**Project description**

|  |
| --- |
| **General information** |
| Project name |  |
| Applicant institution |  |
| Organisational unit |  |
| Surname, first name ofProject manger |  |
| Approval period (from - to) | date | date |
| Follow-up application *(funding has already taken place in this programme)* | Yes  | [ ]  | no  | [ ]  |
| Co-operation / project partner |  |
| Surname, first name ofContact person |  |
| Country |  |
| Has a project application been submitted to another DAAD funding programme for the same purpose? | Yes  | [ ]  | no  | [ ]  |
| If so, in which one? |  |
| Has a project application been submitted to another funding organisation or public body for the same purpose? | Yes  | [ ]  | no  | [ ]  |
| If so, which one? |  |
| Has this project application already been submitted to the DAAD but rejected? | Yes  | [ ]  | no  | [ ]  |

|  |
| --- |
| **Brief description of the project** *(max. one DIN A4 page)* |
|  |

| **Description of the project** |
| 1. Describe:
* the subject specific content of the project
* the project objectives (outcomes) to be achieved within the scope of the funding
* the relevance of your project
* the relationship of the project to the programme objectives
* Potentials and possible risks and how to deal with them
1. Explain how the project will have a structural or sustainable results (within and/or outside the participating universities) on the target groups and addressed areas beyond the funding period.
2. In the case of a previously rejected project application, the adjustments must be indicated here.

Note:The project results (outputs) and project objectives (outcomes) as well as the value-based success indicators must be consistent in the project description and project planning overview.Use a maximum number of 15 A4 pages. |
|  |

|  |
| --- |
| **Description of the measures/activities** |
| Insert new table rows for further measures/activities.Note: The measures/activities must correspond to the result-orientated project planning in the project planning overview. |
| **Measure/Activity 1** |  |
| Description |  |
| Material and personnel expenditure |  |
| Period |  |
| **Measure/Activity 2** |  |
| Description |  |
| Material and personnel expenditure |  |
| Period |  |
| **Measure/activity 3** |  |
| Description |  |
| Material and personnel expenditure |  |
| Period |  |
| **Measure/activity 4** |  |
| Description |  |
| Material and personnel expenditure |  |
| Period |  |
| **Measure/activity 5** |  |
| Description |  |
| Material and personnel expenditure |  |
| Period |  |

|  |
| --- |
| **Revenues/expenditure which cannot to be documented** |
| If revenues/expenditures that cannot be documented are entered in the financing plan, they must be listed here in a plausible manner.  |
|  |

|  |
| --- |
| **Milestones** |
| This planning tool serves to emphasise particular subsections and is to be distinguished from the project planning overview.Insert new table rows for further milestones. |
| **Milestone 1** |  |
| Description |  |
| Success indicator (if available) |  |
| Date of planned achievement |  |
| **Milestone 2** |  |
| Description |  |
| Success indicator (if available) |  |
| Date of planned achievement |  |

| **Project partners / co-operation partners**  |
| Describe the tasks and role of the partner(s). |
|  |

|  |
| --- |
| **Climate sensitive project organisation** |
| Briefly explain how you intend to organise the project in the most climate-friendly as possible. |
|  |

|  |
| --- |
| **Consideration of Diversity**  |
| Briefly explain how you take the promotion of diversity into consideration in your project. |
|  |

|  |
| --- |
| **Selection of scholarship holders and participants**  |
| * Describe the selection procedure for awarding scholarships and selecting participants.
* Outline whether and in what form you apply diversity-relevant selection criteria for the awarding of scholarships in addition to the performance criteria.
 |
|  |

|  |
| --- |
| **Forwarding of the grant** |
| Is forwarding of the grant planned?  | Yes  | [ ]  | no  | [ ]  |
| If **yes,** please name the forwarding recipient and briefly explain how the forwarding(s) represent(s) an advantage.Add further lines for additional forwarding recipients. |
| Name Institution |  |
| Surname, first name ofContact person |  |
| Country |  |
| Explanation |  |