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TRAINING COURSE

Preparation of Proposals and Management of European Education Projects

CY-2008-035-007

Location: **CYPRUS**

Target Audience: Teachers, University Administrators and professors, In-service training trainers, Life-long learning administrators and trainers, research officers, European programmes officers.

Covering actions but not limited to : Comenius, Erasmus, Grundtvig, Leonardo, Transversal: ICT, Languages, and Tempus

Course description

This training course introduces to prospective European project coordinators the step by step key issues in order to begin with an idea and end up with a proposal for a European project. The course will begin with discussion on EU priorities and how and where an idea fits in and whether it really solves or contributes to a problem. Next we will discuss how a project description should look like and how to find partners. We will show how to prepare the necessary documents related to a proposal and we will discuss what are the eligible activities and eligible request for funding and limitations. We will show how to prepare a work plan and work packages, how to handle evaluation and quality control, good practises for dissemination, exploitation plan, budgeting and risks, project management and progress control. The trainees will have hands on for developing ideas, proposal descriptions and documents, work package preparation and budget analysis. The participants will be advised to do some reading prior to the course. All necessary documents will be given during the course. The participants will leave with thousands of pages in electronic form, copies of real completed successful proposals and unsuccessful proposals, real final reports and real audit reports.

Course Content and Activities

Eu Priorities, Country Priorities, Internet Search, Review of Previously Approved Projects, Brainstorming for ideas for new Projects, Linking with Priorities, action in which the idea fits in, Typology, Practical Work: Presentation and Defence.

Description of the Project Proposal, Problem to be solved, Main Activities, Main Outcomes

Priorities satisfied or EU decisions supported, Finding partners, Discussion and Practical Work.

Preparatory Visits, Letters of Intent, Partner Profiles, CV's, Partner Tables.

Eligible Activities, Practical Work, Preparation of the Proposal, Description,

Work Plan, Work packages, Evaluation and Quality Assurance, Dissemination, Exploitation, Budget, Risks,

Progress Indicators, Communication, Project Management, Budget Analysis and Management,

Practical Work, Work Individually to Complete a First Draft of Description, Work Packages and Budget.

Course coordinator: Dr Gregory Makrides, makrides.greg@usa.net

Dates of courses:

2009: 8-15 October, 26 Nov. – 3 Dec.

2010: 11-18 February, 22-29 April, 27 May – 3 June, 22-29 July, 7-14 October, 25 Nov.-2 Dec.

Funding - Registration and other information:

Funding available through your LLP National Agency

<http://ec.europa.eu/education/trainingdatabase/>

For pre-registration write to euourses@cytanet.com.cy or makrides.greg@usa.net

F: +357-22894483, T. +357-22894288