**ANNEX I**

**PROPOSAL TO HOLD A TRAINING COURSE in 2024**

*Submit the filled form to* [*pianoet.mbw@su.se*](mailto:pianoet.mbw@su.se) *by 31 December 2023*

**APPLICANT INFORMATION:**

*If more than one organisation prepares a common proposal, please give the required information of all PIANOFORTE beneficiaries involved. The first beneficiary listed will be considered as the lead beneficiary of this proposal. You may add or delete rows as applicable.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Organisation:** | **Names of Lead**  **Scientists:** | **E-mail address of Lead**  **Scientists:** |
| **1** |  |  |  |

**GENERAL INFORMATION:**

**Title and acronym:**

*Please insert title of the proposed course*

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**Schedule:**

*Please provide earliest start and latest end dates of the proposed course*

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| --- | --- | --- | --- |
| **Earliest start date:** |  | **Latest end date:** |  |

**Repeat course:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Is this a repeat of a previous similar course:** |  | **Date of previous course:** |  |

***If this is a repeat course please submit a report on the previous edition, including attendance numbers and student feedback***

**PROPOSED COURSE description**

**Course topic:**

*General description of the course topic and contents*

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**Length of the course:**

*Overall duration (weeks) and number of hours (divided into number of hours for lessons, tutorship, laboratory)*

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**Date and place for the course:**

*For the date indicate best period for the availability of facilities and faculty*

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**Target group and maximum number of participants:**

*The target population should be defined clearly (e.g. MSc students, PhD students, young investigators, continuing professional education, etc.)*

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**Course Director:**

*Please provide a one page CV, also highlighting involvement in European projects/networks and teaching experience.*

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**Detailed course contents and laboratory activities:**

*Estimated number of hours dedicated to each topic (lessons/tutorship/laboratory)*

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**Relevance to PIANOFORTE and learning outcomes:**

*Explain how the course will support research in the PIANOFORTE area, and the expected learning outcomes of the participants. Give details of any major European infrastructures used or introduced.*

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**Laboratory facilities, (if used):**

*Description of available facilities*

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**Accommodation for participants:**

*Indicate available college facilities, guest houses, budget hotels etc.*

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**Will the course offer ECTS-credits?**

*Indicate how many credits and what procedure is required to gain course accreditation (if any).*

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**Signature(s)[[1]](#footnote-1):**

*Please provide signature(s) of person(s) authorised to sign for each organisation involved*

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **Signature** |
|  |  |  |

**BUDGET TABLE**

*Budget tables must be filled in separate by each entity involved in the proposal. Please attach to the proposal as many copies of Budget tables as needed. In case of a common proposal, the budgets of the beneficiaries involved may not be overlapping with each other.*

**Part I - Budget for proposed course (eligible costs):**

|  |  |
| --- | --- |
| **Partner name** |  |

|  |  |  |
| --- | --- | --- |
| **Budget for the full duration of course, eligible costs** | **Costs in EURO** | **Description and justification**  **of the costs** |
| **Personnel costs** |  |  |
| **Travel** |  |  |
| **Student accommodation** |  |  |
| **Consumables** |  |  |
| **Durable equipment** |  |  |
| **Other direct costs** |  | (Please give details) |
| **Direct costs, TOTAL** |  |  |
| **Indirect costs (25% of direct costs)** |  |  |
| **TOTAL COSTS** |  |  |
| **Requested PIANOFORTE funding (depending on the call conditions - max 60 % of the total costs)** |  |  |
| **Co-funding** |  |  |

**Amount of person-months planned (eligible for funding):**

**ETHICAL QUESTIONS**

Does your proposal involve any ethics issues as described in the document:

[EU Grants How to complete your ethics self-assessment](C:\\Users\\bmichalik\\Documents\\GroupWise\\EU Grants How to complete your ethics self-assessmenthttps:\\ec.europa.eu › docs › common › guidance)

[https://ec.europa.eu](C:\\Users\\bmichalik\\Documents\\GroupWise\\EU Grants How to complete your ethics self-assessmenthttps:\\ec.europa.eu › docs › common › guidance) *[› docs › common › guidance](C:\\Users\\bmichalik\\Documents\\GroupWise\\EU Grants How to complete your ethics self-assessmenthttps:\\ec.europa.eu › docs › common › guidance)*

If your proposal involves an ethics issues, please specify.

**Annex II**

A suggested course feedback form that should be adapted to specificities of a course.   
To be placed on the web and filled out electronically, suggested platform: Google docs

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| **General evaluation of the course** |  |
| Please answer each question in one column by giving a numeric value between 1 and 5: 1= lowest, 5 = highest. Also: 1 =no; 5=yes. |  |
|  |  |
| What is your general view about the quality of the course? |  |
| Did the content of the course match your expectations? |  |
| How difficult was it to follow the theoretical parts of the course? |  |
| Did you have enough basic knowledge to follow the course? |  |
| Would you have preferred to hear more lectures? |  |
| Would you have preferred to do more practical work? |  |
| How much knowledge did you acquire from the course? |  |
| Did you miss certain subjects that you think would have been relevant? |  |
| What did you think of the X1 lecture? |  |
| What did you think of the X2 lecture? |  |
| What did you think of the X3 lecture? |  |
| What did you think of the X4 lecture? |  |
| What did you think of the X5 lecture? |  |
| What did you think of the XX1 exercise? |  |
| What did you think of the XX2 exercise? |  |
| What did you think of the XX3 exercise? |  |
| What did you think of the XX4 exercise? |  |
| What did you think of the XX5 exercise? |  |
|  |  |
| **Please give written comments** that will help us to improve the course (one comment per row below) |  |

1. All organisations requesting 5 000 € or more EC funding, should provide a signature of person(s) authorised to sign for their organisation. As the proposal can be submitted by electronic means, the signature(s) can be scanned. [↑](#footnote-ref-1)