

# How to Develop a Project Proposal

EU Programmes for non-EU countries

Raniero Chelli, UNIMED



Co-funded by the  
Erasmus+ Programme  
of the European Union



# Overall Course Structure

## **Section 1: Overview of EU programmes for non-EU countries**

### Section 2: Project design

The main steps in proposal preparation

### Section 3: Transversal Issues: project management, dissemination, sustainability

### Section 4: Budget

# Overview of Eu Programmes for non-EU countries

Participants will gain an overview of the main EU programmes for non-EU countries. This includes Horizon Europe as a research programme, the Erasmus+ programme for education and training, and the EuropeAid programme supporting cooperation for development.

# Summary

- Introduction to EU Funding for non-EU countries
- Horizon H2020 and Horizon Europe for non-EU countries
- Erasmus+ for non EU countries
- External cooperation (EuropeAid)



# Introduction to EU Funding for non EU countries

What is the European Union?

The European Union (EU) is a unique economic and political union between [27 European countries](#).

The European Commission is the executive body which manages the operations, among other things it manages the funding programmes

# Introduction to EU Funding for non EU countries

All EU programmes are implementation instruments of one or more EU policies

A very broad classification of these policies can be derived from the overall budget.

# Introduction to EU Funding for non EU countries

## Long-term budget 2021-2027

The long-term EU budget will continue to play a key role to support the recovery and make sure traditional beneficiaries of EU funds receive the sufficient means to continue their work during very challenging times for all.

### MFF 2021-2027 total allocations per heading

	MFF	NEXT GENERATION EU	TOTAL
1. Single Market, Innovation and Digital	132.8	10.6	143.4
2. Cohesion, Resilience and Values	377.8	721.9	1 099.7
3. Natural Resources and Environment	356.4	17.5	373.9
4. Migration and Border Management	22.7	-	22.7
5. Security and Defence	13.2	-	13.2
6. Neighbourhood and the World	98.4	-	98.4
7. European Public Administration	73.1	-	73.1
<b>TOTAL MFF</b>	<b>1 074.3</b>	<b>750.0</b>	<b>1 824.3</b>

All amounts in EUR billion.  
Source: European Commission.

# Introduction to EU Funding for non EU countries

## The 27 EU Countries (January 2021)

<a href="#">Austria</a> (1995)	<a href="#">Italy</a> (1958)
<a href="#">Belgium</a> (1958)	<a href="#">Latvia</a> (2004)
<a href="#">Bulgaria</a> (2007)	<a href="#">Lithuania</a> (2004)
<a href="#">Cyprus</a> (2004)	<a href="#">Luxembourg</a> (1958)
<a href="#">Croatia</a> (2013)	<a href="#">Malta</a> (2004)
<a href="#">Czech Republic</a> (2004)	<a href="#">Netherlands</a> (1958)
<a href="#">Denmark</a> (1973)	<a href="#">Poland</a> (2004)
<a href="#">Estonia</a> (2004)	<a href="#">Portugal</a> (1986)
<a href="#">Finland</a> (1995)	<a href="#">Romania</a> (2007)
<a href="#">France</a> (1958)	<a href="#">Slovakia</a> (2004)
<a href="#">Germany</a> (1958)	<a href="#">Slovenia</a> (2004)
<a href="#">Greece</a> (1981)	<a href="#">Spain</a> (1986)
<a href="#">Hungary</a> (2004)	<a href="#">Sweden</a> (1995)
<a href="#">Ireland</a> (1973)	Withdrawn in 2020: <a href="#">United Kingdom</a> (1973)



# Introduction to EU Funding for non EU countries

The main EU policies of interesting for EU-Mediterranean cooperation are

Research and innovation policy → Horizon Europe

Education and Training policy → Erasmus+

European Neighbourhood policy → Europeaid (International Cooperation)

# Introduction to EU Funding for non EU countries

- Current candidate countries:
  - Albania
  - the former Yugoslav Republic of Macedonia
  - Montenegro
  - Serbia
  - Turkey
- Potential Candidates
  - Bosnia and Herzegovina
  - Kosovo

# Horizon Europe for non EU countries

- [Link to the HEurope website](#)
- Associated Countries = Equal footing
- Eligible Countries = Can participate under certain conditions
- Significant exceptions: China, Brazil, India.

# Erasmus+ for non-EU countries

- EU programme for Education, Training, Youth and Sports
- Central Agency, National agencies
- [Erasmus+ Web Site](#)
- [Cooperation for Higher Education Institutions in non EU Countries](#)
- [Capacity Building in the field of youth](#)
- [List of eligible countries](#)

# External cooperation (EuropeAid)

- EuropeAid is the DG for external cooperation (cooperation for development)
- The external cooperation is structured in three main areas:
  - [Pre-accession countries \(IPA\)](#)
  - [Neighbourhood Countries \(ENI\)](#)
  - [Developing Countries \(European Development Policy\)](#)
- [Calls for proposals](#)



# International Credit Mobility

- International Credit Mobility is one actions under KA1 of the ERASMUS+ programme
- [ICM presentation](#)

# External cooperation (ENI –CBC-MED)

- CBC-MED
- Through calls for proposals, ENI CBC Med finances cooperation projects for a more competitive, innovative, inclusive and sustainable Mediterranean area.
- [ENI CBC-MED website](#)



# The PRIMA initiative

- The Partnership for Research and Innovation in the Mediterranean Area will devise new R&I approaches to improve **water availability** and **sustainable agriculture production** in a region heavily distressed by climate change, urbanisation and population growth
- [The PRIMA Website](#)



# Recap

- Horizon Europe
- Erasmus+
- EuropeAid
- ICM
- ENI CBC-MED
- PRIMA

# Project Design

In the second module, participants will learn how to start preparing a successful proposal for an European programme. This includes the design techniques for a new project, the partner search, and the most commonly used tools for project monitoring (Gantt, PERT, and so on).

# Overall course structure

Section 1: Overview of EU programmes for non-EU countries

## **Section 2: Project design**

### **The main steps in proposal preparation**

Section 3: Transversal Issues: project management, dissemination, sustainability

Section 4: Budget



# Summary

The main steps in proposal preparation

- Identification of the project idea
- Downloading the documents and analysing them
- Analysis of participation's feasibility
- Preparation of a proposal summary
- Partner search
- Allocation of responsibilities in the writing of the proposal
- Collection of the formal documents
- Proposal writing in collaboration with the partners
  - Definition of the project's objectives
  - Contents and organization of work
  - Milestones
- Finalization of the full documentation set
- Final check, packaging and submission

# Identification of the project idea

- Main steps:
  - Select and define a project idea suitable for your organisation
    - Fitting with the organisations' goals and strategy (check management support)
    - Feasible within the given constraints
    - Innovative
  - Look for an appropriate EU programme and Call for proposals where to submit the proposal
  - **NOT THE OTHER WAY ROUND!!!** (I submit a proposal because the call has been published)

# Downloading the documents and analysing them

- Assumption: we have identified an appropriate Call for Proposals of a given EU Programme
- Main documents to be downloaded:
  - Call for proposals
  - Work programme or TORs
  - Guidelines for applicants
  - Application form
  - Evaluation and selection criteria
- Attention:
  - You will not find five separate documents as listed above
  - Download latest versions of documents
  - Check that they correspond to the call & type of project you are aiming at

# Downloading the documents and analysing them

- How to access the EU portals for downloading the documents:
- Obtain ECAS password (your personal access username and password)
- Obtain PIC (your organisation's identification code)
- Access the relevant portal
  - [Erasmus+](#)
  - [H2020](#)
  - Other....
- Register proposal
- Download documents
- HOW?

# Downloading the documents and analysing them

- The application forms
- The Horizon application form is constituted by:
  - The online form accessible through the Participant Portal
  - Two Word files:
    - Section 1-3
    - Section 4-5
    - Example





# Downloading the documents and analysing them

- The application forms
- The Erasmus+ Capacity Building for Higher Education application form is constituted by:
  - The online form accessible through the Participant Portal, which has to be generated using the PICs of all the partners and downloaded in PDF
  - The following files:
    - Detailed project description (Word)
    - Detailed budget description (Excel)
    - Declaration of Honour (Word)
    - Mandate (Word)

# Analysis of participation's feasibility

- Criteria to assess the feasibility of participation (examples):
  - Eligible Organisation (Type of organization, Nationality)
  - Relevance of the idea to the call (theme, type of activity)
  - Innovation (compared to the state of the art and previous projects)
  - Complexity of participation
  - Available Time
  - Global budget and per project
  - Co- funding required
  - Number of projects to be approved
  - Competition
  - Other specific criteria (eg. Management Support)
  
- At the end: MAKE EXPLICIT DECISION (GO/NO GO)



# Preparation of a proposal summary

- The summary is necessary to:
  - better define and specify the project Idea:
  - start the partner search activity
  
- NOTE: how do we protect the idea?

# Contents of the summary

- The programme and the call for proposals of interest;
- The objectives of the project we are preparing;
- The main activities to be implemented;
- An overall indication of duration and budget;
- The types of partners sought.

# Partners search

- There are no precise and pre-defined rules, only a series of indications, based on experience, on how to do it.
- The type of partners sought is defined in the call and by the project we are setting up.
- Examples:
  - Profit or non-profit
  - University
  - SME or large company
  - Nationality

# Partners search

- Main channels for partners search:
  - Network of acquaintances
  - Social Networks (Linkedin, Facebook...)
  - Ad hoc WEB based service (if any)
  - Programme Database
  - National Agencies, Europe Enterprise Network, professional networks
  - Private agencies
  - Hints:
    - Growing the network
    - Initial set of potential partners should be wider than those strictly needed

# Examples of Criteria for selecting the partners

- Example of criteria:
  - Specific competence;
  - Credibility in the role;
  - Previous knowledge of the programme;
  - Reliability.

# Allocation of responsibilities in the writing of the proposal with deadlines

- We need to assign to each partner their responsibility in the writing of the proposal, and associated deadlines
- 2 strategies:
  - Each partner contributes to the writing (shared responsibility)
  - The coordinator writes most of the proposal and the partners react
  - The coordinator must decide which strategy to adopt
- [Example of shared responsibility table](#)



# Collection of formal documentation

- For example approved budget forms, statutes, and more importantly originals of official declarations of participation/mandate (for public administrations: delay time!).
- Pay Attention: in some programmes the partners must sign a letter specifying their activities and budget share
  - In this case, carefully plan timetable taking into account possible delays to obtain formal signatures.
- This is *not needed* in Horizon but could be necessary in other programmes.
- In Horizon the coordinator must declare that He/she has verified the commitment of the partners to participate.

# Proposal writing in collaboration with partners

- According to the application form and guidelines we must describe:
  - Objectives of the project
  - Contents and organization of work
  - Time diagrams
  - Budget
  - Role and competencies of partners
  - (this information is needed for the evaluation of the proposal)

# Definition of the project's objectives

- The objectives of the project must be :
  - A small number (not more than 3)
  - Final objectives and not means to reach the objectives
  - Clear and understandable
  - Clearly related to the workplan
  - Clearly related to the topic of the call for proposals.

# Definition of the project's objectives

- Example 1 (not good)

The project intends to propose an integrated system of interventions, synergistically realized by local authorities and private entrepreneurs which would exploit the potential of the territory through a double fold action: the valorization of the cultural and environmental heritage and, at the same time, the development of tourist/visitors flow mainly intercepted in the local tourist transit and in the tourism arriving from the capital city, through the definition of a touristic/cultural product which would link innovation, tradition and local identity, and which can be accessed both at the national and international scale.

# Definition of the project's objectives

- Example 2 (good)

The project's objective is to implement a touristic/cultural attraction pole in the Civitavecchia area which could attract the tourists in transit offering them the possibility of visiting the etrusque sites through specific services.

# Contents and organization of work

- A detailed workplan must be prepared, structured into “blocks” (known as work packages):
- For each work package the following information must be provided:
  - WP’s objectives description
  - Work content, which can be further split into tasks:
  - Expected results;
  - The partners’ responsibility in doing the work;
  - The duration;
  - A rough estimate of the personnel effort needed.

# The project workplan

- WBS (Work Breakdown Structure)
- Subdivided into Workpackages, and tasks
  - WP1
    - T1.1
    - T1.2
    - ....
  - WP2
    - T2.1
    - T2.2
    - ...

# Contents and organization of work

- The project workplan
- Characteristics of Work packages:
  - Homogeneous activities
  - Comparable dimensions
  - Clearly defined objectives
  - Clear contribution to the project objectives
  - Clear relations with other WPs
- Two Mandatory Work packages:
  - Project management
  - Dissemination



# Contents and organization of work

- The project workplan
- Other elements of the project Workplan
  
- The Strategy
- The Gantt diagram [\(example\)](#)
- The PERT diagram [\(example\)](#)
- [Example of Workplan](#)



# Risk analysis

- The most likely external risks should be identified (outside the control of the partners)
  - Operational
  - Context related
- Risk selection criteria:
  - Contingency plan
  - Probability (medium)
  - Impact (high)
- The Risk analysis ([example](#))

# Contents and organization of work

- Milestones
- Milestones are control points where decisions are needed with regard to the next stage of the project. For example, a milestone may occur when a major result has been achieved, if its successful attainment is required for the next phase of work. Another example would be a point when the consortium must decide which of several technologies to adopt for further development.



# Milestones



# valeu-x

Virtual Albanian European  
Universities eXchange

## Thank you!

[www.valeu-x.eu](http://www.valeu-x.eu)



Co-funded by the  
Erasmus+ Programme  
of the European Union



TECHNISCHE  
UNIVERSITÄT  
DRESDEN



Mednarodna fakulteta  
za družbene in poslovne študije  
International School  
for Social and Business Studies  
Celje · Slovenia · Europe



Universiteti  
European i  
Tiranës



EPOKA  
UNIVERSITY

