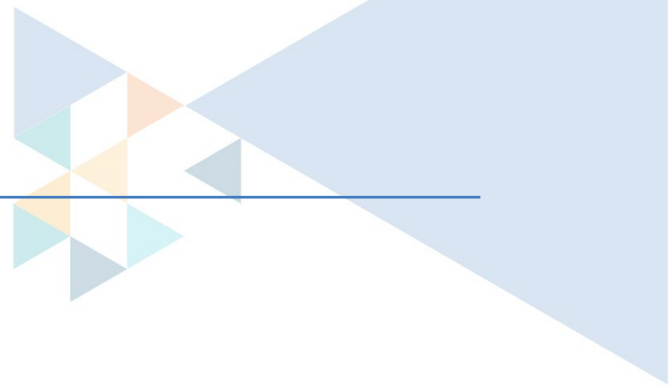


Work Based Learning

Module 2: Project Design and Management

LU 6: Procurement Processes, Funding Applications and Proposal Writing

Partner: Technological University Shannon (TUS)



WORK-BASED LEARNING (10 Hours)

1. Research the 4 main European funding organisations. Choose one organization and outline the reasons why you chose their particular proposal call.

2. Proposal Life cycle has 8 stages. Fill out the tables for each stage.

I. Before request for proposals received:

Mission	
History	
activities	
contact details	
previous projects	

II. Request for proposals received:

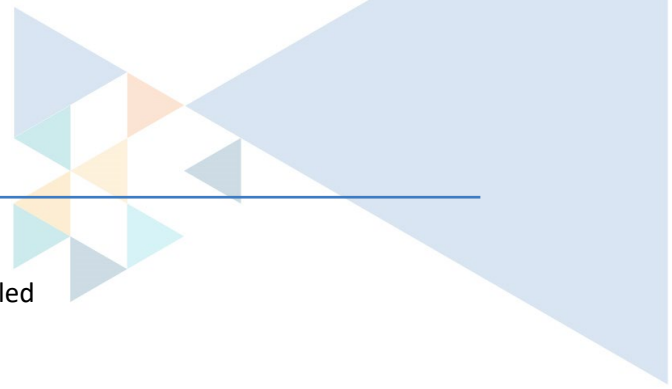
Identify 3 potential project partners. Outline how you found them (3 different ways). Outline why they are suitable. Fill out the following table.

Potential Project Partner	Method of identifying	Reasons for suitability
1		
2		
3		

III. Pre-writing:

During this stage you identify what is needed, by when (establish a proposal timeline) and who is doing it

What is needed	Deadline	Partner	



IV. Draft Production:

Each team/person drafts their sections and this is then compiled

V. Review:

The draft is given to others to review and comment. They should be reviewing a complete draft.

VI. Feedback:

Feedback from the review is assessed and changes made. Major changes will need to be discussed

VII. Final Production:

Formatting, checking budgets, cross checking against guidelines etc need to be carried out during this stage.

VIII. Submission:

Do a final check:

Does your project fit the programme you are applying for	
Do a cross match between your activities and the key issues in the call	
Does your proposal meet all the eligibility criteria	

