



ERASMUS PLUS INFORMATION SESSION FOR ZIMBABWE

Mini Workshop: Finding partners and writing good proposals for EMJM

30 June 2025



Erasmus+

What are the Erasmus+ Actions?

Key Action 1: Learning
mobility of individuals

Key Action 2:
Cooperation amongst
organisations and
institutions

Key Action 3: Support
to policy development
and cooperation

Jean Monnet Actions

Key Action 1: Learning mobility of individuals

- Mobility projects for learners and staff in higher education, vocational education and training (VET), school education, adult education and youth
- Erasmus accreditations in the fields of higher education, VET, school education and adult education and in the field of youth
- Youth participation activities
- DiscoverEU Inclusion Action
- Mobility of staff in the field of sport
- Virtual exchanges in higher education and youth.



Key Action 2: Cooperation amongst organisations and institutions

- **Partnerships for Cooperation**, comprising:
 - o Cooperation Partnerships
 - o Small-scale Partnerships.
- **Partnerships for Excellence**, including:
 - o Centres of Vocational Excellence
 - o Erasmus+ Teacher Academies
 - o **Erasmus Mundus Action.**
- **Partnerships for Innovation:**
 - o Alliances for Innovation
 - **Capacity Building in the fields of higher education, vocational education and training, youth and sport**
 - Not-for-profit European sport events.



Key Action 3: Support to policy development and cooperation

- European Youth Together

Jean Monnet Actions

- **Jean Monnet actions in the field of higher education**
- Jean Monnet in other fields of education and training.

Re-cap: who can apply?



	Institutions from EU MS and associated third countries	Institutions from non-associated third countries
International credit mobility <i>Applications to National Agencies</i>	Applicant Partner	Partner
EM joint masters <i>Applications to EACEA</i>	Applicant Partner	Applicant Partner
EM Design measures <i>Applications to EACEA</i>	Applicant Partner	Partner
CBHE <i>Applications to EACEA</i>	Applicant Partner	Applicant (eligible regions) Partner
Jean Monnet activities <i>Applications to EACEA</i>	Applicant Partner	Applicant Partner



Re-cap: when to apply for what?

Action	Deadline for submission of applications
International credit mobility	19 February 2025
Erasmus Mundus Joint Masters Erasmus Mundus Design Measures	15 February 2025
Capacity Building for Higher education	06 February 2025
Jean Monnet activities	12 February 2025

Re-cap: who can apply?

	Institutions from EU MS and associated third countries	Institutions from non-associated third countries
Capacity-building for VET Applications to EACEA	Applicant Partner	Partner (eligible regions)
Capacity-building for Youth Applications to EACEA	Applicant Partner	<i>Check PG for applicants</i> Partner (eligible regions)
Erasmus+ Virtual Exchange Applications to EACEA	Applicant Partner	Partner (eligible regions)



Re-cap: when to apply for what?

Action	Deadline for submission of applications
Capacity building for VET	27 February 2025
Capacity building for Youth	6 March 2025
Erasmus+ Virtual Exchange	29 April 2025

Calls for proposals (CfP) - An annual cycle...



Call documents

Capacity Building in the field of Higher Education: Strand 1 - Fostering access to higher education
ERASMUS-EDU-2022-CBHE-STRAND-1

Topic Call for proposal

Internal navigation

General informations

Topic description

Conditions and documents

Start submission

Topic related FAQ

Get support

Call updates

Information to applicants:

August 2022

Signature of grant agreement:

End of November 2022

5. Proposal templates, guidance and model grant agreements (MGA):

[Standard proposal template](#)

[Call document](#)

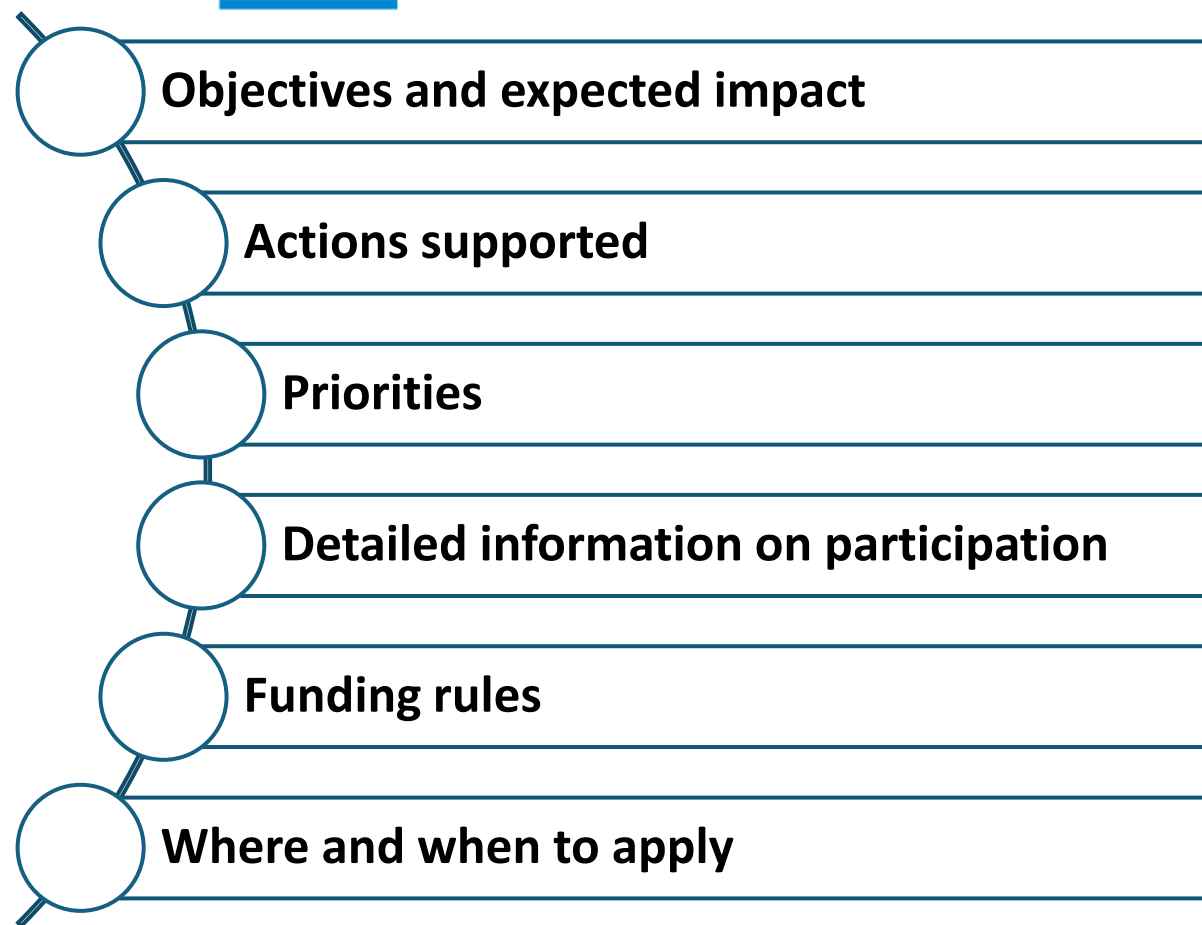
[Guide for applicants](#)

[Model Grant Agreement](#)

Start submission

[The Erasmus+ Programme Guide | Erasmus+ \(europa.eu\)](#)

The Erasmus+ Programme guide



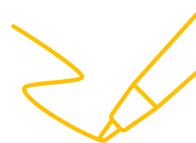
Before you apply



**Read the Erasmus+
Programme Guide**



**Identify the Action Most
Appropriate for your
institution's needs**



**Get a PIC and OID for your
organisation**



Conceptualize the Project



Select Suitable Partners

HOW TO SUBMIT AN ERASMUS+ APPLICATION?



1) Registration.



2) Check the compliance with the programme criteria for the relevant Action/field;



3) Check the financial conditions



4) Fill in and submit the application form.



For actions managed by the Executive Agency

- **legal representative must create a user account - EU Login account**

New EU Login accounts can be created here:

<https://webgate.ec.europa.eu/cas/>

- **Access the EU Funding & Tenders Portal** at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> and register on behalf of the organisation/group you represent.



For actions managed by the Erasmus+ National Agencies

- **For actions managed by the Erasmus+ National Agencies**

New EU Login accounts can be created here:

<https://webgate.ec.europa.eu/cas/>

- **Access the Organisation Registration system for Erasmus+ and European Solidarity Corps** at <https://webgate.ec.europa.eu/erasmus-esc> and register on behalf of the organisation/group you represent.

PIC vs OID?

- **PIC** (Participant Identification Code):

Used for centralised actions managed by EACEA

Ex. Capacity Building in Higher Education (CBHE)

- **OID** (Organisation Identification Number):

Used for decentralised actions managed by National Agencies

Ex. International Credit Mobility (ICM)



OID or PIC ?

In the context of Erasmus+ projects, both Organisation Identification Numbers (OID) and Participant Identification Codes (PIC) are used, but in different types of Actions.

The **OID** is used primarily for **decentralized actions** managed by National Agencies under the Erasmus+ and European Solidarity Corps programs.

International Credit Mobility is a decentralised action.

The **PIC** is used for **centralized actions** managed by the European Education and Culture Executive Agency (EACEA) and for other EU funding programs.

Erasmus Mundus (EM) and Capacity Building for Higher Education (CBHE) are centralised Actions.



What about the other Actions? Do you need an OID or a PIC?

How to obtain an OID or PIC?

How to Obtain an OID

Access: Open the [Organisation Registration Website](#) to get registered.

The Organisation ID is mandatory for applicants and every organisation involved in an ICM application, including non-academic organisations.

Register: Create an account and register your organization.

Documentation: Submit necessary legal documents for verification.

The Erasmus+ National Agency certifies the new organisations by checking if the data registered in the system corresponds to the organisation's legal data in their supporting documents.

Receive OID: Once verified, you receive your OID


It is an 8-digit unique identifier preceded by the letter E.

How to Obtain a PIC

- Access: Go to the European Commission's Funding & Tenders Portal.
- Register: Open the Portal Participant Register to get registered. The REGISTRATION WIZARD will help you through the process.
- Details: Provide detailed organizational information.
- Before starting your registration, check if your organisation is already registered. Go to HOW TO PARTICIPATE> PARTICIPANT REGISTER> SEARCH A PIC(2X) and type in your organisation data.
- Start your registration by going to HOW TO PARTICIPATE >PARTICIPANT REGISTER >REGISTER YOUR ORGANISATION.
- Validation: Submit required documents for validation.
- To register your organisation, **you need to provide basic administrative and legal information**. Make sure that you have the relevant documents at hand.
- Receive PIC: After completing the new registration, you will receive the 9-digit **Participant Identification Code (PIC)**.

OID Registration





Erasmus+ and European Solidarity Corps

- HOME
- ORGANISATIONS
 - Search for an Organisation
 - Register my Organisation
 - My Organisations
- OPPORTUNITIES
- APPLICATIONS
- PROJECTS
- SUPPORT
- RESOURCES
- CONFIGURATION

Home > Search for an Organisation

Register or login

Search for an Organisation ?


SEARCH FOR YOUR ORGANISATION

> Search results

No organisation searched


Active filters:
[Reset all](#)

To apply through the National Agency, you have to register your organisation and obtain an organisation ID.




ORGANISATIONS

View all your Organisations



Erasmus+

View opportunities and start your application



European Solidarity Corps

View opportunities and start your application

Erasmus+
Enriching lives, opening minds

ENFP National
Focal Points



EU Funding and Tenders Portal



EU Funding & Tenders Portal

Sign in EN

- Home
 - Funding
 - Procurement
 - Projects & results
 - News & events
 - Work as an expert
 - Guidance & documents
- Search...

Home > Funding > Calls for proposals > Erasmus Mundus Design Measures

Erasmus Mundus Design Measures

ERASMUS-EDU-2024-EMJM-DESIGN

Topic Call for proposal

Internal navigation

- General information
- Topic updates
- Topic description
- Conditions and documents
- Start submission
- Topic Q&As
- Get support
- Call updates

General information

Programme

Erasmus+ Programme (ERASMUS)

Budget overview

Call

Erasmus Mundus Design Measures (ERASMUS-EDU-2024-EMJM-DESIGN)

Type of action	Type of MGA	
ERASMUS-LS ERASMUS Lump Sum Grants	ERASMUS Lump Sum Grant [ERASMUS-AG-LS]	Closed

Deadline model

single-stage

Opening date

05 December 2023

Deadline date

15 February 2024 17:00:00 Brussels time

Topic description

Scope:

The main objective of the Erasmus Mundus Design Measures is to encourage the development of new, innovative, high-level integrated transnational study programmes at Master level. These design measures should involve Erasmus Mundus under-represented (a) EU Member States and third countries associated to...

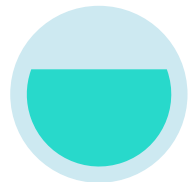
Criteria for participation



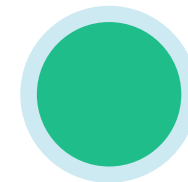
Admissibility criteria



Respect of
deadline



Format and way
of submission



Completeness
of application



Admissibility criteria

- Applications must be sent **no later than the deadline for submitting applications as indicated in the call.**
- The applications must be readable and accessible.
- Applications must be complete containing all parts and mandatory annexes.
- Only clerical errors can be corrected after the submission deadline upon request of the managing agency for duly justified cases.
- **For actions managed by the Executive Agency,** applications must be submitted **electronically** via the [Funding & Tenders Portal Electronic Submission System](#). Applications (including annexes and supporting documents) must be submitted using the forms provided in the Submission System.

Exclusion criteria

An applicant will be excluded from participating in calls for proposals if it is found to be in one of the exclusion situations in articles 136-141 of the Financial Regulation

Bankrupt, fraud, corruption, money laundering, terrorism, etc.

Exclusion criteria

Furthermore, the Commission considers that for the implementation of Actions covered by the Programme Guide, the following entities are or could be in a situation of conflict of interest and therefore are or could be ineligible to participate:

- Structures and networks identified or designated in the Erasmus+ Programme
- National Authorities in charge of supervising National Agencies and the implementation of the Erasmus+ Programme

Eligibility criteria

Eligibility criteria per action

Used to determine whether the applicant is allowed to participate in a call for proposals and to submit a proposal for an action

Criteria applied to applicants and activities

Eligibility criteria

- To be eligible, the applicant and the project must meet all the eligibility criteria relating to the Action under which the proposal is submitted. If the project does not meet the eligibility criteria at application stage, it will be rejected without being further evaluated.
- If it appears at implementation or final report stage that these criteria have not been fulfilled, the activities may be considered ineligible with a consequent recovery of the EU grant initially awarded to the project.
- The eligibility criteria for applying to each of the Actions implemented through the Erasmus+ Programme Guide are described in [Part B of the Guide](#).



STEPS AND TIPS ON HOW TO APPROACH PREPARING A PROJECT PROPOSAL



Finding Partners/Building a Consortium: differentiating between Coordinator and Partner

- Partner

- collaborate in drafting of the project
- collaborated in the realisation of the project
- may be in charge of specific Work Packages

Coordinator

is in charge of submitting the application
coordinates the execution of the project
coordinates relations between partners
administers financial resources
submits statements and reports

How to develop your project idea



by addressing a need



by focusing on an objective

Building your Project Idea

Identify Key Areas of Improvement: Examine your institution's SWOT analysis or internationalisation strategy to pinpoint potential opportunities or critical challenges that need to be addressed.

Align Activities with Erasmus+ Funding: Determine specific activities that directly respond to the identified opportunities or challenges and can be funded under the Erasmus+ program.

Define Project Parameters: Choose the most suitable activity for funding and clearly specify its goal, objectives, and expected results.

Assess Feasibility and Relevance: Evaluate the selected activity to ensure it is feasible and aligns with both your institution's internationalisation strategy and the objectives of the Erasmus+ program.



Conducting a Needs Analysis

Needs Analysis is a systematic process used to identify and evaluate the specific needs and gaps in knowledge, skills, or resources within the target groups or institutions planning to be involved in an Erasmus+ project. It serves as the foundation for designing a project that addresses these gaps effectively.

Importance of Needs Analysis

**Alignment
with
Objectives**

**Targeted
Interventions**

**Justification
for Funding**

**Informed
Decision-
Making**



From a NEED to Proposal to Funded Project

Project Name: SEED4Africa: Supporting Educational and Digital Transformation for Africa

- **Needs Analysis:** The SEED4Africa project identified critical deficiencies in digital infrastructure and educational resources within rural areas of Sub-Saharan Africa. The needs analysis highlighted that students and educators in these regions faced significant barriers to accessing quality education due to limited technological tools and a lack of training in digital education methods.
- **Project Activities:** The project focused on setting up digital classrooms equipped with modern technologies and implementing extensive training programs for teachers to enhance their digital teaching skills. It also developed digital curricula tailored to the needs of remote learners and provided ongoing support and resources to ensure the sustainability of the initiatives.
- **Outcomes:** SEED4Africa successfully enhanced digital skills among students and improved teaching methods in the targeted communities. This led to greater educational attainment and digital literacy, thereby increasing access to quality education and opening up new opportunities for personal and professional growth.

SMART Objectives



SPECIFIC



MEASURABLE



ACHIEVABLE



RELEVANT



TIME-BOUND.



What, Where, When
and Who



Roles and
responsibilities



Needed resources
(money time, people
and competencies)



Application package

Part A - Administrative Forms Contains general information about the project, data on the applicant organisation and contact persons

Part B – Technical description & annexes Contains the narrative part of the project, the work packages, milestones & deliverables.

Detailed budget table is an annex of Part B

Tick boxes related to the proposal's general objective(s) and indicators specific to the action (N° of impacted students, N° of new study programmes, N° of involved/trained staff, etc.)

Erasmus Mundus Joint Master – a review

Function / activity inside an EMJM	Is it open to a third-country HEI not associated to the Programme?
Act as coordinator / applicant (submits the proposal, signs the Grant Agreement)	Yes – if it is itself a degree-awarding HEI. “Applicants ... must be Higher Education Institutions (HEIs) established in ... an eligible third country not associated to the Programme.”
Join as a full partner (beneficiary) – teach, host semesters, share the lump-sum	Yes. ECHE not required; must commit to ECHE principles and show external QA of the joint master.
Join only as associated partner (no EU funds)	Yes, at the consortium’s discretion.
Minimum consortium geometry	≥ 3 HEIs from ≥ 3 countries, of which at least 2 are EU Member States or associated countries. A third-country HEI can therefore coordinate, provided those two programme-country HEIs are also in the consortium.
Host compulsory student-mobility periods	Yes, as long as each student also studies ≥ 30 ECTS in one programme-country.
Receive institutional unit-cost (€ 750 / student / month)	Yes (same rules for all beneficiaries).
Benefit from extra NDICI / IPA scholarships (e.g. for Sub-Saharan Africa – Region 9)	Yes – these scholarships are paid to the consortium and can finance students hosted partly or entirely at the third-country HEI.
Nationality cap (max 10 % of scholarships per single nationality)	Applies to the overall pool of EMJM scholarships; does not apply to the NDICI / IPA top-ups.
Who cannot coordinate	<ul style="list-style-type: none"> • Associations or consortia of HEIs • Non-HEI organisations (ministries, companies, NGOs, etc.)



EMJM Evaluation procedure



The evaluators will assess your proposal against four main criteria

- **Relevance of the project:** You need to convincingly present WHAT you want to do and WHY you want to do it.
- **Quality of the project design and implementation :** Present a sound project management methodology which is appropriate for achieving the project objectives.
- **Quality of the project team and the cooperation arrangements:** Your proposal needs to demonstrate that the partnership has been composed with the objectives and aims of the project in mind.
- **Impact and sustainability :**
 - You need to demonstrate that what you are planning to do in the project will result in significant benefits for the identified target groups (impact).
 - Describe how you will inform the target groups and any other stakeholders on the project and its results (dissemination and exploitation).
 - Explain how the results of the project will continue to have an impact even after the project has come to an end (sustainability).

EMJM Evaluation procedure

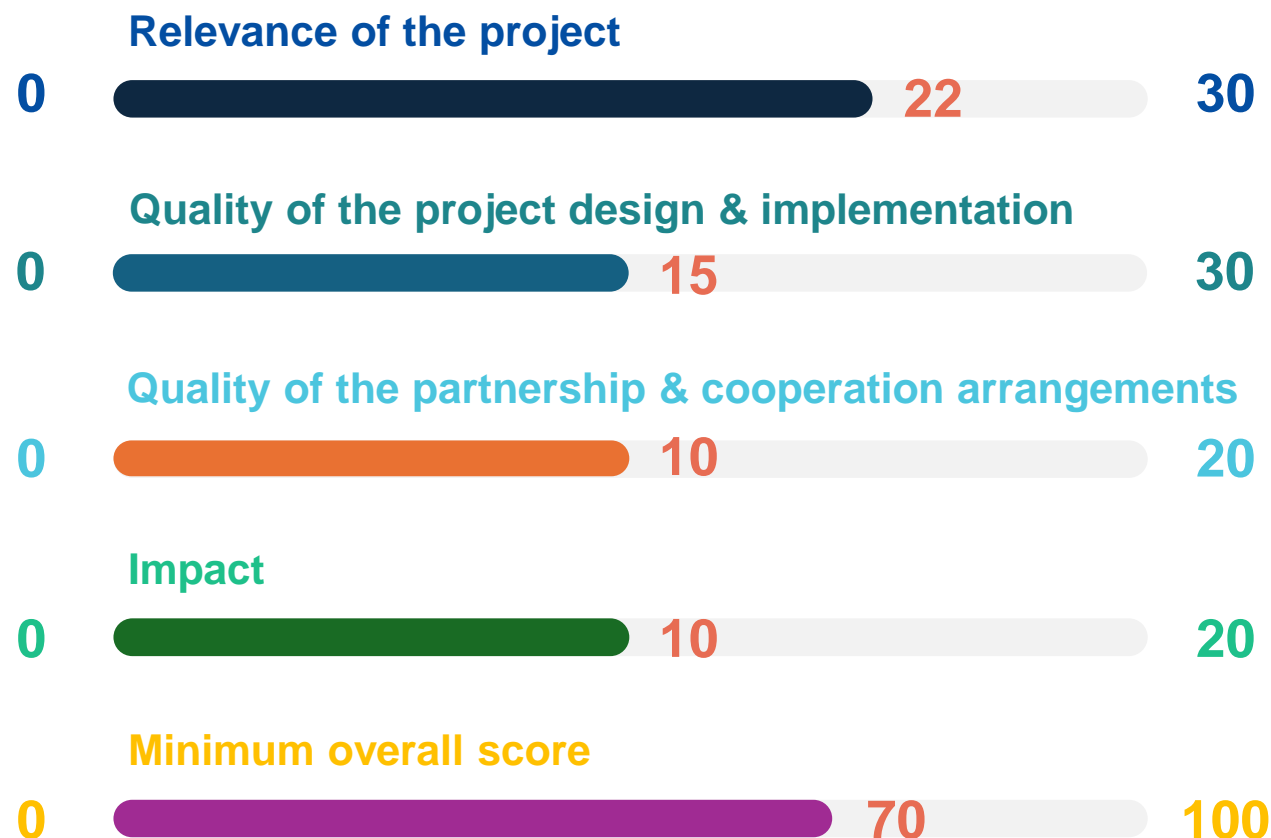


EVALUATION

Peer review by independent external experts – **3 experts** assess each proposal in a **one-step** evaluation procedure

In case of ex aequo, **priority** will be given to projects with highest scores for: “**Relevance of the project**”, then “**Quality of the project design and implementation**”, and then “**Impact**”

THRESHOLDS





Erasmus Mundus Application Form

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system. Page 1 with the grey IMPORTANT NOTICE box should be deleted before uploading.

Note: Please read carefully the conditions set out in the Call document/Programme Guide (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

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Part B content

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#@APP-FORM-ERASMUSUNEMUM@#
#@PRJ-SUM-PS@# [This document is tagged. Do not delete the tags; they are needed for the processing.]

PROJECT SUMMARY

Project summary (in English)
See Abstract (Application Form Part A).

#\$PRJ-SUM-PS\$# #@\$REL-EVA-RE@# #@\$PRJ-OBJ-PO@#

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives
Please refer to the description of the award criteria in the Erasmus+ Programme Guide.
Insert text

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives
Please refer to the description of the award criteria in the Erasmus+ Programme Guide.
Insert text

#@COM-PLE-CR@#

1.3 Complementarity with other actions and innovation — European added value

Complementarity with other actions and innovation
Please refer to the description of the award criteria in the Erasmus+ Programme Guide.
Insert text

#\$COM-PLE-CR\$# #@\$PRJ-OBJ-PO\$# #@\$REL-EVA-RE\$# #@\$QUA-LIT-QL@# #@\$CON-MET-CM@#

2. QUALITY

2.1 PROJECT DESIGN AND IMPLEMENTATION

2.1.1 Concept and methodology



European
Commission

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (ERASMUS UN EMJM): V2.0 – 01.06.2022

Concept and methodology <i>Please refer to the description of the award criteria in the Erasmus+ Programme Guide.</i>
Insert text

#\$CON-MET-CM\$# @@PRJ-MGT-PM@#

2.1.2 Project management, quality assurance and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy <i>Please refer to the description of the award criteria in the Erasmus+ Programme Guide.</i> <i>Please ensure coherence with the information on degrees and accreditation provided in other parts of the application.</i>
Insert text

#\$PRJ-MGT-PM\$# @@CON-SOR-CS@#

2.1.3 Project teams, staff and experts

Project teams and staff <i>Describe the project teams and how they will work together to implement the project.</i> <i>List the staff included in the project by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainers/teachers, technical personnel, administrative personnel etc. and describe shortly their tasks.</i>			
Name and function	Organisation	Role/tasks	Professional profile and expertise

Outside resources (subcontracting, seconded staff, etc) <i>If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).</i>
Insert text

#\$CON-SOR-CS\$# @@FIN-MGT-FM@#

2.1.4 Cost effectiveness and financial management

Cost effectiveness and financial management
--

6

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (ERASMUS UN EMJM): V2.0 – 01.06.2022

<i>Please refer to the description of the award criteria in the Erasmus+ Programme Guide.</i>
Insert text

#\$FIN-MGT-FM\$# @@RSK-MGT-RM@#

2.1.5 Risk management

Critical risks and risk management strategy <i>Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.</i> <i>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.</i> <i>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.</i>			
Risk No	Description	Work package No	Proposed risk mitigation measures

#\$RSK-MGT-RM\$# @@CON-SOR-CS@#

2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

2.2.1 Consortium set-up

Consortium set-up <i>Please refer to the description of the award criteria in the Erasmus+ Programme Guide.</i>
Insert text

2.2.2 Consortium management and decision-making

Consortium management and decision-making (if applicable) <i>Please refer to the description of the award criteria in the Erasmus+ Programme Guide.</i>
Insert text

#\$CON-SOR-CS\$# #SQUA-LIT-QL\$# @@IMP-ACT-IA@#

3. IMPACT

3.1 Impact and ambition

Impact and ambition <i>Please refer to the description of the award criteria in the Erasmus+ Programme Guide.</i>

7

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (ERASMUS UN EMJM): V2.0 – 01.06.2022

Insert text

#\$IMP-ACT-IA\$# @@COM-DIS-VIS-CDV@#

3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding <i>Please refer to the description of the award criteria in the Erasmus+ Programme Guide.</i>
Insert text

#\$COM-DIS-VIS-CDV\$# @@SUS-CON-SC@#

3.3 Sustainability and continuation

Sustainability and continuation <i>Please refer to the description of the award criteria in the Erasmus+ Programme Guide.</i>
Insert text

#\$SUS-CON-SC\$#

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (ERASMUS UN EMJM): V2.0 – 01.06.2022

##@WRK-PLA-WP@#

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

4.1 Work plan

Work plan Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).
Insert text

4.2 Work packages, activities, resources and timing

WORK PACKAGES
Work packages This section concerns a detailed description of the project activities. Group your activities into work packages. A work package means a major sub-division of the project. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs. Projects should have 2 fixed work packages: <ul style="list-style-type: none">WP1 – Management and implementation of the Master programme (management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc), curriculum implementation, promotion of the master programme and impact, sustainability and dissemination of results)WP2 – Selection and supervision of students <p>⚠ Enter each activity/milestone/output/outcome/deliverable only once (under one work package).</p> <p>⚠ Ensure consistency with the detailed budget table/calculator (if applicable).</p>
Objectives List the specific objectives to which the work package is linked.

Call: [insert call identifier] — [insert call name]

EU Grants: Application form (ERASMUS UN EMJM): V2.0 – 01.06.2022

Activities and division of work (WP description) Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task. Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP) and others, indicating in bold the task leader.
Milestones and deliverables (outputs/outcomes) Milestones are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin). Use them only for major outputs in complex projects, otherwise leave the section empty. Please limit the number of milestones by work package. Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators. Deliverables are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. Limit the number of deliverables to max 10-15 for the entire project. You may be asked to further reduce the number during grant preparation. For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire. For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any). For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date. The labels used mean: <ul style="list-style-type: none">Public — fully open (⚠ automatically posted online on the Project Results platforms)Sensitive — limited under the conditions of the Grant AgreementEU 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 organisation), please select the equivalent EU classification level.

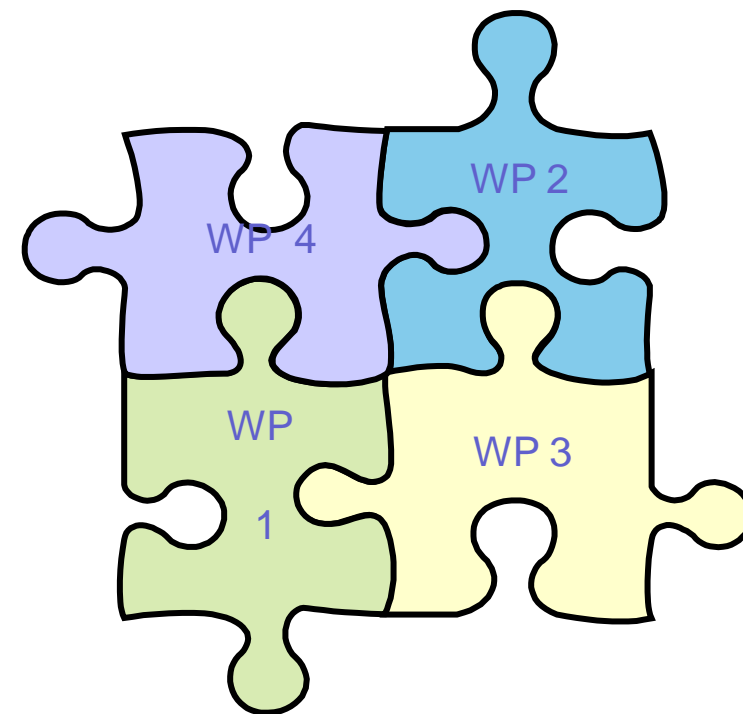
Work Package 1

Work Package 1: [Name, e.g. Management and implementation of the Master programme]			
Duration:	MX - MX	Lead Beneficiary:	1-Short name
Objectives List the specific objectives to which this work package is linked.			

Work Packages

Applicant will divide their project activities in WPs and reflect this division in the budget attached to the application

Work package means a major sub-division of the proposed project



Milestones and deliverables (outputs/outcomes)

- **Milestones** are control points in the project that help to chart progress (e.g. completion of a key deliverable allowing the next phase of the work to begin).

Use them only for major outputs in complex projects, otherwise leave the section empty. Please limit the number of milestones by work package.

- **Means of verification** are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to **indicators**.
- **Deliverables** are project outputs which are submitted to show project progress (any format). Refer only to major outputs.

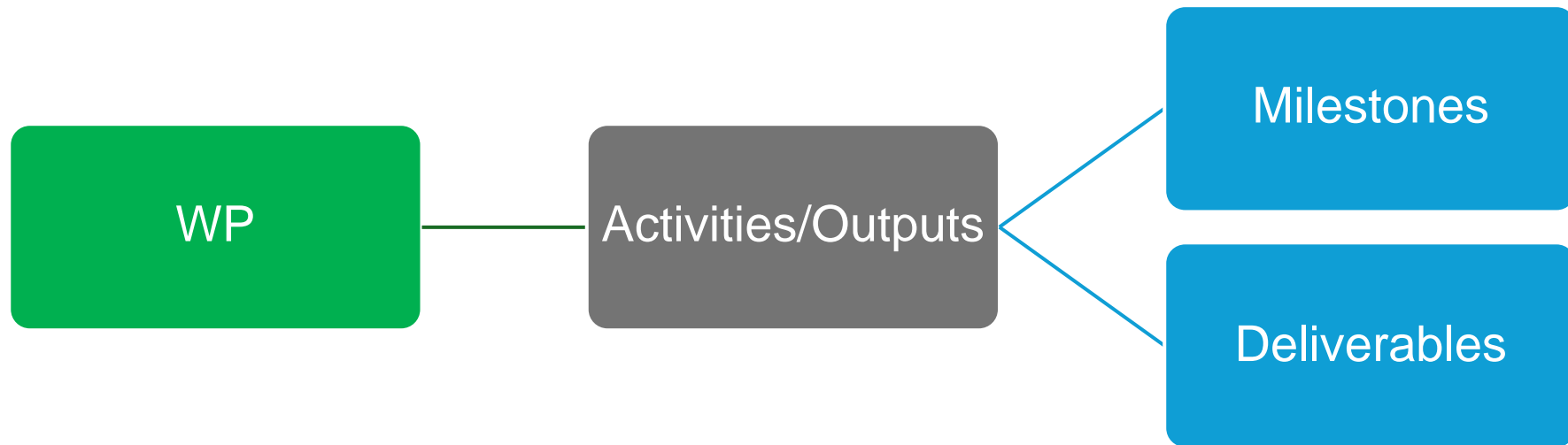
Do not include minor sub-items, internal working papers, meeting minutes, etc.
Limit the number of deliverables to max 10-15 for the entire project.
You may be asked to further reduce the number during grant preparation.

More on deliverables...

- For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.
- For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).
- For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date. The labels used mean

Work Packages

- Each WP defines the activities/outputs and the corresponding deliverables.



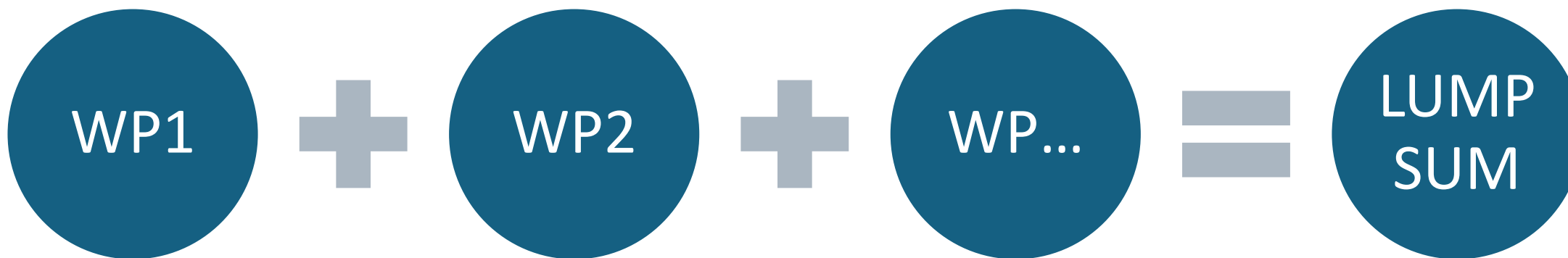
How many work packages

As many as needed but no more than what is manageable

- ✗ A single activity is not a WP
- ✗ A single task is not a WP
- ✗ A % of progress of work is not a WP (e.g. 50 % of the tests)
- ✗ A lapse of time is generally not a WP (e.g. activities of year 1)

Beneficiaries work simultaneously and/or sequentially in different WPs

Work Packages in budget



Work Packages in budget

Max. liability of the beneficiary after payment of balance

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Beneficiary A	250.000			50.000	300.000	250.000		300.000	1.150.000
Beneficiary B		250.000	350.000	50.000			100.000	150.000	900.000
Beneficiary C	100.000	100.000		50.000		280.000			530.000
Beneficiary D		120.000		50.000			100.000	150.000	420.000
Total	350.000	470.000	350.000	200.000	300.000	530.000	200.000	600.000	3.000.000

Lump sum = Maximum grant amount

Share of the lump sum per WP



How to build a Work Package

What are the specific objectives of this work package and how do they contribute to the general objectives of the project?

What will be the main results of this work package?

What qualitative and quantitative indicators will you use to measure the level of the achievement of the work package objectives and the quality of the results?

Please describe the tasks and responsibilities of each partner organisation in the work package.

Please explain how the grant amount attributed to this work package constitutes a cost-effective use of the budget

Steps in Writing a Proposal (Part B)



Relevance of the Project

To the Programme Objectives: Explain how your project aligns with the objectives of the Erasmus+ CBHE programme.
To the Target Groups: Highlight the relevance of your project to the target groups and beneficiaries.



Project Design and Implementation

Work Packages: Divide the project into work packages (WP), each with specific tasks and deliverables. Provide a detailed description of each WP.
Methodology: Describe the methodology to be used for achieving the project objectives. This should include the logical framework, activities, and tools.
Timeline: Provide a clear timeline for the project, including milestones and deadlines.



Consortium Composition and Cooperation Arrangements

Partners' Profiles: Describe the profiles of the consortium members and their roles in the project.
Cooperation Mechanism: Explain how the consortium will work together, including communication and decision-making processes.

Steps in Writing a Proposal (Part B)



Impact and Dissemination

Expected Impact: Describe the expected impact of the project on the target groups and stakeholders.
Dissemination Strategy: Outline the strategy for disseminating the project results to a wider audience.
Sustainability: Explain how the project outcomes will be sustained after the project ends.



Quality Assurance

Monitoring and Evaluation: Describe the processes and criteria for monitoring and evaluating the project's progress and outcomes.
Risk Management: Identify potential risks and propose mitigation strategies.
Budget and Cost-Effectiveness
Detailed Budget: Provide a detailed budget breakdown for each work package and justify the costs.
Cost-Effectiveness: Explain how the project ensures value for money.

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

Scenario 1 – “BlueBio-GreenSea EMJM”

Partner	Country & Erasmus+ status	Role	ECHE?
University of Ghana	ZIMBABWE – third-country not associated	Coordinator; hosts Sem 1 & 2 (60 ECTS)	n/a (will sign ECHE principles)
University of Porto	Portugal – Programme country	Full partner; hosts Sem 3 (30 ECTS)	Yes
University of Bergen	Norway – Programme-associated country	Full partner; hosts Sem 4 thesis (30 ECTS)	Yes
BlueFish Ltd.	Denmark	Associated partner (internships)	—

Additional info

- 18-month / 90 ECTS master.
- Semester 4 (thesis, 0 ECTS) is **100 % virtual** from the student’s residence.
- Consortium forgot to attach any proof of external QA/accreditation for the joint programme.

- Is the coordinator legally eligible?
- Does the consortium geometry meet the “2 programme-country HEIs” rule?
- Do the compulsory mobility periods respect the 30 ECTS & two-country rule?
- May the project request both NDICI *and* IPA top-ups?
- Would the 10 % nationality cap apply if 15 of the 60 scholarships go to Ghanaians?

Scenario 2 – “Digital Heritage & AI EMJM”

Partner	Country & Erasmus+ status	Role in programme	ECHE?
Vilnius Tech	Lithuania – Programme country	Coordinator; teaches Semester 1 (30 ECTS)	Yes
Kwame Nkrumah University of Science & Technology (KNUST)	ZIMBABWE – third country not associated to the Programme	Full partner; teaches Semester 2 (25 ECTS)	n/a (will sign ECHE-principles clause)
Politecnico di Milano	Italy – Programme country	Full partner; teaches Semester 3 (35 ECTS)	Yes

Additional facts

- Master length: **18 months / 90 ECTS**.
- Semester 4 (thesis work, 0 ECTS) is delivered **fully on-line** from the student’s place of residence.
- The consortium forgot to attach **external QA / accreditation proof** for the joint programme.

- Does the mobility plan comply with the compulsory mobility rule?
- Is the **25 ECTS** hosted in Ghana acceptable?
- Is an entirely **virtual thesis** admissible?
- Is the missing QA evidence an *eligibility* problem or just a quality weakness?
- Can this proposal be declared **eligible overall**?



Good luck and THANK YOU!