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#### XIII CALL FOR FUNDING FOR UNIVERSITY COOPERATION FOR DEVELOPMENT PROJECTS – 2016

**FORM FOR NEW PROJECTS**

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|  | Record date |
|  | Space reserved for the General Register Office of the UIB |
|  |  |

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| Identifying details of the project |
| **Project title**:  |
| **Name and surnames of the person in charge**:  |
| **Faculty/ Department**:  |
| **E-mail**:  | **Ext. and mobile**:  |
| **Counterpart**:  |
| **Place where the project is being carried out**:  |
| **Type and duration:****[ ]  Type I** Primarily for countries matching the geographical priorities of the Balearic Islands’ cooperation for development master plan 2016-2019. Annual duration (until 30 September 2017).**[ ]  Type II** For all countries matching both the geographical priorities of the aforementioned cooperation for development master plan and the countries with which the UIB has or has had relations in the field of university cooperation for development. Biennial duration (until 30 September 2018). |
| **Teaching hours/credits** (if it is an education action):  |
| **Total budget of project**:  |  |
| **Amount applied for from the OCDS**:  | **Co-funding**:  |
| **Number of members of the UIB taking part**:  |  |
| **Number of members of the UIB who will travel there**:  |  |

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| *Documentation that is submitted* |
| [ ]  | 1. Application form duly completed in paper format.
 |
| [ ]  | 1. Application form submitted, in electronic format.
 |
| [ ]  | 1. Documentation proving the legal entity of the counterpart organisation.
 |
| [ ]  | 1. Identification documents of the person legally responsible for the organisation and their appointment as such.
 |
| [ ]  | 1. Statement of claim of the person legally responsible for the counterpart organisation in which the need for the proposed action and the responsibility assumed for its development is defined and justified.
 |
| [ ]  | 1. *Curriculum vitae*, regarding cooperation for development of the UIB team members.
 |
| [ ]  | 1. Documentary evidence of registration at the UIB, where appropriate.
 |
| [ ]  | 1. Information from other participating organisations and/or collaborators.
 |
| [ ]  | 1. Information on all the funding applied for.
 |
| [ ]  | 1. Other information concerning the project. Please specify:
 |

*Signature of the person in charge*, Date:

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| 1. Details of the person in charge of the project |

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| --- | --- | --- | --- |
| Name |  | Surnames |  |
| Category  | [ ]  Teaching and research staff (*PDI*)  | [ ]  tenure[ ]  non tenure |
| Faculty/School: |  | Department: |  |
| [ ]  Administration and service staff (*PAS*) |
| Service: |  | Position:  |   |
| Location | [ ]  University campus |
|  | [ ]  UIB off-campus centre in Eivissa and Formentera |
|  | [ ]  UIB off-campus centre in Menorca |
| Address  |  |
| City |  | Post code |  | Province |  |
| E-mail |  |
| Tel (UIB) |  | Other telephone number |  |
| Fax |  |  |
| Have the people involved participated previously in programmes or projects of cooperation for development with the OCDS? YES [ ]  / NO [ ]   |

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| 2. Details of all the people on the team participating in the project |

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| Name and surnames | *PDI* | *PAS* | Student | External organisation | Counterpart | Department/service/studies/organisation |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |
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|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |
|  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |  |

PDI: Teaching and research staff

PAS: Adminsitrative and service staff

3. Details of the counterpart in the country where the project will be carried out

In the event of having more than one counterpart, please duplicate this section for each one

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| **3.1. Type of organisation**  |
| [ ]  Public university or higher education institution[ ]  Private university[ ]  Institution/organisation | [ ]  Southern NGDO [ ]  Others, please specify: |
| **3.2. Details of the counterpart** |
| Name of the organisation |  |
| Postal address |  | Country |  |
| Telephone |  | Fax |  |

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| Institutional commitment: Person with authority within the counterpart who endorses the project |
| Name and surnames: |  | Position: |  |
| Telephone |  | Fax: |  |
| Person in charge: person in charge of the project in the counterpart (person of contact) |
| Name and surnames: |  | Position: |  |
| Telephone |  | Fax:  |  |

**3.3. Background**

Specify whether there is a background and/or collaboration agreement between the UIB and the counterpart

[ ]  Yes. Specify the agreement and actions already carried out jointly

[ ]  No. Explain the above tie and/or contact

**3.4. Briefly describe the activities the counterpart is carrying out in their country:**

**3.5. Explanation, by the counterpart, of the need for the project, and expected benefits and impact** (attach the counterpart’s statement of claim signed by the person legally responsible for the counterpart organisation in which the need for the proposed action and the responsibility assumed for its development is defined and justified):

**3.6. Define the commitment and responsibility of the counterpart in the project:**

**3.7. Explain whether this organisation is coordinated with other institutions, social organisations or agencies in the country** (strategic alliances and networking):

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| 4. Details of collaborating organisations, both in the Islands and target countries (where appropriate)In the event of having more than one collaborating organisation, duplicate this section for each one  |

|  |  |
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| **4.1. Type of organisation** | [ ]  NGDO[ ]  Others, please specify: |
| **4.2. Details of the collaborating organisation** |
| Name |  |
| Postal address |  |
| Telephone |  | Fax |  |
| Contact person |  |
| Position |  |

**4.3. Brief description of the experience in actions concerning cooperation for development:**

**4.4. Detailed explanation of the history of collaboration between the UIB team and the organisation:**

**4.5. Commitment towards and responsibility of the organisation in the project:**

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| 5. Summarised details of the project |

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| Line of action of the project:  | **A** [ ]  Project on diagnosis of needs.**B** [ ]  Project on education, knowledge exchange and training. **C** [ ]  Project on development and technical advice.**D** [ ]  Research projects for the development and mutual transfer of knowledge.  |

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| Sectoral field of action:(only indicate where the main actions are framed) | [ ]  education [ ]  health [ ]  gender equity [ ]  ecological sustainability [ ]  support for productive initiatives [ ]  democratic governance [ ]  defence of human rights [ ]  science, technology and innovation [ ]  political impact[ ]  others:  |

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| Type and duration: | **[ ]  Type I** Primarily for countries matching the geographical priorities of the Balearic Islands’ cooperation for development master plan 2016-2019. Annual duration (until 30 September 2017).**[ ]  Type II** For all countries matching both the geographical priorities of the aforementioned cooperation for development master plan and the countries with which the UIB has or has had relations in the field of university cooperation for development. Biennial duration (until 30 September 2018). |

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| Brief summary of the aim of the project: |  |

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| **Budget applied for from the UIB** | Total budget of project |  |
| Amount applied for in this call for funding[[1]](#footnote-1) |  |
| **Co-funding** scheduled for the present project in other categories, calls for funding, public aid or participating organisations.  |
| Source of funding | Amount applied for | To be applied for | Applied for | Awarded/amount |
|  |  | [ ]  | [ ]  | [ ]  |
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| 6. Project description |

**6.1. Project title:**

**6.2. Country. Detailed location, by attaching a map (town, region, level of development in the area, country).**

**6.3. Scheduled duration of the project:**

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|  Scheduled start date (during the year of publication of the call for funding) |   |
|  Scheduled completion date (according to the specific deadlines set out in this call for funding) |  |

**6.4. Description of the existing situation and problems in the specific target area of the project: social, political and economic context.**

**6.5. Description of the target group or population of the project: direct and indirect.**

Understanding direct beneficiaries as the persons involved in carrying out the project and those who will receive a direct impact; and as indirect beneficiaries, the persons who will receive a benefit as an indirect consequence of the activities of the project:

**DIRECT**

|  |  |  |  |
| --- | --- | --- | --- |
| **APPROXIMATE NUMBER** | **TYPES OF GROUPS** | **MEN** | **WOMEN** |
|  |  |  |  |
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Define as specifically as possible the group of direct beneficiaries you will be working with:

**INDIRECT**

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| --- | --- | --- | --- |
| **APPROXIMATE NUMBER** | **TYPES OF GROUPS** | **MEN** | **WOMEN** |
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Define as specifically as possible the group of indirect beneficiaries:

**6.6. Indicate the impact and benefits on the target groups the project will have once it has been carried out:**

**6.7. Indicate the transversal axes that will be worked on in a complementary way: ecological sustainability, gender perspective, full protection of human rights, democratic participation, amongst others.**

**6.8. In the event of supplying material within the framework of the project, specify who will own the property:**

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| **6.9. General aim:** |
| **Specific aims:** | **Activities:** | **Expected results:** |
| Spec. aim 1:  |  |  |
| Spec. aim 2: |  |  |
| Spec. aim 3: |  |  |
| Spec. aim 4: |  |  |

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| **6.10. Specify the tasks to be performed by each member of the team for the activities described with reference to the aforementioned specific aims.** |
| *Activity to be carried out*  | *Name of the person* | *Will s/he travel in the framework of the project*?  | *Length of stay* | *Organisation s/he belongs to* |
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| **6.11. Timetable of activities scheduled by the team, counterpart and collaborating organisation \*** |
| Activities/months | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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\* Duplicate the table for projects of biennial duration

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| 7. Dedication of the UIB teamIn order to assess and visualise the task carried out by the UIB team, specify the mean number of hours of dedication per month for each of its members. |

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| Name and surnames | *PDI* | *PAS* | student | Body / Category \* | Mean number of hours of dedication per month  |
|  | [ ]  | [ ]  | [ ]  |  |  |
|  | [ ]  | [ ]  | [ ]  |  |  |
|  | [ ]  | [ ]  | [ ]  |  |  |
|  | [ ]  | [ ]  | [ ]  |  |  |
|  | [ ]  | [ ]  | [ ]  |  |  |

PDI: Teaching and research staff / PAS: Administrative and service staff

\* Full Professor (CU), Associate Professor (TEU), University College Professor (CEU), University School Associate Professor (TEU), Contract Lecturer with a Doctoral Degree (PCDr), Collaborating Lecturer (CCOL), Assistant Lecturer with a Doctoral Degree (Aj.Doc), Assistant Lecturer (Aj.), Scholarship Holder or intern (B.) or other (specify).

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| 8. Details of education actions in the academic field |

**8.1. Type of education action:**

**8.2. Duration and number of teaching hours per day that justifies the trip (indicating, where appropriate, differentiation between theory and practice):**

\* At least 15 education hours must be justified for each PDI from the UIB who travels

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| --- | --- | --- |
| Name and surnames of *PDI*-UIB who will be teaching | Total hours\* | Detailed contents that justify travelling |
|  | -- |  |
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**8.3. Other parallel education actions which will be carried out during the stay:**

**8.4. Target people for the education action, indicating profile and estimated number of men and women in the target groups:**

**8.5. Place where the education will be carried out taking into account accessibility is provided:**

**8.6. Methodology used, indicating whether it is in coordination with other institutions or organisations:**

**8.7. Impact of the education action on the recipient group or community:**

**8.8. Cost to recipients:**

*[ ]  free.*

*[ ]  not free. Cost of registration in euros and what this amount will be assigned to.*

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| 9. Total budget (mandatory to attach the established Excel document): € |

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| 10. Future prospects of the project by the team in charge at the UIB |

**10.1. Are there prospects of continuing the project? If so, describe briefly:**

**10.2. Are there any other scheduled actions based on this project (end-of-degree project, final master’s degree project, internships, PhD, etc.)?** If so, describe briefly:

**10.3. How will the maintenance and use of the material by the counterpart be ensured, once the intervention of the team within the framework of this project is over?**

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| 11. Follow-up and assessment  |

**11.1. Follow-up and assessment mechanisms:**

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| 12. Dissemination of the results of the project |

**12.1 Indicate and describe the dissemination actions for the results obtained from the project, specifying a rough schedule, place and target groups:**

In compliance with Organic Law 15/1999, of 13 December, on protection of personal data, we inform you that the data collected will be included in diverse files handled by the UIB, the purpose of which is the administrative management of your application. The data requested are necessary in order to comply with the aforementioned purpose and, therefore, failure to obtain them prevents this from being accomplished.

The UIB is responsible for processing the data and as such guarantees the right to access, rectify, cancel and oppose the data provided; in order to exercise these rights you will have to communicate in writing to: *Universitat de les Illes Balears, Secretaria General, a l’atenció del responsable de seguretat, cra. de Valldemossa, km 7,5, 07122 Palma (Illes Balears)*. Likewise, the UIB undertakes to respect the privacy of your data and to use them in accordance with the purpose of the files.

1. Remember that the maximum amount that may be awarded in type I is 10,000 euro and for applications in type II it is 15,000 euro. [↑](#footnote-ref-1)