

**UNSW AND MANIPAL ACADEMY OF HIGHER EDUCATION**

**COLLABORATIVE RESEARCH SEED GRANT**

**GUIDELINES**

In order to strengthen research collaboration and deepen relationships, UNSW Sydney (UNSW) and Manipal Academy of Higher Education (MAHE) have established a collaborative research fund. The fund will be used to provide seed grants to identify, promote and encourage opportunities for collaborative research and development in areas of common interest between researchers of the two institutions.

**Seed Grant Funding and Purpose**

The purpose of the seed grant is to establish or further advance joint research collaboration leading to a long-term sustainable collaboration beyond the scope of the seed project.

The seed grant funding is largely provided to enable exchange activities between the partner teams. It is a requirement of the grant that at least two reciprocal visits for staff and/or students are conducted within the duration of the funding period (i.e. at least one visit by UNSW academics and/or research students to MAHE and one visit by MAHE academics and/or research students to UNSW).

**Expected Outcomes**

* Development of a robust collaborative research partnership sustainable beyond the duration and scope of the seed grant
* Submission of at least one joint publication (or equivalent)
* Submission of a joint application for external research funding

*Note: if you have a third-party Industry partner, an expected outcome is the scoping and development of further collaborative opportunities where relevant.*

**Funding and Reporting**

* Grants of up to AUS$20,000 may be awarded for a duration of 12 months.
* Each institution will provide funds to its own researchers.
* A final report will be required at the close-out of the grant providing evidence of outcomes to date and expenditure against the awarded amount.
* Grants must be fully expended within the 12-month period. Any unspent funds will be returned.

**Eligibility requirements:**

* Grants are open to salaried academic staff levels A-D at UNSW.
*(NB. Staff at Professorial Level E are not eligible to apply as the UNSW Lead Investigator but may be listed as an ‘Other Investigator’ and ‘‘Mentor’ on the application.)*
* MAHE Lead Investigators must be employed by MAHE.

**Eligible items for funding:**

* International travel costs of academics and/or research students associated with the project, for the purpose of exchange between the collaborating partners.

 *(Note: domestic travel costs may be eligible but must relate* ***directly*** *to the seed grant project.)*

* Living and hosting costs of visiting academics and/or research students associated with the project, in line with UNSW policy & procedure including the [UNSW Travel Policy and Procedure](https://www.gs.unsw.edu.au/policy/travelpolicy.html) and related documents (note – newly updated [Business Expenses Procedure](https://www.gs.unsw.edu.au/policy/businessexpenseprocedure.html)).
* Workshop/meeting costs
* Minor research costs associated with the project – not to exceed 25% of grant.

*(Note: Research Assistant personnel salary costs can be included within the 25% minor research costs but salaries for Lead Investigators and/or other salaried academics are not eligible items for funding.)*

**Items not eligible for funding:**

* Salaries for Lead Investigators or other salaried academics
* Scholarships or top-ups for research students
* Conference registration fees

**APPLICATION AND ASSESSMENT PROCESS**

The Lead Investigators from UNSW and MAHE need to work together to prepare a joint application using the application form provided and submit the application via email by the due date. The application needs to be completed in English and submitted to the UNSW-MAHE Selection Committee for assessment.

**Selection criteria**

1. Quality, expected outcomes and impact of proposed research collaboration
2. Strength of research team relative to opportunity
3. Alignment of proposal with purpose and expected outcomes of the fund
4. Strength of previous/existing collaborative activities or benefits of establishing the new relationship

***Note:*** *Industry engagement is not required but applications involving a third-party Industry partner will strengthen the proposal and be assessed favourably.*

**KEY DATES**

**Applications open:** Monday 12 August 2019 **Applications close:** 5pm (Sydney time), Friday 4 October 2019 *(Late submissions will not be accepted.)*

**Announcement of results:** Applicants will be notified in late October 2019
**Grant Commencement:** November 2019

**SUBMISSION**

* The Lead Investigators from UNSW and MAHE need to work together to prepare a joint application using the application form provided.
* The application needs to be completed in English and submitted to the UNSW-MAHE Selection Committee for assessment.
* Applications should be submitted with all documents (application form, project proposal, CVs) combined as a single PDF.
* Applications will only be accepted via email in PDF format to the following email address: **internationalresearch@unsw.edu.au**
* Late submissions will not be accepted.



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**COLLABORATIVE RESEARCH SEED GRANT 2019/2020**

 **APPLICATION FORM**

**Project Title**

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|  |

**Project Team**

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| --- |
| **Lead investigator (UNSW)** |
| Title: *(Dr, Associate Professor etc)*  |  |
| First Name: | Last Name: |
| School/Centre:  | Faculty: |
| Email: |
|  |
| **Lead investigator (MAHE)**  |
| Title: *(Dr, Associate Professor etc)* |  |
| First Name: | Last Name: |
| School/Department | Faculty: |
| Email: |

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| --- |
| **Other named investigators: UNSW** |
| **Name** | **School/Faculty** | **Professorial Mentor** **Yes / No** |
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|  |  |  |
|  |  |  |
|  |
| **Other named investigators: MAHE** |
| **Name** | **School/Faculty** |
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 **Previous / existing collaboration between partner investigators**

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| --- |
| *Please briefly outline any previous or ongoing collaboration between the investigators from UNSW and MAHE. If there is no existing collaboration, please explain the benefits of establishing the new relationship.* |

**UNSW-MAHE Institution Commitment**

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| *Please provide a brief summary of the proposed contributions from both partner institutions (e.g. in-kind support may include – time/effort of collaborator, equipment, local hosting costs, travel etc)* |

**Industry Engagement**

As noted in the guidelines, industry engagement is not required but applications with a third-party Industry partner will strengthen the proposal and be assessed favourably.

If relevant, please provide the following:

1. **Industry Partner Details**

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| --- |
| **Industry Key Contact Details**  |
| Title: (Ms, Mr etc) | Role: |
| First Name: | Last Name: |
| Company name: | Email:  |
| *Brief summary of proposed contributions from the third-party Industry partner (e.g. in-kind support may include – time/effort of collaborator, equipment, local hosting costs, travel etc):* |

1. Please attach a letter of support from the third-party Industry partner demonstrating their commitment to the collaboration/proposal and detailing all proposed contributions.
* The letter should be on the official industry partner letterhead and may come from the key contact and/or a relevant executive at the partner company.

**Project Proposal**

In one – two pages, provide details of:

1. Proposed collaboration and research project
2. Proposed activities for the duration of the grant including reciprocal visit plans
3. Expected outcomes of the seed grant funding:
* How the project will lead to long term sustainable collaboration beyond the scope of the seed project
* Submission of at least one joint publication *(please list potential journals / conferences etc. for paper submission)*
* Submission of a joint application for external research funding *(please list target schemes)*
1. If applicable: proposed industry engagement

**Track Record of Personnel**

For each investigator named in each team, please provide the following in no more than 2 pages per investigator:

1. Resume
2. List of 10 most significant career publications
3. List of research funding for grants in the years 2017-19 in the following format:

|  |  |  |  |
| --- | --- | --- | --- |
| **Grant Description**(named investigators, title of funded project, source of funding support and scheme) | **First Year** | **Duration (Years)** | **Total Grant Awarded (AUD)** |
| *Example: X. Wang and J Smith, New Energy Materials, National Research Corporation, Fundamental Projects* | *2017* | *4* | *$500,000* |
|  |  |  |  |
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**Application Checklist:**

*The following documents should be submitted as a single PDF document:*

[ ]  Application Form

[ ]  Project Proposal *(1-2 pages)*

[ ]  Resume for each investigator named in each Project Team *(no more than 2 pages per investigator)*

 [ ]  **If applicable:** Letter of Industry Support detailing all proposed support *(e.g. in-kind
 support may include – time/effort of collaborator, equipment, local hosting costs,
 travel etc.)*