



SAIA, n. o.
as the Programme Operator of the

EEA SCHOLARSHIP PROGRAMME SLOVAKIA

announces the

CALL FOR PROPOSALS
for grant applications for

PREPARATORY VISITS AND MEETINGS

Call No.: EEA/EHP-SK06-I-02

Call opened: 10th November 2014
Call closed: 27th February 2015

1. Introduction

EEA Scholarship Programme Slovakia (EEA SP) is one of nine programmes implemented in Slovakia under the EEA Grants. The overall objectives of the EEA Grants are to contribute to the reduction of economic and social disparities in the European Economic Area and to strengthen bilateral relations between the Donor States and the Beneficiary States.

EEA Scholarship Programme Slovakia supports mobility of students, PhD students and academic staff of higher education institutions, as well as development and strengthening of bilateral and multilateral relations at upper-secondary-school and higher-education levels between Slovakia and the Donor States (Norway, Iceland and Liechtenstein).

EEA Scholarship Programme Slovakia is financed by EEA Grants (85% of total amount) and the state budget of the Slovak Republic (15% of total amount). Total budget of the programme is EUR 2,255,882.

SAIA, n. o. is the Programme Operator of the EEA Scholarship Programme Slovakia.¹ Donor Programme Partners are: Icelandic Centre for Research (RANNÍS) Iceland, National Agency for International Education Affairs (AIBA) Liechtenstein and Norwegian Centre for International Cooperation in Education (SIU) Norway.

2. Objectives

1. The objective of preparatory visits and meetings is **to establish new cooperation or to further develop previous professional contacts**. Target of the meetings should be planning of a joint project and/or preparation of conditions for future cooperation, mainly to prepare a project proposal under one of other measures of the EEA Scholarship Programme Slovakia.

3. Eligible activities

1. The short-term mobility may take place in the form of a **bilateral preparatory visit** of the representatives of institutions or of a **project preparatory meeting** of the representatives of several institutions in Slovakia or in the programme Donor States:
 - a) **Preparatory visit** – the project grant shall cover travel costs, travel insurance and subsistence costs of a staff member(s) from a Slovak eligible organisation² to undertake the visit to a partner³ eligible organisation in Norway, Iceland or Liechtenstein² or costs of

¹ SAIA, n. o. has been established the Programme Operator of the EEA Scholarship Programme Slovakia by the Government Office of the Slovak Republic as the National Focal Point of EEA Grants in Slovakia based on the public procurement competition.

² As defined under Art. 4, Paragraph 1, a) or b).

³ Partner organisation, resp. partner throughout the text of the Call means potential partner organization, resp. potential partner in accordance with Article 2.3 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

a staff member(s) from a Norwegian, Icelandic or Liechtenstein eligible organisation² to undertake the visit in a partner eligible organisation in Slovakia².

b) **Organisation of a preparatory meeting** – the project grant shall cover travel costs, travel insurance and subsistence costs of a staff member from an eligible partner organisation seated in Slovakia, Norway, Iceland or Liechtenstein². If justified, the meeting may also be attended by a person from non-academic sector with its seat in one of the countries: Slovakia, Norway, Iceland and Liechtenstein, further referred to as “organisation of practice”⁴. Participants from Slovak external education institutions authorised to train PhD students as well as other entities authorised to provide education at the higher education level in the Donor States (further referred to jointly as “external education organisations”) can also participate as additional partners. Participation of such persons may be financed from the project grant and shall contribute to the fulfilment of the overall objective of this measure and future involvement of the organisation of practice/external education organisation is foreseen within other measures of EEA Scholarship Programme Slovakia. If a person from the organisation of practice/external education organisation is to be invited to a meeting, participation of representatives of both the eligible applicant and at least one eligible partner² is expected.

2. The Project grant for preparatory visit/meeting is awarded to the organisation of eligible applicant to cover eligible expenditures of participants undertaking international mobility in order to attend the Preparatory visit/meeting.
3. Maximum 2 staff members of the same organisation may take part in the visit/meeting together, while necessity of participation of two persons per organisation shall be justified.
4. Both Preparatory visit and meeting shall take place in one of the countries – Slovakia, Norway, Iceland, Liechtenstein, where the eligible applicant or eligible partner has its seat.

4. Eligible applicant and partner

1. The eligible applicant and eligible partner for the Preparatory visit/meeting grant is a legal person (organisation not an individual), namely:
 - a) higher education institution with the seat in Slovakia⁵, Norway, Iceland or Liechtenstein;
 - b) upper secondary school with the seat in Slovakia⁶, Norway, Iceland or Liechtenstein.
2. Eligible applicant from Slovakia must have at least 1 eligible partner organisation from Norway, Iceland or Liechtenstein that will host representatives from applicant’s organisation or send its representatives to a preparatory meeting in Slovakia.

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.

⁴ As defined under Art. 4, Paragraph 5 of this call.

⁵ According to the Act No. 131/2002 Coll. on HEIs (Article 2, Paragraph 2, a), b), c).

⁶ According to the Act No. 245/2008 Coll. on Upbringing and Education (the School Act) (Article 32).

3. Eligible applicant from Donor States must have at least 1 eligible partner organisation from Slovakia that will host representatives from applicant's organisation, or send its representatives to a preparatory meeting in applicant's home country.
4. Usually, an eligible applicant and eligible partner come from the same level of education, though exceptions are allowed in justified case.
5. In case of activity b) Organisation of a preparatory meeting, an additional partner to existing partnership of organisations from Slovakia, Norway, Iceland and Liechtenstein is eligible, namely
 - a) organisation of practice (mainly from non-academic sector, typically industrial or non-profit organisation) with the seat in one of the countries: Slovakia, Norway, Iceland and Liechtenstein;
 - b) 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 the Donor States (Norway, Iceland and Liechtenstein), (further referred to jointly as "external education organisation").

5. Eligible period for submission of grant application and for implementation of activities

1. The call is open from 10th November 2014 till 27th February 2015, resp. only till running out of funds allocated for this call.
2. Duration of preparatory visit/meeting is 5 days maximum, including the journey.
3. The grant application shall be submitted at least 1 month prior to the planned mobility.
4. First day of eligibility of expenditures is the day following the day, on which the Project contract between SAIA, n. o. and the Project Promoter was concluded⁷.
5. Last day of eligibility of activities and expenditures is 27th April, 2015. Activities shall be carried out in the time frame relevant for the submission of the project proposal under one of other measures of the EEA SP.

6. Call allocation

1. Total amount available for this call is EUR 17,253.34.

⁷ After the Project contract is concluded, the exact date of the preparatory visit/meeting can be modified upon the mutual agreement of the Project Promoter and partners, while it can also be carried out earlier than 1 month after the submission of the application. The request for a change in the project shall follow procedures set out in the Project contract. In the implementation the funds shall be used in consistence with principles of economy.

2. Contribution from EEA Grants represents 85% and contribution from the state budget of the Slovak Republic is 15% of the total amount.

7. Grant amount and grant rate

1. Minimum grant is not specified.
2. Maximum grant amount shall not exceed EUR 4,500. Maximum grant amount expects the possibility to organise a multilateral preparatory meeting, according to paragraph 4 of this call.
3. Maximum grant rate is 100 % of the total eligible expenditures of the project. Co-financing of a project of Preparatory visit/meeting is not required, unless the limits determined in this call have been exceeded.

8. Eligibility of costs

1. The eligible expenditures are:
 - a) travel costs
 - b) travel insurance
 - c) subsistence costs
2. Maximum amount for covering the travel costs and travel insurance is jointly EUR 700 per person. These expenses are covered based on actual incurred expenditures.
3. Subsistence costs (per diems, accommodation, local travel, necessary additional expenses) are calculated and paid out according to the length of stay abroad⁸. Daily subsistence allowance rates are as follows:
 - a) Stay in a Donor State: EUR 210 per person per day;
 - b) Stay in Slovakia: EUR 100 per person per day.
4. Only participants undertaking international mobility between Slovakia, Norway, Iceland, Liechtenstein are entitled to costs defined under Paragraph 1 of this Article.

9. Submission of the grant application

1. The completed grant application form with uploaded electronic version of all annexes must be submitted electronically⁹ via an on-line application system accessible from the Programme website www.eeasp.saia.sk¹⁰ (in English for applicants from the Donor States), resp. www.spehp.saia.sk (in Slovak for applicants from Slovakia).

⁸ More information on payment methods is given in the Guide for Applicants, annexed to this call.

⁹ Annexes that are required to be signed must be scanned and uploaded to the on-line application system with the signature.

¹⁰ Information on registration procedure and submitting of application in on-line application system is listed in the Guide for Applicants, annexed to this call.

2. In case the funds allocated to this call have been assigned to applicants, the Project Operator will announce this on the Programme website.
3. Filled-out grant application with required annexes shall be submitted in the on-line application system on continuous basis, at least 1 month prior to the planned implementation, but at the latest on 27th February 2015, till 16:00.
4. The applicant shall subsequently print the grant application form, sign it and keep for further evidence.

10. Selection procedures, selection criteria and contract negotiation

1. Grant applications submitted via the on-line application system will be evaluated by the Programme Operator on continuous basis in the order they are received (FIFO system – “first in, first served/out”), based on assessment of administrative compliance criteria, eligibility criteria and content related criteria. Selection of grant applications is the responsibility of the Selection Committee. Selection criteria, Statute and Rules of Procedure of the Selection Committee are annexed to this call (Annexes 4, 5, 6). Programme Operator will decide on the application within 4 weeks from the date of submission of the grant application. The Programme Operator can approve the grant application in full amount and full extent, reject the grant application or approve the grant application with revised scope, duration and/or amount of project grant. 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. 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, at the latest 5 working days after the decision was taken.
2. There exists no legal entitlement for the applicant to be awarded the project grant applied for. 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 decision¹¹.
3. In case a grant application is approved, the Programme Operator will send to the applicant the Grant Offer and the Project contract proposal in the electronic version. If the applicant agrees to the Project contract and its terms and conditions he shall accept the Grant Offer and electronically send to the Programme Operator information necessary to finalize the Project contract. Subsequently, the Programme Operator shall finalize the Project contract and send its final version to the applicant. His legal representative (authorised person) shall sign the contract in 2 originals and both originals shall be sent to the Programme Operator’s address stated in Paragraph 6 of this Article. Together with the signed contract the applicant shall submit and send by post the printed and signed version of the grant application form

¹¹ Detailed information on how to appeal and complaints is given in the Guide for Applicants, annexed to this call.

and all its annexes in 1 original and 1 copy, latest 15 working days after receiving the final version of the Project contract

4. The Programme Operator will countersign the Project contract 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 system¹².
5. If the Project contract is not signed by the applicant within 15 days, resp. by both parties within 30 days from sending of the final version of the Project contract by e-mail due to reasons on the side of the applicant, the grounds on which the contract shall be concluded are considered to cease to exist.
6. The postal address of the Programme Operator is¹³:
SAIA, n. o.
Sasinkova 10
812 20 Bratislava 1
Slovak Republic

11. Payment of the grant and reporting

1. The Programme Operator shall provide the project promoter (previously referred to as “eligible applicant”) with an advance payment for the preparatory visit/meeting in the amount of 80% of the total eligible project costs.
2. The remaining maximum 20% will be provided to the project promoter following the delivery of the final project report including declaration of claimed costs and all other required documents and after the approval of the final project report by the Programme Operator.

12. Further information and contacts

Before and during preparation of a grant application it is advised to be familiar with the following documents, as amended.

- Information on EEA Scholarship Programme Slovakia published on the website of the Programme www.eeasp.saia.sk, resp. www.spehp.saia.sk;
- Guide for Applicants;
- Regulation on implementation of the EEA Financial Mechanism 2009 – 2014;
- Guidelines, instructions and other documents published by the Financial Mechanism Committee, Financial Mechanism Office, National Focal Point, or Programme Operator.

¹² In case the grant application was approved with revised scope, duration of the visit/meeting and/or amount of grant, the applicant approves changes made by the Programme Operator in the Preparatory visit/meeting application by signing the Project contract.

¹³ Detailed procedure for filling the application form and its annexes, along with instructions for submitting the application and contracting negotiation is given in the Guide for Applicants, annexed to this call.

These documents are published on the Programme's website, www.eeagrants.sk and/or www.eeagrants.org.

Applicants are strongly recommended to follow the Programme's website www.eeasp.saia.sk, www.spehp.saia.sk until the deadline of the call, where updated information related to the call will be published.

Programme Operator will introduce a special section called "FAQ" on the Programme's website, where it will place answers to frequently asked questions, which will respond to repeated inquiries from potential applicants.

If the applicants would like to consult some issues related to the application process directly with the Programme Operator, they can contact it via:

- a) e-mail: spehp@saia.sk
- b) post, at the address:
SAIA, n. o.
Sasinkova 10
812 20 Bratislava 1
Slovak Republic
- c) Phone: +421-2-59 30 47 00, +421-2-59 30 47 11
- d) fax: +421-2-59 30 47 01
- e) in person, at the address according to b)

In case of written queries the Programme Operator will provide an answer within 5 working days after delivery of the query.

13. Annexes of the call

1. Grant application form:

Applicants from Slovakia:

- a) Prípravná návšteva VŠ
- b) Prípravná návšteva SŠ
- c) Prípravné stretnutie VŠ
- d) Prípravné stretnutie SŠ

Applicants from Donor States:

- e) Preparatory visit HEI
- f) Preparatory visit USS
- g) Preparatory meeting HEI
- h) Preparatory meeting USS

- 2. Guide for Applicants
- 3. List of annexes of the grant application
- 4. Selection criteria
- 5. Statute of the Selection Committee
- 6. Rules of Procedure of the Selection Committee
- 7. Sample Project contract including its annexes