

EELISA Joint Calls – Guidelines for activity organisers

Version 0.1 – October 2024

Purpose and scope of this document

This document is intended to facilitate the management of an activity funded under the EELISA Joint Call by lead organisers. The document clarifies key concepts and collects the processes and good practices that should be followed throughout the lifecycle of the activity on the part of lead organisers. The activity is structured in phases marked by checkpoints that the organiser is expected to carry out to successfully deliver the activity.

This is a living document that may be subject to changes in step with specific calls and based on the feedback from organisers. To submit queries or provide feedback on this guide, please contact communities@eelisa.eu.

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Before the activity

1. Confirmation of acceptance of funding and guidelines

To launch the implementation of your activity, you must formally accept the funding. This acceptance implies the adoption of the good practices which are set out in these Guidelines. In some cases, the evaluators may condition the selection for funding to specific adjustments to the implementation or the budget of the activity. If so, you will need to confirm that you will comply with the indications provided by the evaluators, and how.

In summary, to move on to the preparation and dissemination phase of your activity, please check that you have successfully completed the following steps:

- ✓ Accept the funding
- ✓ Accept the implementation guidelines
- ✓ Address the feedback from the evaluators, if applicable

2. Preparation, selection of participants and dissemination

Preparing your activity

Upon your confirmation of acceptance of the funding and the guidelines, the EELISA Central Office will create a draft of your activity on the EELISA Community Platform which will include a registration form for potential participants based on the requirements and selection criteria indicated in your activity proposal. The EELISA Central Office will provide you with access to the back end of the Platform and to the draft registration form. A review and applicable adjustments must be done by the organiser before publication.

Publication of the activity entry on the EELISA Community Platform together with the registration form will launch the selection process for participants in your activity.

The application and selection process of participants in your activity should be open to the students of any EELISA institution and based on clear and transparent selection criteria. The organiser and co-organisers will decide on the final list of participants selected as well as the waiting list, considering the specific selection criteria agreed and the budget allocated for participation costs.

Once the selection process has started, you can proceed to organising the logistics of the activity according to its nature (mobility of organiser and co-organisers, management of staff costs, purchase of goods and dissemination materials, booking of rooms and catering, etc.). For this you must first contact your [local administrative and financial contact](#), who will assist you in the execution of the budget according to the rules of your institution and the Erasmus+ programme.

Co-organisers should reach out to their respective administrative contacts to manage their mobilities to the host institution, if applicable. The administrative and financial contacts of each EELISA institution can be found in Table 1 below.

Budget management

While implementing your activity, all costs and expenses must be communicated immediately to your local administrative and financial contact. This is important for two main reasons:

1. To keep an updated and actual register of the budget spent in the activity.
2. To know the exact amount of budget that is still at your disposal for implementing the activity: to purchase material, organise events, support mobilities, etc.

When communicating a expense please indicate:

- Type of cost.
- Amount.
- Any other details such as if this expense is done on behalf of other institution (i.e.: incoming mobilities paid by the host institution and not by the sending institution).

Remember not to leave this communication of expenses to the final phase of your activity, or you may exceed the budget allocated and some expenses may not be eligible after the activity is closed. It is essential to understand that the budget is granted to the entire activity, not for the organising institution. All members of the activity must agree on the distribution of the budget and immediately communicate it to the administrative contacts of the institutions involved in the activity.

Communication and dissemination of your activity and visibility of EU funding

If you need further support from the EELISA Central Communication Office to promote and disseminate your activity, please contact communication@eelisa.eu in due time.

Also, keep in mind that it is mandatory to prominently display both the [EELISA logo](#) and the [EC funding logo](#) in all your communication materials, and incorporate your community logo alongside the EELISA Community Umbrella Logo in accordance with the [EELISA 2.0 Visual Identity Manual](#) instructions (page 19-20).

We encourage you to read carefully the full EELISA 2.0 Visual Identity –where you will have access to logos and further design materials– as well as the [Communication Guidelines for EELISA Communities](#) specifically developed to facilitate coordination in communication actions at an Alliance level and enhance the impact of your activity.

The steps to check during the preparation and dissemination stage of an activity can vary significantly depending on its nature, but should include at least the following:

- ✓ Review and publish the activity entry and registration list on the Community Platform
- ✓ Contact your local administrative and financial contact
- ✓ Launch the selection process
- ✓ Prepare the logistics of the activity and the mobility of organiser as applicable, with support from the appropriate administrative contact
- ✓ Communicate expenses to your contact immediately and throughout the process
- ✓ Contact the EELISA Central Communication Office if you need communication and dissemination support
- ✓ Ensure the visibility of EU funding and compliance with EELISA Visual Identity

3. Organise participation

Once the registration period for your activity concludes, please rate and rank the applications based on the requisites and selection criteria using the candidate table generated by the registration form. The ranking should apply excellence as well as inclusion criteria (e.g., gender or geographical balance), where applicable. Local students participating at zero cost can be managed separately.

Once the final list of participants is confirmed, the following steps should be followed:

1. Inform participants of their admission and instruct them to contact their respective administrative contacts to organize travel and manage expenses.
2. Notify each administrative and financial contact on the budget available for their participant(s).

Do not forget to:

- ✓ Close the selection process
- ✓ Rate applicants
- ✓ Inform participants on their admission and local administrative contact point
- ✓ Inform administrative and financial contacts

During the activity

4. Implementation

Now everything is set, and you can carry out the activity as designed.

Remember to collect the necessary information and evidences to assess the impact of the activity and the learning outcomes achieved by participants in line with how it was designed.

Do not forget to:

- ✓ Carry out the activity as designed
- ✓ Assess impact and learning

After the activity

5. Reporting

Based on the conditions of the call, please note that **it is mandatory to recognise the participation of learners with EELISA Credentials**. In case you are not familiar with the EELISA Credential concept, we recommend that you get acquainted with its guidelines including impact levels and learning outcomes via <https://community.eelisa.eu/eelisa-credentials/>. The data collection and submission process will be provided to you via an automated email once you post your activity on the Community Platform. Should you have any questions regarding the process, we encourage you to contact communities@eelisa.eu.

In accordance with the provisions of the call, as lead organiser you will be responsible for submitting a final report of the activity to communities@eelisa.eu within 6 weeks of its conclusion. The activity report template can be found in the call text, under Important dates > Submission of final report.

To successfully conclude your activity, don't forget to:

- ✓ Provide data for the issuance of EELISA Credentials
- ✓ Submit your activity report

6. Recognition

Based on the data provided, and once reviewed by the Academic Coordinator of the institution hosting the activity, the EELISA Central Office will issue EELISA Credentials to participants based on the established procedure. In addition, organisers and co-organisers of the activity will receive a certificate in recognition of their work. Please note that this process may take some time.

List of administrative and financial contacts at each institution

Institution	Contact person	Email
BME	Brigitta Bodzay, Boglárka Tóth	bodzay.brigitta@bme.hu toth.boglarka@bme.hu
ENPC	Marie-Christine Bert	marie-christine.bert@enpc.fr
FAU	Melanie Viebahn	melanie.viebahn@fau.de ; eelisa@fau.de
ITU	Devrim Ağca	dagca@itu.edu.tr , acare@itu.edu.tr , eelisa@itu.edu.tr
PSL	Fanny Soares, Camille Roger	fanny.soares@psl.eu ; camille.roger@psl.eu
SNS	Darya Krasilnikov, Aldo Rizzo	darya.krasilnikov@sns.it ; ricercaeuropea@sns.it
SSSA	Rossella Raso	Rossella.raso@santannapisa.it ; eelisa@santannapisa.it
UNSTPB	Diana Robescu Ioana Negoita	diana.robescu@upb.ro ioana.negoita@upb.ro eelisa@upb.ro

UPM	Sonia Rayo	sonia.rayo@upm.es
ZHAW	Myra Posluschny-Treuner, Teodora Klein-Rivera	posl@zhaw.ch ; klir@zhaw.ch

Table 1 - Administrative and financial contacts at each institution

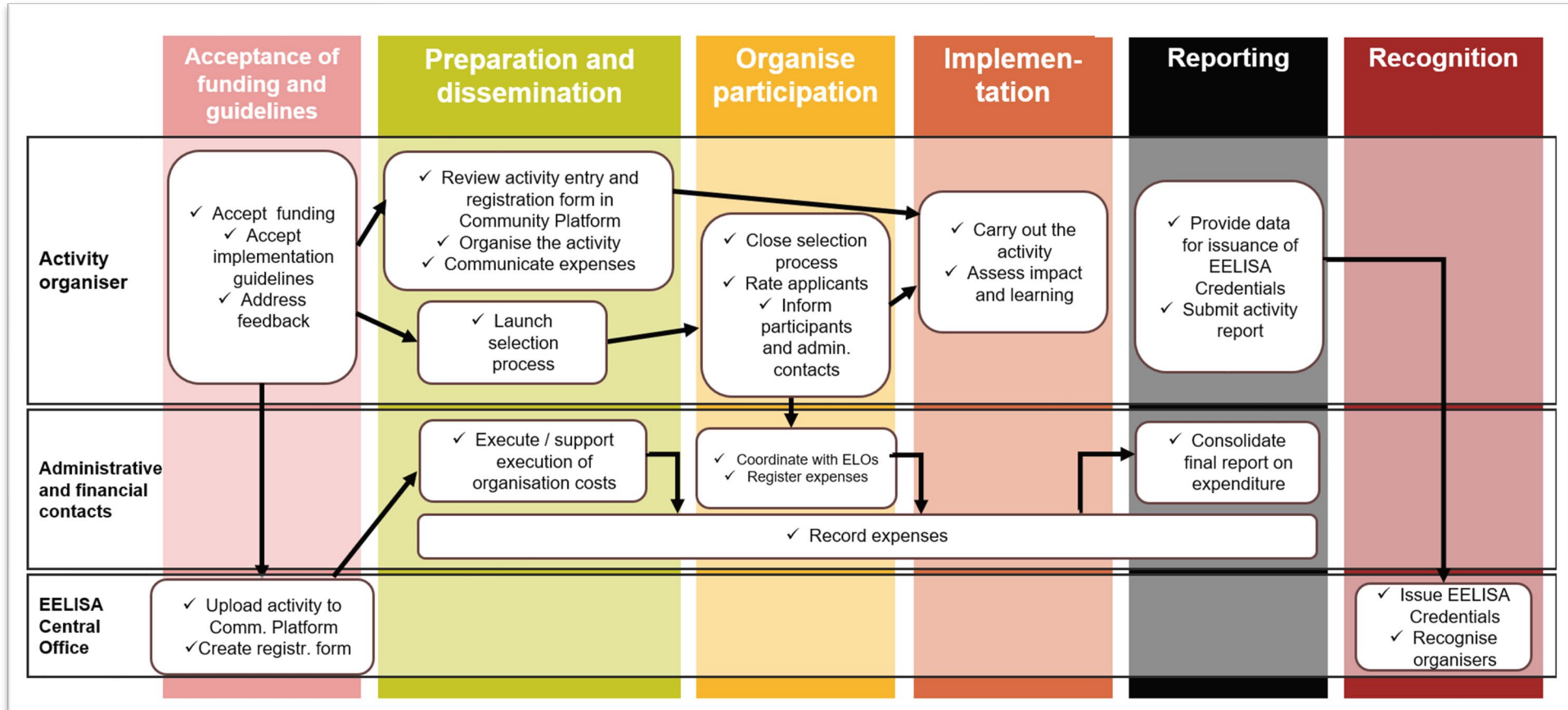
Activity organiser's checklist

Phase	Checklist	Yes	No	N/A
Selection for funding	Accept the funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accept the implementation guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Address the feedback from the evaluators, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preparation and dissemination	Review and publish activity entry and registration list on the Community Platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Get in touch with your administrative and financial contact to inform of the selection of your activity and establish the communication channel for expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Launch the selection process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Prepare the logistics of the activity and the mobility of organiser as applicable, with support from the appropriate administrative contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Communicate expenses to your contact immediately and throughout the process			
	Contact the EELISA Central Communication Office if you need support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure visibility of EU funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure compliance with EELISA Visual Identity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organise participation	Close selection process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rate applicants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Inform participants and administrative and financial contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementation	Carry out the activity as designed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assess impact and learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reporting	Provide data for issuance of EELISA Credentials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Submit activity report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Table 2 - Activity organiser's checklist

Global activity lifecycle



Alliance partners



Zürcher Hochschule
für Angewandte Wissenschaften



In association with



Co-funded by

