

**Workshop for higher education institutions  
“How to prepare a successful project proposal”**

**GCRF UKRI COMPASS: Comprehensive Capacity-Building in the Eastern Neighbourhood and Central Asia – research integration, impact governance & sustainable communities**



**Workshop for higher education institutions  
“How to prepare a successful project proposal”**

**19-23 November 2018**

**ADA University | Baku, Azerbaijan**

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Workshop is aimed to develop basic competencies of project design and writing including problem identification, target groups analysis, understanding Logical Framework Matrix approach, applying ICT skills for project planning and budgeting, text writing and grant application management.

**19 November – Monday**

14.00 – 15.30	Introductory lecture
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- Primary information sources and literature overview
- Financing international projects. EU programs and tools
  - Erasmus +
  - Jean Monnet
  - Joint Master Degrees, etc.
- Overview of funding opportunities

15.30 – 17.20	Organization of international project activities at university
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16.00 – 16.20	Coffee Break
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17.30 – 19.00	Practical training
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- Project initiation:
  - Problem identification
  - Stakeholder analysis, target group analysis
  - SWOT analysis
- *Tasks:* Setting-up project team  
Team work: identifying problems based on the “Problem Tree”  
Presentation of work results. Discussion

**20 November – Tuesday**

**Project Logics**

14.00 – 15.30	Introduction to logical framework approach in project development
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“Noah’s Ark LFM” game

15.30 – 17.20	Logical framework matrix (LFM)
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- Project logical framework matrix (LFM) development:
- Goals, objectives, results
  - Indicators and sources of information verification
  - Assumptions and risks

16.00 – 16.20	Coffee Break
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17.30 – 19.00	Practical training
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- Work in teams: drawing up an LFM of a CBHE project
- Results presentation
- Discussion

## **21 November – Wednesday**

### **Project Content**

02.00 – 15.30	Work plan / Project activities
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15.30 – 17.20	Project budgeting
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16.00 – 16.20	Coffee Break
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17.30 – 19.00	Practical training
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- Work in teams with MS Excel: Project scheduling and its visualization as Gantt chart
- Project budget calculation

## **22 November – Thursday**

### **Project writing**

14.00 – 15.30	Introduction to application systems
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- Erasmus+
- Je-S
- H2020
- Visegrad

15.30 – 16.15	Practical training
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- Registration of organization at EU Participant Portal
- Generating application form

16.15 – 16.35	Coffee break
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16.35 – 18.05	CBHE project application overview
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18.15 – 19.00	Practical training
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- Working with application
- Developing content for sections
- Dissemination
- Quality Assurance
- Sustainability

## **23 November – Friday**

### **Project evaluation**

14.00 – 15.30	Project evaluation criteria and procedures
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15.30 – 17.20	Practical training
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- Finalizing applications drafts

16.00 – 16.20	Coffee Break
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17.30 – 19.00	Practical training
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- Presenting developed projects
- Projects assessment and evaluation by jury