

## JEAN MONNET ACTIVITIES

### WHAT ARE THE AIMS OF THE JEAN MONNET ACTIVITIES?

The Jean Monnet Activities aim at promoting excellence in teaching and research in the field of European Union studies worldwide. These actions also aim at fostering the dialogue between the academic world and the society, including local and state level policy-makers, civil servants, civil society actors, representatives of the different levels of education and of the media. The activities supported generate knowledge and insights that can support EU policy-making and strengthen the role of the EU in a globalised world.

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. They promote active European citizenship and values and deal with the role of the EU in a globalised world, enhancing awareness of the Union and facilitating future engagement and people-to-people dialogue worldwide.

Active outreach and educational work that will spread knowledge about the EU to wider society (beyond academia and specialised audiences) and will bring the EU closer to the public is also encouraged.

The Jean Monnet Activities should bring long-lasting benefits to the individuals and the institutions that are involved. They also carry benefits for the policy systems within which they are framed.

### WHAT ACTIONS ARE SUPPORTED?

Jean Monnet Activities support the following Actions:

- Jean Monnet Modules (teaching and research);
- Jean Monnet Chairs (teaching and research);
- Jean Monnet Centres of Excellence (teaching and research);
- Jean Monnet Support to Associations;
- Jean Monnet Networks (policy debate with the academic world);
- Jean Monnet Projects (policy debate with the academic world).

The following sections of this Guide provide detailed information on the criteria and funding rules applying to the Jean Monnet Actions.

The core subject areas of a proposal can be from any domain of sciences and humanities

In relation to the general objectives of the Erasmus+ Programme, Jean Monnet aims to:

- promote excellence in teaching and research in EU studies;
- equip students and young professionals with knowledge of European Union subjects relevant for their academic and professional lives and enhance their civic skills;
- foster the dialogue between the academic world and policy-makers, in particular to enhance governance of EU policies;
- promote the outreach of HEI's to the society through debates on EU-related issues;
- promote innovation in teaching and research (e.g. cross-sectoral and/or multi-disciplinary studies, open education, networking with other institutions);
- mainstream and diversify EU-related subjects throughout the curricula proposed by higher education institutions to their students;
- improve the quality of professional training on EU subjects when appropriate;
- foster the engagement of young academics in teaching and research on European subjects;
- promote outreach to teachers and learners of other levels of education, such as primary and secondary education;
- disseminate the results of the funded activities by organising events with citizens and non-specialist audiences, with school pupils, with policy makers, with local authorities (e.g. mayors and counsellors) and other stakeholders at local, regional and national level, in a language and format that is appropriate for each audience.

Jean Monnet is expected to bring positive and long-lasting effects to the participants involved, to the promoting organisations, as well as to the policy systems within which they are framed.

As regards the participants directly or indirectly involved in the Actions, Jean Monnet aims to produce the following outcomes:

- enhanced employability and improved career prospects for young graduates, by including or reinforcing a European dimension in their studies;
- increased interest in understanding and participating in the European Union, leading to a more active citizenship;
- support for young researchers (i.e. who have obtained a PhD degree in the last five years) and professors who want to carry out research and teaching on EU subjects;
- increased opportunities for academic staff in terms of professional and career development.

Activities supported under Jean Monnet also aim to produce the following outcomes on participating organisations:

- increased capacity to teach and research on EU matters: improved or innovative curricula; increased capacity to attract excellent students; reinforced cooperation with partners from other countries; increased allocation of financial resources to teaching and research on EU subjects within the institution;
- more modern, dynamic, committed and professional environment inside the organisation: promoting the professional development of young researchers and professors; ready to integrate good practices and new EU subjects into didactic programmes and initiatives; open to synergies with other organisations.

Jean Monnet is expected in the long run to encourage the promotion and diversification of EU studies worldwide as well as to enhance and extend the participation of staff from more faculties and departments in European Union teaching and research.

## JEAN MONNET MODULES

### WHAT IS A JEAN MONNET MODULE?

A Jean Monnet Module is a short teaching programme (or course) in the field of European Union studies at a higher education institution. Each Module has a minimum duration of 40 teaching hours per academic year. Modules may concentrate on one particular discipline in European studies or be multidisciplinary in approach and therefore call upon the academic input of several professors and experts.

Erasmus+ supports Jean Monnet Modules with the aim to:

- promote research and first teaching experience for young researchers and scholars and practitioners in European Union issues (up to 20% of the budget allocated to support Modules will be granted to coordinators who are researchers who have obtained a PhD degree in the last five years);
- foster the publication and dissemination of the results of academic research;
- create interest in the EU and constitute the basis for future poles of European knowledge, particularly in Partner Countries;
- foster the introduction of a European Union angle into mainly non EU related studies;
- deliver tailor-made courses on specific EU issues relevant for graduates in their professional life.

The Jean Monnet Module anchors and mainstreams teaching on EU matters in curricula which so far have included EU-related content only to a limited extent. They also bring facts and knowledge on the European Union to a broad spectrum of learners and interested citizens.

### WHICH ACTIVITIES ARE SUPPORTED UNDER THIS ACTION?

Jean Monnet Modules must take one of the following forms:

- general or introductory courses on European Union issues (in particular at institutions and faculties that do not yet have a highly developed course offering in the field);
- specialised teaching on European Union developments (in particular at institutions and faculties that do already have a highly developed course offering in the field);
- summer and intensive courses that are fully recognised.

### WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN A JEAN MONNET MODULE?

Higher education institutions have the role of supporting and promoting the Module coordinators by ensuring that the largest possible public benefits from their activities both inside and outside the institution.

Higher education institutions support Module coordinators in their teaching, research and reflection activities: they recognise the teaching activities developed; they monitor the activities, give visibility and valorise the results obtained by their staff involved in Jean Monnet.

Higher education institutions are required to maintain the activities of a Jean Monnet Module during the entire duration of the project, including replacing the academic coordinator if the need arises. If the institution is obliged to replace Module coordinators, a written request for approval has to be sent to the Executive Agency. Moreover, the new proposed coordinator must have the same level of specialisation in European Union studies.

### WHAT ARE THE CRITERIA USED TO ASSESS A JEAN MONNET MODULE?

Here below are listed the formal criteria that a Jean Monnet Module must respect in order to be eligible for an Erasmus+ grant:

#### ELIGIBILITY CRITERIA

<b>Who can apply?</b>	A higher education institution (HEI) established in any country of the world. HEIs established in Programme Countries must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries.  Individuals cannot apply directly for a grant.
<b>Duration of project</b>	Three years.



<b>Duration of activity</b>	A Jean Monnet Module must be taught for a minimum of 40 hours per academic year (for three consecutive years) in the field of European Union studies at the applicant higher education institution. Teaching hours are taken to include direct contact hours in the context of group lectures, seminars, tutorials and may include any of the aforementioned in a distance learning format but do not include individual instruction.
<b>Where to apply?</b>	To the Education, Audiovisual and Culture Executive Agency, located in Brussels.
<b>When to apply?</b>	Applicants have to submit their grant application by <b>22 February at 12:00 (midday Brussels time)</b> for projects starting on 1 September of the same year.
<b>How to apply?</b>	Please see Part C of this Guide for details on how to apply.

Applicant organisations will also be assessed against **exclusion and selection criteria**. For more information please consult Part C of this Guide.

### AWARD CRITERIA

Projects will be assessed against the following criteria:

<b>Relevance of the project</b> (Maximum 25 points)	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to: <ul style="list-style-type: none"> <li>- the objectives of the Action (see sections "What are the aims of Jean Monnet " and "What is a Jean Monnet Module").</li> </ul> </li> <li>▪ The extent to which the proposal: <ul style="list-style-type: none"> <li>- is suitable for fostering the development of new teaching, research or debating activities;</li> <li>- includes the use of new methodologies, tools and technologies;</li> <li>- demonstrates evidence of academic added value ;</li> <li>- promotes and gives greater visibility to European studies/issues both within the institution participating in the Jean Monnet Action and outside.</li> </ul> </li> <li>▪ The relevance of the proposal to priority target groups of the Action: <ul style="list-style-type: none"> <li>- institutions or academics not yet in receipt of Jean Monnet funding;</li> <li>- specific EU related subjects in studies which have had limited exposure to but are increasingly affected by European aspects;</li> <li>- students who do not automatically come into contact with European studies (in such fields as science, engineering, medicine, education, arts and languages, etc.).</li> </ul> </li> </ul>
<b>Quality of the project design and implementation</b> (Maximum 25 points)	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, evaluation, follow-up and dissemination;</li> <li>▪ The consistency between project objectives, activities and the budget proposed;</li> <li>▪ The quality and feasibility of the methodology proposed.</li> </ul>
<b>Quality of the project team</b> (Maximum 25 points)	<ul style="list-style-type: none"> <li>▪ The pertinence of the profile and expertise of key academic staff involved - both in the academic and non-academic domains - with the activities proposed in the project.</li> </ul>

<p><b>Impact and dissemination</b> (Maximum 25 points)</p>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the teaching activities;</li> <li>▪ The potential impact of the project: <ul style="list-style-type: none"> <li>- on the institution(s) participating in the Jean Monnet Action;</li> <li>- on the students and learners benefiting from the Jean Monnet Action;</li> <li>- on other organisations and individuals involved at local, regional, national and/or European levels.</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities within and outside the institution hosting the Jean Monnet Activities</li> <li>▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain any disproportionate limitations.</li> </ul>
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To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least 13 points in each of the categories of award criteria mentioned above.

## WHAT ELSE SHOULD YOU KNOW ABOUT A JEAN MONNET MODULE?

### DISSEMINATION AND IMPACT

Jean Monnet Modules are required to disseminate and exploit the results of the organised teaching and research activities beyond the scope of the stakeholders directly involved. This will considerably increase the impact and contribute to a systemic change.

To increase their impact they should include in their dissemination activities the creation and offer of open educational resources (OER) and involve open education activities to respond to technological progress. This will foster more flexible and creative ways of learning and reach out to an increasing number of students, professionals, policy makers and other interested groups.

All coordinators of Jean Monnet Modules will be asked to update their respective section of the Erasmus+ specific online tool where all the information about the Jean Monnet Activities will be hosted. They will be encouraged strongly to use the relevant existing platforms and tools (i.e. the Jean Monnet directory, the Jean Monnet virtual community). These sections, which are part of the general IT tool for Erasmus+, will keep the wider public informed about the institutions and their Jean Monnet courses. Grant holders will be asked to regularly update the tool with the results of their work.

Coordinators of Jean Monnet Modules are encouraged to:

- publish at least one peer reviewed article during the grant period.
- participate in dissemination and information events at national and European level;
- organise events (lectures, seminars, workshops, etc.) with policy makers at local (e.g. mayors and counsellors), regional and national level as well as with organised civil society and schools;
- disseminate the results of their activities via the organisation of seminars or lectures geared and adapted to the general public and civil society representatives;
- network with other coordinators of Modules, Centres of Excellence, Jean Monnet Chairs and supported Institutions;
- apply open educational resources (OER), publish the summaries, content and schedule of their activities as well as the expected outcomes.

### WHAT ARE THE FUNDING RULES?

The maximum grant that can be awarded is 30 000 EUR that can represent the maximum of 75% of the total cost of the Jean Monnet Module.

A system based on a combination of scales of unit costs and flat-rate financing for the awarding of grants under the Jean Monnet Activities applies. This system is determined on the basis of a calculated national teaching cost per hour. The following method is used:

- **Teaching scale of unit costs** : the calculated national unit cost per hour D.1 is multiplied by the number of teaching hours ;

- **Additional flat-rate financing:** a 'top-up' percentage of 40% for a Jean Monnet Module is added to the above mentioned unit costs basis.

The final grant is then obtained by applying the maximum 75% EU funding of total calculated grant and by respecting the maximum grant ceiling for a Jean Monnet Module (30 000 EUR).

The specific amounts applying to Jean Monnet Modules can be found in the section "Jean Monnet unit costs" at the end of the Jean Monnet chapter in this Part of the Guide.

## JEAN MONNET CHAIRS

### WHAT IS A JEAN MONNET CHAIR?

A Jean Monnet Chair is a teaching post with a specialisation in European Union studies for university professors for a duration of three years. A Jean Monnet Chair is held by only one professor, who provides a minimum of 90 teaching hours per academic year.

### WHICH ACTIVITIES ARE SUPPORTED UNDER THIS ACTION?

Main activities (minimum of 90 hours per academic year):

- deepen teaching in European Union studies embodied in an official curriculum of a higher education institution;
- provide in-depth teaching on European Union matters for future professionals in fields which are in increasing demand on the labour market;

Additional activities:

- provide teaching/lectures to students from other departments (e.g. architecture, medicine, etc) to better prepare them for their future professional life.
- encourage, advise and mentor the young generation of teachers and researchers in European Union studies subject areas;
- conduct, monitor and supervise research on EU subjects, for other educational levels such as teacher training and compulsory education;
- organise activities (conferences, seminars/webinars, workshops, etc.) targeting to policy makers at local, regional and national level as well as to civil society.

### WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN A JEAN MONNET CHAIR?

Jean Monnet Chairs are an integral part of the higher education institution that concludes the grant agreement/decision.

Jean Monnet Chairs are inscribed in their institution's official academic activities. The higher education institutions are requested to support Jean Monnet Chair holders in their teaching, research and reflection activities, allowing the widest possible range of curricula to benefit from the courses; they should recognise the teaching activities developed.

Higher education institutions have the final responsibility for their applications. They are obliged to maintain the activities of a Jean Monnet Chair during the entire duration of the project. If the institution is obliged to replace Chair holder, a written request for approval has to be sent to the Executive Agency. Moreover the new proposed chair holder must have the same level of specialisation in European Union studies.

### WHAT ARE THE CRITERIA USED TO ASSESS A JEAN MONNET CHAIR?

Here below are listed the formal criteria that a Jean Monnet Chair must respect in order to be eligible for an Erasmus+ grant:

#### ELIGIBILITY CRITERIA

<b>Who can apply?</b>	A Higher Education Institution (HEI) established in any country of the world. HEIs established in Programme Countries must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries.  Individuals cannot apply directly for a grant.
<b>Profile of Jean Monnet Chairs</b>	Jean Monnet Chair holders must be permanent staff members at the applicant institution and have the rank of professor. They may not be a "visiting professor" at the HEI applying for the grant.
<b>Duration of project</b>	Three years.

<b>Duration of activity</b>	<p>A Jean Monnet Chair is held by only one professor.</p> <p>Jean Monnet Chair holders must teach a minimum of 90 hours per academic year (for three consecutive years) in the field of European Union studies at the applicant higher education institution.</p> <p>At least one of the additional activities described above must be proposed.</p> <p>Teaching hours are taken to include direct contact hours in the context of group lectures, seminars, tutorials and may include any of the aforementioned in a distance learning format but do not include individual instruction and/or supervision.</p>
<b>Where to apply?</b>	To the Education, Audiovisual and Culture Executive Agency, located in Brussels.
<b>When to apply?</b>	Applicants have to submit their grant application by <b>22 February at 12:00 (midday Brussels time)</b> for projects starting on 1 September of the same year.
<b>How to apply?</b>	Please see Part C of this Guide for details on how to apply.

Applicant organisations will also be assessed against **exclusion and selection criteria**. For more information please consult Part C of this Guide.

## AWARD CRITERIA

Projects will be assessed against the following criteria:

<b>Relevance of the project</b> (Maximum 25 points)	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to: <ul style="list-style-type: none"> <li>- the objectives and priorities of the Action (see sections "What are the aims of Jean Monnet Actions" ).</li> </ul> </li> <li>▪ The extent to which the proposal: <ul style="list-style-type: none"> <li>- is suitable for fostering the development of new teaching, research or debating activities;</li> <li>- includes the use of new methodologies, tools and technologies;</li> <li>- promotes and gives greater visibility to this European studies/issues both within the institution participating in the Jean Monnet Action and outside.</li> </ul> </li> <li>▪ The relevance of the proposal to priority target groups of the Action: <ul style="list-style-type: none"> <li>- institutions or academics not yet in receipt of Jean Monnet funding;</li> <li>- specific EU related subjects in studies which have had limited exposure to but are increasingly affected by European aspects.</li> </ul> </li> </ul>
<b>Quality of the project design and implementation</b> (Maximum 25 points)	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, evaluation, follow-up and dissemination;</li> <li>▪ The consistency between project objectives, activities and the budget proposed ;</li> <li>▪ The quality and feasibility of the methodology proposed.</li> </ul>
<b>Quality of the project team</b> (Maximum 25 points)	<ul style="list-style-type: none"> <li>▪ Proposal is submitted in favour of an academic with an excellent profile in a specific field of European Union studies. The pertinence of the profile and expertise of key staff involved - both in the academic and non-academic domains - with the activities proposed in the project.</li> </ul>



<p><b>Impact and dissemination</b> (Maximum 25 points)</p>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the teaching activities;</li> <li>▪ The potential impact of the project:             <ul style="list-style-type: none"> <li>- on the institution hosting the Jean Monnet Action;</li> <li>- on the students and learners benefiting from the Jean Monnet Action;</li> <li>- on other organisations and individuals involved at local, regional, national and/or European levels.</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities within and outside the institution hosting the Jean Monnet Action;</li> <li>▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences and does not contain disproportionate limitations.</li> </ul>
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To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least 13 points in each of the categories of award criteria mentioned above.

## WHAT ELSE SHOULD YOU KNOW ABOUT A JEAN MONNET CHAIR?

### DISSEMINATION AND IMPACT

Jean Monnet Chairs are required to disseminate and exploit the results of the organised activities beyond the stakeholders directly involved. This will considerably increase the impact and contribute to a systemic change.

To increase their impact the Chair holders should include in their dissemination activities the creation and offer of open educational resources (OER) and involve open education activities to respond to technological progress. This will foster more flexible and creative ways of learning and reach out to a considerably increasing number of students, professionals, policy makers and other interested groups.

Jean Monnet Chairs will be asked to update their respective section of the Erasmus+ specific online tool where all the information about the Jean Monnet Activities will be hosted. They will be strongly encouraged to use the relevant existing platforms and tools (i.e. the Jean Monnet directory, the Jean Monnet virtual community). These functions, as part of the general IT tool for Erasmus+, will ensure that the wider public is informed about the institutions and their Jean Monnet courses. Grant holders will be asked to regularly update the tool with the results of their work.

Jean Monnet Chairs are encouraged to:

- publish at least one book within the University Press during the grant period. The grant will cover part of the publication and, if need be, part of the translation costs;
- participate in dissemination and information events at national and European level;
- organise events (lectures, seminars, workshops, etc.) with policy makers at local (e.g. mayors and counsellors), regional and national level as well as with organised civil society and schools;
- disseminate the results of their activities via the organisation of seminars or lectures geared and adapted to the general public and civil society representatives;
- network with other Jean Monnet Chairs, coordinators of Modules, Centres of Excellence and supported Institutions;
- apply open educational resources (OER), publish the summaries, content and schedule of their activities as well as the expected outcomes.

### WHAT ARE THE FUNDING RULES?

The maximum grant that can be awarded is 50 000 EUR that can represent the maximum of 75% of the total cost of the Jean Monnet Chair.

A system based on a combination of scales of unit costs and flat-rate financing for the awarding of grants under the Jean Monnet Activities applies. This system is determined on the basis of a calculated national teaching cost per hour. The following method is used:

- **Teaching scale of unit cost:** the calculated national teaching unit cost per hour D.1 is multiplied by the teaching number of hours of the Jean Monnet Chair;

- **Additional flat-rate financing:** a 'top-up' percentage of 10% for a Jean Monnet Chair is added to the above mentioned unit costs basis. This top-up percentage takes account of the additional academic activities included in a Chair such as staff costs, travel and subsistence costs, dissemination costs, costs for teaching materials and indirect costs, etc.

The final grant is then obtained by applying the maximum 75% EU funding of total calculated amount and by respecting the maximum grant ceiling for a Jean Monnet Chair (50 000 EUR).

The specific amounts applying to Jean Monnet Chairs can be found in the section "Jean Monnet unit costs" at the end of the Jean Monnet chapter in this Part of the Guide

## JEAN MONNET CENTRES OF EXCELLENCE

### WHAT IS A JEAN MONNET CENTRE OF EXCELLENCE?

A Jean Monnet Centre of Excellence is a focal point of competence and knowledge on European Union subjects.

A Jean Monnet Centre of Excellence gathers the expertise and competences of high-level experts and aims at developing synergies between the various disciplines and resources in European studies, as well as at creating joint transnational activities and structural links with academic institutions in other countries. It also ensures openness to civil society.

Jean Monnet Centres of Excellence have a major role in reaching out to students from faculties not normally dealing with European Union issues as well as to policy makers, civil servants, organised civil society and the general public at large.

### WHICH ACTIVITIES ARE SUPPORTED UNDER THIS ACTION?

A Jean Monnet Centre of Excellence must develop a strategic three-year annual plan including a wide range of activities, such as:

- organising and coordinating human and documentary resources related to European Union studies;
- leading research activities in specific European Union subjects;
- systematic publication of the results of research activities.
- developing content and tools on EU subjects to update and complement the current courses and curricula (teaching function);
- enhancing the debate and exchange of experiences about the EU, where possible in partnership with local stakeholders and/or EU Representations Offices in Member States and EU Delegations in third countries (think-tank function);

### WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN A JEAN MONNET CENTRE OF EXCELLENCE?

Higher education institutions planning to establish a Jean Monnet Centre of Excellence are expected to reflect on its strategic development. They should provide guidance and a vision for the best experts available among the teaching and research staff for creating synergies allowing high-level collaborative work on specific EU subjects. They should support and promote the initiatives of the Centre and assist their development.

Higher education institutions are obliged to maintain the activities of a Jean Monnet Centre of Excellence during the entire duration of the project including replacing the academic coordinator if the need arises. If the institution is obliged to replace the original academic coordinator, a written request for approval has to be sent to the Executive Agency.

A Centre of Excellence may involve the co-operation of several institutions/organisations established in the same city or region. In any case, it must be a clearly labelled institute or structure specialised in European Union studies and must be hosted by a higher education institution.

### WHAT ARE THE CRITERIA USED TO ASSESS A JEAN MONNET CENTRE OF EXCELLENCE?

Here below are listed the formal criteria that a Jean Monnet Centre of Excellence must respect in order to be eligible for an Erasmus+ grant:



## ELIGIBILITY CRITERIA

<b>Who can apply?</b>	A higher education institution (HEI) established in any country of the world. HEIs established in Programme Countries must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries.  Individuals cannot apply directly for a grant.
<b>Duration of project</b>	Three years.
<b>Where to apply?</b>	To the Education, Audiovisual and Culture Executive Agency, located in Brussels.
<b>When to apply?</b>	Applicants have to submit their grant application by <b>22 February at 12:00 (midday Brussels time)</b> for projects starting on 1 September of the same year.
<b>How to apply?</b>	Please see Part C of this Guide for details on how to apply.
<b>Other criteria</b>	Only one Jean Monnet Centre of Excellence can be supported at the same time in any given higher education institution.

Applicant organisations will be assessed against **exclusion and selection criteria**. For more information please consult Part C of this Guide.

## AWARD CRITERIA

Projects will be assessed against the following criteria:

<b>Relevance of the project</b> (Maximum 25 points)	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to: <ul style="list-style-type: none"> <li>- the objectives and priorities of the Action (see sections "What are the aims of Jean Monnet" and "What is a Jean Monnet Centre of Excellence" );</li> </ul> </li> <li>▪ The extent to which the proposal: <ul style="list-style-type: none"> <li>- is suitable for fostering the development of new teaching, research or debating activities;</li> <li>- demonstrates evidence of academic added value;</li> <li>- promotes and gives greater visibility to European studies/issues both within the institution hosting the Jean Monnet activities and outside.</li> </ul> </li> <li>▪ The relevance of the proposal to priority target groups of the Action: <ul style="list-style-type: none"> <li>- institutions or academics not yet in receipt of Jean Monnet funding.</li> </ul> </li> </ul>
<b>Quality of the project design and implementation</b> (Maximum 25 points)	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, evaluation, follow-up and dissemination;</li> <li>▪ The consistency between project objectives, activities and budget proposed;</li> <li>▪ The quality and feasibility of the methodology proposed.</li> </ul>
<b>Quality of the project team</b> (Maximum 25 points)	<ul style="list-style-type: none"> <li>▪ The pertinence of the profile and expertise of key staff involved - both in the academic and non-academic domains -with the activities proposed in the project.</li> </ul>



<p><b>Impact and dissemination</b> (Maximum 25 points)</p>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the teaching activities;</li> <li>▪ The potential impact of the project:             <ul style="list-style-type: none"> <li>- on the institution(s) participating in the Jean Monnet Action;</li> <li>- on the students and learners benefiting from the Jean Monnet Action;</li> <li>- on other organisations and individuals involved at local, regional, national and/or European levels.</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities within and outside the institution hosting the Jean Monnet Action;</li> <li>▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations.</li> </ul>
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To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least 13 points in each of the categories of award criteria mentioned above.

## WHAT ELSE SHOULD YOU KNOW ABOUT A JEAN MONNET CENTRE OF EXCELLENCE?

### DISSEMINATION AND IMPACT

Jean Monnet Centres of Excellence are required to disseminate and exploit the results of the organised teaching and research activities beyond the stakeholders directly involved. This will considerably increase the impact and contribute to a systemic change.

To increase their impact they should include in their dissemination activities the creation and offer of open educational resources (OER) and involve open education activities to respond to technological progress. This will foster more flexible and creative ways of learning and reach out to a considerably increasing number of students, professionals, policy makers and other interested groups.

Jean Monnet Centres of Excellence will be asked to update their respective section of the Erasmus+ specific online tool where all the information about the Jean Monnet Activities will be hosted. They will be strongly encouraged to use the relevant existing platforms and tools (i.e. the Jean Monnet directory, the Jean Monnet virtual community). These functions, as part of the general IT tool for Erasmus+, will ensure that the wider public is informed about the institutions and their Jean Monnet courses. Grant holders will be asked to regularly update the tool with the results of their work.

Centres of Excellence are encouraged to:

- participate in dissemination and information events at European and national level;
- organise events (lectures, seminars, workshops, etc.) with policy makers at local (e.g. mayors and counsellors), regional and national level as well as with organised civil society and schools;
- disseminate the results of their activities via the organisation of seminars or lectures geared and adapted to the general public and civil society representatives;
- network with other Centres of Excellence, Jean Monnet Chairs, coordinators of Modules, etc;
- apply open educational resources (OER), publish the summaries, content and schedule of their activities as well as the expected outcomes.

## WHAT ARE THE FUNDING RULES?

If the project is selected, the following funding rules will apply to the grant:

	Eligible costs	Financing mechanism	Amount	Rule of allocation
<b>Activity costs</b>	<p>Eligible direct costs</p> <ul style="list-style-type: none"> <li>▪ Staff costs</li> <li>▪ Travel and subsistence costs</li> <li>▪ Subcontracting costs (maximum 30% of eligible direct costs)</li> <li>▪ Equipment costs (maximum 10% of eligible direct costs)</li> <li>▪ Teaching costs</li> <li>▪ Other costs (including costs for any compulsory financial audit/audit certificate).</li> </ul> <p>Eligible indirect costs</p> <p>A flat-rate amount not exceeding 7% of the eligible direct costs of the project is eligible under indirect costs, representing the beneficiary's general administrative costs which are not already covered by the eligible direct costs (e.g. electricity or Internet bills, cost for premises, etc.) but which can be regarded as chargeable to the project.</p>	Real costs	80% of the total eligible costs (unless a lower % of grant is requested by the applicant) Maximum € 100 000	Conditional: costs are incurred in connection with the activity and are necessary for its implementation.

## JEAN MONNET SUPPORT TO ASSOCIATIONS

Jean Monnet supports associations that have as their explicit purpose to contribute to the study of the European integration process. Such associations should be interdisciplinary and open to all interested professors, teachers and researchers specialising in European Union issues in the relevant country or region. They should be representative of the academic community in European Union studies at regional, national or supranational level.

### WHICH ACTIVITIES ARE SUPPORTED UNDER THIS ACTION?

Over the lifetime of the grant, associations may typically realise a broad range of activities, such as for example:

- organise and carry out statutory activities of associations dealing with European Union studies and European Union issues (e.g. the publication of a newsletter, the setting up of a dedicated website, the organisation of the annual board meeting, the organisation of specific promotional events aimed at providing greater visibility to European Union subjects, etc.);
- perform research in the field of specific European issues in order to advise local, regional, national and European policy makers and disseminate the outcomes among the institutions involved in these issues, including the EU Institutions as well as a wider public thus enhancing active citizenship.

### WHAT IS THE ROLE OF ASSOCIATIONS?

Jean Monnet Associations should become reference points in the European Union subject areas they cover.

They will assume the role of multipliers and they will disseminate knowledge; they will also contribute to collecting and capitalizing information as well as providing analysis and visions on specific subjects.

Associations are ultimately responsible for their proposals. They are obliged to implement the activities described in their work programme during the entire duration of the grant.

### WHAT ARE THE CRITERIA USED TO ASSESS A JEAN MONNET SUPPORT TO ASSOCIATIONS?

Here below are listed the formal criteria that a Jean Monnet support to associations must respect in order to be eligible for an Erasmus+ grant:

#### ELIGIBILITY CRITERIA

<b>Who can apply?</b>	Any association of professors and researchers specialising in European Union Studies, established in any country of the world. The explicit purpose of the association must be to contribute to the study of the European integration process at national or transnational level. The association must have an interdisciplinary character. Support will be given only to associations that are officially registered and have independent legal status. Individuals cannot apply directly for a grant.
<b>Duration of project</b>	Three years.
<b>Where to apply?</b>	To the Education, Audiovisual and Culture Executive Agency, located in Brussels.
<b>When to apply?</b>	Applicants have to submit their grant application by the <b>22 February at 12:00 (midday Brussels time)</b> for projects starting on 1 September of the same year.
<b>How to apply?</b>	Please see Part C of this Guide for details on how to apply.

Applicant organisations will also be assessed against **exclusion and selection criteria**. For more information please consult Part C of this Guide.

## AWARD CRITERIA

Projects will be assessed against the following criteria:

<p><b>Relevance of the project</b> <b>(Maximum 25 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to: <ul style="list-style-type: none"> <li>- the objectives and priorities of the Action (Please see sections "What is the aim of Jean Monnet " and "What is Jean Monnet support to associations").</li> </ul> </li> <li>▪ The extent to which the proposal: <ul style="list-style-type: none"> <li>- is suitable for supporting the statutory activities of the association and for performing research in European issues .</li> <li>- enhances advice to local, regional, national and European policy makers.</li> </ul> </li> </ul> <p>The relevance of the proposal to priority target groups of the Action:</p> <ul style="list-style-type: none"> <li>- associations not yet in receipt of Jean Monnet funding.</li> </ul>
<p><b>Quality of the project design and implementation</b> <b>(Maximum 25 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, evaluation, follow-up and dissemination;</li> <li>▪ The consistency between project objectives, activities and budget proposed;</li> <li>▪ The quality and feasibility of the methodology proposed.</li> </ul>
<p><b>Quality of the project team</b> <b>(Maximum 25 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The pertinence of the profile and expertise of key staff involved - both in the academic and non-academic domains - with the activities proposed in the project.</li> </ul>
<p><b>Impact and dissemination</b> <b>(Maximum 25 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the activities;</li> <li>▪ The potential impact of the project: <ul style="list-style-type: none"> <li>- on the association(s) participating in the Jean Monnet Action;</li> <li>- on other organisations and policy makers at local, regional, national and/or European levels.</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities within and outside the association hosting the Jean Monnet Action.</li> </ul>

To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least 13 points in each of the categories of award criteria mentioned above.

## WHAT ELSE SHOULD YOU KNOW ABOUT A JEAN MONNET SUPPORT TO ASSOCIATIONS?

### DISSEMINATION AND IMPACT

Associations selected under this Action are required to disseminate and exploit the results of their promotional activities beyond the stakeholders directly involved. This will considerably increase the impact and contribute to a systemic change.



To increase their impact they should include in their dissemination activities the creation and offer of open educational resources (OER) and involve open education activities to respond to technological progress. This will foster more flexible and creative ways of learning and reach out to a considerably increasing number of students, professionals, policy makers and other interested groups.

All Associations, awarded a Jean Monnet grant, will be asked to update their respective section of the Erasmus+ specific online tool where all the information about the Jean Monnet Activities will be hosted. They will be strongly encouraged to use the relevant existing platforms and tools (i.e. the Jean Monnet directory, the Jean Monnet virtual community). These functions, as part of the general IT tool for Erasmus+, will ensure that the wider public is informed about the associations and their Jean Monnet activities. Grant holders will be asked to regularly update the tool with the results of their work.

If the project is selected, the following funding rules will apply to the grant:

#### JEAN MONNET SUPPORT TO ASSOCIATIONS

Eligible costs		Financing mechanism	Amount	Rule of allocation
<b>Activity costs</b>	Eligible direct costs <ul style="list-style-type: none"> <li>▪ Staff costs</li> <li>▪ Travel and subsistence costs</li> <li>▪ Subcontracting costs (maximum 30% of eligible direct costs)</li> <li>▪ Equipment costs (maximum 10% of eligible direct costs)</li> <li>▪ Other costs (including costs for any compulsory financial audit/audit certificate).</li> </ul>	Real costs	Maximum € 50 000  80% of the total eligible costs (unless a lower % of grant is requested by the applicant).	Conditional: objectives and work programme must be clearly outlined in the application form
	Eligible indirect costs A flat-rate amount not exceeding 7% of the eligible direct costs of the project is eligible under indirect costs, representing the beneficiary's general administrative costs which are not already covered by the eligible direct costs (e.g. electricity or Internet bills, cost for premises, etc.) but which can be regarded as chargeable to the project.			

## JEAN MONNET NETWORKS (POLICY DEBATE WITH THE ACADEMIC WORLD)

### WHAT IS A JEAN MONNET NETWORK?

Jean Monnet Networks foster the creation and development of consortia of international players (HEIs, Research Centres, Associations, etc.) in the area of European Union studies.

They contribute to gathering information, exchanging practices, building knowledge and promoting the European integration process across the world. This Action can also support the enhancement of existing networks supporting specific activities, notably fostering the participation of young researchers in EU-related themes.

These projects will be based on proposals, focused on activities that cannot be achieved successfully at a national level and require the involvement of a minimum of three partner organisations (including the applicant institution) from three different countries. Their aim is to undertake projects that have a multinational rather than a national dimension.

### WHICH ACTIVITIES ARE SUPPORTED UNDER THIS ACTION?

Over the lifetime of a project, networks may typically realise a broad range of activities, such as for example:

- gathering information and promoting results of methodologies applied by high-level research and teaching on EU topics;
- enhancing cooperation between different higher education institutions and other relevant bodies throughout Europe and around the world;
- exchanging knowledge and expertise with a view to mutually enhancing good practices;
- fostering cooperation and creating a high knowledge exchange platform with public actors and the European Commission services on highly relevant EU subjects.

### WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN A JEAN MONNET NETWORKS?

Jean Monnet Networks should become reference points in the European Union subject areas they cover. They will take the role of multipliers and disseminate knowledge; they will also contribute to collect and capitalize information as well as provide analysis and visions on specific subjects.

Higher education institutions coordinating Jean Monnet Networks have the final responsibility for their proposals. They are obliged to implement the activities described in their work programme during the entire duration of the grant.

### WHAT ARE THE CRITERIA USED TO ASSESS A JEAN MONNET SUPPORT TO NETWORKS?

Here below are listed the formal criteria that a Jean Monnet Network must respect in order to be eligible for an Erasmus+ grant:

#### ELIGIBILITY CRITERIA

<b>Who can apply?</b>	<p>A higher education institution (HEI) or any other organisation established in any country of the world. HEIs located in Erasmus+ Programme Countries must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries.</p> <p>The applicant must be the coordinator of the network that comprises a minimum of three participating organisations from three different countries.</p> <p>The designated European institutions (identified in the Regulation establishing the Erasmus+ Programme) pursuing an aim of European interest are not eligible to apply under this Action.</p>
<b>Duration of project</b>	Three years.
<b>Where to apply?</b>	To the Education, Audiovisual and Culture Executive Agency, located in Brussels.
<b>When to apply?</b>	Applicants have to submit their grant application by <b>22 February at 12:00 (midday Brussels time)</b> for projects starting on 1 September of the same year.
<b>How to apply?</b>	Please see Part C of this Guide for details on how to apply.

Applicant organisations will also be assessed against **exclusion and selection criteria**. For more information please consult Part C of this Guide.

## AWARD CRITERIA

Projects will be assessed against the following criteria:

<p><b>Relevance of the project</b> (Maximum 25 points)</p>	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to: <ul style="list-style-type: none"> <li>- the objectives and priorities of the Action (see sections "What are the aims of Jean Monnet" and "What is a Jean Monnet Network").</li> </ul> </li> <li>▪ The extent to which the proposal: <ul style="list-style-type: none"> <li>- is suitable for fostering the development of new teaching, research or debating activities;</li> <li>- demonstrates evidence of academic added value;</li> <li>- promotes and gives greater visibility to this European studies/issues both within the institution participating in the Jean Monnet Action and outside.</li> </ul> </li> <li>▪ The relevance of the proposal to priority target groups of the Action: <ul style="list-style-type: none"> <li>- institutions or academics not yet in receipt of Jean Monnet funding.</li> </ul> </li> </ul>
<p><b>Quality of the project design and implementation</b> (Maximum 25 points)</p>	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, evaluation, follow-up and dissemination;</li> <li>▪ The consistency between project objectives, activities and budget proposed;</li> <li>▪ The quality and feasibility of the methodology proposed;</li> <li>▪ The design and management of Network activities including communication channels between the members.</li> </ul>
<p><b>Quality of the project team</b> (Maximum 25 points)</p>	<ul style="list-style-type: none"> <li>▪ The pertinence of the profile and expertise of key staff involved - both in the academic and the non-academic domains - with the activities proposed in the project;</li> <li>▪ The composition of the Network in terms of geographical coverage and complementarity of competencies.</li> </ul>
<p><b>Impact and dissemination</b> (Maximum 25 points)</p>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the teaching activities;</li> <li>▪ The potential impact and multiplier effect of the project: <ul style="list-style-type: none"> <li>- on the institution hosting the Jean Monnet Action and on the member institutions of the Network;</li> <li>- on the students and learners benefiting from the Jean Monnet Action;</li> <li>- on other organisations and individuals involved at local, regional, national, transnational and/or European levels.</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities within and outside the institution hosting the Jean Monnet Action;</li> <li>▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations.</li> </ul>

To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least 13 points in each of the categories of award criteria mentioned above.

## **WHAT ELSE SHOULD YOU KNOW ABOUT A JEAN MONNET SUPPORT TO NETWORKS?**

### **DISSEMINATION AND IMPACT**

Networks selected under this Action are required to disseminate and exploit the results of their activities beyond the participants directly involved. This will considerably increase the impact and contribute to a systemic change.

To increase their impact they should include in their dissemination activities the creation of tools and events adapted to their objectives.

All Jean Monnet Networks will be asked to update their respective section of the Erasmus+ specific online tool where all the information about the Jean Monnet Activities will be hosted. They will be strongly encouraged to use the relevant existing platforms and tools (i.e. the Jean Monnet directory, the Jean Monnet virtual community). These functions, as part of the general IT tool for Erasmus+ ensures that the wider public is informed about the Jean Monnet Network activities. Grant holders will be asked to regularly update the tool with the results of their work.

## WHAT ARE THE FUNDING RULES?

If the project is selected, the following funding rules will apply to the grant:

	Eligible costs	Financing mechanism	Amount	Rule of allocation
<b>Activity costs</b>	<p>Eligible direct costs</p> <ul style="list-style-type: none"> <li>▪ Staff costs</li> <li>▪ Travel and subsistence costs</li> <li>▪ Subcontracting costs (maximum 30% of eligible direct costs)</li> <li>▪ Equipment costs (maximum 10% of eligible direct costs)</li> <li>▪ Teaching costs</li> <li>▪ Other costs (including costs for any compulsory financial audit/audit certificate).</li> </ul> <p>Eligible indirect costs A flat-rate amount not exceeding 7% of the eligible direct costs of the project is eligible under indirect costs, representing the beneficiary's general administrative costs which are not already covered by the eligible direct costs (e.g. electricity or Internet bills, cost for premises, etc.) but which can be regarded as chargeable to the project.</p>	Real costs	<p>Maximum € 300 000</p> <p>80% of the total eligible costs (unless a lower % of grant is requested by the applicant).</p>	Conditional: objectives and work programme must be clearly outlined in the application form

## JEAN MONNET PROJECTS (POLICY DEBATE WITH THE ACADEMIC WORLD)

### WHAT IS A JEAN MONNET PROJECT?

Jean Monnet Projects support innovation, cross-fertilisation and the spread of European Union content. These projects will be based on unilateral proposals - although the proposed activities may involve other partners - and may last between 12 and 24 months.

- **"Innovation"** projects will explore new angles and different methodologies in view of making European Union subjects more attractive and adapted to various kinds of target populations (e.g. projects on Learning EU @ School);
- **"Cross-fertilisation"** projects will promote discussion and reflection on European Union issues and enhance knowledge about the Union and its processes. These projects will aim at boosting EU knowledge in specific contexts;
- **"Spread content"** projects will mainly concern information and dissemination activities.

### WHICH ACTIVITIES ARE SUPPORTED UNDER JEAN MONNET PROJECTS?

Over their lifetime, Jean Monnet Projects may typically realise a broad range of activities, such as for example:

#### "Innovation"

- develop and test newly designed methodologies, content and tools on specific European Union topics;
- create virtual classrooms on specific subject areas and testing them in different contexts;
- design, produce and implement self-training tools promoting active citizenship in the EU;
- develop and deliver appropriate pedagogical content and new/adapted didactic material for the teaching of European Union issues at the level of primary and secondary education (Learning EU @ School);
- design and implement of teacher training activities and continuing education for teachers, provide them with the appropriate knowledge and skills to teach European Union subjects;
- provide specifically designed activities on the European Union to pupils at the level of primary and secondary schools and in vocational education and training institutions;

#### "Cross-fertilisation"

- support the creation of EU studies and/or boost the existing knowledge and/or enhance the dynamic of a "department/chair/research team" in a given country at a Higher Education Institution which has expressed a specific interest/need;
- joint develop content and co-teaching for students involving several institutions. Participating institutions may organise common activities and the preparation of tools supporting their courses;

#### "Spread content"

- actively support information and dissemination activities for staff of the public administration, for experts in specific subjects and for civil society as a whole;
- organise conferences, seminars and/or roundtables in relevant European Union issues for the broadest possible array of stakeholders.

### WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN A JEAN MONNET PROJECT?

The institution proposing the project is required to prepare a clear and sustainable strategy with a detailed work programme including information about the expected results. It should justify the need of the activities proposed, the direct and indirect beneficiaries, it should guarantee the active role of all the participating organisations.

Proposals are signed by the legal representative of the higher education institutions (or other eligible organisations) and provide information about the legal status, objectives and activities of the applicant institution.

Higher education institutions (or other eligible organisations) have the final responsibility for their proposals. They are obliged to implement the activities described in their projects during the entire duration of the project.

### WHAT ARE THE CRITERIA USED TO ASSESS A JEAN MONNET PROJECT?

Here below are listed the formal criteria that a Jean Monnet Project must respect in order to be eligible for an Erasmus+ grant:

## ELIGIBILITY CRITERIA

<b>Who can apply?</b>	Higher education institutions or any organisations established in any country of the world. HEIs located in Erasmus+ Programme Countries must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries. The designated institutions (identified in the Regulation establishing the Erasmus+ Programme) pursuing an aim of European interest are not eligible to apply under this Action.  Primary and secondary education establishments are not eligible to apply, although they may actively contribute to the realisation of the activities.
<b>Duration of project</b>	12, 18 or 24 months.
<b>Where to apply?</b>	To the Education, Audiovisual and Culture Executive Agency, located in Brussels.
<b>When to apply?</b>	Applicants have to submit their grant application by <b>22 February at 12:00 (midday Brussels time)</b> for projects starting on 1 September of the same year.
<b>How to apply?</b>	Please see Part C of this Guide for details on how to apply.

Applicant organisations will also be assessed against **exclusion and selection criteria**. For more information please consult Part C of this Guide.

## AWARD CRITERIA

Projects will be assessed against the following criteria:

<b>Relevance of the project (Maximum 25 points)</b>	<ul style="list-style-type: none"> <li>▪ The relevance of the proposal to: <ul style="list-style-type: none"> <li>- the objectives and priorities of the Action (see sections "What are the aims of the Jean Monnet" and "What is a Jean Monnet Project" ("Innovation", "Cross-fertilisation", "Spread content")).</li> </ul> </li> <li>▪ The extent to which the proposal: <ul style="list-style-type: none"> <li>- is suitable for fostering the development of new teaching, research or debating activities;</li> <li>- demonstrates evidence of academic added value ;</li> <li>- promotes and gives greater visibility to this European studies/issues both within the institution participating in the Jean Monnet Action and outside.</li> </ul> </li> <li>▪ The relevance of the proposal to priority target groups of the Action: <ul style="list-style-type: none"> <li>- institutions or academics not yet in receipt of Jean Monnet funding.</li> </ul> </li> </ul>
<b>Quality of the project design and implementation (Maximum 25 points)</b>	<ul style="list-style-type: none"> <li>▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, evaluation, follow-up and dissemination;</li> <li>▪ The consistency between project objectives, activities and budget proposed;</li> <li>▪ The quality and feasibility of the methodology proposed.</li> </ul>
<b>Quality of the project team (Maximum 25 points)</b>	<ul style="list-style-type: none"> <li>▪ The pertinence of the profile and expertise of key staff - both in the academic and the non-academic domains - involved with the activities proposed in the project;</li> <li>▪ For projects targeting primary and secondary school students: the involvement of staff with relevant pedagogical skills.</li> </ul>



<p><b>Impact and dissemination (Maximum 25 points)</b></p>	<ul style="list-style-type: none"> <li>▪ The quality of measures for evaluating the outcomes of the teaching activities;</li> <li>▪ The potential impact of the project: <ul style="list-style-type: none"> <li>- on the institution hosting the Jean Monnet Action;</li> <li>- on the students and learners benefiting from the Jean Monnet Action;</li> <li>- on other organisations and individuals involved at local, regional, national and/or European levels.</li> </ul> </li> <li>▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities within and outside the institution hosting the Jean Monnet Action;</li> <li>▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations.</li> </ul>
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To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least 13 points in each of the categories of award criteria mentioned above.

## WHAT ELSE SHOULD YOU KNOW ABOUT A JEAN MONNET PROJECT?

### DISSEMINATION AND IMPACT

Jean Monnet Projects are required to disseminate and exploit the results of the activities beyond the stakeholders directly involved. This will considerably increase the impact and contribute to a systemic change.

Jean Monnet Projects will be asked to update their respective section of the Erasmus+ specific online tool where all the information about the Jean Monnet Activities will be hosted. They will be strongly encouraged to use the relevant existing platforms and tools (i.e. the Jean Monnet directory, the Jean Monnet virtual community). These functions, as part of the general IT tool for Erasmus+, will ensure that the wider public is informed about the results. Grant holders will be asked to regularly update the tool with the results of their work.

Jean Monnet Projects are encouraged to:

- participate in dissemination and information events at national and European level;
- organise events (lectures, seminars, workshops, etc.) with policy makers at local (e.g. mayors and counsellors), regional and national level as well as with organised civil society and schools;
- disseminate the results of their activities via the organisation of seminars or lectures geared and adapted to general public and civil society representatives;
- network with Centres of Excellence, Jean Monnet Chairs, coordinators of Modules and supported Institutions and Associations;
- apply open educational resources (OER), publish the summaries, content and schedule of their activities as well as the expected outcomes.



## WHAT ARE THE FUNDING RULES?

The budget of the project must be drafted according to the following funding rules (in euro):

Eligible costs		Financing mechanism	Amount
<b>Participation in conferences</b>	Contribution to costs linked to the organisation of conferences, seminars, workshops, etc., excluding costs linked to the participation of non-local speakers	Contribution to unit costs	D.2 per day per participant
<b>Travel (non-local speakers)</b>	Contribution to the travel costs of non-local speakers attending the conferences, based on the travel distance. Travel distances must be calculated using the distance calculator supported by the European Commission <sup>246</sup> , indicating the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip <sup>247</sup>	Unit costs	For travel distances between 100 and 499 KM: 180 EUR per participant For travel distances between 500 and 1999 KM: 275 EUR per participant For travel distances between 2000 and 2999 KM: 360 EUR per participant For travel distances between 3000 and 3999 KM: 530 EUR per participant For travel distances between 4000 and 7999 KM: 820 EUR per participant For travel distances of 8000 KM or more: 1500 EUR per participant
<b>Subsistence (non-local speakers)</b>	Contribution to the subsistence costs of non-local speakers attending the conferences	Contribution to unit costs	D.3 per day per participant

<sup>246</sup> [http://ec.europa.eu/programmes/erasmus-plus/tools/distance\\_en.htm](http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm)

<sup>247</sup> For example, if a person from Madrid (Spain) is taking part in an activity taking place in Rome (Italy), the applicant will a) calculate the distance from Madrid to Rome (1365,28 KM); b) select the applicable travel distance band ( i.e. between 500 and 1999 KM) and c) calculate the EU grant that will provide a contribution to the costs of travel of the non-local speaker from Madrid to Rome and return (275 EUR).

<b>Complementary activities</b>	Contribution to any additional peripheral cost related to complementary activities developed in this Action: e.g. academic follow-up of the event, creation and maintenance of a website, design, printing and dissemination of publications; interpretation costs; production costs	Lump sum	25.000 EUR
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The specific amounts applying to Jean Monnet Projects can be found in the section "Jean Monnet unit costs" at the end of the Jean Monnet chapter in this Part of the Guide.

## JEAN MONNET UNIT COSTS

### D.1 – NATIONAL TEACHING COSTS (IN EURO PER TEACHING HOUR)

The amounts depend on the country where the teaching activity takes place.

Programme Countries	
Belgium	200
Bulgaria	80
Czech Republic	107
Denmark	200
Germany	200
Estonia	107
Ireland	172
Greece	129
Spain	161
France	184
Croatia	96
Italy	166
Cyprus	151
Latvia	98
Lithuania	106
Luxembourg	200
Hungary	104
Malta	138
Netherlands	200
Austria	200
Poland	104
Portugal	126

Romania	81
Slovenia	136
Slovakia	114
Finland	193
Sweden	200
United Kingdom	184
former Yugoslav Republic of Macedonia	80
Iceland	159
Liechtenstein	80
Norway	200
Turkey	87
Serbia	80
Partner Countries	
Antigua and Barbuda	92
Australia	200
Bahrain	110
Barbados	94
Brunei	200
Canada	200
Chile	83
Equatorial Guinea	131
Hong Kong	200
Israel	144

Japan	178
Korea, Republic of	153
Kuwait	200
Libya	90
Mexico	86
New-Zealand	153
Oman	131
Qatar	200
Saint Kitts and Nevis	84
Saudi Arabia	126
Seychelles	126
Singapore	200
Switzerland	200
Territory of Russia as recognised by international law	109
Trinidad and Tobago	115
United Arab Emirates	200
United States of America	200
Other	80

## D.2 – NATIONAL CONFERENCE COSTS (IN EURO PER DAY)

The amounts depend on the country where the activity takes place.

Programme Countries	
Belgium	88
Bulgaria	40
Czech Republic	55
Denmark	94
Germany	90
Estonia	47
Ireland	75
Greece	56
Spain	70
France	80
Croatia	42
Italy	73
Cyprus	66
Latvia	43
Lithuania	47
Luxembourg	144
Hungary	46
Malta	60
Netherlands	97
Austria	94
Poland	45
Portugal	55
Romania	40
Slovenia	59
Slovakia	50
Finland	84
Sweden	95
United Kingdom	81
former Yugoslav Republic of Macedonia	40
Iceland	69
Liechtenstein	40
Norway	138
Serbia	40

Turkey	40
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Partner Countries	
Argentina	44
Australia	90
Bahrain	43
Barbados	41
Brunei	115
Canada	89
Equatorial Guinea	57
Hong Kong	117
Israel	63
Japan	78
Korea, Republic of	67
Kuwait	110
Macao	154
New-Zealand	67
Oman	57
Qatar	194
Saudi Arabia	55
Seychelles	55
Singapore	133
Switzerland	118
Territory of Russia as recognised by international law	48
Trinidad and Tobago	50
United Arab Emirates	107
United States of America	109
Other	40

### D.3 - SUBSISTENCE: NON-LOCAL SPEAKERS (IN EURO PER DAY)

The amounts depend on the country where the activity takes place.

Programme Countries	
Belgium	232
Bulgaria	227
Czech Republic	230
Denmark	270
Germany	208
Estonia	181
Ireland	254
Greece	222
Spain	212
France	245
Croatia	180
Italy	230
Cyprus	238
Latvia	211
Lithuania	183
Luxembourg	237
Hungary	222
Malta	205
Netherlands	263
Austria	225
Poland	217
Portugal	204
Romania	222
Slovenia	180
Slovakia	205
Finland	244
Sweden	257
United Kingdom	276
former Yugoslav Republic of Macedonia	210
Iceland	245
Liechtenstein	175
Norway	220

Serbia	220
Turkey	220

Partner Countries	
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## SPORT

### WHICH ACTIONS ARE SUPPORTED?

The following Actions in the field of sport are implemented through this Programme Guide:

- Collaborative Partnerships;
- Small Collaborative Partnerships;
- Not-for-profit European sport events.

In addition, Erasmus+ also supports Actions to strengthen the evidence base for policy making (studies, data gathering, surveys, etc.), to promote the dialogue with relevant European stakeholders (the EU Sport Forum, EU Presidency events, conferences, meetings, seminars, etc.). These Actions will be implemented by the European Commission either directly or through the Executive Agency.

The specific objectives pursued by the Erasmus+ Programme in the field of sport are to:

- tackle cross-border threats to the integrity of sport, such as doping, match fixing and violence, as well as all kinds of intolerance and discrimination;
- promote and support good governance in sport and dual careers of athletes;
- promote voluntary activities in sport, together with social inclusion, equal opportunities and awareness of the importance of health-enhancing physical activity, through increased participation in, and equal access to sport for all.

As provided by the Regulation establishing the Erasmus+ Programme, focus is to be given to grassroots sport.

The Actions in the field of sport are expected to result in the development of the European dimension in sport by generating, sharing and spreading experiences and knowledge about different issues affecting sport at the European level.

Ultimately, sport projects supported through Erasmus+ should lead to increased levels of participation in sport, physical activity and voluntary activity.

More specifically,

- Increased knowledge and awareness regarding sport and physical activity in Programme Countries;
- Increased awareness of as regards the role of sport in promoting social inclusion, equal opportunities and health-enhancing physical activity;
- Strengthened cooperation between institutions and organisations active in the field of sport and physical activity;
- Better participation of sport organisations and other relevant organisations from various Programme Countries in enhanced networks;
- Improved sharing of good practices.

The Actions in the field of sport are expected to contribute to the implementation of the European Week of Sport, which is an initiative launched by the Commission to promote sport and physical activity in the European Union, in the light of declining participation levels.

The European Week of Sport is intended to be organised with the following concept: an official opening, a flagship event, and 5 Focus Days, each day with a different focus theme: education, workplaces, outdoors, sport clubs and fitness centres. Among other activities, the European Week of Sport will encourage the organisation of cross-border awareness raising activities.

As from 2017, the European Week of Sport takes place from 23 to 30 September. Apart from the activities organised by the European Commission, Member States will organise national activities and coordinate local ones.

Further information as regards the 2019 European Week of Sport can be found on <http://ec.europa.eu/sport/>