

European Project Accelerator

**FUNDING OPPORTUNITIES 2014-2020; LEARNING BY DOING METHODOLOGY:
DEVELOP YOUR OWN PROJECT PROPOSALS WITH THE GUIDANCE OF EC EXPERTS**

Accelerator sessions dates:

- **September 8th - September 13th;**
- **November 3rd – November 8th;**
- **December 8th - December 13th;**

The complete program consists of 6 intensive trainings of 6 days each.

Requirements:

- **Participants must send their project ideas/ project summaries on the basis which will the suitable funding opportunities be identified.**

Benefits:

- Participating in the EPA Brokerage Event focus on the open calls for proposals aimed at developing new European projects and partnerships
- Full access to the European Projects Intelligence System my-europa.eu – a comprehensive web based platform for European Projects Development (www.my-europa.eu)
- Training courses on Horizon 2020 – Developing a Successful Proposal, Project Evaluation and Dissemination of EU Funded Projects organised by European Academy for Education and Social Research in cooperation with the European Projects Association.
- At the end of the Accelerator, every participant will have a draft of a European project including the draft of the application form, budget, tips and guidelines on consortium building, administrative and financial requirements and supporting documents.



Accelerator sessions:

Horizon 2020 – Developing a Successful Proposal

Day I

- Multiannual Financial Framework 2014/2020
- How to build up a successful consortium under Horizon 2020
- Administrative due diligence for the implementation of a project proposal
- New funding schemes and project types
- Source of information of EU Funds
- Introduction to suitable calls for proposals
- Explanation of the guidelines and supported activities

Designing the Project Proposal - Budget

Day II

- General Financial Provisions
- Identification of eligible cost, non-eligible costs, direct and indirect costs
- How to calculate the personnel efforts and personnel costs
- Practical session on drafting and management of EU project's budget
- Development of participants' projects ideas budgets

Designing the project proposal

Day III

- Proposal writing tips and good practices
- Practical work: Development of participants' project ideas
- Methodology on preparing an effective H2020 Proposal Summary

Designing the Project Proposal – Work in groups

Day IV

- Development of participants' project ideas
- Personalized information
- Tips and hints from the EC experts
- Step by step approach
- Guidance and methods- part B of the H2020 application form
- Elaborating the content of the full proposal based on an actual H2020 call

Project Evaluation and Quality Assurance of EU Funded Projects

Day V

- Five Thinking Hats-peer review and role play
- Presentation of the ideas
- Discussion on the evaluation comments
- Effective Dissemination and Exploitation of EU Funded Projects

EPA Brokerage event

Day VI

The event includes round tables on **EU Funding opportunities** that were presented and worked on during the first five days. In addition, there will be the opportunity to meet and network with the representatives of different Institutions and organizations active at European level.

Daily class schedule: 09:00 – 12:30 and 13:30 – 17:00

Venue: Science14 Atrium, Rue de La Science 14b (Brussels)



Prices for the Accelerator:

- | | |
|---|-------|
| <input type="checkbox"/> 1 Day Session | € 400 |
| <input type="checkbox"/> 2 Days Session | € 700 |
| <input type="checkbox"/> 3 Days Session | €1000 |
| <input type="checkbox"/> Full European Projects Accelerator | €2000 |

If you decide to attend one or two days-session, please indicate your choice among the following Accelerator Session:

- Horizon 2020 – Developing a Successful Proposal** (One-day intensive training)
- Designing the Project Proposal - Budget** (One-day intensive training)
- Designing the Project Proposal** (One-day intensive training)
- Designing the Project Proposal – Work in groups** (Three-day intensive training)
- Project Evaluation and Quality Assurance of EU Funded Projects** (One-day intensive training)
- EPA Brokerage event** (One-day intensive training)

Method of Payment:

Please fill in the application form and send it to master@academy-europa.eu or fax us at **0035315261085**. Upon registration, applicants will receive a pro-forma invoice with all accounting details.



Application form

Personal Data and Address

Ms. Mr.

First name: _____ Surname: _____

Place of birth: _____ Date of birth: ____/____/____

Nationality: _____ Passport / ID card number: _____

Address: _____

City: _____ Country: _____ Zip code: _____

Telephone: _____ Mobile phone: _____

E-mail: _____

Organisation: _____ Position: _____

Website: _____

Invoicing details:

Organisation: _____

Address: _____

City: _____ Country: _____ Zip code: _____

VAT Number: _____

Please indicate your choice among the following Accelerator options:

September 8th - September 13th

November 3rd - November 8th

December 8th - December 13th



General Terms & Conditions

1. The following terms and conditions regard the contractual relationship between the participant and the European Academy for Education and Social Research Ltd.
2. The application form should be sent via e-mail or fax in order to book a course.
3. By applying for the course, the attendant will receive the European Projects Association individual membership that gives the access to My Europa network (www.my-europa.eu), which is a web-based lifelong eLearning platform designed to develop European projects. It counts more than 5000 members among organisations, experts, young professionals and students.
4. The payment of the course fee is payable immediately upon receipt of the pro-forma invoice by bank transfer; cash or cheques will not be accepted. The full payment must be done within four working days after receiving the pro-forma invoice. The invoice will be sent once full payment has been received.
5. The course fee does not cover travel, accommodation and other costs such as health insurance.
6. The Cancellation has to be submitted in written form and sent to master@academy-europa.eu or by fax: 0035315261085. Cancellation by the participant will be subject to cancellation charges as follows:
 - 30 days or more before the start of single course: the fee will be reimbursed with the exception of EUR 100 charged for administration costs;
 - two weeks to 30 days before the start of the course: 50% of the total fee will be reimbursed;
 - No refunds will be made if the cancellation is made less than two weeks before the start of the course. However, a substitute participant can be accepted.
7. The European Academy for Education and Social Research Ltd has the right to change speakers and to modify the course program if and where necessary while maintaining the overall nature of the course.
8. A participant's placement on the course, cannot be confirmed until the minimum number of participants will be reached. All participants will receive a final confirmation thirty (30) days in advance before the start of the course.
9. Course fees are reimbursed in case of a course cancellation due to force majeure or due to speakers' preventions.
10. The course documents are protected by intellectual property rights and must not be duplicated, processed, amended, circulated or published in any other way without the written consent of the European Academy for Education and Social Research Ltd. The European Academy for Education and Social Research Ltd reserves all rights.
11. The courses are prepared and presented by qualified speakers. The European Academy for Education and Social Research Ltd accepts no liability for the correctness or completeness of the course documentation, as well as, the presentations of the speakers.
12. The participants that will attend the single course in e-learning are not permitted to share, distribute, sell or transfer their password to other individuals. The European Academy for Education and Social Research Ltd will send to the attendants of eLearning course an additional statement where they will declare under civil and penal responsibility that they will not share their password.
13. The European Academy for Education and Social Research Ltd may take photos, audio and video recordings. The material will be used for the course in e-Learning and may also be used for promotional purposes. The participants agree that photos, audios and videos may be taken for promotional reasons and they should sign a written statement if they do not want their images to be taken during the course, otherwise their consent will be implied. The participants, moreover, are not allowed to make audio and video recordings during the course.
14. All personal information provided will be kept confidential and will not be redistributed to third parties.
15. Any disputes which may arise out of the agreement between participants and European Academy for Education and Social Research Ltd shall be governed in accordance with the Irish law and the place of exclusive jurisdiction shall be Dublin, Ireland.

The European Academy for Education and Social Research Ltd is not linked to the European Commission and all courses and the web-based platform www.my-europa.eu are being developed without any financial contribution of European Institutions to demonstrate that great things can be done just by researching, cooperating, learning, sharing and having good common purposes.

Please send this application form to master@academy-europa.eu or by fax to 00353 1 5261085. If you have any queries regarding the application, please do not hesitate to contact the Admissions office by telephoning +353 1 254 2906 or sending a fax to 00353 1 5261085 or e-mail to master@academy-europa.eu

With my signature, I confirm my registration and accept the General Terms and Conditions enclosed.

Place and Date: _____

(Authorized Signature)



