The Application Form is available on The University of Melbourne’s website:
https://research.unimelb.edu.au/support/funding/internal/uom-hebrew-university-of-jerusalem-joint-research-workshop-grants-program

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1. **INTRODUCTION**

1.1 The University of Melbourne (UoM) and The Hebrew University of Jerusalem (HUJI) signed a Memorandum of Understanding in 2008 to foster exchange and research collaborations. Both Universities affirmed this partnership in November 2012 with an agreement to establish the Joint Research Workshop Grants Program.

1.2 This program is a bilateral scheme. Applicants from UoM and HUJI submit identical applications to their own institution.

1.3 This program aims to assist researchers and students from UoM and HUJI to establish collaborations that:
   - Promote exchange of knowledge and foster development of new ideas.
   - Encourage student exchange and academic cooperation.
   - Enable development of collaborative research and joint research proposals to external funding agencies.

1.4 Since 2012, twelve workshops have been funded from six competitive rounds.

1.5 Two workshops will be funded in the 2021 round. UoM and HUJI will each host one workshop (as the “hosting institution”) and send participants to one workshop (as the “sending institution”).

2. **FUNDING RULES**

2.1 Requests for funding must be made through the 2021 Application Form during the round dates specified in Section 6.

2.2 Successful workshops will be awarded total funding of up to $AUD 20,000 or ILS equivalent.

2.3 The sending institution can request up to $AUD 15,000 or ILS equivalent. The hosting institution can request up to $AUD 5,000 or ILS equivalent.

2.4 Each institution will pay funds directly to its researchers.

2.5 Funds can be used for direct workshop costs such as airfares, accommodation, catering and other relevant expenses.

2.6 Funds cannot be used for salary, extensive overseas travel or direct research costs.

2.7 UoM and HUJI reserve the right to determine if a cost is eligible.
3. **ELIGIBILITY**

3.1 The HUJI Principal Investigator (PI) must be an Academic Tenure Track Faculty member at the Hebrew University. All workshop participants should be HUJI Academic Faculty members or students.

3.2 The UoM Chief Investigator (PI) must hold an appointment at the University of Melbourne at Academic Level A6 or higher and 0.5 FTE or higher at the time of application and for the duration of the award. Honorary employees whose primary academic affiliation is the University of Melbourne are eligible to lead the application if their primary employer has entered into an agreement with the University for the support of the Australian component of the collaborative activity; or may participate at their own expense if they are otherwise unaffiliated (for example, they hold an emeritus position). Previous recipients may not currently reapply to the scheme but may participate as a co-investigator. The relevant Heads of Department/Units must endorse applications.

3.3 The HUJI Chief Investigator (PI) must be a full member of faculty at the Hebrew University at the time of application and for the duration of the award. Emeriti may not apply. Previous recipients may not currently reapply to the scheme but may participate as a co-investigator.

3.4 Individuals can be PIs on only one application per funding round.

3.5 Applications must be submitted in accordance with the submission process outlined in Section 4.

4. **APPLICATION SUBMISSION**

4.1 **Complete** all sections of the 2021 Application Form through consultation between both UoM and HUJI collaborators.

4.2 **Save** applications as a single pdf file named in the following format: [HUJI PI SURNAME]_[UOM PI SURNAME]_UOM-HUJI Workshop 2021

4.3 **Submit** the application by email to Alma Lessing, International Partnerships & Development, International Office at alma@savion.huji.ac.il by the due date.

4.4 **Attach** the same application to a Themis workbench submission (UoM PI only).

5. **APPLICATION ASSESSMENT**

5.1 Applications will be assessed on a competitive basis internally at each institution. Institutions will then jointly decide award nominations.
5.2 Applications jointly recommended for funding will be subject to approval by the DVC Research at UoM and the Vice President for Research and Development and the Vice President for International Affairs at HUJI.

5.3 **Selection Criteria**
- How the collaboration combines areas of interest and strength and builds research capacity at both universities.
- The potential for this workshop to foster ongoing collaboration that will lead to:
  - Joint applications to UoM-HUJI Joint PhD program (see details [here](#) and [here](#))
  - Domestic and international joint grant applications involving international collaborators.
  - High quality journal publications and similar research outputs.
- Track record of the UoM and HUJI Principal Investigators.

6. **KEY DATES**
- Applications **OPEN**: August 2nd, 2021
- Applications **CLOSE**: October 1st, 2021 Midday (AEST)
- Outcome notification: end-November 2021
- Workshops conducted: January 2022-December 2022

7. **GRANT CONDITIONS**

7.1 The PIs will be the administrative contacts and are responsible for internal reporting requirements.

7.2 At HUJI grant offers will be confirmed in writing by the International Office. Successful applicants will be notified by email following the release of outcomes.

7.3 Workshops must be conducted during the period specified in Section 6.

7.4 Applications cannot request funds for activities that have already occurred.

7.5 Any funds unspent at the Project End Date must be returned to the funding institution.

7.6 The PI must report on the workshop outcomes in a final report. The final report includes a technical report and a financial report. At HUJI financial reports will be prepared at the Authority for R&D. Joint technical reports must be submitted electronically to the Intermural Funds Desk at the Authority for R&D and also ric-internalgrants@unimelb.edu.au within 6 weeks of the project’s completion. University of Melbourne recipients who fail to submit a final report may be found ineligible for participation in future Researcher Development Schemes.

7.7 If the HUJI PI leaves the employment of the University, the team must contact the Intramural Funds Desk at the Authority for R&D immediately to discuss a replacement PI. If
the eligibility of the UoM PI as outlined in 3.3 ceases within the grant term, they must immediately contact the UoM program coordinator. Relevant information on variations will be shared between partner institutions.

7.8 Requests to extend the project must be made via email to the Intramural Funds Desk at HUJI’s Authority for R&D one month before the project end date. Relevant information on extensions will be shared between partner institutions. Requests to extend the University of Melbourne side of the funding should be initiated first via email to the UoM program coordinator.

7.9 CONTACTS

Enquiries:

- **HUJ Program Coordinator:** Alma Lessing, International Partnerships & Development, International Office, Phone: +972 2 5880454, Email: almal@savion.huji.ac.il
- **UoM Program Coordinator:** Kim Turner, Researcher Development Schemes, The University of Melbourne. Phone: +61 3 8344 2708, Email: ric-internalgrants@unimelb.edu.au.