

Frequently Asked Questions and Answers on Tempus Call for Proposals EACEA/35/2012

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	QUESTION	ANSWER
	GENERAL	
1	Is it possible to present a project which includes two of the three priorities (for example Curricular Reform and Higher Education and Society)?	It is possible to have two themes or priorities overlapping in the same project. However you should identify the main theme/priority which your project addresses, as it will be evaluated in view of this theme.
2	What is the 3-cycle structure with ECTS criteria?	Regarding the ECTS and 3-cycle system you should look at the Bologna website to find out more. Basically, it means that the studies are broken to 3 cycles: B.A, M.A. and doctoral level. The ECTS stand for European Credit Transfer System. According to the Bologna guidelines, a certain amount of points/credits for each course are calculated based on the students' workload. See more on Tempus Glossary web page: http://eacea.ec.europa.eu/tempus/tools/glossary_en.php
3	If a lecturer has a permanent affiliation in the EU or a partner country, but temporarily has to work outside Europe, is it possible to cover his travel costs from outside Europe?	At the development stage of your proposal, you should try to find a lecturer available within the EU. If the project is funded and the expert is then outside the EU, the Commission might give its approval if requested in writing in advance and if there is a good justification.
4	It is possible to deliver a language training for teachers from Partner Countries in the EU if it is combined with other training (e.g. intensive language training followed immediately by a curriculum development or teaching methodology training)?	Yes
5	Under Tempus IV the coordinator of the project has to be the grant-applicant or can it be another partner?	<p>The roles of project grant-holder and project coordinator have been combined in Tempus IV. However, the consortium is free to decide (by mutual agreement) how to divide their tasks and responsibilities. For legal purposes, the grant-applicant (later the grant-holder) is the person responsible for the project in direct relation with the European Commission and all correspondence will be addressed to him.</p> <p>Please note that all project partners are now referred to as "beneficiaries" and that the legal responsible organisation is now referred to as "coordinator" or "applicant" in the call text. In the present call, the role of "coordinating institution" has no longer been mentioned separately. Any partner may have the role of a "leader" within different work packages defined in the projects.</p>

	ELIGIBILITY	
1	Under the new Tempus call for proposals, applicants for Joint Projects and Structural Measures must be legal entities, legally established for more than 5 years. Does this mean on the day of the deadline of the proposal submission?	Yes.
2	Is it eligible for a consortium of partner country and EU universities to submit a proposal on developing and launching of a double diploma or a joint diploma programme under the current Tempus call, taking into account that developing such programmes is not listed as a one of e.g. Russia's national priorities in the call proposal?	It is a prerequisite that the discipline chosen for the degree is one identified as a national priority of the partner country concerned. If that is the case, it is possible to submit a proposal on the development of a double or joint degree.
3	Do EU universities applying for Tempus grants have to be in the possession of an Erasmus University Charter? Does this also apply to the European higher education institutions that are only partners?	This requirement applies only to EU universities which are grant applicants but not if they are partners.
4	Is it possible to include other countries, like African, Indian, and Asiatic countries in the Tempus programme besides the EU and Tempus partner countries?	Croatia, the former Yugoslavian Republic of Macedonia Turkey, Iceland, Liechtenstein, Norway and Switzerland can participate in Tempus project but only on a self-financing basis. No countries other than those listed in section 5.2 of the Call can participate in projects.
5	Can a professor emeritus be a Grant Applicant or Grant Holder of a Tempus Joint project?	No. Tempus is a programme of institutional cooperation and the coordinator represents his institution. Legally, the grant applicant is the institution where the coordinator of the project is located, not the individual himself. This is why the contract is signed by the person at the coordinator's institution who can legally commit the institution.
6	Can a Scientific and Technological Park (private non profit organisation) which developed and managed directly training projects without having its main focus on higher education be eligible for a Tempus grant? If yes, can be lead partner?	They can participate as a partner if the need for their participation is justified. They cannot be applicants.
7	Can a proposal be submitted by two institutions jointly?	No.
8	Can the grant applicant belong to a different organisation rather than the applying legal entity and be linked to this latter organisation by a contract as external expert?	No.
9	Can the same consortium or same applicant submit two different projects in this Call?	Yes, but projects carried out by the same consortium should deal with different priorities, different approaches and in different countries. With a very generous grant size, if applicants want to include several institutions or

		countries for a similar topic they should do this in a single project.
10	Can the same applicant submit different projects and be awarded different grants?	Yes, an applicant can submit different proposals, but a maximum of three project proposals per applicant institution/organisation will be recommended for funding
11	Must the project for the Governance Reform theme be related with one of the discipline listed in the national or regional priorities under Curricular Reform?	Joint Project (or SM) in Governance Reform or Higher Education and Society do not have to be related to the disciplines listed as priorities for Curricular Reform Joint Project.
12	Is an NGO eligible to submit a proposal on behalf of the partners and to be the consortium legal representative/coordinator?	No. The information on the eligibility of the grant applicant can be found at section 5.3 of the call for proposals. An NGO involved in higher education may participate as a partner and it may be assigned some project coordination activities if the whole consortium consents. However, the applicant has the total responsibility. The applicant institution is the only one entitled to correspond with the European Commission and reports (financial and activity) must be submitted and signed by grant manager on behalf of the applicant institution.
	PARTNERSHIPS	
1	One of our partners is an institution providing college level study programmes. Could it count as a higher education institution?	For the purpose of the Call, higher education institutions are types of state-recognised post-secondary educational and vocational training establishments which offer, within the framework of advanced education and training, qualifications and diplomas at that level (i.e., tertiary education ISCED levels 5 and 6). In that case, the respective institution can be considered as a higher education institution, regardless of what it is called ("University" or "Polytechnic", "College" or "Institute" etc.).
2	Regarding multi-country projects, the Call states that 2 higher education institutions from each participating partner countries (minimum two Partner Countries) are needed. If we have 3 countries, should we have also 2 higher education institutions from this third Partner Country or is one enough?	If you have 3 partner countries participating in the same project, you need a minimum of 2 higher education institutions from <u>each</u> of them. Don't forget that in addition you also need a minimum of 3 higher education institutions from 3 different EU member states.
3	Can associations of higher education institutions act as applicant?	Yes. An association will count as one higher education institution and one legal entity/partner institution, meaning that the association/network will be treated as one partner from the country where the headquarters are based. If an EU based association of higher education institutions acts as an applicant, at least two higher education institutions, each from a different Member State, which are not members of the applicant association must be included in the partnership.

4	Should public administrations (Ministries, other national, regional and local administrations) or governmental organisations also sign the mandate?	Ministries can submit an endorsement letter. A Mandate is however needed if they want to benefit from travel costs and costs of stay,
5	Is the applicant (a higher education institution) included in the condition for partnership (since 3 are required)?	Yes
6	Is it possible to add an NTO officer to the consortium?	No. This would mean a conflict of interest as the NTO are engaged by and work for the European Commission.
7	Can an institution participate as partner (or applicant) in different project applications within the same call?	<p>Yes, an organisation can be a partner in more than one application in the same Call for Proposals. The maximum number of projects recommended for funding is however restricted to three per applicant organisation.</p> <p>Each application is considered separately. However, the role of each organisation must be active, fully justified and appropriate in each project. More importantly, the projects themselves should not be similar. If they are, they risk being disqualified. Similar projects with the same (or almost the same) partners should be combined into one single project.</p>
8	Can non-governmental organisations (NGOs) whose activities are (mainly) dedicated to promotion, improvement and reform of European higher education act as applicant or only as partner?	Non-governmental organisations (NGOs) cannot act as applicant for either project types: Joint Projects or Structural Measures. Section 5.3.1 (2) second bullet point only refers to "Associations/organisations/networks of higher education institutions ". NGOs are only listed under section 5.3.2 as "Eligible partners".
9	When a consortium already meets the minimal requirements, can a company from another, non-participating Partner Country be added to the consortium partner list?	No, unless also 2 higher education institutions from that country would be involved.
10	Can an external expert be used in this call for proposals IV and under which budget heading should this cost be noted?	<p>Individual experts are no longer considered partners in a consortium. Applicants should try to gather all necessary competences within their consortium. However, for specific, time-bound, project-related tasks which cannot be performed by the Consortium members themselves, subcontracting on the basis of a contract is allowed.</p> <p>In the case of subcontracting self-employed experts who are unable to provide a stamp, the stamp on the convention form should be provided by the consortium member who subcontracts the self-employed service provider.</p>

	BUDGET & FINANCING	
1	How do you estimate other costs, printing, publishing and cost of travel? Is each item calculated according to a percentage?	<p>Estimating staff costs, equipment etc., should be based on the activities you intend to propose and on how much money is needed to realise them. You should first plan your project activities one by one, estimate the cost of each and then add them up according to the type of expenses.</p> <p>A convenient way to calculate your project budget would be to A) use the work plan and activity tables (Excel document), which has a certain number of automatic functions and then, B) insert those IDENTICAL figures into the eForm (C8).</p>
2	Does the 10% co-financing of the total eligible costs have to be secured only by the applicant? Or each partner has to secure 10% of co-financing of its total eligible costs? Or the consortium as a whole has to provide this 10% of the co-financing of the total eligible costs of the project?	The consortium as a whole has to provide the 10% co-financing. It is up to the partnership to decide who provides how much.
3	Are "in kind" contributions eligible in Tempus IV projects?	No. Contributions in kind are inputs to the project which are not the result of a financial transaction. Example: use of existing facilities (equipment, available teaching material), owned copyrights, unremunerated working hours and/or voluntary work. Contributions in kind are not eligible costs.
4	Can the cost of teacher preparation time and other staff costs be considered as part of the co-financing offered by the consortium?	Yes. These types of costs may be part of the co-financing provided by the consortium. Provided of course that the work undertaken is necessary for the achievement of the project objectives.
5	Are institutional costs eligible under this call?	No, institutional costs are no longer eligible. Given that the mobility in Tempus IV is restricted to 3 months, the institutional costs are no longer relevant
	STAFF COSTS	
1	If foreign academic staff works in another country (e.g. EU staff delivers training in Kyrgyzstan) can they receive cost of stay covering accommodation, meals, etc. AND staff cost for working as trainers, too?	Yes, cost of stay + staff costs
2	In multi-national consortia, if a job is shared between two or three persons from different countries, which staff salary indicative table should I follow?	The maximum staff salaries listed in annexes 2 & 3 for the particular country concerned should be used to pay staff from institutions in that country. Therefore with a multi-country project you will be using different rates for the different partner countries.

	TRAVEL COSTS & COSTS OF STAY	
1	Is it possible to cover the travel and subsistence costs of a student from a partner country, if s/he is travelling within their own country?	Yes, it is possible. Please see section 2.2.3 Eligible expenses for student mobility of Annex I of the Fifth Call Application Guidelines.
2	Is the same amount of cost of stay given for EU academic staff and e.g. Kyrgyz academic staff if they all participate in the same training (same length) in Kazakhstan?	Yes, the same "cost of stay" for all would be applied.
4	If a lecturer has a permanent affiliation in the EU or a partner country, but temporarily has to work outside Europe, is it possible to cover his travel costs from outside Europe?	At the development stage of your proposal, you should try to find a lecturer available within the EU. If the project is funded and the expert is then outside the EU, the Commission might give its approval if requested in writing in advance and if there is a good justification.
5	In section 5.4.1 of the Call it says that: "Joint Projects can only include small-scale and short-term mobility for students, university staff and officials of the partner legal entities provided the mobility supports the achievements of the project objectives." - Later, in Annex 1 - 2.2.3.1, the length of small-scale/ short-term mobility is defined for student mobility as 'a minimum period of 2 weeks and a maximum period of 3 months.	<p>Please note that the staff mobility duration will be judged according to the outcome expected to be achieved. In principle the maximum duration for staff mobility is 3 months. A minimum duration for staff will not be imposed, as it may not be necessary for academics to stay a minimum of 2 weeks.</p> <p>For students, the minimum of 2 weeks should be respected.</p>
6	Is mobility only accepted between a third country and an EU country, or is it possible to have mobility from a third country to another third country?	Yes, student mobility may be from one partner country to another provided it is justifiable and necessary for the project objectives. Of course the appropriate level for cost of stay should be used.
7	If students are included in mobility (max. 3 months) do they only get 1500€ per month or that amount plus staff costs?	Only the monthly amount of €1500.
	SUBMISSION PROCEDURE	
1	Do we have to include the CVs of the grant applicant and key project staff documents as a separate annex to the electronic application?	No. For the current call EACEA 35/2012, CVs are not required any more. The skills and competences of key staff involved in the project will be indicated in the specific section of the eForm.
2	Is it required to include endorsement letters?	No. Endorsement letters have been replaced by Mandates. Only Ministries responsible for Higher Education can submit an endorsement letter instead of a Mandate.
3	Do all partners need to sign the mandate?	Yes. The mandate is the only document in the current call confirming the effectiveness of the partnership. It should be signed by all partners. A scanned version of the signed Mandates is accepted.

4	<p>What is meant by "official legal form" and "official registration number"? Does it apply for all partners?</p>	<p>These sections are not to be completed by public sector bodies.</p> <p>The official legal form would be the legal form (as confirmed in the statutes of the organisation) under which the organisation has been registered in the country. "Non Governmental Organisation", for example.</p> <p>The registration number would refer to the official number (depending on the local legislation in this field) which private organisations / enterprises receive by the national authorities when registering.</p>
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