**APPLICATION FORM**

**Call for Applications**

**for Applied Science Small Grant Scheme**

|  |
| --- |
| **Section A: INFORMATION ABOUT THE APPLICANT** |

|  |
| --- |
| * 1. **Applicant:** |

**Please tick the correct box:**

**This is an application by:**

**□ Staff of a public university**

**□ A group of students (min 2, max 5)**

**□ Civil Society Organizations**

University staff applying must hold a permanent or temporary contract with a public university in Kosovo; Students applying must be registered at a public university in Kosovo.

1. **For public universities/organizations:**

|  |  |
| --- | --- |
| Full name and address of the applicant: |  |
| Name and position of the legal representative(s) of the university/organization: |  |
| Name and position of the project coordinator/contact person on behalf of the university/organization: |  |
| E-Mail (of project coordinator): | Mobile phone (of project coordinator): |

1. **For group of students:**

|  |  |
| --- | --- |
| Full name and address of applicant/project coordinator (*if* applying as a group, this is team member 1; contact person on behalf of the group): |  |
| University, study programme, year of studies |  |
| E-Mail: |  |
| Mobile phone: |  |

***If* applying as a group, please add information about all members of the group:**

|  |  |
| --- | --- |
| Full name and address of team member 2: |  |
| University, study programme, year of studies |  |
| E-Mail: |  |
| Mobile phone: |  |

|  |  |
| --- | --- |
| Full name and address of team member 3: |  |
| University, study programme, year of studies |  |
| E-Mail: |  |
| Mobile phone: |  |

|  |  |
| --- | --- |
| Full name and address of team member 4: |  |
| University, study programme, year of studies |  |
| E-Mail: |  |
| Mobile phone: |  |

|  |  |
| --- | --- |
| Full name and address of team member 5: |  |
| University, study programme, year of studies |  |
| E-Mail: |  |
| Mobile phone: |  |

|  |
| --- |
| **Section B: DESCRIPTION OF THE PROPOSED INITIATIVE** |

|  |
| --- |
| **2.1. Project title** |
|  |

|  |  |  |
| --- | --- | --- |
| **2.2. Project duration (between 3 and 6 months)** | | |
| Project start:\* | Duration in months: | Project end: |

\* Project implementation should start in Date.

|  |
| --- |
| **2.3. BRIEF DESCRIPTION OF APPLICANT** (up to ½ page/250 words) *Describe in short, the applicant institution and the project coordinator.* |
|  |

|  |
| --- |
| **2.4. WHY DO YOU THINK YOUR PROPOSAL IS IMPORTANT? (BACKGROUND/PROBLEM DEFINITION)** (up to. 1 page/ 500 words) *Describe in short why you wish to do this project, which challenge or problem will it help to solve, why should it be funded etc.* |
|  |

|  |
| --- |
| **2.5 WHAT DO YOU WANT TO ACHIEVE (STATE THE OBJECTIVE/S AND THE RESULTS OF THE PROJECT)?** (up to 1 page/500 words) *Describe in short what you want to achieve, what is your target or goal in implementing the project, what will be the results and outputs etc.* |
|  |

|  |
| --- |
| **2.6. HOW DOES YOUR PROJECT ADDRESS THE THEMATIC AREA OF THE CALL: IMPLEMENTATION OR PROMOTION OF APPLIED STUDY PROGRAMME?** (up to 1/4 page/125 words) *Describe in short how your project relates to the thematic area of this call.* |
|  |

|  |
| --- |
| **2.7. WHO IS THE TARGET GROUP AND HOW WILL YOU INVOLVE THEM?**  (up to ½ page/250 words) *Shortly describe the target group/s of your project and how they are involved in the project.* |
|  |
|  |
| **2.8. DISSEMINATION AND SUSTAINABILITY** (up to. ½ page/250 words)  *Describe in short how you will disseminate information about the project and its results\* and what you will do to ensure that the project results will continue to be used or further developed after the end of this project.*  \* For implementation of dissemination activities, please note that the ADA Visibility Guidelines need to be respected. The HERAS Plus Office in Prishtina will provide advice in this matter. |
|  |

**2.9. ACTIVITIES**

Please describe the planned activities by using the table below:

|  |  |  |
| --- | --- | --- |
| **Number** | **Title** | **Description of activity**  (min. 100 – max. 200 words per activity description) |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **…** |  |  |

**2.10. TIMEFRAME**

Please indicate the timeframe for planned activities by using the table below:

|  |  |  |
| --- | --- | --- |
| **Number** | **Title** | **Indicative start and end date** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **…** |  |  |

**2.11. BUDGET**

What are the costs for the planned activities? Please use the budget table below,

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Description of expenses (e.g., workshop, printing materials etc.)** | **Cost per unit** | **No. of units** | **Overall amount** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **…** |  |  |  |  |
| **TOTAL** |  |  |  |  |

**Eligible costs:**

The following costs are eligible:

* Staff costs (based on fee invoices)
* Travel costs
* Costs for printing and publications
* Costs for events (please list items, e.g., food/drinks, rent etc.)
* Other costs (please list items, e.g. translations, office supplies, communication costs)

Please note that only costs documented by invoices can be considered eligible.

**Date/Place Name and signature of applicant[[1]](#footnote-1)**

**---------------------------------------- ------------------------------------------**

**Stamp of the university/organization[[2]](#footnote-2)**

**-----------------------------------------**

**Checklist for a complete PROJECT APPLICATION**

All required documents have to be in **English** and have to be submitted via **E-mail** (electronic version) to [donjeta.ibra@wus-austria.org](mailto:donjeta.ibra@wus-austria.org) until 01 May 2022

|  |  |
| --- | --- |
| **Required document** | **Please tick** |
| **Signed application form** |  |
| **Short CVs of contact person and further team members** |  |
| **For CSOs only:**  **Certificate of registration**  **Certificate of fiscal number** |  |

1. For applications by university/organization, the application form needs to be signed by the legal representative of the university/organization. For applications by (a group of) students, the application needs to be signed by the designated applicant/project coordinator. [↑](#footnote-ref-1)
2. Stamp is needed only for applications by university/organization. It is not required for applications by students. [↑](#footnote-ref-2)