**CIVICA STUDENT ENGAGEMENT FUND (SEF)**

**APPLICATION FORM**
Academic Year 2024 – 2025

**SECTION 1: PROJECT TITLE, ABSTRACT AND INSTITUTIONS INVOLVED**

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| **Title of the Project/Initiative:** |  |
| *Please provide above a short title/acronym to identify your project/initiative proposal* |

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| **Project Abstract**  |
| *Please provide below a* ***short summary/abstract of the project****/****initiative*** *and make sure not to exceed the limit of* ***150 words.*** *Should the application be successful, this abstract will be published on CIVICA’s website.*  |
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| **CIVICA Institutions involved** |
| *Please list below all the CIVICA Universities involved in this proposal*  |
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**SECTION 2: PROJECT TEAM COMPOSITION**

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| **Option 1: if this project/initiative is proposed on behalf of Registered Student Associations**  |
| *Please fill in the table below* ***if this proposal is submitted on behalf o****f (at least two)* ***registered student associations*** *from (at least two)* ***CIVICA partner universities****.* *Please bear in mind that* ***members from all the student associations involved*** *are expected to work on implementing the project/initiative and that the* ***Association Presidents/representative*** *will be the main contact points and spokespersons for all next steps.* |
| **Student Association Name** | **Home University** | **Name, surname and institutional email address of the Student Association President/Representative** |
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| **Option 2: if this project/initiative is proposed by an ad-hoc project team**  |
| *Please fill in the table below* ***if this proposal is submitted on behalf of an ad-hoc project team*** *formed by* ***students and early-stage researchers*** *not affiliated to any student association representing a minimum of two CIVICA partner universities declaring to cooperate on the project/initiative* ***or i****f your project team is composed* ***of both members of registered student associations at some CIVICA institution(s) and ad hoc groups from other institution(s).****Kindly list below the* ***designated project spokesperson(s)*** *who will be the main contact points for all next steps concerning the project/application* |
| **Student Name, surname and Id Number** | **Home University** | **Institutional email address** |
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| *Kindly list below* ***all students*** *and* ***early stage researchers*** *willing to work on the implementation of the project/initiative. Please add as many rows as necessary.*  |
| **Student Name, surname and institutional email address** | **Home University** | **Programme and Year of Study** |
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**SECTION 3: PROJECT ADVISOR**

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| **Project Advisor** |
| *Please list in the* ***table below*** *the identified* ***Project Advisor****(s): they this should be a faculty or staff member of at least one CIVICA university involved in this proposal who will serve as an advisor throughout the planning and implementation of the project/initiative* |
| **Advisor Name, Surname and institutional email address** | **University** | **Role/Unit/Department** |
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**SECTION 4: DETAILED PROJECT DESCRIPTION, THEMATIC AREA AND IMPACT**

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| **Detailed Project/Initiative Description**  |
| *Please provide below a* ***detailed description*** *(1,200 words max) of the project/initiative* ***clearly specifying*** *its* ***goals****, the* ***format*** *of the initiative, the* ***tentative dates****,* ***location*** *(for physical events only) and a short bio of* ***moderators/speakers/facilitators*** *(if applicable). Please also indicate if any external partners will be involved.*  |
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| **Impact of the initiative/project**  |
| *Please specify below how the project/initiative will* ***benefit the respective student communities****, also in terms of number of students to be involved/reached by the initiative (1000 words max)* |
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| **Thematic Area** |
| *Please specify below the adherence of this proposal to the* ***CIVICA thematic areas****/****EU strategic priorities/focus areas*** *listed in the call for application*  |
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**SECTION 5: PROJECT TIMELINE AND WORK PLAN**

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| **Timeline and Work Plan** |
| *Please describe below the* ***main tasks*** *of your project/initiative, the* ***envisioned timeline****, the most important* ***outputs/deliverables*** *of each phase and* ***who*** *will be responsible for/in charge of each activity. Please note that the timeline cannot go beyond the current academic year.* |
| **Task** |  **Person in charge/responsible** | **Timing** | **Expected outputs/deliverables** |
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