

# How to prepare a good project proposal?

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# Preparation of a proposal

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## Read carefully:

- the programme guide of Erasmus+
- the relevant call for proposals
- the actual application form
- if you already know the former programme generation: there are changes!
- the summaries / homepages of already funded projects in similar (academic) fields from the former programme generation are useful

## Contact your Erasmus+ National Agency:

- Participate in (inter-)national info days and regional workshops
- Discuss your project idea and ask for advice

# Project idea

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- Make sure that your project idea, the content, the targets and the beneficiaries match with the objectives of the programme
- Identify the correct action and check possible priorities, e.g.:
  - academic fields, thematic topics, regions, target groups like minorities
- Decide which role you like to take over in the project, esp. applicants need the administrative and financial capacities for realizing the project
- Will you have the support of your HEI?
- Is your project innovative enough?
  - academic field, (non-)academic partners, mobility tracks, labour market
- Check the legal requirements, e.g.:
  - PIC, ECHE, diploma supplement, joint degrees, tuition fees

# Partnership

- Check the eligibility of your partners (e.g. ECHE)
- Respect the minimum number of partners
- Reflect on the size and capacities of your consortium
- Think about the participation of and support from companies for :
  - placements, thesis
  - additional financial support like scholarships
- Complementarity between the partners:
  - role and responsibility of each partner should be clear for having an added value
- Do you have the best team on board? Do you know your partners long enough?
- Ensure institutional commitment of all partners

# Start thinking about your application now!

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- Have your project idea clearly in mind before starting to write your application
- Plan face-to-face meetings with the academic and administrative staff during the preparation phase
- Each partner should be actively involved
- Inform partners early enough which figures / documents / signatures you need
- Set up an activity plan with milestones
- Is there a weakest link? Do you need an “exit solution”?
- Start to write your proposal 3 months before the deadline
- Write it in a clear, short and easily understandable way. Have it checked by someone who speaks the mother tongue of your proposal

# The proposal (1)

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- Find a meaningful, informative project name / acronym for marketing!
- Present your project in a detailed, coherent and broad way
- Explain the demand of your project very detailed for all beneficiaries, e.g.:
  - HEI, students, labour market, society
- Present a detailed dissemination and sustainability strategy for attracting potential students and for getting self-funders
- Financial plan has to reflect partners' participation / role – has to be transparent and detailed – esp. participation fee
- Where necessary: calculate enough own / other funds – do you have a scholarship programme for self-funders? Explain the financial sources

## The proposal (2)

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- The applicant is mainly responsible for the management!
- Plan milestones in your project (e.g. meetings, reports, presenting results)
- Divide the responsibility between the partners or the different boards
- Applicant is responsible for accounting, funding and controlling
- Applicant has to write the interim and final reports to the EACEA
- Evaluation, quality control, monitoring and audit are very important instruments!  
Internal (through the consortium) and external (through independent experts)
- The summary (!!!) has to be complete (sum-up the whole project) and very well formulated

# The proposal (3)

## In general don't forget keywords like:

- ECTS, diploma supplement, double/joint degrees, recognition/accreditation, integration, institutional commitments, added value, quality assurance, dissemination, sustainability, employability, visibility, transparency, ... JOINT!

## When preparing the proposal:

- Use additional documents from the EACEA homepage like model agreements, financial and administrative handbooks or expert assessment manual



# Helpful sources

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## Esp. for the preparation of EMJMD:

- <http://www.nuffic.nl/en/expertise/jdaz>: ERASMUS MUNDUS funded the project JDAZ – Joint Degrees from A to Z: 6 EM-NS (now: E+NA) are producing a comprehensive, practical reference guide on joint degrees / joint degree programmes
- <http://emap-project.webnode.cz>: ERASMUS MUNDUS funded the project EMAP: Training workshops of ERASMUS MUNDUS National Structures – tips and best practices
- <http://www.joiman.eu>: Guidelines and good practice examples on the administrative issues related to Joint Degrees' management
- <http://www.emqa.eu>: Handbook of excellent higher-education practice - interactive tool to assess your own course
- <http://www.enic-naric.net>: Network for recognition of academic & professional qualifications
- <http://www.eacaconsortium.net>: European Consortium for Accreditation in HE: Mutual Recognition of Accreditation Results regarding Joint Programmes
- <http://www.grossroads.eu/about-grossroads?Source=/default.aspx>: Grossroads presents information regarding quality assured and accredited HE in Europe

# Contact

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