

**Call for proposals for joint initiatives in education and research  
between the University of Padua and Monash University (2023 seed fund scheme)**

**1. Objective and background**

This is the second seed fund scheme for joint initiatives in education and research between the University of Padua (UNIPD) and Monash University (Monash). The aims of the scheme are to stimulate further collaboration between the two institutions to work together on global challenges, to contribute to the academic and professional development of students and to set the groundwork for attracting external funding for further collaboration.

Monash and UNIPD formalised their collaboration in 2018 with a Memorandum of Understanding. In 2022, the first seed fund scheme awarded grants to 10 projects, a student exchange agreement was signed, with an initial focus on food science programs, and reciprocal delegation visits took place in Padua (led by the respective vice-chancellors) and at the Monash Prato Centre.

**2. Eligible initiatives**

This seed fund scheme supports collaborative education and research projects between UNIPD and Monash.

Eligible initiatives	Description
1. Collaborative Online International Learning (COIL) projects <sup>1</sup>	Digital collaborations between academics, who co-develop and co-teach meaningful experiences that bring students together to develop intercultural competence and global connections. COIL projects can be either embedded in existing curricula offerings or designed as a new standalone offering, and can 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 (in person, online or hybrid). These programs should offer a disciplinary angle, involving 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 may be used for joint symposia, seminars or workshops.

<sup>1</sup> For advice on COIL projects including assistance with pairing with an educator from the other institution, please see the contacts listed in Section 9.

Initiatives 2 and 3 must be designed and delivered/implemented in 2023. For initiative 1 (COIL projects), the grant can be used to design the curriculum and materials in 2023 for delivery in 2023/24. Any funding required for delivery in 2024 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 strongly 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). Additional applicants can include professional staff and PhD students.

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.

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. Proposed projects must be entirely new and not a continuation, or further edition, of existing initiatives. Recipients of a grant under the 2022 scheme are eligible to apply.

Each application needs to be endorsed by the Dean of the Department (UNIPD) and the Head of School (Monash). Monash applications for initiative 1 (COIL projects) must also be endorsed by the unit Chief Examiner (for COIL embedded within an existing unit) and the Associate Dean (Education or International, as relevant).

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 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>2</sup>.

Projects must be concluded and funding must be spent by December 2023. For COIL projects: the funding can be used to design the curriculum and materials in 2023 for delivery in 2023/24. Any funding required for delivery in 2024 would need to be sourced separately, e.g., from the relevant Faculty or Department.

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<sup>2</sup>Should additional funding become available, UNIPD and Monash will jointly evaluate the possibility of funding a higher number of projects.

This fund program 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:

Examples of <b>eligible</b> expenses	Examples of <b>ineligible</b> 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>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>3</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>

Applicants are required to specify in the proposal how they intend to distribute the budget between the two institutions (budget share per institution). 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 UNIPD applicants	The funding will be made available in full to the relevant School/Department by mid-January 2023. The relevant School/Department will be responsible for the administrative and accounting management of it.
For Monash applicants	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 2023. 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](#)):
  - aim of the project and how it addresses the evaluation criteria (see below);
  - how the project will be implemented and corresponding timeline;

<sup>3</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.

- 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; and
- how the results will be published and disseminated;
- short Curriculum Vitae of each applicant (as a pdf file);
- 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 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;* and
- 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.

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 5pm 30 November 2022**, in the time zone of the applicant.

Applicants will be informed via email of the outcome of their application, no later than 21 December 2022, 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 prospects 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.

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

The joint Selection 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 by 29 February 2024, 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:

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

For further information, please contact:

University of Padua	Ms Elisa Cipelli International Relations Division, Projects & Partnerships Unit <a href="mailto:international.projects@unipd.it">international.projects@unipd.it</a>
Monash University	<i>General enquiries:</i> Ms Narelle McAuliffe, International Campus and Major Alliance Support Senior Coordinator 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  <i>COIL project advice:</i> Dr Amy Bohren, Project Manager, Global Rich Learning Experiences Monash Abroad, Office of the Provost and Senior Vice-President <a href="mailto:amy.bohren@monash.edu">amy.bohren@monash.edu</a> +61 3 9905 1797 (Mon, Tues, Fri)