

Guideline for application in small projects

1. Objectives:

The objectives of small scientific projects is the establishment of a research programme based on international standards through autonomous research concentration at a special research institution/university. Institutions are encouraged in the enterprise of scientific activities that has for purpose the execution of complex research projects with centred focus on interdisciplinary scientific research

The supported projects must be unique and with a long lasting perspective. They should have an added value compared to small sized research projects, creating research initiatives with programmatic basis.

The grant is aimed for Kosovar researchers working together in research projects. The successful applicants have to prove excellence and commitment in research. The entire application must be based on an excellent scientific project proposal which potentially contributes significantly to the scientific advancement in Kosova.

Grantees should accomplish the grant through regular work at a Kosovar public university or a Kosovar public research institution (i.e. applying institution), have to be actively involved in research, teaching and mentoring. Proposed projects have to last up to 12 months. The decision about the funding of the second year will be taken by MEST after an interim report is done on the progress during the first year.

Each project should include at least 4 researchers and a maximum of 8 researchers from a single institution in which they are hired. In addition each project has to include two international experts in the special research field as external advisors.

The programme's scientific goal is to unlock the research and innovation potential by enabling excellent scientists work together intensively with one another on special research topics.

MEST encourages involvement of researchers and young students in projects, in order to promote professional and scientific development of young generation of the Kosovar scientists.

Scientific research institutions with their work team are eligible to apply for small projects (researchers at master level or in a higher level). Requirements for small projects are:

- Preliminary skills and potential for scientific researches;
- The institution beside employees with high research qualification should have scientific potential for continuance of researches in the international level.

Grantees will selected on the competitive basis, in compliance with evaluation criteria listed below.

2. The expenditure categories that can be funded

The grant may cover the following expenditures related to the project:

- Short-term visits and conferences, where results of beneficiary project are presented (travel and accommodation costs)
- specific equipment (laboratory equipments, software, books, etc)
- costs for external advisors

The total grant for a project for one year cannot be higher than 5.000 - 10.000 Euros during a year. Proposed projects have to last for a minimum period of 6 months and a maximum of 12 months.

3. Who can apply?

Scientific Research Institutions of Kosova, the project leader should have at least a PhD, has published in known international magazines at least two scientific works in the last two years or within this period has published in the country a scientific monograph

Application in this grant is done based on the provisions of the Law for Scientific-Research Activity and special conditions set out in this instruction.

Those scientific research institutions that are entitled to apply have to demonstrate their professional record characterized by excellence, innovation and dedication toward scientific research. They should have excellent success during their previous work, and this success must be demonstrated through publications, projects or awards.

Joint research projects of the Kosovar scientific research institutions are supported with those of the region in cases when the project has special interest and is financed partially even from the countries funds, from where comes the other institution participating in the project.

MEST will be engaged for a proportional allocation of funds for projects, based on the above scientific research areas.

The project leader cannot be a member of another unfinished project.

An applicant can be holder of only one project.

4. Which research areas are supported?

Applications from the following fields of research (according to the National Research Programme) are eligible:

1. Natural Resources, Energy and Environment
2. Agricultural Production and Food Safety
3. Medical Research
4. Social and Economic Studies
5. Linguistic, Cultural and Historical Studies
6. Interdisciplinary Research in Information and Communication Technologies

The proposed research project should clearly demonstrate benefit for Kosovar science, economy, environment and society

The proposed research project should prove to be useful for science, economy, environment and society of Kosova.

5. What is the necessary institutional support from the applying institutions?

The support will be given by a host organization (applying institution means scientific research institution that will include the project team (4 from which, to have at least permanent working relationship in that institution) which will implement the project.

All public and private scientific research institutions of Kosova, can apply (when their project represents significant scientific value), that have the necessary infrastructure for the proposed research and relevant activities.

All support organisations should accept all responsibilities originating from them or are connected to the proposed research project. The project proposal must be co-signed by the institution's authorized official or from another supporting organization (if any).

The applying institution can earn the grant, but if necessary can use the opportunity to be realized in any other Kosovar institution, which in this case is call supporting institution. If such thing happens, the supporting institution should guarantee on writing, provision of its services.

If in the project apply two institutions in partnership, in this case even the partner institution must guarantee in writing for participation in project and co-funding of the project.

5. The application requirements

The following application requirements should be respected:

The proposal must be submitted in a sealed envelope where should be written “Small projects” in the address: MEST- archive office, first floor, “Agim Ramadani” street nn, 10000 Prishtina – Kosova.

- Additionally an electronic version of the proposal (in CD) has to be submitted within deadline (**23.03.2015 – 23.04.2015 , 12:00 a.m.**) at the address: ardiana.shabaj@rks-gov.net
- The application must be filled out (including a letter issued from the applying institution, by which is engaged to support and administer the proposed project) in compliance with the given structure.
- The proposal has to be written in English, Albanian or Serbian.
- In addition, should be submitted a short summary in English (not more than one page).
- The proposal must be within the scope of the competition and respect the eligibility criteria, eligible costs and allowable duration
- The proposal must bear the original signature of the project leader and the legally responsible applying institution, which has the right to sign, in the specific case, the project should be signed also from the leader of the supporting institution and the partner institution (if any).
- Also must be submitted a list of submitted documents

6. Application Procedure

The application is formally reviewed by the MEST.

The following general eligibility criteria will be analyzed:

- The proposal has to be submitted within the stated deadline (is taken into account the date of stamped mail) by mail or in person

Also, the application must be submitted simultaneously by e-mail to the address: ardiana.shabaj@rks-gov.net.

The project dossier must be complete (including a statement of the applying institution by which is committed to support the proposed project) and in compliance with the given structure.

Eligibility of the participating researchers and eligibility of the applying institution, partner or supporting institution

- The project timeframe
- Inclusion of all necessary information in English/Albanian or Serbian
- Eligibility of the thematic focus
- Eligibility of the required funding

All applications that meet the formal criteria will be evaluated against the fixed set of criteria stated below. The proposal should address the points stated in these criteria with measurable and verifiable information.

MEST does assessment of submitted projects, through the Council of fields and Science Council.

7. Evaluation Criteria

The applications will be evaluated in compliance with provisions of the Law on Scientific Research Activity and according to the following criteria:

- **Scientific excellence and originality of the proposal**
 - quality
 - innovative potential
 - quality and effectiveness of the methodology
 - feasibility (administration, adequate budget, resources, timeframe)
 - Potential contribution for science, technology, economy, environment or Kosovar society.
- **Scientific quality of the project partners**
 - balance or scientific experience
 - publications in scientific journals
 - reputation of the applying institution (host), project holder and supporting institution (if any).
- **Interdisciplinary propensity of the project**
 - the research issues aim linking to more than one scientific discipline
 - project partners to be from different disciplines, but in the function of the project discipline.

9. Application Deadline:

Proposals must be submitted to the MEST **not later than 12 o'clock noon, of the date 23.04.2015**

Additional information

The necessary forms and other documents can be withdrawn from MEST web page:
www.masht-gov.net

MEST, encourages and support the application of female gender.

10. The contact details

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