



Jean Monnet activities within the Erasmus+ Programme

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Education, Audiovisual and Culture
Executive Agency (EACEA)

Bi-annual meeting with National Contact Points and National
Tempus Offices

Brussels, 12 February 2014

Jean Monnet Activities

- A funding programme of the European Union devoted to teaching, research and reflection on **European Union studies**



- Launched in 1989 and named after Jean Monnet (1888-1979), one of the 'architects' of the European Union
- To encourage the introduction of European integration studies in universities through start-up subsidies

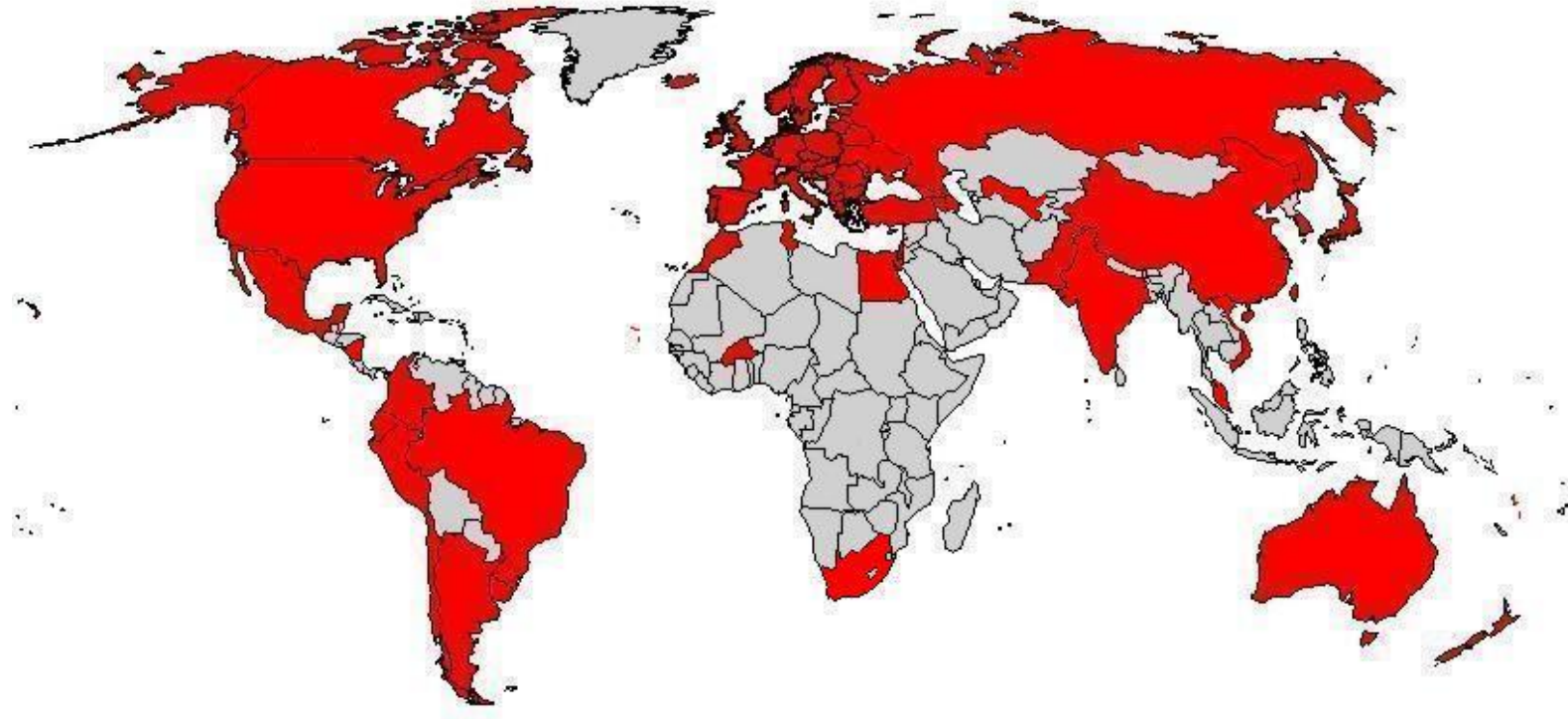
Subject area

European Union studies comprise the study of Europe in its entirety with particular emphasis on the European integration process in both its internal and external aspects.

The discipline also covers the role of the EU in a globalised world and in promoting an active European citizenship and dialogue between people and cultures.

Comparative studies will only be considered where they relate to the different integration processes throughout the world.

A worldwide network (1989 – 2013)



77 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

Objectives

NEW focus in Erasmus+ :

1. diversification of studies
2. a more balanced geographical scope
3. participation of a new generation of teachers

Project grants: teaching and research in the field of EU studies

Aims to support:

Modules

40h teaching programme (max grant: 30,000 €)

Chairs

90h teaching posts (max grant: 50,000 €)

Centres of Excellence

focal points of competence & knowledge (max grant: 100,000 €)

Main activities:

- teaching in European integration studies embodied in an official curriculum,
- conduct, monitor and supervise research on EU subjects,
- organise and coordinate human and documentary resources related to European Union studies.

Expected output/impact:

- more than a thousand of Modules and Chairs and 100 Centres of Excellence by the year 2020
- reach out to more than 2.000.000 students and professional

Project grants

policy debate and exchanges

Aims to support:

Networks

enhance cooperation and promote results on high level research (max grant:300,000€)

Projects

explore different methodologies, promote discussion & reflection (max grant:60,000 €)

Main activities:

- foster the exchange of knowledge and expertise with a view to mutually enhancing good practices,
- enhance cooperation and create a knowledge exchange platform with public actors and the Commission services on highly relevant EU subjects,
- development of academic content and tools for specific target groups,
- joint development of content and co-teaching

Expected output/impact:

Some 500 Project and more than 20 networks producing new methodologies and tools

Project grants

support to institutions or associations

Aims to support:

Institutions

enhance teacher and training activities on EU subject areas (no max grant)

Associations

contribute to the study of the EU integration process (max grant: 50,000€)

Main activities:

For Institutions:

- collect, elaborate analyse and disseminate European Union facts and knowledge
- organise Master level courses on European Union issues or professional advanced training

For Associations:

- organise and carry out statutory activities of associations dealing with European Union studies
- publicize European Union facts among a wider public enhancing active citizenship

Expected output/impact:

Some 100 Associations and 10 Institutions will be able to contribute to the EU image

How to apply?

- **Call for proposals**

One call for proposals per year – part of the general Erasmus+ call published in December 2013:

http://ec.europa.eu/programmes/erasmus-plus/index_en.htm

All details in the Erasmus+ Programme Guide

➤ **Deadline 26 March 2014**

How to apply?

- **Application forms**

Visit the funding page for application details and forms:

http://eacea.ec.europa.eu/erasmus-plus/funding_en

- 1) Register your organisation within the Participant Portal
 - 2) Complete the electronic application form (eForm)
 - 3) Complete and attach annexes required
- Submit the electronic application

1) Register your organisation within the Participant Portal



The screenshot shows the top part of the Participant Portal website. At the top right, there are links for 'Contact', 'Legal Notice', and a language dropdown set to 'English'. The main header features the European Commission logo and the text 'Education, Audiovisual, Culture, Citizenship and Volunteering Participant Portal'. Below this is a breadcrumb trail: 'European Commission > Education And Formation > Participant Portal > Home'. A navigation bar contains 'HOME', 'ORGANISATIONS', 'EXPERTS', and 'SUPPORT', along with 'LOGIN' and 'REGISTER' buttons. The main content area has a blue header 'Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal' and a paragraph explaining the portal's purpose. A list of programs includes Creative Europe, Erasmus+, Europe for Citizens, and EU Aid Volunteers. A note states that registration is required for submitting proposals or participating as an expert. Below this is a section titled 'Are you a new user?' with three numbered steps: 1. Registering requires an ECAS account. 2. If no ECAS account, create one via 'here' or 'Register' button. 3. Authenticate identity using the 'Login' button and continue registration via 'Organisations' or 'Expert' tabs. At the bottom of this section is the question 'Do you already have an ECAS account?'.

Contact | Legal Notice | English

Education, Audiovisual, Culture, Citizenship and Volunteering
Participant Portal

European Commission > Education And Formation > Participant Portal > Home

HOME ORGANISATIONS EXPERTS SUPPORT LOGIN REGISTER

Welcome to the Education, Audio-visual, Culture, Citizenship and Volunteering Participant Portal

The Participant Portal is your entry point for the electronic administration of EU-funded projects under the programmes:

- Creative Europe
- Erasmus+
- Europe for Citizens
- EU Aid Volunteers.

If you plan to submit a project proposal under one of these programmes, or wish to participate as an independent expert, you are required to register your [organisation](#) or expert details here. In the Organisation tab you will be able to search for registered organisations.

Are you a new user?

- 1** To register your organisation or expert details, you need first to have an ECAS account (European Commission Authentication Service)
- 2** If you don't have an ECAS account, you can create one by clicking [here](#) or by using the "Register" button above. Further information on ECAS accounts can be found [here](#).
- 3** Authenticate your identity using the "Login" button above and continue your registration by clicking the Organisations or Expert tabs.

Do you already have an ECAS account?

Participant Portal – important points for applicants:

- Unique entry point for the registration of organisations that want to apply for programmes managed by the EACEA
- Organisation will need to register only once and receive a Participant Identification Code (PIC) via the unique registration facility
- => only one PIC for all projects proposed and/or managed by one university

Applicants should check for example with the International Office of their university

2) Complete the eForm

Part A. Applicant organisation
(and partners – for Jean Monnet
Networks only)

→ Most details automatically
retrieved from the Participant Portal

Part B. Major information about the
project: summary, priorities and
topics addressed, duration, budget

Part C. Specific information:
discipline, number of teaching
hours, students, etc.



Erasmus+

TEST eForm

Form version : 2.0.0.2 EN Adobe Reader version : 10.103

Erasmus + Jean Monnet 2014

Before you begin completing this eForm:

- Test your connection to the Agency's online submission service. Click on the 'Test your connection' button in the footer of the eForm. This is not to submit your form but merely to test that your software settings and internet connection allow an application to be submitted. If having clicked on this button, you do not receive a confirmation that your connection was successful, please consult the 'Known Issues' section of the eForm homepage. Here you can find, amongst other things, advice on internet settings and Adobe (Reader or Acrobat) security settings, either of which can prevent a successful connection to the Agency's online submission service. Please note that, if after performing a successful test, you move your eForm to a different computer or upgrade your version of Adobe Reader, you will need to perform the test again. This is because the original test result will no longer be valid. For a fuller description of how the 'Test your connection' function works please consult the eForm User Guide.

- Check that you have the latest available version of the eForm. In the event of a significant eForm problem arising, the Agency may decide to make available an updated i.e. corrected version of the eForm. The latest version number of each eForm is displayed on the eForm homepage whilst specific details of any problem and its impact would be published on the funding opportunity webpage of the programme concerned.

These resources and other useful links can be found in a table located at the end of this eForm.

[Click to access table.](#)

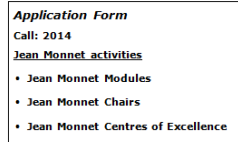
Programme :	Erasmus+	
Key action :	JMO	
Action :	Jean Monnet Support to Institutions and Associations	
Action type :	Jean Monnet Support to Associations	
Call for proposals :	104	
Deadline for submission :	26/03/2014	12:00 Central European Time
Project title * :	Association	
Project acronym * :	JA	
Language used to complete the form * :	French	

3) Complete and attach annexes to the eForm

Annex I Description of the project



Erasmus+



2014 Call for proposals

DETAILED DESCRIPTION OF THE PROPOSAL

(To be attached to the eForm)

Version 1 – first draft

Title of the proposal / Acronym
Page 1 of 15

Part D. Characteristics and relevance:
Rationale for the proposal, relevance to the objectives of the Action, relevance to target groups

Part E. Participating organisations – teams:
Aims and activities of the organisation, skills and expertise of key staff (publications, teaching)

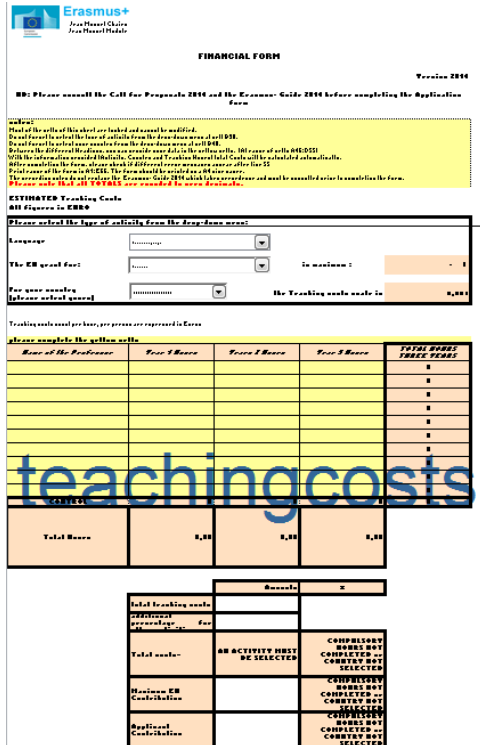
Part F. Design and implementation of the proposal:
Work programme, methodology, time schedule

Part G. Impact, dissemination and exploitation

Part H. Curriculum Vitae and full list of publications

3) Complete and attach annexes to the eForm

Annex II Budget table



FINANCIAL FORM Version 2016

MB! Please consult the Call for Proposals 2016 and the Erasmus+ Guide 2016 before completing the Application Form.

ESTIMATED Teaching Costs
All figures in EUR

Please select the type of activity from the drop-down menu:

Language:
The EM grant for: in month:

For your country: the Teaching costs will be:

Please complete the table with:

Name of the Professor	Year 1 Hours	Year 2 Hours	Year 3 Hours	TOTAL HOURS UNDER 2000
				0
				0
				0
				0
				0
				0
				0
Total Hours	0,00	0,00	0,00	0,00

Total teaching costs			
Other activities			
Total costs			
Maximum EM Contribution			
Additional Contribution			

teaching costs

3 forms depending on the action:

Modules and Chairs - Flat-rate financing system:

Indicate number of teaching hours planned

Top-up percentage added for complementary activities

Total budget and EU grant calculated automatically

Projects - Flat-rate financing system:

Indicate number of events, participants and speakers

Top-up percentage added for complementary activities

Total budget and EU grant calculated automatically

Centres of Excellence, Institutions, Associations, Networks – Budget-based financing system:

Indicate all expenses planned by costs categories (staff, travel and subsistence, subcontracting, equipment, other costs, indirect costs)

3) Complete and attach annexes to the eForm

Annex III

Declaration of Honour

DECLARATION OF HONOUR BY THE LEGAL REPRESENTATIVE THE APPLICANT ORGANISATION

Declaration of honour for Grants < 60.000 EUR

To be completed by the person legally authorised to sign on behalf of the applicant organisation

I, the undersigned, authorised to represent the consortium, hereby request from the Education, Audiovisual and Culture Executive Agency (EACEA) a grant of EUR with a view to implementing the action on the terms laid down in this application.

I certify that the information contained in this application is correct and complete and that none of the applicants has received any other Union funding to carry out the action which is the subject of this grant application.

I certify that the applicants have the financial and operational capacity to carry out the proposed action.

If selected to be awarded a grant, the applicants accept the standard conditions as laid down in the grant agreement.

In the event that my grant application is successful, I am aware that the Education, Audiovisual and Culture Executive Agency / European Commission will publish on its website or in any other appropriate medium:

- the name and address of the beneficiary of the grant;
- the subject of the grant;
- the amount awarded and the rate of funding of the costs of the approved project.

Please tick the statement below that applies to the organisation you represent.

I declare that the organisation I represent is:

- a public body ⁽¹⁾
- a private body which has financial and operational capacity to carry out the proposed action or work programme and is able to provide a Bank Guarantee for the amount of the 1st (and 2nd, if applicable) pre-financing payment(s), should the Education, Audiovisual and Culture Executive Agency request so.

By signing this application form, I accept all the conditions set out in the Call for proposals 2013 (DG EAC/507/12) of the Lifelong Learning Programme (2007-2013), including the general conditions published on the Education, Audiovisual and Culture Executive Agency's website. I also declare that all the partners participating in this project have agreed with the content of the application and have confirmed their intention to carry out the tasks described accordingly.

Name / first name:

Title or position in the consortium:

Signature [and official stamp] of the applicant:

Date:

¹ For the Lifelong Learning Programme, considered to be public bodies are all schools and higher education institutions specified by Member States (participating countries), and all institutions or organisations providing learning opportunities which have received over 50% of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives.

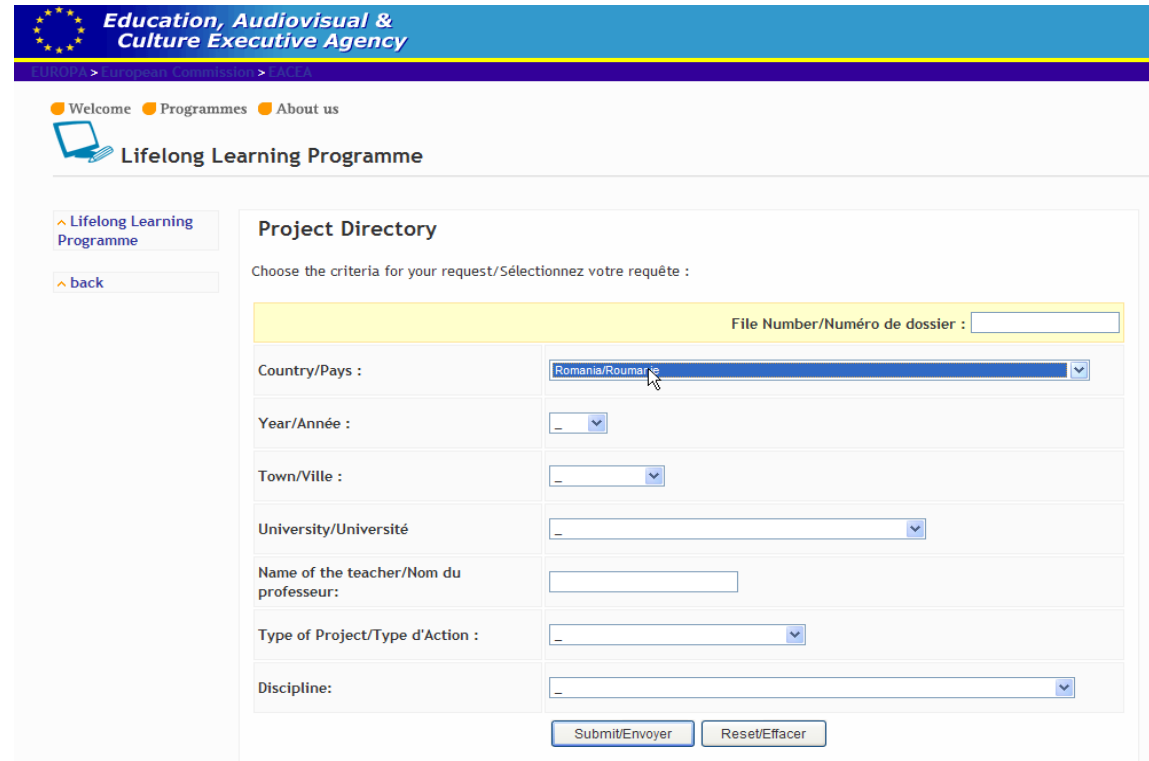
To be signed by the legal representative

Then what happens?

- All proposals are assessed by independent experts
- Proposals are ranked according to their assessed quality
- The best proposals are selected for funding by the European Commission
- All candidates are informed, and results are published
- Contracts are prepared for successful projects
- Start of the projects 1 September 2014

Directory of projects

Do you wish to know who holds a Jean Monnet Chair or runs a Jean Monnet project in your country?



The screenshot shows the search interface for the Jean Monnet Project Directory. At the top, there is a blue header with the European Commission logo and the text "Education, Audiovisual & Culture Executive Agency". Below this, there is a navigation menu with "Welcome", "Programmes", and "About us". The main heading is "Lifelong Learning Programme". The search form is titled "Project Directory" and includes the instruction "Choose the criteria for your request/Sélectionnez votre requête :". The form fields are: "File Number/Numéro de dossier" (text input), "Country/Pays" (dropdown menu with "Romania/Roumanie" selected), "Year/Année" (dropdown menu), "Town/Ville" (dropdown menu), "University/Université" (dropdown menu), "Name of the teacher/Nom du professeur" (text input), "Type of Project/Type d'Action" (dropdown menu), and "Discipline" (dropdown menu). At the bottom of the form are "Submit/Envoyer" and "Reset/Effacer" buttons.

<http://eacea.ec.europa.eu/llp/jeanmonnet/directory/>



More information on Jean Monnet activities:
http://eacea.ec.europa.eu/erasmus-plus/actions_en

Please **send an e-mail** to the Jean Monnet team at:
EACEA-AJM@ec.europa.eu



Thank you for your attention