



ज्ञान-विज्ञान विमुक्तये

University Grants Commission



**Indo-Norwegian
Cooperation Programme
in
Higher Education and Research
(INCP)**

INCP - Call for proposals 2014

Endorsed by UGC and SIU, June 2014

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INCP - Call for proposals 2014

The Indo-Norwegian Cooperation Programme in Higher Education and Research (INCP) is a new initiative that aims at enhancing higher education links between India and Norway. The programme is based on the India-Norway MoU on cooperation in higher education, which was signed on February, 14 2014, and on the Agreement on Academic Cooperation between the University Grants Commission (UGC) India and the Norwegian Centre for International Cooperation in Education (SIU).

INCP is jointly financed through matching grants by the Indian Ministry of Human Resource Development (MHRD) and the Norwegian Ministry of Foreign Affairs (MFA). INCP will be managed by UGC in India and by SIU in Norway.

INCP includes the establishment and administration of a portfolio of new projects aimed at furthering cooperation between higher education institutions in India and Norway for the period from January 1, 2015 to December 12, 2017.

Under the auspices of the INCP, UGC and SIU hereby invite joint project proposals from Indian and Norwegian higher education institutions. For detailed information about the programme, eligibility conditions, funding etc. please see part I and II of this Call for proposals.

The information is also available at UGC website www.ugc.ac.in and at SIU.no.

Applications to the INCP must be submitted through SIU's online system for applications and reporting, Espresso: <http://espresso.siu.no>.

The deadline for submission of proposals in Espresso is September 16, 2014, at 15:00 (CET).

After having submitted the application online, signature pages will be available for printing. The form should be signed by the Project coordinator and at the relevant level according to the institution's regulations and procedures (Head of Department level or above) at the main partner institution in India and in Norway. Assigned copy should be sent to SIU by mail within three weeks after the application deadline.

SIU's postal address is: SIU, Postboks 1093 Sentrum, 5809 Bergen.

If you have any questions, please contact: **INCP@siu.no** or **ugcic2@gmail.com**

Incomplete applications will not be processed

Part I - INCP Programme Document 2014-2107

1. Programme objectives

The overall goal of INCP is to develop and strengthen balanced cooperation between high quality higher education institutions in India and Norway at Master and PhD levels. Experiences and project results will be presented to the intergovernmental Joint Working Group for Higher Education, where obstacles will be discussed and recommendations may be made.

The objectives are:

- To coordinate and strengthen institutional linkages between higher education and research institutions in India and Norway.
- To provide regular exchanges of academic staff and students at Master, PhD and postdoctoral level.
- To increase mutual knowledge of each other's educational systems and to enable institutions on both sides to prepare for future cooperation.
- To foster high quality postgraduate and research programmes.
- Organization of joint conferences and seminars.
- Organization of training administrative staff and teachers

2. Cooperation, commitment and responsibility

INCP will support projects involving two or more institutions of higher education, one Norwegian institution and one Indian institution. Two project coordinators, one from each main partner institution, must be appointed.

The project coordinators must be postdoctoral scholars or permanent members of the academic staff at the main partner institutions. Each project proposal must be a joint submission by the Indian and Norwegian teams, on behalf of their institutions and endorsed by the respective heads of the institutions or their delegated authority.

If more than one institution participates from each country, one institution in India and one in Norway should be defined as the main partner institution. The cooperation between the participating institutions should be based on principles of equality and must be characterised by transparency at all levels.

Indian project coordinators should be based in an Indian university eligible for support and reside in India. Norwegian project coordinators should be based in an eligible Norwegian higher education institution and reside in Norway.

Projects may involve research institutes in India and Norway as associate partners, when these are involved in research cooperation.

Projects should contribute to strengthen cooperation between the participating institutions, and thus include educational activities beyond cooperation between individual researchers and students.

3. Eligibility

Main partner institution in India

Eligible to be main partner institutions in India shall be the public funded universities recognised under Sections 2 (f) and 12B of the UGC Act, 1956 which are fit to receive development grants, and Institutions of National Importance funded by the Ministry of Human Resource Development (MHRD), Govt. Of India.

Main partner institution in Norway

Fully accredited Norwegian institutions of higher education are eligible as main partner institutions in Norway.

Prioritised topics

Collaboration may be established in any academic discipline, but must deal with any of the following priority areas:

- Energy, especially clean energy
- Climate change, including ocean and arctic/polar research
- Health, especially public health
- Information technology, especially information security
- Urban planning and development
- Environment
- Biotechnology and the medical sciences
- Global development
- Development economics
- Marine sciences
- Management studies, especially in relation to innovation
- Social sciences, humanities and the arts
- Geohazards
- Teacher education

Existing partnerships, receiving funding from Government/other sources are not eligible to apply for INCP funding.

4. Financial framework and project activities

All partnerships and programme activities will be jointly financed by UGC and SIU through matching grants. The funding will be provided by UGC to Indian institutions and by SIU to Norwegian institutions as the bilateral custodians of INCP funding.

The INCP funding is designed to support the collaborative costs of a joint project. In addition to a joint project budget, all proposals must include details of financial contributions from both the Indian and the Norwegian side.

The maximum allocation per project is INR4.4 million / NOK 400 000, including funding from both the Indian and the Norwegian side (INR 2.2 million / NOK 200 00 per year)

A project worthy of support will be funded for the period January 1, 2015 to December 31, 2017.

The actual number of projects funded will depend on the quality of the applications and the amount of available funding.

Support may be given to joint activities aimed at the development of long-term relationships and cooperation between higher education institutions in Norway and India.

Projects may include one or several of the following activities:

- Faculty exchange
- Mobility of postgraduate students
- Intensive courses such as summer schools
- Short-term visits for students, academic and administrative staff, such as research and field activities for professors and staff
- Long-term exchange of professors including adjunct professorship¹
- Seminars/workshops/conferences and events promoting research, education, leadership, capacity building, mobility and innovation
- Exchange of literature/ course materials/ publications/ curriculum development, etc.
- Structured postgraduate programmes leading to joint degrees conforming to the laws and regulations of the respective universities in both countries

¹Adjunct professorship is a part time professor who is hired on a contractual basis rather than tenure or a permanent position

5. Guiding principles and evaluation criteria

Educational projects funded through INCP should have a long-term aim, linking them to research or to strategies for institutionally based long-term cooperation. Complementarity should be actively pursued in the partnerships.

In addition to facilitating cooperation, the projects should constitute a common ground for capacity building and for the transfer of good practices. The projects should constitute an important way of initiating bilateral cooperation in higher education by contributing to overcome obstacles that stand in the way of educational cooperation.

The quality and relevance of the proposal in relation to the aims and objectives of INCP as well as the guiding principles and evaluation criteria stated below will be decisive in the evaluation of projects.

The principles underlying the submission and assessment of proposals:

- The evaluation process will be transparent and consistent. Impartial selection of participants, students and staff at all levels of the projects must be ensured, taking into account the question of gender balance. The same applies to the organisation of the selection board/committee and list of project evaluation experts.
- They should be submitted jointly by the Indian and Norwegian project coordinators and be prepared jointly, as far as this is possible. Project aims and activities should be agreed upon by both parties and follow the same set-up.
- Proposals should demonstrate significant understanding by both the Indian and the Norwegian institution of their own needs and capacities and of its partner(s), together with a strong commitment by the partner institutions, during and after the period of project activity. Reflections on the completion of the project, and on how the institutional partnership will be sustained beyond the funding period, should be included.
- The project should demonstrate links between ongoing or planned research cooperation and the proposed education activities, and the added value of combining the two activities. Expected synergies should be explained.
- Possible risk factors should be identified and discussed, and mitigation measures should be reflected on.
- Strategies to achieve project objectives should be feasible and realistic. Proposals should contain detailed information on the specific activities and outline the strategy and timeframe for achieving project goals.
- Expected results must be clearly described. Proposal should describe in what way activities have been chosen based on present relationships and how they are expected to contribute to the achievement of project goals. Planned activities should be time-bound and linked to the project budget.

- Proposals should describe a process and indicators for evaluating the results of the project implementation.

INCP evaluation criteria

The extent to which the project might contribute towards both mutuality and long-term sustainable cooperation in higher education and research between India and Norway.

The extent to which the projects meet the INCP goals and objectives through:

- Actively involving partners from both countries
- Bringing mutual benefits and a two-way flow of ideas
- Having plans to achieve sustainability

The extent to which the projects applications are well thought through and deliverable, as demonstrated by:

- specific objectives achievable within a clear timeframe
- realistic budgets within the funding frame
- clear approach to monitoring and reporting
- recognized potential areas of risk
- potential for future development

The evaluation criteria listed is not exhaustive and can be modified based on the feedback from stakeholders and experts.

6. Selection procedures

All proposals submitted in Espresso within the deadline for applications will be processed as follows:

- Eligibility check and formal verification of applications by UGC and SIU respectively
- Assessment of applications by national expert teams
- List of projects proposed for funding to be exchanged between UGC and SIU
- Joint evaluation and final selection of projects by UGC and SIU selection committee
- Announcement of funding

The selection of projects will be based on the guiding principles and evaluation criteria presented in *5. Guiding principles and evaluation criteria*.

7. Reporting

The Indian and Norwegian institutions that are granted support from INCP are jointly responsible for the implementation and monitoring of activities and projects. Annual progress reports and a final report should be submitted to UGC and SIU by the Indian and the Norwegian project partners respectively.

Part II - INCP application and budget guidelines

All applications to INCP must be submitted in SIU's administrative system for applications and reporting, Espresso. Applications submitted in other formats or in paper will not be considered by UGC and SIU.

Before you draft your proposal, please pay particular attention to *5. Guiding principles and evaluation criteria* in the INCP programme document.

The deadline for online submission of applications is September 16, 2014, at 15:00 (CET).

How to access Espresso

Espresso can be accessed through the following web page: <http://espresso.siu.no>. If you have previously used SIU's online services, you can use the same user name and password as before. New users will have to create an account by following the instructions at the login page.

When you log in, you will be able to open a new INCP application.

1. The application form step by step

Start – Project information

Project number

Project number is automatically generated by the system.

Project title

Please give the project an informative and brief title.

Project editor access

Up to four people can be granted editor access to the project. Editors have full access to all documents for the project. Individuals must register as users in Espresso before they can be granted project editor access.

Project read access

Any number of people can be granted read access to the project. They can read any documents for the project, but will not be able to edit the documents. One must register as a user in Espresso before one can be granted project read access.

Section A

A.1. Main partner institution in Norway (IIN)

A.1.1. Institution in Norway

Search for the official name of the Norwegian main partner institution and choose the relevant institution.

Fill in the name and position of the person at the institution who will be legally responsible for the project (Rector, University Director etc.). Please make sure that name and position is correctly spelled.

A.1.2. Department

Provide the name of the department/unit where the project will be implemented.

A.1.3. Institutional legal representative

Provide relevant information about the Head of the implementing department. This may be the Head of Department, the Dean of the Faculty, or another person authorised to enter into such commitments.

A.1.4. Project coordinator

Provide the name and relevant information of the proposed project coordinator. Please note that CV is mandatory for project coordinators and should be filled in according to the Espresso format.

A.2. Main partner institution in India (IiI)

A.2.1. Main partner institution in India (IiI)

Search for the official name of the main partner institution in India and choose the relevant institution. If the institution is not found by searching, press the "Add institution" button and provide the relevant information about the institution. Please make sure that all the information given is correctly spelled.

Fill in the name and position of the person at the institution who will be legally responsible for the project (Rector/Vice Chancellor, University Director etc.). Please make sure that name and position is correctly spelled.

A.2.2. Department

Provide the name of the department/unit where the project will be implemented.

A.2.3. Institutional legal representative

Provide relevant information about the Head of the implementing department. This may be the Head of Department, the Dean of the Faculty, or another person authorised to enter into such commitments.

A.2.4. Project coordinator

Provide the name and relevant information of the proposed project coordinator at the main partner institution in India. Please note that CV is mandatory for project coordinators and should be filled in according to the Espresso format.

A.3. Other project partners (network partners)

If the project has more than two partners, other partners such as higher education institutions, research institutes, non-governmental organisations, public agencies or private companies should be added by pressing the "Add new partner" button. Please provide name of a contact person at each network institution.

A.4. Academic staff and researchers involved in the project

Please register information about researchers and other academic staff at all partners who will participate in project activities. Project coordinators and contact persons at network institutions that are registered in section A.1. – A.3. should not be included here.

Section B Project description

B.1. Synopsis and description of the proposed Project

B 1.1 Synopsis

A brief description of the proposed project should be provided. The synopsis should be maximum 250 words.

B 1.2 Project goals

The goals and activities of the proposed project should contribute to the overall aims of the INCP.

The project goals should be clearly stated. The proposal should also describe how the planned activities are based on present relationships and it should be indicated which activities are planned to contribute to the achievement of the project goals. The planned activities should be time-bound and linked to the project budget. A more detailed description of each activity should be provided in section C.

B 1.3 Expected results and feasibility

Expected results and feasibility of the proposed project must be clearly described. Proposal should also describe in what way activities have been chosen based on present relationships and how they are expected to contribute to the achievement of project goals.

B 1.4 Mobility

The proposal should describe strategies for targeted student and staff mobility. Mobility should preferably be two-way and the proposal should demonstrate how the planned mobility contributes to the achievement of the project goals. The project should aim at developing sustainable structures for student mobility.

B 1.5 Institutional commitment

All applications should include information on how the project relates to existing institutional strategies and priorities, and how it contributes to build or strengthen academically and institutionally based partnerships.

B 1.6 Connection between research and education

If relevant, the project should demonstrate links between ongoing or planned research cooperation and the proposed educational activities, and the added value of combining the two activities. Expected synergies should be explained.

B 1.7 Long-term perspective

Reflections should be made on how the partnership will be sustained beyond the funding period.

B 1.8 Risk analysis

Possible risk factors such as recruitment of students and staff, time/budget constraints, language and cultural and administrative barriers should be identified and discussed, and mitigation measures should be reflected on.

B.2. Academic discipline (main area of collaboration)

The most relevant academic discipline(s) to the project should be selected (information for statistical use).

Section C Project activities

C.1. Choose project activities

Please tick off the activities to be included in the project. Each type of activity chosen will be reflected separately in section D, where further details and budget for each activity should be provided.

Section D Project activities and related budget

A joint budget should be indicated for each activity chosen. All amounts should for the application purpose be registered in the application form in Norwegian kroner (NOK).

Budget figures entered under each activity chosen will automatically be transferred to the total proposed joint project budget in Section E. The budget figures for each activity will be distributed between years according to the start-up and end dates for each activity. In order to distribute total project costs per year in the budget, each activity must be listed one time for each year it will be implemented. For activities that will be implemented over more than one year, list each year as a separate activity with a separate budget.

For further details on how to fill in Section D, please see *Budget guidelines for the activities under 4, INCP budget guidelines and instructions*.

Section E Joint project budget

The budget figures that occur in section E is based on what is entered into section D.

2. Submission

After submission a new window will open and signature pages will be automatically generated. Please press print the two signature pages. Scanned versions of these pages, signed by the institutional legal representatives listed in section A.1.3 and A.2.3, must be sent by email to incp@siu.no within three weeks of submitting the online application.

3. INCP budget guidelines and instructions

General terms and conditions

Please note that the separate Norwegian and Indian project partners' budgets, as presented in the application, denominated in NOK and INR (see below, step 2 in the budget process), will be the basis for contract and project documents to be issued by UGC and SIU to the Indian and Norwegian partner institutions respectively. The Indian and Norwegian partners' budget will also be the base for subsequent financial reporting.

UGC will transfer funds to the Indian main partner institution, whereas SIU will be responsible for the transfer of funds to the Norwegian main partner institution.

Please note that the annual funding of each project should be of maximum INR 4.4 million/NOK 400 000, including funding from both the Indian and the Norwegian side.

International airfares should be the most reasonable economy class fare, and by the shortest route. Visa fees should be included in the costing of the project expenses.

Monthly allowances should be reduced relative to contributions made by the host institutions, e.g. by the provision of accommodation in institutional guesthouses in India. Travel within the destination country is permissible only when it is required as part of the project work.

Special financial terms for the Norwegian partner institution

Please note that compensation for project management by the coordinator of the project may be given to the department at the Norwegian institution only. Compensation is intended to cover substitute manpower at the main partner institution in Norway and may include salary costs and social costs.

The partner institution on the Norwegian side may receive compensation for project management workload of maximum one month per year for the project period, based on the actual salary level of the project coordinator. Other compensation/salary costs for project participants cannot be included in the budget.

The Norwegian main partner institution may include an administrative overhead of maximum 7% of the sub-total budget (sub-total before Project administration is added). Project administrative costs are intended as a contribution to added administrative expenditures at department or institutional level resulting from the cooperation project.

Special financial terms for the Indian partner institution

The Indian main partner institution may include an administrative overhead of maximum 7% of the sub-total budget (sub-total before Project administration is added). Project administrative costs are intended as a contribution to added administrative expenditures at department or institutional level resulting from the cooperation project.

The budgeting process

Step 1 Choose project activities under section C

Go to section C in the Espresso application format and tick off the activities to be included in the project. Each type of activity chosen will be reflected separately in section D, where further details and budget for each activity should be provided.

Step 2 Project activities and development of related budget outside Espresso

To facilitate the budgeting process prior to entering the amounts in Espresso, a spreadsheet can be uploaded (here). Budget costs for each activity per year must be entered in the spreadsheet and a breakdown of which parties will contribute to the different activities, the Indian or the Norwegian, the value of the contributions must be provided.

The Indian institution fills in the blue boxes in Tab.I and the amount will be calculated automatically into NOK.

The Norwegian institution fills in the pink boxes in Tab. II and the amount will be calculated automatically into INR.

For the sake of consistency, an exchange rate of 1 NOK= 11 INR is employed in the spreadsheet. The rate will be permanent through the project period.

A joint INCP project budget 2015-2017 (Tab.III) in INR and NOK, including all activities will be generated in the spreadsheet based on the amounts entered in the breakdown between the Indian and Norwegian partner. This budget should be equal to the budget generated under section E in Espresso

The budget lines *Project management* and *Project administration* figures for the Norwegian institution should be entered after the break down of the activity costs between the Indian and Norwegian institution and are not included in the joint INCP project budget in Tab. III.

The budget lines *Project administration* figures for the Indian institution should be entered after the break down of the activity costs between the Indian and Norwegian institution and are not included in the joint INCP project budget in Tab. III.

Applicants are advised to check all calculations carefully, including those on the spreadsheet provided. Applicants are responsible for ensuring the correct figures appear in all cells, including the totals.

Step 3 Project activities and related budget to Espresso

The total costs for each activity and budget line for the project period and an explanation of what the contribution will cover can then based on the spreadsheet be entered in the Espresso activity budget formats under section D.

Please note that all amounts should be registered in the application form in Espresso in Norwegian kroner (NOK).

Budget figures entered in Espresso (from the spreadsheet) under each activity chosen, will automatically be transferred to the total proposed joint project budget in Section E. (This budget should equal the joint INCP project budget 2015-2017 NOK Tab.III, in the spreadsheet.)

The budget figures for each activity will be distributed between years according to the start-up and end dates for each activity. In order to distribute total project costs per year in the budget, each activity must be listed one time for each year it will be implemented. For activities that will be implemented over more than one year, list each year as a separate activity with a separate budget.

Budget guidelines for the activities

D.1. Intensive courses such as summer schools

Expenditures related to the organization of intensive courses may be covered under this item, such as preparation of teaching material, travel and accommodation for participants, costs for venue (in case the course is held outside campus) and food, etc.

An intensive course is a study unit of short duration which are planned and implemented in cooperation between the project partners. Intensive courses provide researchers and students an opportunity to work together in a multicultural learning environment on specific themes related to the ongoing research cooperation. Participating students should preferably be granted credit points by completing the course.

D.2. Joint seminars/workshops

Expenditures related, seminars / conferences and events promoting research, education, leadership, capacity building and innovation and meetings that are included in the project plans and are relevant to the project goals.

D.3. Structured postgraduate programmes leading to joint degrees

Costs related to the development of study programmes and or joint degrees may be covered under this item, such as preparation of teaching material, joint meetings, travel and accommodation for staff members.

D.4. Joint teaching and supervision

Costs for travel and accommodation directly linked to joint teaching and supervision may be covered under this budget item.

D.5. Mobility

D.5.1. Mobility of postgraduate students

May include short- and long term visits for students.

Expenditures related to other student mobility not covered by the Norwegian State Educational Loan Fund (Lånekassen), such as short-term mobility and mobility of PhD students. The

mobility to and from Norway should contribute to meet the project goals. Mobility grants may cover travel and accommodation costs, and may include a modest compensation for living costs, according to the level of costs in the country to which the students are travelling (India or Norway). Mobility may include internships and work practice.

D.5.2. Staff mobility

May include short term mobility e.g. faculty and administrative staff exchange, research and field activities for professors and staff, long-term exchange of professors including adjunct professorship².

Travel costs for project coordinators, academic staff members or other relevant staff involved in the project, related to general visits to partner institutions. Travel costs may also be budgeted for under other activity categories. Travel, subsistence and accommodation expenditures shall in all cases not exceed the rates of the Norwegian Government's Travel Allowance Scale (Statens reiseregulativ).

D.6. Other activities/measures

Other activities/measures, such as exchange of literature/ course materials/ publications/ curriculum development, etc., which are not covered under the previous items, may be included under this item. Each activity should be specified and comments to the budget should be provided.

²Adjunct professorship is a part time professor who is hired on a contractual basis rather than tenure or a permanent position