

**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*

**APPLICATION FORM**

GRANTS FOR THE IMPLEMENTAION OF LEARNING PROJECTS BASED ON RESEARCH

 **Research-Based Teaching Program for Public Universities of Kosovo**

|  |
| --- |
| Lead Applicant – Applicant No. 1 |
| First Name: |  |
| Last Name: |  |
| Gender: |  |
| Date of Birth: |  |
| Highest Academic Degree obtained: |  |
| Year when the Highest Academic Degree was obtained: |  |
| University and Country where the Highest Academic Degree was obtained: |  |
| Home Address: |  |
| Telephone Number: |  |
| E-mail: |  |
| Academic Rank: | [ ] Teaching Assistant[ ] Lecturer[ ] Assistant Professor[ ] Associate Professor[ ] Full Professor[ ] Other, please specify       |

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| Applicant No. 2 |
| First Name: |  |
| Last Name: |  |
| Gender: |  |
| Date of Birth: |  |
| Highest Academic Degree obtained: |  |
| Year when the Highest Academic Degree was obtained: |  |
| University and Country where the Highest Academic Degree was obtained: |  |
| Home Address: |  |
| Telephone Number: |  |
| E-mail: |  |
| Academic Rank: | [ ]  Teaching Assistant[ ] Lecturer[ ] Assistant Professor[ ] Associate Professor[ ] Full Professor[ ] Other, please specify       |

|  |
| --- |
| Applicant No. 3 |
| First Name: |  |
| Last Name: |  |
| Gender: |  |
| Date of Birth: |  |
| Highest Academic Degree obtained: |  |
| Year when the Highest Academic Degree was obtained: |  |
| University and Country where the Highest Academic Degree was obtained: |  |
| Home Address: |  |
| Telephone Number: |  |
| E-mail: |  |
| Academic Rank: | [ ]  Teaching Assistant[ ] Lecturer[ ] Assistant Professor[ ] Associate Professor[ ] Full Professor[ ] Other, please specify       |

(Add tables if needed)

|  |
| --- |
| Institution where the Applicant is Employed |
| Higher Education Institution: |  |
| Academic Unit: |  |
| Department/Institute: |  |
| Address: |  |
| Name of Authorized Signatory (e.g., Rector): |  |
| Telephone: |  |
| E-mail: |  |
| Bank Details (the personal bank account of the project grant holder to be set) | Bank Name:Bank Address:Account Holder:IBAN:SWIFT Code: |

1. Project Summary (maximum 1 page)

|  |
| --- |
|  |
| Academic Program Name: |  |
| Academic Program Level: | [ ] Bachelor [ ]  Master  [ ]  PhD |
| Course(-es), ECTS, Semester(-s): | <insert text here> |
| Number of Students Included: | <insert text here> |
| Specific Research-Based Activities that will be carried out:*(please write all that apply)* | [ ]  Literature review [ ]  Hypothesis establishment and testing[ ]  Data collection and processing[ ]  Fieldwork[ ]  Laboratory work[ ]  Research report writing[ ] Other, please specify       |
| **Project Objective**The main effect of the intervention, focusing on behavioral and institutional changes as a result of the intervention:*(It is good practice to only have one specific target).* | <insert text here> |
| **Expected Results**Direct/tangible products to be delivered/generated by the intervention: | <insert text here> |
| **Main Activities**What are the main activities that need to be carried out to achieve the intended results?*(Activities, in principle, should be linked to the corresponding results with clear numbering).* | <insert text here> |
| Estimated date for the start of the Project: | < insert text here > |
| Project duration (months) | < insert text here > |

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

The lead applicant must ensure that section 2 of this application:

* Does not exceed 5 pages (A4) with Arial 10 font with margins of 2 cm or larger, single spaced; provides the information required under the following headings, in the required order and in accordance with the relative importance (see the relevant points in the evaluation table in the Application Guidelines);
* Provides complete information (as the evaluation will be based only on the information provided); it is designed 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 placing the reference number in square brackets, e.g. [5].

**2.1. Background**

1. Give the background of the project preparation.
2. Describe the specific situation, prior to the experience in question at your institution/program/subject of study.
3. Describe the planning process for implementing research-based teaching in your work, including all relevant aspects.

<insert text here>

**2.2. Students**

1. Provide a description of the student groups that will be targeted by the research-based learning project (quantified, if possible).
2. Identify the needs and constraints (including capacity constraints) of students. Describe the importance of using inquiry-based teaching to address students' needs and limitations.
3. Describe the activities in which students will be involved during inquiry-based teaching.
4. Describe the impact of research-based teaching on student performance.
5. Describe any active interaction of students with social and/or economic problems during research-based teaching. This also includes activities that deal with the issues of minorities, sensitive groups or special social groups at risk. Similarly, the environmental impact of activities can be described here.[[1]](#footnote-1)

<insert text here>

**2.3. Objectives and Activities**

1. Present the logic of the intervention, explaining how the activities will lead to the results, then the results to the specific objective(s), making clear the main assumptions and risks along this chain of results.
2. Identify and describe in detail each activity that will be undertaken to reach the results, justifying the selection of activities and specifying the role of each applicant in the relevant activities. Do not repeat the action plan that will be given in section 4, but demonstrate the coherence and consistency of the project design. List any planned products/releases.

<insert text here>

**2.4. Sustainability**

1. Provide detailed risk analysis and present emergency plan. This should include a list of risks associated with the proposed activities, accompanied by relevant mitigation measures.
2. Explain how the project will become sustainable after completion. This may include necessary follow-up activities, integrated strategies, changes in approach, etc.
3. Describe any replication, expansion of research-based teaching outcomes (multiplier effects), capitalization on experience and knowledge sharing that has occurred or is likely to occur, clearly showing the distribution channels.

**2.4. Value Added Elements**

1. Describe your collaboration with colleagues during the planning and implementation of the research-based learning activity. In the case of a joint application, describe each applicant's role in the research-based teaching exercise.
2. Describe any consideration of gender aspects when planning and practicing research-based teaching.

<insert text here>

**3. REFERENCES (optional)**

You can 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, lesson plans, course products, etc. All listed references must be submitted in electronic format to the email **projekte@hei25.org**. Along with the references, a table should be attached, where each reference is given in order. Please see below for the table format.

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

**4. Implementation Plan**

Applicants should not provide a specific date for the start of implementation of the action, but simply refer to 'month 1', 'month 2', etc.

It is recommended that the estimated duration of each activity and the total period be based on the most likely duration rather than the shortest possible duration, taking into account all relevant factors that may affect the implementation calendar.

The activities defined in the action plan should be derived from those described in detail in section 2.3 and linked to them through clear numbering. The implementing body must be one or more of the applicants or the institution where s/he is employed. Any month or intervening period without activities should be included in the action plan and counted in the total estimated duration of the action.

|  |  |  |
| --- | --- | --- |
| Activity | Month | Implementing Authority |
| 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 modify the budget before final approval of the proposal.

|  |  |  |
| --- | --- | --- |
| Description of Budget Category | EUR | Orientation |
| 1. Staff remuneration (Max 50% of the total amount) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Subtotal 1 |  |  |
| Other project direct costs (Min. 50% of the total sum) |
| e.g., Transportation for students during field work (Bus rent x3 days x180 euros/day) | 540. | Activity X foresees 3 days of fieldwork for 35 students and staff members in three different locations 50-80 km from Pristina. Organized transportation must be provided. |
| e.g., Meals for students and staff during field work (food and refreshments for 35 persons x3 days x 8 euros/day)  | 840 | Activity X foresees 3 days of fieldwork for 35 students and staff members in three different locations 50-80 km from Pristina. Food and refreshments should be provided. |
|  |  |  |
|  |  |  |
| Subtotal 2 |  |  |
| Total (1+2) |  |  |

**Statement of the Lead applicant (Applicant No. 1)**

* I hereby certify with my signature that the information presented here is correct and complete.
* MESTI has the right to process all the data related to the application, to publish parts of them in the annual reports and to pass them on to third parties in an anonymous form for statistical purposes or purposes related to scientific policy.
* The lead applicant is directly responsible for the preparation, management and implementation of the project with other applicants (if any), and does not act as an intermediary.
* The lead applicant and other applicants (if any) are eligible in accordance with the criteria set out in section 3.1 of the Application Guidelines and have no conflict of interest specified therein.
* The lead applicant undertakes to respect the principles of good partnership practice in relation to other applicants (if any).
* The lead applicant and other applicants (if any) are able to start implementation immediately after signing the contract.
* The lead applicant is fully aware of the obligation to inform MESTI without delay in case of any change that would affect his/her ability or the ability of any applicant to implement the project.

**Name:**

**Signature:**

**Date:**

**Statement of Applicant No. 2**

The undersigned authorizes the lead applicant, <insert name>, to submit the current application form on his/her own behalf and sign the agreement with the Ministry of Education, Science, Technology, and Innovation (MESTI) on his/her behalf, as and be represented by the lead applicant in all matters related to this agreement.

I have read and approved the content of the proposal submitted to MESTI. I undertake to respect the principles of good partnership practice.

**Name:**

**Signature:**

**Date:**

(Add new pages if necessary)

**Statement from the Institution where the applicants are employed**

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

**Name of Authorized Signatory:**

**Institution:**

**Post:**

**Signature/Seal:**

**Date:**

1. The Austrian Development Agency - ADA and the HEI'25 project are committed to respecting social standards and the relevant recommendations of the "Assessment of Social Standards". Similarly, development cooperation standards for environmental protection, cultural heritage protection must be respected and can be added to this section. Facilitative measures proposed by applicants or specific topics that address those challenges as a research-based teaching work area can be described in this section. [↑](#footnote-ref-1)