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## Coimbra Group Working Groups Funding Scheme 2023 Guidelines

### 1. Objectives and scope

It was the decision of the 2022 General Assembly of the Coimbra Group to make funds available to stimulate activities undertaken by the twelve [Working Groups](#) (WGs) in order to further support CG members **towards creating special academic and cultural ties in order to promote, for the benefits of CG members, internationalisation, academic collaboration, excellence in learning and research, and service to society.**

More specifically, the WGs funding scheme is a mechanism that aims to **strengthen WGs' activities** by providing WGs members with ad-hoc financial support to develop impactful bottom-up activities and support the implementation of their work plan. It also aims to **enhance collaboration between CG WGs** and **strengthening the overall capacity of the network to fulfil its [mission](#).**

**Competitive calls for proposals are organised once a year** (or twice, in those years when the budget line earmarked for the calendar year has not been fully used). The **2023 call for proposals** is a pilot and this document may therefore evolve in the future to appropriately reflect the reality of requests received at the CG office.

### 2. Examples of activities that could be funded

The twelve CG WGs have very diverse stages of development, thematic scopes, composition, cultures of cooperation, working habits, and priorities. Therefore, the CG funding scheme for WGs covers a **wide variety of activities**.

**Examples of the types of activities** eligible to receive funding include:

- Producing Working Group(s) publications (books, studies, reports and/or journals)
- Organising Working Group(s) events (workshops, seminars, conferences, etc.) – whether internal or public
- Organising Working Group(s) winter or summer schools
- Conducting Working Group(s) surveys, developing Working Group(s) research materials
- Conducting advocacy and outreach
- Producing Working Group(s) communication material (e.g. digital brochures, flyers, posters, etc. for joint programmes or events; cover/lay out of reports/studies; videos; etc.)

The list above is **non-exhaustive**, the Selection Committee will consider proposals suggesting other activities too, provided they clearly state how they match the scope of the WG(s) work plan and/or CG mission statement.

### 3. Eligibility

The 2023 call for proposals is **open to all WGs**.



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Proposals for Working Group activities should be **submitted by the Chair(s) of the Working Group(s) responsible for the organisation of the activity**, although the proposal can be drafted by other WG's members. They must have been previously discussed with the other members of the Working Group (at a physical meeting or online).

**Proposals can be submitted by an individual Working Group, but joint proposals from two or more Working Groups are encouraged.** If members of other WGs are co-applicants, endorsement must be provided by the Chair of these other WGs as well.

Proposals must be **submitted through the Microsoft Forms link** provided below in section 8. Proposals need to clearly outline how they fit into the scope of the WG work plan and how they match the objectives, vision and mission of CG.

The **main applicant**, together with co-applicants, is **responsible to the Executive Board for the implementation of the activity**. Activities can be delegated to others, but the main applicant remains ultimately responsible.

A Working Group can only get **funding for one activity per calendar year approved** (as main applicant). A proposal from a Working Group that has received funds in 2 consecutive years will be given lower priority than one received by a Working Group that has not.

**For the 2023 call, requests for funding are expected in the range EUR 0 - 2,500, where larger requests (EUR 2,500 – 12,500), that might be for joint WGs proposals, would need particular justification.** If the total cost of the activity exceeds the CG funding, the proposal's budget should state clearly what additional sources of funding are available to cover all costs and make the activity viable.

Applicants whose project has been accepted must agree to:

- Report on the activity to the other WG members
- Prepare an article on the activity for publication on the CG website and distribution through the first CG Newsletter that is published after the activity has taken place
- Provide the CG office with all necessary information and documents as communicated when the funding is approved (see also item 7. Reporting)
- Acknowledge CG as (one of) the funding source(s) in publications and promotional materials that are materialised with the funds

#### **4. Selection process and evaluation criteria**

Proposals are evaluated by a selection committee, which informs the EB of the selection. The committee, consisting of 3-5 members from the Executive Board, including the Treasurer, the CG Office, and any additional experts identified by the Executive Board, is responsible for ranking proposals.

The selection committee will give particular attention to the **following criteria**:

- Number of CG universities directly involved in the activity
- Number of WGs involved
- Target group of the activity
- Outputs of the proposed activity



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- Alignment of the activity with the WG's 3-years work plan
- Alignment of the activity with the overall CG network strategy

## 5. Budget

The **total budget** available for the 2023 call for applications is **EUR 25.000**.

The budget is assigned in the following way:

	Total budget available	Max funding limit
Funding stream #1	EUR 12.500	Up to EUR 12.500 can be awarded per activity
Funding stream #2	EUR 12.500	Up to EUR 2.500 can be awarded per activity

**Please note that just because the maximum funding limit is stated, it does not mean you should automatically apply for that amount.** We invite all applicants to thoughtfully assess their activity's financial needs and request funding that accurately reflects the scope of the planned work.

**CG Funding will be processed in two different ways:**

- Either through a **reimbursement by the CG office** of the actual costs involved (via an invoice issue by the university)
- Or through **direct payment by the CG office of actual invoices**.

The CG office will **not transfer lump sums**.

**All funding activities must follow CG requirements for WGs funded activities.**

**Examples of eligible costs:**

- Venue booking fees
- Catering for events
- Travel expenses and/or costs of living for external speakers
- Printing/Graphism design services
- Publishing fees
- Others (always subject to prior approval from the selection committee)

**Non-eligible costs:**

- Travel and accommodation expenses for WG Chairs, Vice-Chairs and members
- Costs of regular WGs meetings
- Meals for WGs members

## 6. Timeline



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In **2023**, decisions for applications submitted by **15 September 2023** will be announced **by 6 October 2023**.

In **2024**, decisions for applications submitted by 31 January 2024 will be announced by 29 February 2024. In case the budget line earmarked for the 2024 has not been fully used, a second deadline will be added (21 June 2024 tentatively, with results announcement by 19 July 2024).

After approval by the selection committee, the **activity should be launched as soon as possible**.

	2023	2024	2024 (only if budget not all consumed)	2025 (indicative)
Deadline for submitting an application	Friday 15/09/2023	Wednesday 31/01/2024	Friday 21/06/2024	Wednesday 31/01/2025
Decision of the selection committee	Friday 06/10/2023	Thursday 29/02/2024	Friday 19/07/2024	Friday 28/02/2025
Deadline for spending the money	Friday 22/12/2023	Friday 13/12/2024	Friday 13/12/2024	Friday 12/12/2025
Deadline for submitting the financial report (30 days after the activity and at the latest)	Monday 22/01/2024	Friday 12/01/2025	Friday 12/01/2025	Monday 12/01/2026

This timeline might be subject to changes, considering the administrative and financial processes.

## 7. Reporting

Applicants are requested to submit an expense claim form (with all supporting receipts) and a short report on the implemented activities within 30 days after the activity has taken place. Reports will be submitted via email to [info@coimbra-group.eu](mailto:info@coimbra-group.eu). A template will be sent in advance by the CG office.

## 8. Application

Please submit the online application form (see indicative template below) [via the following link \(Microsoft Forms\)](#). For additional questions, please contact Ivonne Mejia-Alvarez at: [info@coimbra-group.eu](mailto:info@coimbra-group.eu).



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## Coimbra Group Working Groups Funding Scheme Template (*to be submitted through Microsoft Forms*)

This light template is designed to help the Coimbra Group Selection Committee consider the eligibility for CG funding of an activity proposed by one or more WG(s). Please complete this template as concisely as possible while still providing sufficient information and analysis.

<b>Name of Coimbra Group Working Group(s):</b>		
<b>Main applicant (WG Chair): name, e-mail and phone number</b>		
<b>Co-applicant(s): name, e-mail and phone number</b> (incl. lead WG member responsible for implementing the activity when appropriate)		
<b>Type of activity:</b> (not limited to 1 choice)	<input type="checkbox"/> Event/conference/seminar <input type="checkbox"/> Summer/Winter school <input type="checkbox"/> Communication support <input type="checkbox"/> Publication <input type="checkbox"/> Other. Please, specify:.....	
<b>Indicative title of the activity:</b>		
<b>Number of CG universities directly involved in the activity for which funding is requested:</b>		
<b>Activity's indicative start date:</b>	<b>Activity's indicative end date:</b>	
<b>Budget</b>		
<i>Budget item</i>	<i>Amount (in local currency)</i>	
•		
•		
<b>Total estimated cost</b>		EUR
<b>Co-financing (in Euro):</b>	<i>Any additional resources that your institution or others are providing in addition to CG support:</i>	
<b>Funding requested to CG:</b> (if > EUR 2,500 please justify)		
<b>CG funding is requested to cover:</b> (not limited to 1 choice)	<input type="checkbox"/> Venue booking fees <input type="checkbox"/> Catering for event <input type="checkbox"/> Travel expenses and/or cost of living for external speakers <input type="checkbox"/> Printing / Graphic design services <input type="checkbox"/> Publishing fees <input type="checkbox"/> Other. Please, specify	



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**1. CONTEXT (max 150 words)**

Why should this activity be funded? Consequences if not funded?  
Describe also when and how this activity was discussed with the other WG members and the support received.

**2. OBJECTIVE AND ORGANISATION (max 150 words)**

What do you want to achieve?  
How do you do it? Brief description of the activities to be undertaken.

**3. TARGET GROUP(S) (max 150 words)**

Which target group(s) do you aim to reach?

**4. EXPECTED OUTCOMES (max 150 words)**

What are the expected outcomes of the proposed activity (including tangible outputs if any) ?

**5. FIT WITHIN THE FIELD (max 150 words)**

How does this activity fit within the WG's 3-years work plan and the overall CG network strategy?

**6. ENHANCE INTERACTION AND COLLABORATION BETWEEN WGs (max 150 words)**

How does this activity contribute to enhance interaction and collaboration between 2 or more WGs?  
(only fill if relevant)



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**7. ANY OTHER INFORMATION (max 150 words)**

Is there any additional information you wish to provide at this stage?

**By submitting this form, you confirm that the activity has been previously discussed with the other members of the Working Group(s):**

☐ Yes

☐ No

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*The form must be submitted through [Microsoft Forms](#).*

*This text version is only provided to help you preparing your WG proposal in a collaborative way.*