UNIVERSITÀ
DEGLI STUDI
DI PADOVA

MONASH
University

**Call for proposals and guidelines for joint initiatives in education and research between the University of Padua and Monash University (2025 fund scheme)**

## 1. Objective and background

This is the fourth fund scheme for joint initiatives in education and research between the University of Padua (UNIPD) and Monash University (Monash). The 2025 Call offers a fund scheme of 'Seed' and 'Grow' grants to support the establishment of new, and the expansion of existing, collaborations between the two institutions, especially in global challenge areas, that will contribute to the academic and professional development of students and set the groundwork for self-supporting and potentially scalable 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, supporting 21 projects in total. These were followed by a mixed fund scheme in 2024, funding 12 projects (six grow grants and six seed grants). Other collaborative activities include a student exchange agreement, with a focus on food science and green chemistry programs, a pilot program co-delivering an undergraduate education program, and sharing of experience and knowledge between professional staff members.

## 2. Eligible initiatives

Interdisciplinary initiatives are encouraged. The following initiatives are eligible for funding:

| Initiative | Description | Timeframe |
|---|---|---|
| 1. Collaborative Online International Learning (COIL) | ● Digital collaborations between academics, who co-develop and co-teach meaningful experiences that bring students together to develop intercultural competence and global connections.<br>● COIL projects that are embedded in existing curricula will be prioritised over new standalone offerings.<br>● COIL projects may include challenge-based interdisciplinary projects.<br>● Target: undergraduate or master's coursework students | The grant can be used to design the curriculum and materials in 2025 for delivery in 2025-26.<br><br>Any funding required for delivery in 2026 would need to be sourced separately (e.g., from the relevant Faculty or Department). |
| 2. Joint master's and/or doctoral training | ● Short, high-quality intensive workshops or coursework/professional development programs (in person, online or hybrid).<br>● 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.<br>● Proposals should elaborate on how students will be involved, how the workshop/program will be integrated into their curriculum and whether or not the planned activities will provide credits for their involvement. | To be designed and delivered/implemented by end-2025. |
| 3. Collaborative research | ● Projects that set the groundwork for self-supporting and potentially scalable collaboration programs (e.g., attracting external funding for further research).<br>● 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).<br>● Some of the funds may be used for the organisation of joint symposia, seminars or workshops. | To be designed and delivered/implemented by end-2025. |

## 3. Funding amount and duration

The following two types of grant are available:

| Grant type | Funding amount | Purpose | Number of grants available |
|---|---|---|---|
| **Seed** | Up to EUR €5,000 | To establish a new or build an early-stage collaboration<br><br>Proposed projects must be entirely new and not a continuation, or further edition, of existing initiatives | Up to 4 grants available across the two types |
| **Grow** | Up to EUR €10,000 | To expand an existing collaboration<br><br>Proposals must clearly articulate a pathway to a self-supporting, sustainable collaboration program after the Grow funding concludes | |

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 have a maximum duration of 12 months (Feb 2025 - Jan 2026). Projects must be concluded and funding must be spent by January 2026. For COIL projects, the funding can be used to design the curriculum and materials in 2025 for delivery in 2025-26. Any funding required for delivery in 2026 would need to be sourced separately, e.g., from the relevant Faculty or Department.

The budget for selected projects will be fully administered by UNIPD and will be transferred to the UNIPD department of the project lead. Applicants are advised to take this into consideration when preparing their budget proposals.

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><li>costs linked to organisation of joint meetings and workshops</li><li>cost of developing shared online resources, e.g., video editing</li><li>software purchases</li><li>consumables needed for the implementation of the project - this must be less than 100% of the total project funding amount being requested</li><li>costs related to involving postdoctoral researchers, research assistants and/or PhD students in the delivery of the project (excluding salaries and honoraria)</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 where travel is essential to the success of the project[1]</li><li>publication/dissemination of results</li></ul> | <ul><li>infrastructure and equipment purchases</li><li>non-Monash/UNIPD partner expenses (applications that involve Monash/UNIPD partner universities/organisations are welcome provided that their costs are covered by their university/organisation)</li><li>salaries and honoraria of existing staff members (e.g., the funds cannot be used to 'buy out' a project lead's time to undertake the project)</li><li>conference registration fees</li><li>exploratory visits by applicants of a previous Monash-UNIPD funded project (unless the visit would be to meet new contacts)</li><li>costs already incurred prior to submission of the proposal</li></ul> |

The funding will be made available in full to the relevant UNIPD Department by the end of January 2025. The relevant UNIPD Department will be responsible for the administrative and accounting management of the funds.

## 4. Applicant eligibility requirements

| General |
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| <ul><li>Open to staff from any academic department or research unit (for Monash, this includes staff in China, Indonesia, Malaysia and Prato).</li><li>A project must be carried out by at least two applicants (the project leads), one from each institution, who will work together to build a joint proposal. A second applicant from each</li></ul> |

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[1]Travel, accommodation and meal costs will be handled by UNIPD even if the beneficiary of such expenses is the project lead, or an additional applicant, from Monash. 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.

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| institution is recommended for project continuity in the event a project lead can no longer complete the project.<br>● The project leads must be continuing or fixed-term academic staff members (where the end date of the fixed-term contract does not fall during the project implementation period).<br>● Adjunct appointments can be additional applicants but not project leads. Please note that adjunct appointments are **not** allowed to undertake travel for the project.<br>● Recipients of a grant under the earlier fund schemes are eligible to apply provided the proposed project is new or significantly different (i.e., not a repeat or second edition of a previously funded project).<br>● Unsuccessful applicants under the earlier fund schemes are eligible to apply. | |

| UNIPD | Monash |
|---|---|
| ● Adjunct appointments are to be understood as *docenti a contratto*. They can be additional applicants only if the end date of the fixed-term contract does not fall during the project implementation period.<br>● Additional applicants can include other academic staff members, graduate research students, facilitators, language experts. | ● Additional applicants can include professional staff and graduate research students. |

## 5. Application process

**Application deadline: 5pm CET Monday 16 December 2024**

**Step 1:** Download the application form (Word document) from the UNIPD website or Monash intranet. Applicants from UNIPD and Monash should **jointly** prepare a **single** application for their proposed project.

The application should address the evaluation criteria (see Section 6 below) and include:
● 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).

**Step 2:** Obtain statements of endorsement from the following staff members (as a pdf file of an email or letter addressed to 'UNIPD-Monash Joint Selection Committee'):
● UNIPD: Dean of the Department

- Monash:
  - Head of School (or equivalent); and
  - For Initiative 1 (COIL projects):
    - 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).

The statements must include the following points:
*The Department/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.*
- ***(only for UNIPD)*** *The department also confirms its readiness for administrative and accounting management of the project.*

**Step 3:** Collate short Curricula Vitae of each applicant (max. 4 pages per applicant).

**Step 4:** Merge all documents (application form, statements of endorsement, and CVs) into one PDF file to submit the application as a single file.

**Step 5:** Submit the application by uploading it via this Google form **by 5pm CET Monday 16 December 2024**. Only one of the applicants should submit the jointly prepared application on behalf of the other applicants.

**Step 6:** Applications will be evaluated by reviewers from UNIPD, and a joint UNIPD-Monash Selection Committee, according to the criteria and weighting set out in *Section 6 Evaluation criteria* below.

**Step 7:** Applicants will be informed via email of the outcome of their application by 31 January 2025. The selected projects will also be published on the UNIPD website and Monash intranet.

## 6. Evaluation criteria

Applications will be evaluated by reviewers from UNIPD, and a joint UNIPD-Monash Selection Committee, 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 | • The applicants' demonstrated scholarship, academic performance and interdisciplinary capability relevant to the project.<br>• 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).<br><br>*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.* | 30% |
| Project proposal | • 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.<br>• Alignment with the international and education/research priorities of UNIPD and Monash.<br>• Leverage of Monash's Prato Centre where appropriate.<br><br>*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).* | 50% |
| Leadership, team and project management | • Leadership and project management that supports the project team to enable project success.<br>• Clear collaborative effort between staff at UNIPD and Monash.<br>• 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.<br>• Engagement with industry partners will be viewed positively.<br>• Appropriate methods for collaborating between researchers and external partners or stakeholders have been considered to ensure excellent outcomes and | 20% |

| | | 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. *Exceptional applicants will assemble a diverse team with complementarity of skills, capabilities, and expertise. There will be clear role definition and project planning.* *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.* | |
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## 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

Applicants should discuss any intellectual property matters with the relevant office.

## 9. 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.

## 10.Contacts

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

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| **UNIPD** | Camilla Girasole, Head of International Relations Division |
| **Monash** | Professor Cecilia Hewlett, Pro Vice-Chancellor (Europe) |

For further information, please contact:

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| **UNIPD** | Elisa Cipelli<br>International Relations Division, Projects & Mobility Office<br>international.partnerships@unipd.it +39 049 827 7470 |
| **Monash** | Office of the Deputy Vice-Chancellor (International) and Senior Vice-President<br>monash-unipd@monash.edu |