USyd-UCPH Partnership Collaboration Awards (PCA)

Application Guidelines for Small Projects within Education, HR and Administration

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 smaller projects scheme.

Application deadline

The application deadline is 15 October 2018. The funding period is the calendar year 2019.

Application Eligibility

An application must have two key representatives (referred to as Project Managers); one from the University of Sydney and one from the University of Copenhagen or their affiliated Research Centres or Institutes. These two individuals are responsible for submitting the application jointly, verifying the accuracy of the information in the application, and ensuring that the funding, if granted, is used in accordance with the intent as stated in the application.

The Project Managers 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. Applications are welcome from both academic and professional staff.

Funding

The maximum amount that applicants can apply for one project is AUD 10,000. Each successful application will receive up to the equivalent of AUD 5,000 from each institution for a total of AUD 10,000. Grants should be spent within 12 months of receipt of funding.

Activities and items that will be considered for funding:

- Project and initiatives may be new, or part of ongoing activities.
- Equipment if necessary and essential for the project.
- Partial costs for hosting a seminar/conference or workshop
- Consumables
- Travel expenses related to academic and administrative staff mobility, such as economy airfare, train, rental car, etc.

All travel must be consistent with travel policies of the home university. Applicants from each institution must consult their respective guidelines for allowable expenses for airfares, accommodation, meals and miscellaneous.

Applicants from the University of Sydney should refer to the travel related information on the intranet https://intranet.sydney.edu.au/services/travel.html.

Applicants from the University of Copenhagen should refer to employee guidelines at KUnet.
Activities and items that will not be considered for funding

- Activities and initiatives that are to be considered part of a regular work portfolio. For example general teaching activities, website maintenance, and other standard running operations.
- Standard equipment that is to be considered related to an established and common work portfolio. For example basic computing facilities such as printers and standard software.
- Salaries or salary supplementation
- Scholarships or course fees for students

Submitting an application
Applicants must submit an Application Form which can be requested by sending an email to jly@adm.ku.dk or ip.ipdf@sydney.edu.au.

Applicants must submit a completed application form (including project description, timeline, and budget) by email to jly@adm.ku.dk by 15 October 2018.

If the project includes formal participation by any additional institution/organisation (OTHER than the University of Sydney or University of Copenhagen) then this should be clearly outlined in the project description and budget.

Assessment of applications
Applications will be reviewed by senior management from both the University of Sydney and the University of Copenhagen.

In general, priority is given to well defined proposals that demonstrate a clear benefit to the applicant, department, faculty and the University and that align with the overall strategic goals of the applicant’s university. Quality, relevance, execution and impact will be considered in the evaluation.

Results
Applicants will be advised of the outcome of their application within two months of the application deadline. Successful applicants will receive a letter of award by email. Feedback on unsuccessful applications will not be provided.

Successful recipients will be required to complete and submit the USyd Acceptance of Funding form to the Program Coordinator at the Office of Global Engagement (ip.ipdf@sydney.edu.au) by the date stated in the letter of award.

Payment
Each successful application will receive funding from both universities. Applicants will be responsible for managing the project funds and for facilitating the sharing of funds with their partner where required.

Funds from the University of Sydney will be transferred into your nominated university account. The Responsibility Centre (RC) code provided by the recipient in the Acceptance of Funding form will be used with a Project Code (PC) provided by the Office of Global Engagement. It is the responsibility of the applicant to liaise directly with their Finance Manager to obtain an appropriate RC for the funds transfer to be made.

Funds from the University of Copenhagen will be allocated to the Project Manager at UCPH from the University Education Services. Successful recipients will receive further instruction by email.

Changes to a project
If circumstances change, for example the lead manager leaves the project or the project is delayed, applicants should contact the Program Coordinator at each institution for approval.

Reporting obligations
Recipients will be required to submit a report within three months of completion of the project. The report should include an outline of the outcomes of the project, an indication of the project’s sustainability, and a summary of lessons learned in undertaking the project.

Contact
For any questions, please contact your respective Program Coordinator:

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