



# EEA Grants Norway Grants

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# Who gets the wheel turning?



- Strategic goal of a HEI
- Rector, Dean, Vice-dean(s)
- Academic Unit
- Individual Academic Staff
- International Relations Office
- ...



# Information Sources



- What I/we already know?
- Where to find more information?
  - National Agency
  - European Commission, EACEA Agency, Norway Grants, CEEPUS
  - Programme guides of Action
  - Relevant Call for Proposals
  - Recent Application form
  - Internet sources
  - Summary of previously selected projects
  - EAIE, European Association for International Education
  - Information sharing and brainstorming with existing partners

# Timeline

- Make a list of project opportunities.
- Start to write your proposal 3-4 months before the deadline.
- Reserve a day for copying and scanning the final proposal.
- Plan to finish the proposal at least one week before the deadline.
- Submit the e-proposal at least 3 days before the deadline.



Experience



Time

# Coordinator or Partner



- **Project Coordinator**
  - Is the project leader in the coordinating organisation and acts as contact person for all aspects related to the management of the project. Usually acts also as beneficiary in the contractual and financial relations.
- Project Joint-Coordinator
- Project Partner
  - Fulfils the Action specific eligibility criteria and benefits from the grant.

# Becoming Project Coordinator



- I/We take the position to become a coordinator.
- Form a Team and divide roles at home HEI as well as in newly formed consortium.
- The project proposal
  - Project content
  - Collecting signatures (legal representative, bank, etc.)
  - Collecting PIC Code and other data from partners
  - Calculation of the budget
- Timeline before proposal submission.
- Clear aims, objectives and outcomes of the project to be shared from the start.

# Innovative Project Idea



- Make sure that your project idea matches with the objectives of Call for Proposals.
  - Check the priorities of an Action.
  - Project idea should be clearly communicated at coordinator HEI as well as to partners.
  - Form a Project Proposal Team at Coordinating HEI.
  - Involve partners in the content contribution.
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- Is the project idea innovative enough compared to the already funded projects.
  - Evaluate from the perspective of the evaluator.
  - Organise a physical meeting during the preparation phase, if possible.



# Partner Search

- Existing Network of partners
- Individual Network of Academic or Administrative Staff
- Recommendation by a trustful partner
- Internet Search Tools according to Action
- LinkedIn Group for Erasmus+, Horizon 2020 and others



# Forming Partnership

- Make sure you respect the partnership requirements by the Action (eligibility, consortium size, budget etc.)
- Geographical coverage of partners
- Partners with(out) experience in particular Action
- Partners' experience in the management of international cooperation projects
- Ensure partner institutional commitment
- Financial obligations and partners' project commitments
- Clear roles of the of HEI academic and administrative staff and roles of other partners
- Quality in partnership  
(expectations – reality)



# Cross-Cultural Partnership

- Tolerance
- Patience
- Respect
- Curiosity
- Exchange of best practice
- Meetings in person improve the communication
- Phone/Skype/Skype messaging works better than e-mail



# Project is funded



- Kick-off meeting
- Communicate defined roles and responsibilities
- Timeline of the project
- Commitment to be a responsive partner
- Signing the Memorandum of Understanding

Coordinator motivates and supports partners to assure quality, sustainability, transparency and dissemination.

# Broader Partnership

If the project is selected for funding – additional project partners:

- Beneficiaries
- Local students, academic and administrative staff
- European Commission
- EU Delegations in the countries outside EU
- HEIs in the region
- Alumni
- Ministry for Foreign Affairs
- Ministry of Interior
- Local Community
- ...



# Active and Responsive Partner

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No matter what job you have in life, your success will be determined 5% by your academic credentials, 15% by your professional experiences, and 80% by your communication skills.

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# Tips

- Share information and exchange experience within partnership and with other partnerships in the same or similar Action.
- Carefully read the Action's official documentation.
- Make a list of keywords and use them in the proposal.
- Follow the guidelines in Experts manual.
- In the application phase, have a „plan B“ in case of partner cancellation.
- Answer the „W“ questions – who, when, why, which activities, with what resources.

# Tips

- Write a proposal in a clear and easy understandable way. Use short sentences.
- Convince with enthusiasm.
- Before submission of the proposal, ask someone who is not familiar with the project to read it and give comments.
- The first paragraph and project summary should be the best part of your project to attract the evaluator.
- Create a meaningful and informative project name and acronym.



European Commission:

Coming together is a beginning.

Keeping together is a progress.

Working together is a success.



# Challenges



- „New“ Application Forms are announced usually too late.
- „Silent“ partner.
- Taking corrections soon enough to keep up with the project timeline.
- Effective cooperation and support at home.
- Motivation.



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