

STUDENTS' SELF-GOVERNMENT GRANTS at SSU 2017

Call for Grants Application for Students' Self-government Representatives of Sumy State University

Grants for development projects

In the framework of the Czech Republic Development Cooperation project:
***“Enhancement of Capacity Building Process in Quality of Education
and Research at SNAU and SSU” 2017-2018***

Information and documents:

- General information
- Call for application 2017
- Instruction to submit project application

- **General information**

The Call for Project Grant Competition at SSU is designed for the students' self-government representatives concerned on development opportunities of the students community. The general topic is focused mainly on students' impact onto the SSU students' community development (skills and competences of students, development environment). The projects should motivate the beneficiaries to take an active stand in the life of the university and their personal lives, requiring them to use their creativity and initiative.

The main project activities, expected to be implemented within the call, should be linked with students' activities in the field of, for example:

- Implementing healthy food practices
- „Be Active“ initiatives
- Responding to drugs and alcohol
- Motivation to study
- Encouragement of the students in the practical realization of human rights and freedoms
- Systematic leisure time organization
- Social projects
- Professional career development support
- Volunteer movement promotion
- Leadership development
- Participation in education quality assurance
- Protection of the rights and legitimate interests of students
- Etc.

The activities forms may be any of the following list and above:

- Student days;
- Sporting events;
- Training;
- Intellectual games;
- Round Table;
- Conferences;
- Cultural events;
- Workshop-PCs;
- Public figures and celebrities;
- Excursions, hikes and other similar events;
- Etc.

Call for application 2017

1. The project applications language is English.
2. The applications for the grants are to be **till June 30, 2017** both in electronic form to the email: pantomima@ukr.net and a hard copy (printed version) with original signatures of the applicant and co-applicants to the UAB project office (room K-2 230) (11.00 till 15.00).
3. The printed versions of the applications must be signed also by a SSU supervisor of the applicant as a person who guarantees the project implementation after the financing is granted.
4. The applications submitted after the deadline or the applications missing all formal requirements will not be considered as eligible for the competition.
5. The applications will be reviewed and assessed by a Committee consisting of SSU and CULS representatives. The grantee will be informed about being selected by the Committee within a month term, till **the end of July, 2017** on e-mail or via the phone call.
6. The applications must include the following **sections**:
 - a) Title page in a prescribed form
 - b) A concept note (general short information about the project, max 1500 symbols, in English and Ukrainian versions)
 - c) Detailed project description
 - d) Budget: justified finances required for the project.
7. The Committee will use the **following assessment (evaluation) criteria for the applications**:
 - a) Project impact value
 - b) uniqueness of the problem tackled and the project proposal itself
 - c) if the goals/planned outcomes of the project are realistic
 - d) approach to the problem solution
 - e) SSU-CULS teamwork level
 - f) adequacy of financial costs requested
 - g) planned project outcomes
8. **Preference criteria for assessing the project (grant applications) are set as follows***:
 - a) The person who is submitting the project must be a representative of the students self-government at the SSU
 - b) The requested grant for one month of the project duration must be inferior or equal to **120 EUR**.
 - c) The project duration must be no longer than 5 month.

*Not complying with the preference criteria implies that the application for a grant will not be accepted.

9. Submitting printed version

One version of complete project proposal for the competition must be delivered in due time to the UAB project office (room K-2 230) to Ms. Oksana Zamora, Ph.D.
The printed version of the project proposal (project application) must be signed by all persons who participated in the project implementation.

10. The application with incomplete information or with formally incorrect data and information will be discarded from the competition/rejected to participate in the competition.
 11. The grant applications will be reviewed and evaluated by the Committee (consisting of CULS and SSU representatives). Information about the results of the review and the list of projects approved for financing **will be announced on July 10, 2017** at: the SSU official web-site, International Relations Office informational board.
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THE INSTRUCTIONS TO SUBMIT THE PROJECT APPLICATION

1. Title page

Prescribed form of a title page should include the SSU-CULS project logos.
The form may be found in the attachment.

2. General information about the project (in English)

Project title

Project title is the text item containing maximum 200 characters. It can contain both letters and numbers or special characters. The title starts with capital letter and is not ended by dot (.). Do not use abbreviations in the title.

Key words

Indicate maximum six key words which are separated by semicolon (;). Key word might be composed of more words. Do not use abbreviations as key words.

Project aim

What kind of a problem you want to solve via the offered project.

Target group

Those parties you are addressing as the beneficiaries of your project. Their main characteristics. Why you decided to solve their particular problem.

Summary of the project proposal

Summary is the text item about the maximal size of 1000 characters. It might contain both letters or numbers or other special characters. The summary should reflect the nature of the project. It should briefly describe the topic, the problem, state the main objectives and outline of their solutions and project outcomes.

Start, end of the project

The duration of the project is 5 months maximum (the project coordinator decides about the duration of the project him-/herself). The project can be implemented within the period between July 10, 2017 and October 15, 2017.

3. Project description

The overview of the state-of-art



- Briefly describe the importance of the topic.
- Overview of the problem to be tackled within the project.
- A brief review of the state-of-the-art at other universities/countries in this regard

Objectives of the project

- The main objective of the project (What would you like to achieve?)
- Main milestones of the project

Project timeline

Briefly describe what, when, where and by whom will be done within the project scope.

Methods used

- The main steps in dealing with the topic, description of the methodology, description of the design of data collection, the justification of selected methods.

Project benefits (contribution of the project) and planned project outcomes

- Can the project outcome contribute to the improvement in the current situation?
- Why is the solution important for the students' community of the SSU?
- Expected "tangible" results (brochures, web-sites, etc)
- Conferences and other project issue/topic promotion activities

Continuity of the project to other projects/project sustainability

- Is this activity expected to be a part of a comprehensive project/strategy?
- Is it assumed to involve a wider team? Is it anticipated to collaborate with other institutions or experts (International cooperation)?

The project team

- The members of the research team have to be specified according to his/her position in the team (main coordinator, co-implementer) and his/her relation (affiliation) to SSU (bachelor, master or PhD. student, staff) and the relation to the students' self-government. The main coordinator of the project must be the representative of the students' self-government. Other members of the team can be the students of SSU or academic or development staff members of SSU.
- Short CVs of all the team members should be attached as annexes.
- The team should obligatory include the main coordinator's supervisor (if this condition is not met, the project is discarded from the evaluation /assessment/, it means the project is considered to be invalid).
- The number of the staff within the team should be at the minimum possible level. The number of students should significantly exceed the academic participants.

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NOTE:

"Main coordinator" –is a person which coordinates the implementation of the project and its budget spending and s/he is responsible for the project implementation. One project can be led only by one project coordinator.

"Co-researcher" - is the person which participates in the project implementation.

4. Budget

- There must be detailed calculation and justification of required finances broken down according to the project team's activities
- May include travel costs, accommodation and per-diem for students. Specify these items for each person in research team and per activity.

- Each spending, should be provided with the proving documentation, e.g. receipts, tickets, boarding passes, etc.

NOTE:

Maximal size of the Project description is 5 pages (Times New Roman, font size 12, space 1/single/) including tables, graphs and pictures or photos)/

The deadline for submitting the application (project proposals) in printed and electronic versions is:

- **June 30, 2017 till 23:59 - electronic version to the email: pantomima@ukr.net**
- **June 30, 2017 from 11:00 till 15:00 a.m. - printed version by submitting to the UAB project office (room K-2 230).**

STUDENTS' GRANTS at SSU 2017

Call for Grants Application for Students and PhD Students of Sumy State University

Grants for mobility and research for groups
In the framework of the Czech Republic Development Cooperation project:
*"Enhancement of Capacity Building Process in Quality of Education
and Research at SSU and SSU" 2017-2018*

Project title:

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Main coordinator:

Name: _____ (signature)

Faculty, group: _____

Contact details (cell phone #, e-mail): _____

Co-implementers:

#	Name	Faculty, group	Signature

Supervisor: Name, title signature

Date and place:



CZECH REPUBLIC
DEVELOPMENT COOPERATION



General information about project

Project title:

Key words:

Project aim:

Target group:

Start, end of the project:

Summary of the project proposal:

Requested budget:

Project description

1. The overview of the state-of-art
2. Objectives of the project
3. Project timeline
4. Methods used
5. Project benefits (contribution of the project) and planned project outcomes
6. Continuity of the project to other projects/project sustainability
7. team
8. Budget
9. Annexes