

GUIDELINES

for co-funding requests from the department for dissemination events of research results, Third Mission activities, and educational excursions

Co-funding for events aimed at the dissemination of research results

Twice a year, the Department allocates funds included in its annual budget for the organization of events.

Since it is a co-funding scheme, events must also secure additional contributions from other sources.

To apply for co-funding using departmental funds, applicants must participate in the internal call, which is issued twice a year:

- 1st Call (First Semester of Year X): Announced by November of the preceding year, with fund allocation decided during the December Council meeting, for events scheduled from January through summer (including July).
- 2nd Call (Second Semester): Announced by April, with fund allocation decided during the May/June Council meeting, for events scheduled by the end of the year.

If an event is not held (unless valid reasons are provided in advance), the funds will be released and made available again to the Department. A new application will need to be submitted in the next call.

The application form is sent via email announcing the opening of the call and is also available on the following page: [Homepage of the Department](#) > Personal area > Staff-Only Information for DSAAM > How to > Events.

The completed application form must be sent to eventi.dsaam@unive.it by the specified deadline.

Third Mission Events

Events falling under the scope of Third Mission activities can be co-funded through:

- a. Ca'Foscari Call for Public Engagement Projects
- b. The Department's Call for Third Mission Events

a. **Ca'Foscari Call for Public Engagement Projects**

An annual call issued by the University to encourage the planning and implementation of institutional Public Engagement initiatives. Public Engagement refers to initiatives with educational, cultural, and social value, aimed at sharing the University's material and immaterial resources with the broader community. These initiatives foster relationships between public and private institutions and promote the cultural and socio-economic development of the University's local territory.

Co-funding is provided by the Department and other sources; therefore, it is essential to notify the Department.

Before submitting project proposal forms, applicants must inform the Department by sending an email to terzamissione.dsaam@unive.it.

For further information about the call, consult the materials available at:
Faculty and Staff > Restricted Area > Third Mission > Public Engagement Projects, or contact terzamissione.dsaam@unive.it.

All forms related to the University's Public Engagement call are available at the same location. Per informazioni e chiarimenti in merito al bando, consultare il materiale disponibile seguendo il percorso: docenti e staff>area riservata>terza missione>progetti public engagement o scrivere a: email.terzamissione.dsaam@unive.it.

Tutta la modulistica relativa al presente bando di Ateneo è disponibile allo stesso percorso.

b. Department's Call for Third Mission Events

Starting in 2024, the DSAAM has introduced an annual call for co-funding Third Mission events. This call is issued in the early months of each year and requires co-funding from other sources.

To request co-funding for specific Third Mission events, applicants must complete the form attached to the email announcing the internal call. The form is also available on the following page:

[Homepage of the Department](#) > Personal area > Staff-Only Information for DSAAM > How to > Events.

Requests will be evaluated by the Third Mission Committee, reviewed by the Department Board, and approved by the Council during the first available meeting.

Excursions for External Teaching

Starting in 2024, the Department has allocated funds to support "innovative teaching" or "educational excursions" as part of its 2024-2026 Development Plan. Both domestic and international excursions are eligible, subject to available funds.

The call is issued via email twice a year, following the academic semester calendar rather than the calendar year:

- **1st Call (Calendar Year 202X):** For the 2nd semester of the academic year 202X-1 – 202X.
- **2nd Call (Calendar Year):** For the 1st semester of the academic year 202X – 202X+1.

Requests are evaluated by the Teaching Committee, reviewed by the Department Board, and approved by the Council.

Before departure, faculty members must provide a detailed list of student participants, including their enrollment numbers (for insurance purposes).

The funding may be disbursed in the following ways, depending on the specific case:

1. Reimbursement of expenses incurred by individual students, upon submission of completed forms and original receipts, with reimbursement credited to their multi-service card.
2. Reimbursement of expenses to the faculty member who advanced the purchase of tickets in one lump sum.
3. Direct procurement by the Department of services required for the students.