



**REGULATIONS FOR THE APPLICATION, PARTICIPATION AND MANAGEMENT OF INTERNATIONAL
ACADEMIC COOPERATION PROJECTS AT TRINITY COLLEGE DUBLIN**

Aim of Call

This regulation aims to inform the procedure and deadlines established for Schools/Departments to express their interest in applying for International Collaboration Projects within the scope of the Call for Proposals 2025 – EAC/A08/2024 Erasmus+ Programme.

1. INTRODUCTION

Trinity has a long history of international cooperation and collaboration, leading a number of initiatives that have resulted in benefits for the academic community and society.

Participation in Erasmus+ projects enables engagement and collaboration with international partners around the world. It also enables the University to consolidate engagement more locally through partnerships with entities across the country.

Trinity sees international collaboration through Erasmus+ as an enabler of our institutional strategic commitment to be *“a globally connected community of learning, research, and scholarship, inspiring generations to meet the challenges of the future”*.

The University wishes to clarify the supports available to Schools, Departments and other Units through Trinity Global and thereby promote opportunities available through the Programme .

Trinity Global shares here the regulations for participation in International Collaboration Projects within the scope of the **Call for Proposals 2025 – EAC/A08/2024 Erasmus+ Programme**.

2. PREPARING TO JOIN AN INTERNATIONAL PROJECT

All members of the university community who are interested in applying for an international cooperation project or in joining a project proposed by another entity must take into account the considerations detailed below:

- Read and study the corresponding call carefully to check the possibility of participation of Trinity and the eligibility of the proposed actions.
- Contact Trinity Global as soon as possible to ensure local coordination and allow administrative support for the proposals.
- If necessary, the staff of the Partnerships team at Trinity Global will provide assistance to the promoters of international projects to:
 1. Provide institutional information (description of Trinity, experience in previous or similar projects, management capacity, etc);
 2. Help in the search for partners, support networks, contacts, etc;
 3. Advise in the preparation of the budget.
 4. Clarify doubts regarding the call, procedures, forms, etc;
- Prepare the documentation required in the corresponding call and provide it to the persons responsible for the Partnerships team at Trinity Global **according to the deadlines indicated in Table 3.1 Important Deadlines.**
- Provide a **detailed, complete and realistic budget** for the proposed actions, specifying, where appropriate, the source of the funds that will be used to justify co-financing by Trinity, if any.

Note: Applications for KA131 programme – Mobility of Staff and Students are not covered under this call.

A specific call for KA131 will be announced by Trinity Global in 2025.

3. HOW TO APPLY

The staff or School/Department interested in submitting an application for one of the Call for proposals 2025 – EAC/A08/2024 Erasmus+ Programme must submit their Expression of Interest to Trinity Global via <https://forms.office.com/e/HzPbqViXW3> respecting the application deadlines established for each action.

- **The legal signatory for Trinity on all Erasmus+ activity is the Provost.**
- Only the Provost or their designated signatory (in this case the Vice-President for Global Engagement) are authorised signatories for the University.
- Agreements will not be signed by the University without prior consultation with Trinity Global.
- It is mandatory to present a letter of consent from the Head of Department/Manager/Supervisor and the area's commitment to provide all necessary support for the development of the project.

3.1 IMPORTANT DEADLINES

ACTION	Trinity Global Deadline	Interested Applicant Deadline <i>Preparation of the supporting documents and application with the support of Global before submission</i>	Erasmus+ Deadline
KEY ACTION 1			
DiscoverEU Inclusion Action	17/01/2025	28/01/2025	12/02/2025 at 12:00
Erasmus+ Virtual Exchanges	31/03/2025	14/04/2025	29/04/2025 at 17:00
KA171 - International mobility involving third countries not associated to the programme	17/01/2025	N/A	19 February 2025 at 12:00
KEY ACTION 2			
Cooperation partnerships in the fields of education, training and youth, except for those submitted by European NGOs	03/02/2025	18/02/2025	05/03/2025 at 12:00
Cooperation partnerships in the fields of education, training and youth submitted by European NGOs	03/02/2025	18/02/2025	05/03/2025 at 17:00
Cooperation partnerships in the field of sport	03/02/2025	18/02/2025	05/03/2025 at 17:00
Small-scale partnerships in the fields of school education, vocational education and training, adult education and youth	03/02/2025	18/02/2025	05/03/2025 at 12:00
Small-scale partnerships in the field of sport	03/02/2025	18/02/2025	05/03/2025 at 17:00
Centres of Vocational Excellence	12/05/2025	27/05/2025	11/06/2025 at 17:00
Erasmus+ Teacher Academies	24/02/2025	11/03/2025	26/03/2025 at 17:00
Erasmus Mundus Action*	14/01/2025	29/01/2025	13/02/2025 at 17:00
Alliances for Innovation	04/02/2025	19/02/2025	06/03/2025 at 17:00
Capacity building in the field of Higher Education	17/01/2025	24/01/2025	06/02/2025 at 17:00
Non-for-profit European Sport Events	03/02/2025	18/02/2025	05/03/2025 at 17:00
JEAN MONNET ACTIONS			
Jean Monnet Actions and Networks	17/01/2025	28/01/2025	12/02/2025

All deadlines for submission of applications specified below are set to **Brussels time**.

Please refer to the [Erasmus+ Programme Guide 2025](#) for detailed instructions about the submission of applications.

4. SELECTION CRITERIA OF PROPOSALS WITH LIMITED NUMBER OF APPLICATION:

For some funding calls, there is a **limit on the number of applications** that Trinity can make.

For **Small Scale Partnerships (KA210)** the institution is only permitted to submit a maximum of 10 applications, 1 as lead and 9 as partner.

For **Cooperation Partnerships (KA220)** there is a limit of 10 applications which Trinity can feature in either as a lead or partner institution.

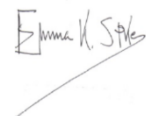
The Erasmus+ Projects Selection Committee will convene to review applications prior to the deadline for submission. In the event that there are more applications than permitted the Selection Committee will review and make a decision considering the following:

- Ensure that the chosen projects align with Trinity and Erasmus+ strategic priorities
- Encourage diversity across Trinity Schools and Departments
- Encourage new entrants to Erasmus+ projects and/or initiatives
- Support innovative ideas that address the demands of the internal community and society
- Promote the articulation of projects likely to align with strategic partnerships at local, European and global levels

5. RESOLUTION OF QUESTIONS

Any questions regarding the content of this call for applications should be addressed to the email address santosd@tcd.ie – Diana Santos - International Partnerships Officer (Erasmus Projects).

Dublin, 17 December 2024



Prof Emma Stokes
Vice- President for Global Engagement