

## **USyd-Glasgow Partnership Collaboration Awards Guidelines for Applicants**

### **Purpose**

The University of Sydney (USyd) and the University of Glasgow (Glasgow) have identified each other as strategic partners to foster deep collaborations in research and education. The USyd-Glasgow Partnership Collaboration Awards (PCA) have been established to facilitate and support joint initiatives that will strengthen the two universities' strategic priorities as well as develop multi-disciplinary cutting-edge research to create academic and societal impact.

In this round of the PCA, applicants are encouraged to submit funding proposals for innovative and sustainable programs built around collaborative research linking USyd and Glasgow. Proposals for learning and teaching initiatives may also be considered if included as part of a larger collaborative research proposal.

Proposals should be sustainable in the long-term with a plan for engagement that includes leveraging external funding and publication outputs.

Preference will be given to teams which include PhD or masters by research students, postdocs, Early and Mid-Career Researchers (EMCR) and researchers on Sabbatical Leave rather than simply one-to-one research projects. Projects which are multidisciplinary in nature are encouraged.

In this round, up to five proposals will be funded (each with two Chief Investigators; one from USyd and one from Glasgow). Each successful proposal may receive up to the equivalent of AUD 20,000 (£11,150) from each institution for a total of AUD 40,000 (£22,300).

### **1. Eligibility**

- 1.1. Proposals are invited from academic staff from all disciplines at USyd and Glasgow and their affiliated Research Centres and Institutes.
- 1.2. Applicants from affiliated Research Centres and Institutes must be University Title Holders (applicable only to applicants from University of Sydney).
- 1.3. Chief Investigators from 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.
- 1.4. PhD and masters by research students, post-docs, and research assistants/associates are not eligible to apply as Chief Investigators but they are welcome to join the applications.
- 1.5. Current recipients of PCA funding whose projects are still ongoing and will not have finished by the application close date may apply for concurrent grants but are required to submit a progress report of their current project when submitting their application. The progress report should be an attachment to the application – single page, narrative update on project progress to date and unexpended award balance.
- 1.6. Previous recipients of PCA funding whose projects have finished or will have finished by the application close date may only apply for consecutive grants if they have submitted their final report.

## 2. Duration

Funding is available from mid-December 2019 until 31 December 2020.

## 3. Timeline

Applications open	16 September 2019
Applications close	21 October 2019, 11:59 pm AEDT
Successful applicants notified	Early December 2019
Funds to be transferred to successful applicants	Mid December 2019 (before Christmas)
Latest date for projects to start	31 January 2020
Latest date for projects to end	31 December 2020
Final reports due	31 March 2021

## 4. Eligible Grant Activities

### 4.1. Expenses/activities that will be considered for funding include:

- Airfares: Only travel on economy class will be considered;
- Other travel expenses (e.g. train, rental car);
- Costs for hosting a seminar/conference or workshop (should not exceed 50% of total budget);
- Accommodation and subsistence (a maximum of two weeks for up to four people);
- Consumables; and
- Publications and printing costs of up to AUD 1,000/GBP 550.

### 4.2. All travel activities must comply with the guidelines of the respective universities.

- **USyd** – All USyd travel must comply with the [Travel Policy 2018](#).
- **Glasgow** – All Glasgow travel must comply with the [University Travel Policy](#).

### 4.3. 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;
- 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.

## 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 Chief Investigator of each university (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 USyd or Glasgow) that intends to formally collaborate.

## 6. Scoring and Selection Criteria

- 6.1. Priority is given to applications that align with the strategic research areas<sup>1</sup> of both universities. Applications in other fields showing good prospect of sustainability are also welcome.
- 6.2. 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	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 300 word maximum</li> </ul>
Execution	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The long-term plan for engagement to attract research funding and produce publications will be taken into consideration.</li> <li>• 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)<sup>2</sup>, 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.</li> <li>• 300 word maximum</li> </ul>

<sup>1</sup> Glasgow Research Beacons <https://www.gla.ac.uk/research/>, and USyd Research Areas and Research Strategy downloadable from <https://sydney.edu.au/research/research-areas.html>

<sup>2</sup> 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.

Impact	<ul style="list-style-type: none"> <li>• Outline what the participants will gain from the project and how it will contribute to the discipline and field of research.</li> <li>• Explain how the project will establish or strengthen a durable cooperation between the universities and participants.</li> <li>• Explain how the project will impact beyond the academic sphere (i.e. benefit society, address global challenges, <a href="#">Sustainable Development Goals</a>).</li> <li>• Explain how the project activities and results will be communicated to different target audiences.</li> <li>• 300 word maximum</li> </ul>
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## 7. Expected Outcomes

Capturing the outcomes of successful projects is vital in helping to measure the overall success and impact of the PCA. Expected outcomes include one or more of the following:

Category	Outcome
Research quality and influence	The research: <ul style="list-style-type: none"> <li>- will advance knowledge in the field which addresses an issue of importance</li> <li>- may result in fundamental outcomes</li> <li>- is innovative in concept</li> <li>- will use well established approaches to good effect</li> </ul>
Publications	At least one (1) referred publication in a nationally/internationally recognised scholarly journal
External funding	At least one (1) national/international competitive grant submission
Training & education	Supervision and mentoring of visiting PhD students/postdoctoral researchers/ECRs
Joint Workshop	Organise at least one (1) joint workshop at either institution
Conference	At least one (1) conference presentation

## 8. 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.

## 9. Application Submission

- 9.1. All applications must be jointly submitted by a Chief Investigator from USyd and a Chief Investigator from Glasgow.
- 9.2. All applications must be submitted online via the USyd Funding Schemes Site at <http://sydney.edu.au/award-schemes>.
- 9.3. Applications can only be initiated by the Chief Investigator from USyd using their UniKey and password. Chief Investigators from Glasgow can then access and edit the applications once invited by USyd Chief Investigators to be a "Member" of the application.

9.4. All applications require the endorsement by the relevant USyd Head of School and Glasgow Head of School. The Chief Investigators must complete their respective Endorsement Coversheet and upload it to USyd Funding Schemes Site before final submission.

9.5. Only complete submissions will be considered.

9.6. Late applications will not be considered.

## **10. Notification of Application Outcomes**

Successful applicants will receive a letter of award outlining the process to accept the award including payment.

## **11. Change of Investigator**

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

## **12. Extensions**

Under exceptional circumstances extensions will be approved for a maximum period of six months. Applicants seeking an extension must submit an Amendment Request Form along with a revised budget and timeline of activities to the Program Coordinators for approval. Amendment Request Forms are available upon request from the Program Coordinators.

## **13. Forfeiture of Grants**

Grants not spent by 31 December 2020 must be returned so that unspent balances can be re-allocated.

It is recommended that you use your awarded funds within your allocated timeframe and spend as much as possible upfront. Buy any flight tickets you have budgeted well in advance, pre-pay any budgeted accommodation to guarantee your expenses count against the funding you've been awarded. Any unspent funds at the end of the funding period will be retrieved.

## **14. 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. Amendment Request Forms are available upon request from the Program Coordinators.

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.

All recipients must submit a final report by 31 March 2021. Failure to submit a completed report will result in all members of the project team being ineligible to submit future funding applications and, for successful applicants from University of Sydney, mention of the Partnership Collaboration Award will be removed from their University of Sydney online Academic Profile.

Recipients from University of Sydney must complete the acquittal of awarded funds in consultations with their Finance Manager, by 31 December 2020 and provide a statement as part of 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. This is not required for recipients from University of Glasgow.

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**

Recipients may be contacted 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 PCA should acknowledge assistance received from the PCA. Publications should appear in internationally recognised scholarly journals and should be published within 18 months after the end of the project.

Copies or notifications should be submitted to the Office of Global Engagement and Research Office at USyd and International Recruitment and Partnerships Team at Glasgow. The standard acknowledgment is "USyd–Glasgow Partnership Collaboration Awards".

#### **Further Information**

For further information please contact the Program Coordinators:

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