



THE PROGRAMME

Training Modules	Contents
Module 1 Introduction to the European Union Policies <i>10 hours (e-learning based)</i>	<ul style="list-style-type: none"> • European policies in the fields of education, culture, research, and innovation • Europe 2020 • The Erasmus+ Programme, introduction to the political framework • The Creative Europe Programme, introduction to the political framework • The Horizon 2020 Programme: introduction to the political framework
Module 2 European Funding Programmes <i>5 hours (e-learning based)</i> <i>5 hours (classroom based)</i>	<ul style="list-style-type: none"> • European funding programmes in the field of education, culture, research and innovation • Information sources on the EU policies in the fields of education, culture, research and innovation • Information sources on the relevant funding programmes • Finding and analyzing the information • Collection of relevant documents for project planning • Checking eligibility criteria • <i>Practical simulations</i>
Module 3 Quality Project Planning <i>5 hours (e-learning based)</i> <i>5 hours (classroom based)</i>	<ul style="list-style-type: none"> • The project planning process • Formulation of the project idea • Creation of the project summary • Quality issues related to project planning • <i>Practical simulations</i>
Module 4 Partnership Development <i>5 hours (e-learning based)</i> <i>5 hours (classroom based)</i>	<ul style="list-style-type: none"> • Partner search strategies • Creating the project partnership • First contacts with partners • Defining the role of each partner • <i>Practical simulations</i>
Module 5 Financial Planning <i>5 hours (e-learning based)</i> <i>5 hours (classroom based)</i>	<ul style="list-style-type: none"> • Analysis of the project budget • Eligibility of expenditures • Development of Financial Plans • <i>Practical simulations</i>
Module 6 Filling in the Application Form <i>10 hours (classroom based)</i>	<ul style="list-style-type: none"> • Analysis of the main aspects of the application form • Filling in the Application Form for the submission of European Projects • Self-assessment strategies • Project selection criteria • Project approval process • <i>Practical simulations</i>

