



"UGR International Relations Week 2026: Erasmus+ Key Action 2 Capacity Building in higher education"

3-Day Training Workshop- Preparing Erasmus+ CBHE Proposals

Target audience: University staff involved in the preparation, implementation and management of European and international projects (Academic & Administrative staff).

- **Language of instruction:** English
- **Schedule:** 09:00 – 14:00
- **Format of the workshop:** Interactive sessions, group work, peer feedback.

Monday, April 20: Sala Triunfo, Complejo Administrativo Triunfo, Av. Hospicio s/n. Link: sl.ugr.es/0dPV

- 08:50h Registration
- 09:20h Welcome: Prof. Simón Suárez (Director for International Mobility)
Introducing the UGR: Ms. Evangelia Tzeremaki (Information, Documentation and Marketing Unit)
- 10:00h Coffee Break
- 10:45h Ice breaker activity and participants introduction
- 12:00h Spanish Survival Kit

- 17:00h optional activity Informal tour to the city centre and Albaicín (historical neighbourhoods of Granada).
Guides: Ms. Beatriz Arenas.

Meeting point: Plaza del Carmen, 3, Centro, 18009 Granada. Link: <http://sl.ugr.es/0dVU>

Tuesday, April 21: Aulario Escuela Posgrado, Av. Madrid, 28. Link: sl.ugr.es/0dPU

Aula 0 - Introduction to Erasmus+ CBHE and Project Design Fundamentals

Time	Session Title	Description
09:00–09:30	Welcome & Introduction	Brief introductions and expectations. Overview of the 3-day workshop.
09:30–10:30	Understanding Erasmus+ CBHE	Overview of the CBHE action, key priorities, types of projects, eligibility rules, and impact expectations.
10:30–11:00	Coffee break & networking (at Taller 2)	Informal networking opportunity.
11:00–12:30	From ideas to project concepts	How to formulate a project's objectives that aligns with CBHE priorities. Practical work on identifying needs & context and drafting problem statements.
12:30–14:00	Consortium building	Roles of partner institutions, how to ensure complementarity and balanced involvement. Tools for effective communication and coordination.



Wednesday, April 22: Aulario Escuela Posgrado, Av. Madrid, 28. Link: sl.ugr.es/0dPU

Aula 0 - Building Partnerships and Writing Work Packages

Time	Session Title	Description
09:00–10:30	Planning methodology	Relevance of the project: objectives, activities, results, indicators. Small group exercise: draft a basic logical framework for a full project's vision.
10:30–11:00	Coffee break & networking (at Taller 2)	Informal networking opportunity (continued).
11:00–12:30	Developing work packages	Writing coherent and feasible workplan and work packages: structure, content, tasks, responsibilities. Practical writing session using templates.
12:30–14:00	Quality and Risk Management	Strategies for ensuring quality implementation and managing potential risks. Group discussion on real-world examples.

Thursday, April 23: Aulario Escuela Posgrado, Av. Madrid, 28. Link: sl.ugr.es/0dPU

Aula 0 - Budget, Impact and Proposal Finalization

Time	Session Title	Description
09:00–10:30	Budget planning & eligible costs	Breakdown of budget categories, typical costs, cost-effectiveness, and tools to manage the budget. Case scenario exercise.
10:30–11:00	Coffee break & networking (at Taller 2)	Informal networking opportunity (continued).
11:00–12:30	Sustainability & impact	How to plan for long-term results and visibility. Writing effective impact and dissemination strategies.
12:30–14:00	Peer review and feedback session	Participants present their draft project ideas/logframes and receive feedback from peers and trainer. Wrap-up, Q&A, certificates.

Friday, April 24: Sala Triunfo, Complejo Administrativo Triunfo, Av. Hospicio s/n. Link: sl.ugr.es/0dPV

- 10:00h Chorus of Faculty of Science
- 10:45h Farewell and distribution of Certificates of attendance.