

TEMPLATE FOR PILOT ACTIVITY

Name of the pilot activity	<i>Workshop and trainings on applying to the Erasmus+ projects</i>
Description of activity	<i>On the occasion of a new call for proposals within the Erasmus+ program, an info training session will be held in the University of Sarajevo Rectorate. Purpose of this event is preparing new project proposals, with emphasis on changes in relation to previous calls, as well as new priorities and increasing the number of applications.</i>

The responsible department/ unit	
Organization unit/ service/ sector	<i>International Relations office University of Sarajevo</i>

* please describe which department/ unit is engaged as leader in the realization of the pilot activity you mentioned in the first part. If this activity is shared among more departments/ units please mention all departments/ units through adding additional rows below first row.

The responsible person	
Name and surname	<i>Aleksandra Nikolić</i>
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Name and surname	<i>Jasna Bošnjović</i>
Title	<i>Dr.</i>
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Name and surname	<i>Adnan Rahimić</i>
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* please mention the most responsible person for the realization of this pilot activity. If this activity is equally distributed among more persons please mention more persons adding the same rows below the first person.

Specific activities and timetable			
No.	Name of specific activities of this pilot activity	Duration (months)	Deadline
1.	<i>Organizing info session with representative of the National Erasmus+ office in B&H</i>	1	22/11/2017
2.			
3.			
4.			
Other description/ comments (if necessary):			

* Pilot activity is consisted of one or more specific activities that should be undertaken if you want to realize pilot activity in whole. Please list all of them here in this part.

Beneficiaries of the Activity	
No.	Name/ Type of Beneficiary
1.	<i>Vice-deans/coordinators</i>
2.	<i>Current and former project coordinators</i>
3.	<i>Potential applicants</i>
Other description/ comments (if necessary):	

* Beneficiaries of the pilot activity could be students, staff, academic community, and other specific groups.

Expected results			
No.	Name/ Type of results	Measure (if applicable)	Reference to Document (Strategy, Mission, Plan, etc.)
1.	<i>Better understanding of the Erasmus+ regulations</i>		<i>Strategy, Mission</i>
2.	<i>Increased number of applications</i>		<i>Strategy, Mission</i>
3.			
4.			
5.			
Other description/ comments (if necessary):			

* please mention all results that can arise from the realization of pilot activity

Required Equipment (if applicable)			
No.	Type of Equipment	Quantity	Detailed Specification
1.	<i>Laptop, projector</i>		
2.			
3.	<i>... add rows if necessary</i>		
Other description/comments (if necessary):			

* if you need any kind of equipment necessary for the realization of the pilot activity please mention it. If you don't need anything please delete this part.

Estimated Expenses		
No.	Type of Costs	Required amount of financial resources until the realization of the pilot activity
1.		
2.		
3.	<i>... add rows if necessary</i>	
Total:		
Other description/comments (if necessary): <i>Preparing the Info session will be incorporated as an activity for staff cost in the STINT project.</i>		

* you can mention different kind of costs here: travel, staff, subcontracting etc.

Funding		
No.	Source of Financing	Required amount
1.		
2.		
3.	<i>... add rows if necessary</i>	
Total:		
Other description/ comments (if necessary): <i>STINT budget for UNSA: staff cost</i>		

* Please mention sources of funding for estimated expenses described in the previous part and put required amount that can be provided from those sources.

Identification of Possible Threats/ Risk Analysis
<p>Description of threats (organizational, human resources, financial, institutional, professional capabilities, possible conflicts of interest and other ones): Please mention all kind of risks you can face during the implementation of the pilot activity. Identified risks can be related to defined activities in part 4 (specific activities and timetable).</p> <p><i>Presentation will be bad and beneficiaries will not understand the regulations</i></p> <p><i>Low number of applications</i></p>
<p>Strategic responses on each identified risk: Please mention how you plan to reply on defined risk/s described in previous field.</p> <p><i>Central IRO office always prepares and updated instruction manuals.</i></p> <p><i>Even with organized info sessions, people can be discouraged to apply. Central IRO will invite project coordinators who received the grant to share their experiences and help in the process of application.</i></p>
<p>Other description/comments (if necessary):</p>

Quality Control
<p>Plan of periodical evaluation/ assessment: Please mention the way how you plan to do periodical evaluation of the realization of the pilot activity and all specific activities. Please mention who will be engaged in this process (not name and surname, but position or function which will be engaged in the job).</p> <p><i>Our evaluation will be shown though the number of application per year. If the number increases, then our info session produce wanted result.</i></p>
<p>Measuring progress (methodology, progress indicators, etc.): Please mention indicators of progress that can be used in evaluation.</p>
<p>Other description/comments (if necessary):</p>

Acceptance by the INSTITUTIONAL PROJECT COORDINATOR OF THE STINT PROJECT**Name: Prof. dr. Aleksandra Nikolić****Function****Relations****Signatur****Seal/ Stamp of the University****Signed in: Sarajevo****on 04/09/2017****Project number: 561874-EPP-1-2015-1-BE-EPPKA2-CBHE-SP**

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