

## Call for proposals

of the Austrian Science and Research Liaison Offices Ljubljana and Sofia  
for projects in

### Research Cooperation and Networking between Austria, Kosovo<sup>1</sup> and South Eastern Europe

(In the framework of the "Multidimensional Project for the Implementation of an Institutionalised Partnership between Austria and Kosovo in the Field of Higher Education, Research and Innovation")

#### Invitation for submission of proposals

The Austrian Science and Research Liaison Offices Ljubljana/Slovenia and Sofia/Bulgaria (ASOs) coordinated by the Centre for Social Innovation (ZSI) launch a call for **scientific networking and project cooperation between research institutions in Austria, Kosovo and in South Eastern Europe**<sup>2</sup> [more information: [www.aso.zsi.at](http://www.aso.zsi.at)]. Funding is provided by the Austrian Federal Ministry of Science and Research (bmwf) and the Austrian Development Agency (ADA) in the framework of the "Multidimensional Project for the Implementation of an Institutionalised Partnership between Austria and Kosovo in the Field of Higher Education, Research and Innovation" [more information: <http://www.aei-austria-kosovo.com> ].

The total funding available for this call for proposals is **120.000 Euro**; a maximum of 12.000 Euro per project is envisaged. The allowable funding per project must be justified by the content, work load, duration and number of teams involved. For projects with higher financial costs, co-financing is expected.

The funded activities shall enable researchers from Austria, Kosovo and South Eastern European countries to work together on mutually beneficial science driven projects. The main goal is the stimulation of research cooperation between Austria and Kosovar research institutions. Possible project activities are: comparative studies, small empirical investigations, mapping and know-how exchange on European standards and practices in the chosen research areas etc. (see page 2). The activities should therefore build on already existing scientific results.

The contractor has to be a research institution<sup>3</sup> from Austria.

The compulsory consortium composition has to include one partner from Austria, one partner either from Kosovo and at least one partner from Albania, Bosnia-Herzegovina, Bulgaria, Croatia, FYR of Macedonia, Montenegro, Romania, Serbia and Slovenia. Research institutions from other European countries can participate in the projects but without funding provided under this call (as so-called 'silent partners').

Proposals should contribute to significant scientific regional cooperation with Kosovar research institutions. The extent and quality of regional collaboration will be an important criteria for the evaluation.

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<sup>1</sup> United Nations Security Council Resolution 1244

<sup>2</sup> Albania, Bosnia-Herzegovina, Bulgaria, Croatia, FYR of Macedonia, Montenegro, Romania, Serbia and Slovenia.

<sup>3</sup> See "Eligibility for participation". Eligible contractors are universities, non-university research institutions, tertiary education organisations.

Deadline for the submission of proposals is January 31, 2008. The project activities must be implemented after signing the contract and before March 31, 2009<sup>4</sup>.

### Topic:

This Call for Proposals has **no thematic restriction**, but a **networking approach and added value for solving society driven (in social and/or economical and/or ecological terms) current or upcoming problems in Kosovo** must be shown.

### Objectives of the Programme

The primary programmatic objectives of this thematically open Call for Proposals “Research Cooperation and Networking between Austria, Kosovo and South Eastern Europe” are:

- provision of scientific responses to society driven (in social and/or economical and/or ecological terms) current or upcoming problems in Kosovo;
- promoting international scientific cooperation and networking between Austrian researchers, Kosovar researchers and researchers from South Eastern European countries;
- strengthening the participation of researchers from Kosovo in bilateral and regional collaborative RTD projects;
- adapting, exploiting and disseminating scientific methods and/or research results between Austria, Kosovo and South Eastern Europe in the chosen thematic area.

### Activities of the Programme

These objectives could be met by carrying out activities in the chosen field such as:

- comparative studies and know-how exchange on European standards and practices in a specified thematic area;
- mapping exercises: studies providing an overview on topics and projects researched in a specific field in Kosovo, South Eastern Europe as well as in Europe;
- joint efforts to adapt and use methods and/or the conduct of scientific studies of limited scope relevant for the target countries (case studies, comparative analysis, small empirical investigations, etc.);
- joint workshops, seminars and conferences;
- scientific training measures;
- joint publications.

The development of curricula and courses is explicitly not targeted neither the digitalisation of existing content!

<sup>4</sup> See „Indicative Timetable“. Reporting and a joint presentation of results is foreseen in April 2009.

## Submission of proposals

### Application form

The application form for the proposals can be downloaded from  
<http://www.aso.zsi.at/ausschreibung/list>  
<http://www.aso.zsi.at/ausschreibung/list?lang=en> (in English)

A form “Power of Attorney”<sup>5</sup> has to be duly signed by ALL project partners except the coordinator, certifying that all partners agree with the contents of the proposal as well as that the information is true and complete and the team available to execute the tasks assigned. This Power of Attorney authorises the coordinator to negotiate and conclude the contract on behalf of the consortium. It has to be signed by the legally responsible person of each institution (eg. rector, dean, head of the institute if legally responsible) and by the team leaders.

The “Power of Attorney’s” of all partners have to be sent duly signed at least by postal mail or fax.

### General requirements (see also “Process of review – eligibility check”).

- The proposal has to be written in English.
- It must be within the scope of the call, meet the minimum partnership requirements and respect the eligibility criteria and allowable duration.
- It has to be submitted within the stated deadline, complete and in compliance with the given structure.
- The proposal must bear the original signature of the coordinators’ legally responsible person and the project manager and include letters “Power of Attorney” of all project partners duly signed.
- The proposal shall be submitted in a sealed envelope bearing the words “Research Cooperation and Networking between Austria, Kosovo and South-Eastern Europe”.
- Additionally an electronic version of the proposal has to be received by the deadline (31<sup>st</sup> January 2008) at the address [aso@zsi.at](mailto:aso@zsi.at).

### Submission to

1. by mail:

Austrian Science and Research Liaison Offices Ljubljana and Sofia  
c/o Zentrum für Soziale Innovation  
“Research Cooperation and Networking between Austria, Kosovo and South Eastern Europe”  
Linke Wienzeile 246  
1150 Vienna  
Austria

(Alternatively, it is possible to personally hand in the proposals in a sealed envelope in the ASO office at the ZSI in Vienna or in the “Agency for European Integration” in Prishtina (see contact details) until 31st January 2008, 16.00 o’clock.)

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<sup>5</sup> An example-letter for such a „Power of Attorney“ is provided with the application form.

### Indicative Timetable

|  |                     |
|--|---------------------|
| Call for proposals   | 15 October 2007     |
| Deadline for submission  | 31 January 2008     |
| Date of post mark<br>(It is recommended to send the proposal as registered mail and to keep the receipt.)  | 31 January 2008     |
| An electronic version has to be sent ADDITIONALLY (e-mail to: <a href="mailto:aso@zsi.at">aso@zsi.at</a> ).  | 31 January 2008     |
| The principal applicant will receive an acknowledgement of receipt electronically (to the e-mail-address indicated in the proposal) within 2 weeks of the deadline for applications. |                     |
| Evaluation of proposals  | February/March 2008 |
| Awarding of project contracts  | March/April 2008    |
| Earliest start of projects   | May 2008            |
| Latest end of projects   | 31 March 2009       |
| Interim Report   | 15 November 2008    |
| Final Report   | 30 April 2009       |
| Reporting and joint presentation of results  | April 2009          |

### Eligibility for participation

Eligible for application *as contractor* are only institutions from Austria: universities (departments, institutes, research teams), non-university research institutions (e.g. Academies of Science) and other tertiary education organisations.

**Not eligible** are individual researchers, SMEs not primarily engaged in research, industry research centres and consultants.

A preliminary eligibility check will be performed by the programme management if requested in written form at least 4 weeks before the deadline (see contact details, [aso@zsi.at](mailto:aso@zsi.at)).

Eligible *as project partners* are university-based or non-university-based research institutions and other tertiary education organisations respecting the following consortium composition (overall minimum three institutions):

|  |  |
|--|--|
| Minimum one partner,<br>Eligible as contractor                 | Austria  |
| Minimum one partner  | Kosovo   |
| Minimum one partner from one of the SEE-countries <sup>6</sup> | Albania, Bulgaria, Bosnia-Herzegovina, Croatia, FYR of Macedonia, Montenegro, Romania, Serbia and Slovenia |

Also in a consortium of more than 3 partners these minimum requirements have to be respected.

<sup>6</sup> South Eastern Europe

## Criteria for evaluating proposals

The general criteria to be applied in evaluating projects are as follows:

- the nature of the proposed activity (clear objectives, scientific relevance and quality, feasibility, potential benefit, impact);
- extent and quality of regional collaboration;
- qualification and expertise of the coordinator and the project partners;
- appropriate time schedule and workflow;
- cost and value for money, transparent budget, budget justifications.

Proposals should contribute to scientific cooperation between the Kosovo, Austria and with the so-called “Western Balkan countries” (Albania, Bulgaria, Bosnia-Herzegovina, Croatia, FYR of Macedonia, Montenegro, Serbia and Slovenia). Proposers are also encouraged to plan interdisciplinary activities and inter-institutional collaboration. A balanced ratio of projects from female and male coordinators and the participation of female scientists and young scientists<sup>7</sup> is aimed at.

## Process of review

1. Eligibility check: The proposal will be checked for completeness and appropriateness by the programme management. Proposals which don't fulfil the conditions of the eligibility check will be dropped out. The criteria for the eligibility check are:

- The proposal has to be submitted within the stated deadline (post mark) by mail or personally AND electronically by e-mail (e-mail to: aso@zsi.at), must be complete (including all Power of Attorneys signed by the legally responsible persons!) and in compliance with the given structure.
- The consortium has to include at least 3 partners respecting the structure defined in “Eligibility for participation”.
- Eligibility of the participating countries and of the contractors (eligible as contractors are only institutions from Austria).
- Eligibility of all participating research institutions (see page 4).
- The project duration must be within the given project deadlines (earliest start of the project: May 2008, latest end of the project: March 2009).

2. An independent evaluation panel (international and thematic experts) will judge the proposals against the “Criteria for evaluating proposals” stated in this call. The decision will be made under exclusion of the course of law.

3. Authors of rejected proposals will be given feedback why the project was not selected for funding.

## Further administrative processes

For successful proposals, collaboration will be laid down in a contract which specifies the mutual rights and obligations. This contract is to be signed by the persons authorised to sign for the successful proposer and for the ZSI representing the donor.

The contractor will be responsible for carrying out the project in a timely and accountable manner. The contractor is also responsible for administering the funding.

An initial rate of 60% of the costs will be paid after signing the contract, 30% after the submission of the interim report (and after the payment of the second rate from the bmwf to the Austrian Science and Research Liaison Offices Ljubljana and Sofia) and the last 10% after the approval of the final report.

<sup>7</sup> Scientists less than 35 years old.

**Interim report:** a short status report of about 2 pages summarising the project progress, the problems occurred so far and implemented or planned solution alternative(s) to overcome the identified problems as well as a balance list of the expenses occurred so far (a form for the balance list respecting the criteria for the financial report will be provided by the programme management). The interim report has to be submitted no later than November 15, 2008.

**Final report:** consisting of a financial report and a technical report. These reports have to be submitted at the latest 30 days after the end of the project.

**Financial report:** a balance list (stating income and expenditure), with a degree of differentiation which indicates payments for travel and accommodation, meals, administration expenses, personnel costs, etc.. Original bills are not normally required but have to be recorded in the bookkeeping system for 10 years from the conclusion of the project. An audit has to be possible at any time.

**Technical report:** The technical report, as basis for the assessment of the activities, shall contain an executive summary, an overview of the activities indicating results, problems and a self-assessment of the results (approx. 4-6 pages). A list of participants involved in the main activities (including e-mail) has to be provided too. The contractor shall present the project in a seminar organised by the ASOs in Vienna in April 2009. A budget for this presentation (travel and accommodation) may be allocated in the budget planning.

Publications and other project results have to be included in the Final Report too.

### Eligibility of costs

As a basic principle, project participants are requested to use existing resources, such as employed staff, office space and equipment to the maximum possible extent. Personnel costs which are covered by other financing sources are not eligible (exclusion of double financing). It is e.g. not eligible to calculate additional costs for already fully employed staff at universities (professors, assistants, etc.). The funding must be justified in terms of the resources needed to achieve the aims and objectives of the proposed project. A balanced budget between the partners is encouraged. Double funding of the same project activities is not permitted. Similar activities funded by other donors have to be stated.

Allowable costs are defined as follows:

#### Personnel Costs

The requested amount of remuneration should be reasonable in consideration of the standards of the country and subject to compliance with relevant laws of the country in which the position is located. The persons have to be named, the extent of the time spent on the project has to be quantified (amount of person-months or -days) and the gross costs (per month, per day or per hour) have to be given, if they are foreseen for financing in the proposal.

#### Travel and Subsistence

The most economical means of transport consistent with effective pursuit of the project should be used. Upgrades to business class are to be done at one's own expense. For transportation between the airport and hotel, the most economical means available should be used. In certain cases, travel by private automobile may be authorised, in which case a reimbursement of the value of a second class train ticket will be provided.

The cost of necessary visas and insurance required for these visa will be covered. Expenses incurred from side trips or other items unnecessary to the project and telephone calls during travel will not be covered.

Travel and subsistence costs must be justified for each journey and for each team. Actual travel costs should be reported after the end of the funded activity<sup>8</sup>. A budget for presentation of the project results in a seminar organised by the ASOs in Vienna in April 2009 (travel and accommodation) may be allocated for the contractor (1 person).

Equipment

Not eligible

Subcontracting

Not eligible

Consumables

Items (eligible are costs for office equipment: e.g. paper, pencils, toner, blank CDs, ....) shall be listed with approximate prices and justification (especially if a team is requesting costs for consumables of more than 200 Euro).

Other costs

Costs for publication, printing, copying, communications, rental of meeting rooms, materials and supplies, banking fees etc. which cannot be classified under the previous items but are required for the implementation of the project must be identified and justified individually.

Overheads

For the occurring running costs of the institutions (indirect costs): a lump sum for overheads of max. 10% of the total eligible direct costs covered under this call may be charged. Overheads are intended to cover indirect costs necessary to run the project.

The funding will be provided in Euro. Calculations of currency exchange shall be based on the international exchange rate in effect on the date of the transaction or on justified exchange receipt or similar evidence.

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<sup>8</sup> See: Financial Report

For further information on this Call for Proposals, please contact:

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