Application Form

APPEAR Academic Partnership | 10th Call 2023

Development research in Albania / Kosovo

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| Project overview | | | | |
| Project title |  | | | |
| Acronym |  | | | |
| Cooperating countries |  | | | |
|  | | | | |
| Coordinating institution |  | | | |
| Department / Institute |  | | | |
| Project coordinator *including academic title and current position* |  | | | |
| Email coordinator |  | | | |
|  | | | | |
| Partner institution 1 |  | | | |
| Contact person |  | | | |
| Email contact person |  | | | |
| Please insert lines for further partners | | | | |
|  | | | | |
| No. of team members | Male: | Female: | | Total: |
| Coordinating institution  including project coordinator | Male: | Female: | | Total: |
| Partner institution 1  including contact person | Male: | Female: | | Total: |
| Please insert lines for further partners | | | | |
|  | | | | |
| Total costs applied for (€) | € | | | |
| Share of Austrian institution/s in per cent | % | | | |
| Share of institution/s in priority countries in per cent | % | | | |
| Share of associate partner institution/s in non-priority countries in per cent | Max. 30% | | | |
|  | | | | |
| Planned project start |  | | | |
| Duration in months | Maximum duration 36 months | | | |
| Branch(es) of science[[1]](#footnote-1)  not more than three | Branch Name | | Six-Digit Code | |
| Contribution to SDGs[[2]](#footnote-2)  not more than three | Name of SDG | | SDG Number | |

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| Summary |
| The summary has to provide a clear and precise description of the following project dimensions:   * Overall objective and defined outcome on research level * Describe the main activities and main outputs. *See guidelines section 3.6* * How will outputs be used and lead to achievement of the outcomes (sustainable benefit to the target groups)? *See guidelines section 3.6* * What is the need for this development research project and in which way is it aligned with the respective ADC country strategy? * How and in which way does the proposed project contribute to achieving the overall objectives of the APPEAR programme? * How does the project address the dimensions of gender and inclusion?   *Max. 2 pages* |
|  |

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| General information |

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| B.1. Submitting and coordinating institution[[3]](#footnote-3) | |
| Type of institution | Please choose from the list |
|  |  |
| Full name |  |
| Acronym |  |
| Address |  |
| Postal code, city |  |
| Country |  |
| Website |  |
|  | |
| Legal status (e.g. public university) |  |
| Year of foundation |  |
| Legal representative |  |

|  |  |  |
| --- | --- | --- |
| Project coordinator[[4]](#footnote-4) | | |
| Department / Institute |  | |
| Form of address | Ms.  Mr. | |
| Academic title |  | |
| Current position |  | |
| First name |  | |
| Last name |  | |
| Office address |  | |
| Postal code, city |  | |
| Country |  | |
| Email address |  | |
| Telephone number |  | |
| Date of birth |  | |
| Nationality |  | |
| Résumé  Please insert a short narrative résumé of the coordinator.  (ca. 50 words) |  | |
| Tasks and responsibilities in the project |  | |
| B.2. Partner institution 1[[5]](#footnote-5) | | |
| Type of partner institution | | Please choose from the list |
|  | |  |
| Full name | |  |
| Acronym | |  |
| Address | |  |
| Postal code, city | |  |
| Country | |  |
| Website | |  |
|  | | |
| Legal status (e.g. public university) | |  |
| Year of foundation | |  |
| Legal representative | |  |

|  |  |
| --- | --- |
| Contact person of B.2. | |
| Department / Institute |  |
| Form of address | Ms.  Mr. |
| Academic title |  |
| First name |  |
| Last name |  |
| Office address |  |
| Postal code, city |  |
| Country |  |
| Email address |  |
| Telephone number |  |
| Date of birth |  |
| Nationality |  |
| Résumé  Please insert a short narrative résumé of the team member.  (ca. 50 words) |  |
| Tasks and responsibilities in the project |  |

Please copy and paste the above tables, if needed, in order to include details of all partner institutions. Please label them accordingly.

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| Team members | | | | | |
| Please include all team members, including the coordinator and contact persons, of all participating institutions. Add CVs (max. 4 pages) of all team members to the application. | | | | | |
| No. | Mr./Ms. | Academic title and name | Qualification | Institution and current position | Role in project |
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| 2 |  |  |  |  |  |
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| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |

Please copy and paste the above tables, if needed, in order to include a description of all team members.

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| Revised submission |
| Has this or a similar project been submitted to APPEAR before? YES/NO  If yes, please indicate:  APPEAR project number:  Call number, year:  Please elaborate on the revisions that have been made since the last submission: |

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| Preparatory funding for this project proposal |
| Has this project proposal been supported by APPEAR preparatory funding? YES/NO  If yes, please indicate:  APPEAR preparatory funding number:  Call number, year: |

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| History of cooperation between partners |
| Was there any previous cooperation, other than APPEAR preparatory funding (see box above), between the partners? YES/NO  If yes, please briefly describe the cooperation:  Type of cooperation:  Duration of cooperation:  Involved partners:  Short description of cooperation:  If not, please briefly describe how the institution/s has/have been identified as partners: |

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| Similar projects at institutions in the eligible countries |
| Are currently similar research activities implemented at any of the partner institutions in the addressed country(ies)? YES/NO  If yes, please briefly describe the cooperation and the possibility of synergies:  Type of cooperation:  Duration of cooperation:  Involved partners:  Short description of cooperation with a special focus on the possibility of the elaboration of synergies: |

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| Funding instrument |
| Please provide an explanation, why no other national, EU or international funding instrument can be used to finance the project. Why was the APPEAR programme selected as a funding instrument? *Please note that only applications with an understandable and convincing explanation will meet the formal requirements.* |

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| Integration of scholarships (component 2) in the project |
| Do you intend to integrate a scholarship for master’s or PhD studies in Austria (financed by component 2) in the project? YES/NO  *Currently, only 1 scholarship per project can be granted*.[[6]](#footnote-6)  If yes, please briefly describe the intended field / topic of research to be covered by the scholarship holder:  Type of scholarship (if already known): Master/PhD  If master, name of the master’s programme:  Field / topic of research:  If PhD, name of study programme:  Field / topic of research: |

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| Integration of OeAD scholarship holder(s) |
| Has any OeAD scholarship holder been involved in linking up or elaborating of this application?  YES/NO  If yes, please indicate:  Name:  Type of scholarship:  Current employer:  Please make sure to indicate all involved former or current scholarship holders. |

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| Relevance for and contribution to development and achievement of the SDGs |

*Max. 4 pages. Please answer each question in the box provided.*

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| **C.1.** How is the project aligned with the thematic focus of the APPEAR programme and the SDGs? How is the project aligned with the respective national development policies / strategies and programmes? Which of the thematic priority areas defined in the [ADC country strategy](https://www.entwicklung.at/en/countries/southeast-europe) does the project focus on? How is the project connected to the activities and/or interests of the ADC in the respective country and how can the project contribute to the ADC policies/strategies/interventions there? Please note that a close thematic connection between the project and ADC policies/strategies/interventions in Albania/Kosovo is a formal requirement. |

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| **C.2.** Which specific needs are addressed by the project? What is the scientific relevance of your project? What is important to know to understand the specific context? (geographical, national, institutional, scientific context, description of the local, institutional and scientific needs and demands of all partners and how have they been identified?) Who are the direct and indirect beneficiaries, how are they addressed and in which way do they participate? How will the project affect diverse societal groups? Is there a particular focus on the inclusion of marginalized groups? (institutional level / local level: e.g. local communities and associations, research institutions, NGOs, other organizations / regional or national level: e.g. agencies, government institutions) |

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| **C.3**. How does the project contribute to the capacity development of the partner institution(s) in the addressed country(ies)? Are there any similar projects in the region and are any synergies with them envisaged? |

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| Project design and quality |

*Max. 4 pages. Please answer each question in the box provided.*

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| **D.1**. What is/are the development research question/s? What is the state of the art in research on the respective topic? Which academic and scientific methods, theories or innovative approaches is your project based on? (e.g. in terms of theoretical, interdisciplinary, methodological and educational aspects, gender-sensitivity and inclusive approach). Please note that in the context of Albania/Kosovo, only development research is eligible for funding. |

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| **D.2**. Describe the specific activities you intend to implement and indicate, to which immediate results and short-term use of results they will lead. *Also see section G of this application form.*  Illustrate the intended timeframe for the implementation of activities and achievement of results. |

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| Results and long-term change |

*Max. 4 pages. Please answer each question in the box provided.*

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| **E.1** Define the sustainable benefit for the target group (=outcome level: **research** / scholars / dialogue & visibility / project-specific). How does the short-term use of results lead to the defined outcomes within the project period? *See guidelines 3.6 Theory of change and 3.7 Checklist for proposal writing. Note that the outcome dimensions* teaching *and* management *are excluded for projects in Albania and Kosovo.*  Which concrete measures do you intend to put into place to ensure sustainability and applicability during and beyond the project duration? |

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| **E.2.** In which ways are the opportunities, living conditions and position of women influenced by the project activities and results? |

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| **E.3.** How do you plan to disseminate and publish the results of your project, considering the specific needs of different target groups? Which measures are planned to increase visibility of research and higher education for development at the Austrian partner institution? |
| Project management and capacity of the consortium |

*Max. 4 pages. Please answer each question in the box provided.*

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| **F.1.** In which way do the institutional and individual competences and resources contribute to the implementation of the project? Does the consortium have any prior relevant experience and expertise with regional / European / international cooperation? How does the project consortium distribute coordination, tasks and responsibilities? In which way is the gender balance within the consortium considered? |

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| **F.2.** How do you plan to assess and monitor the project progress? |

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| **F.3.** Which risks are likely to influence the project and how do you plan to mitigate them? | | | |
| Risk statement | Likelihood of risk including explanation | Impact of risk including explanation | Risk response and mitigating measures |
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Please insert more lines, if needed.

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| Project framework matrix[[7]](#footnote-7) |

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| --- | --- | --- | --- |
| What is the sustainable benefit for the target group? List of relevant Outcomes. Refer to E.1. above. | | How will you be able to determine that sustainable benefit for the respective target group has been achieved? (Indicators) | Reporting on Outcomes / sustainable benefit to the respective target groups |
| Choose one or more outcomes that are relevant for your project from the explanatory chart in the guidelines section 3.6: R4/R5/S8/S9 | | Please provide qualitative/narrative indicators. Add quantitative measures where possible. Please indicate means of verification. | You will be asked to fill in this section during reporting. |
| D10: A culture of scientific dialogue and cooperation between the participant institutions and with stakeholders is developed. | |  |
| D11: Participating institutions have integrated the dimensions of gender, diversity & inclusion. | |  |
| D12: Participating institutions have made their projects visible to the scientific community and interested public. | |  |
| If applicable, add your project-specific outcomes P13,… | |  |
| … | |  |
| Immediate project results (Outputs) | Use of results | How will you measure project results and use of results? What are the sources of verification? (Indicators) | Reporting on immediate project results (Outputs) and use of results |
| Result 1: |  | Please quantify each output and indicate source of verification. | You will be asked to fill in this section during reporting. |
| Result 2: |  |  |
| Result 3: |  |  |
| Result 4: |  |  |
| Result 5: |  |  |
| Result 6: |  |  |
| Result 7: |  |  |
| … |  |  |
| List of activities leading to the immediate project results | | | Reporting on activities |
| Activity 1.1., 1.2., etc. | | | You will be asked to fill in this section during reporting. |
| Activity 2.1., 2.2., etc. | | |
| Activity 3.1., 3.2., etc. | | |
| Activity 4.1., 4.2., etc. | | |
| Activity 5.1., 5.2., etc | | |
| Activity 6.1., 6.2., etc. | | |
| Activity 7.1., 7.2., etc. | | |
| … | | |

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| Budget summary |

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| --- | --- | --- | --- | --- | --- |
| **H.1.** Summary of costs | | | | | |
|  | Coordinating institution | Partner institution 1 | Partner institution 2 | Partner institution 3 | **TOTAL** |
| Staff costs | € 0,00 | € 0,00 | € 0,00 | € 0,00 | € 0,00 |
| Travel and subsistence | € 0,00 | € 0,00 | € 0,00 | € 0,00 | € 0,00 |
| Equipment and material | € 0,00 | € 0,00 | € 0,00 | € 0,00 | € 0,00 |
| Dissemination | € 0,00 | € 0,00 | € 0,00 | € 0,00 | € 0,00 |
| Other costs | € 0,00 | € 0,00 | € 0,00 | € 0,00 | € 0,00 |
| Total | **€ 0,00** | **€ 0,00** | **€ 0,00** | **€ 0,00** | **€ 0,00** |
| Overhead costs (10%) |  |  |  |  | € 0,00 |
| **Total costs** |  |  |  |  | **€ 0,00** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of institution | Austrian institution(s) | Institution(s) in priority countries | Associate partner institution(s) | TOTAL |
|  | € 0,00 | € 0,00 | € 0,00 | € 0,00 |
|  | € 0,00 | € 0,00 | € 0,00 | € 0,00 |
|  | € 0,00 | € 0,00 | € 0,00 | € 0,00 |
|  | € 0,00 | € 0,00 | € 0,00 | € 0,00 |
|  | € 0,00 | € 0,00 | € 0,00 | € 0,00 |
| **Total** | **€ 0,00** | **€ 0,00** | **€ 0,00** | **€ 0,00** |
| **Share in per cent** | % | % | Max. 30% | 100% |

Please double-check that the amounts provided in this section correspond to the budget sheet. Please enclose the budget sheet taking into account the guidelines for the budget and financial report [[8]](#footnote-8).

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| **H.2.** Please specify the calculation of specific cost items with regard to:  - calculation of daily rates (use local rates for staff costs)  - calculation of travel cost (consideration of travel regulations as stated in the budget guidelines)  - justification of planned equipment and material costs  - presentation of need for dissemination costs: publications (open access / open data), websites, dissemination events, etc.  - explanation of other costs (auditing costs are to be budgeted as other costs) |

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| **H.3.** Financial or in-kind contributions per partner (do not include them in the project budget) | | |
| **Name of institution** | **Type** | **Amount (optional)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |  |

|  |
| --- |
| **H.4.** Has the same proposal been submitted to other funding agencies / organisations? Is the project or parts of it funded through other sources as well? |

|  |
| --- |
| List of references |

If applicable.

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| Checklist for a complete application |

* All required documents have to be merged into **one single pdf file**. Do not submit a scanned file which does not allow copying of text from the document.
* In addition, the application form has to be submitted as a **word file**.
* In addition, the budget sheet has to be submitted as an **excel file**.
* Documents have to be submitted **via e-mail** to appear@oead.at
* All documents have to be in **English**.

|  |  |
| --- | --- |
| **Required document** | **Please tick:** |
| Application form – Academic Partnership |Development Research in Albania / Kosovo  Signed by the **project coordinator** in *section K of this application form.*   * Please make sure that the budget summary in H.1. corresponds to the budget sheet * Please update the table of contents before you submit the application |  |
| Budget sheet – Academic Partnership |Development Research in Albania / Kosovo |  |
| CVs of all involved team members – max. 4 pages per CV |  |
| Consortium agreement  Confirmation of intention to carry out the proposed project signed by **all involved contact persons** at participating institutions and associate partner institutions (if any) – as defined in the application form. |  |
| Letter of intent of each participating institution  Signed by an **authorised signatory of the respective institution** |  |

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| Confirmation of the project coordinator and data privacy |

I, the undersigned, being the representative of the consortium and the project coordinator, herewith certify that:

* my proposal and its content have not been created and/or automatically generated using AI-tools and/or AI-software
* team members proposed in this application who for some reason are unable to perform their project duties will be replaced, at no extra cost, by equally or higher qualified persons;
* the representative of the consortium is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended activities, nor is affected by any other legal procedure of this type;
* the representative of the consortium is not acting as an intermediary, but is directly responsible for the coordination of the project;
* in case of any further funding of the proposed project activities the representative of the consortium will inform the APPEAR Office as soon as possible;
* the information provided in this application is correct and complete;
* both the representative and any consortium member(s) meet the requirements specified in the guidelines and are thus eligible.
* the representative shall comply with all relevant national, international and EU legislation, e.g. the Dual-Use-Regulation (EU) 2021/821 (Commission Delegated Regulation (EU) 2022/ of 20 October 2021 amending Regulation (EU) 2021/821 of the European Parliament and of the Council as regards the list of dual-use items (europa.eu)) as well as relevant EU recommendations on Research Ethics and Tackling R&I Foreign Interference (Tackling R&I foreign interference - Publications Office of the EU) and the restrictions declared in the EU Sanctions Map (<https://www.sanctionsmap.eu/>) while conducting the project.

**Data privacy:**

I acknowledge and agree, that the OeAD as controller in accordance with the provisions of the *EU* General Data Protection Regulation (GDPR) is entitled to record and process the personal data made available in the application for the purpose of application examination and evaluation moreover for the performance of legally delegated tasks of the selection process, its documentation and for monitoring purposes.

I moreover confirm that all the project members have given their consent to the processing of their personal data set out in the application.

Especially it may be possible that personal data made available in the application may be forwarded to

* the bodies and officials of the Audit Court of the Republic of Austria (especially in accordance with the Audit Court Act 1948, BGBl Nr. 144/1948, as amended from time to time), of the Austrian Federal Ministry of Finance (especially in accordance with the Federal Budget Act 2013, BGBl Nr. 139/2009, as amended from time to time) and the organs of the EU as well as to other support organisations upon request and insofar as this is necessary for their coordination activities
* to the competent offices of the Austrian Development Cooperation (ADC), to the Austrian Development Agency (ADA) including the persons and organisations working in developing countries in the framework of the ADC and to the Austrian Federal Ministry for Foreign Affairs (BMEIA).

Moreover, I as the responsible coordinator explicitly agree that the following data may be published in publications and on the internet: name, institution, address of the institution, country, project title, including an abstract.

More information on the OeAD privacy policy, data submission and your rights can be found [here](https://oead.at/en/privacy-policy/).

Name of the project coordinator:

Institution and position:

Signature:

Date and location:

1. <http://www.statistik.at/kdb/downloads/pdf/OEFOS2012_EN_CTI_20190903_162012.pdf> [↑](#footnote-ref-1)
2. <https://sdgs.un.org/goals> [↑](#footnote-ref-2)
3. The submitting institution is defined by the consortium and responsible for coordinating, reporting and accounting. The submitting institutions has to be a HEI or research institution in a priority country or a HEI in Austria. *See guidelines 2.4.* for eligible institutions. [↑](#footnote-ref-3)
4. The project coordinator from the submitting and coordinating institution represents the consortium and is responsible for coordinating and reporting. [↑](#footnote-ref-4)
5. Please note that each APPEAR partnership has to consist of at least one Austrian institution (*see guidelines 2.4.1*) and one academic institution in a priority country (*see guidelines 2.4.2*). [↑](#footnote-ref-5)
6. Information on scholarships that are linked to selected projects will be provided after the selection board meeting. Scholarships for complete studies at an Austrian higher education institution are financed by component 2 of the programme and thus do not have to be budgeted in the project. [↑](#footnote-ref-6)
7. *See guidelines 3.6., including tables 1 and 2, for more information on the theory of change and for definitions of impact, outcomes/sustainable benefit for the target group, short-term use of results, immediate project results/outputs, and (SMART) indicators. Please also refer to guidelines 3.7 Checklist for proposal writing.* [↑](#footnote-ref-7)
8. Download: <https://appear.at/en/application> [↑](#footnote-ref-8)