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| P:\LLP IT coordination\Forms\Application Forms\Call 2013\eForms\2. Analysis\1. Prototypes\1. Word Forms\EAC_EU.png |  |  | ***Annex to the Application Form******for the Jean Monnet Activities:**** **Jean Monnet Modules**
* **Jean Monnet Chairs**
* **Jean Monnet Centres of Excellence**
 |
| Erasmus+ |  |  |  |

**Selection 2020 -** Call for proposals EAC/A02/2019

**DETAILED PROJECT DESCRIPTION**

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

**Background information**

Link to the **Call for Proposals**:

<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv:OJ.C_.2019.373.01.0012.01.ENG&toc=OJ:C:2019:373:TOC>

Link to the **Erasmus+ Programme Guide**:

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

**Please read the Erasmus+ Programme Guide to better prepare your application**.

**In particular**, please pay special attention to (*non-exhaustive list*):

* Part A – General information:
	+ Objectives and features of the Erasmus+ Programme (page 7)
	+ Jean Monnet Activities (page12)
	+ Who can participate in the Erasmus+ Programme (pages 21 to 24)
* Part B – Descritpion of the actions covered:
	+ Jean Monnet Activities (pages 200 to 230)
		- Jean Monnet Modules (pages 202 to 205 and 227)
		- Jean Monnet Chairs (pages 206 to 209 and 227)
		- Jean Monnet Centres of Excellence (pages 210 to 213)
* Part C – Information for applicants :
	+ What to do in order to submit an application (pages 249 to 259)
		- Step 3 – Check the financial conditions (pages 255 to 257)
			* No-profit and co-financing (page 256)
			* Eligible/Ineligible costs (page 257)
			* Sources of financing (page 258)
	+ What happens once the application is submitted (page 260)
	+ What happens once the application is approved (pages 260 to 264)
	+ Other important contractual provisions (pages 265 to 268)
		- Publicity of the EU support (page 266)
		- Checks and audits (page 266)
		- Open Access Requirement (page 267)
		- Open Licence and Intellectual property rights (page 267)
* Annex II – Dissemination and exploitation of results (pages 312 to 317)
	+ A practical guide for beneficiaries (pages 312 to 317)
* Annex III – Glossary of terms (pages 318 to 326)

Please note that all **Jean Monnet grants are mono-beneficiary grants**, including the grants for the Jean Monnet Networks. This means that if the project is selected for EU co-funding and a grant decision/agreement is signed, the applicant institution becomes the single beneficiary of the EU grant. The beneficiary is fully responsible before the EC and the EACEA for the implementation of the project activities and use of the EU grant with sound financial management in accordance with the terms and conditions set in the grant decision/agreement. The **templates of grant decisions/agreements and their general conditions** are available on the EACEA webpage:

 <https://eacea.ec.europa.eu/erasmus-plus/jean-monnet-activities-2020_en>

The document “**Instructions for completing the Application Package**” is available on the EACEA webpage:

<https://eacea.ec.europa.eu/erasmus-plus/jean-monnet-activities-2020_en>

**Eligibility Criteria for a Jean Monnet Module**

Here below are listed the formal criteria that a Jean Monnet Module must respect in order to be eligible for an Erasmus+ grant:

|  |  |
| --- | --- |
| Who can apply? | A higher education institution (HEI) established in any country of the world. HEIs established in Programme Countries[[1]](#footnote-1) must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries[[2]](#footnote-2).Individuals cannot apply directly for a grant. |
| Duration of project | Three years. |
| Duration of activity | A Jean Monnet Module must be taught for a minimum of 40 hours per academic year (for three consecutive years) in the field of European Union studies[[3]](#footnote-3) at the applicant higher education institution.Teaching hours are taken to include direct contact hours in the context of group lectures, seminars, tutorials and may include any of the aforementioned in a distance learning format but do not include individual instruction. |
| Where to apply? | To the Education, Audiovisual and Culture Executive Agency (EACEA), located in Brussels. |
| When to apply? | Applicants have to submit their grant application by the 20 February at 17:00 (Brussels time) for projects starting on 1 September of the same year. |
| How to apply? | Please see Part C of the Erasmus+ Programme Guide for details on how to apply. In particular:* Applicants are required to submit their application online using the correct electronic form and including all requested annexes, which are.published on the EACEA webpage <https://eacea.ec.europa.eu/erasmus-plus/jean-monnet-activities-2020_en>
* Applicants must fill in the application forms in one of the EU official languages.
 |

**Eligibility Criteria for a Jean Monnet Chair**

Here below are listed the formal criteria that a Jean Monnet Chair must respect in order to be eligible for an Erasmus+ grant:

|  |  |
| --- | --- |
| Who can apply? | A higher education institution (HEI) established in any country of the world. HEIs established in Programme Countries[[4]](#footnote-4) must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries[[5]](#footnote-5).A Jean Monnet Chair is held by only one professor.Individuals cannot apply directly for a grant. |
| Profile of the Jean Monnet Chair | Jean Monnet Chair holders must be permanent staff members at the applicant institution and have the rank of professor. They may not be a "visiting professor" at the HEI applying for the grant. |
| Duration of project | Three years. |
| Duration of activity | Jean Monnet Chair holders must teach a minimum of 90 hours per academic year (for three consecutive years) in the field of European Union studies[[6]](#footnote-6) at the applicant higher education institution.At least one additional activity[[7]](#footnote-7) must be proposed.Teaching hours are taken to include direct contact hours in the context of group lectures, seminars, tutorials and may include any of the aforementioned in a distance learning format but do not include individual instruction. |
| Where to apply? | To the Education, Audiovisual and Culture Executive Agency (EACEA), located in Brussels. |
| When to apply? | Applicants have to submit their grant application by the 20 February at 17:00 (Brussels time) for projects starting on 1 September of the same year. |
| How to apply? | Please see Part C of the Erasmus+ Programme Guide for details on how to apply. In particular:* Applicants are required to submit their application online using the correct electronic form and including all requested annexes, which are.published on the EACEA webpage: <https://eacea.ec.europa.eu/erasmus-plus/jean-monnet-activities-2020_en>
* Applicants must fill in the application forms in one of the EU official languages.
 |

**Eligibility Criteria for a Jean Monnet Centre of Excellence**

Here below are listed the formal criteria that a Jean Monnet Centre of Excellence must respect in order to be eligible for an Erasmus+ grant:

|  |  |
| --- | --- |
| Who can apply? | A higher education institution (HEI) established in any country of the world. HEIs established in Programme Countries[[8]](#footnote-8) must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries[[9]](#footnote-9).Individuals cannot apply directly for a grant. |
| Duration of project | Three years. |
| Where to apply? | To the Education, Audiovisual and Culture Executive Agency (EACEA), located in Brussels. |
| When to apply? | Applicants have to submit their grant application by the 20 February at 17:00 (Brussels time) for projects starting on 1 September of the same year. |
| How to apply? | Please see Part C of the Erasmus+ Programme Guide for details on how to apply. In particular:* Applicants are required to submit their application online using the correct electronic form and including all requested annexes, which are.published on the EACEA webpage: <https://eacea.ec.europa.eu/erasmus-plus/jean-monnet-activities-2020_en>
* Applicants must fill in the application forms in one of the EU official languages.
 |
| Other criteria | Only one Jean Monnet Centre of Excellence can be supported at the same time in any given higher education institution. |

***(Complete all pages from here on)***

# PART D - Characteristics and relevance

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

**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 academic added value, promotion of European Union studies and outline how the proposal impacts on the specific subject area of study at an international level. Please outline to what extent the proposal fosters the development of existing and new teaching and debating activities (including new methodologies, tools and technologies), how it demonstrates evidence of academic added value, how it promotes European Union studies at the host institution and gives greater visibility to this field of study at a national level. Please also provide a short overview of the state of play of EU studies in your Faculty/Institution/Country and indicate to what extent your project responds to an identified need to develop this field of study (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).*

For Jean Monnet Modules:

[ ]  promotes research and first teaching experience for young researchers and scholars and practitioners in European Union issues

[ ]  fosters the publication and dissemination of the results of academic research

[ ]  creates interest in the EU and constitutes the basis for future poles of European knowledge, particularly in Partner Countries

[ ]  fosters the introduction of a European Union angle into mainly non EU related studies

[ ]  delivers tailor-made courses on specific EU issues relevant for graduates in their professional life

For Jean Monnet Chairs:

Main activities (minimum of 90 hours per academic year)

[ ]  deepens teaching in European Union studies embodied in an official curriculum of a higher education institution

[ ]  provides in-depth teaching on European Union matters for future professionals in fields which are in increasing demand on the labour market

Additional activities (at least one additional activity per academic year to be carried out)

[ ]  provides teaching/lectures to students from other departments (e.g. architecture, medicine etc.) to better prepare them for their future professional life

[ ]  encourages, advises and mentors the young generation of teachers and researchers in European Union studies subject areas

[ ]  conducts, monitors and supervises research on EU subjects, also for other educational levels such as teacher training and compulsory education

[ ]  organizes activities (conferences, seminars/webinars, workshops etc.) targeting policy makers at local, regional and national level as well as civil society

For Jean Monnet Centres of Excellence:

[ ]  gathers the expertise and competences of high level experts

**[ ]**  develops synergies between various disciplines and resources in European Union studies

**[ ]**  creates joint transnational activities and structural links with academic institutions in other countries

**[ ]**  ensures openness to civil society

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# Part E - Participating organisations - teams

**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 action. (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*  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please list other grant applications submitted by your organisation, or the department responsible for this project proposal under the Erasmus+ Call for proposals EAC/A02/2019 (Selection 2020). For each grant application, please mention the amount requested.

|  |  |
| --- | --- |
| **Sub-Programme/Action concerned**  | **Amount requested** |
| *Add lines as necessary* |  |
|  |  |
|  |  |
|  |  |

**E.3. 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[[10]](#footnote-10) | 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, including the proposed Chair holder or academic coordinator of the activity:* **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)
* **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)
 |

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| **KEY STAFF MEMBER (Chair holder, academic coordinator, other key staff member – to be specified)** |
| **Title**  |  |  **First name** |  |
| **Surname** |  |  *Mandatory* 🞏 Male 🞏 Female |
| **Department**  |  |
| **Position/Grade/Category** |  |
| **PhD Title** | 🞏 Yes🞏 No | **Accredited to supervise doctoral theses?** |  🞏 Yes 🞏 No |
| **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, ISBN if any) |
| **Name:** |  |
| **Role:** | 🞏 Chair holder🞏 Academic coordinator | 🞏 Module leader🞏 Member of the teaching staff |
| **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:** |  |

|  |
| --- |
| **Model of teaching experiences**Please add a new table for each member of the staff mentioned in the table above (if appropriate). |
| **Name:** |  |
| **Role:** | 🞏 Chair holder🞏 Academic coordinator | 🞏 Module leader🞏 Member of the teaching staff |
| **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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**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, deliverables, research and events) that can be selected. Please use one table per specific activity and add as many tables as required (by copying and pasting the template table). Each specific activity must be numbered.*

For **Jean Monnet Chairs** please identify and detail the activities that are proposed in addition to the obligatory 90 teaching hours by completing the appropriate table(s). At least one additional activity per academic year is required (see Section D.2.).

For **Jean Monnet Chairs** and **Modules**, for which flat-rate funding based on unit costs (teaching hours) is applicable, please note that only the hours presented under F.2.1. Teaching will be taken into account in the calculation of the grant. Hours presented under F.2.4. Events will not be included as part of the flat-rate calculation in the case of a successful application.

**F.2.1. Specific Activity: TEACHING**

***Teaching hours*** *are taken to include direct contact hours in the context of group lectures, seminars, tutorials and may include any of the aforementioned in a distance-learning format but do not include individual instruction*

|  |  |
| --- | --- |
| **Teaching Nr.**  |  |
| **Title** |  |
| **Prof. in charge**[[11]](#footnote-11) |  |
| **Typology** | 🞏 Lecture 🞏 Seminar🞏 Summer course | 🞏 Training course 🞏 Intensive course🞏 Distance learning course |
| **Description** | (Please attach draft syllabus) |
| **Impact** |  |
|  | **1st acad. year:** | **2nd acad. year:** | **3rd acad. year:** | **Total over 3 years:** |
| **N° of hours[[12]](#footnote-12)** |  |  |  |  |
| **N° of students** |  |  |  |  |
| **Discipline of** **audience[[13]](#footnote-13)** |  |
| **Year/type of study** | 🞏 1st cycle (Bachelor) 🞏 2nd cycle (Masters)🞏 3rd cycle (Postgraduate) | 🞏 Doctoral studies🞏 Summer school |
| **Nature**[[14]](#footnote-14) | 🞏 Compulsory 🞏 Optional | 🞏 New 🞏 Existing |
| **Timing**[[15]](#footnote-15) | 🞏 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.*

*Be reminded that all deliverables shall be in accordance with the* ***Open Access Requirement*** *and* ***the Open Licence and Intellectual property rights*** *as described in the Part C of the Erasmus+ Programme Guide (pages 267 and 268)*

*Be reminded that the* ***European Union’s support*** *must be clearly acknowledged in all communications or publications, in whatever form or whatever medium, including the Internet, or on the occasion of activities for which the grant is used, as described in the Part C of the Erasmus+ Programme Guide (page 266 - Publicity).*

|  |  |
| --- | --- |
| **Deliverable Nr.**  |  |
| **Title** |  |
| **Typology** | 🞏 Didactic materials 🞏 Learning tools🞏 Virtual platform 🞏 Website🞏 Database | 🞏 CD-Rom/DVD 🞏 Books/Other academic publications🞏 Paper-Brochure-Newsletter🞏 Other (please specify): |
| **Description** | (Please attach table of content) |
| **Impact** |  |
| **Language** |  |
| **N° of copies** |  |
| **Estimated Date of publication** |  |

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

*Be reminded that the* ***European Union’s support*** *must be clearly acknowledged in the research resulting publications described below.*

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

**F.2.4. Specific Activity: EVENTS**

*Be reminded that the* ***European Union’s support*** *must be clearly acknowledged in all communications or publications, in whatever form or whatever medium, including the Internet, or on the occasion of activities for which the grant is used, as described in the Part C of the Erasmus+ Programme Guide (page 266 - Publicity).*

|  |  |
| --- | --- |
| **Event Nr.**  |  |
| **Title** |  |
| **Typology** | 🞏 Conference🞏 Webinar🞏 Workshop🞏 Roundtable debate | 🞏 Study visit 🞏 Promotional event🞏 Other (please specify): |
| **Description** | (Please attach draft programme) |
| **Impact** |  |
| **Host country** |  |
| **Duration** |  |
| **N° of participants** |  |
| **Target group** | 🞏 Teachers🞏 1st cycle (Bachelor) 🞏 2nd cycle (Masters)🞏 Researchers and/or PhD students🞏 Administrative and other non-teaching university staff | 🞏 Public administrators🞏 Professional groups🞏 Civil society representatives🞏 General public |
| **Timing**[[16]](#footnote-16) | 🞏 1st year 🞏 2nd year🞏 3rd year | 🞏 1st semester 🞏 2nd semester |

**F.3. Methodology**

*Please define the working methodology proposed for achieving the proposal's objectives with special emphasis on the quality and detail of the planned teaching programme, research and/or debating 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

*Make sure your application is in accordance with the* ***practical guide for beneficiaries on dissemination and exploitation of results*** *as described in the “****Annex II – Dissemination and exploitation of results****” of the* ***Erasmus+ Programme Guide (pages 312 to 317****)*

**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, regional, national and or European level. How will the 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 after? 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[[17]](#footnote-17). 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 (Chair holder or academic coordinator)** |
| **Title**  |  |  **First name** |  |
| **Surname** |  |  *Mandatory* 🞏 Male 🞏 Female |
| **Department**  |  |
| **Position/Grade/Category** |  |
| **PhD Title** | 🞏 Yes🞏 No | **Accredited to supervise doctoral theses?** |  🞏 Yes 🞏 No |
| **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. The list of **Programme Countries** is indicated in page 22 of the Erasmus+ Programme Guide [↑](#footnote-ref-1)
2. The lists of **Partner Countries** are indicated in pages 23 and 24 of the Erasmus+ Programme Guide [↑](#footnote-ref-2)
3. **European Union Studies** comprise the study of Europe in its entirety with particular emphasis on the European integration process in both its internal and external aspects. They promote active European citizenship and values and deal with the role of the EU in a globalised world, enhancing awareness of the Union and facilitating future engagement and people-to-people dialogue. Jean Monnet Activities also strive to function as vector of public diplomacy towards third countries, promoting EU values and enhancing the visibility of what the European Union stands for and what it intends to achieve. [↑](#footnote-ref-3)
4. The list of **Programme Countries** is indicated in page 22 of the Erasmus+ Programme Guide [↑](#footnote-ref-4)
5. The lists of **Partner Countries** are indicated in pages 23 and 24 of the Erasmus+ Programme Guide [↑](#footnote-ref-5)
6. **European Union Studies** comprise the study of Europe in its entirety with particular emphasis on the European integration process in both its internal and external aspects. They promote active European citizenship and values and deal with the role of the EU in a globalised world, enhancing awareness of the Union and facilitating future engagement and people-to-people dialogue. Jean Monnet Activities also strive to function as vector of public diplomacy towards third countries, promoting EU values and enhancing the visibility of what the European Union stands for and what it intends to achieve. [↑](#footnote-ref-6)
7. Possible additional activities are described on page 206 of the Erasmus+ Programme Guide [↑](#footnote-ref-7)
8. The list of **Programme Countries** is indicated in page 22 of the Erasmus+ Programme Guide [↑](#footnote-ref-8)
9. The lists of **Partner Countries** are indicated in pages 23 and 24 of the Erasmus+ Programme Guide [↑](#footnote-ref-9)
10. For Jean Monnet Chairs, the name of the proposed Chair holder; for Jean Monnet Modules and Centres of Excellence, the name of the academic coordinator and the names of all the staff members involved in delivering the teaching programme/programme of activities. For Jean Monnet Chairs please note that other staff members may be involved in delivering those activities proposed in addition to the required minimum of 90 teaching hours, which must be delivered by the Chair holder alone. [↑](#footnote-ref-10)
11. Please note: For **Jean Monnet Chairs**, only one professor may hold the Chair and must assume sole responsibility for delivering the minimum number of teaching hours required (90 hours) per academic year. He/she must be a permanent staff member of the applicant institution and hold the rank of professor. It is possible to involve other teaching staff members for additional teaching activities. [↑](#footnote-ref-11)
12. Please indicate the number of hours per year and total over the 3-year duration of the project. This information must be consistent with the financial form. [↑](#footnote-ref-12)
13. e.g. Law, medicine, architecture etc. [↑](#footnote-ref-13)
14. 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-14)
15. Please indicate the timing for each activity within the project's lifetime, e.g. first year, first semester, second year etc. [↑](#footnote-ref-15)
16. Please indicate the timing for each activity within the project's lifetime, e.g. first year, first semester, second year etc. [↑](#footnote-ref-16)
17. 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-17)