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| P:\LLP IT coordination\Forms\Application Forms\Call 2013\eForms\2. Analysis\1. Prototypes\1. Word Forms\EAC_EU.png |  |  | ***Application Form***  **Call: 2018**  **Jean Monnet Activities**   * **Jean Monnet Networks** * **Jean Monnet Projects** |
| Erasmus+ |  |  |  |

**2018 Call for proposals**

**DETAILED PROJECT DESCRIPTION**

**(To be attached to the eForm)**

# PART D - Characteristics and relevance

**D.1. Why does your organisation wish to undertake this Action?**

*Please complete the appropriate text box*

***Jean Monnet Networks:***

**Summary of the proposal**

* Brief write up of the key points.
* Background and rationale of the proposal.
* Objectives, activities, main outputs, outcomes and impact including indicators of achievement

*Demonstrate evidence of the added value of the development of the network in the area of European Union studies and outline how the proposal impacts on a specific subject area of study at an international level.*

*Please indicate also if and how the network involves young researchers and a new generation of teachers in EU-related themes. (Recommended 4000 characters).*

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***Jean Monnet Projects:***

**Summary of the proposal**

* Brief write up of the key points.
* Background and rationale of the proposal.
* Objectives, activities, main outputs, outcomes and impact including indicators of achievement

*According to the chosen activity type (innovation, cross-fertilisation, spread content) describe how the proposal will contribute to promoting European Union studies at educational level or for civil society. Please focus on the extent to which your project responds to an identified need. (Recommended 4000 characters).*

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**D.2. Relevance of the proposal to the specific objectives of the Action**

*Please select as appropriate and specify in the text box provided the relevance of the proposal to the specific objectives of the Action (Recommended 6000 characters).*

Jean Monnet Networks:

gathers information, exchanges practices, builds knowledge and promotes the European integration process across the world

support the enhancement of existing networks supporting specific activities and/or fostering the participation of young researchers in EU-related themes

creation and development of consortia of international players in the area of European Union studies

Jean Monnet Projects:

implement “Innovation” projects that explore new angles and different methodologies aimed at making EU subjects more attractive and adapted to various kinds of target population (e.g. projects on Learning EU @ School)

implement “Cross-fertilisation “ projects that promote discussion and reflection on EU issues and enhance knowledge about the Union and its processes

implement “Spread content” projects that mainly concern information and dissemination activities

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# Part E – Participating organisations - teams

# *For Jean Monnet Networks, this part must be completed separately by each organisation participating in the project (minimum three partners (including the applicant institution) from three different countries)*

# *For Jean Monnet Projects the involvement of partners in the proposed activities depends on the kind of action selected*

Partner number – **P x** *(P1 – Pn)*

|  |  |
| --- | --- |
| **Organisation name** |  |

**E.1. Aims and activities of the organisation**

*Please provide a short presentation of your organisation (key activities, affiliations, size of the organisation, etc.) relating to the area covered by the project. (Recommended 2000 characters).*

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**E.2. Other EU grants**

Please list the projects for which the organisation or the department responsible for the management of this application has received financial support in the last three years from EU programmes (in particular, the Jean Monnet Activities).

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme or initiative** | **Reference number** | **Beneficiary Organisation** | **Title of the Project** |
| *Add lines as necessary* |  |  |  |
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Please list other grant applications submitted by your organisation, or the department responsible for this project proposal under the 2018 Erasmus+ Call for proposals. For each grant application, please mention the amount requested.

|  |  |
| --- | --- |
| **Sub-Programme/Action concerned** | **Amount requested** |
| *Add lines as necessary* |  |
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**E.3. Operational capacity: Skills and expertise of key staff involved in the project**

*Special attention should be paid to the quality (excellence) of the academic profile in the specific field of European Union studies. Please add lines as necessary.*

|  |  |
| --- | --- |
| **SKILLS AND EXPERTISE OF KEY STAFF MEMBERS** | |
| Please provide the names of the key staff members and indicate for each his/her expertise relevant to the implementation of the project and the role to be undertaken in the project | |
| Name | Summary of relevant skills and experience |
|  |  |
|  |  |
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| **ACADEMIC PROFILE OF KEY STAFF MEMBERS** |
| The following **mandatory** information should be provided for each academic key staff member:   * **A curriculum vitae** (using the template included in Part H) * **A full list of all relevant publications** (using the template included in Part H) * **The 6 most relevant publications** (the title and an abstract/short summary for each publication, including year of publication and for articles, the name of the review/journal in which the article appears) * **Where this is appropriate, the 3 most relevant/recent teaching experiences** (the title and a short summary of the content of the teaching course including the name of the organisation and the year in which the course was delivered) |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **KEY STAFF MEMBER (Academic coordinator, other key staff member – to be specified)** | | | | | | | |
| **Title** |  | | **First name** | | |  | |
| **Surname** |  | | | | | *Mandatory* 🞏 Male 🞏 Female | |
| **Department** |  | | | | | | |
| **Position/Grade/Category** |  | | | | | | |
| **Address** |  | | | | | | |
| **Postcode** |  | **City** | |  | | | |
| **Country** |  | | | | | | |
| **Telephone 1** | ++ / | | | | **Telephone 2** | | ++ / |
| **Fax** | ++ / | | | | **Website** | |  |
| **Email** |  | | | | | | |

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| **Model of publication list**  Please add a new table for each member of staff mentioned in the table above (if appropriate). For academic publications, please give complete references (title, publishing house, city, year and pages and ISBN if available). | | |
| **Name:** |  | |
| **Role:** | 🞏 Academic coordinator | 🞏 Other key staff member (please specify) |
| **Title of publication 1:** |  | |
| **Year:**  **Abstract** (Limit: 5 lines): |  | |
| **Title of publication 2:** |  | |
| **Year:**  **Abstract:** |  | |
| **Title of publication 3:** |  | |
| **Year:**  **Abstract:** |  | |
| **Title of publication 4:** |  | |
| **Year:**  **Abstract:** |  | |
| **Title of publication 5:** |  | |
| **Year:**  **Abstract:** |  | |
| **Title of publication 6:** |  | |
| **Year:**  **Abstract:** |  | |

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| **Model of teaching experiences**  Please add a new table for each member of the staff mentioned in the table above (if appropriate). | | | |
| **Name:** |  | | |
| **Role:** | 🞏 Academic coordinator | 🞏 Other key staff member (please specify) | |
| **Title of the teaching course:**  **Year:** |  | |
| **Summary of content:** |  | |
| **Title of the teaching course:**  **Year:** |  | |
| **Summary of content:** |  | |
| **Title of the teaching course:**  **Year:** |  | |
| **Summary of content:** |  | |

# PART F - Design and implementation of the proposal

**F.1. Work Programme**

*Please describe how the work programme was conceived in terms of the activities proposed, including reference to the appropriate phases for preparation, implementation, evaluation, follow-up and dissemination. Explain how consistency between project objectives, activities and the proposed budget will be achieved (Recommended 6000 characters).*

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*For* ***Jean Monnet Networks****, please describe the design and management of Network activities, including communication channels between the partners (Recommended 3000 characters).*

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*For* ***Jean Monnet Projects****, please describe the design and management of the activities, relations between participants and with the targets groups (Recommended 3000 characters).*

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**F.2. Work plan and specific activities**

Please enter the different activities you intend to carry out. *There are up to four specific types of activity (teaching/training, deliverables, research, events) that can be selected. Please use one table per specific activity ensuring that the activity is appropriate to the Action (see Programme Guide for the activities supported) and add as many tables as required (by copying and pasting the template table). Each specific activity must be numbered.*

For **Jean Monnet Projects**, for which flat-rate funding based on unit costs (number of participants and number of days) is applicable, please note that only the information provided in table F.2.4. Events will be taken into account in the calculation of the grant. Please specify the number of local and non-local speakers involved in the event. According to the Programme Guide, non-local speakers are those for whom travel and subsistence costs are incurred. This information must be coherent with the grant calculation sheet (annex to the e-Form).

**F.2.1. Specific Activity: TEACHING/TRAINING[[1]](#footnote-1)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Teaching / training Nr.** |  | | | | | |
| **Title** |  | | | | | |
| **Prof. in charge** |  | | | | | |
| **Typology** | 🞏 Lecture  🞏 Seminar  🞏 Virtual classroom | | | 🞏 Teacher training course  🞏 Continuing education and training activities  🞏 MOOC (Massive Open Online Course) | | |
| **Description** | (Please attach draft syllabus) | | | | | |
| **Impact** |  | | | | | |
| **N° of hours[[2]](#footnote-2)** | **1st acad. year:** | **2nd acad. year:** | | | **3rd acad. year:** | **Total over 3 years:** |
|  |  | | |  |  |
| **N° of students** |  |  | | |  |  |
| **Discipline of**  **audience[[3]](#footnote-3)** |  | | | | | |
| **Year/type of study** | 🞏 1st cycle (Bachelor)  🞏 2nd cycle (Masters)  🞏 3rd cycle (Postgraduate) | | 🞏 Doctoral studies  🞏 Summer school  🞏 Other | | | |
| **Nature**[[4]](#footnote-4) | 🞏 Compulsory  🞏 Optional | | 🞏 New  🞏 Existing | | | |
| **Timing**[[5]](#footnote-5) | 🞏 1st year  🞏 2nd year  🞏 3rd year | | 🞏 1st semester  🞏 2nd semester | | | |

**F.2.2. Specific Activity: DELIVERABLES**

*Please keep in mind that if your project is selected you will be required to create and maintain a website for the action.*

|  |  |  |
| --- | --- | --- |
| **Deliverable Nr.** |  | |
| **Title** |  | |
| **Typology** | 🞏 Didactic materials  🞏 Learning tools  🞏 Specifically designed learning products for primary and secondary schools | 🞏 Virtual platform  🞏 Website  🞏 Database  🞏 CD-Rom/DVD  🞏 Books / e-Books  🞏 Other (please specify): |
| **Description** | (Please attach table of content) | |
| **Impact** |  | |
| **Language** |  | |
| **N° of copies** |  | |
| **Estimated Date of distribution** |  | |

**F.2.3. Specific Activity: RESEARCH (if applicable)**

|  |  |
| --- | --- |
| **Research Activity Nr.** |  |
| **Person in charge** |  |
| **Title** |  |
| **Description** |  |
| **Methodology** |  |
| **Impact** |  |
| **Resulting publications** |  |

**F.2.4 Specific Activity: EVENTS[[6]](#footnote-6)**

|  |  |  |
| --- | --- | --- |
| **Event Nr.** |  | |
| **Title** |  | |
| **Typology** | 🞏 Conference  🞏 Webinar  🞏 Workshop  🞏 Roundtable/debate | 🞏 Study visit  🞏 Information campaign  🞏 Promotional event  🞏 Other (please specify): |
| **Description** | (Please attach draft programme) | |
| **Impact** |  | |
| **Host country** |  | |
| **Duration** |  | |
| **N° of participants** |  |  |
| **N° of speakers** | Local: | Non-local: |
| **Target group** | 🞏 Teachers  🞏 1st cycle (Bachelor)  🞏 2nd cycle (Masters)  🞏 Researchers and/or PhD students  🞏 Administrative and other non-teaching university staff | 🞏 Students/pupils  🞏 Public administrators  🞏 Professional groups  🞏 Civil society representatives  🞏 General public |
| **Timing**[[7]](#footnote-7) | 🞏 1st year  🞏 2nd year  🞏 3rd year | 🞏 1st semester  🞏 2nd semester |

**F.3. Methodology**

*Please define the working methodology proposed for achieving the objectives of the proposal with special emphasis on the quality and detail of the planned programme of activities and paying particular attention to pedagogical approach, multidisciplinary synergies and openness to civil society (Recommended 3000 characters).*

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# PART G - Impact, dissemination and exploitation

**G.1. Expected impact of the project**

*Please describe how the target groups will be reached and involved during the lifetime of the project and how the action will benefit the target groups within the host institution and at local, national and or European/international level and if appropriate, at multinational level. How will your project contribute to stimulating knowledge on the European integration process and to enhancing the visibility of scientific resources and academic activities in this field? (Recommended 3000 characters).*

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**G.2. Dissemination and exploitation strategy**

*How will the dissemination be organised and how will exploitation activities ensure optimal use of the results within the project's lifetime and beyond? How will exploitation activities ensure optimal use of the results in terms of teaching activities and/or research and debating outputs both within and outside the host institution? To what extent have open educational resources been used to reach a wider public? (Recommended 3000 characters).*

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**G.3. Quality control and Monitoring**

*Please explain what mechanisms will be put in place for ensuring the quality of the project and how the evaluation of the outcomes of the teaching activities will be carried out (Recommended 3000 characters).*

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# PART H. Curriculum Vitae and full list of publications

The template provided must be completed by each key staff member[[8]](#footnote-8). Please use one table per key staff member and add as many tables as required (by copying and pasting the template table). You should ensure that the information provided here is coherent with the Excel Budget form.

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSON RESPONSIBLE FOR THE PROPOSED ACTIVITY (Academic coordinator)** | | | | | | | |
| **Title** |  | | **First name** | |  | | |
| **Surname** |  | | | | | | *Mandatory* 🞏 Male 🞏 Female |
| **Department** |  | | | | | | |
| **Position/Grade/Category** |  | | | | | | |
| **Address** |  | | | | | | |
| **Postcode** |  | **City** |  | | | | |
| **Country** |  | | | | | | |
| **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 Union studies | | | | | | | |
| **PUBLICATIONS:** | | | | | | | |
| Please detail all relevant publications | | | | | | | |
| **ADDITIONAL INFORMATION:** | | | | | | | |
| Please include any other relevant information including awards, titles, honorary positions etc. | | | | | | | |

1. For **Jean Monnet Networks**, the teaching activities targeted must have a multinational dimension. [↑](#footnote-ref-1)
2. Please indicate the number of hours per year and total over the duration of the project. [↑](#footnote-ref-2)
3. e.g. Law, medicine, architecture etc. [↑](#footnote-ref-3)
4. Please select "new" to indicate the creation of an activity previously not offered at the institution and "existing" to indicate the renewal of an on-going activity, already being offered at the institution at the time of application. [↑](#footnote-ref-4)
5. Please indicate the timing for each activity within the project's lifetime, e.g. first year, first semester, second year etc. [↑](#footnote-ref-5)
6. For **Jean Monnet Projects**, the information presented in this table will be used as part of the flat-rate calculation in the case of a successful application. [↑](#footnote-ref-6)
7. Please indicate the timing for each activity within the project's lifetime, e.g. first year, first semester, second year etc. [↑](#footnote-ref-7)
8. The assessment of the quality of the project team (award criterion) will be based on the information provided in this section. Please identify key staff/team members carefully and complete a template for each individual. [↑](#footnote-ref-8)