



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.

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.

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?

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.

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)

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.)

F. General

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

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