

Government of Ireland Academic Mobility Programme

CALL 2018-2019

Deadline for submission of applications:

17.00 hours Friday 26th October 2018

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. Project Description
 - b. Budget description
 - c. Narrative description
3. Details of previous funding received
4. Signature of Legal Representative of applicant Institution
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				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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2a Details of Project(s)

Project Number	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
1				
Proposed Project Title				
Narrative Description of Proposed Project				
	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
2				
Proposed Project Title				
Narrative Description of Proposed Project				
	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
3				
Proposed Project Title				
Narrative Description of Proposed Project				

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2a Details of Project(s)

Project Number	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
4				
Proposed Project Title				
Narrative Description of Proposed Project				
Project Number	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
5				
Proposed Project Title				
Narrative Description of Proposed Project				
Project Number	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
6				
Proposed Project Title				
Narrative Description of Proposed Project				

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2a Details of Project(s)

Project Number	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
7				
Proposed Project Title				
Narrative Description of Proposed Project				
Staff category	Country of Destination	Requested Duration (in days)	Number of Participants	
8				
Proposed Project Title				
Narrative Description of Proposed Project				
Staff category	Country of Destination	Requested Duration (in days)	Number of Participants	
9				
Proposed Project Title				
Narrative Description of Proposed Project				

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2a Details of Project(s)

Project Number	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
10				
Proposed Project Title				
Narrative Description of Proposed Project				
Staff category	Country of Destination	Requested Duration (in days)	Number of Participants	
11				
Proposed Project Title				
Narrative Description of Proposed Project				
Staff category	Country of Destination	Requested Duration (in days)	Number of Participants	
12				
Proposed Project Title				
Narrative Description of Proposed Project				

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2a Details of Project(s)

Project Number	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
13				
Proposed Project Title				
Narrative Description of Proposed Project				
Project Number	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
14				
Proposed Project Title				
Narrative Description of Proposed Project				
Project Number	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
15				
Proposed Project Title				
Narrative Description of Proposed Project				

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2a Details of Project(s)

Project Number	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
16				
Proposed Project Title				
Narrative Description of Proposed Project				
Project Number	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
17				
Proposed Project Title				
Narrative Description of Proposed Project				
Project Number	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
18				
Proposed Project Title				
Narrative Description of Proposed Project				

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2a Details of Project(s)

Project Number	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
19				
Proposed Project Title				
Narrative Description of Proposed Project				
	Staff category	Country of Destination	Requested Duration (in days)	Number of Participants
20				
Proposed Project Title				
Narrative Description of Proposed Project				

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2b Budget Description

Please itemise each mobility individually. Note Per Diem rate is €180

Total Number of participants		Total Duration		Total Grant Requested	
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Project Number	Staff category	Number of participants	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

* The Per Diem (€180) 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

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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 (1000 words)

Innovation (15 MARKS) max 5000 characters (1000 words)

Quality of the mobility arrangements (15 MARKS) max 5000 characters (1000 words)

**Quality of the activity design and implementation (15 MARKS) max 5000 characters
(1000 words)**

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Impact (15 MARKS) Maximum 5,000 characters (1,000 words)

Sustainability (10 MARKS) Maximum 5,000 characters (1,000 words)

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1. Details of previous funding, if any

Please outline below if you have received any previous funding for these activities including under GOI-IAMP 2017.

2. Signature of Legal Representative of co-ordinating Institution

I, the undersigned, certify that the information contained in this application form is correct to the best of my knowledge. Note that the electronic signature of the legal representative is required below

Name of the applicant institution _____
Name of the legal representative _____
Signature of the legal representative _____
Place _____
Date _____

3. 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

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1. Submission area

Once you have completed all sections of your application form, please press Submit below.

An automatic email will open on your screen and 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