

Government of Ireland Academic Mobility Programme

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 (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. Details of previous funding received
4. Signature of Legal Representative of applicant Institution (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

	Name of Partner Institution	Partner Country	Contact Person	Contact Email
1				
2				
3				
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2b Budget description

Please show each project separately - note Per Diem rate is €

Project ID	Staff category	Number of mobilities	Country of Destination	Total number of days including travel days	Individual support (Per Diem cost)	Travel cost (based on real costs incurred) *	Total Grant requested

Continued overleaf

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2b Budget Description (continued)

Total number of participants		Total Duration		Total Grant requested	

* The travel costs should be represented as real costs 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 (100 words)

Innovation (15 MARKS) max 2500 characters (500 words)

Quality of the mobility arrangements (15 MARKS) max 2500 characters (500 words)

Quality of the activity design and implementation (15 MARKS) max 2500 characters (500 words)

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Impact (15 MARKS) max 2500 characters (500 words)

Sustainability (10 MARKS) max 2500 characters (500 words)

3. Please confirm below that any previous funding has not been awarded for these activities

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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 attached 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 press send in order to submit your application. You should then receive an automated reply confirming submission of your email

Submit