



# Erasmus+

How to prepare your  
Erasmus Mundus  
Design Measures (EMDM)  
proposal

*European Education and Culture  
Executive Agency*

# EMJM – How to apply



## WHERE?

Applications must be submitted through the European Commission's Funding & Tender Opportunities Portal (F&TP) using the Portal Submission System



## WHO?

Proposals must be created and submitted by a **contact person** of the applicant institution



## WHEN?

Deadline: **15 February 2024 – 17:00** (Brussels time)

Applicants are highly recommended to **submit** proposals **as early as possible** and at least 48 hours prior to the call deadline



# Preliminary steps

## *Preparation*

1

Consult the [How to find and apply for funding opportunities](#) presentation

2

Get more guidance on how the Funding and Tender Opportunities portal works in the [F&TP online manual](#) and the [Proposal Submission User Manual](#)

3

Read carefully the information on the [Roles and access rights](#) and decide the persons who will manage the application

# Get prepared



## Read carefully all the call documents

*Erasmus+ Programme Guide and proposal templates that can be found in the F&TP under the respective **topic conditions and documents*** 



## Plan your project and define your work plan

*Technical description, work package and deliverables*



## Create an EU Login account

*To be able to submit a proposal, you must register on the Portal for an **EU Login account***



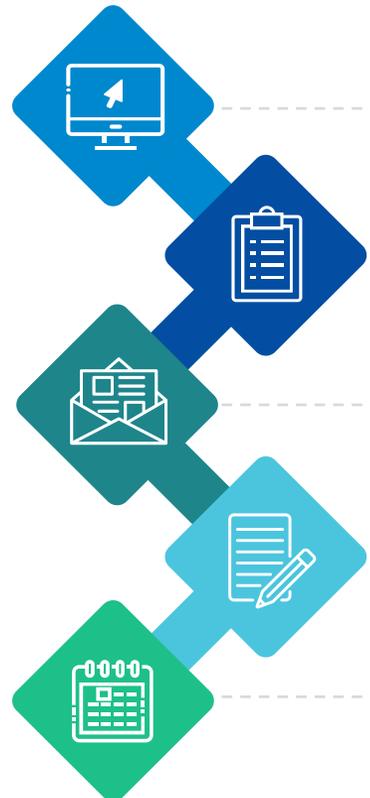
**Make sure your organisation has a valid Participant Identification code (PIC).  
If not, get one!**

**Participant Register**

# Application requirements

Check the compliance of the proposal with the criteria of the Programme Guide in Part B (Erasmus Mundus Lot 2 – Design Measures) and Part C – Information for applicants.

## *ADMISSIBILITY CRITERIA*

- 
- Submit the application electronically via the **F&TP Electronic Submission System**
  - Use the **forms** provided in the Submission System
  - Submit complete application containing **all parts and mandatory annexes**
  - Respect the **page limit** for Part B of the application form (**40 pages**)
  - Respect the **deadline**

# Application requirements (cont.)

 Check the compliance of the proposal with the criteria of the Erasmus+ Programme Guide:

## ➤ Eligibility criteria

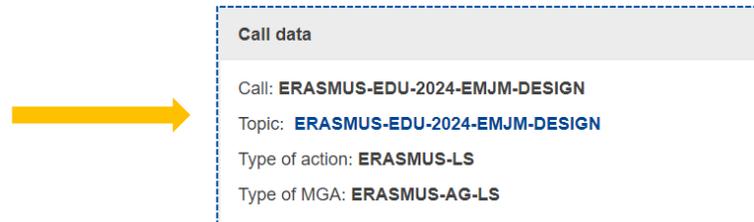
- Applicants must be an eligible HEI, established in an EU Member State or third country associated to the Programme or in an eligible third country not associated to the Programme. (consult the Erasmus+ Programme Guide for any restrictions)
- HEIs established in an EU Member State or third country associated to the Programme must hold a valid Erasmus Charter for Higher Education (ECHE).
- Project duration: **15 months**
- Applications must be submitted by **15 February 2024 at 17:00 Brussels time**

## ➤ Exclusion and Selection criteria

- Applicant is not in any of the exclusion situations described in Articles 136-141 of the Financial Regulation (Part C of the Erasmus + Programme Guide)
- The applicants' financial and operational capacity are adequate

# Get started

- Log into the Funding and Tender Portal and select the correct topic.
- Make sure you are in the correct Call for proposals and Type of action.



- Access the electronic submission system:

Please select the type of your submission:

ERASMUS Lump Sum Grants [ERASMUS-LS], ERASMUS Lump Sum Grant [ERASMUS-AG-LS]

Start submission

- ✓ You will need to use the online forms and templates available in the Submission System

# Get started (cont.)

- In the step 'Create proposal' identify the applicant organisation PIC:



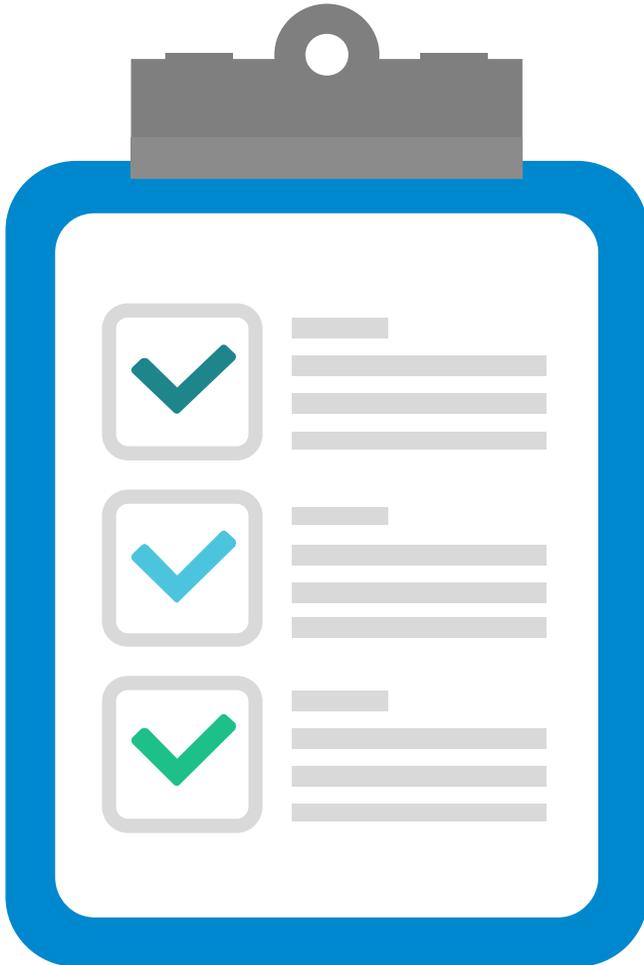
The screenshot shows a search interface with a blue header bar containing the text "Find your organisation". Below the header, there are two input fields: "PIC" with a character count of 9 and "Short name" with a character count of 250. A blue button labeled "Search for your organisation" is positioned below the input fields.

- Select your role. At least one **Main contact** must be provided (refer to the Portal section [Roles and access rights](#) for more information).
- Indicate the **proposal acronym** and enter a short **summary**. These will be displayed in the "General Information" section of the Application Form Part A, where it can still be changed.
- It is not possible to add partners nor associated partners → mono-beneficiary Grant Agreement (the applicant is the only beneficiary).  
Other participating organisations are to be described in Part B and C of the application form
- A progress bar on the top of the page indicates the proposal completion progress.



# Application package

Complete **Part A & C** directly on the Portal. Prepare **Part B** in advance and upload it in the Portal.



The application form is structured in three parts:



## Part A – Administrative Forms

Contains general information about the project, data on the applicant organisation and contact persons



## Part B – Technical description

Contains the narrative part of the project, the work package and deliverables



## Part C – Administrative forms

Specificities about the EMDM (n° of ECTS, type of degrees to be awarded, participating organisations)

# Part A – Administrative forms

- Use the icon  to access the administrative forms

Table of contents		
Section	Title	Action
1	General information	<a href="#">Show</a>
2	Participants	<a href="#">Show</a>
3	Budget	<a href="#">Show</a>
4	Other questions	<a href="#">Show</a>

Some data fields in the administrative forms are pre-filled based on the steps in the submission wizard.

- ✓ **Section 1 - General information** about the project:
  - Enter information related to the title and language of the proposal
  - Project duration → encode **15 months**
  - Enter free keywords that are relevant to the scope of the proposal
  - Don't forget to include the project scientific areas



# Part A – Administrative forms (cont.)

- ✓ **Section 1 - General information** about the project (cont.):
  - If pertinent, indicate the relevance of the proposal to the Priorities of the European Commission
  - Flag if the proposal was submitted under another call in the past 2 years. If so, indicate the proposal reference or contract number
  - Tick the relevant boxes under “Declarations”
- ✓ **Section 2 - Participants:** provide information about the applicant organisation, the department(s) involved and contact persons
- ✓ **Section 3 - Budget:** encode the fixed lump sum contribution of **60.000 EUR**

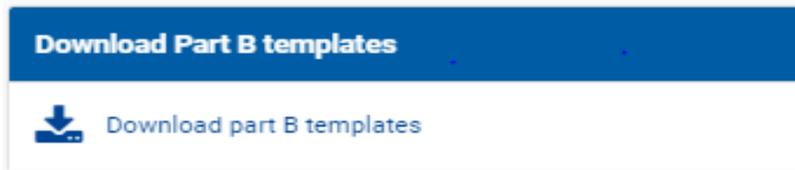
## 3 - Budget

No	Name of Beneficiary	Country	Requested grant amount
1	<b>Applicant organisation</b>		<b>60 000 Eur</b>
	Total		<b>60 000 Eur</b>

- ✓ **Section 4 – Other questions:** **N/A to EMDM**

# Part B – Technical description

- Part B is the only **mandatory document**:
  - ✓ Part B must be prepared in advance using the template downloaded from the system



- ✓ It's not required to add any additional annexes

Part B and Annexes

In this section you may upload the technical annex of the proposal (in PDF format only) and any other requested attachments. ⓘ

Part B *	<input type="text"/>	ⓘ	Upload 
List of previous projects	<input type="text"/>	ⓘ	Upload 
Other annexes	<input type="text"/>	ⓘ	Upload 

# EMDM Part B – Technical description

- The Application form contains the technical description of the project based on the Programme Guide Award criteria.
- It should be completed and uploaded in the F&T Portal in PDF format.
- Follow the instructions provided in the application form and do not change the structure, titles or subtitles of the form.
- Application Form structure:
  - Sections 1, 2 & 3  Award Criteria
  - Section 4  Plan, Work Package & Timing
  - Section 5  Not applicable for EMDM
  - Section 6  Declarations concerning double funding

# Part B – Technical description (cont.)

- **Sections 1-3** – For the following sections, please read the instructions carefully:
  - ✓ **Section 1.2** Needs analysis and specific objectives - it is not necessary to describe a sound needs analysis nor to define indicators for measuring achievement. **However, please address the specific award criteria as set out in the Erasmus+ Programme Guide, and the sub-criteria under “Relevance”**
  - ✓ **Section 2.1.2** Project management, quality assurance and monitoring and evaluation strategy - it is not necessary to describe evaluation methods and indicators to monitor the outreach and coverage. **However, please address the specific conditions set out in the Programme Guide and the sub-criteria under “Quality of the project design and implementation”**
  - ✓ **Section 2.1.3** Project teams, staff and experts – it is not necessary to provide the CVs
  - ✓ **Section 2.1.4** Cost effectiveness and financial management - not applicable for EMDM projects
  - ✓ **Section 2.1.5** Risk management – it is not necessary to present critical risks and risk management strategy for EMDM projects
  - ✓ **Section 2.2.2** Consortium management and decision-making mechanisms - not applicable for EMDM projects

# Part B – Technical description (cont.)

- **Section 4** - description of the work plan and of the project activities
  - ✓ Use **one single work package** to describe the planned activities ex. *WP1 – “project acronym”*
  - ✓ Show **who is participating** in each task; include the participating organisations
  - ✓ For EMDM it is not necessary to include milestones. The section on milestones can be left empty
  - ✓ To define the **main deliverables** use the list of EMDM expected outcomes/joint mechanisms that is listed in the Erasmus+ Programme Guide (please also consult the [FAQs on the F&TP](#) for the type of deliverables we expect to see).
  - ✓ We recommend using the dissemination level '**SEN(sitive)**' for your deliverables. Note that “PUB(lic)” deliverables will be automatically displayed by the system on the due date that you indicated in the application.
  - ✓ When completing the **Timetable** keep in mind that the duration of an EMDM project is **15 months**
- **Section 5** - not applicable for EMDM projects
- **Section 6** - please reply **Yes or No** concerning the Declarations on double funding

# Part C – Administrative forms



- ✓ On the top of the page expand the table in order to select the type of organisation.



- ✓ Nr of ECTS of the new master: choose **1 single option**
- ✓ Type of degree intended to be awarded: choose **1 single option**
- ✓ Include the **participating organisations** that will contribute to the design of the Master programme (Add as many as necessary)

Participating organisations legal name, including applicant	Role of the participating organisations including applicant	PIC (if available)	Country CODE	City	Type of organisation
-	Applicant	-	Belgium	-	European or international public bod
<input type="text"/>	<input type="text" value="Applicant"/>	<input type="text"/>	<input type="text" value="Belgium"/>	<input type="text"/>	<input type="text" value="European or international publi..."/>

# Validate & submit your proposal



**Edit** your draft proposal as many times as you need to complete/correct information



Run a **validation** of your draft proposal to make sure it meets the requirements and no information is missing



Errors and warnings will be listed at the end of the form  
**Errors** mean that mandatory information is missing and the proposal cannot be submitted until they are corrected

**Warning messages** do not block submission, but they indicate missing information. Ideally, these should be addressed by correcting the information provided

Show Error



**After submission**, you can still edit and update the proposal at any time before the deadline. However, if you change the content you will need to re-submit for the changes to be reflected

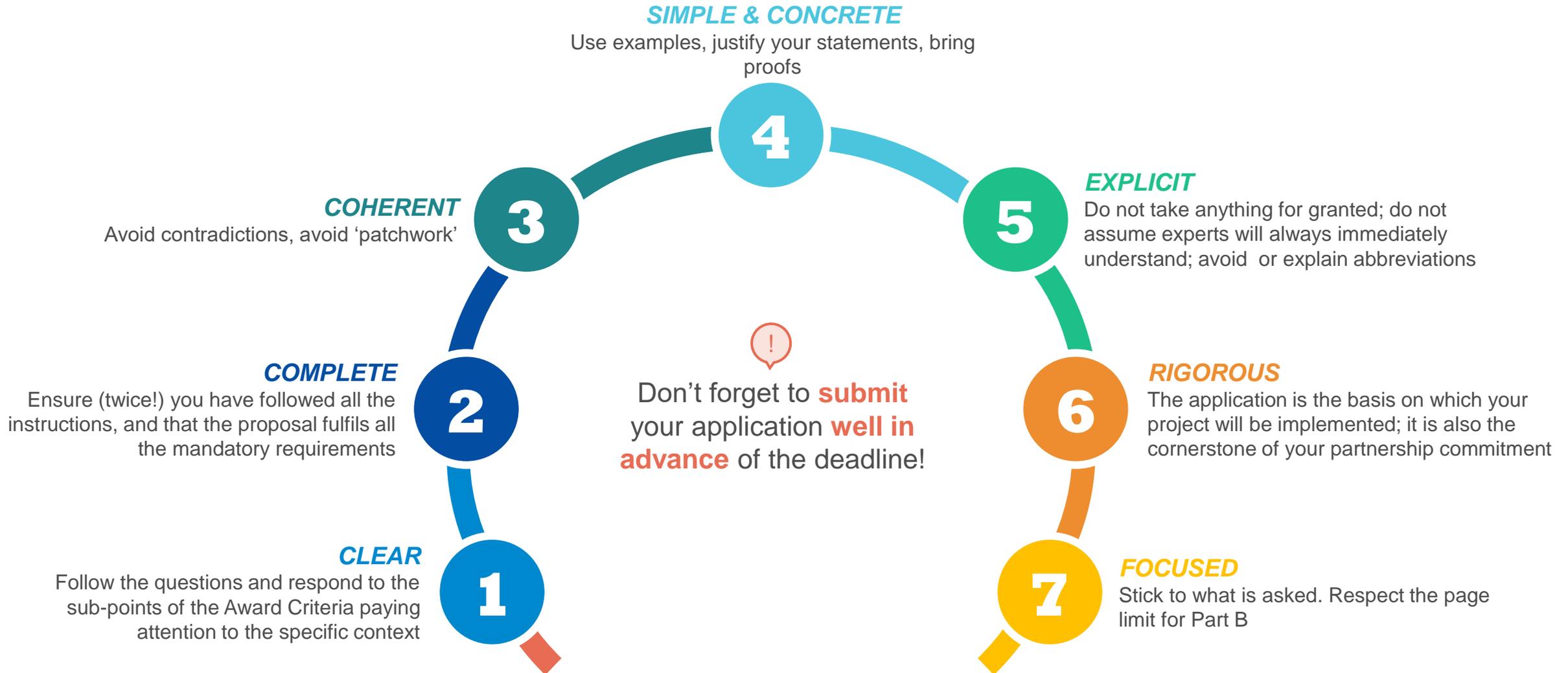
Show Warning



For **more information** consult the **Proposal Submission User Manual**

# General advice

*When writing your proposal make sure it is:*



# Other information sources

- [Erasmus Mundus, analysis of the results of the second 2021-2027 call \(joint masters and design measures\)](#)
- [Erasmus Mundus, analysis of the results of the first 2021-2027 call \(joint masters and design measures\)](#)
- [Statistical factsheets on the achievements of the Erasmus Mundus Joint Master Degrees \(2014-2020\)](#)
- [Erasmus+ Factsheets](#)
- [Report 'Implementing Joint Degrees in the Erasmus Mundus action of the Erasmus+ programme'](#)
- [Erasmus Mundus Catalogue \(europa.eu\)](#)
- [EMJMD Cluster meeting 2018: European Approach for Quality Assurance of Joint Programmes](#)
- [Follow-up event 2019 "Implementing the European Approach for Quality Assurance for EMJMDs](#)
- [Erasmus Mundus Joint Master Degrees - The story so far](#)
- [Sustainability of Erasmus Mundus Master Courses - Best practice guide](#)
- [Erasmus+ Project result platform](#)

# Good luck !



Contact us at  
[EACEA-EPLUS-ERASMUS-MUNDUS@ec.europa.eu](mailto:EACEA-EPLUS-ERASMUS-MUNDUS@ec.europa.eu)



F&TP Service Desk  
[EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu](mailto:EC-FUNDING-TENDER-SERVICE-DESK@ec.europa.eu)



F&TP Service Desk  
**+32 2 29 92222**



© European Union 2023

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.

Slide 1 Image, source: © European Union, 2021 (CC BY-NC-ND 4.0) — iStockphoto.com