



Erasmus+

How to prepare your Erasmus Mundus Design Measures (EMDM) proposal

*European Education and Culture
Executive Agency*



How to apply

- **Where?**

- ✓ Applications must be submitted through the [European Commission's Funding & Tender Opportunities Portal](#) (F&TP) using the **Portal Submission System**

- **Who?**

- ✓ Proposals must be created and submitted by a contact person of the Applicant institution

- **When?**

- ✓ **Deadline: 16 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



Preliminary steps

- Consult the presentation [How to find and apply for funding opportunities](#)
- Get more guidance on how the Funding and Tender Opportunities portal works on the [F&TP online manual](#) and the [Proposal Submission Service User Manual](#)
- Read carefully the information on the [Roles and access rights](#) and decide the persons who will manage the application



Get prepared

- Read carefully all the call documents
[Erasmus+ Programme Guide](#), and proposal templates that can be found in the F&TP under the respective [Topic conditions and documents](#). Don't forget to consult the [Topic related FAQ](#)
- Plan your project and define your work plan
Technical description, work package and 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 !
[Participant Register](#)



Application requirements

Check the compliance of the proposal with the criteria set in the Erasmus+ Programme Guide Part B – Erasmus Mundus action Lot 2 – Design Measures, and Part C – Information for applicants

- Admissibility criteria

- ✓ Submit the application electronically via the F&TP Electronic Submission System
- ✓ Use the forms provided in the Submission System
- ✓ Submit a complete application containing all parts and mandatory annexes
- ✓ Respect the page limit for Part B of the application form (40 pages)
- ✓ Respect the deadline



Application requirements (cont.)

- Eligibility criteria
 - ✓ The applicant must be an HEI established in an EU Member State, third country associated to the Programme or third country not associated to the Programme (consult the Erasmus+ Programme Guide for any restrictions)
 - ✓ HEIs established in an EU Member State or third country associated to the Programme must hold a valid Erasmus Charter for Higher Education (ECHE).
 - ✓ Fixed project duration: 15 months
 - ✓ Applications must be submitted by 16 February 2022 at 17:00 Brussels time
- Exclusion and Selection criteria
 - ✓ The applicant is not in any of the exclusion situations described in Articles 136-141 of the Financial Regulation (Part C of the Erasmus+ Programme Guide)
 - ✓ The applicant financial and operational capacity are adequate

Start your application

Call data:

Call: ERASMUS-EDU-2022-EMJM-DESIGN
Topic: ERASMUS-EDU-2022-EMJM-DESIGN
Type of action: ERASMUS-LS
Type of MGA: ERASMUS-AG-LS



Topic and type of action can only be changed by creating a new proposal.

- Once in the F&TP Portal Submission System:

- ✓ Make sure you are in the correct Call for proposals and Type of action.

- ✓ Only 1 submission type will appear

Please select the type of your submission:

ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Start submission


- ✓ You will need to use the online forms and templates available in the Submission System

- ✓ A progress bar at the top shows the proposal completion progress – the red indicator signals at which stage you are.



Start your application (cont.)

- ✓ In the step 'Create proposal' you will have to enter your organisation search criteria



The screenshot shows a search form titled "Find your organisation". It features two input fields: "PIC" with a character limit of 9, and "Short name" with a character limit of 250. Below the fields is a blue button labeled "Search for your organisation".

- ✓ Select your role, either **Main contact** or **contact person**. At least one Main contact must be provided (refer to the Portal section [Roles and access rights](#) for more information)
- ✓ Indicate the proposal acronym and enter a short summary. These will be displayed further on in the "General Information" section of the Application Form Part A, where it can still be changed.
- ✓ Mono-beneficiary Grant Agreement (the applicant is the only beneficiary) ➡ not possible to add Partners nor Associated partners

Other participating organisations are to be described in Part B and C of the application form

Application package

The application form is structured in 3 sections:

- Part A – Administrative forms

General information about the project, data on the applicant organisation and contact persons, declarations

- Part B – Technical description

Contains the narrative part of the project, the work package and the deliverables

- Part C – Administrative forms

Specificities about the EMDM (nr. of ECTS, type of degrees to be awarded, participating organisations)

Complete Part A &
C directly on the
Portal

Application package: Part A – Administrative forms

- Use the icon  to access the administrative forms

Table of contents

Section	Title	Action
1	General information	Show
2	Participants	Show
3	Budget	Show



✓ Section 1 - General information about the project:

- Project duration ➡ encode **15 months**
- Don't forget to include the project scientific areas
- Flag if the proposal has been submitted under another call in the past 2 years. If so, indicate the proposal reference or contract number
- Tick the relevant boxes under "Declarations"



✓ Section 2 - Participants: provide information about the applicant organisation, the department(s) involved and contact persons

✓ Section 3 - Budget: encode the fixed lump sum contribution of **55.000 EUR**

Application package: Part B – Technical description

- There is only one mandatory document to be uploaded:

- ✓ Part B – Technical description

You are not required to add any additional annexes

Administrative forms (Part A)

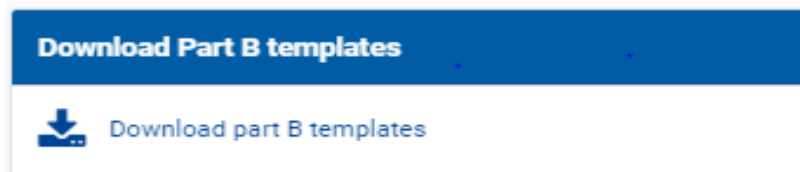
Edit forms Edit Part C View history Print preview

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
CVs		Upload
List of previous projects		Upload
Other annexes		Upload

- ✓ Part B must be prepared in advance using the template downloaded from the system



Application package: Part B – Technical description

- Part B is a narrative technical description of the project
- ✓ **Sections 1 - 3:** questions based on the Award criteria set in the Erasmus+ Programme Guide.

Specific instructions:

- **Section 1.2** Needs analysis and specific objectives - it is not necessary to describe a sound needs analysis nor to define indicators for measuring achievement.
However, please address the specific award criteria as set out in the Erasmus+ Programme Guide, under Relevance
- **Section 2.1.2** Project management, quality assurance and monitoring and evaluation strategy - it is not necessary to describe evaluation methods and indicators to monitor the outreach and coverage.
However, please address the specific award criteria set out in the Erasmus+ Programme Guide, under Quality – Project design and implementation
- **Section 2.1.3** Project teams, staff and experts - **CVs are NOT required**
- **Section 2.1.4** Cost effectiveness and financial management - **NOT applicable for EMDM projects**
- **Section 2.1.5** Risk management - **NOT applicable for EMDM projects**
- **Section 2.2.1** Consortium set-up: Consortium cooperation and division of roles - **applicable for EMDM projects**
- **Section 2.2.2** Consortium management and decision-making mechanisms - **NOT applicable for EMDM projects**

It is on the basis of how you address the Award criteria that your proposal will be evaluated

Application package: Part B – Technical description

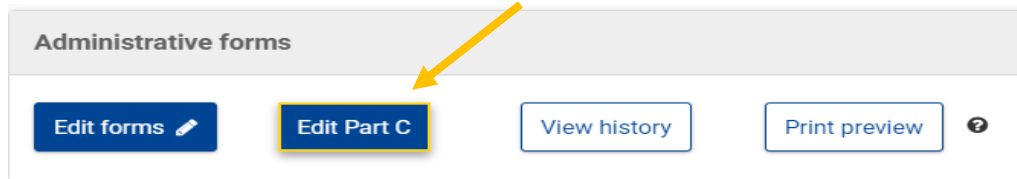
- ✓ **Section 4** work plan, work packages and timing
 - Provide a description of the work plan and of the project activities
 - Use **one single work package** for the entire project ex. *WP1 – “project acronym”*
 - Show **who is participating** in each task; include the participating organisations
 - For EMDM it is **not necessary** to include **milestones**
 - When completing the **Timetable** keep in mind the duration of an EMDM project ➡ **15 months**
- ✓ **Section 5** - **NOT applicable for EMDM projects**
- ✓ **Section 6** - please reply **Yes or No** concerning the Declarations on double funding



To keep in mind:

- Follow the instructions provided in the application form and do not change the structure, titles or subtitles of the form
- The project description should not exceed 40 pages

Application package: Part C – Administrative forms



- ✓ Select the applicant organisation type
- ✓ Nr of ECTS of the new master: choose 1 single option
- ✓ Type of degree intended to be awarded: choose 1 single option
- ✓ Include the **participating organisations** that will contribute to the design of the Master programme
(Add as many as necessary)

Participating organisations legal name, including applicant	Role of the participating organisations including applicant	PIC (if available)	Country CODE	City	Type of organisation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel

Validate & Submit your proposal

- **Edit** your draft proposal as many times as you need to complete/correct information.
- Run a **validation** of your draft proposal to make sure it meets the requirements and that no information is missing



- **Errors** and **warnings** will be listed at the end of the form.

Show Error

Errors mean that mandatory information is missing and the proposal cannot be submitted until these errors are corrected

Show Error

Show Warning

Warning messages do not block submission, but they indicate missing information. Ideally, these should be addressed by

Show Warning

correcting the information provided

- **After submission**, you can still edit and update the proposal at any time before the deadline. However, if you change the content you will need to re-submit for the changes to be reflected.
- For more information consult the [Proposal Submission User Manual](#).



General advice

- When writing your proposal make sure it is:
 - ✓ **Clear**: reply to all mandatory questions paying attention to the specific context – refer to the EMDM award criteria in the Erasmus+ Programme Guide
 - ✓ **Complete**: ensure (twice!) you have followed all the instructions and that no information or mandatory annexes are missing; make sure that the proposal fulfils all the mandatory requirements
 - ✓ **Coherent**: avoid contradictions, avoid "patchwork"
 - ✓ **Simple & concrete**: use easy read language, keep sentences simple, justify your statements
 - ✓ **Explicit**: do not take anything for granted; do not assume experts will always immediately understand; avoid abbreviations or explain them
 - ✓ **Rigorous**: the application is the basis on which your project will be implemented
 - ✓ **Focused**: stick to what is asked. Respect the page limit for Part B (40 pages)

Don't forget : submit your application well in advance of the deadline!



Other information sources

- [Statistical factsheets on the achievements of the Erasmus Mundus Joint Master Degrees \(2014-2020\)](#)
- [Erasmus+ factsheets](#)
- [Report 'Implementing Joint Degrees in the Erasmus Mundus action of the Erasmus+ programme'](#)
- [EMJMD catalogue](#)
- [EMJMD Cluster meeting 2018: European Approach for Quality Assurance of Joint Programmes](#)
and [Follow-up event 2019 "Implementing the European Approach for Quality Assurance for EMJMDs](#)
- [Erasmus Mundus Joint Master Degrees - The story so far](#)
- [Sustainability of Erasmus Mundus Master Courses - Best practice guide](#)
- [Erasmus+ Project result platform](#)

Good luck !



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