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| **swissuniversities**Effingerstrasse 15, Postfach3001 Bernwww.swissuniversities.ch |

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| Bern, 01.07.2020 |

Contributions linked to projects (‘PgB’) “Partnership between Swiss universities of applied sciences/universities of teacher education and foreign higher education institutions at doctorate level (P1 TP3)”

**Form for the submission of project applications
(Period 2021-2024)**

Please complete one form per project and send it/them by electronic means only, in PDF and Word format, to the following address by 30 September 2020: flury@swissuniversities.ch

1. **General information**

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| **Project title and abbreviated title** |
| Click or tap here to enter text |

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| **Total federal contribution applied for** |
| Click or tap here to enter text. |

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| **If applicable: distribution of the federal contribution among the participating Swiss institutions**  |
| Click or tap here to enter text. |
| Click or tap here to enter text. |
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| **Project director and responsible contact person in the leading house** |
| Name, forename: | Click or tap here to enter text. |
| Academic title: | Click or tap here to enter text. |
| Position: | Click or tap here to enter text. |
| Institution: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. |
| Postcode, place: | Click or tap here to enter text. |
| Tel: | Click or tap here to enter text. |
| email: | Click or tap here to enter text. |

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| **Any other contact persons[[1]](#footnote-1)** |
| email: | Click or tap here to enter text. |
| email: | Click or tap here to enter text. |
| email: | Click or tap here to enter text. |
| email: | Click or tap here to enter text. |
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| **Other persons who are to be informed of the outcome of the application** |
| email: | Click or tap here to enter text. |
| email: | Click or tap here to enter text. |
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| email: | Click or tap here to enter text. |
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| email: | Click or tap here to enter text. |
| email: | Click or tap here to enter text. |
| **Participating institution(s)** |
| *Leading house[[2]](#footnote-2)*: | Click or tap here to enter text. |
| Partner institution 1: | Click or tap here to enter text. |
| Partner institution 2: | Click or tap here to enter text. |
| Partner institution 3: | Click or tap here to enter text. |
| Partner institution 4: | Click or tap here to enter text. |

1. **Information specific to the project (maximum of 10 pages in total)**

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| **Summary – max. 1 page** |
| Click or tap here to enter text. |

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| **Description of activities – max. 4 pages** |
| Click or tap here to enter text. |
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| **Responses to the selection criteria – max. 2 pages** |
| Click or tap here to enter text. |

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| **Quality assurance of the project (planned instruments and procedures)** |
| Click or tap here to enter text.  |
| **Project content and objectives** |
| Click or tap here to enter text. |

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| **Project schedule** |

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| **Start and end date** | **Project phase** |
| Click or tap here to enter date. | Click or tap here to enter text. |
| Click or tap here to enter date. | Click or tap here to enter text. |
| Click or tap here to enter date. | Click or tap here to enter text. |

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1. **Project budget in CHF**

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| **Project budget** |

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| **2021** | **Federal contribution[[3]](#footnote-3)** | **Own contribution** from higher education institutions and institutions within the higher education sector eligible for contributions[[4]](#footnote-4) | **Other** **contributions**from project partners not eligible for funding**[[5]](#footnote-5)** | **Project** **budget**  |
| *Real money**[[6]](#footnote-6)* | *Virtual money* |  |
| Personnel costs |  |  |  |  |  |
| Material costs for apparatus and equipment |  |  |  |  |  |
| Other material costs |  |  |  |  |  |
| **Total 2021** |  |  |  |  |  |

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| **2022** | **Federal contribution**[[7]](#footnote-7) | **Own contribution**from higher education institutions and institutions within the higher education sector eligible for contributions[[8]](#footnote-8) | **Other** **contributions** from project partners not eligible for funding[[9]](#footnote-9) | **Project** **budget** |
| *Real**money[[10]](#footnote-10)* | *Virtual**money* |
| Personnel costs |  |  |  |  |  |
| Material costs for apparatus and equipment |  |  |  |  |  |
| Other material costs |  |  |  |  |  |
| **Total 2022** |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **2023** | **Federal contribution**[[11]](#footnote-11) | **Own contribution**from higher education institutions and institutions within the higher education sector eligible for contributions[[12]](#footnote-12) | **Other** **contributions**from project partners not eligible for funding[[13]](#footnote-13) | **Project** **budget** |
| *Real**money[[14]](#footnote-14)* | *Virtual* *money* |
| Personnel costs |  |  |  |  |  |
| Material costs for apparatus and equipment |  |  |  |  |  |
| Other material costs |  |  |  |  |  |
| **Total 2023** |  |  |  |  |  |

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| **2024** | **Federal contribution**[[15]](#footnote-15) | **Own contribution**from higher education institutions and institutions within the higher education sector eligible for contributions[[16]](#footnote-16) | **Other** **contributions**from project partners not eligible for funding[[17]](#footnote-17) | **Project** **budget** |
| *Real**money[[18]](#footnote-18)* | *Virtual* *money* |
| Personnel costs |  |  |  |  |  |
| Material costs for apparatus and equipment |  |  |  |  |  |
| Other material costs |  |  |  |  |  |
| **Total 2024** |  |  |  |  |  |

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| **2021-2024** | **Federal contribution**[[19]](#footnote-19) | **Own contribution**from higher education institutions and institutions within the higher education sector eligible for contributions[[20]](#footnote-20) | **Other** **contributions** from project partners not eligible for funding[[21]](#footnote-21) | **Project** **budget** |
| *Real**money[[22]](#footnote-22)* | *Virtual**money* |  |  |
| Personnel costs |  |  |  |  |  |
| Material costs for apparatus and equipment |  |  |  |  |  |
| Other material costs |  |  |  |  |  |
| **Grand total 2021-2024** |  |  |  |  |  |

The federal contribution approved within the scope of the project must be used by the end of 2024. The unused balance must be returned to SERI. The steering committee reserves the right to adjust the funding allocated during the period in question depending on the progress of the project.

1. **Remarks**

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| **Remarks** |
| Click or tap here to enter text. |

1. **Signatures**

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| **Signature of project director** |
| Place, date: |  |
| Signature of project director |  |

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| **Signature(s) of rector, president or director of the higher education institution(s)[[23]](#footnote-23)** |
| Place, date: |  |
| Signature leading house: |  |
| Signature of partner institution 1: |  |
| Signature of partner institution 2: |  |
| Signature of partner institution 3: |  |
| Signature of partner institution 4: |  |

1. If funding is approved for the project, all communications related to the project will be sent to the email addresses given here as well as to the contact person for the project in the leading house. It will be possible to adapt this list of contacts at any time by notifying the project coordinator in the general secretariat at swissuniversities. [↑](#footnote-ref-1)
2. The leading house is the Swiss higher education institution responsible for financial matters relating to swissuniversities and the State Secretariat for Education, Research and Innovation (SERI) respectively. swissuniversities provides financial resources to the leading house, which is responsible for presenting the financial reporting and for reporting on the content of the project as a whole to swissuniversities and to SERI every year. [↑](#footnote-ref-2)
3. The foreign higher education institutions are not eligible for funding. This applies to Swiss UASA and UTE only. [↑](#footnote-ref-3)
4. According to art. 49 al. 1 O-LEHE (HEdA), the Confederation will in principle only grant contributions linked to projects if the higher education institutions and other institutions within the higher education sector involved in a project pay a share of the total amount that is at least equivalent to the federal contribution. [↑](#footnote-ref-4)
5. The expenses covered by the foreign higher education institutions cannot be taken into account as matching funds but must nevertheless be documented here. [↑](#footnote-ref-5)
6. According to art. 49 al. 3 O-LEHE (HEdA), own contributions may be provided in the form of a financial contribution or an in-kind contribution (real money or virtual money). At least 50% of the sum granted through the federal contribution must be provided in the form of real money.

	* Financial contributions (*real money*) refer to the funding of project costs arising from involvement in the projects on top of ordinary running costs. These include:
	* Personnel costs, including social security contributions
	* Material costs, such as apparatus and equipment, operating resources already in place, the rental of premises earmarked for the project, conference costs and travel expenses.
	* In-kind contributions (*virtual money*) refer to existing personnel resources, to apparatus and equipment, and to operating resources already in place insofar as they are clearly earmarked and accounted for in the project. The services of collaborators financed by a national funding programme (e.g. Swiss National Science Foundation/FNSF) count as in-kind contributions. [↑](#footnote-ref-6)
7. See footnote 3. [↑](#footnote-ref-7)
8. See footnote 4. [↑](#footnote-ref-8)
9. See footnote 5. [↑](#footnote-ref-9)
10. See footnote 6. [↑](#footnote-ref-10)
11. See footnote 3. [↑](#footnote-ref-11)
12. See footnote 4. [↑](#footnote-ref-12)
13. See footnote 5. [↑](#footnote-ref-13)
14. See footnote 6. [↑](#footnote-ref-14)
15. See footnote 3. [↑](#footnote-ref-15)
16. See footnote 4. [↑](#footnote-ref-16)
17. See footnote 5. [↑](#footnote-ref-17)
18. See footnote 6. [↑](#footnote-ref-18)
19. See footnote 7. [↑](#footnote-ref-19)
20. See footnote 8. [↑](#footnote-ref-20)
21. See footnote 9. [↑](#footnote-ref-21)
22. See footnote 10. [↑](#footnote-ref-22)
23. For the Swiss institutions, only the signatures of rectors, directors and presidents representing a higher education institution that appears on [the list of institutions eligible for contributions](https://www.swissuniversities.ch/fileadmin/swissuniversities/Dokumente/Hochschulpolitik/Pgb/SBFI_PgB-Beitragsberechtigte_HS_und_Institutionen_2021-24.pdf) can be accepted. For the foreign higher education institutions, this choice is left to the discretion of each institution. [↑](#footnote-ref-23)