Harvard University Mobility Scheme

Funded by the Office of Global Engagement, this scheme aims to strengthen the University of Sydney’s institutional partnership with Harvard University through support for academic staff from the University of Sydney to visit/conduct research at Harvard University. Successful applicants are expected to develop high-impact research and educational themes with staff and students there. Preference will be given to proposals that align with university and faculty strategic plans and have strong potential for tangible research outcomes and societal impact.

In this round, up to five proposals will be funded. Each proposal will receive up to AUD 10,000 from the Office of Global Engagement.

1. Eligibility
   Applicants must:
   • hold a valid University of Sydney contract to work as a postdoctoral researcher; or
   • hold a salaried appointment with the University of Sydney or one of its affiliated Research Centres and Institutes and either be employed on a continuing basis or on a fixed term contract with an end date beyond the end of the proposed visit.

   PhD students will be funded through this scheme to travel to Harvard, but applications must be initiated and submitted on their behalf by their academic supervisor. Academic supervisors may accompany their PhD students, but it is not compulsory to do so.

2. Duration
   Funding is available for 12 months from the date of the award.

3. Timeline

<table>
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<tr>
<th>Applications open</th>
<th>6 August 2018</th>
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<tr>
<td>Applications close</td>
<td>14 September 2018</td>
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<tr>
<td>Successful applicants notified</td>
<td>16 November 2018</td>
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4. Eligible Grant activities

   The funding is intended to help defray the expenses of participating academics, including those relating to travel, accommodation, or living expenses.

   So as to ensure that the scheme can support a broad range of activities, there is no limit on the duration of the visit. However, applicants are advised that the visit should be substantial enough to allow for the development or expansion of academic relationships.

   PhD students from the University of Sydney who are not included in their academic supervisor’s Mobility Scheme application may consider other options if they wish to visit Harvard University as a research scholar or as a Special Student. For further details on other options please refer to the Appendix.
4.1. Activities that will be considered for funding
- airfares: only travel up to the value of four economy class airfares will be considered
- other travel expenses (eg train, rental car)
- partial costs for hosting a seminar/conference or workshop
- accommodation (a maximum of two weeks subsistence for up to four people)
- consumables
All University of Sydney travel must comply with the Travel Policy 2018.

4.2. Activities that will not be considered for funding
- general teaching
- salaries or salary supplementation, per diems and honoraria
- scholarships for students
- mobile phone cards
- entertainment costs
- computers, including laptops and basic computing facilities such as printers, word processing and other standard software

5. Application procedure
Applicants who meet the eligibility criteria should first research the opportunities available at Harvard University, including, for example, potential scholars with whom they would like to work, or specific resources they would like to access. They must discuss the opportunity with their potential host at Harvard. Any initial contact with potential Harvard hosts for PhD students must be made by academic supervisors on their student’s behalf.

If the project requires ethical approval please ensure to check with your host about the processes involved and their timescale, and plan appropriately.

After the above, applicants should:
1. Complete the online application form which includes a statement of academic purpose outlining the objectives of the visit to Harvard and why it would be of benefit towards their research or teaching; what they intend to do there; alignment of the visit with the university and faculty strategic priorities; and potential of the visit for leading to tangible research outcomes and societal impact. Applicants should also indicate the scholar/s with whom they intend to work, and any resources they hope to access. If a PhD student will be travelling to Harvard, then their role in the trip should be outlined.
2. Provide a timeline of proposed work during visit (part of application form).
3. Provide an itemised budget (part of application form) setting out the amount required, outlining any contribution from Faculty either financial or in-kind, and explaining how the money would be used. The budget items should include a breakdown of envisaged expenses.
4. Provide a 1-page CV which should include:
   - qualifications, current position and employment history
   - 10 career-best publications
   - awards and relevant presentations
   - current grant income
   - collaborative track record
5. Provide a letter of support from the host at Harvard confirming their willingness to host you (and/or your PhD student) during the proposed trip and outlining the activities you (and your PhD student if applicable) will be undertaking.
6. Selection Criteria
Criteria do not have weightings; proposals are assessed holistically.

<table>
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<tr>
<th>Selection Criteria</th>
<th>Description</th>
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<tbody>
<tr>
<td>Quality &amp; Relevance</td>
<td>Objectives of the visit and its alignment with Faculty strategic priorities. The 1-page CV of the applicant will be taken into consideration.</td>
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<tr>
<td>Execution</td>
<td>Planned activities outlined in the statement of academic purpose, timeline and budget. Proposed timeframes and budget estimates should be realistic and appropriate. If applicable, the role of any PhD students will be taken into consideration.</td>
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<tr>
<td>Impact</td>
<td>Benefit of the visit to those involved and how it will be used to establish or strengthen a durable cooperation between the universities. Potential of the visit for leading to tangible research outcomes and societal impact.</td>
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7. Assessment process
Proposals will be grouped by faculty and forwarded to the delegated faculty representative to review and rank. The selection criteria, including faculty strategic priorities will be taken into consideration. Each faculty will submit their shortlist of ranked proposals to the Pro-Vice-Chancellor (Global Engagement). Final decisions will be made in consultation with the Vice Provost for International Affairs from Harvard University. Consideration will be given to the spread of awarded projects across the applying faculties and the potential of proposals for tangible research outcomes and societal impact.

8. Submitting an application
8.1. All applications must be submitted online via the University of Sydney Funding Schemes Site at www.sydney.edu.au/award-schemes. Login is via UniKey and password.
8.2. Only complete submissions will be considered.
8.3. Late applications will not be considered.

9. Notification of applications outcomes
Applicants will be informed by email whether their application is successful or not. Successful applicants will receive a letter of award by email.

10. Extensions
Under exceptional circumstances extensions will be approved for a maximum period of 6 months. Applicants seeking an extension must submit an Amendment Request Form along with a revised budget and timeline of activities to the Program Coordinator for approval. The Amendment Request Form is available upon request.

11. Forfeiture of grants
Grants not spent by the due date must be returned so that unspent balances can be re-allocated.

12. Financial and Reporting Obligations
Recipients will be required to submit a final report within one month of completion of their visit. A report pro-forma is available online. Recipients who fail to submit a final report will not be eligible to submit future applications.

13. Publications
Any publications (eg abstracts, articles) or dissemination (eg public presentations) arising from activities supported by the Harvard University Mobility Scheme should acknowledge assistance received from the Office of Global Engagement and copies or notification should be submitted to the Office of Global Engagement. The standard acknowledgment is “The University of Sydney – Harvard University Mobility Scheme”.

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14. Visa arrangements

It is the responsibility of successful applicants to make their own travel arrangements and obtain a suitable visa for travel to the USA. Visas enquiries should be directed to the Consulate General of the United States of America.

For further information please contact:
Matthew Louie
Partnerships Officer, Office of Global Engagement

ip.ipdf@sydney.edu.au
Phone: +61 2 9351 4832
Appendix

Options for PhD students to visit Harvard University

PhD students included in their supervisor’s Mobility Scheme application should **not** apply for entry into any of the programs outlined below.

PhD students from the University of Sydney who are not included in their academic supervisor’s Mobility Scheme application may consider the following options if they wish to visit Harvard University as a research scholar or as a Special Student.

**Visiting Scholars in Academic Departments or Research Centers**

If planning to **visit Harvard for a short period (approximately 3 months)** as a research scholar, the PhD student should contact the relevant academic department and inquire about the status of a Visiting Scholar. Depending on the student's research, the student may also want to contact the field-appropriate research center at Harvard to inquire about a Visiting Scholar status. The status of Visiting Scholar in an academic department or a research center does not ordinarily require a fee.

**Visiting Fellows in the Graduate School of Arts and Sciences**

If the student would like to **visit Harvard for a semester or academic year** and wishes to have full access to the University's facilities, the student may apply to the Graduate School of Arts and Science to be a Visiting Fellow. Visiting Fellows are administered by the Office of Special Students and Visiting Fellows in the Harvard Graduate School of Arts and Sciences. Visiting Fellows are registered full-time research students, and are given access to the libraries and general facilities of Harvard. Visiting Fellows are entitled to audit courses of their choosing throughout the Faculty of Arts and Sciences, provided they are given approval by the course instructor. Full details on the Visiting Fellows program is available at: [https://gsas.harvard.edu/programs-study/non-degree-programs](https://gsas.harvard.edu/programs-study/non-degree-programs). The application fee ($105) will be waived. Tuition and fees: Visiting Fellows are charged approximately $5,800 per academic term for tuition. All students receive health coverage under the Harvard University Student Health Program and are charged the Student Health Fee (approximately $575 per academic term) and the Student Health Insurance Plan (approximately $1,375 per academic term).

**Special Students in the Graduate School of Arts and Sciences**

PhD students who wish to **enroll in courses for Harvard credit** should apply for Special Student status. Special Students are non-degree students who may take courses for academic credit. Special students are enrolled in for-credit courses and are charged approximately $22,500 per academic term in tuition. As noted above, all students receive health coverage under the Harvard University Student Health Program and are charged the Student Health Fee (approximately $575 per academic term) and the Student Health Insurance Plan (approximately $1,375 per academic term).

For further details on any of the above mentioned options please contact the relevant Harvard University Academic Departments or Research Centers or the Graduate School of Arts and Sciences directly.