

Informationsseminar zum 3. Aufruf in EDULINK Grundlagen für eine erfolgreiche Antragstellung in EU-Programmen

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Referatsleiterin 513



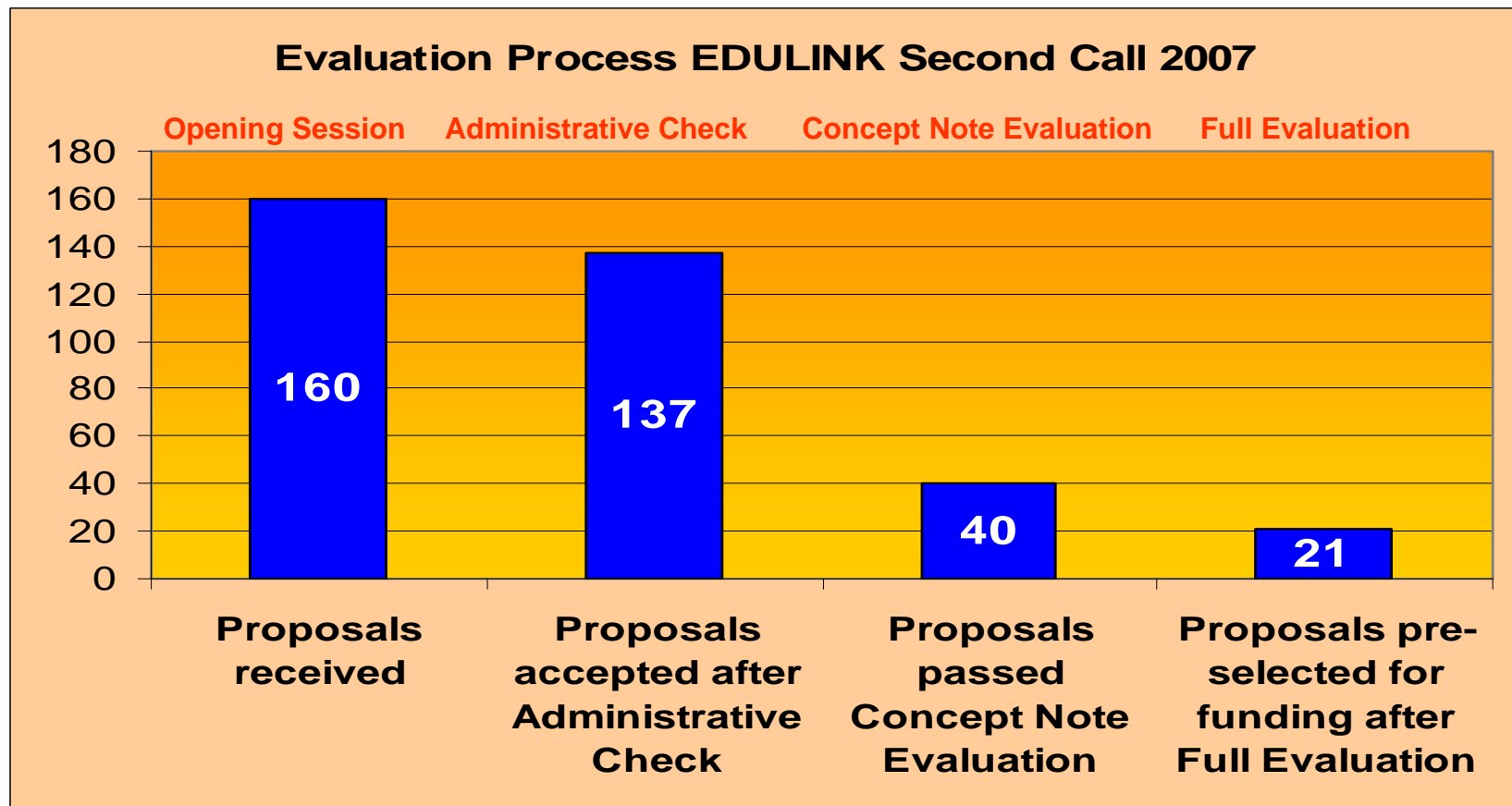
Key elements for applying successfully in EU programmes

Structure

- ⇒ **EDULINK second call**
- ⇒ **Preparatory steps for successful applications**
- ⇒ **Project partners and associates**
- ⇒ **Concept Note**
- ⇒ **Grant application form**
- ⇒ **Logical Framework Matrix (LFM)**
- ⇒ **Evaluation procedure**
- ⇒ **Evaluation grids**
- ⇒ **Key criteria for successful applications**

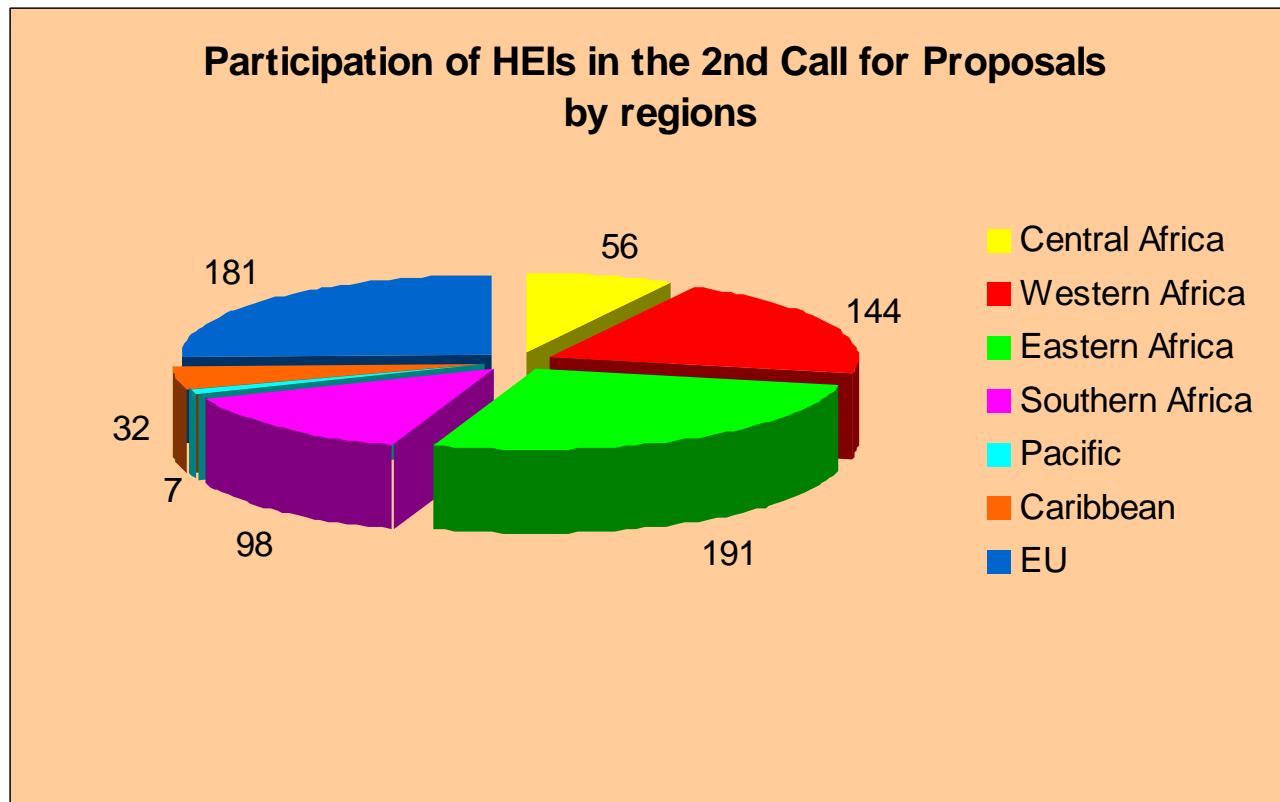
Key elements for applying successfully in EU programmes

EDULINK second call



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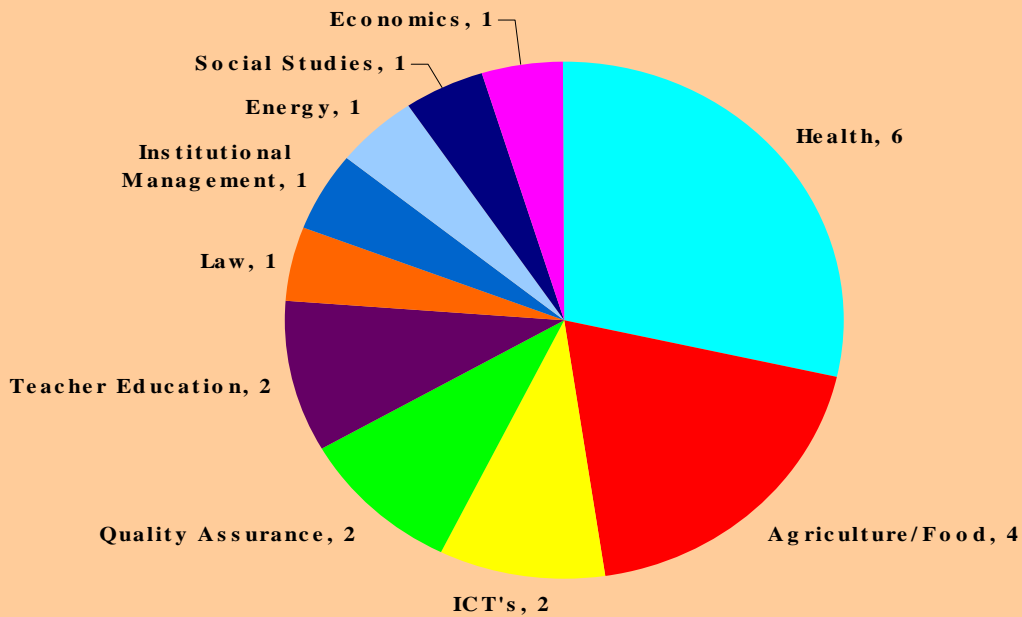
EDULINK second call



Key elements for applying successfully in EU programmes

EDULINK second call

Thematic sectors of the 21 projects pre-selected for funding



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Preparatory steps

- Familiarise yourself with the **programme**
(Website, Project Fact Sheets, DAAD-Project Compendium, FAQs)
- Study open **Call for Proposals** and **Guidelines for Applicants**
(including **annexes** !)
- Ask yourself and your partners about your **motivation**
- Decide on a **project type** which is compatible with your **project idea**
- Determine the next **deadline** for application
- Establish a **network** based on an eligible project idea
- Ensure your **partners' active participation** in the application procedure
- Ensure **applicant's and partners' eligibility**
- Respect the **minimum requirements** and eligible activities and costs

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Project partners and associates

Partnerships

- minimum requirements are to be respected
- **each** member of the network must have a precisely defined role in the project's design and implementation

Associates

- play a supplementary but real role in the project
- may not receive funding from the grant, with the exception of per diem and travel costs

Subcontractors

- are awarded contracts to implement tasks within the project
- must conform to the EU sub-contracting rules

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Concept Note

- Demonstrating **relevance of the proposal** to the objectives and priorities of the programme,
- Proving **knowledge of the needs and constraints of the target countries** and regions,
- Clearly outlining the **roles of each partner** and linking these to the proposed activities,
- **Justifying the choice of the proposed activities**, listing adequate risks and explaining how these should be addressed during the implementation period,
- Linking the proposed activities to the **expected results and impact in the target countries** and regions.

Strictly follow the structure of the Concept Note as indicated in the Application Form!

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Logical Framework Matrix (LFM)

- LFM must be coherent with the activities described before.
- It must provide a clear and logical description of the proposed project.
- It should give verifiable indicators for the achievements of the project.
- External factors outside the control of the project should be mentioned.
- Completion of the activities should lead to delivery of results.
- Delivery of results should lead to achievement of the specific project objective.
- Achievement of the specific project objective should contribute to the overall objective.

Advice: Start completing the LFM before working on part I of the application form

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Logical Framework for the project

LOGICAL FRAMEWORK

	Intervention logic	Objectively verifiable indicators of achievement	Sources and means of verification	Assumptions
Overall objectives	<i>What are the overall broader objectives to which the action will contribute?</i>	<i>What are the key indicators related to the overall objectives?</i>	<i>What are the sources of information for these indicators?</i>	
Specific objective	<i>What specific objective is the action intended to achieve to contribute to the overall objectives?</i>	<i>Which indicators clearly show that the objective of the action has been achieved?</i>	<i>What are the sources of information that exist or can be collected? What are the methods required to get this information?</i>	<i>Which factors and conditions outside the Beneficiary's responsibility are necessary to achieve that objective? (external conditions) Which risks should be taken into consideration?</i>
Expected results	<i>The results are the outputs envisaged to achieve the specific objective. What are the expected results? (enumerate them)</i>	<i>What are the indicators to measure whether and to what extent the action achieves the expected results?</i>	<i>What are the sources of information for these indicators?</i>	<i>What external conditions must be met to obtain the expected results on schedule?</i>
Activities	<i>What are the key activities to be carried out and in what sequence in order to produce the expected results? (group the activities by result)</i>	Means: <i>What are the means required to implement these activities, e. g. personnel, equipment, training, studies, supplies, operational facilities, etc.</i>	<i>What are the sources of information about action progress?</i> Costs <i>What are the action costs? How are they classified? (breakdown in the Budget for the Action)</i>	<i>What pre-conditions are required before the action starts? What conditions outside the Beneficiary's direct control have to be met for the implementation of the planned activities?</i>

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Evaluation procedure

Step 1: Opening session and administrative check

(possible rejection for formal reasons – disregard of the deadline, missing documents, etc.)

Step 2: Evaluation of Concept Notes

(only highly ranked Concept Notes with at least 30 points will lead to the assessment of the full proposal)

Step 3: Evaluation of full Application Forms

Step 4: Verification of eligibility of the applicant and the partners

(submission of supporting documents)

Step 5: Conclusion of the Evaluation Committee and Notification of the decision

(Applicants are informed of the decision taken on their proposal and of the reasons for that decision.)

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Evaluation grid → Concept note

	Maximum Score	
1. Relevance of action	Sub-score	15
1.1 Relevance of the problems to needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular	5	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines.	5 (x2)	
2. Effectiveness and Feasibility of the action	Sub-score	25
2.1 Assessment of the problem identification and analysis.	5	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5 (x2)	
2.3 Assessment of the role and involvement of all stakeholders and proposed partners.	5 (x2)	
3. Sustainability of the action	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.	5	
Maximum total score		50

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Evaluation grid → full application

Section		Maximum score of points
1. Financial and operational capacity (experience of project management, technical expertise, management capacity)	⇒	20
2. Relevance (objectives and priorities of the call, needs and constraints of target country / target groups)	⇒	25
3. Methodology (activities consistent with objectives and expected results, coherence of the overall design of the project, clear action plan, verifiable indicators for the project outcome)	⇒	25
4. Sustainability (tangible and multiplier effects, prove of continuity of project results)	⇒	15
5. Budget and cost-effectiveness	⇒	15
	Total	100

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Key criteria for successful applications

- Strictly follow the rules and provisions of the Call for Proposals.
- Find an attractive title for your project.
- Draft a convincing Concept Note.
- Make a thorough analysis of the background of your project by actively involving your partners.
- Identify clear objectives, methods and outcomes of the project.
- Develop a realistic, well-structured workplan.
- Calculate a realistic budget.
- Have a clear text structure and use a good standard language.

Keep in mind that the evaluators are not necessarily experts in your academic field !

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Applying in Edulink

- Please make use of the EDULINK homepage

<http://www.acp-edulink.eu/>

and visit the homepage of the DAAD Edulink Contact Point

<http://eu.daad.de>

- Schedule enough time to get all the necessary information.

Funding up to €770,- is available for preparatory visits of staff at German universities

Please contact:

Julia Quirll da Matta, Unit 513 (email: quirll@daad.de)

Further information:

<http://eu.daad.de/eu/drittlandkooperationen/05258.html>

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Thank you very much for your attention!



**Further information on
EU-Higher Education
Cooperation Programmes
<http://eu.daad.de>**