

TEMPUS

Modernising higher education

Tempus IV, Third Call for proposals, 2009
E-FORM and SUBMISSION of applications



http://eacea.ec.europa.eu/tempus/index_en.php



Outline of the presentation

- **Advantages**
- **Structure**
- **Contents**
- **eForm features & technical requirements**
- **Submission of the eForm**
- **Further guidance**

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Advantages

Applicants:

- ✓ Simplified unique form for JP and SM
- ✓ Better rationalised and structured
- ✓ Redundant information eliminated
- ✓ Easier to complete and submit (directly in EACEA databases)

Agency

- ✓ Reduced delays in the selection process
- ✓ Minimised risk of errors by manual processing
- ✓ Substantial savings in terms of resources
- ✓ Statistics available at an early stage

Experts assessing applications

- ✓ Maximum amount of information normalised
- ✓ Same type of information, easier to find

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eForm Structure (main body)

Part	Content	Corresponding part in the previous application form
Front Page	Identification of the Call and Programme	Front page
PART A	Identification of the Applicant and other organisations participating in the project	II: List of partners
PART B	Organisation and Activities	III.1b: Presentation of the partners
PART C	Description of the project (basic data)	II: Basic data on the project; IV: Summary of the project; V: Summary of project funding requirements
PART D	Operational capacity	I. Technical capacity (CVs of the key persons)
PART E	Project implementation / Award criteria (the project in details)	III.1a. Problem analysis; III.2 The project; III.3 Project objectives, outcomes and activities; III.5.1 Dissemination; III.5.2 Sustainability; III.5.3 Quality control and monitoring; III.5.4 Management of the project
PART F	Workplan in workpackages	III.5 Outcomes and activity tables

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eForm Structure (attachments)

Nr	Content	Corresponding part in the previous application form
1	Declaration of Honour by the legal representative of the Applicant organisation (pdf / jpg)	I: Declaration on exclusion and selection criteria; Agreement on publication; Declaration for qualifying as public body;
2	Logical Framework Matrix (Word document)	III.3: Logical Framework Matrix
3	Workplan and Budget (Excel table)	III.4: Workplan

These attachments are **compulsory**.

Templates will be posted on the Agency website.



Front Page

Programme: TEMPUS (pre-inserted)

Sub-programme: select JP or SM

Call for proposals: EACEA N° 28/09 (pre-inserted)

Action: select type of JP or SM

Deadline for submission (pre-inserted)

Project title.....

Project acronym.....

Language used to complete the form: select EN, FR, DE



PART A. Identification of the Applicant and other organisations participating in the project

Partner 1 (applicant)

A1 Organisation (role, name, address, telephone, email etc)

A2 Person responsible for the management of the application (name, address, telephone, email etc)

A3 Person authorised to represent the organisation (legal representative) – only for applicant organisation

Partner 2, 3... (partners)

A1

A2



Parts A & B must be completed for each organisation participating in the project

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PART B. Organisation and Activities

B1 Structure:

Status: Private / Public

Type of organisation

B2 Aims & activities of the organisation

key activities related to the project theme (free, 1000 characters)

role of the organisation in the project (free, 1000 characters)

B3 Other Community grants

support received from Tempus in the last three years (table)

other grant applications applied for the same project (table)

List of partner organisations

is generated automatically after filling in Parts A and B

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PART C. Description of the project

- C1 Timing of the project
- C2 Specific objectives (free, limited 1000 characters)
- C3 Tempus objectives, themes and priorities (tick boxes and limited free text)
- C4 Partner countries involved (tick boxes)
- C5 Summary of the project (free, limited 2000 characters)
- C6 Summary of the Work packages (automatic)
- C7 List of deliverables – outputs/outcomes (automatic)
- C8 Summary budget

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PART D. Operational Capacity

- D1 Skills and expertise of key staff involved in the project
 - organisation number
 - organisation name
 - key person name: summary of relevant skills and experience(free text, 750 / person)
- D2 Specific tasks that will be sub-contracted to bodies outside the formal consortium

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PART E. Project implementation / Award criteria

- E1 The project rationale – **Relevance**
(needs analysis, priorities addressed, objectives, target groups)
- limited space: 6000 characters
- E2 **Quality of the partnership**
(suitability of to work together, specific and complementary skills and expertise) - limited space: 6000 characters
- E3 The project
(academic contents, pedagogical approach, **methodology**, **LFM**)
- limited space: 12000 characters
- E4 Dissemination & **sustainability** - limited space: 4000 characters
- E5 **Budget and cost effectiveness** - limited: 2000 characters

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PART F. Workplan in workpackages

F1 Identification: WP nr - type:

Development
Quality control and monitoring
Dissemination
Exploitation of results
Management

**At least one of each
type of WP must be
completed**

Start – End – Duration

Related assumptions and risks (limit 400 characters)

Description (limit 2000 characters)

F2 Deliverables – outputs / outcomes

Title
Type or nature
Delivery date
Dissemination level
Target groups
Language(s) of the product

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PART F. Workplan in workpackages

F3 Consortium partners involved:

Lead partner
Other partners
Role and tasks in the WPs (limit 400 characters)

F4 Resources required to complete WPs

Staff categories – number of days – for each partner organisation
Tasks to be sub-contracted
Travels: Staff; Students: number of flows / destination
Equipment
Printing and publishing
Other costs

Budget related to input is not required in the form any more. Budget specifications must be included in the Excel table “Workplan and Budget” in attachment.

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Main differences vs former application forms

- ✧ Minimum guidance kept in eForm; details provided in the Instructions for completing the application form
- ✧ Application parts structured to facilitate eligibility, selection and award
- ✧ Outcome tables replaced by Work packages
- ✧ Work plan and Budget put together separately
- ✧ Different sources of errors eliminated
- ✧ Some information is automatically generated
- ✧ Submission directly in the Agency database

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eForm features

- An electronic application form that can only be submitted via the internet
- A form that does not require you to be online when you are filling it in or validating it
- An interactive pdf form that uses Adobe's Acrobat Reader (which can be downloaded from Adobe's website **FREE OF CHARGE**)
- An intuitive, easy-to-use application for



eForm – technical requirements

- The form requires Adobe Acrobat Reader (or Standard or Professional) to be installed on your computer – this may require the intervention of your IT department
- Version must be 8.1.3 or higher (incl. v9)
- An internet connection and standard browser software are required
- There is no software specific to the eForm



Mandatory, optional and calculated fields

Field Type	Characteristics	Examples						
Mandatory	Field label is accompanied by an asterisk *	<p><i>Telephone 1*:</i></p> <p>_____</p> <table border="1"> <tr> <th colspan="2">Organisation Types</th> </tr> <tr> <td>Enterprise*</td> <td>Not for profit*</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Organisation Types		Enterprise*	Not for profit*		
Organisation Types								
Enterprise*	Not for profit*							
Optional	Field label has no asterisk	<p><i>Telephone 2:</i></p> <p>_____</p> <table border="1"> <tr> <th colspan="2">Other participants involved in the proposal</th> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Other participants involved in the proposal					
Other participants involved in the proposal								
Calculated automatically	Field contains diagonal grey lines	<p><i>Duration:</i> 0</p> <table border="1"> <tr> <th>Partner no</th> <th>Role</th> </tr> <tr> <td>P 1</td> <td>APP</td> </tr> </table>	Partner no	Role	P 1	APP		
Partner no	Role							
P 1	APP							

Text constraints

- Formatting
 - Formatted text can be pasted into the form from Microsoft Word etc. The form automatically strips off the formatting and plain text is retained
 - Bullets and numbering can be used in text fields
- Character limits
 - Limits include characters and spaces and are documented either in the field label or in the User Guide. Overflow is prevented.

Attach mandatory documents

- Use the 'Attach a document' buttons at the end of the eForm. Do not use the Adobe attach function!



- Classic browse-to-file operation
- Respect the file formats cited in the User Guide
- A missing attachment prevents submission!

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Submission (1)

One-phase submission in two steps:

Step 1:

Click on SUBMIT button of the eForm once the content is validated + mandatory attachments:

- Declaration of Honour
- Workplan and Budget Excel Table
- LFM

An automatic notification is sent with the project

Reference number

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Submission (2)

Step 2:

- Print out the submitted form
- Copy the project **Reference number** on each of the following original documents
 - Declaration of Honour
 - Budget (Excel Tables) and work plan
 - Logical Framework Matrix
 - Mandates
 - Financial Identification Form
 - Legal Entities Form
 - Profit and Loss Accounts together with the balance sheet for the last three financial years for which the accounts have been closed (if applicable)
- Send the complete application package, **by the deadline** defined in the Call (date of postmark), **using registered post** to the **Agency postal address** mentioned in the Call for proposals.

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Sources of guidance

- The Instructions (for completing the Application form and the Budget Tables)
 - ⇒ Rules and guidance on eForm content and the entire application process
- The eForm User Guide
 - ⇒ Help with the technical aspects of completing the eForm
- Still need further **technical** assistance...?

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Thank you for your attention!

More on:

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