**Draft application form for Comenius Leadership Fellow 2025  
VU-wide pre-selection round**

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| **Note of importance**: the call for proposals and official application form for the Comenius Leadership Fellows of 2025 have not yet been published by NRO. This will likely happen in the summer of 2024.   This draft application form for the VU-wide pre-selection round has therefore been based on the official application form from 2024. It is a slimmed down, slightly modified version of the official application form that contains the most important elements of the application. This allows the VU jury to quickly yet thoroughly assess the draft applications, and allows the winning applicant to quickly develop their draft application into a final application without having to do unnecessary work.  All in all, the winner of the VU-wide pre-selection round has to take into consideration that the requirements for a final and complete application for 2025 may differ from 2024. |

**Administrative details**Please write down your personal and administrative details in the tables below.

|  |  |
| --- | --- |
| **About the applicant** | |
| Name applicant |  |
| Faculty |  |
| Position |  |
| VUmail-address |  |

|  |  |
| --- | --- |
| **About the project** | |
| Title | English title |
| Dutch title |
| Coordinating institution | Institution |
| Location where the project is carried out | Name of faculty / faculties / institutions / etc |
| Duration of the project | Start date until End date  min 36 months, max 42. Start date not after August 31, 2025. End date not after February 28, 2029. |
| Requested budget  (min €450.000, max €500.000) | € |

**Summary (max. 250 words)**

Give a summary of your project proposal. Use no more than 250 words. This summary may differ from the one in the letter of intent.

Word count summary: max. 250 words.

**Description of project (max. 1000 words)**

Please describe your project proposal under the following headers. Use a maximum of a **1000 words (excluding tables and figures)** for the complete description of your project.

**Project Proposal**

*Formulation of the problem*

Describe where and why there is a need for improvement in your educational programme(s). Show how your project connects to the strategic plan or educational vision of your institution. Pay attention to assessment criteria 1a-b and 2a-f as described in the Call for proposals from 2024.

*Innovation and expected results*

Describe the innovation you propose and the expected results of the innovation. Explain how the intended project can be innovative and an improvement for your educational context as well as its potential value outside of its own educational context. See chapter 2 of the Call for proposals from 2024 and assessment criteria 1a-b and 2a-f.

**Project Plan**

*Brief project plan*

*​***Briefly** describe your project plan: design and implementation of the innovation, and a description of the activities and planning. See assessment criteria 3a-e.

*Composition of the project team*

Describe which people and expertise are necessary to make this project a success, and how these are present in the project team. Refer here also to the educational experience of team members and other relevant experience. See assessment criterion 3c, and incorporate the project members into the following table (no max. amount of team members).

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organisation** | **Function** | **Role in this project** |
| Name | Organisation | Function | Role |
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Word count description of project proposal (max. 1000 words):

**Professional statement of the applicant (between 500 and 1000 words)**

Describe your vision on educational leadership and educational innovation, and how you implement this in your teaching. Make sure to include how your teaching experience and (previous) position(s) contribute to this project. Support your statement with references to literature and/or examples from your own educational experience. Also describe how the Comenius grant and membership of the Comenius Network may contribute to your ambitions and professional development.

*Educational experience*

Describe your relevant educational experience. Illustrate this with some examples. Chapter 2 of the Call for proposals from 2024 lists a few examples. See assessment criterion 4a.

*Vision on education*

Describe your vision on teaching and educational innovation. You can connect this with your described educational experience. See assessment criterion 4b and c.

*Contribution to professional development*

Describe which results you hope to achieve in regard to your ambitions and professional development. See assessment criterion 4d.

Word count professional statement of the applicant (max. 1000 words):

**Assessment criteria**

The VU-jury Comenius/NOP will substantially assess the draft application on the basis of the following criteria:

1. Innovative nature of the project (40%)
2. Expected results, brief project plan and team composition (30%)
3. Educational profile of the applicant (30%)

For a complete and detailed breakdown of these criteria, please refer to the call for proposals from 2024: <https://www.nro.nl/sites/nro/files/media-files/Call%20for%20Proposals%20Comeniusprogramma%20Leadership%20Fellows%202024_ENG_0.pdf>