The route to a successful Comenius application

1. Information
   - Mobilize teachers in time. Distribute information via the internal newsletter. The themes of the following rounds are already known in May.
   - Contact the NRO and let us know that you are the contact person for the Comenius program.
   - Sign up for the NRO newsletter.
   - Get in touch with your grant advisor in time.
   - Both the contact persons for universities of applied sciences and research universities are listed on the NRO website.

2. Starting route
   - Make ambitions in the field of educational innovation clear to your supervisor.
   - In the Comenius program, universities of applied sciences and research universities are not in competition with each other. When compiling your project team, also look at possible collaborations with a university of applied sciences or research university.
   - If you are interested in a Senior Fellowship, contact the faculty director/dean in time.
   - Are you interested in a Leadership Fellowship, contact the Executive Board in time.
   - Sign up for information activities.

3. Internal preselection
   - Set up committees for the internal selection of Senior and Leadership Fellow applicants.
   - Make sure that only one teacher per faculty/institution is selected and inform all involved teachers about the decision.
   - Make sure that the members of the committee familiar with the assessment criteria.
   - Do not set up a selection committee for Teaching Fellow applicants, but offer support.

The internal selection committee
- former committee member
- laureate
- dean or CvB member
- student
- laurate

Note: Preliminary applications for the round Comenius Teaching Fellows are assessed on the basis of criteria 1 and 2. Preliminary applications for the round Comenius Senior Fellow are assessed on the basis of criteria 1, 2 and 4.

4. Application
   - See the call for proposals on how to apply.
   - Discuss assessments of your proposal with your grant advisor.
   - Do you have questions about the procedure or the (final) assessment of your proposal? Contact the NRO via comenius@nro.nl