**Application for funding for a joint initiative in education or research between the University of Padua and Monash University (2023 seed fund scheme)**

This document is a copy of the questions in the [online application form](https://docs.google.com/forms/d/e/1FAIpQLSeUxLcQPA5NIzUedM22A7wBl00jzr7y17lPMdp3J2QqRxpNAg/viewform) to assist you to prepare your application with the other applicants for your project. **Applications will only be accepted via the online form.**

Fields marked with an asterisk (\*) are required.

**Section 1**

*A single application should be submitted (i.e., one of the main applicants, either from UNIPD or from Monash, should submit the application) through this online Google form by 5pm 30 November 2022, in the time zone of the applicant.*

*To assist you to prepare your application with the other applicants for your project, you can download a Word document copy of the questions in this online Google form via the UNIPD website and the Monash staff intranet (links below). NB: Applications will only be accepted via this online Google form.*

*Please refer to the Call for Proposals document for full details, available on the UNIPD website (*[*https://www.unipd.it/partenariato-strategico-monash-university*](https://www.unipd.it/partenariato-strategico-monash-university) *) and the Monash staff intranet (*[*https://www.intranet.monash/global-engagement/international-agreements/partnership-with-university-of-padova,-italy*](https://www.intranet.monash/global-engagement/international-agreements/partnership-with-university-of-padova,-italy) *).*

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**Section 2**

**Applicant details**

*A project must be carried out by at least two applicants, one from each institution. It is strongly recommended that each institution include more than one applicant.*

*At UNIPD, the main applicant must be a member of the academic staff (professors, researchers, etc.). Additional applicants can include PhD students, facilitators, language experts.*

*At Monash, the main applicant must be a permanent or fixed-term academic staff member (where the end date of the fixed-term contract does not fall during the project implementation period). Additional applicants can include professional staff and PhD students.*

**Project lead for the University of Padua**

*At UNIPD, the main applicant must be a member of the academic staff (professors, researchers, etc.).*

Full name\*

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Position title\*

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Department name\*

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Email address\*

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**Project lead for Monash University**

*At Monash, the main applicant must be a permanent or fixed-term academic staff member (where the end date of the fixed-term contract does not fall during the project implementation period).*

Full name\*

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Position title\*

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School name (if not applicable, please indicate name of organising unit)\*

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Email address\*

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**Other applicants**

*It is strongly recommended that each institution include more than one applicant.*

*At UNIPD, additional applicants can include PhD students, facilitators, language experts.*

*At Monash, additional applicants can include professional staff and PhD students.*

Institution

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Full name

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Position title

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Department name (UNIPD) / School name (Monash) (if not applicable, please indicate name of organising unit)

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Email address

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Position title

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Department name (UNIPD) / School name (Monash) (if not applicable, please indicate name of organising unit)

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Email address

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**If you have more than two applicants per institution, please add their details here** (i.e., institution; full name; position title; department name (UNIPD) / school name (Monash) (or name of organising unit); email address)

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**Section 3**

**Project type and title**

Initiative type\*

* Collaborative Online International Learning (COIL) project
* Joint master’s and/or doctoral training workshop
* Collaborative research project

Project title\*

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Layperson abstract of the proposed project (up to 300 words for publication on the web)\*

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**Section 4**

**Project details**

Describe your project including its aim\*

In your description, please also address the following criteria:

- alignment with the internationalisation goals of UNIPD and Monash;

- clear collaborative effort between staff at UNIPD and Monash; and

- strategic merit and alignment with the education or research priorities at UNIPD and Monash, and potential to deliver benefit to both institutions.

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Outline how you will implement your project including the timeline (nb. projects must be concluded and funding must be spent by December 2023)\*

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Will you leverage the Monash University Prato Centre? (yes/no) If yes, how?\*

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Will you engage with any industry partners? (yes/no) If yes, which partners and how?\*

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What impact do you expect your project will have?\*

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How will you share the outcomes of your project?\*

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What are the short term and long term prospects of your project in terms of expected results and funding opportunities for future collaborative activity?\* In your response, please also consider the sustainability and possible scalability of your project.

\*For research projects, priority will be given to projects that include the preparation of an application for external funding for further collaborative activity.

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Upload here any images or charts needed to complete the project description (in a single pdf file)

**Section 5**

**Budget**

*Up to AUD$4,000, for expenses incurred by Monash, and up to EUR€2,500, for expenses incurred by UNIPD. Projects must be concluded and funding must be spent by December 2023.*

Outline the budget for your project, indicating specific items and costs per institution - please provide this information in a table or spreadsheet.\*



**Section 6**

**Supporting documentation**

*The statements of endorsement can be in the form of either email or letter (uploaded as pdf files via this online application form).*

Statement of endorsement from the UNIPD Dean of the Department\*

The statement must also confirm the following:

*The Department agrees to provide necessary facilities and confirms that the project would not entail a significant increase in the use of any University services; that any health and safety and ethical requirements have been considered; and that any relevant approvals will be sought before the project begins.*



Statement of endorsement from the Monash Head of School (or other organising unit, if School is not applicable)\*

The statement must also confirm the following:

*The School agrees to provide necessary facilities and confirms that the project would not entail a significant increase in the use of any University services; that any health and safety and ethical requirements have been considered; and that any relevant approvals will be sought before the project begins.*



For Monash applications for initiative 1 (COIL projects), a statement of endorsement from the Associate Dean (Education or International, as relevant) and the unit Chief Examiner (for COIL embedded within an existing unit where the applicant is not the Chief Examiner). This can be either a jointly signed statement or separate statements (combined into a single pdf file for uploading with this form).



Short Curriculum Vitae of UNIPD main applicant\*



Short Curriculum Vitae of Monash main applicant\*



Short Curriculum Vitae of other applicants *(if you have more than one other applicant, please combine each of their CVs into a single pdf file)*.



**Section 7**

**Declarations**

*On behalf of all the project applicants, the applicant submitting the application confirms the following understandings and undertakings about Ethics, health and safety requirements, Intellectual property, and Reporting.*

**Ethics, health and safety requirements:** Where required, ethics, health and safety approvals do not need to be applied for until funding has been awarded but must be obtained before the project can begin. Please note that it is the applicants' responsibility to ensure the relevant application(s) is submitted and approved before the project begins.\*

* Yes

**Intellectual property:** All intellectual property developed in connection with this Call for Proposals will be jointly owned by the University of Padua and Monash University as tenants in common and all parties will take any necessary steps to give effect to this ownership (including by assigning any intellectual property rights). All parties agree and consent to the University of Padua and Monash University each using, reproducing, adapting and modifying the intellectual property for internal, non-commercial research and teaching purposes, and will endeavour to publish any publications in relation to any project and intellectual property together. The University of Padua and Monash University may enter into a separate agreement for the commercialisation of any jointly-owned intellectual property on a case-by-case basis.\*

* Yes

**Reporting:** Funding recipients will be required to submit a final report by 29 February 2024, using the report template provided, which will be reviewed by the Selection Committee.\*

* Yes

*A copy of your responses will be emailed to the address that you provided.*