

## Template online application form for CIMPA Schools

In black: what will appear on the form;

In green: contextual help for the submission;

In red: format for the input;

Note that you will be able to modify the form at any time before you send the final version.  
It is possible to write maths using Latex.

### **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**

If the school is planned in a priority 6 country, then all the CIMPA budget will be for participants based in developing countries of priority 1 to 5. This shall 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 coordinator:

The local coordinator 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 coordinator:

The external coordinator must hold a position in an institution located in one of the partner countries of CIMPA as of 1 January 2026 (currently: France, Germany, Norway, Spain and Switzerland). Exceptionally, and in the interest of the CIMPA program, a school may be

coordinated by someone not belonging to these countries. If this is considered, please contact [director@cimpa.info](mailto:director@cimpa.info).

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

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

A CIMPA School usually contains 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. A break of at least one day shall be planned after 5 or 6 days of work.

Two ranges of dates (dates option A and dates option B) must be proposed by the coordinators 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:

Describe in a few lines the mathematics department of the host institution (the facilities and the venue will be described on page 3). In particular, **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).

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

Some examples: you can use “[CIMPA Courses](#)”, a “[School in Partnership](#)” to prepare your school and have your participants being able to take advantage of the material you are going to offer during the school. Think that one usually needs time to understand a new notion 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 [recording videos](#).

Do you plan to follow-up the project? **Yes/No. If yes, please describe.**

This can be at the level of participants (mentoring for some students or remote activities, etc.) or at the level of the institutes of the coordinators (academic agreements, joint program, etc.). Please be as concrete as possible (people involved, necessary budget...)

Are there expected impacts for the school beyond the usual ones? **Yes/No. If yes, please describe.**

Explain what impacts of your school are expected in terms of mathematical development locally and for neighboring countries. 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 for participants.

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

In the budget, the participants will be divided into

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

A CIMPA school must have an international dimension with at least 50% of CIMPA support spent on category 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 for 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. It is highly appreciated to find a global solution (university restaurant or caterer for instance) for lunch and if possible, for dinner. Remember that you will have to take care of supporting the dinners of the participants in categories 1 and 2.

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

Whenever possible, accommodation of teachers and students in the same place should be preferred so that it is easier for them 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 organization committee and the instructors.

Regarding gender balance, a minimum of 30% of men and 30% of women is required in each category (organization committee and teaching team). If the gender criteria cannot be met exceptionally, it is imperative that you justify the reasons here. You are 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 activities**.

The level of the courses must be adapted to the participants. If you expect big differences between the participants, introductory lectures with exercises of various difficulties can keep everyone busy during other lectures which are not suitable (make sure there will be a 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

- Unique 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 are organized during the school in order to maximize the local interactions. Several formats exist: round tables on gender issues or on publishing models, bootstrapping carriers in mathematics or job opportunities, etc. Activities can also be in direction of 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**

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

It is expected that the school has 10 days of scientific activities. Any school with less than 9 days of activities will not be considered. In the budget table on page 8, we add by default 2 days for meals during the weekend and 3 days for accommodation of participants, but it can be modified if necessary.

Planning: **pdf or image file**

Provide a tentative schedule including for each day the planned scientific and social activities (opening ceremony, excursion,...). **For scientific activities, please indicate for each session who the instructor(s) is(are).** 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 not generally contain more than 6 hours of scientific activities** and a break of at least one day shall be planned after 5 or 6 days of work.

### **PAGE 8: Expenses**

In this section, the provisional budget of the school for each type of expenses 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 will 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 the 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 for free 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 coordinators 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. Coordinators have to make sure as soon as they start inviting them that all instructors are ready to use their own resources (personal grants, institution, etc.) to pay for their travel, at least their transport, helping in this way the finances of the school. This contribution will be described by “own” in the table. If the instructors are unable to use such funding, the coordinators 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 coordinators, 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 and accommodation of CIMPA supervisor will usually be covered by CIMPA on an extra-budget. CIMPA can also cover her/his meals, 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 around 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
<b>Total travel</b>		<b>7100</b>				<b>Total acco.</b>	<b>2940 Total</b>	<b>10040</b>

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 raises 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 category 1 or 2 country within the limit of 20,000€. Priority 6 countries get up to 10,000€ and all CIMPA support shall be spent on participants based in developing countries of priority 1 to 5. You can of course increase or decrease this amount in function of 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 in 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 or instructors. They are divided into 4 categories:
  1. Participants based in developing countries other than the host country.

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

**The following financial rules apply to them**

- Category 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; as you presently cannot know, one assumes that it is the case for all). 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.
- Category 2. Any such 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 is on the other half of CIMPA funding or on other funding).
- Category 3. At least their lunches and coffee-breaks during the days of the school are covered.
- Category 4. A small number of participants based in non-developing countries is welcome as they will develop relationships 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 used freely in the other lines of the table.

Data	Nb. Persons	Price (per)	Days	Cost	CIMPA fur	Other/Own	Remarks
Transport instructors and coordinator(s)	9			7100	600	6500	
Transport participants cat. 1	15	700		10500	10500		give an average price taking into account visa
Transport participants cat. 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 cat.1	15	15	13	2925		2925	e.g. campus accommodation covered by the host institute
Accommodation participants cat.2	10	15	13	1950		1950	e.g. campus accommodation covered by the host institute
Sub-total				7815	780	7035	
Midday meals instructors and coordinators	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 cat. 1	15	7	12	1260	1260		including weekend
Midday meals participants cat. 2	10	7	12	840	840		including weekend
Midday meals participants cat. 3	25	7	10	1750		1750	e.g. covered by the host institute
Midday meals participants cat. 4	3	7	12	252		252	e.g. covered by the host institute
Dinners for instructors and coordinator(s)	9	15		1665		1665	calculated from total days of tab. 1 including by default the loc. coord.
Dinners organization staff	1	15	13	195	195		CIMPA supervisor included? Here only this person stays at night
Dinners participants cat. 1	15	10	12	1800	1800		including weekend
Dinners participants cat. 2	10	10	12	1200	1200	0	including weekend
Dinners participants cat. 3	25	0	12				here the local participants will have dinner at home
Dinners participants cat. 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	
<b>Total</b>				<b>38267</b>	<b>17480</b>	<b>20787</b>	
					<b>Total funding</b>	<b>38267</b>	

**PAGE 9: anticipated funding**

Please give a precise list of expected funding. For each of them, make clear if this funding is confirmed or only expected. Do not use acronyms.

If you plan to ask financial support from the International Mathematical Union committee for developing countries ([IMU-CDC](#)), in case your application is selected, the present application

will be directly sent to IMU-CDC committee for evaluation of your request. You do not need to send a specific application.

The application will provide a simple table starting with the amount given by CIMPA. Then you can add lines with the following fields

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

#### **PAGE 10: attached documents**

Short CV of the coordinators: **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 all participants can have meal together, at least at lunch time.

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