Instructions for completing the application package
Erasmus+ Programme
KA3 – Support for Policy Reform
Support to the implementation of EHEA reforms
EACEA/49/2015

Restricted Call for proposals addressed to National Authorities for Higher Education in Erasmus+ programme countries
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1. INTRODUCTION

This document is intended to help applicants for the Support to the implementation of EHEA reforms Restricted Call for Proposals of the Erasmus+ Programme (hereafter Restricted Call for proposals). The document should help them to find the information they need to complete their application. It should not be used for any other action.

This document follows the same order as the application eform itself. Please refer to these instructions to avoid submitting an incomplete or incorrect application.

In addition, applicants need to refer to a range of other documents. Information that is contained in the documents listed below will not be repeated in these instructions, although references are made where appropriate:

a. **The Legal Base: Erasmus+ Regulation No 1288/2013**

This provides you with the rationale for the Erasmus + Programme and emphasises its aims and priorities. Applicants who can create projects that address the needs expressed in this document are already in a positive position.

b. **The Restricted Call for Proposals EACEA/49/2015 addressed to National Authorities for Higher Education in Erasmus+ programme countries**

This is the official notification of the Restricted Call for proposals. This document provides information on the objectives of the call, budget available, admissibility requirements and financial conditions. This document also provides information on the different eligibility, exclusion and selection criteria that are applied to each application through the selection procedure. You can find the list of National Authorities for Higher Education in Erasmus+ programme countries ("National Authorities") in Annex 1.


This is a technical user guide that is aimed at providing guidance on the technical aspects of completing and submitting the electronic form (Eform), including details of the eForm Technical Helpdesk to answer any technical questions that applicants may have.

d. **Frequently Asked Questions (FAQs)**

It is very important for applicants to refer to these regularly to ensure that they benefit
from clarification that has been asked for by other applicants and provided by the European Commission or the EACEA. These FAQs are made public to ensure that all applicants are treated fairly with respect to having access to the same information.

**Deadlines and submission of the application package**

Applications must be submitted by 17 February 2016 at 12 (midday Brussels time).

Once the eForm and annexes have been submitted, a reference number is automatically generated by the eForm. In addition, a notification message will be sent by email to the contact person of the applicant organisation/coordinating organisation to the e-mail address indicated in the eForm. Please ensure the following:

- The application should be completed electronically by computer and submitted online.
- The application package must be complete.
- No information or documents other than the application package can be sent. Any further documents will not be taken into consideration in the evaluation of the application.
- No changes to the application can be made after the deadline has expired. However, if there is a need to clarify certain administrative aspects (e.g. contact details), the applicant may be contacted for this purpose.
- Applicants are STRONGLY advised to submit their application well in advance of the deadline and to keep proof of the safe arrival of the application in the system.

If you experience any technical problems during the submission, please contact the eForm Helpdesk immediately eacea-helpdesk@ec.europa.eu

If you have questions on the content of the eForm and the Annexes, please contact the helpdesk: EACEA-BOLOGNA@ec.europa.eu

**2. CONTENT OF THE APPLICATION PACKAGE**

The application package documents must be downloaded from the website of the Executive Agency: https://eacea.ec.europa.eu/erasmus-plus/funding/support-implementation-ehea-reforms-eacea-492015_en

The application package consists of several documents, the content of which is summarised below.
eForm

Part A: Identification of the applicant and other organisations participating in the project (administrative information)

A.1 Organisation

A.2 Person responsible for the management of the application (contact person)

A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)

Part B: Organisation and activities

B.1 Structure

B.2 Aims and activities of the organisation

B.3 Other EU grants

B.4 Grant request (Grant requested and its distribution by organisation)

Part C: Dates and budget

C.1 Dates and duration

C.2 Summary budget

Detailed description of the project (MS Word template)

1. Project summary
2. Project characteristics
   2.1 Rationale and needs / problems / challenges
   2.2 Solutions, objectives and priority themes
   2.3 Complementarity with other actions and innovation
   2.4 Target groups
   2.5 Methodology
   2.6 Overall project management
   2.7 Professional profile, skills and expertise of key staff – from the National authority and affiliated entity - involved in the implementation of the project
   2.8 Experts to support the implementation of the work plan
   2.9 Quality assurance and evaluation
   2.10 Expected impact
2.11 Project results: target groups; impact; indicators
2.12 Dissemination and exploitation activities
2.13 Sustainability
2.14 Work packages

Annex: List of experts in higher education and the Bologna Process

<table>
<thead>
<tr>
<th>Budget (MS Excel template)</th>
</tr>
</thead>
</table>

Excel tables containing details of all planned expenditure.

<table>
<thead>
<tr>
<th>Declaration on Honour</th>
</tr>
</thead>
</table>

This needs to be completed, signed, scanned (PDF, TIFF, JPEG) and attached to the eForm.

3. THE APPLICATION PACKAGE - THE EFORM

Support to the implementation of EHEA reforms applications must be submitted using the eForm.

The eForm is an interactive PDF form that requires Adobe Reader software to be installed to complete and submit it.

Before starting to complete the eForm, all participating organisations of an application need to be registered in the Unique Registration Facility (URF) hosted in the Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal. Each organisation that is registered in the portal is allocated a unique Participant Identification Code (PIC).

Therefore, in its role of applicants, the National Authorities will need to register to be allocated a PIC. If, as stipulated in the Restricted Call for proposals, the National Authorities decide to include in the application an organisation such as their Erasmus+ National Agency either as an affiliated entity¹ or as an associated partner² participating in the implementation on a no cost basis, the organisation in question must also register.

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¹ Affiliated entities are defined as follows: legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation. These affiliated entities have to fulfil the eligibility and exclusion criteria and therefore the appropriate supporting documents will have to be provided. Affiliated entities may declare eligible costs as specified in section 11.3 of the Restricted Call for proposals. For that purpose, applicants shall identify such affiliated entities in the application form.

² Associated partners are defined as follows: Organisations that are involved in the application although they do not form part of the consortium. They cannot receive direct funding from the project's EU grant. Associated partners provide the consortium with input, facilities or assistance that enhances the quality of the work programme. They participate on the basis of their own contributions. Applicants shall identify such associated partners in the application form.
the organisation can be considered as an affiliated entity, its role in the application should be "technical partner"\(^3\). If the organisation is considered an associated partner participating in the implementation on a no cost basis, its role in the application should be "associated partner"\(^4\).

Once this step is carried out, choose the eForm of Support to the implementation of EHEA reforms from the Application eForm homepage http://eacea.ec.europa.eu/documents/eforms_en

The whole process is explained in the Proposal submission User Guide (further referred to as "User Guide"), which is published alongside the eForm. A lot of processes are explained in detail in the User Guide, and without this knowledge you may have problems completing the form.

**Please, note that, all fields marked with * are mandatory.** This applies for all parts of the form.

### 3.1. Cover page of the application form and list of participating organisations

Nine fields appear on the cover page of the eForm. The first six fields are automatically completed, depending on the action chosen. Applicants should choose a project title that will be meaningful to someone who knows nothing about the content of the project and an acronym. The acronym must not exceed 7 characters. The acronym can contain letters (Latin characters only), numbers and common punctuation marks.

**Please note that while in the language section, only English can be selected in the drop-down menu (for technical reasons) but the application form can be completed in one of the 24 EU official languages.**

<table>
<thead>
<tr>
<th>Programme</th>
<th>Erasmus+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-programme</td>
<td>Support to Policy Reform (KA3)</td>
</tr>
<tr>
<td>Programme Guide / Call for proposals</td>
<td>EACEA/49/2015</td>
</tr>
<tr>
<td>Action</td>
<td>Support to the implementation of EHEA reforms</td>
</tr>
<tr>
<td>Sub-action</td>
<td>Support to the implementation of EHEA reforms</td>
</tr>
</tbody>
</table>

\(^3\) To be selected in section A.1 of the eform. See 3.2.

\(^4\) To be selected in section A.1 of the eform. See 3.2.
Deadline for submission | 17/02/2016 12:00 midday Brussels time
---|---
Project title | Alphanumeric max 200 characters
Project acronym | Alphanumeric max 7 characters
Language used to complete the form |  

On the second page, a table showing the list of partner organisations will be automatically generated.

Example:

| List of partner organisations |
|---|---|---|---|
| Partner number | Role | Organisation name | City | Country |
| P1 | Applicant Organisation | | |
| P2 | Technical partner | | |

### 3.1. Part A. Completion of organisation data

Most fields in part A1 are completed automatically, based on the information you provided while registering your organisation in the Participant Portal. So most of the information contained in part A1 is protected and not modifiable (grey lines). Applicants must verify carefully all this information. In case some of this information is not correct, applicants will have the opportunity to modify it in the Participant Portal (see the *User Guide* for further details).

**Section A1** is automatically filled in with the data contained in the PIC number.

**In section A.2**, applicants should complete the "title", "family name", "first name", "role in the organisation" and "e-mail address" of the person who is responsible for the management of the application (contact person) in the organisation. If the contact person has a different address from the registered address of the organisation, the corresponding box must be checked and the relevant address and telephone number provided.

**In section A.3**, applicants should complete the "title", "family name", "first name", "role in the organisation" and "e-mail address" of the person who is authorised to represent the organisation in legally binding agreements. If this person has a different address from the registered address of the organisation, the corresponding box must be checked and the relevant address and telephone number provided. If the application is successful, the
Legal representative, will also be required to sign the Grant Agreement and other associated documents.

3.2. Part B. Organisation and activities

In Section B.1, only the field "Type of organisation" needs to be completed by choosing an available option from the drop-down list.

In Section B.2, the applicants are requested to shortly present the aims and activities of the organisation, and describe the role of the organisation in the project.

In Section B.3, applicants are requested to list the projects for which the organisation, or the department responsible for the management of the application, has received financial support from EU programmes during the last 3 years.

3.3. Part C. Dates and budget

In section C.1, the applicants have to enter the start and end date of the project. As indicated in the Restricted Call for proposals, the activities must start either on 15 May, 1 June or 15 June 2016 and completed either by 14 May, 31 May or 14 June 2018, depending on the start date selected. The system will automatically display the duration (24 months).

Section C.2 invites applicants to indicate the total grant requested from the European Union.

3.4. Attachments

Once Parts A, B and C have been completed applicants must upload to the eForm the following attachments: the detailed description of the project, the Declaration of Honour and the budget.

An error message will appear if you do not upload all of these attachments.

4. THE APPLICATION PACKAGE - COMPULSORY ATTACHMENTS

4.1. Detailed description of the project (Annex 2)

All text fields in all sections are obligatory. For adding information in new columns/rows of the tables, please use the copy-paste function of your computer.

The maximum number of characters is indicated under each section (spaces do not count). You have to respect it.
As this is a word document, it is possible to insert pictures and diagrams into the text boxes in addition to the character limit.

The maximum capacity of the application package (eForm + annexes) is 5 MB.

4.1.1. Project summary

Please provide a comprehensive summary of:

- the rationale for the project;
- expected results;
- target groups;
- the impact envisaged.

Given the limited number of 30 lines, the summary has to be short, clear and pertinent.

4.1.2. Project characteristics

In this section, applicants are asked to describe their project, by providing a detailed answer of the questions listed below and explaining why and how it is in line with the respective Award Criterion defined in the Restricted Call for proposals EACEA/49/2015.

Rationale & needs / problems / challenges

Describe the rationale for the project. Identify the specific needs / problems / challenges that the project intends to solve, referring to relevant sources in particular the Bologna implementation report 2015.

Solutions, objectives and priority themes

Explain how the project intends to solve the needs / problems / challenges identified above, i.e. the solutions proposed. List and present in detail the objectives and priority themes chosen, in line with those identified in the Yerevan Communiqué.

Complementarity with other actions and innovation

Explain how this proposal seeks to build on the results of past activities carried out in the field, in particular in the framework of the previous call for Support to the implementation of EHEA reforms and the National Teams of Bologna experts. Describe
the aspects of the project that are new and different such as innovative methods and approaches. In addition, explain how the project is complementary to other activities carried out by other organisations.

**Target groups**

Please describe the project target groups and elaborate on how the project outputs will affect them. Please explain how the project intends to reach them during and after the project lifetime.

**Methodology**

Please describe your methodology for achieving the planned objectives. Your description shall include a systematic and structured monitoring system for verifying the development and progress of the project activities against milestones and measurable indicators.

**Overall project management**

Present the project management arrangements foreseen to ensure successful project implementation. Indicate whether the National Authority is including in the application an organisation to assist them with the project implementation (either as an affiliated entity or an associated partner participating on a no cost basis). If so, explain the specific role and responsibilities of this organisation in the project and which elements of the project will be delegated to it.

**Professional profile, skills and expertise of key staff – from the National Authority and affiliated entity - involved in the implementation of the project**

In this section, please list the key staff of the National Authority and the affiliated entity/associated partner who will be involved in the project implementation. Describe their professional profile, skills and expertise in the field of EHEA reforms, for example in a policy-making context or participation in previous projects in the field. The Executive Agency will use this section to assess the selection criterion "operational capacity".

**Experts to support the implementation of the work plan**

Specify if a national team of experts in higher education will be nominated by the National Authority to support the implementation of the work plan or whether the National Authority wishes to call on experts from an open Europe-wide platform of
experts in higher education and the Bologna Process to be set up.

The open Europe-wide platform of experts in higher education and the Bologna Process will be created once the selection process has been finalised and managed centrally by the Executive Agency. This platform will serve as an expertise resource for National Authorities who will not have a national team of experts in place or require specific expertise that cannot be found within their national team.

National Authorities are invited to propose experts for registration in the platform independently of whether they have their own national team of experts or not. The experts must have the professional and technical capacity to support the implementation of the objectives described in the call, as follows:

- **Qualification**: A level of education which corresponds to a higher education Bachelor degree.
- **Professional experience**: At least 4 years of proven experience in higher education and the Bologna Process. For experts in ECTS, learning outcomes and student-centred learning: summary of prior activities in this area.
- **Other skills**: Ability to work in English (minimum B2 level)\(^5\), as well as excellent drafting/presentation skills.

The Commission and the Executive Agency will assess the CVs of the experts on the criteria mentioned above.

Describe the role of the experts in the implementation of the project, in particular in which activities they will be involved. Complete the table (at the end of the application form) and copy/paste the expert CVs afterwards.

**Quality assurance and evaluation**

Please define the quality control approach, as well as the qualitative and quantitative indicators foreseen to verify the outcomes of the project. Explain how project results will be evaluated.

**Expected impact**

Please describe the impact envisaged, i.e. the change that the project intends to make, focusing on the challenges identified in the Bologna implementation report 2015 and the priorities listed in the Yerevan Communiqué.

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**Project results: target groups; impact; indicators**

Please list all the results/outcomes of the project in the overview table provided in this section.

The field “result/outcome” needs to contain a short but specific description of the type of result (e.g. conference/seminar/workshop, peer learning activity, peer review activity; study; dissemination material). In the field, "target group/potential beneficiaries", please describe to whom the result/outcome is intended. Then, list the impact envisaged in the field "expected impact" and finally provide the "qualitative and quantitative indicators" that will be used to measure the impact.

Indicators are used to measure the achievement of expected results. Good indicators are:

- **Realistic**: this implies that we have the means to verify that they are attainable and user-friendly (availability of data, feasible in time, etc.).
- **Meaningful**: the link between the indicator and the objective being sought is clear and can be demonstrated.
- **Quantitative**: most often indicators refer to facts that can be counted. But not all indicators must be quantifiable.
- **Qualitative**: qualitative indicators describe the quality of results.

Quantitative indicators refer to numbers and percentages (for example number of participants in an event; number of respondents in a survey). Qualitative indicators are vitally important. It is not enough to know that target groups are participating in an activity: the quality of their participation and experience is all-important.

**Dissemination and exploitation of results**

Please describe what kind of dissemination activities are envisaged in order to make the project results/outcomes available to target groups and beyond.

Although dissemination and exploitation of results are closely related, they are distinct processes. While the mechanisms for dissemination and exploitation often overlap, dissemination (information provision and awareness-raising) can take place from the beginning of a project and intensify as results become available. Full exploitation however (mainstreaming and multiplication of results) can happen only when it becomes possible to transfer what has been produced into new policies and improved practices.
Sustainability

Please describe how the project results will be sustained beyond the lifetime of the project. To anticipate the sustainability you are expected to outline the project’s activities or results which are supposed to last and/or be disseminated after the end of the EU funding.

Work packages

The work plan for the proposed project must be presented in terms of work packages.

Please note that the evaluators will use the information provided in the work packages to evaluate your project in particular in terms of the quality of the project design and implementation. Additionally, they will compare the content of the work packages with the information provided in the budget tables to assess the coherence of the work programme with the planned resources in the budget.

There are 6 types of work packages:

- Preparation: this work package type is expected to include activities such as a detailed needs analysis (surveys, comprehensive reports of the problem areas, etc…).
- Management: including activities such as planning, finances, coordination and internal communication, organisation of project meetings, etc…
- Implementation (the substance of the work planned): including the development and testing of the intellectual outputs/tangible results of the project (conference/seminar/workshop; peer learning activity; peer review activity; studies; dissemination material).
- Monitoring: including activities which aim to determine whether the project planning and implementation are effective and project milestones are met.
- Evaluation: including activities that aim to guarantee that the project results meet high quality standards.
- Dissemination and Exploitation of results: including activities relating to information spreading and awareness raising and mainstreaming and multiplication of results.

Each type of work package has to be covered at least once. Certain types of work package may be used several times according to the project activities.

Before completing, please allocate a number and a title to each work package (WP1;
WP2 …WPn). The allocated number should be used throughout the form. After having defined the work package number, type, title, start/end date and duration, the work package should be described in more detail.

- Description: aims and objectives of the work package; milestones and overall approaches.
- List of deliverables: study, dissemination material but also conference/seminar/workshop reports.
- Distribution of tasks: how the National authority / affiliated entity will organise their work; whether experts in higher education will be involved and what their tasks will be. Please include estimated person/days needed to complete the activity for National authority / affiliated entity staff and experts in higher education. Resources allocation for each activity shall be explained and justified.

This description can also make reference to other organisations in the field that will be involved.

**4.1.3. Budget tables**

Instructions for the budget tables are included in the tables on the first tab (00. Readme).

**4.1.4. Declaration of Honour by the Legal Representative of the Applicant Organisation**

A Declaration of Honour (in format PDF, TIFF, JPEG) should be printed, signed by the legal representative and attached to the eForm. There are two different templates available depending on the amount of the grant requested:

- for grants below and equal to 60,000 € (Annex 4).
- for a grant higher than 60,000 € (Annex 5).

The Declaration of Honour certifies that all information contained in the application, including the project description, is correct, to the best knowledge of the person identified as legal representative of the applicant organisation. The Declaration confirms that the applicant organisation has the financial and operational capacity to complete the proposed project. The legal representative of the applicant organisation takes note that, under the provisions of the Financial Regulations applicable to the general budget of the European Union, grants may not be awarded to applicants who are in any of the...
situations defined in the “exclusion criteria”.

Please note that the total grant amount indicated in the Declaration must correspond with the one indicated in the eForm (section C.2) and in the budget tables in annex.

A template of both models of Declaration of Honour can be downloaded on the following link: https://eacea.ec.europa.eu/erasmus-plus/funding/support-implementation-ehea-reforms-eacea-492015_en