APPLICATION FORM FOR PROJECT GROUP FORMATION (STUDENTS AND GRADUATE STUDENTS)

ATTENTION! Before filling an application, **thoroughly read The Regulations on Student Groups Project Contest**.

The link to fill the Application Form is to be provided on the Contest website in the near future. Applications in "Microsoft Word" format are not accepted. This Application Form is given for preliminary review, you may fill it as a draft.

Faculty to be applied for

HSE Graduate School of Business

Project type *(highlight all suitable options in the right column)*

Fundamental research	1
Applied research	2
Project training activities	3
Educational activities	4
Art project	5
Publishing project	6
Enlightenment project	7
Social activity project	8
Entrepreneurial project	9
Sports project	10
Projects for organizing career and business events	11
Consulting project	12
Other (write down your option)	13

Project title *(write down a short title for project, it would be preferable to add a brief description of project highlighting its essence. For example, "GSB Day - a project to organize the Graduate School of Business Day")*

Project duration *(write down the number of months needed for project implementation. Please, remember that project duration cannot be more than 1 year)*

General project description *(goals, relevance, expected impact - no more than 500 words. To describe your project, please, review the criteria for evaluating applications, try to write briefly and essentially)*

Project group leader *(download a short CV of project group leader in appropriate File Download window when you filling your application)*

Full name	
Educational program	
Baccalaureate/Magistracy/Graduate school	
Year of study (grade)	
Contact telephone of project group leader	
Contact email project group leader	

Permanently employed students and graduate students

At least 4 people (do not include project group leader in this list), full names (last name, first name and patronymic) should be sorted alphabetically, applications without full names are not accepted. In case of absence of patronymic in passport, put a dash (-). If project group includes students from other faculties, it is necessary to indicate the faculty in the Educational program column after a point (without abbreviations)

Full name (last name, first name and patronymic)	Educational program	Baccalaureate/Magistracy/ Graduate school	Year of study (grade)
...	...	...	...
...	...	...	...
...	...	...	...
...	...	...	...

The total number of students and graduate students planned to be involved on a periodic basis

Write down the number in the right column - it is necessary to indicate here the number of students planned to be involved for project implementation <u>in addition</u> to project group members, for example, you may need the help of 20 volunteers. If you plan to implement the project only on your own, please, put zero here

The number of students and graduate students	

Plan of action
Describe in detail what you plan to do to implement the project (time-plan, preferably with approximate dates)

Nature of the proposed activities
Proposed project should be original and not duplicate the ongoing projects supported within the HSE centrally coordinated programmes or by external funding

Nature and frequency of ongoing or planned regular seminars, workshops, other regular events *(if they are planned, please, give a brief description)*

Existing reserve *(previous work on project, verifiable actual results) (a brief description)*

Expected verifiable (confirmed, proven) results of the project group work *(a brief description, it is necessary to indicate here the main results of your project which can be proved and for which you will report as a result of project implementation)*

1.
2.
3.
4.
5.

Plan for communications, dissemination of knowledge and results of the work *(sources where you plan to give visibility to the results of the project implementation, scale, audience coverage, for example, groups in social networks, specialized forums, portals, etc.)*

Type of the financial support for the project group (basic or special)
(basic financial support assumes a one-time allocation of the minimum amount for organizational and administrative issues of the project (75000 rubles). Special financial support assumes regular payments to cover costs of the project group in accordance with approved cost estimates (a maximum of 250000 rubles).

The amount of requested financial support for project
(it is necessary to indicate the specific requested amount for project implementation within the specified type of financial support, a maximum of basic financial support = 75000 rubles, a maximum of special financial support = 250000 rubles)

	rubles

Brief project cost estimate
(cost estimate should be drawn up exactly (up to kopecks) for the requested amount of financial support (without additional funding, if they are planned). In the same Google Folder you can find cost estimate in Excel format with customized calculation formulas. Please, download the completed cost estimate in appropriate File Download window when you filling your application - the estimate is downloaded in Excel format)

The amount and nature of attracted external resources
(grants, external orders, sponsors' funds, own funds, if any, that are not included in cost estimate)

Sources	Amount
Existing resources...	...
Resources planned to be attracted...	...

Institutional partners (if any), the nature of joint activities

Partners	Nature of joint activities
...	...
...	...

Other parameters reflecting the specifics of the activity *(a brief description)*

Please, check if all positions are filled!