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European
Commission

*Education, Audiovisual & Culture
Executive Agency*

**Application procedure
for the Jean Monnet activities
Call for Proposals ref. EAC/A05/2017
Selection year 2018**

**Instructions
for completing the application package,
this is the e-Form and its 3 compulsory attachments**

Jean Monnet Chairs
Jean Monnet Modules
Jean Monnet Centres of Excellence
Jean Monnet Support to Associations
Jean Monnet Networks
Jean Monnet Projects

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1. INTRODUCTION

This document is intended to help applicants for Jean Monnet activities in the framework of the Erasmus+ Programme to find the information they need to complete their applications, and to prepare their projects. It should not be used for any other type of Erasmus+ action types but Jean Monnet activities. In order to prepare and submit an application, applicants need to refer to a range of other documents. Information that is contained in the documents listed below will not be repeated in these instructions, although references are made where appropriate:

The legal base:

Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing 'Erasmus+': the Union programme for education, training, youth and sport and repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC (Text with EEA relevance) (<http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32013R1288>)

This document provides you with the rationale for the Erasmus+ Programme and emphasises its aims and priorities. Applicants are strongly advised to address the needs expressed in this document.

The call for proposals:

Call for Proposals 2018 — EAC/A05/2017- Erasmus+ Programme

http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.C_.2017.361.01.0032.01.ENG&toc=OJ:C:2017:361:TOC

Via this link one can find all documents relevant for the application process, including the official notification of the General call for proposals.

The Erasmus+ Programme Guide:

https://ec.europa.eu/programmes/erasmus-plus/node/62_en

This is a key document covering definitions and rules for all the actions included in the general call for proposals. In this document you will find general information regarding the content and management of the programme. The Erasmus+ Programme Guide devotes a **specific part to the information on Jean Monnet activities (i.e. pages 196 to 225 in the English version, the numbering of pages may be slightly different for the other language versions of the Guide)**. You should not attempt to make an application without referring to the relevant sections of the last version of the Erasmus+ Programme Guide! It is structured as follows:

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Abbreviations

Introduction

Part A – General information about the Erasmus+ Programme

Part B – Information about the actions covered by this Guide

Part C – Information for applicants

Annex I

Annex II – Dissemination and exploitation of results

Annex III – Glossary of Terms

Annex IV – Useful references and contact details

This text provides the complete funding framework including rules relating to project budgets, explanations on the assessment procedures and information on dissemination and exploitation strategies. This document also provides information on the different **eligibility, exclusion and selection criteria** that are applied to each application through the selection procedure.

The e-form user guide:

The *e-form user guide* is published alongside the e-form in the call for proposal website.

This is a technical user guide that you will need to follow to ensure that you both register your organization and complete the electronic application form correctly and under optimal conditions.

Issues like technical requirements, character limits, uploading of document, submitting and validating the application, etc. are carefully elaborated in this document. Also, who to contact in case of technical problems are encountered.

2. ABOUT THE CALL, THE APPLICATION PROCEDURE AND THE SELECTION PROCEDURE

2.1 Innovations introduced for the Erasmus+ Programme

As from the Selection year 2014 -when the Erasmus+ Programme started its lifespan 2014-2020, replacing the former Lifelong Learning Programme LLP 2007-2013 -, a number of changes affects the preparation of applications:

- **Registration of all organisations in the participant portal:** all applications will continue to be made by e-form plus the three compulsory annexes. However, all organisations involved in activities of the Erasmus+ Programme need to be registered (or will need to first register) in the participant portal described in the e-form user guide mentioned above. Organisations which have applied for the EU research programmes are already in the participant portal.
- **Unit cost, lump sums and flat rates:** in the framework of the Erasmus+ Programme, there has been a considerable simplification in the rules regarding project budgets and increased use of unit cost, lump sums and flat rates replacing for some actions real cost budgeting. For Jean Monnet activities, the flat rate system is used for most of the action types.
- **Award criteria and scoring mechanism:** there has been a harmonisation of award criteria and scoring mechanisms across the Erasmus+ Programme.

2.2 Presentation and organisation of these instructions

The purpose of this document is to offer guidance on the content of the application package, the application procedure and the rules that must be respected. It does not replace the specific "e-form user guide" that is aimed at providing guidance on the technical aspects of completing and submitting the e-form, including details of the e-form technical helpdesk to answer any technical questions that applicants may have.

The detailed instructions you are reading now follow the same order as the application package itself. Applicants who do not refer to these notes or who do not follow the instructions and guidance in them, risk submitting an incomplete or incorrect application, and therefore significantly reducing the chances of their application being successful.

2.3 Contents of the application package

The application package must be downloaded from the EACEA's website https://eacea.ec.europa.eu/erasmus-plus/funding/jean-monnet-activities-2018_en and consists of the four elements below:

- **E-form**
- **Detailed Project Description** (Word document)
- **Budget tables** (Excel document)
- **Declaration of Honour** (a pdf copy of the document properly completed, dated, stamped and signed by the applicant's legal representative)

The content of the application package's documents is summarised here below. Each of these must be completed and submitted as instructed for the application to be acceptable.

E-form (administrative and general information):

(are compulsory fields)*

Cover page Erasmus+ Jean Monnet 2018, with the following fields:

- Programme
- Key action
- Action
- Action type
- Call for proposals
- Deadline for submission
- Project title*
- Project acronym*
- Language used to complete the form*.

List of partner organisations

Part A: Identification of the applicant and if applicable other organisation(s) participating in the project

- A.1. Organisation
- A.2. Person responsible for the management of the application (contact person). Here you are encouraged to refer to the Academic Coordinator/Holder of your project.
- A.3. Person authorised to represent the organisation in legally binding agreements (legal representative). The legal representative should be the same person who signs the Declaration on Honour mentioned above in this section 2.3.

Part B: Description of the project

- B.1. Summary of the project.
- B.2. Objectives, target groups and topics addressed
- B.3. Dates and languages
 - B.3.1. Dates and duration of the project

B.3.2. Language for grant agreement and communication with the agency

B.4. Budget

Part C: Additional information

C.1. Subject Areas

C.2. Number of hours per academic year / Details for the Chair Holder, the Module leader or the Person responsible for the management of activities for the other action types.

C.3. Number of students per academic year

For some action types:

C.4. *for example "Additional Activities" in the case of a Jean Monnet Chair or "PhD Posts" in the case of a Jean Monnet Module. See specific heading for each action type.*

Compulsory Attachments to the e-form

"Detailed description of the project" in WORD format (doc, docx, odt)*/

Part D. Characteristics and relevance

D.1. Why does your organisation wish to undertake this Action?

D.2. Relevance of the proposal to the specific objectives of the Action

Part E. Participating organisations – teams

E.1. Aims and activities of the organisation

E.2. Other EU grants

E.3. Operational capacity: Skills and expertise of key staff involved in the project

Part F. Design and implementation of the proposal

F.1. Work Programme

F.2. Work plan and specific activities

F.2.1. Specific Activity: TEACHING (*If applicable. Not for Support to Associations*) (*TEACHING/TRAINING for Networks or Projects*)

F.2.2. Specific Activity: DELIVERABLES

F.2.3. Specific Activity: RESEARCH (*If applicable*)

F.2.4. Specific Activity: EVENTS

F.3. Methodology

Part G. Impact, dissemination and exploitation

G.1. Expected impact of the project

G.2. Dissemination and exploitation strategy

G.3. Quality control and Monitoring

Part H. Curriculum Vitae and full list of publications

Detailed "budget" tables in EXCEL format (xls,xlsx, ods)*

These are standard Excel tables containing details of the planned expenditure and revenues. Please note that there are two financing systems in support of successful Jean Monnet

proposals: the "*Flat rate financing system*" for Jean Monnet Chairs, Modules and Projects and the "*Budget-based financing system*" for Jean Monnet Centres of Excellence, Networks and Support to Associations.

For Jean Monnet proposals, the respective compulsory Excel budget tables need to be added to the e-Form, together with the other 2 compulsory attachments as described above (Description of the project) and below (Declaration of honour).

"Declaration of honour" by legal representative of applicant organisation (applicant organisation only) (PDF)*

This document needs to be completed, dated, signed, stamped and scanned (only in PDF format) and attached to the e-form.

If any of the above 4 parts of the application package are not submitted, not complete or their format is modified or self-created by the applicant, the application may not be accepted.

The same applies if the declaration of honour is not duly filled in, stamped and signed by the legal representative.

2.4 Deadlines and submission of the application package

Full applications must be submitted according to the instructions in the "e-form user guide", **by 12:00 Central European Time/Brussels time (midday)** on the day of the deadline (**22nd February 2018**).

Once the e-form (with the 3 compulsory annexes uploaded in it) has been submitted, a reference number is automatically generated on the e-form. In addition, a notification message will be sent by e-mail to the **contact person** (i.e. the Academic Coordinator/Action Holder responsible for the management of the project as indicated in the e-form) of the applicant organisation to the e-mail address indicated in the e-form. Please ensure that the presentation of the package conforms to the instructions printed in the call for proposals, notably:

- The application should be completed electronically by computer and submitted online (no paper, no handwritten submissions, or submissions completed using a typewriter will be accepted).
- The application package must be complete as defined in point 2.3 above.
- No information or documents other than the application package can be sent. Any further documents will not be taken into consideration in the evaluation of the application. If need be, type/paste additional information in the "Detailed project description" (word document) after part H.
- No changes to the application can be made after the deadline has expired. However, if there is a need to clarify certain (administrative) aspects, the applicant may be contacted for this purpose.
- Please note the date and time of the online submission. **Applicants are STRONGLY advised to submit their application well in advance of the deadline and to keep proof of the safe arrival of the application in the system.**
- If you experience any technical problems during the submission, please contact the e-form helpdesk (eacea-helpdesk@ec.europa.eu) immediately and in all cases before midday CET on the day of the deadline.
- If you have questions on the content of the e-form and the attachments, please contact the Jean Monnet functional mailbox: **EACEA-AJM@ec.europa.eu**

3. THE APPLICATION PACKAGE - THE E-FORM

Applications must be submitted by e-form for all actions - *Jean Monnet Chairs, Jean Monnet Modules, Jean Monnet Centres of Excellence, Jean Monnet Projects, Jean Monnet Networks and Jean Monnet Support to Associations* -.

The e-form is constructed to ensure that applicants have the greatest chance of submitting an eligible application. Therefore you will find that submission will be impossible unless all mandatory fields of the e-form are completed. Full details are available in the *e-form user guide* (further referred to as "user guide"), which is published alongside the e-form. It is strongly recommended to read the user guide before you start completing the e-form. A lot of processes are explained in detail in the user guide, and without this knowledge you may have problems completing the form.

Before starting to complete an e-form, the participating organisation (all the participating organisations in the case of a Jean Monnet Network) of the application need to be registered in the participant portal. This process is explained in the user guide. Without the proper registration of participating organisations, you will not be able to complete the e-form.

Please choose the e-form of the action you want to apply for from the application e-form homepage available in the call for proposal website.

In a next step, you need to provide the registration code of the applicant organisation (this is the PIC number of your organisation in the Participant Portal). In the case of a Jean Monnet Network, the codes of all organisations participating in your proposal are required. In the latter case, you are also required to identify the applicant organisation (For details, please see the user guide).

Please, note that, **all fields marked with * are mandatory**. This applies for all parts of the form.

3.1 Cover page of the application e-form

Nine fields appear on the cover page of the e-form. The **first six fields are automatically completed**, depending on the action chosen. You should choose a project title that will be meaningful to someone who knows nothing about the content of the project and an acronym. The acronym must not exceed 7 characters. The acronym can contain letters (Latin characters only), numbers and common punctuation marks.

Programme	Erasmus+
Key action	Jean Monnet Activities
Action	e.g. Jean Monnet Modules, or Jean Monnet Chairs, etc.
Action type	e.g. Jean Monnet Modules, or Jean Monnet Chairs, etc.
Call for proposals	EAC/A05/2017
Deadline for submission	22/02/2018 12:00 Central European Time

Project title*	<i>Alphanumeric max 200 Characters</i>
Project acronym*	<i>Alphanumeric max 7 Characters</i>
Language used to complete the form*	Select: English, French or German

The **language used to complete the form** can be chosen from a drop-down list (English, French or German). In the case of a Network, it must be a language that is understood by all members of the consortium. The application form must be completed in **one language only**. For Networks, please do use the same language to provide information on individual partners.

In the case of a Jean Monnet Network, the "List of partner organisations" contains, in addition to the applicant, the list of all the Network's partners. The following list of organisations is completed automatically and provides an overview of the entered information.

List of partner organisations					
Partner no	PIC	Role	Organisation name	City	Country
P1		Applicant Organisation			
P2		Partner Organisation			
P3					

3.2 Part A. Completion of organisation data

Most fields in Part A.1 are completed automatically, based on the information you provided while registering your organisation in the participant portal.

The applicant organisation has to complete the following sections for all participating organisations: In Part A.1, only the field "Type of Organisation" needs to be completed by choosing an available option from a drop-down list. Information on which type of organisations are eligible to apply for Jean Monnet activities are available in the Erasmus+ Programme Guide under the section "Eligibility Criteria" for each Jean Monnet action respectively.

<i>PART A. Identification of the applicant and if applicable other organisation(s) participating in the project</i>
<i>This part must be completed separately for each organisation participating in the project, after they have registered in the EACEA's participant portal</i>

A. 1 ORGANISATION			
<i>Partner Number:</i>	P1	PIC from the Participant Portal	nnnnnnnnn
<i>Role in the application:</i>	Applicant Organisation Partner (only for Jean Monnet Networks)		
<i>Full name of the organisation in Latin characters:</i>	PIC name		
<i>Business name:</i>	PIC Business name		
<i>Status:</i>	PIC Legal form		
<i>Non Profit Organisation:</i>			
<i>NGO:</i>			
<i>Type of organisation*:</i>	To be completed manually from a drop-down list.		
<i>Registration date:</i>			
<i>Registration location:</i>			
<i>Registration country</i>			

Label:

<i>Accreditation type:</i>	<i>Accreditation number:</i>
Erasmus Charter for Higher Education	

This Section will only appear for Jean Monnet Chairs, Modules and Centres of Excellence.

Registered address:

<i>Street name and number:</i>	<i>Postcode:</i>	
PIC Street name, PIC Street number	PIC postal code	
<i>Town:</i>	<i>Cedex:</i>	<i>PO Box:</i>
PIC city		
<i>Country:</i>	<i>Region*:</i>	
PIC country	PIC region	
<i>Internet address:</i>	http:// PIC Internet web address	
<i>Telephone 1:</i>	<i>Telephone 2:</i>	<i>Fax:</i>
PIC Main phone		

In the Section A.2, please complete **the title, family name, first name, department/faculty, role in the organisation and e-mail address** of the person who is responsible for the management of the project (contact person) in your organisation: the «**contact person**» of the applicant organisation is the **academic coordinator/holder** (i.e. the person responsible for the teaching and/or academic activity as well as for the coordination and monitoring of the project activities and for the submission of reports on activities and outcomes). The contact person is the person in the applicant organisation the Agency will be in contact with for the daily management of the project.

If the «**contact person**» has a different address from the registered address of the organisation, please check the corresponding box and provide the address and telephone number. **Please note that unless you tick (check) the box, the address section will be completed automatically with the address of the applicant organisation and you will be unable to enter a different address.**

A.2. Person responsible for the management of the application (Contact person)		
<i>Title*:</i>	<i>Family Name *:</i>	<i>First Name*:</i>
<i>Department/ Faculty</i>		
<i>Role in the organisation*:</i>	<i>E-mail Address*:</i>	

Check this box if the address is different from the address provided in section A.1

Address

<i>Street name and number:*</i>		<i>Postcode:</i>	
<i>Town*:</i>		<i>Cedex</i>	<i>PO Box</i>
<i>Country*:</i>		<i>Region*:</i>	
<i>Telephone 1*:</i>	<i>Telephone 2:</i>	<i>Fax</i>	

Check this box if the Legal representative is different from the person responsible for the management

If the «**contact person**» and the «**legal representative**» are the same person, check the corresponding box above and the data will be automatically copied to the first part of the section A.3. Otherwise, the section A.3 will have to be filled in with the contact data of the **legal representative** of the applicant organisation. The legal representative is the person authorised to represent the organisation in legally binding agreements, he/she must also sign the **declaration of honour** (and the legal entity form which was provided for the registration in the participant portal).

If the application is successful, the legal representative will also be required to sign the grant agreement¹ and other associated documents. If the application is signed by a different person, or if it is discovered in later stages of the selection or during contracting process that the person identified as the legal representative does not have the authority to sign, the application may be declared ineligible: an invalid signature could lead therefore to the rejection of the application.

If the legal representative has a different address from the registered address, please check the corresponding box below to access the fields necessary to provide this information. **Please note that unless you tick (check) the box, the address section will be completed automatically with the address of the applicant organisation and you will be unable to enter a different address.**

A.3. Person authorised to represent the organisation in legally binding agreements (legal representative)		
<i>Title*:</i>	<i>Family Name *:</i>	<i>First Name*:</i>
<i>Department/ Faculty</i>		
<i>Role in the organisation *:</i>		<i>E-mail Address *:</i>

Check this box if the address is different from the address provided in section A.1

In any case, it is compulsory to fill in the field "Telephone 1" in the table below.

Address:

<i>Street name and number*:</i>		<i>Postcode:</i>	
<i>Town*:</i>		<i>Cedex</i>	<i>PO Box</i>

¹ Grant agreements are concluded with beneficiaries from non-EU Member States while grant decisions are concluded with beneficiaries from EU Member States. The latter do not need to be countersigned by the beneficiary's legal representative.

<i>Country*:</i>		<i>Region*:</i>	
<i>Telephone 1*:</i>	<i>Telephone 2:</i>	<i>Fax</i>	

For Jean Monnet Networks only:

In Section A2 for each partner organisation, please indicate the name of the professor who will be in charge of the academic content of the network activities on behalf of the partner organisation.

3.3 Part B. Description of the project

B.1 Summary of the project

For successful applications, this section will be published, as presented below, in compendia etc. You should therefore ensure that it gives a concrete overview of the work your project/ consortium plans to undertake including:

- The reason for your project
- Concise description of the outputs, results and / or products (including where relevant key pedagogical strategies, media used, language versions etc.)
- The impact envisaged

Limit 2000 characters

Part ***B.1 "Summary of the project"***, invites applicants to provide key information on their application. The applicant organisation has to indicate the language of the summary choosing one of the language options. If the applicant chooses an initial language different to English, a text box will appear where s/he must provide the abstract in English in a second version, for dissemination purposes.

For successful applications, this section will be reproduced in the form of an abstract. Applicants should therefore ensure that the text gives a concrete overview of the work the project/consortium plans to undertake following the structure proposed in the form.

Please note that due to database limitations, the indicated character limit should not be exceeded. The provided text will be cut when exceeding the limit.

In Part **B.2 "Objectives, target groups and topics addressed"**, applicants are requested to identify the following elements the application addresses, among those listed:

- Objectives (maximum 2 choices)
- Priority target groups
- Sector that will benefit from the activities/outcomes (from a drop-down list)
- Topics (maximum 3 choices)

Applicants are also required to describe briefly how their project addresses the chosen objectives and target groups (Recommended 5.000 characters)

B.3 "Dates and languages"

In Part B.3.1 the **compulsory start date and end date** are **automatically filled in** according to the action for which you apply, as well as the duration of the action in months. These dates refer to the eligible activity period and may not be modified, **except for "Jean Monnet Projects" (for which you can choose between 12, 18 and 24 months)**. The date range indicated here will define the period, during which costs are eligible for funding, in case your proposal is successful.

According to the Erasmus+ Programme Guide, for Jean Monnet activities, the specific action start and end dates are as follows:

Action type	Start date	End date
Jean Monnet Chairs, Modules, Centres of Excellence, Networks and Support to Associations	01.09.2018	31.08.2021
Jean Monnet Projects (duration between 12, 18 and 24 months)	01.09.2018	31.08.2019, 29.02.2020 or 31.08.2020

The section B.3.2 informs the applicant on **the language** in which the **grant agreement/decision** will be issued if the application is selected for funding. The same language will be used in the official communication from the Agency.

B.4 "Budget summary"

Depending on the action type selected, the budget summary will display either **budget-based** or **flat rate** summary sheets for completion.

Budget-based sheets in the case of Jean Monnet Centres of Excellence, Networks and Support to Associations; and **flat-rate** for Jean Monnet Chairs, Modules and Projects.

- **B.4. "Budget summary" in the case of BUDGET BASED grants (Jean Monnet Centres of Excellence, Networks and Support to Associations):**

Expenditure		
Direct Costs		
Staff Costs		
Travel and subsistence		
Equipment		
Subcontracting		
Teaching Activities		
Other		
Sub-Total Direct Costs	0,00 €	
Indirect costs		
Total Cost	0,00 €	
Revenue		
Grant requested from the European Union		
% of total cost		
Own funding of the members of the consortium		
Other sources of financing		
Total Co-financing	0,00 €	
Total revenue	0,00 €	

The **budget summary** invites applicants to complete the **expenditures and revenues estimated** for their project proposal. This table should be completed only after the Excel budget tables have been completed and validated: the amounts in the Excel budget tables and in the budget summary must be identical.

All budgetary information must be provided in Euro/€ For organisations outside the Euro zone, the official **exchange rates** to be used for the estimation of the budget must be the ones published on the Official Journal of the European Union on the date of publication of the call for proposals EAC/A5/2017 in the Official Journal of the EU.

Error messages will appear where the set % limits are not respected, e.g. subcontracting costs cannot exceed a given % of direct costs as set up in the Programme Guide, etc. Moreover, the EU grant that can be awarded is limited by maximum ceilings for per action type and the maximum percentage of funding.

Please also ensure that total expenditure is equal to total revenue.

- **B.4. "Budget summary" in the case of FLAT RATE (Jean Monnet Chairs, Modules and Projects):**

Total Cost		
Grant requested from the European Union		

In the e-form, only the total costs of the project and the amount of the EU grant requested need to be copied into Section B.4 "Budget" from the compulsory annex Excel budget table.

In the compulsory annex Excel budget table, you are required to indicate only the **number of teaching hours** for **chairs and modules** and the **number of local participants and non-local speakers** (as well as their **travel distance to the venue**) and the **event duration** in days for Jean Monnet **projects**. This information is obligatory. The grant will be calculated automatically. More information on filling in the Excel budget tables can be found in part 4.2 of this document "Detailed budget tables (Excel document)".

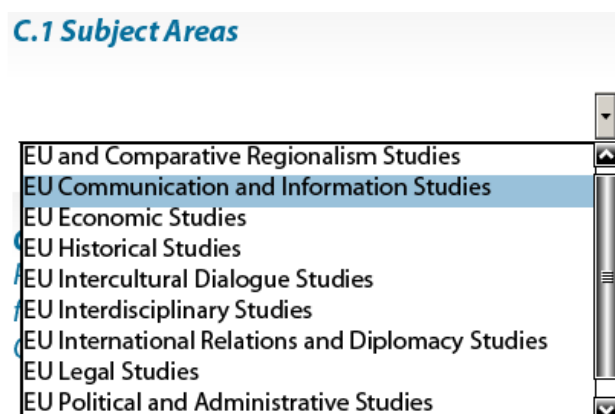
Make sure, the budget amounts in the e-form are identical to those in the compulsory annex Excel budget table.

An error message will appear if any of the compulsory fields are left empty.

3.4 Part C. Additional information

C.1 "Subject Areas"

This section invites applicants to choose the appropriate study area. Only one discipline can be selected. If you think that your project relates to different areas, please choose the discipline **EU Interdisciplinary Studies**.



C.2 "Number of hours per academic year" / Details for the Chair Holder, the Module leader or the Person responsible for the management of activities for the other action types.

In part C.2, please note that **completing these fields is mandatory**. It will not be possible to successfully submit your application if these fields are left empty. For Jean Monnet Support to Associations, the fields for teaching hours are disabled.

Required **minimum number of teaching hours per academic year**:

- for Jean Monnet **Chairs**, **a minimum of 90 teaching hours is required per academic year**. These 90 teaching hours must be **delivered by the Chair holder at the applicant institution**, who cannot be replaced by other members of the teaching staff. Beware that, on top of the minimum number of teaching hours, **the Chair holder is also required to carry out at least one additional activity as described in the Programme Guide**. Additional teaching hours can be delivered by the Chair holder or other key staff members, at the applicant institution or in other institutions. Specific fields are to be filled in in the case of a Jean Monnet Chair to make clear the name of the Chair holder and his/her number of teaching.
- for Jean Monnet **Modules**, **a minimum of 40 teaching hours is required per academic year**. However, a Module can be delivered by several lecturers under the supervision of the academic responsible for coordinating the teaching activities.

C.2 Number of hours per academic year

Please indicate the number of teaching hours per year. This information must be consistent with the financial form (only for Jean Monnet Chairs and Jean Monnet Modules; and if relevant for Jean Monnet Centres of Excellence, Institutions, Networks and Projects).

1st academic year : _____ 2nd academic year : _____ 3rd academic year : _____

For a Jean Monnet Chair:

C.2 Number of hours per academic year:

Please indicate the number of teaching hours per year. This information must be consistent with the financial form

Name of the chair-holder: * :

eMail * : _____ Tel. * : _____

Number of hours of the chair-holder:

1st academic year * : _____ 2nd academic year * : _____ 3rd academic year * : _____

Number of hours of other teachers:

1st academic year : _____ 2nd academic year : _____ 3rd academic year : _____

C.3 "Number of students per academic year"

In part C.3, please note that for Jean Monnet Chairs and Modules, completing these fields is mandatory. It will not be possible to successfully submit your application if these fields are left empty. For Jean Monnet Centres of Excellence, Networks, and Projects it will be possible to fill in the number of students, but it will not be mandatory to complete these fields.

C.3 Number of students per academic year

Please indicate the number of expected students per year (Only for Jean Monnet Chairs and Jean Monnet Modules; and if relevant for Jean Monnet Centres of Excellence, ; Networks and Projects).

1st academic year* : _____ 2nd academic year* : _____ 3rd academic year* : _____

C.4 "Post PhD" for Modules / or "Additional Activities" for Chairs

Under this point:

- Academic coordinators of Jean Monnet Modules need to indicate (by ticking the box) if they are researchers having obtained a PhD degree in the last 5 years.
The Section relates to the fact that up to 20% of the budget allocated to support Modules will be granted to Jean Monnet Modules for which the coordinators are researchers who have obtained a PhD degree in the last five years. This measure will support young researchers starting their academic careers.
- Chair holders have to specify the compulsory additional activities, as described in the Programme Guide. At least one activity per academic year.

This section will be disabled for all other Actions apart from Jean Monnet Modules and Chairs.

C.5 "Institutions and the country where it is established" (only for Jean Monnet Networks)

This section is automatically retrieved from the participant portal and therefore the information will already be completed when you open the e-form. The list contains the names of the partner institutions; however you need to fill in their respective countries.

C.5 "Learning EU at School" (only for Jean Monnet "Projects")

Under this section, applicants for Jean Monnet "Projects" should indicate if they target primary and/or secondary schools.

Attachments

Once parts A, B and C have been completed **you must upload to the e-form the 3 compulsory attachments:** a) the **description of the project** in WORD format, b) the **detailed budget tables** in

EXCEL format, and c) the **declaration of honour** by the legal representative of applicant organisation.

Please ensure also that the amount of the EU grant requested in the declaration of honour is identical to the amount indicated in the field "grant requested from the European Union" of the e-form's budget summary and in the Excel budget tables.

All 3 compulsory attachments shall be duly completed.

Their templates shall be respected (the applicant shall not modify the templates downloadable from the EACEA call for proposals website nor self-create own templates).

The declaration of honour, duly completed, shall be dated, stamped and signed by the legal representative of the applicant organisation.

An error message will appear if you do not upload these attachments.

Attachments

Description of the project in WORD format (doc, docx, odt) *

Attach a document

Detailed budget tables and Workplan/Workpackages summary chart in EXCEL format (xls, xlsx, ods) *

Attach a document

Declaration Of Honour By Legal Representative Of Applicant Organisation [Applicant Organisation only] (PDF) *

Attach a document

Reference(s) of the application.

This section requests you to indicate if your application is a re-submission of a (similar) application submitted in the framework of a former call for proposals.

If yes, you are asked to provide the references of the previous application.

THE APPLICATION PACKAGE - COMPULSORY ATTACHMENTS

3.4 Detailed Project Description (Word document)

This part of the application package is designed for the detailed description of the project's content. Contrary to the e-form, it is operated in “**Word Document Format**”.

There are 3 different Word documents available for the detailed project description, as follows:

- *one for modules, chairs and centres of excellence;*
- *another one for support to associations,*
- *and a third one for the networks and the projects.*

All three forms are available in **English, French or German**.

This form must be completed in only one EU official language.

All text fields **in all sections are obligatory**. To add new tables, please use the copy-paste function of your computer.

The **maximum number of characters** is indicated under each section. This limit must be respected in order to avoid potential problems during the submission of your application. The maximum capacity of the application package (e-form + attachments) is 5 MB.

Please do not make any changes either to the format or to the layout of this part of the application package (e.g. do not change the order of the sections, do not add any new sections, etc.)

Eligible applications will be assessed on the basis of the **4 award criteria** (*1. Relevance of the project, 2. Quality of the project design and implementation, 3. Quality of the project team, and 4. Impact and dissemination*), taking into account the objectives and outcomes defined for Jean Monnet activities in the Erasmus+ Programme Guide. Therefore, the applicant must ensure that the information contained in the detailed project description addresses all 4 award criteria.

The numbering of the different parts and sections of the detailed project description forms is a continuation of the numbering of the e-form; i.e. D, F, G, and H.

Part D "Characteristics and Relevance"

Please ensure that the information provided in this section covers the specific criteria and objectives relating to Jean Monnet action types (see the relevant sections of the Erasmus+ Programme Guide)

D.1 "Why does your organisation wish to undertake this Action?"

Under this point, you should detail for **all types of Jean Monnet activities** the rationale behind the proposal and the need for the project identified at your institution. Please provide information on the concrete project objectives, planned activities, the outcomes and the impact on your institution and at local/national and international level. (Recommended 4000 characters)

For **Jean Monnet teaching activities (Modules, Chairs and Centres of Excellence)**, please also describe the current state of play of European integration studies at your institution and in your country, in particular if your institution/country is new to the Jean Monnet action. This section should show the academic added value in the area of European studies and how the project will contribute to the promotion of European studies at your university and at local/national and international level.

Please also explain the specific elements within your proposal which make it "new" to the Jean Monnet action in terms of academic content, applicant country, institution or title holder, methodologies, technologies (e.g. offer of Open Educational Resources – OER) and disciplines.

For **Support to Associations**, academic added value should be demonstrated and the proposal should show how the Association will become a multiplier and reference point for the European Union subject areas covered. The application should show the project's impact at national and/or international level.

For **Networks**, please elaborate on how the partnership creates academic added value and promotes European Union studies at a multinational level. Please specify how the Network will become a reference point and a multiplier for the European Union subject areas covered and the impact this will have at international level.

Please identify how the Network will involve young researchers and a new generation of teachers in EU related subjects.

For **Projects**, please indicate which type of activity your proposal covers ("Innovation", "Cross-fertilisation" or "Spread content") and to which identified needs it responds. The project's impact on the educational level and/or civil society should be described.

D.2 "Relevance of the proposal to the specific objectives of the Action"

Please tick the box(es) indicating the general objective(s) of the Erasmus+ Programme for Jean Monnet activities and the objective(s) of the specific Jean Monnet action that are addressed by your proposal (several boxes can be ticked). The relevance of your proposal to these selected objective(s) should be described further in the relevant text boxes. (Recommended 6000 characters)

Part E "Participating Organisations - Teams"

For Jean Monnet Networks, this part must be completed separately by each organisation participating in the project (minimum three partners (including the applicant institution) from three different countries): *Partner number – P1 (i.e. the applicant), P2, P3, ... Pn*

For Jean Monnet Projects the involvement of partners in the proposed activities depends on the kind of action selected.

E.1 "Aims and activities of the organisation"

The description in this section should provide a brief presentation of the organisation and the operational/financial management of the activity within the context of the organisation.

For Networks this section should also include a description of the organisation's role within the Network.

Insert a partner number for each partner organization (starting with P1 for the applicant organisation, followed by P2-Pn, respecting the same order used in the e-form), and indicate the name of each organization in the text field. The Network must involve a minimum of three participating institutions from three different countries. (Recommended 2000 characters)

E.2 "Other EU grants"

In this section you are requested to provide two types of information:

1. First Table

Data concerning **funded projects** in the framework of EU programmes (and in particular the Jean Monnet Activities) in which your organisation has participated as the **contracting organisation** during the **last 3 years**.

2. **Second Table**

Data concerning **applications** submitted under the current Erasmus+ Programme call for proposals.

This section serves a twofold purpose: providing statistical information and identifying cases of potential double financing (i.e. the same activity co-funded by separate EU sources).

Please note: for organisations **receiving an EU operating grant, indirect costs are ineligible under grants for a specific action/project also co-funded by the European Union (e.g. a grant for Jean Monnet activities).**

E.3 "Operational capacity: Skills and expertise of key staff involved in the project"

In section **E.3** you are expected to describe the "Operational capacity: skills and expertise of key staff involved in the project". This table should include a summary of the specific expertise, especially in the area of European Studies, of each of the key staff involved in the project. In the spaces provided you should insert the names of all key staff members and then summarize each individual's skills/experience where relevant to the project domain.

Please also present in general terms how the professional background of the person(s) in question relates to the subject of European integration studies by outlining high quality achievements in this field.

For *Networks*, please refer to the key persons of each partner organisation.

Assessment of the academic profile of key staff members

Please note that for each key staff member a curriculum vitae and list of relevant publications must be provided (see model at section H). In this section (E3) you must also provide a list of the 6 most relevant recent publications for each key staff member by completing the table foreseen (please indicate ISBN numbers where available). Please also indicate 3 of the most relevant recent teaching experiences for the same staff members, copying and pasting more lines as required. This information is mandatory and will provide the experts with the information required to assess your proposal against award criterion "Quality of the project team".

This section should be completed in the same language as the rest of the application package (and not, in the case of *Networks*, in the languages of the respective partners).

For networks, please note, in addition:

- Each organisation participating in the project consortium (applicant and partners) must complete separately Part E.1 of the form. The name of each organisation must be indicated in accordance with the respective partner number. The information regarding key staff members should be provided for all partners.
- Filling-in the form for each partner should be done by copy-pasting the respective boxes in sections E.1 and E.3 respecting the number of each consortium member provided in the e-form.
- The number allocated to each organisation (P1, P2, P3, etc.) should be used where required, throughout the whole form, respecting the same numbering of partners used in the e-form.

Part F "Design and implementation of the proposal"

F.1. Work Programme

Under this point you should provide an overall summary of the activities proposed in the work programme and give an overview of the phases for the preparation, implementation, evaluation, follow-up and dissemination. (Recommended 6000 characters)

For Networks, there is an additional section, where you should describe the design and management of the Network activities including details of the communication channels between the partners.

For Projects, there is a specific section focusing on the management of activities as well as the interaction and relations with the participants, stakeholders and other target groups.

F.2 Work plan and specific activities

In this section you are required to describe the activities of your work programme in terms of the four specific target activities:

- F.2.1 TEACHING (not applicable to proposals for Support to Associations) / TRAINING
- F.2.2 DELIVERABLES (outputs/products, results)
- F.2.3 RESEARCH
- F.2.4 EVENTS (conferences, workshops, roundtable debates, webinars, etc.)

General remarks

a) Required minimum number of teaching hours per academic year

- For Jean Monnet **Chairs a minimum of 90 teaching hours is required per academic year** (i.e. a minimum of 270 teaching hours for the 3-year project duration). The teaching hours must be delivered by the Chair holder, who cannot be replaced by other members of the teaching staff. However, other teaching staff members (including guest lecturers) may contribute to teaching hours over and above the required minimum of 90 teaching hours per academic year to be delivered by the Chair. Beware that, on top of the minimum number of teaching hours, the Chair holder is also required to carry out at least one additional activity as described in the Programme Guide.
- For Jean Monnet **Modules a minimum of 40 teaching hours is required per academic year** (i.e. a minimum of 120 teaching hours for the 3-year project duration). However, the teaching activities of a Module can be delivered, under the supervision of the academic responsible for coordinating the Module, by several lecturers (including guest lecturers).

Teaching hours are defined as contact hours in the framework of a lecture/seminar/tutorial. "One to one" meetings (e.g. thesis supervision) do not count as teaching hours.

If the minimum teaching requirement is not respected, the application as a whole becomes ineligible.

Please note that **teaching activities are not required for Networks and Projects** but can be included in the application. For **Networks**, the planned teaching activities must have a **multinational** dimension, involving several partners.

Teaching activities **cannot be included** in an application for **Support to Associations**. This action targets the statutory activities of the applicant association and the publication of European Union facts among a wider public (see the Erasmus+ Programme Guide).

b) Teaching content

Teaching activities can comprise planned **new** courses or already **existing** courses to be delivered within the framework of the proposed Jean Monnet activity.

c) Reference to all associated activities

It is important that **ALL** associated activities are detailed in section F of the application form. Budget calculations for activities under the flat rate financing system will be linked

to the number of teaching hours (Chairs and Modules) and the number of conference participants (Projects), plus an additional "top up" percentage (10% for Chairs and 40% for Modules) as well as a lump sum (25,000 Euro) for Projects.

Moreover, some action types need compulsorily to carry out other activities on top of the teaching hours. (See details in the Erasmus+ Programme Guide for each action type).

F.2.1 Specific Activity – TEACHING/TRAINING

Please note that this table is **not applicable to applications for Support to Associations**.

Beware that **for Jean Monnet Projects, teaching activities are not taken into account in the calculation of the grant. For Jean Monnet Projects, only the information provided in the table "Events" below (F.2.4) will be taken into account in the calculation of the grant.**

Also, the boxes content/choices of this table vary slightly for the different action types; please pay attention to content required in the template for the action type of your project.

Teaching Nr.	Please number each activity	
Title	Provide the title of the teaching activity	
Prof. in charge	Name of the professor/lecturer/teacher actually delivering the teaching activity	
Typology	<input type="checkbox"/> Lecture <u>Example:</u> Professor's presentation to the student audience on a specific topic. <input type="checkbox"/> Seminar <u>Example 1:</u> A course in which the student actively participates by giving oral presentations and for which a certificate may be awarded; <u>Example 2:</u> Class conducted for a small number of students (Tutorial and <u>not</u> thesis supervision). <input type="checkbox"/> Summer course <input type="checkbox"/> Virtual classroom <input type="checkbox"/> Teacher training course	<input type="checkbox"/> Training course <u>Example:</u> Teaching for non-university students in the framework of specialisation courses or upgrading existing knowledge. <input type="checkbox"/> Intensive course <u>Example:</u> a seminar blocked in a limited number of weeks or a summer school <input type="checkbox"/> Distance learning course <u>Example:</u> one of the above-indicated teaching activities using new methodologies, tools and technologies (distance and/or blended learning). In general, in order to increase the impact of the project, the dissemination activities should include the creation and offer of

	<input type="checkbox"/> Continuig education and training activities <input type="checkbox"/> MOOC (Massive Open Online Course)	open educational resources (OER) and involve open educational activities to respond to technological progress.
Description	<ul style="list-style-type: none"> ➤ Objectives, needs, target groups ➤ Methodology of teaching content (teaching materials, ICT technologies, student involvement etc.) ➤ Please describe the teaching content and indicate the amount of hours dedicated to the different phases/subjects. Include a teaching syllabus, if available. 	
Impact	<ul style="list-style-type: none"> ➤ Learning outcomes ➤ Describe briefly how students and other stakeholders can benefit from the teaching activity in the short and long term ➤ Demonstrate how the teaching activity contributes to stimulating knowledge on the European integration process and enhances the visibility of scientific resources and academic activities in this field. 	
N° of hours	Indicate the number of teaching hours to be delivered per academic year (90 hours/year minimum for a Chair, 40 hours/year minimum for a Module). For distance learning courses, please indicate the number of hours specified in the official curriculum of your Institution.	
N° of students	Indicate the number of students expected to participate per academic year	
Discipline of audience	Law, Medicine etc.	
Year/type of study	<input type="checkbox"/> 1 st cycle (Bachelor) <input type="checkbox"/> 2 nd cycle (Masters) <input type="checkbox"/> 3 rd cycle (Postgraduate) Indicate the main target group. If appropriate, tick more than one box.	<input type="checkbox"/> Doctoral studies <input type="checkbox"/> Summer school
Nature	<input type="checkbox"/> Compulsory <input type="checkbox"/> Optional Indicate the course's status within the curriculum i.e. whether it is optional, compulsory, already running or new.	<input type="checkbox"/> New <input type="checkbox"/> Existing
Timing	<input type="checkbox"/> 1 st year <input type="checkbox"/> 2 nd year	<input type="checkbox"/> 1 st semester <input type="checkbox"/> 2 nd semester

	<input type="checkbox"/> 3 rd year	
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F.2.2 Specific Activity - DELIVERABLES

The boxes content/choices of this table vary slightly for the different action types; please pay attention to content required in the template for the action type of your project.

You are reminded that beneficiaries of Jean Monnet grants are required to create and maintain a website for the action, at least during the project lifetime. The website must be kept up-to-date with at least: a description of the project, the contact details of the beneficiary, mention of the European Union's financial support with the relevant logo, and access to all results, as and when they become available. Therefore, you are recommended to plan a website within this section.

Deliverable Nr.	Please number each deliverable	
Title	Provide the title (e.g. Name of the book, DVD etc.)	
Typology	<input type="checkbox"/> Didactic materials <input type="checkbox"/> Learning tools <input type="checkbox"/> Virtual platform <input type="checkbox"/> Website <input type="checkbox"/> Specifically designed learning products for primary and secondary school	<input type="checkbox"/> Database <input type="checkbox"/> CD-Rom/DVD <input type="checkbox"/> Books/other academic publications <input type="checkbox"/> Paper-Brochure-Newsletter <input type="checkbox"/> Other (please specify):
	Please tick only one box and add as many tables as required for the respective deliverables.	
Description	<ul style="list-style-type: none"> ➤ Objectives, needs, target groups ➤ Please provide a brief description of the content 	
Impact	<ul style="list-style-type: none"> ➤ Describe how the users will benefit from the deliverable. ➤ How will the deliverable (e.g. books) be distributed? ➤ Demonstrate how the deliverable contributes to stimulating knowledge on the European integration process and enhances the visibility of scientific resources and academic activities in this field. 	
Language	Indicate the language(s) in which the deliverable will be produced	
N° of copies	Indicate the expected number of copies (if appropriate)	
Estimated date of publication	Indicate the month and the year if the precise date is not known	

F.2.3 Specific Activity - RESEARCH

Research Activity Nr.	Please number each research activity.
Person in charge	Name of the person leading and coordinating the research activity For Networks , please describe the responsibilities and tasks to be performed by each partner within the Network.
Title	Provide the title of the research activity
Description	<ul style="list-style-type: none"> ➤ Objectives, needs, problems/issues to be tackled ➤ Envisaged results and previous research related to the topic ➤ Please outline the different research sub-activities/topics
Methodology	<ul style="list-style-type: none"> ➤ Methodology of research (survey, field research etc.) ➤ Explain how the chosen methodology is expected to lead to the envisaged results.
Impact	<ul style="list-style-type: none"> ➤ Likely impact of the research proposal on this field of research in general. ➤ Transfer of results to other areas, if appropriate. ➤ Show how the research activity contributes to stimulating knowledge on the European integration process and enhances the visibility of scientific resources and academic activities in this field.
Resulting publications	Provide the proposed title and type of publication (e.g. article in a professional journal, monograph, chapter of a publication etc.) and indicate the name of the professional journal or publisher where appropriate.

F.2.4 Specific Activity - EVENTS

The boxes content/choices of this table vary slightly for the different action types; please pay attention to content required in the template for the action type of your project.

Beware that for **Jean Monnet Projects**, only the information provided in this table "Events" will be taken into account in the calculation of the grant. Teaching activities are not taken into account in the calculation of the grant.

Also, for **Jean Monnet Projects**, it is especially important to specify the number of local and non-local speakers involved in the event because this difference has an impact on the calculation of the grant. According to the Programme Guide, non-local speakers are those for whom travel and subsistence costs are incurred. This information must be coherent with the grant calculation sheet (annex to the e-Form)

Event Nr.	Please number each event	
Title	Provide the event title (e.g. name of the conference, seminar etc.)	
Typology	<input type="checkbox"/> Conference <input type="checkbox"/> Webinar <input type="checkbox"/> Workshop <input type="checkbox"/> Roundtable debate	<input type="checkbox"/> Study visit <input type="checkbox"/> Promotional event <input type="checkbox"/> Other (please specify):
Description	<ul style="list-style-type: none"> ➤ Objectives, needs, target groups ➤ Methodology used ➤ Please include a draft programme, if available. Also inform on the premises and the city where each event is to take place. 	
Impact	<ul style="list-style-type: none"> ➤ Expected outcomes ➤ Describe briefly how participants can benefit from the event in the short and long term. ➤ Demonstrate how the event contributes to stimulating knowledge on the European integration process and enhances the visibility of scientific resources and academic activities in this field. 	
Host country	Indicate the country in which the activity will take place	
Duration	Indicate the proposed date and the duration of the event (Example: 02/02/2015-04/02/2015; 3-day event)	
N° of participants	Indicate how many participants and how many non-local speakers are expected to take part.	
N° of speakers (for Projects only)	Locals:	Non-locals:
Target group	<input type="checkbox"/> Teachers <input type="checkbox"/> 1 st cycle (Bachelor) <input type="checkbox"/> 2 nd cycle (Masters) <input type="checkbox"/> Researchers and/or PhD students <input type="checkbox"/> Administrative and other non-teaching university staff You can tick more than one box if appropriate	<input type="checkbox"/> Students/pupils <input type="checkbox"/> Public administrators <input type="checkbox"/> Professional groups <input type="checkbox"/> Civil society representatives <input type="checkbox"/> General public
Timing	<input type="checkbox"/> 1 st year <input type="checkbox"/> 2 nd year <input type="checkbox"/> 3 rd year	<input type="checkbox"/> 1 st semester <input type="checkbox"/> 2 nd semester

F.3 "Methodology"

Section F.3 "Methodology" requires the applicant to elaborate on the methodological approach applied within the activity. This illustrates how the applicant organisation intends to achieve the envisaged objectives, and how the progress of the project activities can be assessed against milestones and measurable indicators. Special attention should be paid to the pedagogical approach, multidisciplinary synergies and openness to civil society. This section will play an important role in the assessment of the award criterion "Quality of the project design and implementation".

Please refer also to section F and explain in general terms how the work programme addresses needs and specify the envisaged overall achievements, impact and results.

For Networks, please explain how the partnership composition fits the activity and how the coordination of activities will be achieved. (Recommended 3000 characters)

Part G "Impact, dissemination and exploitation"

G.1 "Expected impact of the project"

In this section the applicant is requested to specify how the project outputs will affect the addressed target groups (including participating institutions, stakeholders etc.) and how these target groups will be reached and involved while the project is running and after the project is finished. Please also describe how your proposal will stimulate knowledge on the European Integration process and elaborate on the overall expected impact of the project activities at the local, regional, national and European level (including the multinational level in the case of Networks). (Recommended 3000 characters)

G.2 "Dissemination and exploitation strategy"

Please describe how dissemination will be organised in order to ensure that positive results (teaching activities, research and debating outputs) will be made available both within and outside the participating institution(s) during the life of the project and afterwards. Describe what kind of dissemination actions are envisaged in order to make the outcomes available to groups not directly involved in the project. This could include information sessions, training exercises or the involvement of policy-makers not belonging to the immediate target groups. It could also involve the use of new technologies and the creation and offer of open educational resources (OER) to reach a wider public.

Although dissemination and exploitation of results are closely related, they are distinct processes. While the mechanisms for dissemination and exploitation often overlap, dissemination (information provision and awareness raising) can take place from the beginning of a project and intensify as results become available, but full exploitation (mainstreaming and multiplication of results) can happen only when it becomes possible to transfer what has been learnt into new policies and improved practices. Please describe how exploitation activities ensure optimal use of the results.

(Recommended 3000 characters)

G.3 "Quality control and monitoring"

This section refers to the evaluation mechanisms built into the work programme in order to assess the progress of project activities in comparison to the original work plan including the definition of "mile stones" and indicators. (Recommended 3000 characters)

Part H "Curriculum vitae and full list of publications"

The template provided must be completed for each member of the academic staff. Please note that as submission size limitations are very specific (maximum 5 MB for the application e-form including all its attachments), you are requested **not to include photographs or graphics** in the model curriculum.

PERSON RESPONSIBLE FOR THE MANAGEMENT OF THE APPLICATION (Chair holder or Academic coordinator)			
Title		First name	
Surname			Mandatory <input type="checkbox"/> Male <input type="checkbox"/> Female
Department			
Position/Grade/Category			
PhD Title	<input type="checkbox"/> Yes <input type="checkbox"/> No	Accredited to supervise doctoral theses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Address			
Postcode		City	
Country			
Telephone 1	++ /	Telephone 2	++ /
Fax	++ /	Website	
Email			
EDUCATIONAL BACKGROUND:			
Please detail all relevant studies			

WORK EXPERIENCE:
Please include all recent positions which have a direct bearing on European integration studies
PUBLICATIONS:
Please detail all relevant publications
ADDITIONAL INFORMATION:
Please include any other relevant information including awards, titles, honorary positions etc.

4.2 Detailed budget tables (Excel document)

This section provides practical information for the completion of the Jean Monnet budget tables (Excel Workbook) for all types of Jean Monnet actions.

On the basis of the project budget submitted by the applicant organisation, the Agency, when selecting proposals will determine the project's "approved project budget" in accordance with the information provided in the application form, the eligibility of costs and the financial rules (e. g. thresholds for cost categories for budget-based actions).

On the basis of the approved project budget and the applicant contribution, the Agency will determine the EU grant and express it as a fixed percentage of the approved project budget. The maximum EU contribution cannot exceed a given % of the amount of the approved project budget, depending on the type of action. (See the % for each action type in the Programme Guide)

There are **3 different budget table templates** available, depending on the action you apply for. Please **choose the budget table according to your proposal**.

Moreover, please note that **two financing systems** operate in support of successful Jean Monnet proposals:

- **Flat-rate financing system**

Grants for certain action types are calculated according to pre-determined **flat-rate amounts** and **scales of unit costs** for **Chairs, Modules and Projects**.

For Jean Monnet Chairs and Modules the grant amount is determined on the basis of the number of teaching hours (with reference to national teaching cost per hour) and **for Projects** the grant amount is determined on the basis of the number of event days, the number of participants involved in the events (with reference to the national allowance scale per participant) as well as the number of non-local speakers.

- **Budget-based system**

For **Jean Monnet Centres of Excellence, Support to Associations and Networks**, the traditional budget-based approach, linked to eligible costs, applies and grant applications must include a detailed estimated budget in which all costs are presented in Euro.

Please read the Section "What are the funding rules" available for each respective action type in the Erasmus+ Programme Guide carefully before completing the application form.

Flat-rate financing approach

Applicable to Jean Monnet Chairs, Modules and Projects

The following information provides a practical guide to the completion of the Jean Monnet financial form for applicants presenting proposals for Jean Monnet Chairs, Modules and/or Projects for which the flat-rate funding system is applicable.

For a detailed explanation of the national unit scales for these types of activity please refer to the Erasmus+ Programme Guide.

Teaching activities (i.e. Chairs and Modules)

- Select **the type of teaching activity** concerned i.e. Jean Monnet Chair or Module and the **country** in which the applicant organisation has its legal status. The national teaching cost per hour for this country will be displayed automatically at the top right-hand side of the financial form.
- Indicate the **name of the professor** concerned and the **number of teaching hours** to be delivered per each academic year. Please note that the minimum number of hours per academic year for a Chair is set at 90 hours (270 hours for the three-year contractual period) and for Modules at 40 hours (120 hours for the three-year contractual period).

Total teaching costs will be displayed automatically. To this result is added a '**top-up**' **percentage** of 10% for Jean Monnet Chairs and 40% for a Module in order to take account of the additional academic activities (such as staff costs, travel and subsistence costs, dissemination costs, costs for teaching materials and indirect costs).

The resulting total costs will be subject to the application of **the maximum % of EU co-financing** limit within the boundaries of the **award ceilings** for each type of activity. (See the % for each action type in the Programme Guide)

It is a method of calculation of the grant. Although the teaching hours serve as factor within the calculation of the grant, this does not predetermine the actual use of the total budget which is intended to cover all eligible costs that are necessary to implement the approved activities, as indicated in the application. The same principle as above applies for the 'top-up' percentage, which is part of the calculation method of the grant, but does not predetermine how funds should be used to implement the activity.

Therefore, Jean Monnet grants awarded under this system should be approached as a whole and single amount to contribute to carry out all types of activities planned in the application form, this is the teaching activities and the additional academic activities.

Types of costs that can be covered are staff costs, travel and subsistence costs including costs for invited professors, dissemination costs (publications, website, etc.), costs for teaching material, indirect costs, costs for research etc.

Lump sums, unit costs or flat-rate financing do cover eligible costs, yet are not checked nor paid with reference to eligible costs actually incurred by the beneficiaries. In particular, compliance with the general cost eligibility criteria shall not be verified when receiving interim or final reports; at that stage, the focus should be on the operational side of the project and respect of the agreed methodology.

Projects

- Select the **project duration (12, 18 or 24 months)**
- Enter the **project acronym and title** as well as the title of the event
- Indicate the **number of days** the conference /event will run.
- Select the **country** in which the event(s) take(s) place.
- Indicate the total **number of participants** excluding **non-local speakers** on the first row and in the lines below the number of non-local speakers involved in the proposed event. For non-local speakers please choose the correct line according to the distance that the non-local speakers need to travel to attend the event (the distance indicated refers to the distance from the place of origin to the venue and return). For the calculation of the distance, please refer to the "**distance calculator**", available at http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

A pre-determined mathematical formula is applied to the data submitted resulting in the total cost of all events, which will be displayed automatically at the end of the page on the right hand side of the financial form. A **lump-sum** of 25,000 Euro is then added to take account of complementary project activities such as: academic follow-up of the event, creation and maintenance of the website, design, printing and dissemination of publications, interpretation costs, and production costs.

The resulting total costs will be subject to the application of the **maximum % EU co-financing** limit within the boundaries of the **award ceilings** for this type of activity. (See the % and ceilings for each action type in the Programme Guide)

It is a method of calculation of the grant. Although the number of conferences/events serve as factor within the calculation of the grant, this does not predetermine the actual use of the total budget which is intended to cover all eligible costs that are necessary to implement the approved activities, as indicated in the application. The same principle as above applies for the lump sum, which is part of the calculation method of the grant, but does not predetermine how funds should be used to implement the activity.

Therefore, Jean Monnet grants awarded under this system should be approached as a whole and single amount to contribute to carried out all types of activities planned in the application form, this is the conference/event participants costs and the complementary activities.

Types of costs that can be covered are staff costs, travel and subsistence costs including costs for invited professors, dissemination costs (publications, website, etc.), costs for teaching material, indirect costs, costs for research etc.

Lump sums, unit costs or flat-rate financing do cover eligible costs, yet are not checked nor paid with reference to eligible costs actually incurred by the beneficiaries. In particular, compliance with the general cost eligibility criteria shall not be verified when receiving interim or final reports; at that stage, the focus should be on the operational side of the project and respect of the agreed methodology.

Budget-based approach

Applicable to Jean Monnet Centres of Excellence, Support to Associations and Networks

Overview of individual sheets and cost categories

The Excel Workbook that must be completed and annexed to the e-form consists of the following 8 sheets:

Sheet 1. Consolidated Budget

Sheet 2. Expenditure & Revenue

Sheet 3. Staff Costs

Sheet 4. Travel and Subsistence Costs

Sheet 5. Equipment Costs

Sheet 6. Subcontracting Costs

Sheet 7. Teaching Costs

Sheet 8. Other Costs

General Remarks:

- Certain validation checks need to be undertaken in order to respect rules and thresholds that apply to some of the costs. The aim is to ensure that applicants present correct, coherent and eligible budgets.

The following costs are limited by ceilings/thresholds: for example, subcontracting costs (max 30% of eligible direct costs) or indirect costs (up to a max of 7% of eligible direct costs).

- In sheet 4 (travel and subsistence for staff members) please introduce a forecast amount based on real costs for a trip to the country you are travelling to.
- All figures must be presented in Euro. No currency symbol is required.

- Sheet 2 (Expenditure & Revenue) presents a summary of the financial data that you supply and should be completed after sheets 3 to 8. This is because some of the data of sheets 3 to 8 flows through into sheet 2 automatically.
- ***For Networks: the respective sheets require a specification per Partner, therefore the number(s) of the partner(s) concerned must be clearly indicated and must respect the numbering of the partners in the eForm.***

Sheet 2 - Expenditure & Revenue

The Expenditure & Revenue Table is partially automatically populated with the data from the other completed sheets in the workbook. Indirect costs, the EU grant requested, the Applicant's own funding and other sources of funding (if applicable), yellow columns, must be entered manually.

Sheet 3 - Staff Costs

By 'staff assigned to the work programme' it is understood the permanent or temporary staff **employed by the Applicant organisation/Partner**.

Staff not employed by the applicant organisation/partner should be listed in the Sheet 8 "Other cost"

The total number of working days must be **consistent** with the total number of days that are indicated in **section F** of your application form.

Staff costs

- comprise actual salaries plus social security charges and other statutory costs included in the staff's remuneration;
- shall not exceed the average rates corresponding to the usual remuneration policy of the beneficiary comprising actual salaries plus social security charges and other statutory costs included in the remuneration. **Non statutory costs** such as bonuses, lease cars, expense account schemes, incentive payments or profit-sharing schemes **are excluded**.
- must be the actual costs **incurred by the beneficiary (in the case of Networks, incurred by the eligible project partners)**. Staff costs of other organisations are not eligible.
- The applicant organisation defines the category of staff and the number of days to be worked on the project in relation to the Action and the work programme.

Concerning the functions/roles of the staff, **four categories** above are defined as follows:

- **Manager**
- **Researcher, Teacher, Trainer**
- **Technical staff**
- **Administrative staff**

Staff members can devote working time for the project under different roles above, thus their working time shall be split under the different roles concerned.

Therefore, staff costs for the **teaching activities carried out by a staff member** (i.e. a person who is employed by the applicant organisation/partner) shall be indicated in this Sheet 3 under the category "Researcher, Teacher, Trainer" and not in Sheet 7 "Teaching costs"

Please note that costs related to persons working through **subcontracting** shall be included under the appropriate budget heading (Subcontracting costs). Staff members are not allowed to operate under a subcontract for the project.

Sheet 4 -Travel and Subsistence Costs

Only for cost related to people indicated in Sheet 3 "staff costs", i.e. only for staff member as defined above.

Please note that travel and subsistence costs for non-staff members are to be declared in Sheet 8 (Other Costs)! Example: A professor invites speakers for a conference, related travel and subsistence costs go under "Other Costs" (Sheet 8).

Please complete a row for each major country-based event or activity that will incur travel and subsistence costs and always provide the details of the purpose of the journey.

The Agency will check for consistency between the budget and Part F and it is important that these descriptions relate clearly to a specific activity of the application form.

Travel costs

- for staff taking part in the project are taken into consideration, provided that they are in line with the partner's usual practices on travel costs. Costs may be claimed only for journeys directly connected **to specific and clearly identifiable project-related activities**.
- Reimbursement must be based **on real costs**, irrespective of the means of travel chosen (rail, bus, taxi, plane, hire car). Partners are required to use **the cheapest means** of travel (e.g. use Apex tickets for air travel and take advantage of reduced fares, where this is not the case then a full explanation should be provided).
- The travel cost for a journey should **include all costs** and all means for travel from the point of origin to the point of destination (and vice versa) and may include visa fees, travel insurance and cancellation costs.

Subsistence costs

For subsistence costs for staff taking part in the Activity to be eligible, they need to be in line with the Beneficiary's usual practices on travel costs. Moreover, please note the following points:

- Reimbursement must be based on the existing internal rules of the partner organisations, which may be calculated on an **real costs** (reimbursement of receipts) **or on a daily allowance basis**.

- In either case, proof of attendance and overnight accommodation will be required to substantiate declared costs.
- Subsistence rates cover accommodation, meals and all local travel costs (but not travel costs incurred to travel from point of origin to point of destination; Example: Bus ticket to go to the departure airport).
- A full day normally includes an overnight stay. A pro rata reduction for accommodation must be applied without an overnight stay.
- A corresponding reduction must be applied if accommodation, meals and local travel costs are provided for by a third party.

Sheet 5 – Equipment Costs

The total costs for equipment **may not be more than 10% of the total direct costs of the project**. Each item of equipment or group of similar items (e.g. equipment with similar specifications) should be described and justified in a separate row on the worksheet. Note in particular that PCs / laptops cannot be included under this heading if they were purchased before the start of the project or if they are related to the administration of the project. In these cases, they form part of the Indirect costs (see below).

The usage rate relates to the amount of time the equipment concerned will be used on the project. It should be expressed as a percentage e.g. if it is to be used exclusively for the project, 100 should be entered. If it is to be used half time on the project and half time for other work, 50 should be entered.

The depreciation rate is the total depreciation rate based on the lifetime of the project. Applicants therefore need to ensure that they consult with the financial services of their organisations to ensure that the budget tables reflect national legislation/rules.

An item is generally depreciated over 3 years (annual depreciation rate of 33,33%). In this case, if you apply for a 1-year project, you should enter 33,33; for a 2-year project you should enter 66,66; for a 3-year project you should enter 100.

If the equipment is to be rented rather than purchased – a fact that should be noted in the justification field – you should set the depreciation rate at 100.

Sheet 6 – Subcontracting Costs

The total costs for subcontracting cannot exceed 30 % of the total direct costs of the project!

Costs entailed by procurement contracts for the purposes of carrying out specific and limited work for the project, may be considered eligible when awarded to an external body,

organisation or individual (only if not employed by the Applicant *or any of the eligible Partner organisations in the case of Networks*). This may include work such as website installation, translation, interpretation and printing.

The management and the general administration of the project may not be subcontracted.

Costs are based on a verifiable estimate or, if the subcontractor is identified, on the basis of an offer. The estimate/offer will cover all costs (i.e. staff costs plus travel costs, etc. incurred by the subcontractor).

The beneficiary shall award these "subcontracting contracts" to the tender offering best value for money or, as appropriate, to the tender offering the lowest price. In doing so, it shall avoid any conflict of interests

Where the value of a contract awarded by the beneficiary/partners exceeds EUR 60.000, the beneficiary shall abide that national rules with regard to procurement apply

Sheet 7 - Teaching Costs

Normally this cost category only applies, in duly justified cases, to applications for Centres of Excellence and Networks (not for Support to Associations).

In any case, only costs for **non-staff members** (as described above in the section for Sheet 3 "Staff costs") can be included here; those costs related to teaching activities carried out by staff members shall go under sheet 3 "staff costs" as described in the respective section above.

The national hourly teaching costs should be based on the usual practice of remuneration of the Organisation. The total number of teaching hours must be consistent with the total number of hours that are indicated in section F.1 of your application form.

Please note that *no* teaching costs can be declared for Jean Monnet Associations.

Please note that the number of teaching hours indicated in the budget table must be equal to or less than those indicated in F.1 but under no circumstances higher!

Sheet 8 – Other Costs

Costs falling under this category are eligible if:

- They arise directly from requirements imposed by the grant agreement/decision (publication and dissemination costs, specific evaluation of the project, audits*, translations, reproduction, website, etc.), including the costs of any financial services (especially the cost of financial guarantees).
- They involve **travel and subsistence costs for non-staff members** (e.g. conference participants, speakers). When travel and/or subsistence costs are reimbursed to third parties (i.e. for the costs of people who are neither staff of the Applicant institution or *of the eligible partner organisations in the case of Network partners nor subcontractors*) the rules applicable to the reimbursement of travel and subsistence costs apply. **You are thus requested to specify the costs for each person individually for travel and subsistence**

Example: Professor Kepler invites a speaker (Professor Kaunas) to a conference in Germany for two days. Costs: Travel costs for the ticket 120 Euro, foreseen subsistence costs 180 Euro per day.

6. ESTIMATED Other and Production costs	
Description and justification	Total costs
Prof Kaunas (Key note speaker Conference)	
Travel and Subsistence Costs (2 days/ nights + flight)	480 €
TOTAL Other costs	480,00 €

- They involve Communication and Postage Costs directly linked to the project

Costs which are not covered by the other categories are also considered as other costs. Some examples are: one-off costs for press releases and publicity, purchase of copyrights and other Intellectual Property Rights, purchase of information materials (books, studies and electronic data), conference fees, meeting registration costs, rental of exhibition space, etc.

All costs related to the administration of the project e.g. consumables, supplies, photocopying costs, telephone costs, internet access, paper, etc., are covered by the indirect costs of the project!

**Audits: You are reminded that beneficiaries of budget-based EU grants of more than EUR 60.000 are required to submit an "Audit certificate type I" with the final report. The costs related to this audit must be recorded under the budget heading "Other Costs". Guidance on and templates for the "Audit procedure type I" are available on the EACEA website https://eacea.ec.europa.eu/about-eacea/document-register_en*

Indirect Costs

Eligible indirect costs for the project are those costs which, with due regard for the conditions of eligibility described above, are not identifiable as specific costs directly linked to performance of the project but which can be directly attributed to the project as having been incurred in connection with the eligible direct costs for the project. They may not include any eligible direct costs.

The indirect costs of the project eligible for EU funding are covered by a flat rate amount set at a **maximum of 7%** of the total amount of **eligible direct project costs**.

Examples of indirect costs are:

- All costs for equipment related to the administration of the project (e.g. PCs, portables, etc.);
- Communication costs (postage, fax, telephone, internet access, mailing, etc.);
- Infrastructure costs (rent, electricity, etc.) of the premises where the project is being carried out;
- Office supplies;
- Photocopies.

Please note: Indirect costs shall not be eligible under a project grant awarded to a beneficiary who already receives an operating grant from the EU during the period in question.

Maximum EU Funding

EU grant: as the total grant amount is **limited to a given % of the value of total eligible costs**, applicants must ensure that the respective % threshold is not exceeded and that **the maximum ceiling for the respective activity is respected**. (See the % and ceilings for each action type in the Programme Guide).

According to the principle of co-financing, the EU funding must be complemented by a contribution from the beneficiary (and partners in the case of Networks) and/or other sources. Where the project budget includes sources other than the contribution made by the beneficiary/partners, then these other sources must be identified in the "specification" field.

Your budget must always be balanced. The total project expenditure must be equal to the total project revenue.

Validation of the Excel Workbook Tables

When the workbook is finalized, please attach it to the e-Form. Complete the Budget Summary of your e-form along with the total grant requested in the Declaration of Honour.

➤ Budget General Checklist:

- Numbers provided in Euro
- Total project expenditure must be equal to the total project revenue.
- Total costs for equipment cannot exceed 10% of the total direct costs of the project
- Total costs for subcontracting cannot exceed 30% of the total direct costs of the project
- Total indirect costs cannot exceed 7% of the total direct costs of the project
- Total requested EU grant cannot exceed the % of the total project expenditure indicated in the Programme Guide for each action type
- Maximum ceilings respected

Please note: Applications that are submitted without the duly completed Excel budget form are ineligible.

4.3 Declaration of honour (to be attached only PDF format)

The Declaration of honour shall be **filled in, stamped and signed by the legal representative** of the applicant organisation, then **scanned in a pdf format and attached to the e-form**.

This document certifies that all information contained in the application, including the project description, is correct, to the best knowledge of the person identified as legal representative of the applicant organisation, who is familiar with the contents of the application form and annexes.

The Declaration confirms that the applicant organisation has the financial and operational capacity to complete the proposed project.

The legal representative of the applicant organisation takes note that, under the provisions of the Financial Regulations applicable to the general budget of the European Union, grants may not be awarded to applicants who are in any of the situations defined in the “exclusion criteria”.

Please note that **the total EU grant amount requested (and not the total amount of the budget)** indicated in the declaration of honour must correspond with that indicated in the e-form (section B.4) and in the Excel budget tables that shall compulsorily be attached to the e-form.

The template for the declaration of honour is downloadable from the Call for Proposal page in the EACEA website.