

Republika e Kosovës

Republika Kosova-Republic of Kosovo

*Qeveria –Vlada-Government*

*Ministria e Arsimit, e Shkencës ,Teknologjisë dhe Inovacionit- Ministarstva za Obrazovanje Nauku,Tehnologiju i Inovacije-Ministry of Education Science,Technology and Innovation*

*Research Based Teaching Programme for Kosovo Universities*

APPLICATION FORM

**Type 2: Grants for implementation of research-based teaching projects**

**(ex-ante competition)**

|  |
| --- |
| **Lead Applicant – Applicant No. 1** |
| First Name |  |
| Family Name |  |
| Date of Birth |  |
| Highest Academic Degree |  |
| Year when highest academic degree was obtained |  |
| University and country where the highest academic degree was obtained |  |
| Gender |  |
| Home Address |  |
| Phone Number |  |
| E-mail |  |
| Academic Position | [ ]  Teaching Assistant[ ]  Lecturer[ ]  Assistant Professor[ ]  Associate Professor[ ]  Full Professor[ ]  Others, namely       |

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| **Applicant No. 2** |
| First Name |  |
| Family Name |  |
| Highest Academic Degree |  |
| Year when highest academic degree was obtained |  |
| University and country where the highest academic degree was obtained |  |
| Gender |  |
| Date of Birth |  |
| Home Address |  |
| Phone Number |  |
| E-mail |  |
| Academic Position | [ ]  Teaching Assistant[ ]  Lecturer[ ]  Assistant Professor[ ]  Associate Professor[ ]  Full Professor[ ]  Others, namely       |

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| **Applicant No. 3** |
| First Name |  |
| Family Name |  |
| Highest Academic Degree |  |
| Year when highest academic degree was obtained |  |
| University and country where the highest academic degree was obtained |  |
| Gender |  |
| Date of Birth |  |
| Home Address |  |
| Phone Number |  |
| E-mail |  |
| Academic Position | [ ]  Teaching Assistant[ ]  Lecturer[ ]  Assistant Professor[ ]  Associate Professor[ ]  Full Professor[ ]  Others, namely       |

(Add more tables if necessary)

|  |
| --- |
| **Applicants’ home institution** |
| Higher Education Institution |  |
| Academic Unit |  |
| Department/Institute |  |
| Address |  |
| Name of Authorised Signatory (e.g. Rector) |  |
| Phone |  |
| E-mail |  |
| Bank Information | Bank Name:Bank Address:Account Holder:IBAN:SWIFT Code: |

**1. Project Summary (Max 1 page)**

|  |
| --- |
|  |
| Name of Academic Programme |  |
| Level of Academic Programme | [ ]  Bachelor [ ]  Master [ ]  PhD |
| Course(s), ECTS, Semester(s) | <insert text here> |
| Number of Students Involved/Included | <insert text here> |
| Relevant research-based learning activities that have taken place. Please check all that apply. | [ ]  Literature review [ ]  Setting and testing hypotheses[ ]  Data collection and processing[ ]  Field work[ ]  Laboratory work[ ]  Writing research reports[ ]  Others, namely       |
| Project ObjectiveThe main effect of the intervention focusing on behavioural and institutional changes as a result of the intervention It is good practice to have one specific objective only. | <insert text here> |
| Expected OutputsThe direct/tangible products delivered/generated by the intervention. | <insert text here> |
| Main ActivitiesWhat are the key activities to be carried out to produce the intended outputs? Activities should, in principle, be linked to corresponding outputs through clear numbering. | <insert text here> |
| Anticipated start date of the Project | <insert text here> |
| Project Duration (months) | <insert text here> |

**2. DESCRIPTION OF THE PROJECT (Max. 10 pages)**

The lead applicant must ensure that section 2 (2.1 to 2.5) of this application:

* does not exceed 10 pages (A4 size) of Arial 10 characters with 2 cm margins or larger, single line spacing; provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
* provides complete information (as the evaluation will be based solely on the information provided); is drafted as clearly as possible to facilitate the evaluation process.

Relevant references (if any) listed in section 3 of this application form should be cited by enclosing the reference number in square brackets, e.g. [5].

**2.1. Background**

1. Give the background to the preparation of the project.
2. Describe the specific, pre-project situation in your institution/study programme/course.
3. Describe the planning process for applying research-based teaching in your work, including any participatory processes.

<insert text here>

**2.2. Students**

1. Give a description of student group(s) to be targeted by the research-based teaching project (quantified, if possible).
2. Identify the needs and constraints (including capacity constraints) of students. Describe the relevance of the research-based teaching approach to the needs and constraints of the students.
3. Outline the activities students will be involved in during the research-based teaching
4. Describe the expected impact of research-based teaching on students’ performance.
5. Describe any expected active interaction of students with societal and/or economic problems during the research-based teaching project. This includes also activities addressing issues of minorities, vulnerable groups or specific social groups in danger. Similarly environmental impact of activities can be described here.[[1]](#footnote-1)

<insert text here>

**2.3. Objectives and activities**

1. Present the intervention logic, explaining how the activities will lead to the outputs, then the outputs to the specific objective(s), making explicit the main assumptions and risks along this chain of results.
2. Identify and describe in detail each activity to be undertaken to produce outputs, by justifying the choice of activities and specifying the role of each applicant in the activities. Do not repeat the action plan to be provided in Section 4, but demonstrate coherence and consistency of project design. List any products/publications planned.

<insert text here>

**2.4. Sustainability**

1. Provide a detailed risk analysis and contingency plan. This should include a list of risks associated with proposed activities, accompanied by relevant mitigation measures.
2. Explain how the project will be made sustainable after completion. This may include necessary follow-up activities, built-in strategies, changes in the approach, etc.
3. Describe any replication, extension of the research-based teaching outcomes (multiplier effects), capitalisation on experience and knowledge-sharing which is likely to happen, clearly indicating dissemination channels.

**2.5. Added-value elements**

1. Describe your cooperation with colleagues during planning and implementation of the research-based teaching activity. In case of joint application, describe the role of each applicant in implementing the research-based teaching approach.
2. Describe any consideration of gender aspects during planning and implementation of the research-based teaching activity.

<insert text here>

**3. REFERENCES (optional)**

You may list up to ten relevant references in the table below. References are supporting documents cited in section 2 of this application form, e.g. CVs, student work samples, course plans, sample course products, etc. All references listed must be supplied in electronic format in the assigned folder in the submission system in a separate folder named “References”. An overview table should be included and must be clearly numbered as in the table below.

|  |  |
| --- | --- |
| **Ref. No.** | **Reference Description** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |

**4. Implementation Plan**

Applicants should not give a specific start-up date for the implementation of the action but simply refer to ‘month 1’, ‘month 2’, etc.

It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.

The activities stated in the action plan should derive from those described in detail in Section 2.3, and be linked to them through clear numbering. The implementing body specifies who will be in charge of the activity, it must be one or more of the applicants or their home institution. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Month** | **Implementing body** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2. |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1.  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**5. BUDGET**

Please provide information on the project budget in the table below. Please consult section 3.3 of the Guidelines. MESTI reserves the right to request modifications of the budget before final approval of the proposal. Please remove the examples before use but do not change the overall order of this template.

|  |  |  |
| --- | --- | --- |
| **Item Description** | **EUR** | **Justification** |
| 1.) Staff remuneration (Max 50% of the total amount) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Subtotal 1 |  |  |
| 2.) Other direct costs of the project (Min 50% of the total amount) |
| *Example: Transportation for students during the field work (Bus rent x 3 days x 180 EUR/day)* | *540* | *Activity X anticipates 3 days of field-work for 35 students and staff members in three different locations 50-80 km far from Prishtina. Organised transportation needs to be provided.* |
| *Example: Subsistence for students and staff during field-work (Food and refreshment for 35 persons x 3 days x 8 EUR/day)* | *840* | *Activity X anticipates 3 days of field-work for 35 students and staff members in three different locations 50-80 km far from Prishtina. Food and refreshment need to be provided.* |
|  |  |  |
|  |  |  |
| Subtotal 2 |  |  |
| **Total (1+2)** |  |  |

**Declaration by the Lead Applicant (Applicant No. 1)**

* I certify with my signature that the information provided herein is accurate and complete.
* The MESTI is entitled to process all application-related data, to publish excerpts of them in annual reports and to pass them on to third parties in anonymous form for statistical purposes or purposes relating to science politics.
* The lead applicant is directly responsible for the preparation, management and implementation of the project with other applicants (if any), and is not acting as an intermediary.
* The lead applicant and other applicants (if any) are eligible in accordance with the criteria set out under Sections 3.1 of the guidelines for applicants, and have no conflicts of interest specified therein.
* The lead applicant undertakes to comply with the principles of good partnership practice in relation to other applicants (if any).
* The lead applicant and other applicants (if any) are in a position to start implementation immediately after the contract is signed.
* The lead applicant is fully aware of the obligation to inform without delay the MESTI in case of any changes that would affect his/her ability or the ability of any applicant to implement the project

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**Declaration by the Applicant No. 2**

The undersigned authorises the lead applicant, <indicate the name>, to submit on his/her behalf the present application form and to sign on his/her behalf the contract with the Ministry of Education, Science, Technology and Innovation (MESTI), as well as, to be represented by the lead applicant in all matters concerning this contract.

I have read and approved the contents of the proposal submitted to the MESTI. I undertake to comply with the principles of good partnership practice.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

(Add new pages if necessary)

**Declaration by Applicants’ Home Institution**

* To the best of our knowledge, all details provided in this application form and in any supporting documentation are true and complete and no information is false or misleading.
* Our institution will notify the MESTI about all conflicts of interest relating to parties involved in, or associated with, this application, which may arise after the submission of this proposal.
* Our institution supports this proposal and, if successful, will provide all support for its implementation.

|  |  |
| --- | --- |
| **Name of Authorised Signatory** |  |
| **Institution** |  |
| **Position** |  |
| **Signature/Stamp** |  |
| **Date** |  |

1. The Austrian Development Agency – ADA and subsequently the QAINT project are commited to respect social standards and the related recommendations of the Social Standards Appraisal. Similarly, the development cooperation standards on environmental protection, cultural heritage protection have to be respected and can be added in this section. Mitigation measures set by applicants or specific topics addressing those challenges as a working field of the research based teaching can be described in this section. [↑](#footnote-ref-1)