STRIVE
Strengthening Internationalization of Vietnamese Emerging Universities

Co-funded by the European Union

STRIVE PROJECT
WP3 TRAINING ON PROJECT DESIGN AND MANAGEMENT

Phu Xuan University
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Preparation of an Erasmus+ CBHE project proposal

Quality of the project design & implementation (II)

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Outline

- Project Gantt
- Meetings and mobilities
- Subcontracting
- Equipment

Project Gantt

Project Gantt

- A Gantt chart is a project management tool assisting in the planning and scheduling of the project.
- It is particularly useful for visualizing the project activities against time.
- It helps to monitor project progress.
- **The same number and description of activities (tasks) used in the Logical Framework Matrix must be reported in the Gantt chart!**

Project Gantt

Use the project month numbers instead of calendar months.
Quarter 1 marks always the start of the project.

ACTIVITY	YEAR 1				YEAR 2				YEAR 3			
	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4	Q 1	Q 2	Q 3	Q 4
Task 1.1.1												
Task 1.1.2												
Task 2.1.1												
Task 2.1.2												
Task 3.1.1												
Task 3.1.2												
Task 4.1.1												
Task 4.1.2												
Task 5.1.1												
Task 5.2.1												
Task 6.1.1												
Task 6.2.1												

Meetings and mobilities

Meetings and mobilities

The table below must be completed for events and meetings mentioned as part of the activities in the Working Packages description.

You must provide details on the type, location, estimated number of persons attending.

It applies also to web meetings.

Event No (continuous numbering linked to WP)	Participant	Description					Attendees
		Name	Type	Area	Location	Duration (days)	Number
E1.1	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc]	[city,country]	[number]	[number]
E1.2	[name]	[name]	[insert type, e.g. training, workshop, conference, event, etc.]	[insert topics addressed, types of skills/knowledge acquired, etc]	[city,country]	[number]	[number]

Subcontracting

Subcontracting

It is expected the participants to have sufficient operational capacity to implement the project activities themselves, **subcontracting should** therefore **be exceptional** and **ensure value for money.**

It should represent **max 10% of the project Grant** (programme guide).

Entries in the table **must be consistent with** what stated in:

- **The last column of Tasks in each WP**
- **The detailed budget table**

Work Package No	Subcontract No (continuous numbering linked to WP)	Subcontract Name (subcontracted action tasks)	Description (including task number and BEN/AE to which it is linked)	Estimated Costs (EUR)	Justification (why is subcontracting necessary?)	Best-Value-for-Money (how do you intend to ensure it?)
	S1.1					
	S1.2					

Equipment

Equipment

Only the purchase of equipment which is directly relevant to the objectives of the Strand and **made not later than 12 months before the end of the project** can be considered as eligible expenditure.

Equipment is intended **exclusively for the HEIs of the third countries** not associated to the Programme included in the partnership.

It must be **recorded in the official inventory of the HEIs** for which it is purchased.

The costs for equipment should present **a maximum of 35% of the awarded EU grant** and the EU grant will cover 100% of the eligible costs.

You need to **ensure value for money**: the outcomes you propose are worth the amount you request.

Avoid the purchase of generic equipment (laptops, printer, etc.).

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