

# DAAD

Deutscher Akademischer Austausch Dienst  
German Academic Exchange Service

## Workshop Latin America

**ERASMUS Mundus II Action 2 - Latin America Call**

**ALFA III - Call 2009/2010**

Bonn, DAAD, 20 July 2009

Angelika Sachsenröder  
Head of Unit 604





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## Preparatory steps

- Familiarise yourself with the objectives and the purpose of the programme
- Do not try to adopt the programme to your project idea!
- Study **Call for Proposals** and **Guidelines for Applicants** carefully (including **annexes and manual**)
- Establish a network with **reliable partners**
- Ensure **applicant's and partners' eligibility**
- Ensure your **partners' active participation** in the application procedure
- Respect the **minimum requirements** for eligible activities and costs



## Key criteria for successful applications

- Strictly **follow the rules** and provisions of the Call for Proposals
- Find an **attractive title** for your project
- Draft a convincing **concept note** (ALFA)
- Make a **thorough analysis** of the background of your project by actively involving your partners (innovative ideas?)
- Identify clear **objectives, methods and outcomes** of the project
- Develop a **well-structured workplan**
- Calculate a **realistic budget**
- Have a clear text structure and use a **good standard language**

**Have your proposal checked by a competent person (preferably a native speaker) to avoid poor linguistic quality!**



## Project partners and associates

### Partners

- Minimum requirements are to be respected. Larger networks are advisable .
- Each member of the network must have a precisely defined role in the project's design and implementation.

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### Associates

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

### Subcontractors

- are awarded contracts to implement tasks within the project.
- must conform to the EU sub-contracting rules.



## Concept note

### Important part of the proposal which should...

- demonstrate **relevance of the proposal** to the objectives and priorities of the programme,
- prove knowledge of the **needs and constraints of the target countries and regions**,
- clearly outline the **roles of each partner** and link them to the proposed activities,
- **justify the choice of the proposed activities**, mention adequate risks and explain how these should be addressed during the implementation period,
- link the proposed activities to the **expected results and impact in the target countries and regions**.

**The concept note is a “stand-alone” document . It decides on the evaluation of your proposal.**

**Strictly follow the structure of the concept note as indicated in the application form!**



## Award criteria (ERASMUS Mundus), 1

### Evaluation grid → Full Application

Section	Max. score of points
<ul style="list-style-type: none"><li>• Operational capacity and expertise</li></ul>	→ 10
<ul style="list-style-type: none"><li>• Relevance</li></ul>	→ 25
<ul style="list-style-type: none"><li>• Methodology</li></ul>	→ 50
<ul style="list-style-type: none"><li>• Sustainability</li></ul>	→ 15
<b>Total</b>	<b>100</b>



## Award criteria (ERASMUS Mundus), 2

Section	Max. score of points
<b>1. Operational capacity and expertise</b> <ul style="list-style-type: none"><li>➤ Experience in management of international projects of the size</li><li>➤ Technical expertise and management capacity to implement the eligible activities</li></ul>	→ <b>10</b>
<b>2. Relevance</b> <ul style="list-style-type: none"><li>➤ Objectives and priorities of the call</li><li>➤ Expected results</li><li>➤ Needs and constraints of target country / target groups</li><li>➤ Response to issues like equal opportunities, gender balance, social equity and brain drain</li><li>➤ Balance of geographical coverage and spread of the partnership</li></ul>	→ <b>25</b>



## Award criteria (ERASMUS Mundus), 3

Section	Max. score of points
<b>3. Methodology</b> <ul style="list-style-type: none"><li>➤ Sound methodology and solid internal management</li><li>➤ Balanced level of involvement of partners and of mobility flows</li><li>➤ Mechanisms for examination and credits recognition and transfer</li><li>➤ Efficiency of internal academic quality control, ongoing monitoring system</li><li>➤ Activities related to visibility, awareness raising and promotion of mobility scheme</li><li>➤ Common standards of the network for joint application, selection, admission and examination procedures</li><li>➤ Guarantee an impartial and transparent selection scheme and equal opportunities according to gender, disabilities and economical disadvantages</li><li>➤ Practical arrangements for the reception of incoming students and academics</li></ul>	→ <b>50</b>



## Award criteria (ERASMUS Mundus), p. 4

Section	Max. score of points
<p><b>4. Sustainability</b></p> <ul style="list-style-type: none"> <li>➤ <b>Sustainable impact on the target group and at institutional level</b></li> <li>➤ <b>Multiplier effects of the project, capitalisation of project results and dissemination activities in Europe and third-countries</b></li> <li>➤ <b>Brain-drain prevention</b></li> </ul>	<p><b>15</b></p>
<b>Total</b>	<b>100</b>



**Thank you very much for your attention!**

## Websites

➤ ERASMUS Mundus II:

[http://eacea.ec.europa.eu/erasmus\\_mundus/index\\_en.php](http://eacea.ec.europa.eu/erasmus_mundus/index_en.php)

➤ Selected projects in ERASMUS Mundus External Cooperation Window:

[http://eacea.ec.europa.eu/extcoop/call/2008/index\\_en.htm](http://eacea.ec.europa.eu/extcoop/call/2008/index_en.htm)

➤ ALFA III:

<http://ec.europa.eu/europeaid/alfa>

➤ Further information on EU-Higher Education

Cooperation Programmes: <http://eu.daad.de>

