

Eurasia Programme Guidelines for applicants



April 2015

1 INTRODUCTION

The following guidelines are designed to aid applicants in preparing their applications for funding under the Norwegian Cooperation Programme in Higher Education with Eurasia 2015-2020.

All applications must be submitted via SIU's online system for applications and reporting, called «Espresso». Espresso may be accessed at espresso.siu.no, where the application forms are available in the English language. New users will be required to create a personal user account via the *Register* link at the login page. Existing users may use their existing user name and password. If you have forgotten your password, please follow the *New password* link at the login page. Once logged in, you will have access to the currently applicable Calls for proposals from SIU.

Please note that applications submitted in other formats will not be considered by SIU.

These guidelines follow the same structure as the online application form in Espresso, and are therefore divided into the following sections: «Start», Sections «A» through «E», a «Preview» section, and a section for «Submission» of the application.

2 «START» | General project information and administration rights

Project number

The Project number is the identification key for your individual project proposal, and is automatically generated by the system.

Project title

The project title will follow your application throughout the application process, and should therefore be designed to give an informative short hand description of the project.

Project editor access

Project editor access is access to edit the contents of your application. As a default, the editor access rests with the project coordinator. The project coordinator may however grant editor access to up to four other registered Espresso users.

Project read access

Project read access is access to view the contents of your application (incl. attachments), but not edit its contents. The project coordinator may however grant read access to an unrestricted number of other registered Espresso users.

3 SECTION «A» | Information on the partnership

A.1 Main partner institution in Norway

A.1.1 Main partner institution in Norway (liN)

In this field the official name of the main Norwegian partner institution shall be filled in. The names of eligible partner institutions in Norway may be retrieved via a search function. Please note that the list of Norwegian higher education institutions provided via the search function is exhaustive.

A.1.2 Department (liN)

In this field the name of the institutional department/unit where the project will be implemented shall be identified. You may choose a predefined department, or manually type in the name of the department/unit. If multiple departments/units will be involved in the project implementation, please choose the department most involved with the project implementation.

A.1.3 Head of department

In this field you are asked to provide the name of the head of department for the institutional department/unit at the main partner institution in Norway where the project will be implemented. The level and position of this person may vary between institutions, and it is the applicant's responsibility to identify the relevant person.

A.1.4 Project coordinator (liN)

This field asks for the name and relevant information of the project coordinator at the liN. Please note that a *curriculum vitae* (CV) is mandatory for project coordinators. CVs may be entered in the Espresso format or uploaded as an appendix. Uploaded CVs may not be longer than four (4) pages.

A.2 Main partner institution outside Norway

A.2.1 Main partner institution outside Norway (IoN)

In this field the official name of the main partner institution outside Norway shall be filled in. If the name of the relevant institution is not found via the search function, you may add the name manually by pressing the «Add Institution» button. If so, please make sure that the institution's name is correctly spelled.

Please note that the main partner institution must be an accredited higher education institution in one of the partner countries as defined in the relevant Call for proposal.

A.2.2 Department (IoN)

In this field the name of the institutional department/unit where the project will be implemented shall be identified. You may choose a predefined department, or manually type in the name of the department/unit. If multiple departments/units will be involved in the project implementation, please choose the department most involved with the project implementation.

A.2.3 Head of department

In this field you are asked to provide the name of the head of department for the institutional department/unit at the main partner institution outside Norway where the project will be implemented. The level and position of this person may vary between institutions, and it is the applicant's responsibility to identify the relevant person.

A.2.4 Project coordinator (IoN)

This field asks for the name and relevant information of the project coordinator at the IoN. Please note that a *curriculum vitae* (CV) is mandatory for project coordinators. CVs may be entered in the Espresso format or uploaded as an appendix. Uploaded CVs may not be longer than four (4) pages.

A.2.5 Letter of commitment

A letter of commitment is a formal document confirming a partner's commitment to participate in the project, including an overview of the main resources which the partner will contribute (funds, work hours, equipment, premises, or other). There is no standard format for this document, but it should bear the words "Letter of Commitment" as its title, contain a wording to the effect that the listed resources are committed to the project, and be signed by a person authorised to sign on behalf of the relevant institution/partner.

Please note that details of the requirement for the Letter of Commitment for individual programs may be outlined in the relevant Call for proposal.

A.3 Network partners

Network partners are other partners involved in the project than the Institution in Norway and the Institution outside Norway (cf. items A.1 and A.2). This may be public or private enterprises, other higher education institutions, research institutes, non-governmental organisations (NGOs), or other formalised organisations. The individual programme may contain particular requirements regarding network partners (e.g. involvement of a public or private enterprise, country of residence, etc.). Such particular requirements (if any), will be set out in the relevant Call for proposals.

Network partners involved in your project may be added through the «Add new partner» button. Please provide a contact person for each network partner included in the project.

A.4 Participants in the project

This part of the application form asks for a list of the academic personnel and other participants directly involved in the project. Project coordinators (IiN and IoN) and contact persons (network partners) already registered in section A.1 – A.3 need not be included here. The purpose of this field is to demonstrate the reach and institutionalisation of the project.

4 SECTION «B» | Information on the project

B.1 Description of the project

B.1.1 Please state the overall project goals

In this field the applicant is asked to describe the educational goal(s) that the project aims to achieve. Projects usually have 1-4 such primary goals aimed at enhancing the quality of the relevant educational services offered by the involved institutions/partners. Synergy effects and other anticipated effects may be described as well.

B.1.2 Please outline in brief a work plan for the project and describe how the activities will contribute to the achievement of the project goals

This field asks for a brief description of the project's work plan (schedule, milestones, etc.), and how each of the project's activities is likely to contribute to achieving the goal(s) described under B.1.1. Note that a more detailed description of each activity will be requested in section D of this application form.

B.1.3 Please describe what concrete results are expected to be achieved through successful implementation of the project

Please provide a detailed description of expected short- and long-term results, and be as specific as possible. Examples of expected results may be a sustainable framework for student and staff mobility, new courses, institutional agreements, etc. The project's success will be measured against the achievement of these results.

B.1.4 In what way does the project address the objectives and priorities of the programme, as specified in the Call for proposals?

This call aims to advance the objectives specified in paragraph 2.1 in the Call for proposals. Please describe how the project addresses one or more of these objectives.

B.1.5 Please outline the needs addressed by this project, and explain what steps have been taken to identify the demand for the proposed project activities within the primary target group(s)

In this field you are asked to describe the needs or demands addressed by this project, and how the partners have sought to determine this demand within the relevant target group(s) for the activities/services included in the project. Depending on the individual project, the target group(s) may be students, academic or administrative staff and/or other people/organisations who will benefit from the project.

B.1.6 Please describe what each of the involved partners (IiN, IoN and any network partners) will contribute to the project

In this field you are asked to describe what each partner (IiN, IoN and any network partners) will bring to the project (e.g. knowledge, competence, experience, infrastructure, etc.). Please also describe the division of responsibilities and tasks between the involved partners.

B.1.7 Academic discipline

In this field you are asked to list the academic discipline(s) which are involved in the project. This information will only be used by SIU for statistical purposes.

B.2 Assessment of sustainability and risk

B.2.1 Please explain how the proposed project activities and the effects sought achieved through the project will be sustained and financed after the project period

In this field, kindly explain how and to what extent the project activities/goals will be sustained after the project period, and (insofar possible) how such sustainment is planned to be financed. If relevant, please describe strategies for securing funding for continued collaboration.

B.2.2 Please describe how the project is linked to strategies and priorities at the involved partner institutions, and how the project will contribute to strengthen long-term collaboration between the institutions

In this field, please explain how the project fits into and relates to the overall strategies and priorities of each partner institution (IiN and IoN). Further, please also address how the project will contribute to strengthening collaboration between the involved institutions in the long term.

B.2.3 Please describe any risk factors/difficulties that may impede the successful implementation of the project, and how the effects of such risks/difficulties may be mitigated

In this field, we invite you to reflect upon potential risks and difficulties which you foresee and which may impede implementation of the project or a part of the project. Examples of risk factors that may impede the implementation of a project are difficulties in the recruitment of students and staff, time constraints, language and cultural barriers, etc. For each risk factor/difficulty identified, you should also explain what measures you plan to implement to avoid or mitigate the effects of the risk/difficulty.

B.3 Additional information

B.3.1 Please provide a short summary of your project (max. 250 words)

In this field, kindly provide a brief synopsis of the project. As a minimum, the synopsis should include the primary goals to be achieved in the project, the main activities that will be implemented to reach those goals, which institutions/partners are involved, and a brief description of envisioned project results/impact and its anticipated long term benefits.

The synopsis (or a part of it) may be used by SIU in miscellaneous reports/publications related to the programme, and will form part of SIU's project database and be made available on SIU's webpages.

B.3.2 Previous funding

Please describe any relation of the current project and project activities to projects and/or activities currently or previously funded by SIU. Please include project identification numbers.

B.3.3 Concurrent applications

Have the project partners applied for funding for any of the project activities listed in the current application in other programmes with SIU or other funding agencies? If yes, please list programmes.

B.3.4 Please describe how aspects relating to gender perspectives, gender balance and gender equality have been assessed and, insofar relevant, implemented in the project

Applicants are requested to describe how aspects relating to gender perspectives, gender balance and gender equality have been assessed and, insofar relevant, implemented in the project, e.g. in the

composition of involved personnel, recruitment strategies, thematic priorities, project structure, content and impact, and any other aspects of the project where such aspects gain relevance.

B.3.5 Please describe how the planned activities are connected to ongoing research activities and research cooperation at the partner institutions

In this field, please add information on current research taking place at the participating institutions with direct relevance to the planned educational activities. If available, please also add information on current or previous research collaboration between the partner institutions.

5 SECTION «C» | Project activities

C.1 Please indicate the type(s) of project activities involved in the project by ticking the boxes below

In this section, you are asked to indicate what type of activities will be involved in the project. For each category ticked off, a separate section under SECTION «D» will be included in the application form, containing further questions regarding the particular activities falling into that category.

6 SECTION «D» | Project activities and budgetary allocations

In this section, please specify the activities included in the project, and provide an appropriate budget allocation for each activity.

Please note that any allocations related to travel expenses must be detailed in the comment section under each activity, including destination, number of persons travelling, purpose, and duration.

See section E “Budget” for more detailed guidelines for budgetary allocations.

D.1 Project development

This category covers activities related to development and promotion of the project’s educational activities. Examples of such development/promotion activities may be:

- International project meetings necessary to coordinate and progress the project throughout the project period
- Development of joint study courses, programmes and degrees and other joint educational activities
- Development of new teaching methods or materials
- Production and dissemination of promotional information and project results to relevant target group(s) (e.g. through web pages or printed materials)
- Preparation and publication of evaluation reports and reporting of results, presentations in seminars and workshops

D.2 Implementation of joint education activities

This category covers implementation of the project’s joint education activities. Examples of such joint education activities may be:

- Implementation of intensive study programmes, field schools, summer schools, excursions

- Short term student mobility (duration of 1 – 4 weeks)
- Long term student mobility (semester exchange, student field work, or other forms of student exchange with a duration of more than 4 weeks). Maximum period of exchange is 12 months on Bachelor and Master level and 18 months on PhD.
- Initiatives directed at student participation in research activities/projects
- Joint teaching/guest lecturing, supervision and examination at all levels
- Implementation of joint online courses
- Educational relevant workshops, seminars and the like
- Language training (to enable project involved staff/students to communicate in English)
- Courses/trainings and study visits for employees (administrative, technical, academic)
- Scientific equipment
- Infrastructure, literature, software

D.3 Collaboration with enterprises in the public and private sectors

This category covers activities directed towards collaboration with public/private enterprises in Norway or in a relevant partner country (as specified in the Call for proposals). Examples of such collaboration activities may be:

- Student traineeships/internships or other educational relevant work placement
- Collaboration with enterprises in relation to student projects (data access, case studies, etc.)
- Collaboration with enterprises in relation to R&D projects involving students
- Initiatives directed at educational relevant student entrepreneurship and innovation
- Joint teaching/guest lecturing, supervision at all levels

7 SECTION «E» | Budget

Each activity in the project must be included and budgeted for in the correct section of the application (Project development, Implementation of education activities, or Collaboration with public/private enterprises, cf. Section C). All travel and mobility funding must be clearly linked to educationally relevant activities. The budget in the application shall only include funds applied for through SIU.

Budget guidelines:

The budget guidelines indicate what costs may be included in the project, and what maximum rates apply to travel expenses and scholarships to students. Please note that while costs must not exceed the maximum rates, projects are encouraged to develop a budget that provides the best value for the funding available.

Travel for faculty and administrative staff:

- Travel for faculty and administrative staff related to the project may be covered in full.
- Only reasonable travel costs and expenses may be covered. Travel costs and expenses may be calculated on the basis of the official Norwegian travel regulations (*Statens reiseregulativ*).
- Whenever available and applicable, the projects are encouraged to find accommodation more moderately priced than the travel regulations' maximum rate, and to use an estimate of these costs for budget purposes.

Short-term student mobility to and from Norway, for a period of less than 4 weeks

- Projects may cover expenses related to short-term student mobility, defined as mobility for less than 4 weeks, in full (for example intensive courses, field courses, workshops, research stays and internships).
- For Norwegian students, the project should only include costs that are not covered by the Norwegian State Educational Loan Fund (*Lånekassen*),

Students coming to Norway from partner countries for a period exceeding 4 weeks:

- Projects may include expenses related to incoming students staying in Norway for more than 4 weeks a monthly scholarship up to the applicable rate for monthly living expenses as determined by the Norwegian State Educational Loan Fund (*Lånekassen*). The rate for 2015/16 is NOK 10 092,- per month (10 months per year).
- PhD students staying in Norway for more than 4 weeks may be granted a monthly scholarship up to the applicable rate for monthly living expenses as determined by the Norwegian Research Council. The rate for 2015/16 is NOK 15 000 per month. Dependants are not covered under this call.
- Travel support may be granted in addition to the scholarship.

Students at Norwegian institutions studying abroad for a period exceeding 4 weeks:

- The primary source of funding for Norwegian students should be The Norwegian State Educational Loan Fund (*Lånekassen*).
- SIU may cover expenses not covered by the Norwegian State Educational Loan Fund (*Lånekassen*), such as mobility of PhD students related to the project cooperation.
- Scholarship grants for Norwegian Bachelor and Master students going abroad is limited to NOK 5,000.-/month.
- Travel support may be granted in addition to the scholarship.

Project administration

- Projects may include an administrative overhead cost of up to 7 per cent of the total budget, reflecting increased administrative expenses resulting from the project.

Project management

- Salary and/or salary compensation may constitute a maximum of 25 per cent of the total project budget. The amount may be shared among the project partners, based on the tasks carried out by the partners. The amount may include social costs, but no additional overhead. If any amount is included for Project management, a specification must be given under *Comments to project management* on how salary has been calculated and how many months of work will be carried out on basis of the funding.

Infrastructure

- Limited costs for infrastructure, scientific equipment, literature and software necessary to carry out the project activities may be included in the project budget. Such costs must be clearly justified.

E.2 Comments to project management

Please specify how salary has been calculated and how many months of work will be carried out by whom on basis of the funding.

E.3 Comments to the budget

In this field you may provide comments to individual budget items, if any.

8 «CONFIRMATION» | Confirmation of correctness and institutional approval

In this section, applicants are required to confirm that the information provided in the application is in all respects correct, and that the application is approved at the appropriate administrative and academic levels at the Institution in Norway.

8 «SUBMISSION» | Submission of your application

If any of the required fields in previous sections have not been filled in, you will have to go back to the relevant section and complete such fields before you can submit your application.

When you have completed your application and are ready to submit, please press the «Submit» button to deliver your application to SIU.