

GUIDELINES FOR APPLICANTS
EnPe – Norad’s Master Programme for Energy and Petroleum
2010-2014

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Introduction

The call for applications is presented with reference to the Agreement between the Norwegian Agency for Development Cooperation (Norad) and the Norwegian University of Science and Technology, NTNU, signed on 25th of March, 2009. The current Agreement expires the 31st of December 2013. However the EnPe Programme Board and NORAD has decided to expand the Programme period with one year. Hence, projects can apply for funding for the period 2011-2014 under the present call.

Application categories

This 4th call for applications are limited to the following categories:

a) Bilateral Master programmes

Bilateral Master programmes should be based on cooperation between two partner institutions, one outside Norway, hereinafter denoted IoN (Institution Outside Norway), and one in Norway, hereinafter denoted IiN (Institution in Norway). One academic staff member at each partner institution, identified as project coordinator has the responsibility for planning, implementation and reporting. Bilateral programmes may have, apart from the above mentioned, informal or formal cooperation with other institutions, without specific EnPe funding for such cooperation activities.

b) Multilateral Master programmes

Multilateral Master programmes should have two main partner institutions, one outside Norway (IoN) and one in Norway (IiN), but may consist of additional partner institutions both outside Norway and in Norway. It is a requirement for multilateral EnPe programmes to have minimum two partners outside Norway; one main partner and one additional partner). It may also have additional partner(s) in Norway. The role of additional partners should be clearly stated in the application. Each partner institution must have an academic partner contact person, and must endorse the application before submission.

c) Projects offering specialization within environmental challenges related to the energy and petroleum sector

Under the current call for applications the Programme Board also opens for applications aiming at offering specialization within the field of managing environmental challenges connected to the energy and petroleum sector. This specialization may be offered as part of, or a supplement to a traditional master's degree within the fields of energy and petroleum. The Programme Board also opens for support of short term courses, workshops etc. targeting these issues.

1. Aim and Objectives of the EnPe

The proposed Master programme should contribute to the realisation of the aim and objectives of EnPe:

1.1 Aim

The overall aim of the Norad's Master Programme for Energy and Petroleum (EnPe) is to contribute to the education of staff in the energy and petroleum sectors in Norway's selected partner countries through building capacity at the Master level in higher education institutions (HEI) in the South.

1.2 Objectives

The objectives of the EnPe are:

- To support the development of Master programmes at HEI in the South through close collaboration with HEI in Norway in accordance with national needs
- To achieve, in a longer term perspective, sustainable capacity of institutions in the South to provide the national work force with adequate qualifications within selected academic fields of study of relevance to the energy and petroleum sectors
- To stimulate South-South-North cooperation through support to the development of regional Master programmes
- To enhance gender equality in all programme activities
- To strengthen and further develop the competence of Norwegian HEI to integrate global as well as developmental perspectives in their professional work

2. Application and selection procedures

2.1 Creating an application

An application to the EnPe-programme should be planned and worked out jointly by the academic staff of the main cooperating institutions. The application should be submitted to the International Office at Norwegian University of Science and Technology (EnPe secretariat) before 4 March 2011, GMT 1500 hrs. to the following e-mail address:

enpe@adm.ntnu.no

2.2 Submission of the EnPe application

When submitting the application, a separate Signature Page should be printed and duly signed by the project coordinators and heads of the respective departments and the Vice Chancellor/

Rector/University Director or similar. The signature form can be downloaded at www.ntnu.edu/international/enpe. The institutional contact person/EnPe coordinating unit should submit the signed signature pages to the EnPe secretariat within **25 March 2011**.

2.3 Institutional assessment

The institutions themselves are obliged to assess each application. The institutional assessment should be carried out by an academic committee at the institution that should be designated to this task. The institutions should refer to the programme document and make their assessment of the project's:

- *quality*
- *relevance*
- *feasibility*

If more than one application is submitted from the institution, the institution should rank the applications they present to the EnPe secretariat. The ranking from the institutions in the South will be given double weight compared to the ranking from the institutions in the North.

The institutions must, based on these assessments prepare a prioritised list of the applications from their own institutions. The assessments and the prioritised list of applications should be presented to the EnPe secretariat *within 25 March 2011*.

2.4 External evaluation

All eligible applications for bilateral/multilateral programmes are sent from the EnPe secretariat to external evaluators, who will assess the quality of the applications.

2.5 Decision on allocation of EnPe funding

The EnPe Programme Board will make the final selection of the projects to be supported in mid-April 2011.

3. Terms and conditions for the applications

1. One IoN and one IiN will be the two main contract partners under the Master programmes supported by EnPe. The two main contract partners may collaborate with relevant public and private organisations in their respective countries in development and implementation of the proposed programmes.

2. The applying institutions must already have identified each other as potential partners for a cooperation project.

3. New projects will be prioritised for financial support under this Call.

4. Previous relevant experience from an existing NOMA programme may be used to facilitate the preparation of a new project, however. This new Master programme should involve a new

main partner in one of the eligible developing countries and the development of a curriculum catering to the specific needs of the partner concerned. In cases where existing projects within the relevant academic fields stands to lose financing from other sources, the programme board will consider applications for further financing through the EnPe-programme.

5. The maximum budget for the proposed Master programmes is NOK 6 million for bilateral programmes and NOK 8 million for multilateral programmes (please refer to the Introduction chapter for further details on the different categories).

3.1 Basic principles of cooperation and the role of the institutions in EnPe

The EnPe cooperation works according to a decentralised model, i.e. cooperation projects are initiated, planned, implemented and reported in cooperation between project coordinators/academic partner contact person at departmental level at the partner institutions. The collaboration should be based on the principle of equality between the partners and characterised by transparency at all levels.

Institutions applying for support from EnPe need to appoint one administrative contact person at institutional level (EnPe Institutional Contact Person) to coordinate the institution's handling of the application procedure. Preferably the EnPe institutional contact person should be located centrally in the institutions organisation, e.g. Head of International Department or equivalent position. It is not recommended to appoint this function to a Vice Chancellor or Rector.

Institutions with several EnPe projects may establish an “EnPe coordinating unit” as well, in order to coordinate the day to day handling of the EnPe cooperation, reporting procedures and the follow-up of financial issues and accounting.

3.2 What a joint application for Master programmes must include

- A plan for how the proposed Master programmes can contribute to the realisation of the aim and objectives of the EnPe (Under section C in the application form)
- A plan for the achievement of academic goals (Under section D in the application form)
- A budget for the project (Section F in the application form)
- CV's of the academic coordinators, in the South and in Norway (Attached as a separate document - **NB! maximum 3 pages**)
- Information about existing contacts/partners, and prior relevant international experience at the institutions (Section B.4 in the application form)
- A description of relevant national needs in the selected academic field in the South that will be addressed by the Master programme (Under section C in the application form)
- A statement of commitment to the Master programme by the leadership of the respective institution (in the form of signed Signature Page from both IiN and IoN)
- A strategy for ensuring sustainability and an exit strategy in a longer term perspective, including investments and staff development (Section C.6 in the application form)
- Indicators of success both qualitative and quantitative, for evaluating the Master programme (Section C.7 in the application form)

- Internal and external risk factors (Section C.5 in the application form)

3.3 Projects stimulating regional cooperation

The establishment of Master programmes that stimulate regional cooperation in the South will be encouraged. A country, other than those listed in para 3.4. point 1 and 2 a), may be selected for academic reasons as location for a regional project. In that case it will be considered essential that partner institutions in a South-South context, within the project period, are enabled to provide Master programmes to meet their own national needs for capacity-building.

3.4 Eligible countries

The EnPe Programme Document states the EnPe policy regarding eligible countries, institutions and academic fields. The following geographical areas are eligible for support by EnPe:

1. Afghanistan, Angola, Bangladesh, Bolivia, Bhutan, China, Ethiopia, Ghana, India, Liberia, Mozambique, Nepal, Nicaragua, Nigeria, South Africa, Sudan, Tanzania, Timor-Leste, Uganda and Vietnam.
2. Other developing countries may also be included as decided by Norad. For this Call also countries whose competence and capacity within higher education and research enable them to assist and cooperate with eligible countries within the region meeting the criteria in point 1.

3.5 Eligible institutions

IoN in the eligible countries listed under geographical criteria that are recognised /accredited by the national authorities in the country where they have their campus, and have appropriate systems for accounting and audit and can provide plans for monitoring and reporting according to the EnPe requirements, are eligible.

Norwegian institutions which are members of the Norwegian Association of Higher Education Institutions (UHR) in Norway and have accredited Master programmes through The Norwegian Agency for Quality Assurance in Education (NOKUT), are eligible.

The main cooperating partners, one in Norway and one outside Norway, shall collaborate in the development and implementation of the proposed programmes with relevant public and private organisations in their respective countries.

3.6 Eligible academic fields

The following are the eligible academic fields for EnPe for the programme period:
Energy supply and distribution, emphasising renewable energies
Petroleum engineering and geoscience, exploration and exploitation

The Master programmes may be offered with selected modules in the South and/or in Norway. The main focus of the programme should be in the South. Norwegian students

should be encouraged to enrol in course modules in the South as well as in Norway as a part of their degree programme.

3.7 Student Admission process

The recruitment process of Master students should be open and transparent. The recruitment should be done in cooperation with relevant bodies at the respective institutions. The EnPe programme aims at equitable access and gender equality in all programme activities. Student applications for Master programmes should be forwarded directly to the institution offering the master programme.

The institutions, both IiN and IoN, are responsible for keeping records of student intake for reporting purposes to the EnPe secretariat.

3.8 Disbursement of funds

All project funds will be transferred to the norwegian main partner institution. Disbursement of funds to project activities in the South should be made by the norwegian main partner institution according to annual budgets.

The partner institution in the South shall report on disbursed project finances annually to the Norwegian main partner institution while the Norwegian main partner institution is responsible for reporting of the total project finances to the EnPe secretariat.

3.9 Accounting and audit

Institutions in Norway and in the South that receive funds from EnPe are instructed to ensure that appropriate accounting systems are implemented, and that accounting is done according to generally accepted accounting principles. Audit should be carried out in accordance with international standards.

Each institution is accountable for funds received from the EnPe programme.

4. Timetable for the ENPE application process

Timetable for the application process EnPe Master Programmes 2010-2014, will be as follows:

Activity	Responsible	Deadline
Submission of joint online EnPe applications	Project coordinators	4 March 2011
Signature Form submitted from the applying institutions to the EnPe Secretariat	Institutional contact person	25 March 2011
Submission of institutional assessments, a prioritised list of applications from the institution	Institutional contact person	25 March 2011
Award of support under the 3rd call for applications for EnPe Master Programmes 2010-2014	EnPe Programme Board	April 2011

5. Guidelines to the EnPe application format

The EnPe application should consist of the following sections:
(This refers to the sections in the application form available at www.ntnu.edu/international/enpe)

A Basic Information

Project title (Not more than 100 letters)

Application category

Applications to EnPe have to be defined according to one of the following application categories:

- Bilateral Master programmes
- Multilateral Master programmes
- Specialization within environmental challenges

For further information on each of the categories, see the Guidelines' introduction chapter. Please note that if a programme (wholly or partly) initially starts in Norway, indications of strategies/actions for a move to the South should be provided for in the application within the programme period. EnPe aims at establishing Master programmes with the award of degree by the South institution, or joint programmes between South-North where the main activities take place in the South.

B Project partners

B.1 Partner institution in developing country (IoN)

Name and postal address

Institutional responsible, Vice chancellor, Rector or University Director

Please provide name and title of the institutional responsible person.

Central coordinating unit

The institution must appoint an EnPe institutional contact person. Please give name, position, and all relevant addresses and telephone numbers.

Accreditation

Please confirm that the proposing institution is recognised/ accredited in the country where it has its campus and give the name of the accrediting authority. 9

Department

Give the name and address of the faculty/department/institute/centre where the programme is administratively located.

Head of department responsible for project

Give the name and contact information of the Head of Department responsible for the project.

Project coordinator

The project coordinator from the institution must be a permanent employee at the institution. CV for the project coordinator is to be recorded under this part (Attached as a separate document).

B.2 Partner institution in Norway (IiN)

Name and postal address

Institutional responsible, Vice chancellor, Rector or University Director

Please provide name and title of the institutional responsible person.

Central coordinating unit

The institution must appoint an EnPe institutional contact person. Please give name, position, and all relevant addresses and telephone numbers.

Accreditation

Please confirm that the proposing institution in Norway is a member of the Norwegian Association of Higher Education Institutions (UHR) and has accredited Master programmes through the Norwegian Agency for Quality Assurance in Education (NOKUT).

Department

Give the name and address of the faculty/department/institute/centre where the programme is administratively located.

Head of department responsible for project

Give the name and contact information of the Head of Department responsible for the project.

Project coordinator

The project coordinator from the institution must be a permanent employee at the institution. CV for the project coordinator is to be recorded under this part (attached as a separate document).

B.3 Additional partners Multilateral (regional) programmes/ Additional institutional partners (network)

Give the name, postal address, telephone, fax, web-page and official email address of each of the participating partner institutions outside Norway and in Norway in the proposed cooperation project. Specify also the name of the relevant department and the academic contact person at the institution.

B.4 Cooperation

Please make reference to agreement of cooperation, Memorandum of Understanding (MOU), or similar between the two main project proposing institutions. Endorsing agreements between all participating institutions should be made before programme start up (do not have to be attached to the application).

History of cooperation relevant to the application

- a) Please give information on existing cooperation between the applying institutions
- b) Please indicate relevant international cooperation other than in (a) at the institutions

Division of responsibility and labour between Institutions in developing countries and Institutions in Norway/additional partner institutions

Indicate in brief how responsibility and academic, administrative and teaching activities are to be divided between IiN and IoN. The role of additional partner (s) should also be indicated.

C Project Information

C.1 Project synopsis

The synopsis should give a short description of the proposed Master programmes' main objectives, activities, expected results etc. The synopsis should reflect the Project Elements (application form Part C) and be authoritative for EnPe information purposes. We also emphasise that this information may be used in a future EnPe Master programme catalogue.

C.2 The relevance of the Master programme:

The overall aim of the EnPe is to contribute to the education of staff in eligible countries and other selected countries through building capacity at the Master level in higher education institutions in the South.

Please describe the background for the programme application, including a brief description of the current situation within the sector/subject area at the institution. If possible baseline values of relevant indicators should be stated, against which achievements can be measured. Indicate the rationale behind the application including its importance and how relevant national needs in the selected academic field will be addressed by the proposed Master programme (not more than 300 words).

C.3 Synergy:

All EnPe partners have a responsibility to seek synergies, with other relevant Norwegian funded activities, for example, the NUFU programme, NOMA programme, the Quota scheme and Norwegian bilateral activities in the respective country. Collaboration should also be sought with Norwegian embassies in the preparation of the application. Synergies with other international donors/actors in the field of higher education are encouraged.

Please indicate how the proposed programme will seek synergies with the above mentioned with regard to:

- Student enrolment
- Course administration
- External financing

C.4 Gender:

Strategic investment in education also emphasises the need for a proactive policy aimed at recruiting more women at all levels including higher education. Such policies are an important instrument for bringing about gender equity and parity in the development of a well qualified work force.

Please indicate how the proposed programme will contribute to a proactive policy aimed at recruiting more women, with regard to the:

- Recruitment policy hereunder the proportion of female and male academic and administrative coordinators in the programme
- Training facilities
- Proportion of female and male students in the programme (existing Master programmes)

C.5 Risk factors:

An evaluation should be made of risk factors such as limited resources, political constraints, corruption, weak infrastructure or language constraints at the institutional level that may threaten the successful implementation of the Master programme or other more general political and societal constraints that may adversely affect the programme. Indicate what measures will be taken in order to counter such risks.

C.6 Sustainability:

All proposed projects need to present strategies for ensuring sustainability. The total academic and administrative responsibility for the Master programmes supported by ENPE shall gradually be the sole responsibility of partners in the South. Include a description of how the education activities will contribute to increase that competence and capacity of the department / faculty / institution and what measures will be taken in order to secure that increased academic competence will continue to benefit the institution after the project period.

C.7 Indicators of success

Master programmes in the EnPe portfolio should explicitly state indicators of success by which they may be evaluated, with a focus on equitable access, quality, professional recognition of qualifications in the labour market and relevance.

Please give a short description (not more than 50 words for each subject) of indicators of success in form of:

Students:

E.g. number of students, local, regional and international to be enrolled and educated through the EnPe Master programme.

Institutions:

E.g. the number of students to be educated through the ENPE and employed in the institution(s) in the South; transfer of the Master programme to the South; award of degree by South, award of joint degree; and indicators of quality assurance such as recognition of degree by professional organisations and professional competence of teaching staff.

Relevance:

Is the Master programme(s) offered in line with the demands of the labour market and needs of the society at large.

Gender:

E.g number of female candidates to be enrolled and educated through the EnPe Master programme.

Other indicators:

Other relevant qualitative and quantitative indicators for evaluation of the Master programme.

D Project elements**D.1 Discipline area of the proposed programme(s)**

Please indicate the main academic field(s) of the programme in prioritised order (maximum four).

D.2 Student intake and degree information**D.2.1 Student intake**

Please specify the number of student intakes, specified into student category and the proposed month of intake. Student intake must reflect that all Master students are to graduate not later than 31.12.2014.

Comments to student intake

Please make comments to the student intake if applicable

D.2.2 Degree information

Please specify type of degree by degree title, total number of credits of the Master programme and the name of the institution which is awarding the degree.

Comment to the degree information

Please make comments to the degree information if applicable.

D.3.1 Programme content**Programme objective (No more than 150 words)**

Please give a programme description (course objective) of the proposed programme.

Formal prerequisites

Please indicate the formal prerequisites for the Master programme (Bachelor Degree, grades etc.) 13

Recommended prerequisites

Please indicate the recommended prerequisites for the Master programme (in addition to the formal prerequisites the admitting institution may have recommended prerequisites such as years of working experience etc.)

Examination, thesis and fieldwork

Give a brief description of the examination, thesis and field work and how these parts are integrated into the programme. The fieldwork should be relevant to the students' home organisation/institution and/or home country as well as other developing countries.

Application deadline

Please indicate the application deadline(s) for the Master programme.

Tuition fee

Please indicate the tuition fees in NOK. Please note that this is only applicable at institutions outside Norway.

Location

Please indicate where and at which institution the majority of the activities in the programme are to take place.

D.4 Programme modules

List in a structured table the various courses/modules/seminars/field work that in total constitute the Master degree. Indicate the course category, its credits and in which semester the various activities will take place as well as the location of the courses/modules/seminars/field work.

Under Course Category please use either:

- Compulsory courses
- Elective/Supplementary courses
- Individual courses/Research seminar
- Fieldwork/laboratory work
- Other

Under Semesters please make use of either:

- 1st semester
- 2nd semester
- 3rd semester
- 4th semester

D.5 Student support and study facilities

Research and study support, equipment requirements and compendiums

Give a brief description of the manner in which the programme/institution is providing for the students in terms of:

- Personal support, student counselling

- Supervision during course and field work
- IT-support, accessibility data network
- Reading room facilities and access to relevant literature in English
- Excursions related to the study programme
- Accommodation
- Content of EnPe scholarship (please specify the elements included in the EnPe scholarship and confirm that the scholarship will at least include the elements listed in guidelines part F.1, under EnPe Scholarships, third paragraph).

D.6 Other collaborative activities

State briefly if other relevant collaborative activities are planned (seminars, workshops etc.)

E Milestones

Indicate the time schedule for important activities of the project. Indicate in which year and month the activities will begin and when they will be completed. Activities presented in part C/D should be reflected in the milestone table.

F Financing and Budget

Budget

Please provide a budget for the project period. Please note that the application period must not exceed year 2014.

Please register all amounts in Norwegian kroner, no decimals.

Please note:

1. The budget should indicate the distribution of funds for each year of the project period. The distribution of funds during the project period should relate to part E in the application form, indicating milestones in the project period.

2. It is important that the applicants have in mind the planned distribution of funds between the partner institutions when the budget is prepared.

EnPe scholarships

Please specify the cost of EnPe scholarships. Note that EnPe scholarships can only be granted to students from eligible countries. Please note that all student related costs are to be recorded under this budget item (such as travel expenses for EnPe students, books, data equipment etc.)

EnPe scholarships for students admitted to Master programmes at institutions in the South should be granted according to local (University) regulations.

Please note that the EnPe scholarship should cover the following expenses: Tuition fees, living cost and accommodation, travel expenses from home country to the admitting institution, installation grant, excess luggage, medical insurance, field work, publication, grant and visa. It is the responsibility of the institution to ensure that all EnPe students at the same institution are getting the same allowance.

Scholarships for EnPe students admitted to Master programmes at institutions in Norway will be harmonised with the Norwegian State Educational Loan Fund (Lånekassen) for studies in Norway, which is approximately NOK 8900 per month.

Please note: The rate indicated above may be subject to adjustment by the Norwegian authorities during the project period.

The EnPe programme does not pay any expenses for accompanying families.

Teaching and supervision

Travel expenses

Visits to Norway are to be covered within the standards of Norwegian government regulations. Travel expenses to and from Norway or third country are to be estimated according to the cheapest way of international air travel. Travel expenses over this limitation will not be covered.

Regulations established at the individual IiN institutions concerning visiting academic staff should be used.

For Norwegian travellers, stays abroad are estimated according to the official Norwegian government regulations (Statens Reiseregulativ).

In case of visit to other countries than Norway, coverage is based on the regulations of the home country or home institution.

Travel in home country should be estimated in accordance with the national regulations or regulations established by the home institution, but not exceeding the official Norwegian regulations.

Salary expenses

The EnPe Programme may cover salary expenses at local rates for the staff involved in the project. The IoN's own contributions, e.g. salaries, travels, infrastructure, running costs etc, shall be given under *own funding*. If the project receives financing from other sources than EnPe, this shall be given under *additional financing*.

The EnPe Programme may also cover salary expenses for Norwegian staff involved in the project. The IiN's own contributions e.g. salaries, travels, infrastructure, running costs etc, shall be given under *own funding*. If the project receives financing from other sources than EnPe, this shall be given under *additional financing*.

Institutional development.

Institutional development – Investments/equipement

This item covers development of infrastructure needed for the sustainability of the project at the IoN.

Staff Development and Administrative support

This may cover expenses related to the necessary training of technical/ administrative staff. These activities should be related to the implementation of the cooperation project.

Other collaborative activities

Under this item costs related to various types of project activities such as seminars/workshops necessary for the project can be listed. Please specify items.

Project administrative costs

Project administrative costs IiN and IoN are intended to contribute towards administrative expenses at the department/institute/centre/faculty level associated with the time and resources invested in the administration of education activities, accounting and reporting etc. that represent an additional burden as a direct result of these activities.

This item may vary from year to year in the project period, but at the end the total project administrative costs should not exceed all together 7.5 % of the grand total for the project.

Total

Please give the project cost for the whole project period.

Comments to the budget

Please specify for each of the following elements in the given budget:

Scholarships:

Master students: Number of students, and what the scholarship covers.

Teaching and supervision:

Travel expenses: Number of travels, and participants from IiN/IoN

Salary expenses: What this covers, i.e number of persons, the extent of stays for visiting lecturers, number of students supervised.

Institutional development:

Investments/equipment: Specify what this covers.

Staff Development and Administrative support: Specify what this covers.

Additional financing

Indicate whether the proposed cooperation project has applied to other financial contributors for funding of activities. If relevant, indicate type of activity/ies applied for, status of the application(s) (approved or pending and the amount applied for).

Please note that EnPe emphasises the positive effects of co-funding with other programmes and/or agencies. It should however be noted that the same type of activities cannot be funded by more than one programme (no double funding).

Own funding

Please indicate any contribution from home institution (infrastructure, staffing resources etc.)

Contribution from home institution should not be included in the EnPe budget.