

28 - 29 April 2015  
Time to learn

# INTENSIVE COURSE

## 2-Day Intensive Course: WRITE A SUCCESSFUL PROPOSAL ON EU FUNDING

28 – 29 April 2015

### Benefits

Upon completing this course participants will be able to:

1. Identify easily the most suitable funding opportunities for their organisation
2. Apply an effective methodology and tips for joining competent consortia and proposals
3. Apply tips, methods and well validated material from EC experts on writing successful proposals
4. Become familiar with all success award criteria and convince the EC evaluators to fund proposals of their organisation
5. Understand the legal, contractual, financial and IPR issues and implications on European Programmes and how to deal with any conflicts emerged
6. Address professionally the financial management of European funded projects and how to deal successfully with EC auditing.

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

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

## Schedule:

Day 1	
09:00 – 10:30	✓ Welcome ✓ <b>Remove the dust</b> – Understand the EU funding structure and discover new EC funding opportunities
10:30 – 11:00	Break
11:00 – 12:30	✓ <b>See the forest and not the tree</b> - Understand how popular EC Funding programmes really work and their philosophy (e.g. Erasmus+, H2020, etc)
12:30 – 13:30	Lunch
13:30 – 15:00	✓ <b>The Stress Free Proposal</b> – Apply the I. C.R.E.A.T.E.S. system™ for submitting a successful proposal.
15:00 – 15:30	Break
15:30 – 17:30	✓ <b>The Stress Free Proposal</b> – Apply the I. C.R.E.A.T.E.S. formula™ for submitting a successful proposal. (Cont.)

Day 2	
09:00 – 10:30	✓ <b>Repetition is the Mother of Skill</b> - Recapitulation ✓ <b>Master the Success</b> C.R.I.T.E.R.I.A.™ Formula for preparing great proposals for funding
10:30 – 11:00	Break
11:00 – 12:30	✓ <b>Master the Success</b> C.R.I.T.E.R.I.A.™ Formula for preparing great proposals for funding (cont.)
12:30 – 13:30	Lunch
13:30 – 15:00	✓ <b>Master the Success</b> C.R.I.T.E.R.I.A.™ Formula for preparing great proposals for funding (cont.)
15:00 – 15:30	Break
15:30 – 17:30	✓ <b>Feel Safe with ENA™</b> rule – The just one rule for stress free Financial Management of European funded projects and on dealing successfully with EC audits ✓ Course Evaluation

<b>Price:</b>		
<input type="checkbox"/>	Registration Fee	€ 900
<input type="checkbox"/>	<b>Early bird fee</b> <i>Registration until 3 Apr 2015</i>	<b>€ 700</b>

**Method of Payment:**

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

# Application form

## Personal Data and Address

Ms.     Mr.     Mrs.

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Place of birth: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Nationality: \_\_\_\_\_ Passport / ID card number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organisation: \_\_\_\_\_ Position: \_\_\_\_\_

Website: \_\_\_\_\_

## Invoicing details:

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Country: \_\_\_\_\_ Zip code: \_\_\_\_\_

VAT Number: \_\_\_\_\_

## General Terms & Conditions

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

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

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

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

Place and Date: \_\_\_\_\_

\_\_\_\_\_  
(Authorized Signature)