

# **Programme in Higher Education, Research and Development in the Western Balkans 2010-2014. The Agriculture Sector (HERD/Agriculture.)**

## **Guidelines for Applicants.**

### **Introduction**

The Norwegian Ministry of Foreign Affairs (MFA) has developed a new Programme in Higher Education, Research and Development in the Western Balkans (HERD.) The overall aim of HERD is to contribute to economic growth and social development through co-operation in higher education and research in the Western Balkans. The scope and objectives of HERD are outlined in the [HERD Programme Document](#) dated 01.03.2010. The Programme period has been extended until the end of 2014.

HERD's Programme 2 is for the Agricultural Sector. The objectives of HERD/ Agriculture are:

1. Institutional Development, to contribute to educating a national work force that has adequate innovative qualifications in the agricultural sector by building, in the longer term perspective, sustainable capacity of higher education institutions in Bosnia & Herzegovina and Kosovo.
2. Applied Research and Development, to stimulate innovation, product and process development in the agricultural sector through support to applied research and development in the Western Balkans.

The second call under HERD/ Agriculture will prioritise aquaculture and pastureland/ grazing, knowledge transfer from academic institutions towards farmers and farmers' organisations, economy and markets (value chains; "from farm to fork"), entrepreneurship and user aspects.

Activities that lead to improved conditions for agriculture and agri-business are important. A regional approach, in line with the Central European Free Trade Agreement (CEFTA,) should be applied when appropriate.

Quality control of products should apply international standards and Norway may assist with professional advice and formal education in this field. Intra-regional trade with agricultural products should be encouraged.

Creation of employment in agriculture related industry and the service sector in urban and semi-urban and when possible also in rural areas, is part of the total picture. Agricultural and agri-business support should take this into consideration and be open to support activities outside the strict sense of agriculture.

Norway may offer formal education of experts to work in the agricultural extension services.

Projects should, when appropriate, be aligned with the EU support and EU requirements, either by contributing to the EU efforts, or by complementing the EU on issues not covered by the Union.

MFA shall, subject to Parliamentary appropriation, make available to the HERD/Agriculture a financial allocation not exceeding NOK 32,000,000 (Norwegian kroner thirty two million) for

the programme period 2010 - 2014. NOK 12,000,000 (Norwegian kroner twelve million) has been allocated during the first call for applications.

### **The application.**

Eligible partner countries under HERD are: Bosnia & Herzegovina and Kosovo, which will be given priority, while Albania, Croatia, Macedonia, Montenegro and Serbia also are qualified for support. Applicants shall use the HERD/ Agriculture [Application Form](#). Applications must address the HERD Programme Document's overall objectives, and the strategic directions outlined in the Document's section 4. Applicants must set specific goals relating to each of the elements under the strategic directions. Proposals that do not address both aims and all strategic priorities will not be considered.

Applications shall be prepared in partnerships between education institutions in Western Balkans and in Norway, and their partners. Applications shall have a lead partner institution in Norway. Relevant documentation must be included as part of the application. The application deadline is 2 May 2011 at 15:00 hrs. Projects that receive funding from HERD/Agriculture should be completed by 31.12.2014.

### **Handling of the application**

The Norwegian lead institution will submit the proposal on behalf of the co-operating partners. Applications shall be sent to the Sector Manager for HERD/ Agriculture: Dr. Thor S. Larsen, UMB/ Noragric, Box 5003, N-1432 Aas. Phone: +47 64965313 / 90929282, telefax: +47 64965201, e-mail: [thor.s.larsen@umb.no](mailto:thor.s.larsen@umb.no).

Allocation of funding will be decided by the HERD/ Agriculture Sector Board. The Sector Board will ensure the qualitative aspects, conduct assessment of proposals by peer review, assess all applications and distribute funds according to the stated aims of HERD and as agreed with MFA, monitor on-going activities and have a consultative role as to the further development of the HERD Programme.

### **The formal contracts.**

A Contract with the Norwegian lead department will be drawn up when the Sector Board has approved the application. This Contract states the general conditions for the project and project cooperation and for activities proposed by the applicants. The information and signatures provided in the application are to be regarded as Statements of Intent for mutual plans, obligations and responsibilities. The Contract will be a binding agreement.

### **Application documents.**

#### **Application Form Cover Page.**

The Application's project title should not exceed 100 letters and should be indicative of the main project objectives. Applications must be signed by project leaders and by the Head of the lead department. The Norwegian lead partner must submit a paper version of the application's Cover Page with original signatures by mail to the secretariat at UMB by the application deadline. The Cover Page may be forwarded by fax or as .pdf file attached to e-mails as a provisional arrangement until original signatures have been received by mail. If the project proposal involves more than two partners, they must also confirm their active participation in and commitment to the project, e.g. with original signatures as of the procedure described above. Such copies should also be part of the application. Please note that applications lacking original signatures from any of the main partner institutions will not be processed.

## **Part A: Project Information, Synopsis and Proposal.**

- 5, 6, 7 and 8: Proposing departments/ institutions/ centers.  
Eligible partner countries under HERD are: Bosnia & Herzegovina and Kosovo, which will be given priority, while Albania, Croatia, Macedonia, Montenegro and Serbia also are qualified for support.
  - ✓ Name, address and contact information of the proposing department.
  - ✓ Name and address of the department where the project is administratively located and which is administratively responsible for the project.
  - ✓ Name and contact information for the project leaders/ coordinators
  - ✓ Information about other cooperating partners, in Western Balkans and/ or in Norway, or partners in other countries who will participate in the project. Confirmation about such participation shall be enclosed with the application.
- 9: Synopsis and the objectives of the project  
The synopsis should give a short description (not exceeding 200 words) of the project's main objectives and goals, main activities, expected results, etc. See the HERD Programme Document. The synopsis should be composed in a way that makes it useful for information purposes.
- 10: Project components and disciplines  
Select main discipline area(s) as described in the HERD Programme Document and in the Project Application Form's item 12 "Elements in the proposed project" (compulsory). Also select sub-discipline area(s) (optional) when appropriate.
- 11: History of co-operation  
If the proposal is a continuation of another project in the Western Balkans, tick off for Yes, and give the relevant identification number. Please indicate financial contributions, partnerships and time period from other sources, if applicable.
- 12: Elements in the proposed project  
Describe relevant activities under each element. The applicants are required to give more detailed information about the proposed activities under "Project Description."
- 13: Academic staff and researchers involved in the project.  
Contact information to be included if relevant.

## **Part B: Application Budget**

It is important that budget posts are related to the programme's objectives, goals and strategic directions (See the HERD Programme Document.) For example, fellowships, salaries, infrastructure and running costs will not be funded unless these are related to over-arching objectives as of the Programme Document. Budget proposal figures to be in 1.000 NOK. The budget shall state the annual distribution of the funds, including administrative costs and the total annual budget.

- 1 and 2: Fellowship grants to Master students and to Ph.D. students.  
HERD follows normal Norwegian allocations and rates for support to students, e.g. according to the Norwegian Research Council or at Norwegian universities. Rates may be subject to adjustment during the project period. If the students are in a sandwich course or

do the fieldwork in their home country, they will receive local rates when in their home country. The HERD Programme does not cover expenses for accompanying families. Ph.D. candidates doing doctoral work in Norway are liable to pay taxes. Taxes and dues should therefore be identified in the budget. In addition there will normally be other expenses due to the character and level of the work, Travel, fieldwork, dissertation costs etc, not covered by the applying institutions should be budgeted under the relevant items.

- 3: Salaries in Western Balkans  
The HERD Programme may cover salary expenses at local rates for the staff involved in the project. The Western Balkan institutions' own contributions, e.g. salaries, travels, infrastructure, running costs etc, shall be given in item 14.I (Own funding, including in-kind contributions.) If the project receives financing from other sources than HERD, this shall be budgeted in item 14.II (Application to others)
- 4: Salaries in Norway.  
The HERD Programme may cover salary expenses for Norwegian staff involved in the project. The Norwegian institutions' own contributions, e.g. salaries, travels, infrastructure, running costs etc, shall be given in item 14.I (Own funding, including in-kind contributions.) If the project receives financing from other sources than HERD, this shall be budgeted in item 14.II (Application to others)
- 5: Scientific instruments/equipment and 6: Office infrastructure/ software/ netware.  
This item may cover costs for equipment and infrastructure required for the project, which should be justified. The institutions in Western Balkans and in Norway should make existing equipment and infrastructure available for the project. Please specify when applicable.
- 7: Books/periodicals/publication costs/dissertation.  
Literature considered necessary for the project, other than what is already available at the cooperating institutions, should be budgeted here. This post may also cover costs for production of proceedings from meetings, conferences and students' dissertations.
- 8: Networking costs/conferences/seminars/workshops/research.  
These are general costs not covered by items 9 and 10, Travel Expenditure, see below. These may include hosting of workshops, seminars and conferences, networking costs other than travels and specific costs related to research and other project activities.
- 9 and 10: Travel expenditure in Western Balkans and travel expenditure in Norway. This covers the costs of partners from the Western Balkans for travel, accommodation and per diem, to and from Norway or a third country, and if relevant also travel and expenses for fieldwork in the home country. Visits to and travel in Norway, including field work in Norway, should be with the cheapest way of travel, and according to Norwegian government regulations, (Statens reiseregulativ.) Exceptions have to be explained and justified. In cases of visits to other countries than Norway, travel expenses are covered according to the regulations of the visitor's home country or home institution. Exceptions have to be explained and justified. Travel expenses for staff and students in the Western Balkan countries, and for field work there, should be according to the cheapest way of travel and in accordance with national regulations. If budgeted under items 9 and 10, they cannot be included elsewhere.

- 11: Other operating costs/ running costs.  
These are costs not covered by any of the items above. To be explained and justified.
- 12: Sub-total costs.  
All items 1 through 11 are to be added in item 12, which is the basis for calculation of item 13.
- 13: Overhead.  
The overhead rate under HERD is 7,5% To be explained and justified.
- 14-I and 14-II: Own funding and application to others.  
Specify own funding in the form of staff time/ salaries, equipment, laboratory facilities etc. If the project is seeking full or partial funding from other sources, then give the contact details for that institution and application sums.

### **Part C: Project Description**

- 15: The Project Description  
This should not exceed 10 pages. The Project Description must provide justification of the project in relation to the HERD's "Aim and Objectives" and item 4 "Strategic Directions of HERD." Applicants must set specific goals relating to each of the elements under the Strategic Directions. See the HERD Programme Document for details. In addition, the Project Description shall include:
  - ✓ An outline of the project including time schedule for project activities.
  - ✓ Goals and sub-goals of the project.
  - ✓ Methods and material.
  - ✓ Expected results.
  - ✓ Assessment of the involved department's competence and capacity for participating in the project.
  - ✓ Assessment of the project's vulnerability.
  - ✓ Implications of the project for departments in the Western Balkans and sustainability of cooperation
  - ✓ Plans for dissemination of findings and results.
  - ✓ Comments to the budget, as needed.
- 16. List of Enclosures.  
Attachments shall include CVs of project leaders and Memorandums of Intent or similar documents signed by the collaborating departments/ institutions/ centers, and other relevant documents.