
Procedure Relative to the "Small Grants" Programme

The "Small Grants" programme allows the Geneva International Academic Network (GIAN) to respond quickly to immediate needs and to seize opportunities that may occur. The contribution by the GIAN to projects submitted in the framework of the "Small Grants" programme is a maximum of SFr 50,000 per project.

The presence in Geneva, within academic institutions, international organisations, NGOs and the private sector, of a considerable number of highly qualified individuals allows the GIAN and its partners to respond promptly in the following areas:

- quick inquiries;
- scientific activities to assist international negotiations;
- training for crisis situations or to benefit from the availability of exceptional competencies or circumstances;
- organisation of symposia or conferences;
- preparation of education or training programmes.

Such projects, rapidly concluded and at relatively low cost can render important results in a brief period. As the effectiveness of such projects may depend upon timely implementation, an accelerated decision-making mechanism has been established. In general, a decision concerning a "Small Grant" will be communicated to applicants within three to six weeks after reception by the GIAN of the proposal and all required documents.

Requests for a "Small Grant" can be made throughout the year, except during the period between 15 June and 1 September. Due to changes currently being undertaken within Geneva's system of higher education, all "Small Grant" projects must be completed by 31 December 2007.

Criteria for Selection

Projects financed in the framework of the "Small Grants" programme must respond globally to the conditions presented under the section "criteria for the selection of projects" in the GIAN's "Call for Project Proposals" (see www.ruig-gian.org). These state that projects must:

- 1) Be international in nature and fall within the purview of at least one, or more, of the following thematic areas:
 - Sustainable development;
 - Social equity;
 - Globalisation and international trade;
 - Intercultural relations and dialogue;
 - Humanitarian law and human rights.

Within these areas, the GIAN encourages projects concerning conflicts and security, environmental issues and humanitarian action.

Involve a real partnership between the academic world and at least one international organisation, formalised through letters of engagement by each party. Financial and/or in-kind participation by each party is expected.

- 2) Be action-oriented and interdisciplinary in nature. The GIAN welcomes projects that concern the social sciences as well as the natural sciences and engineering sciences.

Projects presented in the framework of the "Small Grants" programme should be able to be completed within a few days or a few months. They should not be exclusively academic in nature but should also include a practical component that focuses on real problems for which society expects solutions in the short- or medium-term. The GIAN favours innovative proposals and those that create new synergies and networks over those already established.

A project may be proposed by a team that includes a representative of at least one of the GIAN's founding institutions (University of Geneva, Graduate Institute of International Studies or Graduate Institute of Development Studies) and of at least one international organisation. It is expected that the participation of these two partners in the project be solid. The involvement of other actors – from the academic community, international organisations, the private sector or non-governmental organisations – is encouraged. Each project will be placed under the responsibility of a "project coordinator" who will undertake all operational aspects.

Budgetary Issues and Acknowledgements

In general, the GIAN transfers funds to the party in charge of managing the project. In most cases, the academic institution with which the project coordinator or the academic partner is affiliated manages the funds. The GIAN could advance, even before the beginning of the project, up to 75% of the approved amount. The balance for real costs, in accordance with the budget approved by the GIAN, will be paid after a report regarding the results of the project and a financial report, including receipts, have been submitted. These reports are expected within four months after completion of the project.

As a general rule, the GIAN refuses to fund infrastructure, equipment (computers or otherwise), operating expenses for an existing structure, salaries other than those of assistants, and centers or institutions that will require long-term support. It is expected that participating academic institutions, international organizations and other partners will supply infrastructure and a considerable percentage of staff time under co-financing arrangements.

Compensation for travel and other expenses will be handled in accordance with the rules of the academic institution where the project funds are managed (University of Geneva, GIIS or GIDS). In cases where those rules are not applicable, the GIAN's regulations will apply. In special circumstances, the Executive Secretary may approve exceptions to those regulations. The GIAN reserves the right to establish *ad hoc* directives regarding the time frame and other requirements relating to the "Small Grants" programme.

The GIAN's financial support must be clearly indicated by the presence of its logo on all publications relative to the project in addition to the phrase: *This [project] [seminar] [training*

programme] [etc.] is included within the programme of the Geneva International Academic Network (GIAN). For additional information concerning the rules overseeing GIAN subsidies, please refer to the Regulations Concerning the Rights and Duties of Recipients of GIAN Subsidies.

Procedure for Submitting a "Small Grant" Proposal

The project coordinator must submit to the GIAN Secretariat, in electronic form and also hard copy, a project proposal of 3-10 pages in English or French plus annexes. The submission must include the following elements:

- The "Small Grants" cover sheet (or equivalent information);
- A brief summary of the project (1 page maximum).
- A brief exposé of the activity envisaged, emphasising the urgency of the problem or problems to be examined;
- A summary of the approach to be employed;
- A summary of the partnership envisaged between the academic world and international organisations, a list of members of the project team and brief information on each of the team members;
- An estimation of the results expected and their future utilisation;
- A time-table;
- Budget estimate and detailed information concerning the utilisation of GIAN funding and additional funds or in-kind contributions provided by other sources (see example of budget on GIAN web site);
- Information concerning the infrastructure and other means necessary for the implementation of the project (to be considered as in-kind contributions);
- Letters of engagement from the team members and different participating institutions indicating their contribution to the project (time commitment, financial and/or in-kind contributions, etc.). An electronic version of these letters is not required.

All inquiries and proposals concerning the "Small Grants" programme should be addressed to the GIAN:

"Small Grants" Programme
Geneva International Academic Network (GIAN)
Villa Rigot, avenue de la Paix 9
1202 Geneva, Switzerland
Tel: +41 (0)22 733 26 92 - Fax: +41 (0)22 734 87 66
E-mail: info@ruig-gian.org

Web Site: <http://www.ruig-gian.org>

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