



Lifelong
Learning
Programme

Application procedure Call 2013 (EAC/S07/12)

Instructions for completing the Application Form and its attachments

Jean Monnet Chairs, *ad personam* Jean Monnet Chairs, European Modules
Jean Monnet Centres of Excellence, Information and Research Activities including "Learning
EU at School, Associations of Professors and Researchers, Multilateral Research Groups

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1. THE APPLICATION PACKAGE - THE E-FORM

For all actions, Jean Monnet Chairs, Jean Monnet *ad personam* Chairs, European Modules, Jean Monnet Centres of Excellence, Information and Research Activities, Associations of Professors and Researchers and Multilateral Research Groups, applications must be submitted by eForm.

The eForm is an Adobe development and applicants should ensure that they can install Adobe version 8.1.5 (or later) on the computer they will be using to complete the application form. The form is downloaded onto a local computer and completed remotely. Once the text is ready and the attachments are linked to the application, it has to be submitted using an internet connection.

The eForm is constructed to ensure that applicants have the greatest chance of submitting an eligible application. Therefore you will find that submission will be impossible unless all mandatory fields are completed. Full details of these are available in the **eForm User Guide**, which is published alongside the eForm.

Please note that **all fields marked with * are obligatory**.

Cover page of the application form

<i>Programme</i>	LIFELONG LEARNING PROGRAMME Centralized
Sub-programme * :	JEAN MONNET PROGRAMME
<i>Call for proposals</i>	DG EAC/S07/12
Action * :	KEY ACTIVITY 1
Sub-action * :	Choose the sub-action type: Chair, Module, Centre of Excellence etc.
<i>Deadline for submission</i>	15/02/2013
Project title * :	Choose a title that will be meaningful to someone who knows nothing about the content of the project.
Project acronym * :	If your project has an acronym, please specify. If not, please indicate "N/A"
Language used to complete the form * :	Drop down list

Nine fields appear on the cover page of the eform. The **Programme**, **Sub-programme** and **Action** fields are automatically filled respectively with ‘Lifelong Learning Programme Centralized’, ‘Jean Monnet Programme’, ‘Key Activity 1’. You must select the **Sub-action** (Jean Monnet Chair, Module, Centre of Excellence etc.) from the drop down list.

The **deadline for submission** will appear automatically. You should choose a project **title** that will be meaningful to someone who knows nothing about the content of the project. If your project has an **acronym** please specify. You are not obliged to provide an acronym for your project. However, as the completion of this field is mandatory, please write "N/A" if your project does not have an acronym. The **acronym** must not exceed **7 characters**. The acronym can contain letters (Latin characters only), numbers and common punctuation marks.

The language used to complete the form must be one of the following: English, French, German, and in the case of a Multilateral Research Group, must be a language that is understood by all the members of your consortium. The application form must be completed in one language only. For Multilateral Research Groups, do not provide information on individual Partners in various languages as the experts selected to assess your application will not necessarily be able to understand what is written.

Part A. Identification of the applicant and other organisations participating in the project

The applicant organisation has to complete the following sections:

- A.1 Organisation;
- A.2 Person responsible for the management of the project (contact person): the «**contact person**» of the applicant organisation is the **academic coordinator**, the person responsible for the teaching and/or academic activity as well as for the coordination and monitoring of the project activities and for the submission of reports on activities and outcomes. The contact person is the person in the applicant organisation with which the Agency will be in contact for the daily management of the project;
- A.3 Person authorised to represent the organisation in legally binding agreements (legal representative): the person identified as legal representative of the applicant organisation must also sign the **Declaration of Honour** and the **Legal Entity Form**.

Partner number applies to Multilateral Research Groups only. Please note that:

- The number allocated to each organisation (P1, P2, etc) should be used where required, throughout the form and its annexes. It is to advise to proceed in the following order:
 - complete all partner recording in the eForm to obtain all "Pn" numbers,
 - complete the annex Detailed budget tables and Work plan/Work packages summary chart),
 - complete the budget part of the eForm (section B.4).
- For all other actions (unilateral) only the applicant organisation sheet should be completed and submitted.

Part A: Identification of the applicant and other organisations participating in the project.

This part must be completed separately for each organisation participating in the project.

A.1 Organisation

Partner number

P1

Role in the application

Applicant Organisation

By default, Part A always starts with the applicant organisation, identified as "P1". This is the only organisation record that cannot be deleted.

Full name of the organisation *:

Full name of the organisation in Latin characters (if applicable)

Should be identical to the name provided in the Organisation Statutes and in the Legal Entity Form

Acronym *:

Erasmus University Charter number (if applicable)

If your institution has an acronym, please specify. If not, please indicate "not applicable".

Not applicable.

Status *:

Drop down list

Type of organisation *:

Drop down list

Department / Faculty

Registered address

Street *:

Number

Post code *:

Town *:

Country *:

Region *:

Drop down list

Drop down list

Internet address:

Telephone 1 *:

Telephone 2

Fax

In the section A1, you have to provide the full name of the organisation, which should be identical to the name provided in the Statutes of your organisation and in the Legal Entity Form. If the name of the organisation is not in Latin characters, the full name of the organisation in Latin characters has to be filled in. Write the acronym of the organisation (if applicable), and choose from the drop down list, the status and the type of organisation.

Please fill in the department/faculty, the internet address, the telephone and the registered address of your organisation (the street, number, postcode and town have to be completed and the country and region be selected from a drop down list).

A.2 Person responsible for the management of the application (contact person)

Title *:	Family name *:	First name *:
_____	_____	_____
Role in the organisation *:	E-mail address *:	
_____	_____	

Check this box if the address is different from the address provided in section A.1

In the section A.2, complete **the title, family name, first name, role in the organisation and e-mail address** of the person who is responsible for the teaching and/or academic activities as well as the management of the application (contact person) in your organisation. Please note that the «**contact person**» indicated in this section is the person responsible for the **academic implementation** of the activity (e.g. chair holder, academic coordinator, lecturer). This is the person who will be title holder of the project if successful and should not be confused with an administrative contact person. If he/she has a different address from the registered address of the organisation, click on the box above and provide the address and telephone. **Please note that unless you check the box the address section will be completed automatically with the address of the applicant organisation and you will be unable to enter a different address.**

A.3 Person authorised to represent the organisation in legally binding agreements (legal representative)

Title *:	Family name *:	First name *:
_____	_____	_____
E-mail *:		

Role in the organisation *:		

Check this box if the address is different from the address provided in section A.1

Section A.3 must be filled in for the applicant organisation only (it will not be displayed for other participating organisations). If the **Legal representative** has a different address from the registered address, click on the relevant box in order to access the fields necessary to provide this information. **Please note that unless you check the box the address section will be completed automatically with the address of the applicant organisation and you will be unable to enter a different address.**

If the application is successful, the Legal representative, will also be required to sign the Grant Agreement and other associated documents. If the application is signed by a different person, or if it is discovered in later stages of the selection or contractualisation that the person identified as the Legal representative does not have the authority to sign, the application may be declared ineligible: an invalid signature could lead therefore to the rejection of the application.

For Multilateral Research Groups, please specify the number of partners in the section "Partners Controls". A new part A will be automatically generated for each partner organisation by clicking on "Add organisation(s)". Please fill in the new section A1 and A2 with the data of each partner organisation. A number will be allocated to each organisation (P1, P2, etc). Please note that the same numbering should be used where required, throughout the form and its annexes.

Partner Controls

Number of partners to add

Add organisation(s)

List of partner organisations

Partner no	Role	Organisation Name	City	Country
P1	Applicant Organisation			
P2	Partner			
P3	Partner			
P4	Partner			

Part B. Description of the project

Part B.1 Summary of the project.

This section invites applicants to provide key information on their application. The applicant organisation has to indicate the language of the summary, ticking one of the language boxes. The abstract must be provided in English, French or German and the word limit of 2000 characters (including spaces) cannot be exceeded.

For successful applications, this section will be reproduced in the form of an abstract. It is important that applicants therefore ensure that the text gives a concrete overview of the work the consortium plans to undertake following the structure proposed in the form.

Part B. Description of the project

B.1 Summary of the project

For successful applications, this section will be published, as presented below, in compendia etc. You should therefore ensure that it gives a concrete overview of the work your consortium plans to undertake including:

- The reason for your project / network / study.
- Concise description of the outputs, results and / or products (including where relevant key pedagogical strategies, media used, language versions etc).
- The impact envisaged

Please indicate the language of the summary * : English French German

The abstract must be provided in English, French or German (Max. 2000 characters) * :

Part B.2 Discipline

This section invites applicants to choose the appropriate study area. Only one discipline can be selected. If you think that your project relates to different areas, please choose the discipline **EU Interdisciplinary Studies**.

B.2 Please choose a Discipline *:

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

Part B.3 Objectives and Priorities of the Lifelong Learning Programme

In Part B.3, applicants must provide a description that demonstrates that their application addresses the **Objectives** of the Lifelong Learning Programme (LLP) and those of the Action under which the application is made.

The **specific and operational Objectives** and the **Priorities** of each sub-programme/ action are presented in the General Call for Proposals 2013, Strategic Priorities. A table providing a description of the objectives and priorities and the associated codes is also provided at the end of this section.

For each option selected it is mandatory to provide a brief description of how the application addresses the selection made.

If your application corresponds to more than one Objective or Priority, please select the major i.e. most appropriate ones. The eForm will not allow you to select an option unless you also provide an explanatory text.

The experts, who will assess your application, will use the responses in part to evaluate the application in terms of the Award criteria relating to "Impact and relevance of results". Applicants therefore are strongly advised to ensure that they fully understand the type of activities that may be financed (See Lifelong Learning Programme Guide - Part II).

B.3 Lifelong Learning Programme Objectives and Priorities addressed

Please identify in the box below, which of the Objectives of the Lifelong Learning Programme this application addresses (min.1 and max.2 choices)

Code *	Description
<input type="text"/>	

Describe briefly how your project addresses this Objective (Max. 500 characters) *:

Add an objective

Please identify in the box below, which of the Specific Objectives of the Action this application addresses (min.1 and max.2 choices)

Code *	Description
<input type="text"/>	

Describe briefly how your project addresses this Objective (Max. 500 characters) *:

Add an objective

Please identify in the box below, which of the Operational Objectives of the Action this application addresses (min.1 and max.2 choices)

Code *	Description
<input type="text"/>	

Describe briefly how your project addresses this Objective (Max. 500 characters) *:

Add an objective

To be eligible for funding, all applications must address at least one of the Objectives of the Lifelong Learning Programme, at least one of the **Specific Objectives** and at least one of the **Operational Objectives**. You will be offered a **list of codes** and the corresponding descriptions, choose the code

and the description will appear automatically. A description (500 characters maximum, including spaces) of the ways your application addresses each objective (Objectives of the LLP/ the Specific Objectives and Operational Objectives) must be provided.

The Objectives of the LLP can be found in the Chapter 1, Article 1 from the "Decision N° 1720/2006/EC of 15 November 2006 establishing an action programme in the field of lifelong learning". The Specific Objectives and the Operational Objectives can be found in the General Call for Proposals 2013, Strategic Priorities.

Click into "Add an objective" for creating a second box. The number of choices in this section is limited to two; therefore please choose the Objectives of the LLP, the Specific Objectives and/or the Operational Objectives according to the relevance to your project. The 1st choice is considered the most relevant and the 2nd choice, the second most relevant.

Please take note that if your project does not match any of the Objectives of the LLP, and/or any of the Specific Objectives and/or any of the Operational Objectives, it is possible that the project will not be eligible for funding.

Please identify in the box below, which of the Priorities this application addresses (min.1 and max.2 choices)

Code *:
Description

Describe briefly how your project addresses this priority (Max. 500 characters) * :

Add a priority

To be eligible for funding, all applications must address at least one of the **Priorities**. Please note that the priorities are specific for a given type of action.

You will be offered a **list of codes** and the corresponding descriptions, choose the code and the description will appear automatically. A description (500 characters maximum, including spaces) of the ways the application addresses the priorities must be provided.

The priorities can be found in the General Call for Proposals 2013, Strategic Priorities.

Lifelong Learning Programme Objectives and Priorities addressed:

Descriptions and codes relating to the **Objectives of the Lifelong Learning Programme** :

Description	Code
To contribute to the development of quality lifelong learning and to promote high performance, innovation and a European dimension in systems and practices in the field	LLP-Obj-a
To support the realisation of a European area for lifelong learning	LLP-Obj-b
To help improve the quality, attractiveness and accessibility of the opportunities for lifelong learning available within Member States	LLP-Obj-c
To reinforce the contribution of lifelong learning to social cohesion, active citizenship, intercultural dialogue, gender equality and personal fulfilment	LLP-Obj-d
To help promote creativity, competitiveness, employability and the growth of an entrepreneurial spirit	LLP-Obj-e
To contribute to increased participation in lifelong learning by people of all ages, including those with special needs and disadvantaged groups, regardless of their socio-economic background	LLP-Obj-f
To promote language learning and linguistic diversity	LLP-Obj-g
To support the development of innovative ICT-based content, services, pedagogies and practice for lifelong learning	LLP-Obj-h
To reinforce the role of lifelong learning in creating a sense of European citizenship based on understanding and respect for human rights and democracy, and encouraging tolerance and respect for other peoples and cultures	LLP-Obj-i
To promote co-operation in quality assurance in all sectors of education and training in Europe	LLP-Obj-j
To encourage the best use of results, innovative products and processes and to exchange good practice in the fields covered by the Lifelong Learning Programme, in order to improve the quality of education and training	LLP-Obj-k

Descriptions and codes relating to the **Specific Objectives of the Action** :

Description	Code
To stimulate teaching, research and reflection activities in the field of European integration studies	JEA-SpObj-1

To support the existence of an appropriate range of institutions and associations focusing on issues relating to European integration and on education and training in a European perspective	JEA-SpObj-2
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Descriptions and codes relating to the **Operational Objectives of the Action** :

Description	Code
To stimulate excellence in teaching, research and reflection in European integration studies in higher education institutions within and outside the community	JEA-OpObj-1
To enhance knowledge and awareness among specialists academics and among European citizens generally of issues relating to European integration	JEA-OpObj-2

Descriptions and codes relating to the **Priorities** this application addresses :

Description	Code	Type of Jean Monnet action
open to students from other higher education institutions (e.g. in the same city or region)	Topic 1	JEAN MONNET Chairs
going beyond the courses traditionally involved in subjects directly related to European integration	Topic 2	
dealing with specific themes related to European integration such as the European Neighbourhood policy and good governance of EU policies	Topic 3	
benefiting students who do not automatically come into contact with European integration studies (in such fields as science, engineering, medicine, education, arts and languages, etc.)	Topic 4	
showing an innovative character and implementing the activities in countries and regions not yet or not sufficiently covered by the programme	Topic 5	
involving professors and university teachers not having yet benefited from the programme	Topic 6	
contributing to European integration teaching for primary and secondary school education, and initial vocational education and training	Topic 7	

benefiting civil society groups	Topic 8	
open to students from other higher education institutions (e.g. in the same city or region)	Topic 1	JEAN MONNET Chairs Ad Personam
going beyond the courses traditionally involved in subjects directly related to European integration	Topic 2	
dealing with specific themes related to European integration such as the European Neighbourhood policy and good governance of EU policies	Topic 3	
benefiting students who do not automatically come into contact with European integration studies (in such fields as science, engineering, medicine, education, arts and languages, etc.);	Topic 4	
showing an innovative character and implementing the activities in countries and regions not yet or not sufficiently covered by the programme	Topic 5	
involving professors and university teachers not having yet benefited from the programme	Topic 6	
contributing to European integration teaching for primary and secondary school education, and initial vocational education and training	Topic 7	
benefiting civil society groups	Topic 8	
open to students from other higher education institutions (e.g. in the same city or region)	Topic 1	JEAN MONNET Teaching Modules
going beyond the courses traditionally involved in subjects directly related to European integration	Topic 2	
dealing with specific themes related to European integration such as the European Neighbourhood policy and good governance of EU policies	Topic 3	
benefiting students who do not automatically come into contact with European integration studies (in such fields as science, engineering, medicine, education, arts and languages, etc.)	Topic 4	

showing an innovative character and implementing the activities in countries and regions not yet or not sufficiently covered by the programme	Topic 5	
involving professors and university teachers not having yet benefited from the programme	Topic 6	
contributing to European integration teaching for primary and secondary school education, and initial vocational education and training	Topic 7	
benefiting civil society groups	Topic 8	
academic activities which exploit multi-disciplinary resources	Topic 1	JEAN MONNET Centres of Excellence
an openness to civil society	Topic 2	
researchers preparing a doctorate or having less than 5 years of post-doctoral experience	Topic 3	
showing an innovative character and implementing the activities in countries and regions not yet covered by the programme	Topic 4	
involving professors and university teachers not having yet benefited from the programme	Topic 5	
national or transnational associations of professors and researchers specialising in European integration studies	Topic 6	
developing contents and pedagogical methods and tools contributing to European integration teaching for primary and secondary school education, and initial vocational education and training	Topic 7	
developing transnational European projects on the writing of the history of the European integration process from a common European perspective	Topic 8	
N/A	N/A	JEAN MONNET Associations of Professors and Researchers specialising in European Integration
academic activities which exploit multi-disciplinary resources	Topic 1	JEAN MONNET Information and Research

an openness to civil society	Topic 2	Activities
researchers preparing a doctorate or having less than 5 years of post-doctoral experience	Topic 3	
creating joint transnational activities and structural links with academic institutions in other countries aiming at the production of research results that cannot be achieved through research activities within a national framework	Topic 4	
showing an innovative character and implementing the activities in countries and regions not yet covered by the programme	Topic 5	
involving professors and university teachers not having yet benefited from the programme	Topic 6	
national or transnational associations of professors and researchers specialising in European integration studies	Topic 7	
developing contents and pedagogical methods and tools contributing to European integration teaching for primary and secondary school education, and initial vocational education and training	Topic 8	
developing transnational European projects on the writing of the history of the European integration process from a common European perspective	Topic 9	
academic activities which exploit multi-disciplinary resources	Topic 1	
an openness to civil society	Topic 2	
researchers preparing a doctorate or having less than 5 years of post-doctoral experience	Topic 3	
creating joint transnational activities and structural links with academic institutions in other countries aiming at the production of research results that cannot be achieved through research activities within a national framework	Topic 4	

showing an innovative character and implementing the activities in countries and regions not yet covered by the programme	Topic 5	
involving professors and university teachers not having yet benefited from the programme	Topic 6	
national or transnational associations of professors and researchers specialising in European integration studies	Topic 7	
developing contents and pedagogical methods and tools contributing to European integration teaching for primary and secondary school education, and initial vocational education and training	Topic 8	
developing transnational European projects on the writing of the history of the European integration process from a common European perspective	Topic 9	
academic activities which exploit multi-disciplinary resources	Topic 1	JEAN MONNET Multilateral Research Groups
an openness to civil society	Topic 2	
researchers preparing a doctorate or having less than 5 years of post-doctoral experience	Topic 3	
creating joint transnational activities and structural links with academic institutions in other countries aiming at the production of research results that cannot be achieved through research activities within a national framework	Topic 4	
showing an innovative character and implementing the activities in countries and regions not yet covered by the programme	Topic 5	
involving professors and university teachers not having yet benefited from the programme	Topic 6	
national or transnational associations of professors and researchers specialising in European integration studies	Topic 7	

developing contents and pedagogical methods and tools contributing to European integration teaching for primary and secondary school education, and initial vocational education and training	Topic 8	
developing transnational European projects on the writing of the history of the European integration process from a common European perspective	Topic 9	

B.4 Number of hours

In part B.4, please note that for Jean Monnet Chairs, *ad personam* Chairs and European Modules, completing this field is mandatory. It will not be possible to successfully submit your application if this field is left empty. For all other actions, this field is deactivated.

Required minimum number of teaching hours per academic year:

- for Jean Monnet Chairs **a minimum of 90 teaching hours is required per academic year.** The teaching hours must be delivered by the Chair holder, who cannot be replaced by other members of the teaching staff.
- for Jean Monnet Modules **a minimum of 40 teaching hours is required per academic year.** However, a module can be delivered, under the supervision of the academic responsible for coordinating the teaching activities, by several lecturers.

B.4 Number of hours per academic year (Please indicate number of hours per year. This information must be consistent with the financial form) (Only for Modules, Chairs and Chairs Ad Personam)

1st academic year * :

2nd academic year * :

3rd academic year * :

B.5 Dates and languages

B.5 Dates and languages

B.5.1 Total duration of the project

Start date (dd/mm/yyyy) * :

01/09/2013

End date (dd/mm/yyyy) * :

31/08/2016

Duration (months)

36

In Part B.5 the compulsory start date and end date are automatically filled in according to the action for which you apply. These dates refer to the eligible activity period and may not be modified

Please refer also to the Lifelong Learning Programme - Part IIb (http://ec.europa.eu/education/lp/doc848_en.htm) for the **start date** and maximum duration.

For the Jean Monnet Programme the specific compulsory action start and end dates are as follows:

Action type	Start date	End date
Jean Monnet Chairs, Modules, Centres of Excellence and Associations	01.09.2013	31.08.2016
Multilateral Research Groups	01.09.2013	31.08.2015
Information and Research Activities (incl. "Learning EU at School")	01.09.2013	31.08.2014

In Section B.5.2 you are asked to indicate **the language** (English, French or German) in which the **Grant Agreement** will be issued if your application is selected for funding. The same language will be used in the official communication with the Agency.

B.6 Budget summary

Depending on the action type selected on the eForm cover page the budget summary will display either **Budget-based** (Jean Monnet Centres of Excellence, Associations of Professors and Researchers, Multilateral Research Groups) or **Flat rate** (Jean Monnet Chairs, European Modules, Information and Research Activities, Jean Monnet Learning EU at School) summary sheets for completion.

Please note that the data entered here **MUST** correspond exactly to the data provided in the Excel financial form.

- **Budget based:**

B.6 Summary budget		
Budget-based		
Expenditure		
Direct Costs		
Staff*		
Travel and subsistence*		
Equipment*		Cannot exceed 10% of direct costs
SubContracting*		Cannot exceed 30% of direct costs
Other*		
Sub-Total: Direct Costs	0,00 €	
Sub-Total: Indirect Costs		Cannot exceed 7% of direct costs
Total Cost	0,00 €	
Revenue		
EU Grant Requested*		Cannot exceed 75 000€
% of total cost		Cannot exceed 75% of Total Cost
Own funding of the members of the consortium*		
Other sources of financing*		
Total Co-financing	0,00 €	
Total revenue	0,00 €	Must equal total cost above

Part B.6, **Budget summary**, invites applicants to complete **the expenditures and revenues**. This table should be completed only after the duration has been inputted (above) and after the Excel budget sheets have been completed and validated: the amounts in the Excel tables and in the budget summary must be identical. All budgetary information must be provided in Euro/€. For organisations outside the Euro zone, the official exchange rates published on the Official Journal of the European Union on the date of publication of the Call must be used:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2012:232:0004:0004:EN:PDF>

Message errors will appear where the set % limits are not respected e.g. subcontracting costs cannot exceed 30% of direct costs etc. Please also ensure that total expenditure is equal to total revenue.

Please note that for Jean Monnet Centres of Excellence, there is no separate heading for teaching costs in the budget table of the e-form. You should therefore add the amount foreseen for teaching costs in the Excel table to the heading staff costs in the e-form (if applicable).

Once Parts A and B have been completed you must upload to the eform the following attachments: **the Detailed description of the project, the Detailed Budget tables, the Workplan/ Workpages summary chart, the Declaration of honour** (please ensure also that the amount of grant requested in the Declaration of Honour is identical to the amount indicated in the field "EU Grant requested" of the budget summary and in the excel budget tables).

An error message will appear if you do not upload any of these attachments.

- **Flat rate:**

B.6 Summary budget		
Flat-rate		
Expenditure		
Total Cost*	<input type="text"/>	
Revenue		
EU Grant Requested*	<input type="text"/>	Cannot exceed 45 000€
Partner's own funding*	<input type="text"/>	
Total Revenue	0,00 €	

For Jean Monnet Chairs, European Modules, Information and Research Activities, including Jean Monnet Learning EU at School, flat rate funding applies.

You are required only to indicate the **number of teaching hours** for Chairs and Modules and the **number of local and non-local participants** and the **duration in days** for Information and Research Activities. This information is obligatory. The grant will be calculated automatically.

An error message will appear if any of the compulsory fields are left empty.

Attachments

With the E-form, three documents must be attached:

- The "Description of the project" (Word document) in which the template curriculum and list of publications is included;
- The "Declaration of Honour" which is signed by the legal representative;
- The budget form (Excel table). Please note that the Workplan/Workpackages summary chart is not applicable to the Jean Monnet Programme.

Attachments

Description of the project (WORD)*:

Attach a document

Declaration of Honour By Legal Representative of Applicant Organisation (PDF, TIFF, JPEG)*:

Attach a document

Detailed budget tables and Workplan/Workpackages summary chart (EXCEL)*:

Attach a document

2. THE APPLICATION PACKAGE COMPULSORY ATTACHMENTS

2.1 The Application package: Detailed Description of the project

This part of the application form is designed for the detailed description of the project. Contrary to the e-Form, it can be operated in “**Word Document Format**”.

Please note: the language used to complete the project description must be one of the Jean Monnet Programme submission languages i.e. English, French or German. **This form must be completed in ONE language only (the same language as used in the eForm part).**

All text fields in **all sections are obligatory**. For adding new tables, please use the copy-paste function of your computer.

The **maximum number of characters** is indicated under each section. This limit must be respected in order to avoid potential problems during the submission of your application. The maximum capacity of the application package (eForm + four annexes) is 5 MB.

Do not make any changes either in the format or in the layout of this part of the application form (e.g. do not change the order of the sections, do not add any new sections, etc).

Eligible applications will be assessed on the basis of the **4 award criteria** (1. Quality of the Applicant, 2. Quality of the methodology and the work programme, 3. Impact and relevance of the results and 4. Innovative character), taking into account the **priorities set out in the Call for proposals 2013**. Therefore, the applicant needs ensure that the information contained in the "Detailed description of the project" addresses all 4 award criteria and at least one of the predefined priorities.

Part C. Organisation and activities

Please ensure that the information provided in this section covers, where relevant, any specific criteria relating to action types. (See Lifelong Learning Programme Guide Part IIb "Explanations by Action" for details: http://ec.europa.eu/education/lip/doc1943_en.htm)

For Multilateral Research Groups, this section must be completed for each organisation involved in the consortium.

Section C.1 “Aims and activities of the organisation”

The description in this section should provide a brief presentation of the organisation and the operational/financial management of the project within this organisation.

For Multilateral Research Groups it should also include a description of the organisation’s role in the project. Insert a partner number (starting from P1 for the applicant organisation, followed by P2-Pn, respecting the same order used in the eForm), and indicate the name of the respective organisation in the text field.

In section C.2 you are expected to describe the “**Technical capacity: skills and expertise of key staff involved in the project / network**”. This table should include a résumé of the specific expertise of each of the key staff involved in the project. In the spaces provided you will need to input the names of all key staff and then summarise his/her skills/experience relevant for the project domain.

On the basis of the details provided in Section C please also present in general terms how the professional background of the person(s) in question relates (relate) to the subject of European Integration Studies by outlining high quality achievements in this field.

For Multilateral Research Groups please refer to the key persons of each partner organisation.

Assessment of the academic profile of key staff members

Please note that for each key staff member a curriculum vitae and list of relevant publications must be attached (see model at section G). In this section you must also provide a list of the 6 most relevant recent publications for each key staff member by completing the table provided and indicate the 3 most relevant recent teaching experiences for the same staff members. This information is mandatory and will provide the experts with the information required to assess your proposal against award criterion “Quality of the applicant”.

This section should be completed in the same language as the rest of the application form i.e. EN, DE or FR (and not, in the case of Multilateral Research Groups, in the languages of the respective partners).

For Multilateral Research Groups, please note, in addition:

- Each organisation participating in the project consortium (applicant and partners) must complete separately Part C of the form. The name of each organisation has to be indicated following the respective partner number.
- Filling-in the form by each partner should be done by copy-pasting the respective boxes in sections C.1 and C.2 according to the number of consortium members in the application.

- The number allocated to each organisation (P1, P2, P3, etc) should be used where required, throughout the form respecting the same number used in the eForm part.

Section C.3 Other EU grants

In this section you are requested to provide two types of information:

1. First Table

Data concerning **funded projects** in the framework of LLP Programmes in which your organisation has participated as the **contracting organisation** during **the last 3 years**.

2. Second Table

Data concerning **applications** submitted under the current Lifelong Learning Programme Call 2013.

This section serves a twofold purpose: providing statistical information and revealing cases of potential double financing (the same activity co-funded by separate EU sources).

Please note: in the case of organisations **receiving an operating grant, indirect costs are no longer eligible under grants for a specific action/project also co-funded by the European Union** (direct costs remain eligible).

Part D. Project characteristics

In section **D.1 "Aims and Objectives"** the applicant is asked to state the concrete aims and objectives of the project.

Section **D.2 "Methodology"** demands the applicant to elaborate on the methodological approach applied within the project. This illustrates how the applicant organisation will proceed to achieve the envisaged objectives, and how the progress of the project activities can be assessed against milestones and measurable indicators. This section will play an important role in the assessment of the quality of the work programme.

Please refer also to Section F and explain in general terms how the work programme addresses needs and specify the envisaged overall achievements and impact/results.

For Multilateral Research Groups please also explain how the partnership composition fits the project and how the coordination of activities is achieved.

In section **D.3 "Innovative Character"**, you should explain the specific element within your proposal which makes it "new" to the Jean Monnet Programme in terms of academic content, applicant country, institution or title holder.

Part E. Expected impact, dissemination and exploitation strategy

In section **E.1 “Expected impact of the project”**, the applicant is requested to elaborate how the project outputs will affect the addressed target groups (including participating institutions, stakeholders) and how these target groups will be reached and involved while the project is running and after the project is finished. Please also describe the overall expected impact of the project activities at the European level.

Section **E.2** addresses the “**Dissemination and exploitation strategy**”. Please describe how dissemination will be organised in order to ensure that positive results will be made available both within and outside the applicant institution(s) during the life of the project. Describe what kind of dissemination actions are envisaged in order to make the outcomes available to groups not directly involved in the project. This could include information sessions, training exercises or the involvement of policy-makers not belonging to the immediate target groups.

Although dissemination and exploitation of results are closely related, they are distinct processes. While the mechanisms for dissemination and exploitation often overlap, dissemination (information provision and awareness raising) can take place from the beginning of a project and intensify as results become available, but full exploitation (mainstreaming and multiplication of results) can happen only when it becomes possible to transfer what has been learnt into new policies and improved practices. Please describe how exploitation activities ensure optimal use of the results (see LLP Guide, Part I: General provisions, chapter 5. You can also consult: http://ec.europa.eu/dgs/education_culture/valorisation/index_en.htm).

Part F. Work Plan

In this section you are required to describe the activities of your work programme according to the four specific target activities:

F.1: TEACHING (not applicable to proposals for Associations of Professors and Researchers, Information and Research Activities (including "Learning EU at School") or for Multilateral Research Groups)

F.2: RESEARCH

F.3: EVENTS (conferences, workshops, roundtable debates, etc.)

F.4: DELIVERABLES (outputs/products, results)

GENERAL REMARKS

A. Required minimum number of teaching hours per academic year

- for Jean Monnet Chairs **a minimum of 90 teaching hours is required per academic year**. The teaching hours must be delivered by the Chair holder, who cannot be replaced by other members of the teaching staff.
- for Jean Monnet Modules **a minimum of 40 teaching hours is required per academic year**. However, a module can be delivered, under the supervision of the academic responsible for coordinating the teaching activities, by several lecturers.

Teaching hours are defined as contact hours in the framework of a lecture/seminar/tutorial. "One to one" meetings (e.g. thesis supervision) do not count as teaching hours. If the minimum teaching requirement (as specified above) is not respected, the application as a whole becomes **INELIGIBLE**. Please note that **teaching activities are not required** for Information and Research Activities (including "Learning EU at School"), Associations of Professors and *Multilateral Research Groups*.

B. Teaching content

Teaching activities can comprise planned **new** courses or already **existing** courses to be delivered within the framework of the proposed Jean Monnet activity.

C. Reference to all associated activities

It is important that ALL associated activities are detailed in Section F of the application form. Although budget calculations will be linked to the number of teaching hours (Chairs and Modules) and the number of conference participants (Information and Research Activities), the calculation also provides for an additional "top up" percentage for teaching activities (10% for Chairs and 40% for Modules) and as well as a lump sum (5,000 €) for information and research activities and (25,000 €) for Learning EU at School projects to cover associated activities. The inclusion of these associated activities is therefore obligatory.

F.1 SPECIFIC ACTIVITY - TEACHING

Please note that this table is **not applicable** to applications for Associations, Information and Research Activities (including "Learning EU at School") or Multilateral Research Groups.

Teaching Nr.	Please number each activity and refer to this numbering in the Timetable in F.5	
Title	Provide the title of the teaching activity	
Prof. in charge	Name of the Professor/Lecturer/Teacher actually delivering the teaching activity	
Typology	<input type="checkbox"/> Lecture <u>Example:</u> Professor's presentation to the student audience on a specific topic. <input type="checkbox"/> Seminar <u>Example 1:</u> A course in which the student actively participates by giving oral presentations and for which a certificate may be awarded; <u>Example 2:</u> Class conducted for a small number of students (Tutorial and not thesis supervision).	<input type="checkbox"/> Training course <u>Example:</u> Teaching for non-University Students in the framework of specialisation courses or upgrading existing knowledge.
Description	<ul style="list-style-type: none"> ➤ Objectives, needs, target groups ➤ Methodology of teaching content (teaching materials, ICT technologies, student involvement etc.) ➤ Please describe the teaching content and indicate the amount of hours dedicated to the different phases/subjects. Attach a teaching syllabus, if available. 	
Impact	<ul style="list-style-type: none"> ➤ Learning outcomes ➤ Describe briefly how students can benefit from the teaching activity in the short and long term ➤ Demonstrate how the teaching activity contributes to stimulating knowledge on the European integration process and enhances the visibility of scientific resources and academic activities in this field 	
N° of hours	Indicate the number of teaching hours to be delivered (90 hours minimum for a Chair, 40 minimum for a Module)	

N° of students	Indicate the number of students expected to participate	
Discipline of audience	Law, Medicine etc.	
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) Indicate the main target group. If appropriate, tick more than one box.	<input type="checkbox"/> Doctoral studies <input type="checkbox"/> Summer school
Nature	<input type="checkbox"/> Compulsory <input type="checkbox"/> Optional Indicate the course's status within the curriculum i.e. whether it is optional, compulsory, already running or new.	<input type="checkbox"/> New <input type="checkbox"/> Existing

F.2 SPECIFIC ACTIVITY - RESEARCH

Research Activity Nr.	Please number each research activity and refer to this numbering in the Timetable in F.5
Prof. in charge	Name of the Professor leading and coordinating the research activity
Title	Provide the title of the research activity
Description	<ul style="list-style-type: none"> ➤ Objectives, needs, problems/issues to be tackled ➤ Envisaged results and previous research related to the topic ➤ Please outline the different research sub-activities/topics
Methodology	<p>Methodology of research (survey, field research etc.)</p> <p>Explain how the chosen methodology is expected to lead to the envisaged results</p>
Partner organisation and their role	For Multilateral Research Groups, please describe the responsibilities and tasks to be performed by each partner within the research group
Impact	<ul style="list-style-type: none"> ➤ Likely impact of the research proposal on this field of research in general ➤ Transfer of results to other areas, if appropriate ➤ Show how the research activity contributes to stimulating knowledge on the European integration process and enhances the visibility of scientific resources and academic activities in this field

F.3 SPECIFIC ACTIVITY - EVENTS

Event Nr.	Please number each activity and refer to this numbering in the Timetable in F.5	
Title	Provide the event title (e.g. Name of the Conference, Seminar etc.)	
Typology	<input type="checkbox"/> Conference <input type="checkbox"/> Seminar (not part of the regular teaching activities) <input type="checkbox"/> Workshop	<input type="checkbox"/> Roundtable debate <input type="checkbox"/> Lecture series (not part of the regular teaching activities) <input type="checkbox"/> Teaching/study visit
Description	<ul style="list-style-type: none"> ➤ Objectives, needs, target groups ➤ Methodology used ➤ Please attach a draft programme, if available 	
Impact	<ul style="list-style-type: none"> ➤ Expected outcomes ➤ Describe briefly how participants can benefit from the event in the short and long term ➤ Demonstrate how the event contributes to stimulating knowledge on the European integration process and enhances the visibility of scientific resources and academic activities in this field 	
Host country	Indicate the country in which the activity will take place	
Duration	Indicate the proposed date and the duration of the event (Example:02/02/2014-04/02/2014; 3-day event)	
N° of participants¹	Indicate how many participants are expected to take part.	
N° of non-local speakers²	Indicate how many non-local speakers are expected to take part.	
Target group	<input type="checkbox"/> Teachers <input type="checkbox"/> University students <input type="checkbox"/> Administrative and other non-teaching staff You can tick more than one box if appropriate	<input type="checkbox"/> Researchers <input type="checkbox"/> Professional groups <input type="checkbox"/> General public

⁶ Obligatory information for Information and Research Activities (including "Learning EU at School") that will be used to calculate the grant awarded to successful proposals.

⁶ Obligatory information for Information and Research Activities (including "Learning EU at School") that will be used to calculate the grant awarded to successful proposals.

F.4 SPECIFIC ACTIVITY - DELIVERABLES

Deliverables Nr.	Please number each activity and refer to this numbering in the Timetable in F.5	
Title	Provide the title (e.g. Name of the book, DVD etc.)	
Typology	<input type="checkbox"/> Teaching materials	<input type="checkbox"/> Website
	<input type="checkbox"/> Books	<input type="checkbox"/> Database
	<input type="checkbox"/> CD-Rom/DVD	<input type="checkbox"/> Paper-Brochure-Newsletter
	Please tick only one box	
Description	<ul style="list-style-type: none"> ➤ Objectives, needs, target groups ➤ Please provide a brief description of the content 	
Impact	<ul style="list-style-type: none"> ➤ Describe how the users will benefit from the deliverable ➤ How will the deliverable (e.g. books) be distributed? ➤ Demonstrate how the deliverable contributes to stimulating knowledge on the European integration process and enhances the visibility of scientific resources and academic activities in this field 	
Language	Indicate the language(s) in which the deliverable will be produced	
N° of copies	Indicate the expected n° of copies (if appropriate)	
N° of pages	Indicate the expected n° of pages (if appropriate)	
Estimated date of publication	Indicate the month and the year if the precise date is not known	

F.5 Time schedule for the implementation of the specific activities

In this section you are required to provide a chronological presentation of the project's activities.

Timetable: Refer to the Activity Type and Numbering (Example Teaching Activity Nr. 1: first semester in the first year)

Length of Activity: (provide dates and duration; Example 01/02/2014-15/02/2014, 10 working days)

Specific Activity: Choose according to the activity F.1, F.2, F.3, F.4

Title: Indicate the title as above

Human resources required: Include the staff involved referring to Part C (if appropriate). Please make sure that the overview is coherent with the tables above and the budget tables of the Financial Form (e.g. Staff Costs)

N° of teaching hours / N° of participants: The numbers indicated must be coherent with the numbers provided in other parts of the application and the financial application form.

Part G. Curriculum vitae and full list of publications (model)

The template provided must be completed by each member of the academic staff and may be completed in your own language. You are not required to translate an existing curriculum into one of the programme submission languages. However, you are expected to respect the section headings provided in the template and to cut and paste information from your curriculum into the model document.

Please note that as submission size limitations are very specific (maximum 5 MG for the application eForm and all its attachments), you are requested **not to include photographs or graphics** in the model curriculum.

PERSON RESPONSIBLE FOR THE MANAGEMENT OF THE APPLICATION (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 <input type="checkbox"/> No	Accredited to supervise doctoral theses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 integration studies
PUBLICATIONS:
Please detail all relevant publications
ADDITIONAL INFORMATION:
Please include any other relevant information including awards, titles, honorary positions etc.

2.2 Detailed budget tables (Excel document)

This section provides practical information for the completion of the Jean Monnet Financial Form (Excel Workbook) for unilateral Jean Monnet projects and multilateral Jean Monnet research groups.

On the basis of the project budget submitted by the applicant organisation, the Agency, when selecting proposals will determine the project's Approved Budget in accordance with the information provided in the application form, the eligibility of costs and the financial rules (e. g. thresholds for cost categories).

On the basis of the Approved Project Budget, the Agency will determine the EU grant and express it as a fixed percentage of the Approved Budget. The maximum EU contribution cannot exceed 75% of the amount of the Approved Project Budget.

Please note that since 2010 **two financing systems** operate in support of successful Jean Monnet proposals:

Flat-rate financing system

From 2010 onwards grants for certain project types are calculated according to pre-determined **flat-rate amounts** and **scales of unit costs**. This system replaces the budget-based form of financing linked to eligible costs for **Chairs, Modules and Information and Research Activities (including "Learning EU at School")**.

For Jean Monnet Chairs and Teaching Modules the grant amount is determined on the basis of the number of teaching hours (with reference to national teaching cost per hour) and **for Information and Research Activities (including "Learning EU at School")** the grant amount is determined on the basis of the number of participants involved in the events (with reference to the national allowance scale per participant).

Budget-based system

For **Jean Monnet Centres of Excellence, Associations of Professors and Researchers and Multilateral Research Groups**, the traditional budget-based approach, linked to eligible costs, applies and grant applications must include a detailed estimated budget in which all costs are presented in Euro. Applicants from countries outside the Euro zone must use the conversion rates published in the Official Journal of the EU, series C, on the date of publication of the Call for proposals.

Please read the financial guidelines carefully before completing the application form. The guidelines are available for consultation at the following address:

http://eacea.ec.europa.eu/llp/funding/2013/documents/jean_monnet_ka1/jm_financial_guidelines_llp_guide_part1_2013_en.pdf

FLAT-RATE FINANCING APPROACH (Applicable to Jean Monnet Chairs, European Modules and Information and Research Activities)

The following information provides a practical guide to the completion of the Jean Monnet Financial Form for applicants presenting proposals for Jean Monnet Chairs, European Modules and/or Information and Research Activities for which the flat-rate funding system is applicable.

For a detailed explanation of the national unit scales for these types of activity please refer to the Financial Guidelines at:

http://eacea.ec.europa.eu/llp/funding/2013/documents/jean_monnet_ka1/jm_financial_guidelines_llp_guide_part1_2013_en.pdf

Teaching Activities

- Select the **type of teaching activity** concerned i.e. Jean Monnet Chair or European Teaching Module and **the country** in which the Applicant organisation has its legal status. The national teaching cost per hour for this country will be displayed automatically at the top right-hand side of the financial form.
- Indicate the **name of the professor** concerned and the **number of teaching hours** to be delivered per academic year. Please note that the minimum number of hours per academic year for a Chair is set at 90 hours (270 hours for the three-year contractual period) and for Teaching Modules at 40 hours (120 hours for the three-year contractual period).

Total teaching costs will be displayed automatically. To this result is added a '**top-up**' **percentage** of 10% for Jean Monnet Chairs and 40% for a Teaching Module in order to take account of the additional academic activities (such as staff costs, travel and subsistence costs, dissemination costs, costs for teaching materials and indirect costs).

The resulting total project costs will be subject to the application of the **75% maximum EU co-financing** limit within the boundaries of the **award ceilings** for each type of activity.

Information and Research Activities (including "Learning EU at School")

- Select the **country** in which the Applicant organisation has its legal status. **Please note that it is not possible to organise an event outside the country of the applicant organisation.** The national allowance scale per participant for this country will be displayed automatically at the top right-hand side of the financial form.
- Indicate the total **number of participants** and the total **number of non-local contributors** involved in the proposed event.
- Indicate the **number of days** the conference /event will run.

A pre-determined mathematical formula is applied to the data submitted resulting in a daily conference cost per participant, which will be displayed automatically mid-page on the right hand side of the financial form. This cost is multiplied by the number of participants (including non-local contributors) and the number of event days in order to calculate total conference costs. A **lump-sum** of 5,000 € (25,000 € for "Learning EU at School" projects) is then added to take account of production and dissemination costs.

The resulting total costs will be subject to the application of the **75% maximum EU co-financing** limit within the boundaries of the **award ceilings** for this type of activity.

BUDGET-BASED APPROACH (Applicable to Jean Monnet Centres of Excellence, Associations of Professors and Researchers and Multilateral Research Groups)

OVERVIEW OF INDIVIDUAL SHEETS AND COST CATEGORIES

The Excel Workbook that must be completed and annexed to the eForm consists of the following seven sheets:

Sheet 1. Staff Costs

Sheet 2. Travel and Subsistence Costs

Sheet 3. Teaching Costs

Sheet 4. Equipment Costs

Sheet 5. Subcontracting Costs

Sheet 6. Other and Production Costs

Sheet 7. Expenditure & Revenue

General Remarks:

- Certain validation checks need to be undertaken in order to respect rules and thresholds that apply to some of the costs. The aim is to ensure that applicants present correct, coherent and eligible budgets.
- The following costs are limited by ceilings/thresholds:
- Staff costs, and subsistence costs - where ceilings i.e. maximum rates apply
- Equipment costs, subcontracting and indirect costs, which must not exceed a predetermined proportion of the total direct project costs.
- In sheet 2 (travel and subsistence) always check the ceilings for the country you are travelling to. If you select the country after entering other data you may end up with data and subtotals/totals that are inconsistent or need to be re-entered.
- All figures must be presented in Euros. No currency symbol is required.
- Sheet 7 (Expenditure & Revenue) presents a summary of the financial data that you supply and should be completed after sheets 1 to 6, this is because some of the data entered into sheets 1 to 6 flows through into Sheet 7 automatically.
- ***FOR MULTILATERAL RESEARCH GROUPS: Sheet 1(Staff) requires specification PER PARTNER, therefore the name(s) of the partner(s) concerned must be clearly indicated.***

Sheet 1 - Staff Costs

By 'staff assigned to the work programme' it is understood the permanent or temporary staff employed by the applicant organisation/partner.

The total number of working days must be **consistent** with the total number of days that are indicated in **section F** of your application form.

Staff costs

- comprise actual salaries plus social security charges and other statutory costs included in the staff's remuneration;
- shall not exceed the average rates corresponding to the usual remuneration policy of the beneficiary comprising actual salaries plus social security charges and other statutory costs included in the remuneration. **Non statutory costs** such as bonuses, lease cars, expense account schemes, incentive payments or profit-sharing schemes **are excluded**.
- must be the actual costs **incurred by the beneficiary (in case of a Multilateral Partnership incurred by the eligible project partners)**. Staff costs of other organisations are not eligible.
- The applicant organisation defines the category of staff and the number of days to be worked on the project in relation to the action and the work programme.
- The estimated staff costs result from multiplying the number of days by the real daily staff cost rate.

For LLP countries, table 5a of the Financial Guidelines, sets out the maximum eligible daily rates (in EUR) for staff costs:

http://eacea.ec.europa.eu/llp/funding/2013/documents/jean_monnet_ka1/jm_financial_guidelines_llp_guide_part1_2013_en.pdf

For all other non-LLP countries staff costs must be broken down into categories 1 to 4 of the International Standard Classification of Occupations (ISCO). The following maximum amounts apply:

- Staff category 1 (maximum amount 450 Euros/day)
- Staff category 2 (maximum amount 300 Euros/day) – University Professors
- Staff category 3 (maximum amount 250 Euros/day)
- Staff category 4 (maximum amount 125 Euros/day)

The four categories above are defined as follows:

Manager

This staff category includes legislators, senior officials and managers (Staff Category 1 of the ISCO26-88 (COM) and is **not applicable to the Jean Monnet Programme!**

Researcher, Teacher, Trainer

This staff category includes science, health, teaching and other professionals (Staff Category 2 of the ISCO-88 (COM)).

Technical staff

This staff category includes technicians and associate professionals (Staff Category 3 of the ISCO-88 (COM)).

Administrative staff

This staff category includes office and customer service clerks (Staff Category 4 of the ISCO-88 (COM)).

Please note that costs related to persons working through **subcontracting** shall be included under the appropriate category (to be specified). Staff members are not allowed to operate in a subcontracting capacity for the project!

NB:

The staff costs table is valid for both unilateral and multilateral projects. For unilateral projects (Centres of Excellence and Associations of Professors and Researchers) applicants need only complete the first row.

In the first column of the table, applicants only need to select the appropriate country from the drop-down menu.

Sheet 2 -Travel and Subsistence Costs

Please note that travel and subsistence costs for non-staff members are to be indicated in Sheet 6 (Other and Production Costs)!

Example: A professor invites speakers for a conference, related travel and subsistence costs go under "Other" and "Production Costs" (Sheet 6).

Complete a row for each major country-based event or activity that will incur travel and subsistence costs.

Always provide the details of the purpose of the journey and check the maximum per diem per country of destination in the Financial Guidelines (Table 5b for LLP countries at http://eacea.ec.europa.eu/llp/funding/2013/documents/jean_monnet_ka1/jm_financial_guidelines_llp_guide_part1_2013_en.pdf and, for non-LLP countries, per diem table in the Jean Monnet website) before entering the individual elements of the travel and subsistence costs. The Agency will check for consistency between the budget and Part F and it is important that these descriptions relate clearly to a specific activity of the application form.

Travel costs

- for staff taking part in the project are taken into consideration, provided that they are in line with the partner's usual practices on travel costs. Costs may be claimed only for journeys directly connected to **specific and clearly identifiable project-related activities**.
- Reimbursement must be based on **real costs**, irrespective of the means of travel chosen (rail, bus, taxi, plane, hire car). Partners are required to use **the cheapest means** of travel (e.g. use Apex tickets for air travel and take advantage of reduced fares, where this is not the case then a full explanation should be provided).
- The travel cost for a journey should **include all costs** and all means for travel from the point of origin to the point of destination (and vice versa) and may include visa fees, travel insurance and cancellation costs.
- Expenses for private car travel (personal or company cars), where substantiated and where the price is not excessive, will be reimbursed as follows (whichever is the cheapest):
 - Either a rate per km in accordance with the internal rules of the organisation concerned up to a maximum of EUR 0.22.
 - Or price of a rail, bus or plane ticket. Only one ticket shall be reimbursed, irrespective of the number of people travelling in the same vehicle.

The hiring of cars (maximum category B or equivalent) or taxis: the actual cost, where this is not excessive, compared with other means of travel (also taking account of any influencing factors e.g. time, excessive luggage). Reimbursement takes place irrespective of the number of people travelling in the same vehicle.

Subsistence costs

Subsistence costs for staff taking part in the project are eligible, provided that they are:

- in line with the beneficiary's usual practices on travel costs
- **and** do not exceed the scales approved annually by the Commission, which are available on: http://eacea.ec.europa.eu/llp/funding/2013/documents/jean_monnet_ka1/jm_financial_guidelines_llp_guide_part1_2013_en.pdf (for LLP countries) and http://eacea.ec.europa.eu/llp/funding/2013/call_jean_monnet_action_ka1_2013_en.php (for non-LLP countries).
- Reimbursement must be based on the existing internal rules of the partner organisations, which may be calculated on an **actual cost** (reimbursement of receipts) **or on a daily allowance basis**.
- In either case, proof of attendance and overnight accommodation will be required to substantiate declared costs.
- Subsistence rates cover accommodation, meals and all local travel costs (but not travel costs incurred to travel from point of origin to point of destination; Example: Bus ticket to go to the departure airport).

- A full day normally includes an overnight stay. A pro rata reduction for accommodation must be applied without an overnight stay.
- A corresponding reduction must be applied if accommodation, meals and local travel costs are provided for by a third party.

Sheet 3 - Teaching Costs

Normally this cost category only applies, in duly justified cases, to applications for Centres of Excellence (not for Associations of Professors and Researchers and for Multilateral Research Groups)

The national hourly teaching costs are set out in table 6 of the Financial Guidelines http://eacea.ec.europa.eu/llp/funding/2013/documents/jean_monnet_ka1/jm_financial_guidelines_llp_guide_part1_2013_en.pdf . The total number of teaching hours must be consistent with the total number of hours that are indicated in section F.1 of your application form. Applicants need only select the appropriate country from the drop-down menu.

Please note that for Jean Monnet Centres of Excellence, there is no separate heading for teaching costs in the budget table of the e-form. You should therefore add the amount foreseen for teaching costs in the Excel table to the heading staff costs in the e-form (if applicable).

If the teaching costs exceed the maximum rates indicated, the surplus will be considered as ineligible! Please take note that the number of teaching hours indicated in the budget table must be equal to or less than those indicated in F.1 but under no circumstances higher!

Sheet 4 – Equipment Costs

The total cost for equipment **may not be more than 10% of the total direct costs** of the project. Each item of equipment or group of similar items (e.g. equipment with similar specifications) should be described and justified in a separate row on the worksheet. Note in particular that PCs / portables cannot be included under this heading if they were purchased before the start of the project or if they are related to the administration of the project. In these cases, they form part of the indirect costs (see below). For more information please refer to the Financial Guidelines (http://eacea.ec.europa.eu/llp/funding/2013/documents/jean_monnet_ka1/jm_financial_guidelines_llp_guide_part1_2013_en.pdf).

The usage rate relates to the amount of time the equipment concerned will be used on the project. It should be expressed as a percentage e.g. if it is to be used exclusively for the project, 100 should be entered. If it is to be used half time on the project and half time for other work, 50 should be entered.

The depreciation rate is the total depreciation rate based on the lifetime of the project. Applicants therefore need to ensure that they consult with the financial services of their organizations to ensure that the budget tables reflect national legislation/rules.

An item is generally depreciated over 3 years (annual depreciation rate of 33,33%). In this case, if you apply for a 1-year project, you should enter 33,33; for a 2-year project you should enter 66,66; for a 3-year project you should enter 100.

If the equipment is to be rented rather than purchased – a fact that should be noted in the justification field – you should set the depreciation rate at 100.

Sheet 5 – Subcontracting Costs

The total costs for subcontracting cannot exceed 30 % of the total direct costs of the project!

Costs entailed by procurement contracts for the purposes of carrying out specific and limited work for the project, may be considered eligible when awarded to an external body, organisation or individual (only if not employed by Beneficiary *or any of the eligible partner organisations in the case of MULTILATERAL RESEARCH GROUPS*). This includes work such as website installation, translation, interpretation and printing.

The management and the general administration of the project may not be subcontracted.

Costs are based on a verifiable estimate or, if the subcontractor is identified, on the basis of an offer. The estimate/offer will cover all costs (i.e. staff costs plus travel costs, etc.).

The applicant will award the contract to the tender offering best value for money, that is to say, to the tender offering the best cost-benefit ratio. The principles of transparency and equal treatment for potential contractors have to be taken care of to avoid any **conflict of interests**.

The following specific European Union rules with regard to procurement apply:

- Contracts with a value below €12.500 can be paid on a presentation of an invoice;
- Contracts with a value between €12.500 and €25.000 are subject to a procedure involving at least three tenders;
- Contracts between €25.000 and €60.000 are subject to a procedure involving at least five tenders;
- For contracts of a value over €60.000, national rules with regard to procurement apply.

Sheet 6 – Other and Production Costs

Costs falling under this category are eligible if:

- they arise directly from requirements imposed by the grant agreement (publication and dissemination costs, specific evaluation of the project, audits, translations, reproduction, website, etc.), including the costs of any financial services (especially the cost of financial guarantees).
- They involve travel and subsistence costs for non-staff members (e.g. conference participants, speakers). When travel and/or subsistence costs are reimbursed to third parties (i.e. for the costs of people who are neither staff of the beneficiary institution or *of the eligible partner organisations in the case of MULTILATERAL RESEARCH GROUPS* partners nor subcontractors) the rules applicable to the reimbursement of travel and subsistence costs apply. **You are thus requested to specify the costs for each person individually for travel and subsistence**

Example: Professor Kepler invites a speaker (Professor Kaunas) to a conference in Germany for two days. Costs: Plane ticket 120 €, per diem Germany: 220 €

6. ESTIMATED Other and Production costs			
Description and justification		Total costs	
Prof Kaunas (Key note speaker Conference)			
Travel and Subsistence Costs (2 days + flight)			560 €
TOTAL Other costs			560,00 €

- involve Communication and Postage Costs directly linked to the project

Costs which are not covered by the other categories are also considered as other costs. Some examples are: one-off costs for press releases and publicity, purchase of copyrights and other Intellectual Property Rights, purchase of information materials (books, studies and electronic data), conference fees; meeting registration costs; rental of exhibition space, etc.

All costs related to the administration of the project e.g. consumables, supplies, photocopying costs, telephone costs, internet access, paper, etc., are covered by the indirect costs of the project!

Sheet 7 - Expenditure & Revenue

The Expenditure Table e is automatically populated with the data from the other completed sheets in the workbook. Indirect Costs must be inputted manually.

INDIRECT COSTS

Eligible indirect costs for the project are those costs which, with due regard for the conditions of eligibility described above, are not identifiable as specific costs directly linked to performance of the project but which can be directly attributed to the project as having been incurred in connection with the eligible direct costs for the project. They may not include any eligible direct costs.

The indirect costs of the project eligible for EU funding are covered by a flat rate amount set at a **maximum of 7%** of the total amount of **eligible direct project costs**.

Examples of indirect costs are:

- All costs for equipment related to the administration of the project (e.g. PCs, portables, etc.);
- Communication costs (postage, fax, telephone, internet access, mailing, etc.);
- Infrastructure costs (rent, electricity, etc.) of the premises where the project is being carried out;
- Office supplies;
- Photocopies.

Please note: Indirect costs shall not be eligible under a project grant awarded to a beneficiary who already receives an operating grant from the EU during the period in question.

MAXIMUM EU FUNDING

EU grant: as the total grant amount is **limited to 75% of the value of total eligible costs**, applicants must ensure that the 75% threshold is not exceeded and that **the maximum ceiling for the respective sub-activity is respected**.

According to the principle of co-financing, the EU funding must be complemented by a contribution from the beneficiary (and partners in the case of Multilateral Research Groups) and/or other sources. Where the project budget includes sources other than the contribution made by the beneficiary/partners, then these other sources must be identified in the "specification" field.

Your budget must always be balanced. The total project expenditure must be equal to the total project revenue.

VALIDATION OF THE WORKBOOK TABLES

Final Validation of the Table

When the workbook is finalised, please print it and attach it to the eForm. Complete the Budget Summary of your application form along with the total grant requested in the Declaration of Honour.

➤ Budget General Checklist

- Numbers provided in Euro
- Total project expenditure must be equal to the total project revenue.
- Total costs for equipment cannot exceed 10% of the total direct costs of the project
- Total costs for subcontracting cannot exceed 30% of the total direct costs of the project
- Total indirect costs cannot exceed 7% of the total direct costs of the project
- Total requested EU grant cannot exceed 75% of the total project expenditure
- Maximum ceilings respected

Please note: Applications that are submitted without the duly completed Excel budget form are ineligible.

2.3 Part H. Declaration of Honour by the Legal Representative of the Applicant Organisation (PDF, TIFF, JPEG)

The Declaration of Honour certifies that all information contained in the application, including the project description, is correct, to the best knowledge of the person identified as legal representative of the applicant organisation, who is familiar with the contents of the application form and annexes. The Declaration confirms that the applicant organisation has the financial and operational capacity to complete the proposed project. The legal representative of the applicant organisation takes note that, under the provisions of the Financial Regulations applicable to the general budget of the European Union, grants may not be awarded to applicants who are in any of the situations defined in the “exclusion criteria”.

Please note that the total grant amount indicated in the Declaration must correspond with that indicated in the eForm (section B.4) and in the budget tables in annex.

A template of this document can be downloaded on the following link:

http://eacea.ec.europa.eu/llp/funding/2013/call_jean_monnet_action_ka1_2013_en.php

3. GLOSSARY

Applicant Organisation: The organisation under the name of which the application is submitted.

Award Criteria: Criteria specified in the Call for Proposals against which the proposals are evaluated making it possible to assess the quality of their content in the light of the objectives and the priorities set.

Contracting Organisation: The organisation that signs a Grant agreement with the Agency and it is legally responsible.

Duration of the activities: Eligibility period, 1 year/2 years/3 years, depending on the type of activity concerned.

eForm: Sections A and B of the application package, which have to be completed online and submitted electronically together with supporting attachments.

Eligibility Criteria: Eligibility criteria are formal conditions which a proposal must fulfil. Only proposals which meet all the formal eligibility criteria go forward for evaluation. Eligibility criteria are specified in the respective Call for Proposals.

Eligibility period: The period for which EU co-financing is awarded.

European integration studies (as defined under the terms of the Jean Monnet Programme): The analysis of the origins and evolution of the European Communities and the European Union in all its aspects. They cover both the internal and external dimension of European integration, including the European Union's role in the dialogue between peoples and cultures and the European Union's role and perception in the world. NB: European integration studies are not comparative studies concerning purely national practices.

Grants: Direct financial contributions, by way of donation, from the budget in order to finance either an action intended to help achieve an objective part of a EU policy (grant for a specific action/project) or the functioning of a body which pursues an aim of general European interest or has an objective forming part of a EU policy (operating grant).

Public bodies: All schools and higher education institutions specified by Member States (participating countries), and all institutions or organisations providing learning opportunities which have received over 50 % of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives.

Selection Criteria: The selection criteria make it possible to assess the applicant's financial and operational capacity to carry out the work programme, and to make sure that the applicant has sufficient and stable financial sources to continue the activities throughout the project and to ensure its co-financing. Selection criteria are specified within each relevant Call for Proposals.