

Nagoya University and the University of Melbourne Call for Joint Research Workshop proposals Guidelines for applicants

Nagoya University (NU) and the University of Melbourne (UoM) seek to grow their collaboration by establishing the *Nagoya – Melbourne Joint Research Workshops Fund*. The aim of the scheme is to support the development of new collaborations through joint research workshops, with NU and UoM contributing matching funds. Up to two workshops will be funded in 2024, with one to be held at Nagoya and one to be held at Melbourne. It is expected that these initial projects will lead to long-term collaborations, develop the institutional research relationship, and where applicable, generate joint publications, exhibitions, and/or applications to external research funders.

Scope of scheme

The program supports UoM and NU collaborators to convene a research workshop at Melbourne or Nagoya. Proposals should be led by at least one Principal Investigator (PI) from NU and at least one Principal Investigator (PI) from UoM who wish to establish a new, or develop an emerging, collaboration. Applications from researchers with well-established collaborations will only be considered if they clearly articulate how the workshop will develop their collaboration into a new area of research or significantly grow the network of collaborating researchers.

There is no limit to the number of academic staff members who can participate in proposals.

Project proposals are open to all research areas.

Proposals involving Early Career Researchers (ECRs) and graduate researchers (PhD candidates), mutual industry partners, and/or interdisciplinary topics that cross disciplines and faculties, are strongly encouraged.

External collaborators (including researchers in Australia, Japan, internationally, or those working in non-academic contexts such as industry or government) cannot lead an application, but can be involved in the proposed workshop at their own expense.

Adherence to respective equality, diversity and inclusion (EDI) policies are an important feature of this scheme to ensure that all participants can do their best work, thrive, and succeed. Applicant teams should consider how they can take meaningful steps in their future collaborations to foster an environment that values, supports and respects a diverse range of views, knowledge and experiences. Applicants should consider EDI as it applies to gender, indigenous peoples, disabilities, career stages and sectors.

Funding available

Up to two workshops will be funded, with UoM and NU each holding one workshop as the “host” institution and sending researchers to one workshop as the “sending” institution. Successful workshops will be awarded a total of \$20,000 AUD / JPY equivalent, with the funds divided:

- Researchers from the sending institution (who will travel to attend the workshop) can request up to \$15,000 AUD / JPY equivalent.
- Researchers from the host institution (who will hold the workshop) can request up to \$5,000 AUD / JPY equivalent.

PIs should request funds based on the scope of their proposed activities, providing a justification for the costs. Each institution will pay funds directly to their researchers.

Projects can commence from 1 July 2024, with the funding period ending on 31 March 2025.

Funds that are not spent by the end of the funding period will be transferred back to either NU or UoM so that unspent balances can be reallocated.

The summary below outlines the eligible and ineligible costs to be included in the budget, noting that NU and UoM reserve the right to determine the eligibility of costs.

Eligible costs	Ineligible costs
<ul style="list-style-type: none"> • Travel costs for the PIs and other UoM or NU researchers named in the proposal, including graduate researchers. This includes flights, accommodation, and subsistence. • Other costs associated with organising workshops and meetings. <p>*All expenses are subject to the rules and regulations of the university incurring the expenses.</p>	<ul style="list-style-type: none"> • Travel costs for participants external to UoM or NU • Research costs, including consumables and existing staff time. • Replacement research and/or teaching costs. • Directly incurred staff, for example, Research Assistants. • Scholarships, tuition fees and honoraria • Conference attendance

Eligibility criteria

Applications must be led by at least one PI from NU and at least one PI from Melbourne.

Melbourne PIs

Melbourne PIs must hold an appointment at the University of Melbourne that meets the following requirements at the time of application and for the duration of the award:

- Academic Level A6 or higher; and
- 0.5 FTE or higher.

Honorary employees whose primary academic affiliation is the University of Melbourne are eligible to lead an application if:

- Their primary employer has entered into an agreement with the University to support the Australian component of the collaborative activity; or
- They agree to participate in their own expense if they are otherwise unaffiliated. For example, they hold an emeritus position.

Melbourne PIs must not have outstanding Progress Reports or Final Reports from any other University of Melbourne Researcher Development Scheme.

All applications must be endorsed by the PI's Head of Department/School.

Nagoya PIs

Nagoya PIs must hold an appointment at Nagoya University that meets the following requirements at the time of application and for the duration of the award:

- Faculty and research professionals
- Preferably full-time

"Designated" titled employees whose primary academic affiliation at Nagoya university are eligible to lead an application, if their primary employer acknowledge and approve the proposed activities under the Nagoya – Melbourne Joint Research Workshops Fund application.

All applications must be endorsed by the PI's Head of School, Department or equivalent.

Evaluation of projects

The proposals will be reviewed according to the following criteria:

- **Project design and rationale:** How clearly presented and justified is the basis for, and design of, the workshop? How does the proposed workshop assist with establishing new and emerging research collaborations between Nagoya University and the University of Melbourne? If applicable, what are the anticipated benefits of involving Early Career Researchers and graduate researchers or mutual industry partners?
- **Collaborator complementarity:** What is the added value of the new or emerging collaboration? How does the proposed workshop combine mutual areas of interest and strength?
- **Potential impact:** What desired outcomes do the planned activities set out to achieve? What are the anticipated benefits of the workshop or its desired outcomes to local or international communities?
- **Capacity for future collaboration/funding:** What is the potential for this workshop to foster ongoing collaboration, and through what mechanisms? How well has the proposed collaboration planned for next steps to access external funding?

Reporting and Publications

Successful PIs will be required to submit a report within one month of the formal completion date of the project. This report needs to outline the activities undertaken, grant expenditure breakdown, opportunities that have been identified, and future planned actions for the research program.

Any publications (e.g. abstracts, articles) or dissemination of research (e.g. public presentations) arising from workshops supported by this Grant should acknowledge financial assistance received from the Nagoya-Melbourne Joint Research Workshops Fund. Copies of the publications and/or information about the presentations should be included in the above report or notification provided to the International Affairs Division at Nagoya University and Research, Innovation and Commercialisation (RIC) at the University of Melbourne. The title for acknowledgement is "Nagoya-Melbourne Joint Research Workshops Fund, provided by Nagoya University and the University of Melbourne."

Change of Investigator and Extensions

If circumstances change – for example, the PI or a team member leaves the project – awardees must provide notification to Research Innovation and Commercialisation (RIC) at UoM and International

Affairs Division at NU. Extensions may be allowed solely for the UoM budget. All changes must be approved in writing.

Call Timeline

Call opens	1 February 2024
Application deadline	22 March 2024
Outcomes released	Mid May 2024
Start date of awards	01 July 2024
Funding period end date	31 March 2025

Application process

One joint application per project should be submitted via SmartyGrants by **22 March 2024 at 18:00 (AEDT)**. Applications should be written in English and for an audience proficient, but not expert, in the field.

The application form link is: <https://ricunimelb.smartygrants.com.au/2024Nag-UoM>.

Melbourne PIs need to complete a Themis Grants Submission for Head of Department approval.

Nagoya PIs must upload a copy of their Head of Department/School approval as part of the SmartyGrants application. (e.g., Attaching a copy of an email that endorses the project).

Contacts

Melbourne PIs

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Nagoya PIs

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