

**Government of Ireland Academic Mobility Programme  
APPLICATION FORM-CALL 2017-2018  
Deadline for submission of applications:  
17.00 hours Friday 10 November 2017**

**APPLICATION PROCEDURE**

Completed applications, signed by the Institution legal representative i.e. Head of Institution, Head of International Education or Registrar, should be emailed directly to [goistaffmobility@hea.ie](mailto:goistaffmobility@hea.ie). See the Guidelines for Applicants 2017-2018 for information on how to use the PDF application form process.

Queries should be directed to Mr Gerry O'Sullivan, Head of International Education, at [gerry@hea.ie](mailto: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 i.e. Head of Institution, Head of International Education or Registrar
5. Check list
6. Submission area

**Please ensure you read the accompanying guide when completing this application**

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**1. Participating Organisation**

**1a Proposed co-ordinator**

**Higher Education Institution:**

**Name of co-ordinator:**

**Title of co-ordinator:**

**Department of co-ordinator:**

**Address of Institution:**

**Telephone:**

**E-mail:**

**Website- (Specific Departmental link):**

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**1b Proposed partner/s**

ID	Name of Partner Institution	Partner Country	Contact Person	Contact Email
1				
2				
3				
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**2b Budget Description- Overall totals**

Total number of participants		Total number of days including travel days		Total Grant requested	

\* The travel costs should be as close to the real costs as possible as it may not be possible for the HEA to provide additional funding once the budget is approved.

The Higher Education Authority will consider a request for increased Per Diem provided a clear justification is made (please provide the information in the box provided below). However, there is no guarantee the HEA will be in a position to provide funding towards an increased daily rate

Request for additional Per Diem funding	
Additional amount requested	

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2c Please outline the proposed project under the following six headings

**Relevance (30 MARKS) max 5000 characters**

**Innovation (15 MARKS) max 2500 characters**

**Quality of the mobility arrangements (15 MARKS) max 2500 characters**

**Quality of the activity design and implementation (15 MARKS) max 2500 characters**



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**Impact (15 MARKS) max 2500 characters**

**Sustainability (10 MARKS) max 2500 characters**

**3. Please confirm below that funding for this project is not available from any other source**

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**4. Signature of Legal Representative of coordinating Institution**

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. Please print this page, include signature of legal representative (Head of Institution, Head of International Education or Registrar) and attach scanned copy of this page with your application

Name of the applicant institution

Name of the legal representative

Signature of the legal representative

Place

Date

**5. Checklist**

- All fields are completed in full
- Signature of legal representative of applicant Institution is included
- A copy of the application is retained by the coordinating Institution

**6. Submission area**

Once you have completed all sections of your application form, please press Submit below. An automatic email will open on your screen -you will then need to attach the scanned copy of this page and press send in order to submit your application.

**Submit**