**Academy of Excellence programme 2021-2024**

**CFP 1: Call for proposals “Multilingualism: courses delivered in a foreign language”**

**………………………………………………………………………………………………**

***Application form***

**………………………………………………………………………………………………**

***Deadline for submission of complete proposals:***

**17 DECEMBER 2021, 12-noon (Paris)**

**Instructions for preparation and submission of your application**

All the information relative to the modalities for submission and the people to contact for any questions are indicated in the framework text for the call, available through: <https://www.univ-amu.fr/fr/public/appel-projet-academie-dexcellence>

**Your submission should be written to allow its assessment according to the assessment criteria and sub-criteria defined in the framework text.**

At step 2, your application must include the following elements:

1. The application form below, completed (without modifications to the template)
2. The budget (use the Excel template supplied in the appendix, the file is locked so you only need to fill out some parts)
3. A letter of commitment from the director of the learning and teaching department for the scientific and technical leader attesting the capacity of the learning and teaching department to undertake the administrative management of the project and detailing how this application fits into the learning and teaching department’s strategy

Other documents may also be included in support of the project as appendices, in French or English (letters of support, other applications for funding/funding awarded, etc.).

How to fill out this application:

* The template of the present Word document must not be modified
* Font size: Calibri at least 11 (excluding appendices)
* Page format: A4
* Maximum page limit, exclusive of pages 1 to 3 and appendices: unrestricted
* The application must be provided as a Word or PDF file, not scanned, without protection
* **Appendices should be combined in a single PDF file,** not scanned, without protection[[1]](#footnote-1) with the exception of the budget (Excel file). The number of pages is limited to a maximum of 50 pages
* The document must be written in English

Table of contents

[**1.** **General information** 5](#_Toc83827870)

[**1.1 Project identification** 5](#_Toc83827871)

[**1.2 Scientific and technical leader for the project (STL) and internal structure with which they are affiliated** 5](#_Toc83827872)

[**1.3 Partner(s) in implementation** 6](#_Toc83827873)

[**1.4 Disciplines and interdisciplinarity** 7](#_Toc83827874)

[**1.5 Budget** 7](#_Toc83827875)

[**1.6 Confidentiality** 8](#_Toc83827876)

[**2.** **Abstract** 8](#_Toc83827877)

[**Course linked to the application** 8](#_Toc83827878)

[**3.** **Quality and ambitions of the project** 9](#_Toc83827879)

[**3.1. Context** 9](#_Toc83827880)

[**3.2. Concept and aims of the project** 9](#_Toc83827881)

[**3.3. Presentation of the scientific and technical leader and of the teaching team** 9](#_Toc83827882)

[**3.4. How the project fits within the pedagogical strategy of the teaching team and the learning and teaching department and/or department and/or school** 9](#_Toc83827883)

[**3.5. Presentation of the partner(s) involved** 10](#_Toc83827884)

[**4.** **Implementation modalities** 10](#_Toc83827885)

[**4.1. Plan of action** 10](#_Toc83827886)

[**4.2. Steering and administrative management** 11](#_Toc83827887)

[**4.3. Project management** 12](#_Toc83827888)

[**4.4. Communication and dissemination** 12](#_Toc83827889)

[**5.** **Expected impact and returns** 12](#_Toc83827890)

[**6.** **Budget** 12](#_Toc83827891)

[**6.1. Detailed presentation of the budget for the project** 13](#_Toc83827892)

[**6.2. Overall justification of the budget** 13](#_Toc83827893)

[**7.** **Appendices** 13](#_Toc83827894)

**General information**

*Do you have modifications to highlight relative to the intention that you submitted at step 1?*

🞎 No

🞎 Yes Please specify:

## **1.1 Project identification**

|  |  |  |
| --- | --- | --- |
| **Project title** |  | |
| **Project acronym** |  | |
| **Keywords (maximum 10)** |  | |
| **Planned schedule for the project (start and end)** |  |  |
| **Duration of the project (in months)** |  | |

## **1.2 Scientific and technical leader for the project (STL) and internal structure with which they are affiliated**

|  |  |
| --- | --- |
| **Surname** |  |
| **First name** |  |
| **Role** (e.g., MCF, PR, CD, DR, etc.) |  |
| **Contact details** (E-mail + Tel) |  |
| **Research unit** (Name + Acronym)  *Unit with which the STL is affiliated* |  |
| **AMU training department (*département*)** |  |
| **AMU learning and teaching department (*composante*)** (Name + Acronym) or school on the Aix-Marseille site (Science Po Aix, Centrale Marseille) |  |
| **Employed by**  (e.g., AMU, CNRS, AP-HM, etc.) |  |

## **1.3 Partner(s) in implementation**

*Add as many partners as necessary*

|  |  |
| --- | --- |
| **Partner 1** | |
| Type of partner  (1 answer only) | 🞎 Aix-Marseille site research unit[[2]](#footnote-2)  🞎 AMU learning and teaching department or school on the Aix-Marseille² site (Science Po Aix, Centrale Marseille)  🞎 Aix-Marseille-affiliated institute  🞎 Other internal structure (Doctoral schools, etc.)  🞎 Organisation outside the Aix-Marseille² site |
| Name (full + Project acronym) |  |
| *If the organisation is outside the Aix-Marseille² site:* | |
| Type of organisation  (1 answer only) | 🞎 Association  🞎 Company  🞎 Cultural institution  🞎 Foundation  🞎 Research organisation  🞎 University / Grande Ecole (school of engineering)  🞎Other (please specify:) |
| Country |  |
| Field of specialisation |  |
| Contact person for the project  (Full name, Contact e-mail + tel) |  |

## **1.4 Disciplines and interdisciplinarity**

|  |  |  |
| --- | --- | --- |
| Discipline(s) | 🞎 Human and Social Sciences  🞎 Life Sciences  🞎 Mathematics  🞎 Physics  🞎 Cognitive sciences  🞎 Computing  🞎 Statistics | 🞎 Planet and Universe  🞎 Engineering  🞎 Economics and quantitative finance  🞎 Environmental science  🞎 Non-linear science  🞎 Chemistry |
| Sub-discipline(s) | Depending on the discipline(s) indicated above, select the sub-discipline(s) from the list published at: <https://hal.archives-ouvertes.fr/browse/domain> | |
| Project entering into the priorities of an Institute affiliated with AMU? | 🞎 Yes 🞎 No | |
| If yes, indicate which (name(s) + acronym(s)) |  | |
| AMU interdisciplinary research section  (1 answer only) | 🞎 Humanities  🞎 Energy  🞎 Environment  🞎 Science & Advanced Technology  🞎 Health & Life Sciences | |

## **1.5 Budget**

|  |  |
| --- | --- |
| Overall budget for the project (€)  *(A + B)* |  |
| Assistance requested from A\*Midex (€)  *(A)* |  |
| Other income and funding (€)  *(B)* |  |

## 

## **1.6 Confidentiality**

|  |  |
| --- | --- |
| Specific confidentiality requirement? | 🞎 Yes 🞎 No |
| If yes, reason and details of requirements |  |

1. **Abstract**

*This (non-confidential) abstract may be communicated in the context of the selection process when seeking experts (Recommendation: 1500 characters including spaces)*

*It is recommended that you take particular care when presenting the objective of the project in order to:*

* *Encourage the acceptation of role of expert by the people contacted so as to allow your proposal to be appropriately assessed.*
* *(If the project is retained) be able to publish it for communication and mediation ends, for reading by audiences outside the project’s disciplinary field. The text must therefore be as clear as possible, indicating the societal and/or technical challenges targeted.*

*French version*

|  |
| --- |
|  |

*English version*

|  |
| --- |
|  |

**Course linked to the application**

*Programme for which the request is made (course title):*

*Duration of cycle taught through a foreign language:*

*Number of ECTS corresponding to the disciplines taught through a foreign language:*

*Potential number of students involved:*

1. **Quality and ambitions of the project**

## **3.1. Context**

*Briefly present the general context and the challenges to which the project relates, in pedagogical terms. (Recommendation: 1000 characters including spaces)*

## **3.2. Concept and aims of the project**

*Present the overall objectives of the project, describe any novel aspects with respect to the topic, the state of current knowledge and/or pedagogical advances.*

## **3.3. Presentation of the scientific and technical leader and of the teaching team**

*Briefly present the scientific and technical leader of the project, the learning and teaching department with which they are affiliated and the key lecturer-researcher(s) / researcher(s) / personnel involved. Any CVs should be included as part of the appendices.*

## **3.4. How the project fits within the pedagogical strategy of the teaching team and the learning and teaching department and/or department and/or school**

## **3.5. Presentation of the partner(s) involved**

*Briefly present the external organisation(s) involved in the project - if applicable - along with their role and the teams involved in the partnership*

1. **Implementation modalities**

## **4.1. Plan of action**

*Present activities in terms of objectives, tasks, deliverables, and criteria to measure success that can be used to evaluate the results at the end of the project. Add as many Work Packages as necessary. The schedule for the various tasks and their interdependencies may be presented in graphical form (e.g. Gantt diagram).*

*Insert as many WP as necessary*

|  |  |
| --- | --- |
| **Title of Work package 1 (WP1)**: | |
| Start[[3]](#footnote-3): | End²: |
| Objectives: | |
| Description of the activity: | |
| Resources involved (including human, material, technical, financial, contributions of partners, etc.) | |
| Expected results (deliverables, indicators): | |
| Comments / Analysis: | |

|  |  |
| --- | --- |
| **Title of Work package 2 (WP2)**: | |
| Start2: | End²: |
| Objectives: | |
| Description of the activity: | |
| Resources involved (including human, material, technical, financial, contributions of partners, etc.) | |
| Expected results (deliverables, indicators): | |
| Comments / Analysis: | |

## **4.2. Steering and administrative management**

*Indicate which resources will be mobilised within the learning and teaching department’s administrative team, after consultation of the management*

Experience of the learning and teaching department in project management (European, A\*Midex, ANR, etc.):

**Administrative contact person[[4]](#footnote-4)**

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Role |  |
| Contact details (E-mail + Tel) |  |
| Estimation of the level of experience in management of projects relating to training: | 🞎 Beginner  🞎 Intermediate  🞎 Confirmed |

**Financial manager** (if applicable)

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| SIFAC accreditation level | 🞎 Polyvalent  🞎 SIFAC Web  🞎 SIFAC Qualified |
| Role |  |
| Contact details (E-mail + Tel) |  |
| Estimation of the level of experience in management of projects relating to training: | 🞎 Beginner  🞎 Intermediate  🞎 Confirmed |

## **4.3. Project management**

*Describe the modalities of coordination, the principles of organisation, and the resources allocated to ensure monitoring and implementation of the project.*

## **4.4. Communication and dissemination**

*Describe the communication and dissemination plan, in particular the actions aiming to improve visibility of the project at the relevant scales (schedule, communication supports, networking, etc.).*

|  |
| --- |
|  |

1. **Expected impact and returns**

Describe the perspectives for pedagogical returns; the impact on study-to-work transition for students; possible returns for the site in terms of visibility and attractiveness; the perspectives for adoption of the project within the learning and teaching department and/or the site, returns for the site in terms of synergy and partnerships; leverage effect on any new funding.

1. **Budget**

## **6.1. Detailed presentation of the budget for the project**

***Include the Excel document as appendix 1 (AMIDEX\_EstimatedBudget-AAPMultilinguism2021).*****This document must be filled out with the help of the financial manager selected to monitor the project if this option is retained, or an administrative manager from the learning and teaching department.***They will help the scientific and technical leader applying to link each expense to a broader category of costs.*

## **6.2. Overall justification of the budget**

*In addition to the table, provide any general comment to justify the projected use of the financial resources and the links between A\*Midex funding and other sources of funds.*

1. **Appendices**

**Appendix 1 (required)**: Excel version of budget

**Appendix 2 (required):** Letter of commitment from the director of the learning and teaching department

1. To combine PDF files, free sites and software can be used [↑](#footnote-ref-1)
2. The Aix-Marseille site - within A\*Midex - includes AMU and the 7 IDEX partners: CNRS, INSERM, CEA, IRD, Centrale Marseille, Sciences Po Aix, and AP-HM [↑](#footnote-ref-2)
3. Example. M1, M6 etc. for month 1, month 6. [↑](#footnote-ref-3)
4. It is strongly recommended to designate a person who will be charged with a supporting role for the STL for the administrative aspects of the project (financial management, HR, drawing up agreements, etc.) Within the learning and teaching department with which the STL is affiliated, this person could for example be the administrative manager, management accountant, financial assistant. [↑](#footnote-ref-4)