

# EMINENT RESEARCH VISITOR SCHEME GUIDELINES

**CLOSING DATE: 5PM, FRIDAY 19TH AUGUST 2011**

**Submit the Application Form and Proposal by email ([ja.white@uws.edu.au](mailto:ja.white@uws.edu.au)) before the closing date.**

For the Certification/Endorsement (Items 11-13): we accept email approval, scanned or faxed copies to 4736-0905 (ext: 2905), in addition to hardcopies via mail (Jason White, Research Services, Building K1, Penrith Campus). Applicants are advised that a heavy teaching workload is not normally grounds for an extension to be granted.

## INTRODUCTION

The University seeks to foster international relationships by encouraging visits by researchers who can share their expertise and contribute to scholarly debate and research activity on campus. Such visits will build and secure long term collaborations that will support the University in achieving its research mission. The Eminent Research Visitors Scheme is designed to intensify the research capacity, international links and collaborative research activity of nationally competitive research groupings at UWS. The Scheme covers support for visits by eminent researchers from overseas for a sustained period across a designated triennium (2011/12-2014). The scheme aims to strengthen the research competitiveness and international profile of the University.

Applications for support should lead to the generation of:

- collaborations and linkages with the prospect of national competitive grants and other external research funding, particularly international opportunities, together with,
- high quality publication outputs,
- improved research training outcomes, both postdoctoral and doctoral, including potential joint arrangements for research training.

The focus of the Scheme is on supporting research groupings with demonstrable national research competitiveness. A core objective of the University is the strengthening and deepening of our research presence, particularly encouraging UWS research teams within and across Colleges.

**The expectation is that support under the Eminent Research Visitors Scheme will lead to the submission of major funding applications, particularly linkage with international funding opportunities.**

## Eminent Research Visitor

The Eminent Research Visitor must be able to help form new intellectual bridges, promote scholarly exchange of research expertise, and enable UWS researchers to discuss topics and carryout research at the forefront of knowledge in the relevant fields. Scholars must have high-level international reputations as researchers and must clearly advance the acquisition of leading edge knowledge in the fields in which UWS is seeking to maintain research excellence.

Therefore, the eminence of the proposed Research Visitor must be clearly demonstrable, as must their linkage to a high quality program of research already underway within UWS, and the ability to deepen research capacity in a nationally competitive research grouping. The Eminent Research Visitor is expected to be able to share their expertise and fundamentally contribute to the research grouping's development during periodic stays at UWS. Visitors may come for periods of different length but would normally be expected to be attached to UWS for at least 8 weeks per year for 3 years.

Applications for support under the Scheme should be strategic in intent (i.e. with further development in mind or specific return to UWS), linked to identifiable goals, and have identifiable and measurable outcomes which should be articulated.

The UWS Eminent Research Visitor will operate under the UWS Policy for Visiting and Adjunct Appointments and its specific provisions relating to Research Fellows - <http://policies.uws.edu.au/view.current.php?id=00004>. Visitors are not employed by the University nor are

they eligible to undertake paid work for the University in any capacity. Honorary appointees may, however, receive non-salary remuneration (e.g. a living allowance or allowance for work-related expenses, as appropriate). These research-only appointments are approved by the Deputy Vice Chancellor, Academic and Research.

### **Research Program for Eminent Research Visitor**

The Research Program in which the visitor will participate should be planned to include some of the following:

- work with particular researchers on a specific research project
- work on joint funding applications for new research projects
- training for staff in new or specific research methods
- workshops for postgraduate research candidates
- work on joint publications with UWS researchers
- assist with the development of new research activities or directions
- research development and enrichment programs within a College
- guest lectures in academic specialities
- staff research development, such as special seminars, especially for Early Career Researchers
- public lectures

UWS Eminent Research Visitor status under this scheme will be on the basis of on campus activity at UWS for at least 8 weeks per year for up to 3 years.

### **Eligibility**

Each application requires a set of proposers and the agreement of the proposed Eminent Research Visitor. All UWS non-casual academic staff are eligible to submit applications under the scheme but only one application per named proposer will be considered in any twelve-month period. There is a restriction of only one application per round from an academic unit. Requests for expenditure normally supported under other UWS arrangements will not be funded under this scheme. Adjunct staff are eligible to submit an application. Professional staff and Conjoint Appointments are ineligible.

### **Duration of Support**

Duration of support for the Eminent Research Visitor is for visits over a maximum period of 36 months.

### **Certification by Executive Dean**

The Executive Dean must certify that the proposed Eminent Research Visitor is an outstanding researcher who will be able to make a decisive contribution over a 3 year period to the development and success of a program of research already underway within one of UWS's nationally competitive research groupings. The Executive Dean must also certify that appropriate resources, including dedicated office and computing facilities, as well as access to photocopying and administrative support will be made available to the Eminent Research Visitor.

### **Reports**

Successful proposers will be required to submit an annual activity report to the UWS Research Committee and a final report within 3 months of funding ceasing to ascertain how collaborative links have led to major funding opportunities, scholarly outputs and research training activity.

## **OFFICE OF RESEARCH SERVICES APPLICATION ADVICE**

### **For preliminary advice contact:**

- Dr Jane Hobson ([j.hobson@uws.edu.au](mailto:j.hobson@uws.edu.au), (02) 4736 0880, Ext: 2880) or Jason White ([ja.white@uws.edu.au](mailto:ja.white@uws.edu.au), (02) 4736 0895, Ext: 2895).

### **For detailed application advice, including budgets, and grant writing support contact your area's Research Development Officer:**

- Kathleen MacDonald ([k.macdonald@uws.edu.au](mailto:k.macdonald@uws.edu.au), (02) 4736 0619, Ext: 2619)
- Jenny-Lee Heylen ([j.heylen@uws.edu.au](mailto:j.heylen@uws.edu.au), (02) 4736 0972, Ext: 2972)
- Sharon Holst ([s.holst@uws.edu.au](mailto:s.holst@uws.edu.au), (02) 4736 0281, Ext: 2281)
- Kezia Sullivan ([k.sullivan@uws.edu.au](mailto:k.sullivan@uws.edu.au), (02) 4736 0889, Ext: 2889)

## APPLICATIONS

Each application should cover a program of intensive research activity which would include discrete research project based activity, research training activity and early career researcher activity. Applicants should outline the broad aims and significance of the proposed activities, the participants in the activities proposed – including research students – and the academic excellence of the activities. Evidence of the current research of the proposers and the nominated Eminent Research Visitor must be specified, together with the specific goals, anticipated developments, and outputs in targeted areas (such as applications for external funding, joint working papers, articles for refereed journals, edited books, research student seminars etc). These should relate clearly and directly to the aims of the Scheme as set out above in this document.

Applications must also identify strategies for securing all research resources required and for achieving the stated research outcomes.

The proposed timetable for the research activities over the 36 months should be clearly set out so that the Review Panel can evaluate the feasibility of the activity and the Eminent Research Visitor's capacity to carry out the scheduled research activities within the time frame nominated.

The budget requested must be clear and well justified. The main items of funding will involve return airfares to Australia and a contribution to the living expenses of the Eminent Research Visitor. The maximum per annum allocation is \$20,000.

**TO ENSURE EQUITY FOR ALL APPLICANTS, the Application Form and Proposal must follow guidelines below.**

**Layout:** The application must be printed in 'Portrait' Orientation (not Landscape) on A4 paper.  
**Font:** The font to be used must be either minimum of 10 point Arial or 11 point Times New Roman. Entries on the application form are to be printed in **black only**.  
**Size:** Applications will consist of the Application Form (PDF) plus the Proposal (WORD) which will consist of no more than 4 additional pages, excluding a 5 page CV per proposed eminent visitor, and a 2 page CV for all UWS applicants. Applications exceeding this will not be assessed.

## ASSESSMENT

The UWS Research Committee through its assessment panels will assess applications under the *Eminent Research Visitor* Scheme. Research excellence and the value of the application to the development of research at UWS will be the primary criteria in assessment of the application.

Priority will be given to proposed research activities designed to lead to increased competitiveness in seeking major external research funding, particularly international funding through identified opportunities; developing and sustaining significant international linkages and long term collaboration; producing major high quality publication outputs, contributing to research training, both doctoral and postdoctoral.

The Review Panel's decision on funding will also be based on (a) its assessment of the excellence of the research track record of the proposed Eminent Research Visitor and the sponsoring research grouping, (b) the feasibility of the planned activity, and (c) the likelihood of success in the stated outcomes, **particularly access to research funding opportunities**.

## TIMETABLE

Applications in 2011 for funding commencing in 2011/12 should be submitted to Office of Research Services, no later than Friday, 19<sup>th</sup> August 2011.

The Pro Vice Chancellor (Research) will advise applicants of the outcome of their application in October 2011.

## **APPLICATION ADVICE**

### **APPLICATION FORM (PDF) – Main Items Only**

**To use the editable PDF application form it is recommended that you first save the form to your computer and use Adobe Acrobat Reader to enter the requested information. The PDF form allows you to save your entered information, add or delete rows in the included tables and automates budget calculations. The font to be used is at least either 10 point Arial or 11 point Times New Roman printed in black.**

#### **ITEM 1 - Applicant Information**

##### **Eligibility**

All UWS non-casual academic staff are eligible to apply under the scheme, but only one application per named researcher will be considered in any twelve-month period and applicants may not hold more than one Eminent Research Visitors Scheme grant concurrently (previous grant reports must have been received).

Requests for expenditure normally supported under other UWS arrangements will not be funded under this scheme. Adjunct staff are eligible to apply.

There is a restriction of only one application from an academic unit. Researchers should discuss with their head (Head of School, Institute or Centre Director) the strategic impact of their application.

Professional staff and Conjoint Appointments are ineligible.

#### **ITEM 3 - Summary of Budget**

This scheme does not normally support requests for research assistance.

All equipment purchased with funds from a UWS internal research grant will be located in the School/Institute/Centre of the Chief Investigator at the completion of the project and will be available for research purposes by all School/Institute/Centre staff – unique or difficult to access equipment would be expected to be available to researchers across the university

#### **ITEM 4 - Type of Activity**

There are four types of activity applicable to research and development which are recognised by the Australian Standard Research Classifications:

- **Pure Basic Research**  
Experimental and theoretical work undertaken to acquire new knowledge without looking for long term benefits other than the advancement of knowledge.
- **Strategic Basic Research**  
Experimental and theoretical work undertaken to acquire new knowledge directed into specified broad areas in the expectation of useful discoveries. It provides the broad base of knowledge necessary for the solution of recognised practical problems.
- **Applied Research**  
Original work undertaken primarily to acquire new knowledge with a specific application in view. It is undertaken either to determine possible uses for the findings of basic research or to determine new ways of achieving some specific and predetermined objectives.
- **Experimental Development**  
Is systematic work, using existing knowledge gained from research or practical experience, that is directed to producing new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produced or installed.

#### **ITEM 5 - Fields of Research (FOR) and Socio-economic Objective (SEO) Category Codes**

Select both FOR and SEO codes using the drop-down list box. FOR and SEO code numbers must be at the 6 digit detailed level "010101". Up to 3 FOR and SEO code numbers can be selected, and separately they should add up to 100%.

For your information, the Excellence in Research for Australia (ERA) 2010 ratings for UWS can be viewed at - [http://www.arc.gov.au/era/outcomes\\_2010/Institution/UWS](http://www.arc.gov.au/era/outcomes_2010/Institution/UWS). This applies to research undertaken between

1<sup>st</sup> January 2003 and 31<sup>st</sup> December 2008. The rating scale can be viewed at - <http://www.arc.gov.au/era/faq.htm#rating>.

**a) Fields of Research (FOR)** - This classification allows R&D activity to be categorised according to the field of research. In this respect, it is the methodology used in the R&D that is being considered. The categories in the classification include major fields of research investigated by national research institutions and organisations, and emerging areas of study.

**b) Socio-economic Objective (SEO)** - This classification allows R&D to be categorised according to the purpose or outcome of the R&D as perceived by the data provider (researcher). It consists of discrete economic, social, technological or scientific domains for identifying the principal purposes of the R&D. The attributes applied to the design of the SEO classification comprise a combination of processes, products, health, education and other social and environmental aspects of particular interest.

#### **CERTIFICATION/ENDORSEMENT (ITEM 11-13)**

Certification should be sought once the proposal has been completed. Proposals cannot go forward to the Committee without all signatures.

Applicants are advised that a heavy teaching workload is not normally grounds for an extension to be granted.

The Executive Dean must certify that the proposed Eminent Research Visitor is an outstanding researcher who will be able to make a decisive contribution over a 3 year period to the development and success of a program of research already underway within one of UWS's nationally competitive research groupings.

The Executive Dean must also certify that appropriate resources, including dedicated office and computing facilities, as well as access to photocopying and administrative support will be made available to the Eminent Research Visitor.

## **COMPLETING THE PROPOSAL (WORD)**

**Proposals are to be completed in MS Word (not in the PDF Application Form). The Proposals in MS Word should be no longer than 4 pages 10 point Arial or 11 point Times New Roman font printed in black, plus a 5 page CV per proposed visitor and a 2 page CV for each UWS applicant. Applications exceeding the page limit will not be assessed.**

Each proposal should cover discrete research activities. Applicants should outline the broad aims and significance of the proposed activities, the participants in the activity proposed, and the academic excellence of the activities. Evidence of the current research of the proposers and the nominated researchers, together with anticipated developments and outputs in targeted areas (such as an application for external funding - particularly international funding opportunities, joint working papers, articles for international refereed journals) must be specified. These should relate clearly and directly to the aims of the Scheme as set out above in this document. The budget request must be clear and well justified.

The proposed timetable for the research activity should be clearly set out so that the UWS Research Grant Assessment Panel can evaluate the feasibility of the activity and the applicant's ability to carry it out within the timeframe nominated.

### **Part A - Max.2 pages**

#### **Overview of Research Achievement**

Provide an overview of the research grouping's current record of research activities and achievements and how the Eminent Research Visitor will contribute to further development and success.

#### **Eminent Research Visitor**

Provide a description of the Eminent Research Visitor's current research, plus statements as to his/her contribution to the state of knowledge in the field, the excellence and innovative nature of the proposed visitor's research and the visitor's relation to research at UWS and to the University's further development, particularly the national competitive program of research already underway within the nominated UWS research grouping.

### **Part B - Max. 2 pages**

#### **Proposed Research Activity and its Context**

##### **Research activity**

Describe the proposed research activity and expected outcomes, **particularly major funding opportunities that will arise from the activity. Specify which international funding sources.**

##### **Significance**

Detail the significance of the proposed research activity and its relation to program of work in the sponsoring research grouping.

##### **Program**

Provide a plan for the proposed research activities. Provide a detailed itinerary and timetable, indicating the overall program of research involvement on campus i.e. guest lectures, workshops, research student seminars, preparation of grant applications etc.

##### **Budget**

Budget and budget justification. The Scheme will seek to fund airfares and make a substantial contribution to living expenses.

##### **Contribution by Research Grouping**

It is expected that Colleges, through their nominated research grouping, will provide the Eminent Research Visitor with a dedicated office space, computer and telephone, as well as access to office supplies and administrative support when required for the duration of their visit. Eminent Research Visitors will also have access to University facilities on a no-cost basis but may have to cover some of their expenses related to Australian travel and accommodation themselves when funding provided by UWS is insufficient to cover all these costs.

**Additional Text** - Note: this section is separate to page limits

**Curriculum Vitae**

For the Eminent Research Visitor, please attach a 5 page curriculum vitae, including major positions held; grants awarded; research experience; activities; awards, prizes, fellowships; and refereed publications over the last decade.

For each applicant, please attach:

- a) A 2 page curriculum vitae including major positions held; grants awarded; research experience; and activities.
- b) Refereed publications over the last five years.