



TEMPUS LEBANON HERE

TEMPUS LEBANON

HIGHER EDUCATION REFORM EXPERTS

Joint Project Preparation

By
Chafic Mokbel

Title Page

- Choose a representative title of your project
 - A good acronym would facilitate the identification of the project
- Leave registration/reception numbers empty



European Commission

Tempus IV

FIRST CALL FOR PROPOSALS N° EAC/04/2008

Application Form

Joint Project 2008

insert title of the project

Registration number: Registration number (leave empty)

Reception Number: Reception number (ETF-JP-nnnnn-2008) leave empty

Section I: Declarations and National Member Entities

- Preparatory work:
 - Identify the national members who have an interest in the project
 - Select appropriate representatives of the partners institutions
- It is a good practice to co-fill this section
 - Make the partners take ownership of the project

Application Form, Tempus Joint Project – Deadline: 28/04/2008

SECTION I: DECLARATION ON EXCLUSION AND SELECTION CRITERIA
To be completed by the Grant Applicant

1. We have stable and sufficient resources of funding to maintain our activities throughout the period during which the project is carried out;
2. We are not bankrupt or being wound up, are not having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for under national legislation or regulations;
3. We have the professional competencies and qualifications required to complete the proposed project;
4. We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
5. We have not been convicted of an offence concerning our professional conduct by a judgement which has the force of res judicata;
6. We have not been subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
7. Following an award procedure financed by the Community budget, we have not been declared to be in serious breach of contract for failure to comply with the contractual obligations;
8. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.

We, the undersigned, certify that the information given above and in the following project proposal is correct to the best of our knowledge, and that the proposal has been endorsed by the relevant authorities representing the partner:
We, the undersigned, have taken note that if found guilty of false declarations, we will receive financial penalties in proportion to the value of the grants in question.

Title of the project: <i>insert title of the project</i>			
Ref. Nr. 0 - Legal Representative of the applying legal entity: First name and surname: Place: Date: (dd/mm/yyyy) Position: Signature:		Official stamp or seal of the applying legal entity:	
Ref. Nr. 1 - Grant Applicant: First name and surname: Signature:			
Place:	Date: (dd/mm/yyyy)	Registration Number: <i>(Obtained after submission)</i>	

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Section I: Profit and Lost Accounts

- Only applicable for private grant applicants
 - Provide profit and loss for the past three financial years

Application Form, Tempus Joint Project – Deadline: 28/04/2008

SECTION I: PROFIT AND LOSS ACCOUNTS
To be attached by the Grant Applicant if applicable

If the applying legal entity is not or does not qualify as a public body or is not an international organisation it has to provide its profit and loss accounts together with the balance sheet for the last three financial years for which the accounts have been closed.

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Section II: Basic data on the project and List of Partners and Experts

- Basically: Title, acronym and, type, duration, objectives and partners of the project
 - This should come after the project has been setup and the plans are well discussed and agreed upon among partners

Application Forms; Tempus Joint Project – Deadline: 28/04/2008

SECTION II: LIST OF PARTNERS

• Partners involved in the project:

Reference number: 0 – Legal representative of the applicant legal entity <i>(same person as listed in the declaration under Ref. nr. 0)</i>				
Title: Mrs.(F)				
First name:		Surname:		
Function at organization:				
Name of the organization:				
Type of organization: <<Click here to select>>				
Erasmus Univ. Charter N°			Compulsory for applying universities from the EU?	
Legal Status: <<Click here to select>>				
Faculty:				
Department:				
Country #:		Postal code:		
Town:				
Address:				
Phone:	Country code:	City Code:	Phone Nr.:	
Fax:	Country code:	City Code:	Fax Nr.:	
E-mail:				
Reference number: 1 – Grant applicant <i>(same person as listed in the declaration under Ref. nr. 1)</i>				
Title: Mrs.(F)				
First name:		Surname:		
Function at organization:				
Name of the organization:				
Type of organization: <<Click here to select>>				
Legal Status: <<Click here to select>>				
Faculty:				
Department:				
Country #:		Postal code:		
Town:				
Address:				
Phone:	Country code:	City Code:	Phone Nr.:	
Fax:	Country code:	City Code:	Fax Nr.:	
E-mail:				

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Section III.1: Problem Analysis and partners



- A good analysis is crucial
 - To be done in the different partners' countries
 - Synergies may be detected
- Partners' presentation
 - Show complementarities

Section III.2: The Project

- In the project description show how solutions to the defined problems are to be found collectively
- The convergence towards the European Higher Education system is a must



III.4: Logical Framework Matrix

See example

Application Forms, Tempus Joint European Project – 15/12/2005

III.3 LOGICAL FRAMEWORK MATRIX – LFM

<p>Wider Objective: <i>What is the overall broader objective, to which the project will contribute?</i></p> <ul style="list-style-type: none"> • 1. The project aims to develop academic and research work in the domain of food sciences and technology for an increase in safety and quality of the Food products in line with European standards. • 2. The project will set the foundation for building partnerships between Universities and between the universities and the Food Industry to promote technology transfer from teaching and research into the market place and society. 	<p>Indicators of progress: <i>What are the key indicators related to the wider objective?</i></p> <ul style="list-style-type: none"> • 1. Accreditation of the program by official agencies. • 2. Involvement of enterprises in the food industry with the program and the level of involvement. • 3. Enhancement of productivity of the food industry. • 4. Improvement in quality control and safety in the food industry. 	<p>How indicators will be measured: <i>What are the sources of information on these indicators?</i></p> <ul style="list-style-type: none"> • 1. Acceptance of the program by the accreditation agencies. • 2. Number and size of enterprises involved in the program. • 3. Number of enterprises seeking for European and International accreditation of their products as a result of their involvement in the program. • 4. Number of exchanged students/professors between the different Universities involved in the project. • 5. Measurement of the improvement in productivity. 	
<p>Specific Project Objectives: <i>What are the specific objectives, which the project shall achieve?</i></p> <ul style="list-style-type: none"> • 1. Devise a higher education program in Food Science and Technology that prepares graduate students for modern careers in the food industry. • 2. Establish a sustainable relationship between European and Mediterranean Universities and food enterprises. • 3. Transfer of knowledge from European Universities to the University of Balamand. • 4. Graduates will lend their expertise to the industry by providing training and proper guidance to the workforce. • 5. Promote industrial growth through the sharing of knowledge, equipment, and resources. • 6. Reduce the cost of product innovation. 	<p>Indicators of progress: <i>What are the quantitative and qualitative indicators showing whether and to what extent the project's specific objectives are achieved?</i></p> <ul style="list-style-type: none"> • 1. Development of a curriculum. • 2. Mobility of students, professors and experts between establishments. • 3. Successful projects developed for the industry through the program • 4. Demand on program graduates and trainees by the food industry sector. • 5. Providing solutions for "industry-specific-problems". • 6. Setting the foundation for a postgraduate program in Food Science and Technology. • 7. Development of specialized laboratories that serve as training grounds for student approach to technology. 	<p>How indicators will be measured: <i>What are the sources of information that exist and can be collected? What are the methods required to get this information?</i></p> <ul style="list-style-type: none"> • 1. Increasing numbers of enrolled students in the program. • 2. Number and duration of visits between establishments. • 3. Number and size of projects for the food industry. • 4. Number of graduates employed by the food industry and number of trainees. • 5. Establishing a postgraduate program in food Science and Technology • 6. Number, size and cost of developed laboratories and their use. 	<p>Assumptions & risks: <i>What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?</i></p> <ul style="list-style-type: none"> • 1. Food industry cooperation to apply science and technology for food processing from the university laboratory to industrial settings. • 2. Financial support. • 3. The risks to be considered consist of a lower than expected number of enrolled students in the program, limitation of the application of the science and technology to industry usage (number of production-line of production/time), and financial constraints.

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III.4: Workplan

- Identification of separate and limited tasks is a prerequisite
 - Subtasks may be necessary to better define the task
- Try to be realistic
- Think while defining the tasks/subtasks about indicators of realization
- Always connect the tasks to the project objectives
- Try to predict the risks that may constrain the achievements of the tasks and preview solutions

Application Form: Tempus Joint European Project - 15/12/2005

III.4 WORKPLAN

Please use the model provided. Applicants are expected to complete a one-page work plan for each project year.
For each year of your project proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place.
The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.
M1 = first month of the project year; 12 M = 1 year; 4 weeks = 1 M. Please use one symbol (= / X) to represent one week.

WORKPLAN for ... 1st..... project year

Activities		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref. N°	Title												
/Sub Ref. N°													
1/1	Preparation of the First Version of the curriculum	O=	xx	xx	=O								
1/2	Development of the first year courses				O=	xx=	xx=	xx=	xx=	xx=	xx=	xx=	=xO
2/1	Laboratories Development I				O=x	xx	xx=	xx=	xx=	xx=	xx=	xx=	xO
1/3	Program Advertising				O=x	x	x	x	x	x	x	xO	
3/1	Creation of Advisory Board					O=x	=x	=x	=x	=x	=xO		
3/2	Preparation for Student-Industry Visits/Projects								Oxx	xx	xx	xx	xxO

Starting and end date of Outcome: O
Activity carried out in the EU Candidate Country: =
Activity carried out in the Partner Country (ies): X

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III.5: Outcomes and Activity Tables

- Activities are the tasks enumerated and scheduled previously
 - Produce details and indicators
- Reflect on the sustainability of the project (process) after the end of the European support
 - Efforts must be done (and explained) during the project lifecycle to assure this sustainability
- Quality Control Process is also to be defined
 - Shared process among partners
- Management of the project must be considered with care
 - This might impact the project success while implementing

Summary of the Project and Finance requested



- This would follow the different aspects defined above
- Don't underestimate the management costs



Suggested project building process

- Start by identifying the major problem and the possible solutions
- Find the potential partners
- Share the ideas, detect synergies, identify common interests
- Start writing the problem analysis (III.1)
- Write the project and project plan (III.2)
- Fill the LFM (III.4)
- Determine administrative responsibilities and budgeting issues
- Determine sustainability solutions
- Fill the remaining parts