



**TECHNISCHE
UNIVERSITÄT
DRESDEN**

European Project Center (EPC)

Applying successfully in EDULINK

Nairobi, 02. December 2006

Content

1. Professionell handling of EU granted projects at EPC

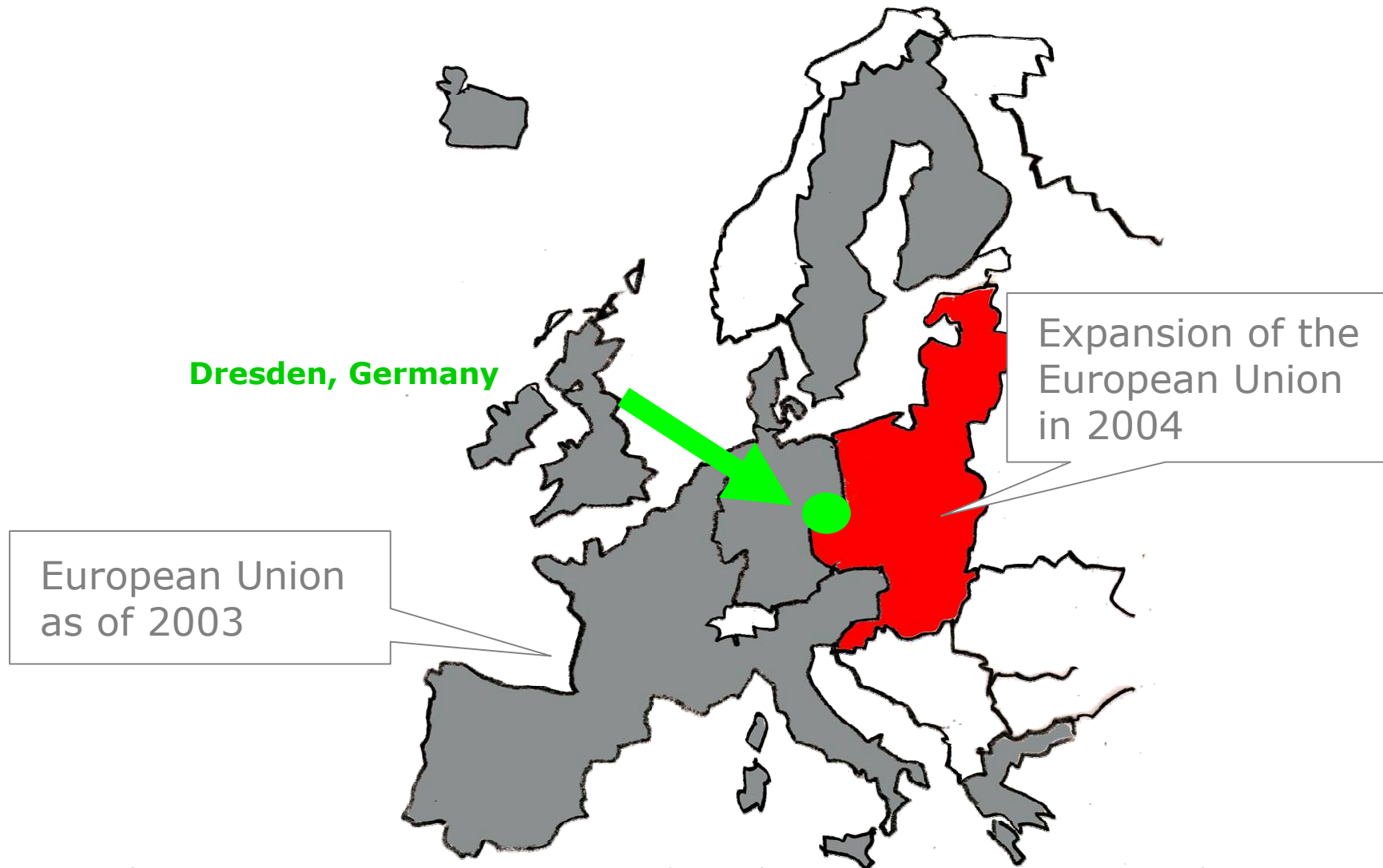
- Facts & Figures of TU Dresden & EPC
- Project areas and project volume

2. Applying successfully for EU grants

- General application procedures
- Do´s and Dont´s
- Detailed practical approach on EDULINK application forms

1. Professionell handling of EU granted projects at EPC

- Facts & Figures of TU Dresden & EPC
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World Cultural Heritage 2004



Source

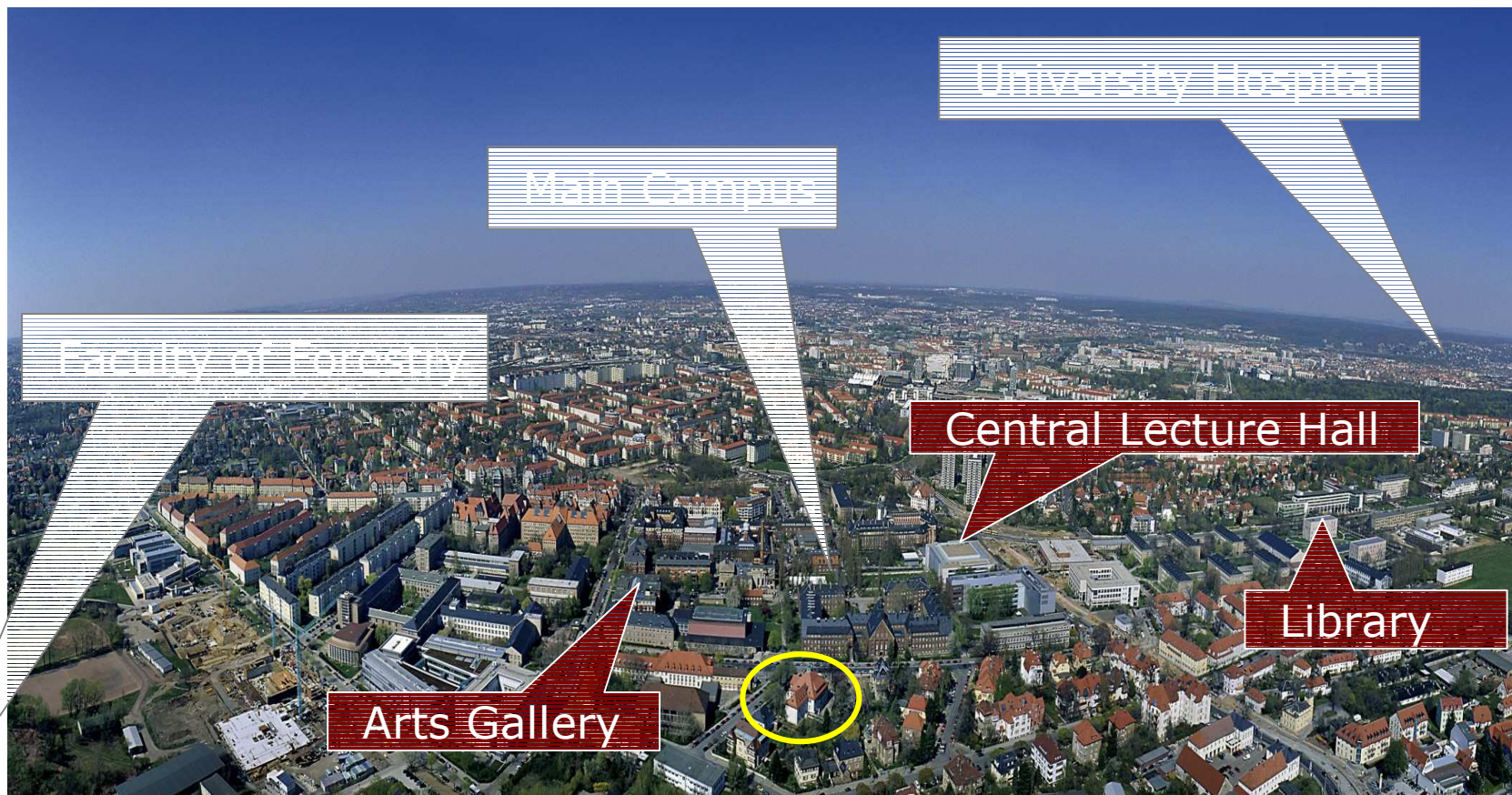


Surrounding Landscape

» Elbsandsteingebirge «



has 14 Faculties with 34.993 Students
with a total of 8.000 employees on three main sites



175-year History: Technical College → Full-Scale University

1828:
Technische
Bildungsanstalt
im
Brühl'schen
Pavillon

1871:
Königl.-Sächsisches
Polytechnikum

1890:
Königl.-Sächsische
Technische Hochschule

1961:
Technische Universität
Dresden

1990:
Strukturelle und personelle Erneuerung
zur Volluniversität mit 14 Fakultäten



Full-Scale University since 1990

Natural Sciences

Fakultät Mathematik und Naturwissenschaften mit den Fachrichtungen

- Mathematik
- Physik
- Chemie und Lebensmittelchemie
- Psychologie
- Biologie

Humanities & Social Sciences

Philosophische Fakultät
Fakultät Sprach-, Literatur- und Kulturwissenschaften

Fakultät Erziehungswissenschaften

Juristische Fakultät

Fakultät Wirtschaftswissenschaften

Engineering Sciences

Fakultät Informatik
Fakultät Elektrotechnik und Informationstechn.

Fakultät Maschinenwesen

Fakultät Bauingenieurwesen

Fakultät Architektur

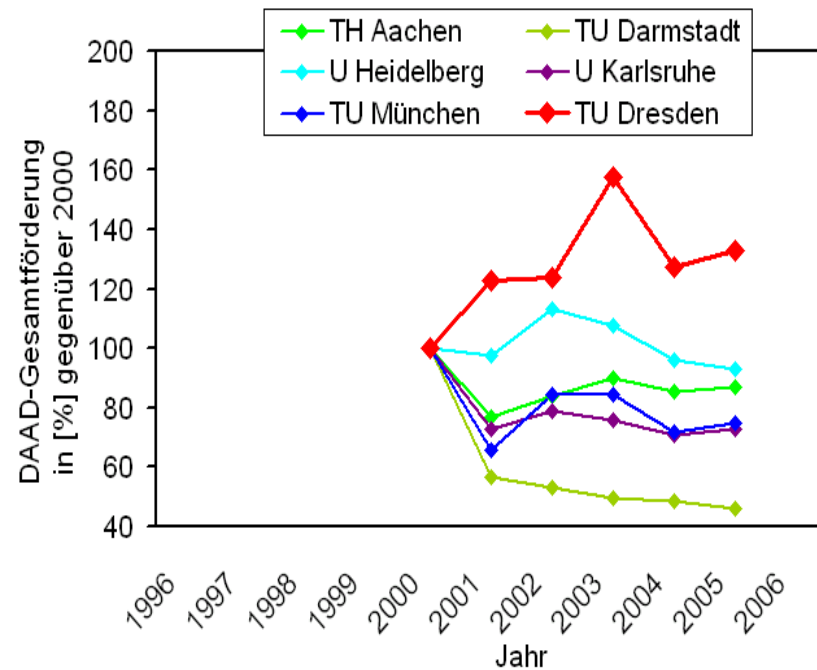
Fakultät Verkehrswissenschaften „Friedrich List“

Fakultät Forst-, Geo- und Hydrowissenschaften

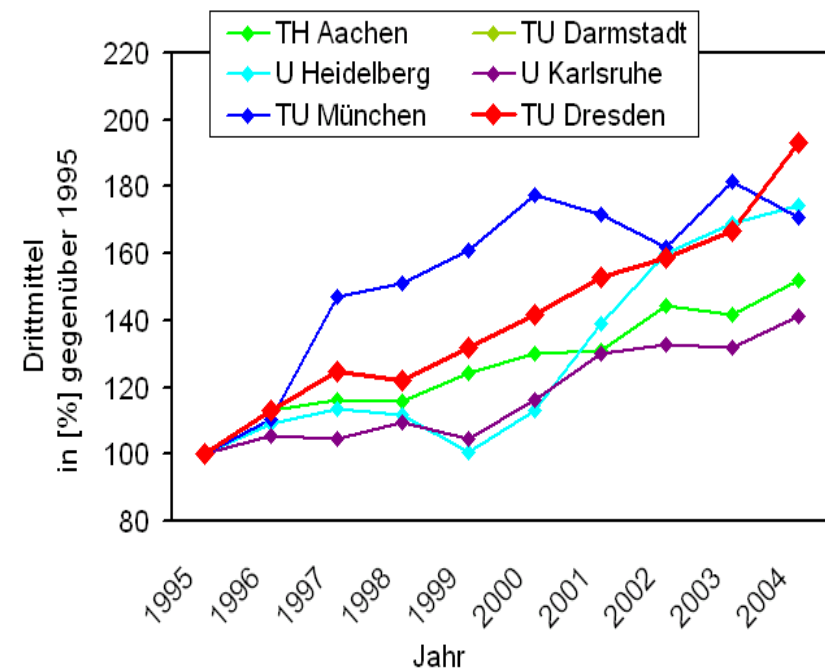
Medical School

Medizinische Fakultät
Carl Gustav Carus

DAAD Grants



Third Party Funds

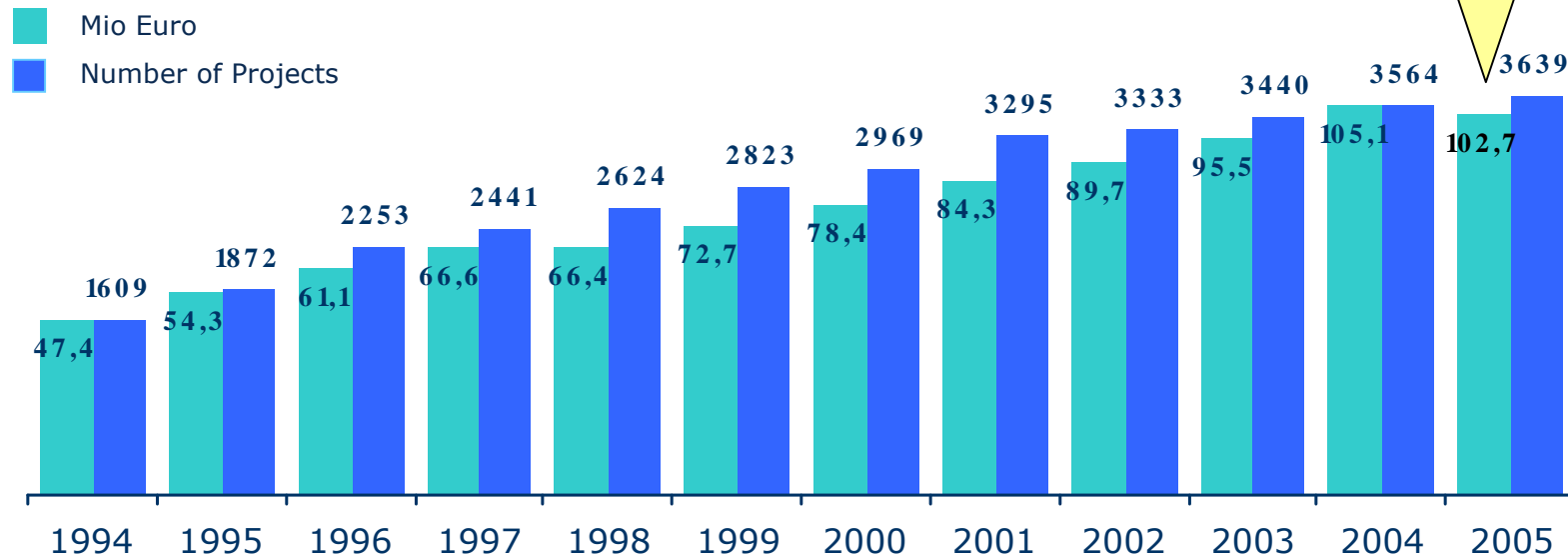


TU Dresden – a university with profile

priorities / profile lines in research:

- Regenerative medicine and molecular bioengineering
- Material sciences, biomaterials and nanotechnology
- Information system technology
- Population, infrastructure and transportation
- Water, energy, environment

Third Party Financed Projects 1994 - 2005



EU Grants:
125 Projects
appr. 20 Mio
EUR

European Project Center – What do we do!

- It is a Service Center for European Research Promotion (means: all kinds of EU funded research & educational activities) in general.
- It is now part of the university administration but fully independent from governmental money.
- A changing number of highly qualified staff (project manager) offers the full range of international project management. We consult potential applicants at all stages of their projects.
- We do also take over the full range of financial management of the projects and the relevant parts in reporting.

Benefit: A higher quality of project proposal and better project implementation as well as minimising mistakes (financial losses).

2. Applying successfully for EU grants

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Application process

Publish Call for Proposals

EDULINK Call 01/2007: [EuropaAid/124308/D/ACT/ACP](#)

Receipt of Application + Concept Note

Deadlines for submission of proposals: 15 January 2007

Letter of acknowledgement to applicants

Technical Evaluation of Concept Note

Letter of rejection to unsuccessful applicants

Technical & Financial Evaluation of selected full Application

Letter of rejection to unsuccessful applicants

Letter requesting supporting documents to provisionally successful applicants

Administrative & Eligibility Compliance

Letter of rejection to unsuccessful applicants

Projects recommended for funding

Notification of successful applicants

Preparation and signing of contracts

Project Implementation

Partnerships

minimum of THREE higher education institutions (HEIs) from at least TWO different countries within the ACP region

the participation of EU HEIs is not imperative, but will be welcomed
optimum size will achieve the project objectives in the most cost-effective way

Associates

play a supplementary but real role in the project
may not receive funding from the grant, with the exception of per diem and travel costs.

Subcontractors

contracted to implement tasks within the project
must conform to the EC sub-contracting rules
total sub-contracted amount $\leq 10\%$ of total eligible costs

PREPARATION before applying:

- Familiarise yourself with the programme (Web site, FAQs, Project Fact Sheets)
- Review open Call for Proposals and associated Guidelines for Applicants (including Annexes)
- Determine the deadline for application
- Ask yourself and your partners about your motivation
- Form an eligible partnership based on a project idea
- Ensure applicant's and partners' eligibility
- Respect the minimum requirements and eligible activities and costs

What to submit

CONCEPT NOTE & FULL APPLICATION FORM (ANNEX A):

Concept Note

4 sections: (1) Summary of action (2) Relevance (3) Methodology & Sustainability (4) Expertise & Operational Capacity
(1 page per section, 4 pages maximum)

**ONE ORIGINAL,
ONE COPY,
ONE ELECTRONIC
VERSION**

Full Application Form

7 Sections: (I) Action (II) Applicant (III) Partners (IV) Associates (V) Checklist (VI) Declaration by Applicant (VII) Assessment Grid
Partnership Statements for all partners
Sworn Statement by the Applicant

+ following completed Annexes to the Guidelines

Budget (Annex B to the Guidelines) + Budget justification
Logical Framework (Annex C to the Guidelines)

Annex D (Legal entity sheet) and Annex E (Financial ID Form) will only be requested if a proposal has been provisionally selected.

Annex F (Standard Grant Contract) and Annex G (Daily allowance rate) are provided for information purposes and should not be returned.

THESE ARE SUPPORT TOOLS PROVIDED IN THE GUIDELINES!
PLEASE USE IT AS INTENSIVE AS POSSIBLE!

Evaluation grid for the Concept Note:

Maximum total score = 50 points

- Relevance (25 points)
- Methodology and Sustainability (15 points)
- Operational Capacity & Expertise (10 points)

To reach the next round a concept note needs a minimum score of 30 points. BUT, the number of concept notes listed will only be max. three times the amount of grants available for the call for proposals (15 Mio EURO).

Evaluation grid for the Application Form:

Maximum total score = 100 points

- **Financial & Operational Capacity (20 points)**
- Relevance (25 points)
- Methodology (25 points)
- Sustainability (15 points)
- Budget & Cost Effectiveness (15 points)

- Summarises the main sections of Full Application Form
- Requires careful preparation (used to perform the first evaluation)
- Max 1 page per section, font size Arial 10 or bigger

Relevance section is particularly important:

Refer to the Country Strategy Papers and priority sectors.
Demonstrate how project fits into local and regional context.
Initial feasibility study should have taken place and should be reflected in description of problems to be resolved and needs to be met.

Application form (part of Annex A)

- I. THE ACTION
 - 1. Description (incl. objectives, justification, activities, methodology and action plan)
 - 2. Expected Results
 - 3. Budget
 - 4. Expected Sources of Funding
- II. THE APPLICANT
- III. THE PARTNERS
- IV. THE ASSOCIATES
- V. THE CHECKLIST
- VI. DECLARATION BY THE APPLICANT
- VII. ASSESSMENT GRID
(for the use of the contracting authority only)

**Due to
limitation in
time maybe
better upon
request!**

2. Applying successfully for EU grants

....

- Detailed practical approach on EDULINK application forms

Who takes part?

IMPORTANT!

- The whole university takes part in the project! Not a single faculty or department ... unless they can function as single legal entity!
- The partnership statement can only be signed by someone who can sign for the whole university.
- Please respect ENGLISH as language of the project and for all reporting.

Projects are strictly non profit making:

- The concept of the programme and the projects is based on reimbursement of actually appeared costs
- Only real costs can be refunded; all cost items must be given proof with original documents
- Please check for eligibility of your action costs before writing it in the budget; the proposal has no contractual value
- The contractor has full financial responsibility for the whole partnership
- Co-financing must not be given in cash; but must reach a minimum of 15 % of the total eligible costs
- Do not start your budgeting before you have a clear OK from your partners! (partnership statement)
- Income generated will be cut of from your grant

Logical Framework (Annex C)

MANAGEMENT TOOL:

- Integral to Project Cycle Management, as used by the European Commission
- Planning, implementation and evaluation
- Links objectives with purpose, results and activities
- Indicators show how results will be achieved and measured

ATTENTION! The LFM is the backbone of the project. Please start with it before writing any other part of the application. Take your time for it, even if it takes a week.

Contact:

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