Project Proposal

Africa-UniNet Research Cooperation Project | 2nd Call 2021

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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 All Involved Institutions** |  | | | |
| Austrian Institutions |  | | | |
| African Institutions |  | | | |
|  | | | | |
| **Planned Project Start** |  | | | |
| **Duration in Months** |  | | | |
| **Total Costs Applied (€)** |  | | | |
|  | | | | |
| **No. of Team Members**  (including Coordinator) | 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. | | | | |
|  | | | | |
| **Branch(es) of Science**[[1]](#footnote-1)  (max. 3) | Branch Name | | Six-Digit Code | |
| **Contribution to SDGs**[[2]](#footnote-2)  (max. 3) | Name of SDG | | SDG Number | |

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| Abstract |
| Please provide a brief abstract of the project (ca. 250 words) |
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| General Information |

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| Project Information | |
| **Project Title** |  |
| Acronym |  |
| Cooperating Countries |  |
| Planned Project Start |  |
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| Total Costs Applied for |  |

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| --- | --- |
| Coordinating Institution | |
| Full Name |  |
| Acronym |  |
| Address |  |
| Postal Code, City |  |
| Country |  |
| Website |  |
|  | |
| Legal Representative |  |

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| **Project Coordinator | Team Member 1** | |
| Department / Institute |  |
| Form of Address | Ms. 🢭 Mr. 🢭 |
| Academic Title (minimum qualification: PhD) |  |
| First Name, Last Name |  |
| Office Address |  |
| Postal Code, City |  |
| Country |  |
| Email Address |  |
| Telephone Number |  |
| Résumé  Please insert a short narrative résumé of the researcher.  (ca. 50 words)  Please attach a CV of the project coordinator (max. 4 pages) |  |

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| Partner Institution 1 | |
| Full Name |  |
| Acronym |  |
| Address |  |
| Postal Code, City |  |
| Country |  |
| Website |  |
|  | |
| Legal Representative |  |

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| **Contact Person 1 = Responsible Coordinator at Partner Institution 1** | |
| Department / Institute |  |
| Form of Address | Ms. 🢭 Mr. 🢭 |
| Academic Title (minimum qualification: Master’s degree) |  |
| First Name, Last Name |  |
| Office Address |  |
| Postal Code, City |  |
| Country |  |
| Email Address |  |
| Telephone Number |  |
| Résumé  Please insert a short narrative résumé of the researcher.  (ca. 50 words)  Please attach a CV of the contact person (max. 4 pages) |  |

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| All Team Members | Tasks and Responsibilities | | | | | |
| Please include all team members, including the coordinator and contact persons, of all participating institutions. Add CVs (max. 4 pages) of project coordinator and contact persons. Minimum qualification of the project coordinator is a PhD, minimum qualification of contact persons and team member is a master’s degree. | | | | | |
| No. | Mr./Ms. | Name | Qualification | Institution and current position | Tasks and responsibilities in the project |
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Please add lines to include all team members.

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| Cooperation and Partnership |

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| Description of the Involved Institutions and the Partnership |
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| Contribution of the Project / Partnership to Africa-UniNet |
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| Project Design and Scientific Quality |

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| Background of the Project, State of the Art, Relevance |
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| Research Question(s), Methodology, Innovation |
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| Activities and Time Schedule | | | |
| Activity  No. | Description and Methodology | Responsible  Team Member(s) | Schedule  (Month x – Month y) |
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| Contribution to the SDGs and Gender and Diversity Issues |

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| Contribution to the Sustainable Development Goals (SDGs) |
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| Integration of a Gender and Diversity Perspective |
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| Sustainability and Application of Results |

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| Expected Results, Dissemination and Publications |
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| Sustainability and Possible Follow-Up Project(s) |
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| Risk Management and Cost-Effectiveness |

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| Risk Analysis Matrix |
| |  |  |  |  | | --- | --- | --- | --- | | Risk Statement | Likelihood of Risk Including Explanation | Impact of Risk Including Explanation | Risk Response and Mitigating Measures | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   Please insert more lines if needed |

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| Cost-Effectiveness |
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| **Checklist and Application Process** |
| **A complete application consists of 4 documents:**   1. **Project proposal (word doc)** 2. **Project proposal (pdf)**  * Including signature of the project coordinator. * The project proposal must not exceed 10,000 words. * The project proposal must be in English. * All involved institutions have to be **active member institutions of Africa-UniNet**. Please have a look at the Contact List of Africa-UniNet Representatives for the 2nd Call 2021. * Minimum qualification of project coordinator: PhD; minimum qualification of contact persons and team members: Master’s degree.  1. **Budget sheet (excel file)**  * The budget limit must not be exceeded. * Only mobility costs are eligible – please refer to the document Funding Framework and Eligible Costs 2nd Call. * If equipment costs are budgeted, they must not exceed 3,000.00 euros for the entire project.  1. **Appendix (pdf)**  * CV of project coordinator and contact persons (max. 4 pages each) * Letters of intent of each participating institution, signed by an authorised signatory of the respective institution   **How to apply:**   * **Only active Africa-UniNet member institutions are eligible to participate**. Refer to Contact List of Africa-UniNet Representatives for the 2nd Call 2021 available on the website. * Maximum of 2 applications per submitting institution. * Submission only via the **Africa-UniNet representative** of the coordinating institution (bundled so that the maximum number of 2 submissions will not be exceeded). * Application documents can be downloaded from the Africa-UniNet website. * Completed application documents – 1. Project proposal (word), 2. Project proposal (pdf), 3. Budget sheet (excel), 4. Appendix (pdf) – will be sent via email by the respective Africa-UniNet representative of the coordinating institution to [africa-uninet@oead.at](mailto:africa-uninet@oead.at). *Please note that applications that are not submitted by the Africa-UniNet representative will not be considered*.   **Formal requirements:**   * Application was submitted within the deadline, by the Africa-UniNet representative of the coordinating institution. * Complete application, including signatures. * Eligibility of institutions. * Eligibility of project coordinator, contact persons and team members. * Compliance with financial regulations. * All documents have to be in English.   **Reviews and Selection Process**  Formally correct proposals will be evaluated by an evaluation group consisting of independent reviewers. They will assess the project proposals individually and send them to the Africa-UniNet Office. The reviews will consist of a scoring matrix (max. 100 points) and narrative assessments.  Evaluation criteria will be:   * Project design, quality of the project proposal and the partnership, contribution to the formation of the network (max. 50 points) | *Sections 2-4, CVs, Letters of Intent, Budget Sheet* * Contribution to the SDGs, integration of gender and diversity perspective (max. 20 points) | *Section 5* * Sustainability and application of results (max. 20 points) | *Section 6* * Risk management and cost-effectiveness (max. 10 points) | *Section 7, Budget Sheet*   Ranking on the basis of the average score of the reviews (maximum score 100). In order to facilitate a fair distribution, preference is given to highest ranking project proposal of each submitting institution above the set threshold. The list of selected projects has to be approved by the General Assembly and the BMBWF. |

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| Data Protection Declaration and Confirmation |

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| By signing this application you give your consent to the processing of your personal data by Africa-UniNet and the OeAD-GmbH. Further you confirm that all the team members have given their consent to the relevant processing of their personal data.  Controller for data processing is the OeAD (Österreichische Austauschdienst)- Gesellschaft mit beschränkter Haftung – Austrian Agency for International Cooperation in Education and Research (OeAD-GmbH), Company register number (FH) 320219 k (Commercial Court Vienna), Ebendorferstraße 7, 1010 Wien, Austria. Data protection officer is Mag. Christian Pichler-Stainern, [datenschutz@oead.at](mailto:datenschutz@oead.at).  You explicitly agree   * that the OeAD-GmbH as data controller registers, records and processes the compiled personal data in accordance with the EU General Data Protection Regulation (GDPR) and other valid legal regulations; * that the personal data will be published on websites, newsletters, print work, annual reports and social media of Africa-UniNet and the OeAD-GmbH; * that the personal data will be passed to all other members of Africa-UniNet, its President, its Board and its General Assembly for professional exchange and networking; * that the compiled personal data (including activities for the network) will be passed to the owner of the OeAD-GmbH (Republic of Austria) and the respective authority commissioning Africa-UniNet and the OeAD-GmbH (e.g. Federal Ministry of Education, Science and Research and other institutions which support Africa-UniNet financially).   Data is processed according to the legal provisions Article 6 paragraph 1 point a (Consent) and point e (Performing our statutory public relations mandate in our area of responsibility) and point f (for the purposes of the legitimate interests pursued by the controller or by a third party) of the GDPR.  Please tick if the following applies  I explicitly agree that my personal data will be used for delivering the periodical newsletter with substantial information about Africa-UniNet.  In case of requests for information, correction, revocation and deletion of your personal data please contact Africa-UniNet (mail to: [africa-uninet@oead.at](mailto:africa-uninet@oead.at)) or the data protection officer of OeAD-GmbH (mail to: [datenschutz@oead.at](mailto:datenschutz@oead.at)). To obtain detailed information about the data processing as well as about your rights, please see the [Privacy Statement of the OeAD-GmbH which will be updated if necessary.](https://oead.at/en/privacy-policy/)  Please confirm the following criteria that have to be met for a successful membership application.  I, the undersigned, herewith certify…  …that I am not interacting as an intermediary, but am directly responsible for the coordination of the project.  …that I have developed this project proposal in collaboration with my project partners and that they are willing to conduct this cooperative project.  …that the information provided in this proposal is correct and complete.  …that in case of any further funding of the proposed activities, I will inform the OeAD Africa-UniNet office at [africa-uninet@oead.at](mailto:africa-uninet@oead.at) immediately.  …that in case of any changes of information, I will inform the OeAD Africa-UniNet office at [africa-uninet@oead.at](mailto:africa-uninet@oead.at) immediately.  City, date, name, signature of project coordinator |

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)