Deutscher Akademischer Austauschdienst
German Academic Exchange Service

PROJECT FUNDING

PROGRAMME FRAMEWORK

IVAC – International Virtual Academic Collaboration (2023)

PROGRAMME OBJECTIVES

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The German Academic Exchange Service (DAAD) finances the programme "IVAC – International Virtual Academic Collaboration" with funding provided by the Federal Ministry of Education and Research (BMBF).

The IVAC programme promotes international, cross-border, bi- and multilateral virtual collaborations (virtual exchange scenarios). By promoting cross-campus collaboration with at least one foreign partner higher education institution, the programme aims to facilitate intercultural and digital competencies as well as the exchange of experiences between groups of students and lecturers. Lecturers from more than one German higher education institution can be involved in the creation and implementation of an international course offered in partnership within the respective project. The DAAD wants to support lecturers in advancing the joint development of collaborative virtual teaching formats using modern concepts, technologies, and new mobility patterns (blended mobility). Digitalisation opens up a wide range of access and collaboration options that extend far beyond the geographical, political and social boundaries of traditional teaching and learning. The foreign partner higher education institutions bring their academic, teaching and learning culture as well as their own experience with virtual teaching formats into the funded collaborations through their teaching staff and students.

The IVAC program makes a long-term contribution (Impact) to international collaboration for the benefit of science and society. The digital collaboration formats developed in the programme thus contribute to equal opportunities in the international higher education landscape. At the same time, the programme aims to contribute to the digital internationalization of the participating higher education institutions.

In order to achieve these long-term effects (Impacts), the programme pursues the following programme objectives (Outcomes):

- Programme objective 1 (Outcome 1): Virtual collaboration formats are integrated into the courses offered by the participating higher education institutions and their lecturers plan to integrate them in their curricula.
- Programme objective 2 (Outcome 2): The virtual cooperation formats enable students and lecturers to gain international experiences in order to further equal opportunity.
- Programme objective 3 (Outcome 3): Students and lecturers apply the (further) developed digital and intercultural skills.
- Programme objective 4 (Outcome 4): The coordinated IT services of the project participants enable the implementation of virtual collaboration formats.

- Programme objective 5 (Outcome 5): Participants of international, virtual collaboration formats build a network and form a Community of Practice.

These programme objectives shall be accomplished by means of the following direct results (Outputs) of these measures / activities:
- Courses with credit points (ECTS) are developed and implemented.
- The use of digital educational technologies and concepts for the international, teaching-based collaboration of lecturers is tested.
- IT service for teaching and learning in virtual collaborations are coordinated and take up already existing IT solutions.
- Experiences with international collaboration formats gained in the projects are available to a broad-based higher education community.

Each project may have a different focus. A project does not have to contribute to all Programme objectives; however, a contribution to " Virtual collaboration formats are integrated into the courses offered by the participating higher education institutions and their lecturers plan to integrate them in their curricula." **(Programme objective/Outcome 1)** is indispensable. The higher education institutions are required to develop their projects based on the programme results framework and the programme indicators and to formulate measurable project goals and corresponding indicators. These are to be presented in the application and in the project planning summary; the project objectives must be consistent with the programme objectives (see **Annex 1** "Guide to Results-Oriented Project Planning and Monitoring" with instructions for result-oriented project planning, the results framework, and the catalogue of indicators).

Ecological sustainability
The DAAD has set itself the goal of further reducing its ecological footprint as an organisation and funding body. Within the framework of project funding, the planning and implementation of projects should aim to be resource-, climate- and environmentally-friendly. This applies in particular to mobility/travel and, depending on the type and scope of the project, can also relate to procurement and allocation, event management or marketing and public relations. (Information on this is voluntary and not yet relevant for the selection process).

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ELIGIBLE MEASURES / ACTIVITIES

Eligible measures / activities include:
- (Further) development of virtual collaborative formats in teaching by German instructors and their international partners.
  › Creation of methodical and didactic teaching-learning concepts for courses offered as part of the regular teaching activities (academic year, semester, terms) with supplementary formats (e.g. virtual/hybrid workshops/conferences/summer schools) and the possibility of earning credit points
  › Support in implementation of virtual and hybrid courses (e.g. online tutorials)

› Development of digital teaching and learning materials and examination formats (e.g. digital audio and video materials, gaming approaches, e-portfolio concepts, Open Educational Resources, etc.)
› Development of a communication concept highlighting campus life, learning, and everyday culture, including the enhancement of foreign language skills
› Implementation of coordination and work meetings (e.g. online workshops)
- Development of a supervision concept for international and virtual students (e.g. virtual mentoring, digital buddy programmes).
- Development of assessment tools and accompanying measures to obtain information on the knowledge and skills acquired by the students (e.g. learning analytics).
- Implementing and attending professional development courses (e.g. „train the trainer"-programmes, online seminars), as well as conferences.
- Project-specific adjustments to the IT infrastructure (e.g. opening and expanding existing campus and learning management systems, joint usage of e-learning tools and educational technologies).
- Target group-specific marketing and PR for virtual and international students a spart of the project (e.g. by publishing student material produced within the project).

ELIGIBLE FUNDING EXPENDITURES 3

Funding may cover all expenditures which are necessary for carrying out the project (implementation of measures/activities). These specifically include:

Personnel expenses for project implementation and management
- Academic staff
- Research assistants
- Student assistants
- Other personnel

Personnel expenses include the gross wage to be paid by the employer (AG Bruttoentgelt). Annual bonuses are only eligible for funding for the approval period and only if the bonus is paid during this period.

Should there be problems concerning the employment of student assistants for project-related administrative tasks, projects may apply for expenditures for TV-L employees (up to E8) instead.

Material expenses of the German university
FEES
For external staff (not staff of the institution which receives the funding or project staff of the partner institution) in Germany and the target region who are responsible for advising, moderating, or implementing workshops etc. appropriate fees may be eligible.

Expenses for mobility and accommodation are also fundable in accordance with the principles of efficiency and economy on the basis of receipts and invoices (flights only in economy-class).

MOBILITY EXPENSES FOR PROJECT STAFF
Funding to cover travel/flight expenses can be applied for and claimed in accordance with federal and state travel expense laws (BRKG/LRKG).

ACCOMMODATION EXPENSES FOR PROJECT STAFF
Funding to cover the costs of accommodation (overnight accommodation and subsistence allowance) can be applied for and claimed in accordance with federal and state travel expense laws (BRKG/LRKG).

MATERIAL RESOURCES
- Consumable goods (e.g. conference materials)
- Economic assets (e.g. project-specific hardware)
- Room rental (e.g. for conference rooms, office leases)
- Room rentals are only eligible when provided externally (e.g. not by the involved universities)
- Print media/publications/advertising and public relations materials (e.g. social media, newsletters, flyers)
- External services (e.g. for developing digital teaching and learning materials)
- Other expenses (e.g. participation fees for conferences, software)

Please note:
The sum of the expenditures for fees, external services, hardware, and software licences may comprise up to 50 percent of the approved DAAD-grant.

Funded individuals (individuals who are not employed by the grant recipient)

MOBILITY OF FUNDED INDIVIDUALS
- Mobility lump sums
  › Mobility Germany ↔ partner country/countries
    For students and lecturers country-specific mobility lump sums can be applied for and claimed for the implementation of and participation in events in accordance with Attachment 2.
  › The mobility lump sum results from the first day of travel and is to be accounted for by an attendance list signed by the participants. The mobility lump sum covers all subsidiary expenses related to travel (in addition to expenses for travel and flights, this includes expenses for visa, vaccinations, excess luggage, luggage insurance etc.).

ACCOMMODATION OF FUNDED INDIVIDUALS
  › For students and lecturers country-specific accommodation lump sums for stays (overnight accommodation and subsistence allowance) of up to one month can be applied for and claimed in accordance with Attachment 2 for the implementation of an participation in events.

› The accommodation lump sum results from the first day of travel and is to be accounted for by an attendance list signed by the participants. The accommodation lump sum covers expenses for accommodation and meals as well as for health, accident, and liability insurance.

<u>Please note</u>:
Particularly regarding the current travel restrictions, the timeframe of (international) mobilities should be planned as realistic as possible.

Non-eligible expenses
- Infrastructure and non-project-related basic hardware
- Professional development courses offered by the International DAAD Academy (iDA)

FORWARDING CONTRACT

4 It is possible to forward the grant for project funding (in whole or in part) if this is necessary to achieve the purpose of the grant.

In the financing plan of the application for project funding at the DAAD, the expenditure positions that are to be forwarded must be marked accordingly.

If, at the time of the application for project funding (before conclusion of the grant contract), the intended forwarding is not yet known in concrete terms, the expenditures that may be forwarded can initially be marked in the financing plan as separate expenditures. If a forwarding of the grant only becomes concrete after the grant contract has been concluded, the DAAD's approval must be obtained by means of an amendment application (amendment of the project description and the financing plan).

The forwarding is carried out based on a forwarding contract.

The forwarding recipient's proof of use and the corresponding audit certificate must be attached to the proof of use submitted to the DAAD.

TYPE OF FINANCING

5 Funding is provided as fixed-sum financing.

FUNDING PERIOD

6 The funding period begins on 1 March 2023 at the earliest and ends on 31 December 2023 at the latest.

SUM OF FINANCING

7 The general maximum sum of the DAAD-grant is 50.000 €.

DISCIPLINES **8** This programme is open to all disciplines and subject areas.

TARGET GROUP **9** Students in bachelor's and/or master's programmes, doctoral candidates, post-doctoral and professorial candidates, researchers, professors.

ELIGIBILITY **10** Public and state-accredited German higher education institutions are eligible to apply for funding.

APPLICATION RE-QUIREMENTS **11** The funding application must be submitted in full and on time via the DAAD online portal (www.mydaad.de)in German or English.

Application documents
- Project application (available on the DAAD portal)
- Financing plan (available on the DAAD portal)
- Project description, cf. **template** (attachment type: project description)
- Project planning summary, cf. **template** (attachment type: project description)
- If applicable: project description and financing plan of the forwarding recipient(s) (if known at the time of application, otherwise submit as soon as known) (attachment type: supplementary finance information)
- Explanation of total financing, cf. **template** (attachment type: supplementary finance information)
- Methodological-didactic teaching concept exemplified by a session of the course (attachment type: programme-specific attachments)

Please note:
Make sure to provide the documents (including the information you enter on the DAAD portal) including all free text boxes consistently in one language only (German or English).

Following the application deadline, no changes to the financing plan, the project description nor documents that have been altered or filed subsequently will be considered. Incomplete applications will be excluded from the selection process.

Please note:
Due to Russia's attack on Ukraine, the DAAD has suspended all institution-related forms of cooperation with partner institutions in the Russian Federation as well as Belarus until further notice. Hence, applications for project funding with partner institutions in the Russian Federation and Belarus will not be accepted.

Follow-up applications for project funding involving collaborations with partner institutions in the Russian Federation and Belarus may be submitted and will be presented to the responsible selection committee for review. Even in the case of a positive selection decision, the DAAD will not issue any grants for such projects for the time being. Whether and when this will be possible again is unclear at present.

APPLICATION DEADLINE

12 The application deadline is **5 December 2022** (MEZ).

SELECTION PRO-CESS

13 **Selection of application for project funding**

Funding applications are selected based on evaluation of a DAAD-appointed selection committee.

SELECTION CRITERIA
(1) Relationship of the project to the programme objectives (according to the results framework) and results-oriented planning using indicators that meet the SMART criteria
(2) Necessity of expenditures for realising of the measures.
(3) Integration of the overall concept of the project into the digitalisation and internationalisation strategy of the participating institutes of higher education
(4) Methodological-didactic concept (including use of media)
(5) Involvement and commitment of the foreign partner institution(s) within the framework of the methodical-didactic concept
(6) Inter-university applicability and use of existing platforms
(7) Potential for continuation of the digital-collaborative teaching offer
(8) Scaling potential of the technical, medial, methodical and didactic solutions and the digital tools into the university network and into other higher education institutions

ATTACHMENT

14 1. Guide to Results-Oriented Project Planning and Monitoring (including results framework and catalogue of indicators)
2. Country-specific mobility and accommodation lump sums (only in German)

FORM TEMPLATES

15 • Project description
• Project planning summary
• Explanation of total financing

**IMPORTANT
INFORMATIONEN**

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- Guide to completing the financing plan (only in German)
- Information on mobility with disability or chronic illness
- FAQ (only in German)

Higher education institutions that receive funding through IVAC can voluntarily share their teaching offers on the [Digital Campus](#).

For specific questions in the context of transatlantic collaborations, the DAAD's New York field office can also be contacted for support and advice - especially for networking in the U.S. and Canada.

KONTAKT

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**GEFÖRDERT
DURCH**

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Bundesministerium
für Bildung
und Forschung

This is a translation of the German call for applications. Please note that the German call for applications forms the binding legal basis for applications in this programme.