USyd-UCPH Partnership Collaboration Awards

Application Guidelines for Projects involving Collaborative Research

Purpose

The Partnership Collaboration Awards provide funding to support joint initiatives in internationalisation between the University of Sydney (USyd) and the University of Copenhagen (UCPH). The aim is to support collaborative activities such as collaborative research, joint teaching and learning activities, summer schools, exchange of staff, as well as professional institutional development initiatives.

For the 2018 application round, there are two funding schemes: One funding scheme is intended mainly for research collaborations, possibly with integrated teaching and learning activities. Applications are submitted online, and the funding limit is AUD 40,000. The other funding scheme is for smaller projects focused on collaborations within education, HR and administration. Applications are submitted on paper, and the funding limit is AUD 10,000. These guidelines are in reference to the collaborative research projects scheme.

Applicants must also demonstrate that their projects are sustainable in the long-term, preferably by including a plan for engagement that includes leveraging external funding and publication outputs.

In this round, five proposals will be funded (each with two Chief Investigators; one from USyd and one from UCPH). Each proposal will receive up to AUD 20,000 from USyd and DKK 100,000 from UCPH for a total of approximately AUD 40,000.

1. Eligibility

1.1. Proposals are invited from academic staff at USyd and UCPH and their affiliated Research Centres and Institutes.

1.2. Chief Investigators must hold a salaried appointment and either be employed full-time, part-time (appointed at least 0.5 FTE), fixed term or continuing basis with an end date beyond the end of the proposed project.

1.3. Higher Degree Research students are not eligible to apply as Chief Investigators.

2. Duration

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

3. Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Applications open</td>
<td>15 August 2018</td>
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<tr>
<td>Applications close</td>
<td>15 October 2018</td>
</tr>
<tr>
<td>Successful applicants notified</td>
<td>14 December 2018</td>
</tr>
</tbody>
</table>

1 Higher Degree Research students refer to students pursuing PhD or master’s by research.
4. **Eligible Grant activities**

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 (e.g., 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
- Publications and printing costs up to AUD 1,000

All University of Sydney travel must comply with the [Travel Policy 2018](#).

4.2 Activities that will not be considered for funding
- General teaching
- An individual staff member’s research projects, unless as catalytic funding for the establishment of an international research collaboration with the prospect of external funding
- Website development
- Salaries or salary supplementation, per diems and honoraria
- Scholarships for students
- Course fees for international students
- Mobile phone cards
- Entertainment costs
- Computers, including laptops, (excluding access to high-performance computers or other specialised applications that are justified by the project) and basic computing facilities such as printers, word processing and other standard software

5. **Submission Requirements**

The proposal must address the selection criteria (see point 6) and include the following elements:
- Project Timeline (a timeline form is built into the online application)
- Project Budget (a budget form is built into the online application)
- CV of the lead Chief Investigator of each Institution (maximum 2 pages in length) which should include:
  - Qualifications, current position and employment history
  - 10 career-best publications
  - Awards and relevant presentations
  - Current grant income
  - Collaborative track record (limited to 200 words)
- A brief letter of support in English on official letterhead from any additional institution/organisation (other than USyd or UCPH) that intends to formally collaborate.

6. **Scoring and Selection Criteria**

Criteria do not have weightings; proposals are assessed holistically. Each proposal will be assessed according to the selection criteria described on the following page.

<table>
<thead>
<tr>
<th>Score</th>
<th>Category</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Excellent</td>
<td>Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor</td>
</tr>
<tr>
<td>3</td>
<td>Very Good</td>
<td>Proposal addresses the criterion very well, but a small number of shortcomings are present</td>
</tr>
<tr>
<td>2</td>
<td>Good</td>
<td>Proposal addresses the criterion well, but a number of shortcomings are present</td>
</tr>
<tr>
<td>1</td>
<td>Poor</td>
<td>Criterion is inadequately addressed or there are serious inherent weaknesses</td>
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## Selection Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
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</table>
| Quality & Relevance  | • Clearly describe the objectives and methodology to be employed with the project. The alignment with Faculty strategic priorities and the objectives of the funding scheme will be considered in combination with the soundness of the concept and credibility of the proposed methodology.  
• Explain how the participants in the research team will bring together the necessary expertise to carry out the project. The 2-page CVs of the lead Chief Investigators will be taken into consideration. |
| Execution            | • Elaborate on the workplan and milestones outlined in the timeframe (there are separate sections in the application form for an outline of activities in the Timeline and Budget). Proposed timeframes and budget estimates should be realistic and appropriate.  
• The long-term plan for engagement to attract research funding and produce publications will be taken into consideration.  
• This section should also address the appropriateness of the allocation of tasks, ensuring that all participants (including PhD students, postdocs, Early and Mid-Career Researchers (EMCR), and researchers on Sabbatical Leave or Special Studies Program (SSP)) have a valid role and there are adequate resources in the project to enable them to fulfil that role. |
| Impact               | • Outline what you will gain from the project and how it will contribute to the discipline and field of research.  
• Explain how the project will establish or strengthen a durable cooperation between the universities and participants.  
• Explain how the project will impact beyond the academic sphere (i.e., benefit society and address global challenges).  
• Explain how the project activities and results will be communicated to different target audiences. |

### 7. Assessment Process

Proposals will be grouped by faculty and forwarded to the delegated faculty representative to review and rank. Faculty strategy/priorities will be taken into consideration. Award selection will be made by a joint committee formed by members of both universities, which reserves final authority over the selection of projects taking into account recommendations from the applicants’ Heads of Departments/Units and Faculty Deans/Directors of Institutes, and the availability of funds.

### 8. Application Submission

8.1. All applications must be jointly submitted by a Chief Investigator from USyd and a Chief Investigator from UCPH.

8.2. All applications must be submitted online via the USyd Funding Scheme Site at [http://sydney.edu.au/award-schemes](http://sydney.edu.au/award-schemes). Login is via UniKey and password.

8.3. Applications can only be initiated by the USyd Chief Investigator. Chief Investigators from UCPH may only access and edit the application after invitation from the USyd Chief Investigator to be a “Member” of the application.

8.4. All applications require the endorsement by the relevant USyd Head of School and UCPH Head of Department/School/Head of Research Centre

8.5. Only complete submissions will be considered.

8.6. Late applications will not be considered.

### 9. Notification of Application Outcomes

If your application is successful you will receive a letter of award by email outlining the process to accept your award including payment. Successful USyd applicants will be required to complete and upload a Research Proposal Clearance Form (RPCF) and accept their offer through the USyd Funding Schemes Site.

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2 Early-Career Researchers are defined as those within 10 years of award of PhD and Mid-Career Researchers are defined as those between 10-15 years of award of PhD.
10. Change of Investigator
Applicants should contact the Program Coordinator at each institution. Such changes will need to be approved and documented.

11. 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.

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

13. Financial and Reporting Obligations
The funding should only be used for the approved project and in accordance with the proposal and the budget plan. It must not be used for any other purposes and prior approval is needed for any variation in the budget items. Request for variations from original proposals must be submitted to both universities using an Amendment Request Form.

Awardees should adhere to the purchasing guidelines of the respective universities to which reimbursement is to be sought. Reimbursement of each expenditure item will be capped at the approved amount.
Recipients will be required to submit a final report within three months of completion of the project. A report pro-forma is available online. Recipients who fail to submit a final report will not be eligible to submit future applications.

14. Publications
Any publications (eg abstracts, articles) or dissemination (eg public presentations) arising from activities supported by the PCA should acknowledge assistance received from the PCA and copies or notification should be submitted to the Office of Global Engagement and University Education Services. The standard acknowledgment is “USyd–UCPH Partnership Collaboration Awards”.

Further information
For further information please contact the Program Coordinator

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