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 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 2025 (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.

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 that 6 hours of scientific activities** and 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. 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 institute and its main teaching and research topics in mathematics.

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-weeks school is short. CIMPA promotes this type of coordinated program and will help you to implement it.

You can also think about online material: please have a look at our (open) online CIMPA Courses program to see that we offer more than "just watching videos". 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 students (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 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 beyond the natural benefits (i.e. better understanding of a topic, networking, etc.) of the school for participants.

Number of expected participants physically present: number

This includes local participants (from the host country), participants from foreign developing countries and possibly participants from developed countries.

Countries of residence of foreign participants: text
Using your knowledge of the institutes with an expertise in the topic of the school, indicate the countries of residence of potential participants from developing countries. If the host country is a large country, you can also indicate other national cities.

PAGE 3: description of the school

Scientific content:
Describe the area of research of the school (be synthetic: a detailed program will be given later), 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 (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 speakers and participants. It is highly appreciated to find a global solution (university restaurant for instance) for lunch and if possible, for dinner.

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 will be called instructors later).
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 can 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 at least in 6 hours of activities.**

The level of the courses must be adapted to the local environment and the audience. **By no means, should the school resemble a conference or a workshop.**

When technically suitable, we appreciate that some courses are recorded. These videos will be useful to participants and to people who could not attend the event and will serve as basis for future activities. Lecturers who agreed for the course to be recorded will have to upload an agreement contract once the school is accepted. CIMPA will take care of putting online on carmin.tv the video files which are impeccably recorded. For indexing, we need the metadata associated to each course. **In order to help with the technical/human resources, CIMPA can dedicate up to 1000 euros extra to the support of the school.**

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
- If course then ask for Recording of the course: yes/no.
- If yes, then ask for

    o [Domain from Arxiv](#) (e.g., Algebraic Geometry):

    o [MSC](#) (ex. 35K57 & 35R30):

    o Keywords (separated by #):

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.**

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 and online option

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.

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 in each box who is leading the 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 not contain generally more that 6 hours of scientific activities** and a break of at least one day shall be planned after 5 or 6 days of work. I

PAGE 8: Expenses

In this section, the provisional budget of the school for each type of expense 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).

We understand that it can be difficult to have an exact estimation 2 years in advance, but this precise budget will show us 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 describes the costs for all instructors and coordinators and the sources of funding (CIMPA/own/other). 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 they cannot, the coordinators may use other sources (embassies, grants associated to research networks, etc., described by "other" in the table).
- 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 planning of the school and the venue are planned 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.

- Cost of local transport during the school will be included in the logistic costs of the second table.

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 cand 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 including own funding by individuals). Please notice that

- As basis for your evaluation of CIMPA support, you shall look at the IMU subdivision: it 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€. 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. If the host country is not in the IMU list, the discussion you had before hand with a CIMPA Scientific Officer will have provided you an expected amount.
- At least 1/2 of the CIMPA financial support must be used for travel and /or lodging of participants based in foreign developing countries (called CIMPA participants in the table). Any such participant will get his/her accommodation and all meals (even during week-ends) automatically covered (whether this is with CIMPA funding or other funding). Travel costs of more than 1000 euros (visa and PCR tests not yet included) will only be exceptionally considered for full support. If other sources exist specifically dedicated to the costs of participants from developing countries, it will be possible to dispatch this amount of CIMPA support differently (after discussion with your scientific officer).
- The rest of CIMPA support can be used in the other categories of the table.

Data	Nb. Persons	Price (per day)	Days	Cost	CIMPA funding	Other/Own funding	Remarks
Transport instructors and ext. coordinator	8			7100	600	6500	
Transport CIMPA participants	10	900		9000	9000		give an average price taking into account visa, PCR,...
Transport other participants	30	100		3000	1000	2000	participants from the host country outside the host city
Sub-total				19100	10600	8500	
Accommodation instructors and coordinators	9			2940	780	2160	
Accommodation CIMPA participants	10	20	13	2600		2600	offered by the host institute
Accommodation other participants	15	20	13	3900		3900	offered by the host institute
Sub-total				9440	780	8660	
Midday meals instructors and organization staff	15	10	10	1500	800	700	CIMPA supervisor included; week-end not included
Midday meals CIMPA participants	10	10	12	1200	1200	0	
Midday meals other participants	15	10	10	1500		1500	week-end not included
Dinners for instructors and organization staff	8	15	10	1200		1200	dinners are paid by own grants
Dinners for CIMPA participants	10	10	12	1200	1200		
Dinners other participants	15	10	10	1500		1500	week-end not included
coffee-breaks	40	3	10	1200	0	1200	2 per day
Sub-total				9300	3200	6100	
IT support (for instance for recording videos)				0		0	offered by the host institute
Logistics (including the city transports)				500		500	welcome kit ans sponsor banner
Social activities				1500		1500	school dinner (700€) and location of bus for excursion (800€)
Other				250	250		school certificates
Sub-total				2250	250	2000	
Total				40090	14830	25260	
					Total funding	40090	

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: 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.