High North Programme

Short-term project funding
Call for applications 2016

1 INVITATION

The Norwegian Centre for International Cooperation in Education (SIU) is pleased to issue this call for applications for funding of joint projects between higher education institutions in Norway and Canada, China, Japan, the Republic of Korea, Russia, and the U.S under the High North Programme.

The **overall aim** of the programme is to expand, strengthen and disseminate knowledge about or relevant to the High North. Much of what we consider to be knowledge relating to the High North concerns topics that are cross-border in nature, such as climate change, the environment, resources, transport/logistics, economy, and issues relating to indigenous peoples. The programme will support academic partnerships based in the mutual, strategic interests of the partner institutions.

The programme is funded by the the Ministry of Foreign Affairs, and is administered by the Norwegian Centre for International Cooperation in Education (SIU).

The call is open to **short-term project cooperation** with a project period from **1 January 2017 to 31 December 2018**. The final deadline for submitting applications is **17 October 2016**, **at 15:00 Norwegian time (CET)**. The applications should be prepared jointly by the applicant institution in Norway and the partner institution(s).

The total funds made available in this call are approximately NOK 2,4 million.

Below you will find more information on the objectives and funding framework of the Programme, eligibility requirements and selection criteria, and an outline of the administrative process of project selection under the Programme.

2 OBJECTIVES AND FUNDING FRAMEWORK OF THE CALL

2.1 Objectives

The programme shall contribute to:

- Increasing and strengthening higher education cooperation about matters relevant to the High North, between institutions in Norway and in Canada, China, Japan, the Republic of Korea, Russia, and the U.S. This includes increasing the number of jointly developed courses, programmes and degrees as well as increasing mobility of students and faculty.
- Developing strong and sustainable institutional partnerships in higher education and research.
- Strengthening the connection between higher education and research collaboration related to High North issues.
- Strengthening the links between higher education and the public and private sectors

Priority will be given to projects seeking to establish or strengthen collaboration with enterprises in the public and/or private sectors in Norway or partner countries.

2.2 Project funding and activities

Each project may be awarded up to 300 000 Norwegian kroner (NOK). The project budget included in the application form should only include funds applied for through this call. SIU may adjust the amount awarded based on assessment of the merits of the individual applications.

Support may be granted to activities that contribute to fulfil the programme's objectives. The following list of activities may be illustrative of typical activities eligible for support:

- **Project development**
  E.g. international project meetings; development of joint curriculum, courses, study programmes or degrees; development of new educational materials and methods, including digital content and tools; and dissemination activities.

- **Implementation of educational cooperation between higher education institutions**
  E.g. 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 and seminars; courses/trainings/study visits for academic and administrative staff.

- **Implementation of educationally relevant cooperation with enterprises in the public and private sectors**
  E.g. 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; and guest lecturing, workshops and seminars involving lecturers, supervisors or advisors from the public or private sector.

The institutions may also be awarded funds for salaries and indirect expenses of the partnerships (including administration and overhead). These funds may not exceed 10 per cent of the total allocation. The funds may be shared between the partner institutions based on the distribution of tasks between the partners.

Please note that investment in scientific equipment and infrastructure is not an eligible cost and may not be included in the application. The same applies to costs related to research activities *not clearly linked to* educational activities.

Activities may include all levels of higher education (Bachelor, Master and PhD), all fields of education, and involve multiple fields and disciplines (multidisciplinary projects). For more information on eligible project activities, please also see the Guidelines for the High North Programme.

3   ELIGIBILITY REQUIRMENTS AND SELECTION CRITERIA

3.1   Formal eligibility requirements

In order to be eligible, applications must meet the following criteria:

- **The main partner institution in Norway** must be an accredited Norwegian higher education institution, or an institution with accredited higher education programmes.
- **The main partner institution outside Norway** must be an accredited higher education institution, public or private, in Canada, China, Japan, the Republic of Korea, Russia, and the U.S., providing accredited education programmes at a level equivalent to that offered at the Norwegian applicant institution
- **Applications** may also involve cooperation with other institutions in Norway and the partner country, or other approved partner countries, as network partners. Research institutes and non-governmental organizations, public agencies or public and private

enterprises; in Norway or in the partner countries may also be involved as network partners. If central to the partnership; the network project may also include one or more partner(s) from countries outside the main cooperation countries. However the main activities will have to take place in Norway or the partner countries (Canada, China, Japan, the Republic of Korea, Russia, or the U.S.).

- **Applications** must include a **Letter of commitment** from the main partner institution outside Norway, documenting interest in and commitment to the partnership by leadership at relevant level, and a Letter of Commitment from the enterprise partner (if any).
- **Applications** must be written in English and be submitted fully completed, including attachments through SIU's online platform for applications and reporting (Espresso) within the call's final deadline;
- **The project activities** described in the application must be implemented within the project period.

Please note that failure to meet the above criteria will lead to dismissal of the application.

3.2   Selection criteria

The eligible applications' relative strength will be assessed on the degree to which they are deemed able to meet the following selection criteria:

- The project's ability to contribute to the establishment or strengthening of collaborative partnerships relevant to the High North, between institutions in Norway and in Canada, China, Japan, the Republic of Korea, Russia, and the U.S., hereunder the depth, breadth, sustainability and educational quality of the proposed collaboration.

- The project's relevance to the objectives of the Call and its ability to realise the objectives.

- The proposal's overall clarity, completeness and quality of the project description, including the quality of the project structure, alignment of proposed activities with budget allocations, demonstration of cost-efficiency, and identification and mitigation of potential risk factors.

- The quality of the project team and the cooperation arrangements, hereunder the partners', complementarity, experience and expertise, each partners' active

contribution and capacity throughout the project period, the project's level of formalised commitment, and the potential for sustainable collaboration.

- If relevant, the level of involvement from enterprises in the public or private sectors, hereunder the enterprises' contribution to the project activities, and the value thereby added to the collaboration as well as the enterprise partners.

Please note that these criteria correspond to various compulsory fields in the online Espresso application form, and that the application's ability to meet these relative criteria will be assessed on the basis of the description provided in each such field. In order to ensure coherence and a logical order in the description of your project, please read the relevant help texts in the online application form as well as the Guidelines for the *High North programme* carefully. Remaining questions may be directed to SIU.

4 ADMINISTRATIVE PROCESS

4.1 Assessment of applications and response to applicants

Each application will be assessed by SIU on the basis of its individual merits with regard to the selection criteria set out above (item 3.2.), and its relative standing to other competing project applications.

SIU allocates project funds based on the selection criteria set out above. As part of the assessment SIU may also take into consideration the geographic, academic and/or institutional distribution of the projects.

All applicants will be notified of the outcome of the application process, tentatively in December 2016.

4.2 Contracts and reporting obligations

The main partner institution in Norway will be required to enter into a contract with SIU. The contract will be subject to SIU's standard terms and conditions, and must be signed by an institutional representative holding the requisite authority to legally bind the Norwegian applicant institution. The obligations on part of the applicant include an obligation duty to submit progress reports, project accounts, and a final report on completion of the project.

4.3 Contact information

For further information on the *High North Programme* or how to apply, please contact **SIU** via e-mail noram@siu.no, or by telephone +47 55 30 38 00.

Guidelines for applicants

INTRODUCTION

The following guidelines are designed to aid applicants in preparing their applications for **short-term funding** under the *High North Programme*.

All applications must be submitted via SIU's online system for applications and reporting, called «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 SIU.

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

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

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».

«START» | General project information and administration rights

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 an informative short hand description of the project.

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 (incl. attachments), but not edit its contents. The project coordinator may however grant read access to an unrestricted number of other registered Espresso users.

SECTION «A» | Information on the partnership

A.1 Main partner institution in Norway

A.1.1 Main partner institution in Norway (IiN)

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 note that the list of Norwegian higher education institutions provided via the search function is not exhaustive. Do not add new Norwegian institutions of higher education in this database without consulting SIU.

A.1.2 Department (IiN)

In this field, identify the name of the institutional department/unit where the project will be implemented. 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.

A.1.3 Head of department (IiN)

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 implemented.

A.1.4 Project coordinator (IiN)

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

A.2 Main partner institution outside Norway

A.2.1 Main partner institution 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. If so, please make sure that the institution's name is correctly spelled.

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 application.

A.2.2 Department (IoN)

In this field, identify the name of the institutional department/unit where the project will be implemented. You may choose a predefined department, or manually type in the name of the

department/unit. If multiple departments/units will be involved in the project implementation, please choose the department most involved with the project implementation.

A.2.3 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.

A.2.4 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 appendix. Uploaded CVs should not be longer than four (4) pages.

A.3   Network partners

A.3.1 Are there any enterprises in the public and/or private sector partners in the project?
Projects are asked to indicate whether or not any enterprises from the public or private sectors will be partners in the project. This question activates sections in the application form relevant to projects where enterprises are involved.

Enterprises in the public and private sector include, but are not limited to, future employers for students, such as business and industry partners, government offices, hospitals, municipalities, NGOs and so on.

Participating enterprises should be listed as network partners in the field below in section A.3.2. Letter of commitment from enterprise partner(s) must be uploaded in section A.5.

A.3.2 Network partners
Network partners are other partners involved in the project than the Institution in Norway and the Institution outside Norway (cf. items A.1 and A.2). This may be other higher education institutions, public or private enterprises, research institutes, non-governmental organisations (NGOs), or other formalised 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.

A.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 A.1 – A.3 need not be included here. The purpose of this field is to demonstrate the reach and institutionalisation of the project.

A.5 Attachments

A.5.1 Attachments
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 letter of commitment* from the enterprise partner in the project (if relevant)
- a *curriculum vitae* (CV) for project coordinators

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 four (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 to participating in and contributing to the project. It should contain information that is as specific as possible with regard to 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 «B» | Information on the project

B.1 Information on the project

B.1.1 Please provide a short summary of your project (max. 250 words)
In this field, give a brief synopsis of the project. As a minimum, the synopsis should include the primary goals to be achieved in the project, the main activities that will be implemented to reach those goals, which institutions/partners are involved and a brief description of envisioned results.

The synopsis (or a part of it) may be used by SIU in reports or other publications, and will form part of SIU's project database and be made available on SIU's webpages.

B.1.2 Academic discipline
In this field you are asked to list the academic discipline(s) which are involved in the project. This information will be used by SIU for statistical purposes. You can choose amongst alternatives in a roll-down menu.

B.2 Background information

B.2.1 Please give a brief description of the history of cooperation between the project partners
In this field, applicants are asked to outline how and when the partnership was established and how the project partners were chosen.

B.2.2 Previous funding
Please describe any relation of the current project and project activities to projects and/or activities currently or previously funded by SIU. Please include project identification numbers.

B.2.3 Concurrent applications
Have the project partners applied for funding for any of the project activities listed in the current application in other programmes with SIU or other funding agencies? If yes, please list programmes.

B.3 Description of the project

B.3.1 Please provide a brief work plan for the project
This field asks for a brief description of the project's work plan (schedule, milestones, etc.)
If activities are closely integrated, you may present the activities as work packages or sub-projects.

Note that a more detailed description of the activities or work packages will be requested in section D, together with a budget for each activity/work package. If the project is organized in work packages or sub-projects, this should also be reflected in the presentation of activities in section D.

B.3.2 Please state the goals of the project
Each project must define goals that the project aims to achieve. Please keep in mind that the project goals should be relevant to the objectives of the programme, as listed in the Call for applications.

B.3.3 Please describe what results are expected to be achieved through successful implementation of the project.
In this field the applicants should provide a description of the expected results of the project. The description should be as specific as possible, keeping in mind that they should be logical outcomes of the planned project activities, and should be connected to the project's goals and the programme objectives.

The expected results defined in the project application will be used by SIU to monitor the progress of the projects.

B.4 Assessment of sustainability and risk

B.4.1 Plans for future cooperation
In this field, describe any plans for cooperation beyond the project period. If relevant, please describe also how the proposed project will strengthen cooperation between the project partners in the short and the long term.

B.4.2 Please describe any risk factors/difficulties that may impede the successful implementation of the project, and how the effects of such risks/difficulties may be mitigated
In this field, list 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 include difficulties in the recruitment of students and staff, time constraints, language and cultural barriers, etc. For each risk factor/difficulty identified, identify measures to avoid or mitigate the effects of the risk/difficulty.

SECTION «C» | Project activities

C.1 Please indicate the type(s) of project activities involved in the project by ticking the boxes below

In this section, you are asked to indicate what type of activities will be involved in the project. For each category ticked off, a separate subsection under SECTION «D» will be included in the application form, containing further questions regarding the particular activities falling into that category.

You can choose one or more of these three categories: Project development, Implementation of joint educational activities and Implementation of educationally relevant cooperation with enterprises in the public and private sectors.

SECTION «D» | Project activities and budgetary allocations

In this section, please specify the activities included in the project, and provide an appropriate budget allocation for each activity.
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* (page 13) for more detailed guidelines for budgetary allocations.

D.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 programmes and degrees
- Development of new educational materials and methods, including digital content and tools
- Dissemination activities
- Other activities

D.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

D.3 Collaboration with enterprises in the public and private sectors

This category covers activities directed towards collaboration with public/private enterprises in Norway or in a relevant partner country (as specified in the Call for applications). 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 «E» | 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 public/private enterprises, cf. Section C). 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 SIU.

Budget guidelines:

Project budgets will be assessed on basis of its cost-effectiveness and reasonableness. The official Norwegian travel regulations (*Statens reiseregulativ*) will be used as a starting point in SIU'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 under the Comment field.

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/Ph.D.).

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 (Ph.D.). The rates cover the individual student's costs, and additional funding for dependents/family members may not be included in the budget.

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.

Mobility up to 4 weeks	Bachelor, Master and Ph.D.
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	Ph.D.
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 2015/16 the monthly rate is NOK 10 092.	Project applications may include accommodation and living costs associated with the Ph.D.-students stay in Norway up to the applicable monthly rate set by the Norwegian Research Council («Overseas Research Grants») for individuals. In 2015/16 the rate is NOK 16 000. 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 2015/16 the rate is NOK 16 000.

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 may not be included in the application.

Project related salary costs
The aggregate cost of salaries, remuneration of consultants, honorariums and indirect costs involved in a project may not exceed **10 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.

«CONFIRMATION»

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.

«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 SIU reopens the application by sending an e-mail to noram@siu.no. Please allow sufficient time for SIU to respond to this request. SIU 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 SIU.