



ERASMUS+

Recommendations for preparing
a good project proposal

What is a good application ?

It is not just **succeeding in being selected, but in delivering the expected results**

- ✓ leading to an effective implementation
- ✓ producing the expected changes
- ✓ keeping the results alive after the funding period

Smooth implementation highly depends on the amount of time you invest in the preparation, as at this stage you are able to wipe out many potential obstacles



7 STEPS TO A SUCCESSFUL PROPOSAL



General Tips (i)

1: Start now! The Call is open and the first deadlines are early February

2: Read all the relevant **information**, from the Erasmus+ [Programme Guide](#), [EACEA website](#) or [National Agency website](#), guidelines, etc. to make sure you have clear what is expected from you

General Tips (ii)

3: Choose your **idea**, structure it well and stick to it. Define the main elements of your proposal and make sure you have a clear:

- **Set project objectives** → Think strategically: relate to your organisational priorities, strategies. Relate to the program documents, previous projects, or potential future project and, to the capacities of your staff and your partners.
- **Identity target groups:** Are final beneficiaries clearly identified?
- **Identity needs:** Understand your starting point and the research/market current situation and relate it to your target group (Are proposed activities the most suitable to answer their needs?)
- Check previously selected projects and **avoid overlapping** with existing projects in the same subject area/priorities
- **Identify partners**

General tips (iii)

4: Build a strong consortium.

The choice of partners is key:

- Are all the required **skills** and competencies present in the consortium?
→ complementarity, not redundancy!
- Choose **partners you know!**
- Do not underestimate cultural diversity within your consortium
- Does everyone have a **clear role**, consistent with his/her competencies?
- Is there a **team** (rather than a single contact) for each partner institution? If the contact person changes, that partner still has to work!
- Consider **geographical balance!**



General tips (iii)

BREXIT

For UK organisations: eligibility criteria must be complied with for the entire duration of the grant. Brexit should be followed carefully: <https://ec.europa.eu/programmes/erasmus-plus/about/brexit>





General tips (iv)

5: Create a **budget** and **define it bottom-up**: define the tasks first, then estimate efforts needed and check regularly its consistency while advancing on with your Work Plan.

6: Write your **proposal together with your partners**. Plan your working steps with a clear and realistic time-frame, design a communication and dissemination strategy keeping in mind your purpose → a **pre-proposal meeting** is usually very useful!

7: Consider the project **impact & sustainability**: What impact does my project intends to create? Is it transnational? How can it be measured? Is it sustainable?

Don't forget about **final polishing**!

A COMPETITIVE APPLICATION...



- Demonstrates that the **combination of all its elements** will produce **concrete and sustainable results** for the benefit of all the parties concerned
- is **ready to start** immediately after the selection decision



KEY WORDS for a competitive application

- **Coherent** in its entirety; avoid contradictions; avoid "patchwork"
- **Concrete**: use examples, justify your statements, bring evidence
- **Clear**: follow the questions and answer them in the right order
- **Simple language**: Also complex subjects can be explained in a plain language. Keep most sentences 10-15 words long.
- **Explicit**: do not take anything for granted; do not assume experts will always understand; avoid abbreviations or explain them the 1st time
- **Rigorous**: the application is the basis on which your project will be implemented; it is also the cornerstone of your partnership commitment
- **Focused**: stick to what is asked
- **Complete**: ensure you have followed all the instructions and that the proposal fulfils all the mandatory requirements

AVOID MOST COMMON WEAKNESSES



Partnership and cooperation arrangements

- **Activities of the Partner Organisation and expertise of its staff should focus on what is specifically related to the project**



Presentation of the partners and their key staff are generic, EACEA finds the same presentation of the university in all the submitted applications, regardless of the subject, faculty or department involved. Presentations are more convincing if customised and providing facts and figures specifically related to the project.

- **Ownership of results is guaranteed by the number and profile of people involved in partner countries institutions**



A sufficient number of staff should be involved at each partner institution; in general teams are not enough staffed and the same staff is involved in many different projects. Newcomers are recommended. A mix of senior and junior staff is highly recommended.

AVOID MOST COMMON WEAKNESSES



Partnership and cooperation arrangements

- **Ensure a balanced distribution of responsibilities, tasks and budget**



The role of the Applicant/Coordinator is often too dominant and does not guarantee a sense of ownership across the consortium

- **Describe with precision the management arrangements (decision-making process, bodies to be established, communication channels)**



No specific provisions on this matter demonstrate lack of awareness in the consortium about the difficulties of international and cross cultural projects and/or an insufficient preparation of the consortium to start immediately the activities.

- **Communication is never too much**



A significant part of the problems incurred by projects depends on insufficient communication. In addition to general/global communication, consider planning also periodical bilateral sessions with each partner

AVOID MOST COMMON WEAKNESSES



Impact and Sustainability



- Describe concretely the measures ensuring that the results of the project will last beyond the project lifetime



The impact of the project has to be demonstrated at different levels: institutional, financial and policy level. Specific measures should be envisaged for each level.

- For CBHE: Involve the Ministry for dissemination also if it is not a partner



For dissemination or mainstreaming of results it is logical to involve the MES

In practice: proposal preparation @ UNIPD

1: Contact the International Office possibly 2 months prior to the deadline and inform the IO about the project title, abstract, partners.

2: Collect all documents for signature: Department Directors at UNIPD are allowed to sign the Declaration of Honour or Mandates.

3: For coordinated projects only:

- Inform the IO by 7 January at the latest (max 3 projects funded per KA allowed as coordinators)
- We recommend that all documents are signed by the **Rector** (prior authorization of the Department Director)

Contacts

Azione	Attività	Scadenza	Contatto presso l'Area Relazioni Internazionali	E-mail
Azione Chiave 1	Mobilità individuale (KA107)	Scadenza interna Unipd: 2 dicembre 2019	Samira Bonucci	international.projects@unipd.it
	Erasmus Mundus Joint Master Degrees:	13 febbraio 2020	Alessandra Gallerano	
Azione Chiave 2	Partenariati strategici	24 marzo 2020	Laura Brandolin	
	Alleanze per la conoscenza e per le abilità settoriali	26 febbraio 2020		
	Capacity Building	5 febbraio 2020		
Azione Jean Monnet	Cattedre, Moduli, Centri di eccellenza, Sostegno alle associazioni, Reti, Progetti	20 febbraio 2020	Alessandra Gallerano	
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