

## **EU-US Cooperation programme in higher education and vocational training**

### **ATLANTIS:**

Actions for Transatlantic Links and Academic Networks in Training and Integrated Studies

## **Programme Guide**

**for the attention and information of future applicants and beneficiaries**

*Please note that this Programme Guide must be read in conjunction with the relevant annual Calls for Proposals which will provide specific information on the grant application procedures.*



**EUROPEAN UNION**



**U.S. Department of Education**

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## **1. INTRODUCTION**

### **1.1. Background and purpose of the programme guide**

The European Union-United States of America Cooperation Agreement in Higher Education and Vocational Education and Training aims primarily at promoting understanding between the peoples of the European Union and the United States of America and improving the quality of their human resource development. The Cooperation Agreement includes the Fulbright-Schuman scheme administered by the U.S. Department of State and the European Commission. The other cooperation actions in the field of higher education and vocational training are grouped under the title of “Atlantis” (Actions for Transatlantic Links and Academic Networks for Training and Integrated Studies). Atlantis is jointly funded by the European Commission and by the U.S. Department of Education Fund for the Improvement of Post Secondary Education (FIPSE). The European Commission has entrusted the implementation of Atlantis to the Education, Audiovisual and Culture Executive Agency (hereinafter referred to as the Agency)<sup>1</sup>.

The origin of EU-U.S. cooperation in education and training dates from the 1990. Transatlantic Declaration on EU-U.S. Relations. Following a two-year exploratory phase (1993-95), a first 5-year Cooperation Agreement between the European Union and the United States was signed in 1995. The Agreement was renewed in 2000 for another five years until 2005 and it has been renewed again in 2006 for the period up to 2013, inaugurating the Atlantis programme on higher education and training. The third agreement became effective in 2006 for programme support until 2013.

The main focus of Atlantis is on supporting innovative projects for cooperation in the higher education field, including vocational training, which are designed to develop and implement double or joint “transatlantic degrees” for students in the EU and U.S. It may also support projects to promote other forms of EU-U.S. cooperation in higher education and vocational training, including mobility projects and policy-oriented measures.

### **1.2. Actions funded under ATLANTIS**

This programme guide describes Atlantis actions (hereafter referred to as Atlantis).

There are three main “actions” under Atlantis:

#### **ACTION 1 – Transatlantic Degree Consortia Projects**

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<sup>1</sup> The European Commission is responsible for the EU-US Agreement. However, the Education, Audiovisual and Culture Executive Agency implements the ATLANTIS actions on behalf and under the control of the European Commission.

This Action provides support for consortia of EU and U.S. higher education institutions (hereafter called “consortium”) to implement dual/double or joint degree programmes referred to in the present document as “Transatlantic Degrees”. Support includes grants for students and members of the academic and administrative staff (“faculty”).

### **ACTION 2 - Excellence in Mobility Projects**

This Action provides funding for international curriculum development projects that involve short-term transatlantic mobility. Consortia applying for such a project are expected to have a solid experience in transatlantic cooperation and exchanges. Proposals that have a defined and designated curricular focus are especially encouraged. Support includes mobility grants for students and members of the academic and administrative staff (“faculty”).

### **ACTION 3 - Policy-oriented Measures**

This Action provides support to multilateral EU-U.S. projects and activities designed to enhance collaboration in the higher education and vocational training field.

## **2. WHAT ARE THE OBJECTIVES OF THE EU-U.S. ATLANTIS PROGRAMME?**

The objectives of Atlantis programme are same as those of the 2006-2013 agreement and are divided into general, specific, and operational categories.

#### **The general objectives shall be to:**

- promote mutual understanding between the peoples of the European Union and the United States of America including broader knowledge of their languages, cultures and institutions;
- and improve the quality of human resource development in both the European Union and the United States of America, including the acquisition of skills required to meet the challenges of the global knowledge-based economy;

#### **The specific objectives shall be to:**

- enhance collaboration between the European Union and the U.S. in the domains of higher education and vocational training;
- contribute to the development of higher education and vocational training institutions;
- contribute to individual participants’ personal development for their own sake and as a way to achieve the general objective of the programme;
- and contribute to transatlantic exchanges between EU and U.S. citizens.

**The operational objectives shall be to:**

- support collaboration between higher education and vocational training institutions with a view to promoting joint study programmes and mobility;
- improve the quality of transatlantic student mobility by promoting transparency, mutual recognition of qualifications and periods of study and training, and, where appropriate, portability of credits;
- support collaboration between public and private organizations active in the field of higher education and vocational training with a view to encouraging discussion and exchange of experience on policy issues; and
- support transatlantic mobility of professionals with a view to improving mutual understanding of issues relevant to EU-U.S. relations.

**3. INDICATIVE TIMETABLE AND SELECTION OF PROJECTS**

In the context of the ATLANTIS programme yearly calls for proposals are organised. It is foreseen that each call for proposals will be published at the end of the year and the selection process follows the indicative timetable presented below:

PROJECT ACTIVITIES (GRANT PERFORMANCE PERIOD)

December year N-1	Publication of the call for proposals
March/April year N	Deadline for submission of applications
April year N	Assessment of applications by independent experts
May year N	Joint selection by the Agency and FIPSE
June year N	Awarding of grants
July year N	Informing the applicants
August year N	Signing of agreements
September year N	Start of project activities

The maximum duration of projects varies between 24 and 48 months depending on the action.

Transatlantic Degree projects	48 months
Excellence in Mobility	48 months
Policy oriented Measures	24 months

No applications will be accepted for projects scheduled to run for a longer period than that specified in this guide. However, if after the signing of the agreement and the start of the project it becomes impossible for the beneficiary, for fully justified reasons beyond his control, to complete the project within the scheduled period, an extension to the eligibility period may be granted. A maximum extension of 12 months may be granted, if requested before the deadline specified in the agreement.

## **Selection of Projects for Grants**

The selection of Atlantis grants will be a competitive process based on the assessment of the quality of the proposals against the background of the description of the Actions.

The Education, Audiovisual and Culture Executive Agency (the Agency) and FIPSE will be assisted in their joint selection of projects for funding by panels of independent experts. The quality of the proposals meeting the eligibility and selection criteria will be judged on the basis of the award criteria set out below, which will be the main basis on which the selection decision is taken. However, when drawing up the final list of projects to be funded, attention will be paid to ensuring the participation of institutions from as many EU Member States as possible and as broad a diversity of U.S. institutions.

FIPSE encourages applications for projects that support exchanges between European institutions and U.S. minority-serving institutions in order to increase the participation of underrepresented minorities in the programme.

The EU and US authorities are both committed to awarding grants to institutions and departments that have previously not been funded as well as to proposals focusing on vocational education and training, if the proposal represents sufficient quality.

Note carefully that the final list of selected projects will be such that any EU Member State is not represented with its institutions in the role of coordinator in more than one project for each of the three actions covered by the present call for proposals, provided there are other proposals of a sufficient quality where that country is not represented.

### **4. WHO IS ELIGIBLE FOR FUNDING AND WHAT CONSTITUTES A CONSORTIUM?**

Applications which comply with the following criteria will be the subject of an in-depth evaluation.

#### **4.1. Eligible establishments/bodies/type of beneficiaries**

Atlantis is based on the development of a multilateral consortium of postsecondary higher education institutions or organizations in the United States and in the Member States of the European Union. For the purpose of this action:

“higher education institution” means any recognized establishment according to the applicable laws or practices that offers qualifications or diplomas at the higher education level, whatever such establishment may be called;

“vocational education and training institution” means any type of public, semi-public or private body, which, irrespective of the designation given to it, in accordance with the applicable laws and practices, designs or undertakes post-secondary vocational education or training, further vocational training, refresher vocational training or retraining;

and

“student” means any person following fulltime learning or training courses or programmes leading to degree completion that are run by higher education or vocational education and training institutions.

"faculty" means academic or administrative staff members in the partner institutions working in the context of the project.

#### **4.2. Eligible consortia**

A consortium applying for the Atlantis programme must meet the following membership criteria:

- **Transatlantic Degree Projects** must include one of two consortium/ membership options:
  - 1) a minimum of two EU institutions from different EU Member States and one U.S. institutionor
  - 2) a minimum of two EU institutions from different EU Member States and two U.S. institutions (from the same or different states).
- **Excellence in Mobility projects** must include at least two EU institutions from different EU Member States and two U.S. institutions (from the same or different states) . Additional partners above the minimum number do not increase the budget.
- **Policy-oriented Measures** must include at least two EU institutions from different EU Member States and two U.S. institutions (from the same or different states) . Additional partners above the minimum number do not increase the budget.

For a table of membership requirements and funding amounts see Section " Funding Amounts".

Consortium/Membership may include higher education and/or vocational education and training institutions or organizations (including industry and business groups, non-governmental organizations, publishers, government departments, chambers of commerce, and research institutes).

All consortia must have a non-profit lead institution or organization in the European Union and in the United States responsible for submitting the common proposal, for coordinating the project, and for grant management and fiscal control. In all projects for-profit partners may represent business and industry groups and that may help give the project the national and international visibility necessary for it to succeed beyond the funding period. These partners may offer internships or may offer professional advice and expertise as part of Atlantis.

### **4.3. Eligible countries and individuals**

Eligible institutions and organizations must be from the United States and from one of the twenty-seven Member States of the European Union (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, and the United Kingdom).

Eligible EU students and faculty must be citizens of the European Union or third-country nationals who had been legal residents in the European Union for at least three years (and for the purpose other than study) before the start of the outgoing mobility. Eligible U.S. students and faculty must be U.S. citizens or permanent residents.

With regard to mobility grants, eligible beneficiaries are students, faculty, and staff enrolled in / employed by one of the partner institutions and selected by the consortia, which will also disburse those grants.

### **4.4. Eligible activities**

#### ***4.4.1. Transatlantic Degree Consortia Projects***

Atlantis focuses on supporting multilateral consortia over a four-year grant period for the purpose of developing and implementing dual/double or joint “**Transatlantic Degrees**” only at the undergraduate (first cycle) or at the masters (second cycle) level. The programme does not support doctoral level study. Projects should focus primarily on curriculum development and implementation. Projects that focus primarily on research will not be competitive for funding.

A “transatlantic degree” is defined as an undergraduate (Bachelors) or graduate (Masters) programme of study undertaken at institutions located in the European Union and in the United States that leads to the awarding of two separate degrees (dual or double degree) or a single degree (joint degree) by the participating EU and U.S. award institutions and that students are able to attain in considerably less time and a lower cost than would be required to obtain two separate degrees.

An “undergraduate degree” is defined as any degree or diploma below the master’s level that is recognized by the appropriate authorities in the Member State where the degree awarding institution is located and in the United States.

A “graduate degree” is defined as any degree or diploma at the master’s level that is recognized by the appropriate authorities in the Member State where the degree awarding institution is located and in the United States.

Applicants must clearly stipulate whether they are applying for activities focusing on an undergraduate project or a graduate/masters project and whether a dual/double or joint degree

will be awarded. Applicants should note that combination of bachelors and masters' degrees are not supported.

Transatlantic degree proposals that focus on doctoral students or doctoral degrees will not be supported.

Transatlantic degree projects may award degrees in one of following ways:

-The first option for awarding degrees is a consortium of one U.S. institution and two EU institutions but only one of the EU institutions awards the degree to the U.S. student. The U.S. institution awards degrees to students from both EU institutions and they get degrees also from their EU-home university.

-The second option for awarding degrees is a consortium of one U.S. institution and two EU institutions and both of the EU institutions are able to award the degree to the U.S. student.

-The third option for awarding degrees is a consortium of two U.S. institutions and two EU institutions and all four institutions are able to award the degree.

Regardless of the number of awarding institutions in the consortium, each EU or U.S. student must receive the Transatlantic Degree from one institution in the U.S. and one institution in the EU. Consortia formed by two EU and two U.S. institutions, each of which is committed to awarding a transatlantic joint or dual degrees are particularly encouraged. Such consortia would receive additional funding ( see the section below on "Funding").

The key curricular components of the Transatlantic Degree must be included in the proposal and be in place before the application for support is submitted. The most competitive proposals are those based on existing courses. Agreements on programmes of study leading to the Transatlantic Degree must include provisions on credit recognition and/or transfer, tuition and other fees, language study, visa requirements, recruitment, and student services.

**Transatlantic Degree projects are selected for four years of funding.** The Agency and FIPSE reserve the right to decrease funding, or to terminate a project based on annual performance reviews. All four years of the grant may be used for student and faculty mobility although it is expected that in the first year some adjustments in the curriculum and in the administration of the project will be made. Disbursement of funding will be made conditional on the consortium providing evidence that the transatlantic degree is operational and that students are selected to undertake the required period of study abroad.

It is expected that transatlantic degree programmes will be institutionalized at the participating institutions and will be sustained beyond the funding period.

In 2010 FIPSE has changed the fourth year of all degree projects to a 24 month performance period. The total length of the degree project for the U.S. is 5 years. EU partner schools may request a one-year extension for the same project.

## **Memorandum of Understanding for Transatlantic Degree Projects**

Proposals for transatlantic degree projects will be implemented only with signed agreements or memoranda of understanding that demonstrate the commitment of the partner institutions. The most competitive proposals submit signed agreements as part of their application package. Memoranda may be signed in the first few months of the first year but no student mobility may commence study abroad until all partners sign the documents.

Copies of signed memoranda must be submitted to the Agency and to FIPSE as part of first year performance report as a precondition for receiving second-year funding. The Agency and FIPSE reserve the right to terminate any project that has not demonstrated sufficient progress or fulfilled grant requirements.

A memorandum of understanding may include many items to be determined by the parties. However, all memoranda must include agreements on the recognition of credits and the agreement on tuition and fees. Memoranda must include specific references to the degrees that will be awarded. The agreement may also cover student services, housing assistance, cultural preparation, and special fees such as health insurance.

### Components of the proposal

Proposals that focus on implementing a transatlantic degree must describe in detail the following six components: i) joint study programme, ii) student mobility, iii) faculty mobility, iv) language and culture training, v) evaluation, and vi) dissemination.

#### **i) Joint Study Programme for Transatlantic Degree Projects**

Proposals for Transatlantic Degrees may focus on any undergraduate or graduate (masters level) postsecondary programme of study, provided that it clearly demonstrates how such an international degree programme will prepare students better for work in an international context. The description of the Joint Study Programme should include the following components:

Integrated programme of study. The description of a jointly developed curriculum or full recognition by the Transatlantic Degree consortium of courses which are developed and delivered separately, but make up a common study programme is the central component of the proposal. The programme of study (including the courses, methods, modules and internships that students will take in the U.S. and in the EU, leading to the awarding of the undergraduate or graduate Transatlantic Degree) must be fully described in the application. The transatlantic degree project must include for all students a diploma supplement from the

EU institution and a comparable description of the programme of study by the U.S. institution.

Duration of the programme of study. Applicants must explain how long it will take a full-time student to complete the entire proposed dual/joint degree programme. Competitive proposals will make it feasible for students to complete the transatlantic degree as close as possible to the time needed to finish the longer of the two original degree programmes. Proposals must also indicate how many months will be required to complete the study abroad component of the transatlantic degree.

Integrated admission standards. Students must apply to the degree programme through a shared application procedure or through institutional application procedures that are accepted by and meet the requirements of each partner institution in the consortium. Consortia institutions should therefore agree on shared admission standards and entry requirements, a shared application procedure, and a shared student selection process. For EU institutions this must be in accordance with national legislation.

Examinations and progression (transfer) requirements. Consortia institutions must agree that the examinations passed and credits earned at one institution will be fully and automatically recognized by the partner institutions on the other side of the Atlantic. This is one required component of the memorandum of understanding. Whenever possible the use of ECTS is recommended. Consortia institutions must agree on progression and transfer arrangements for students prior to student mobility.

Mobility: EU and U.S. students seeking an undergraduate or graduate transatlantic degree must carry out a programme of study in at least three participating institutions (at least two EU institutions located in different Member States, and at least one U.S. institution). This mobility cannot be replaced by virtual mobility. For both the undergraduate and the graduate dual degree the duration of the programme of study abroad must be at least one full academic year.

Degree award: The awarding of a recognized joint or double/dual undergraduate or graduate degree must be guaranteed at least by one EU and by one U.S. institution after successful conclusion of a period of study in three of the partner institutions. Such a commitment must be provided through letters of commitment/endorsement that are attached to the proposal by the appropriate governing persons or bodies from the participating degree-awarding institutions and must be guaranteed by the time the Memorandum of Understanding is submitted. Formal legal agreements will have to be submitted in the first-year performance report. The nature and form of the transatlantic degree must be described in the application. Applying consortia must prove that the participating countries concerned will recognize the degrees delivered. For EU applicants the appropriate arrangements must exist at national level if this is a legal requirement for degree award in the countries concerned. Appropriate national or state authorities may be consulted on the formal recognition of the proposed degrees.

Language requirements: Transatlantic degrees must provide EU and U.S. students with the possibility of using at least two European languages spoken in the Member States where the consortia institutions are located. Additionally the requirements for U.S. students are that the language (non-English) spoken in the country where the student will receive their degree must be studied intensively and the student's language skills must be assessed. Additional languages may be a shorter introduction to the language and the culture of the partner country and language assessment is optional.

## **ii) Student mobility for Transatlantic Degree Projects**

Selected transatlantic degree consortia projects will receive funding to support the transatlantic mobility of students at the participating institutions. The following aspects of the mobility component of the degrees should be carefully addressed in the project proposal.

The length of the study abroad must be carefully negotiated between the institutional partners in order to meet the requirements for graduation at the institutions issuing the degree. It should be of comparable length and should be at least a full academic year.

All participating institutions are expected to send students to the other side of Atlantic for one academic year.

For U.S. students this includes a period of study at two EU institutions, one of which allows the student to earn 15 ECTS credits (10 ECTS for graduate joint/double degrees), with a total of at least 60 ECTS credits for a full academic year.

For the EU students, in addition to studying at their home institution and at least one institution in the U.S. during one academic year, the EU students must spend a period of study at one additional EU institution in a different Member State bearing at least 15 ECTS credits for an undergraduate joint/double degree and at least 10 ECTS for a graduate joint/double degree. Mobility at an institution other than the home institution cannot be replaced by virtual mobility.

Applicants should note that **the mobility costs of European students within Europe will not be funded by the Atlantis programme.** As a result, consortia institutions are invited to arrange additional sources of funding for students, including the Erasmus/Lifelong Learning programme, in relation to the period of study to be spent in the second EU institution.

If the transatlantic degree curriculum involves work placements or training experience, as part of the study programme, the application for support should describe the objectives and the intended learning outcomes in relation to the proposed double degree, and how the internships or work placements will be organized (how long they will last, how and by whom they will be monitored and assessed, and how they will conform to the applicable laws and regulations of the host country). Inclusion of the names and locations of the host organizations for such placements (industry, business, government, non-government organizations) will be positively assessed when processing the application.

The issue of tuition and fees must be carefully negotiated and finalized before the proposal is submitted, and the application for support must contain a detailed description of the agreed arrangements. We recommend that students studying abroad pay tuition and fees at their home institution and incur no additional payments to the host institution, though other mutually acceptable arrangements are possible.

The arrangements for the award of academic credits for the transatlantic degree programme of study must also be agreed between the partners prior to the submission of the proposal and described in detail. The text must demonstrate clearly that all participating institutions have agreed on the credits to be awarded.

Student services: Institutions participating in a transatlantic degree will need to pay particular attention to the support and guidance students will need to help navigate these new degree programmes. Students will need to be well prepared for foreign study and well received at host institutions. Applications should therefore contain a description of the pre-departure orientation activities at the home institution and arrival orientation activities at the receiving institution. Each partner institution should have an “international office” or equivalent to assist with housing, coaching, language courses, and activities for social integration, visas, health insurance, and special needs.

The application for support should describe the consortium’s plan to mobilize students in each of the four years and the duration of the study abroad period.

### **iii) Faculty mobility for Transatlantic Degree Projects**

Transatlantic Degree projects will be expected to arrange for transatlantic mobility of faculty (academic and administration staff members) to carry out teaching and research assignments related to the programme, and may receive specific funding for this purpose. Mobility of faculty is funded from the faculty mobility section, if it respects the requirements of 1- 4 weeks duration. (please note that shorter term mobility in the context of project meetings and workshops is financed from the flat rate in the EU budget).

### **iv) Language and cultural training/assessment for Transatlantic Degree Projects**

A key objective of transatlantic degrees is to enable students to gain international expertise and competence. Cultural and linguistic preparation and training will therefore be a vital part of each project proposal.

Transatlantic Degrees must provide students with the possibility of using at least two European languages spoken in the Member States where the consortia institutions are located. However, the use of at least two languages does not imply the use of two different languages of instruction. Also, there is no obligation that the institutions use the national language as the language of instruction

Projects where English is the language of instruction at the host university but not the language generally spoken in the host country, must provide for students to participate in a programme of intensive study of the host country language. For example, students studying

in a non English speaking country might be instructed in English, but every student must take intensive courses in the language of the host country. Proposals failing to include detailed plans for this language and culture training will not be competitive in the assessment process

For U.S. students the basic approach to language learning may be defined as “one plus one.” That means that as a result of obtaining a second degree in Europe, the student must gain sufficient knowledge and skill in an EU language other than English in order to use that language in a professional capacity. The second European language may be more of an introductory nature and based on a lower proficiency. The method of assessing students’ competence in the host country language must be included in the evaluation plan proposed by the project and will be taken into account in selecting the projects to be supported. For example, undergraduate students participating in a dual degree programme that is issued in the United Kingdom but includes study in Hungary would have instruction in the culture of the UK, but not its language. At the second institution in Hungary they would receive a solid introduction to the host language.

As indicated above, applicants should describe what institutional and other resources will be used to prepare students to study abroad within the framework of the programme. The language resources at their institutions or elsewhere that will be used for EU and U.S. students should be described, as should the methods to be employed by sending institutions for assessing whether students are ready for instruction in English or the designated European languages. The evaluation plan must include methods to assess gains in language acquisition.

#### **v) Evaluation for Transatlantic Degree Projects**

Consortia should include in their proposals a detailed evaluation plan that states the goals and anticipated outcomes of the project and indicates what qualitative and quantitative indicators will be used to measure the success of the project.

For U.S. applicants: U.S. applicants must follow the instructions for budgeting funds in the budget to support project evaluation throughout the life of the project. Proposals must include detailed evaluation plans plus information about who will conduct the evaluation. U.S. applicants must use an independent (i.e. independent of the programme but not necessarily outside the institution) evaluator and submit evaluation progress reports as part of their annual performance reports as well as of their final performance report. This is a condition of the U.S award.

#### **vi) Dissemination for Transatlantic Degree Projects**

Strategies for sustainability and dissemination of products, outcomes, and results from the project to a wider public should be incorporated in every proposal.

#### **4.4.2. *Excellence in Mobility Projects***

Excellence in Mobility projects are funded for four years at the undergraduate (first cycle) or the masters (second cycle) level. The programme does not support doctoral level study. A

consortium applying for an Excellence in Mobility project must include a minimum of two U.S. institutions (from the same or different U.S. states) and two EU institutions from different EU Member States.

Excellence in Mobility projects are intended to give recognition, visibility and financial support to consortia of EU and U.S. higher education and/or vocational training institutions that possess a demonstrated track record of excellent in innovative curriculum development and transatlantic mobility of students with full recognition of the study period abroad. Applicant consortia should already be established and operational at the time of the application. They should demonstrate that they operate on the basis of a well-established partnership and provide evidence for this. Excellence in Mobility projects should be sustainable beyond the funding period. An important aspect of every project is the dissemination of products, outcomes and results. Strategies for sustainability and dissemination should be incorporated in every project proposal.

The Excellence in Mobility project must include for all students a diploma supplement from the EU institution and a comparable description of the programme of study by the U.S. institution. In this context Excellence in Mobility proposals that lead to the development and implementation of programmes of study designated as a certificate, concentration, track, focus, or similar term defined by the home institution are strongly encouraged. The certificate or concentration is offered by the home institution for its own students but is based in part on the study abroad component.

The Excellence in Mobility project must include for all students a diploma supplement from the EU institution and a comparable description of the programme of study by the U.S. institution.

#### **Memorandum of Understanding for Excellence in Mobility Projects**

Proposals for excellence in mobility projects will be implemented only with signed agreements or memoranda of understanding that demonstrate the commitment of the partner institutions. The most competitive proposals should submit signed agreements as part of their application package and be prepared to move students in the first year. However, the signed memorandum must be submitted with the first year performance report (please see the section on reporting requirements for detailed timetable). No transatlantic student mobility may be implemented until the document is signed by all partners. FIPSE and the Agency reserve the right to discontinue any project that does not submit a signed memorandum.

A memorandum of understanding may include many items to be determined by the parties. However, all memoranda must include agreements on the recognition of credits and the agreement on tuition and fees. The agreement may also cover student services, housing assistance, cultural preparation, and special fees such as health insurance.

#### Components of the proposal:

Proposals that focus on implementing a Excellence in Mobility project must address the following six components: i) curriculum development, ii) language and cultural preparation, iii) student mobility, iv) faculty mobility, v) evaluation and vi) dissemination.

### **i) Development of innovative international curricula for Excellence in Mobility Projects**

The proposal must address an important international curricular problem or challenge and describe a specific EU-US educational strategy to add value to this field of study. The proposal should address how the project implements a new educational programme or improves current practice to prepare students for work in an international context.

In the US Excellence in Mobility projects must develop or implement international certificates in new or existing disciplines. The certificate may be called by a variety of names like minor, track, specialization, concentration, or another term. Such an educational term may not exist at all institutions, particularly in the EU. In such a case the U.S. institutions will offer the certificate for U.S. students while the EU institutions may simply use the Diploma Supplement for their students. For example, the U.S. partners may develop a certificate or concentration in international marketing for their business and marketing majors. This could include perhaps 5-7 courses. U.S. students would take some courses prior to the study abroad, continue taking courses or an internship at the host institution, and then perhaps, complete the certificate upon return to the home institution. That designated programme would then be recognized in the U.S. diploma and transcript.

In the EU in the same programme would make it part of their study with a detailed Diploma Supplement. Unlike the degree programmes, the home institution offers the special designation of the study abroad only to its own students.

The proposal should describe the programme of study in terms of courses and modules that students might typically take at both the home and the host institution and the teaching materials and methods that will be used. The EU partner institutions must use the Diploma Supplement to describe the programme of study. The U.S. institutions must develop a comparable mechanism for explaining the programme of study.

It should describe the role that each partner institution in the EU and in the US has in developing and implementing the curriculum and indicate to whether the proposed curriculum is based on existing programmes of study offered at partner institutions or will involve new programmes of study that are to be developed by the consortium – or both.

The proposal must describe in details the mechanisms in place among the partner institutions that will ensure full recognition of the study abroad period. Although all higher education and vocational training institutions are eligible to apply for support under this action, applications from U.S. community colleges and their partner EU institutions are strongly encouraged.

## **ii) Student services, language, and cultural preparation for Excellence in Mobility Projects**

Since a key objective of this Programme is to encourage and enable students to experience an academic, cultural, and linguistic milieu different from their own, applicants must clearly address the cultural and linguistic instruction that they plan to give students before, during, and after their study abroad period.

Students will need to be well prepared for foreign study and well received at host institutions. Applications should therefore contain a description of the pre-departure orientation activities at the home institution and arrival orientation activities at the receiving institution. Each partner institution should have an “international office” or equivalent to assist with housing, coaching, language courses, and activities for social integration, visas, health insurance, and special needs.

Please note that applications proposing international programmes of study with weak provision for language and cultural preparation will be considered less competitive. Language proficiency and cultural study prior to and during the study abroad period is key to a student's integration in the academic and training culture of the host institution and country. The proposal must include specific provisions for language study as part of the study abroad.

## **iii) Organizational frameworks for student mobility for Excellence in Mobility Projects**

Selected Excellence in Mobility consortia projects will receive funding to support transatlantic mobility of students at the participating institutions that are as a minimum of one academic semester or term on the other side of the Atlantic. The focus of the proposed project must be a coherent programme of study and obtain full recognition for the study abroad period by the home institution. Study abroad periods are not expected to lead to a transatlantic joint or a double degree.

Participation in these programmes should not prolong time to degree completion. For each of the following aspects of the mobility component applicants should describe their experience, the solutions identified and results obtained in the past as well as outline how they intend to address them in the implementation of the project.

Length of study abroad. The length of time a student spends abroad in study or training is closely related to the greater acquisition of cross cultural skills and academic knowledge needed to prepare for a global workforce. All participating students are expected to conduct a study abroad period on the other side of the Atlantic of at least one full academic term. The study abroad period should be of comparable length for both U.S. and EU students and should include at least 30 ECTS credits. Proposals that include study abroad only during the summer are generally not competitive.

Number of mobile students. Applicants should demonstrate the capacity of arranging transatlantic mobility for 24 EU and 24 U.S. students over the life of the project. On average, applicants should plan to move no fewer than six EU and six U.S. students annually over the four-year span of the project. Consortium projects must plan for student mobility among all

partner institutions. Students may select one of the transatlantic partner institutions for their study abroad. Unlike the Transatlantic Degree projects, Excellence in Mobility projects require study abroad at only one overseas institution.

Work placements and internships. If your project involves work or training experience, the application should address the objectives and the intended learning outcomes, and how the internships or work placements will be organized (how long they will last, how and by whom they will be monitored and assessed, how they will be recognized as being part of the student's designated study programme by the home institution, etc). Competitive proposals should include the names and locations of participating industry, business, government and non-government organizations in which the applicant intends to place the students.

Student recruitment strategies. Also for this element, applicants are expected to outline the results obtained in recruiting for transatlantic mobility in the past and the strategies that they intend to follow for implementing the project. Since language learning is a key and required component of this programme, applicants are expected to get students thinking about the programme early and help guide students to make the proper language course choices to ensure that they can acquire an adequate level of proficiency.

Agreements on tuition and fees. Students studying abroad will pay tuition and fees at their home institution and should incur no additional payments to the host institution. This includes fees for tuition, registration, examinations, and the use of library and laboratory facilities. Partner institutions should have an agreement and this should be evident in the signed memoranda of understanding or agreements that applicants should submit, if possible, together with the application form.

Agreements on recognition or transfer of credit. Recognition of credit for periods of study and training is a crucial component in successful organizational frameworks. In order to assure that students do not increase the length of their programme of study applicants should secure administrative assurances from the home institutions so that the students' study or work abroad will be fully credited upon their return. Applicants, as part of the proposal should submit formal signed agreement for credit recognition and protocols for study or work placement from all participating institutions.

The credit systems in the European Union and in the United States, as well as between the U.S. and Europe, is very complex. A European Credit Transfer System (ECTS) has been used in Europe for more than a decade and has been implemented successfully in several EU-US projects. ECTS becomes more and more widely used in the EU. We encourage you to use this system to facilitate credit recognition and transfer. The European Commission is helping universities to use ECTS correctly through the provision of guidance materials and by establishing ECTS/DS Counsellors' network. Information on ECTS can be obtained at [http://ec.europa.eu/education/lifelong-learning-policy/doc48\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm)

A variety of approaches to credit recognition and transfer across borders may be found in the American Council on Education publication, Where Credit is Due. An electronic version of this publication is available on the ACE website at [www.acenet.edu/bookstore/](http://www.acenet.edu/bookstore/) If your project focuses on professional education or vocational training, you should discuss how your

project might work with EU and US, state, and national professional associations and/or accrediting organizations to explore means for international quality assurance and certification. What are the challenges of transatlantic certification, licensure, or accreditation that your project touches on? What solutions are you proposing?

#### **iv) Faculty mobility for Excellence in Mobility Projects**

The Excellence in Mobility projects will be expected to arrange for transatlantic mobility of faculty (academic and administration staff members) to carry out teaching and research assignments and coordination tasks related to the programme, and may receive specific funding for this purpose. Mobility of faculty can be funded in accordance with the budget provision outlined in section "What are the Funding Amounts?"

#### **v) Evaluation for Excellence in Mobility Projects**

Consortia should include in their proposals a detailed evaluation plan that states the goals and anticipated outcomes of the project and indicates what qualitative and quantitative indicators will be used to measure the success of the project.

For U.S. applicants: U.S. applicants must follow the instructions for budgeting funds in the budget to support project evaluation throughout the life of the project. Competitive proposals should include detailed evaluation plans plus information about who will conduct the evaluation. U.S. applicants must use an independent evaluator and submit an evaluation progress report as part of their annual performance report as well as an evaluation report as part of their final performance report. Submission of these reports in the U.S. is a condition of the award.

#### **vi) Dissemination for Excellence in Mobility Projects**

Strategies for sustainability and dissemination of products, outcomes and results from the project to a wider public should be incorporated in every proposal.

#### **4.4.3. Policy-oriented measures**

Policy-oriented Measures are funded for two years. A consortium applying for a Policy-oriented Measures project must include a minimum of two U.S. institutions from the same or different states and two EU institutions from two different Member States.

Atlantis may provide financial support to multilateral projects involving institutions or organizations active in the field of higher education and vocational training with a view to enhancing collaboration between the European Union and the United States of America.

Joint curriculum development activities and preparatory or planning work for the setting up of a Transatlantic joint/double degree project or an Excellence in Mobility project are excluded from Policy Oriented projects.

Proposals addressing the following issues are strongly encouraged:

- a) Access to higher education and to international exchanges
- b) University-industry cooperation
- c) Recognition of degrees and qualifications;
- d) Higher education and life long learning;
- e) Comparing and “tuning” learning outcomes and competences to enhance comparability and transparency of educational structures and programmes;
- f) Higher Education reforms in Europe and in the U.S. and their implications for cooperation and mobility;
- g) Credit accumulation and transfer systems
- h) Quality measurement, Accreditation and Quality Assurance;
- i) Accountability and assessment in higher education

The projects may also include comparative studies and analyses, language and content integration, dissemination of projects, software and Web development, e-learning and open education, and infrastructure and resources development.

Competitive proposals for policy measures are those providing evidence of maximum impact for the future of transatlantic cooperation in education and training. It is expected that a policy project will result in a product that is of use to more than just the original participants in the project. Policy studies grants do not include student mobility but may include faculty and staff exchanges.

#### Components of the proposal:

Proposals that focus on implementing a policy oriented measures project must include i) a project design, ii) evaluation, and iii) a plan for dissemination.

#### **i) Project Design for Policy-oriented Measures projects**

Proposals should describe in detail the nature and purpose of the proposed policy studies project. Explain how this will enhance understanding about the proposed issue and how each U.S. and EU institution and organization contributes to the project. This should include a description of the collaborative activities to be carried out, the personnel who will execute these activities, the intended results and a financial plan. Explain how this policy project will increase knowledge within a particular discipline or a group of disciplines. Describe what the consortium expects to accomplish on a two-year schedule. What skills and resources will each partner contribute to the project? How will the requested resources increase knowledge about issues important to the United States and the European Union?

#### **ii) Evaluation for Policy-oriented Measures projects**

Consortia partners should define the project goals and outline an evaluation plan based on quantitative and qualitative evidence. The evaluation should include both the process of the work and the result of that work. The goal should be to evaluate the entire project. If you

engage evaluators in the U.S. and Europe, it is expected that they will work in cooperation. See the budget instructions for more information.

U.S. applicants must follow the instructions for budgeting funds to support project evaluation throughout the life of the project. Competitive proposals should include a detailed evaluation plan plus information about who will conduct the evaluation. U.S. applicants must submit an evaluation progress report as part of the annual performance report as well as a final evaluation report as part of the final performance report.

### **iii) Dissemination for Policy-oriented Measures projects**

Strategies for sustainability and dissemination of products, outcomes and results from the project to a wider public should be incorporated in every proposal. This dissemination effort should be quite detailed in its plan.

## **5. AWARD CRITERIA**

### **5.1. Award Criteria for Transatlantic Degree Projects**

The following quality criteria will be applied to determine the overall quality score of each eligible proposal:

The significance of the proposed project, (representing **30%** of the total score) will be determined by –

the utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including the potential for their being used in a variety of other settings; and

the importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.

In particular proposals will be assessed with regard to:

1. What are the objectives of the transatlantic degree and what is its contribution to educational excellence and innovation?
2. What is the significance of the project's outcomes for improvements in teaching and student achievement?
3. What is the distinctive transatlantic added value for the proposed discipline and profession?

The quality of the proposed project design, (representing **70%** of the total score) as determined by:

the extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable; and

the extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

In particular proposals will be assessed with regard to:

1. How **well integrated** is the transatlantic degree among the consortia institutions?
2. What is the **level of commitment** for the delivery of the degree as evidenced by the letters from the institutions and the **level of guarantee** that the proposed joint/double degree will be recognized and accredited by the Member States and relevant US Agencies?
3. What is the soundness and clarity of the **arrangement for academic credits**, including, if applicable, the extent to which ECTS mechanisms such as the grading scale and other mechanisms for study periods compatible with ECTS will be used?
4. How well does the proposal describe the **cooperation mechanisms and administrative structure** of the transatlantic consortium for institutionalization, meetings, defined roles for partners, and communications? Does the proposal describe clearly the agreements reached within the consortium on student tuition and other fees?
5. How well does the proposal describe the consortium structure **for student and faculty mobility** between hosting institutions? If work placements or training experiences are foreseen, are the host organizations clearly identified as well as the duration and context in which these activities will take place?
6. What is the quality of the **language plan**, particularly, the use of training facilities, training and evaluation methods, mentors and tutors, local language resources, and assessment?
7. How well does the proposal describe the **resources available for hosting foreign students** and faculty, particularly, the availability of an office and persons dedicated to linguistic assistance, housing, coaching, visas and insurance, and activities for social integration?
8. What is the **quality of the evaluation plan**, including formative and summative evaluations, feedback mechanisms, and assessments by independent and external entities?
9. What is the **quality of the dissemination plan**? Is there a clear strategy for the project's sustainability after the Atlantis funding period?

## **5.2. Award Criteria for Excellence in Mobility Projects**

The following quality criteria will be applied to determine the overall quality score of each eligible proposal:

The significance of the proposed project, (representing **30%** of the total score) will be determined by –

the utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including the potential for their being used in a variety of other settings; and

the importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.

In particular the significance of a proposal will be assessed with regard to:

1. What are the objectives of the mobility project and what is its contribution to educational excellence and innovation?
2. What is the significance of the project's outcomes for improvements in teaching and student achievement?
3. What is the distinctive transatlantic value of the special designation for the programme of study for the proposed discipline and profession?

The quality of the proposed project design, (representing **70%** of the total score) will be determined by –

the extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable; and

the extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs.

In particular the quality of the project design proposals will be assessed with regard to:

1. **How well integrated is the mobility programme** among the consortia institutions?
2. What is the **level of commitment** for the delivery of the mobility programme as evidenced by the letters from the institutions?
3. What is the soundness and clarity of the **arrangement for academic credits**, including, if applicable, the extent to which ECTS mechanisms such as the grading scale and other mechanisms for study periods compatible with ECTS will be used?
4. How well does the proposal describe the **cooperation mechanisms and administrative structure** of the transatlantic consortium for institutionalization, meetings, defined roles for partners, and communications? Does the proposal describe clearly the agreements reached within the consortium on students' tuition and other fees?
5. How well does the proposal describe the **consortium structure for student and faculty mobility** between hosting institutions? If work placements or training

- experiences are foreseen, are the host organizations clearly identified as well as the duration and context in which these activities will take place?
6. What is the **quality of the language plan**, particularly, the use of training facilities, mentors and tutors, language resources, and assessment?
  7. How well does the proposal describe the **resources available for hosting foreign students and faculty**, particularly, the availability of an office and persons dedicated to linguistic assistance, housing, coaching, visas and insurance, and activities for social integration?
  8. What is the **quality of the evaluation plan**, including formative and summative evaluations, feedback mechanisms, and assessments by independent and external entities?
  9. What is the **quality of the dissemination plan**? Is there a clear strategy for the project's sustainability after the Atlantis funding period?

### 5.3. Award Criteria for Policy-oriented Measures

The following quality criteria will be applied to determine the overall quality score of each eligible proposal:

The significance of the proposed project, (representing **30%** of the total score) as determined by:

- the extent to which the proposed project involves the development or demonstration of promising new ideas or strategies; and
- the utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including the potential for their being used in a variety of other settings; and
- the importance or magnitude of the results or outcomes likely to be attained by the proposed project, especially improvements in teaching and student achievement.

The quality of the project design, (representing **70%** of the total score) as determined by:

- the extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable; and
- the extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs . To what extent cooperation mechanisms and administrative structure reflect a well functioning partnership? Is there a good level of commitment from the partner institutions in the project? What is the quality of the dissemination activities? Will proposed activities have an impact in terms of visibility and EU- US cooperation awareness rising?

## 6. EXCLUSION CRITERIA (FOR EU APPLICANTS)

Applicants must state that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002 as amended) and set out below.

Applicants will be excluded from participating in the call for proposals if they are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) they are subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation 1605/2002 of 25/06/02, as amended).

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- (a) are subject to a conflict of interests;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.
- (c) find themselves in one of the situations of exclusion, referred to in art 93(1) of the Financial Regulation, for this grant award procedure;

and they are subject to the penalty consisting in the exclusion from contracts and grants financed by the budget for a maximum period of ten years.

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants must sign a declaration on their honour certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation.<sup>2</sup>

## **7. SELECTION CRITERIA (FOR EU APPLICANTS)**

The selection criteria shall be such as to make it possible to assess the applicant's ability to complete the proposed action or work programme.

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. They must have the professional competencies and qualifications required to complete the proposed action or work programme.<sup>3</sup>

Applicants must submit a declaration on their honour, completed and signed, attesting to their status as a legal person and to their financial and operational capacity to complete the proposed activities.<sup>4</sup>

### **7.1. Operational capacity**

In order to permit an assessment of their operational capacity, organisations must submit, together with their applications:

- the CVs of the applicants/*persons responsible within each partner institution* showing all their relevant professional experience;<sup>5</sup>
- a list of projects already undertaken in the relevant field by the applicant, by the partners.

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<sup>3</sup> Article 115(1) FR; Article 176 IR.

<sup>4</sup> Article 173(2) IR.

<sup>5</sup> Article 176(2) IR.

## 7.2. Financial capacity

In order to permit an assessment of their financial capacity, organisations must submit, together with their applications:

- the profit and loss accounts of the applicant organisation, together with the balance sheet for the last one previous financial year for which the accounts have been closed
- the bank details form completed by the beneficiary and certified by the bank (original signatures required).

The verification of financial capacity shall not apply to public bodies or to international organisations.<sup>6</sup>

NB: If, on the basis of the documents submitted, the Agency considers that financial capacity has not been proved or is not satisfactory, it may:

- reject the application;
- ask for further information;
- require a guarantee
- offer a grant agreement without prefinancing.

## 7.3. Audit

Grant applications must be accompanied by an external audit report produced by an approved external auditor. This report shall certify the accounts for the last year available.

This obligation does not apply to public bodies and international organisations under public law, as well as secondary or higher education establishments<sup>7</sup>

## 8. ELIGIBLE PROPOSALS (FOR EU APPLICANTS ONLY)

Only proposals submitted using the official application form, completed in full, signed (original signatures required) and sent by the specified deadline, will be considered.

The application form must be accompanied by an official letter from the applicant organisation, attesting to its financial and operational capacity, and all the other documents referred to in the application form.

Only proposals which comply with the following criteria will be subject of an in-depth evaluation:

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<sup>6</sup> Article 176(4) IR.

<sup>7</sup> Only if decided by the competent authorising officer on the basis of his analysis of management risks.

- a) the proposal is submitted latest by the specified closing date
- b) the correct application form has been used
- c) the application form bears an **original signature of the legal representative** of the applicant organisation ( See Application form: Declaration section );
- d) the Common Proposal narrative is signed by both the EU and the US project co-ordinators ( scanned or faxed signatures are accepted);
- e) the proposal includes the signed letters of endorsement from all partner institutions (scanned or faxed versions are accepted );
- f) the applicant is a legal person (See Application form: Legal entity form);
- g) the composition of the consortium corresponds to the requirements as explained in section 4. above;
- h) the proposal has been submitted both to the Agency in Europe and to FIPSE in the U.S.A;
- i) the Application includes a budget with a request for financial contribution from the European Union.

**9. FUNDING AMOUNTS**

The European Commission will provide funding for the direct use of the EU partners, and the U.S. Department of Education (FIPSE) will provide funding for the direct use of the United States partner(s).

The annual budget available for co-financing under the EU-US ATLANTIS Programme will be agreed by the two parties ( EU and the US ) on yearly bases in the framework of respective budgetary framework.

**A summary of the funding amounts is provided in the table below.**

	<b>Minimum Consortium Membership</b>	<b>Administrative Flat Rate</b>	<b>Student Mobility Grants</b>	<b>Faculty Mobility Grants</b>	<b>Project Total (U.S. + EU)</b>
<b><u>Transatlantic Degree Projects</u></b>					

<b>A) 2 EU and 1 US institution awarding the joint/dual degree</b>	1 U.S.	\$68.000	\$288,000	\$60,000	\$416,000
	2 EU	€60.000	€288.000	€60.000	€408.000
<b>B) 2 EU and 2 US institutions awarding the joint/dual degree</b>	2 U.S.	\$88.000	\$288,000	\$80,000	\$456,000
	2 EU	€60.000	€288.000	€80.000	€428.000
<b><u>Excellence in Mobility Projects</u></b>	2 U.S.	\$30.000	\$120,000	\$30,000	\$180,000
	2 EU	€30.000	€120.000	€30.000	€180.000
<b><u>Policy Oriented Measures</u></b>	2 U.S.				\$70,000
	2 EU	N/A	N/A	N/A	€70.000

## 9.1. EU applicants

### 9.1.1. *Transatlantic Degree consortia projects*

Transatlantic degree consortia may apply for three categories of funding: i) flat rates/direct costs for administering the project, ii) transatlantic mobility grants for EU students and iii) travel grants for EU faculty.

The amounts of funding EU consortia institutions can apply for in relation to the three categories mentioned above for a four-year project are explained below. The overall amount of funding on the EU side for a four-year consortia project cannot exceed a maximum of EUR 408,000/ EUR 428.000.

Flat rates for EU consortia institutions: A flat-rate amount of EUR 60.000 will be granted for a four-year period to each selected transatlantic degree consortium. This flat-rate amount is calculated at a maximum of EUR 7.500 per institution per year and is to be distributed between the EU partner institutions and covers the entire contractual duration of the project.

Transatlantic mobility grants to EU students: Transatlantic mobility grants are calculated at EUR 12.000 per student. Each student is supposed to spend on the other side of the Atlantic at least one full academic year. The purpose of the grant is to pay for those costs associated with study abroad that are over and above the cost for conducting the same study at the home institution. Mobility grants are intended for full-time studies. The maximum amount of mobility grants to EU students for a four-year project will not exceed EUR 288.000.

Consortia should plan to mobilize in total at least 24 students from each side of the Atlantic or six students for each year of the four-year project duration. Mobility grants are calculated at EUR 1.000 per month and EUR 1.000 per travel.

Proposals that are based on a summer programme of study of less than a full academic term of four months will not be competitive for funding.

With rare exceptions projects operate according to tuition reciprocity with students paying costs only to their home institution. Transatlantic degree consortia may charge tuition and fees to students as they wish according to their national legislation and according to the agreement reached within each consortium. However, all students participating in a joint or dual degree must be treated in the same way regardless of whether or not they receive a stipend or grant. In other words, students receiving a grant must not be charged more than students without a grant. Transatlantic degree consortia must determine how mobility grants will be allocated within the consortia, taking into account the mobility requirements of the double or joint degree as well as an appropriate balance in the distribution of students. However, consortia will have some flexibility for adjustments.

Transatlantic mobility grants to EU faculty: Each successful project will be awarded a maximum of EUR 60.000 for faculty travel grants in case of consortia with only one US institution and EUR 80.000 in case of consortia with two U.S. institutions awarding the transatlantic joint/dual degree. Transatlantic mobility grants are calculated at EUR 1.000 per week plus a fixed amount of EUR 1.000 for travel per scholar in relation to scholarly work at the partner U.S. institutions with a minimum of one week and a maximum of four weeks. Teachers, trainers, administrators, and other relevant specialists are encouraged to participate in structured exchanges. Such exchanges for teaching or research assignments must be done within the consortium and be directly related to the project's focus. Any number of faculty members may participate in mobility provided that the grant allocation and the minimum and maximum duration requirements are respected. This budget may also be used for attending the annual conference which will be held in Europe, Canada or in the United States.

### **9.1.2. Excellence in Mobility projects**

Excellence mobility projects may apply for three types of funding: i) flat rate/fixed amounts for administering the project, ii) transatlantic mobility grants or stipends to EU and U.S. students and, iii) travel stipends to EU and U.S. faculty.

The overall amount of funding on the EU side for a four-year consortia project cannot exceed a maximum of EUR 180.000 .

The maximum amounts of funding EU consortia institutions can apply for in relation to the three categories mentioned above for a four-year project are fixed as follows:

Flat rates for EU consortia institutions: A maximum flat-rate amount of EUR 30.000 will be granted for a four-year period to each selected transatlantic degree consortium. This flat-rate

amount is calculated at EUR 3.750 per institution per year and is to be distributed between the EU partner institutions and covers the entire contractual duration of the project.

Transatlantic mobility grants to EU students: Transatlantic mobility grants are calculated at EUR 5.000 per student. Grants are intended for full-time studies. Each mobile student is supposed to spend on the other side of the Atlantic at least one academic semester or term of no less than four months and such to bear at least 30 ECTS. The purpose of the grant is pay for those costs associated with study abroad that are over and above the cost for conducting the same study at the home institution. Mobility grants are calculated at EUR 1.000 per month and EUR 1.000 per travel.

Excellence consortia project should plan to mobilize at least 24 students from each side of the Atlantic over the life of the four-year project duration, or six students each year. The maximum amount of students' mobility grants for a four-year project will be EUR 120.000.

Transatlantic mobility grants to EU faculty: Each successful project will be awarded a maximum of EUR 30.000 for faculty travel grants. Transatlantic mobility grants are calculated at EUR 1.000 per week plus a fixed amount of EUR 1.000 for travel per scholar in relation to scholarly work and teaching at the partner U.S. institutions with a minimum of one week and a maximum of four weeks. Any number of faculty members may participate in mobility provided that the grant allocation and the minimum and maximum duration requirements are respected.

### **9.1.3. Policy-oriented measures:**

These projects are funded for two years and budgets may include all line items except student mobility grants. See the EU and U.S. budget instructions.

The EU side of the consortia implementing policy oriented measures may apply for a funding of up to 75% of the project cost incurred by the EU side up to a maximum of EUR 70.000, for projects with a maximum duration of two years.

## **9.2. U.S. applicants**

### **9.2.1. Transatlantic Degree consortia projects**

Flat rates/ Direct Costs: For EU and U.S. consortia institutions a flat-rate or direct costs amount will be granted to degree and mobility projects for a four-year period to cover costs related to the administration of the project. The amount of the flat rate or direct costs depends on the number of institutions in the consortium and the type of project. See the table above and the budget instructions. For the U.S. applicant this includes salaries, benefits, supplies, contractual, and “other.” It does not include the travel line which has a separate amount. Together these comprise the total direct costs. The U.S. budget includes funds for evaluation and language assessment. See the budget instructions.

Mobility grants for students: Mobility grants for transatlantic degrees are calculated at \$12,000 or per student. Excellence in Mobility student grants are calculated at \$5,000 per student. The purpose of the stipend is pay for those costs associated with study abroad that are over and above the cost for conducting the same study at the home institution. Travel stipends are intended for full-time studies. Each student is required to spend at least one full academic year abroad for a degree project and one full academic (minimum four months and at least 30 ECTS) term for an Excellence in Mobility project. Both transatlantic degree and Excellence in Mobility projects must budget for a total of 24 students from each side of the Atlantic or six students for each year of the four-year project duration. U.S. student mobility stipends are restricted to overseas expenses and may not be used for other budget lines. Proposals that are based on a summer programme of study of less than a full academic term of four months will not be competitive for funding.

With rare exceptions projects operate according to tuition reciprocity with students paying costs only to their home institution. Transatlantic degree consortia may charge tuition and fees to students as they wish according to their national legislation and according to the agreement reached within each consortium. However, all students participating in a joint or dual degree must be treated in the same way regardless of whether or not they receive a stipend or grant. In other words, students receiving a stipend must not be charged more than students without a stipend. Transatlantic degree consortia must determine how stipends will be allocated within the consortia, taking into account the mobility requirements of the double or joint degree as well as an appropriate balance in the distribution of students. However, consortia will have some flexibility for adjustments.

Mobility grants for faculty: Each Atlantis consortium will be awarded funds for faculty travel. All faculty and staff in an Atlantis project may receive travel support that is calculated at \$1,000 per week for living expenses plus \$1,000 for travel expenses in relation to scholarly work at the transatlantic partner institutions for a minimum of one week and a maximum of four weeks. Teachers, trainers, administrators, and other relevant specialists are encouraged to participate in structured exchanges. Such exchanges for teaching or research assignments must be done within the consortium and be directly related to the project's focus. Any number of faculty members may participate in mobility provided that the stipend allocation and the minimum and maximum duration requirements are respected.

### **9.2.2. Excellence in Mobility projects**

The amount on the U.S. side for a four-year consortia project is \$192,000. The amount of funding U.S. consortia institutions may apply for in relation to the three categories mentioned above for a four-year project are fixed as follows:

The fixed amount for administering the Mobility project is \$42,000 for four years. That administrative budget amount covers salaries and benefits, evaluation costs, attendance at the annual meeting, and additional consortia meetings. Indirect costs may be applied to this part of the budget. More details are provided in the U.S. budget instructions.

The fixed amount for scholar/faculty travel stipends in a Mobility programme grant is \$7,500 per year or \$30,000 total. Teachers, trainers, administrators, and other relevant specialists are

encouraged to participate in structured exchanges. Such exchanges for teaching or research must be done within the consortium and be directly related to the project's focus. Faculty travel stipends are \$1,000 per week plus \$1,000 for travel expenses. Faculty travel stipends may support expenses for travel from one to four weeks. The amount of the grant or stipend per U.S. scholar therefore ranges between \$2,000 and \$5,000 depending on the actual duration of transatlantic mobility. Faculty stipends are restricted to travel expenses and may not be used for salaries. See the U.S. budget instructions for additional information.

Transatlantic mobility stipends to U.S. students: Transatlantic mobility grants are fixed at \$5,000 per student. Stipends are intended for full-time studies. Each mobile student must spend at least one academic term of no less than four calendar months on the other side of the Atlantic and include at least 30 ECTS. The purpose of the stipend is pay for those costs associated with study abroad that are over and above the cost for conducting the same study at the home institution. Consortia should plan to mobilize at least six students annually from each side of the Atlantic over the life of the four-year project duration. This means that the U.S. and the EU would each support 24 students. The total amount of student mobility grants for a four-year project will be \$120,000. U.S. student mobility stipends are restricted to overseas expenses and may not be used for other budget lines

Proposals that are based on a summer programme of study of less than a full academic term of four months will not be competitive for funding.

### **9.2.3. Policy-oriented Measures**

In the U.S., policy-oriented measures projects will be funded for two years for a total of \$70,000. Budgets may be submitted that include all line items except student grants. Indirect costs are applicable. See the U.S. budget instructions for additional information.

## **9.3. Annual conference**

### **The annual conference**

An important part of Atlantis is the annual conference for running projects. All All consortia are expected to attend the annual meeting for the first three years of the project (for POM projects 2 years). The participation of all U.S. and EU partners at these conferences is essential because it provides the only opportunity for your consortium and both funding agencies to meet together. This conference is intended to serve as a medium where EU and U.S. project participants can meet together to share ideas on what works. It is also intended as a forum for discussion to help the EU and U.S. administrations make important decisions on how best to coordinate the programme. Project partners are also given ample time during the annual meeting to work as a group by themselves as well as with their programme officers. Consortia should make provisions for participation in these meetings with at least one partner from

each participating institution. For the U.S. projects it is also expected that the independent evaluator will be at one of meetings, preferably the first meeting. For the Transatlantic degree projects and Excellence in Mobility projects **participation in this conference may be covered from either the flat rate/administrative costs or grants for faculty mobility** ( if the other criteria are respected) . For Policy Oriented Measures projects these costs are part of Travel and subsistence costs. No other specific funding will be provided. The Atlantis meeting is held in the fall or winter and alternates between Europe and North-America. The meeting may be held in conjunction with the EU-Canada Programme.

## 10. FINANCIAL CONDITIONS (FOR EU APPLICANTS ONLY)

Acceptance of an application by the Agency does not constitute an undertaking to award a financial contribution equal to the amount requested by the beneficiary. The awarding of a grant does not establish an entitlement for subsequent years.

Community grants are incentives to carry out projects which would not be feasible without the Agency's financial support, and are based on the principle of co-financing. They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

The allocated amount may not exceed the amount requested.

The budget for the Policy –oriented Measures projects attached to the application must have revenue and expenditure in balance *and show clearly the costs which are eligible for financing from the Community budget.*

Grant applications must include a budget in euro with a request for financial contribution from the European Union. Applicants from countries outside the euro zone must use the conversion rates published in the Official Journal of the European Union, series C, on the date of publication of the yearly calls for proposals.

The applicant must indicate the sources and amounts of any other funding received or applied for in the same financial year for the same action or for any other action and for routine activities.

The Agency grant may not have the purpose or effect of producing a profit for the beneficiary. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced by the amount of any surplus.

The account or sub-account indicated by the beneficiary must make it possible to identify the funds transferred by the Agency. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the Agency where it results from the prefinancing payment.

## **10.1. Payment procedures (For EU Applicants only)**

### *10.1.1. Transatlantic Degree Consortia Project **and** Excellence in Mobility project*

In the event of definitive approval by the Agency, a financial agreement drawn up in euro and detailing the conditions and level of funding, will be entered into between the Agency and the beneficiary. This agreement must be signed and returned to the Agency immediately. The Agency will sign it last. Pre-financing is intended to provide the beneficiary with a float. It is split into a number of payments.

The first pre-financing payment will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement and all the possible guarantees are received. The consecutive prefinancing payments can only be requested when at least 70% of the previous prefinancing payment has been used up. The payments will then be made within 45 days, if the Agency has approved the first/second/third progress report on the action's implementation.

The schedule of the prefinancing payments will be defined in the agreement.

The Agency will establish the final grant on the basis of the final reports. If the eligible costs actually incurred by the organisation during the project are lower than anticipated in terms of number of students and number of months, the Agency will require the beneficiary to repay any excess amounts already transferred by the Agency under the pre-financing payments, based on calculation with the average scholarship block allocation.

Community grants are incentives to carry out projects which would not be feasible without the Agency's financial support, and are based on the principle of co-financing. They complement the applicant's own financial contribution and/or national, regional or private assistance that has been obtained elsewhere.

The Final Report consists of a detailed declaration of the expenditure related to the effective implementation of the action (i.e. lump sums for consortia partners and mobility scholarships) during the whole duration of the specific agreement.

The Transatlantic Degree projects' and the Excellence in Mobility projects' declaration is based on unit costs per student or faculty/administrative staff. Interests gained on pre-financing payments must also be declared in the Final Report. On the basis of this count of "units" spent, grants paid and interest gained, the Agency may require the beneficiary to repay any excess amounts already transferred by the Agency under the pre-financing payments. The decision by the Agency to approve payments will be based on proof that the joint/shared study programme has been delivered to both EU and US students and those high standards of quality are maintained. In cases of patent non-compliance with high quality standards the Agency may terminate the grant, or even ask for the reimbursement of the grant already paid.

As for the amount used for mobility, the beneficiary's annual progress report will have to list the students and scholars actually sent out listing the names of the grantees, as well as those foreseen to be sent out.

At final report stage the co-ordinator reports to the Agency on how many students / faculty have effectively received a grant and how much interest has been yielded by pre-financing. On the basis of this count of "units" spent and interest gained, the Agency will calculate the final grant amount.

Transatlantic Degree consortia are free to establish their own payment modalities with their students and faculty provided that they respect the full amount to be paid out (i.e. the scholarship and travel grant amounts covering to the Transatlantic mobility period) and that they provide their grantees with an advance and to perform payments on a regular basis. Students and faculty are free to use their grants as they wish.

#### *10.1.2. Policy-oriented measures*

Applications must contain a budget which must have revenue and expenditure in balance. The budget must show clearly the costs which are eligible for funding.

The Agency may award a grant of less than the amount requested by the applicant. Grants will not be awarded for more than the amount requested. The EU grant will not cover more than 75% of the eligible costs.

A grant may be awarded for a project which has already begun only where the applicant can demonstrate the need to start the project before the agreement is signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the grant application. The duration of the grant agreement will vary from one to two years.

In the event of definitive approval, a financial agreement drawn up in euro and detailing the conditions and level of funding, will be entered into between the Agency and the beneficiary. This agreement must be signed and returned to the Agency immediately. The Agency will sign it last. Pre-financing is intended to provide the beneficiary with a float. It may be split into a number of payments. The first pre-financing payment, 70% of the total grant, will be paid within 45 days of the date when the last of the two parties signs the agreement and all necessary guarantees have been received.

The beneficiaries submit a technical report at the mid-term, and the balance (max 30%) is paid after the approval of a Final Report.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final reports. If the eligible costs actually incurred by the organisation during the project are lower than anticipated, the Agency will apply its rate of funding to the actual costs, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred by the Agency under the pre-financing payments.

The beneficiary must submit annual progress reports and a final report on completion of the project. These reports will describe the results of the activities and contain detailed financial statements. The beneficiary will declare any interest yielded by pre-financing, when requesting final payment. The final report will also be accompanied by any material produced within the framework of the contract. The Agency will calculate the final grant amount on the basis of the final report.

#### **10.2. Audit report (For EU Applicants only)**

A certificate on the financial statements and underlying accounts, produced by an approved auditor or in case of public bodies, by a competent and independent public officer, may be demanded by the authorising officer responsible in support of any payment on the basis of his assessment of risks.

#### **10.3. Guarantee (For EU Applicants only)**

The Agency may require any organisation which has been awarded a grant to provide a guarantee first, in order to limit the financial risks linked to the pre-financing payment.

The purpose of this guarantee is to make a bank or a financial institution, third party or the other beneficiaries stand as irrevocable collateral security for, or first-call guarantor of, the grant beneficiary's obligations.

This financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union.

The guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released as the pre-financing is gradually cleared against interim payments or payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

#### **10.4. Double financing (For EU applicants only)**

Subsidised projects may not benefit from any other Community funding for the same activity.

#### **10.5. Cost eligibility (For EU applicants only)**

In order to be eligible, costs must:

- Be necessary for the implementation of the action/project, be included in the estimated budget attached to the agreement, necessary and reasonable for the completion of the action/project, and consistent with the principles of sound financial management in particular in terms of value for money and cost-effectiveness;
- Be incurred during the period of eligibility for Community funding as defined in the agreement;

- Actually be incurred by the consortium partners, be recorded by their accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and local legislation;
- Be identifiable and verifiable and be backed up by original supporting documents.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

### **Eligible direct costs**

The eligible direct costs for the action/project are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the action and which can therefore be booked to it directly.

- For the **Transatlantic Degree projects and Excellence in Mobility Projects**, please see chapter 9 Funding Amounts above.
- For **Policy Oriented Measures**:
  - the cost of staff assigned to the action/project, comprising actual salaries plus social security charges and other statutory costs included in their remuneration, provided that this cost does not exceed the average rates corresponding to the usual remuneration policy of the beneficiary or, where applicable, its partners. NB: this cost must be actual cost incurred by the beneficiary and its partners, and staff cost of other organisations is eligible only if it is paid directly or reimbursed by the beneficiary;
  - travel and subsistence allowances for staff taking part in the action/project (for meetings, European conferences, etc.), provided that they are in line with the usual practices of the beneficiary or, where applicable, its partners on travel costs or do not exceed the scales approved annually by the Commission;
  - purchase cost of equipment (new or second-hand), provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind. Only the portion of the equipment's depreciation corresponding to the duration of the action/project and the rate of actual use for the purposes of the action may be taken into account by the Agency, except where the nature and/or the context of its use justifies different treatment by the Agency;
  - costs entailed by other contracts awarded by the beneficiary or its partners for the purposes of carrying out the action/project, provided that the conditions laid down in relevant article of the agreement are met;
  - costs arising directly from requirements linked to the performance of the action/project (dissemination of information, specific evaluation of the action/project,

audits, translations, reproduction, etc.), including, where applicable, the costs of any financial services (especially the cost of financial guarantees).

**Eligible indirect costs (administrative costs) – Policy oriented measures only**

- a flat-rate amount, not exceeding 7% of the eligible direct costs of the action, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.
- indirect costs may not include costs entered under another budget heading.
- indirect costs are not eligible where the beneficiary already receives an operating grant from the European Commission.

**Ineligible costs – Policy oriented measures only**

The costs not mentioned in the chapter above are deemed to be ineligible for this action, notably the following costs shall not be considered eligible:

- Return on capital;
- Debt and debt service charges;
- Provisions for losses or potential future liabilities;
- Interest owed;
- Doubtful debts;
- Exchange losses;
- VAT, unless the beneficiary can show that he is unable to recover it;
- Costs declared by the beneficiary and covered by another action or work programme receiving a Community grant,
- Excessive or reckless expenditure.

Contributions in kind shall not constitute eligible costs.

**11. SUB-CONTRACTING AND AWARD OF PROCUREMENT CONTRACT (ONLY FOR EU APPLICANTS AND POLICY ORIENTED MEASURES)**

Where implementation of the action/project requires sub-contracting or the awarding of a procurement contract, the beneficiary and, where applicable, its partners must obtain competitive tenders from potential contractors and award the contract to the bid offering best value for money, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interests. This situation could only arise in the context of Policy-oriented measures.

**12. PUBLICITY (FOR EU APPLICANTS)**

All grants awarded in the course of a financial year must be published on the Internet site of the Community institutions during the first half of the year following the closure of the

budget year in respect of which they were awarded. The information may also be published using any other appropriate medium, including the Official Journal of the European Union. With the agreement of the beneficiary (taking account of whether information is of such a nature as to jeopardise its security or prejudice its financial interests), the Agency will publish the following information:

- Name and address of the beneficiary,
- Subject of the grant,
- Amount awarded and rate of funding.

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

Furthermore, beneficiaries are required to give prominence to the name and logo of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project, which will be provided by the Agency. If this requirement is not fully complied with, the beneficiary's grant may be reduced.

The DG EAC shall open a free public, multilingual, electronic platform for the dissemination and exploitation of results of projects. This platform is called EVE (EVE = Espace Virtuel d'Echange) and the objective is to improve access to the results of DG EAC programmes and initiatives, and at the same time increase their visibility. The EU-project coordinators are expected to upload information on EVE about the project and its results, such as products, pictures, links or presentations (link to EVE webpage can be found on : [http://ec.europa.eu/dgs/education\\_culture/eve/about\\_en.htm](http://ec.europa.eu/dgs/education_culture/eve/about_en.htm))

### **13. WHAT ARE THE PROCEDURES FOR SUBMITTING A PROPOSAL?**

The EU-US ATLANTIS programme is implemented by the Education, Audiovisual and Culture Executive Agency Executive (the Agency) on behalf of the European Commission (DG EAC) and by the U.S. Department of Education's Fund for the Improvement of Postsecondary Education (FIPSE).

The Calls for proposal are published yearly and applicants from the European Union and the United States must include in their application forms a common proposal narrative to be submitted to BOTH the Agency and FIPSE by the deadline mentioned in the Call Notice . Proposal narratives for Atlantis grants may not exceed 6000 words, excluding annexes and attachments. **Applications sent to only one of the two funding agencies will be excluded from the selection procedure.**

#### **13.1. Submission of the grant application in the European Union.**

The call for proposals is being published on the Internet sites:

[http://eacea.ec.europa.eu/extcoop/usa/index\\_en.htm](http://eacea.ec.europa.eu/extcoop/usa/index_en.htm)

[http://europa.eu.int/comm/education/programs/calls/callg\\_en.html](http://europa.eu.int/comm/education/programs/calls/callg_en.html)

Applications on behalf of the EU lead institution must be submitted on the correct form, duly completed, signed by the person authorised to enter into legally binding commitments on behalf of the applicant organization and dated.

The European lead institution must submit the **original application plus two copies** by **registered mail, postmarked at the latest by the deadline** to the following address:

The Education, Audiovisual and Culture Executive Agency  
EU-US Atlantis Call for Proposals  
Avenue du Bourget n°1 – BOUR 02/63  
B – 1140 Brussels

In addition, the European lead institution must send **an electronic (word) version** of the proposal to the following e-mail address by the deadline:

[eacea-eu-us@ec.europa.eu](mailto:eacea-eu-us@ec.europa.eu)

Applications sent by fax will not be accepted. Applications sent by e-mail will not be accepted unless they are backed up by an original (signed) application submitted before the deadline.

No changes to the dossier can be made after the application has been submitted. However, if there is a need to clarify certain aspects, the Agency may contact the applicant for this purpose.

Applicants will be informed of the receipt of their proposal within 15 working days.

Only applications that fulfil the eligibility criteria will be considered for a grant. If an application is deemed ineligible, a letter indicating the reasons will be sent to the applicant.

All unsuccessful applicants will be informed in writing.

Selected proposals will be subjected to a financial analysis, in connection with which the Agency may ask the persons responsible for the proposed actions to provide additional information and, if appropriate, guarantees.

The list of accepted applications with details of beneficiary, project description, amount and percentage of subsidy will also be published on the Agency and the DG EAC websites after the completion of the award procedure.

For EU applicants seeking further information, please contact the following mailbox:

**EACEA-EU-US@ec.europa.eu**

*13.1.1. The rules applicable in EU are:*

COUNCIL REGULATION (EC,) No 1525/2007 of 17 December 2007 amending Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities.

COMMISSION REGULATION (EC, EURATOM) No 478/2007 of 23 April 2007 amending Regulation (EC, Euratom) No 2342/2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities.

"AGREEMENT between the European Union and the United States of America renewing a programme of cooperation in higher education and vocational education and training", published in the Official Journal of the European Union 9.12.2006 (L 346/34).

*13.1.2. Data protection*

All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

Your replies to the questions in the application form are necessary in order to assess your grant application and they will be processed solely for that purpose by the department responsible for the Community grant programme concerned. On request, you may be sent personal data and correct or complete them. For any question relating to these data, please contact the Agency. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at any time.

Grant applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125), or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database – CED (OJ L 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

### **13.2. Submission of the grant application in the United States.**

The U.S. Department of Education and other U.S. federal agencies and departments have a single point of information and submission for all grant programmes. If you are applying to FIPSE for the EU-U.S. Atlantis Programme, you will find information and instructions in the application packet at <http://e-grants.ed.gov>. The package is available as soon as the Federal Register Notice is published. It is important to note that U.S. institutions must register for this site in order to apply for federal grants. If your institution has not already done so, a representative for your institution should register several weeks in advance of the submission date in order to apply in time for this federal grant programme. If you wish to request an exemption from this electronic submission, note the conditions listed on the website. You may also register for email notification for federal grant programmes. **It is important to note that U.S. submissions logged in by grants.gov as “late” are not eligible for review or funding.**

For U.S. applicants seeking further information, please contact:

Frank Frankfort, Ph.D.

EU-U.S. Atlantis Program Coordinator  
U.S. Department of Education  
Fund for the Improvement of Postsecondary Education (FIPSE)  
1990 K Street, NW, 6th Floor  
Washington, D.C. 20006-8544  
Tel: 202-502-7513  
Fax: 202-502-7877  
[frank.frankfort@ed.gov](mailto:frank.frankfort@ed.gov)

### **14. WHAT ARE THE REQUIREMENTS FOR PERFORMANCE REPORTS?**

The Agency and FIPSE carefully monitor the progress of projects towards their goals through communication with their respective lead and partner institutions and through communication among themselves. Although the timing may vary somewhat, both The Agency and FIPSE require performance reports to be submitted on the project goals, curricular development, evaluation, memoranda of understanding, student mobility, project expenditures, and a plan for upcoming activities. In addition a final report is required at the conclusion of the project. FIPSE has a website for filing U.S. project descriptions, annual performance and evaluation reports, final reports, and requests for administrative changes. FIPSE and the Agency will send instructions for submitting performance reports to the respective lead institutions or organizations. FIPSE annual reports are due July 15 and final reports are due 90 days after the grant ends. The progress reports to the Agency as indicated in the agreement and the final report is due 60 days after the end of the contract.

Transatlantic degree and Excellence in mobility projects must submit signed Memorandum of Understanding at the time of the first annual report.

If funded, the U.S. grantees will be required to report data on student persistence and graduation/completion rates. In the U.S. this is explained in the application package under the Government Performance and Results Act (GPRA)).

## **15. WHAT ARE THE CONTENTS OF THE PROPOSAL?**

EU and U.S. applications packages for Atlantis consist of three components: proposal narrative, application forms, and annexes/attachments. It is important to remember that the proposal narrative must be identical for both submissions ( to the US and to the EU). There are differences only in the EU and U.S. application forms and required annexes or attachments.

The forms for U.S. applicants and the instructions for filling them out are in [www.grants.gov](http://www.grants.gov).

The forms for EU applicants and the instructions for filling them out are in

[http://eacea.ec.europa.eu/extcoop/usa/index\\_en.htm](http://eacea.ec.europa.eu/extcoop/usa/index_en.htm)

The requirements for the proposal narrative that is submitted by EU and U.S. applicants are the same and are listed below. Proposal narratives for Atlantis grants may not exceed 6000 words (excluding annexes and attachments) and must address the following points:

### **Proposal narrative for a Transatlantic Degree project:**

1. The objectives of the transatlantic degree and its potential contribution to educational excellence and innovation.
2. The project's outcomes for improving teaching and student achievement.
3. The added value for the proposed discipline and profession and the proposed transatlantic degree compared with courses and programmes that may already exist in the same field at national and international levels.
4. The joint study programme and how it is integrated among the consortia institutions (including its work placement and internship elements if any).
5. The commitment and the formal administrative arrangements for the delivery of the degree as evidenced by letters from the highest administrative and academic levels at the partner institutions.
6. The arrangement for academic credits, including, if applicable, the extent to which ECTS mechanisms such as the grading scale and other mechanisms for study periods compatible with ECTS will be used.
7. a) The cooperative mechanisms and administrative structure for institutionalization, meetings, roles for partners, and communications.  
b) The arrangement for tuition and fees.

8. The consortium structure and mechanisms for student and faculty mobility between hosting institutions.
9. The language plan, particularly, the use of training facilities, mentors and tutors, and local language resources.
10. The resources available for hosting foreign students and faculty, particularly, the availability of an office and persons dedicated to linguistic assistance, housing, coaching, visas and insurance, and activities for social integration.
11. The evaluation plan, including formative and summative evaluations, feedback mechanisms, and assessments by independent entities.
12. The plans for promoting and disseminating the results of the project as well as for ensuring its sustainability after the end of the Atlantis funding.
13. The guarantee that the proposed joint or dual degrees awarded by the institutions in the EU and the U.S. will be recognized and accredited by Member States and relevant U.S. agencies.
14. The use of the Diploma Supplement and the plan to improve international transparency in order to facilitate academic and professional recognition of qualifications and accreditation.
15. The shared arrangements for student selection and admission to the transatlantic degree.

Proposal narrative for an Excellence in Mobility project:

1. The objectives of the mobility project, the definition of the designated programme such as a specialization if applicable, and its potential contribution to educational excellence and innovation, including the discipline.
2. The project's outcomes for improving teaching and student achievement.
3. The added value for the proposed discipline and profession and the proposed mobility project compared with courses and programmes that may already exist in the same fields at national and international levels.
4. The mobility programme and how it is integrated among the consortia institution (including its work placement and internship elements if any).
5. The commitment and the formal administrative arrangements for the mobility programme as evidenced by letters from the highest administrative and academic levels at the partner institutions.

6. The arrangement for academic credits, including, if applicable, the extent to which ECTS mechanisms such as the grading scale and other mechanisms for study periods compatible with ECTS will be used.
7. The cooperative mechanisms and administrative structure for institutionalization, meetings, roles for partners, and communications.
8. The arrangement for tuition and fees.
9. The consortium structure and mechanisms for student and faculty mobility between hosting institutions.
10. The language plan, particularly, the use of training facilities, mentors and tutors, and local language resources.
11. The resources available for hosting foreign students and faculty, particularly, the availability of an office and persons dedicated to linguistic assistance, housing, coaching, visas and insurance, and activities for social integration.
12. The evaluation plan, including formative and summative evaluations, feedback mechanisms, and assessments by independent entities.
13. The plans for promoting and disseminating the results of the project as well as for ensuring its sustainability after the end of the Atlantis funding.

Proposal narrative for a Policy-oriented Measures project:

1. The development or demonstration of new ideas or strategies within the proposed discipline or group of disciplines.
2. The utility of the information, materials, processes, or techniques that will result from the proposed project.
3. The impact of the proposed project on improvements in teaching, research, and student achievement.
4. The goals, objectives, and outcomes of the project, including the role of each of the partners in the project.
5. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs
6. The dissemination and sustainability plan of the project.