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

European Education and Culture Executive Agency
How to apply

- **Where?**
  - Applications must be submitted through the [European Commission’s Funding & Tender Opportunities Portal](https://fundingandtenderopportunities.ec.europa.eu) (F&TP) using the [Portal Submission System](https://ec.europa.eu/)

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

- **When?**
  - Deadline: 16 February 2022 – 17:00 Brussels time
  - Applicants are highly recommended to submit proposals as early as possible and at least 48 hours prior to the call deadline
Preliminary steps

- Consult the presentation **How to find and apply for funding opportunities**
- Get more guidance on how the Funding and Tender Opportunities portal works on the **F&TP online manual** and the **Proposal Submission Service User Manual**
- Read carefully the information on the **Roles and access rights** and decide the persons who will manage the application
Get prepared

- Read carefully all the call documents
  Erasmus+ Programme Guide, and proposal templates that can be found in the F&TP under the respective Topic conditions and documents. Don’t forget to consult the Topic related FAQ

- Plan your project and define your work plan
  Technical description, work package and deliverables

- Create an EU Login account
  To be able to submit a proposal, you must register on the Portal for an EU Login account

- Make sure your organisation has a valid Participant Identification code (PIC). If not, get one!
  Participant Register
Application requirements

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

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

- Eligibility criteria
  - The applicant must be an HEI established in an EU Member State, third country associated to the Programme or third country not associated to the Programme (consult the Erasmus+ Programme Guide for any restrictions)
  - HEIs established in an EU Member State or third country associated to the Programme must hold a valid Erasmus Charter for Higher Education (ECHE).
  - Fixed project duration: 15 months
  - Applications must be submitted by 16 February 2022 at 17:00 Brussels time

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

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

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

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

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

✓ Mono-beneficiary Grant Agreement (the applicant is the only beneficiary) ➔ not possible to add Partners nor Associated partners

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

The application form is structured in 3 sections:

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

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

- **Part C – Administrative forms**
  Specificities about the EMDM (nr. of ECTS, type of degrees to be awarded, participating organisations)
Application package: Part A – Administrative forms

- Use the icon to access the administrative forms

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General information</td>
<td>Show</td>
</tr>
<tr>
<td>2</td>
<td>Participants</td>
<td>Show</td>
</tr>
<tr>
<td>3</td>
<td>Budget</td>
<td>Show</td>
</tr>
</tbody>
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- **Section 1 - General information** about the project:
  - Project duration ➡️ encode *15 months*
  - Don’t forget to include the project scientific areas
  - Flag if the proposal has been submitted under another call in the past 2 years. If so, indicate the proposal reference or contract number
  - Tick the relevant boxes under “Declarations”

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

- **Section 3 - Budget**: encode the fixed lump sum contribution of *55,000 EUR*
Application package: Part B – Technical description

- There is only one mandatory document to be uploaded:
  - Part B – Technical description
    You are not required to add any additional annexes
  - Part B must be prepared in advance using the template downloaded from the system

Download Part B templates
Application package: Part B – Technical description

Part B is a narrative technical description of the project

☑ Sections 1 - 3: questions based on the Award criteria set in the Erasmus+ Programme Guide.

Specific instructions:

- **Section 1.2** Needs analysis and specific objectives - it is not necessary to describe a sound needs analysis nor to define indicators for measuring achievement. However, please address the specific award criteria as set out in the Erasmus+ Programme Guide, under Relevance.

- **Section 2.1.2** Project management, quality assurance and monitoring and evaluation strategy - it is not necessary to describe evaluation methods and indicators to monitor the outreach and coverage. However, please address the specific award criteria set out in the Erasmus+ Programme Guide, under Quality – Project design and implementation.

- **Section 2.1.3** Project teams, staff and experts - CVs are NOT required.

- **Section 2.1.4** Cost effectiveness and financial management - NOT applicable for EMDM projects.

- **Section 2.1.5** Risk management - NOT applicable for EMDM projects.

- **Section 2.2.1** Consortium set-up: Consortium cooperation and division of roles - applicable for EMDM projects.

- **Section 2.2.2** Consortium management and decision-making mechanisms - NOT applicable for EMDM projects.
Application package: Part B – Technical description

✓ Section 4 work plan, work packages and timing
  • Provide a description of the work plan and of the project activities
  • Use one single work package for the entire project ex. WP1 – “project acronym”
  • Show who is participating in each task; include the participating organisations
  • For EMDM it is not necessary to include milestones
  • When completing the Timetable keep in mind the duration of an EMDM project ➞ 15 months

✓ Section 5 - NOT applicable for EMDM projects

✓ Section 6 - please reply Yes or No concerning the Declarations on double funding

To keep in mind:
  • Follow the instructions provided in the application form and do not change the structure, titles or subtitles of the form
  • The project description should not exceed 40 pages
Select the applicant organisation type

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

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

- Include the **participating organisations** that will contribute to the design of the Master programme  
  (Add as many as necessary)
Validate & Submit your proposal

- **Edit** your draft proposal as many times as you need to complete/correct information.
- Run a **validation** of your draft proposal to make sure it meets the requirements and that no information is missing. 
- **Errors** and **warnings** will be listed at the end of the form.
  - Errors mean that mandatory information is missing and the proposal cannot be submitted until these errors are corrected.
  - Warning messages do not block submission, but they indicate missing information. Ideally, these should be addressed by correcting the information provided.
- **After submission**, you can still edit and update the proposal at any time before the deadline. However, if you change the content you will need to re-submit for the changes to be reflected.
- For more information consult the [Proposal Submission User Manual](#).
General advice

- When writing your proposal make sure it is:

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

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

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

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