



Erasmus+

How to prepare your Erasmus Mundus Design Measures (EMDM) proposal

*European Education and Culture
Executive Agency*



How to apply

- **Where?**

- ✓ Applications must be submitted through the [European Commission's Funding & Tender Opportunities Portal](#) (F&TP) using the **Portal Submission System**

- **Who?**

- ✓ Proposals must be created and submitted by a contact person of the Applicant institution

- **When?**

- ✓ **Deadline: 17 June 2021 – 17:00 Brussels time**



Applicants are highly recommended to submit proposals **as early as possible** and at least 48 hours prior to the call deadline



Preliminary steps

- Consult the presentation [How to find and apply for funding opportunities](#)
- Get more guidance on how the Funding and Tender Opportunities portal works on the [F&TP online manual](#) and the [User Guide of the Submission System](#)
- Read carefully the information on the [Roles and access rights](#) and decide the persons who will manage the application



Get prepared

- Read carefully all the call documents
[Erasmus+ Programme Guide](#), application templates and specific instructions published in the F&TP under the respective [Topic conditions and documents](#)
- Plan your project and define your work plan
Work package and deliverables
- Create an EU Login account
To be able to submit a proposal, you must register on the Portal for an [EU Login account](#)
- Make sure your organisation has a valid Participant Identification code (PIC).
If not, get one !
[Participant Register](#)



Application requirements

Check the compliance of the proposal with the criteria set in the Erasmus+ Programme Guide Part B – Erasmus Mundus action Lot 2, and Part C – Information for applicants

- Admissibility criteria

- ✓ Submit the application electronically via the F&TP Electronic Submission System
- ✓ Use the forms provided in the Submission System
- ✓ Submit a complete application containing all parts and mandatory annexes
- ✓ Respect the page limit for Part B of the application form (40 pages)
- ✓ Respect the deadline



Application requirements (cont.)

- Eligibility criteria
 - ✓ The applicant must be an eligible HEI established in an Erasmus+ Programme or Partner country
 - ✓ Fixed project duration: 15 months
 - ✓ Applications must be submitted by 17 June at 17:00 Brussels time
- Exclusion and Selection criteria
 - ✓ The applicant is not in any of the exclusion situations described in Articles 136-141 of the Financial Regulation (Part C of the Erasmus+ Programme Guide)
 - ✓ The applicant financial and operational capacity are adequate

Start your application

Call data:

Call: ERASMUS-EDU-2021-EMJM-DESIGN

Topic: ERASMUS-EDU-2021-EMJM-DESIGN

Type of action: ERASMUS-LS

Type of MGA: ERASMUS-AG-LS

- Once in the F&TP Portal Submission System:

- ✓ Make sure you are in the correct Call for proposals and Type of action.

- ✓ Only 1 submission type will appear

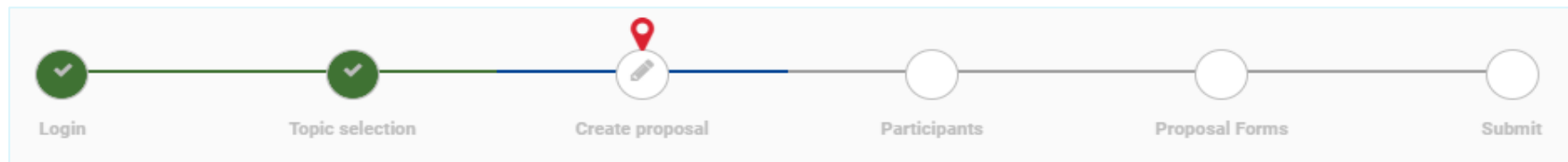
Please select the type of your submission:

ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Start submission

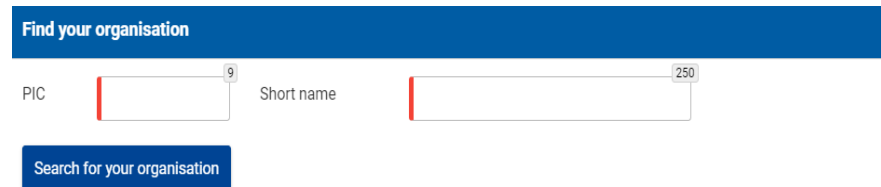
- ✓ You will need to use the online forms and templates available in the Submission System

- ✓ A progress bar at the top shows the proposal completion progress – the red indicator signals at which stage you are.



Start your application (cont.)

- ✓ In the step 'Create proposal' you will have to enter your organisation search criteria



The screenshot shows a search form titled "Find your organisation". It contains two input fields: "PIC" with a character limit of 9, and "Short name" with a character limit of 250. Below the fields is a blue button labeled "Search for your organisation".

- ✓ Select your role, either **Main contact** or **contact person**. At least one Main contact must be provided (refer to the Portal section [Roles and access rights](#) for more information)
- ✓ Indicate the proposal acronym and enter a short summary. These will be displayed further on in the "General Information" section of the Application Form Part A
- ✓ Mono-beneficiary Grant Agreement (the applicant is the only beneficiary) ➡ not possible to add Partners

Other participating organisations are to be described only in Part B and C of the application form

Application package

The application form is structured in 3 sections:

- Part A – Administrative forms

General information about the project, data on the applicant organisation and contact persons, legal declarations, etc

- Part B – Technical description & annexes

Contains the narrative part of the project, the work package and the deliverables

- Part C – Administrative forms

Specificities about the EMDM (nr. of ECTS, type of degrees to be awarded, etc)

Complete Part A &
C **directly** on the
Portal



Pay particular attention to the instructions given on the Portal under **Topic conditions and documents**, in particular section **6. Application form templates, guidance and model grant agreement (MGA)**

Application package: Part A – Administrative forms

- Use the icon  to access the administrative forms

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show



- ✓ Section 1 **General information**: provide general information about the project

Project estimated duration ➡ fixed duration of 15 months



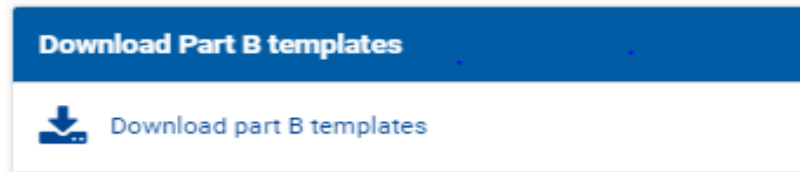
Don't forget to include the project scientific areas

Tick the relevant box(s) of the Declaration at the end of the section

- ✓ Section 2 **Participants**: provide information about the applicant organisation only, the department(s) involved and contact persons
- ✓ Section 3 **Budget**: encode the fixed lumpsum contribution of 55.000 EUR

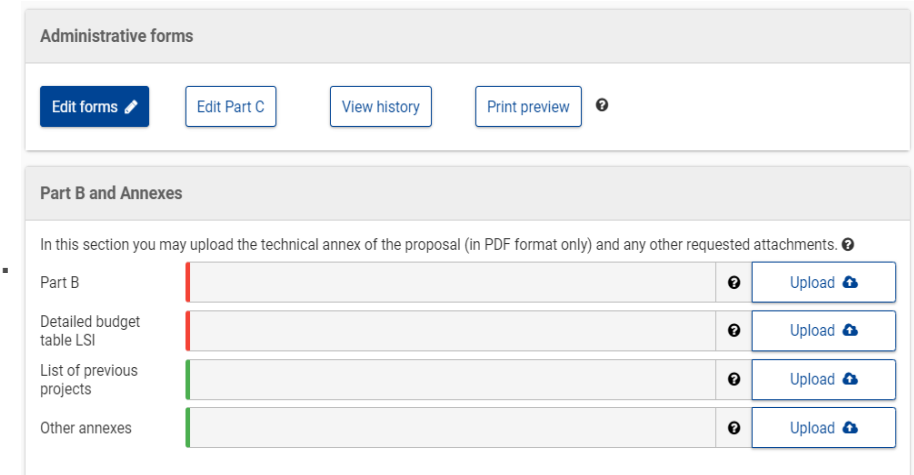
Application package: Part B – Technical description & annexes

- Part B must be prepared in advance using the templates downloaded from the system



- There are only 2 mandatory documents to be uploaded:
 - ✓ Part B
 - ✓ Annex “Detailed budget table”

You are not required to add any additional annexes.

A screenshot of a web application interface. The top section is titled 'Administrative forms' and contains four buttons: 'Edit forms' (dark blue), 'Edit Part C' (light blue), 'View history' (light blue), and 'Print preview' (light blue). Below this is a section titled 'Part B and Annexes'. It contains a text area with the instruction: 'In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments.' Below the text area is a table with four rows, each representing a document type. Each row has a colored bar on the left, a text input field, a question mark icon, and an 'Upload' button with a download icon. The rows are: 'Part B' (red bar), 'Detailed budget table LSI' (red bar), 'List of previous projects' (green bar), and 'Other annexes' (green bar).

Application package: Part B – Technical description & annexes

- Part B is a narrative technical description of the project
 - ✓ **Sections 1-3** contain different questions based on the Award criteria set in the Erasmus+ Programme Guide.

Address all guiding points presented in the Call document/Programme Guide under the respective award criterion
 - ✓ To keep in mind:
 - There are sections that are not applicable for low value grants (less or equal to 60.000 EUR) or prefixed Lump Sum Grants – the EMDM fall under both categories
 - In the Portal under **Topic conditions and documents** there are specific instructions for some sections:
 - Under **2.1.2 Project management, quality assurance and monitoring and evaluation strategy** it is not necessary to describe evaluation methods and indicators to monitor the outreach and coverage. However, please address the specific conditions set out in the Erasmus+ Programme Guide: Quality – Project design and implementation
 - In section **2.1.3 Project teams, staff and experts** **CVs are NOT required**
 - Section **2.1.5 Risk management** is **NOT applicable for EMDM**
 - Section **2.2.1 Consortium set-up: Consortium cooperation and division of roles** is applicable for EMDM and should be addressed
 - Section **2.2.2 Consortium management and decision-making mechanisms** is **NOT applicable for EMDM**

It is on the basis of how you address the Award criteria that your proposal will be evaluated

Application package: Part B – Technical description & annexes

- Part B is a narrative technical description of the project:
 - ✓ **Section 4** work plan, work packages and timing
 - Provide a description of the work plan and of the project activities
 - **Use one single work package** for the entire project
 - Show **who is participating** in each task; include the participating organisations
 - When completing the Timetable keep in mind the duration of an EMDM project ➡ 15 months
 - ✓ **Section 5** is **NOT applicable for EMDM**
 - ✓ **Section 6** refers to Declarations concerning double funding

Application package: Part B – Technical description & annexes

- Annex – Detailed budget table

- ✓ Information to be encoded:

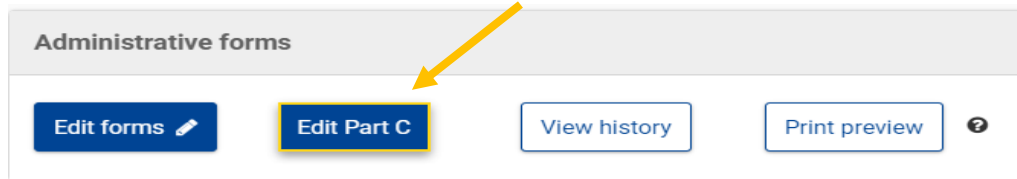
- Applicant HEI
 - Work package name
 - Fixed lump sum amount 55.000 €

Leave the other cells empty

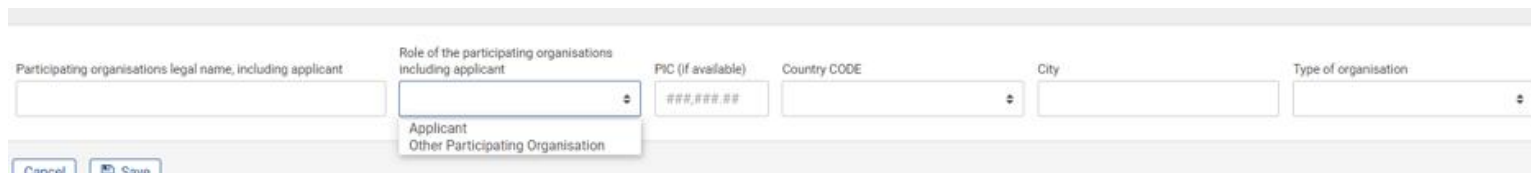
- ✓ Accepted file formats: xls, xlsx, odt

DETAILED BUDGET TABLE ERASMUS LS I – PROPOSAL						
Estimated budget – Lump sum breakdown						
Participant	WP name	WP 2 [name]	WP 3 [name]	WP 4 [name]	WP 5 [name]	
Applicant HEI	55.000					
[name]						
[name]						
Total	0	0	0	0	0	

Application package: Part C – Administrative forms



- ✓ Select the applicant organisation type
- ✓ Nr of ECTS of the new master: choose 1 single option
- ✓ Type of degree intended to be awarded: choose 1 single option
- ✓ Include the **participating organisations** that will contribute to the design of the Master programme
(Add as many as necessary)

A screenshot of a form titled "Participating organisations". The form has several fields: "Participating organisations legal name, including applicant" (text input), "Role of the participating organisations including applicant" (dropdown menu with "Applicant" and "Other Participating Organisation" options), "PIC (if available)" (text input with "###,###.##" placeholder), "Country CODE" (text input), "City" (text input), and "Type of organisation" (dropdown menu). At the bottom left, there are "Cancel" and "Save" buttons.

Validate & Submit your proposal

- **Edit** your draft proposal as many times as you need to complete/correct information.
- Run a **validation** of your draft proposal to make sure it meets the requirements and that no information is missing

VALIDATE

SUBMIT

- **Errors** and **warnings** will be listed at the end of the form.

Show Error

Errors mean that mandatory information is missing and the proposal cannot be submitted until these errors are corrected

Show Error

Show Warning

Warning messages do not block submission, but they indicate missing information. Ideally, these should be addressed by

Show Warning

correcting the information provided

- **After submission**, you can still edit and update the proposal at any time before the deadline. However, if you change the content you will need to re-submit for the changes to be reflected.



General advice

- When writing your proposal make sure it is:
 - ✓ **Clear**: reply to all mandatory questions paying attention to the specific context – refer to the EMDM award criteria in the Erasmus+ Programme Guide
 - ✓ **Complete**: ensure (twice!) you have followed all the instructions and that no information or mandatory annexes are missing; make sure that the proposal fulfils all the mandatory requirements
 - ✓ **Coherent**: avoid contradictions, avoid "patchwork"
 - ✓ **Simple & concrete**: use easy read language, keep sentences simple, justify your statements
 - ✓ **Explicit**: do not take anything for granted; do not assume experts will always immediately understand; avoid abbreviations or explain them
 - ✓ **Rigorous**: the application is the basis on which your project will be implemented
 - ✓ **Focused**: stick to what is asked. Respect the page limit for Part B (40 pages)

Don't forget : submit your application well in advance of the deadline!



Other information sources

- [Statistical factsheets on the achievements of the Erasmus Mundus Joint Master Degrees \(2014-2020\)](#)
- [Statistical factsheets on Erasmus+ 2014-2020](#)
- [Report 'Implementing Joint Degrees in the Erasmus Mundus action of the Erasmus+ programme'](#)
- [EMJMD catalogue](#)
- [EMJMD Cluster meeting 2018: European Approach for Quality Assurance of Joint Programmes](#)
and [Follow-up event 2019 "Implementing the European Approach for Quality Assurance for EMJMDs](#)
- [Erasmus Mundus Joint Master Degrees - The story so far](#)
- [Sustainability of Erasmus Mundus Master Courses - Best practice guide](#)

Good luck !



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