How to prepare your Erasmus Mundus Design Measures (EMDM) proposal

European Education and Culture Executive Agency
How to apply

- Where?
  - Applications must be submitted through the European Commission’s Funding & Tender Opportunities Portal (F&TP) using the Portal Submission System

- Who?
  - Proposals must be created and submitted by a contact person of the Applicant institution

- When?
  - Deadline: 17 June 2021 – 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 presentation **How to find and apply for funding opportunities**

- 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
Get prepared

- Read carefully all the call documents
  Erasmus+ Programme Guide, application templates and specific instructions published in the F&TP under the respective Topic conditions and documents

- Plan your project and define your work plan
  Work package and 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!
  Participant Register
Application requirements

Check the compliance of the proposal with the criteria set in the Erasmus+ Programme Guide Part B – Erasmus Mundus action Lot 2, and Part C – Information for applicants

- Admissibility criteria
  - Submit the application electronically via the F&TP Electronic Submission System
  - Use the forms provided in the Submission System
  - Submit a complete application containing all parts and mandatory annexes
  - Respect the page limit for Part B of the application form (40 pages)
  - Respect the deadline
Application requirements (cont.)

- Eligibility criteria
  - The applicant must be an eligible HEI established in an Erasmus+ Programme or Partner country
  - Fixed project duration: 15 months
  - Applications must be submitted by 17 June at 17:00 Brussels time

- Exclusion and Selection criteria
  - The applicant is not in any of the exclusion situations described in Articles 136-141 of the Financial Regulation (Part C of the Erasmus+ Programme Guide)
  - The applicant financial and operational capacity are adequate
Start your application

- Once in the F&TP Portal Submission System:
  - Make sure you are in the correct Call for proposals and Type of action.
  - Only 1 submission type will appear
  - You will need to use the online forms and templates available in the Submission System
  - A progress bar at the top shows the proposal completion progress – the red indicator signals at which stage you are.
Start your application (cont.)

✓ In the step ‘Create proposal’ you will have to enter your organisation search criteria

✓ Select your role, either **Main contact** or **contact person**. At least one Main contact must be provided (refer to the Portal section **Roles and access rights** for more information)

✓ Indicate the proposal acronym and enter a short summary. These will be displayed further on in the "General Information" section of the Application Form Part A

✓ Mono-beneficiary Grant Agreement (the applicant is the only beneficiary) ➡ not possible to add Partners

Other participating organisations are to be described only in Part B and C of the application form
Application package

The application form is structured in 3 sections:

- **Part A – Administrative forms**
  General information about the project, data on the applicant organisation and contact persons, legal declarations, etc

- **Part B – Technical description & annexes**
  Contains the narrative part of the project, the work package and the deliverables

- **Part C – Administrative forms**
  Specificities about the EMDM (nr. of ECTS, type of degrees to be awarded, etc)

Pay particular attention to the instructions given on the Portal under **Topic conditions and documents**, in particular section **6. Application form templates, guidance and model grant agreement (MGA)**

Complete Part A & C directly on the Portal.
Application package: Part A – Administrative forms

- Use the icon to access the administrative forms

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- Section 1 General information: provide general information about the project
  - Project estimated duration → fixed duration of 15 months
  - Don’t forget to include the project scientific areas
    - Tick the relevant box(s) of the Declaration at the end of the section

- Section 2 Participants: provide information about the applicant organisation only, the department(s) involved and contact persons

- Section 3 Budget: encode the fixed lumpsum contribution of 55,000 EUR
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 “Detailed budget table”

You are not required to add any additional annexes.
Application package: Part B – Technical description & annexes

- Part B is a narrative technical description of the project

  ✓ **Sections 1-3** contain different questions based on the Award criteria set in the Erasmus+ Programme Guide.

  Address all guiding points presented in the Call document/Programme Guide under the respective award criterion

  ✓ To keep in mind:

    - There are sections that are not applicable for low value grants (less or equal to 60,000 EUR) or prefixed Lump Sum Grants – the EMDM fall under both categories
    - In the Portal under **Topic conditions and documents** there are specific instructions for some sections:
      - Under **2.1.2 Project management, quality assurance and monitoring and evaluation strategy** it is not necessary to describe evaluation methods and indicators to monitor the outreach and coverage. However, please address the specific conditions set out in the Erasmus+ Programme Guide: Quality – Project design and implementation
      - In section **2.1.3 Project teams, staff and experts Cvs are NOT required**
      - Section **2.1.5 Risk management** is **NOT applicable for EMDM**
      - Section **2.2.1 Consortium set-up: Consortium cooperation and division of roles** is applicable for EMDM and should be addressed
      - Section **2.2.2 Consortium management and decision-making mechanisms** is **NOT applicable for EMDM**
Application package: Part B – Technical description & annexes

- Part B is a narrative technical description of the project:
  - **Section 4** work plan, work packages and timing
    - Provide a description of the work plan and of the project activities
    - **Use one single work package** for the entire project
    - Show **who is participating** in each task; include the participating organisations
    - When completing the Timetable keep in mind the duration of an EMDM project ➞ 15 months

- **Section 5** is **NOT applicable for EMDM**

- **Section 6** refers to Declarations concerning double funding
Application package: Part B – Technical description & annexes

- Annex – Detailed budget table
  
  ✓ Information to be encoded:
  
  - Applicant HEI
  - Work package name
  - Fixed lump sum amount 55.000 €

  Leave the other cells empty

  ✓ Accepted file formats: xls, xlsx, odt
Select the applicant organisation type

Nr of ECTS of the new master: choose 1 single option

Type of degree intended to be awarded: choose 1 single option

Include the participating organisations that will contribute to the design of the Master programme
(Add as many as necessary)
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.
General advice

- When writing your proposal make sure it is:
  - **Clear**: reply to all mandatory questions paying attention to the specific context – refer to the EMDM award criteria in the Erasmus+ Programme Guide
  - **Complete**: ensure (twice!) you have followed all the instructions and that no information or mandatory annexes are missing; make sure that the proposal fulfils all the mandatory requirements
  - **Coherent**: avoid contradictions, avoid "patchwork"
  - **Simple & concrete**: use easy read language, keep sentences simple, justify your statements
  - **Explicit**: do not take anything for granted; do not assume experts will always immediately understand; avoid abbreviations or explain them
  - **Rigorous**: the application is the basis on which your project will be implemented
  - **Focused**: stick to what is asked. Respect the page limit for Part B (40 pages)

**Don’t forget**: submit your application well in advance of the deadline!
Other information sources

- Statistical factsheets on the achievements of the Erasmus Mundus Joint Master Degrees (2014-2020)
- Statistical factsheets on Erasmus+ 2014-2020
- Report 'Implementing Joint Degrees in the Erasmus Mundus action of the Erasmus+ programme'
- EMJMD catalogue
- EMJMD Cluster meeting 2018: European Approach for Quality Assurance of Joint Programmes and Follow-up event 2019 "Implementing the European Approach for Quality Assurance for EMJMDs"
- Erasmus Mundus Joint Master Degrees - The story so far
- Sustainability of Erasmus Mundus Master Courses - Best practice guide
Good luck!

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