



# Unite! Seed Fund for Student Activity

## What is the Unite! Seed Fund Initiative?

The Unite! Seed Fund helps finance ideas coming from the Unite! community, i.e., from the students, researchers, and teachers of the 9 Unite! universities. The Seed Fund offers financial support to collaborations between at least two Unite! partners. The goal is to help get your project started and get your collaboration on the right track.

## What can the Seed Fund offer to students?

It finances projects on any subject or extracurricular topic that brings an added value to students and is collaborative. Possible ideas include joint activities such as exhibitions, events, excursions, competitions, hackathons, courses on [Metacampus](#); in areas such as innovation, sports, career, language, education, communication, outreach, or any other promising idea.

## Who can apply:

- Under- and Postgraduate students (including PhD students)
  - Applicants must throughout the project maintain student status at the same university where they applied. In case an applicant unexpectedly loses their student status, a deputy at the same university needs to be available to step in.
- Student organisations/associations
- Units and service centres of Unite! universities (such as sports unions, language centres etc.)

## At a Glance: Unite! Seed Fund for Student Activity

Seed Fund programme line:	Student Activity
Maximum budget of each proposal in this call:	<b>up to €20,000</b>
Deadline for contacting <a href="#">Student Liaison Officers</a> :	<b>6 March 2025</b>
Deadline for proposal submission:	<b>20 March 2025</b>
Announcement of results:	<b>Early June 2025</b>
Funding period for this call:	<b>October 2025 – December 2026 (project periods can be up to 18 months)</b>

## What can you get funding for:

### Eligible costs

- Personnel costs for organisational tasks (only for staff employed by a Unite! university)
- Student assistants (defined as employable by Unite! university)
  - The seed fund cannot be used for student grants or remuneration. *This means: The Seed Fund can only cover the costs for regular staff and student assistants. It cannot be used to provide students with stipends/grants or any other payments besides regular salaries.*



- Travel expenses: Sustainable modes of travel preferred (if possible, use trains rather than planes!)
  - Travel costs must be covered (and applied for) by the universities sending students to another university. The host university cannot pay travel costs of external students.
- A small budget should be planned in the expenses if you intend to use the [Unite! Metacampus](#). Please contact the Metacampus support team ([metacampus@unite-university.eu](mailto:metacampus@unite-university.eu)) to help you!

#### Other costs

- Other eligible costs are: material resources (e.g. promotional material), on-site/blended workshops, external service providers (e.g. moderators, language services).
  - **Grant writing (i.e. writing a proposal/application for external funding) cannot be covered by the Unite! Seed Fund.**
  - **The Seed Fund for “Student Activities” cannot be used for any research activities (including PhD research). Such activities belong to the Unite! Seed Fund for “Research & PhD”.**
  - **The purchase of large technical equipment and the replacement of standard equipment cannot be covered by the Unite! Seed Fund.**

#### Please be aware that:

- The **applicants themselves (i.e. the students) are responsible** for the implementation of their project throughout the project lifecycle
- All costs must be justified to be eligible
- The funding will be administrated by your university
- The funding will be available approximately **three months after** the approval of your project
- The funding must be shared (approximately) equally between the partner universities
  - If the application involves 2 universities, a single partner shall not receive more than 60% of the total funding.
  - If the application involves 3 or more universities, a single partner shall not receive more than 50% of the total funding.

#### Finding International Partners for Seed Fund Proposals

- A **virtual matchmaking event** will be organised with the aim of bringing into contact potential collaboration partners from the Unite! universities. Participation is recommended but not mandatory.

Date and time:	<b>Tuesday, 11 February 2025, 14:00 – 16:00 CET</b>
Registration:	<a href="https://eveeno.com/unitematchmakingstudentactivities2025">https://eveeno.com/unitematchmakingstudentactivities2025</a>
Deadline for registration:	<b>Thursday, 6 February 2025</b>
Explication	You can register either as a ‘coordinator’ (with a project idea) or as a ‘partner’ (who is looking for a coordinator). During the virtual meeting, there will be one breakout room per project idea. Additionally, Unite! representatives will be available to answer your questions. The full list of project ideas will be shared with all registered participants after 6 February 2025.



## How will your application be evaluated?

- Applications must involve **students or student organisations from at least two Unite! member universities**. Partners outside the Unite! alliance can be included, but they will not receive funding.
- If beneficial for the project, the Unite! Metacampus can be used as part of the project. Please contact the Metacampus support team ([metacampus@unite-university.eu](mailto:metacampus@unite-university.eu)) to help you!

The reviewers\* will evaluate the following:

- 1) The **overall quality** of your proposal, including:
  - Adequate collaboration of students and student organisations of the Unite! alliance. *This means: The application makes clear the format of all joint activities (on-site, virtual) and how intensively the applicants will work together.*
  - Realistic and comprehensible work plan and clearly defined outputs of your project
  - Adequacy of the funding requested. *This means: Have you clearly explained how much money you will use for what, and why this is important? (Seek help from the [Unite! Student Liaison](#) officers while planning your budget!)*
- 2) The **sustainability and long-term perspective** of your proposal, including:
  - Likelihood and potential benefit of follow-up joint activities (e.g., expanding participation, scaling-up). *This means: Does it seem likely that your project will continue beyond the duration of the seed funding period?*
- 3) The potential **impact** of your proposal, including:
  - Added value for students and students' organisations/associations. *This means: Your project offers students something that they do not already have (access to).*
  - If applicable: Potential for outreach and external dissemination of Unite! *This means: Is your project relevant to people beyond the Unite! universities? Does your project include activities that make Unite! visible to larger audiences?*

\*The evaluation of applications will be carried out by an evaluation board made up of members of the Unite! Academic Forum (UAF), and selection decisions will be confirmed by the Unite! Steering Committee. **Results are expected by early June 2025.**

## Application Procedure

- Applicants must contact their universities' [Student Liaison Officers](#) (SLO) **no later than 6 March 2025**. The SLOs will schedule a meeting with you to offer guidance and support. Applications that do not involve the SLOs will be rejected!
  - If you are affiliated with ULisboa, you must also include your [Key Liaison Officer](#) (KLO) in your email.
- The final applications must be submitted **no later than 20 March 2025** via email to: [seedfund@unite-university.eu](mailto:seedfund@unite-university.eu).
- Complete application form (**please download the template from the Unite! website**) including:
  - 1) **Project outline** (max. 3 A4 pages, please include your signatures on an additional sheet) as PDF. Make sure to fulfil the evaluation criteria mentioned above.
  - 2) **Budget table** (Excel sheet) filled out and submitted together with the form.



- 3) **Eligibility table** (Excel sheet) filled out and submitted together with the form. *This table serves as a checklist (for the reviewers as well as for yourself) as to whether your application fulfils the eligibility criteria.*
- 4) **SLO letter:** A letter or e-mail in which your Student Liaison Officers confirm that they had a meeting with you before the proposal submission. You need one SLO letter from each participating university!
- 5) **Letters of support** provided by student organisations, Department/Unit heads wherever necessary (for managing the funding at your university and for endorsing the application overall), e.g. an e-mail or letter with commitment statements etc. Your Student Liaison Officers will give you guidance on this.

### What happens if your application is successful?

- The funding can only be transferred to institutional units/organisations/departments etc. and not to individual students. *This means: You will not receive the funding directly, but your home university will manage the cost together with you.*
- The funding will be available **approximately three months after** the approval of your project.
- After the end of your project, you will have to complete and send a report about your project activities to the Unite! secretariat. The deadline for this report is two months after the end of your project (i.e., latest by 28 February 2027). *If your proposal is successful, you will receive a template for this report.*