

2012 UQ TRAVEL AWARDS FOR INTERNATIONAL COLLABORATIVE RESEARCH

CATEGORY 2

GUIDELINES

Closing date in Schools/Institutes: 22 August 2011

DESCRIPTION AND PURPOSE OF SCHEME

The UQ Travel Awards for International Collaborative Research aim to promote interchanges between The University of Queensland and universities in other countries.

The scheme aims to:

- give strong encouragement to international collaborative research (particularly new collaborations), especially for early career researchers;
- enable research-oriented staff to spend short periods overseas to gain first-hand experience in technological and other developments and acquire new research skills;
- keep the University's research effort in line with that of other countries, in rapidly developing areas of research;
- to enhance the University's international reputation in learning and research.

Visits of a few days, multiple stops, and lecture or conference tours will not normally be supported.

Under some circumstances an award may be made for travel that does not involve collaboration or acquisition of new research skills, but is in order to give access to unique facilities for purposes of research.

Value of the Award

Funding for each successful award consists of:

- (i) a direct return economy air fare for the awardee only; and
- (ii) in exceptional circumstances, and at the discretion of the selection committee, there is provision for a limited contribution to subsistence on a basis identified as genuine merit of the proposal and genuine need, to be proportionate to the length of stay.

Duration of the Award

Travel must commence in the calendar year for which the grant is awarded (between 1 January 2012 and 31 December 2012) and must be completed not later than 31 January in the following year.

The duration of the overseas visit for which the award is granted must be a minimum of 2 and a maximum of 10 weeks.

A grant that is not taken up in the calendar year for which it is awarded, cannot be postponed. In such circumstances the grant will lapse and a fresh application must be made.

ELIGIBILITY

General Eligibility Criteria (ALL APPLICANTS)

All Applicants must fulfil the following general eligibility criteria, at the time of application **and** for the period of the grant:

- Applicants must hold an eligible University of Queensland salaried appointment. The appointment must meet the following specific criteria:

- must be a **Teaching & Research** or **Research Only** appointment;
 - must be at **least 0.5FTE** (full time equivalent);
 - must be for **at least a 3 year term** (can be a single appt or a series of shorter back-to-back appointments covering a 3 year period);
 - must be at **Academic Level A, B or C**; and
 - the primary appointment must not be an adjunct, affiliated or clinical academic title appointment (although these can be held in conjunction with another eligible appointment).
- Applicants must not be taking a period of Long Service Leave during the grant period; or be on a Special Studies Program during the grant period.
 - **Applicants must not have been successful in obtaining a grant under the scheme in the previous year (for funding/travel in 2011).**

Additional eligibility criteria for applicants employed on other research grants

Applicants employed on other research grants (where their salary funding is sourced from another grant) must demonstrate that they have the time and capacity to undertake the research. These applicants must:

- obtain agreement to conduct their personal research project from the lead Chief Investigator of the grant on which they are employed.

Additional eligibility criteria for applicants currently completing a research higher degree

Applicants currently completing a research higher degree must:

- demonstrate that the project is clearly different from their research higher degree project; and
- demonstrate that the progress of their degree will not be affected by taking on the additional work outlined in the project for which they are seeking funds under this scheme.

Notes on eligibility of applicants employed by a CRC

The eligibility of Cooperative Research Centre (CRC) employees is dependent upon the CRC's rules relating to the research activities of its staff, and the ability of individuals to accommodate additional research projects. It should be noted that staff employed directly by a CRC are unlikely to be eligible given the eligibility requirements outlined above. CRC employees should seek further advice from their Director.

APPLICATION PROCESS

Before preparing an application, prospective applicants should discuss their proposed visit with the proposed host organisation/department to confirm that they are willing to host the visit.

Application Form

- Applications must be submitted on the *2012 UQ Travel Awards for International Collaborative Research Application Form* with accompanying supplementary pages as specified on the Form.
- Applicants must conform to the prescribed page and formatting limits.

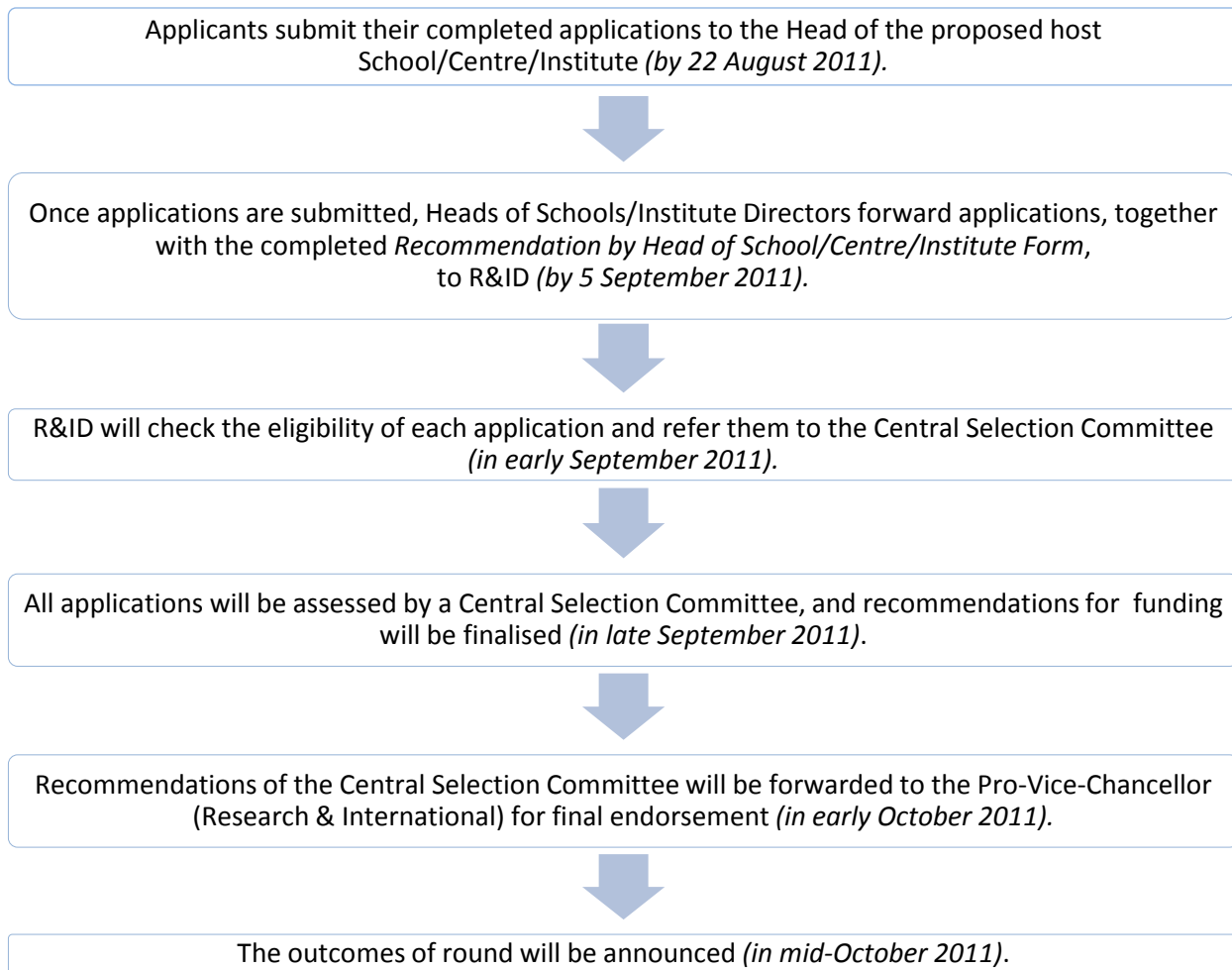
Submission of Application

- Applicants must submit:
 - one copy of their finalised application, with original handwritten certifications; and
 - three identical copies of the application.
- **Applications should be submitted to the relevant Head of School/Centre/Institute by 22 August 2011.**

Schools/Centres/Institutes are then required to refer the applications on to R&ID by 5 September 2011 as outlined in the Assessment Process below.

ASSESSMENT PROCESS

The assessment of applications will be undertaken at the School/Centre/Institute in the first instance and subsequently by a Central Selection Committee that is a sub-committee of the University's Research Committee. An overview of the assessment process is included diagrammatically below.



Conflict of Interest

Where any assessor believes that they may have a conflict of interest in providing an assessment, the matter is to be discussed with the relevant Faculty Associate Dean (Research) or Institute Research/Deputy Director. It should also be noted that applications under the UQ Travel Awards for International Collaborative Research are submitted in confidence. Assessors are required to respect this confidence.

APPEALS

Unsuccessful applicants have the right of appeal against administrative processes employed in the selection process, but not assessment outcomes. The appeals committee for this round will be chaired by the Director, Research & Innovation Division, and will not involve anyone who has participated in the assessment process.

POST-AWARD PROCESS

Applicants are likely to be notified of the outcome of their application in mid-October 2011.

Following the announcement, recipients will be issued with a Grant Record Letter (an internal UQ document signalling the establishment of the grant) which will include details of the grant and the Conditions of Award. Applicants should note that all necessary ethical clearances required in order for the work to commence, must be obtained before a Grant Record Letter will be issued and funds will be released.

EXPENDITURE OF FUNDS

Applicants should note that funds should be expended in accordance with the approved application and the Conditions of Award.

DURATION OF SUPPORT

As stated above, funding is provided for travel in 2012. All travel associated with the award must commence in 2012, and must be completed by 31 January in the following year.

REPORTING REQUIREMENTS

Following completion of the travel, and by 31 March in the year following the award, the recipient is required to submit a final report on the outcomes of the project. The report must be signed by the Head/Director of the host School/Centre/Institute and submitted to the Research & Innovation Division.

The report must be completed using the proforma available on the R&ID website at: <http://www.uq.edu.au/research/rid/grants-internal-travel-awards>

CONTACTS FOR ASSISTANCE

Queries regarding the scheme should be directed to the scheme coordinator in the Research & Innovation Division in the first instance:

UQ Travel Awards Coordinator
UQTravelAwards@research.uq.edu.au