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National Erasmus+ Office - Jordan



Erasmus+ Programme

How to Prepare Good Proposals for



Jean Monnet



National Erasmus+ Office Jordan
22 December 2019



- Jean Monnet Programme (1989):
Introduction of European integration studies
in universities
- Dedicated to the memory of Jean Monnet
(1888-1979)
- Jean Monnet continues under Erasmus+ as
a separate activity
- Managed centrally



Jean Monnet in brief

- Focus on **EU studies** to promote **excellence** in **teaching and research on the European integration process** in various disciplines
- European Union studies comprise the **study of Europe in its entirety** with particular **emphasis on the European Integration process in both its internal and external aspects**



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Jean Monnet - Objectives

Promote teaching
and research on
European
integration

Support activities
of academic
institutions or
associations

Promote policy
debate and
exchange between
the academic world
and policy-makers

Equip students,
young professionals
with knowledge of
European Union
subjects

Promote
innovation,
teaching and
research



Jean Monnet: how does it work?

Action grants to promote excellence through:

- Teaching and research (Modules, Chairs, Centres of Excellence)
- Policy debate with academic world (Networks, Projects)
- Support to activities of Associations



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Jean Monnet – core subject areas

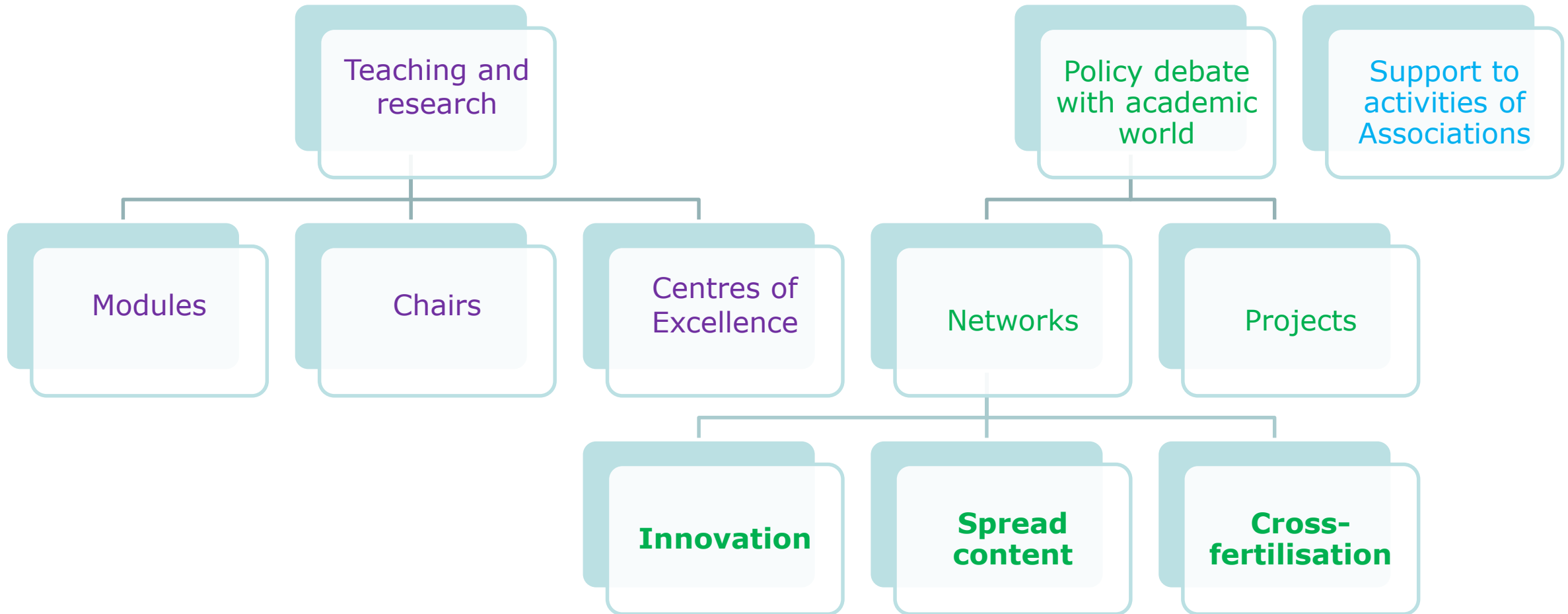
European Union studies

From any domain of
sciences and humanities



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Jean Monnet – Activities overview

Max. community grants (of total budget): 75% - 80%

*Flat rate financing system

Type of Activity	Amount EUR	Min. N° of countries	Duration
Jean Monnet Modules*	30.000 EUR	1	3 years
Jean Monnet Chairs*	50.000 EUR		
Centres of Excellence	100.000 EUR		
Jean Monnet Networks	300.000 EUR	3	3 years
Jean Monnet Projects*	60.000 EUR	1	12-24 months
Support to Associations	50.000 EUR	1	3 years



Teaching and research in the field of EU-studies

- **MODULES**

Min 40 teaching hours/year (max grant: € 30.000)

- **CHAIRS**

Chair Holder: Min 90 teaching/year + at least 1 additional activity/year. (max grant: € 50.000)

- **CENTRES OF EXCELLENCE**

Focal points of competence and knowledge (max grant: € 100.000)



Jean Monnet Module – What is it?

- Jean Monnet Module is a **short teaching programme** (or course) in the field of European Union studies at a higher education institution.
- Each Module has a **minimum duration of 40 teaching hours** per academic year.
- Teaching hours are taken to include **direct contact hours** in the context of group lectures, seminars, tutorials and may include any of the aforementioned in a distance learning format but do not include individual instruction.
- Modules **may concentrate on one particular discipline in European studies or be multidisciplinary** in approach and therefore call upon the academic input of several professors and experts.



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Jean Monnet Subject Areas

- EU and Comparative Regionalism Studies
- EU Communication and Information Studies
- EU Economic Studies
- EU Historical Studies
- EU Intercultural Dialogue Studies
- EU Interdisciplinary Studies
- EU International Relations and Diplomacy Studies
- EU Legal Studies
- EU Political and Administrative Studies
- Less traditional Jean Monnet Subject Areas



Statistics for the Erasmus+ JM - 2019

The EACEA received a record number of 1 333 applications, from which the Evaluation Committee selected a total of 285 applications for EU co-funding, as follows:

- **93 Modules**, 74 Chairs, 29 Centers of Excellence
- 21 Networks and 58 Projects (Policy Debate)
- 10 grants for Support to Associations

182 are from Programme Countries, while interest from other regions continues: 103 projects are with Partner Countries.



Sample of selected Modules 2019

1. EU NON-DISCRIMINATION PROMOTION WITHIN AND BEYOND THE EU
2. Policy Making in the EU
3. EU competitiveness boosting: circular economy
4. EU Health Issues
5. "EU Governance and Politics of European Integration"
6. EU's Digital Single Market and Economic&Social Implications
7. EU Labour law
8. Jean Monnet Module on European and International Migration Law
9. The European Union Entrepreneurial Environment at HEIs: Changing the World by Technology Ventures
10. Social Policy and Politics in the EU
11. Logistics and Supply Chain Management: dissemination of European experience
12. European Climate Diplomacy
13. PATRIMONIAL ISSUES IN INTERNATIONAL SUCCESSIONS LAW
14. Entrepreneurial Thought and Action
15. The Best European Experience in Energy Saving
16. The Economic and Legal Evaluation of Digital Ecosystems in the EU
17. EU Diplomacy: Instruments and Policies
18. EU and Environmental Health: Policies, Achievements and main Challenges
19. Declining rural areas in the EU and in Japan: Embracing depopulation & population ageing in the 21st century
20. Criminal policy of the European Union
21. Strengthening European Cultural Identity through Interdisciplinary Heritage Studies
22. The EU Sustained Development Strategy
23. Enhanced Skills and Competences in European Studies for Landscape Architects, environmental specialists and managers
24. Digital Single Market as a New Dimension of EU Law
25. Social and Economic Inclusion of Refugees and Migrants in European Union: Challenges for Ukraine
26. Internationalization and Soft Skills for Change Management in Europe
27. European Corporate Finance Law Excellence Course
28. Improving students' digital literacy, digital competences, digital intelligence and digital citizenship in European contexts
29. European Experience in Technology Transfer For Ukrainian Universities
30. European Law and Gender
31. Data Protection in EU
32. European Family Law
33. Environmental Valuation and Accounting
34. EU Mobility and Migration Law
35. From Multi- to Inter-Disciplinarity: The EU in the World
36. EU and Social Media
37. Environmental and Climate Change Education for Law Students
38. Communicating Europe: Institutions, Representations and Public Opinion
39. European Languages and Cultures
40. Communicating The EU To The Students Through The Simulation Games



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Example - Jean Monnet Module in European Banking and Financial Integration in EU, 2007-2010

Universitatea Alexandru Ioan Cazu Iasi, Iasi, Roumania Prof. Stefura

Aims: *Due to the great demand for accurate information regarding the European integration process and to its position in the social environment, the UAIC Iasy can and must act like a leader in bringing Europe closer to the citizens and highlighting the implications of this process*

Target groups:

Students, teachers, trainers, civil society



Activities: *Course on European Banking and Financial Integration, to train future European citizens in Romania*

Information about European economic integration at postgraduate level

Promote and strengthen active European citizenship through understanding that the economic impact of enlargement will be significant as a bigger and more integrated market boosts economic growth

Promote the active participation of students/citizens in the process of European integration through reflection and debate on the various economic aspects of this process.



How to apply?

- Apply directly to Executive Agency (EACEA)
- Applicants from all countries
- Applicants: HEIs or organisations active in EU subject area, depending on the action type
- HEIs in E+ Programme countries >>> ECHE
- Only one applicant institution is required / except Networks

E-tutorial: 'How to prepare a competitive proposal'



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How to apply?

Applications must be submitted using the eForm with attachments

1. Applicant organisation (for Networks also partner institutions) be registered in Participant Portal and receive Participant Identification Code (PIC)
2. Create official electronic application form (eForm)
3. Fill in eForm
4. Attach completed versions of different attachments to the application/e-form



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EACEA
→ **Education,
Audiovisual
and Culture
Executive
Agency**
website
[https://eacea.
ec.europa.eu/e
rasmus-
plus/jean-
monnet-
activities-
2020_en](https://eacea.ec.europa.eu/erasmus-plus/jean-monnet-activities-2020_en)

eacea.ec.europa.eu/erasmus-plus/jean-monnet-activities-2020_en ⓘ

Erasmus+ Actions Funding Beneficiaries Space Selection Results Library News Events Contacts

European Commission Education, Audiovisual and Culture Executive Agency

European Commission > EACEA > Erasmus+ > Jean Monnet - Activities 2020

ERASMUS+ CREATIVE EUROPE EUROPE FOR CITIZENS EU AID VOLUNTEERS INTRA-AFRICA EUROPEAN SOLIDARITY CORPS ABOUT

Jean Monnet - Activities 2020

Share

Privacy Statement

STATUS	DEADLINE	CALL REFERENCE
OPEN	• 20/02/20 - 17:00 (CET/CEST, Brussels time)	EAC/A02/2019

Call notice

Guidelines

How to apply

Annexes

The announcement of the Erasmus+ programme Call for proposals 2020 - EAC/A02/2019 in all official languages of the EU was published in [Official Journal](#) No 2019/C 373/06 on 05/11/2019.

(Uploaded 05/11/2019)

Contractual Documents

	Member States of the EU	Non Member States of the EU

Latest Erasmus+ News

News feed: Receive updates in real-time!

News | Erasmus+ | 28/11/2019 - 14:15

Erasmus + Sector Skills Alliances Infoday 2020

Erasmus + Sector Skills Alliances Infoday 2020

Read more

News | Erasmus+ | 18/11/2019 - 16:45

Selection results: European Youth Together – Call EACEA-12-2019

New Selection results

Read more

News | Erasmus+ | 15/11/2019 - 16:15

Budget table updated on Capacity Building in the field of higher education 2020



Call notice:

- The announcement of the Erasmus+ programme Call for proposals 2020 - EAC/A02/2019 in all official languages of the EU was published in [Official Journal](#) No 2019/C 373/06 on 05/11/2019.
- The deadline for Applications for Jean Monnet Activities is on **20 February 2020** at 17:00 Brussels time.
- Contractual Documents for Non Member States of the EU:
 - A) Grant Agreement
 - B) General Conditions Annex II



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Call notice

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Annexes

The Erasmus+ Programme Guide is [available online](#). This guide presents the Jean Monnet Activities and explains the rules and conditions for setting up and submitting an application for these actions.

E-Tutorials

Introduction to the international dimension of Erasmus+
How to prepare a competitive proposal

Frequently Asked Questions (available soon)

EU Partnership Instrument (PI)

Additional funds to increase the participation of Higher Education Institutions from countries outside the European Union in Jean Monnet Activities



Application process

- **Instructions for completing the application package** and

- an **eForm User Guide**

are published on the
EACEA website.

Call notice

Guidelines

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Annexes

Organisations wishing to apply for **Jean Monnet Activities** are invited to submit applications online by **20 February 2020, 17:00 (CET)** to the Education, Audiovisual and Culture Executive Agency in Brussels.

The document **Instructions for completing the Application Package** will be available soon and help applicants for **Jean Monnet Activities** to find information they need to complete their applications.

Before starting your application

1. Read the Call for proposals / Erasmus+ [Programme Guide](#) / Instructions for completing the Application Package carefully.
2. **Applicants must have an EULogin** (European Commission Authentication Service) **account**. If you already have an EULogin account, you may use it, otherwise [create an EULogin account](#). When you have created your account, return to this page.

You are now ready to start the application process

1. The applicant organisation (and for the Jean Monnet Networks – also the partner institutions involved) must be [registered in the Funding & tenders opportunities portal \(F&TP\)](#). Organisations that register in the (F&TP) portal receive a Participant Identification Code (PIC) that will be requested in the application form. To access the (F&TP) portal, you will need your EULogin username and password.

Given that each applicant organisation should use only one PIC code, please first check with your legal representative's office whether such a PIC number has already been created for your organisation. If this is the case, you may use this PIC code to



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How to Apply:

Before starting your application

1. Read the Call for proposals / Erasmus+ [Programme Guide](#) / Instructions for completing the Application Package carefully.
2. **Applicants must have an EULogin** (European Commission Authentication Service) **account**. If you already have an EULogin account, you may use it, otherwise [create an EULogin account](#). When you have created your account, return to this page.



You are now ready to start the application process:

- 1. The applicant organisation (and for the Jean Monnet Networks – also the partner institutions involved) must be [registered in the Funding & tenders opportunities portal](#) (F&TP). Organisations that register in the (F&TP) portal receive a Participant Identification Code (PIC) that will be requested in the application form. To access the (F&TP) portal, you will need your EULogin username and password.
- **Given that each applicant organisation should use only one PIC code, please first check with your legal representative's office whether such a PIC number has already been created for your organisation.**



You are now ready to start the application process:

- 2. If not, your organisation should **register in the (F&TP) portal**. To access the Funding & tenders opportunities portal, you will also need your **EULogin username and password**.
- **Applicants must attach in the (F&TP) portal:**
 - a. [Legal entity form](#) accompanied by the statutes of the applicant organisation
 - b. [Financial identification form](#) duly completed and certified by the bank– for applicant organisation only




Call notice

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Annexes

1. Read the **user guide** on how to create, complete and submit an application eform  [en](#).
2. **Fill in the eForm** with the required data.

Further assistance

If, after referring to the eForm User Guide you still have a question or have encountered a technical problem, please contact the HelpDesk services.

HelpDesk e-mail address: eacea-helpdesk@ec.europa.eu

Do not forget to **complete and attach the compulsory annexes** to the eForm, **using the official templates provided.**

Compulsory annexes to be completed and uploaded with the eForm:

A. Description of the project

- Jean Monnet Modules, Jean Monnet Chairs, Jean Monnet Centres of Excellence **(available soon)**
- Jean Monnet Support to Associations **(available soon)**
- Jean Monnet Networks, Jean Monnet Projects **(available soon)**

B. Detailed budget tables

- Jean Monnet Modules, Jean Monnet Chairs (flat-rate financing system) **(available soon)**
- Jean Monnet Projects (flat-rate financing system) **(available soon)**
- Jean Monnet Centres of Excellence, Jean Monnet Support to Associations, Jean Monnet Networks (budget-based financing system) **(available soon)**

C. Declaration of honour by the legal representative of the applicant organisation [available here](#).



Annexes

Do not forget to complete and attach the compulsory annexes to the eForm, using the official templates provided. Compulsory annexes to be completed and uploaded with the eForm:

I. Description of the project

Jean Monnet Modules, Jean Monnet Chairs, Jean Monnet Centres of Excellence

II. Detailed budget tables

Jean Monnet Modules, Jean Monnet Chairs (flat-rate financing system)

III. Declaration of honour by the legal representative of the applicant organization

DO NOT FORGET to upload in the Funding & tenders opportunities portal:

- a. the Legal entity form
- b. the Financial identification form

*Once you have completed the eForm and attached the annexes, **validate** the eForm. This triggers an automatic check that informs you if your application form is complete. If this is the case, you can submit it online. When you have submitted your application online, you should receive a **confirmation** email and reference number. If not, contact the helpdesk.*



1) Complete the eForm

Part A. Applicant organisation (and partners for Networks only)

- Most details automatically retrieved from the Participant Portal
- ECHE to be verified

Part B. Major information about the project: summary, priorities and topics addressed, duration, budget

Part C. Specific information: discipline, number of teaching hours, students, etc.



Erasmus+

Form version : 2.3.0.11 EN Adobe Reader version : 10.103

**ACCEPTANCE
eForm**

Erasmus+ Jean Monnet 2017

Before you begin completing this eForm:

- Test your connection to the Agency's online submission service. Click on the 'Test your connection' button in the footer of the eForm. This is not to submit your form but merely to test that your software settings and internet connection allow an application to be submitted. If having clicked on this button, you do not receive a confirmation that your connection was successful, please consult the 'Known Issues' section of the eForm homepage. Here you can find, amongst other things, advice on Internet settings and Adobe (Reader or Acrobat) security settings, either of which can prevent a successful connection to the Agency's online submission service. Please note that, if after performing a successful test, you move your eForm to a different computer or upgrade your version of Adobe Reader, you will need to perform the test again. This is because the original test result will no longer be valid. For a fuller description of how the 'Test your connection' function works please consult the eForm User Guide.

- Check that you have the latest available version of the eForm. In the event of a significant eForm problem arising, the Agency may decide to make available an updated i.e. corrected version of the eForm. The latest version number of each eForm is displayed on the eForm homepage whilst specific details of any problem and its impact would be published on the funding opportunity webpage of the programme concerned.

These resources and other useful links can be found in a table located at the end of this eForm.

[Click to access table.](#)

Programme :

Erasmus+

Key action :

Jean Monnet Activities

Action :

Jean Monnet Centres of Excellence

Action type :

Jean Monnet Centres of Excellence

Call for proposals :

To be created in CCM2

Deadline for submission :

23/02/2017

12:00 midday (Brussels time)

Project title * :

Project acronym * :

Language used to complete the form * :



Annex I Description of the project



Erasmus+

Application Form

Call: 2018

Jean Monnet Activities

- Jean Monnet Modules
- Jean Monnet Chairs
- Jean Monnet Centres of Excellence

2018 Call for proposals

DETAILED PROJECT DESCRIPTION

(To be attached to the eForm)

Part D. *Characteristics and relevance:
Rationale for the proposal, relevance to the objectives of
the Action, relevance to target groups*

Part E. *Participating organisations – teams:
Aims and activities of the organisation, skills and
expertise of key staff (publications, teaching)*

Part F. *Design and implementation of the proposal:
Work programme, methodology, time schedule*

Part G. *Impact, dissemination and exploitation*

Part H. *Curriculum Vitae and full list of publications*



PART D - Characteristics and relevance

D.1. Why does your organisation wish to undertake this Action?

Summary of the proposal

- Brief write up of the key points.
- Background and rationale of the proposal.
- Objectives, activities, main outputs, outcomes and impact including indicators of achievement.

Demonstrate evidence of academic **added value**, promotion of European Union studies and outline how the proposal impacts on the specific subject area of study at an international level. Please outline to what extent the proposal fosters the development of existing and new teaching and debating activities (including new methodologies, tools and technologies), how it demonstrates evidence of academic **added value**, how it promotes European Union studies at the host institution and gives greater visibility to this field of study at a national level. Please also provide a short overview of the state of play of EU studies in your Faculty/Institution/Country and indicate to what extent your project responds to an identified need to develop this field of study (Recommended 4000 characters).

D.2. Relevance of the proposal to the specific objectives of the Action

Please select as appropriate and specify in the text box provided the relevance of the proposal to the specific objectives of the Action (Recommended 6000 characters).

For Jean Monnet Modules:

- ☐ promotes research and first teaching experience for young researchers and scholars and practitioners in European Union issues
- ☐ fosters the publication and dissemination of the results of academic research
- ☐ creates interest in the EU and constitutes the basis for future poles of European knowledge, particularly in Partner Countries
- ☐ fosters the introduction of a European Union angle into mainly non EU related studies
- ☐ delivers tailor-made courses on specific EU issues relevant for graduates in their professional life

For Jean Monnet Chairs:

Main activities (minimum of 90 hours per academic year)

- ☐ deepens teaching in European Union studies embodied in an official curriculum of a higher education institution
- ☐ provides in-depth teaching on European Union matters for future professionals in fields which are in increasing demand on the labour market

Additional activities (at least one additional activity per academic year to be carried out)

- ☐ provides teaching/lectures to students from other departments (e.g. architecture, medicine etc.) to better prepare them for their future professional life
- ☐ encourages, advises and mentors the young generation of teachers and researchers in European Union studies subject areas
- ☐ conducts, monitors and supervises research on EU subjects, also for other educational levels such as teacher training and compulsory education
- ☐ organizes activities (conferences, seminars/webinars, workshops etc.) targeting policy makers at local, regional and national level as well as civil society

For Jean Monnet Centres of Excellence:

- ☐ gathers the expertise and competences of high level experts
- ☐ develops synergies between various disciplines and resources in European Union studies
- ☐ creates joint transnational activities and structural links with academic institutions in other countries
- ☐ ensures openness to civil society



PART D - Characteristics and relevance

D.2. Relevance to specific objectives of the Action

For Jean Monnet Modules:

- ☐ promotes research and first teaching experience for young researchers and scholars and practitioners in European Union issues
- ☐ fosters the publication and dissemination of the results of academic research
- ☐ creates interest in the EU and constitutes the basis for future poles of European knowledge, particularly in Partner Countries
- ☐ fosters the introduction of a European Union angle into mainly non EU related studies
- ☐ delivers tailor-made courses on specific EU issues relevant for graduates in their professional life

Additional activities (at least one additional activity per academic year to be carried out)

- ☐ provides teaching/lectures to students from other departments (e.g. architecture, medicine etc.) to better prepare them for their future professional life
- ☐ encourages, advises and mentors the young generation of teachers and researchers in European Union studies subject areas
- ☐ conducts, monitors and supervises research on EU subjects, also for other educational levels such as teacher training and compulsory education
- ☐ organizes activities (conferences, seminars/webinars, workshops etc.) targeting policy makers at local, regional and national level as well as civil society



PART D - Characteristics and relevance

D.2. Relevance to specific objectives of the Action

- *Provide a needs (or situation) analysis at the country level as far as European Union studies (in the specific field) are concerned*
- *Provide a needs analysis at your institution, demonstrating the need to establish EU studies in your Faculty and indicate to what extent your project responds to an identified need*
- *Demonstrate how your project will promote of European Union studies*
- *Show how your project impacts on the specific subject area of study at your institution*
- *Demonstrate evidence of academic added value*
- *Make sure that the proposal responds to the specific objectives of JM action by responding to these objectives*



Part E - Participating organisations - teams

E.1. Aims and activities of the organisation

Please provide a short presentation of your organisation (key activities, affiliations, size of the organisation, etc.) relating to the area covered by the action. (Recommended 2000 characters).

E.2. Other EU grants

Please list the projects for which the organisation or the department responsible for the management of this application has received financial support in the last three years from EU programmes (in particular, the Jean Monnet Activities).

Programme or initiative	Reference number	Beneficiary Organisation	Title of the Project
Add lines as necessary			

Please list other grant applications submitted by your organisation, or the department responsible for this project proposal under the 2018 Erasmus+ Call for proposals. For each grant application, please mention the amount requested.

Sub-Programme/Action concerned	Amount requested
Add lines as necessary	

E.3. Operational capacity: Skills and expertise of key staff involved in the project

Special attention should be paid to the quality (excellence) of the academic profile in the specific field of European Union studies. Please add lines as necessary.

SKILLS AND EXPERTISE OF KEY STAFF MEMBERS	
Please provide the names of the key staff members and indicate for each his/her expertise relevant to the implementation of the project and the role to be undertaken in the project	
Name ¹	Summary of relevant skills and experience

ACADEMIC PROFILE OF KEY STAFF MEMBERS

The following mandatory information should be provided for each academic key staff member, including the proposed Chair holder or academic coordinator of the activity:

- A curriculum vitae (using the template included in Part H)
- A full list of all relevant publications (using the template included in Part H)
- The 6 most relevant publications (the title and an abstract/short summary for each publication, including year of publication and for articles, the name of the review/journal in which the article appears)
- The 3 most relevant/recent teaching experiences (the title and a short summary of the content of the teaching course including the name of the organisation and the year in which the course was delivered)

KEY STAFF MEMBER (Chair holder, academic coordinator, other key staff member – to be specified)			
Title	First name		
Surname	Mandatory <input type="checkbox"/> Male <input type="checkbox"/> Female		
Department			
Position/Grade/Category			
PhD Title	<input type="checkbox"/> Yes <input type="checkbox"/> No	Accredited to supervise doctoral theses? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address			
Postcode	City		
Country			
Telephone 1	++ /	Telephone 2	++ /

¹ For Jean Monnet Chairs, the name of the proposed Chair holder, for Jean Monnet Modules and Chairs of Excellence, the name of the academic coordinator and the names of all the staff members involved in delivering the teaching programme/programme of activities. For Jean Monnet Chairs please note that other staff members may be involved in delivering these activities proposed in addition to the required minimum of 90 teaching hours, which must be delivered by the Chair holder alone.

Year:	
Summary of content:	

PART F - Design and implementation of the proposal

F.1. Work Programme

Please describe how the work programme ~~was conceived~~ in terms of the activities proposed, including reference to the appropriate phases for preparation, implementation, evaluation, follow-up and dissemination. Explain how consistency between project objectives, activities and the proposed budget will be achieved (Recommended 6000 characters).

F.2. Work plan and specific activities

Please enter the different activities you intend to carry out. There are up to four specific types of activity (teaching, deliverables, research and events) that ~~can be selected~~. Please use one table per specific activity and add as many tables as required (by copying and pasting the template table). Each specific activity ~~must be described~~.

For Jean Monnet Chairs please identify and detail the activities that ~~are proposed~~ in addition to the obligatory 90 teaching hours by completing the appropriate table(s). At least one additional activity per academic year is required (see Section D.2.).

For Jean Monnet Chairs and Modules, for which ~~flat-rate~~ funding based on unit costs (teaching hours) is applicable, please note that only the hours presented under F.2.1. Teaching ~~will be taken~~ into account in the calculation of the grant. Hours presented under F.2.4. Events will not be included as part of the flat-rate calculation in the case of a successful application.

F.2.1. Specific Activity: TEACHING

Teaching Nr.		
Title		
Prof. in charge ²		
Typology	<input type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Summer course	<input type="checkbox"/> Training course <input type="checkbox"/> Intensive course <input type="checkbox"/> Distance learning course
Description	(Please attach draft syllabus)	

² Please note for Jean Monnet Chairs: only one professor may hold the Chair and must assume sole responsibility for delivering the minimum number of teaching hours required (90 hours) per academic year. He/she must be a permanent staff member of the applicant institution and hold the rank of professor. It is possible to involve other teaching staff members for additional teaching activities.



Part E - Participating organisations - teams

E.1. Aims and activities of the organisation

Short presentation of your organisation (key activities, affiliations, size, etc.) relating to the area covered by the action.

E.2. Other EU grants

List the projects for which the organisation or the department responsible for the management of this application has received financial support in the last three years from EU programmes (in particular, the Jean Monnet Activities).

E.3. Operational capacity: Skills and expertise of key staff involved in the project

Special attention should be paid to the quality (excellence) of the academic profile in the specific field of European Union studies.



PART F - Design and implementation of proposal

F.1. Work Programme

Activities proposed, including reference to the appropriate phases for preparation, implementation, evaluation, follow-up and dissemination. Explain how consistency between project objectives, activities and the proposed budget will be achieved

F.2. Work plan and specific activities

Different activities you intend to carry out. Up to four types of activity (teaching, deliverables, research and events) that can be selected.

F.3. Methodology

Define the working methodology proposed for achieving the proposal's objectives with special emphasis on the quality and detail of the planned teaching programme, research and/or debating activities and paying particular attention to pedagogical approach, multidisciplinary synergies and openness to civil society.



F.2.1. Specific Activity: TEACHING

Course Nr.				
Title				
Prof. in charge				
Typology	<input type="checkbox"/> Lecture <input type="checkbox"/> Training course <input type="checkbox"/> Seminar <input type="checkbox"/> Intensive course <input type="checkbox"/> Summer course <input type="checkbox"/> Distance learning course			
Description	(Please attach draft syllabus)			
Impact				
	1 st year	2 nd year	3 rd year	Total over 3 years:
N° of hours				
N° of students				
Discipline of audience				
Year/type of study	<input type="checkbox"/> 1 st cycle (Bachelor) <input type="checkbox"/> 2 nd cycle (Masters) <input type="checkbox"/> 3 rd cycle (Postgraduate)		<input type="checkbox"/> Doctoral studies <input type="checkbox"/> Summer school	
Nature	<input type="checkbox"/> Compulsory <input type="checkbox"/> Optional		<input type="checkbox"/> New <input type="checkbox"/> Existing	
Timing	<input type="checkbox"/> 1 st year <input type="checkbox"/> 2 nd year <input type="checkbox"/> 3 rd year		<input type="checkbox"/> 1 st semester <input type="checkbox"/> 2 nd semester	



F.2.2. Specific Activity: DELIVERABLES

Deliverable Nr.		
Title		
Typology	<input type="checkbox"/> Didactic materials <input type="checkbox"/> Learning tools <input type="checkbox"/> Virtual platform <input type="checkbox"/> Website <input type="checkbox"/> Database	<input type="checkbox"/> CD-Rom/DVD <input type="checkbox"/> Books/Other academic publications <input type="checkbox"/> Paper-Brochure-Newsletter <input type="checkbox"/> Other (please specify):
Description	(Please attach table of content)	
Impact		
Language		
N° of copies		
Estimated Date of publication		



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F.2.3. Specific Activity: RESEARCH (if applicable)

Research Activity Nr.	
Person in charge	
Title	
Description	
Methodology	
Impact	
Resulting publications	



F.2.4. Specific Activity: EVENTS

Event Nr.		
Title		
Typology	<input type="checkbox"/> Conference <input type="checkbox"/> Webinar <input type="checkbox"/> Workshop <input type="checkbox"/> Roundtable debate	<input type="checkbox"/> Study visit <input type="checkbox"/> Promotional event <input type="checkbox"/> Other (please specify):
Description	(Please attach draft programme)	
Impact		
Host country		
Duration		
N° of participants		
Target group	<input type="checkbox"/> Teachers <input type="checkbox"/> University students <input type="checkbox"/> Researchers <input type="checkbox"/> Postgraduate students <input type="checkbox"/> Administrative and other non-teaching university staff	<input type="checkbox"/> Public administrators <input type="checkbox"/> Professional groups <input type="checkbox"/> Civil society representatives <input type="checkbox"/> General public
Timing	<input type="checkbox"/> 1 st year <input type="checkbox"/> 2 nd year <input type="checkbox"/> 3 rd year	<input type="checkbox"/> 1 st semester <input type="checkbox"/> 2 nd semester



PART G - Impact, dissemination and exploitation

G.1. Expected impact of the project

Please describe how the target groups will be reached and involved during the lifetime of the project, and how the action will benefit the target groups within the host institution and at local, regional, national and/or European level. How will the project contribute to stimulating knowledge on the European integration process and to enhancing the visibility of scientific resources and academic activities in this field? (Recommended 3000 characters).

G.2. Dissemination and exploitation strategy

How will the dissemination be organised and how will exploitation activities ensure optimal use of the results within the project's lifetime and after? How will exploitation activities ensure optimal use of the results in terms of teaching activities and/or research and debating outputs both within and outside the host institution? To what extent have open educational resources been used to reach a wider public? (Recommended 3000 characters).

G.3. Quality control and Monitoring

Please explain what mechanisms will be put in place for ensuring the quality of the project and how the evaluation of the outcomes of the teaching activities will be carried out. (Recommended 3000 characters).

PART H. Curriculum Vitae and full list of publications

The template provided must be completed by each key staff member⁸. Please use one table per key staff member and add as many tables as required (by copying and pasting the template table). You should ensure that the information provided here is coherent with the Excel Budget form.

Please note that as submission size limitations are very specific (maximum 5 MB for the application e-Form and all its attachments), you are asked not to include photographs or graphics in the model curriculum.

PERSON RESPONSIBLE FOR THE PROPOSED ACTIVITY (Chair holder or academic coordinator)			
Title		First name	
Surname		Mandatory	<input type="checkbox"/> Male <input type="checkbox"/> Female
Department			
Position/Grade/Category			
PhD Title	<input type="checkbox"/> Yes	Accredited to	<input type="checkbox"/> Yes

⁸ The assessment of the quality of the project team (human resources) will be based on the information provided in this section. Please identify key staff/team members carefully and complete a template for each individual.

	<input type="checkbox"/> No	Accredited to	<input type="checkbox"/> No
Address			
Postcode		City	
Country			
Telephone 1	++ /	Telephone 2	++ /
Fax	++ /	Website	
Email			

EDUCATIONAL BACKGROUND:

Please detail all relevant studies

WORK EXPERIENCE:

Please include all recent positions which have a direct bearing on European Union studies

PUBLICATIONS:

Please detail all relevant publications

ADDITIONAL INFORMATION:

Please include any other relevant information including awards, titles, honorary positions etc.



PART G - Impact, dissemination and exploitation

G.1. Expected impact of the project

Describe how the target groups will be reached and involved during the lifetime of the project and how the action will benefit the target groups within the host institution and at local, regional, national and or European level. How will the project contribute to stimulating knowledge on the European integration process and to enhancing the visibility of scientific resources and academic activities in this field?

G.2. Dissemination and exploitation strategy

How will dissemination be organised and how will exploitation activities ensure optimal use of the results within the project's lifetime and after? How will exploitation activities ensure optimal use of the results in terms of teaching activities and/or research and debating outputs both within and outside the host institution? To what extent have open educational resources been used to reach a wider public?

G.3. Quality control and Monitoring

Describe the mechanisms that will be put in place to ensure quality of the project and how an evaluation of the outcomes of the teaching activities will be carried out



PART H. Curriculum Vitae and list of publications


Include CVs of all relevant staff to manage and implement the project. Remember that the assessment of the quality of the project team (award criterion) will be based on the information provided in this section. Hence, identify key staff/team members carefully and complete a template for each individual.

You should ensure that the information provided here is coherent with the rest of the application, including the Excel Budget form.



Annex II Budget table

Consolidated Budget

 **Erasmus+**

JEAN MONNET CENTRES OF EXCELLENCE
JEAN MONNET SUPPORT TO ASSOCIATIONS
JEAN MONNET NETWORKS

Before completing this table please read carefully the instructions available on
CALL FOR PROPOSAL 2016 - EACI/AM2015 - Erasmus+ programme - (2016/C 347/01 ON 22/10/2015)
Programme guide and instructions for applicants

The EU grant for:	Select Activity from drop down menu	is maximum:	Select Activity
Action:	select activity		select activity
Organisation Name			
Project Acronym			
Project Title			

Item	BUDGET
A. Staff costs	0,00
B1. Travel & subsistence costs	0,00
B2. Equipment costs (up to 10%)	0,00
B3. Subcontracting costs (up to 30%)	0,00
B4. Teaching Costs	0,00
B5. Other costs	0,00
Total Direct Costs	0,00
Indirect costs (up to 7%)	0,00
Total Costs	0,00

	REVENUES (= Total Costs)	% Revenues / Total Costs
EU grant Requested	0,00	0,00%
CORFINANCING (1+2)	0,00	0,00%
1. Partner's own funding	0,00	
2. Other sources of funding	0,00	
Total revenue	0,00	0,00%

Warning Messages: No errors

3 forms depending on the Action type:

Modules & Chairs - Flat-rate financing:

Indicate number of teaching hours planned

Top-up percentage added for complementary activities

Total budget and EU grant calculated automatically

Projects - Flat-rate financing:

Indicate number of events, participants and speakers

Top-up percentage added for complementary activities

Total budget and EU grant calculated automatically

Centres of Excellence, Associations, Networks – Budget-based financing:

Indicate all expenses planned by costs categories

(staff, travel and subsistence, subcontracting, equipment, other costs, indirect costs)



Annex II: Budget table

3 forms depending on the Action type:

Modules & Chairs - Flat-rate financing:

Indicate number of teaching hours planned

Top-up percentage added for complementary activities

Total budget and EU grant calculated automatically

Projects - Flat-rate financing:

Indicate number of events, participants and speakers

Top-up percentage added for complementary activities

Total budget and EU grant calculated automatically

Centres of Excellence, Associations, Networks – Budget-based financing:

Indicate all expenses planned by costs categories

(staff, travel and subsistence, subcontracting, equipment, other costs, indirect costs)



Annex II: Budget table

ESTIMATED Teaching Costs

All figures in EURO

Please select the type of activity from the drop-down menu:

Language

English



The EU grant for:

JEAN MONNET MODULE



is maximum :

30,000.00 €

For your country
(please select yours)

OTHER COUNTRIES not listed



the Teaching costs scale is

80.00 €



Annex II: Budget table

Teaching costs count per hour, per person are expressed in Euros

please complete the yellow cells

<i>Name of the Professor</i>	<i>Year 1 Hours</i>	<i>Years 2 Hours</i>	<i>Year 3 Hours</i>	<i>TOTAL HOURS THREE YEARS</i>
Ali Hussein	40	80	80	200
Rana Khalil	20	40	40	100
				0
				0
				0
				0
				0
				0
				0
				0
CONTROL	60	120	120	300
Total Hours	60	120	120	



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Annex II: Budget table

	Amounts
total teaching costs	24,000.00 €
additional percentage for other activities	9,600.00
Total costs=	33,600.00 €
Maximum EU Contribution	25,200.00 €



Annex III Declaration of Honour

- To be signed by the legal representative
- To include the name of the action
- To indicate the exact amount of the grant requested in EURO

Declaration of honour

The undersigned *[insert name of the signatory of this form]*, representing the following legal person:

Full official name:

Official legal form:

Statutory registration number:

Full official address:

VAT registration number:

[authorised to represent the [applicant organisation/consortium,]¹ hereby requests from the Educational, Audiovisual and Culture Executive Agency (hereinafter referred to as "the Agency") a grant of EUR *[insert amount]* with a view to implementing the [action *[insert name of the action]*] [work programme *[insert reference to the work programme]*] on the terms laid down in this application and

- | |
|---|
| (1) declares that [the] [each] applicant is fully eligible in accordance with the criteria set out in the call for proposals; |
| (2) declares that the applicant[s] [has] [have] the financial and operational capacity to carry out the proposed [action] [work programme]; |
| (3) declares that [the applicant has not] [none of the applicants have] received any other Union funding to carry out the [action] [work programme] subject of this grant application and commits to declare immediately to the Agency any other such Union funding it would receive until the end of the [action][work programme]. |



Jean Monnet Results 2014-2018

Out of a total of 1,218 successful applications to Jean Monnet between 2014 and 2018, 10 are from South Mediterranean countries, comprise 6 JM Modules, 2 JM Network, 1 centre of excellence and 1 JM Project. In 2016, a Jean Monnet Module was selected for funding from Jordan.

Jean Monnet Module	PS	THE BOARD OF TRUSTEES OF THE BIR ZEIT UNIVERSITY	EU Studies: Building the Foundation
Jean Monnet Module	IL	TEL AVIV UNIVERSITY	Education in Europe - aspects in higher education systems and schools
Jean Monnet Module	MA	RABAT SCHOOL OF GOVERNANCE AND ECONOMY	Renforcement activités multidisciplinaires d'enseignement afférant à l'Union Européenne
Jean Monnet Module	JO	MUTAH UNIVERSITY	Diversity Management in the European Union
Jean Monnet Network	IL	BEN-GURION UNIVERSITY OF THE NEGEV	Nexus of European Centers Abroad for Research on EHEA



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What happens once the application is submitted?

**Eligibility
criteria**

**Exclusion
and selection
criteria**

**Award
criteria**



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Jean Monnet - Award Criteria

Relevance
of the
project

Quality of
the project
design and
implement
ation

Quality of
the project
team

Impact
and
disseminat
ion



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Award criteria

1. Relevance of the project

OBJECTIVES

PRIORITIES AND ADDED VALUE

TARGET GROUPS



Relevance of the proposal

- demonstrate the relevance in the field of European Union studies: European Union studies comprise the study of Europe in its entirety with particular emphasis on the European integration process in both its internal and external aspects.
- Core subject areas can be from any domain of sciences and humanities
- **The EU dimension shall be clearly present in the proposal**



Relevance

Is the proposal relevant to the objectives of the Jean Monnet Activities?
Will it:

- promote excellence in teaching and research on EU studies?
- promote the creation of new technologies/activities in EU studies?
- generate knowledge and insights that can support EU policy-making and strengthen the role of the EU in a globalized world?
- Carry benefits for the policy systems within which it is framed?
- Involve civil society actors, policy makers , civil servants, education and media representatives at different levels?
- Spreading knowledge about the EU to wider society, beyond academia and specialized audiences?
- Bring the EU closer to the public?



Relevance

- bring long-lasting benefits to the individuals and the institutions that are involved?
- carry benefits for the policy systems within which it is framed?

Priority target groups:

- Institutions or academics not yet received an Jean Monnet funding
- Students/audiences who do not automatically come into contact with European Studies
- For third countries, the project potential to enhance EU public diplomacy.

The scope of RELEVANCE differs slightly from one Jean Monnet action type to another.



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Award criteria

2. Quality of the project design

QUALITY OF WORK PROGRAMME

CONSISTENCE BETWEEN
OBJECTIVES AND ACTIVITIES ADN
BUDGET

FEASIBILITY



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Quality of the project design and implementation

- Quality of the work programme
- Coherence between project objectives and activities
- Quality, novelty and feasibility of methodology proposed should be realistic



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Award criteria

3. Quality of the project TEAM

PERTINENCE OF PROFILE

RELEVANT EXPERIENCE



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Quality of the project team

- The pertinence and complementary of the profile and expertise of the key staff involved in the activities proposed in the project (both in the academic and non-academic fields)



Award criteria

4. IMPACT AND DISSEMINATION

IMPACT

DISSEMINATION



Impact and dissemination

- Explain the expected impact of the project
- Present your dissemination strategy for the outcomes of activities within and outside the institution
- Explain the different dissemination tools to reach the target audience



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Coherence and feasibility





Tips and Tricks for a successful application

- Use official Jean Monnet application form
- Attach all documents/attachments
- Take into account the different number of teaching hours in the different activities (Modules 40h, Chairs 90h)
- Demonstrate relevance in the European Union studies context
- Identify the needs of the target group/s
- Explain involvement of civil society or other target groups (impact)
- Explain dissemination of results and outcomes
- Only information presented in the application can be assessed
- Do not assume prior technical or 'historical project-relate' knowledge



Avoid the most common mistakes

- Demonstrate the relevance experience (CV and list of publications)
- Pay attention that:
 - for Jean Monnet Projects: only 'events' are taken into consideration for the grant calculation; use the correct distance calculation; Pay attention that e.g. the number of participants must be coherent with the calculation sheet
 - For Jean Monnet teaching activities (Modules, Chairs, Centres of Excellence) only teaching activities are taking into consideration for the grant calculation



Practical information on how to prepare a good proposal

- Coherent in its entirety; avoid contradictions; avoid "patchwork"
- Simple and concrete: use examples, justify your statements, bring proofs
- Clear: follow the questions and answer them in the right order
- Explicit: do not take anything for granted; do not assume that experts will always immediately understand; avoid appreciations or explain them
- Rigorous: the application is the basis on which your project will be implemented, it is also the cornerstone of your partnership commitment
- Focus: stick to what is asked
- Complete: ensure (twice) you have followed all instructions and that the proposal fulfils all the mandatory requirements
- Easy read language: Keep most sentences 10-15 words long. Use varied sentence length to make them interesting, but keep sentences simple



Drafting a Jean Monnet Proposal

- Demonstrate relevance in European integration context; aim for originality and innovation, based on own experience of the applicant organisation
- The work programme should be realistic and feasible and avoid incoherence
- Applicants should demonstrate the needs and objectives of the participating organisations and academics involved
- The project design must include a detailed work programme, which is in line with the project aims and the expertise of the team



Drafting a Jean Monnet Proposal

- Clear roles and responsibilities should be defined for the project team and partners (if relevant)
- Applications should demonstrate the use of new methodologies and technologies
- When identifying target groups, applicants should explain their relevance to the proposal and how they will be reached
- Projects should use a variety of different information channels in order to reach out to a large public and civil society at local, regional, national and/or European level



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Next Call for Proposals 2020

Budget available:

€14.6 million Jean Monnet funds

+ €3.5 million for certain Partner Countries. Indicatively:

*Australia, Canada, China, Hong Kong, India, Indonesia, Japan,
Korea, New Zealand, South Africa.*

Deadline for applications: 20 February 2020 at 17:00 CET

➤ Starting date of projects: 01/09/2020



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Indicative roadmap Jean Monnet - Call 2020

Steps	Dates*
Publication of the Call for Proposals 2020	October 2019
Deadline for submission of applications	20 February 2020 at 17:00 (CET)
Verification of eligibility, assessments of projects	March – May 2020
Evaluation Committee for selection of projects	June 2020
Award decision	July 2020
Notification of applicants and publication of results on EACEA website	July 2020
Preparation of Grant Agreements/Decisions	From July 2020 on
Start of projects	1 September 2020
*to be confirmed	



Information sources – Jean Monnet Activities

- **Erasmus+ Programme Guide and 2020 General Call for proposals:** http://ec.europa.eu/programmes/erasmus-plus/resources_en
- **Jean Monnet Activities:** http://eacea.ec.europa.eu/erasmus-plus/actions/jean-monnet_en
- **Funding - Jean Monnet Activities within Erasmus+:** http://eacea.ec.europa.eu/erasmus-plus/funding_en
- **E-tutorial: 'How to prepare a competitive proposal':** https://eacea.ec.europa.eu/erasmus-plus/introduction-international-dimension-erasmus-plus_en
- **Jean Monnet Directory:** <https://eacea.ec.europa.eu/JeanMonnetDirectory/#/search-screen/>



Information sources – Jean Monnet Activities

- **Jean Monnet selection results:**
http://eacea.ec.europa.eu/erasmus-plus/selection-results_en
- **Erasmus+ Project Results: Erasmus+ platform for dissemination and exploitation of project results:**
<http://ec.europa.eu/programmes/erasmus-plus/projects/>
- **Jean Monnet Cluster 2016: Good practices in the context of 'A Union of shared values – The role of Education & Civil Society':** https://eacea.ec.europa.eu/sites/eacea-site/files/jean_monnet_cluster_2016_1607_0.pdf
- **Jean Monnet Cluster 2017 - Network activities:**
https://eacea.ec.europa.eu/erasmus-plus/events/jean-monnet-network-activities-%E2%80%93-cluster_en



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