

## The University of Sydney and the University of Geneva Joint IPDF

### 2017 Guidelines for Applicants

The University of Sydney and the University of Geneva's Joint International Program Development Fund (JIPDF) provides funding to support collaborative partnerships in research and teaching between the two institutions. Applicants are encouraged to submit funding applications for innovative and sustainable projects built around collaborative research and/or teaching and learning initiatives linking the University of Sydney and the University of Geneva. Within this framework, multi-disciplinary projects between both universities are encouraged.

In 2017 four projects will be selected for funding. Each grant is designed to principally fund the expenses associated with the proposed research activities of the two Chief Investigators - one from the University of Sydney and one from the University of Geneva. Three projects (Tier 1) will receive up to AU \$10,000 from each institution (such that the total grant available for each of these three successful projects is AU \$20,000 over a one-year period); one larger project (Tier 2) will receive up to AU \$20,000 from each institution for a total of AU \$40,000, to be spent over a two-year period.

#### 1. Eligibility

1.1. Applications are invited from academic staff at the University of Sydney and the University of Geneva in all disciplines.

1.2. Chief Investigators from both universities must hold a salaried appointment with the University and either be employed on a continuing basis or on a fixed term contract with an end date beyond 31 December 2018.

#### 2. Duration of the Research Project

The maximum duration of each project is 12 months for Tier 1, 24 months for Tier 2.

#### 3. Timeline

Applications open	3 March 2017
Applications close	28 April 2017
Successful applicants notified	5 June 2017

#### 4. Funding Principles

**4.1.** In 2017 the top three Tier 1 proposals and the top ranking Tier 2 proposal will be selected for funding.

**4.2.** The University of Sydney will provide funding up to the value of AU \$10,000 to support each of the successful three Tier 1 proposals and the University of Geneva will also provide funding up to the equivalent of AU\$10,000 for these same proposals. Each joint application for these grants should therefore not exceed AU \$20,000 in total.

The University of Sydney will provide funding up to the value of AU \$20,000 to support the successful Tier 2 proposal and the University of Geneva will also provide funding up to the equivalent of AU \$20,000 for the same project. Each joint application for funding should therefore not exceed AU \$40,000 in total. Projects proposed for the Tier 2 grant are expected to be more elaborate and comprehensive in terms of activities, timeline and expected outcomes.

**4.3.** Grants should be spent within the period indicated in the project submission. Tier 1 grants should be spent within 12 months after the allocation is announced. Tier 2 grants should be spent within 24 months after the allocation is announced. Funds that remain unspent at the end of the project timeframe must be returned. Under exceptional circumstances extensions may be granted for an additional six months at a maximum. Applications for an extension must be requested via a joint written submission to the JIPDF contacts at both institutions and include a revised timeline.

**4.4.** The funding is awarded on the basis of the information provided in the application form. If circumstances change – for example one of the original Chief Investigators leaves the project – the administrative contacts at the University of Sydney and the University of Geneva must be promptly notified. Such changes will need to be addressed, approved and documented. Both universities reserve the right to cancel funding if, during the grant timeframe, a fact is of sufficient gravity to justify cancellation.

**4.5.** More broadly, the funding is provided on the basis that it will be used as catalytic funding for the establishment of an international research collaboration that has the potential to develop further, beyond the lifetime of the grant, and hopefully leverage external funding.

## 5. Research Proposal and Expense Guidelines

5.1. Each application must include a project summary and an outline of the proposed timeline, aims, methods and expected results/outcomes of the project. In addition the following selection criteria must be addressed:

- **Academic quality and impact:** What is the likelihood of the research being highly regarded, gaining wide recognition and having significant impact if, and when, it is published? How will it enhance the reputation of both institutions and the profile of the lead researchers?
- **Strategic relevance:** How is the proposal relevant to both universities respective international strategies and how will it generate useful outcomes to society locally and globally, such as building capacity and influencing policy?
- **Partnership:** How will the partnership contribute to the promotion and consolidation of the relationship between University of Sydney and the University of Geneva? What is the collaboration history of the researchers? Is there a solid foundation for continued collaboration?
- **Innovation:** How will the research project contribute to novel thinking and/or new technology in its field?
- **Sustainability:** What are the prospects of the project's sustainability beyond the funded term, including external funding? How likely is it that the project will lead to the development of activities such as joint teaching programs and institutionalized research collaboration? The project summary should include a list of funders that will be leveraged after the conclusion of the project in order to sustain further developments.

5.2. Expenses eligible for funding include:

- Travel (economy class) between Geneva and Sydney
- Accommodation in Geneva and Sydney (for visiting researchers)
- Meals and incidentals *during the research period abroad only*
- Partial costs for hosting a seminar, conference or workshop
- Publication and printing costs
- Technical equipment such as high-performance computers or other specialized applications that are necessary to conduct the research

5.3. Examples of expenses that will NOT be funded:

- Salaries or salary supplementation
- Entertainment
- Website development costs
- Mobile phone costs
- Scholarships for students

- Course fees for students

#### 5.4. Funding limits:

The maximum amount of funding available is AU \$20,000 for Tier 1 projects and AU \$40,000 for Tier 2 projects. Expenditure of the applicable sum is to be jointly managed by the two Chief Investigators. All travel must be consistent with the University of Sydney Travel Policy and Procedures and the University of Geneva guidelines for travel costs. Publication, printing costs and other consumables will be funded to a maximum of AU\$1,500.

### 6. Application Submission Process

**6.1.** Applicants must submit their application online at [www.sydney.unige-cofunds.ch](http://www.sydney.unige-cofunds.ch)

**6.2.** The application is designed to be completed collaboratively by the two Chief Investigators. A Help Sheet for applicants is available from the website. The Help Sheet provides step-by-step instruction regarding the complete application process from researcher registration through to project submission.

**6.3.** The following supporting documents must be submitted electronically as part of the application process:

- The project budget (template provided on the platform)
- The resume/CV of the University of Sydney CI (or a link to a web-based bio)
- The resume/CV of the University of Geneva CI (or a link to a web-based bio)
- A brief letter of support in English on official letterhead from any additional institution/organisation that intends to formally collaborate (any institution OTHER than the University of Sydney or the University of Geneva)

Each CI from the University of Sydney must also submit a Research Proposal Clearance Form (RPCF) – available for download at <https://intranet.sydney.edu.au/content/dam/intranet/documents/research-support/funding/research-proposal-clearance-form-238kb.pdf>

**6.4.** A copy of questions included in the online application form and a copy of the budget template are available for preview from the University of Sydney and University of Geneva JIPDF website:

<http://sydney.unige-cofunds.ch/project-submission/>

**6.5.** Applications submitted after the submission closing date will NOT be considered.

## 7. Application Review Process

7.1. Applications will be reviewed and evaluated by a joint selection committee comprising senior academic staff as well as non-academic staff from the University of Sydney and the University of Geneva. Applications will be evaluated in a rigorous manner against the five selection criteria listed in clause 5.1. The Dean's office (or equivalent) of each CI's faculty will be involved in the selection process.

7.2. Funding will be allocated to the three highest ranking applications endorsed by both institutions.

## 8. Notification of Application Outcome and Grant Administration

8.1. The outcome of applications will be communicated by email to applicants from both universities by 5 June 2017 by the program coordinators either at the University of Sydney or the University of Geneva.

### 8.2. Acceptance of Funding

- At the University of Sydney:
  - Each successful Chief Investigator from the University of Sydney is required to submit an Acceptance of Funding form. The form will accompany the outcome letter. The Chief Investigator is required to liaise with the relevant Faculty Finance Officer and provide a Responsibility Centre code in order to facilitate the distribution of funding.
- At the University of Geneva
  - Each successful Chief Investigator from the University of Geneva is required to provide a fund number to receive the allocated grant amount (dedicated funds are recommended for ease of reporting)

8.3. Successful University of Sydney applicants are also required to submit an IRMA Record Request Form. The form will accompany the outcome letter and will be pre-populated to a large extent. The purpose of this form is to ensure the grant is registered with the Research Portfolio and the key details are captured such that the grant is recorded on the researcher's academic profile.

## 9. Reporting Obligations

Grant recipients are required to submit a final report within three months of completion of the project. The report template will accompany the outcome letter. Recipients who fail to submit a final report will be ineligible for similar joint funding schemes in the future.

#### 10. Contacts for Further Information

All questions from University of Sydney applicants may be directed to:

Mr Matthew Louie  
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Office of Global Engagement  
THE UNIVERSITY OF SYDNEY  
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All questions from University of Geneva applicants may be directed to:

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Senior Advisor  
International Affairs  
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