

# EUROTEQ TEACHING FUND

## APPLICATION FORM 2022

You plan to develop a **high-quality teaching materials for digital (on-line) or blended study course** as a part of the **EuroTeQ Engineering University**. We look forward to funding your innovative teaching project. Please complete the application form in reference to the **Call for Applications 2022**

Consult the [Guide for Applicants](#)

Please send the completed application form as a Pdf-file and the financial plan as an excel spreadsheet via email to [euroteq@cvut.cz](mailto:euroteq@cvut.cz). Deadline for submission: **31. 3. 2022**.

### 1. Details

Project Details	
Project title	
Priority topics addressed (1 to 4)	e.g. 1 and 4
Specific activity	e.g. prepare a teaching simulation tool for gearbox and use it in the existing course called xx, which will be offered also on-line for students from partner universities

### 2. Applicant

Project Details	
Name, Function	
Contact details (e-mail, phone, webpage)	
CTU Faculty/Dept.	

### 3. Description of the project

Please describe the project you plan, address its novelty and **relevance for the EuroTeQ Campus**, explain the **format (digital-online or blended)** and its **potential for sustainability or scaling-up** in the **EuroTeQ Engineering University**. Describe the project team and give a link to your personal webpage or webpage of your group (in English) and also links to webpage describing your educational achievements and activities (if such exist in English). Indicate the target group and describe the **quality of collaboration** with another EuroTeQ partner or associated project partner (if applicable). Please explain how you will evaluate the project after its completion and how the project results will be used in the future.

Clearly indicate which priority topics (1 to 4 in the Guide for Applicants) you address and shortly explain how.

Explain (if applicable) the synergy with other projects such as internal competition in the frame of Institutional plan of the CTU (“[Nová vnitřní soutěž](#)”) and how this project is different.

#### Project Description ( max 3 pages)

Do not forget to advocate your project:

e.g. This topic is not taught at TU Munich and students from partner universities will be eager to register

#### 4. Project timeline

Please outline the timeline of the project including conceptualization, implementation and evaluation phase and define concrete activities you are planning.

Project Timeline	
Overall project timespan	MM/2022 – MM/2023
MM/2021: Activity 1	
MM/2021: Activity 2	
MM/2021: Activity 3	add additional lines if necessary

#### 5. Financial planning

Please indicate all costs that incur during the granted period in the document ‘Financial Planning for EuroTeQ Teaching Fund 2022’ by detailing period, delivered tasks, costs per month per person, equipment, etc. Please calculate all costs as exactly as possible.

Please note: the granted maximum budget is not a lump sum. The funds will only be transferred on a reimbursement basis by cost category (to the relevant department).

#### 6. Declaration of consent (mandatory)

- I agree that my data will be collected, processed and used by the Czech Technical University (CTU) for the purposes of the project administration.
- I agree that the results of the project may be used by all EuroTeQ partners without limitations on the condition that they acknowledge the authorship.

#### 7. Signature

The application form has to be signed by the applicant as well as by the Faculty Dean (or rector for university programmes). (Applicants have to align with their Head of department if they can apply for this funding.) The Dean’s signature on submitted proposals confirms that the faculty and

respective department supports the intended project and if the project is selected, the faculty will provide 5 % co-financing.

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Place, date, signature (Applicant)

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Place, date, signature (Faculty Dean)

## FINAL REPORT

Within the EuroTeQ Engineering University, we would like to connect you with other funded teachers from the partner universities for a best practice exchange. Therefore you will have to prepare presentation for the final workshop and you will agree that this presentation will be recorded and made available for all EuroTeQ members.

The final report is due one month after the project end.

### Goals/Objectives

Please describe the objectives

### Work progress

Please comment if the work progress, timeline, necessary deviations

### Results/Evaluation

Please describe the project and the results/evaluation in reference to the intended goals

### Mandatory attachments to Final Report

- 1./ Time sheets for personal cost (the form will be sent by EuroTeQ secretariat)
- 2./ Business Travel Report (the form from AEDO or from faculties can be used)