



EIT RawMaterials

Education Project Proposal

FINAL DRAFT

Guidance and Template for complementary Information

November 2023

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 Lifelong Learning Education proposals. It is optional for PhD summer/winter schools. 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, the following conditions will apply to all projects commencing in 2023 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 2022-27
2. Continuation plan and financial sustainability. The consortium must explain how the project will continue after the funding period. For projects that will generate a financial sustainability mechanism for the KIC the consortium must state which financial



sustainability mechanism will be implemented and provide a summary (including expected value (in €), timeline and mechanisms).

3. EIT 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). 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.

KPIs, especially EIT 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 EIT 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: Any co-funding contributed by the Education project consortium will be evaluated positively. 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).

Please note that the guidance showed below refers to the final submission. For guidance on the DRAFT submission, please refer to the Call text document and template.

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 – 500 characters)

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 (½ page – 1500 characters)

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



4. PROJECT DESCRIPTION

4.1 Background of the project (max. 1 page – 3000 characters)

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; to complement an existing KAVA project or non-KIC project, etc.). Refer to the KAVA12 Education Call Text for a further description of the requirements.

4.2 Project objective and scope (½ page – 1500 characters)

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 – 900 characters)

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 2021-27.
2. Financial sustainability. The consortium must explain how the project might contribute to the financial sustainability of the KIC stating which financial sustainability mechanism will be implemented and provide a summary (including expected value (in €), timeline and mechanisms).
3. EIT Core KPIs. The proposal must address core KPIs and at least one of the EIT Core KPIs reported in the Call text. Please provide here a brief summary of core KPIs to be achieved (list KPI codes, numbers and timeline). 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.



4.4 Needs and impact (1 page – 3000 characters)

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).

4.5 Expected financial sustainability (½ page – 1500 characters)

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, and 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 the ESEE/RIS regions will be given priority. It is recommended that PhD winter/summer schools education proposals include minimum one RIS university.



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, but also how these deliverables will help achieve the project aims and objectives. When project deliverables are course plans, such course plans shall be Bologna compliant.

All 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'). For all the work packages, the requested total budget should not exceed € 200 000 per year, and if this amount is exceeded explanation need to be provided as to why.

5.4 Risk analysis (½ page – 1500 characters)

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 – 1500 characters)

Please note that the full set of teaching materials (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).

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.

6. FINANCIAL SUSTAINABLE MECHANISM TO EIT RAWMATERIALS

This section will be evaluated positively as it is a key element of the KIC's Strategic Agenda.

Please provide a brief summary of the financial sustainability mechanism to the KIC that will be implemented in this project in the 'Returns [€]' box. Please enter the amount in €. A summary of the mechanisms, timeline, selected 'Financial sustainability mechanism 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.

1.2 AVSA Grants for EIT-Labelled Master Programmes

1.2.1 Introduction

A grant will be made 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 15.000 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 15.000 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 15.000.

The AVSA grant is calculated based on a monthly unit cost of 1.250 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 Higher Education Manager 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 the last working day of July for the intake 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 intake of students.

The cost category to be used in BlueBook is Subgranting (ex AVSA).

Moreover, the project coordinator will send the following information to the Education Manager and Head of Academy in excel format by the last working day of July:

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

If complete enrolment information is not available by the last working day of July, 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%.

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 15.000 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 example, those eligible students enrolling in an EIT-Labelled Programme in semester 1 in autumn 2024 will receive their full AVSA grant in Business Plan Year 2025, i.e. between January – December 2025. AVSA grants for students enrolling autumn 2024 may not be paid in Business Plan Year 2024 and/or Business Plan Year 2026.

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 15.000 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 Europe 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 15.000 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 additional questions related to this call, please contact Steffen Robert, Higher Education Manager (steffen.robert@eitrawmaterials.eu)