

# Mobility Program and Engineering Education in America - FINAM

Working Group 2

Organization of American States - OAS

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## PROJECT SUBMISSION FORM

The following attachments must be attached to this form

- A. Project Budget Worksheet
- B. Background of the Project Members

### I. PROJECT PRESENTATION

|                      |
|----------------------|
| <b>Project Title</b> |
| 30 words Maximum     |

|                   |
|-------------------|
| <b>Acronym</b>    |
| 4 letters Maximum |

|  |
|--|
| <b>Project Area</b>  |
| Specify list – to be agreed upon by the participating organizations , and updated on an annual basis |

|  |
|--|
| <b>General Aim of the Project</b>      |
| Outline the general aim of the project |

|   |
|---|
| <b>Project Abstract</b>                           |
| Brief abstract of the project (200 words maximum) |

|   |
|---|
| <b>General Project Coordinator</b>  |
| Name of the General Coordinator of the Project .<br>Ultimate responsible for the project to be appointed by and from the project coordinators of the participating institutions |
| Institution of Origin of the General Project Coordinator:   |

|                                   |                        |                          |
|-----------------------------------|------------------------|--------------------------|
| <b>Project Duration and Dates</b> |                        |                          |
| Duration (in days)                | Expected Starting Date | Expected completion date |

**Mobility Program / Engineering Education in America - FINAM**

Working Group 2

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**II. PARTICIPATING INSTITUTIONS**

**INSTITUTION 1**

|                                |
|--------------------------------|
| <b>Name of the Institution</b> |
| Name                           |

|   |
|---|
| <b>Type of Participation in the Project</b>   |
| Example: sending / receiving students - sending / receiving teachers - sending / receiving researchers - financial support to the project - provides infrastructure for the implementation of the project - beneficiary of the project results - etc. |

|   |          |
|---|----------|
| <b>Name and Position of Head of the Institution</b> |          |
| Name  | Position |

|  |      |             |                  |         |
|--|------|-------------|------------------|---------|
| <b>Postal Address of the Institution</b> |      |             |                  |         |
| Address                                  | City | Postal Code | Province / State | Country |

|   |
|---|
| <b>Project Coordinator on behalf of the institution</b> |
| Name  |

|   |      |
|---|------|
| <b>Telephone and Mail of the Project Coordinator on behalf of the institution</b> |      |
| Phone   | Mail |

**Mobility Program / Engineering Education in America - FINAM**

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Organization of American States - OAS

---

**II. PARTICIPATING INSTITUTIONS**  
**INSTITUTION 2**

|                                |
|--------------------------------|
| <b>Name of the Institution</b> |
| Name                           |

|   |
|---|
| <b>Type of Participation in the Project</b>   |
| Example: sending / receiving students - sending / receiving teachers - sending / receiving researchers - financial support to the project - provides infrastructure for the implementation of the project - beneficiary of the project results - etc. |

|   |          |
|---|----------|
| <b>Name and Position of Head of the Institution</b> |          |
| Name  | Position |

|  |      |             |                  |         |
|--|------|-------------|------------------|---------|
| <b>Postal Address of the Institution</b> |      |             |                  |         |
| Address                                  | City | Postal Code | Province / State | Country |

|   |
|---|
| <b>Project Coordinator on behalf of the institution</b> |
| Name  |

|   |      |
|---|------|
| <b>Telephone and Mail of the Project Coordinator on behalf of the institution</b> |      |
| Phone   | Mail |

**Mobility Program / Engineering Education in America - FINAM**

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Organization of American States - OAS

---

**INSTITUTION 3**

**Name of the Institution**

Name

**Type of Participation in the Project**

.

**Name and Position of Head of the Institution**

Name

Position

**Postal Address of the Institution**

Address

City

Postal Code

Province / State

Country

**Project Coordinator on behalf of the institution**

Name

**Telephone and Mail of the Project Coordinator on behalf of the institution**

Phone

Mail

**Mobility Program / Engineering Education in America - FINAM**

Working Group 2

Organization of American States - OAS

---

**INSTITUTION 4**

**Name of the Institution**

Name

**Type of Participation in the Project**

**Name and Position of Head of the Institution**

Name

Position

**Postal Address of the Institution**

Address

City

Postal Code

Province / State

Country

**Project Coordinator on behalf of the institution**

Name

**Telephone and Mail of the Project Coordinator on behalf of the institution**

Phone

Mail

**Mobility Program / Engineering Education in America - FINAM**

Working Group 2

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|   |
|---|
| <b>Background of the Cooperation and joint projects carried out by the participating institutions</b> |
|---|

|  |
|--|
| Brief overview of the history of cooperation and joint projects carried out by the participating institutions, stating objectives, results, dates and leaders. |
|--|

|   |
|---|
| <b>Agreement/s involving the participating institutions</b> |
|---|

|  |
|--|
| Indicate the duration of the interagency agreements necessary as a formal part of the project, indicating dates and responsible. |
|--|

**III.PROJECT DETAILS**

**Specific Project Objectives**

|  |
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|  |
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**General Project Description and Motivation**

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|  |
|--|

**Expected Project Results**

|  |
|--|
|  |
|--|

**Participation in and Contribution to the Strategic Plans of the institutions**

|  |
|--|
|  |
|--|

**Description of Project Development Areas**

|  |
|--|
|  |
|--|

**Contribution of the Project to the Territorial Development of the Regions of the institutions**

|  |
|--|
|  |
|--|

**Additional information considered relevant for the evaluation of the Project**

|  |
|--|
|  |
|--|

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**Mobility Program / Engineering Education in America - FINAM**

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**IV. PARTICIPATING PEOPLE**

|   |                     |
|---|---------------------|
| <b>Name, Institution, Position and Task</b> |                     |
| Name  | Institution         |
| Position in your institution                | Task in the Project |

|                       |      |             |                  |         |
|-----------------------|------|-------------|------------------|---------|
| <b>Postal Address</b> |      |             |                  |         |
| Address               | City | Postal code | Province / State | Country |

|                       |      |
|-----------------------|------|
| <b>Phone and Mail</b> |      |
| Phone                 | Mail |

|   |                     |
|---|---------------------|
| <b>Name, Institution, Position and Task</b> |                     |
| Name  | Institution         |
| Position in your institution                | Task in the Project |

|                       |      |             |                  |         |
|-----------------------|------|-------------|------------------|---------|
| <b>Postal Address</b> |      |             |                  |         |
| Address               | City | Postal code | Province / State | Country |

|                       |      |
|-----------------------|------|
| <b>Phone and Mail</b> |      |
| Phone                 | Mail |

|  |                     |
|--|---------------------|
| <b>Name, Institution, Title and Function</b> |                     |
| Name   | Institution         |
| Position in your institution                 | Task in the Project |

|                       |      |             |                  |         |
|-----------------------|------|-------------|------------------|---------|
| <b>Postal Address</b> |      |             |                  |         |
| Address               | City | Postal code | Province / State | Country |

|                       |      |
|-----------------------|------|
| <b>Phone and Mail</b> |      |
| Phone                 | Mail |



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---

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Project Submission Form

Version 1 - September, 2014

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|   |                     |
|---|---------------------|
| <b>Name, Institution, Position and Task</b> |                     |
| Name  | Institution         |
| Position in your institution                | Task in the Project |

|                       |      |             |                  |         |
|-----------------------|------|-------------|------------------|---------|
| <b>Postal Address</b> |      |             |                  |         |
| Address               | City | Postal code | Province / State | Country |

|                       |      |
|-----------------------|------|
| <b>Phone and Mail</b> |      |
| Phone                 | Mail |

|   |                     |
|---|---------------------|
| <b>Name, Institution, Position and Task</b> |                     |
| Name  | Institution         |
| Position in your institution                | Task in the Project |

|                       |      |             |                  |         |
|-----------------------|------|-------------|------------------|---------|
| <b>Postal Address</b> |      |             |                  |         |
| Address               | City | Postal code | Province / State | Country |

|                       |      |
|-----------------------|------|
| <b>Phone and Mail</b> |      |
| Phone                 | Mail |

|  |                     |
|--|---------------------|
| <b>Name, Institution, Title and Function</b> |                     |
| Name   | Institution         |
| Position in your institution                 | Task in the Project |

|                       |      |             |                  |         |
|-----------------------|------|-------------|------------------|---------|
| <b>Postal Address</b> |      |             |                  |         |
| Address               | City | Postal code | Province / State | Country |

|                       |      |
|-----------------------|------|
| <b>Phone and Mail</b> |      |
| Phone                 | Mail |

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---

**V.WORKING PLAN**

|   |
|---|
| <b>Description of the Working Plan and Milestones</b> |
| General Description of the Working Plan               |
| Breakdown of the milestones (milestone name only)     |

|   |
|---|
| <b>General Working Schedule and Reports</b>   |
| Gantt (at the milestones level), including the submission date of the semi-annual and final reports |

**MILESTONES**

|                                    |               |          |
|------------------------------------|---------------|----------|
| <b>Milestone Number Number</b>     |               |          |
| <b>Milestone Name:</b> Name        |               |          |
| General Overview of the Milestone  |               |          |
| Tasks included in the Milestone    |               |          |
| Duration (in days)                 | Starting Date | End Date |
| Expected results of the milestone: |               |          |

## **VI COMMITMENTS AND ENDORSEMENTS**

### **Commitment for Implementation**

Institutions and participants expressed their commitment to the implementation of the project and the performance of the assigned tasks, for the purpose of achieving the expected objectives.

### **Notification Commitment**

Project coordinators of the institutions express their commitment to notify the General Secretariat of the project of any change or adjustment to any of the matters specified in this form and its attachments, both to its definition or implementation. The General Secretariat must also be notified of any changes in the authorities of the participating institutions.

### **Ethical Commitment**

Considering the ethical and social responsibility involved in the scientific and technological activity, since a project (either during its implementation or as a result of the application of the results) may affect people, society, human rights, living beings from different species and/or the environment in general, both immediately and in the medium and long-term, eventually compromising future generations, it is a necessary condition that the researchers involved in the project declare the potential effects, by informing the anticipated risks and the precautions taken to avoid such risks and potential outcomes, thus ensuring the proper use and handling of the information.

In all appropriate cases it should expressly indicated that the project will not generate adverse environmental impacts and that it complies with current bioethical standards.

Institutions and people participating in this project state that this project and its work, aims and methods respect the codes of ethics of their respective countries and international legislation and that it does not contradict the principles and values of the participating institutions, nor does it affect people, society, human rights, living beings from different species and/or the environment in general .

*Signature of the leaders and coordinators of the participating institutions.*