



## **IMPULSE Iran-Austria**

Call for Applications for joint activities 2018-2020

### **Guideline Document**

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## 1 Introduction

Both countries, the Republic of Austria and the Islamic Republic of Iran have a long-standing tradition in science and research and therefore, significantly contributed to the advancement of sciences over hundreds of years. Austria as well as Iran have a large number of prestigious tertiary education institutions which dispose of a pool of knowledge and leading scientists.

The New Partnership Programme for Higher Education between the Austrian Agency for International Cooperation in Education and Research (OeAD-GmbH) and the Ministry of Science, Research & Technology of the Islamic Republic of Iran (MRST) is carried out on the basis of the Agreement between the two parties which has been signed on the 14th January 2017 in Tehran. It is financed equally by the OeAD-GmbH and the MRST.

The Centre for International Cooperation and Mobility (ICM) at the OeAD-GmbH will be in charge of administering all relevant programme procedures on the Austrian side. The MRST will be in charge of the administration of all relevant programme procedures on the Iranian side.

## 2 Aims of the programme

The aim of the joint programme is to stimulate joint activities and contribute to direct collaboration among universities, higher education and research institutions of both countries. IMPULSE Iran - Austria is based on a mutual interest to considerably improve knowledge exchange on an international level and to strengthen the international profile of the institutions involved.

The funds are directed towards developing and expanding the educational, research and technological cooperation between Austria and Iran. Therefore, the start-up and the strengthening of partnerships between Austrian Higher Education institutions and Iranian Higher Education institutions are in focus of funding.

The network between institutes and departments can foster multidisciplinary, measures and actions beyond one specific field. The participatory approach of IMPULSE Iran - Austria means that project proposals should be planned and worked out jointly by the proposing partners from the main cooperating institutions. This shall guarantee the strengthening of international cooperation based on a mutual interest and joint process of learning.

It is our goal to support sustainable partnerships with these initial funds. Subsequently and bearing sustainability in mind, these new networks should in future be able to seek further funding from other funding schemes.

### 3 Who may apply?

Eligible for submitting proposals are Austrian and Iranian Higher Education institutions – State Universities, Private Universities, Universities of Applied Sciences, University Colleges of Teacher Education and Research Institutions.

In accordance with Regulation (EU) No 267/2012 and the latest applicable version some higher education institutions are not eligible. Latest applicable version of the Regulation is available here: <http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1488538368095&uri=CELEX%3A02012R0267-20170118>

### 4 Which activities can be applied for?

IMPULSE Iran-Austria will promote innovative, problem-oriented and multidisciplinary project designs.

Examples of activities and measures to initiate and intensify sustainable partnerships are:

- Training measures for academic staff
- Assurance of quality standards in teaching, methodology and research and improvement of academic management capacities
- Development of curricula or learning material (innovative content)
- Common research projects (including joint publications), joint study programmes and degrees, training partnerships
- For the development of co-financing strategies as contribution to sustainable partnerships: Workshops, strategy meetings, conference participation
- Mobility of university lectures, scientists and experts

### 5 Scientific fields

IMPULSE Iran-Austria promotes in particular the following fields of science:

- Humanities and social sciences
- Natural Sciences
- Life Sciences
- Engineering and IT
- Medical Sciences
- Educational Sciences
- Arts and Culture
- Other fields based on mutual agreement

## 6 How do I apply?

All proposals must be submitted bilateral at the OeAD-GmbH by the Austrian project coordinator and at the MSRT by the Iranian project coordinator. The proposals must be submitted in English.

The OeAD-GmbH processes the call administration via E-Mail. Therefore, all mandatory documents have to be sent to [michael.glatzl@oead.at](mailto:michael.glatzl@oead.at).

The MSRT processes the call administration via E-Mail. Therefore, all mandatory documents have to be sent to [marjan\\_rahmati@hotmail.com](mailto:marjan_rahmati@hotmail.com).

### Mandatory application forms and documents:

- Application form
- Budget sheet
- CVs of project coordinators and project members
- Consortium agreement - Confirmation of intention to carry out the proposed project, signed by all partner institutions
- Letter of intent from the leading management (e.g. rectorate) of all partner institutions

### **Please note:**

Only new activities are eligible for submission, i.e. activities and measures of current partnerships in already existing programmes are not allowed to participate in this call.

For each partnership a project coordinator (representing a university or/and a research institution) has to be nominated in Austria and in Iran. These project coordinators are the sole counterpart to the authorities and are responsible for the correct use of funds according to the call guidelines.

The partnerships must be in line with the academic focus of the institutions internationalisation strategy. Thus a Letter of Intent from the leading management (e.g. rectorate) of all partner institutions has to be included in the proposal.

## 7 Closing date for applications

Applications must be submitted by **30th September 2017**. Applications received after this date will not be considered for further procedures.

Please note that the OeAD GmbH and the MSRT will not be held responsible for applications that were not received. Researchers are also advised to ensure that their research partners' applications are submitted and have also been received in the partner country in time.

## 8 Funding regulations

The programme is equally financed by the OeAD-GmbH and the MSRT.

The OeAD-GmbH will cover the costs which arise on the Austrian side and the MSRT will cover the ones on the Iranian side. Therefore, the project coordinators have to report about all financial matters to their respective authorities.

### Modalities:

- Max. 70 % of the overall project costs, up to EURO 30,000 per partnership financed by both countries.  
Project duration of one year: maximum EURO 20,000  
Project duration of two years: maximum EURO 30.000
- Eligible cost categories are Labour Costs, Travel & Subsistence and Other Costs
- Marginal Labour costs are eligible up to 25% of the whole grant
- No institutional overhead costs (such as office space, office supplies, telephone, general mailing etc.) will be funded by this programme. Overhead costs must be carried by the respective university and thus represent the share of the Higher Education institution to the project.
- 10% of the overall programme funding is allocated on projects dealing with issues of teacher education

### Labour costs:

Labour costs for the performance of administrative and academic tasks are eligible when they are directly necessary to the achievement of the project.

Labour cost have to be indicated in the budget sheet for each partner in the project separately, based on local and daily rates and the actual working days required for the project.

### Supporting documents which have to be provided with the financial report are:

Work verification has to be attached to the financial report. The verification has to include the following information:

Content of work done, working days, daily rate, amount due and signature of the project member and the project coordinator.

### Travel & Subsistence:

Only project members are eligible for refund of travel and subsistence costs for project specific travel.

Travel and subsistence includes international and in-country travel costs.

The reimbursement of air travel for Austrian researchers travelling to Iran will be made according to the actual costs occurred. Therefore only flight tickets in the economy class or

train tickets in the second class will be accepted.

Subsistence costs: Daily allowances for outgoing scientists to Iran EUR 130,- for up to max. 15 days (incl. overnight costs)

The use of a taxi instead of public transportation in Austria requires a written explanation.

Travel & Subsistence cost for Iranian researchers will be reimbursed according to internal rules of procedures of the MSRT.

Supporting documents which have to be provided with the financial report are:

Original ticket or in the case of air travel the boarding card and the invoice plus proof of payment.

Other costs:

This section should only include costs which do not fall into the categories above, such as costs for

- printing and publishing of publications
- the organisation of conferences (catering, translation)
- Participation fees for conferences
- Material costs
- VISA fees
- Bank charges

**Please note:**

Only costs generated during the project period are considered eligible. This means that costs incurred before or after the project period will not be reimbursed.

Transfers between the different budget categories are accepted to a maximum of 10% of the amount under the condition that the total budget of the project is not exceeded. In case the planned reallocation requires an amount more than 10% the project coordinator has to apply for a budget reallocation in advance.

If a proposal is selected for funding by the joint committee a grant agreement between the beneficiaries and the authorities has to be signed. This Agreement determines all legal rights and obligations of all parties involved.

## **9 Reporting**

The coordinators of selected projects are obliged to send an interim report as well as a final report to their respective authorities.

After completion of the first project year an interim report must be submitted within one month by the Austrian project coordinator to the OeAD-GmbH and by the Iranian project coordinator to the MSRT.

The **interim report** must include:

Technical report:

a short, concise summary of all activities comprehensible to lay persons (max. 4.500 to 5.000 characters or 1 ½ pages).

Financial report:

a breakdown of all costs directly connected to the project during the first project year. The financial breakdown has to be calculated according to the format of the budget sheet of the proposal.

After the final completion of the project a final report must be submitted within three months by the Austrian project coordinator to the OeAD-GmbH and by the Iranian project coordinator to the MSRT.

The **final report** must include:

Technical report:

a detailed summary of the project activities (approx. 20.000 characters or 5 pages).

Financial report:

a detailed list of all costs directly connected to the whole project period. The financial breakdown has to be calculated according to the format of the budget sheet of the proposal.

The reporting documents have to be sent in pdf format to the respective authorities. For better auditability the financial report has to be provided as excel file.

## **10 Formal evaluation procedure**

All proposals have to be submitted bilaterally to the two national contact points. Proposals which have not been received on both sides in time will not be considered for further procedures.

After the call is closed both authorities carry out a formal review of all documents.

Formal criteria are as follows:

- Timely submission of the proposal
- Eligibility of the institutions involved
- Sufficiency of the documents
- Bilateral submission



## 11 Expert evaluation procedure

Following the formal evaluation, all formal valid proposals received in both countries will be submitted to recognized national experts in the various fields of research represented by the proposals.

An expert evaluation of each project will be carried out in Austria and in Iran at the same time.

To receive comparable results standardized evaluation sheets will be prepared and provided for the experts.

In order to guarantee transparency throughout the decision process the evaluation criteria will be published in the call documents.

These experts will evaluate each proposal based on the following criteria:

Criterion	Evaluation based upon
<b>1, Concept and quality of the partnership (max. 30 points)</b>	<ul style="list-style-type: none"><li>– Suitability of the planned activities and timetable in line with the local, institutional and scientific needs and demands</li><li>– Innovative approach in terms of theoretical, interdisciplinary and educational aspects</li><li>– Alignment of the expected results with the objectives and the planned activities</li><li>– Academic quality of project objectives and of capacity development measures</li></ul>
<b>2, Contribution to and additional benefit for the university's internationalization (max. 25 points)</b>	<ul style="list-style-type: none"><li>– Relevance of the proposed activities for the internationalization of the university/research institution</li><li>– correlation between the university's or research institution's strategy and the respective project</li><li>– Support and strengthening of institutional capacity of the partner university/research institution</li><li>– Increase in integration in international scientific networks</li></ul>
<b>3, Measures for sustainability (max. 30 points)</b>	<ul style="list-style-type: none"><li>– Sustainability of the expected results (contribution to the strengthening of the institutional capacity in higher education, research and management of the partner(s))</li><li>– Potential impact for the beneficiaries (local, institutional, regional/national level)</li><li>– Future participation in already existing cooperation programmes</li></ul>
<b>4, Plausibility of the financial plans (max. 15 points)</b>	<ul style="list-style-type: none"><li>– Cost of the proposal set against its significance, expected impact and academic quality</li><li>– Appropriateness of cost details and budget allocation between the partners (including availability of in-kind contributions and additional funding)</li></ul>

## 12 National contact points

In Austria	In the Islamic Republic of Iran
<p>Michael Glatzl, MA</p> <p>Centre for International Cooperation &amp; Mobility (ICM) OeAD-GmbH</p> <p>Ebendorferstraße 7</p> <p>1010 Vienna</p> <p>+43 1 534 08 472</p> <p><a href="mailto:michael.glatzl@oead.at">michael.glatzl@oead.at</a></p>	<p>Marjan Rahmati, MA</p> <p>Centre for Scientific International Cooperation (CISC) MSRT</p> <p>South Piroozan st. Hormozan Ave. Shahrake Qods.</p> <p>Tehran</p> <p>+98 21 822 34 051</p> <p><a href="mailto:marjan_rahmati@hotmail.com">marjan_rahmati@hotmail.com</a></p>
	<p>Gholamreza Karimi, Ph. D.</p> <p>Director, Bureau of International Relations Cooperation</p> <p>Kharazmi University</p> <p>No. 43. South Mofatteh Ave.</p> <p>Tehran</p> <p>Tel: +98(21) 88825818</p> <p><a href="mailto:international@khu.ac.ir">international@khu.ac.ir</a></p>