Check List, Call for ESAA Project Ideas

06/2022

For those interested in submitting for an ESAA Project Idea, here are the points to follow for a smooth submission.

- Make sure you know the ESAA Aims and that your project idea is aligned with at least one of the ESAA Clusters.
- Define what ESAA cluster the project falls under. If multiple ESAA clusters apply to the project, please mention all of them.
- **Make sure that your project involves mentoring of perspective Erasmus+ participants by Erasmus+ alumni.**
- Make sure that you fill the submission form in the updated version for the call (where you have to fill the information regarding of the mentoring aspect of your project)
- Make sure you know the deadlines for the calls.
- If you plan on collaborating with an institution and you have some confirmation from them, please include that as well.

Here is a check list recommendation:

To Do	Check
Read the Call for Projects	
Read the ESAA Projects Scheme	
Read the ESAA Projects Call detailed description 06/2022	
Read the ESAA Clusters Overview	
Read the Eligible Costs and Budgetary Framework	
Download the ESAA Project Ideas Description Template (File in the Additional information and templates section of the Call for Projects)	
Download the ESAA Project Ideas Cost Estimation Template (File in the Additional information and templates section of the Call for Projects)	
Prepare your documents to upload in the submission form:	
- Proof of your membership in one of the ESAA partner organizations	
- Short CV	
- ESAA Project Idea description	
- Cost estimation/plan of needed resources	
- Agreement with a third-party partner (if any)	
- Ideas for Trainers/facilitator (if any)	
Prepare the submission form information The information you will be asked in the submission form is as follows:	

Questions in the Submission Form (link in the Apply! section, Call for Projects)
Name
Surname
Nationality
E-mail
Phone Number (incl. country code)
Postal Address
ESAA Member Organisation
Provide the proof of your membership. Please name your file as "ESAAProjects_YOUR NAME_proof"

To Do		Check
	Provide a short CV (one page). Please name your file as "ESAAProjects _YOURNAME_CV"	
	Are you submiting your idea as part of a group?	
	Co-organiser information (1). Name and surname	
	Co-organiser information (1). E-mail	
	Co-organiser information (1). ESAA Organisation (You can add up to 5 co-organisers information)	
	Do you have other non-ESAA Partner Organisations collaboration for your project-idea?	
	Please provide the name of your partner institution/organisation/stakeholders	
	Please describe the role in your project-idea and the tasks it will perform	
	Do you already have an agreement with the third-party partner? If yes, please attach it here.	
	Project title	
	Project implementation period (from MM/YY to MM/YY)	
	Which ESAA Cluster does your project primarily focus on?	
	Which clusters and sub-components does your project focus on? (There is no limit to the number of clusters and sub-components your project can cover)	
	ESAA Project Idea description	
	Cost estimation/plan of needed resources	
	Ideas for trainers/ facilitator/ moderator etc. for your project	

We hope this check list helps you in your Project Idea Submission.

We are looking forward to hearing from you!

Your ESAA Team