

Indo – Norwegian Cooperation Programme in Higher Education and Research

(INCP)

Call for applications for support to preparatory visits 2014



1. Back ground

The Norwegian Centre for International Cooperation in Education (SIU) invites Norwegian higher education institutions to apply for funding of preparatory visits to explore the possibilities for establishing a future cooperation project with Indian higher education institutions, within the framework of the Indo – Norwegian Cooperation Programme in Higher Education and Research (INCP) to be launched in the spring of 2014.

This call for applications for support to preparatory visits is based on the terms and conditions stated in the agreement between the Norwegian Ministry of Foreign Affairs (MFA) and SIU concerning Indo-Norwegian cooperation in higher education, dated 5 December 2013.

2. Terms and conditions for funding of preparatory visits

Funding of preparatory visits may be given to develop relations with the purpose of establishing a cooperation project between a Norwegian and Indian higher education institution and the development of a joint application for project funding under INCP.

The funding of preparatory visits can only be used to cover study visits, meetings/workshops/seminars related to the establishment of an INCP cooperation project. Total allocation per preparatory visit is up to **NOK 50 000**.

Preparatory visits must be concluded by 18 September 2014.

Institutions receiving support for preparatory visits must submit a report to SIU including accounts for the funding, within 31 December 2014.

3. How to apply

Interested Norwegian institutions should prepare and submit an application through SIU's online application system, <http://espresso.siu.no>. Applications submitted in other formats or in paper will not be considered by SIU.

In addition to the online application, a **signature form** must be signed and submitted to SIU by e-mail or regular mail. The signature form is automatically created in Espresso when the applications is submitted, and must be signed by head of Department and project coordinator

Applications for support to preparatory visits can be submitted in Espresso until 29 August 2014. The applications will be assessed by SIU consecutively when submitted.

4. How to access Espresso

Espresso can be accessed here: <http://espresso.siu.no/> .

If you have previously used SIU's online services, you can use the same user name and password as before. New users will have to create an account by following the instructions at the login page. When you log in you will be able to open the application form.

The application form step by step

Start – Project

Project number

Project in this application, refers to the application for support to preparatory visits. Project number is automatically generated by the system.

Project title

Please use the title: *INCP preparatory visits 2014* and a short tentative title of the project

Project editor access

Up to four people may be granted editor's access to the project. Editors will have full access to all documents for the project. Individuals must register as users in Espresso before they can be granted project editor access.

Project read access

Any number of people can be granted reader's access to the project. Readers may read any project document, but will not be able to edit the documents. Individuals must register as users in Espresso before they can be granted project reader's access.

Section A

A.1. Partner Institution in Norway

A.1.1. Institution in Norway

Search for the official name of the Norwegian partner institution, and choose the relevant institution.

A.1.2. Department

Provide the name of the department/unit(s) which is planning to undertake the visit/project.

A.1.3 Institutional representative signing the application

Provide relevant information about the Head of the department which is responsible for planning the visit/project and authorized to sign the application on behalf of the institution. Please make sure that name and position is correctly spelled.

A.1.4. Project coordinator

Provide the name and relevant information of the proposed project coordinator at the partner institution in Norway.

A.2. Partner institution in India

A.2.1. Institution in India

Search for the official name of the main partner institution in India to be visited/included in the preparatory visit, and choose the relevant institution. If the institution is not found by searching, press the "Add institution"- button and provide the relevant information about the institution. Please make sure that all the information given is correctly spelled.

A.2.2. Department

Provide the name of the department/unit(s) which is planning to undertake the project.

A.2.3. Head of Department

Provide relevant information about the Head of the department/unit(s) which is planning to undertake the project.

A.2.4. Project coordinator

Provide name and relevant information of the proposed project coordinator at the main partner institution in India.

Section B preparatory visit

B.1 Previous contact/ cooperation

The applying institutions must already have identified each other as potential partners for a future cooperation project. Describe in short the previous contact/ cooperation.

B.2 Purpose of visit

The funding of preparatory visits can only be used to cover study visits, meetings/workshops/seminars related to the establishment of an INCP cooperation project.

Please describe in short the purpose of the visit, activities and a tentative agenda.

B.3 Information about the preparatory visit

Please list the people travelling, and include the dates for the length of the stay.

Section C Budget

Please present a budget for the preparatory visit. Total allocation per project is NOK 50 000.

Submission

After having submitted the application online, a signature page will be available for printing. The form should be signed by the Project coordinator and the Head of Department or a person authorized to sign on his/her behalf at the partner institution in Norway.