

Frequently Asked Questions and Answers on Tempus Call for Proposals EAC/01/2009

	QUESTION	ANSWER
	GENERAL	
1	Is it possible to present a project which includes two of the three priorities (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 principle 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.
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	Will there be another call for the same target countries after this one?	There is a Call planned for each year of the Tempus IV programme (2007-2013). The next one will probably be launched in November 2009.
5	When writing specific objectives of the project do we have to appeal to objectives stated in the call for proposals?	The specific objectives of your proposal should indicate what is expected to have been achieved by the end of the project; They should be SMART: Specific, Measurable, Accurate, Realistic and Time-bound.
6	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
7	Under Tempus IV the coordinator of the project has to be the beneficiary (grant-applicant) or can it be another partner?	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 as far as the European Commission is concerned

		and all correspondence will be addressed to him.
	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 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 HEIs 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?	Turkey, Iceland, Liechtenstein, Norway and Switzerland can also 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	Is it required to include endorsement letters from both the beneficiary partner countries institutions and the EU partner institutions or only from the beneficiary institutions?	All partners are required to include endorsement letters; from the beneficiary partner countries and the EU partner institutions. This is proof that they all agree to participate together in the project as stated in the form itself.
6	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.
7	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.
8	Can a proposal be submitted by two institutions jointly?	No.
9	Can the grant applicant belong to a different organisation rather than the	No.

	applying legal entity and be linked to this latter organisation by a contract as external expert?	
10	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.
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 page 11 of the call for proposals. An NGO involved in higher education may participate as a partner and it may be assigned some project management/coordination activities if the whole consortium consents. However, the applicant has the total responsibility. We correspond only with the applicant and reports (financial and activity) must be submitted and signed by him.
	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 or diplomas at that level. If the institution you refer to delivers qualifications and diplomas which are recognized by the State as being of Higher Education, then it can be considered as a higher education institution.
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 HE 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 HE institutions from each of them. Don't forget that in addition you also need a minimum of 3 HEI from 3 different EU member states. .
3	What is the minimum number of EU member countries who should take part in any project? And is it obligatory to have 2 higher education institutions and 1 academic or non-academic partner from 3 different EU member states? Or may some of the partners be from the same EU Member State.	The requirement is at least 3 institutions (2 of these must be higher education institutions and one can be an academic or non-academic partner) from 3 different Member States in the European Union. Of course more institutions from the same EU country can participate but the above minimum needs to be respected.

	Are other types of organizations required in the consortium?	There is no requirement for other organisations but it is encouraged to include the other types of organisations. Please see section 5.1.2 of the Call for Proposals for a list of eligible partners.
4	If the minimum requirement is 3 HE institutions (not including Associations of HE institutions), it means that in case a EU Association of Universities applies for the grant, the partnership (from EU side) must be composed by the Association of HE Institutions grant applicant + 3 other EU HE Institutions from 3 different MS. Is it right?	Yes. One is an eligibility criterion for partnership -section 5.1.1 (3 HE institutions from 3 different MS) and the other is an eligibility criterion of type of applicants - section 5.1.3 where associations can apply indeed but they cannot replace a HE institution for the minimum partnership requirements.
5	Public administrations (Ministries, other national, regional and local administrations) or governmental organizations may be "associate partners" in the project, but in the tables "Contact person of partner" in the Application form this type of partner it is not included in the list to select "Type of organization" Where should we mark this?	You don't need to make the differentiation between "partner" and "associate partner" when filling in these tables.
6	Is the applicant (a higher education institution) included in the condition for partnership (since 3 are required)?	yes
7	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.
8	Can an institution participate as partner (or applicant) in different project applications within the same call?	Yes, an organisation can be a partner in more than one application in the same Call for Proposals. Each application is considered separately. However, the role of each organisation must be active, fully justified and appropriate in each project. More importantly, the project themselves should not be similar. If they are, they risk being disqualified. We expect that similar projects with the same (or almost the same) partners should be combined into one single project.
9	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 5.1.1 (2) second bullet point refers to "Associations/organisations/networks of HE institutions ". NGOs are only listed under section 5.1.2 as "Eligible partners".

	BUDGET & FINANCING	
1	How do you estimate other costs, printing, publishing and cost of travel? Is each item calculated according to a percentage?	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. You should use the Tempus calculator (on our website) to check the percentage threshold for each type of expense (i.e. staff up to 40%, equipment up to 30%; administrative up to 7%; etc. of total direct eligible costs.)
2	Does the 10% co-financing of the eligible direct costs have to be secured only by the applicant? Or each partner has to secure 10% of co-financing of its total eligible direct costs? Or the consortium as a whole has to provide this 10% of the co-financing of the total eligible direct 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	How should we base the budget: on real daily cost rates (as it is stated in the call for proposals) or on the hourly rates (as it is stated in the Application Form)?	The calculation should be based in the daily staff rates as indicated in the Annexes 1 and 2 of the Call for Proposals. In the application form also the fact has been considered that someone could work only for a few hours for the project (f. ex. a staff member provides interpreter services for a few hours for the project). You should consider that the calculation of the hourly rates is in line with the daily rates as indicated in the call (e.g. corresponding daily rate divided by 7.5 hours can be applied in the calculation of the hourly rates).
5	Can the cost of teacher preparation time and other staff costs be considered as part of the co-financing (pg. 60) 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.
	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	Yes, cost of stay + staff costs

	accommodation, meals, etc. AND staff cost for working as trainers, too?	
2	To which category of staff costs belong students who work on projects (responsible roles)?	It depends on what they do (research, administrative work?, etc). See the categories in annexes 1 and 2 of Call for Proposals.
3	In multi-national partners, if a job is shared between two or three persons from different countries, which staff salary indicative table should I follow?	The staff salaries listed in annexes 1 & 2 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 2.2.3.1 on pg 37 of Call for Proposals.
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 same "cost of stay" for all
3	Can external expert be used in Tempus IV and under which budget heading should this cost be noted?	The use of external experts is possible in Tempus IV projects only in rare cases where the expertise is not available by any of the consortium members. If external experts are indeed necessary, they will be paid according to the salary tables in annexes 1 & 2 and according to the type of work they provide (manager, researcher, technical, administrative). These expenses should be recorded under staff costs and their travel, if necessary, should be recorded under staff travel costs.
	MOBILITY	
1	In section 5.3.1.3 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 2.2.2 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. In the 'staff' section (2.1) no mention is made of eligible duration for staff mobility.	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 will not be imposed, as it may not be necessary for academics to stay a minimum of 2 weeks.
2	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.

3	If students are included in mobility (max. 3 months) do they only get 1200€ per month or that amount plus staff costs?	Only the monthly amount of €1200.
4	Institutional costs amount to 500€ per mobility per student, so, if the student goes abroad for one month, this amount should be divided by 3?	Institutional costs for student mobility are paid to the host institution, not the one sending the student. The figures given are the maximum not the automatic amounts: "the host university can claim institutional costs to cover any eligible costs incurred as a result of receiving students"
5	Is one-week mobility for staff possible, or should it be no less than two weeks? I am referring to the rule 2.2.2.	Yes, this is possible. There is no minimum for staff mobility but the maximum is 3 months.
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? Or should they only be included as additional (paper) documents later on?	The CVs are part of the documentation which needs to be submitted electronically by the 12 th of May. For a quick reference as to what is needed when please refer to the "Checklist" on pg 61 of the application form.
2	Is it required to include endorsement letters from both the beneficiary partner countries institutions and the EU partner institutions or only from the beneficiary institutions?	All partners are required to include endorsement letters; from the partner countries and the EU partner institutions. This is proof that they all agree to participate together in the project.
3	Can we send both the application form and the administrative and supporting documents together by email on the 28 th of April?	No, there are two deadlines. When you send your application you will receive a reference number. You should use this number when sending the supporting and Administrative documents.
4	In section III.5 (outcome and activity tables) it is request that we "fill in the same title and reference number for each outcome as provided in the Logical Framework Matrix". In the LFM, though, outcomes are bullet pointed. How can we proceed?	The LFM is formatted with bullets. However you can introduce numbers after the bullets for each outcome/output and then link it to an activity. For example, the first outcome/output should given a short name and be linked to the set of activities aimed at achieving it. So for output 1, activities should be numbered 1.1, 1.2, 1.3 to be linked to output 1, whereas output 2 should be linked to activities numbered 2.1, 2.2, 2.3 etc.
5	Do I have to include in the LFM and in the Workplan all the outcomes and activities of sections III.5 1-4?	Yes, the LFW, workplan and the outcome and activity tables should be coherent in terms of numbering. In fact, these three parts present the same information but in different formats and with varying degrees of details. You can give short titles for the outcomes and activities in the LFM and the workplan and these can be expanded in the outcome and activity tables where there is more space available.

