

Application components

Asia Programme, Call 2019

Application components

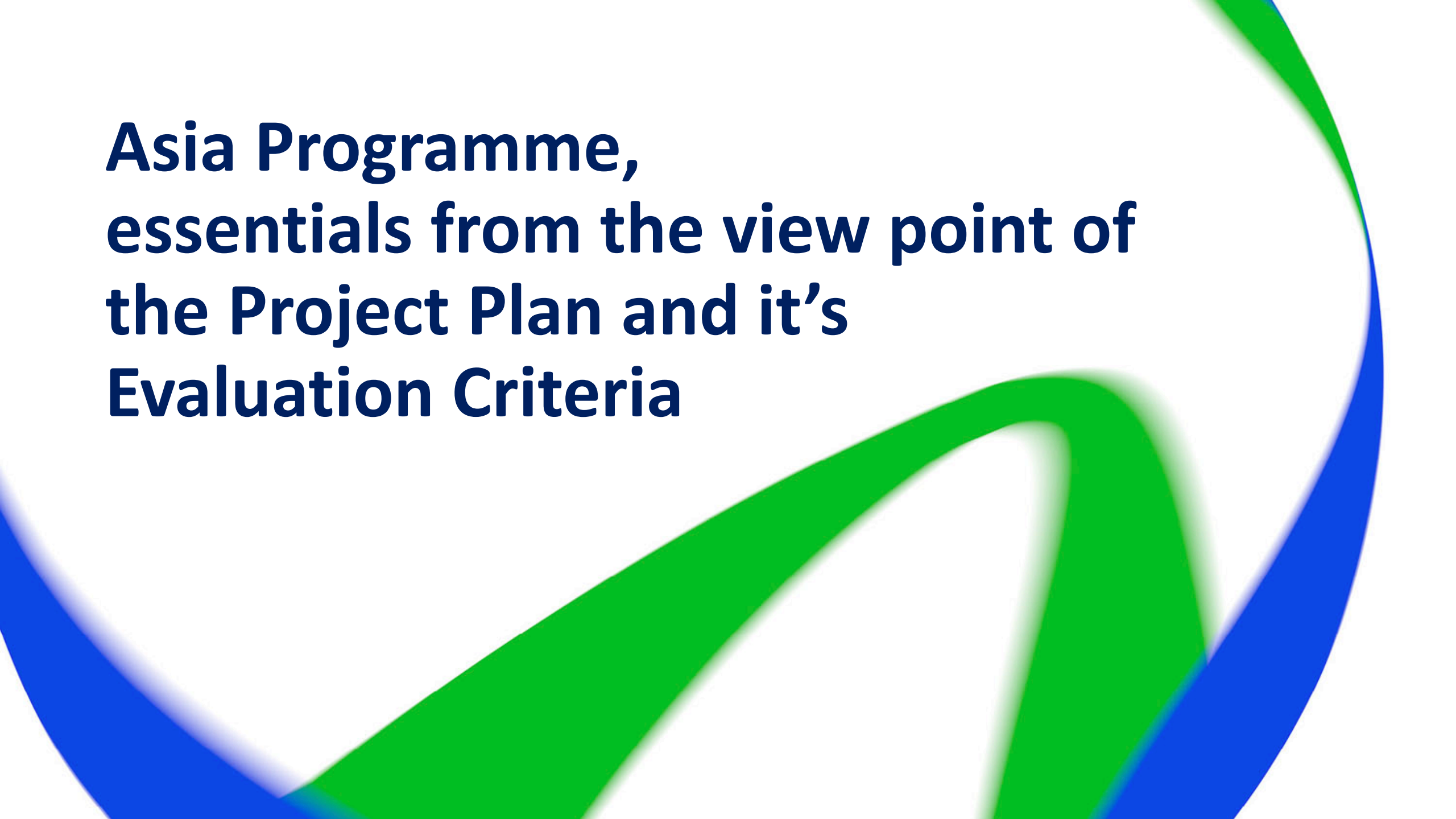
All the relevant application documents are available at:

http://www.cimo.fi/ohjelmat/aasia_ohjelma/hakijalle

The application will be sent through the state grant system (VA-järjestelmä), available at the same page, **from week 12**

The application consists of:

- a) **Basic information of the project** – *to be filled in VA-järjestelmä*
- b) **Project Plan** – *to be attached in VA-järjestelmä* , consisting of three parts:
 - 1) Needs analysis and roles of the partners
 - 2) Implementation (incl. budget)
 - 3) Results and sustainability
- c) **Partners' letters of intent** – *to be attached in VA-järjestelmä*



**Asia Programme,
essentials from the view point of
the Project Plan and it's
Evaluation Criteria**

1. Needs analysis and partners

The section describes:

- The **need which the project aims to fulfill**, e.g. educational, social, knowledge-related etc.
- **Background and current status of cooperation**; incl. previous cooperation with the partners and possible previous & current funding
- **Partners expertise**, explaining the added value & expertise that each partner to the project, incl. possible other actors/networks in Finland and Asia
- Connection with the **strategic priorities** of higher education institutions
- Project **target group** / end users

1. Needs analysis and roles of partners

- The project **builds on existing cooperations and experiences between the partners**
- The funding may be used to **increase the depth of cooperation** between the partners to cover new forms of cooperation or new disciplines
 - the funding is not meant for very preliminary overtures for collaboration, such as pre-project visits or general purpose delegations
- The project is **based on partner's expertise**
- The project has clear **added value** with regard to earlier initiatives
- The Project responds to a **educational need** with **wider implications** for cooperation between the partner countries
- HEIs have an **institutional commitment** and interest to the project

2. Implementation

- **Activities and their timing** over the project period
 - *Activities respond convincingly to specified needs*
 - *Activities are clearly defined*
 - *Activities are appropriately spread over the project period*
- **Operational environment of the project and other resources and support services available in higher education institutions taking part in the project**
 - *Viability of the implementation is reflected by **realistic planning**, suitable operating environment, and other resources and support services available in HEIs*
- **Possible risks associated with the implementation of the project are identified in the plan**
 - *The activity takes into account quality issues, e.g. by monitoring the progress/successful execution of the project*

3. Results and sustainability

- **Main outcomes and outputs** (material as well as immaterial)
- **Applicability of the results**
- **Long-term plans for cooperation**

The evaluation pays particular attention to:

- *Anticipated outcomes/outputs are described in a concrete and realistic way*
- *The project does not remain a one-off, but is integrated in the normal operation of the higher education institutions (e.g. in case of teaching, inclusion in curricula, course credit transfer etc.)*
- *The cooperation is long-term and an effort is made to consolidate the results after the project period through other resources*
- *The results can also be utilised more widely and in the long term*



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Online application in the EDUFI's state aid system, Asia Programme 2019



Valtionapujärjestelmä

- The application-link is available from 12 on at:
http://www.cimo.fi/ohjelmat/aasia_ohjelma/hakijalle
- Everything starts by filling in the business ID = y-tunnus of coordinating the HEI
- Name and e-mail address of the legal representative is important:
 - the legal representative will get an e-mail both from the sent application as well as the result
- The applicant will be informed of the decision by e-mail
- The grant is paid to the coordinating HEIs account

Link to the VA system (week 12 on) :

http://www.cimo.fi/ohjelmat/aasia_ohjelma/hakijalle

Asia Programme - Education Cooperation, Call for Applications 2018 Japan and South Korea

Hakuaika 13.2.2018 klo 8.00 — 25.5.2018 klo 23.59

Esikatsela [hakulomaketta](#)

ALOITA HAKEMUKSEN TÄYTTÄMINEN ?

Sähköpostiosoitteesi *

Luo uusi hakemus

- Preview first the application via link
- This email address will be the contact person's email address automatically also in the electronic application

Access to the system...

Asia Programme - Education Cooperation, Call for Applications 2018 Japan and South Korea

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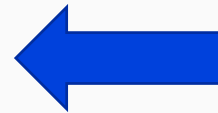
ALOITA HAKEMUKSEN TÄYTTÄMINEN ?

Sähköpostiosoitteesi *

sofia.lahdeniemi@oph.fi



Luo uusi hakemus



“Create new application”
button turns active!

Access to the system...

Asia Programme - Education Cooperation, Call for Applications 2018 Japan and South Korea

Hakuaika 13.2.2018 klo 8.00 — 25.5.2018 klo 23.59

Esikatsela [hakulomaketta](#)

ALOITA HAKEMUKSEN TÄYTTÄMINEN ?

Sähköpostiosoitteesi *

Luo uusi hakemus

Sähköpostiin on lähetetty
linkki hakulomakkeelle.
Tämän sivun voi sulkea.

- Application link will be sent to the mailbox in question

Electronic form indicates the questions in which the answers are incomplete & guides you to the specific questions with inconsistencies



OPETUSHALLITUS
UTBILDNINGSSTYRELSEN

HAKEMUS

Kaikki muutokset tallennettu

VA-TEST

Lähetä käsiteltäväksi

1 vastauksessa puutteita ^ | Tulostusversio

VAT-number: Tarkista y-tunnus

Type of ownership *

✓ Public sector

University

Private sector

Example of the acknowledgement of receipt...



no-reply@csc.fi edustaa käyttäjää no-reply@valtionavustukset.oph.fi

Noponen Kiira (OPH); Jäppinen Outi (OPH) ▾

Automaattinen viesti: organisaationne avustushakemus on kirjattu vastaanotetuksi

Avustushakemus: Finnish-Russian Student and Teacher Mobility Programme (FIRST+) 2017 call

Hakuaika: 01.06.2017 klo 15.14 — 29.09.2017 klo 16.15

Hakemustanne voitte tarkastella tästä linkistä: <https://testi.valtionavustukset.oph.fi/avustushaku/200/nayta?hakemus=331e1fb1e010149a5fd28362e1d79181b37d8a0f1b2ad300b4c235e83234f9f7&lang=fi&preview=true>

Lisätietoja voitte kysyä sähköpostitse osoitteesta valtionavustukset@oph.fi

Hausta vastaava valmistelija on mainittu hakutiedotteessa.

Opetushallitus
Hakaniemenranta 6
PL 380, 00531 Helsinki

puhelin 029 533 1000
faksi 029 533 1035

By clicking the link you may upload the submitted application for your registry!

”Lähetä käsiteltäväksi” turns green when all compulsory fields are filled in

Before sending read application through by using ”tulostusversio” button!



OPETUSHALLITUS
UTBILDNINGSTYRELSEN

HAKEMUS

VA-TEST

Lähetä käsiteltäväksi

Tulostusversio

Finnish-Russian Student and Teacher Mobility Programme (FIRST+) **Diaarinumero:** 5/1234/2000

2017 call

Hakuaika 1.6.2017 klo 15.14 — 29.9.2017 klo 16.15

You may edit the application until the closure of the call. Applications are evaluated after the call deadline. Hakemusta on mahdollista muokata hakuajan loppuun asti. Hakemukset käsitellään hakuajan jälkeen.

FIRST+ Programme period

Start date 1.1.2018

End date 31.8.2019

Before submission:

- Print out the application draft and double check all the requested grants

After submission:

- The acknowledgement of receipt is sent to:
 - **Legal representative(s) email**
 - **Contact person email**

Application form in VA-system

Basic information of the project

Project title *

Asia Project for Japan

978 merkköä jäljellä

Education cooperation application concerns: *

Japan South-Korea

Which of the following is particularly related to the project *

Mobility initiatives (student/trainee/teacher/staff exchanges)

Common study modules

Curriculum collaboration

Joint/dual degrees

Collaboration with the world of work

Which degree levels are involved in the project *

Bachelor

Master

Doctoral

Which degree levels are involved in the project *

Bachelor

Master

Doctoral

Primary discipline(s) *

0 General Programmes

1 Education

2 Humanities and Arts

3 Social Sciences, Business and Law

4 Science, Mathematics and Computing

5 Engineering, Manufacturing and Construction

6 Agriculture and Veterinary

7 Health and Welfare

8 Services

Other/not known

Contact details, coordinating HEI

2. CONTACT DETAILS OF THE COORDINATING HEI

Project manager

Name *

Post or function *

Role & tasks in the project *

Higher education institution *

Department/unit *

Postal address, post code and postal district *

Telephone number *

Official email address * 

VAT-number

Administrative contact person

Specifically responsible of the financial and statistic part of the project

Name * 

Post or function *

Role and tasks in the project *

Higher education institution *

Department/Unit *

Postal address, post code and postal district *

Telephone number *

Contact person's email *

Legal representative + bank account number

1 Name of the legal representative and the position *

Email address *



2 Name of the legal representative and the position

Email address



International bank account number (IBAN) of the coordinating HEI *

Bank BIC/SWIFT code *

Partner's contact info, both Finnish & Asian

2. PARTNER INSTITUTIONS CONTACT INFORMATION

1 Name of the partner HEI

Suomalainen partneri

Contact person's name; Telephone number; Contact person's email; Department/Unit; Postal address; Post code and district

1500 merkkiä jäljellä



2 Name of the partner HEI

Japanilainen partneri XX

Contact person's name; Telephone number; Contact person's email; Department/Unit; Postal address; Post code and district

1500 merkkiä jäljellä



3 Name of the partner HEI

Japanilainen partneri XX

Contact person's name; Telephone number; Contact person's email; Department/Unit; Postal address; Post code and district

1500 merkkiä jäljellä



Summary of the project plan

- The information goes also to the assessors, so it is advisable to pay special attention especially to the summary, including:

- 1) Aims of the Project**
- 2) Project Activities**
- 3) 3) Anticipated results**

3. SUMMARY OF THE PROJECT PLAN1. Describe briefly the aims of the project *

3000 merkkiä jäljellä

2. Describe briefly the project activities *

3000 merkkiä jäljellä

3. Describe briefly the anticipated results (immaterial & material) *

Mobilities/budget

4. TRAVEL/MOBILITY INCLUDED IN THE PROJECT

Give an estimate of travel/exchanges from country to country included in the project

LOWER DEGREE (Bachelor`s degree)

Please add only numbers and zero when not applicable

Finland to Japan/South-Korea (number of mobilities) *

Durations, (approx.) weeks totally *

Japan/South-Korea to Finland (number of mobilities) *

Durations, (approx.) weeks totally *

Estimated costs total (€) *

Mobilities per type & flow:

- Alempi korkeakoulututkinto
- Ylempi korkeakoulututkinto
- Jatko-opiskelijat
- Korkeakoulujen henkilökunta

Durations in weeks

- **In the given example, the duration is 3 months per mobility and the grant is calculated 400eur/month**

Self-financing by Finnish / Asian HEIs

5. SELF-FINANCING

Self-financing by the Finnish HEIs in euros (€)

Self-financing by the Asian HEIs in euros (€)

- Please note, that the self-financing is expected to be realised, if the project will be given a grant.

Attachments: the project plan and letter of intents

6. ATTACHMENTS

Upload project plan *

Lisää

Upload Letter of Intent *

Lisää

Upload Letter of Intent

Lisää

Upload Letter of Intent

Lisää

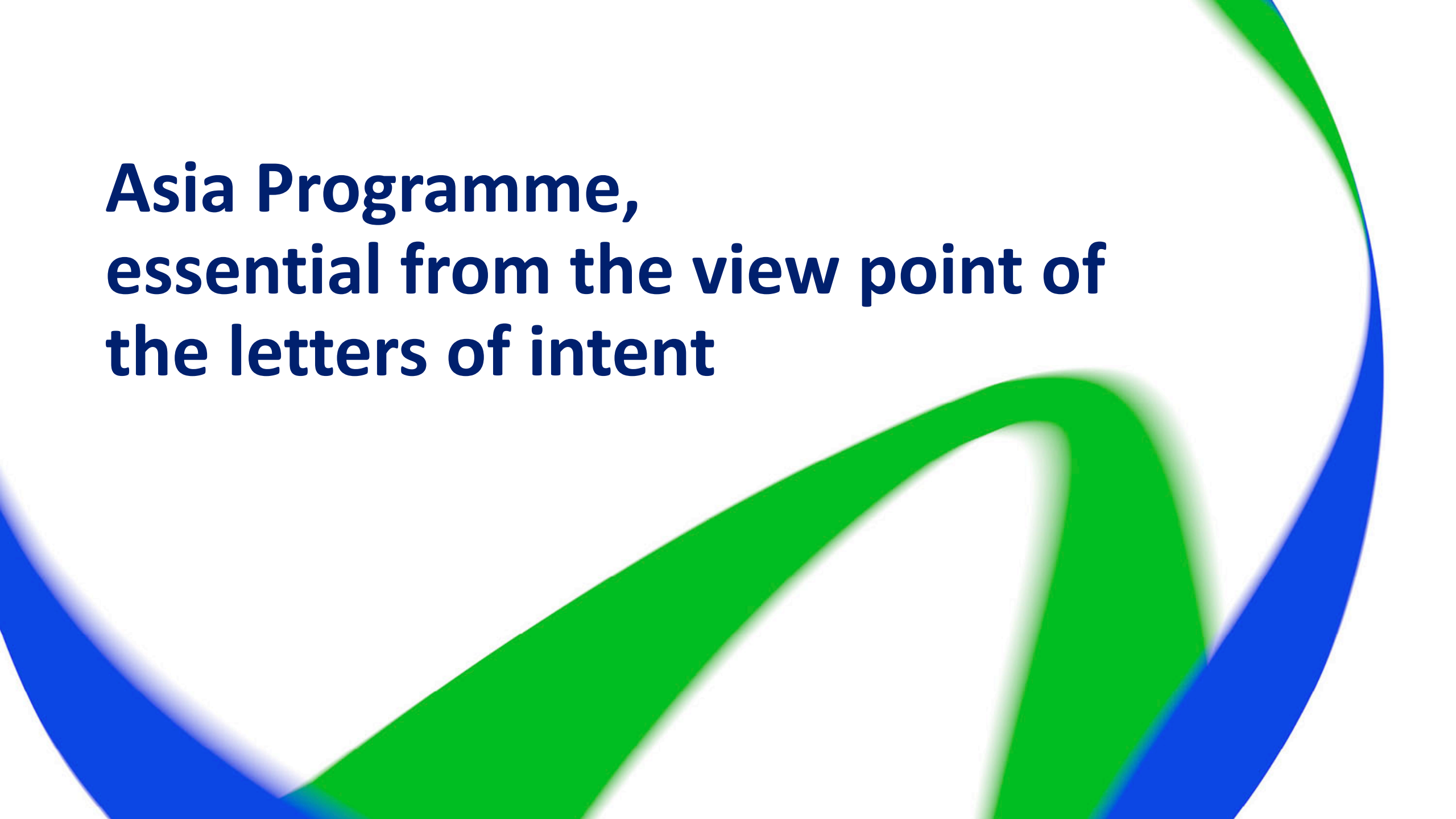


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Thank you!



**Asia Programme,
essential from the view point of
the letters of intent**

A decorative graphic consisting of thick, wavy lines in green and blue. The lines are layered, with a blue line at the bottom, a green line in the middle, and another blue line at the top. The lines curve and overlap, creating a sense of movement and depth.

Letters of intent/endorsement

Free format, that should include the following:

- Project title
 - Details of the contact person from the partner HEI
 - Commitment to the network's activities, describing the main tasks and responsibilities
 - Possible self-financing to the project
-
- Letters of intent *need to* be attached to the application in VA-järjestelmä
 - Letters of intent must be appropriately signed by a legal representative of the partner

Submitting the application

- Deadline **30.5.2019**
- Application may be submitted in Finnish, Swedish, English
- The application is always submitted (and the project coordinated) by a Finnish HEI

How to submit the application

- Basic information is to be filled in the *VA-järjestelmä*
- Project Plan is attached to the application in *VA-järjestelmä*
- Letters of intent are attached to the application in *VA-järjestelmä*

→ *No signatures needed, nothing is sent on paper!*

Question & Answers

The background features abstract, flowing shapes in vibrant green and blue. A thick green band curves from the top right towards the center, while a blue band curves from the bottom left towards the center. The shapes overlap and create a sense of movement and depth.



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Kiitos, thank you!

EDUFI for Asia:

sofia.lahdeniemi@oph.fi

