

INTERNATIONAL RESEARCH INITIATIVES SCHEME (IRIS) GUIDELINES

CLOSING DATE: 5PM, FRIDAY 9TH SEPTEMBER 2011

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

For the Certification/Endorsement (Items 15-19): 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 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 DIISR 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 Framework 2009-2013 is increasing overall external research income and strengthening its international component through targeted international links, particularly encouraging UWS research teams to access research opportunities outside Australia and bid for international research grants.

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 or 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). **As a consequence, applicants cannot hold an IRIS while on PDP.**

Please note: UWS Travel Policy may impact on staff travel plans. Please check current advice issued by Office of the Deputy Vice-Chancellor (Academic and Research).

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 following IRIS support.

OFFICE OF RESEARCH SERVICES APPLICATION ADVICE

For preliminary advice contact:

- Dr Jane Hobson (j.hobson@uws.edu.au, (02) 4736 0880, Ext: 2880) or Jason White (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, (02) 4736 0619, Ext: 2619)
 - Jenny-Lee Heylen (j.heylen@uws.edu.au, (02) 4736 0972, Ext: 2972)
 - Sharon Holst (s.holst@uws.edu.au, (02) 4736 0281, Ext: 2281)
- Kezia Sullivan (k.sullivan@uws.edu.au, (02) 4736 0889, Ext: 2889)

ELIGIBILITY

1. Only one application per Chief Investigator will be considered per funding round and generally only one will be considered in any twelve-month period, and all due final reports must have been completed.
2. All non-casual Academic staff employed at 0.5 or above are eligible to apply. Staff on contract must demonstrate capacity to complete within the time of their existing contract. Postdoctoral fellows must have the support of their supervisors. Adjunct appointees are eligible to apply in tandem with tenured or contract staff.
3. **Professional staff, Conjoint Appointments and staff undertaking the Professional Development Program (PDP) are ineligible to apply.**
4. Requests for expenditure normally supported under other UWS arrangements will not be funded under this scheme.
5. While there isn't a restriction on the number of applications from one academic unit, researchers should discuss with either their Head of School or Centre Director the strategic impact of their application.

MATCHING FUNDING REQUIREMENT

The Scheme operates on the basis of some level of matching support from the host University Research Institute, University Research Centre, University Research Group, School or 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.

Duration of Support

Duration of support is for any period up to 12 months. CIs must all certify that all necessary arrangements, equipment and other resources are available and in that period.

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.**

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&R).

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 ERA ranked journals or 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 institute, 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 Institute, Centre or Group and 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

There will be two calls for applications each year.

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 3 additional pages, excluding a 2 page CV per proposed visitor, and for all UWS applicants plus a Letter of Invitation. Applications exceeding this will not be assessed.

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. 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 reputation as 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 Research.

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.

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 non-casual academic staff employed at 0.5 or above are eligible to apply. Staff on contract must demonstrate capacity to complete within the time of their existing contract. Postdoctoral fellows must have the support of their supervisors. Adjunct appointees are eligible to apply in tandem with tenured or contract staff.

Professional staff, Conjoint Appointments and staff undertaking the Professional Development Program (PDP) are ineligible to apply.

Only one application per Chief Investigator will be considered per funding round and generally only one will be considered in any twelve-month period, and all due final reports must have been completed. Requests for expenditure normally supported under other UWS arrangements will not be funded under this scheme.

While there isn't a restriction on the number of applications from one academic unit, researchers should discuss with their Head of School, Institute Director or Centre Director the strategic impact of their application.

ITEM 4 - Summary of Budget

Financial support requested under the International Research Initiatives Scheme and detail of matching financial contributions from College, School, Institute, Centre or Group. 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.

Note: the new cash contribution from the UWS host unit must be carefully delineated.

ITEM 5 - 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 6 - 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. This applies to research undertaken between 1 January 2003 and 31 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 15-19)

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.

Head of Schools and Directors of University Research Institutes/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.

When endorsing applications, Head of Schools and Institute/Centre Directors 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.

COMPLETING PROPOSAL (WORD)

Proposals are to be completed in MS Word (not the PDF Application Form). 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.

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.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 page 3 of this document for UWS guidelines on approval processes, obligations and entitlements for 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 grant 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.

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, Institute, Centre or 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, Institute, Centre or Group

It is expected that College, School, Institute, Centre or Group 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 - Note: this section is separate to page limits**Curriculum Vitae**

For each International Visiting Fellow and UWS staff member seeking support for International Research Exchange, 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.

Letter of Invitation

For proposals seeking funding for International Research Exchange, please include invitation from the institution – normally 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.