



Jean Monnet activities within the Erasmus+ Programme

**Context
Management of projects**

**Snejina Nikolova
Unit A2, EACEA**

Europe week video-conference Voronezh, 18 May 2017

Erasmus + Programme - How is it managed

- **The European Commission, DG Education and Culture, is in charge of the policies related to the fields of Education, Training and Youth.**
- **The actions are divided into decentralised actions and centralised actions.**
- **The decentralised actions are managed in each programme country by National Agencies that are appointed by their national authorities.**
- **The centralised actions are managed at a European level by the Education, Audiovisual and Culture Executive Agency (EACEA) located in Brussels.**
- **EACEA is in charge of the complete life-cycle management of projects, from the promotion of the programme, the analysis of the grant requests, the on-the-spot monitoring of projects, up to the dissemination of the projects' and programme's results.**

INTERNATIONAL HIGHER EDUCATION COOPERATION OPPORTUNITIES



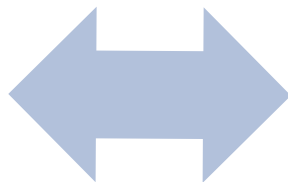
Academic mobility

- International credit mobility
- Degree mobility
- Erasmus Mundus JMD



Academic cooperation

- Capacity Building for HE
- Jean Monnet Activities



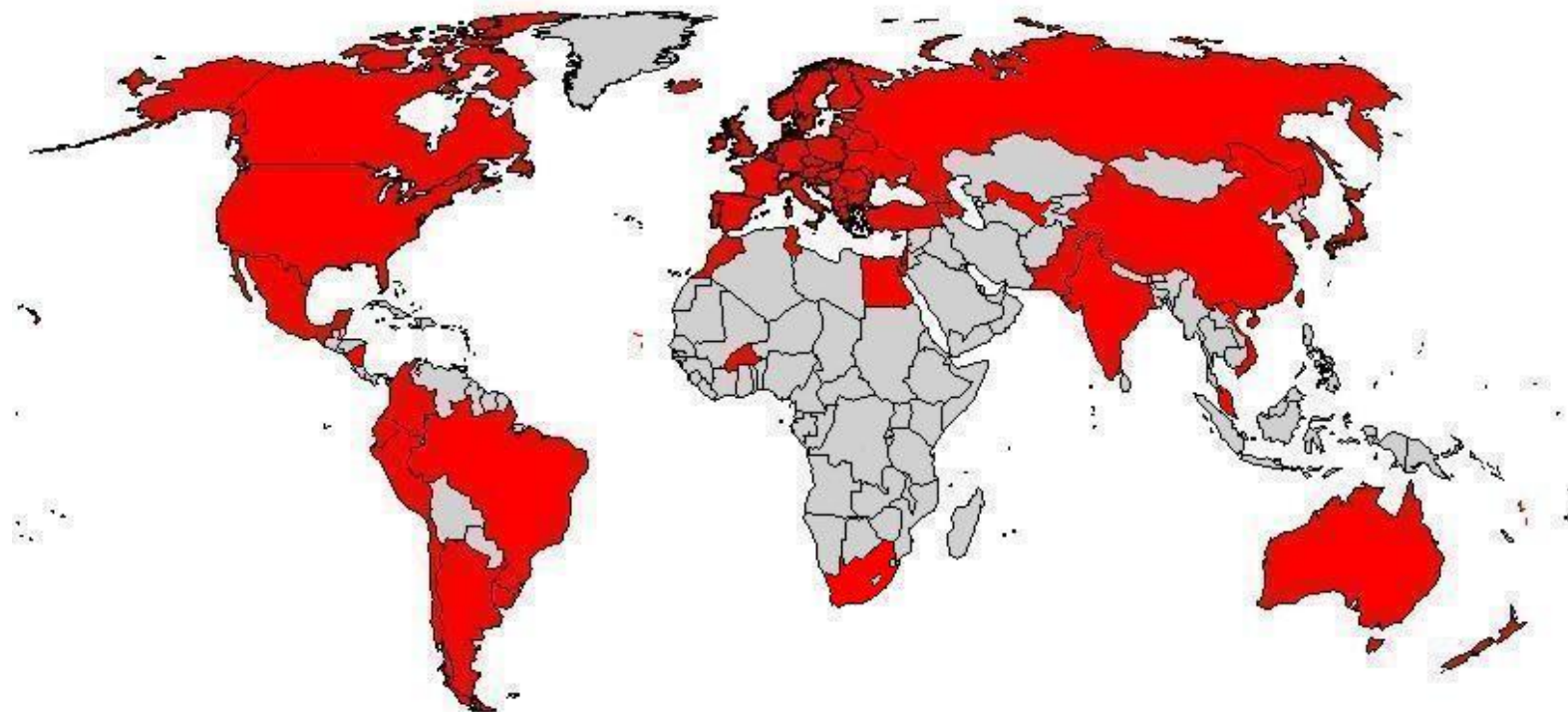
Jean Monnet Activities

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



- Launched in 1989 in the name of, one of the architects of the European Union, Jean Monnet (1888-1979)
- Under Erasmus+ celebrated 25 years of activity and looks to the future

A worldwide network (1989 – 2016)



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

4,781 projects in the field of European
integration studies
more than **1,700 professors**
265,000 students every year

A community of specialists in EU studies

- Focus on **EU studies** to promote **excellence** in **teaching and research on the European integration process** in various disciplines
- 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**

Jean Monnet – How does it work

2014-2016

**79 Jean Monnet
projects selected
in Russia**

***2015-2016 PI
funding available***

***2017 PI funding
not available***

***2017- Highest
number of
applications from
Russia with 230
applications
submitted***



Jean Monnet Classical Subject Areas

- **EU and Comparative Regionalism Studies**
- **EU Communication and Information Studies**
- **EU Economic Studies**
- **EU Historical Studies**
- **EU Intercultural Dialogue Studies**
- **EU Interdisciplinary Studies**
- **EU International Relations and Diplomacy Studies**
- **EU Legal Studies**
- **EU Political and Administrative Studies**

Less traditional Jean Monnet Subject Areas

- **Sociology**
- ***Philosophy***
- ***Religion***
- **Geographystudies**
- **Literature**
- **Art**
- **Sciences**
- **Environmental studies**

Include an element of teaching, research or reflection on the EU and contribute, in general, to the Europeanization of the curricula.

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

Objectives

**increased capacity for institutions to teach
and research on EU matters**

increased opportunities for academic staff

enhanced employability

synergies with other organisations

**support for young researchers and
professors**

Jean Monnet Activities overview

Type of Activity	Amount EUR	Min. N° of countries	Duration
Jean Monnet Modules	30.000 EUR	1	3 years
Jean Monnet Chairs	50.000 EUR		
Centres of Excellence	100.000 EUR		
Jean Monnet Networks	300.000 EUR	3	3 years
Jean Monnet Projects	60.000 EUR	1	12, 18, 24 months
Support to Associations	50.000 EUR	1	3 years

Participation of **Russian institutions**

Lifelong Learning (2007-2013) ➤ **77** applications
21 selected

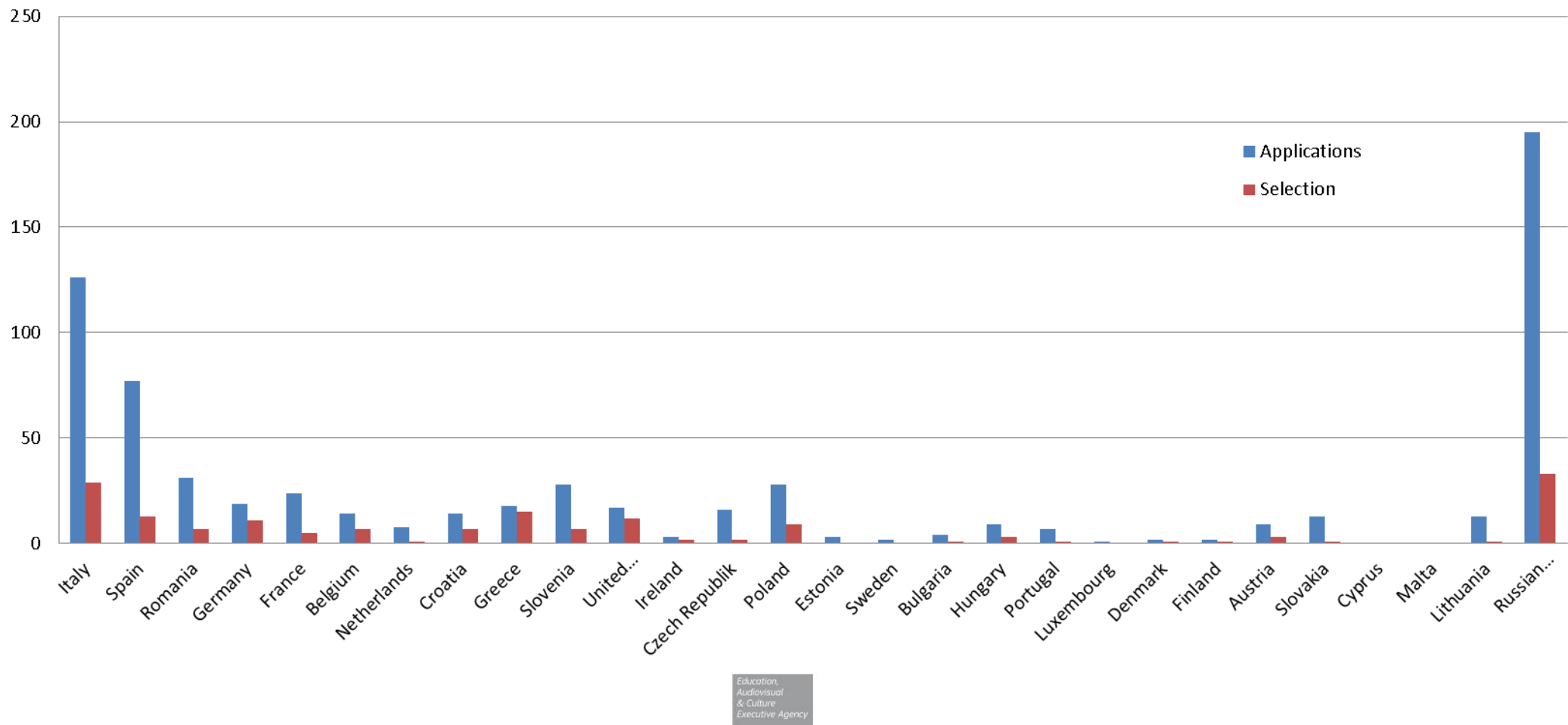
Erasmus+ (2014) ➤ **22** applications
1 selected

Erasmus+ (2015-2016) ➤ **277** applications
78 selected

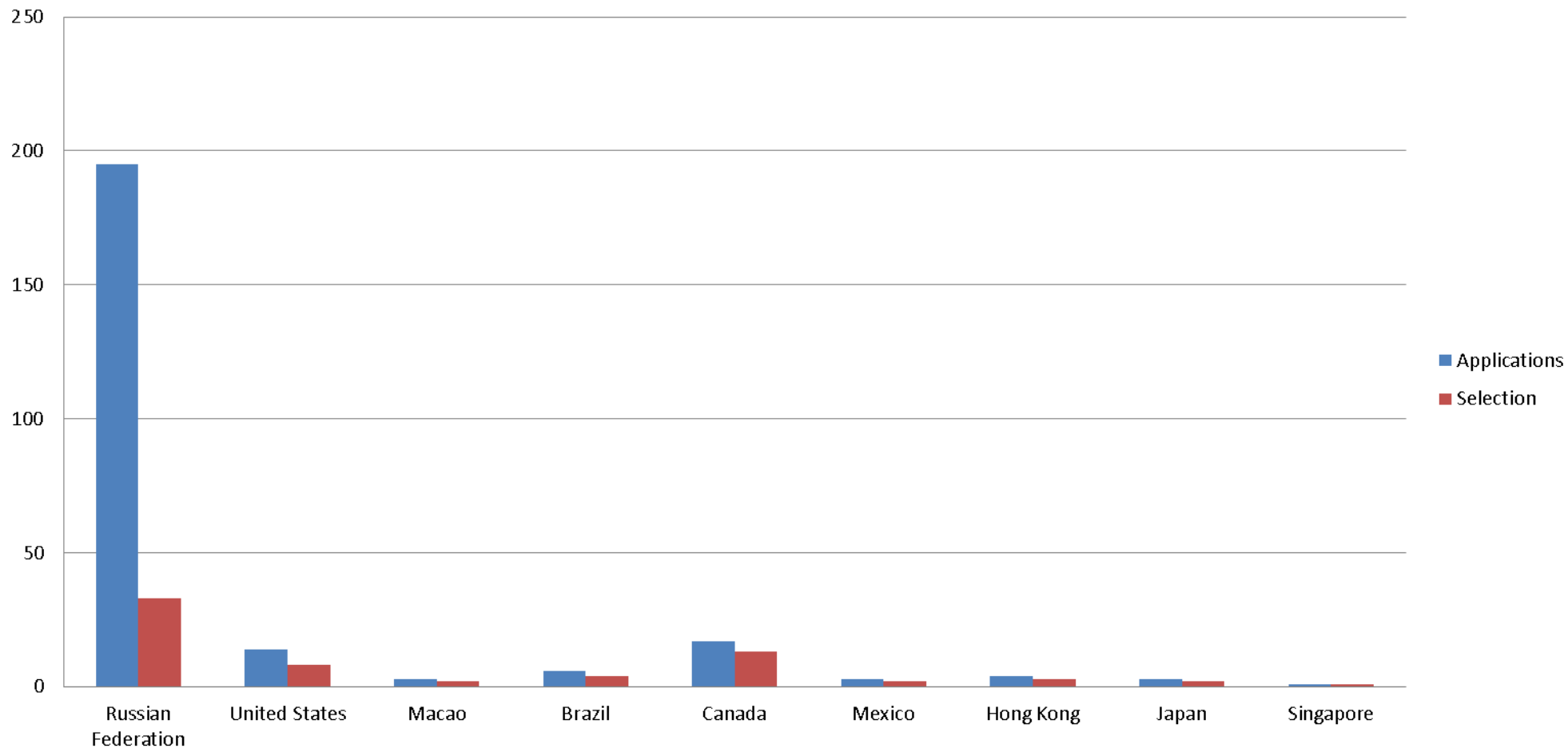
	TEACHING AND RESEARCH submitted/selected			POLICY DEBATE WITH THE ACADEMIC WORLD submitted/selected		SUPPORT TO INSTITUTIONS AND ASSOCIATIONS submitted/selected	
	Module	Chair	Centre of Excellence	Project	Network	Support to Institutions	Support to Associations
2014	11/1	1/0	0/0	10/0	0/0	0/0	0/0
2015	51/26	6/4	5/4	14/9	2/2	0/0	0/0
2016	119/17	20/5	5/2	48/9	4/0	N/A	0/0

Selection 2016

EU Programme Countries (Member States) (2016)

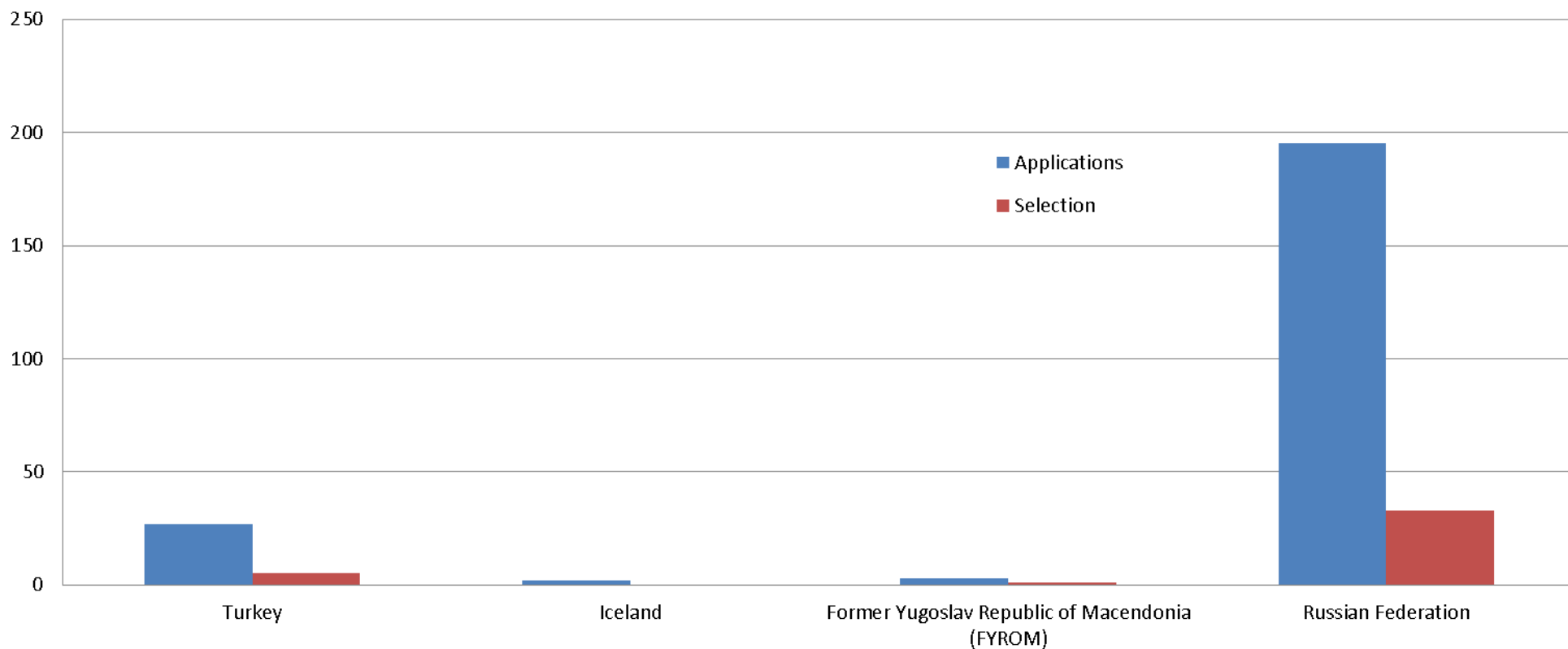


PI WINDOW COUNTRIES 2016



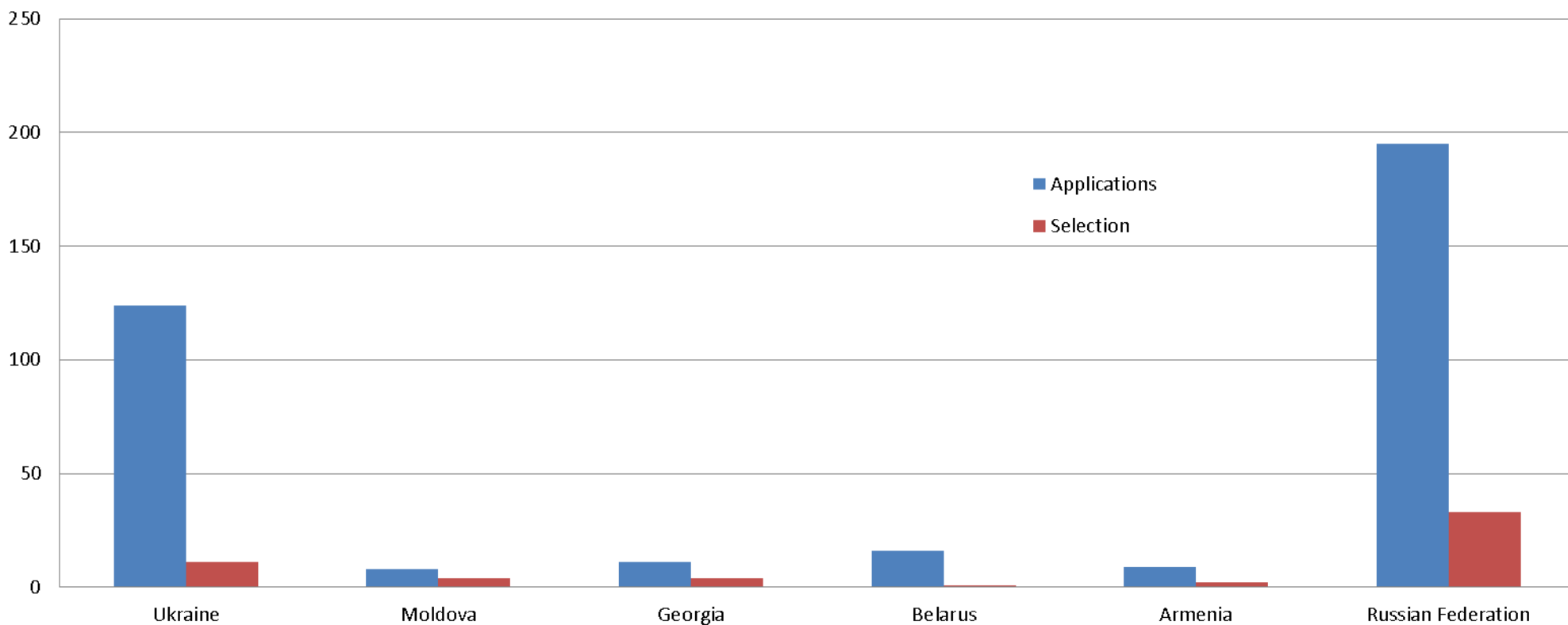
Selection 2016

Non EU Programme Countries (2016)



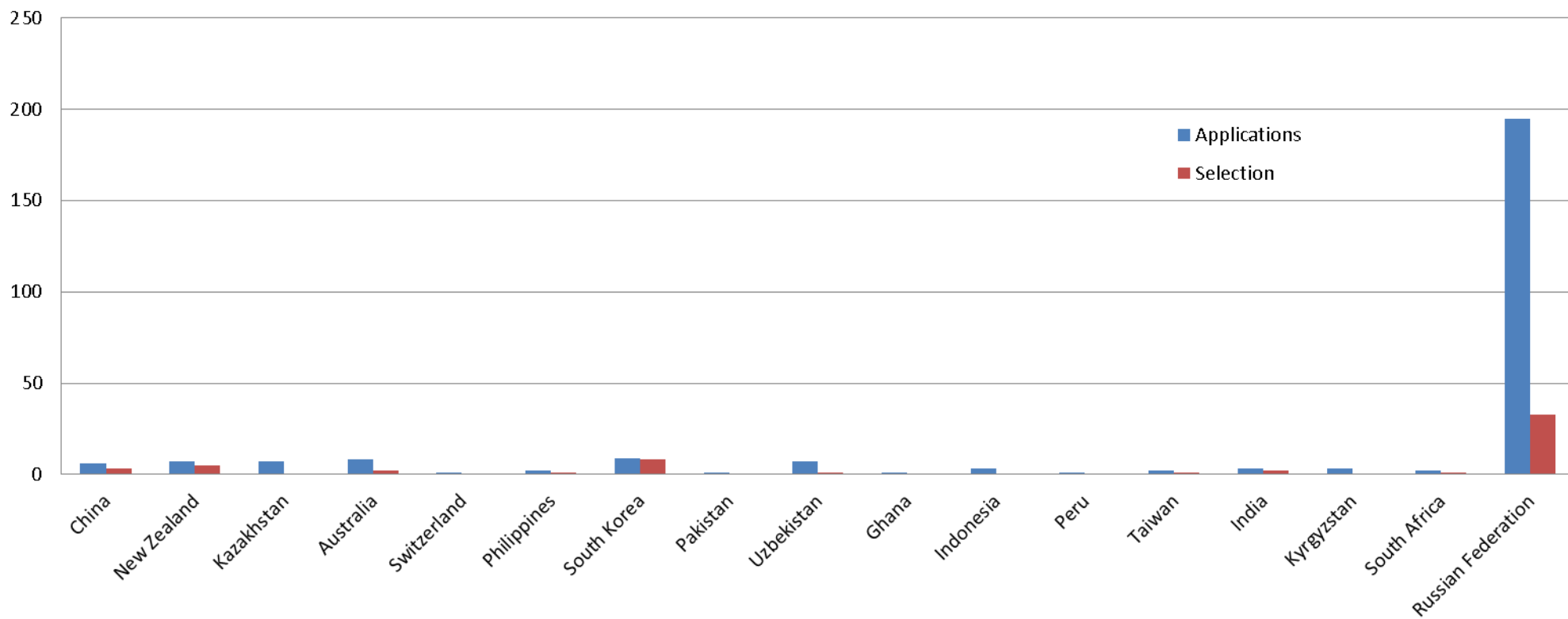
Selection 2016

Eastern Partnership Countries

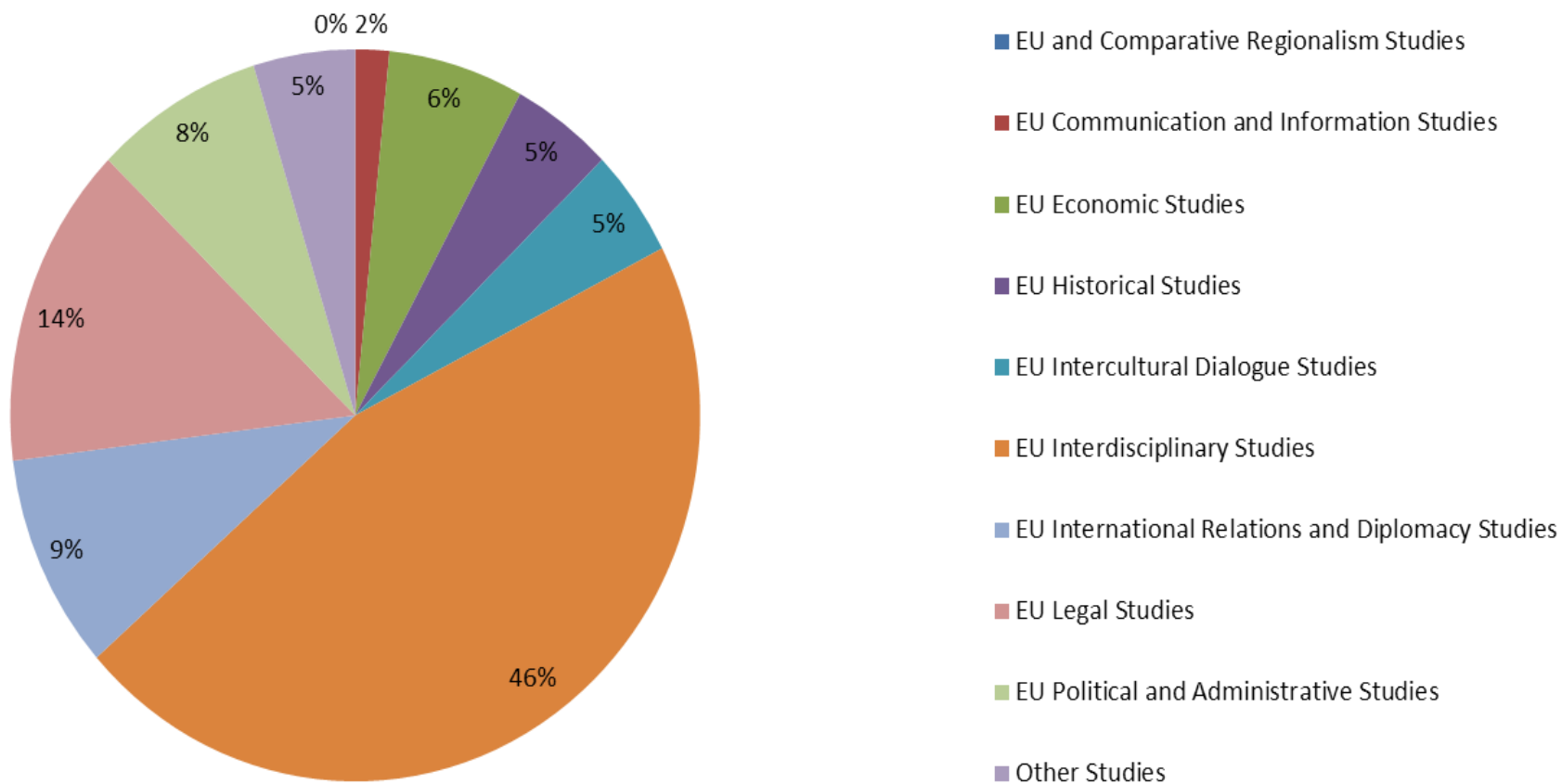


Selection 2016

Other Countries

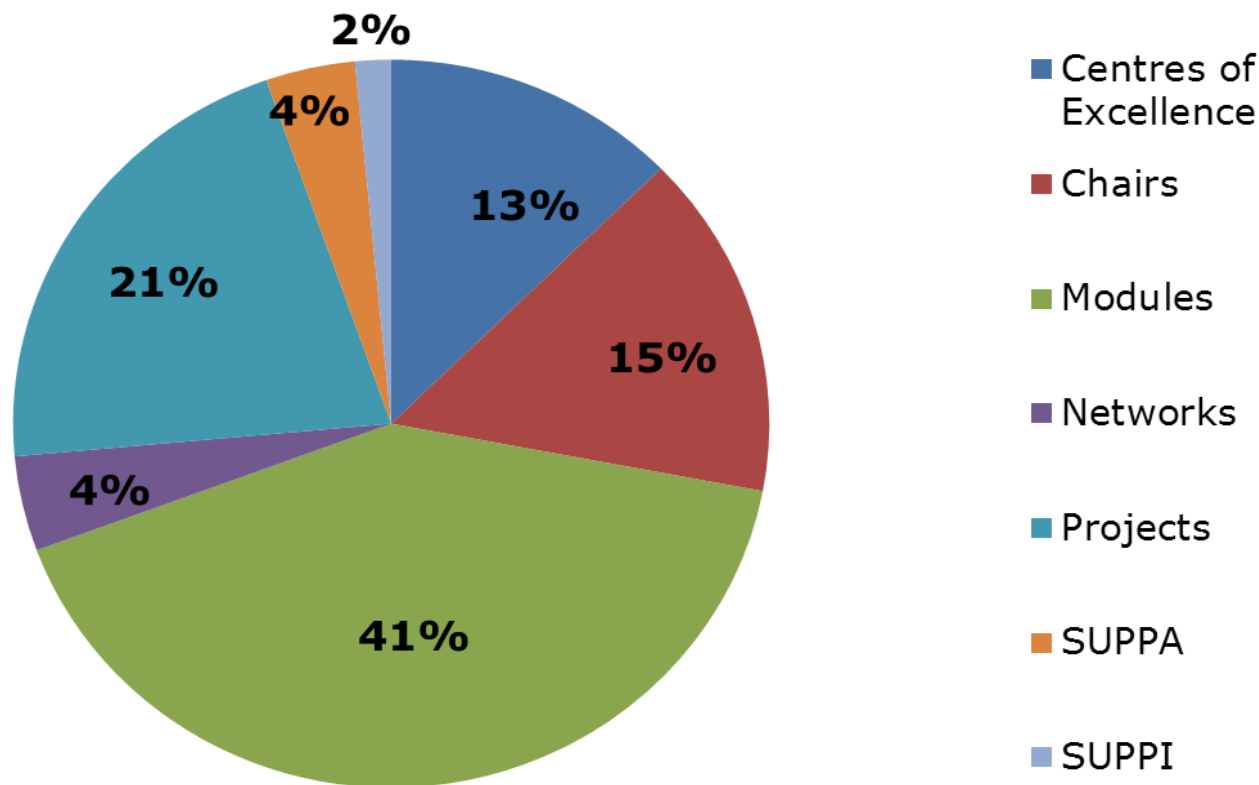


Russia - Share of Disciplines

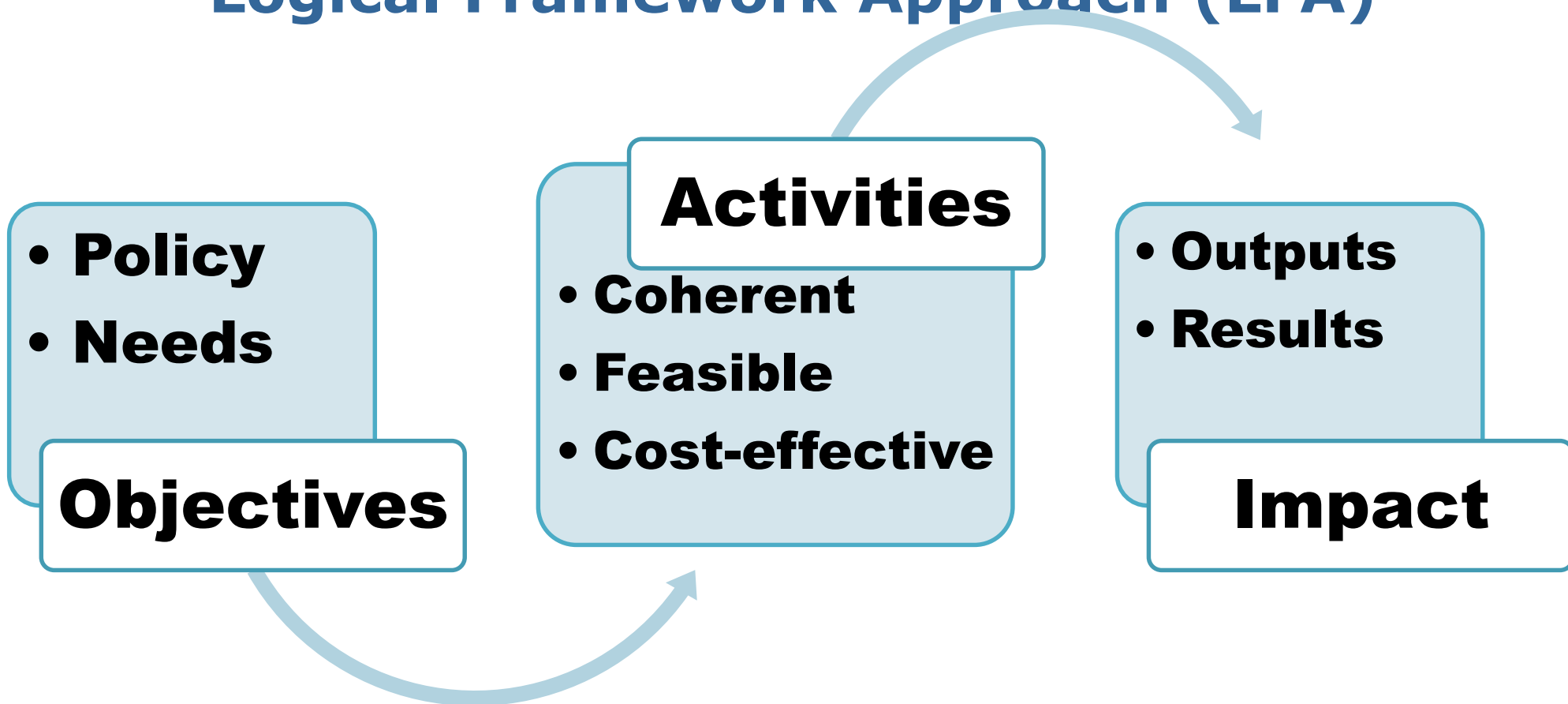


Jean Monnet

Selected projects by action in 2016



Implementation of Work programme Logical Framework Approach (LFA)



Managing activities

- **In line with the Project work programme**
- **Following the planned Time-frame**
- **Supervising the quality of performance in response to the objectives and indicators set**
- **Monitoring the level of achievement of planned outputs**

What to do if things don't go as planned

- Amendment request in writing
- Signed by legal representative
- Time limit (1m eligibility period)
- Principles applicable to amendments
 - Respect of the award decision dispositions
 - Respect of equal treatment of applicants



Amendments - categories

Amendment done by the **Agency**:

- Change of academic coordinator/legal representative
- Modifications to budget, work-plan, eligibility period, bank account

Directly via the **Participant Portal** (REA):

- Change of legal status, legal name, address

Managing budget

**EU is modernising its financial procedures in order to
to provide for:**

- **Simplification:** speeding up procedures and shifting the focus from paperwork to performance;
- **Easier procedures** (using lump sums and flat rates);
- **Accountability:** ensuring enhanced sound financial management
- **Speeding up payments** to beneficiaries.

Budget based financing - financial rules

- Applied to **Jean Monnet Centres of Excellence, Networks** and **Support to Associations projects**
- Reimbursement of 80% of eligible costs
 - eligible direct costs representing actually incurred expenditure budgeted by cost categories
 - indirect costs limited to 7% total eligible direct costs
- Based on eligible costs identified in General Conditions of the Grant Agreement

Budget based financing – financial rules

- Budget headings
 - Staff
 - Travel and subsistence
 - Equipment (10% limit)
 - Subcontracting (30% limit)
 - Teaching costs
 - Other costs
 - Indirect costs (7% total direct costs)

Flat rate financing - financial rules

- Applied to Jean Monnet **Modules, Chairs** and **Projects**
- Contribute up to 75% of the eligible costs
- Calculated on the basis of
 - National **hourly teaching** costs (Modules & Chairs)
 - **Number of participants** in conferences and events (Projects)
 - **"Top-up" percentage** to cover additional academic activities for Modules and Chairs (respectively 40% & 10%)
 - **Lump sum contribution** of 25,000€ to cover complementary activities for Projects

Flat rate financing - financial rules

Method of calculation

- Hours/Participants factor in the calculation but do NOT predetermine the use of the budget
- Grant should be used as a single amount to contribute to all planned activities
- Covers eligible costs but NO verification in terms of cost categories

Reports – submission procedure

- Official templates
- Online submission
- 1. Technical reports
- 2. Final reports
- Final report and annexes - supporting documents, financial report completed in Euro
- Upload of outputs in Erasmus+ Dissemination platform (for FR)
- Deadlines
- Evaluation, follow-up, feedback

Reporting deadlines

Action type	Report	Due date
Modules, Chairs, Centres, Associations, Networks (3-years)	Interim technical	End of Year 1 (31st August)
	Final technical & Final financial	Within 2 months of the end of eligibility period
Projects (12, 18, 24 months)	Final technical & Final financial	

Reporting tool

RAPPORT D'ACTIVITE / ACTIVITY REPORT

Année académique / Academic year

2014-2015

Dossier à rechercher \Write your file number :

Il s'agit d'un pôle\ It's a center of Excellence:

non\no



Submit / Envoyer

Effacer / Reinitialiser

Reporting

Content (technical report)

- Assessment of project implementation v. work-plan
- Qualitative evaluation of results, dissemination and impact
- Interim and final reports (3-year projects)

Expenditure (financial report)

- Verification of eligibility of activities and costs
- Elements used as basis for grant calculation
- Final financial report only

Flat rate financing - financial report

- **Grant calculator** (based on the financial application form)
 - Completed (approved implemented)
- **Declaration of Honour**
 - Certified reliable and true, coherent with grant calculator and the supporting documentation
- **Supporting documentation**
 - Justify the number of teaching hours (Modules & Chairs)
 - Conference participants and days of the event (Projects)
(participant list with the number and names of all participants, including their signature)
- **Signed**
 - By the legal representative of the Beneficiary institution

Flat rate financing - calculation of balance payment

Module

- Reported actual number of teaching hours
- Minus number of hours refused following analysis of report
- Multiplied by "national teaching cost per hour"
- Plus 40% top up of eligible teaching costs
- Multiplied by 75% EU co-financing

= Final EU grant

(limited to maximum grant amount of 30,000€)

- Minus pre-financing ➤ Balance Payment or Recovery

Flat rate financing - calculation of balance of payment

Project

- Local participants x duration x "national conference cost" for host
Plus
- Non-local participants x duration x "subsistence cost"
Plus
- Non-local participants x "unit costs" (per distance threshold)
- Repetition for ALL events plus lump sum of 25,000€
- Multiplied by 75% EU co-financing

= Final EU grant

(limited to maximum grant amount of 60,000€)

- Minus pre-financing ➤ Balance Payment or Recovery

Financial report - Budget based financing

- **Excel Financial Sheet** (based on the financial application form)
 - Completed (approved implemented)
- **Declaration of Honour**
 - Certified reliable and true, coherent with financial sheet and the supporting documentation
- **Supporting documentation**
 - Results with European emblem and funding disclaimer
- **Signed**
 - By the legal representative of the Beneficiary institution

Calculation of balance of payment Budget based financing

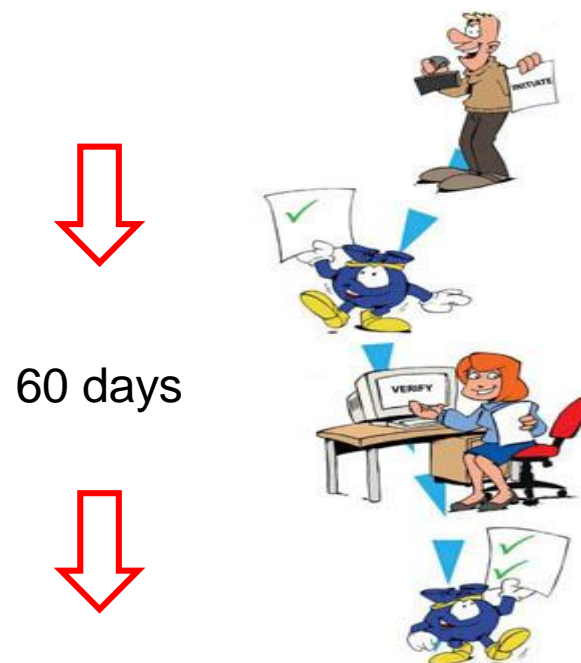
- Reported eligible direct costs
- Minus ineligible costs
- Plus 7% of eligible direct costs
- Multiplied by % EU co-financing

= Final EU grant

- Minus pre-financing ➤ Balance Payment or Recovery

Final report assessment – both funding systems

- **Deadline to be respected**
- **Reception**
 - Registration (start delay of payment)
- **Assessment:**
 - Operational and financial analyses
 - Additional Information (suspension payment delay)
 - Approval letter
- **Payment or Recovery Order**
 - Bank transfer on the Bank account given in the application
 - (stop payment delay)



Weak implementation of a project

A pro-rata reduction will be applied if it is deemed that the action is not implemented, or is implemented poorly, partially or late. This is judged on basis of the agreed working plan and the agreed activities (e.g. teaching hours, number of participants if applicable).

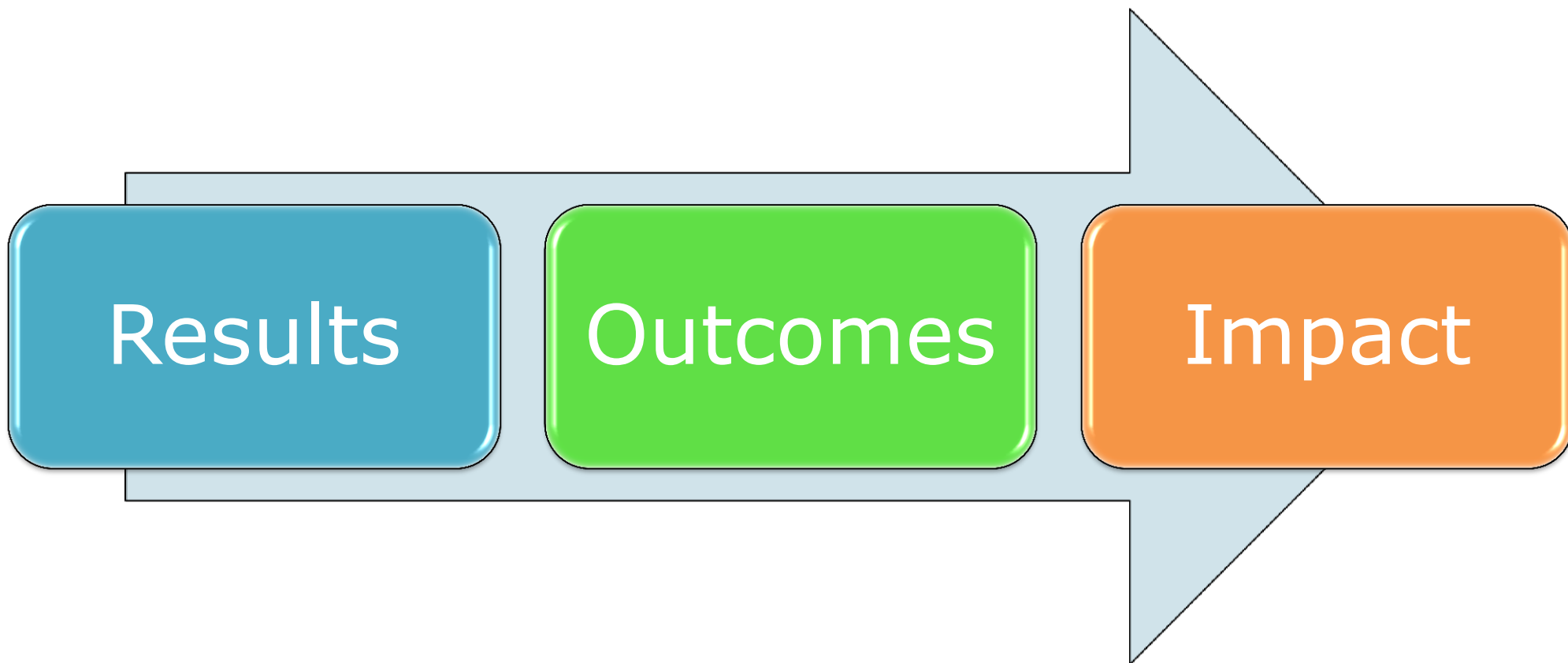
foreseen



implemented



Promoting results provides for greater impact





Erasmus+ Dissemination platform

Objectives:

Greater visibility for EU funded project achievements

Features:

- Different from the online reporting tool and available at:
<http://ec.europa.eu/programmes/erasmus-plus/projects/>
- Responsible person - project coordinator
- Access through e-mail address as ID and EU Login account

Content and requirements:

- Upload of all project outputs – teaching materials, conference conclusions, research papers, publications and other



ERASMUS+

Enriching lives, opening minds

[European Commission](#) > [Erasmus +](#) > [Projects Results](#)



[LEGAL ISSUES](#)

[CONTACT US](#)



[LOGIN](#)



[HELP](#)

ERASMUS+ PROJECT RESULTS

Enriching lives, opening minds

[Click here to open
advanced search](#)

Find...

Search



About

Welcome to the Erasmus+ Project Results Platform.

EU visibility policy and visual identity

Beneficiaries of European Union (EU) funding are obliged to display the EU flag and to acknowledge the support received under the relevant EU programmes in all communication and promotional material.

For more details, as well as instructions on the visual policy and logos usage please read the materials in the below link:

https://eacea.ec.europa.eu/about-eacea/visual-identity_en

Audit

- **Supporting documentations**
 - All justifying documents related to the implementation of the project (invoices, tickets, boarding pass)
- **Originals**
- **To be kept for 5 years after** (after the end of the project – payment or recovery)



Information and dissemination tools

- **Jean Monnet Community online platform**

<http://jeanmonnet.ning.com/>

800 members

Discussion forum on different topics involving Jean Monnet professors

- **Jean Monnet Directory**

<https://eacea.ec.europa.eu/JeanMonnetDirectory/#/search-screen/>

Up-dated research tool providing data on all Jean Monnet projects

- **Erasmus+ Dissemination Platform**

<http://ec.europa.eu/programmes/erasmus-plus/projects/>

Information of projects, results and success stories

Reference Documents

1. Your Grant Agreement

2. Jean Monnet Programme Guide

http://ec.europa.eu/programmes/erasmus-plus/resources_en

3. Jean Monnet Project Handbook 2014 & 2015

https://eacea.ec.europa.eu/sites/eacea-site/files/jm-handbook_2014_and_2015.doc.pdf

Planning a new proposal

Call for proposals

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

https://eacea.ec.europa.eu/erasmus-plus/actions/jean-monnet_en

All details in the Erasmus+ Programme Guide

Deadline for submission is usually set for February

New since 2016

Compulsory additional academic activity for Chairs

No Chair required for Centres of Excellence

Maximum partnership for Networks reduced from 5 to 3

No support for Institutions

Application process

Pre-requisites: ECAS account and PIC code

The application package is composed of the **eForm** and **three compulsory annexes**:

1. Detailed Project Description

2. Budget Form

3. Declaration of Honour

- Fill in the **eForm**, and complete and attach the **compulsory annexes**.
- **Validate** the eForm.
- Automatic check: If form is complete it can be **submitted online**.
- Successful submission ➤ **confirmation** email and **reference number**.

NB: No paper copy is required



More Information

- **Erasmus+ Programme Guide:**
http://ec.europa.eu/programmes/erasmus-plus/discover/guide/index_en.htm
- **Jean Monnet Activities:**
http://eacea.ec.europa.eu/erasmus-plus/actions/jean-monnet_en
- **Funding - Jean Monnet Activities within Erasmus+:**
http://eacea.ec.europa.eu/erasmus-plus/funding_en
- **Jean Monnet Directory:**
<https://eacea.ec.europa.eu/JeanMonnetDirectory/#/search-screen/>
- **Jean Monnet selection results:**
http://eacea.ec.europa.eu/erasmus-plus/selection-results_en
- **Mailbox Jean Monnet:** EACEA-AJM@ec.europa.eu
- **Contact for Russia projects:** Snejina.Nikolova@ec.europa.eu

New e-book on Jean Monnet



<http://ec.europa.eu/education/library/ebooks/monnet-en>

Find us on

facebook®



erasmus+



**Follow on
EUErasmusPlus**



Thank you for your attention