

UTFORSK-2021 video modules

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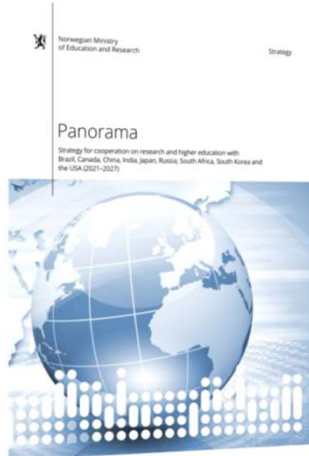
Module 1

The Panorama strategy and the UTFORSK programme

Laila Linde Lossius

This module is about the Panorama strategy and the UTFORSK-2021 call.

The Panorama strategy (2021–2027)



 Norwegian Directorate for
Higher Education and Skills

- Norway's strategy for bilateral cooperation on higher education and research with nine countries of strategic importance to the knowledge sector outside of the EU/EEA area
- Brazil, Canada, India, Japan, China, Russia, South Africa, South Korea , and USA
- The purpose is increased quality and relevance in higher education, research and innovation in Norway through internationalisation and cooperation with the business sector.

The Panorama strategy is a Norwegian strategy for bilateral cooperation with 9 prioritised countries outside Europe.

The countries are Brazil, Canada, India, China, Russia, South- Africa, South-Korea, and USA.

The strategy aims to increase the collaboration within research, higher education, and innovation in a comprehensive and long-term way.

The purpose is to increase the quality and relevance in higher education, research, and innovation in Norway through internationalisation and cooperation with the business sector.

Panorama

The Panorama strategy is

- an instrument under the Long-term plan for research and higher education (2019–28)
- a part of the follow-up on the White Paper A world of opportunities — International student mobility in higher education

It is expected that the cooperation will be based on established principles linked to

- quality
- relevance
- reciprocity
- long-term perspectives
- accountability

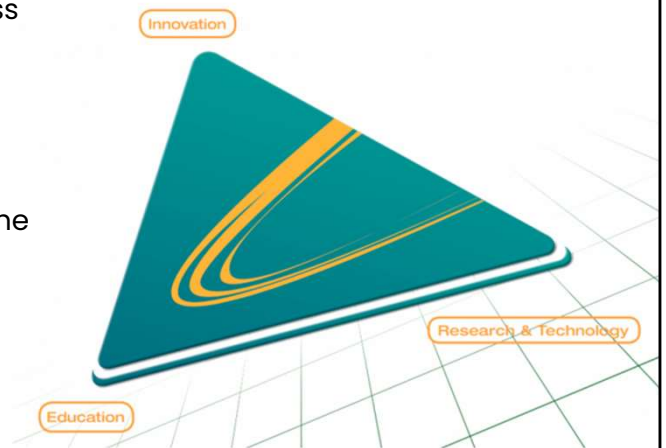


The new Panoramas strategy is based on the previous and will form part of the follow-up on the Long-term plan for research and higher education and the White Paper «A world of opportunities — International student mobility in higher education».

The Government expects that the cooperation with the Panorama countries will be based on established principles linked to quality, relevance, reciprocity, long-term perspectives and accountability.

Panorama priorities

1. Constructive interaction in higher education, research and innovation cooperation
2. Good links to working life and the business sector
3. Good student mobility
4. Good interaction between bilateral and multilateral Cooperation
5. Research-based knowledge to achieve the UN Sustainable Development Goals



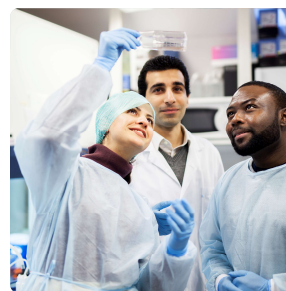
The cooperation is to be based on the following five main priorities:

- 1) Constructive interaction in higher education, research and innovation cooperation
- 2) Good links to working life and the business sector
- 3) Good student mobility
- 4) Good interaction between bilateral and multilateral cooperation
- 5) Research-based knowledge to achieve the UN Sustainable Development Goals (2030 Agenda)

As you can see in the picture, much is about collaboration between the different corners of the Knowledge triangle: education, research, and innovation.

UTFORSK

- An instrument under the Panorama strategy
- A broad and flexible programme
- Overall aim is to strengthen higher education for a sustainable future, through
 - strengthened international partnerships within areas of mutual and strategic interest between higher education institutions in Norway and the relevant countries
 - enhanced quality and relevance of study programmes at the institutions involved



UTFORSK is one of the funding instruments under the Panorama strategy and the same goals applies.

UTFORSK is a wide and flexible programme that covers all academic fields and all levels of higher education, from Bachelor to PhD.

Its overall goal is to strengthen higher education for a sustainable future.

This is to be reached;

-through strengthening the partnerships between higher education institutions in Norway and the relevant countries, within areas of mutual and strategic interest.

-and to enhance quality and relevance of study programmes at the institutions involved.

UTFORSK -the 2021 call



- Open for projects with partners in all the selected countries
- Projects may be awarded up to 3 MNOK for 4-year projects
- A minimum of 100 MNOK is made available
- Application deadline 20. April 2022, before 12:00
- More information: diku.no/programmer/Utforsk

The UTFORSK-2021 call for applications is open for partnerships with all the nine Panorama countries.

Each project may be awarded up to 3 million Norwegian Kroner for a 4-year long project.

In total, at least 100 million NOK is available.

In the last call we received 82 applications and allocated 35, but the competition this year remains to be seen.

It is therefore important to start early with the planning.

The application must be sent by the Norwegian institution and deadline is 20th April at 12:00, Norwegian time.

The background of the slide features a photograph of two students in a laboratory setting. A Black male student in the foreground is looking through a microscope. A white female student stands behind him, also looking down at the equipment. The image is partially obscured by a large, diagonal, magenta-colored graphic element that serves as a backdrop for the text.

Module 2

UTFORSK – Programme and project goals

Laila Linde Lossius

This module is about the UTFORSK programme and project goals.

UTFORSK – Goals, outcomes and expected outputs

- The UTFORSK “Theory of change”
- Needs assessment



The Results framework for the UTFORSK programme states that the overall goal is to strengthen higher education for a sustainable future. This goal is to be reached through:

- Strengthened international partnerships within areas of mutual interests between higher education institutions in Norway and the relevant countries, and through
- Enhanced quality and relevance of study programmes at the involved institutions.

The results framework should be seen in relation the UTFORSK theory of change, which you will find in the Programme document at our webpages.

The theory of change outlines different dimensions where we want the programme to have an effect, such as quality and relevance in higher education and sustainable development. It also defines relevant target groups for the programme.

As you are about to design your project, it is important to remember that the project must be relevant for the programme's goals.

But it is also important that the project is designed based on your needs, both at the applicant institution and at the different partners.

Project goals, expected results and activities should be designed based on jointly identified challenges and opportunities.

As you can see in the figure, two Outcomes have been defined. Under each of these, there are several "Outputs".

There is a logical connection between the goals at the various levels in the hierarchy. For example, mutual student mobility and the development of joint educational activities (which are two of the outputs) will contribute to strengthening the international partnership, which is one of the outcomes.

In order for an application to be considered relevant, the project's goals should be relevant to both outcomes. However, it is not intended that each individual project should aim to achieve all the different outputs in the hierarchy. Each project needs to identify the outputs which are most relevant to meet the challenges and opportunities identified in their applications needs analysis.

Outcome 1

Strengthened international partnerships within areas of mutual and strategic interest between higher education institutions in Norway and the relevant countries

Outputs for outcome 1:

- 1.1: Mutual student exchange as part of institutional cooperation
- 1.2: Joint educational activities that are integrated into the academic programmes offered at the partner institutions
- 1.3: Joint arenas for knowledge development and sharing
- 1.4: Synergies with EUs programs for education and research

For the first Outcome, «Strengthened international partnerships», the following four outputs are included:

- Mutual student exchange as part of institutional cooperation
- Joint educational activities that are integrated into the academic programmes offered at the partner institutions
- Joint arenas for knowledge development and sharing
- Synergies with EUs programs for education and research

In other words, these four outputs are project results that will be relevant to achieve strengthened partnerships.

Outcome 2

Enhanced quality and relevance of study programmes at involved institutions

Outputs for outcome 2:

- 2.1: Integration of higher education and research
- 2.2: Structures for mutual knowledge development and sharing between academia and non-academic partners
- 2.3: Student's participation in an international learning environment
- 2.4: Jointly developed courses/programmes and teaching approaches that are fostering key knowledge and competences for implementation of Agenda 2030
- 2.5: Innovative and knowledge-based teaching approaches and assessment forms

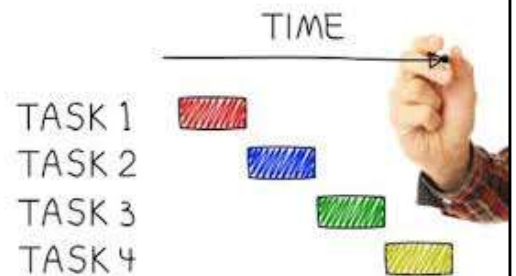
For the second outcome, «Increased quality and relevance in the study programmes», the following five outputs are included:

- Integration of higher education and research
- Structures for mutual knowledge development and sharing between academia and non-academic partners
- Student's participation in an international learning environment
- Jointly developed courses/programmes and teaching approaches that are fostering key knowledge and competences for implementation of Agenda 2030
- Innovative and knowledge-based teaching approaches and assessment forms

These five outputs are project results that will be relevant to achieve enhanced quality and relevance of the study programmes.

Project planning

- Correspondence between:
 - Needs assessment and project goals, and
 - Work plan, milestones and budget
- Commitment from and mutual interest and benefit for all partners
- Sustainability and sharing of project results



When designing the application, you should have the goals of the UTFORSK program in mind.

Think about what you want the project to lead to and check that this is in line with the goals for the UTFORSK programme.

Think about what you are going to do in the project, why you are doing it, how it is going to be done and with what resources.

There should be a connection between:

- The needs analysis and the project goals
- And between the work plan, milestones, and budget

There should be a mutual commitment and interest from all partners and a plan for how project results will be continued and shared

In video module 3, we take a closer look at the assessment criteria.

The background of the slide features a photograph of two students in a laboratory setting. A Black male student in the foreground is looking through a microscope. A white female student stands behind him, looking on. The image is partially obscured by a large, diagonal pink overlay that contains the text. The overall color scheme is dominated by shades of pink and orange.

Module 3

UTFORSK – The evaluation process

Unni Mjelde Birkeland

In this module, we will take you through how the applications are evaluated.

Evaluation process

- Formal assessment: eligibility criteria
- Evaluation: selection criteria
- Assessment by two evaluators
- Administrative allocation based on recommendation from evaluators

The application is processed in two steps:

After the application deadline, all the submitted applications will first be assessed against the formal criteria in the call, or what is called eligibility criteria in the call.

All applicants will receive a confirmation from HK-dir as to whether the application meets the formal criteria as soon as all applications have been reviewed.

All applications that meet the formal criteria will then be assessed by two evaluators who will assess the applications against the selection criteria for the call.

We recommend everyone to look carefully at the selection criteria when designing the application.

The final decision is made by HK-dir based on the evaluators' assessment of the applications.

Eligibility criteria

- Applicant institution
- Main partner
- Network partners
- Mandatory attachments
 - Letters of commitment from all project partners
 - CV for project coordinators
- Own contribution
- Application format



These are the formal criteria that all applications must meet to be considered:

- The **applicant institution** must be an accredited Norwegian higher education institution, and
- the **main partner** in the project must be a similar institution in one of the partner countries, meaning in Brazil, Canada, India, Japan, China, Russia, South Africa, South Korea or the USA.
- You may include several partners in the project as **network partners**. All network partners must also be from the partner countries, or from Norway. Network partners may for example be
 - Other educational institutions or
 - Other organizations such as private or public companies, research institutes, non-governmental organizations, etc.
- In addition, the following attachments must be submitted with the application
 - a Letter of Commitment from all partners
 - CV for the project coordinators, ie from the Norwegian applicant

institution and from the main partner institution in partner countries

- The partners must also contribute an own contribution of minimum of 20 %.

- In addition, the application must have the following format:

 - Applications must be submitted in the application portal Espresso

 - They must be submitted within the application deadline

 - Project activities must be planned within the time frame specified in the

call,

 - And the application and all attachments must be written in English



 Norwegian Directorate for
Higher Education and Skills

Evaluation criterias

1. Relevance to the goals of the programme
2. Quality of project design
3. Quality of the partnership
4. Impact and dissemination

All applications that meet the formal criteria will then be assessed by two evaluators who will assess them on the degree to which they meet the four selection criteria:

The first selection criterion is **the relevance of the project to the goals of the program**

Is the planned project and activities relevant to strengthen the quality and relevance of the study programs, and will the project contribute to strengthening partnerships between the institutions involved?

The second criterion is **the quality of the project design**

Quality of project design is, among other things, that there is a good connection between goals, activities, and budget, and that this is communicated in a clear way. It is also important that the project appears realistic and feasible.

The third criterion is **the quality of the partnership**

Under this criterion the evaluators will assess whether there is reciprocity between the

partners in the project, clear involvement from the various parties in the collaboration and if the composition of the project team is good.

The fourth and final assessment criterion is **impact and dissemination**

Under impact and dissemination, the project's plans for sharing results, and that the project has the potential to create results that can have an effect beyond the participants involved in the project and also beyond the project period, will be assessed.

In the call, several factors are defined under each of the four assessment criteria.

It is important to have a close look at the selection criteria when designing the application. There is also a connection between the questions in the application form and the four assessment criteria, which we also discuss in more detail in video module 5: about the application form in Espresso.

Grades and ranking

- Grading scale 1 (poor) to 7 (outstanding) for each of the four assessment criteria
- Ranked based on weighted average grade
 - Relevance 30 %
 - Project design 30 %
 - Partnership 20 %
 - Impact and dissemination 20 %
- Applications that receive a grade of less than 4 on one or more criteria, will be rejected

When the applications are assessed, each application will be given a grade on a scale from 1 - 7 on each of the four assessment criteria.

The four assessment criteria are weighted, so that the grade on the criteria relevance and project design counts 30 per cent each, while the grade on the criteria partnership and impact and dissemination counts 20 per cent each.

Based on the grade for each of the four criteria, a weighted average grade will be calculated for each application. It is this average grade that forms the basis for the ranking of the applications.

To qualify for a grant, the application must receive a grade of 4 or more on each of the four assessment criteria.

You can read more about the details on the ranking of applications in the call.

Earmarked funds

- 9 MNOK are separately earmarked (27 MNOK in total) for projects with main partners in
 - South Korea
 - Canada
 - Japan

In UTFORSK 2021, parts of the funds are separately earmarked. A total of NOK 27 million set aside for projects with main partners in South Korea, Japan and Canada.

This means that up to three qualified applications with main partners in each of the three countries shall be awarded. The applications must still qualify for a grant but may be granted funding before other applications with a higher grade.

If there are not enough qualified applications to allocate the earmarked funds, the rest of the funds will be allocated other qualified projects.

Allocation process

- HK-dir makes the final funding decision based on the ranked applications
- Outcome communicated in October 2022
- Allocated projects will be required to enter into a contract with HK-dir
- Project start-up from 1 November 2022

The final decision will be made by HK-dir based on the ranking of the applications and the earmarked funds.

The final funding decision will be communicated in October 2022.

Projects that are granted funding must sign a contract with HK-dir and may start from 1 November 2022.



Module 4

UTFORSK – Budget and guidelines

Unni Mjelde Birkeland

In this module, we will have a look at the budget and budget guidelines.

Funding framework

- Four-year projects, 3 MNOK
- Own contribution 20 % of amount applied for

Each project may be awarded up to MNOK 3 for a four-year project period.

There is a requirement for own contribution to the projects of at least 20 per cent of the applied amount.

This means that if, for example, you apply for the total amount of MNOK 3, the own contribution must be 20 per cent of 3 million, i.e., 600 000 kroner. If you apply for less than MNOK 3, the amount required for own contribution will also be less.

The own contribution may be shared between project partners as you wish and can also be used for salary costs for the time spent on the project activities.

We recommend that you read the entire budget guideline and familiarize yourself with it. The budget guidelines are found as an appendix to the call.

What can the funds be used for?

- Scholarships
- Travel and accommodation costs
- Project costs:
 - Direct and indirect costs
 - Procurement of services and equipment
 - Other operating costs



So, what can the funds be used for?

Funds can be used for student mobility both to and from Norway.

The budget guidelines provide guidance on how to calculate scholarships for incoming and outgoing students.

Remember that Norwegian students are entitled to support from Lånekassen for studying abroad for more than 4 weeks. For student mobility from Norway, only costs that are not covered by Lånekassen shall be covered. Remember to check what may be covered by Lånekassen, either via Lånekassen's website or with resources at your own institution.

The project funds can also cover travel costs for travels related to the project, both for staff and for students. Students from Norway will often get travel costs covered by Lånekassen, be aware of this when setting up the budget.

Direct costs are salary costs for staff working directly with the project, and where resources have been set aside for project implementation.

This can be project coordinators, participants or administrative resources that provide direct support for the project activities.

No maximum limit has been set for salary costs, but the costs must be reasonable and clearly linked to the implementation of the activities in the project. It should be clear from the application how these costs have been calculated, and how many months of work will be carried out by whom.

Indirect costs cover general resources within the institutions that the project benefits from, or overhead. This may, for example, apply to the share of the office space or other administrative resources where the project activities are carried out.

It is possible to include relevant costs for the purchase of services offered outside the partner institutions. These can be, for example, experts in digital pedagogy, workplace mentors, or other teaching facilitators.

Costs for the purchase of equipment necessary for the implementation of the project must be justified and explained in the application. All equipment must be depreciated during the project period.

Note that investments in infrastructure and scientific equipment cannot be included in the budget. The same applies to costs related to research activity that are not clearly linked to educational activity at master's and PhD level.

Under Other operating costs, you can place costs that are necessary for the implementation of the project, but which is not included under the other cost categories. These can be, for example, costs related to dissemination activities, relevant publications, costs related to digitization such as licenses or fees for learning platforms, or other costs related to dissemination of project results.

NOK - Norwegian kroner	Budget 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Amount applied for	Own contribution	Total budget
Scholarships								
Students from Norway	0	0	0	0	0	0	0	0
Students to Norway	0	0	0	0	0	0	0	0
SUM - Scholarships	0	0	0	0	0	0	0	0
Travel and accomodation costs								
Students	0	0	0	0	0	0	0	0
Staff	0	0	0	0	0	0	0	0
SUM - Travel and accomodation costs	0	0	0	0	0	0	0	0
Project costs								
Direct and indirect costs	0	0	0	0	0	0	0	0
Procurement of services	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0
Other operating costs	0	0	0	0	0	0	0	0
SUM - Project costs	0	0	0	0	0	0	0	0
Sub-total	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Update sums

This is what the budget looks like in the application form. The budget is divided into the categories scholarships, travel costs and project costs and also divided into budget years.

When writing comments and explanations to the budget, it is important that you link the comments to the various budget categories. It is also important to make clear how the different amounts are calculated.

The budget table sums up the applied amount without the own contribution in the column «amount applied for». It is this amount that forms the basis for calculating the own contribution (20 %). The own contribution is to be entered in a separate column. In the column on the far right, you get an overview of the total project budget, including own contribution.

Budget

- Read “Budget guidelines” (Appendix 1)
- Detailed description of how funds are planned to be spent and how costs have been estimated
- Cost-effectiveness will be evaluated!
- Not to be included:
 - Investments in infrastructure and scientific equipment
 - Costs related to research activities not clearly linked to educational activities

Finally, some tips for working with your budget:

- Read the budget guidelines carefully.
- Give a detailed description of how the costs are calculated. Note that for us to understand your budget, a detailed description of how funds are planned to be spent and how costs have been estimated must be included. The budget is also central in the assessment of the application.
- Cost effectiveness will be assessed.
- And a final reminder: the project funds cannot cover investments in infrastructure or scientific equipment and UTFORSK does not support research activists not clearly linked to educational activity.

The background of the slide features a photograph of two scientists, a Black woman and a white woman, working in a laboratory. The Black woman is in the foreground, looking through a microscope. The white woman is behind her, also looking down at the work. The image is partially obscured by a large, bright pink diagonal shape that covers the right side of the slide. The text is overlaid on this pink area.

Module 5

UTFORSK – The application form – Espresso

Synne Lysberg

In this module, we will take you through the application form for the call. All applications must be submitted through our application system, Espresso.

You may want to familiarize yourself with the form as early as possible. Everything that is entered into the form will be saved, feel free to use the save button at the bottom of the page. All saved information will also be editable until the application form is submitted.

UTFORSK 2021 - Application
 UTF-2021/10001 - Untitled project

Intro.	1. Project information	2. Project description	3. Budget	4. Attachments	Submission
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Start

This application form should only be used to apply for four-year funding through the UTFORSK Programme. The application form is for funding of joint projects between higher education institutions in Norway and Brazil, Canada, China, India, Japan, Russia, South Africa, South Korea, and the United States of America for project cooperation partnerships for up to four (4) years.

Applicants may define the project period from 1 November 2022 to 31 December 2026.

The maximum amount of funding that may be applied for is **NOK 3 000 000**. The application deadline is **20 April 2022, at 12:00 (CET)**.

Please read the [Call for applications](#) carefully. If you have any questions, please contact utforsk@hkdir.no

Editor access

Editor access is access to edit the contents of your application. As a default, the editor access rests with the project coordinator, in addition to Administrative and Financial contact persons. Here you can grant editor access to up to four other registered Espresso users. Use the search field to search for registered users in Espresso by typing any combination of first name, last name and email address. Then select the wanted user and press the "Use selected" button. If the person you are looking for is not already registered, he or she can register by using this link.

Search among registered users

Read access

Read access is access to read the contents of your application (including attachments), but not to edit its contents. You can grant read access to an unrestricted number of other registered Espresso users.

Use the search field to search for registered users in Espresso by typing any combination of first name, last name and email address. Then select the wanted user and press the "Use selected" button. If the person you are looking for is not already registered, he or she can register by using this link.

Norwegian Directorate for
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In the first section of the application form you will find some general information about the call, but perhaps most importantly, here you can register people who will have access to edit or read the application.

The person registered as a project coordinator has automatic access to edit the application form. In addition, up to four people can be given access to edit the application form, and an unlimited number of people can be given access to download a PDF of the last saved version of the form. To be granted access, you must have an Espresso account. Note that if several people are to work in the form at the same time, you will not be able to work in the same section of the form.

UTFORSK 2021 - Application
 UTF-2021/10001 - Untitled project

Intro.	1. Project information	2. Project description	3. Budget	4. Attachments	Submission
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1.1 About the project	1.2 Applicant	1.3 Main partner institution outside Norway	1.4 Other partners	1.5 Participants
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Project number

The project number is automatically generated. It is the identification key for your application.

UTF-2021/10001

Project title *

Please provide a suitable title for your project. If your application is awarded funding, the project title will be used throughout the lifetime of the project, from start-up until completion. The title should therefore be designed to give a short and informative description of the project.

Untitled project

Project summary *

Please provide a short summary of your project. The summary should mention:

- the goals and expected results of the project
- the main activities in the project
- the institutions and partners involved in the project

The summary will be published in [HK-dir's project database](#) and will be publicly available on HK-dir's website if the project is supported. It may also be used by HK-dir in reports and publications related to the programme.

Character limit: 2 000

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Paragraph [Color Icon] [Link Icon] [Image Icon]

Norwegian Directorate for
Higher Education and Skills

In the section «Project information», general information about the project must be registered.

You must state a title for the project and write a summary of the project. If the application is awarded, this summary will be extracted together with other key information and displayed in our online project database. In addition, you must state dates for the project period and field of study, before you register partners in the project.

Under the section «Applicant», information about the Norwegian applicant institution must be registered, as well as information about people with defined roles in the project. This includes the project coordinator and administrative and financial contact persons. We expect a team to be behind the application, and we want you to state the name of an administrative contact person and preferably a financial contact person, who will assist in developing the application, and who will follow up the project if awarded.

Furthermore, information about the main partner outside Norway as well as any network partners must be registered, before registering in the last section all persons in addition to those already registered with roles in the previous tabs, which are to be included as active participants in the project.

UTFORSK 2021 - Application
UTF-2021/10001 - Untitled project

Intro.	1. Project information	2. Project description	3. Budget	4. Attachments	Submission
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2.1 Goals and relevance	2.2 Work plan	2.3 Collaboration	2.4 Impact	2.5 Standard indicators
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Project goals and expected results

Please describe the goals of your project as well as what results are expected during the project and on its completion. How is the project goals relevant for the programme goals of UTFORSK? Please specify what outcomes and outputs in the results framework are relevant to the project.

Character limit: 3 000

[Help](#)

B I U | | | Paragraph | | | |

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Needs assesment and background

Provide a description of the current situation which the project is designed to change or improve. The needs assessment should be based on jointly identified challenges and opportunities and define one or several target groups that are meant to benefit from the project. If relevant, baseline data should be included here.

Please also explain how the project is linked to or will support other activities (e.g. projects that already receive support from other funding schemes in Norway or the partner countries, the EU programmes for education and research etc.) or in other ways form part of a larger context. How is the project innovative?

Character limit: 2 000

Norwegian Directorate for
Higher Education and Skills

In the section «Project description» you must describe the project for us. Overall, it can be said that the first four sub-sections are associated with the four assessment criteria, and you must answer questions that make it possible to assess:

- the project's relevance in section 2.1),
- project design in section 2.2),
- the quality of the partnership in section 2.3),
- and the project's expected impact and dissemination in section 2.4).

In the last sub-section, you must enter target numbers for planned student mobility, information about planned development of courses; and information about any other funding.

UTFORSK 2021 - Application
 UTF-2021/10001 - Untitled project

Intro.
1. Project information
2. Project description
3. Budget
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Submission

NOK - Norwegian kroner	Budget 2022	Budget 2023	Budget 2024	Budget 2025	Budget 2026	Amount applied for	Own contribution	Total budget
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Procurement of services	0	0	0	0	0	0	0	0
Equipment	0	0	0	0	0	0	0	0
Other operating costs	0	0	0	0	0	0	0	0
SUM - Project costs	0	0	0	0	0	0	0	0
Sub-total	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Specification of budget items

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In the Budget section, you must set up an overall budget for the project, divided into the defined budget items and the years the project is to be implemented. Own contribution from the project partners must also be entered here.

In comments on the budget, it is important to note that the comments should clearly explain how the amounts that appear in the various budget items have been calculated.

UTFORSK 2021 - Application

UTF-2021/10001 - Untitled project

Intro.	1. Project information	2. Project description	3. Budget	4. Attachments	Submission
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The following attachments must be uploaded **before** submitting the application:

- A *curriculum vitae* (CV) for the project coordinators in Norway and the partner country. Applications without a CV for the project coordinator will not be processed. The CV should not be longer than 2 pages.
- *Letters of Commitment* from all project partners, including the applicant institution, documenting their interest in and commitment to the project by the leadership at the relevant level. The letters of Commitment will be assessed as part of the application. Applications without such letters from partners are at a competitive disadvantage, but are still eligible.

Other types of attachments will not be taken into consideration.

All attachments must be uploaded in an appropriate format (e.g. pdf., doc., docx. or jpg.).

What is a Letter of Commitment?
A Letter of Commitment is a formal document where a partner commits itself to participate in and contribute to the project. It should contain information that is as specific as possible with regard to what resources (funds, work hours, equipment, premises, etc.) the partner will contribute to the project. It should be signed by a person authorised to enter into such commitments on behalf of the institution or organisation. This may be a Head of Department, a Dean of the Faculty, a leader of an organisation, a Director (one of a group of senior managers who run a company), or another person authorised to enter into such commitments.

Choose a file to upload Upload

Current files on document:
No attachments

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In the section «Attachments» you must upload attachments that are mandatory to meet the formal criteria of the call. This includes two-page CVs for the project coordinators at the Norwegian applicant institution and at the main partner institution outside Norway, and Letters of Commitment from all partners (from the applicant institution, main partner, as well as other academic and non-academic partners).

Other attachments that are uploaded will not be considered in the evaluation of the project.

UTFORSK 2021 - Application

UTF-2021/10001 - Untitled project

Intro.	1. Project information	2. Project description	3. Budget	4. Attachments	Submission
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When you have completed your application and are ready to submit, press the *Submit application* button below.

If any of the required fields in previous sections have not been filled in, you will have to go back to the relevant section and complete these fields before you can submit your application.

If you need to make changes to the application after submission, you may do so up to the final deadline. Please request that HK-dir reopens the application by sending an email to utforsk@hkdir.no. Please allow sufficient time to respond to this request. HK-dir cannot guarantee that requests made on the day of the submission deadline will be responded to with sufficient time to make the changes and resubmit. If an application is not resubmitted before the deadline, it is considered not received by HK-dir and will not be processed.

Please enter a project title in the 'Start' section.

The field "Project summary" in "1.1 About the project" is required. Please complete.

The field "Project period" in "1.1 About the project" is required. Please complete.

At least one discipline is required in section "1.1 About the project"

The field "Institution" in "Applicant institution" is required. Please complete.

The field "Department" in "Applicant institution" is required. Please complete.

The field "E-mail" in "Head of Department" is required. Please complete.

The field "First name" in "Head of Department" is required. Please complete.

The field "Gender" in "Head of Department" is required. Please complete.

The field "Last name" in "Head of Department" is required. Please complete.

The field "Phone number" in "Head of Department" is required. Please complete.

The field "Email" in "Project coordinator" is required. Please complete.

The field "Post research" in "Project coordinator" is required. Please complete.



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The last section is the section for submitting the application. If you have not filled in all the mandatory fields of the form, a list of such fields will be generated here. These fields must be answered in the application for the "Submit" button for the form to be activated.

This includes the three fields for "Confirmation" that the mandatory attachments have been uploaded, as well as a confirmation that the information provided in the application is correct, and that the application has been approved by the applicant institution.

You will also be able to upload a PDF version of the draft application if you wish to.

When you press the submit button, you will also have the opportunity to download a PDF version of the submitted application, and the same will be available to anyone with access to the application in Espresso through their accounts.

We would also like to point out that as soon as the application has been submitted through the system, it will not be possible to edit the application. If you have submitted by mistake, contact us at HK-dir before the application deadline has expired and we will be able to reopen the application form.

The background of the slide features a photograph of two students in a laboratory setting. A Black male student in the foreground is looking through a microscope. A white female student stands behind him, looking down at the equipment. The image is partially obscured by a large, diagonal pink overlay that contains the text.

Module 6

UTFORSK – Developing a good application

Julie Park

In this module, we will give you tips on how to write a good application.

Preparation is the key

- Read the call and the UTFORSK programme document!
- Think of the application as a story to be told
- Contact HK-dir with questions
- Evaluation elements in the calls:
 - Programme goals
 - Eligibility criteria
 - Selection criteria
 - Project funding and eligible costs



- First of all, preparation is key. Make sure that you read the call and the program document thoroughly. These documents will provide formal requirements as well as guidelines for the application and the project you are applying for. You can find these documents on our webpage.

- Before starting on your project design, take a moment and think about your project first. Think of the application as a story to be told, help the readers understand what you want to achieve, and how you prepare to do that.

- Keep in mind the program goals when writing the application. For example, the description of the goals should have a logical connection with what you are going to do in the project.

- If you have any questions about the call or the application form, please contact one of the persons listed in the call or send an email to UTFORSK@hkdir.no

While developing your application it is also important to keep in mind the different evaluation elements in the call and to make sure that they are met.

- Address the program goals

- Make sure you meet all the eligibility criteria
- Answer the selection criteria
- And also remember that the budget is part of the application and will be assessed.

In a nutshell

- **Sustainable**
- **Embedded**
- **Formalised**

The logo consists of the letters 'SEF.' in a bold, blue, sans-serif font. The letters are slightly shadowed, giving them a 3D appearance as if they are floating above a reflective surface.

We wish to see that both the cooperation in the partnership and results from the project cooperation are:

- Sustainable, that the project results may be sustained beyond the project period.
- Embedded, projects should not be dependent on individuals, but to a greater extent be embedded in the academic environment, study program and at the institution.
- Formalized, MoUs or exchange agreements should be signed to ensure that the cooperation will continue beyond the project period.

Frequently observed weaknesses

- Narrative is unclear
- Project description is not detailed and specific enough
- Over-emphasis on research-activities
- Support and demand for these activities at institutions?
- Uncertain commitment and mutual interest from all partners
- Lack of involvement from relevant resources, few persons involved

Frequently observed weaknesses we see in applications are:

- Narrative of the application is unclear or the project description is not detailed enough. This makes it difficult for the reader to understand what you want to achieve, how you plan to do it, and why this is important.
- We often see a predominance of research activity. Several of the applications that are not funded, place too much emphasize on research and lack the educational element. It is important to remember that UTFORSK is an educational program.
- Lack of support and demand for your project and project activities at your institution.
- Uncertain commitment and mutual interest from all partners.
- Lack of necessary resources and few persons involved. For example, if you are planning to develop a virtual collaboration, it requires resources from someone with such competence.
- Remember to have sufficient administrative support, for example from the International Office at your institution.

Frequently observed weaknesses cont.

- Goals and activities are disconnected
- Over-emphasis on one-way mobility
- Complementarity to other projects, added value to projects already established or completed?
- Needs and risk assessments
- Uncertain sustainability

- Another weakness is that the goals and activities are disconnected.
- Over emphasis on one-way mobility.
- Complementarity to other projects. What is the added value to already established or completed projects? This point is especially relevant for projects with parallel or previous funding from UTFORSK or similar programs.
- A weak risk and needs assessment. For example, risks related to the recruitment of students.
- Uncertainty related to sustainability and the dissemination of activities of the project beyond the project period. This is something the applicant should reflect on and consider in the application.



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and Skills

www.diku.no/utforsk

Utforsk@hkdir.no

We recommend that you watch all the video modules and encourage you to familiarize yourself with relevant documents on the UTFORSK program pages.

Here you will find the call, the program document, link to our project portfolio and project examples. You will also find frequently asked questions and answers to the call, which will be updated continuously

Good luck with writing your application!