

## Guidance on how to complete the Jean Monnet Application Form

Jean Monnet Chairs, *Ad personam* Jean Monnet Chairs  
European Modules  
Jean Monnet Centres of Excellence  
Associations of Professors and Researchers  
Information and Research Activities  
Multilateral Research Groups

Deadline for submission of applications: **13 February 2009** (postmark)

Before completing the application form, please read carefully the relevant Call for Proposal available on Executive Agency website: [http://eacea.ec.europa.eu/llp/ajm/2009/index\\_en.htm](http://eacea.ec.europa.eu/llp/ajm/2009/index_en.htm)

### Disclaimer

This document is for information only. The only legal binding text is the LLP Call for Proposal  
2009

## INTRODUCTION

This document has been prepared in order to facilitate the completion of the Jean Monnet Application Form for unilateral actions and multilateral research groups in order to explain in more detail what is required under the specific sections of the Application Form.

Please note that whenever there is a special reference to *MULTILATERAL RESEARCH GROUPS* this is indicated in *Italic*.

Please present all information requested in a **clear, understandable and coherent** way. The application will be assessed by external experts that may not necessarily know your institution or yourself and will only be able to assess your application on the basis of the information provided.

## COVER PAGE - APPLICATION FORM

**Action Type:** Please choose the appropriate type of action and only **click ONE** single box. Choosing more than one box will result in the **ineligibility** of your application.

**Project Title:** If you provide the project title in your national language and not in English please also indicate the English title of the project.

**Application Language:** Please click the appropriate box. Only applications submitted in DE, EN or FR are eligible.

## SECTION A - IDENTIFICATION OF THE APPLICANT

### A.1 ORGANISATION

**Legal name of organisation:** Please provide the full legal name of your institution in your national language.

Please note: Do not use the name of sub-entities (e.g. Department of ..., Foundation of the University) unless it is a legal body that acts in absolute independence and financial autonomy. Should that be the cases provide explanation and respective documents. Please also don't use the name of administrative units (e.g. Board).

**Translation in English:** Indicate the legal name in English if the organisation uses non-Latin alphabet in its original legal name.

**Legal Address, Postcode etc:** Please use the address where the organisation has its legal head office.

### A.2 PERSON AUTHORISED TO REPRESENT THE ORGANISATION IN LEGALLY BINDING AGREEMENTS

The person indicated in this section must be authorised to enter into commitments for the organization (e.g. President of the University) and identical to the person authorised to sign the Declaration of Honour in Part G.

### A.3 PERSON RESPONSIBLE FOR THE MANAGEMENT OF THE APPLICATION

The person indicated in this section is the person responsible for the **academic implementation** of the activity (e.g. chair holder, academic coordinator, lecturer).

Indicate the position/grade/category of the person in charge and if he/she owns a PhD Title and/or is accredited to supervise doctoral theses.

Example: Prof. Dr. Stella is a full-time lecturer at the Faculty of Law where he holds lectures and supervises PhD Students.

<b>Position/Grade/Category</b>	Full Time Professor		
<b>PhD Title</b>	X Yes <input type="checkbox"/> No	<b>Accredited to supervise doctoral theses?</b>	X Yes <input type="checkbox"/> No

## SECTION B - ORGANISATION AND ACTIVITIES

### B.1 STRUCTURE

Please provide the requested information on the formal structure of your organisation:

**Legal Status:** Please tick the appropriate box.

For a definition of **public bodies** under the Lifelong Learning Programme please see Glossary (last page)

**Type of Organisation:** Please indicate the correct type of organisation

Example 1: The University of Weil is a regular state university recognised under national regulations.

<b>Legal Status</b>	<input type="checkbox"/> Private	<input checked="" type="checkbox"/> Public
	<input type="checkbox"/> For profit	<input checked="" type="checkbox"/> Not for profit
<b>Type of organisation</b>	<input checked="" type="checkbox"/> University	<input type="checkbox"/> Association
	<input type="checkbox"/> Non University Higher Education	<input type="checkbox"/> Higher Education Research Centre

Example 2: The Association for European Heritage is a private foundation that is registered as a Company limited by guarantee since it is a non-profit organisation situated in the UK.

<b>Legal Status</b>	<input checked="" type="checkbox"/> Private	<input type="checkbox"/> Public
	<input type="checkbox"/> For profit	<input checked="" type="checkbox"/> Not for profit
<b>Type of organisation</b>	<input type="checkbox"/> University	<input checked="" type="checkbox"/> Association
	<input type="checkbox"/> Non University Higher Education	<input type="checkbox"/> Higher Education Research Centre

### B.2 OBJECTIVES AND ACTIVITIES OF THE ORGANISATION

The information to be provided in this section should include:

- Statutory objectives of the applicant organisation and specific areas of experience and expertise related to the domain covered by the project
- The organisation's main achievements related to the domain covered by the project

*For Multilateral Research Groups: Please additionally describe the role of your organisation by indicating its specific tasks and areas of responsibility within the research group (Example: Selecting statistical data, supervising surveys provided by other partners, management of the project etc.).*

### B.3 OTHER COMMUNITY GRANTS

In this section you are requested to provide two types of information:

1. First Table

Data concerning FUNDED PROJECTS in the framework of **any** Community Programme in **the last 3 years** in which your organisation has participated as the **contracting organisation**.

2. Second Table

Data concerning APPLICATIONS submitted under the current Lifelong Learning Programme CALL 2009.

This section serves a twofold purpose: providing statistics information and evidence of double financing (the same activity cofunded by different Community sources).

Please note: in the case of organisations receiving an operating grant, indirect costs are no longer eligible under grants for a specific action/project also co-funded by the European Community (direct costs remain eligible).

*For Multilateral Research Groups sections B.1, B.2 and B.3 need to be completed for each participating partner organisation INDIVIDUALLY. This means that if your partnership consists of the required minimum of three partners (3 Jean Monnet Chairs) you have to provide sections B.1, B.2 and B.3 three times. Furthermore you should also specify in section B4 the mandatory consortium members and other partners.*

## SECTION C - DESCRIPTION OF THE PROJECT

### C.1 SUMMARY OF THE PROJECT

This part should provide a summary (max. 1000 characters) that gives a concise idea of what the project is about. For successful applications, this section will be reproduced in project compendia and you should therefore ensure that it is *carefully* prepared and gives an *appropriate overview* on your project including objectives, expected results, impact, *participating organisations* (in the case of *MULTILATERAL RESEARCH*).

### C.2 DISCIPLINE

Choose the appropriate study area. If you tick **more than ONE box** your project will be classified as **EU Interdisciplinary Studies**.

### C.3 LIFELONG LEARNING PROGRAMME GENERAL OBJECTIVES ADDRESSED

These objectives are mentioned in the call text for the Lifelong Learning Programme. Please indicate (tick) those objectives covered by your application.

### C.4 LIFELONG LEARNING PROGRAMME SPECIFIC OBJECTIVES ADDRESSED

These specific objectives are mentioned in the call text for the Lifelong Learning Programme. Please indicate (tick) the appropriate objectives covered by your application.

### C.5 PERTINENCE OF THE PROJECT IN VIEW OF THE SPECIFIC - PRIORITIES SET IN THE CALL FOR PROPOSALS

- Please indicate (tick) those priorities covered by your application.
- Explain how the proposed activities of your work programme address the selected priority.

### C.6 TIMING OF THE PROJECT

Please note:

- The Community co-financing duration for Jean Monnet Chairs, Ad personam Jean Monnet Chairs, European Modules, Jean Monnet Centres of Excellence, Associations of Professors and Researchers covers a *maximum* of 3 years (period of eligible costs). In addition, it is an obligation to maintain the project for another 2 years after the end of the 3 years Community co-funding period (i.e up to **31/08/2014**).
- The budget tables in the FINANCIAL FORM that **MUST** be completed should reflect only the 3 years period of the Community co-funding. As the end date for **the eligibility period of costs is 31/08/2012 no costs incurred after this date can be supported by the Community funding**.

- *The maximum project duration (period of eligibility of costs) for **Multilateral Research Groups** is 2 years and the Budget Form should be completed accordingly for a two year duration (31/08/2011). No maintenance of the activities beyond that period is required.*
- The maximum project duration (=period of eligibility of costs) for **Information and Research Activities** is **1 year** and the Budget Form should be completed accordingly for a one year duration (31/08/2010). *No maintenance of the activities beyond that period is required.*
- The starting date for all projects is **1 September 2009**.

## SECTION D - TECHNICAL CAPACITY

- Key person: Individual whose knowledge, skills or experience are critical for the execution of the project.
- Please make sure that you indicate **only permanent or temporary staff employed directly by the applicant**. Only for Modules also non-permanent/temporary TEACHING staff is allowed and should be indicated, if applicable.
- Please also make sure that Part D (as names and roles within the project are concerned) is coherent with the budget tables of the Financial Forms.
- Indication of teaching experience is required for **Chairs, ad personam Chairs, Modules and Centres of Excellence** but not for Associations of professors, Information and Research Activities or *Multilateral Research Groups*.

### Recommendation:

CV's should be provided in an "easy to read" structure and if possible in English, French or German.

*For Multilateral Research Groups: Please complete this section also for the key persons of the partners and list them per organisation.*

## SECTION E - PROJECT IMPLEMENTATION / AWARD CRITERIA

In this section you are given the possibility to address the award criteria mentioned in the call text by providing adequate information. Please, however, **do not provide information** which you are required to provide in other sections

Eligible applications will be assessed on the basis of the following award criteria, taking into account the priorities set out in the Call for proposals 2009:

### E.1 Quality of the Applicant

- Applicant is the organisation submitting the application.
- On the basis of the details (e.g. CV, Publications, Teaching) provided **in Section D** please present in **general terms how** the professional background of the person(s) in question relates to the field of European Integration Studies by outlining high quality achievements in this field.
- *For Multilateral Research Groups please refer to the key persons of each partner organisation.*

### E.2 Quality of the methodology and the work programme

Please refer to **Section C and especially Section F** and explain in general terms why the work programme addresses needs and which are the envisaged overall achievements and impact/results.

- *For Multilateral Research Groups please explain also how the partnership composition fits the project and how the coordination of activities is achieved.*

### E.3 Impact and relevance of the results

- Please refer to Section F and describe in general terms the overall expected impact of the project activities on the identified target groups in the short-and long-term on the European level.



## SECTION F - WORKPLAN: SPECIFIC ACTIVITIES TO BE SUPPORTED

In this section you are required to describe the activities of your work programme according to three specific activities that can be executed:

F.1: TEACHING / RESEARCH *(for Multilateral Research Groups only)*

F.2: EVENTS (conferences, workshops, roundtable)

F.3: DELIVERABLES (outputs/products, results)

### GENERAL REMARKS

#### A. Required minimum number of teaching hours per academic year

- in the framework of Jean Monnet Chairs a minimum of 120 teaching hours is required per academic year. The teaching hours must be delivered by the Chair holder, who can not be replaced by other persons.
- in the framework of Jean Monnet Modules a minimum of 30 teaching hours is required per academic year. However, a module can be delivered under the academic responsibility of several lecturers.

Teaching hours are defined as contact hours in the framework of a lecture. "One to one" meetings (e.g. Supervising of a thesis) do not count as teaching hours. If the minimum requirements specified above are not respected the application as a whole becomes INELIGIBLE!

Teaching activities are not required and applicable for Associations of Professors and Multilateral Research Groups

#### B. Teaching content

Teaching activities can comprise NEW planned courses or already EXISTING courses to be provided in the framework of the planned Jean Monnet activity.

## SPECIFIC ACTIVITY - TEACHING

Teaching Nr.	Please indicate for each teaching activity a number beginning with 1 and refer to this numbering in the Timetable in F.4	
Title	Provide the title of the teaching activity	
Prof. in charge	Name of the Professor/Lecturer/Teacher actually delivering the teaching activity	
Typology	<input type="checkbox"/> Lecture <u>Example:</u> Professors make presentations to their student audience on a specific topic of their research.  <input type="checkbox"/> Seminar <u>Example 1:</u> A course in which the student actively participates by giving oral presentations and for which a certificate can be awarded;  <u>Example 2:</u> Class conduct for a small number of students (Tutorial – Not supervision of thesis).	<input type="checkbox"/> Training course  <u>Example:</u> Teaching for non-University Students in the framework of specialisation courses or upgrading existing knowledge.
Description	<ul style="list-style-type: none"> <li>➤ Objectives, needs, target groups</li> <li>➤ Methodology of teaching content (teaching materials, ICT technologies, students involvement etc.)</li> <li>➤ Please describe the teaching content and indicate the amount of hours dedicated to the different phases/subjects. Attach a teaching syllabus, if available.</li> </ul>	
Impact	<ul style="list-style-type: none"> <li>➤ Learning outcomes</li> <li>➤ Describe briefly how students can benefit from the teaching in the short and long term</li> <li>➤ Demonstrate how the teaching activity contributes to <b>stimulating</b> knowledge on the <b>European integration process</b> and enhances the <b>visibility</b> of <b>scientific resources and academic activities in this field</b></li> </ul>	
	Indicate the number of teaching hours to be delivered (120 hours minimum for a chair, 30 minimum for a module)	
N° of students	Indicate the number of students to be expected to participate	
Discipline of audience	Law, Medicine etc.	
Year/type of study	<input type="checkbox"/> 1 <sup>st</sup> cycle (Bachelor) <input type="checkbox"/> 2 <sup>nd</sup> cycle (Masters) <input type="checkbox"/> 3 <sup>rd</sup> cycle (Postgraduate)	<input type="checkbox"/> Doctoral studies <input type="checkbox"/> Summer school

	Indicate the main target group. If appropriate you can click more than one box.	
Nature	<input type="checkbox"/> Compulsory <input type="checkbox"/> Optional  Indicate if the course is optional, compulsory, already existing or new.	<input type="checkbox"/> New <input type="checkbox"/> Existing

*For Multilateral Research Groups the teaching table is replaced by the following on research:*

**SPECIFIC ACTIVITY - RESEARCH**

<b>Research Activity Nr.</b>	<i>Please indicate for each research activity a number beginning with 1 and refer to this numbering in the Timetable in F.4</i>
<b>Prof. in charge</b>	<i>Name of the Professor actually leading and coordinating the research activity</i>
<b>Title</b>	<i>Provide the title of the research activity</i>
<b>Description</b>	<ul style="list-style-type: none"> <li>➤ <i>Objectives, needs, problems/issues to be tackled</i></li> <li>➤ <i>Envisaged results and previous research related to the topic.</i></li> <li>➤ <i>Please outline the different research sub-activities/topics</i></li> </ul>
<b>Methodology</b>	<i>Methodology of research (survey, field research etc)</i> <i>Explain the adequacy of the chosen methodology to research the envisaged results</i>
<b>Partner organisation and their role</b>	<i>Please describe the responsibilities and tasks to be performed by each partner within the research group</i>
<b>Impact</b>	<ul style="list-style-type: none"> <li>➤ <i>Impact on the field where the research is carried out</i></li> <li>➤ <i>Transfer of results to other areas, if appropriate</i></li> <li>➤ <i>Show how the research activity contributes to <b>stimulating</b> knowledge on the <b>European integration process</b> and enhances the <b>visibility</b> of scientific resources and academic activities in this field</i></li> </ul>

## SPECIFIC ACTIVITY - EVENTS

Event Nr.	Please indicate for each activity a number beginning with 1 and refer to this numbering in the Timetable in F.4	
Title	Provide the event title (e.g. Name of the Conference, Seminar etc.)	
Typology	<input type="checkbox"/> Conference <input type="checkbox"/> Seminar (not part of the regular teaching activities) <input type="checkbox"/> Workshop	<input type="checkbox"/> Roundtable debate <input type="checkbox"/> Lecture series (not part of the regular teaching activities) <input type="checkbox"/> Teaching/study visit
Description	<ul style="list-style-type: none"> <li>➤ Objectives, needs, target groups</li> <li>➤ Methodology used</li> <li>➤ Please attach a draft programme, if available</li> </ul>	
Impact	<ul style="list-style-type: none"> <li>➤ Expected outcomes</li> <li>➤ Describe briefly how participants can benefit from the event in the short and long term</li> <li>➤ Demonstrate how the event contributes to <b>stimulating</b> knowledge on the <b>European integration process</b> and enhances the <b>visibility of scientific resources and academic activities in this field</b></li> </ul>	
Host country	Indicate the country where the activity will take place	
Duration	Indicate the foreseen date and the duration of the event  (Example:02/02/2009-04/02/2009; 2 days event)	
N° of participants	Indicate how many participants are expected to take part.	
Target group	<input type="checkbox"/> Teachers <input type="checkbox"/> University students <input type="checkbox"/> Administrative and other non-teaching staff  You can click more than one box	<input type="checkbox"/> Researchers <input type="checkbox"/> Professional groups <input type="checkbox"/> General public

## SPECIFIC ACTIVITY - DELIVERABLES

<b>Deliverables Nr.</b>	Please indicate for each deliverable a number beginning with 1 and refer to this numbering in the Timetable in F.4	
<b>Title</b>	Provide the title (e.g. Name of the Book, DVD etc.)	
<b>Typology</b>	<input type="checkbox"/> Teaching materials <input type="checkbox"/> Books <input type="checkbox"/> CD-Rom/DVD	<input type="checkbox"/> Website <input type="checkbox"/> Database <input type="checkbox"/> Paper-Brochure-Newsletter
	Please click only one box	
<b>Description</b>	<ul style="list-style-type: none"> <li>➤ Objectives, needs, target groups</li> <li>➤ Please provide a brief description of the content</li> </ul>	
<b>Impact</b>	<ul style="list-style-type: none"> <li>➤ Describe how the users will benefit from the deliverable</li> <li>➤ How will the deliverable be distributed (e.g. books)</li> <li>➤ Demonstrate how the deliverable activity contributes to <b>stimulating</b> knowledge on the <b>European integration process</b> and enhances the <b>visibility of scientific resources and academic activities in this field</b></li> </ul>	
<b>Language</b>	Indicate the language(s) in which the deliverable will be produced	
<b>N° of copies</b>	Indicate the expected n° of copies (if appropriate)	
<b>N° of pages</b>	Indicate the expected n° of pages (if appropriate)	
<b>Estimated/foreseen Date of publication</b>	Indicate at least the month and the year	

#### F.4 WORK PROGRAMME OVERVIEW

In this section you are required to provide a CHRONOLOGICAL presentation of the project's activities.

**Timetable:** Refer to the Activity Type and Numbering (Example Teaching Activity Nr. 1: first semester in the first year)

**Length of Activity:** (provide dates and duration; Example 01/02/2009-15/02/2009, 10 working days)

**Specific Activity:** Choose according to the activity F.1, F.2 , F.3

**Title:** Indicate the title as above

**Human resources required:** Include the staff involved referring to Part C (if appropriate). Please make sure that the overview is in coherence with the tables above and the budget tables in the Financial Form (e.g. Staff Costs)

#### SECTION G - DECLARATION OF HONOUR

Please note that the person authorised to sign must be identical with the person indicated in section A.2 (PERSON AUTHORISED TO REPRESENT THE ORGANISATION IN LEGALLY BINDING AGREEMENTS).

Should the person that actually signs the Declaration of Honour **be different** from the Person authorised to sign you need to send a document providing **POWER OF ATTORNEY** (authorisation to act on behalf of the legal representative).

Example: Professor Kepler is the Rector and Legal Representative of the University of Weil as stated in A.2 and Part G, but absent when the application is to be sent. Prof. Ferdinand who is Dean (or Director of Department etc.) can sign if he has been provided with the power of attorney and if you attach a copy of that document that provides evidence of this (e.g. statutes).

#### REMINDER

Please note that the following documents **MUST** be attached to the Application Form when it is submitted:

- Financial Form
- Legal Entity (see Annex 1 of the Application Form).  
The annexes requested such as the statutes and a copy of the resolution, law, decree or decision establishing the entity in question **must not be submitted** at this stage. These documents together with the financial identification form will be requested of **only** those applicants whose proposals have been pre-selected by the Agency, with the help of a team of independent experts
- *For Multilateral Research Groups only: The letter of intent signed by an authorised person of each partner organisation (see Annex 2 of the Application Form).*

## GLOSSARY

**Applicant Organisation:** the organisation under which name the application was submitted.

**Award Criteria:** The award criteria shall be such as to make it possible to assess the quality of the proposals submitted in the light of the objectives and the priorities set. Award criteria are specified within relevant Calls for Proposals

**Contracting Organisation:** the organisation that has signed a contract (legally responsible).

**Duration of the activities:** Eligibility period (1 year/2 years/3 years) + 2 years maintenance in the case of Jean Monnet Chairs, Ad personam Jean Monnet Chairs, European Modules, Jean Monnet Centres of Excellence, Associations of Professors and Researchers

**Eligibility Criteria:** Eligibility criteria are formal conditions which a proposal must fulfil. Only proposals which meet all the formal eligibility criteria go forward for evaluation. Eligibility criteria are specified in the respective Calls for Proposals.

**Eligibility period:** the co-financing period of the Community

**European integration studies are:** the analysis of the origins and evolution of the European Communities and the European Union in all its aspects. They cover both the internal and external dimension of European integration, including the European Union's role in the dialogue between peoples and cultures and the European Union's role and perception in the world.

**European integration studies are not:** Comparative studies concerning purely national practices.

**Grants:** are direct financial contributions, by way of donation, from the budget in order to finance either an action intended to help achieve an objective part of a EU policy (grant for a specific action/project) or the functioning of a body which pursues an aim of general European interest or has an objective forming part of a EU policy (operating grant).

**Public bodies are:** all schools and higher education institutions specified by Member States (participating countries), and all institutions or organisations providing learning opportunities which have received over 50 % of their annual revenues from public sources over the last two years, or which are controlled by public bodies or their representatives.

**Selection Criteria:** The selection criteria make it possible to assess the applicant's financial and operational capacity to carry out the work programme, and to make sure that the applicant has sufficient and stable financial sources to continue the activities throughout the project and to ensure its co-financing. Selection criteria are specified within each relevant Call for Proposals.