

EEA Scholarship Programme Slovakia

GUIDE FOR APPLICANTS

for Preparatory visits and meetings
Call EEA/EHP-SK06-I-01

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SAIA, n. o.
Programme Operator

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1 BEFORE PREPARING THE GRANT APPLICATION

Prior to filling-in the Grant application (hereinafter also shortly referred to as “application”), read carefully the Call for proposals and check if you meet the following conditions:

- Eligibility of applicant and partner¹
- Eligibility of activities
- Time eligibility
- Eligibility of expenditures

1.1 Eligibility of applicant and partner

The eligible applicant for granting the funds from EEA Scholarship Programme Slovakia (EEA SP) is a legal person (organisation, not an individual), namely an upper secondary school or a higher education institution, with the seat in Slovakia or Norway, Iceland, Liechtenstein. Applicants with the seat in Slovakia are defined by the Act on HEIs², and the Act on Upbringing and Education (the School Act)³, respectively (further referred to as “Applicants from Slovakia”). Applicants from abroad shall have its seat in one of the Donor States (Norway, Iceland, or Liechtenstein) (further referred to as “Applicants from the Donor States”).

The eligible partner is an upper secondary school or a higher education institution in one of the countries: Norway, Iceland, Liechtenstein resp. Slovakia.

An eligible applicant from Slovakia must have at least 1 eligible partner from at least one Donor State (Norway, Iceland, or Liechtenstein) - upper secondary school or higher education institution. Applicants from the Donor States must have at least 1 eligible partner from Slovakia - upper secondary school or higher education institution. On condition such partnership exists in case of activity b) “Organisation of a preparatory meeting”, it is possible to engage a different type of partner, either the organisation of practice⁴, or an external education institution authorised to train PhD students with the seat in Slovakia, or other entity authorised to provide education at the higher-education level in Norway, Iceland or Liechtenstein.

Applicant as well as all partner organisations must express in written their intent to participate in the preparatory visit/meeting as well as to declare their interest in the future cooperation. The consent shall be signed by the legal representative/authorised person of such organisation.

¹ Partner organisation, resp. partner throughout the text of the call means potential partner organization, resp potential partner in accordance with Article 2.3 of of Guidelines for EEA Grants Programme Area Scholarships and Norway Grants Programme Area Bilateral Scholarship Programme, i.e. it is not a project partner as defined in the System of Funding and Finance Management of EEA FM and NFM 2009 – 2014 and in Article 1.5, Paragraph 1(w) of the Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2009-2014.

² Act No. 131/2002 Coll. on HEIs (Article 2, Paragraph 2, a), b), c)

³ Act No. 245/2008 Coll. on Upbringing and Education (the School Act) (Article 32)

⁴ Mainly from non-academic sector, typically industrial or non-profit organisation with the seat in one of the countries: Slovakia, Norway, Iceland and Liechtenstein, which is foreseen to be engaged in the planned project.

1.2 Eligibility of activities

Applicants from Slovakia can undertake a preparatory visit at the partner organisation abroad or organise a meeting in Slovakia for partners from abroad and from Slovakia. No costs of Slovak partners are in this case eligible.

Applicants from the Donor States can undertake a preparatory visit in Slovakia or organise a preparatory meeting in their home country for their partners from Slovakia as well as from other Donor States. Similarly, no costs of partner organisations from the applicant's home country are eligible.

1.2.1 Activity a) Preparatory visit

In the framework of a preparatory visit a mobility of one representative of the applying organisation is expected to partner organisation. If the applicant wishes to send two employees for a visit abroad, it has to be thoroughly explained in the application form.

In case the cooperation with several organisations is foreseen during the visit, it is recommended to consider Activity b), where the organiser in the target country applies for a project grant to host a meeting on behalf of all partners.

1.2.2 Activity b) Organisation of preparatory meeting

If an applicant selects the Activity b) it is expected from the applicant to organise a meeting for partners from abroad. The applicant will be provided the grant to finance travel and subsistence costs, and travel insurance for partners from abroad. The same condition applies, one organisation can be represented by one person, in justified cases by two representatives. In the meeting also potential partners from the applicant's home country can take part, however, none of their costs can be funded from the grant. In case of participation of an organisation of practice or an external education organisation in a meeting it is necessary to explain the engagement of this partner in the planned project.

Both preparatory visits and meetings shall be carried out with the aim of future cooperation under EEA Scholarship Programme Slovakia and be directly linked to establishing of cooperation/preparation of the project proposal for one of the following measures:

- Mobility projects in higher education
- Inter-institutional cooperation projects between higher education institutions
- Inter-institutional cooperation projects in upper secondary education/training

If the preparatory visit/meeting addresses several measures, in the Grant application form please select the measure which resembles the prevailing focus of the visit/meeting and in the description of the objective and content, please describe the whole scope of the activity.

1.3 Time eligibility

The Programme Operator has the right to decide on the application within 4 weeks from the date of submission of the grant application. Therefore it is necessary to submit the Grant

application at minimum 6 weeks prior to the planned visit/meeting. Since applications are to be evaluated on continuous basis in the order they are received (FIFO system – “first in, first served/out”), it could occur that the funds allocated to this call will have run out by the official call deadline. In such case information that the allocated funds have been assigned to applicants will be announced on the Programme website⁵.

Duration of preparatory visit/meeting is 5 days maximum, including the journey. The first day of eligibility of expenditures is the day following the day, on which the Project contract between SAIA, n. o. and the beneficiary was concluded. Last day of eligibility of activities and expenditures is September 30th, 2014. With regard to different timing of the calls for project proposals focused on mobility projects and inter-institutional cooperation it is crucial to plan the preparatory visits/meetings so they fit in the time frame when it is expected that the respective call will be open or to be published in the 1st round of calls. Indicative Schedule of calls is published at: www.eeasp.saia.sk/en/main/calls-for-proposals

After the Project contract is concluded, the exact date of the preparatory visit/meeting can be modified upon the mutual agreement of the beneficiary and partners, while it can also be carried out earlier than 6 weeks after the submission of the application. The Programme Operator shall be informed of such change by e-mail in advance. In the implementation the funds shall be used in consistence with principles of economy.

1.4 Eligibility of expenditures

Eligible expenditures are:

- travel costs
- travel insurance
- subsistence costs

Travel costs and travel insurance are covered based on actual incurred expenditures up to the maximum EUR 700 per person.

Subsistence costs (per diems, accommodation, local travel, necessary additional expenses) are calculated and paid out based on subsistence allowance rates:

- a) EUR 210 per person per day for a stay in a Donor State;
- b) EUR 100 per person per day for a stay in Slovakia.

Detailed information on the calculation of project grant amount is specified in the section 4.2 of this Guide.

⁵ www.eeasp.saia.sk, resp. www.spehp.saia.sk

2 ON-LINE APPLICATION SYSTEM

The Grant application within the call for Preparatory visits/meetings can only be submitted electronically via an on-line application system accessible from the Programme website www.eeasp.saia.sk (in English for applicants from the Donor States), resp. www.spehp.saia.sk (in Slovak for applicants from Slovakia). The date and time of submission of the application is decisive in the process of continuous evaluation and selection. Applications delivered only in printed/hardcopy (paper) form will not be accepted.

2.1 Registration and signing in to the on-line application system

Before filling-in and submitting the application it is necessary to sign in to the on-line system, or to register. Using the link “Sign in” in the left navigation menu of the Programme website you can approach the registration form. Register the organisation on behalf of which you are about to submit the Grant application. You will not be allowed to change the “Full legal name in English” (name of applying organisation) in the Grant application form any more.

2.2 How to work with the application

After signing-in to the on-line application system you can fill in a new application or get back to your saved unfinished application or to your submitted application.

Once you submit the application it is not possible to make any changes in it.

Instructions on how to fill in the Grant application form are in the section 3 of this Guide.

You will be allowed to submit the application only if all the mandatory fields are filled-out. Before submitting the application upload electronic versions of all compulsory annexes⁶. If signature is required in the annex, a scanned copy of the signed original must be uploaded into the on-line system (in .pdf or .jpg formats).

3 HOW TO FILL-IN THE GRANT APPLICATION FORM

Template of the Grant application form is in the Annex 1 to the Call for proposals. Do not fill this MS Word document. It serves only as an example. Application form should be filled in the on-line application system. When filling-in the Grant application form in the on-line application system the applicant selects the respective form based on the type of organisation – upper secondary school or higher education institution. When filling in, the form interactively changes according to the data inserted (e.g. according to type of activity, number of partner organisations, etc.).

Data and information provided in the Grant application are binding. If the information provided in the form and other parts of application is inconsistent, data stated in the Grant application form are decisive.

⁶ Instructions for filling-in, or preparation of the compulsory attachements are in the section 4 of this Guide.

3.1 Applicant information

In this part you shall fill-in basic identification data about the project and applying organisation. All data shall be filled-in in English if not specifically stated otherwise.

- Project name (current application – not the future cooperation), it is crucial to state the same name in all parts of the application as defined in the Grant application form.
- Full legal name in national language and in English - name in English is directly taken from the registration form, the name in the national language has to be added.
- Based on the applicant type:
 - Upper secondary school – fills in information about the discipline area (major professional focus of the school)
 - Higher education institution – fills in the name of the faculty or institute, which submits the application
- Target of preparatory visit/meeting shall be the planning of the future project, especially preparing the project proposal for one of the measures of the EEA Scholarship Programme Slovakia. In this field you select the measure of EEA SP Slovakia, which represents the major focus of the planned visit/meeting.
 - Mobility projects in higher education
 - Inter-institutional cooperation projects between higher education institutions
 - Inter-institutional cooperation projects in upper secondary education/training
- Fill in the complete address of the seat of organisation. This address will be used for drafting the Project contract.

3.2 Legal representative of applicant

Fill in name, position and contact data of the legal representative of your organisation, or authorised person, who shall also sign the Consent of the Legal representative, submitted as the Annex 5 to the Grant application. The provided data will be used for preparing the Project contract.

3.3 Contact person

Fill in name, position and contact data of the person responsible for implementation of the preparatory visit/meeting and the application preparation. The Programme Operator will contact this person by e-mail to inform him/her about the results of the selection process.

3.4 Activity – Preparatory visit in Slovakia

3.4.1 Participant 1

Fill in the contact data of the person, who will undertake the mobility in the partner organisation in Slovakia.

3.4.2 Participant 2

If the mobility shall be undertaken by two persons from your organisation, besides contact data of this person, please, provide also justification of the need of participation of the second person.

3.4.3 Hosting organisation

Fill in basic identification data about the hosting (your partner) organisation that shall receive representatives of your organisation, in Slovakia. If the target of the preparatory visit is the preparation of a proposal for a Mobility project in higher education, please state also Erasmus Charter ID of the partner organisation⁷.

3.4.4 Contact person in hosting organisation

Fill in name, position and contact data of the person responsible for implementation of the Preparatory visit in the hosting (your partner) organisation.

3.5 Activity – Organisation of meeting in applicant's home country

If you plan to organise a meeting for representatives of several organisations, it is necessary to state all identification and contact data of participants in the meeting as well as about the sending (your partner) organisations.

3.5.1 Participant 1

With respect to the type of your partner organisation, please provide information about Faculty, Institute, Department. If the target of the preparatory visit is the preparation of a proposal for a Mobility project in higher education, please state also Erasmus Charter ID of the partner organisation⁶.

You can add another participant in the meeting by clicking on the button “Add another participant”.

3.6 Schedule

- Date of departure:
 - In case of activity a) state the planned date of departure for the mobility;
 - In case of activity b) state the earliest planned date of the departure of the representative of a partner organisation.
- First working day and Last working day: fill in dates during which you plan to carry out working meeting(s).
- Date of return:
 - In case of activity a) state the planned date of return from Slovakia;
 - In case of activity b) state the latest planned date of the return of the representative of a partner organisation in his/her home country.

3.7 Place of the meeting

Please fill in where the visit/meeting will take place and in case of activity b) state also the number of participants.

⁷ In the measure Mobility projects in higher education the eligible applicant and partner shall be a HEI with valid Erasmus Charter ID.

3.8 Description of the visit

Briefly describe if there exists an active cooperation between your and partner organisation, link of the planned visit/meeting to the objectives of the EEA Scholarship Programme Slovakia, the target of the planned meeting and outline of the topic of future cooperation. Extent of the fields is limited (limits are stated directly in the form). More detailed description of the objective and content of the planned meeting/visit shall be provided in Annex 1 to the Grant application.

3.9 Budget

Fill in the budget table according to the data in the Excel sheet “Summary” in Annex 2 to the Grant application – Budget. More detailed information about how to fill in the Annex 2 is in the section 4.2 of this Guide.

4 ANNEXES TO THE GRANT APPLICATION FORM

All the Annexes shall be submitted electronically via the on-line application system. Annexes that are required to be signed by the authorised person shall be filled in, signed, scanned and uploaded to the on-line application system. In case the application is approved you will be required to send printed 1 original and 1 copy of all documents (Grant application form and all annexes) to the address of the Programme Operator as in the Article 9 of this Guide.

All annexes shall be filled out in English.

4.1 Objective and content of the visit/meeting

Fill in basic project/applicant data in line with information provided in the Grant application form. In other parts of the Annex follow the accompanying texts stated directly in the template and respect the maximum extent of the written text.

4.2 Budget

Annex 2 to the Grant application is a secured document that allows you to change/fill in only colour-marked fields. All other data are filled-in and calculated automatically.

In the sheet “Summary” please fill in colour-marked fields:

- Project name, as stated in the Grant application form
- Applicant – name of organisation
- In the field Activity - mark, which activity you are planning to implement. In other parts of the budget fill in only fields relevant to your activity.
- Other fields will be filled out automatically according to the data provided in the sheet “Calculation”.

In the sheet „Calculation“, please fill in colour-marked fields for every single participant separately for the activity, you are planning to implement:

- Duration of visit (in days) – please state the total number of days of the visit/meeting including the journey (a preparatory visit or meeting can last 5 days maximum including the journey),
- No. of working days in Slovakia – please state number of days during which you will be carrying out working activities according to the schedule,
- Travel expenses and Travel insurance – please state the amount for travel costs and insurance. In case you do not have a booked air ticket, please guess the amount of travel costs. Travel costs and travel insurance can be funded up to the amount 700 EUR per person (based on actual incurred expenditures).
- Subsistence costs – do not fill in this field. Subsistence costs are calculated automatically from the provided data. Subsistence costs include per diems, accommodation, local travel and necessary additional costs and are paid on the basis of allowance rates as follows:
 - 210 EUR per person/per day for a Slovak applicant to Norway, Iceland and Liechtenstein,
 - 100 EUR per person/per day for an applicant from Donor States to Slovakia

If the day of a journey (arrival to the place of the Preparatory visit/meeting) is already a working day the participant is entitled to the full amount of the daily allowance (according to rates above). If the day of arrival is not a working day, the participant is entitled to a half of the amount of daily allowance rates above (i.e. 105 EUR/day for a Slovak participant abroad, 50 EUR/day for an applicant from the Donor States to Slovakia). The same limitations apply to other non-working days.
- Total – amount calculated automatically.

All data provided and calculated in the sheet “Calculation” is automatically displayed in the sheet “Summary”. These amounts (travel costs, travel insurance, subsistence costs and total costs (in EUR) should be filled in to the Grant application form.

4.3 Letter of intent from the Partner’s organisation

Annex 3 shall demonstrate the interest and intent of a Partner organisation to cooperate both in the Preparatory visit/meeting and in the future. According to the planned activity, choose from Annex **3a) – Preparatory visit** or **3b) Preparatory meeting**. This confirmation (for all partners) shall be filled in and submitted in English. Fill in the heading according to the data provided in the Grant application form and send the template to all your partner organisations. It is necessary to submit as many Letters of intent as there are partners involved in the project/Grant application.

The partner organisation shall fill in required data and confirm its interest by signing the Letter by the legal representative/authorised person and by the imprint of the organisation official stamp (if applicable).

In the process of application it is sufficient but also required to upload the scanned attachment of the signed Annex into the online application system. If the application is approved, the original(s) shall be delivered to the address referred to in Article 9 of this Guide.

4.4 Consent of the Legal representative from the Applicant's organisation

Along with the Grant application form it is necessary to submit also written consent of the legal representative with the submission of the Grant application and participation of representatives at the preparatory visit, resp. with the organization of preparatory meeting. This consent of the Legal representative from the applicant's organization is Annex 4 to the Grant application. According to the planned activity, choose from Annex **4a) – Preparatory visit** or **4b) Preparatory meeting** and fill in all required data. The consent shall be signed by legal representative of the applicant and by the imprint of the organisation official stamp (if applicable).

In the process of application it is sufficient but also required to upload the scanned attachment of the signed Annex into the online application system. If the application is approved, the original shall be delivered to the address referred to in Article 9 of this Guide.

4.5 Curriculum vitae of participants of the visit/meeting

Please attach to the Grant application also the professional CV **in English** of all participants of the mobility. There is no predefined form. It shall not exceed 2 pages.

4.6 Declaration of the Contact person

Since the application is submitted only in the electronic form via the on-line application system, the Contact person as defined in the Grant application form shall fill in and sign Annex 6 - Declaration of the Contact person. The scanned version of the signed Annex 6 shall be attached to the application in the on-line application system.

5 AFTER FILLING THE GRANT APPLICATION FORM

After filling in the Grant application form in the on-line application system it is necessary to upload all the required annexes into the on-line application system. Only annexes in the format.doc, .docx, .pdf, .jpg, .xls, .xlsx shall be accepted. Annex 2 shall be uploaded in the format .xls, or .xlsx. Annexes that are required to be signed (Annex 3 – Letter of intent from Partner organisation, Annex 4 – Consent of the Legal representative of the Applicant, Annex 6 – Declaration of the Contact person) shall be uploaded to the system scanned with the clear signature of the respective person (in formats .pdf or .jpg).

Before submitting the filled-out Grant application with annexes, please read carefully the Declaration in the bottom part of the Grant application form. By submitting the application and hence by its including into the evaluation and selection process, you demonstrate the consent with the presented Declaration.

After the submission the Grant application form shall be printed out and the Contact person defined in the application shall sign it. You should attach all originals of the required annexes to the application as they were uploaded into the on-line application system and keep it for further evidence.

6 SELECTION OF GRANT APPLICATIONS

Grant applications submitted via the on-line application system will be evaluated on continuous basis in the order they are received (FIFO system – “first in, first served/out”). Evaluation and selection of grant applications is the responsibility of the Programme Operator (SAIA, n. o.), who will decide on the application within 4 weeks from the date of submission of the grant application. You can find the formal correctness criteria (administrative compliance and eligibility) and content related criteria in Annex 4 Selection criteria, annexed to the Call for proposals.

The Programme Operator can approve the Grant application in full amount and full extent, approve the Grant application with revised scope, duration and/or amount of grant, or reject the Grant application.

After the Grant application is received via on-line application system, it will be registered and given a unique identifier – Grant application code.

The Programme Operator will assess the application according to the formal correctness criteria (administrative compliance and eligibility) criteria and subsequently evaluates the content related criteria. All applications, together with the results of assessment, will be sent to the Selection Committee for review. Statute and Rules of Procedure of the Selection Committee are annexed to the Call for proposals.

In case the Grant application does not fulfil any of the criteria of administrative compliance or the necessary eligibility criteria (see Annex 4 Selection criteria), it will be rejected. During the eligibility check, the Programme Operator can decide on changes in the Application – revision of the scope, duration of the visit/meeting and/or amount of the grant. If the Application does not meet necessary content related criteria (see Annex 4 Selection criteria), it will be rejected. During the assessment of content related criteria, the Programme Operator can decide on changes in the Application – revision of the scope and/or amount of grant.

An official decision about the assessment procedure shall be sent by e-mail to the e-mail address of the Contact person of the Applicant provided in the Grant application form, at the latest 5 working days after the decision was taken by the Programme Operator. Decision made by the Programme Operator is final. There exists no legal entitlement for the applicant to be awarded the grant applied for.

If the Programme Operator approved the Application with revised the scope, duration of the visit/meeting and/or amount of grant, this decision will be justified in the official decision.

In the case where the Grant application was approved by the Selection Committee but at the time of the decision taken by the Programme Operator there are not sufficient financial resources to cover the project grant, the Programme Operator will decide on putting the Grant application on the reserve list. If funds are released, the Programme Operator shall immediately inform the first applicant from the reserve list.

In case the Grant application is rejected, the official decision of the Programme Operator will contain brief justification. You are entitled to submit revised Grant application again. The revised application will be considered as a new application (FIFO system).

7 CONTRACTING

In case an application is approved, the Programme Operator will send the Grant Offer and the Project contract proposal in the electronic version to the applicant. If the applicant agrees to the Project contract and its terms and conditions, its legal representative (authorised person) shall sign the agreement in 2 originals and both originals shall be sent to the Programme Operator's address stated in the Article 9 of this Guide latest 15 working days after receiving the Project contract proposal. Sending of the signed version of the Project contract in the specified period will be considered by the Programme Operator as acceptance of the Grant Offer.

Together with the signed agreement the applicant shall submit and send by post the printed and signed version of the Grant application form and all its annexes in 1 original and 1 copy,

The Programme Operator will countersign the Grant agreement only in case that all the required documents as referred to in the call are also delivered in printed version in the requested number of copies and they are identical to the electronic version as submitted via the on-line application system.

If the Grant agreement is not signed by both parties within 30 days from the e-mail notification of the approval by the Programme Operator due to reasons on the side of the applicant, the grounds on which the agreement shall be concluded are considered to cease to exist.

8 COMPLAINTS

There exists no legal entitlement for the applicant to be awarded the project grant applied for. The applicant is entitled to submit the revised Grant application again.

Applicants whose Grant applications are rejected due to administrative compliance and/or eligibility may appeal this decision and request the Programme Operator to review the decision. The Request for review of the decision must be received within 5 working days from dispatch of an e-mail with the decision and justification by the Programme Operator. This Request for review shall be delivered to the addresses referred to in Article 9 of this Guide via e-mail or post. The Programme Operator will ensure that the review will be carried out by a person other than the one that issued the initial decision.

Complaint about the Programme Operator can be in justified cases sent directly to the National Focal Point (in Slovak) or to the Donor Programme Partners (in English). It must be clear from the complaint who filed it, it must contain the subject of the complaint and what the complainant requests. The complaint shall be dealt within 30 working days of its

delivery. If administration of the complaint requires cooperation with another superior institution, the period for the complaint handling may be extended.

9 CONTACTS

Contact address:

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Sasinkova 10
812 20 Bratislava 1
Slovak Republic

Tel: +421 - 2 - 59 30 47 00, +421 - 2 - 59 30 47 11

Fax: +421 - 2 - 59 30 47 01

E-mail: spehp@saia.sk

In written postal communication please write on the envelope/parcel the following titles:
“EEA Scholarship Programme Slovakia” and “Preparatory visits and meetings”.

In case of questions you can contact SAIA, n. o. staff in charge of the Programme at:

Mgr. Zofia Gulasova
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