**Academic Partnership**

**Application Form**

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| A. General Information |

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| --- | --- |
| A.1. Title and dates | |
| Project title |  |
| Acronym if applicable |  |
| Planned project start |  |
| Duration in months (max. 30 months) |  |
| branch of science:  6-digit number AND key word [[1]](#footnote-1) |  |

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| --- | --- | --- |
| A.2. Submitting organisation[[2]](#footnote-2) - Higher education institution | | |
| Name of coordinating organisation | |  |
| Name of director of coordinating organisation | |  |
| Postal address | |  |
| Postal code | |  |
| City | |  |
| Country | |  |
| Phone | |  |
| Fax | |  |
| E-mail | |  |
| Website | |  |
| Year organisation was founded | |  |
| Legal status  (i.e. public university) | |  |
|  | | |
| **Representative of the consortium (responsible project coordinator) - from the submitting organisation as indicated in A.2.** | | |
| Responsible project coordinator  Last or family name(s) (as in passport) |  | |
| Responsible project coordinator First name(s) |  | |
| Sex |  | |
| Date and place of birth |  | |
| Nationality |  | |
| Name of department / institute |  | |
| Postal address |  | |
| Postal code |  | |
| City |  | |
| Country |  | |
| Phone |  | |
| Fax |  | |
| E-mail |  | |
| Website |  | |

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| --- | --- |
| A.3. Partner organisation | |
| Name of partner  organisation |  |
| Name of director of partner organisation |  |
| Postal address |  |
| Postal code |  |
| City |  |
| Country |  |
| Phone |  |
| Fax |  |
| E-mail |  |
| Website |  |
| Year organisation was founded |  |
| Legal status (i.e. public university) |  |
|  | |
| Contact person – of partner organisation (as indicated in A.3.) | |
| Contact person  Last or family name(s) (as in passport) |  |
| Contact person  First name(s) |  |
| Sex |  |
| Date and place of birth |  |
| Nationality |  |
| Name of department / institute |  |
| Postal address |  |
| Postal code |  |
| City |  |
| Country |  |
| Phone |  |
| Fax |  |
| E-mail |  |
| Website |  |

|  |  |
| --- | --- |
| A.3.1 Associate partner organisation – if any (see guidelines 2.4) | |
| Name of associate partner organisation |  |
| Name of director of associate partner organisation |  |
| Postal address |  |
| Postal code |  |
| City |  |
| Country |  |
| Phone |  |
| Fax |  |
| E-mail |  |
| Website |  |
| Year organisation was founded |  |
| Legal status (e.g. public university) |  |

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| --- | --- |
| **Contact person – of associate partner organisation** (as indicated in A.3.) | |
| Contact person  Last or family name (as in passport) |  |
| Contact person  First name(s) |  |
| Sex |  |
| Date and place of birth |  |
| Nationality |  |
| Name of department / institute |  |
| Postal address |  |
| Postal code |  |
| City |  |
| Country |  |
| Phone number |  |
| Fax number |  |
| E-mail |  |
| Website |  |

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| --- | --- |
| A.3.2 Subcontractor – if any (see guidelines 2.4) | |
| Name of subcontractor |  |
| Name of director of subcontractor |  |
| Postal address |  |
| Postal code |  |
| City |  |
| Country |  |
| Phone |  |
| Fax |  |
| E-mail |  |
| Website |  |
| Year organisation was founded |  |
| Legal status (e.g. private company, NGO) |  |

|  |  |
| --- | --- |
| **Contact person – of subcontractor** (as indicated in A.3.) | |
| Contact person  Last or family name (as in passport) |  |
| Contact person  First name(s) |  |
| Sex |  |
| Date and place of birth |  |
| Nationality |  |
| Name of department / institute |  |
| Postal address |  |
| Postal code |  |
| City |  |
| Country |  |
| Phone number |  |
| Fax number |  |
| E-mail |  |
| Website |  |

Please copy and paste the above tables if necessary in order to include details of all other partners.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A.4. Team members** (only partners and associate partners, brief description, please enclose the CV) | | | | |
| **Sex (m/f)** | **Name** | **Qualifications** | **Current position** (institution) | **Role in project** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

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

|  |
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| **A.5. History of cooperation between partners** |

**Was there any cooperation between the partners before?**

|  |  |
| --- | --- |
| Yes | No |

**If yes, please describe shortly the cooperation:**

|  |  |
| --- | --- |
| Type of cooperation |  |
| Duration of cooperation |  |
| Involved partners |  |
| Short description of cooperation |  |

**If not, please describe shortly how the organisation / institution has been identified as potential partner:**

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| **A.6. Experience with South-North / South-South cooperation** |

**Has any of the partner organisations / institutions gained specific experience with cooperation between Austria and countries of the DAC recipient list or with regional networks? Do only list relevant experience at organisational unit, i.e. experience of respective institute or of involved partners.**

|  |  |
| --- | --- |
| Yes | No |

**If yes, please describe shortly the cooperation:**

|  |  |
| --- | --- |
| Type of cooperation |  |
| Duration of cooperation |  |
| Involved partners |  |
| Short description of cooperation |  |

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| **A.7. 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 describe shortly 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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| **A.8. Integration of 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?**

**Currently, only one scholarship per project can be granted.**

Information on scholarships that are linked to selected projects will be given 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.

|  |  |
| --- | --- |
| Yes | No |

**If yes, please describe briefly the intended field / topic of research to be covered by the scholarship holder:**

|  |  |
| --- | --- |
| Type of scholarship (if already known) | PhD       OR Master |
| 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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| **A.9. 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 copy and paste the above table if necessary.

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| B. Abstract |

*(Maximum: 1 page)*

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| (The abstract has to contain a precise and clear overview of the overall project objective, including a brief presentation of the project design and the expected outcomes and impacts) |

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| C. Specific Project Information |

**C.1. Project design and substantive quality**

*(Please write directly in the field under the respective heading. Part C.1. must not exceed* ***7 pages.****)*

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| --- |
| C.1.1. Objectives and project description (description of the local, institutional and scientific needs and demands of all partners) |

|  |
| --- |
| **C.1.2. Background information** (geographical, national, institutional, scientific context) |

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| **C.1.3. Innovative approach** (in terms of theoretical, interdisciplinary, methodological and educational aspects) |

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| **C.1.4. Outcomes, expected results, planned activities, time table (work schedule)** (make clear how the main relevant activities lead to the expected results, in case of field studies give adequate information on study sites, etc.) |

**C.2. Project management and capacity of the consortium**

*(Please write directly in the field under the respective heading. Part C.2. must not exceed* ***4 pages.****)*

|  |
| --- |
| C.2.1. Description of the consortium  (prior relevant experience and expertise) |

|  |
| --- |
| C.2.2. Project coordination and management  (distribution of tasks and responsibilities, decision making) |

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| **C.2.3. Monitoring plan** |

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| **C.2.4. Risks and assumptions**  (reflect on what you will do if or when the risk occurs) |

**C.3. Relevance for and contribution to development**

*(Please write directly in the field under the respective heading. Part C.3. must not exceed* ***4 pages.****)*

|  |
| --- |
| C.3.1. Alignment of the objectives and activities with the thematic focus of the programme |

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| C.3.2. Alignment of the respective national ADC focus or the ADC priorities in the country(ies) (if any) |

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| **C.3.3. Contribution to the partner countries national / regional development strategies** |

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| **C.3.4. Beneficiaries (needs and demands) and relevance for local societies**  (local level, e.g. communities, marginalized groups / institutional level, e.g. research institutions, NGOs, other organizations / regional or national level, e.g. agencies, government institutions, administration) |

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| **C.3.5. Capacity development of the partner institution(s) in the addressed country(ies)** |

**C.4. Results and sustainability**

*(Please write directly in the field under the respective heading. Part C.4. must not exceed* ***4 pages.****)*

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| C.4.1. Applicability of expected results in practice |

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| C.4.2. Sustainability beyond the funding period |

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| C.4.3. Influence on opportunities of women |

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| C.4.4. Dissemination strategy and exploitation of project outputs |

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| C.4.5. Added value (if applicable – name and describe added value to the project gained through e.g. building of regional networks, incorporating disability mainstreaming, involvement of young scientists in particular female young scientists) |

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| D. Budget Summary |

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| --- | --- | --- | --- | --- | --- |
| **D.1. Summary of costs** | | | | | |
|  | Partner country | Austrian partner | Partner 3 | Partner 4 | **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** |

Please enclose the detailed **budget sheet[[3]](#footnote-3)** taking into account the **guidelines for the budget and financial report**[[4]](#footnote-4).

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| --- |
| **D.2. Appropriate cost details: Please specify the calculation of specific cost items.** |

|  |  |  |
| --- | --- | --- |
| **D.3. Financial or in-kind contributions per partner[[5]](#footnote-5)** | | |
|  | **Type** | **Amount (optional)** |
| Partner in addressed country(ies) |  |  |
| Austrian partner |  |  |
| Partner 3 |  |  |
| Partner 4 |  |  |
| **Total** |  |  |

|  |
| --- |
| **D.4. Additional funding** |
| Is the project funded through other sources as well?  If yes, name the funding agency / organisation and the amount of funding. |
|  |
| Has the same proposal been submitted to other funding agencies / organisations?  If yes, name the funding agency / organisation. |
|  |

## Checklist for a complete application

- All required documents have to be merged as **one pdf file.** Combine multiple files and convert into one PDF file with a **maximum file size of 5 MB**. Do not submit a scanned file which does not allow copying.

- The budget sheet additionally has to be submitted as an **excel file**.

- Documents have to be submitted in **hardcopy and via e-mail**. The hardcopy needs to include all original documents, i.e. the original signatures on the documents. Copies and scans of signatures do not count as original signatures and will not be accepted.

- All documents have to be in **English**.

|  |  |
| --- | --- |
| **Required document** | **Please tick** |
| Application form - Academic Partnership |  |
| Budget sheet - Academic Partnership |  |
| Logframe |  |
| CVs of team members |  |
| Consortium agreement  Confirmation of intention to carry out the proposed project, signed by all partner institutions and associate partners (if any) |  |
| Letter of intent from the leading management, signed by all partner institutions, associate partners and subcontractors (if any) |  |

## Declaration by the representative of the consortium

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 supplied 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.

Name:

Position:

Signature:

Date and location:

1. See list of Austrian branches of science (multiple selection possible). List available at [www.appear.at/application](http://www.appear.at/application) [↑](#footnote-ref-1)
2. The submitting organisation is defined by the consortium and responsible for coordinating, reporting and accounting. [↑](#footnote-ref-2)
3. Download: <http://www.appear.at/application> [↑](#footnote-ref-3)
4. Download: [www.appear.at/project\_implemantation\_reporting](http://www.appear.at/project_implemantation_reporting) [↑](#footnote-ref-4)
5. In-kind contributions are not included in the project budget. [↑](#footnote-ref-5)