

Budget guidelines

Project budgets will be assessed on basis of their cost-effectiveness and reasonableness. The official Norwegian travel regulations (*Statens reiseregulativ*) will be used as a starting point in Diku's assessment of the reasonableness of budgeted travel and accommodation costs. Where available, moderately priced alternatives for travel and accommodation must be chosen. Please explain the budgeted amounts as necessary in the *Comments* fields in the application.

Student mobility

The tables below describe eligible costs that may be included in project applications with regard to incoming/outgoing student mobility related to each of the eligible levels of education (Bachelor/Master/PhD).

Mobility up to 4 weeks

	Bachelor, Master and PhD
To/from Norway	Project applications may include accommodation and living costs for students related to the planned project activities (e.g. intensive courses, field work, workshops, supervision, research activities, excursions, work placements, etc.).

Mobility exceeding 4 weeks

	Bachelor/Master	PhD
To Norway	Project applications may include scholarships to cover accommodation and living costs for students up to the applicable rate set by the Norwegian State Educational Loan Fund. In 2019 the monthly rate is NOK 10 825.	Project applications may include accommodation and living costs associated with the PhD students stay in Norway up to the applicable monthly rate set by the Norwegian Research Council («Overseas Research Grants») for individuals. In 2019, the monthly rate is NOK 18 000. Additional grants for dependents are not given.
From Norway	Project applications may include scholarships to cover costs which are not covered by student funding attainable from the State Educational Loan Fund. Such extra costs are limited to NOK 6 000 per student per month . These rates also apply to international mobility for work placements.	Project applications may include specified cost items which are not covered by other external funding, up to the applicable monthly rate set by the Norwegian Research Council («Overseas Research Grants») for individuals. In 2019, the monthly rate is NOK 18 000. Additional grants for dependents are not given.

The rates for student accommodation and living costs are based on rates and net amounts paid out to students from the State Educational Loan Fund (Bachelor/Master) and the Norwegian Research Council (PhD). The rates cover the individual student's costs, and additional funding for

dependents/family members may not be included in the budget. As the relevant rates are adjusted annually according to the retail price inflation, the rates may be adjusted accordingly for coming years.

Travel, visa and insurance costs incurred in connection with student mobility may be supported if not covered by funding attainable from the State Education Loan Fund or other external funding sources.

Please ensure that the project budget distinguishes between mobility up to 4 weeks and mobility exceeding 4 weeks.

Travel costs for staff

Projects may include reasonable travel costs and expenses for academic and administrative staff related to the project activities. Please note the general guidelines set out above regarding reasonableness and cost levels.

Infrastructure and scientific equipment

Please note that investments in scientific equipment and infrastructure may not be included in the application. The same applies to costs related to research activities *not clearly linked to* educational activities at Master's and PhD level. However, lab fees and consumables related to students' research may be included to a reasonable extent.

Project related salary costs

The aggregate cost of salaries, remuneration of consultants, honorariums and indirect costs involved in a project may not exceed **30 per cent** of the total project budget. The amount may be shared among the project partners, based on agreement between the partners. Please specify how these costs have been calculated and how many months of work will be carried out by whom on basis of the costs budgeted.

All such costs must be included under the budget item "Salary and indirect costs", not as part of the individual activities.

Guidelines for applicants

INTRODUCTION

The following guidelines are designed to aid applicants in preparing their applications for **2-year funding** under the Eurasia programme.

Applications must be submitted via Diku's online system for applications and reporting, «Espresso». Espresso may be accessed at espresso.siu.no, where the application forms are available in the English language. New users will be required to create a personal user account via the *Register* link at the login page. Existing users may use their existing user name and password. If you have forgotten your password, please follow the *New password* link at the login page. Once logged in, you will have access to the currently available Calls for applications from Diku.

Please note that applications submitted in other formats will not be considered by Diku.

You can at any point before submission save your application and continue at a later stage. Remember to submit before the application deadline. If you need to make changes after submission, please refer to the guidelines under «Submission».

These guidelines follow the same structure as the online application form in Espresso and are therefore divided into the following sections: «Intro», Sections «1» through «5», a «Preview» section, and a section for «Submission» of the application.

«INTRO» | Administration rights

Project editor access

Project editor access is access to edit the contents of your application. As a default, the editor access rests with the project coordinator. The project coordinator may however grant editor access to up to four other registered Espresso users.

Project read access

Project read access is access to view the contents of your application (including attachments), but not edit its contents. The project coordinator may however grant read access to an unrestricted number of other registered Espresso users.

SECTION 1 | Project information

Project number

The project number is the identification key for your individual project proposal and is automatically generated by the system.

Project title

The project title will follow your application throughout the application process and should therefore be designed to give a short and informative description of the project.

Project activities

Please indicate what type of activities will be included in the project. For each category ticked off, a separate subsection will open under section "4. Activities".

The activities that can be supported under the main categories are:

Project development

This category covers activities related to development and promotion of the project's educational activities. Examples of such development/promotion activities may be:

- International project meetings necessary to coordinate and progress the project throughout the project period
- Joint curriculum development
- Joint development of courses, study programs and degrees
- Development of new educational materials and methods, including digital content and tools
- Dissemination activities
- Other activities

Implementation of educational activities

This category covers implementation of the project's joint educational activities. Examples of such joint educational activities may be:

- Student mobility
- Student participation in research activities/projects
- Joint teaching and supervision, incl. guest lecturing
- Joint project assignment for students
- Intensive courses, field courses and summer schools
- Workshops/seminars
- Courses/trainings/study visits for academic and administrative staff
- Other activities

Collaboration with non-academic partners

This category covers activities directed towards collaboration with non-academic partners in Norway or in a relevant partner country (as specified in the Call for proposals). Examples of such collaboration activities may be:

- Implementation of student work placements, internships or trainee arrangements
- Facilitation of student involvement in R&D projects and/or involvement of private or public enterprises in student projects

- Facilitation of student entrepreneurship or innovation projects
- Guest lecturing, workshops and seminars involving lecturers, supervisors or advisors from the public or private sector
- Other activities

Fields of education and training

Please list the fields of education and training to which the project is related. This information will only be used by Diku for statistical purposes. The list is based on the International Standard Classification of Education (ISCED F2013).

Project summary

Please provide a short summary of your project. The summary should mention the goals of the project, the main activities that will be implemented and which institutions/partners are involved. It should also give a brief description of the expected results of the project. The project summary will be published in Diku's project database and will be publicly available on DIKU's website. It may also be used by Diku's in reports and publications related to the programme. Character limit: 2000.

Attachments

In this section, applicants are required to confirm that letter(s) of commitment from relevant project partners have been attached, and that the information provided in the application is in all respects correct, and that the application is approved at the appropriate administrative and academic levels at the Institution in Norway.

In this section, applicants must upload the following attachments **before** submitting the application:

- *A letter of commitment* from your main partner institution outside Norway
- *A curriculum vitae (CV)* for project coordinators

All attachments must be uploaded in an appropriate format (e.g. .pdf, .doc, .docx or .jpg).

Applications without an attached letter of commitment will not be processed. CVs for project coordinators are also mandatory but may be uploaded as attachments or entered in the Espresso format (in sections A.1 and A.2 of the application form). Uploaded CVs are not to exceed 4 pages.

Please note that non-required attachments will not be taken into consideration.

CVs for project coordinators are mandatory and may be uploaded as attachments *or* entered in the Espresso format (in sections A.1 and A.2). Uploaded CVs are not to exceed 4 pages. Applications without CVs from the coordinators at IiN and IoN and the required letter(s) of commitment will not be processed.

What is a letter of commitment?

A letter of commitment is a formal document where a project partner commits itself to participate in

and contribute to the project. It should contain information that is as specific as possible regarding what resources (funds, work hours, equipment, premises, etc.) the partner will contribute to the project. It should be signed by a person authorised to enter into such commitments on behalf of the partner. This may be a Head of Department, a Dean of the Faculty, a Director (one of a group of senior managers who run an enterprise) or another person authorised to enter into such commitments.

SECTION 2 | Partners

2.1 Main partner in Norway (liN)

In this field, provide the name of the main partner institution in Norway. The names of eligible partner institutions in Norway are retrieved via the search function. Please contact Diku if you do not find your institution via the search function.

Department (liN)

In this field, please select the unit (department level or above) where the project will be administratively located. Please choose a predefined department, or manually type in the name of the department/unit if it is not listed. If multiple departments/units will be involved in the project implementation, please choose the department most involved with the project implementation.

Head of department (liN)

In this field you are asked to provide the name of the head of the institutional department/unit at the main partner institution in Norway where the project will be administratively located.

Project coordinator (liN)

This field asks for the name and relevant information of the project coordinator at the liN. Please note that a *curriculum vitae* (CV) is mandatory for project coordinators. CVs may be entered in the Espresso format or uploaded as an attachment in section A.6. Uploaded CVs should not be longer than four (4) pages.

2.2 Main partner outside Norway (IoN)

In this field, provide the name (in English) of the main partner institution outside Norway. If the relevant institution is not found via the search function, you may add the institution by pressing the «Add Institution» button. Please make sure that the institution's name is correctly spelled if you add a new institution.

Please note that the main partner institution must be an accredited higher education institution in one of the partner countries as defined in the relevant call for applications. The main partner institution outside Norway should provide education relevant to the project and at a level comparable to what is offered at the main partner institution in Norway.

Department (IoN)

In this field, please select the unit (department level or above) where the project will be administratively located. Please choose a predefined department, or manually type in the name of the department/unit if it is not listed. If multiple departments/units will be involved in the project implementation, please choose the department most involved with the project implementation.

Head of department

In this field you are asked to provide the name of the head of the institutional department/unit at the main partner institution outside Norway where the project will be administratively located.

Project coordinator (IoN)

This field asks for the name and relevant information of the project coordinator at the IoN. Please note that a *curriculum vitae* (CV) is mandatory for project coordinators. CVs may be entered in the Espresso format or uploaded as an attachment in section 1. Uploaded CVs should not be longer than four (4) pages.

2.3 Partners

List of partners

Network partners are other partners involved in the project than the Institution in Norway and the Institution outside Norway (cf. items 2.1 and 2.2). This may be private or public enterprises, other higher education institutions, research institutes, non-governmental organisations (NGOs) or other relevant organisations.

Network partners involved in your project may be added through the «Add new partner» button. Please provide a contact person for each network partner included in the project.

Are any non-academic partners in the project?

Projects are asked to indicate whether any non-academic partners will be involved in the project. Non-academic partners include, but are not limited to, future employers for students, such as business and industry partners, government offices, hospitals, municipalities, NGOs and so on. This question activates sections in the application form relevant to projects where non-academic partners are involved.

Participating non-academic partners should be listed as network partners. Letter of commitment from non-academic partner(s) may be uploaded in section 1.

2.4 Participants in the project

This part of the application form asks for a list of the academic and administrative staff members and other participants directly involved in the project. Project coordinators (IiN and IoN) and contact persons (network partners) already registered in section 2.1 – 2.3 need not be included here. The purpose of this field is to demonstrate the reach and institutionalisation of the project.

SECTION 3 | Project design

3.1 Background

History of cooperation

Please give a brief description of the history of cooperation between the project partners. Character limit: 2000.

Previous and parallel funding

Is the proposed project related to any projects and/or activities currently or previously funded by DIKU or other funding agencies? If yes, please briefly describe the project(s) and/or activities, including project identification numbers.

Concurrent applications

Have the project partners applied for funding for any of the project activities listed in this application through other programmes administered by Diku or other funding agencies? If yes, please list the relevant programmes.

3.2 Current situation

Current situation

Please describe the current situation, which the project is designed to change or improve. If relevant, you may include baseline values. Character limit: 2000.

Links to strategies and priorities of the project partners

In this field, applicants are asked to outline how the project is linked to strategies and priorities of the project partners in Norway and the partner countries. Character limit: 2000.

Links to research

Please describe ongoing research (if any) at the participating institutions with direct relevance to the planned educational activities. If relevant, please also add information on ongoing or previous research collaboration between the partner institutions. Character limit: 2000.

3.3 Objectives

Target groups

Please define one or more target groups in focus of the project. Target groups are the groups of people or institutions that are meant to benefit from the project. Character limit: 500.

Goals and expected results

Please explain the goal(s) of your project and the results expected achieved during the project and upon its completion. Please keep in mind that the project goals should be relevant to the objectives

of the programme, as listed in the Call for applications. You should also explain how the results of the project will be sustained after the project period.

Below you will find examples of results from international collaboration projects, to be used as an inspiration when defining expected results for the project:

- Established joint study programs and joint degrees between partners
- Jointly developed courses embedded in study programs at the institutions
- Jointly developed educational tools, methodology, curriculum or services etc.
- Joint implementation of educational activities
- Internationalization at home for non-mobile students
- Credit transfer for students participating in educational activities at collaborating institutions
- The submission of joint publications and dissemination of results
- Formalized knowledge exchange between higher education institutions and enterprises
- Number of mobile students from Norway to partner countries (for less or more than three months) within the framework of the partnerships
- Number of mobile students from partner countries to Norway (for less or more than three months) within the framework of the partnerships
- Number of students participating in work placements (internships/ vocational practice training) abroad, within the framework of the partnerships

Please note that Diku will measure the project's success against the achievement of the expected results. Character limit: 3000.

3.4 Work plan

Contribution from the partners

Please describe what each partner (including any network partners) will bring to the project (e.g. knowledge, competence, experience, infrastructure, etc.). The division of responsibilities and tasks between the project partners is also to be described here. Character limit: 2500.

Composition of the project team

Please describe briefly the complementarity, experience, expertise and gender ration of the project team. The team should be composed in a way that enables you to reach the goals of your project. The size and composition of the project team will vary from project to project depending on size and the nature of the project. Character limit: 2000.

Workplan

Please provide a brief work plan for the project (schedule, milestones, etc.).

If activities are closely integrated, you may present the activities as work packages or sub-projects. Please note that a more detailed description of each activity is to be provided in section 5 of this application form, together with a budget for each activity/work package. The work packages should also be reflected in the presentation of activities in section 4. Character limit: 3000.

3.5 Risk and sustainability

Risk assessment

Please reflect upon potential risks and difficulties which you foresee, and which may impede implementation of the project or a part of the project. Examples of risk factors that may impede the implementation of a project are difficulties in the recruitment of students and staff, time constraints, language and cultural barriers, etc. Please also include any anti-corruption measures, if relevant. For each risk factor identified, you should also explain what measures you plan to implement to avoid or mitigate the effects of the risk. Character limit: 2000.

Cross-cutting issues

Diku emphasises the importance of gender equality and anti-corruption measures in all project activities. Please describe how the project partners plan to secure these issues during the implementation of the proposed project. Character limit: 2000.

Sustainability of results, collaboration and student mobility

Please assess to what extent the expected project outputs and effects on target groups will be sustained after the project has ended. Explain how, and to which degree, the project will enhance long-term collaboration and increase student mobility (including mobility in connection with work placements or practical training) between partners. Character limits: 2000.

3.6 Indicators

The standard indicators will be used to monitor the progress of the projects, and to generate aggregated data on a programme level.

Student mobility

Please provide information about planned mobility of students during the project. Any movement of students across country borders, irrespective of duration, is counted as a mobility.

Joint development of courses and degree programmes

Please provide information about new courses or degree programmes to be developed through the project. Summer schools should also be included. Existing courses or degree programmes which will be revised as a result of the collaboration may also be registered.

SECTION 4 | Activities

In this section, please specify the activities included in the project, and provide an appropriate budget allocation for each activity. If some of your project activities are closely integrated, you may group them together under one activity budget as a work package or sub-project.

Please note that any allocations related to travel expenses must be detailed in the comment section under each activity, including destination, number of persons travelling, purpose, and duration.

Please refer to the *Budget guidelines* for more detailed guidelines for budgetary allocations.

4.1 Project development

This category covers activities related to development and promotion of the project's educational activities. Examples of such development/promotion activities may be:

- International project meetings necessary to coordinate and progress the project throughout the project period
- Joint curriculum development
- Joint development of courses, study programs and degrees
- Development of new educational materials and methods, including digital content and tools
- Dissemination activities
- Other activities

4.2 Implementation of educational activities

This category covers implementation of the project's joint educational activities. Examples of such joint educational activities may be:

- Student mobility
- Student participation in research activities/projects
- Joint teaching and supervision, incl. guest lecturing
- Joint project assignment for students
- Intensive courses, field courses and summer schools
- Workshops/seminars
- Courses/trainings/study visits for academic and administrative staff
- Other activities

4.3 Collaboration with non-academic partners

This category covers activities directed towards collaboration with non-academic partners in Norway or in a relevant partner country (as specified in the Call for proposals). Examples of such collaboration activities may be:

- Implementation of student work placements, internships or trainee arrangements
- Facilitation of student involvement in R&D projects and/or involvement of private or public enterprises in student projects
- Facilitation of student entrepreneurship or innovation projects
- Guest lecturing, workshops and seminars involving lecturers, supervisors or advisors from the public or private sector
- Other activities

SECTION 5 | Budget

Each activity in the project must be included and budgeted for in the correct section of the application (Project development, Implementation of education activities, or Collaboration with non-academic partners, cf. Section 4). All travel and mobility funding must be clearly linked to educationally relevant activities. The budget in the application shall only include funds applied for through Diku.

Project related salary costs

The aggregate cost of salaries, remuneration of consultants, honorariums and indirect costs involved in a project may not exceed **30 per cent** of the total project budget. The amount may be shared among the project partners, based on agreement between the partners. Please specify how these costs have been calculated and how many months of work will be carried out by whom on basis of the costs budgeted.

All such costs must be included under the budget item “Salary and indirect costs”, not as part of the individual activities.

Comments to the budget

If you have further comments to the overall budget, you may also include them here. Please note that comments specifying the individual budget items are to be provided in the mini-budgets for each activity.

SECTION 6 | SUBMISSION

In this section, applicants can submit the application. If any of the required fields in previous sections have not been filled in, you will have to go back to the relevant section and complete such fields before you can submit your application.

If you need to make changes to the application after submission, you may do so up to the final deadline. Please request that Diku reopens the application by sending an e-mail to eurasia@diku.no. Please allow sufficient time for Diku to respond to this request. Diku cannot guarantee that requests made on the day of the submission deadline will be responded to with sufficient time to make the changes and resubmit.

When you have completed your application and are ready to submit, please press the «Submit» button to deliver your application to Diku.