**Project description**

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| **General information** | | | | | | |
| Project name |  | | | | | |
| Applicant institution |  | | | | | |
| Organisational unit |  | | | | | |
| Surname, first name of Project manager |  | | | | | |
| Requested funding period (from - to) | date | date | | | | |
| Previous application *(funding has already taken place in this programme)* | | | Yes |  | no |  |
| Country of Origin |  | | | | | |
| 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 |  |

| **Description of the project** |
| 1. Describe:  * the technical content of the project (Study Visit) * the project objectives to be achieved within the scope of the funding (e.g. topic of the trip, academic reason for the trip, establishment of cooperation) * the relevance of your project (Study Visit) * 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 impact (within and/or outside the participating universities) on the target groups and addressed areas beyond the funding period.   Use a maximum number of three A4 pages! |
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| **Description of the measures/activities** | |
| Describe the individual days of the study visit and assign the measures/activities to the above mentioned project objectives. State any risks with regard to implementation. | |
| **Day 1** |  |
| Description |  |
| Assignment of project objective(s) |  |
| **Day 2** |  |
| Description |  |
| Assignment of project objective(s) |  |
| **Day 3** |  |
| Description |  |
| Assignment of project objective(s) |  |
| **Day 4** |  |
| Description |  |
| Assignment of project objective(s) |  |
| **Day 5** |  |
| Description |  |
| Assignment of project objective(s) |  |
| **Day 6** |  |
| Description |  |
| Assignment of project objective(s) |  |
| **Day 7** |  |
| Description |  |
| Assignment of project objective(s) |  |
| **Day 8** |  |
| Description |  |
| Assignment of project objective(s) |  |
| **Day 9** |  |
| Description |  |
| Assignment of project objective(s) |  |
| **Day 10** |  |
| Description |  |
| Assignment of project objective(s) |  |
| **Day 11** |  |
| Description |  |
| Assignment of project objective(s) |  |
| **Day 12** |  |
| Description |  |
| Assignment of project objective(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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| **More information** |
| **Preparation: Please explain the status of your substantive preparation for the trip and/or any associated preparatory measures** (academic preparation, preparation for insights into the country, language preparation) |
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| **Please confirm that the planned project is not a compulsory excursion.** |
| yes  no |

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| **Checklist for the application via the DAAD portal** | | |
| **Relevant application documents** | |  |
| 1 | Project application (in the DAAD portal) |  |
| 2 | Financial plan (in the DAAD portal) |  |
| 3 | Project description (template) |  |
| 4 | List of participants (template) |  |
| 5 | Tabular time schedule |  |
| 6 | Proof of contacts (invitations) |  |