

Office of Research Services

INTERNATIONAL RESEARCH INITIATIVES SCHEME (IRIS) GUIDELINES

CLOSING DATE 15TH MAY 2009

THESE ARE GUIDELINES ONLY.

THE **APPLICATION** CONSISTS OF:

- FORM (PDF)
- PROPOSAL (WORD). DO NOT USE PDF FORM FOR PROPOSAL SECTION.

SUBMITTING APPLICATION

SUBMIT:

- (1) ELECTRONIC COPY TO JA.WHITE@UWS.EDU.AU
- (1) HARD COPY TO
JASON WHITE,
RESEARCH SERVICES,
BUILDING K1, PENRITH CAMPUS

SIGNATURES

IT CAN BE DIFFICULT TO GET ALL SIGNATURES PRIOR TO CLOSING DATE, SIGNATURE PAGES CAN BE FAXED TO - 4736-0905 (ext: 2905).

The International Research Initiatives Scheme is designed to support research at UWS through specific initiatives that lead to a strengthening of the research competitiveness and international profile of UWS. Activities proposed for support should lead to the generation of:

- international linkages and collaborations with the prospect of international and other external research funding
- high quality peer review publication outputs that fall into the major DEEWR categories (excludes conference papers in most disciplines)

Both teams and individual researchers may submit a proposal for funding.

The major focus of the Scheme is the development and support of international linkages. A core objective within the UWS Research Plan is the strengthening of our international research presence, through targeted international links, particularly encouraging UWS research teams to access research opportunities outside Australia and bid for international research income.

The expectation is that IRIS support will lead to the submission of major funding applications, as the scheme seeks to link UWS researchers with international funding opportunities.

The International Research Initiatives Scheme is designed to encourage international links, particularly competitive international research income, collaborations and research visits. The Scheme covers support for visits by researchers from overseas, and short research visits by UWS staff to sites overseas to use major facilities for engagement in international project activity. This scheme is not designed as a substitute for academic study leave, which is supported through the UWS Professional Development Program (PDP) - <http://policies.uws.edu.au/view.current.php?id=00075>

Please note: UWS Travel Policy may impact on staff travel plans. Please check current advice issued by Office of DVC (A&E).

Initiatives to be considered for funding under the two elements of the Scheme include:

- ***International Visiting Fellows***
To foster international relationships by encouraging visits by outstanding researchers who will be able to share their expertise and contribute to specifically focused research activity during their stay at UWS. Visitors may come for periods of different length. See below for *Guidelines for Visiting Fellows*.
- ***International Research Exchange***
Support for UWS staff to travel to major international research facilities for collaborative research activity. Support for this will be limited to a maximum amount of \$20,000 per grant. Please note that UWS research support schemes do not provide funding for academic time release from teaching. Appropriate time release for research activities should be negotiated through individual workload agreements.

Proposals for support under both elements of the Scheme should be strategic in intent (i.e. with further development in mind and specific return to UWS), linked to identifiable goals, and have identifiable and measurable outcomes. This will be particularly so for applications for International Research Exchange. Researchers making applications should have a track record in seeking and securing external funding and clear plans to bid for competitive international research funding as a UWS Chief Investigator for the proposed activity.

Applicants are strongly advised to discuss their application with the Office of Research Services. You may contact Dr Jane Hobson for preliminary advice and the Research Development Officers prior to submission of an application: Jenny-Lee Heylen for Schools of: Accounting, Economics and Finance; Law, Management, Marketing, Education; Urban Research Centre; CInIS; CER; CCR; SJSC; CCPP j.heylen@uws.edu.au x2972, Sharon Holst for Schools of: Communication Arts, Social Sciences, Humanities and Languages, Psychology, Nursing, Medicine; CompleMed; MARCS s.holst@uws.edu.au x2281, Kezia Sullivan for Schools of: Biomedical and Health Sciences, Computing and Mathematics, Engineering, Natural Sciences; PAFS k.sullivan@uws.edu.au x2889.

The Scheme operates on the basis of some level of matching support from the host:

1. University Research Centre
2. University Research Group
3. School
4. College

Such matching funding must include a new cash contribution for specific activity needs to support the planned international research activity. Detailing in-kind contributions may be important in demonstrating the infrastructure available to support the planned activity, but the level of new cash and its integration within the overall budget will be carefully examined by the Grant Assessment Panel.

Eligibility

All UWS non-casual academic staff are eligible to apply under the scheme but generally only one application per named researcher will be considered in any twelve-month period and applicants may not hold more than one IRIS 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. While there isn't a restriction on the number of applications from one academic unit, researchers should discuss with either HoS/Director the strategic impact of their application.

Duration of Support

Duration of support is for any period up to 12 months.

Certification by Head of Academic Unit

Chairs of Schools or Directors of University Research Centres must certify that the proposed research activity will benefit UWS and that the application does not seek funding for research activities already supported by other funding sources. Members of University Research Groups should seek the endorsement of their Head of School.

When endorsing applications, Centre Directors/Heads of Schools should consider the relative strategic value of the application(s) to the academic unit given the competitive nature of these grants.

Certification of matching funding

The level of matching funding being provided to support the costs of the proposed activity, if the application is successful, must also be certified by the appropriate person who has delegation over the funding source. IRIS requires a new cash commitment from the host Academic Unit/s.

Reports

Successful applicants will be required to submit to the UWS Research Committee an activity report within 1 month of funding ceasing. **As international developments may have a lengthy developmental phase, a follow up report will be sought 12 months after funding ceases to ascertain how collaborative links have led to major funding opportunities, scholarly outputs and research training activity.**

PROPOSALS (WORD)

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.

The Proposals in MS Word should be no longer than 3 pages 10 point Arial or 11 point Times New Roman font printed in black, plus a 2 page CV per proposed visitor, and for all UWS applicants. Applications exceeding the page limit will not be assessed.

APPLICATION ADVICE

FORM (PDF)	
<i>Item 4</i>	Summary of Financial Support Requested: Financial support requested under the International Research Initiatives Scheme & detail of matching financial contributions from College, School, Centre, Group etc. All equipment purchased with funds from a UWS internal research grant will be located in the School/Centre of the Chief Investigator at the completion of the project and will be available for research purposes by all School/Centre staff. Note: the new cash contribution from the UWS host unit must be carefully delineated.
<i>Item 8</i>	Ethics: If project requires ethical or biosafety approval, select from the drop-down menu which from the following: <ul style="list-style-type: none"> • The use of animals? • The use of human participants? • The in vitro production of recombinant DNA molecules? • Potentially hazardous procedures and situations? • The use and disposal of potent teratogens or carcinogens? • The use of ionising radiation? • Other matter of a hazardous nature – please specify
<i>Items 12, 13, 14</i>	Certification should be sought once proposal has been completed. Proposals cannot go forward to the Committee without all signatures.

PROPOSAL (WORD)	
Part A - Max.1 page	Overview of Research Achievement of Individual/Unit
	Provide an overview of the individual and/or Unit's current record of international research activities and achievements and how the Visiting Fellow or Research Exchange will contribute to further development and success. Indicate external competitive grants success and any international funding applications submitted or pending.
	For proposals seeking funding for International Visiting Fellow(s), provide a description of the 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 Fellow's research and the Fellow's relation to research at UWS and to the University's further development. See Section F for UWS guidelines on International Visiting Fellows.

Part B - Max. 2 pages	Proposed Research Activity and its Context
Research activity	Provide description of the proposed research activity and

	expected outcomes, particularly major funding opportunities that will arise from the activity. Specify which international funding sources will be targeted.
Significance	Detail significance of proposed research activity and its relation to work in the sponsoring unit, or the work of the individual researcher. Outline how the activities address a UWS Research Theme (see Item 9 of form) if relevant. In essence: Why should UWS fund this activity?
Program	Provide plan of activities for the proposed research activity. For either International Visiting Fellows or Research Exchange of a UWS staff member provide a detailed itinerary and timetable, indicating the overall program of research involvement on campus i.e. guest lectures, workshops, preparation of grant applications etc. The Assessment Panel will mark down any vagueness of intent or collaboration.
Budget and Budget Justification	Indicate the level of matching support to be provided by the College/School or Centre/Group. Units providing matching funds should indicate briefly which aspect/s of the program/proposal these funds may be used to support. This is the new cash being provided as part of the overall budget.
Contribution by College /School /Centre/ Group	It is expected that Schools / Centres / Groups will provide International Visiting Fellows with office space and access to a computer, telephone, and office supplies for the duration of their visit. This is in addition to the matching cash funding required under the scheme guidelines. Fellows will also have access to University facilities on a no-cost basis but may have to cover some of their expenses related to travel and accommodation themselves when funding provided by UWS is insufficient to cover all these costs.
Additional Text: CV	<p>For International Visiting Fellow or UWS staff member seeking support for International Research Exchange.</p> <p>Please attach a two page curriculum vitae, including major positions held; grants awarded; research experience; activities; and refereed publications over the last three years including current year.</p> <p>For all UWS applicants/proposers, please attach a two page curriculum vitae, including major positions held; grants awarded; research experience; activities; and refereed publications over the last three years.</p>
Additional Text: Letter of Invitation	For proposals seeking funding for International Research Exchange please include invitation from the institution – where practical this would be a formal invitation from the institution.

	The Assessment Panel is looking for clearly articulated collaborative activity that will provide institutional benefit to UWS and the collaborating institution/s.
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ASSESSMENT

The UWS Research Committee assesses applications through its Research Grant Assessment panels. All panel deliberations are fully minuted and form part of the official records of the University. Recommendations of the panels are approved for funding by the PVC (Research) and the DVC (A&E). Research excellence and the value of the proposal to the development of research at UWS will be the primary criteria in assessment of the proposal.

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, particularly through the recruitment of International Higher Degree Research Students and access to further international funding opportunities; and the development of high quality publication outcomes, particularly with tier ranked journals and major academic publishers.

Priority will be given to applications requesting a visitor to collaborate on campus with several researchers or the members of a research centre or group. Priority will also be given to researchers engaged in planning a major collaboration that links into European Union research funding opportunities.

The Committee's decision on funding will also be based on (a) its assessment of the research track record of the sponsoring Centre, Group or individual in relation to opportunities, (b) the feasibility of the planned activity, and (c) the likelihood of success in the stated outcomes, **particularly access to research funding opportunities outside Australia.**

TIMETABLE

Applications in 2009 (first round) for funding in 2009/2010 should be submitted to the Office of Research Services, no later than 5pm, Friday 15th May 2009.

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

GUIDELINES FOR VISITING INTERNATIONAL FELLOWS

As part of its mission 'to conduct research that leads to the creation of new knowledge that enriches teaching, and which leads, through selected concentrations, to outcomes of relevance and importance locally, nationally and internationally', the University of Western Sydney will provide Visiting Fellowship opportunities for highly productive and esteemed researchers from overseas institutions who are making a distinctive contribution to their field of inquiry **and link with research activity at UWS that supports aims articulated in the Research Plan.**¹ The University wishes to foster international relationships by encouraging visits by researchers who will be able to share their expertise and contribute to scholarly debate on campus. Such visits will help to build and secure long term collaborations that will support the University in achieving its research mission.

The aim of the Visiting Fellow program at UWS is to bring about visits by distinguished academics who will help form new intellectual bridges, promote scholarly exchange of research expertise, and enable UWS researchers to discuss topics at the forefront of knowledge in the relevant fields. Scholars must have high level international reputations as

¹ Research at UWS brings knowledge to life through its interdisciplinary focus, collaborative orientation, responsiveness to the contemporary social, economic and environmental challenges in GWS and beyond. UWS research speaks to the development of urban and rural regions, the new economy, arts and cultural life, and professional practice. *UWS Research Plan*, p. 3.

researchers and must clearly advance the acquisition of leading edge knowledge in the fields in which UWS is seeking to establish or maintain research excellence.

Visiting Research Fellows 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>

Eligibility of Fellows

Fellows invited to participate in this scheme must be active and excellent researchers, as exemplified by their recent scholarly publications, grant application success, and research project completions.

Priority may be given to scholars from institutions overseas with which UWS has formal exchange agreements.

Research-only appointments are approved by the Deputy Vice Chancellor, Academic and Enterprise.

Research Program

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

- work with particular academics on a particular research project
- work on joint funding applications for new research projects
- training for staff in new or specific research methods
- workshops for higher degree research candidates
- work on joint publications with UWS researchers
- assistance 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

Visiting International Fellow status is not limited to a specific period of time but it is expected that all visitors funded under the IRIS scheme will agree to spend at least **three** weeks based at one of the UWS campuses.

Proposals for longer stays will be considered, provided the Fellow is based at UWS. Up to \$20,000 will be made available for such stays to enable UWS to attract notable scholars.

Grants will be provided to the Fellow to assist with travel, accommodation and out-of-pocket expenses. From time to time distinguished visitors may wish to pursue collaborative research or advanced study outside the University, and it may be the case that the Fellow spends some of his/her time at UWS and some time at another institution, so that costs can be shared. In exceptional circumstances, the Fellow may only be able to spend less than three weeks based on one of the UWS campuses. In such instances, a maximum of \$3,500 is available under the International Research Initiatives Scheme.