**Project description**

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| **General information** | | | | | | |
| Project name |  | | | | | |
| Applicant institution |  | | | | | |
| Organisational unit |  | | | | | |
| Surname, first name of Project manager |  | | | | | |
| Approval period (from - to) | date | date | | | | |
| Follow-up application *(funding has already taken place in this programme)* | | | Yes |  | no |  |
| Co-operation / project partner (Name of institution) |  | | | | | |
| 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 technical content of the project * the project objectives 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 impact (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.   Use a maximum *of two DIN* A4 *pages*! |
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| **Description of the measures/activities** | |
| Briefly assign the measures/activities to the above project objectives. If there are risks with regard to implementation, name them.  Insert new table rows for further measures/activities. | |
| **Measure/activity 1** |  |
| Description |  |
| Material and personnel expenditure |  |
| Assignment of project objective(s) |  |
| **Measure/activity 2** |  |
| Description |  |
| Material and personnel expenditure |  |
| Assignment of project objective(s) |  |
| **Measure/activity 3** |  |
| Description |  |
| Material and personnel expenditure |  |
| Assignment of project objective(s) |  |
| **Measure/activity 4** |  |
| Description |  |
| Material and personnel expenditure |  |
| Assignment of project objective(s) |  |
| **Measure/activity 5** |  |
| Description |  |
| Material and personnel expenditure |  |
| Assignment of project objective(s) |  |

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| **Time schedule of measures/activities** | |
| The time and event plan serves as tool for planning and describing objectives as precisely as possible. The planned measures/activities should be entered chronologically in the table in bullet points. | |
| **Funding measure** | **Quarter/period** |
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**Please enter a detailed, tabular, day-by-day programme of visits, stating the topics of discussion and interlocutors (including title and function).**

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| **Revenues/expenditure not to be documented** |
| If revenues/expenditures that cannot be documented are entered in the financing plan, they must be presented here in a plausible manner. |
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| **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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| **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) represents an advantage.  Add further lines for additional forwarding recipients. | | | | | |
| Name Institution |  | | | | |
| Surname, first name of Contact person |  | | | | |
| Country |  | | | | |
| Explanation |  | | | | |