

EEA Scholarship Programme Slovakia

GUIDE FOR APPLICANTS

for Inter-institutional projects between higher education institutions and in upper-
secondary education/training
Call EEA/EHP-SK06-IV-V-01

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SAIA, n. o.
Programme Operator

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1 BEFORE PREPARING THE GRANT APPLICATION

Prior to filling-in the Grant application (hereinafter also shortly referred to as “application”), read carefully the Call for proposals and check if you meet the following conditions:

- Eligibility of Applicant and Partner (Article 5 and 6 of the Call)
- Eligibility of activities (Article 4 of the Call)
- Eligibility of area (Article 7 of the Call)
- Time eligibility (Article 8 of the Call)
- Eligibility of expenditures (Article 10, 11, 12 of the Call; Article 1.1, 4.4 of this Guide)

1.1 Eligibility of expenditures

The Project grant is a financial contribution awarded by the Programme Operator to the Project Promoter for the implementation of the Project. The Project grant (further also referred to as “Grant”) does not include co-financing provided by the Project Promoter. Detailed information on the calculation of Project grant amount is specified in the section 4.4 of this Guide.

The Project Promoter is responsible for all actually incurred expenditures by the Project Promoter and eligible Partner/Partners.

1.1.1 General principles on the eligibility of expenditures

Eligible expenditures shall meet the following criteria:

- a) they are indicated in the estimated overall budget of the project;
- b) they are proportionate;
- c) they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- d) they are supported by accounting records and supporting documentation;
- e) they are realized and implemented in accordance with the provisions of project contracts relating to procurement of goods, services and works;
- f) they comply with all the legal requirements;
- g) they are consistent with the principles of economy, efficiency and effectiveness;
- h) they are necessary for the implementation of the project and achieving the objective(s) of the project and its indicators.

1.1.2 Direct and indirect costs

The eligible **direct expenditures** for a project are those expenditures which are identified by the Project Promoter and/or the project Partner as specific expenditures directly linked to the implementation of the project. Direct linking indicates that the given activity could not be implemented without realization of this expenditure, while the expenditure is primarily related to the implementation of the project.

Indirect costs are all eligible costs that cannot be identified by the Project Promoter and/or the project Partner as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. They may not include any eligible direct costs. Indirect costs of the project shall be identified according to one of the following methods:

- a) based on actual indirect costs for those Project Promoters and project Partners that have an analytical accounting system to identify their indirect costs as indicated above;
- b) a Project Promoter and project Partners may opt for a flat rate of up to 10% of its total direct eligible costs, excluding its direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the Project Promoter.

When applying flat indirect costs the Project Promoter and eligible Partners shall provide reasonable and accurate methodology for calculation of indirect costs. Project Promoters and/or project Partners that have identified their indirect costs in a manner comparable to letter a) under the sixth or seventh Framework Programme of the European Commission cannot make use of the methods described in letter b).

1.1.3 Types of eligible expenditures

The following expenditures are eligible:

- the cost of staff (Article 4.4.1 of this Guide);
- travel expenses (Article 4.4.2 of this Guide);
- meals at domestic and foreign trips of project participants (Article 4.4.3 of this Guide);
- daily allowances (Article 4.4.3 of this Guide);
- scholarships (Article 4.4.3 of this Guide);
- insurance;
- accommodation (Article 4.4.3 of this Guide);
- refreshment;
- renting of conference premises and classrooms;
- materials for conferences and seminars;
- purchase of study materials, aids, publications;
- issuing common study materials, aids, publications;
- purchase of office supplies and aids;
- purchase of low-value tangible assets and low-value intangible assets including technical equipment of classrooms;
- contractual services (including expenditures on translation work);
- depreciation of assets used for project purposes (proportionate part);
- expenses on publicity – promotion;
- expenses on public procurement relating to the project and performed during the project;
- project audit;
- overheads are eligible under the condition they are linked to the project implementation;
- bank fees linked to the accounts required within the scope of the financial management of the grant;
- other essential expenditures relating to the project.

1.1.4 Ineligible expenditures

Ineligible expenditures are expenditures covered by the Project Promoter or project Partner by its own additional funds on top of the total eligible expenditures. They primarily include

expenditures that overrun the project budget limits. Ineligible expenditures can be also identified by the Programme Operator due to irregularities, though this issue is not relevant for the purpose of preparation of the Grant application.

1.1.5 Co-financing

Applicants (later Project Promoters) and Partners are granted substantial freedom in providing co-financing, i.e. they can agree whether Partners will co-finance the project or not. At the same time, the Project grant rate is binding for the Project Promoter as well as for project Partners. Every expenditure under the project is covered by the Project grant pro rata (90% of the expenditure).

2 ON-LINE APPLICATION SYSTEM

The Grant application within the Call for Inter-institutional cooperation projects shall be submitted electronically via an on-line application system accessible from the Programme website www.spehp.saia.sk resp. www.eeasp.saia.sk. Only Slovak Applicants may submit the Grant application. Applications delivered only in printed/paper version will be considered not to be fulfilling necessary formal criteria.

3 HOW TO FILL-IN THE GRANT APPLICATION FORM

Template of the Grant application form is in the Annex 1 to the Call for proposals (in Slovak). Do not fill this MS Word document. It serves only as an example. Application form should be filled out in the on-line application system in **Slovak**, unless otherwise specified¹.

However, the English translation is available as Annex 1 to the Grant application form. For reference – use the correct form with respect to whether the Applicant is the higher education institution (HEI) or an upper secondary school (USS). In case the Applicant is a higher education institution the Annex 1a) shall be used. In case the Applicant is an upper secondary school the Annex 1b) shall be used. Annex 1 to the Grant application form, as instructed below, shall be filled out in MS Word, **in English**.

Data and information provided in the Grant application are binding. If the information provided in the form and other parts of application are inconsistent, data stated in the Grant application form are decisive.

3.1 Basic project information

Indicate the name of the project in Slovak and English. It is crucial to state the same name in all parts of the application as defined in the Grant application form. Mark all Donor States involved in the project. Into the “Total number of organisations involved” count also your organisation (Applicant) as well as other organisations involved into the project implementation as eligible or associated Partners.

¹ Parts of the Grant application which shall be filled out in English are clearly marked.

3.2 Applicant information

In this part you shall fill-in basic identification data about the project and applying organisation. Some fields shall be filled-out in English.

- Full legal name in national language is directly taken from the registration form of the registered on-line user (applicable only to on-line system, not MS Word). The name in English has to be added.
- Choose the legal form and type of school.
- Fill in the organisation ID number, Taxation ID number and in case you are VAT payer, state also VAT ID.
- Fill in the complete address of the seat of organisation. This address will be used for drafting the Project contract.

3.3 Legal representative of Applicant

Fill in name, position and contact data of the legal representative of your organisation, or authorised person, who shall also sign the Consent of the Legal representative, submitted as the Annex 5 of the Grant application. The provided data will be used for preparing the Project contract.

3.4 Project coordinator

Fill in name, position and contact data of the person responsible for implementation of the project and the Grant application preparation. All communication on the evaluation and selection process of the Grant application will be sent to the e-mail address of the project coordinator.

3.5 Type of partner organisation

Firstly identify all eligible Partners and subsequently associated Partners. Primarily, within a given type of Partner, indicate Partners from Donor States. Please use the same order in which you specify the Partners here also in the part 1 of Project description (Annex 1 of the grant application). This order shall be consistently used in the whole Grant application.

Indicate the type of institution:

- Higher education institution shall have as a Partner:
 - Higher education institution
 - External education institution
 - Other (e.g. another organisation authorised to provide education at the higher education level, organisation of practice)
- Upper secondary school shall have as a Partner:
 - Upper secondary school
 - Higher education institution
 - Other (e.g. another organisation authorised to provide education at the secondary-school level, another organisation authorised to provide education at the higher education level, organisation of practice)

3.6 Type of partnership

Mark if this Partner is eligible organisation according to the conditions stated in the Call for proposals or an associated Partner.

3.7 Partner organisation

Fill in basic identification data about the partner organisation.

3.8 Legal representative of the partner organisation

Fill in name, position and contact data of the legal representative of the partner organisation. The Partnership agreement shall be signed by the legal representative of the Applicant and the legal representative of the partner organisation stated in this part.

3.9 Contact person in the partner organisation

Fill in name, position and contact data of the person responsible for implementation of the project in the partner organisation. The Programme Operator is authorised to contact this person via the information provided in this part.

3.10 Project

State the planned start of the project (in format DD.MM.YYYY) and its expected duration in months. Expected project start is December 2014. All projects within this Call for proposal shall be finished till 30th April 2016.

3.11 Activity

Mark all activities you plan to implement in the project. The project budget (Annex 4 of the Grant application) is calculated based on implemented activities.

Every project must involve at least:

- Higher education institution:
 - 1 of the activities a) to d)
 - 2 of the activities g) to k)
- Upper secondary school:
 - 1 of the activities a) to c)
 - 3 of the activities a) to l)

3.12 Outcomes

Planned project outcomes are defined as measurable indicators. The pre-defined indicators are stated in the application form and divided into following categories:

- Total number of persons involved in the project – optional. This group of indicators determines how many persons were included in the project implementation.
- Total number of persons on mobility – mandatory. It is necessary to choose at least 2 indicators from this category.
- Results of the project activities – mandatory. It is necessary to choose at least 2 indicators from this category.

3.12.1 Inter-institutional projects between higher educational institutions

Overview of indicators according to activity

| Activity | Indicator | Number |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--------|
| a) Support for faculty-based cooperation | | |
| b) Development of common study modules | Number of common study programmes/modules | |
| c) Development or preparation of new teaching aids and teaching methods | Number of teaching aids/methods | |
| d) Intensive courses for students and PhD students | Number of intensive courses | |
| e) Preparation of joint scientific papers and publications as the output of a common project | Number of prepared/publicised joint scientific papers/publications | |
| f) Organising conferences, seminars, training, workshops and summer schools | Number of conferences | |
| | Number of seminars | |
| | Number of workshops | |
| | Number of trainings | |
| | Number of common summer schools | |
| g) Internships, practical placements, professional training of students and PhD students | Number of placements in Slovakia | |
| | Number of placements abroad | |
| h) Short-term mobility of students and PhD students | Total Slovak students on mobility | |
| | Total foreign students on mobility | |
| | Total Slovak PhD students on mobility | |
| | Total foreign PhD students on mobility | |
| i) Short-term mobility of academic staff | Total Slovak academic staff on mobility | |
| | Total foreign academic staff on mobility | |
| j) Short-term mobility of experts | Total Slovak experts on mobility | |
| | Total foreign experts on mobility | |
| k) Short-term two-way mobility of top management and administrative staff | Total Slovak top management and administrative staff on mobility | |
| | Total foreign top management and administrative staff on mobility | |

Minimum 2 student/PhD student mobilities and at least 2 mobilities of HEI academic, top management, administrative staff must take place within every project between Slovakia and the Donor States.

Applicant may add his own project outcomes that will be stated in the Annex 2 and 3 – Project description (in Slovak and English).

3.12.2 Inter-institutional cooperation projects in upper secondary education/training

Overview of indicators according to activity

| Activity | Indicator | Number |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------|
| a) Support for inter-institutional cooperation in education – activities focusing on students, teachers and staff | Total Slovak experts on mobility | |
| | Total foreign experts on mobility | |
| b) Support for inter-institutional cooperation in education – joint implementation of topics of common | | |

| | | |
|---------------------------------------------------------------------------|-------------------------------------------------------------------|--|
| interest | | |
| c) Development or preparation of new teaching aids and teaching methods | Number of teaching aids/methods | |
| d) Organising knowledge contests for students | Number of knowledge contests | |
| e) Organising of summer environmental schools | Number of summer environmental schools | |
| f) Organising of excursions and intensive courses for students | Number of excursions | |
| | Number of intensive courses | |
| g) Professional stays and practice for student groups and teachers | Number of placements of groups of students in Slovakia | |
| | Number of professional stays of teachers in Slovakia | |
| | Number of placements of groups of students abroad | |
| | Number of professional stays of teachers abroad | |
| h) Mobility of students | Total Slovak students on mobility | |
| | Total Slovak students on mobility | |
| i) Distance cooperation of students on common assignments | | |
| j) Organising and participating in professional seminars for school staff | Number of professional seminars | |
| k) Mobility of teachers | Total Slovak teachers on mobility | |
| | Total foreign teachers on mobility | |
| l) Mobility of school staff – secondary schools management | Total Slovak top management and administrative staff on mobility | |
| | Total foreign top management and administrative staff on mobility | |

Minimum 2 teachers/staff mobilities must take place within every project.

Applicant may add his own project outcomes that will be stated in the Annex 2 and 3 – Project description (in Slovak and English).

3.13 Budget

Fill in the budget table according to the data in the Excel sheet “Summary” in Annex 4 to the Grant application – Budget. More detailed information about how to fill in the Annex 4 is in the section 4.4 of this Guide.

3.14 Cross-cutting issues

Mark all cross-cutting issues addressed in your project proposal and briefly describe how the project will contribute and tackle different issues (max. 500 characters):

- **Good governance** – describe the specific measures envisaged to ensure that the principles of good governance are integrated in the planning and implementation of the project.

- **Environmental considerations** – asses how the project positively or negatively affects the environment. Describe the specific measures that will be put in place to ensure that the environment is not harmed, and how this will be verified.
- **Economic sustainability** – describe how the economic sustainability of the project will be assured
- **Social sustainability** – describe the measures implemented to make the activities of the project open and accessible to all, regardless of physical disabilities and/or socio-economic situation. Address social sustainability issues, in particular initiatives that help combat discrimination and intolerance.
- **Gender equality** – describe the specific measures envisaged to ensure that gender equality is integrated into the planning and implementation of the project. Describe how the project positively affects gender equality.
- **Bilateral and multilateral relations** – describe how the bilateral/multilateral relations between Donor States and SR will be facilitated and supported.

3.15 State aid

In the case of Applicants from private sector, the part concerning State aid will be shown at the end of the application form. Please state your legal form and answer indicated questions.

Cases that will constitute state aid shall be assessed and treated individually before approval of the Grant application.

4 ANNEXES TO THE GRANT APPLICATION FORM

All the Annexes shall be submitted electronically via the on-line application system and sent in printed version together with the Grant application form (1 original and 1 copy).

Annexes shall be filled out in Slovak and English – based on specification.

4.1 Application form in English

Choose the Application form according to the type of applying organisation. In case the Applicant is a higher education institution the Annex 1a) shall be used. In case the Applicant is an upper secondary school the Annex 1b) shall be used. The application form in English includes the same fields as the application form in the on-line application system and it shall be filled in accordance with the Article 3 of this Guide.

The Annex shall be filled out in MS Word in English (if another language is not specified in the form).

Filled out Annex shall be uploaded into the on-line application system in the format .doc or .docx. Subsequently, printed, signed by the Project coordinator, copied and attached to other documentation related to the Grant application.

4.2 Project description in Slovak

When filling out the Project description it is required to meet these conditions: minimum font size 11pt, Font: Calibri, Arial, or Times New Roman. It is necessary to respect the specified range. In case of exceeding the maximum acceptable limit, this additional text does not have to be considered by the expert evaluators.

The Annex shall be filled out in MS Word.

Filled out Annex shall be uploaded into the on-line application system in the format .doc or .docx. Subsequently, printed, signed by the Project coordinator, copied and attached to other documentation related to the Grant application.

Fill in the heading according to the data provided in the Grant application form.

1. **Involved countries and partners** – state names of all Partner organisations involved in the project and their home countries. Firstly identify all eligible Partners and subsequently associated Partners. Primary, within a given type of Partner, indicate Partners from Donor States. Please follow the order you have specified in the Grant application form. In other parts of the application you may use acronyms (Partner 1 – P1). This labeling shall be consistently used in the whole Grant application.
2. **Project summary** (max 0,5 page) – Briefly describe main objectives, target groups, project activities and planned project impact on the target groups.
3. **Project objectives** (max. 1 page) – Describe the overall objective of the project and partial, interim objectives with a focus on linking them with the objectives of the Call; explain their connection.
4. **Detailed project description**
 - 4.1 Current situation and justification of the need of project support (max. 2 pages) – with respect to the planned project describe the current cooperation of the Applicant organisation and Slovak Partner institutions with Donor States. Explain the reasons for implementation of the project. Define the main problem, that shall be solved by the project implementation. Is this planned project a part of other, bigger project? Justify your choice of Partners and what addition to the project you expect from their participation. Is this project connected to previously implemented project with this Partner? If yes, explain the connection, current cooperation and added value of the next cooperation.
 - 4.2 Methods of project implementation / Detailed description of activities, including the distribution of tasks between Partners (max. 5 pages) – describe the planned project; location of the project; objectives; activities of the Applicant and each project Partner (eligible and associated); working plan and other key information relevant for the project implementation. Please provide relevant details regarding geographic data, if necessary. Describe main target groups; in case of mobilities describe the method of selection of students/PhD students/staff.
 - 4.3 Assets of project outcomes for Applicant and Partners / Situation after the completion of the project (max. 2 pages) – list the main benefits of the project for the Applicant, each Partner and further cooperation. Indicate e.g. how the

cooperation with Partners can support development of study/science field, a school subject or development of competence of project participants, etc.

4.4 Experience of the Applicant and Partners in implementing similar projects (max. 0,5 page per Applicant and 0,5 page per each of project Partners – the limit is to be assessed in total for all involved organisations jointly) – in case you, or your Partners have managed or are managing or implementing thematically similar project, please describe this project and experiences gained during its implementation.

4.5 Available existing sources of Applicant and Partners for project implementation (max. 1 page per Applicant and 1 page per each of project Partners – the limit is to be assessed in total for all involved organisations jointly) – describe technical, space, personnel, time, financial and other capacities of the Applicant and partner organizations that will be available during the project and indicate how they will be used during the project implementation.

4.6 Sustainability of project outcomes (max. 1 page) – describe in particular how you can exploit the project results after its completion, including ways of ensuring the sustainability of project by the Applicant and Partners in financial and operational terms.

5. **Activities** – indicate planned project start and end in format MM/YYYY. This information shall be in accordance with the timeframe stated in the Grant application form (see Article 3.10 of this Guide).

5.1 Timeframe of the project implementation

- State the total duration of the project (in accordance with the information provided in the Grant application form).
- Only activities you are planning to implement shall be stated in the table. If necessary, add or remove table rows.
- Each project shall include activities “Project management” and “Publicity”.
- In the column “Involved Partners” state all subjects involved in the activity, including the Applicant. For partner organisations use acronyms P1, P2 (see Article 4.2.1), for the organisation of the Applicant use abbreviation “PP”. Order of the Partners shall be in compliance with part 1 of this Annex.
- State the timeframe of implementation of each activity in format MM/YYYY.

5.2 Time schedule – the table concerns the maximum length of the duration of the project. Each action/activity planned in the project (e.g. organisation of a conference, student mobility) shall be shown in the table and graphically marked its duration (colour or cross) for each involved organisation. Planned actions do not have to copy the activities stated in the part 5.1 of this Annex, although their implementation shall be connected to one of these activities. In case more Partners are involved or more actions are planned add necessary rows into the table. Red lines present the end of reporting period. For each reporting period a Project Interim Report shall be submitted to the Programme Operator, including the declaration of project expenses incurred in the relevant reporting period.

6. **Project outcomes** – if relevant, fill in your own measurable indicators (with description) that you plan to follow during the project implementation. Adding your own project outcomes / measurable indicators does not affect the conditions stated in the Call and Article 3.12 of this Guide. All project outcomes / measurable indicators and their values shall be, in the case of approval of the Grant application, projected into the Project contract.
7. **Project management and partnership** (max. 1 page) – describe the method of project management, communication between the Partners and coordination of the activities between the Applicant and the project Partners; funding of Partners; declaration of expenses and preparation of Project Interim Reports and Project Final Report in cooperation with Partners².
8. **Publicity** – With the aim of highlighting the role of the financial mechanism and to ensure that assistance from the mechanism is transparent, the Project Promoter (before usually referred to as the Applicant) shall provide information on the project to the widest possible audience. All documents developed by the Project Promoter and all the places of the project realisation shall be marked by the logo of the EEA Grants and the state symbol of the Slovak Republic and clear and legible notice in the wording: “This project is co-funded by the EEA Grants and the state budget of the Slovak Republic from the EEA Scholarship Programme Slovakia”. The text field and the table in the section 8 of this Annex shall include the publicity plan in accordance with the Annex 4 to the Regulation on the implementation of the EEA FM 2009 – 2014. The publicity plan shall include at least the following:
 - the aims and target groups, including stakeholders on a national, regional and/or local levels and the public;
 - the strategy and content of the information and publicity measures, including activities, communication tools and timeframe, having regard to the added value and impact of EEA Financial Mechanism funding. Into the table in the section 8 of this Annex state each publicity measure you choose for promoting the information on the project, gained experience and achievements (e.g. school/regional newspapers, school webpage, publications etc.);
 - at least two information activities on progress, achievements and results in the project, such as a seminar or a conference with stakeholders, a press conference or press event, including a launch activity and/or a closing activity for the project;
 - measures for making information on the project available on the internet, either through a dedicated website or through dedicated web pages on an existing website:
 - all Project Promoters shall seek solutions to have regularly updated project information available on the web, both in the language(s) of the Beneficiary State and in English;

² The Programme Operator will organise 2 seminars obligatory for Project Promoters. First seminar in the 1Q 2015, focused mainly on the administrative responsibilities of the Project Promoter and Partners. Second seminar will be in 1Q 2016, where the Project Promoters shall present their (partial) project outcomes and will be informed on the provisions for the project closing. It is necessary to plan adequate funds for the presence at these seminars in the budget category „Project management“ (travel costs, accommodation, etc.). Duration of the seminars shall be 1 full day.

- all projects receiving a minimum of € 50,000 of project grant support shall have dedicated project web pages;
 - information on the web shall include information about the project, its progress, achievements and results, the cooperation with Donor State entities, pictures, contact information and a clear reference to the Programme and the EEA Financial Mechanism;
 - information on the administrative departments or bodies responsible for implementation of the information and publicity measures, including a contact person;
 - an indication of how the information and publicity measures are to be evaluated in terms of visibility and awareness of the project and the EEA Financial Mechanism, their objectives and impact, and the role of the Donor State(s).
9. **Risks and risk management** (maximum 2 pages) – in general, implementation of project activities is connected to risks that needs to be managed. Therefore it is necessary to identify the risks that could potentially affect the successful implementation of the project and prepare mitigate actions. Most serious risks could be connected to the co-financing resources, administrative capacities, experience with the implementation of the international projects etc.
10. **Cross-cutting issues** (maximum 2 pages) – you can use this part to describe the cross-cutting issues marked in the Grant application form (see Article 3.14 of this Guide).
11. **Budget description and justification** (max. 5 pages) – this part shall include justification of expenses stated in the Annex 4 – Budget (method of calculation of expenses). The justification shall provide clear necessity of the expenses. The expenses under budget category “Other” shall be described precisely. Express a link between the planned activities and financial requirements. Planning of the budget shall be based on the information provided in Article 1.1, 4.4 of this Guide and Articles 10, 11, 12 of the Call.
12. **Budget formalities**
- 12.1 Way of ensuring of project co-financing (max. 1 page) – Indicate how you plan to provide project co-financing for expenditures of the Applicant and Partners.
- 12.2 Method for applying indirect costs of the Applicant and eligible Partners – in compliance with Article 1.1 of this Guide and Article 12 of the Call.
Indirect costs of the project shall be identified according to one of the following methods:
- a) based on actual indirect costs for those Project Promoters and project Partners that have an analytical accounting system to identify their indirect costs as indicated above
 - b) a Project Promoter and project Partners may opt for a flat rate of up to 10% of its total direct eligible costs, excluding its direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the Project Promoter;
- Project Promoters and/or project Partners that have identified their indirect costs in a manner comparable to letter a) under the sixth or seventh Framework

Programme of the European Commission cannot make use of the methods described in letter b).

When applying flat indirect costs the Project Promoter and eligible Partners shall provide reasonable and accurate methodology for calculation of indirect costs – this methodology does not have to be stated in the Project description/Grant application. In the case the Grant application will be approved, the Applicant will be asked to provide the methodology on calculating indirect costs in the process of contracting. The methodology shall be approved by the Programme Operator.

In the table in the part 12.2 is necessary to mark one of the abovementioned methods of calculating indirect costs of the Applicant and each eligible Partner (not associated Partners). If necessary, you may add or remove rows. In case you will mark the option according to letter a) you shall provide the information on its use in the section 11.

12.3 Expenditures on activities of associated Partners (if relevant) (max. 2 pages) – in case there are associated Partners involved in your project, describe activities of the associated Partner financed from the Project grant, amount dedicated to associated Partners, who (either Applicant or which Partner(s)) will be managing the costs of associated Partners and proposed mechanism of financing the activity.

4.3 Project description in English

To fill in this Annex follow instructions for the Annex 2 in Article 4.2 of this Guide. All information shall be provided in English. The Applicant is responsible for accuracy of the translation. Information provided in the Annex 2 are considered binding for the purpose of the evaluation and selection of the Grant applications.

Filled Annex shall be uploaded into the on-line application system in the format .doc or .docx. Subsequently, print the Annex, sign by the Project coordinator, copy it and attach other documentation related to the Grant application.

4.4 Budget

Annex 4 to the Grant application is a secured document that allows you to change/fill in only colour-marked fields. All other data are filled-in and calculated automatically. It consists of Slovak version and English version.

Based on the type of your organisation choose the budget form:

- a) Higher education institutions
- b) Upper secondary schools

In the sheet “Sumár” please fill in colour-marked fields (yellow):

- Project name, as stated in the Grant application form in Slovak
- Applicant – name of organisation in Slovak
- Other fields will be filled out automatically according to the data provided in other sheets.

In the sheet „Rozpočet žiadateľa“, please fill in colour-marked:

- **Activities** – fill in only for the activities you plan to implement,
- **Project management** – maximum 10 % of the amount of Activities. The table will automatically calculate maximum eligible amount for Project management. If you exceed this amount, all expenses over 10 % of Activities will be automatically moved to Ineligible costs. If necessary, adjust the Project management expenditures to comply with the maximum limit.
- **Publicity** – maximum 3 % of the amount of Activities. The table will automatically calculate maximum eligible amount for Publicity. If you exceed this amount, all expenses over 3 % of Activities will be automatically moved to Ineligible costs. If necessary, adjust the Publicity expenditures to comply with the maximum limit.
- **Direct costs** – calculated automatically – sum of Activities, Project management and Publicity. In case the limits for Project management and/or Publicity are exceeded, these costs will be moved to Ineligible costs.
- **Indirect costs** – overheads – in compliance with Article 1.1 of this Guide. Indirect costs shall not exceed 10 % of amount of direct costs (maximum amount is calculated at the end of the row). In case the limit for Indirect costs is exceeded, these costs will be moved to Ineligible costs.

In the upper part of the sheets “Rozpočet partnera 1” and “Rozpočet partnera 2” fill the names of the Partners in national language. Other values will be added automatically from the sheets “Budget of Partner 1” and “Budget of Partner 2”. In case there are more Partners included in the project, please contact the Programme Operator. You will be provided with Budget table modified according to your needs. Please use the order of Partners stated in the Project description (Annex 1 of the Grant application).

The sheet “Podrobný sumár” shows the overall project budget based on the information provided in previous sheets. This sheet is locked, no data shall be modified.

In the sheet “Summary” fill in name of the project in English and name of the Applicant in English. Other values will be added automatically.

The sheet “Budget of Applicant” is automatically filled from the data in the sheet “Rozpočet žiadateľa”.

According to the number of eligible Partners fill in the sheets “Budget of Partner 1” and “Budget of Partner 2”. Use the same methodology as for the sheet “Rozpočet žiadateľa”. In the upper part of the sheet fill the name of the Partner in English.

The sheet “Detailed summary” shows the overall project budget based on the information provided in previous sheets. This sheet is locked, no data shall be modified.

Amount of the Project grant consists of contribution from EEA Grants and co-financing from the state budget of the Slovak Republic and covers maximum 90% of the Total eligible costs of the project. The Applicant shall cover at least 10% of the Total eligible costs of the project from his own funds. Own funds represent financial resources ensured by the Project Promoter from other sources, e.g. loan from a bank or third party contribution. The Applicant undertakes to provide his own funds in the Annex 5 to the Grant application – Consent of the Legal representative (see Article 4.5 of this Guide). In case the Applicant

exceeds the limits set for the project budget, these expenses shall be considered as ineligible. The Applicant is required to cover ineligible expenses from his own funds.

For the purposes of this Guide, the term costs is used equally to the term expenditures, this means that eligible costs are costs that are paid by the Project Promoter during the period of eligibility.

Value added tax is eligible expenditure only if the Project Promoter is not subject to VAT.

The budget shall be composed in EUR.

4.4.1 Wage costs

Wage costs are differentiated between wage costs of persons involved in project management and wage costs of persons involved in the project activities.

Persons involved in project management include mostly project coordinator and project accountant, who shall be employees of the Project Promoter or contracted by the Project Promoter. In case the Partner disposes his own Project grant, the Applicant may include into the budget of the Partner also costs related to wages of for instance project coordinator and project accountant, who shall be employees of the Partner or contracted by the Partner.

Wage costs of persons involved in project management are costs related to the budget category "Project management" which shall not exceed 10 % of eligible costs of Activities of the project.

Eligible expenditure is the total cost of labour, i.e. gross salary, including contributions of the employer, provided that this corresponds to the Project Promoter's and project Partner's usual policy on remuneration. Expenditures in excess of the total labour costs are not eligible (e.g. supplementary voluntary pension scheme to which the employer contributes to an employee, subsistence allowance beyond the law, other financial and non-financial benefits, etc.).

Bonuses may be eligible part of wage costs, but their eligibility will be checked during the project implementation according to the quality of implementation. If the employee has a fixed monthly gross wage, the remuneration shall not exceed 1.5 times the gross wage. If the employee has a fixed hourly rate, remuneration shall not exceed 1.5 times the average of the three previous gross salaries of the employee.

4.4.2 Travel costs and travel insurance

This article also differentiates travel costs and travel insurance of persons involved in project management and travel costs and travel insurance of persons involved in the project activities. These expenses may be planned for domestic or international business trips of employees of the Project Promoter or project Partner, as well as for other persons involved in the project implementation (e.g. experts from the organisation of associated Partner). Travel costs and travel insurance related to the project management shall be calculated under budget category "Project management".

Travel costs apply especially for the mobility activities:

- Higher education institutions: activity h) – k)
- Upper secondary schools: activity k) – l)

Travel costs for one return journey are eligible up to 700 EUR per person based on actual incurred expenses.

In order to promote the social inclusion of people holding a disability certificate the budget can include the costs helping to integrate these people into the project's activities, e.g. in the form of reimbursement of expenses incurred with the necessary accompaniment, or other costs associated with transportation to the venue of mobility. It is necessary to describe and quantify such costs and activities in the project budget justification.

4.4.3 Daily allowances/scholarships (accommodation, per diems, extra costs)

This Article refers to costs that according to the law on travel expenses fall under the category of travel allowances. They may be provided for the persons involved in the project management and persons involved in the project activities.

In order to promote the social inclusion of people holding a disability certificate scholarships and daily allowances may be increased by up to 40%. You may include additional resources to cover needs of such persons into project activities, e.g. covering the expenses related to accompaniment. It is necessary to describe and quantify such costs and activities in the project budget justification.

International business trips

Scholarships and daily allowances³:

- Scholarships:
 - From Donor States to Slovakia:
 - Students/PhD students: 600 EUR/month
 - Staff: 1.000 EUR/month
 - From Slovakia to Donor States:
 - Students/PhD students: 1.125 EUR/month
 - Staff: 2.100 EUR/month
- Daily allowances for shorter time period:
 - From Donor States to Slovakia:
 - Students/PhD students: 80 EUR/day (for stays up to 7 days, from 8th day a monthly scholarship rate applies)
 - Staff: 100 EUR/day (for stays up to 10 days, from 11th day a monthly scholarship rate applies)
 - From Slovakia to Donor States:
 - Students/PhD students: 150 EUR/day (for stays up to 7 days, from 8th day a monthly scholarship rate applies)
 - Staff: 210 EUR/day (for stays up to 10 days, from 11th day a monthly scholarship rate applies)

The following cost categories are included in the flat rate of daily allowance/scholarship. In justified cases, when per diems, accommodation and additional costs cannot be paid in the

³ Flat rate applies also on the international mobility from other states into target states (Slovakia, Norway, Iceland, Liechtenstein), if expenditures of these persons are eligible under the conditions of EEA SP.

form of the defined flat rate of daily allowances/scholarships, it is possible to cover these costs separately. In such cases the costs shall be supported by accounting documents:

- Per diems – eligible up to the limit stated in the national legislation at the time of the international business trip.
- Accommodation – eligible up to (including local fee):
 - In Slovakia up to 80 EUR/night
 - In Norway, Iceland, Liechtenstein up to 150 EUR/night
- Additional costs (e.g. fee for luggage transport with separate accounting document). The relation of additional costs shall be obviously connected to the business trip and necessary for execution of the business trip.

NOTE: Mobility of upper-secondary school students/pupils within the project of Inter-institutional cooperation in upper secondary education/training shall be covered in the form of actual incurred expenses for accommodation, meals, refreshment etc. Upper-secondary school students/pupils shall not be provided with daily allowance/scholarship flat rate.

Domestic (intra-national) business trips

Per diem costs are eligible up to the limit stated in the national legislation at the time of the national business trip.

Accommodation costs are eligible up to (including local fee):

- In Slovakia up to 80 EUR/night
- In Norway, Iceland, Liechtenstein up to 150 EUR/night

Additional costs (e.g. fee for luggage transport with separate accounting document). The relation of additional costs shall be obviously connected to the business trip and necessary for execution of the business trip.

4.5 Consent of the Legal representative from the Applicant's organisation

Along with the Grant application form it is necessary to submit also written consent of the legal representative with participation in the project and with co-financing of at least 10% of Total project costs. Fill in all necessary information.

The consent shall be signed by legal representative of the Applicant and by the imprint of the organisation official stamp (if applicable). The scanned Annex 5 shall be uploaded into the on-line application system (in the format .pdf or .jpg).

4.6 Letter of Endorsement / written declaration of agreement with the participation in the project by each partner institution

Annex 6 shall demonstrate the interest of a partner organisation to cooperate in the project. This confirmation (for all Partners) shall be filled in and submitted in **English**. The Applicant is recommended to fill in the heading according to the data provided in the Grant application form and send the template electronically to all partner organisations. It is necessary to submit as many Letters of endorsement as there are Partners involved in the project/Grant application.

The partner organisation shall fill in required data and confirm its interest by signing the Letter by the legal representative/authorised person and by the imprint of the organisation official stamp (if applicable). The scanned Annex 6 shall be uploaded into the on-line application system (in the format .pdf or .jpg).

Please note the printed version of the Grant application shall include also originals of all Letters of Endorsement. Therefore we recommend to prepare this Annex in due time before submitting the Grant application/Call deadline.

4.7 Curriculum vitae of the project coordinator

Please attach to the Grant application also the professional CV **in English** of the project coordinator. There is no predefined form. It shall not exceed 2 pages. The CV shall be signed.

5 AFTER FILLING THE GRANT APPLICATION FORM

After filling in the Grant application form in the on-line application system it is necessary to upload all the required annexes into the on-line application system. Only annexes in the format.doc, .docx, .pdf, .jpg, .xls, .xlsx shall be accepted.

- Annex 1, 2, 3 – shall be uploaded in the format .doc or .docx
- Annex 4 – Budget shall be uploaded in the format .xls, or .xlsx
- Annex 4, 5 that are required to be signed shall be uploaded to the system scanned with the clear signature of the respective person – shall be uploaded in the format .pdf or .jpg
- Annex 7 – shall be uploaded in the format: .doc, .docx, .pdf, .jpg

Before submitting the filled-out Grant application with annexes, please read carefully the Declaration in the bottom part of the Grant application form. By submitting the application and hence by its including into the evaluation and selection process, you demonstrate the consent with the presented Declaration.

After the submission the Grant application form shall be printed out and the project coordinator defined in the application shall sign it. You should attach all originals of the required annexes to the application as they were uploaded into the on-line application system, copy all documents and bind the original and the copy. Original and 1 copy shall be put into an envelope/parcel with the following inscription on it:

- “NEOTVÁRAŤ” (i.e. do not open)
- title “Štipendijný program EHP Slovensko – Projekty inštitucionálnej spolupráce” (i.e. EEA Scholarship programme Slovakia – Inter-institutional cooperation projects)
- Call No “EEA/EHP-SK06-IV-V-01”
- complete Applicant name
- project name.

Filled-out Grant application shall be submitted electronically via the on-line application system during the open Call, but at the latest by the Call deadline.

Printed and signed version of the Grant application shall be delivered in person or by courier latest on the day of Call deadline till 16:00, or submitted by post to the address of the Programme Operator stated in article 16 of the Call. For Grant applications submitted by post, the postmark date applies, latest on the day of Call deadline. The Grant application sent by post shall be delivered to the seat of the Programme Operator latest 5 working days after Call deadline. Grant application delivered after this date shall not be accepted.

6 SELECTION OF GRANT APPLICATIONS

The Programme Operator can approve the Grant application in full amount and full extent, approve the Grant application with revised amount of Project grant, or reject the Grant application.

Grant applications submitted via the on-line application system and/or delivered in printed version will be registered by the Programme Operator and given a unique identifier – Grant application code.

The evaluation and selection of the Grant application is conducted in accordance with the provisions of the Call (esp. Article 14 of the Call), Annexes 4, 5, 6 and 7 of the Call.

An official decision about the evaluation procedure shall be sent by e-mail and post to the address of the project coordinator provided in the Grant application form, at the latest 5 working days after the decision was taken by the Programme Operator.

If the Programme Operator approved the Application with revised amount of Project grant, this decision will be justified in the official decision.

7 CONTRACTING

In case an application is approved, the Programme Operator will send to the Applicant the Grant Offer Letter including basic conditions that will be part of the Project contract. The Programme Operator will send to the Applicants included in the reserve list⁴ the Notification of inclusion on the reserve list. Other Applicants will receive the Notification of rejection of the Grant application.

Grant Offer Letter includes:

- approved Project grant amount,
- objectives and project outcomes,
- proposal of the financial plan,
- documents and information that are necessary to provide to the Programme Operator before signing of the Project contract, including Partnership agreement and information on Project account,
- conditions for granting the first advance payment, if relevant.

⁴ See Annex 4 of the Call

The Applicant shall inform the Programme Operator whether he accepts the conditions in the Grant Offer Letter latest 15 working days after receiving the Grant Offer Letter. Together with the acceptance the Applicant shall submit required documents. This period can be extended in duly justified cases.

If the Applicant has not submitted all required documents or the content of some documents is not correct, the Programme Operator shall notify the Applicant to (re)submit the missing document or explain or rectify shortcomings. If the Applicant does not rectify the identified shortcomings and/or does not explain sufficiently and/or supplement the missing information in the provided period of time, the Programme Operator shall reject the Grant application and not conclude the Project contract with this Applicant. In such a case procedures for refusing/non-confirming of the Grant Offer Letter apply.

If the Applicant refuses or does not respond to the Grant Offer Letter or required documents are not delivered in the provided time limit, the Programme Operator shall send the Grant Offer Letter to the first Applicant on the reserve list. Depending on the available allocation, the Grant Offer Letter may be sent to more than one Applicant on the reserve list according to the final ranking. These provisions shall be used also in the case of cancelling of the part or of the whole Project grant according to the reasons set in the Regulation.

The time period to sign the Project contract by the Project Promoter is 15 working days after its delivery. This period may be in duly justified cases extended.

Annexes to the Project contract shall be:

- Grant Offer Letter;
- General conditions of contract;
- other, if necessary.

If the Project contract is not signed by both parties within 45 days from its delivery to the Applicant due to reasons on the side of the Applicant, the grounds on which the contract shall be concluded are considered to cease to exist.

8 COMPLAINTS

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 decision. The Request for review of the decision must be received within 5 working days from dispatch of an e-mail with the decision and justification by the Programme Operator. This Request for review shall be delivered to the addresses referred to in Article 9 of this Guide via e-mail or post. The Programme Operator will ensure that the review will be carried out by a person other than the one that issued the initial decision. If within the review a mistake in the action of the Programme Operator is revealed, the Grant application will be returned into the evaluation process.

A complaint about the Programme Operator can be in justified cases sent directly to the National Focal Point (in Slovak) or to the Donor Programme Partners (in English). It must be clear from the complaint who filed it, it must contain the subject of the complaint and what the complainant requests. The complaint shall be dealt within 30 working days of its delivery. If administration of the complaint requires cooperation with another superior institution, the period for the complaint handling may be extended.

9 CONTACTS

Contact address:

SAIA, n. o.
Sasinkova 10
812 20 Bratislava 1
Slovak Republic

Tel: +421 - 2 - 59 30 47 00, +421 - 2 - 59 30 47 11

Fax: +421 - 2 - 59 30 47 01

E-mail: spehp@saia.sk

In written postal communication please write on the envelope/parcel the following titles: "EEA Scholarship Programme Slovakia" and "Inter-institutional cooperation projects".

In case of questions you can contact SAIA, n. o. staff in charge of the Programme at:

Mgr. Zofia Gulasova
programme administrator
zofia.gulasova@saia.sk

Ing. Simona Zelinska
project finance manager
simona.zelinska@saia.sk

PaedDr. Karla Zimanova, PhD.
programme manager
karla.zimanova@saia.sk

In case if there is a difference in interpretation of Slovak and English version of this Guide, currently valid Slovak version shall be considered decisive.