Erasmus+ Programme (ERASMUS)

Application Form

Technical Description (Part B)

(ERASMUS Jean Monnet LS Type I and II)

Version 1.0
25 February 2021

Disclaimer
This document is aimed at informing applicants for EU funding. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.

IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grants applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:.

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system. It is based on the information which you enter into the Portal Submission System screens.

Part B needs to be uploaded as PDF (+ annexes) in the Submission System. The templates to use are available there.

How to prepare and submit it?

The Application Form must be prepared by the consortium and submitted by a representative. Once submitted, you will receive a confirmation.

Character and **page limits**:

- page limit normally 40 pages for JMO Chairs and JMO Modules; 70 pages for all other calls (unless otherwise provided in the Call document/Programme Guide)
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

⚠ If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

⚠ **Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.**

TECHNICAL DESCRIPTION (PART B)

COVER PAGE

Part B of the Application Form must be downloaded from the Portal Submission System, completed and then assembled and re-uploaded as PDF in the system.

Note: *Please read carefully the conditions set out in the Call document/Programme Guide (for open calls: published on the Portal). Pay particular attention to the award criteria; they explain how the application will be evaluated.*

PROJECT	
Project name:	[project title]
Project acronym:	[acronym]
Coordinator contact:	[name NAME], [organisation name]

TABLE OF CONTENTS

PROJECT SUMMARY

Project summary *(in English)*
See Abstract (Application Form Part A).

1. RELEVANCE

1.1 Background and general objectives

Background and general objectives *Please address all guiding points presented in the Programme Guide under the award criterion 'Relevance'.* *Describe the background and rationale of the project.* *How is the project relevant to the scope of the call? How does the project address the general objectives of the call? What is the project's contribution to the priorities of the call?*
Insert text

1.2 Needs analysis and specific objectives

Needs analysis and specific objectives *Describe how the objectives of the project are based on a sound needs analysis in line with the specific objectives of the call. What issue/challenge/gap does the project aim to address?* *The objectives should be clear, measurable, realistic and achievable within the duration of the project. For each objective, define appropriate indicators for measuring achievement (including a unit of measurement, baseline value and target value).*
Insert text

1.3 Complementarity with other actions and innovation— European added value

Complementarity with other actions and innovation *Explain how the project builds on the results of past activities carried out in the field and describe its innovative aspects (if any). Explain how the activities are complementary to other activities carried out by other organisations (if applicable).* *Illustrate the trans-national dimension of the project; its impact/interest for a number of EU countries; possibility to use the results in other countries, potential to develop mutual trust/cross-border cooperation among EU countries, etc.*

Insert text

2. QUALITY

2.1 PROJECT DESIGN AND IMPLEMENTATION

2.1.1 Concept and methodology

Concept and methodology *Please address all guiding points presented in the Call document/Programme Guide under the award criterion '<u>Quality of the project design and implementation'.</u>* *Outline the approach and methodology behind the project. Explain why they are the most suitable for achieving the projects objectives.*
Insert text

2.1.2 Project management, quality assurance, and monitoring and evaluation strategy

Project management, quality assurance and monitoring and evaluation strategy *Please address the specific conditions set out in the Call document/ Programme Guide.* *Describe the measures foreseen to ensure that the project implementation is of high quality and completed in time.* *Describe the methods to ensure good quality, monitoring, planning and control.* *Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of the activities and results (including unit of measurement, baseline and target values). The indicators proposed to measure progress should be relevant, realistic and measurable.*
Insert text

2.1.3 Project teams, staff and experts

Project teams and staff

Describe the project teams and how they will work together to implement the project.

List the staff included in the project budget (budget category A) by function/profile (e.g. project manager, senior expert/advisor/researcher, junior expert/advisor/researcher, trainer/teacher, technical personnel, administrative personnel etc. and describe shortly their tasks. Provide CVs of all key actors (if required by the Call document/Programme Guide).

Name and function	Organisation	Role/tasks/professional profile and expertise

Outside resources (subcontracting, seconded staff, etc) *If you do not have all skills/resources in-house, describe how you intend to get them (contributions of members, partner organisations, subcontracting, etc).* *If there is subcontracting, please also complete the table in section 4.*
Insert text

2.1.4 Cost effectiveness and financial management

Cost effectiveness and financial management *(n/a for JMO Chairs and JMO Modules)* *Describe the measures adopted to ensure that the proposed results and objectives will be achieved in the most cost-effective way.* *Indicate the arrangements adopted for the financial management of the project and, in particular, how the financial resources will be allocated and managed within the consortium.* ⚠ *Do NOT compare and justify the costs of each work package, but summarize briefly why your budget is cost effective.*
Insert text

2.1.5 Risk management

Critical risks and risk management strategy

Describe critical risks, uncertainties or difficulties related to the implementation of your project, and your measures/strategy for addressing them.

Indicate for each risk (in the description) the impact and the likelihood that the risk will materialise (high, medium, low), even after taking account the mitigating measures.

Note: *Uncertainties and unexpected events occur in all organisations, even if very well-run. The risk analysis will help you to predict issues that could delay or hinder project activities. A good risk management strategy is essential for good project management.*

Risk No	Description	Work package No	Proposed risk-mitigation measures

2.2 PARTNERSHIP AND COOPERATION ARRANGEMENTS

2.2.1 Consortium set-up

Consortium cooperation and division of roles (if applicable)

Please address the points presented in the Call document/Programme Guide under the criterion 'Partnership and

Cooperation arrangements.
Insert text

2.2.2 Consortium management and decision-making

Consortium management and decision-making mechanisms(if applicable)
Not applicable

3. IMPACT

3.1 Impact and ambition

Impact and ambition *Define the short, medium and long-term effects of the project.* *Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?*
Insert text

3.2 Communication, dissemination and visibility

Communication, dissemination and visibility of funding *Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.* *Describe how the visibility of EU funding will be ensured.*
Insert text

3.3 Sustainability and continuation

Sustainability, long-term impact and continuation *Describe the follow-up of the project after the EU funding ends. How will the project impact be ensured and sustained?* *What will need to be done? Which parts of the project should be continued or maintained? How will this be achieved? Which resources will be necessary to continue the project? How will the results be used?* *Are there any possible synergies/complementarities with other (EU funded) activities that can build on the project results?*
Insert text

4. WORK PLAN, WORK PACKAGES, TIMING AND SUBCONTRACTING

4.1 Work plan

Work plan *Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation (Pert chart or similar)).*
Insert text

4.2 Work packages and activities

WORK PACKAGES
This section concerns a detailed description of the project activities. *Group your activities into work packages.* ***A work package means a major sub-division of the project****. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable outputs.* *Projects should normally have a minimum of 2 work packages. WP1 should cover the management and coordination activities (meetings, coordination, project monitoring and evaluation, financial management, progress reports, etc) and all the activities which are cross-cutting and therefore difficult to assign to another specific work package (do not try splitting these activities across different work packages). WP2 and further WPs should be used for the other project activities. You can create as many work packages as needed by copying WP1. The last WP should be dedicated to Impact and dissemination.* *For very simple projects, it is possible to use a single work package for the entire project (WP1 with the project acronym as WP name). For Jean Monnet Chairs and Jean Monnet Modules, it is recommended to use only 1 work package* ⚠ *Enter each activity/milestone/output/outcome/deliverable only once (under one work package).*

Work Package 1

<table>
<tr><td colspan="7">Work Package 1: [Name, e.g. Project management and coordination]</td></tr>
<tr><td>Duration:</td><td>MX - MX</td><td colspan="2">Lead Beneficiary:</td><td colspan="3">1-Short name</td></tr>
<tr><td colspan="7">Objectives
List the specific objectives to which this work package is linked.</td></tr>
<tr><td colspan="7">▪</td></tr>
<tr><td colspan="7">Activities (what, how, where) and division of work
Provide a concise overview of the work (planned tasks). Be specific and give a short name and number for each task.
Show who is participating in each task: Coordinator (COO), Beneficiaries (BEN), Affiliated Entities (AE), Associated Partners (AP), indicating in bold the task leader.
Add information on other participants' involvement in the project e.g. subcontractors, in-kind contributions.
Note:
In-kind contributions: In-kind contributions for free are cost-neutral, i.e. cannot be declared as cost. Please indicate the in-kind contributions that are provided in the context of this work package.
The coordinator remains fully responsible for the coordination tasks, even if they are delegated to someone else. Coordinator tasks cannot be subcontracted.
If there is subcontracting, please also complete the table below.</td></tr>
<tr><td rowspan="2">Task No
(continuous numbering linked to WP)</td><td rowspan="2">Task Name</td><td rowspan="2">Description</td><td colspan="2">Participants</td><td colspan="2" rowspan="2">In-kind Contributions and Subcontracting
(Yes/No and which)</td></tr>
<tr><td>Name</td><td>Role
(COO, BEN, AE, AP, OTHER)</td></tr>
<tr><td>T1.1</td><td></td><td></td><td></td><td></td><td colspan="2"></td></tr>
<tr><td>T1.2</td><td></td><td></td><td></td><td></td><td colspan="2"></td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td colspan="2"></td></tr>
<tr><td colspan="7">Milestones and deliverables (outputs/outcomes)
Milestones are control points in the project that help to chart progress. Use them only for major outputs in complicated projects. Otherwise leave the section on milestones empty.
Means of verification are how you intend to prove that a milestone has been reached. If appropriate, you can also refer to indicators.</td></tr>
</table>

***Deliverables** are project outputs which are submitted to show project progress (any format). Refer only to major outputs. Do not include minor sub-items, internal working papers, meeting minutes, etc. **Limit the number of deliverables to max 10-15 for the entire project.** For Jean Monnet Chairs and Jean Monnet Modules, it is recommended to limit the number of Deliverables to max 3-5. You may be asked to further reduce the number during grant preparation.*

For deliverables such as meetings, events, seminars, trainings, workshops, webinars, conferences, etc., enter each deliverable separately and provide the following in the 'Description' field: invitation, agenda, signed presence list, target group, number of estimated participants, duration of the event, report of the event, training material package, presentations, evaluation report, feedback questionnaire.

For deliverables such as manuals, toolkits, guides, reports, leaflets, brochures, training materials etc., add in the 'Description' field: format (electronic or printed), language(s), approximate number of pages and estimated number of copies of publications (if any).

For each deliverable you will have to indicate a due month by when you commit to upload it in the Portal. The due month of the deliverable cannot be outside the duration of the work package and must be in line with the timeline provided below. Month 1 marks the start of the project and all deadlines should be related to this starting date.

The labels used mean:

Public — fully open (automatically posted online on the Project Results platforms)

Sensitive — limited under the conditions of the Grant Agreement

EU classified —RESTREINT-UE/EU-RESTRICTED, CONFIDENTIEL-UE/EU-CONFIDENTIAL, SECRET-UE/EU-SECRET under Decision 2015/444.

Milestone No (continuous numbering not linked to WP)	Milestone Name	Work Package No	Lead Beneficiary	Description	Due Date (month number)	Means of Verification
MS1		1				
MS2		1				

Deliverable No (continuous numbering linked to WP)	Deliverable Name	Work Package No	Lead Beneficiary	Type	Dissemination Level	Due Date (month number)	Description (including format and language)
D1.1		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS]	[PU — Public] [SEN — Sensitive] [Classified R-UE/EU-R] [Classified C-UE/EU-C] [Classified S-UE/EU-S]		

				[SECURITY] [OTHER]			
D1.2		1		[R — Document, report] [DEM — Demonstrator, pilot, prototype] [DEC — Websites, patent filings, videos, etc] [DATA — data sets, microdata, etc] [DMP — Data Management Plan] [ETHICS] [SECURITY] [OTHER]	[PU — Public] [SEN — Sensitive] [Classified R-UE/EU-R] [Classified C-UE/EU-C] [Classified S-UE/EU-S]		

Estimated budget — Resources
For Jean Monnet Lump Sum Grants, see detailed budget table/calculator (annex 1 to Part B; *see* [*Portal Reference Documents*]).

Work Package …

To insert work packages, copy WP1 as many times as necessary

Events

Events *This table is to be completed for events that have been mentioned as part of the activities in the work packages above* *Give more details on the type, location, number of persons attending, etc.*

Event No (continuous numbering linked to WP)	Participant	Description					Attendees
		Name	Type	Area	Location	Duration (days)	Total
E1.1	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc]	[city,country]	[number]	[number]
E1.2	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc]	[city,country]	[number]	[number]

4.3 Timetable

Timetable (projects up to 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: *Use the project month numbers instead of calendar months. Month 1 marks always the start of the project. In the timeline you should indicate the timing of each activity per WP.*

ACTIVITY	MONTHS																							
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 13	M 14	M 15	M 16	M 17	M 18	M 19	M 20	M 21	M 22	M 23	M 24
Task 1.1 - …																								
Task 1.2 - …																								
Task …																								

Timetable (projects of more than 2 years)

Fill in cells in beige to show the duration of activities. Repeat lines/columns as necessary.

Note: *Use actual, calendar years and quarters. In the timeline you should indicate the timing of each activity per WP. You may add additional columns if your project is longer than 6 years.*

ACTIVITY	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5				YEAR 6			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Task 1.1 - …																								
Task 1.2 - …																								
Task …																								

4.4 Subcontracting

Subcontracting *(n/a for Jean Monnet Chairs and Jean Monnet Modules)*

Give details on subcontracted project tasks (if any) and explain the reasons why (as opposed to direct implementation by the Beneficiaries/Affiliated Entities).

Subcontracting — Subcontracting means the implementation of 'action tasks', i.e. specific tasks which are part of the EU grant and are described in Annex 1 of the Grant Agreement.

Note: *Subcontracting concerns the outsourcing of a part of the project to a party outside the consortium. It is not simply about purchasing goods or services. We normally expect that the participants to have sufficient operational capacity to implement the project activities themselves. Subcontracting should therefore be exceptional.*

Include only subcontracts that comply with the rules (i.e. best value for money and no conflict of interest; no subcontracting of project coordination tasks).

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					

Other issues: *If subcontracting for the project goes beyond 30% of the total eligible costs, give specific reasons.*	Insert text

5. OTHER

5.1 ETHICS

Ethics (if applicable) *If the Call document/Programme Guide contains a section on ethics, describe ethics issues that may arise during the project implementation and the measures you intend to take to solve/avoid them.* *Describe how you will ensure gender mainstreaming and children's rights in the project activities.*
Not applicable.

5.2 SECURITY

Security
Not applicable.

6. DECLARATIONS

Double funding	
Information concerning other EU grants for this project ⚠ *Please note that there is a strict prohibition of double funding from the EU budget (except under EU Synergies actions).*	**YES/NO**
We confirm that to our best knowledge neither the project as a whole nor any parts of it have benefitted from any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details.	
We confirm that to our best knowledge neither the project as a whole nor any parts of it are (nor will be) submitted for any other EU grant *(including EU funding managed by authorities in EU Member States or other funding bodies, e.g. Erasmus, EU Regional Funds, EU Agricultural Funds, European Investment Bank, etc)*. If NO, explain and provide details.	

Financial support to third parties (if applicable)
Not applicable.

ANNEXES

LIST OF ANNEXES

Standard

Detailed budget table/Calculator (annex 1 to Part B) — *mandatory for all Jean Monnet Lump Sum Grants (see [Portal Reference Documents](#))*
CVs (annex 2 to Part B) — *mandatory, if required in the Call document/Programme Guide*
Annual activity reports (annex 3 to Part B) — *not applicable*
List of previous projects (annex 4 to Part B) — *mandatory, if required in the Call document/Programme Guide*

Special

Other annexes (annex 5 to Part B) — *mandatory, if required in the Call document/Programme Guide*

LIST OF PREVIOUS PROJECTS

List of previous projects *Please provide a list of your previous projects for the last 4 years.*					
Participant	Project Reference No and Title, Funding programme	Period (start and end date)	Role (COO, BEN, AE, OTHER)	Amount (EUR)	Website (if any)
[name]					
[name]					

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	25.02.2021	Initial version (new MFF).