**USyd-U of T Partnership Collaboration Awards**
**Guidelines for Applicants**

**Purpose**

The University of Sydney (USyd) and the University of Toronto (U of T) have identified each other as strategic partners to foster deep collaborations in research and education. The USyd-U of T 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.

Applicants are encouraged to submit funding proposals for innovative and sustainable programs built around collaborative research linking USyd and U of T. Proposals for learning and teaching initiatives may also be considered if included as part of a larger collaborative research proposal.

Proposals must align with the UN Sustainable Development Goals (SDG); proposals with a focus on research related to making cities inclusive, safe, resilient and sustainable, in alignment with SDG 11 are strongly encouraged.

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

Proposals must include a team of participants from both institutions and are encouraged to include PhD or masters by research students, postdocs, Early- and Mid-Career Researchers (EMCR) and researchers on sabbatical leave.

In this round, up to four proposals will be funded and may receive up to the equivalent of AUD 10,800 from USyd and CDN 10,000 from U of T.

## 1. Eligibility

1.1. Proposals are invited from academic staff from all disciplines at U of T and USyd.

1.2. Applicants from U of T must hold a continuing faculty appointment.

1.3. Applicants from USyd affiliated Research Centres and Institutes must be USyd Title Holders.

1.4. Applicants from USyd and its affiliated Research Centres and Institutes 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.

1.5. PhD and masters by research students, post-docs, and research assistants/associates at USyd and U of T are not eligible to apply as Chief/Principal Investigators but may be included as collaborators in applications.

1.6. Current recipients of PCA funding at USyd whose project is 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.

1.7. Previous recipients of PCA funding from previous international joint calls for proposals at USyd or at U of T 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 early August 2022 until 31 July 2023.

### 3. Important Dates

| | |
|---|---|
| Applications open | 1 June 2022 |
| Applications close | 1 July 2022, 11:59pm AEDT |
| Successful applicants notified | Early August 2022 |
| Latest date for projects to start | 31 August 2022 |
| Latest date for projects to end | 31 July 2023 |
| Final reports due | 30 September 2023 |
| Update to final reports due | 31 July 2024 |

### 4. Eligible Grant Activities

4.1. Activities that **will be considered** for funding include:
- Airfares: See 4.2 for guidelines
- Other travel expenses (e.g. train, rental car);
- Costs for hosting seminars/conferences or workshops (should not exceed 50% of total budget);
- Accommodation and subsistence;
- Consumables; and
- Publications and printing costs.

4.2. All travel activities must comply with the guidelines of the respective universities.
- **USyd –** All USyd travel must comply with the Travel Policy and Procedures.
- **U of T –** All U of T travel must comply with the Travel and Other Reimbursable Expenses Policies and Guidelines

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;
- Venue hire if event held on campus (for USyd only);
- Website development;
- Salaries or salary supplementation, and honoraria;
- Scholarships for students or 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

All proposals must be submitted online and include the following elements:
- Brief narratives addressing the selection criteria: Quality & Relevance, Execution, Impact (see point 6)
- 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 includes:
  - 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 U of T that intends to formally collaborate).

## 6. Scoring and Selection Criteria

6.1. Priority is given to applications that align with the strategic research areas of both universities and address the UN Sustainable Development Goals.

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><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><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)[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.</li><li>300 word maximum</li></ul> |
| Impact | <ul><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 and address the UN Sustainable Development Goals).</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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[1] USyd 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. U of T Early Career Researchers are individuals who are within five years of their first faculty appointment. This duration excludes any period of career break

## 7. Assessment Process

Applications are received and forwarded to a respective internal review committee for review and ranking.

A Joint Committee formed by members USYD Office of Global Engagement and U of T Office of the Vice-President, International convenes for final selection, taking into account the reviews and rankings by the internal review committee, university and faculty strategic priorities, and the availability of funds. The decisions of the Joint Committee are final.

## 8. Application Submission

8.1.  All applications must be jointly submitted by a Chief Investigator from USyd and a Chief Investigator from U of T.

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

8.3.  All applications must be submitted online via the USyd Funding Schemes Site at http://sydney.edu.au/award-schemes.

8.4.  Applications can only be initiated by the Chief Investigator from USyd using their UniKey and password. Chief Investigators from U of T may only access and edit the applications after invitation from USyd Chief Investigators to be a "Member" of the application.

8.5.  All applications require the endorsement by the relevant USyd Head of School and U of T Vice Dean Research. The Chief Investigators must complete their respective Endorsement Coversheet and upload it to USyd Funding Schemes Site before final submission.

8.6.  Only complete submissions will be considered.

8.7.  Late applications will not be considered.

## 9. 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.

## 10. Change of Investigator

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

## 11. Extensions

Under exceptional circumstances if there is a need for extension Chief Investigators should approach their PCA Program Coordinators to discuss their circumstances.

## 12. Forfeiture of Grants

Grants must be spent by 31 July 2023.

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 have been awarded. Any unspent funds at the end of the funding period will be retrieved.

### 13. 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 which is available upon request from the Program Coordinators.

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.

All recipients must submit a final report using the online report pro-forma through the [Funding Schemes Site](#) by 30 September 2023. 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 USyd must complete the acquittal of awarded funds in consultations with their Finance Manager, by 30 September 2023 and provide a statement as part of their final report. An acquittal statement template is provided with the report pro-forma online which is linked to your application.

U of T recipients must submit a final report on activities, including expenses to the U of T Office of the Vice-President, International Research Officer.

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.

### 14. Marketing and Communications

Recipients may be contacted for the purposes of promoting their successful funding application and informing others of their research.

### 15. Publications

Successful applicants who are supported by the PCA are expected to submit papers with project outcomes in international journals within 18 months after the end of the project.

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 and copies or notification should be submitted to the Office of Global Engagement and Office of the Vice President International at U of T. The standard acknowledgment is "USyd–U of T Partnership Collaboration Awards".

<u>**Further Information**</u>
For further information please contact the Program Coordinators:

| The University of Sydney | University of Toronto |
|---|---|
| Matthew Louie | Kevin Rowley |
| Partnerships Officer | Research Officer |
| Office of Global Engagement | Office of the Vice-President, International |
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