

## FINAL PROJECT PROPOSAL HAND-IN AUGUST 23<sup>rd</sup> – LECTURERS

Format	Extent	Content
Project title	1 sentence	The project title must be short and precisely worded in one sentence.
Problem statement	1-3 sentences	The problem statements must be short and clearly worded in one to three sentences.
Project description	3-5 pages	<p>The project description must include <b>what</b> you propose to investigate (scope), <b>how</b> you propose to do it (project plan) and <b>why</b> (aim).</p> <p>Your project description should include, but is not limited to, discussion of the following points:</p> <p><b>What</b> you propose to do:</p> <ul style="list-style-type: none"> <li>- Identify one or more key aspects of Universal Design that you wish to gain knowledge about during your exchange visit to inform your own teaching practice, policies, and/or subjects – preferably formulated as a problem statement for investigation.</li> <li>- Describe the specific objectives of your investigation in relation to how it strengthens your teaching activities and curricula development within Universal Design as a means to generate a more inclusive society for all in Denmark.</li> </ul> <p><b>How</b> you propose to do it:</p> <ul style="list-style-type: none"> <li>- Outline a clear and specific project timeline describing what will you do during the exchange visit:</li> <li>- Describe where you will gather your knowledge, including the organization of your exchange visit and the academic resources you want to involve (environments, facilities, and people).</li> <li>- Discuss the feasibility of your project in terms of resources found in your proposed host institution: Why is this an ideal environment for your knowledge gathering? How is the topic of your investigation related to one or more research centers or researchers at the host institution?</li> <li>- Describe the activities in which you will engage during your exchange visit.</li> </ul> <p><b>Why</b> is your project important:</p> <ul style="list-style-type: none"> <li>- Describe your professional interests and perspectives motivating your investigation.</li> <li>- Argue how your exchange visit serves to innovate and impact teaching practices, policies, and/or subjects in a Danish context.</li> <li>- Explain how your investigation demonstrates inclusive approaches to human beings, explores Universal Design as a value-based design principle, and, ultimately, supports the pledge to Leave No One Behind in a future sustainable Danish society, regardless of ability.</li> </ul>

		<ul style="list-style-type: none"> <li>- Define the ultimate outcome of how your exchange visit strengthens your teaching activities and curriculum development in Universal Design. And, if possible, describe expected impact in your home institution.</li> </ul> <p><i>NB: You are to formulate your project description for reviewers from other disciplines than you own.</i></p>
Scalability	8-10 sentences	<p>Describe how you would scale down your project if you were to win a travel grant of 30.000 DKK. E.g., consider:</p> <ul style="list-style-type: none"> <li>- the duration of your project.</li> <li>- alternative locations and/or collaborators.</li> <li>- amount and/or type of (empirical) data collection.</li> <li>- methods to be applied.</li> <li>- project output / impact.</li> </ul> <p><i>NB: This description should be placed at the end of your project description before the reference section.</i></p>
References	1-2 text pages	Provide a list of references for your project description.
Illustrative material (optional)	2-4 pieces	<p>Illustrative material may be included in the project description but is not mandatory.</p> <p>Illustrative material could include but is not limited to self-developed or existing drawings, figures, models, tables and/or photos.</p> <p><i>NB: This material is to support the descriptions of <b>what</b> you propose to investigate (scope), <b>how</b> you propose to do it (project plan) and <b>why</b> (aim).</i></p>
<p><b>Appendices</b> ONE SEPARATE UPLOAD</p>		
Appendix 1	x pages	<p>Note(s) of invitation / Agreement with host institution(s)</p> <ul style="list-style-type: none"> <li>- Please attach a letter(s) indicating that your collaborator(s) and host institution(s) have approved the arrangements described in your project plan.</li> </ul>
Appendix 2	1-2 pages	<p>Budget for Investigation</p> <ul style="list-style-type: none"> <li>- Please fill out the Budget form (word.doc)</li> </ul>
Appendix 3	½ text page	<p>Communication plan</p> <ul style="list-style-type: none"> <li>- Please fill out the Communication plan form (word.doc)</li> </ul>

**Format Requirements:**

- A4, Single-spaced, 10-point font, 1-inch margins.
- Use headers and/or bullets to organize and convey key elements; use page numbers.
- File type: Adobe PDF.
- Do not include hyperlinks or direct reviewers to external websites.

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