



Erasmus+

Application Form

Call: 2014

Jean Monnet activities

- **Jean Monnet Networks**
- **Jean Monnet Projects**

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

Jean Monnet Networks:

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

Demonstrate evidence of academic added value, promotion of European Union studies and outline how the proposal impacts on a specific subject area of study at an international level.

Please indicate also if and how the network involves young researchers and a new generation of teachers in EU-related themes. (limit 4000 characters).

Jean Monnet Projects:

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

According to the chosen kind of project (innovation, cross-fertilisation, spread content) describe how the proposal will contribute to promote European Union studies at educational level or to the civil society. Please focus on the extent your project responds to an identified need. (limit 4000 characters).

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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 :

- 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 the objectives of the Action (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 Networks:

- gather information, exchanges practices, builds knowledge and promotes the European integration process across the world
- support the enhancement of existing networks supporting specific activities and/or fostering the participation of young researchers in EU-related themes
- creation and development of consortia of international players in the area of European Union studies

Jean Monnet Projects:

- implement "Innovation" projects that explore new angles and different methodologies aimed at making EU subjects more attractive and adapted to various kinds of target population (e.g. projects on Learning EU @ School)
- implement "Cross-fertilisation" projects that promote discussion and reflection on EU issues and enhance knowledge about the Union and its processes
- implement "Spread content" projects that mainly concern information and dissemination activities

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 academics not yet in receipt of Jean Monnet funding

The proposal has a potential impact on:

- the institution 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, transnational and/or European levels

Please specify the relevance of the proposal to the specific target groups of the Action (limit 6000 characters).

Part E – Participating organisations - teams

For Jean Monnet Networks, this part must be completed separately by each organisation participating in the project (minimum five partners (including the applicant institution) from five different countries)

For Jean Monnet Projects the involvement of partners in the proposed activities depends on the kind of action selected

Partner number – **P x** (*P1 – Pn*)

Organisation name	
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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).

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E.2. Other EU grants

Please list the projects for which the organisation or the department 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, or the department responsible for this project proposal 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: <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).

*For **Jean Monnet Networks**, please describe the design and management of Network activities, including communication channels between the members (limit 1500 characters).*

*For **Jean Monnet projects**, please describe the design and management of the activities, relations between participants and with the targets groups (limit 1500 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 (teaching/training, deliverables, research, events) that can be selected. Please use one table per specific activity ensuring that the activity is appropriate to the Action (see Programme Guide for the activities supported) and add as many tables as required (by copying and pasting the template table). Each specific activity must be numbered.*

F.2.1. Specific Activity: TEACHING/TRAINING²

Teaching / training Nr.				
Title				
Prof. in charge				
Typology	<input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Virtual classroom		<input type="checkbox"/> Teacher training course <input type="checkbox"/> Continuing education and training activities <input type="checkbox"/> Workshop <input type="checkbox"/> MOOC (Massive Open Online Course)	
Description	(Please attach draft syllabus)			
Impact				
N° of hours³	1st acad. year:	2nd acad. year:	3rd acad. year:	Total over 3 years:
N° of students				
Discipline of audience⁴				
Year/type of study	<input type="checkbox"/> 1 st cycle (Bachelor) <input type="checkbox"/> 2 nd cycle (Masters) <input type="checkbox"/> 3 rd cycle (Postgraduate)		<input type="checkbox"/> Doctoral studies <input type="checkbox"/> Summer school <input type="checkbox"/> Other	
Nature⁵	<input type="checkbox"/> Compulsory <input type="checkbox"/> Optional		<input type="checkbox"/> New <input type="checkbox"/> Existing	

F.2.2. Specific Activity: DELIVERABLES

Deliverable Nr.			
Title			
Typology	<input type="checkbox"/> Didactic materials <input type="checkbox"/> Learning tools <input type="checkbox"/> Specifically designed learning products for primary and secondary schools		<input type="checkbox"/> Virtual platform <input type="checkbox"/> Website <input type="checkbox"/> Database <input type="checkbox"/> CD-Rom/DVD <input type="checkbox"/> Books / e-books
Description	(Please attach table of content)		

² For **Jean Monnet Networks**, the teaching activities targeted must have a multinational dimension.

³ 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.

⁴ e.g. Law, medicine, architecture etc.

⁵ 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.

Impact	
Language	
N° of copies	
Estimated Date of distribution	

F.2.3. Specific Activity: RESEARCH (if applicable)

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"/> <input type="checkbox"/> Information campaign <input type="checkbox"/> Promotional event <input type="checkbox"/> Other dissemination event
Description	(Please attach draft programme)
Impact	
Host country	
Duration	
N° of participants	
Target group	<input type="checkbox"/> Teachers <input type="checkbox"/> University students <input type="checkbox"/> Researchers <input type="checkbox"/> Young researchers <input type="checkbox"/> Administrative and other non-teaching university staff <input type="checkbox"/> Students / pupils <input type="checkbox"/> Public administrators <input type="checkbox"/> Professional groups <input type="checkbox"/> Civil society representatives <input type="checkbox"/> General public

F.3. Methodology

Please define the working methodology proposed for achieving the objectives of the proposal with special emphasis on the quality and detail of the planned programme of 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 ⁶)	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.

⁶ 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 and if the case, at multinational 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? How will exploitation activities ensure optimal use of the results in terms of teaching activities and/or research and debating outputs both within and outside the host institution? 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 will be put in place for ensuring the quality of the project and how the evaluation of the outcomes of the teaching activities 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			Mandatory <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.