HAQAA3 Dissemination Projects 2025

Viewing Sample of the application Form

This document is for information purposes only. The form needs to be filled out online via

https://www.daad.de/surveys/788894?lang=en

The application deadline is 30 April 2025 at 21:59h GMT / 23:59h CEST

For any questions, please kindly contact the German Academic Exchange Service / DAAD at haqaa@daad.de

Part I: General Information	
Project title	Please indicate here
Applying Institution **Name** of representative/ authorized person on behalf of the institution contact details	Please indicate here
Other involved institution 2 **Name** of representative/ authorized person on behalf of the institution contact details	Please indicate here
Other involved institution 3 **Name** of representative/ authorized person on behalf of the institution contact details	Please indicate here
Project coordinator Overall and responsible coordinator contact details	Please indicate here

Project coordinator 2 contact details	Please indicate here	
Project coordinator 3 contact details	Please indicate here	
Has the project been submitted for funding in other DAAD programmes?	Yes ☐	No ☐
If yes, which one?	Please indicate here	
Does the submitted project receive co-funding from involved of other institutions?	Yes ☐	No ☐
If yes, please elaborate	Please indicate here	

Part II: Project summary

Please provide a brief project summary

Please indicate here

Relevance and needs analysis

Please elaborate on the relevance of the project, describe background and rationale of the project and needs analysis. What challenge/gap/need does the project aim to address?

Please indicate here

Project results and expected outcomes

1. Please state clearly your **project results** – what will be achieved after completion of the project?
2. Describe possible risks to the success of the project and how they can be mitigated.

Please indicate here

Impact and dissemination

Define the expected short and medium effects of the project. Who are the target groups? How will the target groups benefit concretely from the project and what would change for them?

Please indicate here

Communication, dissemination and visibility

Describe the follow-up of the project after the funding ends. How will the project impact be ensured and sustained?

Please indicate here

Sustainability and continuation

Describe the communication and dissemination activities which are planned in order to promote the activities/results and maximise the impact (to whom, which format, how many, etc.). Clarify how you will reach the target groups, relevant stakeholders, policymakers and the general public and explain the choice of the dissemination channels.

Please indicate here

Part III: Work Plan

Provide a brief description of the overall structure of the work plan (list of work packages or graphical presentation)

Please indicate here

Work Packages

This section concerns a detailed description of the project activities.
Group your activities into work packages. A work package means a major sub-division of the project. For each work package, enter an objective (expected outcome) and list the activities, milestones and deliverables that belong to it. The grouping should be logical and guided by identifiable deliverables/outputs.

Work Package 1

Activities (what, how, where, when) and division of work in work package 1 Provide a concise overview of the work (planned tasks and time frame). Be specific and give a short name and number for each task and include indicators.
Please indicate here
Estimated budget for Work Package 1: Please indicate here
Work Package 2
Activities (what, how, where, when) and division of work in work package 1 Provide a concise overview of the work (planned tasks and time frame). Be specific and give a short name and number for each task and include indicators.
Please indicate here
Estimated budget for Work Package 2: Please indicate here
Work Package 3
Activities (what, how, where, when) and division of work in work package 1 Provide a concise overview of the work (planned tasks and time frame). Be specific and give a short name and number for each task and include indicators.
Please indicate here
Estimated budget for Work Package 3: Please indicate here
Work Package 4
Activities (what, how, where, when) and division of work in work package 1 Provide a concise overview of the work (planned tasks and time frame). Be specific and give a short name and number for each task and include indicators.
Please indicate here
Estimated budget for Work Package 4: Please indicate here

Part IV: Upload the mentioned documents relevant for selection (in PDF, only budget template in excel)	
Budget plan (Annex II)	☐
Letter of support (with signature and seal) from the applicant institution(s) (Annex III) (both the applicant institution and the partner institutions in the case of joint projects)	☐
Curriculum Vitae of (all) project coordinator(s)	☐
Project Activity Timeline in PDF	☐
Certificate of HAQAA3 IQA or EQA training	☐
other documents considered necessary by applicants	☐