



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA



MONASH  
University

## Call for proposals for joint initiatives in education and research

### between the University of Padua and Monash University (2024 mixed fund scheme)

1. Objective and background	1
2. Eligible initiatives	1
3. Funding	2
4. Applicant eligibility requirements	4
5. Application process	5
6. Evaluation criteria	5
7. Research conduct, and ethics, health and safety approvals, requirements	7
8. Intellectual property	7
9. Reporting	7
10. Contacts	7

## 1. Objective and background

This is the third fund scheme for joint initiatives in education and research between the University of Padua (UNIPD) and Monash University (Monash). For the first time, the 2024 Call offers a mixed fund scheme including both 'Seed' and 'Grow' grants, with the aims of supporting the establishment of new, and the expansion of existing, collaborations between the two institutions especially in global challenge areas, contributing to the academic and professional development of students and setting the groundwork for self-supporting, sustainable collaboration programs.

Monash and UNIPD formalised their collaboration in 2018 with a memorandum of understanding. In each of 2022 and 2023, a seed fund scheme was run, awarding funding to 10 and 11 projects respectively. Other collaborative activities include a student exchange agreement, with an initial focus on food science programs, and reciprocal delegation visits in Padua and at Monash's Prato campus.

## 2. Eligible initiatives

The following initiatives are eligible for funding:

Initiative	Description	Timeframe
1. Collaborative Online International Learning (COIL)	<ul style="list-style-type: none"> <li>Digital collaborations between academics, who co-develop and co-teach meaningful experiences that bring students together to develop intercultural competence and global connections.</li> <li>COIL projects can be either embedded in</li> </ul>	The grant can be used to design the curriculum and materials in 2024 for delivery in 2024-25.



Initiative	Description	Timeframe
	<p>existing curricula or designed as new standalone offerings, and may include challenge-based interdisciplinary projects.</p> <ul style="list-style-type: none"> <li>Target: undergraduate or master's coursework students</li> </ul>	<p>Any funding required for delivery in 2025 would need to be sourced separately (e.g., from the relevant Faculty or Department).</p>
2. Joint master's and/or doctoral training	<ul style="list-style-type: none"> <li>Short, high-quality intensive workshops or coursework/professional development programs (in person, online or hybrid).</li> <li>These programs should offer an interdisciplinary angle, involving experts from both universities, to contribute to the professional and research development of master's and/or doctoral students from both institutions.</li> </ul>	<p>To be designed and delivered/implemented by end-2024.</p>
3. Collaborative research	<ul style="list-style-type: none"> <li>Projects that set the groundwork for self-supporting, sustainable collaboration programs (e.g., attracting external funding for further research).</li> <li>Projects must be clearly defined in scope, timing and the expected results and should focus on topics that will benefit the research activity of both institutions (e.g., global challenges).</li> <li>Some of the funds may be used for the organisation of joint symposia, seminars or workshops.</li> <li>This can include the development of a proposal for collaborative research training activities to support research-focused PhD exchanges between the two universities.</li> </ul>	<p>To be designed and delivered/implemented by end-2024.</p>

All academic fields covered jointly by UNIPD and Monash are eligible, and interdisciplinary projects are encouraged, provided the resulting project is beneficial for both universities.

### 3. Funding

The following two types of grant are available:



Grant type	Funding amount		Purpose	Number of grants available <sup>1</sup>
	Monash	UNIPD		
<b>Seed</b>	Up to AUD\$5,000	Up to EUR€3,000	To establish a new or build an early-stage collaboration  Proposed projects must be entirely new and not a continuation, or further edition, of existing initiatives	4-5
<b>Grow</b>	Up to AUD\$10,000	Up to EUR€6,000	To expand an existing collaboration  Proposals must clearly articulate a pathway to a self-supporting, sustainable collaboration program after the Grow funding concludes	7-8

Applicants may apply for both types of grant with different proposals but not more than one of each type (e.g., applicants may apply for both a Seed and a Grow grant but not two Seed grants). Applicants can be awarded no more than one grant in total under this scheme.

Projects must be concluded and funding must be spent by December 2024. For COIL projects, the funding can be used to design the curriculum and materials in 2024 for delivery in 2024-25. Any funding required for delivery in 2025 would need to be sourced separately, e.g., from the relevant Faculty or Department.

Applicants are required to specify in their proposal how they intend to distribute the budget between the two institutions (budget share per institution). Monash funding is intended for expenses incurred by Monash, and UNIPD funding is intended for expenses incurred by UNIPD. Co-funding of projects by the Faculty/Department/School/Centre, or external bodies, is welcomed. The Selection Committee reserves the right to allocate less funding than the amount requested.

The funding is intended to contribute to the reasonable direct expenses of the proposed collaborative activities - see the table below for examples of eligible and ineligible expenses:

Eligible expenses (examples only)	Ineligible expenses (examples only)
<ul style="list-style-type: none"> <li>costs linked to organisation of joint meetings and workshops</li> <li>cost of developing shared online resources, e.g., video editing</li> </ul>	<ul style="list-style-type: none"> <li>infrastructure and equipment purchases</li> <li>external partner expenses unless justified</li> </ul>

<sup>1</sup> UNIPD and Monash reserve the right to award a lower or higher number of any one type of grant based on the quality of applications received.



Eligible expenses (examples only)	Ineligible expenses (examples only)
<ul style="list-style-type: none"> <li>• software purchases</li> <li>• consumables needed for the implementation of the project</li> <li>• temporary administrative/technical support, e.g., of students or education developers/technologists, tutors and facilitators for COIL projects</li> <li>• travel, accommodation and meal costs<sup>2</sup></li> <li>• publication/dissemination of results</li> </ul>	<ul style="list-style-type: none"> <li>• salaries and honoraria</li> <li>• conference registration fees</li> <li>• costs already incurred prior to submission of the proposal</li> </ul>

Funding will be provided in a single instalment as follows:

<b>For UNIPD</b>	<ul style="list-style-type: none"> <li>• The funding will be made available in full to the relevant School/Department in January 2024.</li> <li>• The relevant School/Department will be responsible for the administrative and accounting management of the funds.</li> </ul>
<b>For Monash</b>	<ul style="list-style-type: none"> <li>• Faculties will need to provide a cost centre and Strategic Initiatives (SI) fund number to enable the funds to be transferred to the Faculty in 2024.</li> <li>• Faculty or School finance managers will be responsible for the administration and accounting management of the funds.</li> </ul>

#### 4. Applicant eligibility requirements

General	
<ul style="list-style-type: none"> <li>• A project must be carried out by at least two applicants, one from each institution, who will work together to build a joint proposal. It is strongly recommended that each institution include more than one applicant.</li> <li>• Recipients of a grant under the earlier seed fund schemes are eligible to apply for a Grow grant but not another Seed grant.</li> <li>• Unsuccessful applicants under the earlier seed fund schemes are eligible to apply.</li> </ul>	
UNIPD	Monash
<ul style="list-style-type: none"> <li>• The main applicant must be a member of the academic staff (professors, researchers, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• The main applicant must be a continuing or fixed-term academic staff member (where the end date of the</li> </ul>

<sup>2</sup>Travel, accommodation and meal costs should be allocated to the project budget of the traveller's home institution where possible. In the event that travel is not possible, successful applicants should discuss with their respective institutional contact an alternative usage of any funds marked for travel expenses.



- Additional applicants can include PhD students, facilitators, language experts.

- fixed-term contract does not fall during the project implementation period).
- Additional applicants can include professional staff and PhD students.

## 5. Application process

A single application form should be submitted via the [online form](#) available on the [UNIPD website](#) and the [Monash intranet](#), **by 5pm CET 30 November 2023**.

Each application must include a:

- Project plan including:
  - aims and expected outcomes;
  - how the project will be implemented and corresponding timeline; and
  - funding request, indicating the specific amounts for every cost item for each institution (in a table format).
- Short Curriculum Vitae of each applicant (max. 4 pages per applicant);
- Statements of endorsement from each of the Dean of the Department (UNIPD) and the Head of School (Monash) (as a pdf file of an email or letter). These statements must also confirm the following:
 

*That the Department/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 unit Chief Examiner (for COIL embedded within an existing unit) and the Associate Dean (Education or International, as relevant), as a pdf file of an email or letter.

Applicants will be informed via email of the outcome of their application by 20 December 2023, and the selected projects will also be published on the [UNIPD website](#) and [Monash intranet](#).

## 6. Evaluation criteria

Applications will be evaluated by a joint Selection Committee (consisting of three members for UNIPD and three members for Monash) according to the criteria and weighting set out in the table below. The selection will also take into consideration the initiative type, the subject area, and the grant type (i.e., Seed and Grow), to fund the widest possible range of activities.



Criteria	Considerations	Weighting
Excellence and impact	<ul style="list-style-type: none"> <li>● The applicants' demonstrated scholarship, academic performance and interdisciplinary capability relevant to the project</li> <li>● The applicants' demonstrated success in generating high quality research outcomes and sectoral or societal impact relative to the grant type being applied for (i.e., greater evidence of impact is required for Grow grants)</li> </ul> <p><i>Exceptional applicants will be recognised as having an established scholarly and impact track record and of being competitive in securing external funding relative to opportunity</i></p>	30%
Project proposal	<ul style="list-style-type: none"> <li>● Clear details on the project plan, including strategic opportunity, budget, engagement activities, partners, assumptions and risks, translational outputs, expected outcomes, and potential impacts at sectoral and/or societal levels</li> <li>● Alignment with the international and education/research priorities of UNIPD and Monash</li> <li>● Leverage of Monash's Prato campus where appropriate</li> </ul> <p><i>Exceptional applicants will outline clearly how they will achieve their stated goals in alignment with the grant type requested. For Grow grants, exceptional applicants will clearly articulate a pathway to a self-supporting, sustainable collaboration program after the funding support concludes (e.g., preparation and submission of an application for external funding).</i></p>	50%
Leadership, team and project management	<ul style="list-style-type: none"> <li>● Leadership and project management that supports the project team to enable project success.</li> <li>● Clear collaborative effort between staff at UNIPD and Monash</li> <li>● Extent to which project team composition and roles are appropriate for the project and reflect sector norms and university expectations in equity, diversity and inclusion.</li> <li>● Engagement with industry partners will be viewed positively</li> <li>● Appropriate methods for collaborating between researchers and external partners or stakeholders have been considered to ensure excellent outcomes and research benefit. This includes consideration of inequalities of power, resources and/or knowledge between partners and/or stakeholders that may limit research excellence, outcomes and benefit.</li> </ul>	20%



	<p><i>Exceptional applicants will assemble a diverse team with complementarity of skills, capabilities, and expertise. There will be clear role definition and project planning.</i></p> <p><i>Exceptional applicants will have demonstrated consideration of how to address inequalities of power, resources and knowledge across the team (e.g., across career stages), in project leadership and management.</i></p>	
--	---	--

## 7. Research conduct, and ethics, health and safety approvals, requirements

Applicants must comply with UNIPD’s [Codice Etico](#) and [Codice di integrità della ricerca](#) and with the [Monash Responsible Conduct of Research Policy](#) 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](#).

Where required, ethics, health and safety approvals do not need to be applied for until funding has been awarded but must be obtained before projects can begin. It is the applicants’ responsibility to ensure the relevant applications are submitted and approvals obtained before the project begins.

## 8. 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.

## 9. Reporting

Funding recipients will be required to submit a mid-year progress report by 30 June 2024 and a final report by 31 January 2025, which will be reviewed by the Selection Committee. Report templates will be provided.

## 10. Contacts

The appointed representatives responsible for overseeing the fund scheme and administrative procedure are:



<b>UNIPD</b>	Dr Dora Maria Cornelia Longoni Head of International Relations Division
<b>Monash</b>	Professor Cecilia Hewlett Pro Vice-Chancellor, Prato Centre and Global Network Development

For further information, please contact:

<b>UNIPD</b>	Elisa Cipelli, International Relations Division, Projects & Mobility Office <a href="mailto:international.partnerships@unipd.it">international.partnerships@unipd.it</a> +39 049 827 7470
<b>Monash</b>	Narelle McAuliffe Senior Manager, International Campus and Major Alliance Support Global Engagement, Office of the Provost and Senior Vice-President <a href="mailto:narelle.mcauliffe@monash.edu">narelle.mcauliffe@monash.edu</a> +61 3 9905 4677