



# Lifelong Learning Infoday

Brussels, 12 November 2012



# Jean Monnet Programme

# Outline of presentation

- Structure of the Jean Monnet Programme
- Key Activity 3
- Key Activity 1
- Avoiding the most common mistakes
- Requirements for a strong proposal
- Supporting documentation (Application forms)
- Links and contacts

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|--|--------------------------------------|-----------------------------------|------------------|
| School education   | Higher education & advanced training | Vocational education and training | Adult education  |
| <b>Transversal Programme</b>   |                                      |                                   |                  |
| 4 key activities–Policy Cooperation; Languages; ICT; Disseminationand exploitation of results (valorisation) |                                      |                                   |                  |
| <b>Jean Monnet Programme</b>   |                                      |                                   |                  |
| 3 key activities– Jean Monnet Action; European Institutions; European associations                           |                                      |                                   |                  |

## Structure of the programme

- 1** • Jean Monnet Action
- 2** • Operating grants to support specified institutions
- 3** • Operating grants to support European Associations active at European level in the field of European Integration and Education and Training



## Jean Monnet Programme, Key Activity 3

The purpose of this activity is to support **European Associations** in the field of education and training active in:

- European integration subjects and/or
- Pursuing the objectives of the European education and training policy (ET 2020)

# European Associations

- Non-profit organisations
- Legally established in one of the LLP countries
- Operating in the field of education and training at European level



# Specific Eligibility Criteria

- European Associations composed exclusively of member-based associations (i.e. the members are themselves "umbrella" associations at the transnational, national, regional or local level)

Minimum **6** members

or

- European Associations composed of members that do not all have a member-based structure. This allows the European Associations to be composed (either partly or entirely) of institutions and organisations active in education and training that are not member-based (such as primary and secondary schools and higher education institutions)

Minimum **9** members



# Award Criteria

The quality of the detailed **work programme** is assessed on the basis of the following three award criteria (see Assessment Grid in Annex II):

- (1) the relevance, clarity and coherence of the short-term objectives;
- (2) the quality of the management of the work programme (clarity and coherence of the activities and budgets proposed to achieve the objectives, timetable);
- (3) the expected impact of the activities on education and/or training at European level

# Financial Support (1/1)

**Operating grants** to support part of the costs incurred by the selected European Associations in carrying out European activities according to an agreed work programme.

The activities of the proposed work programme must contribute to:

- increasing knowledge and awareness on the European integration process through education and training and/or
- the implementation of at least one of the strategic objectives of "ET 2020"(see Art. 2.1)

## Financial Support (2/2)

Applicant organisations can choose between two systems of funding:

- Flat-rate system

(the grant is calculated on the basis of a fixed amount per equivalent full-time staff member up to a maximum grant amount of 100,000 €. The amount depends on the country in which the organisation has its main activities)

- Budget-based system

(the grant is calculated on the basis of a detailed estimated budget)

# Main components

The actions supported under this key activity aim to:

- stimulate **excellence** in teaching, research, reflection and debate in European integration studies in higher education institutions within and outside the European Union.
- organise **high level** reflection on current issues in European integration such as conferences and working groups among professors, policy makers, civil society representatives
- support **high level** institutions in the field of EU studies and associations in the field of Education and Training

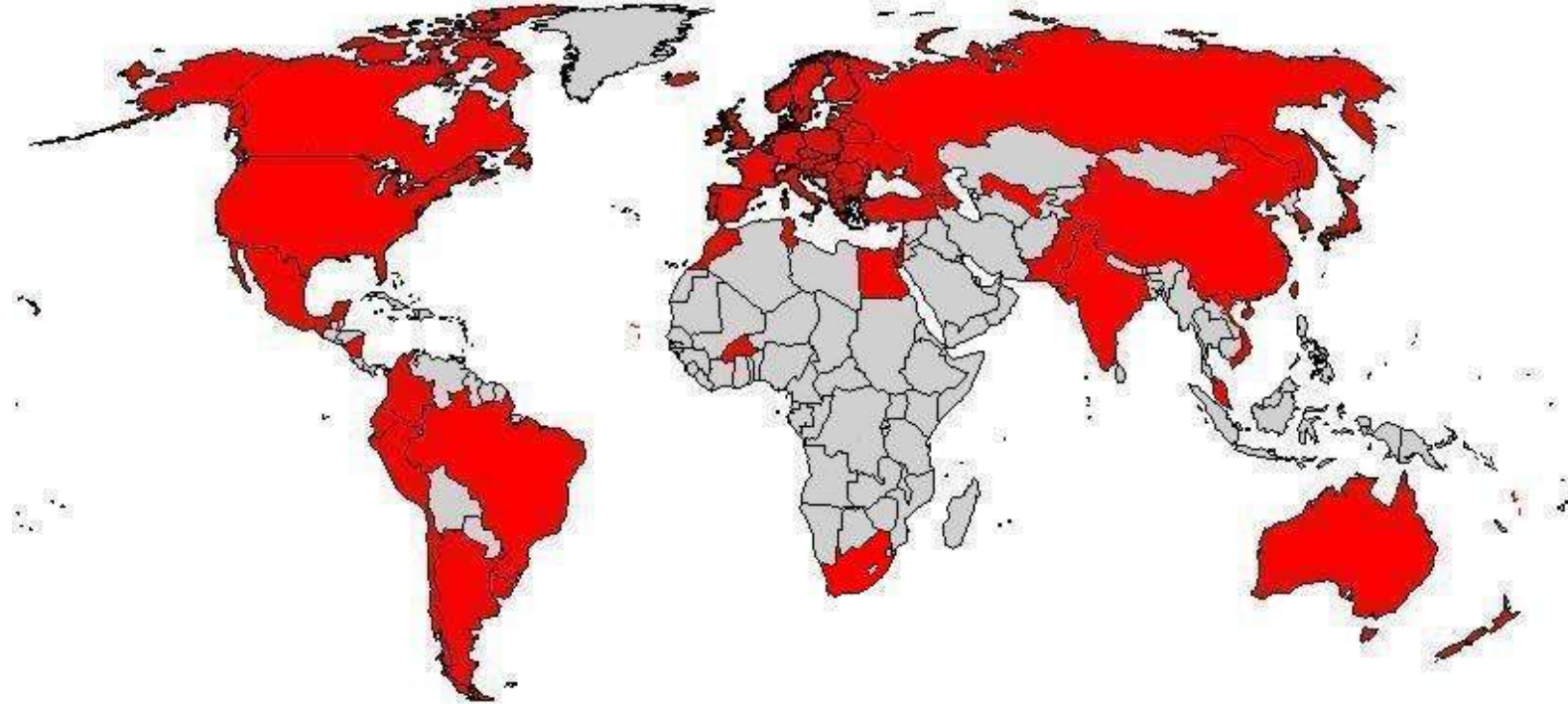
# Jean Monnet Programme

The Jean Monnet Programme was launched in 1989 with the aim of facilitating the introduction of European integration studies in universities by means of start-up subsidies.



The programme takes the name of Jean Monnet (1888-1979), one of the 'architects' of the European Union and incarnation of the European ideal.

## A worldwide network (1989 – 2012)



**76 countries** throughout the world  
more than **800 universities** offer Jean Monnet  
courses as part of their curricula

**4,000 projects** in the field of European  
integration studies  
more than **1,700 professors**  
**265,000 students** every year

# Subject Area and Types of Action

- **European Integration studies** involves the study of the origins and evolution of the European Union in all its aspects. European integration studies cover the analysis of both the internal and external dimension of European integration, including the European Union's role in the dialogue between peoples and cultures. Comparative studies concerning national practices are not regarded as European integration studies.
- Two different types of action:

## 1. TEACHING ACTIVITIES

## 2. ACADEMIC AND RESEARCH ACTIVITIES

# Types of action (1/2)

**Centre of Excellence:** multi-disciplinary structure pooling scientific, human and documentary resources for European integration studies and research within one or more universities.

**"Ad personam" Jean Monnet Chair:** former Jean Monnet Chair holders with evidence of high-level international teaching and publication record and/or professor with a distinguished background as former practitioner in the field of European integration.

**Jean Monnet Chair:** teaching post with a specialization in European integration studies for a minimum of 90 hours per academic year.

**European Module:** short programme of European integration study, minimum 40 teaching hours per academic year, may be multi-disciplinary.

## Teaching activities



## Types of action (2/2)

### Academic and Research activities

**Multilateral research groups:** research partnership leading to an integrated academic network with a joint research plan and multi-disciplinary synergies in the field of EU studies.

**Information and research activities relating to European integration:** aims to promote discussion, reflection and knowledge about the European integration process through conferences and seminars.

**Learning EU at School:** aims to promote EU knowledge at primary and secondary schools. For Higher Education Institutions and Institutions/Associations

**Associations of professors and researchers specializing in European integration:** associations whose explicit purpose is to contribute to the study of the European integration process and whose aim is to enhance the visibility of regional or national scientific and physical resources in this domain.



# Call 2013 Priorities – Teaching Activities

## **JEAN MONNET CHAIRS, AD PERSONAM CHAIRS, EUROPEAN MODULES**

Priority will be given to projects:

- open to students from other higher education institutions (e.g. in the same city or region)
- going beyond the courses traditionally involved in subjects directly related to European integration
- dealing with specific themes related to European integration such as the European Neighbourhood policy and good governance of EU policies
- benefiting students who do not automatically come into contact with European integration studies (in such fields as science, engineering, medicine, education, arts and languages, etc.)



# Call 2013 Priorities – Teaching Activities

## JEAN MONNET CHAIRS, AD PERSONAM CHAIRS, EUROPEAN MODULES

- showing an innovative character and implementing the activities in countries and regions not yet or not sufficiently covered by the programme
- involving professors and university teachers not having yet benefited from the programme
- contributing to European integration teaching for primary and secondary school education, and initial vocational education and training
- benefiting civil society groups.



# Call 2013 Priorities – Academic & Research Projects

## **JEAN MONNET CENTRES OF EXCELLENCE, INFORMATION AND RESEARCH ACTIVITIES, MULTILATERAL RESEARCH GROUPS**

Priority will be given to projects:

- involving academic activities which exploit multi-disciplinary resources
- demonstrating openness to civil society
- involving researchers preparing a doctorate or in possession of less than 5 years of post-doctoral experience
- involving national or transnational associations of professors and researchers specialising in European integration studies



# Call 2013 Priorities – Academic & Research Projects

## JEAN MONNET CENTRES OF EXCELLENCE, INFORMATION AND RESEARCH ACTIVITIES, MULTILATERAL RESEARCH GROUPS

- showing an innovative character and implementing the activities in countries and regions not yet covered by the programme
- involving professors and university teachers not having yet benefited from the programme
- creating joint transnational activities and structural links with academic institutions in other countries aiming at the production of research results that cannot be achieved through research activities within a national framework



# Call 2013 Priorities – Academic & Research Projects

## JEAN MONNET CENTRES OF EXCELLENCE, INFORMATION AND RESEARCH ACTIVITIES, MULTILATERAL RESEARCH GROUPS

- developing contents and methodological methods and tools contributing to EU integration teaching for primary and secondary school education and initial vocational education and training
- developing transnational EU projects on the writing of the history of the EU integration process from a common European perspective

# Finance

- **Total available budget:** 9,881,821 €
- **Maximum Community grant** (per activity type):

| Activity                                   | Ceiling (in EUR) | Budget available (in EUR) | Minimum countries | Duration |
|--|------------------|---------------------------|-------------------|----------|
| Jean Monnet Chairs                         | 45,000           | 4,500,000                 | 1                 | 3 years  |
| Centres of Excellence                      | 75,000           |                           |                   |          |
| Modules                                    | 21,000           |                           |                   |          |
| Associations of Professors and Researchers | 25,000           | 67,021                    | 1                 | 3 years  |
| Information and Research Activities        | 40,000           | 1,135,400                 | 1                 | 1 year   |
| Learning EU at School                      | 60,000           | 2,000,000                 | 1                 | 1 year   |
| Multilateral Research Groups               | 80,000           | 231,400                   | 3                 | 2 years  |
| Operating grants for Associations (KA3)    | 100,000          | 1,948,000                 | 1                 | 1 year   |

- **Maximum Community contribution** (to total eligible costs): **75%**

# Flat-rate system of financing since 2010

- Since 2010 grants for certain activities i.e. **Chairs, Modules and Information and Research Activities** are calculated according to pre-determined **flat-rate amounts** and **scales of unit costs**.
  - **Jean Monnet Chairs and Teaching Modules**

Flat-rate grant amount determined on the basis of the number of teaching hours (with reference to national teaching cost per hour)
  - **Information and Research Activities including “Learning EU at School”**

Flat-rate grant amount determined on the basis of the number of participants involved in the events (with reference to the national allowance scale per participant)



# Flat-rate financing applied to teaching activities

For a **Jean Monnet Chair** (grant ceiling 45,000€) of 270 hours and a **Teaching Module** (grant ceiling 21,000€) of 120 hours both in Italy, where the national hourly teaching cost is 166€, the calculation of the flat-rate financing for each type of activity would be made in four steps as follows:

| 4-step calculation:   | Jean Monnet Chair              | Teaching Module                |
|---|--------------------------------|--------------------------------|
| 1. Multiply teaching hours by hourly teaching cost                      | 270 hrs x 166€ =<br>44,820.00€ | 120 hrs x 166€ =<br>19,920.00€ |
| 2. Add 10% for Chairs & 40% for Modules                                 | + 10% = 49,302.00€             | + 40% = 27,888.00€             |
| 3. Multiply by 75% (max. Community contribution)                        | x 75% = 36,976.50€             | x 75% = 20,916.00€             |
| 4. Reduce in line with grant ceiling (45,000€ Chairs & 21,00€@ Modules) | N/A                            | N/A                            |
| Result:   | 36,976.50€                     | 20,916.00€                     |

# Flat-rate financing applied to Information & Research Activities

For a two-day **Jean Monnet conference** (grant ceiling for Information and Research Activities 40,000€) with 100 participants and 5 non-local speakers in Italy, where the national allowance scale per day per participant is 77€ and per non-local speaker is 195€, the calculation of the flat-rate financing would be made in five steps as follows:

| 5-step calculation:                                     | Information and Research Activity         |
|---|---|
| 1. Apply formula to obtain cost per participant per day | 96.75€                                    |
| 2. Multiply result by n° participants & by n° days      | $100 \times 2 \times 96.75€ = 19,350.00€$ |
| 3. Add 5,000€ lump sum                                  | $+ 5,000.00€ = 24,350.00€$                |
| 4. Multiply by 75% max. Community contribution          | $\times 75\% = 18,263.00€$                |
| 5. Reduce in line with grant ceiling (40,000€)          | N/A                                       |
| Result:   | 18,263.00€                                |

# Application of flat-rate financing (contd.)

## Teaching activities:

- Applicants must indicate in application form the number of hours involved and the country in which the activity will be delivered.
- Due justification of the number of hours delivered will be required in the case of funding.

## Information and Research Activities:

- Applicants must indicate in application form the number of participants and the number of non-local speakers involved in the event, the number of days it will cover and the country in which it will be delivered.
- Due justification of the number of participants involved will be required in the case of funding.



# Specific Eligibility criteria – Teaching activities

- **Jean Monnet Chairs** (Teaching post in EU studies, 90 hours, rank of professor)
- ***Ad personam* Jean Monnet Chairs** (Reserved for former Jean Monnet Chair holders and academics with distinguished background as high-level practitioners)
- **Centres of Excellence** (Integrated resources in EU studies, coordinated by a JM Chair)
- **Teaching Modules** (Minimum 40 hours, general (introductory) or highly specialized teaching courses and/or summer courses in EU studies)



# Specific Eligibility criteria – Academic and Research Activities

- **Associations of professors** (Promotion of EU studies at national or transnational level, interdisciplinary character)
- **Information and research activities** (Organisation of conferences, seminars, round table debates and production of associated publications)
- **Learning EU at School** (organisations and/or associations working in the field of Education and training)
- **Multilateral Research Groups** (partnership of at least 3 Jean Monnet Chairs from 3 different countries, integrated academic network and joint research resulting in major publication)

# Eligibility criteria

## Main reasons for ineligibility in past calls:

- × Insufficient number of teaching hours
- × Insufficient number of years (teaching activities over 3 years)
- × Old projects still within the contractual period
- × Missing parts of the application (financial form)
- × Application sent after the deadline
- × Missing signature of the legal representative

## **Award criteria – Call 2013 (1/2)**

- **Quality of the applicants or consortium**

Quality (excellence) of the academic profile (CVs) in the specific field of European integration studies

- **Quality of the methodology and the work programme**

Quality and detail of the planned teaching, research and/or debating activities (with particular attention to the teaching activities in non-EU Member States, the academic added value, the multi-disciplinary synergies, the innovating character and the openness to civil society)

## Award criteria – Call 2013 (2/2)

- **Impact and relevance of the results**

Likely impact of the activities on education and/or training at the European and/or world level with specific attention for activities outside the EU.

- **Innovative character**

Degree of innovation of the project: creation of new teaching, research and/or debating activities (as appropriate); application by higher education institutions/associations in countries not yet covered by the Jean Monnet Action or higher education institutions/associations not yet supported by Jean Monnet funding or involving academics not yet in receipt of Jean Monnet funding for the same type of activity



# Award criteria – Main elements

- **Quality of the applicants or consortium**

- ✓ Best and appropriate CVs and list of publications

- **Quality of the methodology and the work programme**

- ✓ Methodology suited to achieving objectives
- ✓ Adequate and clear scheduling of activities
- ✓ Clear teaching and research content

- **Impact and relevance of the results**

- ✓ The results foreseen are relevant to the objectives
- ✓ Contribution to stimulating knowledge on the European integration process

## **Innovative character**

- ✓ Characterised by new tendencies in terms of the applicant (institution or proposed title holder) and/or the academic content of the proposal

## Avoid the most common mistakes

- Demonstrate the relevance of the project in the European integration studies context
- Identify the needs of the target group
- Remember that only information presented in the application can be assessed
- Do not assume prior technical or “historical project-related” knowledge on the part of the expert
- Demonstrate the relevant experience (CV and list of publications) linked to the project proposal



## **Avoid the most common mistakes**

- Do not submit several similar proposals
- Complete the financial form
- Ensure inputs are directly related to activities & cost-efficient
- Take into account the number of teaching hours and the duration of the contract (3 years)
- Take into account the deadline for submission (15 February 2013 for KA1 and 15 November 2012 for KA3)

## A strong proposal needs

A good idea linked to European integration studies.....



.....support from the University



.....and to be well presented!!!!



## Success depends on

- 👍 Quality of CVs
- 👍 Understanding the purpose
- 👍 Understanding the procedures
- 👍 Clarity of content of the planned activities
- 👍 Appropriate planning
- 👍 Academic feasibility

# Supporting Documents

## ***General provisions***

- LLP – Decision No.1720/2006/EC
- LLP – Call for Proposals 2013 – Part I: General provisions
- LLP – Call for Proposals - Part II : Sub-Programmes and Actions
- LLP – Call for proposals – Part III: Explanations by Action

## ***Specific provisions***

- LLP – Jean Monnet Programme – Priorities of the 2013 general call for proposals
- LLP – Jean Monnet Programme – Explanations by Action (including specific eligibility criteria, award criteria, available budget)
- LLP – Jean Monnet Programme – Frequently Asked Questions
- LLP – Jean Monnet Programme – Application forms

## Links and Contacts

- LLP – Jean Monnet Programme – Executive Agency (EACEA) Websites  
[http://eacea.ec.europa.eu/llp/funding/2013/call\\_jean\\_monnet\\_action\\_ka1\\_2013\\_en.php](http://eacea.ec.europa.eu/llp/funding/2013/call_jean_monnet_action_ka1_2013_en.php) (KA1)  
[http://eacea.ec.europa.eu/llp/funding/2013/call\\_jm\\_ka3\\_structural\\_support\\_2012\\_en.php](http://eacea.ec.europa.eu/llp/funding/2013/call_jm_ka3_structural_support_2012_en.php) (KA3)
- LLP – Jean Monnet Programme – European Commission's (DG EAC) Website  
[http://ec.europa.eu/education/lifelong-learning-programme/doc88\\_en.htm](http://ec.europa.eu/education/lifelong-learning-programme/doc88_en.htm)
- LLP – Jean Monnet Programme – Directory of ongoing projects  
<http://eacea.ec.europa.eu/llp/jeanmonnet/directory/>
- For further information, please contact the EACEA at the following mailbox:  
[EACEA-AJM@ec.europa.eu](mailto:EACEA-AJM@ec.europa.eu) (KA1) or [EACEA-P2-ASSOC-EUR@ec.europa.eu](mailto:EACEA-P2-ASSOC-EUR@ec.europa.eu) (KA3)