**Contracting authority:**

**Central Project Management Agency, Lithuania**   
[www.cpva.lt](http://www.cpva.lt)

**Support to Advanced Learning and Training (EU4Belarus – SALT II)**

**Fellowships to Belarusian lecturers, scientists, and PhD students**

**at EU higher education and research institutions**

**Grant application form**

Deadline for submission of full applications: **January 5, 2024**

**13:00 EET**

Reference: **NDICI-GEO-NEAR/2022/434-092**

**NOTICE**

The call for proposals and the grant contract relates to an external action funded by the EU, represented by the European Commission.

Processing of personal data related to this grant award procedure by the contracting authority takes place in accordance with the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), national legislation of the state of the contracting authority and with the provisions of the respective financing agreement for the purposes of execution of recruitment and selection procedures as well as implementation of the grant contract.

The call for proposals and the grant contract relates to an external action funded by the EU, represented by the contracting authority. If processing your reply to the call for proposals involves transfer of personal data (such as names, contact details and CVs) to the contracting authority, they will be processed solely for the purposes of the monitoring of the grant award procedure and of the implementation of the grant contract by the contracting authority, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law.

Details concerning processing of your personal data by the contracting authority are available on the privacy statement at: <https://www.cpva.lt/en/protection-of-personal-data/558>

## The applicant

|  |  |
| --- | --- |
| **The applicant’s contact details for the purpose of this action** | |
| **Family name and given name of the applicant (in Cyrillic)** |  |
| **Family name and given name of the applicant (in Latin)** |  |
| **Gender (woman, man, prefer not to say)** |  |
| **Nationality of the applicant (country which issued a passport)** |  |
| **Country of residence** |  |
| **Official address (postal)** |  |
| **Address (place of residence, if different)** |  |
| **Telephone number:** country code + number |  |
| **E-mail address** |  |
| **Any other type of contact** |  |

**The contracting authority must be notified of any change in addresses, phone numbers and e-mail. The contracting authority will not be held responsible if it cannot contact an applicant.**

# Part A. CONCEPT NOTE

## Instructions for drafting the concept note

There is no specific template for the concept note but the applicant must ensure that the text:

* provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
* provides full information (as the evaluation will be based solely on the information provided);
* is drafted as clearly as possible to facilitate the evaluation process.

### Summary of the action

Please complete the table below.

|  |  |
| --- | --- |
| Reference of the call for proposals | NDICI-GEO-NEAR/2022/434-092 |
| Title of the project |  |
| Type of application:   1. Applying as lecturer/scientist 2. Applying as a PhD student |  |
| Location(s) of the action: specify country and the institution where the action takes place |  |
| Total duration of the action (days) |  |
| Start of the action (planned date) |  |
| Total indicative budget | EUR |

### Description of the threats and repressions on political grounds

Up to 1800 characters.

Please provide detailed information about threats and/or repressions on political grounds experienced in Belarus.

Please refer to supporting documents submitted together with the application.

### Description of the action

#### Information about the type of the action

Up to 2000 characters.

Please provide the following information:

1. Give the background to the preparation of the action. Mention any specific analysis carried out to inform the design (context analysis) and why this project is important to you at this time.
2. Describe the type of action chosen and reasons to address the specific problems.
3. Describe in short the activity planned for the period of the action as well as specific targets you plan to achieve.

#### Expected results.

Up to 3000 characters.

Please provide the following information:

Give a description of intended outputs and outcomes of the action.

Explain how the action might support you at present and in the future.

Give an overview of your expectations from the action.

#### Particular added-value elements.

Up to 2000 characters.

Indicate any specific added-value elements of the action, e.g., innovation and best practice.

## Part B. Full Application Form

### Applicant’s capacity and research or other action significance

Up to 6000 characters.

* Provide a description of a research project or other action you are currently working or plan to continue, including information on its objective(s), expected results, research questions and methodology.
* Describe the significance of the research or other action: how is your proposed research project or other action different from another research that already exists on the subject (or how does it add to it)? What contribution will your proposed research make to furthering open society, specifically with regards to academia or general socio-economic development in your home country or region?
* Provide information about motivation and your capacity to successfully achieve the results of the action.
* Provide any other information that you deem might be important, including details about your career, research activity, achievements or any other.

### Budget, amount requested from the contracting authority and other sources of funding, if any

Fill in Annex B to the guidelines for applicants to provide information on:

* the budget of the action (worksheet 1), for the total duration of the action
* justification of the budget (worksheet 2), for the total duration of the action
* amount requested from the contracting authority and other expected sources of funding for the action for the total duration (worksheet 3).

**Please note that the cost of the action and the contribution requested from the contracting authority must be stated in EUR.**

### Information about hosting institution

Up to 2000 characters.

Please provide the following information:

* Provide contact details of the hosting institution selected, including name of the hosting professor or any contact person who can be contacted for confirmation.
* Describe reasons why the particular university or research institution has been selected.
* If relevant, describe previous experience with the hosting institution (project, joint research, PhD studies, etc.).
* Describe the hosting institution's attitude towards the action and any consultations held.

### Applicant’s experience and relevant awards

Up to 1000 characters.

Provide a list of research/scientific/other publication and articles released in the last five years with full references and links to the publications, if available, and relevant awards, if any.

## Checklist for the full application form

*(To be filled in by the applicant for self-guidance purposes)*

|  |  |  |
| --- | --- | --- |
| **BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING CRITERIA HAVE BEEN MET IN FULL** | **Tick the items off below** | |
| **Name of the applicant:** | **Yes** | **No** |
| **1. The correct grant application form has been used, all questions answered.** |  |  |
| 1. **Summary of the action (2.1.)** |  |  |
| 1. **Description of threats and repressions (2.2)** |  |  |
| 1. **Description of the action (2.3.1)** |  |  |
| 1. **Expected results listed (2.3.2.)** |  |  |
| 1. **Added-value elements of the project described (2.3.3.)** |  |  |
| 1. **Applicant’s capacity to implement project and research significance described (3.1.)** |  |  |
| 1. **Information about the hosting institution and the relationship with the applicant included (3.3.)** |  |  |
| 1. **Applicants experience and relevant awards described (3.4.)** |  |  |
| * + - 1. **The budget is enclosed in the format requested and stated in EUR (3.2.)** |  |  |
| 1. **Requested contribution does not exceed 19,220 EUR** |  |  |
| 1. **Duration of the action between 89 days (3 months) and 310 days (10 months)** |  |  |
| **3. The proposal is typed in English.** |  |  |
| **4. Necessary supporting documents, as requested in the Guidelines, are included (see Guidelines 2.2.1.)** |  |  |
| 1. **Evidence of persecution by the Belarusian authorities.** |  |  |
| 1. **Academic CV (recent).** |  |  |
| 1. **Letter of invitation from the host institution in the EU.** |  |  |
| 1. **Financial identification form (FIF).** |  |  |
| 1. **FOR PhD APPLICANTS ONLY:**  * **Confirmation of the active PhD student status from the university.** |  |  |
| **5. The declaration by the applicant has been filled in and signed.** |  |  |

## Declaration by the applicant

The applicant hereby declares that

* the applicant has the professional competences and qualifications specified in Section 2 of the guidelines for applicants;
* the applicant is directly responsible for the preparation, management and implementation of the action and is not acting as an intermediary;
* the applicant is in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4 of the guidelines for applicants.
* the applicant is eligible in accordance with the criteria set out under Sections 2.1.1 of the guidelines for applicants;
* if recommended to be awarded a grant, the applicant accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants;

These are the sources and amounts of European Union funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action

(list source and amount and indicate status (i.e. applied for or awarded).

The applicant is fully aware of the obligation to inform without delay the contracting authority to which this application is submitted if the same application for funding made to other European Commission departments or European Union institutions has been approved by them after the submission of this grant application.

The applicant acknowledges that if he/she participates in the competition in spite of being in any of the situations listed in Section 2.6.10.1 of the practical guide or if the declarations or information provided prove to be false he/she may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force. He/she is aware that, for the purposes of safeguarding the EU’s financial interests, personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |