# EuroTeQ Teaching Fund

### APPLICATION FORM 2022, TUM

You plan to develop a **high-quality digital or hybrid study or qualification offer** as part of the **EuroTeQ Engineering University**. We look forward to funding your innovative teaching project.

Please complete the application form in reference to the **Joint Call for Applications 2022** and the funding lines **1) cross-campus education** and/or **2) innovative course**.

Please send the completed application form as a Pdf-file and the financial plan as an excel spreadsheet via email to euroteq@tum.de. Deadline for submission: 10 March 2022.

1. **Details**

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| --- | --- |
| Project Details |  |
| Project title |  |
| Program line (1, 2 or both)  | e.g. develop an innovative course |
| Specific activity/area | e.g. pilot a micro-credential in the area of xyz |

1. **Applicant**

|  |  |
| --- | --- |
| Project Details |  |
| Name, position |  |
| Contact details |  |
| Faculty/School/Department |  |

1. **Short description of the project**

Please describe the project you plan, address its **relevance and added value for the EuroTeQ Campus**, explain the **format (digital or hybrid)** and its **potential for sustainability or scaling-up** in the **EuroTeQ Engineering University**. Describe the quality of collaboration with another EuroTeQ partner or associated project partner (if applicable). Please limit the text to one page.

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| --- | --- |
| Short Description |  |
|  |

1. **Project timeline**

Please outline the timeline of the project implementation and define activities within the project duration by referring to the total duration of the project (start date and end date).

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

1. **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. For personnel costs please refer to the information provided in the [*TUM Dienstleistungskompass*](https://portal.mytum.de/kompass/index_html).

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 TUM chair or individual project members).

1. **Written report**

At the end of the project, you will submit a formless report describing the project and the results/evaluation. The final report is due one month after the end of the funding period. Written reports contains:

* Student feedback results + analysis
* Action research description (objective, method, results, conclusion)
* Peer observation summary (optional)
1. **Declaration of consent (mandatory)**
* I agree that my data will be collected, processed and used by the Technical University of Munich (TUM) for the purposes of the project administration.
* I have taken notice that this information will be stored electronically and used by TUM Global & Alumni Office in accordance with the provisions of the Bavarian Data Protection Act (BayDSG).
* I have taken notice that I can revoke my consent at any time without any adverse consequences. I will send any notice of cancellation to euroteq@tum.de. In the event of cancellation, my data will be deleted upon receipt of my notice.
1. **Signature**

The application form has to be signed by the applicant as well as by his or her Dean/Vice Dean. The Dean’s / Vice Dean’s signature on submitted proposals confirms that the respective TUM department has been notified of the application and supports the intended project.

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| Place, date, signature (Applicant) |  | Place, date, signature(Dean or Vice Dean) |