



Erasmus+

Erasmus Mundus Design Measures (EMDM)

Grant Management, Monitoring and
Reporting

19th November 2024

Coordinators' Kick-off meeting

*European Education and Culture
Executive Agency*

Monitoring

Objectives & Role EACEA

1

PROJECT LEVEL



- Sound project management
- On track with initial objectives

2

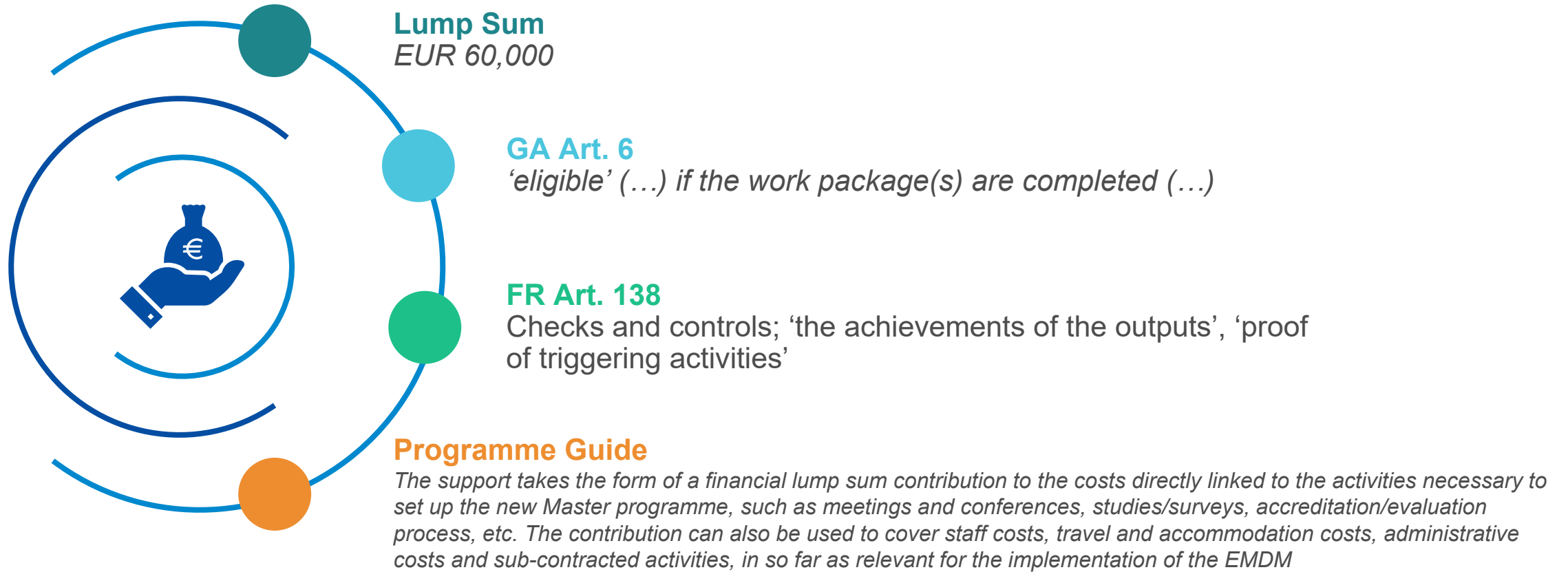
PROGRAMME LEVEL



- Project in line with EMDM policy objectives
- Compliance with EU rules

Budget

Annex 2 of the Grant Agreement



Expected Outputs after 15 months

1

Joint **student admission** requirements & application, selection, monitoring, examination/performance, evaluation rules/procedures

4

Joint **promotion** and awareness-raising strategy

7

A draft joint **partnership agreement*** involving >3 HEIs from 3 different countries, of which >2 should be programme countries

2

Joint **programme design** and integrated teaching/training activities

5

Joint administrative and financial **management** by the consortium

8

A draft joint **Student Agreement**

3

Common **services offered to students** (e.g. language courses, visa support)

6

A joint **degree policy**

9

Adhere to the **Standards for Quality Assurance** of Joint Programmes in the EHEA

*This agreement is intended to cover all academic, operational, administrative and financial aspects related to the implementation of the Master programme



It is encouraged to at least **launch any accreditation/evaluation process** before the end of the project, and explore the opportunities offered by the European Approach for Quality Assurance of Joint Programmes (if national legislation allows)

Partnership Agreement

- Useful examples are available on the former [EACEA beneficiary space](#) for inspiration, not as mandatory elements
- Not to be commented by EACEA, **internal document** to the consortium
- You can include aspects such as general project management issues, mobility arrangements, financial arrangements, QA, dissemination, sustainability, etc.

Visual Identity

➤ **Art. 17.2** of your Grant Agreement – European flag and funding statement

➤ **Visual Identity** – Programming period 2021-2027

➤ New guidance document at <https://op.europa.eu/s/vLFm>



**Co-funded by
the European Union**

FTOP Reporting

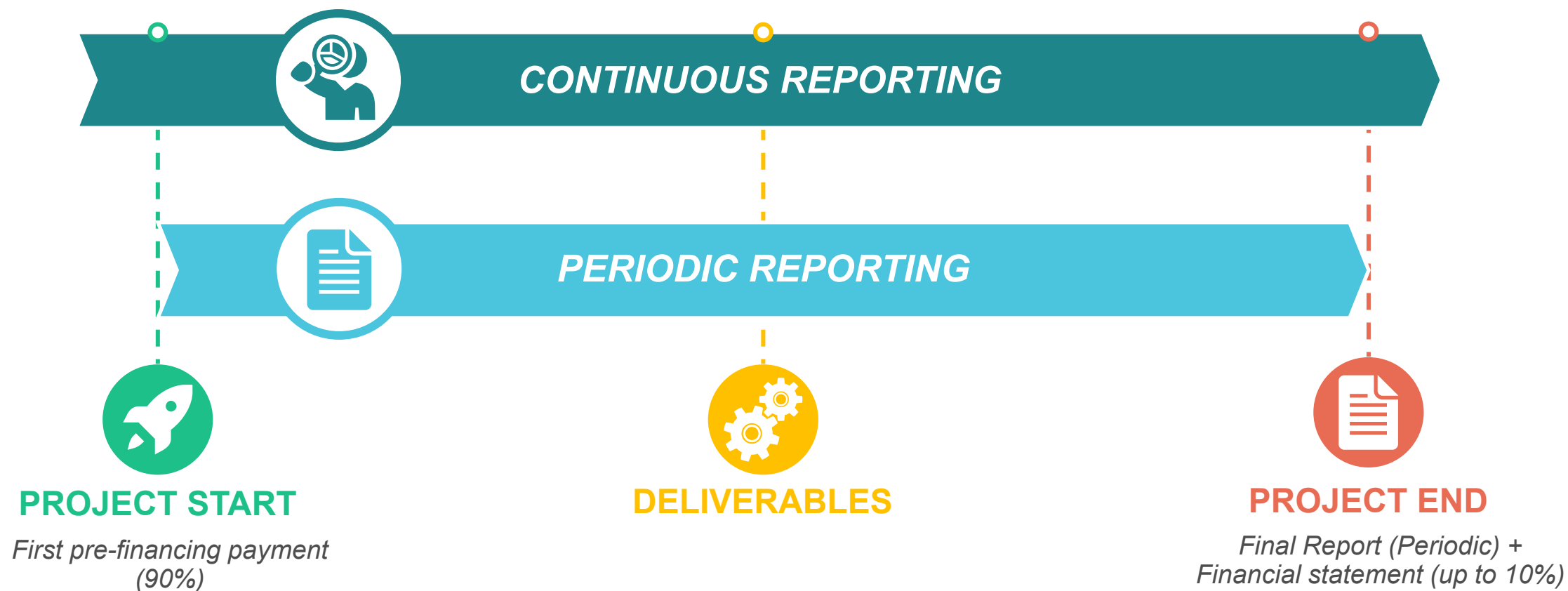


Continuous Reporting & Monitoring



**A fixed reporting period:
Final Report**

“Fixed” period of 15 months



Continuous Reporting

*Activated at
project start*

The screenshot displays the 'RESEARCH & INNOVATION Grant Management Services' portal. The header includes the European Commission logo, the title 'RESEARCH & INNOVATION Grant Management Services', a 'Help' dropdown, and the user 'Bart COSYNS'. The main content area is titled 'MY PROJECT' and features a sidebar with project details and a main panel with a progress timeline and a list of actions.

Project Details (Left Sidebar):

- Call: ERASMUS-EDU-2021-EMJM-DESIGN
- Type of Action: ERASMUS-LS
- Acronym:
- Current Phase: Grant Management
- Number:
- Duration: 15 months
- GA based on the: ERASMUS+ Lump Sum Grants MGA — Mono/Multi - 1.null
- Start Date: 01 Feb 2022
- Estimated Project Cost: €0.00
- Requested EU Contribution: €55,000.00
- Contact: [Mette LEARIE](#)

Actions (Bottom Left):

- Latest Legal Data
- Active Processes
- Document Library
- Communication Centre
- Archived Processes

Main Panel:

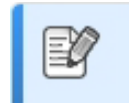
- Launch new interaction with the EU (+)
- Continuous Reporting** (01 Feb 2022): A progress timeline from 'Started' to 'Completed'.
- Continuous reporting data (+)
- Process documents
- Process communications
- Process history

Continuous Reporting



YELLOW BOX

A task is available to be carried out by the Consortium



BLUE BOX

The Consortium has submitted information and wait the action of the EU (no available task for the Consortium)



BLACK BOX

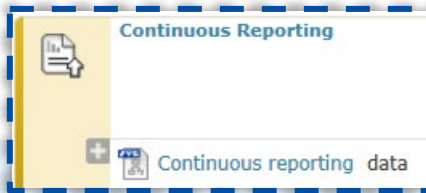
The process is finalised


Each process box consists of different sections

Click on the hyperlink to encode the data

e.g. Grant Agreement Preparation, Amendment

Continuous Reporting



 **SyGMA**
System for Grant Management

Project Continuous Report

101128 () ERASMUS-LS

Call: ERASMUS-EDU-2023-EMJM-DESIGN
Topic: ERASMUS-EDU-2023-EMJM-DESIGN

Project Summary

Deliverables

Milestones









Critical Risks

Disseminat... activities

Communic... Activities

Events and Trainings

Financial support to 3rd parties



Deliverables and Other Reports [?]

▼

Add actual delivery dates (or new due date for late deliverables, together with an explanation for the delay). In the Comments, please indicate if the deliverable was achieved as planned or not.

The labels used mean:

- Public – fully open
- Sensitive – limited under the conditions of the Grant Agreement
- EU classified – RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444. For items classified under other rules (e.g. national or international organization), please select the appropriate label.

[Link to anti plagiarism tool](#)

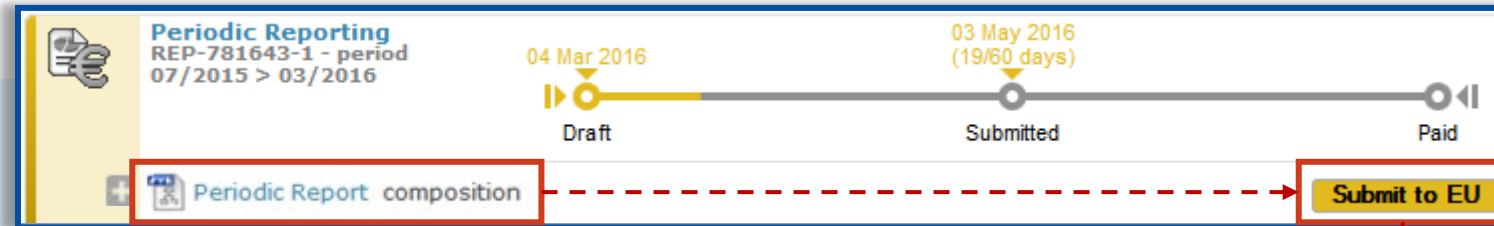
[Show Filters](#) [Clear Filters](#)

Work Packa	Deliverabl	Deliverab	Deliverable Name	Description	Lead Bc	Type	Disseminat	Due Date	New Due Date	Delivery Date
WP1	D1.1	D1	Project workplan and MoU	COO will present the plan of activities in the ...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.2	D2	Program description	The programme description must meet the standar...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.3	D4	Defined admission criteria	Regulations on the application, selection and a...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.4	D3	Curriculum designed	Formulated learning outcomes and designing cour...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.5	D5	Defined diploma and diploma sup	Each joint degree award is accompanied by a dip...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.6	D6	Internal Quality Handbook	It should ensure that the degree programme is d...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.7	D7	Agreement signed	It is useful to include the following issues in...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.8	D8	Application submitted for Accredi	The master program jointly defined within conso...	VSSSV	R	SEN	31 Jan 2025		
WP1	D1.9	D9	Flyers, presentations, conference	Dissemination will be done using presentations,...	VSSSV	R	SEN	31 Jan 2025		

Continuous Reporting

The screenshot displays a web-based interface for a 'Project Continuous Report'. The top navigation bar includes 'Grant Management' and 'Project Continuous Report' with a 'HOW TO' icon. Below this is a progress bar with icons for different report sections: Project Summary (red X), Deliverables (blue i), Milestones (blue i), Critical Risks (green check), Discontinuation (green check), Communication Activities (green check), KPI (blue i), Events and Trainings (green check), and Financial support to third parties (green check). The main content area is titled 'Key Performance Indicator (KPI)' and contains the text 'Please update the KPI information through the following link: [Open KPIs](#)'. The background of the main area features a faint image of a globe and a document.

Periodic Reporting



Periodic Report 1 project No 781643

You are about to submit the periodic report to the EU. Press submit to EU to proceed.

☒ I agree with the conditions

Submit to EU

1. Coordinator Contact approves all the elements of the Periodic Report
2. Coordinator Contact submits to the EU in one single submission the Periodic Report
3. Only Primary Coordinator Contact and Coordinator Contact(s) can do so

Sources of information

- **Programme Guide – EM Action, EMDM lot**
in FTOP, here: [Erasmus Mundus Design Measures](#)
- **(Annotated) Grant agreement**
in FTOP, here: [aga_en.pdf \(europa.eu\)](#)
- **FTOP user manuals (!)**
In FTOP, here: [Guidance & Manuals \(europa.eu\)](#)
- **Your project officer**
Through FTOP messaging facility.
- **Templates available**
in FTOP, under '[Templates & forms](#)'
- **Erasmus Mundus Community Platform**
[Erasmus Mundus Community | Erasmus Networks Platform](#)

Thank you



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