

## Questions and answers from EDUFI's webinar on Capacity Building in Higher Education and Vocational Education 11.12.2023

*CB calls are managed by the [European Education and Culture Executive Agency \(EACEA\)](#) of the European Commission. EACEA is responsible for interpreting the rules for the call. However, we at EDUFI have tried to find the answers to your questions in EACEAs materials.*

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**If one has a separate WP for 1) preparatory measures and 2) coordination/management, are there some instructions as to what tasks should be included in preparatory WP (which can be completed by first mid term reporting)? Another question: the application form has several areas to be filled and yet it says "not applicable to lumpsum projects". Can you confirm that these N/A columns do not need to be filled for CBHE?**

We recommend seeing EACEAs PP slides from their application webinar. They have quite a clear slide on preparatory WP in the presentation. The preparatory WP should be really in the beginning of the project so no actions that will be going on for the full period.

<https://www.eacea.ec.europa.eu/news-events/events/online-inf...>

For what parts should be answered in the application form please refer to the instructions in FTOP. However, CB uses a Lump Sum model so if it says not applicable for Lump Sum this should be followed. The reasoning for this recommendation WP differences are that the communication strategy is task/ milestone concerning the WP from communication/ management. However, with WP it is most important that the WP content tasks, milestones and deliverables are coherent for your project and WPs

**Why so short timeslot in between of the opening of the call and the deadline? There is also holiday seasons of different countries in the middle.**

Call timetable/ deadlines is the responsibility of the commission. Feedback for this can be directed to the EC /EACEA. However, the timetable is similar as previous years so beneficiaries can anticipate the timetable for the call.

**More general question: Do you know if separate call documents will be published in F&T portal? Now the call page directs to programme guide website.**

There is no separate call document with instructions. The information for the call can be found in the programme guide and the FTOP-portal under each strand/ call. <https://erasmus-plus.ec.europa.eu/programme-guide/erasmus-programme-guide/introduction>

**The proposal should include associated partners - is this requirement also valid for the European partners or only partner countries?**

Associated partners are not a requirement in the project. The programme guide says the following: CBHE projects may involve 'Associated partners' which contribute to the implementation of specific project tasks/activities or support the dissemination and sustainability of the project.

**Could you explain what kind of process it is for the partner institutions to sign off the proposal? Do they need a digital log in for this? How to register for this if this required?**

Partner organizations need to have PIC code and the code has to be validated at the grant awarding process. However, it is recommended to start this process even before that and ensure that the partner is aware of the PIC validation requirements. It is also important to keep the leadership and management at the partner aware of the application and the project to secure their commitment if the project receives financing.

**Are audit costs eligible costs if they are included in the proposal as part of risk management?**

CBHE: An answer from FAQs 2023 call: This action follows a lump sum model, therefore, an audit certificate will not be requested with the final report. Applicants do not need to calculate this cost in the budget.

Audits are not required in a Lump Sum model and therefore the costs do not need to be calculated in to the budget. If you want to do a voluntary audit in the project you need to contact EACEA to see if it is an eligible cost.

Also, in the EACEA webinar 2024 they say that ca at 11:21 that audit cost will be cut from the budget as they are not required. To see if they would be ok under risk you have to contact EACEA <https://webcast.ec.europa.eu/erasmus-cbhe-general-infoday-23-11-30>

**Are the restrictions in the text length? Where can I find these? The pdf template did not state any.**

Yes, there is, and you cannot go over this. For CBHE this is 70 pages for part B. The max length can be found in FTOP under that call.

**In the budget, does the achievement of several milestones qualify for having successfully implemented a work packages? or do ALL milestones have to be implemented before a work package is considered successfully implemented? (in order to qualify for mid-term funding).**

A WP is finished when all its deliverables are finished. Please however see the answer on financing on what is pre-financing and what is dependent on implementation.

## Can you be successful in all strands, or is there a restriction on how many projects you can win?

Your HEI can apply in all strands at the same time and be successful in them. The strand depends on your project. However, there is a restriction on how many projects can be awarded to the same coordinator.

So, how many? :) -> 2023 this was for CBHE 2 coordinated projects/institution regardless of Strand. See: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/support/faq/21355>

## What is the situation of UK and Hungary; can HEIs from these countries be involved as partners in projects?

UK is from region 14 and not part of the regions included in the call. This means that UK institutions cannot be full partners in the projects.

With Hungary and Hungarian institutions, they can be part of projects but there are some institutions that are restricted when it comes to taking part in the Erasmus +programme.

### Three questions:

**1) Are these applications handled by the EU / Brussels or the national Erasmus+ agency?**

**2) We have two partners from Albania and two EU HEIs (Oulu Uni & one Uni from Poland). One of the Albanian partners is a private university. How can we check if they are eligible for this funding?**

**3) Can we turn to you/someone at OPH to help us with the application (check & support)?**

1) Applications for both CBHE and CBVET are fully managed (i.e., handled, evaluated, accepted, funded, followed-up etc.) by EACEA in Brussels.

2) Quoting the [Erasmus+ Programme Guide](#), which addresses this public versus private HEI question: "In order to be eligible, applicants (beneficiaries and affiliated entities, if applicable) must be **public or private legal entities** falling under the following categories: - higher education institutions (HEIs) or organisations of HEIs;". On a more general level, if you are still unsure about the eligibility of a specific organisation or want to do any "double-checking" for requirements, you can contact EACEA directly. Email addresses are provided at the end of this slide set. 😊

3) The entity managing the application, i.e. EACEA, is the right contact point when it comes to very specific questions regarding, for example, the interpretation of a particular phrase in the Programme Guide, submitting the application on the electronic platform, or get a final answer to whether an institution is eligible. We at EDUFI (Annesophie and I for CBHE; Iris and Hannele for CBVET) can then again assist and support in the form of general application advice!

Also, you can contact the local E+ NEO that may help you with the status of your partner if your partner is unsure.

**When applying for a project concerning immigrants in Finland what is the the main funding and which types of calls do we need to follow?**

This depends on your project idea. So, depending on what you want to do different funding may apply. However, I would maybe start by looking at the KA220 cooperation partnerships <https://www.oph.fi/en/programmes/cooperation-partnerships-higher-education>

**How much is the pre-funding in terms of percentage**

For CBHE projects 2023 it has been as following: Pre-financing instalments are also foreseen for lump-sums type II grants. The ratios will be 50% following the grant agreement signature, 30% at mid-term (12, 18 or 24 months depending on the duration of the project) and finally 20% balance after the approval of the final report.

We for see that it is the same for 2024. EACEAs answer 2023: <https://ec.europa.eu/info/funding-tenders/opportunities/port...>

More information on the rules of the payment: <https://erasmus-plus.ec.europa.eu/programme-guide/part-c/wha...>

**Is there a limitation of the % of the management budget?**

Very often Management WP is inflated, too high. However, EACEA do not mention the limit of the WP, important is to distribute the budget evenly between WP and partners. Please see EACEAs PP from their webinar <https://www.eacea.ec.europa.eu/system/files/2023-12/CBHE%20Infoday%202024%20Call.pdf>