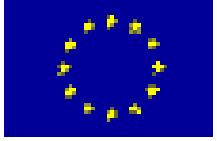


TEMPUS IV

Second Call for Proposals And How to Apply

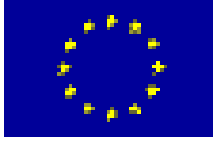
Joint Projects and Structural Measures



Tempus IV

Eligible Applicants

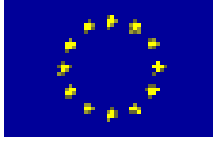
<u>Joint Projects</u>	<u>Structural Measures</u>
Higher Education institutions	Higher Education institutions
Associations, Networks, Other organisations of HE	Associations, Networks, Other organisations of HE
	Rector / teacher / student organisations



Tempus IV

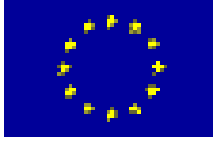
Eligible Applicants

- Must be legal entities in EU or Tempus partner countries; established at least 5 years
- Must prove their operational capacity: CVs of project team and list of projects already undertaken in the relevant field
- Must prove their financial capacity: profit and loss accounts of the last three years (except for public bodies)



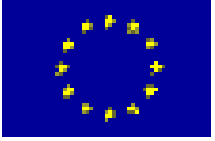
Eligibility Criteria

- Relevance of project to regional and national priorities
- **Partnership requirements**; read carefully
 - 3 HE institutions from 3 different EU MS
 - National projects need at least 3 HE institutions from Partner Country
 - Multi-country projects need at least 2 HE institutions from at least 2 Partner Countries



Eligibility Criteria

- **Ministry of Education** must be included as “Associated partner” in **Structural Measures** projects
- **EU university applicants** must have adhered to the **Erasmus University Charter**
- **Minimum grant size** = € 500 000 (not total budget);
[reduced minimum of € 300 000 for Kosovo, Montenegro and countries in Central Asia,]

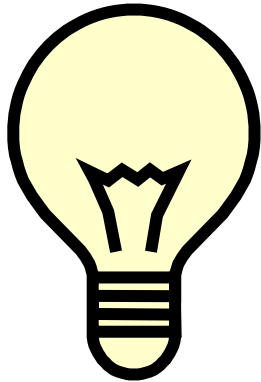


Tempus IV

New elements

- **40% threshold for staff costs** (of total direct costs): proof of cost-effectiveness; must respect country staff cost ceilings (Annexes 1 & 2 of Call).
- **10 % co-financing** required (of total direct costs)
- **Larger projects w/ larger grant size** → **more impact**
- Programme to be ultimately managed by Executive Agency for Education, Audiovisual and Culture in Brussels for whole project cycle

A proposal needs:



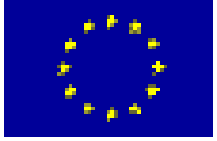
A good idea...

.... support from other partners



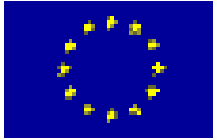
.... and to be presented well!





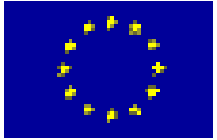
Preparing the Application

- Read the Call for Proposals (all of it)
- Decide which of the themes identified in the Call would be best to develop a project
- Read the whole Application form carefully
- Find other interested and relevant partners
- Consult your NTO/NCP early
- Be aware of other HE projects in the PC concerned (no double funding)



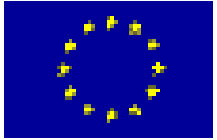
Background for the project

- ✓ Demonstrate the relevance of the project in the local/regional context
- ✓ Show link between the PC national HE context & needs to be addressed by the project
- ✓ Identify the needs of major stakeholders
- ✓ Describe clearly Dept/Faculty/structure directly concerned by project



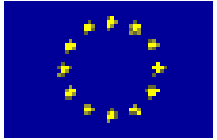
Avoid the most common mistakes

- ❖ Do not modify the application form
- ❖ Remember that only information presented in the application can be assessed
- ❖ Do not assume prior technical or “historical project related” knowledge on the part of the assessor
- ❖ Do not submit several similar proposals (not admitted)



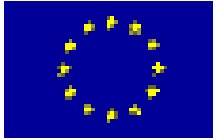
Partnership

- ✦ Demonstrate the relevant experience and role of each PC/EU partner
- ✦ Demonstrate the ability of the partnership to address the PC Higher Education Institutions' or system needs and to deliver the expected outcomes



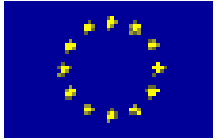
The project

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

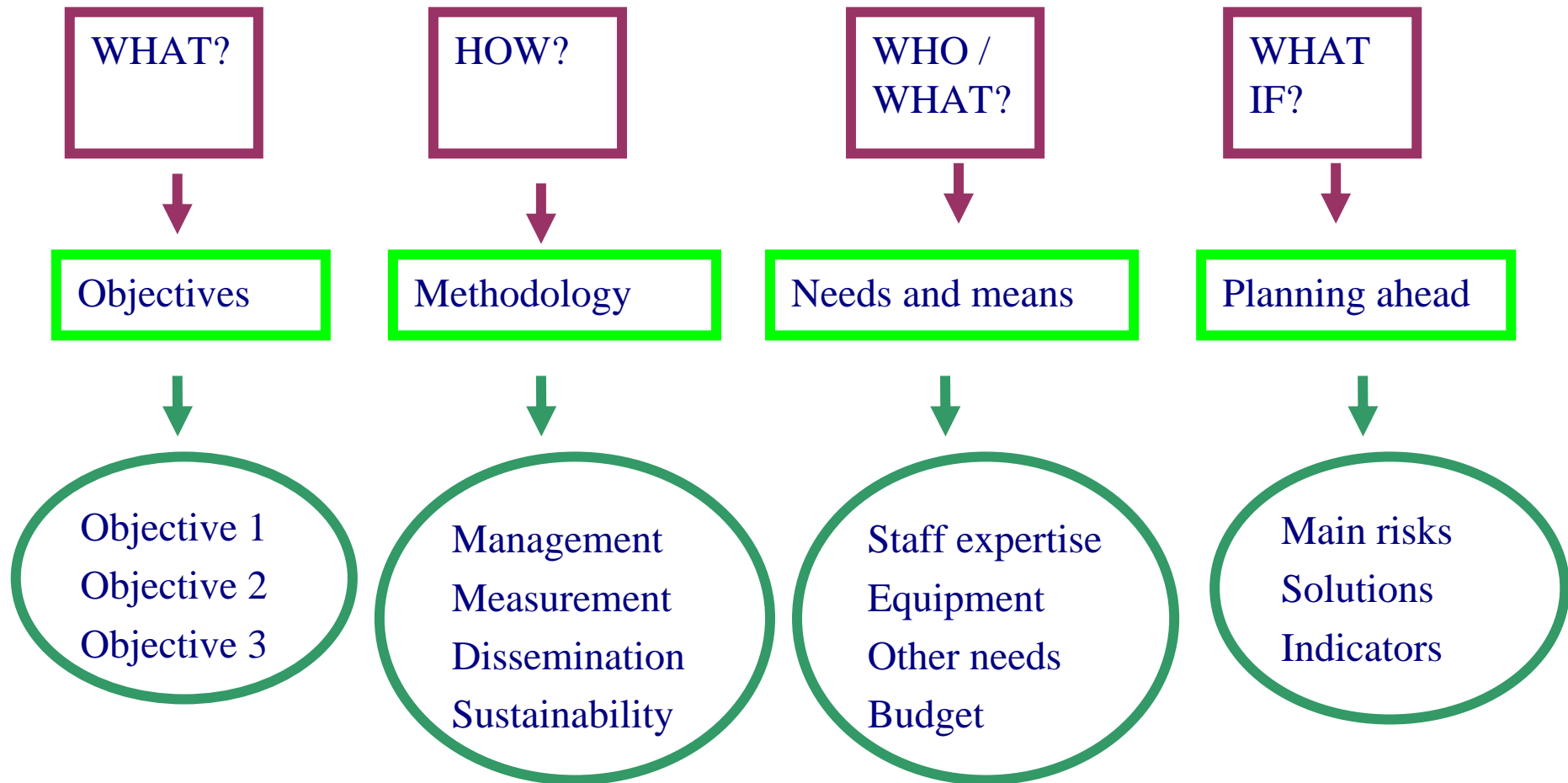


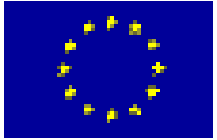
Logical framework (LFM)

- ✓ Read literature on LFM
- ✓ Ensure that entries are consistent with the previous sections & adequately completed
- ✓ Re-check the logic of the project as set out in the LFM
- ✓ Indicators should be realistic & relevant to the project objectives and outcomes
- ✓ Identify & address main assumptions & risks



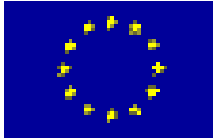
LFM = Project Overview





Workplan

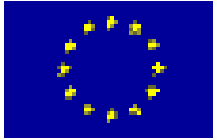
- Allocate sufficient time for implementation & preparation
- Consider carefully the scheduling & location of activities
- Ensure the most logical and cost-efficient planning



Outcomes & Activities = details from LFM

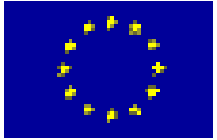
- Each activity needs to identify:
 - who does what, where, when and
 - what they will need to carry out activity
 - Outcomes / outputs

- Detailed costing of each activity.
 - Staff
 - Equipment
 - Mobility
 - Publication
 - other



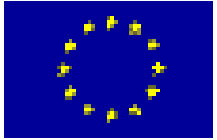
Outcomes & Activities

- Be clear
- Ensure a logical progression of outcomes from one project year to next
- Indicate & address assumptions & risks
- Propose suitable activities to achieve each individual outcome
 - *Remember that you may re-group reoccurring activities*
- Distribute the tasks clearly & appropriately among consortium members



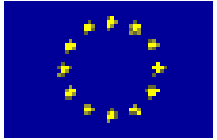
Outcomes & Activities

- Identify and quantify all appropriate target groups
- Ensure inputs requested directly relate to activities & are cost-efficient
- Identify, budget & justify relevant equipment
- Plan appropriate number of individual mobilities, the direction and duration for each mobility flow in relation to each activity



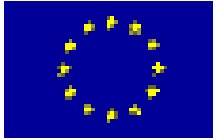
Dissemination & Sustainability

- ✓ Consider relevant dissemination & sustainability strategies
- ✓ Plan internal dissemination within PC institutions & external dissemination activities
- ✓ Identify suitable tools
- ✓ Consult stakeholders to ensure sustainability
- ✓ Evaluate and describe what will happen after the end of the project



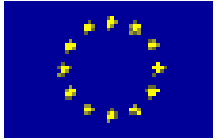
Quality Control & Monitoring

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



Management of the Project

- ✓ Allocate roles & clear division of responsibilities to each partner
- ✓ Integrate all partners into the decision-making process and implementation structure
- ✓ Ensure fair decision-making processes & effective communication



Help available from:

- ✓ National Tempus Office coordinators in partner countries (NTO)
- ✓ Tempus National Contact Points in EU Member States (NCP)

<http://ec.europa/tempus>

We hope your ideas will fly!



Thank you for your attention !