

Quality assurance of grant proposals: education projects

1. Minor and medium-sized education projects (particularly HK-dir)
2. Major education projects (particularly HK-dir and EACEA)

1. Minor and medium-sized education projects

- For national and international projects with a project budget between 1-15M NOK
- For grant proposals where UiA has the role of coordinating partner, or is the sole applicant institution
- Do not apply for projects with total budget under 1M, for tenders or for E+ KA1

	Task	Actors	Tid/frist
1	Approval of the grant proposal The project manager produces a short summary of the proposal in collaboration with a controller. The summary is sent to leaders of the applicant unit (department head and faculty director) and to UiA's administrative contact person for the particular call. The dean and administrative support for project proposals at the faculty are also informed of the proposed project. The leader for the applicant unit, having HR and financial responsibility, assesses the summary of the proposal in the light of applicant unit's project portfolio, capacity and required resources. In case there are internal and/or external partners involved in the proposal, the project manager needs to ensure that leader of other involved units are informed about the project and approve their participation. The grant writing can begin after the leader for the applicant unit has approved the proposal. The approval should be given within two weeks of receiving the summary. If the call for projects is multidisciplinary, the relevant administrative contact person assesses whether proposed projects within UiA significantly overlap with one another in terms of contents and outputs, and notifies the parties in such cases.	Project manager Controller Leader(s) for the applicant unit and potential partners Administrative contact person for education projects (Division for Academic Affairs)	Immediately after the call is announced, or at the latest 8 weeks before the deadline
2	Kick-off meeting and process planning The grant proposal is established in the funding portal, and access is given to relevant contributors.	Project manager Controller	Immediately after the grant proposal is

	The project manager and potential team members agree upon a timeline for the proposal preparation. The timeline includes a budget finalization meeting with a controller, delivery of required documentation of eligibility, and utilization/reservering of relevant support services. When relevant, project development funds (PES) are applied.	Administrative contact person for education projects (Faculty)	approved, or at the latest 6 weeks before the deadline
3	Quality assurance The project manager and other grant writers familiarize themselves with previous projects that have received funding from the previous or similar calls for projects, and take use of other tools and services that are available and reserved right after the kick-off meeting.	Project manager Administrative contact person for education projects	Preferably 3-6 weeks before the deadline, or at the latest 2 weeks before the deadline
4	Documentation of eligibility and approval The project manager prepares the final budget in collaboration with a controller following the requirements set out in the call for proposal. If there are no major changes to the self-financing as approved at the start of the grant preparation (phase 1), leader of applicant unit does not need to approve the detailed budget plan. If there, however, are changes to the self-financing that goes beyond the agreed framework for participation, the updated budget should be sent to the leader of the applicant unit, who then reassesses the budget and the required resources before submission. If the call for project requires documentation of eligibility or institution's approval of the project, such documentation is provided to all applicants that have confirmed their budgets with the leader of the applicant unit. Delivery of signed documentation of eligibility or institutional anchoring is provided a few days before the call's deadline according to the requirements set in the call announcement (for example, with signature from the vice rector or LEAR).	Project manager Controller Leader(s) for the applicant unit and potential partners Administrative contact person for education projects (Division for Academic Affairs)	1-2 weeks before the deadline
5	Submission The project manager gathers all required attachments such as project description, letters of intent, CVs or references, and checks that all fields in the application portal are completed.	Project manager If needed: Administrative contact person for	Last week before the deadline

	It is recommended to avoid submitting the proposal right before the call closes, as technical problems and delays in the system may occur in the system due to high number of users simultaneously. If possible, it is recommended to submit for example the day before the call closes. If necessary, administrative contact persons can provide assistance with the submission and collecting the required documents.	education projects (Faculty)	
6	Archiving and finances The project manager delivers a copy of the submitted grant proposal to the administrative contact person for education projects for archiving purposes, and to the local controller in case this is required for payment of project development support (PUS).	Project manager If needed: Administrative contact person for education projects (Faculty)	Within a week after the submission

2. Major education projects

- For national and international projects with a project budget over 15M NOK
- For grant proposals where UiA has the role of coordinating partner, or is the sole applicant institution

	Task	Actors	Tid/frist
1	Approval of the grant proposal The project manager produces a short summary of the proposal in collaboration with a controller. The summary is sent to leaders of the applicant unit (department head and faculty director) and to UiA's administrative contact person for the particular call. The dean and administrative support for project proposals at the faculty are also informed of the proposed project. The leader for the applicant unit, having HR and financial responsibility, assesses the summary of the proposal in the light of applicant unit's project portfolio, capacity and required resources. In case there are internal and/or external partners involved in the proposal, the project manager needs to ensure that leader of other involved units are informed about the project and approve their participation. The grant writing can begin after the leader for the applicant unit has approved the proposal. The	Project manager Controller Leader(s) for the applicant unit and potential partners Administrative contact person for education projects (Division for Academic Affairs)	As soon as possible after the call is announced, or when possible, before call announcement (based on previous calls for the same programme)

	approval should be given within two weeks of receiving the summary.		
2	Kick-off meeting and process planning The grant proposal is established in the funding portal, and access is given to relevant contributors. The project manager and potential team members agree upon a timeline for the proposal preparation. The timeline includes a budget finalization meeting with a controller, delivery of required documentation of eligibility, and utilization/reserving of relevant support services. When relevant, project development funds (PES) are applied.	Project manager Controller Administrative contact person for education projects (Faculty)	As soon as possible after the funding portal is opened
3	Documentation of eligibility and letters of intent The project manager prepares an extended summary of the proposal (ca. 4 pages). The extended summary must include the team's suggestion for final budget that is prepared in collaboration with the faculty's controller, division of roles and responsibilities between partners, and is in line with the call's requirements. The extended summary is sent to the leader for the applicant unit as well as leaders of possible partners. Once the extended summary and the budget proposal are approved in all units that contribute with resources (own financing), documents required for eligibility and/or institutional letters of intent can be signed in case the call requires such. At UiA, institutional statements and letters are provided by the administrative contact person at the Division for Academic Affairs for the proposals that are approved within the applicant unit.	Project manager Controller Administrative contact person for education projects (Division for Academic Affairs) Leader(s) for the applicant unit and potential partners	6-8 weeks before the deadline
4	Quality assurance The project manager and other grant writers familiarize themselves with previous projects that have received funding from the previous or similar calls for projects, and take use of other tools and services that are available and reserved right after the kick-off meeting.	Project manager Administrative contact person for education projects (Faculty)	At the latest 1-2 uker før frist
5	Submission The project manager gathers all required attachments such as project description, letters of	Project manager	Last week before the deadline

	intent, CVs or references, and checks that all fields in the application portal are completed. It is recommended to avoid submitting the proposal right before the call closes, as technical problems and delays in the system may occur in the system due to high number of users simultaneously. If possible, it is recommended to submit for example the day before the call closes. If necessary, administrative contact persons can provide assistance with the submission and collecting the required documents.	If needed: Administrative contact person for education projects (Faculty)	
6	Archiving and internal funding The project manager delivers a copy of the submitted grant proposal to the administrative contact person for education projects for archiving purposes, and to the local controller in case this is required for payment of project development support (PUS).	Project manager If needed: Administrative contact person for education projects (Faculty)	Within a week after the submission