



Call for Proposals: StudyITin.ee Development Projects

Developing specialty-specific ICT skills in higher education

Purpose

To improve competences related to teaching and using specialised ICT at professional level in non-ICT curricula. The goal of the development projects is to enhance students' ICT-related knowledge and skills, enabling them to contribute to their field by mastering and implementing ICT-based technical solutions and making them more competitive in the labour market. Preference will be given to projects creating long-term value and aimed at quality enhancement and modernisation of teaching and learning at higher educational level (undergraduate or postgraduate level or in professional higher education).

Target group

All higher education institutions Projects related to non-ICT curricula (for lists of ICT curricula, see Annexes 1 and 2).

Terms and conditions

- The broader aim of the project must be to enhance the quality of sectoral/professional ICT education at university level.
- The project has to be sustainable, activities started with the project will continue after the end of the support and the costs related to implementation of the activities will be planned to the budget of the higher education institution after the end of the HITSA support. Consequently, support for the same activities that have received HITSA support in the previous rounds will not be continued.
- The project period is the period of time during which the project is carried out, as indicated in the grant application. Eligible costs and activities include project-related costs and activities incurred or performed as from 1 January 2018. The final date of the project is the final date of the activities and costs required for carrying out the project, which cannot be later than 31 July 2019.
- The maximum rate of funding is 70% of the total costs of the project.
- Maximum amount of the support is 75,000 euros and minimum amount is 15,000 euros.
- It is allowed to add the overheads levy of maximum of 20% from the total cost of the project of which the higher education institution must cover all administrative costs of the project implementation.
- Curriculum development projects must include activities related to the development of learning material. The project description should point out the type and volume of developed materials. Study materials that are created with the support of the Call for Proposals: StudyITin.ee Development Projects, must be made freely available in the public web.
- The funding will be paid to the successful applicants in two parts: 80% of the grant upfront after signing the targeted financing agreement and 20% after the final report of the project has been approved by HITSA.
- The project proposals are submitted through the website <https://konkursiveeb.hitsa.ee/>
- The Board of Experts may decide to award partial grants.
- If a recipient of the grant receives funding from other sources and wishes to use this funding instead of the StudyITin.ee grant, they must immediately inform HITSA thereof.
- Grant recipients must comply with reporting requirements.

Application procedure

The applicant should submit a project proposal including the project description and the budget. The project description and the budget should be signed digitally by the project owner and a person entitled to represent the higher education institution, who confirms the availability of own funds on behalf of the institution.

Requirements for the project description

The project description should include information about the following:

- the purpose of the project;
- the project period, including the starting and end date and a detailed schedule;
- the curricula related to the project and their level(s);
- implementation need of the project and description of the current state, including overview of the current situation in teaching specialised ICT skills in the particular field and improvement potential to match labour market needs; references to the corresponding analysis or strategies including in OSKA study reports, in the case the research has been conducted in the areas must be added;
- Project impact on the study quality of the curriculum/curricula, including teaching of which competencies based on labour market needs increase the quality and what kind is it.
- indicators of project performance, including the number of students and involved lecturers benefiting from the project;
- Change and sustainability achieved as the result of the project (incl description of how the activities are continued when the support is ended.
- core activities during the project;
- members of the project team (name, profession, role in the project);
- partners (incl from abroad) and their contribution (in terms of funds, knowledge, activities, administration, etc) with the data of the partner's contact person.

Requirements for the project budget

- The budget should reflect the total project costs with own contribution and co-financing (if existing) indicated separately.
- European Union structural funds or supports from other programmes/projects cannot cover the own contribution
- The budget must be submitted as a separate document in a spreadsheet format (eg MS Excel, LibreOffice Calc).
- The budget must be as accurate as possible.
- The budget must show a breakdown by type of expenditure: staff costs, travel costs, equipment costs, cost of materials, software costs.
- Transfers between types of expenditure are permitted up to 20% of the budget. Expenditures exceeding the total grant amount will not be compensated.

Award criteria

- Preference is given to projects seeking for start-up funding (new ideas).
- Preference is given to projects where an actual cooperation with other universities or relevant sector business is planned within the framework of the project.
- Preference is given to projects that aim to increase the study quality and modernise studies based on the proposals of the OSKA study reports.
- Preference is given to projects that contribute to sectors with higher economic growth and export capabilities.

Accounting and reporting requirements

- Grant recipients are obliged to account for the project costs so that these costs are kept clearly separate from other expenditures, by maintaining a separate account for the project.
- A quarterly financial report on expenditures (on accrual basis) is submitted by the date set out in the targeted financing agreement, with the expenditures proven by an extract from the ledger.
- An interim report and a final report on substantive activities of the project will be submitted once in half a year by dates set out in the targeted financing agreement.
- The interim report should include at least the following:
 - information showing that the project has been started;
 - information about the core activities implemented by the interim report deadline;
 - project costs, reflecting both the budgeted and actual costs.
- The final report will be submitted within 1 month of the scheduled final date of the project.
- The final report should include at least the following:
 - whether the purpose has been achieved;
 - overview of project performance;
 - change achieved as a result of the project and its sustainability;
 - information about the core activities implemented during the project;
 - project costs, reflecting both the budgeted and actual costs.

Time schedule

Proposal submission deadline: 22.01.2018 (inclusive)

Evaluation of proposals by the Board of Experts: within one month of submission.

Informing the applicants of funding decisions: within a week of the approval of the decision.

Signing agreements with grant recipients: within two weeks of the approval of the decision.

Implementation period: by the date indicated in the proposal but not later than 31 July 2019.