

Project implementation workflow



Project coordinator:
College of Applied Sciences
„Lavoslav Ružička“ in Vukovar

Project partners

GIPA
University "Vitez"
University Hercegovina

PROJECT: 2019-1-HR01-KA107- 060515
PROJECT DURATION: 1.8.2019. – 31.7.2021.

THE PROJECT CYCLE PHASES

I. Project planing, preparation and Application	(November 2018-Januaary 2019)
II. Project proposal results	(June-July 2019)
III. Preparing for implementation	(August–September 2019)
IV. Project implementation	(August 2019-July 2021)
V. Reporting and closing the project	(July 2021- December 2021)
VI. Dissemination of the project	(CONSTANT)

I. Preparation and subbmition of project proposal

VEVU-According internal Procedures for preparing and applying for project proposals. Project partner are involved in preparation of project proposal (preliminary agreement and project information table).

II. Project proposal results activity

Communicate results inside VEVU, conclusion of the Grant agreement (VEVU as project grant holder and National agency).
Communicate results with partner universities, informing about the evaluation information and number of granded mobility.

III. Preparing for project implementation

IIA agreements with KA107 partner institutions, kick off meeting – determination of disseminatin plan, project implementation plan and timetable, internal call – for mobility participants announcing plan, specification about the academic calendars...

IV. PROJECT IMPLEMENTATION - PLAN OF PROJECT ACTIVITIES

PROJECT ACTIVITIES

BEFOR MOBILITY

I. INFORMING

- a) informing the users
- b) planning mobility – program and communication with users

I. SELECTION OF THE PARTICIPANTS – INTERNAL CALLS

II. PREPARATION FOR OUTGOING MOBILITIES

- a) Nomination by sending HEI
- b) Registration
- c) Mobility/ grant agreements - grant payment
- d) Pre-departure support - information package

III. PREPARATION OF INCOMING MOBILITIES

- a) Acceptance by host institution
- b) Mobility/grant agreement - grant payment (KA107 and invited staff)
- c) Pre- arrival support – information package and additional support documentation

DURING MOBILITY

IV. SUPPORT TO BENEFICIARIES

- a) Welcome meeting
- b) Confirmation of arrival and enrolment
- c) Orientation event
- d) Buddy program
- e) Changes to the Learning Agreement
- f) Student support and counselling services (safety measures, contingencies...)
- g) Feedback from different members of the university
- h) Feedback from mobility participant
- i) Extending the stay procedures – if relevant

V. PRE-DEPARTURE ACTIVITIES

- j) Closing administration (records, transcripts, confirmations...)
- k) Confirmation of stay
- l) Participant report
- m) Payments of differences as needed

After MOBILITY

VI. REPORTING AND RECOGNITION ACTIVITIES

IV. DISSEMINATION ACTIVITIES

V. IMPLEMENTATION REPORT

ACTION	BRIEF INSTRUCTION	IN CHARGE	START	END		
Informing	Info-presentations for users, consultations, Internal Calls announcements	Sending institutions	first quarter of implementation; before internal calls	-	Erasmus coordinator at sending HEI	Link of publishing
1. Internal call for STA mobilities	Decisions, calls, selection criteria, Selection Committee	All Sending institutions	Opening the internal calls End of September (28.10.2019.)	Closing 2. December	Nomination by 18. November/prolonged end December	Decision about acceptance January 2020.
1. Internal call for SMS/SMP mobilities	Decisions, calls, selection criteria, Selection Committee	All Sending institutions	Opening the internal calls End of September (28.10.2019.)	Closing 2. December	Nomination by 18. November /prolonged end December	Decision about acceptance January 2020.

Internal call for STT mobilities	Decisions, calls, selection criteria, Selection Committee	Partner Sending institutions	Opening the internal calls End of November (15.11.2019.)	Closing 20. January 2020.	Nomination by 10. February 2020	Decision about acceptance end February 2020.
2. Internal call for STA mobilities	Decisions, calls, selection criteria, Selection Committee	Sending institutions	Opening the internal calls End of February 18.2.2020.	Closing 23.3.2020.	Nominations 10.5.2020.	Decision about acceptance end May 2020.
2. Internal call for SMS/SMP mobilities	Decisions, calls, selection criteria, Selection Committee	All sending institutions	Opening the internal calls End of February 18.2.2020.	Closing 23.3.2020.	Nominations 10.5.2020. for winter semester 2020/2021	Decision about acceptance end June 2020.
Non-teaching staff week in Vukovar			23-27.3.2020.		23-27.3.2020.	
Dissemination	International info day at VEVU			At VEVU 25.3.2020.		
Interim report					End of August 2020.	
3. Internal call for STA mobilities, if needed	Decisions, calls, selection criteria, Selection Committee		Opening the internal calls May 2020.	Closing September 2020.	Nominations 10.10.2020.	Decision about acceptance end November 2020.
3. Internal call for SMS/SMP mobilities if needed	Decisions, calls, selection criteria, Selection Committee		Opening the internal calls May 2020.	Closing beginning September 2020.	Nominations 10.10.2020. for summer semester 2020/2021.	Decision about acceptance end November 2020.
Final report			Beginning of June 2021. – End August 2021.			

V. Reporting and closing the project

For the purposes of reporting it is obligatory to keep records about the:

- internal calls that sending HEI conducts, results and selected participants - the post link with that information send to Erasmus coordinator at VEVU.
- Info publications and dissemination activities - the post link with them send to Erasmus coordinator at VEVU.
- Information package for incoming student/staff - the post link send to Erasmus coordinator at VEVU
- concrete impacts to HEI from the project - report in a few sentences sent to Erasmus coordinator at VEVU for final report.

VI. Dissemination of the project

According the Dissemination plan of the project and internal partner's HEI publishing plan.

Remind that the implementation must be done in accordance with the ECHE charter and IIA agreement.

For implementation you have also [ICM Handbook](#) to see if you need it.

In addition, [Erasmus+ Programme Guide 2019](#) with all detailed program rules.