SETTING UP A TEMPUS PROJECT

JULY 2007
First idea - concept of project - general and specific objectives
(theme-geographic coverage)

SEPT 2007
Contact with French embassies and Tempus national offices
Required to help selection of universities in beneficiary countries

Message to selected universities (1 page)

OCT/NOC 2007
Elaboration of draft project activities
Details
Calendar
Pre-budget

Sent to all partners (3 pages)

DEC 2007
Contacts with EU partners (already know in subject networks)

FEBRUARY 2008
Partners’ meeting in Paris
Discussion on project, modifications,
Role of partners / distribution of tasks

MARCH/APRIL 2008
Content of project developed
Activities specified
Budget detailed

CONTACTS WITH PARTNERS
Tasks well defined
Clear calendar with DEADLINES to submit information
Clear info to be submitted

Coordinator: must be very active

MANAGEMENT of a TEMPUS project
When proposal is clear…project follows…
Rules between contractor and partner
Deadlines for reports to be sent to coordinator