

Q&A Comenius call 2022 - May 27th, 2021

1. *Does the proposal need to be in line with the themes?*

Proposals for Teaching and Senior Fellowships need to be in line with one of the themes:

- Studying together at the hybrid campus
- Giving the student control over flexible education
- Transdisciplinary collaboration
- Free theme: related to the entire scope of the Strategic Agenda for Higher Education 'Fit for the future'

See p.6 of the PowerPoint presentation for a description of the themes.

Proposals for Leadership Fellowships need to be in line with the Strategic Agenda for Higher Education 'Fit for the future', as well as Leiden University vision on education 'Learning@Leiden'.

2. *From what moment are the years of experience in teaching counted?*

From the start of your teaching career, no matter at what higher education institution. NB.

You may count the number of teaching years at the start of the project is (not at the moment of application).

3. *Who do I need to get on board for an application?*

- For a **Teaching** application:

Create a team with all relevant expertise, and do include ICLON, Cfl or other colleagues with educational (research) expertise, engage students and colleagues (within and where relevant also beyond the intended course and/or programme). Inform your immediate supervisor and enquire if there is an internal procedure for Teaching applicants, or if all may apply. Please note that a signed statement by a supervisor who has the mandate to decide over your time and allocation of the budget is required in your preliminary application. In case of in-kind and/or in cash co-financing, you will also need a letter of guarantee signed by someone with sufficient mandate to decide over these.

- For a **Senior** application:

Create a team with all relevant expertise, and do include ICLON, Cfl or other colleagues with educational (research) expertise, engage students and colleagues (within and where relevant also beyond the intended programme, institute or even faculty). Inform your immediate supervisor and faculty/head of unit in time about your plans and enquire about the internal selection - as only one Senior proposal may be submitted per faculty or inter-faculty institute, the Faculty Board will choose one project. Please note that a signed statement by the Dean of your faculty (or Director of your inter-faculty institute) is required in your preliminary application. In case of in-kind and/or in cash co-financing, you will also need a letter of guarantee signed by someone with sufficient mandate to decide over these.

- For a **Leadership** application:

Create a team with all relevant expertise, and do include ICLON, Cfl or other colleagues with educational (research) expertise, engage students and colleagues from various faculties, and where relevant from other higher education institutions. Inform your immediate supervisor and faculty/head of unit in time about your plans and enquire about the internal procedure - as only Leadership proposal may be submitted per university, the rector will choose one

project from the proposals advanced by the faculties and interfaculty institutes. Please note that a signed statement by the rector is required in your application. In case of in-kind and/or in cash co-financing, you will also need a letter of guarantee signed by someone with sufficient mandate to decide over these.

4. *How many people can apply in one project?*

Although a Comenius project is a team effort, each project has one main applicant. Possible co-applicants are part of your team. If the project is granted, the main applicant will become a member of the ComeniusNetwork.

5. *How is the assessment within the faculties organized?*

Each faculty and inter-faculty institute may decide on the internal procedure for selection of Senior- and Leadership-proposals. Some faculties may also have a procedure in place for Teaching applicants. In light of the time-lines, internal procedures are likely to take place in July. Please contact the educational policy advisor at your faculty for more information, if you are unsure who to contact, please enquire with Anna Terra Verhage.

6. *How often may I apply?*

Per year, you may submit one proposal as a main applicant. Note that you can be involved in more than one project as a team-member, provided that you would still be able to fulfill all roles in parallel if the projects are granted. If you have previously been granted a Comenius Fellowship, you may only apply again in the next tier. If you have unsuccessfully submitted full proposals in two consecutive years in the same tier, you may not immediately submit again in the same tier.

7. *Who do I contact if I have further questions, want to test an idea for a project or am looking for colleagues with relevant expertise?*

Please contact the central Comenius support team via a.t.j.verhage@bb.leidenuniv.nl We are happy to help!

NRO also has a Comenius FAQ-page: [FAQ Comenius programme | NRO](#)

Looking for inspiration about the type of projects that were previously granted a Comenius Fellowship? You can find summaries for projects granted in the various tiers since 2017 here: [Previously granted Comenius projects | NRO](#)