



EUROPEAN PROJECTS

An info session within the

EuNIT PROJECT

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Co-funded by the
Erasmus+ Programme
of the European Union

WHAT IS EuNIT



- EuNIT stands for: **E**uropean project design **N** and management **I**n the South Medi**T**erranean region.
- EuNIT is a European project that aims, over 3 years (2016-2019), to increase international activity in higher education institutions (HEI) in the Southern Mediterranean region.

EuNIT OUTCOMES

- Training of 24 university staff to develop European project design and management units,
- Develop online course on European project management,
- Creation of a regional network of HEIs.

EuNIT PARTNERS

- Project Coordinator: TÉTHYS, AIX-MARSEILLE UNIVERSITY, FRANCE
- 16 partners and 6 associated partners from: Croatia, France, Italy, Jordan, Lebanon, Libya and Spain
- EuNIT has been co-financed by the Erasmus+ program for the amount of 1 million euros.

EU PROGRAMS & PROJECTS

EU PROGRAMS & PROJECTS

- The European Union sets policies aiming at supporting financially hundreds of thousands of beneficiaries such as farmers, students, scientists, NGOs, businesses, towns, regions and many others.
- These policies are implemented through a wide range of programs and funds.
- The programs of the 2014-2020 multiannual financial framework (MFF) are funded under the policy areas called headings.

HEADINGS: EXPENDITURE CATEGORIES

The Multiannual Financial Framework (MFF) 2014-2020 is divided into 4 categories of expenditure known as 'headings':

Heading 1a: Competitiveness for growth and jobs

The programs under this heading:

- are related to research, education, and infrastructure,
- include research and innovation; education and training; trans-European networks in energy, transport and telecommunications; social policy; development of enterprises etc.

Heading 1b: Economic, social, and territorial cohesion

The programs under this heading:

- are related to regional policy and cooperation;
- cover regional policy which aims at:
 - helping the least developed EU countries and regions to catch up with the rest,
 - strengthening all regions' competitiveness,
 - developing inter-regional cooperation.

Heading 2: Sustainable growth: natural resources

The programs under this heading:

- are related to fisheries, rural development, and environment,
- include the common agricultural policy, common fisheries policy, rural development and environmental measures.

Heading 3: Security and citizenship

The programs under this heading:

- are related to justice, border protection, migration, and citizenship,
- include justice and home affairs, border protection, immigration and asylum policy, public health, consumer protection, culture, youth, information and dialogue with citizens.

Heading 4: Global Europe

The programs under this heading:

- are related to external action, development and humanitarian aid,
- cover all external action ('foreign policy') by the EU such as development assistance or humanitarian aid.

2014-2020 MFF

Alphabetical List of Programs

- Asylum, Migration and Integration Fund
- Civil Protection Mechanism
- Cohesion fund
- Common Agricultural Policy (pillar I)
- Common Foreign and Security Policy
- Connecting Europe Facility (CEF)
- Consumer Program
- **Copernicus** : previously known as GMES (Global Monitoring for Environment and Security), is the European Program for the establishment of a European capacity for Earth Observation.
- Competitiveness of Enterprises and SMEs (COSME)

- Customs, Taxation and Fight against Fraud - Customs 2020
- Creative Europe
- Development Cooperation Instrument
- Employment and Social Innovation Program (EaSI)
- **Erasmus+**
- EU Aid Volunteers
- EU Civil Protection and European Emergency Response Coordination Centre
- European Fund for Strategic Investments (EFSI),
European Investment Advisory Hub (EIAH),
European Investment Project Portal (EIPP)
- **European Instrument for Democracy and Human Rights**
- **European Maritime Affairs and Fisheries**

- **European Neighbourhood Instrument:** such as **ENI CBCMED, PRIMA** (*Partnership for Research and Innovation in the Mediterranean Area*), etc..
- European Solidarity Corps (ESC)
- Europe for Citizens
- Euratom Research and Training Program
- Food and feed
- Galileo & EGNOS
- Guarantee fund for External actions
- Health
- **Horizon 2020**
- Humanitarian aid
- Instrument for Nuclear Safety Cooperation (INSC)
- Instrument for Pre-accession Assistance (IPA II)
- Instrument contributing to stability and peace
- Internal Security Fund

- Interoperability Solutions and common frameworks for European public administrations, businesses and citizens (ISA²)
- IT systems
- ITER
- Justice Program
- Less developed regions
- Life program
- Macro-financial assistance
- More developed regions
- Nuclear decommissioning assistance programs
- Outermost and sparsely populated regions
- Partnership Instrument (PI)
- Rights, Equality and Citizenship
- Rural Development (CAP pillar II)
- Territorial cooperation
- Transition regions

In this presentation we will shed light on 2 programs:

Erasmus plus (E+)

Horizon 2020 (H2020)

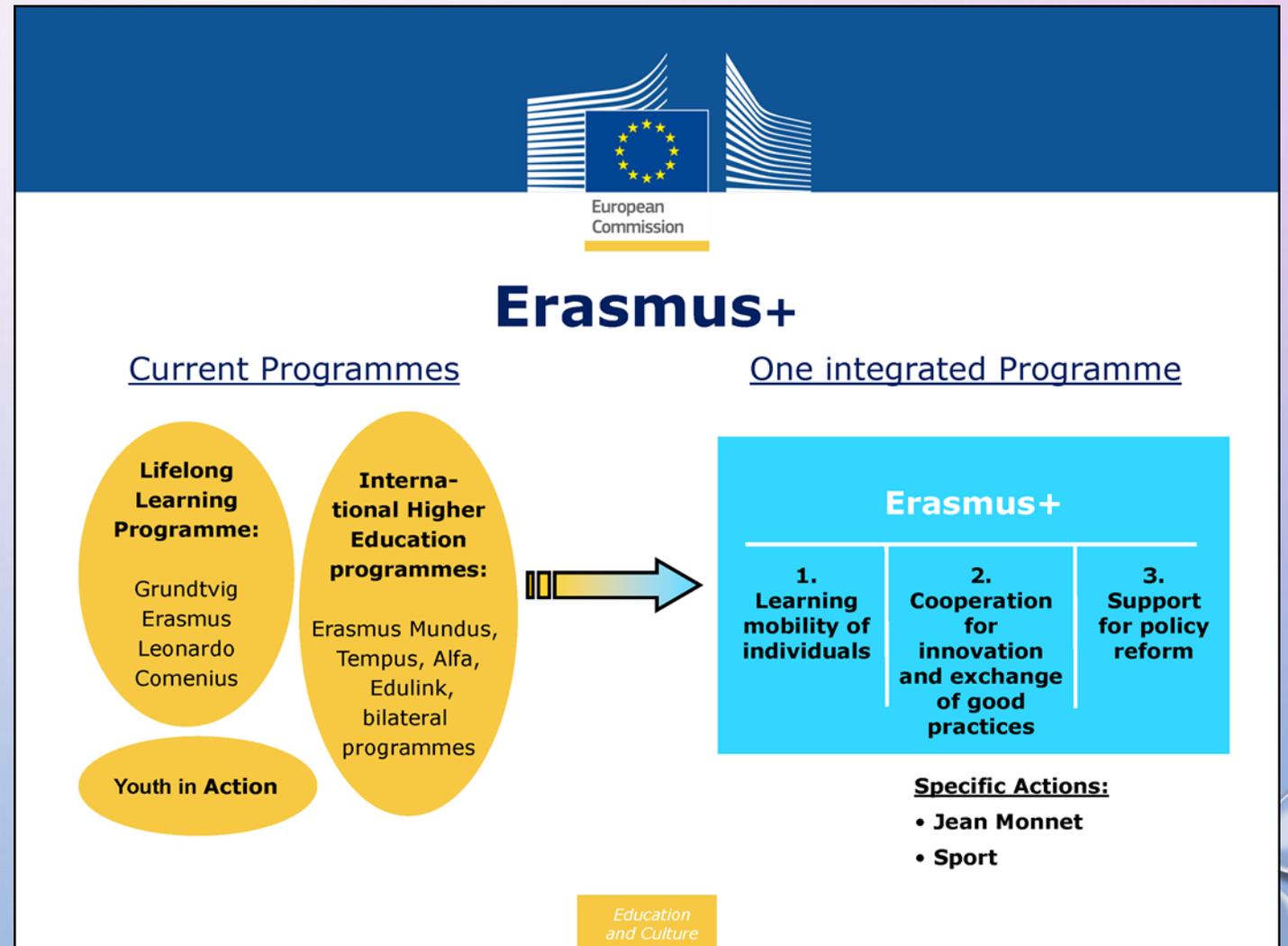
ERASMUS+ PROGRAM

A brief history

- The Erasmus Program (**EuR**opean Community **A**ction **S**cheme for the **M**obility of **U**niversity **S**tudents), is a student exchange program established in 1987.
- It was named after the Dutch philosopher, theologian, Renaissance Humanist, monk, and devout Roman Catholic, *Desiderius Erasmus of Rotterdam*, called "the crowning glory of the Christian humanists". *Erasmus*, along with his good friend Thomas More, became the center of **European intellectual life** during the Renaissance.

ERASMUS+ PROGRAM

- Erasmus+ is the new program combining all the EU's current schemes for education, training, youth and sport.
- E+ was started in January 2014.



ERASMUS+ PROGRAM

- What is? <https://eacea.ec.europa.eu/erasmus-plus>
 - A program established based on the EU Regulation No 1288/2013 of the European Parliament and of the Council of 11 December 2013.
 - E+ is made up of 3 Key Actions (KA) and 2 additional actions.
 - E+ is managed by the **Education, Audiovisual & Culture Executive Agency** (EACEA).
 - The different Actions are managed **partly at the national level** by National Agencies (in Lebanon NEO Office) and **partly at the European level** by the EACEA.

ERASMUS+ PROGRAM

- **General Information**

- Each year the EACEA issues a guide that provides, in many languages, information on:

- the priorities of the program,
- the actions supported,
- the funding available for different actions,
- detailed information on participation.

- Link to the guide:

https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en

ERASMUS+ PROGRAM

- How does E+ work?

In October of each year the EACEA issues a Call for Proposals that explains: *(below info are taken from the Call issued in Oct. 2018)*

- 1. Introduction and objectives**

- 2. Actions** : 3 Key Actions & 2 specific actions

- 3. Eligibility** : any body active in the fields of education, training, youth and sport.

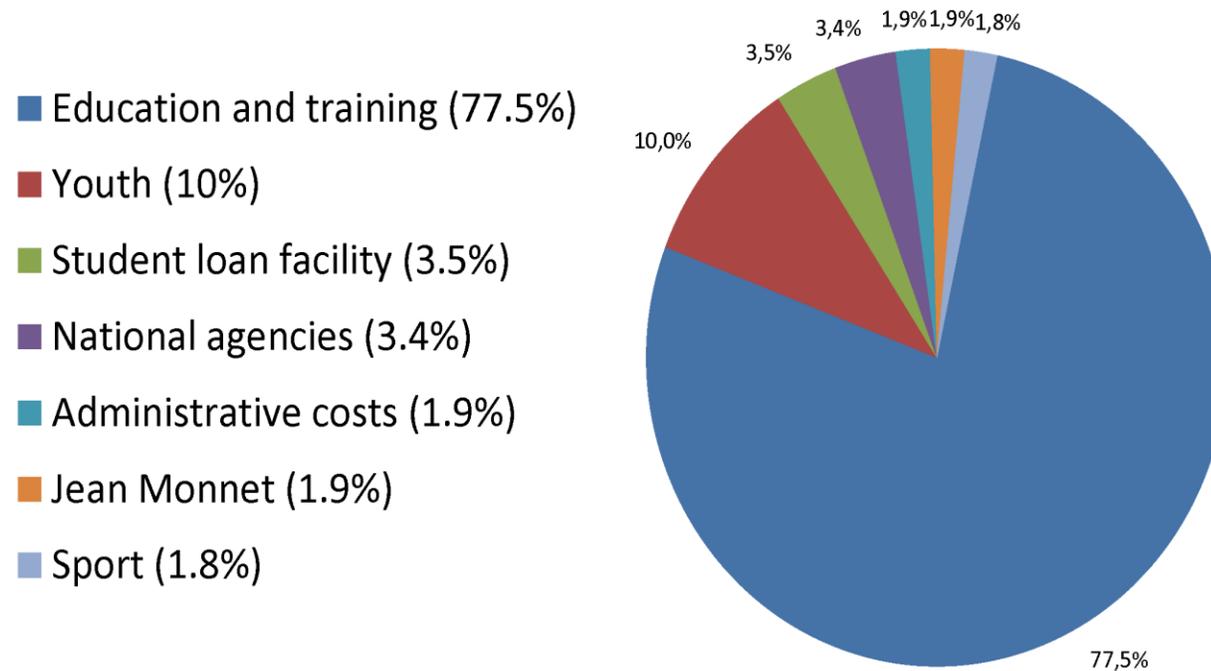
ERASMUS+ PROGRAM

- 4. Budget and duration of projects** : worth to note that the **level of grants** awarded as well as **the duration of projects** vary depending on factors such as the type of project and the number of partners involved.
- 5. Deadline for the submission of applications** : not all projects have the same date.
- 6. Full details** : The detailed conditions of each call for proposals, including priorities, conditions for participation and funding, can be found in the Erasmus+ Program Guide. It is very important to check scrutinizingly this Guide, especially the priorities set for each project, prior to starting the work on any project.



European
Commission

Budget allocation 2014 - 2020



ERASMUS+ PROGRAM

- E+ actions

The call for proposals covers the following actions:

3 key actions & 2 specific actions

Key Action 1 (KA1): *Learning mobility of individuals*

*Mobility of individuals in the field of education, training and youth: Known as
International credit Mobility (ICM)*

Erasmus Mundus Joint Master Degrees

ERASMUS+ PROGRAM

Key Action 2 (KA2): *Cooperation for innovation and the exchange of good practices*

Strategic partnerships in the field of education, training and youth

European Universities

Knowledge Alliances

Sector Skills Alliances

Capacity building in the field of higher education (CBHE)

Capacity building in the field of youth

ERASMUS+ PROGRAM

Key Action 3 (KA3): Support for policy reform

Youth Dialogue Projects

Jean Monnet Activities

Jean Monnet Chairs

Jean Monnet Modules

Jean Monnet Centres of Excellence

Jean Monnet Support to Associations

Jean Monnet Networks

Jean Monnet Projects

ERASMUS+ PROGRAM

Sports

Collaborative partnerships

Small collaborative partnerships

Not-for-profit European sport events

*The E+ program guide details the needed information for each project. In this presentation we will highlight the **ICM** as an example of KA1 & **CBHE** as an example of KA2.*

E+ INTERNATIONAL CREDIT MOBILITY (ICM) – KA1

This Action :

- *is run by the national Erasmus office (NEO) in Lebanon*

<http://www.erasmusplus-lebanon.org>

- *is offered for both students and staff (teaching & administrative)*
- *concerns all levels of higher education (short cycle, Bachelor, Master, Doctoral levels)*

E+ *INTERNATIONAL CREDIT MOBILITY (ICM) – KA1*

- *Duration:*
 - *From 3 to 12 months for studies*
 - *From 2 to 12 months for traineeships*
 - *Each student can benefit up to 12 months per study cycle*
 - *From 5 days to 2 months for staff*

E+ INTERNATIONAL CREDIT MOBILITY (ICM) – KA1

- *ICM is important because it:*
 - *offers better knowledge of higher education in other regions*
 - *facilitates exchange of knowledge, ideas, contacts*
 - *improves linguistic skills, intercultural experience*
 - *improves employability through recognition of qualifications & study*
 - *contributes in improving quality of teaching and learning*

E+ *INTERNATIONAL CREDIT MOBILITY (ICM) – KA1*

- *Documents needed by the HEI:*
 - *Erasmus Charter for Higher Education – for the European HEI*
 - *Inter-institutional agreements – signed by both sending and receiving HEI*
 - *Learning/teaching agreements for student/staff*

ERASMUS+ PROGRAM - EXAMPLES

- *Capacity building in the field of higher education (CBHE) – KA2*

aims at achieving a long lasting impact on the **Partner Countries HE institutions and systems** through

- improving the **modernisation** and **quality of HE** and its **relevance** for the **labour market** and **society**
- improving the **competences and skills in HEIs** via innovative education programs
- enhancing the **management, governance and innovation capacities**, as well as the **internationalisation** of HEIs
- increasing capacities of National Authorities to **modernise their higher education systems**
- fostering **regional integration+ cooperation between different regions** of the world

ERASMUS+ PROGRAM

To write a successful project, use problem tree. See link below

- <https://www.youtube.com/watch?v=S53DCEd6Avc>

ERASMUS+ PROGRAM - ADMINISTRATIVE ASPECT

To build a project, we should define the goals and be **SMARTER**

- **S**pecific
- **M**easurable
- **A**ttainable
- **R**ealistic-relevant
- **T**ime-bound
- **E**valuate
- **R**eevaluate

ERASMUS+ PROGRAM - ADMINISTRATIVE ASPECT

We have to :

- define the tasks
- assign responsibilities for each, and
- prepare a timetable:

Who is involved

Where project will take place

What to accomplish

what are the Benefits of achieving the goal

We shall take into consideration constraints, resources and risk management (define, analyze and treat risks: always have a plan B)

ERASMUS+ PROGRAM - RESOURCES

- Resources help to study feasibility of the project
- There are 3 types of resources:
 - Human resources
 - Equipment/location/natural resources
 - Financial resources

ERASMUS+ PROGRAM - FINANCIAL ASPECT

- Build a budget for the project
- Prepare regular reports
- Follow up and audit

ERASMUS+ PROGRAM - BUDGET HEADINGS

- Staff costs
- Equipment costs
- Travel costs (and cost of stay)
- Printing & publishing costs
- Other costs
- Indirect costs

ERASMUS+ PROGRAM - STAFF COSTS

- It covers the cost of staff working on the project (administrative or academic)
- It is subdivided into 4 Staff Categories (Manager, Researcher/Teacher/Trainer, Technician, Administrator) and daily rates are defined based on category and country
- Total staff cost cannot exceed the 40 % of total grant
- Co-financing is also subject to the 40 % ceiling
- Should submit timesheets, employment contract, proof of payments (bank transfer/ payroll slips)

How to calculate the budget – Staff cost

Financing mechanism for staff costs	Amount (per country)	
<p style="text-align: center;">Unit costs</p> <p>Subdivided in 4 categories</p>	per manager involved per day	Max. 40% of the total grant
	per researcher/ teacher/trainer involved per day	
	per technician involved per day	
	per administrative staff involved per day	

ERASMUS+ PROGRAM - EQUIPMENT COSTS

- It covers the costs of the equipment relevant to the project objectives
 - IT equipment (hardware+software), internet
 - Books, e-books, access to databases
- Cannot exceed 30 % of total grant
- Co-financing is also subject to the 30 % ceiling
- Deductible Vat not eligible
- Should submit invoices, tender documents, quotations

ERASMUS+ PROGRAM – TRAVEL COSTS / COST OF STAY

- It Covers the cost of Students/staff from partners from their place of origin to the venue of the activity and return, accommodation, transportation, insurance.
- Activities and related travels must be carried out in countries involved in the project
- It is linked to:
 - Teaching, training, courses updates, coordination visits, dissemination...
- Amount is defined on activity type and distance between places
- Use distance calculator
- Submit travel tickets, invoices, boarding passes, receipts,...

TRAVEL COST- EXAMPLE

Amount is defined based on type and distance between places.

STUDENTS

Amount
For travel distances between 10 and 99KM: 20 EUR per participant
For travel distances between 100 and 499 KM: 80 EUR per participant
For travel distances between 500 and 1999 KM: 170 EUR per participant
For travel distances between 2000 and 2999 KM: 270 EUR per participant
For travel distances between 3000 and 3999 KM: 400 EUR per participant
For travel distances between 4000 and 7999 KM: 620 EUR per participant
For travel distances of 8000 KM or more: 830 EUR per participant

STAFF

Amount
For travel distances between 100 and 499 KM: 180 EUR per participant
For travel distances between 500 and 1999 KM: 275 EUR per participant
For travel distances between 2000 and 2999 KM: 360 EUR per participant
For travel distances between 3000 and 3999 KM: 530 EUR per participant
For travel distances between 4000 and 7999 KM: 820 EUR per participant
For travel distances of 8000 KM or more: 1100 EUR per participant

How to calculate the budget - Travel/Cost of Stay

Costs of Stay

DAYS	STAFF	STUDENTS
1-14	120€	55€
15-60	70€	-
15-90	-	40€
61 - 90	50€	n.a.

Travel Costs

Distance	Unit Cost
10- 99 km	20€
100-499 km	180€
500-1999 km	275€
2000-2999 km	360€
3000-3999 km	530€
4000-7999 km	820€
8000 km and more	1.100€

DISTANCE CALCULATOR

- https://ec.europa.eu/programmes/erasmus-plus/distance-calculator_en

ERASMUS+ PROGAM – PRINTING & PUBLISHING COSTS

- cover:
 - the paper and electronic productions
 - The Photocopying and teaching materials
- Should submit invoices, quotations

ERASMUS+ PROGRAM – OTHER COSTS

- cover costs related to :
 - Dissemination of information (advertisement, promotional materials)
 - Bank charges
 - External audit fees
 - Subcontracting:
 - Used only For services /competences that can't be found in the participating institutions
 - Need prior approval if value is high (>10,000 euro)
- Should submit invoices, subcontracts, bank statements

ERASMUS+ PROGRAM - INDIRECT COSTS

- cover cost of:
 - Stationery, office supplies, general photocopying
 - Postage and telecommunication
 - Use of internet
- It should not exceed 7 % of total direct costs
- No supporting documents needed

ERASMUS+ PROGRAM - CO-FINANCING

- It should represent at least 10% of total direct costs
- The % depends on each project

ERASMUS+ PROGAM - BUDGET EXAMPLE

2-3. Travel Costs & Costs of S					
Work Package	Partner N°	Name of Partner (to encode in overview sheet)	Country (to encode in overview sheet)	City of Departure	Student/ Staff
Preparation	P1	University Nice Sophia Antipolis (ANS)	France	Nice	Staff
Preparation	P2	University of Coimbra (UC)	Portugal	Coimbra	Staff
Preparation	P3	Poznan University of Economics (UEP)	Poland	Poznan	Staff
Preparation	P4	Sheffield Hallam University (SHU)	United Kingdom	Sheffield	Staff
Preparation	P5	Nice Sophia Antipolis (ANS)	France	Nice	Staff
Preparation	P8	University "Yan Nef" Korce (ANKO)	Albania	Korce	Staff
Preparation	P10	University of Montenegro (UCG)	Montenegro	Podgorica	Staff
Preparation	P11	University of Hani Zeka in Pristina (UNP)	Kosovo	Prishtina	Staff
Preparation	P12	University of Prishtina "Mehmet Nef" (UPP)	Kosovo	Prishtina	Staff
Preparation	P13	World University Service Kosovo (WUS)	Kosovo	Prishtina	Staff
Development	P1	University Nice Sophia Antipolis (ANS)	France	Nice	Staff
Development	P1	University Nice Sophia Antipolis (ANS)	France	Nice	Staff
Development	P1	University Nice Sophia Antipolis (ANS)	France	Nice	Staff
Quality	P1	University Nice Sophia Antipolis (ANS)	France	Nice	Staff
Quality	P1	University Nice Sophia Antipolis (ANS)	France	Nice	Staff
Quality	P1	University Nice Sophia Antipolis (ANS)	France	Nice	Staff
Quality	P1	University Nice Sophia Antipolis (ANS)	France	Nice	Staff
Dissemination/Exploitation	P1	University Nice Sophia Antipolis (ANS)	France	Nice	Staff
Dissemination/Exploitation	P1	University Nice Sophia Antipolis (ANS)	France	Nice	Staff
Dissemination/Exploitation	P1	University Nice Sophia Antipolis (ANS)	France	Nice	Staff
Management	P1	University Nice Sophia Antipolis (ANS)	France	Nice	Staff
Management	P1	University Nice Sophia Antipolis (ANS)	France	Nice	Staff
Management	P1	University Nice Sophia Antipolis (ANS)	France	Nice	Staff
Development	P2	University of Coimbra (UC)	Portugal	Coimbra	Staff
Development	P2	University of Coimbra (UC)	Portugal	Coimbra	Staff
Development	P2	University of Coimbra (UC)	Portugal	Coimbra	Staff
Quality	P2	University of Coimbra (UC)	Portugal	Coimbra	Staff
Quality	P2	University of Coimbra (UC)	Portugal	Coimbra	Staff
Quality	P2	University of Coimbra (UC)	Portugal	Coimbra	Staff
Quality	P2	University of Coimbra (UC)	Portugal	Coimbra	Staff
Development	P3	Poznan University of Economics (UEP)	Poland	Poznan	Staff
Development	P3	Poznan University of Economics (UEP)	Poland	Poznan	Staff
Development	P3	Poznan University of Economics (UEP)	Poland	Poznan	Staff

ERASMUS+ PROGRAM - FINAL REPORTING

- Financial reporting
 - Financial statement and request of final payment
 - Financial tables (excell)
- Audit report
 - verification of costs and proper supporting documents by a certified audit firm using EACEA template.
 - its cost is charged to other costs of project
- exchange rate
 - all transactions not in euro must be converted in financial statement
 - only 2 exchange rates must be applied:
 - from start of period till date of receiving the first pre-financing: use rate of the month you receive the first pre-financing
 - from date of receipt of the 2nd pre-financing till end of the project: use rate of the month you receive the 2nd pre-financing
 - monthly rate is established by the commission on the link <http://ec.europa.edu/budget/infoeuro>

REFERENCES

http://ec.europa.eu/budget/mff/programmes/index_en.cfm

https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-programme-guide-2019_en

<http://erasmusplus-lebanon.org/>

