APPLICATION PROCESS – OPEN CALL 2019

NOVA PhD Courses/Activities and Competence-Enhancing Courses, Master's Courses > EUR 5 000, Course Series

1. Application

NOVA online application:

- Application form

Deadlines 2018:

- 1: 18 Feb.
- 2: 29 Apr.
- 3: 18 Oct.

Responsible:

Head applicant

NB! There are explanatory texts guiding you through the application.

Check that all fields in the application are filled in.

2. Internal Evaluation by the Home Institution before Submission to NOVA

- 2.1 Internal check of application (responsible: local NOVA coordinator)
- → Possible changes in the application
- 2.2 Internal evaluation of application (responsible: official signatory)
- → Possible changes in the application
- 2.3 Official approval by the home institution (responsible: official signatory)
- 2.4 Check of signature on official approval by home institution (responsible: local NOVA coordinator)

Responsible:

- Single course:

Home institution

- Course in course series:

The institution of the course responsible for the course for which an application has been submitted in the current application round

NB! The local NOVA coordinator will get access to the online application and can edit it after the head applicant has submitted it. It is not possible for the head applicant to access the application after having pressed on "submit" in the online application. A record of persons changing the application is kept.

The head applicant, in accordance with the official signatory and the local NOVA coordinator, is responsible for any changes in the application. The local NOVA coordinator is responsible for registering any changes in the application and for uploading a revised budget, if necessary.

The official signatory of the home institution can be a Head of Department, a Dean, a Vice-Dean or someone who is higher ranked.

or

YES

NO*

^{*}If the application is not approved by the home institution (2.) or the NOVA secretariat (4.), the application process must restart.

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To 1. Application 5. Decision on 3. Submission of 4. Technical Evaluation of Application by the **Application Application to NOVA NOVA Secretariat** Decision time: The Confirmation email of 4.1 Processing of application and official approval subsequent NOVA board by the home institution internal evaluation of → possible changes in the application meeting. application Board meetings 2019: 4.2 Collecting evaluations of previous NOVA Deadlines 2019: - 1: 25 Mar. courses that the head applicant(s) has been - 1: 4 Mar. - 2: 4 Jun. involved in to be sent to the NOVA Board - 2: 13 May - 3: 22 Nov. - 3: 1 Nov. Responsible: NO* Responsible: Responsible: **NOVA** secretary **NOVA Board** Local NOVA coordinator **NB!** Normally, no further information will be **NB!** The application is asked. The NOVA Board will only review complete NB! The NOVA or submitted to NOVA only secretariat will send an applications that that meet NOVA's requirements and are in accordance with NOVA's regulations. email to the head when the local applicant(s) with the The NOVA secretary will correspond with the local coordinator has sent a result as soon as confirmation email to NOVA coordinator if further information is YES possible after the board required. the NOVA secretary. meeting. The head applicant, in accordance with the official signatory and the local NOVA coordinator, is responsible for any changes in the application. The local NOVA coordinator is responsible for registering any changes in the application, if necessary.

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