

# 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.

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.

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, Collaborative Online International Learning (COIL) 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.

Project and Co-project Leads who have not previously received the Collaboration Fund will be prioritized in the new call for proposals. Project and Co-project Leads with previously approved projects may apply for the fund for a **new** project collaboration. However, they **cannot apply to extend** the funding on their current project.

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.

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

- Western International (for Western University colleagues) [radboud@uwo.ca](mailto:radboud@uwo.ca) and/or
- Academic Affairs (for Radboud University colleagues) [western@ru.nl](mailto:western@ru.nl)

In your email, be sure to include:

- You and your collaborators names
- Subject/topic of your propose collaboration
- Western only: Potential Peer Reviewers with knowledge of the subject area



**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.
- 1.2. Applicants (Project Leads and Co-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**

Applications open	January 11, 2024
Applications close	April 5, 2024
Applicants notified	June 17, 2024
Start of Project	Any time after June 17, 2024
Payment of Grant	July 2024
End of Project	August 31, 2025
Deadline for Report	October 1, 2025

**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);
- Event registration fees (applicants must provide clear rationale and justification for the need of this cost and how it will benefit the project and/or collaboration);
- Funding for direct research assistance may also be approved, if the Steering Group feels this has been adequately justified and is not already funded.

Applicants should consider the use of both face-to-face and virtual engagement in their efforts to take forward their proposed projects.

Lost funds as a result of cancelled travel can't unfortunately not be covered. Any travel plans therefore, should include contingency arrangements.

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 1059/CAD \$1500
- Train costs (domestic transportation) EUR 141/CAD \$200
- Accommodation costs EUR 200 per day/CAD \$290/day
- Subsistence costs EUR 60 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;
- 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 (in case relevant for the collaboration). Any plans for this should be incorporated in the application. For more information, please contact the Radboud Summer School ([radboudsummerschool@ru.nl](mailto: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](mailto:radboud@uwo.ca) AND [western@ru.nl](mailto:western@ru.nl).

4.6 Only complete submissions will be considered.

4.7 Late applications will not be considered.

4.8 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 Group will then select the successful projects and reserves final authority over the selection of projects.

## 5. Selection Criteria

The selection will be made based on the selection criteria mentioned below as well as an attempt to support projects from a variety of academic fields.

### 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. Successful Application

Those who are successful, will also receive details of how to accept the award and access funding.

## 7. Change of Project Lead

Applicants should contact the Panel in case of change of a project Lead. Such changes will need to be approved and documented.

## 8. Financial and Reporting Obligations

8.1 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 the Panel.

8.2 Applicants are encouraged to contact the Panel as soon as possible in case of any finance related queries during the project.

8.3 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.

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

8.5 Recipients who fail to submit a final report will not be eligible to submit future applications.