

Instructions for Applicants

If you wish to apply, please submit a fully completed online application via the DAAD portal: <https://portal.daad.de>

Programme selection: **Bilateral SDG Graduate Schools**

1. Forms:

1.1 Form Antrag auf Projektförderung (Application for Project Funding)

Please enter an expressive project title in the line “Kurzbeschreibung des Vorhabens” (*brief description of the project*).

In the field “Beschreibung Ihres Vorhabens” (*description of your project*) please provide details on the following aspects:

- Focus of the cooperation and project objective
- Support requirements and potential of the foreign partner higher education institution
- Development policy relevance

1.2 Form Finanzierungsplan (Financing Plan)

In this respect please be sure to observe Attachment 4 to the Information Sheet “Instructions for filling out the Financing Plan”.

2. Formless attachments:

In addition to the forms to be filled out via the portal, **please submit the following application documents as online attachments (minimum font size Arial 11):**

2.1 Clear description of the contents of the project (10 pages maximum)

We kindly ask you to set out your plan as a concrete **five-year project** that has been jointly drafted by the participating institutions or faculties and hence forms the subject-related part of the funding application. Please use the following structure to describe your project.

Outcomes:

Please describe your project goal. In so doing, please note there is a clear link to the outcome descriptions set out in the results framework of the programme.

Indicators for the outcomes:

The project goal is to be underpinned with indicators that are in line with the indicators set out by the DAAD. A handout on how to formulate these project-specific indicators is to be found in Attachment 5.

Outputs:

Please describe subgoals which will help towards achieving your project goal. In so doing, please note there is a clear link to the output descriptions set out in the results framework of the programme.

These subgoals are to be set out in such concrete detail that both the annual case reports and the final report can clearly portray to what extent the planned goals and results were achieved, why deviations came about, and how the subgoals contributed to the success of the project and the programme.

Indicators for the outputs:

Each output is to be underpinned by project specific indicators (cf. Attachment 5).

Project concept:

In this part of the application please describe how the measures planned in your project will contribute to your outcomes and outputs. In so doing, please ensure that your measures can be assigned to the activities described in the results framework of the programme (Attachment 5).

Your project concept should show how the project contributes towards the success of the programme for establishing bilateral SDG graduate schools, the programme's goals and its indicators.

Integration of German and foreign scientists and academics:

Here please state which German and foreign scientists and academics are participating in the cooperation. In so doing, please describe how the funding of young scientists and academics including the exchange of students and academics is to be incorporated.

Brief description of the participating partners' past performance:

In this part please describe the development of the cooperation so far and the existing expertise.

The project description is to be signed by the partnership coordinator and by the foreign contacts as an indication of having concluded the project agreement and is only to be drafted in either German or English.

2.2 Copy of the partnership agreement between the participating higher education institutions, signed by the respective higher education institution management (can be submitted subsequently)

2.3 Project plan overview in tabular form (Attachment 6) listing goals, measures, and participants

The project plan overview should, as far as possible, enable the measures to be assigned to periods, participants, and places, and enable the respective measure to be assigned to an outcome or output.

2.4 Certification of approval of your application by the German higher education institution management (Attachment 2)

Additionally submitted documents shall not be considered in the assessment procedure.