# Academic Collaboration in the Baltic Sea Region

## Application for Funding 2022

***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 and the EU Eastern Partnership. In 2022 the call for applications is focused on supporting the academia in Ukraine.***

### Background

This document provides the main enclosure to applications in the call for project funding 2022 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 Swedish main applicant is responsible for submitting the application along with necessary enclosures to SI by the deadline 30 September 2022 at the latest. The procedure to submit the application is explained in detail in the [application instructions](https://si.se/app/uploads/2022/06/akademiskt-samarbete-2022-instruktion-till-utlysning.pdf).

Please see next section for a complete list of application enclosures.

Partner enclosures should preferably be sent to SI along with the application, but could also be sent to SI separately, but then only after the application has been registered by SI. The individual reference number to the application (to be retrieved by the main applicant as confirmation that the application has been successfully registered by SI) should be included in the e-mail headline, along with the text “Komplettering”. Late partner enclosures must be received by SI by 7 October 2022 at the latest.

***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

**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: Needs analysis.** Overview of one or several needs that are relevant to the target groups of the project. The partners from Ukraine are expected to have a leading role in preparing this document. (max. 1 page).

**Enclosure 3: Purpose of project.** Outline of the project purpose, along with a summary of goals & expected main achievements/deliverables (max. 2 pages).

**Enclosure 4: Target groups.** Summary of target groups identified as relevant for the project to address and support, analysis of their situation and on how different target groups relate to each other (max. 1 page).

**Enclosure 5: 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 6: Budget.** Detailed complete budget for the project, listing the main expected costs within each of the eligible budget areas available (max. 3 pages).

**Enclosure 7: Partner enclosures.** One testimony from each partner organisation/university, with confirmation of their support and commitment to the project. The partner enclosure indicates how the partner intends to contribute, and on expected added value. [*SI template, mandatory to use*](https://si.se/app/uploads/2022/06/akademiskt-samarbete-2022-partner-enclosure-template.docx)*.*

### Additional enclosures

**Enclosure 8: Risk analysis.** The project risk analysis could be completed either using the existing template (enclosure 1, section E), or using another format and then separately attached to the application as enclosure 8 (max 2 pages).

***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 2022**

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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 | *Support for the academia in Ukraine* |
| 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) |
| Main applicant | Sweden |
| Country of priority | Ukraine |
| Additional partner countries2 |       |

1 Indicate the anticipated project period (max. 18 months), with a starting date between 1 December 2022 – 31 January 2023.

2 Possible partner countries are Armenia, Azerbaijan, Estonia, Georgia, Latvia, Lithuania, Poland, Moldova, and Sweden.

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| SECTION C – CAPACITY/EXPERTISE/EXPERIENCES OF MAIN APPLICANT |
| Brief summary of capacity, expertise and experiences at the main applicant, of relevance for this project. It may as well include references to other projects/activities, and knowledge of the countries involved in this project. Max. 1 500 characters. |
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| SECTION D – 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. 1 500 characters. |
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| SECTION E – RISK ANALYSIS3 |
| State identified possible risks relevant to the project (left column), along with appropriate actions (middle column) and responsible function/role/partner (right column). Remember that the explicit mentioning of risks related to corruption and/or misuse of funding is mandatory. **The risk analysis should be comprehensive and will be evaluated by SI.** |
| Risk | Action | Responsibility |
|       |       |       |
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3 If the risk analysis is provided to the application with a separate enclosure instead, please indicate this in any of the fields above.

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| SECTION F – 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 Mobility (long-term) |       |
| KO9 Overhead4 (OH) |       |

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 funding6 (if applicable) |  |
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6 Including possible co-funding from main applicant or partners.

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| Total project cost |       SEK |

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| SECTION G – AUTHORIZED SIGNATORY AT MAIN APPLICANT (not same as the project leader) |
| Place and date |       |
| University/organization |       |
| Full name |       |
| Signature7 |  |

7 SI accepts digital signatures.