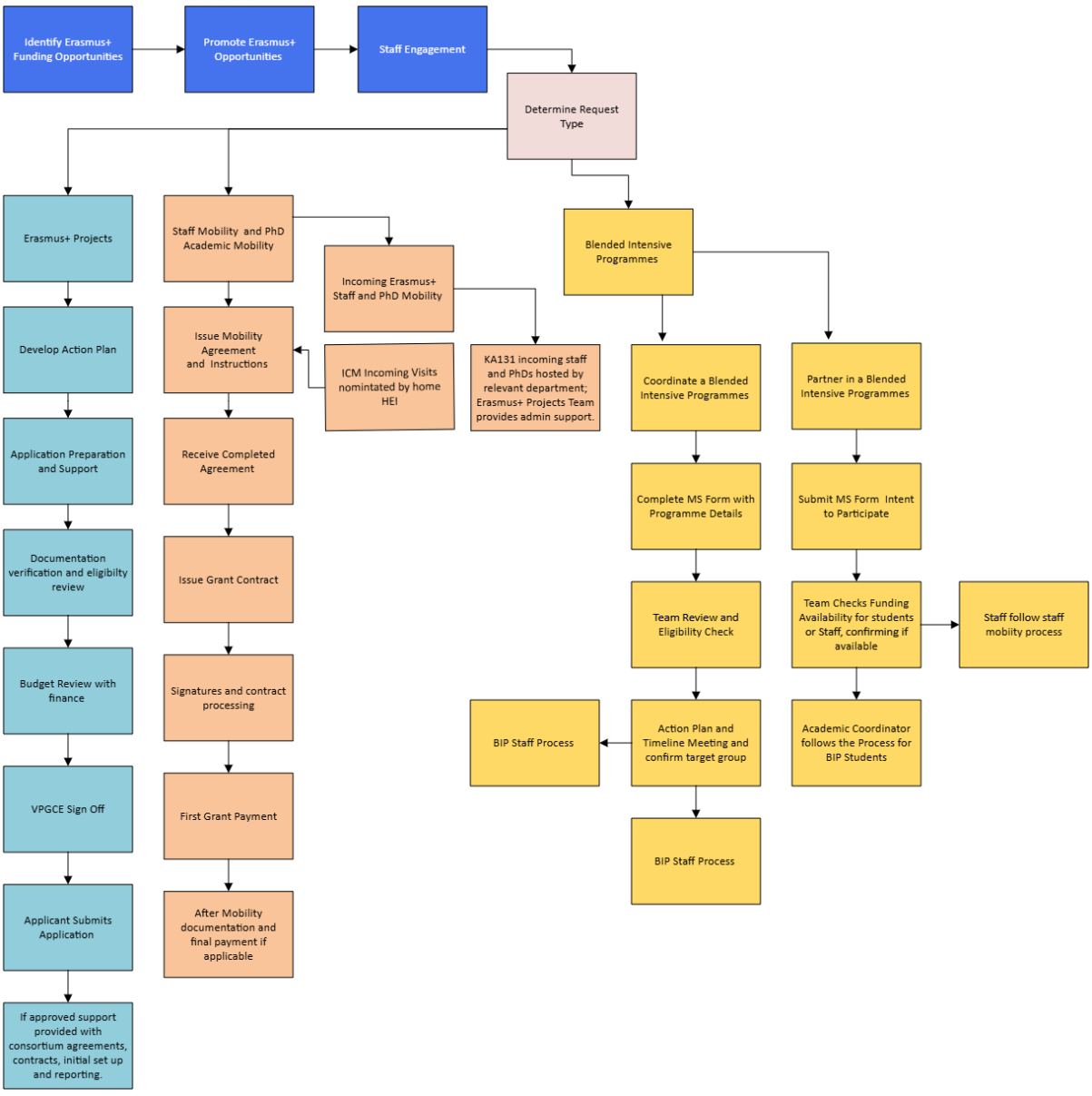
Erasmus+ Projects Business Processes

PURPOSE

This document outlines the key processes and procedures associated with the delivery of core services and activities of the Erasmus+ Projects Team.

The primary aim of the Erasmus+ Projects Team is to support the internationalisation goals of the University of Limerick by providing opportunities by facilitating staff engagement in the Erasmus+ Programme. The Erasmus+ Programme is the European funding programme in education, training, youth and sport. Within UL Global, the Erasmus+ Projects Team targets funding opportunities across all areas with a particular focus on higher education for staff mobilities. Staff mobility enhances professional and personal development by enabling staff to teach, train, learn, and exchange best practices with European and international partners. The team focus on identifying Erasmus+ project opportunities that align with the University of Limerick's priorities.

PROCEDURE



PROCESSES

1. Identify funding opportunities under Erasmus+ calls for proposals through the annual Erasmus+ Programme Guide, published each October. As the programme follows a set framework over a seven-year period, its key objectives are largely known in advance of final publication of the Guide. This enables pre-planning before the guide's official publication
2. Beginning in July each year, the Team meets to develop a university wide communication strategy. This includes a dissemination schedule of the core opportunities identified in the Erasmus+ Programme Guide. Discussions and planning include known objectives from the current Guide, anticipated areas for inclusion in the upcoming Guide and insights gained from attending National and European information sessions.
3. Promote relevant opportunities according to the scheduled plan through presentations, UL Connect, lunchtime seminars, relevant meetings and committees, internal SharePoint, guest speakers, workshops, and campus conferences to generate interest and engagement.
4. Interested staff or those with project ideas contact the Erasmus+ Projects Team. If further clarity is required by the staff member, the team can arrange a meeting to discuss, review, provide guidance, and offer support.
5. On receipt of the request, the Team determines whether the request relates to Erasmus+ Projects or Staff/PhD Academic Mobility or Blended Intensive Programmes. The request is then logged on the Erasmus+ relevant tracker on SharePoint. At this point, the process follows either steps 6,7,8 as below.
6. For Erasmus+ Projects, the following steps are taken:
   - O Feedback on and feasibility with initial ideas and fit with Erasmus+ Actions.
   - O Those with no partners, support in identifying relevant partners.
   - O Those with partners, recommendations on consortium composition.
   - O All issued with an action plan, deadlines and next steps.

   6.1 Application preparation and support are provided as outlined in the action plan. This Includes assisting with planning, ensuring alignment with Erasmus+ requirements, and clarifying the application process. Where the ongoing support is required from the Erasmus+ Projects Team, this must be included in the application.

   6.2 The staff member submits the application for review along with the Erasmus+ Project Submission Authorisation. The Erasmus+ Projects Team verifies all submitted documents and information. If any required documentation is missing, the team will request it before proceeding.

   6.3 The Erasmus+ Projects Team conduct an eligibility review against the Erasmus+ rules and regulations. This includes of review of partners involved.

   6.4 A budget review for compliance with Erasmus+ financial guidelines. This includes liaising with the Finance department.

   6.5 Projects are presented to the Vice President for Global and Community Engagement for final sign-off.

   6.6 Staff member submits application.

   6.7 The results of the application are received from the National Agency or EACEA. If the application is not approved, the process ends.

6.8 If the application is approved, the Erasmus+ Team provides support on the next steps, including consortium agreement development, contract signing, and cost centre setup. The team responds to queries, offers guidance and advice as needed, and assists with interim and final reporting, including legal sign-off. Any additional support must be agreed in advance in the action plan.

6.9 Submission of final report by staff member in line with agreed contract.

6.10 The project is then closed and filed on SharePoint when funding agency or coordinator submits closure letter.

Note: Throughout the above process, the Erasmus+ Projects team complete regular updates on the Projects Tracker on SharePoint to show the status of the project at any given time.

7. For Staff and PhD academic mobility, the following steps are taken:

7.1 Review eligibility and provide feedback on requested mobility.

7.2 If the mobility request is not eligible, the request is closed. However, the Erasmus+ Team provides further support to help identify alternative eligible opportunities.

7.3 If the mobility request is deemed eligible, the applicant is provided with a mobility agreement and detailed instructions for its completion. Additionally, they receive information on the next steps required to complete the process.

7.4 Upon receipt of the completed mobility agreement, the applicant is issued a grant contract.

7.5 The applicant signs and returns contract for signature to the team for final signature and processing.

7.6 Within 30 days of the final signature on the contract, an initial grant payment is made to the applicant.

7.7 Post mobility, the applicant provides supporting documentation for final payment be made, if applicable.

Note: Throughout the above process, the Erasmus+ Projects team complete regular updates on the Mobility Tracker on SharePoint to show the status of the Mobility at any given time. Incoming Erasmus+ ICM staff follow the same process. Incoming Erasmus+ KA131 Staff and PhD's are hosted by the relevant department with administrative support provided by the Erasmus+ Projects Team.

8. For Erasmus+ Blended Intensive Programmes (BIP), there are two options. The first option is that the staff member may act as a BIP Coordinator which involves leading the event. The second option is the staff member may act as a partner which involves supporting the lead. For coordination, the following steps are taken

8.1 The UL Staff member acting as a BIP coordinator, completes an MS Form with the programme details.

8.1.1 The Erasmus+ Projects Team reviews the programme for thematic relevance and eligibility.

8.1.2 A meeting is held with the coordinator to create a timeline of actions with deadlines. The action plan, including links to forms for partner institutions (student/staff registration, accommodation, travel, etc.), is sent after the meeting. If student participation is involved the staff member is responsible for obtaining a module code issuing a minimum of 3 ECTS.

8.1.3 The Erasmus+ Projects Team checks the Inter-institutional agreements are in place with the proposed partners.

8.1.4 The Staff member is issued with a BIP Code and is provided with a registration form link, logistical details, accommodation options, travel information, confirmed dates, and selection deadlines to send to their partners.

8.1.5 If the BIP is open to external participants, it is advertised through iMotion and the BIP website.

8.1.6 Once the minimum number plus 30% of participants is reached in the Beneficiary Module, a cost centre number is provided to the staff member to support costs in running the BIP. The 30% allows for cancellations/withdrawals. Note: If the event falls below the minimum participant requirement, it cannot be funded under Erasmus+ Projects. The event may still take place.

8.1.7 For incoming BIP students, they are assigned a UL ID number in order to receive a transcript. The UL coordinating staff member signs learning agreements for students, while Erasmus+ Projects sign mobility agreements for staff.

8.1.8 The Erasmus+ Projects Team monitors compliance and ensures that all required documentation is in place (signed attendance sheets, certificates of attendance, verification of the online component, and compliance with the programme agenda).

8.1.9 When the online and physical element is complete, the process ends.

To act as a partner, the following steps are taken:

8.2 As a partner in a BIP, the UL staff member completes an MS Forms to notifying the Erasmus+ Projects Team of the intent to participate as a partner in a BIP and includes details of the programme and the target groups.

8.2.1 The Erasmus+ Projects Team reviews the request and checks funding availability and informs the applicant. If no funding is available, the process ends.

8.2.2 If funding is available, BIPs involving staff follow the staff mobility process.

8.2.3 If funding is available, BIPs involving students, the following process applies:

- The UL staff lead develops and implements a transparent selection process for students.
- The UL staff lead provides the list of selected students to the Erasmus+ Projects Team, who arrange an information session with the selected students.
- Students complete an online questionnaire for the Erasmus+ Projects Team, complete the Erasmus+ Online Learning Agreement (OLA), and have it signed by the UL staff lead and the host university.
- Once the learning agreement is complete, students attend an online information session, after which they receive a grant agreement to sign and return.
- The Erasmus+ Projects Team completes the administrative process for compliance to the Erasmus+ programme.
- An initial grant payment is issued as per the grant agreement.
- On return, students submit a final report, the after-mobility section of the learning agreement, boarding passes, and a certificate of attendance to receive the remaining grant payment. The process is then closed.

RECORDS

All records are stored on SharePoint for the time required by the process. ULG operates in accordance with the University's Records Management and Retention Policy. Any personal data that is used as part of this process is processed in accordance with the General Data Protection Regulation (GDPR) / Data Protection Acts 1988-2018, the University of Limerick Data Protection Policy and privacy notices.

PROCESS EFFECTIVENESS

This process is monitored for effectiveness and improvement by taking input from internal and external audits, and staff input at any time.

The Projects Team sends financial reports to the EU Commission at the end of each annual finance period. Financial Reports are submitted to HEA and EU Commission on Erasmus+ (EU mobility) for student, teacher and staff mobility. Financial reports for all areas are verified and signed by the UL finance department and submitted along with a qualitative narrative report signed by the VP Global Community Engagement.

Erasmus+ Projects are audited internally in a self-assessment process on an annual basis. The HEA carries out a formal desk top audit every year. An audit visit taking place over a full day is conducted every fourth year by the HEA, including an audit of Finance Division records for Erasmus+ Projects funding.

Revision No.	Date	Approved by:	Details of Change	Process Owner
1	25 March 2025	Denise Flannery	Initial Release	Ivanna D'Arcy

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