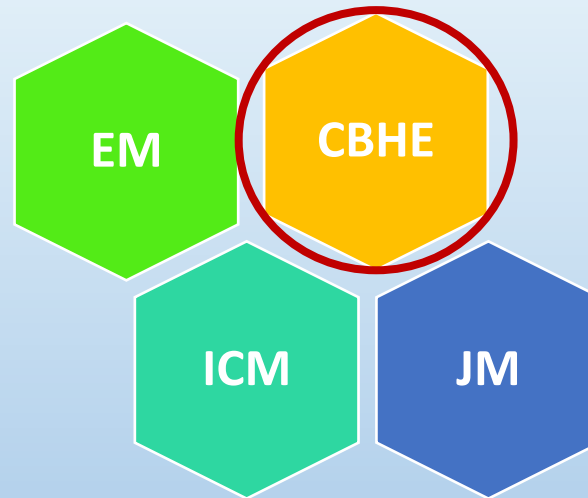


# Erasmus+ Programme Opportunities



## Capacity Building in Higher Education

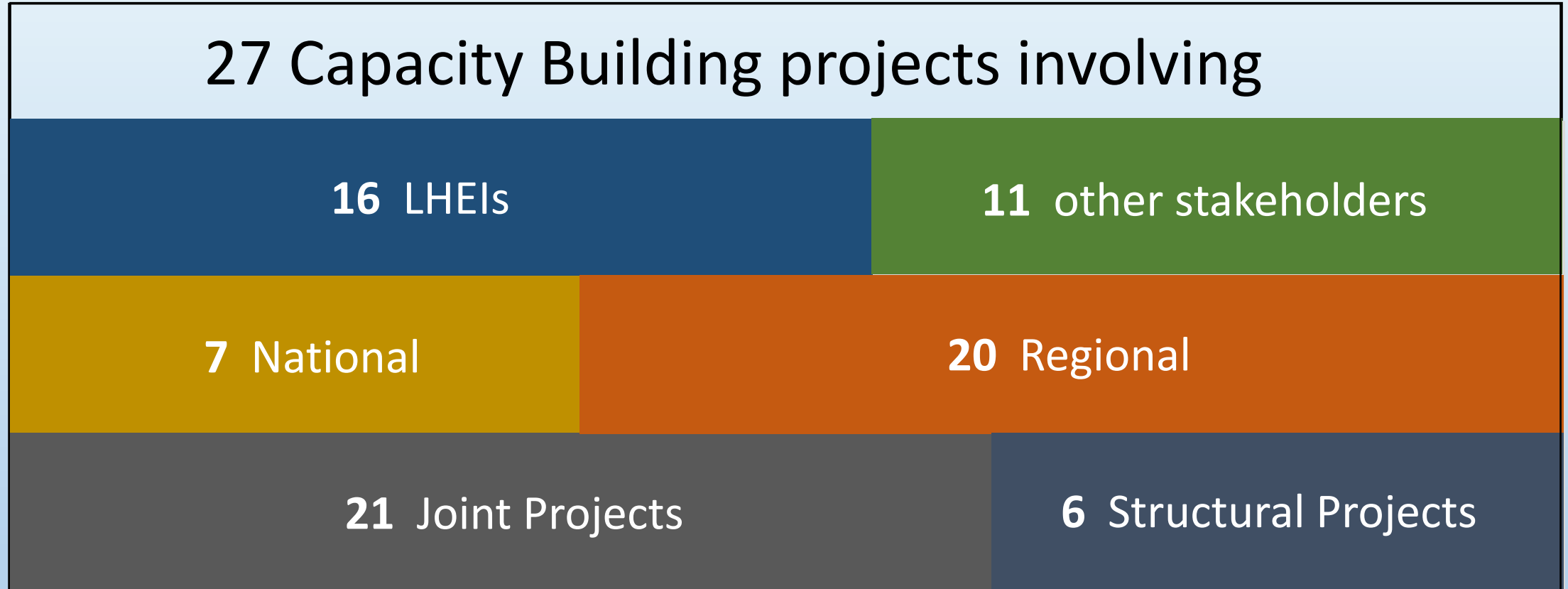
Info day at USEK: October 5, 2022

# Performance of Lebanon in CBHE 2015-2020



# Facts and Figures: Erasmus+ CBHE projects (2015-2020)

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# Facts and Figures : Areas covered by CBHE projects (2015-2020)

---

Gas and Oil

Road Safety

Energy Planning

Management of Engineering projects

Professional Standards for Teaching and Learning

Mediterranean Network for Employability

European Projects Design and Management

Support to student refugees

Recognition of qualifications

Quality Assurance

Support to NGOs

UNESCO Biosphere

Students Empowerment

Renewable Energy,

Lebanese Diploma Supplement

eHealth

Career building

Internationalisation at Home

Univ-Enterprise Coop

Democratic Governance and Human Rights

Urban Development

Artificial Intelligence & Robotics

Wastewater treatment for hospitals

Student-run care clinics

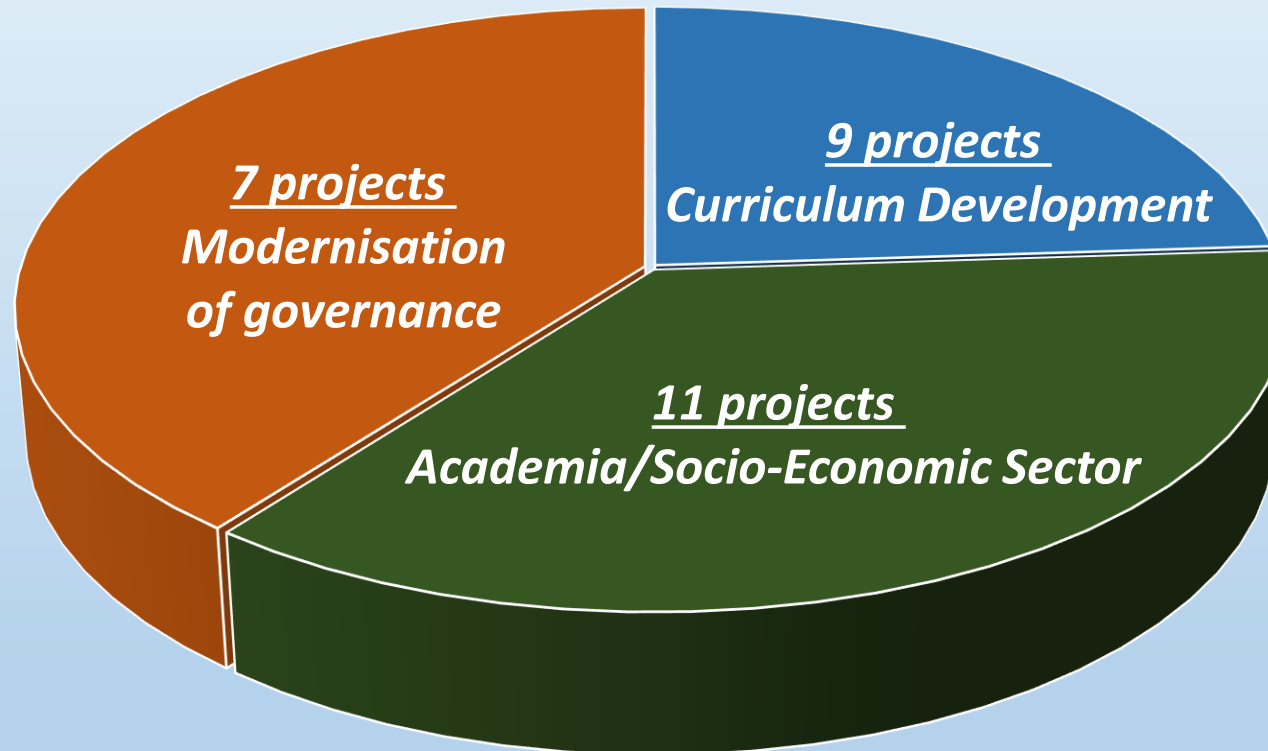
Entrepreneurship

Supply Chain Management



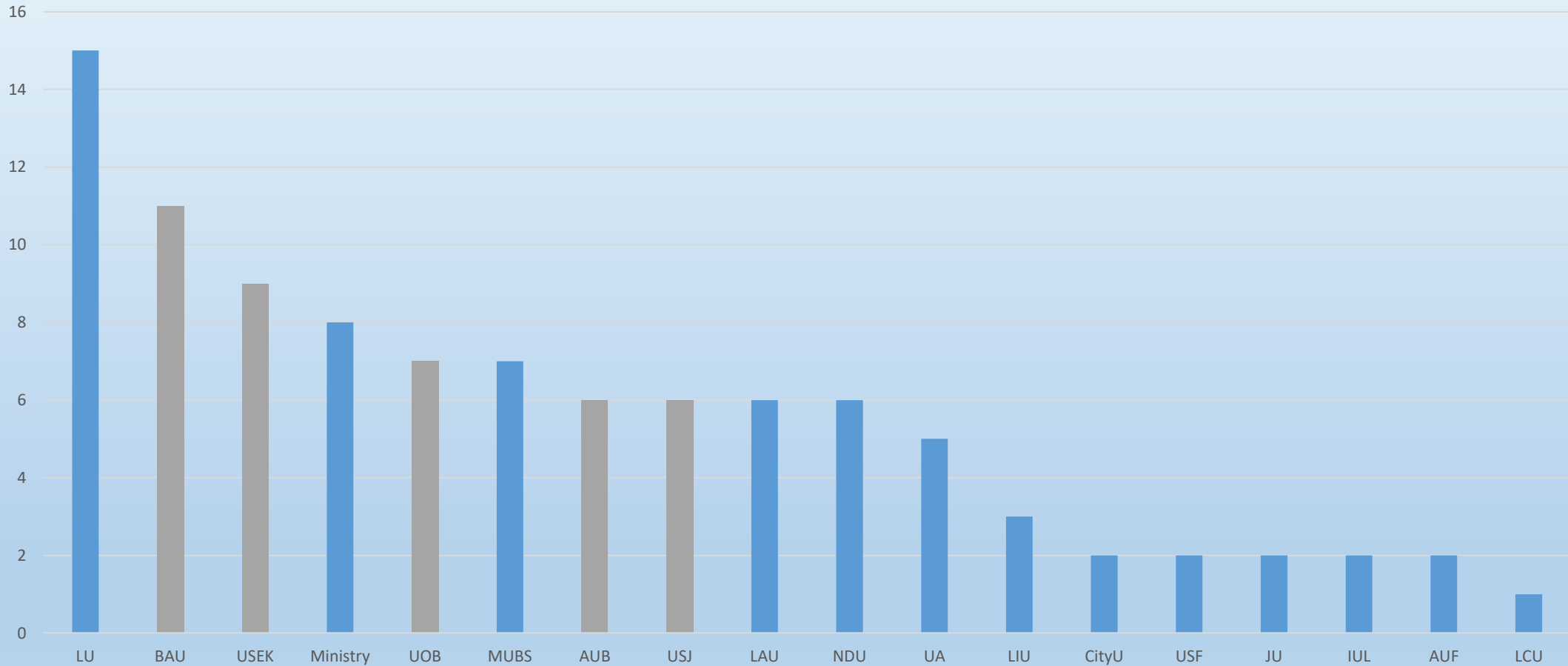
# Facts and Figures: Priorities covered by 27 CBHE projects

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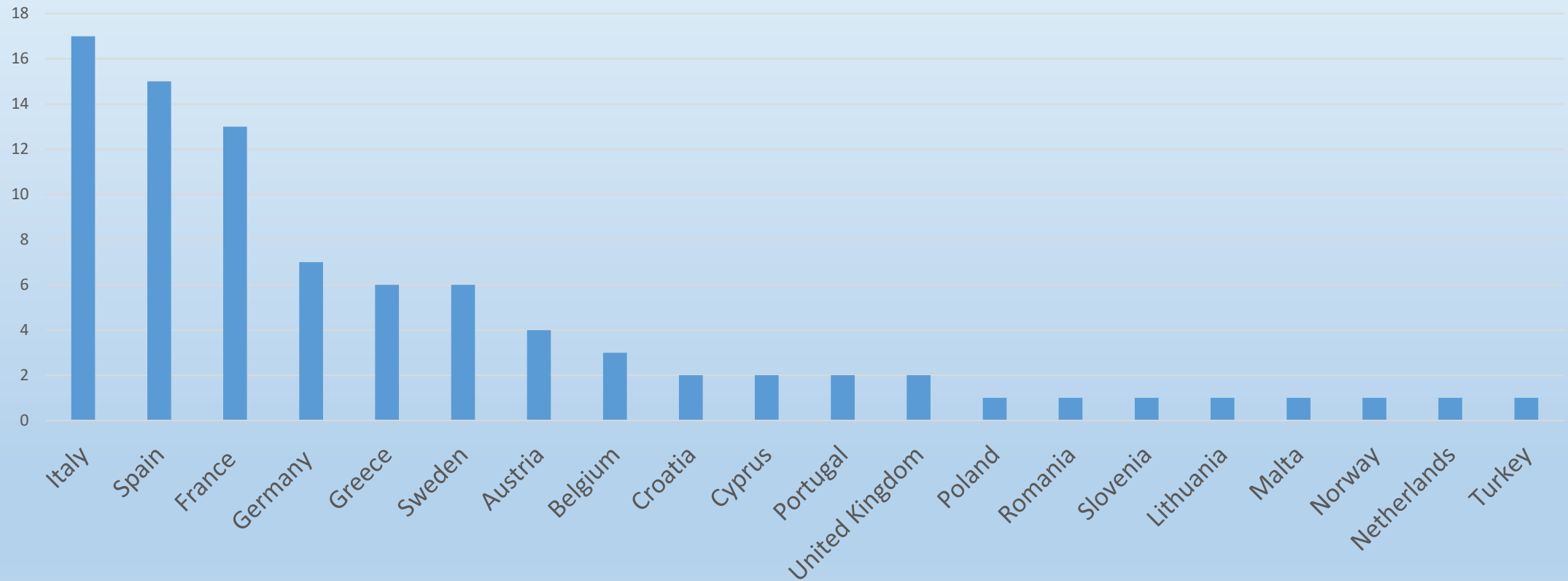
# Preferred Partnerships: Coordinating CBHE projects

Number of projects per Lebanese Institutions



# Preferred Partnerships: partnering in CBHE projects

Number of projects by EU countries (2015-2020)



All information about the 27 funded CBHE projects at:

<http://erasmusplus-lebanon.org/content/839>





# Part 1:

## Capacity Building in Higher Education in the new 2021-2027 Erasmus+ programme



# International dimension of Erasmus+ 2021-2027



## Context (1)

The CBHE action supports the relevance, quality, modernisation and responsiveness of Higher Education institutions and systems in third countries not associated to the Erasmus + programme for socio-economic recovery, growth and prosperity.

It reacts to recent trends, in particular economic globalisation but also the recent decline in human development, fragility, and rising social, economic and environmental inequalities exacerbated by the COVID-19 crisis.

It is aligned with the 'Sustainable Development Goals '(SDGs) and the Paris Agreement.

It puts focus on Inclusion, accessibility and equity



## Context (2)

The action will ensure **equity and inclusion**, system strengthening and **capacity building** as well as **employability** transversally across the action.

**Global interventions** which no longer address only the modernisation of teaching programmes per se, but should also take into account governance, management and the **strengthening of higher education's wider economic and social ecosystems**.

Addressing **regional issues**, building alliances and coalitions, piloting new approaches and initiatives built on **country ownership** will be strongly encouraged

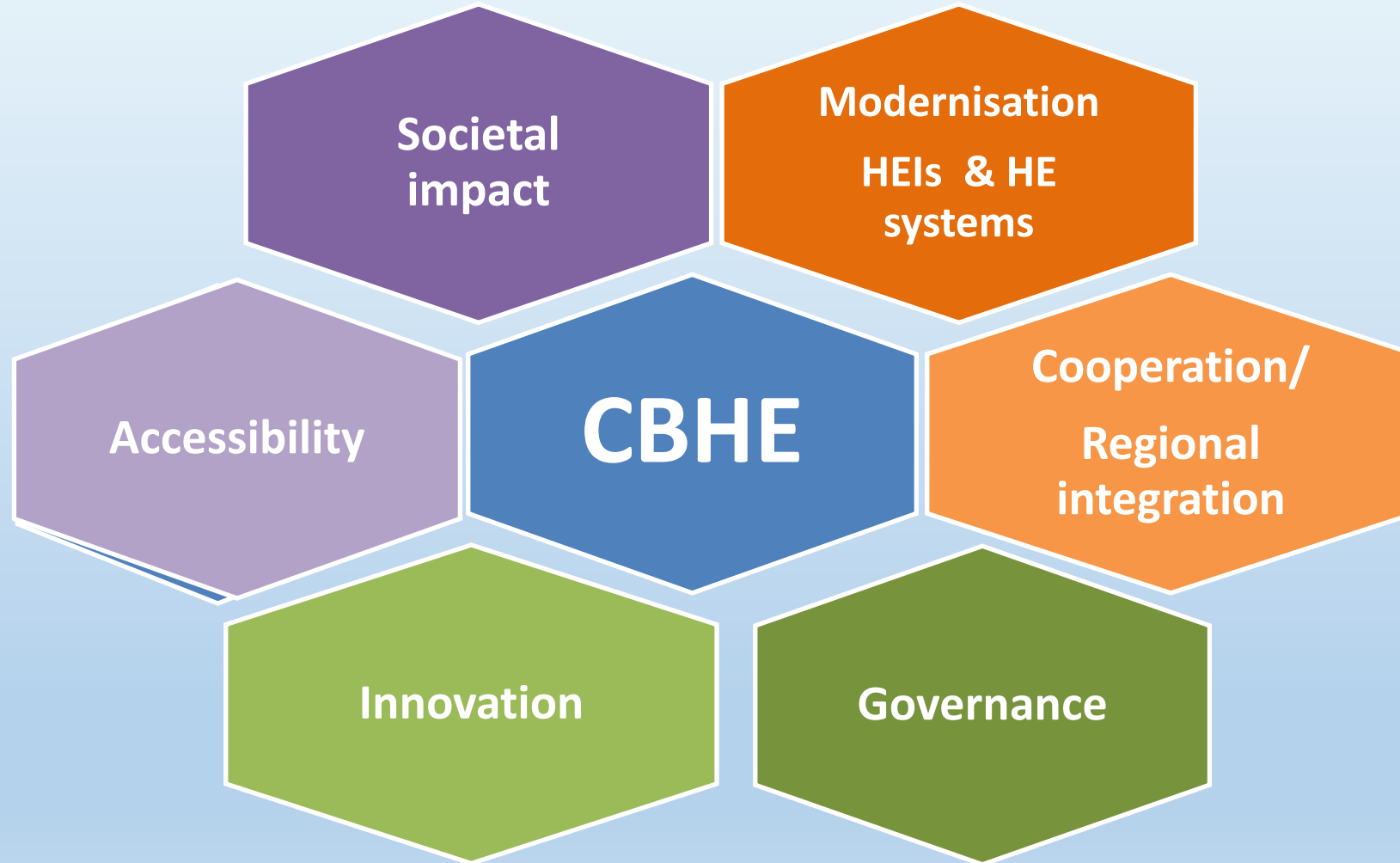
# Purpose

**Focus on the needs** of the third countries not associated to the E+ programme

**Targeting the priorities** of the third countries not associated to the programme and matching them with the EU priorities for these countries

**Maximising benefit** to third countries not associated to the Programme

# Objectives



# New Features

## Three strands

- a new type of support

## Regional Priorities

- overarching &
- Regional Priorities sub-priorities

## New budget system

- Lump sums II

## New publication system

- FTOP

# Three strands:

1- Fostering access to cooperation in Higher Education

2- Partnerships for transformation

3- Structural reform projects



# Strand 1. Fostering Access to Cooperation in Higher Education

---

Facilitate access to **newcomers**.

---

First step for participating organisations to enhance and increase means to reach out to people with fewer opportunities.

---

**Reduce the internationalisation gap** of HEIs from the same country/region.

---

Fostering **social inclusion**.

# Strand 1 - Fostering Access to Cooperation in Higher Education

Target groups	Activities
<ul style="list-style-type: none"><li>• HEIs from least developed countries</li><li>• HEIs located in remote regions/areas</li><li>• Newcomers or less experienced</li><li>• Individuals with fewer opportunities.</li></ul>	<ul style="list-style-type: none"><li>• Enhance management/administrative capacity</li><li>• Ensure high quality and relevant education</li><li>• Increasing the accessibility of the students/staff with fewer opportunities</li></ul>
	Funding and duration
	<ul style="list-style-type: none"><li>• 24 or 36 months</li><li>• 200.000 and 400.000 Euro</li></ul>

# Enhancing the Management/Administrative Capacity

Reforming and modernising university governance	reforming and modernising the university governance, including the enhancement of services in particular for the benefit of students (student guidance, counselling and job orientation etc.);
International Relation Offices	establishing or strengthening <b>international relations offices</b> and elaborating internationalisation strategies;
Quality Assurance	establishing new or developing existing <b>quality assurance units</b> and processes/strategy within HEIs;
Capacity	creating or increasing the <b>capacity of planning and evaluation units</b> ;
Mobility	building capacities to <b>support students and staff mobility activities</b> .

# Ensure High Quality and Relevant Education

- modules or **study programmes**, technical or professional orientations of programmes
- establishing **intensive study programmes** bringing together students and teaching staff from participating HEIs for shorter study periods
- developing capacities **for postgraduate students and academic staff** as well as promoting postgraduate students and/or staff mobility
- implementing **training courses for HEI staff**

# Increasing the Accessibility of Individuals with Fewer Opportunities

- developing **remote and inclusive learning pathways** and opportunities by relying on digital technology and e-learning for vulnerable students
- updating the **digital technology to develop specific services** aiming at ensuring equal and fair learning opportunities to students with disabilities
- promoting initiatives aiming at **positive discrimination by empowering women and ethnic/religious minorities**
- develop initiatives addressing and reducing barriers faced by disadvantaged groups in accessing learning opportunities
- contributing to creating **inclusive environments that foster equity and equality**, and that are responsive to the needs of the wider community

## Strand 2 - Partnerships for Transformation

- 1 Innovation with business involvement to maximize societal impact.
- 2 Modernizing HEIs by promoting reform.
- 3 Introducing practical learning schemes with a link to business.
- 4 Implementation of new learning methods.
- 5 Innovative curricula linked to bussiness.
- 6 Introducing practical learning schemes
- 7 Reform governance and management at HEIs.

## Strand 2 - Partnerships for Transformation

Target groups	Activities
<ul style="list-style-type: none"><li>• HEIs</li><li>• Local actors with a link to industry.</li><li>• Individuals – students, staff, learners</li><li>• Bodies responsible for HE at local and national level</li></ul>	<ul style="list-style-type: none"><li>• Innovation in higher education</li><li>• Promoting reforms in HEIs</li></ul>
	Funding and duration
	<ul style="list-style-type: none"><li>• 24 or 36 months</li><li>• 400,000 and 800,000 Euro</li></ul>

# Innovation in Higher Education

the **design of innovative curricula** and introducing innovative elements in the existing curricula

the implementation of **innovative learning and teaching methods** (i.e. learner-centred and real problem-based teaching and learning);

the active **engagement with the business world and with research**, the organisation of continuing educational programmes and activities with and within enterprises;

**network** effectively in research, scientific and technological innovation.



# Promoting reforms in HEIs

## Institutional reforms

New governance and management systems and structures, readiness in terms of digital skills, modern university services, quality assurance processes, tools and methods for professionalization and professional development of academic, technical and administrative staff

## Development

**Development of an entrepreneurial mind-set** and improved competencies and skills within the institutions, transversal skills learning, entrepreneurship education and the practical application of entrepreneurial skills

# Strand 3 - Structural Reform Projects

Mutual learning between public authorities of the countries associated to the Programme and those of the third countries

Promote inclusive Higher Education systems

Increase capacities of bodies in charge of Higher Education

Identify synergies with ongoing EU initiatives

Foster national ownership

Efficient and effective policy making

Foster common regional strategies in Higher Education

## Strand 3. Structural Reform Projects

### Target groups

- National competent authorities in Third Countries not associated to E+
- Higher education sector
- Bodies /associations responsible for HE
- HE institutions

### Funding and duration

- 36 or 48 months
- 800,000 and 1 Million Euros

### Activities

- **Policy making**  
Policy and expert advice, training on policy issues, establishment of representative bodies etc.
- **Implementation of tools**  
Quality assurance, credit systems, accreditation procedures, recognition etc.
- **Internationalisation**  
Bologna type reforms, surveys and studies etc.

# Types of Projects and Eligibility Criteria

# Eligible Applicant

## Who can apply?

- Higher Education Institutions (HEIs) or
- Associations or organisations of HEIs

## What else?

Applicant must be established in a EU Member state or third country associated to the Erasmus+ programme (*Programme Country*), or in an eligible third country not associated to the Erasmus+ programme (*Partner Country*)

**The applicant applies on behalf of all participating organisations involved in the proposal**

**Exception:** organisations from Syria (Region 3) and the Russian Federation (Region 4) cannot act as applicants.



# Eligible Partners

## What types of organisations are eligible?

Any public or private organisation recognised as **HEI** by the competent authorities of their country(ies)

Any public or private organisation **active in the labour market or in the fields of education, training and youth**

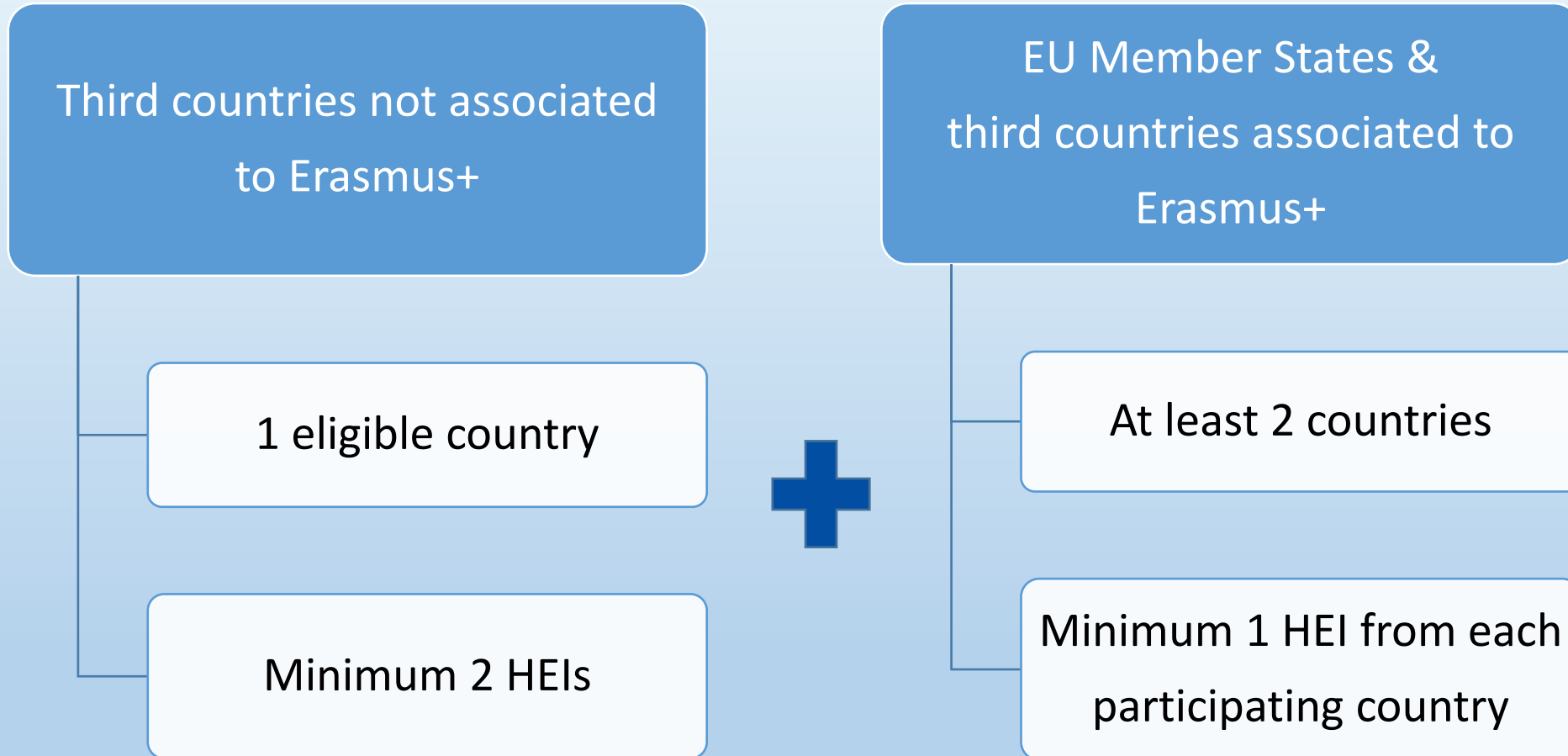
**Associations or organisations of HEIs** dedicated to the promotion, improvement and reform of higher education as well as to co-operation within Europe and between Europe and other parts of the world

**International governmental organisations** on a self-financing basis.

# Three Types of CBHE Projects

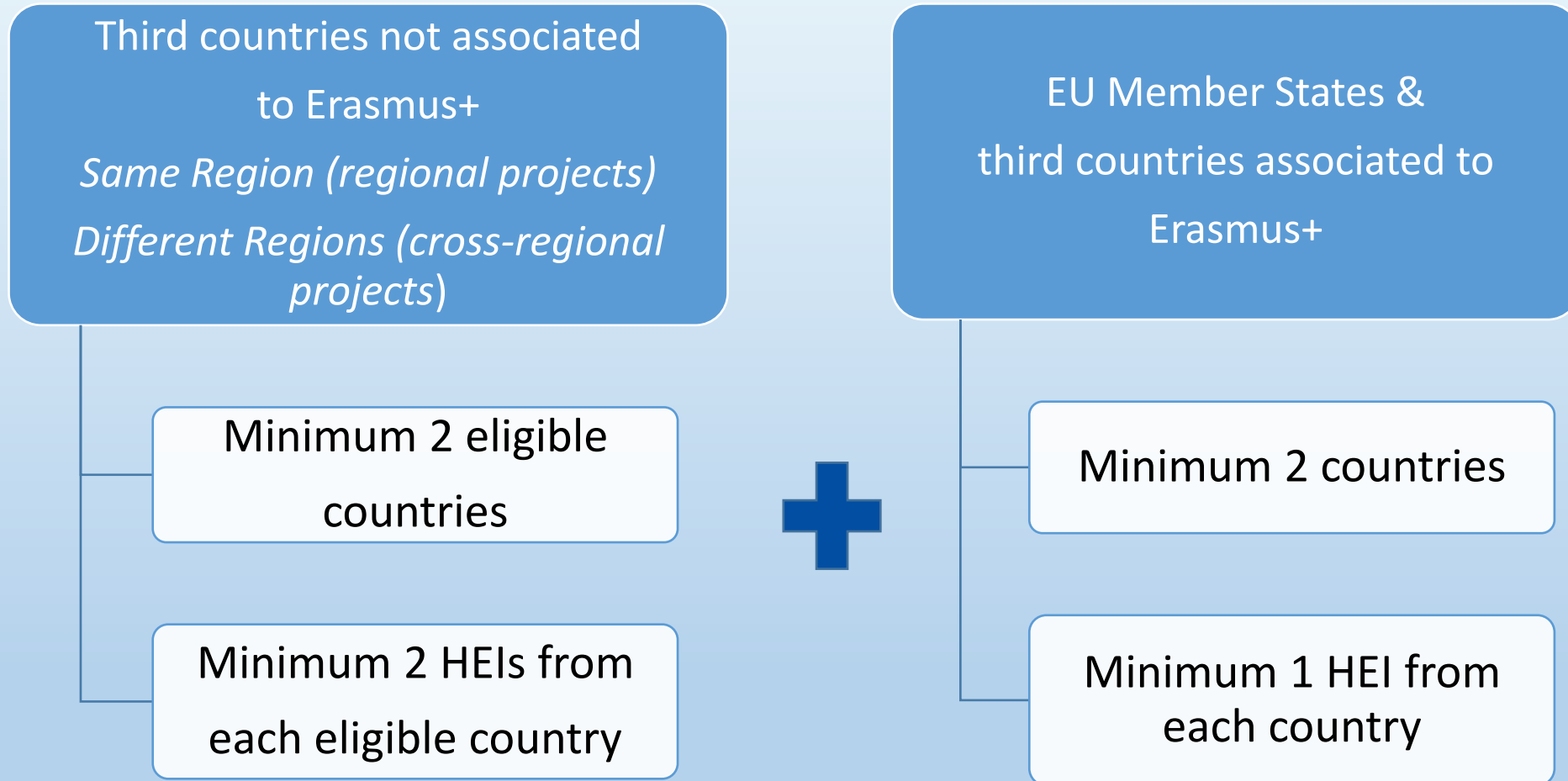
National projects	Multi-country regional projects	Multi-country cross-regional projects
HEIs from one third country not associated to the Erasmus+ Programme	HEIs from several countries not associated to the Erasmus+ Programme from one Region	HEIs from countries not associated to the Erasmus+ Programme belonging to several Regions
At least 2 HEIs from two countries associated to Erasmus+ (EU Member States and other Programme countries)		

# National projects: Eligibility Criteria





# Multi-country Projects: Eligibility Criteria



# New Regional Priorities

# Overarching Priorities

## Green deal

- enabling a profound change in institutions and peoples' behaviour and skills

## Digital transformation

- Smart, digital technology in the poorest countries by building foundations for digital skills

## Inclusion and diversity

- making education systems more equitable

## Governance, peace, security and human development

- laying the foundations for strengthening active citizenship and building specific expertise of future policy-makers in areas such as democracy, human rights and multilateralism (Values)

## Sustainable growth & Jobs

- foundational skills, 'soft' skills (e.g. problem solving, communication), and Science, Technology, Engineering, Arts and Maths (STEAM), Education and employability

# Overarching Priorities for Regions 1-3

- Green deal
  - Digital transformation
  - Migration and Mobility
  - Governance, peace, security and human development
  - Sustainable growth and jobs
- 
- For more details on regional priorities:

Funding and Tender Opportunities Portal (FTOP):  
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

# Regions

Western Balkans (Region 1)	Albania, Bosnia and Herzegovina, Kosovo, Montenegro
Neighbourhood East (Region 2)	Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law
South-Mediterranean countries (Region 3)	Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia
Russian Federation (Region 4)	Territory of Russia as recognised by international law
Asia (Region 5)	Bangladesh, Bhutan, Cambodia, China, DPR Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam High income countries: Brunei, Hong Kong, Japan, Korea, Macao, Singapore and Taiwan
Central Asia (Region 6)	Afghanistan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
Middle East (Region 7)	Iran, Iraq, Yemen High income countries: Bahrain, Kuwait, Oman, Qatar, Saudi Arabia, United Arab Emirates
Pacific (Region 8)	Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu High income countries: Australia, New Zealand
Sub-Saharan Africa (Region 9)	Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cabo Verde, Central African Republic, Chad, Comoros, Congo, Congo - Democratic Republic of the, Côte d'Ivoire, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Sudan, Tanzania, Togo, Uganda, Zambia, Zimbabwe
Latin America (Region 10)	Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay and Venezuela
Caribbean (Region 11)	Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Suriname and Trinidad &

# New Budget Type



## Lump Sum II: Approach – Basic Principles

In the proposal, applicants must provide a detailed estimation of costs and a split of the lump sum per work package and per beneficiary

Evaluators assess cost details during evaluation and make recommendations if needed.

Based on this, the lump sum is fixed during grant preparation

# Duration and Funding Rules per Strand

- **Strand 1**

Projects can last 24 or 36 months

Funding between EUR 200.000 and EUR 400.000 per project

- **Strand 2**

Projects can last 24 or 36 months

Funding between EUR 400.000 and EUR 800.000 per project

- **Strand 3**

Projects can last 36 or 48 months

Funding between EUR 800.000 and EUR 1.000.000 per project



# Lump sum II – work packages

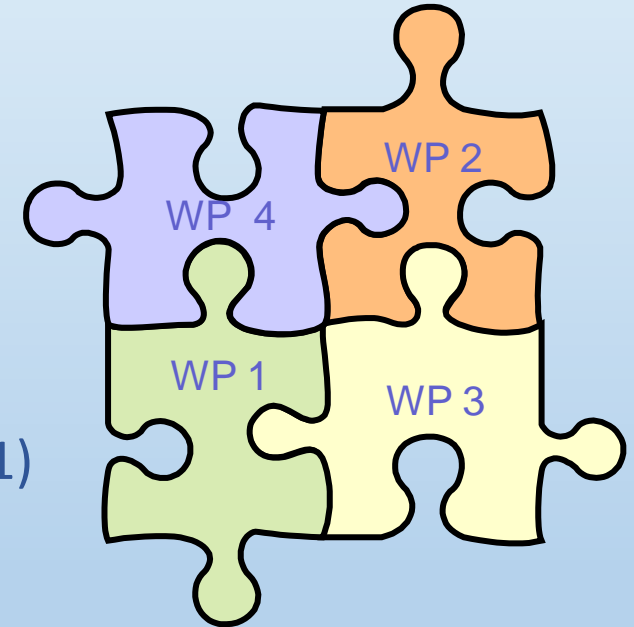
As many as needed but no more than what is manageable

*‘Work package means a major sub-division of the proposed project.’*

Therefore:

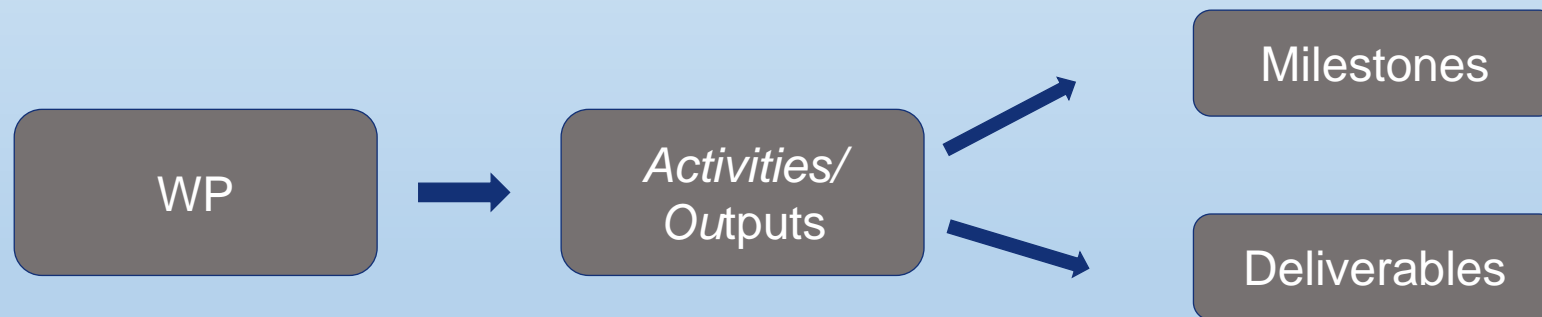
- ✘ A single activity is not a WP
- ✘ A single task is not a WP
- ✘ A % of progress of work is not a WP (e.g. 50 % of the tests)
- ✘ A lapse of time is generally not a WP (e.g. activities of year 1)

Horizontal work packages (e.g.: Management, Dissemination and Exploitation, etc.) may be approached differently



# Lump sum II – work packages

- Applicants will divide their projects in WPs and reflect this division in the budget attached to the applications
- Each work package will define the activities/outputs and the corresponding deliverables.



# Application & Evaluation Procedure



# How to Apply

- The Call is published in FTOP: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>
- Regional priorities will be published in FTOP.
- Check for **eligibility and award criteria in** the Erasmus+ Programme Guide

# Award Criteria

Relevance of the project

Max 30 points

Quality of the project design and implementation

Max 30 points

Quality of the partnership and the cooperation arrangements

Max 20 points

Sustainability, impact and dissemination of the expected results

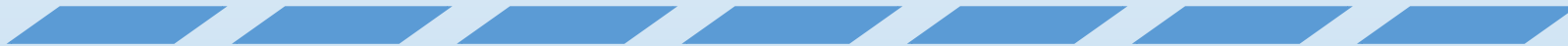
Max 20 points

# What is Assessed? Award Procedure

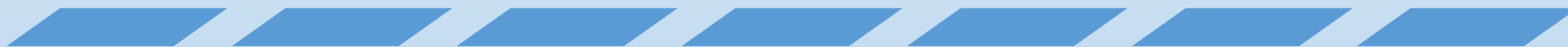


# Consultation of EU Delegations

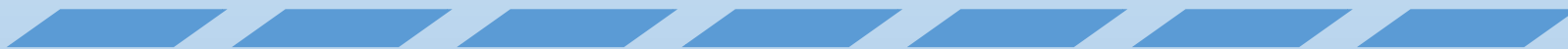
Recognition of HEIs by the national competent authorities



The project addresses the needs of the target country/ies



Overlapping with existing initiatives



# Timeline

Publication:  
**November  
2022**

Deadline:  
**February  
2023**

Evaluation  
process:  
**March - July  
2023**

Information  
to  
applicants:  
**August  
2023**

Start of  
projects:  
**end 2023**



Q & A



## Part 2:

# How to apply?



# How to Apply?

## Where?

Applications must be submitted through the **European Commission's Funding Tender Opportunities Portal (F&TP)** using the Portal Submission System.

**Call ID:** ERASMUS -EDU-2022-CBHE

**Topic ID:** ERASMUS -EDU-2022-CBHE-STRAND-1

ERASMUS -EDU-2022-CBHE-STRAND-2

ERASMUS -EDU-2022-CBHE-STRAND-3

## Who?

Proposals must be created and submitted by a contact person of the coordinating organization.

## When?

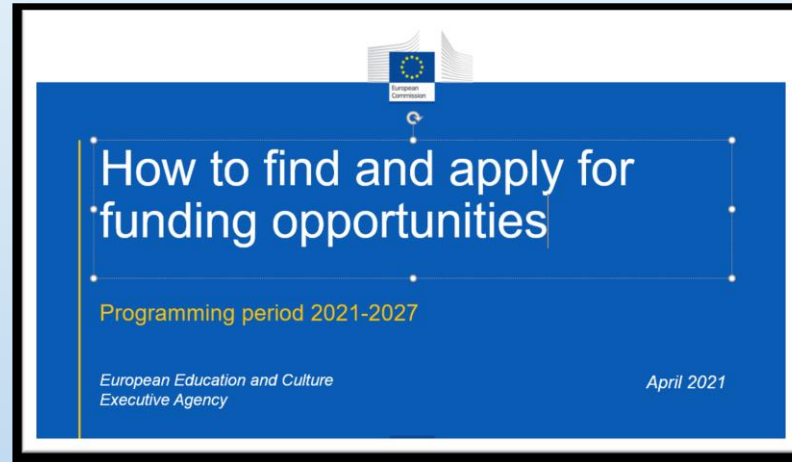
**Deadline: TBD (when the call is launched)**



Applicants are highly recommended to submit proposals as early as possible and at least 48 hours prior to the call deadline.

# Preliminary steps

Consult the [How to find and apply for funding opportunities](#) presentation



Get more guidance on how the Funding and Tender Opportunities portal works on the [F&TP online manual](#) and the [User Guide of the Submission System](#).

Read carefully the information on the [Roles and access rights](#) and decide the persons who will manage the application.



# Get Prepared

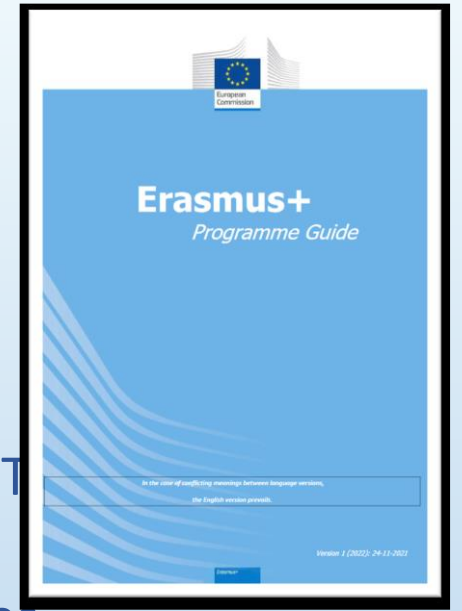
Read carefully all the **call documents**: [Erasmus+ Programme Guide](#), application templates and specific instructions published in the F&TP

Read carefully the information on the **Regional priorities** published in FT

Plan your project and **define your work plan**: Work packages, milestones, deliverables

Create an **EU Login account**: to be able to submit a proposal, you must register on the Portal for an [EU Login account](#)

Make sure your organisation has a valid **Participant Identification Code** (PIC). If not, get one via the [Participant Register](#)



# Get prepared

To create your **EU Login account** and **register your organisation**, steps 3 and 4 the EU programmes on the F&TP homepage. click on the

The screenshot displays a navigation menu for EU programmes and a 5-step participation process. The programmes listed are:

- Horizon Europe (HORIZON)
- Single Market Programme (SMP)
- Social Prerogative and Specific Competencies Lines (SOCPL)
- EU External Action (RELEX)
- Justice Programme (JUST)
- Programme for the Environment and Climate Action (LIFE)
- Promotion of Agricultural Products (AGRIP)
- Union Civil Protection Mechanism (UCPM)

A "Show all" link with a downward arrow is located below the programme list.

The "How to participate in 5 steps" section includes:

- 1 Find an opportunity
- 2 Find partner(s)
- 3 Create an account
- 4 Register your organisation
- 5 Submit your proposal or offer

Below the steps, there is a text prompt: "Learn how to find and apply for suitable EU funding and tender opportunities." and a yellow "Learn more" button.

# Start your application

Calls for proposals are listed by funding programme. EACEA's four funding programmes are:

## Erasmus+

Creative Europe the European Solidarity Corps  
the Citizens, Equality, Rights and Values programme (CERV)

You can find these on the F&TP homepage.

The screenshot shows the 'Funding & tender opportunities' page on the European Commission's Single Electronic Data Interchange Area (SEDIA). The page includes a navigation menu with options like 'SEARCH FUNDING & TENDERS', 'HOW TO PARTICIPATE', 'PROJECTS & RESULTS', and 'WORK AS AN EXPERT'. Below the navigation is a search bar with the placeholder text 'Search calls for proposals and tenders by keywords, programmes...' and a 'Search' button. The main content area is titled 'EU Programmes' and displays a grid of eight programmes. A red box highlights the 'Citizens, Equality, Rights and Values Programme (CERV)' and the 'Erasmus+ Programme (EPLUS)'.

EU Programmes			
Asylum, Migration and Integration Fund (AMIF)	Border Management and Visa Instrument (BMVI)	Citizens, Equality, Rights and Values Programme (CERV)	Creative Europe (CREA)
Digital Europe Programme (DIGITAL)	Europe Direct (ED)	European Solidarity Corps (ESC)	Erasmus+ Programme (EPLUS)

# Start your application

Click on the programme Erasmus+.

This will take you to the 'programme page'.

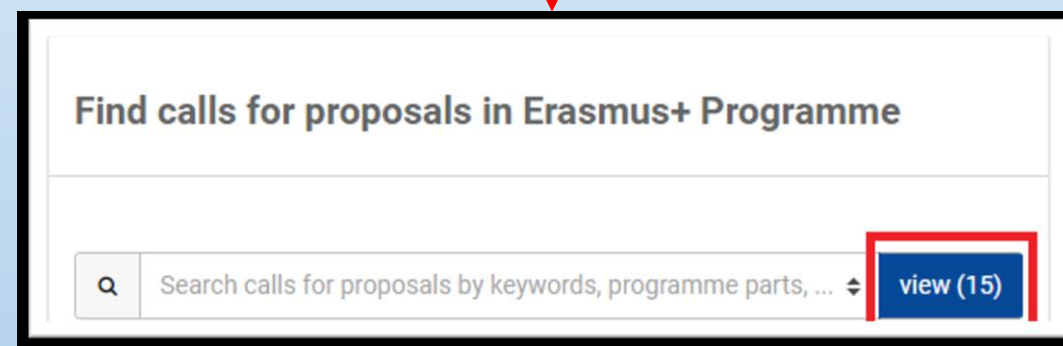
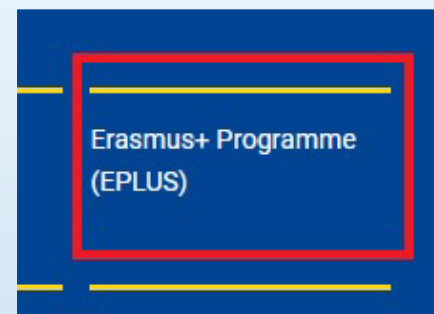
Scroll down to 'Find calls for proposals' and click on 'view' to see which funding opportunities are available:

**Call ID:** ERASMUS -EDU-2022-CBHE

**Topic ID:** ERASMUS -EDU-2022-CBHE-STRAND-1

ERASMUS -EDU-2022-CBHE-STRAND-2

ERASMUS -EDU-2022-CBHE-STRAND-3





# Start your application

You will now see a list of all the 3 programme's calls for CBHE proposals listed under 'Funding and tenders'. Each call shows an opening date and a deadline.

You can enter keywords into the search bar to refine your search.

Make your choice among the 3 strands..

Click on a call to find out more about it.

The screenshot shows the 'Funding & tender opportunities' portal. The search bar contains 'ERASMUS+EDU-2022-CBHE'. The left sidebar has filters for 'Match whole words only' (checked), 'GRANTS' (checked), and 'TENDERS' (unchecked). Below are filters for 'Submission status' (Forthcoming (3), Open for submission, Closed), 'Programming period', 'Filter by Programme / Programme group', and 'Filter by call'. The main content area displays 'Funding and tenders (3)' with three results, each highlighted with a red box:

- Strand 1 - Fostering access to cooperation in higher education**  
Forthcoming  
Programme: Erasmus+ Programme (ERASMUS)  
ID: ERASMUS+EDU-2022-CBHE-STRAND-1  
Types of action: ERASMUS Lump Sum Grants  
Deadline model: single-stage  
Opening date: 25 November 2021  
Deadline date: 17 February 2022 17:00:00 Brussels time
- Strand 2 - Partnerships for transformation in higher education**  
Forthcoming  
Programme: Erasmus+ Programme (ERASMUS)  
ID: ERASMUS+EDU-2022-CBHE-STRAND-2  
Types of action: ERASMUS Lump Sum Grants  
Deadline model: single-stage  
Opening date: 25 November 2021  
Deadline date: 17 February 2022 17:00:00 Brussels time
- Strand 3 - Structural reform projects**  
Forthcoming  
Programme: Erasmus+ Programme (ERASMUS)  
ID: ERASMUS+EDU-2022-CBHE-STRAND-3  
Types of action: ERASMUS Lump Sum Grants  
Deadline model: single-stage  
Opening date: 25 November 2021  
Deadline date: 17 February 2022 17:00:00 Brussels time

# Start your application

**General information**

- Topic description
- Conditions and documents
- Submission service
- Topic related FAQ
- Get support
- Call information
- Call updates
- Funded project list

[Go back to search results](#)

**Topic conditions and documents**

- 1. Eligible countries:** See section 5 of the Call Document and list of countries participating in the call: <http://eacea.ec.europa.eu/creative-europe/library/eligibility-organisations-non-eu-countries/>  
Full information and documents related to the call are available at: [Portal Reference](#)
- 2. Eligibility and admissibility conditions:**  
**Admissibility:** see section 4 of the Call Document

**Start submission**

No submission system is open for this topic.

**Topic related FAQ**

There are no FAQ related to this topic.

Read all the information relating to the call. This should give you all the information you need in order to apply.

If you are ready to apply, click on 'start submission'.

# How to participate

European Commission | Funding: Submission Service

Progress: Login, Topic selection, **Create proposal**, Participants, Proposal forms, Submit

**TEST MODE**

**Deadline**  
17 February 2022 17:00:00 Brussels Local Time

**Call data:**  
Call: ERASMUS-EDU-2022-CBHE  
Topic: ERASMUS-EDU-2022-CBHE-STRAND-1  
Type of action: ERASMUS-LS  
Type of MGA: ERASMUS-AG-LS

Topic and type of action can only be changed by creating a new proposal.

**Find your organisation**

PIC  Short name

Search for your organisation

**Your role**

Please indicate your role in this proposal

Main contact  
 Contact person

**Your proposal**

Please choose an acronym for your proposal.  
It will appear also in the 'General Information' section of the Application Form Part A and can also be updated there.

Acronym

Short Summary

SAVE AND GO TO NEXT STEP

Support & Helpdesk

Online Manual | IT How To | IT Helpdesk | FAQ

Service Desk:  
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu  
+32 2 29 92222

You can now begin your application.

You will need to enter your PIC in the box shown in red.

# How to participate

European Commission | Funding: Submission Service

Progress: Login ✓, Topic selection ✓, Create proposal ✓, **Participants** (current), Proposal forms, Submit

### Participants

**TEST MODE**

**Deadline**  
17 February 2022 17:00:00 Brussels Local Time

**Call data:**  
Call: ERASMUS-EDU-2022-CBHE  
Topic: ERASMUS-EDU-2022-CBHE-STRAND-1  
Type of action: ERASMUS-LS  
Type of MGA: ERASMUS-AG-LS

Topic and type of action can only be changed by creating a new proposal.

**Proposal data:**  
Acronym: Q000Q  
Draft ID: SEP-210815298

**Download Part B templates**  
Download part B templates

**Support & Helpdesk**  
Online Manual | IT How To

**Number of participants: 1**

#### Coordinator

1 Baird Consulting SCS [Add Affiliated Entity] [Add contact] [Contacts: 0]

Baird Consulting SCS  
Uccle, BE  
PIC: 956444445

Eugenio DELFINO - Main contact [edit] [arrow]

[Change organisation] [Contact organisation]

#### Partner

2 Test Camelia-Valeria [Add Affiliated Entity] [Add contact] [Contacts: 0]

Test Camelia-Valeria  
Brussels, BE  
PIC: 913842918

sSs SsSs - Main contact [edit] [arrow]

[Change organisation] [Contact organisation]

[Add Partner] [Add Associated partner]

[SAVE] [SAVE AND GO TO NEXT STEP] [NEXT]

Add partners to the proposal. You will have to search for them using their PIC, and follow the same steps as before.

# Application package

The application form is structured in 3 parts:

## Part A - Administrative Forms

Contains general information about the project, data on the applicant organisation and contact Persons

## Part B – Technical description & annexes

Contains the narrative part of the project, the work packages, milestones & deliverables. Detailed budget table is an annex of Part B

## Part C – Administrative forms

Tick boxes related to the proposal's general objective(s) and indicators specific to the CBHE action (N! of impacted students, N! of new study programmes, N! of involved/trained staff, etc.)

- Complete Parts A & C directly on the Portal
- Prepare Part B in advance and upload it together with the mandatory annexes

# Application package: Part A – Administrative forms

Use the icon  to access the administrative forms

Table of contents		
Section	Title	Action
1	General information	<a href="#">Show</a>
2	Participants	<a href="#">Show</a>
3	Budget	<a href="#">Show</a>

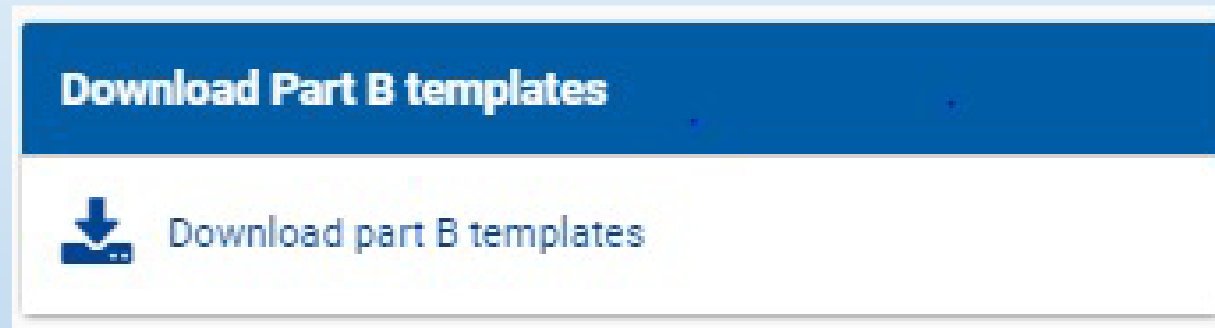
Remember to  
SAVE regularly !

Section 1 **General information**: provide general information about the project

Section 2 **Participants**: provide information about the **list of participating organisations with PIC number**, the department(s) involved and contact persons

# Application package: Part B – Technical description & annexes

Part B must be prepared in advance using the templates downloaded from the system



There are only **2 mandatory documents to be uploaded:**

Part B

Annex 1 “Detailed budget table”

No other additional annexes are required.

# Application package: Annex1 to Part B: Budget Overview

Applicants will need to fill in the Budget Table  
(Annex 1 to Part B –  
Detailed Estimation of Costs for Lump Sums)

Important: **Read the Instructions**

Budget table contains  
information on:

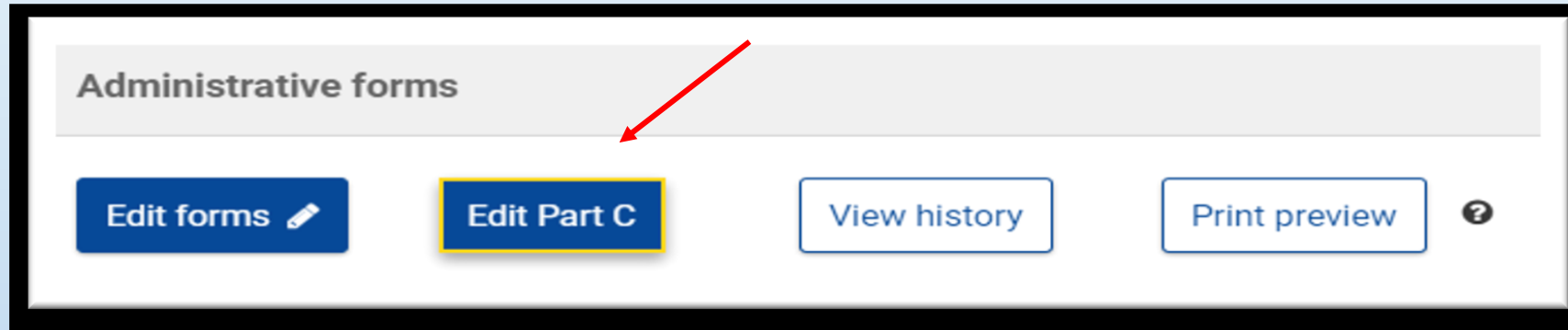
- Beneficiaries List
- Work Package
- Estimated costs
- Proposed budget

The screenshot shows an Excel spreadsheet with a blue header box containing the title "ANNEX 1 to Part B Detailed Estimation of Costs for Lump Sums". Below the header, the word "Instructions" is centered. A table of instructions follows, with the fifth instruction highlighted in yellow. The spreadsheet's bottom tab bar is visible, showing various sheets like "Instructions", "Beneficiaries List", "Work Packages List", "BE 001", "Estim costs of the project", "Proposal Budget", "BE-WP Overview", "BE-WP Person Days", "Depreciation Costs", and "Any comments".

ANNEX 1 to Part B Detailed Estimation of Costs for Lump Sums	
<b>Instructions</b>	
1	This proposal workbook for Lump Sum calculation must be uploaded as an additional document in the step called 'Fill in Proposal' of proposal submission. Please note that if you do not upload the Excel workbook, the proposal cannot be submitted (the system will not allow you to submit).
2	According to the Lump sum scheme, the lump sum for a Work Package (WP) will be paid only when the entire Work Package has been completed. Please take it into consideration while structuring your proposal. Work Packages should be designed in a way that enables to clearly identify whether the action has been completed.
3	We recommend using Excel 2010 or more recent.
4	The only currency used in this worksheet is EURO.
5	The first thing you need to do is to set the appropriate Maximum Grant Amount in row 32 of this sheet and the % of cofinancing in row 33 (both in column E). This data can be found on the Portal under Topic Conditions section 6. Proposal templates, guidance and model grant agreements (MGA)
6	You then have to fill in <b>only</b> the following sheets: 'Beneficiaries List' – 'Work Package list' – 'BEx' (one sheet for each Beneficiary) – 'Depreciation costs' (if any) and the last column of the 'Proposal Budget' sheet with the Requested EU Contribution. The appropriate number of individual Beneficiary sheets ('BEx') will be automatically generated with data from the 'Beneficiaries List' and 'Work Package list'
7	You first need to start filling in the sheet 'Beneficiary list' where you are asked to enter all participants in the project including any Affiliated Entity To add beneficiaries, please doubleclick on the appropriate icon Once you are done please ensure that the changes are applied by double clicking the relative icon
8	Once you have completed the 'Beneficiaries List' – 'Work Package list' sheet, you must click the "Apply changes" button to generate the related sheets in the Excel workbook.
9	At this stage your spreadsheet is ready to be edited Beneficiary by Beneficiary (BEx) for all the workpackages concerned You are requested to enter for each Beneficiary Spreadsheet, all the related costs of each WorkPackage
10	You have to complete a 'BEx' sheet per Beneficiary. This sheet includes separate sections for the various costs categories for each WP of the



## Application package: Part C – Administrative forms



In this part, applicants will have to provide:  
The proposal's general objective(s),  
Indicators specific to the CBHE action

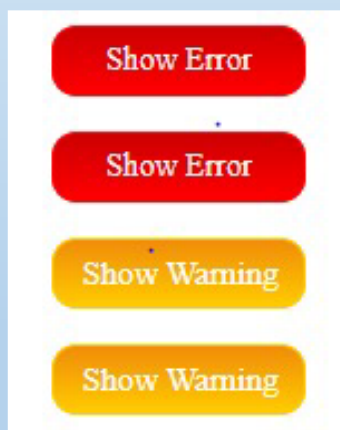
# Validate & Submit your proposal

§ **Edit** your draft proposal as many times as you need to complete/correct information.

§ Run a **validation** of your draft proposal to make sure it meets the requirements and that no information is missing



§ **Errors** and **warnings** will be listed at the end of the form.



Errors mean that mandatory information is missing and the proposal cannot be submitted until these errors are corrected

Warning messages do not block submission, but they indicate missing information. Ideally, these should be addressed by correcting the information provided

§ After submission, you can still edit and update the proposal at any time before the deadline. However, if you change the content you will need to re-submit for the changes to be reflected.

# Search for partners tool on NEO Website

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



# Search for partners tool on NEO Website

New Proposal

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Name

Institution

Email

Field of Interest

# In Case of Enquiries

- Contact: [EACEA-EPLUS-CBHE@ec.europa.eu](mailto:EACEA-EPLUS-CBHE@ec.europa.eu)
- F&TP Service Desk:  
EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu  
+32 2 29 92222
- National Erasmus+ Office Lebanon:  
[neo@erasmusplus-lebanon.org](mailto:neo@erasmusplus-lebanon.org)  
[admin@erasmusplus-lebanon.org](mailto:admin@erasmusplus-lebanon.org)  
[projectassistant@erasmusplus-lebanon.org](mailto:projectassistant@erasmusplus-lebanon.org)

Q & A

