The University of Sydney – University of Glasgow Ignition Grants 2024
Guidelines for Applicants

1. Purpose

The University of Sydney and the University of Glasgow have identified each other as strategic partners to foster deep collaborations in research and education. The Sydney-Glasgow Ignition Grants have been established to facilitate and support joint initiatives that will strengthen the two universities' strategic priorities as well as develop multi-disciplinary innovative research to create academic and societal impact.

Applicants are encouraged to submit funding proposals for innovative and sustainable programs built around collaborative research linking the Unversity of Sydney and the University of Glasgow.

All projects supported by these Ignition Grants are expected to lead to publication outputs and leverage external funding for continued collaboration. Evidence of external funding applications will need to be provided in Final reports.

Proposals that address the UN's Sustainable Development Goals are highly encouraged.

Proposals should plan for long-term engagement that includes leveraging external funding and publication outputs.

Proposals must include a team of participants from both institutions and preference will be given to teams which include PhD students, Early and Mid-Career Researchers (EMCRs) and researchers on Sabbatical Leave, and to projects where at least one of the Chief Investigators is within 10 years of receiving their PhD. Projects which are multidisciplinary in nature are encouraged. Preference is also given to applications involving new collaborations.

In this round of the Ignition Grants, up to four proposals will be funded (each with two Chief Investigators; one from Sydney and one from Glasgow). Each successful proposal may receive up to the equivalent of AUD 25,000 (£12,500 approx) from each university for a total of AUD 50,000 (£25,000 approx).

Sydney applicants should familiarise themselves with the guidance and resources on international collaborations available on the intranet. Glasgow applicatns should familiarise themselves with the Ignition Grants website, and the pages on international travel.

2. Eligibility

2.1   Proposals are invited from academic staff from all disciplines at Sydney and Glasgow, and their affiliated Research Centres and Institutes.

2.2   Applicants from affiliated Research Centres and Institutes must be University Title Holders.

2.3   Chief Investigators must be employed on a full-time, part-time (appointed at least 0.5 FTE), fixed term or continuing basis. If on a fixed term contract, the end date must be beyond the funding period.

2.4   Higher Degree Research students and research assistants/associates are not eligible to apply as Chief Investigators, but they are encouraged to join the applications.

2.5 Current recipients of other funding from the Office of Global and Research Engagement whose project is still ongoing and will not have finished by the application close date may apply for further grants but are required to submit a progress report of their current project when submitting their application. Please note it is not possible to hold two awards from the Office of Global and Research Engagement concurrently. The progress report should be an attachment to the application – single page, narrative update on project progress to date and unexpended award balance.

2.6 Previous recipients of funding from the Office of Global Research and Engagement whose projects have finished or will have finished by the application close date may apply for consecutive grants on the condition that they have submitted their final report(s).

2.7 Projects addressing 'Health Inequalities' will not be awarded this round. The University of Sydney and University of Glasgow have a large existing collaboration in this area. For more information please use the contact email addresses at the end of this document.

3 Duration

Funding from the University of Sydney and the University of Glasgow is available from award until 31 July 2025.

4 Important Dates

Applications open	3 May 2024
Applications close	7 June 2024
Successful applicants notified	26 July 2024
Latest date for projects to start	30 August 2024
Latest date for projects to end	31 July 2025
Final reports due	1 November 2025
Update to final reports due	30 November 2026

5 Eligible Grant Expenses and Activities

5.1 Expenses/activities that *will* be considered for funding include:
- Airfares: Only travel on economy class will be considered. Applicants should indicate who is travelling, and their career stage, in the budget
- Other travel expenses (e.g. train, rental car)
- Costs for hosting seminars/conferences or workshops
- Accommodation and subsistence
- Consumables (a detailed justification of the consumables to be purchased should be included in the Supplementary Budget Information section)
- Publications and printing costs

5.2 All travel activities must comply with the guidelines of the respective universities.
- **The University of Sydney –** All Sydney travel must comply with the Travel Policy 2018 and follow all relevant processes and policies, including travel insurance as outlined on the Travel intranet page. Sydney researchers should refer to www.smartraveller.gov.au for the latest visa and travel advice.
- **The University of Glasgow –** All Glasgow travel must comply with thesteps for booking travel on the University's Travel Hub, including registering the trip on the Universty's TRICAP system .

5.3 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;
- Event registration fees;
- Venue hire if event held on campus
- Website development;
- Salaries or salary supplementation, and honoraria;
- Scholarships for students;
- Course fees for international students;
- Bench fees;
- Mobile phone cards;
- Entertainment costs; and
- 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.

6   Submission Requirements

6.1 All proposals must be submitted online and include the following elements:
- Ignition Grants Application Form (online)
  - Details of team involved and the role and contribution of each member
  - Project details (title, abstract, description in layman's terms)
  - Expected outcomes
  - Selection criteria (see point 7)
  - Project timeline
  - Project budget

- CV of the University of Sydney Chief Investigator (maximum two 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)

- CV of the University of Glasgow Chief Investigator (maximum two 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 Sydney or Glasgow) that intends to formally collaborate.
- Endorsement by the relevant University of Sydney Head of School. A pre-filled Endorsement Coversheet is automatically generated by the application system after completion of the Ignition Grants Application Form (online) and sent to the Chief Investigator's email for this purpose. The signed coversheet must to be uploaded before submission.
- Endorsment by the relevant University of Glasgow Head of School. After completion of the application form, a pre-filled Endorsment Coversheet will be provided to the University of Glasgow Chief Investigator by email for this purpose.

6.2 All applications must be jointly submitted by a Chief Investigator from the University of Sydney and a Chief Investigator from the University of Glasgow.

6.3 Applications can only be initiated by the Chief Investigator from the University of Sydney using their UniKey and password. Chief Investigators from the University of Glasgow may only access and edit the applications after invitation from the University of Sydney Chief Investigators to be a "Collaborator" on the application.

6.4 A copy of the questions included in the online application form (including budget) is available for preview from the University of Sydney Funding Schemes Site: http://sydney.edu.au/award-schemes

6.5 Applicants must indicate the expected expenditure for each calendar year in their budget. Funding from the University of Sydney will be made available in two tranches, according to the amounts requested for each year. Please note that funding from the University of Sydney beyond 2024 is subject to budget availability, and we therefore strongly recommend awardees spend as much of their funding as possible in the current financial year. Funding from the University of Glasgow will be made available in one payment and must be spent by 31 July 2025. Applicants at Glasgow should be aware that funding will be accessible to them the month following the providing of a subproject code for transfers.

6.6 All applications must be submitted online via the University of Sydney Funding Schemes Site http://sydney.edu.au/award-schemes.

6.7 It is the responsibility of the Chief Investigators to upload the signed Endorsement Coversheets to the University of Sydney Funding Schemes Site before final submission. **It is highly recommended to provide the Head of School with the Endorsement Coversheet and a downloaded copy of the completed online application well in advance of the application deadline to ensure sufficient time for endorsement.**

6.8 Only one application per University of Sydney Chief Investigator or University of Glasgow Chief Investigator can be submitted per round of the Ignition Grants.

6.9 Only complete submissions will be considered.

6.10   Late applications will not be considered.

7   Scoring and Selection Criteria

7.1 Priority is given to applications that align with the strategic research areas of both universities. Applications in other fields showing good prospect of sustainability are also welcome.

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

Score	Category	Justification
4	Excellent	Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor
3	Very Good	Proposal addresses the criterion very well, but a small number of shortcomings are present
2	Good	Proposal addresses the criterion well, but a number of shortcomings are present
1	Weak	Criterion is inadequately addressed or there are serious inherent weaknesses

Selection Criteria	Description
Quality & Relevance	• Clearly describe the objectives and methodology to be employed with the project. The alignment with 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 Chief Investigators will be taken into consideration. • 300 word maximum
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 or masters by research students, postdocs, Early and Mid-Career Researchers (EMCR)[1], and any researchers on Sabbatical Leave] have a valid role and there are adequate resources in the project to enable them to fulfil that role. • 300 word maximum
Impact	• Outline what the participants 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, address global challenges, Sustainable Development Goals, etc). • Explain how the project activities and results will be communicated to different target audiences. • 300 word maximum

8 Expected Outcomes

It is expected that the selected proposal will result in the following outcomes:

Category	Outcome
Research quality and influence	The research: - will advance knowledge in the field which addresses an issue of importance - may result in fundamental outcomes - is innovative in concept - will use well established approaches to good effect
Publications	Submit for publication at least one (1) peer-reviewed publication in a nationally/internationally recognised scholarly journal (or equivalent)

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[1] Early-Career Researchers are defined as those <10 years of award of PhD. Mid-Career Researchers are defined as those between 10-15 years of award of PhD.

External funding	**At least one** (1) Category 1-3[2] national/international competitive grant submission.
	Details of the external funding bodies to which you plan to submit applications must be identified within the application form.
	Proof of submission is required in the final report.
Optional	
Training & education	Supervision and mentoring of visiting PhD students/postdoctoral researchers/ECRs
Joint Workshop	A joint workshop at either institution. This may be in-person, virtual or hybrid.
Conference	A conference presentation. This may be online.

Industry engagement is encouraged, but not expected. If proposals include industry engagement, then details should be provided in the timeline/activities section of the online application.

9 Assessment Process

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 university and faculty strategic priorities, and the availability of funds.

10 Notification of Application Outcomes

Successful applicants will receive a letter of award outlining the process to accept the award including payment. Feedback on individual applications will not be provided.

11 Change of Investigator

Awardees should contact the Program Coordinator at each institution. Such changes will need to be approved and documented.

12 Extensions

Only under exceptional circumstances will extensions be approved. Requests for extensions must be submitted to the Program Coordinators in writing at least 2 months before project end date and include a revised budget and timeline of activities for consideration. For staff based at the University of Glasgow, please note that under no circumstances can extensions grant access to funds beyond 31st July 2025; all funds must be spent by this date. This is due to internal financial arrangements at the University of Glasgow. It will still be possible to request an extension in relation to delivering the outcomes of the project.

13 Forfeiture of Grants

Grants must be spent by 31 July 2025.

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[2] Category 1: Australian and UK Competitive Grant Research Income. For example, in Australia, the ARC, NHMRC, MRFF, etc, and in the UK, the UKRI Research Councils (AHRC, BBSRC, ESRC, EPSRC, Innovate UK, MRC, NERC & STFC),
Category 2: Other Public Sector Research Funding. Other Australian and UK Government schemes and business enterprises and State and local governments and partly government-owned or funded bodies.
Category 3: Industry and other Funding for Research. Research grants or contract research with Australian, UK or international industry or non-Australian/UK Government agencies. Funding through donations, bequests, charities and foundations (both Australian and international) for example Wellcome Trust (the UK's largest foundation); Arcadia Fund: Bill & Melinda Gates Foundations; British Heart Foundation; Horizon Europe (including European Research Council and Marie Skłodowska Curie Actions); The Pfizer Foundation.

Each month, funds matching actual expenditure from the previous month will be transferred into the Chief Investigator's university project account by Corporate Finance. The transfer of funds will cease when the awarded amount is reached or 31 July 2025, whichever comes first. Any expenditure above the awarded amount will need to be cleared to another Faculty/School account (such as consulting or other as appropriate). Please note that funding from the University of Sydney beyond 2024 is subject to budget availability, and we therefore strongly recommend awardees spend as much of their funding as possible in the current financial year.

It is recommended the University of Sydney Chief Investigators use the awarded funds within the allocated timeframe and spend as much as possible upfront, for example, purchasing of any flight tickets budgeted well in advance with flexible options and pre-paying any budgeted accommodation. This is to guarantee the expenses count against the funding that has been awarded.

Funds awarded by the University of Glasgow will be transferred to a subproject code which the Glasgow Chief Investigator has access to. An new sub-project code does not need to be created for this purpose. Funds will be transferred as a lump sum and will appear on the budget line then next month following transfer.

14 Financial and Reporting Obligations

14.1 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 from both universities is needed for any variation in the budget items. Request for variations from original proposals must be submitted to both universities for approval.

14.2 Awardees must 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.

14.3 Awardees must submit a **final report** using the report pro-forma online through the [Funding Schemes Site](). The final report must be completed by 1 November 2025 and an **update to the final report** must be submitted before 30 November 2026.

14.4 In consultation with their Finance Manager, the USyd Chief Investigator must complete an acquittal statement and upload this with their final report. An acquittal statement template is provided with the report pro-forma online through the [Funding Schemes Site]() which is linked to your application.

14.5 Failure to submit a completed report will result in all members of the project team being ineligible to submit future funding applications and mention of the Ignition Grant will be removed from their University of Sydney Academic Profile online.

14.6 The activation of research funding accounts are not tied to ethics/other approvals being obtained. It is the responsibility of Chief Investigators to ensure that no work requiring approval is commenced until such approvals are in place.

15 Marketing and Communications

Awardees may be contacted by the University of Sydney's Marketing and Communications for the purposes of promoting their successful funding application and informing others of their research.

16 Publications

Any publications (e.g. abstracts, articles) or dissemination (e.g. public presentations) arising from activities supported by the Ignition Grants should acknowledge assistance received from the Ignition Grants and copies or notification should be submitted to the Office of Global Engagement and

External Relations – International Relations Office at the University of Glasgow. The standard acknowledgment is "The University of Sydney – University of Glasgow Ignition Grants".

Further Information

For further information please contact the Program Coordinators:

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