

## **Guidelines for Applicants.**

### **Programme for Higher Education, Research and Development in the Western Balkans 2010-2014. The Maritime sector (HERD Maritime)**

#### **Introduction**

The programme in Higher Education, Research and Development in the Western Balkans 2010-2014 consist of four sub programmes

- 1: Maritime Sector, Programme
- 2: Agricultural Sector, Programme
- 3: Energy Sector and Programme
- 4: Development Studies.

The scope and objectives of HERD are outlined in the attached Programme Document dated 01.03.2010. (Annex 1)

Aalesund University College has been requested to administer HERD Maritime on behalf of the Ministry of Foreign Affairs in line with the Herd Programme Document and the terms and conditions set out in the agreement between MFA and AUC of 02.03.2010. MFA may give AUC concrete instructions regarding the administration of HERD Maritime. Such instructions shall be in writing.

The application deadline is March 1<sup>st</sup> 2011 at 15:00 hrs. The decision on the allocation of funds will be made by the HERD Maritime Sector Board on tentatively April 1<sup>st</sup> 2011. Projects that receive funding from HERD Maritime should be completed by 31.12.2014.

AUC's Secretariat for HERD Maritime is at the university college's International office.

The Secretariat's Sector Manager is Liv Møller-Christensen, Aalesund University College, Box 1517, N 6025 Aalesund. Phone: +47 70161336/99040928, telefax: +47 70161300, e-mail: [lm@hials.no](mailto:lm@hials.no)

#### **The Application Process**

##### **I. The applicant**

The partner institutions in the project shall forward a joint application to the Programme Secretariat. Relevant documentation must be included as part of the application.

The application form's Cover page has to be signed by the *institutional responsible* and the *project manager* from each institution.

##### **II. Handling of the application**

- 1) Applicants shall be submitted by the relevant departments/institutes/centres (hereafter referred to as departments), i.e. by department(s) in Western Balkans and by departments in Norway to the lead partner in Norway, which is the formal applicant. The lead partner in Norway is responsible for submitting the application on behalf of the partners. All applications shall be sent to AUC via the Sector Manager for registration and further processing. For address and contact details, please see the application form.
- 2) The Programme Secretariat presents the applications to the HERD Maritime Sector Board, which is responsible for qualitative aspects regarding the Programme and for the funding of project applications. The Sector Board will conduct assessments of proposals if necessary by peer review, assess all applications and distribute funds according to the stated aims of HERD and as agreed with MFA. The Sector Board will also monitor on-going activities and have a consultative role as to further development of the HERD programme.

##### **III. The formal contracts**

A contract with the Norwegian lead department will be drawn up when the Sector Board has approved the application. This contract states the general conditions for the project cooperation, the particular project and the activities as proposed by the applicants.

AUC require that a Memorandum of Intent or similar is established between the collaborating Departments for each project. This agreement should make reference to the joint application.

The information provided in the application, and in the signatures are to be regarded as statements of intent. The contract that follows a successful application will be a binding agreement.

## **Project Application Form Cover Page**

### **Project title (1)**

Should not exceed 100 letters and should indicate the main project objectives

### **Application documents (2)**

The Application Form consists of:

- Application Form Cover page
- Part A: Project information, synopsis and proposal
- Part B: Application budget
- Part C: Project Description

Attachments shall include:

- CV of project leaders (should not exceed 4 pages)
- Memorandum of Intent or similar document signed by the collaborating institutions
- Other relevant documents

### **Signatures from lead institutions in Norway and partners in Western Balkan Countries and Norway (3 and 4)**

Applications must be signed by project leaders and by head of departments.

The Norwegian lead partner must submit a paper version of the application's Cover Page with original signatures by mail to the secretariat at AUC by the application deadline. The Cover Page may be forwarded by fax or as pdf files attached to e-mails as a provisional arrangement until original signatures have been received by mail.

If the project proposal involves more than two partner departments, they must also confirm their active participation and commitment to the project, e.g. on the copies of the Cover Page and with original signatures as of the procedure described above. Such copies should also be a part of the application. ***Please note that applications lacking original signatures from any of the main partner institutions will not be processed.***

## **Part A: Project Information, Synopsis and Proposal**

### **Proposing institutions (5-8)**

- Name, address and contact information of the proposing department
- Name and address of the department where the project is administratively located and which is administratively responsible for the project.
- Name and contact information for the project leaders/coordinators
- Information about other cooperating partners, in Western Balkans and /or in Norway, or partners in other countries who will participate in the project. Confirmation about such participation shall be enclosed with the application.

### **Synopsis and the objectives of the project (9)**

The synopsis should give a short description (not exceeding 200 words) of the projects main objectives and sub-goals, main activities, expected results, etc. See HERD Programme Document. The synopsis may be composed in a way that makes it useful for information purposes.

### **Project components and disciplines (10)**

Select main discipline area(s) as described in the Herd Programme Document and in the Project Application Form's item 12 "Elements in the proposed project"(compulsory) Also select sub-discipline areas when appropriate (optional).

### **History of cooperation (11)**

If it is a continuation of other project(s) in the Western Balkans, tick off for No, and give the relevant identification number. Please indicate financial contribution and time period from other sources, if applicable.

### **Elements in the proposed project (12)**

Please tick off and describe the relevant activities under each element. The applicants are required to give more detailed information about the proposed activities under "Project description".

## **Part B: Application Budget (HERD Maritime budget proposal 14)**

It is important that budget posts are related to the programme's objectives, goals and strategic guidelines (See HERD Programme Document). For example, fellowships, salaries, infrastructure and running costs will not be funded unless these are related to over-arching objectives as of the Programme Document. Budget proposal figures in 1.000 NOK.

### **Comments to the specific items in the Budget Form**

#### **1. Fellowship grants for Master students and**

#### **2. Fellowship grants for Ph.D. students**

HERD follows normally Norwegian allocations and rates for support to students, e.g. according to the Norwegian Research Council or at Norwegian universities. Rates may be subject to adjustment during the project period. If students are in a sandwich course or do the field work in their home country, they will receive local rates when in their home country. The HERD Programme does not cover expenses for accompanying families.

#### **3. Salaries in Western Balkans**

The HERD Programme may cover salary expenses at local rates for the staff involved in the project. The WB institutions' own contributions, e.g. salaries, travels, infrastructure, running costs etc, shall be given in item 14.I (*Own funding, including in-kind contributions*).

If the project receives financing from other sources than HERD, this shall be budgeted in the item 14.II (*Application to others*).

#### **4. Salaries in Norway**

The HERD Programme may cover salary expenses for Norwegian staff involved in the project. The Norwegian institutions' own contributions e.g. salaries, travels, infrastructure, running costs etc, shall be given in item 14.I (*Own funding, including in-kind contributions*).

If the project receives financing from other sources than HERD, this shall be budgeted in the item 14.II (*Application to others*).

#### **5. Scientific instruments/equipment and**

#### **6. Office infrastructure/software/netware**

This item may cover costs for equipment and infrastructure required for the project. The institutions in Western Balkans and in Norway should make existing equipment and infrastructure available for the project. Please specify when applicable.

#### **7. Books/periodicals/publications costs/dissertation costs**

Literature considered necessary for the project, other than that what is already available at the cooperating institutions, should be budgeted here. This post may also cover costs for production of proceeding for meetings, conferences and students' dissertations.

#### **8. Networking costs/conferences/seminars/workshops/research**

These are general costs not covered by items 9 and 10, Travel expenditure, see below. These may include hosting of workshops, seminars and conferences, networking costs other than travels and specific costs related to research and other project activities.

#### **9. Travel expenditure: Western Balkans Countries and**

#### **10. Travel expenditure in Norway**

This covers the costs of partners from the Western Balkans for travel, accommodation and per diem, to and from Norway or a third country, as also (if relevant) travel and expenses for field work in the home country.

Visit to and travel in Norway, including field work in Norway, should be with the cheapest way of travel, and according to Norwegian government regulations, (Statens reiseregulativ).

Exceptions have to be explained and justified.

In case of visits to other countries than Norway, travel expenses are covered according to the regulations of the visitor's home country or home destination. Exceptions have to be explained and justified.

Travel expenses for staff and students in the Western Balkan countries and for field work there, should be according to the cheapest way of travel and accordance with national regulations. If budgeted under items 9 and 10, they cannot be included elsewhere, e.g. under items 1, 2 or 7

**11. Other operating costs/Running costs**

These are costs not covered by any of the above items. To be explained and justified.

**12. Sub-total Costs**

All items 1 through 11 are added up in item 12, "Sub-total costs", which is the basis for calculation of item 13

**13. Overhead**

The overhead rate under HERD is 7,5. To be explained and justified

**Part C: Project description****Project description (15)**

The Project description should not exceed 8 pages and should provide:

- Justification of the project in relation to HERD's Objectives; Institutional Development, Applied Research and Development, and also to HERD's strategic directions.  
See the HERD Programme document item 1 "Aim and Objectives" and Item 4 "Strategic direction of HERD" for details.
- An outline of the project including time schedule for project activities
- Goals and sub-goals of the project
- Methods and material
- Expected results
- Assessment of involved departments' competence and capacity for participating in the project
- Assessment of the projects vulnerability
- Implications of project for departments in the Western Balkans and sustainability of cooperation
- Plans for dissemination of findings and results
- Comments to the budget, as needed

**List of enclosures (16)**

Attachments shall include CV of project leaders, memorandum of Intent or similar document signed by the collaborating institutions and other relevant documents.