## Program Guidelines:

1.0 Overview of The Western International New Networks Award .......................................................... 2

2.0 Award Value ....................................................................................................................................... 2

3.0 Eligibility ............................................................................................................................................... 2
   3.1 Applicant Eligibility ........................................................................................................................... 2
   3.2 Collaboration Eligibility ...................................................................................................................... 2

4.0 Submission Process .......................................................................................................................... 2
   4.1 Application Form .............................................................................................................................. 2
   4.2 Budget .............................................................................................................................................. 3
   4.3 Ethics, Animal and Biohazard Certifications .................................................................................. 3
   4.4 ROLA (Research On-line Administration) .................................................................................... 3
   4.5 Submission to RDS .......................................................................................................................... 3
   4.6 Troubleshooting ............................................................................................................................... 3

5.0 Adjudication ....................................................................................................................................... 3
   5.1 Compliance Review .......................................................................................................................... 3
   5.2 Adjudication ..................................................................................................................................... 4

6.0 Post award requirements ................................................................................................................... 4
   6.1 Project time period ........................................................................................................................... 4
       6.1.1 Extension Requests .................................................................................................................... 4
   6.2 Requirement for CDA or research agreement ............................................................................. 4
   6.3 Reporting ......................................................................................................................................... 4
   6.4 Frequency of application .............................................................................................................. 4

7.0 Contact information ........................................................................................................................... 5
1.0 Overview of The Western International New Network Award

The Western International New Network (WINN) award is supported by the office of the Vice-President (Research) and aims to promote new collaborations between researchers from Western and their international colleagues. As the rate of growth of human knowledge continues to increase, we have reached an era of necessary hyper-specialization in which international collaboration is an increasingly fundamental enabler of world-class research. Creating opportunities for researchers at Western to interact with colleagues from around the world is of critical importance to our research mission.

2.0 Award Value

The WINN program provides up to $5,000 to eligible Western Researchers for establishing new international collaborations. These funds are intended to address the logistical costs incurred during the initial process of setting up a collaborative research project such as travel, communications costs, and/or small scale exploratory research.

3.0 Eligibility

3.1 Applicant Eligibility

The Western-based applicant must be a full-time, tenured (or tenure-track), research-eligible faculty member. The international co-applicant must hold an academic or industrial research position that is not located in Canada.

3.2 Collaboration Eligibility

This award is not intended to fund already established collaborations. The applicant and co-applicant must not have an existing, established research relationship. The exclusionary criteria include (but at not limited to): (1) prior joint publications; (2) named co-investigators on existing funding; (3) joint participation in a research network; (4) past co-supervision of a graduate student; and (5) prior supervisor / trainee relationship.

4.0 Submission Process

4.1 Application Form

The application form must be completed by the researcher and submitted to RDS as a PDF. The application form is available on the program website. All relevant information should be included within the application, and only the applicant's abbreviated CV (last 7 years, max 5 pages) and Letter of Support from collaborative partner should be attached. No other appendices or additional documents will be considered with the application.
4.2 Budget
These funds are intended to address the logistical costs incurred during the initial process of setting up a collaborative research project, such as travel, communications cost and/or small-scale exploratory research.

4.3 Ethics, Animal and Biohazard Certifications
All research proposals involving ethics (human subjects), animals, or biohazardous materials must be approved by the appropriate Western certification review committee. Applicants must indicate whether they require approval for the use of humans, animals, or biohazardous materials under the Certifications tab of their ROLA proposal and in the WINN application form. If awarded, funds will be encumbered and the work may not commence until appropriate approvals are officially confirmed in ROLA. For more information on the certification approval process, please visit the relevant Ethics, Animal Use or Biohazard websites.

4.4 ROLA (Research On-line Administration)
Principal investigators will submit a ROLA proposal. To complete a ROLA proposal go to http://uwo.ca/research/rds/ROLA/ROLAFrameset.html and select the New ROLA button corresponding to the WINN award. Once the application is submitted, it will be uploaded to ROLA as indicated in the application form for Chair and Dean approval.

4.5 Submission to RDS
The completed application form, including an approved ROLA, must be received by RDS at internalgrants@uwo.ca. There are no deadlines and submissions will be accepted on a continuous basis. It is the responsibility of the Researcher to ensure that all conditions are met and that applications are complete and submitted to RDS.

4.6 Troubleshooting
During the proposal development phase, prospective applicants are encouraged to contact RDS with any questions. See Section 7 for contact information.

5.0 Adjudication

5.1 Compliance Review
Following application submission, RDS will review applications for eligibility. Applications deemed ineligible will not be evaluated.
5.2 Adjudication
The Director of Research Development will provide a detailed appraisal of the application and provide a recommendation to the Office of the Vice President (Research), to aid their approval process.

6.0 Post award requirements

6.1 Project time period
The Award time period will be one (1) year from the approval of the application. All eligible expenses must be incurred in this period, or an extension requested prior to the end of the award cycle.

6.1.1 Extension Requests
The award recipient may request one (1) extension to use the funds. The researcher will provide the rationale for the extension and a plan for spending for the upcoming year to internalgrants@uwo.ca.

6.2 Requirement for CDA or research agreement
A representative from Contracts will review the application and make recommendations on the value of additional IP protection during the collaborative project.

6.3 Reporting
The award recipient must submit a final report to RDS outlining how the funds were spent, including how this grant enriched their research and contributed to supporting growth and development as an early career researcher. This report can be found on the Research Western Internal Grants website, and must be submitted within three (3) months of award completion.

6.4 Frequency of application
The award is not intended to sustain multi-year initiatives. However, there are conditions that could allow eligible researcher/collaborators to have multiple WINN awards.

6.4.1 Multiple collaborations from a single Western Researcher
An eligible Western researcher can apply for multiple WINN Awards provided each collaboration is with a unique academic or industrial institution.

6.4.2 Multiple collaborations with the same institution
A collaborating institution can partner with eligible Western researchers if there are involved in unique projects with unique applicants.
7.0 Contact information

The competition is administered by: Research Development & Services (Support Services Building, Rm 5150. T: 519-661-2111 x84500 internalgrants@uwo.ca).