

Workshop

10

حضورياً

كيفية إعداد مشروعات التعاون

في التعليم والبحوث لتقديمها لجهات التمويل

How to Write Good Project Proposal for Funding

Speakers



Mrs. Asma Al-Smadi
A Project Manager at the National Erasmus+ Office in Jordan. She has more than 10 years' experience in writing, preparing, and submitting project proposals.



Prof. Ahmad I. Abu-El-Haija
Founder and Chairman of Specto, Founder and Director of the Erasmus+ Office for Jordanian-European cooperation in higher education- Jordan



Prof. Walid A. Salameh
Former Vice President for the academic affairs at PSUT and, Former Dean for Scientific Research and Graduate Studies at PSUT. Jordan



14-17 Nov. 2022



Scheduled in agenda

حضورياً

فندق موثنيك

Venue: [Movenpick Hotel](#)
Amman, Jordan



Certification

Fees and Payment

400 \$ [AArU members](#)

600 \$ [Non AArU members](#)

Accommodation facilities

[تسهيلات للإقامة الفندقية](#)
[فندق موثنيك](#)

For Details

[Marah Masarweh](#)
marah@aaruedu.jo

+962 7 9182 3917

Registration

رسوم الورشة فقط



About Workshop



How to Write Good Project Proposal for Funding

The aim

The workshop aims to provide faculty participants with basic skills and gain professionalism in preparing successful projects that compete for funding from internal and external funding bodies for educational and research projects. It also will present a great opportunity to get acquainted with the details of creation of project matrix in line with evaluation criteria required by international funding agencies

The Topics

- Project management, the relationship between project document preparation and project management when funding is approved.
- An introduction to the concept of an educational or research project and its components.
- How to prepare the project to be competitive "components and data required".
- Training on writing some parts of the project through working groups.
- The method of evaluation and arbitration approved by the various funding bodies.
- Preparing the required budget for the project using the approved European model.

كيفية إعداد مشروعات التعاون في التعليم والبحوث لتقديمها لجهات التمويل

هدف الورشة

تهدف الورشة لتزويد المشاركين من أعضاء هيئة التدريس بالمهارات الأساسية واكتساب المهنية في إعداد مشاريع ناجحة تحظى بالمنافسة للحصول على تمويل من الجهات الداخلية والخارجية الممولة للمشروعات التعليمية والبحثية. كما تمثل الورشة فرصة كبيرة للتعرف على تفاصيل إنشاء مصفوفة المشروع بما يتماشى مع معايير التقييم المطلوبة من قبل وكالات التمويل الدولية

موضوعات الورشة

- إدارة المشاريع، والعلاقة بين إعداد وثيقة المشروع وإدارة المشروع عند الموافقة على التمويل.
- مقدمة عن مفهوم المشروع التعليمي أو البحثي ومكوناته.
- كيفية إعداد المشروع ليكون منافساً "مكوناته والبيانات المطلوبة".
- التدريب على كتابة بعض أجزاء المشروع من خلال مجموعات عمل.
- كيفية التقييم والتحكيم المعتمدة من جهات التمويل المختلفة.
- إعداد الموازنة المطلوبة للمشروع باستخدام النموذج الأوروبي المعتمد.



Program



1st Day

08:30 - 09:00	- Registration
09:00 - 09:30	- Opening Speeches (AArU and host if applicable)
Session 1 09:30 - 11:00	<ul style="list-style-type: none"> - Project management lifecycle - The five phases of project lifecycle - Relationship between proposal writing and project lifecycle: setting the stage for the workshop - Grant seeking and contact with the funding agency - Discussion: why are grants important to your University?
11:00 - 11:30	Coffee Break
Session 2 11:30 - 13:30	<ul style="list-style-type: none"> - Going from an idea to obtaining funds - Project and project proposal: issues to consider - Elements of a proposal: detailed description of key elements
13:30 - 14:30	Lunch
Session 3 14:30 - 16:30	<ul style="list-style-type: none"> - Project description: goal, wider objective, specific objectives, outputs (tangible) and outcomes (intangible), activities, indicators of progress, how indicators will be measured, assumptions and risks - Logical framework matrix (LFM)

2nd Day

Session 4 09:00 - 11:00	- Working groups: wider objective and specific objectives exercise
11:00 - 11:30	Coffee Break
Session 5 11:30 - 13:30	<ul style="list-style-type: none"> - Working groups: activities and inputs exercise - Working groups: outputs and outcomes exercise
13:30 - 14:30	Lunch
Session 6 14:30 - 16:00	- The work plan: timeframes, dissemination, sustainability, management

3rd Day

Session 7 09:00 - 11:00	<ul style="list-style-type: none"> - Eligibility criteria and exclusion criteria - Award criteria: relevance, quality of project design and implementation, quality of project team and cooperation, impact and sustainability - Successful vs good proposal: drafting good proposal
11:00 - 11:30	Coffee Break
Session 8 11:30 - 13:30	Preparing the budget
13:30 - 14:30	Lunch
Session 9 14:30 - 15:30	<ul style="list-style-type: none"> - Concluding remarks and evaluation of the workshop - Certificate distribution - (AArU and the host if applicable)



Program

4th Day

CONTENTS of the Training Workshop Writing good Proposals for ENI CBC MED Initiative

Session 10 9 - 11	Your project idea Getting ready to apply <ul style="list-style-type: none"> - The ENI CBC MED program - Consultation - Institutional commitment
11:00 – 11:30	Coffee break
Session 11 11:30 – 13:0	Writing the proposal – HOW? <ul style="list-style-type: none"> - Have a clear concept! - Start early enough - Work in a team! - Involve the partners! - Make it easy for the evaluators! - Ask for feedback - Check eligibility requirements!
13:00 – 13:30	Lunch break

Session 12
13:30 – 16:30

Writing the proposal – WHAT

Relevance of the project

- Objectives and priorities of the call
- Needs analysis
- Target groups
- Innovation
- International cooperation

Quality of project design & implementation

- Activities and work plan
- Quality control
- Cost-effectiveness
- Challenges and risk management
- Key concepts explained

Quality of project team & cooperation arrangements

- Partnership composition
- Tasks and responsibilities
- Communication and decision making

Impact & sustainability

- Impact of the project
- Dissemination and exploitation
- Sustainability

Sources

