

International Grants Accelerator Program (IGAP) - 2026 Professional Guidelines



Background and Purpose

In support of the [Advancing Research 2030: Excellence for Impact](#) strategy, the International Grants Accelerator Program (IGAP) Professional awards are designed to support the University's capability to engage with global research funding opportunities through targeted, short-term international travel.

Awards support activities that deliver clear benefit beyond the individual applicant, contributing to their division/faculty or precinct host and the broader University community. Applicants must demonstrate how the proposed activity will generate new, practical insights and how these will be shared and applied to enhance institutional capability upon their return.

Aims and Outcomes

IGAP Professional awards aim to uplift institutional and precinct capability in securing international research funding administered through the University of Melbourne, by supporting activities that contribute to:

- improved awareness and understanding of international funding opportunities and sponsor priorities.
- strengthened connections with international sponsors, partner institutions, and other research support professionals that build internal capability to secure international research funding.
- enhanced institutional practices, including approaches to increase applications to international funding opportunities and strengthening proposal development.

Applications focusing on uplifting institutional capability to participate in Horizon Europe are strongly encouraged.

Application requirements

All applicants must:

- consult with RIC International Team before submitting the application (if you are planning to visit an institutional partner, for example KU Leuven, please consult with the RIC International team before reaching out to the partner).
- if awarded:
 - schedule a meeting with RIC international team before the activity takes place to align, and after the activity concludes to share insights.
 - deliver at least one formal knowledge-sharing activity (e.g. presentation or workshop) that reaches beyond the applicant's faculty or department (e.g via ROM).
 - share insights with relevant professional and/or academic staff, including through University research support networks and the RIC International team.

All applications must include:

- justification for how the applicant will apply the knowledge and insights gained through the funded activity in their current role.
 - an implementation plan on how the applicant will share their learnings with professional and/or academic staff in their business area, via relevant University [research support networks](#), and with the RIC
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International team. This must include at least one formal knowledge-sharing activity (e.g. presentation or workshop).

- an articulation of how the applicant's activity will contribute to broader institutional and/or precinct capability, including through at least one formal knowledge-sharing activity (e.g. presentation or workshop).

Eligible activities

Eligible activities should build institutional understanding of international funding opportunities, funder priorities, partnership models, or research management practices that benefit multiple areas of the University.

Funded activities must:

- be relevant to the applicant's role,
- be clearly aligned to specific sponsors, funding opportunities, or institutional capability gaps,
- generate practical, shareable knowledge that can be applied across the University,
- demonstrate benefit beyond the individual applicant, including their faculty, division, and the broader research community.

Examples of eligible activities

1. You will visit an international funding agency with a programme officer structure (e.g. NIH) where meetings and workshops with programme officers and relevant staff will justifiably help build a deeper understanding of the sponsor's strategic priorities, funding mechanisms and assessment processes, to increase UoM awareness and preparedness for funding opportunities.
2. You will visit an international funding agency or organisation that manages a discipline-specific funding programme with strong alignment to a University Faculty's research strengths, but which may also present opportunities for researchers in other faculties (e.g. The purpose of the visit is to develop institutional understanding of the sponsor's priorities, funding landscape, eligibility requirements, and partnership expectations, and to identify opportunities for broader University participation in future funding rounds.
3. Your faculty or Medical Research Institute has established partnerships with an overseas institution which has a strong track record of success in Horizon Europe. To help you effectively support an application for the next Horizon Europe call, you will visit their research office, research management team, or research precinct to build your team's capability in pre-award support, post-award management, compliance, and researcher support.

This scheme **does not** support:

- general or exploratory travel without a clear link to building institutional knowledge and capability about internationally sponsored research opportunities.
- activities that primarily benefit individual professional development without broader institutional value.

Prior to submitting an application, applicants are required to discuss their proposal including their knowledge dissemination plan with the RIC International Grants team. Applicants should contact ric-international@unimelb.edu.au.

Travel Award Funding

Travel awards of up to AU \$6,000 are available and will be fully funded by Chancellery Research and Enterprise.

Awards can be used as a contribution towards the total cost of a larger activity. Applicants must explain how their travel budget will be used as part of the IGAP Travel Award application process.

Eligible expenses*	Ineligible expenses
• International economy airfares • Accommodation	• Retrospective activity (any costs incurred before the date of award) • Expenses to bring someone to Australia

• Venue and associated equipment hire for workshops and events • Other direct ancillary costs related to the visit	• Conference attendance • Indirect costs
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** Activities outside of those mentioned above will be considered based on their merits bearing in mind the objectives of the program.*

Applicant Eligibility

Applicants must either:

- hold an active salaried continuing or fixed term appointment of at least 0.5FTE at level UOM7 or higher within a Faculty, Centre, or Institute at the University of Melbourne at the time of application and for the duration of the award
OR
- be employed by an affiliated Medical Research Institute (MRI) whose international grants are administered through the University of Melbourne, in a position of equivalent seniority and contract length to eligible University staff.

Previous recipients of IGAP travel funding are not eligible to apply.

Applicants are required to provide a filled and signed **Authority to Submit form** as evidence of endorsement of the proposed activity from their supervisors *and* the Faculty Research Manager (or equivalent). The form must include confirmation of applicant eligibility (employment level, FTE and contract length), and that the proposed travel would enable new capability.

Key Selection Criteria

Applications will be assessed against the following equally weighted criteria. Applications that are incomplete, exceed the word limit or do not comply with the guidelines will not be considered.

1. **Institutional benefit and impact:** the extent to which the proposed activity is likely to generate valuable insights, connections or opportunities for the University, and the credibility of the proposed approach for sharing and applying these insights within the institution.
2. **Applicant capability:** applicant's demonstrated ability to build productive relationships, disseminate knowledge, and translate insights gained through the activity into practical outcomes. Consideration will also be given to the applicant's ability to represent the University effectively and their relevant track record and achievements.

Key Dates

	Round 1	Round 2
Call opens	17 June 2026 9:00 AM (Melbourne AEDT)	10 August 2026 9:00 AM (Melbourne AEDT)
Scheme information session	1 July, 1:00pm	1 July, 1:00pm
Application deadline	24 July 2026 3:00 PM (Melbourne AEDT)	3 September 2026 3:00 PM (Melbourne AEDT)
Outcomes released	end of September 2026	end of November 2026
Award period (Travel concluded and required)	by 31 December 2027	by 31 December 2027
IGAP Final report due	13 February 2028	13 February 2028

Application Process

This scheme is administered by RIC Researcher Development Schemes res-devschemes@unimelb.edu.au in close partnership with the RIC International Grants team: ric-international@unimelb.edu.au

The guidelines and supporting documentation can be found on the [scheme website](#). The application form is to be completed and submitted via the University's [SmartyGrants](#) platform.

To submit your application:

- Prior to submitting an application, applicants are required to discuss their proposal with the RIC International Grants team via ric-international@unimelb.edu.au
- Complete the application form in [SmartyGrants](#) and upload a fully signed *Authority to Submit* form.
- **Submit** your application in SmartyGrants. *Please note: Applicants are not required to create a Cayuse proposal or award for this scheme.*

Recipient obligations

Travel award recipients are responsible for ensuring that funded activities are delivered as proposed and that outcomes align with the objectives of the program.

Conditions for funding

- Travel awardees will be responsible for all aspects of their travel, including planning, obtaining necessary clearances, booking and conducting their travel in line with University policy.
- Funds must be expended, and outcomes as detailed in "Aims and Outcomes" achieved, within the 2027 calendar year.
- Recipients are required to return funds if unspent, or if outcomes detailed in their application are not achieved. Award recipients whose employment status no longer meets eligibility criteria during the award period must relinquish their award.

Reporting obligations

- A final report is due six weeks after the project end date. This final report must address the objectives stated in the original proposal and include a summary of all activities and outputs, including any variations.
- A financial report must be submitted along with the final report to show all funds have been expended.

Reporting templates can be found on the Researcher Development Schemes website [here](#).

Further information

Enquiries can be sent the Researcher Development Schemes (RDS) team via the [Research Helpline General Enquiries](#) form. To help you with ensuring your query gets to the RDS team, please select the following options on the form:

1. When asked "My request relates to" select "Research Grants and Contracts"
2. In the "related to a GRANT/CONTRACT" question select "Grants"
3. In the "relation to a Research Grant Proposal or a Grant Award or Agreement" question select 'Research Grant Proposal'
4. Then under the description section make sure to list you are seeking assistance for an "Internal UoM" grant called the 'IGAP' and provide any relevant information regarding your query

Privacy Policy

Information provided by applicants in their application will be made available to members of a selection committee, administrative staff and (where necessary) professional advisers in order to assess proposals. The University of Melbourne has a comprehensive [Privacy Policy](#) that covers issues related to the responsible use and management of personal information. You are entitled to access personal information held by the University of Melbourne under freedom of information laws as explained on the [University Governance website](#).