Government of Ireland Academic Mobility Programme Guidelines for Applicants 2017-2018 Deadline for submission of applications: 17.00 hours Friday 10 November 2017

APPLICATION PROCEDURE

Completed applications, signed by the Institution legal representative (e.g. Head of Institution, Head of International Education or Registrar), should be emailed directly to goistaffmobility@hea.ie.
Queries should be directed to Mr Gerry O'Sullivan, Head of International Education at gerry@hea.ie

EVALUATION

The HEA will establish a panel which will include independent external expertise to evaluate the HEI proposals received.

APPLICATION HEADINGS

1. Participating Organisations
   a. Proposed coordinator
   b. Proposed partner/s
2. Project Description
   a. Activity details
   b. Budget description
   c. Narrative description
3. Confirmation that funding for this project is not available from any other source
4. Signature of Legal Representative of applicant Institution
5. Check list
6. Submission area

Guidelines for completion of the application form

Before you start please ensure that you download and save the application form on your computer or laptop

1. Participating Organisation

Section 1A- Proposed co-ordinator

This section must be completed in full. Details of the proposed coordinator and his/her Institutions are required in the fields provided

Section 1B- Proposed partner/s

This section refers to the proposed project partner/s. Please list each partner individually- see example below;

1b   Proposed partner/s

ID	Name of Partner Institution	Partner Country	Contact Person	Contact Email
1	Universite de Strasbourg	France	Joe Bloggs	jbloggs@us.fr
2				

2. Project Description

Section 2A- Activity details

This section will detail the overall number of proposed mobilities (a mobility is one person one trip) in each category. The partner ID from section 1b should be used to reference each category of mobility with that partner- see example below;

Note that ' requested duration (in days) '= the total sum of all days for that staff category

2. Project Description

2a   Summary of activities

Partner ID	Staff category	Country of Destination	Total Requested Duration (in days)	Total Number of Participants
1	Administrative	France	20	2
1	Management	France	18	2
1	Teacher	France	7	1

Please note that "Number of Participants" fields will calculate automatically in budget description table in section 2b.

Section 2B   - Budget description

In this section, each mobility should be listed individually, for example;

2b   Budget description

Please list each mobility separately - note Per Diem rate is € 160

Partner ID	Staff category		Number of mobilities	Country of Destination	Total number of days including travel days	Individual support (Per Diem cost)	Travel cost *	Total Grant requested
	Administrative	·	1	France	12	1920	400	€ 2,320
	Administrative	·	1	France	8	1280	400	€ 1,680
	Management	·	1	France	7	1120	350	€ 1,470
	Management	·	1	France	11	1760	370	€ 2,130
	Teacher	·	1	France	7	1120	350	€ 1,470

If necessary, page 6 is available to continue to list mobilities if required.

The fields "Total number of days "and "Total Grant requested" on this page are automatically calculated on page 7 of the application form.

2b   Budget Description- Total

Total number of participants	5	Total number of days including travel days	45	Total Grant requested	€ 9,070

As per the funding call, requests for increased Per Diem costs may be considered. Should this be required, an explanation is required in the field provided on page 7 of the application form. The total additional amount requested should be included in the space provided.

Section 2C- Narrative description

A narrative description of the proposed project should be outlined under each heading provided below. Please note the character limit attached to each heading.

1) Relevance (30 marks) – 5000 characters

Details of how the proposed mobility project is consistent with Ireland's national priorities set out in the international education strategy, the HEI's own internationalisation strategy and wider institutional strategy. Please be specific in relating the proposal to published or linked reports that substantiate the claims. The destination country, higher education institution(s) involved and contact person in the host institution must be named.

2) Innovation (15 marks)- 2500 characters

Is this new? Explain how you have come to this conclusion?

3) Quality of the mobility arrangements (15 marks)- 2500 characters

The extent to which the applicant has previous experience of working on related projects. The proposal should outline clearly the responsibilities, roles and tasks to be shared with the partners.

4) Quality of the activity design and implementation (15 marks)- 2500 characters

Details of when and how the proposal will be implemented and what measures will be put in place to report on the activity.

5) Impact (15 marks)- 2500 characters

What impact (short, medium and/or long term) as well as (local, national and international) will the project have on the target audience and how will you know? What measurements/approaches have you in place that will ensure best practices will be followed?

6) Sustainability (10 marks)- 2500 characters

Will the outcomes have a life after the project is over?

Section 3 – Confirmation that funding is not available from any other source

Applicants will be asked to confirm that funding for this project is not available from any other source.

Section 4-6 Signature of legal representative, checklist and submission area

Step 1

The applicant is required to print page 10 of the application, complete in full, **including the signature of the legal representative** of the Institution, and include a scanned copy with the application submission

Step 2

Once the applicant is satisfied that the application is completed in full and has ensured that step 1 above has been completed, press submit on the application form. An automatic pop up should appear- see below;
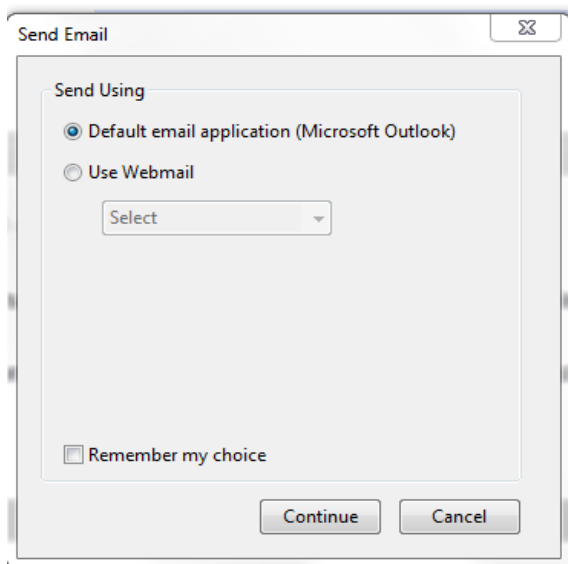
Press continue - an automatic email should open in a new window showing your application as a PDF attachment;

(Step 2 continued)

Now attach the scanned copy of page 10 including the signature of the Institutions legal representative as outlined in Step 1 above.

Once this is done, press send.

Congratulations your application is complete!