

FAQs: LLP Call 2013

Sub-Programmes and Transversal Programme

Version 2 (20/12/2012)

Version History

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0.2	20 December 2012	<p>New questions:</p> <p>2.2. Are there any limits for the total volume staff costs i.e. the percentage of staff costs out of the total project budget?</p> <p>2.3. Do the co-financing contributions have to be in cash or could it be provided through salaries, travel costs etc.?</p>
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Content:

2.2. Are there any limits for the total volume staff costs i.e. the percentage of staff costs out of the total project budget?	1
2.3. Do the co-financing contributions have to be in cash or could it be provided through salaries, travel costs etc.? 1	
1. Partnerships	3
1.1. Is there any limit to the number of consortium partners from the same country?.....	3
1.2. Is it possible to submit an application in which the management coordination of the project is undertaken by one of the Partner Organisations instead of the Applicant organisation?	3
1.3. Is it necessary to include letters of intent for Associated Partners? Where are the Associated Partners listed?	3
1.4. Are partners from Montenegro, Albania, Bosnia and Herzegovina able to participate?.....	4
1.5. Can a National Agency for the LLP be involved in an application for a centralised Action?.....	4
2. Financial and formal issues	5
2.1. Is it possible to have in-kind contributions in the LLP Programme, as a part of applicant's own funding?. 5	
2.2. Are there any limits for the total volume staff costs i.e. the percentage of staff costs out of the total project budget?	5
2.3. Do the co-financing contributions have to be in cash or could it be provided through salaries, travel costs etc.? 6	
3. Third Countries	7
3.1. Which Third Countries can participate in a project?.....	7
3.2. Are the travelling costs for participation in activities taking place in a Third Country eligible?.....	7
4. eForms	9
4.1. Do we need to send original declarations of Honour and Legal entity forms with the e-Form? Do we need to send a paper back-up copy?.....	9

5. Questions relating to the content of applications and to specific Actions / sub-programmes	10
5.1. Can we have a meeting with representatives of EACEA to discuss our proposal?.....	10
5.2. How many proposals is a coordinator or partner allowed to submit under the LLP Programme? In case of successful application, is it possible to coordinate one project and be a partner in a number of other projects under this call?	10
5.3. Is there a model of the designation letter for the Key Activity 1 Policy Network?.....	10
6. Erasmus Multilateral Project - Knowledge Alliances	12
6.1. Does the Erasmus Multilateral Projects Knowledge Alliances cover the mobility cost of student for their placement, internship?.....	12
6.2. What are the key differences between projects anticipated in the Strategic Priorities under heading 2.2.2 'Improving the quality and relevance of higher education, including through cooperation between HEIs and the labour market' and 2.2.4 'Knowledge Alliances'?.....	12

1. Partnerships

1.1. Is there any limit to the number of consortium partners from the same country?

You can have as many partners as you need from each country, however your application needs to show the necessity for each partner organisation and the minimum number of participating countries and partners needs to be respected.

For detailed information about the minimum number of partners and countries for a specific action, please consult the LLP Guide 2013, Part II b Explanations by Action:

http://ec.europa.eu/education/llp/actions_en.htm

1.2. Is it possible to submit an application in which the management coordination of the project is undertaken by one of the Partner Organisations instead of the Applicant organisation?

Yes, the management coordination of the project can be undertaken by one of the partner organisations in the project instead of the Applicant organisation. You have to indicate this in the eform. For further details on how to complete the eform, please see the Instructions for Applicants, chapter 2.3:

http://eacea.ec.europa.eu/llp/funding/2013/documents/call_llp/Instructions_2013_v0.1_EN.pdf

1.3. Is it necessary to include letters of intent for Associated Partners? Where are the Associated Partners listed?

Information on associated partners can be found in section 3.1. List of Associated partners of the Instructions for Applicants:

http://eacea.ec.europa.eu/llp/funding/2013/documents/call_llp/Instructions_2013_v0.1_EN.pdf

No letters of intent are required and the list of such partners must be included in the last section of the Detailed Project Description of the application form (List of Associated partners):

http://eacea.ec.europa.eu/llp/funding/2013/documents/call_llp/form_project_description_2013_v0.1_en.docx

1.4. Are partners from Montenegro, Albania, Bosnia and Herzegovina able to participate?

The announcement of the Call for proposals states that Albania, Bosnia and Herzegovina and Montenegro may become eligible to participate in the Lifelong Learning Programme Call 2013 as LLP participating countries, provided that the formal steps for participation for each country are completed in due time (with the signature of the Memorandum of Understanding).

As a result, the eForm already anticipates their participation, but there is no guarantee that everything will be completed in time.

Please see section 1.2.3 and 1.6 of the Instructions for completing the Application Form and its attachments for further detailed advice on involving organisations from these countries. Please pay specifically attention to the minimum number of partners from eligible countries.

http://eacea.ec.europa.eu/llp/funding/2013/documents/call_llp/Instructions_2013_v0.1_EN.pdf

Further updates will be posted on the Executive Agency's website:
http://eacea.ec.europa.eu/llp/funding/2013/call_lifelong_learning_2013.php

1.5. Can a National Agency for the LLP be involved in an application for a centralised Action?

A National Agency per se cannot be involved in applications for centralised Actions. However large organisations that host national Agencies can be involved under certain conditions. In chapter 1 D and 3 B of the LLP Guide 2013 – Part I published by DG EAC you find information about the conditions for the participation of the National Agencies in the LLP Call 2013:

http://ec.europa.eu/education/llp/doc/call13/part1_en.pdf

In addition, the Instructions for Applicants, chapter 1.2.1. and 3.1. Part F gives information about the specific information that is required in an application that involves a partner organisation hosting a National Agency:

http://eacea.ec.europa.eu/llp/funding/2013/documents/call_llp/Instructions_2013_v0.1_EN.pdf

2. Financial and formal issues

2.1. Is it possible to have in-kind contributions in the LLP Programme, as a part of applicant's own funding?

Contributions in-kind and voluntary works are not eligible and cannot be considered as part of the eligible budget, not even as partners own contribution. Eligible costs must be actually incurred by the beneficiary and members of the consortium and be recorded in their accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation.

For detailed information about eligible expenditure, please consult chapter 4.F. of LLP Guide 2013, Part I – General Provisions: http://ec.europa.eu/education/llp/doc/call13/part1_en.pdf and the Instructions for completing the Application Form and its attachments, Chapter 3.2 http://eacea.ec.europa.eu/llp/funding/2013/documents/call_llp/Instructions_2013_v0.1_EN.pdf

2.2. Are there any limits for the total volume staff costs i.e. the percentage of staff costs out of the total project budget?

There are no limits foreseen for the % of staff costs of the total expenditure. However, during the selection process the experts will need to provide a score and a comment on the coherence between the work packages and the budget and also the cost-effectiveness of the overall approach.

Please see chapter 3.2. of the Instructions for Applicants on how to complete the budget tables and the Work plan/Work packages.

http://eacea.ec.europa.eu/llp/funding/2013/documents/call_llp/Instructions_2013_v0.1_EN.pdf

There is no advantage in inflating the budget in any way (for example by increasing the number of working days) because:

- a) The experts will notice any discrepancies between the tasks and the number of days required and
- b) at the final report stage, costs will be eligible only as far as they relate to the actual salaries paid to the staff registered in the payroll of the company on the basis of the salary scales used for its normal activities. Make sure that staff costs relate to persons

registered in the payroll of the co-beneficiaries or conform to the status of staff according to your national labour legislation. Otherwise they should be indicated under the heading "subcontracting".

People working on the project who are not registered members of the staff and featured in the payroll of the relevant organisations, should be reported under subcontracting.

2.3. Do the co-financing contributions have to be in cash or could it be provided through salaries, travel costs etc.?

Contributions in-kind and voluntary works are not eligible and cannot be considered as part of the eligible budget, not even as partners own contribution as there is no transfer of funds to anyone.

Please note that the accounting records and the financial report must cover all the project costs, irrespective of whether they have been financed by EU funds, from the beneficiary's own financial resources, or by funds provided by other parties. The EU contribution is calculated as a share ('co-financing') of the total eligible expenditure of the project. The Agency has the right to audit all project expenditure and not only the part financed by EU funds.

The co-financing must cover at least 25 % of the total expenditure.

Please see Chapter 3.2. of the Instructions for Applicants, for further details about how to complete the budget tables:

http://eacea.ec.europa.eu/llp/funding/2013/documents/call_llp/Instructions_2013_v0.1_EN.pdf

3. Third Countries

3.1. Which Third Countries can participate in a project?

The "LLP participating countries" are defined in the official announcement of the Call for proposal (<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2012:232:0006:0008:EN:PDF>) under article 2, Eligibility: organisations from the 27 Member States of the European Union, the EFTA-EEA countries (Iceland, Liechtenstein, Norway and Switzerland) and Croatia and Turkey can participate in the LLP programme; these organisations can take part as full partners in projects. The former Yugoslav Republic of Macedonia and Serbia can participate in programme actions listed in point A.2. of the Annex to Decision No 1720/2006/EC (i.e. in actions managed through the Commission procedure). The participation of Albania, Bosnia and Herzegovina and Montenegro is subject to the signature of a Memorandum of Understanding.

Any country outside these LLP participating countries is considered to be a third country and organisations may participate in a project as a partner, according to specific conditions laid out in the documentation for the Call for Proposals. The purpose of the involvement of partners from Third Countries is to enhance the quality of education and training in Europe rather than to provide assistance and support for organisations in Third Countries.

The rules for their participation are explained in the Instructions for completing the Application Form and its attachments, Chapter 1.8

(http://eacea.ec.europa.eu/llp/funding/2013/documents/call_llp/Instructions_2013_v0.1_EN.pdf)

For details about actions open to Third Country participation, please consult the LLP Guide 2013, Part II b - Explanations by Action: http://ec.europa.eu/education/llp/actions_en.htm where you will find relevant information for actions that allow third country participation, under the heading "Who can benefit".

3.2. Are the travelling costs for participation in activities taking place in a Third Country eligible?

According to the Instruction for Applicants, chapter 1.8.5. Practical implementation, "*the main application should not include activities taking place in a Third Country (partnership meetings, conferences with LLP country partners' participation, etc.), unless the exceptional need for these events can be demonstrated in the LLP proposal*".

Therefore the application would need to justify the exceptional need to travel to a Third Country bearing in mind that the project needs to stand-alone in case the Third Country part of the application is not accepted (i.e. the travel to the Third Country would need to be essential even if the Third country partner were not being funded).

The purpose of the Third Country participation is to contribute to the development of the European Community as an advanced knowledge based society, and not to provide assistance and support to the countries concerned as this is the role of the EU's external cooperation activities.

For detailed explanations about Third Country participation, please see chapter 1.8 of the Instructions for Applicants:

http://eacea.ec.europa.eu/llp/funding/2013/documents/call_llp/Instructions_2013_v0.1_EN.pdf

4. eForms

4.1. Do we need to send original declarations of Honour and Legal entity forms with the e-Form? Do we need to send a paper back-up copy?

The application can only be submitted electronically using the eForm and there is no paper submission at all. Therefore, it is not possible to send an original declaration of honour and legal entity form. You need to print these documents, have them signed by the legal representative of the applicant organisation and then scanned and attached to the eForm.

Please see the Instructions for completing the Applicant Form and its attachments, Chapter 3.3 and 3.4 for further details:

http://eacea.ec.europa.eu/llp/funding/2013/documents/call_llp/Instructions_2013_v0.1_EN.pdf

5. Questions relating to the content of applications and to specific Actions / sub-programmes

5.1. Can we have a meeting with representatives of EACEA to discuss our proposal?

No. The Executive Agency must remain objective in order to manage the selection procedures on the basis of equal treatment to all candidates: preference cannot be given to applicants who have easy access to our offices in Brussels, or who have the resources to pay for a trip. As a result no specific consultation will be provided either face to face or by telephone.

5.2. How many proposals is a coordinator or partner allowed to submit under the LLP Programme? In case of successful application, is it possible to coordinate one project and be a partner in a number of other projects under this call?

There is no limit to the number of applications that can be submitted by the organisation or to the number of applications an organisation can be involved in as a partner. It is important to remember that each application involves a considerable amount of work. If more than one application is awarded a grant, the organisation must have sufficient capacity to implement these projects. It is not possible to receive two grants for the same or similar projects.

5.3. Is there a model of the designation letter for the Key Activity 1 Policy Network?

Information about specific requirements for the KA1 Policy Networks can be found in the Instructions for Applicants, chapter 3.1., Part F.

http://eacea.ec.europa.eu/llp/funding/2013/documents/call_llp/Instructions_2013_v0.1_EN.pdf

For the partnership requirements please consult *Fiche N°/File Nr 47 – KA1-Net* in the LLP Guide 2013; Part II b Explanations by Action:

http://ec.europa.eu/education/llp/doc/call13/fiches_en.pdf

A model of the designation letter can be downloaded on our website:
http://eacea.ec.europa.eu/llp/funding/2013/documents/call_llp/designation_Letter_KA1NW.doc

6. Erasmus Multilateral Project - Knowledge Alliances

6.1. Does the Erasmus Multilateral Projects Knowledge Alliances cover the mobility cost of student for their placement, internship?

Grants for mobility students and staff cannot be co-financed under the Erasmus multilateral projects as such. Students/staff can be involved in testing, helping in design, etc. but such costs are therefore considered under the "travel and subsistence costs". The number of days and weeks of mobility in these kinds of contexts will be assessed in terms of added value to the project design and future implementation and in terms cost ratio benefit.

In the framework of the official documentation (Strategic priorities of the 2013 LLP Call: http://ec.europa.eu/education/llp/doc/call13/prior_en.pdf), Mobility can be envisaged therefore as a structured mobility , including inter alia, placements or internships of students in companies; researchers or professors working for limited period in companies; company staff involved into teaching, staff mobility between academia and business, involvement of teaching staff in companies' projects, aiming at exchange / transfer of knowledge and innovation and/or at the development of tailor made innovations.

Moreover, Co-financing "pure" mobility can be envisaged in the framework of activities managed by the National Agencies for instance the Intensive Programs (cfr. NA's website link: http://ec.europa.eu/education/llp/national-agencies_en.htm)

6.2. What are the key differences between projects anticipated in the Strategic Priorities under heading 2.2.2 ‘Improving the quality and relevance of higher education, including through cooperation between HEIs and the labour market’ and 2.2.4 ‘Knowledge Alliances’?

The following differences between the two priorities can be noted:

Improving the quality and relevance of higher education, including through cooperation between HEIs and the labour market:

Objectives:

- The focus of these projects is on providing opportunities for the higher education area to improve its relevance and quality, in terms of involving employers and labour market institutions in the design and delivery of study programmes; exploiting the benefits of ICTs and other new technologies; supporting the

competence and motivation of teachers and researchers. These projects should reinforce the link between (intra and extra) curricular education activities with business and employment needs.

Partnerships

- Projects will be implemented via an active cooperation between higher education institutions and partners from outside academia: enterprises, professional organisations, chambers of commerce, social partners, local/regional bodies etc.

Activities

- Should aim to help reinforcing the link between curricular education activities with business and employment needs; developing education to meet the current and future labour market needs; developing initiatives or tools to assess and promote the employability of graduates; designing integrated study programmes; encourage a greater variety of study modes; better exploiting the potential of ICTs to enable more effective and personalised learning experiences; and introducing incentives for higher education institutions to invest in continuous professional development for their staff.

Knowledge Alliances

Objectives

- The focus of Knowledge Alliances is on innovation, innovation in higher education (innovative pedagogy; creating an environment stimulating entrepreneurial attitudes of staff and students); and innovation via higher education (creation of start-ups; new products and processes; new forms of cooperation; ...). Projects should aim at facilitating the sharing of knowledge between higher education and enterprises and express a truly two-way process.

Partnerships:

- The cooperation between higher education institutions and enterprises (in the large sense), their commitment and involvement are key to allow Knowledge Alliance to strengthen and develop Europe's innovation potential. At least one Higher Education Institution and at least one enterprise must be full partners in the partnership.

Activities

- Knowledge Alliances should implement a consistent and comprehensive set of activities that stimulate the sharing, exchange and flow of knowledge between higher education institutions and enterprises producing high quality results and outputs leading to excellence and innovation in higher education and enterprises.
- The range of activities is broadly defined to be flexible and adaptable to different contexts across the EU and is structured around three main integrated axes (New learning and teaching methods; fostering entrepreneurial skills and attitudes, and structured mobility).

For further details please consult:

- *Fiche N°/File Nr 23 – ERA-MP* in the LLP Guide 2013; Part II b Explanations by Action: http://ec.europa.eu/education/llp/doc/call13/fiches_en.pdf
- the Strategic Priorities 2013: http://ec.europa.eu/education/llp/doc/call13/prior_en.pdf
- the Instructions for Applicants, chapter 3.1., Part F.