EELISA Joint Calls – Guidelines for activity organisers

Version 1.5 – January 2026

Purpose and scope of this document

This document is intended to facilitate the management of an activity funded by the EELISA Joint Call by lead organisers. The document clarifies key concepts and collects the processes and good practices that should be followed throughout the lifecycle of the activity on the part of lead organisers. The activity is structured in phases marked by checkpoints that the organiser is expected to carry out to successfully deliver the activity.

This is a living document that may be subject to changes in step with specific calls and based on the feedback from organisers. To submit queries or provide feedback on this guide, please contact communities@eelisa.eu.

Table of contents

EELISA Joint Calls – Guidelines for activity organisers 1
Purpose and scope of this document 1
Table of contents 1
Before the activity 1
1. Confirmation of acceptance of funding and guidelines 1
2. Preparation, selection of participants and dissemination 2
3. Organise participation 3
During the activity 4
4. Implementation 4
After the activity 4
5. Reporting 4
6. Recognition 4
List of administrative and financial contacts at each institution 4
Activity organiser's checklist 5

Before the activity

1. Confirmation of acceptance of funding and guidelines

To launch the implementation of your activity, you must accept the funding through a formal acceptance letter, based on the template that will be provided along with the acceptance email. This acceptance letter covers the adoption of the good practices which are set out in these Guidelines. In some cases, the evaluators may condition the selection for funding to specific adjustments to the implementation or the budget of the

EELISA has received funding from the European Union's Erasmus+ programme under GA No. 101124676

activity. If so, you will need to confirm that you will comply with the indications provided by the evaluators and/or make any adjustments to it before the implementation of the activity.

2. Preparation, selection of participants and dissemination

Publishing and preparing your activity

Activities will be published on the EELISA Digital Campus. The functionalities of the Digital Campus will allow you to collect applications from potential participants and rank them for selection purposes. Please note that the application and selection process of participants in your activity **should** be **open to the students of any EELISA institution** and based on **clear and transparent selection criteria**.

Guidelines for the management of activities on the EELISA Digital Campus can be found here: https://resourcecorner.eelisa.eu/project/eelisa-digital-campus-user-guideline/

Communication and dissemination of your activity and visibility of EU funding

Please contact the EELISA Central Communication Office to promote and disseminate your activity on communication@eelisa.eu. Also, the EELISA Local Office at your institution can offer internal communication support.

Keep in mind that it is mandatory to prominently display both the EELISA logo and the EC funding logo in all your communication materials, and incorporate your community logo alongside the EELISA Community Umbrella Logo in accordance with the EELISA 2.0 Visual Identity Manual instructions (page 19-20).

We encourage you to read carefully the full EELISA 2.0 Visual Identity –where you will have access to logos and further design materials– as well as the Communication Guidelines for EELISA Communities specifically developed to facilitate coordination in communication actions at an Alliance level and enhance the impact of your activity.

Budget management

Once the activity has been published on the EELISA Digital Campus and the application period has started, you can proceed to organising the logistics of the activity (mobility of organiser and/or co-organisers, management of personnel costs, purchase of goods and dissemination materials, booking of rooms and catering, etc.). For this you must first get in touch with your EELISA local administrative and financial contact, who will assist you in the execution of the budget according to the rules of your institution, the conditions of the call, and the Erasmus+ programme.

Co-organisers should reach out to their respective administrative contacts (EELISA Local Office) to manage their mobilities to the host institution, if applicable. The administrative and financial contacts of each EELISA institution can be found in Table 1 below.

While implementing your activity, all expenses must be communicated beforehand to your local administrative and financial contact. This is important for three main reasons:

1. To ensure that the expense is carried out in line with the rules of the institution.
2. To keep an updated and precise register of the budget spent in the activity.

3. To monitor the exact amount of budget that is still at your disposal for implementing the activity (to purchase material, organise events, support mobilities, etc.)

When communicating an expense please indicate:

- Type of cost.
- Amount.
- Any other relevant details, e.g., goods or services [organisational costs] acquired by an institution other than the host institution due to more economic prices/logistics, etc.

Remember not to leave this communication of expenses to the final phase of your activity, or you may exceed the budget allocated and some expenses may not be eligible after the activity is closed. The budget reference for the activity is the estimated budget table included in the acceptance email of the activity. Changes in this budget (between categories or institutions) are possible, provided that the co-organisers agree. In case of such changes, the lead organiser will inform the EELISA Central Office via communities@eelisa.eu.

3. Organise participation

Once the registration period for your activity concludes, please rate and rank the applications received through the EELISA Digital Campus based on the requisites and selection criteria of your activity. The ranking should apply excellence as well as inclusion criteria (e.g., gender or geographical balance), where applicable. Local students and, when applicable, virtual participants at zero cost can be managed separately, although they must be taken into account for the total number of participants in the activity.

To allow enough time for travel arrangements, internal approval procedures, and visa processing (where applicable), while also keeping costs down, the ranked list of candidates should be submitted **at least six weeks before the in-person activity begins,** ideally even earlier.

Once the final ranking of candidates is confirmed, the following steps should be followed:

1. Send the ranking of candidates to the EELISA Central Office at communities@eelisa.eu, confirming any relevant logistical details (location, start and end date and times, maximum number of participants, if applicable)
2. EELISA Central Office will liaise with the administrative contacts of each EELISA Local Office to arrange for as many mobilities as the budget allows in ranking order, in compliance with their local expenditure and eligibility rules
3. Once the administrative contacts (on behalf of the institution), have checked and agreed on the selected participants, they will contact them and initiate the mobility arrangements
4. EELISA will keep you informed of the progress of the mobilities and of any issue
5. For issues concerning specific students, you can refer to the administrative contact of the sending institution that you will find in the list below

During the activity

4. Implementation

Now everything is set, and you can carry out the activity as designed.

Remember to collect the necessary information and evidence to assess the impact of the activity and the learning outcomes achieved by participants in line with how it was designed.

After the activity

5. Reporting

As lead organiser you will be responsible for submitting a final activity and financial report to communities@eelisa.eu within 6 weeks of its conclusion. The report template can be found in the call text, under Important dates > Submission of final report.

Based on the conditions of the call, please note that **it is mandatory to recognise the participation of learners with EELISA Credentials via the Digital Campus.** Should you have any questions regarding the process, contact communities@eelisa.eu.

6. Recognition

Based on the reported data and once reviewed by the Academic Coordinator of the institution hosting the activity, the EELISA Central Office will issue EELISA Credentials to participants based on the established procedure.

List of administrative and financial contacts at each institution

Institution	Contact person	Email
BME	Eszter Mischl, Bogáti Tímea Anikó	mischl.eszter@bme.hu; bogati.timea.aniko@bme.hu
ENPC	Mustafa Sevimli	mustafa.sevimli@enpc.fr
FAU	David Schkade	david.schkade@fau.de; eelisa@fau.de
ITU	Hale İlkçakın	ilkcakin16@itu.edu.tr, eelisa@itu.edu.tr
PSL	Camille Roger	camille.roger@psl.eu
SNS	Lorenzo Bartalesi	lorenzo.bartalesi@sns.it; eelisa@sns.it
SSSA	Francesca Cecchi	francesca.checchi@santannapisa.it; eelisa@santannapisa.it
UNSTPB	Ioana Negoita	ioana_diana.negoita@upb.ro; eelisa@upb.ro

EELISA has received funding from the European Union's Erasmus+ programme under GA No. 101124676

UPM	Sonia Rayo	sonia.rayo@upm.es
ZHAW	Myra Posluschny-Treuner	posl@zhaw.ch; eelisa@zhaw.ch

Table 1 - Administrative and financial contacts at each institution

Activity organiser's checklist

Phase	Checklist	Yes	No	N/A
Selection for funding	Send signed acceptance letter	☐	☐	☐
Preparation and dissemination	Publish activity entry on the EELISA Digital Campus	☐	☐	☐
	Contact the EELISA Central Communication Office, and the EELISA Local Office of your institution, for communication support	☐	☐	☐
	Ensure visibility of EU funding	☐	☐	☐
	Ensure compliance with EELISA Visual Identity	☐	☐	☐
	Get in touch with your administrative and financial contact and establish the communication channel for expenses	☐	☐	☐
	Launch the selection process	☐	☐	☐
Organise participation	Close selection process	☐	☐	☐
	Rate applicants	☐	☐	☐
	Send ranking of candidates to the EELISA Central Office at communities@eelisa.eu	☐	☐	☐
	Include any relevant information for the mobility arrangements	☐	☐	☐
	Please refer to the administrative contact of the corresponding institution for support regarding issues concerning specific students	☐	☐	☐
Implementation	Carry out the activity as designed	☐	☐	☐
	Assess impact and learning	☐	☐	☐
Reporting	Submit activity and financial report	☐	☐	☐

EELISA has received funding from the European Union's Erasmus+ programme under GA No. 101124676

Alliance partners

MŰEGYETEM 1782

ÉCOLE NATIONALE DES PONTS ET CHAUSSÉES
IP PARIS

FAU

İTÜ
İSTANBUL TEKNİK ÜNİVERSİTESİ 1773

SCUOLA NORMALE SUPERIORE

Sant'Anna
Scuola Universitaria Superiore Pisa

PSL
UNIVERSITÉ PARIS

POLITEHNICA UNIVERSITATEA DIN BUCUREȘTI
UPB
1818

POLITÉCNICA
UNIVERSIDAD POLITÉCNICA DE MADRID

Zürcher Hochschule für Angewandte Wissenschaften
zh aw

In association with

ENAEE
European Network for Accreditation of Engineering Education

TARAS SHEVCHENKO NATIONAL UNIVERSITY OF KYIV 1834

Co-funded by

Co-funded by the Erasmus+ Programme of the European Union

EELISA has received funding from the European Union's Erasmus+ programme under GA No. 101124676