

FINAL PROJECT CHARTER

1. **University:** Poltava State Agrarian University
2. **Your position/unit:** Tetiana Kapitalova / Head of International Relations Office
3. **Final Project Title:** Grant writing and fundraising skills development of academic staff
4. **Project Goal(s) and SMART Objective(s):**
 1. to develop practical skills to write competitive and quality grant applications and project proposals, to manage a project and to report.
 2. to stimulate new ideas and perspectives in an academic environment and to facilitate communication with international partners using the existing scientific and research capacity;
 3. to establish effective communication between IRO and faculties/institutes of the University in order to intensify the internationalization process.
5. **Deliverables: Please enlist the deliverables of your project matching your goals:**
 - Project web-page (<https://www.pdau.edu.ua/content/proyekt-management-internationalisation-and-german-ukrainian-academic-cooperation-20222023>)
 - Database of academic staff resumes in English
 - Network of International coordinators (change agents), which consists of 1-2 representatives from each faculty and institute of the University
 - Materials for academic staff in grant writing, project management and fundraising
 - Telegram group for information exchange among international coordinators from each faculty and institute
 - For the first time, the University received a grant as a coordinator, not a partner (<https://www.pdau.edu.ua/news/poltavskyy-derzhavnyy-agrarnyy-universytet-vpershe-koordynuvatyme-proyekt-yes-programu-erazmus>)
 - Number of workshops and participants who took part
 - Number of scholars who submitted grant applications
 - Gained skills (to work with international donors, to apply for funding and manage projects etc.)
 - Upskilling of employees of IRO on grant writing and fundraising

6. Challenges and Support. What were the main challenges of your project and how did you manage to overcome them?

Possible Risks	Support
The threat of intensification of military escalation by the Russian Federation	Online-format of project implementation
Limited number of employees of IRO	To create a network of international coordinators from each faculty and institute Approval of the search for new employees for IRO by the university administration
Low involvement of international coordinators into project activities	Informing about project progress. Regular meetings and information exchange about current needs and research fields of faculties/institutes.
Low interest of academic staff to participate in project activities	Establishment of direct contacts with stakeholders, their invitation to events, distribution of information, demonstration of positive results of the project activities
Insufficient level of English language proficiency of academic staff	Distribution of links for a free online English course that includes all levels

Involve experienced speakers with expertise in grant writing and fundraising	Use available resources on the topic (materials of "Grant writing course" developed by Cormack Consultancy Group, "Fundraising for educational institutions" online course with the support of USAID etc.) and adapt them to the needs of the audience Online sessions with representatives of National Erasmus+ Office in Ukraine
Power outages	To postpone some activities To get generators from donors

7. Lessons Learnt: What are your lessons learnt and recommendations you would like to share?

1. The goals of your project should match your resources
2. Be flexible, adapt your project as much as possible to the requirements of your educational environment, because it is unique and has its own characteristics
3. No man is an island - get support from top management, involve them in certain activities, inform about progress and difficulties, communicate with other departments if necessary
4. Share positive practices, results of won projects, received grants to increase the level of motivation of academic staff
5. Administrative staff are important players in the process of internationalization
6. Establish effective communication between all stakeholders, for example create a network of international coordinators from each faculty and institute (department)
7. Take care of your professional growth in order to be at the forefront of modern trends in the internationalization of higher education

8. Impact: Please describe how your project contributed to/ advanced the specific aspect of the internationalization at your university.

In 2021 the Academic Council of the University approved the Strategy of Internationalisation until 2025. In accordance with paragraph 5. Goals and objectives of the Strategy, one of the objectives is "introduction of permanent workshops for teachers, staff and applicants of higher education on the methodology of writing grant applications".

Holding workshops and roundtables in grant writing, project management and fundraising increased the number of active participants of the internationalization process among academics. The results of the project will contribute to updating Internationalisation Strategy of the University in 2025

9. Outlook and Sustainability:

A permanent dialogue of IRO with international coordinators from Faculties/Institutes will be maintained. Meetings on a regular basis for information and ideas exchange are organised.

Currently, an important prerequisite for the continuation of the project and ensuring its sustainability is the personnel potential of the IRO, which will be expanded in the near future. After that, various activities will be resumed (from autumn 2023) for scholars according to their interests and level of awareness of the topic. During 2022-2023 the IRO collected materials for academic staff in grant writing, project management and fundraising, which could be used for individual learning or conducting workshops in medium-sized groups.

Support of the environment that will attract academics to increase their awareness in grant writing and fundraising and to participate in international projects requires the creation of an effective and transparent system for stimulating the grant activities of academics.

Database of academic staff resumes in English is used in matchmaking process to help in establishing personal contacts with international partners.

English as „lingua franca“ stays as one of main priorities and to develop language

proficiency the academics who teach or aim to start teaching in English are going to visit Summer school at our partner British institution.