



TEMPUS

Modernising higher education

E-FORM 2009 call – Novelties and similarities with old system; weaknesses noticed at the last call

workshops

January & February 2010



National Tempus Office Serbia



European Commiss
TEMPUS

Outline of the presentation

- § **Structure**
- § **Contents**
- § **Award criteria**
- § **Contents – Possible Misunderstandings**
- § **eForm technical requirements**
- § **Submission**

Structure

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http://eacea.ec.europa.eu/tempus/index_en.php



Relevant documents and links

§ **Third Call Application Guidelines -**

§ **Instructions for Applicants**

§ **eForm User Guide- technical**

§ **eForm**

§ http://eacea.ec.europa.eu/tempus/funding/2009/call_eacea_28_2009_en.php

§ http://eacea.ec.europa.eu/eforms/index_en.php

eForm Structure (main body)

Part	Content	Corresponding part in the previous application form
Front Page	Identification of the Call and Programme	Front page
PART A	Identification of the Applicant and other organisations participating in the project	II: List of partners
PART B	Organisation and Activities	III.1b: Presentation of the partners
PART C	Description of the project (basic data)	II: Basic data on the project; IV: Summary of the project; V: Summary of project funding requirements
PART D	Operational capacity	I. Technical capacity (CVs of the key persons)
PART E	Project implementation / Award criteria (the project in details)	III.1a. Problem analysis; III.2 The project; III.3 Project objectives, outcomes and activities; III.5.1 Dissemination; III.5.2 Sustainability; III.5.3 Quality control and monitoring; III.5.4 Management of the project
PART F	Workplan in workpackages	III.5 Outcomes and activity tables

eForm Structure (attachments)

Nr	Content	Corresponding part in the previous application form
1	Declaration of Honour by the legal representative of the Applicant organisation (pdf / jpg)	I: Declaration on exclusion and selection criteria; Agreement on publication; Declaration for qualifying as public body;
2	Logical Framework Matrix (Word document)	III.3: Logical Framework Matrix
3	Workplan and Budget (Excel table)	III.4: Workplan

These attachments are **compulsory**.

Templates are posted on the Agency website.

Main differences vs former application forms

- 2 Minimum guidance kept in eForm; details provided in the Instructions for completing the application form
- 2 Application parts structured to facilitate eligibility, selection and award
- 2 Outcome tables replaced by Work packages
- 2 Work plan and Budget put together separately
- 2 Mandates instead of Endorsement letters
- 2 Different sources of errors eliminated
- 2 Some information is automatically generated
- 2 Submission directly in the Agency database

Contents

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Front Page

Programme: TEMPUS (pre-inserted)

Sub-programme: select JP or SM

Call for proposals: EACEA N° 28/09 (pre-inserted)

Action: select type of JP or SM

Deadline for submission (pre-inserted)

Project title.....

Project acronym.....

Language used to complete the form: select EN, FR, DR

PART A. Identification of the Applicant and other organisations participating in the project

Partner 1 (applicant)

A1 Organisation (role, name, address, telephone, email etc)

A2 Person responsible for the management of the application (name, address, telephone, email etc)

A3 Person authorised to represent the organisation (legal representative) – only for applicant organisation

Partner 2, 3... (partners)

A1

A2

Parts A & B must be completed for each organisation participating in the project

Common mistake – Allocating more than one contact persons per participating university

PART B. Organisation and Activities

to be filled by all partners

B1 Structure:

Status: Private / Public – defined by the application guidelines

Type of organisation

B2 Aims & activities of the organisation

key activities related to the project theme (free, 1000 characters)

role of the organisation in the project (free, 1000 characters)

B3 Other Community grants

support received from Tempus in the last three years (table)

other grant applications applied for the same project (table)

List of partner organisations

*is generated **automatically** after filling in Parts A and B*

PART C. Description of the project

C1 Timing of the project

C2 Specific objectives (free, limited 1000 characters)

C3 Tempus objectives, themes and priorities (tick boxes and limited free text)

C4 Partner countries involved (tick boxes)

C5 Summary of the project (free, limited 2000 characters)

C6 Summary of the Work packages (automatic)

C7 List of deliverables – outputs/outcomes (automatic)

C8 Summary budget

PART D. Operational Capacity

- possible weakness

D1 Skills and expertise of key staff involved in the project –

- organisation number
- organisation name
- key person name: summary of relevant skills and experience

(free text, 750 / person)

D2 Specific tasks that will be sub-contracted to bodies outside the formal consortium

PART E. Project implementation / Award criteria

- E1 The project rationale – **Relevance** – **max. 25 points**
(needs analysis, priorities addressed, objectives, target groups)
- limited space: 6000 characters
- E2 **Quality of the partnership** – **max. 20 points**
(suitability of to work together, specific and complementary skills and expertise) - limited space: 6000 characters
- E3 The project
(academic contents, pedagogical approach, **methodology** – **max. 25 points, LFM**)
- limited space: 12000 characters
- E4 Dissemination & **sustainability**, **max. 15 points** - limited space: 4000 characters
- E5 **Budget and cost effectiveness**, **max. 15 points** - limited: 2000 characters



Award criteria

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Relevance

- § A representative number of higher education institutions from a partner country are involved (from marginal and large cities).
- § Non-academic members in the partner countries are involved wherever appropriate.
- § The application fits into the development strategies of the partners countries involved and there is a planned impact on the participating institutions in the partner countries (Joint Projects).
- § The application demonstrates that a wider impact on the structure of the higher education system at the national level is foreseen (Structural Measures).
- § Regional cooperation is promoted.

Quality of the partnership

- § Skills, recognised expertise and competences required to carry out all aspects of the work programme (both technical expertise and experience in project management);
- § Suitable distribution of tasks across the partners, consistent with the required expertise and balanced involvement of partners in the activities to be carried out;
- § Partner country/ies institutions benefit from a strong institutional and individual capacity building process.

Methodology

- § Clearly defined and quantified target groups, a plan for quality assurance, including benchmarks
- § Clarity of the project objectives and their feasibility in the planned time;
- § Appropriateness of project outcomes and related activities in consistency with the project aim and specific objectives;
- § Balanced distribution of tasks and responsibilities among all partners including a substantial role for the partners in the partner country/ies;
- § Clear involvement of students or their organisations throughout the project cycle.

Budget and Cost Effectiveness

- § Reasonable staff costs are planned for each activity.
- § Equipment purchase is limited to what is necessary for the implementation of the project objectives and reasonable prices are estimated.
- § Daily salary scales provided in Annexes to the Call for proposals are respected; the type of task is used to determine the daily rate and not the status of the individual carrying out the work.
- § Mobility periods are used efficiently, making best use of time abroad for maximum benefit.



Contents – Possible Misunderstandings

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Logical Framework Matrix main differences

§ Now - example

(DEV) 1. *Develop a new study programme in XXX*



work package

Activities:

- § 2.1. *Prepare a set of courses and study programme in XXX*
- § 2.2. *Prepare the new teaching material, handbooks, syllabi, etc.*
- § 2.3. *Publish the new materials*

§ Before - example

Developed a new study programme in XXX



output

Activities:

- § 2.1. *Prepare a set of courses and study programme in XXX*
- § 2.2. *Prepare the new teaching material, handbooks, syllabi, etc.*
- § 2.3. *Publish the new materials*

PART F. Workplan in workpackages

F1 Identification: WP nr - type:

Development
Quality control and monitoring
Dissemination
Exploitation of results
Management

**At least one of each
type of WP must be
completed**

Start – End – Duration

Related assumptions and risks (limit 400 characters)

Description (limit 2000 characters)

F2 Deliverables – outputs / outcomes – “products”

Title
Type or nature

examples:

- course preparations and courses
- teaching materials and syllabi
- publications

Dissemination level
Target groups
Language(s) of the product

Identification of work packages

F. 1 Identification

Workpackage Number *: Workpackage type *:

Work package title *:

Start (month number) *: End (month number) *: Duration (in months)

Related assumptions and risks (Max. 400 characters) *:

Description of workpackage (Max. 2000 characters) *:

The data provided needs to be consistent with LFM

PART F. Workplan in workpackages

F3 Consortium partners involved:

Lead partner

Other partners

Role and tasks in the WPs (limit 400 characters)

F4 Resources required to complete WPs

Staff categories – number of days – for each partner organisation

Tasks to be sub-contracted

Travels: Staff; Students: number of flows / destination

Equipment

Printing and publishing

Other costs

Budget related to input is not required in the form any more. Budget specifications must be included in the Excel table “Workplan and Budget” in attachment.



Technical Requirements

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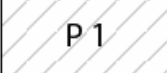

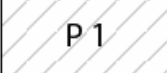

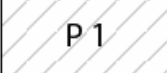

eForm features

- § An electronic application form that can only be submitted via the internet
- § A form that does not require you to be online when you are filling it in or validating it
- § An interactive pdf form that uses Adobe's Acrobat Reader (which can be downloaded from Adobe's website [FREE OF CHARGE](#))
- § It should be downloaded and filled

eForm – technical requirements

- § The form requires Adobe Acrobat Reader (or Standard or Professional) to be installed on your computer – this may require the intervention of your IT department
- § Version must be 8.1.3 or higher (incl. v9)
- § An internet connection and standard browser software are required
- § There is no software specific to the eForm

Mandatory, optional and calculated fields

Field Type	Characteristics	Examples							
Mandatory	Field label is accompanied by an asterisk *	<i>Telephone 1*:</i> _____	<table border="1"> <thead> <tr> <th colspan="2">Organisation Types</th> </tr> </thead> <tbody> <tr> <td><i>Enterprise*</i></td> <td><i>Not for profit*</i></td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Organisation Types		<i>Enterprise*</i>	<i>Not for profit*</i>		
Organisation Types									
<i>Enterprise*</i>	<i>Not for profit*</i>								
Optional	Field label has no asterisk	<i>Telephone 2:</i> _____	<table border="1"> <tbody> <tr> <td colspan="2"><i>Other participants involved in the proposal</i></td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	<i>Other participants involved in the proposal</i>					
<i>Other participants involved in the proposal</i>									
Calculated automatically	Field contains diagonal grey lines	<i>Duration:</i>  0	<table border="1"> <thead> <tr> <th>Partner no</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td> P 1</td> <td> APP</td> </tr> </tbody> </table>	Partner no	Role	 P 1	 APP		
Partner no	Role								
 P 1	 APP								

Text constraints

§ Formatting

- Formatted text can be pasted into the form from Microsoft Word etc. The form automatically strips off the formatting and plain text is retained, avoid copying texts with bullets
- Bullets and numbering can be used in text fields

§ Character limits

- Limits include characters and spaces and are documented either in the field label or in the User Guide. Overflow is prevented.

Attach mandatory documents

§ Use the 'Attach a document' buttons at the end of the eForm. Do not use the Adobe attach function!



§ Classic browse-to-file operation

§ Respect the file formats cited in the User Guide

§ A missing attachment prevents submission!

Submission

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Submission (1) – by 12h March 9th

One-phase submission in two steps:

Step 1:

Click on SUBMIT button of the eForm once the content is validated + mandatory attachments:

- § Declaration of Honour
- § Workplan and Budget Excel Table
- § LFM

An automatic notification is sent with the project
Reference number

Submission (2)

Step 2:

- Print out the submitted form
- Copy the project **Reference number** on each of the following original documents
 - § Declaration of Honour
 - § Budget (Excel Tables) and work plan
 - § Logical Framework Matrix
 - § Mandates
 - § Financial Identification Form
 - § Legal Entities Form
 - § Profit and Loss Accounts together with the balance sheet for the last three financial years for which the accounts have been closed (if applicable)
- Send the complete application package, **by the deadline** defined in the Call (date of postmark), **using registered post** to the **Agency postal address** mentioned in the Call for proposals.



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E-form help desk

[Eacea-external-](mailto:Eacea-external-helpdesk@ec.europa.eu)

helpdesk@ec.europa.eu

9.30-12.30 and 14-16.30

Monday to Friday



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