Project description: Staff exchange within applied AI

Texts written in italics are only for support and should be removed before the document is submitted to Vinnova.

The maximum allowed number of pages are 6.

# Type of exchange

Swedish employee visiting organization in*: ………….. (France, Germany, Brazil, US or Canada)*

or

Expert from …………….. (France, Germany, Brazil, US or Canada) visiting Sweden

# Staff exchange person

Describe the person who will do the staff exchange - his/her experience and areas of expertise

|  |  |
| --- | --- |
| Personal data |  |
| Name |  |
| Year of birth |  |
| Role in project |  |
| Organization |  |
| Position at organization |  |
| E-mail |  |
| Engagement in the project | % of full time |

|  |  |
| --- | --- |
| Relevant qualifications and experiences | |
| Time/period: | Degree, Working experiences, Positions … |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*Motivate why this person is suitable for staff exchange*

# Swedish organization

Describe the Swedish organization briefly:

* Type of organisation, company or research organisation.
* What are the areas of research or business?
* Describe the organisation’s strategy for AI?
* Number of employees?
* Number of employees working with AI?
* Number of persons that will be involved in this work?
* *Other relevant information*

# Foreign organization

|  |  |
| --- | --- |
| Name of contact person |  |
| Organization |  |
| Mail address |  |
| Phone |  |

Describe the foreign organization briefly:

* Type of organisation, company or research organisation?
* What are the areas of research or business?
* Describe its accomplishments within AI?
* Number of employees? Number of employees working with AI?
* Number of persons that will be involved in this work?
* *Other relevant information*

# Goals for the staff exchange

Describe a general plan for the exchange, important dates and periods of visits. Describe the purpose of the exchange. What kind of knowledge is expected to be gained? What kind of collaboration between the organizations are expected in short and long term? Will it result in new business opportunities like new products or services? Describe the potential that the exchange shall lead to a long-term collaboration between the countries and organizations.

# Project/work tasks

|  |  |
| --- | --- |
| Start date of staff exchange: |  |
| End date of staff exchange: |  |

Describe the tasks the visiting person will do. Will he/she be involved in a R&D project? Describe the project briefly. Note: Max 200 words.

# Important persons

Describe the persons for the staff exchange, who are important for knowledge transfers and for future cooperation. Describe a maximum of 4 (or “2-4 key persons”) key persons.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | Age |  |
| Role in project | |  | | |
| Organization, and position | |  | | |
| Engagement in the project | | % of full time | | |
| Why person is important | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | Age |  |
| Role in project | |  | | |
| Organization, and position | |  | | |
| Engagement in the project | | % of full time | | |
| Why person is important | |  | | |

# Ethics and gender aspects on the project

Describe ethical issues with the project regarding AI. Describe also the gender aspects in the project and the project team, regarding both power and involvement. If it differs from a range of 60/40, discuss the reason for that and if there is an action plan to address the difference.

# Security aspects and feasibility

*Describe if there are any doubts over the viability of the project. How are you planning the practicability of the project considering the global Covid-19 situation?*

# Mobility

*How are you planning the practicability of the project considering who travels where, when and how many times during the project period?*

# Budget

|  |  |
| --- | --- |
| **Travelling costs** | **Costs (in SEK)** |
| Name of visiting person |  |
|  |  |
| **Accommodation** |  |
| Type of accommodation (apartment, rental house, hotel) |  |
| **Additional costs** |  |
| Specify other additional cost due to the exchange you apply for. This could be for example: cost for visa, cost for office space, training, mentoring… |  |
| **Salary for foreign expert** |  |
| Salary cost for visiting expert or traveling employee |  |
| **Total (SEK)** |  |

## Comments to budget

Describe and motivate accommodation and additional costs, including how much of the foreign expert salary is funded by the grant.