

## Structure of the 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 finale version.

### 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:

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**

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

The host institution where the school will take place 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 one of the partner countries of CIMPA (France, Norway, Spain and Switzerland presently, other countries may join CIMPA by 1 January 2022 thus becoming eligible).

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

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

The CIMPA School generally lasts two weeks with about ten days of mathematical activities.

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 if there is no extra-constraint).

Are you already in contact with a Scientific Officer? **yes/no. if yes give the name.**

Once you validate this page, if you have not contacted a Scientific Officer yet, we will assign you one. This person will help you with any question you may have. She/he may be different from the supervisor of your school who will attend the event.

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

Host institution and local context in mathematics:

Describe in a few lines the host institution and its main teaching and research topics in mathematics.

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

You can use “[CIMPA Courses](#)”, a “[School in Partnership](#)” to prepare your school and have all 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-weeks school is short. CIMPA promotes this type of coordinated program and will help you to implement it.

Will you use digital technology to prepare the students to follow the activities of your school? **Yes/No. If yes, please describe.**

Please have a look at our [\(open\) online CIMPA Courses program](#) to see that we offer more than “just watching videos”. A more basic option is to use videos of existing materials, check for instance <https://www.youtube.com/channel/UCODuY1kwsy8oXkxs2Suu2Sw> or <https://preprod-www.carmin.tv/fr/>

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

This can be at the level of students (coordination of the school with a “[CIMPA Fellowship program](#)”, mentoring for some students or remote activities, etc.) or at the level of the institution of the coordinators (academic agreements, joint program, etc.).

Please describe other possible impacts of the school:

Explain what impacts are expected in terms of mathematical development at local and regional level of your school. Please fill out this part only if there are concrete plans.

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

Scientific content and format of the activities:

Describe the area of research of the school, what you expect the participants to learn and how the various activities you have programmed will help them achieve this goal. Please emphasize the choices of formats that allow interactions between the participants and the speakers. Look [here](#) to see possible formats and why we think it is important!

Total number of days of scientific activities:

In general, a school day should not 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.

Local infrastructure:

Describe briefly the infrastructure of the place where the CIMPA School will take place and how you will arrange the accommodation and meals for speakers, local participants and CIMPA participants (This refers to the participants from neighboring developing countries whose travel expenses and/or accommodation are covered by the CIMPA funding.)

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 in the host institution to record the videos of the lectures: **yes/no**

Existence of facilities to hold a hybrid event: **yes/no**

Number of expected participants:

Number of expected CIMPA participants: **number**

Give an estimate of the number of participants and CIMPA participants you expect. If your proposal is accepted, you must pay attention to the percentage of women among the participants.

#### **PAGE 4: Scientific and organizing committees and members of the teaching team**

Please give the information about each person involved in the scientific committee, in the organization committee and in the teaching team.

Please list the members of the scientific committee (from 4 to 6 persons), organization committee and the instructors.

With regard to gender balance, a minimum of 30% of men and 30% of women is required in each category (scientific committee, 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 can lead to a direct rejection of your project.

#### **PAGE 5: Scientific program**

Input each activity, one by one as follows

- **Unique choice box: introductory course; advanced course; exercise session; programming sessions; other interactive sessions**
- **If "course" ask for**
  - **Title**
  - **Domain (e.g. Algebraic Geometry):**

- [MSC](#) (ex. 35K57 & 35R30):
- Keywords:
  - Description/abstract:
  - Number of sessions: number
  - For each session, give the person involved and the duration
  - Recording of the course: if yes, give access to the video recording agreement which shall then be signed and uploaded

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 involved and the duration. Please remember that each non-local member of the teaching team shall be involved at least in 4 hours of activities. The level of the courses must be adapted to the local environment and the audience.

We wish that the courses may be recorded with the lecturer's agreement. CIMPA will take care of putting them online on carmin.tv and giving a copy to the lecturers if they wish. These videos will be useful to people who could not attend the event and will serve as basis for future activities. If the lecturer has agreed for the course to be recorded, please make him/her sign the video recording agreement and upload it.

#### **PAGE 6: complementary activities (scientific, social or organizational)**

Allow several blocks of the following form:

Description:

Duration:

Persons involved:

CIMPA also wishes 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, 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.

Please indicate the social activities (organized tour, official dinner, etc.) and the organizational activities (opening/closing ceremony, etc.) that you plan during the week. This will help you fill out the tentative schedule below.

#### **PAGE 7: tentative schedule and online option**

Provide a tentative schedule including for each day the planned scientific activities with no more than six hours each day. Usually, some afternoon as well as weekends are free.

This will be done using an online calendar app integrated into the form.

In case the school cannot happen as expected, would you agree on having an online/hybrid version? **Yes or No. If yes** Please give us a sketch of what you have in mind.

The sanitary crisis showed that it is useful to be ready for an online/hybrid plan B. If you think that this format may be a good alternative for you **and your speakers** (check with them explicitly!), this would be a great insurance.

### **PAGE 8: Expenses**

In this section, the provisional budget of the school for each type of expense must be detailed. It is important to write down all expenses, including those which are supported by the host institution. The amount must be indicated (or say that these expenses are offered). The host institution will make explicit its material and financial support in its letter of support.

Please, remember that under no circumstances:

- It is possible to ask for registration fee;
  - It is possible to give honorariums to teachers or lecturers whatever the source of funding.
- 
- As basis for your evaluation of CIMPA support, you shall look at the IMU subdivision: it raises up to 8,000€ for a priority 5 country, to 10,000€ for a priority 4 or 3 country and to 12,000€ or more for a category 1 or 2 country within the limit of 15,000€. This is the amount written in grey in the total of the column CIMPA for indication. You can of course increase or decrease this amount in function of your needs. The final given amount will depend on the other evaluation criteria as indicated in the call.
  - We recall that at least 2/3 of the CIMPA financial support must be used for travel and /or lodging of CIMPA participants. Any CIMPA participant supported for the travel will get his/her accommodation and meals automatically covered (whether this is with CIMPA funding, local support or other funding). Travel costs of more than 600 euros will only be exceptionally considered. If other sources exist to cover the costs of CIMPA participants, it will be possible to dispatch CIMPA support differently (after discussion with your scientific officer).
  - The remaining part of the CIMPA support can be used to cover other organization costs such as meals, coffee breaks, etc.
  - Accommodation and travel expenses of the lecturers/instructors will be covered by CIMPA support only under exceptional circumstances. In particular, the CIMPA financial support shall not be used to cover travel expenses of lecturers/instructors affiliated in developed countries. Coordinators have to make sure as soon as they start inviting them that the lecturers/instructors are ready to use their own resources to pay for their travel, helping in this way the finances of the school. If they cannot, the coordinators may use other sources (embassies, etc.). In any case, it is important to include all costs of lecturers/instructors in the budget.
  - Transport cost of CIMPA supervisor will be covered by CIMPA on an extra-budget. CIMPA can also cover her/his accommodations and meals but we appreciate if this can be (partially) covered by other funding.
  - Indicate all type of transportation that will be used. The expenses for accommodation and meals shall be given as multiplication of the price per person x days x number of people. If there are coffee breaks, please indicate their cost in the same way.

Enter a table of the shape below thanks to the app including into the form. The maths operation will done automatically.

	Nb. pers.	days	price	cost	CIMPA funding	other funding	Remarks
Transport foreign instructors/coordinator	5		1,400	7,000		7,000	provide details if you have. What is covered by the instructors?
Transport CIMPA participants	20		400	8,000	8,000		
Transport other participants				3,000		3,000	
Transport from/to hotel				500		500	offered by the uni.
<b>Sub-total</b>				<b>18,500</b>	<b>8,000</b>	<b>10,500</b>	
Accommodation instructors/coordinators	6	13	60	4,680	0	4,680	CIMPA supervisor included?
Accommodation CIMPA participants							offered by the univ.
Accommodation other participants							offered by the univ.
<b>Sub-total</b>				<b>4,680</b>	<b>0</b>	<b>4,680</b>	
Midday meals instructors/coordinators	7	10	10	700		700	CIMPA supervisor included?
Midday meals CIMPA participants	20	10	10	2,000		2,000	
Midday meals other participants	30	10	10	3,000		3,000	
Dinner instructors/coordinators	7	12	10	840	840		CIMPA supervisor included?
Dinner CIMPA participants	20	12	10	2,400	2,400		
Dinner other participants							may not be supported
Coffee-breaks	65	10	2	1,300		1,300	
<b>Sub-total</b>				<b>10,240</b>	<b>3,240</b>	<b>7,000</b>	
IT support						offered	for recording, equivalent to 500
Logistics				1,000		1,000	
Other				1,000	1,000		excursion
<b>Sub-total</b>				<b>2,000</b>	<b>1,000</b>	<b>1,000</b>	
<b>Total</b>				<b>35,420</b>	$12,240 + 23,180$ <b>= 35,420</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.

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: free use of classrooms for lectures and participative activities, IT resources, 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. As mentioned above, it is asked that the host institution indicates its material and financial support in its support letter.