

TEMPUS

Modernising higher education

TEMPUS IV- HOW TO PREPARE A COMPETITIVE TEMPUS PROPOSAL

TEMPUS INFORMATION DAY
Warsaw, 14th January 2011

Belén Enciso

Education, Audiovisual and Culture Executive Agency - Brussels



<http://eacea.ec.europa.eu/tempus>



European Commiss

TEMPUS

Outline of the presentation

Part I. eForm and compulsory attachments

Part II. Preparing your application

A - Tempus eligibility criteria

B - Tempus award criteria



Part I. eForm and compulsory attachments

http://eacea.ec.europa.eu/eforms/documents/tempus/eform_tempus_2011_en.pdf

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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

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

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*

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

PART D. Operational Capacity

D1 Skills and expertise of key staff involved in the project (free text,750/person)

- organisation number
- organisation name
- key person name: summary of relevant skills and experience

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

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

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

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

eForm 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 are posted on the Agency website.

Attachments to the eForm

The Declaration of Honour

Certifies that:

- all information in the application form is correct
- the organisation has the needed financial and operational capacity
- The organisation is not in a situation as defined in the « exclusion criteria »



Attachments to the eForm

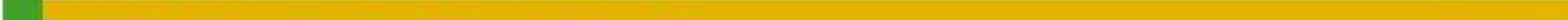
The Logical framework Matrix (LFM)

- ✓ 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



Attachments to the eForm

The Workplan

- Allocate sufficient time for implementation & preparat
 - 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
- 



Part II

Preparing the application

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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 double funding**)

* *Declaration of Honour, Workplan and Budget tables, LFM*



How to prepare a competitive Tempus project proposal

In order to succeed, your proposal has to meet the
criteria defined in the call:

2 main criteria:

- Tempus eligibility criteria
- Tempus award criteria

A. Tempus eligibility criteria

Read the **Call for proposals** carefully and pay attention to:

1. **Formal submission requirements**
2. **Grant size and duration**
3. **Partners and Partnership requirements** (number of partners, status of the grant applicant & partners, etc.)
4. **National & regional priorities**

*It does not matter how well the project has been designed if it does not fulfil the eligibility criteria: this will lead to the **automatic rejection** of the proposal*

A.1. Formal submission requirements

- Official eForm and submission system
- Official language
- Respect of deadline (submission and paper copy)
- Annexes (FEL, Mandates...)
- Documents signed by the legal representative of the institution

A.2. Grant size and duration

GRANT SIZE:

- **€ 500 000 to € 1 500 000**
- Minimum co-financing: **10%**

PROJECT DURATION:

- **24 or 36 months**

A.3. Eligible partnership

National projects: <i>(targeting 1 single Partner Country)</i>	Multi-country projects: <i>(targeting more than 1 Partner Country)</i>
minimum of 6 HE institutions	minimum of 7 HE institutions
3 from the involved Partner Country	2 from <u>each</u> involved Partner country (minimum 2 PC)
3 from 3 different EU countries	3 from 3 different EU countries

A.3. Eligible applicants

Joint Projects:

- State-recognised public or private HE institutions (either in EU or PC)
- Associations, organisations or networks of HE institutions

Structural Measures:

- State-recognised public or private HE institutions (either in EU or PC)
- Associations, organisations or networks of HE institutions
- Rector/teacher/student organisations

A.3. Eligible partners

- State-recognised public or private HE institutions (either in EU or PC)
- Associations, organisations or networks of HE institutions
- Rector/teacher/student organisations
- Non-governmental organisations
- Social partners and their training organisations
- Private and public enterprises
- Research institutions
- Public administrations (*Ministries, other national/regional/local administrations*) or governmental organisations BUT with special conditions (*eligible for reimbursement of travel costs and costs of stay only*)

A.3. Eligible partners

Additional condition for Structural Measures

- The **Ministry/ies responsible for higher education** in each Partner Country must be involved.
- BUT special status.

A.4. National and Regional priorities

National projects

- Focus on the national priorities set for the Partner Country.

Multi-country projects

- Focus on the regional priorities common to all PC within a specific region.
- Can address a national priority which is common to all participating PCs.

Cross regional cooperation is possible if the theme of the proposal is identified as a regional or national priority for all the participating PCs.



B. Tempus Award criteria

5 Award criteria defined in the Call

- 1. Relevance**
- 2. Good quality partnership**
- 3. Quality of the project's content and methodology**
- 4. Dissemination & Sustainability**
- 5. Budget and Cost-effectiveness**

B.1. Relevance

- The project addresses the **national/regional priorities** of the country.
- The project identifies and presents the **key problems and the needs** of the specific partner country/ies and of the potential stakeholders (need analysis).
- The objectives are **realistic and relevant** for the strategies of the partner countries
- It also addresses real **needs & problems** of the target groups, which are defined.
- The project describes how the project will contribute at solving the identified problems
- It explains how the project proposals was prepared

B.2. Good quality partnership

- Present the partner and demonstrate the relevant experience and role of each PC / EU partner (stressing the skills and competencies) directly relating to the planned project activities
- Demonstrate the ability of the partnership to address the PC Higher Education Institutions' or system needs and to deliver the expected outcomes
- Ensure regional dimension and diversity
- Ensure balanced distribution of tasks (no “sleeping partners”)
- Plan measures to ensure effective communication among the partners

B.3. Quality of the project

Content and methodology

- Academic content and pedagogical approach
- Use most appropriate methodology (processes/ approaches/ tools and resources)
- Ensure new or up-dated subjects / procedures / courses are relevant to the project objective(s)
- Involvement of academics, students and stakeholders at large
- Clarity of the project objectives and their feasibility in the planned time.
- It demonstrates the link between wider and specific objectives, expected outcomes and activities

Quality Control & Monitoring

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

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

B.4. Dissemination and Sustainability

- Dissemination plan internal within PC institutions & external dissemination activities: how information/outcomes of the project are made available to groups not directly involved (outputs to be disseminated, target groups, dissemination tools & activities)
- Develop “visual” identity of the project
- Measures planned to ensure that the expected results will be sustainable in the long term (financial, institutional and policy level)
- Consult Tempus handbook “Sustainability through Dissemination”

B.5. Budget and Cost-effectiveness

- Implementation of project activities and achievement of expected results and objectives **in the most economical way:**
 - Planning a reasonable/efficient amount of staff costs for each activity (including reasonable management costs)
 - Reasons for equipment purchase, limited to what is necessary for the implementation of the project and estimating reasonable prices,
 - Efficient use of mobility periods – making best use of time abroad for maximum benefit
 - ...
- Respect the daily salary scales – according to type of task in the project and not the status of the individual
- Inflated budgets are marked severely!
- Fair distribution of resources between beneficiaries: principles for budget allocation amongst partners
- Feasibility of the action with the defined budget.

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



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.

When to start?

- ✓ As early as possible
- ✓ Set a realistic time-frame for the project preparation (including reception of Mandates from partners). Do not underestimate time needed!
- ✓ 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



Thank you for your attention!

More on:

<http://eacea.ec.europa.eu/tempus>



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