

## STAFF APPLICANTS GUIDE

What are the main steps in preparing an application for A4U Erasmus+ grant?



### 1. Read the call

Read the call carefully, and ensure you meet the eligibility requisites. B2 level of English is equivalent to score 72-94 in TOEFL iBT (after October 2016) and score 5,5-6,5 in IELTS. A table of equivalences of B2 level to other English certificates is available on [www.alliance4universities.eu/en/mobility-scholarships/](http://www.alliance4universities.eu/en/mobility-scholarships/).

### 2. Find the host for your mobility

Decide which university you would like to go to for your mobility by checking their teaching and research offer through links provided below. Factsheets, published together with the call, can provide a snapshot of partner universities and indicate useful links. Get an initial idea of departments/academics that might be able to host you during your mobility. Alternatively, you might already know the academic/department and approach them directly.

For a quick overview of research groups at 4 universities, a search engine is available on <https://research.a4u.serman.biz/?VIEW=CHART&view=chart>

You can also check the following links on each university website:

**UAB** academic departments <https://www.uab.cat/web/research/itineraris/research/departments-1345667277389.html>

Research centres and institutes <https://www.uab.cat/web/research/itineraris/research/institutes-research-centres-1345667277372.html> please check only “UAB-approved research institutes”, and “Studies and Research institutes”.

**UAM** Research groups: <https://www.uam.es/uam/en/investigacion/grupos-investigacion>

**UC3M** Research groups: <https://www.uc3m.es/research/research-+groups>

Academic Departments: <https://www.uc3m.es/about-uc3m/departaments>

**UPF** research offer

<https://www.upf.edu/web/universitat/presentacio-breu-de-la-upf> scroll to the bottom of the page to view factsheets by field of knowledge.

Approach your potential host academic at the receiving university with the proposal of activities you'd like to do during your visit, attaching your CV, and check their availability/willingness to act as your host, and agree on the mobility dates. The International Office at the host university (check factsheets for their contact details) might help establish contact or give guidance as to which department/Faculty might be appropriate, but it is not their responsibility to look for your host supervisor as such. This should be done by the applicants themselves.

**Finding a host takes time so it is better to start as early as possible.** It might turn out that there is no match at your chosen university, so you might need to check with another university. The match is not guaranteed and will depend on the availability of an academic researching in the same area and on the quality of your proposal. Finding this out takes time.

### 3. Fill in the Mobility Agreement

- a) *Those applying for mobility for teaching only or for teaching and training:* Fill in the necessary information on p.1 of the **Mobility Agreement for Teaching** and answer questions on page 2 (motivation statement, main objectives, added value, content of the teaching programme, and expected outcomes). If the mobility is for teaching only, it should have at least 8 hours of teaching. If the mobility combines teaching and training, it should have at least 4 hours of teaching, and the programme of training activities should be indicated.
- b) *Those applying for mobility for training only:* Fill in the **Mobility Agreement for Training**, indicating the programme of training activities.

Please note that by training activities it is understood that the applicant will **receive** training, not give it. You should discuss the content of your teaching or training with your host academic and provide a concrete programme of your activities, whether it is for teaching or for training.

The bulk of the activities of a mobility for teaching can include: giving classes, seminars, tutorials, workshops, presentations, information sessions etc. In the case of mobility for training, it is: attending classes, seminars, training events, labs, presentations or workshops, job shadowing, observation periods etc. In addition, the participant can engage in work meetings, planning and monitoring of Erasmus+ cooperation.

The agreement can be filled in in English or in Spanish. The length of your answers to qualitative questions is not limited (just keep it within reasonable limits) and has to provide enough information for the evaluators to assess your application.

It may be that you are planning a reciprocal visit. For example, a professor from the University of Botswana applies for mobility at Universidad Carlos III de Madrid and a professor from Universidad Carlos III de Madrid applies for mobility to the University of Botswana. In this case, each applicant should submit their own online application with the corresponding mobility agreement and CV. Both applicants can mention the reciprocity of their visits and their relevance to the institutional impact. The fact that it is a reciprocal visit will be taken into account but does not guarantee that both applications will be successful as they will compete in different categories, and the decision of the Selection Committee will be based on the overall quality of proposal.

If you received Erasmus+ International Credit Mobility Programme (KA107 or KA171 grant) in the past and are applying again, it is recommended you address the following in your application:

- Make an extra effort to highlight and quantify the impact of your repeated visit by sharing specific achievements, lessons learned, and how your previous experience has informed your current project proposal.
- Show how your teaching contribution/training needs have evolved since the last grant by describing any adaptations, innovations, or improvements that have resulted from your previous visit.
- Provide insights into the challenges faced during your previous visit and how you have addressed or plan to address them in the proposed project. Transparent reflections on both successes and obstacles will strengthen your application.
- Highlight any efforts you have made to incorporate the feedback of the beneficiaries of your visit.

#### **4. Get your Mobility Agreement signed**

Get your Mobility Agreement signed by your sending institution, the receiving institution, and sign it yourself. Scanned signatures are accepted. Head of Department/Faculty, another designated person or the host academic can sign the Mobility Agreement on behalf of the sending and the receiving institutions.

#### **5. Have your CV ready**

Make sure it is updated and serves the purpose of helping the evaluator assess your application. There is no pre-determined format for the CV and it can be in English or in Spanish.

## 6. Submit your application online

Fill in the online application form on <http://alliance4universities.eu/en/mobility-scholarships/>, attaching the signed Mobility Agreement and CV.

If your application has any errors or omissions, you will be notified by email and will be able to submit the corrected/missing documentation during the 10-day “cure period” according to the dates indicated in the Call (see FAQs below). In any case, it is always a good idea to submit your application ahead of the deadline so that it can be checked for any errors or omissions in advance and give you more time to correct it and therefore a better chance to have a complete application.

We often find that the applicant cannot get the mobility agreement signed by the receiving institution in time for the deadline. If the applicant started the search one month before the deadline and two weeks down the line still did not have any result, s/he can contact the International Office of the receiving university for help, so that they are aware of the search in process and can assist the applicant. However, if the applicant started preparing the application one week before the deadline, and 2-3 days before the deadline asks the International Office for urgent help, little can be done. The International Office is overloaded with similar requests before the deadline, and in any case can only inform academics of interested applicants, rather than make them sign a mobility agreement.

In order for the application to be admitted for selection, we need to receive by a stipulated deadline:

- online application
- CV
- mobility agreement signed by the three parties, the applicant, the sending and the receiving university.

## FREQUENTLY ASKED QUESTIONS:

- **What is a cure period?**

The cure period is a time during which applicants can remedy any deficiencies in their application, such as adding missing information or documentation.