Radboud - Western Collaboration Fund

Application Guidelines

Research and Learning & Teaching Projects

Radboud University and the University of Western Ontario ("Western University") have identified each other as strategic partners to foster deep collaborations in research and education. The Collaboration Fund has been established to facilitate and support joint initiatives that will strengthen the two universities’ strategic priorities, through innovative education as well as multi-disciplinary cutting-edge research to create academic and societal impact.

The Collaboration Fund encourages proposals for one-year collaboration projects in the areas of research and learning & teaching (education) as well as opportunities for short term mobility visits.

This Guide for Applicants provides information about the application procedure and the selection criteria for Research and Learning & Teaching projects.

Research and Learning & Teaching (Education) Projects

Colleagues are encouraged to submit funding applications for project proposals supporting collaborative research between Radboud and Western as well as proposals for innovative learning and teaching initiatives such as dual degrees, jointly taught modules etc.

Applicants must demonstrate that their projects have an added value for the cooperation between Radboud University and Western University and are relevant, innovative and of high quality. Furthermore, the project proposed should be sustainable in the long-term, preferably including a plan for engagement and outlining opportunities for leveraging external funding.

Each successful project will be awarded funding for one year with the possibility of a second year of funding, subject to a new application being submitted. Colleagues looking to apply for a second year of funding are required to demonstrate how their proposal builds on from their previous application, and justify the need for additional funds.

The terminology used for the purposes of this fund is Project Leads which should be understood as either the Principal Investigator in research projects or Collaboration Lead for learning & teaching (education) projects.

The maximum budget for projects is in total $25,000 CDN per year. Project leads will strive as much as possible to an equal distribution between the partners.

If you are interested in applying to the Collaboration Fund, please make this aware of this by contacting the Panel at your earliest convenience:

- Western International (for Western University colleagues) radboud@uwo.ca and/or
- Academic Affairs (for Radboud University colleagues) western@ru.nl
1. Eligibility

1.1. Proposals are invited from academic or professional staff from all disciplines at Radboud and Western and their affiliated Research Centres and Institutes. Academic or professional staff at the Affiliated University Colleges at Western are not eligible.

1.2. Project Leads must have an active contract of employment with one of the partner institutions (appointed at least 0.5 FTE). If on a fixed term contract, the end date must be beyond the funding period.

1.3. Higher Degree Research students, post-docs, and research assistants/associates are not eligible to apply as Project Leads but are welcome to join the applications as collaborators. They can participate in a project submitted by a supervisor and/or faculty.

2. Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date(s)</th>
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<tbody>
<tr>
<td>Applications open</td>
<td>April 12, 2021</td>
</tr>
<tr>
<td>Applications close</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td>Applicants notified</td>
<td>October 4, 2021</td>
</tr>
<tr>
<td>Start of Project</td>
<td>October 11, 2021</td>
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<tr>
<td>End of Project</td>
<td>By December 31, 2022</td>
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3. Eligible costs for funding

3.1. Activities that will be considered for funding include:

- Airfares (economy class only);
- Other travel expenses (e.g. train, rental car);
- Seminar/conference or workshop costs;
- Accommodation and subsistence;
- Certain research material/equipment (please provide specific details);
- Funding for direct research assistance may also be approved, if the Steering Committee feels this has been adequately justified and is not already funded.

3.2. Applicants should outline how their requested fund are to be broken down to support their proposed application. We would expect costs to be based (approximately) on the following:

- Flight Costs (based on return flight) EUR 1012/CAD $1500
- Train costs (domestic transportation) EUR 135/CAD $200
- Accommodation costs EUR 135 per day/CAD $200/day
- Subsistence costs EUR 57 per day/CAD $85/day

Please consult Travel & Expenses Policy (see item 3.3) for additional information. Budget proposals are to be submitted in CAD; currency conversions provided here are for reference purposes only.

3.3. All travel activities must comply with the guidelines of the respective universities.

- **Radboud** – All Radboud travel must comply with the Business Trip Regulations.
- **Western** – All Western travel must comply with the Travel & Expenses Reimbursement Policy

3.4. Activities that will not be considered for funding:

- General teaching;
- Staff/faculty member’s individual research projects;
- Event registration fees;
- Website development; except in cases where the website is used as a primary innovative tool for teaching and learning collaboration;
- Salaries or salary supplementation, and honoraria;
Scholarships for students;
- Course fees for international students;
- Bench fees;
- Open access fees;
- Mobile phone cards;
- Entertainment costs; and
- Computers, including laptops (excluding access to high-performance computers or other specialised applications that are justified by the project) and basic computing facilities such as printers, word processing and other standard software.

4. Submission Requirements

4.1 All proposals should be submitted using the application form. Please bear in mind that whilst all applications undergo peer review from colleagues within your relevant area of research, your application will also be assessed by the Steering Group, who may have limited knowledge of your particular field of expertise. Proposals should therefore be accessible and where possible, written in layman’s terms.

4.2 The proposal must address the selection criteria and include the following:
- Information about the Project Leads
- Description of the proposed activity, including timeline and budget
- Background (where appropriate) and sustainability of the collaboration
- Rationale, added value and relevance of the project
- Where necessary, a brief letter of support from any additional institution/organisation that intends to formally collaborate (in English and on official letterheaded paper).

4.3 To further strengthen the collaboration between the two universities and the Project Leads, the Panel strongly encourages applicants to consider developing a joint summer school course on the topic of the proposal. Any plans for this should be incorporated in the application. For more information, please contact the Radboud Summer School (radboudsummerschool@ru.nl).

4.4 All applications must be jointly completed by Project Leads in both universities and then submitted by one of the Project Leads only.

4.5 All applications must be submitted to radboud@uwo.ca AND western@ru.nl.

4.6 Only complete submissions will be considered.

4.7 Late applications will not be considered.

5. Selection Criteria

Project proposals will be selected for funding according to the following criteria.

Primary criteria
- Added value
  How does the proposal have a positive impact on both universities? Does the proposal deliver research impact? Does the proposed activity lead to further funding opportunities? Does the proposal have the potential to improve the quality of research and Learning & Teaching? Does the project increase access to research facilities? Does the project improve the student experience?
- Relevance
  Is the proposal innovative? Does the proposal potentially have important academic or societal impact (e.g. links to industry)? Does the proposal demonstrate a global outlook and intercultural awareness? Does the content of the proposed project show excellence? Does the project enhance
innovative pedagogic approaches or new learning opportunities and experiences?

Secondary criteria

- Feasibility
  
  * Is the project timeline clear and realistic? Are the project deliverables described in a clear and measurable way? Is the budget cost-effective and appropriate for the proposed activity? Will the project feasibly deliver what it promises?

- Sustainability
  
  * Does the project proposal demonstrate a clear long-term ambition? Is it clear how the project results will be of value after the funding period? Is the strategy for communicating and implementing the project results convincing? Will the resulting objectives be financially sustainable?

6. Approval Process

Please note, applications must be reviewed, endorsed and signed off by the relevant Heads/Deans of School/Research Institute/Faculty in each institution, prior to submission.

The Steering Committee will then select the successful projects and reserves final authority over the selection of projects.

7. Notification of Application Outcomes

All applicants will be notified of the outcome by October 4, 2021. Those who are successful, will also receive details of how to accept the award and access funding.

8. Change of Project Lead

Applicants should contact the Panel (radboud@uwo.ca and western@ru.nl) in case of change of a project lead. Such changes will need to be approved and documented.

9. Financial and Reporting Obligations

9.1 The funding should only be used for the approved project and in accordance with the proposal and the budget plan. It must not be used for any other purposes and prior approval is needed for any variation in the budget items. Request for variations from original proposals must be submitted to both universities.

9.2 The funding will be paid to the Department/School/Business Unit of the applicant. Project Leads should contact their relevant Department/School/Business Unit directly for details on how this funding can be accessed. Awardees should adhere to the purchasing guidelines of the respective universities.

9.3 Grants not spent by the project end date must be returned.

9.4 Recipients will be required to submit a final report by 1st April 2023. Recipients who fail to submit a final report will not be eligible to submit future applications.

9.5 Financial Timeline:

<table>
<thead>
<tr>
<th>Start of Project</th>
<th>From October 11, 2021</th>
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<tbody>
<tr>
<td>Payment of Grant</td>
<td>October-November 2021</td>
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<tr>
<td>End of Project</td>
<td>December 31, 2022</td>
</tr>
<tr>
<td>Deadline for Report</td>
<td>April 1, 2023</td>
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