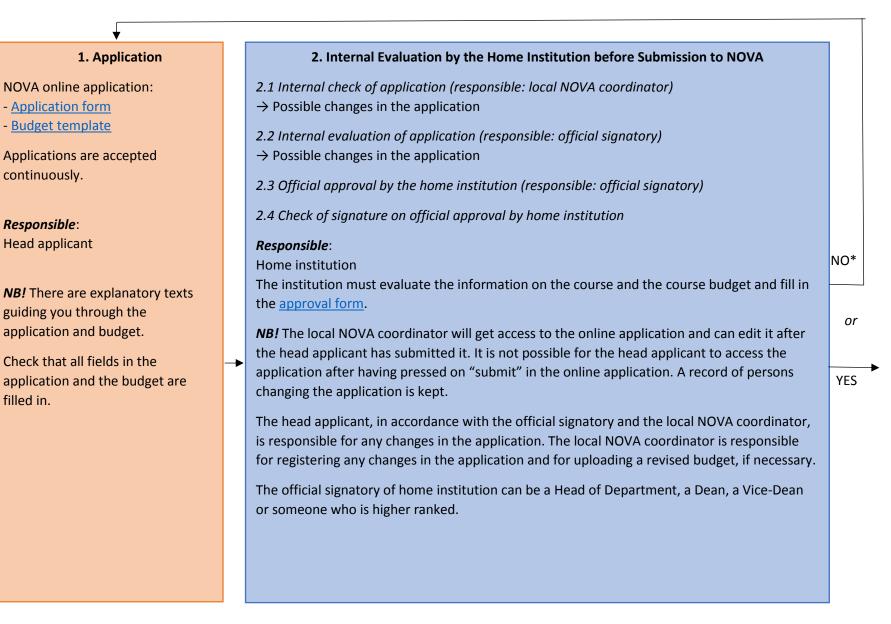
## **APPLICATION PROCESS – 2017**

## NOVA Master's Courses < EUR 5 000



## APPLICATION PROCESS – 2017 NOVA Master's Courses < EUR 5 000

## To 1. Application

3. Submission of Application to NOVA	4. Technical Evaluation of Application by the NOVA Secretariat		5. Decision on Application
 Confirmation email of internal evaluation of application Deadline 2017: - 2 weeks after the NOVA secretariat has noticed the local NOVA coordinator of the application <b>Responsible:</b> Local NOVA coordinator <b>NB!</b> The application is submitted to NOVA only when the local coordinator has sent a confirmation email to the NOVA secretary.	<ul> <li>4.1 Processing of application and official approval by the home institution → possible changes in the application</li> <li>4.2 Collecting evaluations of previous NOVA courses that the head applicant has been involved in to be sent to the NOVA Chair</li> <li>Responsible: NOVA secretary</li> <li>NB! Normally, no further information will be asked. Only complete applications and budgets will be sent to the EC. The secretariat might ask for information concerning the budget. The NOVA secretary will correspond with the local NOVA coordinator if further information is required.</li> <li>The head applicant, in accordance with the official signatory and the local NOVA coordinator, is responsible for any changes in the application and for uploading a revised budget, if necessary.</li> </ul>	NO* or YES	Decision time: - within 2 months from submission of application to NOVA by the local NOVA coordinator <b>Responsible:</b> NOVA Chair <b>NB!</b> The NOVA secretariat will send an email to the head applicant with the result as soon as possible after the decision is made.