

Global Strategy and Partnerships **Seed Funding Scheme**

Guidelines for Round One 2023 Applicants



Background

Round One of the 2023 Global Strategy and Partnerships Seed Funding Scheme is now open to applications, with a closing date of **27 January 2023**.

To support the successful implementation of the Global Engagement Framework, the Global Strategy and Partnerships Seed Funding Scheme has been created to assist UQ faculties, institutes and units to pursue activities that will strengthen the impact of UQ's global network. There is \$75,000 available for Round One 2023.

Objectives

Round One 2023 aims to:

- provide financial support for innovative joint activities. Activities may include the organisation of virtual workshops, exhibitions, mobility projects, webinars, and local activities that supports partnership development.
- enable the pursuit of key opportunities and nurture partner networks that have been identified as having the potential to advance UQ's strategic objectives within priority countries
- develop mutually beneficial education and research outcomes with individuals and organisations that raise UQ's global profile
- support UQ faculties, institutes and units to launch new projects and to promote innovative, creative initiatives that further UQ's Global Strategy objectives.

Initiatives that support expanded collaboration with any of UQ's premier or emerging premier partners under the Partner Engagement Strategy will be prioritised. For more information about focus countries and partners list, please refer to the 'More Information' section at the end of this document. Please apply to the QUEx Institute grants for projects with the University of Exeter.

Round One 2023 is open to strategic initiatives with:

- premier and emerging premier partners
- focus countries (USA, Vietnam, Indonesia, UK, Germany, China, and India)

Funding details

Applicants can submit a proposal for up to \$10,000 of funding per initiative. The funded initiatives must comply with [UQ community COVID-19 advice](#). Examples of the types of initiatives that may be funded include:

- organisation of face-to-face and/or virtual joint symposia, workshops, exhibitions, mobility projects, and webinars
- local activities (in Australia and partner countries) that supports the expansion of engagement in accordance with the Global Strategy
- participation in premier and emerging premier partners' engagement initiatives or events to enhance UQ's profile and global outreach
- initiatives that promote the development of industry and government linkages with priority countries
- initiatives that may lead to external funding applications

At the first instance, please liaise with your Faculty/Institute finance office for the administration and timeline of your funding. If the applicant does not expect to use the funds within the current

year, please apply in the following year. At the end of the project, residual funds are to be returned to Global Partnerships (GP). If your project spans up to 12 months, your Finance Manager must approve the funds to be carried forward at your Faculty/ Institute level, as the funds will be transferred in August.

UQ Central Finance will not carry forward any unspent funds; carry forward of funds has to be managed locally within the Faculty/Institute finance office.

Eligibility Criteria

All UQ professional staff, academics and researchers are eligible to apply to the Global Strategy and Partnerships Seed Funding Scheme.

- The lead applicant should have an ongoing UQ role or contract that exceeds the project duration.
- Eligible applicants should demonstrate evidence of support from their unit in the form of matched funding, and applications must be signed by the Executive Dean or Institute Director.
- Proposals must clearly demonstrate the benefits to UQ's engagement objectives in priority countries, preferably with premier and emerging premier institutions.
- The project scope should be clearly defined in the application and avoid cross over with other UQ internal grant schemes.
- Collaboration should ideally involve partners from multiple institutions, and multiple individuals and departments across UQ.
- Eligible expenditure items must comply with UQ policy.
- It is permissible to use up to 50% of your Seed Funding requested grant amount to fund labour costs of Australian employees directly to deliver the core elements of the project. It is preferred that the School/Faculty matches the labour costs.
- Expenditure related to production costs (such as freight or artists' fee), interpretation and translation costs, advertising and promotion, graphic design and photography, and publications and printed materials are eligible.

The following items are **not** eligible for funding under this scheme:

- Professional staff development, such as attending a conference or workshop that does not benefit the broader strategic partnership.
- Travel grants for individual researchers or students, unless the application demonstrates how this is integral to achieving broader engagement outcomes with a premier partner.
- Laboratory costs or research data collection.
- Purchase or transport of equipment and research materials.
- Subsidy of general ongoing salaries and administration expenses.
- Research grants, salaries for research assistants, or top-up research funding.
- Initiatives that are already receiving funding from another UQ internal grant scheme, including projects which have been funded by the Seed Funding.

How to apply

Step 1: Gain a comprehensive understanding of UQ's Global Strategy and familiarise yourself with UQ's focus countries and premier partners under the Global Engagement Framework. Please also ensure you have reviewed the FAQs on the Seed Funding website (link provided under 'More Information'). You are welcome to discuss your submission with Global Strategy and Partnerships team (globalstrategy@uq.edu.au).

Step 2: Ensure your application meets the eligibility criteria.

Step 3: Discuss your application with your faculty/institute's designated contact person (see page 4) and your finance unit, including the possibility of matched funding and **budget timeline**. Obtain a letter of support from your Head of School or Unit, Executive Dean or Institute Director, including confirmation of any matched funding to be provided if successful. If monetary or in-kind support is provided by the partner institution, please provide evidence in your application.

Step 4: Complete the application form and obtain all supporting documentation as relevant. Applications must be signed at Section M of the application form by your Faculty Executive Dean or Institute Director. Evidence of support from partner institution should be provided, if relevant. The application form and supporting documents must be submitted in one pdf file.

Step 5: Finalise and submit your application to your designated faculty or institute contact (see page 4) for Executive Dean or Institute Director approval by **5pm on 27 January 2023**.

Step 6: Following review and approval, faculties and institutes will submit applications to GP. Applicants cannot apply to GP directly.

Key dates

Date	Activity
28 November 2022	Calls for applications issued
27 January 2023	Applications due for submission to Faculty or Institute
February 2023	Applications shortlisted and assessed by Selection Panel
28 February 2023	Applicants notified via email regarding the outcome of their application
March 2023	Awarded funding will be allocated to relevant unit
March 2024	Report submission and financial acquittal deadline
March 2025	Project impact update

Assessment

Applications will be assessed and endorsed in the first instance within your faculty or institute, then submitted to GP for a review of compliance and adherence to the eligibility criteria and scheme objectives. The final decision will be made by a selection panel of senior executives, led by the Pro-Vice-Chancellor (Global Partnerships). Applications will be assessed in accordance with the following criteria:

Anticipated outcomes and benefits:

- alignment with goals outlined in the UQ Global Strategy
- contribution to premier or emerging premier partner, and focus country strategic objectives (applicants should refer to

the relevant country strategy in their application, see 'More Information' section)

- likelihood of initiative to strengthen UQ's profile with partner and within priority country
- alignment with faculty/institute international priorities
- breadth of benefit to UQ stakeholders (e.g. involvement of multiple faculties/institutes/portfolios, HDR candidates or early career researchers)
- tangible deliverables, e.g. submission of research grants, co-publications, long-term linkages with partner.

Alignment of activity with UQ Global Strategy partner priorities:

- premier partner and emerging premier partner initiatives will receive priority
- initiatives in focus countries which promote the development of strategic linkages with industry and government will also be considered.

Matched funding:

- Applications that demonstrate funding fully matched by the faculty/institute/school will be viewed favourably. This may be a combination of funding from the school/faculty or centre/institute.
- Provision of funding or in-kind support from the partner institution will also be taken into account.

Acquittal and reporting of project funds

Awardees must agree to adhere to all requirements related to the receipt of funding, including deadlines and procedures for acquittal of funds and reporting on outcomes. Failure to submit the report on time will deem the applicant ineligible to apply in the future rounds.

Project funds will be transferred to the awarded projects by March 2023. Awardees will have up to March 2024 to utilise the funds in full for the planned project or initiative. Funds that are not utilised within the specified period are to be returned to GP.

Upon completion of the project, successful applicants will be required to provide evidence to GP of the acquitted funds against the budget. Awardees will also be required to submit a brief report using the template provided, outlining the outcomes of the project, the future direction of collaboration and prospective opportunities that should be considered. This report will be utilised by GP for the follow up of potential opportunities, as well as country briefing reports and potential profiling on GP communication channels including the GP website. Later in 2025 we will ask you to update us on the impact of your collaborative effort.

Applicants awarded UQ Global Strategy and Partnerships Seed Funding who embark on international travel are required to abide by the official UniFi travel approval and booking processes, reporting, insurance, visa, and registration requirements as outlined in the UQ Travel Policy and Guidelines (<https://ppl.app.uq.edu.au/content/travel-policy-0>).

Additional associated costs incurred by the applicant above and beyond seed funding awarded will be the responsibility of the approving faculty, school or institute, or individual applicant.

Faculty and institute contacts

Faculty or institute	Representative	Email
Australian Institute for Bioengineering and Nanotechnology	Jane Mooney	aibngrants@uq.edu.au
Centre for Advanced Imaging	Rachael Birks	r.birks@uq.edu.au
Faculty of Business, Economics and Law	Laura Hassett	lhassett@bel.uq.edu.au
Faculty of Engineering, Architecture and Information Technology	Melinda Knox	international@eait.uq.edu.au
Faculty of Health and Behavioural Sciences	Chloe Lee	chloe.lee@uq.edu.au
Faculty of Humanities and Social Sciences	Majella Ferguson	mferguson@uq.edu.au
Faculty of Medicine	Grace Mani	med.research@uq.edu.au
Faculty of Science	Andrea Belcher	science.research@uq.edu.au
Institute for Molecular Bioscience	Michelle Foley	m.foley@imb.uq.edu.au
Institute for Social Science Research	ISSR	issr.research@uq.edu.au
Queensland Alliance for Agriculture and Food Innovation	QAAFI	qaafirgadmin@uq.edu.au
Queensland Brain Institute	Sylvie Pichelin	grants@qbi.uq.edu.au
Sustainable Minerals Institute	Tash Winters	t.winters@uq.edu.au



Further information

Contact Global Partnerships for additional information about the Global Strategy and Partnerships Seed Funding Scheme.

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- Frequently asked questions and downloadable versions of the guidelines, application form, and reporting templates is available on the **Global Partnerships website**: global-partnerships.uq.edu.au/seed-funding.
- **UQ Global Engagement Framework, Country Engagement Strategies and Partner Engagement Strategy** (UQ login required): <https://global-partnerships.uq.edu.au/GEF>

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