

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 2023 ERASMUS+ CALL FOR PROPOSALS

15

NOV



ONLINE
(STREAMING SERVICE OF THE
EUROPEAN COMMISSION)



EUROPEAN UNIVERSITIES

Welcome and introduction

José-Lorenzo VALLÉS

European Education and Culture Executive Agency

Agenda

14:30 – 14:40 **Welcome and introduction**

by **José-Lorenzo VALLÉS**, Head of Unit EACEA.A1 for European Higher Education

14:40 – 15:20 **The 2023 Erasmus+ Call for Proposals**

Overall policy objectives and award criteria

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

Important elements of the 2023 Call for Proposals

José-Lorenzo VALLÉS, Head of Unit EACEA.A1 for European Higher Education

15:20 – 16:00 **Preparing an application**

16:00 – 16:50 **Questions & Answers**

16:50 – 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 2023 Erasmus+ Call for Proposals



EUROPEAN UNIVERSITIES

Overall policy objectives and award criteria

Vanessa DEBIAIS-SAINTON

Head of Unit DG EAC.B1 for Higher Education

Empowering European Higher Education

EUROPEAN STRATEGY FOR UNIVERSITIES

SUPPORTING AND ENABLING HIGHER EDUCATION INSTITUTIONS ACROSS EUROPE



A **European vision** for the **future of universities** and how the **Union can support**



A **call to Member States and higher education institutions** across Europe **to join forces**

BUILDING BRIDGES FOR HIGHER EDUCATION COOPERATION

FACILITATING TRANSNATIONAL EDUCATIONAL ACTIVITIES

FIRST STEP TOWARDS:

- Institutionalised cooperation instruments (e.g. legal status for alliances)
- Common criteria for a European label for joint programmes, followed possibly by voluntary joint degrees based on these European criteria

SUSTAINABLE EUROPEAN UNIVERSITIES ALLIANCES

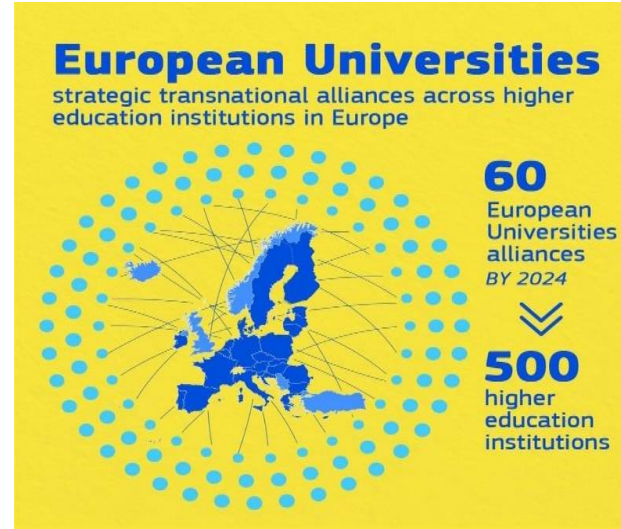
WIDENING THE IMPLEMENTATION OF THE EUROPEAN STUDENT CARD INITIATIVE

Commissioner Mariya Gabriel

The European strategy for universities and the proposal for a Council recommendation on transnational cooperation “will benefit the entire higher education sector, first and foremost our **students**. They need modern transnational campuses with easy access to mobility abroad to allow for a truly European study path and experience. We stand ready to join forces with the Member States and higher education institutions across Europe. Together we can **bring closer education, research and innovation in service to society.**”



EU level support for the European Universities



ERASMUS+ FUNDING

- EUR 1,1 Bn for 7 years (2021-2027)
- Sustainable funding
- Intensification of prior deep institutional transnational cooperation
- Opportunities to set up new alliances



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)



Call 2023  **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**
- Help implementing the **European strategy for universities** in synergy with **new European Innovation Agenda**, e.g. in cooperation with other alliances
- Act as **role models**





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

Structural, Systemic and
Sustainable impact

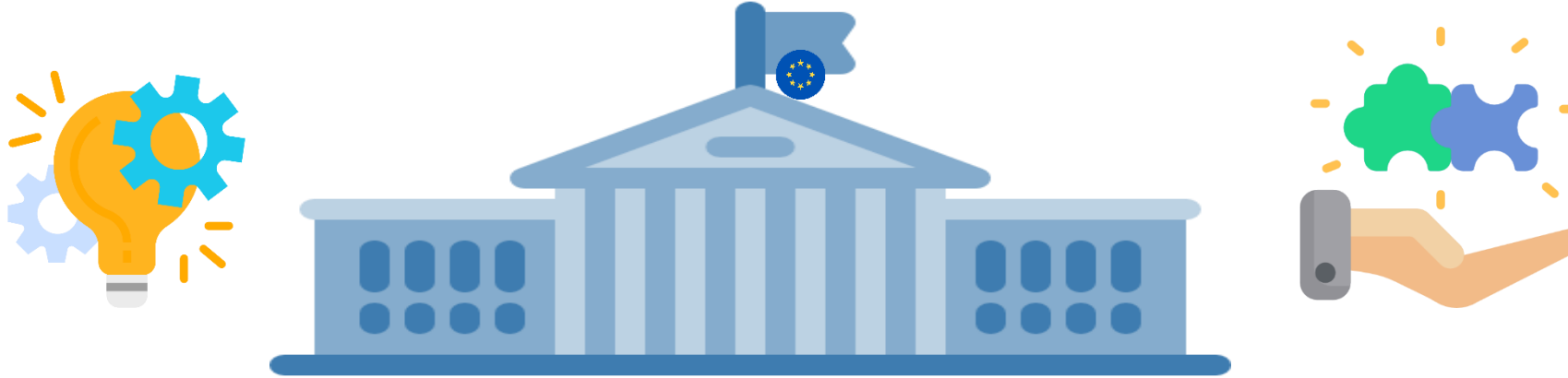
EUROPEAN UNIVERSITIES

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

Forward looking skills

Sustainable support and geographical inclusion

Long-term approach = 4+2 years bridge funding

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

Competitive selection, based on **qualitative** criteria:

transformational potential, potential qualitative impact on its ecosystem

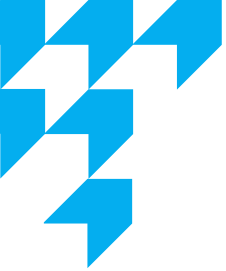
Evaluation by **independent experts**

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** + **join existing ones**

Seal of Excellence



2023 Erasmus+ Call novelty Seal of excellence: rationale

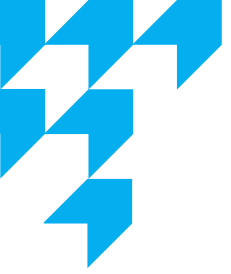
For whom?

Any public authority or private organisation with funding power

● **Quality label awarded by the Commission** for high quality proposal that could not be funded due to budgetary constraints

● Recognises the value of the proposal and **helps other funding bodies take advantage of the high quality Commission evaluation process**

● **Synergies** with local, regional, national and EU funding and **reduced burden** for the related **assessment process**



2023 Erasmus+ Call novelty

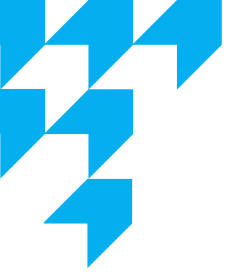
Seal of excellence: main principles

No obligation or simplified procedures of re-assessment at Loc/Reg/Nat level

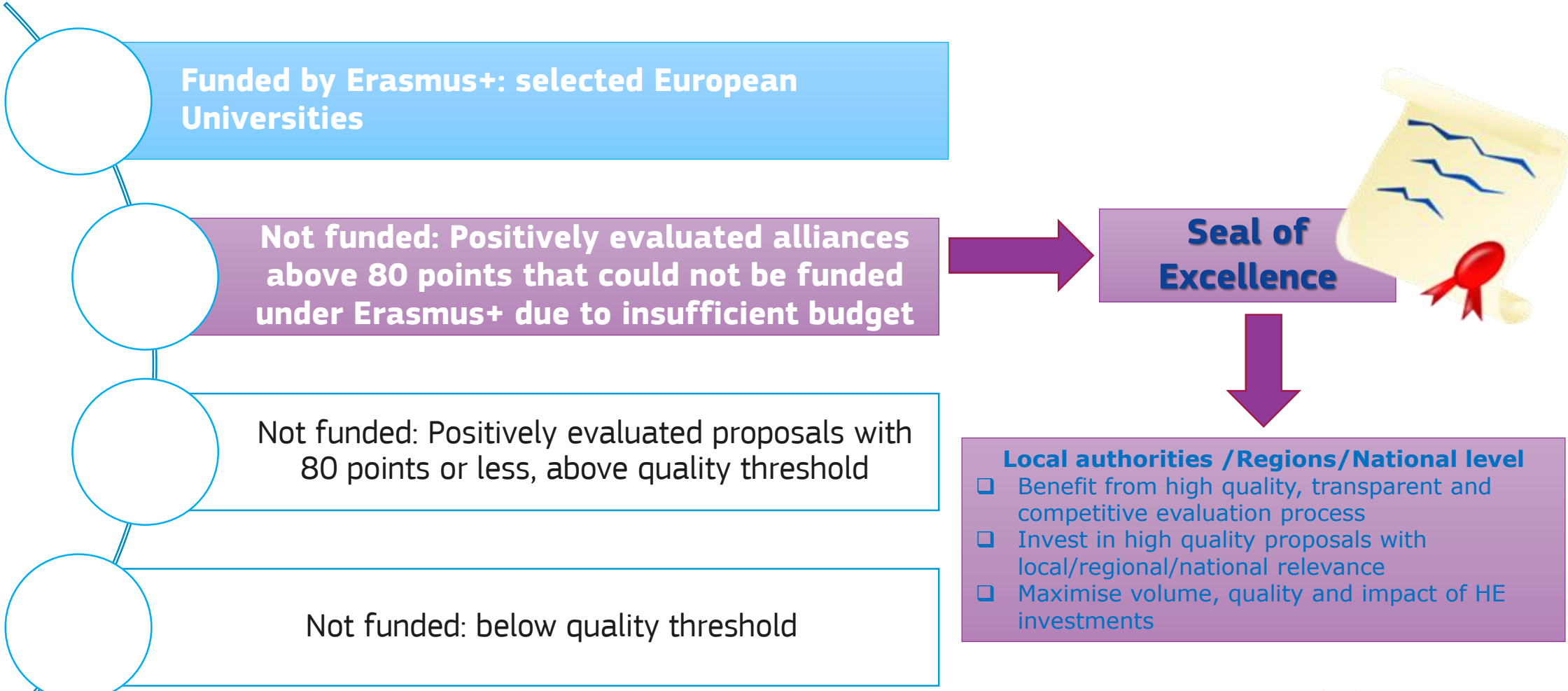
No 'automatic' funding – Loc/Reg/Nat Authorities decide

Diversify sources of funding at Loc/Reg/Nat level for meriting alliances

'Win-win' strategic investment in alliances responding to Loc/Reg/Nat needs

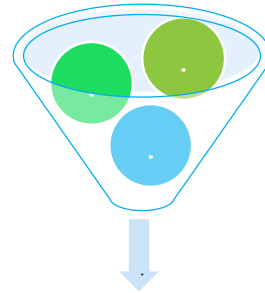


2023 Erasmus+ Call novelty: Seal of excellence for the European Universities initiative



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*



2023 European Universities open competitive Call based on quality criteria

Topic 1: Intensification of prior deep institutional transnational cooperation

- Existing deep institutional transnational cooperation ...
- ... of at least **between 2 and 3 years**
- building on existing cooperation as **stepping stone for enhanced ambition**

Topic 2: Development of new deep institutional transnational cooperation

- **Form new alliances**
- **bottom-up**
- **diverse cooperation models**



EUROPEAN UNIVERSITIES

Important elements of the 2023 Call for Proposals

José-Lorenzo VALLÉS

*Head of Unit EACEA.A1 for European Higher
Education*

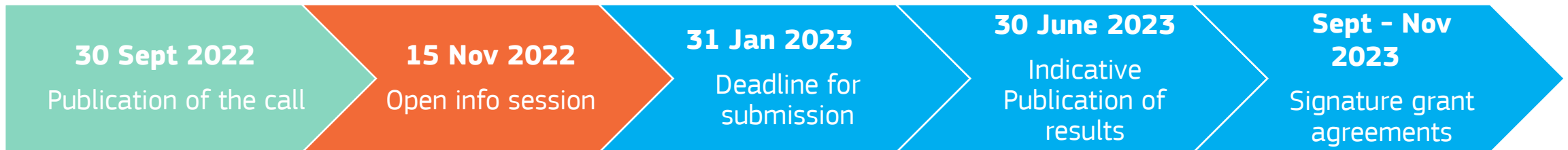


The 2023 Call for Proposals at a glance

Scope: Supporting higher education institutions in gradually achieving their long-term ambitious vision towards becoming a fully-fledged European University.

- **2 Topics** covered by the Call:
 - Support for already existing deep institutional transnational cooperation alliances
 - Support for applicants wishing to establish new deep institutional transnational cooperation
- **Duration of grants** : 48 months
- **Total budget:** EUR 384 million
- **Type of grant:** Lump Sum Type II (payment of fixed amounts linked to the delivery of the work packages)
- **Seal of Excellence** for proposals scored as high quality (>80 points) but that cannot be funded
- **Additional funds** may still be granted through the Instrument for Pre-Accession assistance

Call 2023 planning





Topics included in the Call

Topic 1 – Intensification of prior deep institutional transnational cooperation

Support for **already existing deep institutional transnational cooperation alliances** including – but not limited to – the European Universities alliances selected under the 2019 Erasmus+ call for proposals – Tentative budget **345.6 MEUR**

Topic 2 – Development of new deep institutional transnational cooperation

Support for applicants **wishing to establish new deep institutional transnational cooperation** in a new ‘European Universities’ alliance – Tentative budget **38.4 MEUR**



Activities that can be funded

- **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 the **Joint work plan of activities**
- Relevant to reach their strategic objectives and the long-term vision of European Universities
- Supported by efficient **common management and governance structures**

Optional/voluntary and only for Topic 1:

- **A strategy to expand by adding new HEIs as full partners** as part of the joint work plan of activities
 - Total number of full partners (including new HEIs joining) **to be determined at proposal stage**
 - Expansion can take place **at the latest by the start of the 4th year**

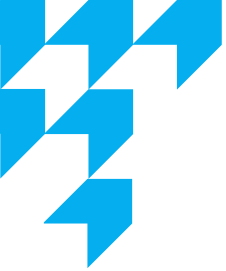


Who can apply?

- ❖ **Higher Education Institutions** holding a valid Erasmus Charter for Higher Education (ECHE) and entities affiliated to them, including:
 - HEIs already involved in deep institutional transnational cooperation, such as those being part of European Universities selected under the 2020 Erasmus+ call. They can be joined on a voluntary basis by other HEIs and entities affiliated to them.
 - HEIs wishing to establish new deep institutional transnational cooperation in a new alliance.
- ❖ **Any other organisation consisting of the above referred HEIs** - specifically set up with the purpose of implementing deep institutional transnational cooperation, including joint educational activities.

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)



2023 Erasmus+ Call novelty

HEIs from all Western Balkan countries eligible as full partner

Also HEIs from **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:

HEIs must be holders of a **valid Erasmus Charter for Higher Education (ECHE)**, also HEIs from Western Balkans

ECHE call is always open, with a cut-off on 26 January 2023

Online information session for Western Balkan HEIs

on the Erasmus Charter for Higher Education (ECHE)

Friday 25 November 2022 at 10:30 – 12:30 (CET)

[Click here to connect to the information session for Western Balkan HEIs](#)



* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence





Associated partners

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



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 from 3 different eligible countries
- ❖ A higher education institution may participate as full partner in only one European Universities alliance funded by the Erasmus+ programme at the same time.
- ❖ a HEI may only participate as full partner in one single European Universities application; they may participate in other applications only as associated partners.

Maximum EU grant

Total number of HEIs which are full partners at the end of the EU grant	Max EU Grant
A– (except for the cases in box B)	
9 or more	14.40 MEUR
8	8.64 MEUR
7	7.56 MEUR
6	6.48 MEUR
5	5.40 MEUR
4	4.32 MEUR
3	3.24 MEUR
B- For topic 1 with expansion strategy	
6 or less expanding to 8	12.80 MEUR
5 or less expanding to 7	11.20 MEUR
4 or less expanding to 6	9.60 MEUR
3 expanding to 5	8.00 MEUR



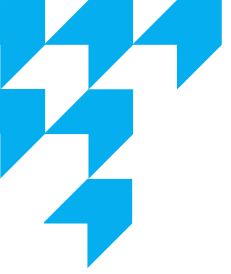
Other important issues

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.

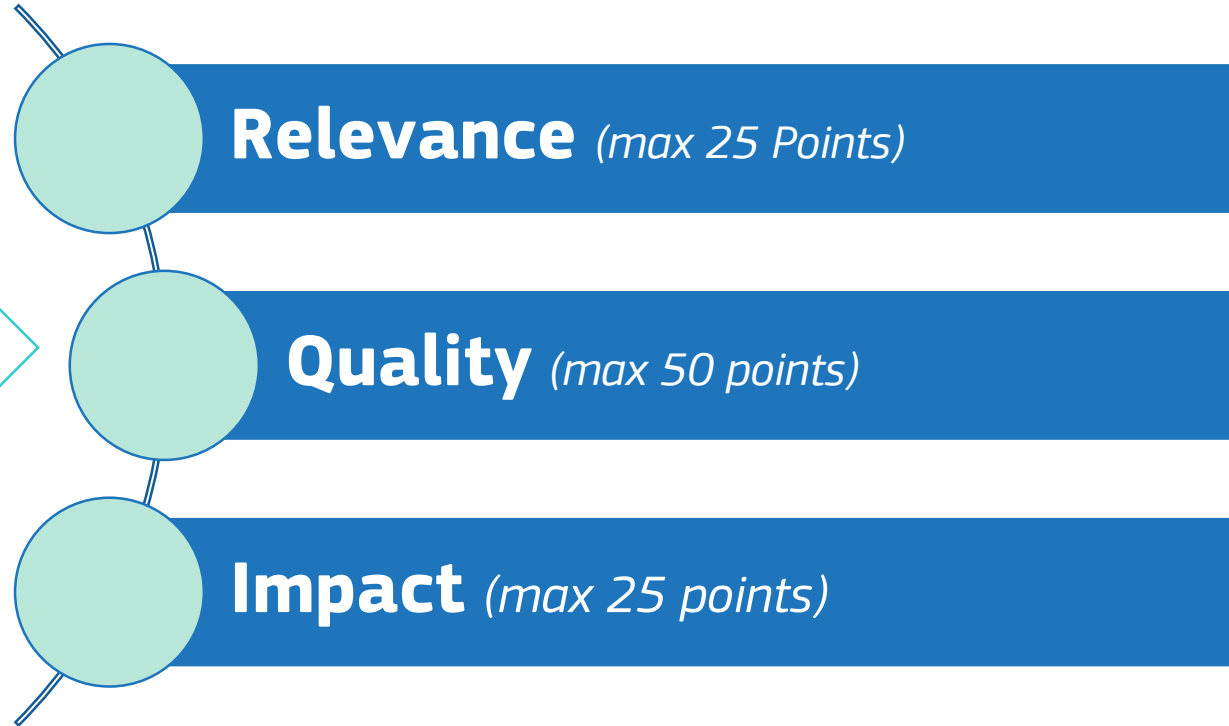
Evaluation process

- ❖ 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

valid for Topics 1&2





25 Points

Relevance

Level of ambition and innovative approach

High ambition

[progress towards and update of] the long-term vision

[updated] mission statement

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

regional development

benefitting other institutions, by driving inclusion & excellence

Quality

25 Points



Project design and implementation

Deliver on long-term strategy with concrete activities
Quality & feasibility of the work plan
Monitoring progress



Partnership and cooperation arrangements

-> **Cooperation arrangements:** *effectiveness, complementarity, lifting barriers*
-> **Geographical balance:** *inclusivity, strategic choice, value for long-term vision*

25 Points



Structural, Systemic and Sustainable Impact

25 Points

Lead the way towards

- our European way of life and achieving the EEA, EHEA and ERA
- a united, innovative, digital, connected, green and open to the world Europe
- competitive and attractive higher education institutions
- Institutionalised cooperation, across all HEIs missions
- positively impact local communities and innovation ecosystems
- **Lead by example / role model**
- **Sustainability**
- **Share knowledge and spread best practice**
- **Open Education and Open Science and Citizen Science resources**



EUROPEAN UNIVERSITIES

Preparing an application

Ivelina FEDULOVA

Project Officer, EACEA.A1



Admissibility

To be admissible, proposals must be:

- submitted before the call deadline (31 January 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



Main steps of the application process

1. Applicant must have an **EU Login account** (formerly ECAS)

2. Ensure applicants & associated partners have a **PIC** (Participant Identification Code)

3. Find the Call and Topic in the **Funding & Tenders Portal**

4. Fill in the **e-application form** and submit

Before creating your proposal

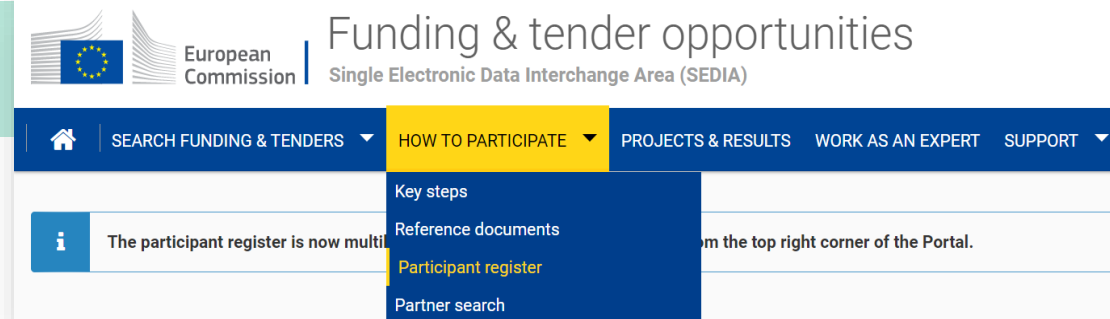
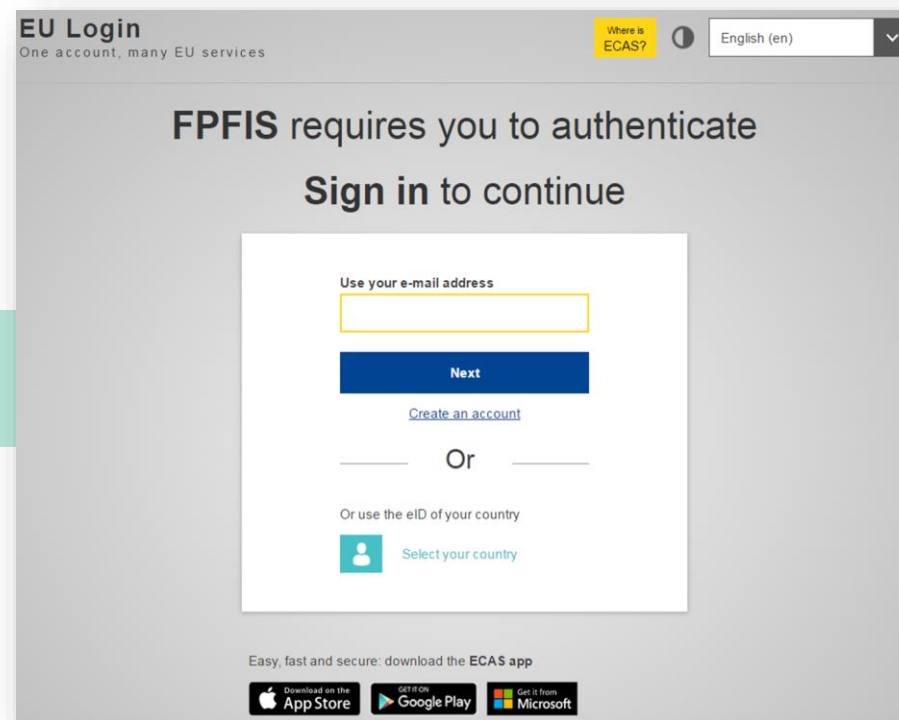
Before starting the submission process you will need:

- A valid **EU Login account**. If you do not have an [EU Login](#) account, you can create it here:

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>

- A **9-digit PIC** (Participant Identification Code) for each participating organisation (applicants and associated partners). If your organisation is not registered in the [Participant Register](#), you can do so here:

<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register>



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

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

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 Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERV)	Connecting Europe Facility (CEF)	Creative Europe Programme (CREA)	Customs Programme (CUST)
Customs Programme (CUST)	Digital Europe Programme (DIGITAL)	Erasmus+ Programme (ERASMUS)	EU Anti-fraud Programme (EUAF)	EU External Action (RELEX)	EU4Health (EU4H)

Find calls for proposals in Erasmus+ Programme

European Universities

⚠ Calls for Tenders are not available when you have selected a programme. See all calls for tenders published by EC

European Universities - Intensification of prior deep institutional transnational cooperation (Topic 1)		<input type="button" value="Call for proposal"/>	<input checked="" type="button" value="Grant"/>
ERASMUS-EDU-2023-EUR-UNIV-1			
Programme	Erasmus+ Programme (ERASMUS)	Status	Open for submission
Type of action	ERASMUS Lump Sum Grants	Deadline model	single-stage
Opening date	04 October 2022	Deadline date	31 January 2023 17:00:00 Brussels time
European Universities - Development of new deep institutional transnational cooperation (Topic 2)		<input type="button" value="Call for proposal"/>	<input checked="" type="button" value="Grant"/>
ERASMUS-EDU-2023-EUR-UNIV-2			
Programme	Erasmus+ Programme (ERASMUS)	Status	Open for submission
Type of action	ERASMUS Lump Sum Grants	Deadline model	single-stage
Opening date	04 October 2022	Deadline date	31 January 2023 17:00:00 Brussels time

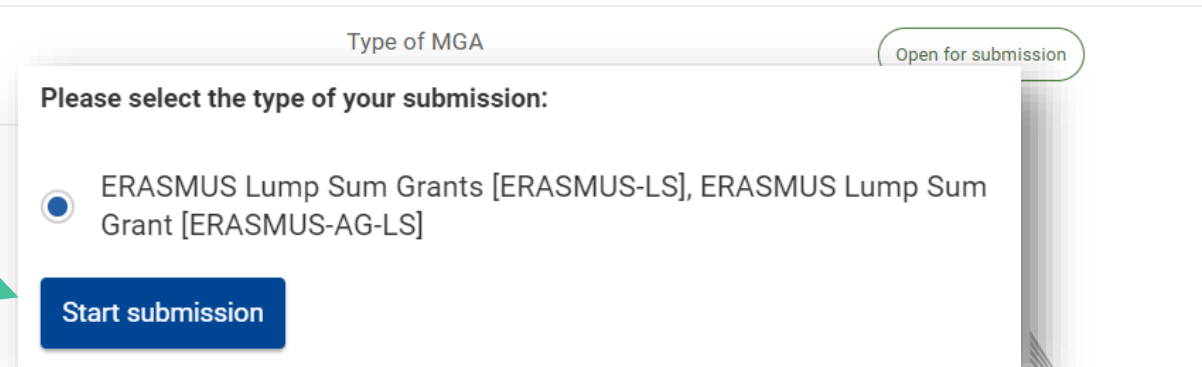
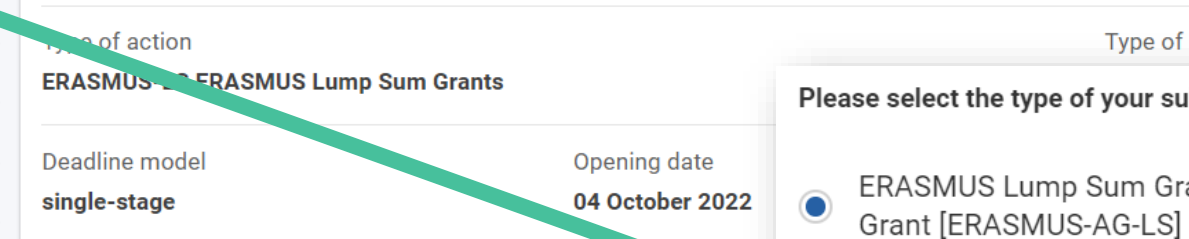
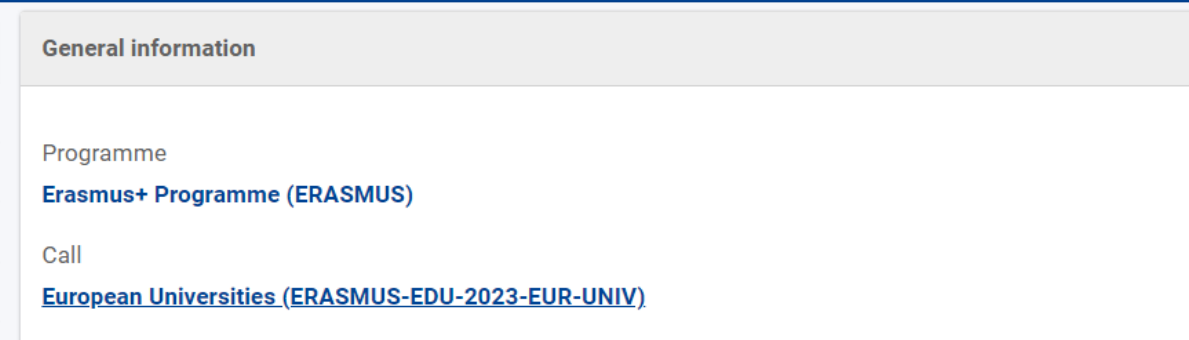
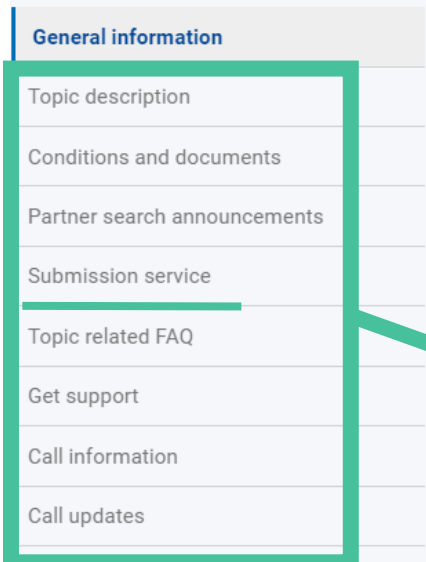
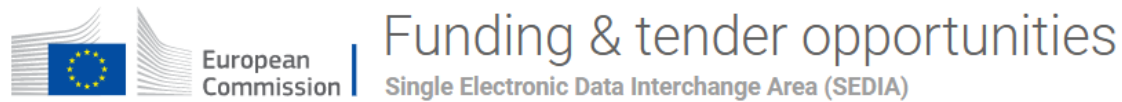


Call page in the Funding & Tenders Portal (F&TP)

Direct links to the Call pages:

Topic 1 – Intensification of prior deep institutional transnational cooperation
<https://europa.eu/!xBvkpt>

Topic 2 – Development of new deep institutional transnational cooperation
<https://europa.eu/!Mgy3cB>



How to apply – Start your proposal

The screenshot shows the 'Create proposal' step in the 'Funding: Submission Service' interface. At the top, a progress bar indicates the current step: Login (checked), Topic selection (checked), Create proposal (active), Participants, Proposal forms, and Submit. Below the progress bar, the 'Create proposal' section includes a 'Deadline' box stating '31 January 2023 17:00:00 Brussels Local Time' with '88 days left until closure'. A warning box notes that proposals must be submitted at least 48 hours before the deadline. The 'Call data' section shows 'Call: ERASMUS-EDU-2023-EUR-UNIV' and 'Topic: ERASMUS-EDU-2023-EUR-UNIV-1'. The 'Find your organisation' section has input fields for 'PIC' and 'Short name' with a 'Search' button. Below this are three blurred cards representing previously associated organisations. A 'Your role' section is partially visible at the bottom.

← Insert your **organisation**
(search via PIC or short name)

This screenshot shows the 'Your role' and 'Your proposal' sections. The 'Your role' section asks the user to indicate their role with radio buttons for 'Main contact' (selected) and 'Contact person'. The 'Your proposal' section includes a text area for the 'Short Summary' with a character count of 2000. A 'Download part B templates' button is visible at the top left of this section. A 'Support & Helpdesk' section contains links for 'Online Manual', 'IT How To', 'IT Helpdesk', and 'FAQ'. A 'Service Desk' section provides contact information: 'EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu' and '+32 2 29 92222'. A 'SAVE AND GO TO NEXT STEP' button is located at the bottom right.



State your **role** in the proposal
Fill in the **acronym** and **short summary** →

How to apply – Add partners

Participants

Deadline
31 January 2023 17:00:00 Brussels Local Time
88 days left until closure

Call data
Call: ERASMUS-EDU-2023-EUR-UNIV
Topic: ERASMUS-EDU-2023-EUR-UNIV-1
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS
Warning: Topic and type of action can only be changed by creating a new proposal.

Proposal data
Acronym: [redacted]
Draft ID: [redacted]

Download Part B templates
Download part B templates

Number of participants: 1 [Reorder]

Coordinator

1 [Add Affiliated Entity +] [Contacts: 1] [Add contact +]

Main contact [edit] [dropdown]

[Change organisation] [Contact organisation]

[Add Partner +] [Add Associated partner +]

[SAVE] [SAVE AND GO TO NEXT STEP] [NEXT]

Add **Affiliated Entities**
(if applicable)

Add **Full Partners**

Add **Associated Partners**
(if applicable)

- ❖ Full Partners, Affiliated Entities and Associated Partners must all be registered in the **Participant Register**. The Participant Identification Code (PIC) (one per participant) is mandatory for the application forms.

How to apply – Templates and forms

The screenshot displays the 'Proposal forms' interface. At the top left, a 'Deadline' box indicates the closing date as 31 January 2023 17:00:00 Brussels Local Time, with 88 days left until closure. A red error message at the top states, 'Your proposal contains changes that have not yet been submitted.' The 'Administrative forms (Part A)' section includes buttons for 'Edit forms' (marked with a green circle 1), 'Edit Part C' (marked with a green circle 4), 'View history', and 'Print preview'. The 'Part B and Annexes' section contains five upload fields: 'Part B *', 'Detailed budget table *', 'CVs', 'List of previous projects', and 'Other annexes'. A green bracket groups the first three fields, with a green circle 3 pointing to the 'CVs' field. A 'Download Part B templates' section at the bottom left (marked with a green circle 2) provides links to 'Download part B templates', which opens a list of files: 'Tpl_Detailed Budget Table (ERASMUS LSII).xlsm' and 'Tpl_Application Form (Part B SEP) (ERASMUS BB and LSII).rtf'. At the bottom right, there are 'VALIDATE' (marked with a green circle 5) and 'SUBMIT' (marked with a green circle 6) buttons.

① Fill in Administrative forms (Part A) online

② Download and fill in templates for Part B (incl. list of previous projects) and Detailed Budget Table

③ Upload filled-in Part B (PDF) and **mandatory** Annexes:

- ❖ Detailed Budget Table (XLS or XLSX)
- ❖ List of previous projects (template included in Part B template, upload via 'List of previous projects', PDF)
- ❖ Joint Long-term Mission Statement (upload via 'Other annexes', PDF)
- ❖ CVs: **not applicable**

④ Fill in Part C (Additional project data) online

⑤ ⑥ Check for validation errors and submit

Part A – Administrative forms

Part A includes:

- General information
 - Proposal acronym, title, duration and abstract
 - Contribution to Priorities of the European Commission
 - Legal declarations
- Participants – Fill in organisational and contact information for each participating organisation (for associated partners, select ‘not applicable’)
- Budget (summarised, per partner)

➤ **To be filled in online**

< Exit form Table of contents General Information >

Table of contents Validate form Save form Save & exit form

Application forms

Call: ERASMUS-EDU-2023-EUR-UNIV
(European Universities)

Topic: ERASMUS-EDU-2023-EUR-UNIV-1

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

Proposal number:

Proposal acronym:

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](#)

Part A – Further clarifications

Duration

- Proposal duration: 48 months

Links with other participants

- If your proposal involves affiliated entities, please specify the type of link (to be filled in for beneficiaries and their affiliated entities, if any)

Links with other participants ?

Type of link	Participant	Add
<input type="text"/>	<input type="text"/>	Remove

Same Group
Controls
Is controlled by

Page 2 of 3

Part B – Technical Description

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]

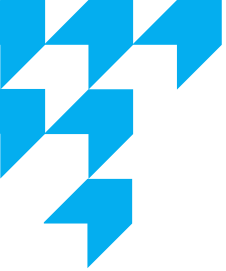
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Part B is the description of the action and the technical content of the proposal

- **120 page limit** (excess pages are made invisible and will not be assessed by evaluators)
- When filling in this part, make sure to reflect the relevant award criteria in the corresponding sections
- Provide clear and coherent information on the work plan, work packages and deliverables

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



CALL AWARD CRITERIA	APPLICATION FORM
1. RELEVANCE	
Level of ambition and innovative approach of the proposal	Background and general objectives
	Needs analysis and specific objectives
European added value	Complementarity and EU added value
2. QUALITY	
2.1 Project design and implementation	Concept and methodology
	Project management, quality assurance, monitoring and evaluation strategy
	Project teams, staff, experts
	Cost effectiveness and financial management
	Risk management
2.2 Partnership and cooperation arrangements (Cooperation arrangements & Geographical balance)	Consortium set-up (<i>including geographical balance</i>)
	Consortium management and decision-making
3. IMPACT	
Impact	Ambition
	Communication, dissemination, visibility
	Sustainability & continuation



Part B – Further clarifications (1)

Sections that are not applicable to this Call

- Specific tables in section ‘4.2 Work packages, activities, resources and timing’:
 - ‘Estimated budget — Resources’
 - ‘Staff effort’
- ‘5.1 Ethics’
- ‘5.2 Security’
- Annexes: CVs, Annual activity reports

Section ‘Project summary’

- Your short project summary appears in Part A already.

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’)



Part B – Further clarifications (2)

Section ‘4.1 Work plan’

- Along with the overall structure of the work plan, please make sure to provide some detail on the individual work packages

Table ‘Milestones and deliverables (outputs/outcomes)’ (in section ‘4.2 Work packages and activities’)

- Milestones must be defined for each work package.
- Deliverables: Ensure proposed number is manageable, in line with the proposed activities, and deliverables only focus on major outputs

Approach to the work packages

- Please take into consideration the Lump Sum Type II approach when designing your work packages

Table ‘Events meetings and mobility’

- This table does not need to be filled in

Part C – Additional project data

Part C collects further project data for statistical purposes only

➤ To be filled in online

Proposal ID	Call for Proposal	Topic	Type of Action
	ERASMUS-EDU-2023-EUR-UNI V	ERASMUS-EDU-2023-EUR-UNI V-1	ERASMUS-LS

Please select the type of organisation

Number	Name	PIC Number (if available)	Type of organisation
1			- >
2			- >

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
		-	-	-	-	-	-	-
		-	-	-	-	-	-	-

Types of organisations

- ❖ Non-mandatory, can be filled in for Full Partners, Affiliated Entities and Associated Partners

Types of Higher Education Institutions

- ❖ Non-mandatory and only to be filled in for Full Partners, Affiliated Entities (if applicable), and Associated Partner HEIs (if applicable)
- ❖ FTE = Full-Time Equivalent

Mandatory sections

- ❖ For technical reasons, minimum one option must be selected in sections 'Academic Fields', 'Pedagogy (ies) - Types' and Mobility (ies) - Types' (further below)



Other annexes

Detailed budget table

- Download template from the submission system
- **To be filled in and uploaded as an XLS or XLSX file using the 'Detailed budget table' field**

Joint mission statement

- Use your own template
- **To be uploaded as a PDF using the 'Other annexes' field**

List of previous projects

- Key projects from the last four years
- Use template included in the Part B template file:
- **To be filled in and uploaded in the submission system:**
Export to a separate PDF and upload using the 'List of previous projects' field



EUROPEAN UNIVERSITIES

Introduction to Lump Sum Type II grants

Kurt JACOBS

*Head of Sector - Financial
Operation, EACEA.B5.001*



Lump Sum Type II (LSII) – What are the advantages?

- Significant **simplification** potential:
 - ✓ Despite all efforts, funding based on reimbursement of actual, incurred costs stays complex and error-prone
 - ✓ Lump sum project funding removes obligations on actual cost reporting at final report and ex-post financial audits – i.e. a major reduction of administrative burden
- **Focus on performance:**
 - ✓ Shift from financial management (and checking costs) to focus on the operational content of the projects in terms of activities, outcomes, deliverables, etc.
- In other words, no (contractual) need any more for detailed financial reporting on actual costs linked to the project at final report stage. The attention is on monitoring of outcomes, deliverables and any document proving that the work was done as detailed in the application (which is annex 1 of grant agreement)

Lump Sum Type II (LSII) – What does it mean in practice?

- The budget is a ‘build-up’ of work packages (WP) - i.e. the proposals must provide a **detailed estimation of costs** and the proposed split of the lump sum budget **per WP and per beneficiary**.
- The amounts per WP and beneficiary will be proposed by the applicants via dedicated Excel tables as per the call documents. The result becomes the budgetary annex 2 of the grant agreement.
- Balance payment will be made on the basis of the **delivery and completion of the work packages** at the final report stage. Evaluation of WPs occurs only after the project is finished!
- If a project is selected, **changes to the budget** during project implementation will always require an amendment. Transfer of amounts between WPs during project implementation are only acceptable if:
 - ✓ WP are not already completed
 - ✓ It is justified by the implementation of the action
 - ✓ A review confirms that it does not call into question the decision awarding the grant or it does not breach the principle of equal treatment



Lump Sum Type II (LSII) – What are work packages?

- A **work package** (WP):
 - ✓ Is a major sub-division of the project in terms of activities
 - ✓ Has an objective (and expected outcome)
 - ✓ Can have multiple deliverables (a single activity/task is not a WP)
- A proposal can have as many work packages as deemed appropriate but keep in mind that:
 - ✓ The number of WP should be manageable and consistent with the planned activities over time
 - ✓ A lapse of time is generally not a WP
 - ✓ Horizontal work packages (e.g.: management, dissemination, etc.) may be approached differently
 - ✓ Contrary to interim payments, pre-financing payments are not linked to the delivery/completion of the WPs (e.g. to release the next pre-financing in full, of course 70% of previous pre-financing has to be consumed).



Lump sum approach – basic principles

Both evaluation and model grant agreement follow standard (budget-based) approach as much as possible:

- ✓ Same evaluation/award criteria
- ✓ Same pre-financing payment scheme
- ✓ Same cost categories and specific rules on eligibility of costs (see Call for Proposals and Model Grant Agreement)
- ✓ Similar periodic reporting periods and technical reporting though focusing on completion of work packages
- ✓ One lump sum share is fixed in the grant agreement for each work package and each beneficiary
- ✓ This amount is paid when the activities in the work package are completed. Like in budget-based, payment does not depend on a ‘successful’ outcome but on the completion of activities.



Lump sum approach – cost estimations

Cost estimations:

- ✓ Are subject to same eligibility rules as costs in standard, budget-based (actual costs) grants
- ✓ Cost estimations can be included only if the same cost item / type of cost would be eligible in an actual cost grant
- ✓ Must be in line with beneficiaries' normal practices
- ✓ Must be reasonable / not excessive
- ✓ Must be in line with and necessary for the activities proposed in the project proposal

A few points of attention:

- ✓ Indirect costs are fixed at 7% unless the beneficiary has an operating grant
- ✓ All costs are to be reported regardless of co-financing. Co-financing is 80% of each WP and thus each co-beneficiary's contribution in each WP.

Lump sum – How to fill in the Excel* workbook?

BE 001 ACME Ltd.	BE 001			BE 001 / AE 001			BE 001 BE+AE TOTAL COSTS
	ACME Ltd.			Spin Off ACME			
	UNITS	COST PER UNIT	BENEFICIARY TOTAL COSTS	UNITS	COST PER UNIT	AFFILIATED ENTITY	
Total WORK PACKAGES:			73.250			26.750	100.000
Design							
A. DIRECT PERSONNEL COSTS			25.000			25.000	50.000
A1. Employees (or equivalent) man days			25.000			25.000	50.000
Type 1			-			-	-
Type 2	50	500	25.000	50	500	25.000	50.000
Type 3			-			-	-
Type 4			-			-	-
Other			-			-	-
A.2 Natural persons under direct contract			-			-	-
A.3 Seconded persons			-			-	-
A.4 SME Owners without salary			-			-	-
A.5 Volunteers			-			-	-
B. Subcontracting costs			-			-	-
C. Purchase costs			43.458			-	43.458
C.1 Travel and subsistence per travel or day			-			-	-
Travel			-			-	-
Accommodation			-			-	-
Subsistence			-			-	-
C.2 Equipment (please refer to the Depreciation Cost sheet)			-			-	-
C.3 Other goods, works and services			43.458			-	43.458
Consumables			-			-	-
Services for Meetings, Seminars, Events			-			-	-
Services for communication/promotion/dissemination			-			-	-
Website			-			-	-
Fees (artistic, speakers, writing, cast, rights, etc)			-			-	-
Production costs and technical costs of prototyping			-			-	-
Short-term rental of surfaces, venues or studios (eg for productions, rehearsals, events etc.)			-			-	-
Other	1	43.458	43.458			-	43.458
D. Other cost categories			-			-	-
D.1 Financial support to third parties			-			-	-
TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)			68.458			25.000	93.458
E. Indirect costs 7% (rounded to zero decimals)			4.792			1.750	6.542
TOTAL COSTS (A+B+C+D+E)			73.250			26.750	100.000

Excel workbook: Detailed estimation of costs of the project

- Focus on units/input
- Avoid any excessive cost per unit
- Travel, hotel, per diem. See C(2021) 35
- Volunteers. See C(2019) 2646
- SME owners. See C(2020) 7115

* Excel will be replaced in coming year(s) by a SEP module in e-grants.



Lump sum grant – Budget allocation

Annex 2 of model grant agreement

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Beneficiary A	250.000			50.000	300.000	250.000		300.000	1.150.000
Beneficiary B		250.000	350.000	50.000			100.000	150.000	900.000
Beneficiary C	100.000	100.000		50.000		280.000			530.000
Beneficiary D		120.000		50.000			100.000	150.000	420.000
Total	350.000	470.000	350.000	200.000	300.000	530.000	200.000	600.000	3.000.000

Lump sum = Maximum grant amount

Lump sum grant – Budget transfers



All budget transfers require an amendment!

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Beneficiary A	250.000			50.000	300.000	250.000		300.000	1.150.000
Beneficiary B		250.000	350.000	50.000			100.000	150.000	900.000
Beneficiary C	100.000	100.000		50.000		280.000			530.000
Beneficiary D		120.000		50.000			100.000	150.000	420.000
Total	350.000	470.000	350.000	200.000	300.000	530.000	200.000	600.000	3.000.000

Transfer of amounts between work packages only acceptable if:

- Work packages not already completed (and declared in periodic report)
- Justified by the implementation of the action
- Amendment does not call into question the decision awarding the grant or breach the principle of equal treatment of applicants



Lump sum grant – Ex-post controls

Checks, reviews and audits for:



Proper implementation of the action (e.g. technical/project review)



Compliance with the other obligations of the grant:



IPR obligations

Other obligations (e.g. ethics, visibility of EU funding, etc.)

Obligations related to third parties (e.g. financial support)

No more 'financial audits' by the Commission



Lump sum grant – Ex-post controls

One needs



- Project related documents
- Publications, milestones, deliverables
- Who did what?
- ...any document proving that the work was done as detailed in Annex 1 of grant agreement

One doesn't need



- Time sheets
- Pay slips or employment contracts
- Depreciation policy
- Travel invoices
- ...to show or prove actual costs



Lump sum approach – some conclusions

- Not a revolution but evolution
 - Lump sum funding follows, wherever possible, the standard rules and processes for actual cost aka budget-based grants
 - Same cost categories and specific rules on eligibility of costs
- Focus on work planning, work packages, outcomes, milestones and deliverables
- Less risk of errors in (absence of) financial reporting; less administrative burden



Annex: How to fill in the detailed budget table

1. 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 only 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

Instructions

Beneficiaries List

Work Packages List

BE 001

Estim costs of the project

Proposal Budget

BE-WP Overview

BE-WP Person Days



European Commission

2. Completing 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.
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Instructions

Beneficiaries List

Work Packages List

BE 001

Estim costs of the project

Proposal Budget

BE-WP Overview

BE-WP Person Days



European
Commission

3. 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

3. Beneficiaries' list

The screenshot displays a software interface with a task list on the left and a dialog box on the right. The task list, titled 'TASKS IN PROGRESS', contains seven items, each with a green checkmark indicating completion:

- 1 ✓ Update from BENEFICIARIES LIST
- 2 ✓ Update from WORK PACKAGES LIST
- 3 ✓ Update DETAILED SUMMARY TABLE
- 4 ✓ Update BE-WP Person Days
- 5 ✓ Update TECHNICAL CALCULATIONS
- 6 ✓ Update PROPOSAL BUDGET
- 7 ✓ Update BE-WP Overview

The dialog box on the right is titled 'PROPAGATE CHANGES for both Beneficiaries and Work Packages Lists' and contains an information icon and the text 'Job done!'. An 'OK' button is highlighted with a red rectangle.

At the bottom of the interface, a navigation bar shows several tabs: 'Instruction', 'Beneficiaries List', 'Work Packages List', 'BE 001', 'Estim costs of the project', 'Proposal Budget', 'BE-WP Overview', and 'BE-WP Per'. The 'Beneficiaries List' tab is highlighted with a red rectangle.



4. Work Packages' list

List of Work Packages		Actions (double-click to activate)	
WP Nbr	WP Label	APPLY CHANGES	Add a Work Package
WP 001	Studies and reports 2021	Remove this Work Package	
WP 002	Studies and reports 2022	Remove this Work Package	

Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person D
--------------	--------------------	---------------------------	--------	----------------------------	-----------------	----------------	----------------

Double-click here to remove the Work Package



Add a Work Package

Remove this Work Package



Double-click here to remove the Work Package

5. Report of the estimated actual costs

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 (PCs, portables, 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
Total WORK PACKAGES:				
Studies and reports 2021				
A. DIRECT PERSONNEL COSTS				
A1. Employees (or equivalent) man days				
	Type 1		-	
	Type 2		-	
	Type 3		-	
	Type 4		-	
	Other		-	
	A.2 Natural persons under direct contract		-	
	A.3 Seconded persons		-	
	A.4 SME Owners without salary		-	
	A.5 Volunteers		-	
	B. Subcontracting costs		-	
	C. Purchase costs		-	
	C.1 Travel and subsistence per travel or day		-	
	Travel		-	
	Accommodation		-	
	Subsistence		-	
	C.2 Equipment (please refer to the Depreciation Cost sheet)		-	
	C.3 Other goods, works and services		-	
	Consumables		-	
	Services for Meetings, Seminars		-	
	Services for communication/promotion/dissemination		-	
	Website		-	
	Artistic Fees		-	
	Other		-	

WP 001

- Cells that need to be filled in.
- For each cost (line) both columns have to be filled in.
- The other columns will be automatically calculated.



6. Proposed budget

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

		Other	D. Other cost categories	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	MAX EU CONTRIBUTION = 80 % of 14.766 € or 250.000 €	Your maximal EU contribution corresponding to your budget = 11.813 €	
								Max EU CONTRIBUTION	Requested EU - CONTRIBUTION	
Université de Bruxelles	ULB	-	-	-	13.800	966	14.766	11.813	<input type="text" value="11.813"/>	<input checked="" type="checkbox"/>
TOTAL	Consortium	-	-	-	13.800	966	14.766	11.813	<input type="text" value="-"/>	<input checked="" type="checkbox"/>

You need to have 2 green ticks and no red cross in order to go to the next step



Useful links and contacts

FURTHER GUIDANCE

- **F&TP Online Manual** – <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/OM/Online+Manual>
- **IT How To** – <https://webgate.ec.europa.eu/funding-tenders-opportunities/display/IT/IT+How+To>
- **Video tutorials: How to get a grant** – https://www.eacea.ec.europa.eu/grants/how-get-grant_en
- **Webinar: F&TP for beginners** – <https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event210527.htm>
- **Event webpage** – <https://europa.eu/!rMtJ8y>

CONTACTS

- | | |
|---|---|
| ▪ Questions on the content of this Call:
EACEA-EUROPEAN-UNIVERSITIES@ec.europa.eu | ▪ Technical support for F&TP
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu |
|---|---|



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Questions and answers

Don't forget to submit your questions:

slido.com

Event code: **#327599**

Or scan the
QR code:





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Closing remarks

José-Lorenzo VALLÉS

European Education and Culture Executive Agency

Thank you for following this
Information Session!

Please fill in our event survey:

<https://europa.eu/!4mVGtm>

Or scan the
QR code:

