CALL
International Training Programmes (ITP) 2016

Open to Flemish universities and university colleges
3 April 2015
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## Summary

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<th><strong>Budget</strong></th>
<th>Selection for one year (2016):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Scholarships for participants (indicative number of 13 scholarships per ITP)</td>
</tr>
<tr>
<td></td>
<td>• Programme fee (outcome of calculation of € 49 per participant per day). <em>For example:</em> 13 scholars * 90 days * € 49 = € 57,330</td>
</tr>
<tr>
<td><strong>Duration</strong></td>
<td>Min. 1 and max. 3 months, course days and social activities included but travel days excluded.</td>
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<tr>
<td></td>
<td>For visa purposes, the total stay in Belgium (and in Schengen zone in general) of the (scholarship) participants shall not exceed 90 days.</td>
</tr>
<tr>
<td><strong>Eligibility</strong></td>
<td>Professors / researchers / lecturers at a Flemish university or university college</td>
</tr>
<tr>
<td><strong>Countries</strong></td>
<td>An ITP can only be organized in Belgium</td>
</tr>
<tr>
<td><strong>Launch of the call</strong></td>
<td>3 April 2015</td>
</tr>
<tr>
<td><strong>Deadline submission project proposals at the level of the Flemish universities and university colleges (ICOS of the university association)</strong></td>
<td>Depending on the university association (between 7 and 21 September 2015)</td>
</tr>
<tr>
<td><strong>Submission (two-stage)</strong></td>
<td>By the eligible applicant to the ICOS</td>
</tr>
<tr>
<td></td>
<td>By the ICOS to VLIR-UOS</td>
</tr>
<tr>
<td><strong>Deadline sending proposals by ICOS of the university association to VLIR-UOS</strong></td>
<td>5 October 2015</td>
</tr>
<tr>
<td><strong>Selection</strong></td>
<td>Beginning of November 2015</td>
</tr>
<tr>
<td><strong>Implementation period</strong></td>
<td>After signing of Royal Decree (usually February/March) until 31 December 2016</td>
</tr>
</tbody>
</table>

VLIR-UOS supports partnerships between universities and university colleges in Flanders and the South looking for innovative responses to global and local challenges. [www.vliruos.be](http://www.vliruos.be)
1. Background

1.1. Country strategies

Not applicable. See 1.2.

1.2. A call for International Training Programmes

The development of country programmes has led to the evolution that VLIR-UOS engages in aligning its funds earmarked for ‘North’ activities (master programmes in Flanders; scholarships at Flemish universities; PhDs for EER students and sandwich PhDs for students from developing countries; travel scholarships for Flemish master students; international conferences) with the new country approach, in order to achieve greater overall policy coherence and effectiveness of all VLIR-UOS programmes.

As a consequence of this concentration exercise, some of these ‘North’ activities – even though still financed within the North Actions Programme – are no longer strictly ‘North’ programmes. It is already possible to organize VLIR-UOS funded Short Training Initiatives (STI, in Dutch: KOI) and International Conferences (INCO) in the VLIR-UOS partner countries for which a country strategy has already been developed.

However, for International Training Programmes (ITP) this alignment with the new country approach and organization in VLIR-UOS partner countries seems not feasible (yet), given the longer duration of the programme. As a result for the call for International Training Programmes 2016, only proposals for ITPs to be organized in Flanders will be considered eligible. Future alignment with the country programmes and possibilities to organize an ITP in the South are however not excluded.
2. **Definition and objectives**

2.1. **General**

The International Training Programmes (ITP) are short- or medium term, intensive, interactive, and applicable trainings, organised at a university or university college in Flanders targeting participants from developing countries. They explore a question related to development challenges of one or more developing countries.

2.2. **Specific Objectives**

The specific objectives of an ITP are threefold:

- **Training**
  - Deepen the participants’ knowledge on a specific subject which is relevant to the development of, or social change within, the participants’ home countries.
  - Deepen the participants’ expertise and skills concerning the application of the obtained knowledge.
  - Exchange knowledge and evidence based experiences among participants, and the academics of the organising institute(s).

- **Impact**
  - Teach methods in order to transfer the obtained knowledge and skills to other people in the home country/countries (‘train the trainer’).
  - Teach methods to implement and translate the obtained skills within specific contexts in the home country/countries.

- **Networking**
  - Provide and maintain links between the participants and the academics of the organising institute for future projects or training programmes.

3. **Budget and implementation**

3.1. **Available budget per ITP**

The allocated budget for an ITP consists of a scholarship per VLIR-UOS granted participant on the one hand, and a programme fee on the other. In principle the total budget available for ITP allows VLIR-UOS to organise 7 ITP of max. 90 days with 13 scholarship participants each. These figures are only indicative.

**Programme fee**

The programme fee needs to (partly) cover the organisation of the training, and is allocated on the basis of the number of VLIR-UOS granted participants as well as the ITP’s duration. It is a lump sum, which is paid to the organisers on the basis of a bench fee for every VLIR-UOS scholarship awardee in proportion to the duration of the ITP. Each VLIR-UOS scholarship participant entitles the programme organisers to a bench fee of €49 per day of ITP, as stipulated in the VLIR-UOS scholarship guidelines. This means that an ITP programme of 90 days with 13 VLIR-UOS scholarship participants gives the...
right to a bench fee of €57,330 (90*49*13). VLIUOS stimulates co-funding of the ITP by other partners than VLIUOS. Through co-funding, VLIUOS wants to encourage the organisers to enlarge the training’s basic funding, and to guarantee the training’s relevance for international and university (college) cooperation.

An ITP shall receive a fund from the Directorate-General for Development Cooperation and Humanitarian Aid (DGD) only once in a reference year (i.e. on the reference year’s budget). This means that VLIUOS funding, which is granted by DGD, shall not be combined with any direct or indirect fund from DGD or the Foreign Affairs Ministry, unless the fund is used for different target groups among the participants.

Scholarships

The scholarships aim to facilitate the participation of the attendants coming from the VLIUOS country list for scholarships. These scholarships are paid to the central administration of the Flemish university or university college in the framework of the scholarships agreement which is concluded with the Flemish institute as a whole. The Flemish institute is responsible for the payments to the scholars, for their welcome, housing etc. Therefore, these scholarships generate coordination costs, which are covered within the scholarship agreement with the university or university college at a rate of 10% of the total scholarship fees.

The scholarship guidelines can be downloaded from our website www.vliruos.be under Guidelines and Forms > Scholarship guidelines and report forms > Allowances and guidelines for scholarships. The scholarship guidelines are formulated in agreement with DGD. They aim at harmonizing the different types of grants supported by DGD in function of the duration of the scholar’s stay, irrespective of the training he/she conducts.

3.2. Implementation

The actual training programme must cover min. 28 and max. 90 days, course days and social activities included but travel days excluded.

However, it is important to note that because of visa restrictions, the total stay of an ITP participant (in the Schengen zone) cannot exceed 90 days. In practice this means that the maximum duration of an ITP will be approximately 86 days, to allow the scholar to arrive in and leave Belgium approximately 1 or 2 days before and after the training.

As soon as the VLIUOS 2016 programmes are formally approved by the Minister of Development Cooperation, VLIUOS will draft an agreement between VLIUOS and the Flemish university (college) with which the promoters of the project are affiliated, to establish rules governing the management and use of, and justification thereof, the resources allocated.

The ITP will have to start after the date of the Royal Decree for the North-Actions Programme (NAP) 2016 and Scholarships Programme (BTP) 2016 (probably February/March 2016), and end before 31 December 2016.

4. Eligibility criteria

Eligibility criteria define whether or not a proposal can be accepted to enter the selection process. Each call for proposals defines clear eligibility criteria, using the following sub-sections where appropriate.
Eligibility criteria will be checked on the basis of an objective and simple yes/no answer. Therefore, eligibility criteria which are not fulfilled, will result in the rejection of a proposal.

<table>
<thead>
<tr>
<th>Eligibility of applicants</th>
<th>Eligibility of Flemish and local (co)promoters and eligibility of Flemish and local (co)partner institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility of budget and implementation period</td>
<td>Maximum budget and maximum implementation period</td>
</tr>
<tr>
<td>Eligibility of countries and participants</td>
<td>List of eligible countries and participants</td>
</tr>
<tr>
<td>Eligibility of thematic areas</td>
<td>Thematic areas as defined in the VLIR-UOS country strategies</td>
</tr>
<tr>
<td>Eligibility of activities and related costs</td>
<td>List of (non-)eligible activities and related costs</td>
</tr>
<tr>
<td>Eligibility of reviewers</td>
<td>List of criteria for non-eligible peer reviewers (see infra: not applicable to STI)</td>
</tr>
<tr>
<td>Eligibility of submission modalities</td>
<td>Timely and complete submission</td>
</tr>
</tbody>
</table>

### 4.1. Eligibility of applicants

The promoter(s) and budget holder should meet the following criteria.

**Promoter**

Professors, researchers and lecturers, who are affiliated with a Flemish university or university college, can apply to this call on the condition that:

- they will remain affiliated with the institution for at least the scheduled duration of the project;
- they are authorised to submit a project proposal (this does not mean they have to be able to enter into financial commitments on behalf of the institution, see budget holder);
- they have the required competences to successfully manage and lead the project;
- they are the (co-)organiser of the ITP.

The Institutional Coordinator for Development Cooperation (ICOS) of the applicant’s association will translate these criteria to the various academic statutes.

The tasks can be divided among several professors, researchers or lecturers, providing that there is a written statement of each promoter in which he/she agrees with the division of tasks.

**Budget holder**

The budget holder is the person who will be mandated to make financial engagements on behalf of the institution. This person can be but is not necessarily the same person as the promoter. The budget holder will sign the contract together with the promoter and is therefore, together with the promoter, responsible for the implementation of the project.
4.2. Eligibility of budget and implementation period

The ITP has to take place in 2016. The ITP has to start after the Royal Decree for the North-Actions Programme (NAP) 2016 and Scholarships' Programme (BTP) 2016 have been signed (probably April/May 2016), and has to end latest on 31 December 2016.

As opposed to previous calls for ITPs, the call 2016 is for implementation in 2016 only.

The training programme must cover 4 weeks to 3 months, course days and social activities included but travel days excluded. The maximum stay of the (scholarship) participant shall in no case exceed 90 days, which is the maximum amount of days for a visa type C.

The budget itself is a set amount, depending on the amount of scholars and amount of training days, and therefore not subject to the eligibility check.

4.3. Eligibility of countries and participants

Country in which the ITP is organised

An ITP can only be organised in Flanders.

Participants of the ITP

The target group of an ITP is in principle international. Participants must be a national and resident of one of the 54 countries of the VLIR-UOS country list in order to be eligible for a VLIR-UOS-scholarship:


- **Asia**: Bangladesh, Cambodia, India, Indonesia, Jordan, Laos, Nepal, Palestinian Territories, Philippines, Sri Lanka, Thailand, Vietnam.

- **Latin America**: Bolivia, Brazil, Colombia, Cuba, Dominican Republic, Ecuador, Guatemala, Guyana, Haiti, Honduras, Mexico, Nicaragua, Paraguay, Peru, Suriname, Uruguay.

The target group (criteria) aimed at by the applying promoter should be made clear in the application form (annex 1), together with some preliminary data on the possible participants. The applying promoter should also describe the recruitment strategy that will be conducted.

VLIR-UOS distinguishes between three types of participants in the assignment of scholarships, and linked to this in the assignment of the programme fee. The applying promoter needs to incorporate this information in order to complete annex 1 and annex 2:

1) Within the VLIR-UOS Scholarships' Programme (BTP) in principle 13 scholarships are reserved per ITP. These participants generate the programme fee meant to cover the organisation cost of the ITP. It is possible to invite less scholarship participants, but this will also result in a lower programme fee. The scholarships are open to participants who are, at the time of application, nationals and residents in one of the 54 countries with which VLIR-UOS cooperates in its scholarships' programme and who are not involved in an ongoing VLIR-UOS project (IUC,
Involvement with an ongoing VLIR-UOS project involves an affiliation with a faculty, department or unity of the partner institute which is funded by this project, and not merely a registration at this partner institute. An overview of the ongoing projects can be found on the VLIR-UOS website.

VLIR-UOS targets applicants from research institutes, higher education institutes, the government sector (national/subnational), the sector of social economy, international organisations and NGOs, with expertise in matters relevant to development. Applicants from the commercial / profit sector without expertise in matters relevant to the development of a country are not eligible. They need to be willing to actively contribute to the development of, or social change within, a country of the list of 54 countries for scholarships (in most cases their home country).

2) Participants who are nationals and residents from one of the 54 countries mentioned above and who are involved in an ongoing VLIR-UOS project (IUC, TEAM/OI, …) may also receive a scholarship, and thus generate a part of the ITP’s programme fee. However, these scholarships and programme fee need to be funded by the project budget (of the IUC, TEAM/OI,…).

3) Participants with funds other than VLIR-UOS (self-supporting, other scholarship organisations, etc.) do not generate a part of the programme fee. However, the ITP can charge these participants a tuition fee in order to cover parts of the organisational costs. This approach fits within our focus on co-funding. The applying promoter can determine the (possibly varying) tuition fee(s) for these participants.

The ITP’s organising committee, consisting of promoter(s), budget holder, and administrative personnel is responsible for a targeted communication strategy in order to recruit participants, as well as for the organisation of the application by and selection of the participants/scholarship candidates. VLIR-UOS monitors the intake of participants at distance, and provides links to the ITP’s website or the website of its organising university or university college on its own website. However, it is up to the applying promoter to develop his / her own communication strategy for the recruitment of participants. The scholarship selection made by the ITP organizers will be validated by VLIR-UOS and finally approved by DGD.

4.4. Eligibility of thematic areas

An ITP should tackle a problem which is relevant for development and thereby contribute to the general objectives of VLIR-UOS: improvement of the endogenous research and education capacities in developing countries and/or improvement of policy making within the sector of development cooperation. How this is envisaged by the proposed ITP, should be clearly stated in the application form. In case this is not mentioned, the proposal is ineligible. Whether the arguments are sound and sufficient however, is to be assessed by the selection commission.

4.5. Eligibility of activities and related costs

The following programme expenses may be covered by VLIR-UOS (budget lines B-C in annex 2):

<table>
<thead>
<tr>
<th>Budget lines</th>
<th>B. Operational costs</th>
<th>B.1. International Travel Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• For guest lecturers or actively participating experts, in order to travel from the home country to Belgium, “from door to door”.</td>
</tr>
</tbody>
</table>
- Per person, one economy class flight (back and forth), including airport taxes
- Per person, indirect travel costs such as costs for the visa, passport, stamps for other certificates, cancellation insurance, travel insurance, obligatory vaccinations and necessary medicines, local transport costs to get from the airport to the location in which the ITP takes place;
- In principle, the guest lecturer or expert shall use public transport whenever possible. Taxi costs cannot be refunded, unless it concerns the transport from or to the airport in an extra-ordinary situation which is to be justified (e.g. during the night when no public transport is available, or in case of extra luggage needed for the programme).
- No travel expenses for participants (scholarship beneficiaries or other participants).

### B.2. Residential costs

- For (international) guest lecturers or actively participating experts, in the framework of their stay in Belgium, during the ITP.
- A per diem per night and hotel expenses. Meals eaten in the hotel are considered to be covered by the per diem. A list of per diems and maximum accommodation expenses can be found on our website www.vliruos.be > guidelines and forms > allowances.
- Days in which a person is on the road are not counted for the per diem rate. The maximum number of days in which a person can get a per diem is the actual number of days for the ITP, plus three extra days.
- No residential costs for participants (scholarship beneficiaries or other participants).

### B.3. Other operational costs

- Costs related to the organisation and the preparation with regards to the content of the ITP. For example: fees for guest lecturers, printing costs, costs for announcements and invitations, promotion aid costs, publication costs, rents for audio-visual or sound equipment, rents for an auditorium, costs to buy office equipment (pens, writing pads), etc.

### C. Personnel expenses

- Wages for extra researchers, administrative or teaching personnel, responsible for the preparation of the ITP and/or for the organisation of the ITP, and only for a restricted period (the duration of the ITP itself + the possible preparation and evaluation duration of the ITP).
- No wages for promoters or budget holders.

### 4.6. Eligibility of reviewers

Peer review is not applicable for ITP project proposals.
4.7. **Eligibility of submission modalities**

The proposal must meet the application and submission requirements as described in Application modalities. Non-compliance with the obligatory format will lead to non-acceptance of the proposal.

5. **Selection**

5.1. **Selection criteria**

A proposal will be selected on the basis of a set of 6 selection criteria. This set of selection criteria will apply, in the same way, to all calls that VLIR-UOS will launch. However, the weighting of each of the 6 criteria can differ per type of call, in order to meet the diversity of different intervention types.

Below the six criteria are further defined, and translated into a list of sub-indicators, in order to objectify the interpretation of the criteria. For ITP, emphasis will be put on the main criteria and to a lesser extent on the sub-criteria, which will be interpreted in a more flexible way for this type of programme.

<table>
<thead>
<tr>
<th>SCIENTIFIC QUALITY</th>
<th>The extent to which a proposal has a ground-breaking nature and ambition (excellence).</th>
</tr>
</thead>
<tbody>
<tr>
<td>RELEVANCE</td>
<td>The extent to which the objectives of a proposal are consistent with beneficiaries' requirements, country needs, global priorities and partners' and donors' policies.</td>
</tr>
<tr>
<td>EFFECTIVENESS</td>
<td>The extent to which the proposals' objectives are expected to be achieved, taking into account their relative importance.</td>
</tr>
<tr>
<td>EFFICIENCY</td>
<td>A measure of how economically resources/inputs (funds, expertise, time, etc.) are converted to results.</td>
</tr>
<tr>
<td>IMPACT</td>
<td>Potential positive and negative, primary and secondary long-term effects produced by the proposal, directly or indirectly, intended or unintended.</td>
</tr>
<tr>
<td>SUSTAINABILITY</td>
<td>The continuation of benefits after the activities have been completed.</td>
</tr>
</tbody>
</table>

More details on the selection criteria, track record and scoring and decision making are to be found in VLIR-UOS selection system - policy and guidelines.

5.2. **Selection commission**

5.2.1. **Composition**

The North Commission is qualified to evaluate proposals that will be executed in Belgium or in developing countries of the VLIR-UOS country list. The North Commission will select the STI project proposals.
5.2.2. For more information see: VLIR-UOS selection system - policy and guidelines. Follow-up of selection commission meeting

The selection meeting will take place in the beginning of November 2015. During the meeting of the North Commission the promoter is not expected to come and present his/her proposal. The Bureau UOS and the VLIR-UOS Steering Committee will ratify this selection.

Once the VLIR-UOS Bureau and VLIR-UOS Steering Committee will have taken their final decision as to the selection of the ITP proposals, all promoters will be informed of the outcome of the appraisal process and the reasons for approval or rejection of their proposal.

All ITPs 2016 selected by VLIR-UOS will be integrated in the VLIR-UOS Annual Programme for 2016 and be submitted for approval to the Minister of Development Cooperation in January 2016.

6. Application modalities

6.1. Methodology

This section relates to regional calls. No specific methodology, other than what is required according to the formats and submission modalities below, is applicable for ITP project proposals.

6.2. Formats and annexes

- Online Submission (upload attachments below)
  - Annex 1: Application Form
  - Annex 2: Budget Proposal
  - CV’s (free format)
  - Detailed Programme (free format)
  - Confirmation Budgetholder (free format)
  - Evaluation former editions (free format)
  - Annex 4: ICOS Checklist (after submission, by the ICOS)
These documents need to be submitted in **English**. Besides the documents listed above, other annexes are not accepted. They will not be sent to the members of the selection committee.

**Online Submission**
Go to our online database at [http://data.vliruos.be](http://data.vliruos.be). First of all you must register, make sure you select the correct institution. After registration you will be able to see all open calls.

**Annex 1: Application form**
The application form has a mandatory format (annex 1). It consists of 6 sections, section 1 concerns general information, sections 2 to 6 refer to the selection criteria and their definition and descriptors as stated in [VLIR-UOS selection system - policy and guidelines](http://data.vliruos.be).

**Annex 2: Budget proposal**
A detailed budget proposal which estimates the different costs of the ITP organisation is required for a possible selection by VLIR-UOS (mandatory Excel-format which can be found in annex 2). VLIR-UOS wants to have a detailed view on the entire budget of the ITP. However, once an ITP is selected for VLIR-UOS support, the programme fee is fixed as a **lump sum**.

As to the lump sum payment, for reasons of monitoring and evaluation, the Flemish institute is required to keep track of the real individual expenditures and record them in its analytical accountancy system, based on proper underlying justifications. The budget can only be used in order to achieve the project's objectives. Any possible balance is to be returned to VLIR.

The budget proposal should be signed by the promoter. Digital signature is sufficient. Kindly submit the budget proposal in Excel and not in pdf.

**Brief CV of the promoter(s)**
Every (co-)promoter involved in the ITP should add a curriculum vitae. Each CV only contains information which is relevant to this proposal, and is therefore two pages at most (free format).

**Written confirmation budget holder**
In case a budget holder is involved in the project proposal, the project proposal has to contain a written confirmation (e.g. e-mail) of the budget holder in which he confirms his involvement (free format).

**Detailed programme**
The detailed programme of the training must be included in the application, according to a format of choice. This programme is a short list of time-blocks with information on how these are spent. It should not exceed four pages (free format).

**Evaluation of former edition**
Mandatory if applicable, the applying promoter should include an evaluation made by participants of the previous edition(s) of the ITP (free format).

### 6.3. Deadline
This concerns the deadline before which applicants should submit to the ICOS. This deadline is different for the different university associations. Proposals must be submitted to the ICOS of the Flemish university association electronically.
Deadline for submission to the ICOS of the association

- 7 September 2015: AKUL, UAB
- 14 September 2015: AUHA, AUHL
- 21 September 2015: AUG

After submission of the project proposal to the ICOS of the Flemish association, a first eligibility check will be done by the ICOS and the proposal will be updated by the promoters, if necessary.

6.4. Submission modalities

Applicants should submit the proposal to the ICOS of the university association with which the promoter is affiliated. The ICOS in his / her turn submits all proposals for his/her association to VLIR-UOS.

Once the proposal is submitted to the ICOS, the ICOS and applicant/promoter can’t make any changes to the proposal. The ICOS however is able to send the proposal back to draft, so the promoter/applicant can make the necessary changes before sending the proposal back to the ICOS.

Before sending the proposals to VLIR-UOS, the ICOS checks all proposals on their eligibility according to the criteria on the checklist in annex 4. The ICOS needs to complete and sign this checklist for every individual proposal¹.

Proposals and all annexes should be filled out in English, and uploaded at data.vliruos.be.

6.5. Application support

The ICOS functions as liaison between the VLIR-UOS secretariat and the individual Flemish institutions and academics / lecturers. The ICOS are the first line contact persons to assist the promoters with the elaboration of their ITP proposal (eligibility check, etc).

General support will be provided in a multi-stage process, in which applicants first contact the ICOS on the level of their institution. The ICOS answer the questions and cluster and forward those questions they cannot answer to VLIR-UOS.

6.5.1. Contact addresses of the ICOS per university association

<table>
<thead>
<tr>
<th>University</th>
<th>Name ICOS</th>
<th>Address</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Association</td>
<td>Elise Konings</td>
<td>International Office</td>
<td>016 32 40 82</td>
<td>elise.konings</td>
</tr>
<tr>
<td>KU Leuven</td>
<td></td>
<td>Atrechtcollege</td>
<td></td>
<td>@int.kuleuven.be</td>
</tr>
</tbody>
</table>

¹ It is possible that the checklist will be integrated in the flow of submission, without the need of uploading this document.
6.5.2. Contact at VLIR-UOS

Ellen Van Himbergen
Bolwerksquare 1A, 1050 Brussel, Belgium (visiting address)
Postbus 103 Elsene Naamsepoort, 1050 Elsene, Belgium (mailing address)
Telephone number : 32 (0)2 289 05 57
E-mail: ellen.vanhimbergen@vliruos.be

7. Timeline

<table>
<thead>
<tr>
<th>STEP IN PROCESS</th>
<th>RESPONSIBLE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launch Call</td>
<td>VLIR-UOS Secretariat</td>
<td>3 April 2015</td>
</tr>
<tr>
<td>Event</td>
<td>Responsible Party</td>
<td>Date</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>----------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Deadline for Submission to ICOS (if applicable)</td>
<td>Applicant: AKUL, UAB</td>
<td>7 September 2015</td>
</tr>
<tr>
<td></td>
<td>Applicant: AUHA, AUHL</td>
<td>14 September 2015</td>
</tr>
<tr>
<td></td>
<td>Applicant: AUG</td>
<td>21 September 2015</td>
</tr>
<tr>
<td>Deadline for Submission of peer review assessments to VLIR-UOS (if applicable)</td>
<td>Peer reviewers (2)</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Deadline for Submission to VLIR-UOS (if applicable)</td>
<td>ICOS</td>
<td>5 October 2015</td>
</tr>
<tr>
<td>Eligibility Check</td>
<td>VLIR-UOS Secretariat</td>
<td>Within 2 weeks after final submission date</td>
</tr>
<tr>
<td>Notification of Eligibility</td>
<td>VLIR-UOS Secretariat</td>
<td>Max. 2 weeks after final submission date</td>
</tr>
<tr>
<td>Selection Commission Meeting</td>
<td>VLIR-UOS Secretariat</td>
<td>Beginning of November 2015</td>
</tr>
<tr>
<td>Ratification of Selection</td>
<td>Bureau UOS and Steering Committee UOS</td>
<td>End of November/ beginning of December 2015</td>
</tr>
<tr>
<td>Notification of Selection</td>
<td>VLIR-UOS Secretariat</td>
<td>Before 18 December 2015</td>
</tr>
<tr>
<td>Feedback</td>
<td>VLIR-UOS Secretariat</td>
<td>The ITP should start after signing of the Royal Decree 2016 and end before 31 December 2016.</td>
</tr>
<tr>
<td>Indicative signing of contract</td>
<td>VLIR-UOS and contract partners</td>
<td>April 2016</td>
</tr>
<tr>
<td>Indicative start of activities</td>
<td>Selected applicant</td>
<td>April 2016</td>
</tr>
</tbody>
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8. **Annexes**

8.1. **Enclosed formats**

Formats that are enclosed and which have to be submitted.

**For the promoters:**

Annex 1 Application form
Annex 2 Budget proposal
8.2. Other forms

Free formats that are not enclosed but need to be submitted:

- Brief CV of the (co)promoter(s)
- Detailed programme
- Written confirmation budget holder
- Evaluation of former edition

8.3. Background information

Following background documents can be downloaded from the VLIR-UOS website ([www.vliruos.be](http://www.vliruos.be)) when formulating a project proposal:

- [VLIR-UOS scholarship guidelines](http://example.com)
- [VLIR-UOS selection system - policy and guidelines](http://example.com)

9. Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>BTP</td>
<td>Beurzentoekenningsprogramma (Scholarship Programme)</td>
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<tr>
<td>DGD</td>
<td>Directorate General for Development Cooperation</td>
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<tr>
<td>ICOS</td>
<td>Institutional Coordinator for Development Cooperation</td>
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<tr>
<td>ITP</td>
<td>International Training Programme</td>
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<td>IUC</td>
<td>Institutional University Cooperation</td>
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<td>KOI</td>
<td>Korte Opleidingsinitiatieven</td>
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<td>NAP</td>
<td>North-Actions Programme</td>
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<td>OI</td>
<td>Own Initiatives</td>
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<td>STI</td>
<td>Short Training Initiative</td>
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<td>TEAM</td>
<td>TEAM projects</td>
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<td>VLIR</td>
<td>Vlaamse Interuniversitaire Raad (Flemish Interuniversity Council)</td>
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<tr>
<td>VLIR-UOS</td>
<td>VLIR – Universitaire Ontwikkelingssamenwerking (VLIR – University Cooperation for Development)</td>
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