

 **Application Form**

**Application checklist:**

[ ]  Completing application form including signed approval of the head of your unit. Project (including a detailed budget). Your application form must not exceed a total of 7 pages, with a maximum of 3 pages dedicated to your project summary.

[ ]  A letter of support co-signed by the head of your unit indicating their support and an acknowledgment of the obligations required of the successful applicant. It should also address how the proposed initiative will benefit the staff member and unit and how it is tied to both institution’s strategic plans, creating synergy.

**Submit applications to:**

Aisha Shibli – Manager, International Funding Opportunities; Waterloo International

aisha.shibli@uwaterloo.ca

Email subject: *“SIEG Application – YOUR NAME”*

## Applicant Information

|  |  |
| --- | --- |
| Last name:  |  |
| Given Name(s):  |  |
| Title/Position:  |  |
| Department/Unit:  |  |
| Email:  |  |
| Phone number/extension:  |  |

### Proposed Dates

\*Proposed dates cannot be guaranteed and are in part dependent on host institution(s) availability.

|  |  |
| --- | --- |
| Proposed date of departure  |  |
| Proposed date of return |  |
| Proposed length of travel (# of days/weeks) |  |
| Proposed host unit(s) at Twente |  |

### Project Summary

|  |  |
| --- | --- |
| **Brief title of the Project.** |  |
| **If known, list the Twente unit/individuals identified to collaborate and/or host. *\*Note: We are not asking you to connect with Twente ahead of time for this application, Waterloo International can assist with connections should you be successful in your application.*** |   |
| **How does this Project incorporate the potential impact upon each university’s strategic priorities – namely, the University of Twente’s**[**Shaping 2030**](https://www.utwente.nl/en/service-portal/topics/shaping2030/#:~:text=Sustainability%20is%20an%20essential%20part,we%20work%2C%20think%20and%20do.)**and the University of Waterloo’s**[**Global Futures 2024**](https://uwaterloo.ca/news/global-futures)**?** |   |
| **Brief explanation of the Project, including:****1.   The key elements of the Project (a basic description, including project plan and goals).** **2.   The primary outputs envisaged from the Project.** **3.   How the Project will create near-term impact and what are the prospects for achieving the desired impact.****4.    What the anticipated impacts are of this project beyond engagement through the SIEG funding.**  |   |
| **Proposed timeline** |    |
| **Any other relevant detail to support this Project.** |    |

### SIEG Budget Template

|  |  |
| --- | --- |
| **Proposed Budget**  | **Description and Items in CAD $**  |
| Airfare  |  |
| Ground transportation  |  |
| Accommodation  |  |
| Meals  |  |
| Visa costs  |  |
| Other (please specify)  |  |
| **Total Funds Requested**  |  |

### Signatures and Approvals

Please confirm that the head of your unit has given approval for this project application to be submitted and that these individuals agree to be responsible for the administration of associated financial resources (where appropriate), should the application be successful.

|  |  |  |
| --- | --- | --- |
| Applicant Name:  | Date:  | Signature:  |
|  |  |  |
| Head of Unit Name:  | Date:  | Signature:  |