




TEMPUS
Modernising higher education

TEMPUS IV- FOURTH CALL FOR PROPOSALS
Recommendations on how to make a good proposal


TEMPUS INFORMATION DAYS 2010



European Commission
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I. PREPARING THE APPLICATION



Avoid the most common mistakes


- ❖ Remember that only information presented in the application can be assessed
- ❖ Do not assume prior technical or “historical project related” knowledge on the part of the assessor



Start up...

- Read the Call for Proposals carefully, in particular
 - **changes** btw 3rd and 4th call
- First check the **new priorities** (national & regional) then decide which of the themes identified in the Call would be best to develop a project
- Read the Instructions for completing the application form and compulsory attachments* + the eForm User Guide carefully
- Find interested and **relevant** partners
- Consult your NTO / NCP **early**
- Be aware of other HE projects in the PC concerned (**no doubt funding**)

* Declaration of Honour, Workplan and Budget tables, LFM



Analysis Phase

- ✓ Stakeholders analysis
- ✓ Problem analysis (identify the key problems and the needs of the potential stakeholders)
- ✓ Objective analysis
- ✓ Demonstrate the relevance of the project in the local/regional context
- ✓ Show link between national HE context & needs to be addressed in the Partner Country
- ✓ Strategy analysis: describe how the project will contribute at solving the identified problems
- ✓ Explain how the project proposals was prepared

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Quality of the Partnership

- ✦ Demonstrate the relevant experience and role of each PC / EU partner (stressing the skills and competencies)
- ✦ Demonstrate the ability of the partnership to address the PC Higher Education Institutions' or system needs and to deliver the expected outcomes
- ✦ Regional dimension and diversity

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Quality of project (1) - content and methodology

- Ensure that the proposal clearly addresses the problem & needs analysis and addresses the national/regional priorities
- Use most appropriate methodology (processes/ approaches/ tools and resources)
- Ensure new or up-dated subjects / procedures / courses are relevant to the project objective(s)
- Clearly describe the content of new or up-dated subjects / procedures & their duration / structure

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Quality of project (2) - Quality Control & Monitoring

- Choose an appropriate quality control strategy (peer reviews, external accreditation, evaluation surveys)
- Plan for regular monitoring measures (quantitative approaches: overall quotas and deadlines for tangible and intangible outputs)
- Clearly select indicators of progress & tools for assessment appropriate to the activities (consistent with LFM)

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Quality of project (3) - Management of the Project

- ✓ Allocate roles & clear division of responsibilities to each partner – see the role of Lead partner in Workpackages
- ✓ Integrate all partners into the decision-making process and implementation structure
- ✓ Ensure fair decision-making processes, mechanism in case of divergent opinions, bodies & effective communication

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Dissemination & Sustainability

- ✓ Consider relevant dissemination & sustainability strategies
- ✓ Plan internal dissemination within PC institutions & external dissemination activities
- ✓ Develop “visual” identity of the project
- ✓ Consult stakeholders to ensure sustainability
- ✓ Evaluate and describe what will happen after the end of the project
- ✓ Consult Tempus handbook “Sustainability through Dissemination”

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Budget and Cost Effectiveness

- ✓ Planning a reasonable amount of staff costs for each activity
- ✓ Equipment purchase limited to what is necessary for the implementation of the project and estimating reasonable prices;
- ✓ Respecting the daily salary scales – according to type of task in the project and not the status of the individual;
- ✓ Efficient use of mobility periods – making best use of time abroad for maximum benefit;
- ✓ Fair distribution of resources between beneficiaries;
- ✓ Feasibility of the action with the defined budget.

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Workpackages (WPs), Outcomes & Activities

Each workpackage needs to identify:

- Lead partner + other involved partners
- Start / end date (duration)
- Related assumptions and risks
- Description of activities
- Expected outputs / outcomes
- Target groups

Resources needed to complete the outcome*:

- Staff
- Equipment
- Mobility
- Publication
- other

* Only amount of resources is required in the eForm; corresponding costing must be provided in the Budget Excel Sheets

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Workpackages (WPs), Outcomes & Activities

- Provide a logical structure of activities grouped in Workpackages with reasonable number of deliverables / outcomes
- Ensure a logical progression of outcomes within each WP from one project year to next
- Indicate & address assumptions & risks
- Propose suitable activities to achieve each individual outcome
- Distribute the tasks clearly & appropriately among consortium members (no "sleeping partners")

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Workpackages (WPs), Outcomes & Activities

- Identify and quantify all appropriate target groups (no general statements)
- Ensure inputs requested directly relate to activities & are cost efficient
- Identify and justify resources needed to deliver the output/outcome & relate appropriately with budget (Excel table)
- Plan appropriate number of individual mobilities, the direction duration for each mobility flow in relation to each activity

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The Logical framework Matrix (LFM)

- ✓ Read literature on LFM
- ✓ Ensure that entries are consistent with the previous sections adequately completed
- ✓ Re-check the logic of the project as set out in LFM
- ✓ Indicators of progress (quantitative / qualitative) should be specific, measurable, realistic and relevant to the project objectives and outcomes
- ✓ Identify & address main assumptions & risks
- ✓ Ensure that LFM is consistent with the project description

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The Workplan

- Allocate sufficient time for implementation & preparation
- Consider carefully the scheduling, the location and content of activities
- Ensure a logical sequence and the most cost-efficient planning
- Demonstrate the progress of activities

Quality of language & Clarity of Information

- ✓ Choose the language that is most comfortable and understandable by all project partners
- ✓ Explain the concepts and ideas (avoid abbreviations, acronyms)
- ✓ Be precise & specific: provide facts and figures; indicate WHY, by WHOM and HOW something will be done
- ✓ Avoid “patchwork” (copy-paste information)
- ✓ Before submitting, ask somebody who does not know the project to **read/proofread the draft** proposal.

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When to start?

- ✓ As early as possible
- ✓ Set a realistic time-frame for the project preparation (including reception of Mandates from partners)
- ✓ Get information on technical requirements for on-line submission as early as possible
- ✓ Establish methodology: who will develop what part (narrative, financial, attachments, etc.)
- ✓ Decide on the communication strategy
- ✓ Decide WHO will write the draft; complete the eForm; submit the eForm and attachments

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II. eFORM and compulsory attachments

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eForm Structure (main body)

Part	Content
Front Page	Identification of the Call and Programme
PART A	Identification of the Applicant and other organisations participating in the project
PART B	Organisation and Activities
PART C	Description of the project (basic data)
PART D	Operational capacity
PART E	Project implementation / Award criteria (the project in details)
PART F	Workplan in workpackages

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Form Structure (attachments)


Nr	Content
1	Declaration of Honour by the legal representative of the Applicant organisation (pdf / jpg)
2	Logical Framework Matrix (Word document)
3	Workplan and Budget (Excel table)

These attachments are **compulsory**.

Templates will be posted on the Agency website.

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PART A - Identification of the Applicant and other organisations participating in the project

Partner 1 (APPLICANT)

A1 Organisation (role, name, address, telephone, email etc + Nr of Erasmus University Charter for institutions in EU Member States)


A2 Person responsible for the management of the application (name, address, telephone, email etc)

A3 Person authorised to represent the organisation (legal representative) – only for applicant organisation

Partner 2, 3... (partners)

A1


A2



Parts A & B must be completed for each organisation participating in the project

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PART B – Short description of organisations & their activities

B1 Structure:
Status: Private / Public
Type of organisation


B2 Aims & activities of the organisation
key activities related to the project theme (free, 1000 characters)
role of the organisation in the project (free, 1000 characters)

B3 Other Community grants
support received from Tempus in the last three years (table)
other grant applications applied for the same project (table)

List of partner organisations is generated automatically after filling in Parts A and B

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PART C. Description of the project (summaries)

C1 Timing of the project

C2 Specific objectives (free, limited 1000 characters)

C3 Tempus objectives, themes and priorities (tick boxes and limited free text)

C4 Partner countries involved (tick boxes)

C5 Summary of the project (free, limited 2000 characters)


C6 Summary of the Work packages (automatic)

C7 List of deliverables – outputs/outcomes (automatic)

C8 Summary budget

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PART D. Operational Capacity

D1 Skills and expertise of key staff involved in the project

- organisation number
- organisation name
- key person name: summary of relevant skills and experience (free text, 750 / person)

D2 Specific tasks that will be sub-contracted to bodies outside the formal consortium

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PART E. Project implementation / Award criteria

E1 The project rationale – **Relevance**
(needs analysis, priorities addressed, objectives, target groups)
- limited space: 6000 characters

E2 **Quality of the partnership**
(suitability of to work together, specific and complementary skills and expertise) - limited space: 6000 characters

E3 Project's content and methodology
(academic contents, pedagogical approach, **methodology, LFM**)
- limited space: 12000 characters

E4 Dissemination & **sustainability** - limited space: 4000 characters

E5 **Budget and cost effectiveness** - limited: 2000 characters

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PART F. Workplan in Workpackages (1)

F1 Identification: WP nr - type:

- Development
- Quality control and monitoring
- Dissemination
- Exploitation of results
- Management

At least one of each type of WP must be completed

Start – End – Duration

Related assumptions and risks (limit 400 characters)

Description (limit 2000 characters)

F2 Deliverables – outputs / outcomes

- Title
- Type or nature
- Delivery date
- Dissemination level
- Target groups
- Language(s) of the product

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PART F. Workplan in Workpackages (2)

F3 Consortium partners involved:

- Lead partner
- Other partners
- Role and tasks in the WPs (limit 400 characters)

F4 Resources required to complete WPs

- Staff categories – number of days – for each partner organisation
- Tasks to be sub-contracted
- Travels: Staff; Students: number of flows / destination
- Equipment
- Printing and publishing
- Other costs

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eForm features

- An electronic application form that can only be submitted via the internet
- A form that does not require you to be online when you are filling it in or validating it
- An interactive pdf form that uses Adobe's Acrobat Reader (which can be downloaded from Adobe's website **FREE OF CHARGE**)
- An intuitive, easy-to-use application form

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eForm – technical requirements

- The form requires Adobe Acrobat Reader (or Standard or Professional) to be installed on your computer – this may require the intervention of your IT department
- Version must be 8.1.3 or higher (incl. v9)
- An internet connection and standard browser software are required
- There is no software specific to the eForm

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Practical hints

- Read the **eForm User Guide** before starting to fill the form
- Make sure that you have the necessary **IT support**
- Do not try to fill the form directly on the website – **download** it first on your computer
- Fill all fields on the front page before starting to fill the other sections
- **Save** the form regularly
- Maximum size of **attachments 5MB**
- Do not validate the form until you have finished completing it
- The **submitted form is locked** – cannot be changed

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Help available from

- ✓ National Tempus Office coordinators in Partner Countries (NTO)
- ✓ Tempus National Contact Points in EU Member States (NCP)
- ✓ EACEA website – check for updates frequently

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We hope your ideas will fly!



Thank you for your attention!

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