



# The **UNITWIN/UNESCO** **CHAIRS PROGRAMME**

## *Guidelines for the Submission of Project Proposals*

*This project outline indicates the information which is required in order for UNESCO to assess your proposal. Please provide the fullest details possible.*

*The submission should be some 6-8 pages maximum in length, to be presented in a separate document, not on this form.*

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### **A. Basic Institutional Data**

1. Project title
2. Expected starting date
3. Duration\*
4. Domain(s) or discipline(s) concerned
5. Name of host institution(s)
6. Faculty(ies)/Department(s) concerned
7. Project leader/contact person (name)
8. Full contact address/telephone/fax/e-mail

\* Please note that the duration of an Agreement for a UNESCO/Chair is 2 years, and for a UNITWIN Network, 4 years. The Agreement could be renewed only after an evaluation by UNESCO.

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### **B. Project Description**

#### **1. Type of project:**

- |                                     |                          |
|-------------------------------------|--------------------------|
| Network                             | <input type="checkbox"/> |
| UNESCO Chair                        | <input type="checkbox"/> |
| UNESCO Chair and network            | <input type="checkbox"/> |
| Other (if this is the case, define) | <input type="checkbox"/> |

#### **2. Domain(s) or discipline(s)**

(N.B. Please indicate how the domain or discipline chosen is directly related to priorities for national or regional development and why high-level human resources are vital for these objectives)

**3. General (long-term) and specific (short-term) objectives (200 words max.)**

**4. Type of activity:**

- |                                  |                          |
|----------------------------------|--------------------------|
| Post-graduate teaching programme | <input type="checkbox"/> |
| Training                         | <input type="checkbox"/> |
| Research                         | <input type="checkbox"/> |
| Visiting professorships          | <input type="checkbox"/> |
| Scholarships                     | <input type="checkbox"/> |
| Institutional development        | <input type="checkbox"/> |
- (including strengthening of information/library services, laboratories, etc.)

**5. Proposed schedule of activities**

**6. Expected results**

**7. Target beneficiaries:**

- |                 |                          |
|-----------------|--------------------------|
| Students        | <input type="checkbox"/> |
| Academics       | <input type="checkbox"/> |
| Professionals   | <input type="checkbox"/> |
| Other (specify) | <input type="checkbox"/> |

**8. Other relevant information (if applicable)**

e.g.: Is this project being launched to mark a special event or stage of development in the history of the host country or institution?

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**C. Partnerships/Networking**

1. Participating institutions (name and address of each)

Confirmed: \*

Proposed:

2. Other inter-university and scientific networks in the same field (name and address of each)

Sub-regional:

Regional:

International:

Please state motivations for linking up with their activities.

\*Please attach letter(s) of support to be signed by the Head of the institution(s) concerned.

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**D. Funding of the Project**

## **1. Total project budget**

(Please give full details in US\$ per year for all items: salaries, travel expenses, meetings, administrative costs, equipment, etc. Add as an annex all operational plans and financial details that you find useful)

## **2. Contribution of your institution**

Budgetary provision (in US\$ or local currency):

In-kind services (in US\$ or local currency):

## **3. Extra-budgetary resources required**

(Please refer to the total project budget under D1 and indicate which costs you expect to be covered by extra-budgetary sources.)

## **4. Donor funding**

Already secured (in US\$ or in any other currency):

Required (in US\$ or in any other currency):

(Please specify amounts and purposes as per D1 above)

## **5. Proposed funding sources**

(e.g. UNDP, regional development banks, foundations, NGOs, national /bilateral donors, the business sector etc. Indicate those funding sources which your institution/association or the national authorities in your country are in a position to approach and those for which you request UNESCO's support)

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## **E. Support**

### **Institutional**

(Please note that the project should be presented by the vice-chancellors, rectors, presidents of the participating institutions)

### **National Commission**

(The proposal should be submitted either through the UNESCO National Commission in the country of the host institution - or of the lead institution in the case of a network - or should be accompanied by a letter of support from this body)

### **Other**

(Please specify.)

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## **F. General**

Please add any information relevant to the proposal which has not been covered by the above points.

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