



Erasmus+

Application Form

Call: 2014

Jean Monnet activities

- **Support to Institutions and Associations**

2014 Call for proposals

DETAILED PROJECT DESCRIPTION

(To be attached to the eForm)

PART D - Characteristics and relevance

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

Please complete the appropriate text box

Support to institutions:

Summary of the proposal

- Brief write up of the key points.
- Background and rationale of the proposal.
- Objectives, activities, main outputs, outcomes and impact including indicators of achievement

Please describe how the proposal enhances teacher and training activities on European Union subjects at the postgraduate level and/or for other relevant stakeholders or fosters activities aimed at elaborating, analysing and popularizing European Union subjects and their teaching.

Demonstrate evidence of academic added value, promotion of European Union studies and outline how the proposal impact on the specific subject area (limit 4000 characters).

Support to associations:

Summary of the proposal (limit 2000 characters)

- Brief write up of the key points.
- Background and rationale of the proposal.
- Objectives, activities, main outputs, outcomes and impact including indicators of achievement

Describe how the proposal

Demonstrate evidence of added value of the activities of the association in the promotion of European Union studies. Outline how the proposal impact at national and/or international level (limit 4000 characters).

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

Please select as appropriate, in relation to the general objectives of the Erasmus+ Programme for Jean Monnet, the proposal aims to:

- promote excellence in teaching and research in EU studies
- equip students and young professionals with knowledge of European Union subjects relevant for their academic and professional lives and enhance their civic skills
- foster the dialogue between the academic world and policy-makers, in particular to enhance governance of EU policies
- promote innovation in teaching and research (e.g. cross-sectoral and/or multi-disciplinary studies, open education, networking with other institutions)
- mainstream and diversify EU-related subjects throughout the curricula proposed by higher education institutions to their students
- improve the quality of professional trainings on EU subjects (with modules that deal with EU subjects more in-depth or extend to new subjects)
- foster the engagement of young academics in teaching and research on European subjects

Please select as appropriate and specify below the relevance of the proposal to these objectives in the text box (limit 6000 characters).

Please select as appropriate and specify in the text box provided the relevance of the proposal to the objectives of the Action (limit 6000 characters).

Jean Monnet Support to institutions:

- enhances teacher and training activities on European Union subjects at postgraduate level and/or for other relevant stakeholders
- fosters activities aimed at elaborating, analysing and popularizing European Union subjects and their teaching

Jean Monnet Support to associations:

- provides through the statutory activities of the applicant organisation greater visibility to European Union subjects
- publicizes European Union facts among a wider public enhancing active citizenship

D.3. Relevance of the proposal to priority target groups

The proposal is relevant to the following priority target groups:

- institutions established in countries not covered by the Jean Monnet activities
- institutions or associations not yet in receipt of Jean Monnet funding

The proposal has a potential impact on:

- the institution/association hosting the Jean Monnet Action
- on the students and learners benefiting from the Jean Monnet Action
- on other organisations and individuals involved at local, regional, national and/or European levels

Please specify the relevance of the proposal to the specific target groups of the Action (institutions in countries not covered by the Jean Monnet activities, academics not yet in receipt of Jean Monnet funding) (limit 6000 characters).

Part E - Participating organisations - teams

E.1. Aims and activities of the organisation

Please provide a short presentation of your organisation (key activities, affiliations, size of the organisation, etc.) relating to the area covered by the project. (limit 2000 characters).

E.2. Other EU grants

Please list the projects for which the organisation (institution or association) responsible for the management of this application has received financial support in the last three years from EU programmes (in particular, the Jean Monnet Programme).

Programme or initiative	Reference number	Beneficiary Organisation	Title of the Project
<i>Add lines as necessary</i>			

Please list other grant applications submitted by your organisation under the 2014 Erasmus+ Call for proposals. For each grant application, please mention the amount requested.

Sub-Programme/Action concerned	Amount requested
<i>Add lines as necessary</i>	

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

Special attention should be paid to the quality (excellence) of the academic profile in the specific field of European Union studies. Please add lines as necessary.

SKILLS AND EXPERTISE OF KEY STAFF MEMBERS	
Please provide the names of the key staff members and indicate for each his/her expertise relevant to the implementation of the project and the role to be undertaken in the project	
Name	Summary of relevant skills and experience (limit 1000 characters per person)

ACADEMIC PROFILE OF KEY STAFF MEMBERS
The following mandatory information should be provided for each academic key staff member (in particular for the proposed academic coordinator of the activity): <ul style="list-style-type: none"> ▪ A curriculum vitae (using the template included in Part H) ▪ A full list of all relevant publications (using the template included in Part H) ▪ The 6 most relevant publications (the title and an abstract/short summary for each publication, including year of publication and for articles, the name of the review/journal in which the article appears) ▪ Where this is appropriate, the 3 most relevant/recent teaching experiences (the title and a short summary of the content of the teaching course including the name of the organisation and the year in which the course is delivered)

KEY STAFF MEMBER (Academic coordinator, other key staff member – to be specified)			
Title		First name	
Surname			<i>Mandatory</i> <input type="checkbox"/> Male <input type="checkbox"/> Female
Department			
Position / Grade / Category¹			
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			

¹ Please provide the title in its original language.

Model of publication list Please add a new table for each member of staff mentioned in the table above (if appropriate).		
Name:		
Role:	<input type="checkbox"/> Academic coordinator	<input type="checkbox"/> Other key staff member (please specify)
Title of publication 1: Year: Abstract (Limit: 5 lines):		
Title of publication 2: Year: Abstract:		
Title of publication 3: Year: Abstract:		
Title of publication 4: Year: Abstract:		
Title of publication 5: Year: Abstract:		
Title of publication 6: Year: Abstract:		

Model of teaching experiences Please add a new table for each member of the staff mentioned in the table above (if appropriate).		
Name:		
Role:	<input type="checkbox"/> Academic coordinator	<input type="checkbox"/> Other key staff member (please specify)
Title of the teaching course: Year: Summary of content:		
Title of the teaching course: Year: Summary of content:		
Title of the teaching course: Year: Summary of content:		

PART F - Design and implementation of the proposal

F.1. Work Programme

Please describe how the work programme was conceived in terms of the activities proposed, including reference to the appropriate phases for preparation, implementation, evaluation, follow-up and dissemination. Explain how consistency between project objectives, activities and the proposed budget will be achieved (limit 3000 characters).

F.2. Work plan and specific activities

Please enter the different activities you intend to carry out. *There are up to four specific types of activity that can be selected depending on the type of support requested (Support to institutions or Support to associations): teaching, deliverables, research, events. Please select one table per specific (relevant) activity adding as many tables as required (by copying and pasting the template table). Each specific activity must be numbered.*

F.2.1. Specific Activity: TEACHING (If applicable. Not for Support to associations.)

Teaching / training Nr.				
Title				
Academic in charge				
Typology	<input type="checkbox"/> Lecture <input type="checkbox"/> Seminar		<input type="checkbox"/> Training course <input type="checkbox"/> Intensive course <input type="checkbox"/> Distance learning course	
Description	(Please attach draft syllabus)			
Impact				
	1st acad. year:	2nd acad. year:	3rd acad. year:	Total over 3 years:
N° of hours²				
N° of students				
Discipline of audience³				
Year/type of study	<input type="checkbox"/> Masters <input type="checkbox"/> 3 rd cycle (Postgraduate) <input type="checkbox"/> Professional advanced training		<input type="checkbox"/> Summer school	
Nature⁴	<input type="checkbox"/> New		<input type="checkbox"/> Existing	

² Please indicate the number of hours per year and total over the 3-year duration of the project. This information must be consistent with the financial form.

³ e.g. Law, medicine, architecture etc.

⁴ Please select "new" to indicate the creation of an activity previously not offered at the institution and "existing" to indicate the renewal of an on-going activity, already being offered at the institution at the time of application.

F.2.2. Specific Activity: DELIVERABLES

Deliverable Nr.	
Title	
Typology	<input type="checkbox"/> Didactic materials <input type="checkbox"/> Learning tools <input type="checkbox"/> Virtual platform <input type="checkbox"/> Website <input type="checkbox"/> Database <input type="checkbox"/> CD-Rom/DVD <input type="checkbox"/> Books <input type="checkbox"/> Paper-Brochure-Newsletter
Description	(Please attach table of content)
Impact	
Language	
N° of copies	
Estimated Date of distribution	

F.2.3. Specific Activity: RESEARCH (If applicable. Not for Support for associations.)

Research Activity Nr.	
Person in charge	
Title	
Description	
Methodology	
Impact	
Resulting publications	

F.2.4 Specific Activity: EVENTS

Event Nr.		
Title		
Typology	<input type="checkbox"/> Conference <input type="checkbox"/> Seminar <input type="checkbox"/> Webinar <input type="checkbox"/> Workshop <input type="checkbox"/> Roundtable /debate	<input type="checkbox"/> Teaching/study visit <input type="checkbox"/> Promotional event
Description	(Please attach draft programme)	
Impact		
Host country		
Duration		
N° of participants		
Target group	<input type="checkbox"/> Post graduate students	<input type="checkbox"/> Public administrators <input type="checkbox"/> Professional groups <input type="checkbox"/> Civil society representatives

F.3. Methodology

Please define the working methodology proposed for achieving the proposal's objectives of the proposal with special emphasis on the quality and detail of the planned teaching programme, research and/or debating activities and paying particular attention to pedagogical approach, multidisciplinary synergies and openness to civil society (limit 3000 characters).

F.4. Time schedule for the implementation of the specific activities

Outline the timing of the type of the specific activities within the context of the project's lifetime (timetable), the length of each stage of the activity and the staff required (by category).

Timetable (activity stages within project's lifetime ⁵)	Length of activity (duration of each stage)	Specific Activities (Teaching, Events, Deliverables, Research)	Title	Human resources required (full time equivalent)

It is important that ALL related activities are detailed in Section F of the application form.

⁵ For example, first semester, first year, second year etc.

PART G - Impact, dissemination and exploitation

G.1. Expected impact of the project

Please describe how the target groups will be reached and involved during the life of the project and how the action will benefit the target groups within the host institution and at local, national and or European/international level. How will your project contribute to stimulating knowledge on the European integration process and to enhancing the visibility of scientific resources and academic activities in this field? (limit 3000 characters).

G.2. Dissemination and exploitation strategy

How will the dissemination be organised and how will exploitation activities ensure optimal use of the results within the project's lifetime and after? To what extent have open educational resources been used to reach a wider public? (limit 3000 characters).

G.3. Quality control and Monitoring

Please explain what mechanisms are in place for ensuring the quality of the activities and how the evaluation of the outcomes will be carried out (limit 3000 characters).

PART H. Curriculum Vitae and full list of publications

The template provided must be completed by each member of the academic staff. Please use one table per staff member and add as many tables as required (by copying and pasting the template table).

Please note that as submission size limitations are very specific (maximum 5 MG for the application e-Form and all its attachments), you are asked **not to include photographs or graphics** in the model curriculum.

PERSON RESPONSIBLE FOR THE MANAGEMENT OF THE APPLICATION (Academic coordinator)			
Title		First name	
Surname			<i>Mandatory</i> <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 Union studies
PUBLICATIONS:
Please detail all relevant publications
ADDITIONAL INFORMATION:
Please include any other relevant information including awards, titles, honorary positions etc.