



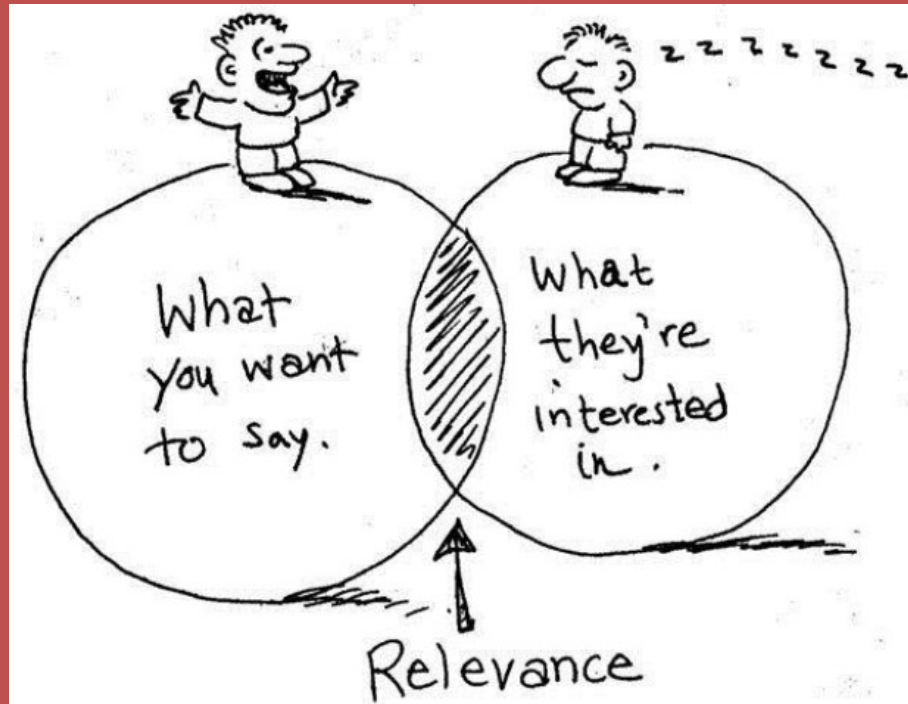
Erasmus+



# Writing a proposal Erasmus + 2014-2020

Area della Formazione

# Tips for Successful Proposals



# Preparation

Read carefully:

- the programme guide of ERASMUS PLUS
- the relevant call for proposal/bando
- the actual application form
- the summaries / homepages of already funded projects in similar (academic) fields

Contact your ERASMUS National Structure or EACEA

- Participate in info. days and regional workshops
- Discuss your project idea and ask for advice



# Project Idea

Make sure that your project idea, the content, the targets and the beneficiaries match with the objectives of call of proposals

- Identify the correct action and check priorities (e.g. academic fields, thematic topics)
- Decide which role you would like to take over in the project, esp. applicants need the administrative and financial capacities for realizing the project
- Project elements – transnational, sustainable, innovative, social inclusion



# Partnership

- Respect the minimum number of partners
- Check the eligibility of your partners
- Reflect the size and capacities of your consortium
- Think about the participation of and support from non-academic organizations ( research centers, business associations, foundations..)
- Complementarity between the partners: role and responsibility of each partner should be clear for having an added value
- Ensure institutional commitment of all partners



Do you have the best team on board?  
Do you know your partners long enough?

# Starting with your Application

- Have your project idea clearly in mind before starting to write your application
- Plan physical meetings during the preparation phase
- Each partner should be actively involved to build an integrated program
- Inform partners early enough which figures/documents/signatures you need
- Set up an activity plan with milestones
- Start to write your proposal 3-4 months before the deadline
- Make use of various best practices, guidelines, & other materials available
- Use standard & concise English, Make the text clear, well structured, & fluent, use short paragraphs, point out key passages, support evidence for your statements.

# Proposal

- Find a meaningful and informative project name and acronym !
- Present your project in a detailed, coherent and a logical way
- Explain the need of your project for all beneficiaries
- Address the Award Criteria: Relevance, Project Design & Implementation, Quality of Project team & Cooperation arrangements, impact & dissemination.
- Present a detailed dissemination & sustainability strategy – can you transfer the project/the results to similar academic fields/other HEI/other regions
- Financial plan has to reflect partners' participation - has to be transparent and detailed. Calculate enough own/other funds – explain the financial sources
- The summary (!!!) has to be complete and very well formulated

# Proposal submission

- With the Bicocca PIC number you can generate your login details & access the eform. You can work directly on the eform. Work on the mandatory annexures to be attached with the eform.
- Ask for partner mandate letters signed by the legal representatives of the partner organizations.
- Declaration of Honor signed by our Rector needs to be attached
- Once you have completed the eForm and attached the annexes, validate the eForm – **YOU ARE READY TO SUBMIT ONLINE**
- Applicant will receive a confirmation email with the project reference number





# Participant Portal Submission Service

To be able to use the Participant Portal Submission Service, it's mandatory that you have:

- an **ECAS account**: register yourself through the European Commission Authentication Service (ECAS) in order to access the IT tools of the Participant Portal
- a **PIC number**: the 9-digit Participant Identification Code is used to identify organisations throughout the different steps of a project's lifecycle.

**PIC number**

**UNIVERSITÀ DEGLI STUDI DI MILANO-BICOCCA:**

**999923531**

# How to register for an ECAS account

1. Access the [register link](#)

(<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>).

2. Fill in the registration form using your individual professional address.

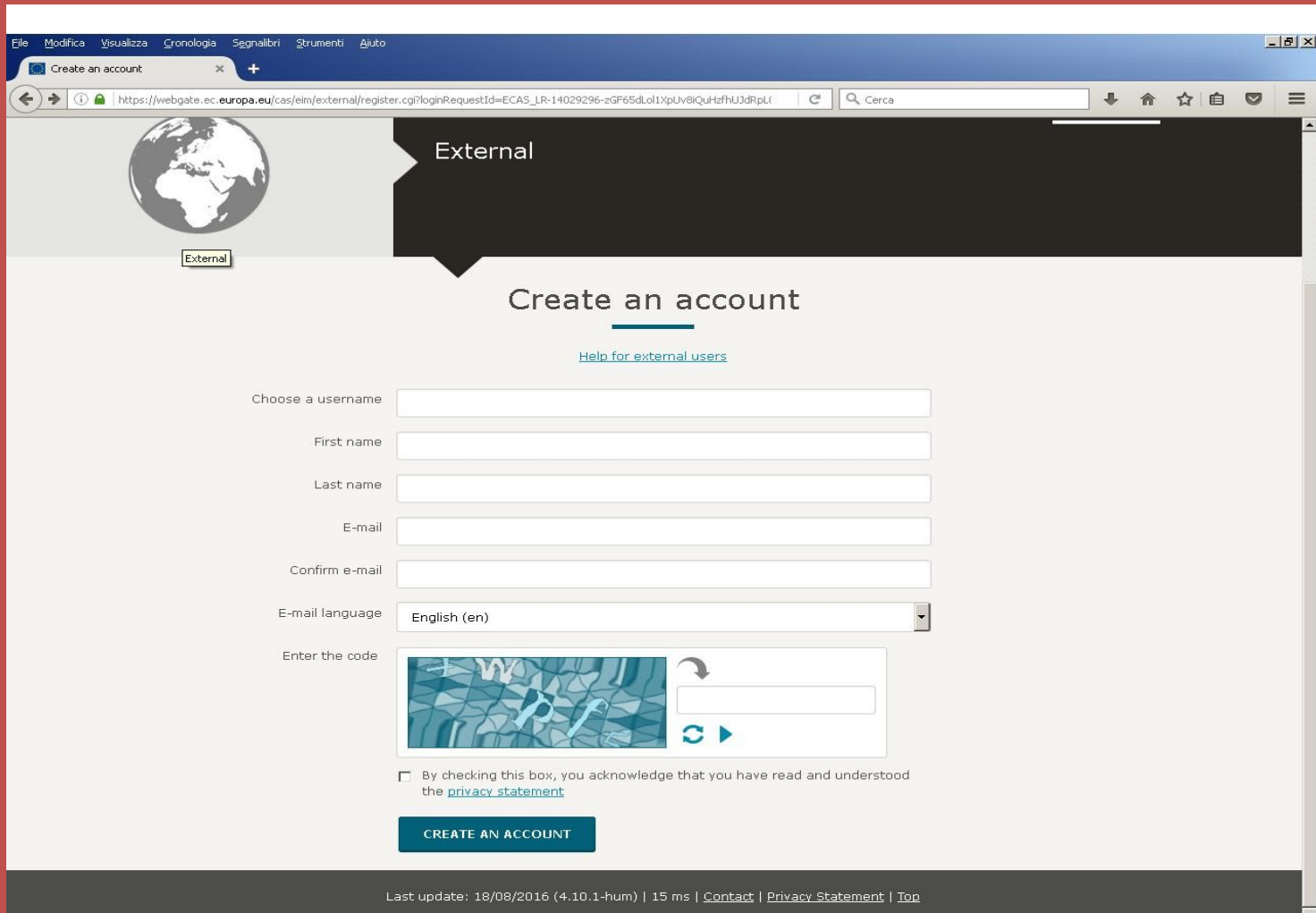
3. A confirmation e-mail will be sent to your mailbox; click on the link within said e-mail to be redirected to the "ECAS password initialisation" page.

4. Create a new password, then click on "Submit".

5. You will now be able to login on the Participant Portal.

**!!! Your ECAS credentials are strictly confidential !!!**

# How to register for an ECAS account



The screenshot shows a web browser window with the URL [https://webgate.ec.europa.eu/cas/eim/external/register.cgi?loginRequestId=ECAS\\_LR-14029296-zGF5dLol1XpUv8iQuHzfhUJdRpLf](https://webgate.ec.europa.eu/cas/eim/external/register.cgi?loginRequestId=ECAS_LR-14029296-zGF5dLol1XpUv8iQuHzfhUJdRpLf). The page is titled "External" and "Create an account". A globe icon is labeled "External". A link for "Help for external users" is provided. The registration form includes the following fields:

- Choose a username:
- First name:
- Last name:
- E-mail:
- Confirm e-mail:
- E-mail language:
- Enter the code:  (with a CAPTCHA image and refresh button)

Below the code field, there is a checkbox:  By checking this box, you acknowledge that you have read and understood the [privacy statement](#).

A blue button labeled "CREATE AN ACCOUNT" is at the bottom of the form.

At the bottom of the page, the footer text reads: "Last update: 18/08/2016 (4.10.1-hum) | 15 ms | [Contact](#) | [Privacy Statement](#) | [Top](#)"

# Links to some Project Examples

Erasmus Mundus Joint Master Degree Projects

EMMIR - European Master in Migration and Intercultural Relations

<http://www.emmir.org/service/emmir/>

IMAESC - International Master in Adult Education for Social Change

<http://www.gla.ac.uk/postgraduate/erasmusmundus/imaesc/>

STRATEGIC PARTNERSHIP

Creative Thinking in Literacy & Language Skills

<http://www.leaonline.eu/erasmus-strategic-partnership/>

OVERHOPE – Overcome homelessness of young people

<http://www.overhope.eu/>

KNOWLEDGE ALLIANCE projects

Promoting and Validating Key Competences in Mobility and Traineeships in Europe (PROMOTE) - <http://www.vu.it>

# Supporto – Area della Formazione

Supporto tecnico alla presentazione di iniziative di formazione finanziate dall'UE

## Attività principali:

- Informazioni sulle call e sui relativi documenti di lavoro
- Supporto nell'elaborazione della proposta
- Affiancamento nei contatti con l'agenzia nazionale e/o EACEA per problematiche specifiche in fase di presentazione della proposta e/o di gestione
- Supporto all'elaborazione dei documenti da utilizzare nel ciclo di vita del progetto (Partnership agreement, Mandate letters, Declaration of honour)

# Contatti – Area Della Formazione

Ufficio Relazioni Internazionali

[progetti.erasmusplus@unimib.it](mailto:progetti.erasmusplus@unimib.it)

