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Training on Project writing: Erasmus+ CBHE & Jean Monnet

Date: 30.10.2025

Time: 12:00 – 18:00

Venue: Kyrgyz State Medical Academy

AGENDA

Time	Activity
12:00–12:30	Registration
12:30–13:15	CBHE: Idea Card (45 min) Quick exercise: define the problem, objective, and partners.
13:15–13:50	Sprint 1: CBHE Proposal Structure (35 min) Briefing: Strands 1–3, minimum consortium rules, logic “problem → objective → WP → KPI → budget.” Exercise: Problem/Objective tree + 2 SMART objectives → LFM v0.1 (draft).
13:50–14:30	Sprint 2: Work Packages & Indicators (40 min) Briefing: tasks, milestones, deliverables, KPIs; common pitfalls. Exercise: 2 key WPs (activities, KPIs, risks/owners) → WP1–WP2 skeleton.
14:30–15:10	Sprint 3: Budget in 40 Minutes (40 min) Briefing: budget lines, partner split, “red flags.” Exercise: rough budget (partner %, major lines) → budget sketch.
15:10–15:25	Break
15:25–16:05	Sprint 4: Jean Monnet in 40 Minutes (40 min) Briefing: choosing Module / Chair / Centre; key criteria. Exercise: 1-page concept note (audience, learning outcomes, 3-year plan, indicators).
16:05–16:45	Sprint 5: Visibility, Sustainability & CBHE↔JM Synergies (40 min) Briefing: channels, metrics, avoiding activity/budget overlap. Exercise: mini Dissemination & Sustainability plan (6–8 actions) + synergy table.
16:45–17:20	Sprint 6: “FTOP Without Panic” (35 min) Briefing: roles, Part A/B/C consistency checklist, annexes, deadlines.



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	Output: submission roadmap (T-minus plan: who/what/when).
17:20–18:00	Proposal Clinic & Pitches (40 min) Format: 3-minute pitches (4–6 teams) + targeted feedback vs. Relevance / Quality / Partnership / Impact.