

# DAAD

Deutscher Akademischer Austausch Dienst  
German Academic Exchange Service

## Informationseminar zum ACP Science and Technology Programme

### Grundlagen für eine erfolgreiche Antragstellung

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## Structure

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- ⇒ Key criteria for successful applications
- ⇒ Project partners and associates
- ⇒ Concept Note
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- ⇒ Evaluation procedure
- ⇒ Evaluation grids



## Preparatory steps for successful proposals

- Familiarise yourself with the objective and the purpose of the programme
- Study **Call for Proposals** and **Guidelines for Applicants** carefully (including **annexes and manual**)
- Establish a network with **reliable partners**
- Ensure **applicant's and partners' eligibility**
- Ensure your **partners' active participation** in the application procedure
- Respect the **minimum requirements** for eligible activities and costs





## 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

**Have your proposal checked by a competent person (preferably a native speaker) to avoid poor linguistic quality!**



## Project partners and associates



### Partners

- 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 active 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



## Concept Note



### Important part of the proposal which should...

- demonstrate **relevance of the proposal** to the objectives and priorities of the programme
- prove **knowledge of the needs and constraints of the target countries** and regions
- clearly outline the **roles of each partner** and link them to the proposed activities
- **justify the choice of the proposed activities**, mention adequate risks and explain how these should be addressed during the implementation period
- link the proposed activities to the **expected results and impact in the target countries** and regions.

**The concept Note is a “stand-alone” document . It decides on further evaluation of your proposal.**

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



## Grant Application Form



### Description of **THE ACTION**

- Summary, max. 1 page
- Overall objective(s), max. 1 page
- Relevance of the Action, max. 3 pages
- Description of the Action and its effectiveness, max. 14 pages
- Methodology, max. 4 pages
- Action Plan, detailed for the first year, more general for subsequent years, given format is to be used
- Sustainability, max. 3 pages

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



## 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.



## Logical Framework for the project

### LOGICAL FRAMEWORK

	<b>Intervention logic</b>	<b>Objectively verifiable indicators of achievement</b>	<b>Sources and means of verification</b>	<b>Assumptions</b>
<b>Overall objectives</b>	<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>	
<b>Specific objective</b>	<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>
<b>Expected results</b>	<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>
<b>Activities</b>	<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>	<b>Means:</b> <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> <b>Costs</b> <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>



## 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.)



## Evaluation grid → Concept Note

	Maximum Score	
<b>1. Relevance of action</b>	<b>Sub-score</b>	<b>15</b>
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)	
<b>2. Effectiveness and Feasibility of the action</b>	<b>Sub-score</b>	<b>25</b>
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)	
<b>3. Sustainability of the action</b>	<b>Sub-score</b>	<b>10</b>
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	
<b>Maximum total score</b>		<b>50</b>



## Evaluation grid → Full Application

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



**Thank you very much for your attention!**



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