European Commission

Tempus IV

SECOND CALL FOR PROPOSALS N° EAC/01/2009

Application Form

Joint Project 2009

insert title of the project

Registration number: Registration number (leave empty)

SUBMISSION PROCEDURE

Please read carefully the following explanations and instructions (pages 1-5) concerning the submission of your proposal.

- Applicants are requested to access and download the application form from the internet: http://ec.europa.eu/tempus.

- Before completing the form, please read the Tempus IV Call for Proposals EAC/01/2009, which can be obtained from the Tempus website at the following address: http://ec.europa.eu/education/programmes/tempus/call09_en.html.

- Applicants have the choice of submitting the application in English, French or German.

- Only applications using the correct form will be accepted and processed.

1. **Application forms must be sent by e-mail,** and only this version will be used for assessment purposes; changes made after the original submission will not be accepted or considered.

   - The application forms must be submitted electronically by:

   Deadline: 28 April 2009, at 16:00 Central European Summer Time

   E-mail Address: EACEA-TEMPUS-CALLS@ec.europa.eu

   - Applicants are strongly advised not to leave the submission of their applications until the last possible moment. Applicants should consider that problems arising can only be dealt with during office hours and that technical support will be guaranteed until 16:00 (Central European Summer time) on 28 April 2009. Applicants are therefore strongly advised to submit applications in a timely manner.

2. The **supporting and administrative documents** must be also be sent by e-mail, in a single pdf file of the scanned originals, **by 12 May 2009** to the same e-mail address (documents sent separately will not be accepted):

   EACEA-TEMPUS-CALLS@ec.europa.eu

   - The registration number must be indicated in the cover letter accompanying the supporting and administrative documents to be sent by 12 May 2009.

3. **Selection procedure** involves many steps and will last several months.

   - All applicants will be informed in writing of the results of the selection process. Selected proposals will be subjected to a financial evaluation, in the context of which the Commission may ask the persons responsible for the proposed actions to provide additional information and, if appropriate, financial guarantees.

   - The intention is to inform succesful and unsuccessful applicants on the results no later than the end of October 2009.

   - It is planned that selected applicants will receive their agreements for signature in November 2009.

- The intentions is to send letters including feedback and recommendations regarding the proposals to all applicants by the end of 2009. In principle, activities of the selected project should start by 15 January 2010.

- Applicants should be aware that upon completion of the selection procedure **all** communication concerning this application (such as information on the decision, the provision of feedback to un-successful applicants, etc.) will **solely** take place with the person indicated in this application as "grant applicant" (reference number 1 in section II, List of Partners).

- The information provided in the application is subject to EU legislation on protection of personal data and confidentiality of information. For further information, please check: http://ec.europa.eu/justice_home/fsj/privacy/

NB: Applicants should send an electronic copy of their proposal to the Tempus National Contact Point (for EU-based applicants) and the National Tempus Office (for applicants based in the partner countries). Electronic addresses are available from the Tempus website: http://ec.europa.eu/education/programmes/tempus/national_en.html

THE APPLICATION FORM

This application form contains features that allow the automatic transfer of information into the database used for the selection and narrows down the possibility of applicants' possible mistakes.

Applicants will find below some explanations on the structure of the form as well as some instructions on how to fill it in. Should you encounter any problems, do not hesitate to contact the helpdesk for prompt support to technical problems, at the e-mail address:

EACEA-TEMPUS-CALLS@ec.europa.eu

How to complete the form:
The structure of the following sections of this form is protected.

- Section I: Declaration on Exclusion and Selection Criteria
  Agreement on Publication
  Endorsement Letters
  Technical Capacity
  Declaration for Qualifying as Public Body (if applicable)
  Profit and Loss Accounts (if applicable)
- Section II: Basic Data of the Project
  List of Partners and/or "Associated" Partners
- Section III: Project Particulars
- Section IV: Summary of the Project
- Section V: Funding requirements
- Section VI: Administrative Documents: Legal entities, Financial identification

Applicants are allowed to fill in only the specific fields, which are **highlighted in grey** while the rest of the form is not editable. There are **free-text fields**, where any text can be inputted (ex: <<Example text field>>), and **selection fields**, where you will have to select from a list of predefined values (ex. Choice 1). As a general rule, in order to type into a field or to select a tick box, click on it with your mouse. You can also easily move from one field to the next using the TAB or arrow keys.

In case the requested information is to be provided in the form of a list, you can start a new line after each individual entry by clicking on the "enter" key, within the same field, as in a normal "word" document.

Please note that some fields are automatically filled-in based on your input in other fields. For instance, you will only have to input the project title once on the cover page, and it will be displayed in all other sections of the application requesting this information. In general, you should always fill in the first field, requesting the information, which will then be copied into subsequent sections. We therefore recommend that you fill in the form starting from the cover page.
In order to ease the navigation in the application form, we recommend using the Document Map feature (from MS Word menu, "View" ➔ "Document Map")

Beside these general hints please note the following:

- **Section II, List of partners:**

The form includes a limited number of "boxes" for participating partners and/or "Associated" partners and individual experts. Should you plan to involve more partners and/or individual experts than the number provided in this form, please insert their data in the field called: *"Contact details for additional partners"* and *"Contact details for additional individual experts"* (providing the same information as is requested in the protected "boxes" for partners and experts).

- **Section V, Funding requirements:**

The Summary table n°8 ("*Summary of project funding requirements")* will be automatically filled in with the total costs of each heading in the relevant tables n° 1-6.
Furthermore, within table n°8, the percentage of co-financing of the project will be verified automatically, once the amount to be co-financed is inserted in the proper field in table n°7.

The following sections need to be completed.

The declarations requested in the following pages [Section I; the "Declaration on Exclusion and Selection Criteria", the "Agreement on Publication", the endorsement letters to be provided and the "Declaration for Qualifying as a Public Body" (where applicable)] should be signed by the grant applicant **and** by the person at the grant applicant's legal entity who is legally authorised to engage the legal entity itself: in case of higher education institutions that means the **rector, vice-rector, president or vice-president**, in case of other legal entities the **minister, secretary-general, chairman, executive director or their deputies**. *Please note that **applicants must be legal entities based in the European Union or in Tempus partner countries.***

SECTION I: DECLARATION ON EXCLUSION AND SELECTION CRITERIA

To be completed by the Grant Applicant

1. We have stable and sufficient resources of funding to maintain our activities throughout the period during which the project is carried out;
2. We are not bankrupt or being wound up, are not having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for under national legislation or regulations;
3. We have the professional competencies and qualifications required to complete the proposed project;
4. We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
5. We have not been convicted of an offence concerning our professional conduct by a judgement which has the force of res judicata;
6. We have not been subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
7. Following an award procedure financed by the Community budget, we have not been declared to be in serious breach of contract for failure to comply with the contractual obligations;
8. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.

We, the undersigned, certify that the information given above and in the following project proposal is correct to the best of our knowledge, and that the proposal has been endorsed by the relevant authorities representing the partners.

We, the undersigned, have taken note that if found guilty of false declarations,we will receive financial penalties in proportion to the value of the grants in question.

<table>
<tr><td>Title of the project:</td><td colspan="3">insert title of the project</td></tr>
<tr><td colspan="2">Ref. Nr. 0 - Legal Representative of the applying legal entity:
First name and surname:
Place: Date: (dd/mm/yyyy)
Position:
Signature:</td><td colspan="2" rowspan="2">Official stamp or seal of the applying legal entity:</td></tr>
<tr><td colspan="2">Ref. Nr. 1 - Grant Applicant:
First name and surname:
Signature:</td></tr>
<tr><td>Place:</td><td>Date: (dd/mm/yyyy)</td><td>Registration Number:
(Obtained after submission)</td><td></td></tr>
</table>

SECTION I: AGREEMENT ON PUBLICATION

To be completed by the Grant Applicant

In case our proposal will be selected we agree that the Commission will publish the following information:

- name and address of the beneficiary,

- subject of the grant,

- amount awarded and rate of funding

<table>
<tr><td>Title of the project:</td><td colspan="3">insert title of the project</td></tr>
<tr><td colspan="2">Ref. Nr. 0 - Legal Representative of the applying legal entity:
First name and surname:
Place: Date: (dd/mm/yyyy)
Position:
Signature:</td><td colspan="2" rowspan="2">Official stamp or seal of the applying legal entity:</td></tr>
<tr><td colspan="2">Ref. Nr. 1 - Grant Applicant:
First name and surname:
Signature:</td></tr>
<tr><td>Place:</td><td>Date: (dd/mm/yyyy)</td><td>Registration Number:
(Obtained after submission)</td><td></td></tr>
</table>

SECTION I: ENDORSEMENT LETTERS

- All **partners** (except the applicant legal entity) **must submit an endorsement letter** to confirm their role and willingness to participate in the project; these must be submitted together with the other supporting and administrative documents by the deadline **of the 12th of May 2009.**

Applicants should follow the model below.

MODEL ENDORSEMENT LETTER

OFFICIAL HEADED PAPER OF THE PARTNER

OBJECTIVE: ENDORSEMENT OF THE TEMPUS PROJECT: (FULL TITLE OF THE PROJECT)

CONTENT: *Give details of the application, confirming the support of the partner for the project. Specify the role of the partner in the project and give details on the contact person.*

For a partner from one of the partner countries indicate how the project fits into the development strategy of that partner country in the context of the reform of their higher education system.

Please insert a confirmation sentence stating that the partner has read the whole application, including the financial details, and is aware of the specific role it will have in the project.

SIGNATURE of the person legally authorised to represent the partner:
In the case of higher education institution, this means the ***rector, vice-rector, president or vice-president.*** *In the case of other legal entities, this means the* ***minister, secretary-general, chairman, executive director or their deputies***

POSITION of the person legally authorised to represent the partner

DATE: please remember that the date on the endorsement letter must be before the Joint Project application deadline (i.e. 28 April 2009)

OFFICIAL STAMP or SEAL of the partner

SECTION I: TECHNICAL CAPACITY

In order to permit an assessment of their technical capacity, applicants must submit:

- A brief CV (maximum of 2 pages) of the grant applicant, proposed members of the key project staff and of each proposed **individual expert**. The CV of the individual expert has to make explicit reference to the expertise he/she will provide in the Joint Project proposal. The expert CVs are part of the documents to be submitted by 12 may 2009 along with the other administrative and supporting documents.

- a list of projects already undertaken in the relevant field by the applicant and by the partners.

SECTION I: DECLARATION FOR QUALIFYING AS A PUBLIC BODY

To be completed by the Grant Applicant if applicable

For the purpose of this call, the following bodies shall be considered to have the necessary financial, professional and administrative capacity and the necessary financial stability: higher education institutions recognised as such by participating countries, as well as institutions or organisations in the higher education sector which have received over 50 % of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives.

We, the undersigned, declare by our honour that our institution complies with the above-mentioned definition of public body.

<table>
<tr><td>Title of the project:</td><td colspan="4">insert title of the project</td></tr>
<tr><td colspan="3">Ref. Nr. 0 - Legal Representative of the Applying Higher Education Institution:
First name and surname:
Place: Date: (dd/mm/yyyy)
Position:
Signature:</td><td colspan="2" rowspan="2">Official stamp or seal of the Applying Higher Education Institution:</td></tr>
<tr><td colspan="3">Ref. Nr. 1 - Grant Applicant:
First name and surname:
Signature:</td></tr>
<tr><td colspan="2">Place:</td><td>Date: (dd/mm/yyyy)</td><td>Registration Number:
(Obtained after submission)</td><td></td></tr>
</table>

SECTION I: PROFIT AND LOSS ACCOUNTS

To be attached by the Grant Applicant <u>if applicable</u>

If the applying legal entity is not or does not qualify as a public body or is not an international organisation it has to provide its profit and loss accounts together with the balance sheet for the last three financial years for which the accounts have been closed.

SECTION II: BASIC DATA ON THE PROJECT

- **Title of the project**

The title should be concise and accurate, and should not exceed 50 characters in length. For example: Finance and Administration Training for Civil Servants.

insert title of the project

- **Acronym of the project**

For example: F.A.T.C.S

- **Type of the project**

Please select from the list below the project type and main theme of the proposal. If your proposal involves more than one category, please indicate the predominant one. It is this category under which your proposal will be evaluated:

<<Click here to select Project Type>>

- **Project duration**

Please select from the lists below:

<<Click here to select Project duration>>

- **Specific Objectives of the project**

- **Partner country/ies involved**

Please tick the relevant box/es:

Western Balkans			
☐	AL – Albania	☐	MK – former Yugoslav Republic of Macedonia
☐	BA – Bosnia and Herzegovina	☐	RS – Serbia
☐	HR – Croatia	☐	1244 – Kosovo
☐	ME – Montenegro		

Eastern Neighbouring Area			
☐	AM – Armenia	☐	MD – Moldova
☐	AZ – Azerbaijan	☐	RU – Russian Federation
☐	BY – Belarus	☐	UA – Ukraine
☐	GE – Georgia		

Southern Neighbouring Area			
☐	DZ – Algeria	☐	MA – Morocco
☐	EG – Egypt	☐	PS – Territory governed by the Palestinian Authority
☐	IL – Israel	☐	SY – Syria
☐	JO – Jordan	☐	TN – Tunisia
☐	LB – Lebanon		

Central Asia			
☐	KG – Kyrgyzstan	☐	TM – Turkmenistan
☐	KZ – Kazakhstan	☐	UZ – Uzbekistan
☐	TJ – Tajikistan		

Has the grant applicant institution (Ref. No.:0) previously acted as a grant holder / contractor for a European Commission grant / contract? *(Please select from the button below.)*

<< Click here to make your choice>>

If yes, please provide the registration number of the most recent grant agreement / contract:

Please specify with which Directorate General of the European Commission the project had been carried out:

- **Subject area code**

Please refer to the Glossary of Codes in Annex 5 the Tempus IV Call for Proposals, EAC/01/2009 in order to find the code for the relevant subject area. Please insert ONE code only:

<<Subject Area Numeric Code>>

The proposal had already been submitted in a previous call: **<<Click here to select>>**

If yes, please provide the registration number:

1.
2.
3.

- **Reference number of previous Tempus projects in which some or all partners have been involved** (if any):

JEP -		JEP -		JP –
JEP –		JEP –		JP –
JEP -		JEP -		JP -

- **Language of application and of future correspondence**

All future correspondence related to your project will be in the language that you choose among English, French or German. Please select from the list below:

<<Click here to select>>

SECTION II: LIST OF PARTNERS

- **NB: If a public administration authority such as the Ministry of Education is involved, it should be listed here but will participate in the project under the terms laid out in the Call for Proposals EAC/01/2009**

Reference number: 0 – Legal representative of the applying legal entity *(same person as listed in the declaration under Ref. nr. 0)*						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**:					
Erasmus Univ. Charter N°					***Compulsory for applying universities from the EU!***	
Legal Status:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

Reference number: 1 – Grant applicant *(same person as listed in the declaration under Ref. nr. 1)*						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Legal Status:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

** Refer to the Call for Proposals, Annex 5, "Glossary of codes" for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used*

Reference number: 2 – Contact person of partner						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

Reference number: 3 – Contact person of partner						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

** Refer to the Call for Proposals, Annex 5, "Glossary of codes" for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used*

Reference number: 4 – Contact person of partner						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

Reference number: 5 – Contact person of partner						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

** Refer to the Call for Proposals, Annex 5, "Glossary of codes" for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used*

Reference number: 6 – Contact person of partner						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

Reference number: 7 – Contact person of partner						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

** Refer to the Call for Proposals, Annex 5, "Glossary of codes" for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used*

Reference number: 8 – Contact person of partner					
Title:	**Mrs.(F)**				
First name:			*Surname:*		
Function at organisation:					
Name of the organisation:					
Type of organisation:	**<<Click here to select>>**				
Faculty:					
Department:					
Country:*			*Postal code:*		
Town:					
Address:					
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:					

Reference number: 9 – Contact person of partner					
Title:	**Mrs.(F)**				
First name:			*Surname:*		
Function at organisation:					
Name of the organisation:					
Type of organisation:	**<<Click here to select>>**				
Faculty:					
Department:					
Country:*			*Postal code:*		
Town:					
Address:					
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:					

** Refer to the Call for Proposals, Annex 5, "Glossary of codes" for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used*

Reference number: 10 – Contact person of partner						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

Reference number: 11 – Contact person of partner						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

** Refer to the Call for Proposals, Annex 5, "Glossary of codes" for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used*

Reference number: 12 – Contact person of partner						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

Reference number: 13 – Contact person of partner						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

** Refer to the Call for Proposals, Annex 5, “Glossary of codes” for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used*

Reference number: 14 – Contact person of partner						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

Reference number: 15 – Contact person of partner						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

** Refer to the Call for Proposals, Annex 5, "Glossary of codes" for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used*

Reference number: 16 – Contact person of partner						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

Reference number: 17 – Contact person of partner						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

** Refer to the Call for Proposals, Annex 5, "Glossary of codes" for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used*

Contact details of additional Partners
Should the number of partners exceed 17, please use the following space to add additional members. The following information must be included for each contact person: Title, first name and surname, position at institution, type of organisation, name of institution, name of faculty, name of department, COMPLETE address, Phone, Fax and e-mail.

List of proposed individual experts:

Please note that individual experts **cannot come from any of the partner organisations**, neither as staff nor as students, as people within the partner organisations can be involved in the project directly.

Reference: i – Individual expert (from non-partners) proposed for specific tasks in project (CV must be included of a maximum of 2 pages)						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

Reference: ii – Individual expert (from non-partners) proposed for specific tasks in project (CV must be included of a maximum of 2 pages)						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

** Refer to the Call for Proposals, Annex 5, "Glossary of codes" for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used*

Reference: iii – Individual expert (from non-partners) proposed for specific tasks in project (CV must be included of a maximum of 2 pages)						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

Reference: iv – Individual expert (from non-partners) proposed for specific tasks in project (CV must be included of a maximum of 2 pages)						
Title:	**Mrs.(F)**					
First name:			*Surname:*			
Function at organisation:						
Name of the organisation:						
Type of organisation:	**<<Click here to select>>**					
Faculty:						
Department:						
Country:*			*Postal code:*			
Town:						
Address:						
Phone:	*Country code:*		*City Code:*		*Phone Nr.:*	
Fax:	*Country code:*		*City Code:*		*Fax. Nr.:*	
E-mail:						

Refer to the Call for Proposals, Annex 5, "Glossary of codes" for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

List of individual experts

Should the number of individual experts exceed 4, please use the following space to add additional experts. The following information must be included for each contact person:

Title, first name and surname, function at institution, type of organisation, name of institution, name of faculty, name of department, COMPLETE address, Phone, Fax and e-mail.

SECTION III: PROJECT PARTICULARS

This application form requires a general understanding of the Logical Framework Matrix approach and some familiarity with the vocabulary associated with it. Applicants who have never used the approach are therefore advised to familiarise themselves with it and to consult one of the numerous handbooks available on the subject on the internet.

In section III you are required to provide detailed information on your project in the form of **narrative parts** and accompanying **tables**; the information provided should not be repetitive but **complementary**. In the narrative sections you are expected to describe aspects of your project from a strategic and methodological point of view whereas in the tables you are asked to enter into greater detail in relation to aspects such as expected outcomes, activities, inputs and budgetary requirements.

Applicants should note that each proposal will be assessed on the basis of the elements included in this application only. You can include web site references in your application, but the assessment of your proposal will not be based on additional information found on a website but not contained within the application.

III.1 BACKGROUND OF THE PROJECT

A maximum of four pages, (A4 size)

III.1a Problem analysis / Relevance

You should present the justification for the project and clearly identify the specific problem/s which the proposed project intends to solve.

Explain why this/these problem/s has/have been selected to be addressed, as opposed to others, and how the project proposal fits into the development strategies of the involved partners.

Your information should be descriptive and specific to the subject of the proposal. Also, please describe briefly how your project proposal was prepared.

III.1b Presentation of the partners and external experts

In this section you should explain why the selected partners are best suited to participate in the project and describe their particular expertise in relation to the project objectives. Partners should be chosen due to their specific capacities, expertise and experience necessary to achieve the project objective. Please focus on elements which are essential for the project, such as

- particular capacity and expertise
- relevant previous experience
- contacts beneficial to the project etc.

In case of involvement of external experts, please describe their specific expertise and contribution to the project.

III.2 THE PROJECT

A maximum of four pages , (A4 size).

Having already identified the problems and needs in Section III.1a, in this narrative part you should describe the project fully. It must be clearly and directly related to the identified problems.

Address as appropriate the following points in your description of the project:

- academic content
- pedagogical methodology
- involvement of academics, students and stakeholders at large
- quality assurance processes
- convergence with EU higher education policies

For example, present:

- a clear definition of what the duration and structure of new or up-dated course/s will be, identify any innovative subjects which will be introduced as a result of project activities and a description how the project activities will progress over time
- an explanation of which groups will be involved (for example, administrative/academic/students and/or their representatives,) and how they will be involved, as project staff or as target group
- a clear indication of how many training courses will be prepared and delivered during the project life and forecasts of how many people will be trained and a description of the improved and new skills that will be acquired by the trainees;
- a description of new (teaching) methodology/ies and new equipment to be introduced and of how they-will contribute to teaching, learning and managing (Joint Projects) or policy development, system change and legislation (Structural Measures)
- a description of what changes will be introduced at institutional level as a result of the activities;
- the number and duration of mobilities, etc.

You must clearly indicate the working methodologies and processes to be used.

The outcomes that will be achieved in each year should be described and information on the activities, and the resources that will be required to achieve them, should be provided.

III.3 PROJECT OBJECTIVES, OUTCOMES AND ACTIVITIES (LOGICAL FRAMEWORK MATRIX – LFM)

In order to plan and structure the project's objectives, outcomes and activities as thoroughly as possible, you are expected to complete an LFM (maximum of 2 pages), which represents a synthesis of the project. The LFM is a tool which provides an overview of the project and can assist in the design, planning, implementation and monitoring of a project. Please use the table provided further below.

Details provided in the table should complement the information previously explained in the project narrative (section III.2).

In addition to the project overview, which summarises the objectives and activities in the first column, you are requested to provide details on other aspects, such as indicators of progress, risks and assumptions.

Wider objective:

Give an indication of the medium / long-term aim to which the project is designed to contribute.

> ***Example****: To ensure that the targeted Partner Country university is in a position to offer education which is targeted towards the changing needs of the economic environment.*

Project-specific objectives:

State the specific objectives of the project. The specific objectives should indicate what is expected to have been achieved by the end of the project. The objective of your project should be "SMART": Specific, Measurable, Accurate, Realistic and Time-bound.

> ***Example****: To bring undergraduate curricula, teaching methods and library facilities at the Faculty of Economics of the University of xxx into line with the Bologna requirements by December xxx.*

Outcomes - Outputs:

The outcomes and outputs to be produced during the project implementation should be listed in concrete terms. They should be logically linked to each other *and*, once again, they should be specific, realistic in relation to the duration of the project and measurable in so far as this is possible. Producing all planned outcomes and outputs will mean that the project objectives have been attained as planned.

Assign reference numbers for each outcome and each output. These will be needed for the work plan (section III.4)

Outputs are tangible and outcomes are rather intangible.

> *An output (tangible) could be, for instance, newly developed teaching materials for the MSc degree in Management & Business.*

> *An outcome (intangible) could be, for example, all the experience gained in a project such as skills of management of trans-national partnerships, methods with which the final products were developed or methodologies used.*

Activities:

The achievement of an outcome/output implies the completion of a set of related activities. Indicate which activities are planned to achieve each outcome/output.

Assign subordinate reference numbers for each activity (see above). These will be needed for the work plan.

Inputs:

Inputs should be expressed in terms of the human resources, equipment, materials and travel considered necessary to perform the activities intended to produce the desired outcomes/outputs.

> ***Example****: Two librarians from D to UKR for 3 weeks (costs of stay and travel costs); 1 part-time secretary in the co-ordinating consortium member for 6 months (staff costs); 5 computers, 2 printers at beneficiary university (equipment).*

Inputs should be appropriate and sufficient to undertake the planned activities.

Indicators of progress:

These are the "sign-posts" that will be used to measure the performance of the project throughout its life-cycle. These preliminary indicators are likely to be reviewed or supplemented by more specific indicators once a project is operational.

Indicators should be specific in terms of quantity, quality, time and target group.

Indicators provide a basis for the monitoring of the project's progress and should therefore be considered as an ongoing evaluation mechanism within the project.

Assumptions and risks:

Please mention in this section any factors (that is, situations, events, conditions or decisions) which are necessary for the success of the project activities, outcomes or objectives, but which are not directly under the control of the partnership. You should see these as situations or events that you think might occur. The more these situations/events are beyond the control of the partnership the higher the risk which is posed to the project if they occur.

> ***Example****: That accreditation of the new curriculum might not be granted by the national authorities.*

For those identified risks, which are internal to the partnership, such as for example lack of EU language skills of partner country university staff, lack of interest from students, lack of time of university teaching staff, the partnership should foresee and indicate in the application means and activities to counter-act these risks.

III.3 LOGICAL FRAMEWORK MATRIX – LFM

Wider Objective: *What is the overall broader objective, to which the project will contribute?* •	**Indicators of progress:** *What are the key indicators related to the wider objective?* •	**How indicators will be measured:** *What are the sources of information on these indicators?* •	
Specific Project Objective/s: *What are the specific objectives, which the project shall achieve?* •	**Indicators of progress:** *What are the quantitative and qualitative indicators showing whether and to what extent the project's specific objectives are achieved?* •	**How indicators will be measured:** *What are the sources of information that exist and can be collected? What are the methods required to get this information?* •	**Assumptions & risks:** *What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?* •
Outputs (tangible) and Outcomes (intangible): *Please provide the list of concrete outputs/outcomes leading to the specific objective/s, using bullet points, considering the following questions for their definition: What are the envisaged quantifiable and non-quantifiable effects and benefits of the project?* *What improvements and changes will be produced by the project?* •	**Indicators of progress:** *What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?* •	**How indicators will be measured:** *What are the sources of information on these indicators?* •	**Assumptions & risks:** *What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?* •
Activities: *What are the key activities to be carried out and in what sequence in order to produce the expected results?* •	**Inputs:** *What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?* •		**Assumptions, risks and pre-conditions:** *What pre-conditions are required before the project starts? What conditions outside the project's direct control have to be present for the implementation of the planned activities?* •

III.4 WORKPLAN

Please use the model provided. Applicants are expected to complete a one-page work plan for each project year.
For each year of your project proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place. Please create additional work plan tables if further space is needed.
The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.
M1 = first month of the project year; 12 M = 1 year; 4 weeks = 1 M. Please use one symbol (= / X) to represent one week.

WORKPLAN for ………… project year

Activities		**M1**	**M2**	**M3**	**M4**	**M5**	**M6**	**M7**	**M8**	**M9**	**M10**	**M11**	**M12**
Ref. N° /Sub Ref. N°	Title												

Starting and end date of Outcome: **O**
Activity carried out in the EU/Candidate Country: **=**
Activity carried out in the Partner Country (ies): **X**

III.5 OUTCOME & ACTIVITY TABLES

The outcome tables enable you to give precise details on each expected outcome and the related activities. You should also provide details on the resources needed for each outcome. Please create additional tables if further space is needed.
The following types of information will be required:

- Please fill in the same title and reference number for each outcome as provided in the Logical Framework Matrix.
- Please include assumptions and risks for each outcome where relevant.
- Please provide a representative title for each activity together with a sub-reference number, starting and ending date.
- An adequate description of each activity; what will be done, when, where and how.
- The partner/s or experts who will carry out an activity should be stated, specifying which staff from which of the partners will be responsible for and carry out each single activity (e.g.: Senior administrative staff from university A; the rectorate of university B; finance officers from institution C; quality control staff from institution D, etc.). It is not sufficient to merely list some (or all) partners.
- For each activity a target group must be clearly identified. A target group is composed of the direct beneficiaries of the activity and could typically include one or more of the following: Academic staff of a given department, university administrative staff, students, trainees participating in a training course, etc. Please quantify your target group and state precisely who they are and where they are located (e.g.: 5 librarians of university A; 20 secondary school teachers, 25 students from the institutions B, C and D; 10 administrators at the Ministry of Education; etc.). This is particularly important for projects in which several Partner Country institutions are involved.
- All the resources (financial, human, material) needed to execute an activity must be described in the "Input" row. The information provided should be specified and itemised. For staff costs please provide information on the type of staff , where they come from and what the hourly rates are (e.g.: x academic staff from EU institution A multiplied by x hours multiplied by x Euro). In case of staff and student mobilities, you must indicate the number of people, the direction and duration of each of the mobilities (e.g.: 5 PC staff to EU institution A for B number of weeks). For equipment, you should quantify and describe the equipment needed for each activity (e.g.: 15 computers and 1 network printer).
- For each outcome you should indicate the types of expenditures that will be necessary by filling in the "related costs" table at the end of this section. You should not duplicate expenditure under more than one outcome, as the sum of the total budget required for each outcome should correspond to the totals indicated in Section V, Table 8, 'Summary of project funding requirements'.
- Indirect Costs (Overheads) should be accounted for only once, under the outcomes and activities table for 'Management of the Project'.
- For Dissemination and Sustainability, Quality Control and Monitoring, and Management of the Project, you must also provide a description of the strategy you will adopt

OUTCOME/OUTPUT AND ACTIVITY TABLES

Outcome/output title:		*Ref. N°:*	
Starting date:		*End date:*	
Related Assumptions and risks:			

Activity title:		*Sub Ref. N°:*	
Starting date:		*End date:*	
Description of the activity:			
The consortium member/s or experts who will carry out the activity:			
Target group/s:			
Inputs:			

Activity title:		*Sub Ref. N°:*	
Starting date:		*End date:*	
Description of the activity:			
The consortium member/s or experts who will carry out the activity:			
Target group/s:			
Inputs:			

Activity title:		*Sub Ref. N°:*	
Starting date:		*End date:*	
Description of the activity:			
The consortium member/s or experts who will carry out the activity:			
Target group/s:			
Inputs:			

RELATED COSTS (for the outcome/output described above)	
Budget Heading	***Related Costs in €***
Staff Costs	
Cost of Stay, Travel Costs, Institutional Costs	
Equipment Costs	
Printing and Publishing Costs	
Other Costs	
Total Costs	

III.5.1 DISSEMINATION

A maximum of one page A4

Please describe the dissemination strategy the partnership will follow in order to ensure that positive results will be made available both within and outside the Partner Country institutions during the life of the project.

Describe what type of dissemination actions your partnership envisages in order to make the outcomes available to groups not directly involved in the project. This could include information sessions, training exercises or the involvement of policy-makers not belonging to the partnership.

Please consult the Tempus handbook "**Sustainability through Dissemination”** for guidance on how to plan and implement this activity. It is available at http://ec.europa.eu/education/programmes/tempus/doc_en.html in the section "Thematic publications".

Outcome/output title:	**DISSEMINATION**	*Ref. N°:*	
Starting date:		*End date:*	
Related Assumptions and risks:			

Activity title:		*Sub Ref. N°:*	
Starting date:		*End date:*	
Description of the activity:			
The partner/s or experts who will carry out the activity:			
Target group/s:			
Inputs:			

Activity title:		*Sub Ref. N°:*	
Starting date:		*End date:*	
Description of the activity:			
The partner/s or experts who will carry out the activity:			
Target group/s:			
Inputs:			

Activity title:			*Sub Ref. N°:*	
Starting date:		*End date:*		
Description of the activity:				
The partner/s or experts who will carry out the activity:				
Target group/s:				
Inputs:				

COSTS RELATED TO DISSEMINATION	
Budget Heading	***Related Costs in €***
Staff Costs	
Cost of Stay and Travel Costs	
Equipment Costs	
Printing and Publishing Costs	
Other Costs	
Total Costs	

III.5.2 SUSTAINABILITY

Identify the activities and results that are to be maintained

To anticipate the sustainability of your project, please describe, in table A below, under "long-term perspectives", the project's activities or results that are supposed to last and/or be disseminated after the end of the EU funding.

Sustainability may not concern all the aspects of a project. In each project some activities or outputs may be maintained, while others may not be so necessary to maintain. A project can therefore be considered as sustainable if relevant activities are pursued and outputs are maintained or developed after the end of the EU funding (i.e. duration of new courses, up-dating of new tools…).

In table B below, please estimate the cost of the project's activities that are to be maintained and the way they could be financed.

Anticipate the main sustainability factors in your project

In the section C below, please list the main context factors to take into account to ensure your project's sustainability. They can have a positive or a negative influence on sustainability, depending on the specific characteristics of each context. These factors are context level factors, that is, elements external to the project itself but which you may influence somehow:

Main **context level factors**:
1. Academic and/or Institutional support
2. National support
3. Socio-economic support

Please complete section D below by describing how you intend practically to ensure the sustainability of your project, that is how you intend to take into account the context level factors (see section C below) as well the main project level factors:

Main **project level factors**:
1. Quality of project design in meeting academic, professional and/or social needs
2. Involvement of partners: sense of ownership and motivation
3. Effective management and leadership
4. Active participation of the audience (direct target groups)
5. Capacity for securing adequate resources for continuation

Please consult the Tempus handbook "**Handbook on the sustainability of international higher education co-operation projects"** for guidance on how to plan for and ensure sustainability. It is available at http://ec.europa.eu/education/programmes/tempus/doc_en.html in the section "Thematic publications".

A. Long-term perspectives

Please describe here the project activities or results that are supposed to last and/or be disseminated after the end of the EU funding (max. 100 words): 1. 2.

3.
4.

B. Project funding after EU support

Please estimate roughly the cost of the project activities that are to be maintained after the end of EU funding and how they could be financed:

Estimated cost of sustainable activities and/or results described above	Potential sponsors and funding sources (public/private; national/local)
1.	
2.	
3.	
4.	

Comments on the estimated costs and the potential financial sources:

C. Analysis of opportunities and threats related to sustainability

Please list the main factors to take into account to ensure the sustainability of your project; academic, institutional and/or socio-economic factors:

D. Provisions made to enhance potential sustainability

Please describe here which practical steps you foresee in order to ensure the sustainability of your project :

E. Activities devoted to sustainability during the project's life time and requiring specific finance

Amongst specific activities which are to be implemented during the project's life time in order to ensure its sustainability, some may require finance: for example specific dissemination to potential financers, specific activities to obtain accreditation, etc.

Please complete the following tables for each of the activities to be financed in order to ensure future sustainability:

Outcome/output title:	**SUSTAINABILITY**			*Ref. N°:*	
Starting date:		*End date:*			
Related Assumptions and risks:					

Activity title:				*Sub Ref. N°:*	
Starting date:		*End date :*			
Description of the activity:					
The consortium member/s or experts who will carry out the activity:					
Target group/s:					
Inputs:					

Activity title:				*Sub Ref. N°:*	
Starting date:		*End date:*			
Description of the activity:					
The partner/s or experts who will carry out the activity:					
Target group/s:					
Inputs:					

Activity title:				*Sub Ref. N°:*	
Starting date:		*End date:*			
Description of the activity:					
The partner/s or experts who will carry out the activity:					
Target group/s:					
Inputs:					

COSTS RELATED TO SUSTAINABILITY	
Budget Heading	***Related Costs in €***
Staff Costs	
Cost of Stay and Travel Costs	
Equipment Costs	
Printing and Publishing Costs	
Other Costs	
Total Costs	

III.5.3 QUALITY CONTROL AND MONITORING

A maximum of half page, A4 size

Quality control and monitoring should be an integral part of all project activities and results. Please use this section to describe your overall internal and external quality control and monitoring strategies/methods by providing information on the following issues:

- How will the timely achievement of the planned outcomes be demonstrated/measured in an objective and quantifiable way?
- Which are the adjustment mechanisms foreseen in case the quality differs from the one expected or if the outcomes will not be achieved on time?
- Please describe the concrete evaluation measures and the identified responsible actors.

Mechanisms for quality control and monitoring could include, for example,

- peer reviews
- evaluation surveys
- internal institutional evaluation boards
- external accreditation boards.

In the case of Curricular Refrom projects, quality can be encouraged through student evaluations, mandatory accreditation of all new/modified study programmes and increased recognition on an international level.

Inter-Tempus project coaching is highly recommended; partnerships may contact the members of running and/or completed Tempus projects in a similar field in order to use their accumulated expertise and to undertake a peer review. For details of running/ completed projects, applicants should consult the internet at the following address: http://ec.europa.eu/education/programmes/tempus/countries/index_en.html

Applicants may also contact the National Contact Points (European Union Member States) and/or the National Tempus Offices (Tempus Partner Countries). Costs for Inter-Tempus project monitoring may be covered by the category “Other Costs” up to a maximum of € 2500 per project and cover fees, travel and subsistence. Resulting monitoring and quality reports undertaken must be included in the relevant Technical Implementation Report.

Outcome/output title:	**QUALITY CONTROL AND MONITORING**	*Ref. N°:*	
Starting date:		*End date:*	
Related Assumptions and risks:			

Activity title:			
Ref. No. of outcome/s to be assessed:			
Starting date:		*End date:*	
Indicators of progress:			
How the indicators will be assessed:			
Partner/s or experts who will carry out the assessment:			
Inputs:			

Activity title:			
Ref. No. of outcome/s to be assessed:			
Starting date:		*End date:*	
Indicators of progress:			
How the indicators will be assessed:			
Partner/s or experts who will carry out the assessment:			
Inputs:			

Activity title:			
Ref. No. of outcome/s to be assessed:			
Starting date:		*End date:*	
Indicators of progress:			
How the indicators will be assessed:			
Partner/s or experts who will carry out the assessment:			
Inputs:			

COSTS RELATED TO QUALITY CONTROL AND MONITORING	
Budget Heading	***Related Costs in €***
Staff Costs	
Cost of Stay and Travel Costs	
Equipment Costs	
Printing and Publishing Costs	
Other Costs	
Total Costs	

III.5.4 MANAGEMENT OF THE PROJECT

A maximum of one page, A4 size

Please provide a clear indication of the **role and responsibility** within the project of **each** member of the partnership and, where appropriate, of each individual expert.

Applicants should give a forecast of the tasks that will have to be performed in each project year in order to guarantee effective and efficient project management. This section should also indicate the working hours needed for project management.

In addition, you should explain how the overall project management will be implemented making specific reference to the management structure of the partnership, how decisions will be taken (reference should be made to decision-making mechanisms/bodies and their roles in case of divergent opinions) and how the partnership proposes to ensure permanent and effective communication and reporting.

Outcome/output title:	**MANAGEMENT OF THE PROJECT**	*Ref. N°:*	
Starting date:		*End date:*	
Related Assumptions and risks:			

Activity title:		*Sub Ref. N°:*	
Starting date:		*End date:*	
Description of the activity:			
The partner/s or experts who will carry out the activity:			
Target group/s:			
Inputs:			

Activity title:		*Sub Ref. N°:*	
Starting date:		*End date:*	
Description of the activity:			
The partner/s or experts who will carry out the activity:			
Target group/s:			
Inputs:			

Activity title:				*Sub Ref. N°:*	
Starting date:		*End date:*			
Description of the activity:					
The partner/s or experts who will carry out the activity:					
Target group/s:					
Inputs:					

COSTS RELATED TO THE MANAGEMENT OF THE PROJECT	
Budget Heading	***Related Costs in €***
Staff Costs	
Cost of Stay and Travel Costs	
Equipment Costs	
Printing and Publishing Costs	
Other Costs	
Overheads	
Total Costs	

SECTION IV: SUMMARY OF THE PROJECT

A summary of the project must be provided in English, French or German and may be included in future Tempus publications. This summary should be a snapshot of the project and should include its main features, including the principal outcomes and outputs. Please make sure that the information you provide in this section is consistent with the Logical Framework Matrix.

Outputs and Outcomes: (as in LFM)	

Summary of the Main Features of the Project:
Quantitative data concerning the training of target groups involved in your project
Number of teaching staff trained or retrained **Number of trainers trained** **Number of trainees trained** **Number of administrative staff trained or retrained** **Number of students involved or trained**

Please tick the relevant boxes indicating which of these elements are covered by your project:	
Bologna Process	
Establishment of a system of ECTS to promote student mobility	<<Choose...>>
Adoption of a system of easily readable and comparable degrees	<<Choose...>>
Adoption of a system based on three cycles, undergraduate (bachelor) and post-graduate (Master and doctorate)	<<Choose...>>
Introduction of double or joint degrees	<< Choose... >>
Diploma supplement	<<Choose...>>
Promotion of an international dimension in higher education	<<Choose...>>
Lifelong learning as an essential element of the European Higher Education area	<<Choose...>>
Modular structure of curriculum	<<Choose...>>
Quality Assurance	<<Choose...>>
e-Learning	<<Choose...>>
University/Enterprise co-operation	<<Choose...>>
Links to the labour market in degree programmes	<<Choose...>>
Set up of project website	<<Choose...>>
Qualification frameworks	<<Choose...>>
Teacher training	
Language	<< Choose...>>
IT skills	<< Choose...>>
Social and intercultural skills	<<Choose...>>
Curriculum specific skills	<<Choose...>>
Links with Vocational Education and Training in	
Adult training	<< Choose...>>
Non-formal and informal education	<<Choose...>>
Active citizenship	<<Choose...>>
Occupational guidance and counselling	<<Choose...>>

SECTION V: FUNDING REQUIREMENTS

In Tables 1 to 6 which follow, you are asked to provide estimates of the costs of your project (**total project costs**). Please complete the tables below, assigning costs to the headings "Staff Costs", "Travel Costs and Costs of Stay for Staff and Students", "Equipment Costs", "Printing and Publishing Costs", "Other Costs" and "Indirect Costs" (Overheads).

Applicants should note that the **total project costs** consist of the operational or direct costs (tables 1-5) and of the overheads or indirect costs (table 6). Indirect costs can be granted up to a flat rate of 7% of the total eligible direct costs.

In Table 7 you are asked to provide a detailed estimation on the amount to be co-financed by the partners, which must equal to at least 10% of the total eligible direct project costs.

Table 8 presents the sum of the figures in the previous tables which are aggregated automatically from the data you provided therein. Below the summary table, messages will appear telling you whether or not you have complied with the financial ceilings set out in the Second Call for Proposals EAC/01/2009 under Tempus IV.

Table 9 shows the breakdown of the income with which the project will be financed; that is a) from the partnership's own resources and b) from the Tempus grant and the flat-rate grant for indirect costs.

The total project costs will be referred to as "total eligible costs" hereafter.

Tempus co-finances 90% of the total eligible direct costs of a project and grants a flat-rate for indirect costs of 7% of the total eligible direct costs:

- The **minimum grant size** for Joint Projects is **€ 500,000**. The **maximum grant size** is **€ 1,500,000**.

- In the case of Kosovo, Montenegro and the five Central Asian countries, the **minimum** grant size for national Joint Projects is set at € 300,000.

- Joint Projects can have a duration of up to three years (36 Months)

The budget plan should be consistent with project duration and with the details of the project description. All amounts must be expressed in Euro (€).

The following ceilings should be applied:
- Staff cost: maximum 40% of total eligible direct costs;
- Equipment: maximum 30% of the total eligible direct costs;
- Indirect costs / Overheads: maximum 7% of the total eligible direct costs**.**

Applicants should be aware that the non-compliance with the budget ceilings indicated in the call for proposals 2009, may lead to a lower assessment grade or even the failure of the proposal to be selected for funding.

Please do not use any decimals and do not use "thousand separators". The figure "one thousand" should be indicated with consecutive digits: 1000 and NOT 1,000 or 1.000 or 1 000 or 1000,00

Table 1: Staff costs

the maximum budget allowed for staff costs is 40% of the total eligible direct costs

The table below refers to the costs for both the academic and administrative personnel involved in the project.
Please note that local rates must be used. For further details on eligible staff costs please refer to the Annexes 1 and 2 of the Tempus IV Second Call for Proposals EAC/01/2009.

STAFF COSTS (please specify what type of activity will be covered and provide a **quantification** in hours for the human resources needed for these activities)*	Budget in €
EU Academic Staff	
1.	1.
Partner Country Academic Staff	
1.	1.
EU Administrative Staff	
1.	1.
Partner Country Administrative Staff	
1.	1.
TOTAL STAFF COSTS:	

***** *Please provide specific calculations, e.g.: Lecturers of Partner Country Universities A and B x X number of hours x Y €uro per hour equals Z, etc.*

Table 2: Costs of Stay, Travel Costs, Institutional costs

For maximum costs of stay, please refer to the Tempus IV Second Call for Proposals EAC/01/2009, Annex 3. The partnership should additionally calculate estimated travel costs and should indicate the total for both costs of stay and travel.

Please indicate in this table which mobilities are planned throughout the whole project duration

Staff/trainees

Direction		**Number of flows***	**Costs of stay (€)**	**Travel costs (€)**
From	**To**			
Partner Country	EU/Candidate Country			
EU/Candidate Country**	Partner Country			
EU	EU			
Partner Country	Partner Country			
Within a Partner Country				
	Total:			

Students

Direction		**Number of flows***	**Costs of stay (€)**	**Institutional costs*** (€)**	**Travel costs (€)**
From	**To**				
Partner Country	EU				
EU	Partner Country				
Partner Country	Partner Country				
Within a Partner Country					
	Total:				

Institutional costs

Flows to EU institutions:	A maximum of € 500 per student for a study period of maximum 3 months

Flows to Partner Country institutions:	A maximum of € 200 per student for a study period of maximum 3 months

* Please note that one flow equals one two-way journey. In the case of group travel, each person should be considered as an individual flow (5 staff travelling to the same project meeting = 5 flows). Should an individual carry out several visits, each visit should be considered as 1 flow (Prof X participating in 3 coordination meetings abroad = 3 flows).

** In this direction Tempus funds may only be used for mobilities of EU partners and/or EU individual experts travelling to Partner Countries.

*** Institutional costs are eligible for "student study periods" **abroad** only.

NB: Be sure to include visa costs in your calculations of travel costs in this section.

Table 3: Equipment costs

the maximum budget allowed for equipment costs is 30% of the total eligible direct costs

Please give details and quantify items of equipment needed for the activities, listing them clearly by the partner country university/ies at which each item will be installed.
You should ensure that these details correspond to those given in the Outcome Tables. Please remember that only partner country universities may benefit from equipment funding.

LIST OF EQUIPMENT	Beneficiary university/ies	Budget in €
1.	1.	1.
	TOTAL EQUIPMENT COSTS	

Table 4: Printing and Publishing costs

Please estimate the amount you would require to cover printing and publishing costs and give details on the type of material.

TYPE OF PUBLICATION AND N° OF COPIES (indicative)	Budget in €
1.	1.
TOTAL PRINTING AND PUBLISHING COSTS	

Table 5: Other costs

Here you should anticipate any other eligible expenses, which might arise during your project, giving reasons for each item. Expenses listed here must be fully detailed and justified.

EXPENSES (please specify)	REASON (please specify)	Budget in €
1.	1.	1.
	TOTAL OTHER COSTS	

Table 6: Indirect costs – Overheads

the maximum budget allowed for indirect costs is 7 % of the total eligible direct costs

Please indicate the amount needed to cover indirect costs.

INDIRECT COSTS (please specify)	Flat-rate in €
1.	1.
TOTAL OVERHEADS	

Table 7: Summary of co-financing requirements

Applicants must provide co-financing. Co-financing must be at least 10% of the total eligible direct costs.

Applicants should specify through which resources (their own, from other EU Institutions or EU Member States, other organisations) they intend to co-finance the project, and what the co-financing is likely to cover.

NOTABENE: Overheads/indirect costs, the costs of premises (purchase, rent, heating, maintenance, repairs etc.), the purchase of office and/or classroom furniture and exchange losses do not represent eligible costs and thus **may not be declared under** the heading **co-financing**.
Any eligible cost described in section 10.5 of the Call for Proposals can be provided as co-financing.

**E.g.: governmental subvention, organisation/institution's own resources*
*** E.g.: Preparation of training materials= 2 days x 7,5 hours x 3 persons x € 25*

Source of CO-FINANCING*	Justification**	Item***	Budget in €
1.	1.	1.	1.
	TOTAL CO-FINANCED		

****E.g: Equipment, staff costs, publication*

Summary of project funding requirements

The estimated amounts given for each heading should correspond to the totals in the tables which detail the budget breakdown for each category of expenditure and must be expressed in Euro (€).
In order for this summary tableto work properly, alternately tick/un-tick the two tick-boxes below.

Table 8:

PROJECT COSTS	TOTAL
A.1 Staff Costs	€ 0
A.2 Travel costs, costs of stay and institutional costs	€ 0
A.3 Equipment	€ 0
A.4 Printing & publishing	€ 0
A.5 Other costs	€ 0
ELIGIBLE DIRECT COSTS (total A.1 – A.5)	**€ 0**
A.6 INDIRECT COSTS (overheads, maximum 7% of the total eligible direct costs)	€ 0
A TOTAL ELIGIBLE COSTS (total A.1 – A.6):	**€ 0**

☒ ☒ *Once you have provided the amounts in the detailed financial tables on previous pages, **alternately click these two tick-boxes in order to update the totals in the table above and the verification messages below***

☑ Staff Costs ceiling of 40% of the Eligible Direct Costs is respected
☑ Equipment Costs ceiling of 30% of the Eligible Direct Costs is respected
☑ Indirect Costs ceiling of 7% of the Eligible Direct Costs is respected

Table 9:

PROJECT FINANCE	AMOUNTS
A.1 Co-financing at least of 10% of the total eligible direct costs (from the own resources of the partnership)	€ 0
Tempus grant	
A.2 Financing at most of 90% of the total eligible direct costs (from the EU)	€ 0
A.3 Maximum 7% of the total eligible direct costs (from the EU)	€ 0
TOTAL FROM TEMPUS (A.2 + A.3)	€ 0
TOTAL PROJECT FINANCE (A.1 + A.2 + A.3)	**€ 0**

!ATTENTION! Not less than 500,000 € may be requested as Tempus Grant except for Kosovo, Montenegro, Kazakhstan, Kyrgyzstan,Tajikistan, Turkmenistan, Uzbekistan, that have a minimun grant size of 300,000 €
!ERROR! - The Co-financing amount (A.1) represents less than 10% of the Total Eligible Direct Cost. At the current level of costs requested from Tempus programme, at least € 1 should be co-financed

☐ I have verified the amounts reported in the summary table above (Table 8 - Summary of project funding requirements) and checked that these comply with the Tempus ceilings and thresholds specified in the Tempus IV Call for Proposals EAC/01/2009 and restated at the beginning of Section V – Funding Requirements.

NB: In rare cases the settings of the automatic calculation of the above summarising table might not work properly. Applicants are therefore advised to counter-check their figures, using a calculator.

Table 10: Breakdown of the project costs

In the table below applicants are asked to provide an overview of the indicative breakdown of the project costs amongst the partners.

Name of the partner institution	**Project costs in €**
TOTAL ELIGIBLE COSTS (A)	**€ 0**

SECTION VI: ADMINISTRATIVE DOCUMENTS

There are two different forms to be filled out concerning the legal status of the applicant – the so-called "Legal Entities" forms:

(1) a form for "Public Entities"
(2) a form for "Private Companies"

Please note that:

Organisations and institutions whose founding act is based on public law (such as resolution, law, decree or decision etc.) have to fill in the form for "Public Entities".

whereas;

Not only companies but also organisations and institutions whose founding act is based on private law (such as registration, agreement, contract, declaration of association etc.) have to fill in the form for "Private Companies" – even if they are not a company.

In addition, a form financial identification is needed and should also be filled in on-line.

These forms need to be filled in on-line and can be found in the following websites:

Public legal entity form.
http://ec.europa.eu/budget/library/execution/legal_entities/idlegent_pub_en.pdf

or

Private legal entity form:
http://ec.europa.eu/budget/library/execution/legal_entities/idlegent_pris_en.pdf

plus

Financial Identification form:
http://ec.europa.eu/budget/library/execution/financial_identification/fich_sign_ba_gb_en.pdf

Please go to the appropriate websites, fill-in the relevant form, print it, scan it and send it together with the other administrative and supporting documents by 12 May 2009.

If the proposal is short-listed to be considered for funding, you will be requested to provide the original, signed/stamped paper version of these forms at a later date.

SECTION VII: CHECKLIST

A. Before **submitting your application by e-mail by 28 April 2009** at 16:00, please make sure that it is complete and tick the boxes accordingly:

1) Section I: the Declaration on Exclusion and Selection Criteria is completed	☐
2) Section I: the Agreement on Publication is completed	☐
3) Section I: the Endorsement letters are completed	☐
4) Section I **if applicable**: the Declaration for Qualifying as Public Body is completed	☐
5) Section II: the Basic Data on the Project is provided	☐
6) Section II: all the Partners and Individual Experts are listed and contact persons are indicated	☐
7) Section III: the Description of the Project covering all questions is provided	☐
8) Section IV: the Project Summary Sheet is complete	☐
9) Section V: the tables regarding Funding Requirements are complete	☐

B. After obtaining a registration number and before **submitting the supporting and administrative documents by 12 May 2009**, please make sure that they are complete by using the following check list and ticking the boxes accordingly:

1) The cover letter indicating the registration number is enclosed.	☐
2) Section I: the Declaration on Exclusion and Selection Criteria is signed and stamped or sealed	☐
3) Section I: the Agreement on Publication is signed and stamped	☐
4) Section I: the Endorsement Letters are signed and stamped or sealed	☐
5) Section I: the documents for the evaluation of the Technical Capacity are enclosed.	☐
6) Section I **if applicable**: the Declaration for Qualifying as Public Body is signed and stamped or sealed	☐
7) Section I **if applicable**: Profit and Loss Accounts, together with the balance sheet for the last three financial years for which the accounts have been closed, are enclosed	☐
8) Section VI: the Legal Entities Form is signed and stamped	☐
9) Section VI: the Financial Identification Form is signed and stamped	☐

NOTABENE:
The original of these documents will be required if the proposal is short-listed to be considered for funding.