*Annex 3*

Georgia I2Q - Innovation, Inclusion and

Quality

Competitive Innovation Fund

**DRAFT PROPOSAL SUBMISSION FORM**

Contents

[Section A: GENERAL INFORMATION ABOUT THE PROJECT 3](#_Toc100939496)

[Section B: INFORMATION ABOUT THE APPLICANT 3](#_Toc100939497)

[Section C: INFORMATION ABOUT THE PROJECT 5](#_Toc100939498)

[Section D: PROJECT PROPOSAL 7](#_Toc100939499)

[Project abstract 7](#_Toc100939500)

[Criteria 1: Quality and relevance with an emphasis on the innovation aspect 8](#_Toc100939501)

[Criteria 2: Quality of Partnership 9](#_Toc100939502)

[Criteria 3: Team composition and Budget 10](#_Toc100939503)

[Criteria 4: Implementation plan and Sustainability 12](#_Toc100939504)

***\*This document should be read in conjunction with the Guidelines for applicants.***

***\*\*Applications must be submitted in both Georgian and English.***

# Section A: GENERAL INFORMATION ABOUT THE PROJECT

**Applicant:**

**The name of project:**

**Project Acronym:**

**Application in consortia[[1]](#footnote-1): YES NO**

**Duration of the project**

|  |  |
| --- | --- |
| Estimated overall duration of the proposed project [months] |  |

**Project cost**

|  |  |
| --- | --- |
| Total project cost |  |
| Grant amount requested |  |
| Co-financing amount |  |

# Section B: INFORMATION ABOUT THE APPLICANT

Note: Where you need to check a box then replace 🞏 with ⌧.

Complete ***ALL*** sections of the form below. Failure to supply information may result in your applications being deemed ineligible for consideration.

1. **Applying organisation and official correspondence point**

*All correspondence about the application will be addressed to the designated contact point below.*

|  |
| --- |
| Name of Public HEI: |
| Unique ID number of Public HEI: |
| Link to most recent NCEQE authorization\*: |
| Official address: |
| Name and position of designated contact: |
| Official email for correspondence: |
| Mobile phone no (including country code): |
|  |

*\*To be eligible to submit an application, a public HEI must be authorized by the National Center for Educational Quality Enhancement (NCEQE).*

1. **Named partners**

Reproduce the table below for all partners/members of the consortium

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Partner 1 | | | | |
|  | | Type of partner (insert an X) |  | |
| Public national HEI | |  |  | |
| Unique ID number of Public Research organisation: | |  | | |
| Link to most recent NCEQE authorization\*: | |  | | |
| Private national HEI | |  |  | |
| Unique ID number of Private Research organisation: | |  |  | |
| Link to most recent NCEQE authorization\*: | |  | | |
| Foreign HEI | |  |  | |
| Link to most recent accreditation\*\*: | |  | | |
| Other (specify and provide a copy of their registration documents to confirm their status) | |  |  | |
| Official address: |  | | |
| Name and position of designated contact: |  | | |
| Official email for correspondence: |  | | |
| Mobile phone no (including country code): |  | | |

*Continue to reproduce the table above for all partners/members of the consortium.*

***\*Memorandum of Understanding (MoU) signed by all partners******must be submitted with the proposal as an Annex 1.***

***\* Confidentiality agreement (signed by all partners)******must be submitted with the proposal as an Annex 2.***

***\* Consortium agreement (if application involves more than one applicant) must be submitted with the proposal as an Annex 3.***

***\*Legal registration documents of non HEI partners (if applicable) must be submitted with the proposal as an Annex 4.***

# Section C: INFORMATION ABOUT THE PROJECT

Instructions are show in ***blue italic font.***

1. **Area(s) of focus**

*The strategic aim of the CIF is to 'foster modernization of higher education programs and learning environment and strengthen the labour market linkages'. More specifically, the funding windows are aimed at the public universities, targeting specific development specific development and innovation issues identified in their Strategic Development Plans (SDPs)*

*The area(s) of focus of the proposal must align with the strategic aim of the CIF and must also be shown to align with the Strategic Development plan (SDP) of the University. Applicants may decide to align directly with one or more of the areas described below or to propose other of actions that align with the overall aim and their own SDP.*

***\*The current Strategic Development Plan of the lead Applicant HEI must be submitted with the proposal as an Annex 5.***

|  |  |  |
| --- | --- | --- |
| Area of focus | Indicate with an X as many as apply | Provide the number of the page and section in the SDP where a clear link can be found between proposed activity and SDP. |
| Developing program content to reflect the latest trends in the field |  |  |
| Introducing innovations in terms of teaching and learning including support for classroom teaching utilizing technology and modern pedagogical approach, such as problem-solving and project-based learning, and improvement of e-learning methods, |  |  |
| Engaging relevant employers to reinforce the linkages with labor market |  |  |
| Modernizing and upgrading labs and physical infrastructure to meet the program objectives. |  |  |
| Improvement of gender imbalances in the education system, especially in STEM subjects including supporting HEIs to attract female students to STEM programs and help narrow the gender gap in STEM fields |  |  |
| Other (describe) |  |  |
| Other (describe) |  |  |
| (Add lines as appropriate) |  |  |

1. **Academic programs**

Is the grant application built around one or more academic programs?

🞏 Yes:

🞏 No:

If yes provide a link(s) below to demonstrate that the program(s) have been granted full or conditional accreditation by the NCEQE.

**Name of program:**

**Link to decision on full or conditional accreditation:**

# Section D: PROJECT PROPOSAL

*While some written guidance is supplied below for each section, applicants are strongly urged to consult the Guidelines for Applications before completing the application form.*

Project abstract

*(max. 1 page)*

*The abstract should provide the reader with a clear understanding of the objectives of the project proposal and how they will be achieved. The abstract will be used as the short description of your proposal in the evaluation process and in public communication. It must be short* ***and not contain confidential information****.*

## Criteria 1: Quality and relevance with an emphasis on the innovation aspect

*(Max. 2 pages using Calibri 11 point and single spacing).*

*Quality and relevance address the questions:*

* *What are the objectives of the project and why?*
* *To what degree are the objectives of the proposal aligned with relevant strategies, policies and priorities?*
* *What is the envisioned impact of the project on the higher education programs, learning environment and strengthening the labour market linkages?*
* *What is the innovation/novelty/uniqueness of the applied concepts and methodology of the project?*

## Criteria 2: Quality of Partnership

*(Max. 1 page using Calibri 11 point and single spacing).*

*This section answers the question:*

* *What was the process by which the partnership (or consortium) was built and how the final composition has influenced the design of the proposal?*
* *Which partners are involved directly and indirectly in the project?*
* *How will the partners get the maximum benefit from the project implementation?*
* *Does the partnership match the project’s objectives?*
* *Are the project partners complementing one another, does each of them have a valid role?*
* *Do the project partners have knowledge, experience, capacity and access to critical infrastructure needed to carry out the project activities?*

## Criteria 3: Team composition and Budget

*(Max. 2 page using Calibri 11 point and single spacing, team member profiles and CVs do not count towards the page limit).*

*This section answers the question:*

* *Does the project team have sufficient scientific and technical potential to carry out the project and achieve its goals?*
* *What is the team organizational structure for the project to ensure effective communication for implementation of the project?*
* *How each member of the project team would be involved (with durations) in executing specific tasks/deliverables relating to the project?*
* *What budget is needed and what are the main expenditure to successfully implement the project?*

**PROJECT MANAGEMENT TEAM**

**Key project personnel**

*List below any team members that are key to implementing this project and who have a clear named role e.g. project manager. Provide a short profile for each one. Also attach short CVs to the application that highlight skills and experience relevant to responsibilities in project implementation. CVs should use the GMUS format currently used by the Shota Rustaveli National Science Foundation of Georgia and attached to the CIF OM (Annex 5).*

***\** *CVs of the core team must be submitted with the proposal as an Annex 6.***

*(Individuals carrying out routine support should not be included. Please note that the MES team reserves the right to contact ALL listed team members to verify that they were aware of their inclusion in the project proposal and will be playing an active role in the project)*

|  |  |
| --- | --- |
| Named Team Member 1 | |
| Given name: |  |
| Family name: |  |
| Home address: |  |
| Email: |  |
| Phone number (including country code): |  |
| Employer organization: |  |
| Role and responsibilities in Project: |  |
| Qualifications, skills and experience that team member brings ***that are relevant to the success of this*** project:  *(Max. 1 page using Calibri 11 point and single spacing).* | |

*Note: Copy and paste the table above for as many key team members as will be part of the project.*

**SUMMARY BUDGET**

*The summary budget should be accompanied by the excel budget template. If the Applicant or any of the partners has committed to make an in-kind or cash contribution then this should be indicated. Where any resources are being provided as an ‘in-kind contribution’, rather than being paid from by the CIF grant, this should be made clear.*

*To complete the Budget Spreadsheet, add units (columns E and K) and values (columns F, G, I, J and M, N, O and P) in the sheet ‘CIF Budget’. These will automatically sum to give ‘Sub-totals’ and populate the ‘Over-view’ sheet.*

*Copy the final budget to the summary table below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cost code and Category. | Total (18 months) (in GEL) | % of full amount requested. | Cash-contribution  (in GEL) | In-kind contribution  (in GEL) |
| A. Purchase and maintenance of new laboratory equipment |  |  |  |  |
| B. Purchase of modern Information and Communication Technologies |  |  |  |  |
| C. Subscriptions to up-to-date electronic databases of scientific journals |  |  |  |  |
| D. Operating costs (up to 2% of total project cost) and administrative costs, including salaries of the grant (up to 10% of total project cost with a potential condition of maximum single salary allowed up to three times national average salaries); |  |  |  |  |
| E. Travel to meet consortium partners including costs for visiting professors/researchers from abroad |  |  |  |  |
| F. Technical assistance and training to help implement activities funded by the grant |  |  |  |  |
| G. Indirect/incidental costs (e.g. car rental, office supplies, miscellaneous utilities, maintenance and spare parts, consumables, local transport and communication). |  |  |  |  |
| H. Costs of an independent external audit |  |  |  |  |
| I. Subtotal direct eligible costs of the Action (A-H) |  |  |  |  |
| J. Provision for contingency reserve (maximum 5% of subtotal of direct eligible costs of the Action) |  |  |  |  |
| **Total (GEL)** |  |  |  |  |

***\*The Budget (Excel format) must be also submitted with the proposal as an Annex 7.***

*The Budget should be presented according to the template attached to the CIF OM (Annex 4).*

## Criteria 4: Implementation plan and Sustainability

**PROJECT IMPLEMENTATION PLAN INCLUDING RISKS, MITIGATION AND CONTIGENCY**

*(Max. 5 page using Calibri 11 point and single spacing).*

***\*The*** ***implementation plan shall be presented in a Gantt Chart (Excel format)******and******must be submitted with the proposal as an Annex 8.***

*The project implementation plan should offer a clear and concise plan of the different activities, preferably divided into components*

*Each project component should describe: (1) Who will supervise the execution of the component (e.g., the lead applicant, partner institution, etc.); (2) Objectives of each component; (3) Planned work broken down into tasks with specification of duration, indication which partner (if applicable) will execute the specific task and timeline; (4) Envisioned deliverables.*

***\*The project deliverables and monitoring plan must be submitted with the proposal as an Annex 9.***

*This plan should be presented according to the template attached to the CIF OM (Annex 3a). Project implementation plan should comply with the project deliverables and monitoring plan.*

*It should also examine the risks of implementing the project and suggest risk mitigation and contingency.*

**SUSTAINABILITY**

*(Max. 1 page using Calibri 11 point and single spacing).*

*This section answers the questions:*

* *Can the outcomes be sustained and how?*
* *After the completion of the project, is it possible to systematize the good practices generated by the grant?*
* *How it will be ensured that the purchased equipment is effectively used after the completion of the project?*
* *What are the potential internal and external future sources of financing that cover the costs?*

***\*The Citizen Engagement Plan must be submitted with the proposal as an Annex 10.***

*This plan should be presented according to the template attached to the CIF OM (Annex 3b).*

1. Refer to the definition of consortia application presented in the CIF OM Section 5. [↑](#footnote-ref-1)