



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
- 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

- 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, copying 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! 🎉