



Education and Culture

Erasmus Mundus



EMA

Erasmus Mundus Students and Alumni Association

Erasmus Mundus Students & Alumni Association

EMA Networking Events (EMANE)

Guidelines for Funding

Conferences & Events Advisory Team (CAT)

Date: 6th November 2009

Ref: EMA-CAT-035

1. Aims of EMANE Scheme

The Conferences and Events Advisory team (CAT) of the Erasmus Mundus Students and Alumni Association (hereinafter the Association or the EMA) has launched the third call for Expressions of Interest (EoI) for organizing networking events (October 2009 to mid- 2010).

The aims of networking events shall be:

- to enhance communication among EMA members from different Erasmus Mundus Master Courses (EMMCs), including students and alumni from different years of the same EMMC;
- to promote exchange of knowledge across disciplinary borders of EMMCs;
- to share personal experiences and insights gained during Erasmus Mundus studies;
- to enhance professional networking among EM students and alumni working in relevant fields for the purposes of research, personal

development, employability and contact making. Professional networking should serve both for advancement of EM students and alumni and for the promotion of the visibility of the Erasmus Mundus brand.

Expressions of Interest (EoIs) are invited from EMA members who intend to organize a networking event. They can be organized in conjunction with other events, in a formal or informal manner, as long as beneficiaries of the funding are EMA members.

2. Eligibility

Any group of EMA members (please visit the EMA website for the definition of EMA membership) can designate a representative who will initiate and apply for funding by the EMA, provided that the general requirements specified below are met.

3. General requirements

- 1) all EoI application documents should be submitted to emane@em-a.eu;

2) an EoI shall specify how the aims of networking events described in the above section will be achieved;

3) at least one EMA member shall function as a contact person, submitting the EoI on behalf of participating EMA members;

4) there is a cap on funding for all networking events, that is, 1600 (one thousand six hundred) EUR per individual event. Under no circumstances may an EoI request funding over this limit;

5) organizers of networking events are encouraged to seek external funding in addition to EMA support. Details of any external funding that has been secured shall be provided in the budget plan of an EoI;

6) all networking events shall seek to promote Europe as a centre of excellence in international higher education as well as the EM programme;

7) a networking event is expected to involve at least 10 EMA members coming from at least two different EMMCs. Participants from each EMMC shall be represented fairly. Under extremely exceptional circumstances (e.g. there is less than 10 EMA alumni in an African country who wish to network among themselves with EMA support), a networking event may, upon approval from CAT coordinator, involve less than 10 participants;

8) in special circumstances, one EMMC can apply, for example, a single EMMC's alumni association launching an academic or professional networking event for different

intakes of the same EMMC. However, in this case, participants should come from at least three different intakes of the EMMC in order to meet the networking objective. EMA funding of such events, as an exception to p. 7, will be limited. In case of a single EMMC's alumni association launching an event, its programme should include discussions and activities aimed at strengthening sustainability of the alumni association and securing other sources of future funding;

9) if an EMMC has been provided funding under EMANE scheme during a fiscal year, then it cannot apply for funding again for any event during the same fiscal year..

4. What should be included in an EoI?

An EoI shall include:

- a) a statement of the goal of the event and its expected outcome;
- b) explanation of the events' contribution to the EMA community and to the promotion of value and professional visibility of EM students and alumni;
- c) a brief description of the activity: agenda/programme;
- d) indication of activities aimed at establishing contacts and academic/professional collaboration among EMA members (e.g. workshops on future actions or projects, ideas for joint research/articles, establishing links with EMA members who work in relevant industries etc.);
- e) a reasonable and feasible budget request, be based on detailed calculations and realistic estimations. It should include

- total budget of the event, indicating contributions from other donors and sources. Incomplete and/or unjustified information given in this section will result in the rejection of the application;
- f) a statement confirming that there is no double funding for the activities which are to be sponsored by the EMA;
 - g) list of invited EMA members or members to be invited and confirmations, if any;
 - h) a statement confirming that upon completion of the networking event, a 1-2 page report (including photos) will be submitted to the CAT for publication on the EMA website;
 - i) Any additional information the applicant considers relevant.

An EoI should normally not exceed two pages, single spaced, Times New Roman, 12 pt. Further requirements are specified in the application form (Ref: EMA-CAT-012).

A sample EoI application form has been made available on the EMA website.

5. How to submit my EoI?

EMA members interested in submitting an **EoI** can do so using an **online application form which** will be made available under the Community section on the EMA website.

6. Deadlines

6.1 There are 5 deadlines per years for submitting applications:

- a) August, 1;

- b) October, 1;
- c) December, 1;
- d) February, 1;
- e) April, 1;

6.2 The event for which an EoI is submitted can take place no earlier than 3 weeks after the deadline on which it was applied for and no later than 3 months after that deadline;

6.4 The number of approved applications per deadline will vary according to budget availability and quality of applications;

6.5 Additional calls for EoI can be launched subject to availability of funds and CAT approval.

7. How is an EoI evaluated?

Submitted EoIs will be evaluated by the EMA Networking Events Funding Scheme Working Group (EMANE_WG) under the CAT. The EMANE Working Group and CAT consist of active EMA General Assembly members nominated by their EMMCs.

The CAT will announce its decision within 15 working days from the confirmation of receipt of the submitted EoI. If there is any important information missing in the submitted EoI, the applicant will be requested to supply additional clarifications. In such case, the processing of the EoI will take longer than 15 working days.

The EMANE Working Group will not consider major changes after the application

has already been submitted for evaluation (e.g. an increase in the requested amount of funding).

The assessment will be based on the requirements specified in this guidance and the application form as well as consultation with the CAT and the EMA Steering Committee if necessary.

Applicants may be requested to make changes to the initial design of the event in order to receive funding. Processing of request for changes shall take 7 working days.

A rejection will come with reasoning and, once made, is final; the EoI in question will not be re-considered. The applicant cannot appeal of the CAT's decisions.

Under exceptional circumstances, the EMA Steering Committee has the right to advise the CAT to run a particular networking event for certain targeted EMA members. Such events are exempted from CAT evaluation. The CAT shall be responsible for designation of a contact person who will coordinate the organization of such an event.

8. Budget

For the present fiscal year, the total EMANE is 16,000 (sixteen thousand) EUR, with the goal of supporting up to 10 events.

No double funding (events that are already sponsored from other sources) is possible for the activities that are to be sponsored by the EMA. If an activity is partly sponsored by the EMA, it should be clearly indicated

which part is covered by the EMA and which by other contributors.

Each year, the EMA Steering Committee approves the CAT's plan to request funding from the European Commission to operate the EMANE scheme.

9. Financial rules

1) All costs related to the event shall be reimbursed upon submission of valid receipts and bank account information to the EMA Service Provider. At present, EMA Service Provider is ICUNet AG from Germany. Advance payment is not possible;

2) under no circumstances may financial benefits be provided to one individual or to a limited number of individuals attending or organizing the event. In principle, funding shall be spent fairly and transparently by all participating EMA members;

3) diverting EMA funds into other organizations without actually spending the granted amount is prohibited (e.g. a branching EMA association charging participants an entrance fee if this money stays in the branching association without being spent);

4) travel subsidies to individuals or small groups of EMA members intending to attend an academic conference are not possible under this scheme. However, members are advised to apply under the EMA's Field Reporter scheme managed by the Internal Communication Team;

5) funding for EMA non-members is, in principle, not possible. However, a small contribution to costs incurred by non-members could be acceptable if their contribution was essential to the event (for example, a keynote guest speaker) and external funding was impossible to secure. This should be properly justified, and the amount of such funding shall not exceed 10 percent of the total requested from the EMA;

6) funding is processed on the basis of expense claims (including all relevant receipts) which shall be submitted no later than 15 days after the event, unless a prior extension has been granted by CAT coordinator for justified reasons;

7) an expense claim is one-page explanation of actual expenditures (plane tickets from point A to B, hotel receipts for a specified number of nights, food and drinks, etc.), in local currency as well as in EUR. E.g. if you spent 100 USD on your flight, please write 100 USD = 70 EUR;

8) attach/glue all travel documents, hotel receipts and other receipts as appropriate, following the order in which you have written down the expenses. For air travel, you **MUST** submit your boarding pass alongside the original ticket;

9) in addition to the above items, one-page printout showing the exchange rate between your local currency and EUR is required. All expense claims must use the rates officially announced by the Commission at the beginning of each month; these can be found here:

<http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=countries&Language=en>;

10) please indicate clearly the IN TOTAL expenses incurred in EUR by adding up all the costs;

11) make a photocopy of all documents in your expense claim and keep it;

12) send your expense claim to ICUnet.AG, attn.: Natalia Spartakova, Rindermarkt 4, 94032 Passau, Germany, marked 'EMANE Expense Claim'. Use registered mail and keep your post receipt. You may wish to purchase insurance for your mail, which is usually a small fee in addition to the postal fees;

13) payments shall be processed within 15 working days from the receipt of expense claims;

14) if a receipt is lost or invalid, associated expenses will not be reimbursed.

10. Where can I find answers?

For inquiries, please contact CAT Coordinator at conferences@em-a.eu.

During the evaluation process, the CAT will not provide information on the status of your EoI unless a general agreement has been reached.

The CAT is responsible for the implementation, interpretation and amendment of this guidance document, upon consultation with relevant functional bodies of the EMA.

11. No obligation statement

Under no circumstances shall any EoI applicant have any rights to the allocation of funds and/or any further damages or liability arising from the allocation or non-allocation of funds for any conference and/or event.