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

EXPERT
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 innovation in higher education, capacity building in higher education, internationalisation, entrepreneurship, eLearning, curriculum development, and entrepreneurial and digital skills development.

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 knowledge management, resource mobilization, stakeholder engagement, and continuous improvement. Also, understand evaluation and post-award management requirements.

TRAINING AGENDA
Day 1
Session 1 9:00 – 10:30
Welcome and Introduction 9:00 – 09:30
- Introduction to Workshop Objectives, Goals & Expectations

Introduction to the Erasmus+ 2021-2027 Programme: Exploring Opportunities for Successful Project Proposals
- Important Features of the Erasmus+ 2021-2027 Programme
- 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
- Overview of the Proposal Form Structure and Its Different Sections
- Explanation of the Importance of Each Section and How It Fits into the Proposal as a Whole
- Workshop 1: Developing a Hypothetical Project

Coffee Break 10:30 – 11:00

Session 2 11:00 – 12:30
Justifying Project Relevance
- Setting the Foundation for a Successful Project
- Techniques for Conducting Effective Needs Analysis: Gathering and Analyzing Data for Informed Decision-Making
- Workshop 2: Need Analysis using SWOT and PEST Analysis

Lunch Break 12:30 – 13:30

Session 3 13:30 – 15:00
Defining Project Objectives
- Setting Clear and Measurable Objectives: Objective – Output – Indicators Formula
- Workshop 3: Define Specific Objectives using Objective-Output-Indicator Formula
- Ensuring European Added Value: Complementarity with Other Actions and Innovation

Coffee break 15:00 – 15:30

Session 4 15:30 – 17:00
Designing a Winning Concept and Methodology
- Understanding the Importance of a Strong Project Concept and Methodology
- Crafting a Methodology That Is Clear and Feasible
- Identifying the Key Roles and Responsibilities within a Project Team

Work Plan, Work Packages, Timing
- Developing a Comprehensive Work Plan and Identifying Work Packages, Activities, Milestones and Deliverables
- Creating a Detailed Timetable for Project Implementation
- Workshop 4: Develop a Work Plan

Monitoring, Evaluation and Quality Assurance
- Understanding the Importance of Project Management, Quality Assurance, and Monitoring and Evaluation
- Identifying Key Project Management Tools and Techniques
- Identifying Key Quality Assurance, and Monitoring and Evaluation and Techniques

Q&A and Wrap-up

End of Day 1 17:30

OTHER COURSES

PM² PROJECT MANAGEMENT METHODOLOGY FOR EUROPEAN FUNDED PROJECTS

PROPOSAL WRITING FOR RESEARCH & INNOVATION PROJECTS

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

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

RISK MANAGEMENT FOR EC FUNDED PROJECTS

IMPACT OF E.C. FUNDED RESEARCH

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TRAINING AGENDA
Day 2

Session 1 9:00 – 10:30
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
- Workshop 5: Risk Analysis

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

Coffee break 10:30 – 11:00

Session 2 11:00 – 12:30
Creating a Strong Project Impact
- Emphasizing the Impact of Your Project for Stakeholders and Society
- 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
- Workshop 6: Define Project Impact

Lunch break 12:30 - 13:30

Session 3 13:30 – 15:00
Designing Effective Dissemination, Communication and Visibility Plans
- Developing a Strong Dissemination and Communication Plan for Your Project
- 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
- Workshop 7: Designing Dissemination and Communication Plan

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
- Workshop 8: Develop a Sustainability Plan

Coffee break 15:00 – 15:30

Session 4 15:30 – 17:00
Budget and Financial Planning
- Understanding Erasmus+ Budget Rules
- Breaking Down Cost Categories: Personnel, Subcontracting, Purchase, Other Costs
- Understand Lump Sums
- Step-by-step Guide to Using the Lump Sum Budget Table
- Crafting Effective Lump Sum Proposals

The Evaluation Procedure
- Focus on the Criteria List: Understanding the Requirements and Evaluation Criteria
- Putting yourself in the role of the "evaluator"

Post-Award Management and Reporting
- Overview of post-award management requirements

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

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