Tempus

How to prepare a competitive
Tempus project proposal? Some tips and advice.

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Content

1. **Some preliminary considerations / reflections**
2. **Project proposal - eForm**
3. **Award criteria**

DAAD Deutscher Akademischer Austausch Dienst
German Academic Exchange Service

Start a project proposal for Tempus…?

➢ **Make sure that your project objectives adhere to the criteria of the programme…**

> Your idea may be good, but may not be
>
> the right one for the Tempus programme!

How to start …?

➢ Make yourself familiar with the Tempus programme

  ➢ Attend a Tempus Info seminar ✔

  ➢ Information is available at the Website of EACEA:
    http://eacea.ec.europa.eu/tempus/index_en.php

➢ Build a **strong partnership**
  ➢ find partners & involve partners in project development
  ➢ check eligibility of partner institutions
  ➢ create support at your university
  ➢ be aware of the eligibility of the partnership (minimum number of HEIs)
  ➢ define tasks, milestones and deadlines

When to start…?

✓ Best practice: <u>EARLY!</u>

    ✓ 2-4 months before the publication of the Call

✓ Set a realistic time-frame for project preparation (including reception of Mandates from partners)

✓ Decide on the <u>communication strategy</u>

    ✓ Choose the language with which all project partners are the most comfortable

    ✓ Communicate with your partners on a regularly basis (Skype, E-mails, Phone)

    ✓ Be reliable – build trust – do not underestimate intercultural communication

    ✓ Define rules for communication

➢ Read the <u>Call for Proposals & Guidelines</u> carefully
  ➢ to be published mid-October – November 2012

➢ First check the new priorities (national & regional) then decide which of the themes identified in the Call would be best to develop a project

➢ Read the <u>Instructions</u> for completing the application form and compulsory attachments* + the <u>eForm User Guide</u> carefully

➢ Find additional interested and <u>relevant</u> partners

➢ Consult your NTO / NCP <u>early</u>

➢ Be aware of other projects in the PC concerned (no double funding)

* *Declaration of Honour, Workplan and Budget tables, LFM*

Good news …

… all information will be published on the Internet
http://eacea.ec.europa.eu/tempus/index_en.php

… help is available from

✓ **National Tempus Office Co-ordinators in Partner Countries (NTO)**

✓ **Tempus National Contact Points in EU Member States (NCP)**

✓ **EACEA website – check for regular updates**
http://eacea.ec.europa.eu/tempus/index_en.php

✓ Choose the language with which all project partners are the most comfortable

✓ Explain the concepts and ideas (avoid abbreviations, acronyms)

✓ Be precise & specific: provide facts and figures; indicate WHY, by WHOM and HOW something will be done

✓ Avoid "patchwork" (copy-paste information)

Preparing the Application
in the light of the award criteria

Evaluation of applications

- Each application will be assessed by two experts
- 1. step: each expert gives a written feedback and a score
- 2. step: both experts agree a common position on the score
- If the two experts cannot agree, a third expert assesses the application

Question:

How do experts assess a Tempus proposal?

Antwort:

In accordance with the selection and award criteria published in the Call.

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Evaluation - Scoring

The proposed project is to be made visible as a whole:
From **Relevance** → to **Budget and Cost Effectiveness**

Mind the coherence!

0: No evidence:	fails to include a minimum amount of evidence to enable the criterion to be evaluated
1-2: Very weak:	addresses the criterion but with significant or many weaknesses
3-4: Weak:	addresses the criterion but with some weaknesses
5-6-7: Acceptable:	addresses the criterion satisfactorily
8-9: Good:	addresses the criterion with some aspects of high quality
10: Very good:	addresses the criterion with all aspects of high quality

The points for each award criterion are obtained by multiplying the score (from 0 to 10) with the **weighting** indicator as follows:

Award criterion	Score	Weighting indicator	Total points
Relevance	0-10	2.5	25
Quality of the partnership	0-10	2	20
Quality of the project's content and Methodology	0-10	2.5	25
Dissemination and Sustainability	0-10	1.5	15
Budget and Cost Effectiveness	0-10	1.5	15

(1) Relevance

- ✓ The national/regional priorities are addressed.
- ✓ Key problems and needs of the specific Partner Country/ies and of the potential stakeholders are identified.
- ✓ The objectives are realistic and relevant for the reform strategies of higher education in the Partner Countries
- ✓ The real needs & problems of the clearly defined target groups are addressed; relevant stakeholders are included
- ✓ The project describes how the project will contribute to solving the identified problems.
- ✓ It explains how the project proposal was prepared.

WHERE in the E-form? E.1 The project rationale; C.2 Specific Objectives ; C.3 Summary of the project

(2) Quality of Partnership

✓ The partnership includes all the skills, recognised expertise and competences required to address the needs of the PC Higher Education Institutions or systems and to achieve the project objectives

✓ Each partner PC / EU should demonstrate how their experience and their role (stressing the skills and competencies) is relevant in the planned project activities

✓ The partnership ensures a regional dimension and diversity (new partners) and a balanced distribution of tasks (no "sleeping partners")

✓ Measures to ensure effective communication among the partners are described

WHERE in the E-form? B; D.1 Skills and expertise of key staff

(3) Quality of Project Content & Methodology

Description of the project as a whole, including:

- ✓ The academic content and the pedagogical approach; appropriate methodology, involvement of stakeholders in general, the link between wider and specific objectives and between expected outcomes and activities,

- ✓ The quality control processes foreseen and the monitoring measures that will be implemented.

- ✓ The management of the project, roles and responsibilities allocated to each partner, decision-making process and implementation structure.

  - ➢ Make sure that the information in this section is consistent with the LFM

  - ➢ Ensure a balanced distribution of tasks (+ role of Lead partner in work-packages)

WHERE in the E-form? E3. The project & F. Workpackages; + LFM

(4) Dissemination & Sustainability

✓ How information/outcomes of the project will be made available to groups not directly involved

✓ How the expected results will be sustainable in the long term (financial, institutional and policy level)

The project should consider to:

➢ develop a "visual" identity of the project
➢ clearly identify target groups
➢ plan internal (within PC institutions) & external (in the PC) dissemination
➢ use a wide range of dissemination tools
➢ advertise the first results / products
➢ consult and involve the relevant stakeholders (decision makers at national and institutional level, students organisations, professional organisations, private sector)
➢ demonstrate arrangements for recognition / accreditation of new courses
➢ evaluate and describe what will happen after the end of the project
➢ consult Tempus handbook "Sustainability through Dissemination"

WHERE in the E-form? *E4. Dissemination & Sustainability; F. Workpackages*

(5) Budget and Cost effectiveness

✓ Implementation of project activities and achievement of expected results and objectives in the most economical way and respecting the Tempus financial rules

Concretely, the project should:

➢ Respect the salary and mobility rates (according to type of task in the project and not the status of the individual) and the budget ceilings for staff costs and equipment

➢ Plan a reasonable/efficient amount of staff costs for each activity (including reasonable management costs)

➢ Use efficiently the mobility periods – making best use of time abroad for maximum benefit

➢ Limit the equipment purchase to what is necessary for the implementation of the project

➢ Check carefully the eligibility of expenses and account the expenses under the right budget heading

➢ Explain the principles for budget allocation amongst partners

➢ Eliminate calculation errors and check the consistency of the different parts of the budget

Attention! : Inflated budgets are marked severely!

WHERE in the E-form? *E5. Budget & Cost-Effectiveness; Budget Excel Tables*

Avoid the most common mistakes…

Remember that only information presented in the application can be assessed!

Do not assume prior technical or „historical project related" knowledge on the part of the assessor!

Good practice

✓ **Before submitting, ask somebody who does not know the project to read/proofread the draft proposal.**

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Further Information

EACEA

http://eacea.ec.europa.eu/tempus

National Tempus Office Russia

http://www.tempus-russia.ru/

National Tempus Contact Point Germany

http://eu.daad.de/eu/tempus/05236.html

Next Call for proposals: to be published in Autumn 2012

Good luck!

Thank you for your attention!

Project proposal:
eForm* and required attachements*

* On the basis of the 5th Call for proposals

➢ **Front page**

  ➢ Project title
  ➢ Project acronym
  ➢ Language (DE, EN, FR)

eForm – Structure (main body)

Part	Content
PART A	Identification of the Applicant and other organisations participating in the project
PART B	Organisation and Activities
PARTC	Description of the project (basic data)
PART D	Operational capacity
PART E	Project implementation / Award criteria (the project in details)
PART F	Workplan in Workpackages

eForm – Structure (attachments)

No.	Content
1	**Declaration of Honour** by the legal representative of the Applicant organisation (pdf / jpg)
2	**Logical Framework Matrix** (Word document)
3	**Work-plan and Budget** (Excel Tables)

These attachments are **compulsory.**

Templates will be available on the Agency website.

<u>Partner 1</u> (APPLICANT)

A1 Organisation (role, name, address, telephone, email etc + Nr of Erasmus University Charter for institutions in EU Member States)

A2 Person responsible for the management of the application (name, address, telephone, email etc.)

A3 Person authorised to represent the organisation (legal representative) – only for applicant organisation

<u>Partner 2, 3…</u> (partners)

A1

A2

Part A & B must be completed for each organisation participating in the project

Part B – Short description of organisations & their activities

B1 Structure:

Status: Private / Public

Type of organisation

B2 Aims & activities of the organisation

key activities related to the project theme (free text, 1000 characters)

role of the organisation in the project (free text, 1000 characters)

B3 Other EU grants

support received from Tempus in the last three years (table)

other grant applications applied for the same project (table)

List of partner organisations
is generated automatically after filling in Part A and B

Part C – Description of the project (summaries)

C1 Timing of the project

C2 Specific objectives (free text, limited 1000 characters)

C3 Tempus objectives, themes and priorities (tick boxes and limited free text)

C4 Partner countries involved (tick boxes)

C5 Summary of the project (free text, limited 2000 characters)

C6 Summary of the work-packages (automatic)

C7 List of deliverables – outputs/outcomes (automatic)

C8 Summary budget

C9 Project history

D1 Skills and expertise of key staff involved in the project

- organisation number

- organisation name

- key person name: summary of relevant skills and experience (free text, 750 / person)

➢ key staff involved (more than 1 person per partner)

D2 Specific tasks that will be sub-contracted to bodies outside the formal consortium

E1 The project rationale – Relevance
   (needs analysis, priorities addressed, objectives, target groups)
   - limited space: 6000 characters

E2 Quality of the partnership
   (suitability to work together, specific and complementary   skills and expertise) - limited space: 6000 characters

E3 Project's content and methodology
   (academic content, pedagogical approach, methodology, LFM)
   - limited space: 12000 characters

E4 Dissemination & sustainability - limited space: 4000 characters

E5 Budget and cost effectiveness - limited: 2000 characters

Part F – Workplan and Workpackages (1)

F1 Identification: WP nr - type:

Development (substance of work)
Quality plan (quality control and monitoring)   **At least one**
Dissemination   **of each type**
Exploitation of results (sustainability)   **of WP must**
Management   **be completed**

Start – End – Duration
Related assumptions and risks (limit 400 characters)
Description (limit 2000 characters)

F2 Deliverables – outputs / outcomes

Title
Type or nature
Delivery date
Dissemination level
Target groups
Language(s) of the product

F3 Consortium partners involved:

Lead partner
Other partners
Role and tasks in the WPs (limit to 400 characters)

F4 Resources required to complete WPs

Staff categories – number of days – for each partner organisation
Tasks to be sub-contracted
Travel: Staff, Students: number of flows / destination
Equipment
Printing and publishing
Other costs

1. **The workplan and budget :**

   - The workplan table (Excel Sheet 1)

     Same as presented in the eForm as work-packages (development, dissemination, management….)

   - The budget tables (Excel Sheets 2-10)

   ✓ Do not underestimate the workload needed to fill in the 10 Budget tables

   ✓ Ensure full consistency between the inputs mention in the eForm and their costs indicated in Excel tables

   ✓ Make sure that your costing is realistic

   ✓ Cross-check the coherence between the different budget tables

2. The Logical Framework Matrix (LFM):

- ✓ Read literature on LFM

- ✓ Ensure that entries are consistent with the previous sections & adequately completed

- ✓ Re-check the logic of the project as set out in LFM

- ✓ Indicators of progress (quantitative / qualitative) should be specific, measurable, realistic and relevant to the project objectives and outcomes

- ✓ Identify & address main assumptions & risks

- ✓ Ensure that LFM is consistent with the project description

3. **The Declaration of Honour:**

- ✓ Signed by the person authorised to enter into legally binding agreements on behalf of the applicant organisation

- ✓ Certifies that applicant institution is not in any of the situation referred to in Articles 93 and 94 of the Financial Regulations (see Section 6 "Exclusion Criteria" – Fifth call application guidelines)

- ✓ The Declaration of Honour is accepted in scanned version.