**Application for funding for a joint initiative in education or research between the University of Padua and Monash University (2025 fund scheme)**

***Applications close:*** *5pm CET Monday 16 December 2024*

*Please complete the form below and upload it as a pdf file* ***via the*** [***online form***](https://docs.google.com/forms/d/e/1FAIpQLScYVpSgVORUewTwfk2ca2zHaptI3S_d6yKopHSqu-gGibHdTg/viewform?usp=sf_link)***.*** *A single jointly prepared application per project should be uploaded by one of the applicants, either from UNIPD or from Monash.*

*Refer to the Call for Proposals and Guidelines document, available on the* [*UNIPD website*](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)*.*

[**1. Applicant details**](#_heading=h.r9d339bnml81)

[**2. Project details**](#_heading=h.o1bw51db2pmo)

[**3. Funding request**](#_heading=h.4ddgx5dhrwux)

[**4. Supporting documentation**](#_heading=h.uck5ov50778n)

[**5. Declaration by project leads**](#_heading=h.ebw5ap7v9t1e)

| 1. **Applicant details** | | |
| --- | --- | --- |
| **Project leads:** | **University of Padua** | **Monash University** |
| **Full name** |  |  |
| **Position title** |  |  |
| **Department/School[[1]](#footnote-0)** | Department of [insert name] | School of [insert name] |
| **Email address** |  |  |
| **Additional applicants[[2]](#footnote-1):** | **University of Padua** | **Monash University** |
| **Full name** |  |  |
| **Position title** |  |  |
| **Department/School\*** | Department of [insert name] | School of [insert name] |
| **Email address** |  |  |

| 1. **Project details**   *When describing your proposed project, please ensure you address the* ***evaluation criteria*** *(see Call for Proposals and Guidelines) and also bear in mind that members of the joint selection committee may not be academics in your discipline area.* | |
| --- | --- |
| **Grant type** | 🮕 Seed  🮕 Grow |
| **Initiative type** | 🮕 Collaborative Online International Learning (COIL)  🮕 Joint master’s and/or doctoral training  🮕 Collaborative research |
| **Project title** |  |
| **Layperson abstract of the proposed project** (up to 300 words) |  |
| **Project description** (including aims and expected outcomes, outputs and impact) |  |
| **Project implementation plan** (including timeline) |  |
| **Project team composition and management** |  |
| **Will you utilise the Monash Prato Centre?** (*yes/no - if yes, how*) |  |
| **Will you involve any industry partners?** (*yes/no - if yes, who and how*) |  |
| **How will you share the outcomes of your project?** |  |

| 1. **Funding request** *The budget for selected projects will be fully administered by UNIPD and will be transferred to the UNIPD department of the project lead.* | |
| --- | --- |
| **Items[[3]](#footnote-2)**  *(Example: Return airfare Rome - Melbourne)* | **University of Padua**  **(EUR€)** |
|  |  |
| **Total amount requested** |  |
| **Please indicate any co-funding[[4]](#footnote-3)** |  |

| 1. **Supporting documentation**   *To be merged into your single pdf file application. Statements of endorsement should be pdf files of an email or letter addressed to the ‘UNIPD-Monash Joint Selection Committee’.* |
| --- |
| * Statement of endorsement from the UNIPD Dean of the Department including the following points:   *The Department confirms that:*   * + *it supports the proposed collaborative project between the University of Padua and Monash University agrees to provide the necessary facilities for it;*   + *the project would not entail a significant increase in the use of any University services;*   + *any health and safety, and ethical, requirements have been considered, and any relevant approvals would be sought before the project begins; and*   + *the applicant has the time and capacity to undertake and manage the proposed project for the funding term.*   *The department also confirms its readiness for administrative and accounting management of the project.* |
| * Statement of endorsement from the Monash Head of School (or other organising unit, if School is not applicable) including the following points:   *The School confirms that:*   * + *it supports the proposed collaborative project between the University of Padua and Monash University agrees to provide the necessary facilities for it;*   + *the project would not entail a significant increase in the use of any University services;*   + *any health and safety, and ethical, requirements have been considered, and any relevant approvals would be sought before the project begins; and*   + *the applicant has the time and capacity to undertake and manage the proposed project for the funding term.* |
| * For Monash applications for initiative 1 (COIL projects), statements of endorsement (either a joint statement or separate statements) from:   + Unit Chief Examiner (for COIL embedded within an existing unit where the applicant is not the Chief Examiner); and   + Deputy/Associate Dean (Education or International, as relevant). |
| * Curriculum Vitae of each applicant (maximum 4 pages per applicant)   *Your CVs should address the evaluation criteria of ‘Excellence and impact’ (see Call for Proposals and Guidelines).* |

| 1. **Declaration by project leads**   *Signatures can be wet or digital.* | |
| --- | --- |
| On behalf of all the applicants, we confirm the following understandings and undertakings:  **Research conduct, and ethics, health and safety approvals, requirements:** Applicants must comply with UNIPD’s [Codice Etico](https://www.unipd.it/codice-etico) and [Codice di integrità della ricerca](https://www.unipd.it/sites/unipd.it/files/2023/CodiceIntegrita%CC%80Ricerca_ITA.pdf) and with the [Monash Responsible Conduct of Research Policy](https://publicpolicydms.monash.edu/Monash/documents/1935828) and in particular apply the principles set out in clause 1.2 regarding the [Ethical Conduct in Research with Aboriginal and Torres Strait Islander People and Communities: Guidelines for Researchers and Stakeholders](https://www.nhmrc.gov.au/about-us/resources/ethical-conduct-research-aboriginal-and-torres-strait-islander-peoples-and-communities).  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. It is the responsibility of the project leads to ensure the relevant application(s) is submitted and approved before the project begins.  **Intellectual property:** Applicants should discuss any intellectual property matters with the relevant office.  **Reporting:** Funding recipients will be required to submit a mid-year progress report by 31 July 2025 and a final report by 28 February 2026, which will be reviewed by the Selection Committee. Report templates will be provided. If requested, you will be expected to present the outcomes of your project at events organised by the University of Padua and Monash University following the completion of your project. We may contact you for up to four years after the completion of your project in order to gauge the longer-term impact of the funding. Successful applicants may be invited to assist with the evaluation of future funding applications. | |
| Signature: | Signature: |
| [insert full name of project lead] | [insert full name of project lead] |
| University of Padua | Monash University |

1. For Monash applicants, if a School is not applicable, please indicate your organising unit. [↑](#footnote-ref-0)
2. If you have more than one additional participant, please add further rows to the table. [↑](#footnote-ref-1)
3. One item per row - insert more rows if required. [↑](#footnote-ref-2)
4. Co-funding of projects by Department/School, or external bodies, is welcomed. [↑](#footnote-ref-3)