

# NMT Micro Funds for Development and Transfer 2021

## Call for Proposals for NMT Alumni Trainers

### 1. Objectives

Since the start of the National Multiplication Training (NMT) Programme in 2013, 38 DIES alumni teams from three NMT cohorts have been supported to implement multiplication training courses in their home countries. More than 800 higher education practitioners across Africa, Latin America, the Middle East and Southeast Asia attended the courses and gained interdisciplinary knowledge in the dynamic field of higher education management. Numerous change projects were initiated at the participating higher education institutions (HEIs) to support institutional development in administration, quality assurance, internationalisation and science management.

With the aim to transfer the knowledge and experiences gained during this journey to a wider audience in higher education management as well as to support the further establishment of the multiplication training courses in the target regions, and to promote their sustainability, the NMT Programme provides Micro Funds to its alumni trainers to initiate projects in training development and transfer.

### 2. Eligible Applications

In order to apply for the Micro Funds for Development and Transfer, applicants need to be NMT Alumni Trainers who have implemented a multiplication training course in one of its cohorts (2013-2014, 2017-2018 and 2019-2020). Applications need to come from a **Project Team of two to four persons**. At least half of the members in the project team are **DIES alumni** from the initial NMT Training Committee. Among them, one alumna/alumnus needs to apply as **Head of the Project** and act as the main contact person in the project. His/her institution will generally be the contract partner for the funding.

NMT Alumni Trainers from different multiplication training cohorts are encouraged to collaborate and submit project proposals of common interest. The information on the NMT Alumni Trainers can be found at NMT [Alumni Trainer Pool](#).

### 3. Action Lines of the NMT Micro Funds

The NMT Micro Funds support projects under the following action lines:

### **Action Line 1: Development of Training Concepts and Materials**

The action line is meant to support the further **development of training concepts and materials for further training implementation**. This could for example be the re-conceptualisation of the whole training or parts of it to be offered online or in distance learning. For this purpose, the applicants can include external didactical expertise, e.g. for online teaching and learning. The proposal needs to elaborate how the digital training concept will be applied within the NMT Programme and/or beyond.

Moreover, the Micro Funds support projects such as **developing training materials and resources** (e.g. course books, course materials, online self-assessment tests on specific topic(s) and/or videos). The developed materials are expected to be licensed as “open educational resources” to be accessible within the NMT context and beyond. The licensing should allow free access, re-use and redistribution and can, but does not have to, allow adaptation/modification and remixing. For more information on CC licenses, kindly refer to the link: <https://creativecommons.org/about/cclicenses/>.

The training materials should be in line with the training course and its target group with attainable/connected learning outcomes and a coherent structure. The language of the materials can be English or local language, depending on the target group and usage. The Project Team needs to elaborate in their proposal how the developed materials will be integrated in the future multiplication training in their country/region within the NMT Programme and/or beyond.

### **Action Line 2: Publication and Communication**

This action line supports the transfer of NMT change projects experiences to a wider audience of higher education practitioners with the aim to share and reflect good practices and lessons learnt.

Applicants can initiate a publication for transfer purposes. The publication can have different forms and features (scientific or non-scientific). It can be written in English or local language depending on the target groups and usage, and appear in print and/or digitally, or it can consist of different media formats (e.g. audio/video and text). The publication can for example explore the outcomes of the change projects implemented in past multiplication training courses and their influence on the higher education institutions.

Micro Funds also supports activities to promote communication and visibility of the multiplication training courses. This could be for example to establish a course website, which concentrates all the information regarding the multiplication training (e.g. announcements, application, resources, etc.). The initial design and implementation expenditure can be financed by the Micro Funds, however the maintenance of the website afterwards needs to be taken over by the institutions of the applicants. Applicants needs to elaborate in their proposal how the website will be used within and beyond the NMT Programme.

## **4. Reporting**

The projects supported by NMT Micro Funds need to be completed by 31.12.2021 at the latest. A soft copy of the publication as well as the materials and resources needs to be shared with the University of Potsdam (UP) for the free use and access within the NMT context and beyond.

Further, a subject report including accounting (if applicable) needs to be submitted to UP within 6 weeks after the project's closure by the Project Team. A refund of the project grants could be required in case the delivery of justified outputs fails.

## 5. Finance

A budget of 4000 Euro can be used as a point of reference for each project. The funding will be granted until 31 December 2021.

**The Micro Funds covers expenditure in the projects of different action lines as follows:**

### 5.1 Honorarium

- Honorarium for experts in the field:

The Project Team can involve external experts (e.g. experts in their training) for contented related issues in the different action lines. However, the experts' engagement should be held as minimum as possible. The Project Team is required to make substantial content-related contributions to the different action lines. For the expert's commitment, a honorarium up to 250 Euro per day per person can be paid.

Kindly be noted that the experts from the intuitions of the Project Team cannot receive honorarium.

A clear description of the working hours and content contributions is required when planning the budget.

### 5.2 Travel and Accommodation of the Expert and Project Team

- Travel of long distance (e.g. by air in economy class, best option) and accommodation of experts and the Project Team can be budgeted and covered upon justifications. Kindly communicate with UP beforehand.

### 5.3 Material Expenditure

- Expenditure for producing the training materials, e.g. printing can be covered.
- Expenditure for the publication, e.g. printing, proofreading/layouts by the publishing house can be covered.
- Expenditure for designing the website can be covered.
- Expenditure for postage (sending original invoices and contract to UP) can be covered.

Expenditure for furniture, presents, medicines, and equipment (e.g. printer, projector, laptops, camera, video-recorder, headsets etc.) **cannot** be covered. Kindly communicate with UP in case of any uncertainties and questions.

The project's funds can be transferred to the institution of the Head of the Project Team beforehand according to a signed Funding Transfer Agreement or the expenditure can be refunded afterwards according to the original receipts and invoices. However, as a proof of the expenditure, the original invoices are necessary for accounting and need to be sent to UP within 6 weeks after the closure of the Project.

## 6. Application

In order to be considered, the Project Team needs to submit:

- **Project Proposal**

The project proposal needs to include the following elements:

- i. Title of the project
- ii. Name, institution and Email address of the applicants in the Project Team (Please indicate the Head of the Project.)
- iii. Concept of the project (e.g. background/motivation, objectives, target group, content, structure, etc.)
- iv. Timeline and key milestones
- v. Sustainability plan (e.g. the use of the deliverables, the future plans for multiplication training courses, engagement of the project team and/or their institution after the project time, transfer of the project experience, etc.)

- **Budget plan (see Annex 1);**

Applicants are welcome to submit additional documents to support their application, such as

- Letter of Collaboration with other relevant external partners/ organisations.

The application package (Project Proposal and budget plan) should be submitted as one PDF under the name “Micro Fund\_Country\_Family name of head of project” (e.g. Micro Fund\_Germany\_Miller) via email to [nmt@uni-potsdam.de](mailto:nmt@uni-potsdam.de) by **20. 06. 2021 at 18:00 CET**.

## **7. Key Dates and Selection**

The deadline for proposal submission is 20.06.2021 at 18:00 CET. The selection of the project proposals will be based on a competitive basis, in which the overall conception of the project and the cost effectiveness factors are assessed.

The selection results will be communicated at the early July. The project can start in mid-July at the earliest and needs to be completed by end of December 2021 at the latest.

## **Annexes:**

**Annex 1:** Budget Plan\_Template

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