

USyd-Yonsei Ignition Grants Guidelines for Applicants

1. Purpose

The University of Sydney (USyd) and Yonsei University (Yonsei) have identified each other as strategic partners to foster deep collaborations in research and education. The USyd-Yonsei Ignition Grants have been established to facilitate and support joint initiatives that will strengthen the two universities' strategic priorities as well as develop multi-disciplinary cutting-edge research to create academic and societal impact.

In this round of the Ignition Grants, applicants are encouraged to submit funding proposals for innovative and sustainable programs built around collaborative research linking USyd and Yonsei.

Proposals which seek to address the UN's [Sustainable Development Goals](#) are highly encouraged.

Proposals should plan for long-term engagement that includes leveraging external funding and publication outputs.

Preference will be given to teams which include PhD students, Early and Mid-Career Researchers (EMCRs) and researchers on Sabbatical Leave, and to projects where at least one of the Chief Investigators is within 10 years of receiving their PhD. Projects which are multidisciplinary in nature are encouraged. Preference is also given to applications involving new collaborations.

All applications must be jointly submitted by a Chief Investigator from USyd and a Chief Investigator from Yonsei. Up to **five (5) proposals** may receive up to the equivalent of **AUD \$20,000 from each institution for a total of AUD \$40,000**.

2. Eligibility

- 2.1. Proposals are invited from academic staff from all disciplines at USyd and Yonsei and their affiliated Research Centres and Institutes.
- 2.2. Chief Investigators from USyd must be employed on a full-time, part-time (appointed at least 0.5 FTE), fixed term or continuing basis. If on a fixed term contract, the end date must be beyond the funding period. Applicants from affiliated Research Centres and Institutes must be University Title Holders.
- 2.3. Chief Investigators from Yonsei must be employed on a full-time.
- 2.4. Higher Degree Research students and research assistants/associates are not eligible to apply as Chief Investigators, but they are welcome to join the applications.
- 2.5. Current recipients of other funding from the USyd Office of Global & Research Engagement whose project is still ongoing and will not have finished by the application close date may apply for further grants but are required to submit a progress report of their current project when submitting their application. The progress report should be an attachment to the application – single page, narrative update on project progress to date and unexpended award balance. Please note that it is not possible to hold two awards from the Office of Global & Research Engagement concurrently.
- 2.6. USyd Previous recipients of other funding from the USyd Office of Global & Research Engagement whose projects have finished or will have finished by the application close date may only apply for consecutive grants if they have submitted their final report.

3. Duration

- Funding is available from 1 September 2024 until 31 August 2025.
- Funding from USyd must be used by 31 August 2025.
- Funding from Yonsei must be used by 31 August 2025.

4. Important Dates

Applications open	Friday 12 April 2024
Applications close	30 June 2024, 11:59pm AEST/ 10:59pm KST
Successful applicants notified	26 August 2024
Latest date for projects to start	1 September 2024
Latest date for projects to end	31 August 2025
Final reports due	30 November 2025
Update to final reports due	1 March 2027

5. Eligible Grant Expenditure and Activities

5.1. Expenditure that will be considered for funding include:

- Airfares: Only travel up to the value of four economy class return airfares will be considered; applicants should indicate who is travelling and their career stage in the budget;
- Other travel expenses (e.g. train, rental car);
- Costs for hosting a seminar/conference or workshop (should not exceed 50% of total budget);
- Accommodation and subsistence (a maximum of two weeks for up to four people);
- Consumables (a detailed justification of the consumables to be purchased should be included in the Comments section of the online application form); and
- Publications and printing costs of up to AUD \$1,000.

5.2. All travel activities must comply with the guidelines of the respective universities.

- **USyd** – All USyd travel must comply with the [Travel Policy 2018](#) and follow all relevant processes and policies, including travel insurance as outlined on the [Travel intranet page](#). USyd researchers should refer to www.smartraveller.gov.au for the latest visa and travel advice.
- **Yonsei** – All travel must comply with [Yonsei Travel Policy](#).

5.3. Activities that **will not be considered** for funding:

- General teaching;
- An individual staff member's research projects, unless as catalytic funding for the establishment of an international research collaboration with the prospect of external funding;
- Hiring of Research Fellows or Research Assistants
- Event registration fees;
- Website development;
- Salaries or salary supplementation, and honoraria;
- Scholarships for students;
- Course fees for international students;
- Bench 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.

6. Submission Requirements

6.1. All proposals must be submitted online and include the following elements:

- Ignition Grants Application Form (online)
 - Details of team involved and the role and contribution of each member

- Project details (title, abstract, description in layman's terms)
 - Expected outcomes
 - Selection criteria (see point 7)
 - Project timeline
 - Project budget
 - CV of the USyd Chief Investigator (maximum two pages in length) which should include:
 - Qualifications, current position, and employment history
 - 10 career-best publications
 - Awards and relevant presentations
 - Current grant income
 - Collaborative track record (limited to 200 words)
 - CV of the Yonsei Chief Investigator (maximum two pages in length) which should include:
 - Qualifications, current position, and employment history
 - 10 career-best publications
 - Awards and relevant presentations
 - Current grant income
 - Collaborative track record (limited to 200 words)
 - A brief letter of support in English on official letterhead from any additional institution/organisation (other than USyd or Yonsei) that intends to formally collaborate.
 - Endorsement by the relevant USyd Head of School. A pre-filled Endorsement Coversheet is automatically generated by the application system after completion of the Ignition Grants Application Form (online) and sent to the USyd Chief Investigator's email for this purpose. The signed coversheet must be uploaded before submission.
- 6.2. All applications must be jointly submitted by a Chief Investigator from USyd and a Chief Investigator from Yonsei.
- 6.3. Applications can only be initiated by the Chief Investigator from USyd using their UniKey and password. Chief Investigators from Yonsei may only access and edit the applications after invitation from USyd Chief Investigators to be a "Collaborator" of the application.
- 6.4. A copy of the questions included in the online application form (including budget) is available for preview from the USyd Funding Schemes Site at <http://sydney.edu.au/award-schemes> .
- 6.5. Applicants must indicate the expected expenditure for each calendar year in their budget. Funding from the University of Sydney will be made available in two tranches, according to the amounts requested for each year. Please note that funding from the University of Sydney beyond 2024 is subject to budget availability, and awardees are therefore strongly recommended to spend as much of their funding as possible in the current financial year.
- 6.6. All applications must be submitted online via the USyd Funding Schemes Site at <http://sydney.edu.au/award-schemes>.
- 6.7. It is the responsibility of the Chief Investigators to upload the signed Endorsement Coversheets to the USyd Funding Schemes Site before final submission. **It is highly recommended to provide the Head of School with the Endorsement Coversheet and a downloaded copy of the completed online application well in advance of the application deadline to ensure sufficient time for endorsement.**
- 6.8. Only one application per USyd Chief Investigator can be submitted per round of the Ignition Grants.
- 6.9. Only complete submissions will be considered.
- 6.10. Late applications will not be considered.

7. Scoring and Selection Criteria

- 7.1. Priority is given to applications that align with the strategic research areas of both universities. Applications in other fields showing good prospect of sustainability are also welcome.
- 7.2. Criteria do not have weightings; proposals are assessed holistically. Each proposal will be assessed according to the selection criteria described below.

Score	Category	Justification
4	Excellent	Proposal successfully addresses all relevant aspects of the criterion. Any shortcomings are minor
3	Very Good	Proposal addresses the criterion very well, but a small number of shortcomings are present
2	Good	Proposal addresses the criterion well, but a number of shortcomings are present
1	Weak	Criterion is inadequately addressed or there are serious inherent weaknesses

Selection Criteria	Description
Quality & Relevance 300 words maximum	<ul style="list-style-type: none"> Clearly describe the objectives and methodology to be employed with the project. The alignment with strategic priorities and the objectives of the funding scheme will be considered in combination with the soundness of the concept and credibility of the proposed methodology. Explain how the participants in the research team will bring together the necessary expertise to carry out the project. The 2-page CVs of the Chief Investigators will be taken into consideration.
Execution 300 words maximum	<ul style="list-style-type: none"> Elaborate on the workplan and milestones outlined in the timeframe (there are separate sections in the application form for an outline of activities in the Timeline and Budget). Proposed timeframes and budget estimates should be realistic and appropriate. The long-term plan for engagement to attract research funding and produce publications will be taken into consideration. This section should also address the appropriateness of the allocation of tasks, ensuring that all participants [including PhD students, postdocs, Early and Mid-Career Researchers (EMCR)¹, and any researchers on Sabbatical Leave] have a valid role and there are adequate resources in the project to enable them to fulfil that role.
Impact 300 words maximum	<ul style="list-style-type: none"> Outline what the participants will gain from the project and how it will contribute to the discipline and field of research. Explain how the project will establish or strengthen a durable cooperation between the universities and participants. Explain how the project will impact beyond the academic sphere (i.e. benefit society and address global challenges, Sustainable Development Goals). Explain how the project activities and results will be communicated to different target audiences.

8. Expected Outcomes

It is expected that the selected proposal will result in the following outcomes:

Category	Outcome
Research quality and influence	<p>The research:</p> <ul style="list-style-type: none"> - will advance knowledge in the field which addresses an issue of importance - may result in fundamental outcomes - is innovative in concept

¹ Early-Career Researchers are defined as those within 10 years of award of PhD and Mid-Career Researchers are defined as those between 10-15 years of award of PhD.

	- will use well established approaches to good effect
Publications	At least one (1) peer-reviewed publication in a nationally/internationally recognised scholarly journal
External funding	At least one (1) Category 1-3 ² national/international competitive grant submission. Details of the external funding bodies to which you plan to submit applications must be identified within the application form. Proof of submission is required in the final report.
Optional	
Training & education	Supervision and mentoring of visiting PhD students/postdoctoral researchers/ECRs.
Joint Workshop	A joint workshop at either institution. This may be in-person, virtual or hybrid.
Conference	A conference presentation. This may be in-person or online.

Industry engagement is encouraged, but not expected. If proposals include industry engagement, then details should be provided in the timeline/activities section of the online application.

9. Assessment Process

Award selection will be made by a joint committee formed by members of both universities, which reserves final authority over the selection of projects taking into account university and faculty strategic priorities/themes, and the availability of funds.

10. Notification of Application Outcomes

Successful applicants will receive a letter of award outlining the process to accept the award including payment. Feedback will not be provided to unsuccessful applicants.

11. Change of Investigator

Applicants should contact the Program Coordinator at each institution. Such changes will need to be approved and documented.

12. Extensions

Under exceptional circumstances extensions may be approved for a maximum period of six months. Requests for extensions must be submitted to the Program Coordinators in writing at least 2 months before project end date and include a revised budget and timeline of activities for consideration.

13. Forfeiture of Grants

Funds awarded by Yonsei, which are not spent by 31 August 2025, must be returned.

Funds awarded by the University of Sydney must be expended by 31 August 2025. Each month, funds matching actual expenditure from the previous month will be transferred into the Chief Investigator's university project account by Corporate Finance. The transfer of funds will cease when the awarded amount is reached or 31 August 2025, whichever comes first. Any expenditure above the awarded amount will need to be cleared to another Faculty/School account (such as consulting or other as appropriate). It is recommended USyd Chief Investigators use the awarded funds within the allocated timeframe and spend as much as possible upfront, for example, purchasing of any flight tickets budgeted well in advance with flexible options and pre-paying any budgeted accommodation. This is to guarantee the expenses count against the funding that has been awarded.

² Category 1: Australian Competitive Grant Research Income. For example, the ARC, NHMRC, MRFF, etc.

Category 2: Other Public Sector Research Funding. Other Australian Government schemes and business enterprises and State and local governments and partly government-owned or funded bodies.

Category 3: Industry and other Funding for Research. Research grants or contract research with Australian or international industry or non-Australian Government agencies. Funding through donations, bequests, charities and foundations (both Australian and international).

14. Financial and Reporting Obligations

- 14.1. 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 both universities for approval.
- 14.2. The activation of research funding accounts is not tied to ethics/other approvals being obtained. It is the responsibility of Chief Investigators to ensure that no work requiring approval is commenced until such approvals are in place.
- 14.3. Awardees must adhere to the purchasing guidelines of the respective universities to which reimbursement is to be sought. Reimbursement of each expenditure item will be capped at the approved amount.
- 14.4. University of Sydney Investigators
- Successful USyd teams are expected to utilise the University platform '[Impact Tracker](#)' to manage the impact data associated with the Ignition Grants, to enable the University to capture and report on its investment.
 - Awardees must submit a final report using the report pro-forma online through the [Funding Schemes Site](#). The final report must be completed by 30 November 2025 and an update to the final report must be submitted before 1 March 2027.
 - In consultation with their Finance Manager, the USyd Chief Investigators must complete and upload an acquittal statement together with their final reports. The acquittal statement template is provided with the report pro-forma online through the [Funding Schemes Site](#) linked to the application. This acquittal statement is not required to be submitted by Yonsei Chief Investigators.
 - Failure to submit a completed report will result in all members of the project team being ineligible to submit future funding applications and mention of the Ignition Grants will be removed from their University of Sydney online Academic Profile.
- 14.5 Yonsei University Investigators
- A report pro-forma is available through the [YFL website](#).
 - Please submit a final report by email at ysfrontierlab@yonsei.ac.kr.

15. Marketing and Communications

Recipients may be contacted by University of Sydney Marketing and Communications for the purposes of promoting their successful funding application and informing others of their research.

It is expected that awardees will participate in future information sessions for prospective applicants for the future rounds of the Ignition Grants.

16. Publications

Successful applicants who are supported by the Ignition Grants are required to publish the outcomes in international journals. It is expected that publications are submitted within 18 months after the end of the project. Once the outcomes are published, please submit the scanned copies to your Program Coordinator at your earliest convenience.

Any publications (e.g. abstracts, articles) or dissemination (e.g. public presentations) arising from activities supported by the Ignition Grants should acknowledge funding received. The standard acknowledgment is "USyd–Yonsei Ignition Grants".

Copies or notification should be submitted to the Office of Global & Research Engagement at USyd and the Yonsei Frontier Lab at Yonsei.

For further Information please contact the Program Coordinators:

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