Capacity Building in Higher Education: Award Criteria, Application Form and Submission

National erasmus+ Office - Jordan
D E C E M B E R 2 1 , 2 0 2 1
University of Jordan

Purpose

Focus on the needs of the third countries not associated to the Erasmus+ Programme

Targeting the priorities of the third countries not associated to the Erasmus+ Programme and matching them with the EU priorities for these countries

Maximising benefit to third countries not associated to the Erasmus+ Programme

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Objectives

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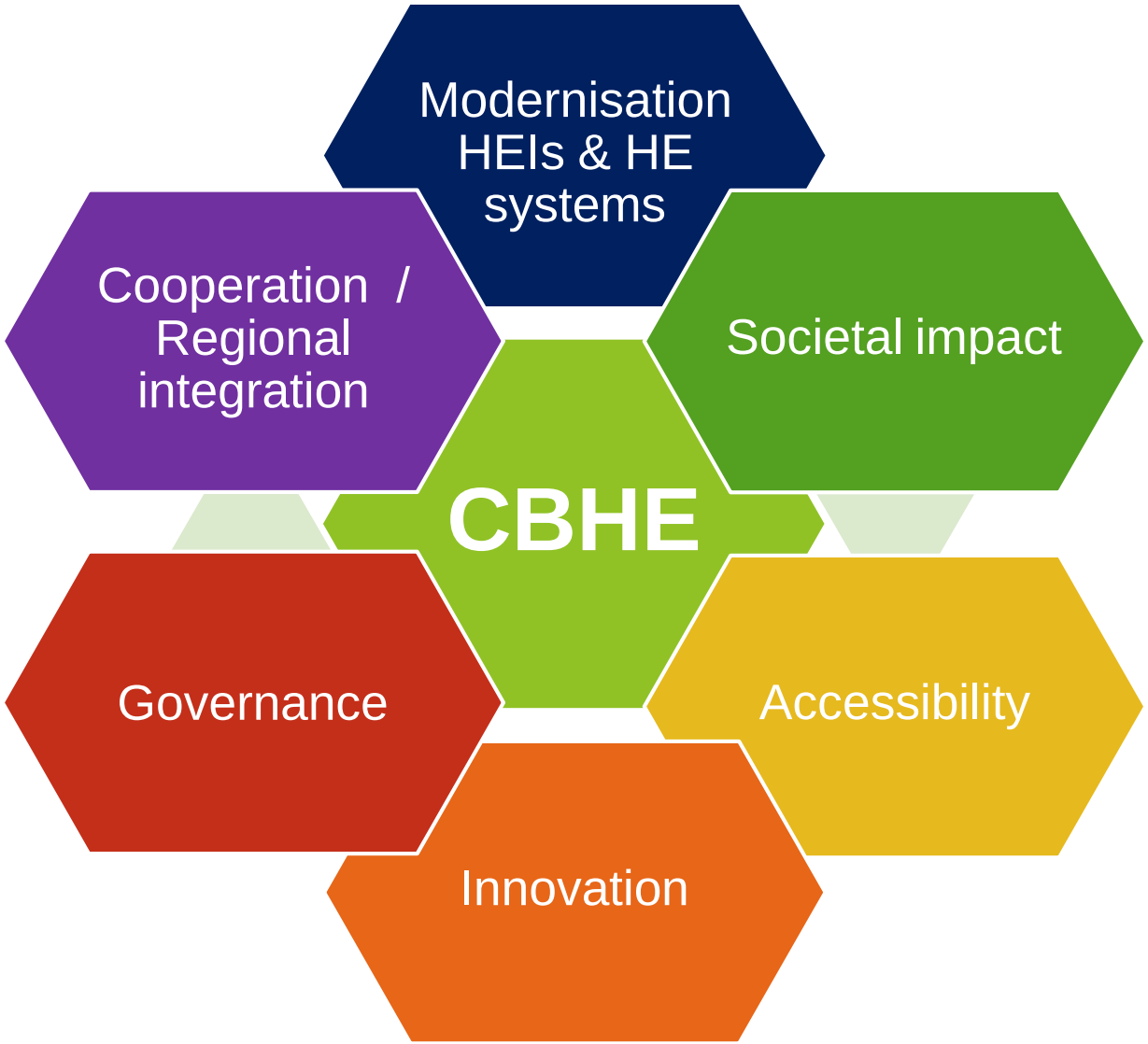

Eligibility criteria

- Who can apply?
- Types of organisations
- Number and profile of participating organisations
- Duration of the project
- Grant size

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Three types of CBHE projects

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National projects	Multi-country regional projects	Multi-country cross-regional projects
HEIs from one third country not associated to the Erasmus+ Programme	HEIs from several countries not associated to the Erasmus+ Programme from one Region	HEIs from countries not associated to the Erasmus+ Programme belonging to several Regions
At least 2 HEIs from two countries associated to Erasmus+ (EU Member States and other Programme countries)		

National projects: eligibility criteria

Third countries not associated to Erasmus+

- 1 eligible country
- Minimum 2 HEIs

+

EU Member States & third countries associated to Erasmus+

- At least 2 countries
- Minimum 1 HEI from each participating country

Multi-country projects: eligibility criteria

Third countries not associated to Erasmus+

Same Region (regional projects)

Different Regions (cross-regional projects)

- **Minimum 2 eligible countries**
- **Minimum 2 HEIs from each eligible country**

+

EU Member States & third countries associated to Erasmus+

- **Minimum 2 countries**
- **Minimum 1 HEI from each country**

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Eligible applicant

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Who can apply?

- **Higher Education Institutions (HEIs) or**
- **Associations or organisations of HEIs**

What else?

Applicant must be established in a EU Member state or third country associated to the Erasmus+ programme, or in an eligible third country not associated to Erasmus+ programme

The applicant applies on behalf of all participating organisations involved in the proposal

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Eligible partners

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What types of organisations are eligible?

- any public or private organisation recognised as **HEI** by the competent authorities of their country(ies)
- any public or private organisation **active in the labour market or in the fields of education, training and youth**
- **Associations or organisations of HEIs** dedicated to the promotion, improvement and reform of higher education as well as to co-operation within Europe and between Europe and other parts of the world
- **International governmental organisations** on a self-financing basis.

Duration and funding rules per Strand

- **Strand 1**
  - Projects can last 24 or 36 months
  - Funding between EUR 200.000 and EUR 400.000 per project
- **Strand 2**
  - Projects can last 24 or 36 months
  - Funding between EUR 400.000 and EUR 800.000 per project
- **Strand 3**
  - Projects can last 36 or 48 months
  - Funding between EUR 800.000 and EUR 1.000.000 per project

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Award criteria

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Relevance of the project
max 30 points

Quality of the project design and implementation
max 30 points

Quality of the partnership and the cooperation arrangements
max 20 points

Sustainability, impact and dissemination of the expected results
max 20 points

- To be considered for funding, proposals must score at least 60 points in total and at least half of the maximum points for each award criterion.
- In case of ex aequo proposals, priority will be given to projects scoring highest under the criterion "Relevance of the project" and then “Sustainability, impact and dissemination of the expected results”.

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Award criteria

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Relevance of the project

Purpose

- Relevant to objectives and activities of CBHE and specificities of the Strand,
- Adequate response to current needs of the target country(ies) or Region(s) and of the target groups,
- The extent to which the proposal addresses the EU overarching priorities.

Objectives

- Based on a sound needs analysis; clearly defined, specific, measurable, achievable, realistic,
- They address issues relevant to the participating organisations and development strategies for higher education in the eligible third countries not associated to the programme.

Link to EU policy and initiatives

- The proposal takes into account and enhances complementarity/synergies with other interventions funded by the EU and other entities.

EU added value

- The proposal demonstrates that similar results could not be achieved without the cooperation of HEIs from the EU Mem.

WEAKNESSES

- Lack of appropriate needs analysis
- Target groups and beneficiaries have not been precisely defined
- Priority addressed is not well defined by your project / link it with the Partner Country national or institutional strategy

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Award criteria

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Quality of the project design and implementation

Coherence

- Consistency between project objectives, methodology, activities and the budget proposed,
- Coherent and comprehensive set of appropriate activities to meet the identified needs and the expected results.

Methodology

- The logic of the intervention is of good quality, planned outputs and outcomes are coherent and feasible, and key assumptions and risks have been clearly identified.

Work plan

- Quality and effectiveness of the work plan are in line with their objectives and the deliverables,
- the relation between the resources and the expected results is adequate and the work plan is realistic, with well-defined activities, time-lines, clear deliverables and milestones.

Budget

- Cost efficiency and appropriate financial resources for a successful implementation of the project,
- The estimated budget is neither overestimated nor underestimated.

Quality control

- Control measures (continuous quality evaluation, peer reviews, benchmarking activities, mitigating actions etc.) and quality indicators ensure a project implementation of high quality.

Environmental sustainability

- The project is designed in an eco-friendly way.

WEAKNESSES

- Preparation phases too long
- Lack of consistency between the different parts of the proposal
- Cost effectiveness of the proposal is not ensured
- Unbalanced distribution of budget

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Award criteria

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Quality of the partnership and the cooperation arrangements

Management

- Timelines, governance structures, collaboration arrangements and responsibilities well defined and realistic.

Composition

- Appropriate mix of organisations with the necessary competences relevant to the objectives of the proposal and to the specificities of the Strand,
- most appropriate and diverse range of non-academic partners.

Tasks

- Roles and tasks are assigned on the basis of the specific know-how, profiles and experience of each partner.

Collaboration

- Effective mechanisms to ensure efficient collaboration, communication and conflict resolution between the partner organisations and any other relevant stakeholders.

Commitment

- The contribution from the project partners is significant, pertinent and complementary,
- the proposal demonstrates the partners' involvement, commitment and ownership of the project's specific objectives and results, in particular from the third countries not associated to the programme.

WEAKNESSES

- Unbalanced distribution of responsibilities, tasks and budget
- Ownership of results is not guaranteed by the number and profile of people involved in partner countries institutions

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Sustainability, impact and dissemination of the expected results

Exploitation

- How the outcomes of the project will be used by the partners and other stakeholders; how multiplier effects will be ensured and it provides means to measure exploitation within the project funding time and after.

Dissemination

- Clear and efficient plan for the dissemination of results, appropriate activities and their timing, tools and channels to be spread effectively to all relevant stakeholders and non-participating audience, reaching out and attracting relevant stakeholders to the outcomes within and after the project's funding time.

Impact

- Tangible impact on its target groups and relevant stakeholders at local, national or regional level,
- Measures, goals and indicators to monitor progress and assess the expected impact at individual, institutional and systemic level.

Open access

- Materials, documents and media produced freely available and promoted through open licenses and without disproportionate limitations.

Sustainability

- How the project results will be sustained financially and institutionally and how the local ownership will be ensured.

WEAKNESSES

- Address suitability since the beginning
- Involve the relevant SHs

Impact and sustainability

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 result **visible** beyond the circle of direct participants • Exploitation: Activities / measures aimed at mainstreaming and make the project results **used** 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

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What is new in the submission process?

How to submit your CBHE proposal

Admissibility

General admissibility conditions

- Applications must be submitted before the call deadline, **electronically** via the Funding & Tenders Opportunities Portal (FTOP)
- Applications must be **complete, readable, accessible and printable**, complete with attachments.

Proposal page limit

Substantial reduction in maximum length:

- Max 140 pages

Attachements

- no mandates to be signed by partners
- signature of declaration of honour online

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How to apply

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Where?

✓ Applications must be submitted through the European Commission's Funding & Tender Opportunities Portal (F&TP) using the Portal Submission System.

- **Call ID:** ERASMUS -EDU-2022-CBHE
- **Topic ID:** ERASMUS -EDU-2022-CBHE-STRAND-1
  ERASMUS -EDU-2022-CBHE-STRAND-2
  ERASMUS -EDU-2022-CBHE-STRAND-3

Who?

✓ Proposals must be created and submitted by a contact person of the coordinating organization.

When?

Deadline: 17 February 2022 - 17:00 (Brussels time)

Applicants are highly recommended to submit proposals as early as possible and at least 48 hours prior to the call deadline.

Preliminary steps

- Consult the How to find and apply for funding opportunities presentation

- Get more guidance on how the Funding and Tender Opportunities portal works on the F&TP online manual and the User Guide of the Submission System.

- Read carefully the information on the Roles and access rights and decide the persons who will manage the application.

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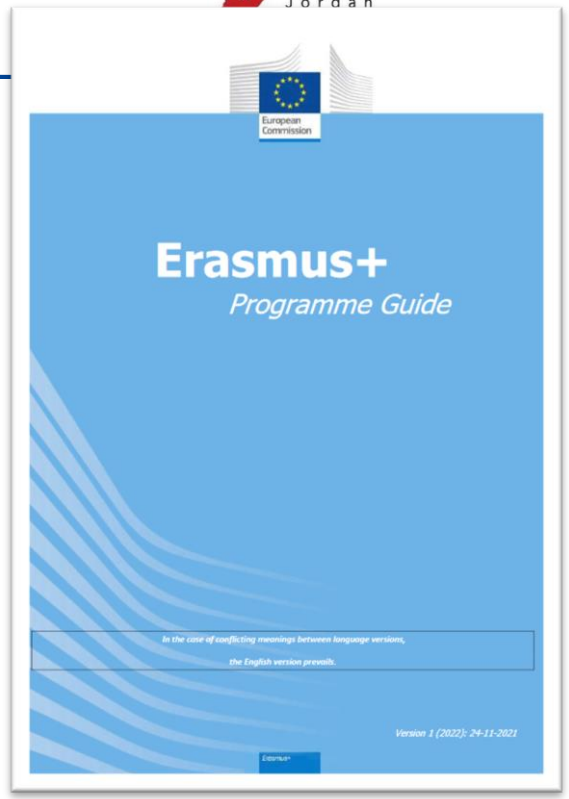
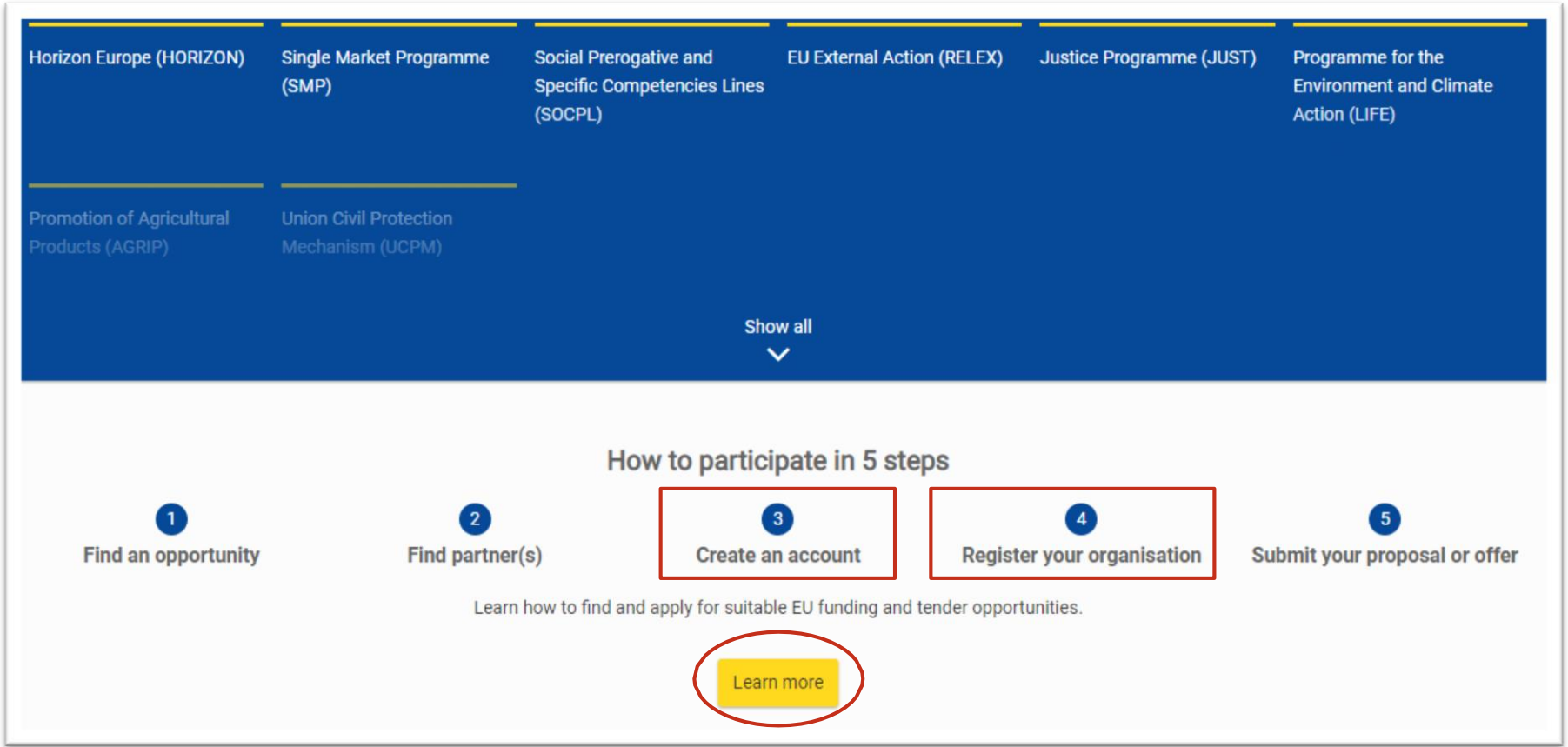
Get prepared



- Read carefully all the **call documents**: Erasmus+ Programme Guide, application templates and specific instructions published in the F&TP
- Read carefully the information on the **Regional priorities** published in FTOP.
- Plan your project and **define your work plan**: Work packages, milestones, deliverables
- Create an **EU Login account**: to be able to submit a proposal, you must register on the Portal for an EU Login account
- Make sure your organisation has a valid **Participant Identification Code** (PIC). If not, get one via the Participant Register

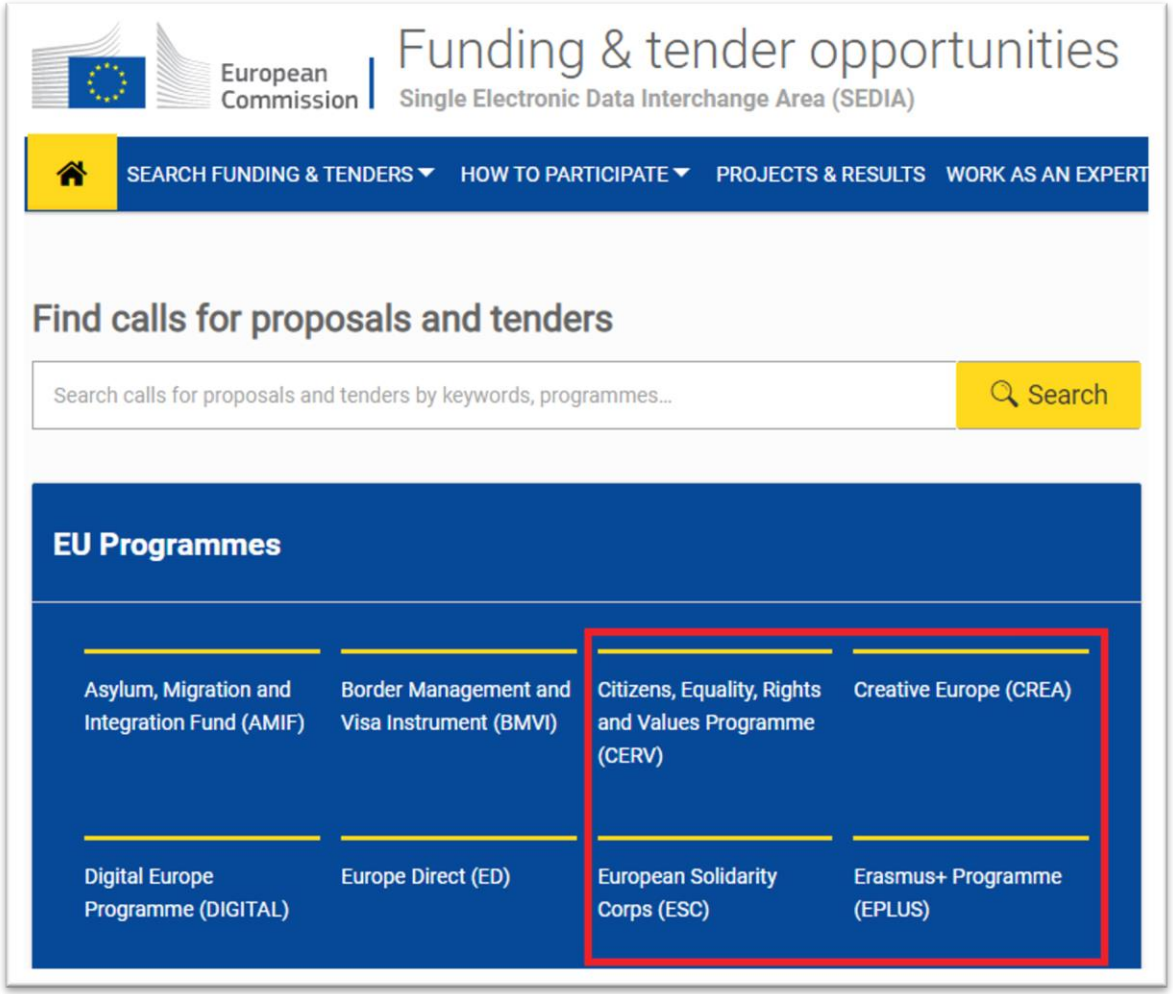
Get prepared

- To create your **EU Login account** and **register your organisation**, click on the **steps 3** and **4** of the EU programmes on the F&TP homepage.



Start your application

- Calls for proposals are listed by funding programme. EACEA's four funding programmes are:
  - Erasmus+
  - Creative Europe
  - the European Solidarity Corps
  - the Citizens, Equality, Rights and Values programme (CERV)
- You can find these on the F&TP homepage.



Start your application

- Click on the programme Erasmus+.
- This will take you to the 'programme page'.
- Scroll down to 'Find calls for proposals' and click on 'view' to see which funding opportunities are available:
  - **Call ID:** ERASMUS -EDU-2022-CBHE
  - **Topic ID:** ERASMUS -EDU-2022-CBHE-STRAND-1
    ERASMUS -EDU-2022-CBHE-STRAND-2
    ERASMUS -EDU-2022-CBHE-STRAND-3

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Start your application

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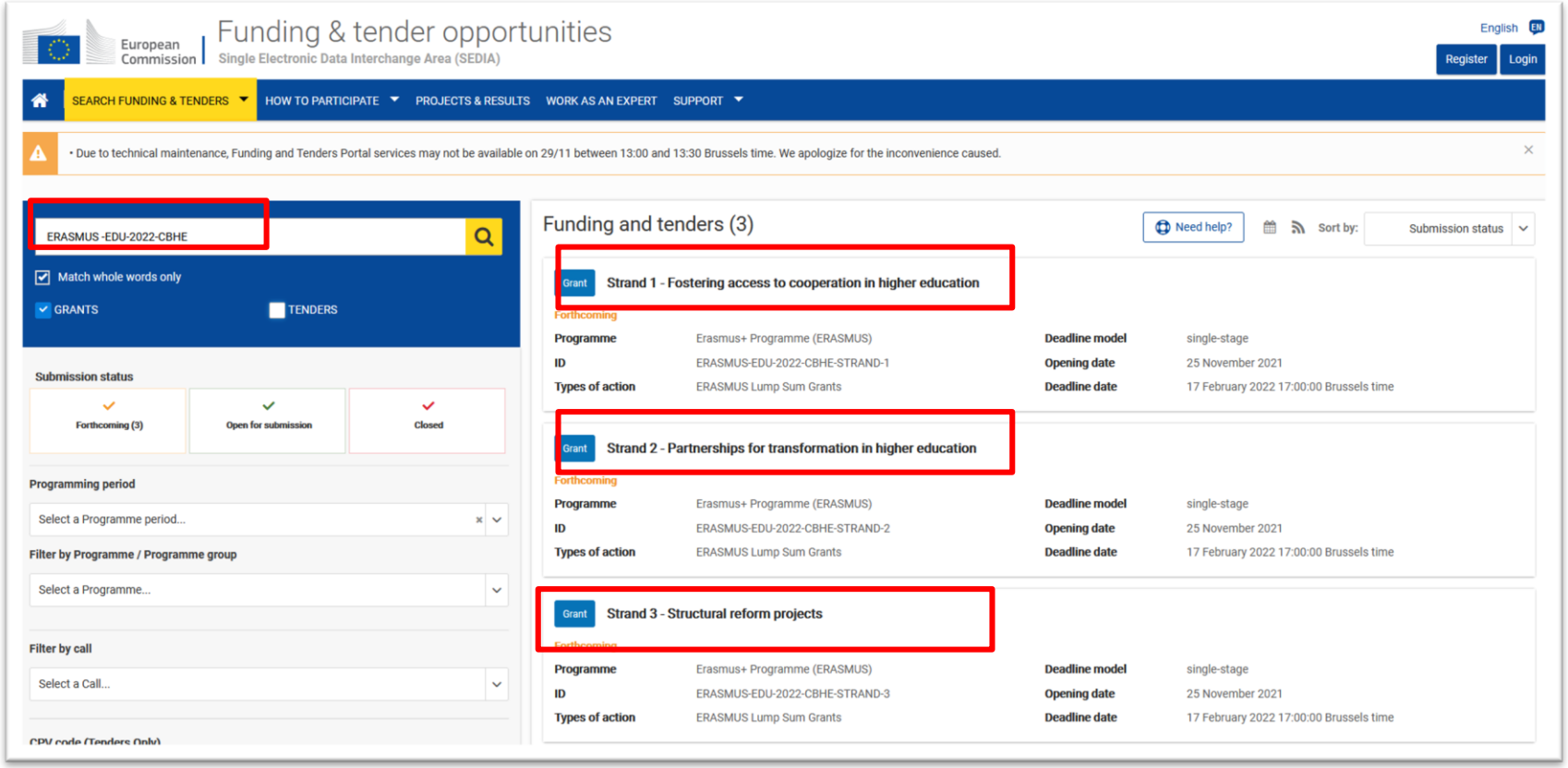
- You will now see a list of all the 3 programme's calls for CBHE proposals listed under 'Funding and tenders'. Each call shows an opening date and a deadline.



- You can enter keywords into the search bar to refine your search.
- **Make your choice among the 3 strands..**
- Click on a call to find out more about it.

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Start your application

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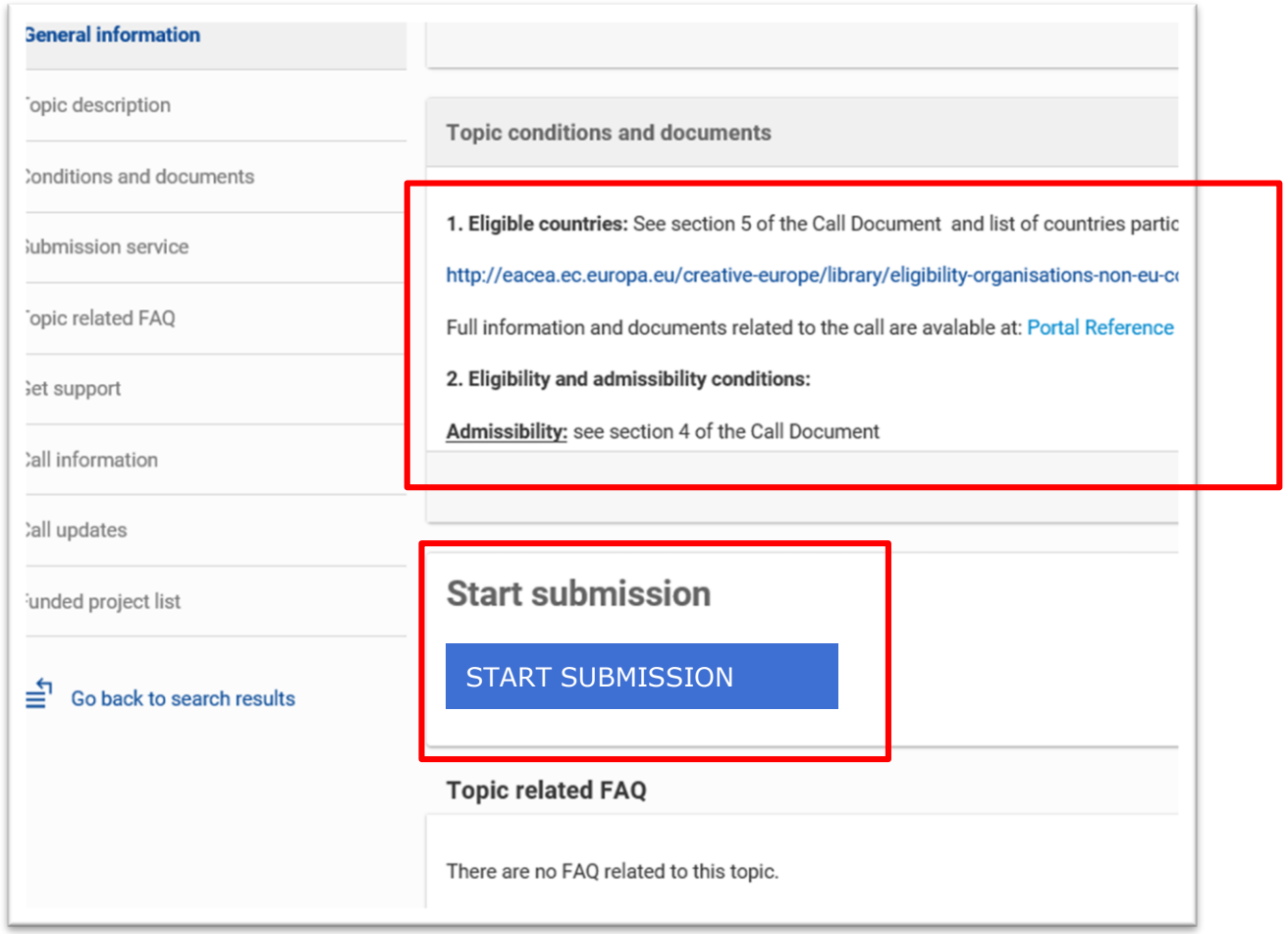
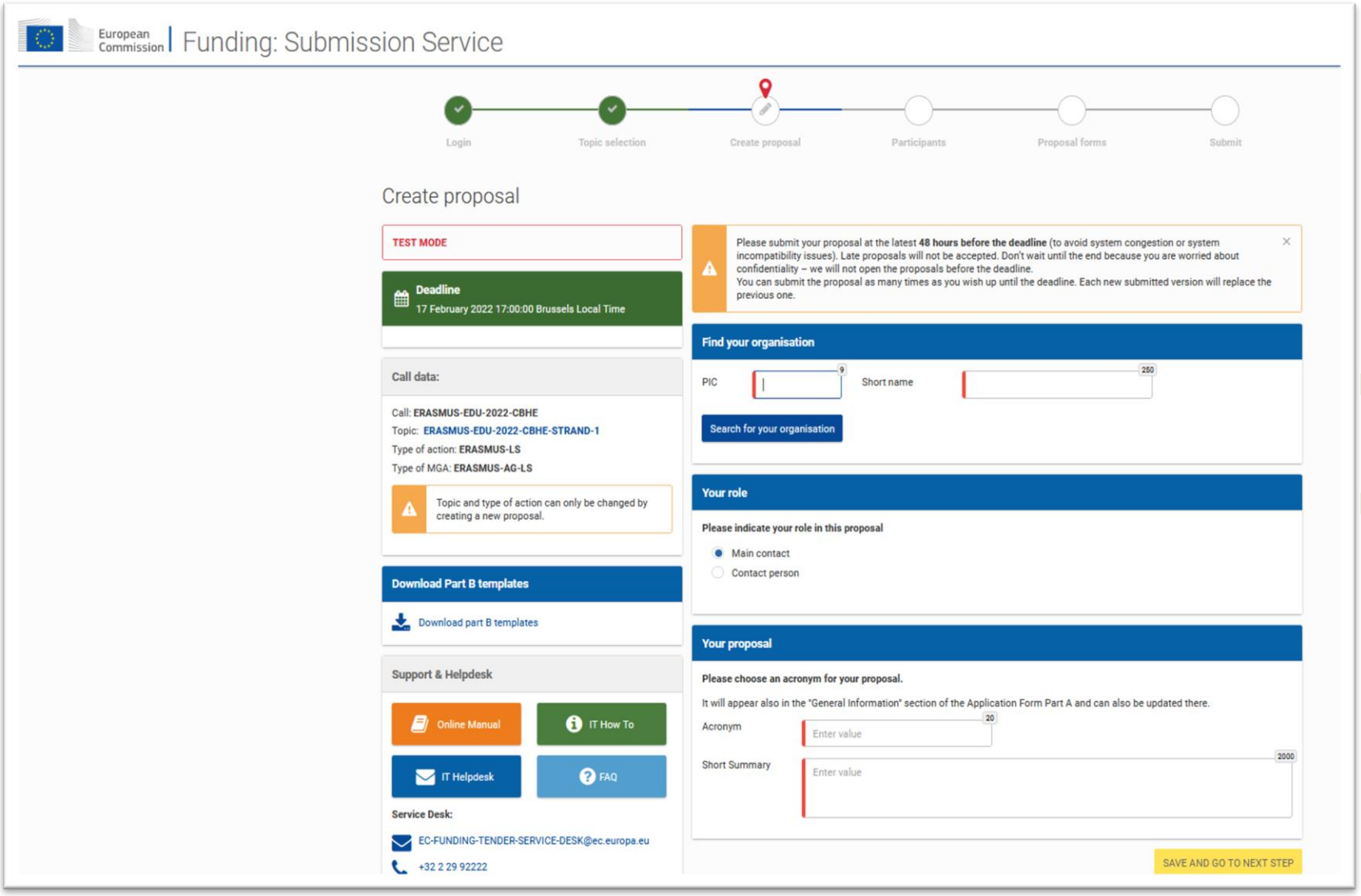


- Read all the information relating to the call. This should give you all the information you need in order to apply.
- If you are ready to apply, click on ‘start submission’.

How to participate



- You can now begin your application.
- You will need to enter your PIC in the box shown in red.

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How to participate

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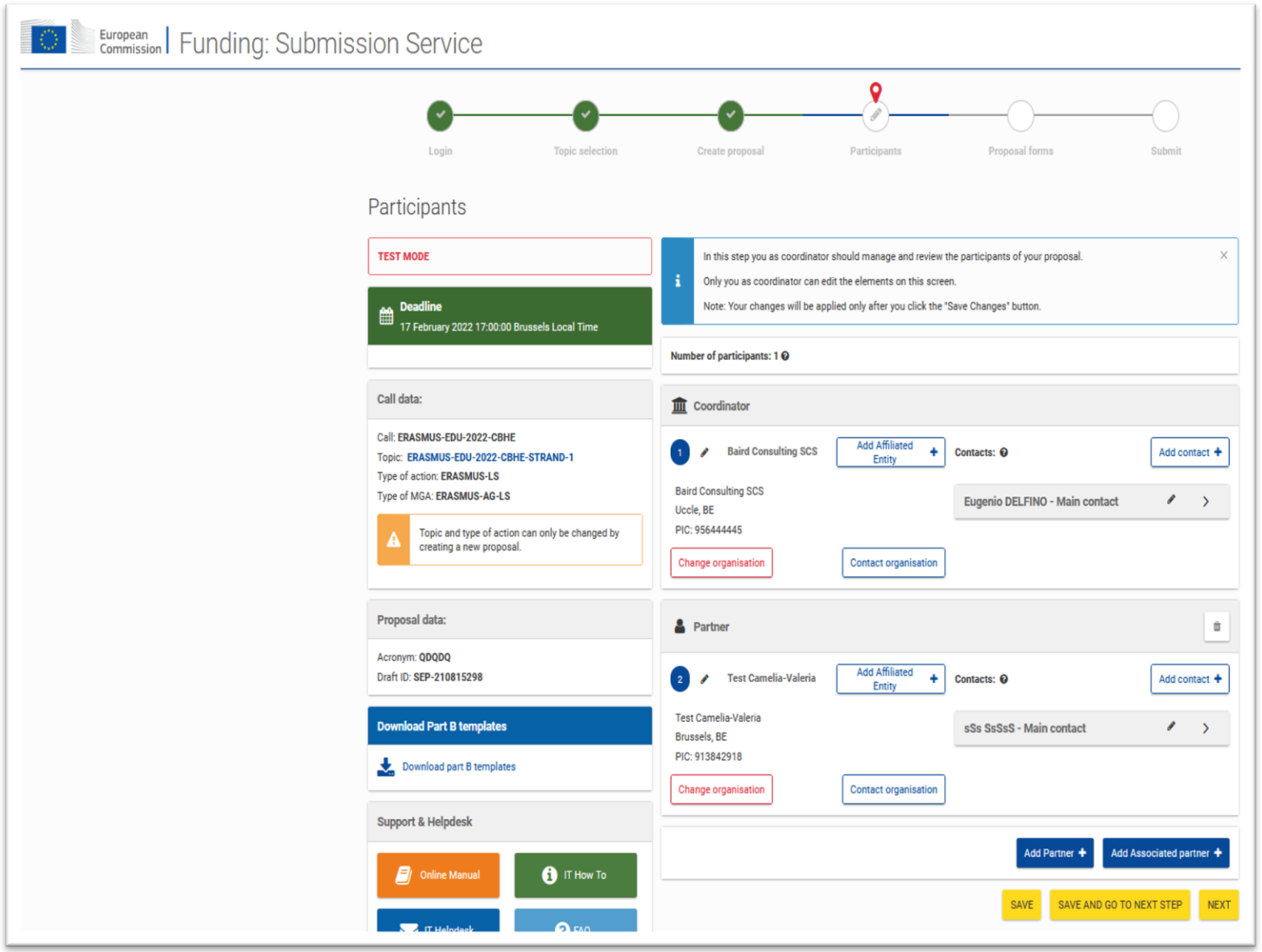


- Add partners to the proposal. You will have to search for them using their PIC, and follow the same steps as before.

Application package

The application form is structured in 3 parts:

- **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

- **Part C – Administrative forms**

Tick boxes related to the proposal's general objective(s) and indicators specific to the CBHE action (No of impacted students, No of new study programmes, No of involved/trained staff, etc.)

- Complete Parts A & C directly on the Portal
- Prepare Part B in advance and upload it together with the mandatory annexes

Application package: Part A - Administrative forms

- Use the icon

to access the administrative forms

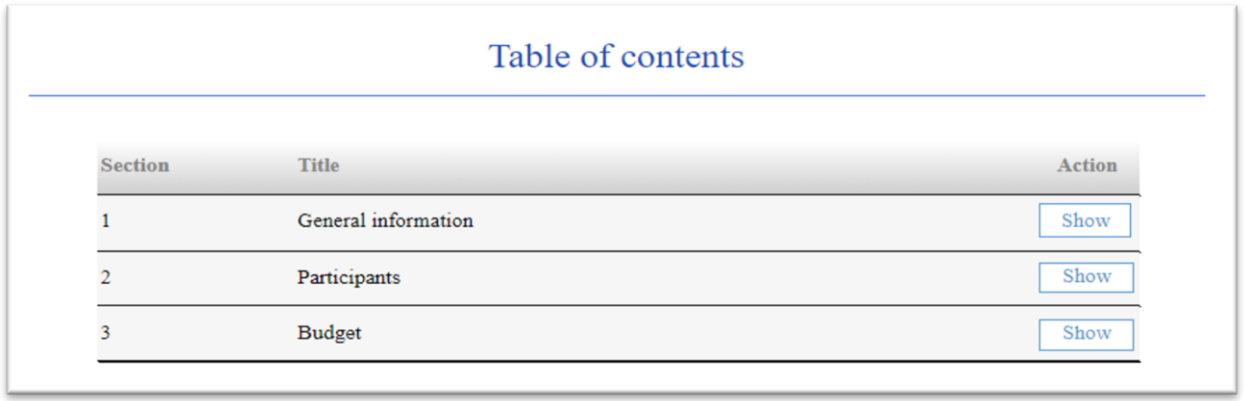


Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show

- ✓ Section 1 **General information**: provide general information about the project
- ✓ Section 2 **Participants**: provide information about the **list of participating organisations with PIC number,** the department(s) involved and contact persons
- ✓ Section 3 **Budget**: encode total budget per partner

Application package: Part B – Technical description & annexes

- Part B **must be prepared in advance** using the **templates downloaded** from the system

- There are only **2 mandatory documents to be uploaded:**

  ✓ Part B

  ✓ Annex 1 “Detailed budget table”

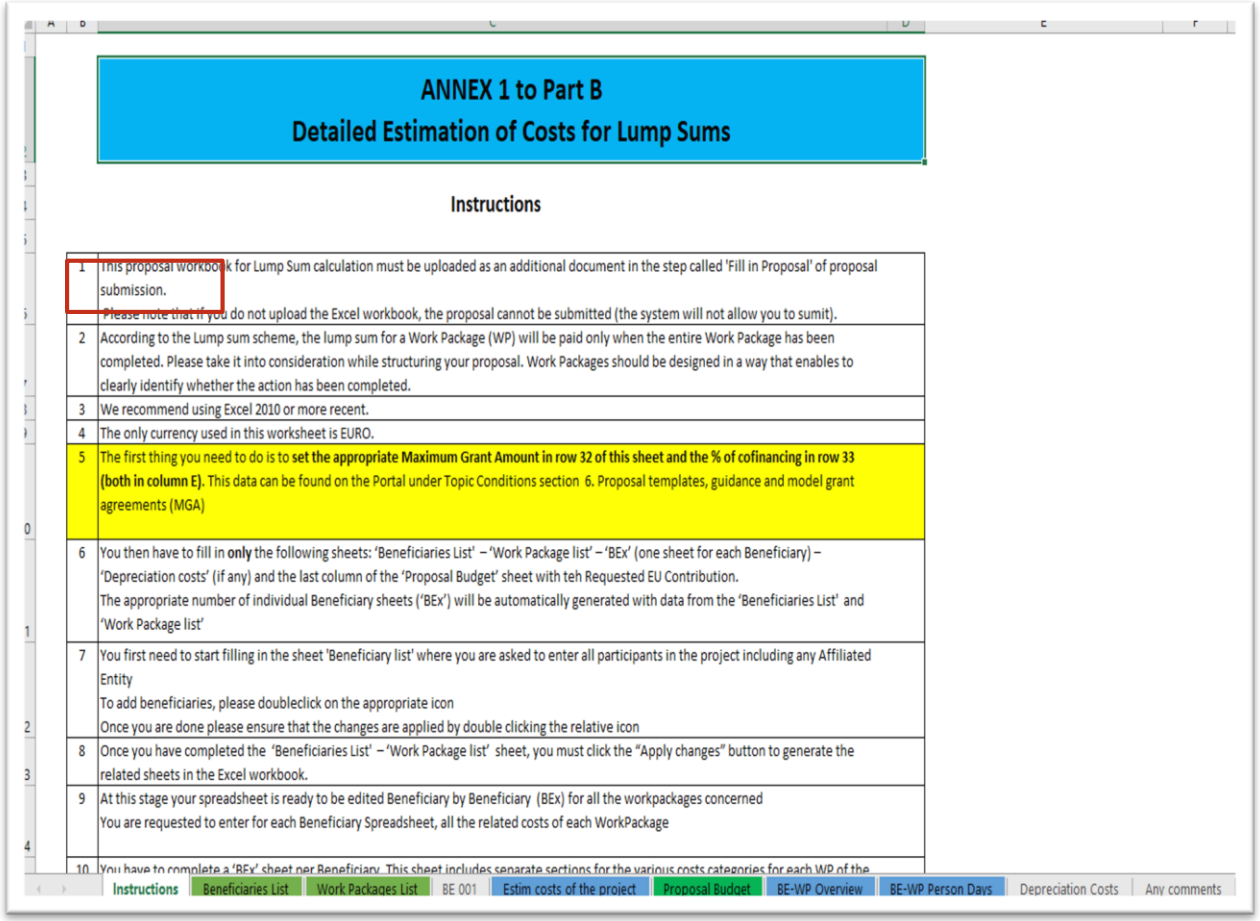
No other additional annexes are required.

Application package: Annex1 to Part B: Budget Overview

- Applicants will need to fill in the Budget Table (Annex 1 to Part B – Detailed Estimation of Costs for Lump Sums)

- Important: **Read the Instructions!**

- Budget table contains information on:
  - Beneficiaries List
  - Work Package
  - Estimated costs
  - Proposed budget



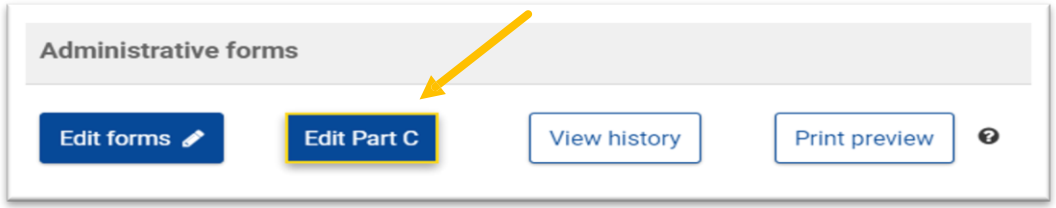
ANNEX 1 to Part B
Detailed Estimation of Costs for Lump Sums

Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to sumit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to **set the appropriate Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E).** This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)
6	You then have to fill in **only** the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BEx' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the last column of the 'Proposal Budget' sheet with teh Requested EU Contribution. The appropriate number of individual Beneficiary sheets ('BEx') will be automatically generated with data from the 'Beneficiaries List' and 'Work Package list'
7	You first need to start filling in the sheet 'Beneficiary list' where you are asked to enter all participants in the project including any Affiliated Entity To add beneficiaries, please doubleclick on the appropriate icon Once you are done please ensure that the changes are applied by double clicking the relative icon
8	Once you have completed the 'Beneficiaries List' – 'Work Package list' sheet, you must click the "Apply changes" button to generate the related sheets in the Excel workbook.
9	At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BEx) for all the workpackages concerned You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage
10	You have to complete a 'BEx' sheet per Beneficiary. This sheet includes separate sections for the various costs categories for each WP of the

Instructions | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person Days | Depreciation Costs | Any comments

Application package: Part C – Administrative forms



In this part, applicants will have to provide:

✓ The proposal's general objective(s),

✓ Iindicators specific to the CBHE action

Validate & Submit your proposal

- **Edit** your draft proposal as many times as you need to complete/correct information.
- Run a **validation** of your draft proposal to make sure it meets the requirements and that no information is missing

- **Errors** and **warnings** will be listed at the end of the form.

Errors mean that mandatory information is missing and the proposal cannot be submitted until these errors are corrected

Warning messages do not block submission, but they indicate missing information. Ideally, these should be addressed by correcting the information provided

- After submission, you can still edit and update the proposal at any time before the deadline. However, if you change the content you will need to re-submit for the changes to be reflected.

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Timeline

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SUCCESS
Wish You All the Best For Your Future