Call for Proposals for "Launching activities"

After the start of the Digital Initiative for African Centres of Excellence (DIGI-FACE), the project still needs some additional essential activities for the roll out of the platform at the Centres level. These so-called launchings activities have helped many centres in the past two years to support the active participation and the development of e- and blended learning modules as well as digital tools for the DIGI-FACE platform.

What are the launching activities?

This year the activities involve all sorts of concrete actions that are required to help to

1. **develop content material for course(s) of your Centres of Excellence (CoE) on Moodle on the DIGI FACE platform and/or**
2. **Implement a pilot of an e-learning course on Moodle and/or**
3. **do (online) marketing for your content/ generic modules on the DIGI FACE platform and/or**
4. **implement concrete steps for the financial sustainability of e-learning and blended learning offers at your CoE.**

Who can apply for funding for the launching activities?

Active representatives, lecturers, coordinators, employees, staff etc. of the CoE or of their universities who contribute to extra activities for Digi-Face. The personal motivation of the funded individuals plays a decisive role in the success of the launching activities. Therefore, only persons who are willing to take on long-term responsibility in their CoE for the provision of e-learning and blended learning offers can be supported. Every CoE can apply for more than one activity, but not for more than 5 activities.

The budget for the launching activities cannot be used as staff costs, however, as a honorary fee. Per activity and per person, the amount shall not exceed 990, - EUR maximum.

How to apply?

Please submit your proposal to a.hettche@fs.de by **May 20, 2022** using the Excel Template (Proposal Template). Use one Excel sheet for each CoE site and fill in one activity table per person. The project leader shall sign the template. Please describe in brief, but as precisely as possible what you intend to do. The launching activity has to take place this year and be finished by **October 31, 2022**.

As the budget will vary depending on how many centres apply for the support of their launching activities, we will confirm with each institution their proposals by June 15, 2022.

How to do the invoicing?

The remuneration will be made to each representative of the CoE based on the workload and upon finalisation of the planned activity. At the end of the launching activity, we need the following supporting documents for being able to remunerate the activities. Please send those documents by **November 7, 2022**.

1. An invoice from the person involved (a template will be provided)
2. A completed and signed time-sheet(s) (a template will be provided)
3. Evaluation report on the work you have done (an evaluation form will be provided)
4. Proof of your work (links, screenshots etc.)

Templates for this documentation will be made available after we have confirmed the activities.

Please find a non-exhaustive list of activities below. Your contributions and ideas on additional activities are highly welcomed.

Content development i.e.:

- Transform one of your face-to-face module into an e-learning/blended learning/ technology enhanced teaching course
- Pedagogical organisation of a training of trainers workshops (definition of the content and schedule of the workshops within the institution)
- Video production (presentation, recording, ...) for a module/seminar/lecture
- Creating a storyboard for an e-learning course
- Uploading and monitoring of e-learning courses on the Digi-Face platform (availability of materials on the platform, frequency of use, control and monitoring of students' progress, accessibility of materials, etc.).
- Design of questionnaires for the evaluation of e-learning (analysis of the questionnaire and elaboration of conclusions and proposals for adaptation)

Pilot E-Learning course i.e.

- pilot facilitation of a generic course within your centre

Marketing activities within your CoE i.e.:

- DIGI-FACE platform registration and introduction campaign for teaching staff, administrative staff and/or students of your CoE
- Regular blog post on university website (Facebook, LinkedIn, …)
- Organising an event/mini-module at the CoE/university to present the CoE presence on Digi-Face

Implementation of a sustainable model for your e-learning courses:

- Economic evaluation and assessment of costs and benefits of an e-learning programme for your centre
- Create and implement a business plan for your e-learning courses for the CoE Director/university