## **A red sign with white text Description automatically generatedA white sign with black text Description automatically generated Cardiff University and the University of Waikato**

## **Collaborative Seed Fund - Application Form**

As a key part of our strategic international partnership, Cardiff University (CU) and the University of Waikato (UoW) have established a collaborative seed fund. This seed fund will support staff at CU and UoW to develop collaborative teaching and/or professional services projects as well as research projects that have **clear outcomes and a clear pathway to build and sustain the collaboration.** For further information, please refer to the Guidelines for Applicants.

TO NOTE:

* The maximum value of each project is proposed to be 20,000 NZD/10,000GBP.
* Funding requests do not need to be matched equally (up to the value of 20,000 NZD / 10,000 GBP) but full funding requests from one partner are only likely to be considered in exceptional circumstances.
* Funding will be allocated via two calls for proposals per year. The total amount available for each call is 120,000NZD/60,000GBP. The total funding available annually is 240,000NZD/120,000GBP.
* It is the intention that each call will fund projects in all three streams (research, teaching and professional services). The amount allocated to each stream will vary, depending on the submissions received and the priorities of the two universities.
* Proposals to this joint call for funding must include at least one applicant from each university.
* Funding will be allocated internally with no transfer of funds between partners.
* Details of the funding cycle timelines can be found on the partnership website.
* To support capability development, we particularly encourage proposals that are led by early career staff[[1]](#footnote-1).
* Proposals will initially be assessed internally (by international deans and associate deans research). Funding decisions will then be made by a joint committee made up of members from both CU and UoW (representing expertise in research, teaching and professional services). Funding will then be allocated from either/both universities.
* Funding decisions will be made on several criteria (e.g., excellence, novelty/innovation, project impact, partnership impact, reputation enhancement)
* Final decisions will be made with an overarching consideration for the need for balanced support of teaching, professional services and research projects.
* All applications need to be written in language that is suitable for a multi-disciplinary panel to read and assess.
* For Cardiff University, funds will be transferred to successful candidates before the end of the financial year.
* Successful applicants will be required to submit a short report within two months of the agreed project completion date. A further follow up by a member of the International Office will occur within 12 months of the project completion to capture outputs, next stage funding etc.

For further information, please email [Cath Battersby](mailto:cathb@waikato.ac.nz) (Waikato staff) or [Anne Morgan](mailto:morgana11@cardiff.ac.uk) (Cardiff staff).

## **Co-applicant information (Cardiff lead)**

|  |  |
| --- | --- |
| Title (Mr/Mrs/Miss/Ms/Dr/Prof) |  |
| First Name |  |
| Last Name |  |
| Email |  |
| Contact Phone No |  |
| Position |  |
| College |  |
| School/Business Unit |  |
| Other |  |

**Co-applicant information (Waikato lead)**

|  |  |
| --- | --- |
| Title (Mr/Mrs/Miss/Ms/Dr/Prof) |  |
| First Name |  |
| Last Name |  |
| Email |  |
| Contact Phone No |  |
| Position |  |
| Division |  |
| Faculty/School |  |
| Other |  |

**Project team** – Please provide details of any other staff who will be actively involved in the project

**\*Early Career Staff (ECS) are defined as:** An individual who is within eight years of the award of their PhD (academic staff) or equivalent professional training (professional staff).

**Cardiff**

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| --- | --- | --- | --- | --- |
|  | Title and full name | Position | College/Division/School etc | ECS\* (Y/N) |
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**Waikato**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Title and full name | Position | College/Division/School etc | ECS\* (Y/N) |
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## **Project details**

**Title of proposed project/activity:**

**Project type:** Research / Teaching / Professional Services (please highlight or underline)

**Abstract:** (max 200 words)

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**How did this collaboration opportunity arise?** (max 100 words)

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**Project timeline**

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| Start date |  |
| Completion date |  |
| Key milestones |  |

**Project Description** (max 600 words) Please describe the project. How does the project develop and deliver excellence?

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**Project outputs and outcomes** (max 300 words)

**Please provide a description of the outputs and outcomes the project will deliver by the end of the funded period and the longer term (e.g. after 1 or 2 years)** (Please note: Successful applicants are required to report against the approved intended outcomes following completion of the project)

Teaching: (e.g. joint course delivery, curriculum development etc)

Professional: (e.g. new or improved processes or service etcs)

Research: (e.g. joint research publications, funding applications etc)

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**Travel** If a request for physical travel is made, please explain why this is necessary and cannot be achieved by virtual means? (max 300 words)

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**Partnership impact** (max 300 words) (How will this project support the strengthening of our strategic partnership)

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**Detailed justification of costs set out in the budget spreadsheet** (please refer to your institution’s travel policy)

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**References (if applicable)**

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## **Funding**

**Proposed budget and funding requested**

* Please complete the budget template. Details for eligible spend can be found in the Guidelines for Applicants.
* Please indicate any other sources of internal/external funding explored and/or confirmed, if applicable

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* Have you received any Waikato/Cardiff seed funding in previous rounds, if so provide details of what was delivered against your stated outcomes?

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* Research projects only

o Future sources of external funding identified

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## **Supporting documents**

**Please attach**

* a short CV (max 5 pages, Arial font size 11) for both lead applicants

## **Declarations**

**Cardiff lead**

I declare that the statements made and information given in this application are to the best of our knowledge, true, complete, and correct. We have read and fully understand the Guidelines for Applicants. We understand that the personal data provided in this form will be used by the relevant panels and authorised personnel responsible for handling applications for the seed fund.

I confirm I have the approval/support from my Head of School/Dean

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**Waikato lead**

I declare that the statements made and information given in this application are to the best of our knowledge, true, complete, and correct. We have read and fully understand the Guidelines for Applicants. We understand that the personal data provided in this form will be used by the relevant panels and authorised personnel responsible for handling applications for the seed fund.

I confirm I have the approval/support from my Head of School/Dean

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1. *An individual who is within eight years of the award of their PhD (academic staff) or equivalent professional training (professional staff). These durations exclude any period of career break, e.g. for family care or health reasons. The award of PhD is defined at the point of successful PhD viva.* [↑](#footnote-ref-1)