

JEAN MONNET ACTIVITIES

WHICH ACTIONS ARE SUPPORTED?

Jean Monnet Activities support the following Actions:

- Jean Monnet Modules (teaching and research);
- Jean Monnet Chairs (teaching and research);
- Jean Monnet Centres of Excellence (teaching and research);
- Jean Monnet Support to Institutions and Associations;
- Jean Monnet Networks (policy debate with the academic world);
- Jean Monnet Projects (policy debate with the academic world).

The following sections of this Guide provide detailed information on the criteria and funding rules applying to the Jean Monnet Actions.

WHAT ARE THE AIMS OF JEAN MONNET?

The Jean Monnet Actions aim at promoting excellence in teaching and research in the field of European Union studies worldwide. These Actions also aim at fostering the dialogue between the academic world and policy-makers, in particular with the aim of enhancing governance of EU policies.

European Union studies comprise the study of Europe in its entirety with particular emphasis on the European integration process in both its internal and external aspects. The discipline also covers the role of the EU in a globalised world and in promoting an active European citizenship and dialogue between people and cultures.

The core subject areas are the following:

- EU and Comparative Regionalism Studies;
- EU Communication and Information Studies;
- EU Economic Studies;
- EU Historical Studies;
- EU Intercultural Dialogue Studies;
- EU Interdisciplinary Studies;
- EU International Relations and Diplomacy Studies;
- EU Legal Studies;
- EU Political and Administrative Studies.

However, different subject areas (such as sociology, philosophy, religion, geography, literature, art, sciences, environmental studies, global studies, etc.) may also be associated with this field of study when they include an element of teaching, research or reflection on the EU and contribute, in general, to the Europeanization of the curricula.

Comparative studies will only be considered where they relate to the different integration processes throughout the world.

In relation to the general objectives of the Erasmus+ Programme, Jean Monnet aims to:

- promote excellence in teaching and research in EU studies;
- equip students and young professionals with knowledge of European Union subjects relevant for their academic and professional lives and enhance their civic skills;
- foster the dialogue between the academic world and policy-makers, in particular to enhance governance of EU policies;
- promote innovation in teaching and research (e.g. cross-sectoral and/or multi-disciplinary studies, open education, networking with other institutions);
- mainstream and diversify EU-related subjects throughout the curricula proposed by higher education institutions to their students;
- improve the quality of professional training on EU subjects (with modules that deal with EU subjects more in-depth or extend to new subjects);
- foster the engagement of young academics in teaching and research on European subjects.

Jean Monnet is expected to bring positive and long-lasting effects to the participants involved, to the promoting organisations, as well as to the policy systems within which they are framed.

As regards the participants directly or indirectly involved in the Actions, Jean Monnet aims to produce the following outcomes:

- enhanced employability and improved career prospects for young graduates, by including or reinforcing a European dimension in their studies;
- increased interest in understanding and participating in the European Union, leading to a more active citizenship;
- support for young researchers (i.e. who have obtained a PhD degree in the last five years) and professors who want to carry out research and teaching on EU subjects;
- increased opportunities for academic staff in terms of professional and career development.

Activities supported under Jean Monnet are also expected to produce the following outcomes on participating organisations:

- increased capacity to teach and research on EU matters: improved or innovative curricula; increased capacity to attract excellent students; reinforced cooperation with partners from other countries; increased allocation of financial resources to teaching and research on EU subjects within the institution;
- more modern, dynamic, committed and professional environment inside the organisation: promoting the professional development of young researchers and professors; ready to integrate good practices and new EU subjects into didactic programmes and initiatives; open to synergies with other organisations.

Jean Monnet is expected in the long run to encourage the promotion and diversification of EU studies worldwide as well as to enhance and extend the participation of staff from more faculties and departments in European Union teaching and research.

JEAN MONNET MODULES

WHAT IS A JEAN MONNET MODULE?

A Jean Monnet Module is a short teaching programme (or course) in the field of European Union studies at a higher education institution. Each Module has a minimum duration of 40 teaching hours per academic year. Teaching hours are taken to include direct contact hours in the context of group lectures, seminars, tutorials and may include any of the aforementioned in a distance learning format but do not include individual instruction. Modules may concentrate on one particular discipline in European studies or be multidisciplinary in approach and therefore call upon the academic input of several professors and experts.

Erasmus+ supports Jean Monnet Modules with the aim to:

- promote research and first teaching experience for young researchers and scholars and practitioners in European Union issues;
- foster the publication and dissemination of the results of academic research;
- create interest in the EU and constitute the basis for future poles of European knowledge, particularly in Partner Countries;
- foster the introduction of a European Union angle into mainly non EU related studies;
- deliver tailor-made courses on specific EU issues relevant for graduates in their professional life.

The Jean Monnet Module anchors and mainstreams teaching on EU matters in curricula which so far have included EU-related content only to a limited extent. They also bring facts and knowledge on the European Union to a broad spectrum of learners and interested citizens.

WHICH ACTIVITIES ARE SUPPORTED UNDER THIS ACTION?

Jean Monnet Modules must take one of the following forms:

- general or introductory courses on European Union issues (in particular at institutions and faculties that do not yet have a highly developed course offering in the field);
- specialised teaching on European Union developments (in particular at institutions and faculties that do already have a highly developed course offering in the field);
- summer and intensive courses that are fully recognised.

WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN A JEAN MONNET MODULE?

Higher education institutions have the role of supporting and promoting the Module coordinators by ensuring that the largest possible public benefits from their activities both inside and outside the institution.

Higher education institutions support Module coordinators in their teaching, research and reflection activities: they recognise the teaching activities developed; they monitor the activities, give visibility and valorise the results obtained by their staff involved in Jean Monnet.

Higher education institutions are required to maintain the activities of a Jean Monnet Module during the entire duration of the project, including replacing the academic coordinator if the need arises. If the institution is obliged to replace Module coordinators, a written request for approval has to be sent to the Executive Agency. Moreover, the new proposed coordinator must have the same level of specialisation in European Union studies.

WHAT ARE THE CRITERIA USED TO ASSESS A JEAN MONNET MODULE?

Here below are listed the formal criteria that a Jean Monnet Module must respect in order to be eligible for an Erasmus+ grant:

ELIGIBILITY CRITERIA

Who can apply?	<p>A higher education institution (HEI) established in any country of the world. HEIs established in Programme Countries must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries.</p> <p>Individuals cannot apply directly for a grant.</p>
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Duration of project	Three years. 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 Action type. This obligatory pause does not apply if the new proposal is for a different Action type e.g. a former Chair holder applying for a Module. Furthermore, the holder of an on-going Module may apply for a new Module if the content is different.
Duration of activity	A Jean Monnet Module must be taught for a minimum of 40 hours per academic year (for three consecutive years) in the field of European Union studies at the applicant higher education institution.
Where to apply?	To the Education, Audiovisual and Culture Executive Agency, located in Brussels.
When to apply?	Applicants have to submit their grant application by 26 February at 12:00 (midday Brussels time) for projects starting on 1 September of the same year.
How to apply?	Please see Part C of this Guide for details on how to apply.

Applicant organisations will also be assessed against **exclusion and selection criteria**. For more information please consult Part C of this Guide.

AWARD CRITERIA

Projects will be assessed against the following criteria:

Relevance of the project (Maximum 25 points)	<ul style="list-style-type: none"> ▪ The relevance of the proposal to: <ul style="list-style-type: none"> - the objectives and priorities of the Action (see sections "What are the aims of Jean Monnet " and "What is a Jean Monnet Module") - the needs and objectives of the participating organisations and of the academics involved ▪ The extent to which the proposal: <ul style="list-style-type: none"> - is suitable for fostering the development of new teaching, re-search or debating activities - includes the use of new methodologies, tools and technologies - demonstrates evidence of academic added value - promotes European studies at the institution hosting the Jean Monnet activities - gives greater visibility to this field of study both within the institution hosting the Jean Monnet Action and at a national level ▪ The relevance of the proposal to priority target groups of the Action: <ul style="list-style-type: none"> - institutions established in countries not covered by the Jean Monnet Action - institutions or academics not yet in receipt of Jean Monnet funding - specific EU related subjects in studies which have had limited exposure to but are increasingly affected by European aspects - students who do not automatically come into contact with European studies (in such fields as science, engineering, medicine, education, arts and languages, etc.)
Quality of the project design and implementation (Maximum 25 points)	<ul style="list-style-type: none"> ▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, evaluation, follow-up and dissemination ▪ The consistency between project objectives, activities and the budget proposed ▪ The quality and feasibility of the methodology proposed
Quality of the project team (Maximum 25 points)	<ul style="list-style-type: none"> ▪ The extent to which the proposal involves key academic staff demonstrating an excellent profile and qualifications in specific fields of European Union studies, documented by evidence of high-level activities ▪ The pertinence of the profile and expertise of key academic staff involved with the activities carried out in the project

<p>Impact and dissemination (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The quality of measures for evaluating the outcomes of the teaching activities ▪ The potential impact of the project: <ul style="list-style-type: none"> - on the institution hosting the Jean Monnet Action - on the students and learners benefiting from the Jean Monnet Action - on other organisations and individuals involved at local, regional, national and/or European levels ▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities within and outside the institution hosting the Jean Monnet Activities ▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain any disproportionate limitations.
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To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least 13 points in each of the categories of award criteria mentioned above.

WHAT ELSE SHOULD YOU KNOW ABOUT A JEAN MONNET MODULE?

BUDGET ALLOCATION

Up to 20% of the budget allocated to support Modules will be granted to Jean Monnet Modules for which the coordinators are researchers who have obtained a PhD degree in the last five years. This measure will support young researchers starting their academic careers.

DISSEMINATION AND IMPACT

Jean Monnet Modules are required to disseminate and exploit the results of the organised teaching and research activities beyond the scope of the stakeholders directly involved. This will considerably increase the impact and contribute to a systemic change.

To increase their impact they should include in their dissemination activities the creation and offer of open educational resources (OER) and involve open education activities to respond to technological progress. This will foster more flexible and creative ways of learning and reach out to an increasing number of students, professionals, policy makers and other interested groups.

All coordinators of Jean Monnet Modules will be asked to update their respective section of the Erasmus+ specific online tool where all the information about the Jean Monnet Activities will be hosted. They will be encouraged strongly to use the relevant existing platforms and tools (i.e. the Jean Monnet directory, the Jean Monnet virtual community). These sections, which are part of the general IT tool for Erasmus+, will keep the wider public informed about the institutions and their Jean Monnet courses. Grant holders will be asked to regularly update the tool with the results of their work.

Coordinators of Jean Monnet Modules are encouraged to:

- publish at least one peer reviewed article during the grant period. The grant will cover part of the publication and, if need be, of the translation costs;
- participate in dissemination and information events at national and European level;
- organise events (lectures, seminars, workshops, etc.) with policy makers at local, regional and national level as well as with organised civil society and schools;
- disseminate the results of their activities via the organisation of seminars or lectures geared and adapted to the general public and civil society representatives;
- network with other coordinators of Modules, Centres of Excellence, Jean Monnet Chairs and supported Institutions;
- apply open educational resources (OER), publish the summaries, content and schedule of their activities as well as the expected outcomes.

WHAT ARE THE FUNDING RULES?

The maximum grant that can be awarded is 30 000 EUR that can represent the maximum of 75% of the total cost of the Jean Monnet Module.

A system based on a combination of scales of unit costs and flat-rate financing for the awarding of grants under the Jean Monnet Activities applies. This system is determined on the basis of a calculated national teaching cost per hour. The following method is used:

- **Teaching Costs** (scale of unit cost): the calculated national teaching cost per hour D.1 is multiplied by the (minimum) number of hours required (120 hours);
- **Additional Costs** (flat-rate financing): a 'top-up' percentage of 40% for a Jean Monnet Module is added to the above mentioned costs basis. This top-up percentage takes account of the additional academic activities included in a Module such as staff costs, travel and subsistence costs, dissemination costs, costs for teaching materials and indirect costs, etc.

The final grant is then obtained by applying the maximum 75% EU funding of total calculated grant and by respecting the maximum grant ceiling for a Jean Monnet Module (30 000 EUR).

The specific amounts applying to Jean Monnet Modules can be found in the section "Jean Monnet unit costs" at the end of the Jean Monnet chapter in this Part of the Guide.

JEAN MONNET CHAIRS

WHAT IS A JEAN MONNET CHAIR?

A Jean Monnet Chair is a teaching post with a specialisation in European Union studies for university professors. A Jean Monnet Chair must be held by only one professor, who must provide the minimum of 90 teaching hours per academic year. Teaching hours are taken to include direct contact hours in the context of group lectures, seminars, tutorials and may include any of the aforementioned in a distance learning format but do not include individual instruction and/or supervision. If the higher education institution has established a Jean Monnet Centre of Excellence, the Jean Monnet Chair must assume the academic responsibility of the Centre.

WHICH ACTIVITIES ARE SUPPORTED UNDER THIS ACTION?

A Jean Monnet Chair can carry out one or more of the following activities:

- deepen teaching in European Union studies embodied in an official curriculum of a higher education institution;
- conduct, monitor and supervise research on EU subjects, also for other educational levels such as teacher training and compulsory education;
- provide in-depth teaching on European Union matters for future professionals in fields which are in increasing demand on the labour market ;
- encourage, advise and mentor the young generation of teachers and researchers in European Union studies subject areas.

WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN A JEAN MONNET CHAIR?

Jean Monnet Chairs are an integral part of the higher education institution that concludes the grant agreement/decision.

Jean Monnet Chairs are inscribed in their institution's official academic activities. The higher education institutions are requested to support Jean Monnet Chair holders in their teaching, research and reflection activities, allowing the widest possible range of curricula to benefit from the courses; they should recognise the teaching activities developed.

Higher education institutions have the final responsibility for their applications. They are obliged to maintain the activities of a Jean Monnet Chair during the entire duration of the project. If the institution is obliged to replace Chair holder, a written request for approval has to be sent to the Executive Agency. Moreover the new proposed chair holder must have the same level of specialisation in European Union studies.

Exceptionally, higher education institutions may file applications for outstanding professionals and/or renowned personalities to be integrated in official curricula.

WHAT ARE THE CRITERIA USED TO ASSESS A JEAN MONNET CHAIR?

Here below are listed the formal criteria that a Jean Monnet Chair must respect in order to be eligible for an Erasmus+ grant:

ELIGIBILITY CRITERIA

Who can apply?	A Higher Education Institution (HEI) established in any country of the world. HEIs established in Programme Countries must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries. Individuals cannot apply directly for a grant.
Profile of Jean Monnet Chairs	Jean Monnet Chair holders must be permanent staff members at the applicant institution and have the rank of professor. They may not be a "visiting professor" at the HEI applying for the grant.

Duration of project	Three years. 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 Action type. This obligatory pause does not apply if the new proposal is for a different Action type e.g. a former Chair holder applying for a Module. Furthermore, the holder of an on-going Module may apply for a new Module if the content is different.
Duration of activity	Jean Monnet Chair holders must teach a minimum of 90 hours per academic year (for three consecutive years) in the field of European Union studies at the applicant higher education institution.
Where to apply?	To the Education, Audiovisual and Culture Executive Agency, located in Brussels.
When to apply?	Applicants have to submit their grant application by 26 February at 12:00 (midday Brussels time) for projects starting on 1 September of the same year.
How to apply?	Please see Part C of this Guide for details on how to apply.

Applicant organisations will also be assessed against **exclusion and selection criteria**. For more information please consult Part C of this Guide.

AWARD CRITERIA

Projects will be assessed against the following criteria:

Relevance of the project (Maximum 25 points)	<ul style="list-style-type: none"> ▪ The relevance of the proposal to: <ul style="list-style-type: none"> - the objectives and priorities of the Action (see sections "What are the aims of Jean Monnet Actions") - the needs and objectives of the participating organisations and of the academics involved ▪ The extent to which the proposal: <ul style="list-style-type: none"> - is submitted in favour of an academic with an excellent profile in a specific field of European Union studies - is suitable for fostering the development of new teaching, re-research or debating activities - includes the use of new methodologies, tools and technologies - demonstrates evidence of academic added value - promotes European studies at the institution hosting the Jean Monnet Action - gives greater visibility to this field of study both within the institution hosting the Jean Monnet Action and at a national level ▪ The relevance of the proposal to priority target groups of the Action: <ul style="list-style-type: none"> - institutions established in countries not covered by the Jean Monnet Action - institutions or academics not yet in receipt of Jean Monnet funding - specific EU related subjects in studies which have had limited exposure to but are increasingly affected by European aspects
Quality of the project design and implementation (Maximum 25 points)	<ul style="list-style-type: none"> ▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, evaluation, follow-up and dissemination ▪ The consistency between project objectives, activities and the budget proposed ▪ The quality and feasibility of the methodology proposed

<p>Quality of the project team (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The extent to which the proposal involves key academic staff demonstrating an excellent profile and qualifications in specific fields of European Union studies, documented by evidence of high-level activities ▪ The pertinence of the profile and expertise of key academic staff involved with the activities carried out in the project
<p>Impact and dissemination (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The quality of measures for evaluating the outcomes of the teaching activities ▪ The potential impact of the project: <ul style="list-style-type: none"> - on the institution hosting the Jean Monnet Action - on the students and learners benefiting from the Jean Monnet Action - on other organisations and individuals involved at local, regional, national and/or European levels ▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities within and outside the institution hosting the Jean Monnet Action ▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences and does not contain disproportionate limitations.

To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least 13 points in each of the categories of award criteria mentioned above.

WHAT ELSE SHOULD YOU KNOW ABOUT A JEAN MONNET CHAIR?

DISSEMINATION AND IMPACT

Jean Monnet Chairs are required to disseminate and exploit the results of the organised teaching and research activities beyond the stakeholders directly involved. This will considerably increase the impact and contribute to a systemic change.

To increase their impact the Chair holders should include in their dissemination activities the creation and offer of open educational resources (OER) and involve open education activities to respond to technological progress. This will foster more flexible and creative ways of learning and reach out to a considerably increasing number of students, professionals, policy makers and other interested groups.

Jean Monnet Chairs will be asked to update their respective section of the Erasmus+ specific online tool where all the information about the Jean Monnet Activities will be hosted. They will be strongly encouraged to use the relevant existing platforms and tools (i.e. the Jean Monnet directory, the Jean Monnet virtual community). These functions, as part of the general IT tool for Erasmus+, will ensure that the wider public is informed about the institutions and their Jean Monnet courses. Grant holders will be asked to regularly update the tool with the results of their work.

Jean Monnet Chairs are encouraged to:

- publish at least one book within the University Press during the grant period. The grant will cover part of the publication and, if need be, part of the translation costs;
- participate in dissemination and information events at national and European level;
- organise events (lectures, seminars, workshops, etc.) with policy makers at local, regional and national level as well as with organised civil society and schools;
- disseminate the results of their activities via the organisation of seminars or lectures geared and adapted to the general public and civil society representatives;
- network with other Jean Monnet Chairs, coordinators of Modules, Centres of Excellence and supported Institutions;
- apply open educational resources (OER), publish the summaries, content and schedule of their activities as well as the expected outcomes.

WHAT ARE THE FUNDING RULES?

The maximum grant that can be awarded is 50 000 EUR that can represent the maximum of 75% of the total cost of the Jean Monnet Chair.

A system based on a combination of scales of unit costs and flat-rate financing for the awarding of grants under the Jean Monnet Activities applies. This system is determined on the basis of a calculated national teaching cost per hour. The following method is used:

- **Teaching Costs** (scale of unit cost): the calculated national teaching cost per hour D.1 is multiplied by the (minimum) number of hours required for a Jean Monnet Chair (270 hours);
- **Additional Costs** (flat-rate financing): a 'top-up' percentage of 10% for a Jean Monnet Chair is added to the above mentioned costs basis. This top-up percentage takes account of the additional academic activities included in a Chair such as staff costs, travel and subsistence costs, dissemination costs, costs for teaching materials and indirect costs, etc.

The final grant is then obtained by applying the maximum 75% EU funding of total calculated grant and by respecting the maximum grant ceiling for a Jean Monnet Chair (50 000 EUR).

The specific amounts applying to Jean Monnet Chairs can be found in the section "Jean Monnet unit costs" at the end of the Jean Monnet chapter in this Part of the Guide.

JEAN MONNET CENTRES OF EXCELLENCE

WHAT IS A JEAN MONNET CENTRE OF EXCELLENCE?

A Jean Monnet Centre of Excellence is a focal point of competence and knowledge on European Union subjects.

The academic responsibility of a Centre must be assumed by a Jean Monnet Chair holder. A Jean Monnet Centre of Excellence gathers the expertise and competences of high-level experts (including Jean Monnet Chairs and/or Jean Monnet Module coordinators) and aims at developing synergies between the various disciplines and resources in European studies, as well as at creating joint transnational activities and structural links with academic institutions in other countries. It also ensures openness to civil society.

Jean Monnet Centres of Excellence have a major role in reaching out to students from faculties not normally dealing with European Union issues as well as to policy makers, civil servants, organised civil society and the general public at large.

WHICH ACTIVITIES ARE SUPPORTED UNDER THIS ACTION?

A Jean Monnet Centre of Excellence can carry out one or more of the following activities:

- organising and coordinating human and documentary resources related to European Union studies;
- leading research activities in specific European Union subjects (research function);
- developing content and tools on EU subjects to update and complement the current courses and curricula (teaching function);
- enhancing the debate and exchange of experiences about the EU (think-tank function);
- systematic publication of the results of research activities.

WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN A JEAN MONNET CENTRE OF EXCELLENCE?

Higher education institutions planning to establish a Jean Monnet Centre of Excellence are expected to reflect on its strategic development. They should provide guidance and a vision for the best experts available among the teaching and research staff for creating synergies allowing high-level collaborative work on specific EU subjects. They should support and promote the initiatives of the Centre and assist their development.

Higher education institutions are obliged to maintain the activities of a Jean Monnet Centre of Excellence during the entire duration of the project including replacing the academic coordinator if the need arises. If the institution is obliged to replace the original academic coordinator, a written request for approval has to be sent to the Executive Agency. Moreover, the new academic coordinator must also hold a Jean Monnet Chair.

A Centre of Excellence may involve the co-operation of several institutions/organisations established in the same city or region. In any case, it must be a clearly labelled institute or structure specialised in European Union studies and must be hosted by a higher education institution.

WHAT ARE THE CRITERIA USED TO ASSESS A JEAN MONNET CENTRE OF EXCELLENCE?

Here below are listed the formal criteria that a Jean Monnet Centre of Excellence must respect in order to be eligible for an Erasmus+ grant:

ELIGIBILITY CRITERIA

Who can apply?	A higher education institution (HEI) established in any country of the world. HEIs established in Programme Countries must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries. Individuals cannot apply directly for a grant.
Duration of project	Three years. 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. This obligatory pause does not apply if the new proposal is for a different project type e.g. a former Chair holder applying for a Module. Furthermore, the holder of an on-going Module may apply for a new Module if the content is different.
Duration of activity	Three years.
Where to apply?	To the Education, Audiovisual and Culture Executive Agency, located in Brussels.
When to apply?	Applicants have to submit their grant application by 26 February at 12:00 (midday Brussels time) for projects starting on 1 September of the same year.
How to apply?	Please see Part C of this Guide for details on how to apply.
Other criteria	The HEI applying to set up a Centre of Excellence must designate a Jean Monnet Chair holder to assume the academic responsibility of the Centre. Therefore, only HEIs that have already been granted a Jean Monnet Chair under a previous call for proposals can apply for a Jean Monnet Centre of Excellence. Only one Jean Monnet Centre of Excellence can be supported in any given higher education institution.

Applicant organisations will be assessed against **exclusion and selection criteria**. For more information please consult Part C of this Guide.

AWARD CRITERIA

Projects will be assessed against the following criteria:

Relevance of the project (Maximum 25 points)	<ul style="list-style-type: none"> ▪ The relevance of the proposal to: <ul style="list-style-type: none"> - the objectives and priorities of the Action (see sections "What are the aims of Jean Monnet" and "What is a Jean Monnet Centre of Excellence") - the needs and objectives of the participating organisations and of the academics involved ▪ The extent to which the proposal: <ul style="list-style-type: none"> - is suitable for fostering the development of new teaching, research or debating activities - demonstrates evidence of academic added value - promotes European studies at the institution hosting the Jean Monnet Action - gives greater visibility to this field of study both within the institution hosting the Jean Monnet activities and at a national level ▪ The relevance of the proposal to priority target groups of the Action: <ul style="list-style-type: none"> - institutions established in countries not covered by the Jean Monnet Action - institutions or academics not yet in receipt of Jean Monnet funding
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<p>Quality of the project design and implementation (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, evaluation, follow-up and dissemination ▪ The consistency between project objectives, activities and budget proposed ▪ The quality and feasibility of the methodology proposed
<p>Quality of the project team (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The extent to which the proposal involves key academic staff demonstrating an excellent profile and qualifications in specific fields of European Union studies, documented by evidence of high-level activities ▪ The pertinence of the profile and expertise of key academic staff involved with the activities carried out in the project
<p>Impact and dissemination (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The quality of measures for evaluating the outcomes of the teaching activities ▪ The potential impact of the project: <ul style="list-style-type: none"> - on the institution hosting the Jean Monnet Action - on the students and learners benefiting from the Jean Monnet Action - on other organisations and individuals involved at local, regional, national and/or European levels ▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities within and outside the institution hosting the Jean Monnet Action ▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations

To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least 13 points in each of the categories of award criteria mentioned above.

WHAT ELSE SHOULD YOU KNOW ABOUT A JEAN MONNET CENTRE OF EXCELLENCE?

DISSEMINATION AND IMPACT

Jean Monnet Centres of Excellence are required to disseminate and exploit the results of the organised teaching and research activities beyond the stakeholders directly involved. This will considerably increase the impact and contribute to a systemic change.

To increase their impact they should include in their dissemination activities the creation and offer of open educational resources (OER) and involve open education activities to respond to technological progress. This will foster more flexible and creative ways of learning and reach out to a considerably increasing number of students, professionals, policy makers and other interested groups.

Jean Monnet Centres of Excellence will be asked to update their respective section of the Erasmus+ specific online tool where all the information about the Jean Monnet Activities will be hosted. They will be strongly encouraged to use the relevant existing platforms and tools (i.e. the Jean Monnet directory, the Jean Monnet virtual community). These functions, as part of the general IT tool for Erasmus+, will ensure that the wider public is informed about the institutions and their Jean Monnet courses. Grant holders will be asked to regularly update the tool with the results of their work.

Centres of Excellence are encouraged to:

- participate in dissemination and information events at European and national level;
- organise events (lectures, seminars, workshops, etc.) with policy makers at local, regional and national level as well as with organised civil society and schools;
- disseminate the results of their activities via the organisation of seminars or lectures geared and adapted to the general public and civil society representatives;
- network with other Centres of Excellence, Jean Monnet Chairs, coordinators of Modules and supported Institutions;
- apply open educational resources (OER), publish the summaries, content and schedule of their activities as well as the expected outcomes.

WHAT ARE THE FUNDING RULES?

If the project is selected, the following funding rules will apply to the grant:

Eligible costs	Financing mechanism	Amount	Rule of allocation
<p>Activity costs</p> <p>Eligible direct costs</p> <ul style="list-style-type: none"> ▪ Staff costs ▪ Travel and subsistence costs ▪ Subcontracting costs (maximum 30% of eligible direct costs) ▪ Equipment costs (maximum 10% of eligible direct costs) ▪ Teaching costs ▪ Other costs <p>Eligible indirect costs</p> <p>A flat-rate amount, not exceeding 7% of the eligible direct costs of the project, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project (e.g. electricity or internet bills, costs for premises, cost of permanent staff, etc.)</p>	<p>Real costs</p>	<p>80% of the total eligible costs (unless a lower % of grant is requested by the applicant)</p> <p>Maximum € 100 000</p>	<p>Conditional: objectives and work programme must be clearly outlined in the application form</p>

JEAN MONNET SUPPORT TO INSTITUTIONS AND ASSOCIATIONS

A. JEAN MONNET SUPPORT TO INSTITUTIONS

Jean Monnet supports institutions that enhance teacher and training activities on European Union subjects at the postgraduate level and/or for other relevant stakeholders. It also fosters activities aimed at elaborating, analysing and popularizing European Union subjects and their teaching.

WHICH ACTIVITIES ARE SUPPORTED UNDER THIS ACTION?

Over the lifetime of the grant, institutions may typically realise a broad range of activities, such as for example:

- collect, elaborate, analyse and disseminate European Union facts and knowledge
- organise Master level courses on European Union issues or professional advanced training for practitioners, civil servants of local and regional authorities.

WHAT IS THE ROLE OF INSTITUTIONS?

Jean Monnet Institutions should become reference points in the European Union subject areas they cover.

They will assume the role of multipliers and they will disseminate knowledge; they will also contribute to collecting and capitalizing information as well as providing analysis and visions on specific subjects.

Institutions are ultimately responsible for their proposals. They are obliged to implement the activities described in their work programme during the entire duration of the grant.

WHAT ARE THE CRITERIA USED TO ASSESS A JEAN MONNET SUPPORT TO INSTITUTIONS?

Here below are listed the formal criteria that a Jean Monnet support to institutions must respect in order to be eligible for an Erasmus+ grant:

ELIGIBILITY CRITERIA

Who can apply?	Institutions active in the field of European integration studies, established in any country of the world are eligible, excluding the Jean Monnet designated institutions identified in the legal basis of the Erasmus+ Programme and the higher education institutions recognised as such by their national authorities. Individuals cannot apply directly for a grant.
Duration of project	Three years.
Where to apply?	To the Education, Audiovisual and Culture Executive Agency, located in Brussels.
When to apply?	Applicants have to submit their grant application by the 26 February 12:00 (midday Brussels time) for projects starting on 1 September of the same year.
How to apply?	Please see Part C of this Guide for details on how to apply.

Applicant organisations will also be assessed against **exclusion and selection criteria**. For more information please consult Part C of this Guide.

AWARD CRITERIA

Projects will be assessed against the following criteria:

<p>Relevance of the project (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The relevance of the proposal to: <ul style="list-style-type: none"> - the objectives and priorities of the Action (Please see sections "What is the aim of Jean Monnet " and "What is Jean Monnet support to institutions") - the needs and objectives of the participating organisations and of the academics involved ▪ The extent to which the proposal: <ul style="list-style-type: none"> - is suitable for fostering the development of new teaching, re-search or debating activities - demonstrates evidence of academic added value - promotes European Union studies at the institution hosting the Jean Monnet Action - gives greater visibility to this field of study both within the institution hosting the Jean Monnet Action and at a national level ▪ The relevance of the proposal to priority target groups of the Action: <ul style="list-style-type: none"> - institutions established in countries not covered by the Jean Monnet Action - institutions not yet in receipt of Jean Monnet funding
<p>Quality of the project design and implementation (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, evaluation, follow-up and dissemination ▪ The consistency between project objectives, activities and budget proposed ▪ The quality and feasibility of the methodology proposed
<p>Quality of the project team (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The extent to which the proposal involves key academic staff demonstrating an excellent profile and qualifications in specific fields of European Union studies, documented by evidence of high-level activities ▪ The pertinence of the profile and expertise of key academic staff involved with the activities carried out in the project

<p>Impact and dissemination (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The quality of measures for evaluating the outcomes of the teaching activities ▪ The potential impact of the project: <ul style="list-style-type: none"> - on the institution hosting the Jean Monnet Action - on the students and learners benefiting from the Jean Monnet Action - on other organisations and individuals involved at local, regional, national and/or European levels ▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities within and outside the institution hosting the Jean Monnet Action ▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations
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To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least 13 points in each of the categories of award criteria mentioned above.

WHAT ELSE SHOULD YOU KNOW ABOUT A JEAN MONNET SUPPORT TO INSTITUTIONS?

DISSEMINATION AND IMPACT

Institutions selected under this Action are required to disseminate and exploit the results of their teaching and research activities beyond the stakeholders directly involved. This will considerably increase the impact and contribute to a systemic change.

To increase their impact they should include in their dissemination activities the creation and offer of open educational resources (OER) and involve open education activities to respond to technological progress. This will foster more flexible and creative ways of learning and reach out to a considerably increasing number of students, professionals, policy makers and other interested groups.

All Institutions, awarded a Jean Monnet grant, will be asked to update their respective section of the Erasmus+ specific online tool where all the information about the Jean Monnet Activities will be hosted. They will be strongly encouraged to use the relevant existing platforms and tools (i.e. the Jean Monnet directory, the Jean Monnet virtual community). These functions, as part of the general IT tool for Erasmus+, will ensure that the wider public is informed about the institutions and their Jean Monnet courses. Grant holders will be asked to regularly update the tool with the results of their work.

WHAT ARE THE FUNDING RULES?

If the project is selected, the following funding rules will apply to the grant:

JEAN MONNET SUPPORT TO INSTITUTIONS

Eligible costs	Financing mechanism	Amount	Rule of allocation
<p>Eligible direct costs</p> <ul style="list-style-type: none"> ▪ Staff costs ▪ Travel and subsistence costs ▪ Subcontracting costs (maximum 30% of eligible direct costs) ▪ Equipment costs (maximum 10% of eligible direct costs) ▪ Teaching costs ▪ Other costs <p>Eligible indirect costs</p> <p>A flat-rate amount, not exceeding 7% of the eligible direct costs of the project, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project (e.g. electricity or internet bills, costs for premises, cost of permanent staff, etc.)</p>	<p>Real costs</p>	<p>No maximum ceiling.</p> <p>80% of the total eligible costs (unless a lower % of grant is requested by the applicant).</p>	<p>Conditional: objectives and work programme must be clearly outlined in the application form</p>

B. JEAN MONNET SUPPORT TO ASSOCIATIONS

Jean Monnet supports associations that have as their explicit purpose to contribute to the study of the European integration process. Such associations should be interdisciplinary and open to all interested professors, teachers and researchers specialising in European Union issues in the relevant country or region. They should be representative of the academic community in European Union studies at regional, national or supranational level. Support will be given only to associations that are officially registered and have independent legal status.

WHICH ACTIVITIES ARE SUPPORTED UNDER THIS ACTION?

Over the lifetime of the grant, associations may typically realise a broad range of activities, such as for example:

- organise and carry out statutory activities of associations dealing with European Union studies and European Union issues (e.g. the publication of a newsletter, the setting up of a dedicated website, the organisation of the annual board meeting, the organisation of specific promotional events aimed at providing greater visibility to European Union subjects, etc.);
- publicize European Union facts among a wider public enhancing active citizenship.

WHAT IS THE ROLE OF ASSOCIATIONS?

Jean Monnet Associations should become reference points in the European Union subject areas they cover.

They will assume the role of multipliers and they will disseminate knowledge; they will also contribute to collecting and capitalizing information as well as providing analysis and visions on specific subjects.

Associations are ultimately responsible for their proposals. They are obliged to implement the activities described in their work programme during the entire duration of the grant.

WHAT ARE THE CRITERIA USED TO ASSESS A JEAN MONNET SUPPORT TO ASSOCIATIONS?

Here below are listed the formal criteria that a Jean Monnet support to associations must respect in order to be eligible for an Erasmus+ grant:

ELIGIBILITY CRITERIA

Who can apply?	Any association of professors and researchers specialising in European Union Studies, established in any country of the world. The explicit purpose of the association must be to contribute to the study of the European integration process at national or transnational level. The association must have an interdisciplinary character. Individuals cannot apply directly for a grant.
Duration of project	Three years.
Where to apply?	To the Education, Audiovisual and Culture Executive Agency, located in Brussels.
When to apply?	Applicants have to submit their grant application by the 26 February at 12:00 (mid-day Brussels time) for projects starting on 1 September of the same year.
How to apply?	Please see Part C of this Guide for details on how to apply.

Applicant organisations will also be assessed against **exclusion and selection criteria**. For more information please consult Part C of this Guide.

AWARD CRITERIA

Projects will be assessed against the following criteria:

<p>Relevance of the project (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The relevance of the proposal to: <ul style="list-style-type: none"> - the objectives and priorities of the Action (Please see sections "What is the aim of Jean Monnet " and "What is Jean Monnet support to associations") - the needs and objectives of the participating organisations and of the academics involved ▪ The extent to which the proposal: <ul style="list-style-type: none"> - is suitable for supporting the statutory activities of the association and for fostering the promotion of European Union facts among a wider public - demonstrates evidence of academic added value - promotes European Union studies at the association hosting the Jean Monnet Action - gives greater visibility to this field of study both within the association hosting the Jean Monnet Action and at a national level ▪ The relevance of the proposal to priority target groups of the Action: <ul style="list-style-type: none"> - associations established in countries not covered by the Jean Monnet Action - associations not yet in receipt of Jean Monnet funding
<p>Quality of the project design and implementation (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, evaluation, follow-up and dissemination ▪ The consistency between project objectives, activities and budget proposed ▪ The quality and feasibility of the methodology proposed
<p>Quality of the project team (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The extent to which the proposal involves key academic staff demonstrating an excellent profile and qualifications in specific fields of European Union studies, documented by evidence of high-level activities ▪ The pertinence of the profile and expertise of key academic staff involved with the activities carried out in the project

<p>Impact and dissemination (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The quality of measures for evaluating the outcomes of the activities ▪ The potential impact of the project: <ul style="list-style-type: none"> - on the association hosting the Jean Monnet Action - on the students and learners benefiting from the Jean Monnet Action - on other organisations and individuals involved at local, regional, national and/or European levels ▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities within and outside the association hosting the Jean Monnet Action ▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations
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To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least 13 points in each of the categories of award criteria mentioned above.

WHAT ELSE SHOULD YOU KNOW ABOUT A JEAN MONNET SUPPORT TO ASSOCIATIONS?

DISSEMINATION AND IMPACT

Associations selected under this Action are required to disseminate and exploit the results of their promotional activities beyond the stakeholders directly involved. This will considerably increase the impact and contribute to a systemic change.

To increase their impact they should include in their dissemination activities the creation and offer of open educational resources (OER) and involve open education activities to respond to technological progress. This will foster more flexible and creative ways of learning and reach out to a considerably increasing number of students, professionals, policy makers and other interested groups.

All Associations, awarded a Jean Monnet grant, will be asked to update their respective section of the Erasmus+ specific online tool where all the information about the Jean Monnet Activities will be hosted. They will be strongly encouraged to use the relevant existing platforms and tools (i.e. the Jean Monnet directory, the Jean Monnet virtual community). These functions, as part of the general IT tool for Erasmus+, will ensure that the wider public is informed about the associations and their Jean Monnet activities. Grant holders will be asked to regularly update the tool with the results of their work.

If the project is selected, the following funding rules will apply to the grant:

JEAN MONNET SUPPORT TO ASSOCIATIONS

Eligible costs	Financing mechanism	Amount	Rule of allocation
<p>Eligible direct costs</p> <ul style="list-style-type: none"> ▪ Staff costs ▪ Travel and subsistence costs ▪ Subcontracting costs (maximum 30% of eligible direct costs) ▪ Equipment costs (maximum 10% of eligible direct costs) ▪ Other costs 		<p>Maximum € 50 000</p>	
<p>Activity costs</p> <p>Eligible indirect costs A flat-rate amount, not exceeding 7% of the eligible direct costs of the project, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project (e.g. electricity or internet bills, costs for premises, cost of permanent staff, etc.)</p>	<p>Real costs</p>	<p>80% of the total eligible costs (unless a lower % of grant is requested by the applicant).</p>	<p>Conditional: objectives and work programme must be clearly outlined in the application form</p>

JEAN MONNET NETWORKS (POLICY DEBATE WITH THE ACADEMIC WORLD)

WHAT IS A JEAN MONNET NETWORK?

Jean Monnet Networks foster the creation and development of consortia of international players (HEIs, Centres of Excellence, departments, teams, individual experts, etc.) in the area of European Union studies.

They contribute to gathering information, exchanging practices, building knowledge and promoting the European integration process across the world. This Action can also support the enhancement of existing networks supporting specific activities, notably fostering the participation of young researchers in EU-related themes.

These projects will be based on unilateral proposals, focused on activities that cannot be achieved successfully at a national level and require the involvement of a minimum of five partner institutions (including the applicant institution) from five different countries. Their aim is to undertake projects that have a multinational rather than a national dimension.

WHICH ACTIVITIES ARE SUPPORTED UNDER THIS ACTION?

Over the lifetime of a project, networks may typically realise a broad range of activities, such as for example:

- gathering and promoting information and results on methodologies applied to high-level research and teaching on EU studies;
- enhancing cooperation between different higher education institutions and other relevant bodies throughout Europe and around the world;
- exchanging knowledge and expertise with a view to mutually enhancing good practices;
- fostering cooperation and creating a high knowledge exchange platform with public actors and the European Commission services on highly relevant EU subjects.

WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN A JEAN MONNET NETWORKS?

Jean Monnet Networks should become reference points in the European Union subject areas they cover. They will take the role of multipliers and disseminate knowledge; they will also contribute to collect and capitalize information as well as provide analysis and visions on specific subjects.

Higher education institutions coordinating Jean Monnet Networks have the final responsibility for their proposals. They are obliged to implement the activities described in their work programme during the entire duration of the grant.

WHAT ARE THE CRITERIA USED TO ASSESS A JEAN MONNET SUPPORT TO NETWORKS?

Here below are listed the formal criteria that a Jean Monnet Network must respect in order to be eligible for an Erasmus+ grant:

ELIGIBILITY CRITERIA

Who can apply?	A higher education institution (HEI) or other organisation active in the European integration area, established in any country of the world. HEIs located in Erasmus+ Programme Countries must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries. The applicant must be the coordinator of the network that comprises a minimum of five participating institutions from five different countries. The designated European institutions (identified in the legal basis of the Erasmus+ Programme) pursuing an aim of European interest are not eligible to apply under this Action.
Duration of project	Three years.
Where to apply?	To the Education, Audiovisual and Culture Executive Agency, located in Brussels.
When to apply?	Applicants have to submit their grant application by 26 February at 12:00 (midday Brussels time) For projects starting on 1 September of the same year.
How to apply?	Please see Part C of this Guide for details on how to apply.

Applicant organisations will also be assessed against **exclusion and selection criteria**. For more information please consult Part C of this Guide.

AWARD CRITERIA

Projects will be assessed against the following criteria:

<p>Relevance of the project (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The relevance of the proposal to: <ul style="list-style-type: none"> - the objectives and priorities of the Action (see sections "What are the aims of Jean Monnet" and "What is a Jean Monnet Network") - the needs and objectives of the participating organisations and of the academics involved ▪ The extent to which the proposal: <ul style="list-style-type: none"> - is suitable for fostering the development of new teaching, research or debating activities - demonstrates evidence of academic added value - promotes European studies at the institution hosting the Jean Monnet Action as well as the member institutions of the Network - gives greater visibility to this field of study within the institution hosting the Jean Monnet Action, at the member institutions of the Network as well as at national and transnational level ▪ The relevance of the proposal to priority target groups of the Action: <ul style="list-style-type: none"> - institutions established in countries not covered by the Jean Monnet Action - institutions or academics not yet in receipt of Jean Monnet funding
<p>Quality of the project design and implementation (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, evaluation, follow-up and dissemination ▪ The consistency between project objectives, activities and budget proposed ▪ The quality and feasibility of the methodology proposed ▪ The design and management of Network activities including communication channels between the members
<p>Quality of the project team (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The extent to which the proposal involves key academic staff demonstrating an excellent profile and qualifications in specific fields of European Union studies, documented by evidence of high-level activities ▪ The pertinence of the profile and expertise of key academic staff involved with the activities carried out in the project ▪ The composition of the Network in terms of geographical coverage and complementarity of competencies

<p>Impact and dissemination (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The quality of measures for evaluating the outcomes of the teaching activities ▪ The potential impact and multiplier effect of the project: <ul style="list-style-type: none"> - on the institution hosting the Jean Monnet Action and on the member institutions of the Network - on the students and learners benefiting from the Jean Monnet Action - on other organisations and individuals involved at local, regional, national, transnational and/or European levels ▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities within and outside the institution hosting the Jean Monnet Action ▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations.
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To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least 13 points in each of the categories of award criteria mentioned above.

WHAT ELSE SHOULD YOU KNOW ABOUT A JEAN MONNET SUPPORT TO NETWORKS?

DISSEMINATION AND IMPACT

Networks selected under this Action are required to disseminate and exploit the results of their activities beyond the participants directly involved. This will considerably increase the impact and contribute to a systemic change.

To increase their impact they should include in their dissemination activities the creation of tools and events adapted to their objectives.

All Jean Monnet Networks will be asked to update their respective section of the Erasmus+ specific online tool where all the information about the Jean Monnet Activities will be hosted. They will be strongly encouraged to use the relevant existing platforms and tools (i.e. the Jean Monnet directory, the Jean Monnet virtual community). These functions, as part of the general IT tool for Erasmus+ ensures that the wider public is informed about the Jean Monnet Network activities. Grant holders will be asked to regularly update the tool with the results of their work.

WHAT ARE THE FUNDING RULES?

If the project is selected, the following funding rules will apply to the grant:

Eligible costs	Financing mechanism	Amount	Rule of allocation
<p>Activity costs</p>	<p>Real costs</p>	<p>Maximum € 300 000 80% of the total eligible costs (unless a lower % of grant is requested by the applicant).</p>	<p>Conditional: objectives and work programme must be clearly outlined in the application form</p>
<p>Eligible direct costs</p> <ul style="list-style-type: none"> ▪ Staff costs ▪ Travel and subsistence costs ▪ Subcontracting costs (maximum 30% of eligible direct costs) ▪ Equipment costs (maximum 10% of eligible direct costs) ▪ Teaching costs ▪ Other costs <p>Eligible indirect costs A flat-rate amount, not exceeding 7% of the eligible direct costs of the project, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project (e.g. electricity or internet bills, costs for premises, cost of permanent staff, etc.)</p>			

JEAN MONNET PROJECTS (POLICY DEBATE WITH THE ACADEMIC WORLD)

WHAT IS A JEAN MONNET PROJECT?

Jean Monnet Projects support innovation, cross-fertilisation and the spread of European Union content. These projects will be based on unilateral proposals - although the proposed activities may involve other partners - and may last between 12 and 24 months.

- **"Innovation"** projects will explore new angles and different methodologies in view of making European Union subjects more attractive and adapted to various kinds of target populations (e.g. projects on Learning EU @ School);
- **"Cross-fertilisation"** projects will promote discussion and reflection on European Union issues and enhance knowledge about the Union and its processes. These projects will aim at boosting EU knowledge in specific contexts;
- **"Spread content"** projects will mainly concern information and dissemination activities.

WHICH ACTIVITIES ARE SUPPORTED UNDER JEAN MONNET PROJECTS?

Over their lifetime, Jean Monnet Projects may typically realise a broad range of activities, such as for example:

- development and testing newly designed methodologies, content and tools on specific European Union topics;
- development of academic content and tools specifically designed for students of faculties/schools not normally dealing with EU issues (e.g. EU consumer protection policy for students in veterinary/health care/medicine);
- creation of virtual classrooms on specific subject areas and testing them in different contexts;
- design, production and implementation of self-training tools promoting active citizenship in the EU;
- developing and delivering appropriate pedagogical content and new/adapted didactic material for the teaching of European Union issues at the level of primary and secondary education (Learning EU @ School);
- design and implementation of teacher training and continuing education for teachers, providing them with the appropriate knowledge and skills to teach European Union subjects;
- provision of specifically designed activities on the European Union to pupils at the level of primary and secondary schools and in vocational education and training institutions;
- boosting the level of knowledge and/or enhance the dynamic of a "department/chair/research team" in a given faculty/school which has expressed a specific interest/need via joint academic activities;
- Joint development of content and co-teaching for students involving several institutions. Participating institutions may organise common activities, preparation of tools supporting courses, delivery of courses on EU issues particularly in those disciplines not traditionally associated with this field of study;
- supporting information and dissemination activities for staff of the public administration, for experts in specific subjects and for civil society as a whole;
- organisation of conferences, seminars and/or roundtables in relevant European Union issues.

WHAT IS THE ROLE OF ORGANISATIONS PARTICIPATING IN A JEAN MONNET PROJECT?

The institution proposing the project is required to prepare a clear and sustainable strategy with a detailed work programme including information about the expected results. It should justify the need of the activities proposed, the direct and indirect beneficiaries, it should guarantee the active role of all the participating organisations.

Proposals are signed by the legal representative of the higher education institutions (or other eligible organisations) and provide information about the legal status, objectives and activities of the applicant institution. Higher education institutions (or other eligible organisations) have the final responsibility for their proposals. They are obliged to implement the activities described in their projects during the entire duration of the project.

WHAT ARE THE CRITERIA USED TO ASSESS A JEAN MONNET PROJECT?

Here below are listed the formal criteria that a Jean Monnet Project must respect in order to be eligible for an Erasmus+ grant:

ELIGIBILITY CRITERIA

Who can apply?	Higher education institutions or other organisations active in the European Union subject area, established in any country of the world. HEIs located in Erasmus+ Programme Countries must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries. The designated institutions (identified in the legal basis of the Erasmus+ Programme) pursuing an aim of European interest are not eligible to apply under this Action. Primary and secondary education establishments are not eligible to apply, although they may actively contribute to the realisation of the activities.
Number of participating organisations	The number of organisations in the application form is one (the applicant) The project may involve other organisations at a later stage.
Duration of project	From 12 to 24 months.
Where to apply?	To the Education, Audiovisual and Culture Executive Agency, located in Brussels.
When to apply?	Applicants have to submit their grant application by 26 February at 12:00 (midday Brussels time) for projects starting on 1 September of the same year.
How to apply?	Please see Part C of this Guide for details on how to apply.

Applicant organisations will also be assessed against **exclusion and selection criteria**. For more information please consult Part C of this Guide.

AWARD CRITERIA

Projects will be assessed against the following criteria:

Relevance of the project (Maximum 25 points)	<ul style="list-style-type: none"> ▪ The relevance of the proposal to: <ul style="list-style-type: none"> - the objectives and priorities of the Action (see sections "What are the aims of the Jean Monnet" and "What is a Jean Monnet Project") - the specific objectives of the "Jean Monnet Projects" ("Innovation", "Cross-fertilisation", "Spread content") - the needs and objectives of the participating organisations and of the academics involved ▪ The extent to which the proposal: <ul style="list-style-type: none"> - is suitable for fostering the development of new teaching, research or debating activities - demonstrates evidence of academic added value - promotes European studies at the institution hosting the Jean Monnet Action - gives greater visibility to this field of study both within the institution hosting the Jean Monnet activities and at a national level ▪ The relevance of the proposal to priority target groups of the Action: <ul style="list-style-type: none"> - institutions established in countries not covered by the Jean Monnet Action - institutions or academics not yet in receipt of Jean Monnet funding
Quality of the project design and implementation (Maximum 25 points)	<ul style="list-style-type: none"> ▪ The clarity, completeness and quality of the work programme, including appropriate phases for preparation, implementation, evaluation, follow-up and dissemination ▪ The consistency between project objectives, activities and budget proposed ▪ The quality and feasibility of the methodology proposed

<p>Quality of the project team (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The extent to which the proposal involves key academic staff demonstrating an excellent profile and qualifications in specific fields of European Union studies, documented by evidence of high-level activities ▪ The pertinence of the profile and expertise of key academic staff involved with the activities carried out in the project ▪ For projects targeting primary and secondary school students: the involvement of project staff with relevant pedagogical skills
<p>Impact and dissemination (Maximum 25 points)</p>	<ul style="list-style-type: none"> ▪ The quality of measures for evaluating the outcomes of the teaching activities ▪ The potential impact of the project: <ul style="list-style-type: none"> - on the institution hosting the Jean Monnet Action - on the students and learners benefiting from the Jean Monnet Action - on other organisations and individuals involved at local, regional, national and/or European levels ▪ The appropriateness and quality of measures aimed at disseminating the outcomes of the activities within and outside the institution hosting the Jean Monnet Action ▪ If relevant, the extent to which the proposal describes how the materials, documents and media produced will be made freely available and promoted through open licences, and does not contain disproportionate limitations

To be considered for funding, proposals must score at least 60 points. Furthermore, they must score at least 13 points in each of the categories of award criteria mentioned above.

WHAT ELSE SHOULD YOU KNOW ABOUT A JEAN MONNET PROJECT?

DISSEMINATION AND IMPACT

Jean Monnet Projects are required to disseminate and exploit the results of the activities beyond the stakeholders directly involved. This will considerably increase the impact and contribute to a systemic change.

Jean Monnet Projects will be asked to update their respective section of the Erasmus+ specific online tool where all the information about the Jean Monnet Activities will be hosted. They will be strongly encouraged to use the relevant existing platforms and tools (i.e. the Jean Monnet directory, the Jean Monnet virtual community). These functions, as part of the general IT tool for Erasmus+, will ensure that the wider public is informed about the results. Grant holders will be asked to regularly update the tool with the results of their work.

Jean Monnet Projects are encouraged to:

- participate in dissemination and information events at national and European level;
- organise events (lectures, seminars, workshops, etc.) with policy makers at local, regional and national level as well as with organised civil society and schools;
- disseminate the results of their activities via the organisation of seminars or lectures geared and adapted to general public and civil society representatives;
- network with Centres of Excellence, Jean Monnet Chairs, coordinators of Modules and supported Institutions and Associations;
- apply open educational resources (OER), publish the summaries, content and schedule of their activities as well as the expected outcomes.

WHAT ARE THE FUNDING RULES?

The budget of the project must be drafted according to the following funding rules (in euro):

Maximum grant awarded for a Jean Monnet Project: 60 000 EUR (representing maximum of 75% of the total costs)

Eligible costs	Financing mechanism	Amount
<p>Participation in conferences</p> <p>Contribution to costs linked to the organisation of conferences, seminars, workshops, etc., excluding costs linked to the participation of non-local speakers</p>	Unit costs	D.2 per day per participant
<p>Travel (non-local speakers)</p> <p>Contribution to the travel costs of non-local speakers attending the conferences, based on the travel distance. Travel distances must be calculated using the distance calculator supported by the European Commission¹³², indicating the distance of a one-way travel to calculate the amount of the EU grant that will support the round trip¹³³</p>	Unit costs	For travel distances between 100 and 499 KM: 180 EUR per participant
		For travel distances between 500 and 1999 KM: 275 EUR per participant
<p>Subsistence (non-local speakers)</p> <p>Contribution to the subsistence costs of non-local speakers attending the conferences</p>	Unit costs	For travel distances between 2000 and 2999 KM: 360 EUR per participant
		For travel distances between 3000 and 3999 KM: 530 EUR per participant
		For travel distances between 4000 and 7999 KM: 820 EUR per participant
		For travel distances of 8000 KM or more: 1100 EUR per participant
	Unit costs	D.3 per day per participant

¹³² http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

¹³³ For example, if a person from Madrid (Spain) is taking part in an activity taking place in Rome (Italy), the applicant will a) calculate the distance from Madrid to Rome (1365,28 KM); b) select the applicable travel distance band (i.e. between 500 and 1999 KM) and c) calculate the EU grant that will provide a contribution to the costs of travel of the non-local speaker from Madrid to Rome and return.

Complementary activities	Contribution to any additional peripheral cost related to complementary activities developed in this Action: e.g. academic follow-up of the event, creation and maintenance of a website, design, printing and dissemination of publications; interpretation costs; production costs	Lump sum	25.000 EUR
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The specific amounts applying to Jean Monnet Projects can be found in the section "Jean Monnet unit costs" at the end of the Jean Monnet chapter in this Part of the Guide.

JEAN MONNET UNIT COSTS

D.1 – NATIONAL TEACHING COSTS (IN EURO PER TEACHING HOUR)

The amounts depend on the country where the teaching activity takes place.

Programme Countries	
Belgium	200
Bulgaria	80
Czech Republic	107
Denmark	200
Germany	200
Estonia	107
Ireland	172
Greece	129
Spain	161
France	184
Croatia	96
Italy	166
Cyprus	151
Latvia	98
Lithuania	106
Luxembourg	200
Hungary	104
Malta	138
Netherlands	200
Austria	200
Poland	104
Portugal	126
Romania	81
Slovenia	136

Slovakia	114
Finland	193
Sweden	200
United Kingdom	184
former Yugoslav Republic of Macedonia	80
Iceland	159
Liechtenstein	80
Norway	200
Turkey	87
Partner Countries	
Antigua and Barbuda	92
Australia	200
Bahrain	110
Barbados	94
Brunei	200
Canada	200
Chile	83
Equatorial Guinea	131
Hong Kong	200
Israel	144
Japan	178
Korea, Republic of	153
Kuwait	200
Libya	90
Mexico	86

New-Zealand	153
Oman	131
Qatar	200
Saint Kitts and Nevis	84
Saudi Arabia	126
Seychelles	126
Singapore	200
Switzerland	200
Territory of Russia as recognised by international law	109
Trinidad and Tobago	115
United Arab Emirates	200
United States of America	200
Other	80

D.2 – NATIONAL CONFERENCE COSTS (IN EURO PER DAY)

The amounts depend on the country where the activity takes place.

Programme Countries	
Belgium	88
Bulgaria	40
Czech Republic	55
Denmark	94
Germany	90
Estonia	47
Ireland	75
Greece	56
Spain	70
France	80
Croatia	42
Italy	73
Cyprus	66
Latvia	43
Lithuania	47
Luxembourg	144
Hungary	46
Malta	60
Netherlands	97
Austria	94
Poland	45
Portugal	55
Romania	40
Slovenia	59
Slovakia	50
Finland	84
Sweden	95
United Kingdom	81
former Yugoslav Republic of Macedonia	40
Iceland	69
Liechtenstein	40
Norway	138
Turkey	40

Partner Countries	
Argentina	44
Australia	90
Bahrain	43
Barbados	41
Brunei	115
Canada	89
Equatorial Guinea	57
Hong Kong	117
Israel	63
Japan	78
Korea, Republic of	67
Kuwait	110
Macao	154
New-Zealand	67
Oman	57
Qatar	194
Saudi Arabia	55
Seychelles	55
Singapore	133
Switzerland	118
Territory of Russia as recognised by international law	48
Trinidad and Tobago	50
United Arab Emirates	107
United States of America	109
Other	40

D.3 - SUBSISTENCE: NON-LOCAL SPEAKERS (IN EURO PER DAY)

The amounts depend on the country where the activity takes place.

Programme Countries		
Belgium		232
Bulgaria		227
Czech Republic		230
Denmark		270
Germany		208
Estonia		181
Ireland		254
Greece		222
Spain		212
France		245
Croatia		180
Italy		230
Cyprus		238
Latvia		211
Lithuania		183
Luxembourg		237
Hungary		222
Malta		205
Netherlands		263
Austria		225
Poland		217
Portugal		204
Romania		222
Slovenia		180
Slovakia		205
Finland		244
Sweden		257
United Kingdom		276
former Yugoslav Republic of Macedonia		210
Iceland		245
Liechtenstein		175
Norway		220
Turkey		220

Partner Countries

Afghanistan	125
Albania	210
Algeria	170
Andorra	195
Angola	280
Antigua and Barbuda	225
Argentina	285
Armenia	280
Australia	210
Azerbaijan	270
Bahamas	190
Bahrain	275
Bangladesh	190
Barbados	215
Belarus	225
Belize	185
Benin	150
Bhutan	180
Bolivia	150
Bosnia and Herzegovina	200
Botswana	185
Brazil	245
Brunei	225
Burkina Faso	145
Burundi	165
Cambodia	165
Cameroon	160
Canada	230
Cape Verde	125
Central African Republic	140
Chad	210
Chile	245
China	210
Colombia	170
Comoros	135
Congo (Democratic Republic of the)	245
Congo (Republic of)	185
Cook Islands	185

Costa Rica	190
Cuba	225
Djibouti	235
Dominica	215
Dominican Republic	230
East Timor	160
Ecuador	190
Egypt	205
El Salvador	180
Equatorial Guinea	145
Eritrea	130
Ethiopia	195
Fiji	170
Gabon	190
Gambia	170
Georgia	295
Ghana	210
Grenada	215
Guatemala	175
Guinea, Republic of	185
Guinea-Bissau	140
Guyana	210
Haiti	190
Honduras	175
Hong Kong	265
India	245
Indonesia	195
Iran	200
Iraq	145
Israel	315
Ivory Coast	190
Jamaica	230
Japan	405
Jordan	195
Kazakhstan	245
Kenya	225
Kiribati	205
Korea, DPR	230

Korea, Republic of	300
Kosovo, under UNSC 1244/1999	220
Kuwait	280
Kyrgyzstan	255
Laos	195
Lebanon	260
Lesotho	150
Liberia	235
Libya	225
Macao	150
Madagascar	155
Malawi	215
Malaysia	250
Maldives	185
Mali	155
Marshall Islands	185
Mauritania	125
Mauritius	200
Mexico	255
Micronesia	190
Moldova	250
Monaco	170
Mongolia	160
Montenegro	220
Morocco	205
Mozambique	200
Myanmar	125
Namibia	135
Nauru	185
Nepal	185
New-Zealand	185
Nicaragua	185
Niger	125
Nigeria	235
Niue	185
Oman	205
Pakistan	180
Palau	185
Palestine	170
Panama	210
Papua New Guinea	190
Paraguay	190
Peru	210

Philippines	210
Qatar	200
Rwanda	225
Saint Kitts and Nevis	270
Sainte-Lucia	215
Saint-Vincent and the Grenadines	265
Samoa	185
San Marino	175
Sao Tome and Principe	155
Saudi Arabia	280
Senegal	200
Serbia	220
Seychelles	225
Sierra Leone	190
Singapore	225
Solomon Islands	170
Somalia	175
South Africa	195
Sri Lanka	155
Sudan	270
Suriname	180
Swaziland	140
Switzerland	220
Syria	225
Tajikistan	185
Taiwan	255
Tanzania	250
Territory of Russia as recognised by international law	365
Territory of Ukraine as recognised by international law	270
Thailand	205
Togo	155
Tonga	155
Trinidad and Tobago	175
Tunisia	145
Turkmenistan	230
Tuvalu	185
Uganda	235
United Arab Emirates	265
United States of America	280
Uruguay	215
Uzbekistan	230

Vanuatu	170
Vatican City State	175
Venezuela	210
Vietnam	255
Yemen	225
Zambia	185
Zimbabwe	165
Other	205