



**EDUCATION
TRAINING
YOUTH**

**Cooperation
in Higher Education and
Vocational Education and
Training between the
European Community
and the
United States of America.**

**Common Guidelines for
Applicants
&
Application forms**

October 1995

**EUROPEAN
COMMISSION**





EUROPEAN COMMISSION

DIRECTORATE GENERAL XXII
EDUCATION, TRAINING AND YOUTH
Unit C 1 Relations with third countries

October 1995

Cooperation in Higher Education and Vocational Education and Training between the European Community and the United States of America.

The European Community and the United States of America have concluded an Agreement for a Programme on Cooperation in higher education and vocational education and training

This new Programme aims to add a new European Community/United States dimension to student-centred cooperation and to bring balanced benefits to both the European Community and the United States.

The objectives are to be achieved by promoting an innovative range of student-centred, higher education and training cooperative activities between the different regions of the European Community and the United States.

The following activities are provided for:

1. Joint projects carried out by EC/US consortia. These can be composed of higher education institutions, vocational training establishments or a mixture of the two. In order to maximize the advantages of multilateral arrangements, a minimum number of three partners is required on each side, two of which must be in different Community Member States and States of the United States of America.
2. Complementary measures including 6 to 8 Fulbright awards which will be made for the study of and research and lecturing on European Community affairs and EC/US relations.

The Programme is a small-scale initiative supporting, in this first year, a maximum of TEN original joint projects which can only or best be carried out through multilateral groupings. Funding will be provided for up to a maximum of 3 years.

Transatlantic cooperative activities eligible for support are:

- * Development of organisational frameworks for transatlantic student mobility, including work-placements, which will provide adequate language preparation and full academic recognition;

- * Structured exchanges of students, teachers, trainers and administrators in higher education institutions and vocational education and training establishments, including work placements as appropriate;
- * Joint development of innovative curricula, teaching materials, methods and modules including those exploiting the new education technologies;
- * Short intensive programmes of a minimum of three weeks;
- * Teaching assignments forming an integral part of the curriculum in a partner institution.
- * Other innovative projects, including the use of new technologies and distance learning, which aim to improve the quality and cost-effectiveness of transatlantic cooperation in higher education and vocational education and training.

APPLICATION PROCEDURES FOR EUROPEAN COMMUNITY APPLICANTS :

The Guidelines for Applicants and Application Forms are available, after 30.10.1995

- at the Europa Server internet address : <http://www.cec.lu> (downloadable)
- at the main Commission Offices in the Member States
- at the national agencies for SOCRATES/Erasmus and the National coordination Units for LEONARDO (one per Member State)
- on request sent by fax to fax nr + 32 2 295.57.19 of the European Commission DG XXII indicating your full postal address

In both the EC and the US, proposals should be sent by registered post or delivered by hand at the latest by 26 January 1996.

EUROPEAN COMMUNITY - UNITED STATES OF AMERICA
JOINT CONSORTIA FOR COOPERATION IN HIGHER EDUCATION AND
VOCATIONAL EDUCATION AND TRAINING

COMMON GUIDELINES FOR APPLICANTS

1. INTRODUCTION

The possibility of European Community - United States cooperation in education and training was envisaged in the Transatlantic Declaration on EC/US Relations adopted in November 1990. This document stated that, "...The partnership between the European Community and its Member States on the one hand, and the United States on the other, will be based on continuous efforts to strengthen mutual cooperation in various fields which directly affect the present and future well-being of their citizens, such as exchanges and joint projects in ... education and culture, including academic and youth exchanges."

In 1993, a two-year exploratory phase of cooperation in higher education was launched and the experience gained during this phase provided the basis for a formal EC-US Cooperation Agreement agreed in October 1995 which established a Cooperation Programme in higher education and vocational education and training. The major element of this Programme is the encouragement of joint projects undertaken by consortia of higher education institutions, vocational education and training establishments and other relevant organisations on both sides of the Atlantic.

The joint consortia Programme will be administered on behalf of the European Community by European Commission Directorate General for Education, Training and Youth (DG XXII) and, on behalf of the United States Government, by the Fund for the Improvement of Postsecondary Education (FIPSE) of the U.S. Department of Education.

2. OBJECTIVES

The Cooperation Programme aims to add a new European Community/United States dimension to student-centred cooperation and to bring balanced benefits to both the European Community and the United States.

The essential objectives are to:

- Promote mutual understanding between the peoples of the European Community and the United States including broader knowledge of their languages, cultures and institutions;
- Improve the quality of human resource development in both the European Community and the United States;
- Improve the quality of transatlantic student mobility, including the promotion of mutual understanding, recognition and thus portability of academic credits;
- Encourage the exchange of expertise in new developments in higher education and vocational education and training, for example, the use of new information technologies, for the mutual enrichment of practice in the European Community and the United States;
- Form or enhance partnerships among higher education, vocational education or training institutions, professional associations, public authorities, business and other associations as appropriate in both the European Community and the United States;
- Introduce an added-value dimension to transatlantic cooperation which complements bilateral cooperation between Member States of the European Community and the United States as well as other programmes and initiatives.

3. SCOPE OF THE PROGRAMME

The objectives of the Programme are to be achieved by promoting an innovative range of student-centred, higher education and training cooperative activities between the different regions of the European Community and the United States through the encouragement of joint projects undertaken by European Community/United States consortia.

The Programme is a small-scale initiative supporting a limited number of original projects which can only or best be carried out through multilateral groupings. It is not intended to duplicate activities which are or can be carried out on a bilateral basis between the United States and the individual Member States of the European Community.

4. THE CONSORTIA PARTNERSHIPS

Each joint consortium must involve **at least THREE active partners on each side**. These must include at least **TWO** partner higher education or vocational education and training institutions on each side in **different** Member States of the European Community (Belgium, Denmark, Germany, Greece, Spain, France, Ireland, Italy, Luxembourg, the Netherlands, Austria, Portugal, Finland, Sweden, United Kingdom), and in **different** states of the United States. Third and subsequent partners may be other education and training institutions or other relevant organisations (e.g. businesses, NGOs, publishers, government departments, chambers of commerce, research institutes) in the same or other Member States and states. Programme funding, however, is intended only for academic/training institutions in each consortium and it is vital that all academic/training institutions participate fully in the consortium activities. In exceptional circumstances, in the case of the United States of America, two of the institutional partners may be autonomous campuses of a large state university with a third institutional partner from another state.

The applying consortium should nominate one lead institution from the United States and one from the European Community. The members of the applying consortium should jointly prepare a common proposal to be submitted by the United States lead to the United States authorities and by the European Community lead to the European Community authorities. Applicants should note that the guidelines on both sides are substantially similar, differing only with respect to financial details.

Partnerships may be newly formed or may build on existing links between two or more partners. Projects, however, must be new and innovative: not duplicating or simply extending existing activities.

Since one of the Programme objectives is to draw on and amplify the experience of the intra-Community cooperation networks, previous experience as a partner in a European Community Education/Training Programme (e.g. ERASMUS, COMETT, TEMPUS, PETRA, FORCE) is an eligibility criterion for the European Community lead partner in an European Community/United States consortium. Details, including reference numbers, should be given regarding all such involvement(s).

It is important that each partner's contribution to the joint project be clearly indicated in the proposal. This should include all project staff who will be involved in addition to each partner's project director.

Proposals developing links between different types of higher education and training institution are particularly welcomed as are proposals establishing business/industry and other links through partnerships with relevant organisations.

Consortia involving institutional partners in regions with fewer traditional transatlantic cooperation links will be especially welcomed.

Ensuring the broadest possible participation in the Programme is a high priority within the small number of projects which can be supported. Therefore it is strongly recommended that faculties or departments associate themselves with only one joint consortium proposal in order to avoid the possibility of participation overlap in the application process.

During the life of the project, the inclusion of further partners may be favourably considered if this has no implications for an increase in the Programme funding received by a consortium.

5. THE COOPERATIVE PROJECTS

Proposals should include, for each partner institution, an endorsement from the senior executive officer (e.g. Rector/Vice-Chancellor/President) which indicates how the project fits with the international strategy of the institution.

Consortia projects should be student-centred and oriented to pedagogic rather than research collaboration between partners. Proposals should indicate the target audience of students who will benefit from the project.

The focus of projects should be on innovative activities which meet all the essential Programme objectives set out in Section 2 above. Proposals should demonstrate how, in concrete terms, their consortium project addresses these objectives. The proposals should also include clearly defined performance measures to aid in the evaluation of the project.

Although all disciplinary fields at both graduate and under-graduate level, including new subject areas and cross-disciplinary studies are eligible for consideration, proposals will wish to demonstrate the particular relevance of their discipline to the transatlantic character of the Programme and its objectives. For example:

- United States/European Community Relations: economic integration, law and administration, federal and Community structures, social policy, regional policy, conflict resolution;
- Pedagogically evolving areas where the frontiers of knowledge are advancing, including multi-disciplinary studies. Such proposals might include the production of innovative course materials or innovative delivery of materials, e.g. through interactive media.

6. THE COOPERATIVE ACTIVITIES

Consortia may seek Programme support for one or more types of activity as an integrated element of the project. Consortia should thus aim to pursue a coherent strategy rather than engage in diverse activities. A major component of each consortium (with rare and justified exceptions) will be student mobility.

Transatlantic cooperative activities eligible for support are:

- Development of organisational frameworks for transatlantic student mobility, including work-placements, which will provide adequate language preparation and full academic recognition;
- Structured exchanges of students, teachers, trainers and administrators in higher education institutions and vocational education and training establishments, including work placements as appropriate;
- Joint development of innovative curricula, teaching materials, methods and modules including those exploiting the new education technologies;
- Short intensive programmes of a minimum of three weeks;
- Teaching assignments forming an integral part of the curriculum in a partner institution.
- Other innovative projects, including the use of new technologies and distance learning, which aim to improve the quality and cost-effectiveness of transatlantic cooperation in higher education and vocational education and training.

Depending on the maturity of the institutional relationships in any given consortium, it is expected that the first year of the project be devoted to faculty and curricular development, administrative arrangements, student recruitment and language preparation with a view to commencing student mobility in the second year of the project.

Past experience has shown that the most successful student exchanges are those in which the partners have consulted with and involved their study abroad or international studies offices on matters concerning student housing, language preparation, tuition and credit transfer issues, and other logistical matters.

7. THE STUDENTS

Students should benefit from the project through the introduction of an appropriate international (European Community/United States) perspective into their studies:

- for mobile students, this should include the development of a structured framework for transatlantic student exchanges between consortium partners;
- for non-mobile students, this may include providing some kind of 'virtual-mobility' through the use of the new educational technologies for students who do not have the opportunity to study abroad.

Other than in exceptional circumstances, there should be student mobility between each Transatlantic partner institution during the life of the project, whether or not directly funded by the Programme.

The objective of the student mobility component of the projects should be to develop structured opportunities designed to increase in the longer term the number of students studying abroad where full recognition is given by the home institution for studies successfully undertaken. Arrangements to be developed should aim at the full integration of students into the normal academic and cultural milieu of the host institution and community. The study period abroad may include, as appropriate, a supervised, practical work placement where this is recognised as fulfilling part of the degree requirement. The content of the study programme must be agreed in writing by the home and host institution and the individual student concerned before his/her departure. This should indicate the home institution's assurance that the study abroad, if successfully completed, will be recognised as replacing a comparable period of study in the home institution

A small amount of funding for the financial support of students during their study period abroad (travel, higher cost of living, health insurance) will be made available to consortia in order to test the organisational frameworks which are being developed for student mobility. During the study period abroad, students should continue to receive any national grants or loans to which they are normally entitled. The host university should not charge fees to incoming students (for tuition, registration, examinations, the use of library and laboratory facilities) although the home institution may continue to charge fees to the student during the period abroad.

8. FINANCIAL CONSIDERATIONS

Financial support will be awarded to successful consortia for up to a maximum of three years. Awards are intended to provide seed-funding for carrying out joint innovative projects which can be accomplished within three years or which can, once established, be continued without on-going Programme support. It is essential that proposals which focus on the establishment of on-going cooperation indicate how activities will be sustained beyond the funding period.

Consortium projects should be cost-effective. Activities benefitting, in the longer term, a substantial number of students will be highly competitive, whether these are in partner institutions or whether there is potential for spin-off effects beyond the institutions directly involved.

The European Commission (DG XXII) will provide funding for the direct use of the European Community partners, the United States Department of Education (FIPSE) will provide funding for the direct use of the United States partners. Funds will be provided to the EC and US lead partners respectively. On each side of the Atlantic the grant is intended to contribute towards all consortium members costs for activities undertaken in furtherance of the project. As the project is intended to be of long term benefit to the partner institutions and their students, it is expected that the participating institutions will themselves make a substantial contribution to the project as evidence of their commitment to its objectives.

For a three-year project, the average level of funding for each consortium is envisaged to be in the region of ECU 100,000 for the European Community group and \$130,000 for the United States group. The actual amount awarded in each case will depend on the number of consortium partners and their preexisting cooperation links, as well as the type and level of activities which are to be undertaken.

In addition to the grant for consortium activities, each consortium may receive a sum designated for student mobility grants. For institutions on the EC side, it is envisaged that this sum will be calculated on the basis of up to ECU 10,000 per partner institution, spread over the life of the project. Over the same period, institutions on the US side may each receive up to \$15,000 for student mobility grants which are not to exceed \$3,000 per student. US consortium members should communicate with their institutions' financial aid administrators to ensure that the expenses covered by mobility stipends are included in the calculation of "cost of attendance" so that the stipends do not adversely affect students' financial aid packages.

On average, each partner institution would be expected to move a minimum of 5 students during the period of the grant and, ideally, there should be some student mobility to each Transatlantic partner institution. A consortium's commitment to send more than the minimum number of students will be welcomed. For example, some students may be able to benefit from the opportunities offered by the consortia without having any need for mobility stipends.

Applicants should familiarize themselves with their partner institutions' rules concerning visiting international students, as in some cases a US institution will require parity between the number of students it sends to and receives from an individual partner institution. Within these parameters, consortia will be given flexibility on how student grants are to be distributed, including the amounts allocated to individual students. This flexibility should be taken into account and particular attention should be paid to disadvantaged individuals and groups. EC consortia may also agree to vary the amount distributed between individual partners as well as to individual students.

On the European side, consortia and student support funding will be committed for the entire period of the project and will be paid in annual instalments to the lead partner. Funding for the second and third years is conditional on satisfactory progress and acceptable financial reports being provided by the deadlines indicated in the contracts.

On the United States side, commitment to funding will be disbursed for the entire three-year period. Grant continuation will be conditional upon satisfactory progress and the submission of acceptable annual reports by the deadlines indicated in the grant materials.

9. SELECTION OF PROJECTS

Selection will be undertaken jointly by DGXXII and FIPSE, assisted by panels of independent experts. While overall attention will be paid to a balance of benefits, to good geographical spread and to supporting a diverse range of institutions, the proposals will be judged primarily on the basis of two sets of criteria: significance and feasibility.

Significance in developing models for transatlantic institutional cooperation and student exchange is estimated by the extent to which the project would:

- 1) address an important problem or need;
- 2) represent an improvement upon or important departure from existing practice;
- 3) involve learner-centred improvements;
- 4) achieve far-reaching impact through improvements that will be useful in a variety of ways and in a variety of settings;
- 5) increase the cost-effectiveness of cooperation activities.

Feasibility will be assessed by the extent to which:

- 1) the project represents an appropriate response to the problem or need addressed;
- 2) the partners are capable of carrying out the project as shown by a) the applicants' understanding of the problem or need; b) the quality of the project design, including objectives, approaches and evaluation plan; c) the adequacy of resources, including money, personnel, facilities, equipment and supplies; d) the applicants' prior experience.
- 3) the partners are committed to the success of the proposed project, as shown by a) the contribution of resources by the partners b) prior work in the area; c) the potential for continuation of the project beyond the period of support and d) the extent to which the proposal shows potential for dissemination to other organisations and shows evidence of interest to potential users.

10. PROGRESS REPORTS

The projects will be carefully monitored by the European Community and United States funding bodies. In addition to an annual financial statement and report, indicating how far the stated objectives have been achieved, project leaders may be invited to meet with the funding bodies as necessary and should allow for this in their budget.

Budgets should also include costs for both EC and US project directors of each consortium to attend an annual two-day review meeting of consortium leaders to be held in either the United States or Europe.

11. APPLICATION PROCEDURES

Each EC/US consortium should prepare one **jointly formulated, common proposal** to be submitted to both DG XXII and FIPSE. The common proposal should not exceed 15 pages and must contain the following elements. The **proposal should contain sufficient information to allow the evaluators to judge the capacity of the project to meet the objectives of the Programme:**

1. **One page summary indicating key features of project**
(to be signed by both European Community and US Project Leader)

2. **Detailed description of the proposed cooperation activities**

The proposal should clearly address these elements in the following order:

- a) What are the target groups of students who will benefit from the project?
(for each partner institution give number of students benefitting; title of degree/diploma; discipline; year of study; full/part-time status)

- b) What is the purpose of the project? Does it aim to resolve a problem or seek to improve current practice for transatlantic cooperation?

- c) What concrete measures will be undertaken to address this problem/need?

- d) To what extent might the results of the project be more widely applicable?

- e) To what extent can you demonstrate that your project is a cost-effective means of addressing the problem or improving current practice?

- f) How will this project be sustained/continued at the end of the funding period?

- g) What, if any preexisting links exist between consortium partners as individuals or a group; what types of links are these and what cooperation activity do they involve?

- h) What is the particular contribution that each partner institution/organisation will make to the project? Similarly, what specific benefit does each partner hope to gain?

- i) For each partner institution give the names and contribution of other staff members, both academic and administrative, who will be actively involved in the project.

The application should also include:

- 3. **A planning timetable with outcomes to be achieved for each year of the project.**

This should include a completed student mobility chart, showing target flows between each EC/US partner.

- 4. **A budget, broken down into each year of the project.** (The budget breakdown should follow the format set out in the Application form)

- 5. A **support letter** from the senior responsible official at each partner institution. This letter should confirm that the partner institution has received a copy of the Common Proposal and agrees with its contents and should indicate how the joint project fits with the institution's international mission.

Identical proposals should be submitted on each side by the EC and US lead partners. For matching purposes, it is essential the European Community Application includes a photocopy of the top page of the completed US Application and vice versa. Applicants on both sides of the Atlantic should be sure to use the attached consortial partner identification form.

In both the EC and the US, proposals should be sent by registered post or delivered by hand at the latest by 26 January 1996.

12. EC SUBMISSION PROCESS

The European Community Lead should submit five copies of the European Community application form and joint proposal together with one copy of any supporting documents to:

MAILING ADDRESS :

**EUROPEAN COMMISSION
DIRECTORATE GENERAL XXII EDUCATION, TRAINING AND YOUTH
ATTENTION MR OTTO DIBELIUS - B 5-7 8/55
'EC/US PARTNERSHIP"
200, RUE DE LA LOI
B-1049 BRUSSELS**

- either by registered mail, posted not later than 26 January 1996 (postmark),
- or by delivery (in person, or by an authorized representative or private courier service) to the secretariat of the above department, at

HAND DELIVERY ADDRESS

**RUE BELLIARD 5 - 7 OFFICE 8/55
B - 1040 BRUSSELS**

not later than 16.00 h on 26 January 1996, in which case a receipt must be obtained as proof of submission, signed and dated by the official in the department who took delivery.

The proposals should be placed into a sealed envelope marked

"Proposal for EC/US partnership in Education and Training".

The common proposal submitted to DG XXII may be in any of the official languages of the European Community. It should be noted, however, that the content of the proposal must be identical to that submitted to FIPSE by the US lead partner.

13. US SUBMISSION PROCESS

The US Lead should submit **three copies** of the US application form and joint proposal to:

Special Focus Projects for Higher Education Exchange
Attn: 84.116J
U.S. Department of Education
Application Control Centre
Room 3633, ROB-3
Washington, DC 20202-4725

Hand delivered proposals will be accepted daily between the hours of 8.00 a.m; and 4.30 p.m. Eastern Standard Time except on Saturdays, Sundays or Federal holidays. Hand delivered proposals will not be accepted after 4.30 p.m. on 26 January 1996. An application delivered by a courier service should be addressed to the hand delivery address. The courier service must deliver the application by 4.30 p.m. on 26 January 1996.

HAND DELIVERY ADDRESS

Special Focus Projects for Higher Education Exchange
Attn: 84.116J
U.S. Department of Education
Application Control Centre
7th and D Streets, SW, Room 3633, ROB-3
General Services Administration Building
Washington, DC 20202-4725

In addition to the jointly required consortial partner identification forms, applications that are selected for funding in the US will be required to submit signed Form ED 80-0013 (Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements), Standard Form SF 424 B (Assurances-Non-Construction Programs), and Standard Form LLL (Disclosure of Lobbying Activities) before an award is made. Copies of these forms and requests for signatures will be sent to successful applicants prior to formal announcement of the grants.

EC/US Fulbright Awards

Applicants should be aware that in addition to the consortia grants made by DG XXII and FIPSE and awards made through the bilateral national Fulbright Commissions, a small number of Fulbright awards (6-8 annually) will be made through funding provided by the European Commission and United States Information Agency for the study of and research and lecturing on European Union affairs and EC/US relations. These funds are not directly tied to this competition, but some applicants may see the Fulbright awards as a suitable complement to activities undertaken through the joint consortia.

European Community applicants interested in more information should write to:

The Executive Director
Fulbright Commission for Educational Exchange
Royal Library, Albert I
Boulevard de l'Empereur 4
B-1000 Brussels

United States applicants interested in more information should contact the following addresses:

Institute for International Education
809 United Nations Plaza
New York, NY 10017-3580

Council for International Exchange of Scholars
3007 Tilden Street, N.W. Suite 5M
Washington D.C. 20008-3009

Joint European Community/United States Consortia for Cooperation in Higher Education and Vocational Education and Training

CONSORTIAL PARTNER IDENTIFICATION FORM

THE INFORMATION GIVEN IN THIS APPLICATION FORM AND PROPOSAL SHOULD BE IDENTICAL FOR BOTH THE EC SUBMISSION TO DG XXII AND THE US SUBMISSION TO FIPSE

EC Project Leader: Name/Title

Institution.....

Department/Faculty.....

Address

Post code Town Member State

Telephone..... Fax..... Email.....

Type of Institution

US Project Leader: Name/Title.....

Institution.....

Department/Faculty.....

Address.....

US State.....

Telephone..... Fax..... Email.....

Type of Institution.....

Title of Project: (MAXIMUM ONE LINE)
.....

Project Summary (MAXIMUM FIVE LINES)
.....
.....
.....
.....
.....

We hereby confirm that identical proposals have been submitted to DG XXII and FIPSE.

Signature EC Project Leader Date.....

Signature US Project Leader..... Date.....

Second EC Partner: Name/Title.....

Institution.....

Department/Faculty.....

Address.....

Member State.....

Telephone..... Fax..... Email.....

Type of Institution.....

Third EC Partner: Name/Title.....

Institution.....

Department/Faculty.....

Postal Address.....

Member State.....

Telephone..... Fax..... Email.....

Type of Institution/Organisation.....

The same information should be given for each subsequent EC Partner

Second US Partner: Name/Title.....

Institution.....

Department/Faculty.....

Postal Address.....

US State.....

Telephone..... Fax..... Email.....

Type of Institution.....

Third US Partner: Name/Title.....

Institution.....

Department/Faculty.....

Postal Address.....

US State.....

Telephone..... Fax..... Email.....

Type of Institution/Organisation.....

The same information should be given for each subsequent US Partner

EUROPEAN COMMUNITY - UNITED STATES OF AMERICA

JOINT CONSORTIA FOR COOPERATION IN HIGHER EDUCATION AND VOCATIONAL EDUCATION AND TRAINING

**Funding requested from the EC for the financial support of
EC consortium partners.**

All amounts must be expressed in ECU.

In the following tables, please give details of the purposes for which Community funding is requested as well as your own and any EC partner institutions contributions to the cost of consortium activities under each of the following headings :

- a) **Administrative support** including telephone, postage, fax, salaries, ...
NO EC funding will be awarded for this category of costs.

- b) **EC - US travel** : the costs of travel (on the basis of the most economical fare structure) and subsistence for EC academic and administrative staff going to the US in connection with the planning and execution of activities or teaching assignments foreseen under the application

- c) **Intra EC travel** : the costs of travel (on the basis of first class rail and tourist class air travel) and subsistence for (i) academic and administrative staff and (ii) EC students going from a European Community partner institution to assist in the planning of or participate in consortium activities in another European Community partner institution

- d) **Dissemination** : costs directly associated with the production/translation of teaching material, publicity, information which are essential to the project.

- e) **Other costs** related directly to the implementation, and self-evaluation of the project and/or consolidation of results

Student mobility : grants for financial assistance to students spending a fully recognised study period (which may include a work placement) at a US partner institution. Eligible costs are travel (one return fare EC-US), higher cost of living, health insurance, visa, ...

This part of the budget is completely separated from the above mentioned consortia expenses and no carry-over between these two parts will be possible.

EC Project leader :			
Summary of EC consortium's expenditure	Institutions contribution	EC Contribution	Total costs
YEAR 1 04/96-06/97			
a) Administrative support	a.....	XXXXXXXXXX
b) EC-US travel	b.....
c) Intra EC travel	c.....
d) Dissemination	d.....
e) Other costs	e.....
SUB-TOTAL :	=.....
Student mobility
TOTAL Year 1			
YEAR 2 07/97-06/98			
a) Administrative support	XXXXXXXXXX
b) EC-US travel
c) Intra EC travel
d) Dissemination
e) Other costs
SUB-TOTAL :
Student mobility
TOTAL Year 2			
YEAR 3 07/98-06/99			
a) Administrative support	XXXXXXXXXX
b) EC-US travel
c) Intra EC travel
d) Dissemination
e) Other costs
SUB-TOTAL
Student mobility
TOTAL Year 3			
TOTAL PROJECT			
Max. EC contribution 100.000 ECU for consortium activities and to total project costs : 10.000 ECU for student mobility per partner			

Details per year on next pages.

Signature :

Date :

For each year of the project, give details of funding requested from the European Commission for the financial support of EC Consortium partners

Y E A R 1 - 03/96- 06/97

Summary of EC consortium's expenditure	Institutions contribution	EC Contribution	Overall costs
a) Administrative support b) EC-US travel : Academic & Administrative Staff only c) Intra EC travel i) Academic - Administrative ii) Students d) Dissemination e) Other direct costs		xxxxxxxxxxxxxxxxxx	
SUB-TOTAL			
Student mobility grants			
TOTAL Year 1			

For each year or the project, give details of funding requested from the European Commission for the financial support of EC Consortium partners

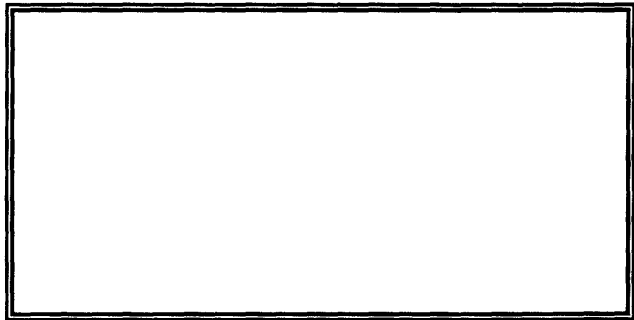
Y E A R 2 - 07/97 - 06/98

Summary of EC consortium's expenditure	Institutions contribution	EC Contribution	Overall costs
a) Administrative support b) EC-US travel : Academic & Administrative Staff only c) Intra EC travel i) Academic - Administrative ii) Students d) Dissemination e) Other direct costs		xxxxxxxxxxxxxxxxx	
SUB-TOTAL			
Student mobility grants			
TOTAL Year 2			

For each year or the project, give details of funding requested from the European Commission for the financial support of EC Consortium partners

Y E A R 3 - 07/98- 06/99

Summary of EC consortium's expenditure	Institutions contribution	EC Contribution	Overall costs
a) Administrative support b) EC-US travel : Academic & Administrative Staff only c) Intra EC travel i) Academic - Administrative ii) Students d) Dissemination e) Other direct costs		xxxxxxxxxxxxxxxxx	
SUB-TOTAL			
Student mobility grants			
TOTAL Year 3			



EUROPEAN COMMUNITY - UNITED STATES OF AMERICA

JOINT CONSORTIA FOR COOPERATION IN HIGHER EDUCATION AND
VOCATIONAL EDUCATION AND TRAINING

Please fill in the above box with the full address to which the letter of acknowledgment of receipt should be sent.

Please mention the following EC reference number in any correspondence :



(to be allocated by the European Commission)

ANNEX

**FUNDING REQUESTED from FIPSE
FOR THE FINANCIAL SUPPORT OF
U S CONSORTIUM PARTNERS**

**Application forms
to be used by
the US partners**

Special focus projects for Higher Education collaboration
Fund for the Improvement of Postsecondary Education

Form n° ED40-514

INSTRUCTIONS FOR COMPLETING TITLE PAGE (FORM ED 40-514)

ITEM 1. APPLICATION NO.: (Leave Blank)

ITEM 2. EMPLOYER IDENTIFICATION NO.: Enter the unique 9-digit number assigned to your organization for reporting to the Internal Revenue Service. It is also called a Federal identification number, and can be obtained from your budget office. **NOTE:** No grant can be awarded without an Employer Identification Number. If you do not have one, you should initiate the process to obtain one by calling the Internal Revenue Service.

ITEM 3. PROJECT DIRECTOR: Enter the name and complete address of the designated Project Director. If no one has been selected, so indicate and enter the name of the person who can be contacted to discuss the programmatic aspects of the project. **NOTE:** Name and address listed here will be used to mail proposal status notifications. Do not forget to include the phone number. Both this address and the Legal Applicant address should be detailed. Remember to complete this section fully.

ITEM 4. INSTITUTIONAL INFORMATION: Name all U.S. and European institutions in the collaborative. Supporting documentation with copies of letters of agreement should be included in the proposal.

ITEM 5. FEDERAL FUNDS REQUESTED: Enter the amount of Federal funds being requested from FIPSE in the first, second, and third years of the project.

ITEM 6. DURATION OF PROJECT: Enter beginning date of the project. Enter the ending date and the total number of months covered.

ITEM 7. PROPOSAL TITLE: Self-explanatory.

ITEM 8. BRIEF ABSTRACT OF PROPOSAL: This should be concise and confined to the space provided, but in no case should you leave this blank.

ITEM 9. LEGAL APPLICANT: Enter the name and complete mailing address of the institution or agency that will serve as the legal applicant (fiscal agent). When more than one institution or agency is involved, enter the name of the one that will be responsible for budget control. **Acknowledgments of grant awards are sent to this address.** Remember to complete this section fully.

ITEM 10. POPULATION DIRECTLY BENEFITING FROM THE PROJECT: Please identify the discipline or areas of study that are the focus of your collaborative.

ITEM 11. CERTIFICATION BY AUTHORIZING OFFICIAL: Enter the name, title, and phone number of the official who has the authority both to commit the organization to accept Federal funding and to execute the proposed project. Submit the original ink-signed copy of the authorizing official's signature. **DO NOT FORGET TO HAVE THIS FORM SIGNED.**

	BUDGET*		
	YEAR 1	YEAR 2	YEAR 3
Budget Items (FIPSE costs only)			
A. Direct Costs:			
1. Salaries & Wages (Professional and Clerical)	\$		
2. Employee Benefits			
3. Travel			
4. Equipment (Purchase)			
5. Materials & Supplies			
6. Consultants or Contracts			
7. Other (Equipment rental, Printing, etc.)			
B. Indirect Costs:			
TOTAL REQUESTED FROM FIPSE:	\$		

(This figures should appear on the Title Page)

PROJECT COSTS NOT REQUESTED FROM FIPSE

Institutional Support	\$		
Other Funding Sources	\$		

FUNDS REQUESTED BY FOREIGN PARTNERS

Total Requested from Europe	ECU		
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*Most items will need to be detailed in the Budget Narrative of the Proposal. This includes a breakdown of the institutional and other support.