University of Information Science and Technology
"St. Paul the Apostle" Ohrid

Internal Call for applications – Seed Money Projects 2018
Development of Applied Science Project Ideas
28 May 2018

The University of Information Science and Technology "St. Paul the Apostle" Ohrid, having regard to the Senate's Decision on determining need of announcing an internal call for financing project-proposals, no. 02-367/7 from 21.05.2018, the Rector's Decision on announcing an internal call for financing project-proposals, no. 10-377/1 from 28.5.2018, upon the Article 87-a of the Law on Higher Education[1] and under the Rector`s Platform 2013-2017[2], announces the following:

Internal Call for applications – Seed Money projects 2018
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Publication date:	28 May 2018
Call budget:	15 000 euros in mkd equivalence
Budget per proposal:	Negotiable
Submission deadline date:	11 June 2018
Area(s) covered by this Call:	Open/ third party source(s) driven
Informing the applicants:	15 June 2018
Grant Agreement signing:	18 June 2018
Commencement date:	18 June 2018
Seed Money projects` duration:	6 months
Final evaluation:	20 December 2018
Application to the third party source(s) deadline:	29 December 2018

The University of Information Science and Technology "St. Paul the Apostle" Ohrid (hereinafter the UIST) announces **Internal Call for Applied Science Project Proposals** (hereinafter the Call) with a purpose of promoting the development of the overall profile of the UIST and the academic staff.

This Call finances only the costs of Seed Money Project`s development in the areas defined by this Call, which Seed money projects can be expected to raise project funds from third-party`s) funding that are significantly higher than the amount of the Seed Money Grant.

This Call finances the costs of project conception, writing, development as well as application of projects that are expected to raise third party(s) funding.
However, it does not finance, the project itself.

[1] Official Gazette of Republic of Macedonia no. 35/08; 103/2008; 26/2009; 83/2009; 99/2009; 115/2010; 17/2011; 51/2011; 123/2012; 15/2013; 24/2013 and 41/2014, Law on Higher Education

[2] University of Information Science and Technology, "St. Paul the Apostle" Ohrid, Rector`s Platform 2013 - 2017, No.02-538/1 from 30 April 2013

The goal of this Call is to support candidates in submitting funding application(s) to third-party source(s) and aims to strengthen the quality and to increase the number of successful project applications and therefore granted projects from different national and international funding schemes (third-party source). With this Call, the UIST is providing both the academic staff and the students, an opportunity for practical experience in development and application of mutual applied science projects.
The UIST invites the full time employed professors to submit Seed money proposals.

Definitions
Seed Money Proposal: Project proposal submitted to this Call
Seed Money Project: A Seed money proposal that will be granted with a Seed Money Grant and will become a Seed Money Projects.
Seed Money Grant: The grant awarded to the successful Seed money project.
Third-party source(s): Different national and international project funding schemes.

Areas covered by the Call. This Call does not provide a list of areas in order to give a possibility to the applicants to design the Seed Money Proposal in accordance to their area of interests as well as in accordance to the available Calls by the third party(s) sources.
The areas of the Seed Money Proposals should be identified and defined by the applicants.
The Seed Money Grants will be awarded solely for project development in the Applied Science area chosen by the project team to projects that can be expected to hold the promise of raising project funds from third-party sources that are significantly higher than the amount of the Seed Money Grant.

Eligible applicants to this Call are only the full time employed professors[3] at the UIST.
For the purposes of this Call, the following definitions apply:
Project Applicant: In order to be eligible for a grant, the Project applicant (hereinafter the Applicant) must be:
A team comprised of one professor who will act as a project coordinator, at least one teaching assistant, and at least two students working/studying at the UIST. One team represents one Applicant to the Call.
One Applicant can submit only one Seed Money Proposal.
Membership to the Applicant. Each person can be member of different applicants. There is no exclusion criterion in relation to the membership in different applicants for one person.
Applicant`s coordinator. Only teaching professor (with Employment Contract at the UIST) can be Applicant Coordinator. The coordinator shall be identified in the project application form, in the Grant agreement and will be the principal point of contact between the members of the Applicant in relations with the UIST.

Budget. The overall budget of the Call is 15 000 euros in mkd equivalency.
The proposed budget per Seed Money Proposal must be realistic, justified and related to the proposed project activities.
Eligible costs:
The application may include funding requests for:
– Personnel costs up to 100% of the estimated project budget.
Personnel costs must have direct and causal link to the development of the Seed Money Proposal.

[3]Academic staff with Employment contract are considered as eligible applicant
Academic staff with Contracts for provision of intellectual services are considered as not eligible applicant to this Call

Evaluation Committee for selecting the submitted Seed Money Proposals will be established for the purpose of objective and transparent selection review procedure. The proposals will be selected upon the following selection criteria:

- Feasibility of the project and grant application development during a maximum period of 6 months
- Funding scheme/Call to which the proposal shall be submitted. Main aspects: Objectives, Type of action, Deadline, Budget
- Relevance of the Seed money proposal to the concrete Call for grants` programme and objectives
- Planned project partners (Consortia if requested). Description of past or existing research collaboration between the UIST and proposed Consortia partners, if any
- Innovation and originality of research topic, research question and methods
- Quality of the research design
- Proposed budget

Information on the outcome of the evaluation.

All the applicants will be informed on the outcome of the evaluation by 'information letter' no later than 15 June 2018.

The letters will be issued by the Evaluation Commission.

Information letter will be issued for selected and non-selected proposals for granting the Seed Money Grant.

Upon the Information letters, the selected applicants for awarding the Seed Money Grant and will enter into a process of Grant Agreement signing with the UIST as a Grant Authority, no later than 18 June 2018 and will obtain the status of Seed Money Grant holders.

The UIST in its capacity of Grant Authority shall enter into a Grant Agreement with the Project Coordinator. The Grant agreement shall regulate the rights and obligations of the parties which will arise from the implementation of the Seed Money Project and the ownership of the project in the application procedures to the third party source(s).

The project leader(s) and project staff (the project personnel) financed from a Seed Money Projects must be members of the UIST for the duration of the subsidy period as defined in the Section `eligibility` of this Call.

At least one grant application must be submitted to at least one third-party source(s) no later than 29 December 2018[4].

By receiving the Seed Money Grant, the Seed Money Project becomes ownership of the UIST.

UIST will act as a legal entity of the future project application to third party source(s).

UIST will be the legal entity of the project proposal and will take the position of project leader, partner or beneficiary in dependence to the rules of the third party funding scheme, in the application documentation of the third party source(s).

Once a Seed Money project successfully obtains (a) third-party source(s), the actual project must be represented by the UIST.

Seed Money Project. A template is provided for the Seed Money Project in part 1 of this Call.

[4] Exclusion from this rule will be considered only if the Applicant justifies the need of prolonging the application period of the Seed Money Project to the third party(s) sources, and if the Evaluation Commission accept it.

Reporting and evaluation of the Seed Money Projects' implementation. The implementation evaluation will be done by Final evaluation through the Final narrative and financial reports.

The same Evaluation Committee will evaluate the Seed Money Projects' implementation.

Final evaluation of the Seed Money Project will be done upon the Final narrative and financial reports submitted **latest till 29 December 2018.**
The final evaluation will be done upon the following criteria:

- Relevance and innovativeness of the topic
- Funding scheme/Call to which the proposal shall be submitted. Main aspects: Objectives, Type of action, Deadline, Budget
- Relevance of the Seed money proposal to the concrete Call for grants` programme and objectives
- Planned project partners (Consortia if requested). Description of past or existing research collaboration between the UIST and proposed Consortia partners, if any
- Contribution of the research project to the structural and thematic development of the University
- Cross-disciplinarily of the approach;
- Appropriateness and contribution of the named team members;
- Timeframe and work plan
- Budget breakdown
- Status of the Seed Money Project`s application to the third party(s) sources.

Seed Money Project`s Payments. The Grant Authority will transfer the sums in accordance to the defined budget by the Standard Grant Agreement in two installments.
1st installment will be transferred in 40% of the estimated total eligible costs upon the Grant Agreement signature (pre-financing),
2nd installment in 60% out of the total estimated eligible costs after approval of the Final report and proof of submission of the Seed Money Project to the third-party source(s). **The deadline for submitting the Seed Money Project to the third party(s) sources is no later than 29 December, 2018**.
Exclusion from this rule will be considered only if the Applicants submits a request for prolongation of the application period of the Seed Money Project to the third party source(s) with justification of the need of prolongation. This request has to be approved by the Grant Authority.
Applications for a 2nd installment must include final Interim narrative and financial reports on the implementation of the Seed Money Project.

Deadline for completed Seed Money Proposals (Part 1, 2 and 3) is **11 June 2018** at 16:00hrs by e-mail only to the following e-mail address **olgica.apostolova@uist.edu.mk**

PART 1 – Seed Money Proposal: Application form (5 pages maximum)

Project title	
Project coordinator	
Contact details	
Project team	
Third-party source(s) identified	
Budget requested	

- Proposal summary
- Project description and objectives
- Relevance and innovativeness of the topic
- Funding scheme/Call to which the proposal shall be submitted. Main aspects: Objectives, Type of action, Deadline, Budget
- Relevance of the Seed money proposal to the concrete Call for grants` programme and objectives
- Planned project partners (Consortia if requested). Description of past or existing research collaboration between the UIST and proposed Consortia partners, if any
- Contribution of the research project to the structural and thematic development of the University
- Cross-disciplinarily of the approach;
- Appropriateness and contribution of the named team members;
- Timeframe and work plan
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Part 2: Budget

UIST "St. Paul the Apostle" Ohrid Internal Call for applications – 2018 Seed Money Projects Development of Applied Science Project Ideas				
Description of Funding		**Unit cost**	**months**	**Total**
Personnel				
		-	-	-
Total personnel				-
Travel				
		-	-	-
Total travel				-
Total amount requested				0 ден

Part 3 - ANNEX – Short CVs of all involved collaborators (max. 1/2 page each)