LEADING HOUSE AFRICA

**Application Form for Lectureships and Prolonged Research Stay in Africa**

**General documents**

* Cover letter of the applicant
* Letter of support from the Swiss applicant’s supervisor
* Letter of support from the African host institution/department

**Part 1: General Information**

1. **Basic Data**
	1. **Project Details**

|  |  |
| --- | --- |
| Project title: |  |
| Thematic area(s) / keyword(s) |  |
| Research field(s) |  |
| Project classification(*select all that apply)*  | [ ]  Joint research activities[ ]  Joint curriculum development[ ]  Joint lectures / seminar[ ]  Joint project / funding acquisition[ ]  Joint field courses / work |
|  Intended start date (DD-MM-YYYY): | Click here to pick a date. |
|  Duration (months): |  |
| Total funding requested (CHF): |  |

I hereby confirm that all the information given in this application and the attachments is correct to the best of my knowledge.

……………………………………………. ………………………………………….

Place, Date Signature of main Swiss applicant

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Place, Date Signature of main African applicant

* 1. **Applicants’ Personal Data**

**1.2.1 Leader of the Swiss Mobility Group / Team**

|  |  |
| --- | --- |
| Surname |  |
| First and middle name(s) |  |
| Position |  |
| Academic degree |  |
| Date of birth |  |
| Gender |  |
| Nationality |  |
| Name of institution / place of work |  |
| Department |  |
| Address |  |
| Postcode, city |  |
| Country |  |
| Email |  |
| Phone number |  |

**1.2.2 Member of the Swiss Mobility Group**

|  |  |
| --- | --- |
| Surname |  |
| First and middle name(s) |  |
| Position |  |
| Academic degree |  |
| Date of birth |  |
| Gender |  |
| Nationality |  |
| Name of institution / place of work |  |
| Department |  |
| Address |  |
| Postcode, city |  |
| Country |  |
| Email |  |
| Phone number |  |

**1.2.3 Member of the Swiss Mobility Group**

|  |  |
| --- | --- |
| Surname |  |
| First and middle name(s) |  |
| Position |  |
| Academic degree |  |
| Date of birth |  |
| Gender |  |
| Nationality |  |
| Name of institution / place of work |  |
| Department |  |
| Address |  |
| Postcode, city |  |
| Country |  |
| Email |  |
| Phone number |  |

**1.2.4 African Collaborator (Host)**

|  |  |
| --- | --- |
| Surname |  |
| First and middle name(s) |  |
| Position |  |
| Academic degree |  |
| Date of birth |  |
| Gender |  |
| Nationality |  |
| Name of institution / place of work |  |
| Department |  |
| Address |  |
| Postcode, city |  |
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| Email |  |
| Phone number |  |

**Specific Remarks (if any):**

**2. Requested Funding**

**2.1 Budget**

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| --- | --- | --- | --- | --- |
| **Main expense category**  | **Item description** | **Unit cost (CHF)** | **Quantity** | **Total****(CHF)** |
| **Personnel costs** |  |  |  |  |
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| **Travel costs** |  |  |  |  |
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| **Accommodation costs** |  |  |  |  |
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| **Conference and meeting costs** |  |  |  |  |
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| **Project consumables** |  |  |  |  |
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| **Material/equipment of enduring value** |  |  |  |  |
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| **Open Access Publication costs** |  |  |  |  |
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| **Total (CHF)** |  |  |  |  |

*Insert additional rows into the table for each item if needed.*

**2.2 Budget Justification**

*For each main category of funds requested, please provide justification below.*

**2.3 Cost Sharing / Third Party Funding**

Have you secured or are in the process of applying for funding to support this project from a third party or do you wish to make an in-kind contribution?

If yes, please specify:

**Swiss applicant**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Funder // in-kind  | Name of project (*if applicable*) | Main expense category(ies) | Requested amount (CHF) | Expected date of decision (MM-YYYY) | Funding already secured (yes) |
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**African applicant**

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| --- | --- | --- | --- | --- | --- |
| Funder // in-kind  | Name of project (*if applicable*) | Main expense category(ies) | Requested amount (CHF) | Expected date of decision (MM-YYYY) | Funding already secured(yes) |
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**3. Partnership and Collaboration History**

**3.1 Collaboration History**

Have you ever collaborated or are currently collaborating in ongoing project(s) with your African partner (co-applicant). [ ]  YES [ ]  NO

If yes, please specify

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| --- | --- | --- | --- | --- |
| Brief description of the project | Project duration(MM-YYYY to MM-YYYY) | Amount funded (CHF) | Funding agency | Key outcomes |
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**4. Projects Requiring Ethical Approval, Authorizations or Notifications**

Indicate whether the proposed joint activities include:

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| --- | --- |
| Humans, human tissue samples or individual medical data: | YES [ ]  NO [ ]  |
| Vertebrates, decapods or cephalopods: | YES [ ]  NO [ ]  |
| Pathogens or genetically modified organisms: | YES [ ]  NO [ ]  |
| Human embryonic stem cells: | YES [ ]  NO [ ]  |

*Please note that research on humans, human embryonic stem cells, vertebrates, decapods, cepaholpods, pathogens and genetically modified organisms needs authorization and/or notification in Switzerland and several African countries*.

**PART 2: Proposed Research Project**

***Note: 4 page limit for sections 2.1. to 2.7***

***Please use: 1 line spacing, font size Arial 11***

* 1. **Summary** (maximum 300 words)

*Briefly describe the objectives, joint activity plan, and expected results of the proposed project. Please use non-technical language.*

* 1. **Project Description and Objectives**
* *Describe in detail the objectives of the proposed joint research project.*
* *Describe the set-up of the Swiss-African research collaboration, and how the project promotes research cooperation with an important institutional capacity development component.*
	1. **Relevance and Innovativeness of the Topic**
* *Describe the relevance and innovativeness of the topic.*
* *Describe how the planned activities contribute to the implementation of the UN 2030 Agenda, the African Union’s Agenda 2063, and the national priorities of the respective countries.*
	1. **Anticipated Partnership**
* *If applicable: describe past or existing research collaboration between the Swiss and the African research institution.*
* *What are your overall partnership objectives and how do you anticipate the role of your proposed project in addressing these objectives?*
	1. **Methods and Research Approaches**
* *Describe the methods and research approaches you will apply to carry out your proposed project.*
* *If applicable: describe the innovative inter- and transdisciplinary research approaches you will be using.*

**2.6 Work Plan Including Milestones**

* *Indicate how you plan to distribute the work among the participants of your project.*
* *Outline major milestones anticipated with an approximate schedule on a time-scale of months.*

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| --- | --- | --- | --- |
| **Activities** | **Responsible person(s)** | **Milestones** | **Expected month** *measured from the start date* |
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*Insert additional rows into the table if required.*

**2.7 Expected Results and Possible Follow-up Activities**

*Please describe the expected results of your project and the possible follow up activities.*

**PART 3: Annex**

* *References*
* *CVs of each member of the Swiss group (max. 2 pages per person including list of relevant publications)*
* *CV of the African host (max. 2 pages including list of relevant publications)*