

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

### 1. Background and objective

The University of Padua (UNIPD) and Monash University (Monash) formalized their collaboration in 2018, and then started to exchange academic staff, master's students and PhD students, including through short-term visits by research staff.

In May 2021 UNIPD and Monash organized a joint event 'University of Padua meets Monash University', with meetings between academics and administrative staff to identify shared education and research interests, and to consider models for further collaboration between the two institutions. It was jointly decided to combine strengths and expertise to expand the collaboration between the two institutions, with a special focus on collaborative online international learning opportunities, innovation, and mobility for students and researchers.

The present Call for Proposals is the first joint call launched in the framework of this strategic partnership and it results from the previous meetings and academic collaborations over the years. It also aims at responding to strategic internationalisation priorities of both institutions, working together on common challenges through a sustainable and innovative approach.

### 2. Eligible initiatives

This funding program supports collaborative education and research projects between UNIPD and Monash.

Eligible initiatives	Short description
1. Collaborative Online International Learning (COIL) projects	Digital collaborations between students and academics (global classrooms). This type of activity represents an opportunity to build meaningful global experiences into programs of study. COIL projects can be either embedded in existing curricula offerings or designed as a new standalone offering, which could include challenge-based interdisciplinary projects. <i>(target: undergraduate + master's students)</i>
2. Joint master's and/or doctoral training workshops	Short, high-quality intensive workshops to be offered online. These programs should offer a disciplinary angle, involving faculty and experts from both universities, to contribute to the professional and research development of master's and/or doctoral students from both institutions.
3. Collaborative research projects	Seed grants for research projects that set the groundwork for attracting external funding for further research. These projects have to be clearly defined in scope, timing and the expected results and

	should focus on topics that would benefit the research activity of both institutions. Some of the funds could be used for joint symposia/seminars.
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Initiatives 2 and 3 must be designed and delivered/implemented in 2022. For initiative 1, i.e., COIL projects: funding can be used to design the curriculum and materials in 2022 for delivery in 2022/23. Any funding required for delivery in 2023 would need to be sourced separately, e.g., from the relevant Faculty or Department.

### 3. Eligibility requirements

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 recommended that each institution include more than one applicant.

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

All academic fields covered jointly by UNIPD and Monash are included in the present call, and interdisciplinary projects are encouraged, as long as the resulting project is beneficial for both universities.

Each application needs to be endorsed by the Dean of the Department (UNIPD) and the Head of School (Monash), via email/letter.

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 application(s) is submitted and approved before the project begins.

### 4. Funding arrangements

Funding of up to AUD\$4,000, for expenses incurred by Monash, and up to EUR€2,500, for expenses incurred by UNIPD, is available per project. The maximum funding available for each project is AUD\$8,000 / EUR€5,000 for up to 10 projects<sup>1</sup>.

Projects must be concluded and funding must be spent by December 2022.

This fund program is intended to contribute to the reasonable direct expenses of the proposed collaborative activities - see the table below for a list of eligible and ineligible expenses:

<sup>1</sup>Should additional funding become available, UNIPD and Monash will jointly evaluate the possibility to fund a higher number of projects.

Eligible expenses	Ineligible expenses
<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> <li>● software purchases</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>● infrastructure and equipment purchases</li> <li>● external partner expenses unless justified</li> <li>● salaries and honoraria</li> <li>● conference registrations related to external events</li> <li>● costs already incurred prior to submission of the proposal</li> </ul>

For COIL projects: funding can be used to design the curriculum and materials for projects to be designed in 2022 for delivery in 2022/23. Any funding required for delivery in 2023 would need to be sourced separately, e.g., from the relevant Faculty or Department.

Applicants are required to specify in the proposal how they intend to distribute the budget between the two institutions (budget share per partner).

Co-funding of projects by the Faculty/Department/School/Centre, or external bodies, is welcomed.

Funding will be provided in a single instalment as follows:

- for applicants from the University of Padua: the funding will be made available in full to the relevant School/Department in December 2021. The relevant School/Department will be responsible for the administrative and accounting management of it.
- for applicants from Monash University: Faculties will need to provide a cost centre and Strategic Initiatives (SI) fund number to enable the funds to be transferred to the Faculty by the Financial Resources Management Division in January 2022. Faculty finance managers will be responsible for the administration and accounting management of the funds.

## 5. Application process

Applicants are allowed to submit only one application for one initiative only.

Each submission must include a:

- description of the following details (via the [online form](#)):

<sup>2</sup>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.

- aim of the project and how it addresses the evaluation criteria (see Evaluation criteria below);
- how the project will be implemented and corresponding timeline;
- funding request, indicating the specific amounts for every cost item for each institution (please provide this information in a table or spreadsheet);
- the expected results;
- how the results will be published and disseminated;
- short Curriculum Vitae of each applicant (as a pdf file); and
- statement of endorsement from the Dean of the Department (UNIPD) and the Head of School (Monash) (as a pdf file of an email or letter) - the statement must also confirm the following:

*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.*

A single application should be submitted (i.e., one of the main applicants, either from UNIPD or from Monash, should submit the application) through the [online form](#) available on the [UNIPD website](#) and the [Monash intranet](#), **by 29 November 2021**, 10:00 (CET) / 18:00 (AEDT).

Applicants will be informed via email of the outcome of their application, no later than 20 December 2021, and the selected projects will also be published on the [UNIPD website](#) and [Monash intranet](#).

## 6. Evaluation criteria

The project proposals will be evaluated by a dedicated joint Selection Committee, consisting of three members for UNIPD and three members for Monash, according to the following criteria:

- alignment with the internationalisation goals of UNIPD and Monash;
- clear collaborative effort between staff at UNIPD and Monash;
- strategic merit and alignment with the education or research priorities at UNIPD and Monash, and potential to deliver benefit to both institutions;
- sustainability and possible scalability of the project;
- short term and long term prospective of the project in terms of expected results and funding opportunities for future collaborative activity;
- leverage of the Monash University Prato Centre where appropriate;
- engagement with industry partners will be viewed positively; and
- impact and dissemination of results.

The joint Committee reserves the right to allocate less funding compared to the amount requested. The selection shall take into consideration the project subject area and type, to encourage the widest possible range of activities.

## 7. 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.

## 8. Reporting

Funding recipients will be required to submit a final report within 60 days of the conclusion of the project, which will be reviewed by the Selection Committee. A report template will be provided.

## 9. Contacts

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

- for University of Padua, Dr Dora Maria Cornelia Longoni, Head of International Relations Division; and
- for Monash University, Dr Cecilia Hewlett, Pro Vice-Chancellor (Prato Centre and Global Network Development).

For further information, please contact:

- for the University of Padua, Ms Elisa Cipelli, International Relations Division, Projects & Partnerships Unit ([international.projects@unipd.it](mailto:international.projects@unipd.it))
- for Monash University, Ms Narelle McAuliffe, Senior Coordinator, International Campus and Major Alliance Support, Office of the Deputy Vice-Chancellor (Global Engagement) ([narelle.mcauliffe@monash.edu](mailto:narelle.mcauliffe@monash.edu) +61 3 9905 4677)