

PREPARATORY VISITS

The purpose of the visit is to submit application within Components	<ul style="list-style-type: none"> <input type="radio"/> Professional Development of Staff <input type="radio"/> Mobility in Higher education <input type="radio"/> Institutional cooperation (VET) <input type="radio"/> Institutional cooperation (excluding VET)
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CZĘŚĆ I: Applicant identification data

Applicant name			
Applicant name in English			
NIP			
Street		Street no. / Place no	
ZIP code		City/Town	
Voivodeship		Country	
E-mail	Phone no.	Website	
(ECHE No. – if applicable)			
Institution type		<input type="checkbox"/> Non-public	<input type="checkbox"/> Public
institution type	lista rozwijana		
Legal representative	Tytuł	Title	Name
Position			
Phone no.	E-mail		

Leading authority

Authority name			
Authority name in English			
NIP			
Street		Street no. / Place no.	
ZIP code		City/Town	
Voivodeship		Country	
e-mail	Phone no.	Website	

Contact person	Tytuł	Title	Name
Institution			
Phone no.	E-mail		

CZĘŚĆ II. Host institution

Institution name in native language		
Institution name in English		
Ulica (Street)		Street no. / Place no.
ZIP code		City/Town
Region		Country
E-mail	Phone no.	Website
Institution type	<input type="checkbox"/> Non-public <input type="checkbox"/> Public	

Method of obtaining the institution
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Dodaj

1. Description and justification of the choice of the host institution

Brief description of the host institution. Why it was decided to conduct a visit to a given institution in terms of the objective of the visit, needs of participants and the applicant's institution.

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Project summary

We ask for a clear and precise description in which at least the following issues should be considered: information about the project; objectives and justification of the project; number and profile of participants; description of activities; methodology used in the implementation of the project; a brief description of the expected results and impact of the project, as well as potential long-term benefits. If the project is approved for implementation, the description will be made public.

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CZĘŚĆ III. Study visit description and budget

City/Town	Visit duration – dni (without travel)

1. Preparatory visit and future cooperation assumptions

Please describe the objectives of the visit as well as assumptions of the future cooperation within the planned project.
Please describe the necessity of the visit in terms of future joint project.

4000 characters

2. Schedule of planned activities

Description of activities agreed with the host institution, as detailed as possible. Schedule should be coherent with the invitation

(Term [eg. 1st, 2nd day of mobility])	Działanie (Activity)
I	
Add day	

3. Preparatory visit participants

Name and surname of participant		Role/Position	
Visit duration (in days) without travel		Travel duration (days) (max 2)	
Eligible visit duration without travel		Travel cost per participant	list
Add participant			

Brief description of participants: justification for participation in the visit.

max. 2000 znaków

Special needs (if applicable)

Cost	Brief justification and participant indicating

IV. PART V. BUDGET

1. Budget summary

Travel cost	
Subsistence cost	

Organizational support – sending institution	
Organizational support – host institution	
Special needs costs	
Total eligible cost EUR	
Project grant EUR	
% co-financing	

Declaration

List of attachments:

1. Declaration of the legal representative of the Applicant (scan).
2. Invitation from the Host Institution signed by its legal representative (scan)
3. Valid incorporation/registration document or other document containing information on legal representation of the Applicant, with the exception of documents available in electronic form in public registers (scan) - if applicable.
4. Valid incorporation/registration document or other document confirming the scope of the Applicant's activity, except for documents available in electronic form in public registers (scan) - if applicable
5. Authorisation to sign the proposal by a person other than the legal representative (scan) - if applicable.
6. Declaration regarding the use of grant for non-commercial purposes (scan)