TEMPUS

Modernising higher education

Tempus IV, Sixth Call for proposals, deadline 26.03. 2013 at noon E-FORM and SUBMISSION of applications

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http://eacea.ec.europa.eu/tempus/index_en.php

Outline of the presentation

- **General information and structure**

- **Contents and selection criteria**

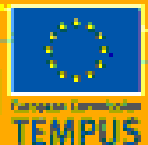- **Submission of the eForm**

- **Further guidance**

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General information and structure

http://eacea.ec.europa.eu/tempus/funding/

2012/call_eacea_35_2012_en.php

Please read the instructions

eForm Structure (main body)

Part	Content
Front Page	Identification of the Call and Programme – first to fill
PART A	Identification of the Applicant and other organisations participating in the project
PART B	Organisation and Activities
PARTC	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 - in line with the LFM

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. Size of all the three attachments should be 5 MB max.**

Templates are posted on the Agency website.

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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

- Read the eForm guide very carefully to avoid technical problems as well as known issues published at the eForm section of the EACEA website

- An interactive pdf form that uses Adobe's Acrobat Reader (which can be downloaded from Adobe's website <u>FREE OF CHARGE</u>)

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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 <u>must</u> be 8.1.5 or higher

- An internet connection and standard browser software are required

- There is no software specific to the eForm

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Mandatory, optional and calculated fields

Field Type	Characteristics	Examples		
Mandatory	Field label is accompanied by an asterisk *	Telephone 1*:	**Organisation Types**	
			Enterprise*	Not for profit*
Optional	Field label has no asterisk	Telephone 2:	**Other participants involved in the proposal**	
Calculated automatically	Field contains diagonal grey lines	Duration: 0	Partner no	Role
			P 1	APP

Text constraints

- Formatting
  - Formatted text can be pasted into the form from Microsoft Word etc. The form automatically strips off the formatting and plain text is retained
  - Bullets and numbering can be used in text fields

- Character limits
  - Limits include characters and spaces and are documented either in the field label or in the User Guide. Overflow is prevented.

Attach mandatory documents

- Use the 'Attach a document' buttons at the end of the eForm. Do not use the Adobe attach function!
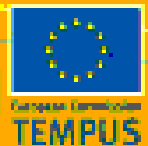
  ✗ 📎   Attach a document ✓

- Classic browse-to-file operation

- Respect the file formats cited in the User Guide

- A missing attachment prevents submission!

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Contents and selection criteria

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Front Page

Programme: TEMPUS (pre-inserted)

Sub-programme: select JP or SM

Call for proposals (pre-inserted)

Action: select type of JP or SM

Deadline for submission (pre-inserted)

Project title…………………

Project acronym……….

Language used to complete the form: select EN, FR, DR

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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…)
)
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

Common mistake – Allocating more than one contact persons per participating university

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PART B. Organisation and Activities
to be filled by all partners

B1 Structure:

Status: Private / Public – defined by the application guidelines

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

C1 Timing of the project

C2 Specific objectives <u>(free, limited 1000 characters)</u>

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

Subject area academic discipline OR topic

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

C9 Project history   new!

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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 for this project (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* – *max. 25 points*
(needs analysis, priorities addressed, objectives, target groups)
- limited space: 6000 characters

E2 *Quality of the partnership* – *max. 20 points*
(suitability of to work together, specific and complementary skills and expertise) - limited space: 6000 characters

E3 The project
(academic contents, pedagogical approach, *methodology –*
max. 25 points, LFM)
- limited space: 12000 characters

E4 Dissemination & *sustainability*, *max. 15 points* - limited space: 4000 characters

E5 *Budget and cost effectiveness*, *max. 15 points* - limited: 2000 characters

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Relevance

✓ The **national/regional priorities** are addressed.

✓ **Key problems** and **needs** of the specific Partner Country/ies and of the potential stakeholders are identified.

✓ The **objectives** are **realistic** and **relevant** for the reform strategies of higher education in the Partner Countries

✓ The real needs & problems of the clearly defined **target groups** are addressed; relevant stakeholders are included

✓ The project describes how the project will contribute to solving the identified problems.

✓ It explains how the project proposal was prepared.

WHERE in the E-form? E.1 The project rationale; C.2 Specific Objectives ; C.3 Summary of the project

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Quality of the partnership

✓ The partnership includes all the skills, recognised expertise and competences required to address the needs of the PC Higher Education Institutions or systems and to achieve the project objectives

✓ Each partner PC / EU should demonstrate how their experience and their role (stressing the skills and competencies) is relevant in the planned project activities

✓ The partnership ensures a regional dimension and diversity (new partners) and a balanced distribution of tasks (no "sleeping partners")

✓ Measures to ensure effective communication among the partners are described

WHERE in the E-form? *B; D.1 Skills and expertise of key staff*

Methodology

Description of the project as a whole, including:

- ✓ The academic content and the pedagogical approach; appropriate methodology, involvement of stakeholders in general, the link between wider and specific objectives and between expected outcomes and activities,

- ✓ The quality control processes foreseen and the monitoring measures that will be implemented.

- ✓ The management of the project, roles and responsibilities allocated to each partner, decision-making process and implementation structure.

  - ➤ Make sure that the information in this section is consistent with the LFM

  - ➤ Ensure a balanced distribution of tasks (+ role of Lead partner in work-packages)

  WHERE in the E-form? E3. The project & F. Workpackages; + LFM

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Dissemination and Sustainability

- There is evidence that the project will have a tangible impact and multiplier effects

- Measures are defined and planned to ensure that the expected results of the project will be sustainable in the long term (financially, institutionally, at policy level).

- The application clearly indicates how the relevant activities will be pursued and the outputs will be maintained or developed after the end of Tempus funding

WHERE in the E-form? E4. Dissemination & Sustainability; F. Workpackages

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Budget and Cost Effectiveness

- Reasonable staff costs are planned for each activity.
- The budget is not inflated.
- Rounding – 77 555,1255 – 77555,12…...
- Daily salary scales provided in Annexes to the Call for proposals are respected; the type of task is used to determine the daily rate and not the status of the individual carrying out the work.
- Mobility periods are used efficiently, making best use of time abroad for maximum benefit.

WHERE in the E-form? *E5. Budget & Cost-Effectiveness; Budget Excel Tables*

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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 – *''products''*

Title
Type or nature
Delivery date

examples:

- course preparations and courses
- teaching materials and syllabi
- publications

Dissemination level
Target grpoups
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
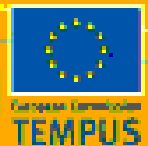Equipment
Printing and publishing
Other costs

Budget is not related to input, it is planned according to the deliverables.

Submission of the eForm

Do not leave only few hours for validation which needs to be done before the submission

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Submission (1) – by 26th March at noon

One-phase submission in two steps:

Step 1:

Click on SUBMIT button of the eForm once the content is validated + mandatory attachments:

- Declaration of Honour
- Workplan and Budget Excel Table
- LFM

An automatic notification is sent with the project **- Reference number**

Submission (2)

Step 2:
- Copy the project Reference number on each of the following original documents

  - Declaration of Honour
  - Budget (Excel Tables) and work plan
  - Logical Framework Matrix
  - Mandates
  - Financial Identification Form
  - Legal Entities Form
  - Profit and Loss Accounts together with the balance sheet for the last three financial years for which the accounts have been closed (if applicable)

- Send the underlined documents, by March 26th (date of postmark), using registered post to the Agency postal address mentioned in the Call for proposals.
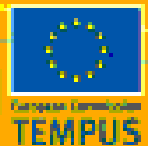- Send the eForm to the Tempus office or contact point

Submission (3)

- **Under no circumstances, applications by applicants reporting any technical difficulties after the deadline will be accepted.**

Further guidance

What to do first

- Defining the topic and partners (mandates)
- The LFM
- Front page of the e-form
- Parts A and B
- Work plan
- Development of work packages – part F together with the budget
- Other parts of the e-form

Help available

- **IT problems: Tel**: +32 229 90705, **Email**: eacea-external-helpdesk@ec.europa.eu:
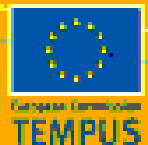
  08:30 to 17:30 from Mondays to Thursdays and

  08:30 to 17:00 on Fridays excluding public holidays

- The EACEA - EACEA-TEMPUS-CALLS@ec.europa.eu

- Tempus offices and contact points

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Hvala Vam na pažnji!
Želimo Vam uspeh u ovom
konkursnom roku

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