

## Template online application form for CIMPA Schools

### **Glossary:**

- *Scientific Officer*: to help you during the application process and during the school, CIMPA has a [list](#) of colleagues who work with CIMPA. We strongly advise you to contact one of them as soon as you have the idea of starting a project of a CIMPA school. The colleague who will come at the school may be different from the person who helps you with the application.
- *Host institution*: this is the institution which will be associated to the organization of the school, in general where local co-organizer of the school is affiliated. It shall be in a [developing countries](#) according to the list of IMU-CDC. In this list, developing countries have a priority number from 1 to 6, which is used to partially determined CIMPA financial support.
- *Venue*: this is where the school will take place. It can be different from the host institution but close enough for local participants to easily attend.
- *Organizing committee*: persons who will take care of the logistic aspects of the organization, in general local students and colleagues.
- *Instructor*: any colleague who is leading a scientific activity for at least 6 hours.
- *Participants*: it is the audience, do not count member of the organizing committee or instructors (colleagues who participate to the scientific activities). Participants are divided into 4 types as explained in the budget section. Specific financial rules apply to each type. Be aware that it is not the nationality but the affiliation of a participant which defines if he/she is from a developing country.
- *Scientific activities*: there are all the pedagogical activities directed to the participants, and which are the core of your program: lectures, problem sessions, discussions sessions, working group,...). This can include some slots for short research talks by the participants but not from anyone else. These activities are described in the section main scientific program.
- *Complementary activities*: these are all the scientific activities not closely related to the mathematical topic of the school. For instance, round table on on gender issues or on publishing models, bootstrapping carriers in mathematics, job opportunities, etc. Activities can also be directed to other audiences, for instance high school students or teachers, in order to introduce them to the world of academic research. This is also the place where a few research talks by colleagues may be added.
- *Social activities*: sightseeing, diner of the school, opening or closing ceremony etc.

**We advise you to fully read the present pdf and prepare all the necessary information beforehand. Among things which may require time and cannot be filled out at the last moment are: the choice of instructors, the scientific program, the support letter from the host institution.**

Note that you will be able to modify the form at any time before you send the final version.

At the end of the webform, you will have some free space to add any information you would like to communicate and cannot include anywhere else

If you encounter any difficulty during the process, do not hesitate to write to your Scientific Officer.

In black: what will appear on the form;

In green: contextual help for the submission;

In red: format for the input;

### **To start**

Choose **English/French version**

### **PAGE 1: general information**

Official language of the school: **unique choice among French, English or Spanish**

The official language of the school (English, French or Spanish) is the language used in the title and in most of the scientific activities.

CIMPA School title: **textbox limited at 75 characters**

The CIMPA School title should be representative of the scientific content of the school with no more than 75 characters

Country: **list of [developing countries](#) in the world with priority + other**

Please note that CIMPA budget is directed to participants in developing countries of IMU list priority 1-5. This should be clearly reflected in the budget.

If 'other' is chosen, a textbox will open to ask you to justify very carefully your choice, after discussion with a Scientific Officer of CIMPA. Indeed, unless strong reasons are invoked, a country not in the IMU list will not be acceptable.

Name and address of the host institution (university or equivalent) and its webpage:

The host institution must be within an academic environment (university or equivalent).

Local co-organizer:

The local co-organizer must hold **an academic or research position in the country where the school is held** and must have established strong contacts with the host institution of the school.

External co-organizer:

The external co-organizer must hold a position in an institution located in one of the current partner countries of CIMPA (France, Germany, Norway, Spain and Switzerland). Exceptionally, and in the interest of the CIMPA program, a school may be co-organized by someone not belonging to these countries. If this is sought, please contact [director@cimpa.info](mailto:director@cimpa.info).

If the external co-organizer does not teach then her/his role must be clearly explained and his/her presence at the school must be guaranteed **textbox**

Total number of days of scientific activities: **number**

A CIMPA School usually has ten days of mathematical activities. Any school with less than 9 days of activities will not be accepted. A school day **should not contain more than 6 hours of scientific activities**. Thus, “free” time can be used for exchanges with the instructors, peer discussions, individual or group work with or without supervision. After 5 to 6 days of activity a break of at least one day must be planned.

Dates (option A): **dd/mm/yyyy-dd/mm/yyyy**

Dates (option B): **dd/mm/yyyy-dd/mm/yyyy**

Two ranges of dates (dates option A and dates option B) must be proposed by the co-organizers in the format dd/mm/yyyy – dd/mm/yyyy. CIMPA will choose for you (preference A will be chosen if there is no extra-constraint).

Are you already in contact with a Scientific Officer? **yes/no. if yes give the name, if not choose a name in this list.**

Once you validate this page, an email will be sent to the Scientific Officer you chose. This person will help you with any question you may have and increase the chance that your application is accepted. She/he may be different from the supervisor of your school who will attend the event. You can choose this person because of her/his geographic zone of expertise or mathematical background.

## **PAGE 2: description of the context of the school**

Host institution and local context in mathematics:

**Justify with care** why this institution is a natural host for a CIMPA school in the proposed topic (existence of a Master on this topic or in a related field, number of PhD students and colleagues in the institution or in nearby institutions working on this topic, etc). A CIMPA school can only take place in an environment where there is already a large community on a given topic.

The facilities and the venue will be described on page 3.

Have there already been prior on-site or online activities related to the project or are there activities planned before the school? **Yes/No. If yes, please describe**

Some examples: you can use “[CIMPA Courses](#)” or a “[School in Partnership](#)” to prepare your school so that your participants are able to benefit from the material you are going to offer during the school. Note that one usually needs time to understand a new concept and a two-week school is short. CIMPA promotes this type of coordinated program and will help you to implement it.

You can also take advantage of already existing [recorded videos](#).

Are there expected impacts for the school beyond the natural benefits? **Please describe.**

Explain what are the objectives of the school in terms of impact. Please fill out this part **only if** there are concrete plans beyond the natural benefits (i.e. better understanding of a topic, networking, etc.) of the school.

Number of expected participants (= audience, do not count organization staff or instructors) physically present: **number**

In the budget, the participants will be divided into 4 types:

- Type 1: Participants based in developing countries other than the host country
- Type 2: National = based in the host country but who need overnight stay and possibly transport support.
- Type 3: Local = based in the same city or short distance (do not need overnight stay or transport support)
- Type 4: Participants based in non-developing countries

A CIMPA school must have an international dimension with at least 50% of CIMPA support spent on type 1.

Countries of residence of foreign participants: **text**

With respect to international participants from developing countries in the audience, please indicate the country of affiliation and the number you expect from each country. Justify your statement with a brief description of the status of development of the topic of the school in each country (existence of Master or PhD programs, colleagues working on the topic, etc.).

If the host country is a large country (e.g. India, Indonesia or Brazil), you can also indicate other national cities with the same kind of justification.

Note: be realistic about the origins of these participants with respect to the expected transportation costs.

### **PAGE 3: description of the school**

Scientific content:

Describe the area of research of the school (be synthetic: a detailed program is requested below), what you expect the participants to learn.

Format of the activities:

Describe how the various activities you have programmed will help the participants to actively learn. We recommend not more than ½ the time spent in listening to lectures. We appreciate formats that allow sustained interactions between the participants and the speakers. Look [here](#) to see possible formats and why we think it is important.

Local infrastructure:

Briefly describe the venue where the CIMPA School will take place. If it is not a usual academic environment (university or equivalent), give details about the facilities and material (rooms, blackboard/whiteboard, video-projector, internet connection, etc.) that will be there to allow the school to take place in good conditions.

Tell us how you will arrange the accommodation and meals for instructors and participants. University restaurant or caterer are usually the best options for lunch and if possible, for

dinner, as they are fast and with a fixed cost. Remember that you will have to take care of supporting the dinners of the participants of types 1 and 2.

Accommodation of teachers and students in the same place: **yes/no**

Whenever possible, it is preferable that teachers and participants be lodged in the same place as this makes it easier to have discussions after the classes.

Existence of material means and staff to hold a hybrid event: **yes/no**

#### **PAGE 4: Organizing committee and members of the teaching team**

Please give the information about each person involved in the organization committee and in the teaching team (members of which will be called instructors below).

Please list the members of the organizing committee and the instructors.

Regarding gender balance, a minimum of 30% of men and 30% of women is required in both the organizing committee and the teaching team). If, exceptionally, the gender criteria cannot be met then it is imperative that you provide a careful justification. Please be aware that a weak justification may lead to a direct rejection of your project.

#### **PAGE 5: Main scientific program**

Please enter the scientific activities that you have planned: introductory courses, advanced courses, exercise sessions, programming sessions or other interactive sessions.

For each of them, you will specify the number of sessions and for each session the person in charge and the duration. Please remember that **each member of the teaching team shall be involved in at least 6 hours of scientific activities**.

The level of the courses must be adapted to the participants. If you expect big differences in background among the participants, introductory lectures with exercises of various levels of difficulty can keep everyone busy during more challenging lectures (make sure there will be time to answer questions/solve some of these exercises).

**It is strongly recommended to include time for short scientific presentations (~15 min) by participants, in particular the ones from other developing countries.**

Input each activity, one by one as follows

- Choice box: introductory course; advanced course; exercise sessions; programming sessions; other interactive sessions
- Title:
- Short description/abstract:
- Number of sessions: number
- For each session, give the person involved (among the teaching team) and the duration.

#### **PAGE 6: complementary activities**

CIMPA appreciates that complementary scientific activities may be organized during the school in order to maximize local interactions. Several formats exist: round tables on gender issues or on publishing models, bootstrapping carriers in mathematics, job opportunities, etc.

Activities can also be directed to other audiences, for instance high school students or teachers, in order to introduce them to the world of academic research. **This paragraph is also the place to mention research talks that may be given by some colleagues, for the benefit of participants, if you wish to have such activity in your program. By no means, should the school resemble a conference or a workshop.**

Please indicate briefly what you have in mind, the duration and who will be involved. Do not include any social activities here nor opening or closing sessions.

One text block.

## **PAGE 7: tentative schedule**

Planning: pdf or image file

Provide a tentative schedule in the form of a table including the daily planned scientific and social activities (opening ceremony, excursion,...). **For scientific activities, please distinguish the typology (lectures in XX, exercises in XX, computer sessions, etc.) and indicate who the instructor(s) is(are) for each session.** If you have parallel sessions (for group projects for instance), please make it visible in this planning and explain the relevance of this format on page 3.

A school day **should generally not contain more than 6 hours of scientific activities** and a break of at least one day should be planned after 5 or 6 days of work.

## **PAGE 8: Budget**

In this section, the provisional budget of the school must be detailed **in euros**. It is important to write down all expenses, including those which are supported by the host institution. The host institution should make explicit its material and financial support in its letter of support (to be attached at the end of this form). In case of material support, such as university shuttle for transportation of participants from their accommodation to the school venue, this support will be labeled as 'offered by host institute'. The use of classrooms, facilities and equipment should be free of charge and not mentioned in the tables.

**We understand that it can be difficult to have an exact estimation 2 years in advance, but this precise budget will show that you have considered all financial aspects.**

Please, **remember that, for a CIMPA school:**

- It is forbidden to ask for registration fee;
- It is forbidden to give honorariums to instructors whatever the source of funding;
- It is forbidden for the host institution to ask for overhead cost.

The first table shows the main costs for all instructors and co-organizers and the sources of funding (CIMPA/own/other) for these costs. Note that their meals and transportation from/to airport are in Table 2 (global costs). Please notice that

- CIMPA financial support **must not** be used to cover transport expenses of instructors affiliated in developed countries. Co-organizers have to make sure as soon, as they start issuing invitations, that all instructors agree to use their own

resources (personal grants, institution, etc.) to pay for their travel, at least their transport, thus helping to defray the cost of the school. This contribution will be described as “own” in the table. If the instructors are unable to use such funding, the co-organizers may use other sources (embassies, grants associated to research networks, etc., described by “other” in the table). See also the pdf file on the page of the call showing the sources for some specific funding which is automatic for certain colleagues.

- CIMPA support can be used for part of the accommodation of instructors and co-organizers, although it is highly appreciated that they cover it with their own grants so that CIMPA can support more participants. If the activities of the school are designed to maximize the possible interactions between the participants and the instructors, it is good if they stay for the full duration of the school.
- Transport cost of CIMPA supervisor will usually be covered by CIMPA on an extra-budget. CIMPA can also cover her/his local costs, but we appreciate if this can be (partially) covered by other funding.
- Members of the organization committee who do not teach are not included in this table (we assume that they live nearby and will sleep at home). You can however add a person to this table if you wish.

Name	Working country	Transport cost	Source	Accommodation per day	days	Accommodation cost	Source2	Remarks
X1	France	1000	own	30	13	390	own	external coordinator and instructor
X2	France	1000	other	30	7	210	other	organization and instructor
X3	Germany	1200	own	30	13	390	own	instructor
X4	Spain	800	own	30	13	390	own	instructor
X5	Norway	1000	own	30	13	390	other	instructor
X6	England	1200	own	30	13	390	other	instructor
X7	Chad	300	other	30	13	390	CIMPA	instructor
X8	Benin	600	CIMPA	30	13	390	CIMPA	instructor
X9	Cameroon	0	own	0	13	0	own	local coordinator
Total travel		7100		Total acco.		2940	Total	10040

The second table describes all the costs of the school and sources of funding (CIMPA or others). Please notice that

- As basis for your evaluation of CIMPA support, you shall look at the IMU subdivision: CIMPA support rises up to 10,000€ for a priority 5 country, to 12,000€ for a priority 4, 14,000€ for a priority 3 country and 17,000€ or more for a priority 1 or 2 country, with an upper bound of 20,000€. Priority 6 countries get up to 10,000€. CIMPA support cannot be spent on participants based in developing countries of priority 6. You can of course increase or decrease this amount according to your needs. The final offered amount will depend on the other evaluation criteria as indicated in the call. In the exceptional case where the host country is not on the IMU list, the discussion you had beforehand with a CIMPA Scientific Officer will have provided you an expected amount.
- By definition the word “participants” means only the audience, i.e. excluding members of the organization committee and instructors. They are divided into 4 types:
  - Type 1. Participants based in developing countries other than the host country.
  - Type 2. National = based in the host country but who need overnight stay and possibly transport support.
  - Type 3. Local = based in the same city or short distance (do not need overnight stay or transport support).
  - Type 4. Participants based in non-developing countries.

**The following financial rules apply to them**



- Type 1. At least 1/2 of the CIMPA financial support must be used on these participants. Any such participant gets his/her accommodation, and all meals (even during weekends) automatically fully covered if requested (whether this is with CIMPA funding or other funding; in your estimation, assume that all will need accommodation and meals. Partial support of travel is possible, but it is usually pointless not to cover at least half of the real cost of the trip if you want the participant to come. Travel costs of more than 1,000 euros shall be exceptional, even with partial support.
- Type 2. Any Type 2 participant gets his/her accommodation, and all meals (even during weekends) automatically fully covered if requested and partial support of travel is usually useful (whether this comes from the other half of CIMPA funding or from other funding).
- Type 3. At least lunches and coffee-breaks during the days of the school are covered.
- Type 4. A small number of participants based in non-developing countries is welcome as they will interact beneficially with the other participants. However, as they are not the main target, only their meals and coffee-breaks are usually covered by the budget of the school.

The rest of CIMPA support can be freely used in the other lines of the table.

Data	Nb. Persons	Price (per)	Days	Cost	CIMPA funding	Other/Own	Remarks
Transport instructors and coordinator(s)	9			7100	600	6500	
Transport participants Type 1	15	700		10500	10500		give an average price taking into account visa
Transport participants Type 2	10	50		500	500		give an average price. Specify if it will be mainly by plane or other means
Sub-total				18100	11600	6500	
Accommodation instructors and coordinator(s)	9			2940	780	2160	e.g. hotels nearby the campus
Accommodation participants Type 1	15	15	13	2925		2925	e.g. campus accommodation covered by the host institute
Accommodation participants Type 2	10	15	13	1950		1950	e.g. campus accommodation covered by the host institute
Sub-total				7815	780	7035	
Midday meals instructors and co-organizers	9	7		777	0	777	this is calculated from the total days extracted from table 1
Midday meals organization staff	5	7	10	350		350	CIMPA supervisor included?
Midday meals participants Type 1	15	7	12	1260	1260		including weekend
Midday meals participants Type 2	10	7	12	840	840		including weekend
Midday meals participants Type 3	25	7	10	1750		1750	e.g. covered by the host institute
Midday meals participants Type 4	3	7	12	252		252	e.g. covered by the host institute
Dinners for instructors and co-organizer(s)	9	15		1665		1665	calculated from total days of tab. 1 including by default the loc. co-org.
Dinners organization staff	1	15	13	195	195		CIMPA supervisor included? Here only this person stays at night
Dinners participants Type 1	15	10	12	1800	1800		including weekend
Dinners participants Type 2	10	10	12	1200	1200		including weekend
Dinners participants Type 3	25	0	12				here the local participants will have dinner at home
Dinners participants Type 4	3	10	12	360		360	here paid by their own institutes
coffee-breaks for all	64	4	10	2560	0	2560	here is the price is on the base of 2 coffee-breaks per day
Sub-total				10102	5100	5002	
IT support (for instance for internet)				0		0	a tech from the host institute will be available during the school
Logistics				500		500	for instance welcome kit and sponsor banner
Local transports							Transports from/to the airports and during the school; here offered
Social activities				1500		1500	school dinner (700€) and location of bus for excursion (800€)
Other				250	0	250	open ceremony costs
Sub-total				2250	0	2250	
Sub-total				38267	17480	20787	
					Total funding	38267	

Finally, please give a precise list of expected funding. For each item on the list, clarify if this funding is confirmed or only expected. Do not use acronyms.

The application form provides a simple table starting with the amount asked to CIMPA. It also shows the total funding obtained under the label "own" (from the first table).

You can then add lines with the following fields

- Source of the funding;
- Amount;
- Two boxes: Confirmed or expected;
- Remarks.



Short CV of the co-organizers: **upload two pdf files**

Supporting letter by the host institution: **upload a pdf file**

Please highlight in the letter the efforts made at local level to support the organization of the school: IT resources, accommodation or meals for the participants, reduced workload for the local organizers, etc. An accommodation at the same location for all participants is recommended. Also, it is better if everyone (including professors and organization team) can have meals together, at least at lunch time.

It is highly expected that the use of facilities (classrooms, computer rooms, etc.) is free of charge. It is required that the host institution indicate its material and financial support in its support letter. No overhead cost from the host institute will be accepted.

Personal Comments: **textbox**

You can add here any remarks that you would like to communicate to CIMPA.