



## Osaka University and the University of Melbourne Call for Joint Research Workshop Proposals Guidelines for Applicants

Under the newly executed *Memorandum of Understanding for Academic Exchange relating to a Strategic Partnership* between Osaka University (OU) and the University of Melbourne (UoM), the two institutions are pleased to launch the **Osaka – Melbourne Joint Research Workshops Fund**.

The aim of the fund is to support the development of new collaborations through joint research workshops, with OU and UoM contributing matching funds. Up to two workshops will be funded in 2022, with one to be held at Osaka and one to be held at Melbourne. It is expected that these initial projects will lead to long-term collaborations, institutional and research relationships, and when applicable, generate publications, exhibitions, and/or external funding for ongoing collaboration.

OU and UoM are calling for joint research workshop proposals, open to all research areas and disciplines.

### Scope of scheme

The program supports UoM and OU collaborators to convene a research workshop at Melbourne or Osaka. Proposals should be led by at least one Principal Investigator (PI) from OU 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, with the involvement of Early Career Researchers (ECRs) and graduate researchers (PhD candidates) strongly encouraged. Interdisciplinary proposals, involving researchers from different disciplines and faculties, are also strongly encouraged.

External collaborators (including academic researchers in Australia, Japan, other countries or regions, 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 OU 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 / ¥1,800,000 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 / ¥1,350,000 JPY equivalent.
- Researchers from the host institution (who will hold the workshop) can request up to \$5,000 AUD / ¥450,000 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 should be planned to start on 14 September 2022, with the funding period ending on 31 March 2023. Funds not spent by the end of the funding period must be transferred back to either OU 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 OU and UoM reserve the right to determine the eligibility of costs.

| Eligible costs  | Ineligible costs   |
|---|--|
| <ul style="list-style-type: none"><li>• Travel costs for the PIs and other UoM or OU researchers named in the proposal, including graduate researchers. This includes flights, accommodation, and daily allowance.</li><li>• Other costs associated with organising workshops and meetings.</li></ul> | <ul style="list-style-type: none"><li>• Research costs, including consumables and existing staff time.</li><li>• Replacement research and/or teaching costs.</li><li>• Directly incurred staff, for example, Research Assistants.</li><li>• Scholarships, tuition fees and honoraria</li><li>• Conference attendance</li></ul> |

If COVID-19 travel restrictions are in place for the duration of the proposed research projects, exemptions to ineligible costs may be considered on a case-by-case-basis.

## Eligibility criteria

Each application must be led by at least one PI from OU 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.

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

### Osaka PIs

Osaka PIs must be faculty members (including specially-appointed or project faculty members) of Osaka University at the time of application and for the duration of the award. Jointly-appointed employees whose primary academic affiliation is Osaka University are eligible to lead an application, if the other employer(s) of them would acknowledge and approve the following activities under the Osaka-Melbourne Joint Research Workshops Fund.

All applications must be endorsed by the PI's Dean of Faculty, Director of Research Institute/Research Centre, or Chairman of the University Hospital.

### 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 Osaka University and the University of Melbourne? If applicable, what are the anticipated benefits of involving Early Career Researchers and graduate researchers?
- **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 does the proposed collaboration plan 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. PIs may be requested to complete a relevant survey by the universities.

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 Osaka-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 Research, Innovation and Commercialisation (RIC) at the University of Melbourne and International Affairs Division at Osaka University.

The title for acknowledgement is "Osaka-Melbourne Joint Research Workshops Fund, provided by Osaka 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 OU.

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

## Call Timeline

|                         |                   |
|-------------------------|-------------------|
| Call opens              | 24 June 2022      |
| Application deadline    | 1 August 2022     |
| Outcomes released       | 1 September 2022  |
| Start date of awards    | 14 September 2022 |
| Funding period end date | 31 March 2023     |

## Application process

One joint application per project should be submitted via SmartyGrants by 1 August 2022 at 3PM AEST (Melbourne time) / 2PM JST (Osaka time). Applications should be written in English and for an audience proficient, but not expert, in the field. The Osaka University PI will need to fill in the Letter of Endorsement template and upload a copy as part of the SmartyGrants application.

The application form link is: <https://ricunimelb.smartygrants.com.au/OSA2022>. After submission, you will receive confirmation via email along with a PDF copy of your application.

After the joint application has been submitted via SmartyGrants, the UoM PI will need to complete a [Themis Grants Submission](#) for Head of Department/School approval. The scheme title in Themis is “Osaka-Melbourne Joint Research Workshops Fund.”

## Contacts

### ***Melbourne PIs***

The Researcher Development Schemes team  
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The University of Melbourne  
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### **Osaka PIs**

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