

COOPÉRATIONS ET MOBILITÉS INTERNATIONALES RHÔNE-ALPES

RHONE-ALPES INTERNATIONAL COOPERATION AND MOBILITIES

# CALL FOR PROJECTS

2013

# I - OBJECTIVES OF THE CALL FOR PROJECTS

The aim of the "Rhône-Alpes International Cooperation and Mobilities" (CMIRA) Call for Projects is to strengthen international cooperation in the area of higher education and research.

Alongside regional endeavours to promote student mobility, the Region would like to draw together international cooperation schemes, the mobility plans of researchers, doctoral and other students, and the initiatives of Rhône-Alpes business networks. CMIRA has set out to attract scientific excellence to our area, use our expertise and knowledge to boost development in cooperation with Rhône-Alpes' partner regions, bring world-class scientific clusters to the fore, and promote teaching and research around the world.

The call for projects concerns two types of funding:

- the general funding of backbone cooperation projects (the "COOPERA" component);
- the individual funding of international mobility (the "mobilities" component).

## 1 / COOPERA: working together to build "knowledge economies"

- ▶ **COOPERA** seeks to foster backbone collaboration in academic and scientific areas by funding cooperation projects. The projects will preferably be organised into a number of components, including training initiatives, research initiatives or combined training and research initiatives (the preferred type).
- ▶ **This scheme is open to** higher education and research establishments in the Rhône-Alpes region, including the Research and Higher Education Clusters (PRES). A number of establishments can join forces to submit a project. If so, this must be indicated and described in detail when the project is submitted. Academic Research Communities (ARC) may propose projects, but they must be submitted by the higher education and research establishments involved in the project.

Funding will only be granted, however, if there is a formal, current agreement between the establishments.

No project likely to be eligible for the Region's other programmes can be selected under this call for projects. Projects sent in after the deadline will not be eligible, nor will projects sent to the Region directly by a project manager without the prior signed approval of the head of the establishment.

- ▶ **Project duration:** projects should be submitted for one or two university years, with a breakdown of resources for each year of the project. Projects submitted for two years are to be carried out between the date of deliberation and 31 December 2015. Establishments should provide proof that the project has been started within 9 months of the date of deliberation.
- ▶ **Eligibility criteria**
  - Projects may cover **every scientific field** in their higher education, research and innovation applications; the humanities and social sciences must be included.
  - Only cooperation projects involving academic and research stakeholders from **Rhône-Alpes' partner regions** may be selected. Nevertheless, projects involving organisations situated outside a partner region may be selected if there is no academic or research stakeholder in the partner region in question and if the cooperation project will, in time, have a lever effect and concrete implications on Rhône-Alpes' partner regions.
  - European-scale projects coordinated by a Rhône-Alpes stakeholder are also eligible, i.e. where the stakeholder leads a consortium formed by the various European partners.

In addition to these eligibility criteria, the Region will take the following aspects into consideration when selecting projects:

- **Whether the project is pooled** among several stakeholders, preferably led by a PRES or a similar type of group;
- **Whether the project makes an innovative contribution** to the theme addressed;
- **Whether the establishment in the partner country will contribute financially** (i.e. the level of co-funding);
- **Whether Rhône-Alpes business stakeholders are involved**, if the scientific project is in the area of applied research.

## 2 / Funding of international mobility

Following on from the initiatives already supported, the Regional Strategy for Higher Education, Research and Innovation wishes to **encourage the circulation of knowledge and the mobility** of students, doctoral students and teacher/researchers.

The mobility projects selected should, as a matter of priority, be based on an agreement between an establishment in Rhône-Alpes and a non-French establishment situated **in one of Rhône-Alpes' partner regions** (except for "Higher-education" mobilities). The Region may, however, finance mobility projects involving non-partner regions if the applicant's excellence warrants it. Selection will be based on the project's ranking by the establishment and the applicant's excellence. The Region will also give precedence to applicants that are part of a cooperation project combining research, training, and economic and social development, such as the COOPERA projects. Funding will only be granted, however, if there is a formal, current agreement between the establishments.

### ► "Accueil sup" higher education grant

To receive this grant, non-French students must come under a cooperation between universities and take a masters 2 course (or the equivalent) in a university or major higher-education establishment ("Grande École") in Rhône-Alpes. For double degrees, the grant may be awarded for both years of the masters (1 and 2). Non-French students coming to do an internship in a company or a laboratory in Rhône-Alpes are also eligible, providing the internship is carried out in connection with the host university and that the net gratuity, if any, does not exceed 12.5% of the French social security hourly ceiling rate. The grant is to the value of **€600 per month** for a stay of **four to nine months**. The mobility projects can concern students from regions that do not have a partnership agreement with the Region (70% of the mobility projects selected must concern students from these areas).

### ► "Accueil doc" doctoral grant

To receive this funding, non-French doctoral students must come to the Region under a research initiative run by a higher education and research establishment or a Research and Higher Education Cluster (PRES) in Rhône-Alpes. The grant is to the value of **€710 per month** for a duration of **three to six months**.

This grant can be awarded only once to any one recipient. For doctoral students under co-supervision arrangements, the grant may be renewed once only.

### ► "Accueil pro"

To receive this funding, doctoral graduates, researchers or teacher-researchers must come to the Region under a combined research and training initiative (the preferred option) or a research initiative run by a higher education and research establishment or a Research and Higher Education Cluster (PRES) in Rhône-Alpes. This grant is designed to contribute towards the costs of receiving non-French doctoral-graduate researchers in public research laboratories in Rhône-Alpes. The grant is to the value of **€2,500 per month** for a duration of **three to ten months**.

This grant can be awarded only once to any one recipient.

### ► "Explo'ra doc"

To receive this funding, doctoral students from Rhône-Alpes must go abroad as part of a research initiative run by a higher education and research establishment or a Research and Higher Education Cluster (PRES) in Rhône-Alpes. Doctoral applicants must be enrolled in a thesis course in a Rhône-Alpes establishment. For non-French applicants, the establishment (host laboratory) must be situated in a country other than their home country. The non-French host establishment must be authorised to award a degree equivalent to the French doctorate. The grant is to the value of **€710 per month** for a stay of **three to six months**.

This grant can be awarded only once to any one recipient. For doctoral students under co-supervision arrangements, the grant may be renewed once only.

### ► "Explo'ra pro"

To receive this funding, doctoral graduates, researchers or teacher-researchers from Rhône-Alpes must go abroad under a combined research and training initiative (the preferred option) or a research initiative run by a higher education and research establishment or a Research and Higher Education Cluster (PRES) in Rhône-Alpes.

This grant is designed to finance the stay, in a laboratory outside France, of Rhône-Alpes researchers who are either doctoral graduates or who are to present their thesis during the current university year. The grant is to the value of **€2,500 per month** for a duration of **three to ten months**.

This grant can be awarded only once to any one recipient.

- ▶ ACCUEIL PRO and EXPLORA PRO grants are awarded at the request of the establishment for the purposes of either:
  - paying a salary. The amount paid will be €2,500, including employee and employer contributions;
  - paying a mobility subsidy. The establishment can use this subsidy to pay the costs of transport, accommodation, living expenses and expenses related to the project.
- ▶ **Applications for individual mobility grants can be submitted by** higher education and research establishments and Research and Higher Education Clusters (PRES). Academic Research Communities can sponsor applications, but the applications must be submitted by the higher education and research establishments involved in the project. Research establishments cannot submit "Accueil sup" projects.
- ▶ **Duration of mobility projects:** funding is awarded for a mobility carried out between the date of deliberation and 31 December 2014. However proof that the mobility has been started must be sent to the Region within nine months of the date of deliberation. Mobility projects may not be divided into different time periods.

### 3 / Priority to Rhône-Alpes' partner regions

COOPERA projects must involve one or more establishments from a Rhône-Alpes partner region. Individual mobility projects should, as a matter of priority, involve a partner region.

The Rhône-Alpes Region carries out inter-regional cooperation projects in around 20 countries in Europe, the Americas, Asia, Africa and the Mediterranean. Targeting CMIRA grants to these areas of cooperation is part of an overall, long-term strategy of preferred institutional and economic partnerships.

#### ▶ Rhône-Alpes' partner regions

<b>Germany</b> Land of Baden-Württemberg	<b>Brazil</b> State of Parana	<b>China</b> Municipality of Shanghai	<b>Governorate of Jericho (Palestine)</b>
<b>Argentina</b> Province of Buenos Aires and Province of Mendoza	<b>Burkina Faso</b> Hauts-Bassins region	<b>Spain</b> Generalitat of Catalonia	<b>Italy</b> Regions of Lombardy, Piedmont, Valle d'Aosta and Liguria
<b>Armenia</b> (whole country)	<b>Canada</b> Province of Quebec	<b>United States</b> State of Pennsylvania	<b>Hungary</b> South Transdanubia
			<b>India</b> State of Karnataka
			<b>Laos</b> Province of Khammouane
			<b>Lebanon</b> Region of North Lebanon
			<b>Madagascar</b> Region of Atsinanana
			<b>Mali</b> Region of Timbuktu
			<b>Morocco</b> Region of Rabat Salé Zemmour Zaer
			<b>Poland</b> Voïvodie of Malopolska
			<b>Senegal</b> Regions of Saint-Louis and Matam
			<b>Switzerland</b> Cantons of Geneva, Vaud, Valais
			<b>Tunisia</b> Monastir (cooperation currently being renewed)
			<b>Vietnam</b> Province of Hô Chi Minh City

As part of the institutional cooperation between the Region and Shanghai, academic projects developed in this area will be jointly examined with the Municipality of Shanghai. Any COOPERA or mobility projects submitted should, as a matter of priority, address one of two topics:

- health (projects with a focus on infectiology and cancerology);
- the environment/urban planning (projects with a focus on architecture, eco-construction, green chemistry, water and sanitation).

Applicants are to submit an abstract in English with their project submission.

# PROJECT SELECTION PROCEDURE

## Entering, ranking and sending in submissions

- ▶ The Region considers the head of the establishment to be the owner of the projects submitted by his/her establishment. The head of the establishment should approve the requests submitted by the project managers, check that they are in line with the establishment's international strategy, rank them, then send them to the Region, along with a briefing note on the establishment's international strategy.
- ▶ Because the submissions are sent in electronic form, the head of the establishment is to send, by post, a letter signed by him/herself listing the projects the establishment has decided to present for each scheme, ranked by order of priority for the establishment. This letter is used to check and validate the projects sent in via the extranet.
- ▶ The head of the establishment is also accountable for the financial resources allocated to the project.
- ▶ Once the projects have been validated by the establishment, the PRES will be able to issue an opinion on the applications (cooperation and mobility projects) received via the extranet. To more effectively integrate facilities and raise their international profile, this opinion will be used to check stakeholder coordination and bring together their strategies. This opinion, like the ranking drawn up by each establishment, will not bind the Region when it processes the submissions, but will help check stakeholder coordination so that the various strategies can be drawn together.

## Processing submissions

- ▶ Irrespective of the submission's ranking by the establishment, it will be examined and processed by the Rhône-Alpes Region, so could possibly be subsidised. Some cooperation projects, and in particular those with a strong research component, may be assessed by qualified outside experts and by other internal departments of the Regional Council.

## Selection panel

- ▶ The projects will then be presented to regional elected representatives at a SRESRI committee meeting, before being put to the Regional Councillors' vote at a standing committee meeting. The SRESRI technical committee, normally composed of regional elected representatives, will be extended to include a representative from each Research and Higher Education Cluster (PRES), a representative from the AGERA (an alliance of major higher education establishments in Rhône-Alpes), a representative of the academic research communities, a representative of the economic clusters and the competitiveness clusters.
- ▶ For mobility projects, a primary list and a secondary list will be drawn up for each establishment and presented to the standing committee's vote. If an applicant on the primary list withdraws, he/she will be replaced by an applicant from the secondary list, submitted by the same establishment.

## III - HOW TO SUBMIT A PROJECT

### Extranet

The Region has set up an extranet to facilitate project submissions and the exchange of information between the Region and eligible establishments. All projects are to be drafted and sent to the Region through this **extranet**: <http://extranet.rhonealpes.fr>. The code and password required to log into the extranet have been sent to the heads of establishment.

### Entering projects

You will find a downloadable "guide to entering projects" in the "Documentation" section of the extranet.>/>

## Cooperation project budget estimates

Budget estimates for cooperation projects should be calculated carefully and in detail. Applicants should show precise amounts that can be used to assess the type of expenditure planned. Do not over-inflate the amounts: strive for accuracy and transparency. Wherever possible, append quotations to the submission. Expenditure should be shown in tax-inclusive amounts.

Organise budgets by TYPE of expense. For example:

► Do not write:

"Discussion and planning days" or "Teacher support"

► Instead, break down the expenditure into detailed items:

- Send mailshots
- Print invitations
- Rent documentary films
- Presentation by outside consultant
- Travel expenses
- Print a brochure

Plane tickets will be reimbursed at the cost of an economy-class ticket.

The budget estimate should itemise running expenses and investment expenses. When the project is being carried out, it must comply with the type of expenditure planned in the budget estimate. The Region's subsidies are awarded for either running costs or investment costs, and appropriate receipts will have to be provided. The accountant or the auditor will have to attest to this.

If there is any doubt about the type of expense involved (software, IT development, small furnishings or equipment, expenses under €500), you should ask the establishment's accountant how to account for the expense. This statement is included in the summary statement of expenditures template, which is to be signed by the accountant (template available in the "Documentation" section of the extranet).

Up until the end of February 2013, the establishment can specify whether project expenses include tax or not, if this information was not available when the project was submitted.

**The following expenses are not eligible:**

► **Expenses counted as internal costs** by the establishment, with the exception of "per diem" allowances and photocopies required for carrying out projects. The Region defines internal costs as expenses linked directly or exclusively to a specific subsidised operation or programme, but not invoiced specifically to the beneficiary.

Internal costs include:

- Administrative costs, handling charges, etc.
- Running costs, overheads: electricity, share of the cost of leasing or maintaining premises or equipment, etc.
- Remuneration of the establishment's permanent staff, including teachers' additional hours. The agreement will specify the costs that are not eligible.

► **Payroll costs:** the Region does not generally assume this type of expenditure. However, certain expenses that are clearly attributed to the project may be taken into account. This applies to the remuneration of contractual staff, paid out of the establishment's own funds. It does not apply to the remuneration of the establishment's permanent staff, which comes under the establishment's fixed costs.

**Expense eligibility date:**

- for one-year projects: project-related expenses must be invoiced and paid between the date of deliberation and 31 December of the following year. Expenses may be incurred from the date of closure of the extranet. Expenses incurred before the subsidy has been approved come under the responsibility of the establishment and do not bind the Region to award a subsidy.
- for two-year projects: 50% of the funding allocated to the project will be approved the first year; a second subsidy equal to the remaining 50% will be allocated the second year. Project-related expenditure is to be invoiced and paid as follows:

Approval of the 1<sup>st</sup> subsidy (50%)  
Year N

Approval of the 2nd subsidy (50%)  
Year N+1

31 December 2014  
(N+1)

31 December 2015  
(N+2)

Payment of the 1<sup>st</sup> subsidy

Payment of the 2nd subsidy

## IV - ADMINISTRATIVE AND FINANCIAL MONITORING OF PROJECTS

### Notice

Following the standing committee's meeting, the Rhône-Alpes Region will send a letter of notice to the heads of establishment, showing the list of projects selected and specifying the amounts granted to each project. A letter setting out the reasons for which projects were not selected will also be sent to the heads of establishment.

### Agreement

The Rhône-Alpes Region will draw up an agreement or an order, grouping all of the subsidised projects by type of subsidy and specifying the references of the operations and the amounts of the subsidy. The document will also set out the subsidy payment procedure and the start and finish dates. The Region will not issue any reminders.

This agreement or order will be sent to the establishments in two original copies, which must be signed by the head of the establishment and returned to the Region as soon as possible. The President of the Regional Council will then sign both original copies. Administrative management of the subsidy by the higher education and research establishments and the PRES may begin once both parties have signed the agreement. From that date, the establishments may start preparing the supporting documents to send to the Region to request payment of the subsidy.

The various owners of subsidised projects should be informed by their establishment of the operating procedures adopted by the Region and set out in the agreement, and the obligation to publicise the regional subsidy. The beneficiary of the subsidy undertakes to use all appropriate means to acknowledge the Region's financial backing (the Region's logo on any display material, publications, websites, etc.).

### Payments

#### ► For mobility grants

The agreement will set out the procedure for paying the various mobility grants.

#### ► For cooperation grants

For investment expenses, a deposit on the investment subsidy will be paid on receipt of the necessary papers. For running expenses, the advance will be paid on signature of the agreement, against a budget estimate.

## USEFUL CONTACTS

► User assistance: [cmira@rhonealpes.fr](mailto:cmira@rhonealpes.fr)

► A hotline is open Monday-Friday, 9-12am and 2-5pm: **+33 (0)4 26 73 50 02**

**CMIRA Call for Projects**  
**Service Actions internationales / DEFI3S / Région Rhône-Alpes**  
**1 esplanade François Mitterrand CS 20033**  
**F-69269 LYON CEDEX 02**

## CALL FOR PROJECTS TIMELINE

19 November 2012	<ul style="list-style-type: none"> <li>Official launch of the call for projects and opening of the extranet by the Region <a href="http://extranet.rhonealpes.fr">http://extranet.rhonealpes.fr</a></li> </ul>	
	<ul style="list-style-type: none"> <li>Heads of establishment select and rank cooperation projects and applications for mobility grants submitted to the Region. The establishments are free to set the deadline for submissions before 1 February 2013 for internal reasons (e.g. need to organise project selection committees within the establishment).</li> </ul>	
1 February 2013	<ul style="list-style-type: none"> <li>Deadline for establishments to submit and validate projects online</li> </ul>	
8 February 2013	<ul style="list-style-type: none"> <li>Deadline for sending in hard-copy rankings</li> </ul> <p>Address: <b>CMIRA Call for Projects</b>  <b>Service Actions internationales - DEF13S - Région Rhône-Alpes</b>  <b>1 esplanade François Mitterrand</b>  <b>CS 20033</b>  <b>F-69269 LYON CEDEX 02</b></p>	
February-March 2013	<ul style="list-style-type: none"> <li>Processing of submissions</li> <li>Meeting of the SRESRI Committee</li> </ul>	
Mid-May 2013	<ul style="list-style-type: none"> <li>The Regional Council's Standing Committee meets to vote the subsidies, and the Region sends out notices <i>Subject to the standing committees' schedule</i></li> </ul>	
	<ul style="list-style-type: none"> <li>As soon as possible, and within 9 months of the deliberation, the establishment must provide proof that the project has been started.</li> </ul>	<p><b>The initial supporting documents are sent in.</b></p> <p><b>The Region pays the deposit.</b></p> <p><b>The final supporting documents are sent in.</b></p> <p><b>The remainder of the subsidy is paid when the operation is completed.</b></p>
31 December 2014	<ul style="list-style-type: none"> <li>End of the payment of the mobility grants</li> </ul>	
31 December 2014	<ul style="list-style-type: none"> <li>End of the cooperation projects (or 31 December 2015 for the 2nd year of subsidies for 2-year cooperation projects).</li> </ul>	
May 2015	<ul style="list-style-type: none"> <li>Deadline for payment of the remaining subsidies for running and investment costs (or May 2016 for the 2nd year of subsidies for 2-year cooperation projects)</li> </ul>	

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