**Project proposal card for an international project**

Brief description of the project:

Responsible researcher for the SAS, institute:

Project partners:

Project budget/budget for SAS:

Date:

Name:

Contact (phone/e-mail):

Basic structure of the project cycle:

1. PROJECT PURPOSE

Describe the main idea of ​​the project, define the problem to which the project responds. Define needs based on an analysis of the current situation (e.g. SWOT analysis of strengths and weaknesses, opportunities and threats/risks).

1. PROJECT AIMS

Define project aims to be SMART:

Specific

Measurable

Achievable

Relevant

Time bound

The project objectives are related to specific target groups for which the project will bring the benefits.

1. PROJECT ACTIVITIES

What activities need to be done to achieve the goals. The activities need to be planned according to a time schedule. Describe which activities will be performed by the Institute of SAS.

1. PROJECT BUDGET

Describe suggested cost items (personnel, material, technical, travel and others). Define the personnel capacities of the SAS necessary for the implementation of the project and quantify the budget of the SAS/the total budget of the project.

1. PROJECT OUTPUTS AND IMPACTS

What will be the outputs and results of the project? What exactly will be realized, established, produced, published, put into practice. What qualitative and quantitative values ​​will change? Quantify the planned measurable indicators.

An important evaluation criterion of the project is what the overall impact will be, the sustainability of the results after the end of the project.