

Erasmus + KA2 **Alliances for** innovation 2023



Toolkit



PART B – Technical description of the project



OVERVIEW

PART A (e-form)

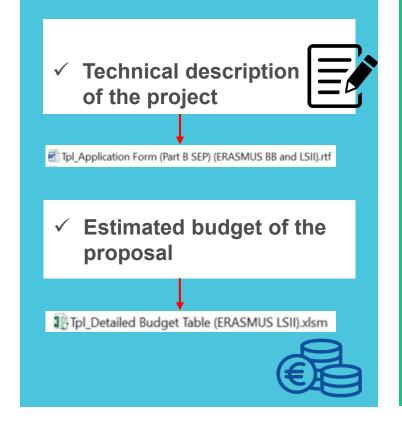
Structured Administrative Forms with data on:

- ✓ Participants
- ✓ Legal declarations
- ✓ Contact persons
- ✓ Programme priorities
- ✓ Requested grant

HOW TO FILL IT IN?

CLICK HERE

PART B



PART C (e-form)

Select:

- ✓ Erasmus+ Type of organisations
- ✓ Only LOT 2 Industrial ecosystems
- ✓ EQF levels
- ✓ Partnership composition (type of organisations linked to eligibility)



HOW TO FILL IT IN?

CLICK HERE



NOT POSSIBLE TO SUBMIT THE APPLICATION WITHOUT FILLING IN THE PART A and C and ATTACHING PART B DOCUMENTS TO THE E-FORM!



PART B – Technical description of the project

- Template to be downloaded by the applicant in the submission system
- Completed form to be uploaded in pdf format
- Follow the instructions including character and page limits (page 2 of the template)
- Maximum 120 pages for LOT 1, excess pages will not be readable
- Maximum 120 pages for for LOT 2, excess pages will not be readable
- Includes sections corresponding to the 4 award criteria and a section on Work Plan
- List of previous projects to be filled at the end of the form (only EU funded projects linked to your application)

TABLE-OF-CONTENTS¶

ADMINISTRATIVE·FORMS·(PART·A)	3
TECHNICAL·DESCRIPTION·(PART·B)	49
COVER-PAGE	
PROJECT-SUMMARY	5
1.·RELEVANCE	5
1.1-Background and general objectives	5
1.2-Needs-analysis-and-specific-objectives	5
1.3-Complementarity with other actions and innovation — European added value	
2. QUALITY	
2.1-PROJECT-DESIGN-AND-IMPLEMENTATION	6
2.1.1 Concept and methodology	6
2.1.2 Project management, quality assurance and monitoring and evaluation strategy	
2.1.3-Project teams, staff-and-experts	6
2.1.4 Cost effectiveness and financial management	
2.1.5·Risk·management→	
2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS	79
2.2.1-Consortium-set-up.	7
2.2.2 Consortium management and decision-making	8
3IMPACT	8
3.1-Impact-and-ambition→	8
3.2-Communication, dissemination and visibility→	8
3.3·Sustainability and continuation→	9
4. WORK-PLAN, WORK-PACKAGES, TIMING-AND-SUBCONTRACTING	10
4.1-Work-plan	109
4.2·Work-packages-and-activities	10
Work-Package-1	10
Work-Package	14
Overview of Work-Packages (n/a for Lump Sum Grants)	14
Events-meetings-and-mobility	15



PART B (Technical Description of the project)



ERASMUS+ PROGRAMME GUIDE

1. RELEVANCE

1.1 Background and general objectives

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

Describe the background and rationale of the project.

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

Insert text

Relevance of the project

(maximum score 25 points)

- Link to EU policy and initiatives: the proposal takes into account and contributes to
 achieving the European objectives in the fields of VET and higher education; the proposal
 takes into account and contributes to giving visibility to existing EU tools and initiatives for
 skills development;
- Purpose: the proposal is relevant to the objectives and activities of the Action;
- Consistency: the objectives are based on a sound needs analysis; they are clearly defined, realistic and address issues relevant to the participating organisations and to the Action;
- Innovation: the proposal considers state-of-the-art methods and techniques, and leads to project-specific innovative results and solutions;
- European added value: the proposal demonstrates clearly the added value generated through its trans-nationality and potential transferability;
- Education & training representation: the Alliance includes partners that adequately represent education & training providers;
- Digital skills: extent to which the proposal integrates digital skills in the training content for one, or several related occupational profiles;
- Green skills: the proposal integrates skills linked to the transition to a circular and greener economy in the training content for one, or several related occupational profiles;
- Resilience skills: extent to which the proposal integrates skills linked to the capacity to adapt, manage change, and care for each other as a community.



PART B (Technical Description of the project)

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives

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

Describe the background and rationale of the project.

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

Insert text

ERASMUS+ PROGRAMME GUIDE

Background and general objectives

- Link to EU policy and initiatives: the proposal takes into account and contributes to
 achieving the European objectives in the fields of VET and higher education; the proposal
 takes into account and contributes to giving visibility to existing EU tools and initiatives for
 skills development;
- Purpose: the proposal is relevant to the objectives and activities of the Action.

Needs analysis and specific objectives

- Consistency: the objectives are based on a sound needs analysis; they are clearly defined, realistic and address issues relevant to the participating organisations and to the Action;
- Digital skills: the extent to which the proposal integrates digital skills in the training content for one, or several related occupational profiles and, if applicable, the extent to which the proposal integrates skills linked to the needs of the deep-tech domains in the training content;
- Green skills: the extent to which the proposal integrates skills linked to the transition to a circular and greener economy in the training content for one, or several related occupational profiles;
- Resilience skills: extent to which the proposal integrates skills linked to the capacity to adapt, manage change, and care for each other as a community.

Complementarity with other actions and innovation – European added value

- Innovation: the proposal considers state-of-the-art methods and techniques, such as the setting up of incubators within education and training institutions, and leads to projectspecific innovative results and solutions;
- European added value: the proposal demonstrates clearly the added value generated through its trans-nationality and potential transferability;
- Education & training representation: the Alliance includes partners that adequately represent education & training providers, and clearly shows benefits/relevance for both higher education and VET.

Relevance of the project

(maximum score 25 points)



PART B (Technical Description of the project)

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives

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

Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call.

What issue/challenge/gap does the project aim to address? The objectives should be clear, measureable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).

Insert text

ERASMUS+ PROGRAMME GUIDE

Background and general objectives

- Link to EU policy and initiatives: the proposal takes into account and contributes to
 achieving the European objectives in the fields of VET and higher education; the proposal
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(maximum score

25 points)

Relevance of the

project

Complementarity with other actions and innovation - European added value

- Innovation: the proposal considers state-of-the-art methods and techniques, such as the setting up of incubators within education and training institutions, and leads to projectspecific innovative results and solutions;
- European added value: the proposal demonstrates clearly the added value generated through its trans-nationality and potential transferability;
- Education & training representation: the Alliance includes partners that adequately represent education & training providers, and clearly shows benefits/relevance for both higher education and VET.



PART B (Technical Description of the project)

1.3 Complementarity with other actions and innovation — European added value

Complementarity with other actions and innovation

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

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

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

Insert text

ERASMUS+ PROGRAMME GUIDE

Background and general objectives

- Link to EU policy and initiatives: the proposal takes into account and contributes to
 achieving the European objectives in the fields of VET and higher education; the proposal
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Relevance of the project

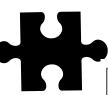
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PART B (Technical Description of the project)



ERASMUS+ PROGRAMME GUIDE

2. QUALITY

2.1 PROJECT DESIGN AND IMPLEMENTATION

2.1.1 Concept and methodology

Concept and methodology

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

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

Insert text

Concept and methodology

- Coherence: the overall project design ensures consistency between project objectives, methodology, activities and budget proposed. The proposal presents a coherent and comprehensive set of appropriate activities to meet the identified needs and lead to the expected results;
- Structure: the work programme is clear and intelligible, and covers all phases (preparation, implementation, exploitation, monitoring, evaluation and dissemination);
- Methodology: the proposal makes use of EU instruments and tools related to skills and occupations whenever relevant, such as EQF, ESCO, Europass, EQAVET, ESG.

Quality of the project design and implementation

(maximum score 30 points)

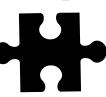
Project management, quality assurance and monitoring and evaluation strategy

- Management: solid management arrangements are foreseen. Timelines, organisation, tasks and responsibilities are well defined and realistic. The proposal allocates appropriate resources to each activity;
- Work plan: quality and effectiveness of the work plan, including the extent to which the resources assigned to work packages are in line with their objectives and deliverables;
- Quality of arrangements for the recognition and validation of qualifications: in line with European transparency and recognition tools and principles, including for microcredentials.

- Budget: the budget provides for appropriate resources necessary for success, it is neither overestimated nor underestimated;
- Financial and quality control: control measures (continuous quality evaluation, peer reviews, benchmarking activities, etc.) and quality indicators ensure that the project implementation is of high quality and cost-efficient. Challenges/risks of the project are clearly identified and mitigating actions properly addressed. Expert review processes are planned as an integral part of the project. The Alliance work programme includes an independent external quality assessment at mid-term and at the end of the project.



PART B (Technical Description of the project)



ERASMUS+ PROGRAMME GUIDE

2. QUALITY

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Quality of the project design and implementation

(maximum score 30 points)

Project management, quality assurance and monitoring and evaluation strategy

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PART B (Technical Description of the project)



2.1.2 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy

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

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

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

Insert text

Concept and methodology

- Coherence: the overall project design ensures consistency between project objectives, methodology, activities and budget proposed. The proposal presents a coherent and comprehensive set of appropriate activities to meet the identified needs and lead to the expected results;
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PART B (Technical Description of the project)



ERASMUS+ PROGRAMME GUIDE

2.1.4 Cost effectiveness and financial management

+

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

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

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

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



Insert text

Concept and methodology

- Coherence: the overall project design ensures consistency between project objectives, methodology, activities and budget proposed. The proposal presents a coherent and comprehensive set of appropriate activities to meet the identified needs and lead to the expected results;
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Quality of the project design and implementation

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AWARD CRITERIA (for LOT 1)

3. Partnership and cooperation arrangements

PART B (Technical Description of the project)

ERASMUS+ PROGRAMME GUIDE

2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

2.2.1 Consortium set-up

Consortium cooperation and division of roles (if applicable)

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

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

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

Insert text

Please see LOT 2 for specific conditions related to participation of third Countries not associated to the Programme



(maximum score 25 points)

Consortium set-up

- Configuration: the composition of the partnership is in line with the action and project
 objectives; it brings together an appropriate mix of relevant organisations, including
 vocational education and training, higher education and enterprises with the necessary
 profiles, skills, experience, expertise and management support required for the successful
 implementation of the project; the Alliance includes partners that adequately represent
 the sector or cross-sectoral approach concerned;
- Commitment: the contributions from partners are significant, pertinent and complementary; the distribution of responsibilities and tasks is clear, appropriate, and demonstrates the commitment and active contribution of all participating organisations in relation to their specific expertise and capacity;
- Involvement of third countries not associated to the Programme: if applicable, the involvement of participating organisations from third countries not associated to the Programme brings an essential added value to the Alliance.

Consortium management and decision-making

- Tasks: the coordinator shows high quality management and coordination of transnational networks and leadership in complex environment. Individual tasks are allocated on the basis of the specific know-how of each partner;
- Collaboration/Team spirit: an effective mechanism is proposed to ensure an efficient coordination, conflict resolution, decision-making and communication between the participating organisations, participants and any other relevant stakeholder;
- Reward: the Alliance provides clear added value and benefits to each partner organisation.



AWARD CRITERIA (for LOT 1)

3. Partnership and cooperation arrangements

PART B (Technical Description of the project)



ERASMUS+ PROGRAMME GUIDE

2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

2.2.1 Consortium set-up

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Insert text

1

the cooperation arrangements

Quality of the

partnership and

(maximum score 25 points)

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Consortium management and decision-making

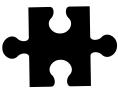
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- Reward: the Alliance provides clear added value and benefits to each partner organisation.



AWARD CRITERIA (for LOT 1)

3. Partnership and cooperation arrangements

PART B (Technical Description of the project)



ERASMUS+ PROGRAMME GUIDE

2.2.2 Consortium management and decision-making

Consortium management and decision-making (if applicable)

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

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

Insert text

Quality of the partnership and the cooperation

(maximum score 25 points)

arrangements

Consortium set-up

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- **Reward**: the Alliance provides clear added value and benefits to each partner organisation.



PART B (Technical Description of the project)



ERASMUS+ PROGRAMME GUIDE

3. IMPACT

3.1 Impact and ambition

Impact and ambition

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

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

Insert text

Impact and ambition

- Exploitation: the proposal demonstrates how the outcomes of the Alliance will be used by the partners and other stakeholders. It provides means to measure exploitation within the project lifetime and after;
- Impact: the proposal shows societal and economic relevance and outreach. It ensures an
 impact at local, national and European level on the target groups and relevant
 stakeholders with a significant role in the sector concerned including in education and
 training. It includes measures as well as targets and indicators to monitor progress and
 assess the expected impact (short-and long-term).

Impact

(maximum score 20 points)

Communication, dissemination and visibility

Dissemination: the proposal provides a clear plan for the dissemination of results, and includes appropriate activities and their timing, tools and channels to ensure that the results and benefits will be spread effectively to the stakeholders and non-participating audience within and after the project's lifetime.

Sustainability and continuation

- Open access: If relevant, the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences and does not contain disproportionate limitations;
- Sustainability: the proposal explains how the action plan for the roll-out at national and
 regional levels will be developed. The proposal includes appropriate measures and the
 identification of financial resources (European, national and private) to ensure that the
 results and benefits achieved will be sustained beyond the project lifetime.



PART B (Technical Description of the project)



ERASMUS+ PROGRAMME GUIDE

3. IMPACT

3.1 Impact and ambition

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Impact

(maximum score 20 points)

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PART B (Technical Description of the project)



ERASMUS+ PROGRAMME GUIDE

3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding

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

Describe how the visibility of EU funding will be ensured.

Insert text

Impact and ambition

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PART B (Technical Description of the project)



ERASMUS+ PROGRAMME GUIDE

3.3 Sustainability and continuation

Sustainability, long-term impact and continuation

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

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

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

Insert text



Impact and ambition

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 impact at local, national and European level on the target groups and relevant
 stakeholders with a significant role in the sector concerned including in education and
 training. It includes measures as well as targets and indicators to monitor progress and
 assess the expected impact (short-and long-term).

Impact

(maximum score 20 points)

Communication, dissemination and visibility

Dissemination: the proposal provides a clear plan for the dissemination of results, and includes appropriate activities and their timing, tools and channels to ensure that the results and benefits will be spread effectively to the stakeholders and non-participating audience within and after the project's lifetime.

Sustainability and continuation

- Open access: If relevant, the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences and does not contain disproportionate limitations;
- Sustainability: the proposal explains how the action plan for the roll-out at national and regional levels will be developed. The proposal includes appropriate measures and the identification of financial resources (European, national and private) to ensure that the results and benefits achieved will be sustained beyond the project lifetime.

