



ERASMUS MUNDUS



Call for Proposals 2012- EACEA 42/11

Giornata nazionale Erasmus Mundus
Roma, 26/01/2012
Giordana Bruno



Erasmus Mundus aims

- Promote European higher education
- Improve and enhance students' career prospects
- Promote intercultural understanding through cooperation with third countries
- Contribute to the sustainable development of third countries in the field of higher education

Erasmus Mundus: three actions

Action 1 Joint Masters and Doctoral Programmes

- implemented by EU and non-EU HEIs
- full-study scholarships for students; grants for visiting scholars

Action 2 Partnerships

- EU and non-EU HEIs
- scholarships for short-term or degree-seeking student mobility at a range of levels, and for staff

Action 3 Promotional projects

- raise profile of European higher education
- tackle challenges of international higher education cooperation

Annual Calls for Proposals (projects)

One Call, three actions

- 2012 Call launched December 2011
- Deadline for proposals: 30 April 2012
- Targets:
 - Up to 38 EMMCs and 10 EMJDs
 - 53 Action 2 Partnerships
 - 6 Action 3 Projects
- Selection to be completed July 2012

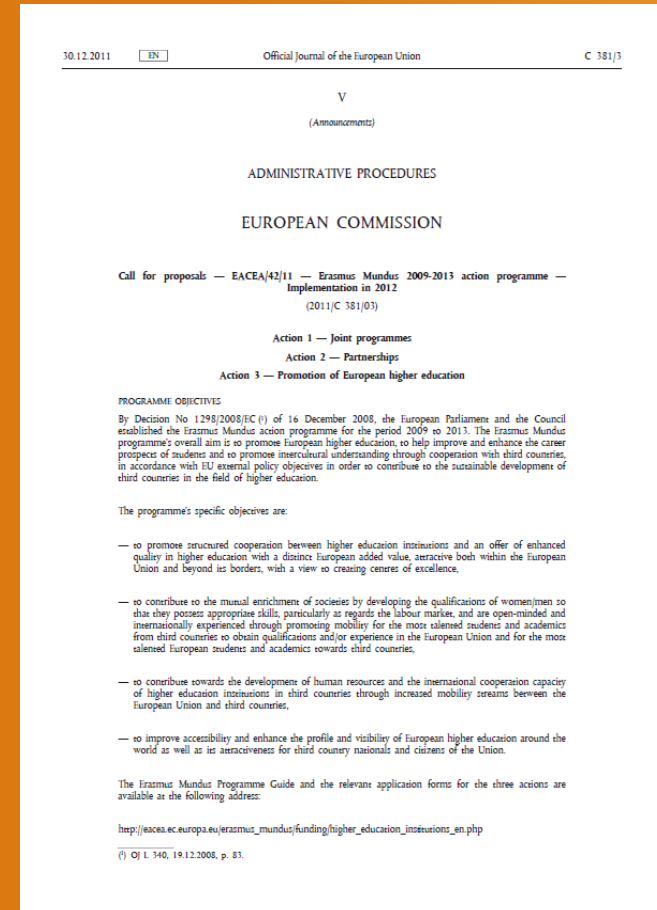
Key documents for the Call:

1 - Erasmus Mundus Programme Guide

- For project beneficiaries and scholarship grantees
- Programme objectives, activities, eligibility criteria, conditions for support
- Valid for 2009-2013 period
- For use with individual Calls for Proposals documents, Guidelines for Applicants (Action 2) and Application Form instructions
- Latest edition December 2011 (valid for 2012 Call)

Three key documents: 2 - Call for Proposals in Official Journal

- Brief programme description
- Targets and/or budget per Action
- Summary of award criteria
- Priorities under Action 3
- Submission deadlines



Three key documents:

3 - Erasmus Mundus Guidelines (Action 2)

- Lists geographical lots
- Budget per lot → minimum mobility flows
- Thematic priorities (disciplines)
- Specific criteria for partners/partnerships
- Types of mobility funded and duration

EM Call 2012: What's new in 2012?

- Action 2 for the Neighbourhood region:
 - Increased budget
 - Distribution of lots
- New Action 2 regional lot for Latin America
- New Action 2 national lot for India
- Joint coordination role possible for third-country partner in Action 2 partnerships
- No summary sheet required for Action 1

Call for Proposals on the web

http://eacea.ec.europa.eu/erasmus_mundus/funding/2012/call_eacea_42_11_en.php

The screenshot displays the website for the Executive Agency for Education, Audiovisual & Culture (EACEA). The main header includes the EACEA logo and navigation links. The page title is "2012 Call for proposals: EACEA/42/11". The content is organized into several sections:

- Programme:** Erasmus Mundus 2009-2013, Programme guide, Who can participate?, How to apply?, Action 1: Joint Programmes including scholarships, Action 2: Partnerships with Third Country higher education institutions and scholarships for mobility, Action 3: Promotion of European higher education.
- Fundings & scholarships:** Higher Education Institutions and other bodies, Students and academics.
- Beneficiaries space:** Action 1 beneficiaries, Action 2 beneficiaries, Action 3 beneficiaries.
- Results, statistics & compendia:** Selection results, Selected projects.

The main content area features a "2012 Call for proposals: EACEA/42/11" section with a "Print" and "Share" button. Below this, it lists "On this page:" with links to Introduction, Text of the Call for proposals EACEA/42/11, Specific documents for applicants under Action 1, Specific documents for applicants under Action 2, and Specific documents for applicants under Action 3.

The "Introduction" section states: "Erasmus Mundus is a cooperation and mobility programme in the field of higher education that aims to enhance the quality of European higher education and to promote dialogue and understanding between people and cultures through cooperation with third countries. In addition, it contributes to the development of human resources and the international cooperation capacity of higher education institutions in third countries by increasing mobility between the European Union and these countries." It also notes that the call aims to support projects under all three Actions of the programme.

The "Action 1: Erasmus Mundus Joint Programmes" section lists: Action 1A: Erasmus Mundus Master Courses (EMAC) and Action 1B: Erasmus Mundus Joint Doctorates (EMJD).

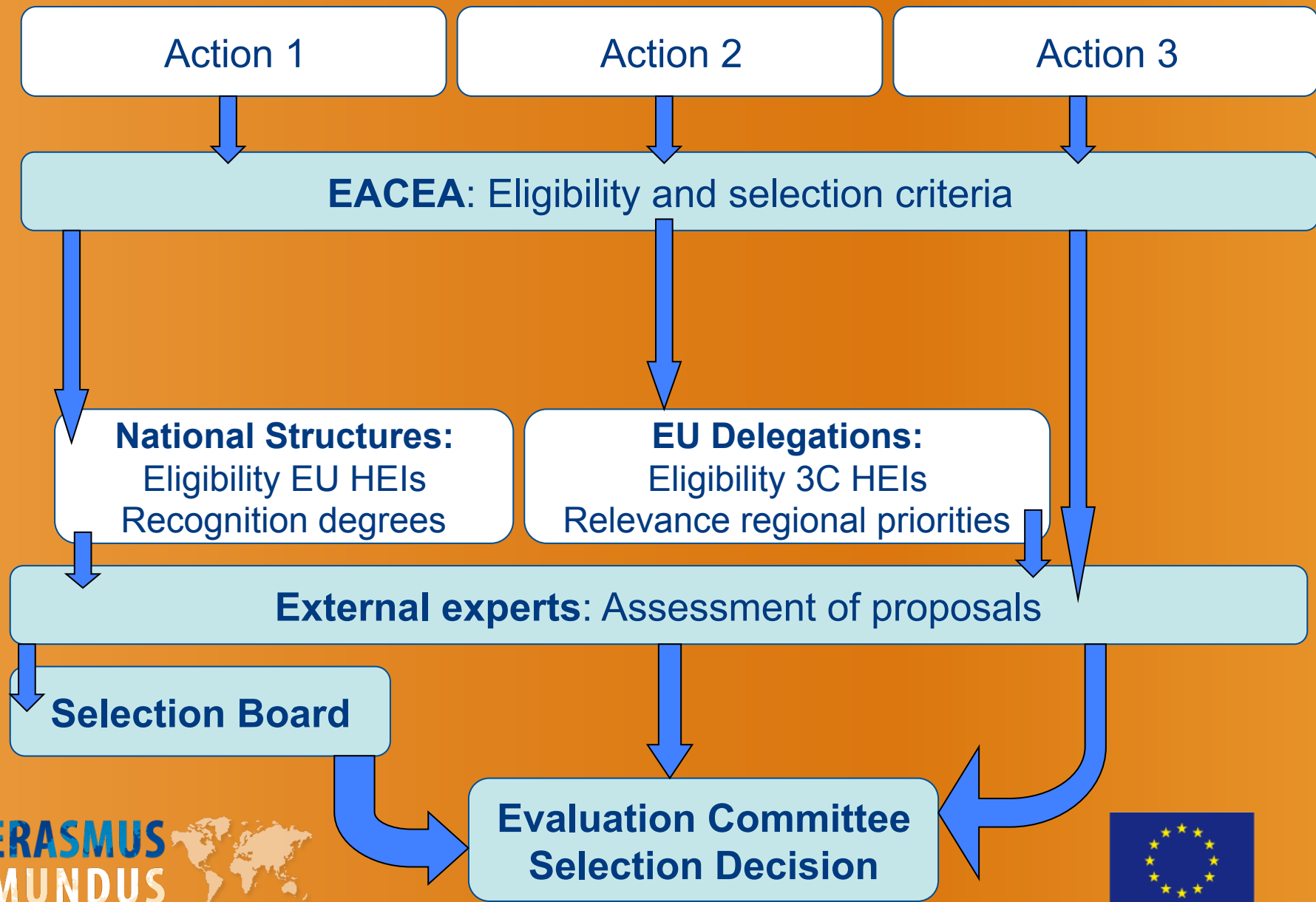
The "Action 2: Erasmus Mundus Partnerships" section lists: Action 2 - STRAND 1: Partnerships with countries covered by the ENPI, DCI, EDF and IPA instruments (former External Cooperation Window) and Action 2 - STRAND 2: Partnerships with countries and territories covered by the Industrialized Countries Instrument (ICI).

The "Action 3: Promotion of European higher education" section is also present.

On the right side, there is a "More info" sidebar with links to Contacts, FAQ, Publications, Good practices, Glossary, Useful links, and Events. A box at the bottom right asks "Need a project partner?" and provides a link to "Try the online project partner search tool".



Erasmus Mundus selection process



Action 1 - Joint Programmes



What is an EM Joint Programme?

1. An integrated programme at masters (60 to 120 ECTS) or doctoral (3 to 4 years) level;
2. Jointly designed, delivered and managed by a consortium of HEIs representing at least 3 different EU/EEA states and, optionally, non EUR HEIs;
3. It includes a mandatory mobility component;
4. It is fully recognised and leads to the award of a double, multiple or joint degree;
5. It aims at attracting the best students, doctoral candidates and scholars, worldwide
6. It offers full study scholarships to EU and non-EU nationals (students, doct.candid., scholars)

EM Call 2011 - Action 1

- Action 1 Call targets
 - EMMCs: some 15 new Masters & up to 23 renewals
 - EMJDs: some 10 new Doctorates
- PDF version of application form & Instruction document now on line
- E-forms to be used for final applications
- No summary sheets required (as in 2009-2011)
- Application Deadline: **30 April MIDDAY !** (Central European Time)

An EM Joint Programme must (1):

1. be **coordinated** by an eligible EU HEI applicant;
2. have min. **3 different EUR countries represented** as partners (EU / EEA) - additional partners may be from EUR or third countries;
3. be an **integrated programme** in all its aspects;
4. be **fully developed** at application stage and ready to run for 5 consecutive editions as summer 2013
5. be based on **consortium agreement** signed by the governing bodies of the partner HEIs (signed before signature of the first specific grant agreement);
6. include a **mandatory mobility component** in at least 2 EUR countries;

An EM Joint Programme must (2):

7. be **fully recognised** (by summer 2013 at the latest);
8. lead to the award of a **double, multiple or joint degree** (the latter will be favoured)
9. provide for the use of national **European languages**
10. attract and recruit **top class students** / doctoral candidates / scholars worldwide
11. provide **high quality services** to enrolled candidates (visa / residence permit support, mandatory insurance, support to family and special needs)
12. sign **agreements with students / doctoral candidates** on rights and obligations of each party

EM Joint Programmes: Contractual and Financial conditions (1)

If selected for funding

1. **Framework Partnership Agreement** covering 5 consecutive editions (5 to 8 years, in accordance with the length of the joint programme)
2. 5 yearly **Specific Grant Agreements** covering the **financial support** for each of the 5 editions:
 - Management of the joint programme: flat rate amount (30,000 € for EMMCs, 50,000 € for EMJDs) per edition
 - Fixed number of **Individual scholarships / fellowships** (exact number fixed yearly - autumn year “n-1” - in accordance with the “seniority” of the joint programme)
 - Two types of scholarships / fellowships
 - Category A: third country individuals, not resident, and have not carried out their main activity in Europe for more than 12 months over the last 5 years
 - Category B: any individual who does not fulfil category A requirement

EM Joint Programmes: Contractual and Financial conditions (2)

Different types of scholarships / fellowships

- For **students or doctoral candidates**
 - **Category A:** third country individuals, not resident, and have not carried out their main activity in Europe for more than 12 months over the last 5 years
 - **Category B:** any individual who does not fulfil category A requirements
- For **scholars** in Joint Programmes at masters level
 - **Non European:** scholars enrolled in any non European HEI
 - **European:** scholars enrolled in partner EUR HEIs, under the condition that the consortium includes student mobility to non EUR partners

Joint Programmes at masters level (EMMCs) : Specific features (1)

- All partners must be able to **act as host institution** and deliver part of the curriculum
 - min. 20 ECTS (for one year EMMCs) or 30 ECTS (for longer EMMCs) for European HEIs
 - min. 15 ECTS for third country HEIs
- The EMMC must last between 1 (60 ECTS) and 2 academic years (120 ECTS)
 - final examination results to be known at the latest in October of the year in which the EMMC finishes

Joint Programmes at masters level (EMMCs) : Specific features (2)

- The consortium is free to define its **participation costs** (/ tuition fees) amounts but:
 - amounts must cover all common mandatory costs and be transparent / clear to student applicants
 - there can be two different amounts for EUR and non-EUR students
 - The scholarship includes a max. contribution these costs:
EUR 8000 / year (Cat. A) - EUR 4000 / year (Cat. B)
 - Fee waivers for amounts in excess of this max. contribution are considered as good practice.
- **Non-EUR Scholar scholarships** are offered to all consortia (number varies in accordance with size and composition)
- **EUR Scholar scholarships** are offered only if the programme includes student mobility outside Europe

EMMC financial contribution

Contribution to EMMC running costs		€ 30 000 / course edition		
Individual Scholarships		Category A	Category B	Scholars
I	Contribution to travel and any other types of personal costs	€ 4 000 / per year	€ 3 000 - <u>only</u> if mobility to non-EUR partner	
II	Contribution to participation costs (incl. insurance)	Max € 4 000 / semester	Max € 2 000 / semester	
III	Monthly allowance	€ 1 000 / month	€ 500 / month	
IV	Living allowance (incl. travel costs)			€ 1 200 / week for a min of 2 wks and max. of 3 mths per scholar
	TOTAL	€ 24 000 / per year	€ 10 000 per year (+ € 3 000 if travel)	€ 14 400 for a 3-month stay (max / scholar)

EMMC award criteria

- A1: Academic quality - course content (30%)
- A2: Course integration (25%)
- A3: Course mngmt, visibility and sustainability (20%)
- A4: Students' services and facilities (15%)
- A5: Quality assurance and evaluation (10%)

👉 **Published on the website** with specific questions to help applicants formulate their answers

Joint Programmes at Doctoral Level (EMJDS) :

Main Features (1)

- Based on the EMMCs model and on the experience of Marie Curie fellowship
 - Marie Curie is focused on grantees individual research
 - EMJDs puts more emphasis on **structured inter-university cooperation** models and on the implementation of integrated joint doctoral programme
- Double objective
 - Shape doctoral studies in the EHEA (promoting innovative models of joint governance between the HEIs, research and professional sectors
 - Support researchers from EUR and non-EUR countries in a framework of excellence

Joint Programmes at Doctoral Level (EMJDS) :

Main Features (2)

- Organisations other than HEIs can be formal partners of the consortium if they
 - provide teaching, training or research opportunities and/or
 - recruit, employ, host doctoral candidates
- EMJDs of **3 or 4 years duration** BUT **fellowships for max 3 years**
- For each EMJD edition
 - Start individual research project at the latest in March of the acad. year concerned
 - Candidates final results (/thesis defence) at the latest in October of the fourth year
- Training / research for a minimum total of 6 months in at least two of the consortium EUR countries.

Joint Programmes at Doctoral Level (EMJDS) :

Main Features (3)

- Clear definition and justification (needs analysis / added value) of the **thematic area(s)** covered by the EMJD
- Recruitment of doctoral candidates under **employment contracts** (unless prohibited by national regulation)
- Follow the principles of the **European Charter for Researchers** and the **Code of Conduct for the recruitment of Researchers**
- Free determination of **participation costs** but
 - must be transparent and clear to potential candidates
 - 2 different fixed amounts for laboratory and non laboratory based research

Joint Programmes at Doctoral Level (EMJDS) : Main Features (4)

- Employment contracts is the EMJD recruitment method that **guarantees adequate and equitable social security provisions**:
 - Sickness and parental benefits
 - Health and accident insurance
 - Pension rights and unemployment benefits

and is in accordance with existing national legislation and with national or sectoral collective bargaining agreements

- An EMJD is supposed to be laboratory-based if the research projects carried out by the doctoral candidates **require the usage of expensive equipment/material, the execution of external fieldwork or involve particularly high costs that would exceed the 300 EUR/month** included in the fellowship amount for « non-laboratory-based » research projects

EMJD fellowships

Contribution to EMJD running costs		€ 50 000 / EMJD edition (/cohort)	
3 years Doctoral Fellowship		Category A	Category B
I	Travel, installation and other personal costs	€ 7 500	€ 3 000 (if mobility to a third-Country partner)
II	EMJD participation costs	<ul style="list-style-type: none"> • € 300 per month (€ 10 800 for 36 months) for non-laboratory-based EMJDs or • € 600 per month (€ 21 600 for 36 months) for laboratory-based EMJDs 	
III	Fixed living allowance (36 months in total)	<ul style="list-style-type: none"> • € 2 800 per month (i.e. € 100 800 for 36 months) for an employment contract • € 1 400 per month (i.e. € 50 400 for 36 months) for a stipend 	
Maximum fellowship amount		Between EUR 61 200 and EUR 129 900 (depending on category, lab., or type of recruitment)	

EMJD award criteria

- Academic and research quality (25%)
- Partnership experience and composition (25%)
- European integration and functioning of the programme (20%)
- Provisions for candidates awarded an EMJD fellowship (15%)
- Management, sustainability and quality assurance (15%)
- ✓ Award criteria published on web with questions to help applicants formulate their answer

EM Joint Programmes :

How to stand out from the Crowd ?

- Solid integrated **consortium**
- Solid / coherent learning/research **programme**
- Strong **links with society** needs (in and out EU)
- Strong academic/research quality and **innovation potential**
- Consult information available on **good practices** (see EM Joint Programmes useful links)
- Get advice from **experienced colleagues** and **EM National Structures**

Erasmus Mundus Joint Programmes: the eForm

The eForm

(a fill-in pdf)

- Part A: Identification of the applicant and other partners
- Part B: Organisation and activities
- Part C: Summary data and description of the project
- Part D: Technical Capacity
- Part E: Degree-awarding summary

Upload

Award criteria
responses
(.doc)

OBLIGATORY

Upload

Declaration on
honour
(signed & scanned)

OBLIGATORY

Upload

Other annexes
Not for additional information.
Only to provide evidence

OPTIONAL

Erasmus Mundus Joint Programmes: submission

- eForm must be submitted in the on-line system by 12:00 (midday) CET on 30 April 2012
- No paper copies are required
- No e-mail copy to EACEA
- E-mail electronic version of eForm and annexes to National Structures
- No summary sheet required on 31 March

PREPARING A GOOD PROPOSAL

- Have your project clearly in mind before completing the application form
- Read the EM Programme Guide in detail
- Submit a good proposal is the easy part. Implement an excellent trans-national joint programme is much more difficult
 - Make sure you have full support of your institutions (involve the relevant services/departments in the proposal preparation/validation)
 - Ensure a good balance of responsibilities and tasks between partners (the coordinator should not be left with all the responsibility / work)

PREPARING A GOOD PROPOSAL

- **Get advice from colleagues** experienced in joint programmes (in EM or other programmes) and from your **National Structures**
- **Consult information available on good practices** such as the **Study on Quality of EMMC**
<http://ec.europa.eu/education/erasmus-mundus>

PREPARING A GOOD PROPOSAL

- Pay attention to details
- Be concrete / give examples / avoid vague statements
- Do not assume; what is in your mind and not in the application cannot be assessed
- Use tables, graphics, flowcharts to illustrate your programme structure, the mobility tracks, the organisational aspects, etc.
- You may use annexes for additional information BUT NOT to provide information required as part of the award criteria

PREPARING A GOOD PROPOSAL

A good proposal is

- **COHERENT** in its entirety (contradictions are lethal!)
- **SIMPLE**: a few well chosen words can often replace a long and vague explanation
- **EVIDENCE BASED**: use examples, justify your needs analysis, bring proofs
- **CLEAR**: the expert should not end his/her reading with a headache! Follow the application form questions and answer them in the right order
- **EXPLICIT**: do not take anything for granted; experts cannot read your mind
- **RIGOROUS**: the application is the basis on which your joint programme will be build and monitored; it is also the cornerstone of your institutional commitment
- **CIRCUMSCRIBED**: stick to what is asked.
- **COMPLETE**: ensure (twice) you have followed all the submission instructions attached to the application

EM Call 2012 - Action 2 targets

Action 2: Strand 1 (countries covered by ENPI, DCI, EDF, IPA)

- 15 Lots for 52 partnerships
- Total budget EUR 170.6 million
- Mobility for over 6,200 individuals

EM Call 2012 - Action 2

Action 2: Strand 2 (Industrialised Countries Instrument)

- 1 Lot for Australia, Japan, Korea, New Zealand
- 1 project to be funded
- Budget EUR 1.2 million
- Mobility for at least 25 individuals

Action 2 Partnerships - cooperation

- Partnerships between higher education institutions in EU and third countries in a specific region
- Countries / regions covered by the EU's external co-operation instruments
- Erasmus-style cooperation mechanisms, transfer of know-how
- Definition of priorities according to the needs of third countries involved

Action 2 - Mobility

- Scholarships of varying length (1 month to 3 years)
- Bachelor, master, doctorate and post-doctorate students and HE staff (training, teaching, research activities)
- Mobility not linked to specific programmes
- Special attention paid to socio-economically disadvantaged groups and populations in a vulnerable situation (Strand 1 only)

Action 2 shape and finance

- Composition

- At least 5 European HEIs from at least 3 EU countries
- At least 1 HEI from each country of the Lot (S1)
- At least 3 HEIs from two countries of the Lot (S2)

- Maximum eligibility period: 48 months

- Partnership management flat rate = EUR 10,000 x number of partners (max EUR 200,000)

- Individual scholarships using flat rates cover:

- Travel
- Subsistence costs
- Fees
- Insurance and visa costs



Action 2 individual mobility

- 5 possible levels of higher education:
 - Undergraduate - Masters - Doctorate - Post-Doctorate
 - Staff
- Variable length mobility:
 - 1 - 36 months for both degree-seeking and other students
- 3 target groups
 - Target Group 1: students/staff from partners institutions
 - Target Group 2: other nationals from third countries
 - Target Group 3: national of third countries in lot in vulnerable situation

Action 2: common & specific elements

- **Common to all Action 2 lots**
 - A range of target groups for mobility
 - A range of duration for mobility
 - Up to 5 levels of higher education covered
 - Project must start operations in year of selection (year 'n')
 - Mobility may start in different 'cohorts' throughout partnership life
- **Specific to individual lots (See Guidelines)**
 - Which target groups covered by mobility
 - Which levels of higher education covered
 - Thematic fields of study
 - Partnership composition

Action 2 individual mobility

• Strand 1

- TG 1 at least 50% of individual mobility
- Third-country mobility at least 70% of individual mobility
- European mobility maximum 30% of individual mobility (ENPI and IPA)
- No mobility for Europeans under DCI. ACP lot can allow mobility for European staff

• Strand 2

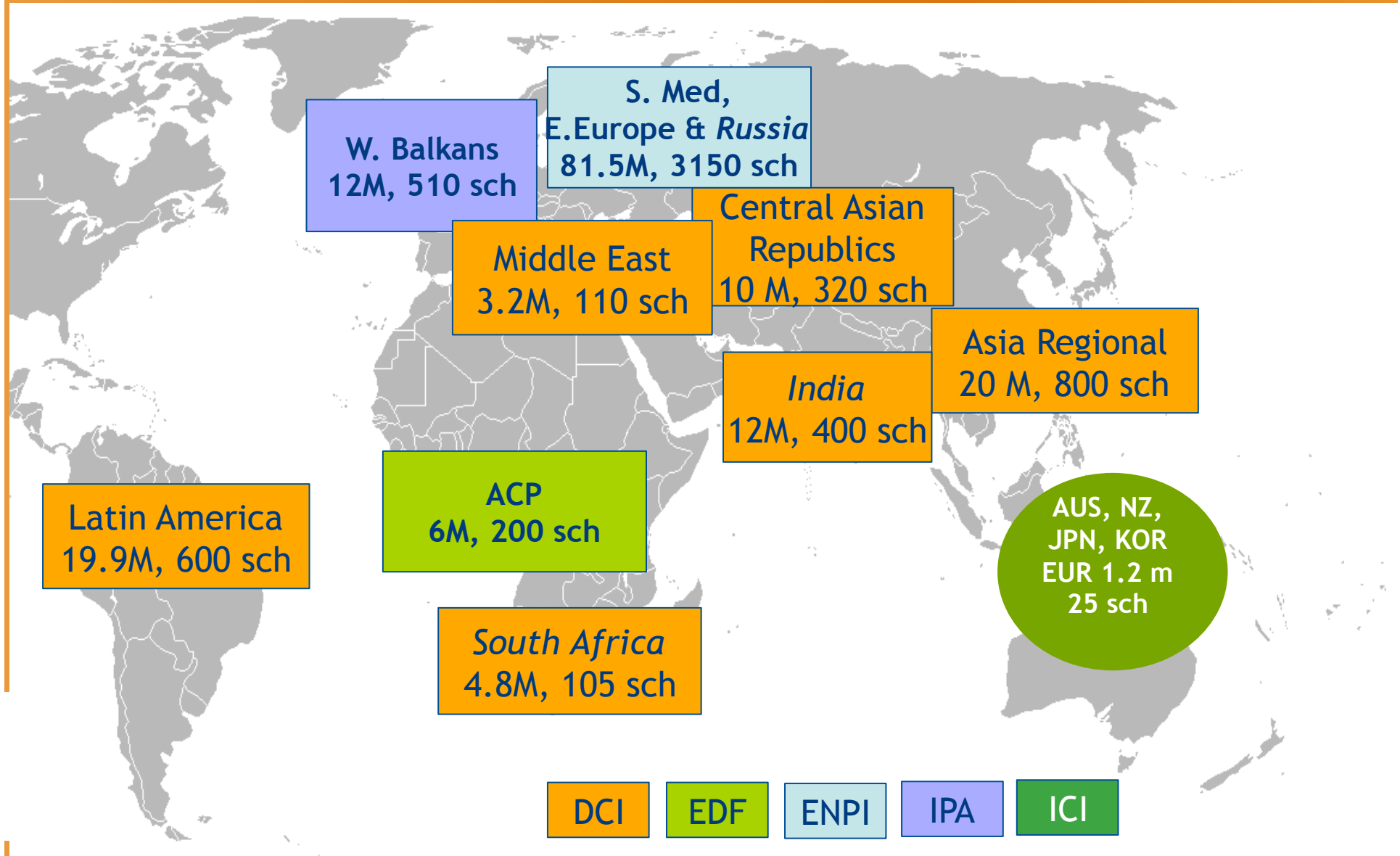
- Only TG 1: no undergraduate level
- European mobility at least 60% of individual mobility
- Third-country mobility to Europe no higher than 40% of individual mobility

Action 2 - what's new in 2012?

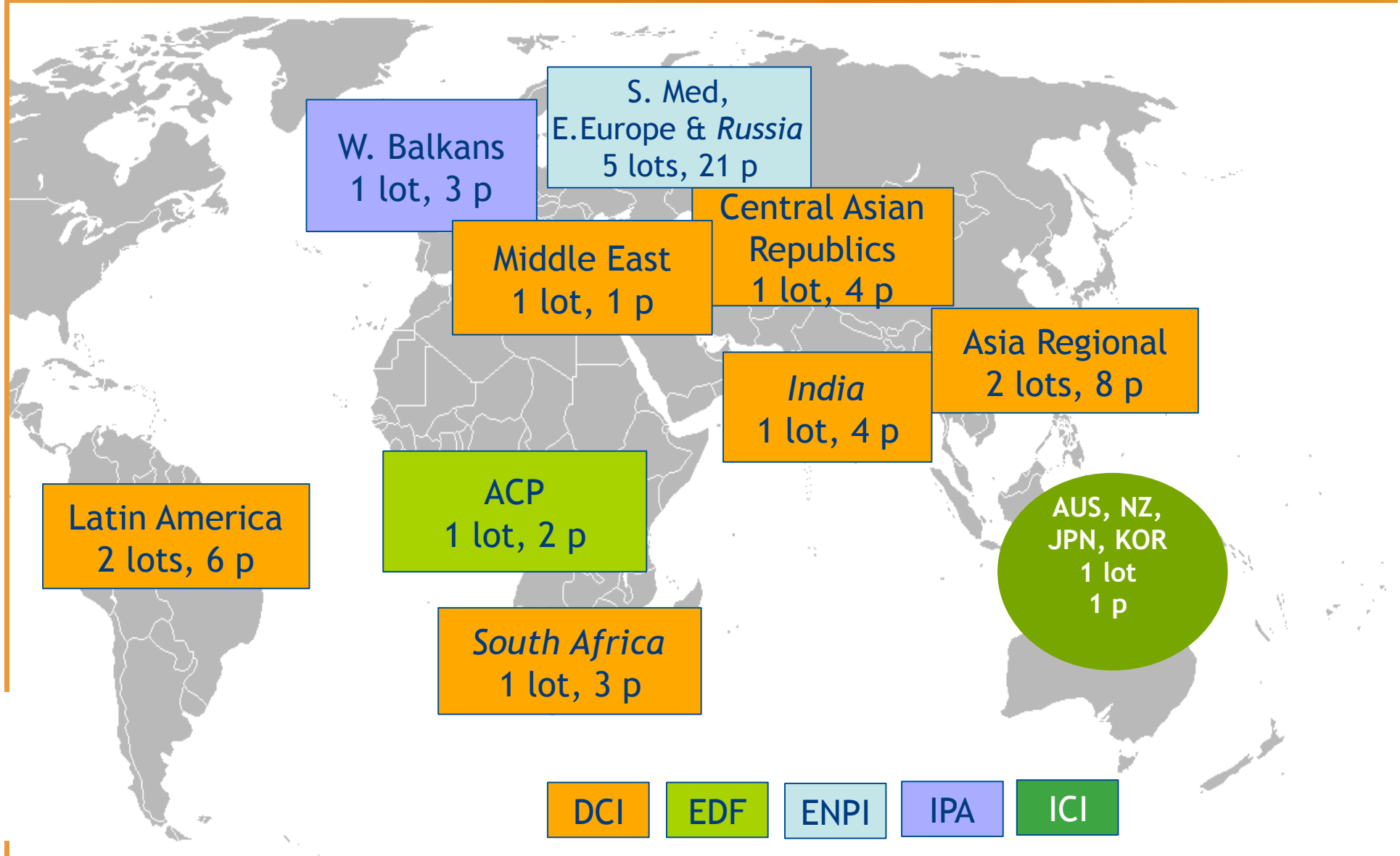
- New distribution of lots in Neighbourhood region
- Additional budget for Neighbourhood
- Latin America regional lots
- India country-specific lot
- Libya included in Lot 1
- Possible role for third-country institution as joint coordinator

Action 2: Regions / countries

Budget (EUR) and minimum number of scholarships



Action 2: Lots and number of partnerships



Action 2 award criteria: Strand 1

1: Relevance (25%)

2: Quality (65% total)

- 2.1. Partnership composition and cooperation mechanisms (20%)
- 2.2. Organisation & implementation of mobility (25%)
- 2.3. Student/staff facilities and follow-up (20%)

3: Sustainability (10%)

Action 2 award criteria: Strand 2

1: Relevance (25%)

2: Contribution to excellence (25%)

3: Quality (50% total)

- 3.1. Partnership composition and cooperation mechanisms (15%)
- 3.2. Organisation & implementation of mobility (20%)
- 3.3. Student/staff facilities and follow-up (15%)

Action 2: Application form

- **Part A - Identification of applicant and other organisations**
 - Official name and address(es)
 - Structure, aims and activities of the organisation
- **Part B - Description of the project**
 - Title, partners and brief description of the proposal
 - Grant amount requested
 - Type and number of individual mobility
 - Thematic fields covered
- **Part C - Technical capacity of applicant consortium**
 - List of related projects/activities
- **Part D - Declaration on Honour**
 - signed by the legal representative of the applicant organisation



Action 2: Application form annexes

- Annex 1: Responses on award criteria, timetable for implementation
- Annex 2: Budget (Excel sheet)
- Annex 3: Partnership statement signed by all partners
- Annex 4: Project summary sheet for publication on EACEA website
- Annex 5: Bank account form
- Annex 6: Legal Entity form

Action 2: Submitting the application form

To be submitted to EACEA:

- On paper in triplicate - original with original signature plus two copies (date of postmark counts)
- By e-mail (by 30 April 2012, 23.59)

Characteristics of a good proposal

- The need for the proposed activity is clearly established, preferably with data.
- The most important ideas are highlighted and repeated in several places.
- The objectives of the project are given in detail.
- There is a detailed schedule of activities for the project, or at least sample portions of such a complete project schedule.
- Collaboration with all partners in planning of the proposed project is evident in the proposal.
- The commitment of all involved parties is evident,
- The budget and the proposal narrative are consistent.
- All of the major matters indicated in the proposal guidelines are clearly addressed in the proposal.
- Appropriate detail is provided in all portions of the proposal.



Characteristics of a good proposal

- All of the directions given in the guidelines have been followed carefully.
- Annexes have been used appropriately for detailed and lengthy materials which the reviewers may not want to read but are useful as evidence of careful planning, previous experience, etc.
- There is a clear statement of commitment to continue the project after EU funding ends.
- The qualifications of project personnel are clearly communicated.
- The writing style is clear and concise. It speaks to the reader, helping the reader understand the problems and proposal.
- The proposal shows liveliness and enthusiasm
- The proposal is honest

Tips and Advice 1

Success can not be guaranteed, but

- Focus mainly in the thematic fields defined in the Call although the needs of partners might slightly differ;
- Be aware of management capacity, academic offers of the partners while designing the mobility flows;
- Explain cooperation mechanisms among the partners, explore synergies and complementarities and make them explicit so that added value of the cooperation becomes clear

Tips and Advice 2

Success can not be guaranteed, but

- Ensure commitment at high level of the HEIs
- Draw on the experience and the capacity of partners who have been involved in earlier or other international grant programs; make clear how the non-EU partners without such experience will manage the project
- Explain in detail issues such as recognition, student recruitment strategies, students `support, role of staff mobility
- Impact at individual and institutional level – capacity building of third-country HEIs to manage international projects

EM Call 2012 - Action 3

- Budget EUR 1.5 million
- Target: 6 projects
- Indicative project size: from EUR 100,000 to 350,000
- European co-financing to max 75%
- Project duration: 12 - 36 months
- Min. 3 European and 1 third-country partner

Action 3

- Promotion projects and “clustering” activities
- Information grants for Erasmus Mundus National Structures
- Erasmus Mundus Students and Alumni Association (EMA)
- Studies

EM Call 2012 - Action 3 (open call only)

Action 3 priority areas - projects aiming to:

- Promote European HE in certain geographical areas (notably the EU's neighbourhood countries)
- Improve services for international students and doctoral candidates
- Address the international dimension of Quality Assurance
- Strengthen relation between HE and research in Europe
- Promote European study opportunities for doctoral candidates
- Promote the Erasmus Mundus programme towards European students
- Promote the Erasmus Mundus programme towards employers

EM Call 2012 - Action 3

Project requirements

- Clear European dimension and wide geographical scope
- Clear international (third-country) dimension
- Must contribute to fostering intercultural dialogue and mutual understanding between cultures
- Ensure no overlap with other EU programmes for higher education

Action 3 award criteria

1. Relevance to the EM programme (25%)
2. Expected impact to help enhance attractiveness of European HE worldwide (25%)
3. Arrangements for dissemination of results and experiences, quality assurance and plans for sustainability and long-term exploitation of results (15%)
4. Consortium composition and cooperation mechanisms (15%)
5. Work plan and budget (20%)

Action 3: Application form

To be downloaded from the EACEA Website

- 3 paper copies to be posted to EACEA (1 original + 2 copies):
- An electronic copy to be e-mailed:
EACEA-EM2-A3@ec.europa.eu

Action 3 Application Form (parts A-D)

- Part A: Identification of applicant and partners
- Part B: Organisation and activities

Part A and B have to be filled in for the applicant and each partner

- Part C: Project Identification
 - C1: Project title
 - C2: Priority area covered
 - C3: Duration
 - C4: Summary description of the project
 - C5: Detailed project description
- Part D: Budget (see separate slide)

Action 3: Application form (parts E-M, annexes)

- Part E: Work Plan
- Part F: CVs of persons responsible in each partner
- Part G: Letters of endorsement, declarations on honour
- Part H: Legal status documentation
- Part I: Financial identification
- Part J: Privacy Statement & Information
- Part K: Checklist
- Part L: Declaration of honour by the legal representative of the applicant organisation
- Annex 1: Declaration of honour by each partner organisation
- Annex 2: Budget (excel file)

Action 3: Application form: budget

- Indication of the total budget + the EU grant requested (max 75% of the total budget)
- Composition of the partnership contribution
- Staff costs
- Travel and Subsistence
- Equipment
- Subcontracting
- Conferences-Seminars:
 - Organisation costs
 - Travel and subsistence costs of participants and speakers
 - Interpreters
 - Speaker fees
- Other direct costs
- Indirect costs (max 7% of direct costs)

Tips and advice for applicants

- Respect of all formal eligibility criteria (e.g. deadline, signatures etc.)
- Coverage of all questions of the application form
- Concrete and consistent comments
- All the required information should be in the application form (experts are not obliged to consult the annexes)
- Clear information about the role of the coordinator and the partners in the consortium
- Provision of supporting information where necessary
- Use of annexes only for additional information
- Do not assume: what is in your mind and not in the application cannot be assessed
- Balanced partnership is essential (all partners within and outside Europe should play an active role and be committed to the project)
- Coherent and realistic budget and workplan

http://eacea.ec.europa.eu/erasmus_mundus/index_en.php

The screenshot shows the Erasmus Mundus website interface. At the top, it identifies the Executive Agency for Education, Audiovisual & Culture. The main navigation bar includes 'Erasmus Mundus' and 'You are here: EACEA > Erasmus Mundus'. The page is divided into several columns:

- Left Column:** 'Programme' section with links for 'Erasmus Mundus', 'Programme Guide', 'Who can participate?', 'How to apply?', and three actions: 'Joint programmes, including scholarships', 'Partnerships with third-country higher education institutions and scholarships for mobility', and 'Promotion of European higher education'. Below this is the 'Beneficiaries space' with links for 'Final and intermediary reports' and 'Information for beneficiaries' for each action.
- Middle Column:** 'Funding & scholarships' section with 'Information on funding opportunities, application procedures and the selection process.' and two sub-sections: 'For higher education institutions and other bodies' and 'For students and academics'. Below this is 'Results, statistics & compendia' with links for 'Selection results', 'Selected projects', 'Statistics', 'Project compendia', and 'Clusters'.
- Right Column:** 'More info' section with links for 'Contacts', 'Glossary', 'Useful links', 'Publications', 'Events', and 'Good practices'. Below this is a banner for 'TEMPUS & ERASMUS MUNDUS - OPPORTUNITIES FOR THE EASTERN PARTNERSHIP' and a 'How to apply' button. At the bottom right, there is a 'Looking for a partner university?' section with an 'Erasmus Mundus partner search tool' link.

Arrows from the callouts on the right point to the following elements on the website:

- 'Programme Guide' points to the 'Programme Guide' link in the left column.
- 'Calls for Proposals' points to the 'Information on funding opportunities...' text in the middle column.
- 'For students' points to the 'For students and academics' sub-section in the middle column.
- 'FAQs' points to the 'Useful links' link in the right column.
- 'Selected projects' points to the 'Selected projects' link in the middle column.
- 'Partner search' points to the 'Erasmus Mundus partner search tool' link in the bottom right section.

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Questions on the Call?

Erasmus Mundus mailbox:

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