



## Programme

Timetable	Training Modules	Trainer	Contents
Monday 9:00 – 14:00	<b>Module 1 Introduction to the European Policies and Programmes</b>	Andrea Peraldo	<ul style="list-style-type: none"> <li>European policies in the fields of education, culture and research</li> <li>From policies to funding programmes</li> <li>Introduction to the European Union funding programmes</li> <li>European funding programmes in the field of education, culture, research and innovation</li> <li>Focus on Erasmus+ and Horizon Europe</li> </ul> <i>Practical simulations</i>
Tuesday 9:00 – 14:00	<b>Module 2 Information Sources</b>	Andrea Peraldo	<ul style="list-style-type: none"> <li>Information sources on the relevant funding programmes</li> <li>Finding and analyzing the information</li> <li>Collection of relevant documents for project planning</li> <li>Checking eligibility criteria</li> </ul> <i>Practical simulations</i>
Wednesday 9:00 – 14:00	<b>Module 3 Quality Project Planning</b>	Elisabetta Delle Donne	<ul style="list-style-type: none"> <li>The project planning process</li> <li>Formulation of the project idea</li> <li>Creation of the project summary</li> <li>Quality issues related to project planning</li> </ul> <i>Practical simulations</i>
Thursday 9:00 – 14:00	<b>Module 4 Partnership Development</b>	Elisabetta Delle Donne	<ul style="list-style-type: none"> <li>Partner search strategies</li> <li>Creating the project partnership</li> <li>Defining the role of each partner</li> <li>Partnership management</li> </ul> <i>Practical simulations</i>
Friday 9:00 – 14:00	<b>Module 5 Filling in the Application Form</b>	Elisabetta Delle Donne	<ul style="list-style-type: none"> <li>Analysis of the Application Forms</li> <li>Filling in Application Forms for the submission of European Projects</li> <li>Self-assessment strategies</li> <li>Project selection criteria</li> </ul> <i>Practical simulations</i>
Saturday 9:00 – 14:00	<b>Module 6 Financial Planning</b>	Andrea Peraldo	<ul style="list-style-type: none"> <li>Analysis of financial and administrative rules</li> <li>Eligibility of expenditures</li> <li>Development of Financial Plans</li> <li>Budget planning</li> </ul> <i>Practical simulations</i>