



Erasmus+

MASTERING ERASMUS+ PROPOSAL DEVELOPMENT: FROM PROJECT CONCEPT TO WINNING PROPOSAL

A Comprehensive Training Course for Designing and Managing Successful Erasmus+ Projects

EXPERTS
Danijela Ciric Lalic
PROJECT MANAGEMENT EXPERT

Accomplished lecturer and trainer with more than a decade of experience in managing large-scale projects, supporting project teams, and cultivating high-performing individuals. Dr Ciric Lalic has an impressive background in managing tens of EU-funded projects, including Erasmus, Horizon, IPA, and COST. Her work in these projects has involved all aspects and phases, from drafting proposals to developing partner networks, implementing projects and managing budgets and reporting. She has particular expertise in projects dealing with capacity building in higher education, innovation in higher education, entrepreneurship, eLearning, internationalisation, curriculum development, and entrepreneurial and digital skills development. Her extensive experience in EU-funded projects and Erasmus programs highlights her commitment to promoting and advancing European education, research, and innovation.

Experienced in capacity building, innovation, internationalisation, entrepreneurship, eLearning, curriculum development, and digital skills development. Dr Ciric Lalic's extensive background in project management and EU-funded projects make her an ideal speaker for training courses in these areas.

TRAINING AGENDA

Day 1

Welcome and Introduction 9:00 – 09:30

- Introduction to Workshop Objectives, Goals & Expectations

Session 1 9:30 – 11:00

Introduction to the Erasmus+ 2021-2027 Programme: Exploring Opportunities for Successful Project Proposals

- Important Features of the Erasmus+ 2021-2027 Programme: Navigating the Programme Requirements
- Aligning Your Project with the Programme Priorities: Overarching and per region
- Erasmus+ Funding Streams: Finding the Right Call for Your Project Idea
- How to Ensure the Best Fit Between Your Project and an Available Call: Strategizing Your Approach
- Focus on the Criteria List: Understanding the Requirements and Evaluation Criteria
- Overview of the Proposal Form Structure and Its Different Sections: Understanding the Building Blocks of a Successful Proposal
- Explanation of the Importance of Each Section and How It Fits into the Proposal as a Whole
- Class Exercise: Analyzing and Breaking Down a Real-Life Call for Proposals

Coffee Break 11:00 – 11:30

Session 2 11:30 – 13:00

Defining Project Objectives and Needs Analysis

- Importance of Defining Project Objectives and Conducting Needs Analysis: Setting the Foundation for a Successful Project
- Techniques for Conducting Effective Needs Analysis: Gathering and Analyzing Data for Informed Decision-Making
- Setting Clear and Measurable Objectives: Objective – Output – Indicators Formula
- Ensuring Your Project Meets the Programme Objectives
- Ensuring European Added Value: Complementarity with Other Actions and Innovation
- Group Activity: Conducting a Needs Analysis for a Hypothetical Project

Lunch Break 13:00 – 14:00

Session 3 14:00 – 15:30

Designing a Winning Concept and Methodology

- Understanding the Importance of a Strong Project Concept and Methodology
- Creating a Cohesive and Convincing Project Concept
- Crafting a Methodology That Is Clear and Feasible
- Identifying the Key Roles and Responsibilities within a Project Team
- Understanding the Importance of Diversity and Inclusion within a Project Team

WHY US

- Highly experienced and knowledgeable trainers with a proven track record of success in developing and managing Erasmus+ projects
- Interactive and engaging training methodology that includes group exercises, case studies, and real-life examples to maximize learning outcomes
- Comprehensive coverage of all aspects of Erasmus+ project development, including proposal writing, budget planning, risk management, and post-award management and reporting
- In-depth analysis and explanation of the Erasmus+ programme requirements and priorities, ensuring participants are well-prepared to submit a competitive proposal
- Emphasis on sustainability and long-term impact, helping participants develop strategies for ensuring the long-term success of their projects
- Small class sizes, allowing for individual attention and tailored support to meet the needs of each participant
- Opportunity for networking and collaboration with other participants, potentially leading to new project partnerships and collaborations

DESCRIPTION OF EACH DAY

Day 1

Developing Successful Erasmus+ Project Proposals

Learn about Erasmus+ program features, aligning projects with priorities, effective proposal development, needs analysis, project concept design, work planning, risk management, and partnership building.

Day 2

Ensuring Project Impact and Sustainability

Learn to develop a compelling project impact plan and effective communication strategies. Discover strategies for sustainability through resource mobilization, knowledge management, stakeholder engagement, and continuous improvement. Also, understand evaluation and post-award management requirements.

TRAINING AGENDA

Work Plan, Work Packages, Timing

- Developing a Comprehensive Work Plan and Identifying Work Packages and Activities
- Creating a Detailed Timetable for Project Implementation: Ensuring Your Project Stays on Track
- Interactive Exercise: Participants Will Work in Groups to Develop a Work Plan and Timetable for Their Project Proposal

Monitoring, Evaluation and Quality Assurance

- Understanding the Importance of Project Management, Quality Assurance, and Monitoring and Evaluation
- Identifying Key Project Management Tools and Techniques: Implementing Tools for Effective Project Management
- Ensuring the Quality of Your Project Outputs
- Implementing Best Practices for Effective Quality Assurance
- Monitoring Progress and Adapting to Changes: Keeping Your Project on Track

Coffee break 15:30 – 16:00

Session 4 16:00 – 17:30

Understanding the Importance of Risk Management in Project Development

- Developing a Comprehensive Plan to Manage Risks throughout the Project Lifecycle
- Identifying Potential Risks Within a Project: Cause – Risk - Effect
- Assessing the Impact and Likelihood of Identified Risks
- Developing Strategies to Minimize the Impact of Identified Risks

Building Effective Partnerships and Cooperation Arrangements

- Strategies for Building Successful Partnerships and Consortia
- Maximizing the Benefits of Partnerships with Geographical Coverage
- Leveraging Institutional Profiles for Successful Partnership Building
- Defining Roles and Responsibilities: Ensuring Clarity and Accountability within the Partnership

Q&A and Wrap-up

End of Day 1 17:30

Day 2

Session 1 9:00 – 10:45

Creating a Strong Project Impact

- Emphasizing the Impact of Your Project for Stakeholders and Society
- Defining the Target Groups for Your Project
- Techniques for Defining a Compelling Project Impact
- Developing Impact Targets for Different Timeframes: Short-term, Medium-term and Long-term Impact
- Identifying Impact at Different Levels for Maximum Effectiveness: Defining Individual, Institutional and Systematic Level Impact
- Evaluating and Measuring Project Impact: Indicator – Target - Measure Formula
- Group Activity: Developing an Impact Plan

Coffee break 10:45 – 11:15

Session 2 11:15 – 13:00

Designing Effective Dissemination, Communication and Visibility Plans

- Developing a Strong Dissemination and Communication Plan for Your Project
- Pair Roles and Responsibilities in Dissemination with Institutional Profiles: Ensuring Clarity and Accountability in Dissemination Activities
- Laying Good Foundations for Dissemination at the Project Start-up
- Developing Tailored Dissemination and Communication Strategies for Different Target Groups
- Measuring and Reporting on Dissemination and Communication Impact
- Building on Existing Networks and Projects for Successful Dissemination and Communication
- Interactive Exercise: Developing a Comprehensive Plan for Dissemination and Communication

OTHER COURSES

MANAGEMENT AND COORDINATION OF
E.C. FUNDED PROJECTS;
THE PM² METHODOLOGY

PM² PROJECT MANAGEMENT
METHODOLOGY FOR EUROPEAN FUNDED
PROJECTS

RISK MANAGEMENT FOR EC FUNDED
PROJECTS

PROPOSAL WRITING FOR RESEARCH &
INNOVATION PROJECTS

IMPACT OF E.C. FUNDED RESEARCH

FINANCIAL ADMINISTRATION & AUDITING
PREPARATION
FOR E.C. FUNDED PROJECTS

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journey from inception to
Implementation

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TRAINING AGENDA

Ensuring Sustainability and Continuation

- Developing Strategies to Ensure Continuity and Sustainability of Your Project
 - Institutionalization
 - Partnerships
 - Resource mobilization
 - Knowledge management
 - Legacy planning
 - Stakeholder Engagement
 - Continuous Improvement
 - Case Study Analysis: Analyzing Successful Erasmus+ Projects for Lessons Learned

Lunch break 13:00 - 14:00

Session 3 14:00 – 15:30

Budget and Financial Planning

- Understanding Erasmus+ Budget Categories and Rules
- Creating a Comprehensive Project Budget
- Assessing the Cost-Effectiveness of the Project and Identifying Areas for Cost Savings through Cost- Effectiveness Analysis
- Group Exercise: Participants work together to create a project budget and identify areas for cost savings

Coffee break 15:30 – 16:00

Session 4 16:00 – 17:30

The evaluation procedure

- Award criteria
- How to avoid most common mistakes
- How to avoid most common weaknesses
- Putting yourself in the role of the “evaluator”

Post-Award Management and Reporting

- Overview of post-award management requirements
- Key principles and best practices for successful project reporting

Final remarks

- Course Evaluation: Roundup of Acquired Competences, Feedback, and Discussion
- Q&A and Wrap Up

End of Day 2 17:30

Please note - This agenda should be considered as a backbone; the exact content and flow may vary to better accommodate the needs of each training group individually