

# CIRCLE U. SEED FUNDING

## 2022 CALL FOR APPLICATIONS

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The objective of the Circle U. seed funding scheme is **to foster new collaborations across institutions in the Circle U. alliance**. It is a mechanism that provides academic and research staff and students with opportunities to develop projects across the alliance, to strengthen the alliance and to drive bottom-up initiatives. By funding **smaller-scale, time-limited, bottom-up projects**, the ultimate goal is to facilitate the initiation of potential long-term collaborative activities within the alliance which are contributing to the fulfilment of [Circle U.'s vision and mission](#). Those projects go thus beyond the deliverables defined in the current EU-funded projects and will anchor Circle U. sustainably in all institutions.

For the **2022 call for applications**, both education and research projects and student-led projects will be supported as explained below. Moreover, for this call the Alliance wishes **to further support cooperation with associated partners and projects that will boost mobility**.

## 1 SCOPE

The seed funding scheme **seeks to achieve the following goals**:

- 1 Promote **high-quality research and teaching activities**
- 2 Drive bottom-up initiatives to **anchor the alliance** in its partner universities
- 3 Address Circle U.'s [strategic research and teaching themes](#) (Climate, Democracy and Global Health)
- 4 Strengthen the **ecosystem of the alliance** (student-led innovation, knowledge hubs, think and do tank and open school of public governance)
- 5 Engage with **other [associate partners](#) and other stakeholders** to ensure that Circle U. activities have societal impact
- 6 Contribute to **increased mobility** among Circle U. universities

## 2 EXAMPLES OF ACTIVITIES THAT CAN BE FUNDED

The Circle U. seed funding scheme aims to support the **developmental stages of a project or projects at an early stage**. Therefore, seed-funded projects fit under a **wide variety of definitions**. Examples of what could constitute a seed funding project within the context of the alliance are:

### For academic and research projects:

- conducting surveys, creating a database, developing research materials
- conducting preliminary research activities
- organizing workshops or seminars or any other teaching/learning activity
- organizing public lectures
- organizing seminars, workshops or conferences, for PhD students and early career researchers
- organizing winter or summer schools
- developing joint courses or programmes
- preparing joint large-scale project proposals to be submitted to European (or other) calls

### Student-led projects:

- supporting student democracy and student engagement in partner universities
- facilitating the dissemination of Circle U. amongst students
- supporting learning and training activities
- organizing cultural activities across Circle U.

The list above is non-exhaustive. Additional activities that clearly demonstrate relevance to the scope of the scheme will also be considered by the Selection Committee.

### 3 ELIGIBILITY

The 2022 call for applications is **open to academic and research staff** from all disciplines and levels, including Circle U. Academic Chairs, **as well as students** enrolled at any of the Circle U. member universities.

**Lead applicants for education and research projects**, should be employed as full-time or part-time academic and research staff within any of the Circle U. member universities, with the employment contract lasting for the full length of the proposed project. Applications **may include administrative/professional services staff**, as we expect them to support lead applicants in the development and implementation of the proposed projects.

**Lead applicants for student-led projects**, should to be enrolled or working at any of the Circle U. member universities.

Projects should involve staff or students from **at least 3 partner universities**.

### 4 SELECTION PROCESS AND EVALUATION CRITERIA

A **Seed Funding Selection Committee (SFSC)** consisting of 5 to 10 academics from the nine partner universities will be in charge of:

- Evaluating proposals
- Informing the Circle U. Management Board of the selection of projects to be funded in order to secure the Board's final approval. The Management Board is the ultimate decision-making body for alliance operations.
- Assessing project completion reports from projects which have been funded

Applications need to clearly outline **how they fit into the scope of the Circle U. seed funding scheme** and **how they match the [vision, mission and objectives](#) of Circle U.**

The SFSC will give particular attention to the following criteria:

- Academic quality
- Stating a clear pathway for impact and for further supporting long term collaborations within the Alliance
- Interdisciplinary collaborations
- Proposals focusing on diversity and inclusion as a whole
- Involvement and benefits for students
- Supporting mobility of staff and students
- Engagement of external stakeholders and associated partners

Once established, the SFSC reserves the right to add selection criteria according to the quality of the applications received.

In addition to the members of the SFSC, student-led projects will also be assessed by a student committee consisting of 3 student representatives as proposed by [Circle U. Student Union](#) (CUSU).

## 5 BUDGET

The **total budget** available for the 2022 call for application is EUR 125.000. The budget is assigned in the following way:

<b>Budget allocated to academic and research projects</b>	EUR 110.000	Up to <b>EUR 10.000 per project</b>
<b>Budget allocated to student-led projects</b>	EUR 15.000	Up to <b>EUR 5.000 per project</b>

Funding will be transferred **as a lump sum by the Circle U. Secretariat to the lead applicant or a nominated person** who will have the responsibility to manage the project and the budget.

### Non-exhaustive list of eligible costs:

- temporary staff or consultant recruitment to support the project's activities (creation of a database, benchmarking specific to the entity, conducting surveys, etc.);
- preliminary research activities;
- material promoting the project and its activities (e.g., digital brochures, videos, etc.);
- awareness-raising material for the alliance;
- travel expenses and/or costs of living for teaching or research activities that cannot be covered by Erasmus+ funding

### Non-eligible costs:

- hiring of contractual administrative, research or academic staff
- travel expenses and/or costs of living for teaching or research activities eligible under Erasmus+
- equipment costs
- conference fees

## 6 APPLICATION AND TIMELINE

Please submit the **online application form** accessible on the following link: <https://www.surveymonkey.com/r/seed-funding-call-2022>. You can also use paper version of the application form you will find in the annex of the document. Once fulfilled you can send it to [seedfunding@circle-u.eu](mailto:seedfunding@circle-u.eu).

CALL OPENS	CALL CLOSES	RESULTS ANNOUNCED	FUNDING PERIOD	IMPACT REPORT SUBMITTED
1 October 2022	30 November 2022	19 December 2022	1 January 2023 – 30 September 2023	30 October 2023

The timeline might be subject to changes, considering the administrative and financial processes. For additional questions on the call, please contact our team coordinating the seed funding call at: [seedfunding@circle-u.eu](mailto:seedfunding@circle-u.eu)

## 7 REPORTING

Lead applicants are requested to submit a report on implemented activities and a financial report after the end of the funding period. Reports must be submitted via email to [seedfunding@circle-u.eu](mailto:seedfunding@circle-u.eu) by **30 October 2023**. A template will be sent in advance to the lead applicants by the team coordinating the seed funding call.

## 8 ANNEXES

### 8.1 APPLICATION FORM

#### PRELIMINARY INFORMATION

Please read carefully this information before completing up the application form.

The application form should be completed by the lead applicant in English and should be agreed by all project partners.

The 2022 call for applications, including the application link and form, can be found on the Circle U. website: <https://www.circle-u.eu/opportunities/seedfunding>. In the call, you will find a paper version of this form to help you to prepare with your partners.

The call will close on **30 November 2022, 20:00 CET**. You may still edit your submission until this deadline. You will receive an e-mail with the link to your form upon submission.

If you experience any problem with this form or have any additional questions, please contact the coordinating team at [seedfunding@circle-u.eu](mailto:seedfunding@circle-u.eu).

#### \* PRIVACY TERMS AND CONDITIONS

Circle U. AISBL is committed to protecting and respecting your privacy by maintaining the integrity and confidentiality of your personal data, in accordance with the GDPR and other applicable legislation. We collect, process and store your data for the sole purpose of evaluating your application. If your project is selected, we will use the identification data of your project for communication and dissemination purposes.

I agree with those terms and conditions

**\* If your project is not selected, do you consent to sharing your application with the Circle U. coordination team of your university? The purpose of sharing is to ensure support for re-submission or to explore other opportunities for support.**

Yes

No

#### LEAD APPLICANT DETAILS

**\* Project lead**

First name	
Last name	
Home university	
Faculty/department/institute	
Position	
E-mail	

\* Number of Circle U. member universities that will participate in the project apart from your university

- 2
- 3
- 4
- 5
- 6
- 7
- 8

## CIRCLE U. PROJECT PARTNERS DETAILS

\* Project partner 1

First name	
Last name	
Home university	
Faculty/department/institute	
Position	
E-mail	

Enter details of all other project participants from this university (first name, last name, position)

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\* Project partner 2

First name	
Last name	
Home university	
Faculty/department/institute	
Position	
E-mail	

Enter details of all other project participants from this university (first name, last name, position)

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\* Project partner 3 (if any)

First name	
Last name	
Home university	
Faculty/department/institute	
Position	
E-mail	

Enter details of all other project participants from this university (first name, last name, position)

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**\* Project partner 4 (if any)**

First name	
Last name	
Home university	
Faculty/department/institute	
Position	
E-mail	

Enter details of all other project participants from this university (first name, last name, position)

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**\* Project partner 5 (if any)**

First name	
Last name	
Home university	
Faculty/department/institute	
Position	
E-mail	

Enter details of all other project participants from this university (first name, last name, position)

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**\* Project partner 6 (if any)**

First name	
Last name	
Home university	
Faculty/department/institute	
Position	
E-mail	

Enter details of all other project participants from this university (first name, last name, position)

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**\* Project partner 7 (if any)**

First name	
Last name	



Home university	
Faculty/department/institute	
Position	
E-mail	

Enter details of all other project participants from this university (first name, last name, position)

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**\* Project partner 8 (if any)**

First name	
Last name	
Home university	
Faculty/department/institute	
Position	
E-mail	

Enter details of all other project participants from this university (first name, last name, position)

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## INVOLVEMENT OF EXTERNAL PARTNERS IN YOUR PROJECT

\* Are there any external partners involved in the project? By “external partners”, we mean [associated partners](#) that have been formally identified by the member universities, and other stakeholders that are committed are committed to playing an active role in various Circle U. activities, thus contributing to the vision and mission of the alliance.

Yes

No

Please indicate the details of the external partners involved:

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## PROJECT DESCRIPTION

\* 01. Title of your project:

02. Acronym of your project:

**\* 03. What type of project are you proposing?**

- Academic and/or research project
- Student-led project

**\* 04. What are the main goals of your project? (select all that apply)**

- Promote high-quality research and teaching activities
- Drive bottom-up initiatives to anchor the alliance in its partner universities
- Address Circle U.'s strategic research and teaching themes (Climate, Democracy and Global Health)
- Strengthen the ecosystem of the alliance (student-led innovation, knowledge hubs, think and do tank, and open school of public governance)
- Engage with other associate partners and stakeholders to ensure that Circle U. activities have societal impact
- Contribute to increased mobility among Circle U. universities

Other (please specify):

**\* 05. If your project addresses one of the strategic themes of Circle U., indicate which theme:**

- Climate
- Democracy
- Global Health
- The project addresses a different theme (please specify):

**\* 06. Describe your project and elaborate more specifically on the objectives, the planned activities, the timeline, the contribution and share of responsibilities between project partners, the expected outputs and outcomes (max. 500 words):**

**\* 07. Building on the objectives selected above, explain the expected impacts of your project on Circle U. development (max. 250 words):**

**\* 08. Explain in which way your project has an interdisciplinary approach (max. 250 words):**

**\* 09. Explain how inclusion and diversity are taken into account in your project (max. 250 words):**

**10. If students are involved in the project, what are their expected contributions (max. 250 words)?**

11. If external partners are involved in the project, what are their expected contributions (max. 250 words)?

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## PROJECT BUDGET

\* Please provide a provisional budget of your project, based on the template that you will find below. The budget should clearly indicate the type of costs, the corresponding amounts, the source of funding, the distribution among project partners.

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\* Please indicate the total seed funding budget you are applying for. As indicated in the call for applications the budget allocated to academic and research projects is up to EUR 10 000 per project, and the budget allocated to student-led project is up to 5 000 EUR per project.

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## \* CERTIFICATION

I hereby certify that the information provided in this application is correct and complete. I confirm that I, as lead applicant, and my project partners have read the call for applications and will abide by the terms and conditions specified in the call if they are selected. Any provision of inaccurate or false information or omission of information will render this application invalid and, if an application is selected on the basis of such information, the applicants can be required to withdraw from the award.

I hereby confirm that the authorities of my department/faculty/institute are informed about this application.

\* Identification of my department/faculty/institute authorities:

First name	
Last name	
Position	

You are encouraged to submit your application via the online form: <https://www.surveymonkey.com/r/seed-funding-call-2022>.

Alternatively, fill out the paper version of the application form you will find in this annex and send it to [seedfunding@circle-u.eu](mailto:seedfunding@circle-u.eu).

## 8.2 PROJECT BUDGET TEMPLATE

Title of your project:

Project lead info:

First name	
Last name	
Home university	

Provisional project budget:

Cost description	Amount (in EUR)	Source of funding	Comment
See eligible costs in the application form	If cost is not in EUR, please use the reference rate published by the European Central Bank website: <a href="https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html">https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html</a>	Please indicate the actual or expected source of funding (the "home" university of the project lead or partners, external funders, associate partners, Circle U. seed funding scheme, etc.	
<b>Total costs of your project</b>	€ -		
<b>Total amount you are requesting through Circle U. seed funding scheme</b>			