

EIT RawMaterials

Education Project Proposal

Guidance and Template for Complementary Information

November 2019

PREAMBLE – READ CAREFULLY!

As our KIC is approaching the end of its first funding cycle, EIT has made very specific demands on conditions that must be met by new projects commencing in 2021 as a requirement for their inclusion in the 2021 Business Plan. To guarantee the best possible outcomes for our partnership in the second funding round, the same conditions must be met by our overall portfolio by the end of 2022.

The minimum funding (the sum of EIT funding and partner co-funding) allocated to an Upscaling proposal will be € 500 000 pa (on average over the duration of the project). Therefore, proposals with lower budgets should seek synergies with other KAVA proposals and create larger consortia to develop bigger KAVA proposals, or discuss directly with KIC staff the significance of their project. The € 500 000 limit does not apply to Lifelong Learning projects, as their budget depends on the business model that will be discussed with the KIC staff.

*Two new text boxes, ‘Alignment with the strategy of EIT RawMaterials’ and ‘Market analysis’, have been created in SeedBook to address relevant aspects of the proposal. **Please note that the ‘Market analysis’ section in SeedBook is mandatory for Upscaling, RIS Acceleration and Lifelong Learning Education proposals. It is optional for other categories of projects, including Master Education, PhD Education and Wider Society learning Education.** Although consortia are free to structure their proposals in the most suitable way, these two text boxes should be used to cover strategy and market analysis-related matters, and repetitions in other sections of the proposal should be avoided as much as possible. The whole proposal will be evaluated by all external and internal evaluators. Note that each of these boxes has a character limit (10000 and 12000, respectively).*

In addition to the minimum funding outlined above, the following conditions will apply to all projects commencing in 2021 and will be assessed in the proposal evaluation. All new proposals must address explicitly each of the points listed below in the ‘Alignment with the strategy of EIT RawMaterials’ section in SeedBook or in the ‘Market analysis’ section, as appropriate (see below). To facilitate evaluation and proposal selection, it is recommended that each point be addressed under a separate heading, and that the information provided is as quantitative and as precise as possible.

Points to be addressed in the ‘Alignment with the strategy of EIT RawMaterials’ section in SeedBook, with each point addressed under a separate heading:

1. **Strategy.** The consortium must explain how the project is aligned with the overall strategy of EIT RawMaterials as outlined in our Strategic Agenda 2018-22 (FPA, Annex I).
2. **Financial sustainability.** The consortium must explain how the project will contribute to the financial sustainability of the KIC. For projects that will generate a backflow for the KIC (this is mandatory for Lifelong Learning proposals, but optional for other Education proposals), the consortium must 1) state which backflow option has been selected (please refer to Appendix 1, Section 3 of the document ‘Upscaling Project proposal: Guidance and Template for complementary information’) and 2) provide a summary of this option (including expected value (in €), timeline and mechanisms).
3. **Core KPIs.** The proposal must address core KPIs. Please provide here a brief summary of core KPIs to be achieved (list KPI codes, numbers and timeline). Although this is not an eligibility criterion, the achievement of core KPIs is a fundamental milestone of our strategy. Therefore, proposals that do not address core KPIs are, by definition, misaligned with the KIC’s strategic goals.
4. **Start-ups.** The creation of start-ups from all types of projects is a key objective of the knowledge triangle integration (documented via EITN02 for Education projects), and will be evaluated very positively. Consortia must clearly state if and how many start-ups will be created, and provide the relevant details.

Points to be addressed in the ‘Market analysis’ section in SeedBook (**this is mandatory for Lifelong Learning proposals**), with each point addressed under a separate heading:

1. **Market analysis.** Preliminary, but convincing, market analysis, covering important aspects such as the business environment (e.g., technical, regulatory, social, environmental and political aspects, user needs and targeted applications, customer value proposition, target market(s) (e.g., size, structure, growth potential, segmentation), risk assessment, design or market studies, and intellectual property exploration. The consortium must be able to convince the external reviewers that it is conscious of the market conditions relevant to its innovation, and that the KAVA will result in the commercialization of its proposed innovation. Graphs and figures related to market analysis can be uploaded in the ‘Drawings and Schemes’ section.
2. **IP.** A clear statement on who (which entity/ies) will own the results of activities undertaken in the KAVA.
3. **Products.** A clear statement on which products and/or services will be brought to the market, how, by whom (which entity/ies) and by when.

Please note that the ‘Market analysis’ section in SeedBook is mandatory for Upscaling, RIS Acceleration and Lifelong Learning proposals. It is optional for other categories of projects.

The option selected for the KIC’s financial sustainability (see Section 2.1 of the Upscaling call and Appendix 1 of ‘Upscaling Project proposal: Guidance and Template for complementary information’)

*must be outlined in the proposal to a sufficient level of detail that will allow a proper assessment of the project's financial risks and benefits for the KIC. If the project is recommended for funding, the details of the backflow mechanisms (amount, caps, timeline, responsible party/ies, conditions, etc.) must be fully defined and agreed upon **in writing** by both parties before the project is included in the 2021 Business Plan.*

KPIs, especially core KPIs, must be selected very carefully because the nature and amount of core KPIs will be one of the three fundamental factors in the proposal evaluation and selection, together with financial sustainability of the KIC and integration of the knowledge triangle. As a rule, the consortium's underperformance in yearly core KPIs will result in a significant EIT-funding reduction and/or project termination. Consortia must aim to distribute core KPIs over the duration of the project, and not concentrate them at the end of the project or after the end of the funding period.

NOTE on co-funding contribution and 50:50 non-EIT:EIT ratio: Any co-funding contributed by the Education project consortium will be evaluated positively and will decrease the amount of required KCAs. For example, if the project needs € 150 000, 90% can be covered using EIT funding (€ 135 000) and 10% can be covered by partner co-funding (€ 15 000). The non-EIT contribution is the same as the EIT contribution (50:50 ratio), equal to € 135 000. Considering the € 15 000 co-funding already contributed by the consortium, the KCAs must be a minimum of € 135 000 – 15 000 = 120 000. Note that the co-funding and KCA ratios can be easily checked in SeedBook (in the 'Overview and Checking' opening page) as they are automatically generated by the system as the cost data is entered.

Please remember that the non-EIT:EIT funding requirement must be met over the duration of the project (check the 'Total' column in the 'Overview and Checking' opening page), not for each year of the project (although some balance can be expected across the duration of the project).

Please note that that in the Wider Society Learning category we will support only new non-school projects that deal with Social License to Operate (SLO). All school proposals submitted under 'Legacy' must demonstrate how schools will use the content in classroom teaching, with a view to the local/national curriculum.

1. PROJECT TITLE

Check with Innovation Hub staff that the project name is not the same as or similar to the name of any other projects.

2. EXECUTIVE SUMMARY (*max. 90 words*)

The executive summary should be a clear and concise description of the project's key elements: "What, Why and How". This text may be used as part of the Business Plan, or for presentations and other materials, and should therefore be formulated as a business pitch.

3. POPULAR PROJECT DESCRIPTION ($\frac{1}{2}$ page)

Describe the project as it could be communicated to an external stakeholder and to the intended learners. This information will be uploaded in the EIT RawMaterials website.

4. PROJECT DESCRIPTION

4.1 Background of the project (max. 1 page)

For Legacy Proposals:

These are proposals that are the continuation of existing successful projects. Success will be defined by the KPIs achieved to date. Refer to the KAVA7 Education Call Text for further description of Legacy Proposals requirements.

Explain where the idea for renewing the programme/module/course originates and why the resulting education is important for the KIC and the RM sector (e.g., a particular raw materials challenge; complement to an existing KAVA project or non-KIC project, etc.).

Explain how the outcomes/impact of the previous project will be built on.

For New Proposals:

Explain where the idea for developing the programme/module/course originates from and why the resulting education is important for the KIC and the RM sector (e.g., a particular raw materials challenge; complement to an existing KAVA project or non-KIC project, etc.). Refer to the KAVA7 Education Call Text for further description of New Proposals requirements.

4.2 Project objective and scope (½ page)

Explain what the project intends to achieve, its objectives and scope. This should ideally include a clear and specific description and justification of the education content, learning goals and pedagogic approach. Explain and justify the roles and responsibilities of all project partners, especially for partners who do not provide co-funding. Include a plan of action for the event that a partner unexpectedly withdraws from the project.

Explain how the project will complement existing initiatives, and how it will contribute to the achievement of the EIT Core and KIC-specific KPIs. Specify the geographical coverage, both from an offering side (where will the product/service be offered) and from an end-customer side (who will be able to benefit from it). Addressing the so-called RIS regions is encouraged.

4.3 Alignment with the strategy of EIT RawMaterials (max. 3 pages)

Please check the 'Preamble'. This section is mandatory for all types of projects. The following information should be provided, with each point addressed under a separate heading:

- 1. Strategy.** *The consortium must explain how the project is aligned with the overall strategy of EIT RawMaterials as outlined in our Strategic Agenda 2018-22 (FPA, Annex I).*
- 2. Financial Sustainability.** *The consortium must explain how the project will contribute to the financial sustainability of the KIC. For projects that will generate a backflow for the KIC (this is mandatory for Lifelong Learning proposals, but optional for other Education proposals), the consortium must 1) state which backflow option has been selected (please refer to Appendix 1, Section 3 of the document 'Upscaling Project proposal: Guidance and Template for*

complementary information) and 2) provide a summary of this option (including expected value (in €), timeline and mechanisms).

3. **Core KPIs.** The proposal must address core KPIs. Please provide here a brief summary of core KPIs to be achieved during the project (list KPI codes, numbers and timeline).
4. **Start-ups.** The creation of start-ups from all types of projects is a key objective of the knowledge triangle integration (documented via EITN04 for Upscaling projects). Consortia must clearly state if and how many start-ups will be created, and provide the relevant details.

4.4 Market analysis (max. 4 pages)

Please check the 'Preamble'. **This section is mandatory only for Upscaling, RIS Acceleration and Lifelong Learning Education projects.** The following information should be provided, with each point addressed under a separate heading:

1. **Market analysis.** Preliminary, but convincing, market analysis. Graphs and figures related to market analysis can be uploaded in the 'Drawings and Schemes' section.
2. **IP.** There must be a clear statement on who (which entity/ies) will own the results of activities undertaken in the KAVA.
3. **Products.** The proposal must clearly state which products and/or services will be brought to the market, how, by whom (which entity/ies) and by when.

4.5 Needs and impact (1 page)

Explain who the target learners and/or key beneficiaries of the educational activity are. Explain how the project will reach this audience (recruitment) and any changes in perspective you anticipate in this audience.

Explain the strategic importance for the KIC of meeting the identified needs (e.g., how will the education project provide opportunities for students to develop business ideas and set up a start-up).

Explain any possible indirect benefits for the KIC (e.g., impact of developing project members' pedagogic competencies on other educational initiatives, de-siloing, building-up the community, leveraging effect on other KAVAs, etc.).

Explain how project results are connected/related to the expected impacts (effectiveness of dissemination plan, involvement of stakeholders, etc.). Quantifying the market potential will particularly add value to the proposal's intended impact and is mandatory for lifelong learning (please see also additional information in the KAVA Call Text).

4.6 Expected financial sustainability (½ page)

For Lifelong Learning Proposals:

Lifelong Learning proposals must charge course fees which must be shared with the KIC. An agreement on the revenue must be reached with the KIC LEs before the project agreement is signed, specifically with the relevant CLC Director and the Director Education.

For all other Proposals:

Explain what potential funding sources (own revenues, public funding, co-funding by partners, etc.) could be considered to finance (at least partially) the continuation of the service offering after the end of the project period.

A structured financial strategy roadmap with follow-up actions and recommendations for continuation will be considered an especially valuable component of the proposal.

5. PROJECT IMPLEMENTATION PLAN

This section must include, under ‘Work Plan (first year)’ and ‘Work Plan (subsequent years)’ a clear description of the consortium, work plans, risk analysis, IP management and budget.

5.1 Consortium

Describe the role of each partner in the consortium. If the project does not involve an industry partner, it will be particularly important to provide evidence of how the project addresses a concrete industry need.

The KIC aims to expand the reach of its community. Therefore, consortia involving partners from or with an impact on the ESEE/RIS regions will be given priority.

5.2 and 5.3 Work plan (first year and subsequent years)

It is required that the proposal includes a detailed, structured, step-by-step project plan broken down into design and implementation phases, with the rationale behind each step explained. A detailed description of partners’ roles in each work package and task should be included to add clarity to the project implementation description.

In addition, please provide the milestones and deliverables for each work package. Explain briefly, not only defining the aims, objectives and deliverables, and how these deliverables will help achieve the project aims and objectives. When project deliverables are course plans, such course plans shall be Bologna compliant.

For Lifelong Learning proposals, a go-to-market strategy must be included in the proposal as Work Package 0 (WPO). Relevant feasibility aspects identified in the proposal must be assessed in WPO.

All other projects, including Lifelong Learning Proposals, shall include a Work Package (WP) dedicated to project management and one WP dedicated to communication and dissemination (including interactions/reporting to the KIC and the EIT, etc.). Please refer to the document ‘EIT RawMaterials communication and dissemination guidance’ for further advice. All publicity materials and platforms must comply with the EIT Branding Guidelines available in the InfoCenter (infocenter.eitrawmaterials.eu – check ‘Guidance for Partners’ – ‘Files’ – ‘Communications and Branding’).

5.4 Risk analysis (½ page)

Identify key risk factors (with regards to technology, market, finance, regulatory, stakeholders, management etc.), their likelihood (low/medium/high), criticality and describe planned anticipation/mitigation measures.

Definition of critical risk: a critical risk is a plausible event or issue that could have a high adverse impact on the ability of the project to achieve its objectives.

Level of likelihood to occur: low/medium/high.

The likelihood is the estimated probability that the risk will materialise even after taking account of the mitigating measures put in place.

5.5 Management of IP issues *(max. ½ page)*

Please note that the full set of teaching material (with editable master files) must be shared with the KIC. If relevant, explain the basic principles to manage IP issues among partners.

5.6 Budget *(1 page)*

Please provide justification of the budget allocations and demonstrate their link to the elements of the proposed project, i.e., distribution between partners, FTE, education and dissemination measures, etc.

It is preferable that the bulk of the funding should not be used for management costs or indirect costs such as travel expenses, but for the direct development and delivery of the education programme.

It is crucial to explain and justify the budget plan in detail. Consistency between the budget plan and the project activities is an important evaluation criterion (see Sections 2.4 and 2.5 of the KAVA Call texts – Evaluation grid).

For each KCA of major relevance for the project provide a brief description and justify its relevance in support of the proposed KAVA project (i.e., its ability to increase the impact of the KAVA activities).

If the project builds on and overlaps with a currently running KAVA project, EIT RawMaterials may advise the consortium that the budgets be merged in the event that the proposal is successful. Please take this into account and ensure that there are no duplications in budget where there are overlaps, as projects cannot receive double funding in the same business plan year.

Please note the following for full PhD and Master's programmes:

- *Full scholarships for PhD or Master's students are not in the funding scope of EIT RawMaterials.*
- *Tuition fees will also not be covered by the KIC. Grants for students to complete compulsory mobility components and for extra, added-value activities must be included in the overall KAVA project budget. From 2019 onwards, no student scholarships/grants will be funded centrally from the RM Academy. Please see the guidelines on grants for EIT labelled programmes (AVSA grants) and mobility funding for non-labelled Higher Education programmes for a detailed explanation of how to budget for these (see Appendix 1 of this document).*

6. FINANCIAL BACKFLOW TO EIT RAWMATERIALS

This section is mandatory only for Upscaling, RIS Acceleration and Lifelong Learning Education projects. Financial backflow to the KIC from any type of project, however, will be evaluated positively as it is a key element of the KIC's Strategic Agenda.

Please provide a brief summary of the total expected financial backflow to the KIC (see Section 2.1 of the Upscaling call and Appendix 1 of 'Upscaling Project proposal: Guidance and Template for complementary information') that will be generated by this project in the 'Returns [€]' box. Please enter the amount in €. A summary of the mechanisms, timeline, selected 'Financial sustainability option' (see Section 2.1 of the Upscaling call and Appendix 1 of 'Upscaling Project proposal: Guidance and Template for complementary information') should be reported in the 'Explanation' box. For Lifelong Learning projects, this section should be a summary of (and must be consistent with) the information provided in the 'Alignment with the strategy of EIT RawMaterials' section.

Appendix 1.

1.1 Budgeting for MOOCs and digital content

We recommend that MOOCs should be no longer than 8 weeks in length. EIT RawMaterials has an agreement with FutureLearn for the hosting of the MOOC. We will only consider a project as a MOOC if the KPIs state that a large number of learners will be expected: as per the definition of MOOC (Massive Open Online Course), massive means the course is designed to enroll thousands of students, if not more.

Video production tends to be the most expensive part of a digital education production. Normalizing the cost for video production on a per video basis, the recommended budget is as follows:

- 1,500 EUR max. per video.
- Cost of the teaching staff to prepare a video shoot:
 - 1 day preparation per video including quizzes and all supporting material.
 - Studio time: 7 videos per day
 - QA & review: 10 videos per day

Example: Recommended cost calculation for a course requiring 20 videos and 25 days of teaching staff@560

EUR per day:

- 30,000 EUR for the video production
- 14,000 EUR for teaching staff (25 days of teaching staff @560 EUR per day) Total 44,000 EUR

You may also add costs for a number of other activities that are part of the overall production process such as project management and publishing the content on an online platform. This will be approved on a project- by-project basis.

We advise you to also add costs for digital marketing. The marketing budget is capped at 15% of the course production cost. Example: 6,000 EUR for a 40,000 EUR course production.

Recommended marketing content budget:

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- Course introduction video: 1,500 EUR
- Landing page content & artwork: 1,000 EUR
- Social media content: 500 EUR
- E-mail campaign content:1,000 EUR
- White paper (if applicable):2,000 EUR
- Advertising & artwork: on a case by case basis

1.2 AVSA Grants for EIT-Labelled Master Programmes

1.2.1 Introduction

EIT RawMaterials has acknowledged the need to simplify and harmonize the calculation of the added-value student activity (AVSA) grants paid to eligible EIT-Labelled Master students, which are paid by the EIT-Labelled Master Programme universities to eligible EIT-Labelled students.

For this reason, there will be one grant available to eligible students of EIT-Labelled Master Programmes – Added-Value Student Activity grants (hereinafter referred to as AVSA grants) – which are paid to eligible EIT-Label students by a consortium university(ies) via the KAVA project of an EIT-Labelled Master Programme.

The following sections describe and clarify the following:

- Purpose of AVSA grants
- AVSA grant amount per eligible Master student
- How AVSA grants may be used by eligible Master students
- How AVSA grants are calculated
- How and when AVSA grants are paid to the university partner(s) of an EIT-Labelled Master Programme
- How and when AVSA grants are paid to eligible Master students
- Criteria for eligibility

1.2.2 General conditions

What is an Added Value Student Activity (AVSA) grant?

AVSA grants are scholarships amounting to EUR 13.500 per eligible student enrolled in an EIT-Labelled Master Programmes of the EIT RawMaterials Academy.

AVSA grants are disbursed to eligible EIT-Label students via the EIT-Labelled Master Programme universities, usually the coordinating university, although not always. AVSA grants must be included in the KAVA project budgets of each EIT-Labelled Master Programme.

What can AVSA grants be used for?

The AVSA grants cover costs for eligible students enrolled in an EIT-Labelled Master Programme to participate in the following activities:

- Industry placements and other internships
- Exchanges with other universities
- Mobility
- And/or similar activities **additional** to the regular programme contents, which aim to promote the learning, knowledge, skills, professional flexibility and pursuit of careers

Although AVSA grants may be used for activities which will add value to students' preparation for their professional career, they may also be used to cover **living and mobility costs** for students.

How are the AVSA grants calculated?

AVSA grants amount to EUR 13.500 EUR per eligible Master student for the entire duration of the Master Programme. Even for a 2-year Master Programme, the total AVSA grant amount for the entire EIT-Labelled Master Programme will be EUR 13.500.

The AVSA grant is calculated based on a monthly unit cost of 1.125 EUR per month x 12 months.

How many AVSA grants may be allocated to a project?

There is no cap on the number of students who may be awarded AVSA grants. However, in order to ensure that EIT RawMaterials can organise their financial planning accordingly, EIT-Labelled Master Programmes must inform their Innovation Hub (CLC) Education Manager and Head of Academy as soon as they know they will enrol more than 30 students.

How and when are AVSA grants paid to the partners?

AVSA grants are paid to the eligible students via the EIT-Labelled Master Programme university(ies).

EIT RawMaterials will make the AVSA grants available to the EIT-Labelled university(ies) through their KAVA project. In order to ensure the AVSA grant amount is included in the KAVA project of an EIT-Labelled Master programme, the Project Coordinator of the KAVA project must create a change request in BlueBook by 1 August for the in-take of new students enrolling in semester 1 during the autumn of that year. **The change request will be for the following Business Plan year, as students will receive their full AVSA grant solely within the Business Plan year following the year in which new students enrol in semester 1;** the Business Plan Year following the year in which new students enrol in semester 1 will also be the year all AVSA grants are paid to that particular in-take of students.

The cost category to be used in BlueBook is Unit costs EIT labelled Master programmes (AVSA).

Moreover, the project coordinator will send the following information to the Education Manager and Head of Academy in excel format by 1 August:

- Number of students
- Nationality
- Gender
- Institution of primary enrolment

If complete enrolment information is not available by 1 August, project coordinators must submit a reasonable estimate of enrolment numbers.

The AVSA grants will be subsequently paid to the corresponding partners of an EIT-Labelled Programme after (1) the SGA is signed by EIT and EIT RawMaterials and (2) after the Project Agreement is signed by all KAVA consortium partners and uploaded to BlueBook. The AVSA grant payments will be subject to the same pre-financing rules of other KAVA projects, except they will be pre-financed at 100%.

EXAMPLE

CE-ROCK Master programme will enrol a new in-take of 20 students starting their 1st semester in September 2019. The project coordinator sends a list of the number of students, their nationalities, gender and entry university to the Education Manager and Head of Academy on 25 July 2019.

The project coordinator then creates a change request for Business Plan 2020 in her CE-ROCK KAVA project in BlueBook on 25 July 2019. The change request amount totals EUR 13.500 x 20 students = EUR 270.000, and assigned the cost category Unit costs EIT labelled Master programmes (AVSA).

In January 2020, the SGA is successfully signed by EIT and EIT RawMaterials – a record! The Project Agreement is issued to the consortium partners of CE-ROCK. All partners sign and upload their Project Agreements to BlueBook on 15 February 2020, before the deadline for pre-financing round #1. The AVSA grants for the 2019 in-take of CE-ROCK were received by the coordinating university in full – EUR 270.000 – in April 2020.

When are AVSA grants to be paid to eligible EIT-Label Students

In order to reconcile the academic calendar (September – August) with the Business Plan Year (January – December), **the full AVSA grant amount – EUR 13.500 per student – will be paid in full by the EIT-Labelled Master Programme to each eligible student in the Business Plan year following the enrolment year in semester 1.**

This means, for those eligible students enrolling in an EIT-Labelled Programme:

- Enrolment in semester 1 in autumn 2019: Eligible Label students will receive their full AVSA grant in Business Plan Year 2020, i.e. between January – December 2020. AVSA grants for students enrolling autumn 2019 may not be paid in Business Plan Year 2019 and/or Business Plan Year 2021.

- Enrolment in semester autumn 2020: Eligible Label students will receive their full AVSA grant in Business Plan Year 2021, i.e. between January – December 2021. **AVSA grants for students enrolling autumn 2020 may not be paid in Business Plan Year 2020 and/or Business Plan Year 2022.**
- Enrolment in semester 1 in autumn 2021: Eligible Label students will receive their full AVSA grant in Business Plan Year 2022, i.e. between January – December 2022. **AVSA grants for students enrolling autumn 2022 may not be paid in Business Plan Year 2021 and/or Business Plan Year 2023.**

What are the AVSA grant eligibility criteria?

AVSA grants **must not** be paid to students who are already in receipt of Erasmus Mundus/Erasmus+ grants. This is because students cannot receive more than one type of EU-funded grant, in line with EU Financial Regulation, Article 129 (principle of non-cumulative award) which prohibits the award of more than one grant funded from the Union budget to the same beneficiary for the same action.

If a student receives a national grant or a grant from another source (as long as it is not EU-funded) and these grants permit additional scholarships to be awarded and therefore accumulated, EIT-Labelled Master Programmes **may** award the student an AVSA grant. Partners need to keep records of this, e.g. to have documents available for this in case of an audit.

Whether AVSA grants are compatible with other types of grant will depend on national rules, and should be addressed at partner or country level, for instance in the case of student payment during an internship.

Individual EIT-Labelled Master Programmes may also determine additional eligibility criteria.

Will the students have to repay funds should they drop out of the programme?

No. Similar to Erasmus Mundus/Erasmus+ programmes, EIT RawMaterials will not require the repayment of AVSA grants already given to the student. However, if the university did not pay the student the total maximum amount of EUR 13.500 before they no longer continued with the EIT-Labelled Master Programme, the remaining amount will not be disbursed to the student and will be returned to EIT RawMaterials following financial reporting, as for any other underspent funds in a KAVA project.

How should partners report AVSA grants?

As AVSA grants are distributed within a KAVA project, they will be subject to financial reporting. An Excel table will need to be submitted which details the way in which the grants have been paid, including the following information:

Anonymised student data – duration of grant award – grant amount per month – total amount granted.

The partners shall submit this information to their Project Officer for a compliance check. Additionally, partners should bear in mind that in the event of an audit, they must provide an official document (grant agreement) signed by the university and student showing that the scholarship has been awarded, and proof of payment afterwards. This is in line with Horizon 2020 guidelines.

AVSA grants are officially scholarships which are lump sums not based on actual costs and will be reported, accordingly.

Compulsory Mobility

Should there be compulsory mobility requirements of students in an EIT-Labelled Programme, e.g. a field trip or excursion, the EIT-Labelled Programme should estimate the cost of travel, accommodation and subsistence for each student and inform eligible students with an AVSA grant how much of their EUR 13.500 AVSA grant should be used for the corresponding mobility.

EIT RawMaterials is not permitted to cover any mobility costs for EIT-Labelled students based on actual costs.

1.2.3 Contacts at EIT RawMaterials

For general questions related to financing for Labelled programmes and AVSA grants, please contact Sofia Meyers, Education Project Manager (sofia.meyers@eitrawmaterials.eu).

For questions related to reporting/compliance, please contact our Compliance Officer Sven Kreigenfeld (sven.kreigenfeld@eitrawmaterials.eu).