



## **FAQs: Erasmus+ Call for proposals 2015 - EAC/A04/2014 Jean Monnet Actions**

### **1. Institutions from which countries are eligible to apply under the Jean Monnet Actions?**

The Jean Monnet Activities are open to all countries throughout the world.

### **2. Does my institution need to hold an Erasmus Charter for Higher Education (ECHE) to be eligible?**

Higher Education Institutions (HEIs) established in the Erasmus+ **Programme countries** applying for Jean Monnet Modules, Chairs, Centres of Excellence, Projects and Networks are required to hold an Erasmus Charter for Higher Education (ECHE).

HEIs established in partner countries do not need to hold an ECHE.

Please see the list of the Erasmus+ Programme countries in the Erasmus+ Programme Guide (page 24).

### **3. What should be done if the ECHE reference does not appear in the data automatically displayed in the eForm?**

Please note that the PIC code of your institution has been linked to the ECHE reference and therefore should automatically appear in the respective field of the eForm. Please verify whether you have used the correct PIC code for your institution. If the problem persists, please contact the ECHE team at: [EACEA-ECHE@ec.europa.eu](mailto:EACEA-ECHE@ec.europa.eu) for assistance.

### **4. Can a Higher Education Institution apply for a Jean Monnet Support to Institutions?**

No. The higher education institution (recognized as such by national authorities) cannot apply for funding under this type of action.

### **5. What is the duration of the Jean Monnet actions?**

Jean Monnet Modules, Chairs and Centres of Excellence, the activities related to Support to Institutions, Support to Associations and Networks are co-financed for the duration of three years. The Jean Monnet Projects may have duration from 12 to 24 months.

### **6. The explanatory sheets specify that holders of on-going projects must wait one year before submitting a new application. What are the possibilities for me if for example I am currently running a Jean Monnet Module?**

**May I apply for a different Module or for another type of action, such as a Jean Monnet Chair?**

The Programme Guide stipulates that the holders of three-year term contracts for Jean Monnet Centres, Chairs and Modules (awarded since 2011) must wait until one academic year has elapsed following the end of the previous contractual period before submitting a new application for the same type of project.

In practice, under the Call for Proposals 2015, Jean Monnet Centres of Excellence, Chairs, *Ad Personam* Chairs and Modules selected in 2012, 2013 and 2014 will not be eligible to apply.

The one-year gap rule does not apply if the new application is for a different action type e.g. a former Chair holder applying for a Module.

The holder of an on-going Module may apply for a new Module if the content of the project is different.

**7. Must the academic coordinator of a project have a permanent post at the applicant institution?**

In case of a Jean Monnet Chair, the Chair holder must have a permanent post at the applicant institution. In exceptional and duly justified cases, higher education institutions may file applications for outstanding professionals and/or renowned personalities to be integrated in official curricula.

For other Jean Monnet actions, there is no formal requirement in this regard. Nevertheless the legal representative must ensure that the project is implemented as planned in the application, including that the academic coordinator implements the activities he/she is in charge of during the entire project lifetime.

**8. What do you understand by "rank of professor" in the context of the required academic level for a Jean Monnet Chair holder? Is the status of "associate professor" sufficient or must the proposed candidate be a "full professor"?**

The professorial rank refers to a member of academic staff demonstrating sustained competence in teaching and independent research.

Given that the academic ranking structure varies between the countries, the external experts will examine the academic profile of the candidate taking into account not only his/her academic title as well as the level of expertise in the field of European integration studies demonstrated by teaching and research experience, publications record and other aspects related to the *curriculum vitae*.

**9. What is the definition of teaching hours under the Jean Monnet actions?**

Teaching hours are defined as contact hours in the framework of a lecture/seminar/tutorial. These may include distance, online and blended learning courses. "One to one" meetings (e.g. supervision of a thesis) do not count as teaching hours.

**10. Is a Jean Monnet Chair holder responsible for delivering the entire required minimum of 90 teaching hours per academic year or can the teaching hours be shared between several members of the teaching staff?**

A Jean Monnet Chair holder is expected to assume sole teaching responsibility for the obligatory teaching programme delivered in relation to the Chair (90 hours). Other lecturers may be involved in teaching additional hours, if they are planned.

**11. Is it possible to involve in teaching activities a lecturer from a different country? Which rate should be applied for this academic - the rate of the applicant country (where the teaching activities will take place) or the rate of his/her country of residence?**

Only the rate of the applicant country may be used for teaching hours.

**12. Can a part of the teaching hours be delivered outside the applicant institution?**

The minimum teaching hours (40 hours per academic year for Modules and 90 minimum hours for Chairs) must be delivered at the applicant institutions. Additional hours may be delivered outside the applicant institution.

**13. Can we use part of the grant to remunerate a PhD student involved in the delivery of the seminars or the preparation of a conference?**

A PhD student who is not a member of the university teaching staff may be remunerated for his/her contribution to the project activities from the project's budget, provided that the university establishes for this purpose a contractual relation with the person concerned, respecting the national legislation.

**14. Who are the 'non-local speakers' to be indicated in the budget table for Jean Monnet Projects?**

Non-local speakers are persons who give an oral contribution at the event and for whom travel and subsistence costs are incurred.

**15. Can permanent staff costs be considered as part of the co-financing contribution of the beneficiary institution under the budget-based system?**

Yes, but please note that contribution in kind is not permitted under the Jean Monnet activities.

**16. In the context of a Jean Monnet Project, is it possible to organise an event (e.g. conference) in a country other than the host country of the applicant institution?**

In case of the Jean Monnet Project it is possible to organise events in countries than the applicant country. When completing the Excel budget form (annex to the eForm), please select for each event the country where the respective event will take place.

**17. Do we need to use the budget resulting from the flat-rate calculation of teaching hours to pay teaching costs?**

The flat-rate is a method of calculation of the grant. Although the teaching hours serve as factor within the calculation of the overall budget and the grant, this does not predetermine the actual use of the budget which is intended to cover all eligible costs that are necessary to implement the approved activities, as indicated in the application.

**18. Do I need to use the 'top-up' percentage (10% for Jean Monnet Chairs and 40% for Modules) for additional academic activities (e.g. purchase of books)?**

The same principle as above applies. The 'top-up' is part of the calculation method of the budget and the grant, but does not predetermine how funds should be used to implement the activity.

**19. Is there a budget ceiling for staff costs and teaching costs for Jean Monnet actions financed through the budget-based system (Centres of Excellence, Support to Institutions, Support to Associations, Networks)?**

Under the budget-based system, there is no pre-determined ceiling for staff costs and teaching costs. The proposed budget should be constructed on the basis of the expected real costs, based on the hourly teaching and staff cost rates usually applied at the applicant institution.

**20. Should the budget proposal be presented annually or over the entire contractual period of co-financing of the Jean Monnet actions?**

The budget proposal should cover the entire contractual period for which support is requested.

**21. Can an institution apply for more than one Jean Monnet action type?**

Yes, in principle one institution may submit several applications under the same Call for Proposals. However, the activities proposed in these applications must be clearly separate and different from each other.