

Instruction sheet 2023 for the submission of funding applications for projects in the field of “Teaching” within Eucor – The European Campus

Please note: this document has been translated to the best of our ability, but only the German and French versions are binding.

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Seed Money for teaching projects within Eucor – The European Campus offers start-up funding for cross-border academic project ideas. It aims to support innovative projects in the field of programme and teaching development that are expected to have a sustainable positive effect on the quality of cross-border teaching offers within the European Campus.

Projects must be designed to have a positive long-term impact and should be applicable to other courses/disciplines within Eucor – The European Campus (pilot project).

The project consortium envisaged must actively involve members of at least two universities of Eucor – The European Campus from at least two countries in the project. Project consortia with three partners or more are explicitly encouraged. **The maximum funding amount of 60,000 EUR is only available for project consortia consisting of at least three partner universities.**

Applications must be submitted by the leader of the project consortium **until 7 September 2023, 17:00 (Brussels time)** to the Secretariat of Eucor – The European Campus in electronic form via the online application form.

Applications can be written bilingually in German / French or in English. The project description must not exceed 10,000 characters including spaces.

1) Structure of the online application form

a) Stream of funding

Seed Money funding “Teaching” of the EGTC Eucor – The European Campus. Please note: incorrect classification of the project may lead to an assessment by the wrong commission.

b) Short title of the project

c) Project consortium

(1) Project leader

Name, member university of the European Campus, organisational unit (faculty, institute, *unité de recherche*, etc.), e-mail, telephone number, postal address and, in the case of fixed-term employment, end date of employment contract.

(2) *Project partners within Eucor – The European Campus*

Name, member university of the European Campus, organisational unit (faculty, institute, *unité de recherche*, etc.), e-mail, telephone number, postal address and, in the case of fixed-term employment, end date of employment contract.

Will part of the grant be allocated to this partner?: yes/no.

(3) *Associated project partners outside Eucor – The European Campus*
(not eligible for Seed Money funding)

d) Discipline

According to the UNESCO's [International Standard Classification of Education](#) (ISCED), "narrow field".

e) Duration of the requested funding (up to 24 months)

Project start and end dates (format: DD.MM.YYYY).

f) Short summary of the project in English (abstract)

The abstract must be written **in a language comprehensible for non-specialists**. The text must not exceed 1,500 characters.

g) Grant requested

Total amount and brief justification of the need for the funds requested, especially in relation to background resources already provided by partners (infrastructures, facilities, personnel).

h) Annexes

Please collate the following documents in one pdf file.

(1) *Full project description (max. 10,000 characters per language including spaces).*

- Project objectives and expected results
- State of the art
- Preliminary work within the project consortium
- Time schedule and work plan of the project: method, objectives, planned division of work within the project consortium (work packages), information on the planned cooperation with services of member universities
- Available resources (equipment, facilities, personnel)
- Long-term impact of the project on cross-border teaching offers within Eucor – The European Campus
- Envisaged follow-up funding of the project
- Contribution to the goals of Eucor – The European Campus and its member universities.

- For projects aiming to develop new study programmes or significantly modify existing courses:
 - presentation of the corresponding demand at the participating member universities (e.g. with surveys and market studies)
 - presentation of the sustainability of the planned study programme in terms of financial and human resources.

(2) Pictures and graphics that are part of the application

(3) Curriculum vitae of all participants in the consortium with the most important 5 publications of each participant (max. 1 page per person)

(4) For projects aiming to develop new study programmes or significantly modify existing courses: declaration of consent from the relevant departments of the project partner universities (signed, for example, by the dean of the faculty)

(5) Budget

Detailed financial plan for the entire duration of the project, divided according to the expenditure per member university.

University 1 (e.g. University of Basel)			
Staff costs			
Position	Employer gross per year	number of person-months	Total
e.g. assistant			
e.g. technician			
e.g. postdoc			
Total staff costs			
Material costs			
Consumables			
External expertise & services			
Travel costs			
Total material costs			
Total			

Université 2 (p. ex. UHA)			
Frais de personnel			
Type de poste	Coût total employeur par année	Nombre de personnes-mois	Montant TTC
P. ex. collaborateur scientifique, post-doctorant, doctorant			
P. ex. technicien			
P. ex. étudiant vacataire			
Total frais de personnel			
Coûts matériels			
Frais de fonctionnement et frais de consommables			
Frais de recours à des compétences et services externes			
Frais de mission			
Total			
Montant total			

Université 3 (z.B. Karlsruher Institut für Technologie)			
Personalmittel			
Position	Arbeitgeberbrutto pro Jahr	Anzahl Personenmonate	Gesamtbetrag
z.B.. Assistentin / Assistent			
z.B. Technikerin / Techniker			
z.B.. Hilfsassistentin / Hilfsassistent			
Summe Personalkosten			
Sachmittel			
Verbrauchsmaterial			
Externe Expertise & Dienstleistungen			
Reisekosten			
Summe Sachmittel			
Gesamtsumme			

2) Information on the use and accounting of funds

In the framework of Seed Money, funds are made available to projects to cover expenses, which can be attributed directly to the project.

The EGTC Eucor – The European Campus grants a lump sum total amount for the project (global budget). The project funds are transferred to the member universities participating in the project at the beginning of the project in accordance with the approved provisional budget and after receipt of the corresponding requests for funds. A transfer of funds between the participating member universities during the project is not permitted.

The funding amount granted as well as the project duration are specified in the notification of funding. The project funds are only available to cover expenditure incurred up to the end of the project.

Unspent funds must be returned to the EGTC Eucor – The European Campus at the latest six months after the review of the proof of use and corresponding request.

The proof of use of funds of the closed project must be submitted to the EGTC Eucor – The European Campus using the forms provided at the latest six months after the end of the project.

Detailed information on the use (eligible expenditure) and accounting of the funds can be found in the Seed Money guidelines for the use of funding. The guidelines are an integral part of the grant. By accepting the granted funds, the applicants undertake to comply with these conditions.

By accepting the notification of funding, the project leader agrees to submit a final report on the results achieved by the project and on the status of the preparation of the application for third-party (external) funding to the Assembly of the EGTC Eucor – The European Campus within twelve months after the conclusion of the project.

3) Communication

The selected projects will receive the label “Eucor – The European Campus”. The grantees undertake to use the label in their information and communication activities and to acknowledge the support by Seed Money in publications as follows:

“Dieses Projekt wurde durch Seed Money von Eucor – The European Campus gefördert / This Project has been funded by the Seed Money programme of Eucor – The European Campus / Ce projet a bénéficié du dispositif de soutien financier Seed Money d’Eucor – Le Campus européen.”