# Application for internationalisation or collaboration cheques – final application deadline 12 August 2024

Awarded funds are paid out after the final report has been submitted. Deadline for reporting is three months after the end date of the activity stated below. Application forms must be signed by the relevant head of department. Send the application electronically to **medel@diarie.umu.se**, please enter **FS 2.1.6-703-24** as the subject of the email. Dates must be entered in the format YYYY-MM-DD.

**The form must be filled out correctly for funding to be granted.
Only one applicant per application form.**

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| **Name of applicant, employment title and department:** |
| **Relevant study programmes:**  | **Date of application:** | **Estimated end date:** |
| **Travel destination (city/country):** |
| **[[1]](#footnote-2)Application concerns internationalisation:** | [ ]   | **1Application concerns collaboration:** | [ ]   |
| **Approved by the relevant programme coordinator/s** [ ]   |

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| **Funds applied for (actual costs including university-wide and faculty-wide costs, UGEM and FGEM)** | **SEK** |
| Travels, UGEM[[2]](#footnote-3) and FGEM included (31,0 %): |       |
| Accomodation, UGEM2 and FGEM included (31,0 %): |       |
| Salaries[[3]](#footnote-4), #working hours:       x 780 SEK/hour |       |
|  **Total:** |        |

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| **Signature by the head of department****To be signed online via eduSign,** [**https://edusign.sunet.se/**](https://edusign.sunet.se/) |

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| **SUMMARY:** *Briefly describe the reasons behind the application and in which way granted funding can lead to increased internationalisation or collaboration for the education. Maximum 1/3 page.*      |

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| **Residence/exchange:** *Please state the higher education institution, company or organisation and the time period in question.*      |

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| **Project plan:** *Please describe a preliminary programme for a residence/exchange and its various activities, and whether the application aims to develop a course, an exchange agreement or concerns external engagement at a company or organisation if a collaboration cheque is in question. Max approx. 1 page.*      |

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| **BUDGET:** *Comment on and explain the budget in more detail, if deemed necessary. Specify the number of working hours.*       |

1. The application should relate to either an internationalisation check or a collaboration check, not both. [↑](#footnote-ref-2)
2. The estimation of costs must include direct costs as well as university-wide costs (*universitetsgemensamma kostnader*) regarding salary and external operating costs. Granted funds must cover costs for the core activities of the initiative and supportive functions (university-wide and faculty-wide). University-wide costs – UGEM for 2024: 23.8 %. Faculty-wide costs – FGEM – for 2024: 7.2 %. [↑](#footnote-ref-3)
3. The standard for salary is SEK 780 per hour, top-up payments, UGEM and FGEM included. [↑](#footnote-ref-4)