

## Call for applications 2017 Two-year project funding

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### 1 INVITATION

The Norwegian Centre for International Cooperation in Education (SIU) is pleased to issue this call for applications for funding of joint projects under the Eurasia Programme.

The programme will support collaboration projects with higher education institutions in Ukraine, Moldova, Georgia, Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan and Tajikistan.

The **overall aim** of the programme is to contribute to renewal and internationalisation of higher education in the cooperating countries, as a means to provide a basis for political and economic reforms, stimulate to a sustainable development, increase the level of education in the population and increase respect for human rights.

The programme is funded by the Norwegian Ministry of Foreign Affairs and is administered by SIU.

The call is open to **two-year project cooperation** with a project period from 1 January 2018 to 31 December 2019. The final deadline for submitting applications is **22 September 2017, at 15:00 Norwegian time**. The applications should be prepared jointly by the applicant institution in Norway and the partner institution(s).

The total funds made available in this call are NOK 3 million.

Below you will find more information on the objectives and funding framework of the programme, eligibility requirements and selection criteria, and an outline of the administrative process of project selection under the programme.

## **2 OBJECTIVES AND FUNDING FRAMEWORK OF THE CALL**

### **2.1 Objectives**

The programme shall lead to:

- development of strong and lasting institutional partnerships through academic collaboration between higher education institutions in Norway and the cooperating countries
- regional collaboration between higher education institutions in the cooperating countries
- development and implementation of courses, study programmes and degrees that are considered relevant to the needs in the cooperating countries, inter alia, for the labour market
- more research-based and internationally oriented education at the institutions in the cooperating countries, promoting a high level of student activity
- improved links between higher education and the public and private sectors in the cooperating countries
- improvements in university management, including implementation of reforms related to the Bologna process
- more awareness, interest and knowledge about the cooperating countries at Norwegian higher education institutions
- increased mobility of students and staff between the cooperating countries and Norway

### **2.2 Project funding and activities**

Each project may be awarded up to NOK 300 000. SIU may reduce the amount awarded based on an assessment of the merits of the individual applications.

The project budget included in the application form shall only include funds applied for through this call.

Activities may include all levels of higher education (Bachelor, Master and PhD), all fields of education, and involve multiple fields and disciplines.

Research activities *not clearly linked to* educational activities cannot be supported. Projects should mainly target educational cooperation, not research activities.

The project may include funds for salaries and indirect expenses (including administration and overhead), limited to 30 per cent of the total allocation. The funds may be shared between the partner institutions.

For more information on eligible project activities, please see the attached “Guidelines for applicants”.

### **2.3 Expected project results**

SIU will monitor project results and the degree to which project activities contribute to fulfil the project goals and the programme objectives. Applicants are requested to describe the expected results of the project as specifically as possible, including the number of mobile students and new courses and degree programmes that will be developed.

## **3 ELIGIBILITY REQUIREMENTS AND SELECTION CRITERIA**

### **3.1 Who may apply?**

- Applications must be submitted by the main partner institution in Norway.
- The Norwegian institution must apply together with one main partner institution from the eligible partner countries: Ukraine, Moldova, Georgia, Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan and Tajikistan.
- Applications may also involve other institutions in Norway and the partner countries as network partners. Research institutes and non-governmental organisations, public agencies or public and private enterprises in Norway or in the partner countries may also be involved as network partners.
- Network partners not based in Norway or the cooperating countries will be judged on their contribution to goal achievements within the cooperating countries. Such partners may only play a minor and supporting role within a project.
- Applicants that received funding from the Eurasia Programme for long-term projects in 2016 may not apply for additional funding through this call.

### **3.2 Formal eligibility requirements**

In order to be eligible, applications must meet the following requirements:

- **The main partner institution in Norway** must be an accredited Norwegian higher education institution, or an institution with accredited higher education programmes.
- **The main partner institution outside Norway** must be an accredited higher education institution, public or private, in Ukraine, Moldova, Georgia, Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan or Tajikistan, providing accredited education

programmes that are relevant to the proposal and at a level equivalent to that offered at the Norwegian applicant institution.

- **Applications** must include a **Letter of commitment** from the main partner institution outside Norway, documenting interest in and commitment to the partnership by leadership at relevant level.
- **Applications** must be written in English and be submitted fully completed, **including attachments**, through SIU's online platform for applications and reporting ([Espresso](#)) within the call's final deadline. Non-required attachments will not be taken into consideration.
- **The project activities** described in the application must be implemented within the project period.
- The project activities supported through the Eurasia Programme must be in accordance with the applicable legislation regarding state aid, cf. the State Aid Act of 27 November 1992 No. 117 (incl. regulations enacted thereunder), as well as other relevant government regulations.

**Please note** that failure to meet the above requirements will lead to dismissal of the application.

### **3.3 Selection criteria**

The eligible applications' relative strength will be assessed on the degree to which they are deemed able to meet the following selection criteria:

- The project's relevance to the objectives of the programme.
- The quality of the project design, hereunder the application's overall clarity and quality, correspondence between proposed activities and budget allocations, demonstration of cost-effectiveness, the sustainability of the project results, and the project's feasibility.
- The quality of the partnership, hereunder the project team and the cooperation arrangements, history of cooperation, the partners' complementarity, experience and expertise, the project's level of formalised commitment, relevance to the institutions' strategic priorities, and the potential for long-term collaboration between the partner institutions.
- If relevant, the level and quality of involvement from non-academic partners (companies, organisations, etc.), hereunder their contribution to the project activities and the value they add to and gain from the collaboration.

SIU presumes that all projects adhere to a high ethical standard in research and higher education. SIU emphasises the importance of gender equality, inclusive practices and anti-corruption measures in all project activities.

**Please note** that these criteria correspond to various compulsory fields in the online Espresso application form, and that the application's ability to meet these relative criteria will be assessed on the basis of the description provided. In order to ensure coherence and a logical order in the description of your project, please read the relevant help texts in the online application form as well as the "Guidelines for applicants" carefully. Remaining questions may be directed to SIU.

## **4 ADMINISTRATIVE PROCESS**

### **4.1 Assessment of applications and response to applicants**

Each application will be assessed by a panel of reviewers from SIU on the basis of its individual merits with regard to the selection criteria set out above (item 3.3), and its relative standing to other competing project applications. Applications will be evaluated on a scale from 1 (lowest) to 5 (highest).

Grant allocation decisions are made by SIU, based on the selection criteria set out above. If other aspects of competing applications are considered equal, SIU may place emphasis on strategic and political factors deemed relevant to the programme, such as the geographical or disciplinary distribution of the project portfolio. In this call, such preference may be given to projects including partners in Ukraine, Georgia and Moldova. New partnerships may also be given priority.

It will be considered positive if the application can document integration or synergies with other national or regional educational initiatives, such as Erasmus+ Capacity Building.

In case the applicant has received a similar grant from SIU in recent years, SIU may also take into consideration past performance, such as good quality in the implementation of the previous project(s) and sound financial management.

All applicants will be notified of the outcome of the application process, tentatively in November 2017.

## **4.2 Contracts and reporting obligations**

The main partner institution in Norway will be required to enter into a contract with SIU. The contract will be subject to SIU's standard terms and conditions, and must be signed by a representative holding the requisite authority to legally bind the main partner institution in Norway. The obligations on part of the institution include a duty to submit progress reports, project accounts, and a final report upon completion of the project.

Until a binding contract has been entered into, SIU reserves the right to at any time revisit any evaluation and decision on the basis of newly discovered facts which may adversely affect the planned implementation of a project.

## **4.3 Contact information**

For further information on the Eurasia Programme or how to apply, please contact SIU by email ([eurasia@siu.no](mailto:eurasia@siu.no)) or by telephone (+47 55 30 38 00).

## Attachment 1 – Budget guidelines

Project budgets will be assessed on basis of their cost-effectiveness and reasonableness. The official Norwegian travel regulations (*Statens reiseregulativ*) will be used as a starting point in SIU's assessment of the reasonableness of budgeted travel and accommodation costs. Where available, moderately priced alternatives for travel and accommodation must be chosen. Please explain the budgeted amounts as necessary in the *Comments* fields in the application.

### *Student mobility*

The tables below describe eligible costs that may be included in project applications with regard to incoming/outgoing student mobility related to each of the eligible levels of education (Bachelor/Master/PhD).

#### **Mobility up to 4 weeks**

	Bachelor, Master and PhD
To/from Norway	Project applications may include accommodation and living costs for students related to the planned project activities (e.g. intensive courses, field work, workshops, supervision, research activities, excursions, work placements, etc.).

#### **Mobility exceeding 4 weeks**

	Bachelor/Master	PhD
To Norway	Project applications may include scholarships to cover accommodation and living costs for students up to the applicable rate set by the Norwegian State Educational Loan Fund. In 2016/17 the monthly rate is NOK 10 395.	Project applications may include accommodation and living costs associated with the PhD students stay in Norway up to the applicable monthly rate <a href="#">set by the Norwegian Research Council («Overseas Research Grants»)</a> for individuals. In 2016/17, the monthly rate is NOK 16 000. Additional grants for dependents are not given.
From Norway	Project applications may include scholarships to cover costs which are not covered by student funding attainable from the State Educational Loan Fund. Such extra costs are limited to <b>NOK 6 000 per student per month</b> . These rates also apply to international mobility for work placements.	Project applications may include specified cost items which are not covered by other external funding, up to the applicable monthly rate <a href="#">set by the Norwegian Research Council («Overseas Research Grants»)</a> for individuals. In 2016/17, the monthly rate is NOK 16 000. Additional grants for dependents are not given.

The rates for student accommodation and living costs are based on rates and net amounts paid out to students from the State Educational Loan Fund (Bachelor/Master) and the Norwegian Research Council (PhD). The rates cover the individual student's costs, and additional funding for

dependents/family members may not be included in the budget. As the relevant rates are adjusted annually according to the retail price inflation, the rates may be adjusted accordingly for coming years.

Travel, visa and insurance costs incurred in connection with student mobility may be supported if not covered by funding attainable from the State Educational Loan Fund or other external funding sources.

**Please ensure that the project budget distinguishes between mobility up to 4 weeks and mobility exceeding 4 weeks.**

#### *Travel costs for staff*

Projects may include reasonable travel costs and expenses for academic and administrative staff related to the project activities. Please note the general guidelines set out above regarding reasonableness and cost levels.

#### *Infrastructure and scientific equipment*

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 and clearly linked to educational activities at Master and PhD level. Lab fees and consumables related to students' research may also be included to a reasonable extent.

#### *Project related salary costs*

The aggregate cost of salaries, remuneration of consultants, honorariums and indirect costs involved in a project may not exceed **30 per cent** of the total project budget. The amount may be shared among the project partners, based on agreement between the partners. Please specify how these costs have been calculated and how many months of work will be carried out by whom on basis of the costs budgeted.

All such costs must be included under the budget item "Salary and indirect costs", not as part of the individual activities.



## Attachment 2 – Guidelines for applicants

### INTRODUCTION

The following guidelines are designed to aid applicants in preparing their applications for **2-year funding** under the Eurasia Programme.

Applications must be submitted via SIU's online system for applications and reporting, «Espresso». Espresso may be accessed at [espresso.siu.no](https://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 available Calls for applications from SIU.

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

You can at any point before submission save your application and continue at a later stage. Remember to submit before the application deadline. If you need to make changes after submission, please refer to the guidelines under «Submission».

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.

### «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 a short and informative 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 (including attachments), but not edit its contents. The project coordinator may however grant read access to an unrestricted number of other registered Espresso users.

## **SECTION «A» | Partnership information**

### **A.1 Main partner institution in Norway**

#### **A.1.1 Main partner institution in Norway (liN)**

In this field, provide the name of the main partner institution in Norway. The names of eligible partner institutions in Norway are retrieved via the search function. Please contact SIU if you do not find your institution via the search function.

#### **A.1.2 Department (liN)**

In this field, please select the unit (department level or above) where the project will be administratively located. Please choose a predefined department, or manually type in the name of the department/unit if it is not listed. 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 (liN)**

In this field you are asked to provide the name of the head of the institutional department/unit at the main partner institution in Norway where the project will be administratively located.

#### **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 attachment in section A.6. Uploaded CVs should 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, provide the name (in English) of the main partner institution outside Norway. If the relevant institution is not found via the search function, you may add the institution by pressing the «Add Institution» button. Please make sure that the institution's name is correctly spelled if you add a new institution.

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 applications. The main partner institution outside Norway should provide education relevant to the project and at a level comparable to what is offered at the main partner institution in Norway.

#### **A.2.2 Department (IoN)**

In this field, please select the unit (department level or above) where the project will be administratively located. Please choose a predefined department, or manually type in the name of the department/unit if it is not listed. 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 the institutional department/unit at the main partner institution outside Norway where the project will be administratively located.

#### **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 attachment in section A.6. Uploaded CVs should not be longer than four (4) pages.

#### **A.3 Network partners**

*Are any non-academic partners in the project?*

Projects are asked to indicate whether or not any non-academic partners will be involved in the project. Non-academic partners include, but are not limited to, future employers for students, such as business and industry partners, government offices, hospitals, municipalities, NGOs and so on. This question activates sections in the application form relevant to projects where non-academic partners are involved.

Participating non-academic partners should be listed as network partners.

*List of 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 private or public enterprises, other higher education institutions, research institutes, non-governmental organisations (NGOs) or other relevant organisations.

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 and administrative staff members 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.

*Composition of the project team*

Projects are asked to describe what considerations have been made in the composition of the project team from all project partners. Please also describe how aspects relating to gender balance have been assessed and implemented in the project, e.g. in the composition of involved personnel and recruitment strategies for students, and other aspects of the project where gender balance is relevant.

## **A.5 Fields of education and training**

Please list the fields of education and training to which the project is related. This information will only be used by SIU for statistical purposes. The list is based on the International Standard Classification of Education (ISCED F2013).

## **A.6 Attachments**

In this section, applicants must upload the following attachments **before** submitting the application:

- *A letter of commitment* from your main partner institution outside Norway
- *A curriculum vitae (CV)* for project coordinators

All attachments must be uploaded in an appropriate format (e.g. .pdf, .doc, .docx or .jpg).

Applications without an attached letter of commitment will not be processed. CVs for project coordinators are also mandatory, but may be uploaded as attachments or entered in the Espresso format (in sections A.1 and A.2 of the application form). Uploaded CVs are not to exceed 4 pages.

Please note that non-required attachments will not be taken into consideration.

CVs for project coordinators are mandatory, and may be uploaded as attachments *or* entered in the Espresso format (in sections A.1 and A.2). Uploaded CVs are not to exceed 4 pages. Applications without CVs from the coordinators at IiN and IoN and the required letter of commitment will not be processed.

### **What is a letter of commitment?**

A letter of commitment is a formal document where a project partner commits itself to participate in and contribute to the project. It should contain information that is as specific as possible with regard to what resources (funds, work hours, equipment, premises, etc.) the partner will contribute to the project. It should be signed by a person authorised to enter into such commitments on behalf of the partner. This may be a Head of Department, a Dean of the Faculty, a Director (one of a group of senior managers who run an enterprise) or another person authorised to enter into such commitments.

## **SECTION «B» | Information on the project**

### **B.1 Project summary**

*Please provide a short summary of your project.*

The summary should mention the goals of the project, the main activities that will be implemented and which institutions/partners are involved. It should also give a brief description of the expected results of the project. The project summary will be published in SIU's project database and will be publicly available on SIU's website. It may also be used by SIU in reports and publications related to the programme. Word limit: 250.

## **B.2 Background information**

### **B.2.1 History of cooperation**

*Please give a brief description of the history of cooperation between the project partners.*

In this field, applicants are asked to outline how and when the partnership was established and how the project partners were chosen.

*Please describe how the project is linked to strategies and priorities of the project partners.*

In this field, applicants are asked to outline how the project is linked to strategies and priorities of the project partners in Norway and the partner countries.

### **B.2.2 Links to research**

*Please describe how the project is linked to ongoing research activities and research cooperation between the partner institutions.*

Please describe ongoing research (if any) at the participating institutions with direct relevance to the planned educational activities. If relevant, please also add information on ongoing or previous research collaboration between the partner institutions. Word limit: 350

### **B.2.3 Previous and parallel funding**

*Is the proposed project related to any projects and/or activities currently or previously funded by SIU or other funding agencies?*

If yes, please briefly describe the project(s) and/or activities, including project identification numbers.

*Have the project partners applied for funding for any of the project activities listed in this application through other programmes administered by SIU or other funding agencies?*

If yes, please list the relevant programmes.

## **B.3 Project design**

### **B.3.1 Project goals and expected results**

#### **B.3.1.1 Project goals**

*Please state the goals of the project.*

Please describe the goal(s) that the project aims to achieve. Keep in mind that the project goals should be relevant to the objectives of the programme, as listed in the Call for applications. Word limit: 350.

#### **B.3.1.2 Expected results**

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

Please provide a description of the expected results of the project and be as specific as possible. SIU will measure the project's success against the achievement of the expected results. Word limit: 350.

Below you will find examples of results from international collaboration projects, to be used as an inspiration when defining expected results for the project:

- Established joint study programs and joint degrees between partners
- Jointly developed courses embedded in study programs at the institutions
- Jointly developed educational tools, methodology, curriculum or services etc.
- Joint implementation of educational activities
- Internationalization at home for non-mobile students
- Credit transfer for students participating in educational activities at collaborating institutions
- The submission of joint publications and dissemination of results
- Formalized knowledge exchange between higher education institutions and enterprises
- Number of mobile students from Norway to partner countries (for less or more than three months) within the framework of the partnerships
- Number of mobile students from partner countries to Norway (for less or more than three months) within the framework of the partnerships
- Number of students participating in work placements (internships/ vocational practice training) abroad, within the framework of the partnerships

### **B.3.2 Work plan**

*Please provide a brief work plan for the project.*

A brief work plan for the project (schedule, milestones, etc.) is to be provided here.

If activities are closely integrated, you may present the activities as work packages or sub-projects. Please note that a more detailed description of each activity is to be provided in section D of this application form, together with a budget for each activity/work package. The work packages should also be reflected in the presentation of activities in section D. Word limit: 350.

*Please describe how each of the project partners (including any network partners) will contribute to the project.*

Please describe what each partner (including any network partners) will bring to the project (e.g. knowledge, competence, experience, infrastructure, etc.). The division of responsibilities and tasks between the project partners is also to be described here. Word limit: 350.

### **B.3.3 Standard indicators**

The standard indicators will be used to monitor the progress of the projects, and to generate aggregated data on a programme level.

#### **B.3.3.1 Student mobility**

Please provide information about planned mobility of students during the project. Any movement of students across country borders, irrespective of duration, is counted as a mobility.

### B.3.3.2 Courses/programmes

Please provide information about new courses or degree programmes to be developed through the project. Summer schools should also be included. Existing courses or degree programmes which will be revised as a result of the collaboration may also be registered.

### B.3.4 Non-academic partners

*Please explain how participating non-academic partners will benefit from the project in the short and long term.*

## B.4 Assessment of sustainability and risks

### B.4.1 Sustainability

*Please explain how and to what extent the proposed project activities and the expected results will be sustained after the project has ended.*

Also explain how the project will enhance long-term collaboration between the partners. Word limit: 250.

*Please explain how and to what extent the project will lead to increased mobility of students between the partner institutions.*

Projects supported by SIU are expected to lead to increased mobility of students between partner institutions (including mobility in connection with work placements or practical training). Please explain how and to what extent your project will lead to this, not only within the project period, but also in the longer term. Word limit: 250.

### B.4.2 Risk assessment

*Please describe potential risk factors that may impede successful implementation of the project, and how the effects of such risks may be mitigated.*

Please 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. Please also include any anti-corruption measures, if relevant. For each risk factor identified, you should also explain what measures you plan to implement to avoid or mitigate the effects of the risk. Word limit: 250.

## SECTION «C» | Project activities

### C.1 Please indicate type(s) of project activities 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 subsection under SECTION «D» will be included in the application form, containing further questions regarding the particular activities falling into that category.

You can choose one or more of these three categories: *Project development*, *Implementation of joint educational activities* and *Implementation of educationally relevant cooperation with non-academic partners*.

## **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. If some of your project activities are closely integrated, you may group them together under one activity budget as a work package or sub-project.

**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.

Please refer to the *Budget guidelines* 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
- Joint curriculum development
- Joint development of courses, study programs and degrees
- Development of new educational materials and methods, including digital content and tools
- Dissemination activities
- Other activities

### **D.2 Implementation of educational activities**

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

- Student mobility
- Student participation in research activities/projects
- Joint teaching and supervision, incl. guest lecturing
- Joint project assignment for students
- Intensive courses, field courses and summer schools
- Workshops/seminars
- Courses/trainings/study visits for academic and administrative staff
- Other activities

### **D.3 Collaboration with non-academic partners**

This category covers activities directed towards collaboration with non-academic partners in Norway or in a relevant partner country (as specified in the Call for proposals). Examples of such collaboration activities may be:



- Implementation of student work placements, internships or trainee arrangements
- Facilitation of student involvement in R&D projects and/or involvement of private or public enterprises in student projects
- Facilitation of student entrepreneurship or innovation projects
- Guest lecturing, workshops and seminars involving lecturers, supervisors or advisors from the public or private sector
- Other activities

## **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 non-academic partners, 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.

### *Project related salary costs*

The aggregate cost of salaries, remuneration of consultants, honorariums and indirect costs involved in a project may not exceed **30 per cent** of the total project budget. The amount may be shared among the project partners, based on agreement between the partners. Please specify how these costs have been calculated and how many months of work will be carried out by whom on basis of the costs budgeted.

All such costs must be included under the budget item “Salary and indirect costs”, not as part of the individual activities.

### *Comments to the budget*

If you have further comments to the overall budget, you may also include them here. Please note that comments specifying the individual budget items are to be provided in the mini-budgets for each activity.

## **«CONFIRMATION»**

In this section, applicants are required to confirm that letter(s) of commitment from relevant project partners have been attached, and 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.

## **«SUBMISSION»**

In this section, applicants can submit the 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.

If you need to make changes to the application after submission, you may do so up to the final deadline. Please request that SIU reopens the application by sending an e-mail to [eurasia@siu.no](mailto:eurasia@siu.no).

Please allow sufficient time for SIU to respond to this request. SIU cannot guarantee that requests made on the day of the submission deadline will be responded to with sufficient time to make the changes and resubmit.

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