**Academic Collaboration in the Baltic Sea Region**

**Application for Funding 2021**

***Academic Collaboration in the Baltic Sea Region is a Swedish Institute (SI) funding programme to support Swedish universities within higher education and research in their collaboration with universities in the Baltic Sea Region, Russia and the EU Eastern Partnership.***

**BACKGROUND**

This document provides the main enclosure to applications in the above-mentioned call for project funding within *Academic Collaboration in the Baltic Sea Region* as provided by SI. The application should be prepared jointly by the Swedish main applicant, together with its partners.

In order to increase transparency, involvement and to spur commitment within the partnership, the application and all enclosures should be completed in English language.

**INSTRUCTIONS**

The application should be completed using [the SI online application portal](https://applications.si.se/Home) by the deadline 30 September 2021, in order to be valid. Please see next section for a complete list of application enclosures.

Partner enclosures (collaborative projects only) may also be sent to SI by e-mail (si@si.se) separately, after the application has been completed in the application portal. The SI application reference number should be included in the e-mail headline. Late partner enclosures must be received by SI at the latest by 7 October 2021.

***Please note that this two-page coversheet with instructions should be excluded from the*** *Application For Funding* ***template before the latter is scanned and sent with the application to SI.***

**APPLICATION ENCLOSURES** (required for both seed, collaborative projects)

**Enclosure 1: Application for funding.** Main document for the project application to SI, with general information about the project, a risk analysis and a budget overview. The enclosure is completed and signed by the main applicant (SI template – *this document*, mandatory to use).

**Enclosure 2: Challenge.** Within the scope of internationalization, the project partners should identify and agree upon a common challenge to address with the project (max. 4 000 characters, incl. spaces).

**Enclosure 3: Purpose of project.** Brief overview of the project purpose, bridging between Challenge and Work plan. Listing and elaborating on project goals & expected main achievements/deliverables (max. 4 000 characters, incl. spaces).

**Enclosure 4: Work plan.** A walkthrough of the project setup, description of main activities/events, roles and responsibilities, along with a schedule including preliminary dates (max. 4 pages).

**Enclosure 5: Budget.** Detailed complete budget for the project, listing the main expected costs within each of the categories available (see application instructions). Other costs and additional sources of funding should also be mentioned if applicable (max. 3 pages).

**Enclosure 6: Partner enclosures.** One testimony from each partner organisation/university, with confirmation of their support and commitment to the project. The partner enclosure indicates expectations on the project, but also how the partner intends to contribute. *See SI website for mandatory template to use*.

**ADDITIONAL ENCLOSURES** (required for collaborative projects)

**Enclosure 7: Situation analysis.** An account of the present-day situation (e.g. background, capacity, challenges, opportunities, strategies) within the scope of internationalization at participating universities. The analysis should relate to and/or reflect the situation as described in the partner enclosures. (max. 4 000 characters, incl. spaces).

**Enclosure 8: Target groups.** An overview of relevant target groups to be involved in (or excluded from) the project. Analysis of how they relate to each other, and what they are expected to contribute with in the project (max. 4 000 characters, incl. spaces).

***Please note that this two-page coversheet with instructions should be excluded from the*** *Application For Funding* ***template before the latter is scanned and sent with the application to SI.***

**1. APPLICATION FOR FUNDING**

**ACADEMIC COLLABORATION IN THE BALTIC SEA REGION 2021**

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| SECTION A – MAIN APPLICANT (Swedish university/research institute) |
| Name of university |       |
| Project leader, Full name |       |
| Project leader, department/unit/institute |       |
| Project leader, Title |       |
| Project leader, E-mail |       |
| Project leader, Telephone |       |

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| SECTION B1 – PROJECT DETAILS |
| Project name/title |       |
| Thematic area | *Internationalization* |
| Type of project (seed / collaborative project) | Click to select type of project |
| Project period1 (YYMMDD – YYMMDD) |       -       |
| Number of partners, incl. main applicant |       |

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| SECTION B2 – PROJECT DESCRIPTION |
| Short summary of the project. Max. 1 000 characters. |
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| SECTION B3 – PROJECT GEOGRAPHY (specify included countries) |
| Prioritized countries2 |       |
| Additional countries3 |       |
| Other countries (associated partners) |       |

1 Indicate the project period (check instructions for max. project duration), with a starting date between 15 Nov 2021 – 1 Jan 2022.

2 Prioritized countries are Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia, Sweden, and Ukraine

3 Additional countries eligible for funding are (*one* of the following, per project) Estonia, Latvia, Lithuania, Poland

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| SECTION C – TARGET GROUPS (seed projects only) |
| Short description of the main target groups of the project. Max. 2 000 characters. *For collaborative projects, use separate enclosure instead. Type N/A in the field below.* |
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| SECTION D – CAPACITY/EXPERTISE/EXPERIENCES OF MAIN APPLICANT |
| Brief summary of capacity, expertise and experiences within internationalization at the main applicant, of relevance for this project. It may as well include references to other projects/activities, and knowledge of (or interests in) the countries involved in this project. Max. 1 500 characters. |
|       |
| Short note on how this project complements the overall internationalization work and/or other developments/processes or projects at the main applicant. Max. 1 500 characters. |
|       |
| *Link to current/existing internationalization strategy at the main applicant, if such or corresponding document is available online.* |
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| SECTION E – PROJECT TEAM |
| Describe briefly the team of key personnel responsible for management and coordination of the project, at the main applicant and at partner organisations. Max. 1 200 characters. |
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| SECTION F – RISK ANALYSIS |
| State identified possible risks relevant to the project (left column), along with appropriate actions (middle column) and responsible function/role/partner (right column). The risk analysis should be comprehensive and will be evaluated by SI. Remember that the explicit mentioning of risks related to corruption and/or misuse of funding is mandatory.***If the risk analysis is provided to the application in a separate enclosure instead, indicate this in any of the fields below.*** |
| Risk | Action | Responsibility |
|       |       |       |
|       |       |       |
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| SECTION G – PROJECT BUDGET (AMOUNTS IN SWEDISH KRONOR - SEK) |
| KO1 Project management (costs at main applicant) |       |
| KO2 Project administration (costs at partners) |       |
| KO3 Implementation |       |
| KO4 Meetings |       |
| KO5 Analysis & Follow-up |       |
| KO6 Communication (external) |       |
| KO7 Mobility (short-term) |       |
| KO8 Mobility3 (long-term) |       |
| KO9 Overhead4 (OH) |       |

3 Max. 20 % of SI grant applied for.

4 Max. 15 % of SI grant applied for.

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| Other costs5 (if applicable, specify below) |  |
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|       |       |

5 Costs outside KO1-KO9 should primarily use other funding than the SI grant.

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| Amount applied for, from the Swedish Institute |       SEK |

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| Other grants/sources of funding (if applicable) |  |
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|       |       |
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| Total project cost |       SEK |

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| SECTION H – AUTHORIZED SIGNATORY AT MAIN APPLICANT (not same as the project leader) |
| Place and date |       |
| University/organization |       |
| Full name |       |
| Signature |  |