



Academy of Excellence programme 2021-2024

CFP 1: Call for proposals “Multilingualism: courses delivered in a foreign language – 2023 Edition”

Framework text

Deadline for submission of proposals:

20 OCTOBER 2023, 12-noon (Paris)

Publication address:

<https://www.univ-amu.fr/fr/public/appel-projet-academie-dexcellence>

released on September 11th, 2023

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1. Context

1.1 Presentation of the A*Midex initiative of excellence

The A*Midex Initiative of Excellence brings together a consortium of 9 higher education and research establishments in Aix-Marseille, under the coordination of Aix-Marseille Université. Its aim is to **contribute to the emergence and development of a world-class interdisciplinary and transdisciplinary higher education and research cluster in the Aix-Marseille University area.**

To this end, A*Midex is experimenting with new initiatives with the support of all the vice-presidencies, the central departments concerned within the university, and the consortium partners: CNRS, Inserm, CEA, IRD, Centrale Marseille, Sciences Po Aix, Assistance-Publique Hôpitaux de Marseille; Institut Paoli-Calmettes.

1.2 Presentation of the strategic challenges related to the call for proposals

The Academy of excellence programme is part of field of action 2 listed on A*Midex roadmap 3.0 (2021-2024), titled "Training, attraction and mentoring of TALENTS". In this context, the A*Midex Foundation **must make it possible to undertake experimental actions in support of the transformation of the training proposed by acting on the quality of the training and its attractiveness, in particular to an international audience.**

The Academy of excellence call for proposals is launched to contribute to this objective in complement to the major projects undertaken on the site (CIVIS, TIGER, IDÉAL, DREAM U, PANORAMA). This program is allocated a budget of €3 million and is based on four calls for proposals (CFP):



1.3 Co-construction of the call for proposals

This call for projects was drawn up in consultation with the A*Midex Foundation, the Vice-Presidencies for Training, CIPE and International Relations, also with the AMU language officer, the A*Midex partner schools Centrale Marseille and Science Po Aix, and in collaboration with the University departments involved (the Department of Studies and Student Life (DEVE), the Department of International Relations (DRI), the Department of Human Resources (DRH) and the Department of Financial Affairs (DAF).

2. Presentation and objectives of the call for proposals

2.1 Presentation of the call for proposals and its objectives

The call for proposals “Multilingualism: courses delivered in a foreign language” aims **to increase the number of courses delivered through a foreign language on the site. To do so, it projects to support the teaching teams who wish to transform their courses by developing teaching through a foreign language.**

The aim of this call for projects is to internationalise training courses in order to:

- Promote **mastery of languages** by students with a view to facilitating their study-to-work transition (quality of training objective)
- **Facilitate and increase the potential for hosting of foreign students** on the site (attractiveness of training objective)
- **Favour international collaborations** with universities partnering AMU in terms of teaching and training

2.2 Target audience / Eligible candidates

This call for proposals targets **teaching teams**. These teams will designate a **Scientific and Technical Leader** who must be a **tenure lecturer-researcher** on the Aix-Marseille site, affiliated with an AMU, Science Po Aix or Centrale Marseille learning and teaching department **or a tenure scientist** affiliated with an EPST on the Aix-Marseille site. **The AMU Faculties and Schools must be involved in the submission of the project and will support its implementation.**

2.3 Budget

This call for proposals has been allocated a **total budget of 500,000 €** and aims to support **projects** for amounts between **25,000 and 100,000 € per project**.

2.4 Type of projects supported

2.4.1 Aim and type of projects supported

The projects supported in the context of this CFP must propose the **transformation of an existing course**, and **not the creation of a new course in a foreign language**. It will be a question of transforming an academic trajectory and **not of duplicating** the version delivered in French for delivery through a foreign language. It is also possible to transform an existing Master's or Licence **group** into a foreign language (this does not involve adding a group), and to keep the other groups in French.

The call is aimed at teaching teams who wish to transform their courses for delivery in a foreign language so as to improve the level of language of their students and to make their courses more attractive, in particular to international students or French students wishing to prepare an international career.

The following conditions must be met for the project to be supported in the context of this call for proposals:

- The training cycle is a **national degree** (Bachelor, Vocational Bachelor, Master, university diploma in technology (BUT), engineering diploma).
- The minimum duration of the cycle taught through a foreign language is **one year**.
- Master's courses that already offer a semester in a foreign language may apply to transform the second semester for teaching through a foreign language and thus propose a full year taught through a foreign language.
- Over a year of training, the disciplines taught through a foreign language must represent **at least 48 ECTS of the 60 ECTS proposed**.
M2 internships may be associated with a dissertation or internship report with oral presentation in a foreign language so that they can be counted in the calculation of the 48 ECTS.
- Study of the foreign language is not the disciplinary core of the training provided.
- The potential student capacity must be **at least one tutorial (TD) group**.

The response to the call for proposals may include **active teaching practices** related to teaching through a foreign language.

The schedule for the project must plan to comply with the **dates for the campaign for the modification of the training proposed in the context of national diplomas at AMU** (contact the vice deans for training of the Faculty) and the modalities for inclusion of the plans in the tools (PACOME).

The project submitted will include a **strategy for assessment of the impact of the project** in terms of the objectives of the call for proposals (linguistic fluency, attractiveness of the training, international teaching collaborations). Indicators must be provided as part of the annual reviews of projects.

2.4.2 Schedule and duration of projects

The selected projects will start **from September 2024** (date of start of the agreement), date of initiation of preparation of the courses to be delivered through a foreign language.

Selected projects will be allowed three academic years to implement their actions and make use of the funding granted. Courses taught in a foreign language must begin **within these 3 years**.

2.4.3 Minimum and/or maximum amount of the grant awarded

The funding awarded may be between **25,000 euro and 100,000 euro**.

2.4.3 Types of action and eligible costs

The A*Midex funding will allow the teaching teams to pay for various types of actions selected from among the needs identified. The project may thus include costs linked to: **transformation of lessons for delivery through a foreign language, valorisation of the lecturer-researchers involved, training of teachers and students, or communication related to the course delivered through a foreign language.**

This call is mainly destined to fund payroll and operations costs.

- **Transformation of courses for delivery through a foreign language:**

AMU lecturer-researchers¹: The hours devoted to course development will be valorised, **rather than the hours of delivery of the courses.** The lecturer-researchers will be able to **valorise the hours devoted to design and development of their courses delivered through a foreign language in the form of EQS** within the limits proposed by the institution, which is a maximum of 128 HETD per year for a lecturer-researcher (**see EQS reference frame²**). Newly-created teaching delivered through a foreign language in the context of this call for proposals must be budgeted for according to the standard proposed by Aix-Marseille University for the design and development of innovative teaching projects: **a 1-hour course delivered to students represents 1.5 hours of creation time.** These EQS will be funded by the A*Midex budget and must be accounted for in the request for payroll funds in the project submitted.

Researchers from the EPST (CNRS, INSERM, etc.) involved in the teaching team and in the transformation of foreign language courses will be able to benefit from the same level of recognition for their time in designing courses, in the form of administrative temporary contracts (*"vacations administratives"*).

External national or international speakers may be invited to participate in a foreign language, in line with the institution's regulations. For AMU³: at least 50% of the hours must be delivered by AMU teachers. External speakers can be paid as invited professors, temporary teaching staff, or speakers **in the framework defined by the institution** (see HR reference document⁴). PhD students enrolled at AMU or international PhD students may participate as temporary teaching staff, and these costs will be eligible for funding through A*Midex. Costs pertaining to travel of external teaching staff will be eligible for funding as business trips. At the end of the period of Amidex funding, the payment and costs linked to the intervention of external participants will have to be covered by the faculties and schools.

¹ For projects undertaken by teams at Science Po Aix and Centrale Marseille, please contact the institution to find out about the corresponding payment modalities.

²Reference frame: https://daji.univ-amu.fr/sites/daji.univ-amu.fr/files/ca_deliberations/ca_2021_1.pdf

³ For projects undertaken by teams at Science Po Aix and Centrale Marseille, please contact the institution to find out about the corresponding payment modalities.

⁴ HR reference document in the guide to AMU procedures > AMidex> Guides: <https://procedures.univ-amu.fr/amidex>

For candidates external to AMU, please contact the A*Midex foundation

Fees related to **translation, reviewing, transformation of course materials** including in the form of services (drawn on the operating budget for the project) will be eligible. In this case, the lecturer-researcher cannot apply for valorisation of the hours devoted to creation of the teaching materials.

- **Valorisation of lecturer-researchers (bonuses):**

The project leader or Scientific and Technical Leader may receive the bonus for special responsibilities corresponding to section C2 of the RIPEC as an "Académie d'Excellence project leader" in the context of the eligible function of "manager of an educational mission".

This will be financed by A*midex funding and must be included in the project's payroll budget. The amount of the bonus will be a **maximum of 32HETD/year** over the 3 academic years of the project.

The commitment of teachers in the teaching team to teaching in a foreign language may be taken into account as one of the criteria for awarding the professional commitment bonus.

Link to the RIPEC C2 and C3 deliberations: https://daji.univ-amu.fr/sites/daji.univ-amu.fr/files/ca_deliberations/ca_2022.05.03-09_adoption_liste_des_fonctions_c2_c3_ripec.pdf

- **Teacher training**

Teacher training may be funded in the context of this call for proposals to facilitate the transition to teaching through a foreign language. Depending on the level targeted and the need identified, several possibilities exist:

- **Language training**, with a preference for training delivered at Aix-Marseille University or by partners (IEP, Centrale), as applicable.
Training for teaching through a foreign language (adaptation of teaching methods, anticipation of intercultural questions, communication, construction of discourse)
For AMU, the Human Resources Department (DRH) will offer training to improve teaching skills in a foreign language, available on Geforp **from January 2024**.
- For any other training needs, the teaching teams can consult the training courses available in the Skills Development Plan⁵ (DRH); in the CIPE training catalogue⁶ (DEVE); or contact the DRH while the application is being prepared in order to build a suitable programme.
- **Provision made for training hours in the teacher's service:** training in teaching through a foreign language, up to 18h per teacher in the pedagogical team, may be requested. It will give rise to service equivalence hours (EQS) corresponding to half the duration of the training, i.e., a maximum of 9h EQS. These EQS dedicated to training will be included in the "design of new teaching methods or innovative teaching practices" category. These EQS will be funded by the A*Midex budget and must be accounted for in the request for funds relating to payroll in the project submitted.

⁵ AMU Skills Development Plan : https://www.univ-amu.fr/system/files/2022-02/plan_de_d%C3%A9veloppement_des_comp%C3%A9tences_2022.pdf

⁶ CIPE training catalogue: <https://www.univ-amu.fr/fr/public/les-modules-de-formation-du-cipe-sy-inscrire>

- **Pedagogical mentoring** (by a service provider or teaching engineer) for the transformation of a course for delivery through a foreign language or in the form of coaching to improve oral expression and self-confidence.
- **Residential exchanges with foreign teachers** to learn about the pedagogical practices and tools that could be used to facilitate teaching through a foreign language; or to organise a pedagogical project. Exchanges with international partners of AMU, and in particular CIVIS should be favoured.
- **Immersion period abroad** to improve the language level of teachers and overcome resistance (e.g. hosting in a foreign partner university to deliver courses through a foreign language).

This list of possibilities is not exhaustive: **other exploratory training approaches to teaching through a foreign language may be proposed in the submission.** Their realisation will be subject to the institution's constraints in terms of administrative feasibility.

• *Training of students*

- Additional teaching through a foreign language (language courses) in the context of **levelling-up for students**, if necessary, is an eligible cost.
- The **costs related to enrolment for tests to assess proficiency** in a foreign language (e.g. TOEIC, TOEFL) are eligible.
- **Student mobility** is eligible⁷ in the context of the project

• *Communication*

- The **costs linked to communication** to promote the existence of the course through a foreign language will be eligible (production of communication supports, leaflets, video, etc.)
- **Costs linked to the creation of networks between teaching teams** involved in teaching through a foreign language with a view to sharing experience and good practices will be eligible within the possibilities allowed by the A*Midex financial regulations (**see A*Midex Financial regulations**⁸)

• *Ineligible costs*

The hours devoted to course design and development will be valorised, **rather than the hours of delivery of the courses (with the exception of levelling-up courses for students).**

Investment costs are not eligible for funding.

⁷ See "A*Midex mobility grants" offer https://daji.univ-amu.fr/sites/daji.univ-amu.fr/files/ca_deliberations/delib_10_bourses_amidex.pdf

⁸ Financial regulations in the guide to AMU procedures > AMidex > procedures: <https://procedures.univ-amu.fr/amidex> For candidates external to AMU, please contact the A*Midex foundation

- **General provisions**

As a reminder, since this is a training project, the budget **must include VAT (TTC)**.

The previous provisions apply in addition to the A*Midex financial regulations, available online for AMU staff (<https://procedures.univ-amu.fr/amidex>) or by e-mail contact for non-AMU staff.

Computer equipment is eligible only for specific scientific/educational computer equipment related to the implementation of the project - for projects justifying specific computer equipment needs due to the content of the scientific and educational activities implemented. Office equipment is not eligible for A*MIDEX funding.

Projects must ensure that their activities are feasible, particularly from an administrative point of view, and that the associated expenditure is eligible under the budget managed by a university, as well as the capacity of their faculty/school to take on the financial and administrative management of the project.

3. Project selection process

The selection process described below meets the A*Midex Foundation's firm commitment to guarantee that the projects it supports combine pedagogical excellence, operational quality and a high potential for impact.

3.1 Analysis of eligibility

The eligibility of each application will be verified by the A*Midex Foundation upon receipt of the full application submission (step 2). Projects not meeting these criteria will be declared ineligible and, consequently, will neither be assessed nor presented to the A*Midex steering committee.

Criteria for eligibility of the CFP:

1. *Nature of the scientific and technical leader for the project: Tenure researchers and lecturer-researchers from the Aix-Marseille site (affiliated with a research unit linked to AMU or an AMU learning and teaching department, or IEP or ECM)*
2. *Letter of commitment from the director of the Faculty or the partner school stating their agreement with the proposed project offering a course delivered through a foreign language, and the capacity of the faculty or partner school to undertake the administrative management of the project if it is awarded funding.*
3. *Completeness of the application:*
 - *Project application completed using the appropriate template*
 - *Budget annex*
 - *Scientific and technical leader (STL) CV*
 - *Letter of commitment from the faculty or school*

3.2 Administrative analysis

The following administrative elements will be analysed for each eligible application by an administrative analysis committee. This analysis will be provided to the steering committee alongside the scientific/pedagogical assessment grid.

- o Compliance of the project with the framework text*
- o Compliance of the budget with the eligible costs in the framework text (cf. point 2.4.3)*
- o Expenditure complies with the A*Midex financial regulations*
- o Administrative and financial capacity of the research unit or component*

3.3 Pedagogical assessment

Each project will be the subject of two independent assessments, the preliminary preoccupation of which is to ensure a high quality pedagogical expertise. Each assessor will be identified by their teaching qualification level, their relevance with respect to the project to be assessed, and the challenges of the call for proposals. A declaration of confidentiality and absence of conflict of interest will be signed by each expert before any communication of the proposal in full. These procedures aim to guarantee a high level of pedagogical expertise and impartiality in this assessment approach.

The two experts are selected for their complementary expertise in the transformation of courses for delivery through a foreign language in their disciplines, and their expertise in international strategies adopted by universities in terms of training.

3.3.1 Application evaluation grid

Selection criterion	Comments	Grade
1) Quality and ambition of the project		
<ul style="list-style-type: none"> Sub-criterion 1: <ul style="list-style-type: none"> Quality of the project proposed for teaching through a foreign language (teaching methods and tools applied to foreign language teaching, support for students as they learn, assessment of skills acquired...) 	<i>at least 40, at most 150 words</i>	/5 (Weighting factor 4)
<ul style="list-style-type: none"> Sub-criterion 2: <ul style="list-style-type: none"> Relevance of the strategy proposed with regard to the objective of making the training international (international development of the training, attractiveness of the training, study-to-work transition, planned international cooperation) 	<i>at least 40, at most 150 words</i>	

2) Implementation modalities		
<ul style="list-style-type: none">Sub-criterion 1:<ul style="list-style-type: none">Coherence and efficacy of the action plan to transform the course for delivery through a foreign language and and project self-assessment method	<i>at least 40, at most 150 words</i>	/5 (Weighting factor 3)
<ul style="list-style-type: none">Sub-criterion 2:<ul style="list-style-type: none">Relevance of the plan for composition and coordination of the teaching team	<i>at least 40, at most 150 words</i>	
3) Expected impact and returns		
<ul style="list-style-type: none">Sub-criterion 1:<ul style="list-style-type: none">Impact of the project (expected returns with regard to the objectives of the call for proposals)	<i>at least 40, at most 150 words</i>	/5 (Weighting factor 3)
<ul style="list-style-type: none">Sub-criterion 2:<ul style="list-style-type: none">Entrainment effect, perspectives for adoption of the project within the learning and teaching department and/or the site (in particular dissemination actions, sharing of good practices, perspectives of the project)	<i>at least 40, at most 150 words</i>	
Total		/50

1. Grade scale 1-5

Note	Signification des notes
0	Critère non traité ou ne pouvant être évalué avec les informations fournies
1	Insuffisant : critère traité de manière superficielle et non satisfaisante
2	Médiocre : critère traité de façon relativement satisfaisante mais il y a de sérieuses faiblesses
3	Bien : critère bien traité mais il y a des améliorations nécessaires
4	Très bien : critère très bien traité, quelques améliorations sont encore possibles
5	Excellent : critère parfaitement traité, les lacunes éventuelles sont mineures

Grade	What the grade means
0	Criterion not treated or impossible to assess with the information provided
1	Inadequate: criterion treated superficially and not adequately
2	Mediocre: criterion treated relatively satisfactorily but serious weaknesses remain
3	Good: criterion well treated but improvements necessary
4	Very good: criterion well treated, some improvements still possible
5	Excellent: criterion perfectly treated, any remaining issues are minor

2. General recommendation

	Comments	Grade (1 answer only)
Project's main strong points: Directions for development / weaknesses:	<i>at least 50, at most 70 words</i>	A B C

Recommendation scale:

- A: project to be shortlisted as a priority
- B: good project, but with reservations; *projects graded B have a low probability of being shortlisted*
- C: inadequate project, do not shortlist

The recommendation plays a central role in the grading system as it is used for the initial selection (before the numbered grade) when shortlisting projects at the end of the selection process.

Only AA or AB projects in case of double expertise will be submitted to the A*Midex Steering Committee (STEERING COMMITTEE) to guarantee an excellent level among the projects awarded funding:

Projects with an overall AA recommendation are submitted to the A*Midex steering committee for accreditation taking the budgetary constraints for the call for proposals into account.

Projects with an AB recommendation can exceptionally be submitted to the steering committee for accreditation.

Projects with an AC, BB, BC or CC recommendation cannot be accredited by the steering committee.

3.4 Validation of accredited projects by the A*Midex steering committee

The A*Midex steering committee will accredit the top ranking projects from the CFP on the base of the assessments returned by the experts and also taking into account the administrative analysis provided by the foundation.

4. Indicative schedule

11 SEPTEMBER 2023, 12-noon (Paris): Opening of the CFP

21 SEPTEMBER 2023, 2pm (Paris) : On-line information webinar (registrations : <https://formulaire.univ-amu.fr/fr/public/inscription-webinaire-lancement-aap-multilinguisme-2023-amidex>)

20 OCTOBER 2023, 12-noon (Paris): Deadline for submission of intention (Step 1)

18 DECEMBER 2023, 12-noon (Paris): Deadline for submission of project proposal (Step 2)

JANUARY-MARCH 2024: Selection of projects (eligibility & administrative analysis, pedagogical evaluation)

MAI 2024: Validation by the A*Midex steering committee

MAI 2024: Communication of results (provisional date)

SEPTEMBER 2024: Start of projects, provided agreements have been signed (provisional date)

5. Modalities for submission of applications and contact details

5.1 Modalities for submission of applications

The application form for the CFP can be downloaded from <https://www.univ-amu.fr/fr/public/appe-projet-academie-dexcellence>

As projects are reviewed by two experts, one of whom is an international expert, the elements of the application should be filled out in English.

Submitting an application is a two-stage online process.

- **STEP 1: DECLARATION OF INTENTION**

Online form: <https://formulaire.univ-amu.fr/fr/priv/aap-multilinguisme-2023-inscriptions-etape-1>

The declaration of intention is an OBLIGATORY step in the process. The main information and a very short project brief will be requested. However, it is not subject to selection. To validate an intent to submit, you must click on "SUBMIT".

- **STEP 2: FULL PROJECT PROPOSALS**

Online form: <https://formulaire.univ-amu.fr/fr/priv/aap-amidex-multilinguisme-2023-etape-2-fr>

At this step, candidates provide a full application presenting their project (activities and budget). This application will be subjected to analysis and assessment.

From the date of opening of step 2, candidates who have submitted a declaration of intention will then be invited to submit their full application at the latest at the deadline for step 2 by completing the online form and transferring the completed **application form, project budget and appendices in a single pdf file**. Please note: some annexes are compulsory.

To submit the application, it is necessary to click on the "SUBMIT" button.

5.2 Contact details

Candidates are invited to contact their faculty from the earliest stages of development of the project: Vice-Deans for training, Head of department and faculty, and Administrative directors.

- **For any questions relating to the framework text for the CFP:**
Hélène Colombié, Project manager for training A*Midex Foundation
helene.COLOMBIE@univ-amu.fr
[Tel: 04.13.94.94.67](tel:04.13.94.94.67)

6. Conditions under which selected projects will be implemented

6.1 Key roles in successful projects

The scientific and technical leader of the project will have to ensure the capacity of his/her research unit or faculty to ensure the steering and administrative management of his/her project. The following roles and responsibilities must be defined:

- **Scientific and technical leader (STL):** each project must be coordinated by a tenure researcher or lecturer-researcher from the Aix-Marseille site, who will ensure coordination and monitor implementation of the project
- **Authorising officer for expenditure:** a named individual will be morally responsible for the use of funding awarded for the project. This person will be the director of the research unit or the faculty with which the scientific and technical leader for the project is affiliated.
- **Financial manager:** an administrative manager within the research unit, faculty, or school with which the scientific and technical leader is affiliated will be responsible for financial and/or administrative operations (recruitments, etc.).
- **Administrative manager:** it is highly recommended to designate a person who will undertake a supporting role alongside the STL for the administrative management of the project (recruitments, drawing up agreements, etc.) within the research unit, faculty or school with which the STL is affiliated, this person could for example be the administrative manager, management accountant, financial assistant.

The scientific and technical leader of the project must demonstrate in their application the capacity of their research unit or faculty to undertake the steering and administrative management of the project.

6.2 Key stages of implementation of selected projects

The projects selected will be funded by the A*Midex Foundation by making available financial assistance. They will be the subject of an agreement for attribution of financial assistance before any funding can be used. This agreement will be signed by the scientific and technical leader of the project, the project **Authorising officer for expenditure** (director of the faculty), and the President of the initiative of excellence (and by delegation of the Director of the A*Midex Foundation).

In addition, the management assistant of the faculty designated to undertake the financial management of the project must be duly accredited.

A launch meeting for the successful projects will be organised after their selection by the steering committee and will provide all the necessary information relating to project implementation (agreements, reviews, financial and HR procedures, etc.).



It is important to note that, for any recruitments to be made in the context of the project, the profiles recruited must be external to the Aix-Marseille site and their last university degree/diploma must have been awarded by a university other than AMU (or A*Midex partners). Any recruitment must be the subject of an international advertisement of the offer of employment.

financial and HR implementation modalities relating to the projects, please consult the documents listed in chapter 7.

The scientific and technical leaders and their administrative support team will be bound by agreements with the A*Midex Foundation, described in the agreement for attribution of assistance, in particular in terms of annual project reports, lists of costs, compliance with Aix-Marseille University's publication charter, acknowledgement of A*Midex in communication supports, etc.

The project submitted will include a strategy to assess the impact of the project in terms of the objectives of the call for proposals. Indicators must be provided as part of the annual reviews of projects.

7. Documents and useful links

- General information on A*Midex: <https://www.univ-amu.fr/en/public/excellence-initiative>
- A*Midex procedures⁹ (financial regulations, Reference document for training, Reference document for finance, and Reference document for HR): <https://procedures.univ-amu.fr/amidex> (or by return email for personnel outside AMU)
- Open A*Midex calls for proposals: <https://www.univ-amu.fr/en/public/calls-projects-progress-amidex>

⁹ We invite you to subscribe to the procedures in order to be informed of any future updates