Jean Monnet Call 2013

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1. The Jean Monnet Action (this is key activity 1 of the Jean Monnet Programme) is designed to increase knowledge about European integration by promoting teaching, research and debate on the history, politics, economics and law of the European Union and the EU's relations with other areas of the world. Since 2007, the Jean Monnet Programme is integrated in the broader Lifelong Learning Programme.

2. The Jean Monnet Action is aimed exclusively at higher education institutions (university-level institutions). Such establishments must be formally recognised in their country of origin as higher education institution and have a proper legal status before they can participate.
Since 2001, the Jean Monnet Action operates on a **world-wide basis**. The network is currently active in 68 countries on the five continents. **Universities from all countries in the world are eligible and encouraged** to apply for Jean Monnet projects.

The **selection of Jean Monnet projects** works via an **annual call for proposals**. The call is managed, on behalf of the European Commission by the "Education, Audiovisual and Culture Executive Agency".
Via the call for proposals, higher education institutions can apply for support for the following **sub-actions** (applicants should read the full text of the call for proposals to understand the full set of requirements attached to each of the sub-actions):

- Jean Monnet Modules
- Jean Monnet Chairs
- "Ad personam" Jean Monnet Chairs
- Jean Monnet Centres of Excellence
- Support for associations of professors and researchers
- Support for information and research activities
- Support for information and research activities for “Learning Europe at School”
- Jean Monnet Multilateral Research Groups
Jean Monnet Modules are short courses on European integration (including the EU's relations with other parts of the world) of minimum 40 teaching hours per academic year. Modules may be pluridisciplinary in approach (max grant over 3 years: 21,000€).
Jean Monnet Chairs are teaching posts with a specialisation in European integration studies. Jean Monnet Chairholders teach a minimum of 90 hours per academic year in the field of European integration studies (max grant over 3 years: 45,000€).
"Ad personam" Jean Monnet Chairs constitute awards reserved for (i) Jean Monnet Chairs who deliver evidence of a high-level international teaching and publication record (that was achieved, at least in part, outside their country of residence) and/or (ii) professors with a distinguished background as former high-level practitioners in the field of European integration (max grant over 3 years: 45.000€).
Jean Monnet Centres of Excellence are a clearly labelled pluridisciplinary structures pooling scientific, human and documentary resources for European integration studies and research within one or more universities. Each Centre must work under the direction of a Jean Monnet Chair (max grant over 3 years: 75,000€).
Support for associations of professors and researchers specializing in European integration addresses associations whose explicit purpose is to contribute to the study of the European integration process and whose aim is to enhance the visibility of regional or national scientific and physical resources in this domain (max grant over 3 years: 24,000€).
Support for information and research activities are, in fact, grants for the organisation of conferences, seminars, and roundtables on European integration (max grant over 1 year: 40.000€).
Support for information and research activities for “Learning Europe at School” aim to bring European Union facts and knowledge on its Institutions and its way of functioning at the level of primary and secondary schools and in vocational education and training (max grant over 1 year: 60,000€).
Jean Monnet Multilateral Research Groups are partnerships between at least three Jean Monnet Chairs from three different countries leading to the creation of an integrated academic network with a joint research plan and pluridisciplinary synergies in the field of European integration studies (max grant over 2 years: 80.000€).
The Jean Monnet selection is centralised in Brussels to ensure full coherence in the application of the award criteria to applications from any country.

Applications are submitted directly by the applying institution to the “Education, Audiovisual and Culture Executive Agency” on the standard application forms. They do not transit via government departments, permanent representations or other formal channels.

The selection is based on a rigorous peer review system: independent academic experts (university professors) perform an assessment of the quality of each application in light of the published award criteria. Political or geographic considerations play no role in the selection.
Four "award criteria"

- **Quality of the Applicants**: Excellence of the academic profile (CVs) in the specific field of European integration studies.

- **Quality of the methodology and the work programme**: Quality and detail of the planned teaching, research and/or debating activities (with particular attention to the academic added value, the multidisciplinary synergies and the openness to civil society).

- **Impact and relevance of the results**: Likely impact of the activities on education and/or training at the European and/or world level, with specific attention for activities outside the EU.

- **Innovative Character**: Degree of innovation of the project: creation of new teaching, research and/or debating activities (as appropriate); application by higher education institutions / associations in countries not yet covered by the Jean Monnet Action or higher education institutions/ associations not yet supported by Jean Monnet funding or involving academics not yet in receipt of Jean Monnet funding for the same type of activity.
Getting Started

- The Jean Monnet call for proposals and application forms are available on the website of the "Education, Audiovisual and Culture Executive Agency" (EACEA):

For all actions, Jean Monnet Chairs, Jean Monnet *ad personam* Chairs, European Modules, Jean Monnet Centres of Excellence, Information and Research Activities, Associations of Professors and Researchers and Multilateral Research Groups, applications must be submitted by eForm.

Structure:
- Cover Page
- Part A Identification of the Applicant & other organisations participating in the project
- Part B Description of the Project
Required minimum number of teaching hours per academic year:

- for Jean Monnet Chairs a **minimum of 90 teaching hours is required per academic year**. The teaching hours must be delivered by the Chair holder, who cannot be replaced by other members of the teaching staff.

- for Jean Monnet Modules a **minimum of 40 teaching hours is required per academic year**. However, a module can be delivered, under the supervision of the academic responsible for coordinating the teaching activities, by several lecturers.
For the Jean Monnet Programme the specific compulsory action start and end dates are as follows:

<table>
<thead>
<tr>
<th>Action type</th>
<th>Start date</th>
<th>End date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean Monnet Chairs, Modules, Centres of Excellence and Associations</td>
<td>01.09.2013</td>
<td>31.08.2016</td>
</tr>
<tr>
<td>Multilateral Research Groups</td>
<td>01.09.2013</td>
<td>31.08.2015</td>
</tr>
<tr>
<td>Information and Research Activities (incl. &quot;Learning EU at School&quot;)</td>
<td>01.09.2013</td>
<td>31.08.2014</td>
</tr>
</tbody>
</table>
Please note that since 2010 two financing systems operate in support of successful Jean Monnet proposals:

Flat-rate financing system

From 2010 onwards grants for certain project types are calculated according to pre-determined flat-rate amounts and scales of unit costs. This system replaces the budget-based form of financing linked to eligible costs for Chairs, Modules and Information and Research Activities (including "Learning EU at School").

For Jean Monnet Chairs and Teaching Modules the grant amount is determined on the basis of the number of teaching hours (with reference to national teaching cost per hour) and for Information and Research Activities (including "Learning EU at School") the grant amount is determined on the basis of the number of participants involved in the events (with reference to the national allowance scale per participant).

Budget-based system

For Jean Monnet Centres of Excellence, Associations of Professors and Researchers and Multilateral Research Groups, the traditional budget-based approach, linked to eligible costs, applies and grant applications must include a detailed estimated budget in which all costs are presented in Euro. Applicants from countries outside the Euro zone must use the conversion rates published in the Official Journal of the EU, series C, on the date of publication of the Call for proposals.
Υπηρεσίες Γραφείου Κατάρτισης Προτάσεων

- Άξονας Α: Πληροφόρηση - Προβολή
- Πληροφόρηση για νέες προσκλήσεις / ευκαιρίες χρηματοδότησης
- Διασύνδεση με το Ευρωπαϊκό Γραφείο Κύπρου (παροχή κωδικών για πρόσβαση στο Χάρτη Προθεσμιών)
- Εξειδικευμένη αναζήτηση και ενημέρωση για ανοικτές και μελλοντικές προσκλήσεις στη βάση «λέξεων κλειδιά»
- Διοργάνωση παρουσιάσεων ενημέρωσης για χρηματοδοτικά προγράμματα
Υπηρεσίες Γραφείου Κατάρτισης Προτάσεων

Άξονας Β: Συμπλήρωση εντύπων

Παροχή γενικών στοιχείων για το Πανεπιστήμιο (π.χ. προφίλ πανεπιστημίου, νόμος πανεπιστημίου, προηγούμενη εμπειρία σε σχετικούς με το αντικείμενο της πρότασης τομείς, κατάλογο έργων που υλοποιεί, αριθμό μητρώου εργοδότη, στοιχεία για μισθούς, PIC, Αρ. ΦΠΑ, γενικές ευρωπαϊκές πολιτικές κλπ)

Παροχή διοικητικών πιστοποιήσεων (φόρμα πιστοποίησης νομικής οντότητας, οικονομικής ταυτότητας)

Βοήθεια στην αναζήτηση εταίρων

Ενημέρωση για όλα τα βήματα της διαδικασίας υποβολής νέων προτάσεων

Υπογραφή εντύπων υποβολής
Άξονας Γ: Επίλυση αποριών

Επίλυση αποριών για θέματα επιλεξιμότητας, έντυπα και προϋπολογισμό

Καθοδήγηση και συμβουλευτική κατά τη διάρκεια ετοιμασίας και υποβολής των προτάσεων

Ενημέρωση για εσωτερικούς κανονισμούς σχετικούς με την έρευνα, κανόνες και διαδικασίες συγχρηματοδότησης

Τήρηση αρχείου και δεικτών συμμετοχής σε χρηματοδοτικά προγράμματα
Στοιχεία επικοινωνίας:

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