



## How can projects submit a training proposal?

*The submission of a proposal for the Euro-MED Academy is a four-step process.*

### 1. Submit a draft proposal

- Fill in sections 1 & 2 of the **'Submitting a Proposal' template**, that you can find in this toolkit. Once complete, send it to [academy@interreg-euro-med.eu](mailto:academy@interreg-euro-med.eu)
- The Educational Committee of the Interreg Euro-MED Academy will:
  - Acknowledge receipt of the proposal,
  - Nominate a contact person dedicated to your training,
  - Review the proposal within 10 working days.
- Your dedicated contact person will:
  - Accept the proposal or provide feedback to help you finalise it.
  - Send you the Communication and Video Guidelines, the Academy Brand Book & the 'Creation of Users Account' form once the proposal is approved.

### 2. Become “course creators” on the Euro-MED Academy website

- Create user accounts for the 'course creators', i.e. the people who will be most actively involved in creating and managing the training course.
- Fill in the “Creation of Users Account” document and send it to [academy@interreg-euro-med.eu](mailto:academy@interreg-euro-med.eu)

- The Interreg Euro-MED Academy coordination team will then upgrade their user accounts to the ‘course creator’ role.

### 3. Develop the training proposal

- Fill in the remaining sections of the **‘Submitting a Proposal’ template**, in consultation with your dedicated contact person.
- Once complete, the document is validated by the Educational Committee. You can now start working on your training modules!

### 4. Training content production and final validation

- Create your training contents, in consultation with your dedicated contact person. *For more information about courses creation, please check the ‘How to create courses’ file included in the toolkit.*
- Send your content for validation to [support@interreg-euro-med.eu](mailto:support@interreg-euro-med.eu), copying [academy@interreg-euro-med.eu](mailto:academy@interreg-euro-med.eu) and your contact person.
  - They will be reviewed for quality check by your contact person and the JS for quality check and by the JS Communication Unit for branding and visibility issues.
- Upload your training content to the Interreg Euro-MED Academy platform and complete your course.
- Final check of the course by the Educational Committee.
- Congratulations! Your training is now live! 🎉