Bonn-Melbourne Research Excellence Fund 2022
Guidelines for Applicants

Purpose
The Bonn-Melbourne Research Excellence Fund fosters collaborative research projects. Applicants from all schools and disciplines are encouraged to submit funding applications for innovative and sustainable projects built around collaborative research linking researchers from the University of Bonn and the University of Melbourne. The research may take place in any country as long as it is done collaboratively. The expectation is that these initial projects will lead to long-term collaborations, institutional and research relations, and when applicable, generate publications, exhibitions, and/or external funding for ongoing collaboration.

Applications that encourage broad collaborations across schools, disciplines, and units are encouraged but not required. Projects developing digital research links between both institutions are also welcome. Proposals with the potential to develop new joint PhD opportunities are encouraged.

In 2022, up to three applications will be funded (each with two principal investigators: one from the University of Bonn and one from the University of Melbourne). Each application will receive up to 20,000 € or $33,000 AUD from their respective institution. These funds must be used for research (broadly defined) and follow the budget guidelines below.

Key Dates
- Call opens: 12 May, 2021
- Applications close: 30 September, 2021
- Outcomes announced: by 30 November, 2021
- Projects commence: January 1, 2022

Application Eligibility
- **University of Bonn**: Principal investigators from the University of Bonn must be research staff who have completed a doctorate and be able to show proof of their employment at least until the end of the collaborative research project. Previous recipients may not currently reapply to the scheme but may participate as a co-investigator.
- **University of Melbourne**: Principal investigators from the University of Melbourne must hold an appointment at Academic Level A (6) or higher and 0.5 FTE or higher at the time of application and for the duration of the award. Honorary employees whose primary academic affiliation is the University of Melbourne are eligible to lead the application if their primary employer has entered into an agreement with the University for the support of the Australian component of the collaborative activity; or may participate at their own expense if they are otherwise unaffiliated (for example, they hold an emeritus position). Previous recipients may not currently reapply to the scheme but may participate as a co-investigator. The relevant Heads of Department/Units must endorse applications.
- **Equality, diversity and inclusion (EDI)**: Adherence to respective equality, diversity and inclusion (EDI) policies are an important feature of this program to ensure that all participants can do their best work, thrive and succeed. Applicant teams should consider how they can take meaningful steps in their future collaborations to foster an environment that values, supports and respects a diverse range of views,
knowledge and experiences. Applicants should consider EDI as it applies to gender, indigenous peoples, disabilities, career stages, and sectors.

Proposals should focus on new research areas that have not yet received funding from Bonn or Melbourne or through third-party funding before. Questions about eligibility should be directed to the respective institution.

Guidelines for budgets
The budget for each project should not exceed 20,000 € or $33,000 AUD for each side. The maximum allowable expenses for airfares, accommodation and meals/per diems should correspond to the guidelines of the University of Bonn (i.e., NRW Travel Expenses Act/LRKG) and the University of Melbourne. Any activities not addressed below are subject to the rules and regulations of the University of Bonn and the University of Melbourne.

**Allowable expenses:**
- travel expenses (e.g., economy airfare, train, etc.)
- accommodation
- per diems for faculty or full-time enrolled students/graduate researchers
- costs towards hosting a seminar, conference, workshop, or exhibition
- costs associated with the preparation of joint grant proposals to respective national funders, agencies, international bodies, philanthropic sponsors or foundations
- no more than 30% of the total award towards the research costs of the joint project, including: consumables, shipping of samples between institutions, and costs to access both physical and online resources not already available to the researchers
- for University of Melbourne only: no more than 25% of the total award for supervisor contribution costs to PhD scholarships for joint PhDs (if not already covered through a strategic scholarship)

**Non-allowable expenses:**
- salaries or salary supplementation
- scholarships for PhD candidates*
- publication costs
- course/tuition fees
- honoraria
- conference attendance
- equipment
- indirect costs/estates costs

*outside of caveat to support joint PhD candidates.

Duration and Funding Limits
Grants should be spent within the period indicated in the project submission or, at a maximum, within 12 months of receipt of funding. The maximum amount that applicants can apply for one project is up to approx. 40,000 € or approx. 66,000 AUD (up to 20,000 € from the University of Bonn and up to $33,000 AUD from the University of Melbourne). Applications with a smaller budget are also encouraged.

Application Submission
Completed proposals should be submitted as a joint submission via the University of Bonn’s program website. University of Melbourne PIs are also asked to attach the same PDF to a Themis Workbench submission.

Each proposal must include the following items in the order listed below as ONE single PDF.

a. Names, titles, faculty, school/departments and emails of the University of Melbourne and the University of Bonn applicants
b. Project title and layperson’s abstract of the proposed project (up to 250 words)
c. Names of other University of Melbourne researchers involved, including name, title, department, role in project


d. Names of other University of Bonn researchers involved, including name, title, department, role in project


e. Narrative description of the proposed project for a multi-school, multi-disciplinary audience using the following sub-headings (three-page limit, 12 font, single spaced)

   i. Project objectives
   ii. Background and previous work as appropriate
   iii. Research approach and methods
   iv. Explanation of how you will evaluate the success of your project
   v. Anticipated schedule

f. Brief description of how the project will address the following criteria (using the following subheadings, maximum 100 words each)

   i. Academic quality and impact
   ii. Innovation
   iii. Outcomes and sustainability
   iv. Partnership & Strategic relevance
   v. Graduate researcher involvement
   vi. Adherence to equality, diversity and inclusion (EDI) policies


g. Budget and budget justification, with one section for University of Melbourne budget and one section for University of Bonn budget, explaining in detail all anticipated expenditures

   i. Description of other funds secured or applied for overlapping projects

h. For the University of Melbourne: Brief letter from the primary PI’s Head of Department/School endorsing the application

   i. Curriculum vitae: 2-page maximum, current, for each PI
   j. Curriculum vitae: 1-page maximum, current, for additional team members
   k. Please indicate if internal or external funding for this project has been received in the past and if so, provide the name and date of the award.

Applicants should start preparing their applications well ahead of the closing date to provide time for an endorsement letter from the University of Melbourne PI’s respective Head of Department/School.

Complete applications must be received by the deadline of 30 September 2021. No extensions will be granted.

Assessment Criteria

- **Academic quality and impact:** the academic quality of the proposed work, the likelihood of it gaining wide recognition and/or having a high impact when completed. If appropriate, the ability to cut across disciplines

- **Innovation:** the extent to which the project will contribute to novel thinking and creative outcomes

- **Outcomes and Sustainability:** the likelihood that the project will lead to long-term research relationships and generate on-going collaboration. Expected outcomes may include, among other possibilities: publications, grant proposals, clinical interventions, technological innovations, exhibitions, performances, enhanced networks and/or research-based seminar/conference/workshops

- **Partnership & Strategic Relevance:** how the project will contribute to promoting and consolidating the relationship between the University of Melbourne and the University of Bonn. How the research will be
shared with broader academic communities at each institution and contribute to realizing university strategies

- **Graduate Researcher Involvement:** are opportunities provided for PhD researchers to engage in the collaboration? What are the anticipated benefits of PhD researcher involvement in the project and for the individuals themselves?

A multi-disciplinary selection committee will assess, comment on and score each application, based on the criteria above. Applicants must outline the aims, methods and expected outcomes of the project and should ensure that they address all criteria.

**Results**
Applicants will be advised of the outcome of their application by 30 November, 2021. Project will commence in January, 1 2022. Successful applicants will receive a letter of confirmation from their home institution and will receive an Acceptance of Award letter that must be signed and returned by the due date to the International Office at University of Bonn and a Research Grant Acceptance Form that must be completed and returned to Research, Innovation and Commercialisation at the University of Melbourne.

**Payment**
Successful applicants will be awarded up to 20,000 € by the University of Bonn and up to $33,000 AUD by the University of Melbourne. Awardees will be responsible for managing project funds and for facilitating the sharing of funds with team members where required. Upon submitting complete award agreement documents, successful applicants will receive the funds within one month.

**Change of Investigator**
If circumstances change – for example, the principal investigator or a team member leaves the project – awardees must provide notification to Research, Innovation and Commercialisation at the University of Melbourne and the International Office at University of Bonn. All changes must be approved in writing.

**Extensions**
Under exceptional circumstances, no-cost extensions will be approved for a maximum period of 6 months. Applicants seeking an extension must submit a written request at least one month before the end of the grant, along with a revised budget and timeline of activities to Research, Innovation and Commercialisation at the University of Melbourne and the International Office at University of Bonn for approval prior to expiry of the grant.

**Publications**
Any publications (e.g., abstracts, articles) or dissemination (e.g., public presentations) arising from activities supported by this Grant should acknowledge financial assistance received from the Bonn-Melbourne Research Excellence Fund. Copies of publications or presentations or notification of presentations should be submitted to the International Office at the University of Bonn and Research, Innovation and Commercialisation at the University of Melbourne. The name for the said acknowledgment is “Bonn-Melbourne Research Excellence Fund provided by the University of Melbourne and the University of Bonn.”

**Forfeiture of grants**
Grants not spent by the due date will be transferred back either to the University of Melbourne or the University of Bonn as applicable so that unspent balances can be re-allocated.

**Financial and Reporting Obligations**
Recipients will be required to submit a final report to each institution within one month of completion of the project. The report should include an outline of the outcomes of the project, an indication of the project’s
sustainability, a summary of lessons learned in undertaking the project and a detailed accounting of funds as required by University policy. University of Bonn recipients who fail to submit a final report will not be permitted to submit future applications for internal funding programs.

Further information and contacts
Any queries about this joint call should be directed to:

University of Bonn
Dr. Christian Klöckner, Partnership and Network Management
c.kloeckner@uni-bonn.de.

University of Melbourne
Kim Turner, Researcher Development Schemes
ric-internalgrants@unimelb.edu.au.