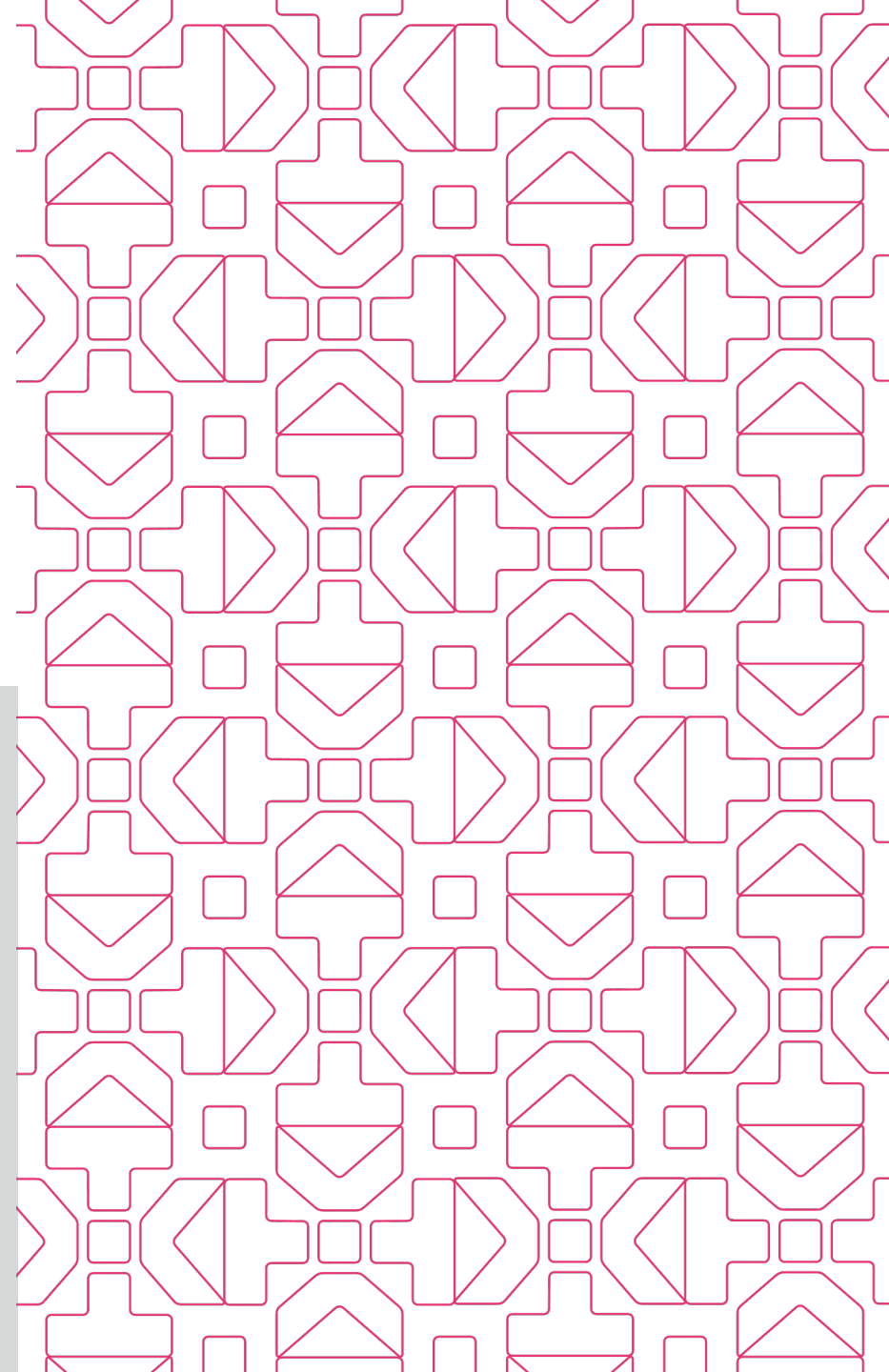




Direktoratet for  
høyere utdanning  
og kompetanse

# Espresso application system

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Norwegian Directorate for Higher Education and Skills (HK-dir)



## Eligible applicants

- departments responsible for the instruction of Nordic languages and literatures at institutions of higher education worldwide

## How to apply

It is important to prepare the application well before the deadline. The application must include

- a detailed project description
- a draft program with names of invited speakers
- itemized budget (in an attached file).

The application form is available in Espresso.

If you are new to Espresso, please register as a New User. If you have previously used Espresso, log in with your username and password. Under "Programmes open for new applications", please choose "Coordinating Committee for Nordic Studies Abroad (SNU)"/"Samarbeidsnemnda for Nordenundervisning i utlandet (SNU)" and click to create a new application.

In September, a webinar will be held in which applicants can get advice and tips on how to apply for funding. Please see our webpage for date and further information.

The application deadline is **October 17<sup>th</sup>, 2022**.

SNU's webpage:

<https://samarbetsnamnden.org/english/>

Link to the application form



## Login

Please log in with user name (e-mail address) and password

If you have previously used HK-dir's online services, you can use the same user name and password as before.

If you experience technical problems with registration or login, please use our [support](#) page.

Username

Password

Login

Register new user

Forgot password





## HK-dir application and reporting

Welcome to HK-dir's application and reporting system. Please choose your actions from the menus below.

### Programmes open for new applications

This section lists programmes currently open for new applications. Click the programme name to get a list of open call for proposals for each programme. After creating a new application, you can continue working on it under "My applications".

«Samarbeidsnemnda for Nordenundervisning i utlandet» if the page is in Norwegian.

[> Coordinating Committee for Nordic Studies Abroad \(SNU\)](#)[> Erasmus Plus Project Development](#)[> Forberedende besøk Erasmus+ - Grunnopplæring og fagskoler](#)[> Godkjenning av utvekslingsorganisasjoner](#)[> Godkjenning av utvekslingssamarbeid](#)[> Industrifagskolen - driftsmidler](#)[> Lærebokordningen](#)[> Nordplus](#)[> Norwegian Artistic Research Programme](#)[> Norwegian Studies Abroad](#)[> Program for kvalitetsutvikling av praksis i lærerutdanningene](#)[> SFY - Senter for fremragende høyere yrkesfaglig utdanning](#)

## Coordinating Committee for Nordic Studies Abroad (SNU)

### Available application forms

This section lists available application forms for this programme.

#### SNU: Application form Nordic Projects 2023

This application form is available between **Jun 16, 2022 1:00 PM** and **Oct 17, 2022 11:59 PM**.  
Use the link below to create a new application, or continue working with an existing application under "My Applications".

[Click here to create a new application](#)



## Application form Nordic Projects 2023

SNU-2023/10276 - Untitled project

1. Start

2. Institutions

3. Project presentation

4. Additional information

5. Budget and Bank information

6. Submit application

- This application form may only be used to apply for funding for Nordic projects at universities worldwide.
- The application form is available in Norwegian and English, and may be filled out in a Scandinavian language (Norwegian, Danish or Swedish) or English.
- Please read the guidelines before filling out and submitting the application: [www.samarbetsnamnden.org](http://www.samarbetsnamnden.org).
- The total amount applied for may not exceed DKK 100,000.
- Applications must be submitted no later than October 17th, 2022.
- If you have any questions regarding the call, please contact [branislav.bedi@arnastofnun.is](mailto:branislav.bedi@arnastofnun.is).

### 1.1 Project information

#### Project title \*

Nordic conference on contemporary literature

#### Project number

Generates automatically.

SNU-2023/10276

## Application form Nordic Projects 2023

SNU-2023/10276 - Nordic conference on contemporary literature

1. Start

2. Institutions

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6. Submit application

### 2.1 Coordinating institution

Register the coordinating institution. Please search among registered institutions to see if it is already registered in Espresso. If you do not find your institution, you may register it by pressing "Add institution".

Add institution

Add institution

Institution \*

Université Paris-Sorbonne (FR)

#### Université Paris-Sorbonne

Postal address UFR d'Etudes Germaniques et Nordiques,  
Centre Universitaire Malesherbes  
108, boulevard Malesherbes, 75850 Paris cedex 17

Telephone no +33 1 43 18 41 42 (secrétariat d'Etudes Nordiques)

E-mail [etudes-germaiques@paris-sorbonne.fr](mailto:etudes-germaiques@paris-sorbonne.fr)

Web page <http://lettres.sorbonne-universite.fr/>

Address for courier  
delivery

### 2.2 Unit/Department

Add unit or department.

Unit or department \*

UFR d'Etudes Germaniques et Nordiques

Update unit

Add new unit

#### UFR d'Etudes Germaniques et Nordiques

Postal address Centre Universitaire Malesherbes  
108, boulevard Malesherbes  
75850 Paris cedex 17

Telephone no +33 1 43 18 41 42

E-mail [etudes-germaniques@paris-sorbonne.fr](mailto:etudes-germaniques@paris-sorbonne.fr)

Web page <http://lettres.sorbonne-universite.fr/>

## 2.3 Contact person

Press "Edit" to register the contact person for the project. The contact person will be the person at the coordinating institution who will receive information from SNU regarding the application/project.

	Name	E-mail	Action(s)
			<a href="#">Edit</a>

## 2.4 Editor access

"Editor access" means that the person you give access to can make changes in the application. The person must first register as a user in Espresso.

Search among registered users

[Search](#)

## 2.5 Partner institutions

If the project involves partners, please register them here. You may first search among registered institutions before you can manually register a new institution.

[Add new partner](#)

Institution	Unit	Contact person	Action(s)
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[Save](#)

[Save and Close](#)

[Cancel](#)

\* If you use the **BACK** button, all unsaved changes on the current page is lost.  
The current page is saved automatically when navigating between the sections, or by using the Save button at the bottom of the page.



Application form Nordic Projects 2023  
SNU-2023/10276 - Nordic conference on contemporary literature

1. Start

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..... 3.1 Purpose of project .....

Please explain with a few words what the purpose of the project is.

..... 3.2 Target group .....

Who is the main target group for this project?

..... 3.3 Project description .....

Give a presentation of the project (max. 5000 characters).

**B** *I* U | | Paragraph | | | |

Path: p

..... 3.4 Activity period .....

The project must take place in 2023. Please indicate when the main activity takes place (i.e. date for conference or period for seminars). You may comment below.

From date (dd.mm.yyyy)

To date (dd.mm.yyyy)

Comments

Application form Nordic Projects 2023  
SNU-2023/10276 - Nordic conference on contemporary literature

1. Start

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.... 4.1 Nordic languages/literatures/cultures covered by the project .....










Please indicate which of the Nordic languages/literatures/cultures will be covered by the project.

- Danish
- Faroese
- Finnish
- Greenlandic
- Icelandic
- Norwegian
- Old Norse
- Sami
- Swedish
- Other

Comments

.... 4.2 Partners' roles and tasks .....










If there are several partners involved (institutions, organisations), please explain which tasks/roles each partner has.

**B** *I* U |    |   Paragraph    

Path: p

### 4.3 Guest lecturers










If the planned activity includes inviting guest lecturers, please list the names of the guest lecturer you have invited or plan to invite. Also, give a short explanation as to why this person is relevant to your project/activity.

**B** *I* U |    |   Paragraph  |   

Path: p

### 4.4 Marketing and dissemination of results










How do you plan to spread information about the project/activity before the activities take place - and afterwards?

**B** *I* U |    |   Paragraph  |   

Path: p

### 4.5 Future benefits of the project

What will be the future benefits of the project/activity and which widespread effects may come out of it?

**B** *I* U |    |   Paragraph  |   

Path: p

Application form Nordic Projects 2023  
SNU-2023/10276 - Nordic conference on contemporary literature

1. Start   2. Institutions   3. Project presentation   4. Additional information   **5. Budget and Bank information**   6. Submit application

5.1 Budget

Fill in sums in the budget table. All sums must be in Danish kroner (DKK).

**Budget**

Please pay special attention as to which costs may be covered by SNU. The information is found in the Call for Applications.

DKK - Danish kroner	Application sum from SNU	Own contribution	Contribution from other sources	Sum
<b>Project costs</b>				
Travel expenses	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Lodging/hotel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Honorarium	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Rent of premises / catering	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Marketing / Spread of information	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Administrative costs (financial transactions)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Other costs (specify below)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
SUM - Project costs	0	0	0	0
<b>Sum budget</b>	0	0	0	0

[Update sums](#)

Amount applied for

## 5.2 Attachments

### Mandatory attachments:

1. Detailed budget
2. Preliminary program which includes names of planned lecturers

### Optional attachments:

1. Elaborated project description

### File upload

Choose a file to upload



### Current files on document:

No attachments

## 5.3 Bank information

The following bank information regards the coordinating institution. Please observe that SNU does not transfer funds to private accounts.

Name of Bank \*

## Application form Nordic Projects 2023

SNU-2023/10276 - Nordic conference on contemporary literature

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The field "Future benefits of the project" in "4.5 Future benefits of the project" is required. Please complete.

The field "I confirm that I have read and accept the Privacy Policy." in "6.1 Privacy Policy" is required. Please complete.

### 6.1 Privacy Policy

Applicants have to read and accept the Privacy Policy before submitting the application.

[Privacy Policy can be read here](#)

I confirm that I have read and accept the Privacy Policy. \*

### 6.2 Preview



Print preview (opens in new window)



Download PDF

### 6.3 Submit application

Remember to submit the application when you are done!

Submit application

When writing the application, you can always save it, log out of Espresso, and continue editing the application another day

Just remember to click submit when you are finished.

Once it has been submitted, you can no longer edit the application.



Direktoratet for  
høyere utdanning  
og kompetanse

**Thank you!**

