

**HIGHER EDUCATION PARTNERSHIP FUND**

**Project Concept Form**

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| --- | --- |
| **Lead partner** |  |
| **Contact details***(Organisation, coordinator, title, tel and email)* |  |

|  |  |
| --- | --- |
| **Implementation partner(s)****(please extend this session if there is more than one implementation partner)** |  |
| **Contact details***(Organisation, coordinator, title, tel and email)* |  |

**Title of the project:**

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|  |

**Main objectives of the project:**

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**Project description**

*(Please provide a brief summary of max 200 words about the project: what it is about, why it is important, how it will contribute to Higher Education strategy of Vietnam and the UK, the values it brings to the partners, and the sustainability of the project)*

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**Anticipated outputs and deliverables of the project**

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**What are the activities with timescale?**

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| --- | --- |
| **Timescale (from <month> to <month>)** | **Activity** |
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**Outline Resources / Budget**

(Please refer to the Annex for eligibility cost)

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| **Tasks** | **Budget (GPB)** |
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|  |  |
|  |  |
|  |  |
|  |  |
| Total |  |

**Confirmation of match-funding:** Choose an item.

**Confirmation of implementation partner(s):** Choose an item.

*Please return the completed form to*

*Phi Phan*

*Higher Education Manager (Partnerships)*

*British Council*

*Phi.Phan@britishcouncil.org.vn*

*By* ***12 August 2016***

**Annex: Eligibility cost for HEP fund 2016**

Eligible Costs are costs incurred for undertaking the following activities during the project time

1. participation in trade fairs, exhibitions or conferences;
2. economy class flight travel for project staff to/from the country where each organisation is based;
3. local travel in the UK and overseas;
4. reasonable accommodation and subsistence costs for each of the project staff for visits to their partner organisation in the UK or overseas;
5. reasonable hospitality costs; (but NOT self-entertaining cost)
6. reasonable production costs (e.g. for the development of materials but not including the staff time relating to such development of materials);
7. translation/interpretation costs (where procured externally by a recipient);
8. visa costs for project staff to/from the country where each organisation is based;
9. subject to written application and the British Council’s prior written consent, resources of a specific nature to the project which may include the purchase of software;
10. related cost to organise workshops or conferences as in the project plan, but NOT the fee to pay participants to attend the workshops and conferences