

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/NOV 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