



EUROPEAN UNION

Project Proposal Structure

Dr. Khosbayar Nyamsuren

Erasmus+

Enriching lives, opening minds

2021-2027



**National
Focal Points**





Application form and requirements

• Application form

When? How? Where?

- One deadline - One-phase submission - on-line to EACEA
- Application form = unique reference information for the submission deadline.

What is the Application Form?

- The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:.

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Technical Description (PART B)

1.RELEVANCE

2.QUALITY

3.IMPACT

**4.WORK PLAN, WORK
PACKAGES, ACTIVITIES,
RESOURCES AND TIMING**

5.OTHER



1.RELEVANCE

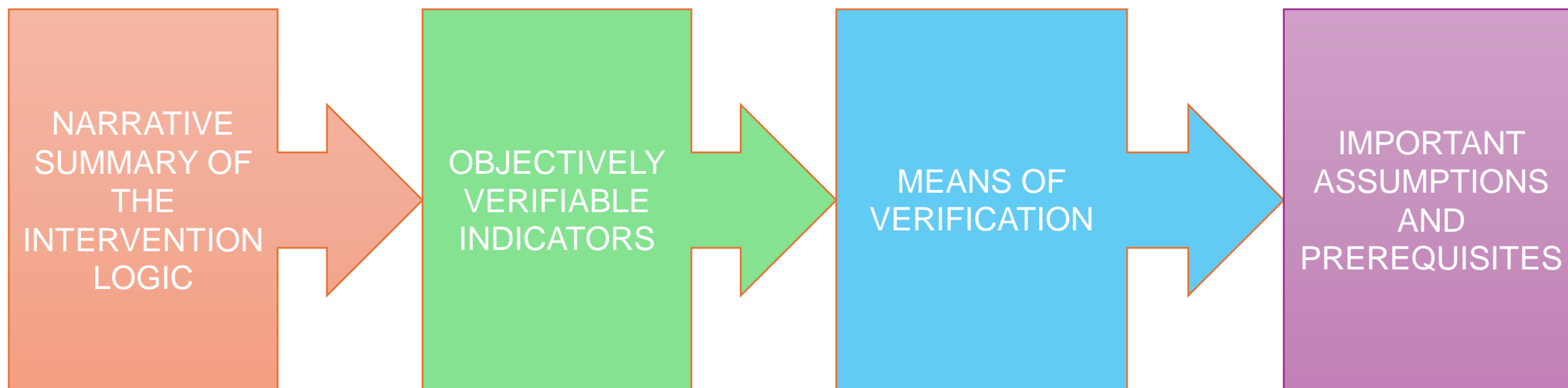
Background and general objectives	Needs analysis and specific objectives	Complementarity with other actions and innovation — European added value
<ul style="list-style-type: none">• Describe the background and rationale of the project• How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call	<ul style="list-style-type: none">• Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?• The objectives should be clear, measureable, realistic and achievable within the duration of the project.	<p>Explain how the project builds on the results of past activities carried out in the field, and describe its innovative aspects</p>

2.QUALITY

2.1.PROJECT DESIGN AND IMPLEMENTATION

Concept and methodology	Project management, quality assurance and monitoring and evaluation strategy	Project teams, staff and experts, Outside resources	Cost effectiveness and financial management	Risk management
<i>Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the project's objectives</i>	<i>Describe the measures foreseen to ensure that the project implementation is of high quality and completed in time.</i>	<i>Describe the project teams and how they will work together to implement the project.</i>	<i>Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.</i>	<i>Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.</i>

Project Logical Framework Matrix





Project teams and staff

Describe the project teams and how they will work together to implement the project.

List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc — use the same profiles as in the detailed budget table, if any (n/a for prefixed Lump Sum Grants)) and describe briefly their tasks. Provide CVs of all key actors (if required by the Call document/Programme Guide).

Name and function	Organisation	Role/tasks	Professional profile and expertise
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Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking into account the mitigating measures.

Note: Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.

Risk No	Description	Work package No	Proposed risk-mitigation measures
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Risk No	Description	Work package No	Proposed risk-mitigation measures
1	Ratification of national documents is delayed: high	3-4	In the timeline of the project this is anticipated, and a buffer time is allotted for readjusting the timeline in case if there is a need. The GA has ownership for the envisioned reforms and is determined to transform the content and regulative framework in the areas highlighted in the project. The project outcomes and outputs coincide with GA action plans, which should ensure the smooth implementation.

2.QUALITY

2.2.PARTNERSHIP AND COOPERATION ARRANGEMENTS

Consortium set-up	Consortium management and decision-making
<p><i>Describe the participants (Beneficiaries, Affiliated Entities, Associated Partners and others, if any) and explain how they will work together to implement the project. How will they bring together the necessary expertise? How will they complement each other?</i></p> <p><i>In what way does each of the participants contribute to the project? Show that each has a valid role and adequate resources to fulfil that role.</i></p>	<p><i>Explain the management structures and decision-making mechanisms within the consortium. Describe how decisions will be taken and how regular and effective communication will be ensured. Describe methods to ensure planning and control.</i></p>

3.IMPACT

Impact and ambition	Communication, dissemination and visibility	Sustainability and continuation
<p><i>Please address each guiding points presented in the Call document/Programme Guide under the award criterion ‘<u>Impact</u>’.</i></p> <p><i>Define the expected short, medium and long-term effects of the project. Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?</i></p>	<p><i>Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.</i></p>	<p><i>Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?</i></p> <p><i>What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?</i></p>

4. WORK PLAN, WORK PACKAGES, ACTIVITIES, RESOURCES AND TIMING

Work plan	Work packages, activities, resources and timing
<i>Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation)</i>	<ul style="list-style-type: none">• Objectives• Activities and division of work (WP description)• Milestones and deliverables (outputs/outcomes)



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Commission

WP	Activities	Date												2021												2022												2023											
		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12												
WP1 – (PHEP) : Setting up of managing methodology and structure	1.1 Organization of project kick-off meeting in <i>Thessaloniki</i>																																																
	1.2 Fact-finding analysis on the situation of the WBL in Mongolia and needed skills in the targeted sectors																																																
	1.3 Purchase of equipment for HEIs in Mongolia																																																
WP2 – (DEV) : Development of apprenticeship policy and model	2.1 Preparation of Training Package-PITAE																																																
	2.2 Delivery of capacity building training in <i>Berlin</i>																																																
	2.3 Development of NSD-WBLM																																																
	2.4 Development of FAM for Mongolia including implementation tool: UAPBI AND UAPT																																																
	2.5 Delivery of capacity building workshop in <i>Lyon</i>																																																
	2.6 Development of amendments to national legislation																																																
WP3 – (DEV) : Piloting of apprenticeship model	3.1 Delivery of trainings on apprenticeship oriented teaching and assessment in Ulaanbaatar																																																
	3.2 Development and piloting of university-enterprise partnership innovative scheme within the FAM																																																
	3.3 Delivery of workshop to discuss the results of piloting the FAM in <i>Berlin</i>																																																
	3.4 Finalization and FAM																																																
WP4 – Dissemination and exploitation	4.1 Elaboration and implementation of project PDES																																																
	4.2 Communication and media coverage on project																																																
	4.3 Creation and regular update of project Website																																																
	4.4 Organization of national consultative workshops on NSD-WBLM and FAM in Mongolia																																																
	4.5 Awareness-raising activities on the apprenticeship, developed NSD-WBLM and FAM;																																																
	4.6 Organization of national dissemination conferences in Ulaanbaatar.																																																
WP5 – (QIP) : Project quality monitoring and assurance	5.1 Elaboration and implementation of project MQAS																																																
	5.2 Regular monitoring of project activities, financial management and reporting																																																
	5.3 Elaboration of contributions to project intermediate and final reports;																																																
	5.4 Reporting per work packages																																																
	5.5 Organization of project intermediate and final Fact-finding (Audit)																																																
WP6 – (MNGT) : Project management	6.1 Project day-to-day, financial and overall management																																																
	6.2 Organization of coordination meetings																																																
	6.3 Monitoring visits to Mongolian partners and reporting																																																
	6.4 Elaboration of project intermediate and final reports																																																

Work
Package

Year/
months

Activities

Meetings



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Work Package 1: [Name, e.g. Project management and coordination]

Duration: MX - MX Lead Beneficiary: 1-Short name

Objectives

▪

Activities and division of work (WP description)

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1					
T1.2					

Milestones and deliverables (outputs/outcomes)

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1		1					
MS2		1					
Deliverable No (continuous numbering)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and



Work Package 1: [Name, e.g. Project management and coordination]

Duration:	M1 – M6	Lead Beneficiary: University	1-Short name University of Milan
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Objectives

- Project kick-off meeting in Milan, Questionnaire and template for fact-finding analysis, feed-backs on template for fact-finding analysis undertaken in programme countries, as well as fact-finding report on the situation of the green education and equipment purchase for HEIs.

Activities and division of work (WP description)

Task No (continuous numbering linked to WP)	Task Name	Description	Participants		In-kind Contributions and Subcontracting (Yes/No and which)
			Name	Role (COO, BEN, AE, AP, OTHER)	
T1.1	Project kick-off meeting	The WP will start with the Kick off meeting ...	UM All BEN	COO, BEN	1.1. Subcontracting: simultaneous translation, stationary

Milestones and deliverables (outputs/outcomes)

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description		Due Date (month number)	Means of Verification
MS1	Fact-finding report	1	UM	The fact-finding analysis developed by partners will be uploaded in the website		M5	Link to the website section
Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.2	Fact-finding report	1	UM	[R — Document, report]	[PU — Public]	M5	4X40-50-page electronic document

- ✓ **Successful vs. good proposals**
- ✓ **How should I start?**
- ✓ **Drafting a good proposal**
- ✓ **When can I start?**



- **A successful proposal**

- 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 the partnership-> a joint institutional commitment
- Has received the full commitment and support of the participating institutions.
- Is ready to start immediately after the selection decision.



You have a "broad knowledge" of Erasmus+

➤ **What/who is it for? How does it work? What activities does it support and how? Who could help you understand it better?**

You have a concrete idea for an international cooperation project

➤ **Does it fit the programme' s objectives, priorities, requirements, intervention modalities, etc.?**

➤ **Does it address your institution /sector /country needs?**

Your idea is supported by your institution

➤ **You have discussed it with the relevant authorities**

➤ **You will be supported for the proposal preparation and, if successful, the project implementation**

You can set up/be part of an international partnership for carrying out the project?



☐ **Start locally**

- ☐ *In your institution (other colleagues, services, departments, authorities)*
- ☐ *Among local stakeholders (other universities, education providers, employers, local / regional / national authorities)*

☐ **International partners**

- ☐ *Colleagues/Organisations you/your partners have worked with in the past*

Partners are not individuals, they are organisations

☐ Each partner **must**

- ☐ *Bring a concrete added value to the project*
- ☐ *Gain a concrete added value from the project*
- ☐ Cooperation is based on trust, confidence and on partnership agreements



A strong Erasmus proposal not only ensures success but also reflects your unique understanding of institutional and national / region needs, built through early collaboration and shared commitment.





Good Luck!