EU / Sub-Saharan Africa cooperation in Education

Policy context and the Erasmus+ programme

EACEA Webinar on Erasmus+ CBHE
16 December 2021
Claire Herrmann (DG EAC/C/3)

1. General policy context

The European Education Area (September 2020)

1 Quality in education and training

- Boost basic and transversal skills
- More mobility and cooperation opportunities
- Support lifelong acquisition of language competences
- Develop a European perspective in education

2 Inclusion and gender equality

- Pathways to School Success
- 50 centres of excellence for VET
- European Approach to micro-credentials
- Gender-sensitive teaching

3 Green and digital transitions

- Education for Climate Coalition
- Greening of education infrastructure
- Council Recommendation on education for environmental sustainability
- Digital Education Action Plan

4 Teachers and trainers

- 25 Erasmus Teacher Academies
- European guidance for national career frameworks
- European Innovative Teaching Award

5 Higher education

- European Universities full roll-out
- Development of a European Degree
- Legal statute for alliances of universities
- Erasmus+ Mobile App

6 Geopolitical dimension

- Team Europe approach
- Strengthen cooperation with strategic global partners
- Expand international dimension of Erasmus+

European Commission
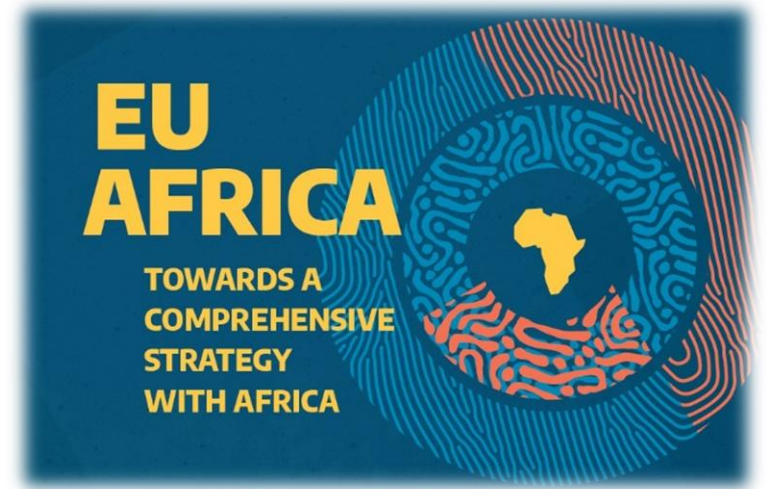
Comprehensive Strategy with Africa
Overview

Green transition and energy access

Digital transformation

Sustainable growth and jobs

Peace and governance

Migration and mobility

A partnership for sustainable growth and jobs

- Sustainable investments
- Regional and continental economic integration
- Business environment and investment climate
- **Education, skills, research, innovation,** health and social rights

https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A52020JC0004

European Commission

Comprehensive Strategy with Africa
Focus on Education and Research

Scale up EU-Africa academic and scientific cooperation, including on technical and vocational education and training, and enhancing skills development

facilitate the mobility of students, teachers, trainers, and researchers

support capacity building within Africa

provide quality training for teachers

develop research and innovation capacities

harness the interaction between education, science, technology and innovation

support digital skills and literacy

Support the external projection of internal policies and the EU's external action, people-to-people cooperation and a stronger voice for Europe in the world.

The African perspective
Continental Education Strategy for Africa 2016-2025 - 12 objectives

Revitalize the **teaching profession** to ensure quality and relevance

Build, rehabilitate, preserve **education infrastructure**

Harness of **ICT** to improve access, quality and management of education and training systems

Ensure acquisition of **knowledge and skills**, improved completion rates at all levels

Accelerate processes leading to **gender parity and equity**

Launch comprehensive and effective **literacy programmes** across the continent

Strengthen the **science and math curricula** and disseminate scientific knowledge and culture in society

Expand **TVET opportunities** at secondary and tertiary levels and strengthen linkages with world of work

Revitalize and expand **tertiary education,** research and innovation to address continental challenges and promote global competitiveness

Promote **peace education and conflict prevention** and resolution

Improve **management of education system** as well build capacity for data collection, management, analysis, communication

Set up a **coalition of stakeholders** to facilitate and support activities resulting from the implementation of CESA

[AU_CESA_16-25_en.pdf (edu-au.org)](AU_CESA_16-25_en.pdf)

European Commission

2. Erasmus+ in Sub-Saharan Africa

Past achievements and new opportunities

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Erasmus+ in Africa – 2014-2020
Capacity Building in Higher Education (from 2016)

Number of selected projects involving ACP+SA:

40 + 29 = **69**

Projects coordinated by ACP+SA countries:

1+ 6 = **7**

Number of participating ACP+SA universities/
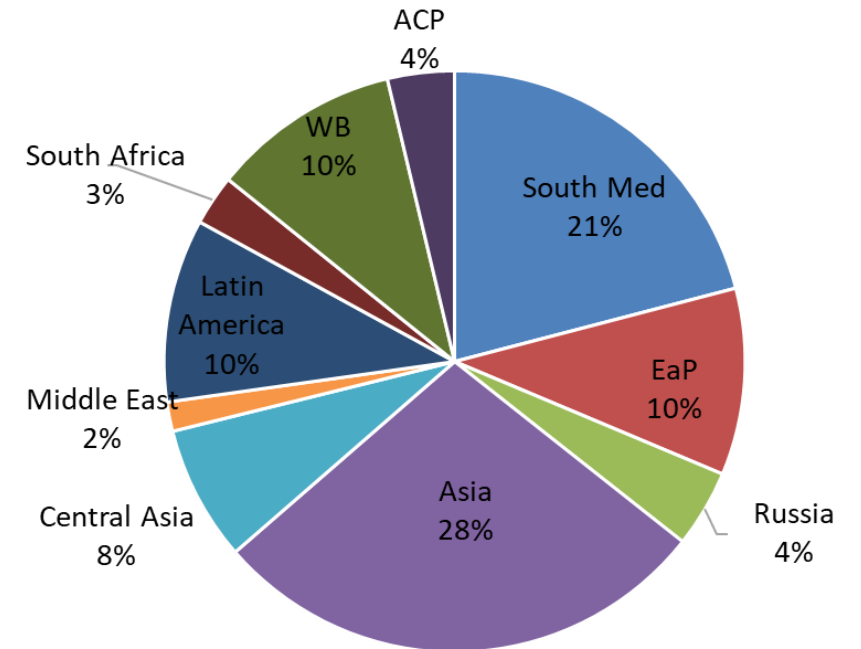Stakeholders participating: 124/17 + 27/7 = **151/24**

Master Ressources en Eau et Risques
Environnementaux dans les Métropoles Africaines
http://www.marema.org

Innovative learning and co-creation of teaching
methodology for scaling entrepreneurship in food
and agribusiness in Sub-Saharan Africa
https://www.agriscale.net/

Capacity building Regional budget 2015-2019

- ACP 4%
- South Med 21%
- EaP 10%
- Russia 4%
- Asia 28%
- Central Asia 8%
- Middle East 2%
- Latin America 10%
- South Africa 3%
- WB 10%

ACP Countries : 29,6 M€ over 5 years
South Africa: 22,3 M€

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Erasmus+ in Africa – 2014-2020
International Credit Mobility (from 2016)

Number of selected projects:
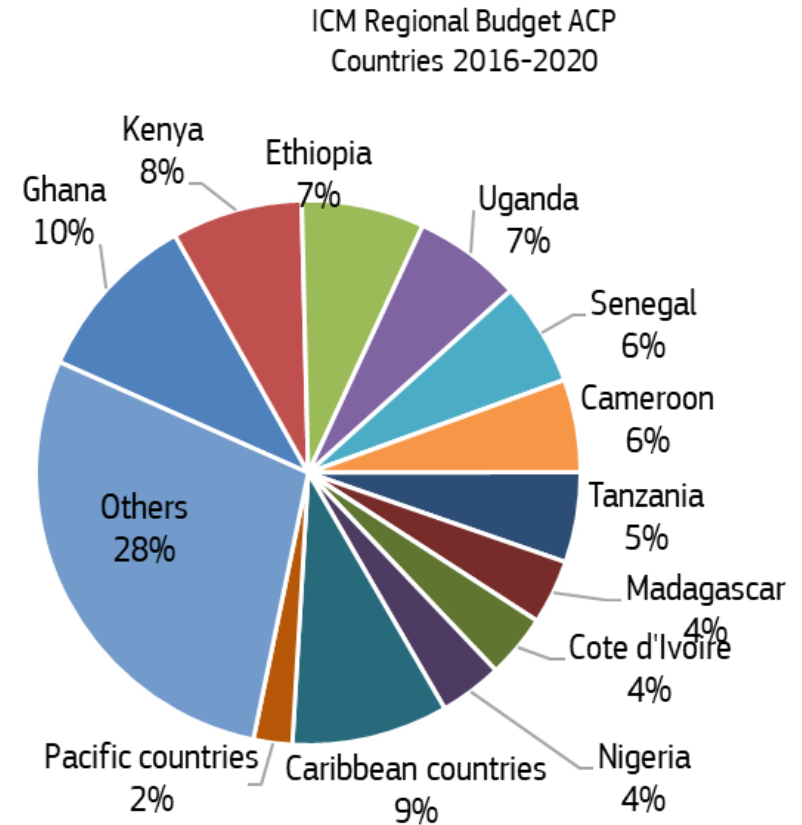1 320 ACP + 699 South Africa = **2 019**

Students and staff moving to Europe
11 989 ACP + 2 746 SA = **14 735**

Students and staff moving to Africa
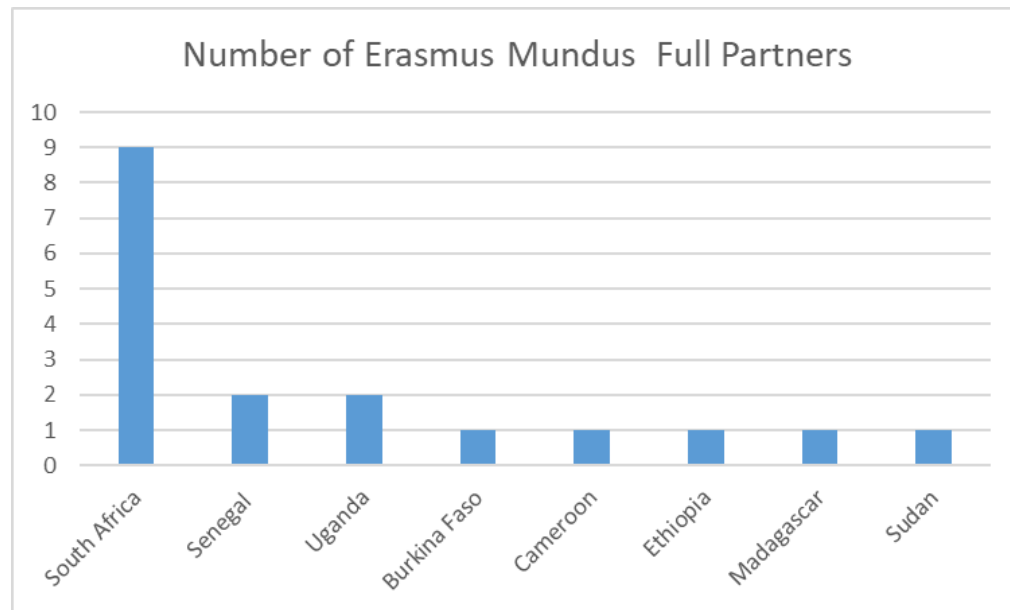7 126 ACP + 1 879 SA = **9 005**

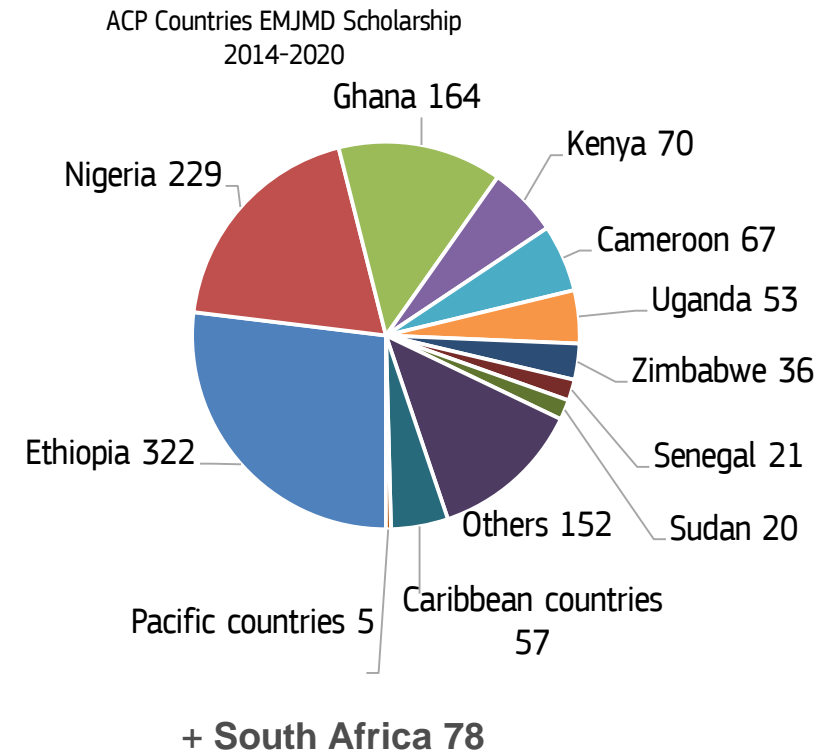Remark: 10 % of participants to/from Pacific and Caribbean countries

ICM Regional Budget ACP Countries 2016-2020

- Kenya 8%
- Ethiopia 7%
- Uganda 7%
- Ghana 10%
- Senegal 6%
- Cameroon 6%
- Tanzania 5%
- Madagascar 4%
- Cote d'Ivoire 4%
- Nigeria 4%
- Others 28%
- Pacific countries 2%
- Caribbean countries 9%

Erasmus+ in Africa – 2014-2020
Erasmus Mundus

- 110 SSA universities as associated Partners

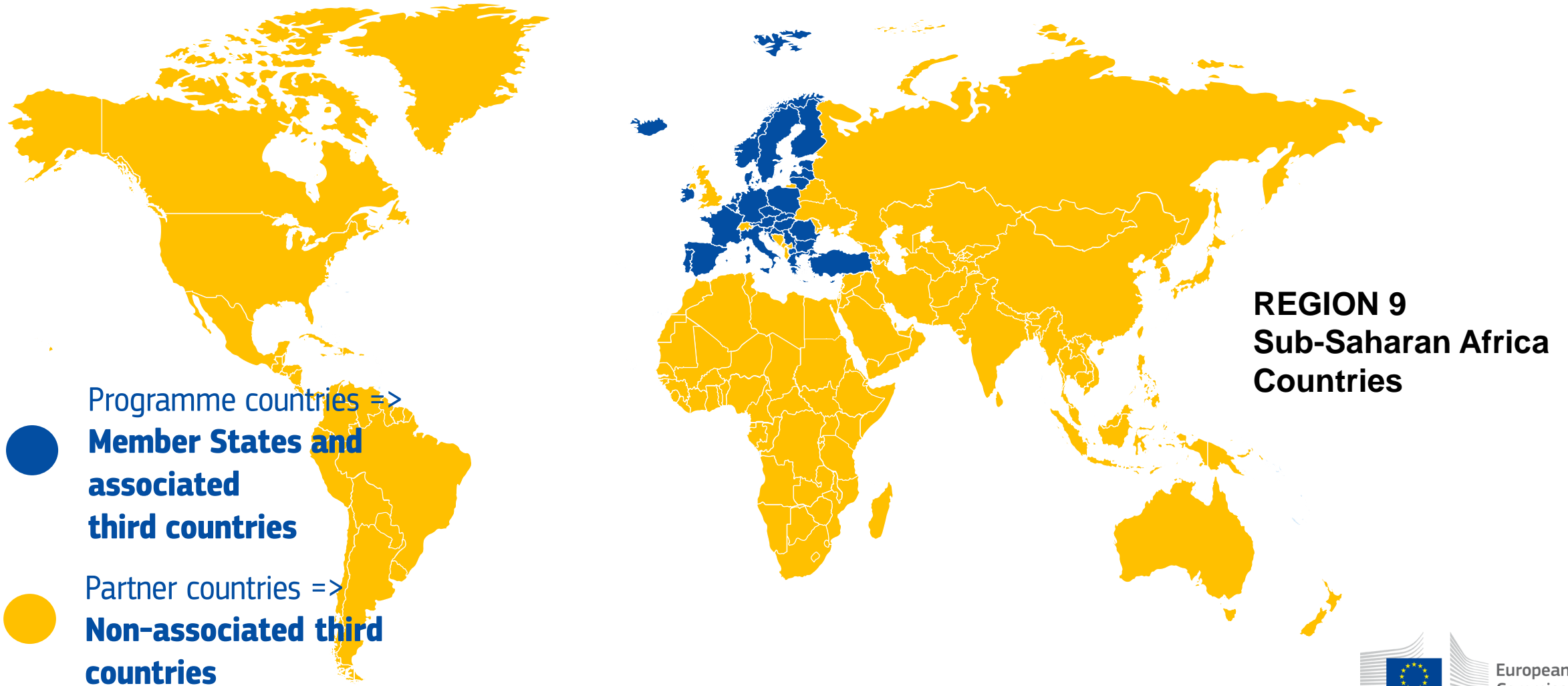- 18 SSA Universities as Full Partners

1 277 SSA Scholarship-winners
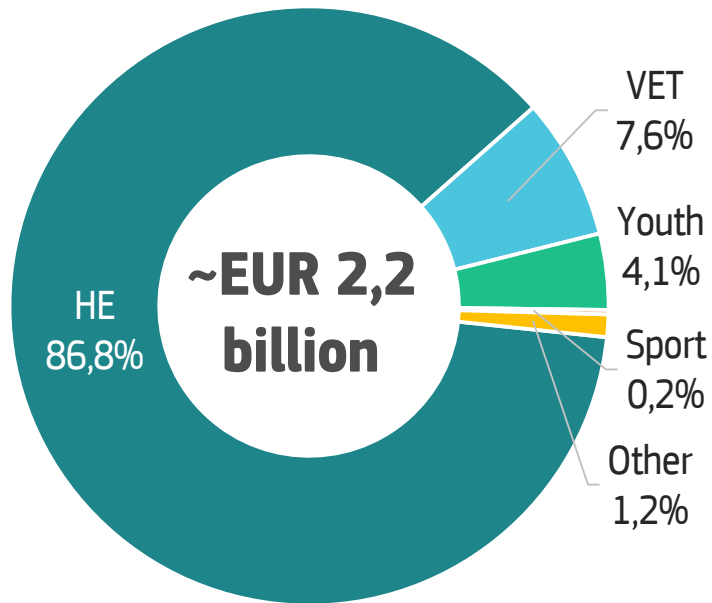(934 from global budget + 343 additional regional budget)

Number of Erasmus Mundus Full Partners

ACP Countries EMJMD Scholarship 2014-2020

Ghana 164
Kenya 70
Nigeria 229
Cameroon 67
Uganda 53
Zimbabwe 36
Ethiopia 322
Senegal 21
Sudan 20
Others 152
Pacific countries 5
Caribbean countries 57

+ South Africa 78

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International dimension of Erasmus+ 2021-2027

REGION 9
Sub-Saharan Africa
Countries

Programme countries =>
Member States and associated third countries

Partner countries =>
Non-associated third countries

European Commission

International dimension of Erasmus+: funding

International actions budget (H6) per sector
2021-2027

~EUR 2,2 billion

- HE 86,8%
- VET 7,6%
- Youth 4,1%
- Sport 0,2%
- Other 1,2%

2014 – 2020
~EUR 1,8 billion

H6 budget per region (in million EUR)

■ 2014-2020 ■ 2021-2027

Region	2014-2020	2021-2027
Asia	371	260
Central Asia	115	76
Middle East	28	18
Pacific	35	17
Latin America	163	143
Carribean		15
USA & Canada	33	38
SSA	122	570
Russia	11	114
EaP	215	215
SMED	344	335
WB	226	374

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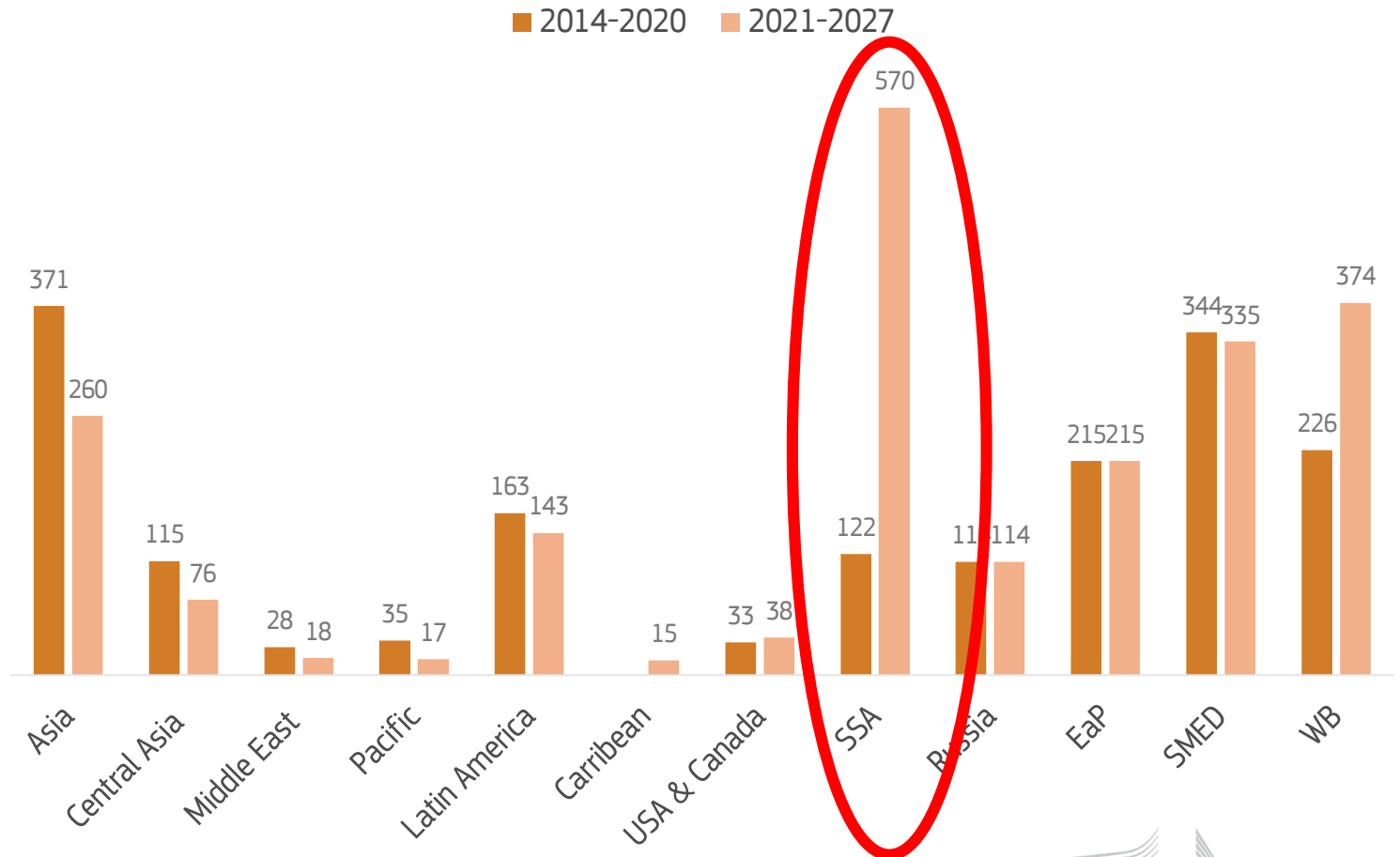
Erasmus+ budget allocation for Sub-Saharan Africa

570,2 M€ for Sub-Saharan Africa 2021-2027
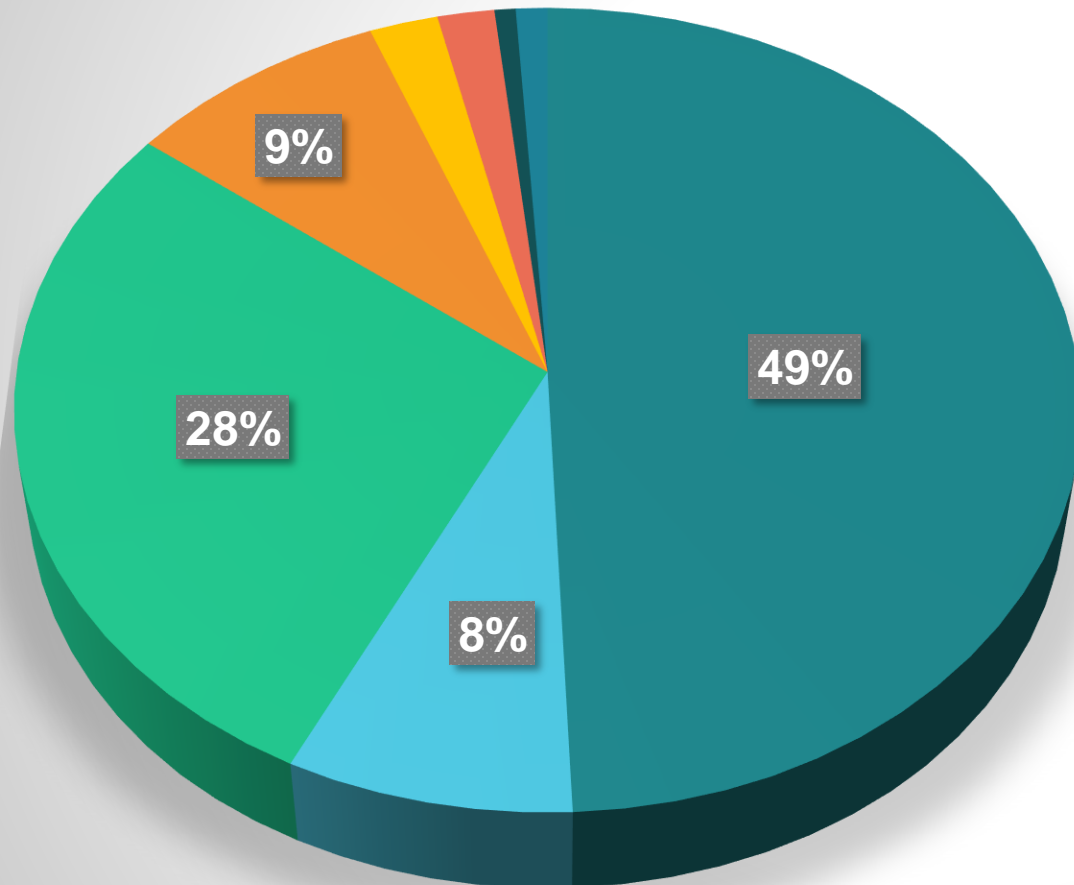
- International credit Mobility
- Erasmus Mundus Joint Masters
- Capacity Building in Higher Education
- Capacity Building in VET
- Virtual Exchanges
- Jean Monnet Actions
- Alumni
- Erasmus+ Focal Points

49%
28%
9%
8%

Capacity Building actions budget 2021-2027 (in M€)

Legend: ■ CBHE ■ CBVET ■ CBY ■ CB SPORT

European Commission
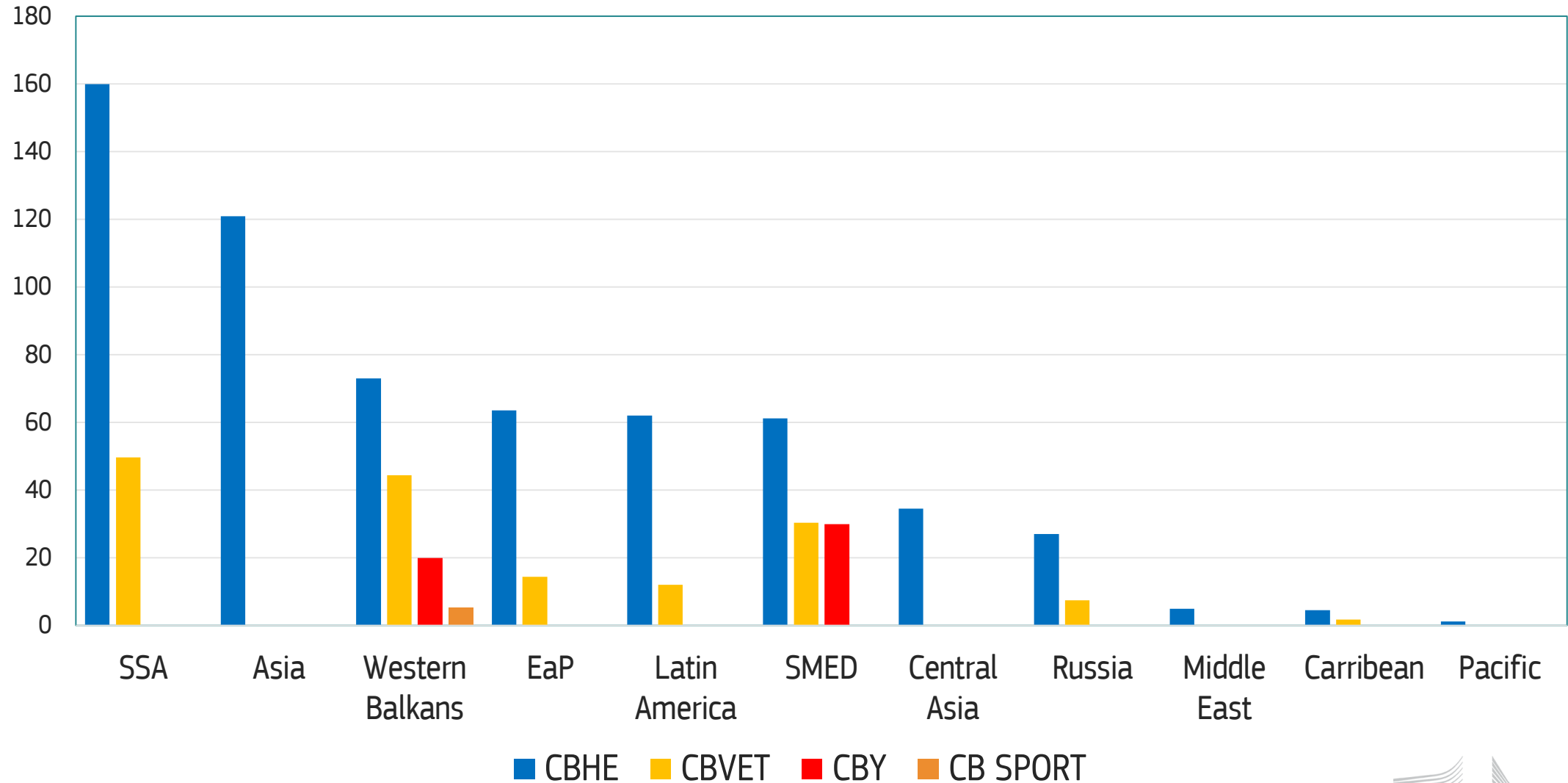
What is available for Sub-Saharan Africa – Overview

HIGHER EDUCATION

- **International Credit Mobility**
- **Erasmus Mundus Joint Masters & Erasmus Mundus Design Measures**
- **Capacity Building for Higher Education**
- **Jean Monnet activities**
- **Alumni Association**
- European Outgoing mobility
- Cooperation Partnerships*
- Alliances for Innovation*

VOCATIONAL EDUCATION AND TRAINING

- **Capacity Building in VET**
- European outgoing VET mobility
- Centers of Vocational Excellence*
- Alliances for Innovation*
- Cooperation Partnerships*

YOUTH / HIGHER EDUCATION

- **Virtual Exchanges**
- Cooperation Partnerships*

* Conditional access - Partners from Non-Associated countries must prove added-value to the project

European Commission

Who can apply and when?

	Institutions from EU MS and associated third countries	Institutions from non-associated third countries	Deadline for submission
International credit mobility	Applicant /Partner	Partner	23 February 2022
Erasmus Mundus	Applicant / Partner	Applicant / Partner	16 February 2022
Capacity-building for Higher Education	Applicant / Partner	Applicant/Partner	17 February 2022
Jean Monnet activities	Applicant / Partner	Applicant / Partner	1 March 2022
Capacity-building for VET	Applicant /Partner	Partner	31 March 2022
Erasmus+ Virtual Exchange	Applicant /Partner	Partner	22 February (call 21) 20 September 2022

European Commission

Purpose

Focus on the needs of the third countries not associated to the Erasmus+ Programme

Targeting the priorities of the third countries not associated to the Erasmus+ Programme and matching them with the EU priorities for these countries

Maximising benefit to third countries not associated to the Erasmus+ Programme

European Commission

Objectives

Modernisation HEIs & HE systems

Cooperation / Regional integration

Societal impact

CBHE

Governance

Accessibility

Innovation

European Commission
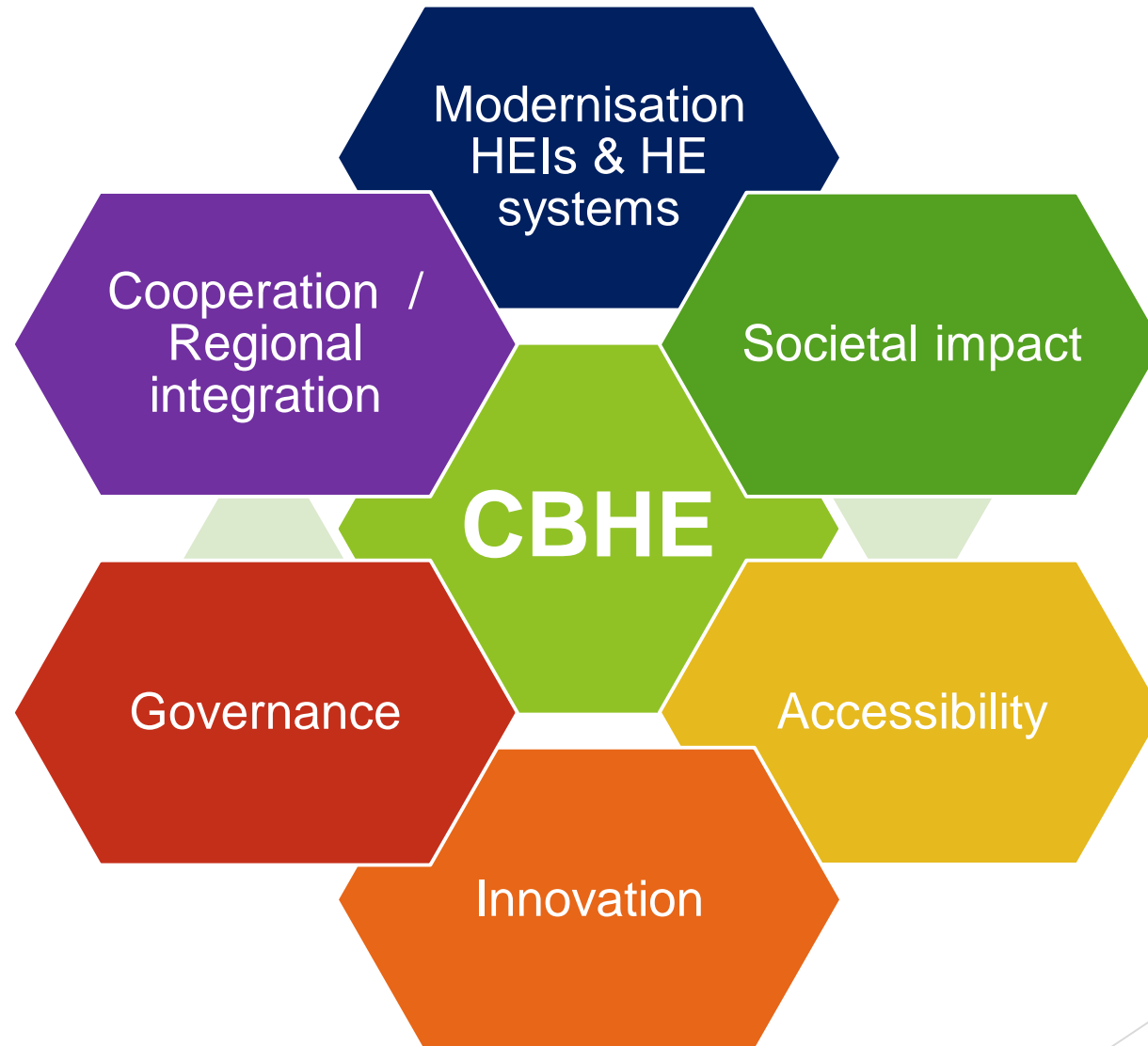
Types of CBHE projects

Three types of CBHE projects

National projects	Multi-country regional projects	Multi-country cross-regional projects
HEIs from one third country not associated to the Erasmus+ Programme	HEIs from several countries not associated to the Erasmus+ Programme from one Region	HEIs from countries not associated to the Erasmus+ Programme belonging to several Regions
At least 2 HEIs from two countries associated to Erasmus+ (EU Member States and other Programme countries)		

European Commission

National projects: eligibility criteria

Third countries not associated to Erasmus+

1 eligible country

Minimum 2 HEIs

+

EU Member States & third countries associated to Erasmus+

At least 2 countries

Minimum 1 HEI from each participating country
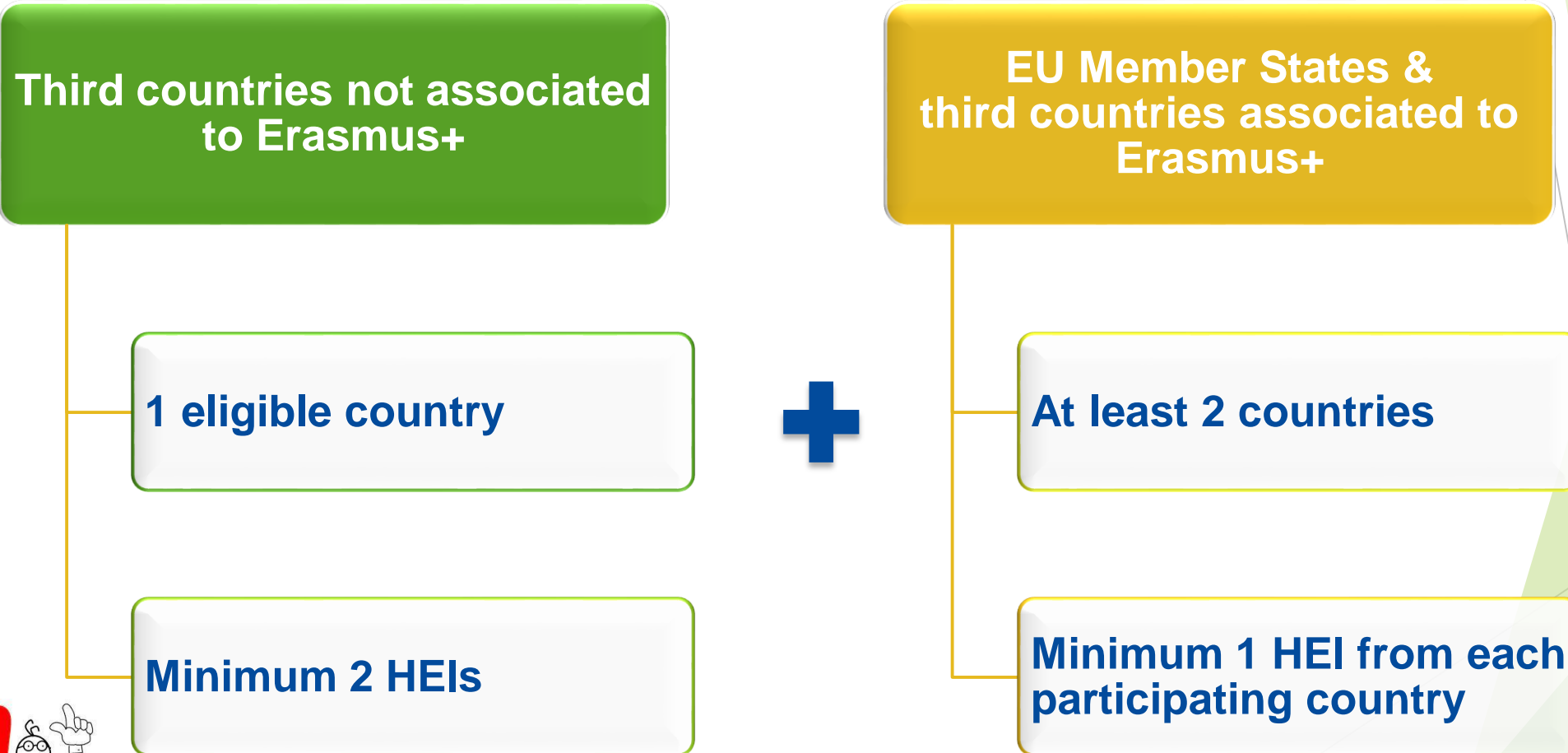
Multi-country projects: eligibility criteria

Third countries not associated to Erasmus+

Same Region (regional projects)
Different Regions (cross-regional projects)

EU Member States & third countries associated to Erasmus+

Minimum 2 eligible countries

+

Minimum 2 countries

Minimum 2 HEIs from each eligible country

Minimum 1 HEI from each country

European Commission

Eligible applicant

Who can apply?

▶ **Higher Education Institutions (HEIs) or**
▶ **Associations or organisations of HEIs**

What else?

Applicant must be established in a EU Member state or third country associated to the Erasmus+ programme (*Programme Country*), or in an eligible third country not associated to Erasmus+ programme (*Partner Country*)

The applicant applies on behalf of all participating organisations involved in the proposal

European Commission

Eligible partners

What types of organisations are eligible?

▶ any public or private organisation recognised as **HEI** by the competent authorities of their country(ies)

▶ any public or private organisation **active in the labour market or in the fields of education, training and youth**

▶ **Associations or organisations of HEIs** dedicated to the promotion, improvement and reform of higher education as well as to co-operation within Europe and between Europe and other parts of the world

▶ **International governmental organisations** on a self-financing basis.

European Commission

New features

Three strands
- a new type of support

Regional Priorities
- EU overarching priorities

New budget system
- lump sum II

New publication system
- FTOP

European Commission

Three strands

Strand 1
Fostering access to cooperation in Higher Education

Facilitate access to **newcomers**.

First step for participating organisations to **enhance** and **increase** means to reach out to **people with fewer opportunities**.

Reduce the internationalisation gap of HEIs from the same country/region.

Fostering **social inclusion**.

European Commission

Strand 2
Partnerships for transformation

- Innovation with business involvement to maximize societal impact
- Modernising HEIs by promoting reform
- Introducing practical learning schemes with a link to business
- Implementation of new learning methods
- Innovative curricula linked to business
- Introducing practical learning schemes
- Reform governance and management at HEIs

European Commission

Strand 3
Structural Reform projects

Mutual learning between public authorities of the countries associated to the Programme and those of the third countries	Promote inclusive Higher Education systems	Increase capacities of bodies in charge of Higher Education	Identify synergies with ongoing EU initiatives
Foster national ownership	Efficient and effective policy making	Foster common regional strategies in Higher Education	Introduction of funding mechanisms

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New regional priorities

Overarching priorities

Green deal

Digital transformation

Migration and Mobility

Governance, peace, security and human development

Sustainable growth and jobs

European Commission

Regions

Region 1 - Western Balkans

Region 2 - Neighbourhood East

Region 3 - South-Mediterranean countries

Region 4 - Russian Federation

Region 5 - Asia

Region 6 - Central Asia

Region 7 - Middle East

Region 8 - Pacific

Region 9 - Sub-Saharan Africa

Region 10 - Latin America

Region 11 - Caribbean

GEOGRAPHICAL TARGETS

▶ least developed countries

▶ special emphasis on migration priority countries

▶ special emphasis on regional projects involving HEIs from several countries

▶ no country can obtain more than 8% of the funding foreseen for the Region

- Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe

European Commission

New budget type

Lump sum II: approach – basic principles

In the proposal, applicants must provide a **detailed estimation of costs** and a **split of the lump sum per work package and per beneficiary**

Evaluators assess cost details during evaluation and make recommendations if needed.

Based on this, the **lump sum is fixed during grant preparation**

European Commission

Indicative available budget and n° of projects

Regions	Indicative 2022 CBHE budget	Indicative budget for strand 1	Indicative n° of projects to be funded	Indicative budget for strand 2	Indicative n° of projects to be funded	Indicative budget for strand 3	Indicative n° of projects to be funded
Region 1 Western Balkans	12.020.010	5.168.610	12	4.808.000	6	2.043.400	2
Region 2 Neighbourhood East	10.971.140	2.084.510	5	5.814.710	7	3.071.920	3
Region 3 South-Mediterranean countries	8.797.600	1.759.520	4	4.926.660	6	2.111.420	2
Region 4 Russian Federation	4.657.550	2.189.050	5	2.468.500	3	0	0
Region 5 Asia	20.876.220	4.175.240	10	14.613.360	18	2.087.620	2
Region 6 Central Asia	5.951.320	1.040.260	2	4.111.060	5	800.000	1
Region 7 Middle East	1.000.000	1.000.000	2	0	0	0	0
Region 8 Pacific	1.000.000	1.000.000	2	0	0	0	0
Region 9 Sub-Saharan Africa	27.086.320	10.834.530	27	10.834.530	13	5.417.260	5
Region 10 Latin America	10.695.140	1.604.270	4	7.486.600	9	1.604.270	1
Region 11 Caribbean	1.000.000	456.620	1	543.380	1	0	0
2022 CBHE indicative budget and n° of projects to be funded	104.055.300	31.312.610	74	55.606.800	68	17.135.890	16

European Commission

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Duration and funding rules per Strand

▶ Strand 1

- Projects can last 24 or 36 months

- Funding between EUR 200.000 and EUR 400.000 per project

▶ Strand 2

- Projects can last 24 or 36 months

- Funding between EUR 400.000 and EUR 800.000 per project

▶ Strand 3

- Projects can last 36 or 48 months

- Funding between EUR 800.000 and EUR 1.000.000 per project

European Commission

Evaluation procedure

Grant award decision

EACEA takes a grant award decision based on:

Evaluation Committee's recommendation, taking into account:

- *ranking list on quality established by independent experts*

- *consultation process with EU Delegations*

- *the budget available for each Region and strand*

- *the need to achieve a sufficient geographical representation within a Region*

- *compliance with the requirements applicable to specific Regions*

European Commission

Consultation of EU Delegations

Recognition of HEIs by the national competent authorities

Feasibility of the project in the local context of the third country(ies)

The project is contributing to the local needs in the priority area

Overlapping with existing initiatives in the chosen thematic area funded by the EU Delegation, national or international donors
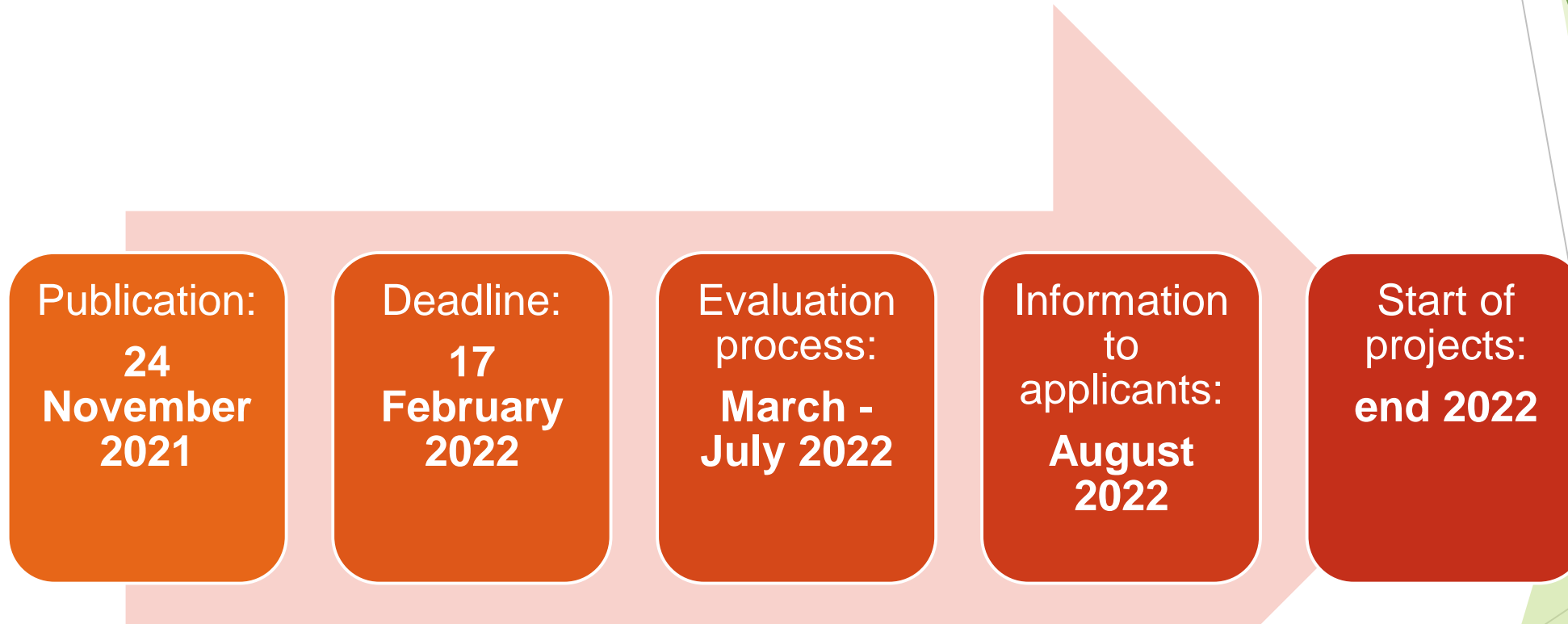
European Commission

Timeline

Publication: **24 November 2021**

Deadline: **17 February 2022**

Evaluation process: **March - July 2022**

Information to applicants: **August 2022**

Start of projects: **end 2022**

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Thank you

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Award Criteria

Award criteria

**Relevance
(30 points)**

**Quality of Project Design and Implementation
(30 points)**

**Quality of Partnership and cooperation arrangements
(20 points)**

**Sustainability, Impact and dissemination of the expected results
(20 points)**
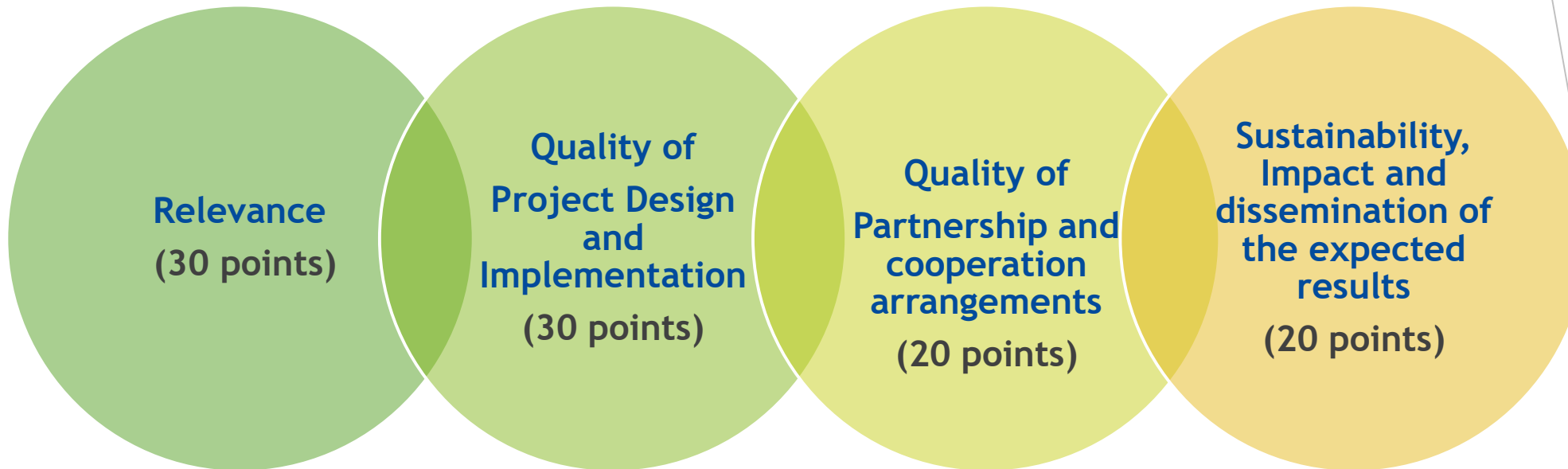
➢ Proposals must score **at least 60/100 points** in total to be selected
➢ **At least half of the maximum points** for each award criterion.
➢ In case of equal score, priority to proposals scoring highest under "**Relevance of the project**" and then "**Sustainability, impact and dissemination of the expected results**".

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Award criteria

Relevance of the project

Purpose

- Relevant to objectives and activities of CBHE and specificities of the Strand,
- Adequate response to current needs of the target country(ies) or Region(s) and of the target groups,
- The extent to which the proposal addresses the EU overarching priorities.

Objectives

- Based on a sound needs analysis; clearly defined, specific, measurable, achievable, realistic,
- They address issues relevant to the participating organisations and development strategies for higher education in the eligible third countries not associated to the programme.

Link to EU policy and initiatives

- The proposal takes into account and enhances complementarity/synergies with other interventions funded by the EU and other entities.

EU added value

- The proposal demonstrates that similar results could not be achieved without the cooperation of HEIs from the EU Mem.

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Award criteria

Relevance of the project

Lack of an appropriate needs analysis adapted to the features of the project

Target groups or beneficiaries have not been precisely identified

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Award criteria

Quality of the project design and implementation

Coherence

- Consistency between project objectives, methodology, activities and the budget proposed,
- Coherent and comprehensive set of appropriate activities to meet the identified needs and the expected results.

Methodology

- The logic of the intervention is of good quality, planned outputs and outcomes are coherent and feasible, and key assumptions and risks have been clearly identified. LFM is sound and adequate.

Work plan

- Quality and effectiveness of the work plan are in line with their objectives and the deliverables,
- the relation between the resources and the expected results is adequate and the work plan is realistic, with well-defined activities, time-lines, clear deliverables and milestones.

Budget

- Cost efficiency and appropriate financial resources for a successful implementation of the project,
- The estimated budget is neither overestimated nor underestimated.

Quality control

- Control measures (continuous quality evaluation, peer reviews, benchmarking activities, mitigating actions etc.) and quality indicators ensure a project implementation of high quality.

Environmental sustainability

- The project is designed in an eco-friendly way.

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Ensure coherence in LFM intervention logic

Medium, long run To reduce unemployment of graduates in Ethiopia	% of graduates employment 10 months after the new diploma	Regional and university statistic	
Expected at the end of the project Creation of 8 new curricula addressing professional profiles requested by the labour market	25 students enrolled in each new curriculum	How indicators will be measured	Assumptions & Risks
Accreditation and implementation of 8 new Bachelors co-designed by academia and enterprises (2 x HEIs) Creation of new teaching materials Students placement system	20 teachers trained in each HEI 20% of e-learning courses 20 new textbooks drafted All enrolled students having attended an internship	How indicators will be measured	Assumptions & Risks
Meetings with enterprises Teachers training Drafting accreditation documents Drafting new manuals Sep up of a placement mechanism	Inputs		Assumptions & Risks

Award criteria

Quality of the project design and implementation
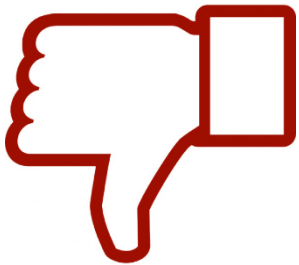
Preparation phase is too long

Lack of consistency between the different parts of the proposal

Costs effectiveness of the proposal is not ensured

Unbalanced distribution of budget

European Commission

Award criteria

Quality of the partnership and the cooperation arrangements

Management

- Solid arrangements are foreseen,
- Timelines, governance structures, collaboration arrangements and responsibilities well defined and realistic.

Composition

- Appropriate mix of organisations with the necessary competences relevant to the objectives of the proposal and to the specificities of the Strand,
- most appropriate and diverse range of non-academic partners.

Tasks

- Roles and tasks are assigned on the basis of the specific know-how, profiles and experience of each partner.

Collaboration

- Effective mechanisms to ensure efficient collaboration, communication and conflict resolution between the partner organisations and any other relevant stakeholders.

Commitment

- The contribution from the project partners is significant, pertinent and complementary,
- the proposal demonstrates the partners' involvement, commitment and ownership of the project's specific objectives and results, in particular from the third countries not associated to the programme.

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Award criteria

Quality of the partnership and the cooperation arrangements
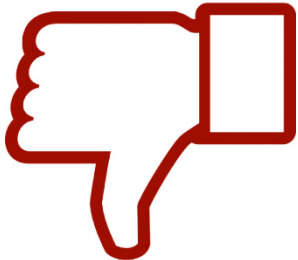
The proposal includes staff that will not participate in the project

Unbalanced distribution of responsibilities among the partners

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Award criteria

Sustainability, impact and dissemination of the expected results

Exploitation

- How the outcomes of the project will be used by the partners and other stakeholders; how multiplier effects will be ensured and it provides means to measure exploitation within the project funding time and after.

Dissemination

- Clear and efficient plan for the dissemination of results, appropriate activities and their timing, tools and channels to be spread effectively to all relevant stakeholders and non-participating audience, reaching out and attracting relevant stakeholders to the outcomes within and after the project's funding time.

Impact

- **Ensuring a continuous and sustainable response to the existing barriers and the increase of accessibility of students/staff with fewer opportunities to the learning opportunities and resources offered by the HEIs.**
- **Increasing the international cooperation capacities of institutions in third countries not associated to the programme.**
- Tangible impact on its target groups and relevant stakeholders at local, national or regional level,
- Measures, goals and indicators to monitor progress and assess the expected impact at individual, institutional and systemic level.

Open access

- Materials, documents and media produced freely available and promoted through open licenses and without disproportionate limitations.

Sustainability

- How the project results will be sustained financially and institutionally and how the local ownership will be ensured.

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Award criteria

Involve the relevant stakeholders

Address sustainability since the beginning

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A competitive application…

- ✓ demonstrates that the **combination of all its elements** will produce **concrete and sustainable results** for the benefit of all the parties concerned

- ✓ has been **prepared and agreed jointly** by all **consortium partners**

- ✓ has received the **full institutional commitment** and support of **all consortium partners**

- ✓ is **ready to start** immediately after the selection decision

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KEY WORDS for a competitive application

Coherent in its entirety
- avoid contradictions; avoid "patchwork"

Concrete
- use examples, justify your statements, bring evidence

Clear
- follow the questions and answer them in the right order

Simple language
- also complex subjects can be explained in a plain language. Keep most sentences 10-15 words long.

Explicit
- do not take anything for granted; do not assume experts will always understand; avoid abbreviations or explain them the 1st time

Rigorous
- the application is the basis on which your project will be implemented; it is also the cornerstone of your partnership commitment

Focused
- stick to what is asked

Complete
- ensure you have followed all the instructions and that the proposal fulfils all the mandatory requirements

European Commission

New budget type

Lump sum II: approach – basic principles

In the project proposal: Detailed estimation of costs and a **split of the lump sum per work package and per beneficiary**

Evaluators assess cost details during evaluation and make recommendations if needed.

Lump sum is fixed during grant agreement preparation

European Commission

Lump sum II – Why using lump sums?

Simplification: Lump sum system removes all obligations on actual cost reporting – i.e. a major reduction of administrative burden

Focus on performance: Shift from focus on financial management and checking costs to focus on the content of the projects

European Commission

Lump sum II – Work Packages

- Applicant will divide their project in WPs and reflect this division in the budget attached to the application

- Each Work Package will define the activities/outputs and the corresponding deliverables.

WP — Activities/Outputs — Milestones / Deliverables

Lump sum II – How many work packages

As many as needed but no more than what is manageable

'Work package means a major sub-division of the proposed project.'

- ✖ A single activity is not a WP
- ✖ A single task is not a WP
- ✖ A % of progress of work is not a WP (e.g. 50 % of the tests)
- ✖ A lapse of time is generally not a WP (e.g. activities of year 1)
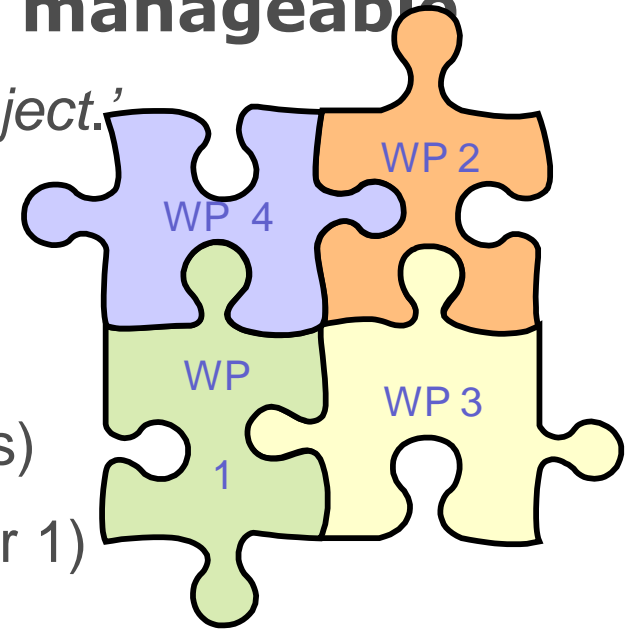
Horizontal work packages (e.g.: Management, Dissemination and Exploitation, etc.) may be approached differently

Beneficiaries might work simultaneously and/or sequentially in different WPs

WP 2
WP 4
WP 1
WP 3

European Commission

Lump sum II – Work Packages
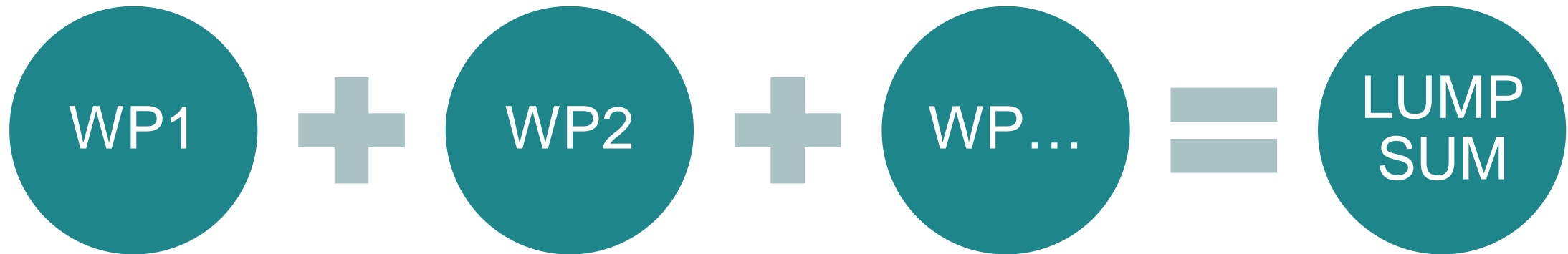
WP1 + WP2 + WP… = LUMP SUM

Lump sum II – Budget allocation

Lump sum = Maximum grant amount

Max. liability of the beneficiary after payment of balance

	WP1	WP2	WP3	WP4	WP5	WP6	WP7	WP8	Total
Beneficiary A	250.000			50.000	300.000	250.000		300.000	1.150.000
Beneficiary B		250.000	350.000	50.000			100.000	150.000	900.000
Beneficiary C	100.000	100.000		50.000		280.000			530.000
Beneficiary D		120.000		50.000			100.000	150.000	420.000
Total	350.000	470.000	350.000	200.000	300.000	530.000	200.000	600.000	**3.000.000**
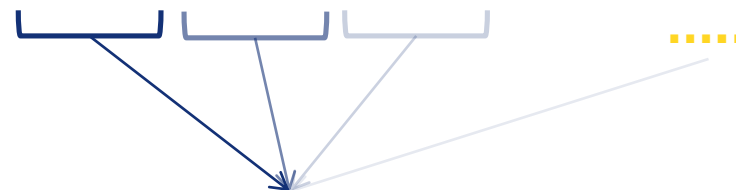
Share of the lump sum per WP

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Lump sum II – What is checked during the evaluation process?

Detailed estimation of costs

WPs split v/s activities and expected outputs

Evaluation

Co-financing rate

Maximum amount of the grant

Recommendations for changes in the budget

European Commission

Lump sum II – Detailed budget table

- Applicants have to submit an Excel workbook with the detailed estimation of costs

- The purpose of the Excel workbook is twofold:

  - Supporting applicants in preparing their detailed budget estimate

  - Allowing evaluators to assess the adequacy between the activities described in the proposal and the proposed resources

European Commission

1. Presentation of the Excel table

Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to sumit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to **set the appropriate Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E).** This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)
6	You then have to fill in **only** the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BEx' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the last column of the 'Proposal Budget' sheet with teh Requested EU Contribution The appropriate number of individual Beneficiary sheets ('BEx') will be automatically generated with data from the 'Beneficiaries List' and 'Work Package list'
7	You first need to start filling in the sheet 'Beneficiary list' where you are asked to enter all participants in the project including any Affiliated Entity To add beneficiaries, please doubleclick on the appropriate ico Once you are done please ensure that the changes are applied by double clicking the relative icon
8	Once you have completed the 'Beneficiaries List' – 'Work Package list' sheet, you must click the "Apply changes" button to generate the related sheets in the Excel workbook.
9	At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BEx) for all the workpackages concerned You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage

Read carefully the tab instructions where you will find the information needed to fill in this Excel file

▶	Instructions	Beneficiaries List	Work Packages List	BE 001	Estim costs of the project	Proposal Budget	BE-WP Overview	BE-WP Person Days

European Commission

1. Presentation of the Excel table

Please indicate the EU Co-financing rate

FILL IN THE BELOW VALUES BEFORE STARTING:

Insert the name of your call :

Insert the acronym of your project :

Maximum amount for the EU CONTRIBUTION : YPE HERE THE MAXIMUM EU CONTRIBUTION

Co-financing rate : TYPE HERE THE CO-FINANCING RATE

PRINT PDF

Double-Click to activate

Instructions | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person D

You will first have to fill in that information in the tab « instructions » based on the information mentioned in the Erasmus+ Programme guide

European Commission

2. Presentation of the Excel table

Mention the type of staff that will work on the project. You can split your staff in maximum 5 types (See slide further on 'tab BE_001')

2. Beneficiaries list

Instructions

1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to sumit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to **set the appropriate Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E).** This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)
6	You then have to fill in **only** the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BEx' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the last column of the 'Proposal Budget' sheet with teh Requested EU Contribution. The appropriate number of individual Beneficiary sheets ('BEx') will be automatically generated with data from the 'Beneficiaries List' and 'Work Package list'
7	You first need to start filling in the sheet 'Beneficiary list' where you are asked to enter all participants in the project including any Affiliated Entity To add beneficiaries, please doubleclick on the appropriate icon Once you are done please ensure that the changes are applied by double clicking the relative icon
8	Once you have completed the 'Beneficiaries List' – 'Work Package list' sheet, you must click the "Apply changes" button to generate the related sheets in the Excel workbook.
9	At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BEx) for all the workpackages concerned. You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage

These 4 tabs will have to be filled in in order for your Detailed budget table to be complete, before uploading it into the Submission system

| Instructions | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person Days |

2. Beneficiaries list

Complete the information related to your organisation

2. Beneficiaries list

Double click on « apply changes » once the information is duly completed or after any change

3. Beneficiaries list

3. Work Packages list

3. Work Packages list

Double click here to add a Work Package

List of Work Packages		Actions (double-click to activate)	
WP Nbr	*WP Label*	**APPLY CHANGES**	Add a Work Package
WP 001	Studies and reports 2021	Remove this Work Package	
WP 002	Studies and reports 2022	Remove this Work Package	

Instructions | Beneficiaries List | **Work Packages List** | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person D

Double click here to remove the Work Package

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3. Work Packages list

List of Work Packages		Actions (double-click to activate)	
WP Nbr	**WP Label**	**APPLY CHANGES**	Add a Work Package
WP 001	Studies and reports 2021	Remove this Work Package	
WP 002	Studies and reports 2022	Remove this Work Package	

Instructions | Beneficiaries List | **Work Packages List** | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person D

Double click on « apply changes » once the information is duly completed or after any change

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3. Work Packages list

4. Report of the estimated actual costs

Reference to the Work Package

Just go down in the Excel sheet to see the other Work Packages

You have to fill in the estimated actual cost per Work Package

Cells that need to be filled in

For each cost (line) both columns have to be filled in

The other columns will be automatically calculated

The indirect costs are automatically calculated and are intended to cover all costs linked to the general administration of the project (PCs, portables, supplies, paper, electricity, etc.)

4. Report of the estimated actual costs

5. Proposal Budget

		Other	D. Other cost categories	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	Max EU CONTRIBUTION	Requested EU - CONTRIBUTION	
Université de Bruxelles	ULB	-	-	-	13.800	966	14.766	11.813		✔
TOTAL	Consortium	-	-	-	13.800	966	14.766	11.813		✖

MAX EU CONTRIBUTION = 80 % of 14.766 € or 250.000 €

Your maximal EU contribution corresponding to your budget = 11.813 €

◄ ► ... | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | **Proposal Budget** | BE-WP Overview | BE-WP Person Days | Depreciation C

Complete this cell and put the requested EU contribution amount

You need to have 2 green ticks and no red cross in order to go to the next step (See next page)

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5. Proposal Budget

Due to decimals and rounded amounts you could have to slightly update the amount (withdrawing 1 €) in order to respect the maximal contribution

6. Complementary information

TOOL: DEPRECIATION COSTS LIST

BE nr	Beneficiary name	WP nr	Work Package name	Resource type	Short name of the investments	Date of purchase	Purchase cost	% used for the project	% use for lifetime of the investment	Charged depreciation costs per investment	Justification: Needed info for depreciation

If you claim equipment costs, you will have to fill in these cells in order to calculate the depreciation costs to be charged to the project

The amounts are not automatically transferred to the "BE 001" sheet

Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget | BE-WP Overview | BE-WP Person Days | Depreciation Costs | Any comments

European Commission

6. Complementary information

You are more than welcome to add any comment, explanation or justification if needed

7. Upload the file in the application

16	Data in the "Section 3 - Budget" table in the Part A of the eForm of the proposal submission tool **must be identical** to amount you entered in the 'Proposal Budget' sheet **of this Excel workbook under the heading Requested EU Contrution.** You can copy the data from this Excel workbook directly in the Part A of the proposal submission tool.
17	The 'BE-WP Overview', 'Estim costs of the project' and 'BE-WP person days' sheets are there for your information and will be used during evaluation.
18	If you have any comment, you can use the 'Any comments' sheet.
19	The format of this Excel workbook is **.xlsm** because it uses macros to generate automatically some data. **Always save it as .xlsm.** However, this format cannot be uploaded to the submission system for security reasons. So please also **save a copy** as an **.xlsx** or **.xls** document (and not as .xlsm) and upload it to the proposal submission tool, at Step 5 of the submission process. **Always keep a copy of the original .xlsm file.**

To save the workbook as .xlsx document, in Excel click on **"File"** and then **"Save as"**; in the "Save as" dialog box, choose |

Go back to the first tab « Instruction » and <u>double</u> click on « PRINT PDF » in order to save this Excel file under pdf format on your computer

(« documents » folder)

FILL IN THE BELOW VALUES BEFORE STARTING:

Insert the name of your call :	ERASMUS-EDU-2021-AL-AGENDA-IBA
Insert the acronym of your project :	BE AL AGENDA
Maximum amount for the EU CONTRIBUTION :	250.000,00
Co-financing rate :	80,00%

PRINT PDF

Double-Click to activate

A. DIRECT PERSONNEL COSTS

A1. Employees (or equivalent) man days (you can change the types based on your structure)

| Senior experts |
| Type 2 |
| Type 3 |
| Type 4 |
| Other |

Instructions | Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | Proposal Budget

European Commission

7. Upload the file in the application

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ❓

Part B		❓	Upload ☁
Detailed budget table LSII		❓	Upload ☁
Cvs		❓	Upload ☁
Other annexes		❓	Upload ☁

The budget table can be uploaded as Excel file

European Commission

8. Update the amount in PART A

		Other	D. Other cost categories	D.1 Financial support to third parties	TOTAL DIRECT COSTS INCLUDING SUBCONTRACTING (A+B+C+D)	E. Indirect costs 7% (rounded to zero decimals)	TOTAL COSTS (A+B+C+D+E)	Max EU CONTRIBUTION	Requested EU - CONTRIBUTION	
Université de Bruxelles	ULB	-	-	-	13.800	966	14.766	11.813	11.812	✔
TOTAL	Consortium	-	-	-	13.800	966	14.766	11.813	11.812	✔

MAX EU CONTRIBUTION = 80 % of 14.766 € or 250.000 €

Your maximal EU contribution corresponding to your budget = 11.813 €

Beneficiaries List | Work Packages List | BE 001 | Estim costs of the project | **Proposal Budget** | BE-WP Overview | BE-WP Person Days | Depreciation

The total amount has to be updated in « PART A » of the application (Edit forms / 3. Budget)

No	Name of Beneficiary	Country	Requested grant amount
1	Tokio	JP	11812,00
	Total		11812,00

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Thank you

European Commission

How to submit a proposal?

- **Where?**

  Applications must be submitted through the **European Commission's Funding & Tender Opportunities Portal** (F&TP) using the Portal Submission System:

  https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home

  - **Call ID:** ERASMUS -EDU-2022-CBHE

  - **Topic ID:**   ERASMUS -EDU-2022-CBHE-STRAND-1

     ERASMUS -EDU-2022-CBHE-STRAND-2

     ERASMUS -EDU-2022-CBHE-STRAND-3

- **Who?**

  Proposals must be created and submitted by a contact person of the coordinating organization.

- **When?**

  Deadline: by 17 February 2022 – 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.

European Commission

Get prepared

- Read carefully all the **2022 Erasmus+ Call for proposals documents**: **Erasmus+ Programme Guide**, application templates and specific instructions published in the F&TP

- Read carefully the information on the **Regional priorities** published in FTOP.

- Plan your project and **define your work plan**: Work packages, milestones, 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 via the **Participant Register**
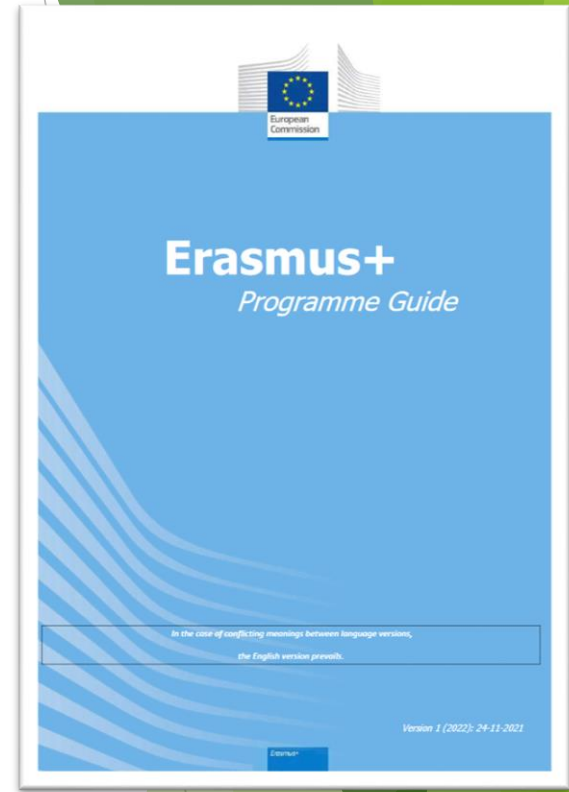
Preliminary steps

- Consult the **How to find and apply for funding opportunities** presentation

- 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.
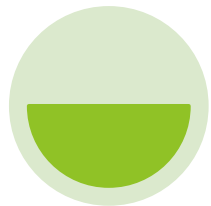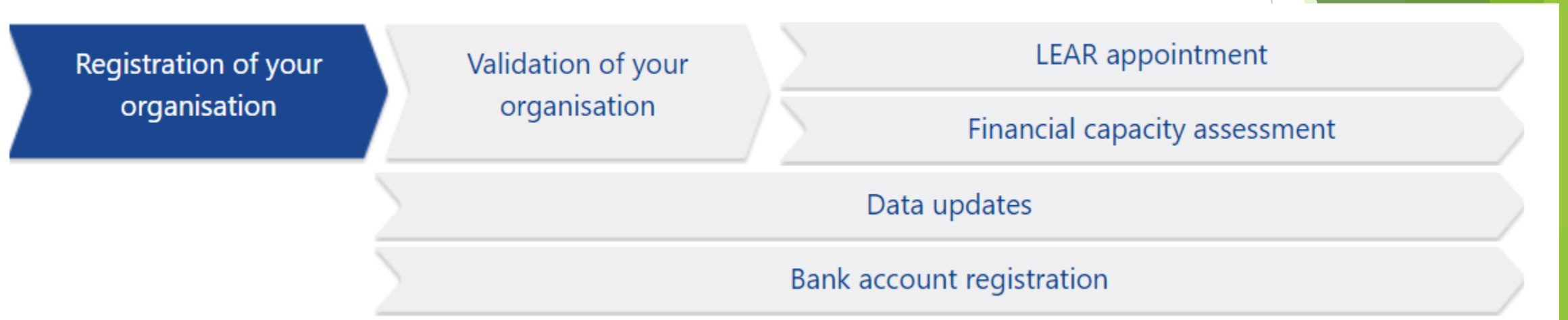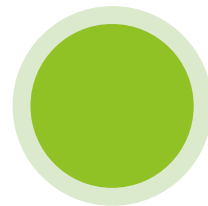
FTOP – registration of organisation

Registration of your organisation → Validation of your organisation → LEAR appointment

Financial capacity assessment

Data updates

Bank account registration
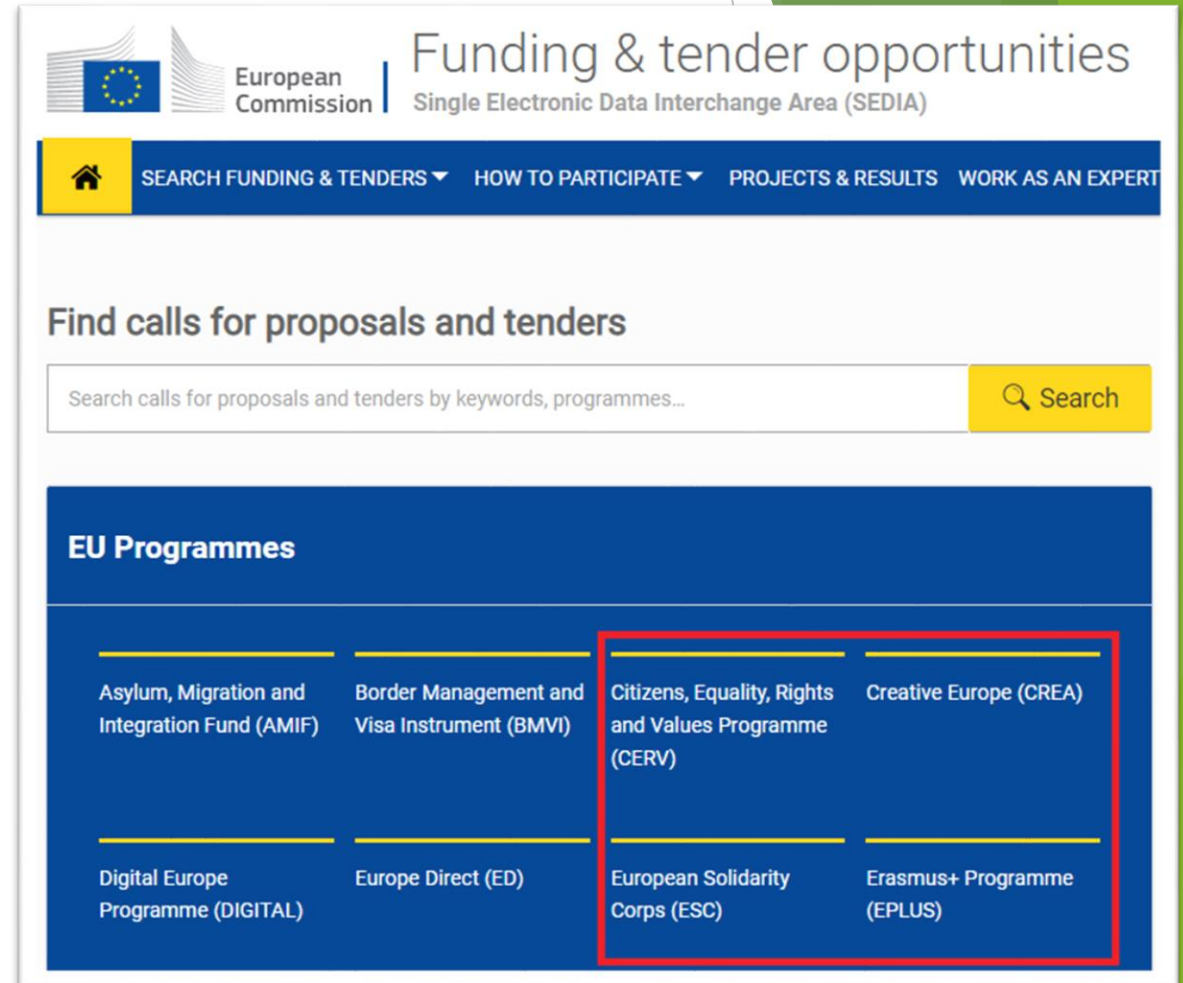
A valid EU login account

PIC number

European Commission

Start your application

- Calls for proposals are listed by funding programme. EACEA's four funding programmes are:
  - **Erasmus+**
  - Creative Europe
  - the European Solidarity Corps
  - the Citizens, Equality, Rights and Values programme (CERV)
- You can find these on the F&TP homepage.

Application package

The application form is structured in <u>3 parts:</u>

- **Part A - Administrative Forms**

Contains general information about the project, data on the applicant organisation and contact persons

- **Part B – Technical description & annexes**

Contains the narrative part of the project, the work packages, milestones & deliverables. Detailed budget table is an annex of Part B

- **Part C – Administrative forms**

Tick boxes related to the proposal's general objective(s) and indicators specific to the CBHE action (N° of impacted students, N° of new study programmes, N° of involved/trained staff, etc.)

➢ Complete Parts A & C directly on the Portal
➢ Prepare Part B in advance and upload it together with the mandatory annexes
➢ Submit **by 17/02/2022** (at 17:00 Brussels time)

European Commission

Thank you

European Commission