

# ERASMUS+

## Key Action 2

## Capacity Building in the field of Higher Education (CBHE)

**How to prepare a CBHE competitive proposal**





**Is there anybody with an idea of a project?**





## As an applicant interested in CBHE, what should I start with?

- ✓ At first you need a concrete **project idea** in line with the CBHE objectives
- ✓ Once the idea is defined, **start locally** in your university consulting colleagues and departments with experience in international projects;
- ✓ Find the **right partners** for establishing an international partnership based on trust and shared objectives;
- ✓ Read the entire CBHE **documentation** available;
- ✓ Consult the **Erasmus+ National Agencies**, the **National Erasmus+ Offices** and the **EU Delegations** on the specificities of their Countries.





## Project idea

**To be competitive the project idea should:**

- ✓ **Fit** with the **CBHE objectives, priorities and requirements**;
- ✓ Reflect the **internationalisation strategy** of your institution and of your partners;
- ✓ Be supported by the **hierarchy** of your institution and benefit from the previous institutional experience in CBHE but also in other international projects;
- ✓ Be **innovative** in comparison with other existing CBHE projects.





## Start locally

- ✓ Check the **internationalisation strategy** of your institution and of your partners;
- ✓ Ask for the support of the **hierarchy** of your institution;
- ✓ Check if your colleagues have **previous experience** in CBHE or in other international projects;
- ✓ Involve all the departments that might contribute to your project from the beginning;
- ✓ Ask your partners to follow the same approach.





## CBHE documentation:

**The following essential documentation is available on the Erasmus+ website:**

- ✓ Erasmus+ Programme Guide;
- ✓ Call for proposals;
- ✓ CBHE priorities;
- ✓ Budget allocation;
- ✓ E-form and attachments;
- ✓ The instructions for completing the Application Package;
- ✓ The Guide for experts;
- ✓ List of CBHE selected projects;
- ✓ Frequently Asked Questions.





## Consult the other Erasmus+ actors:

✓ **Erasmus+ National Agencies in the Programme Countries:**

[https://eacea.ec.europa.eu/erasmus-plus/contacts/international-erasmus-plus-contact-points\\_en](https://eacea.ec.europa.eu/erasmus-plus/contacts/international-erasmus-plus-contact-points_en)

✓ **EU Delegations:**

[https://eeas.europa.eu/headquarters/headquarters-homepage/area/geo\\_en](https://eeas.europa.eu/headquarters/headquarters-homepage/area/geo_en)





European  
Commission



Which are  
the criteria  
used?

How does it  
work?

What is a  
competitive  
proposal?

How to  
apply?



Erasmus+



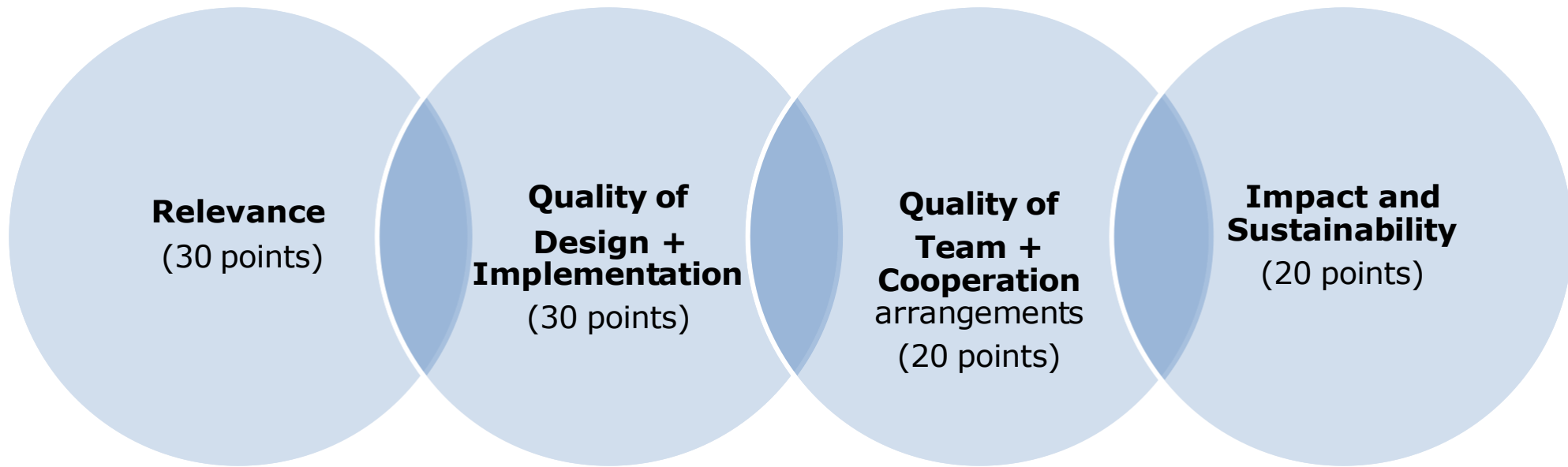
## Award criteria for the selection of the Capacity Building for Higher Education projects:

- ❖ Eligibility Criteria
- ❖ Exclusion Criteria
- ❖ Selection Criteria
- ❖ Award Criteria



Most of eligibility criteria (see E+ Programme Guide – CBHE action) are featured in the e-form; following criteria are double checked by the Agency staff:

- Formal submission requirements
- Grant size (and duration)
- Applicant, Partners and Partnership requirements (number of partners, status of the grant applicant & partners, etc.)



**To be considered for funding, proposals must score at least 60 points in total and - out of these points at least 15 points for "Relevance"**



- How clearly the project addresses **the Programme objectives and National / Regional priorities (thematic or geographical) and development needs**
- **Needs analysis** and presentation of specific problems addressed
- Definition of **target groups**
- What is **innovative or complementary to other projects**
- **European added value of the project:** why similar results could not be achieved through national, regional or local funding



**A preliminary needs analysis before writing a proposal (only a more in-depth analysis planned in the project)**

**Specific needs / problems at all relevant levels:**

- Regional;
- national level;
- institutional level;
- individual level.



**Weaknesses:** Missing Evidence to underpin a needs analysis and specific data sources (statistics such as unemployment rates from an official publication, findings from a survey on a specific topic)

- **Identify (and quantify) clearly the target groups/beneficiaries in the Partner Country/ies**



**Weaknesses:** target groups identified vaguely and / or not quantified ⇒ difficult to demonstrate (and assess) the impact of the project

- **Identify the priority and link them with the Partner Country national or institutional strategy/ies**



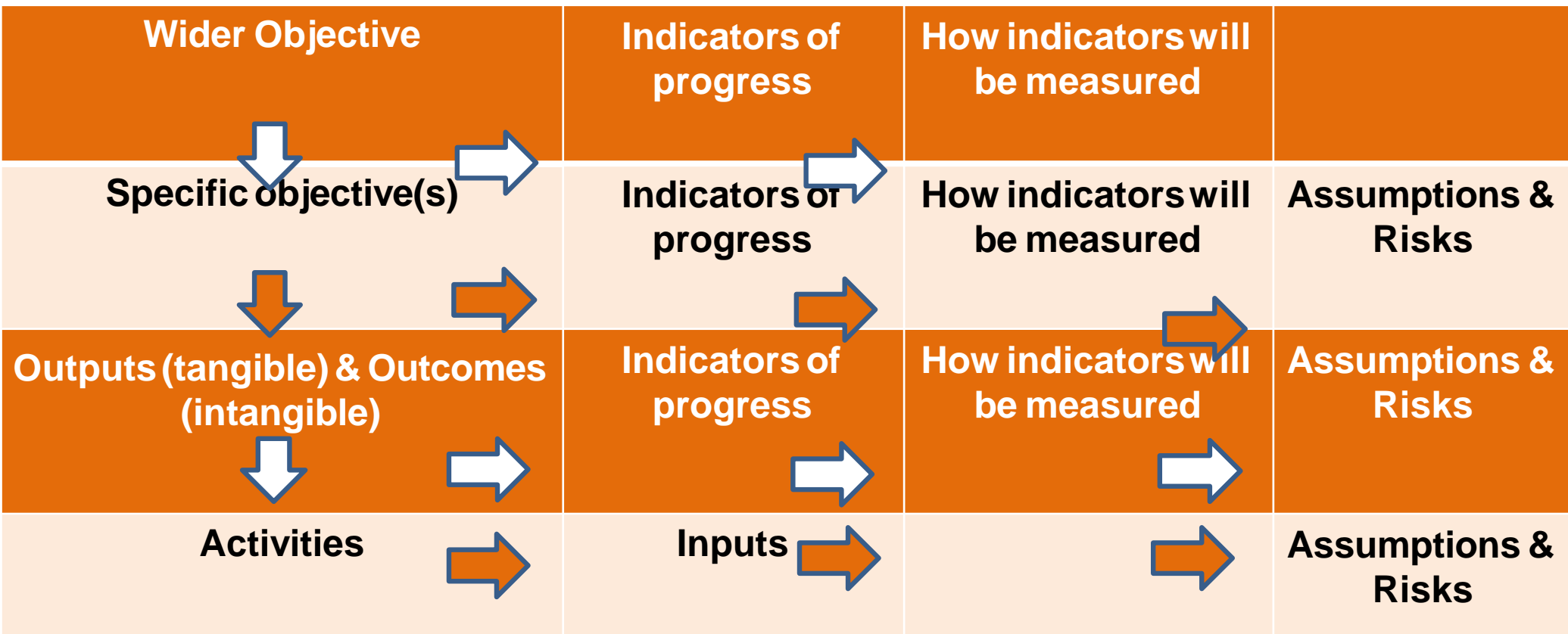
**Weaknesses:** Projects which DO NOT CLEARLY ADDRESS the priorities are NOT FUNDED. Make sure your proposal shows how both its objectives and results address the chosen priorities.



- Which are your **wider and specific objectives**?
- **Consistency between project objectives, activities and expected results**
- **Work plan / implementation schedule**
- **Budget and cost-effectiveness**
- Overall consistency of the project and **project methodology**
- **Quality measures/assurance** of the project and **Risk management/contingency measures**



## Ensure coherence in LFM intervention logic:







- Specify the **partners expertise, competences and roles in the project**
- Underline **complementary skills**, directly relating to the planned project activities
- **Distribution of tasks**, including active participation of Partner Country institutions
- **Cooperation, effective communication and project management arrangements**
- **Planned measures to ensure communication**
- **Ensure regional dimension**



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- ➔ Partners to be chosen on the basis of their **specific and complementary expertise. NEWCOMERS are recommended**
- ➔ **More than 1 key staff member** at each Partner Organisation to add the risk of unavailability
- ➔ Complementarity of Key staff at the Partner organisations covering expertise in **both academic/content-related aspects** of the project and **project management**
- ➔ **Presentation** of the Partners and their key staff:
  - focus on the activities of the Partner Organisations and the expertise of staff which are **specifically related to the project**,
  - **complementarity between the Partners** and their expertise to be highlighted



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- **Management arrangements** at all relevant levels: international / project level, national / Partner Country level and institutional / local level (each Partner Organisation)
- **Decision-making process**: who will take decisions on what matters, and how (e.g. consensus or majority voting)
- **Bodies** to be established at each relevant level: composition and specific responsibilities of each body and relationships between them
- **Mechanisms for resolving conflicts among the Partners**



*Important to ensure and demonstrate in the proposal that:*

- ***all Partner Organisations are involved in the project management body and decision-making as equal partners***
- ***the role of the Applicant / Coordinator is not too dominant → a sense of ownership across the consortium***



- **Expected impact:** at different levels
- **Dissemination strategy** including outputs to be disseminated, target groups, dissemination tools & activities
- **Sustainability** at three levels including **financial, institutional and political**
- **Evidence of impact:** institutional / national level at the Partner Countries





## IMPACT

Concrete benefits to the target groups at various levels (faculty / institutional, local, regional, national) / beneficial changes brought by the project during its lifecycle and after its completion

## DISSEMINATION AND EXPLOITATION

- Dissemination: Activities / measures aimed at spreading information about the project / raising awareness / making the project visible beyond the circle of direct participants
- Exploitation: Activities / measures aimed at mainstreaming and multiplying project results beyond the circle of direct beneficiaries

Both increase the project impact and contribute to its sustainability

## SUSTAINABILITY

Activities / measures ensuring that the results of the project will last beyond the project lifetime



- ⇒ specifies the **project results** to be maintained and **activities** to be continued after the end of project funding
- ⇒ envisages **specific measures** to ensure **sustainability at 3 levels**: institutional, financial and policy levels
- ⇒ plans such activities **as early as possible** in the project
- ⇒ involves **faculty / institutional and / or national authorities** (if they are not represented in the project) to ensure their support for project results (e.g. through regular update meetings or consultations)



- **Avoid overlapping** with existing projects in the same subject area/priorities
- **Ensure to bring an innovative approach:** be innovative in the content and methodologies described in your application.
- **Work out possible synergies** to be developed in the project implementation
- **Invest on the ownership of the projects objectives and results:** need to empower the Partner Country partners from the early stages of the proposal preparation





- **demonstrates** that the **combination of all its elements** will produce **concrete and sustainable results** for the benefit of all the parties concerned
- has been **prepared and agreed jointly** by all **consortium partners**
- has received the **full institutional commitment** and support of **all consortium partners**
- is **ready to start** immediately after the selection decision



- **Coherent** in its entirety; avoid contradictions; avoid "patchwork"
- **Simple & concrete**: use examples, justify your statements, bring proofs
- **Clear**: follow the questions and answer them in the right order
- **Explicit**: do not take anything for granted; do not assume experts will always immediately understand; avoid abbreviations or explain them
- **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 (twice!) you have followed all the instructions and that the proposal fulfils all the mandatory requirements
- **Easy Read language**: Keep most sentences 10-15 words long. Use varied sentence length to make them interesting, but keep sentences simple



- ***How?***

- Applications to be **submitted to EACEA** using an **eForm** **with attachments**

- ***When?***

- **Deadline: the time defined in the Call for proposals**

Applicants are strongly advised to submit their application well in advance of the deadline, thus avoiding last-minute submission.



## ■ *What?*

**eForm:** Consortium composition and basic project data

**+ compulsory attachments:**

- Description of the project (Word or .pdf format)
- Budget table (Excel format)
- Declaration on honour and Partners' Mandates (.pdf format)
- Other relevant annexes (Word or .pdf format)

## ■ Application procedure

1. Check with your partners whether they have a Participant Identification Code (PIC). If they have a valid PIC no need for action
2. For those consortium partners who have not yet a PIC, register the organisations in the Participant Portal and receive a PIC
3. Create your electronic application form using your PICs
4. Fill in the eForm
5. Attach completed versions of the attachments within the eForm
  - *Description of the project, Budget table, Declaration on honour and Partners' Mandates, Other relevant annexes*
  - Submit the eForm on-line
6. Acknowledgement of receipt with application reference number

## Guidance for completing the eForm and annexes:

- ***Instructions for completing the Application Package***  
Rules and guidance on eForm content, annexes and the application process in general
- ***eForm User Guide***  
Assistance with the technical aspects of completing the eForm
- ***Guide for Experts***  
Specific Guide for the action you are applying for
- ***Documents available on the Agency's website:***  
[http://eacea.ec.europa.eu/erasmus-plus/funding\\_en](http://eacea.ec.europa.eu/erasmus-plus/funding_en)



**motivation**  
*is what gets you started.*

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**commitment**  
*is what keeps you going.*



Wish You All the Best For Your Future