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.

*Responsibility:
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)

*Responsibility:
- 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.

*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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3. Submission of Application to NOVA

Confirmation email of internal evaluation of application

Deadlines 2019:
- 1: 4 Mar.
- 2: 13 May
- 3: 1 Nov.

Responsible:
Local NOVA coordinator

NB! The application is submitted to NOVA only when the local coordinator has sent a confirmation email to the NOVA secretary.

4. Technical Evaluation of Application by the NOVA Secretariat

4.1 Processing of application and official approval by the home institution
   → possible changes in the application

4.2 Collecting evaluations of previous NOVA courses that the head applicant(s) has been involved in to be sent to the NOVA Board

Responsible:
NOVA secretary

NB! Normally, no further information will be asked. The NOVA Board will only review complete applications that meet NOVA’s requirements and are in accordance with NOVA’s regulations. The NOVA secretary will correspond with the local NOVA coordinator if further information is required.

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.

5. Decision on Application

Decision time: The subsequent NOVA board meeting.

Board meetings 2019:
- 1: 25 Mar.
- 3: 22 Nov.

Responsible:
NOVA Board

NB! The NOVA secretariat will send an email to the head applicant(s) with the result as soon as possible after the board meeting.

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