Application Form

APPEAR Preparatory Funding | 9th Call 2022

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| Project overview | | | | |
| Project title |  | | | |
| Acronym |  | | | |
| Cooperating countries |  | | | |
|  | | | | |
| Coordinating institution |  | | | |
| Project coordinator |  | | | |
| 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 |  | | | |
| 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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| Abstract |
| The abstract has to contain a precise and clear overview of the content and objective of the preparatory funding project: How do the planned activities and means of collaboration during the *preparatory phase* reflect the APPEAR guiding principles and lead to the joint elaboration of a realistic and effective *Academic Partnership*? *See guidelines section 3.1.* What kinds of outcomes (sustainable benefit for the target group) does the project idea pursue? *See guidelines section 3.6.* How and in which way does the proposed project contribute to achieving the overall objectives of the APPEAR programme?  *Max. 1 page* |
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| General information |

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| B.1. Submitting and coordinating institution[[3]](#footnote-3) | |
| 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 |  |

|  |  |  |
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| Project coordinator[[4]](#footnote-4) | | |
| 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 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 CV (max. 4 pages) of the project coordinator to the application. | | | | | |
| No. | Mr./Ms. | Name | Qualification | Institution and current position | Role in project |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

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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| History of cooperation between partners[[6]](#footnote-6) |
| Please describe any existing links between the partners or how the institutions have been identified as partners. |

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

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| Similar projects at institutions in the eligible countries |
| Are currently similar capacity development / 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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| Relevance for and contribution to development and achievement of the SDGs |

*Max. 3 pages. Please answer each question in the box provided.*

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| **C.1.** How is the project idea aligned with the thematic focus of the APPEAR programme and the SDGs? How is the project idea aligned with the respective national development policies / strategies and programmes? |

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| **C.2.** Which specific needs are addressed by the project idea? What is important to know to understand the specific context? |

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| **C.3.** Who will be the direct and indirect beneficiaries of the *Academic Partnership* and how will they be addressed and included in the *preparatory phase*? |

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| **C.4.** How will the *Academic Partnership* contribute to the capacity development of the partner institution(s) in the addressed country(ies)? |

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| Project design and quality |

*Max. 2 pages. Please answer each question in the box provided.*

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| **D.1**. Which activities are planned for the *preparatory phase* and how will they lead to the joint elaboration of a realistic and effective Academic Partnership proposal? Illustrate the intended timeframe for the *preparatory phase*. |
| **D.2**. 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? |

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| **D.3.** How will the programme’s guiding principles be integrated in the *preparatory phase* of the project and the design of the *Academic Partnership*? *See guidelines 3.1.* |

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| Results and long-term change |

*Max. 2 pages. Please answer each question in the box provided.*

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| **E.1.** Choose at least one of the pre-defined outcomes + D10, D11, D12 are mandatory + additional project-specific outcomes defined by the consortium if applicable, which your project idea pursues and which will be relevant for your *Academic Partnership* project. *See guidelines 3.6. tables 1 and 2.* | | | |
| Teaching | Outcome T1: Students of the participant institutions are better qualified. |  |
| Teaching | Outcome T2: Participant institutions possess improved teaching processes and structures. |  |
| Teaching | Outcome T3: Participant institutions possess improved human capacities in teaching. |  |
| Research | Outcome R4: New knowledge and/or technologies are adopted. |  |
| Research | Outcome R5: The research for development in Austrian higher education institutions is increased. |  |
| Management | Outcome M6: Participant institutions possess improved capacities in management. |  |
| Management | Outcome M7: Participant institutions possess improved organisational processes and structures. |  |
| Scholars | Outcome S8: New alumni are won for future cooperation. |  |
| Scholars | Outcome S9: Graduated scholarship holders apply knowledge and skills in the partner institutions and/or in the academic/research community. |  |
| Dialogue & Visibility | Outcome D10: A culture of scientific dialogue and cooperation between the participant institutions and with stakeholders is developed. |  |
| Dialogue & Visibility | Outcome D11: Participating institutions have integrated the dimensions of gender, diversity and inclusion. |  |
| Dialogue & Visibility | Outcome D12: Participating institutions have made their project visible to the scientific community and an interested public. |  |
| Project-specific | Outcome P13: |  |
| Project-specific | Outcome P14: |  |

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| **E.2**. In how far does your project idea pursue the selected outcomes in E.1. and how is the *Academic Partnership* envisaged to contribute to the selected outcomes, generating sustainable benefit for the target group? *See guidelines 3.6.* |

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| **E.3**. In which ways will the opportunities, living conditions and position of women be influenced by the *Academic Partnership*? |

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| Project management and capacity of the consortium |

*Max. 2 pages. Please answer each question in the box provided.*

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| **F.1.** What do the participating institutions and team members bring to the partnership? Does the consortium have any prior relevant experience and expertise with North-South / South-South cooperation? |

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| **F.2.** How does the project consortium distribute coordination, tasks and responsibilities during the *preparatory phase*? In which way will gender balance within the consortium be considered? |

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| **F.3.** Which risks are likely to influence the *preparatory phase* and how do you plan to mitigate them? What is your monitoring plan? |

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| Budget summary |

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| **G.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 |
| 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 (2%) |  |  |  |  | € 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 |
| **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 [[7]](#footnote-7).

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| **G.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)  - explanation of other costs (auditing costs of the non-Austrian partners are to be budgeted as other costs) |

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| **G.3.** Is the *preparatory phase* funded through other sources as well? |

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| 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**.

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| --- | --- |
| **Required document** | **Please tick:** |
| Application form – Preparatory funding  Signed by the **project coordinator** in *section J of this document.*   * Please make sure that the Summary of costs in G.1. corresponds to the budget sheet * Please update the table of contents before you submit the application |  |
| Budget sheet – Preparatory funding |  |
| CV of project coordinator – max. 4 pages |  |
| 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:

* 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.

**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://sustainabledevelopment.un.org/sdgs> [↑](#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. Please note that only new partnerships are eligible for Preparatory Funding (and submission of an Academic Partnership), i.e. well established partnerships or former APPEAR partnerships are excluded from applying to this instrument, nor is Preparatory Funding foreseen for the elaboration of Advanced Academic Partnership or Extended Impact Partnership proposals. *See guidelines 4.1.* [↑](#footnote-ref-6)
7. Download: <https://appear.at/en/application> [↑](#footnote-ref-7)