tip 4: Have a good understanding of award criteria

Criterion 3: IMPACT

Key elements of a good proposal:

✓ **Present project impact**: **benefits for the target group(s)** and **positive changes** resulting from project, and explain how project results will continue to have impact even after project's end **(sustainability)**

✓ **Address different target groups if relevant** and **consider different levels of impact** (e.g. individual, institutional, local, regional, national and/or European level)

✓ **Define clear impact assessment methods** (e.g. set short and long-term quantitative targets)

✓ **Clearly distinguish between 'dissemination' and 'exploitation'**

✓ **Define project results and propose various methods & tools to reach target groups** (e.g. website, social media, etc.)

✓ **Assign roles to partners** (and associated partners, if any) and **cooperate with multipliers** (national authorities, networks)

✓ **Apply Open Access policy as a general rule**, within the limits of national/EU frameworks

✓ **Design a long-term sustainability action plan** (covering both project results and activities)

Common mistakes to avoid:

✗ Poor exploitation strategy – unclear on results usage. No differentiation between sustainability actions and exploitation.

✗ Lack of clear indicators, measurable results & connection to call objectives

✗ Underdeveloped sustainability plan (poor governance, scalability, or financial sustainability)

Tip 5: Develop a clear and compelling concept abstract

✓ Keep it **short and concise** (e.g. max 2 pages) - a high-level project summary
✓ Use it to **inform senior management** that project matches institution's goals and missions
✓ **Essential to invite partners to consortium** and get them involved

Key information to include in the project abstract:

- Clear project **objectives and identified needs/gaps for specific target group(s)**

- Background info: **current policy** and **state of art** in the field/sector

- **Innovative features** for a unique proposal and intended **added value**

- **Identify targeted complementary partners** (per call eligibility conditions, geographic coverage)

- **Explain budget** supporting objectives and main roles of partners

- **Planning timeline** for proposal drafting and timely submission.

Tip 6: Build a capable consortium and ensure collective intelligence management

✓ **Choose partners wisely** – ensure diverse expertise, balanced roles & geographical representation.

✓ **Avoid redundancies** – complementarity of expertise is key.

✓ **Be adaptable** – adjust geographic coverage if you do not secure the right partner.

✓ **Proposal drafting should be a collaborative effort**. Involve partners – avoid surprises after submission.

✓ **Establish clear roles**: Coordinator leads drafting, WP Leaders draft & align content in assigned sections, Co-WP leaders/other partners support with information.

✓ **Maintain active communication** – ensure coherence & partner commitment.

✓ **Discuss ideas, consider different angles and viewpoints** - Essential that only one single person reviews and edits all contributions from partners → **Maintain a unified voice and consistent style throughout the document**.

# Tip 7: Draft your proposal with the evaluator in mind

Your proposal will be assessed based entirely on the written information you provide.

Key aspects to consider:

✓ **Clarity**: Avoid assumptions, be concrete and explicit (e.g. provide examples/evidence to substantiate claims and give enough context); Include visuals (e.g. diagrams/graphs) to better explain complex concepts, interactions, etc.

✓ **Simplicity**: Keep sentences concise, avoid lengthy or vague explanations (1 main idea per sentence). Avoid repeating the same info in different parts of the proposal – Make good use of the pages available.

✓ **Focus:** Stick to what is asked to cover in each award criteria. Answer questions in the right order.

✓ **Coherence**: Ensure no contradictions between sections and there is a uniform use of terminology/abbreviations; If jargon, explain it in plain vocabulary.

✓ **Completeness:** Provide high-quality narrative for all award criteria and make sure all mandatory formal requirements are met.

✗ Be aware of **plagiarism** – checked during evaluation

✗ **If using generative AI in proposals** - verify accuracy, cite sources, avoid plagiarism, disclose AI usage, acknowledge limitations.

# Tip 8: Write a realistic and well-structured Work Plan

✓ **Draft a Work Plan that is realistic** and fit for purpose in order to avoid further amendments, if proposal get funded.

✓ **Be reasonable** - Adapt the number of deliverables to the project's size and work packages' complexity

✓ **Rationalize deliverables** – Merge similar/complementary ones.

✓ **Ensure balance** - Spread deliverables over the project duration (use tasks/milestones, if better fit)

✓ **Handle Horizontal Deliverables** – Split across reporting periods or set a submission deadline at the end.

✗ **Formal reporting** obligations towards EACEA (progress, interim and final technical reports) and consortium & financial arrangements/reports should not be set as deliverables.

✗ **Do NOT include minor sub-items**, internal working papers, meeting minutes - Refer only to major outputs in deliverables.
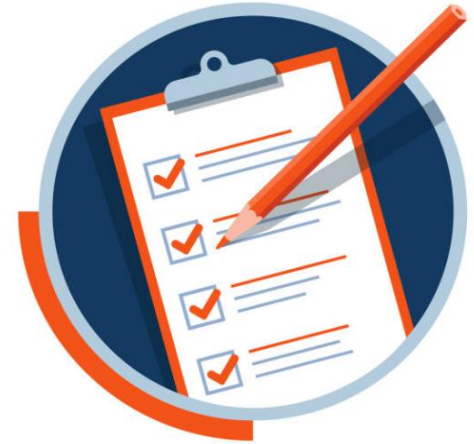
Tip 9: Ensure 'good value for money'

✓ **Define Roles & Tasks First** – Then allocate budget accordingly.

✓ **Distribute Budget Wisely** – No equal split; align it with task complexity & ambition.

✓ **Limit Budget Share** – No single partner should get over 30%, avoid dominance by one country.

✓ **Specify Subcontracting** – Clearly define tasks & allocated budget.

✓ **Control Costs** – Avoid overestimating staff & management expenses.

✓ **Be Resource-Efficient** – Combine travel for multiple events when possible.

✓ **Match Budget to Work Packages** – Consider complexity, volume of tasks/deliverables/milestones, and expected impact.

TASKS
↓
COSTS
↓
LUMP SUM each Beneficiary
↓
LUMP SUM each Work Package
↓
Project Budget
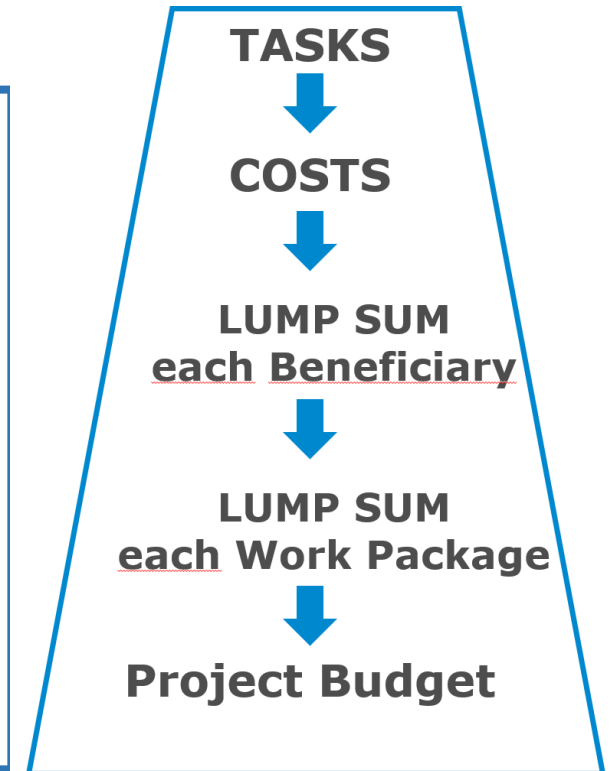
Tip 10: Plan ahead to refine your proposal and mitigate last-minute stress

✓ Get **fresh eyes** for a critical review.

✓ If possible, ask a **native speaker** to proofread.

✓ **Clear your calendar** in the last week for a **full application check** (cross-references, consistency, overall coherence, budget, etc.).

✓ **Handle last-minute feedback and potential changes carefully** to maintain overall approach.

✓ **Watch the deadline!** ⏳
    You are at the final step - take a deep breath, trust your work, and confidently click on SUBMIT button!

! **BE REACHABLE** – Keep Coordinator's contact details updated during the whole evaluation process

Thank you

European Commission