

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/.

2. Decide on the host university for your mobility

Decide which university you would like to go to for your mobility by checking their teaching and research offer through their website. 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.

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 for teaching or for training.

The bulk of the activities of a mobility for teaching should include giving classes, seminars, tutorials, workshops, presentations, information sessions etc. In the case of mobility for training, it would be attending classes, seminars, labs, presentations or workshops, job shadowing etc. In addition, the participant can engage in work meetings, planning and development of Erasmus+ cooperation, promotion, as well as participate in conferences, collect data, and engage in other research activities.

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.

4. Get your Mobility Agreement signed

Approach the potential host academic/department at the receiving university with your mobility agreement proposal to check their interest/availability to host your stay, and agree the teaching/training activities and the mobility dates. The International Office at the host university (check factsheets for their contact details) can help establish contact or give guidance as to which department/Faculty/academic might be appropriate, but it is not their responsibility to look for a host as such. This should be done by the applicants themselves.

Obtain signatures for your Mobility Agreement by your sending institution, the receiving institution, and sign it yourself. Scanned signatures are accepted. The 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

Fill in the application form on <http://alliance4universities.eu/en/mobility-scholarships/>, attaching the signed Mobility Agreement and CV. Your application will be checked to make sure everything is correct. It is highly recommended to submit the application well in advance of the deadline to make sure there is enough time for the check.

It may be that you are planning a reciprocal visit. For example, a professor from Southern Federal University in Russia applies for mobility at Universidad Carlos III de Madrid and a professor from Universidad Carlos III de Madrid applies for mobility to Southern Federal University in Russia. 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.