



NORDPLUS

Projektu pieteikumu sagatavošanas seminārs



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vadītāja



NORDPLUS

Pieteikumu vispārējie nosacījumi

- Pieteikumu iesniegšanas termiņš ikgadējam pieteikumu konkursam – **2012.gada 1.marts**
- Projektu pieteikumi jāaizpilda un jāiesniedz, izmantojot tiešsaistes sistēmu ARS:
<http://ars.norden.org>
- Jāiesniedz **angļu valodā, izņemot Valodu programmas pieteikumus, kas jāiesniedz vienā no Ziemeļvalstu valodām**

Visām sadarbības aktivitātēm ir jābūt pamatotām ar **sadarbības līgumiem** starp izglītības iestādēm un organizācijām no programmas dalībvalstīm.

Pieteikuma aizpildīšana

Nordplus Application and Reporting system (ARS)

- Reģistrēšanās
- Jauna pieteikuma izveide
- Programmas izvēle
- Pamatdati par projekta iesniedzēju-koordinatoru
- Projekta apraksts
- Nodoma vēstule
- Sadarbības partneri
- Aktivitātes (projekta veids)
- Budžets
- Projekta pieteikuma apskate un iesniegšana

Reģistrēšanās

<http://ars.norden.org>



NORDPLUS

Welcome to the on-line application and reporting system (ARS) for the Nordplus programme.

This is your portal for submitting applications, for the follow-up of ongoing projects and for submitting reports within the Nordplus programmes. New applicants and organisations must register in the database in order to obtain an username and password.

Login

User name	<input type="text"/>	I am a new user
Password	<input type="password"/>	Send me my password
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>

Reģistrēšanās

<http://ars.norden.org>



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Welcome to the on-line application and reporting system (ARS) for the Nordplus programme.

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Login

User name	<input type="text"/>	*
First name	<input type="text"/>	*
Middle name	<input type="text"/>	
Surname	<input type="text"/>	*
Title	<input type="text"/>	*
Phone number	<input type="text"/>	*
Mobile number	<input type="text"/>	
Email	<input type="text"/>	*
Password	<input type="password"/>	*
Password - retype	<input type="password"/>	*



Pieteikumu atrašana

- Lai atrastu iesāktu pieteikumu, ir jāizmanto cilne “*Your applications*”. Visi jūsu pieteikumi, gan esošie, gan iepriekš aizpildītie, atrodas zem cilnes “*Your applications*”.



Jauna pieteikuma izveide

- Izmantojiet cilni labajā pusē, lai sāktu jauna Nordplus pieteikuma aizpildīšanu



Start a new application here
Nordplus 2011 1a
Next deadline: March 1 st 2011
ARS User Manual
Download the manual (English)
Last ned manual (Norsk)

Welcome to the Nordplus Application and Reporting system (ARS).

Please select one of the programmes below and commence making your application to the Nordplus Programme.

Throughout the system you will see information on 'i' icons and hyperlinked text that provide assistance and instructions for completing your application. **As it is important that you comply with the Nordplus regulatory requirements when submitting your application, please read these texts carefully so that all required material is included when you submit your application.**

Please pay particular attention to the red instructional text throughout the application process.

Please use the headlines on your right to navigate through the application form. You can use 1.5 Print application at any time to retrieve a PDF version of your application with the content that you have completed.

Select Programme

Programme name

*

Nordplus Language

Institutions, organisations, schools and individuals from the Nordic countries

Nordplus Junior

Pre-schools, primary/secondary schools and upper secondary schools (academic or vocational schools)

Nordplus Higher Education

Higher education institutions

Nordplus Adult

All types of participants within the area of adult learning

Nordplus Horizontal

Is a cross-sector programme aimed at cooperation between different target groups and participants in the area of education

Atzīmējiet programmu,
kurā piesakāt projektu

These are the steps to complete:

1. Application

1.1 Intro

Welcome

1.2 Application

Project

1.3 Activities and expenses

Select activity types

1.4 LOIs

Attach LOIs

1.5 Print application

Print

1.6 Review and submission

Review application and submit

Application has been sent

Informācija par pieteicēju

Nordplus

You are here: **Applicant Higher Education**

Help

Save

Atrodiet savas institūcijas nosaukumu

Institution



Click to find your institution

Institution name

*

Institution type

*

Informācija par pieteicēju

Nordplus

You are here: **Applicant Higher Education**

Help

Save

Institution



Click to find your institution

Institution name

VIDZEMES AUGSTSKOLA *

Address

Postal code

Pasta indekss *

City

Valmiera *

Institution type

Choose here *

Choose here

Enterprise

Foundation

Governmental Organization

Non-governmental organisation

Research Institution

University

University College

Latvia

Informācija par pieteicēju

Legal person



Title

Rektors *

First name

Vārds *

Middle name

Surname

Uzvārds *

E-mail address

c_valda@inbox.lv

Applicant Unit

Name

Struktūrvienības nosaukums, kurā projekts tiks īstenots

Address

Postal code


City

Country

Choose here 

Fax no.

Informācija par pieteicēju

Applicant person 

Title
*

First name
*

Middle name

Surname
*

Telephone no.
*

Mobile no.

E-mail address
*

Save

< Back

Continue >

Projekta apraksts

Nordplus

You are here: **Project**

Help

Save

Projekta numurs

Project summary

Application ID: HE-2011_1a-25106

Please note that information regarding your project will be made publically available should your project be granted funding. You can save your work as you go by clicking the Save button at the top and bottom of the form. If you leave your work unsaved and your session expires after 25 minutes of inactivity, your work will be lost.

Title

Projekta nosaukums *

Purpose (describe the purpose of the project)

Projekta mērķis *

Project summary (write a synopsis of the project, not more than 250 words)

Projekta kopsavilkums (ne vairāk kā 250 vārdu) *

Projekta kopsavilkums

- Projekta kopsavilkums rada pirmo iespaidu, svarīgi to uzrakstīt skaidri un vienkārši
- Kopsavilkumā norādiet
 - Mērķa grupu
 - Tēmu (“problem” or “challenge”)
 - Projekta aktivitāti (saskaņā ar vadlīnijām)
 - Sagaidāmo projekta rezultātu

Piemērs: “In the project we want to develop training materials on.... (content), to be used for training of ... (target group) in... (context). This will improve the quality of our training/the ... (target group)’s ability to take part in ... (effect)/ increase the (target group)’s awareness of ... (effect).”

Izvēlēties no saraksta:

- Primary subject area
- Secondary subject area

Projekta apraksts

Project website

Level

Choose here *
Choose here
BA
MA
Not Applicable

- Relations to other Nordplus applications

Is this application related to other Nordplus applications in this project?

Yes

No

Application ID

Project title

**

Is this application related to previous Nordplus activities? *

Yes

No

If this application is being made on behalf of a network, please enter the network name here

Network name

- Detailed specifications

Background/motivation for the project

Kāpēc projekts ir radies, **motivācija** jeb nepieciešamība pēc projekta

Project description (including account of planned activities/project plan)

Projekta apraksts (t.sk. plānoto aktivitāšu uzskaitījums/projekta plāns)

Description of partnership ("who does what")

Partnerības apraksts ("kurš ko dara" – skaidri noteiktas lomas – pienākumu apraksts katram partnerim), komunikācija projektā

- Results

Expected outcome (Please describe the expected results of your project, who will be effected and how, directly and/or indirectly)

Sagaidāmais rezultāts (aprakstīt projekta plānotos rezultātus, kuras iedzīvotāju grupas projekta rezultātā gūs labumu un kādā veidā – tiešā un/vai netiešā)

Projekta apraksts

- **Projekta rezultāti**

- Aprakstiet ieguvējus projekta īstenošanas rezultātā, kas var būt vairākos līmeņos (individuāli apmācāmie, skolotāji/pasniedzēji, organizācijas, valstiskais līmenis);
- Ja projekta rezultātā rodas produkts, tad aprakstiet
 - Kas tas ir par produktu (mācību materiāli, pieredzes apkopojums, utt.)
 - Kas šajā produktā ietilpst
 - Kam tas ir domāts, kas un kā to var izmantot...

Dissemination of results (Please focus on sharing the results with individuals, organisations or groups who are not your partners this project)

Plānotā projekta rezultātu izplatīšana

How will you evaluate that your project has met its objectives

Kā jūs novērtēsiet, ka jūsu projekts ir sasniedzis tā mērķus, plānotā izvērtēšanas sistēma/procedūra

Project period

Start date
* (YYYY-MM-DD)

Duration
* (In months)

Project period

Please note that the project period can only start three months after the application deadline at the earliest and may be adjusted by the Nordplus administration if your project is granted funding

Letter of Intent

To complete your application, you will need to submit a signed letter of intent to the Nordplus Programme. The LOI contains data that you entered in this page, and the previous page but is only sent when selecting the check box on this page, and clicking on 'Continue'. If you wish to receive a new corrected LOI when you change relevant details on the previous page, you MUST return to this page and click on 'Continue'.

I would like the ARS to send me my Letter of Intent (LOI)

Save

< Back

Continue >

leklikšķiniet, lai uz Jūsu norādīto e-pastu tiktu atsūtīta nodoma vēstule (LOI)



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Projekta apraksts

- Plānotā projekta **rezultātu izplatīšana**
 - kam informācija tiks adresēta (citas jūsu organizācijas struktūrvienības, līdzīgas organizācijas, starptautiskās profesionālās organizācijas, u.c.)
 - kā informācija tiks nodota (web lapa, profesionālie laikraksti, preses izdevumi, konferences, prezentācijas, u.c.)
- **Novērtēšana**
 - Ko vai kuru jūs vērtēsiet (produkta funkcionalitāti, kā tika īstenota sadarbība ar partneriem/ organizācijas iekšienē, projekta īstenošanā iesaistīto ieguvumi, u.c.)?
 - Kā jūs vērtēsiet (aptaujas, testi, anketas, debates, ārējie vērtētāji, u.c.)?

Informācija par nodoma vēstuli (LOI)

- Sistēma ARS to ģenerē automātiski un nosūta uz projekta pieteikuma kontaktinformācijā norādīto e-pastu
- Saņemtā LOI ir jāizdrukā, jāparaksta, jāieskenē un jāpievieno projekta pieteikumam
- Katrs projekta partneris paraksta LOI, visas parakstītās LOI pievienojamas projekta pieteikumam

Sadarbības partneri

Nordplus

You are here: **Add co-applicant information**

Help

Save

Co-Applicant 1

Institution information

Institution

UNIVERSITY COLLEGE NORDJYLLAND *

Unit

Country

Denmark

Institution type

Choose here *

Choose here

Enterprise

Foundation

Governmental Organization

Non-governmental organisation

Research Institution

University

University College

Personal information

Name

Sadarbības partnera persona vārds un uzvārds *

E-mail

partnera@epasts.dk

Telephone number

Tālruna numurs *

Mobile number

Remove last Co-Applicant

Add Co-Applicant

Save

Nodoma vēstules nosūtīšana

Nordplus

You are here: **Send LOIs to co-applicants**

Help

When you continue from this page, a letter of intent will be created and sent to each of the checked co-applicants.

After signing the letter of intent, the co-applicant must send it back to you to be uploaded electronically in the application. You can add more co-applicants by returning to the previous step. Please remember to deselect the check boxes next to the co-applicants that have already received their letters of intent, and to select the checkboxes next to any new co-applicants to ensure that you only send emails to those that need to receive a letter of intent.

Send LOI

1. Sadarbības partnera persona vārds un uzvārds : UNIVERSITY COLLEGE NORDJYLLAND

If you wish, you can add a personal message by checking the box below.

Add personal message

< Back

Continue >

Projekta aktivitātes

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You are here: **Select activity types**

Help

To ensure a correct submission of your expenses, please mouse over the "i" icon to read the instruction next to each activity type below

The activity type you choose depends on your project scope and the nature of the activities you are requesting funding for. You may either choose one or both activity types. The activity type(s) chosen will appear in the navigational menu to the right.

Activity types

 Mobility



 Network/Project



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Continue >

Mobilitāte

Mobility

Mobility activities allow students, teachers, pupils or others involved in education to study, teach or learn in another Nordplus country. Institutions/organisations may apply for a mobility grant for programmes with at least one home institution and one hosting institution from two countries.

Back Continue >

- Applicant Adult ✓
- Add co-applicant information ✓
- Send LOIs to co-applicants ✓

Mobilitātes aktivitātes dod iespēju studentiem, akadēmiskajam personālam vai citiem izglītības procesā iesaistītajiem studēt, mācīt vai mācīties kādā citā Nordplus programmas dalībvalstī.

Institūcijas/organizācijas var pieteikties mobilitātes finansējumam izglītības programmās, kurās ir iesaistīta **vismaz viena nosūtošā institūcija un viena uzņemošā institūcija no divām valstīm.**

!!! Individuālā mobilitāte nav atbalstāma Horizontālajā programmā

Sadarbības tīkli/projekti

Network/Project

Project ✓

A network comprises three or more institutions/organisations from at least three different participating countries with the aim of establishing and maintaining an extensive, long-term collaboration. A network will usually focus on a specific field or topic linked to education and lifelong learning. Project activities are specific, time-limited collaborations with a defined purpose and specific expectations as to their outcome. As with network applications, a project application must be administered by one institution/organisation based on an agreement between at least three partners from different participating countries.

ack

Continue >

Send LOIs to co-applicants ✓

Sadarbības tīklā ietilpst trīs vai vairāk institūciju/organizāciju no vismaz **trim dažādām dalībvalstīm** ar mērķi izveidot un uzturēt plašu, ilgtermiņa sadarbību. Tīkls parasti koncentrējas uz kādu noteiktu jomu vai tēmu, kas ir saistīta ar izglītību un mūžizglītību.

Projekta aktivitātes ir konkrēta, laika ziņā ierobežota sadarbība ar noteiktu mērķi un konkrētiem sagaidāmajiem rezultātiem. Tāpat kā sadarbības tīklu pieteikumu, projekta pieteikumu administrē viena institūcija/organizācija, un sadarbības pamatā ir līgums vismaz starp trim sadarbības partneriem no dažādām dalībvalstīm.

Mobilitāte

Total board and lodging

Please insert the total number of days/weeks/months, i.e. the total time for all the persons travelling in this category. (Example: 4 teachers travelling each 2 weeks gives a total Board and Lodging 8 weeks).

Number of return trips

Total number of mobilities. (Example: 1 teacher travelling to a destination and back on three occasions under the same activity will be counted as 3 return trips. 3 teachers travelling to a destination and back on one occasion under the same activity will also be counted as 3 return trips).

Activity

Activity

*

Travel category	Total Board & Lodging (months)	Number of return trips	Total reimbursement €
Greenland	<input type="text"/>	<input type="text"/>	<input type="text"/>
Faroe Islands and Iceland	<input type="text" value="2"/>	<input type="text" value="1"/>	<input type="text" value="1060"/>
Scandinavia and Baltic	<input type="text" value="10"/>	<input type="text" value="5"/>	<input type="text" value="3650"/>
Domestic > 500 km	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please describe the activity in detail

Detalizēts aktivitātes apraksts - uz kuriem ir plānots doties, kādus priekšmetus apgūt utml.

Mobilitāte

Nordplus

You are here: **Mobility travel plans**

Help

Mobility travel plans

Please select the mobility activity from the drop menu below and complete the table with the number of people who will travel to and from the given destinations. The country of origin is on the vertical axis, the destination is on the horizontal axis. The activities chosen here relate to those chosen in the previous step.

Save

Activity 1

Activity

Student Mobility *

Destination

Country of origin	AX	DK	EE	FO	FI	GL	IS	LV	LT	NO	SE
Åland (AX)											
Denmark (DK)								2			
Estonia (EE)											
Faroe Islands (FO)											
Finland (FI)											
Greenland (GL)											
Iceland (IS)								1			
Latvia (LV)		3									
Lithuania (LT)											
Norway (NO)											
Sweden (SE)											

Sadarbības tīkli/projekti - budžets

Activity

Joint Study Programme *

Travel €	Board & Lodging €	Other €	Other expense description	Total €
<input type="text" value="990"/>	<input type="text" value="1065"/>	<input type="text" value="5500"/>	<input type="text" value="Īss pārējo izdevumu apraksts"/>	<input type="text" value="7555"/> *

Please describe the activity in detail

Braucieni - piem., 3 pedagogi no Latvijas dodas uz Dāniju, lai Dānijas universitātē piedalītos kopīgās programmas izstrādes procesā.
Detalizēts aktivitāšu apraksts - norises vietas, laika periodi, ko plāno darīt utml.
Pārējie izdevumi ietver arī 5% administratīvajiem izdevumiem.

Activity

Activity

Network activities *

Travel €	Board & Lodging €	Other €	Other expense description	Total €
<input type="text" value="1320"/>	<input type="text" value="1420"/>	<input type="text" value="15000"/>	<input type="text" value="Īss pārējo izdevumu apraksts"/>	<input type="text" value="17740"/> *

Please describe the activity in detail

Sadarbības tīkli/projekti

Atbalsts projekta/tīklu aktivitātēm:

Augstākās izglītības programma, Horizontālā programma
– līdz 50% no kopējām izmaksām

! Izmaksas, kuras nedrīkst segt no Nordplus finansējuma:

- biroja tehnikas iegāde;
- izmaksas ārpus Baltijas/Ziemeļvalstīm;
- algas un iestāžu/organizāciju uzturēšanas izdevumi.

Administratīvās izmaksas – līdz 5% no piešķirtā
finansējuma




Sadarbības tīkli/projekti - budžets

Nordplus

You are here: [View budget total](#)

Automātiski tiek aprēķināts Nordplus finansējums un nepieciešamais līdzfinansējums



Total budget	
Network and Project total	25295
Mobility total	4710
Total activity	30005
Nordplus contribution Network/project	12648 
Nordplus contribution mobility	4710 
Total grant	17358
Own contribution (at least)	12647 

Are you receiving funds from other funding body 

- Yes
 - No
- Detalizēts budžeta plāns ir jāpievieno šeit (excel formā)



Please attach a detailed budget here:

Sadarbības partneru apstiprināšana

Nordplus

You are here: **Confirm co-applicants**

Help

Please confirm your co-applicants participation, by marking the individual check boxes below.

**Confirm
Participation**

1. Sadarbības partnera persona vārds un uzvārds : UNIVERSITY COLLEGE NORDJYLLAND

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Apstipriniet pēc nodoma vēstules no
sadarbības partnera saņemšanas

Continue >

Nodoma vēstuļu pievienošana



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You are here: **Attach LOIs**

Help

Please click on the button with the paper clip icon below to upload all the LOIs



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Continue >

Pievienot visas
nodoma vēstules

Pieteikuma apskate un drukāšana

Nordplus

You are here: **Print**

Help

You can print your application for review at any stage of creating your application.

Click on the button below to create a PDF file containing the information you have completed so far, and print the file.



Apskatīt, saglabāt
pieteikumu PDF
formā, drukāt

< Back

Continue >

Pieteikuma nosūtīšana

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You are here: **Review application and submit**

Help

Print, scan and attach

Click on the button below to view project data

- Show application
- Vis sōknad

Here you have the opportunity of reviewing the data and attachments provided by your co-applicants.

Attach Files

Is application ready for processing? *

- Yes
- No

Do you approve the documents? *

- Yes
- No

PLEASE REMEMBER TO CONFIRM YOUR CO-APPLICANTS

< Back

Submit >

These are the steps to complete:

Pieteikuma posmi

1. Application

1.1 Intro

Welcome ✓

1.2 Application

Applicant Higher Education ✓

Project ✓

Add co-applicant information ✓

Send LOIs to co-applicants ✓

1.3 Activities and expenses

Select activity types ✓

Mobility ✓

Mobility travel plans ✓

Network/Project ✓

View budget total ✓

1.4 LOIs

Confirm co-applicants ✓

Attach LOIs ✓



1.5 Print application

Print ✓



1.6 Review and submission

Review application and submit

Application has been sent



Paldies par uzmanību!

Irīna Stoļarova

***Nordplus* Augstākās izglītības un Horizontālā programma**

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