



International BURCH University

CALL FOR RESEARCH PROJECT PROPOSALS
Application Procedure

Call for research project proposal:

Action grants for supporting research activities and creation of the research environment at the International BURCH University

January 2016



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GENERAL INFORMATION

One of the strategic objectives of the International BURCH University is to create research environment and research culture at the University. To accomplish this objective it is necessary to support the research activities at the University through the funding of the research projects.

Therefore, the International BURCH University, the IBU Research Program seeks faculty proposals for small grant projects to support the academic staff and PhD students in research activities. The University of Burch makes this call for research proposals internal and invites the interested researchers and PhD students at the Burch University from all discipline to submit the project proposals under the conditions as described here. **Call for proposal is open on 18/01/2016 and deadline for submitting the project application is on 12/02/2014, 15:00h.**

1.1. Aims

The aim of this call is to encourage and support limited number of the project proposals that will add value to the specific research discipline. Proposals are welcome from all university program areas. Proposals are encouraged from individuals or from faculty teams representing programs or departments. Involving the PhD students in the project proposals is encoring. We encourage proposals on research involving multi-disciplinary teams or teams consisting of academics and practitioners who bring new ways of thinking in the specific field.

Proposals that will include partners from industry/business sector are especially encouraged and will receive priority consideration.

1.2. Eligibility

All full- and part-time faculty members at the International Burch University are eligible. Researchers pursuing research/innovation projects are encouraged to include PhD students in the project activities.

1.3. Funds available for this call for research proposals

The total amount of resources available for the grants selected by this Call for proposals is 10.000 KM. The project funds will be available only after the project has been accepted and approved by the University Project Evaluation Committee (Development, Implementation, Training and Consulting Projects Directive).

The project are awarded for up to **1.300 KM** per proposal. Smaller sums may be awarded and are dependent on the budget for the proposal and the ranking of the proposal.



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APPLICATION PROCEDURE

2.1. Application submission

Proposals should be made in the prescribed application format published at the IBU Project office web site. Proposals should be submitted in paper copy form (hard copy) as well as sent in electronic form (soft copy) to the IBU Project office (projects@ibu.edu.ba). All proposals must be submitted according to the rules and procedures defined in the “Development, Implementation, Training and Consulting Projects Directive”.

Applications must comply with the required proposal format published at the IBU Project office web site. Applications that do not follow these specifications or are incomplete will be rejected. Applicants may not exceed the page lengths indicated for each section of the proposal.

2.2 Proposal language and formatting

All text contents and attached documents submitted must be written in English language.

2.3. Implementation timeline – project duration

The project will start once when the funds are available.

The project should take maximum **10** months. Final report about the implementation of the project results have to be submitted in one month after the end of the project.

2.4. Important dates

Applications have to be submitted **no later than 12 February 2016, at 15:00h**. Application which are submitted after the deadline will not be taken into consideration.

REVIEW PROCESS

Evaluation of all projects will consider evidence of research and actual impact on the target domain’s research.

Involvement of industry and business representatives: The program encourages the collaboration with industries and business representatives. This is desirable from two points of view – additional funding, and increasing the impact of the results.



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Proposals should demonstrate the successful achievement of the objectives and outcomes that will promote excellence in specific research area.

Evidence of benefits to research in the target domain: Projects must clearly indicate how results will help the scientists from the target area to improve their research.

3.1. Evaluation criteria

Full project proposals will be evaluated by the Project Evaluation Committee against the criteria included in this document. Evaluation scores will be awarded for the criteria, and not for the different aspects listed in the table below. For full proposals, each criterion will be scored as it is written in the table. The overall threshold, applying to the sum of the individual scores, will be 70.

Relevance of the project Max 20 points	<ul style="list-style-type: none"> • The proposal explains why the planned activities and expected results meet the needs of the target groups in the best way; • The objectives of the project are clear, realistic and appropriate, based on a adequate needs analysis; • The project is innovative and /or complementary to other initiatives or projects already carried out in the specific filed • The project is line with institutional and national/regional strategies 	
Project methodology/quality of implementation Max 25 points	<ul style="list-style-type: none"> • The activities proposed over the lifetime of the project are of high quality and appropriate to achieve the objectives and foreseen results; • The proposed methodology is innovative, feasible and appropriate to achieve the foreseen results; • The overall project design ensures consistency between project objectives, methodology, activities and budget proposed; • The work plan is clear and realistic, with well-defined activities, realistic time-lines and clear results. 	
Project results/impact 15	<ul style="list-style-type: none"> • The project results are listed and explained • Results are applicable in society/business sector/industry 	
Dissemination and sustainability Max 15 points	<ul style="list-style-type: none"> • The dissemination activities during and beyond the project lifetime are clear and efficient; • Communicate the project activities to different target audiences • The project will ensure a real sustainability of the proposed activities and outputs after the project lifetime 	
Project team Max 15 points	<ul style="list-style-type: none"> • The project team has the necessary skills, experience, expertise and management support to successfully deliver all aspects of the project • The project include representatives from the industry and business sector 	
Project budget Max 10	<ul style="list-style-type: none"> • clear and justified • sufficient & consistent with project activities and goals 	



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3.2. Priority order for proposals with the same score:

If necessary, the PEC will determine a priority order for proposals which have been awarded the same score within a ranked list. Whether or not such a prioritization is carried out will depend on the available budget.

Priority order for proposals with the same score:

1. Projects that involve external partners/institutions
2. Projects which are part of some ongoing project
3. Project which get more score on the Project relevance and Project methodology
4. Project involving PhD students