



# TEMPUS & ERASMUS MUNDUS – OPPORTUNITIES FOR THE EASTERN PARTNERSHIP

*An Eastern Partnership Conference*

5-6<sup>th</sup> December 2011, Kiev – **Hyatt Hotel**

## **Preparing a good project proposal**

**Conclusions**



## Workshop Preparing a good project proposal:

1. *Before writing a proposal*, introduction by  
Siarhei Piashkun, chair-person
2. *Preparing a good project proposal*, by  
Christina Akrivou, facilitator
3. Final discussion of the presentations



# Preparing a good project proposal

The workshop was treated in many respects as a training session.

The workshop was an intensive introduction to the project proposal writing process.

Participants learnt the basics of proposal-writing, including successful approaches and the "do's and don'ts".



# Preparing a good project proposal

**The workshop provided a guidance for preparation of project proposals. Questions discussed:**

- General information about the proposal
- Eligibility and award criteria
- Tips and tricks – how to ensure your proposal stands out
- Ticking the right boxes (using the right terminology)
- The best way of presenting your ideas and consortium
- Collaborative working methods – a truly joint proposal



# Preparing a good project proposal

## Questions and Problems:

- How to find partners and work with them?
- How to find information about the projects already selected under the Programme?
- How to complete the application form?
- What are the specific advice to the “new applicants”?
- What are the specific advice to the “old applicants”?



# **Before writing a proposal you should study**

Tempus & Erasmus Mundus differences in:

- Objectives
- Requirements
- Thematic Priorities
- Duration



## General advice

- Read all documents before the proposal writing
- Support the objectives of the call, national and regional priorities
- Identify the beneficiaries and stakeholders
- Needs analysis / collaborative approach
- Provide clear methodology: what will be done, how, when and with which resources
- Check out the capacity of your institution to participate in the project (sufficient resources, linguistic competences, financial capacity)



# Specific advice to the “new applicants”:

- Early planning
- Experienced partners and external evaluator
- Gaining experience as a project partner before becoming coordinator
- Focus significantly on tasks and quality assurance
- Communication with partners/meetings
- Give somebody to read your project proposal before submitting it. It should be clear and simple



## Specific advice to the “old” applicants:

- Don't “copy”-“paste” projects!

Every project should have its own life.

- Use the feedback/comments of experts for the improvement of new application
- Find appropriate/relevant partners
- Use the results of previous projects and its outcomes in the most appropriate way



# Tips

- Relevance
- Partnership/ cooperation/ management
- Promotion/selection
- Dissemination and Sustainability
- Quality



Three key words  
of a good quality project

Relevant

Feasible

Sustainable