EUROPEAID PROGRAMME
ANALYSIS OF CALL DOCUMENTS
& CONSORTIUM BUILDING

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ANALYSIS OF CALL DOCUMENTS

I. GUIDE FOR APPLICANTS

II. APPLICATION FORM

III. ANNEXES
Some key points BEFORE STARTING

Common MISTAKE: Not pay enough attention to this part of the proposal drafting process!!!

- Download all Call documents before you start (*Guide for Applicants, Application Form, budget template, etc.*)

- Deadline?!!!!! Plan your work according to deadline, separate tasks if needed: Scientist Staff / Financial Staff / Administrative Staff

- Important to have clear since the very beginning what documents and information is necessary from Applicant and Partnership!

- Request with enough time the info&doc to your partners

- **PADOR** – Compulsory for some EuropeAid call. Find out thorough the guidelines if is necessary and start making your profile!!!!

TIES Project is co-financed by the European Commission on the framework of the TEMPUS Programme. Contract: 159218-TEMPUS-1-2009-1-ES-TEMPUS-JPGR
• We have identified a call! *(Example with a closed call)*

• Closed Call: **ENPI CBC MED**
• **Deadline 29th February 2012**

• Documents to be revised:
  - Guide for Applicants
  - Applications Forms for a Project Proposal
TIES Project is co-financed by the European Commission on the framework of the TEMPUS Programme.
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GUIDE FOR APPLICANTS – GENERAL STRUCTURE

I. Cover: Identifies the Programme & Call & Deadline

II. Background and Objectives of the programme and Priority Areas!!!

III. Rules of the Call:
- Eligibility Criteria: (Applicant and Partners, Eligible Actions and Cost)
- Submission Rules: Where and How to present your Application Form & Deadline
- Evaluation and Selections of Proposals (How & What the evaluation board scores)
- Submission of documents for pre-selected projects
- Notification of the Contracting Authority decision (Contents decision & calendar)
- General Conditions for the implementation of the action according to the Contracting Authority decision

IV. Annexes
## Application Form – General Structure

<table>
<thead>
<tr>
<th>Part</th>
<th>Content</th>
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</thead>
<tbody>
<tr>
<td><strong>Cover</strong></td>
<td>Identification of the Programme and Call. General data of the project Proposal</td>
</tr>
<tr>
<td><strong>PART A</strong></td>
<td>Concept Note</td>
</tr>
<tr>
<td><strong>PART B SOLICITUD COMPLETA</strong></td>
<td>Description of the Action</td>
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### Application Form - Annexes

<table>
<thead>
<tr>
<th>No.</th>
<th>Content</th>
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<tbody>
<tr>
<td>1</td>
<td>Budget (Excel Format)</td>
</tr>
<tr>
<td>2</td>
<td>Logical Framework Matrix</td>
</tr>
<tr>
<td>3</td>
<td>LEF – FIF (Legal Documents)</td>
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TERMINOLOGY

• **Co-ordinator:**
  - Responsible of the technical and administrative coordination of the project
  - Is the main communication channel with the European Commission (pre and financing payments, reports, etc)

• **Partner:**
  - Participates in the execution of the project and in the coordination of activities at a local level (also called Co-benefiaries)

• **Associates:**
  - Supports the visibility and impact of the project. They only receive travel costs and per diems (Public entities, Ministeries)
Coordinador

• COORDINATOR / LEADER OF THE PROJECT PROPOSAL (who applies to the Call Programme)

• Experience in project management, financial capacity to receive and manage the grant; ...

• You will have to consider if there is any tactic advantage to determinate who should ‘formally’ lead the project
Beginners: do not coordinate. Wait for 2 or 3 projects

Advantages of being coordinator

Coordinator defines the direction of the project

Contact person with Commission (Conferences, lobbying..)

Extra money for coordination (7%)

Invited into new proposals
Type of Partners

• Monitoring Partners: They coordinate the technical work due to its experience and knowledge (European Universities)

• Developers Partners: They implement the action at a local level (Partner Countries Institutions)

• Dissemination Partners: They support the diffusion of project results to other potential stakeholders (Associates, Networks…)

• Validation Partners: They certify the validity of results, usually towards the public target group (such are Ministries to general users)
Criteria to choose a partner

• Scientist excellence in the project topic
• Complementarity
• Experience in international projects / international cooperation
• Work Devoted and motivated
• To belong to the eligible region
• Capacity to replicate results
• Capacity to disseminate the project
Take in to account!

- Minimum number of partner established in the guide for applicants
- Belonging to the eligible region (minimum number of countries / eligible countries from & outside of UE)
- Needed legal entities

You will have an optimum consortium when:
  - All required competences are well combined
  - All partners have a clear and defined role.
  - All partners share activities and benefits in a equity way

**But!**

**** Remember, more partners means a more complex project implementation!!

**** Only fulfilling the minimum requirements is not enough!!
Roles and Partnership Structure

Coordinator

Grant Agreement

Commission

Consortium

Partner

Partner

Partner

Partner

Partner

Partner

Other participants with bilateral contracts or special regulation:

Subcontractor

External expert

Third Party
Networking and Partner Search

How to find partners?

• Owned contacts and previous collaborations

• Infodays: Is the best way but requires…. Time & Money!

• Use your institution international agreements

• Applicate to your institutional formal & informal international relations

• Attending different academic events: Workshops, seminars, conferences…. 
NETWORKING AND PARTNER SEARCH (I)

How to find partners?

• Use the existing partner search tools facilitated by the EC through their programmes: EUROPEID, TEMPUS, PAST APPROVED CONTACT DETAILS, ETC.

• Visit National Contact Points:
NETWORKING AND PARTNER SEARCH (II)

Other ways to find partners – MAILING LIST
Use the existing university networks:

• Asociación Internacional de Universidades (IAU)
• European Association for International Education (EAIE)
• Association of Commonwealth Universities
• Agence universitaire de la Francophonie
• Association of Arab Universities (AARU)
• The Mediterranean University Union
• Etc...
Common mistakes....

• To accept partner lacked in financial capacity
• To include partner for personal reasons (friends...)
• To include partners only for political reasons, and those partners will not have a clear role or even experience in the project topic
• To include partners that are already involved in may projects and do not have capacity to devote the needed time to your project...

*Did you have problems in the past with partners / coordinators?*
ASK YOURSELF....

- IS IT WORTH IT FOR YOUR INSTITUTION TO BE THE COORDINATOR?
- WILL BE GOOD TO INCLUDE COLLEAGUES IN THE CONSORTIUM?
- THE FRIENDS OF MY FRIENDS... ARE MY FRIENDS?
- WHAT IS THE CONSORTIUM IDEAL SIZE?
- DO I NEED A PARTNER IN EACH ELIGIBLE COUNTRY?
- DEADLINE IS VERY CLOSE! AND A PARTNER DOESN’T SEND THE NEEDED DOC & INFO.... DOES IT WORTH TO INCLUDE THIS PARTNER?
Thank you for your attention!

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