**CALL DIOS INCENTIVE FUND AND GLOBAL MINDS**

**DEADLINE: 15/05/2024[[1]](#footnote-1)**

1. **Introduction**

Via this call, DIOS funds projects that contribute to the goals of the internationalisation policy plan and/or the Global Minds programme. A budget is made available through internal UHasselt means to finance projects that contribute to the goals of the internationalisation policy plan. An additional budget is made available through Global Minds, a VLIR-UOS programme which enables Flemish higher education institutions to operate as drivers of change for sustainable development by producing and valorising relevant knowledge and expertise through mutually beneficial partnerships with and between (non-)academic actors in Belgium and partner countries, and by creating a conducive environment for their students, staff and alumni to act as critical global citizens.

**Strategic Goals UHasselt internationalisation policy[[2]](#footnote-2)**

1. To strengthen Hasselt University’s **international network**
2. To actively search for **solutions for local and global societal challenges**
3. To maximize **incoming** and **outgoing** international **mobility** amongst UHasselt students, researchers and staff and to promote organisation-wide participation
4. To **institutionalize** **internationalisation** in the structures and processes of Hasselt University

**Strategic Goals Global Minds[[3]](#footnote-3)**

The change Hasselt University aims to create by organising this call is to increase the **interaction with different relevant stakeholders** (public, private, and academic stakeholders) in order to **increase collaboration, co-creation, and to share knowledge**. Hasselt University also aims to provide a framework for **knowledge-sharing**. The projects can also have an impact on following domains:

1. **Research programmes and methods:** The change Hasselt University aims to create is improving methodologies and the quality of research in spearhead domains, in co-creation with relevant partners in order to focus on socially relevant research to be able to tackle societal and global challenges.
2. **Education programmes and methods:** The change Hasselt University aims to create is improving teaching methods, didactics and digital approaches, and the curriculum content to equip students, staff, and other stakeholders with the necessary skills, competences, and knowledge to tackle global challenges in an interdisciplinary way (transferable skills).
3. **People:** The change Hasselt University aims to create is to sensitize, train, and engage staff, students, and other stakeholders to strengthen their knowledge, skills, and attitudes in different domains related to decolonization, development cooperation, "North-South" relations, and global challenges.
4. **Networks and partnerships:** The change Hasselt University aims to create is to increase its interaction and the quality of its existing partnerships, while also exploring new partnerships and creating new reciprocal partnerships.
5. **Systems, policies and infrastructure:** The change Hasselt University aims to create is to increase its management and information systems to improve its functioning in support of the Global Minds project and the implementation of policies regarding diversity, gender, …
6. **Types of initiatives and funding**

Faculties can submit one or several projects. The eligibility and funding criteria as mentioned below will be taken into account upon selection of the proposals. Moreover, the indicated budgets below are strict and need to be respected upon drafting a proposal.

Types of initiatives

|  |  |  |
| --- | --- | --- |
| **Project Type** | **Max. budget** | **Examples of activities** |
| Faculty project | € 15.000 | This call aims to offer flexibility in terms of the activities that a project can implement, as long as the proposal demonstrates that these activities are contributing to the goals of the UHasselt internationalisation policy plan and/or the Global Minds programme and are the most appropriate activities to reach the objectives defined for the project. Projects can thus carry out a wide range of activities. Please find here below some examples (these are purely illustrative):   * Testing and/or implementation of innovative practices in the field of education and internationalisation: e.g. blended/virtual learning; e-modules; * Organisation of an international activity at UHasselt: e.g. summer school / workshop / colloquium; * Student trip initiatives: bachelor or master student grants (max. 10) in the framework of a project and as part of a regular course (ECTS); * Integration of an international and/or development-relevant dimension in the curriculum: e.g. guest lectures from international speaker, (partial) joint course module, etc. Integration in the UHasselt study guide is mandatory; * Staff mobility as part of curriculum development or to initiate international partnerships[[4]](#footnote-4). |
| Interfaculty project  (min. 2 UHasselt faculties/schools) | € 25.000 |
| Project with NGO[[5]](#footnote-5) | € 25.000 |

Eligible funding

*1. International overnight and travel costs*

Only hotel[[6]](#footnote-6) and travel costs will be reimbursed based on invoices. Travel costs will be reimbursed up to a maximum amount, depending on the distance, based on the EU distance calculator (and as used in the Erasmus+ programme). The use of sustainable modes of transportation is strongly recommended.

|  |  |  |
| --- | --- | --- |
| **Distance band** | **Amount** | **In case of green travel[[7]](#footnote-7)** |
| 0-9 km | € 0 |  |
| 10-99 km | € 23 |  |
| 100-499 km | € 180 | € 210 |
| 500-1999 km | € 275 | € 320 |
| 2000-2999 km | € 360 | € 410 |
| 3000-3999 km | € 530 | € 610 |
| 4000-7999 km | € 820 |  |
| 8000 km or more | € 1.500 |  |

Within Europa a min. stay of 2 nights on location is required. Outside of Europe a min. stay of 5 nights on location is required.

We strongly advise you to use the [distance calculator](https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en) to estimate your travel costs. Please note that the place of origin should always be the address of the home institution and the destination should be the address of the host institution.

* Student trip initiatives can be included in the project (only for bachelor or master students). The student trip has to be part of a regular course (award ECTS) with a min. duration of 5 days (travel days excluded) and a max. duration of 4 weeks[[8]](#footnote-8). A max. of 10 students can be funded within the same project. The following rates apply:

|  |  |
| --- | --- |
| Within Europe | Outside of Europe |
| € 250/student for short stays (less than 1 month)  € 500/student for stays as of 1 month  (overall max. € 500/student) | € 500/student for short stays (less than 1 month)  € 1.000/student for stays as of 1 month  (overall max. € 1.000/student) |

*2. Organisational costs*

* For the organisation of an international activity at UHasselt (e.g. summer school / workshop / colloquium), a max. of € 1.500/full day will be granted. Please note that this amount can only be requested if the activity is organised at UHasselt (not in another country).

*3. Other types of expenses*

* Dissemination of your project activities is strongly encouraged. You can request a budget of max. € 500 for promotion materials, publications, or other communication expenses.
* These costs will be reimbursed based on invoices.
* Expenses for infrastructure, recruitment fairs, and salaries of teachers, professors, guest speakers, or experts are not eligible for funding.

For each selected project, a specific credit location has to be opened. 70% of the approved budget will be transferred at first and after the final report (which has to be submitted by the latest 60 days after the end of the project) the remaining 30% will be transferred if the budget was spent expenses are documented (with invoices or receipts) and dissemination can be proven.

The budget that was not spent due to cancellation or changes in activities, has to be transferred back to DIOS after the end of the project.

1. **Eligibility & selection criteria**

In order to be eligible for funding, the project proposal must meet the following eligibility criteria:

- The project has a duration of **no more than 2 years** and has to start in 2024. In case funding is requested for more than one year, it has to be clearly indicated in the proposal that this duration is necessary for the realisation of the project.

- The project has to be submitted by a person of UHasselt, with following requirements:

* one must be able to be an account holder;
* one must have a ZAP statute (Independent Academic Personnel) at the time of submission, with a minimum appointment level of 10%;
* postdocs can also submit, depending on the Flemish institution’s internal criteria and on condition that a ZAP member with at least 50% appointment of the institution with whom the contract will be signed is included in the project team as co-promoter;
* ATP members (Administrative and Technical Personnel) can also submit, depending on the nature of the project and provided they can be account holders within their own institution, without a ZAP member with minimum 50% appointment as co-promoter being part of the project team.

- The proposal is submitted through the **application form** (here below) and has a **clear work programme** and **budget proposal**. Applications have to be written in **English**.

Your project proposal will be assessed on 4 criteria and must obtain a score of at least 60% to be considered for funding.

|  |  |
| --- | --- |
| **SELECTION CRITERIA** | **WEIGHT** |
| **RELEVANCE**  *The extent to which the objectives of the proposal contribute to the realisation of the strategy of the internationalisation policy plan and/or the Global Minds* *Programme. The extent to which the proposal is linked to the Sustainable Development Goals.*  *Preference is given to projects that contain a* ***synergy or complementarity*** *with other projects and/or demonstrate the potential to create a leverage effect for other funding sources (e.g. Erasmus+, VLIR-UOS, specifically for Global Minds: other VLIR-UOS projects, University Development Cooperation (UDC) or Belgian ANGC’s/NGO’s).*  *For Global Minds projects, preference will also be given to projects that focus on gender, environment and/or ICT in UDC. Note that Global Minds focusses on UDC capacity building at Hasselt University, and not (directly) at capacity building in the South.* | **35%** |
| **INNOVATION**  *The extent to which the proposal has a ground-breaking nature and ambition and leads to project-specific innovative results and solutions.* | **20%** |
| **IMPACT & DURABILITY**  *The proposal should directly contribute to changing attitudes and creating impact related to internationalisation and development cooperation. The potential impact both within and outside the participating organisations will be assessed.*  *The project proposal should also be sustainable and make realistic projections beyond the funding period.*  *Priority is given to initiatives which benefit from internal or external co-funding.* | **25%** |
| **DISSEMINATION & COMMUNICATION**  *The extent to which the project proposal foresees in the dissemination of the results both within the participating institutions and organisations and beyond where applicable.*  *Please note that each selected project is expected to give a presentation within the UHasselt Training Network (https://www.uhasselt.be/Lerendnetwerk).* | **20%** |

In case of ex aequo, priority will be given to

1. projects with newcomers
2. projects with a clear environmental sustainability component/strategy
3. projects scoring highest under the criterion “relevance”
4. **Application and selection procedure**
   1. **How to apply?**

The promotor has to submit the project proposal to his **departmental coordinator internationalisation** (contact details: see below[[9]](#footnote-9)) by using the **application form** which is found below**.**

The faculty coordinator shall submit the **proposals** for his/her faculty, as well as a **ranking** **of the submitted projects by the dean**[[10]](#footnote-10), to the international office ([international@uhasselt.be](mailto:international@uhasselt.be)) at the latest on **15/05/2024.**

* 1. **Selection procedure**

Step 1: the projects will be evaluated by the selection commission, consisting of the VLIR-UOS Bureau representative, a representative from the Research Council, a representative from the Education Board, a representative from the Internationalisation Council and two staff members of the international office.

The selection commission will rank the proposals (including a reserve list) and formulates a motivated advice for the Internationalisation Council.

Step 2: The advice of the selection commission is communicated for endorsement to the Internationalisation Council.

Step 3: The international office informs all project applicants in writing about the selection results[[11]](#footnote-11).

1. **More information**

|  |  |  |
| --- | --- | --- |
| **General questions** | | |
| International office | | [international@uhasselt.be](mailto:international@uhasselt.be) |
| **Faculty coordinators internationalisation** | | |
| Faculty of Architecture and Arts | [els.hannes@uhasselt.be](mailto:els.hannes@uhasselt.be) | |
| Faculty of Business Economics | rachel.moreau@uhasselt.be | |
| Faculty of Medicine and Life Sciences | [ilse.broekx@uhasselt.be](mailto:ilse.broekx@uhasselt.be) | |
| Faculty of Engineering Technology | [karine.evers@uhasselt.be](mailto:karine.evers@uhasselt.be) | |
| Faculty of Law | [ingrid.vrancken@uhasselt.be](mailto:ingrid.vrancken@uhasselt.be) | |
| Faculty of Rehabilitation Sciences | [emma.boelen@uhasselt.be](mailto:emma.boelen@uhasselt.be) | |
| Faculty of Sciences | [peter.vandoren@uhasselt.be](mailto:peter.vandoren@uhasselt.be) | |
| School of Transportation Sciences | [patricia.hellriegel@uhasselt.be](mailto:patricia.hellriegel@uhasselt.be) | |

**Application form**

*When submitting the application, you can delete the first part of this document and only submit the application form.*

**1. Project information**

|  |  |
| --- | --- |
| Project type | 🞐 Faculty project  🞐 Interfaculty project  🞐 Project with NGO |
| UHasselt faculty (ies) |  |
| Promotor |  |
| Other actors involved (UHasselt, other HEI, NGO, …) |  |
| Project title |  |
| Partner country(ies) |  |
| Duration of the project (max. 2 years) |  |
| Expected date of project start |  |
| Related to or in collaboration with other project/  programme? | Yes/No  In case of yes: Specify which and how. |
| Is this project an extension of a previous project? | Yes/No  In case of yes: Of which project and/or type of funding? |
| Does the proposal contain a gender, environment, ICT or private sector development component? | Yes/No  In case of yes: Specify which and how. |
| How does the proposal take into account environmental sustainability? |  |

**2. Description of the project** (max. 0.5 page)

*What is the project about?*

**3.** **Intended activities and results of the project**

*Please include when and where will the initiative take place.*

|  |  |  |
| --- | --- | --- |
|  | **Specific activities** | **Intended outcome** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

**4. RELEVANCE**

|  |
| --- |
| **Contribution to the objectives of the policy plan internationalisation or the Global Minds programme** (check one or more boxes) |
| **Strategic Goals UHasselt internationalisation policy**  ☐ To strengthen Hasselt University’s international network  ☐ To actively search for solutions for local and global societal challenges  ☐ To maximize incoming and outgoing international mobility amongst UHasselt students, researchers and staff and to promote organisation-wide participation  ☐ To institutionalize internationalisation in the structures and processes of Hasselt University  **Strategic Goals Global Minds**  **A Global Minds project needs to have an impact on** “ increasing the interaction with different relevant stakeholders (public, private, and academic stakeholders) in order to increase collaboration, co-creation, and to share knowledge. Hasselt University also aims to provide a framework for knowledge-sharing” (explain below how the project impact this **primary domain**).**A Global Minds project can have an impact on… (secondary domains):**  ☐ Improving methodologies and the quality of research in spearhead domains, in co-creation with relevant partners in order to focus on socially relevant research to be able to tackle societal and global challenges.  ☐ Improving teaching methods, didactics and digital approaches, and the curriculum content to equip students, staff, and other stakeholders with the necessary skills, competences, and knowledge to tackle global challenges in an interdisciplinary way (transferable skills).  ☐ Sensitizing, training, and engaging staff, students, and other stakeholders to strengthen their knowledge, skills, and attitudes in different domains related to decolonization, development cooperation, "North-South" relations, and global challenges.  ☐ Increasing the university’s interaction and the quality of the university’s existing partnerships, while also exploring new partnerships and creating new reciprocal partnerships.  ☐ Increasing management and information systems to improve the university’s functioning in support of the Global Minds project and the implementation of policies regarding diversity, gender, … |

**Please explain how the project contributes to the realisation of the policy plan internationalisation 2022-2026 or to the strategy of the Global Minds programme (primary domain and, if applicable, secondary domains)? How is the project linked with the Sustainable Development Goals? (max. 1 page)**

|  |
| --- |
| Is the topic of the funding request linked to the following (transversal) policies? Please tick the relevant boxes.  Learning  Inclusive  Sustainability  Internationalisation  Civic |

**5. INNOVATION:** *Indicate what the project is offering that is new and what are the main innovating*

*elements and expected innovative results and solutions.* (max. 0,5 page)

**6. IMPACT AND DURABILITY:** *Please explain the impact of the project on the*

*different beneficiaries and target groups.*

*Please explain how the impact of this project will be sustained beyond its lifetime. Please list the*

*outcomes that you consider sustainable and describe the strategy to ensure their long lasting use*

*beyond the project’s life – financially, institutionally and policy level.* (max. 0,5 page)

**7. DISSEMINATION AND COMMUNICATION:** *Please explain how the dissemination will be*

*organised.*(max. 0,5 page)

**8. List of all the external partners involved (if applicable)**

|  |  |  |
| --- | --- | --- |
| Name & function | Country | Institution |
|  |  |  |
|  |  |  |
|  |  |  |

**9. Budget**

***See attached Excel format*.**

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The requested budget must be relevant for obtaining the intended results and the **requested amounts have to correspond to the rates foreseen under ‘types of initiatives and funding’ (call – p. 2).** Expenses that are not relevant for the initiative will removed from the budget.

**10. Details promotor**

|  |  |
| --- | --- |
| Name and surname |  |
| Function |  |
| Phone number |  |
| E-mail address |  |

(date)

(signature – promotor)

(signature – dean)

1. A second call will be late 2024 with deadline 15/11/2024. [↑](#footnote-ref-1)
2. For more details, please consult the UHasselt internationalisation policy plan (annex 1). [↑](#footnote-ref-2)
3. For more details, please consult the Global Minds programme (annex 2). [↑](#footnote-ref-3)
4. In case of only staff mobilities (and no other activities), we recommend to apply for the DIOS mobility programme (more information: <https://www.uhasselt.be/dios-incentive-fund-global-minds>) [↑](#footnote-ref-4)
5. Fourth pillar organizations involved in sustainability or development cooperation, local NGO (in the North/South) and recognized NGO (e.g. <https://diplomatie.belgium.be/nl/Beleid/Ontwikkelingssamenwerking/Wie_zijn_we/Onze_partnerschappen/Actoren_niet-gouvernementele_ontwikkelingssamenwerking/Erkende_ngos>) [↑](#footnote-ref-5)
6. A maximum hotel price needs to be considered following the VLIR-UOS guidelines (<https://cdn.vliruos.be/vliruos/a9b5f444b1d018cf94fedef7dec01808.pdf>). [↑](#footnote-ref-6)
7. Green travel (or sustainable means of transport) is defined as the travel that uses low-emissions means of transport for the main part of the travel, such as bus, train or car-pooling. [↑](#footnote-ref-7)
8. For mobilities of more than 4 weeks, students should apply for travel grants / other scholarships. [↑](#footnote-ref-8)
9. Project proposals submitted by the Central Services can be sent directly to [international@uhasselt.be](mailto:international@uhasselt.be) with the director of the entity in copy of the email. [↑](#footnote-ref-9)
10. If a faculty submits more than one project, the dean has the possibility to rank the proposals. This ranking is an advice for the selection commission, but is not binding. [↑](#footnote-ref-10)
11. If the promotor decides not to implement the selected project, the assigned budget will be awarded to the first project on the reserve list. [↑](#footnote-ref-11)