**Project description**

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| **General information** | | | | | | |
| Project name |  | | | | | |
| Applicant institution |  | | | | | |
| Organisational unit |  | | | | | |
| Surname, first name of Project 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 of Contact 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 |  |

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

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| **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. |
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| **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). |
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| **Climate sensitive project organisation** |
| Briefly explain how you intend to organise the project in the most climate-friendly as possible. |
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| **Consideration of Diversity** |
| Briefly explain how you take the promotion of diversity into consideration in your project. |
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| **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. |
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| **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 of Contact person |  | | | | |
| Country |  | | | | |
| Explanation |  | | | | |