Writing a proposal
Erasmus +
2014-2020
Tips for Successful Proposals

What you want to say.

What they're interested in.

Relevance
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
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
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

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

Create an account

Choose a username
First name
Last name
E-mail
Confirm e-mail
E-mail language
Enter the code

By checking this box, you acknowledge that you have read and understood the privacy statement.

CREATE AN ACCOUNT
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.leaponline.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.lt
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

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